GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

PO.020.960 – CLOSING A PURCHASING REQUSITION

Purpose	• To close Purchasing requisitions.
Description	At this end of this business process, the user should be able to analyze requisitions for specific processing needs. The selection criteria allows the user to view only those requisitions for consideration to resolve outstanding pre-encumbrance balances and reconcile any remaining amounts for accurate reflection in the commitment control ledger balances. This process allows the user to analyze requisitions for specific actions to be taken. This results in the resolution of outstanding requisitions. - Running the PORQ009 Requisition Reconciliation Report separately will provide a listing of the Requisitions and their specific statuses once the Cancel or Close is executed.
Security Role	**BOR_PO_REQ_PROCESS**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to close a Purchasing requisition.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Purchasing** link.
4.	Click the **Requisitions** link.
5.	Click the **Reconcile Requisitions** link.
6.	Click the Close Requisitions link.

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Step	Action
7.	Enter a run control in the **Run Control ID** field. A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process the user is running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt the user for additional values. *Note*: If the same Run Control ID is used for purchase orders and requisitions, the budget processor will process both purchase orders and requisitions existing at the time the run control ID is used to initiate the budget checking process.
8.	Click the **Add** button.
9.	Select one of the following values from the **Requisition Post Run Option** field to determine which purchase orders are selected for the Close Purchase Order Process: • **1 Bus Unit:** reconciles all requisitions within a single business unit. If this value is selected, a user can enter business unit and ChartField criteria. • **1 Document:** reconciles a single requisition within a single business unit. If this value is selected, a user can enter business unit, Requisition ID, and ChartField criteria.
10.	(**Optional**) Use the **ChartField Criteria** group box to select requisitions for processing based on ChartField values. This option is useful if a user is working in Commitment Control and want to process requisitions based on ChartField values. If using this option, specify the GL Unit and any additional ChartField needed.
11.	Select one of the following to be updated on the requisition. The system updates the accounting date on the purchase order with this date for the requisition closed by the Close Requisitions process. • **Use Current Date as Acct. Date** checkbox • **Accounting Date for Action** field: specify a date within an open period for use. If using this option, make sure to uncheck the Use Current Date as Acct. Date checkbox.
12.	Click the **Save** button.
13.	Click the **Run** button.

Step	Action
14.	The Process Scheduler Request window displays. Verify the **Select** checkbox is checked next to the appropriate process name. The process names are as follows: • **PORQ0098 – Close Requisitions Report**: selecting this option will only run the Close Requisitions Report for the last time that the process ran. • **PO_REQRCON – Close Requisitions**: selecting this option will run the Close Requisitions process. • **PO_POREQRQ – Close Requisitions**: selecting this option will run the Close Requisitions Process and the Close Requisitions Report. ITS recommends using this option.
15.	Click the **OK** button.
16.	Verify the **Process Instance** number appears under the Run button. This number helps identify the process when a user checks the status.
17.	Click the **Process Monitor** link.
18.	If needed, click the **Refresh** button until the Run Status of the process displays as Success and the Distribution Status says Posted.
19.	Depending on the process selected above, users will need to follow different instructions to retrieve the POPO008 – Close Purchase Orders Report. Instructions for each option is below: • **PORQ0098 – Close Requisitions Report option:** click the Details link and then the View Log/Trace to access the report. • **PO_REQRCON – Close Requisitions:** does not produce a report. • **PO_POREQRQ – Close Requisitions:** click the PO_POREQRQ link under the Process Name column. The system opens the Process Detail box. Click the PORQ0098 Success link then View/Log Trace to access the PDF report.
20.	Now that the Requisition Close Process ran, batch budget check to liquidate any remaining pre-encumbrance balance on the Closed requisitions. For more information, see PO.030.190 – Budget Checking Requisitions (Batch Process).