



PO Mass Close Process

PO Mass Close Process

Security required to run the Mass PO Close process:

Role **PO_RECON** or **BU_ADMIN**

Tools required: Basic Excel skills to sort, concatenate, copy and paste.

Information required: Run the nVision report POADJBAL for your Business Unit, or other reports to identify the POs that should be closed. In other words, have a list of POs to be closed in a spreadsheet or text document.

Speed of processing depends on the number of users using this process. If multiple users are scheduling Mass PO Close, it may take a significant amount of time to complete the process and be able to run budget check on the closed POs.

The Mass PO Close does allow a specific accounting date, so POs can be closed with a specific close date after the end of the fiscal year. For fiscal year 2010, POs must be closed with a dated earlier or equal to 6-30-2010.

Steps for Mass PO Close

1. Identify list of POs to close
2. Concatenate information to arrive at string of data with Business Unit, close accounting date and PO number.
3. Save list in Notepad.
4. Run PO Mass Close Job.
5. Integration broker closes each PO individually.
6. Verify POs that have not closed with the Query **UW_PO_NOT_CLOSED_ACTTG_DT**
7. Run Query **UW_PO_MASS_CL_ACCTG_DT** to get a list of all POs processed through the mass close for an Accounting Date by user. This assumes that the user is not entering POS while the close is being done.
8. Budget Check closed POs

As an example, this will illustrate the process by selecting Purchase Orders to be closed.

Example - Set filter on amount less than \$0.01.

UWOSH

| | | Based on Act Log where tran type equal to PO_POENC uw_kk_poDTL_vw | | Based on Act Log where tran type equal to AP_YOUCHER and ledger ENC uw_kk_poDTL_vw | | Formula | JNRL_LN record | Subtotal | PO Stat | Due Date | BCM Status POHdr record |
|------------|--------|---|-------------------|--|--------|---------------------|----------------|------------|---------|----------|-------------------------|
| PO ID | PO TYR | Original Enc | Liquidated Amount | Enc Balanc | GL Adj | Adjusted PO Balance | PO | Due Date | BCM | Stat | |
| 0000012232 | GEN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | D | 2008-02-19 | V | | |
| 0000012303 | GEN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | D | 2008-03-05 | V | | |
| 0000012550 | GEN | 7,469.13 | (7,469.13) | 0.00 | 0.00 | 0.00 | D | 2008-05-14 | V | | |
| 0000012597 | INTR | 13,230.71 | (13,230.71) | 0.00 | 0.00 | 0.00 | D | 2008-05-19 | V | | |
| 0000012625 | GEN | 24,225.60 | (24,225.60) | 0.00 | 0.00 | 0.00 | D | 2008-05-21 | V | | |
| 0000012633 | GEN | 368.88 | (368.88) | 0.00 | 0.00 | 0.00 | D | 2008-05-22 | V | | |
| 0000012732 | BLKN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | D | 2009-06-15 | V | | |
| 0000012743 | PRIN | 86.19 | (86.19) | 0.00 | 0.00 | 0.00 | D | 2008-07-02 | V | | |
| 0000012801 | INTR | 4,801.95 | (4,801.95) | 0.00 | 0.00 | 0.00 | D | 2008-07-03 | V | | |
| 0000012823 | BLKP | 3,625.00 | (3,625.00) | 0.00 | 0.00 | 0.00 | D | 2009-06-15 | V | | |
| 0000012839 | GEN | 5,227.50 | (5,227.50) | 0.00 | 0.00 | 0.00 | D | 2008-07-09 | V | | |
| 0000012842 | PROE | 245.00 | (245.00) | 0.00 | 0.00 | 0.00 | D | 2009-06-15 | V | | |
| 0000012906 | PROE | 25,935.00 | (25,935.00) | 0.00 | 0.00 | 0.00 | D | 2008-07-15 | V | | |
| 0000012983 | PROE | 590.56 | (590.56) | 0.00 | 0.00 | 0.00 | D | 2009-06-15 | V | | |
| 0000013082 | INTR | 70,090.29 | (70,090.29) | 0.00 | 0.00 | 0.00 | D | 2008-08-08 | V | | |
| 0000013099 | INTR | 832.81 | (832.81) | 0.00 | 0.00 | 0.00 | D | 2008-08-13 | V | | |
| 0000013125 | PROE | 69.72 | (69.72) | 0.00 | 0.00 | 0.00 | D | 2008-08-21 | V | | |
| 0000013157 | PRIN | 2,356.79 | (2,356.79) | 0.00 | 0.00 | 0.00 | D | 2008-08-27 | V | | |
| 0000013196 | INTR | 5,704.00 | (5,704.00) | 0.00 | 0.00 | 0.00 | D | 2008-09-09 | V | | |
| 0000013201 | GEN | 1,830.27 | (1,830.27) | 0.00 | 0.00 | 0.00 | D | 2008-09-10 | V | | |

