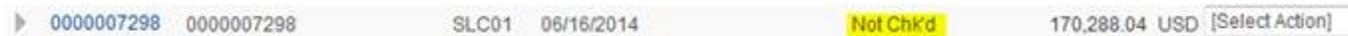


Closing Requisitions to Free Up Pre-Encumbered Funds

Using the Buyer's Workbench to free up encumbrances **does not** automatically free up the pre-encumbrance tied to the requisition. Once you have closed your PO, if you still have a pre-encumbrance to release, the first thing to check is the "Budget Status" on your "Manage Requisitions" screen. If the "Budget Status" shows "Not Chk'd", as shown below, freeing up the pre-encumbrance may be as simple as using the drop-down menu to the right, selecting "Check Budget" and clicking "Go" (after checking the budget you can always check the lifeline of the req, by clicking on the gray triangle to the left of the req number, to make sure that the pre-encumbrance is now \$0.00):



A screenshot of a requisition line item. It shows a requisition number '0000007298' on the left, followed by '0000007298', 'SLC01', and the date '06/16/2014'. To the right, the budget status is 'Not Chk'd' in a yellow box. Further right, it shows '170,288.04 USD' and a '[Select Action]' button.

However, if the "Budget Status" is "Valid" you can use the Requester's Workbench to close the requisition and free up the funds. The Requester's Workbench looks and functions just like the Buyer's Workbench. You will need to close the requisition and do a budget check, just like closing a PO with the Buyer's Workbench. The Requester's Workbench can be accessed at: Main Menu/Purchasing/Requisitions/Requester's Workbench.

NOTE: There is NOT a query for outstanding pre-encumbrances yet. As soon as that query is ready we will send that information out.

Remember to come by for ePro time with Tony on Thursdays at 3pm.

Thanks,
Jason

From: Jason Yocom

Sent: Thursday, October 30, 2014 4:05 PM

Subject: Helpful Hint - Closing PO's to Free Up Encumbered Funds

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:

LINE1: 0000011108 0000011108 0000011108. 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:

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			
Personalize View All		Personalize View All			
First 1 of 1 Last		First 1 of 1 Last			
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 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					
<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 Other

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](#)

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

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.

Thank you and good luck. If you have further questions about this process, please contact Antigone Carlson 385-468-0303.