PO RECON PROCESS

**Purpose** - The Close PO & Encumbrance Release process will completely close a purchase order and relieve any remaining encumbrance amount. Once this process is completed there can be no further transactions processed with the PO numbers; change order or invoice payment voucher.

The Close PO & Encumbrance Release or PO Recon process should only be used to release encumbrances on POs for which there is certainty that no further transactions are forthcoming or pending.

**Business Rules.**
1. The PO Recon process can only be used for purchase commitments originating in eBuy or commitments that were migrated from the POLite or SubPOLite applications.
2. The PO Recon process can not be used for relieving encumbrances from sub-contracts or leasing agreements.
3. The UserID may only reconcile POs that have the same Accountability Structure as that of the Transactor who initiated the PO.
4. At least one payment/voucher must have been processed against the PO.
5. There can not be a payment voucher pending against the PO.
6. The PO must be at least 90 days old from the time it was encumbered.
7. The PO’s total outstanding encumbrance can not be equal to greater than $500. May 4, 2007 Note: the $500 threshold is in process of being changed to $1,000.
8. If you have encumbered an order and now need to cancel it, you will need to create a change order and change each line amount to $0.00 and then click on "encumber". By encumbering a $0.00 change order, the encumbrances will be reversed in UCRFS. Note: This only applies to PO lines that have had no vouchering activity.
9. Encumbrance release can also be accomplished through change orders by reducing line item amounts. Refer to eBuy change order instructions.
PO Recon Process

Step 1 – navigate to Purchasing > Close PO & Encumbrance Release

PO Reconciliation

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

- Find an Existing Value
- Add a New Value

Run Control ID: begins with
- Case Sensitive

- Search
- Clear
- Basic Search
- Save Search Criteria

Find an Existing Value | Add a New Value
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1-A. If 1st time – create a Run Control by clicking on Add a New Value

1-B. If not 1st time – click Search

Can be any continuous value
Click Add to proceed

1-B. If not 1st time – click Search
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Step 2

✓ Insert PO number to be closed
✓ Add reason in the Reconcile Info section
✓ Click RUN to proceed.
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Step 3 – Click OK to proceed with the process.
It is important to note that once the PO Recon has processed there can be absolutely no further transactions processed including late arriving invoices.

Step 4 – Click ok on the process scheduler request panel to continue
Step 5 –

- The PO Recon criteria panel is returned with the Process Instance number. This is confirmation that the PO Recon process is underway.
- To view progress, click the 2) Process Monitor tab

![PO Recon Criteria Panel with Process Instance 28484]
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Step 6 –

✓ Note that the Instance of 28434 is the same as that referenced on Step 5.
✓ The Run Status column will indicate the progress of the process.
✓ **DO NOT** attempt to start another PO Recon transaction until the current process has successfully completed.
Step 7 - Success displaying in the Run Status column indicates that the PO Recon process has successfully completed.

NOTE: It will take two-three business days for the encumbrance transaction to appear on the Financial Transaction Detail Report.