Note: At this point you can send the list of POs to be closed to UWSA and we will process it for you.

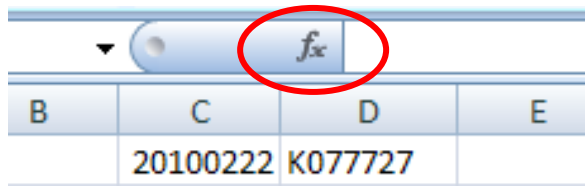
For those more adventurous.....

After the list of POs to be closed is identified through sorting, cut and paste the PO numbers to another sheet. In Cell A1 Enter your Business Unit, Cell B1 is "C" for Closed. Cell C1 is the date (In this format yyymmdd). Paste PO numbers into Column D. See the following example:

| | A | B | C | D | E |
|---|-------|---|----------|-----------|---|
| 1 | UWMIL | C | 20100222 | K077727 | |
| 2 | | | | K079831 | |
| 3 | | | | K078900 | |
| 4 | | | | K078891A | |
| 5 | | | | 105001001 | |
| 6 | | | | K084850 | |
| 7 | | | | K045724 | |

The next step is to concatenate this information into a string of characters for the PO Mass Close process. With your cursor in column E, row 1.

Use a function

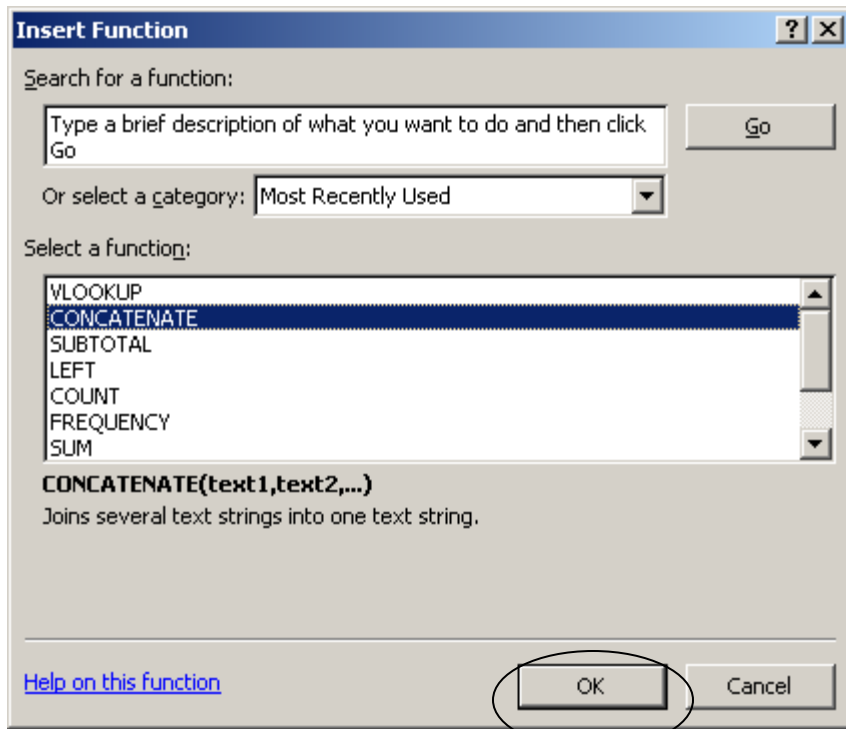


Click on the function icon.

This Search for a function by click the icon: Type in Concatenate.
Select Concatenate as the function

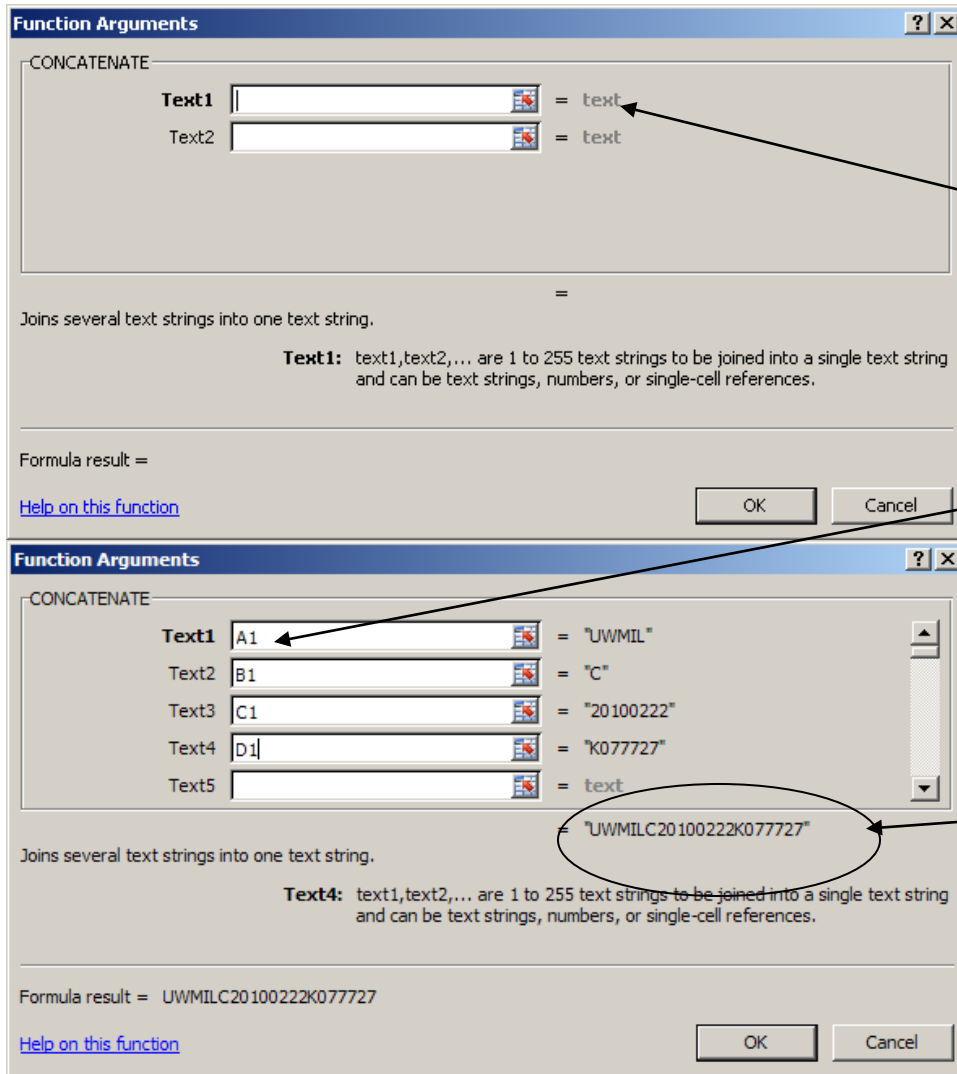
Stop and think here - Closing Purchase Orders for Fiscal Year 2010??

Be sure to use date of 20100630 if closing FY2010 Purchase Orders after June 30, 2010.

