

## Closing Purchase Orders

To facilitate the process I would close POs in stages.

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

**1<sup>st</sup> step close all old POs that have been fully matched.**

(Please note these are not real POs., this is in a training database.)

### 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](#)

[Find an Existing Value](#) | [Add a New Value](#)

Your business unit will default in. **Select** a workbench ID or create a new one by **clicking** on Add a New Value Tab.

### Reconciliation WorkBench

[Find an Existing Value](#) [Add a New Value](#)

**Business Unit:**  

**WorkBench ID:**

Assign it a workbench ID by **clicking** on the Add a New Value Tab and inputting a Workbench ID.

## Closing Purchase Orders

**Reconciliation WorkBench**

[Find an Existing Value](#) [Add a New Value](#)

**Business Unit:**  

**WorkBench ID:**

Click  .

**Reconciliation WorkBench**

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**Filter Options**

**Business Unit:** 13100      **WorkBench ID:** CLOSE\_POS

**Description:**

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

**Search Criteria**

<b>Purchase Order:</b>	<input type="text"/>		<b>To:</b>	<input type="text"/>	
<b>PO Date:</b>	<input type="text"/>		<b>To:</b>	<input type="text"/>	
<b>Activity Date:</b>	<input type="text" value="07/01/2003"/>		<b>To:</b>	<input type="text" value="06/30/2005"/>	
<b>Due Date:</b>	<input type="text"/>		<b>To:</b>	<input type="text"/>	
<b>Request BU:</b>	<input type="text"/>		<b>Requisition ID:</b>	<input type="text"/>	
<b>Vendor ID:</b>	<input type="text"/>				
<b>Item ID:</b>	<input type="text"/>				
<b>Buyer:</b>	<input type="text"/>				
<b>Contract SetID:</b>	<input type="text"/>				
<b>Contract ID:</b>	<input type="text"/>				
<b>Release Number:</b>	<input type="text"/>				
<b>GPO ID:</b>	<input type="text"/>				
	<input type="text"/>				

## Closing Purchase Orders

<b>Status</b>						
<input type="checkbox"/> Open	<input type="checkbox"/> Approved	<input type="checkbox"/> Dispatched	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Pending Appr		
<b>Receiving</b>						
Recv Reqd	Receiving is Optional					
<input checked="" type="radio"/> All	<input type="radio"/> Not Received	<input type="radio"/> Partially Received	<input type="radio"/> Fully Received			
<b>Matching</b>						
<input type="checkbox"/> Required	<input type="checkbox"/> Not Required					
<input type="radio"/> All	<input type="radio"/> None	<input type="radio"/> Partial Match	<input checked="" type="radio"/> Fully Matched			
<b>Encumbrance</b>						
<input type="checkbox"/> Open Encumbrances						
<b>ChartFields</b>						
<u>GL Unit</u>	<u>Account</u>	<u>Sub- Account</u>	<u>Fund Type</u>	<u>Class- Funding</u>	<u>Dept</u>	<u>Bud F</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<a href="#">Return to Reconciliation WorkBench</a>					
<input type="button" value="Notify"/>						

Input a Description if needed  
Use an activity date of 07/01/2003 – 06/30/2005  
Receiving = ALL  
Matching = Fully Matched

These criteria will return POs that are fully matched and have not had any changes made since 06/30/2005. You can change the activity date to 06/30/2006 etc...

Click  .

## Closing Purchase Orders

**Reconciliation WorkBench**

Business Unit: 13100      WorkBench ID: CLOSE\_POS

Description:

Select POs for Further Processing

**List of Purchase Orders**      Customize | Find | View 100 | Download      First 1-10 of 6275 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"/> <a href="#">1319000001</a>		Dispatched	N	11/05/2003	01/24/2004	0000074517	Hermionne Powell	Standard	1		
<input type="checkbox"/> <a href="#">1319000004</a>		Dispatched	N	11/05/2003	01/22/2004	0000074435	Carmen Bowlin	Standard			
<input type="checkbox"/> <a href="#">1319000005</a>		Dispatched	N	11/05/2003	02/27/2004	0000069421	Billy McMeans (580)	Standard			
<input type="checkbox"/> <a href="#">1319000006</a>		Dispatched	N	11/05/2003	01/22/2004	0000074517	Hermionne Powell	Standard			
<input type="checkbox"/> <a href="#">1319000008</a>		Dispatched	N	11/06/2003	02/05/2004	0000074113	Carmen Bowlin	Standard	1		
<input type="checkbox"/> <a href="#">1319000011</a>		Dispatched	N	11/06/2003	01/29/2004	0000000131	Hermionne Powell	Standard			
<input type="checkbox"/> <a href="#">1319000012</a>		Dispatched	N	11/06/2003	01/16/2004	0000013210	Carmen Bowlin	Standard			
<input type="checkbox"/> <a href="#">1319000013</a>		Dispatched	N	11/06/2003	01/08/2004	0000013210	Carmen Bowlin	Standard			
<input type="checkbox"/> <a href="#">1319000015</a>		Dispatched	N	11/06/2003	01/12/2004	0000073724	Carmen Bowlin	Standard	1		
<input type="checkbox"/> <a href="#">1319000019</a>		Dispatched	N	11/07/2003	01/29/2004	0000000131	Carmen Bowlin	Standard			

Notice there are 6,275 POs that have not had any activity since at least 06/30/2005 (POs have not been updated such as adding funding) and are fully matched. There appears to be no reason these PO cannot be closed, but if for some reason you have a PO you know you cannot close for whatever reason, put the PO on hold and it will not close an exception will be received.

**Reconciliation WorkBench**

Business Unit: 13100      WorkBench ID: CLOSE\_POS

Description:

Select POs for Further Processing

**List of Purchase Orders**      Customize | Find | View 100 | Download      First 1-10 of 6275 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"/> <a href="#">1319000001</a>		Dispatched	N	11/05/2003	01/24/2004	0000074517	Hermionne Powell	Standard	1		
<input type="checkbox"/> <a href="#">1319000004</a>		Dispatched	N	11/05/2003	01/22/2004	0000074435	Carmen Bowlin	Standard			
<input type="checkbox"/> <a href="#">1319000005</a>		Dispatched	N	11/05/2003	02/27/2004	0000069421	Billy McMeans (580)	Standard			
<input type="checkbox"/> <a href="#">1319000006</a>		Dispatched	N	11/05/2003	01/22/2004	0000074517	Hermionne Powell	Standard			
<input type="checkbox"/> <a href="#">1319000008</a>		Dispatched	N	11/06/2003	02/05/2004	0000074113	Carmen Bowlin	Standard	1		
<input type="checkbox"/> <a href="#">1319000011</a>		Dispatched	N	11/06/2003	01/29/2004	0000000131	Hermionne Powell	Standard			
<input type="checkbox"/> <a href="#">1319000012</a>		Dispatched	N	11/06/2003	01/16/2004	0000013210	Carmen Bowlin	Standard			
<input type="checkbox"/> <a href="#">1319000013</a>		Dispatched	N	11/06/2003	01/08/2004	0000013210	Carmen Bowlin	Standard			
<input type="checkbox"/> <a href="#">1319000015</a>		Dispatched	N	11/06/2003	01/12/2004	0000073724	Carmen Bowlin	Standard	1		
<input type="checkbox"/> <a href="#">1319000019</a>		Dispatched	N	11/07/2003	01/29/2004	0000000131	Carmen Bowlin	Standard			

[Select All](#)       [Clear All](#)

Action:

(To review the PO prior to closing see the COR131 manual page 46)

In the bottom left hand corner **click** "[Select All](#)", (For this example only page 1 was selected).

# Closing Purchase Orders

**Reconciliation WorkBench**

Business Unit: 13100      WorkBench ID: CLOSE\_POS

Description:

Select POs for Further Processing

**List of Purchase Orders**      Customize | Find | View 100 | Download      First 1-10 of 6275 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"/> <a href="#">1319000001</a>		Dispatched	N	11/05/2003	01/24/2004	0000074517	Hermlonne Powell	Standard	1		
<input checked="" type="checkbox"/> <a href="#">1319000004</a>		Dispatched	N	11/05/2003	01/22/2004	0000074435	Carmen Bowlin	Standard			
<input checked="" type="checkbox"/> <a href="#">1319000005</a>		Dispatched	N	11/05/2003	02/27/2004	0000069421	Billy McMeans (580)	Standard			
<input checked="" type="checkbox"/> <a href="#">1319000006</a>		Dispatched	N	11/05/2003	01/22/2004	0000074517	Hermlonne Powell	Standard			
<input checked="" type="checkbox"/> <a href="#">1319000008</a>		Dispatched	N	11/06/2003	02/05/2004	0000074113	Carmen Bowlin	Standard	1		
<input checked="" type="checkbox"/> <a href="#">1319000011</a>		Dispatched	N	11/06/2003	01/29/2004	0000000131	Hermlonne Powell	Standard			
<input checked="" type="checkbox"/> <a href="#">1319000012</a>		Dispatched	N	11/06/2003	01/16/2004	0000013210	Carmen Bowlin	Standard			
<input checked="" type="checkbox"/> <a href="#">1319000013</a>		Dispatched	N	11/06/2003	01/08/2004	0000013210	Carmen Bowlin	Standard			
<input checked="" type="checkbox"/> <a href="#">1319000015</a>		Dispatched	N	11/06/2003	01/12/2004	0000073724	Carmen Bowlin	Standard	1		
<input checked="" type="checkbox"/> <a href="#">1319000019</a>		Dispatched	N	11/07/2003	01/29/2004	0000000131	Carmen Bowlin	Standard			

Select All     Clear All

Action:

All the POs displayed have now been selected for closing. If you do not want to close a PO then deselect the check mark. (Check Mark means close)

Click the  button.

**Reconciliation WorkBench**

**Processing Results**

Business Unit: 13100      WorkBench ID: CLOSE\_POS

Description:

Select POs for Further Processing

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1-2 of 2	Last
PO ID	Log				
<input type="checkbox"/> 1319000001					
<input type="checkbox"/> 1319000015					

Qualified				View All	First	1-8 of 8	Last
PO ID	Line	Sched	Distrib Line				
1319000004							
1319000005							
1319000006							
1319000008							
1319000011							
1319000012							
1319000013							
1319000019							

Select All     Clear All

Proceed:   [Return to Reconciliation WorkBench](#)

Review the Not Qualified by clicking the icon to the right of the PO that is not qualified.

## Closing Purchase Orders

**Reconciliation WorkBench**

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### Purchase Order Logs

**Business Unit:** 13100      **WorkBench ID:** CLOSE\_POS

**Description:**

**PO Number:** 1319000001

**Log**
View All |

Line	Sched	Dist	Message Text
			The Purchase Order is on Hold From Further Processing.

Return

This PO is on hold so it will not close. **Click** Return .

**Reconciliation WorkBench**

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### Processing Results

**Business Unit:** 13100      **WorkBench ID:** CLOSE\_POS

**Description:**

Select POs for Further Processing

**Accounting Date for Action:**

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1-2 of 2	Last
PO ID	Log				
<input type="checkbox"/> 1319000001					
<input type="checkbox"/> 1319000015					

Qualified				View All	First	1-8 of 8	Last
PO ID	Line	Sched	Distrib Line				
1319000004							
1319000005							
1319000006							
1319000008							
1319000011							
1319000012							
1319000013							
1319000019							

[Select All](#)     [Clear All](#)

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

## Closing Purchase Orders

You cannot override the Hold exception. (See page 55 in the COR131 manual for overriding exceptions.)

Click Yes .

Continue to Close POs. (10224,10)

Yes
No

Click Yes .

### Reconciliation WorkBench

**Business Unit:** 13100      **WorkBench ID:** CLOSE\_POS

**Description:**

Select POs for Further Processing

List of Purchase Orders													
											Customize   Find   View 100   Download		
											First 1-10 of 6275 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="#">1319000019</a>		Compl	N	11/07/2003	08/15/2008	0000000131	Carmen Bowlin	Standard					
<input checked="" type="checkbox"/> <a href="#">1319000013</a>		Compl	N	11/06/2003	08/15/2008	0000013210	Carmen Bowlin	Standard					
<input checked="" type="checkbox"/> <a href="#">1319000005</a>		Compl	N	11/05/2003	08/15/2008	0000069421	Billy McMeans (580)	Standard					
<input checked="" type="checkbox"/> <a href="#">1319000006</a>		Compl	N	11/05/2003	08/15/2008	0000074517	Hermionne Powell	Standard					
<input checked="" type="checkbox"/> <a href="#">1319000008</a>		Compl	N	11/06/2003	08/15/2008	0000074113	Carmen Bowlin	Standard	1				
<input checked="" type="checkbox"/> <a href="#">1319000011</a>		Compl	N	11/06/2003	08/15/2008	0000000131	Hermionne Powell	Standard					
<input checked="" type="checkbox"/> <a href="#">1319000012</a>		Compl	N	11/06/2003	08/15/2008	0000013210	Carmen Bowlin	Standard					
<input checked="" type="checkbox"/> <a href="#">1319000004</a>		Compl	N	11/05/2003	08/15/2008	0000074435	Carmen Bowlin	Standard					
<input type="checkbox"/> <a href="#">1319000023</a>		Dispatched	N	11/07/2003	02/20/2004	0000072292	Johanna Mitchell	Standard					
<input type="checkbox"/> <a href="#">1319000024</a>		Dispatched	N	11/07/2003	02/23/2004	0000056124	Johanna Mitchell	Standard					

