

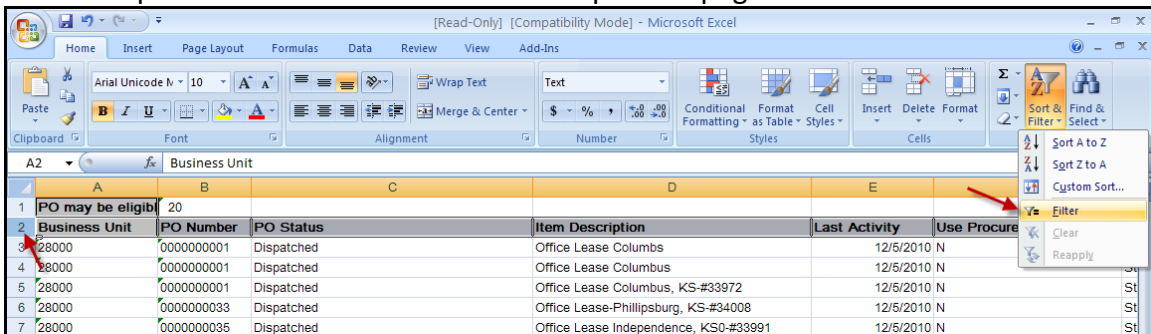
After the monthly Purchase Order (PO) Close process ran on December 5, 2010, agencies reported that some of their POs had closed and should not have. The monthly PO Close process was put on hold at that time. After reviewing the PO Close Process, it was determined that the process was functioning as 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](http://www.da.ks.gov/smart/Training/JobAid_PO_Parameters_for_Closing_POs20110210.doc)

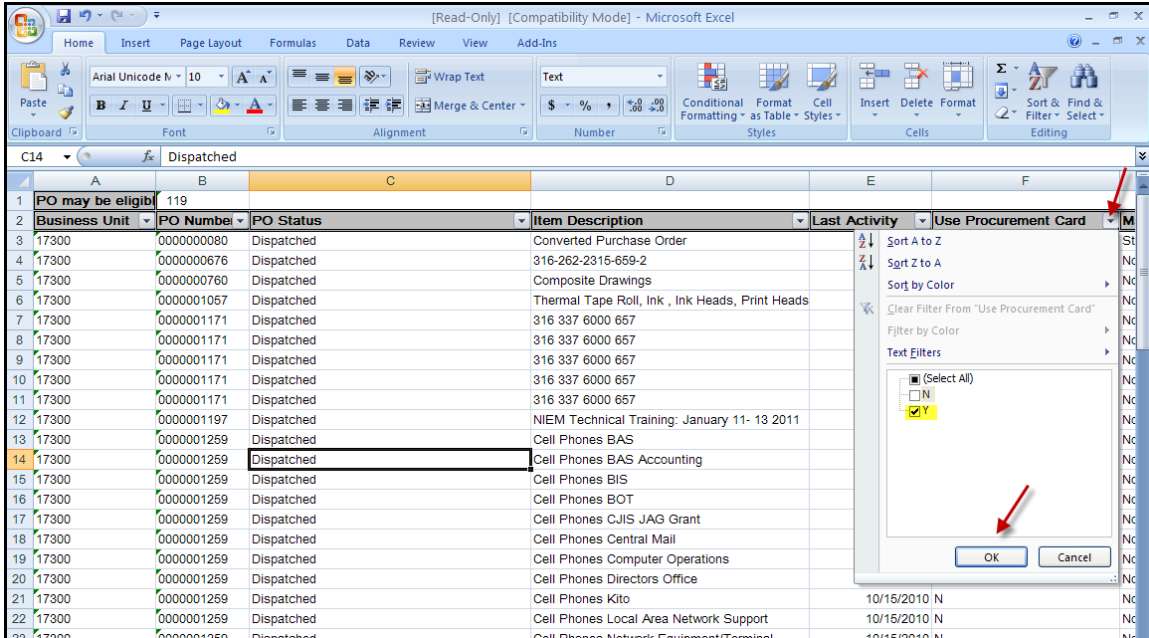
The monthly PO Close process will start running again effective April 3, 2011. The PO Close monthly process will run on the Saturday following the first work day of the new month starting at 6:00 PM. [This process may still be running early Sunday morning which means that the Last Activity Date on the 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 5<sup>th</sup>.
- **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.