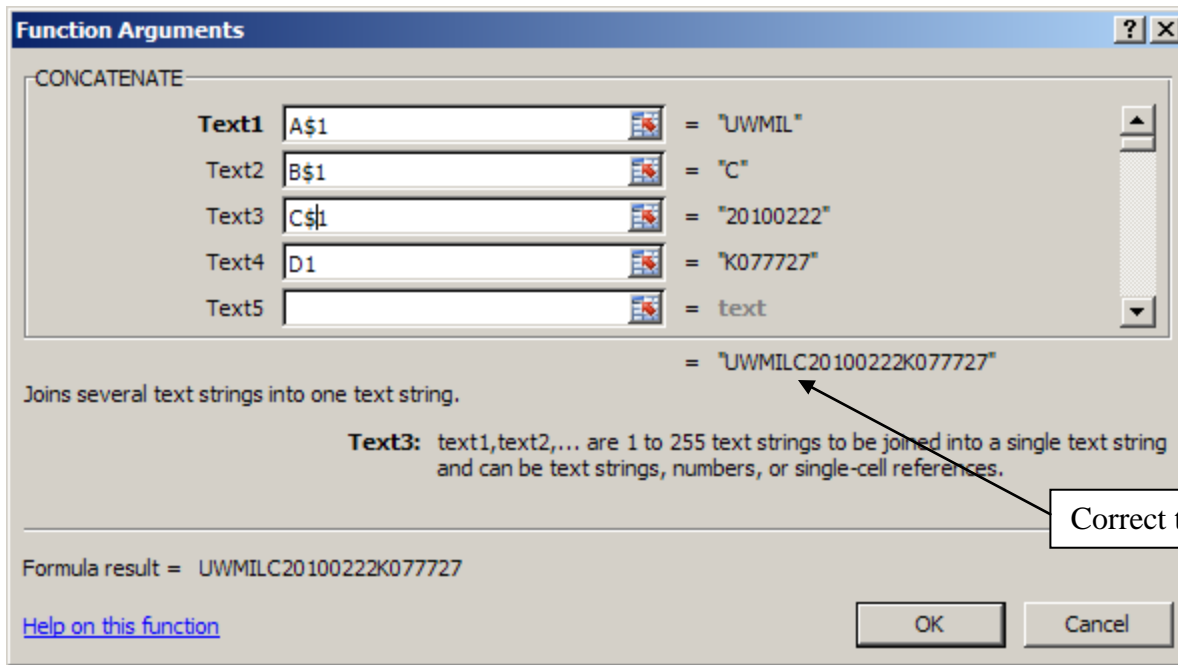


Type in “Concatenate” and the function will come up. This will combine different cells into one string of text. For the PO Close process, each PO must be in this format, “UWMILC20100222K077727”. In other words, Campus Business Unit, close date, PO Status C and PO number combined.

Click on OK when you have selected Concatenate.



Click on the first line and click on the cell with the Business Unit. Place a \$ sign as shown – this will use cell A1 (Business Unit) to combine with the PO numbers. You can also type in A\$1. Second, click into the second line and click on cell B1 or type in cell B1. Third, click into the third line and then click on cell C1. Fourth, Click on cell D1 and tab out of field. Insert a dollar sign between A1 (A\$1), B1 (B\$1) and C1(C\$1) but not for D1. See next example and then click OK.



