

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	2/01/2006	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
3.0	04/23/2026	Version 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.

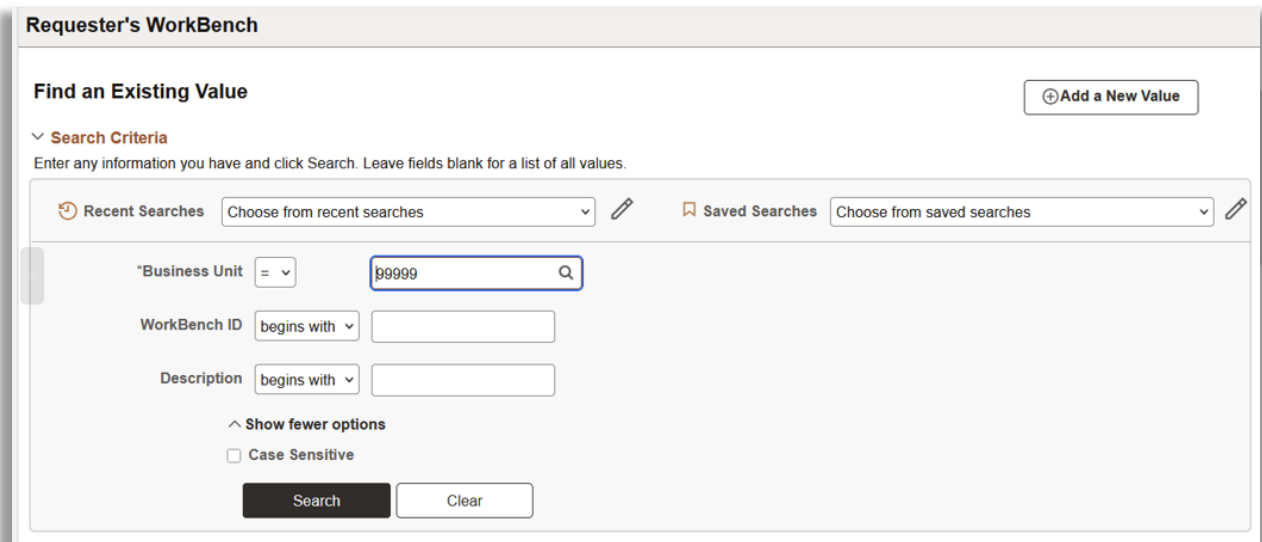
If the Requisition is associated with a Purchase Order, the Purchase Order will need to be closed first. If the Purchase Order is not finalized any available encumbrance will be reinstated on the Requisition (pre-encumbrance). This is not a problem, as long as you intend to close the Requisition.

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*



The screenshot shows the 'Requester's WorkBench' interface. At the top, there is a title bar 'Requester's WorkBench' and a button 'Add a New Value'. Below this is a section titled 'Find an Existing Value' with a sub-section 'Search Criteria'. A note says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two dropdown menus for 'Recent Searches' and 'Saved Searches', both containing the text 'Choose from recent searches' and 'Choose from saved searches' respectively. Below these are three search criteria: '*Business Unit' with a dropdown set to '=' and a text input field containing 'p9999'; 'WorkBench ID' with a dropdown set to 'begins with' and an empty text input field; and 'Description' with a dropdown set to 'begins with' and an empty text input field. There is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons.

Enter the Business Unit, WorkBench ID, and **select** 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

Requester's Workbench

Filter Options

Business Unit 09000 WorkBench ID CLOSE1

Description

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

Search Criteria

Requisition <input type="text" value="0900019670"/>	To <input type="text"/>
Requisition Name <input type="text"/>	Until <input type="text"/>
Req Date <input type="text"/>	To <input type="text"/>
Activity Date <input type="text"/>	To <input type="text"/>
Due Date <input type="text"/>	
Supplier ID <input type="text"/>	
Item ID <input type="text"/>	
Requester <input type="text"/>	

Status

<input type="checkbox"/> Open	<input type="checkbox"/> Approved	<input type="checkbox"/> Lines Approved
<input type="checkbox"/> Pending Appr	<input type="checkbox"/> Canceled	<input type="checkbox"/> Denied

Sourcing

Partially or Fully Sourced

Encumbrance

Open Pre-encumbrances

ChartFields

Chartfields
1-1 of 1 | View All

GL Unit	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 [Return to Requester's Workbench](#)

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, **select** the **Search** button located in the bottom left-hand corner of the page.



