



**University of Wisconsin System
SFS Business Process
PO.2.05 – Mass PO Close Via File Upload**

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Mass PO Close via File Upload Process Overview

The PO Mass Close via file upload functionality is a custom process developed by UW to streamline the overall PO mass close process most often used during year end and monthly cleanup.

This document also includes instructions on **Closing Requisitions**. Closing requisitions is a required year end and monthly cleanup activity only for **eProcurement Institutions**. The Requester’s Workbench is used to close requisitions because it will only list the requisitions qualified to be closed.

Requisitions are closed using the (PO_REQRCON) process, which closes requisitions that are fully canceled or fully sourced and no longer need to be modified. When you run the Requisition Reconciliation process, it reconciles requisition-related settings and statuses to change the status of applicable requisitions to C (completed). Closing requisitions improves system performance, because completed requisitions are not displayed when accessing requisition pages in update or display mode.

Process Frequency	This process can be run as needed, but is most often run at Fiscal Year-End. Campuses should run this process monthly, to reduce the volume of required PO closures at Fiscal Year-End.
Dependencies	PO Approval Workflow, PO Budget Check, PO Dispatch, PO Cancel
Assumptions	<p>It is assumed:</p> <ul style="list-style-type: none"> • The user has access to run the PO Mass Close process, which requires the role PO_RECON or BU_ADMIN, as well as the proper User Preferences. • The user has knowledge of Excel (sort, concatenate, copy and paste).
Responsible Parties	Campus Purchasing Staff and UWSA Support

Process Detail

I. Identify the List of Qualified POs to Close

The process to identify POs to close can vary. The PO ID and Business Unit are the only data points needed to complete the mass close process. Any process to pull this data is acceptable, as long as it gives the desired output, a list of qualified purchase orders. Qualified purchase orders are POs that have been fully spent and are not tied to open vouchers.

Please note the maximum number of POs to close at one time is 150. If you have more than 150 to close, divide them into batches of less than 150. Also, please note POs tied to open vouchers cannot be closed.

One of the most common methods to identify POs to close, is the POADJBAL report. Campus Purchasing Staff, will run the POADJBAL nVision report to identify POs that are ready to be closed.

Go to the Buyer WorkCenter, Reports/Queries tab to select the report to run.

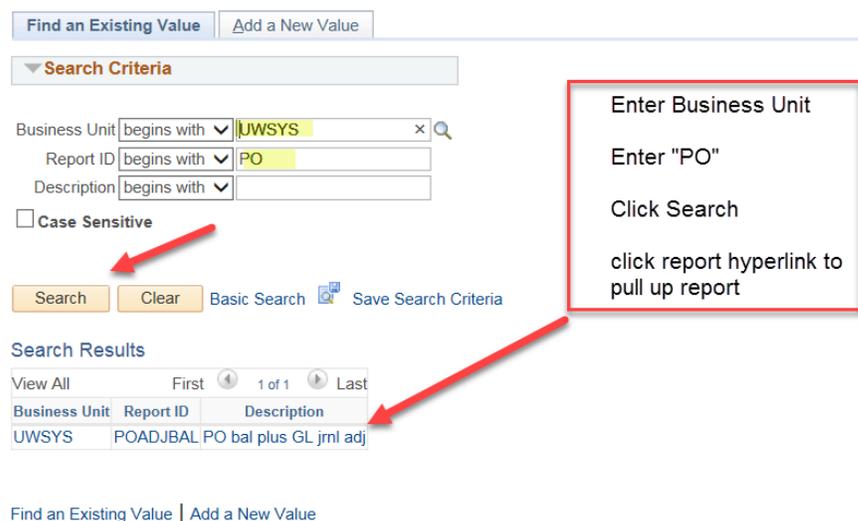
You can also access the POADJBAL report using the below navigation.

Navigator: *Reporting Tools > PS/nVision > Define Report Request*

1. Enter Business Unit in Business Unit field, and Enter "PO" in the Report ID field
2. Click Search and the report for the selected Business Unit will be in the Search Results
3. Click the link to go to the nVision Request page to run the selected report

Report Request

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



Find an Existing Value | Add a New Value

Search Criteria

Business Unit begins with

Report ID begins with

Description begins with

Case Sensitive

[Basic Search](#)

Search Results

View All First 1 of 1 Last

Business Unit	Report ID	Description
UWSYS	POADJBAL	PO bal plus GL jml adj

Find an Existing Value | Add a New Value

If not using navigation, select the report from the Buyer WorkCenter, Reports Queries tab.

4. Click the report hyperlink you want to run.

The screenshot shows the Buyer WorkCenter interface. The top navigation bar includes 'Buyer WorkCenter' and 'Buyer WorkCenter'. The left sidebar has tabs for 'Main' and 'Reports/Queries'. The 'Reports/Queries' tab is active, showing a list of reports under 'PO Adjusted Balance Reports'. The list includes reports for various campuses, such as UWADJ POADJBAL, UWCOL POADJBAL, UWEAU POADJBAL, UWEXT POADJBAL, UWGBY POADJBAL, UWLAC POADJBAL, UWOSH POADJBAL, UWVIL POADJBAL, UWMSN POADJBAL, UWPKS POADJBAL, UWPLT POADJBAL, UWRFV POADJBAL, UWSTO POADJBAL, UWSTP POADJBAL, UWSUP POADJBAL, UWSYS POADJBAL, and UWWTW POADJBAL. A red box highlights the instruction: 'From the Buyer WorCenter, select the Reports/Queries tab. Click hyperlink to Campus POADJBAL report'. A blue arrow points to the 'UWADJ POADJBAL' report in the list.

