# PSFIN V8.9 Training

# Georgia*FIRST* Wimba Training Series

# Using the PO Workbench and Monthly PO Cleanup Processes

**March 23, 2010**

**Handout**

**Office of Information and Instructional Technology**
**Version 1.0**
**Last Updated: 03/23/2010**

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

## Agenda

- Wimba Ground Rules
- Review Objectives
- Purchasing Overview
- Matching
- Receiving
- PO Cancel and PO Close
- PO Liquidation
- PO Reconciliation Workbench
- End of Month Tasks for POs
- Q & A

## Wimba Ground Rules

- Use either live audio or chat text box
- When submitting questions in the chat box, please submit them to "Main Room".
- If using live audio:
    - "Mute" if not speaking
    - To make a comment or ask a question, "raise your hand" first; wait to speak until the facilitator addresses you and hold down the Ctrl key to speak

## Objectives

- Review the Purchase Order Life Cycle
- Identify the different types of Purchase Orders
- Identify how to set Matching options on a Purchase Order, and how this setting can impact liquidation of the PO
- Identify how to set Receiving options on a Purchase Order, and how this setting can impact liquidation of the PO
- Differentiate PO Cancel from PO Close
- Specify how to determine if a Purchase Order has been liquidated
- Review how to use the PO Reconciliation Workbench for various tasks
- Identify the tasks that should be performed at the end of each month concerning Purchase Orders


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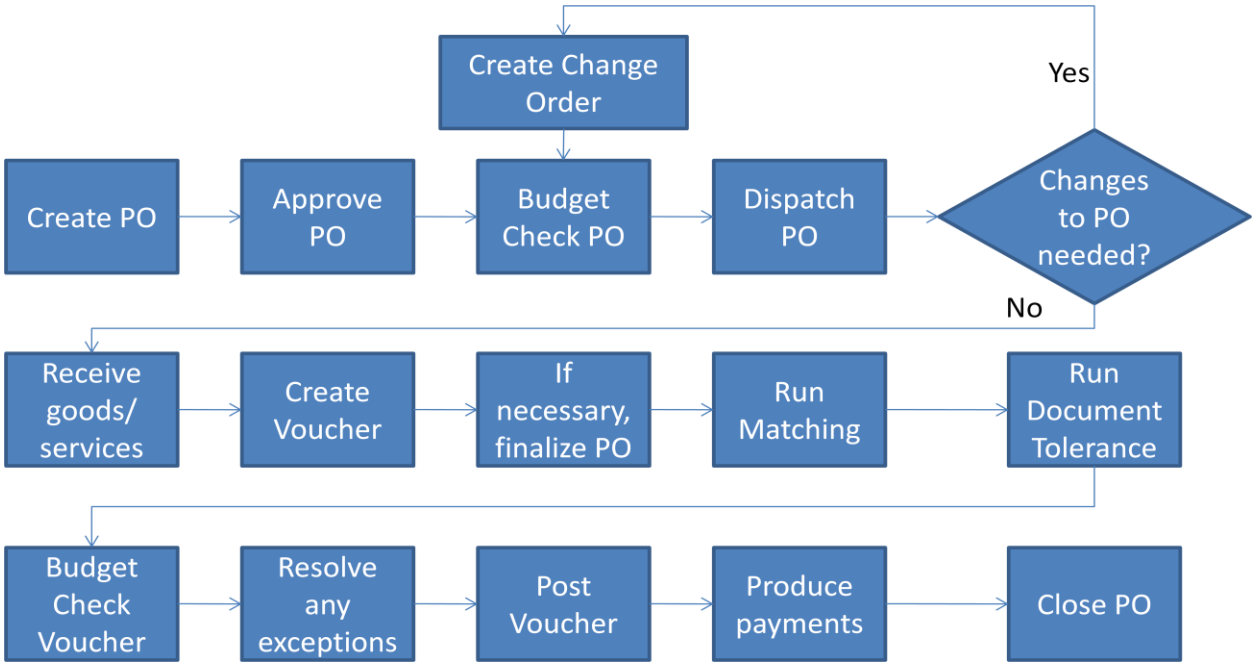
# Purchase Order Life Cycle





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GeorgiaFIRST Wimba Training Series

# Types of POs

- Online entry of Regular or Express PO
- Copy requisition into a PO
- Source requisition into PO via the Expedite Requisition process
- Copy another PO

