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

Contents

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	**It is assumed:** • 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.

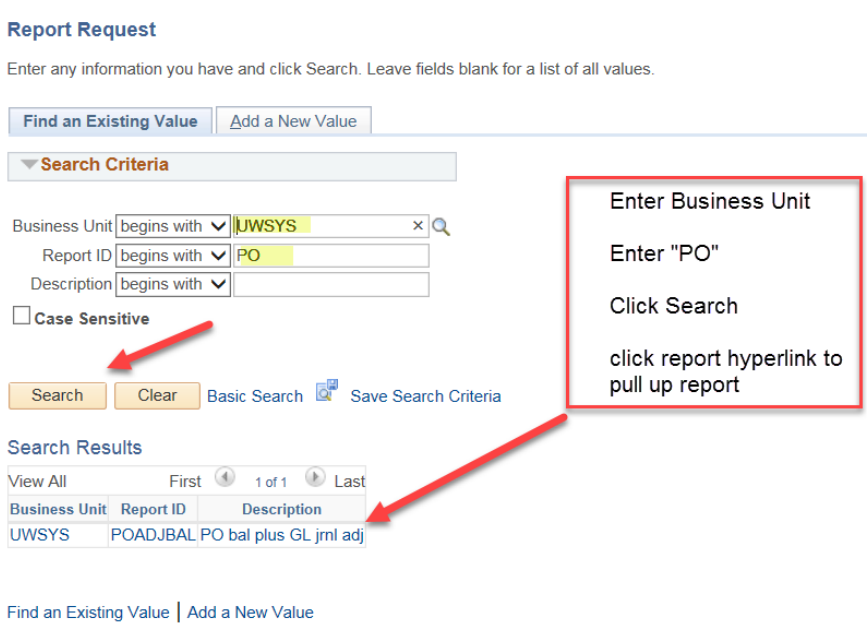
One of the most common methods to identify POs to close, is the POADJBAL report. Campus Purchasing Staff, will run the POADJBAL nVision report to identify POs that are ready to be closed.

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.

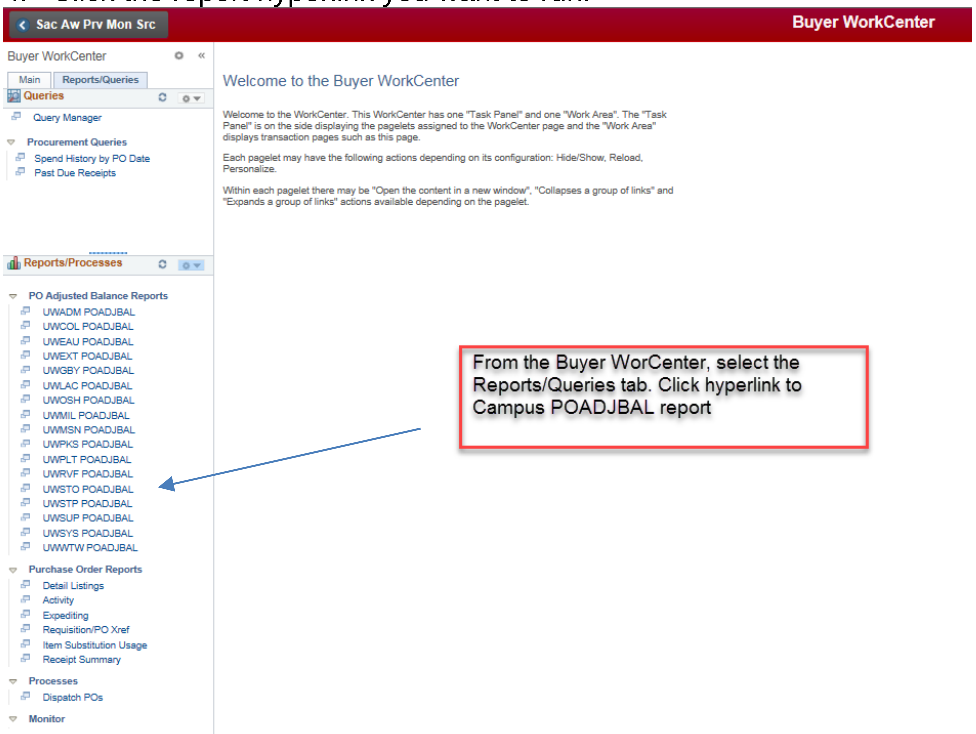
***Navigator**: Reporting Tools > PS/nVision > Define Report Request*

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



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

4. Click the report hyperlink you want to run.

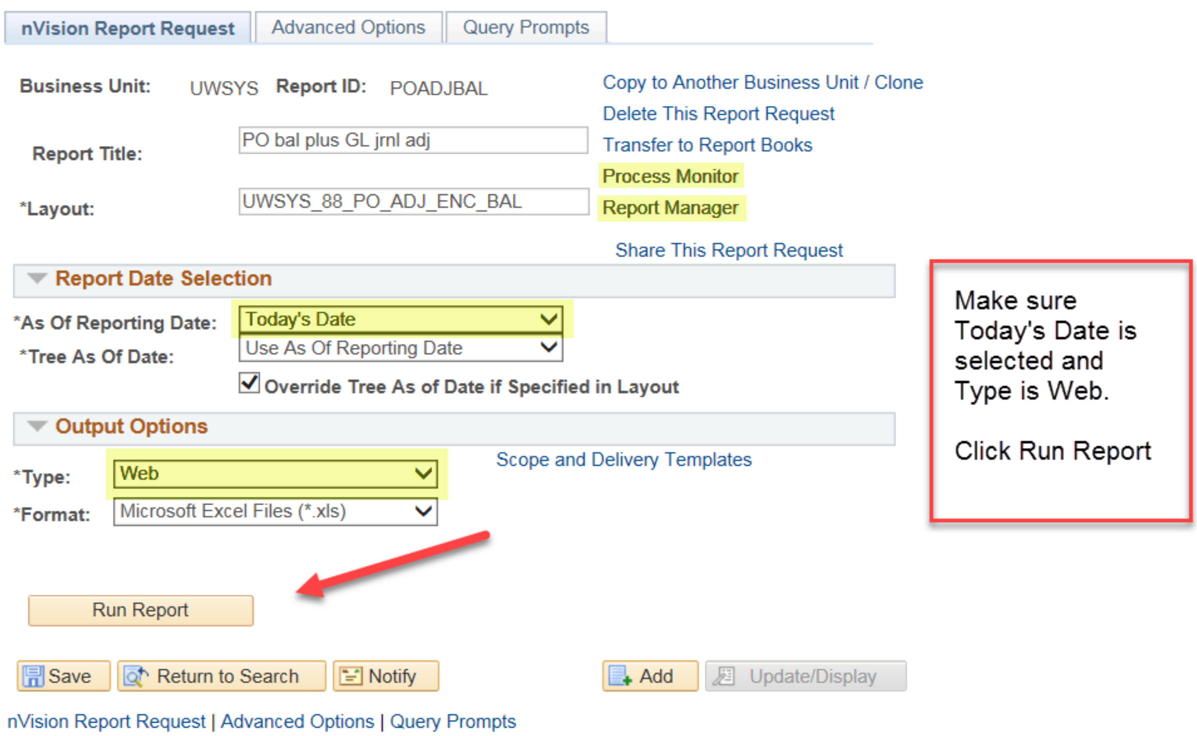


5. Once the report is selected, the nVision Report Request will be displayed.

6. Make sure to select “Today’s Date” and “Web” for Type.

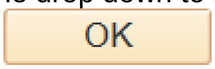
7. Click 

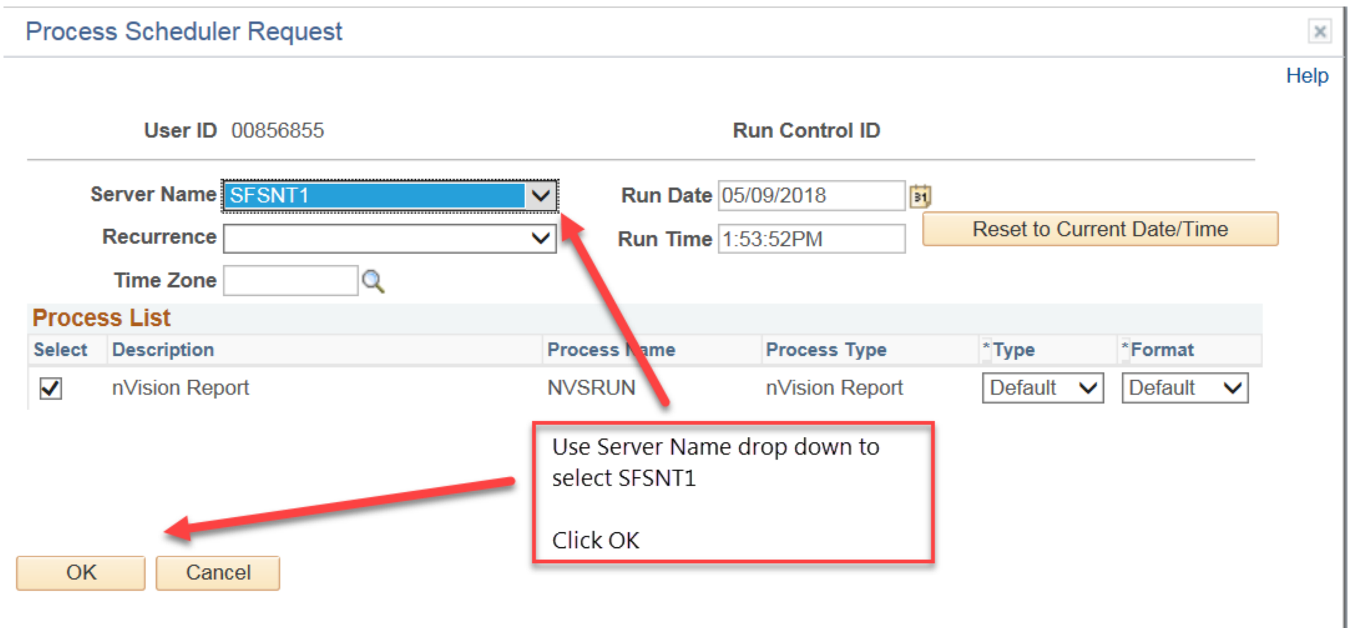
at the bottom of the page.



