



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

## CAPPS Desk Aid

# Finalizing a Purchase Requisition or Purchase Order

**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.

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# Finalizing a Purchase Requisition or Purchase Order

## Finalization of a Procurement Document

### What Is Finalizing?

Finalizing is the liquidation of unused funds of a procurement document, including Requisitions and Purchase Orders. Finalizing a procurement document is considered a predecessor document process. What this means is that the process of liquidation of funds on a requisition takes place on a purchase order. For the liquidation of a purchase order, the action takes place on a voucher. The finalization process is also easily reversed if discovered that the funds truly need to be returned to the document.

### Finalize a Purchase Requisition (PR)

1. Identify a requisition, through the *Requisition Summary* screen, that has been sourced to a PO that has remaining funds.

**Requisition Summary**

Requisition Name: NIGP Procurement FY24	Requester: [REDACTED]
Business Unit: [REDACTED]	Entered By: [REDACTED]
Requisition ID: [REDACTED]	Budget Check Status: Valid
Requisition Date: 09/01/2023	Total Amount: 1365.00 USD
Request State: PO(s) Created	Pre-Encumbrance Balance: 165.00 USD

2. Identify the PO number(s) associated with the requisition from the *Requisition Information* section.

Business Unit: [REDACTED]

**Requisition information** 1 of 1 | View All

Requisition ID: 0000031085	Line Number: 1	
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**PO information** 1 of 1 | View All

PO Number: 24-0162	Buyer: [REDACTED]	Change Order
PO Date: 09/08/2023	Supplier ID: 1530196623	Terms: NET30
		PO Status: Approved

**Lines** 1-1 of 1 | View All

Line	Item ID	Description	Merchandise Amt		UOM	PO Qty	Status	Line Details
1		National Institute of Governmental Purchasing (NIGP) Membership The Members are: [REDACTED]	1,200.00	USD	LOT	1.0000	Open	

3. Navigate to the identified Purchase Order.

- Select the finalize icon.

**Note:** The finalize icon is at the top of the *Purchase Order* header, to the right of the budget status.

Maintain Purchase Order  
Purchase Order

Business Unit [Redacted]  TxSmartBuy Purchase Order  
PO ID 24-0162

PO Status Approved  
Budget Status Valid  
LBB Status N/A  
LBB Date

Copy From [Dropdown] Summary Document Type [Dropdown]  Hold From Further Processing

Universal Fields  
Header

Add Items From  
Catalog Purchasing Kit Item Search

Select Lines To Display  
Search for Lines Line [Search] To [Search] Retrieve

Lines

Line	Item	Description	PO Qty	UOM	Price	Merchandise Amount
1	[Search]	National Institute of	1.0000	LOT	1,200.00000	1,200.00

View Printable Version Close Short All Lines \*Go to [More ...]

Save Return to Search Notify Refresh

- Select **Yes** (in the pop-up window) to finalize all eligible distributions for the PO.

This action will finalize all eligible distributions for this PO. Continue? (10200,335)

Yes No

- Select **Save** on the Maintain Purchase Order screen.
- The purchase order has a Budget Status of *Not Chk'd* (not checked). Select the check budget check icon.

**Note:** The check budget check icon is the first icon above LBB Date.

Maintain Purchase Order  
Purchase Order

Business Unit [Redacted]  TxSmartBuy Purchase Order  
PO ID 24-0162

PO Status Approved  
Budget Status Not Chk'd  
LBB Status N/A  
LBB Date

Copy From [Dropdown] Summary Document Type [Dropdown]  Hold From Further Processing

Universal Fields

- When the budget check process is complete, the PO shows the Budget Status as *Valid*.

Maintain Purchase Order  
Purchase Order

Business Unit [Redacted]  TxSmartBuy Purchase Order  
PO ID 24-0162

PO Status Approved  
Budget Status Valid  
LBB Status N/A  
LBB Date

Copy From [Dropdown] Summary Document Type [Dropdown]  Hold From Further Processing

- In the **Requisition Summary** section, ensure no additional funds are associated with requisition.

**Requisition Summary**

Requisition Name: NIGP Procurement FY24	Requester: [REDACTED]
Business Unit: [REDACTED]	Entered By: [REDACTED]
Requisition ID: 0000031085	Budget Check Status: Valid
Requisition Date: 09/01/2023	Total Amount: 1365.00 USD
Request State: PO(s) Created	

## Finalize a Purchase Order (PO)

- On the Maintain Purchase Order screen, identify a PO with a remaining encumbrance.
- Select **Document Status** under the *Reference* options to identify vouchers tied to the PO.