Requester's Workbench

Processing Results

Business Unit 09000 WorkBench ID CLOSE1
 Description CLOSE REQ

Select Reqs for Further Processing

Accounting Date for Action 10/02/2024

Update Budget Date Equal to Accounting Date

Not Qualified

1-1 of 1 | View All

	Requisition ID	Log
<input type="checkbox"/>		

Select All Clear All

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

Qualified

1-1 of 1 | View All

Requisition ID	Line	Sched	Distrib Line	
0900019670				<input type="button" value="-"/>

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

Continue to Close Reqs (10109,5)

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

NOTE: The Requisition is now being closed.

Requester's Workbench

Business Unit 09000 WorkBench ID CLOSE1

*Description

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
<input checked="" type="checkbox"/> 0900019670		N	Complete	Not Chk'd	10/01/2024	10/02/2024	Bosten Benn		

Select All Clear All

Action:

Go To:

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

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

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

Budget Check Requisition

Run Control ID: BUDGET_CHECK Report Manager Process Monitor

Process Request 1 of 1 View All

Process Frequency Process Once Always Process Don't Run

Request Number: 1 *Description: Budget Check Req

Process Options

*Business Unit: Value Business Unit: 09000

Req ID: Value Req ID: 0900019670

Req Date: All

Actg Date: All

Requester ID: All Requester ID's

Origin: All Origins

REQ Status: Some Values

Initial Open Approved Denied

Pending Complete Cancel

Description: Enter a description.

Process Frequency: These buttons will define whether the process will be run when the **Run** button is selected. 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 **select the Complete** checkbox.

select the Run button.



Process Scheduler Request

Help

User ID **BBENN06** Run Control ID **BUDGET_CHECK**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PV_FS_BP	PV_FS_BP	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

Ensure the **PV_FS_BP** process is selected on this page.
 Select the **OK** button to initiate the process.

Budget Check Requisition

Run Control ID **BUDGET_CHECK** Report Manager Process Monitor

Process Instance: 29688777

Process Request | | | | 1 of 1 |

Process Frequency

Process Once Always Process Don't Run

Request Number **1** *Description

Process Options

*Business Unit Business Unit

Req ID Req ID

Req Date

Actg Date

Requester ID

Origin

REQ Status

Initial Open Approved Denied

Pending Complete Cancel

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

Process List
Server List

View Process Request For

User ID

Type Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh [Report Manager](#)

▼ Process List

1-9 of 9 View All

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

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

Select the **Details** link.



Process Detail

[Help](#)

Process

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

Run

Run Control ID	BUDGET_CHECK
Location	Server
Server	PSUNX
Recurrence	

Update Process

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

Date/Time

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

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)
- [View Locks](#)

Select the [Message Log](#) Link.

Message Log			
			Help
Process			
Instance:	29688777	Type:	Application Engine
Name:	PV_FS_BP	Description:	PV_FS_BP
<input type="checkbox"/> <input type="checkbox"/>		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	DEFINITION	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 **select** 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

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

All Not Received Partially Received Fully Received

Matching

Required Not Required Partial Match Fully Matched

All

None

Encumbrance

Open Encumbrances

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[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.

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, **select** the Search button.



Edit the PO

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

Maintain Purchase Order

Purchase Order

Business Unit 09000 PO ID 0909023458 PO Status Dispatched Budget Status Valid

Copy From [Dropdown] PO Date 10/01/2024 Supplier Search

*Supplier STAPLES IN-001 Supplier Details

*Supplier ID 0000067919 STAPLES INC

*Buyer BBENN06 Bosten Benn

PO Reference [Text Field]

Header Details PO Defaults **PO Activities** Requisitions Actions

Activity Summary Add Comments Add Ship To Comments Document Status

Doc Tol Status Valid Backorder Status Not Backordered Create BackOrder

Receipt Status Received Priority Medium *Dispatch Method Print Dispatch

Amount Summary

Merchandise	200.00
Freight/Tax/Misc.	0.00
Total Amount	200.00 USD

Encumbrance Balance Not Available USD

Select Lines To Display Search for Lines Line [Text] To [Text] Retrieve

Add Items From Catalog Purchasing Kit Item Search

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/office supplies	2.0000	EA	44121600	100.00000	200.00	Approved