8. The Process Scheduler page will be displayed.

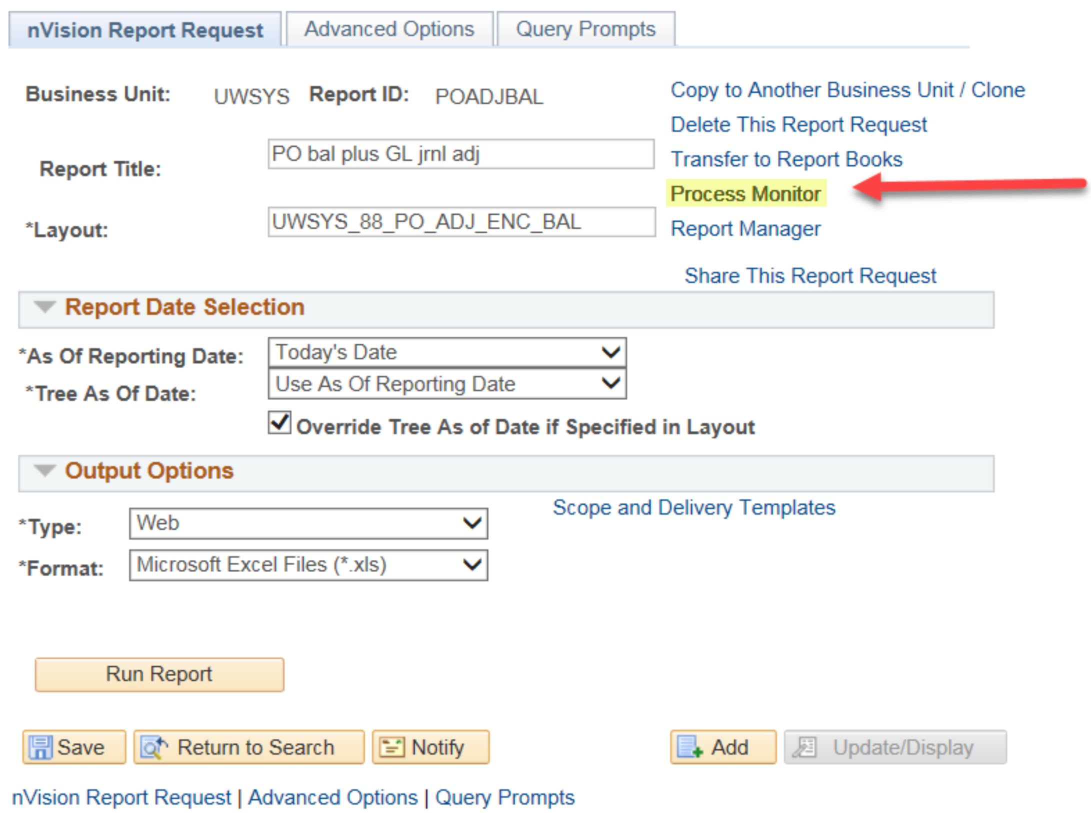
9. Use the drop down to select Server Name is SFSNT1.

10. Click 

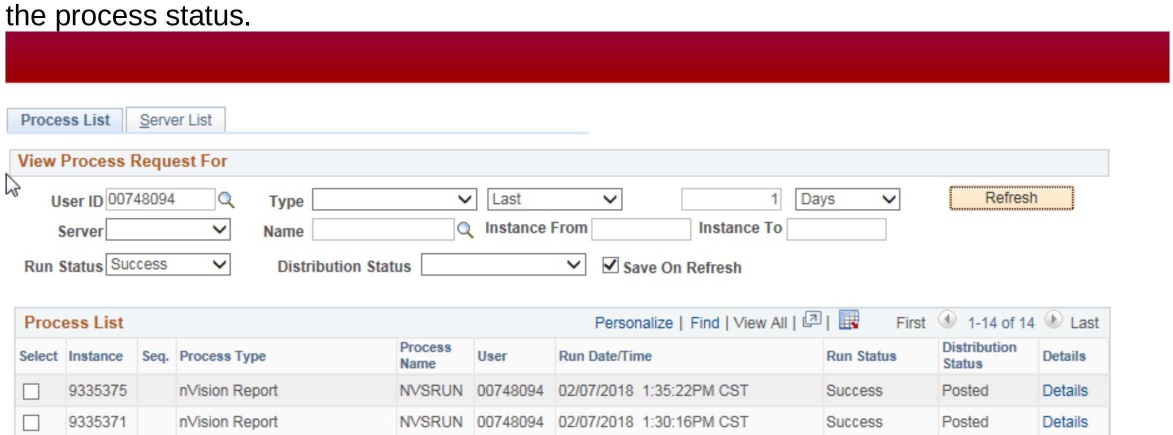


11. The Request page will appear.

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

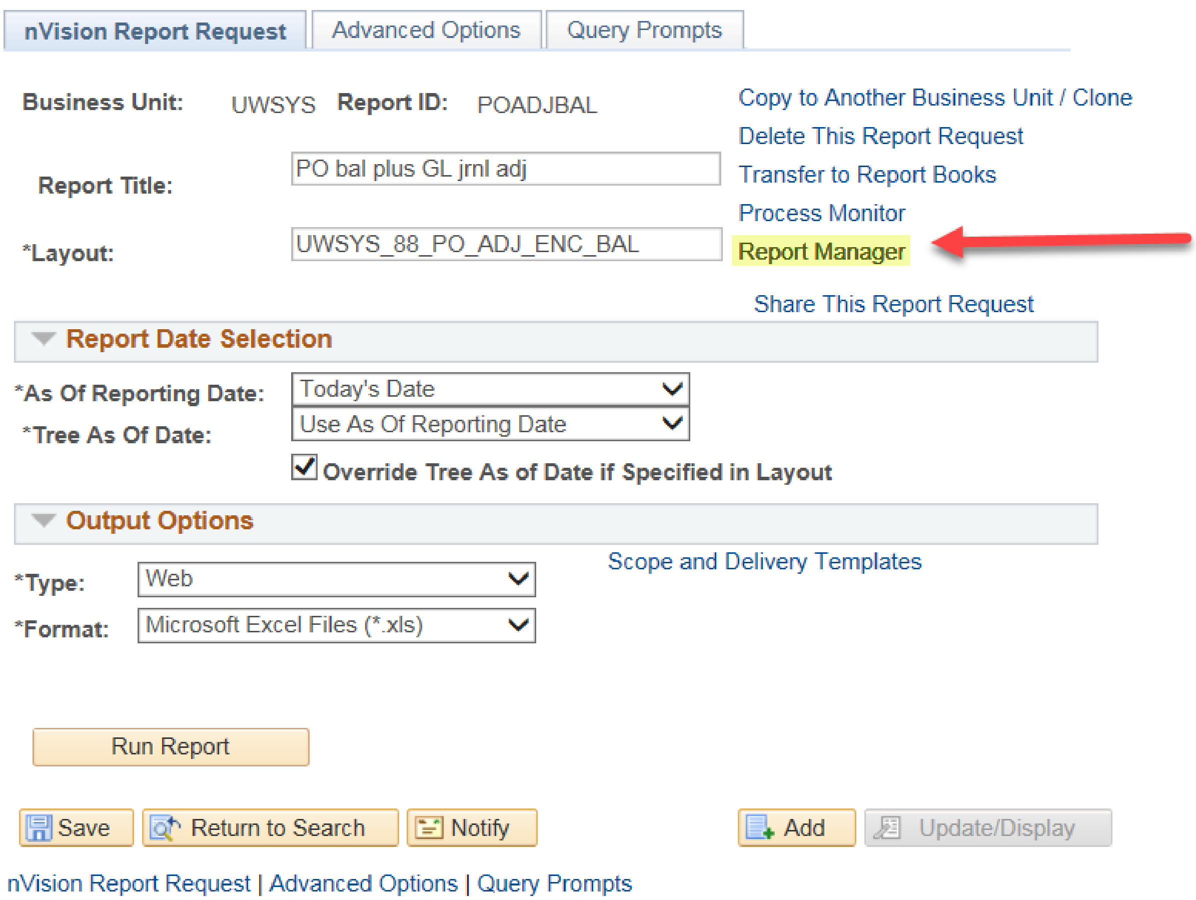


13. This process may take some time to complete. Periodically **click** Refresh to monitor the process status.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	9335375		nVision Report	NVSRUN	00748094	02/07/2018 1:35:22PM CST	Success	Posted	Details
☐	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*



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

UWSYS									
		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_VOUCHER and ledger ENC uw_kk_poDTL_vw	Formula	JNRL_LN record	Subtotal	PO Stat	Due Date	BCM Status POHdr record
PO ID	PO TYP	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

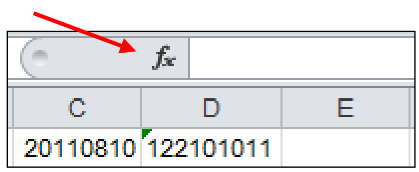
1. **Add** a new tab to the POADJBAL spreadsheet.

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)

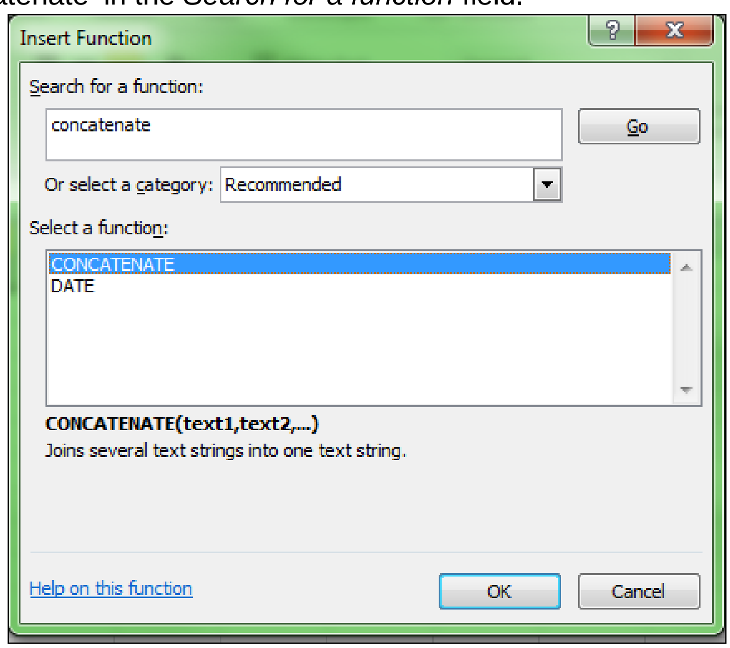
   See the following example below:

	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.

