



**State of Oklahoma CORE Project  
Purchasing Course  
Close Purchase Orders  
Training Manual**

**Revised February, 2006**

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## **CLOSE PO THROUGH RECONCILIATION WORKBENCH:**

### **Overview**

The Purchase Order should be closed before the Requisition; if for some reason the Requisition needs to be closed first, make sure the PO has been finalized so any changes made will not effect the Requisition.

Closing the Purchase Order will complete the Purchase Order process and release available encumbrances. Once a Purchase Order has been closed it cannot be opened again. **(DO NOT CLOSE A PO IF YOU EVER INTEND ON USING IT AGAIN)**

If the Purchase Order 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 on closing the Requisition. If for some reason you are not going to close the Requisition then final the Purchase Order.

Prior to closing a Purchase Order, 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. (This will not identify outstanding invoices that have not been entered into People Soft.)

### **Navigation: Purchasing>Purchase Orders>Reconcile POs>Reconciliation Workbench**

#### Reconciliation 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**

**Business Unit:** [=]  

**WorkBench ID:** [begins with]

**Description:** [begins with]

**Case Sensitive**

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

**Input your BU, Workbench ID and select the  Button.** If it is the first time a user has run this process, a Run Control ID will need to be created.

## Reconciliation WorkBench

### Filter Options

**Business Unit:** 09000

**WorkBench ID:** WORKBENCH

**Description:** workbench

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:**

**Vendor ID:**

**Item ID:**

**Buyer:**

**Contract SetID:**

**Contract ID:**

**Release Number:**

**GPO ID:**

**GPO Contract:**

**Status**

Open  Approved  Dispatched  Cancelled

**Receiving**

Required  Not Required  
 Not Received  Partially Received  Fully Received

**Matching**

Required  Not Required  
 None  Partial Match  Fully Matched

**Encumbrance**

Open Encumbrances

**Chartfields**

GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project	Oper Unit	Affiliate	Fund Aff
<input type="text"/> <input type="button" value="🔍"/>												

[Return to Reconciliation WorkBench](#)

This is the Filter Option Page. This page allows the user to enter selection criteria for the Purchase Order to display on the Purchase Order Reconciliation Workbench Page.

Input your beginning PO number and ending PO number and select the **Search** button. If you are only processing 1 PO, the beginning number and ending number will be the same.

**Reconciliation WorkBench**

Business Unit: 09000      WorkBench ID: WORKBENCH  
 Description: workbench

Select POs for Further Processing

List of Purchase Orders      Customize | Find | **View All** | Download      First 1-10 of 86 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909000001	Dispatched	N		11/18/2003	07/19/2004	0000001100	Jim Bratkovich	No Match	20		
<input checked="" type="checkbox"/> 0909000002	Dispatched	N		11/19/2003	11/20/2003	0000072246	Jim Bratkovich	Standard			
<input checked="" type="checkbox"/> 0909000003	Dispatched	N		11/20/2003	11/20/2003	0000075225	Jim Bratkovich	No Match	1		
<input checked="" type="checkbox"/> 0909000005	Dispatched	N		11/26/2003	12/01/2003	0000064215	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000006	Dispatched	N		12/01/2003	12/02/2003	0000061412	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000007	Dispatched	N		12/02/2003	12/02/2003	0000061412	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000008	Dispatched	N		12/04/2003	12/04/2003	0000189478	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000009	Dispatched	N		12/06/2003	12/12/2003	0000000580	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000010	Dispatched	N		12/06/2003	12/08/2003	0000000580	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000011	Dispatched	N		12/09/2003	12/10/2003	0000072236	Jim Bratkovich	Standard			

Select All     Clear All

Action: Approve   Unapprove   Cancel   Close   Dispatch   Preview

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

Select the **View All** hyperlink to view all the Purchase Orders selected.