View Printable Version View Approvals Close Short All Lines *Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

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

Purchase Order Activities

Business Unit 09000 PO ID 0909023458 Supplier STAPLES IN-001

Activities

Done	*Due Date	SeqNum	*Comments
<input type="checkbox"/>	[Date Picker]	[Text Field]	[Text Field]

OK Cancel Refresh

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

Purchase Order Activities

Help

Business Unit 09000 PO ID 0909023458 Supplier STAPLES IN-001

Activities

1-1 of 1

Done	*Due Date	SeqNum	*Comments
<input type="checkbox"/>	10/01/2024		Close PO to complete the process.

OK Cancel Refresh

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

Maintain Purchase Order

Purchase Order

Business Unit 09000 PO ID 0909023458 PO Status Dispatched Budget Status Valid

Copy From [v]

Header

*PO Date 10/01/2024 Supplier Search Doc Tol Status Valid

*Supplier STAPLES IN-001 Supplier Details Backorder Status Not Backordered Create BackOrder

*Supplier ID 0000067919 STAPLES INC Receipt Status Received

*Buyer BBENN06 Bosten Benn Priority Medium

PO Reference [v] *Dispatch Method Print Dispatch

Header Details Activity Summary

PO Defaults Add Comments

Requisitions Add Ship To Comments

Actions Document Status

Amount Summary

Merchandise 200.00 Calculate

Freight/Tax/Misc. 0.00

Total Amount 200.00 USD

Encumbrance Balance Not Available USD

Select Lines To Display

Search for Lines Line [v] To [v] Retrieve

Lines

Details Flags Ship To/Due Date Statuses Item Information Attributes BFQ Contract Receiving [v]

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/office supplies	2.0000	EA	44121600	100.00000	200.00	Approved

View Printable Version View Approvals Close Short All Lines *Go to [v] More ...

Save Return to Search Notify Refresh Add Update/Display

Select 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

Buyer's WorkBench

Business Unit 09000 WorkBench ID PO_RECON
 *Description Close PO

Select POs for Further Processing

List of Purchase Orders

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?
<input checked="" type="checkbox"/> 0909023458		N	Dispatched		Fully Received	Not Backordered	Valid	Valid Budget Check	Valid		

Select All Clear All

Action:

Go To:

Select the **Close** button.

Buyer's WorkBench

Processing Results

Business Unit 09000 WorkBench ID PO_RECON
 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
<input type="checkbox"/>	

Select All Clear All

Qualified

PO ID	Line	Sched	Distrib Line
0909023458			

Proceed: [Return to Buyer's WorkBench](#)

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

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

Continue to Close POs. (10224,10)

To continue **select** 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

Detail Other

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909023458		N	Complete	10/01/2024	10/01/2024	0000067919	Bosten Benn	Standard			

Select All Clear All

Action:

Go To:

The status will change from Dispatched to Complete. **Select 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

Detail Other

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?
<input checked="" type="checkbox"/> 0909023458		N	Complete		Fully Received	Not Backordered	Not Chkd	Valid Budget Check	Valid		

Select All Clear All

Action:

Go To:

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*

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 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

Buyer's WorkBench

Filter Options

Business Unit 09000 WorkBench ID CLOSE PO

Description Close PO No Actvy

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

Search Criteria

Purchase Order To

PO Date To

Activity Date To 09/30/2014

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

All Not Received Partially Received Fully Received

Matching

Required Not Required Partial Match Fully Matched

All None

Encumbrance

Open Encumbrances

ChartFields

1-1 of 1 View All

GL Unit	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	F
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

[Return to Buyer's WorkBench](#)

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 **select** the **Search** button.

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

NOTE: Be sure to clear unwanted criteria.

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

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

1-6 of 1035 | View 100

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

Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#)
[Process Monitor](#) [View Processing Results](#)

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, **select** the check box located to the left of the Purchase Order or to select all Purchase Orders, **select** 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 **selecting** the checkbox for each line.

