

Closing Purchase Orders

Departments are responsible for reviewing their open purchase orders on a regular basis and closing those that are no longer needed. Closing purchase orders frees up committed funding if the purchase order has an unexpended balance. Workday does not automatically close purchase orders with a zero balance, these also need to be closed.

To find your department's open purchase orders, use the [Find Purchase Order](#) report or the [Open Purchase Order](#) report. Remember:

1. Leave date criteria blank to see all purchase orders for all years
2. Be sure type in your department's cost center(s) in the selection criteria)
3. When using the [Open Purchase Order](#) report, be sure to de-select "Only open invoice amount ?" and "Only open receipt amount?"

All Financial Coordinators have the ability to close purchase orders. For easy reference, please click on the [Job Aid](#).

To close a subaward, please use OVPR's [Sub-award Close Out Certification Form](#).

To cancel a purchase order, please send an email request to Purchasing@brown.edu.