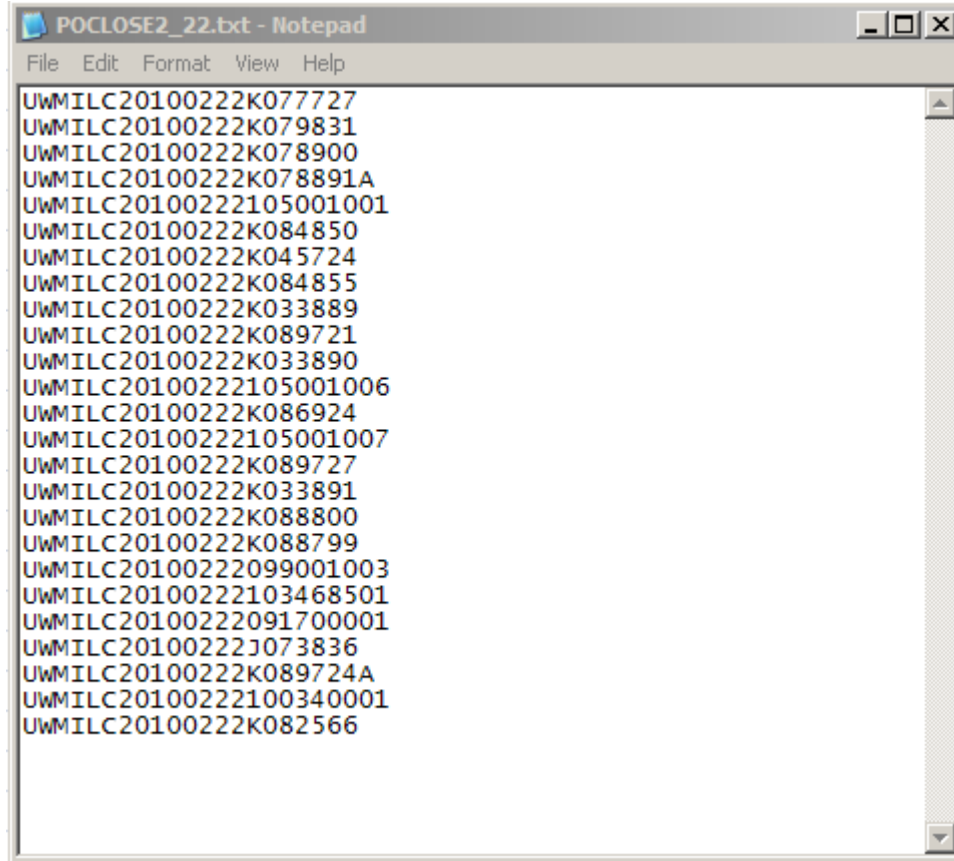
After verifying the correct text string format, click OK.

The string of characters is now in cell E.

| A | B | C | D | E | F | G | H |
|-------|---|----------|---------|-----------------------|---|---|---|
| UWMIL | C | 20100222 | K077727 | UWMILC20100222K077727 | | | |
| | | | K079831 | UWMILC20100222K079831 | | | |
| | | | K078900 | UWMILC20100222K078900 | | | |

In Row E, Drag the formula down the entire list of POs to be closed. This is the list to be copied into Notepad for the PO Mass Close process.

Note – At this point be sure to verify the numbers of POs to be submitted for closure. It is easier to count from your excel work sheet. If you run several PO Mass Close Processes, you may want to save the notepad files with different names for later verification of the close. The rules that will prevent a PO from Closing are still in effect with this process.



```
POCLOSE2_22.txt - Notepad
File Edit Format View Help
UWMILC20100222K077727
UWMILC20100222K079831
UWMILC20100222K078900
UWMILC20100222K078891A
UWMILC20100222105001001
UWMILC20100222K084850
UWMILC20100222K045724
UWMILC20100222K084855
UWMILC20100222K033889
UWMILC20100222K089721
UWMILC20100222K033890
UWMILC20100222105001006
UWMILC20100222K086924
UWMILC20100222105001007
UWMILC20100222K089727
UWMILC20100222K033891
UWMILC20100222K088800
UWMILC20100222K088799
UWMILC20100222099001003
UWMILC20100222103468501
UWMILC20100222091700001
UWMILC20100222J073836
UWMILC20100222K089724A
UWMILC20100222100340001
UWMILC20100222K082566
```

UNIVERSITY OF WISCONSIN SYSTEM Shared Financial System

Home Worklist MultiChannel Console Ad

Menu

- ▼ Purchasing
 - ▷ Requisitions
 - ▷ Request for Quotes
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 - ▷ Vendor Rebates
 - ▼ Purchase Orders
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 - ▷ Manage Change Orders
 - ▼ Reconcile POs
 - Reconciliation Workbench
 - Close Purchase Orders
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 - Mass Close POs File
 - ▷ Review PO Information
 - ▷ Reports
 - ▷ Budget Year End Processing
 - Add/Update Express