List of Purchase Orders

7-12 of 1035 | View 100

Detail Other

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

Select All Clear All

Action:

Go To:

Select 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

1-1 of 1 | View All

PO ID	Log
<input type="checkbox"/>	

Select All Clear All

Qualified

1-2 of 6 | View All

PO ID	Line	Sched	Distrib Line
0909004061			<input type="button" value="-"/>
0909004073			<input type="button" value="-"/>

Proceed: [Return to Buyer's WorkBench](#)

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

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

Continue to Close POs. (10224,10)

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

NOTE: The PO is now being closed.

List of Purchase Orders

1-6 of 1035 | View 100

Detail Other

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

Select All Clear All

Action:

Go To:

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

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

List of Purchase Orders

1-6 of 1035 | View 100

Detail Other

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?
<input checked="" type="checkbox"/> 0909004179		N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid		
<input checked="" type="checkbox"/> 0909004150		N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid		
<input checked="" type="checkbox"/> 0909004073		N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid		
<input checked="" type="checkbox"/> 0909004105		N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid		
<input checked="" type="checkbox"/> 0909004138		N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid		
<input checked="" type="checkbox"/> 0909004061		N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid		

Select All Clear All

Action:

Go To:

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

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
<input type="checkbox"/> 0909023459		N	Dispatched	10/02/2024	10/02/2024	0000067919	Bosten Benn	Standard			

Select All Clear All

Action:

Go To:

To review the Purchase Order's associated documents, **select** 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

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

Select the [View All](#) link, if available, to view all documents at one time. To review the documents associated with the Purchase Order, select the **Go To Document Status** Icon located to the right of the document line.

Voucher Document Status

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

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

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

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
<input type="checkbox"/> 0909023459		N	Dispatched	10/02/2024	10/02/2024	0000067919	Bosten Benn	Standard			

Select All Clear All

Action:

Go To:

Set filter options Process Request Options
 Process Monitor View Processing Results

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

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

Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
<input checked="" type="checkbox"/> 1	Approved	1000013634	OFFICE SUPPLIES: General desk/office supplies	45469	Y		

Select All Clear All

[Return to Buyer's WorkBench](#)

Be sure to **select** 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.

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

Select All Clear All

[Return to Purchase Order Lines](#)

Sched	Status	Due Date	PO Qty	Close PO Under Percent Tot	Receiving	Merchandise Amt	Currency	Maintain Distributions
<input checked="" type="checkbox"/> 1	Active	10/02/2024	2.0000			200.00	USD	

To review receivers, **select** the **Receiving** icon.

To go to the Maintain Distributions page, **select** the **Maintain Distribution** icon.

Select the **More Details** 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

Select All Clear All

[Return to Purchase Order Lines](#)

Sched	Status	Base Amount	Base Currency	Matching	Match Status PO
<input checked="" type="checkbox"/> 1	Active	200.00	USD	Full Match	Matched

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.

Buyer's WorkBench
Purchase Order Distributions

Business Unit 09000 WorkBench ID CLOSE_PO
 Description CLOSE PO
 PO Number 0909023459
 Line 1 Sched 1

Select POs for Further Processing

List of Purchase Order Distributions

Distributions More Details Requisition ||>

Dist	Status	PO Qty	Merchandise Amt	Currency	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
1	Open	2.0000	200.00	USD	09000	536130	01	1000	20000	1000001	25

Select All Clear All
[Return to Purchase Order Schedules](#)

Select the [Return to Purchase Order Schedules](#) link to return to the schedule page.

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	Due Date	PO Qty	Close PO Under Percent Tol	Receiving	Merchandise Amt	Currency	Maintain Distributions
<input checked="" type="checkbox"/> 1	Active	10/02/2024	2.0000		<input type="checkbox"/>	200.00	USD	<input type="checkbox"/>

Select All Clear All
[Return to Purchase Order Lines](#)

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

 ||>

	Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
<input checked="" type="checkbox"/>	1	Approved	1000013634	OFFICE SUPPLIES: General desk/office supplies	45469	Y		

Select All Clear All

[Return to Buyer's WorkBench](#)

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 selected from the Buyer's workbench.

