State of Oklahoma COR131

PO/Req Closing Manual

Office of Management & Enterprise Services

OKLAHOMA

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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

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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

Requester's WorkBench

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 [= ▼] [09000   🔍]

WorkBench ID [begins with ▼] [CLOSE1   ]

Description [begins with ▼] [   ]

☐ Case Sensitive

[Search] [Clear] Basic Search 📄 Save Search Criteria

Find an Existing Value | Add a New Value

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**.

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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.

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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.

Requester's Workbench

Business Unit	09000	WorkBench ID	CLOSE1
*Description	CLOSE REQ		

Select Reqs for Further Processing

List of Requisitions

[⊞] [🔍] |◀ ◀ 1-1 of 1 ▼ ▶ ▶| | View All

| Details | Approval | ‖▶ |

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
☑	0900019670	🗎	N	Complete	Not Chk'd	10/01/2024	10/02/2024	Bosten Benn		▤

☑ Select All   ☐ Clear All

Action: [Approve]   [Unapprove]   [Cancel]

               [Close]   [Budget Check]

Go To: Set filter options   View Processing Results

               [Save]

[Notify] [Refresh]

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.

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Budget Check Requisition (s)

Navigation: Purchasing > Requisitions > Budget Check Requisition

Requisition Budget Check

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

Run Control ID | begins with ▾ | BUDGET_CHECK

☐ Case Sensitive

Search | Clear | Basic Search 🖻 Save Search Criteria

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**.

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Description: Enter a description.

Process Frequency: These buttons will define whether the process will be run when the **<u>Run</u>** 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 **<u>Run</u>** button.

Process Scheduler Request

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

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

Budget Check Requisition

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

Process List   Server List

View Process Request For

User ID	BBENN06	Type	[▼] [Last ▼]	1 [Days ▼]	Refresh
Server	[▼]	Name	[🔍] Instance From [ ] Instance To [ ]	Clear
Run Status	[▼]	Distribution Status	[▼] ☑ Save On Refresh Report Manager	Reset

▼ **Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	29688777		Application Engine	PV_FS_BP	BBENN06	10/02/2024 4:04:50PM CDT	Success	Posted	Details	▼Actions

1-9 of 9 ▼   View All

Click the **<u>Refresh</u>** button to update the **Run Status**.

Click the **Details** link.

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Process Detail   ✕

Process

Instance	29688777	Type	Application Engine
Name	PV_FS_BP	Description	PV_FS_BP
Run Status	Success	Distribution Status	Posted

Run   **Update Process**

Run Control ID	BUDGET_CHECK
Location	Server
Server	PSUNX
Recurrence	

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time   **Actions**

Request Created On	10/02/2024 4:05:19PM CDT
Run Anytime After	10/02/2024 4:04:50PM CDT
Began Process At	10/02/2024 4:05:35PM CDT
Ended Process At	10/02/2024 4:05:50PM CDT

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

OK   Cancel

Click the **Message Log** Link.

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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.

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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

Buyer's WorkBench

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 = ▼   09000 🔍

WorkBench ID begins with ▼ PO_RECON

Description begins with ▼ PO_RECON

☐ Case Sensitive

[Search] [Clear]   Basic Search 📄 Save Search Criteria

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.

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Filter Options Page

Buyer's WorkBench
Filter Options

Business Unit   09000   WorkBench ID   PO_RECON
Description
Enter search criteria and click on Search. Leave blank for all values.
Search Criteria

Purchase Order		To	
PO Date		To	
Activity Date		To	
Due Date		To	
Request BU		Requisition ID	
Supplier ID			
Item ID			
Buyer			
Contract SetID			
Contract ID		Contract Version	
Release Number			
GPO ID			
GPO Contract			

Status
☐ Open   ☐ Pending Appr   ☐ Approved   ☐ Denied
☐ Dispatched   ☐ Cancelled   ☐ Include Closed
Receiving
                          Recv Reqd   Optional
○ All   ○ Not Received   ○ Partially Received   ○ Fully Received
Matching
☐ Required   ☐ Not Required
○ All   ○ None   ○ Partial Match   ○ Fully Matched
Encumbrance
☐ Open Encumbrances
ChartFields

Chartfields ‖▷   1-1 of 1   ▷ ▷| | View All

GL Unit	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	P

Search   Return to Buyer's WorkBench

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.

