



College Financial System User Procedure

Title:

Finally Close a Purchase Order

Description:

This procedure will show you how to “finally close” a Purchase Order. When all items on the Purchase Order have been fully received, and the check(s) have been generated to the supplier, the Purchase Order is ready to be “finally closed.”

College Financial System (CFS) Prerequisites:

- *A Purchase Order with all items received and paid for.*
- *System Navigation skills are required.*
- *The appropriate responsibility that allows you to “control” Purchase Orders (MCCCD FISCAL AGENT, MCCCD PO MANAGER, or Purchasing Buyer).*

<i>Menu Path</i>
Purchase Orders ➤ Purchase Order Summary

Window Name:

Find Purchase Orders

Oracle Applications - MOCOD (DFNM)

File Edit View Tools Window Help

ORACLE

Find Purchase Orders (MOCOD)

Number: 151366

Release: []

Type: []

Currency: []

Supplier: []

Site: []

Ship-To Org: []

Ship-To: []

Bill-To: []

Buyer: []

Line: []

Line Type: []

Shipments: []

View Page(s)

Item Date Ranges Status Related Documents Deliver To Accounting Projects

Item, Row: [] []

Category: []

Description: []

Supplier Item: []

Results

Headers []

Lines []

Shipments []

Distributions []

Clear New Release New PO Find (F)

Field Name

Description/Action

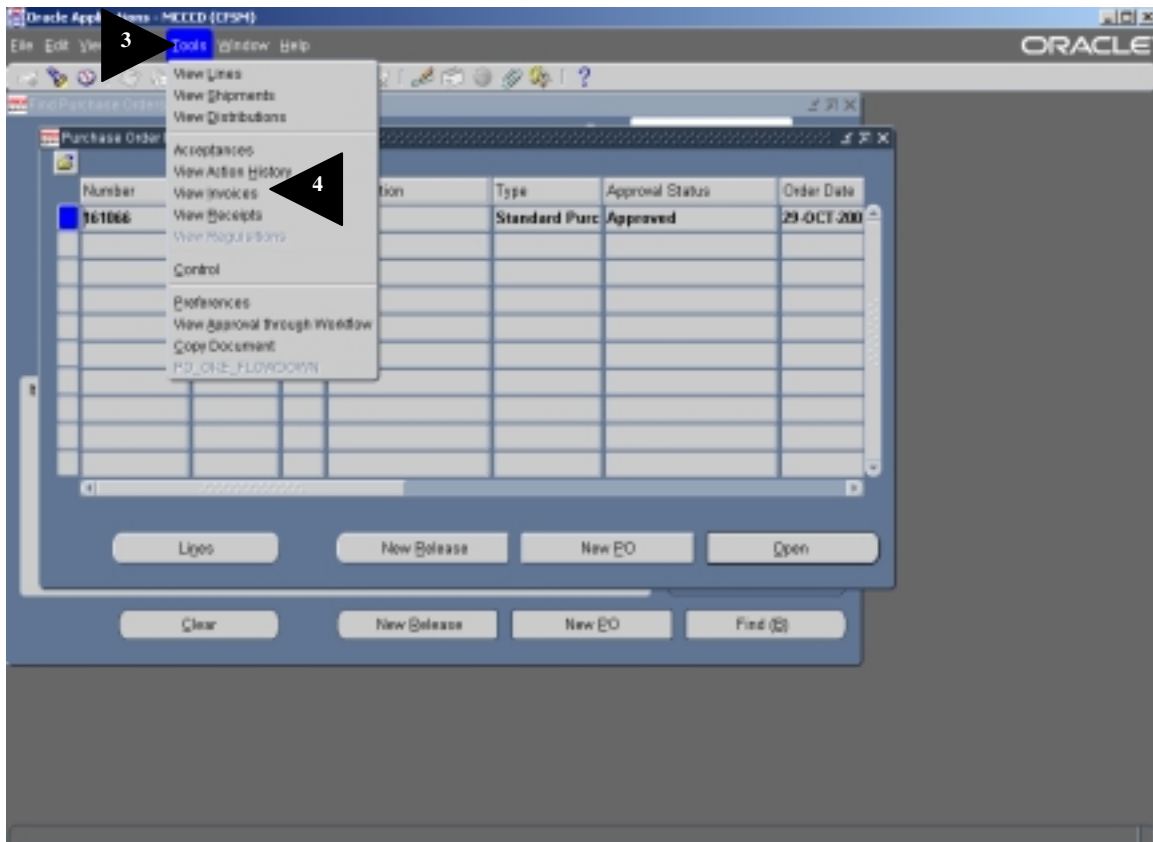
1. **Number**

Enter the Purchase Order number that you will be finally closing.

2. Click **FIND**.

Window Name:

Purchase Order Headers



The Purchase Order Headers window will appear. Next, you need to find out if the check(s) have been generated on the Purchase Order.

3. Click on the **TOOLS** menu.
4. Click on **VIEW INVOICES**.


Window Name:

Invoices

Invoices	Invoice Date	Invoiced	Remaining	Matched
199170	06 NOV 01	915.42	.00	915.42

The “Invoices” window will appear. This is where you will verify that checks have been generated on the Purchase Order.

5. Click within the “Invoices” field to see if a check has been generated.

 **Note:** If there is more than one invoice, you may need to click on each line, or you may use your down arrow on your keyboard to go to the next line to see if a check has been generated.