**Reconciliation WorkBench**

Business Unit: 09000      WorkBench ID: WORKBENCH  
 Description: workbench

Select POs for Further Processing

List of Purchase Orders      Customize | Find | **View All** | Download      First 1-86 of 86 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909000001	Dispatched	N		11/18/2003	07/19/2004	0000001100	Jim Bratkovich	No Match	20		
<input checked="" type="checkbox"/> 0909000002	Dispatched	N		11/19/2003	11/20/2003	0000072246	Jim Bratkovich	Standard			
<input checked="" type="checkbox"/> 0909000003	Dispatched	N		11/20/2003	11/20/2003	0000075225	Jim Bratkovich	No Match	1		
<input checked="" type="checkbox"/> 0909000005	Dispatched	N		11/26/2003	12/01/2003	0000064215	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000006	Dispatched	N		12/01/2003	12/02/2003	0000061412	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000007	Dispatched	N		12/02/2003	12/02/2003	0000061412	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000008	Dispatched	N		12/04/2003	12/04/2003	0000189478	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000009	Dispatched	N		12/06/2003	12/12/2003	0000000580	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000010	Dispatched	N		12/06/2003	12/08/2003	0000000580	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000011	Dispatched	N		12/09/2003	12/10/2003	0000072236	Jim Bratkovich	Standard			
<input checked="" type="checkbox"/> 0909000012	Dispatched	N		12/09/2003	12/10/2003	0000072236	Jim Bratkovich	Standard			
<input checked="" type="checkbox"/> 0909000013	Dispatched	N		12/09/2003	01/21/2004	0000072236	Jim Bratkovich	Standard	2		
<input checked="" type="checkbox"/> 0909000014	Dispatched	N		12/09/2003	12/23/2003	0000071460	Jim Bratkovich	Standard			

<input checked="" type="checkbox"/>	<a href="#">0909000089</a>		Dispatched N	02/06/2004	04/19/2004	0000068164	Robert Shepherd	Standard	
<input checked="" type="checkbox"/>	<a href="#">0909000090</a>		Dispatched N	02/07/2004	02/09/2004	0000002290	Jim Bratkovich	Standard	
<input checked="" type="checkbox"/>	<a href="#">0909000091</a>		Dispatched N	02/07/2004	06/04/2004	0000074435	Jim Bratkovich	Standard	
<input checked="" type="checkbox"/>	<a href="#">0909000092</a>		Dispatched N	02/10/2004	11/03/2005	0000061412	Robert Shepherd	Standard 2	
<input checked="" type="checkbox"/>	<a href="#">0909000094</a>		Dispatched N	02/11/2004	02/12/2004	0000061412	Robert Shepherd	Standard	
<input checked="" type="checkbox"/>	<a href="#">0909000095</a>		Dispatched N	02/11/2004	03/01/2004	0000198789	Robert Shepherd	Standard	
<input checked="" type="checkbox"/>	<a href="#">0909000096</a>		Dispatched N	02/12/2004	02/17/2004	0000014268	Robert Shepherd	Standard	
<input checked="" type="checkbox"/>	<a href="#">0909000097</a>		Dispatched N	02/13/2004	03/26/2004	0000179850	Robert Shepherd	Standard	
<input checked="" type="checkbox"/>	<a href="#">0909000099</a>		Dispatched N	02/13/2004	04/16/2004	0000043338	Robert Shepherd	Standard	
<input checked="" type="checkbox"/>	<a href="#">0909000100</a>		Dispatched N	02/13/2004	03/19/2004	0000074240	Robert Shepherd	Standard	

[Select All](#)    [Clear All](#)

**Action:**                 

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

From here the user has a chance to exclude certain PO(s). In helping to exclude certain PO, there are Hyperlinks that will assist the user in reviewing the data.

Select the lines  icon located to the right of the Purchase Order Line.

**Reconciliation WorkBench**

---

**Purchase Order Lines**

**Business Unit:** 09000      **WorkBench ID:** WORKBENCH  
**Description:** workbench  
**Purchase Order:** 0909000001

Select POs for Further Processing

**List of Purchase Order Lines** Customize | Find | View All |  First 1-8 of 16 Last

**Details** **Contract Info** 

<u>Line</u>	<u>Status</u>	<u>Item ID</u>	<u>Description</u>	<u>Category ID</u>	<u>Recv Reqd</u>	<u>RFQ ID</u>	<u>RFQ Line</u>
<input checked="" type="checkbox"/> 1	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 2	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 3	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 4	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 5	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 6	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 7	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 8	Active		Authority Order	17196	N		

[Select All](#)     [Clear All](#)

[Return to Reconciliation WorkBench](#)

 **Notify**

Select the hyperlink number located under the line heading. This will open the Schedule Page as seen below.

