

OPTIONS AVAILABLE FOR CLOSING PURCHASE ORDERS

As the end of the fiscal year approaches, you have the option to close purchase orders that will no longer be used so that account encumbrances are not carried forward to the next fiscal year.

Depending on the Rules set at your district, there are different ways to close a purchase order.

- If you have an open purchase order that has never been invoiced, you can *Amend the purchase order and click on the Cancel button* on the PO line item(s) to close the purchase order.
- If the last partially paid invoice is in a closed or archived posting period and the rule is set to prevent opening a previously closed posting period, an *AP Invoice can be created to cancel the remaining encumbrance amounts by selecting the remaining open PO item(s) and selecting the status 'Cancel_Full'*.
- If the last partially paid invoice is in an open posting period, or if the posting period can be reopened, you can *change the status on the previously paid invoice to 'full' to cancel the remaining encumbrance(s)*. Sort the AP invoice grid by the purchase order & date, navigate to the last paid invoice, click  to view the invoice. Click 'Full'. A helpful tool tip is provided when hovering over the Action button stating the action that will be taken if you click on it.