- Once the report is selected, the nVision Report Request will be displayed.
- Make sure to select “Today’s Date” and “Web” for Type.
- Click  at the bottom of the page.

nVision Report Request | Advanced Options | Query Prompts

Business Unit: UWSYS Report ID: POADJBAL [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Report Title:

*Layout:

Report Date Selection

*As Of Reporting Date: 
*Tree As Of Date: 
 Override Tree As of Date if Specified in Layout

Output Options [Scope and Delivery Templates](#)

*Type: 
*Format: 

nVision Report Request | Advanced Options | Query Prompts

Make sure Today's Date is selected and Type is Web.
Click Run Report

8. The Process Scheduler page will be displayed.
9. Use the drop down to select Server Name is SFSNT1.
10. Click 

Process Scheduler Request Help

User ID 00856855 Run Control ID

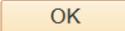
Server Name: Run Date: 

Recurrence: Run Time: 

Time Zone: 

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Default	Default

Use Server Name drop down to select SFSNT1

Click OK

11. The Request page will appear.

12. Click the Process Monitor hyperlink to view status of report. Access Process Monitor from this page or through navigation.
Navigator: PeopleTools > Process Scheduler > Process Monitor

nVision Report Request
Advanced Options
Query Prompts

Business Unit: UWSYS Report ID: POADJBAL Copy to Another Business Unit / Clone

Report Title: Delete This Report Request

*Layout: Transfer to Report Books

Process Monitor

[Report Manager](#)

[Share This Report Request](#)

Report Date Selection

*As Of Reporting Date: ▼

*Tree As Of Date: ▼

Override Tree As of Date if Specified in Layout

Output Options Scope and Delivery Templates

*Type: ▼

*Format: ▼

Run Report

[nVision Report Request](#) | [Advanced Options](#) | [Query Prompts](#)

13. This process may take some time to complete. Periodically **click** Refresh to monitor the process status.

Process List
Server List

View Process Request For

User ID Type Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9335375		nVision Report	NVSRUN	00748094	02/07/2018 1:35:22PM CST	Success	Posted	Details
<input type="checkbox"/>	9335371		nVision Report	NVSRUN	00748094	02/07/2018 1:30:16PM CST	Success	Posted	Details

14. Once the *Run* and *Distribution Status* are Success and Posted, go to Report Manager, Administrative tab, to review the report results. Access the Report Manger from the nVision Report Request page or through navigation.
Navigator: *Reporting Tools > Report Manager*

nVision Report Request | Advanced Options | Query Prompts

Business Unit: UWSYS Report ID: POADJBAL [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#) 
[Share This Report Request](#)

Report Title: PO bal plus GL jml adj

***Layout:** UWSYS_88_PO_ADJ_ENC_BAL

Report Date Selection

*As Of Reporting Date: Today's Date
 *Tree As Of Date: Use As Of Reporting Date
 Override Tree As of Date if Specified in Layout

Output Options

*Type: Web [Scope and Delivery Templates](#)
 Format: Microsoft Excel Files (.xls)

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)

University of Wisconsin System SFS Business Process PO.2.05 – Mass PO Close Via File Upload

15. The next page, provides a screen shot of the report.

UWSYS		Based on Act Log where tran type equal to PO_POENC <i>uw_kk_poDTL_v</i>		Based on Act Log where tran type equal to AP_VOUCHER and ledger ENC <i>uw_kk_poDTL_v</i>		Formula	JNRL_LN record	Subtotal	PO Stat	Due Date	BCM Status POHdr record
PO ID	PO TYF	Original Enc	Liquidated Amount	Enc Balanc	GL Adj			Adjusted PO Balance	PO	Due Date	BCM Stat
X583155	GEN	1,407.75	(1,407.75)	0.00	0.00			0.00	C	2011-07-02	V
X583284	GEN	8,836.98	(8,836.98)	0.00	0.00			0.00	C	2011-08-08	V
X586272	GEN	22,883.10	(22,883.10)	0.00	0.00			0.00	C	2011-11-29	V
X586305	GEN	22,883.21	(22,883.21)	0.00	0.00			0.00	C	2011-12-22	V
X586445	GEN	51,467.35	(51,467.35)	0.00	0.00			0.00	C	2012-12-06	V
X586460	GEN	27,500.00	(27,500.00)	0.00	0.00			0.00	C	2012-04-12	V
X586493	GEN	0.00	0.00	0.00	0.00			0.00	C	2012-05-16	V
X586504	GEN	184,000.00	(184,000.00)	0.00	0.00			0.00	C	2012-05-23	V
X586633	GEN	7,140.00	(7,140.00)	0.00	0.00			0.00	C	2012-07-02	V
X586736	GEN	58,752.00	(58,752.00)	0.00	0.00			0.00	C	2012-07-02	V
X586806	GEN	1,675.03	(1,675.03)	0.00	0.00			0.00	C	2012-07-02	V
X586832	GEN	95,200.00	(95,200.00)	0.00	0.00			0.00	C	2012-07-23	V
X586843	GEN	46,200.00	(46,200.00)	0.00	0.00			0.00	C	2012-07-16	V
X601860	GEN	1,395,286.46	(1,395,286.46)	0.00	0.00			0.00	C	2012-02-16	V
X601904	GEN	2,560,555.69	(2,560,555.69)	0.00	0.00			0.00	C	2012-02-29	V
X601926A	GEN	6,400.00	(6,400.00)	0.00	0.00			0.00	C	2012-07-05	V
X602081	GEN	0.00	0.00	0.00	0.00			0.00	X	2012-07-02	V
X602081-A	GEN	65,000.00	(65,000.00)	0.00	0.00			0.00	C	2012-07-02	V
X602092	GEN	300,000.00	(300,000.00)	0.00	0.00			0.00	C	2012-07-11	V
X602103	GEN	2,000,000.00	(2,000,000.00)	0.00	0.00			0.00	C	2012-07-11	V
X602114	GEN	20,000.00	(20,000.00)	0.00	0.00			0.00	C	2012-07-23	V
X602125	GEN	146,911.00	(146,911.00)	0.00	0.00			0.00	C	2012-08-09	V