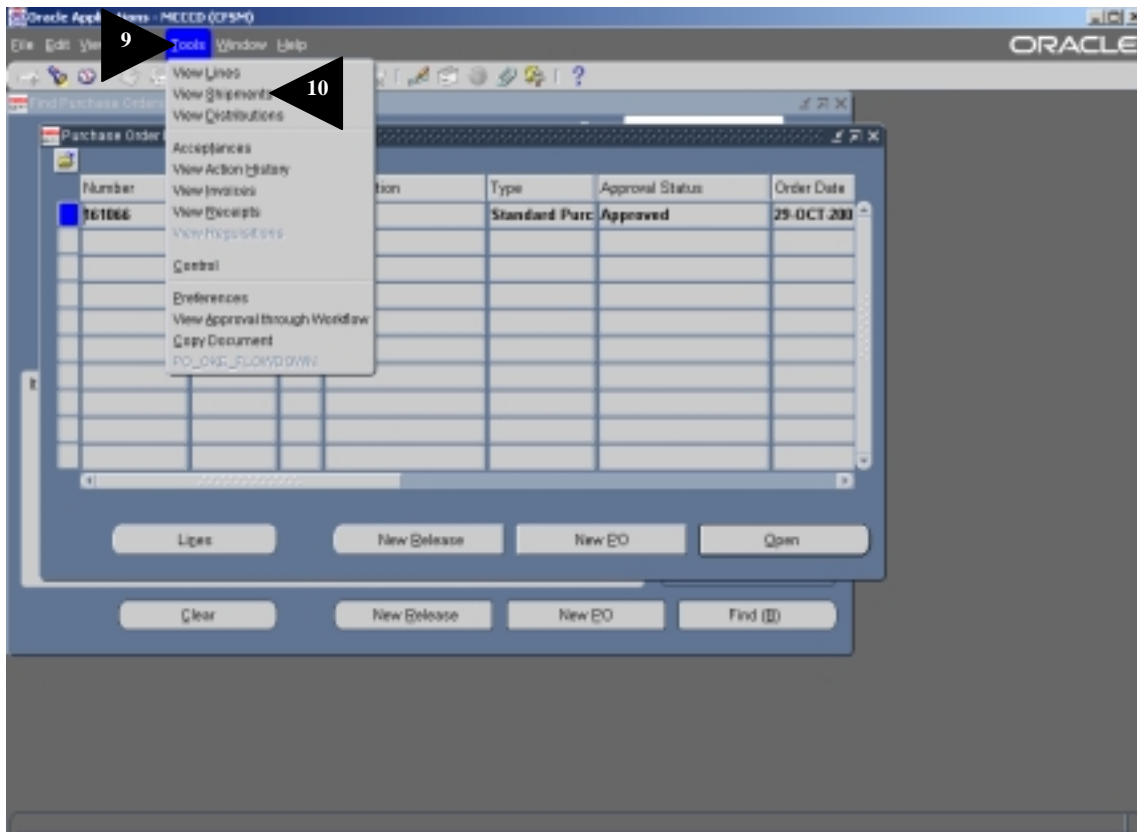
6. A check number will appear once you have clicked within the “Invoices” field.

7. The “Matched” amount is the amount of the check cut for an invoice.

8. Click on the “X” in the upper right corner of the window to close it.

Window Name:

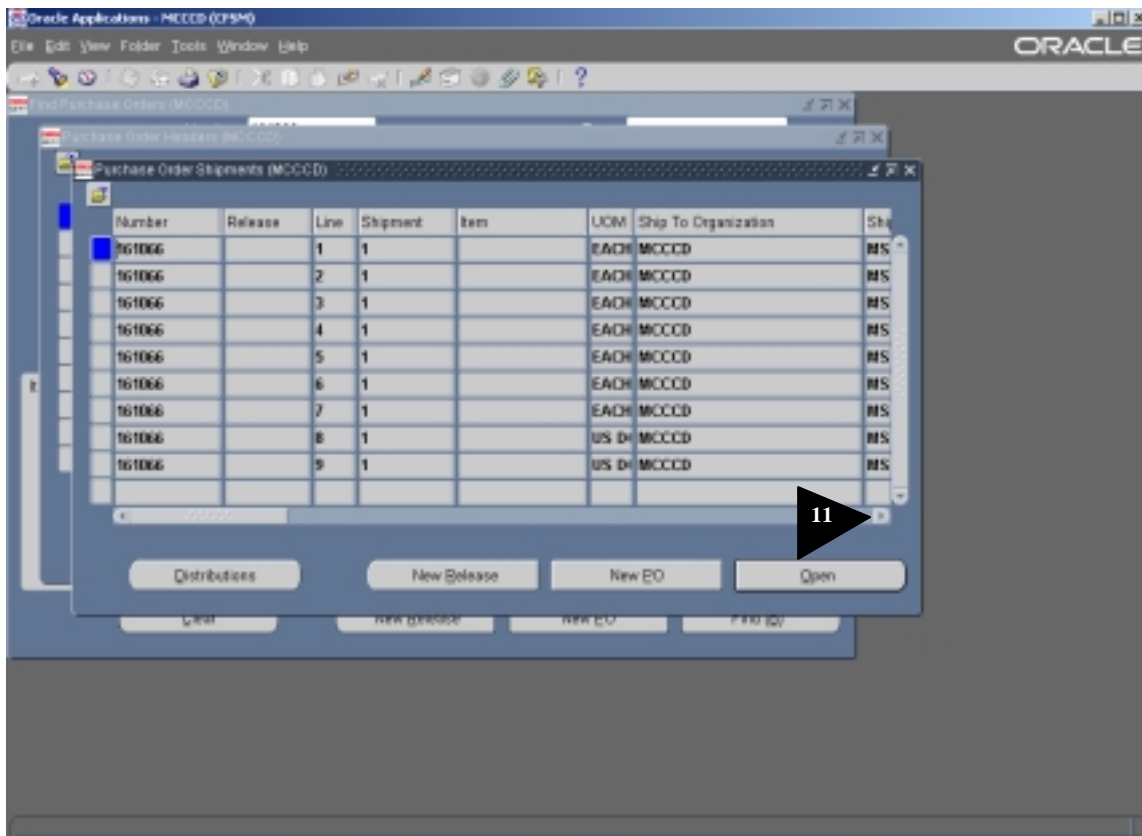
Purchase Order Headers



You will be returned to the Purchase Order Headers window. Now that you have verified that everything has been paid on the Purchase Order, you now need to verify that everything has been received.

