

Normally, if you take no action on a Purchase Order at Fiscal Year End (June 30), the Purchase Order will close automatically. However, if you need to close a Purchase Order prior to the Fiscal Year End, you can do so. This job-aid details the steps for finalizing a Purchase Order with a Voucher or closing Purchase Orders by creating Change Orders. Scenarios for Change Orders include when no Vouchers were applied (no invoices were paid) and Partially Paid POs (both Amount Only and Quantity Based POs).

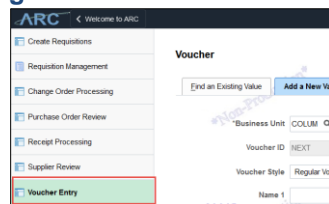
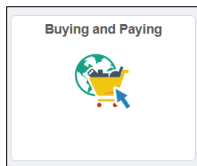
Finalizing a PO with a Voucher

You can finalize a PO from a Voucher that has been paid against the PO. Your Voucher/PO must satisfy the following or you'll need to create a Change Order:

- Your voucher must have been paid within the current Fiscal Year; it cannot be for a prior Fiscal Year.
- Finalizing the PO will liquidate only the PO lines attached to this voucher. Other lines not tied to this voucher will not liquidate and will remain open on the PO.

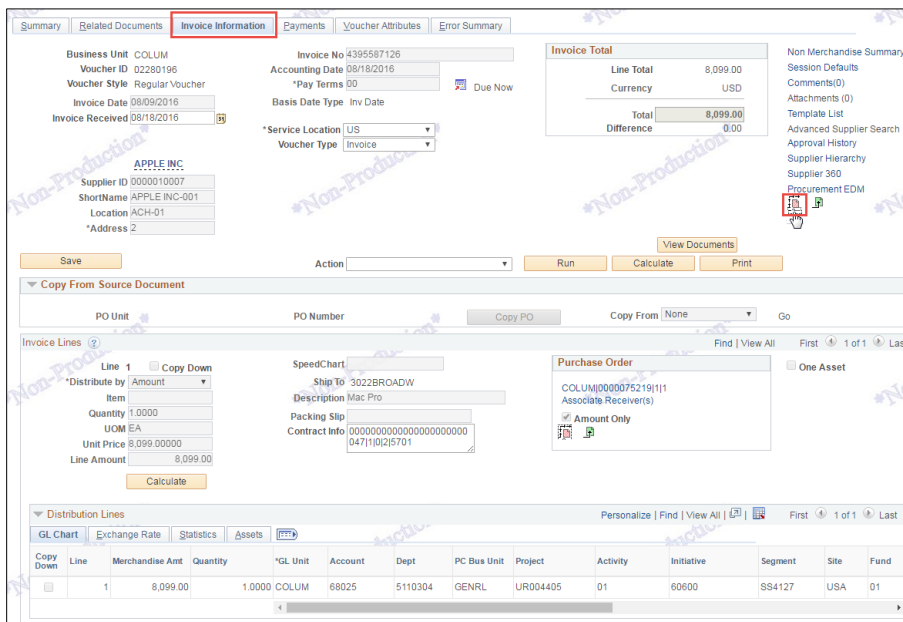
To Finalize the PO:

1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.

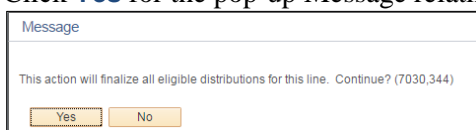


Or click the **NavBar > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. Click the **Find an Existing Value** tab.
3. **Search** and select your Voucher.



4. On the **Invoice Information** tab, click the **Finalize Document** icon.
5. Click **Yes** for the pop-up Message relating to finalizing the distributions for the line.



6. Click **Save**.

The Distribution Line will display a PO Finalized flag.

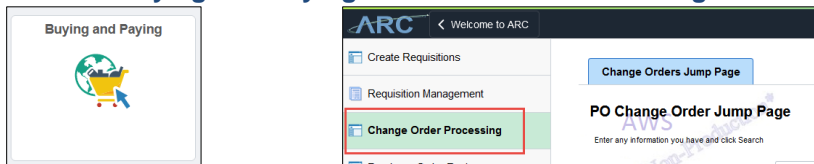
Distribution Lines											
Personalize Find View All 1 of 1 Last											
Copy Down	Line	Merchandise Amt	Quantity	Site	Fund	Function	Affiliate	Fund Affil	OpenItem	Budget Date	PO Finalized
<input type="checkbox"/>	1	8,099.00	1.0000	USA	01	335				07/29/2016	Y

This liquidates the PO encumbrance and the PO will close after 90 days. You will continue to see the PO on the Open Commitment report, but it will show as having \$0 encumbrance.

