CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Closing and Reopening Purchase Orders Using Buyer's Workbench

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-central agencies.

TABLE OF CONTENTS

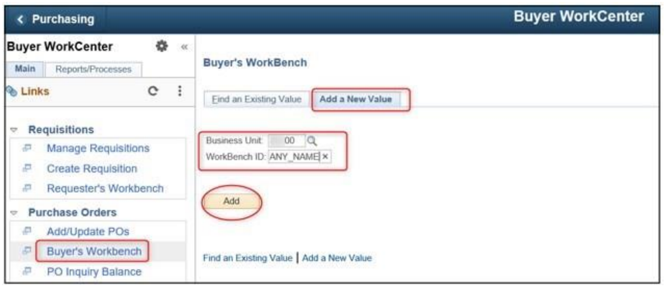
Closing and Reopening Purchase Orders Using Buyer’s Workbench

Setting Up a Workbench ID

Navigation
Dashboard: Purchasing; **Tile:** Buyer WorkCenter

First-time users on Buyer’s Workbench must create their own `WORKBENCH ID`. From *Buyer WorkCenter*:

1. Select the **Main** tab.
2. Select **Buyer’s Workbench** (under the *Purchase Order* section in the left column).



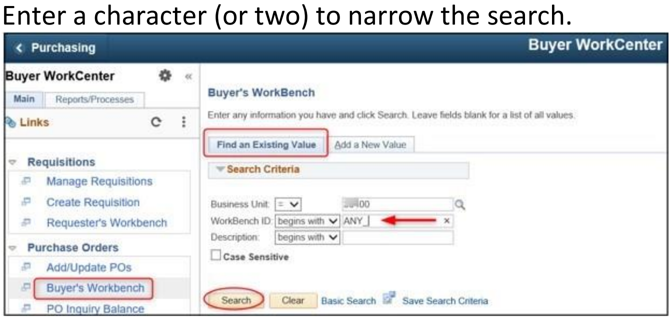
3. Select the **Add a New Value** tab.
4. Enter a value of your choosing to set/create your custom `WORKBENCH ID`.

Note: The user’s custom `WORKBENCH ID` value can be any name —no spaces are allowed but you can use an underscore (_).

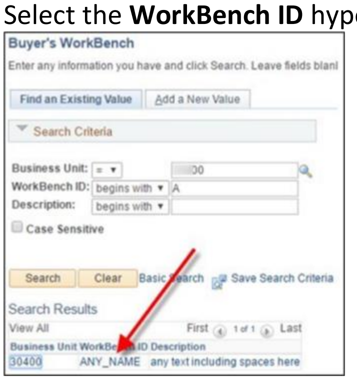
Finding an Existing Workbench ID

Locate your own `WORKBENCH ID` using the *Buyer’s Workbench* page:

1. Select the **Find an Existing Value** tab.
2. Select the **begins with** drop-down menu in the `WORKBENCH ID` field.
3. Enter a character (or two) to narrow the search.



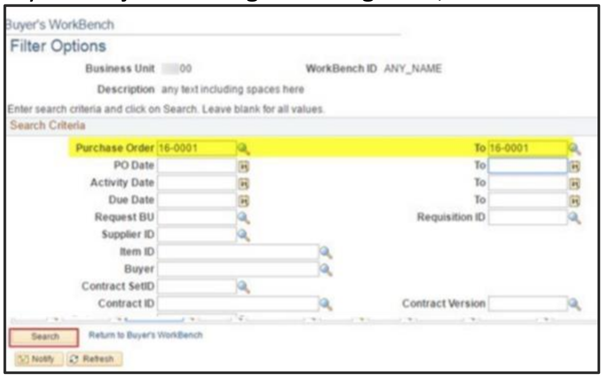
4. Select the **WorkBench ID** hyperlink in the *Search Results* to load the page.



Entering Search Criteria in Buyer's Workbench

The *Buyer's Workbench* defaults to (opens) the *Filter Options* search page. The most common search is for a single purchase order (PO) for which you already know the PURCHASE ORDER number.

1. Enter the PURCHASE ORDER number.
   If you are just looking for a single PO, No other search criteria is necessary on this page.