Main Menu > Purchasing > Purchase Orders >

Reconcile POs

Perform reconciliation activities on purchase orders such as approve or cancel.

| | | |
|---|--|--|
| <p>Reconciliation Workbench Analyze, approve, dispatch, unapprove, cancel, close, preview and print POs.</p> | <p>Close Purchase Orders Close qualifying POs and produce the Purchase Order Reconciliation report.</p> | <p>Reopen POs Reverse changes made to PO reconciliation process</p> |
| <p>Mass Close POs File PO Close Mass File</p> | | |

Navigation to PO Mass Close: Purchasing/Purchase Orders/reconcile POs/Mass Close POs File

Add a new value the first time this is run. Click “Add”.

UW_PO_CLOSE_DYN

Find an Existing Value Add a New Value

Run Control ID: PO_MASS_CLOSE

Add

PO Close Request

Run Control ID: PO_MASS_CLOSE

[Report Manager](#) [Process Monitor](#)

Run

Process Request Parameters

Add

Delete

View

Attached File:

At this screen, browse for the PO close file by selecting the “Add” button.

Upload Cancel Browse...

Browse for the file here.

C:\Documents and Settings\janet larsen\Desktop\OSHPC Browse...

Upload Cancel

After selecting the file, select upload.

UW PO Close

PO Close Request

Run Control ID: PO_MASS_CLOSE

[Report Manager](#) [Process Monitor](#)

Run

Process Request Parameters

Add Delete View Attached File: POCLOSE2_22.txt

Save Return to Search Previous in List Next in List Notify

Add Update/Display

The close job is now ready to run. Select "Run".

Process Scheduler Request

User ID: LSN Run Control ID: PO_MASS_CLOSE

Server Name: Run Date: 02/04/2009

Recurrence: Run Time: 1:20:53PM

Time Zone: 🔍

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-------------|--------------|--------------------|-------|---------|------------------------------|
| <input checked="" type="checkbox"/> | UW_PO_CLOSE | UW_PO_CLOSE | Application Engine | Web | TXT | Distribution |

At Process Scheduler Request, select OK to start the job.

Process List [Server List](#)

View Process Request For

User ID: 00367525 🔍 Type: Last: 30 Minutes

Server: Name: 🔍 Instance: to

Run Status: Distribution Status: Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|----------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 4675515 | | Application Engine | UW_PO_CLOSE | 00367525 | 02/24/2010 1:05:32PM CST | Success | Posted | Details |

PO Mass Close job has finished. The POs are not yet closed. Another process begins that will close each PO separately.

How to view the transaction numbers for PO close.

From Process Scheduler, click on Details

View Log/Trace

Report

Report ID: 2036917 Process Instance: 4675515 [Message Log](#)
Name: UW_PO_CLOSE Process Type: Application Engine
Run Status: Success

UW_PO_CLOSE

Distribution Details

Distribution Node: SFQA_RPTNOD Expiration Date:

File List

| Name | File Size (bytes) | Datetime Created |
|---|-------------------|---------------------------------|
| AE_UW_PO_CLOSE_4675515.AET | 3,907 | 02/24/2010 1:06:08.000000PM CST |
| AE_UW_PO_CLOSE_4675515.stdout | 456 | 02/24/2010 1:06:08.000000PM CST |
| AE_UW_PO_CLOSE_4675515.trc | 3,971 | 02/24/2010 1:06:08.000000PM CST |

Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User | 00367525 |

Clicking the View Log Trace Link will return the file with the transaction numbers for the POs to be closed.

