**Closing Purchase Orders**

PeopleSoft does not automatically close out purchase orders (PO's) when they are completed. This must be done manually by the Procurement Dept.

If you have received all goods and services for a purchase order and all final invoices have been paid, please open an RT ticket for Procurement in the [Procurement link](http://procurement.umbc.edu/umbc-staff-request/)  with a list of PO’s that need to be closed out. Once the PO is closed, any remaining encumbrances will be released.

FYI: A Query has been established ***to locate a list of all Purchase Orders that have been generated by a department*** and limit it by PO date range. It will show the Project ID if one exists.

Go to PS Finance.

On the Main Menu in PS Finance, click on Reporting Tools > Query > Query Viewer.

 In the Query Viewer page, in the box next to "begins with" type in UM\_PO\_PURCHASE\_ORDERS\_BY\_DEPT

The Query will appear.

Click on whichever way you want to run the report – HTML or EXCEL on the Query line.

When the next page opens - type in your Dept. # and the dates you want to search for the POs.  Then click View Results.  A listing of the POs for that Dept. will appear.

In the PO Status column - if it says “Complete” - it means the PO is closed.  If it says “Dispatched” it means that it is open.