The POs are now ready to be budget checked. (See page 60 in the COR131 manual)

## **Closing Purchase Orders**

### **Step 2-Update filter option criteria**

Next step is to update the search criteria in the Filter Option page and run it again.

You can extend the activity date, change the matching criteria to No Match, Partial match or unmatched to narrow your PO results.

The goal here is to get your list of POs down to a manageable level and keep them there.

Once you have closed your old POs you can then close the POs that are on Item IDs with Alpas. Many of these PO will be old so they should already be closed. Upon request a list of these PO will be e-mailed to you, but I would wait to get the list after you have closed all old POs

# Closing Purchase Orders

## Step 3 Close POs with Alpas

**Reconciliation WorkBench**

**Filter Options**

**Business Unit:** 13100      **WorkBench ID:** CLOSE\_POS  
**Description:** close

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:**

## Closing Purchase Orders

**Status**

Open  
  Approved  
  Dispatched  
  Cancelled  
  Pending Appr

**Receiving**

Recv Reqd    Receiving is Optional

All  
  Not Received  
  Partially Received  
  Fully Received

**matching**

Required                       Not Required

All  
  None  
  Partial Match  
  Fully Matched

**Encumbrance**

Open Encumbrances

**ChartFields**

GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref

Search  
 [Return to Reconciliation WorkBench](#)

Notify

The only criteria I would use would be the Item ID number, Receiving and Matching = All. This should return a list of all POs with this Item ID.

Click Search.

**Reconciliation WorkBench**

**Business Unit:** 13100                      **WorkBench ID:** CLOSE\_POS  
**Description:** close

Select POs for Further Processing

Customize | Find | View All | Download    First 4 of 7 Last
**List of Purchase Orders**

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 1319004234		Dispatched	N	04/30/2004	12/20/2004	0000077558	Hermionne Powell	Standard			
<input type="checkbox"/> 1319009733		Dispatched	N	09/30/2004	11/08/2005	0000000131	Carmen Bowlin	Standard	1		
<input type="checkbox"/> 1319011003		Dispatched	N	12/14/2004	03/10/2005	0000000131	Donice Johnson	Standard	1		
<input type="checkbox"/> 1319011015		Dispatched	N	12/14/2004	03/28/2005	0000071898	Donice Johnson	Standard			
<input type="checkbox"/> 1319012648		Dispatched	N	03/22/2005	05/23/2005	0000068718	Carmen Bowlin	Standard			
<input type="checkbox"/> 1319021244		Dispatched	N	05/05/2006	07/21/2006	0000000131	Jennifer L. McCaulla	Standard			
<input type="checkbox"/> 1319024808		Dispatched	N	10/30/2006	07/06/2007	0000000131	David Williams	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](#)

You may want to review POs with newer activity dates, these could have current funding. Continue closing the PO.

# Closing Purchase Orders

## Step 4-Close Requisitions

After you have closed all the POs, closing the reqs becomes an automated process.

**Navigation: Purchasing>Requisitions>Reconcile Requisitions>Reconciliation Workbench**

### Requisition Recon WorkBench

Enter any information you have and click Search. Leave fields blank for

**Find an Existing Value** **Add a New Value**

**Business Unit:** [=] 13100

**WorkBench ID:** [begins with] RECON

**Description:** [begins with]

Case Sensitive

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

Select or add Workbench ID, click **Search**.

