

Closing Purchase Orders

This Quick Reference Guide (QRG) informs Procurement Shoppers how and when to close a purchase order and/or request to close a purchase requisition in Workday and the effect on commitment and obligation reporting. It also covers how to request a mass close.

Table of Contents

Closing Purchase Orders Overview	1
Table of Contents.....	1
Background.....	1
Guidelines.....	1
Procedure to Close a Purchase Order.....	2
Procedure to Request to Close a Requisition	3
Procedure to Request a Mass Close Procurement Document Task.....	3
Appendix	4

Background

Requisitions create commitments that, when sourced, create obligations. Obligations are liquidated as invoices are paid against a purchase order. As an obligation is liquidated, the corresponding commitment amount is liquidated. When a purchase order is underbilled, the full obligation is not liquidated, and the purchase order should be closed to release any outstanding obligations.

If a change order increases the obligation amount, the commitment amount is not affected. However, if the change order decreases the obligation amount, the difference will be an open commitment on the requisition. If a purchase order is cancelled at the header or line level, the commitment amount opens for sourcing again. This will appear as an outstanding commitment on your books. This is when you need to submit a **“close requisition”** request.

Guidelines

Requisitions must be closed by central Finance staff (PSDS). Purchase orders may be closed by employees that hold the **“Procurement Shopper”** security role in Workday.

Purchase orders should only be closed if they have been fully invoiced or if no further invoicing or other activity is expected. Once closed, Purchase Orders can be re-opened, if needed. For example, if you receive an unexpected invoice or other activity is needed after the PO is closed, re-open the PO rather than creating a new PO.

Any UVA employee may request a Mass Close of either requisitions or purchase orders by submitting a request to askfinance@virginia.edu ATTN: PSDS Business Solutions.

Closing Purchase Orders – Quick Reference Guide

Procedure to Close a Purchase Order

1. On the Workday home screen, type “Find Purchase Order” in the search bar.
2. Enter the appropriate purchase order number in the Purchase Order field.
3. Click OK

Find Purchase Orders

Company

Supplier

Order-From Connection

Buyer

Purchase Order Type

Purchase Order

Document Date On or After 02/28/2023

Document Date On or Before MM/DD/YYYY

Due Date On or After MM/DD/YYYY

Due Date On or Before MM/DD/YYYY

OK Cancel

4. Next to the Purchase Order number, click on the related actions button.
5. Navigate to the Purchase Order menu and choose “Close”.

View Purchase Order

Purchase Order PO-0058245

Actions

- Purchase Order
- Cancel
- Close
- Close Lines
- Copy
- Create Change Order
- Issue
- Manage Attachments
- View Purchase Order Changes

Purchase Order

3

Decreasing extended amount

decreasing amount on line 1 to test effect on requisition commitments

Status Issued

Company The Rector & Visitors of the University of Virginia

Purchase Order Lines 2 items

Line	Company	Description	Spend Category	Extens Amou
1	The Rector & Visitors of the University of Virginia	Equipment FRTRAC department wide ...more	Supplies Recreational (SC0293)	12,000
2	The Rector & Visitors of the University of Virginia	test line for effect on requisition ...more	Supplies Recreational (SC0293)	100

6. Click OK

Closing Purchase Orders – Quick Reference Guide

Close Purchase Order

Are you sure you want to close this Purchase Order?

Accounting Date Override: MM/DD/YYYY

Purchase Order: PO-0058245 Version: 3 Status: Issued

Change Order Reason

Reason: Decreasing extended amount Comments: decreasing amount on line 1 to test effect on requisition c

Summary

Company: The Rector & Visitors of the University of Virginia

Purchase Order Type: Goods & Services

Revision: 1843 Academic Payment 11/1

Terms and Taxes

Payment Terms: Net 45

Due Date: (empty)

Default Payment Type: Check

OK Cancel

7. The Purchase Order is now closed.

Procedure to Request to Close a Requisition

1. Determine the requisition that needs to be closed.
2. Send an email to AskFinance@virginia.edu ATTN: PSDS Business Solutions.

Subject: ATTN: PSDS Business Solutions Requisition Close [REQ-XXXXXXXXXX]

Body: Please close REQ-XXXXXXXXXX

3. The email will be received by PSDS and completed within 72 hours. An email indicating completion will be sent to the original requester.

