Q3 - How do I disencumber a Purchase Order?

To disencumber a Purchase Order, access **PeopleSoft**.

From the **Tools** page on the UTSW website, select **PeopleSoft**.

Login with your UTSW **User ID** and **Password**.

#

The following screenshots are from a [job aid published by PeopleSoft](#):

What is the Department PO Workbench?

The **Department PO Workbench** allows departments to close their own Purchase Orders which releases encumbered funds back into a budget.

The Department PO Workbench is for manually closing Purchase Orders created with our External Suppliers. The workbench excludes all Interdepartmental Request (IDR) type of Purchase Orders.

> It is imperative that a PO is not manually closed until the Department has determined that all goods and/or services are received and payments are made prior to closing a Purchase Order.

A Closed PO cannot be reopened. Therefore, it is imperative that thorough research be conducted to ensure that there is nothing outstanding for the PO before manually closing a PO using the Department PO Workbench.

Who can manually close a Purchase Order for your department?

Only employees that have been assigned to the **Department PO Close** role by a Department's Lead Administrator via Maintain Departmental Contacts page in PeopleSoft HCM will have access to close Purchase Orders for the department. There can only be 3 employees assigned to the **Department PO Close** role per department.

How to use the Department PO Workbench to manually close a Purchase Order.

Only employees that have been assigned the DEPARTMENT_PO_CLOSE role for the department(s) used in the Purchase Order's chart of account (COA) string(s) are authorized to manually close a Purchase Order.

It is important to note that if a Purchase Order has been split between multiple COA strings as long as the employee has authorization for one of the departments, they are authorized to close the Purchase Order.

The Department PO Workbench only allows for the entire PO to be closed.

If the department needs to only close a particular line(s) they must contact their Buyer.

You should only close Purchase Orders with an Accounting Date in the current fiscal year.

If the department needs to close a Purchase Order from a prior fiscal year they must contact their Buyer.

Navigation: PeopleSoft > **Employee Self Service (ESS) > Department PO Workbench > Add a New Value** tab

Department PO WorkBench

Department PO WorkBench

Enter any information you have and click Search. Leave fields blank for a li

| Find an Existing Value | **Add a New Value** |

▼ Search Criteria

*Business Unit [= ∨]   [20000] 🔍
WorkBench ID [begins with ∨] [   ]
Description [begins with ∨] [   ]
☐ Case Sensitive

[Search]   [Clear]   Basic Search 🔍 Save Search Criteria

We recommend that you use your **USTW USERID** b/c all employees can see/use any WorkBench ID.

It is best practice for an individual to use their own Workbench ID.

Using your UTSW USERID is an easy way to remember your WorkBench ID.

Department PO WorkBench

| Find an Existing Value | **Add a New Value** |

*Business Unit [20000] 🔍
WorkBench ID [KWAYMA]

[Add]

After entering your UTSW USERID for the WorkBench ID, click the **Add** button.

Buyer's WorkBench
Select a Purchase Order

Business Unit 20000   **WorkBench ID** KWAYMA

Description

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order [ ] 🔍

[Search]   Return to Buyer's WorkBench

[📧 Notify] [🔄 Refresh]

Use the Magnifying glass icon to search for the Purchase Order.

Only one Purchase Order is allowed to be closed at a time.

After selecting the Purchase Order, click the **Search** button.

Buyer's WorkBench
Select a Purchase Order

Business Unit 20000   **WorkBench ID** KWAYMA

Description

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order 5000089390 🔍

[Search]   Return to Buyer's WorkBench

[📧 Notify] [🔄 Refresh]

Enter a Description for your WorkBench ID, such as "Your Name Workbench".

