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.
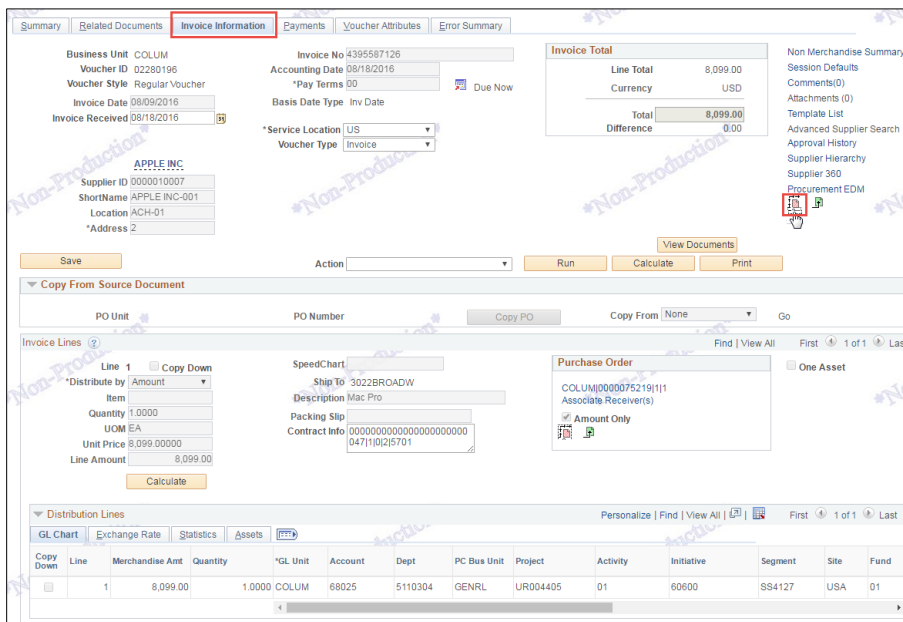
To Finalize the PO:

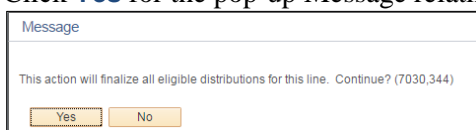1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.
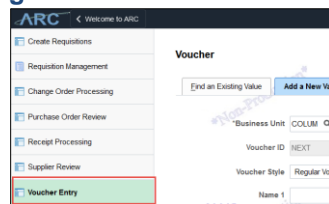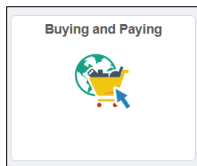
   Or click the **NavBar** > **Main Menu**>**Accounts Payable**> **Vouchers**>**Add/Update**>**Regular Entry**.

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.

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.
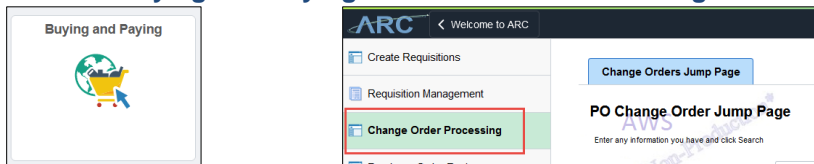
Or, you can click the **NavBar** > **Main Menu**>**Purchasing**>**Purchase Orders**>**PO Change Order Jump Page**. The PO Change Order Jump Page Appears.
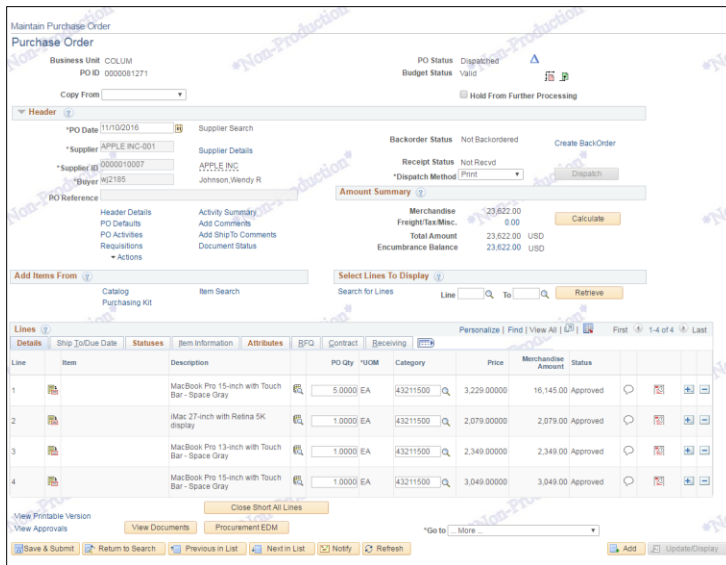
3. Enter the **PO Number** or other Search attributes.
4. Click **Search**. The Search Result appears.

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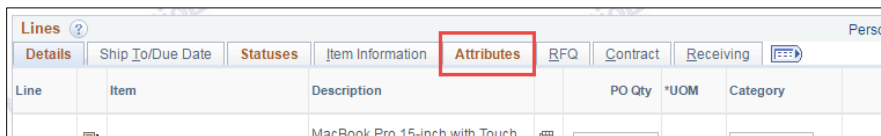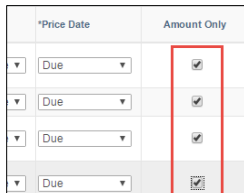
Follow the steps in the next sections for the relevant PO types.

Closing a PO with No Vouchers (no invoices paid)

1. Click the **Attributes** tab under the Lines section.
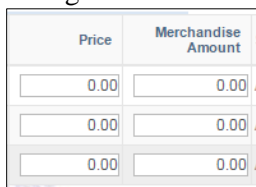
2. Select the **Amount Only** flag for each Line if it is not already selected.
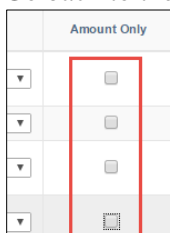

Confirm the popup Message regarding the PO Quantity.

3. Click the **Details** tab.

4. Change the **Price** and **Merchandise Amount** fields for all Lines to 0.00.

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.

Changing Distribution/ChartField Settings

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

The Schedules page appears.

3. Click the **Distribution/ChartFields** icon.
    The Distributions page appears.

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**.

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.

   The Schedules page appears.

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

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

   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.

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.

8. On the Schedules page, click **Return to Main Page**

and repeat steps 1 through 6 for each PO Line.

9. Refer to the Saving and Submitting section.

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 Activity Summary page appears on a new browser tab.

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

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

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

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.

The Schedules page appears.

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

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.

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

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

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