

CAPPS Desk Aid

Finalizing Requisition Lines from the 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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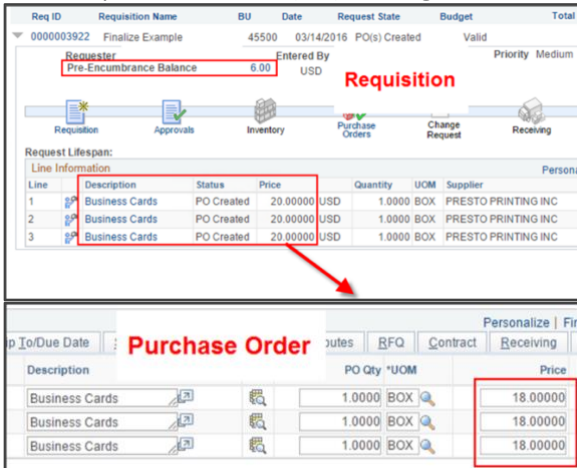
Finalizing Requisition Lines from the Purchase Order

Understanding Finalizing

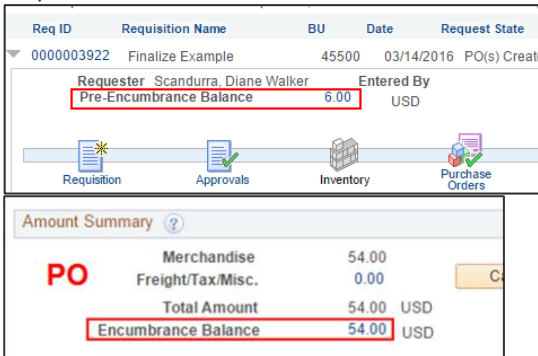
Navigation

NavBar: Financials; eProcurement; Manage Requisitions
 –OR–
 Financials; Purchasing; Purchase Orders; Add/Update POs

When a purchase order (PO) is budget checked, funds are moved from the Requisition (req) to the PO.



Example: if a PO for \$60 only liquidates \$54, a balance of \$6 remains in the **pre-encumbrance balance** on the requisition because the PO did not need it.



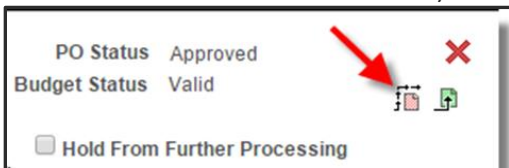
How do you release the unneeded \$6 back to the budget?
 You **Finalize** the requisition from the PO.

Finalizing the Requisition from the Purchase Order

Navigation

NavBar: Financials; Purchasing; Purchase Orders; Add/Update PO

To finalize the Requisition from the PO, select the red **Finalize** icon (located to the right of the PO STATUS and BUDGET STATUS on the PO header).



Using the **Finalize** icon on the PO tells the requisition that you are finished with the PO even though it didn't use all the money. As a result, any unused funds are release and sent back to the budget.

Selecting the **Finalize** icon on the PO can done *before* or *after* the budget check.

Note: If you **Finalize** the PO **after** the budget check, the BUDGET STATUS indicates **Not Chk'd** (not checked) and another budget check is necessary in order to release the funds on the requisition back to the budget.



After you budget check the finalized PO, the **pre-encumbrance** on the associated requisitions reflects zero (0.00). You can confirm this on the *Manage Requisitions* page.

Req ID	Requisition Name	BU	Date	Request State
0000003922	Finalize Example	45500	03/14/2016	PO(s) Created
Requester		Entered By		
Pre-Encumbrance Balance		0.00 USD		

Using the **Finalize** icon on the PO Header liquidates all requisition lines connected to the PO.

Always **Finalize** if any of the PO Lines or PO Distribution Lines were reduced to less than the amount on the associated req line(s).

There is **no need** to **Finalize** if the original amount on the requisition line(s) is accurate and does not need to be reduced on the purchase order.

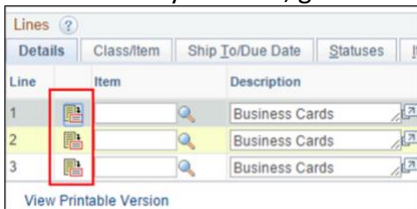
What if the buyer only reduces one line on the PO below the Req amount?
See *Finalizing One Line of the Requisition from the Purchase Order* (below).

Finalizing One Line of the Requisition from the Purchase Order

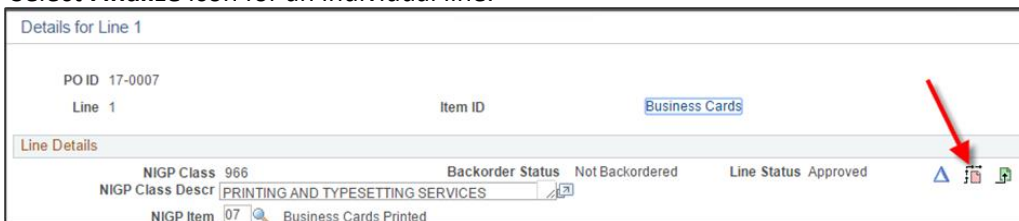
If the buyer only reduced one line on the PO, you can finalize just that one line (and not the entire requisition).

It is typically fine to finalize the entire requisition — the only possible downside is that finalizing the entire requisition locks up all the requisition lines from any future changes. If you don't want the requisition lines to allow changes in the future, then finalizing the entire requisition is fine (even though only one line was reduced on the PO).

1. To finalize only one line, go to the **Line Details** page using the icon to the right of the line number.



2. Select **Finalize** icon for an individual line.



UnFinalizing the Requisition

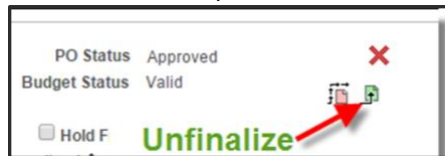
If a PO line was reduced to less than the requisition line, the addition funds are now necessary.

Example scenario:

- You reduce a \$20 Requisition Line on the PO to \$18.
- You finalized the PO, which sent the unused \$2 back to the budget.
- You realized that you actually need the full \$20 on the PO after all.

• Solution:

- Select the green **UnFinalize** icon (located to the right of the PO STATUS and BUDGET STATUS on the PO header)



- Rerun the **Budget Check**.
This restores the released funds back to the requisition, making them available to the PO again.

Revision History

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