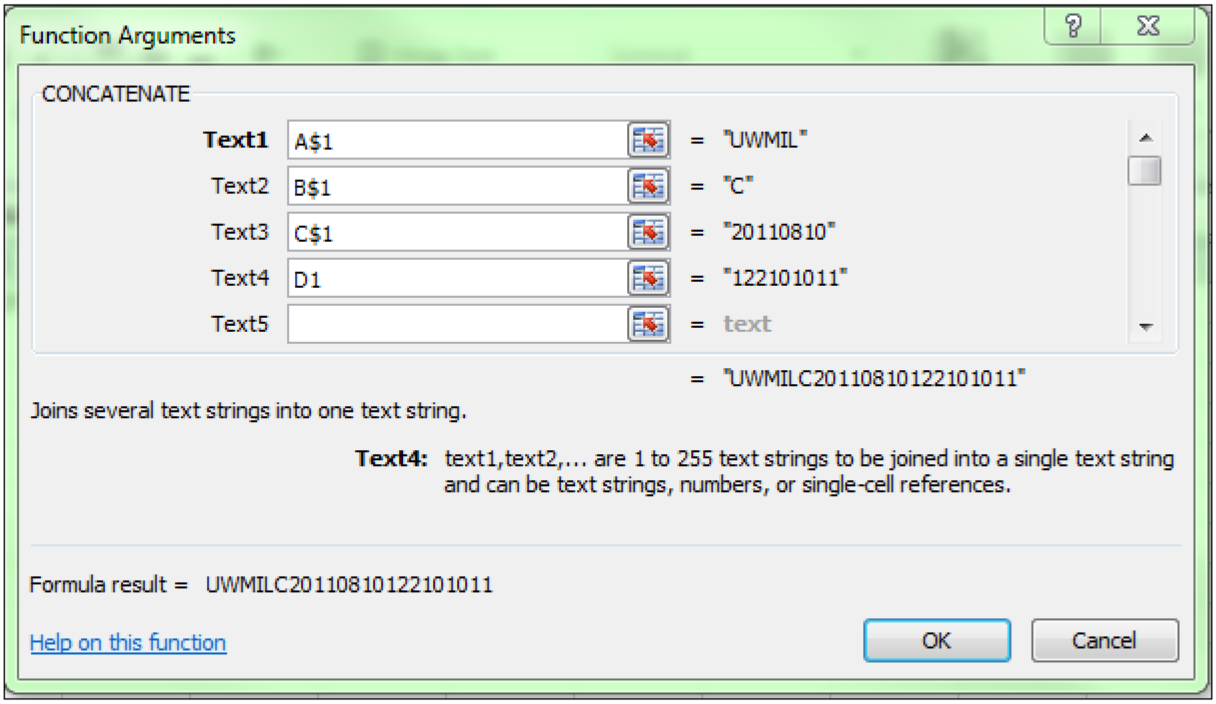


4. **Click** the fx icon
5. **Enter** 'concatenate' in the *Search for a function* field.



6. **Select** 'CONCATENATE'

7. **Click** 

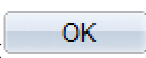


8. **Enter** ‘A$1’ in *Text1*

9. **Enter** ‘B$1’ in *Text2*

10. **Enter** ‘C$1’ in *Text3*

11. **Enter** ‘D1’ in *Text4* – No dollar sign.

12. **Click** 

. The concatenated string is now in Cell E1.

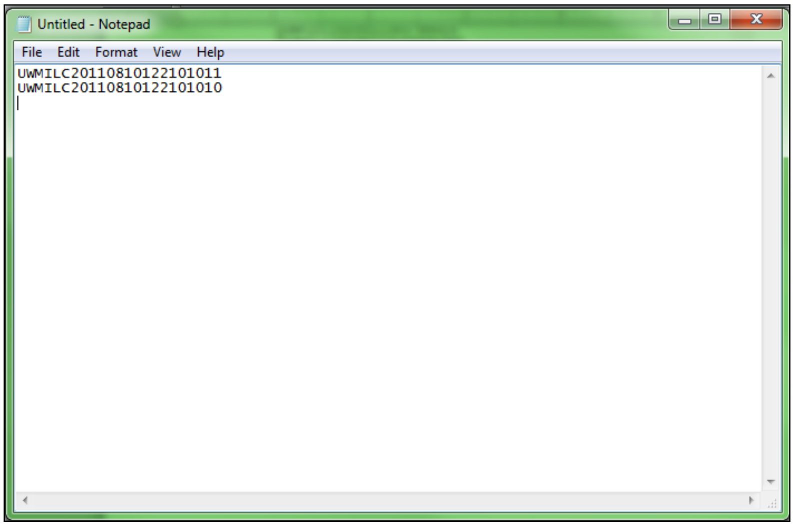
13. In Column E, **Drag** the formula down the entire list of POs to be closed. This is the list to be copied into Notepad for the PO Mass Close process.

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*.



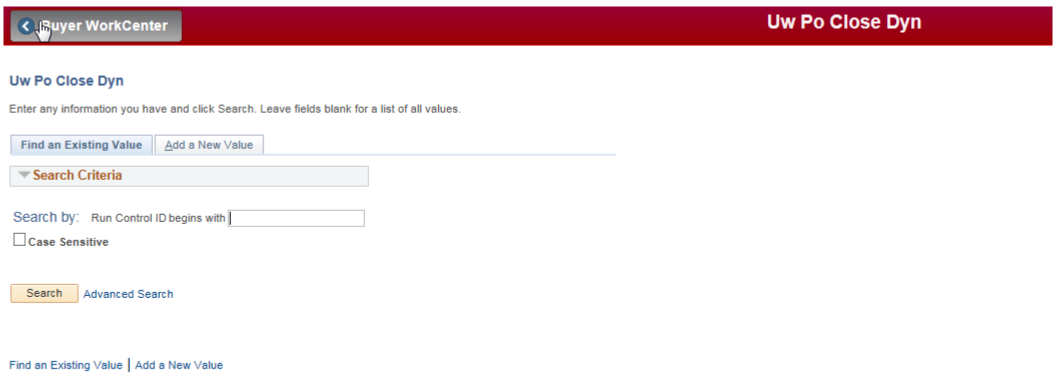
5. **Copy** the contents from your Excel worksheet Column E and paste into the new Notepad file.

6. **Save** the Notepad file.

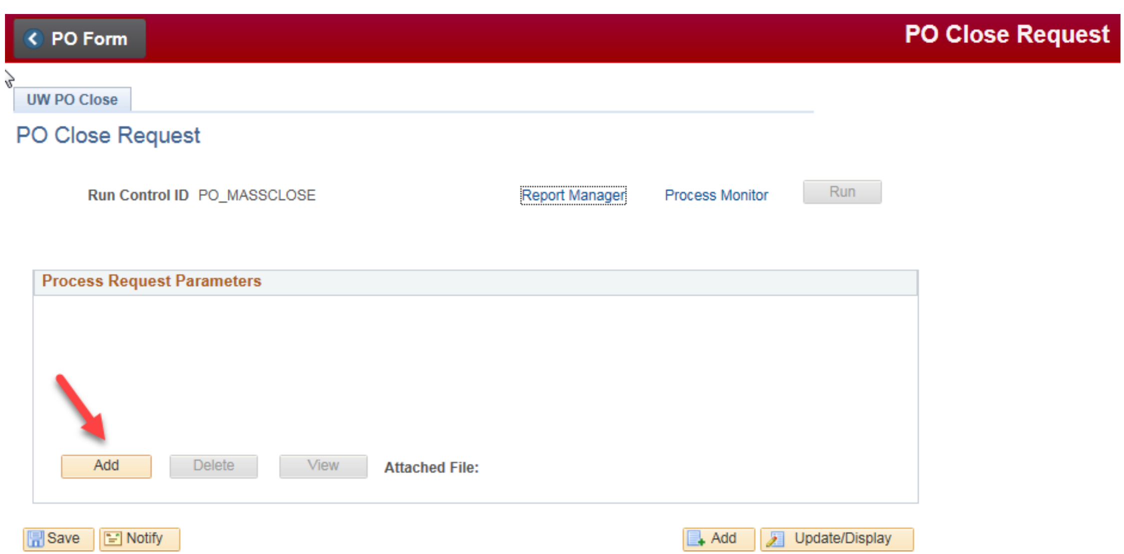
IV. Run PO Mass Close Job

Use navigation to access the Mass Close POs file

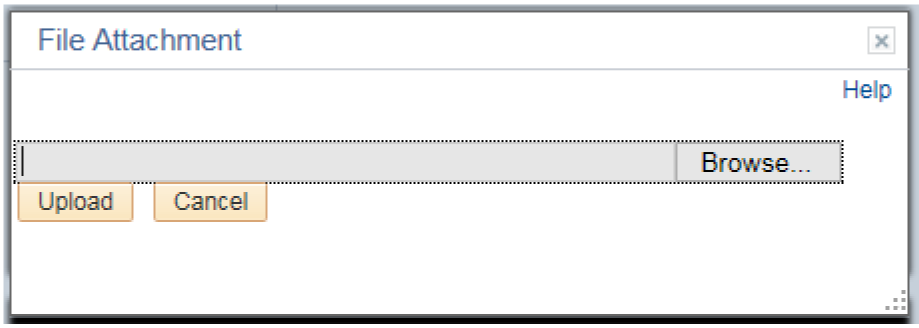
Navigator: *Purchasing > Purchase Orders > Reconcile POs > Mass Close POs File*



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

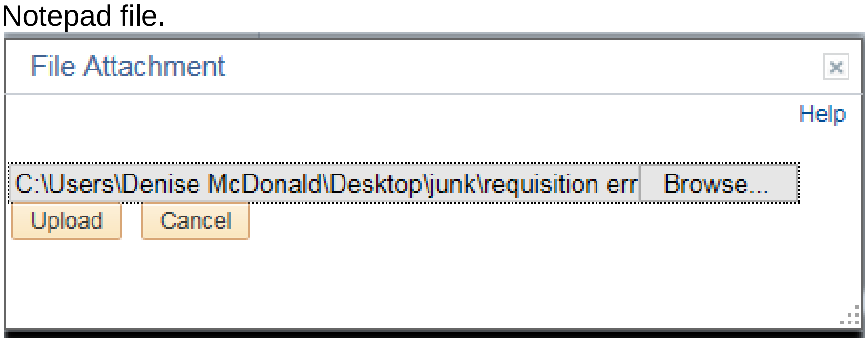


7. **Click** Add



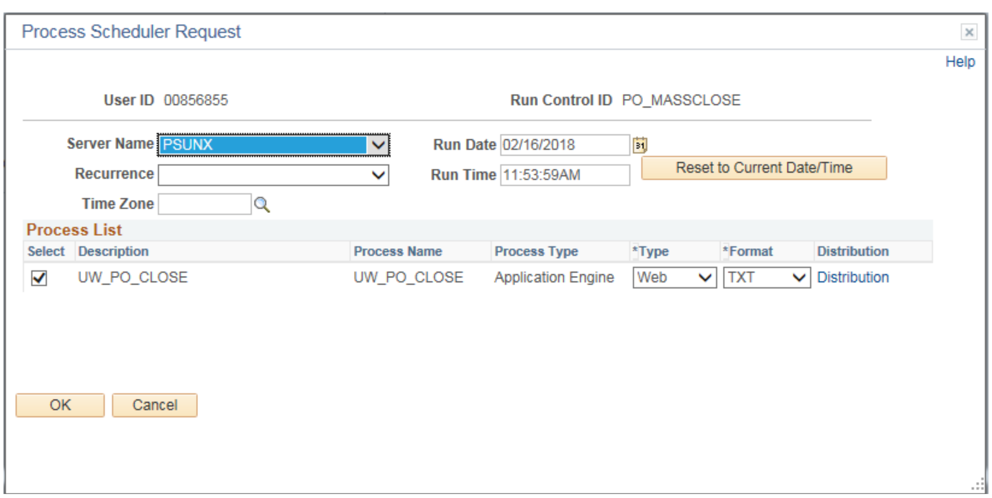
8. **Click** Browse... to search for Notepad file you saved.

