

# Job Aid: Closing a PO

There are two ways to close a PO:

- 1) **On the PO Voucher** - If you have a PO voucher, you can close the PO directly on the voucher;
- 2) **On the PO** - If you do not have any PO vouchers, you can liquidate the PO in ARC through the purchasing module. In order to do this, please note:
  - A) The PO has to be in 'Amount Only' mode in order to change the merchandise amount to \$0.
  - B) **You cannot save a \$0 PO in 'Amount Only'**, so once you have changed the Merchandise Amount to \$0, **you will have to change the PO to 'Quantity Only' before you save** and run the budget check.

## 1) On the Final PO Voucher

If you have a voucher that needs to be paid, and it is the last voucher against this PO, you can click the 'Finalize Document' icon on the voucher, located on the Invoice Information tab. This will cause the PO to be liquidated when the voucher is paid. After 90 days, the PO will then close automatically.

The screenshot displays the ARC system interface for a voucher. The top navigation bar includes 'ARC', 'Home', and 'Worklist'. The breadcrumb trail is 'Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The 'Invoice Information' tab is active, showing fields for Business Unit (COLUM), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice No., Invoice Date, and Accounting Date (02/01/2013). A 'Finalize Document' button is highlighted with a blue arrow. Below this, the 'Vendor ID' (000002305) and 'ShortName' (WALDNER'S B) are visible, along with the vendor address and 'Pay Terms' (00 Due Now). The 'Invoice Lines' section shows a single line with a total amount of 30.26. A 'Copy From Source Document' dialog box is also present, with 'Copy PO' and 'Go' buttons.

You can also go to the most recent voucher (even if it is already paid and posted), and click the 'Finalize Document' and this will also close and liquidate the PO.

## 2) Directly on the PO

If you don't have a voucher to pay, you can close the PO by reducing the Merchandise Amount to \$0. You can do this by:

Go to the following path in ARC: Main Menu > Purchasing > Purchase Orders > Add/Update POs

Pull up the PO you want to liquidate. Make sure the PO is set up as 'Amount Only' by reviewing the 'Attributes' tab on the line item. If the 'Amount Only' box is not selected, please select it.

The screenshot shows the 'Maintain Purchase Order' page in the ARC system. The 'Attributes' tab is active for line item 1, and the 'Amount Only' checkbox is checked. A blue arrow points to this checkbox. The 'Amount Summary' section shows a total amount of 5,728.00 USD. The 'Select Lines To Display' section has a search box and a 'Retrieve' button. The 'Add Items From' section has 'Purchasing Kit', 'Catalog', and 'Item Search' options.

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1		CoPathPlus Custom Report to Include S/O Date	Services	Schedule	Due	<input checked="" type="checkbox"/>

Once the 'Amount Only' box has been selected, go back to the 'Details' tab. Change the 'Merchandise Amount' (or 'Price') for any outstanding lines to \$0.

The screenshot shows the 'Details' tab for line item 1. The 'Merchandise Amount' is highlighted in blue, and a blue arrow points to it. The 'Price' is also highlighted in blue, and a blue arrow points to it. The 'Merchandise Amount' is 5,728.00 and the 'Price' is 5,728.000000. The 'Status' is 'Approved'.

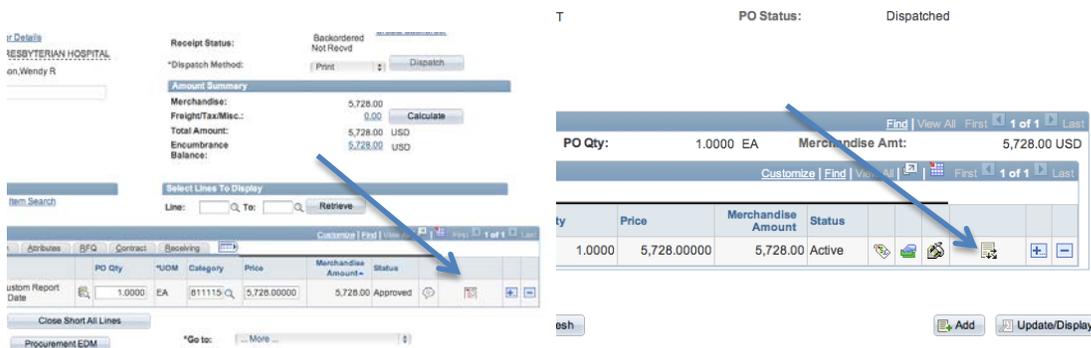
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		CoPathPlus Custom Report to Include S/O Date	1.0000	EA	811115	5,728.000000	5,728.00	Approved

Please note: You cannot save an 'Amount Only' PO with a 'Merchandise Amount' of \$0, so you'll need to change the PO back to 'Quantity Only'.

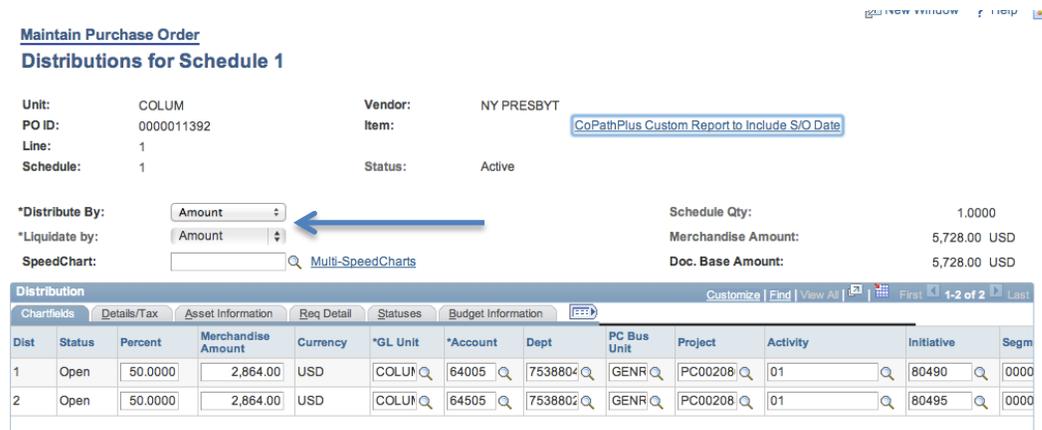
Go back to the 'Attributes tab' of the PO and **uncheck** the 'Amount Only' box.



You will also need to make sure the distribution lines are 'Quantity Only' in order to save the PO. On each line item, click the 'Schedules Icon', and then click on 'Distributions/ChartFields Icon'.



Change the 'Distribute By' drop-down to 'Quantity', and change the 'Liquidate By' drop-down to 'Quantity'. Please do this for each line item on the PO.



Go back to the main page of the PO, and 'Save' and 'Budget Check' the PO