

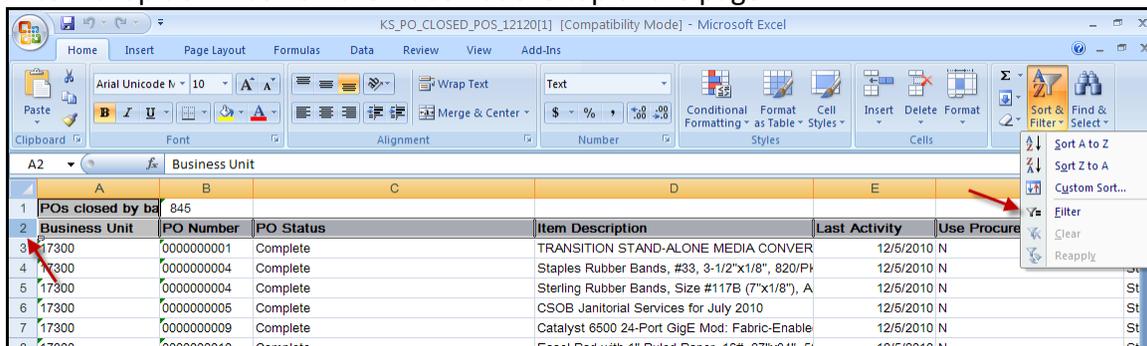
After the monthly Purchase Order (PO) Close process ran on December 5, 2010, agencies reported that some of their POs had closed and should not have. The monthly PO Close process was put on hold at that time. After reviewing the PO Close Process, it was determined that the process was functioning as designed. At the January 2011 ASTRA meeting, agencies were presented with the parameters for closing POs. Here is a link to the “Parameters for Closing POs” job aid:

http://www.da.ks.gov/smart/Training/JobAid_PO_Parameters_for_Closing_POs20110210.doc

The monthly PO Close process will start running again effective April 3, 2011. The PO Close monthly process will run on the Saturday following the first work day of the new month starting at 6:00 PM. [This process may still be running early Sunday morning which means that the Last Activity Date on the PO may show the Sunday date.] On a monthly basis, agencies will need to review their POs that have closed and submit a help desk ticket to re-open any POs that were closed unexpectedly. We have created a query to assist with this review. This query was designed to provide a list of POs that were closed during a monthly PO close batch process.

- **Navigation:** Reporting Tools > Query > Query Viewer > KS_PO_CLOSED_POS
- **Select** the “Search” button
- **Enter** your Business Unit ID and the Last Activity Date.
 - **Last Activity Date:** Enter the date that the monthly PO Close batch process ran. The monthly PO Close batch process will run on the Saturday following the first working day of the new month. Solutions Article 708 provides a listing of the PO close batch process dates.
- **Select** the “Run to Excel” link.

When using this query we suggest that you apply filters to your excel document by selecting the row containing headings and select the “Filter” option from the “Sort & Filter” drop down box on the ribbon at the top of the page.



This will allow you to filter on any column which can be very useful during the review process.

Submit a Help Desk ticket for any POs that need to be re-opened. In the subject line for the Help Desk ticket, please include the following language: Re-Open PO(s).

Tips

Line Cancel Status

- Canceled: when a user has canceled a PO line
- Closed: when the PO Close process has closed the line

PO Finalized from Voucher

It is possible for a PO that has “Full Match” as the Match Line Option and “Partially Matched” as the Match Line Status to be included in the query results. This will happen if the PO has been finalized from the voucher. To validate this occurrence, access to vouchers is needed; consequently, someone in your Budget / Accounting area will probably need to assist.

Filter the query by the following:

- Line Cancel Status = Closed
- Match Line Option = Full Match
- Match Line Status = Partially Matched

	A	B	D	E	F	G	H	I	J	K	L	M	N	O
1	Business	404												
2	Business Unit	PO Number	Item Description	Last Activity	Use Procurement Card	Match Action	Match Status	Line Numbr	Amount Only	Receiving Required	Line Cancel Status	Schedule Number	Match Line Option	Match Line Status
79	28000	000000139	Converted Purchase	12/5/2010	N	Standard Match	Partially Matched	1	Y	Receiving is Optional	Closed	1	Full Match	Partially Matched
87	28000	000000152	Converted Purchase	12/5/2010	N	Standard Match	Partially Matched	1	Y	Receiving is Optional	Closed	1	Full Match	Partially Matched
104	28000	000000216	Converted Purchase	12/5/2010	N	Standard Match	Partially Matched	1	Y	Receiving is Optional	Closed	1	Full Match	Partially Matched
407														
408														
409														

To find the voucher ID navigate to Purchasing > Purchase Orders > Review PO information > Document Status.

Enter your Business Unit, the Purchase Order number and select the “Search” button. This page will give you the voucher ID.

PO Document Status

Business Unit: 28000 PO ID: 000000139 Status: Compl

Document Date: 07/02/2010 Document Type: Purchase Order Budget Status: Valid

Currency: USD Amount: 25.00

Buyer: KPO_CNV

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	28000	Receipt	0000000457	Received	09/02/2010	0000045834	001
	28000	Voucher	00000218	Posted	07/07/2010	0000045834	001
SOKID		Payment	0000312162	Posted	09/07/2010	0000045834	001

To actually see if the PO has been finalized from the voucher, the voucher will need to be accessed through the following navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value

Enter the Business Unit, Voucher ID and select the “Search” button.

Select the “Invoice Information” tab:

The screenshot shows the SMART system interface with the 'Invoice Information' tab selected. A red arrow points to this tab. The interface includes a menu on the left, a top navigation bar, and several data entry sections:

- Business Unit:** 28000
- Voucher ID:** 00000218
- Invoice Number:** 10465821
- Invoice Date:** 07/07/2010
- Vendor:** 0000045834
- Vendor Name:** MIDWESTEN-004
- Location:** 001
- Address:** 3, MIDWEST ENERGY INC, 1330 CANTERBURY DR, HAYS, KS 67601-2708
- Accounting Date:** 07/23/2010
- Currency:** USD
- Total:** 16.09
- Difference:** 0.00

Invoice Lines Table:

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		JUNE ELECT. WAKEENE	1.0000	LOT	16.09000	16.09

Distribution Lines Table:

Copy Down	Amount	Quantity	*GL Unit	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project	Activity
<input type="checkbox"/>	16.09	1.0000	28000	2800500000	2034	1100	01050	528100			

Balancing Section:

Invoice Lines	16.09
Misc Charge Amount	
Freight Amount	
(minus) Total	16.09
(equals) Difference Amount	0.00

Scroll to the “Invoice Lines” section and then scroll to the far right of the page:

Find View All First 1 of 1 Last									
Y	Svc Loc	Aqy Use	Fund Affil	Affiliate	ChartField 2	OpenItem	Budget Date	Finalize	PO Finalized
	Main Content						06/30/2010	<input checked="" type="checkbox"/>	Y

The "PO Finalized" field will equal "Y" (Yes) if the PO has been finalized.

For those of you that are interested, this query is set up using the following parameters:

- PO Status: is equal to Complete
- Last Activity: is equal to the date entered. The Activity Date is the date that the monthly PO Close batch process was run. The monthly PO Close batch process will run the Saturday following the first work day of the new month.
- Last User to Modify: is equal to the batch process user id (UC4).