

**Closing Purchase Orders**

This Quick Reference Guide (QRG) informs Procurement Shoppers how and when to close a purchase order and/or request to close a purchase requisition in Workday and the effect on commitment and obligation reporting. It also covers how to request a mass close.

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**Background**

Requisitions create commitments that, when sourced, create obligations. Obligations are liquidated as invoices are paid against a purchase order. As an obligation is liquidated, the corresponding commitment amount is liquidated. When a purchase order is underbilled, the full obligation is not liquidated, and the purchase order should be closed to release any outstanding obligations.

If a change order increases the obligation amount, the commitment amount is not affected. However, if the change order decreases the obligation amount, the difference will be an open commitment on the requisition. If a purchase order is cancelled at the header or line level, the commitment amount opens for sourcing again. This will appear as an outstanding commitment on your books. This is when you need to submit a “close requisition” request.

**Guidelines**

Requisitions must be closed by central Finance staff (PSDS). Purchase orders may be closed by employees that hold the “**Procurement Shopper**” security role in Workday.

**Purchase orders should only be closed if they have been fully invoiced or if no further invoicing or other activity is expected. Once closed, Purchase Orders can be re-opened, if needed. For example, if you receive an unexpected invoice or other activity is needed after the PO is closed, re-open the PO rather than creating a new PO.**

Any UVA employee may request a Mass Close of either requisitions or purchase orders by submitting a request to [askfinance@virginia.edu](mailto:askfinance@virginia.edu) ATTN: PSDS Business Solutions.

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### Procedure to Close a Purchase Order

1. On the Workday home screen, type “Find Purchase Order” in the search bar.
2. Enter the appropriate purchase order number in the Purchase Order field.
3. Click OK

Find Purchase Orders

Company

Supplier

Order-From Connection

Buyer

Purchase Order Type

Purchase Order

Document Date On or After 02/28/2023

Document Date On or Before MM/DD/YYYY

Due Date On or After MM/DD/YYYY

Due Date On or Before MM/DD/YYYY

OK Cancel

4. Next to the Purchase Order number, click on the related actions button.
5. Navigate to the Purchase Order menu and choose “Close”.

Sandbox - uva

MENU Home find purch ord Need Help?

View Purchase Order

Purchase Order PO-0058245

Change Order Reason

Reason Decreasing extended amount

Summary

Company The Rector & Visitors of the University of Virginia

Purchase Order Type Goods & Services

Supplier IMG Acad

Order-From Connection CHICAGO

Currency USD

Document Date 05/01/2023

Line Total Amount 12,100.00

Requisition Type 2. Contract Requisition

Actions

Purchase Order

Cancel

Close

Close Lines

Copy

Create Change Order

Issue

Manage Attachments

View Purchase Order Changes

Decreasing extended amount

3

Purchase Order Lines 2 items

| Line | Company   | Description                                 | Spend Category                 | Extens Amnt |
|------|---|---|--------------------------------|-------------|
| 1    | The Rector & Visitors of the University of Virginia | Equipment FRTRAC department wide ...more    | Supplies Recreational (SC0293) | 12,000      |
| 2    | The Rector & Visitors of the University of Virginia | test line for effect on requisition ...more | Supplies Recreational (SC0293) | 100         |

decreasing amount on line 1 to test effect on requisition commitments

Status Issued

Company The Rector & Visitors of the University of Virginia

6. Click OK

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Close Purchase Order

Are you sure you want to close this Purchase Order?

Accounting Date Override: MM/DD/YYYY

Purchase Order: PO-0058245 | Version: 3 | Status: Issued

**Change Order Reason**

Reason: Decreasing extended amount | Comments: decreasing amount on line 1 to test effect on requisition c

**Summary**

Company: The Rector & Visitors of the University of Virginia

Purchase Order Type: Goods & Services

Revision: 1

**Terms and Taxes**

Payment Terms: Net 45

Due Date: (empty)

Default Payment Type: Check

OK | Cancel

7. The Purchase Order is now closed.

## Procedure to Request to Close a Requisition

1. Determine the requisition that needs to be closed.
2. Send an email to [AskFinance@virginia.edu](mailto:AskFinance@virginia.edu) ATTN: PSDS Business Solutions.

Subject: ATTN: PSDS Business Solutions Requisition Close [REQ-XXXXXXXXXX]

Body: Please close REQ-XXXXXXXXXX

3. The email will be received by PSDS and completed within 72 hours. An email indicating completion will be sent to the original requester.