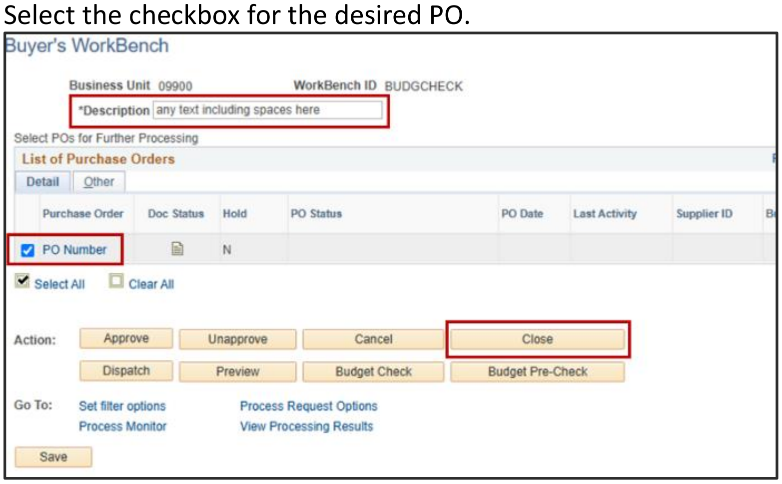


2. Select **Search**.

Closing a Purchase Order (PO)

Your first time on this page you need to enter a description.

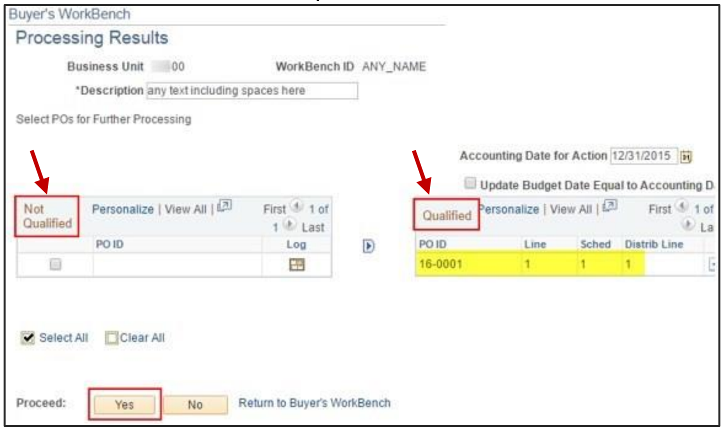
1. Enter a DESCRIPTION (spaces are allowed).
2. Select the checkbox for the desired PO.



3. Select one of the following actions:
   - **Approve**
   - **Unapprove**
   - **Cancel**
   - **Close**
   - **Dispatch**
   - **Preview**
   - **Budget Check**
   - **Budget Pre-Check**

Note: The following instructions use the **Close** action (as the example) for the procedures.

4. View the PO to see if it is qualified to be closed.



Note: For a PO to be qualified, the PO must have been fully processed (all items received and paid) or be the PO must be cancelled with a valid budget check.

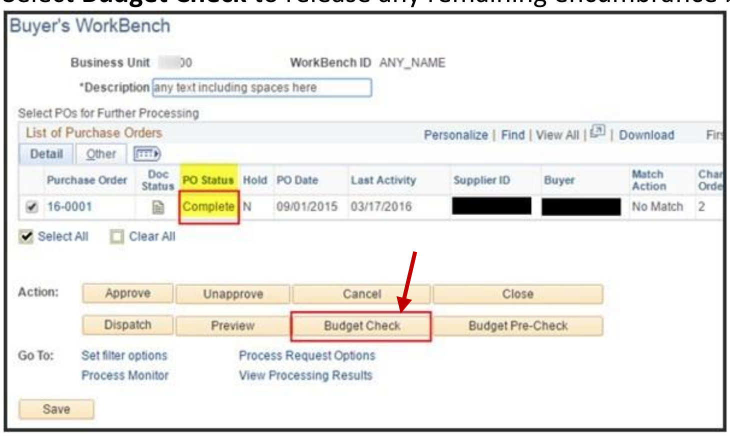
5. Select **Yes** to proceed (if the PO is qualified to close).

Note: If the PO is not qualified, see ***PO Not Qualified to Close*** below.

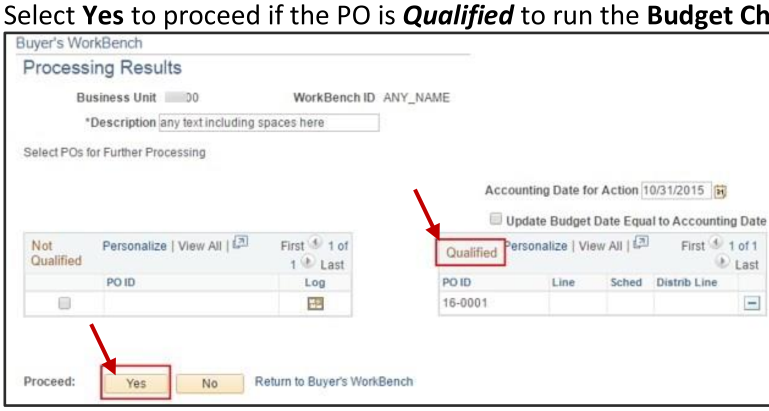
6. Select **Yes** again in the pop-up message to continue.

