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PO.020.390 - Running PO Close Process

Trigger:

Concept

This topic demonstrates how to reconcile and close all the Purchase Orders for a single Business Unit. Once a Purchase Order no longer needs to be modified and has been dispatched and received, it must be closed and reconciled against the associated receipts through the PO Reconcile process. This process involves analyzing receipts against Purchase Orders so that the amounts on the Purchase Order can be closed. Only Purchase Orders that have amounts that are completely received and canceled can be reconciled and closed. Purchase Orders must be closed in order to be posted and archived.

Purchase Orders must be in Dispatched or Canceled status to be reconciled and closed. PO's in Initial, Pending Approval, or Completed status cannot be reconciled or closed. Once the PO Reconciliation process is run, the Purchase Order status changes to Completed.

Note: It is important to remember that, after closing POs, the batch budget check process must be run in order to actually liquidate any remaining encumbrance balance on the closed POs.

Topic Objectives:

Upon completion of this topic, you will be able to:

- Explain the purpose of the PO Reconcile process.
- Identify the statuses that allow the PO Reconcile process to run.
- Identify the statuses that do not allow the PO Reconcile process to run.
- Identify the Purchase Orders status after the PO Reconcile process has run.
- Run the PO Reconcile Process.

Key term:

Business Process Document

Purchasing - Purchase Orders PO.020.390 - Running PO Close



Process

Below is a key term used in this topic:

- *Reconciliation* – a system run process that analyzes receipts against amounts on a Purchase Order so that the Purchase Order can be closed

Assumptions

Dependencies/Constraints

Additional Information

Procedure

In this topic, you will reconcile and close all the qualified Purchase Orders for Business Unit 001 as of 01/04/2006.

Step
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Step
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Step
23.