

How to Finalize a Purchase Order & Liquidate A Requisition

Use this document to finalize an active PO sourced from one or more requisitions. Following these steps will ensure full liquidation of requisition lines and allow systematic closure of fully sourced/liquidated requisition lines and headers.

Step	Description
1.	Sign into PeopleSoft
2.	Navigate to Home Page > Procurement tile > Manage Requisitions
3.	Search for the Requisition ID having an open quantity or amount that you wish to liquidate.
	Manage Requisitions ▽ Search Requisitions
	To locate requisitions, edit the criteria below and click the Search button. Business Unit: 41400 Q Requisition Name: Q Description to the criteria below and click the Search button to the criteria of the criteria below and click the Search button. Comparison of the criteria below and click the search button. Comparison of the criteria below and click the search button of the criteria below and click the click the click the click
	Requisition ID: 0000071000 Request Status: Part of Complete Budget Status: Date From: Bill Date To: 05/26/2016 Bill
	Search Clear
4.	Expand/Collapse icon next to the Requisition ID to view the requisition lifecycle.
	Requisitions (2)
	To view the lifespan and line items for a requisition, click the Expand triangle icon:
	Req ID Requisition Name BU Date Status Budget Total
	O000017668 Test Finalize Distrib Line 41400 05/26/2016 Approved Valid 50,000.00 USD <- Select Action> ✓ Go Go
5.	Click the 'Purchase Orders' icon to identify an active PO ID sourced from the Requisition. Requisitions (2) To view the lifespan and line items for a requisition, click the Expand triangle icon: To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.
	Req ID Requisition Name BU Date Status Budget Total
	© 0000017668 Test Finalize Distrib Line 4140 05/26/2016 Approved Valid 50,000.00 USD < Select Action> Go Requester: Miriam Caldwell 404/656- 3557 Entered By: Harder,April 404/463- 4032 Priority: Medium Pre-Encumbrance Balance: 0.00 USD Vol Medium
	Requisition Approvals Inventory Purchase Change Receiving Returns Invoice Payment Request Lifespan:
6.	Review the PO Information section of the Purchase Order Inquiry page.
	There could be multiple POs associated with the requisition, however, the PO must be open/active for the Finalize action to be taken.



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