9. **Select** Notepad file.



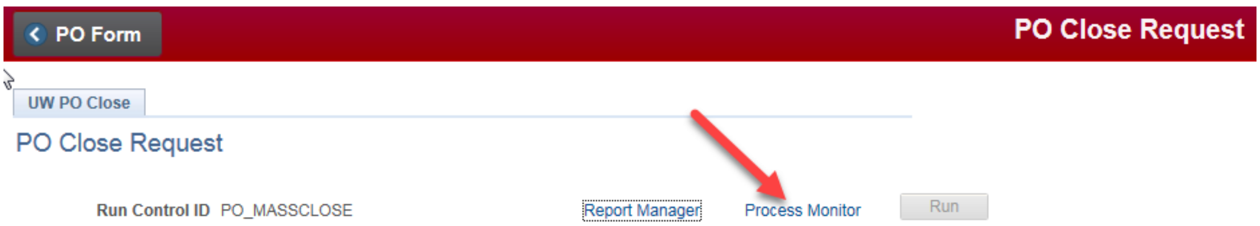
10. **Click** Upload

11. **Click** Run

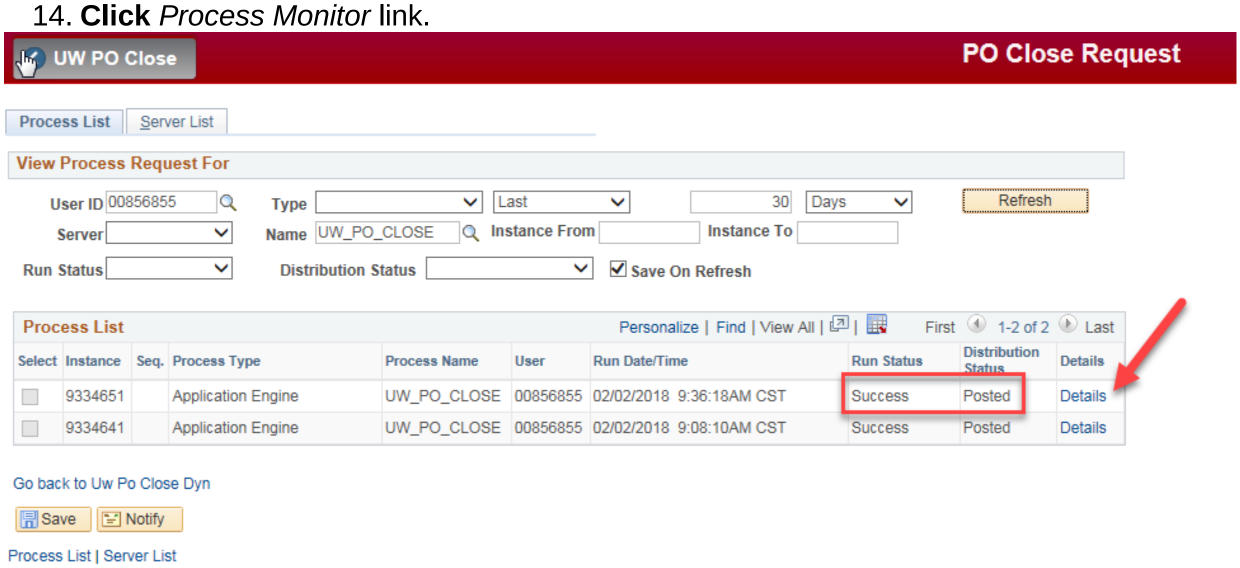


12. **Select** *Server Name* 'PSUNX'

13. **Click** OK



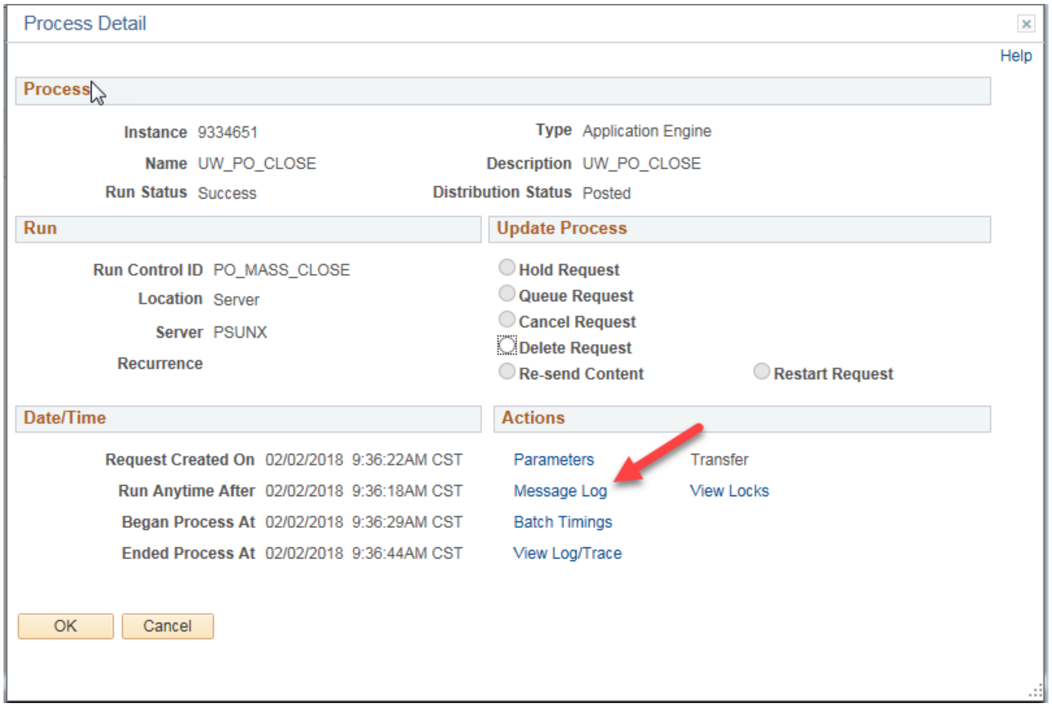
14. **Click** *Process Monitor* link.

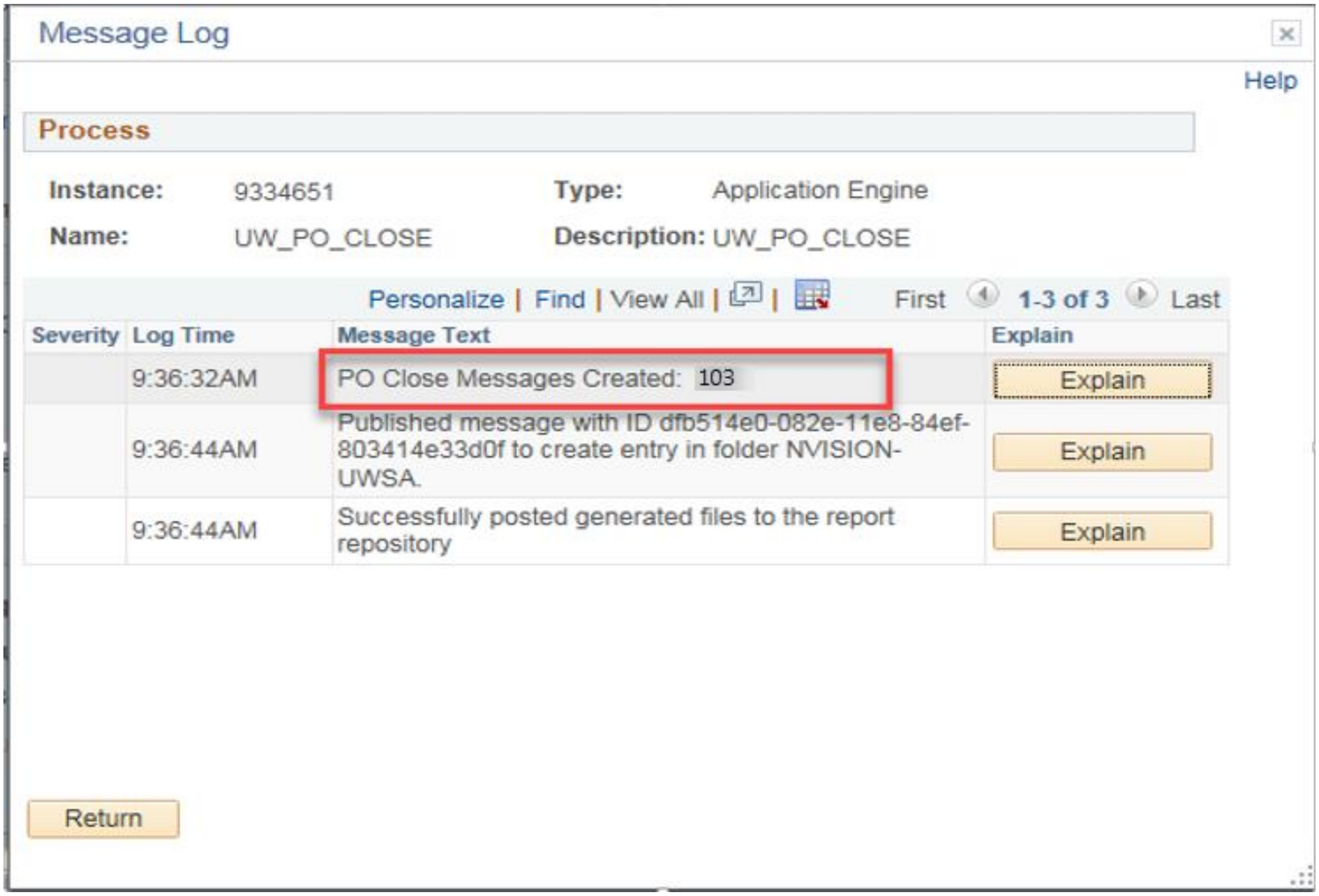


15. **Click** Refresh until *Run Status* and *Distribution Status* change to 'Success' and 'Posted'.