16. **Identify** the POs you want to close. Again, no more than 150 can be closed at one time.

Note: The following steps are slightly more technical in nature, so if you prefer you can forward the list of POs to close to UW Problem Solvers and they will complete the remaining steps.

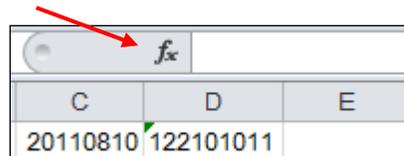
II. Create PO Close Upload File

1. **Add** a new tab to the POADJBAL spreadsheet.
2. **Copy and paste** the PO numbers into Column D of the new sheet. In Cell A1 Enter your Business Unit, Cell B1 is "C" for Closed. Cell C1 is the date to close the PO. It could be today's date. It must be in the below this format (YYYYMMDD)

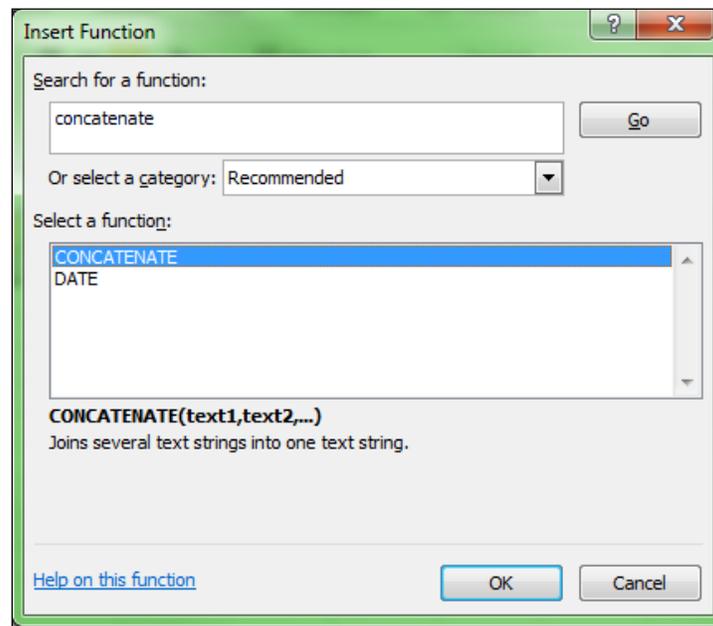
See the following example below:

	A	B	C	D	E
1	UWMIL	C	20110810	122101011	
2				122101010	
3					
4					
5					

3. **Concatenate** this information into a string of characters for the PO Mass Close process. With your cursor in column E, row 1.



