State of Oklahoma

COR131

PO/Req Closing Manual

Office of Management & Enterprise Services

OKLAHOMA

Table of Contents

Document History 3
Close Requisition through WorkBench 4
Overview 4
Close a Requisition (s) 5
Filter Option Page 6
Filter Option Definitions 7
Requestor's WorkBench 8
Reconciliation Definitions 8
Budget Check Requisition (s) 11
Criteria for Closing Requisition 17
Requisition Not Qualified Messages 17
Close Purchase Order through WorkBench 18
Overview 18
Close a Single Purchase Order 19
Filter Options Page 20
Filter Option Definitions 21
Buyer's WorkBench 22
Reconciliation Definitions 22
Update Purchase Order-Maintain POs 23
Edit the PO 24
Close the Purchase Order 26
Close Multiple Purchase Orders 28
Filter Option Page 29
Buyer's WorkBench 31
Steps to Close a Purchase Order 34
Review Purchase Order 35
Document Status 35
Review PO Lines 38
Review PO Schedules 39
Review PO Distributions 41
Review PO Results 43
Review the Not Qualified PO 43
Override Not Qualified PO 46
Delete Qualified PO 48
Budget Check Close PO 49
Criteria for Closing PO 54
Appendix A 54
Purchase Orders Not Qualified Messages 55
Close a Purchase Order Line 57

Document History

Document Revision	Date	Description
1.0	02/01/2006	Initial Document
1.1	06/12/2008	Upgrade Update
1.2	05/12/2011	ADA Compliance
1.3	05/01/2014	Upgrade Update
2.0	11/21/2024	Upgrade Update

Close Requisition through WorkBench

Overview

The Purchase Order, (PO) must be closed and budget checked before the Requisition.

Closing the Requisition will complete the PO process and release available Pre-encumbrances. Once a Requisition has been closed it cannot be opened again.

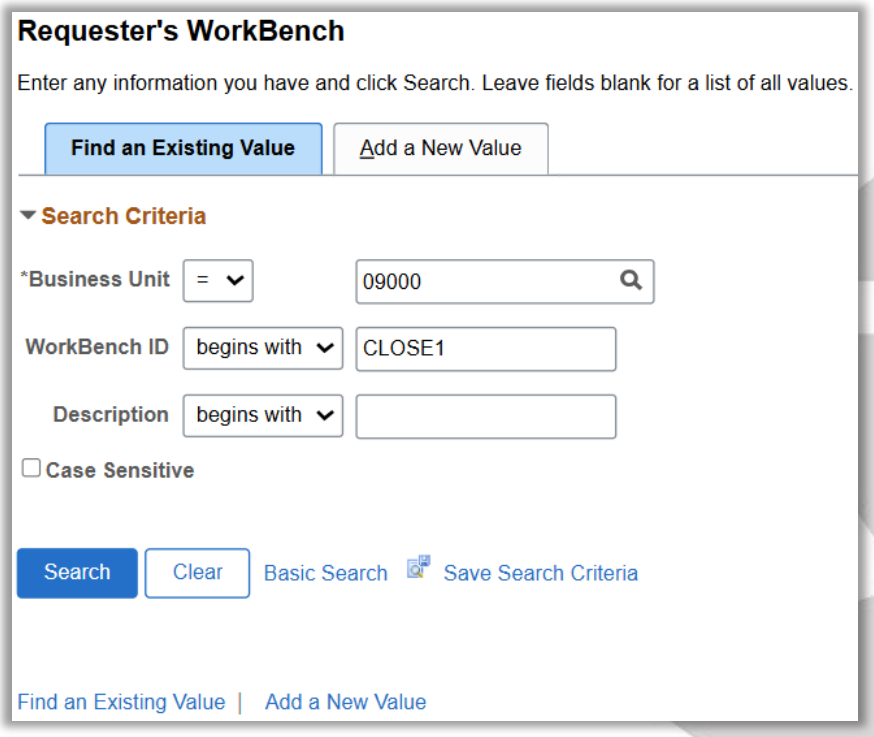
NOTE: DO NOT CLOSE A REQUISITION IF YOU EVER INTEND TO USE IT AGAIN.

If the Requisition is associated with a Purchase Order, the Purchase Order will need to be closed first. If the Purchase Order is not finalized any available encumbrance will be reinstated on the Requisition (pre-encumbrance). This is not a problem, as long as you intend to close the Requisition.

Closing the Requisition resets your Requisition Header status to Complete, your line status to complete and your budget status to 'Not Checked'. The benefit of this status change is that completed requisitions no longer appear in your list of available requisitions when you access requisition pages in update or display mode. These completed requisitions are also removed from the view in many other situations in which the available options have been set to exclude completed or canceled requisitions. Removing these requisitions from these prompts improves system performance and decreases the time required to find requisitions that you must modify.

Close a Requisition (s)

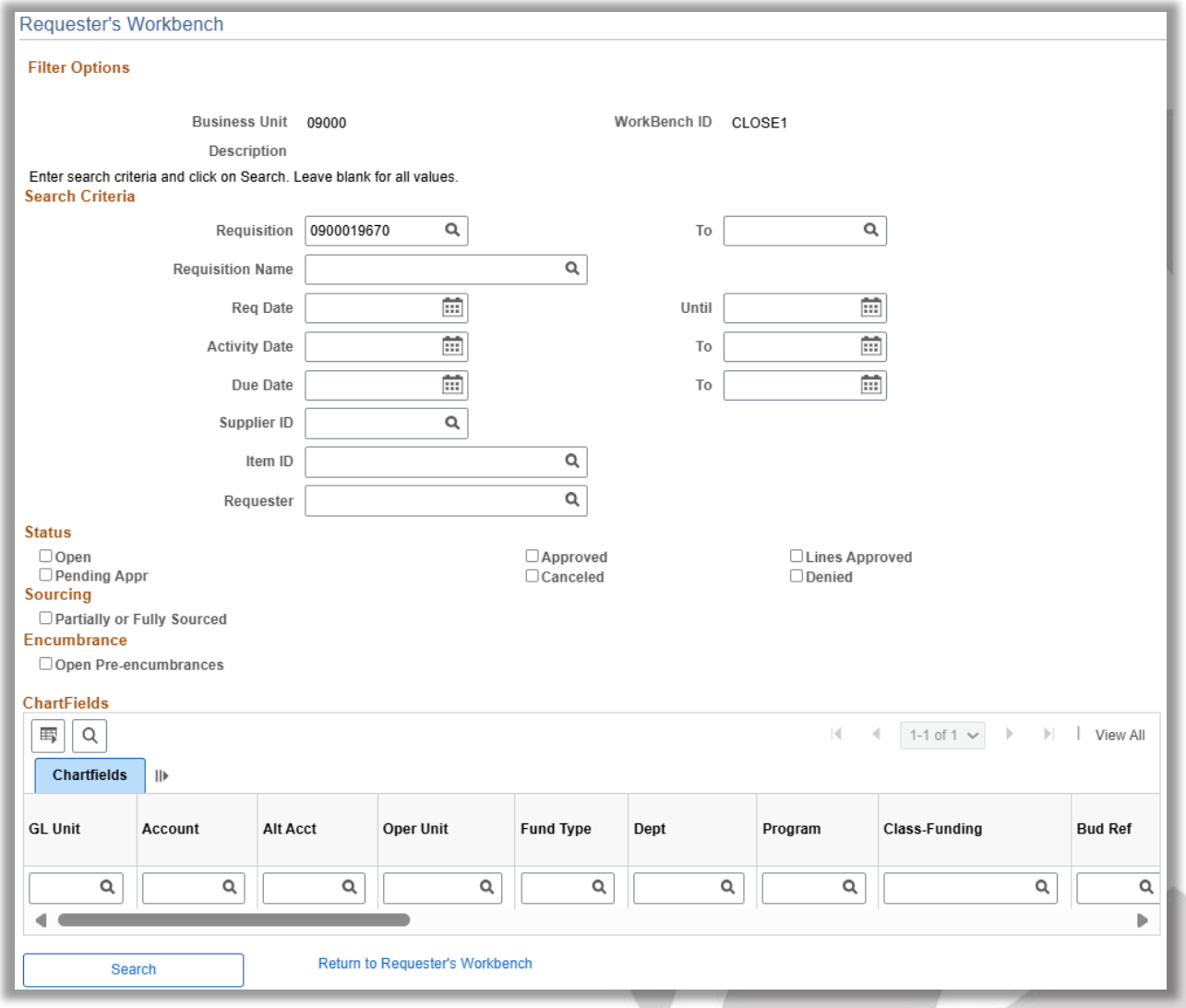
Navigation: Purchasing > Requisitions > Requester's WorkBench



Enter the Business Unit, WorkBench ID, and **click** the **Search** button.

If it is the first time the user has run this process, a new Run Control ID must be created using the **Add a New Value Tab**.

Filter Option Page



Above is the Filter Option Page. This page allows the user to enter selection criteria for the Requisitions to display on the Requisitions Reconciliation WorkBench Page.

One Requisition can be selected by entering the Requisition number in the **Requisition ID** field or entering the **Requisition Name**.

Enter the selection criteria.

Filter Option Definitions

Requisition Name: Range of requisitions to close.

Req Date: The date entered on the Requisition.

Activity Date: The system updates this date on the requisition when you last save your Requisition.

Due Date: Date the product is due defined on the Requisition.

Supplier ID: Supplier defined on the Requisition.

Item ID: If an Item ID is defined on the Requisition, it can be searched for using this field.

Requester: The user who created the Requisition.

Status: Requisition Status. Options are *Open, Approved, Lines Approved, Pending Approval, Canceled, and Denied.*

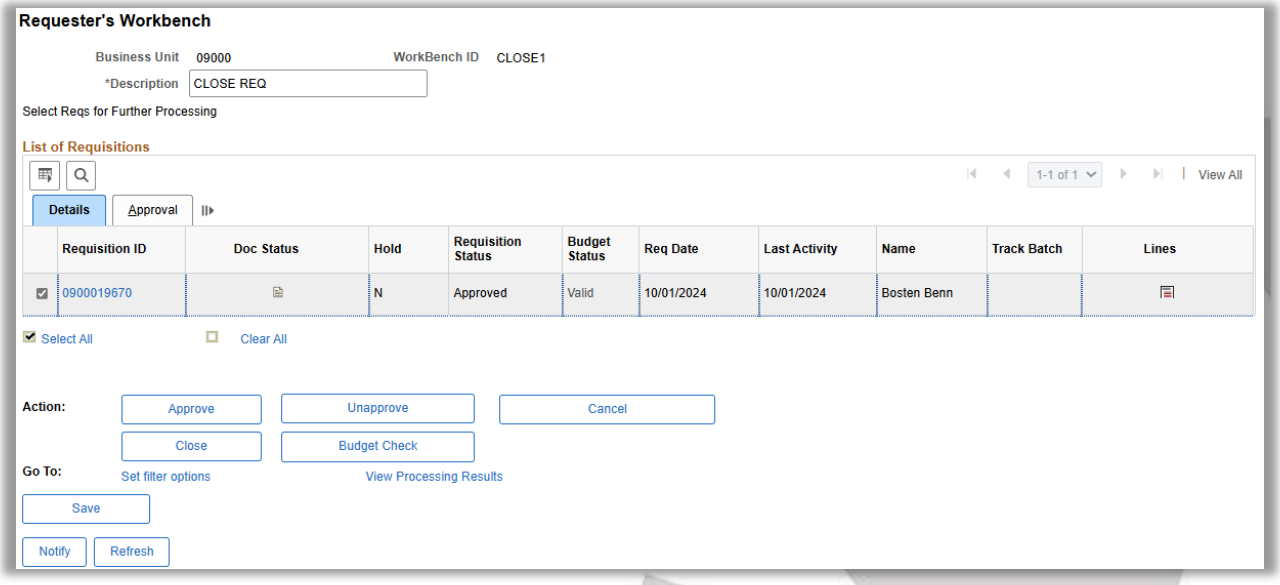
Sourcing: The sourcing status of the requisition. This status can be found on the Requisition's sourcing control tab. If the status is **sourcing complete,** then the "Radio Box" must be checked.

Open Pre-encumbrances: This check box allows you to search for requisitions that are tied to purchase orders with an open balance.

Chartfields: The user can enter multiple Chartfield combinations as search criteria

Once you have selected your criteria, **click** the **Search** button located in the bottom left-hand corner of the page.

Requestor's WorkBench



To review all requisitions, if you have multiple, in your results **click** View All Link.

Review the Document Status by **clicking** the **Doc Status** icon.

Review the Requisition Line by **clicking** the **Lines** icon.

To select an individual Requisition to be closed, **click** the check box to the left of the Requisition ID link.

To select all the Requisitions, **click** the Select All link.

After the desired requisitions have been selected, **click** the **Close** button.

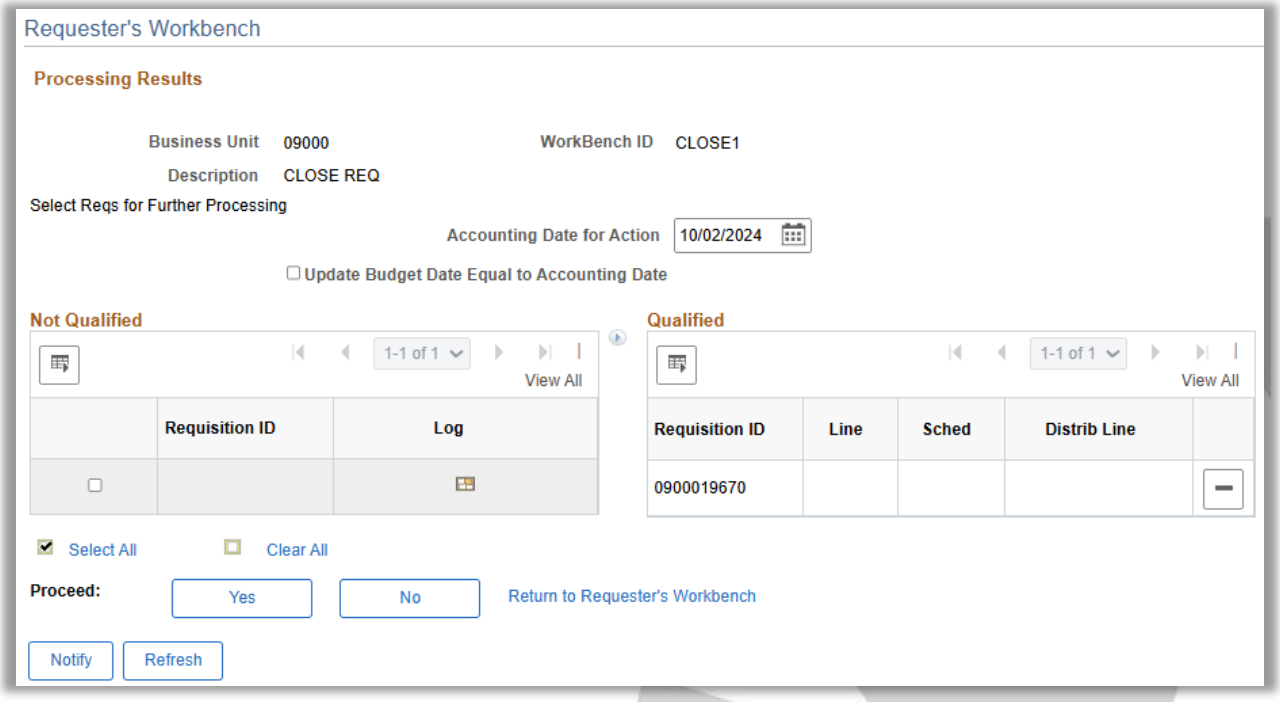
Reconciliation Definitions

Approve: Not available. Workflow is used to approve Requisitions

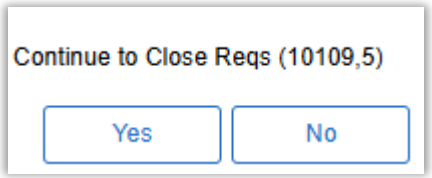
Un-Approve: Click to put the requisition in a pending status. Requisition will need to be approved again if this option is selected.

Cancel: Click to cancel the selected requisitions and all lines associated.

Close: Click to close the selected requisitions to further processing. Requisitions that are associated with purchase orders which have not yet been closed will not be available to close.

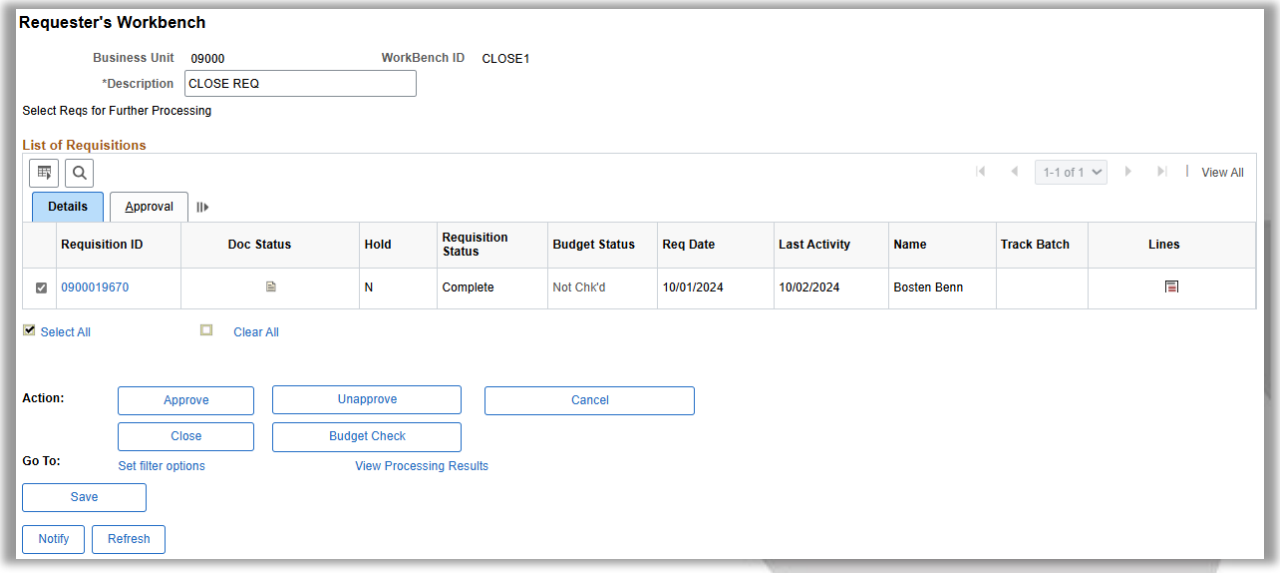


If the Requisition is Qualified, **click** the **Yes** button to close the Requisitioin. (If not qualified, go to page 43).



To continue, **click** the **Yes** button.

NOTE: The Requisition is now being closed.

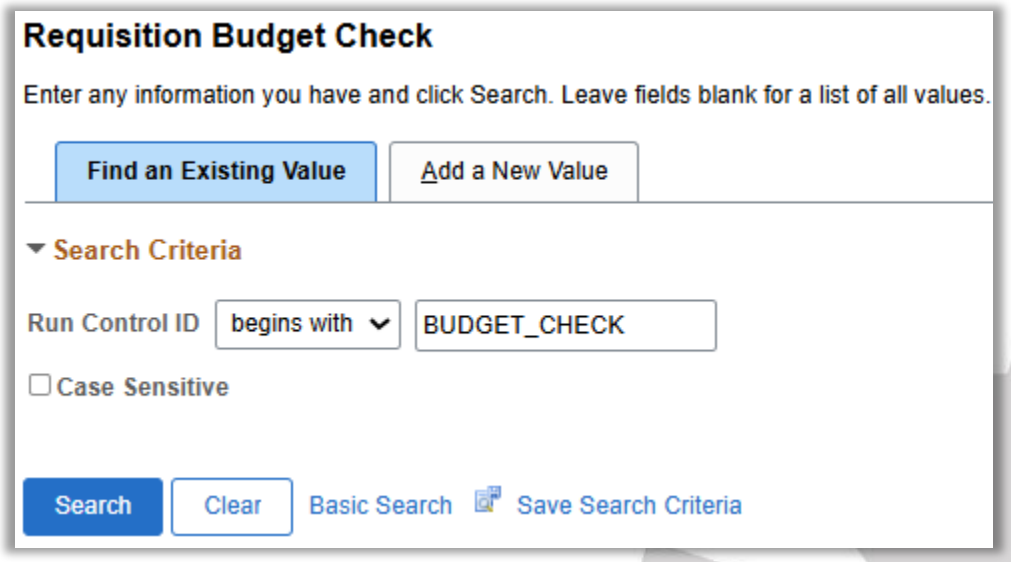


The status changes from Approved to Complete on the Requisitions that were qualified.

NOTE: If the Requisition has an available Pre-encumbrance the Budget Status will change to not checked and will need to be budget checked.

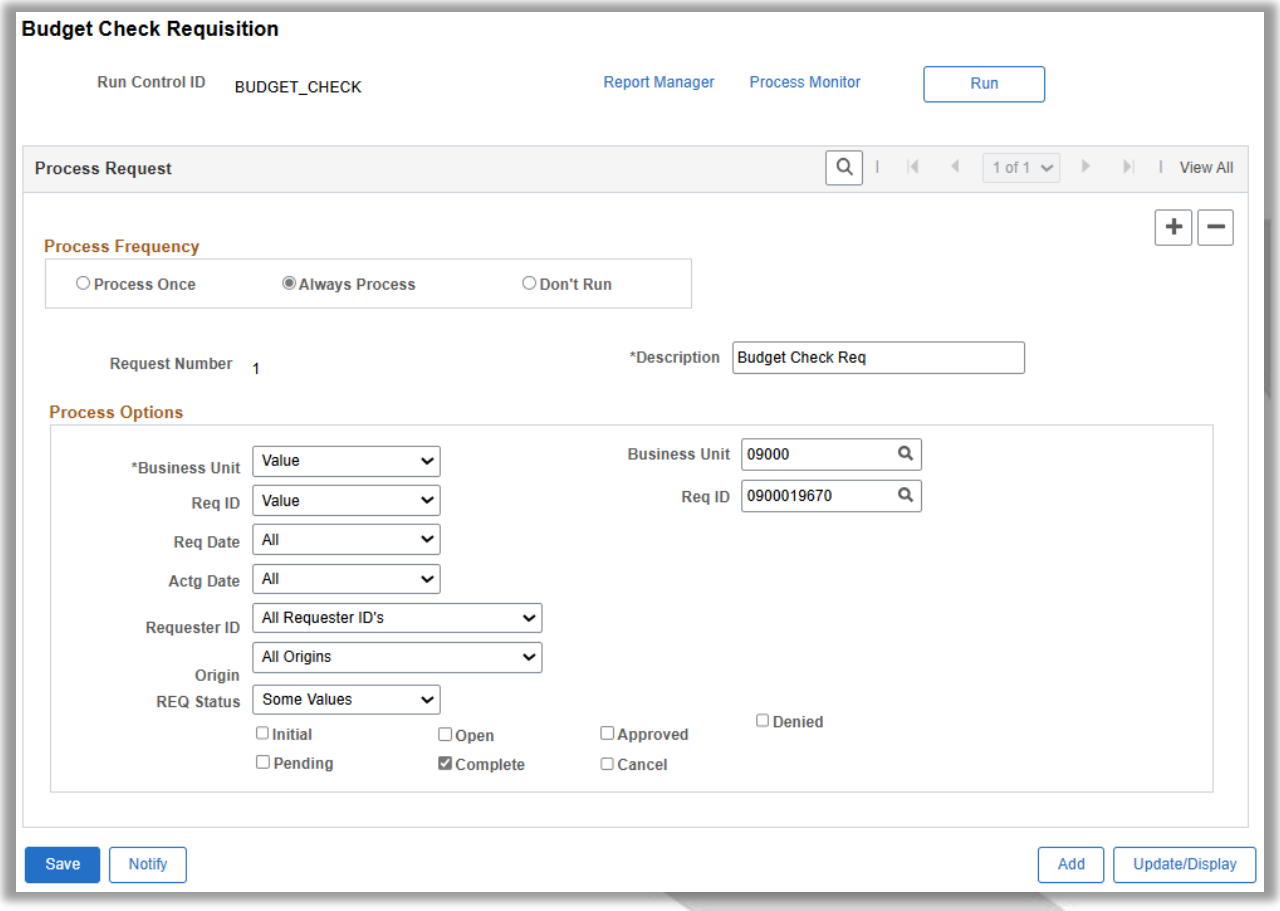
Budget Check Requisition (s)

Navigation: Purchasing > Requisitions > Budget Check Requisition



Enter the Run Control ID and **click** the **Search** button.

If it is the first time the user has run this process, a new Run Control ID can be created using the **Add a New Value Tab**.

