

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.

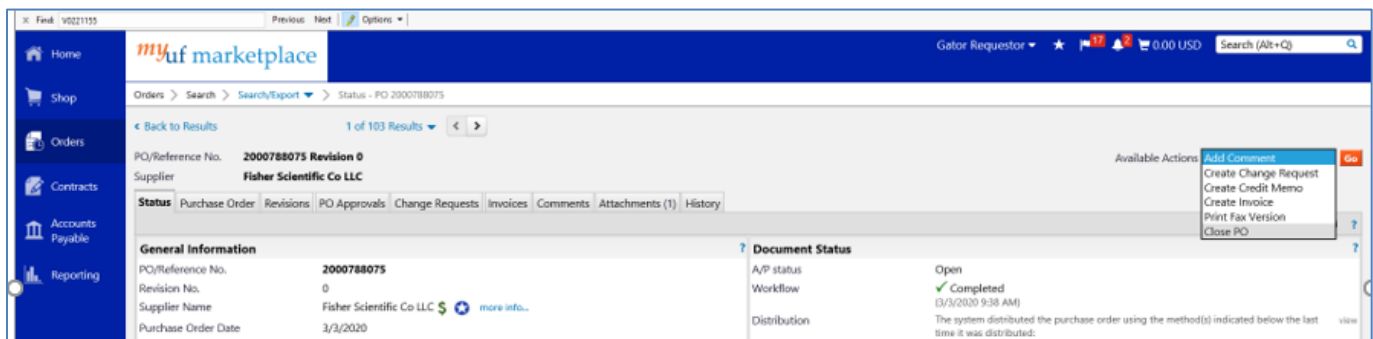
Navigation

Within myUFL, navigate to:

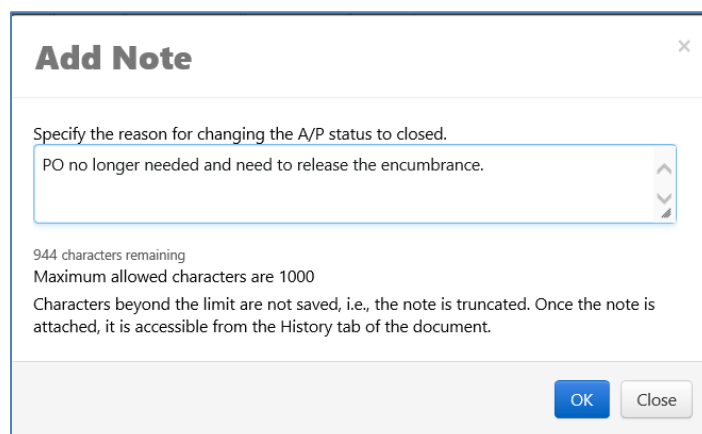
- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

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.



3. It will show as (Closed).

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

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.

Purchase Order Inquiry	
Purchase Order	
Business Unit 2931	PO Status Compl
PO ID 2000774922	Budget Status Valid

Additional Assistance

Marketplace Help Desk

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