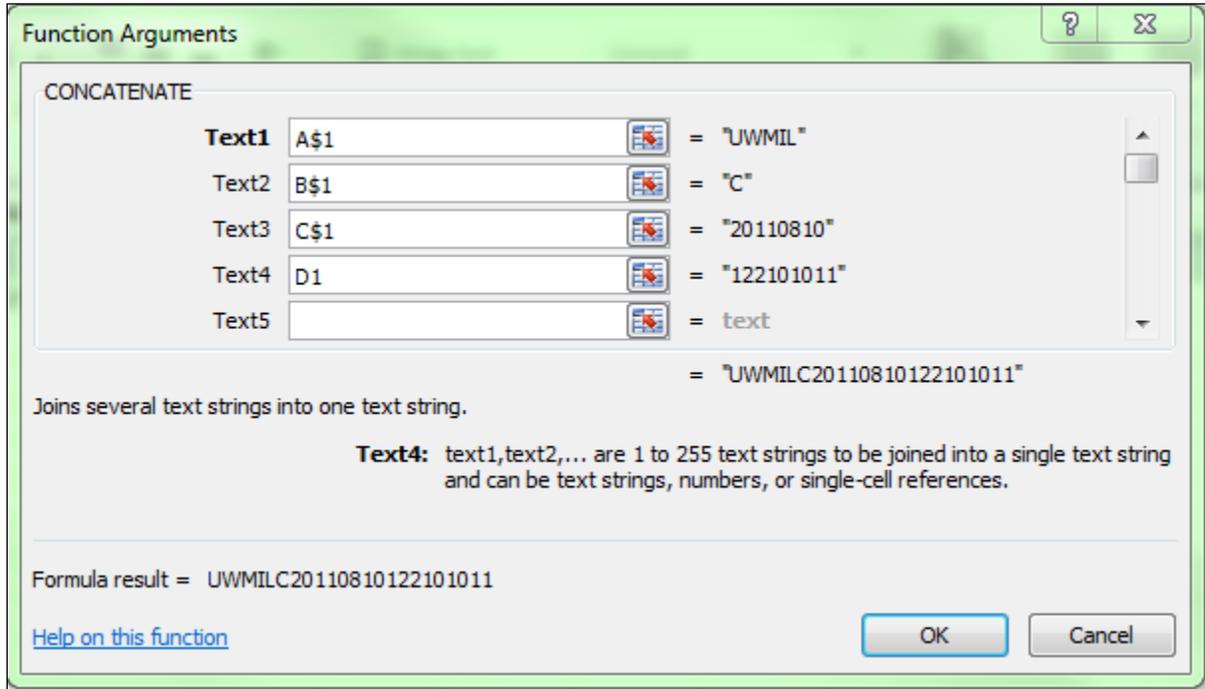
4. **Click** the  icon
5. **Enter** 'concatenate' in the *Search for a function* field.



6. **Select** 'CONCATENATE'

7. Click

OK



8. Enter 'A\$1' in *Text1*

9. Enter 'B\$1' in *Text2*

10. Enter 'C\$1' in *Text3*

11. Enter 'D1' in *Text4* – No dollar sign.

12. Click

OK

. The concatenated string is now in Cell E1.

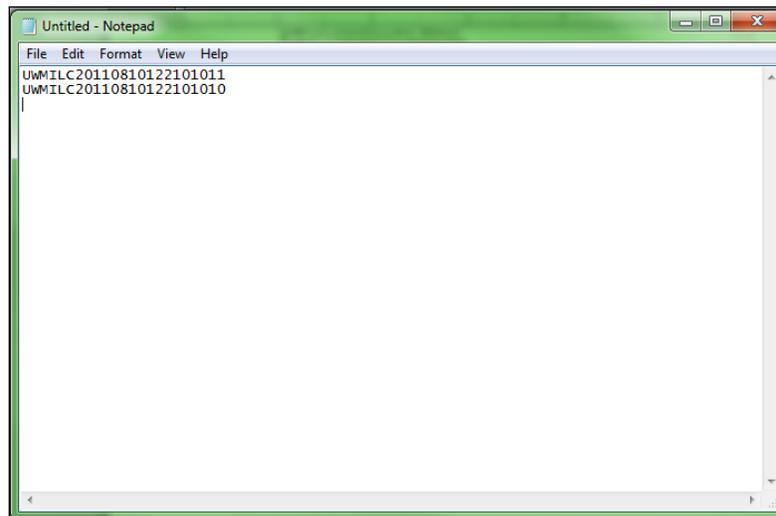
13. In Column E, **Drag** the formula down the entire list of POs to be closed. This is the list to be copied into Notepad for the PO Mass Close process.

14. **Verify** the number of POs to be submitted for closure.

III. Creating the Text File

Open a Notepad. If Notepad is not on your toolbar use the below steps to open Notepad.

1. **Click** the *Start Menu*. (Notepad may be listed, if not proceed with below steps)
2. **Click** *All Programs*.
3. **Click** *Accessories*.
4. **Open** *Notepad*.



5. **Copy** the contents from your Excel worksheet Column E and paste into the new Notepad file.
6. **Save** the Notepad file.

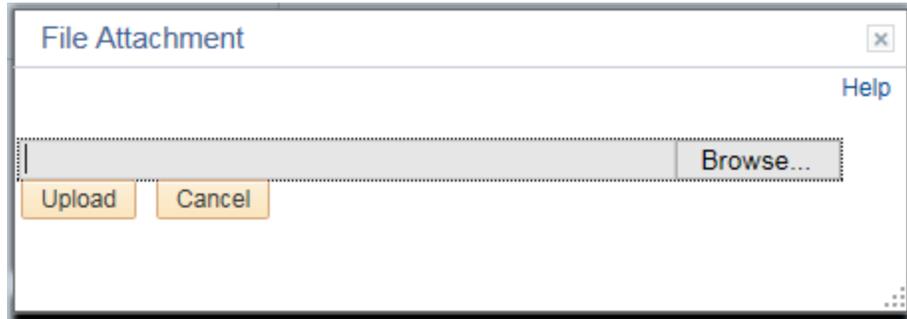
IV. Run PO Mass Close Job

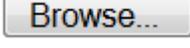
Use navigation to access the Mass Close POs file

