

Close a Purchase Order with Remaining Balance Job Aid



The purpose of this Job Aid is to explain how to properly close a Purchase Order that has a remaining balance. Use report ME2N to display a list of Purchase orders and their balances to determine POs that need to be closed. Refer to the [ME2N Display Purchase Order Report JOB AID](#) for help with this report. To close a Purchase Order, follow the steps below:

- 1.) Search and display the Purchase order number that needs to be closed. Click the blue hyperlink of the purchase order number to display the purchase order. The Display Purchase Order screen appears.

Purchase Order Number	Item
4000036967	1

- 2.) After displaying the PO, click on Tracking tab to verify what has been received and paid against purchase order.

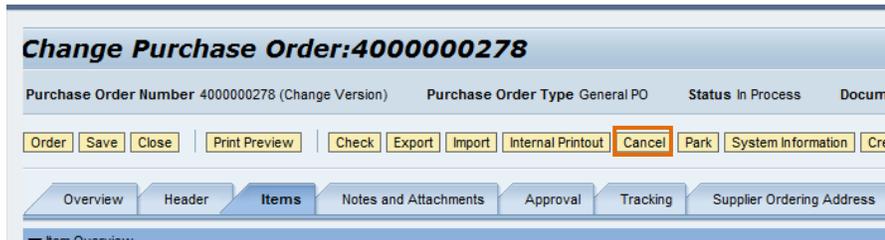
- If all items or services that will be received have been confirmed and paid for, continue with closing out the PO.
- If more items/services were received than have been invoiced, pay for the items/services, or cancel the Goods Receipt before closing the PO.

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Note: If nothing has been received or paid on the PO, you may simply “Cancel” to PO without having to go through the Closeout process.

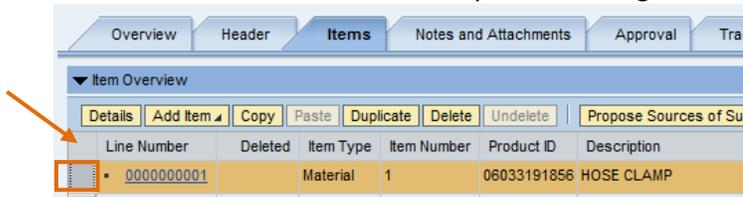
To “Cancel” the PO click the edit button **Edit** to place the purchase order in edit mode, and select the Cancel button **Cancel**.



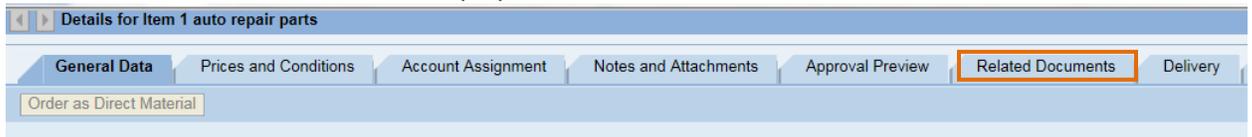
3.) To close the PO, click the Edit button to place the order in edit mode **Edit**



4.) Click the box to the left of the line item you are closing. Click the details button to open the line item



5.) Click on **Related Documents** tab to display the radio buttons.



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- 6.) When the Related Documents tab is displayed- set the **No Further Confirmation** and **No Further Invoice** flags to **Yes** to mark the PO for final receipt and final invoice will liquidate the open items and open commitments.

- 7.) Click on the **General Data** tab and reduce the Quantity/Unit field to what was actually received.

- 8.) Click the CHECK button to verify the price reflects the price total that was actually received.

- 9.) Click the **Order** button to save the changes.

- 10.) To verify the PO is closed, run the **ME2N** report again and verify that the balances of the closed PO is now \$0.00.