**Maintain Purchase Order**

**Purchase Order**

Business Unit: [REDACTED]  TxSmartBuy Purchase Order

PO ID: 23-0099

PO Status: Dispatched

Budget Status: Valid

LBB Status: N/A

Copy From: [Dropdown] Summary Document Type: [Dropdown]  Hold From Further Processing

**Universal Fields**

**Header**

\*PO Date: 10/19/2022

\*Supplier: MATTHEW E-001

\*Supplier ID: 1431431107

\*Buyer: [REDACTED]

\*PO Reference: MQRP FY23

Supplier Search: [Button] PO End Date: [Calendar]

Doc Tol Status: Valid

Backorder Status: Not Backordered

Receipt Status: Not Recvd

Priority: Medium

\*Dispatch Method: Print

**Amount Summary**

Merchandise	500.00
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>500.00 USD</b>
<b>Encumbrance Balance</b>	<b>400.00 USD</b>

State Use Exception

Reference: [Header Details](#) [Activity Summary](#) [Edit Comments](#) [Add Ship To Comments](#) [Document Status](#) [HUB Bid Details](#) [HUB Subcontracting](#)

Special/Priority Purchase Types:

- Identify the most recent voucher on the Document Status Purchase Order screen, in the *Associated Document* section.

**Document Status Purchase Order**

Business Unit: [REDACTED] PO ID: 23-0099

Document Date: 10/19/2022 Status: Dispatched

Currency: USD Document Type: Purchase Order

Buyer: Barbara Jewell Martin Original Amount: 500.00

Current Amount: 500.00

Budget Status: Valid

Navigation: Requisitions(1) | Sourcing Events | Procurement Contracts | Purchase Orders | Service Work Orders | Receipts | Returns | **Vouchers(1)** | Payments

**Associated Document**

1-1 of 1 | View All

Actions	Business Unit	Document Type	DOC ID*	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	[REDACTED]	Voucher	00127389	Posted	09/29/2022	1431431107	000	

- Select the **Invoice Information** tab on the Voucher screen, then select the finalize icon.

**Note:** The finalize icon is above the *Calculate* button at the bottom of the screen.

- Select **Yes** (on the pop-up window) to confirm finalizing all eligible distributions for the voucher.

- Select **Save** on Invoice Information tab.
- Select **Budget Checking** (in the drop-down menu from the Voucher header) then select **Run**.

- Select either **Yes** or **No** (on the pop-up window) to wait for the budget check process to complete.

**Note:** If you select **No**, the budget check process continues to run in the background.

- When the budget check on the voucher is complete, navigate back to the PO and verify that the PO is liquidated.

**Maintain Purchase Order**  
**Purchase Order**

Business Unit [REDACTED]  TxSmartBuy Purchase Order

PO ID 23-0099

PO Status Dispatched ▲ ✖

Budget Status Valid ✔ ✖

LBB Status N/A LBB Date

Copy From [ ] Summary Document Type [ ]  Hold From Further Processing

**Universal Fields**  
**Header** ?

\*PO Date 10/19/2022 📅 Supplier Search PO End Date [ ] 📅 Doc Tol Status Valid

\*Supplier MATTHEW E-001 Supplier Details TINS Check Backorder Status Not Backordered Create BackOrder

\*Supplier ID 1431431107 MATTHEW E LAMBERT PHD Receipt Status Not Recvd Dispatch

\*Buyer [REDACTED] Priority Medium Dispatch

\*PO Reference MGRP FY23 \*Dispatch Method Print

**Amount Summary** ?

Merchandise	500.00	
Freight/Tax/Misc.	0.00	<span style="color: blue;">Calculate</span>
<b>Total Amount</b>	<b>500.00</b>	<b>USD</b>
Encumbrance Balance	<b>0.00</b>	<b>USD</b>

State Use Exception

Special/Priority Purchase Types:

Header Details | Activity Summary | HUB Bid Details  
 PO Defaults | Edit Comments | HUB Subcontracting  
 PO Activities | Add ShipTo Comments  
 Requisitions | Document Status  
 Actions

## Revision History

Date	Description of Change	Changed By
Sept. 9, 2023	Initial release.	Johnathan Oberhoff
Dec. 8, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A