

9.2 Closing a Purchase Order

Purpose: Use this document as a reference for closing a purchasing orders in ctcLink.

Audience: Purchasing Staff

❗ You must have at least one of these local college managed security roles:

- ZZ Purchase Order Processing

You must also set these User Preference Definitions:

- [User Preferences: Purchase Order Entry](#)
- [Buyer Setup](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Conditions to Qualify a PO to be Closed:

PO Status: The close process verifies that the PO has a status of D (dispatched) or X (canceled).

Schedule Date: Plus Close Days has already passed (last activity date \leq system date).

⚠ Note: The **Close Days** field is configured on the Purchasing Definition - Business Unit Definition page and specifies the number of days beyond a purchase order's last activity date during which the purchase order cannot be closed. The close days value creates a grace period during which you can change the purchase order before the purchase order closes. If you leave the Close Days field blank, the system uses zero close days.

Activity Date: The system updates this date on the purchase order when a change order is created and is saved, and also when a purchase order is canceled. The close process uses these calculations to determine whether the purchase order's last activity date enables the process to close the purchase order: $(\text{Activity Date}) \leq (\text{Current Date}) - (\text{Close Days})$.

Match Status: The Close Purchase Orders process verifies whether matching is required and if it is required, the match status of the purchase order is M (matched) or P (partially matched). A matching status of P (partially matched) does not qualify the purchase order for closure.

When matching is required on a purchase order, there can be several vouchers against a purchase order. One of the vouchers might be matched, but the status (MATCH_STATUS_PO) on the purchase order remains P (partially match) until the final voucher is matched. The purchase order status then changes to M (matched). The close process considers a purchase order fully matched and available for closure when the quantity ordered for each line on the purchase order is less than or equal to the total quantity received and matched.


Amount Only: The close process checks to see whether the Amount Only check box (AMT_ONLY_FLG) is selected for the purchase order line. If the purchase order line is to be received by amount only, the Close Purchase Orders process sums up the merchandise amounts in vendor currency recorded in receipt transactions and compares the total to the merchandise amount on the purchase order to determine whether the purchase order has been fully received.


Receiving: The close process verifies whether Receiving is Required for the PO line on the Maintain Purchase Order - Details for Line page. The process uses this setting in conjunction with the due date value at the record level to determine whether it can close the purchase order.

Due Date: The close process uses this calculation to verify that the due date on the purchase order schedule line is less than or equal to the calculated close date: (Due Date) \leq (Current Date) - (Close Days).

Voucher Status: The Close Purchase Orders process verifies that associated vouchers have been posted, deleted, or closed. This requirement exists whether or not the purchase order requires matching.

Close Purchase Orders using the Buyer's Workbench

 Use the [Buyer's Workbench](#) to close a single PO or to select multiple PO's to close at the same time. The Buyer's Workbench provides details if a PO is not eligible to be closed (unlike the PO Close batch process).

 Note: The Buyer's Workbench can also be used Approve/Unapprove, Dispatch, Cancel, Inquire, and review Purchase Orders.

Navigation: NavBar > Navigator > Purchasing > Purchase Orders > Buyer's Workbench

1. The **Buyer's Workbench Filter Options** page displays.
2. Select on **Search** to find an existing Run Control ID.
3. Or, add a new **Run Control ID** by clicking on the Add a New Value tab. Input a **Workbench ID**, then select **Add**.