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# How to Distribute

- Can distribute by Amount or by Quantity
- Only effects how funds are distributed among multiple distribution lines

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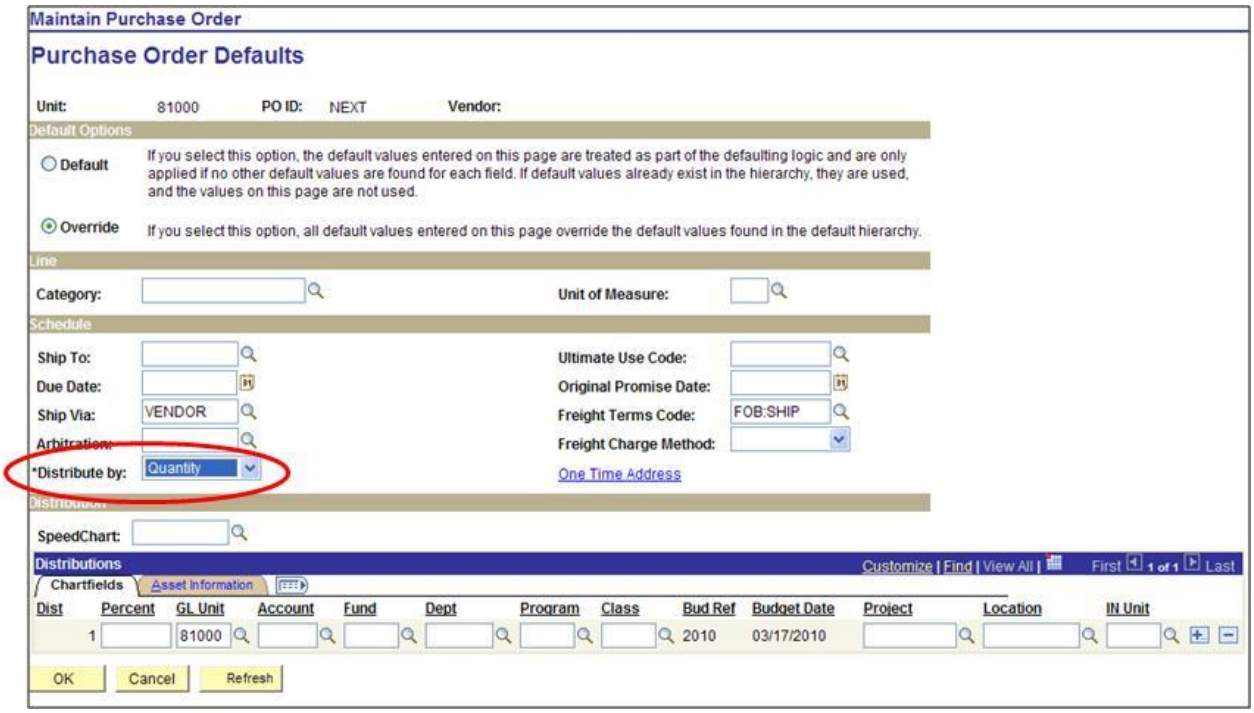
# Distribute by Amount or Quantity





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# How to Liquidate

- Can liquidate by Amount or by Quantity
- An Amount Only PO:
  - Will liquidate by amount only vs by quantity
  - Select this if PO is for services, or for purchases you intend to make partial payments on
  - Select "Amount Only" when you do not want PO to close after vouchering once (when qty is 1)
  - Receive by Amount

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# How to Liquidate

- Liquidate by Quantity:
  - PO will liquidate by quantity
  - The quantity can be greater than '1'
  - If quantity is '1', and '1' is received & vouchered, PO will be matched, therefore, eligible to close
  - Receive partial qty, but not partial units (< '1')

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# Liquidate by Amount or Quantity

Maintain Purchase Order

Purchase Order

Unit: 81000
PO ID: NEXT
Copy From:
PO Status: Initial
Budget Status: Not Chk'd
Hold From Further Processing

Header

*PO Date: 03/17/2010 Vendor Search
Vendor Vendor Details
*Vendor ID:
*Buyer:
PO Reference:
Doc Tol Status: Valid
Receipt Status: Not Recvd
*Dispatch Method: Dispatch

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 0.00 USD

Header Details PO Activities Add ShipTo Comments
PO Defaults
Add Comments

Add Items From

Purchasing Kit Catalog

Lines Customize | Find | View All | First 1 of 1 Last

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

| Line | Description | Physical Nature | *Price Qty | *Price Date | Amount Only |
|---|---|---|---|---|---|
| 1 | | | Schedu | PO | ☐ |

View Printable Version *Go to: ... More ...