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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.

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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.

Continue to Close POs. (10224,10)

Yes	No

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

NOTE: The PO is now being closed.

Buyer's WorkBench

Business Unit 09000 WorkBench ID PO_RECON
*Description Close PO

Select POs for Further Processing

List of Purchase Orders

1-1 of 1 | View All

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑	0909023458		N	Complete	10/01/2024	10/01/2024	0000067919	Bosten Benn	Standard			

☑ Select All   ☐ Clear All

Action: | Approve | Unapprove | Cancel | Close |
         | Dispatch | Preview | Budget Check |

Go To: Set filter options   Process Request Options
        Process Monitor   View Processing Results

| Save |

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

Buyer's WorkBench

Business Unit 09000 WorkBench ID PO_RECON
*Description Close PO

Select POs for Further Processing

List of Purchase Orders

1-1 of 1 | View All

	Purchase Order	Doc Status	Hold	PO Status	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
☑	0909023458		N	Complete		Fully Received	Not Backordered	Not Chk'd	Valid Budget Check	Valid		

☑ Select All   ☐ Clear All

Action: | Approve | Unapprove | Cancel | Close |
         | Dispatch | Preview | Budget Check |

Go To: Set filter options   Process Request Options
        Process Monitor   View Processing Results

| Save |

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.

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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

List of Purchase Orders

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☐	%20587	📄	N	Canceled	11/18/2021	11/18/2021	0000399562	Nicholas (Nick) Long	Standard			▤
☐	0	📄	N	Canceled	08/02/2012	08/02/2012	0000074126	Lucinda Melton (580)	Standard	1		▤
☐	09090	📄	N	Canceled	10/07/2016	10/07/2016	0000399487	Maegan Filonow	Standard			▤
☐	0909002878	📄	N	Canceled	06/17/2008	07/21/2009	0000014371	Laura Bybee (580)	Standard	1		▤
☐	0909003901	📄	N	Canceled	07/01/2009	10/07/2009	0000000300	Jerry Spivey	Standard	1		▤
☐	0909003986	📄	N	Canceled	08/03/2009	01/12/2010	0000000830	Jerry Spivey	Standard	1		▤

☑ Select All   ☐ Clear All

Action:

| Approve | Unapprove | Cancel | Close |

| Dispatch | Preview | Budget Check |

Go To: Set filter options   Process Request Options
Process Monitor   View Processing Results

| Save |

| Notify | | Refresh |

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.

List of Purchase Orders

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑	0909004061	📄	N	Canceled	08/26/2009	09/24/2009	0000284253	Jerry Spivey	Standard	1		▤
☑	0909004073	📄	N	Canceled	08/31/2009	09/21/2009	0000298173	Jerry Spivey	Standard	1		▤
☑	0909004105	📄	N	Canceled	09/24/2009	09/25/2009	0000013092	Kim Charbeneau (090)	Standard	1		▤
☑	0909004138	📄	N	Canceled	10/08/2009	10/08/2009	0000071340	Kim Charbeneau (090)	Standard	1		▤
☑	0909004150	📄	N	Canceled	10/14/2009	10/14/2009	0000014268	Kim Charbeneau (090)	Standard	1		▤
☑	0909004179	📄	N	Canceled	10/30/2009	11/13/2009	0000072751	Jennifer McCaulla (090)	Standard	1		▤

Detail | Other

7-12 of 1035 | View 100

☑ Select All   ☐ Clear All

Action:

Approve	Unapprove	Cancel	Close
Dispatch	Preview	Budget Check	

Go To: Set filter options   Process Request Options
Process Monitor   View Processing Results

Save

Click the **Close** button.