16. **Click** on the *Details* hyperlink

17. **Click** on the Message Log.

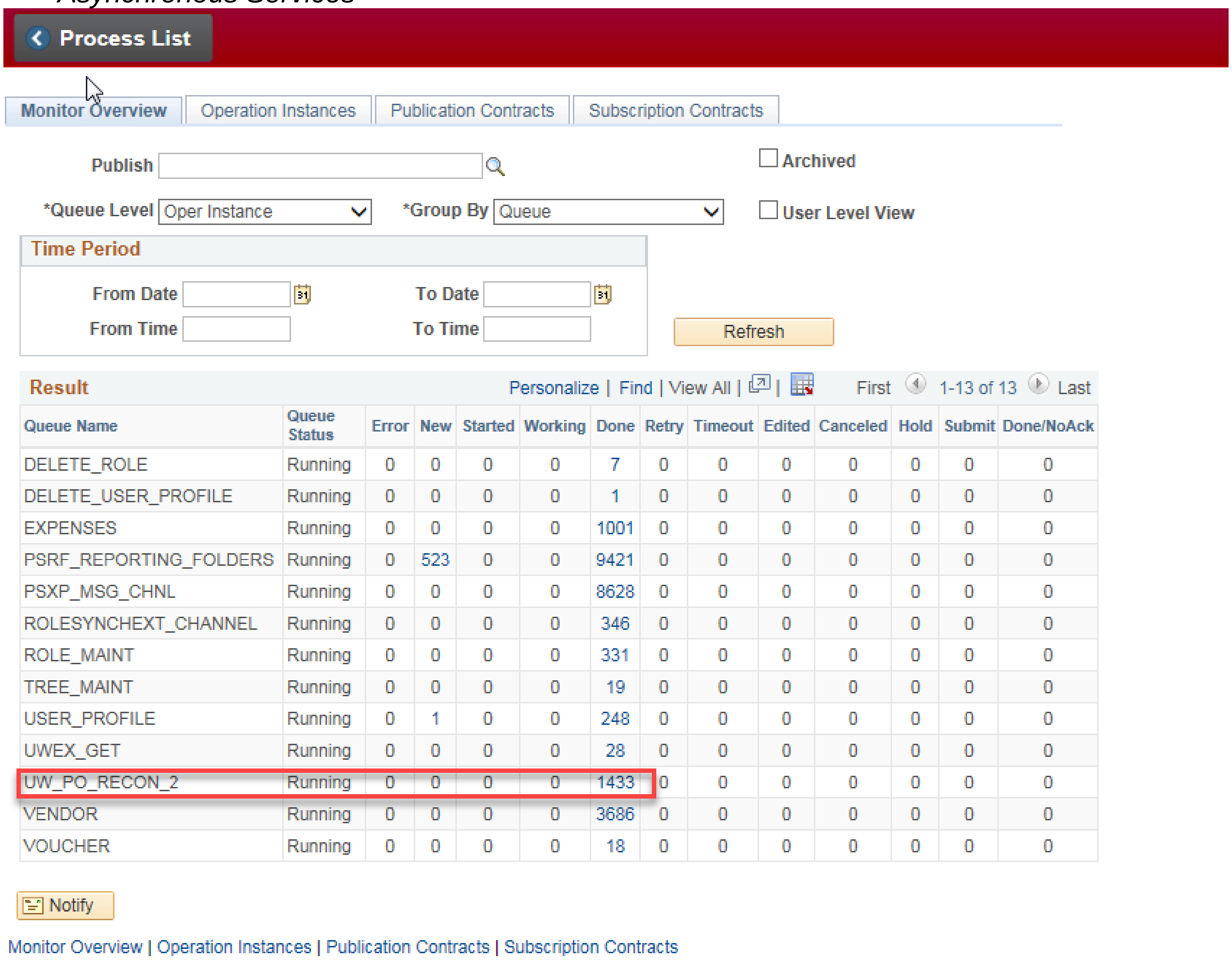




18. **Verify** the number of POs that have been closed. It should match the count in your Excel list.
19. **Click** Return to go back to the *Process Detail* page.

V. Verify PO(s) Closure

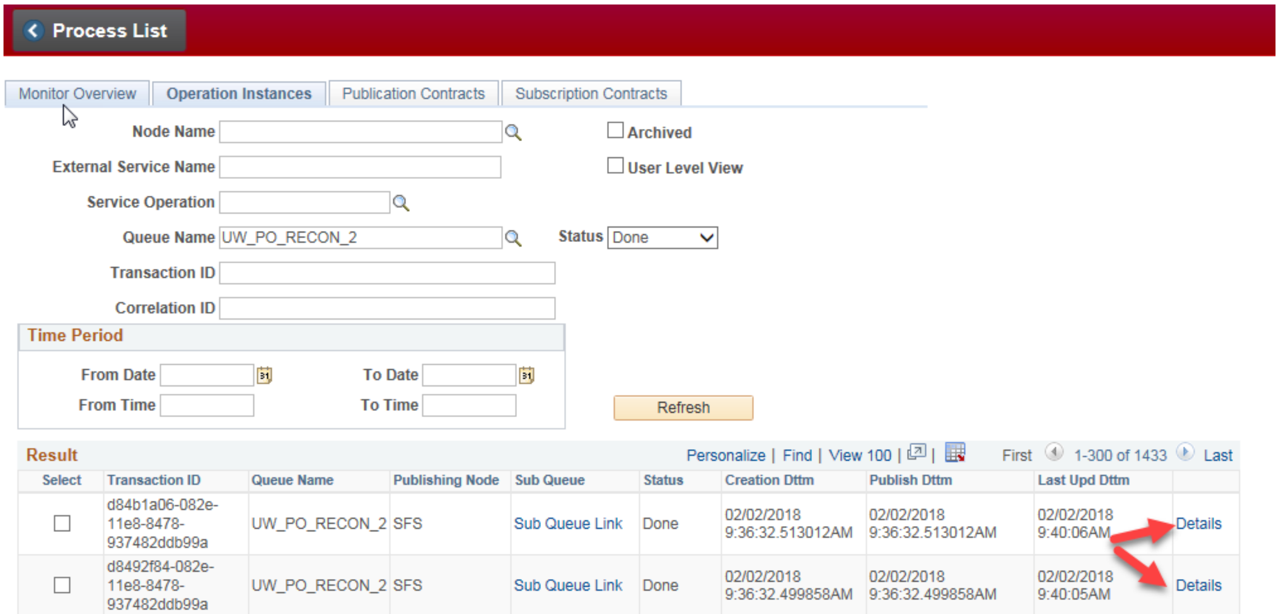
Navigation: *PeopleTools > Integration Broker > Service Operations Monitor > Monitoring > Asynchronous Services*



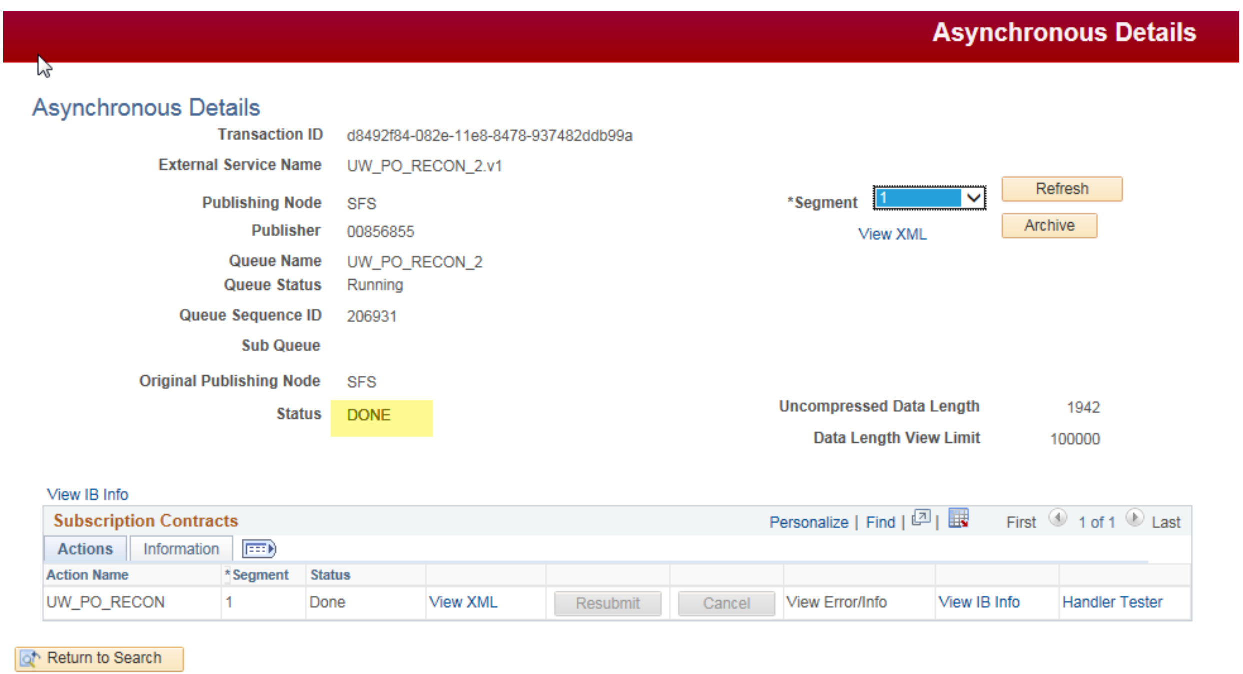
Queue Name	Queue Status	Error	New	Started	Working	Done	Retry	Timeout	Edited	Canceled	Hold	Submit	Done/NoAck
DELETE_ROLE	Running	0	0	0	0	7	0	0	0	0	0	0	0
DELETE_USER_PROFILE	Running	0	0	0	0	1	0	0	0	0	0	0	0
EXPENSES	Running	0	0	0	0	1001	0	0	0	0	0	0	0
PSRF_REPORTING_FOLDERS	Running	0	523	0	0	9421	0	0	0	0	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

1. 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.



