## Job Aid: Closing a PO

There are two ways to close a PO:

**1) On the PO Voucher** - If you have a PO voucher, you can close the PO directly on the voucher;

**2) On the PO** - If you do not have any PO vouchers, you can liquidate the PO in ARC through the purchasing module. In order to do this, please note:

A) The PO has to be in 'Amount Only' mode in order to change the merchandise amount to \$0.

B) You cannot save a \$0 PO in 'Amount Only', so once you have changed the Merchandise Amount to \$0, you will have to change the PO to 'Quantity Only' before you save and run the budget check.

## 1) On the Final PO Voucher

If you have a voucher that needs to be paid, and it is the last voucher against this PO, you can click the 'Finalize Document' icon on the voucher, located on the Invoice Information tab. This will cause the PO to be liquidated when the voucher is paid. After 90 days, the PO will then close automatically.

ARC				Home   Worklist
avorites Main Menu >	Accounts Payable > Vouchers	Add/Update > Regulate > Regula	ar Entry	
Invoice Information	avments Voucher Attributes			Related Content New Window
		level a Max		- Action:
Business Unit:	COLUM	Invoice No:		
Voucher ID:	NEXT	Invoice Date:	31	÷
voucher Style:	Regular Voucher	Accounting Date:	Procurement EDM	Run View Documents
Vendor ID:	000002305	WALDNERS BUS EN	/IRONMENT *Date Dept Rec'd Invoice	Session Defaults
ShortName:	WALDNERS B	125 ROUTE 110	*Service Location:	US + Commonte(0)
Location:	СНК-01	FARMINGDALE, NT	*Voucher Type:	÷
*Address:	1 🔍			
Advanced Vendor Search	<u>n</u>			
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		PO Number:		Copy PO
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Invoice Lines				Find   View All First 🚺 1 of 1 🖸 Last
Line:	1	Item:	Q UOM: EA Q	±
*Distribute by:	Amount ‡	Unit Price:	30.26000 Quantity: 1.0000	mount Only
Ship To:	410W118THS	Line Amount:	30.26	anoun only
SpeedChart:		Description:	Office furniture	
		-		One Asset
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You can also go to the most recent voucher (even if it is already paid and posted), and click the 'Finalize Document' and this will also close and liquidate the PO.

## 2) Directly on the PO

If you don't have a voucher to pay, you can close the PO by reducing the Merchandise Amount to \$0. You can do this by:

Go to the following path in ARC: Main Menu > Purchasing > Purchase Orders > Add/Update POs

Pull up the PO you want to liquidate. Make sure the PO is set up as 'Amount Only' by reviewing the 'Attributes' tab on the line item. If the 'Amount Only' box is not selected, please select it.

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Buyer:	w]2185	Johnson, wendy R	Amount Sum	man/			
PO Reference:			Merchandise:	liary	5 700 00		
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Once the 'Amount Only' box has been selected, go back to the 'Details' tab. Change the 'Merchandise Amount' (or 'Price') for any outstanding lines to \$0.

Purchasing Kit		Catalog		Item Search			Li	:	2 11: 00	Retrieve					
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## Please note: You cannot save an 'Amount Only' PO with a 'Merchandise Amount' of \$0, so you'll need to change the PO back to 'Quantity Only'.

Select Lines To D Add Items From Purchasing Kit Catalog em Search Q To: Line: Q Receiving . Details Ship To/Due Date Statuses Item Information RFQ Contract \*Price Date Line+ Item **Physical Nature** \*Price Qty nt Only cription CoPathPlus Custom Report to Include S/O Date P ☑ + \$ Close Short All Lines View Printable Version ... More ... \$ \*Go to: View Documents Procurement EDM View Approvals

Go back to the 'Attributes tab' of the PO and uncheck the 'Amount Only' box.

You will also need to make sure the distribution lines are **'Quantity Only'** in order to save the PO. On each line item, click the 'Schedules Icon', and then click on 'Distributions/ChartFields Icon'.

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**Change the 'Distribute By' drop-down to 'Quantity',** and change the 'Liquidate By' drop-down to **'Quantity'**. Please do this for each line item on the PO.

Main	Maintain Purchase Order												r II	icih 月	
Dis	tributio	ons for S	chedule 1												
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Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	*Account	Dept	PC Bus Unit	Project	Activity		Initiative		Segm	
1	Open	50.0000	2,864.00	USD	COLUNQ	64005 Q	7538804 Q	GENR	PC00208 Q	01	Q	80490	Q	0000	
2	Open	50.0000	2,864.00	USD	COLUN	64505 🔍	7538802 Q	GENR	PC00208 Q	01		80495	Q	0000	

Go back to the main page of the PO, and 'Save' and 'Budget Check' the PO