9. Click on the **TOOLS** menu at the top of the window.
10. Click on **VIEW SHIPMENTS**.

Window Name:
Purchase Order Shipments

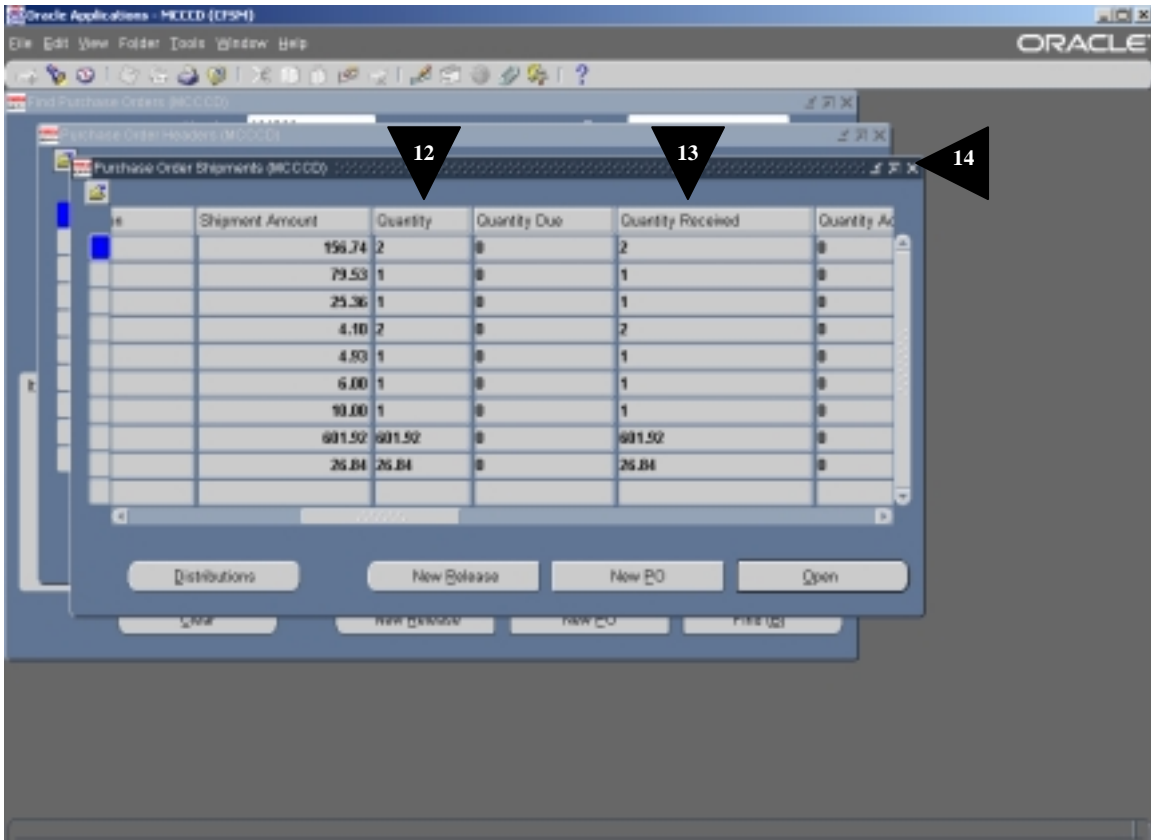


You are now ready to verify that everything has been received by ensuring that the “Quantity” and “Quantity Received” match for each line on the Purchase Order.

11. Scroll to the right by clicking the right **SCROLL** button until the “Quantity” and “Quantity Received” are in the window.

Window Name:


Purchase Order Shipments (Continued)



Now you will verify that the “Quantity” and “Quantity Received” columns match. Please keep in mind that the columns may not match for line types of “Blkt,” “Svcs-Dollars,” or “Svcs-Hours.” Those line types do not require receiving like a line type of “Goods” does.

