## **Closing POs to Release Encumbered Funds**

The difference between "Closing" and "Cancelling" a PO is that a PO that has had money paid on it cannot be cancelled, it will have to be closed. Once closed, any remaining encumbered funds on that PO that haven't been paid will be released back to the agency's budget.

To start, query your outstanding encumbrances by going to Main Menu/Reporting Tools/Query/Query Viewer, type in "SLC\_ENCUMB\_OUTSTANDING" and click "Search", or type in "SLC" click on "Search" and look in the "REQUESTER" folder for the Query Name "SLC\_ENCUMB\_OUTSTANDING." Determine with your Fiscal Staff which POs you're going to continue to pay on and which POs are complete and should be closed to release the funds back into your budget.

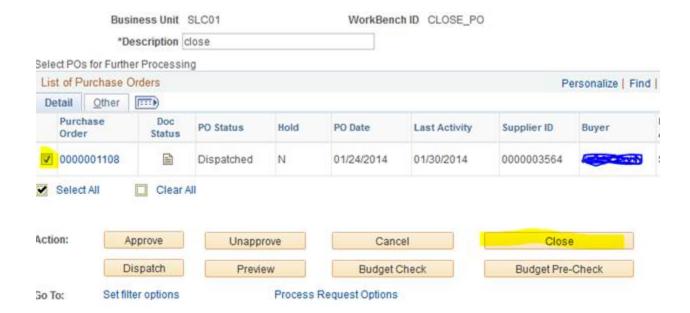
- 1. Once you know which POs need to be closed, access the **Buyer's WorkBench** by going to Main Menu/Purchasing/Purchase Orders/Buyers Workbench.
- 2. On the first screen that appears just click "Search"; no other information is needed.
- **3.** The following screen will appear. Click on "Close PO":



4. Enter in the PO number in both the "Purchase Order" and "To" fields as shown below:



**5.** Then click "Search" and the following screen will appear. Click the box to the left of the PO number and then click "Close":

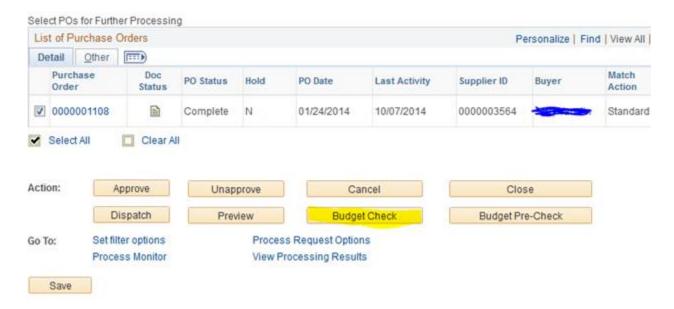


As shown below, this PO is "Not Qualified" for closing yet. You can click on the "Log" to find out why. If there is an arrow in the middle, as shown below, you can check the box and click the arrow to force the qualification (note: some POs will already show as being qualified, while others will show as "Not Qualified" with no arrow and a close is not possible – check the log to find out more information):

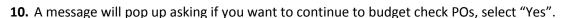


**6.** If it will allow you to force the qualification, then you will see it move over to "Qualified" as shown below. Click "Yes" to proceed:

- 7. A message will pop up asking if you want to continue to close POs, select "Yes".
- **8.** You will then see this screen again, and you will need to do a budget check to release the funds back into your budget (**if you skip this step, the funds will not be freed up!**):



9. Then this screen will appear again and you should select "Yes" to proceed:



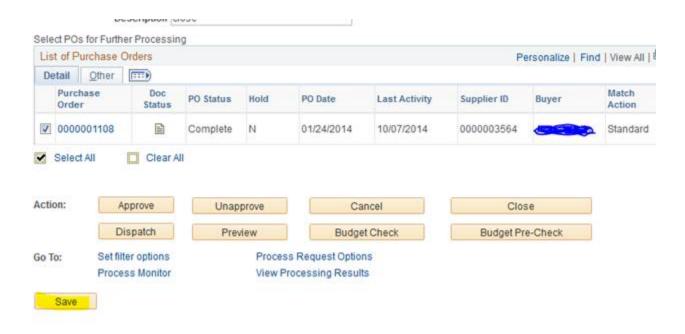
**11.** It will bring you back to this screen, and you just need to hit "Save" and you're done:

Return to Buyer's WorkBench

No

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<sup>\*</sup>Should you need to close a Requisition, the Requester's WorkBench works in the same way; the Requester's WorkBench can be found at Main Menu/Purchasing/Requisitions/Requester's Workbench.