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

Buyer's WorkBench
Processing Results

Business Unit 09000 WorkBench ID CLOSE_PO
 Description CLOSE PO

Select POs for Further Processing

Not Qualified

PO ID	Log

Qualified

PO ID	Line	Sched	Distrib Line

Proceed: [Return to Buyer's WorkBench](#)

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

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

Buyer's WorkBench

Processing Results

Business Unit 09000 WorkBench ID CLOSE_PO
 Description CLOSE PO

Select POs for Further Processing

Accounting Date for Action 10/02/2024
 Update Budget Date Equal to Accounting Date

Not Qualified

	PO ID	Log
<input type="checkbox"/>	0909023122	
<input type="checkbox"/>	0909023124	
<input type="checkbox"/>	0909023126	
<input type="checkbox"/>	0909023127	
<input type="checkbox"/>	0909023129	
<input type="checkbox"/>	0909023130	
<input type="checkbox"/>	0909023141	
<input type="checkbox"/>	0909023142	
<input type="checkbox"/>	0909023143	

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

Qualified

PO ID	Line	Sched	Distrib Line	
0909023123				<input type="button" value="-"/>
0909023125				<input type="button" value="-"/>
0909023128				<input type="button" value="-"/>
0909023133				<input type="button" value="-"/>
0909023140				<input type="button" value="-"/>

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.


Select 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.

Select the **Return** button.



Override Not Qualified PO

Buyer's WorkBench

Processing Results

Business Unit 09000 WorkBench ID CLOSE_PO
Description CLOSE PO

Select POs for Further Processing

Accounting Date for Action 10/02/2024

Update Budget Date Equal to Accounting Date

Not Qualified

1-9 of 9 | View 2

	PO ID	Log
<input type="checkbox"/>	0909023122	
<input type="checkbox"/>	0909023124	
<input type="checkbox"/>	0909023126	
<input type="checkbox"/>	0909023127	
<input type="checkbox"/>	0909023129	
<input type="checkbox"/>	0909023130	
<input type="checkbox"/>	0909023141	
<input type="checkbox"/>	0909023142	
<input type="checkbox"/>	0909023143	

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

Qualified

1-5 of 5 | View 2

PO ID	Line	Sched	Distrib Line	
0909023123				<input type="button" value="-"/>
0909023125				<input type="button" value="-"/>
0909023128				<input type="button" value="-"/>
0909023133				<input type="button" value="-"/>
0909023140				<input type="button" value="-"/>

The PO can be moved from the **Not Qualified** column to **Qualified** column by **selecting** 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 WorkBench ID CLOSE_PO
 Description CLOSE PO

Select POs for Further Processing

Accounting Date for Action 10/02/2024
 Update Budget Date Equal to Accounting Date

Not Qualified

	PO ID	Log
<input type="checkbox"/>	0909023124	
<input type="checkbox"/>	0909023126	
<input type="checkbox"/>	0909023127	
<input type="checkbox"/>	0909023129	
<input type="checkbox"/>	0909023130	
<input type="checkbox"/>	0909023141	
<input type="checkbox"/>	0909023142	
<input type="checkbox"/>	0909023143	

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

Qualified

PO ID	Line	Sched	Distrib Line	
0909023123				<input type="button" value="-"/>
0909023125				<input type="button" value="-"/>
0909023128				<input type="button" value="-"/>
0909023133				<input type="button" value="-"/>
0909023140				<input type="button" value="-"/>
0909023122				<input type="button" value="-"/>

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

Buyer's WorkBench

Processing Results

Business Unit 09000 WorkBench ID CLOSE_PO
Description CLOSE PO

Select POs for Further Processing

Accounting Date for Action 10/02/2024
 Update Budget Date Equal to Accounting Date

Not Qualified

	PO ID	Log
<input type="checkbox"/>	0909023124	
<input type="checkbox"/>	0909023126	
<input type="checkbox"/>	0909023127	
<input type="checkbox"/>	0909023129	
<input type="checkbox"/>	0909023130	
<input type="checkbox"/>	0909023141	
<input type="checkbox"/>	0909023142	
<input type="checkbox"/>	0909023143	

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

Qualified

PO ID	Line	Sched	Distrib Line	
0909023123				<input type="button" value="-"/>
0909023125				<input type="button" value="-"/>
0909023128				<input type="button" value="-"/>
0909023133				<input type="button" value="-"/>
0909023140				<input type="button" value="-"/>
0909023122				<input type="button" value="-"/>

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

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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



Budget Check Purchase Order

Run Control ID LVCL Report Manager Process Monitor

Budget Check Request | < > 1 of 1 | View All

Process Frequency

Once Always Don't Run

Request Number 1 *Description

Process Options

*Business Unit	Value	Business Unit	99999
PO ID	All		
PO Date	All		
Actg Date	All		
PO Type	All		
Buyer ID	All		
Origin	All		
PO Status	All		
Mid Roll Status	All		

Process Frequency – These buttons define whether the process will run when the Run button is selected. 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.