## Procedure to Request a Mass Close Procurement Document Task

Mass close requests should be limited to requests to close 5 or more spend transactions with consistent criteria. If a request is received that yields less than 5 results, the request will be returned.

1. Determine the criteria needed to isolate the segment of requisitions or purchase orders that need to be closed.
  - a. Mass closure of requisitions and purchase orders should be submitted to [AskFinance@virginia.edu](mailto:AskFinance@virginia.edu) and will be processed by PSDS. It is best if these requests are accompanied by search parameters so the exact transactions for closure can be isolated. These parameters are:
    - i. Supplier
    - ii. Purchase Order
    - iii. Buyer
    - iv. Spend Category (include or exclude)
    - v. Worktags (include or exclude)
    - vi. Fully invoiced
    - vii. Fully received

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- viii. Fully Paid
  - ix. Inactivity days
  - x. Document date on or after/on or before
  - xi. Last Activity date on or after/on or before
2. Send an email to [Askfinance@virginia.edu](mailto:Askfinance@virginia.edu)  
  
Subject: Attn: PSDS Business Solutions Mass Close [Transaction Type] for [Worktag]  
  
Body: Please close all [transaction type] that meet the following criteria
    - Uses GRXXXXXX worktag
    - Uses CCXXXXXX cost center
    - ***Any other criteria listed above in section 1a.***
  3. The request will be received by PSDS and completed within 72 hours. An email indicating completion will be sent to the original requester.

## Appendix

Image 1: Purchase order line total amount \$13,500 before changes

The screenshot shows a web application interface for viewing a purchase order. The page title is 'View Purchase Order' and the order ID is 'PO-0058245'. The order status is 'Issued'. The 'Line Total Amount' is highlighted with a red box and shows '13,500.00'. The page is divided into three main sections: Summary, Terms and Taxes, and Contact Information.

| Summary               |   | Terms and Taxes       |         | Contact Information    |  |
|-----------------------|---|-----------------------|---------|------------------------|--|
| Company               | The Rector & Visitors of the University of Virginia | Payment Terms         | Net 45  | Issue Option           | XML Auto   |
| Purchase Order Type   | Goods & Services                                    | Due Date              | (empty) | Buyer                  | Sara Anne Johnson-Ward   |
| Supplier              | IMG Academy Parent, LLC                             | Default Payment Type  | Check   | Bill-To Contact        | Matthew R Althoff  |
| Order-From Connection | CHICAGO   | Override Payment Type | (empty) | Bill-To Contact Detail | Matthew R Althoff  |
| Currency              | USD   | Credit Card           | (empty) | Bill-To Address        | PO Box 3025 Scranton, PA 18508 United States of America          |
| Document Date         | 05/01/2023  | Shipping Terms        | (empty) | Ship-To Contact        | Matthew R Althoff  |
| Line Total Amount     | 13,500.00   | Shipping Method       | (empty) | Ship-To Contact Detail | Matthew R Althoff  |
| Requisition Type      | 2. Contract Request                                 | Shipping Instructions | (empty) | Ship-To Address        | 295 Massie Rd Charlottesville, VA 22903 United States of America |
|                       |   | Supplier Contract     | (empty) | Memo                   | UVA Attn: Matthew R Althoff (mra3e@virginia.edu)                 |
|                       |   |                       |         |                        | Purchase Order approved based on services and                    |

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Image 2: Purchase order corresponding obligation amount before changes

|                  |                     |                       |         |                 |   |
|------------------|---------------------|-----------------------|---------|-----------------|---|
| Requisition Type | 2. Contract Request | Shipping Instructions | (empty) | Ship-To Address | 295 Massie Rd Charlottesville, VA 22903<br>United States of America   |
|                  |                     | Supplier Contract     | (empty) | Memo            | UVA Attn: Matthew R Althoff<br>(mra3e@virginia.edu)   |
|                  |                     |                       |         | Internal Memo   | Purchase Order approved based on services and fees as detailed per Quote 20230130-110737931 dated January 30, 2023.<br><br>Competition requirements have been met or purchase is exempt from competition per the below: 17. Specialized software licenses and applications, websites, browser plugins, subscriptions, electronic databases, software-as-a-service (SAAS), and maintenance or upgrades of existing software already purchased. |