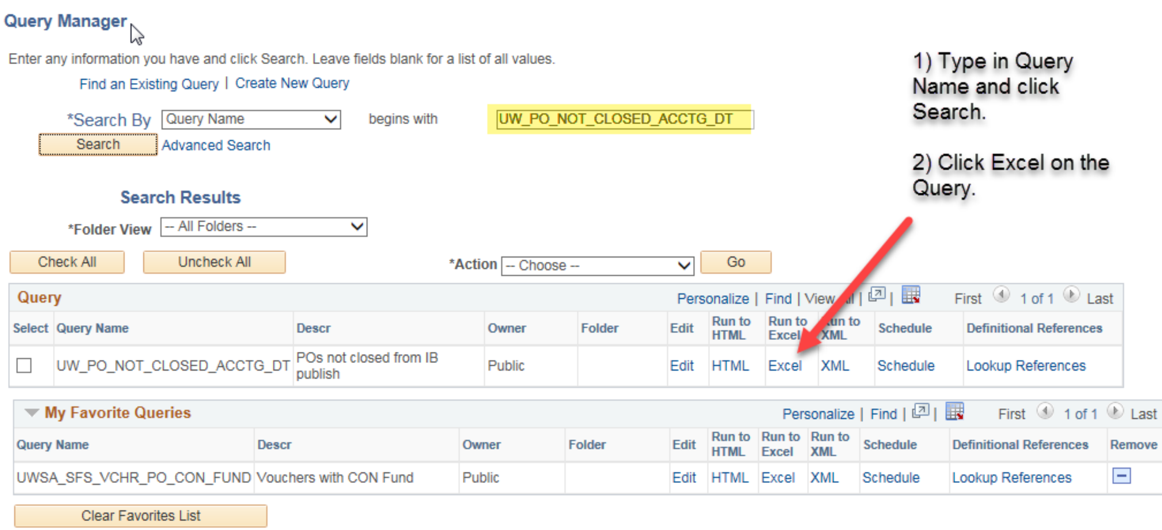
2. **Click** the *Details* hyperlink for the last Transaction ID in your list from the .trc file and verify it has a Status of 'Done'.



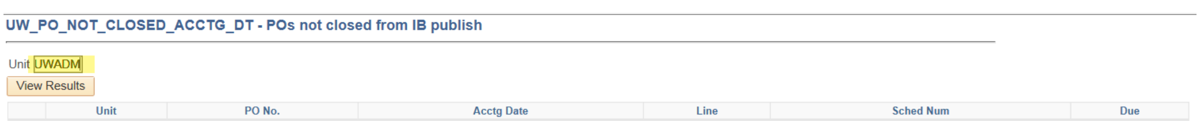
VI. Check for PO Closure Issues

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

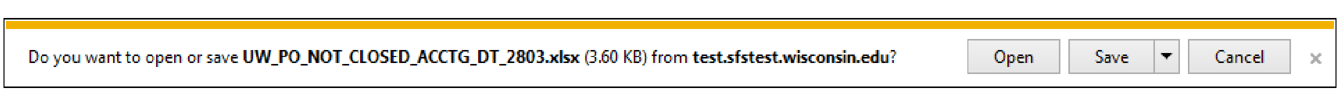
Navigation*: Reporting Tools > Query > Query Manager*



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



4. **Enter** the *Business Unit* 'UW***'
5. **Click** View Results
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.



8. **Click** Open 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							

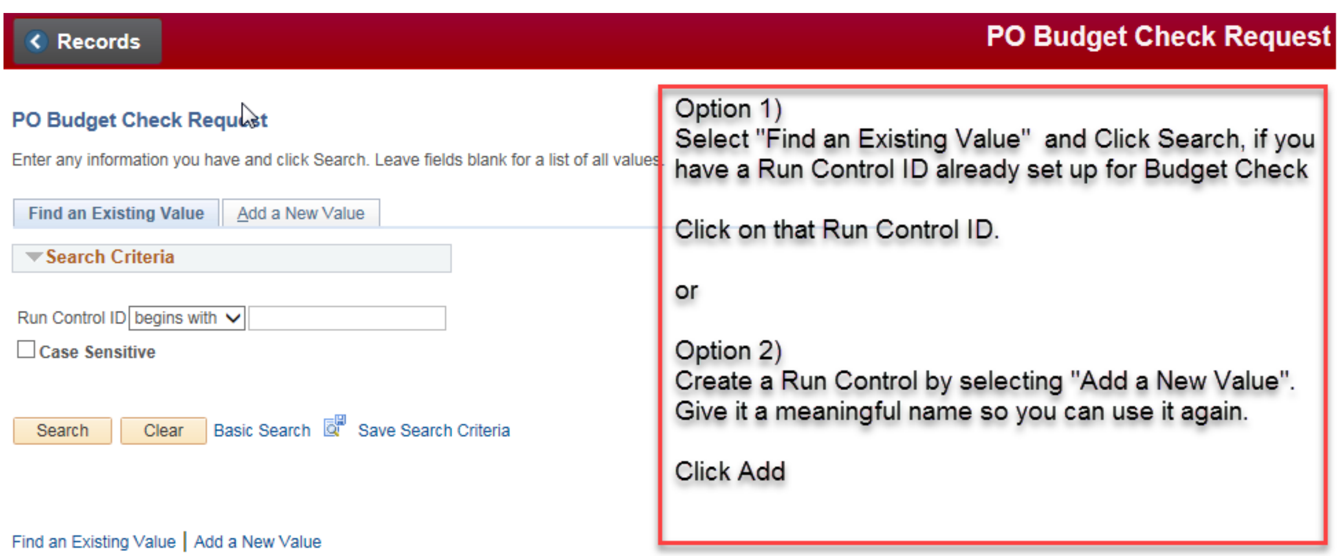
7. If any POs are returned for your campus, send an e-mail to: UWSA Problem Solvers uwsaproblemsolvers@uwsa.edu

VII. Budget Check Closed POs

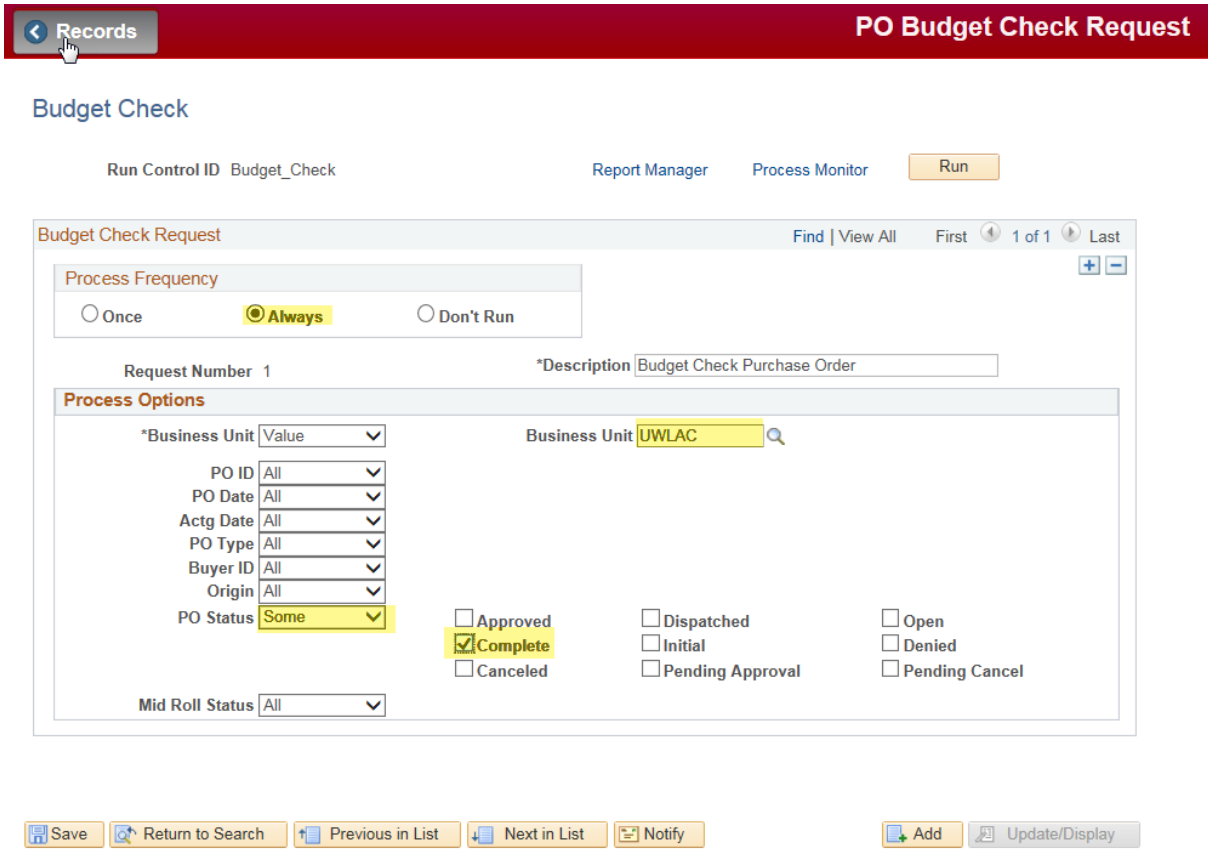
Budget Check must be done to liquidate any remaining encumbrance. Failure to budget check will cause encumbrance balance issues.

Access Budget Check from the Buyer WorkCenter or through Navigation.