Note: The `PO STATUS` now displays *Complete*.

7. Select **Budget Check** to release any remaining encumbrance back to the budget.



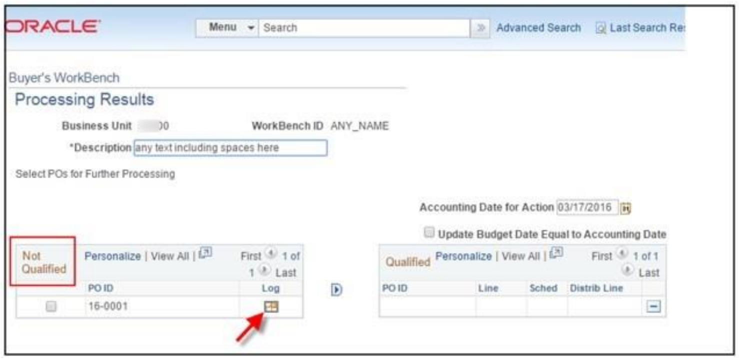
8. Select **Yes** to proceed if the PO is ***Qualified*** to run the **Budget Check**.



9. Choose **Yes** again in the pop-up message to continue.

Purchase Order (PO) Not Qualified To Be Closed

If you attempt to close a PO from *Buyer's Workbench* and the PO is **Not Qualified** to close, view the **Log** to see the reason the PO is not qualified to be close.

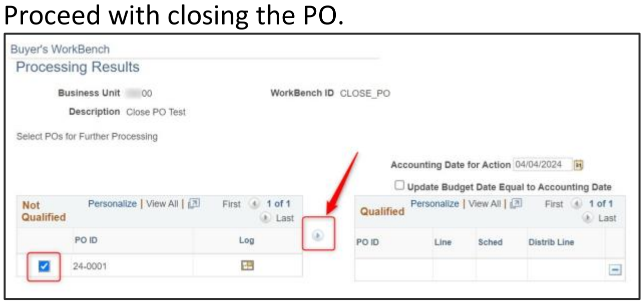


For Example: A PO may not be eligible (qualified) to close because it is marked for ***Receiving Required*** and it has not been received against.

If there is an **Override** arrow icon between the *Not Qualified* and *Qualified* areas:

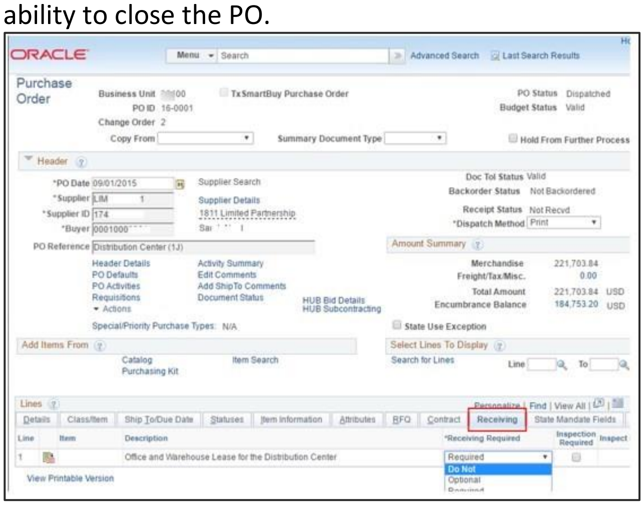
1. Select the checkbox for the PO.
2. Select the **Override** arrow icon to move the PO to the *Qualified* area.

   Note: The *Override* arrow icon is provided through *User Preferences*. Users do not have access to change any user preferences. A request for the ability to override *Not Qualified* POs in order to close the PO must be obtained through your agency's CAPPS security coordinator.
3. Proceed with closing the PO.