Procedure to Request a Mass Close Procurement Document Task

Mass close requests should be limited to requests to close 5 or more spend transactions with consistent criteria. If a request is received that yields less than 5 results, the request will be returned.

1. Determine the criteria needed to isolate the segment of requisitions or purchase orders that need to be closed.
 - a. Mass closure of requisitions and purchase orders should be submitted to AskFinance@virginia.edu and will be processed by PSDS. It is best if these requests are accompanied by search parameters so the exact transactions for closure can be isolated. These parameters are:
 - i. Supplier
 - ii. Purchase Order
 - iii. Buyer
 - iv. Spend Category (include or exclude)
 - v. Worktags (include or exclude)
 - vi. Fully invoiced
 - vii. Fully received

Closing Purchase Orders – Quick Reference Guide

- viii. Fully Paid
 - ix. Inactivity days
 - x. Document date on or after/on or before
 - xi. Last Activity date on or after/on or before
2. Send an email to Askfinance@virginia.edu

Subject: Attn: PSDS Business Solutions Mass Close [Transaction Type] for [Worktag]

Body: Please close all [transaction type] that meet the following criteria
 - Uses GRXXXXXX worktag
 - Uses CCXXXXXX cost center
 - ***Any other criteria listed above in section 1a.***
 3. The request will be received by PSDS and completed within 72 hours. An email indicating completion will be sent to the original requester.

Appendix

Image 1: Purchase order line total amount \$13,500 before changes

The screenshot shows a web application interface for viewing a purchase order. The top navigation bar includes a menu icon, a home icon, a search bar, and a 'Need Help?' button. The main content area is titled 'View Purchase Order' and displays the following information:

Purchase Order PO-0058245		Status	Issued
Summary			
Company	The Rector & Visitors of the University of Virginia	Payment Terms	Net 45
Purchase Order Type	Goods & Services	Due Date	(empty)
Supplier	IMG Academy Parent, LLC	Default Payment Type	Check
Order-From Connection	CHICAGO	Override Payment Type	(empty)
Currency	USD	Credit Card	(empty)
Document Date	05/01/2023	Shipping Terms	(empty)
Line Total Amount	13,500.00	Shipping Method	(empty)
Requisition Type	2. Contract Request	Shipping Instructions	(empty)
		Supplier Contract	(empty)
Contact Information			
Issue Option	XML Auto	Buyer	Sara Anne Johnson-Ward
Bill-To Contact	Matthew R Althoff	Bill-To Contact Detail	Matthew R Althoff
Bill-To Address	PO Box 3025 Scranton, PA 18508 United States of America		
Ship-To Contact	Matthew R Althoff		
Ship-To Contact Detail	Matthew R Althoff		
Ship-To Address	295 Massie Rd Charlottesville, VA 22903 United States of America		
Memo	UVA Attn: Matthew R Althoff (mra3e@virginia.edu)		
	Purchase Order approved based on services and		

Closing Purchase Orders – Quick Reference Guide

Image 2: Purchase order corresponding obligation amount before changes

Requisition Type	2. Contract Request	Shipping Instructions	(empty)	Ship-To Address	295 Massie Rd Charlottesville, VA 22903 United States of America
		Supplier Contract	(empty)	Memo	UVA Attn: Matthew R Althoff (mra3e@virginia.edu)
				Internal Memo	Purchase Order approved based on services and fees as detailed per Quote 20230130-110737931 dated January 30, 2023. Competition requirements have been met or purchase is exempt from competition per the below: 17. Specialized software licenses and applications, websites, browser plugins, subscriptions, electronic databases, software-as-a-service (SAAS), and maintenance or upgrades of existing software already purchased.

Service Lines	Line Details	Process History	Integrations	Attachments	Balances
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Line and Line Splits	Obligation Quantity	Obligation Quantity Liquidated	Obligation Quantity Remaining	Obligation Amount	Obligation Amount Liquidated	Obligation Amount Remaining	Currency
PO-0058245 - Line 1 - 6750	0	0	0	6,750.00	0.00	6,750.00	USD
PO-0058245 - Line 1 - 6750	0	0	0	6,750.00	0.00	6,750.00	USD
Total:				13,500.00	0.00	13,500.00	

Image 3: Requisition requested and ordered amount before changes.

