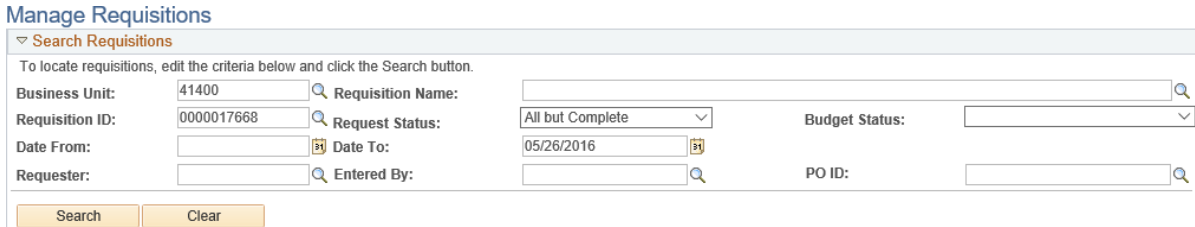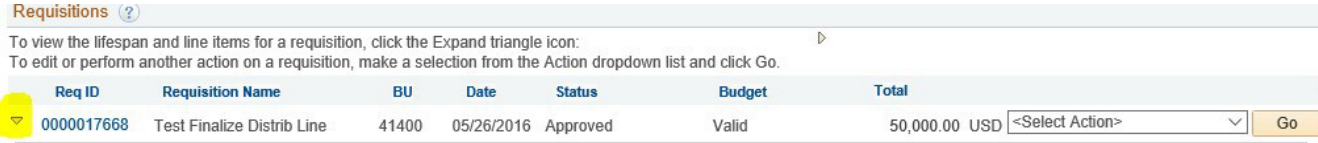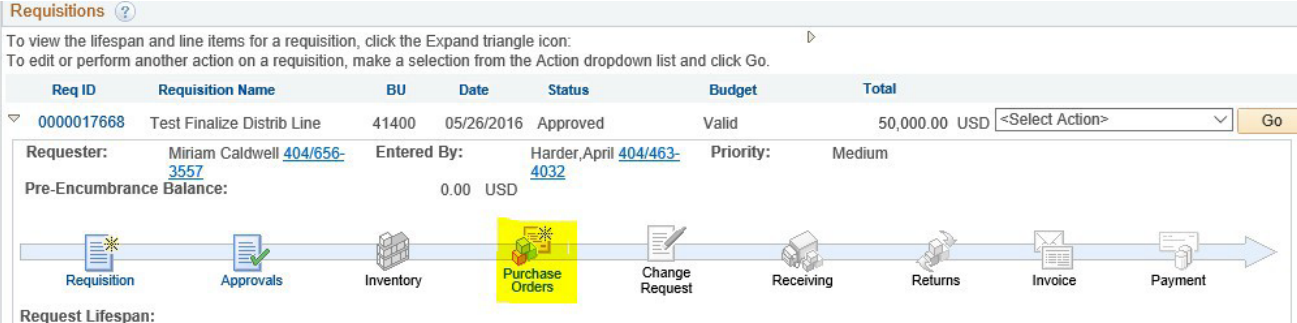![Team Georgia Marketplace logo]

9.2.38 Purchasing
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 Requisition Name: Requisition ID: 0000017668 Request Status: All but Complete Budget Status: Date From: Date To: 05/26/2016 Requester: Entered By: PO ID: Search Clear
4.	**Expand/Collapse icon next to the Requisition ID to view the requisition lifecycle.** Requisitions ⓘ 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 41400 05/26/2016 Approved Valid 50,000.00 USD <Select Action> Go
5.	**Click the 'Purchase Orders' icon to identify an active PO ID sourced from the Requisition.** Requisitions ⓘ 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 41400 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 Requisition Approvals Inventory Purchase Orders Change Request 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.

