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PO Close Process Overview

This document discusses the traditional PO Close process, for information on closing POs via the Buyer’s workbench or PO Mass Close via file upload, please see the corresponding documents on the UWSA SFS website.

Use the PO Close process to close qualifying purchase orders that will not be used in the future. To close Purchase Orders you will need permission list and user preference authorization to do so.

The PO Close process resets the budget header and line statuses, and sets the close flags (KK_CLOSE_FLAG and PROCESS_MANUAL_CLOSE) on the Purchase Order distributions. This allows the Commitment Control Budget Processor process (FS_BP) to liquidate encumbrance budget amounts for outstanding purchase orders.

Closed Purchase Orders no longer appear in your list of available Purchase Orders when you access Purchase Order pages in update and display mode. These completed Purchase Orders are also removed from the view in many of the other situations in which the available options have been set to exclude completed or canceled purchase orders. Removing these Purchase Orders improves system performance and decreases the time required to find Purchase Orders that you need to modify.

Additionally, in the 9.1 release PO re-open functionality exists which can undo the close process for a given PO. Please reference the PO re-open business process document on the UWSA website for more information.

Also, as part of the SFS 9.1 upgrade scope, a new query has been created to identify Blanket POs past their expiration date (UW_PO_BLANKET_PAST_EXP_DATE) which should be useful to identify POs to close.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>On Demand, Monthly, Yearly</th>
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</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>PO Approval Workflow, PO Budget Check, PO Dispatch, PO Cancel</td>
</tr>
<tr>
<td>Assumptions</td>
<td>The PO has a status of D (dispatched), X (canceled), O (open), or A (approved)</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Typically the Campus Buyer</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>N/A</td>
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</tbody>
</table>
Process Detail

I. Close a Purchase Order

Navigation: Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders

1. Click **Add a New Value** tab
2. Enter a **Run Control ID**. This can be any alphanumeric string up to 30 characters in length without spaces or special characters.
3. Click **Add** button
4. Enter Business Unit
5. Enter PO Number
6. Select the Use Current Date as Acct. Date checkbox (unless you don’t want the transaction to occur in the current accounting period)
7. Select the Update Budget Date Equal to Accounting Date checkbox to ensure the Accounting Date and Budget Date are in sync.
8. Click Run

9. Select PSUNX from the Server Name: dropdown
10. Select the Close Purchase Orders checkbox
11. Click OK
12. Click the Process Monitor hyperlink

![Process Monitor screenshot]

13. Click Refresh until Run Status and Distribution Status change to ‘Success’ and ‘Posted’.

II. Budget Check and Close Verification

*Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders*

1. Verify the PO Status is now ‘Compl’ and the Budget Status is ‘Not Chk’d’.

*Navigation: Purchasing > Purchase Order > Budget Check*
2. **Select** Process Frequency ‘Always’
3. **Populate** Description as desired
4. **Enter** Business Unit ‘UW***’
5. **Change** the PO ID dropdown to ‘Value’
6. **Enter** the PO ID to be Budget Checked in the next field
7. **Click** Run
8. Select **Server Name** ‘PSUNX’

9. Click **OK**

10. Click **Refresh** until the process completes and the **Distribution Status** is ‘Posted’

   **Navigation:** Purchasing > Purchase Orders > Review PO Information > Purchase Orders
14. Verify the PO Status is now ‘Compl’ and the Budget Status is ‘Valid’.

Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<tbody>
<tr>
<td>Spencer Kelsay</td>
<td>1.0</td>
<td>04/02/2013</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>2.0</td>
<td>05/1/2013</td>
<td>Added New functionality</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>3.0</td>
<td>06/13/2013</td>
<td>Additional Updates</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>3.1</td>
<td>06/20/2013</td>
<td>Review, Edit, Format, Finalize, and Publish</td>
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<td>Mark Flemington</td>
<td>4.0</td>
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