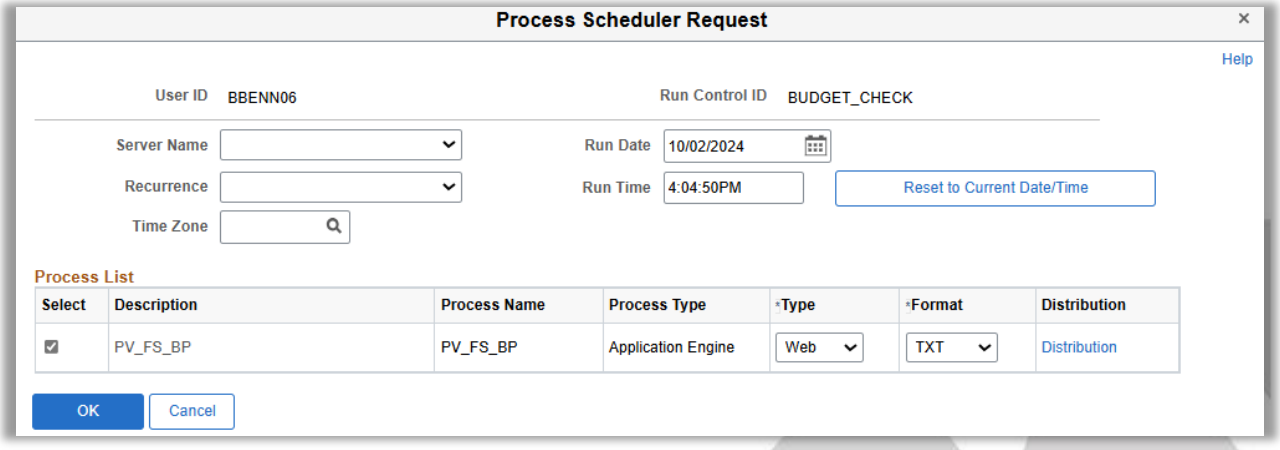


Description: Enter a description.

Process Frequency: These buttons will define whether the process will be run when the **Run** button is clicked. To have the process run, select the **Always Process** button.

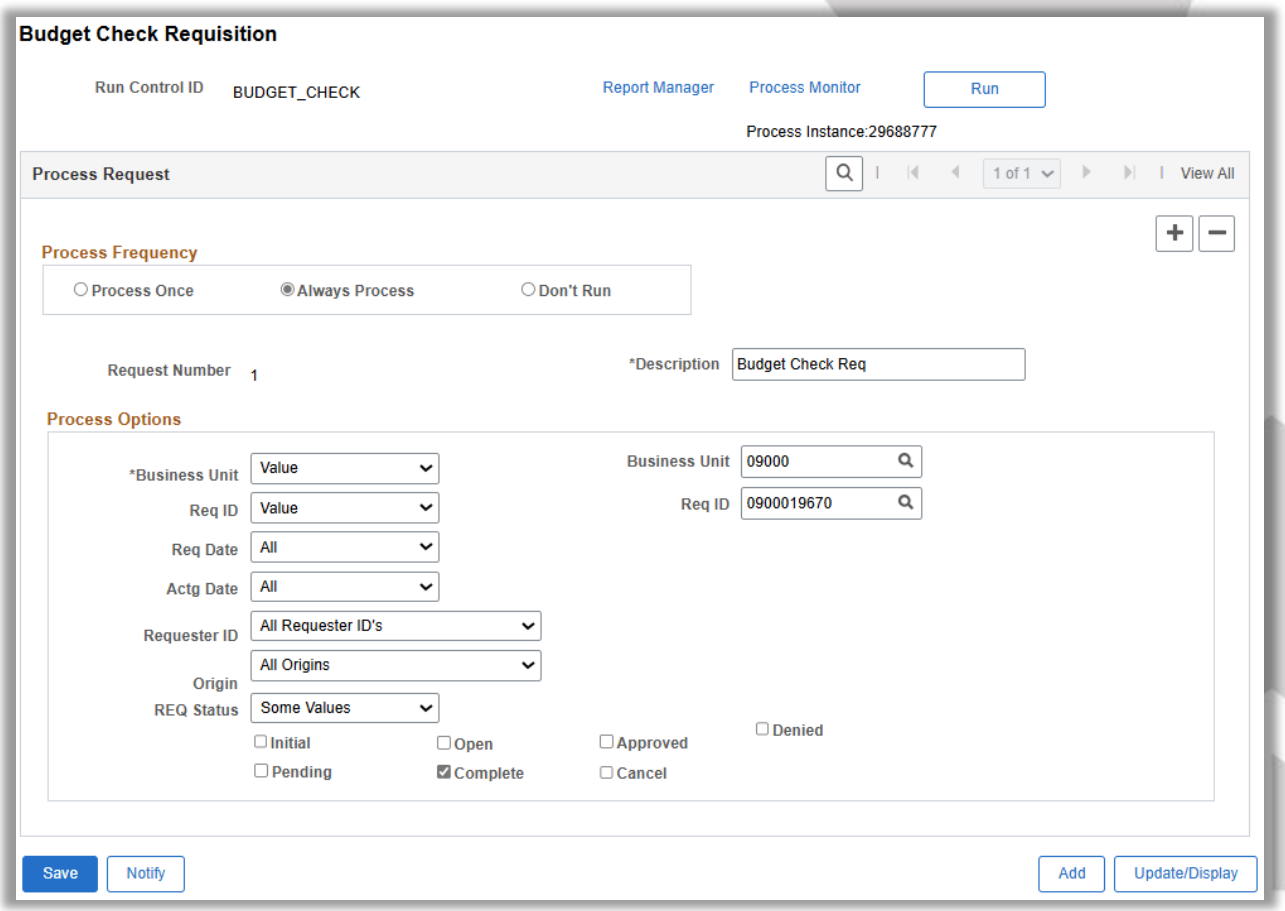
Req Status: This field allows the user to run the Budget Checking process for Requisitions with a selected Status or to run the process for all Requisitions. For the purposes of Closing requisitions, the user can select **Some Values** from the dropdown menu, then **click** the **Complete** checkbox.

Click the **Run** button.

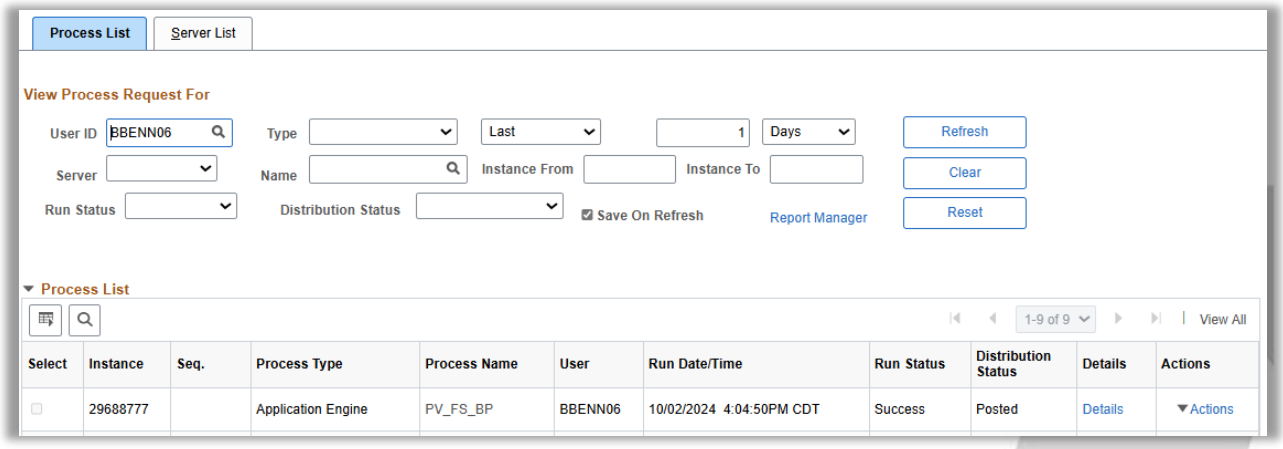


Ensure the **PV_FS_BP** process is selected on this page.

Click the **OK** button to initiate the process.

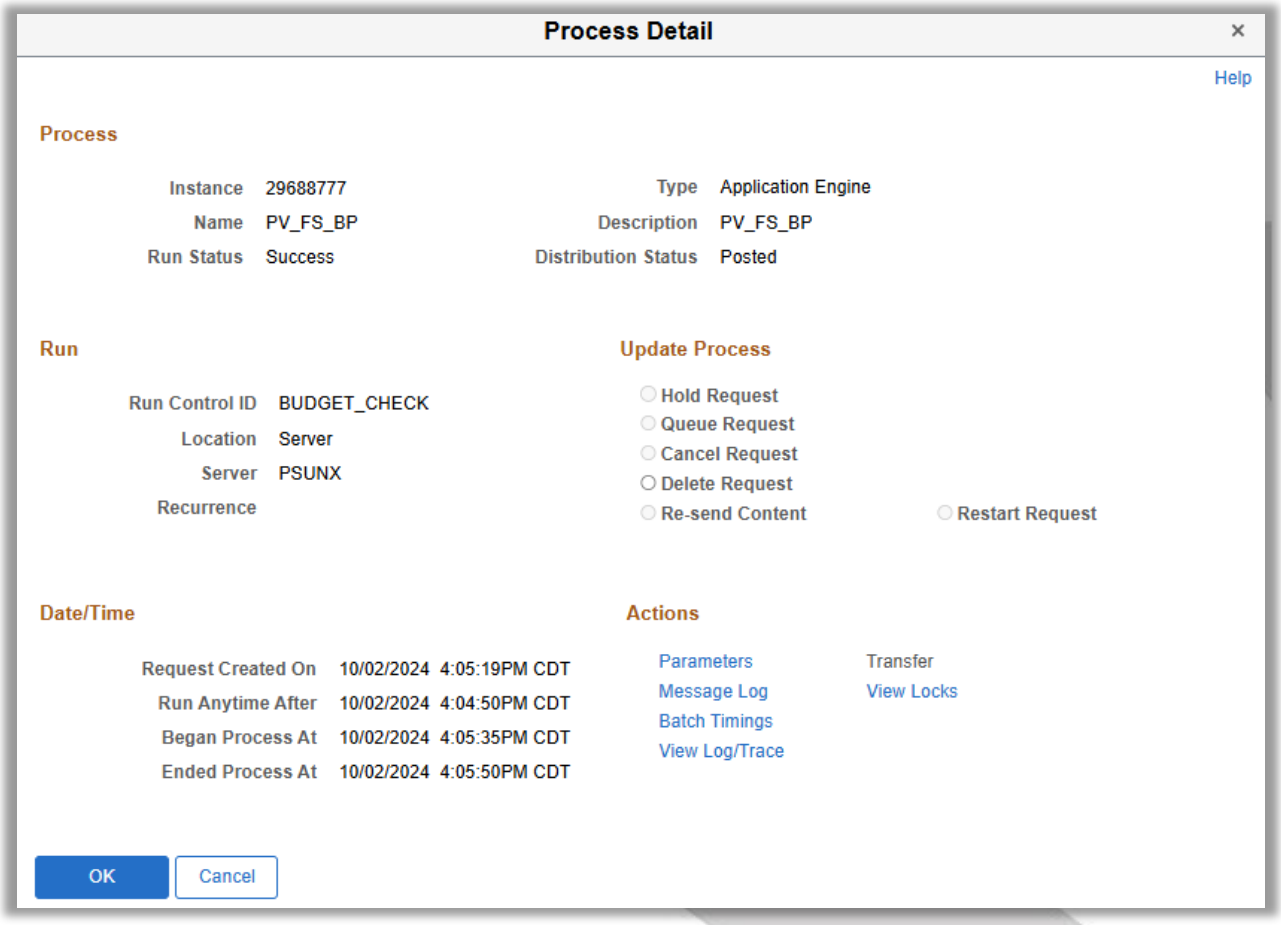


Click the **Process Monitor** link to review the budget checking process.

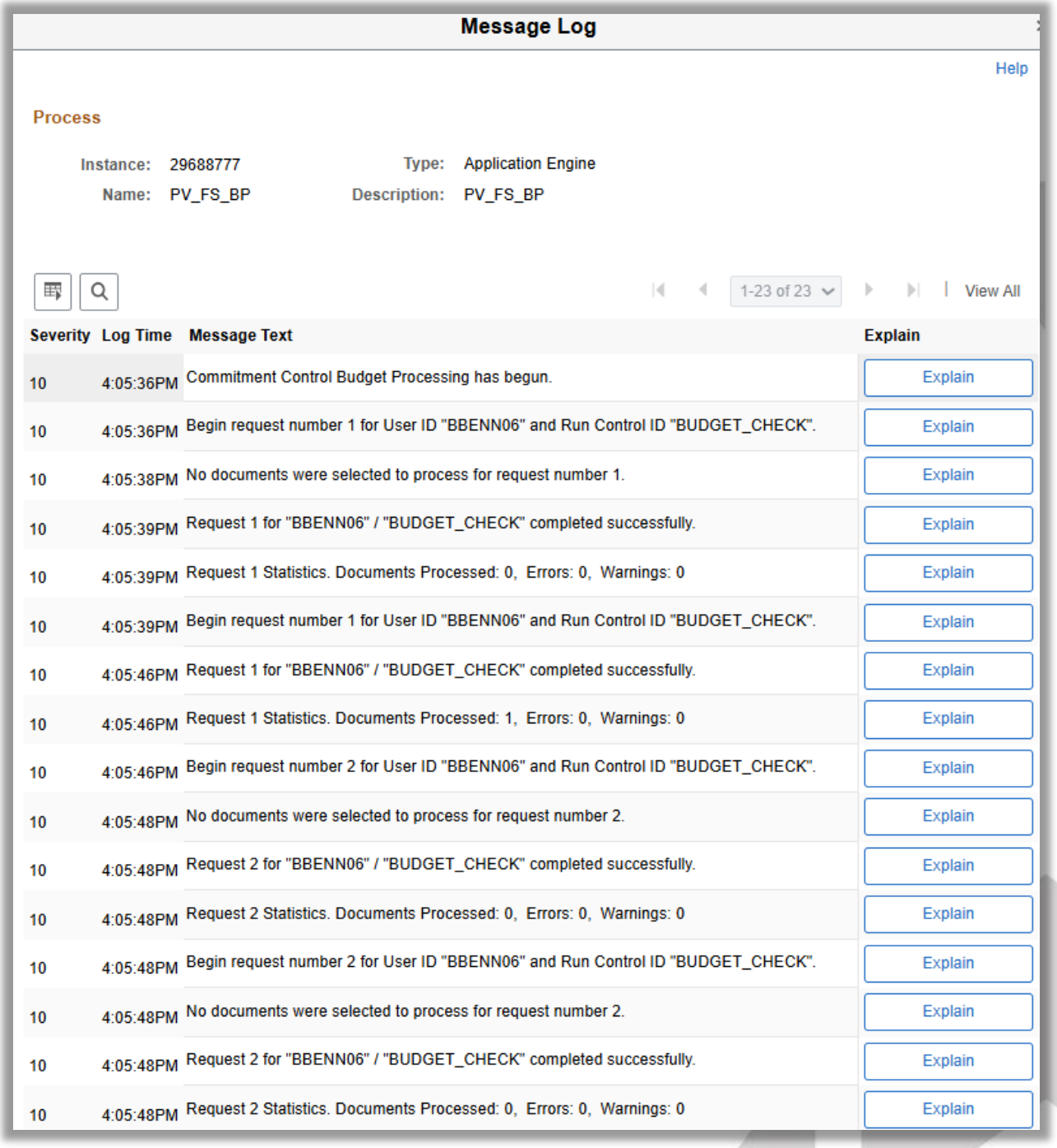


Click the **Refresh** button to update the **Run Status**.

Click the **Details** link.



Click the **Message Log** Link.



Message Log

Help

Process

Instance: 29688777 Type: Application Engine

Name: PV_FS_BP Description: PV_FS_BP

1-23 of 23 View All

Severity	Log Time	Message Text	Explain
10	4:05:36PM	Commitment Control Budget Processing has begun.	Explain
10	4:05:36PM	Begin request number 1 for User ID "BBENN06" and Run Control ID "BUDGET_CHECK".	Explain
10	4:05:38PM	No documents were selected to process for request number 1.	Explain
10	4:05:39PM	Request 1 for "BBENN06" / "BUDGET_CHECK" completed successfully.	Explain
10	4:05:39PM	Request 1 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	4:05:39PM	Begin request number 1 for User ID "BBENN06" and Run Control ID "BUDGET_CHECK".	Explain
10	4:05:46PM	Request 1 for "BBENN06" / "BUDGET_CHECK" completed successfully.	Explain
10	4:05:46PM	Request 1 Statistics. Documents Processed: 1, Errors: 0, Warnings: 0	Explain
10	4:05:46PM	Begin request number 2 for User ID "BBENN06" and Run Control ID "BUDGET_CHECK".	Explain
10	4:05:48PM	No documents were selected to process for request number 2.	Explain
10	4:05:48PM	Request 2 for "BBENN06" / "BUDGET_CHECK" completed successfully.	Explain
10	4:05:48PM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	4:05:48PM	Begin request number 2 for User ID "BBENN06" and Run Control ID "BUDGET_CHECK".	Explain
10	4:05:48PM	No documents were selected to process for request number 2.	Explain
10	4:05:48PM	Request 2 for "BBENN06" / "BUDGET_CHECK" completed successfully.	Explain
10	4:05:48PM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain

If Budget Checking errors occur, run the Requisition Budget Checking Report to identify the errors.

Criteria for Closing Requisition

Purchase Order must be closed and budget checked first
Requisition must have a valid budget checking status

Additional Notes

1. Do not close Requisition if you will need to use the Requisition again.
2. Closing the Requisition will remove it from the Maintain Requisition list.

Requisition Not Qualified Messages

MESSAGE	DEFFINITION	RESOLUTION	OVERRIDE
The Requisition is associated with a Purchase Order that has not been closed.	The requisition has been sourced/ copied to a PO and the PO has not been closed.	Close PO Final the PO to reduce pre-encumbrance Process a change order to amount of PO.	No
Cannot close line with unchecked or error budget line status	The requisition budget status is in a not checked or error status.	Fix the requisition if needed and budget check it.	No
Cannot unapprove a Req that has been Canceled.	The requisition has been canceled so it cannot be unapproved.	Once the Requisition has been canceled nothing can be done to it.	No
Cannot unapprove Requisition that has status of Pending Approval.	The requisition is in a Pending Approval status so it cannot be unapproved,	Since the requisition is in a pending approval status it has not been approved.	No
Can't unapprove a Req that has a status of Open.	The requisition is in an Open status so it cannot be unapproved.	Since the requisition is in an open status it has not been approved.	No
Cannot use WorkBench to approve Pending Approval Requisitions when Approval Workflow enabled.	Cannot use the Reconciliation WorkBench to approve requisition when workflow is enabled.	Must use workflow to approve requisitions	No

Close Purchase Order through WorkBench

Overview

The Purchase Order, (PO) must be closed before the Requisition. This rule was introduced in the 8.9 release.

Closing the PO will complete the PO process and release available encumbrances. Once a PO has been closed it cannot be opened again.

NOTE: DO NOT CLOSE A PURCHASE ORDER IF YOU EVER INTEND TO USE IT AGAIN.

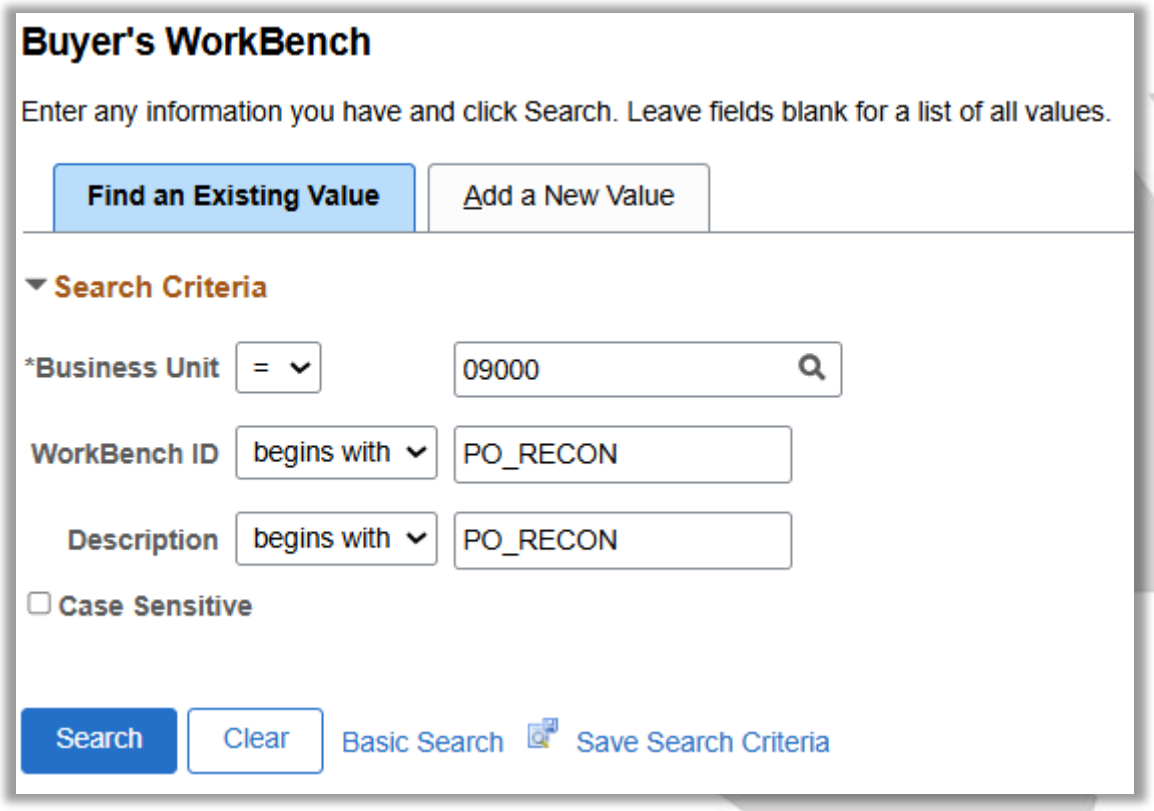
If the PO is associated with a Requisition and is not finalized, any available encumbrance will be reinstated on the Requisition (pre-encumbrance). This is not a problem, as long as you intend to close the Requisition. If for some reason you are not going to close the Requisition then Final the Purchase Order.

The PO status will change to *complete*, the line status will change to *complete*, and the budget status will change to *not checked*. The benefit of this status change is that completed 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.

NOTE: Prior to closing a PO, the PO Accounting Page should be reconciled to the PO Activity Page. This will help ensure that all vouchers associated with the PO have been budget checked and matched. However, this action will not identify outstanding invoices that have not been entered into People Soft.

Close a Single Purchase Order

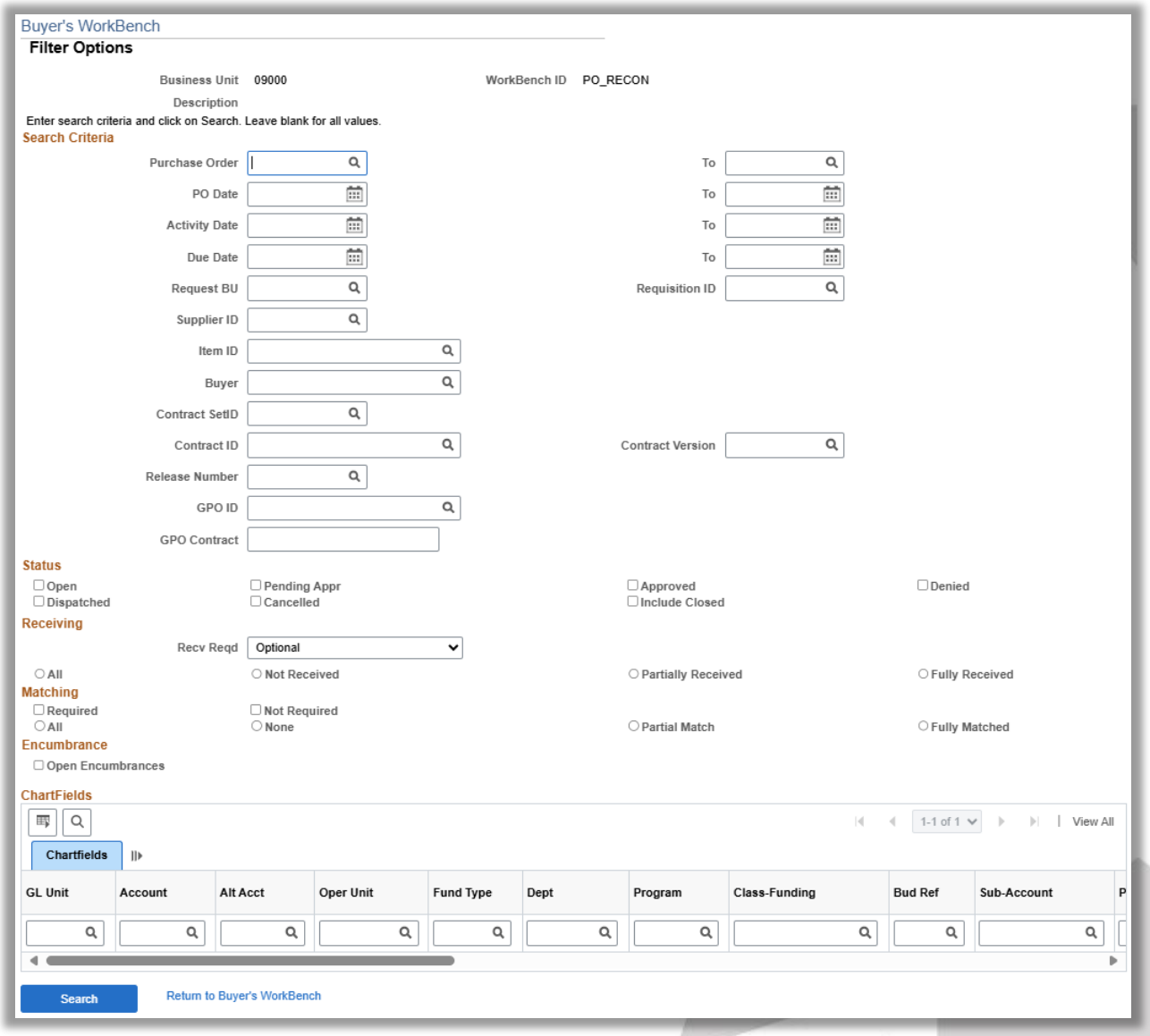
Navigation: Purchasing > Purchase Orders > Buyer's WorkBench



Enter the Business Unit, WorkBench ID, and **click** the Search button.

