PO Commitment Report and Tool (cont.)

Closing PO Commitments Using the Eligible for Automatic Close (#) Tab

Note: The Purchase Orders view for a WBSE provides a tool on the Eligible for Automatic Close tab that allows you to remove commitments on purchase orders using the Close PO button, if applicable. Using the Close PO button in this tool will set the Final Invoice Flag on the PO, which removes the commitments to indicate that the expenses are complete.

1. On the Eligible for Automatic Close tab, note the following:
   - The green box in the Close column is another visual indicator that the PO commitment is eligible for you to close.
   - Only PO commitments eligible for automatic close will show on this tab.
   - PO commitments are eligible for automatic close if the purchase order is fully invoiced, meaning quantity invoiced equals the quantity ordered.
2. After analyzing each line and determining that you want to automatically close the commitments for the purchase orders displayed on this tab, select the rows using one of the options below:

a. To select individual rows (Example 1), click on the box to the far left of each desired row to highlight in gold or use Ctrl or Shift keys to select more than one row or ranges, respectively.

OR

b. If all rows need to be closed (Example 2), use the Select All button to highlight all rows in gold.

3. Once all the desired rows are selected, click on the Close PO button to automatically close the PO commitment(s).
4. Review the check mark that now displays in the Close column to indicate that the PO Commitment was closed / removed successfully by setting the Final Invoice Flag on the purchase order (the change is tracked for reference and audit purposes).

5. Click OK in the lower right corner (or the X in the upper right corner) to exit the Purchase Orders view.