4. The Filter Options page will open. Enter search criteria and click on **Search**. Leave blank for all values.

Buyer's WorkBench

Filter Options

Business Unit: WA WorkBench ID: BUYERWB
Description: BUYER WB

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

Search Criteria

Purchase Order	To
PO Date: 11/01/2021	To: 03/01/2022
Activity Date	To
Due Date	To
Request BU	Requisition ID
Supplier ID	
Item ID	
Buyer	
Contract SetID	Contract Version
Contract ID	
Release Number	
GPO ID	
GPO Contract	

Status

<input type="checkbox"/> Open	<input type="checkbox"/> Pending Appr	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Dispatched	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Include Closed	

Receiving

Recv Req: Optional

<input type="radio"/> All	<input type="radio"/> Not Received	<input type="radio"/> Partially Received	<input type="radio"/> Fully Received
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Matching

<input type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input type="radio"/> Partial Match	<input type="radio"/> Fully Matched
<input type="radio"/> All	<input type="radio"/> None		

Encumbrance

☐ Open Encumbrances

ChartFields Personalize | Find | View All | First | 1 of 1 | Last

GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project	Activit

Search Return to Buyer's WorkBench

5. The **Buyer's Workbench** page will open and Purchase Order(s) will be listed based on the search parameters.
6. If a new Run Control ID was added, enter a description in the ***Description** field as this is a required field.

Buyer's WorkBench

Business Unit WA WorkBench ID BUYERWB

*Description BUYER WB

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View All | First 1-6 of 32 Last

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 0000001743		N	Dispatched	11/01/2021	11/03/2021	0000051899		Standard			
<input type="checkbox"/> 0000001744		N	Pending Approval/Approved	11/01/2021	11/03/2021	V000003635		No Match			
<input type="checkbox"/> 0000001745		N	Dispatched	11/01/2021	11/03/2021	0000046217		Standard			
<input type="checkbox"/> 0000001746		N	Dispatched	11/01/2021	11/01/2021	V000034605		Standard			
<input type="checkbox"/> 0000001747		N	Dispatched	11/01/2021	11/03/2021	0000046851		Standard			
<input type="checkbox"/> 0000001748		N	Dispatched	11/01/2021	11/02/2021	0000048411		Standard			

☒ Select All ☐ Clear All

Action:

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

7. Selecting the **Purchase Order** number will open the Purchase Order Inquiry screen so that PO details can be reviewed.
8. Selecting the **Document Status** icon will open the Document Status screen which will list any associated documents (requisitions, receipts, vouchers, and payments).
9. To select a single PO or multiple PO's, check the box next to the PO number. Select All or Clear All options are available if needed.

Buyer's WorkBench

Business Unit WA WorkBench ID BUYERWB

*Description BUYER WB

Select POs for Further Processing

List of Purchase Orders Personalize | Find | View All | First 1-6 of 32 Last

Detail Approval Other

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 0000001743		N	Dispatched	11/01/2021	11/03/2021	0000051899		Standard			
<input type="checkbox"/> 0000001744		N	Pending Approval/Approved	11/01/2021	11/03/2021	V000003635		No Match			
<input type="checkbox"/> 0000001745		N	Dispatched	11/01/2021	11/03/2021	0000046217		Standard			
<input type="checkbox"/> 0000001746		N	Dispatched	11/01/2021	11/01/2021	V000034605		Standard			
<input type="checkbox"/> 0000001747		N	Dispatched	11/01/2021	11/03/2021	0000046851		Standard			
<input type="checkbox"/> 0000001748		N	Dispatched	11/01/2021	11/02/2021	0000048411		Standard			

☒ Select All ☐ Clear All

Action: Approve Unapprove Cancel Close

Dispatch Preview Budget Check Budget Pre-Check

Go To: Set filter options Process Request Options


Process Monitor View Processing Results


Save

i The **Action** button availability is based on the user's User Preferences-Purchase Order Authorization settings.