If it is the first time the user has run this process, a Run Control ID can be created using the **Add a New Value** tab.

Filter Options Page



Above is the Filter Options Page. This page allows the user to enter selection criteria for the PO to display on the Purchase Order Reconciliation WorkBench Page.

One Purchase order can be selected by entering the PO number in the **Purchase Order** field.

Enter the selection criteria.

Filter Option Definitions

Purchase Order: Range of Purchase Orders to close. The user can also input a single PO ID.

PO Date: Date on the Purchase Order

Activity Date: The system updates this date on the purchase order when you create a change order and save your work and also when you cancel a purchase order through the PO WorkBench page

Due Date: Date the product is due on the Purchase Order

Request BU: Business Unit on the Purchase Order

Requisition ID: Requisition number the Purchase Order was created from

Supplier ID: Supplier on the Purchase Order

Item ID: Item ID on the Purchase Order

Buyer: Select the buyer you want to filter the purchase orders by

Contract SetID: 00000

Contract ID: Contract the Purchase Order was created from

Release Number: Release number against the contract

GPO ID: Select a group purchasing organization ID.

GPO Contract: Select a group purchasing organization contract number

Status: Purchase Order Status

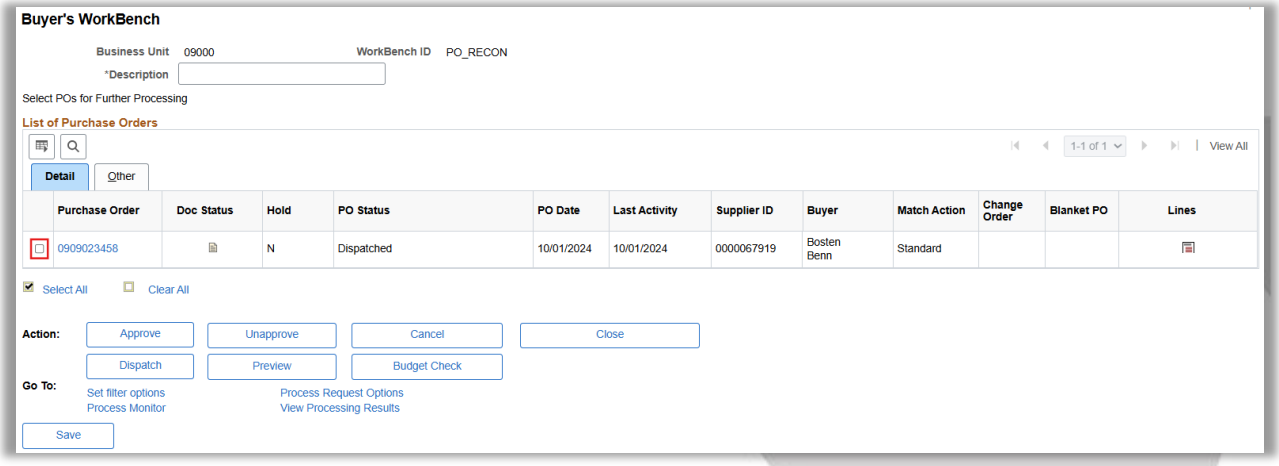
Receiving: Receiving selection made on the Purchase Order.

Matching: Match status on the Purchase Order

Chartfields: Enter multiple ChartField combinations as search criteria

Once you have selected your criteria, **click** the **Search** button.

Buyer's WorkBench



To select an individual Purchase Order to be closed, **click** the check box located to the left of the Purchase Order.

If more than one Purchase Order matches the search criteria, the user can use the Select All option to select all Purchase Orders that match the criteria.

Reconciliation Definitions

Approve: Not available. Requisition must be approved in workflow.

Un-Approve: Click this button to change the status of the selected purchase orders to Open.

Cancel: Cancels the selected purchase orders. When you cancel a purchase order that is in a Dispatched status, the status changes to Pend Cncl (pending cancel).

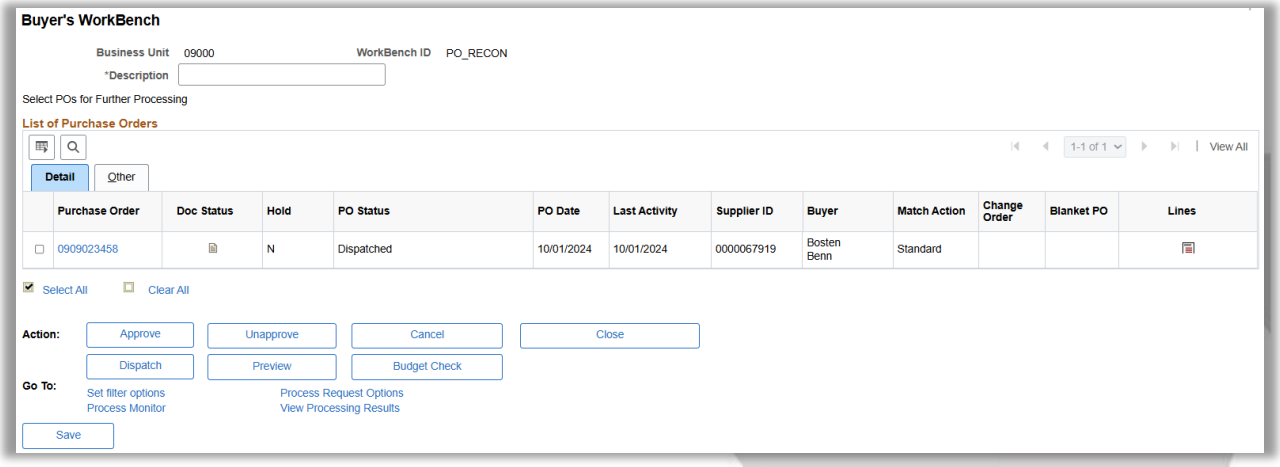
Close: Closes the selected purchase orders to further processing.

Dispatch: Dispatches the selected purchase orders, including all lines on the purchase order. Only purchase orders with approved or pending cancel statuses can be dispatched. If commitment control is enabled, the purchase order must also have a valid budget check status before it can be dispatched.

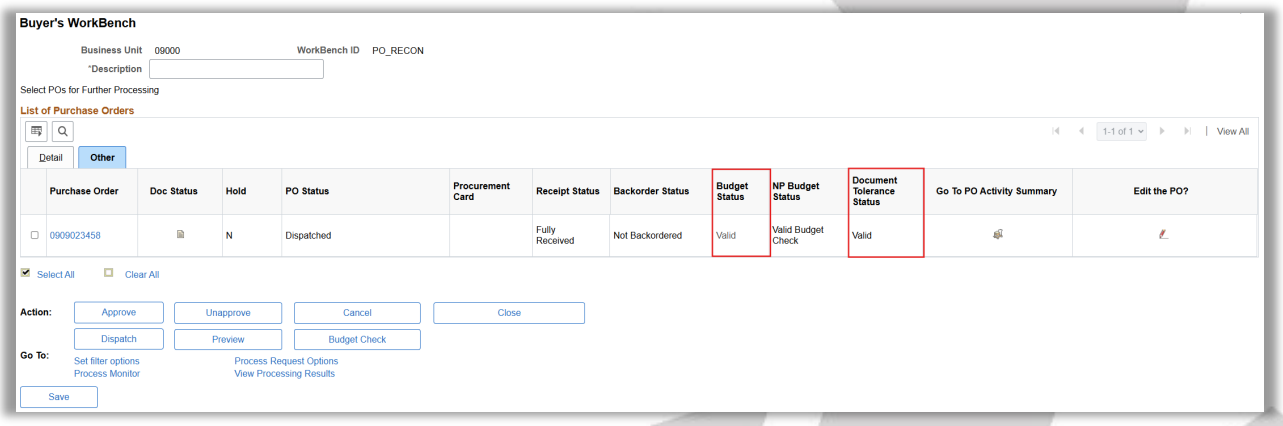
Preview: Previews the selected purchase orders.

Process Request Options: Click this link to access the Reconciliation WorkBench - Process Request Options page. Use this page to define process request options for use by the dispatch process.

Update Purchase Order-Maintain POs



Click the **Other** Tab

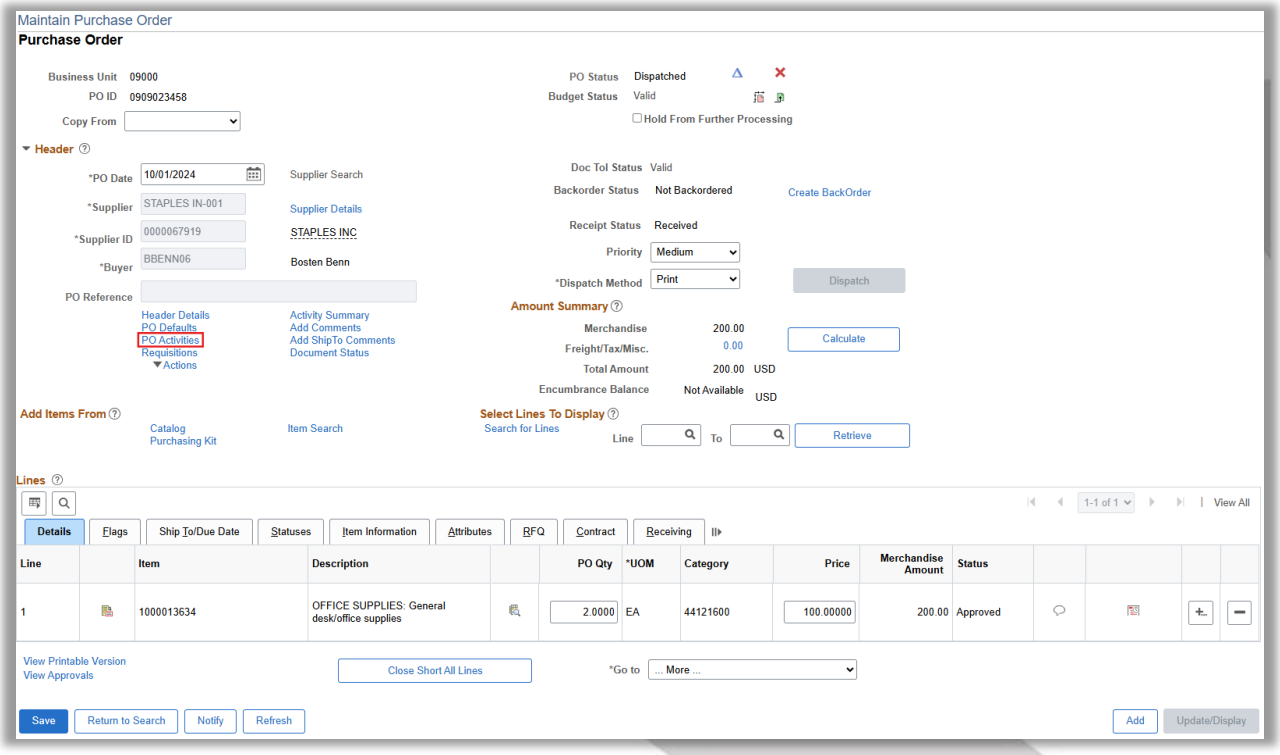


To close the PO, the Budget Status and Document Tolerance Status must equal valid. To review the Purchase Order activity, **click** the **Go To PO Activity Summary** icon.

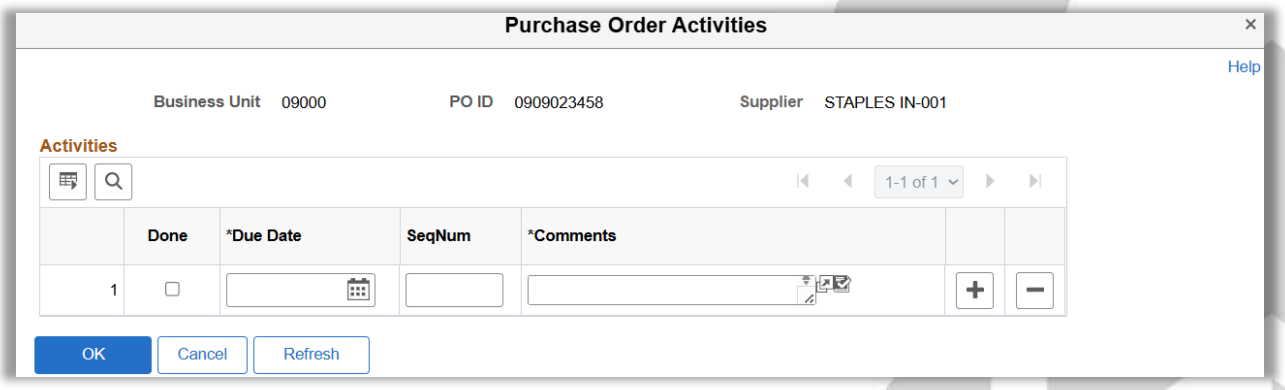
To go to the Maintain PO's page, click the **Edit the PO** Icon. This will pull up a new window.

Edit the PO

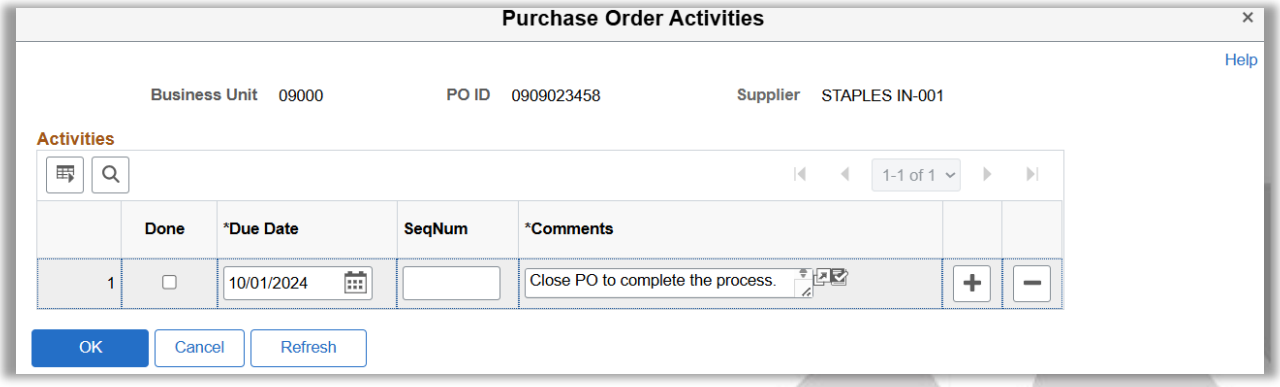
To go to Maintain PO's, **click** the **Edit the PO** Icon. This will pull up a new window.



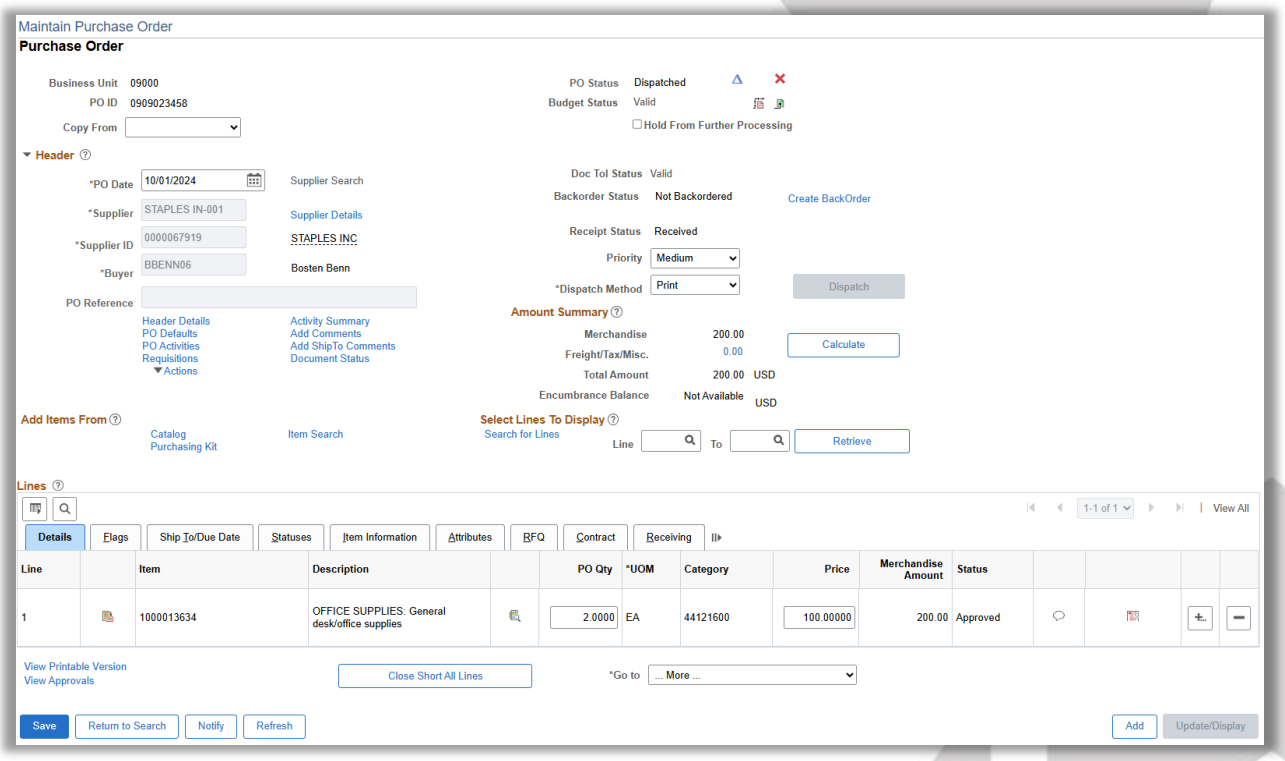
From this screen, the PO can be reviewed. **Click** the **PO Activities** link.



Enter the Date and Comment. It is useful for future viewing to include your name or initials in the Comment.

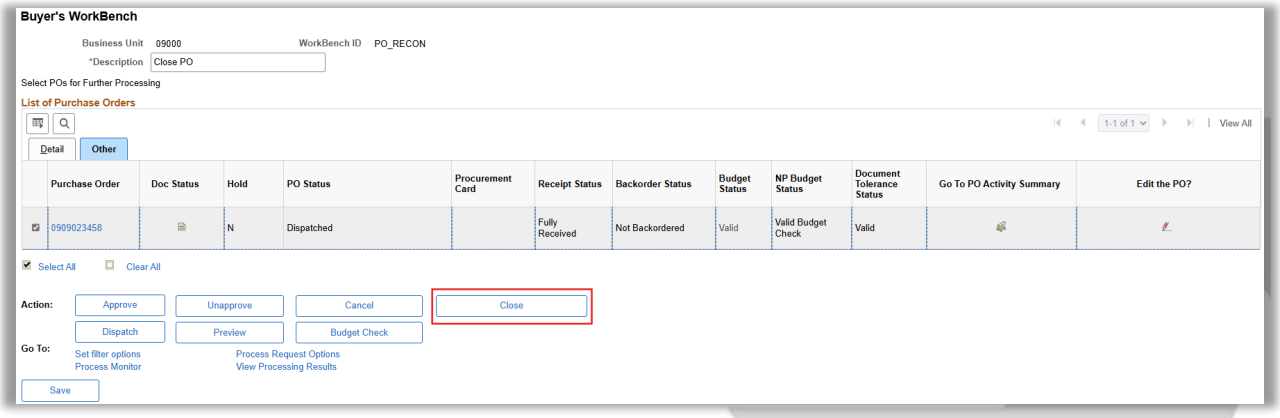


Click the **OK** button to return to the Maintain Purchase Order page.

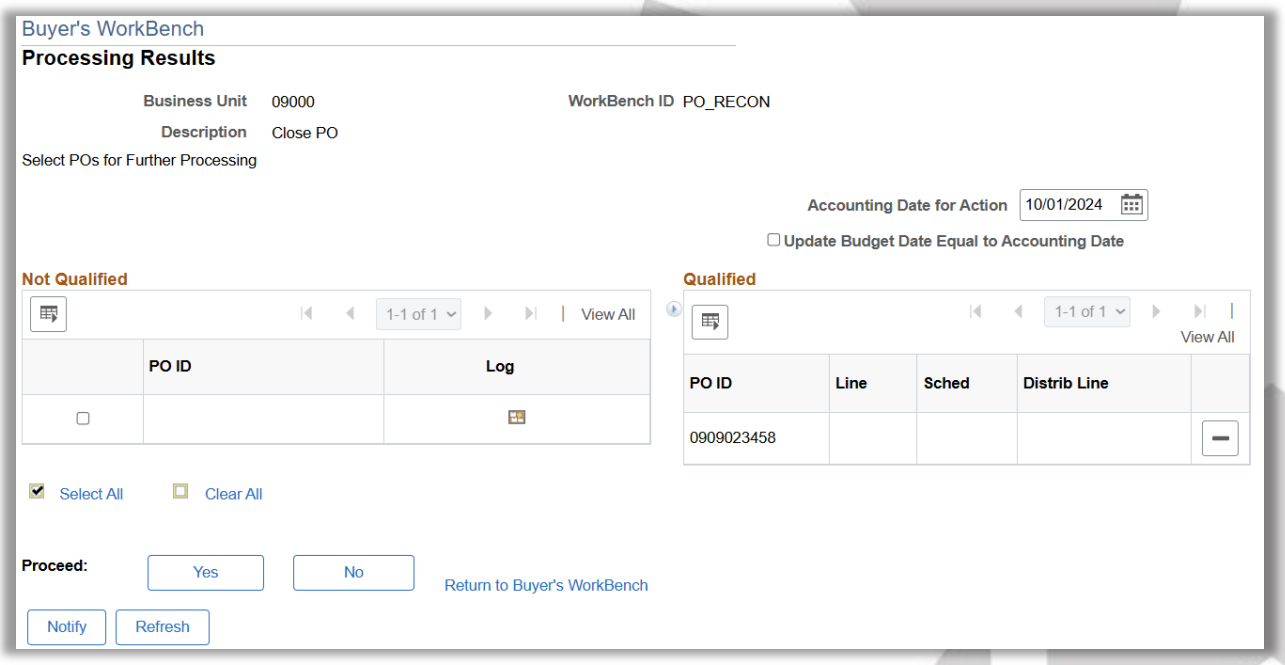


Click the **Save** button and close the new Window. Do not use the red "X". This cancels the PO at the Maintain Purchase Order level. You need to close the screen using the browser "x" at the top right of the screen. Then you can go back to the Buyers WorkBench and close the PO there. It will not take you there if you use the red x.

Close the Purchase Order

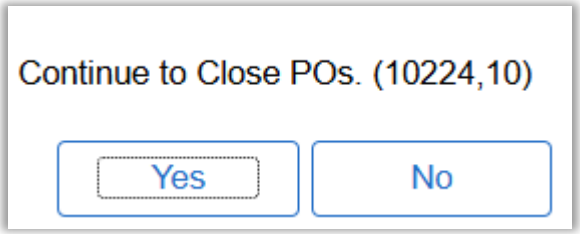


Click the **Close** button.



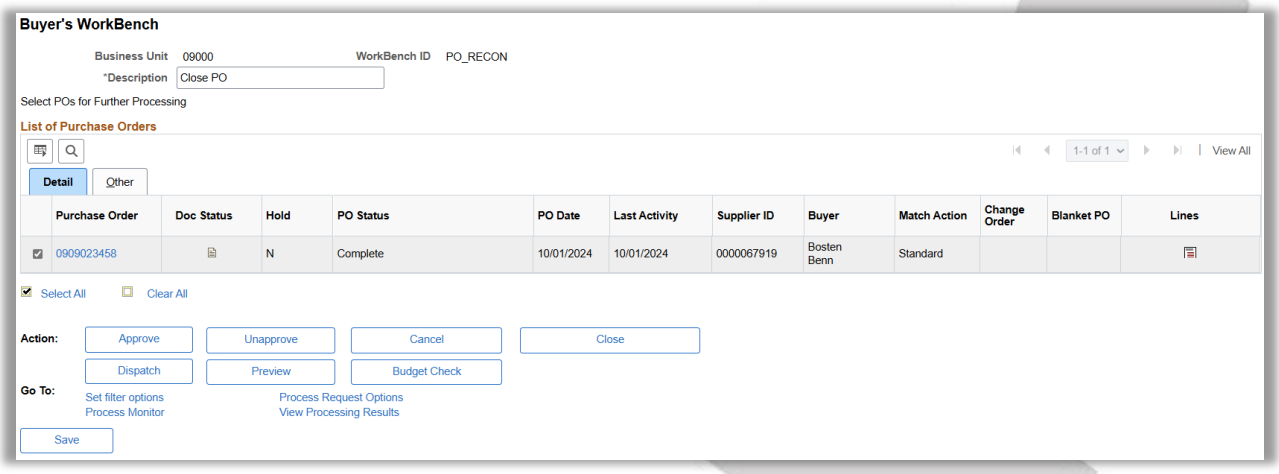
If the PO is Qualified, **click** the **Yes** button to close.

NOTE: If not qualified, go to page 43 of this manual.

