Reopen a Closed PO

Module: Purchasing

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Overview

PeopleSoft Purchasing provides the PO Reopen process (PO_POREOPN) to undo changes made by the Purchase Order Reconciliation process. To perform the Purchase Order Reopen process you need to have the authorization to do so.

This process gives you the ability to reopen a range of Purchase Orders, a specific Purchase Order, or all Purchase Orders associated with a business unit.

*Note: A purchase order that has been canceled at the header level, is not eligible for reopening.*
Reopen a Closed PO

Navigate to Purchase Orders > Reconcile POs > Reopen POs

1. Click the Reopen PO link

The Reopen Closed Purchase Orders page displays.

If you have not already done so, you need to create a Run Control.

2. Select the Add a New Value tab

3. Click Add

The Reopen Closed POs page displays.

4. Select and enter appropriate information to reopen a closed PO

In this example, information is as follows:

- Select “Select POs to be Reopened”
- Select “Specific Document”
- Enter Business Unit HW001
- Enter Purchase Order 0000014371
- Select “Open with Existing Accounting Date”
- Check box “Reopen Associated Requisitions?”

5. Click Run
The Process Scheduler Request page displays.

6. Click OK

The Reopen Closed POs page displays.

7. Click the Process Monitor link

The Process List page displays.

8. Make certain that the Run Status reads Success and the Distribution Status reads Posted

Note: The PO will reopen in the system as not budget checked and therefore must be budget checked.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).