

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”:

Search Results

View All		First	1-12 of 12	Last
Business Unit	WorkBench ID	Description		
SLC01	BH	close po		
SLC01	CLOSE	close canceled & denied Pos		
SLC01	CLOSE_PO	close		
SLC01	GA	close		
SLC01	JJG	closed		
SLC01	KC	close		
SLC01	MM	close		
SLC01	SH	close		
SLC01	TJ	Close		
SLC01	TMC	bc		
SLC01	TZJ	Pending Approval PO 4321		
SLC01	VB_CLOSE_P	Close PO		

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

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

Search Criteria

Purchase Order	0000001108	To	0000001108
PO Date		To	
Activity Date		To	
Due Date		To	
Request BU		Requisition ID	
Supplier ID			
Item ID			
Buyer			

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

Business Unit SLC01 WorkBench ID CLOSE_PO

*Description

Select POs for Further Processing

List of Purchase Orders Personalize | Find |

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Supplier ID	Buyer
<input checked="" type="checkbox"/> 0000001108		Dispatched	N	01/24/2014	01/30/2014	0000003564	

Select All Clear All

Action:

<input type="button" value="Approve"/>	<input type="button" value="Unapprove"/>	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>
<input type="button" value="Dispatch"/>	<input type="button" value="Preview"/>	<input type="button" value="Budget Check"/>	<input type="button" value="Budget Pre-Check"/>

Go To: [Set filter options](#) [Process Request Options](#)

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):

Accounting Date for Action

Update Budget Date Equal to Accounting Date

Not Qualified		Qualified			
PO ID	Log	PO ID	Line	Sched	Distrib Line
<input checked="" type="checkbox"/> 0000001108					

Select All Clear All

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:

Select PUs for Further Processing

Accounting Date for Action 10/07/2014

Update Budget Date Equal to Accounting Date

Not Qualified		Personalize View All		First	1 of 1	Last
PO ID	Log					
<input type="checkbox"/>						

Qualified		Personalize View All		First	1 of 1	Last
PO ID	Line	Sched	Distrib Line			
0000001108						

Select All Clear All

Proceed: [Return to Buyer's WorkBench](#)

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!):

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View All |

Detail

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Supplier ID	Buyer	Match Action
<input checked="" type="checkbox"/> 0000001108		Complete	N	01/24/2014	10/07/2014	0000003564	XXXXXXXXXX	Standard

Select All Clear All

Action:

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

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

Select POs for Further Processing

Accounting Date for Action 10/07/2014

Update Budget Date Equal to Accounting Date

Not Qualified

Personalize | View All | First 1 of 1 Last

PO ID	Log

Qualified

Personalize | View All | First 1 of 1 Last

PO ID	Line	Sched	Distrib Line
0000001108			

Proceed: [Return to Buyer's WorkBench](#)

10. A message will pop up asking if you want to continue to budget check POs, select "Yes".
11. It will bring you back to this screen, and you just need to hit "Save" and you're done:

Select POs for Further Processing

List of Purchase Orders [Personalize](#) | [Find](#) | [View All](#)

[Detail](#) | [Other](#) | [Filter](#)

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Supplier ID	Buyer	Match Action
<input checked="" type="checkbox"/> 0000001108		Complete	N	01/24/2014	10/07/2014	0000003564		Standard

Select All Clear All

Action:

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

*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.