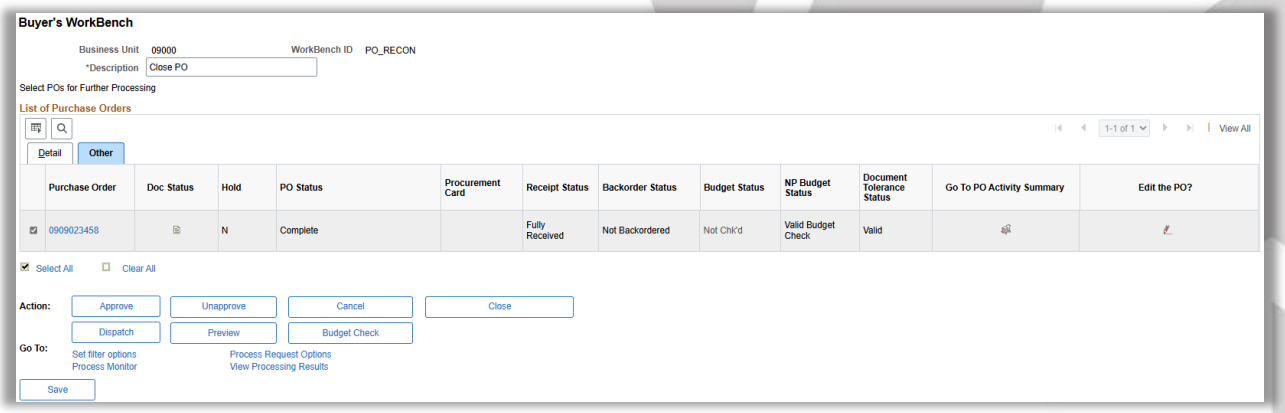


To continue **click** the **Yes** button.

NOTE: The PO is now being closed.



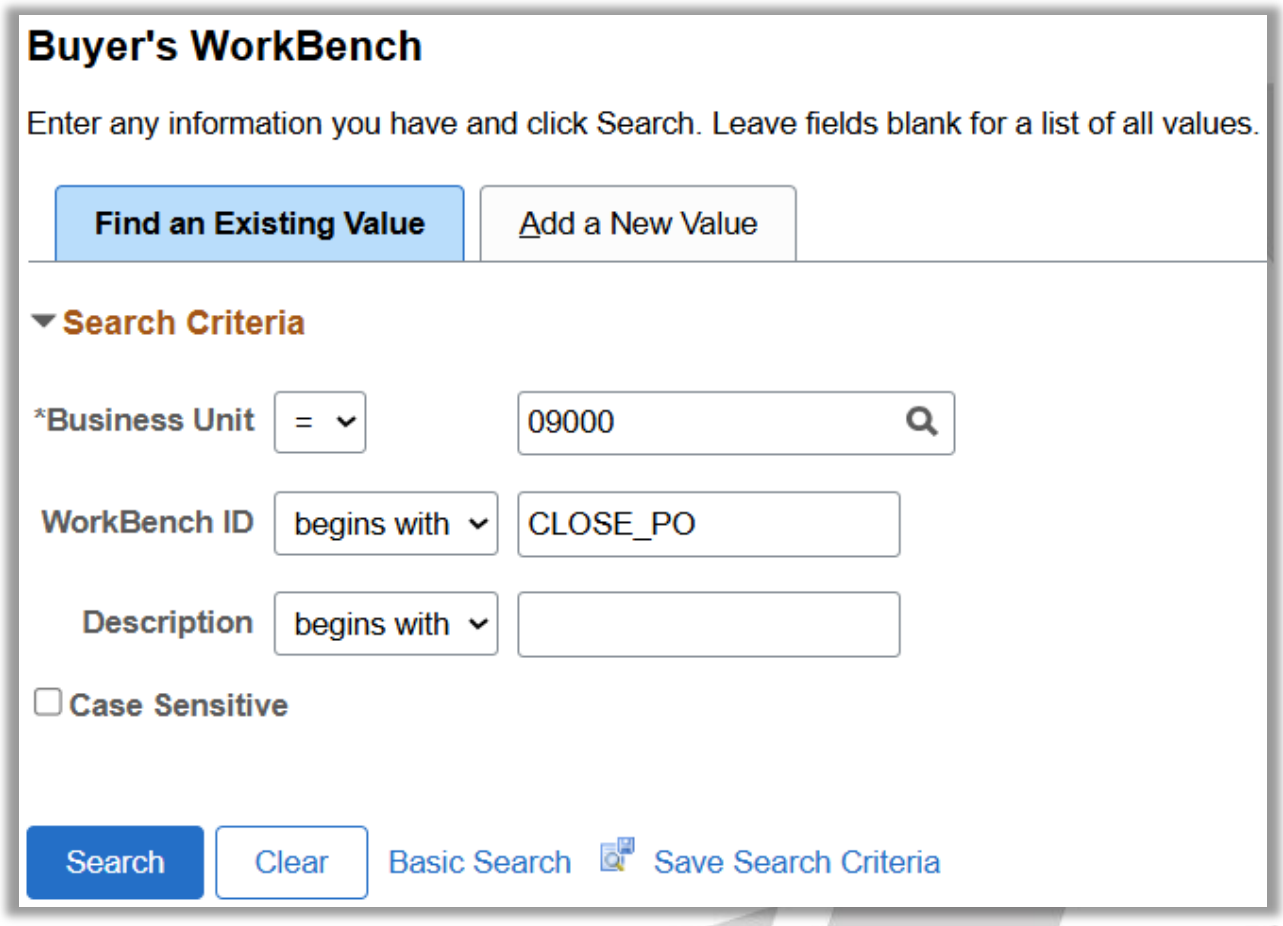
The status will change from Dispatched to Complete. **Click** the **Other** Tab.



If the PO has an available encumbrance the Budget Status will change to not checked. If you **click** "Edit the PO" icon you will get "No Matching Values Found". Once the PO has been closed, the PO will no longer be available from the Maintain Purchase Order Page.

Close Multiple Purchase Orders

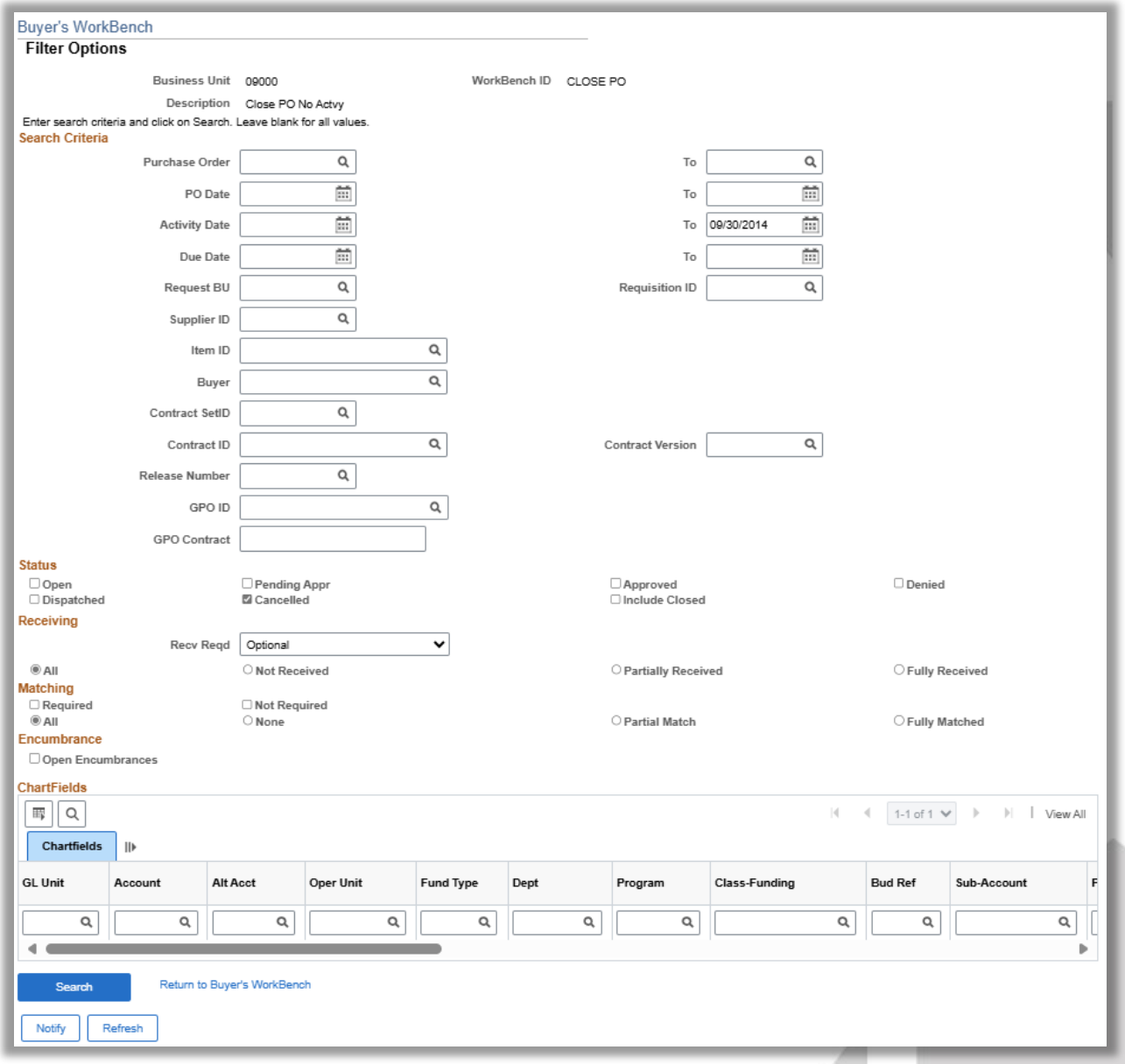
Navigation: Purchasing > Purchase Orders > Buyer's WorkBench



Enter the Business Unit, WorkBench ID and **click** the **Search** button.

If it is the first time the user has run this process, a Run Control ID must be created using the **Add a New Value** tab.

Filter Option Page

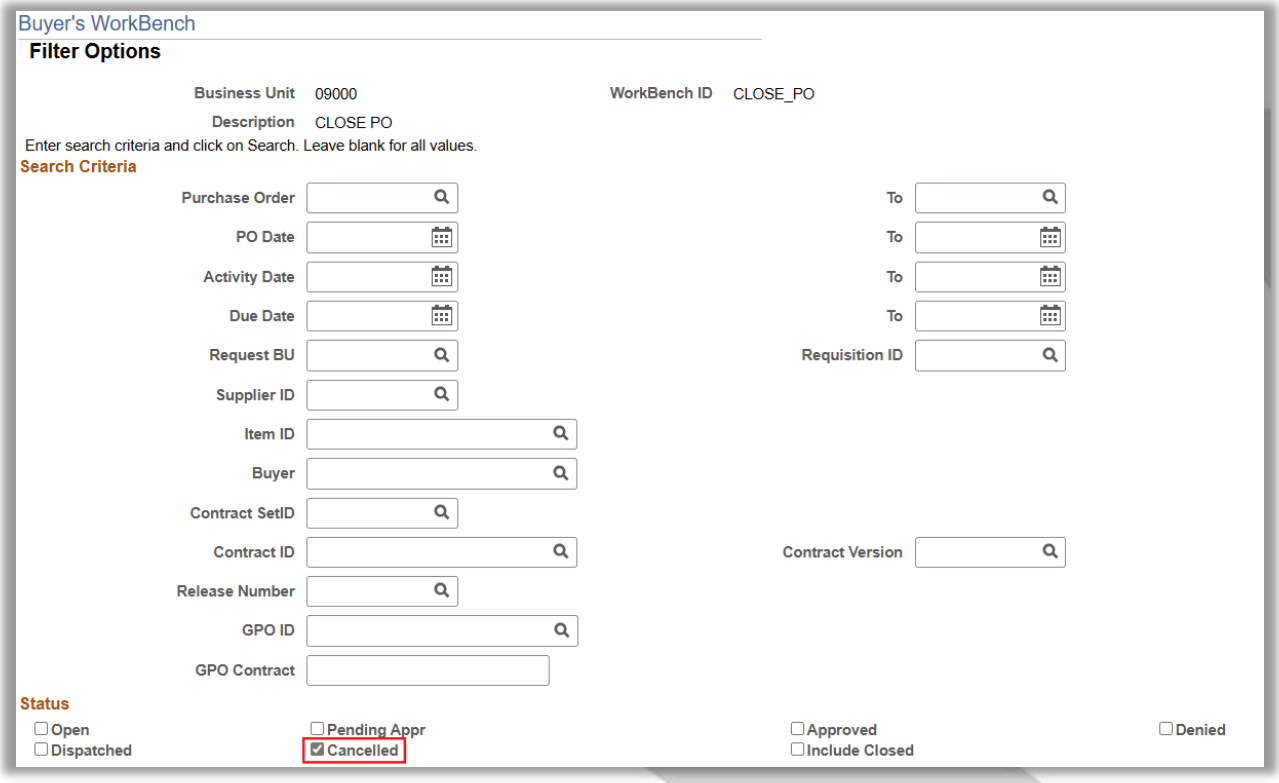


Above is the Filter Option Page. This page allows the user to enter selection criteria for the PO to display on the Purchase Order Buyer's WorkBench Page. One Purchase Order can be selected by entering the PO number in the Purchase Order field, or multiple Purchase Orders can be selected by using other fields such as PO status, Matching status, Receiving status, etc.

Enter the selection criteria and **click** the **Search** button.

For this example, all Canceled POs will be closed, **click** the "Cancelled" radio box located in the "Status" section and **click** on the **All** radio button located in the **Receiving** section.

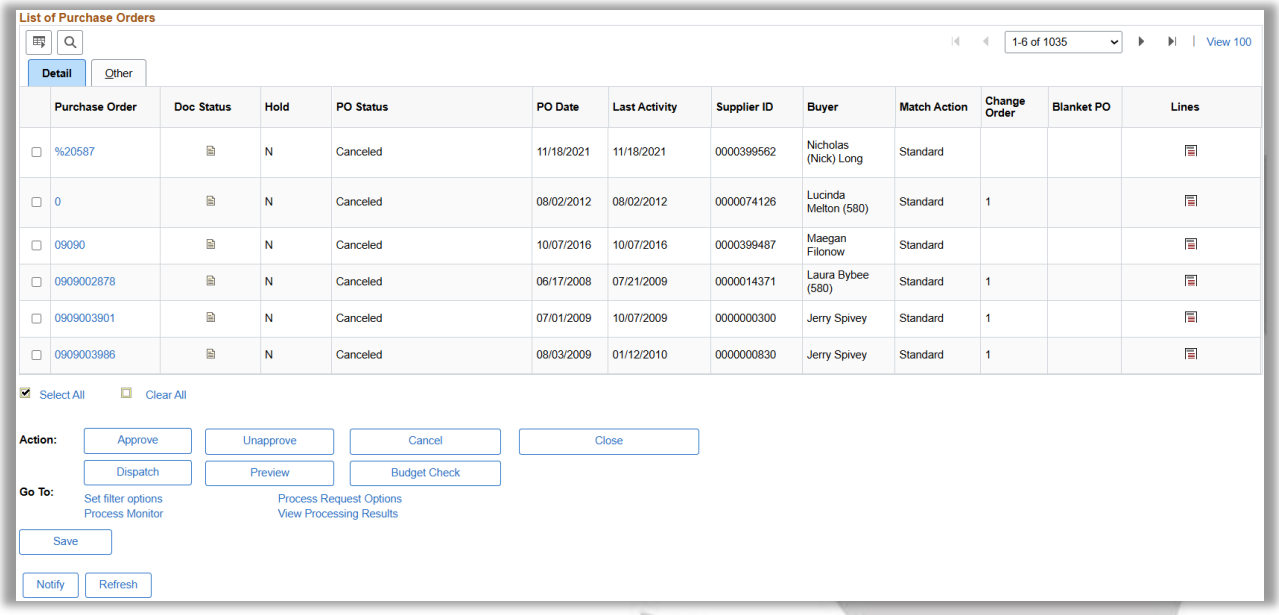
NOTE: Be sure to clear unwanted criteria.



Selecting the Cancelled checkbox, outlined above, will return all Purchase Orders in a Cancelled status.

NOTE: This process can be used to close multiple Purchase Orders that match any search criteria entered. This example searches for Cancelled Purchase Orders, but the same steps can be used to search for different groups of Purchase Orders and close them.

Buyer's WorkBench

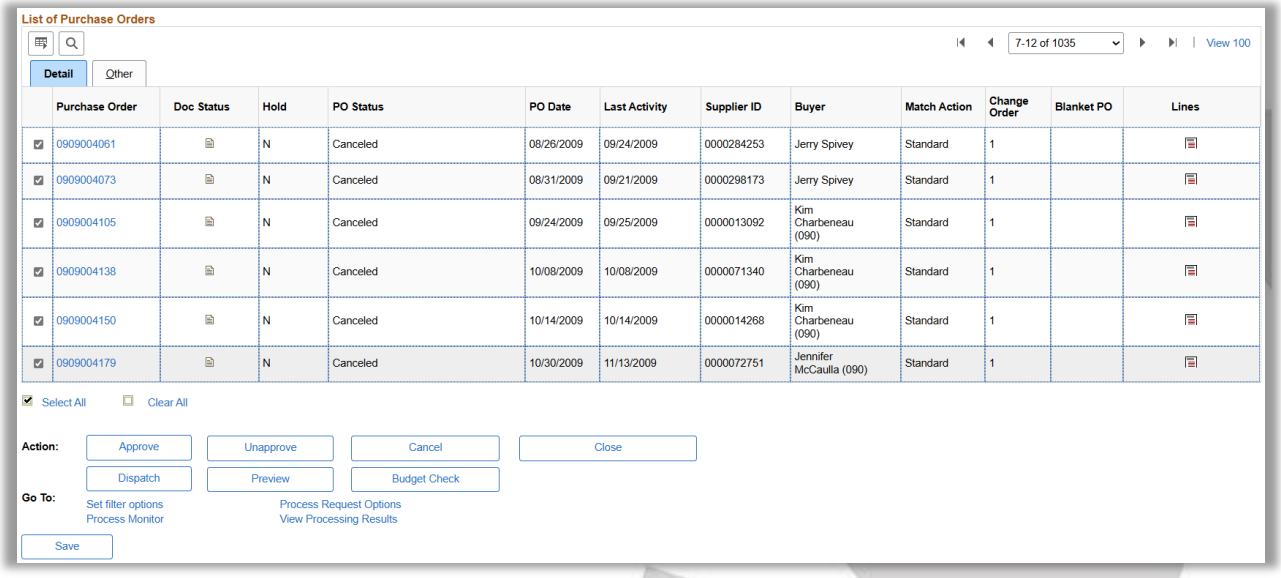


Select the **View 100** link to view more of the Purchase Orders that meet the search criteria.

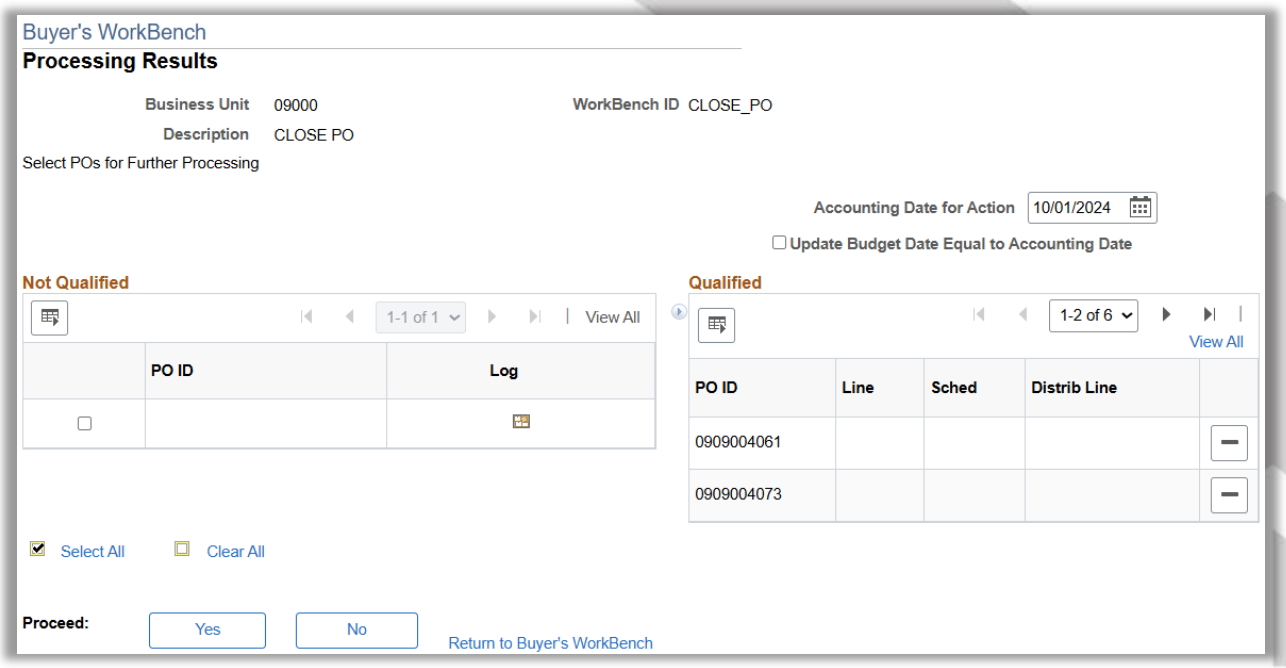
NOTE: The PO status is **Canceled**.

To select individual Purchase Order(s) to be closed, **click** the check box located to the left of the Purchase Order or to select all Purchase Orders, **click** the **Select All** link and all Purchase Orders will be selected.

In this example, the Purchase Orders shown below were individually selected by using the scroll tool in the top right hand corner and clicking the checkbox for each line.

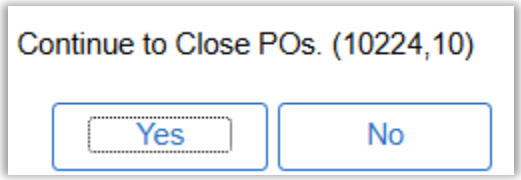


Click the **Close** button.



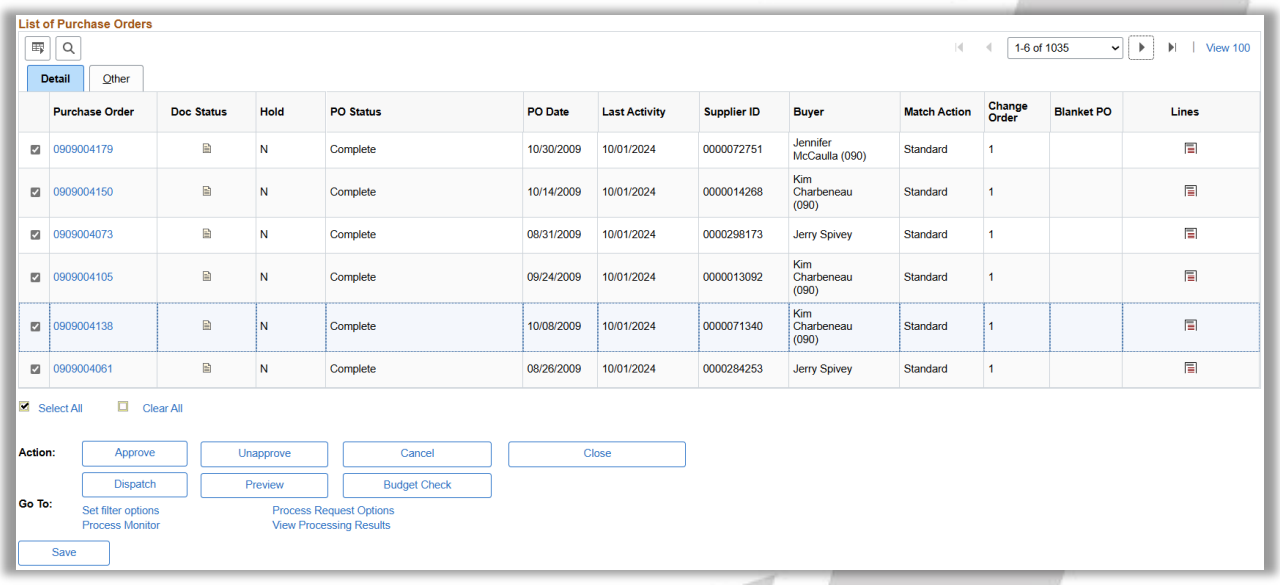
If the entire PO is Qualified, **click** the **Yes** button.

NOTE: If PO does not qualify, go to page 43 of this manual.



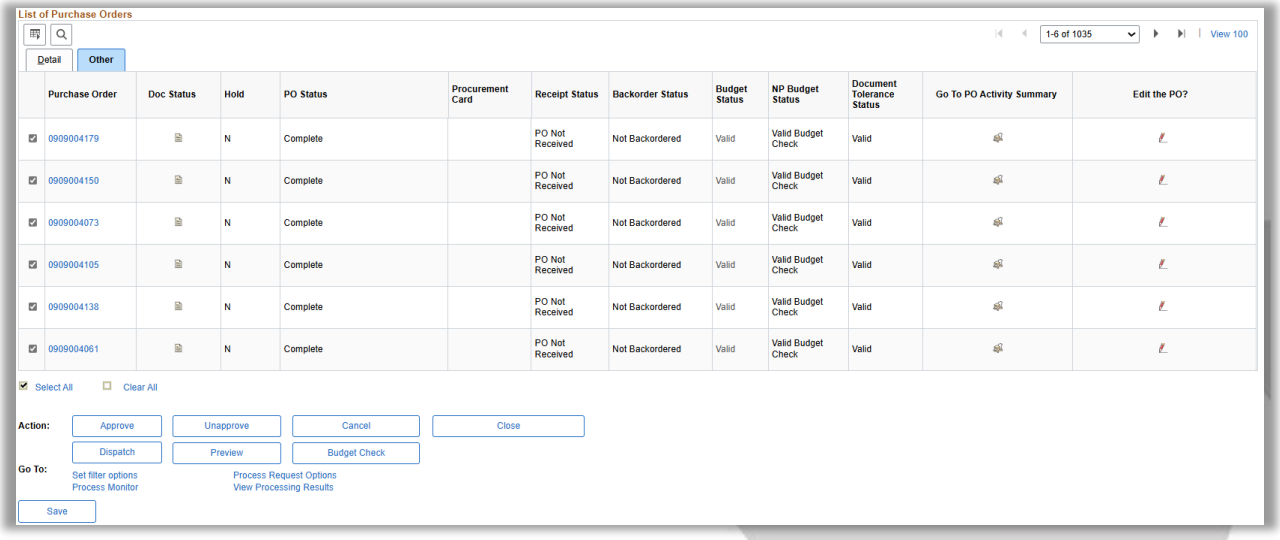
To continue, **click** the **Yes** button.