The file ending in .trc will have the transaction numbers for each PO to be closed. You can not match POs to the transaction numbers.

| Line | Time | Elapsed | Trace Data... |
|----------|----------|--------------|---|
| 17034272 | 13.05.58 | 28997.339828 | PublicationManager::Publish(): publication a3e7497a-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034273 | 13.05.58 | 0.034934 | PublicationManager::Publish(): publication a411e0fe-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034274 | 13.05.58 | 0.034657 | PublicationManager::Publish(): publication a4172a1e-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034275 | 13.05.58 | 0.034829 | PublicationManager::Publish(): publication a41c7b7c-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034276 | 13.05.58 | 0.045392 | PublicationManager::Publish(): publication a421c8a2-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034277 | 13.05.58 | 0.155030 | PublicationManager::Publish(): publication a428b6d0-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034278 | 13.05.58 | 0.034449 | PublicationManager::Publish(): publication a4406370-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034279 | 13.05.58 | 0.038548 | PublicationManager::Publish(): publication a445a538-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034280 | 13.05.58 | 0.034653 | PublicationManager::Publish(): publication a44b864c-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034281 | 13.05.58 | 0.034400 | PublicationManager::Publish(): publication a450cf80-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034282 | 13.05.58 | 0.034969 | PublicationManager::Publish(): publication a4561c6a-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034283 | 13.05.58 | 0.035980 | PublicationManager::Publish(): publication a45b79e4-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034284 | 13.05.58 | 0.048864 | PublicationManager::Publish(): publication a460fd1a-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034285 | 13.05.58 | 0.034516 | PublicationManager::Publish(): publication a46860dc-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034286 | 13.05.58 | 0.034101 | PublicationManager::Publish(): publication a46da646-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034287 | 13.05.58 | 0.034235 | PublicationManager::Publish(): publication a472e3ea-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034288 | 13.05.58 | 0.034148 | PublicationManager::Publish(): publication a4781cd4-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034289 | 13.05.58 | 0.034338 | PublicationManager::Publish(): publication a47d4e98-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034290 | 13.05.58 | 0.035291 | PublicationManager::Publish(): publication a482abd6-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034291 | 13.05.58 | 0.035057 | PublicationManager::Publish(): publication a487ff46-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034292 | 13.05.59 | 0.034308 | PublicationManager::Publish(): publication a48d4ec4-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034293 | 13.05.59 | 0.034289 | PublicationManager::Publish(): publication a4928ee8-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034294 | 13.05.59 | 0.044368 | PublicationManager::Publish(): publication a497c926-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034295 | 13.05.59 | 0.033823 | PublicationManager::Publish(): publication a49e9008-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |
| 17034296 | 13.05.59 | 0.033976 | PublicationManager::Publish(): publication a4a3b9e8-2177-11df-8ed4-eec3321635ca.UW_PO_RECON_2 |

The Transaction ID numbers is the information in the red box. You will have to scroll over in this document to see this information.

When the UW_PO_CLOSE job has completed –


Navigate to: Monitor at PeopleTools/Integration Broker/Service Operations Monitor/Monitoring/Asynchronous Services.

The screenshot shows the 'Service Operations Monitor' interface. On the left is a navigation tree with 'Integration Broker' expanded to 'Service Operations' and 'Monitor' selected. The main area has tabs for 'Monitor Overview', 'Operation Instances', 'Publication Contracts', and 'Subscription Contracts'. Below the tabs are search and filter options, including 'Publish Node', 'Archived' checkbox, '*Queue Level' (Oper Inst), and '*Group By' (Service Operation). A 'Time Period' section contains date and time pickers for 'From Date' (02/23/2010), 'To Date' (02/24/2010), 'From Time' (12:00:01AM), and 'To Time' (11:59:59PM), along with a 'Refresh' button. A table titled 'Result' displays the following data:


| Service Operation | Error | New | Started | Working | Done | Retry | Timeout | Edited | Canceled | Hold |
|--------------------|-------|-----|---------|---------|------|-------|---------|--------|----------|------|
| PSRF_REPORT_CREATE | 0 | 0 | 0 | 0 | 120 | 0 | 0 | 0 | 0 | 0 |
| ROLESYNCHEXT_MSG | 0 | 0 | 0 | 0 | 24 | 0 | 0 | 0 | 0 | 0 |
| USER_PROFILE | 0 | 0 | 0 | 0 | 152 | 0 | 0 | 0 | 0 | 0 |
| UW_PO_RECON_2 | 0 | 0 | 0 | 0 | 25 | 0 | 0 | 0 | 0 | 0 |


An arrow points from the text below to the '25' in the 'Done' column for 'UW_PO_RECON_2'.