### Reconciliation WorkBench

#### Filter Options

**Business Unit:** 13100      **WorkBench ID:** RECON  
**Description:** RECON

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

#### Search Criteria

**Requisition:** [ ]       **To:** [ ] 

**Req Date:** [ ]       **Until:** [ ] 

**Activity Date:** [ ]       **To:** [ ] 

**Due Date:** [ ]       **To:** [ ] 

**Vendor ID:** [ ] 

**Item ID:** [ ] 

**Requester:** [ ] 

#### Status

Open     Approved     Lines Approved     Cancelled     Denied  
 Pending Appr

#### Sourcing

Source

#### Encumbrance

Open Pre-encumbrances

## Closing Purchase Orders

**Encumbrance**

Open Pre-encumbrances

**ChartFields**

GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept
<input type="text"/>					

[Return to Requisition Workbench](#)

I would only use the following criteria; select all statuses and Sourcing. The results should return all Requisitions that have been fully sourced to a PO. To begin with you can add an activity date to narrow your list of Reqs, but the requisition will not close if the PO is not closed.

Again your goal here is to get your list of REQs down to a manageable level and keep them there.

Click  .

**Reconciliation Workbench**

**Business Unit:** 13100      **WorkBench ID:** RECON  
**Description:**

Select Reqs for Further Processing

List of Requisitions									
Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Change Order	Lines
<input type="checkbox"/> 1310000004		Approved	N	Valid	11/04/2003	11/10/2003	Tina Balmer		
<input type="checkbox"/> 1310000005		Approved	N	Valid	11/04/2003	11/05/2003	Cindy Wilkett		
<input type="checkbox"/> 1310000010		Approved	N	Valid	11/04/2003	11/10/2003	Tina Balmer		
<input type="checkbox"/> 1310000011		Approved	N	Valid	11/04/2003	12/12/2003	Charles Groves 2		
<input type="checkbox"/> 1310000012		Approved	N	Valid	11/04/2003	11/06/2003	Tina Balmer		
<input type="checkbox"/> 1310000013		Approved	N	Valid	11/04/2003	11/04/2003	Tina Balmer		
<input type="checkbox"/> 1310000015		Approved	N	Valid	11/04/2003	11/07/2003	Tina Balmer		
<input type="checkbox"/> 1310000020		Approved	N	Valid	11/04/2003	11/06/2003	Tina Balmer		
<input type="checkbox"/> 1310000024		Approved	N	Valid	11/05/2003	11/05/2003	Donna Speer		
<input type="checkbox"/> 1310000026		Approved	N	Valid	11/05/2003	12/18/2003	Wayne Bowers		

Select All     Clear All

Action:

You can review the requisitions (COR131 Manual) and once you have selected the Reqs to be close click  .

## Closing Purchase Orders

**Reconciliation WorkBench**

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### Processing Results

**Business Unit:** 13100      **WorkBench ID:** RECON

**Description:** RECON

Select Reqs for Further Processing

**Accounting Date for Action:** 08/15/2008 31

**Update Budget Date Equal to Accounting Date**

Not Qualified	
Requisition ID	Log
<input type="checkbox"/> 1310000004	
<input type="checkbox"/> 1310000005	
<input type="checkbox"/> 1310000010	
<input type="checkbox"/> 1310000011	
<input type="checkbox"/> 1310000012	
<input type="checkbox"/> 1310000013	
<input type="checkbox"/> 1310000015	
<input type="checkbox"/> 1310000020	
<input type="checkbox"/> 1310000024	
<input type="checkbox"/> 1310000026	

Qualified			
Requisition ID	Line	Sched	Distrib Line

[Select All](#)     [Clear All](#)

**Proceed:**    Yes    Delete    [Return to Requisition Workbench](#)

The exceptions are received because the PO has not been closed. The PO must be closed first. Once the PO has been closed in will appear in the qualified section, you cannot override this exception.

When you have qualified requisitions, continue to close the Requisitions by following the COR131 manual.

## Closing Purchase Orders

### **Step 5- Update Requisitions filter option criteria**

You may want to change you criteria by deselecting the Sourcing options. This will give you a list of all requisitions that have not bee sourced to a PO. Depending on the Activity date you may or may not want to close them.

**Step 6- Get a list of all Requisitions with Alpa Item IDs and close them by using the Item ID option in the Filter Option page.** There should not be many after following the above closing process.