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

Select the **Save** button.

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



Process Scheduler Request

User ID **BBENN06** Run Control ID **BUDGET_CHECK**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

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

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

Select the **OK** button to initiate the Budget Check Request.

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

Budget Check Purchase Order

Run Control ID **BUDGET_CHECK** [Report Manager](#) [Process Monitor](#)

Process Instance: 29688775

Budget Check Request | | | | 1 of 1 |

Process Frequency
 Once Always Don't Run

Request Number **1** *Description

Process Options

*Business Unit Business Unit

PO ID

PO Date

Actg Date

PO Type

Buyer ID

Origin

PO Status Approved Complete Canceled Dispatched Initial Pending Approval Open Denied Pending Cancel

Mid Roll Status

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



Process List | Server List

View Process Request For

User ID: 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
<input type="checkbox"/>	29688775		Application Engine	FS_BP	BBENN06	10/02/2024 3:30:44PM CDT	Success	Posted	Details	▼ Actions

Use the Refresh button to update the Run Status until the process is complete.
 When the job is complete, **select** the **Details** Link.

Process Detail [X] Help

Process

Instance: 29688775 Type: Application Engine
 Name: FS_BP Description: Comm. Cntrl. Budget Processor
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: BUDGET_CHECK
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

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

Date/Time

Request Created On: 10/02/2024 3:31:00PM CDT
 Run Anytime After: 10/02/2024 3:30:44PM CDT
 Began Process At: 10/02/2024 3:31:15PM CDT
 Ended Process At: 10/02/2024 3:31:30PM CDT

Actions

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

OK Cancel

Select 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

Severity	Log Time	Message Text	Explain
10	3:31:17PM	Commitment Control Budget Processing has begun.	<input type="button" value="Explain"/>
10	3:31:17PM	Begin request number 1 for User ID "BBENN06" and Run Control ID "BUDGET_CHECK".	<input type="button" value="Explain"/>
10	3:31:22PM	No documents were selected to process for request number 1.	<input type="button" value="Explain"/>
10	3:31:23PM	Request 1 for "BBENN06" / "BUDGET_CHECK" completed successfully.	<input type="button" value="Explain"/>
10	3:31:23PM	Request 1 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	<input type="button" value="Explain"/>
10	3:31:23PM	Begin request number 2 for User ID "BBENN06" and Run Control ID "BUDGET_CHECK".	<input type="button" value="Explain"/>
10	3:31:25PM	No documents were selected to process for request number 2.	<input type="button" value="Explain"/>
10	3:31:25PM	Request 2 for "BBENN06" / "BUDGET_CHECK" completed successfully.	<input type="button" value="Explain"/>
10	3:31:25PM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	<input type="button" value="Explain"/>
10	3:31:29PM	Commitment Control Budget Processing Complete.	<input type="button" value="Explain"/>
10	3:31:30PM	Report Repository URL is: https://soklf-tst.opc.oracleoutsourcing.com/SchedulerTransfer/SOKLFTST (63,68)	<input type="button" value="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)	<input type="button" value="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)	<input type="button" value="Explain"/>
10	3:31:31PM	File transfer successful. Success (63,52)	<input type="button" value="Explain"/>
10	3:31:31PM	Successful Http Reply Code: 200 - OK (63,57)	<input type="button" value="Explain"/>
10	3:31:31PM	Published message with ID 4ee9f3d2-80fd-11ef-ad7e-55a1061362b1 to create entry in folder GENERAL.	<input type="button" value="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	DEFINITION	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)	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	Yes



MESSAGE	DEFINITION	RESOLUTION	OVERRIDE
	<p>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.</p>	<p>On #1 you may want to process a Change Order.</p> <p>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.</p>	
<p>The Purchase Order’s Activity Date is greater than the Calculate PO Close Date.</p>			<p>Yes</p>
<p>Cannot close PO with unchecked or error budget status on header.</p>	<p>The PO is in an error status.</p>	<p>The PO is in an error status and must be fixed before the system will close it.</p>	<p>No, if it is in an error status.</p>



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 Q

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 **select** 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.