Creating a Change Order

If your PO does not meet the requirements needed to Finalize with a Voucher, you must close the PO by creating a Change Order.

1. Click the **Buying and Paying** tile and then click the **Change Order Processing** tab.



Or, you can click the **NavBar > Main Menu > Purchasing > Purchase Orders > PO Change Order Jump Page**. The PO Change Order Jump Page Appears.

Change Orders Jump Page

PO Change Order Jump Page

Enter any information you have and click Search

Business Unit: [COLUM] PO Number: [begin] PO Date: [begin] PO Status: [Dispatched] Short Supplier Name: [begin] Supplier ID: [begin] Supplier Name: [begin]

Search Clear

Search Result

Business Unit	PO ID	PO Date	Supplier ID	Short Supplier Name	Supplier Name	PO Status	Checking Header Status
1 COLUM	0000073326	07/05/2016	0000010007	APPLE INC-001	APPLE INC	Dispatched	Valid

*Change Type: Price/Quantity Create Change Order

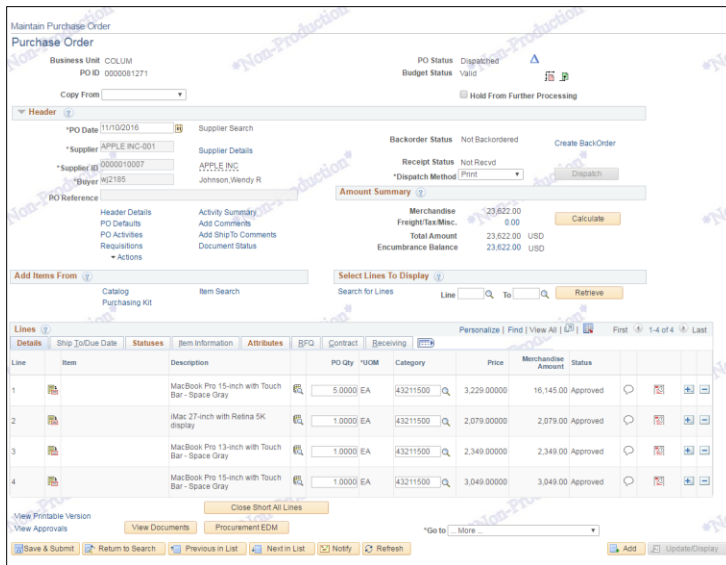
Notify

3. Enter the **PO Number** or other Search attributes.
4. Click **Search**. The Search Result appears.
5. Select the PO you want to close from the Search Results.
6. Select **Price/Quantity** from the **Change Type** dropdown.
7. Click **Create Change Order**. The Maintain Purchase Order page appears.

Search Result

Business Unit	PO ID	PO Date	Supplier ID	Short Supplier Name	Supplier Name	PO Status	Checking Header Status
1 COLUM	0000073326	07/05/2016	0000010007	APPLE INC-001	APPLE INC	Dispatched	Valid

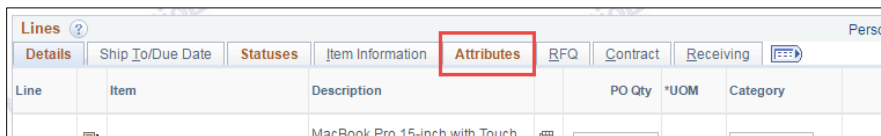
*Change Type: Price/Quantity Create Change Order



Follow the steps in the next sections for the relevant PO types.

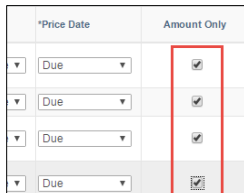
Closing a PO with No Vouchers (no invoices paid)

1. Click the **Attributes** tab under the Lines section.



Line	Item	Description	PO Qty	*UOM	Category
1	MacBook Pro 15-inch with Touch Bar - Space Gray		5.0000	EA	
2	Mac 27-inch with Retina 5K display		1.0000	EA	
3	MacBook Pro 13-inch with Touch Bar - Space Gray		1.0000	EA	
4	MacBook Pro 15-inch with Touch Bar - Space Gray		1.0000	EA	

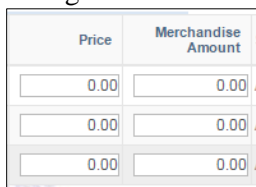
2. Select the **Amount Only** flag for each Line if it is not already selected.



