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 aide:
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.] Prior to that date, agencies will need to review their POs and take action if the PO should not close at this time. We have created a query to assist with this review. This query was designed to provide a list of POs that do NOT have system checks in place and will close if the agency doesn’t take some action.

- **Navigation:** Reporting Tools > Query > Query Viewer > KS_PO_MAY_CLOSE
- **Select** the “Search” button
- **Enter** your Business Unit ID and the Proposed Close Date.
  - **Proposed Close Date:** Enter the date that the next monthly PO Close batch process will run. The monthly PO Close batch process will run on the Saturday following the first working day of the new month. For Example, the monthly PO Close batch process for April 2012 will run on Saturday, May 5th.
- **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.
Filter the “Use Procurement Card” field by Yes = Y.

When a P-Card is associated to a PO, the matching status is set to “No Match” and should remain as “No Match”. If you do **NOT** want the PO to close, you have two options.

- Change the Receiving Required field to “Receiving is Required”:

  ![Change Receiving Required](image1)

  OR

- Extend the Due Date to a date that is beyond the proposed close date. For example: if the Proposed Close date is April 3, 2011 you might want to change the Due Date to April 29, 2011:

  ![Extend Due Date](image2)
Once you have reviewed all the POs that have a P-Card associated, filter on the “Use Procurement Card” field by No = N. If you do NOT want the PO to close, you will need to change the Match Status at the Schedule Line level for all lines on the PO to “Full Match”.

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

- PO Status: is not Complete, Pending Cancel or Cancel
- Activity Date: is equal to or less than the Proposed Close Date minus 90 days
- Match Line Option: is not Fully Matched
- Receiving Required: is either “Receiving is Optional” or “Do Not Receive”
- Due Date: is equal to or less than the Proposed Close Date

To view the Activity Date online:
- Open a Purchase Order
- In the lower right hand corner of the page select the “*Go to” drop down box and select the “Activity Log” option:

![Activity Log](image)

- The Modified > Date/Time is the Activity Date: