

PO.020.480 – FINALIZING A REQUISITION/REQUISITION LINE

Purpose	The purpose of finalizing a Requisition is to make it unavailable for further sourcing into a Purchase Order. Requisitions can be finalized when all Purchase Orders for the requisition have a Budget Status of Valid.
Description	Follow this process when a requisition exists with items that will not be sourced to a purchase order, therefore leaving a remaining pre-encumbrance outstanding. The remaining pre-encumbrance will be relieved by selecting the finalize button on a purchase order associated with the requisition.
Security Role	BOR_PO_MAINTAIN
Assumptions	None
Dependencies/ Constraints	None
Additional Information	It is not necessary to take the Finalization action for every requisition. Only requisitions that will not have the pre-encumbrance fully liquidated by a Purchase Order should be finalized.

Procedures

Below are step by step instructions on how to finalize a requisition from a purchase order.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Purchasing link.
4.	Click the Purchase Order link.
5.	Click the Add/Update POs link.
6.	Select the Find an Existing Value tab.
7.	Use the search criteria to search for the Purchase Order associated with the Requisition you plan to finalize. <i>Note: The purchase order must be in Approved or Dispatched status prior to finalizing or budget checking the purchase order.</i>
8.	Click the Finalize Document icon on the PO header.
9.	A message appears which says, "This action will finalize all eligible distributions for this PO. Continue?" Click the Yes button. <i>Note: The Budget Status is updated to Not Chk'd.</i>
10.	Click the Budget Check icon.
11.	Verify the Budget Status updated to 'Valid.' <i>Note: If needed, verify the pre-encumbrance is liquidated as expected. Use query BOR_REQ_OPEN_PREENCS_KK.</i>
12.	Click the Save button.

Below are step by step instructions on how to finalize requisition line(s) from a purchase order.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Purchasing link.
4.	Click the Purchase Order link.
5.	Click the Add/Update POs link.
6.	Select the Find an Existing Value tab
7.	Use the search criteria to search for the Purchase Order associated with the Requisition you wish to finalize. <i>Note: The purchase order must be in Approved or Dispatched status prior to finalizing or budget checking the purchase order.</i>
8.	Navigate to the PO line to take the finalize action.
9.	Click the Line Details icon found between the Line and Item columns.
10.	Click the Finalize Line icon.
11.	A message appears which says, "This action will finalize all eligible distributions for this PO. Continue?" Click the Yes button.
12.	Click OK to close the Details for Line page. <i>Note: the Budget Status is updated to Not Chk'd.</i>
13.	Click the Budget Check icon.
14.	Verify the Budget Status updated to 'Valid.' <i>Note: If needed, verify the pre-encumbrance is liquidated as expected. Use query BOR_REQ_OPEN_PREENCS_KK.</i>
15.	Click the Save button.