Save Notify Refresh Add Update/Display


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# Quantity vs. Amount

Lines — Customize | Find | View All | First 1-10 of 12 Last

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

| Line | Description | PO Qty | *UOM | Category | Price | Amount | Status |
|---|---|---|---|---|---|---|---|
| 1 | VIZCOR VRANGLER | 6.0000 | EA | 28544 | 1.00000 | 6.00 | Active |
| 2 | ACAD VMARE VSPHERE | 6.0000 | EA | 28544 | 2.00000 | 12.00 | Active |
| 3 | ACAD VMARE VSPHERE | 6.0000 | EA | 28544 | 3.00000 | 18.00 | Active |
| 4 | HP CTO ONLY VMWARE | 6.0000 | EA | 28544 | 4.00000 | 24.00 | Active |
| 5 | HP DL360 G6 | 3.0000 | EA | 28544 | 5.00000 | 15.00 | Active |
| 6 | HP 4GB 2RX4 PC3 | 36.0000 | EA | 28544 | 6.00000 | 216.00 | Active |
| 7 | HP 72GB 3G PLUG | 6.0000 | EA | 28544 | 7.00000 | 42.00 | Active |
| 8 | HP NC364T | 6.0000 | EA | 28544 | 8.00000 | 48.00 | Active |
| 9 | HP ILO ADV 1 SVR | 3.0000 | EA | 28544 | 9.00000 | 27.00 | Active |
| 10 | HPE 3 YR 24X7X4 DL360 | 1.0000 | EA | 28544 | 10.00000 | 10.00 | Active |


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# Review Questions

*Answers are at the end of the handout.*

1. If you create a PO for yearly services where payments may vary in amount, or possibly require more than one payment per month, would you create the PO to liquidate by:
    a. Amount
    b. Quantity

2. If I create a "Full Match" PO for a Quantity = 1 totaling $50,000.00 and make a partial payment of $5,000.00 *without* marking the "Amount Only" checkbox, will I be able to make additional payments after Matching is run on the initial voucher?
    a. Yes
    b. No

3. If I distribute the cost of a PO Line by "Amount", does that ensure the PO will liquidate by Amount, thus allowing me to voucher multiple times?
    a. Yes
    b. No


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# Matching

- Matching:
  - Run by AP on vouchers to match with POs and Receiving documents
  - If PO is set to 'full match', matching process looks at amount or quantity, price, etc., on voucher and PO and receipts, if receiving required on PO
    - If 'matched', the voucher is paid
    - If match process finds exceptions, those exceptions must be cleared up before vendor can be paid

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## How does Matching impact PO Liquidation

- A PO whose entire quantity or amount has been vouchered & matched will set the Match Status on PO_HDR and PO_LINE to “M” and the PO will be eligible for closure when the batch PO Close process is run

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## How does Matching impact PO Liquidation

- When only a portion (qty or amt) of the line has been vouchered & matched, the Match Status will remain 'Partial' (P), and will not close until fully matched or manually (force) closed via the PO Reconciliation workbench