From here you can go to the Receiver or Maintain Distribution.

**Reconciliation WorkBench**

---

**Purchase Order Schedules**

**Business Unit:** 09000      **WorkBench ID:** WORKBENCH  
**Description:** workbench  
**Purchase Order:** 0909000001  
**Line:** 1

Select POs for Further Processing

**List of Purchase Order Schedules**      Customize | Find | View All | First 1 of 1 Last

Schedules    More Details

<u>Sched</u>	<u>Status</u>	<u>Due Date</u>	<u>PO Qty</u>	<u>Close PO Under Percent Tol</u>	<u>Receiving</u>	<u>Amount</u> <u>Currency</u>	<u>Maintain Distributions</u>
<input checked="" type="checkbox"/> 1	Active	11/18/2003	1.0000			5550.00 USD	

[Select All](#)     [Clear All](#)

[Return to Purchase Order Lines](#)

Select the  tab.

## Reconciliation WorkBench

### Purchase Order Schedules

**Business Unit:** 09000      **WorkBench ID:** WORKBENCH  
**Description:** workbench  
**Purchase Order:** 0909000001  
**Line:** 1

Select POs for Further Processing

List of Purchase Order Schedules				
		<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>	First  1 of 1  Last	
Sched	Status	Base Amount	Base Currency	Match Status PO
<input checked="" type="checkbox"/> 1	Active	5550.00	USD	No Match <b>Unmatched</b>

[Select All](#)    [Clear All](#)

[Return to Purchase Order Lines](#)

[Notify](#)

---

**Note the Match Status. If matching is required, the Purchase Order must be fully matched or an exception will be received.**

---

Select the number hyperlink located under the “Sched Heading”. This will open the Distribution Page as seen on the next page.

Reconciliation WorkBench

### Purchase Order Distributions

Business Unit: 09000      WorkBench ID: WORKBENCH  
 Description: workbench  
 Purchase Order: 0909000001  
 Line: 1      Sched: 1

Select POs for Further Processing

List of Purchase Order Distributions

Distributions   More Details   Requisition

Dist Status	PO Qty	Amount	Currency	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
<input checked="" type="checkbox"/> 1 Open		5550.00	USD	09000	601100		1000	19401	1000085	04

Select All    Clear All

[Return to Purchase Order Schedules](#)

Select the [Return to Purchase Order Schedules](#) hyperlink.

Reconciliation WorkBench

### Purchase Order Schedules

Business Unit: 09000      WorkBench ID: WORKBENCH  
 Description: workbench  
 Purchase Order: 0909000001  
 Line: 1

Select POs for Further Processing

List of Purchase Order Schedules

Schedules   More Details

Customize | Find | View All | First 1 of 1 Last

Sched	Status	Due Date	PO Qty	Close PO Under Percent Tol	Receiving	Amount	Currency	Maintain Distributions
<input checked="" type="checkbox"/> <a href="#">1</a>	Active	11/18/2003		1.0000		5550.00	USD	

Select All    Clear All

[Return to Purchase Order Lines](#)

Select the [Return to Purchase Order Lines](#) hyperlink.

## Reconciliation WorkBench

### Purchase Order Lines

**Business Unit:** 09000      **WorkBench ID:** WORKBENCH  
**Description:** workbench  
**Purchase Order:** 0909000001

Select POs for Further Processing

#### List of Purchase Order Lines

Customize | Find | View All | First 1-8 of 16 Last

Details		Contract Info					
Line	Status	Item ID	Description	Category ID	Recv Reqd	RFO ID	RFO Line
<input checked="" type="checkbox"/>	1	Active	Authority Order	17196	N		
<input checked="" type="checkbox"/>	2	Active	Authority Order	17196	N		
<input checked="" type="checkbox"/>	3	Active	Authority Order	17196	N		
<input checked="" type="checkbox"/>	4	Active	Authority Order	17196	N		
<input checked="" type="checkbox"/>	5	Active	Authority Order	17196	N		
<input checked="" type="checkbox"/>	6	Active	Authority Order	17196	N		
<input checked="" type="checkbox"/>	7	Active	Authority Order	17196	N		
<input checked="" type="checkbox"/>	8	Active	Authority Order	17196	N		

[Select All](#)     [Clear All](#)

[Return to Reconciliation WorkBench](#)

Notify

Select the [Return to Reconciliation WorkBench](#) hyperlink.

