



## QUICK TIPS

### Cancel/Close/Reconcile Purchase Orders

#### Definitions:

**Cancel** A purchase order has been dispatched to the vendor and must be canceled, either in its entirety or a specific line or lines.

**Close/  
Reconcile** These terms are used interchangeably to describe the process where the purchase order, the vouchers paid against the purchase order and the receiving requirements have been met.

For a purchase order to be closed/reconciled the following requirements must be met:

- The purchase order has been fully received, if required.
- The purchase order has been fully paid or is in a canceled status
- The close/reconcile days have past.

In most instances business units have been set up to automatically close/reconcile every 10 days. This may be changed if the process needs to run more or less frequently. You can manually close/reconcile a purchase order at any time if the above requirements have been met. If your business unit needs to modify the close/reconcile days, please contact Department of Central Services.

#### Canceling Unexpended balances:

In some instances a business unit may need to cancel the unexpended balance on a line on a purchase order. If the purchase order line has been partially paid, you cannot cancel the line, you can only reduce the line to the amount expended via the change order process. Example:

Line 1 is for \$100.00 paid to date is \$80.00. Create a change order and reduce the line to \$80.00. You must then budget check and re-dispatch the purchase order. The remaining \$20.00 will then be available for use. You can then run the Close/Reconcile process to close the purchase order.

If the line has not had any payments against it, and you do want to cancel that line, you would issue a change order to cancel the line on the schedule page. You must budget check and re-dispatch the purchase order. If the line you are canceling is the last line (or only line) on the purchase order, you will receive a warning message advising that you cannot cancel the entire purchase order, but only the line. If you continue the line will be canceled but the header will remain open. The purchase order must go through the reconciliation process before it will be fully reconciled/closed.

The most efficient manner of canceling or reconciling multiple purchase orders is to use the reconciliation workbench. Follow the procedures below:

Navigation: Purchasing > Purchase Orders > Reconcile Purchase Orders > Reconciliation Workbench. Add a new Workbench ID if this is the first time you have used the workbench. Hint: Use ID: RECON

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## Reconciliation WorkBench

Business Unit:

WorkBench ID:

The first section of the workbench allows you to select purchase order for processing based on selection criteria that you define:

**Business Unit:** 58000      **WorkBench ID:** 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:**    
**Vendor ID:**    
**Item ID:**    
**Buyer:**    
**Contract SetID:**    
**Contract ID:**    
**Release Number:**    
**GPO ID:**    
**GPO Contract:**

The next three sections allow you to further define your search:

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**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**

The last section allows you to search for purchase order based on the criteria in the distribution line:

**Chartfields**

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

Once you have entered your search criteria, click on the  button on the bottom of the page.

Your search results will be displayed. Note that they all come in selected for processing. Note that there are multiple pages to this search return.

## Reconciliation WorkBench

Business Unit: 58000    WorkBench ID: RECON

\*Description:

Select POs for Further Processing

List of Purchase Orders    Customize | Find | View All | Download    First 1-10 of 726 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"/> R046721		Dispatched	N	12/30/1997	10/28/2003	0000068476	Sue Smith	Standard			
<input checked="" type="checkbox"/> T004503		Dispatched	N	06/28/1999	10/28/2003	0000074187	Georgia Lynn	Standard			
<input checked="" type="checkbox"/> T012461		Dispatched	N	07/30/1999	10/28/2003	0000056324	Georgia Lynn	Standard			
<input checked="" type="checkbox"/> T024896		Dispatched	N	09/14/1999	10/28/2003	0000071555	Theresa Johnson	Standard			
<input checked="" type="checkbox"/> X000645		Dispatched	N	05/02/2000	10/28/2003	0000077433	Ming McCloy	Standard			
<input checked="" type="checkbox"/> X002436		Dispatched	N	06/07/2000	11/06/2003	0000071605	Jeni Adams	Standard			
<input checked="" type="checkbox"/> X006157		Dispatched	N	07/06/2000	10/28/2003	0000000740	Madison Blair	Standard			
<input checked="" type="checkbox"/> X017751		Dispatched	N	08/15/2000	10/28/2003	0000056281	Randy Parrish	Standard			

At the bottom of the page are several processing steps that can be used:

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Select All  Clear All

Action:

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

Select the document that you want to process and click on the appropriate action button

\*Description:

Select POs for Further Processing

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"/> R046721		Dispatched	N	12/30/1997	10/28/2003	0000068476	Sue Smith	Standard			
<input type="checkbox"/> T004503		Dispatched	N	06/28/1999	10/28/2003	0000074187	Georgia Lynn	Standard			
<input type="checkbox"/> T012461		Dispatched	N	07/30/1999	10/28/2003	0000056324	Georgia Lynn	Standard			
<input type="checkbox"/> T024896		Dispatched	N	09/14/1999	10/28/2003	0000071555	Theresa Johnson	Standard			
<input type="checkbox"/> X000645		Dispatched	N	05/02/2000	10/28/2003	0000077433	Ming McCloy	Standard			
<input type="checkbox"/> X002436		Dispatched	N	06/07/2000	11/06/2003	0000071605	Jeni Adams	Standard			
<input type="checkbox"/> X006157		Dispatched	N	07/06/2000	10/28/2003	0000000740	Madison Blair	Standard			
<input type="checkbox"/> X017751		Dispatched	N	08/15/2000	10/28/2003	0000056281	Randy Parrish	Standard			
<input type="checkbox"/> X055217		Dispatched	N	01/25/2001	10/28/2003	0000074566	Irene Bowman	Standard			
<input type="checkbox"/> X059956		Dispatched	N	02/15/2001	10/28/2003	0000075098	Nancy Boydston (580)	Standard			

Select All  Clear All

Action:

After clicking on the action button the processing results will be displayed:

**Reconciliation WorkBench**

**Processing Results**

Business Unit: 58000 WorkBench ID: RECON

\*Description:

Select POs for Further Processing

Re-Source Requisition?

Accounting Date for Action:

Not Qualified	View All	Log
PO ID		
<input type="checkbox"/>		

Qualified	Find	View All	Download	1 of 1
PO ID	Line	Sched	Distrib	Line
R046721				

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Your purchase order may be listed in both columns. If it is not qualified click on the Log icon and the reason will be given why it is not qualified for the action.

If the log message is: **This PO has been dispatched before; therefore, you may not cancel the header**, then you will be required to cancel the lines first and will then have to go back and cancel the header.

If the purchase order came from a requisition and you want to be able to resource that requisition you must check the box. If you do not the requisition will not be available to source to another purchase order. Click on the appropriate Action button at the bottom of the page.

Select All  Clear All

Proceed:   [Return to Reconciliation WorkBench](#)

You will have one opportunity to stop the action

Continue to Cancel POs. (10224,11)

Click on "Yes"

## Reconciliation WorkBench

Business Unit: 58000 WorkBench ID: RECON

\*Description:

Select POs for Further Processing

List of Purchase Orders									
Customize   Find   <b>View All</b>   Download   First 1-10									
Detail Other [Expand Icon]									
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order
<input checked="" type="checkbox"/> R046721	[Icon]	Canceled	N	12/30/1997	11/12/2003	0000068476	Sue Smith	Standard	
<input type="checkbox"/> T004503	[Icon]	Dispatched	N	06/28/1999	10/28/2003	0000074187	Georgia Lynn	Standard	

Note that the PO status has now changed to "Canceled". Click on the Expand Icon [Expand Icon] to review the budget checking status

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<u>Activity</u>	<u>Vendor ID</u>	<u>Buyer</u>	<u>Match Action</u>	<u>Change Order</u>	<u>Blanket PO</u>	<u>Lines</u>	<u>Receipt Status</u>	<u>Backorder Status</u>	<u>Budget Status</u>
003	0000068476	Sue Smith	Standard				Not Recvd	None	Not Chk'd

The Budget Status should have changed to "Not Chk'd".

To complete the cancellation process you must budget check the PO and re-dispatch.

After completing the budget checking and dispatch process, this PO will now be available to close/Reconcile.

Follow the same steps as above EXCEPT select the close action instead of the cancel action.

### Processing Tips

- A. A weekly batch process can be scheduled to automatically run the Reconcile/Close process.
- B. You cannot cancel a purchase order from the PO pages that has not been dispatched. You can do that from the Reconciliation workbench.
- C. Use the Reconciliation Workbench to Unapprove Purchase Orders that were previously approved.
- D. The budget checking process is the process that relieves the encumbrance. You will see the encumbrance \$'s go down, but your budget will not reflect an increase of the same amount of dollars.

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**If a discrepancy is found in the above information, email [Laura.Lovell@core.state.ok.us](mailto:Laura.Lovell@core.state.ok.us) with the details.**

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