Navigator: *Purchasing > Purchase Orders > Reconcile POs > Mass Close POs File*

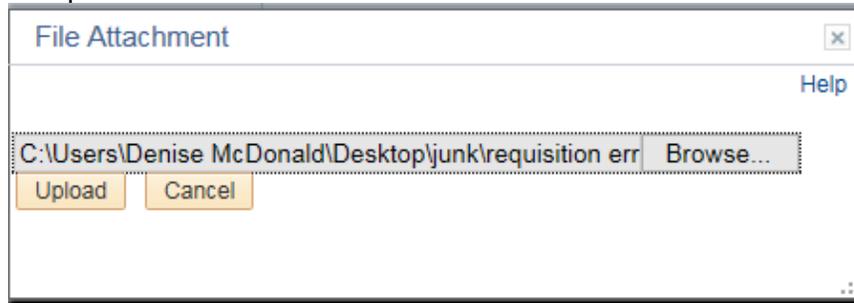
1. To use an existing Run Control ID, **click** **Find an Existing Value** tab.
2. **Click** **Search** to return existing run controls, select one, and skip to step 6.
3. If creating a new Run Control, **click** **Add a New Value** tab.
4. **Enter** *Run Control ID:* 'PO_MASS_CLOSE' or any alphanumeric string excluding spaces or special characters up to 30 in length.
5. **Click** **Add**
6. The UW PO Close Page will be displayed

7. Click 



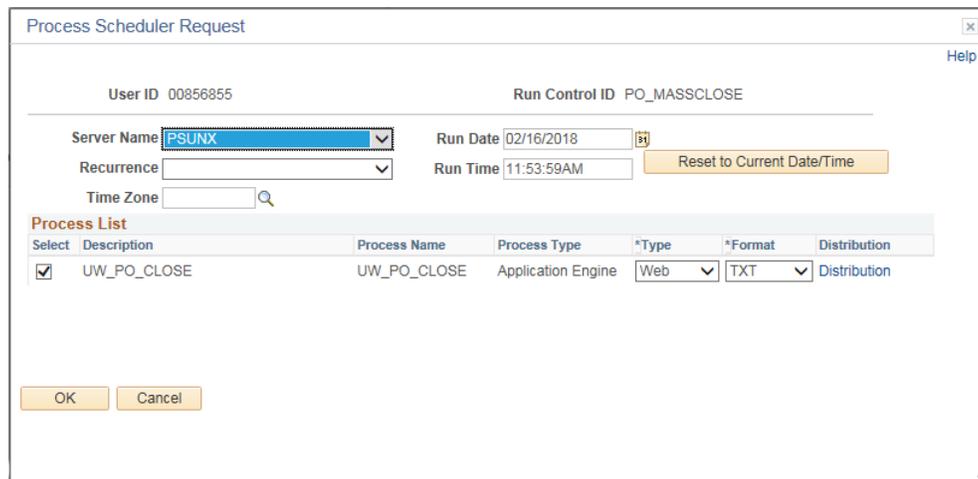
8. Click  to search for Notepad file you saved.

9. Select Notepad file.

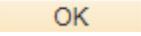


10. Click 

11. Click 

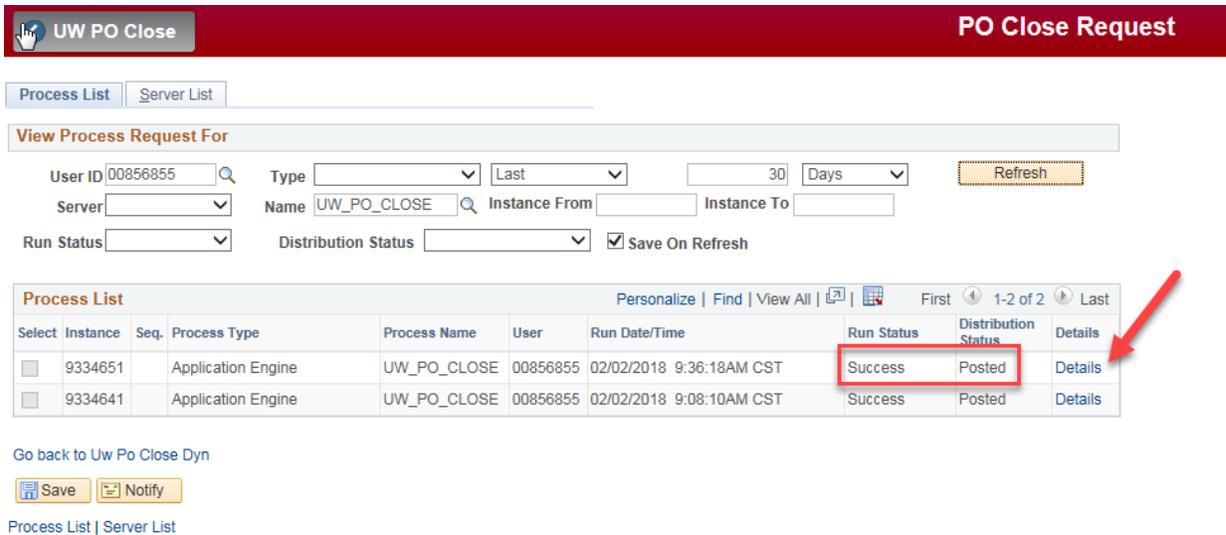


12. Select Server Name 'PSUNX'

13. Click 



14. Click *Process Monitor* link.



Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9334651		Application Engine	UW_PO_CLOSE	00856855	02/02/2018 9:36:18AM CST	Success	Posted	Details
<input type="checkbox"/>	9334641		Application Engine	UW_PO_CLOSE	00856855	02/02/2018 9:08:10AM CST	Success	Posted	Details