## Reconciliation WorkBench

**Business Unit:** 09000      **WorkBench ID:** WORKBENCH

**Description:**

Select POs for Further Processing

#### List of Purchase Orders

Customize | Find | View All | Download | First 1-10 of 88 Last

Detail		Other									
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/>	<a href="#">0909000001</a>		Dispatched	N	11/18/2003	07/19/2004	0000001100	Jim Bratkovich	No Match	20	
<input checked="" type="checkbox"/>	<a href="#">0909000002</a>		Dispatched	N	11/19/2003	11/20/2003	0000072246	Jim Bratkovich	Standard		
<input checked="" type="checkbox"/>	<a href="#">0909000003</a>		Dispatched	N	11/20/2003	11/20/2003	0000075225	Jim Bratkovich	No Match	1	
<input checked="" type="checkbox"/>	<a href="#">0909000005</a>		Dispatched	N	11/26/2003	12/01/2003	0000064215	Jim Bratkovich	No Match		
<input checked="" type="checkbox"/>	<a href="#">0909000006</a>		Dispatched	N	12/01/2003	12/02/2003	0000061412	Jim Bratkovich	No Match		
<input checked="" type="checkbox"/>	<a href="#">0909000007</a>		Dispatched	N	12/02/2003	12/02/2003	0000061412	Jim Bratkovich	No Match		
<input checked="" type="checkbox"/>	<a href="#">0909000008</a>		Dispatched	N	12/04/2003	12/04/2003	0000189478	Jim Bratkovich	No Match		
<input checked="" type="checkbox"/>	<a href="#">0909000009</a>		Dispatched	N	12/06/2003	12/12/2003	0000000580	Jim Bratkovich	No Match		
<input checked="" type="checkbox"/>	<a href="#">0909000010</a>		Dispatched	N	12/06/2003	12/08/2003	0000000580	Jim Bratkovich	No Match		
<input checked="" type="checkbox"/>	<a href="#">0909000011</a>		Dispatched	N	12/09/2003	12/10/2003	0000072236	Jim Bratkovich	Standard		

[Select All](#)     [Clear All](#)

Action:

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

Select the  tab.

**Reconciliation WorkBench**

Business Unit: 09000      WorkBench ID: WORKBENCH  
 Description:

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download    First 1-10 of 88 Last

Detail     Other

Purchase Order	Doc Status	PO Status	Hold	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/> 0909000001		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000002		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000003		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000005		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000006		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000007		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000008		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000009		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000010		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000011		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		

Select All     Clear All

Action:

To close a Purchase Order:

- The PO Status must be “Dispatched”
- The Budget Status must be “Valid”
- The Document Tolerance Status must be “Valid”

If the PO does not have all the statuses, then de-select the radio  button located to the left of the Purchase Order line (this will clear the check mark).

Select the Go to PO Activity  icon.

**Activity summary**

**Unit:** 09000 **PO:** 0909000001 **Vendor:** AUTHORITY ORDER VENDOR **PO Status:** Dispatched

**Details** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-6 of 16 | [Last](#)

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
<input checked="" type="checkbox"/>	1	<a href="#">Authority Order</a>	SUM	1.0000	5550.000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	<a href="#">Authority Order</a>	SUM	1.0000	7500.000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	<a href="#">Authority Order</a>	SUM	1.0000	4800.000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	<a href="#">Authority Order</a>	SUM	1.0000	2000.000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	<a href="#">Authority Order</a>	SUM	1.0000	29200.000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	<a href="#">Authority Order</a>	SUM	1.0000	3200.000	<input checked="" type="checkbox"/>

**Receipt**

**Amt Rcvd:** 0.000

**Invoice**

**Qty Invcd:** 46.00  
**Amt Invcd:** 5525.390

**Matched**

**Qty Mtchd:** 0.0000  
**Amt Mtchd:** 0.000

Receipt [Invoice](#) Matching **Open Qty:** 0.0000 **Open Amt:** 24.610

[Return to Search](#) [Notify](#)

This brings up a new window. To close it, select the  in the upper right hand corner.