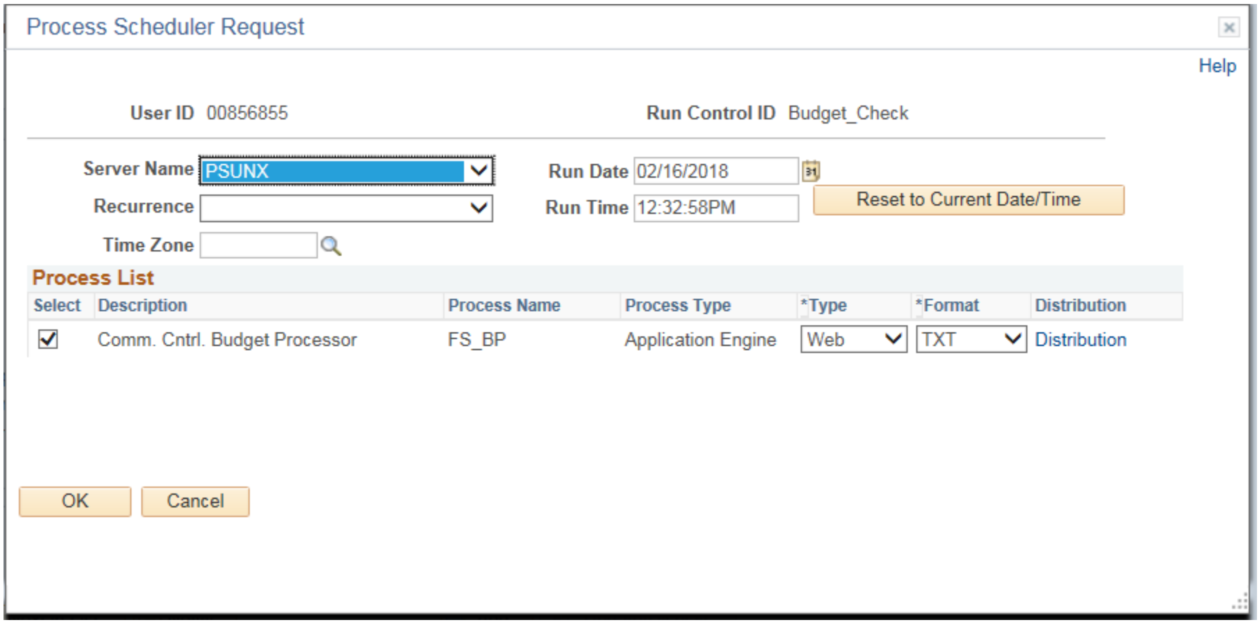
***Navigation**: Purchasing > Purchase Order > Budget Check*



The below will appear for both options.

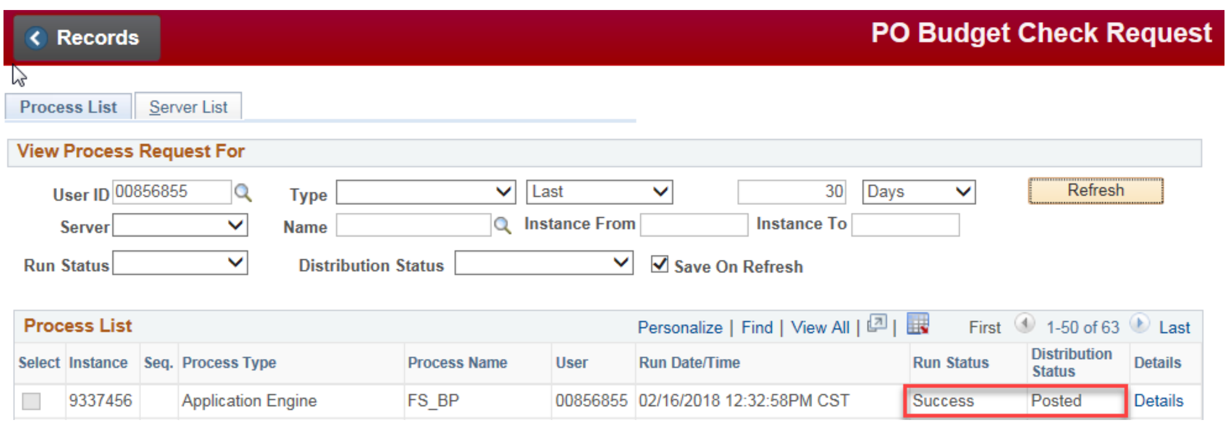


1. **Select** *Process Frequency* 'Always'
2. **Populate** *Description* as desired if creating a new Run Control
3. **Enter** *Business Unit* 'UW***'
4. **Change** the *PO Status:* dropdown to 'Some' and **Check** *Complete*
5. **Click** 



6. **Select** *Server Name* ‘PSUNX’

7. **Click** OK

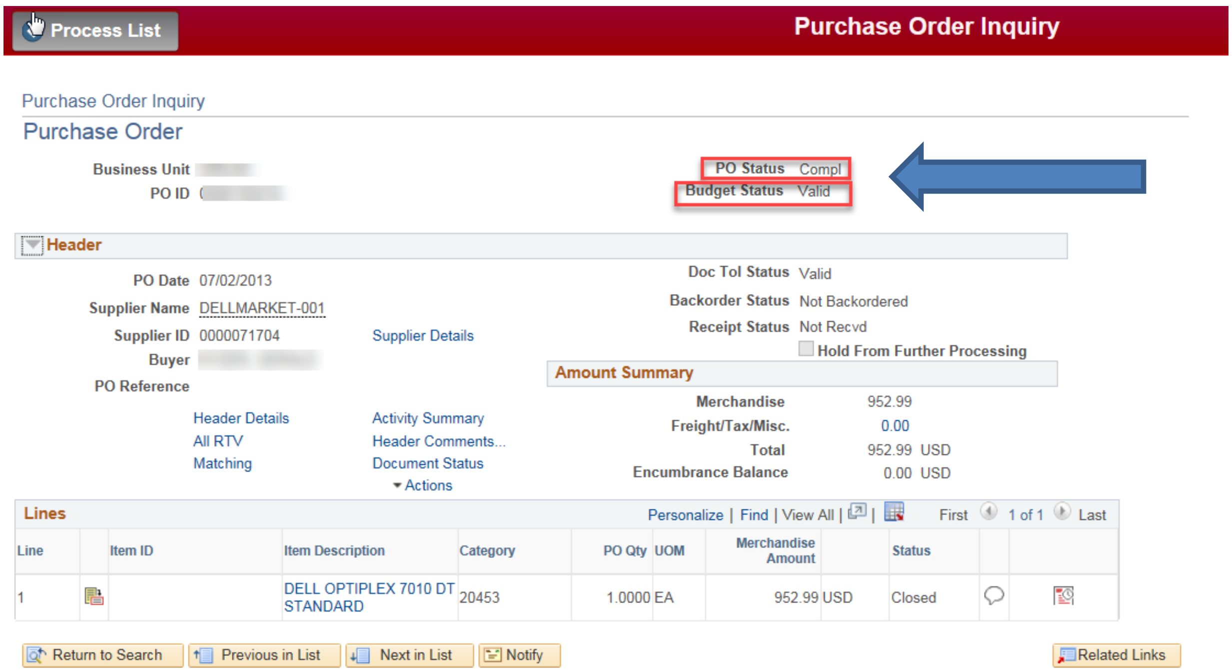


8. **Click** Refresh until the process completes and the *Distribution Status* is ‘Posted’

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

10. Please Note: **<u>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.</u>**

***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.

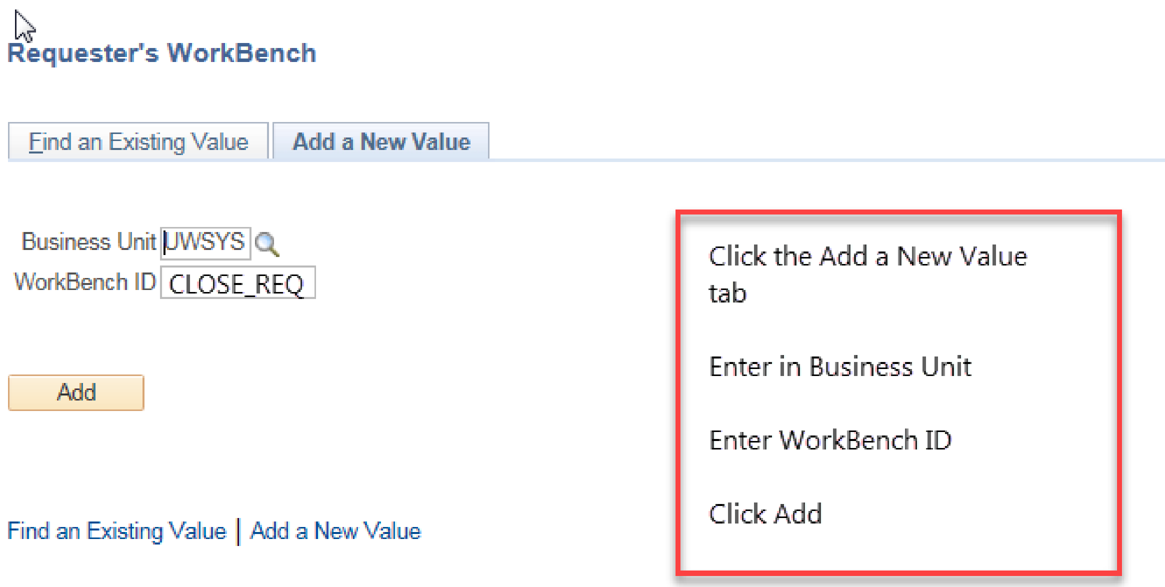
12. You are done if you are campus <u>is not</u> an eProcurement Institution. If an eProcurement Institution, go to section VIII of this document for requisition closing instructions.