- **Approve:** Click this button to change the status of the selected purchase orders to Approved.
- **Unapprove:** Click this button to change the status of the selected purchase orders to Open. (Dispatched purchase orders cannot be unapproved).
- **Cancel:** Click to cancel the selected purchase orders. When you cancel a purchase order that is in a Dispatched status, the status changes to Pend Cncl (pending cancel).
- **Close:** Select to close the selected purchase orders from further processing.
- **Dispatch:** Select to dispatch the selected purchase orders. Only purchase orders with approved or pending cancel statuses can be dispatched. The purchase order must also have a valid budget check status.
- **Preview:** Select to preview the selected purchase orders.
- **Budget Check:** Click to initiate the budget check process for the selected purchase orders. When you click the Budget Check button, the Processing Results page appears. Use this page to review the selected purchase orders and select to proceed with order processing.
- **Budget Pre-Check:** Click to check the budget only. This button enables you to check whether a budget exists for a purchase order before the amount is committed to the

pre-encumbrance or encumbrance and makes it possible to validate documents in work-in-progress mode without affecting budget balances. The statuses of Provisionally Valid or Error on the transaction pages indicate whether a budget is available.

-  The **Go To** options at the bottom of the screen, provide access to the following:
- **Set filter options:** Click to return to the Buyer's Workbench - Filter Options page to modify the search parameters.
 - **Process Request Options:** Click to access the Buyer's Workbench - Process Request Options page. Use this page to define process request options for use by the dispatch process.
 - **Process Monitor:** Click to access the Process Monitor page, where you can view the status of purchase orders that you submitted to dispatch or preview.
 - **View Processing Results:** Click to access the Buyer's Workbench - Processing Results page, where you can view the results of the actions that you have performed.

 Note: **Process Request Options** must be established for the workbench before you will be able to dispatch the selected purchase orders.

Buyer's WorkBench

Business Unit WA WorkBench ID BUYERWB

*Description BUYER WB

Select POs for Further Processing

List of Purchase Orders Personalize Find View All First 1-6 of 32 Last

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 0000001743		N	Dispatched	11/01/2021	11/03/2021	0000051899		Standard			
<input type="checkbox"/> 0000001744		N	Pending Approval/Approved	11/01/2021	11/03/2021	V000003635		No Match			
<input type="checkbox"/> 0000001745		N	Dispatched	11/01/2021	11/03/2021	0000046217		Standard			
<input type="checkbox"/> 0000001746		N	Dispatched	11/01/2021	11/01/2021	V000034605		Standard			
<input type="checkbox"/> 0000001747		N	Dispatched	11/01/2021	11/03/2021	0000046851		Standard			
<input type="checkbox"/> 0000001748		N	Dispatched	11/01/2021	11/02/2021	0000048411		Standard			

☒ Select All ☐ Clear All

Action: Approve Unapprove Cancel Close

Dispatch Preview Budget Check Budget Pre-Check

Go To: Set filter options Process Request Options

Process Monitor View Processing Results

Save

10. To close a Purchase Order(s), select the **PO number(s)** and select the **Close** button. This will close the Purchase Order from further processing.

Buyer's WorkBench

Business Unit WA WorkBench ID BUYER WB

*Description BUYER WB

Select POs for Further Processing

List of Purchase Orders Personalize Find View 100 First 1-6 of 111 Last

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 0000000112		N	Approved	02/07/2022	02/07/2022	V000016486		Standard			
<input type="checkbox"/> 0000000111		N	Approved	02/07/2022	02/07/2022	0000050753		Standard			
<input type="checkbox"/> 0000000110		N	Approved	02/07/2022	02/07/2022	0000050753		Standard			
<input type="checkbox"/> 0000000109		N	Approved	02/07/2022	02/07/2022	0000050753		Standard			
<input checked="" type="checkbox"/> 0000000108		N	Dispatched	02/07/2022	02/07/2022	V000033778		Standard			
<input type="checkbox"/> 0000000107		N	Approved	02/07/2022	02/07/2022	V000026294		Standard			

☒ Select All ☐ Clear All

Action: Approve Unapprove Cancel Close

Dispatch Preview Budget Check Budget Pre-Check

Go To: Set filter options Process Request Options

Process Monitor View Processing Results

Save

Notify Refresh


11. The **Processing Results** screen displays.
12. A **Not Qualified** and **Qualified** box will display.

- If the PO is listed in the **Qualified** box, click on the Proceed: '**Yes**' button. A message will display asking whether to continue with the close process. Select **Yes** to continue or choose **No** to cancel.
- If the PO is listed in the **Not Qualified** box, click the **Log** icon next to the PO number to view why the purchase order was not qualified for close.

