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