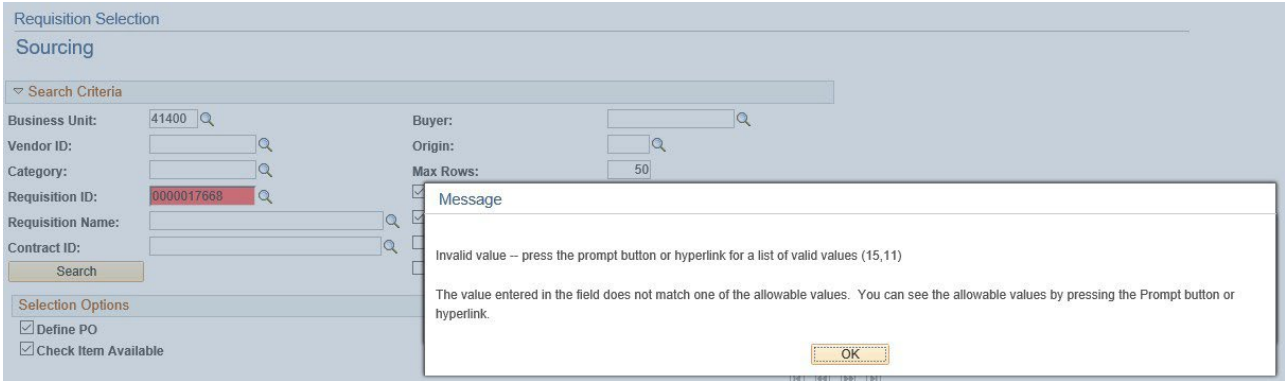| Step	Description
	Purchase Order Inquiry Business Unit: 41400 Requisition information — Find | View All — First ◄ 1 of 1 ► Last Requisition ID: 0000017668 — Line Number: 1 PO information — Find | View All — First ◄ 1 of 2 ► Last PO Number: 0000096347 — Buyer: MBRODKIN — Change Order: PO Date: 05/26/2016 — Vendor ID: 0000008245 — Terms: N30 Lines — Personalize | Find | View All | 🗗 | 🔢 — First ◄ 1 of 1 ► Last | Line	Item ID	Description	Merchandise Amt		UOM	PO Qty	Status	Line Details
---	---	---	---	---	---	---	---	---
1		test finalize distrib line	50,000.00	USD	EA	2.0000	Active	📑	
7.	**Navigate to Purchasing > Purchase Orders > Add/Update PO** • Search for the active PO ID you intend to finalize **Purchase Order** Enter any information you have and click Search. Leave fields blank for a list of **Find an Existing Value** | Add a New Value ▽ Search Criteria Business Unit: = ✓ 41400 × 🔍 PO Number: begins with ✓ 0000096347 Origin: begins with ✓ 🔍 Purchase Order Date: = ✓ 📅 PO Status: = ✓ Short Vendor Name: begins with ✓ 🔍 Vendor ID: begins with ✓ 🔍 Name 1: begins with ✓ Buyer: begins with ✓ 🔍 Purchase Order Reference: begins with ✓ ☐ Case Sensitive Search | Clear | Basic Search 💾 Save Search Criteria
8.	**Options for taking the Finalize action include:** ➢ Finalize the PO Header to liquidate all open requisition lines linked on PO Distribution lines. This is done by clicking the 'Finalize Entire Document' icon located on the PO Header, highlighted below:

Step	Description

If this option is chosen, the message below displays, indicating ALL eligible distributions on the PO will be finalized (linked requisitions will be liquidated):

- **Click Yes** to Continue with the Finalize process, **Or**

  ➢ Finalize only a specific PO Distribution line by clicking the 'Final' checkbox. Taking this action ensures the only requisition liquidated is the requisition linked on the distribution line that is finalized.

- **Click Ok** after finalizing a specific PO Distribution Line

Step	Description
9.	**Click Save**
10.	**Re-Budget Check the PO to complete the Finalize process and liquidate the open quantity/amount on the Requisition(s).**

Step	Description
	Maintain Purchase Order **Purchase Order** Business Unit: 41400 PO Status: Approved PO ID: 0000096347 Budget Status: Not Chk'd Copy From: [dropdown] ☐ Hold From Further Processing Header
11.	**When the PO is re-budget checks to 'Valid', the Finalize process is complete and the requisition will no longer appear available on the Requisition Selection page.** Requisition Selection **Sourcing** ▽ Search Criteria Business Unit: 41400 Buyer: Vendor ID: Origin: Category: Max Rows: 50 Requisition ID: 0000017668 Requisition Name: **Message** Contract ID: Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11) Search Selection Options The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink. ☑ Define PO ☑ Check Item Available OK