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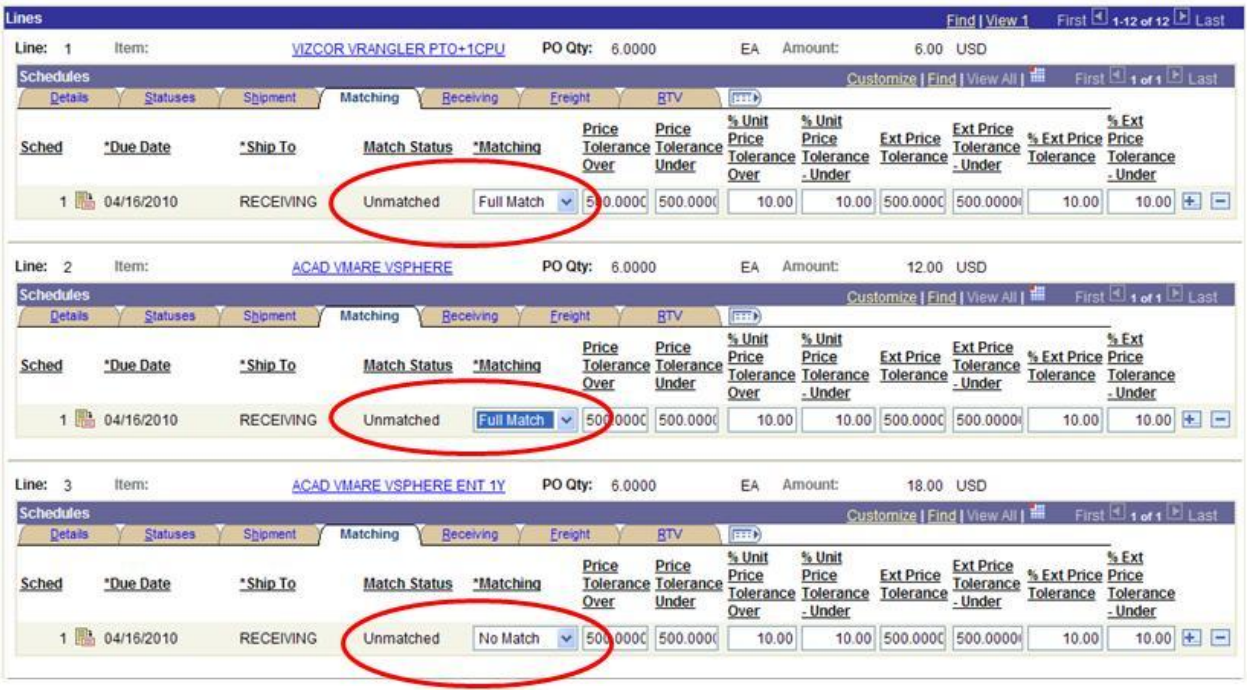
# To Set Matching Options on a PO





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# To Specify Matching on PO Lines

- PO Line (Details tab) > Schedule Icon > Matching Tab > Matching Drop-Down Box

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# Review Questions

*Answers are at the end of the handout.*

1. When a PO Line is set to "Full Match" with Receiving set to "Receiving Not Required", what is required to fully match the PO?
    a. Voucher for entire amount or quantity
    b. Receipt for full amount or quantity
    c. Requisition
    d. Both a & b

2. When a PO Line is set to "Full Match" with Receiving set to "Receiving Required", what documents are necessary to fully match the PO?
    a. Voucher for entire amount or quantity
    b. Receipt for full amount or quantity
    c. Requisition
    d. Both a & b

3. Can a multiple line PO have matching set to "Full Match" on some lines and "No Match" on others?
    a. Yes
    b. No


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# Receiving

- Receiving is optional
- Formal method for documenting the acceptance of goods from vendors
- If receiving is required, vendor cannot be paid until items are received, unless the match exception is overridden or line is "No Match"

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## How does Receiving Impact PO Liquidation

- Matching will not 'match' the PO if set to "Full Match" and "Receiving Required" until a Receiver is associated with Voucher, unless the match exception is overridden by AP
- If the PO line is for an asset, the Voucher must be created by copying in the receipt.

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# Different Settings for Receiving

- Do Not Receive
- Receiving is Optional
- Receiving is Required

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# Receiving is Set by Line

Lines — Customize | Find | View All | First 1-10 of 12 Last

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

| Line | Description | *Receiving Required | Inspection Required | Inspect ID |
|---|---|---|---|---|
| 1 | VIZCOR VRANGLER PTO+1CPU | Do Not Receive | | |
| 2 | ACAD VMARE VSPHERE | Do Not Receive | | |
| 3 | ACAD VMARE VSPHERE ENT 1Y | Receiving is Required | ☐ | |
| 4 | HP CTO ONLY VMWARE | Receiving is Required | ☐ | |
| 5 | HP DL360 G6 | Receiving is Required | ☐ | |
| 6 | HP 4GB 2RX4 PC3 | Receiving is Required | ☐ | |
| 7 | HP 72GB 3G PLUG | Receiving is Required | ☐ | |
| 8 | HP NC364T | Receiving is Required | ☐ | |
| 9 | HP ILO ADV 1 SVR | Receiving is Required | ☐ | |
| 10 | HPE 3 YR 24X7X4 DL360 | Receiving is Required | ☐ | |


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# To Set Receiving Options on PO Lines

