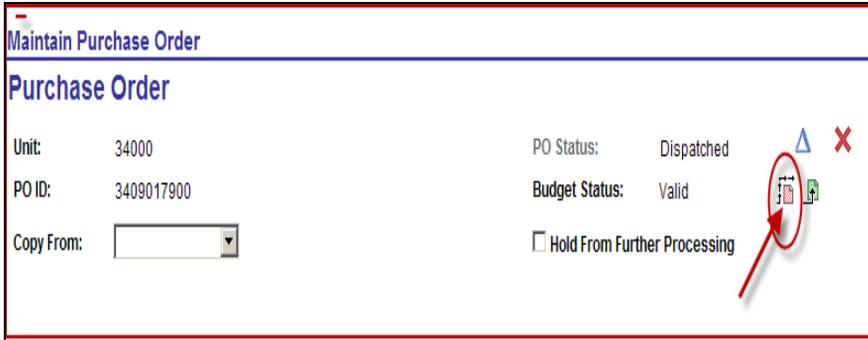


Finalization of Purchase Order:

If you have a PO with excess pre-encumbered funds and want those excess funds returned to your available budget, finalizing the PO will perform this action.

1. Click the  on the purchase order.



Maintain Purchase Order

Purchase Order

Unit: 34000 PO Status: Dispatched

PO ID: 3409017900 Budget Status: Valid

Copy From:

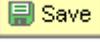
Hold From Further Processing

2. When asked if you want to continue, click  .



This action will finalize all eligible distributions for this PO. Continue? (10200,335)

Yes No

3. When asked to save your changes, click  .
Click  to change the PO budget status to “valid.” This will add any excess pre-encumbrance funds back to the original budget.



Maintain Purchase Order

Purchase Order

Unit: 34000 PO Status: Dispatched

PO ID: 3409017900 Budget Status: Not Ch'k'd

Copy From:

Hold From Further Processing

Notes:

If a PO has been sourced from a requisition, any remaining pre-encumbrances can be released by finalizing the PO.

Released pre-encumbrance balances are added back to the available budget.

Requisitions with active POs sourced from them cannot be closed – use “finalize” instead.