*Price Date	Amount Only
Due	<input checked="" type="checkbox"/>
Due	<input checked="" type="checkbox"/>
Due	<input checked="" type="checkbox"/>
Due	<input checked="" type="checkbox"/>

Confirm the popup Message regarding the PO Quantity.

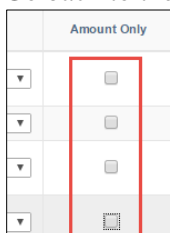
3. Click the **Details** tab.
4. Change the **Price** and **Merchandise Amount** fields for all Lines to 0.00.



Price	Merchandise Amount
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Confirm the popup Messages regarding the creation of a Change Order and allocating the changed amounts on the distribution.





5. Go back to the **Attributes** tab and un-check the **Amount Only** checkbox.



Amount Only
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Changing Distribution/ChartField Settings

1. Go back to the **Details** tab.
2. On the first Line of the PO, click the **Schedule** icon.

Merchandise Amount	Status			
0.00	Approved			
0.00	Approved			
0.00	Approved			
0.00	Approved			

The Schedules page appears.

Maintain Purchase Order

Schedules


Unit COLUM Supplier APPLE INC-001 PO Status Dispatched
PO ID 0000081271 PO Date 11/10/2016


[Return to Main Page](#)

Lines Find | View All | First 1 of 4 Last

Line 1	Item MacBook Pro 15-inch with Touch Bar - Space Gray	PO Qty 1.0000	EA	Merchandise Amt USD
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Schedules Personalize | Find | View All | First 1 of 1 Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV | 

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status			
1	11/10/2016	701W168THS	1.0000	0.00000	0.00	Active			

Add ShipTo Comments

[Save & Submit](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

3. Click the **Distribution/ChartFields** icon.

The Distributions page appears.

Distributions for Schedule 1


Unit COLUM Supplier APPLE INC-001
PO ID 0000081271 Item MacBook Pro 15-inch with Touch Bar - Space Gray
Line 1
Schedule 1 Status Active

*Distribute By Quantity
*Liquidate By Quantity

SpeedChart Multi-SpeedCharts

Schedule Qty 1.0000
Merchandise Amount USD
Doc. Base Amount 0.00 USD

Distribution Personalize | Find | View All | First 1 of 1 Last

ChartFields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information | 

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Dept	PC Bus Unit	Project	Activity
1	Open	100.0000	1.0000		USD	COLUM	63202	7503202	GENR	UR005349	01

[OK](#) [Cancel](#) [Refresh](#)

4. Change the **Distribute By** dropdown to *Quantity*.
5. Change the **Liquidate By** dropdown to *Quantity*.
6. Click **OK** to go back to the Schedules page and click **Return to Main Page**.

[Return to Main Page](#)

Lines

Line 1	Item
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Schedules

7. Repeat steps 2 through 6 for each Line of the PO.
8. Refer to the Saving and Submitting section.

Closing a Partially Paid Amount Only PO

The following details how to close an Amount Only PO that you partially paid and do not intend to pay further.

1. On the Main page, click the **Schedule** icon for the first Line of the PO.

Merchandise Amount	Status			
0.00	Approved			
0.00	Approved			
0.00	Approved			
0.00	Approved			

The Schedules page appears.

Maintain Purchase Order

Schedules

Unit: COLUM Supplier: APPLE INC-001 PO Status: Dispatched
PO ID: 0000081476 PO Date: 11/14/2016

Return to Main Page

Lines

Line	Item	PO Qty	Merchandise Amt
1	LG UltraFine 4K Display - 21.5-inch	1,0000 EA	524.00 USD

Schedules

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	11/14/2016	701W168THS	1,0000	524.00000	524.00	Active

Add Ship To Comments

Save & Submit Return to Search Notify Refresh

2. Click the **Distribution** icon. The Distributions page appears.

Distributions for Schedule 1

Unit: COLUM Supplier: APPLE INC-001
PO ID: 0000081476 Item: LG UltraFine 4K Display - 21.5-inch
Line: 1 Schedule: 1 Status: Active