- PO Line > Receiving Tab > Receiving Required Drop-Down List

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# Review Questions

*Answers are at the end of the handout.*

1. Is it possible to require receiving on some PO Lines and not others?
    a. Yes
    b. No

2. Is it possible to receive by amount?
    a. Yes
    b. No


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# PO Cancel

- Cancel action is only allowed on PO line(s) that have not been received or vouchered
- Cancelling a PO can only be carried out on lines with no activity against them
- POs cannot be Deleted once successfully budget checked, therefore, they must canceled

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# PO Cancel

- After PO cancelation and closure, it will be necessary to budget check the PO again to relieve the encumbrance
- To get rid of PO before it has been successfully budget checked, Delete the PO (no trace of it will be left in the system unlike PO Cancel)
  - This will ensure no "hanging" KK exceptions

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# PO Cancel

- Can cancel a PO entirely, or individual PO lines
- To cancel a PO in its entirety, PO must meet the following conditions:
  - PO is not on hold
  - No schedules on the PO have been matched
  - No receipts have been recorded against the PO
  - No open vouchers have been recorded against the PO

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# Review Questions

*Answers are at the end of the handout.*

1. Can I delete a PO after a successful budget checking?
    a. Yes
    b. No

2. I have budget checked a PO and received an error. If I do not wish to remedy this error and re-budget check to get a Valid budget status on the PO, can I just delete the PO?
    a. Yes
    b. No

3. If you enter a PO and receive a budget exception and decide that instead of "fixing" the problem, you prefer to get rid of the PO and start anew, do you:
    a. Cancel the PO
    b. Delete the PO
    c. Close the PO


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# PO Close

- Once a PO is dispatched, received, and vouchered it must be reconciled and closed
- Process involves analyzing various info such as the Match Status on both the PO Line and PO Header and Due Date to determine if eligible for closure
- Only POs that have quantity or amounts that are completely matched or canceled can be reconciled and closed

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# PO Close

- Once PO reconciliation process is run, PO status changes to "Complete"
- Typically, the PO Reconciliation Workbench is used in conjunction with the Close PO Process
- The Workbench is a more comprehensive search engine to validate any/all POs meeting specific criteria for further actions

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# Review Question

*Answer are at the end of the handout.*

1. Provided a PO's Due Date has passed, what process "qualifies" a PO to be closed?
    a. Receiving
    b. Vouchering
    c. Matching


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# PO Liquidation

- How can you tell if a PO has been liquidated?
  - Run reconciliation queries for both PO and KK modules:
    - PO: BOR_PO_OPEN_AMOUNT_ALL (or a variation of this query)
    - KK: BOR_PO_OPEN_ENCS_KK

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# PO Liquidation

- How can you tell if a PO has been liquidated?
  - Review the KK tables
    - KK_ACTIVITY_LOG
      - PREENC reversals will be reflected on PO entries
      - ENC reversals will be reflected on Voucher entries
    - KK_LIQUIDATION
      - Monetary and Foreign Amount fields should be "0" if fully liquidated
      - Activity reflects the amount reversed against the document
  - To inquire on KK tables, you need the security role: BOR_KK_INQ

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# REQ Liquidation by PO

| KK_TRAN_ID | KK_TRAN_DT | KK_TRAN_LN | REFERENCED_BUDGET | BALANCING_LINE | LEDGER_GROUP | LEDGER | FISCAL_YEAR | ACCOUNTING_PERIOD | SEQNBR | RVRSL_FLG | CLOSED_VALUE | BUSINESS_U |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0004021466 | 7/13/2009 | 1 | N | N | DETAIL | DETAIL_PR | 2010 | 1 | 0 | | N | 27000 |
| 0004021466 | 7/13/2009 | 1 | N | N | DETAIL | DETAIL_PR | 2010 | 2 | 1 | | Y | 27000 |
| 0004021466 | 7/13/2009 | 1 | N | N | DETAIL | DETAIL_PR | 2010 | 2 | 1 | Y | N | 27000 |

| BUDGET_PERIOD | FOREIGN_CURRENCY | FOREIGN_AMOUNT | BASE_CURRENCY | MONETARY_AMOUNT |
|---|---|---|---|---|
| 2010 | USD | 568.4 | USD | 568.4 |
| 2010 | USD | 568.4 | USD | 568.4 |
| 2010 | USD | -568.4 | USD | -568.4 |