Buyer's WorkBench

Business Unit 20000   WorkBench ID KWXYMA
*Description Karen Jeffer's Workbench

Select POs for Further Processing
List of Purchase Orders   Personalize | Find | View All | 🖳 | 🖳   First ⊕ 1 of 1 ⊕ Last
Detail   Other

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑	5000089390	📄	N	Dispatched	03/18/2020	06/27/2020	0000000066	Rebecca I (Rebecca Pantoja	Standard			🖼

☑ Select All   ☐ Clear All

Action: Approve   Unapprove   Cancel   Close
           Dispatch   Preview   Budget Check   Budget Pre-Check

Go To: Set filter options

Save

After entering a WorkBench ID, Click the **Save** button.

Creating a WorkBench ID and Description is a onetime setup.

It is best practice to search and select your WorkBench ID each time that you use the Department PO Workbench.

There are two tabs of columns displayed in the List of Purchase Orders grid, Detail and Other.

Buyer's WorkBench

Business Unit 20000   WorkBench ID KWXYMA
*Description Karen Jeffer's Workbench

Select POs for Further Processing
List of Purchase Orders   Personalize | Find | View All | 🖳 | 🖳   First ⊕ 1 of 1 ⊕ Last
Detail   Other

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑	5000089390	📄	N	Dispatched	03/18/2020	06/27/2020	0000000066	Rebecca I (Rebecca Pantoja	Standard			🖼

☑ Select All   ☐ Clear All

Action: Approve   Unapprove   Cancel   Close
           Dispatch   Preview   Budget Check   Budget Pre-Check

Go To: Set filter options

Save

Columns on the **Detail** Tab include:

Purchase Order	The PO that you selected to manually close
Doc Status	Clicking this icon, opens the **PO Document Status** Inquiry
Change Order	Shows the number of Change Orders (revisions) that have been made to the PO
Blanket PO	(not used by UTSW)
Lines	Clicking this icon, displays the lines on the PO

Columns on the **Other** Tab include:

Procurement Card	Not used by UTSW
Go to PO Activity Summary	Clicking this icon, opens the **PO Activity Summary** Inquiry
Edit the PO	Clicking this icon, opens the **PO Inquiry**.
	Only Buyers in the Purchasing Department may edit a Purchase Order

To close the Purchase Order, click the **Close** button.

If the PO displays in the **Not Qualified** Box, click the **Log** icon to see the reason why.

Common reasons that a PO is "Not Qualified" to be closed:

1) There is an active PO Voucher that has not been matched or budget checked.
2) The PO has a budget error
3) The PO is in 'Hold' status

Not Qualified	Personalize | View All | ⬚	First ◀ **1 of 1** ▶ Last	
	PO ID	**Log**	
☐		🖼	
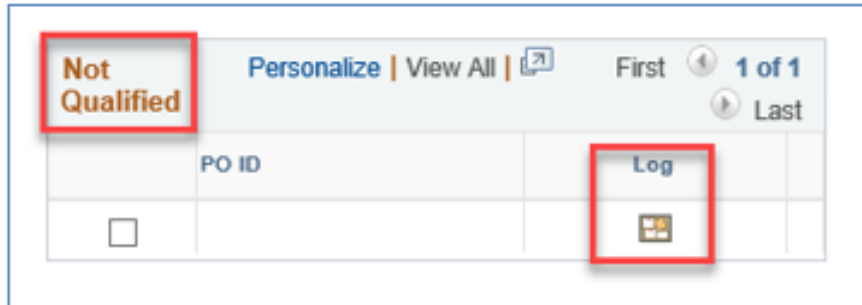
The Purchase Order must display in the **Qualified Box** in order to proceed.

Buyer's WorkBench

Processing Results

Business Unit 20000   WorkBench ID KWAYMA

*Description Karen Jeffer's Workbench

Select POs for Further Processing

Accounting Date for Action 02/26/2021

☐ Update Budget Date Equal to Accounting Date

Not Qualified	Personalize | View All | ⬚	First ◀ **1 of 1** ▶ Last
	PO ID	**Log**
☐		🖼

Qualified	Personalize | View All | ⬚		First ◀ **1 of 1** ▶ Last	
PO ID	**Line**	**Sched**	**Distrib Line**	
5000089390				⊟

☑ Select All   ☐ Clear All

Proceed: Yes   No   Return to Buyer's WorkBench

You should only close Purchase Orders with an Accounting Date in the current fiscal year.

