

Close a Purchase Order with Remaining Balance Job Aid



The purpose of this Job Aid is to explain how to close a Purchase Order that has a remaining balance.

- 1.) From the **Procurement Work Center**, click the **Purchasing** option then search to display the Purchase Order that needs to be closed. Once found, click the **blue hyperlink** to display the purchase order.

The screenshot shows the Procurement Work Center interface. The 'Procurement' tab is selected in the top navigation bar. The left sidebar has 'Purchasing' highlighted. The main content area shows search filters for Purchase Orders, with '4000036967' entered in the 'Number' field. Below the filters is a table of search results.

Purchase Order Number	Item Number	Purchase Order Name	Item Name
4000036967	1	CP404032 11/06/2014 07:36	Server Support

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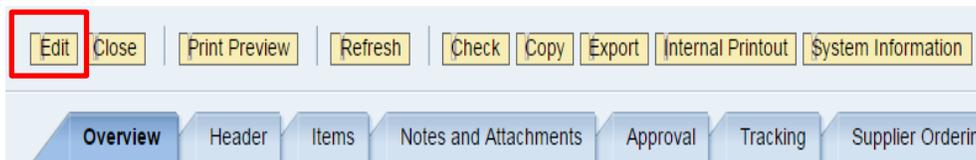


2.) Click on the **Tracking** tab and verify what has been received and paid.



- If all items or services have been fully received (Goods Receipts or Service Entry Sheets) and paid, continue with step 5 to close the PO.
- If more items/services were received than invoiced, pay for the items/services, or cancel the Goods Receipt or Service Entry Sheet before closing the PO.
- Note: If nothing has been received or paid, you may simply cancel the PO using step 3.

3.) To **Cancel** the PO, click the **Edit** button.



4.) Click the **Cancel** button.

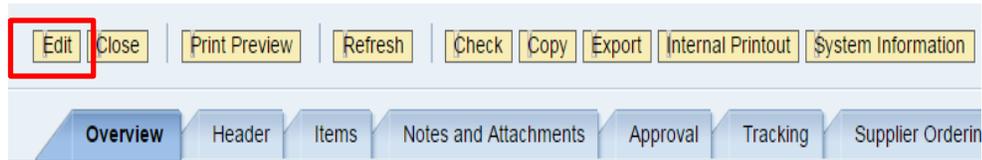
Once clicked, there are no further steps are necessary to cancel the PO.



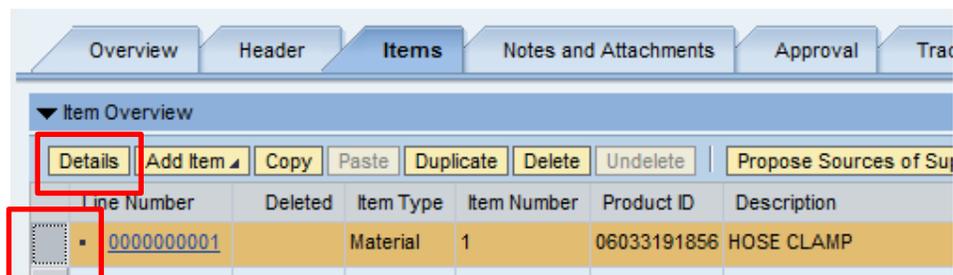
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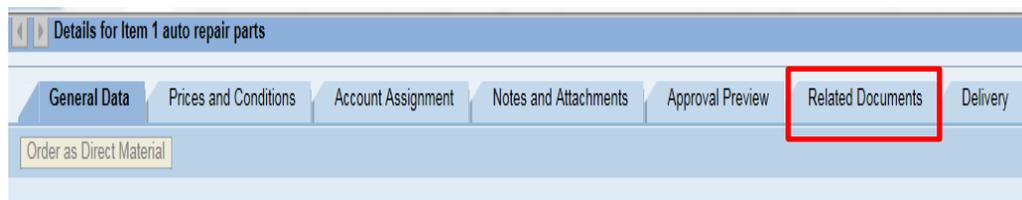
5.) To close the PO, click the **Edit** button.



6.) Highlight the line item you are closing then click the **Details** button.



7.) Click on the **Related Documents** tab.



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8.) Set the **No Further Confirmation** and **No Further Invoice** flags to Yes.

This step needs to be repeated for each line on the PO.

Goods Receipt / Confirmation of Performance of Service		Invoice	
Confirmed Quantity:	0.000	Invoiced Quantity:	0.000
Confirmed Value:	0.00 USD	Invoiced Value:	0.00 USD
No Further Confirmation	<input checked="" type="radio"/> Yes <input type="radio"/> No	No Further Invoice	<input checked="" type="radio"/> Yes <input type="radio"/> No

9.) Click the **Order** button to save the changes. The remaining encumbrance will be released.

10.) To verify the PO is closed, run the **ME2N** report in ECC and verify that the balances for “Z To Be Delivered” and “Z To Be Invoiced” is now \$0.00.

Refer to the [ME2N Display Purchase Order Report JOB AID](#) for help with this report.