

## Closing a Purchase Order to Release Encumbrances

### Overview

This guide will show you how to close a Purchase Order in myUF Marketplace and release encumbrances. Before myUF Marketplace, change orders were used to close POs; now closing POs is separate and easier to do. Use the dropdown on the top right of the PO, select Close and click the GO button. The system will close the PO, send to myUFL and the nightly process will budget check the PO, releasing any remaining encumbrances. Check the PO the next day in myUFL. It should show as Complete and Valid.

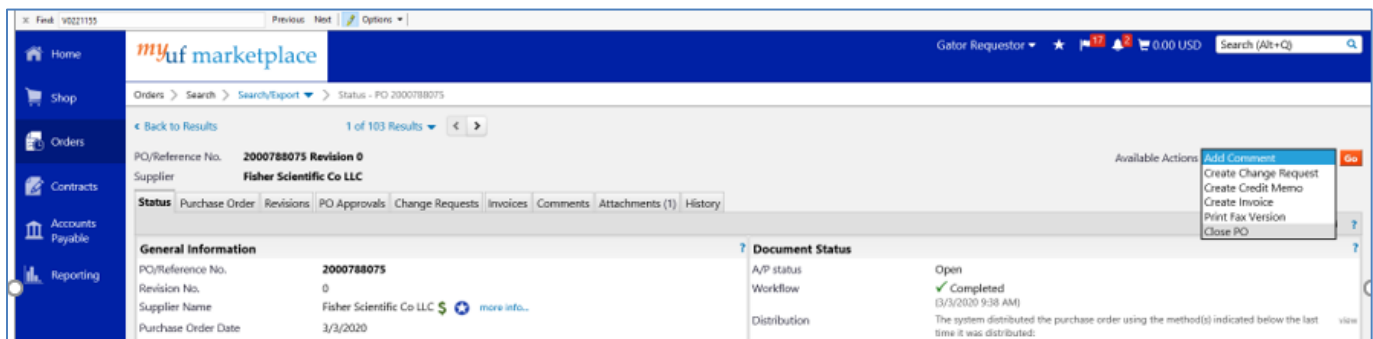
### Navigation

Within myUFL, navigate to:

- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

### Process

1. Within your purchase order, click the Available Actions dropdown on the top-right and select Close PO. Then click the orange GO button.



2. In the dialog box, enter the reason for closing the PO. Then click on OK.

### Add Note

Specify the reason for changing the A/P status to closed.

PO no longer needed and need to release the encumbrance.

944 characters remaining  
Maximum allowed characters are 1000  
Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

OK
Close

3. It will show as (Closed).

PO/Reference No. <b>2000774922 Revision 1 (Closed)</b>	
Supplier <b>Mister Paper Inc</b>	
<span>Status</span>   <span>Purchase Order</span>   <span>Revisions</span>   <span>PO Approvals</span>   <span>Change Requests</span>   <span>Invoices</span>   <span>Comments (1)</span>   <span>Attachments</span>   <span>History</span>	
<b>General Information</b>	<b>Document Status</b>
PO/Reference No. <b>2000774922</b>	A/P status <b>Closed</b>
Revision No. <b>1</b>	Workflow <b>✓ Completed</b>

4. The PO will be budget checked at night and the encumbrance released then. The next day, check the PO in myUFL to make sure it is Complete and Budget Check is valid. To check it, go to Financials > Purchasing > Purchase Orders > Review PO Information > Purchase Orders.
- Enter the PO Business Unit and the PO number.
  - The PO should be Complete and Valid.

<b>Purchase Order Inquiry</b>	
<b>Purchase Order</b>	
<b>Business Unit</b> 2931	<b>PO Status</b> Compl
<b>PO ID</b> 2000774922	<b>Budget Status</b> Valid

Marketplace Help Desk

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Additional Assistance

