



# Closing a Purchase Order (Removing PO Encumbrance)

**Navigation:** KFS > Main Menu > Custom Document Searches > Purchasing/Accounts Payable > Purchase Orders

**Message Of The Day**  
NEW\*: KFS completed April 2023 month-end closing and the Reports are now available.

**Transactions**

- Accounts Receivable**
  - Customer Credit Memo
  - Customer Invoice
  - Customer Invoice Writeoff
  - Customer Invoice Writeoff Lookup
  - Payment Application
- Budget Amendments**
  - Operating Budget Amendment
  - Position Budget Amendment
- Financial Processing**
  - Advance Deposit
  - Auxiliary Voucher
  - Budget Adjustment
  - Commitment Of Funds Transfers
  - Cash Receipt
  - Credit Card Receipt
  - Disbursement Voucher
  - Distribution of Income and Expense
  - General Error Correction
  - Indirect Cost Adjustment
  - Internal Billing

**Custom Document Searches**

Financial Transactions

- Accounts Receivable**
  - Customer Invoices
  - Customer Credit Memos
  - Customer Invoice Writeoffs
  - Payment Applications
  - Related Accounts Receivables
- Capital Asset Management**
  - Asset Maintenance
- Financial Processing**
  - Disbursement Vouchers
- Purchasing/Accounts Payable**
  - Payment Requests
  - Purchase Orders** (indicated by red arrow)
  - Receiving
  - Requisitions
  - Vendor Credit Memos

**Balance Inquiries**

- General Ledger**
  - Available Balances
  - Balances by Consolidation
  - Cash Balances
  - General Ledger Balance
  - General Ledger Balance By BankCode
  - General Ledger Entry
  - General Ledger Pending Entry
  - Open Encumbrances
  - Encumbrances By Commitment
  - Encumbrances By Commitment/Account
  - Encumbrances By Commitment/Account/Object Code
- Labor Distribution**
  - Account Status (Current Funds)
  - Labor Ledger View
  - Labor Ledger Pending Entry

**Year End Transactions**

**Capital Asset Management**

Step #	Procedure
1.	<p>Enter the PO number in the Purchase Order # field,</p>

scroll down and click 

2.

Click on the doc # of the PO with the PO doc status of "Open."

7 items retrieved, displaying all items.

Document Id	Status	Document Description	Organization Document Number	Purchase Order #	Purchase Order Doc Status	Contract Manager Name	Chart/Org	Vendor	University Fiscal Year	Type	Procurement Category Code	Ledger Document Type	Total Amount	Route Log
8309336	FINAL	SUBAWARD SPHL- Maryland Institute for App	5201552	66027	Open	Montgomery, Wendy	01-1420103	PRES AND FELLO OF HARVARD COLL	2019	Purchase Order Retransmit	OR		25,750.00	
8309275	FINAL	SUBAWARD SPHL- Maryland Institute for App	5201552	66027	Retired Version	Montgomery, Wendy	01-1420103	PRES AND FELLO OF HARVARD COLL	2019	Purchase Order Amendment	OR		25,750.00	
7387485	FINAL	SUBAWARD SPHL- Maryland Institute for App	5201552	66027	Retired Version	Montgomery, Wendy	01-1420103	PRES AND FELLO OF HARVARD COLL	2019	Purchase Order Retransmit	OR		25,750.00	
7377170	FINAL	SUBAWARD SPHL- Maryland Institute for App	5201552	66027	Retired Version	Montgomery, Wendy	01-1420103	PRES AND FELLO OF HARVARD COLL	2019	Purchase Order Amendment	OR		25,750.00	
6918811	FINAL	SUBAWARD SPHL- Maryland Institute for App	5201552	66027	Retired Version	Montgomery, Wendy	01-1420103	PRES AND FELLO OF HARVARD COLL	2019	Purchase Order Retransmit	OR		12,875.00	

3.

To close a PO when a payment has been made in KFS select the "close order" button

 at the bottom of the Purchase Order. This will close the Purchase Order and remove the encumbrance.

4.

To close a purchase order where no payments have been made in KFS, the encumbrance can be removed by requesting the PO be **voided** in KFS.

The request to Void the order should be emailed to [POAmendments@umd.edu](mailto:POAmendments@umd.edu)

5.

If the PO is closed, and still shows an open encumbrance, please send an email to [KFS@umd.edu](mailto:KFS@umd.edu), requesting the encumbrance be removed. Include the following information in the email: Account Number, Object Code, Purchase Order Number, and the dollar amount of the open encumbrance.