NOTE: The PO is now being closed.



The status changes from Canceled to Complete after the Purchase Order has been closed.

Click the **Other** Tab to view more information for the Purchase Orders.



NOTE: The Budget Status and Document Tolerance Status did not change to "Not checked" because the PO(s) already had a zero encumbrance balance. Budget checking will not need to be completed.

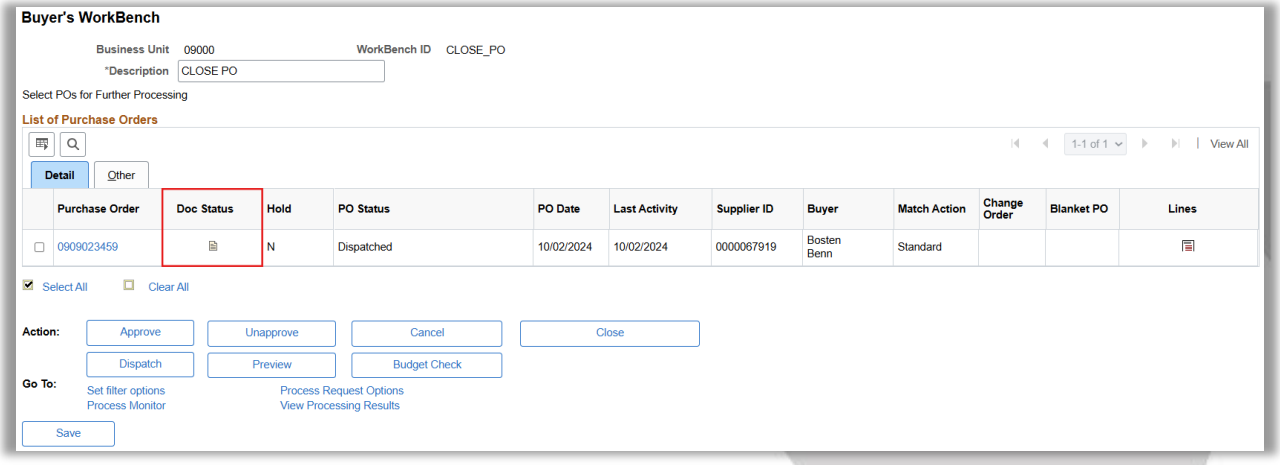
Steps to Close a Purchase Order

1. Reconcile the Purchase Order Activity Page to the Purchase Order Accounting Page.
2. The Purchase Order Status must be **Dispatched** or **Cancelled**.
3. The Budget Status must be "**Valid**".
4. The Document Tolerance Status must be **Valid**.

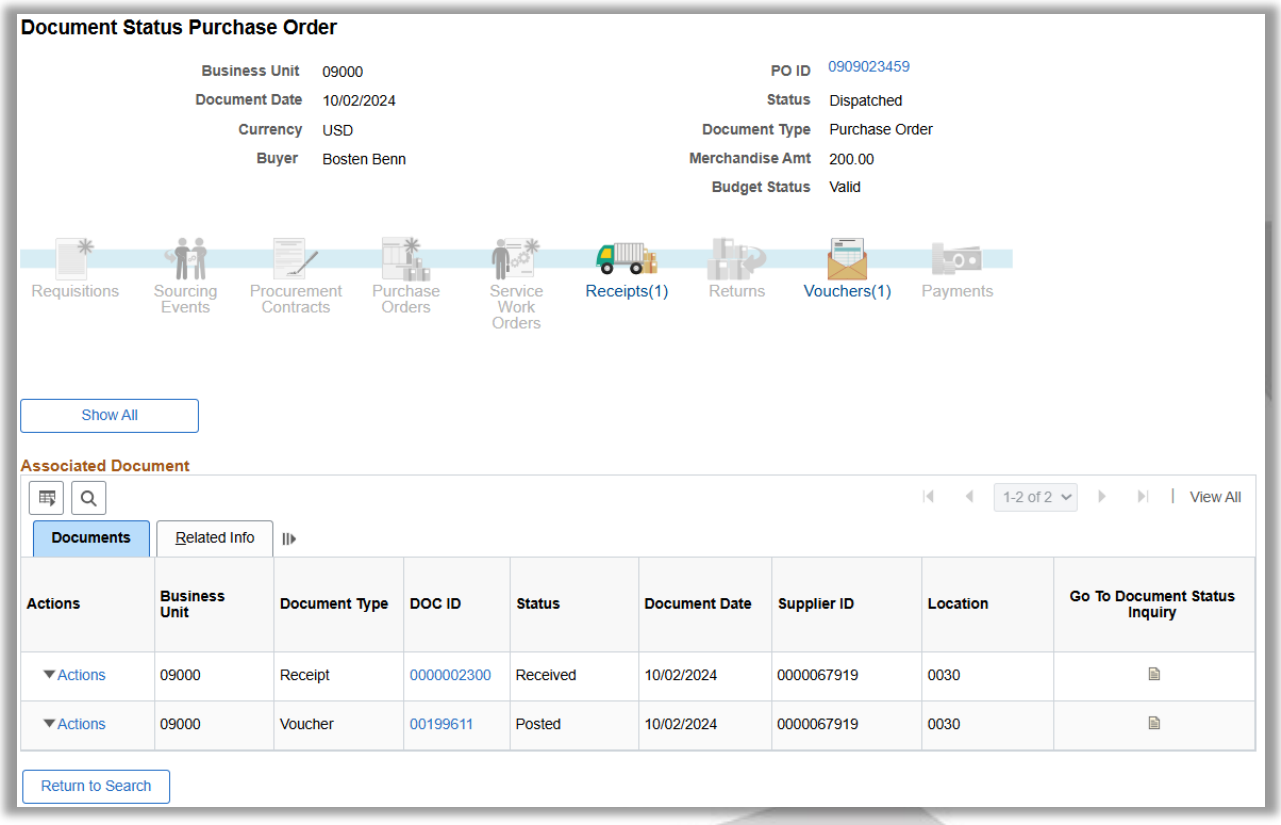
If the Purchase Order does meet any of the above criteria, de-select the check box located to the left of the Purchase Order line. This action will clear the check mark.

Review Purchase Order

Document Status

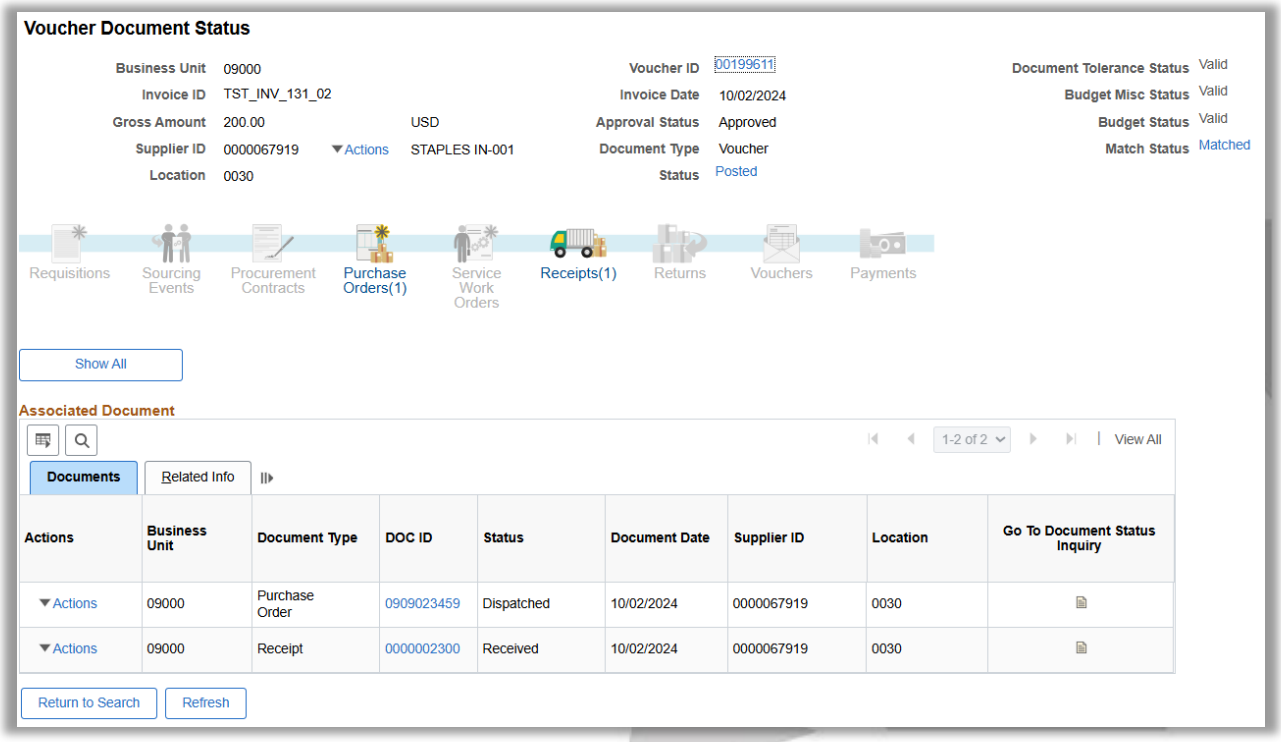


To review the Purchase Order's associated documents, **click** Document Status Icon located to the right of the PO. A new window will display all documents associated with the PO.



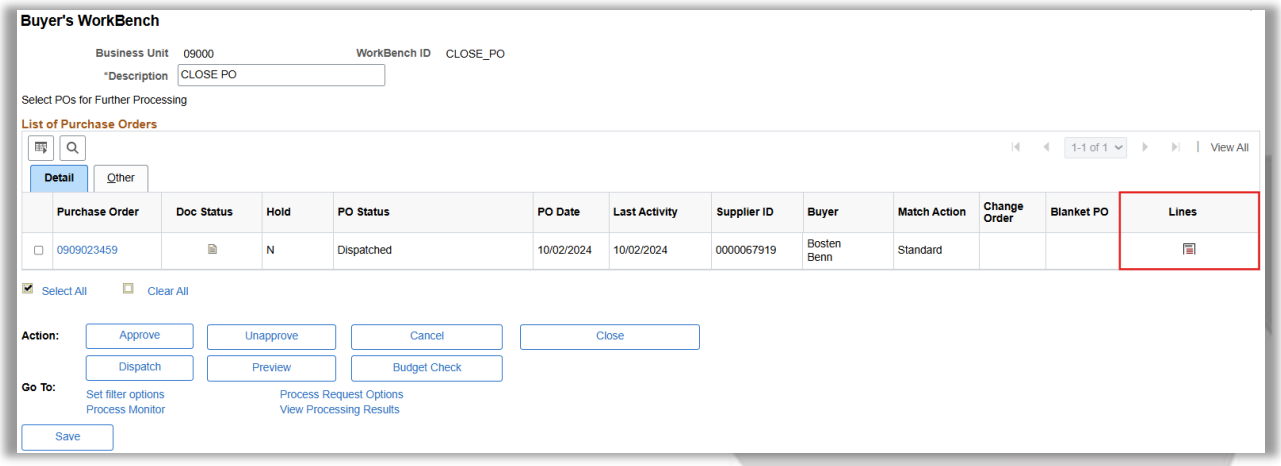
Click the View All link, if available, to view all documents at one time.

To review the documents associated with the Purchase Order, **click** the **Go To Document Status** Icon located to the right of the document line.

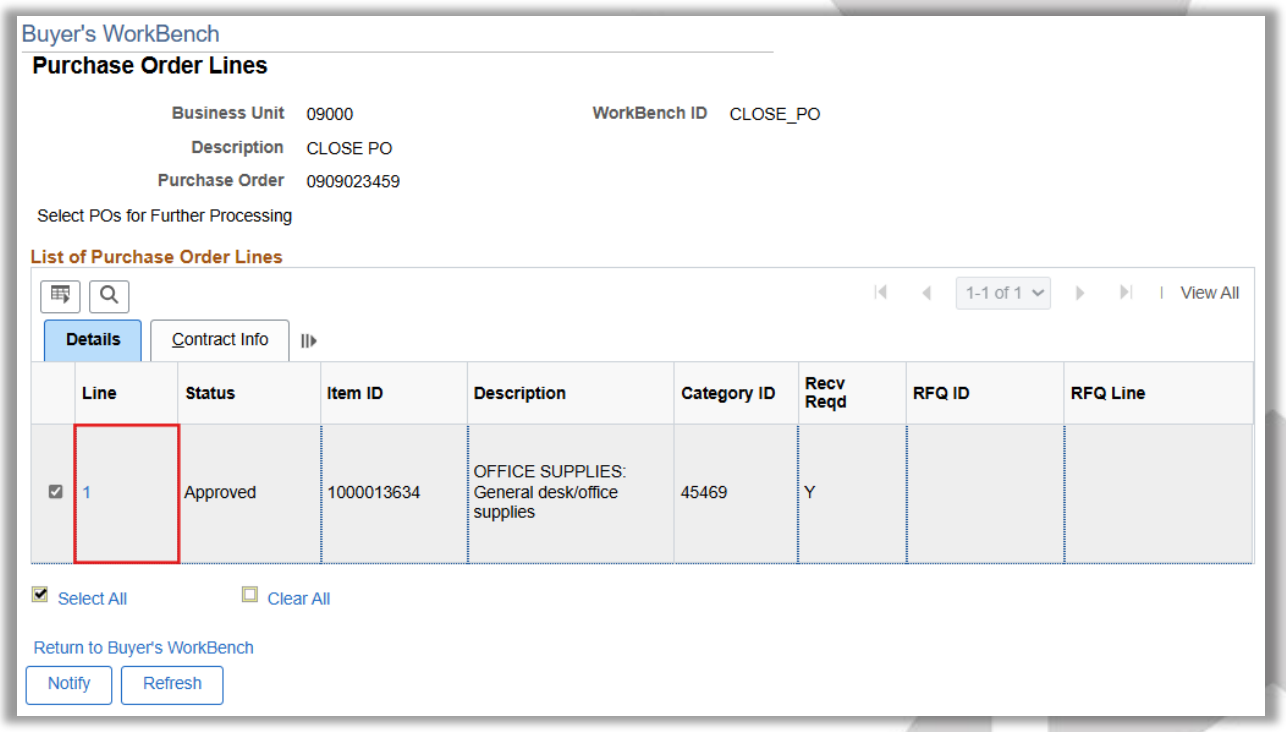


From this page you can review additional information using the **DOC ID** Link. Close the window to return to the Buyer's Workbench page.

Review PO Lines



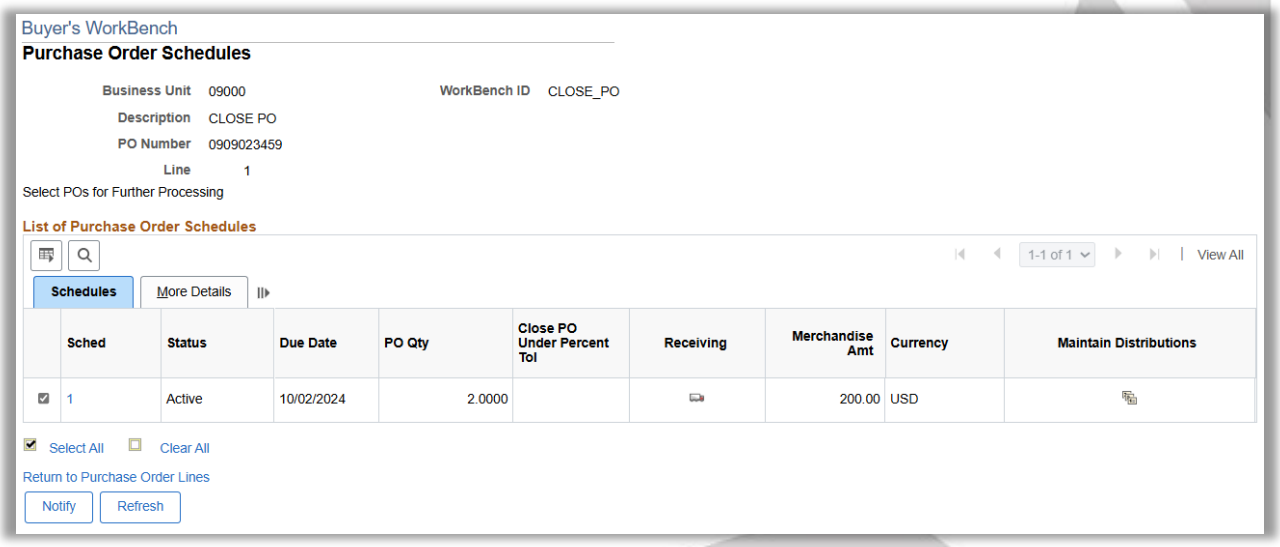
To review the PO lines, click the **Lines** Icon, outlined above.



Be sure to click the **View All** link to review all the PO lines, if necessary.

Review PO Schedules

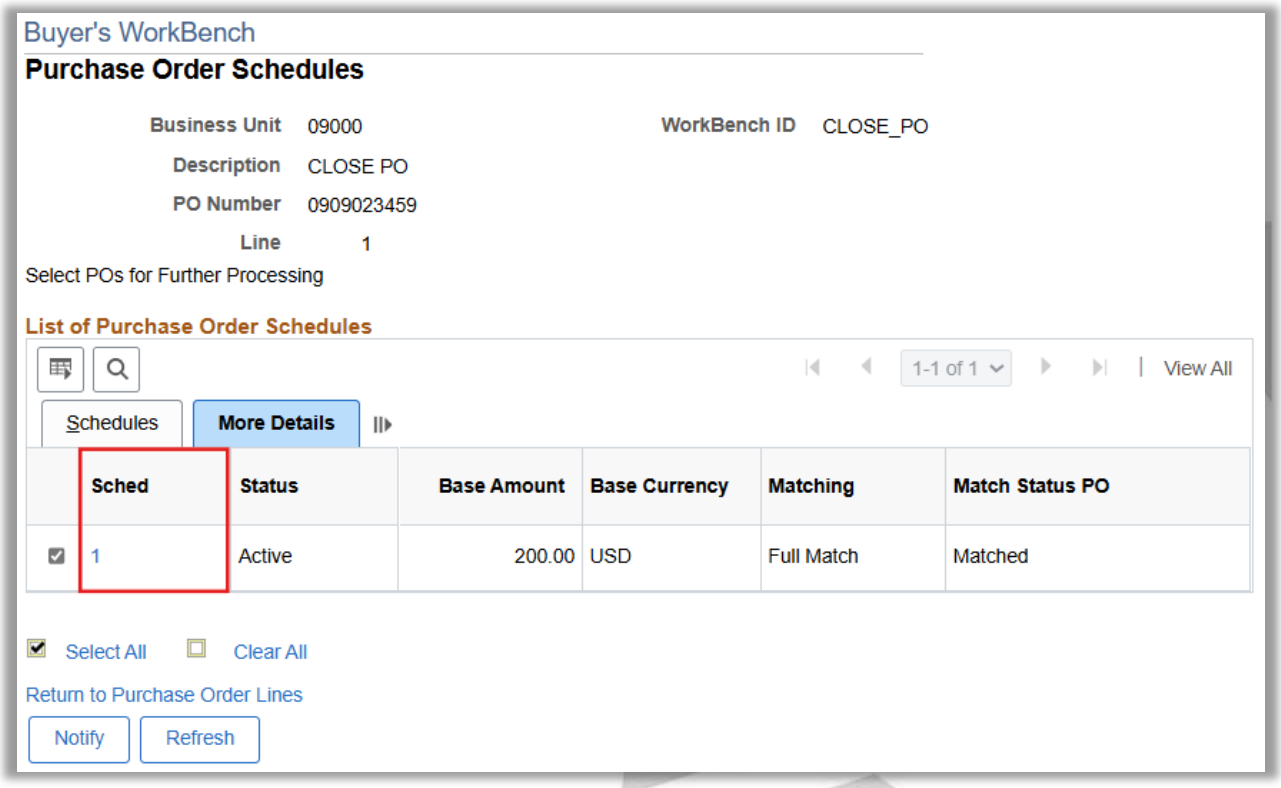
Select the link number located under the line heading on the previous page. This will open the Schedule Page as seen on the page below. From here you can go to the Receiver or Maintain Distribution.



To review receivers, **click** the **Receiving** Icon.

To go to the Maintain Distributions page, **click** the **Maintain Distribution** Icon.

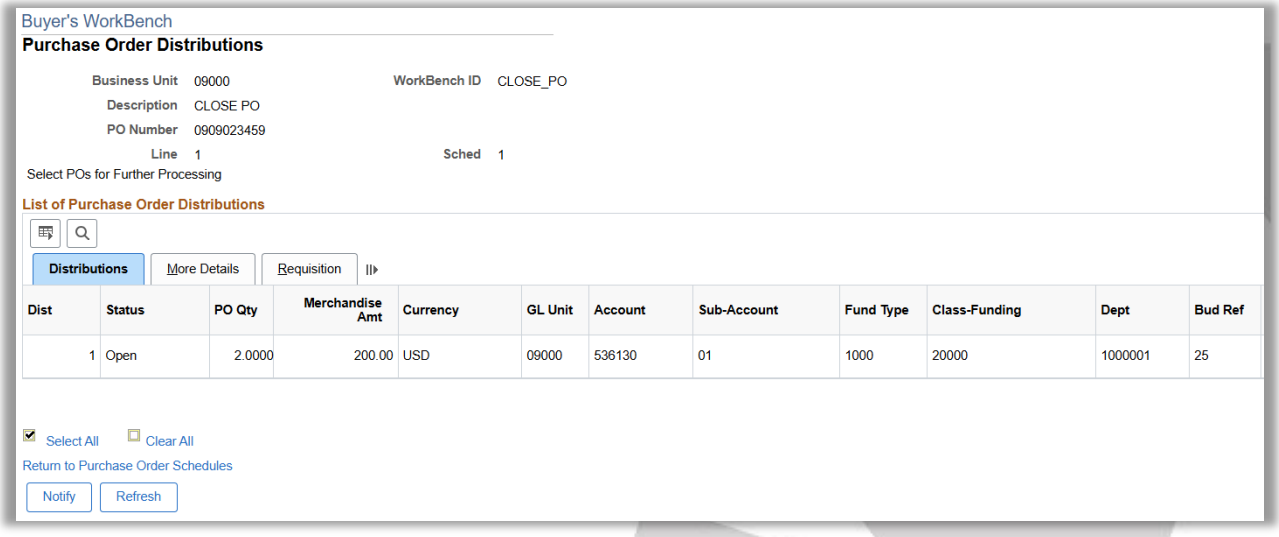
Click the **More Details** Tab.



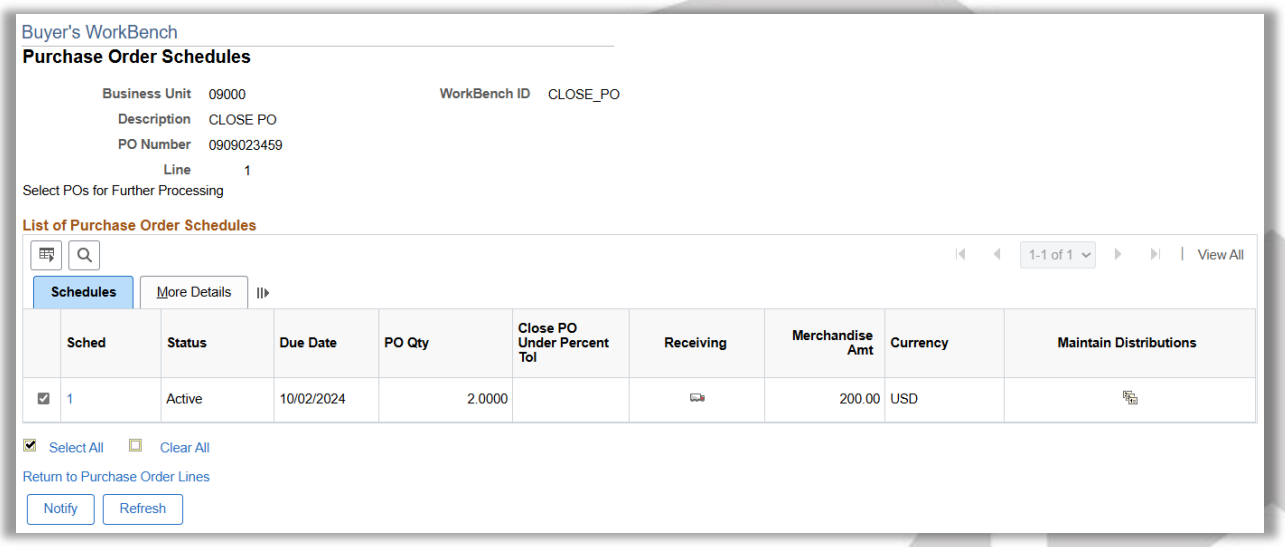
NOTE: The Match Status; if matching is required, the Purchase Order must be fully matched or an exception will be received.

