

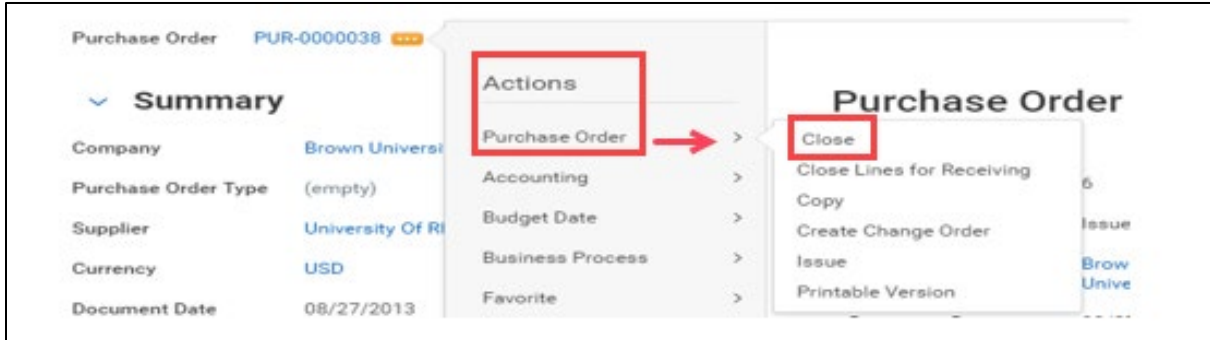
CLOSING PURCHASE ORDERS IN WORKDAY

Follow the steps below to close a Purchase Order. For questions, contact Purchasing by creating a Remedy Ticket in the Brown IT Ticket System and assign it to Purchasing.

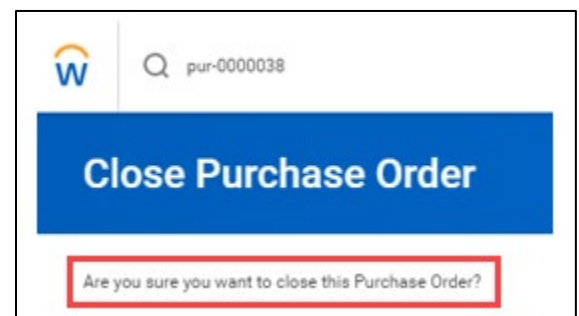
All purchase orders need to be closed in Workday, even those with \$0.00 balances. Closing a purchase order will zero out any remaining balance and release those funds in the Obligation Ledger.

Review **Best Practices** at the end of this document before initiating the purchase order closure. Purchasing can only re-open purchase orders created in the current fiscal year.

1. Type the purchase order number into the search box, and then select the purchase order number by clicking on it.
Note: Only purchase orders with a status of **Issued** can be closed.
2. When the purchase order is displayed, click on the **Purchase Order Action Icon** to the right of the purchase order number to display the drop down options. Place your mouse on **Purchase Order**, and then click on the **Close** option.

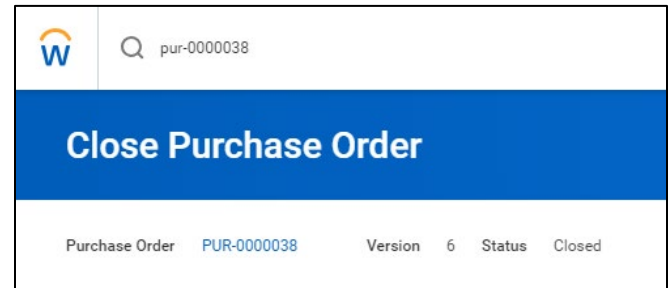


3. The page will refresh and display the **Close Purchase Order** screen, asking "**Are you sure you want to close this purchase order?**"
 - To stop the purchase order from being closed, click the **Cancel** button at the bottom of the screen. The purchase order status remains **Issued**.



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- To close the purchase order, click on the **OK** button at the bottom of the screen. The page will refresh and the purchase order will display again, now with a status of **Closed**. Then click on **Done**.



Best Practices for Closing Purchase Orders

- Use the **Open Purchase Order** report to find open purchase orders for your cost center
 - Uncheck the “**Only Open Invoice Amount?**” and “**Only Open Receipt Amount?**” search criteria
 - Type in the cost center worktag of interest
- Identify the purchase orders to close and then discuss with your Cost Center Manager and/or Grant Manager; confirm that no more activity is expected (**Reminder**: OSP must approve closure of a sub award purchase order)
- Verify that all invoices have been processed and paid
- Confirm that the correct purchase order number is entered on the Close Purchase Order screen:
 - Purchasing can only re-open purchase orders that were created in the current fiscal year
 - Purchase orders created in a prior fiscal year cannot be re-opened. A new purchase order would have to be created for the remaining expenditure