

QUICK REFERENCE GUIDE

Close an Individual Purchase Order using the Buyer's WorkBench

Updated September 18, 2018

Close an Individual Purchase Order Using the Buyer's WorkBench

The purchase order close process allows you to close purchase orders that are no longer needed. The purchase order may have an encumbrance balance. Or, it may have been paid in full and finalized. You can adjust existing purchase orders such as closing and budget checking them.

Before closing a purchase order that was created with a contract, check the following guidelines to make sure that the funds properly roll back to the contract.

- Reduce the purchase order to a zero encumbrance before closing the purchase order.
- If no payments have been made, cancel the line before closing the purchase order.
- The closed amount may not be available on the contract until the daily purchase order batch update process has been run. The funds may not be available on the contract until the following business day.

Process Steps

Step 1: Enter the Buyer's WorkBench and Locate the Individual Purchase Order.

1. **Navigation** Purchasing, Purchase Orders, Buyer's Workbench
2. Search for and select an available *Workbench ID* or create one by selecting **Add a New Value** if needed.
 - Enter the WorkBench ID on the **Find an Existing Value** tab. Click **Search**.
 - Or, on the **Add a New Value** tab, enter the *Business Unit* and a *WorkBench ID* that will allow you to access it. Enter a short name that you will remember (e.g., CLOSEPO). *WorkBench IDs* are reusable. You do not need to keep adding new ones.

Buyer's WorkBench
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = | G1001

WorkBench ID: begins with | CLOSEPO

Description: begins with |

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

- On the **Filter Options** page, clear all fields. Enter search criteria (e.g., *Purchase Order ID*).

Buyer's WorkBench

Filter Options

Business Unit: G1001 WorkBench ID: CLOSEPO

Description:

Enter search criteria and click on Search. Leave blank for all values. [Go to Search by File](#)

Search Criteria

Origin:

Purchase Order: To:

- On the **Status** section, you can check the **Include Closed** box in case a purchase order you seek was closed.

Status

Open Pending Appr Approved

Dispatched Cancelled **Include Closed**

- Scroll to the bottom of the page and click on **Search**.
- On the *List of Purchase Orders* section, locate the individual purchase order you wish to close.

Step 2: Process the Purchase Order to Close it.

- Enter information in the *Description* field.
 - On the **Detail** tab, click on the **Select** check box. Click the **Close** button.
- If the purchase order has multiple order lines, individual lines can be selected or unselected by clicking the **Lines** icon in the far right column.

Buyer's WorkBench

Business Unit: G1001 WorkBench ID: CLOSEPO

Description:

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View All | Download First 1 of 1 Last

Detail Other [EFF]

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 3000003277		Dispatched	N	09/08/2015	08/31/2015	0000257685	Savino, Diane M	Standard			

Select All Clear All

Action:

- The **Processing Results** page is displayed. This page is where you will close a purchase order.
- Purchase orders are “qualified” to be closed based on their current status and any activity associated with them. Purchase orders with a cancelled status or those without active receipts or vouchers associated with them are qualified to close.
 - Purchase orders displayed in the left column are not qualified to be closed at this time. With caution, you can manually override those that are not qualified to be closed.

Processing Results

Business Unit: G1001 WorkBench ID: 01014870

*Description:

Select POs for Further Processing

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
<input checked="" type="checkbox"/> 3000004545		3000003211	

- To see why a purchase order cannot be closed, click on the **Log** icon.

Purchase Order Logs

Business Unit: G1001 WorkBench ID: CLOSEPO

Description:

PO Number: 3000003277

Line	Sched	Dist	Message Text
1	1		POs with Receiving Required On though not received.
2	1		POs with Receiving Required On though not received.

- You can sometimes manually override those that are not qualified to be closed. **Use this feature with caution.**

On the **Processing Results** page, check the box on the **Not Qualified** area for purchase orders you wish to override. Then, click the **Override** button. SWIFT moves the purchase order to the **Qualified** area.

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
<input type="checkbox"/>		3000003211	

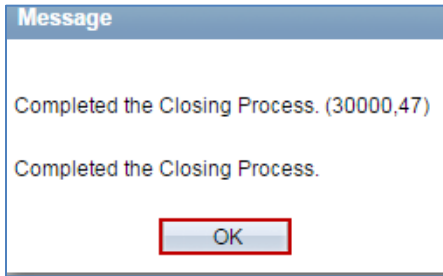
Step 3: Close the Purchase Order.

- When you are ready to close an individual purchase order, click on the **Yes** button at the bottom of the page. You will receive a confirmation message. Click **Yes** to continue.

Message

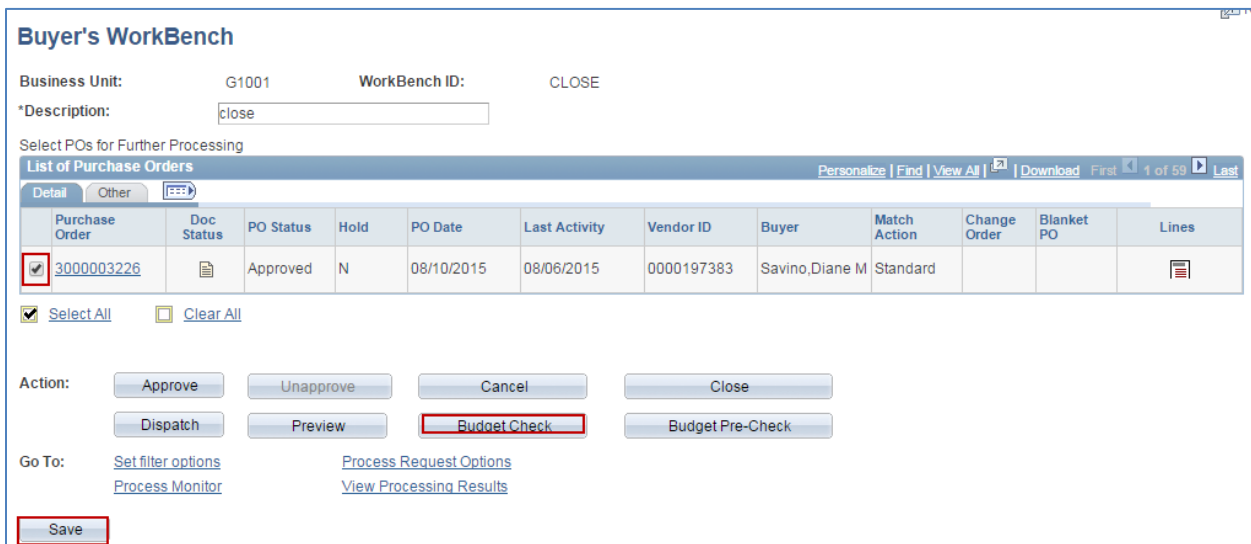
Continue to Close POs. (10224,10)

- You will receive another confirmation message stating that the closing process is completed. Click **OK**.



Step 4: Re-Run the Budget Check.

- The purchase order is now closed. Its status is now “Complete”. The closed purchase order no longer appears on the **Buyer’s WorkBench** page.
- Always run the **Budget Check**. **Save** it when you are done.



- You will be returned to the **Buyer’s WorkBench** page if you wish to close or process other purchase orders.
- The closed purchase order no longer appears on the **Buyer’s WorkBench** page. As an option, you can view it using the **Purchase Order Inquiry**.
 - Navigation:** Purchasing, Purchase Orders, Review PO Information, Purchase Orders