The PO Closure process is **FINAL** and will completely terminate use of a purchase order – **there is no reversal**. Once marked, the Purchase Order will close immediately and return any encumbrance to the chartfield associated with the Purchase Order. The PO Closure process should only be used to release encumbrances on POs for which there is certainty that no further invoices (vouchers) are pending or forthcoming.

**Review the following to determine if a Purchase Order is eligible for closure:**

1. **Validate PO Status** – must show **DISPATCHED** or **APPROVED**
   - If PO Status shows Pending Approval, notify the associated buyer for this PO

2. **Confirm Quantity Vouchered**
   - If the quantity vouchered is **LESS** than the quantity ordered, you must issue a change order in the Financials system in order to relieve the contractual obligations with the supplier **before** closing a Purchase Order (this may not apply to all PO Types).

3. **Verify Receipts are entered for all Capitalized and Tracked Non-capitalized Assets**
   - Receipts must be entered for **ALL** capitalized and tracked non-capitalized assets **before** closing a Purchase Order.

4. **Validate Amount Matched equals Amount Invoiced**
   - A Purchase Order cannot be closed if there is a match exception. Refer to the PO Activity Summary screen in the Financials system to verify amounts match **before** closing a Purchase Order.

5. **Check that Voucher Activity has occurred**
   - A Purchase Order cannot be closed if there is **NO** voucher activity; you must cancel the PO in the Financials system with a dispatched release to the supplier to relieve contractual obligations. Refer to the PO Activity Summary screen in the Financials system to verify voucher activity **before** closing or cancelling a Purchase Order.
   - If your PO shows a status of **COMPL**, your PO has already been closed. See **Who Closed My PO?** for more information.

**Go to the Financials system and Login with User ID and Password.**

1. **Validate PO eligibility for closure (see list above)**

   - Go to Procurement Inquiry Home Page
   - Go to Purchase Order Activity Summary
   - Enter PO Number in Purchase Order field
   - Click Search

**If a Purchase Order is closed in error, notify the using department.**
Review the Activity Summary page associated with the entered PO Number

- Check the PO Status – must show Dispatched or Approved
  *(Note: If PO Status shows Pending Approval, notify the associated buyer for this PO)*

- Validate Amt Over Invoiced shows $0.00. If there is an amount shown in the Amt Over Invoiced section, then validate the Amt Invoiced and Amt Matched are the same amount
  *(Note: If the amounts do not match, notify the Expediting Program to resolve the Match Exception)*

- Validate Voucher Activity has occurred by an amount appearing in the Amt Invoiced section.
  - If there is $0.00 shown in the Amt Invoiced and Amt Matched, then the PO has not been invoiced against and must be cancelled by the department (not closed) to end the contract established by the PO.

If validation meets steps noted above, proceed to Finalize PO Closure process.
2. Finalize PO Closure process

- Go to Procurement Inquiry Home Page ➤ Purchase Order Reconciliation Workbench
- Click on Search if a Workbench ID exits
  *(Note: If this is your first use of the Reconciliation Workbench, click Add New Value tab to create an ID)*

- Review the Reconciliation Workbench (Filter Options)
- Enter PO Number to be closed in both Purchase Order fields of the Search Criteria section
- Scroll to bottom of page and click Search

**If a Purchase Order is closed in error, notify the using department.**
*Note: The Reconciliation Workbench can be used for other functions, which may require specific checkboxes associated with that function. For the PO Closure function to perform properly in Reconciliation Workbench, be sure that all checks from the Status, Receiving, Matching and Encumbrance section of the page are **not** marked.

- Review the **Reconciliation Workbench** results
- Check the box next to the PO Number
- Click Close

**If a Purchase Order is closed in error, notify the using department.**
- Review the **Reconciliation Workbench (Processing Results)**
- In the **Not Qualified** Box, check the box next to the PO Number
- Click the arrow to move the PO Number from the **Not Qualified** to the **Qualified** box
- Click **Yes**
- Confirm closure, click **Yes** again

**If a Purchase Order is closed in error, notify the using department.**
Who Closed My PO?

Go to the Financials system and Login with User ID and Password.

- Go to Procurement Inquiry Home Page ▶ Purchase Order Inquiry
- Enter PO number in Purchase Order field
- Click Search

- If the PO Status shows COMPL, then click on the Related Links tab in the bottom right corner

**If a Purchase Order is closed in error, notify the using department.**
➢ A new window will appear
➢ Click Activity Log

➢ The Modified section will identify the User ID and Date/Time in which the PO was closed

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**If a Purchase Order is closed in error, notify the using department.**