If the department needs to close a Purchase Order from a prior fiscal year they must contact their Buyer.

Click the **Yes** button to proceed with closing the PO.

Proceed: [Yes] [No] Return to Buyer's WorkBench

[Notify] [Refresh]

Click the **Yes** button to continue to Close the PO.

Message

Continue to Close POs (10224,10)

[Yes] [No]

The PO will display in a Complete status after is has been manually closed.

Buyer's WorkBench

Business Unit 20000   WorkBench ID KWAYMA
*Description Karen Jeffers' workbench ID   ×

Select POs for Further Processing

List of Purchase Orders   Personalize | Find | View All | 🗗 | 🗔   First ④ 1 of 1 ④ Last

Detail | Other

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑ 5000009390	📄	N	Complete	03/18/2020	01/27/2021	0000000066	Rebecca I (Rebecca Pantoja	Standard			🔳

☑ Select All   ☐ Clear All

Action: [Approve] [Unapprove] [Cancel] [Close]
         [Dispatch] [Preview] [Budget Check] [Budget Pre-Check]

Go To: Set filter options

[Save]

[Notify] [Refresh]

Click the **Budget Check** button, to release the funds back into the Budget.

Action: [Approve] [Unapprove] [Cancel] [Close]
         [Dispatch] [Preview] [Budget Check] [Budget Pre-Check]

Click the **Yes** button to proceed with budget checking the PO.

Proceed: [Yes] [No] Return to Buyer's WorkBench

Click the **Yes** button to continue to Budget Check the PO.

Message

Continue to Budget Check POs. (10224,69)

[Yes] [No]

The **Budget Status** has to be valid in order for the funds to be released back into the Budget.

Buyer's WorkBench

Business Unit 20000   WorkBench ID KAKIIWA
*Description Karen Jeffers' workbench ID

Select POs for Further Processing

List of Purchase Orders

Personalize | Find | View All | 🔽 | 🔳   First ⊕ 1 of 1 ⊕ Last

Detail | Other

Purchase Order	Doc Status	Hold	PO Status	Procurement Card	Receipt Status	Backorder Status	Budget Status	MF Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
☑ 5000009390	🗐	N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	🖼️	✏️

☑ Select All ☐ Clear All

Action: [Approve] [Unapprove] [Cancel] [Close]
          [Dispatch] [Preview] [Budget Check] [Budget Pre-Check]

Go To: Set filter options

[Save]

[Notify] [Refresh]

Use the **Purchase Order Inquiry** to confirm that the Purchase Order is Closed and the Open Encumbrance was been released.

Navigation: PeopleSoft > NavBar > Financials Supply Chain > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

PO Header Status	Complete
Encumbrance Balance	0.00
PO Line(s) Status	Closed

Purchase Order Inquiry
Purchase Order

Business Unit 20000
PO ID 5000089390

PO Status Compl
Budget Status Valid

▼ **Header**
PO Date 03/18/2020
Supplier Name ON TARGET-001
Supplier ID 0000000066   Supplier Details
Buyer Rebecca I (Rebecca Pantoja)
PO Reference

Backorder Status Not Backordered
Receipt Status Not Recvd
☐ Hold From Further Processing

Amount Summary

Header Details   Activity Summary
All RTV   Header Comments...
Matching   Document Status
                 ▼ Actions

Supporting Documentation

Merchandise   99.90
Freight/Tax/Misc.   0.00
Total   99.90 USD
Encumbrance Balance   0.00 USD

Lines

Line		Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1		901	GLOVE EXAM NITRILE XTS MEDIUM	42132203	1.0000	CA	49.95	Closed	○	
2		902	GLOVE EXAM NITRILE XTS LARGE M	42132203	1.0000	CA	49.95	Closed	○	

View Approvals

Return to Search   Notify   Related Links