| KK_TRAN_ID | KK_TRAN_DT | KK_TRAN_LN | REFERENCED_BUDGET | BALANCING_LINE | LEDGER_GROUP | LEDGER | FISCAL_YEAR | ACCOUNTING_PERIOD | SEQNBR | RVRSL_FLG | CLOSED_VALUE | BUSINESS_U |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0004023828 | 7/14/2009 | 1 | N | N | DETAIL | DETAIL_EN | 2010 | 1 | 0 | | N | 27000 |
| 0004023828 | 7/14/2009 | 1 | N | N | DETAIL | DETAIL_EN | 2010 | 2 | 1 | | Y | 27000 |
| 0004023828 | 7/14/2009 | 1 | N | N | DETAIL | DETAIL_EN | 2010 | 2 | 1 | Y | N | 27000 |
| 0004023828 | 7/14/2009 | 1 | Y | N | DETAIL | DETAIL_PR | 2010 | 1 | 0 | | N | 27000 |

| BUDGET_PERIOD | FOREIGN_CURRENCY | FOREIGN_AMOUNT | BASE_CURRENCY | MONETARY_AMOUNT |
|---|---|---|---|---|
| 2010 | USD | 568.4 | USD | 568.4 |
| 2010 | USD | 568.4 | USD | 568.4 |
| 2010 | USD | -568.4 | USD | -568.4 |
| 2010 | USD | -568.4 | USD | -568.4 |


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# PO Liquidation by Voucher

| KK_TRAN_ID | KK_TRAN_DT | KK_TRAN_LN | REFERENCED_BUDGET | BALANCING_LINE | LEDGER_GROUP | LEDGER | FISCAL_YEAR | ACCOUNTING_PERIOD | SEQNBR | RVRSL_FLG | CLOSED_VALUE | BUSINESS_U |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0004023835 | 7/14/2009 | 1 | N | N | DETAIL | DETAIL_EX | 2010 | 1 | 0 | N | | 27000 |
| 0004023835 | 7/14/2009 | 1 | Y | N | DETAIL | DETAIL_EN | 2010 | 1 | 0 | N | | 27000 |

| BUDGET_PERIOD | FOREIGN_CURRENCY | FOREIGN_AMOUNT | BASE_CURRENCY | MONETARY_AMOUNT |
|---|---|---|---|---|
| 2010 | USD | 568.4 | USD | 568.4 |
| 2010 | USD | -568.4 | USD | -568.4 |

| KK_TRAN_ID | KK_TRAN_DT | KK_TRAN_LN | LEDGER_GROUP | BASE_CURRENCY | KK_POSTED_AMT | MONETARY_AMOUNT | FOREIGN_CURRENCY | KK_FRN_POSTED_AMT | FOREIGN_AMOUNT | ACTIVITY |
|---|---|---|---|---|---|---|---|---|---|---|
| 0004023828 | 7/14/2009 | 1 | DETAIL | USD | 568.4 | 0 | USD | 568.4 | 0 | 568.4 |


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# Review Questions

*Answers are at the end of the handout.*

1. What query can be used to confirm successful liquidation of a PO within the Purchasing module?
    a. BOR_PO_OPEN_AMOUNT_ALL
    b. BOR_PO_OPEN_AMOUNT_4
    c. BOR_PO_NOT_COMPLETE
    d. All of the above
    e. Both a & b

2. Does the status of "Complete" on a PO confirm liquidation of all encumbered funds?
    a. Yes
    b. No

3. After running the PO Close process, what must occur to liquidate any remaining encumbrance balances on the reconciled POs?
    a. Cancel
    b. Budget Check
    c. Approve


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# PO Reconciliation Workbench

- What can you use the PO Reconciliation Workbench for:
  - Allows you to analyze, individually or in batch, POs meeting specified criteria (PO status, receiving, matching, encumbrance, Chartfields, etc.)
  - Dispatch, Cancel, and Close actions can be taken

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# PO Reconciliation Workbench

- Advantages:
  - Workbench offers you the ability to review POs not "qualified" for the action you wish to take
  - When transactions are not eligible for an action, the Log explains "why", which assists in troubleshooting efforts
  - If POs are not qualified for closure (not picked by in the batch PO Close process), the Workbench allows you to manually "force" reconcile and liquidate the PO

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## How to Use PO Reconciliation Workbench

