

In Redesign, to close a PO with \$0 remaining balance, go to Transaction > AP Invoices, find the last invoice entered for that PO.

If the invoice was entered in the current open period, click the **View** icon and then click the Action button (which will show “Full”) for the line item(s) to *change* the item status from partial to full. Note: You may need to zoom out to see that button.

The screenshot displays the AP Invoices interface. At the top, there are input fields for Invoice # (Test1015), PO # (215405), Date (8/30/20), Vendor Invoice Date (8/5/20), Created Date (10/15/20), Vendor (9062-Collins, George/1148 Zane Circle), and Payment Due. Below this is the 'Amounts' section with Invoice Total (90.00) and Cancelled Total (0.00). The 'Items' section contains a table with the following data:

Line Number	Description	Amount	Item Status	Check Number	Received	Account	Action
1	Large Orange Bags	90.00	Partial	889757	8/30/20	001-2500-512-0000-0000000-000-00-000	Full

A tooltip is visible over the 'Full' button, stating 'Change status from Partial to Full'. Green arrows point from the tooltip to the 'Full' button and the 'Item Status' dropdown.

If the invoice was entered in a prior closed period, you will need to either

1. reopen the period in which the invoice was entered and proceed as above – **IMPORTANT**: if this option is chosen and you will **only** be closing a PO with zero remaining encumbrance, you may **FIRST** want to ask HCC to inactivate month-end reporting. Otherwise, after closing the PO, and then closing that period, a new set of month-end reports will be generated.


OR

2. adjust the PO as follows

Find the PO and click the **View** icon for the PO.

Purchase Orders


+ Create Mass Change Print

	PO#	Date	Vendor#	Primary Name	Invoiceable	Total Remaining Encumbrance	PO Total	Total Paid	Total Canceled	Total Payable
	215405	07/27/2020	9062	Collins, George	true	0.00	90.00	90.00	0.00	0.00

Click the View icon for the line item.

Amounts

Total Remaining Encumbrance	0.00	PO Total	90.00	Total Payable	0.00
Total Canceled	0.00	Total Paid	90.00		

Qty	Units	Description	Unit Price	Item Total	Charges	
1.000		Large Orange Bags	90.0000	90.00	\$90.00	001-2500-512-0000-000000-000-00-000 
Total:					\$90.00	

In the Encumbrance Impacts popup, click Create to enter an adjustment.

Enter an adjustment with today's date for .01 as shown.

Click Save and X out of the Encumbrance Impacts popup.

The Total Remaining Encumbrances will show 0.01.

Encumbrance Impacts

Legacy Status
New Item

Legacy Outstanding
90

+ Create

Effective Date	Amount	Impact Type
07/27/2020	90.00	Purchase Order
08/31/2020	-90.00	Disbursement

New Adjustment Impact



Save Cancel

Effective Date: 10/15/20

Amount: .01

Impact Type: Adjustment

Reference: Adjust to Close PO

Reference	
215405	
Test1015	

Invoice the PO.

Click Save.

Invoice #

PO #

Date

Vendor

Vendor Invoice Date

Payment Due

Created Date

Amounts

Invoice Total

Cancelled Total

Items

<input type="checkbox"/>	<input type="checkbox"/>	Line Number	Quantity	Original	Remaining	Payable	Description	Amount	Item Status
<input type="checkbox"/>	<input type="checkbox"/>	1	1.000	90.00	0.00	0.00	Large Orange Bags	0.00	Cancel_Full

You'll see this message; click the X to close.

Messages + x

✓ Warning - Invoice# CLOSE, item# 1 the amount is 0.00 but an invoice status is entered.

Go back to Transaction > Purchase Orders, find the PO and click the **View** button to open it again. You'll see the PO has a status of Invoiceable and has a Total Remaining Encumbrance of 0.01. Click the View icon for the line item.

Amounts

Total Remaining Encumbrance	<input type="text" value="0.01"/>	PO Total	<input type="text" value="90.00"/>	Total Payable	<input type="text" value="0.00"/>
Total Canceled	<input type="text" value="0.00"/>	Total Paid	<input type="text" value="90.00"/>		

Qty	Units	Description	Unit Price	Item Total	Charges	<input type="checkbox"/>
1.000		Large Orange Bags	90.0000	90.00	\$90.00 001-2500-512-0000-000000-000-00-000	<input type="checkbox"/>
		Total:		\$90.00		

In the Encumbrance Impacts popup, you'll see the Invoice listed that was entered to close the PO.

Click the X for the .01 Adjustment to delete it and confirm.

The screenshot shows the 'Encumbrance Impacts' popup window. It contains a form with 'Legacy Status' (New Item), 'Legacy Outstanding' (90), and a '+ Create' button. Below is a table of impacts:

Effective Date	Amount	Impact Type	Reference	
10/15/2020	0.01	Adjustment	Adjust to Close PO	X
07/27/2020	90.00	Purchase Order	215405	
08/31/2020	-90.00	Disbursement	Test1015	
10/15/2020	0.00	Invoice	CLOSE	

A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to delete?' with 'Cancel' and 'Delete' buttons. Red arrows point to the 'X' icon in the first row of the table and the 'Delete' button in the dialog.

The PO will still be in Invoiceable status. But at this point, request HCC to run **Purchase Order Refresh** to change the PO status.

PO #	Date	Vendor #	Primary Name	Invoiceable	Total Remaining Encumbrance
=215405					
215405	07/27/2020	9062	Collins, George	false	0.00