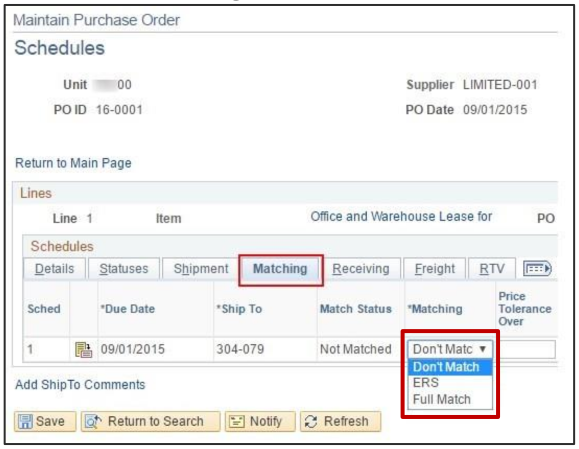
If you don't have the **Override** arrow icon, correct the problem by:

1. Accessing the PO through the *Add/Update POs* page.
2. Changing receiving to either *Do Not* or *Optional* — either choice eliminates this error that is blocking the ability to close the PO.



Another common error that prevents closing a PO is when the PO is marked for *Matching Required* but has not been matched. To correct this error:

1. Access the Schedules for the PO.
2. Select the **Matching** tab.



3. Change to **Don't Match** in the drop-down menu.

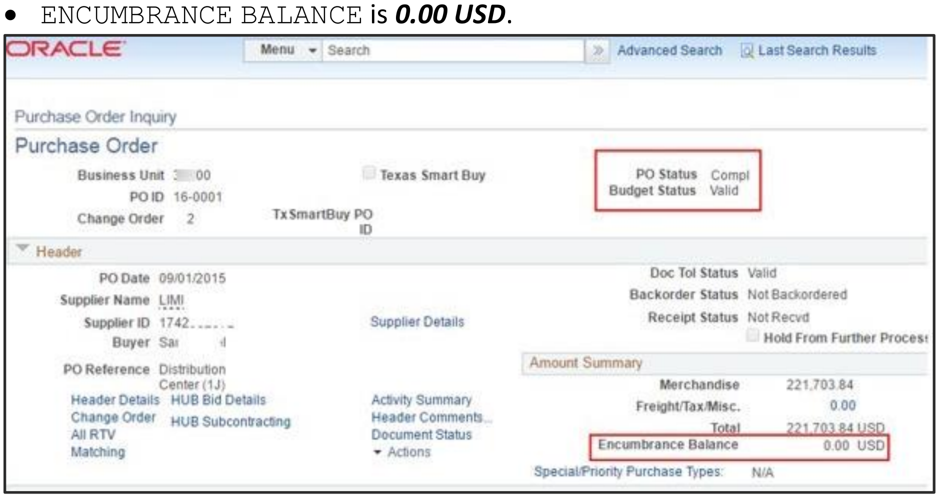
Viewing a Closed or Canceled Purchase Order (PO)

Navigation

Dashboard: Purchasing; **Tile:** Purchase Order

A closed or canceled PO cannot be viewed in the *Add/Update POs* page. To view a closed or canceled PO navigate to the **Purchase Order Inquiry** page:

1. Enter the `PO ID` to be reviewed.
   The inquiry page displays the:
   - `PO STATUS` is ***Compl*** (Complete/Closed).
   - `BUDGET STATUS` is ***Valid*** (successfully budget checked).
   - `ENCUMBRANCE BALANCE` is ***0.00 USD***.



Reopening a Purchase Order (PO)

Navigation

Dashboard: Purchasing; **Tile:** Buyer WorkCenter

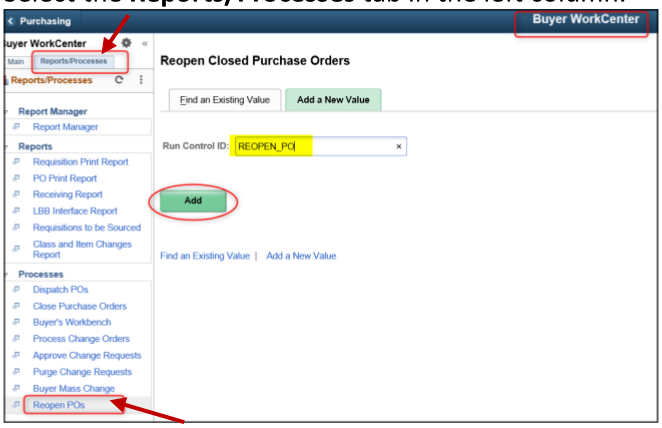
If another invoice is received for a PO that was closed, the PO can be reopened.

