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From: Matthew A. Larson, Director
To: KFS Users
Date: 4/20/15
Re: PO Close Order Button

Background:

The University issues purchases orders as one of the authorized methods to procure goods and services. Periodically, these are closed via an automated process within KFS. Alternatively, purchase orders can be manually closed. Currently departments are required to fill out a PO Cancellation form found on the Accounts Payable (AP) website to close Purchase Orders. AP team members will review the requests to verify that all outstanding and known invoices have been paid, then assign a list number to the form and forward the form onto a Procurement Services team member, who then will cancel the purchase order. Recognizing that this process is inefficient and in some aspect, duplicative, Procurement Services, along with members from Accounts Payable, College of Liberal Arts and Sciences, Office of Vice President for Research and Facilities Operations and Building Services have met to define a new procedure for the closing of purchase orders.

New Procedure

Beginning May 1, 2015, Accounts Payable will not be accepting PO Cancellation request forms from departments. All departments will now have the capability to **cancel the balance** of a PO within their current KFS profile authority. Departments will no longer be required to fill out and submit a PO Cancellation form. Along with this new capability, is the responsibility of ensuring that all open invoices have been entered into KFS. It is important to note that Procurement Services will not re-open purchase orders once closed. If an invoice comes in after the department has closed a PO, a new requisition must be processed for the invoice. An explanation as to why the PO was closed prematurely with the department head's concurrence must be attached to the replacement requisition. **Please note:** If you want to void or amend an existing PO you will need to email the appropriate person in either Procurement Services or Sponsored Program Services. A VOID PO is one that has never been paid against.

Procedure for Closing PO's

To close a PO you should click on the close order button at the bottom of the PO you are requesting to close. This will open a window similar to the one below requiring you to enter a reason and you will also have to click yes to confirm you want to close the PO.

Are you sure you want to **Close** this Purchase Order?

* Please enter the reason below:

Cancel balance of PO-NCP

yes   no

Once you click yes another window will open as shown below.

Your Purchase Order Close request was successfully submitted.

ok

Click OK to close this window.