15. Click  until *Run Status* and *Distribution Status* change to 'Success' and 'Posted'.

16. Click on the *Details* hyperlink

17. Click on the Message Log.

The screenshot shows a 'Process Detail' window with the following sections:

- Process:** Instance 9334651, Name UW_PO_CLOSE, Run Status Success, Type Application Engine, Description UW_PO_CLOSE, Distribution Status Posted.
- Run:** Run Control ID PO_MASS_CLOSE, Location Server, Server PSUNX, Recurrence.
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request.
- Date/Time:** Request Created On 02/02/2018 9:36:22AM CST, Run Anytime After 02/02/2018 9:36:18AM CST, Began Process At 02/02/2018 9:36:29AM CST, Ended Process At 02/02/2018 9:36:44AM CST.
- Actions:** Parameters, Message Log (highlighted with a red arrow), Transfer, View Locks, Batch Timings, View Log/Trace.

Buttons for OK and Cancel are located at the bottom left.

Message Log Help

Process

Instance: 9334651 Type: Application Engine
 Name: UW_PO_CLOSE Description: UW_PO_CLOSE

Personalize | Find | View All | | First 1-3 of 3 Last

Severity	Log Time	Message Text	Explain
	9:36:32AM	PO Close Messages Created: 103	<input type="button" value="Explain"/>
	9:36:44AM	Published message with ID dfb514e0-082e-11e8-84ef-803414e33d0f to create entry in folder NVISION-UWSA.	<input type="button" value="Explain"/>
	9:36:44AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

18. **Verify** the number of POs that have been closed. It should match the count in your Excel list.

19. **Click** to go back to the *Process Detail* page.

V. Verify PO(s) Closure

Navigation: PeopleTools > Integration Broker > Service Operations Monitor > Monitoring > Asynchronous Services

<
Process List

Monitor Overview

Operation Instances

Publication Contracts

Subscription Contracts

Publish Archived

*Queue Level Oper Instance *Group By Queue User Level View

Time Period

From Date 📅

To Date 📅

From Time

To Time

Refresh

Result
Personalize | Find | View All | 🔍 | 📄 | First 1-13 of 13 Last

Queue Name	Queue Status	Error	New	Started	Working	Done	Retry	Timeout	Edited	Canceled	Hold	Submit	Done/NoAck
DELETE_ROLE	Running	0	0	0	0	7	0	0	0	0	0	0	0
DELETE_USER_PROFILE	Running	0	0	0	0	1	0	0	0	0	0	0	0
EXPENSES	Running	0	0	0	0	1001	0	0	0	0	0	0	0
PSRF_REPORTING_FOLDERS	Running	0	523	0	0	9421	0	0	0	0	0	0	0
PSXP_MSG_CHNL	Running	0	0	0	0	8628	0	0	0	0	0	0	0
ROLESYNCHEXT_CHANNEL	Running	0	0	0	0	346	0	0	0	0	0	0	0
ROLE_MAINT	Running	0	0	0	0	331	0	0	0	0	0	0	0
TREE_MAINT	Running	0	0	0	0	19	0	0	0	0	0	0	0
USER_PROFILE	Running	0	1	0	0	248	0	0	0	0	0	0	0
UWEX_GET	Running	0	0	0	0	28	0	0	0	0	0	0	0
UW_PO_RECON_2	Running	0	0	0	0	1433	0	0	0	0	0	0	0
VENDOR	Running	0	0	0	0	3686	0	0	0	0	0	0	0
VOUCHER	Running	0	0	0	0	18	0	0	0	0	0	0	0

🔔 Notify

Monitor Overview | Operation Instances | Publication Contracts | Subscription Contracts

- For the Queue Name **UW_PO_RECON_2**, **Click** the hyperlink under the *Done* column on the number.

Note: The *Done* result simply means the IB message was processed, not that all POs were successfully closed.

[← Process List](#)

[Monitor Overview](#) | [Operation Instances](#) | [Publication Contracts](#) | [Subscription Contracts](#)

Node Name Archived
 External Service Name User Level View
 Service Operation
 Queue Name Status
 Transaction ID
 Correlation ID

Time Period

From Date To Date
 From Time To Time

Select	Transaction ID	Queue Name	Publishing Node	Sub Queue	Status	Creation Dttm	Publish Dttm	Last Upd Dttm	
<input type="checkbox"/>	d84b1a06-082e-11e8-8478-937482ddb99a	UW_PO_RECON_2	SFS	Sub Queue Link	Done	02/02/2018 9:36:32.513012AM	02/02/2018 9:36:32.513012AM	02/02/2018 9:40:06AM	Details
<input type="checkbox"/>	d8492f84-082e-11e8-8478-937482ddb99a	UW_PO_RECON_2	SFS	Sub Queue Link	Done	02/02/2018 9:36:32.499858AM	02/02/2018 9:36:32.499858AM	02/02/2018 9:40:05AM	Details

- Click the *Details* hyperlink for the last Transaction ID in your list from the .trc file and verify it has a Status of 'Done'.