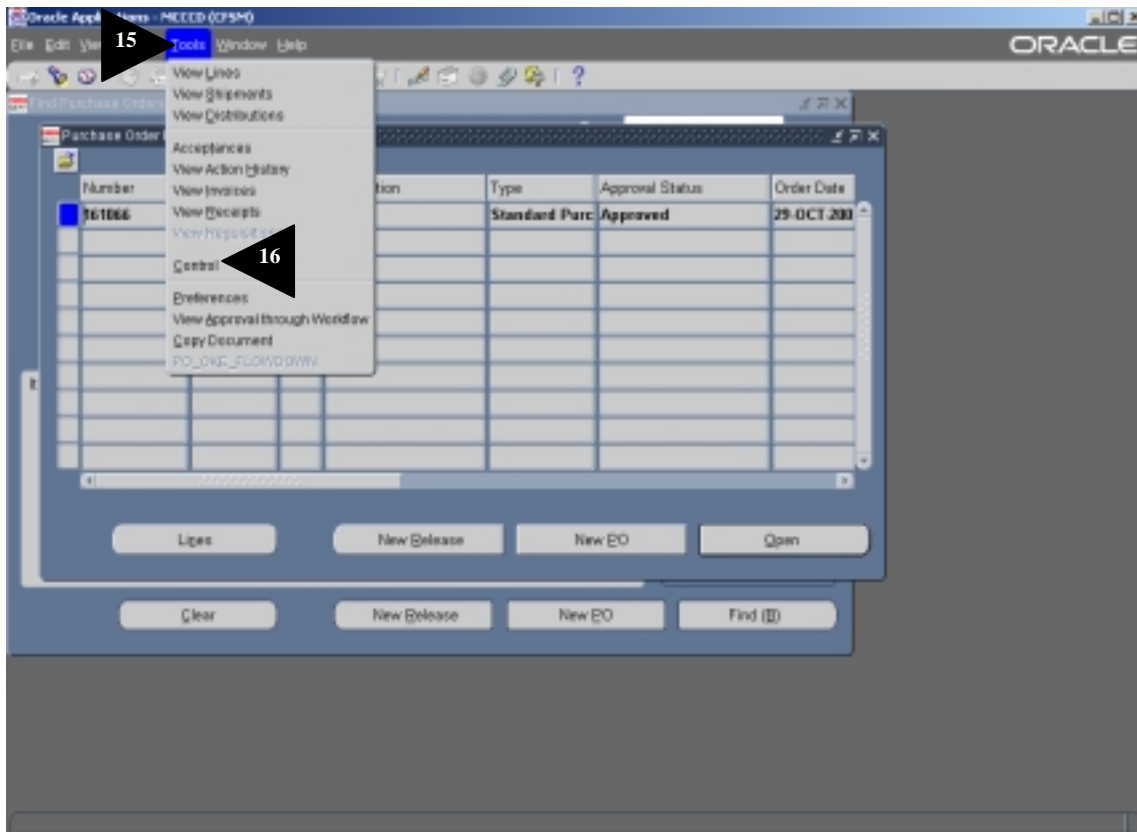
Field Name Description/Action

- 12. Quantity** This displays the quantity for each “Shipment” line on the Purchase Order.
- 13. Quantity Received** This displays the quantity received for each “Shipment” line on the Purchase Order.
- 14.** If all quantities match on the Purchase Order, then close the window by clicking the “X” in the upper right corner of the “Purchase Order Shipments” window.

 **Note:** Not all quantities will match. If quantities are not matched on line types of “Goods,” you may need to contact the requestor (to see if they received the quantity that is not matched) to determine whether or not to “finally close” the Purchase Order.

Window Name:

Purchase Order Headers



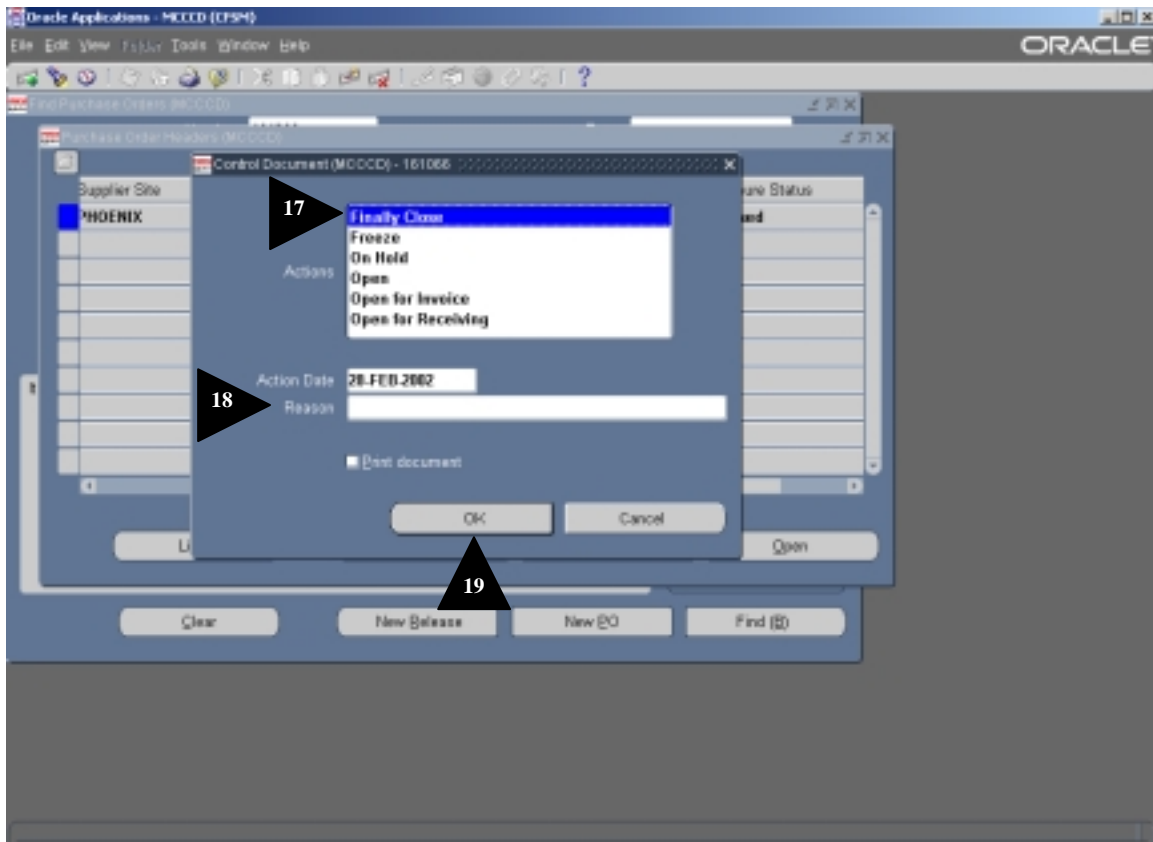
You will now be returned to the Purchase Order Headers window. Once you have verified that everything has been received and paid on the Purchase Order, you are ready to “finally close” it.