Review PO Distributions

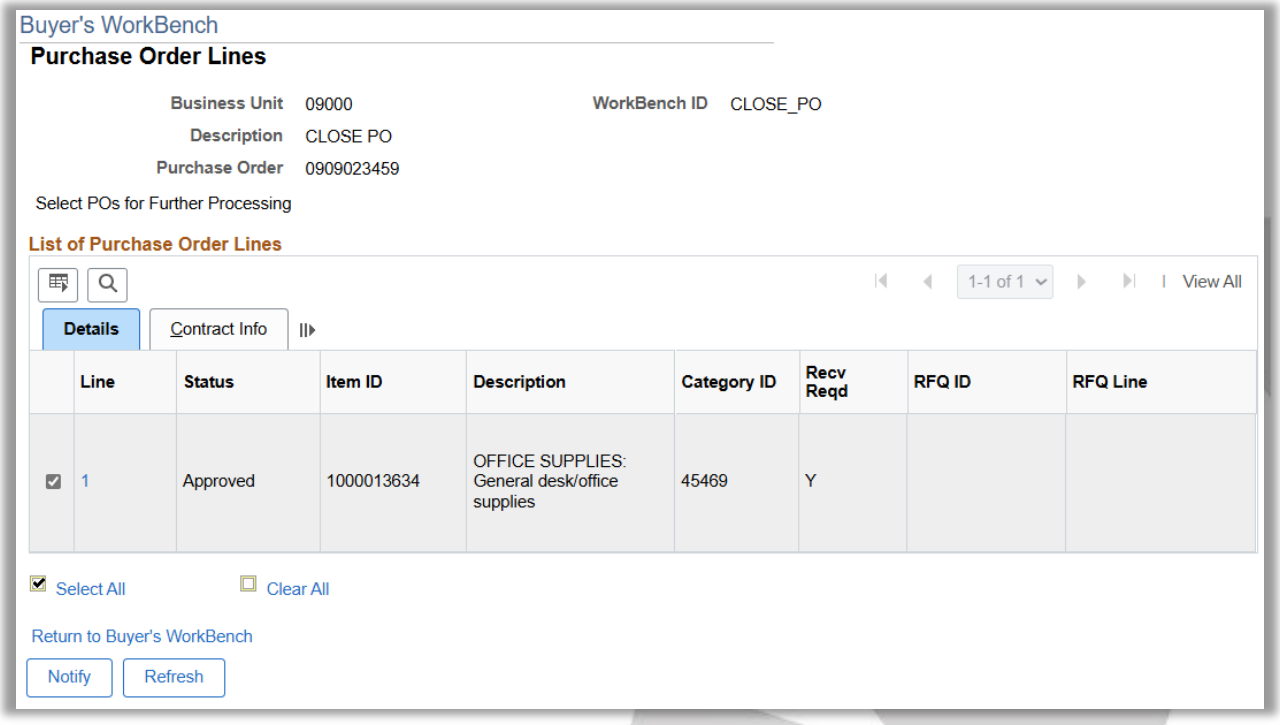
Select the number link located under the **Schedule Heading** on the previous page. This link will open the Distribution Page as shown below.



Select the **Return to Purchase Order Schedules** link to return to the schedule page.



Select the **Return to Purchase Order Lines** link to return to the Purchase Order Line page.



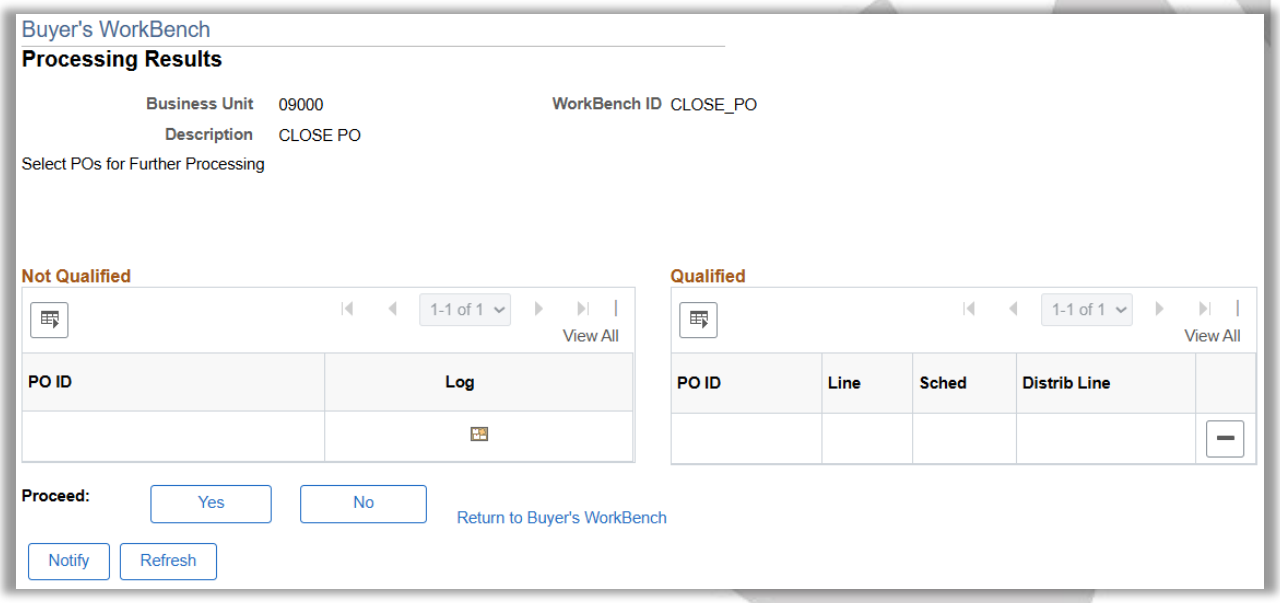
Select the **Return to Buyer's WorkBench** link to return to the Buyer's WorkBench page.

Review PO Results

Review the Not Qualified PO

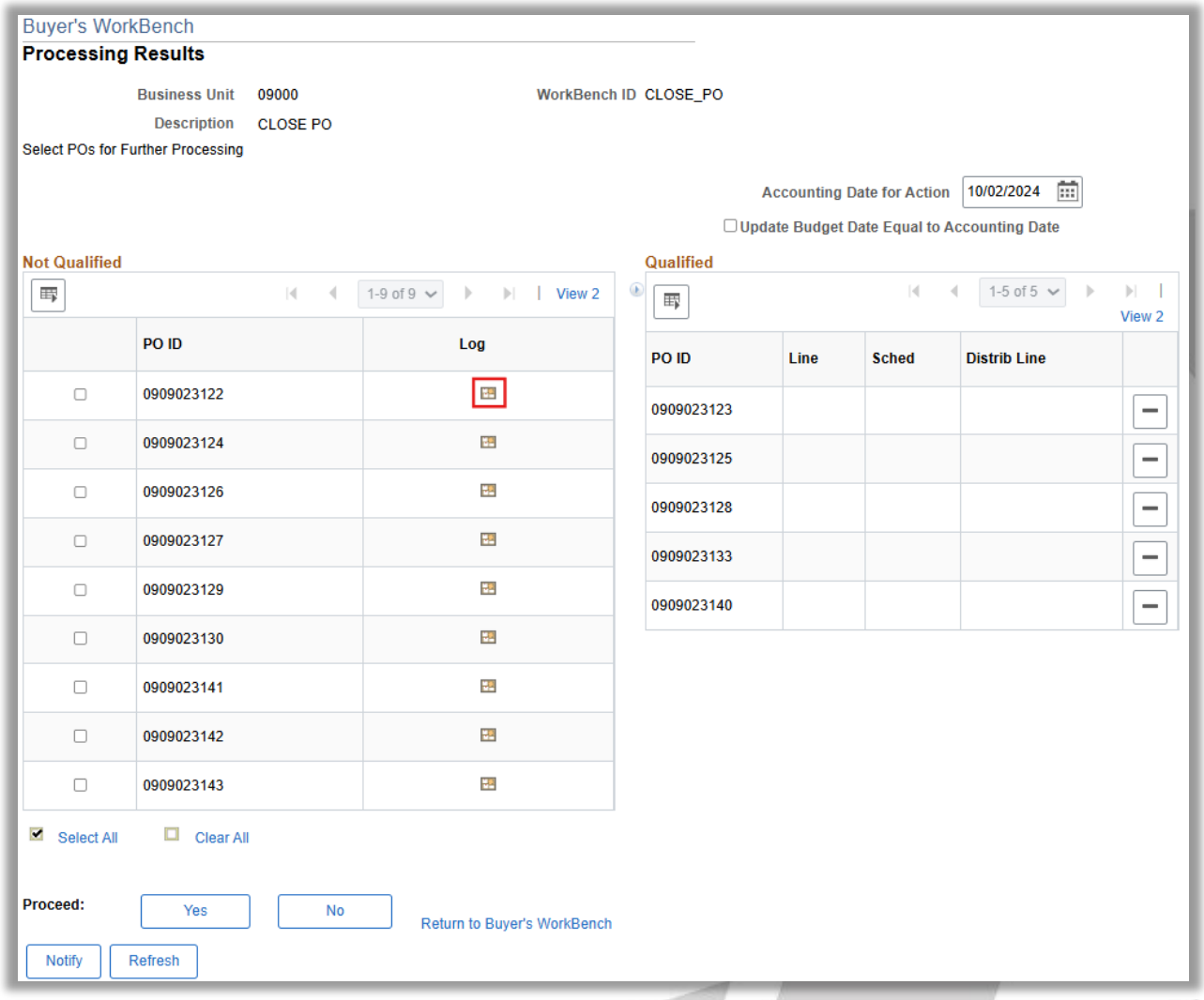
This page is displayed when a PO is selected and the **Close** button is clicked from the Buyer's workbench.

It can also be accessed from the **View Processing Results** link on the Buyer's workbench page.



Select the **Return to Buyer's WorkBench** link to return to the Buyer's WorkBench page.

After selecting Purchase Orders to close, **click** the **Close** button on the Buyer's WorkBench page.

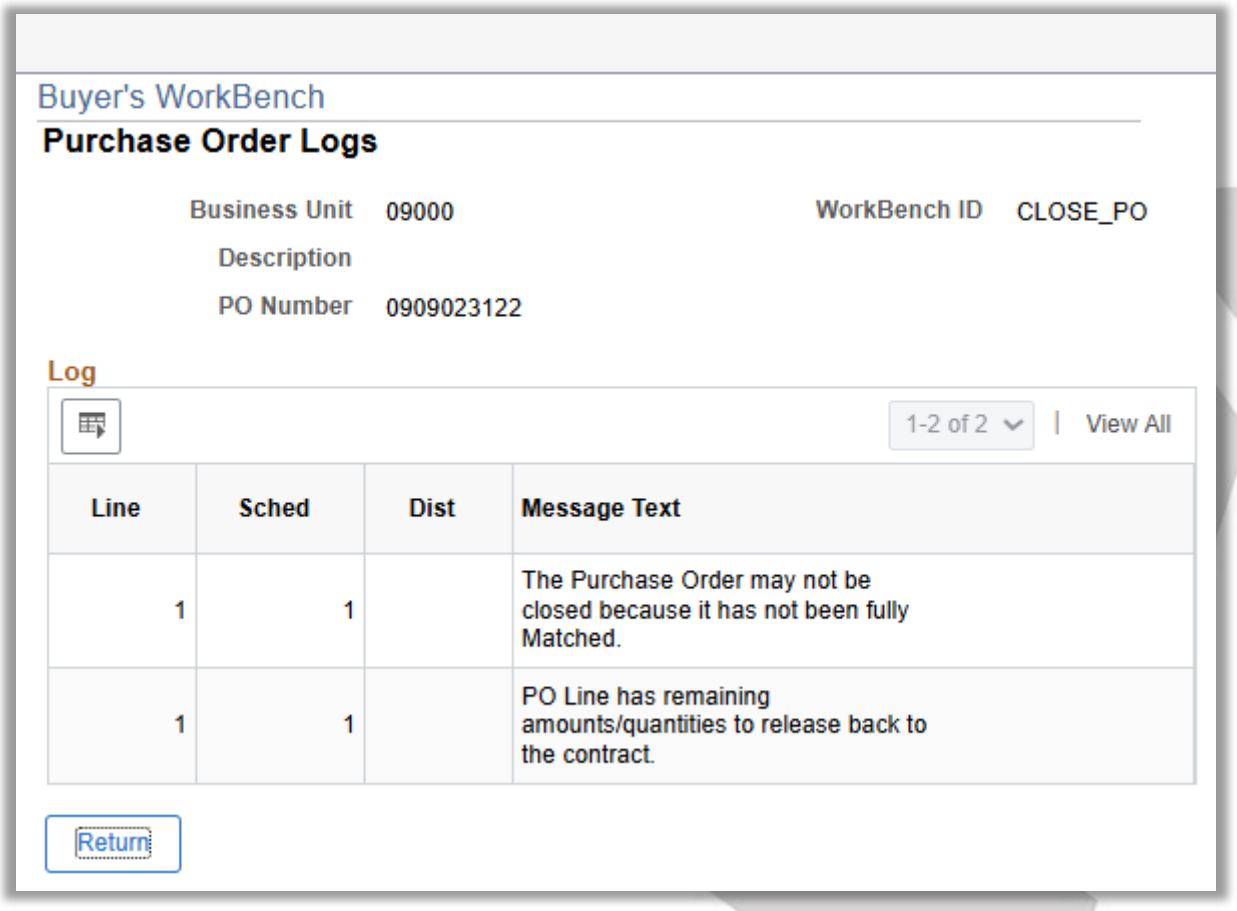


This page is the Results section, and it includes a Not Qualified and a Qualified section.

The **Not Qualified** section is a list of Purchase Orders with some lines that are not eligible to be closed.

The **Qualified** section is a list of Purchase Orders showing lines eligible to be closed.

Click the **Exception Log** Icon for a Not Qualified PO.

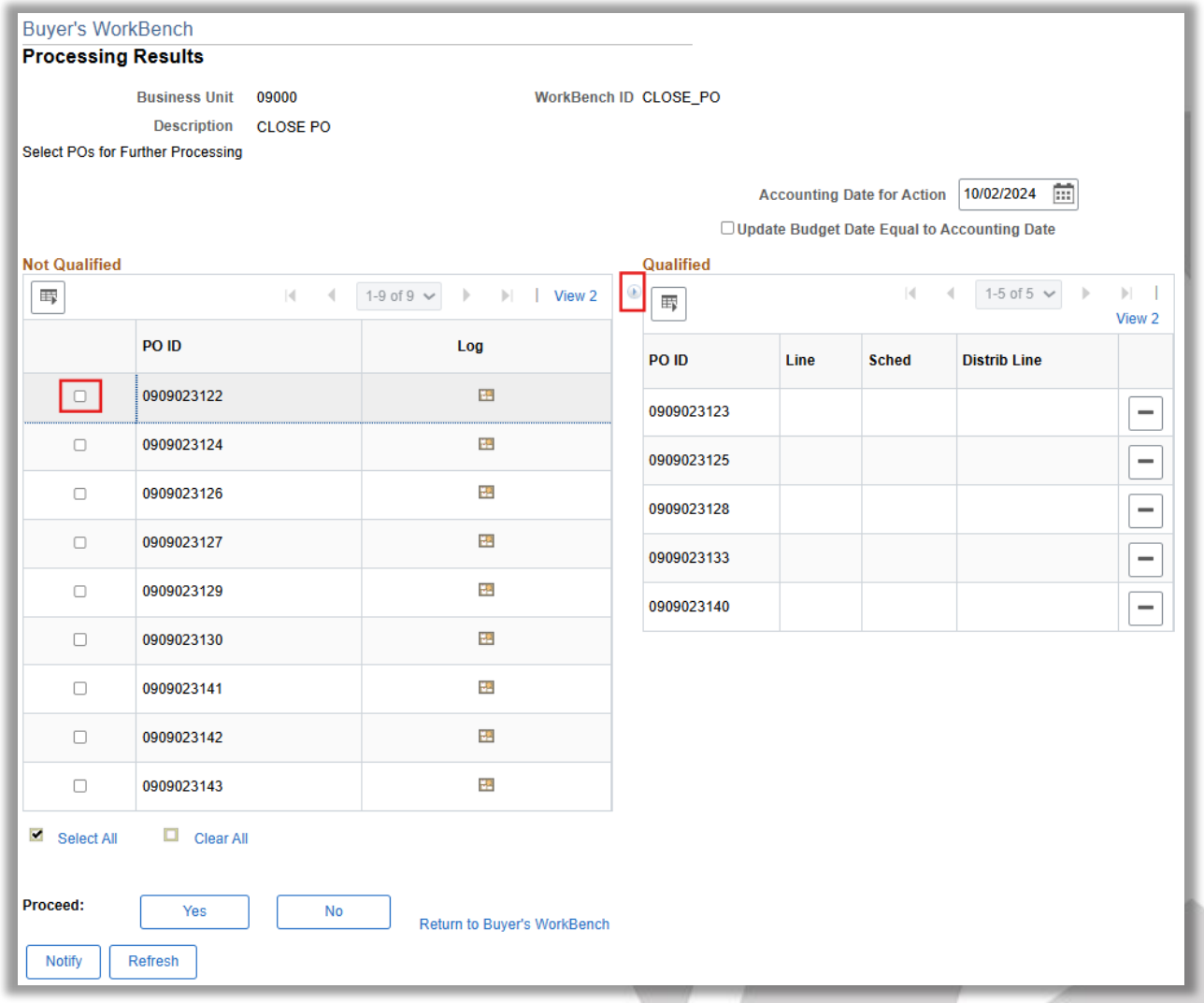


This page can be used to view the reason the Purchase Order is Not Qualified for closing.

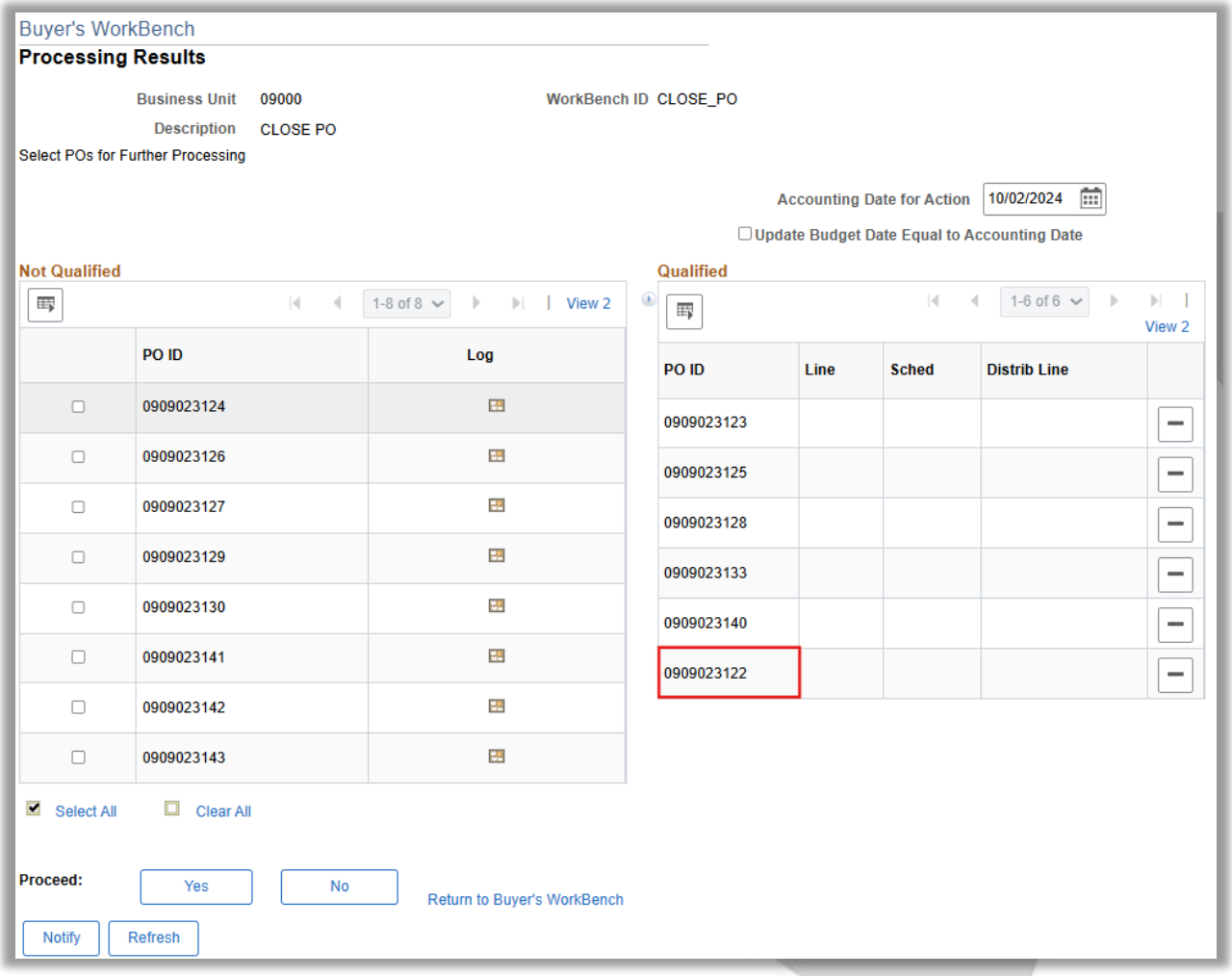
Determine if the message has any bearing as to whether the PO should be closed.

Click the **Return** button.

Override Not Qualified PO



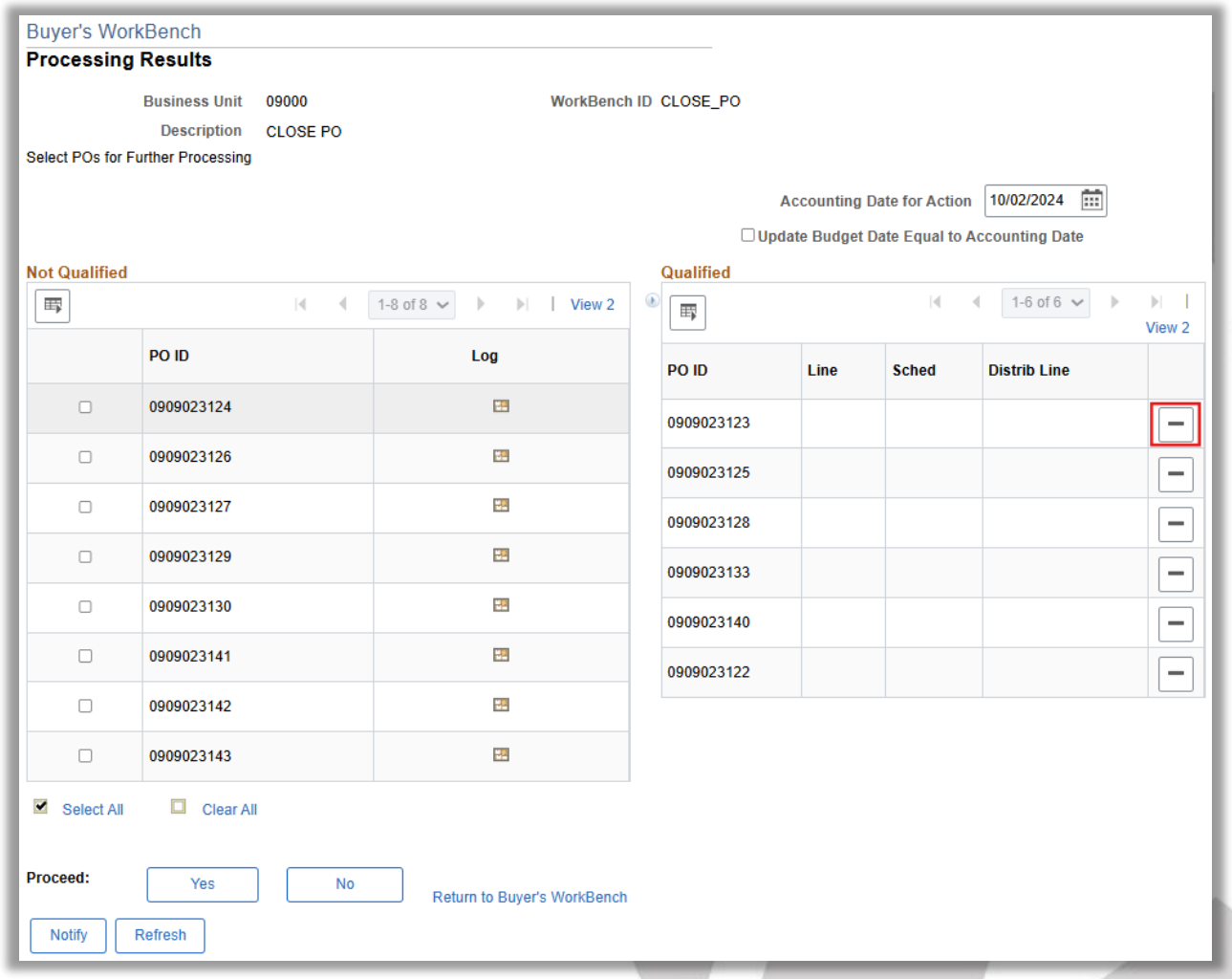
The PO can be moved from the **Not Qualified** column to **Qualified** column by **clicking** the empty radio box located to the left of the PO ID and then the Override button, shown above.