Asynchronous Details

Asynchronous Details

Transaction ID: d8492f84-082e-11e8-8478-937482ddb99a
 External Service Name: UW_PO_RECON_2.v1
 Publishing Node: SFS
 Publisher: 00856855
 Queue Name: UW_PO_RECON_2
 Queue Status: Running
 Queue Sequence ID: 206931
 Sub Queue:
 Original Publishing Node: SFS
 Status: **DONE**

*Segment:
[View XML](#)

Uncompressed Data Length: 1942
 Data Length View Limit: 100000

[View IB Info](#)

Subscription Contracts		Personalize Find <input type="text"/> <input type="text"/>		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"/> <input type="button" value="View Error/Info"/> <input type="button" value="View IB Info"/> <input type="button" value="Handler Tester"/>

VI. Check for PO Closure Issues

Go to query manager from the Buyer WorkCenter or through navigation to run a query to check for PO closure issues.

Navigation: Reporting Tools > Query > Query Manager

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

Search Results

*Folder View

*Action

Query	Personalize	Find	View	Print	First	1 of 1	Last
<input type="checkbox"/> UW_PO_NOT_CLOSED_ACCTG_DT POs not closed from IB publish Public	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Lookup References

1) Type in Query Name and click Search.
 2) Click Excel on the Query.

1. Enter Query Name: 'UW_PO_NOT_CLOSED_ACCTG_DT'
2. Click
3. Click the *Excel* link in the *Run to Excel* column.

UW_PO_NOT_CLOSED_ACCTG_DT - POs not closed from IB publish

Unit

Unit	PO No.	Acctg Date	Line	Sched Num	Due
------	--------	------------	------	-----------	-----

4. Enter the *Business Unit* 'UW***'
5. Click
6. If no results appear, you are ready to go to the Budget Check Process.
7. If you do get results, open the file using the below steps.

Do you want to open or save UW_PO_NOT_CLOSED_ACCTG_DT_2803.xlsx (3.60 KB) from test.sfstest.wisconsin.edu?

8. Click and the file should open in Excel.

	A	B	C	D	E	F	G
1	POs not closed from IB publish	5					
2	Unit	PO No.	Acctg Date	Line	Sched Num	Due	
3	UWMIL	121998577	2/21/2012	2	1	2/21/2012	
4	UWMIL	121998577	2/21/2012	1	1	2/21/2012	
5	UWMIL	122101011	8/10/2011	1	1	8/10/2011	
6	UWMIL	122101010	8/10/2011	1	1	8/10/2011	
7	UWMIL	K082370	9/1/2011	1	1	9/1/2011	
8							
9							
10							
11							

7. If any POs are returned for your campus, send an e-mail to: UWSA Problem Solvers uwsaproblemsolvers@uwsa.edu

VII. Budget Check Closed POs

Budget Check must be done to liquidate any remaining encumbrance. Failure to budget check will cause encumbrance balance issues.

Access Budget Check from the Buyer WorkCenter or through Navigation.

Navigation: *Purchasing > Purchase Order > Budget Check*

The below will appear for both options.

Budget Check

Run Control ID Budget_Check Report Manager Process Monitor Run

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency
 Once Always Don't Run

Request Number 1 *Description Budget Check Purchase Order

Process Options

*Business Unit Value Business Unit UWLAC

PO ID All
 PO Date All
 Actg Date All
 PO Type All
 Buyer ID All
 Origin All
 PO Status Some

Approved Complete Canceled
 Dispatched Initial Pending Approval
 Open Denied Pending Cancel

Mid Roll Status All

Save Return to Search Previous in List Next in List Notify Add Update/Display

1. **Select** *Process Frequency* 'Always'
2. **Populate** *Description* as desired if creating a new Run Control
3. **Enter** *Business Unit* 'UW***'
4. **Change** the *PO Status*: dropdown to 'Some' and **Check Complete**
5. **Click** 

Process Scheduler Request Help

User ID 00856855 Run Control ID Budget_Check

Server Name Run Date

Recurrence Run Time Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

6. Select Server Name 'PSUNX'

7. Click

PO Budget Check Request

Records

Process List

View Process Request For

User ID Type Last Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-50 of 63 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9337456		Application Engine	FS_BP	00856855	02/16/2018 12:32:58PM CST	Success	Posted	Details

8. Click until the process completes and the *Distribution Status* is 'Posted'

9. The POs that were closed should have a status of Completed and valid. If this does not happen, contact UWProblemsolvers.

10. Please Note: **Closed POs can only be viewed on the Purchase Order Inquiry Page. You can access this page from the Buyer WorkCenter or through the below navigation.**

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

11. **Verify** the *PO Status* is now 'Compl' and the *Budget Status* is 'Valid' for each PO.
12. You are done if you are campus is not an eProcurement Institution. If an eProcurement Institution, go to section VIII of this document for requisition closing instructions.