Field Name Description/Action

15. Click on the **TOOLS** menu.

16. Click on **CONTROL**.

Window Name:
Control Document

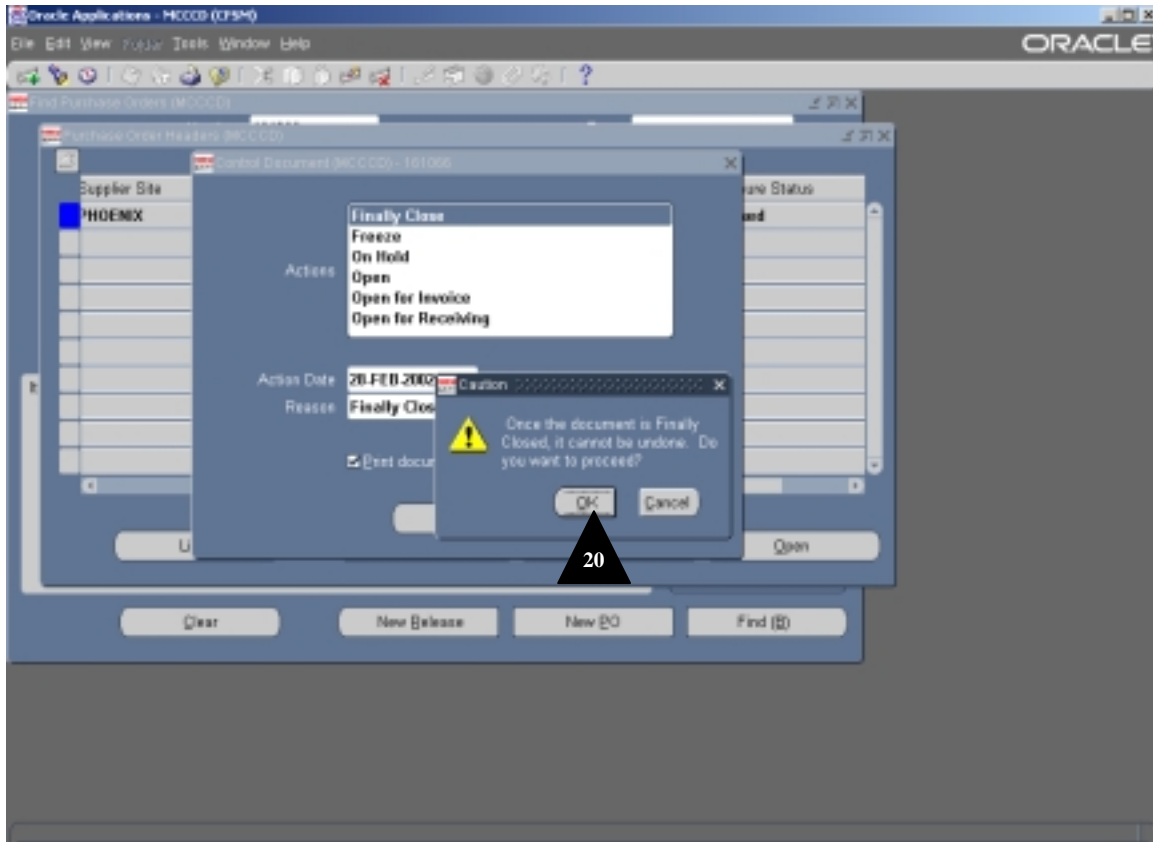


The Control Document window will appear. You will now “finally close” the Purchase Order.

- 17. Click on **FINALLY CLOSE** in the “Actions” field.
- 18. Enter a reason for “finally closing” the Purchase Order.
- 19. Click **OK** if you are ready to “finally close” the Purchase Order.

Window Name:

Caution

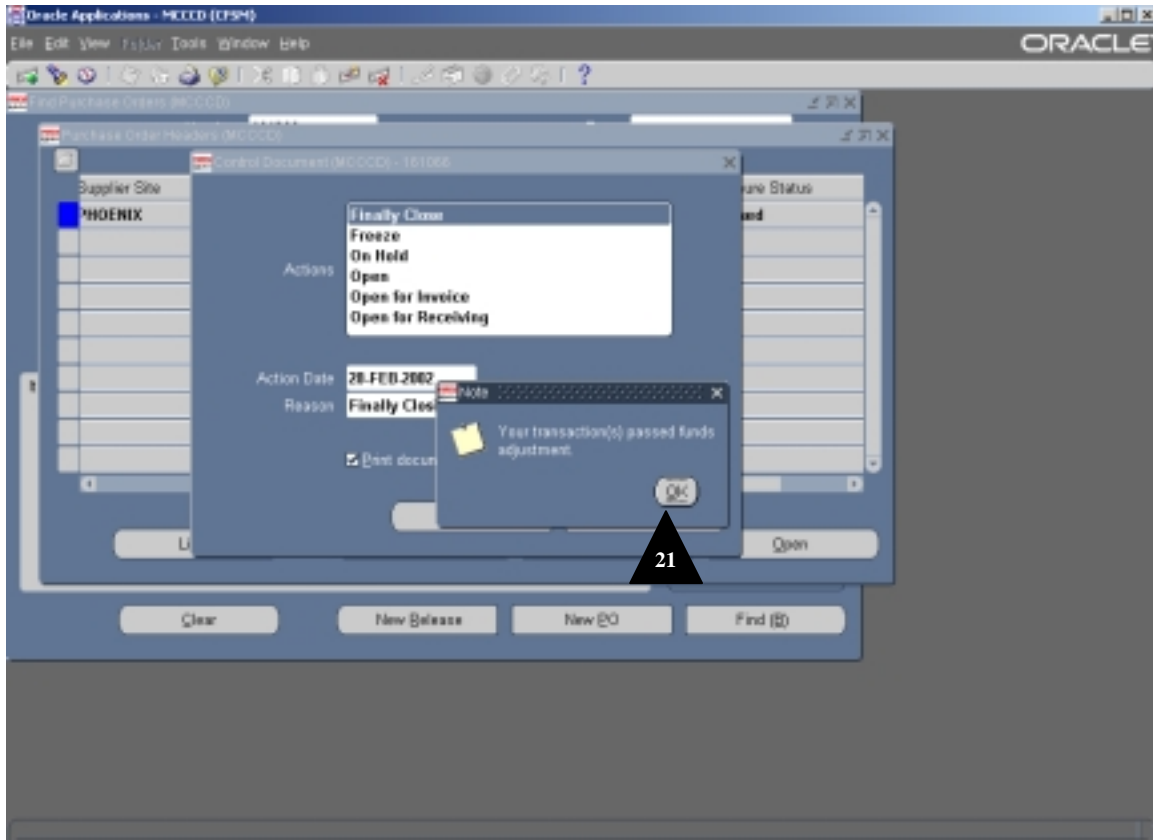


A “Caution” window with a message that reads “Once the document is Finally Closed, it cannot be undone. Do you want to proceed?” will appear once you have clicked “OK.”

20. Click the **OK** button if you are going to “finally close” the Purchase Order.

Window Name:

Note

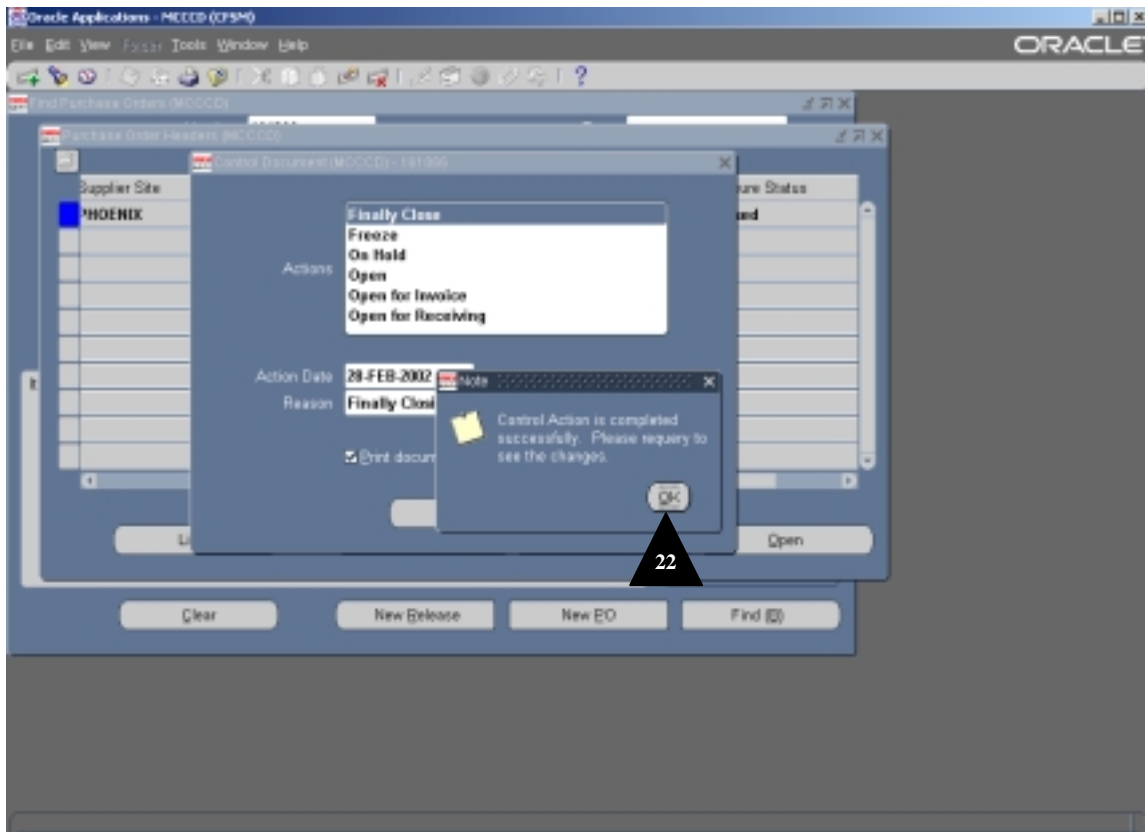


You will now receive a “Note” window with a message that reads “Your transaction(s) passed funds adjustment.”

