Hello and welcome to our Oracle Procurement Video Guide series. This video on closing purchase orders will cover searching across UC San Diego orders, determining how much of the purchase order or PO has been paid line by line, and closing both types of POs.

An important note before we get started – it's important to ensure all received goods and services have been paid for and no other invoices are expected before closing a purchase order. If you close a PO too early, you will be required to generate a replacement PO to pay outstanding invoices.

We will start by covering how to read a report to identify POs that need to be closed and then discuss how to process a change order. Start by navigating to the Business Analytics Hub or BAH at https://bah.ucsd.edu. Click the **Budget & Finance** tab, then the **Procure to Pay Panoramas** tab. In the **Procure to Pay Panorama** box, click **Launch**. Once the report has launched, click the **PO Balances** tab. This report will automatically show all POs, regardless of whether they have open commitments or not. To only query POs with open commitments, in the **PO Status** dropdown, select **Closed for Receiving**. We would also recommend updating the PO Create Date field to be a date far in the past, such as updating the year to 2018, so that it will include all outstanding POs. You can further narrow down the search by querying for a particular project or financial unit in the respective fields. For example, in **Project** click the **dropdown arrow**, then click **Search**. In the **text field next to Name**, enter your project number. Click the appropriate project number, then click on the right arrow. You can add as many projects as you would like and click **OK** when finished. Once you have set your desired search parameters, click **Apply**.

If the **Supplier Name** field references a UC San Diego department such as STORE, Core Bio Services, Fleet Services, UCSD Transportation, Bookstore, etc, then you do not need to take action on the PO. These recharge POs will be automatically closed. Another easy identifier in this report is if you see no data exists in the **Invoice Date** and **Invoice Number** fields. These POs can be canceled rather than reduced. If data does exist in those fields, then the PO will need to be reduced to what has been invoiced. You will first want to identify whether this is a quantity or an amount-based PO per the **Purchase Basis** column. You will then want to evaluate the invoiced amounts or quantities on each Purchase Order Line Number. Let's run through a few examples. Looking at a quantity-based PO (as indicated by the **Purchase Basis** Quantity), on the first line, the **Net Ordered Quantity** column is two, and the **Net Invoiced Quantity** is two. That means line one has been fully invoiced. If the **Net Invoiced Quantity** was one, then you would resolve this line by reducing the quantity to one. Moving on to the second line, there is no data in the **Invoice Date** or **Invoice Number** fields so the second line can be canceled. That will result in the closure of the PO and the lifting of the commitment.

Moving on to an amount-based PO, again referring to the **Purchase Basis** column, line one has two invoices referenced. The **Invoiced Amount** for the first invoice is $460, and the **Invoiced Amount** for the second invoice is $600. That means the total **Invoiced Amount** is $1060. You would close this line by reducing the amount to $1060. Line two has one invoice. The **Invoiced Amount** is $693.35, so you would reduce line two to $693.35 to close the line. Finally, line three has no data in the **Invoice Date** or **Invoice Number** column, so you would cancel that line. Resolving all three lines in this way would close the PO and lift the commitment.

Once you know what you need to do to the PO, you will want to first identify the requisition number. You can do this by clicking on the PO number, then **View PO in OFC**, then referring to the number in the

Requisition field. From there, navigate to the **Purchase Requisitions** module. You can get to the Oracle homepage by clicking on the **Home** icon or by going to https://ofc.ucsd.edu. In **Procure to Pay**, click **Purchase Requisitions**. Once on the Oracle Procurement homepage, click **Manage Requisitions**. Enter the requisition number in the **Requisition** field, remove your name from the **Entered By** field if you were not the one who created the requisition, then click **Search**. Click on the **Requisition Number** when it appears. If your name is not in the **Entered By** field, you should begin by clicking **Actions** at the top right, then **Reassign**. Enter your own name in the *last name, first name* format, then click **OK**. You will need to click **Done** at the top right, then click the requisition number again for this change to take effect. To begin the change order, click **Actions** then **Edit Order** at the top right. If you have multiple POs generated on a single requisition, you will instead need to find the line associated with the PO you want to edit, then click **Actions**, then **Edit Order** using the **Actions** menu on the left. Once in the change order, on the Lines tab, you can reduce the Quantity field on each line to what has been invoiced for quantity based orders, or you can reduce the Amount field on each line to what has been invoiced for amount based orders. If no invoices were received against the line, you can instead, click **Actions** on the left, then **Cancel Line**. In the **Description** field, enter *Closing PO – no action required* so your supplier has context for the change you are making. Then, click **Submit** at the top right when you are finished.

Assuming you are only reducing the PO amount or PO quantity, there should be no approval required of this change order so you should see the commitment lifting and the PO closing within 24 hours.

Thank you for taking the time to watch our video guide – we hope this information has been helpful. All links referenced throughout the training are included in the video description. If you have any further questions, please reach out to us by submitting a case through Services & Support or by calling us at 858.534.9494.