View Requisition RQ-000054458																					
Company: The Rector & Visitors of the University of Virginia			Requester: Employee Matthew R Althoff		Status: Successfully Completed		Total Amount: 13,500.00 USD														
Shipping Address																					
Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office																					
Ship To Address: 295 Massie Rd Charlottesville, VA 22903 United States of America																					
Requisition Information																					
Request Date:		01/30/2023																			
Currency:		USD																			
Requisition Type:		2. Contract Request																			
Sourcing Buyer:		Sara Anne Johnson-Ward																			
Submitted by:		Matthew R Althoff																			
Consolidate Requisitions on Purchase Orders:		No																			
Exclude Ship To Address when Consolidating Requisition Lines:		No																			
Memo to Suppliers:		(Optional)																			
Internal Memo:		Vendor requires signature																			
Service Lines																					
Line	Company	Item	Amount	Date	Deliver To	Ship To Address	Ship To Contact	Supplier	Fulfillment Source	Memo	GR	SW	Designated	Project	Fund	Cost Center	Function	Program	Additional Worktags	Sourced	Batch
14	The Rector & Visitors of the University of Virginia	Item	Requested	Start Date	John Paul Jones Arena - Floor 01 - 1318 Office	295 Massie Rd Charlottesville, VA 22903 United States of America	Matthew R Althoff	Supplier: IBM Academy Finance LLC	Purchase Order	1 year contract in mailing, signing when 1 year contract										Purchase Order PO 0058245 - Line 1	
		Description: Equipment PPTAC department wide license	13,500.00	01/01/2023				Order From Categories: CHICAGO													
		Community Code	13,500.00	04/30/2026																	
		Special Company: Security International (00200)																			

Closing Purchase Orders – Quick Reference Guide

Image 4: Requisition commitment balances before change order

View Requisition IQ 000056456

Company: The Rector & Visitors of the University of Virginia | Requirer: Matthew R Altuff | Status: Successfully Completed | Total Amount: 13,500.00 USD

Shipping Address: Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office | Ship-To Address: 203 Massie Rd Charlottesville, VA 22903 United States of America

Requisition Information: Request Date: 01/30/2023 | Currency: USD | Requisition Type: 2 - Contract Request | Sourcing Buyer: Sara Anne Johnson-Ward | Submitted by: Matthew R Altuff

Line and Line Title	Commitment Quantity	Commitment Quantity Liquidated	Commitment Quantity Remaining	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
IQ 000056456- 470	0	0	0	6,750.00	6,750.00	0.00	USD
IQ 000056456- 470	0	0	0	6,750.00	6,750.00	0.00	USD
Total				13,500.00	13,500.00	0.00	

Image 5: Requisition ordered balance after +\$100 change order.

View Requisition IQ 000056456

Company: The Rector & Visitors of the University of Virginia | Requirer: Matthew R Altuff | Status: Successfully Completed | Total Amount: 13,500.00 USD

Shipping Address: Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office | Ship-To Address: 203 Massie Rd Charlottesville, VA 22903 United States of America

Requisition Information: Request Date: 01/30/2023 | Currency: USD | Requisition Type: 2 - Contract Request | Sourcing Buyer: Sara Anne Johnson-Ward | Submitted by: Matthew R Altuff

Alter change order on PO, ordered quantity is updated to reflect what is on the PO, but requested quantity remains the same

Line	Company	Item	Amount	Date	Deliver To	Ship To Address	Ship To Contact	Supplier	Fulfillment Source	Notes	DR	Quot	Designated	Project	Fund	Fiscal Center	Transaction	Program	Additional Workspkgs	Sourced	Status	
47	The Rector & Visitors of the University of Virginia	Item	Requested 13,500.00	Start Date 05/01/2023	John Paul Jones Arena - Floor 01 - 1318 Office	203 Massie Rd Charlottesville, VA 22903 United States of America	Matthew R Altuff	Supplier 203 University Point LLC	Purchase Order	3 year contract starting 5/1/23 with 90 day notice										Purchase Order PO000056456- Line 1		
		Requisition Equipment FRT562 Department wide items	Ordered 13,600.00	End Date 04/30/2026				Other Item Description OHMS400														

Image 6: Requisition commitment amount after +\$100 change order

View Requisition IQ 000056456

Company: The Rector & Visitors of the University of Virginia | Requirer: Matthew R Altuff | Status: Successfully Completed | Total Amount: 13,500.00 USD