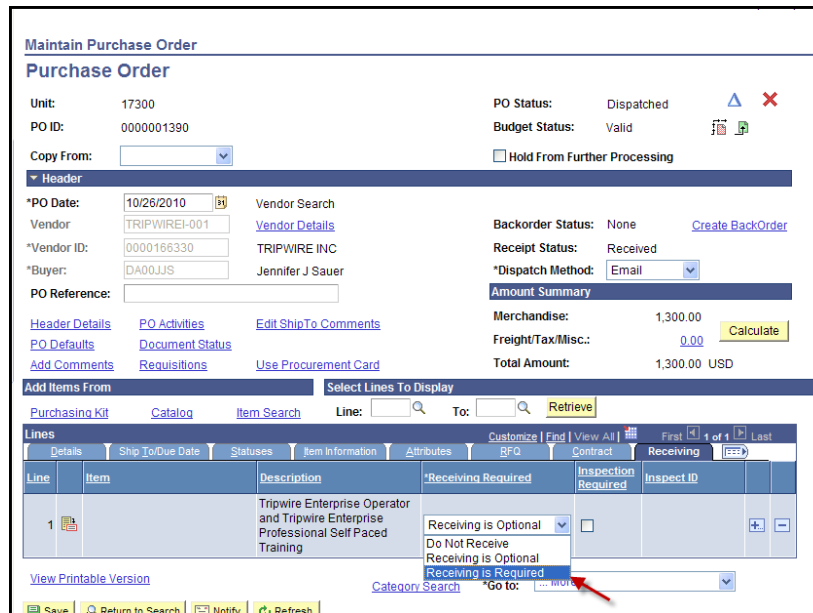


Filter the "Use Procurement Card" field by Yes = Y.



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":



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:

**Maintain Purchase Order**  
**Purchase Order**

Unit: 17300 PO Status: Dispatched  
 PO ID: 0000001390 Budget Status: Valid  
 Copy From: [Dropdown]  Hold From Further Processing

**Header**

\*PO Date: 10/26/2010 Vendor Search  
 Vendor: TRIPWIREI-001 Vendor Details  
 \*Vendor ID: 0000166330 TRIPWIRE INC  
 \*Buyer: DA00JJS Jennifer J Sauer  
 PO Reference: [Text Box]

Backorder Status: None Create BackOrder  
 Receipt Status: Received  
 \*Dispatch Method: Email

**Amount Summary**

Merchandise: 1,300.00  
 Freight/Tax/Misc.: 0.00 Calculate  
 Total Amount: 1,300.00 USD

Header Details PO Activities Edit ShipTo Comments  
 PO Defaults Document Status  
 Add Comments Requisitions Use Procurement Card

Add Items From Select Lines To Display  
 Purchasing Kit Catalog Item Search Line: [Text Box] To: [Text Box] Retrieve

**Lines**

Line	Item	Description	Due Date	Ship To	Price
1		Tripwire Enterprise Operator and Tripwire Enterprise Professional Self Paced Training	10/26/2010	173301	1,300.00000

View Printable Version Category Search \*Go to: [Dropdown]  
 Save Return to Search Notify Refresh

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”.

**Maintain Purchase Order**  
**Schedules**

Unit: 17300 Vendor: GOVERNOR-001  
 PO ID: 0000000080 PO Date: 06/11/2010  
 PO Status: Dispatched

[Return to Main Page](#)

**Lines**

Line: 1 Item: [Converted Purchase Order](#) PO Qty: 1.0000 LOT Amount: 6,556,730.92 USD

**Schedules**

Sched	*Due Date	*Ship To	Match Status	*Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance
1	07/30/2010	BA17300	Unmatched	No Match							

Add ShipTo Comments  
 Save Return to Search Notify Refresh Add

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:

**Maintain Purchase Order**

**Purchase Order**

Unit: 56500 PO Status: Dispatched  
 PO ID: 0000000056 Budget Status: Valid  
 Copy From: [Dropdown]  Hold From Further Processing

**Header**

\*PO Date: 07/01/2010 Vendor Search  
 Vendor: DOFA-001 Vendor Details  
 \*Vendor ID: 17300 DEPARTMENT OF ADMINISTRATION  
 \*Buyer: KPO\_CNV KPO\_CNV  
 PO Reference: C7100026

Backorder Status: None Create BackOrder  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Phone

**Amount Summary**

Merchandise: 99,012.57  
 Freight: [More ...] calculate  
 Total Am: [More ...]

01-Activity Log  
 02-PO Dispatched History  
 03-Category Search  
 04-View Category Hierarchy  
 05-All RTV  
 10-  
 11-Matching  
 13-Header Misc. Charges  
 14-Freight Calculation  
 15-Budget Check  
 16-Budget Status-Prorated  
 17-Budget Status-NProrated

**Lines**

Line	Item	Description	PO Qty	Unit	Amount	Status
1		Converted Purchase Order	1.0000	L	99,012.57	Active

View Printable Version Category Search \*Go to: [More ...]

Save Return to Search Notify Refresh

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

**Maintain Purchase Orders**

**Activity Log**

**Entered**

By User: CNV  
 Date: 07/16/2010

**Modified**

By User: UC4  
 Date/Time: 12/05/2010 11:12:56PM

**Approved**

By User: KPO\_CNV  
 Date: 07/16/2010

Return