UNIVERSITY of MARYLAND BALTIMORE

User Checklist – Closing PO's

	Steps for Closing PO's	Check
	Departments are to verify with Suppliers that all invoices have been paid and no outstanding commitments are due before a PO can be closed. What follows are suggestions for checking encumbrance balances for PO's and PRs in Quantum Analytics and Quantum Financials.	
1	On QA Landing Page, navigate to Budget to Actuals Report and enter SOAPF and Fiscal Year and month end period. Select Operating encumbrances > Drill to SOAPF Detail > select SOAPF Code which provides detailed encumbrances for operating expenses.	
2	On QA Landing page, navigate to Award Detail Report and enter Fiscal Year, month end, and select "What are the PO's and PRs on this Award" from the Report Selector. The returned results include all the Purchasing documentation for each PO and Requisition on the Award including invoiced amounts and any open commitments.	
3	On QA Landing page, navigate to Transaction Details Union report. Search by Fiscal Year, Transaction Type (PO Invoice/AP Travel), Doc# (Invoice #), Reference # (PO #) for payment information.	
4	On the QF Homepage go to Purchasing > Purchasing Requisitions > Manage Requisitions to view the Requisition Life Cycle. This includes invoice status, PO payments, receipts, invoice number and open encumbrances.	
5	Within Managing Requisitions, choosing the Reassign Option can be used when the Procurement Preparer or Procurement Requester who originated the transaction has left the Department, and can reassign to another employee with the same User Security roles. The benefits of reassigning requisitions provide continued access to follow the workflow and retain the history of the documentation.	
6	To reassign a Requisition requires verifying the status of the Requisition. Go to the QF Homepage, select Reports> Requisition Status Report (QFN232) which shows the Requisition status and the approved date. If the Requisition is pending approval from Procurement, the Requisition can be reassigned to another employee within your department who has the Procurement Requester or the Procurement Preparer role.	
7	On the QF Homepage, select Reports > Invoice Status Report (QFN205) to verify the validation statuses, approval status, and payment status for invoices. This report also includes the payment method, and check numbers.	
8	To verify user security roles for your employees, go to QF homepage under Reports and run the User Security roles report (QFN071) to identify the status and roles for individuals in your organization. A person with the Approver role cannot be reassigned a Requisition.	
	The following links are helpful resources in obtaining more information about topics related to PO's and Requisitions: Purchasing Guide Quick Reference Guide for Basic Purchase and Payment Methods Payment Type Table Invoice and Payment Processing Workflow	