UVAFinance



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 Procurement Services. 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 <u>askfinance@virginia.edu</u> ATTN: Procurement Services Business Solutions.

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

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

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6. Click OK

Closing Purchase Orders – Quick Reference Guide

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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 <u>AskFinance@virginia.edu</u> ATTN: Procurement Services Business Solutions.

Subject: ATTN: Procurement Services Business Solutions Requisition Close [REQ-XXXXXXXXXXX]

Body: Please close REQ-XXXXXXXXXXXXXX

3. The email will be received by Procurement Services 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 <u>AskFinance@virginia.edu</u> and will be processed by Procurement Services. 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

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- vii. Fully received
- 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

Subject: Attn: Procurement Services 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 Procurement Services 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

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Image 2: Purchase order corresponding obligation amount before changes

Image 3: Requisition requested and ordered amount before changes.

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Image 4: Requisition commitment balances before change order

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

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

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

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

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

