

## PO.020.390 – RUNNING THE CLOSE PURCHASE ORDERS PROCESS

<p><b>Purpose</b></p>	<ul style="list-style-type: none"> <li>• To understand the purpose of the Close Purchase Orders process.</li> <li>• To identify the statuses that allow the Close Purchase Orders process to run.</li> <li>• To identify the statuses that do not allow the Close Purchase Orders process to run.</li> <li>• To identify the Purchase Orders status after the Close Purchase Orders process has run.</li> <li>• To run the Close Purchase Orders Process.</li> </ul>
<p><b>Description</b></p>	<p>Use the Close Purchase Orders Application Engine process to close qualifying purchase orders that you no longer need to modify.</p> <p>When the Close Purchase Order Process runs, it checks the settings and statuses of several criteria to determine that a PO is ready to be closed. Purchase Orders must be in Dispatched or Canceled status to be reconciled and closed. Once the Close Purchase Orders process is run, the Purchase Order status changes to Completed.</p> <p><i><b>Note:</b> It is important to remember that, after closing POs the batch budget check process must be run to liquidate any remaining encumbrance balance on the closed POs. For more information, see PO.030.030 – Budget Checking POs (Batch Process)</i></p>
<p><b>Security Role</b></p>	<p><b>BOR_PO_PROCESS/BOR_PO_MAINTAIN</b></p>
<p><b>Dependencies/ Constraints</b></p>	<p>Users need the appropriate user preferences to complete this process. Contact the institution’s Security Administrator to setup the appropriate user preferences.</p>
<p><b>Additional Information</b></p>	<p>Purchase Orders can also be closed on the Buyer’s Workbench. For more information, see PO.020.280 – Buyer’s Workbench.</p>

Typically, the Buyer's Workbench is used in conjunction with the Close Purchase Order Processing. The workbench is a more comprehensive tool to validate any/all POs meeting specific criteria for further actions. These actions include Cancel, Close, and Dispatch.

The Accounting Date associated with the Close Purchase Orders process is used to determine the open period or allowable open date range for budget checking a Purchase Order.

## Procedure

Below are step by step instructions on how to run the Close Purchase Orders Process.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Purchasing</b> link.
4.	Click the <b>Purchase Orders</b> link.
5.	Click the <b>Reconcile POs</b> link.
6.	Click the <b>Close Purchase Orders</b> link.
7.	<p>Enter or select a <b>Run Control ID</b>. The system navigates to the Close Purchase Orders page.</p> <p>A Run Control ID is an identifier that when paired with a User ID, uniquely identifies the process being run. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt a user for additional values.</p>
8.	<p>Select one of the following values from the <b>PO Post Run Option</b> field to determine which purchase orders are selected for the Close Purchase Order Process:</p> <ul style="list-style-type: none"> <li>• <b>1 Bus Unit:</b> reconciles all purchase orders within a single business unit. If this value is selected, a user can enter the business unit and ChartField criteria.</li> <li>• <b>1 Document:</b> reconciles a single purchase order within a single business unit. If this value is selected, a user can enter business unit, purchase order, and ChartField criteria.</li> </ul>
9.	<p><b>(Optional)</b> Use the <b>ChartField Criteria</b> group box to select purchase orders for processing based on ChartField values. This option is useful if a user is working in Commitment Control and wants to process purchase orders based on ChartField values.</p> <p>If using this option, specify the GL Unit and any additional ChartField needed.</p>

Step	Action
10.	Select one of the following to be updated on the purchase order. The system updates the accounting date on the purchase order with this date for the purchase orders closed by the Close Purchase Order process. <ul style="list-style-type: none"> <li>• <b>Use Current Date as Acct. Date</b> checkbox</li> <li>• <b>Accounting Date for Action</b> field: specify a date within an open period for use. If using this option, make sure to uncheck the Use Current Date as Acct. Date checkbox.</li> </ul>
11.	Click the <b>Save</b> button.
12.	Click the <b>Run</b> button.
13.	The Process Scheduler Request window displays. Verify that the <b>Select</b> checkbox is checked next to the appropriate process name.  The process names are as follows: <ul style="list-style-type: none"> <li>• <b>POPO008 – Close Purchase Orders Report:</b> selecting this option will only run the Close Purchase Orders Report for the last time that the Close Purchase Orders Process ran.</li> <li>• <b>PO_PORECON – Close Purchase Orders:</b> selecting this option will run the Close Purchase Orders process.</li> <li>• <b>PO_POREP – Close Purchase Orders:</b> selecting this option will run the Close Purchase Orders Process and the Close Purchase Orders Report. ITS recommends using this option.</li> </ul>
14.	Click the <b>OK</b> button.
15.	Verify the <b>Process Instance</b> number appears under the Run button. This number helps identify the process when a user checks the status.
16.	Click the <b>Process Monitor</b> link.
17.	If needed, click the <b>Refresh</b> button until the Run Status of the process displays as Success and the Distribution Status says Posted.

Step	Action
18.	<p>Depending on the process selected above, users will need to follow different instructions to retrieve the POPO008 – Close Purchase Orders Report.</p> <p>Instructions for each option is below:</p> <ul style="list-style-type: none"> <li>• <b>POPO008 – Close Purchase Orders Report option:</b> click the Details link and then the View Log/Trace to access the report.</li> <li>• <b>PO_PORECON – Close Purchase Orders:</b> does not produce a report.</li> <li>• <b>PO_POREP – Close Purchase Orders:</b> click the PO_POREP link under the Process Name column. The system opens the Process Detail box. Click the POPO008 Success link then View/Log Trace to access the PDF report.</li> </ul>
19.	<p>Now that the PO Close Process ran, batch budget check to liquidate any remaining encumbrance balance on the Closed POs.</p> <p>For more information, see PO.030.030 – Budget Checking POs (Batch Process).</p>