Select the Edit the PO  icon.

**PO Form** [Schedule](#)

**Unit:** 09000 **PO:** 0909000001 **Chng Order:** 20 **PO Date:** 11/18/2003     

**Vendor:** AO-001 **ID:** 0000001100 [Lookup](#) [Details](#) **Buyer:** JBRATKOVICH Jim Bratkovich

**PO Status:** Dispatched **Receipt:** Not Recvd **Budget Status:** Valid **Doc Tol Status:** Valid

**Lines** [Custo](#)

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="text"/>	<a href="#">Authority Order</a>	<input type="text"/>	 1.00
<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="text"/>	<a href="#">Authority Order</a>	<input type="text"/>	 1.00
<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="text"/>	<a href="#">Authority Order</a>	<input type="text"/>	 1.00
<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="text"/>	<a href="#">Authority Order</a>	<input type="text"/>	 1.00
<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="text"/>	<a href="#">Authority Order</a>	<input type="text"/>	 1.00
<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="text"/>	<a href="#">Authority Order</a>	<input type="text"/>	 1.00

**Merchandise:** 139000.00 **Adj Amt:** 0.00 **Total Amount:** 139000.00 USD **Backorder Status:** None

\*Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments...](#) [Line Details](#) [Requisitions](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[PO Form](#) | [Schedule](#)

This brings up a new window (Maintain Purchase Orders). To close the window select the  in the upper right hand corner.

**Reconciliation WorkBench**

Business Unit: 09000      WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

**List of Purchase Orders** Customize | Find | View All | Download    First 1-10 of 86 Last

Purchase Order	Doc Status	PO Status	Hold	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/> <a href="#">0909000001</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> <a href="#">0909000002</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> <a href="#">0909000003</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> <a href="#">0909000005</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> <a href="#">0909000006</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> <a href="#">0909000007</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> <a href="#">0909000008</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> <a href="#">0909000009</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> <a href="#">0909000010</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> <a href="#">0909000011</a>		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		

Select All     Clear All

Action:

To exclude a Purchase Order, the user needs to de-select the checkmark located to the left of the Purchase Order Number.

In this example, the following PO numbers without a checkmark have been deselected.

- [0909000001](#)
- [0909000002](#)
- [0909000003](#)
- [0909000005](#)
- [0909000006](#)
- [0909000007](#)
- [0909000008](#)
- [0909000009](#)
- [0909000010](#)
- [0909000011](#)

Select the  button.

**Reconciliation WorkBench**

**Processing Results**

**Business Unit:** 09000      **WorkBench ID:** WORKBENCH

**Description:**

Select POs for Further Processing

**Accounting Date for Action:**

Not Qualified		View All	Qualified			
PO ID	Log		PO ID	Line	Sched	Distrib Line
<input type="checkbox"/> 0909000003			0909000008			
<input type="checkbox"/> 0909000006			0909000010			
<input type="checkbox"/> 0909000014			0909000012			
<input type="checkbox"/> 0909000015			0909000013			
<input type="checkbox"/> 0909000027			0909000016			
<input type="checkbox"/> 0909000041			0909000017			
<input type="checkbox"/> 0909000065			0909000018			
			0909000019			
			0909000020			

[Select All](#)     [Clear All](#)

**Proceed:**      [Return to Reconciliation WorkBench](#)

This page is the Results section. There is a Not Qualified and a Qualified section. Notice the Purchase Orders that were deselected are not in the results. The Not Qualified section is a list of PO's that are not eligible to be closed, the Qualified section are those POs to be closed. You can move a PO from the first column to the second column to override the Not Qualified Status by clicking the empty radio  button located to the left of the PO number and then the button.

**By selecting the icon you can view the reason the PO was not selected for closure.**

Select the  icon.