 POs with the following messages **can be** overwritten and closed:

- POs with Receiving Required On though not received.
- The PO may not be closed because it has not been fully Matched.
- POs with Receiving Required Off and Due Date not <= Calculated PO Close Date.

Note: You can override unqualified purchase orders and make them available for closing, by selecting the purchase order IDs and clicking the Override button. To give a user the authority to override non-qualified requisitions, select the **Override Non-Qualified POs** for 'Close' check box on the User Preferences - Procurement: Purchase Order Authorizations page.

 POs with either of the following messages **cannot** be overridden and closed:

- The PO Line is tied to an active Voucher therefore it may not be closed.
- The PO is on Hold from Further Processing.
- The PO must have a valid budget check.

Buyer's WorkBench

Processing Results

Business Unit WA/ WorkBench ID BUYER WB

*Description BUYER WB

Select POs for Further Processing

Accounting Date for Action 02/10/2022

☐ Update Budget Date Equal to Accounting Date

Not Qualified

Personalize | View All | First 1 of 1 Last

PO ID	Log
0000000108	

Qualified

Personalize | View All | First 1 of 1 Last

PO ID	Line	Sched	Distrib Line

Proceed: **Yes** No Return to Buyer's WorkBench

Notify Refresh

- After the close process completes, the Buyer's Workbench will reappear. The status of the qualified POs should read 'Complete'.
- Run the **Budget Check** process. The closed purchase order will remain selected. Click on the **Budget Check** button to run a final budget check. The Processing Results screen will display and the closed PO will be listed in the Qualified box. Click on Proceed Yes. A message will display asking whether to continue with the budget check POs process, click Yes to proceed or No to cancel. The final budget check will liquidate any remaining encumbrance.

Closing a PO Line using the Buyer's Workbench

 Use the Buyer's Workbench to view Purchase Order Lines.

- Access the Buyer's Workbench - Purchase Order Lines page (click the Lines button for a purchase order on the Buyer's Workbench page).

Buyer's WorkBench

Business Unit WA WorkBench ID CLOSE_PO

*Description Close_PO

Select POs for Further Processing

List of Purchase Orders

Personalize Find View All First 1 of 1 Last

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
0000001705		N	Dispatched	10/12/2021	12/07/2021	V000029965	Tr	No Match			

☒ Select All ☐ Clear All

Action:

Go To:

2. You can select or clear purchase order lines.

Buyer's WorkBench

Purchase Order Lines

Business Unit WA WorkBench ID CLOSE_PO

Description Close_PO

Purchase Order 0000001705

Select POs for Further Processing

List of Purchase Order Lines

Personalize Find View All First 1 of 1 Last

Line	Status	Item ID	Description	Category ID	Recv Req'd	RFQ ID	RFQ Line
1	Approved	963-64	Registration Fees	00255	N		

☒ Select All ☐ Clear All

[Return to Buyer's WorkBench](#)

3. Select the **Return to Buyer's Workbench** link. Perform an **Action** (close, cancel, and so on..) for individual lines associated with the Purchase Order.
4. After the selected action completes, select the **Budget Check** button to run the Budget Checking process which updates the PO encumbrance amount.

Buyer's WorkBench

Business Unit: WA WorkBench ID: CLOSE_PO

*Description: Close_PO

Select POs for Further Processing

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

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000001705		N	Dispatched	10/12/2021	12/07/2021	V000029985	Th	No Match			

☒ Select All ☐ Clear All

Action: Approve Unapprove Cancel Close

Dispatch Preview Budget Check Budget Pre-Check

Go To: Set filter options Process Request Options

Process Monitor View Processing Results

Save

Running the PO Close Batch Process (PO_PORECON)

Please see the following QRG [9.2 Running the Purchase Order Reconcile and Close Process](#).