

## 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 closing the PO, go into myUFL, and finalize the last voucher paid. Then in myUF Marketplace, open the PO and click on the three dots on the top right of the PO, select Close and click the GO button. myUF Marketplace 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

Before closing the PO, finalize the last voucher in myUFL.

1. To find your last voucher, go to your PO in myUF Marketplace, and click on the Invoices tab to view your vouchers. The last one is at the top and should be Payable:

Purchase Order • Todd S Powell • 2301073300 Revision 0							
Status	Summary	Revisions 1	Confirmations	Change Requests	Receipts	<b>Invoices 2</b>	Comments
						Attachments 3	History
Records found: 2, Totaling: 2,660.00 USD							
Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
V1090374	20221103-002	11/3/2022	11/13/2022	Invoice	Payable	663.33 USD	Martinsen, Amelia
V1090370	20221103-001	11/3/2022	11/13/2022	Invoice	Payable	1,996.67 USD	Martinsen, Amelia
Line Details							
Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	Software required for labs to upload data to NPDN repository for Pcl clinic and Survey Clinic		2,660.00 USD	1 EA	2,660.00 USD	2 / 2,660.00 USD	Net Invoiced

**Note:** If it is In Process, please wait until it gets through workflow and sent to myUFL, when it becomes Payable.

- Go to Main Menu > Financials > Accounts Payable > Vouchers > Add Update > Regular Entry and click on the Find an Existing Value tab, then enter your voucher number and click Search:

**Voucher**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value   Keyword Search   Add a New Value

▼ Search Criteria

Business Unit: = ▼ UFLOR

Voucher ID: begins with ▼ V1090374

Invoice Number: begins with ▼

Invoice Date: = ▼

Short Supplier Name: begins with ▼

Supplier ID: begins with ▼

Supplier Name: begins with ▼

Voucher Style: = ▼

Related Voucher: begins with ▼

Entry Status: = ▼

Voucher Source: = ▼

Incomplete Voucher: = ▼

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Search Results

- Click on the Invoice Information tab, then click the pink Finalize Document box under the Documents button.
- Make sure to Save and Budget Check.

Summary   Related Documents   Invoice Information   Payments   Voucher Attributes   Error Summary

Business Unit UFLOR   Invoice No 20221103-002

Voucher ID V1090374   Accounting Date 02/13/2023

Voucher Style Regular Voucher   \*Pay Terms 10   Net 10

Invoice Date 11/03/2022   Basis Date Type Inv Date

Invoice Received

Todd S. Powell

Supplier ID 0000181263

ShortName POWELLTS-001

Location 001

\*Address 1

Invoice Total

Line Total 663.33

\*Currency USD

Miscellaneous

Freight

Total 663.33

Difference 0.00

Non Merchandise Summary

Session Defaults

Comments (0)

Attachments (0)

Withholding

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Documents (0)

Save   Action   Run   Calculate   Print

Copy From Source Document

PO Unit 6019   PO Number 2301073300   Copy PO   Copy From None   Go

Invoice Lines

Line 1   Copy Down

\*Distribute by Amount

Item

Quantity 1.0000

UOM EA

Unit Price 663.33000

Line Amount 663.33

SpeedChart

Ship To 8800000717

Description Software required for labs to

Packing Slip

Purchase Order

60192301073300/11

Associate Receiver(s)

