# ePro & Purchasing Month-End Process Checklist

☐ **Run Query BOR_OPO019D_PO_LIST_BY_BU_DTL**
  *Reporting Tools > Query > Query Manager*

  Use this query to review PO Line detail for a specified time period.  Ensure the NIGP
  Code and PO Type are correct for each Purchase Order. If incorrect, update the
  Purchase Order before cancellation or closure.

☐ **Using the Manage Requisitions page, review the state of the requisitions for the
  business unit.**
  *eProcurement > Manage Requisitions*

  Search for requisitions using the criteria fields.  'Request State' and 'Budget Status'
  criteria fields are helpful and will assist in determining if there are requisitions that need
  further action (approval, cancel, close, budget checking, etc).

  Take action as needed.

☐ **Run the BOR_BC_PENDING query to identify requisitions that need to be budget
  checked.**
  *Reporting Tools > Query > Query Manager.  Transaction Type REQ_PREENC*

  This query returns requisition transactions that are pending budget check.  Pay close
  attention to requisitions that have an accounting date that will soon be in a closed period,
  as these need to have a Valid budget status BEFORE the period is closed.

  If you discover you have requisitions that are from a previous period that is hard closed,
  submit a ticket to the ITS Helpdesk

☐ **Run Requisition Budget Check.**
  *Purchasing > Requisitions > Budget Check Requisition*

  Ensure all expected requisitions update to a Valid Budget Status.  Resolve any errors
  and run the budget check process again, as needed.

☐ **Run the BOR_BC_PENDING query again.**
  *Reporting Tools > Query > Query Manager.  Transaction Type REQ_PREENC*

  Ensure no results are returned for the REQ_PREENC transaction type.  If there are,
  repeat the step above.

☐ **Run BOR_REQ_OPEN_AMOUNT_ALL query.**
*Reporting Tools > Query > Query Manager*

Displays all Requisition lines with an open pre-encumbrance. Fields of note: Req Status, Req Budget Status, Req KK Amount, Bud Ref, PO Status.

If rows are returned where the Req Status is C, submit a ticket to the ITS Helpdesk for assistance.

☐ **Cancel Requisitions (or specific Requisition lines), if needed**
*eProcurement > Manage Requisitions OR Purchasing > Requisitions > Requester's Workbench*

☐ **Run the Expedite Requisitions process.**
*eProcurement > Buyer Center > Expedite Requisitions*

This process will create Purchase Order(s) for the selected Requisitions.

☐ **Finalize Requisition or Requisition Lines**
*Purchasing > Purchase Orders > Add/Update POs*

Finalizing a requisition or requisition lines will allow any remaining pre-encumbrance to be liquidated. You can use the BOR_REQ_OPEN_AMOUNT_ALL query to help you determine which requisitions/requisition lines should be finalized.

☐ **Run the BOR_BC_PENDING query to identify Purchase Orders that need to be budget checked.**
*Reporting Tools > Query > Query Manager. Transaction Type PO_POENC*

This query returns purchase order transactions that are pending budget check. Pay close attention to purchase orders that have an accounting date that will soon be in a closed period.

If you discover you have purchase orders that are from a previous period that is hard closed, submit a ticket to the ITS Helpdesk

☐ **Run Purchase Order Budget Check.**
*Purchasing > Purchase Orders > Budget Check Purchase Order*

Ensure all expected purchase orders update to a Valid Budget Status. Resolve any errors and run the budget check process again, as needed.

☐ **Run the BOR_BC_PENDING query again.**
*Reporting Tools > Query > Query Manager. Transaction Type PO_POENC*

Ensure no results are returned for the PO_POENC transaction type. If there are, repeat the step above.

☐ **Run the BOR_PO_OPEN_AMOUNT_ALL query**
*Reporting Tools > Query > Query Manager*

Displays all Purchase Order lines with an open encumbrance. Fields of note: Status, Budget Status, Match Status, Amount, Bud Ref.

If rows are returned where the Status is C, submit a ticket to the ITS Helpdesk for assistance.

☐ **Close Purchase Orders**
*Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders OR*
*Purchasing > Purchase Orders > Buyer's Workbench*

Run the batch Close Purchase Orders job (PO_POREP) to close all eligible Purchase Orders or select specific Purchase Orders to close via the Buyer's Workbench.

Certain purchase orders must be closed via the Buyer's Workbench as they will not reach an eligible status for closure.

☐ **Close Requisitions**
*Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions OR*
*Purchasing > Requisitions > Requester's Workbench*

Run the batch Close Requisitions job (PO_REQRQ) to close all eligible requisitions or select specific requisitions to close via the Requester's Workbench.

Certain requisitions must be closed via the Requester's Workbench as they will not reach an eligible status for closure.

☐ **Run Requisition Budget Check**
*Purchasing > Requisitions > Budget Check*

Ensure all expected requisitions update to a Valid Budget Status. Resolve any errors and run the budget check process again, as needed.

**Additional BOR delivered queries that should be reviewed monthly:**

- **BOR_PO_NOT_COMPLETE:** Displays POs that have not been completed (closed).
- **BOR_PO_NOT_RECEIVED:** Displays PO lines not yet received

- **BOR_PO_RECV_NO_VOUCHER:** Displays POs that have been received but that have not been vouchered.
- **BOR_PO_VCHR_NOTRECV:** Displays POs that have been vouchered but that have not been received
- **BOR_AP_VND_AMT_BY_FY:** Displays TOTAL spend information by supplier for each Fiscal Year. This query is also used by the Supplier Dashboard.
- **BOR_AP_SUPPLIER_PMTS:** Lists supplier payments by supplier for a Fiscal Year. Contains voucher line information, including Amount and Chartfield information. Could be used with BOR_AP_VND_AMT_BY_FY query to see more detailed information for the supplier.
- **BOR_AP_SUPPLIER_PMTS_BY_YR:** Lists payments to all suppliers for a Fiscal Year. Recommend running this as a scheduled query as it contains a lot of information and may time out if run in Query Manager/Viewer. Instructions on how to schedule a query can be found [here](#).