### Reconciliation WorkBench

## Purchase Order Logs

**Business Unit:** 09000      **WorkBench ID:** WORKBENCH

**Description:**

**Purchase Order:** 0909000003

Log		View All   	
Line	Sched	Dist	Message Text
2	1		POs with Receiving Required On though not received.
3	1		POs with Receiving Required On though not received.
4	1		POs with Receiving Required On though not received.

[Return](#)

Select the [Return](#) button.

## Reconciliation WorkBench

### Processing Results

**Business Unit:** 09000

**WorkBench ID:** WORKBENCH

**Description:**

Select POs for Further Processing

**Accounting Date for Action:**  

Not Qualified		<a href="#">View All</a>	
PO ID	Log		
<input type="checkbox"/> 0909000003			
<input type="checkbox"/> 0909000006			
<input type="checkbox"/> 0909000014			
<input type="checkbox"/> 0909000015			
<input type="checkbox"/> 0909000027			
<input type="checkbox"/> 0909000041			
<input type="checkbox"/> 0909000065			

Qualified				<a href="#">Find</a>	<a href="#">View All</a>	<a href="#">Download</a>	1-9 of 73
PO ID	Line	Sched	Distrib Line				
0909000008							
0909000010							
0909000012							
0909000013							
0909000016							
0909000017							
0909000018							
0909000019							
0909000020							

[Select All](#)  [Clear All](#)

**Proceed:**

[Return to Reconciliation WorkBench](#)

The user can delete a Qualified Purchase Order by selecting the  icon located to the right of the Purchase Order number.

## Reconciliation WorkBench

### Processing Results

**Business Unit:** 09000

**WorkBench ID:** WORKBENCH

**Description:**

Select POs for Further Processing

**Accounting Date for Action:**  

Not Qualified		View All	
PO ID	Log		
<input type="checkbox"/> 0909000003			
<input type="checkbox"/> 0909000006			
<input type="checkbox"/> 0909000014			
<input type="checkbox"/> 0909000015			
<input type="checkbox"/> 0909000027			
<input type="checkbox"/> 0909000041			
<input type="checkbox"/> 0909000065			



Qualified				Find	View All	Download	1-9 of 9
PO ID	Line	Sched	Distrib Line				
0909000010							
0909000069							
0909000071							
0909000088							
0909000095							
0909000096							
0909000097							
0909000099							
0909000100							

[Select All](#)  [Clear All](#)

**Proceed:**   [Return to Reconciliation WorkBench](#)

---

Notice several PO have been deleted.

---

Select the  button to begin the close process.

Continue to Close POs. (10224,10)

Select the  button. This will take you back to the Reconciliation Workbench page.

**Reconciliation WorkBench**

Business Unit: 09000      WorkBench ID: WORKBENCH  
 \*Description: workbench

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download    First 1-10 of 86 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 0909000001		Dispatched	N	11/18/2003	07/19/2004	0000001100	Jim Bratkovich	No Match	20		
<input type="checkbox"/> 0909000002		Dispatched	N	11/19/2003	11/20/2003	0000072246	Jim Bratkovich	Standard			
<input checked="" type="checkbox"/> 0909000003		Dispatched	N	11/20/2003	11/20/2003	0000075225	Jim Bratkovich	No Match	1		
<input type="checkbox"/> 0909000005		Dispatched	N	11/26/2003	12/01/2003	0000064215	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000006		Dispatched	N	12/01/2003	12/02/2003	0000061412	Jim Bratkovich	No Match			
<input type="checkbox"/> 0909000007		Dispatched	N	12/02/2003	12/02/2003	0000061412	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000008		Dispatched	N	12/04/2003	12/04/2003	0000189478	Jim Bratkovich	No Match			
<input type="checkbox"/> 0909000009		Dispatched	N	12/06/2003	12/12/2003	0000000580	Jim Bratkovich	No Match			
<input checked="" type="checkbox"/> 0909000010		Compl	N	12/06/2003	02/28/2006	0000000580	Jim Bratkovich	No Match			
<input type="checkbox"/> 0909000011		Dispatched	N	12/09/2003	12/10/2003	0000072236	Jim Bratkovich	Standard			

Select All     Clear All

Action:

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

The PO Status is Complete. Select the Other tab.