Adjust PO Percentage

Allocate by Percentage

One Asset

UPN

Calculate

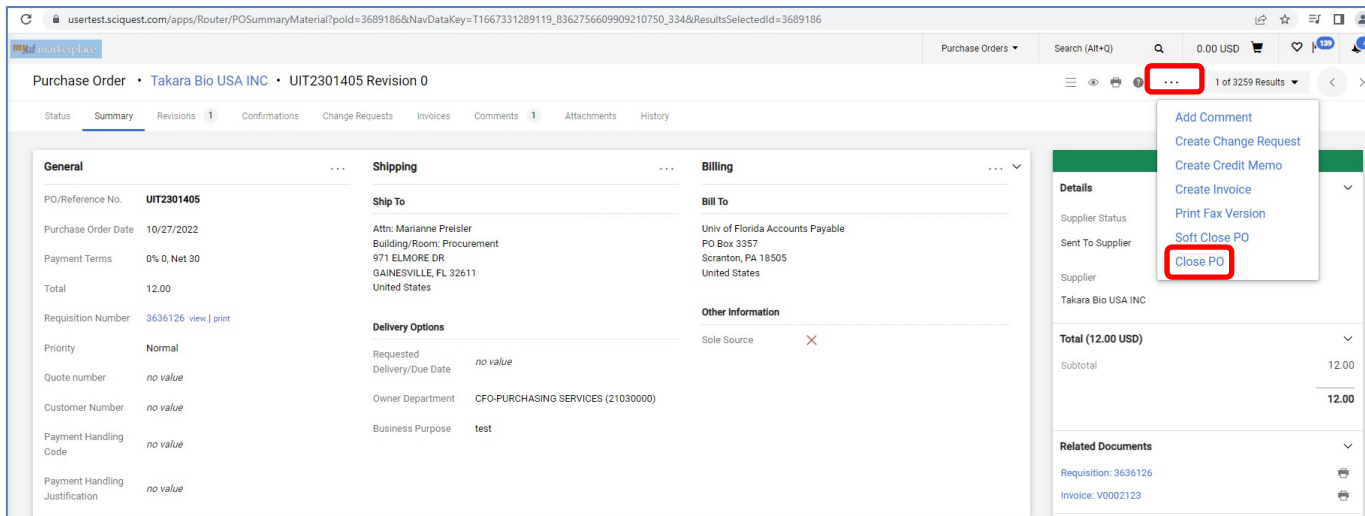
Distribution Lines

GL Chart   Exchange Rate   Statistics   Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Source	Fund	Dept	Program
<input type="checkbox"/>	1	100.0000	100.0000	663.33	1.0000	UFLOR	734250	G0000030	201	60190000	3300

Save

- Now return to myUF Marketplace, and within your purchase order, click the three dots (...) on the top right to view the dropdown. Click on Close PO



- In the Dialog Box, enter the reason for closing the PO, for example:

Add Note

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

Fully invoiced and releasing funds.

965 characters remaining

expand | clear

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.

OKCancel

7. Click OK and it will show as (Closed).

Purchase Order • Takara Bio USA INC • UIT2301405 Revision 1 (Closed)

Status Summary Revisions 2 Confirmations Change Requests Invoices Comments 2 Attachments History

General Information		Document Status	
PO/Reference No.	UIT2301405	APStatus	Closed
Revision No.	1	Workflow	✓ Completed (10/27/2022 2:44 PM)
Supplier Name	\$ Takara Bio USA INC	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: <a href="#">view</a>	
Purchase Order Date	10/27/2022	Email (HTML Body)	ordersUS@takarabio.com
Total	12.00	Distribution Date/Time	10/27/2022 2:51 PM
Shopper Name	Marianne Preisler mwp	Supplier	Sent To Supplier
Shopper Phone	+1 352-294-1164		
Shopper Email	procurement@ufl.edu		

**Purchase Order Inquiry**

**Purchase Order**

**Business Unit** 2931 **PO ID** 2000774922

**PO Status** Compl **Budget Status** Valid

myUF Marketplace will send the closed PO to myUFL which will budget check it overnight and release any encumbrances.

7. To check if your PO is closed in myUFL, go to Main Menu > Financials > Purchasing > Purchase Orders > Review PO Information > Purchase Orders. From there, enter your PO Business Unit and your PO number. PO Status = Compl and Budget Status = Valid

**Purchase Order Inquiry**

**Purchase Order**

**Business Unit** 2931 **PO ID** 2000774922

**PO Status** Compl **Budget Status** Valid

▼ Header

Marketplace Help Desk  
Email: myUFMarketplace@ufl.edu Phone: (352) 392-1335