

Business Process	Navigation
1. To close purchase orders using a batch process.	1. Main Menu > Finance Navigation > Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders
2. To reopen a closed purchase order.	2. Main Menu > Finance Navigation > Purchasing > Purchase Orders > Reconcile POs > Reopen POs

Process 1: Close purchase orders in batch.

Use the following navigation to close purchase orders in batch.

1. Certain criteria must be met in order for the batch process to close a purchase order:
 - a. A purchase order must be considered inactive. The process looks at the last activity date of the purchase order (includes PO change orders, receipts entered against the PO and vouchers matched to the PO) plus the number of closed days defined on the business unit to determine the last activity date. SPPS' close days are set to 0. The last activity date plus the close days must be less than the date the batch process is run.
 - b. A purchase order must have a Dispatched or Canceled PO Status. POs with an Open or Approved PO Status will close if receiving is not required for the PO and/or matching is not required. The batch process ignores purchase orders with a PO Status of Initial, Pending Approval and Completed.
 - c. Purchase orders that require matching will close only when the PO's match status is set to Fully Matched or No Match. POs partially matched will not be closed by the batch process. Finalizing vouchers will mark the purchase order as Fully Matched.
 - d. Amount only purchase orders that require receiving will be closed by the batch process when the sum of all the receipts matches the PO's merchandise amount and the PO is considered fully received.
 - e. The due date of the purchase order must be less than the date the process is run.
 - f. Vouchers linked to the purchase order must be posted, deleted or closed. The batch process will not close the purchase order with active/open vouchers
2. From the Main Menu page, select **Finance Navigation** > **Purchasing** > **Purchase Orders** > **Reconcile POs** > **Close Purchase Orders**
3. If this is the first time you are running the process you may need to create a run control id. If you have already created one then you can search or type in the name previously used. You do not have to create a run control id for each separate process you run; however, if you will run the same process repeatedly it is a good idea to have a dedicated run control for that process with the settings already set up.

Close Purchase Orders

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

Run Control ID: begins with

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- You will access the page with the **Find an Existing Value** tab displayed. Click on the **Add a New Value** tab if you are adding a new run control id; otherwise, stay on the **Find an Existing Value** tab to use one previously created.
- Enter a **Run Control ID** = CLOSE_POS (id cannot have any spaces in it so use the underscore instead of a space).
- Click **Add** or **Search**. If you click Search you do not have to enter the run control id first as you can select it from the search list that will appear at the bottom of the page.

Close Purchase Orders

Run Control ID: CLOSE_LSE [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameters

PO Post Run Option: 1 Bus Unit

Business Unit:

PO Number:

GL Unit	Fund	Dept	Program	Product	Account	Class	Funding Src	PC Bus Unit	Project	Activity

☒ Use Current Date as Acct. Date
Accounting Date for Action: 06/23/2013

☒ Update Budget Date Equal to Accounting Date

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Add** **Update/Display**

- Define the purchase order close parameters. You can run the process for a single purchase order or for the entire business unit. Selecting **1 Bus Unit** option allows you to close purchase orders for specific ChartField value(s).

1 Bus Unit
1 Document
All BUs

- Specify the applicable Accounting Date that the purchase orders will be closed. Select the **Use Current Date as Acct. Date** to default today's date.
- Select the **Update Budget Date Equal To Accounting Date** checkbox when you want any remaining encumbrances to be restored in the same period as the Accounting Date.
- Click the **Run** button.

Favorites Main Menu > Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders

Process Scheduler Request

User ID: VP1 Run Control ID: CLOSE_LSE

Server Name: Run Date: 06/23/2013

Recurrence: Run Time: 1:27:27AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Close Purchase Order Report	POPO008	SQR Report	Web	PDF	Distribution
☒	Close Purchase Orders	PO_PORECON	Application Engine	Web	TXT	Distribution
☐	Close Purchase Orders	PO_POREP	PSJob	(None)	(None)	Distribution

11. Select the checkbox for the **Close Purchase Orders** process.
12. Click **OK** and you will be returned to the previous page.
13. To monitor your process and ensure it completes successfully, click on the **Process Monitor** hyperlink. If you need help in Process Monitor refer to the Process Monitor Quick Reference Guide.

Process 2: Reopen closed purchase orders.

Use the following navigation to reopen closed purchase orders.

1. From the Main Menu page, select **Finance Navigation > Purchasing > Purchase orders > Reconcile Purchase orders > Reopen POs**.
2. If this is the first time you are running the process you may need to create a run control id. If you have already created one then you can search or type in the name previously used. You do not have to create a run control id for each separate process you run; however, if you will run the same process repeatedly it is a good idea to have a dedicated run control for that process with the settings already set up.

Reopen Closed Purchase Orders

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Run Control ID: begins with ReOpen

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

3. You will access the page with the **Find an Existing Value** tab displayed. Click on the **Add a New Value** tab if you are adding a new run control id; otherwise, stay on the **Find an Existing Value** tab to use one previously created.
4. Enter a **Run Control ID** = REOPEN_POS (id cannot have any spaces in it so use the underscore instead of a space).
5. Click **Add** or **Search**. If you click Search you do not have to enter the run control id first as you can select it from the search list that will appear at the bottom of the page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Reconcile POs](#) > [Reopen POs](#)

Reopen POs

Run Control ID: ReOpen [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

☐ Last Close PO Run
☒ Select POs to be Reopened

Reopen PO Selection Criteria

Reopen Request: [Range of Documents](#)
 Business Unit: 62500
 Purchase Order: To:
 PO Date: Range To:
 Activity Date: All
 Vendor ID:
 Buyer:
 PO Reference:

Accounting Date Option

☒ Open with Specified Accounting Date 04/15/2013
☐ Open with Existing Accounting Date

☒ Reopen Associated Requisitions ?

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

6. Select the **Last Close PO Run** button to reopen all the purchase orders that were closed by the last Close Purchase orders batch process. Select the **Select POs to be Reopened** button to select specific purchase orders to reopen.
7. If you select the Select POs to be Reopened option you will need to select which purchase orders to reopen. You can reopen a specific purchase order or a range of purchase orders.

[Range of Documents](#)
[Specific Business Unit](#)
[Specific Document](#)

8. If you select a range of purchase orders you can select the purchase orders by a range of PO IDs, a range of PO dates or purchase orders for a specific Vendor ID or Buyer.
9. You can reopen the purchase orders with their original accounting date by selecting the **Open with Existing Accounting Date** button or you can enter a specific date by selecting the **Open with Specific Accounting Date** button.
10. Select the **Reopen Associated Requisitions** checkbox if you want to reopen any requisitions linked to the reopened POs.
11. Click the **Run** button

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Reconcile POs](#) > [Reopen POs](#)

Process Scheduler Request

User ID: VP1 Run Control ID: ReOpen

Server Name: Run Date: 06/23/2013

Recurrence: Run Time: 1:39:26AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	Purchase Order Reopen	PO_POREOPEN	Application Engine	Web	TXT	Distribution

12. The checkbox for the Purchase order Reopen process is automatically selected.
13. Click **OK** and you will be returned to the previous page.
14. To monitor your process and ensure it completes successfully, click on the **Process Monitor** hyperlink. If you need help in Process Monitor refer to the Process Monitor Quick Reference Guide.