Note: First-time users of the ***Reopen POs*** page must set up a RUN CONTROL ID — this creates access that is customized to this user.

The user's custom RUN CONTROL ID value can be any name —no spaces are allowed but you can use an underscore (_).

To reopen the PO:

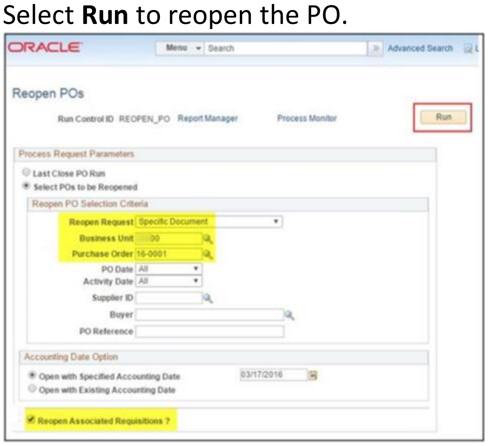
1. Select the **Reports/Processes** tab in the left column.



2. Select the **Reopen POs** page in the left menu, under the *Processes* section.
3. Enter your custom value in the RUN CONTROL ID field.
4. Select **Add**.
5. Enter the specific PURCHASE ORDER number of the PO to be reopened.

Note: Also reopen the associated requisition(s) from when the PO was created.

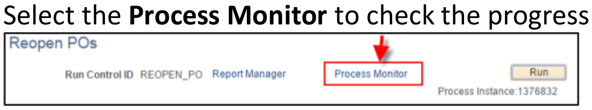
6. Select **Run** to reopen the PO.



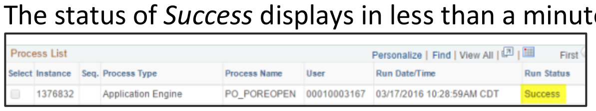
The page is automatically saved.

Note: If you are not ready to execute the *Run*, choose to **Save** to save your changes.

7. Select the **Process Monitor** to check the progress of the PO's reopen process.

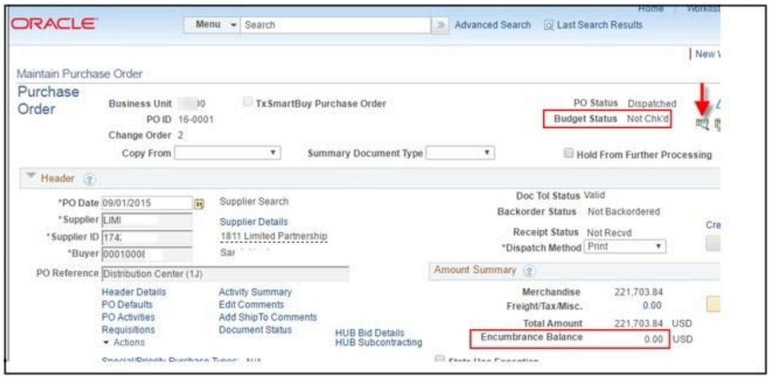


The status of *Success* displays in less than a minute.

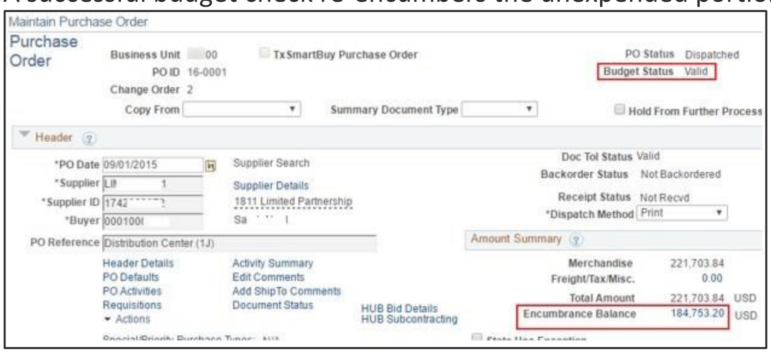


8. Verify that the reopen was successful by accessing the PO up in the *Add/Update POs* page.
9. Reopen the PO.

> **Note:** If the Budget Status is `NOT CHK'D` re-run the **Budget Check** to re-encumber the unused funds that were returned to the budget when the PO was closed.
>
> Funds must be available for the PO to budget check successfully.



A successful budget check re-encumbers the unexpended portion of the PO's encumbrance.



Revision History

Date	Description of Change	Changed By
Jan. 10, 2025	Initial release	J. Goodman