**Reconciliation WorkBench**

Business Unit: 09000      WorkBench ID: WORKBENCH  
 \*Description: workbench

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download    First 1-10 of 86 Last

Purchase Order	Doc Status	PO Status	Hold	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input type="checkbox"/> 0909000001		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input type="checkbox"/> 0909000002		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000003		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input type="checkbox"/> 0909000005		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000006		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input type="checkbox"/> 0909000007		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000008		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input type="checkbox"/> 0909000009		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000010		Compl	N	Not Recvd	None	Not Chk'd	Not Chk'd	Valid		
<input type="checkbox"/> 0909000011		Dispatched	N	Not Recvd	None	Valid	Valid	Valid		

Select All     Clear All

Action:

The Budget Checking Status is “Not Checked”. During the evening the Purchase Order will be budget checked and available encumbrance will be released. **(If the Budget Status does not change to Not Checked, then a Help Desk case needs to be filed. NOTE: The status will not change to not checked if the PO balance has already been reduced to zero. Please verify before submitting a helpdesk case.)**

If the user does not want to wait for the Purchase Order to budget check overnight, they can budget check from the Batch Budget Check process page.

**Navigation: Purchasing>Purchase Orders>Budget check**

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

**Budget Check Request**

Run Control ID: BUDGET\_ [Report Manager](#) [Process Monitor](#) Run

---

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

**Process Frequency** + -

Once      Request Number: 1  
 **Always**      \*Description: SSSSS  
 Don't Run

**Process Option**

\*Unit Option: Value      Unit: 09000  
 PO ID Option: All  
 PO Date Option: All

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

Process Frequency should be **Always**, select **Value** for your Unit option, select **Value** for your PO ID option, input you **BU #** and **PO ID** and put in a description. Select the Run button

**Process Scheduler Request**

User ID: RMAXWELL      Run Control ID: BUDGET\_

---

Server Name: PSUNX      Run Date: 10/18/2004  
 Recurrence:      Run Time: 12:19:52PM Reset to Current Date/Time  
 Time Zone: Search

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FSPKBDP3	COBOL SQL	(None)	(None)

Run Cancel

Select the **OK** button. Any encumbrance balance on the closed PO will be returned to your budget.

The Purchase Order is no longer available in the Maintain Purchase Order page. The Purchase Order will need to be viewed by using the Purchase Order Inquiry screen.

Form		Schedule						
<b>Unit:</b>	09000	<b>PO:</b>	0909000013	<b>Chng Order:</b>	2			
<b>Vendor:</b>	SYNERGY DA-001	<b>ID:</b>	0000072236	<a href="#">Vendor Details</a>	<b>Buyer:</b> Jim Bratkovich			
<b>PO Date:</b>	12/09/2003	<b>PO Status:</b>	Compl	<b>Receipt:</b> Not Recvd	<b>Backorder Status:</b> None			
<b>Budget Status:</b>	Valid	<b>Doc Tol Status:</b>	Valid	1 to 6 of 6				
Lines								
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>								
<a href="#">First</a>    1-5 of 6   <a href="#">Last</a>								
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
<input checked="" type="checkbox"/>	1	028796	H <a href="#">WIRE AND CABLE, ELECTRONIC: AU</a>	028796	350.0000	EA	308.00 USD	Closed
<input type="checkbox"/>	2	028796	E <a href="#">WIRE AND CABLE, ELECTRONIC: AU</a>	028796	25.0000	EA	2200.00 USD	Closed
<input type="checkbox"/>	3	028796	<a href="#">Wire and cable, electronic: au</a>	028796	6.0000	EA	645.06 USD	Closed
<input type="checkbox"/>	4	028796	C <a href="#">WIRE AND CABLE, ELECTRONIC: AU</a>	028796	3.0000	EA	645.00 USD	Closed
<input type="checkbox"/>	5	028796	R <a href="#">WIRE AND CABLE, ELECTRONIC: AU</a>	028796	250.0000	EA	200.00 USD	Closed
<b>Merch.:</b>		6546.86	<b>Adj Amt:</b>		<b>Total:</b>	6546.86	USD	1 to 6 of 6
<a href="#">Header Details</a>   <a href="#">Matching</a>   <a href="#">Header VAT</a>   <a href="#">All RTV</a>   <a href="#">Header Comments...</a>   <a href="#">Line Details</a>   <a href="#">Line Comments...</a>   <a href="#">Document Status</a>								
<a href="#">Form</a>   <a href="#">Schedule</a>								

The PO line status will be updated with a status of Closed and the PO Header status will be complete.