Notice the Purchase Order selected on the previous page has been moved to the Qualified section.

Go to page 32 of this manual, (Close Multiple Purchase Orders), to continue Closing the Purchase Order.

Delete Qualified PO

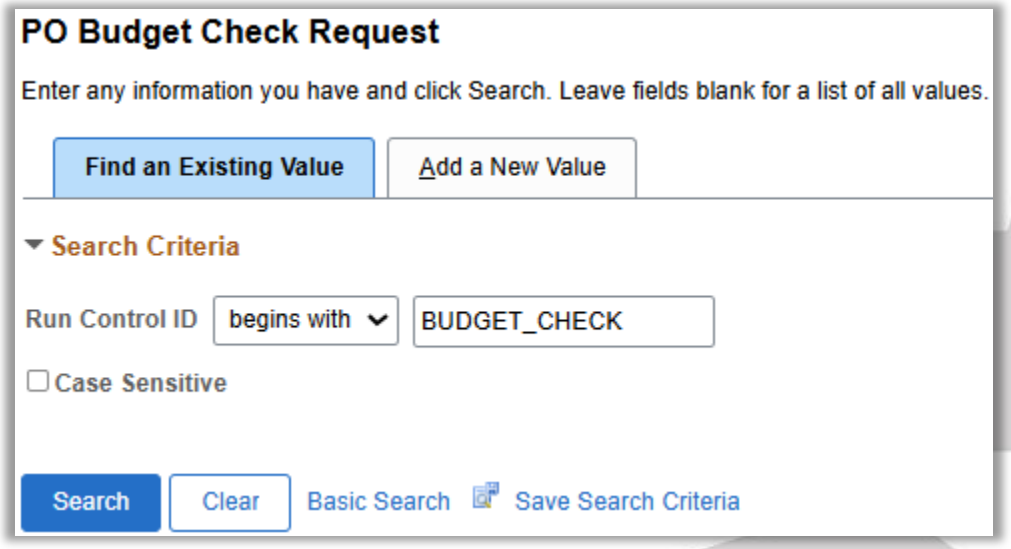


The user can delete a Qualified Purchase Order by selecting the Minus (-) icon, shown above.

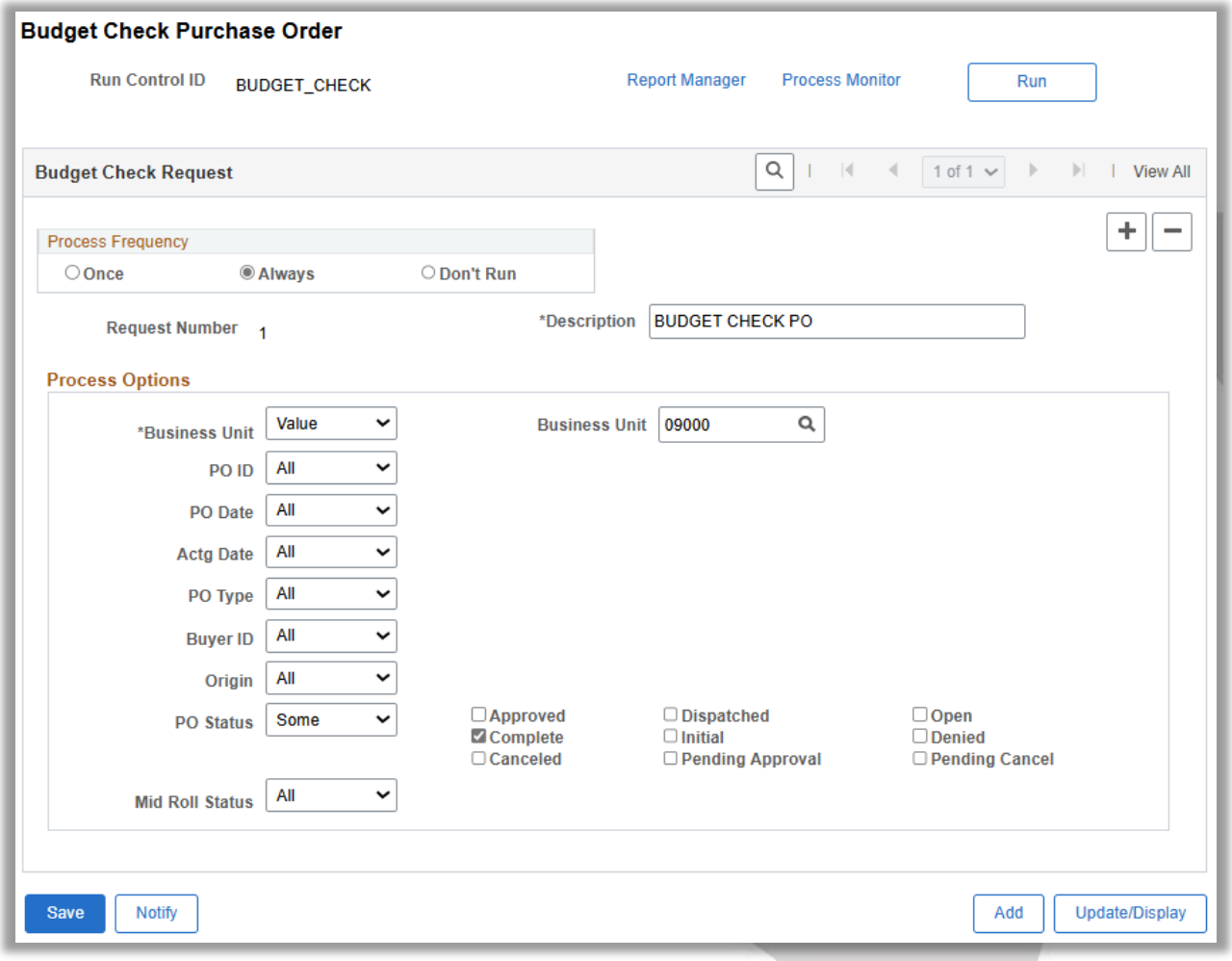
Budget Check Close PO

The PO budget checking process is run at Noon and in the evening. If the user does not want to wait for the PO to budget check during those times, the PO can budget check from the Batch Budget Check process page.

Navigation: Purchasing > Purchase Orders > Budget Check Purchase Order



Enter the Run Control ID and **select** the **Search** button.



Process Frequency – These buttons define whether the process will run when the Run button is clicked. To run the process, select the **Always** option.

Enter a description.

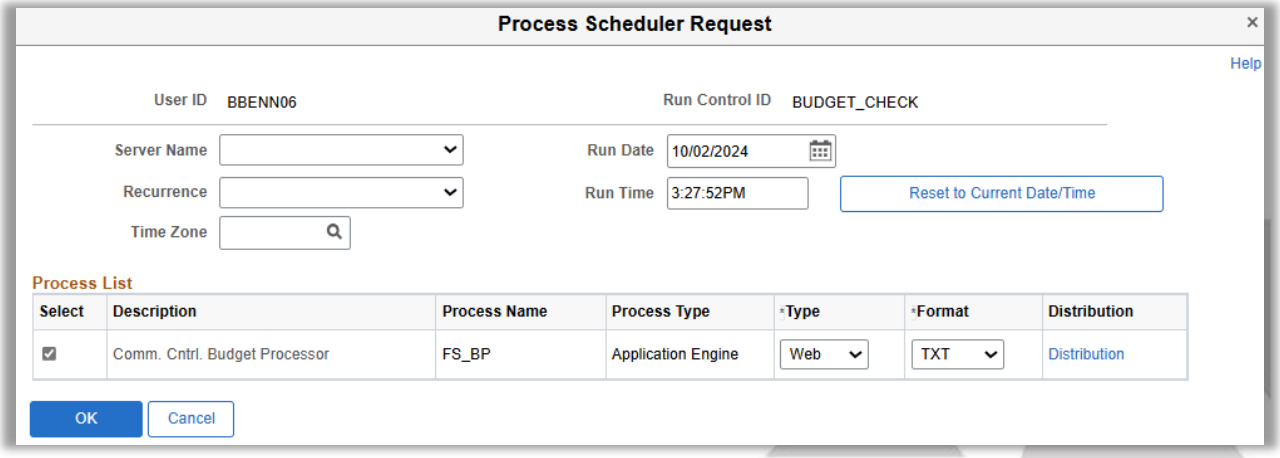
Business Unit – This field allows you to define a specific business unit for the Budget Check Process to be run. To define a business unit, select Value from the dropdown menu, then input the desired Business Unit.

Enter a Business Unit ID

PO Status – This field allows you to select Purchase Orders with specific statuses for the process. To Budget Check closed POs, select **Some** from the dropdown menu, then select the **Complete** checkbox.

Click the **Complete** checkbox located to the right of the **PO Status** field.

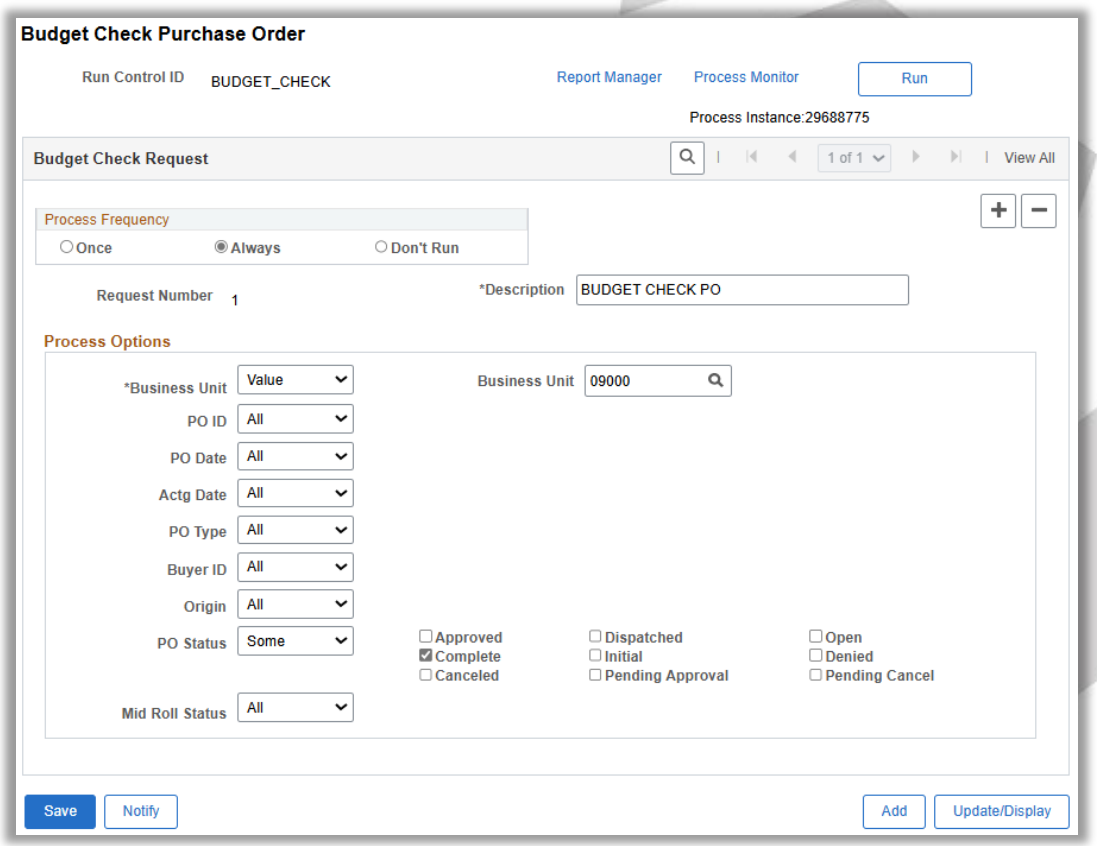
After defining Process Options, **click** the **Run** button.



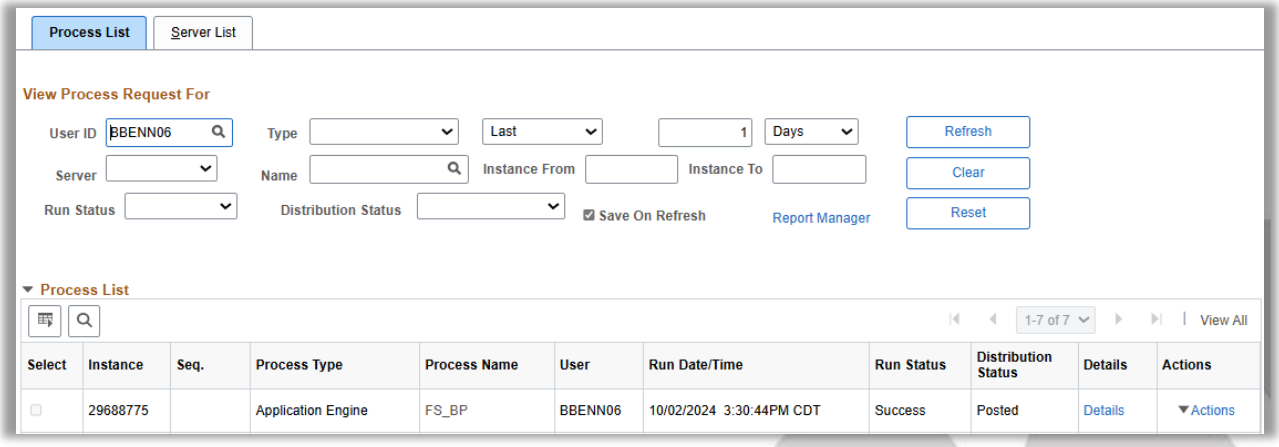
Ensure the **FS_BP** process is selected on this page.

Click the **OK** button to initate the Budget Check Request.

NOTE: Any encumbrance balance on the Closed PO will be returned to your budget.

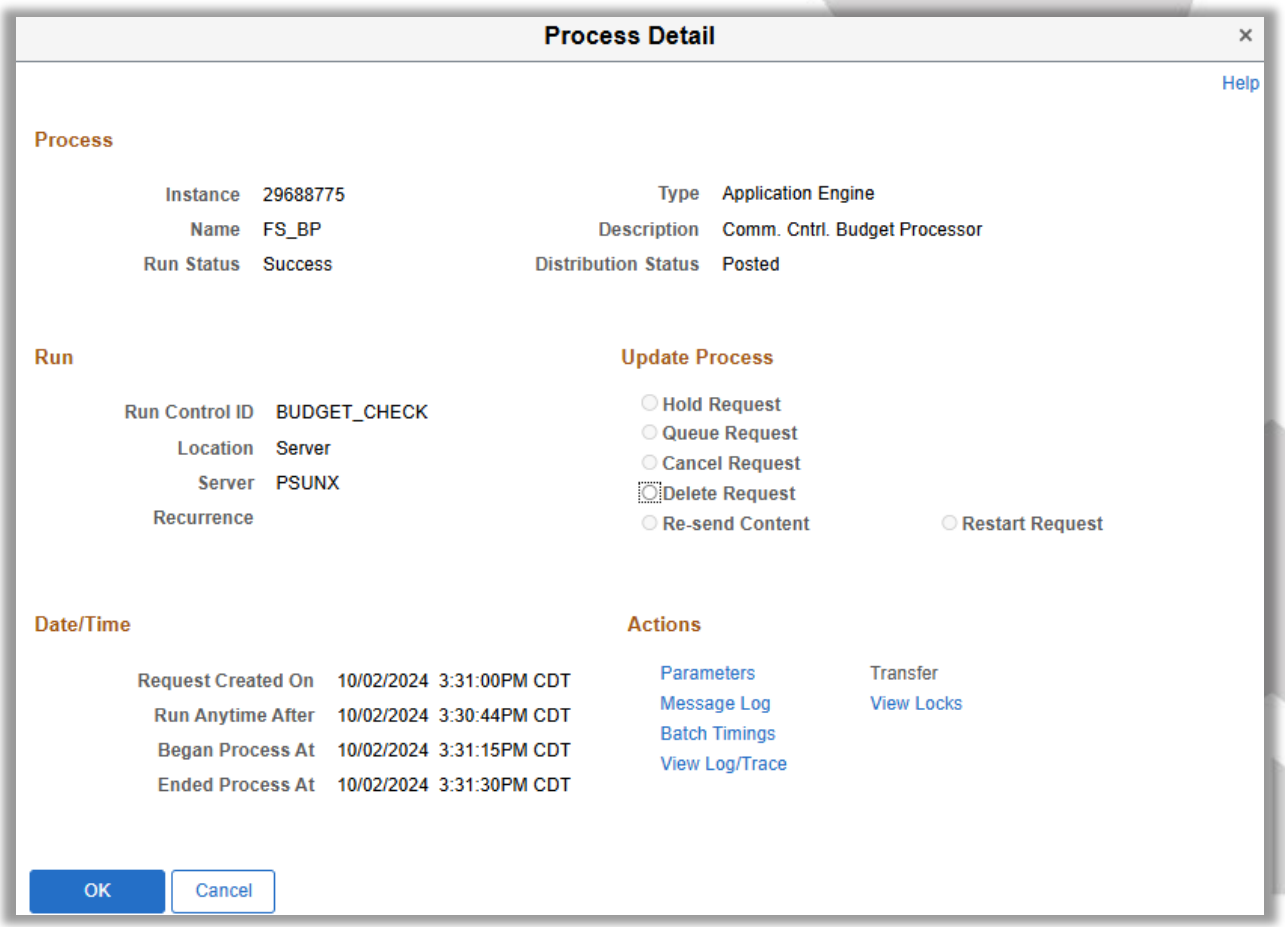


Select the **Process Monitor** link to review the process.

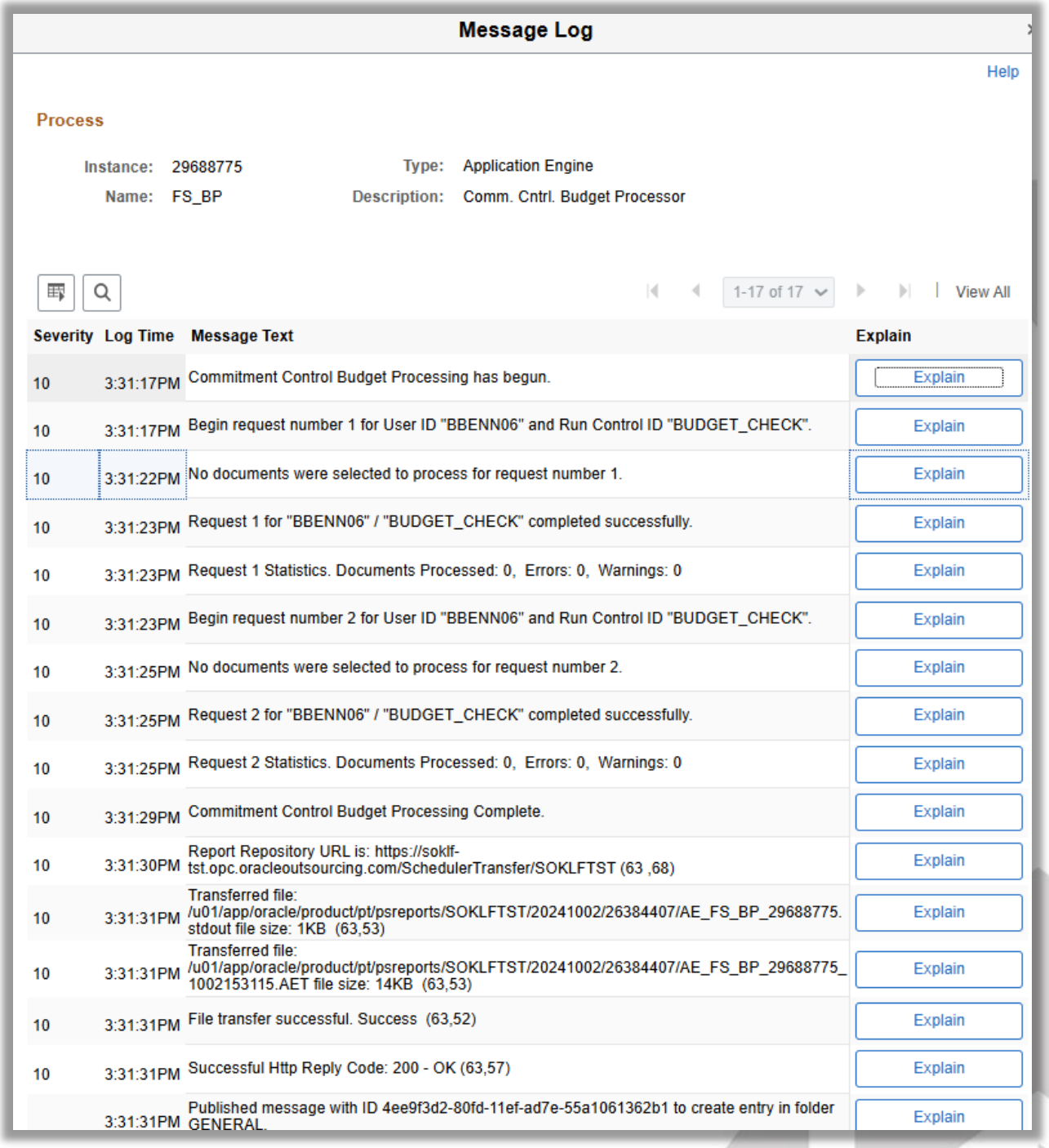


Use the Refresh button to update the Run Status until the process is complete.

When the job is complete, **click** the **Details** Link.



Click the **Message Log** link.



Message Log

Help

Process

Instance: 29688775 Type: Application Engine

Name: FS_BP Description: Comm. Cntrl. Budget Processor

1-17 of 17 View All

Severity	Log Time	Message Text	Explain
10	3:31:17PM	Commitment Control Budget Processing has begun.	Explain
10	3:31:17PM	Begin request number 1 for User ID "BBENN06" and Run Control ID "BUDGET_CHECK".	Explain
10	3:31:22PM	No documents were selected to process for request number 1.	Explain
10	3:31:23PM	Request 1 for "BBENN06" / "BUDGET_CHECK" completed successfully.	Explain
10	3:31:23PM	Request 1 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	3:31:23PM	Begin request number 2 for User ID "BBENN06" and Run Control ID "BUDGET_CHECK".	Explain
10	3:31:25PM	No documents were selected to process for request number 2.	Explain
10	3:31:25PM	Request 2 for "BBENN06" / "BUDGET_CHECK" completed successfully.	Explain
10	3:31:25PM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	3:31:29PM	Commitment Control Budget Processing Complete.	Explain
10	3:31:30PM	Report Repository URL is: https://soklf-tst.opc.oracleoutsourcing.com/SchedulerTransfer/SOKLFTST (63 ,68)	Explain
10	3:31:31PM	Transferred file: /u01/app/oracle/product/pt/psreports/SOKLFTST/20241002/26384407/AE_FS_BP_29688775.stdout file size: 1KB (63,53)	Explain
10	3:31:31PM	Transferred file: /u01/app/oracle/product/pt/psreports/SOKLFTST/20241002/26384407/AE_FS_BP_29688775_1002153115.AET file size: 14KB (63,53)	Explain
10	3:31:31PM	File transfer successful. Success (63,52)	Explain
10	3:31:31PM	Successful Http Reply Code: 200 - OK (63,57)	Explain
	3:31:31PM	Published message with ID 4ee9f3d2-80fd-11ef-ad7e-55a1061362b1 to create entry in folder GENERAL.	Explain

Criteria for Closing PO

Appendix A

1. All vouchers associated with the Purchase Order must be posted.
2. The Purchase Order must be fully matched.
3. Fully Matched means:
    - The quantity ordered for each line on the PO is equal to the total quantity received and matched.
    - The quantity ordered is within the specified Close PO Under Quantity Percent Tolerance.
    - The PO is distributed by quantity and all quantities have been matched.
    - The PO is distributed by amount and the extended dollar amount has all been matched.
    - If a line item has been canceled and all other lines are fully matched, the Matching link on the PO header will never update to Fully Matched but the PO will be eligible to close.
4. If the Purchase Order is set up as No Match but Receiving is required, the receiving must either be turned off or the product must be received.