Buyer's WorkBench
Processing Results

| Business Unit | 09000 | | WorkBench ID | CLOSE_PO |
| Description | CLOSE PO |

Select POs for Further Processing

Accounting Date for Action   10/01/2024 📅
☐ Update Budget Date Equal to Accounting Date

Not Qualified

	PO ID	Log
☐		🗒

1-1 of 1 | View All

Qualified

PO ID	Line	Sched	Distrib Line	
0909004061				➖
0909004073				➖

1-2 of 6 | View All

☑ Select All   ☐ Clear All

Proceed: Yes   No   Return to Buyer's WorkBench

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

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

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Continue to Close POs. (10224,10)

Yes	No

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

NOTE: The PO is now being closed.

List of Purchase Orders

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑	0909004179	🗎	N	Complete	10/30/2009	10/01/2024	0000072751	Jennifer McCaulla (090)	Standard	1		🗎
☑	0909004150	🗎	N	Complete	10/14/2009	10/01/2024	0000014268	Kim Charbeneau (090)	Standard	1		🗎
☑	0909004073	🗎	N	Complete	08/31/2009	10/01/2024	0000298173	Jerry Spivey	Standard	1		🗎
☑	0909004105	🗎	N	Complete	09/24/2009	10/01/2024	0000013092	Kim Charbeneau (090)	Standard	1		🗎
☑	0909004138	🗎	N	Complete	10/08/2009	10/01/2024	0000071340	Kim Charbeneau (090)	Standard	1		🗎
☑	0909004061	🗎	N	Complete	08/26/2009	10/01/2024	0000284253	Jerry Spivey	Standard	1		🗎

☑ Select All   ☐ Clear All

Action:	Approve	Unapprove	Cancel	Close
	Dispatch	Preview	Budget Check	

Go To: Set filter options   Process Request Options
          Process Monitor   View Processing Results

Save

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.

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	Purchase Order	Doc Status	Hold	PO Status	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
☑	0909004179	📄	N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	🖨	✏
☑	0909004150	📄	N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	🖨	✏
☑	0909004073	📄	N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	🖨	✏
☑	0909004105	📄	N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	🖨	✏
☑	0909004138	📄	N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	🖨	✏
☑	0909004061	📄	N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	🖨	✏

List of Purchase Orders

1-6 of 1035 | View 100

☑ Select All   ☐ Clear All

Action: Approve   Unapprove   Cancel   Close
Dispatch   Preview   Budget Check

Go To: Set filter options   Process Request Options
Process Monitor   View Processing Results

Save

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.

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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.

Document Status Purchase Order

Business Unit	09000	PO ID	0909023459
Document Date	10/02/2024	Status	Dispatched
Currency	USD	Document Type	Purchase Order
Buyer	Bosten Benn	Merchandise Amt	200.00
		Budget Status	Valid

Requisitions   Sourcing Events   Procurement Contracts   Purchase Orders   Service Work Orders   **Receipts(1)**   Returns   **Vouchers(1)**   Payments

Show All

Associated Document

1-2 of 2 | View All

| Documents | Related Info |

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼Actions	09000	Receipt	0000002300	Received	10/02/2024	0000067919	0030	📄
▼Actions	09000	Voucher	00199611	Posted	10/02/2024	0000067919	0030	📄

Return to Search

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.

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Voucher Document Status

Business Unit	09000	Voucher ID	00199611
Invoice ID	TST_INV_131_02	Invoice Date	10/02/2024
Gross Amount	200.00 USD	Approval Status	Approved
Supplier ID	0000067919 ▼Actions STAPLES IN-001	Document Type	Voucher
Location	0030	Status	Posted

Document Tolerance Status	Valid
Budget Misc Status	Valid
Budget Status	Valid
Match Status	Matched

Requisitions — Sourcing Events — Procurement Contracts — **Purchase Orders(1)** — Service Work Orders — **Receipts(1)** — Returns — Vouchers — Payments

[Show All]

Associated Document

1-2 of 2 | View All

Documents | Related Info

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼Actions	09000	Purchase Order	0909023459	Dispatched	10/02/2024	0000067919	0030	📄
▼Actions	09000	Receipt	0000002300	Received	10/02/2024	0000067919	0030	📄

[Return to Search]   [Refresh]

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 **<u>Receiving</u>** Icon.

