Close Purchase Order or Line

First Scenario (Notify the Supplier/Vendor before closing the PO for the item(s) or service(s)):

- If there is a purchase order with no receipt or payment, the requester can close the PO.
- If there is a PO with a receipt and no payment, the requester must cancel the receipt first, then close the PO.
- If the item has been shipped, after speaking with the supplier, please do not close the PO. Once the item is received, receive in Workday and create a return to send the item(s) back to the supplier.

If any of these scenarios applies, then follow the below steps.

1. In the search bar of Workday, type in the PO number that needs to be closed.

   ![Search bar with PO number]

2. If the PO number doesn’t appear click ‘All of Workday’ then click on the PO to open it
3. Click the related action (three dot twinkie) next to the PO number
4. When the Related Actions pop-up displays, select Purchase Order and Close.
5. A reason must be selected when closing a purchase order. Below are the Close Reasons

![Additional Information]

6. On the Close Purchase Order screen, click OK to close the PO.

![Close Purchase Order]

**NOTE** - If Close is not listed as an option, there may be a DRAFT RECEIPT which must be canceled first before the purchase order can be closed. Please refer to the Cancel Draft Receipt job aid that could be found in the Workday Finance Job Aids under Job Aids by Business Process section.
7. Select **Done** to complete the Close Purchase Order process.
Second Scenario: Closing a Line on a PO (Notify the Supplier/Vendor before closing a line on the PO for an item(s) or service(s)):

1. When a receipt and/or payment is on a PO, but you are closing specific line(s) follow the below steps.

2. Steps 1-3 in the first scenario. Click on Close Lines.

3. Select the line number that should be closed by clicking on the box to the left of the PO number. Select a reason for closing the line.

4. Click OK to confirms your actions. The Status of the line will be changed to Closed and the close reason will appear on the line.
Third Scenario: Change Order (The Change Order will be sent to the Supplier notifying of the change(s)).

When a payment has been made on a PO, a Change Order can be created. Please follow the Change Order Job Aid for this scenario.

Forth Scenario: Closing line on Punchout PO (Follow the second scenario steps 1-3).

If the item has been invoiced, but not received, please contact Workday Customer Care at wccsupport@montclair.edu to notify Accounts Payable. You must also provide documentation or email from Supplier as backup in order for A/P to cancel the invoice.