  

|               |              |                 |              |             |                 |
|---------------|--------------|-----------------|--------------|-------------|-----------------|
| Service Lines | Line Details | Process History | Integrations | Attachments | <b>Balances</b> |
|---------------|--------------|-----------------|--------------|-------------|-----------------|

  

| Line and Line Splits       | Obligation Quantity | Obligation Quantity Liquidated | Obligation Quantity Remaining | Obligation Amount | Obligation Amount Liquidated | Obligation Amount Remaining | Currency |
|----------------------------|---------------------|--------------------------------|-------------------------------|-------------------|------------------------------|-----------------------------|----------|
| PO-0058245 - Line 1 - 6750 | 0                   | 0                              | 0                             | 6,750.00          | 0.00                         | 6,750.00                    | USD      |
| PO-0058245 - Line 1 - 6750 | 0                   | 0                              | 0                             | 6,750.00          | 0.00                         | 6,750.00                    | USD      |
| <b>Total:</b>              |                     |                                |                               | <b>13,500.00</b>  | <b>0.00</b>                  | <b>13,500.00</b>            |          |

Image 3: Requisition requested and ordered amount before changes.

| View Requisition RQ-000054458   |   |  |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
|---|---|--|-----------|---------------------------------------|--|--|-------------------|------------------------------------|--------------------|--|-----|-------|------------|---------|------|-------------|----------|---------|---------------------|------------------------------------|-------|
| Company: The Rector & Visitors of the University of Virginia                      |   | Requester: Employee: Matthew R Althoff               |           | Status: Successfully Completed        |  | Total Amount: 13,500.00 USD                                      |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Shipping Address  |   |  |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office                        |   |  |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Ship To Address: 295 Massie Rd Charlottesville, VA 22903 United States of America |   |  |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Requisition Information   |   |  |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Request Date: 01/30/2023  |   | Currency: USD  |           | Requisition Type: 2. Contract Request |  | Sourcing Buyer: Sara Anne Johnson-Ward                           |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Submitted by: Matthew R Althoff   |   | Consolidate Requisitions on Purchase Orders: No      |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Exclude Ship To Address when Consolidating Requisition Lines: No                  |   |  |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Memo to Suppliers: (1/15/23)  |   | Internal Memo: Vendor requires signature             |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Service Lines   |   |  |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
| Line  | Company   | Item   | Amount    | Date                                  | Deliver To                                     | Ship To Address  | Ship To Contact   | Supplier                           | Fulfillment Source | Memo   | Alt | Short | Designated | Project | Fund | Cost Center | Function | Program | Additional Worktags | Sourced                            | Split |
| 14  | The Rector & Visitors of the University of Virginia | Item   | Requested | Start Date                            | John Paul Jones Arena - Floor 01 - 1318 Office | 295 Massie Rd Charlottesville, VA 22903 United States of America | Matthew R Althoff | Supplier: M&A Academy Partners LLC | Purchase Order     | 1 year contract in writing, signing when 1 year contract |     |       |            |         |      |             |          |         |                     | Purchase Order PO-0058245 - Line 1 |       |
|   |   | Description: Equipment PPTAC department wide license | 13,500.00 | 01/30/2023                            |  |  |                   | Order From Categories: CHICAGO     |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
|   |   | Community Code                                       | 13,500.00 | 04/30/2026                            |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |
|   |   | Special Category: Security: Informational (00200)    |           |                                       |  |  |                   |                                    |                    |  |     |       |            |         |      |             |          |         |                     |                                    |       |

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Image 4: Requisition commitment balances before change order

Company: The Rector & Visitors of the University of Virginia | Requirer: Matthew R Altuff | Status: Successfully Completed | Total Amount: 13,500.00 USD

Request Date: 01/30/2023 | Currency: USD | Requisition Type: 2 - Contract Request

| Line and Line Title | Commitment Quantity | Commitment Quantity Liquidated | Commitment Quantity Remaining | Commitment Amount | Commitment Amount Liquidated | Commitment Amount Remaining | Currency |
|---------------------|---------------------|--------------------------------|-------------------------------|-------------------|------------------------------|-----------------------------|----------|
| RQ-000056456- 470   | 0                   | 0                              | 0                             | 6,750.00          | 6,750.00                     | 0.00                        | USD      |
| RQ-000056456- 470   | 0                   | 0                              | 0                             | 6,750.00          | 6,750.00                     | 0.00                        | USD      |
| <b>Total</b>        |                     |                                |                               | <b>13,500.00</b>  | <b>13,500.00</b>             | <b>0.00</b>                 |          |

Image 5: Requisition ordered balance after +\$100 change order.

