

Closing a Purchase Order (Removing PO Encumbrance)

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

nancial systems Main Menu	Maintenance Administration	KFS 5.0.1-SR97.2 04/24/2023 03:48 PM (Oracle9i)
action list 🖓 doc search 🔍 KFS Report	kualifinancial	Logged in User: kharris8
Message Of The Day		
NEW*: KFS completed April 2023 month-	end closing and the Reports are now available.	
Transactions	Custom Document Searches	Balance Inquiries
Accounts Receivable	Financial Transactions	General Ledger
<u>Customer Credit Memo</u>	Accounts Receivable	Available Balances
Customer Invoice		Balances by Consolidation
<u>Customer Invoice Writeoff</u>	<u>Customer Invoices</u> <u>Customer Cradit Mamas</u>	<u>Cash Balances</u>
Customer Invoice Writeon Lookup Payment Application	Customer Invoice Writeoffs	General Ledger Balance General Ledger Balance By BankCode
• <u>rayment application</u>	Payment Applications	General Ledger Entry
Budget Amendments	 Related Accounts Receivables 	General Ledger Pending Entry
 <u>Operating Budget Amendment</u> 	Canital Asset Management	Open Encumbrances
 Position Budget Amendment 	Capital Asset Hanagement	Encumbrances By Commitment Encumbrances By Commitment/Account
Financial Processing	<u>Asset Maintenance</u>	Encumbrances By Commitment/Account/Object Code
Thancial Processing	Financial Processing	
<u>Advance Deposit</u>	- Dichursement Veusberg	Labor Distribution
Auxiliary voucher Budget Adjustment	• Disbuisement vouchers	 Account Status (Current Funds)
Commitment Of Funds Transfers	Purchasing/Accounts Payable	Labor Ledger View
<u>Cash Receipt</u>	Payment Requests	Labor Ledger Pending Entry
<u>Credit Card Receipt</u> Disburgerent Verschart	Purchase Orders	
Dispursement voucher Distribution of Income and Expense	<u>Receiving</u>	
General Error Correction	<u>Requisitions</u> Vonder Credit Memory	Year End Transactions
 Indirect Cost Adjustment 	· venuor create methos	

Step #	Procedure										
1	Enter the PO number in the Purchase Order # field,										
1.	Financial systems. Main Menu Maintenance Administration KFS 5.0.1-SR97.2 04/24/2023 03:48 PM (Oracle9i)										
	🔲 action list.) 🕜 doc. search 🔛 KPS Reports 🔅 kualificancial Logged in User: kharrisß										
	Document Search ? detailed search superviser search (dear saved searches) Searches v ^										
	* required field										
	Search Tip: Place an * before/after a word or phrase for which you are searching.										
	Document Type: PO										
	Initiator:										
	Document Id:										
	Application Document Status: Application Document Status: Availing Fiscal Officer Review - Awaiting New Unordered Item Review _										
	Date Created From:										
	Date Created To:										
	Document Description:										
	Organization Document Number:										
	Purchase Order #1 66027										
	Requisition #:										
	Purchase Order Cade:										
	Purchase Order Organization Code:										

	scroll down and click search.													
2.	Click on the doc # of the PO with the PO doc status of "Open."													
7 items retrieved, displaying all items.														
	Document S	tatus Document Description	Organization Document Number	Purchase Order # Order # Status	e <u>Contract</u> Manager <u>Name</u>	<u>Chart/Org</u>	<u>Vendor</u>	<u>University</u> <u>Fiscal</u> <u>Year</u>	Type	Procurement Campus Code	Ledger Document Type	<u>Total</u> <u>Amount</u>	<u>Route</u> Log	
	<u>8309336</u> FI	SUBAWARD SPHL- INAL 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	à	
	<u>8309275</u> FI	SUBAWARD SPHL- INAL Maryland Institute for App	5201552	66027 Retired Version	Montgomery, Wendy	01-1420103	AND FELLO OF HARVARD COLL	2019	Purchase Order Amendment	OR		25,750.00	đ	
	7 <u>387485</u> FI	SUBAWARD SPHL- INAL 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	à	
	<u>7377170</u> FI	SUBAWARD SPHL- INAL 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	<u>a</u>	
	<u>6918811</u> FI	SUBAWARD SPHL- INAL Maryland Institute for Ann	5201552	66027 Retired Version	Montgomery, Wendy	01-1420103	PRES AND FELLO OF HARVARD	2019	Purchase Order Retransmit	OR		12,875.00	à	
3.	To clos	se a PO	when	a paym	ient h	as be	en r	made	e in K	FS sel	ect t	he "	clos	se order" button
	close order 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													
5.	If the F	PO is clo	osed, a	and still	show	s an o	ope	n en	cumb	rance	e, ple	ase	sen	d an email to
	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.													