*Distribute By: Quantity *Liquidate By: Amount
SpeedChart Multi-SpeedCharts

Distribution

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Dept	PC Bus Unit	Project	Activity
1	Open	100.0000	1,00000	524.00	USD	COLUM	61925	7563418	GENRL	UR007847	01

OK Cancel Refresh

3. Click the **Budget Information** tab to view the **Expensed To Date** field and copy the amount.

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses **Budget Information**

Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Final	Commitment Control Close Flag
1	Open	100.0000	Valid	11/14/2016	0.00	USD	0.00	USD	200.00		

OK Cancel Refresh

Note: If you have more than one distribution line you will need to add up the Expensed to Date amounts for each line to calculate the total Expensed To Date amount.

4. Click the **Statuses** tab.
If you have an **Open** distribution line that has no expenses against it, you need to cancel that line by clicking the **X** for the Open Distribution line.

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses **Budget Information**

Dist	Status	Percent	Chartfield Status	Peg Status
1	Closed	48.8818	Valid	Not Pegged
2	Open	51.1182	Valid	Not Pegged

X

5. Click **OK** to return to the Schedules page.
6. Click the **Price Adjustment** icon.

The Price Adjustment page appears.

7. Set the **Adjustment Amount** to the total Expensed to Date amount and click **OK**.

Respond **Yes** to the pop-up Message regarding the creation of a Change Order and click **OK** for the next pop-up warning Message.

- and repeat steps 1 through 6 for each PO Line.

- Page 6

Closing a Partially Paid Quantity Based PO

The following details how to close a Quantity based PO that you partially paid and do not intend to pay further.

1. On the Main page, click the **Activity Summary** link.

The screenshot shows the 'Maintain Purchase Order' interface. The 'Activity Summary' link is highlighted in the left sidebar under the 'Header Details' section. The main area displays various fields for the purchase order, including Business Unit (COLUM), PO ID (0000029989), PO Status (Dispatched), and Budget Status (Valid). There are also sections for 'Copy From', 'Header', 'Amount Summary', and 'Add Items From'.

The Activity Summary page appears on a new browser tab.

2. Click the **Invoice** tab. Take note of the **Quantity Invoiced** field.

The screenshot shows the 'Activity Summary' page with the 'Invoice' tab selected. The 'Quantity Invoiced' field is highlighted in red for each line item. The table lists 7 line items with their descriptions, UOM, and quantities.

Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only
1		MacBook Pro 13-inch with Reti	EA	1.0000	
2		Apple Care Protection Plan - 1	EA	1.0000	
3		Mini Display Port to DVI Adapt	EA	1.0000	
4		MacBook Pro 11 inch with Retin	EA	1.0000	
5		Apple Care Protection Plan for	EA	1.0000	
6		Apple Thunderbolt cable (2.0m)	EA	1.0000	
7		Mini Display Port to Dual-Link	EA	1.0000	

3. Click **Return to Main Page** and change the **PO Qty** for each Line to be equal to the Quantity Invoiced.

The screenshot shows the 'Lines' page with the 'PO Qty' field highlighted in red for each line item. The table lists 4 line items with their descriptions, UOM, and quantities.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		WH External Battery Case, 6000mAh depth-rating, includes Cable and (2) WH-ABP per Quote 00006759	3.0000	EA	2511190	3,300.000000	24,900.00	Approved
2		WH Alkaline Battery Pack (Factory degassed) - QUOTE 00006794	10.0000	EA	2511190	100.000000	1,000.00	Approved
3		48 VDC WH Cable, 5m power center, With serial connector (without Power Supply) - QUOTE 00006794	1.0000	EA	2511190	650.000000	650.00	Approved
4		LADCP Star cable - Synchronize 2 WH ADCPs (incl. male dummy plug) - QUOTE 00006794	1.0000	EA	2511190	1,705.000000	1,705.00	Approved

Respond **Yes** to the pop-up Message regarding the creation of a Change Order.





The screenshot shows a pop-up message box with the text: 'This action will create a change order. Continue? (10200.27)'. Below the text are 'Yes' and 'No' buttons.

4. Refer to the section on Saving and Submitting. If you have an Open distribution line with nothing expensed against it, refer to the next section.

If You have an Open Distribution Line

If your Quantity based PO has Open Distribution Lines that have no expenses against them, you need to cancel those Distribution lines. After following the steps from the previous section, follow these steps:

1. On the Main page, click the **Schedule** icon.

Merchandise Amount	Status			
0.00	Approved			+
0.00	Approved			+
0.00	Approved			+
0.00	Approved			+

The Schedules page appears.