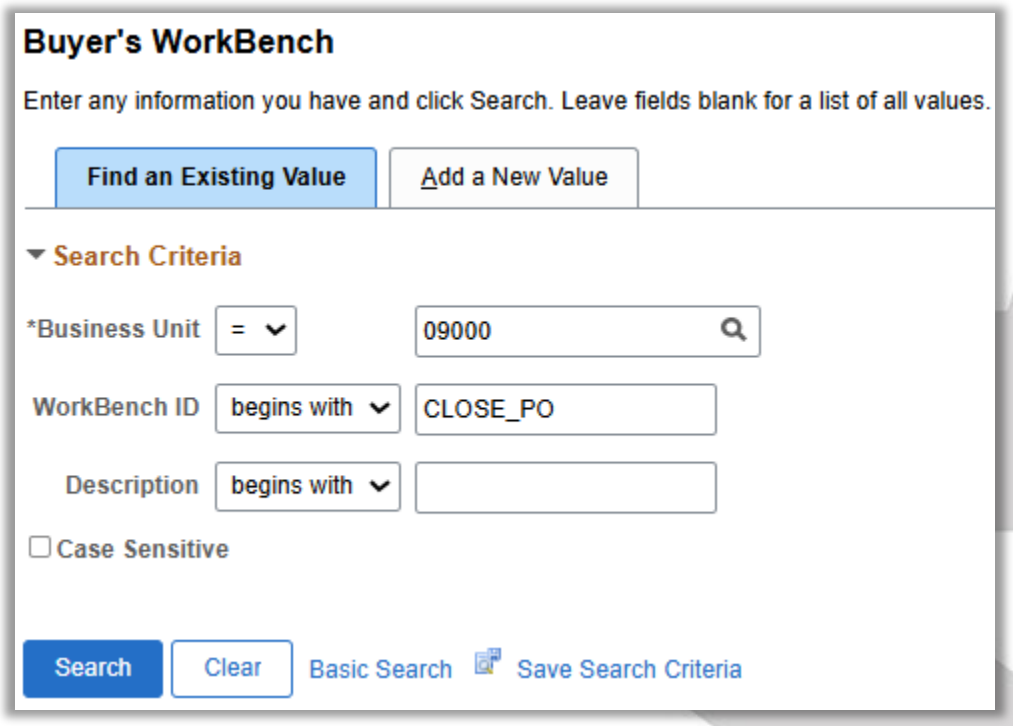
Purchase Orders Not Qualified Messages

MESSAGE	DEFFINITION	RESOLUTION	OVERRIDE
The PO Line is tied to an active Voucher; therefore it may not be closed.	There is a voucher that has not been posted. Therefore it may not be matched or budget checked.	The voucher needs to be fully processed. (Budget check, matched and posted and if possible paid.)	No
POs with Receiving Required On though not received	The PO is usually an AO set up as No Match but the PO was set up as Receiving Required. Receiving was not done. When the voucher was created it was not required to go through matching so the voucher did not fail match.	You can either process a receiver or turn receiving off. We prefer agencies begin using the receiving.	Yes
The Purchase Order may not be closed because it has not been fully Matched.	1. The PO was not fully received and/or paid and will not be. 2. The PO will not fully match because the "Distribute By" selection (PO distribution page) was not fully utilized. If the "Distribute By" is AMOUNT then you must fully match on amount. If the "Distribute By" is QUANTITY then you must fully match on quantity.	If you are sure you will not be using this PO again then you can override the criteria. If you are not sure then you need to process a change order On #1 you may want to process a Change Order. On #2, if you have received all your quantities and the PO will not fully match it is probably because it is "Distributed By" AMOUNT and you have not fully utilized all of the PO line item(s) amount. You may want to override the criteria.	Yes

MESSAGE	DEFFINITION	RESOLUTION	OVERRIDE
The Purchase Order's Activity Date is greater than the Calculate PO Close Date.			Yes
Cannot close PO with unchecked or error budget status on header.	The PO is in an error status.	The PO is in an error status and must be fixed before the system will close it.	No, if it is in an error status.

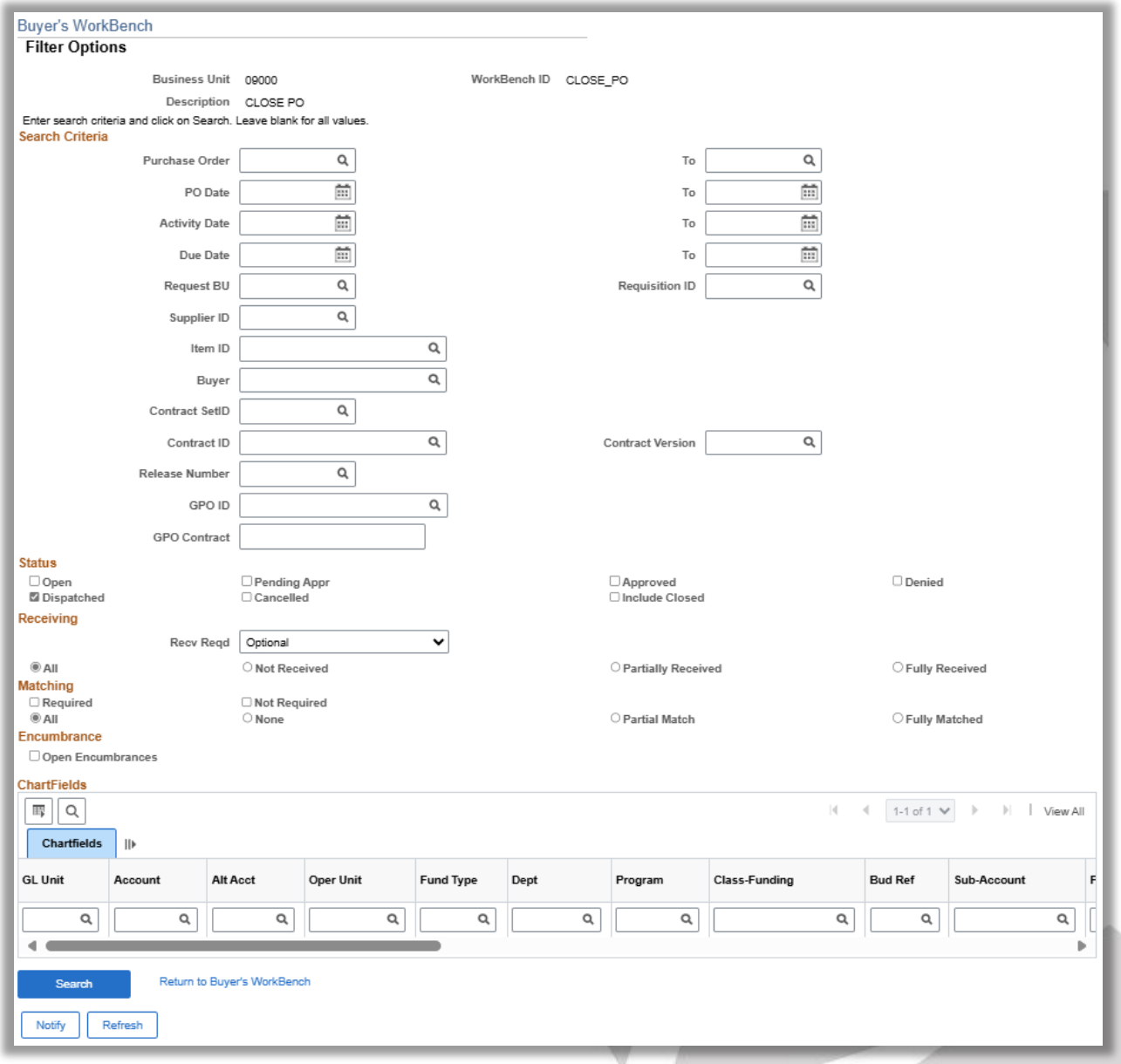
Close a Purchase Order Line

Navigation: Purchasing > Purchase Order > Buyer's Workbench

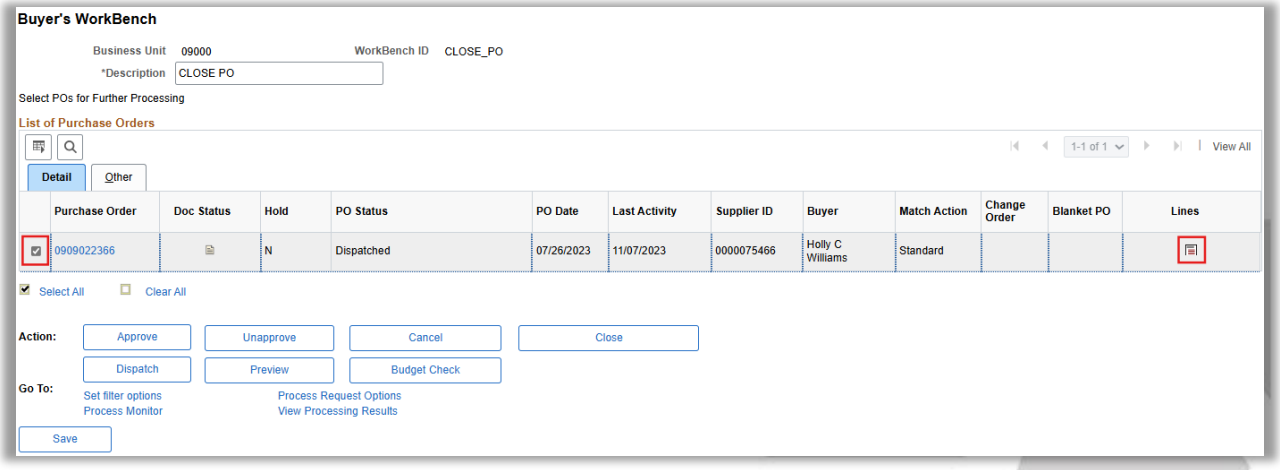


Enter your Business Unit, WorkBench ID, and **click** the **Search** button.

If it is the first time the user has run this process, a Run Control ID must be created on the **Add a New Value** tab.

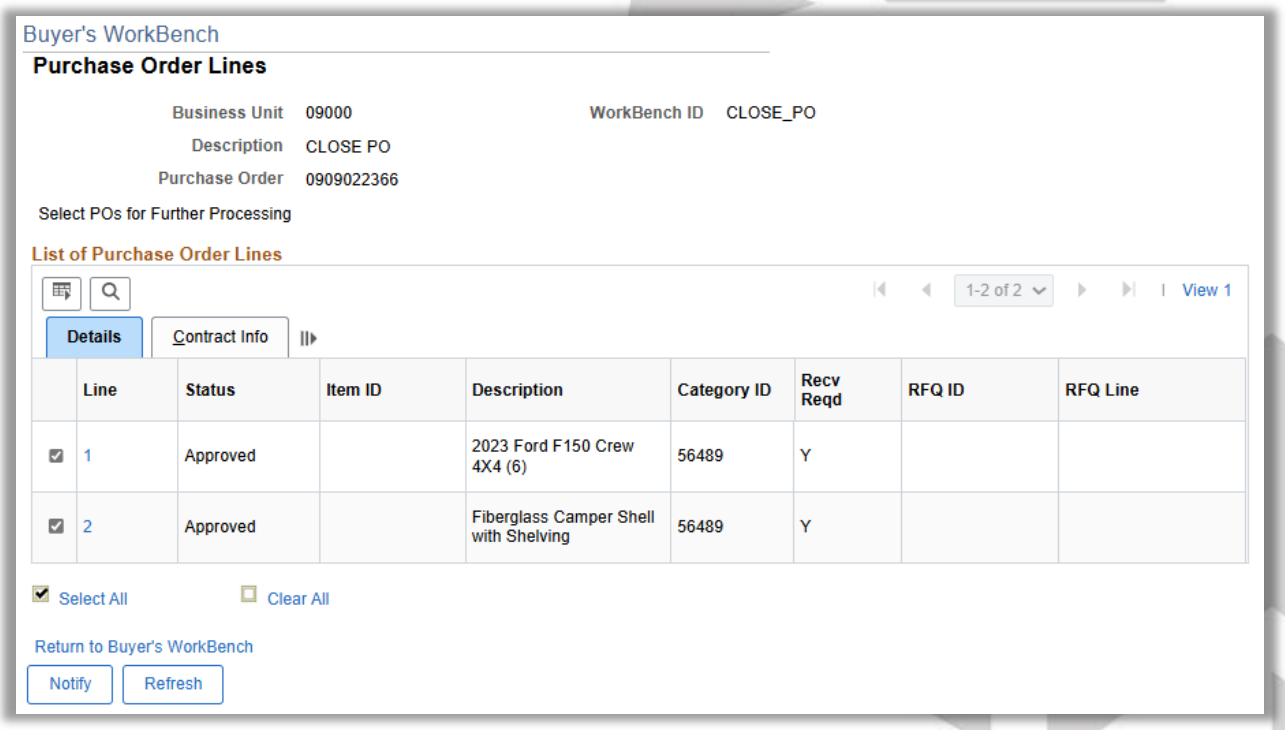


Enter selection criteria for the Purchase Order(s) with lines needing to be closed and **click** the **Search** button.



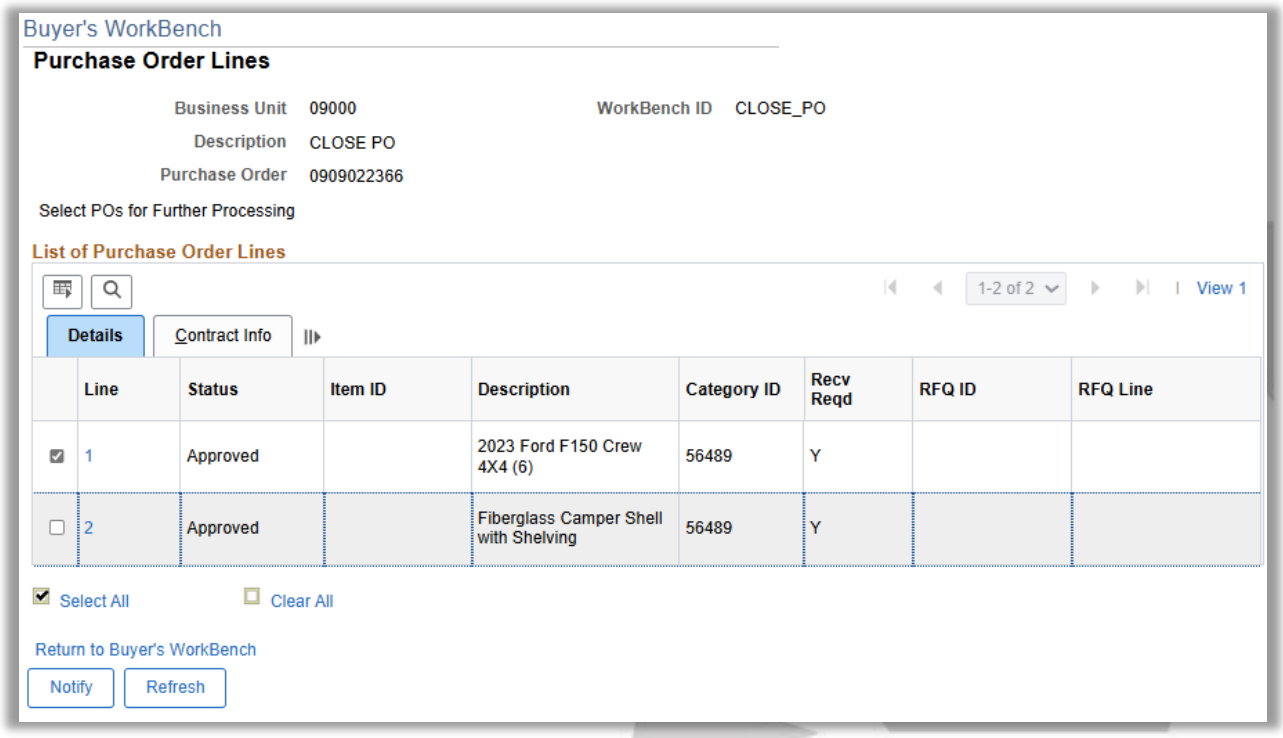
Click the check box located to the left of the Purchase Order number.

Click the Lines Icon on the right hand side of the line.

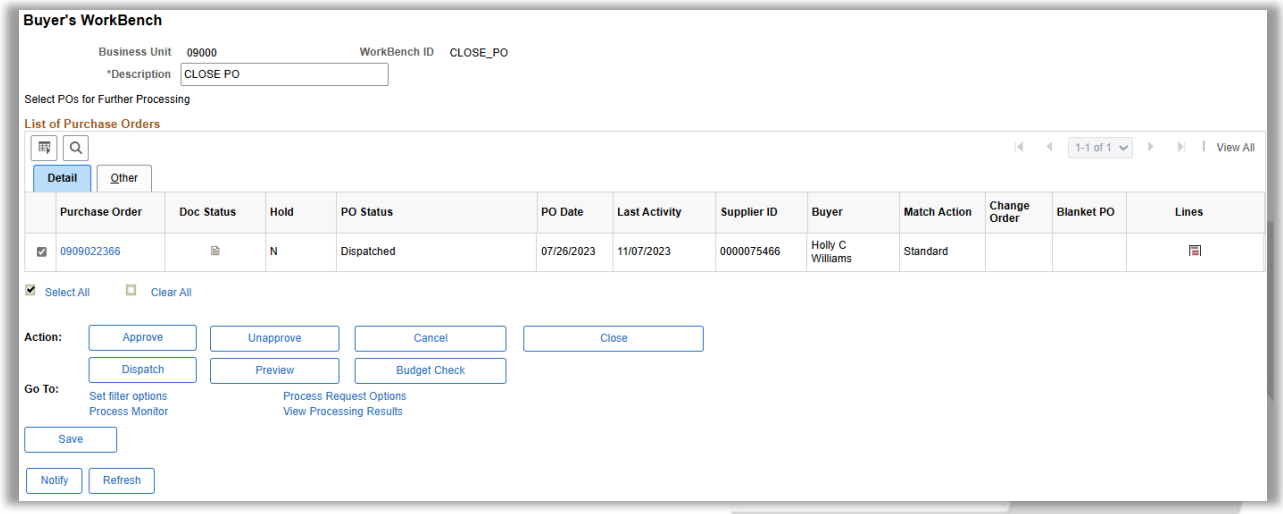


Click the View All link to view all lines on the Purchase Order.

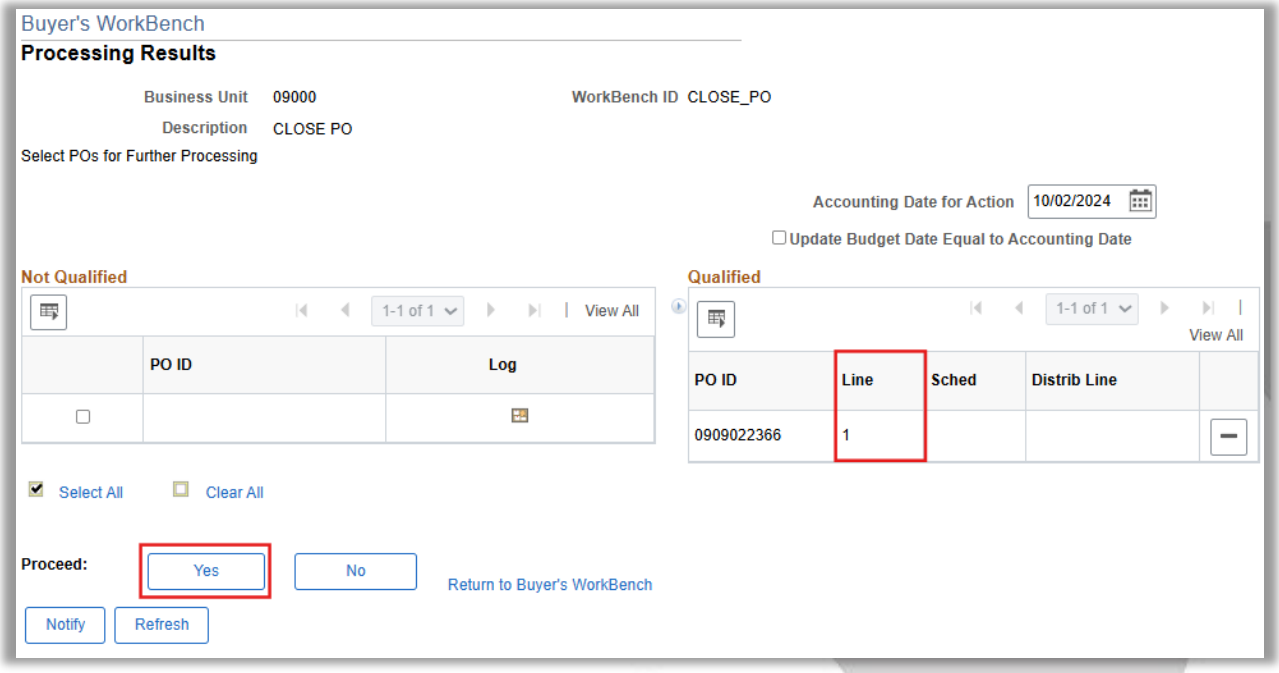
NOTE: All the lines have been selected; deselect the lines you do not want to close.



Click Return to Buyer's WorkBench link.



Click the **Close** button.



Notice the Qualified section only includes Line 1 for the Purchase Order selected. This is because line 2 was deselected from the Lines page, page 60.

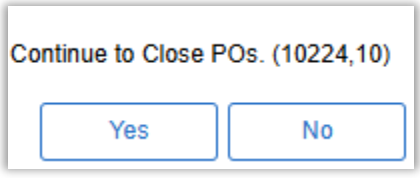
NOTE: You must pay close attention to the qualified section. This section will tell you if you are canceling a Purchase Order, Purchase Order Line, or Purchase Order Schedule.
If it was closing the Purchase Order only, the Purchase Order number will be present, but the line and schedule number will not be present.

If you are closing the Purchase Order line, the Purchase Order number and line will be present.

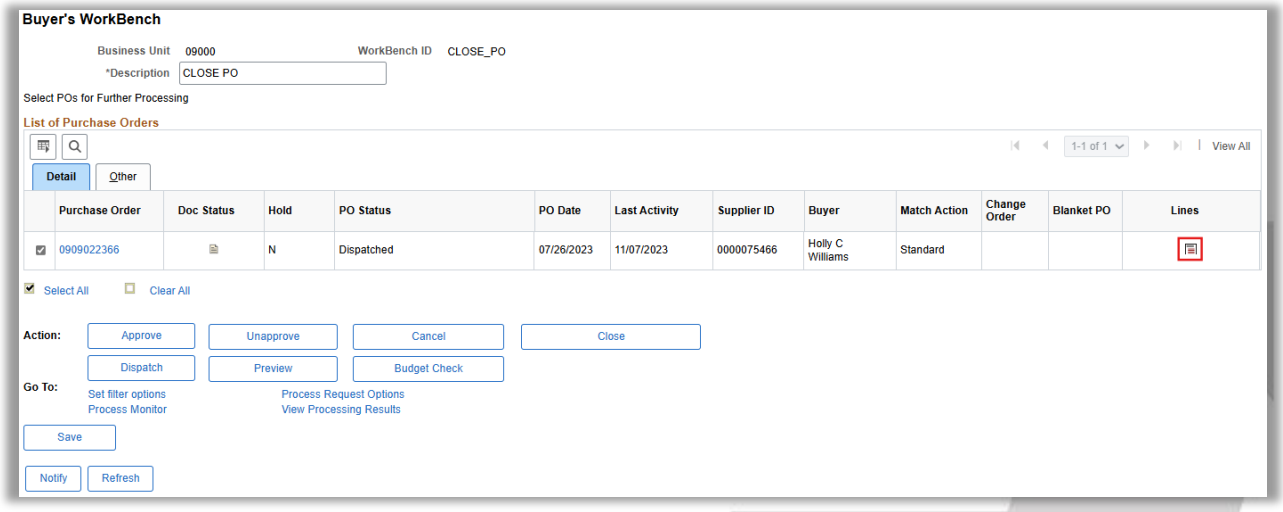
If you are closing a Schedule, the Purchase Order number, line and schedule will be present.

To view all lines returned, click the **View All** link.

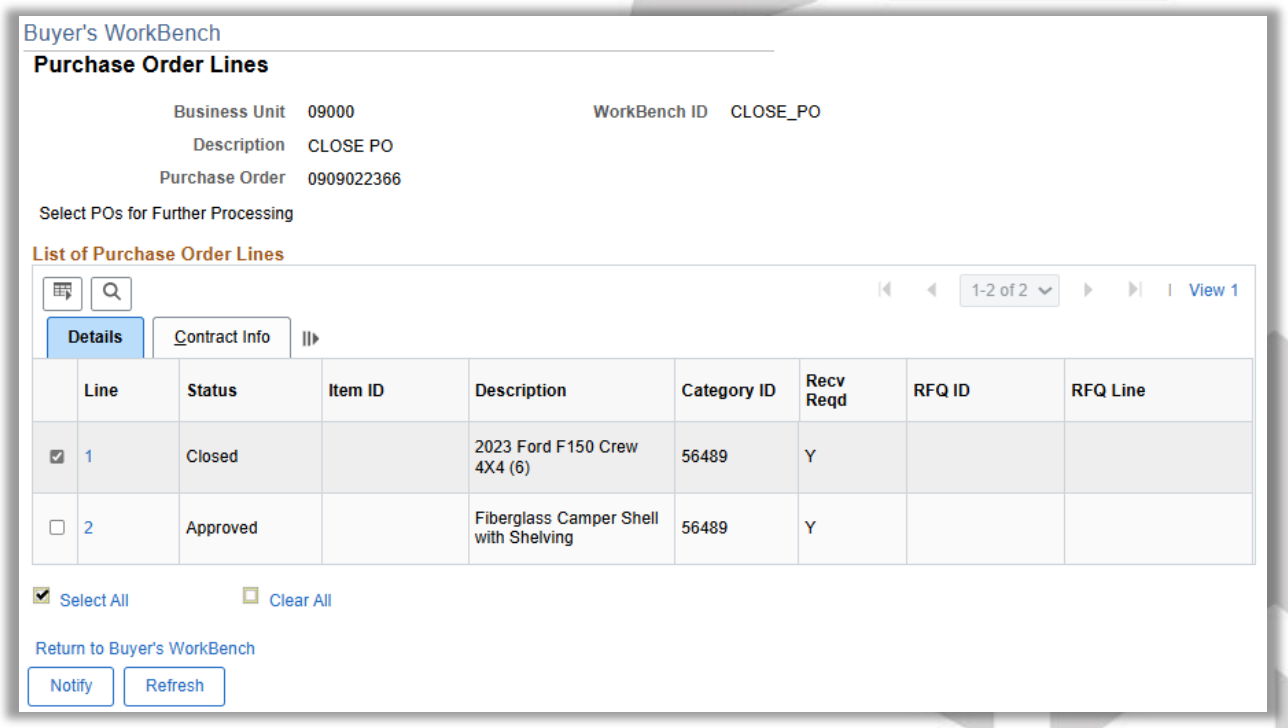
Click the **Yes** button to close the Purchase Order Lines.



Click the **Yes** button.



Click the Lines Icon located to the right.



The line has been closed. This can also be closed on the schedule line.