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

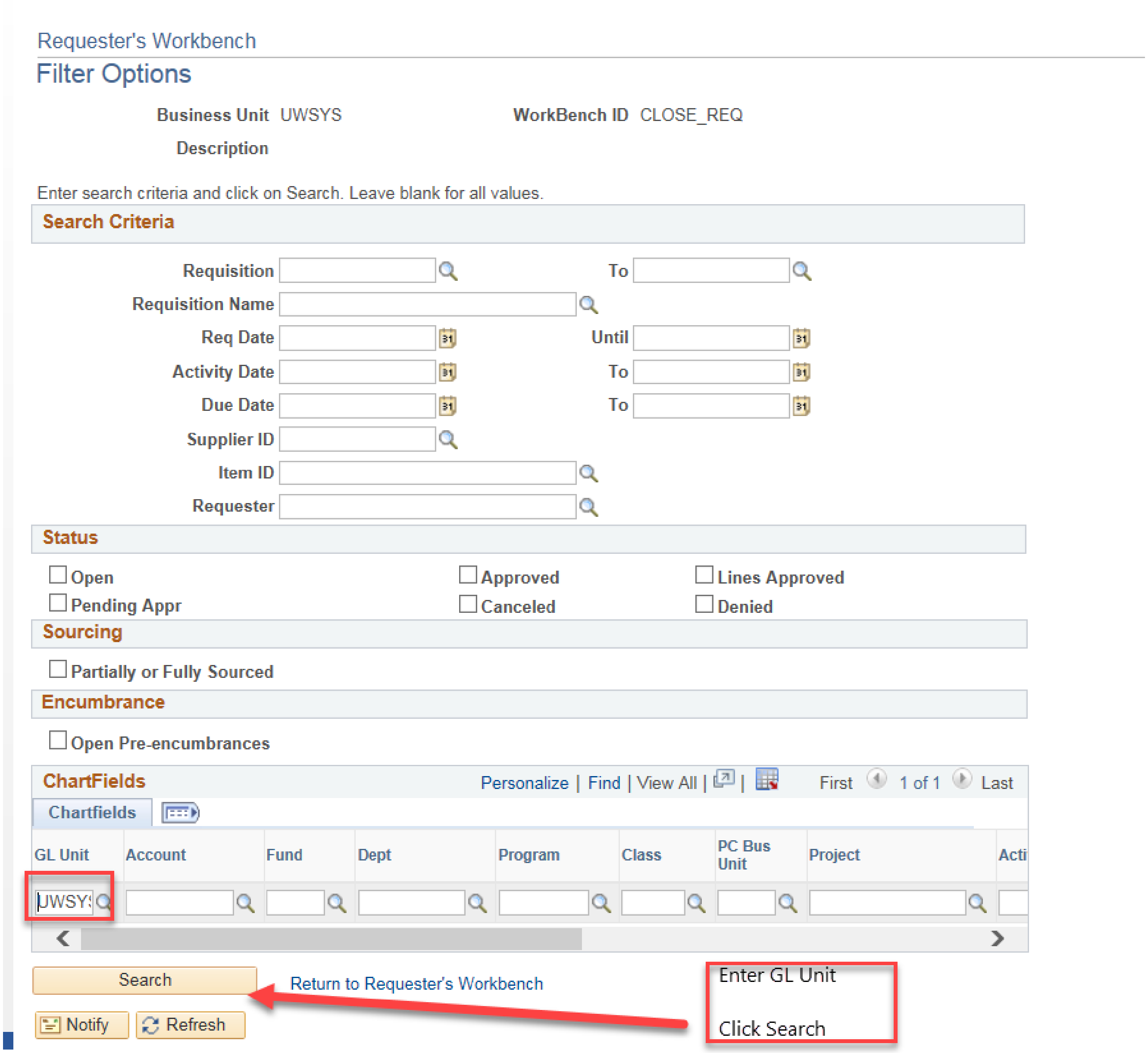


4. Click Add a New Value

5. Select Business Unit and a Enter WorkBench ID

6. Click Add

7. The Filter Options page will appear.

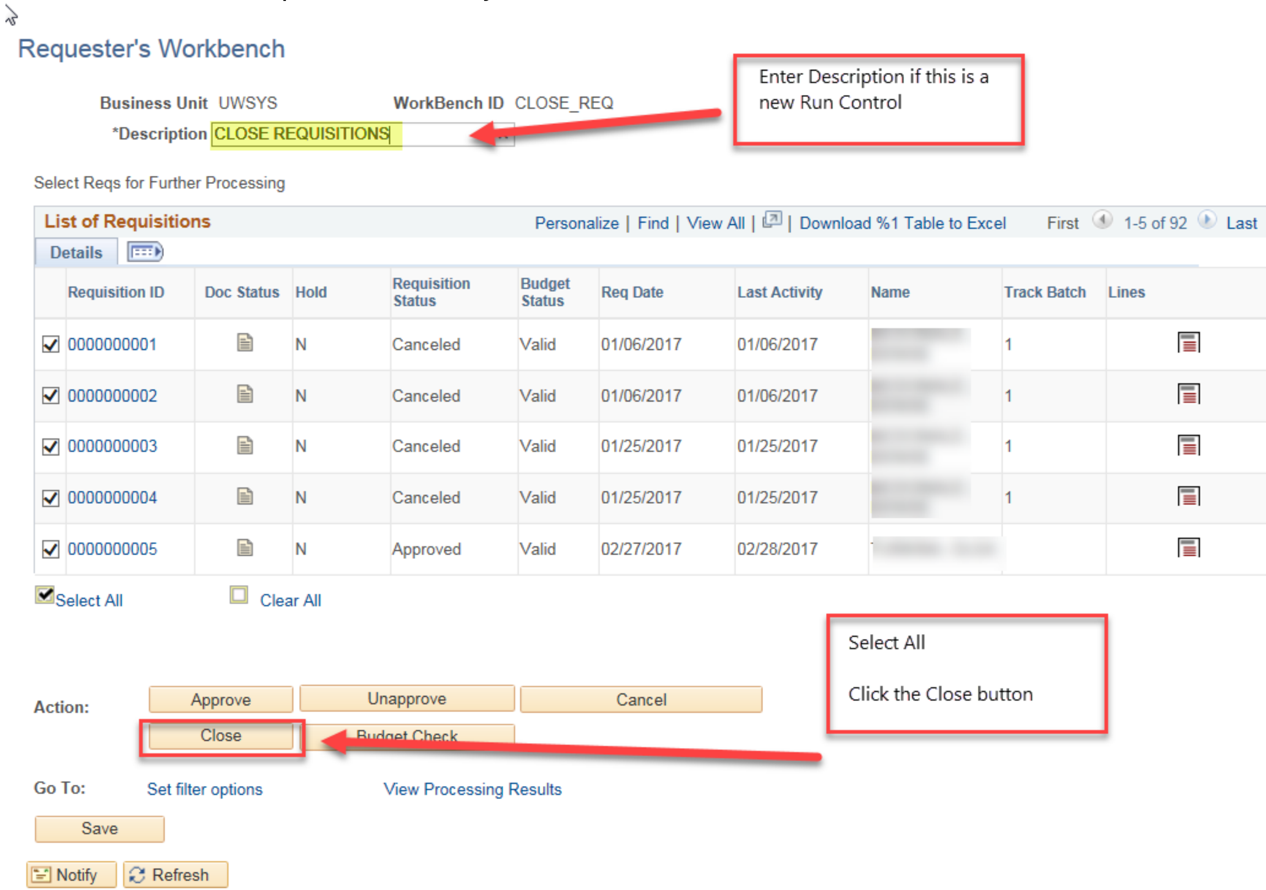


8. Enter a requisition ID or keep the search open.

9. Select Business Unit at the bottom of the page

10. Click Search

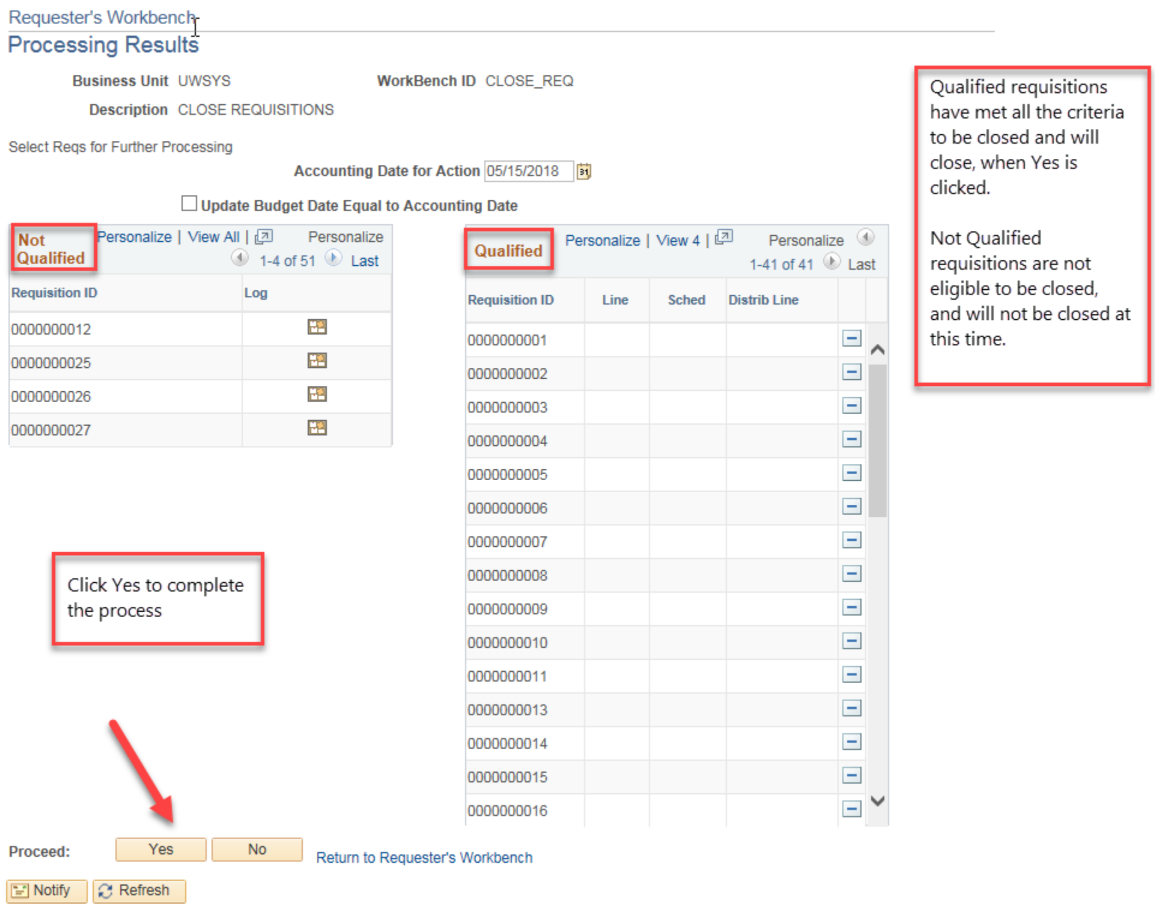
11. The Requester's Workbench will be displayed. If this is a new Run Control, enter a description. Otherwise, the description will already be filled in.



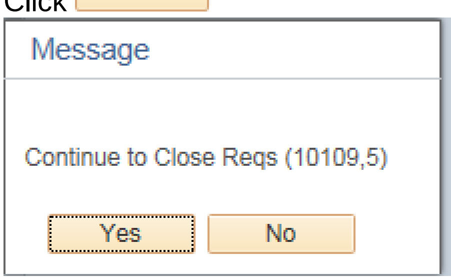
12. Check the 'Select All' box at the bottom of the page or select the requisition(s) you want to close.

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.



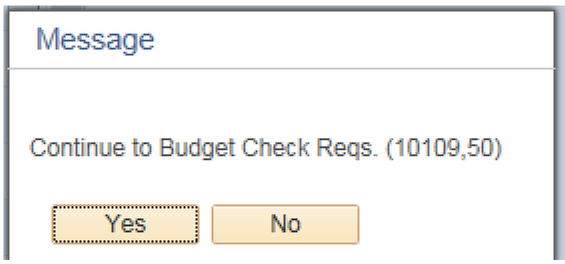
15. Click Yes



16. Click Yes again.

17. The Requester's Workbench will be displayed.

18. Click Budget Check to budget check the requisition(s) you just closed. The Processing Results page will be displayed. Click Yes 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