**State of Kansas**





**Automatic PO Close Process**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | **01/12/2011** |
| **Version:** | **3.0** |
| **Last Updated Date:** | 11/24/2020 |
| A purchase order is automatically closed during the Close Purchase Orders process based on a combination of conditions. A batch process to close Purchase Orders (POs) is ran on the Saturday following the first workday in each new month. |
| **Close Days, 90 days** – specifies the number of days beyond a purchase order’s last activity date during which the purchase order cannot be closed**Cancel Days, 90 days** – specifies the number of days beyond a purchase order last activity date during which the canceled purchase order cannot be closed |
| The Close Purchase Orders process closes a dispatched purchase order and sets its status to **Complete**if any of these sets of criteria are met for a purchase order: |
| • The purchase order is **dispatched**• The purchase order matched status is either **Matched** *or \****Not Required**• Receiving is required• All line items are **fully received**• (Last Activity Date) ≤ (Current Date) - (Close Days).**OR**• The purchase order is **dispatched**• The purchase order matched status is either **Matched** or \***Not Required**.• Receiving is **not required** or **optional**• (\*\*Shipment Due Date) ≤ (Current Date)• (Last Activity Date) ≤ (Current Date) - (Close Days) |
| **\*NOTE**: If matching shows as **No Match** on any purchase order schedule, the entire purchase order now qualifies to close without matching. |
| **\*\*NOTE:** The Shipment Due Date (Due Date) can be changed to a future date to keep a purchase order from qualifying for the Close Purchase Orders process due to inactivity. |
| **PCards and the Close Purchase Orders process** |
| If a purchase order has a PCard associated to it, the matching status on the purchase order header will change to **Not Required** and the matching status at the purchase order schedule line will change to **No Match**. This is functioning as designed.  |

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| With matching turned off for purchase orders using a P-Card, the system is looking to see **if receiving is required**: |
| * **Receiving Required:** purchase order will be available for closing once the purchase order has been fully received
* **Receiving Not Required or Optional:** purchase order will be available for closing once the \*\*Due Date on the purchase order has been reached
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| **\*\*NOTE:** The Shipment Due Date (Due Date) can be changed to a future date to keep a purchase order from qualifying for the Close Purchase Orders process due to inactivity. |

**Close Criteria in More Detail**

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| **Close Parameters** | **Qualifying Setting or Status** |
| PO Status | The Close Purchase Orders process verifies that the purchase order has a status of *D* (dispatched) or *X* (canceled).Statuses of *O* (open) and *A* (approved) enable the process to close a purchase order when other applicable criteria are met. The other criteria that must be met are:* Receiving is not required for the purchase order.
* Matching is not required for the purchase order.
* The purchase order schedule date plus close days has already passed (last activity date <= system date).

Statuses of *I* (initial), *PA* (pending approval), and *C* (completed) do not enable the process to close the purchase order. |
| Activity DateThe system updates this date on the purchase order when you create a change order and save your work, and also when you cancel a purchase order through the Buyer’s Workbench.Associating a purchase order to a voucher will NOT update the Activity Date. | The Close Purchase Orders process uses these calculations to determine whether the purchase order's last activity date enables the process to close the purchase order:* (Activity Date) ≤ (Current Date) - (Close Days).
* (Activity Date) ≤ (Current Date) - (Cancel Days).
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| **Close Parameters** | **Qualifying Setting or Status** |
| Match Status | The Close Purchase Orders process verifies that, if matching is required for the purchase order, the match status of the purchase order is *M* (matched), *N* (no match is required), and *T* (to match).In cases where the Match Status at the PO header and the PO line never reaches a status of *M* (matched), the Close Purchase Orders process checks the purchase order schedule for quantity matched.A matching status of *P* (partially matched) does not qualify the purchase order for closure.A purchase order with a header match status of *T* (to match) will be closed by the Close Purchase Orders process if the match status on the associated lines is *M* (matched) if matching is required.When matching is required on a purchase order, there can be several vouchers against a purchase order. One of the vouchers might be matched, but the status on the purchase order remains *P* (partially match) until the final voucher is matched. The purchase order status then changes to *M* (matched).The Close Purchase Orders process considers a purchase order fully matched and available for closure when the quantity ordered for each line on the purchase order is less than or equal to the total quantity received and matched. |
| Distribution Line Status | The Close Purchase Orders process verifies that the distribution line statuses for the purchase order are *O* (open), *P* (processed), or *X* (canceled). |
| Amount Only | The Close Purchase Orders process checks to see whether the Amount Only check box is selected for the purchase order line. If the purchase order line is to be received by amount only, the Close Purchase Orders process sums up the merchandise amounts recorded in receipt transactions and compares the total to the merchandise amount on the purchase order to determine whether the purchase order has been fully received. |
| Receiving Required setting | The Close Purchase Orders process verifies whether the Receiving Required field is *Receiving is Required* for the purchase order line on the Maintain Purchase Order - Details for Line page. The process uses this setting in conjunction with the due date value to determine whether it can close the purchase order. |
| **Close Parameters** | **Qualifying Setting or Status** |
| Due Date | The Close Purchase Orders process uses this calculation to verify that the due date on the purchase order schedule line is less than or equal to the calculated close date:(Due Date) ≤ (Current Date) - (Close Days)The Close Purchase Orders process verifies the due date value for purchase orders when the Receiving Required field is *Receiving is Optional* or *Do Not Receive.* |
| Voucher Status | The Close Purchase Orders process verifies that associated vouchers have been posted, deleted, or closed.If matching is not required for the purchase order then the purchase order can close even if the voucher is not posted. |