



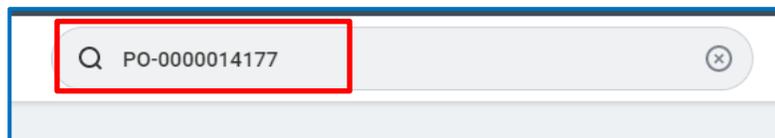
Close Purchase Order or Line

First Scenario (Notify the Supplier/Vendor before closing the PO for the item(s) or service(s)):

- If there is a purchase order with no receipt or payment, the requester can close the PO.
- If there is a PO with a receipt and no payment, the requester must cancel the receipt first, then close the PO.
- If the item has been shipped, after speaking with the supplier, please do not close the PO. Once the item is received, receive in Workday and create a return to send the item(s) back to the supplier.

If any of these scenarios applies, then follow the below steps.

1. In the search bar of Workday, type in the PO number that needs to be closed.



2. If the PO number doesn't appear click 'All of Workday' then click on the PO to open it

Search Results

Categories

- Common
- Assets
- Banking and Settlement
- Expenses
- Financial Accounting
- Grants
- Integrations
- Inventory
- Organizations
- People
- Processes
- Procurement
- Projects
- Revenue
- Staffing
- Student
- Tasks and Reports
- All of Workday

Search Results 0 items

Tip: try selecting another category from the left to see other results

Search Results 1 items

Procurement

PO-0000014177 Purchase Order

3. Click the **related action (three dot twinkie)** next to the PO number
4. When the Related Actions pop-up displays, select **Purchase Order** and **Close**.

View Purchase Order

Purchase Order PO-0000014177

Summary

Company Montclair State University

Purchase Order Type (empty)

Supplier DELL MARKETING

Actions

- Purchase Order
- Accounting >
- Favorite >
- Receipt >

Purchase Order

- Close
- Close Lines
- Create Change Order
- View Purchase Order Changes

Company

5. A reason must be selected when closing a purchase order. Below are the **Close Reasons**

The screenshot shows a dialog box titled "Additional Information". On the left, there is a label "Close Reason" enclosed in a red rectangular box. To its right is a dropdown menu with a blue border. The menu is currently open, showing a blue highlighted option "select one" which is also enclosed in a red rectangular box. Below this option, the following reasons are listed: "Duplicate Order", "Item/Service no longer required", "Product/Service not available", and "Year End Closing".

6. On the *Close Purchase Order* screen, click **OK** to close the PO.

The screenshot shows the "Close Purchase Order" screen. At the top, there is a blue header with the text "Close Purchase Order". Below the header, the text "Are you sure you want to close this Purchase Order?" is displayed. Underneath, there is a summary of the purchase order details: "Purchase Order PO-0000000207", "Status Issued", "Budget Check Status Pass on 01/09/2020". A section titled "Summary" is expanded, showing details for "Company Montclair State University", "Purchase Order Type (empty)", "Supplier COMPASS GROUP USA INC", "Order-From Connection PO BOX 417632 BOSTON MA USA 02241-1", and "Currency USD". At the bottom of the screen, there are two buttons: an orange "OK" button and a grey "Cancel" button. The "OK" button is highlighted with a red rectangular box.

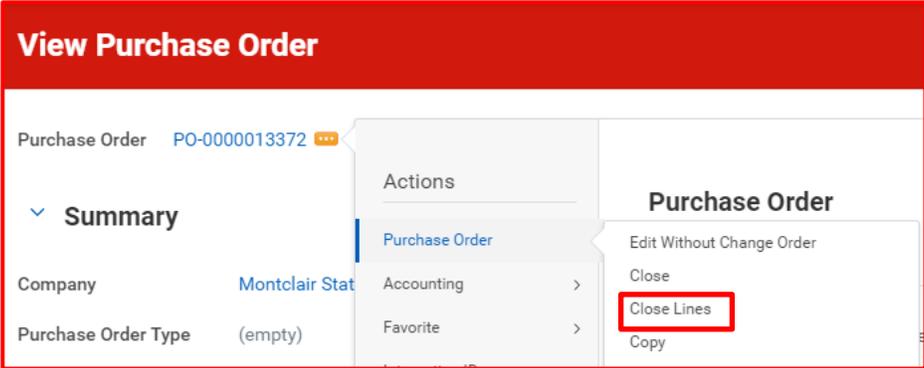
NOTE - If **Close** is not listed as an option, there may be a **DRAFT RECEIPT** which must be canceled first before the purchase order can be closed. Please refer to the **Cancel Draft Receipt** job aid that could be found in the Workday Finance Job Aids under Job Aids by Business Process section.

Ship-To Contact	Memo	Location	Business Document Lines
Russell Juzdan	265 Long Hill Rd (stone House) Gutter Cleaning - Inv 1630		<div data-bbox="1081 352 1349 426" style="border: 1px solid red; padding: 2px;"> RC-0000000587 for PO-0000000646 - Line 1 - Draft  </div> RC-0000000589 for PO-0000000646 - Line 1 - Canceled RC-0000000602 for PO-0000000646 -

7. Select **Done** to complete the Close Purchase Order process.

Second Scenario: Closing a Line on a PO (Notify the Supplier/Vendor before closing a line on the PO for an item(s) or service(s)):

1. When a receipt and/or payment is on a PO, but you are closing specific line(s) follow the below steps.
2. Steps 1-3 in the first scenario. Click on **Close Lines**.



3. Select the line number that should be closed by clicking on the box to the left of the PO number. Select a reason for closing the line.

Line	Item	Additional Information	Description	Spend Category	Quantity
<input checked="" type="checkbox"/>	PO-000013372 - Line 2	Close Reason select one select one Duplicate Order Item/Service no longer required Product/Service not available Year End Closing	LITE LYKOS+ BI-COLOR FLIGHT KIT, US	SC0473 TV/Film/Photo Supplies	Ordered 6 Received 0 Invoiced 0
<input type="checkbox"/>	PO-000013372 - Line 3		SACHTLER SYSTEM ACE M MID-LEVEL SPREADR	SC0473 TV/Film/Photo Supplies	Ordered

4. Click **OK** to confirm your actions. The **Status** of the line will be changed to **Closed** and the close reason will appear on the line.

Goods Order Line	Status	Additional Information
Q	Closed	Close Reason Duplicate Order Closed on 11/12/2021 12:19:29.424 PM Closed by Erick Fernandez

Third Scenario: Change Order (The Change Order will be sent to the Supplier notifying of the change(s)).

When a payment has been made on a PO, a Change Order can be created. Please follow the Change Order Job Aid for this scenario.

Forth Scenario: Closing line on Punchout PO (Follow the second scenario steps 1-3).

If the item has been invoiced, but not received, please contact Workday Customer Care at wccsupport@montclair.edu to notify Accounts Payable. You must also provide documentation or email from Supplier as backup in order for A/P to cancel the invoice.