Company: The Rector & Visitors of the University of Virginia | Requirer: Matthew R Altuff | Status: Successfully Completed | Total Amount: 13,500.00 USD

Request Date: 01/30/2023 | Currency: USD | Requisition Type: 2 - Contract Request

Alter change order on PO, ordered quantity is updated to reflect what is on the PO, but requested quantity remains the same

| Line | Company   | Item   | Amount                 | Date                     | Deliver To                                     | Ship To Address  | Ship To Contact  | Supplier                             | Fulfillment Source | Notes                              | DR# | Quot# | Designated | Project | Fund | Fiscal Center | Transaction | Program | Additional Workspkgs | Sourced                               | Status |  |
|------|---|--|------------------------|--------------------------|--|--|------------------|--------------------------------------|--------------------|------------------------------------|-----|-------|------------|---------|------|---------------|-------------|---------|----------------------|---------------------------------------|--------|--|
| 1    | The Rector & Visitors of the University of Virginia | Item   | Requested<br>13,500.00 | Start Date<br>05/01/2023 | John Paul Jones Arena - Floor 01 + 1318 Office | 203 Massie Rd Charlottesville, VA 22903 United States of America | Matthew R Altuff | Supplier<br>280 Logistics Point, LLC | Purchase Order     | 3 year contract starting 12/1/2023 |     |       |            |         |      |               |             |         |                      | Purchase Order<br>PO000056456- Line 1 |        |  |
|      |   | Requisition<br>Equipment FRT/AC department vide transfer | Ordered<br>13,600.00   | End Date<br>04/30/2024   |  |  |                  | Other Item Connection<br>CHG400      |                    |                                    |     |       |            |         |      |               |             |         |                      |                                       |        |  |

Image 6: Requisition commitment amount after +\$100 change order

Company: The Rector & Visitors of the University of Virginia | Requirer: Matthew R Altuff | Status: Successfully Completed | Total Amount: 13,500.00 USD

Request Date: 01/30/2023 | Currency: USD | Requisition Type: 2 - Contract Request

after change order on PO, commitment amount remains the same

| Line and Line Title | Commitment Quantity | Commitment Quantity Liquidated | Commitment Quantity Remaining | Commitment Amount | Commitment Amount Liquidated | Commitment Amount Remaining | Currency |
|---------------------|---------------------|--------------------------------|-------------------------------|-------------------|------------------------------|-----------------------------|----------|
| RQ-000056456- 470   | 0                   | 0                              | 0                             | 6,750.00          | 6,750.00                     | 0.00                        | USD      |
| RQ-000056456- 470   | 0                   | 0                              | 0                             | 6,750.00          | 6,750.00                     | 0.00                        | USD      |
| <b>Total</b>        |                     |                                |                               | <b>13,500.00</b>  | <b>13,500.00</b>             | <b>0.00</b>                 |          |

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Image 7: Requisition balance after adding second PO line for +\$100

View Requisition RQ 0000056456

Company: The Rector & Visitors of the University of Virginia | Requester: Matthew R. Abbott | Status: Successfully Completed | Total Amount: 13,500.00 USD

**Shipping Address**  
 Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office  
 Ship To Address: 205 Massie Rd Charlottesville, VA 22903 United States of America

**Requisition Information**  
 Request Date: 01/30/2023  
 Currency: USD  
 Requisition Type: Contract Request  
 Sourcing Buyer: Sara Anne Johnson Ward  
 Submitted by: Matthew R. Abbott  
 Consolidate Requisitions on Purchase Orders: No  
 Exclude Ship To Address when Consolidating Requisition Lines: No  
 Memo to Suppliers: (01975)  
 Internal Memo: Vendor requires signature

after change order adding a line, commitment is not affected on the original line. Balances are not affected either.