To go to the Maintain Distributions page, **click** the **<u>Maintain Distribution</u>** Icon.

Click the **<u>More Details</u>** Tab.

Buyer's WorkBench
Purchase Order Schedules

Business Unit   09000   WorkBench ID   CLOSE_PO

Description   CLOSE PO

PO Number   0909023459

Line   1

Select POs for Further Processing

List of Purchase Order Schedules

1-1 of 1   View All

	Schedules	More Details				
	Sched	**Status**	**Base Amount**	**Base Currency**	**Matching**	**Match Status PO**
☑	1	Active	200.00	USD	Full Match	Matched

☑ Select All   ☐ Clear All

Return to Purchase Order Lines

[Notify]   [Refresh]

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

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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.

Buyer's WorkBench

Purchase Order Lines

Business Unit 09000 WorkBench ID CLOSE_PO

Description CLOSE PO

Purchase Order 0909023459

Select POs for Further Processing

List of Purchase Order Lines

|☰| |🔍| | | | | | |◁| |◁| |1-1 of 1 ⌄| |▷| |▷▷| | | View All |

| Details | Contract Info | ‖▷ | | | | | | |

	Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
☑	1	Approved	1000013634	OFFICE SUPPLIES: General desk/office supplies	45469	Y		

☑ Select All   ☐ Clear All

Return to Buyer's WorkBench

| Notify | | Refresh |

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

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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.

Buyer's WorkBench
Purchase Order Logs

Business Unit   09000   WorkBench ID   CLOSE_PO

Description

PO Number   0909023122

Log

1-2 of 2 ⌄ | View All

Line	Sched	Dist	Message Text
1	1		The Purchase Order may not be closed because it has not been fully Matched.
1	1		PO Line has remaining amounts/quantities to release back to the contract.

Return

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.

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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.

Buyer's WorkBench
Processing Results

Business Unit	09000
Description	CLOSE PO

WorkBench ID CLOSE_PO

Select POs for Further Processing

Accounting Date for Action 10/02/2024

☐ Update Budget Date Equal to Accounting Date

Not Qualified

1-8 of 8 ▾ | View 2

	PO ID	Log
☐	0909023124	
☐	0909023126	
☐	0909023127	
☐	0909023129	
☐	0909023130	
☐	0909023141	
☐	0909023142	
☐	0909023143	

☑ Select All   ☐ Clear All

Qualified

1-6 of 6 ▾ | View 2

PO ID	Line	Sched	Distrib Line	
0909023123				−
0909023125				−
0909023128				−
0909023133				−
0909023140				−
0909023122				−

Proceed: [Yes]   [No]   Return to Buyer's WorkBench

[Notify]   [Refresh]

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.

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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

PO Budget Check 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

Run Control ID [begins with ⌄] [BUDGET_CHECK]

☐ Case Sensitive

[Search] [Clear]   Basic Search   Save Search Criteria

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

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Budget Check Purchase Order

Run Control ID   BUDGET_CHECK   Report Manager   Process Monitor   [Run]

Budget Check Request   🔍 | ◁ ◀ 1 of 1 ▼ ▶ ▷ | View All

[+] [−]

Process Frequency
○ Once   ◉ Always   ○ Don't Run

Request Number 1   *Description [BUDGET CHECK PO]

Process Options

*Business Unit	[Value ▼]	Business Unit	[09000 🔍]
PO ID	[All ▼]		
PO Date	[All ▼]		
Actg Date	[All ▼]		
PO Type	[All ▼]		
Buyer ID	[All ▼]		
Origin	[All ▼]		

PO Status [Some ▼]   ☐ Approved   ☐ Dispatched   ☐ Open
                        ☑ Complete   ☐ Initial   ☐ Denied
                        ☐ Canceled   ☐ Pending Approval   ☐ Pending Cancel

Mid Roll Status [All ▼]

[Save] [Notify]   [Add] [Update/Display]

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.