Maintain Purchase Order

Schedules

Unit COLUM Supplier APPLE INC-001 PO Status Dispatched
PO ID 0000081476 PO Date 11/14/2016


[Return to Main Page](#)

Lines Find | View All First 1 of 6 Last

Line	Item	PO Qty	Merchandise Amt
1	LG UltraFine 4K Display - 21.5-Inch	1.0000 EA	524.00 USD

Schedules Personalize | Find | View All | First 1 of 1 Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status			
1	11/14/2016	701W168THS	1.0000	524.00000	524.00	Active		+	-

Add ShipTo Comments

[Save & Submit](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

2. Click the **Distributions/Chartfields** icon. The Distribution page appears.

Distribution					Customize Find View All First 1-2 of 2 Last
Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information
Dist	Status	Percent	Chartfield Status	Peg Status	
1	Closed	48.8818	Valid	Not Pegged	+
2	Open	51.1182	Valid	Not Pegged	

4. Click the **Status** Tab.
5. Click the **X** icon for open Distribution Lines that have no expenses against them.
6. Click **OK** and click **Return to Main Page**.
7. Repeat steps 1 through 6 for each line.
8. Refer to the Saving and Submitting section.

Saving and Submitting

1. Click the **Budget Check** icon.

Maintain Purchase Order

Purchase Order

Business Unit: COLUM PO ID: 0000081271

PO Status: Dispatched Budget Status: Not Chkd

Copy From: [Dropdown]

Header

*PO Date: 11/10/2016 Supplier Search

*Supplier: APPLE INC-001 Supplier Details

*Supplier ID: 0000010007 APPLE INC

*Buyer: H02185 Johnson, Wendy R

Backorder Status: Not Backordered Create BackOrder

Receipt Status: Not Recvd

*Dispatch Method: Print

Amount Summary

Merchandise: 0.00

Freight/Tax/Misc: 0.00

Total Amount: 0.00 USD

Encumbrance Balance: 23,622.00 USD

Calculate

Add Items From: [Dropdown]

Select Lines To Display: [Dropdown]

Search for Lines: Line [] To [] Retrieve

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		MacBook Pro 15-inch with Touch Bar - Space Gray	1.0000	EA	43211500	0.000000	0.00	Approved
2		Mac 27-inch with Retina 5K display	1.0000	EA	43211500	0.000000	0.00	Approved
3		MacBook Pro 13-inch with Touch Bar - Space Gray	1.0000	EA	43211500	0.000000	0.00	Approved
4		MacBook Pro 15-inch with Touch Bar - Space Gray	1.0000	EA	43211500	0.000000	0.00	Approved

Close Short All Lines

View Printable Version

View Approvals

View Documents

Procurement EDM

Go to: [Dropdown]

Save & Submit

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

2. Click **Save & Submit**. The Reason Code and Comment page appears.

Enter a reason code and comment for making changes that are being tracked.

Unit: COLUM PO ID: 0000067031

Reason Code: [Text Field]

Comment: [Text Area]

☐ Use Same Reason Code

OK Cancel Refresh

3. Click the **Search** icon to select a **Reason Code** and selecting the appropriate reason from the list.

Look Up Reason Code

SetID: CUSSET

Reason Type: Procurement Change

Reason Code: [Dropdown]

Description: [Dropdown]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-14 of 14 Last

Reason Code	Description
ADDPOTERMS	Additional PO terms required after issuance
ADDTIME	Additional Time Required for Original Scope
ADDVALUE	Additional Value Required for Original Scope
CANCELPO	Cancel PO for performance issues
CANCNOFUND	Cancel PO due to non-availability of funding
CANFORCONV	Cancel purchase order for convenience
CLOSEDPO	Close PO due to completed scope of work
EXHANGE	Cost Adjustment Due to Exchange Rate Change
LABORRATE	Add cost due to raw material/labor rate change
NEWGRANT	Add value due to new available grant/fund
NEXTPHASE	Next Phase(s) of a Multi-Phase Project
REDUCE	Reduction of PO Value/Quantity
SHIPTOL	Shipping & Handling Exceed AP Tolerance
TIMEVALUE	Additional Time Value Required for Original Scope

4. Type any additional **Comments** and click **OK**.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>