| Line | Company   | Item                                   | Amount      | Date      | Deliver To | Ship To Address                                | Ship To Contact   | Supplier                     | Fulfillment Source | Memo   | SK | Item | Designated | Project | Year | Cost Center | Location | Program | Additional Markup | Business | Notes                              |
|------|---|--|-------------|-----------|------------|--|-------------------|------------------------------|--------------------|--|----|------|------------|---------|------|-------------|----------|---------|-------------------|----------|------------------------------------|
| 1    | The Rector & Visitors of the University of Virginia | Item                                   | Requisition | 13,500.00 | 01/30/2023 | John Paul Jones Arena - Floor 01 - 1318 Office | Matthew R. Abbott | W&A Acquisition Partners LLC | Purchase Order     | 2 year contract to supply, signing a new 1 year contract |    |      |            |         |      |             |          |         |                   |          | Purchase Order: PO0000041 - Line 1 |
| 2    |   | Equipment/FIT/AC department wide items | Order       | 100.00    | 04/30/2028 |  |                   | Order From Connection        |                    |  |    |      |            |         |      |             |          |         |                   |          |                                    |

Image 8: Requisition Ordered amount after change order on line 1 for -\$1500

View Requisition RQ 0000056456

Company: The Rector & Visitors of the University of Virginia | Requester: Matthew R. Abbott | Status: Successfully Completed | Total Amount: 13,500.00 USD

**Shipping Address**  
 Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office  
 Ship To Address: 205 Massie Rd Charlottesville, VA 22903 United States of America

**Requisition Information**  
 Request Date: 01/30/2023  
 Currency: USD  
 Requisition Type: Contract Request  
 Sourcing Buyer: Sara Anne Johnson Ward  
 Submitted by: Matthew R. Abbott  
 Consolidate Requisitions on Purchase Orders: No  
 Exclude Ship To Address when Consolidating Requisition Lines: No  
 Memo to Suppliers: (01975)  
 Internal Memo: Vendor requires signature

change order to decrease the line affected amount ordered, but not amount requested.

| Line | Company   | Item                                   | Amount      | Date      | Deliver To | Ship To Address                                | Ship To Contact   | Supplier                     | Fulfillment Source | Memo   | SK | Item | Designated | Project | Year | Cost Center | Location | Program | Additional Markup | Business | Notes                              |
|------|---|--|-------------|-----------|------------|--|-------------------|------------------------------|--------------------|--|----|------|------------|---------|------|-------------|----------|---------|-------------------|----------|------------------------------------|
| 1    | The Rector & Visitors of the University of Virginia | Item                                   | Requisition | 12,000.00 | 01/30/2023 | John Paul Jones Arena - Floor 01 - 1318 Office | Matthew R. Abbott | W&A Acquisition Partners LLC | Purchase Order     | 2 year contract to supply, signing a new 1 year contract |    |      |            |         |      |             |          |         |                   |          | Purchase Order: PO0000041 - Line 1 |
| 2    |   | Equipment/FIT/AC department wide items | Order       | 100.00    | 04/30/2028 |  |                   | Order From Connection        |                    |  |    |      |            |         |      |             |          |         |                   |          |                                    |

Image 9: Requisition commitment amounts after change order on line 1 -\$1500.

View Requisition RQ 0000056456

Company: The Rector & Visitors of the University of Virginia | Requester: Matthew R. Abbott | Status: Successfully Completed | Total Amount: 13,500.00 USD

**Shipping Address**  
 Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office  
 Ship To Address: 205 Massie Rd Charlottesville, VA 22903 United States of America

**Requisition Information**  
 Request Date: 01/30/2023  
 Currency: USD  
 Requisition Type: Contract Request  
 Sourcing Buyer: Sara Anne Johnson Ward  
 Submitted by: Matthew R. Abbott  
 Consolidate Requisitions on Purchase Orders: No  
 Exclude Ship To Address when Consolidating Requisition Lines: No  
 Memo to Suppliers: (01975)  
 Internal Memo: Vendor requires signature

Change order affected commitment amount remaining. Extended amount was decreased by \$1500, resulting in an unfulfilled commitment of \$1500. This will show up in the outstanding commitments and obligations report.

| Line and Line Split  | Commitment Quantity | Commitment Quantity Loaded | Commitment Quantity Remaining | Commitment Amount | Commitment Amount Loaded | Commitment Amount Remaining | Currency |
|----------------------|---------------------|----------------------------|-------------------------------|-------------------|--------------------------|-----------------------------|----------|
| RQ 0000056456 - 4750 | 1                   | 0                          | 1                             | 6,750.00          | 6,000.00                 | 750.00                      | USD      |
| RQ 0000056456 - 4750 | 1                   | 0                          | 1                             | 6,750.00          | 6,000.00                 | 750.00                      | USD      |
| <b>Total</b>         |                     |                            |                               | <b>13,500.00</b>  | <b>12,000.00</b>         | <b>1,500.00</b>             |          |