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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

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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.

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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

Buyer's WorkBench

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 = ▾   09000 🔍

WorkBench ID begins with ▾   CLOSE_PO

Description begins with ▾

☐ Case Sensitive

[Search] [Clear] Basic Search ▣ Save Search Criteria

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.

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Buyer's WorkBench
 Filter Options

Business Unit   09000   WorkBench ID   CLOSE_PO

Description   CLOSE PO

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

Purchase Order	⌕	To	⌕
PO Date	📅	To	📅
Activity Date	📅	To	📅
Due Date	📅	To	📅
Request BU	⌕	Requisition ID	⌕
Supplier ID	⌕		
Item ID	⌕		
Buyer	⌕		
Contract SetID	⌕		
Contract ID	⌕	Contract Version	⌕
Release Number	⌕		
GPO ID	⌕		
GPO Contract			

Status
☐ Open   ☐ Pending Appr   ☐ Approved   ☐ Denied
☑ Dispatched   ☐ Cancelled   ☐ Include Closed
Receiving

Recv Reqd   Optional ⌄

◉ All   ○ Not Received   ○ Partially Received   ○ Fully Received
Matching
☐ Required   ☐ Not Required
◉ All   ○ None   ○ Partial Match   ○ Fully Matched
Encumbrance
☐ Open Encumbrances

ChartFields

| 🔲 | ⌕ | | | | | | | | | K ◂ 1-1 of 1 ⌄ ▸ ▸| View All |

Chartfields ‖▸

GL Unit	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	
⌕	⌕	⌕	⌕	⌕	⌕	⌕	⌕	⌕	⌕	

[**Search**]   Return to Buyer's WorkBench

[Notify]   [Refresh]

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.

Buyer's WorkBench

Purchase Order Lines

Business Unit	09000
Description	CLOSE PO
Purchase Order	0909022366

WorkBench ID CLOSE_PO

Select POs for Further Processing

List of Purchase Order Lines

| Details | Contract Info |

	Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
☑	1	Approved		2023 Ford F150 Crew 4X4 (6)	56489	Y		
☐	2	Approved		Fiberglass Camper Shell with Shelving	56489	Y		

☑ Select All   ☐ Clear All

Return to Buyer's WorkBench

| Notify | Refresh |

Click **Return to Buyer's WorkBench** link.

Buyer's WorkBench

Business Unit   09000   WorkBench ID   CLOSE_PO
*Description   CLOSE PO

Select POs for Further Processing

List of Purchase Orders

| | | | | | 1-1 of 1 | | | View All |

Detail   Other

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑	0909022366	📄	N	Dispatched	07/26/2023	11/07/2023	0000075466	Holly C Williams	Standard			▤

☑ Select All   ☐ Clear All

Action: Approve   Unapprove   Cancel   Close

         Dispatch   Preview   Budget Check

Go To: Set filter options   Process Request Options
         Process Monitor   View Processing Results

         Save

Notify   Refresh

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.

Buyer's WorkBench

Business Unit 09000   WorkBench ID CLOSE_PO
*Description CLOSE PO

Select POs for Further Processing

List of Purchase Orders

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑	0909022366	📄	N	Dispatched	07/26/2023	11/07/2023	0000075466	Holly C Williams	Standard			☰

☑ Select All   ☐ Clear All

Action:	Approve	Unapprove	Cancel	Close
	Dispatch	Preview	Budget Check	

Go To: Set filter options   Process Request Options
Process Monitor   View Processing Results

Save

Notify   Refresh

Click the Lines Icon located to the right.

Buyer's WorkBench

Purchase Order Lines

Business Unit 09000
Description CLOSE PO
Purchase Order 0909022366

Select POs for Further Processing

List of Purchase Order Lines

Details   Contract Info

	Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
☑	1	Closed		2023 Ford F150 Crew 4X4 (6)	56489	Y		
☐	2	Approved		Fiberglass Camper Shell with Shelving	56489	Y		

☑ Select All   ☐ Clear All

Return to Buyer's WorkBench

Notify   Refresh

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

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