- Search for individual PO by specifying PO ID or batch of POs by specifying criteria on "Filter Options" page
- Select all or only specific POs to review or take action on
- Review Log for all transactions that appear "Not Qualified" for the action and troubleshoot as necessary or "force" the action when appropriate (ex. Close PO)
- Proceed with process will continue to process all "Qualified" transactions

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# PO Workbench Tips

- A PO should not be forced to close if:
  - Active vouchers exist
  - Budget exceptions exist
- Never select the "Update Budget Date Equal to Accounting Date"
  - This updates the Budget Date on the Req/PO distribution line and throws the BUD REF/Budget Date out of synch (a DBI will be required)

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# Review Questions

*Answers are at the end of the handout.*

1. Is it okay to force a PO to close when it is only "Partially" matched, and you do not wish to voucher the remaining quantity or amount?
    a. Yes
    b. No

2. Should you force a PO to close when there are budget exceptions or active vouchers associated with the PO?
    a. Yes
    b. No

3. Will a PO close when the batch PO Close process is run if it has only been partially matched?
    a. Yes
    b. No
4. Will a PO close when the batch PO Close process is run if it has been fully matched?
    a. Yes
    b. No


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# Requisition Reconciliation Workbench

- What can you use the REQ Reconciliation Workbench for:
  - Allows you to analyze, individually or in batch, Requisitions meeting specified criteria (Open, Approved, Lines Approved, Cancelled, Denied, Pending Approval)
  - Cancel, and Close actions can be taken

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# Req Reconciliation Workbench

- Advantages:
  - Workbench offers you the ability to review Reqs "Not Qualified" for the action you are attempting to take
  - When transactions are not eligible for an action, the Log explains "why", which assists you in troubleshooting efforts

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## How to Use Req Reconciliation Workbench

- Search for individual REQ by specifying REQ ID or batch of REQs by specifying criteria on "Filter Options" page
- Select all or specific REQ Ids to review or take action on
- Review 'Log' for all transactions that appear "Not Qualified" for the action you are attempting to take and troubleshoot accordingly
- Proceed with process will continue to process all "Qualified" transactions

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# Requisition Workbench Tips

- Reasons a requisition will not close:
  - Requisitions are not fully sourced (cancel lines you don't intend to source)
  - Requisition line with unchecked or error budget status
  - POs are not closed
  - POs are not successfully budget checked
- Never select the "Update Budget Date Equal to Accounting Date"
  - This updates the Budget Date on the Req/PO distribution line and throws the BUD REF/Budget Date out of synch (a DBI is required)

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# Review Questions

*Answers are at the end of the handout.*

1. What situation will cause a Requisition to be eligible for Closure?
    a. All requisition lines are sourced and all associated POs are closed with a Valid budget check
    b. All requisition lines are approved, budget checked, and sourced
    c. All requisition lines are sourced or canceled

2. When using the PO or Requisition Reconciliation Workbench to process PO/Req documents, should you select the "Update Budget Date to equal Accounting Date" checkbox?
    a. Yes
    b. No

3. When should the Requisition Close Process be run?
    a. After sourcing and budget checking the resulting POs
    b. After running the PO Close Process
    c. After running the PO Close and PO Budget Check Processes


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# End of Months Tasks for POs

- If using requisitions, ensure all "Approved" requisition lines are sourced to POs or Canceled
- Review all "Partially Matched" POs to assess whether you expect to process additional vouchers against them or if they should be closed and liquidated
- The PO Close and Req Close processes should be run at least monthly to "clean up" Req and PO documents that remain 'Approved' and 'Dispatched' unnecessarily.
  - This ensures that all fully sourced reqs or fully vouchered POs are reconciled are closed and any ENC or PREENC balances are fully liquidated

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## Objectives

- Reviewed the Purchase Order Life Cycle
- Identified the different types of Purchase Orders
- Identified how to set Matching options on a Purchase Order, and how this setting can impact liquidation of the PO
- Identified how to set Receiving options on a Purchase Order, and how this setting can impact liquidation of the PO
- Differentiated PO Cancel from PO Close
- Specified how to determine if a Purchase Order has been liquidated
- Reviewed how to use the PO Reconciliation Workbench for various tasks
- Identified the tasks that should be performed at the end of each month concerning Purchase Orders

## Archive

- The archive for this Wimba Training Session will be available no later than end of day, March 26, 2010.
- The archive and training materials will be posted to the Georgia*FIRST* website: http://www.usg.edu/gafirst-fin/training/archives/


