iShopUTRGV Quick Reference Guide

How to - Close a Purchase Order/Disencumber Funds

iShop UTRGV allows users to disencumber funds from purchase orders that are no longer needed. Only staff with a Reconciler /Requestor role have access to close PO's. Verify that the PO NUMBER is correct, and make sure it belongs to your department. **Once a PO is closed, it cannot be re-instated.**

Questions can be emailed to: <u>esmeralda.rios@utrgv.edu</u> or <u>ishop@utrgv.edu</u>.

1. Set the Document Search to show "ALL". Enter the PO# in the Quick Search Bar and select the PO number. See sample below.



2. Click on menu to close the PO. This option has been moved to the right side of the screen to a document action icon displayed with three dots (...). See sample below. Select Close PO.

<u>(v.</u>				All 🔻	Search (Alt+Q)	0.00 USD 💆 💙 🖡	•
Purchase Order • SUMM	US INDUSTRIES INC • V000148600 Revision 0			1 of 6450 Results 🔻	<		
Status Summary Revision	1 Confirmations Shipments Change Requests Receipts	Invoices Comments Atta	chments 1 History			Purchase Order V000148600 Revisi	on O
						Create Change Request	10
General Information		Document Status		~		Add Notes to History	
PO/Reference No	1000148600	A/P status	0000		Details	Cancel PO	~
PO/Reference No.	4000146000	A/F Status	open		Supplier Status	Finalize Revision	-12
Revision No.	0	Workflow	Completed (11/7/2022 2:43 PM)		Sent To Supplier	Create Quantity Receipt	
Supplier Name	🔀 Black, Gender - M 🚚 🗮 SUMMUS INDUSTRIES INC	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view				Create Credit Memo	-12
Purchase Order Date	11/7/2022				Supplier	Create Invoice	-12
		cYML (Electronic Integration)	no value		SUMMUS INDUSTRIES IN	Print Fax Version	-12
lotal	157.98	CAME (Electronic integration)	no value		Total (157.98 (ISD)	Close PO	
Owner Name	Dhani Dioselina Ocasio	Manual			Iotal (137.96 03D)		
Owner Email	DHANI.0CASIO@UTRGV.EDU	Distribution Date/Time	11/7/2022 2:43 PM		Subtotal		157.98
Reguisition Number	164567053 view print	Supplier	Sent To Supplier			-	157.98

3. Add note for reason to close PO. Click OK.



4. The PO will then show a "Closed" status as indicated below. The completion of this process can be verified by looking at the "History tab". It should read PO export connection. See sample below.

Refer to the Quick Reference guide titled "How to verify the PO Change in PeopleSoft" (page 2-3) to look at the PO Encumbrance balance in the financial books. The system will show "0" after funds have been returned to the account. Here is the link- <u>https://www.utrgv.edu/procurement/_files/documents/quick-reference-guides/ishop/ps-esmeralda-03.21.2024-how-to-verify-the-po-change-in-peoplesoft-1.docx</u>

Purchase	e Order •	EDUARDO L	UGO JR •	V000169	066 Revisio	on 1 (Closed)									
Status	Summ	nary Revi	sions 2	Confirma	tions	Shipments	Change Requests		Receipts	Invoice	s 1	Comments	2	Attachments	Histor
Filters		✓ Start o	date		End date	Ē		~	Purchase Order	~	Filter	Clear All Filte	rs	Export C	sv
1-9 of 9 R	tesults		,,,,		,,,,,,,,,,,		Action		Document type					20 Per Pa	ge 🔻
Line No	Revision No.	Date/Time \downarrow	User	Step(s	a) Action	F	ield Name	F	From To		Note				
	1	3/18/2024 10:37:39 AM	System		PO Export s system	ent to external					POExpo ERP sys	ort_Connection: Th stem.	e PO was s	successfully distributed	I to the

Note –Once a PO is closed, it cannot be re-instated. The system takes only 5-10 minutes to return funds to the account.

For questions, please send an e-mail to Esmeralda Rios at <u>esmeralda.rios@utrgv.edu</u> or to <u>iShop@utrgv.edu</u>.