21. Click the **OK** button.

Window Name:

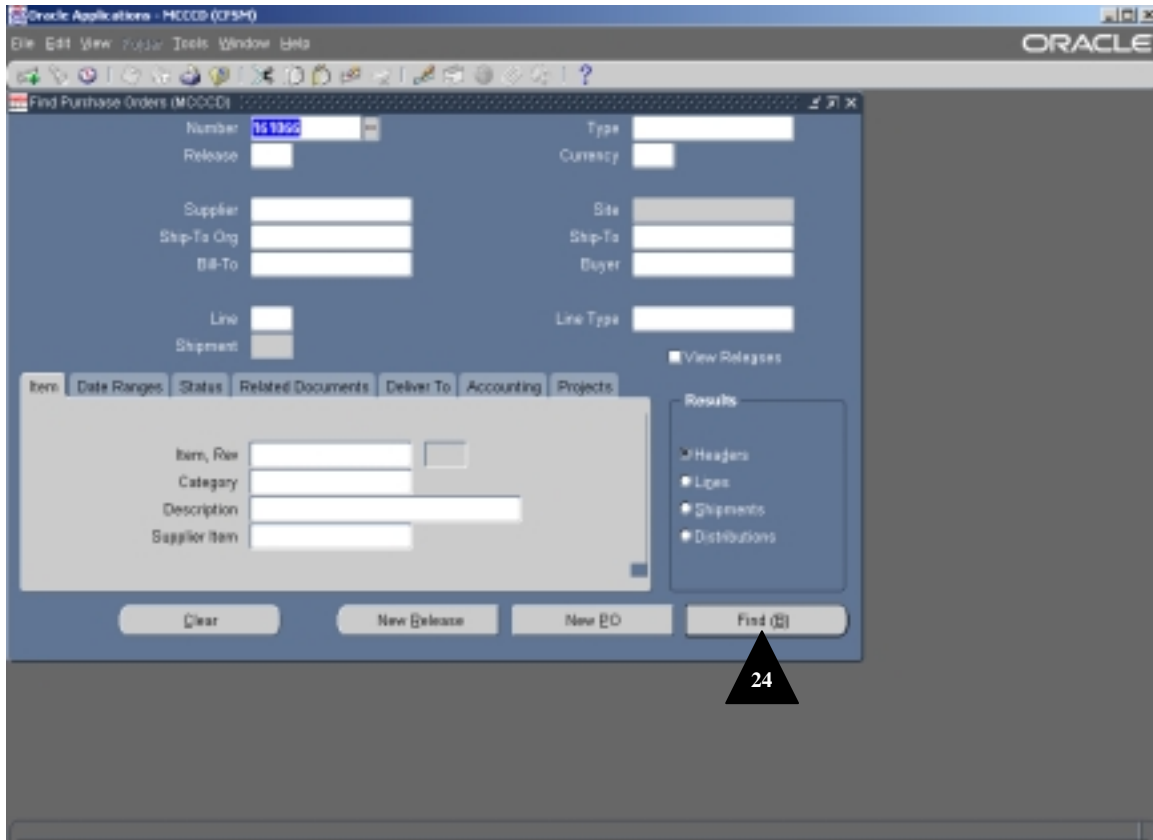
Note



A “Note” window will appear that reads “Control Action is completed successfully. Please requery to see the changes.”

22. Click on the **OK** button.

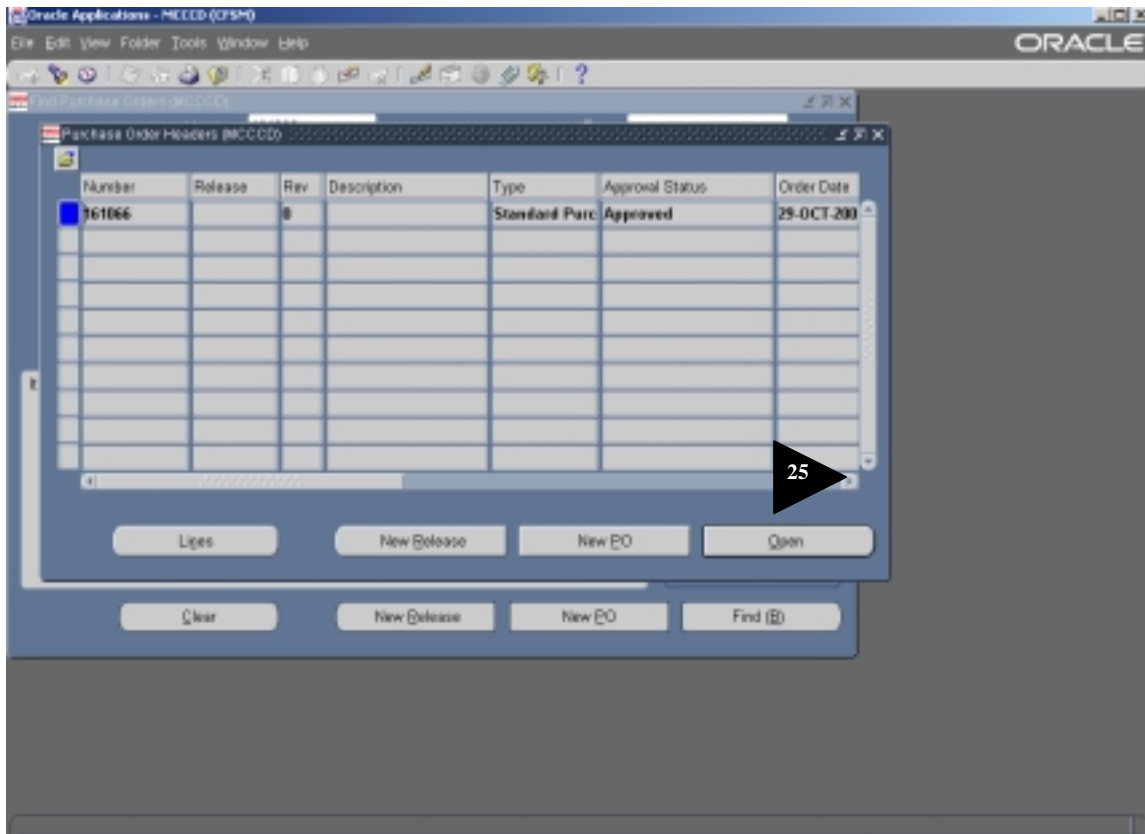
Window Name:
Find Purchase Orders



The Find Purchase Orders window will appear. To requery, you will have to go back into the Purchase Order Header.