Click on UW_PO_RECON_2, under Done. However, the transactions can also be in a “Working” status. This is normal. Remember that other users can be running PO Close at the same time. You can use the time stamp to monitor your job or follow these instructions:

Node Name  Archived


External Service Name

Service Operation 

Queue Name  Status

Transaction ID

Time Period

From Date:  To Date: 

From Time: To Time:

Refresh

These are the PO Close Transactions. "Done" does not mean it has completed and closed the PO. You can drill down at "Details" to see if the process is Done.

Result [Customize](#) | [Find](#) | [View All](#) | 

| Select | Transaction ID | Queue Name | Publishing Node | Sub Queue | Status | Time Stamp |
|--------------------------|--|-------------------|-----------------|--------------------------------|--------|---|
| <input type="checkbox"/> | a4a3b9e8-2177-11df-8ed4- eec3321635ca | UW_PO_RECON_2 SFS | | Sub Queue Link | Done | 02/24/2010 1:06:48PM Details |
| <input type="checkbox"/> | a49e9008-2177-11df-8ed4- eec3321635ca | UW_PO_RECON_2 SFS | | Sub Queue Link | Done | 02/24/2010 1:06:47PM Details |

Asynchronous Details

| | | | |
|-----------------------|--------------------------------------|--------------------------|---|
| Transaction ID | a4a3b9e8-2177-11df-8ed4-eec3321635ca | | |
| External Service Name | UW_PO_RECON_2.v1 | | |
| Publishing Node | SFS | *Segment | 1 <input type="button" value="Refresh"/> |
| Queue Name | UW_PO_RECON_2 | | View XML <input type="button" value="Archive"/> |
| Queue Sequence ID | 31672 | | |
| Sub Queue | | | |
| Original Pub Node | SFS | Uncompressed Data Length | 1936 |
| Status | DONE | Data Length View Limit | 100000 |

[View IB Info](#)

| Subscription Contracts | | | | Customize | Find | First | 1 of 1 | Last |
|------------------------|----------|--------|--------------------------|---|---------------------------------------|----------------|------------------------------|------|
| Action Name | *Segment | Status | | | | | | |
| UW_PO_RECON | 1 | Done | View XML | <input type="button" value="Resubmit"/> | <input type="button" value="Cancel"/> | Error Messages | View IB Info | |

This shows that the last PO close transaction ID is done. You will want to check the last PO in the list of transaction IDs to be sure that last has processed before you run PO Budget Check or do other verifications.

Query to determine if all POs have closed: UW_PO_NOT_CLOSED_ACTTG_DT

This will return a list of POs that have not closed. If you are not sure why these have not closed, send an e-mail to UWSA Problem Solvers.

Query to see all POs closed on a specific date by specific user: UW_PO_MASS_CLS_BY_USER

Run POADJBAL report again to verify that all selected POs have closed.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with
 [Advanced Search](#)

Search Results

*Folder View:

*Action:

| Query | | | | | | | |
|---|---------------------------|--------------------------------|--------------|----------------------|----------------------|-----------------------|--------------------------|
| Customize Find View All  | | | | | | | |
| | | First | | 1 of 1 | | Last | |
| Select | Query Name | Descr | Owner Folder | Edit | Run to HTML | Run to Excel | Schedule |
| <input type="checkbox"/> | UW_PO_NOT_CLOSED_ACTTG_DT | POs not closed from IB publish | Public | Edit | HTML | Excel | Schedule |

[Find an Existing Query](#) | [Create New Query](#)

This will return a list of POs that have not successfully closed on the account date you have specified. There will be a prompt for Business Unit

If any POs are returned for your campus, contact Janet Larson 608-890-1632 or Jared Wiese at 608-890-2839 or send an e-mail to: uwsproblemsolvers@maillist.uwsa.edu. Final Step is to run budget check on all closed POs.