

## ePro & Purchasing Month-End Process Checklist

---

- ☐ **Using the Manage Requisitions page, review the state of the requisitions for the business unit.**

*eProcurement > Manage Requisitions*

Search for requisitions that are in a Pending status, and determine if action is needed (approval, cancel, close, etc).

- ☐ **Run the BOR\_BC\_PENDING query to identify requisitions that need to be budget checked.**

*Reporting Tools > Query > Query Manager. Transaction Type REQ\_PREENC*

This query returns requisition transactions that are pending budget check. Pay close attention to requisitions that have an accounting date that will soon be in a closed period, as these need to have a Valid budget status BEFORE the period is closed.

If you discover you have reqs that are from a previous period that is hard closed, submit a ticket to the ITS Helpdesk

- ☐ **Run Requisition Budget Check.**

*Purchasing > Requisitions > Budget Check*

Ensure all expected requisitions update to a Valid Budget Status. Resolve any errors and run the budget check process again, as needed.

- ☐ **Run the BOR\_BC\_PENDING query again.**

*Reporting Tools > Query > Query Manager. Transaction Type REQ\_PREENC*

Ensure no results are returned for the REQ\_PREENC transaction type. If there are, repeat the step above.

- ☐ **Run BOR\_REQ\_OPEN\_AMOUNT\_ALL query.**

*Reporting Tools > Query > Query Manager*

Displays all Requisition lines with open pre-encumbrances. Fields of note: Req Status, Req Budget Status, Req KK Amount, Bud Ref, PO Status.

- ☐ **Cancel Requisitions (or specific Requisition lines), if needed**

*eProcurement > Manage Requisitions OR Purchasing > Requisitions > Requester's Workbench*

- ☐ **Run the Expedite Requisitions process.**

*eProcurement > Buyer Center > Expedite Requisitions*

This process will create Purchase Order(s) for the selected Requisitions.

☐ **Finalize Requisition or Requisition Lines**

*Purchasing > Purchase Orders > Add/Update POs*

Finalizing a requisition or requisition lines will allow any remaining pre-encumbrance to be liquidated. You can use the BOR\_REQ\_OPEN\_AMOUNT\_ALL query to help you determine which requisitions/requisition lines should be finalized.

☐ **Run the BOR\_BC\_PENDING query to identify requisitions that need to be budget checked.**

*Reporting Tools > Query > Query Manager. Transaction Type PO\_POENC*

This query returns purchase order transactions that are pending budget check. Pay close attention to purchase orders that have an accounting date that will soon be in a closed period.

If you discover you have purchase orders that are from a previous period that is hard closed, submit a ticket to the ITS Helpdesk

☐ **Run Purchase Order Budget Check.**

*Purchasing > Purchase Orders > Budget Check*

Ensure all expected purchase orders update to a Valid Budget Status. Resolve any errors and run the budget check process again, as needed.

☐ **Run the BOR\_BC\_PENDING query again.**

*Reporting Tools > Query > Query Manager. Transaction Type PO\_POENC*

Ensure no results are returned for the PO\_POENC transaction type. If there are, repeat the step above.

☐ **Run the BOR\_PO\_OPEN\_AMOUNT\_ALL query**

*Reporting Tools > Query > Query Manager*

Displays all Purchase Order lines with an open encumbrance. Fields of note: Status, Budget Status, Match Status, Amount, Bud Ref.

☐ **Close Purchase Orders**

*Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders OR*

*Purchasing > Purchase Orders > Buyer's Workbench*

Run the batch Close Purchase Orders job (PO\_POREP) to close all eligible Purchase Orders or select specific Purchase Orders to close via the Buyer's Workbench.

☐ **Run Purchase Order Budget Check**

*Purchasing > Purchase Orders > Budget Check*

Ensure all expected purchase orders update to a Valid Budget Status. Resolve any errors and run the budget check process again, as needed.

☐ **Close Requisitions**

*Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions OR  
Purchasing > Requisitions > Requester's Workbench*

Run the batch Close Requisitions job (PO\_REQRQ) to close all eligible Requisitions or select specific Requisitions to close via the Requester's Workbench.

☐ **Run Requisition Budget Check**

*Purchasing > Purchase Orders > Budget Check*

Ensure all expected purchase orders update to a Valid Budget Status. Resolve any errors and run the budget check process again, as needed.

**Additional BOR delivered queries that should be reviewed monthly:**

- **BOR\_PO\_NOT\_COMPLETE:** Displays POs that have not been completed (closed).
- **BOR\_PO\_NOT\_RECEIVED:** Displays PO lines not yet received
- **BOR\_PO\_RECV\_NO\_VOUCHER:** Displays POs that have been received but that have not been vouchered.
- **BOR\_PO\_VCHR\_NOTRECV:** Displays POs that have been vouchered but that have not been received