24. Click on the **FIND** button.

Window Name:
Purchase Order Headers

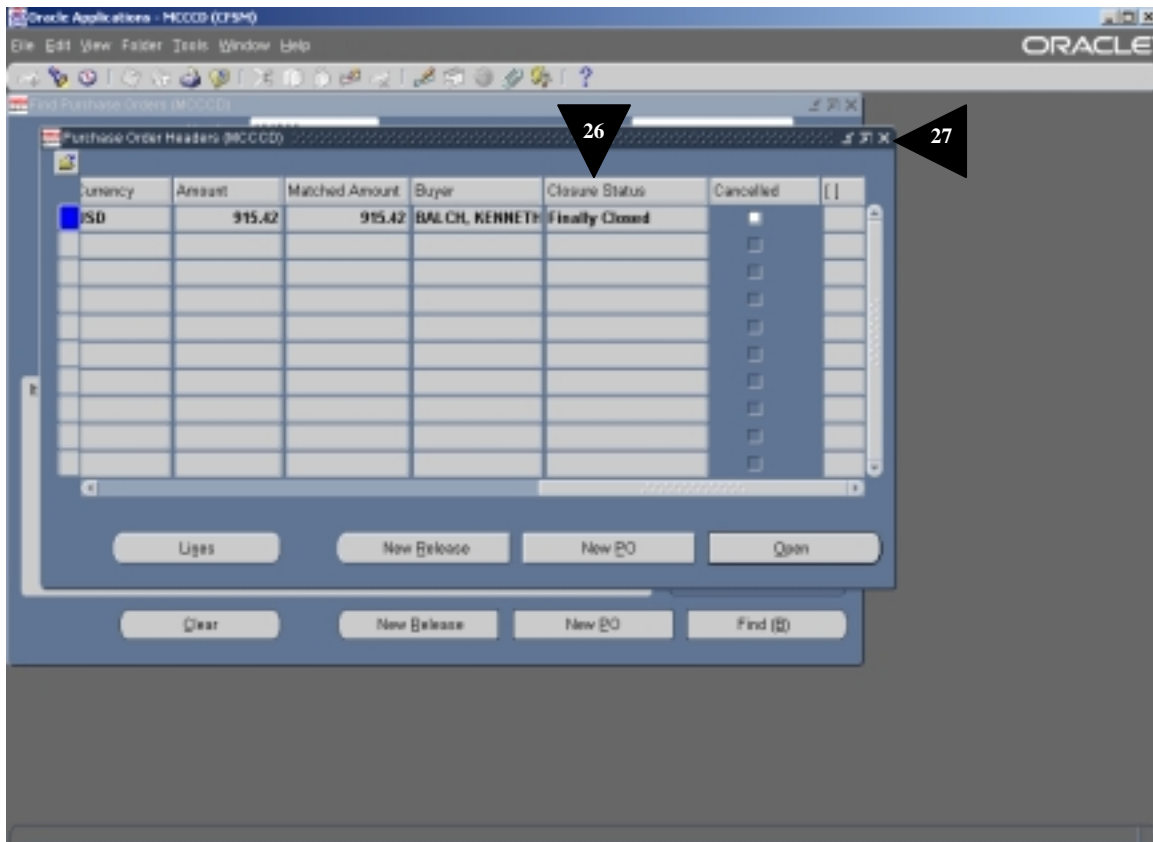


The Purchase Order Headers window will appear. You need to scroll to the right to verify that the “Closure Status” is “Finally Closed.”

25. Scroll to the right by clicking the right **SCROLL** button until the “Closure Status” column appears in the window.

Window Name:

Purchase Order Headers (Continued)



Now you will see the “Closure Status” of the Purchase Order.

26. Make sure that the “Closure Status” of the Purchase Order is “Finally Closed.”
27. Once you have ensured that the Purchase Order is Finally Closed, click the “X” in the upper right corner of the window to close the window.

Window Name:

Find Purchase Orders

Oracle Applications - MOCOD (DFNM)

File Edit View F10 Help Tools Window Help ORACLE

Find Purchase Orders (MOCOD) 28

Number: 151366 Type: _____
Release: _____ Currency: _____
Supplier: _____ Site: _____
Ship-To Org: _____ Ship-To: _____
Bill-To: _____ Buyer: _____
Line: _____ Line Type: _____
Shipment: _____

View Releasees

Item Date Ranges Status Related Documents Deliver To Accounting Projects

Item, Row: _____
Category: _____
Description: _____
Supplier Item: _____

Results

- Headers
- Lines
- Shipments
- Distributions

Clear New Release New PO Find (F)

You will be returned to the Find Purchase Orders window. You may repeat steps 1-27 if you have another Purchase Order to finally close, or you may exit by using step 28 below.

28. Click on the “X” in the upper right corner of the window to get back to the Navigator menu.



End of procedure