VIII. Close Requisitions (Applicable if eProcurement Institution)

1. For eProcurement Institutions, closing requisitions is a process that should be completed monthly and at year end.
2. Requisitions should be closed from the **Requester's** Workbench. Navigate to the Requester's Workbench.
Navigator: Purchasing > Requisitions > Requester's Workbench

3. The below page will appear



Requester's WorkBench

Find an Existing Value | Add a New Value

Business Unit

WorkBench ID

Find an Existing Value | Add a New Value

Click the Add a New Value tab

Enter in Business Unit

Enter WorkBench ID

Click Add

4. Click
5. Select Business Unit and a Enter WorkBench ID
6. Click

7. The Filter Options page will appear.

Requester's Workbench

Filter Options

Business Unit UWSYS WorkBench ID CLOSE_REQ

Description

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition To

Requisition Name

Req Date Until

Activity Date To

Due Date To

Supplier ID

Item ID

Requester

Status

Open Approved Lines Approved

Pending Appr Canceled Denied

Sourcing

Partially or Fully Sourced

Encumbrance

Open Pre-encumbrances

ChartFields Personalize | Find | View All | | First 1 of 1 Last

GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Acti
<input type="text" value="UWSYS"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>							

 [Return to Requester's Workbench](#)

8. Enter a requisition ID or keep the search open.

9. Select Business Unit at the bottom of the page

10. Click

University of Wisconsin System SFS Business Process PO.2.05 – Mass PO Close Via File Upload

11. The Requester's Workbench will be displayed. If this is a new Run Control, enter a description. Otherwise, the description will already be filled in.

Requester's Workbench

Business Unit UWSYS WorkBench ID CLOSE_REQ

*Description CLOSE REQUISITIONS

Enter Description if this is a new Run Control

Select Reqs for Further Processing

List of Requisitions										
Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines	
<input checked="" type="checkbox"/> 0000000001		N	Canceled	Valid	01/06/2017	01/06/2017		1		
<input checked="" type="checkbox"/> 0000000002		N	Canceled	Valid	01/06/2017	01/06/2017		1		
<input checked="" type="checkbox"/> 0000000003		N	Canceled	Valid	01/25/2017	01/25/2017		1		
<input checked="" type="checkbox"/> 0000000004		N	Canceled	Valid	01/25/2017	01/25/2017		1		
<input checked="" type="checkbox"/> 0000000005		N	Approved	Valid	02/27/2017	02/28/2017				

Select All Clear All

Action: Approve Unapprove Cancel Close Budget Check

Select All
 Click the Close button

Go To: [Set filter options](#) [View Processing Results](#)

Save

Notify Refresh

12. Check the 'Select All' box at the bottom of the page or select the requisition(s) you want to close.

13. Click the Close

14. The Processing Results page will appear. It will list the Qualified and Not Qualified Requisitions. The Qualified requisitions have met all the criteria to be closed and will be closed. Not Qualified will not close at this time. This is not an issue. Keep moving with the process.

Requester's Workbench
 Processing Results

WorkBench ID CLOSE_REQ
 Description CLOSE REQUISITIONS

Select Reqs for Further Processing

Accounting Date for Action 05/15/2018

Update Budget Date Equal to Accounting Date

Not Qualified Personalize | View All | Personalize
 1-4 of 51 Last

Requisition ID	Log
000000012	
000000025	
000000026	
000000027	

Qualified Personalize | View 4 | Personalize
 1-41 of 41 Last

Requisition ID	Line	Sched	Distrib Line
000000001			
000000002			
000000003			
000000004			
000000005			
000000006			
000000007			
000000008			
000000009			
000000010			
000000011			
000000013			
000000014			
000000015			
000000016			

Proceed: [Return to Requester's Workbench](#)

Qualified requisitions have met all the criteria to be closed and will close, when Yes is clicked.

Not Qualified requisitions are not eligible to be closed, and will not be closed at this time.

Click Yes to complete the process



15. Click

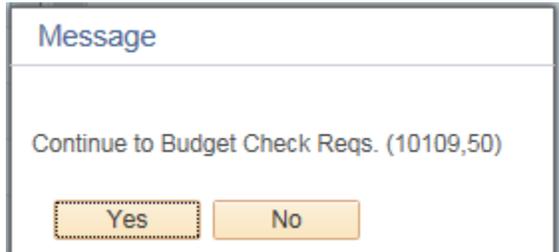
Message

Continue to Close Reqs (10109,5)

16. Click again.

17. The Requester's Workbench will be displayed.

18. Click to budget check the requisition(s) you just closed. The Processing Results page will be displayed. Click and Yes again to the below message.



19. The Requester's Workbench page will be displayed. The Qualified requisitions should now be closed and budgeted checked,
20. The process is complete.

Revision History

Author	Version	Date	Description of Change
Martha Mendoza	1.0	12/28/2012	Initial Draft
Spencer Kelsay	2.0	04/02/2013	Updated Screenshots and Content
Mark Flemington	3.0	06/18/2013	Additional Updates
Susan Kincanon	3.1	07/01/2013	Finalize and publish to website
Susan Kincanon	3.2	09/16/2013	Republished after nVision style sheet update to page 2
Denise Mcdonald	3.3	05/9/2018	9.2 Upgrade