The distribution line status will be updated to Completed and your Commitment Control Close Flag will be set Y.

The PO accounting page Closed Value on the PO will be set to Y.



APENDIX A

**Criteria for PO’s to be closed.**

- All vouchers associated with the PO must be posted.
- The PO must be fully matched. (The close process closes the whole PO.)
- Fully Matched means.
  - The quantity ordered for each line on the PO is less than or 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 Hyperlink on the PO header will never update to Fully Matched but the PO will be eligible to close.
- Last voucher was finalized. (Does not have to be)
- If the PO is set up as No Match but Receiving is required, the receiving must either be turned off or the product must be received.

**Additional Notes**

- Do not close if you will need to use the PO again.
- Closing the PO will remove it from the Maintain PO list.
- Do not close POs that have inactive account numbers. See Appendix B for list.
  - These will need to be processed through OSF

MESSAGE	DEFINITION	RESOLUTION
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.)
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.
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 <b>AMOUNT</b> then you must fully match	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

	on amount. If the "Distribute By" is <b>QUANTITY</b> then you must fully match on quantity.	and the PO will not fully match it probably because it is "Distributed By" <b>AMOUNT</b> and you have not fully utilized all of the PO line item(s) amount . You may want to override the criteria.
The Purchase Order's Activity Date is greater than the Calculate PO Close Date.		

APPENDIX B  
OBSOLETE ACCOUNT CODES

SetID	Account	Status	Descr
00000	42075	I	Reimb. for Administrative Expe
00000	499600	I	Lapsed Funds
00000	515110	I	General
00000	515120	I	Accounting/Auditing
00000	515130	I	Legal Services
00000	515140	I	Medical Services
00000	515150	I	Architectural & Engineering
00000	515160	I	Data Processing Services
00000	515170	I	Contractual Administration Svc
00000	515190	I	Prof Medical Practice Plan
00000	519000	I	Inter/Intra Agency Pmt-Prof Se
00000	519110	I	Interagency Pmts-Prof Services
00000	519120	I	Interagency Payments-OPM
00000	519210	I	Intra-Agency Pmts-Personal Ser
00000	529000	I	Inter/Intra Agency Pmts-Travel
00000	529110	I	Interagency Payment-Travel Exp
00000	529210	I	Intra-Agency Pmts-Travel Exp
00000	539000	I	Inter/Intra Agency Pmts-Admin
00000	539110	I	Interagency Pmts-Admin Exp
00000	539120	I	Interagency Pmts-Data Process
00000	539130	I	Interagency Pmts-Telecommun
00000	539140	I	Interagency Pmts-Risk Mgmt
00000	539150	I	Interagency Pmts-Printing
00000	539160	I	Interagency Pmts-Motor Pool
00000	539210	I	Intraagency Pmts-Admin Exp
00000	539220	I	Intraagency Pmts-Data Proc
00000	539230	I	Intraagency Pmts-Telecomm
00000	539240	I	Intraagency Pmts-Risk Mgmt
00000	539250	I	Intraagency Pmts-Telecomm
00000	539260	I	Intraagency Pmts-Motor Pool
00000	549000	I	Inter/Intra Agency Pmts P&E&D
00000	549110	I	Interagency Pmts-Pfed Exp

00000	549210	I	Intraagency Pmts-Pfed Exp
00000	559210	I	Intraagency Pmt-Asst&Local Gv
00000	563120	I	Employee With.-Def.Comp.Plan
00000	563140	I	Employee With.-Insur.Carriers
00000	563160	I	Employee With.-Soonerchoice
00000	569000	I	Inter/Intra Agcy Pmts-Trfs&Oth
00000	569110	I	Interagency Pmts-Trfs & Other
00000	569210	I	Intraagency Pmts-Trfs & Other
00000	590000	I	Reappropriation-Redesignation
00000	599000	I	Budget Reduction-Reapprop
00000	610000	I	Transfers In
00000	820000	I	Inventory Item