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	<input type="text"/>	To	<input type="text"/>
PO Date	<input type="text"/>	To	<input type="text"/>
Activity Date	<input type="text"/>	To	<input type="text"/>
Due Date	<input type="text"/>	To	<input type="text"/>
Request BU	<input type="text"/>	Requisition ID	<input type="text"/>
Supplier ID	<input type="text"/>		
Item ID	<input type="text"/>	Contract Version	<input type="text"/>
Buyer	<input type="text"/>		
Contract SetID	<input type="text"/>		
Contract ID	<input type="text"/>		
Release Number	<input type="text"/>		
GPO ID	<input type="text"/>		
GPO Contract	<input type="text"/>		

Status

<input type="checkbox"/> Open	<input type="checkbox"/> Pending Appr	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Dispatched	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Include Closed	

Receiving

Recv Reqd

<input type="radio"/> Not Received	<input type="radio"/> Partially Received	<input type="radio"/> Fully Received
<input type="radio"/> Partial Match	<input type="radio"/> Fully Matched	

Matching

<input type="checkbox"/> Required	<input type="checkbox"/> Not Required
<input checked="" type="radio"/> All	<input type="radio"/> None

Encumbrance

Open Encumbrances

ChartFields

GL Unit	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	F
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

 [Return to Buyer's WorkBench](#)

Enter selection criteria for the Purchase Order(s) with lines needing to be closed and **select** the **Search** 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
<input checked="" type="checkbox"/> 0909022366		N	Dispatched	07/26/2023	11/07/2023	0000075466	Holly C Williams	Standard			

Select All Clear All

Action:

Go To:

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

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

Buyer's WorkBench

Purchase Order Lines

Business Unit 09000 WorkBench ID CLOSE_PO
 Description CLOSE PO
 Purchase Order 0909022366

Select POs for Further Processing

List of Purchase Order Lines

Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
<input checked="" type="checkbox"/> 1	Approved		2023 Ford F150 Crew 4X4 (6)	56489	Y		
<input checked="" type="checkbox"/> 2	Approved		Fiberglass Camper Shell with Shelving	56489	Y		

Select All Clear All

[Return to Buyer's WorkBench](#)

Select 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 WorkBench ID CLOSE_PO
 Description CLOSE PO
 Purchase Order 0909022366

Select POs for Further Processing

List of Purchase Order Lines

1-2 of 2 View 1

Details Contract Info

Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
<input checked="" type="checkbox"/> 1	Approved		2023 Ford F150 Crew 4X4 (6)	56489	Y		
<input type="checkbox"/> 2	Approved		Fiberglass Camper Shell with Shelving	56489	Y		

Select All Clear All

[Return to Buyer's WorkBench](#)

Notify Refresh

Select [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
<input checked="" type="checkbox"/> 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

Select 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 10/02/2024
 Update Budget Date Equal to Accounting Date

Not Qualified

PO ID	Log
<input type="checkbox"/>	

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

Qualified

PO ID	Line	Sched	Distrib Line
0909022366	1		

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, **select** the **View All** link.

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

Continue to Close POs. (10224,10)

Select 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
<input checked="" type="checkbox"/> 0909022366		N	Dispatched	07/26/2023	11/07/2023	0000075466	Holly C Williams	Standard			

Select All Clear All

Action:

Go To:

Select the Lines Icon located to the right.

Buyer's WorkBench

Purchase Order Lines

Business Unit 09000 WorkBench ID CLOSE_PO
 Description CLOSE PO
 Purchase Order 0909022366

Select POs for Further Processing

List of Purchase Order Lines

Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
<input checked="" type="checkbox"/> 1	Closed		2023 Ford F150 Crew 4X4 (6)	56489	Y		
<input type="checkbox"/> 2	Approved		Fiberglass Camper Shell with Shelving	56489	Y		

Select All Clear All

[Return to Buyer's WorkBench](#)

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