Shipping Address: Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office | Ship-To Address: 203 Massie Rd Charlottesville, VA 22903 United States of America

Requisition Information: Request Date: 01/30/2023 | Currency: USD | Requisition Type: 2 - Contract Request | Sourcing Buyer: Sara Anne Johnson-Ward | Submitted by: Matthew R Altuff

after change order on PO, commitment amount remains the same

Line and Line Title	Commitment Quantity	Commitment Quantity Liquidated	Commitment Quantity Remaining	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
IQ 000056456- 470	0	0	0	6,750.00	6,750.00	0.00	USD
IQ 000056456- 470	0	0	0	6,750.00	6,750.00	0.00	USD
Total				13,500.00	13,500.00	0.00	

Closing Purchase Orders – Quick Reference Guide

Image 7: Requisition balance after adding second PO line for +\$100

View Requisition RQ 0000056456

Company: The Rector & Visitors of the University of Virginia | Requester: Matthew R. Abbott | Status: Successfully Completed | Total Amount: 13,500.00 USD

Shipping Address: Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office | Ship To Address: 205 Massie Rd Charlottesville, VA 22903 United States of America

Requisition Information: Request Date: 01/30/2023 | Currency: USD | Requisition Type: Contract Request | Sourcing Buyer: Sara Anne Johnson Ward | Submitted by: Matthew R. Abbott | Total Amount: 13,500.00 USD

Service Lines:

Line	Company	Item	Amount	Date	Deliver To	Ship To Address	Ship To Contact	Supplier	Fulfillment Source	Notes	SK	Item	Designated	Project	Year	Cost Center	Function	Program	Additional Markup	Business	Notes
01	The Rector & Visitors of the University of Virginia	Item	Requisition	13,500.00	01/30/2023	John Paul Jones Arena - Floor 01 - 1318 Office	Matthew R. Abbott	W&A Acquisition Partners LLC	Purchase Order	2 year contract to supply, signing a new 1 year contract											Purchase Order: PO000001 - Line 1

Image 8: Requisition Ordered amount after change order on line 1 for -\$1500

View Requisition RQ 0000056456

Company: The Rector & Visitors of the University of Virginia | Requester: Matthew R. Abbott | Status: Successfully Completed | Total Amount: 12,000.00 USD

Shipping Address: Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office | Ship To Address: 205 Massie Rd Charlottesville, VA 22903 United States of America

Requisition Information: Request Date: 01/30/2023 | Currency: USD | Requisition Type: Contract Request | Sourcing Buyer: Sara Anne Johnson Ward | Submitted by: Matthew R. Abbott | Total Amount: 12,000.00 USD

Service Lines:

Line	Company	Item	Amount	Date	Deliver To	Ship To Address	Ship To Contact	Supplier	Fulfillment Source	Notes	SK	Item	Designated	Project	Year	Cost Center	Function	Program	Additional Markup	Business	Notes
01	The Rector & Visitors of the University of Virginia	Item	Requisition	12,000.00	01/30/2023	John Paul Jones Arena - Floor 01 - 1318 Office	Matthew R. Abbott	W&A Acquisition Partners LLC	Purchase Order	2 year contract to supply, signing a new 1 year contract											Purchase Order: PO000001 - Line 1

Image 9: Requisition commitment amounts after change order on line 1 -\$1500.

View Requisition RQ 0000056456

Company: The Rector & Visitors of the University of Virginia | Requester: Matthew R. Abbott | Status: Successfully Completed | Total Amount: 12,000.00 USD

Shipping Address: Deliver To: John Paul Jones Arena - Floor 01 - 1318 Office | Ship To Address: 205 Massie Rd Charlottesville, VA 22903 United States of America

Requisition Information: Request Date: 01/30/2023 | Currency: USD | Requisition Type: Contract Request | Sourcing Buyer: Sara Anne Johnson Ward | Submitted by: Matthew R. Abbott | Total Amount: 12,000.00 USD

Service Lines:

Line and Line Item	Commitment Quantity	Commitment Quantity Loaded	Commitment Quantity Remaining	Commitment Amount	Commitment Amount Loaded	Commitment Amount Remaining	Currency
RQ 0000056456 - 4750	1	0	1	6,750.00	6,000.00	750.00	USD
RQ 0000056456 - 4750	1	0	1	6,750.00	6,000.00	750.00	USD
Total				13,500.00	12,000.00	1,500.00	