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**Answers to Review Questions**

1. If you create a PO for yearly services where payments may vary in amount, or possibly require more than one payment per month, would you create the PO to liquidate by:
   - **a. Amount**
   - ~~b. Quantity~~

2. If I create a "Full Match" PO for a Quantity = 1 totaling $50,000.00 and make a partial payment of $5,000.00 *without* marking the "Amount Only" checkbox, will I be able to make additional payments after Matching is run on the initial voucher?
   - ~~a. Yes~~
   - **b. No**

3. If I distribute the cost of a PO Line by "Amount", does that ensure the PO will liquidate by Amount, thus allowing me to voucher multiple times?
   - ~~a. Yes~~
   - **b. No**

4. When a PO Line is set to "Full Match" with Receiving set to "Receiving Not Required", what is required to fully match the PO?
   - **a. Voucher for entire amount or quantity**
   - ~~b. Receipt for full amount or quantity~~
   - ~~c. Requisition~~
   - ~~d. Both a & b~~

5. When a PO Line is set to "Full Match" with Receiving set to "Receiving Required", what documents are necessary to fully match the PO?
   - ~~a. Voucher for entire amount or quantity~~
   - ~~b. Receipt for full amount or quantity~~
   - ~~c. Requisition~~
   - **d. Both a & b**

6. Can a multiple line PO have matching set to "Full Match" on some lines and "No Match" on others?
   - **a. Yes**
   - ~~b. No~~
7. Is it possible to require receiving on some PO Lines and not others?
   - **a. Yes**
   - ~~b. No~~

8. Is it possible to receive by amount?
   - **a. Yes**
   - ~~b. No~~


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9. Can I delete a PO after a successful budget checking?
   ~~a. Yes~~
   **b. No**

10. I have budget checked a PO and received an error. If I do not wish to remedy this error and re-budget check to get a Valid budget status on the PO, can I just delete the PO?
    **a. Yes**
    ~~b. No~~

11. If you enter a PO and receive a budget exception and decide that instead of "fixing" the problem, you prefer to get rid of the PO and start anew, do you:
    ~~a. Cancel the PO~~
    **b. Delete the PO**
    ~~c. Close the PO~~

12. Provided a PO's Due Date has passed, what process "qualifies" a PO to be closed?
    ~~a. Receiving~~
    ~~b. Vouchering~~
    **c. Matching**

13. What query can be used to confirm successful liquidation of a PO within the Purchasing module?
    ~~a. BOR_PO_OPEN_AMOUNT_ALL~~
    ~~b. BOR_PO_OPEN_AMOUNT_4~~
    ~~c. BOR_PO_NOT_COMPLETE~~
    ~~d. All of the above~~
    **e. Both a & b**

14. Does the status of "Complete" on a PO confirm liquidation of all encumbered funds?
    ~~a. Yes~~
    **b. No**

15. After running the PO Close process, what must occur to liquidate any remaining encumbrance balances on the reconciled POs?
    ~~a. Cancel~~
    **b. Budget Check**
    ~~c. Approve~~

16. Is it okay to force a PO to close when it is only "Partially" matched, and you do not wish to voucher the remaining quantity or amount?
    **a. Yes**
    ~~b. No~~


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17. Should you force a PO to close when there are budget exceptions or active vouchers associated with the PO?
    ~~a. Yes~~
    **b. No**

18. Will a PO close when the batch PO Close process is run if it has only been partially matched?
    ~~a. Yes~~
    **b. No**

19. Will a PO close when the batch PO Close process is run if it has been fully matched?
    **a. Yes**
    ~~b. No~~

20. What situation will cause a Requisition to be eligible for Closure?
    **a. All requisition lines are sourced and all associated POs are closed with a Valid budget check**
    ~~b. All requisition lines are approved, budget checked, and sourced~~
    ~~c. All requisition lines are sourced or canceled~~

21. When using the PO or Requisition Reconciliation Workbench to process PO/Req documents, should you select the "Update Budget Date to equal Accounting Date" checkbox?
    ~~a. Yes~~
    **b. No**

22. When should the Requisition Close Process be run?
    ~~a. After sourcing and budget checking the resulting POs~~
    ~~b. After running the PO Close Process~~
    **c. After running the PO Close and PO Budget Check Processes**


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