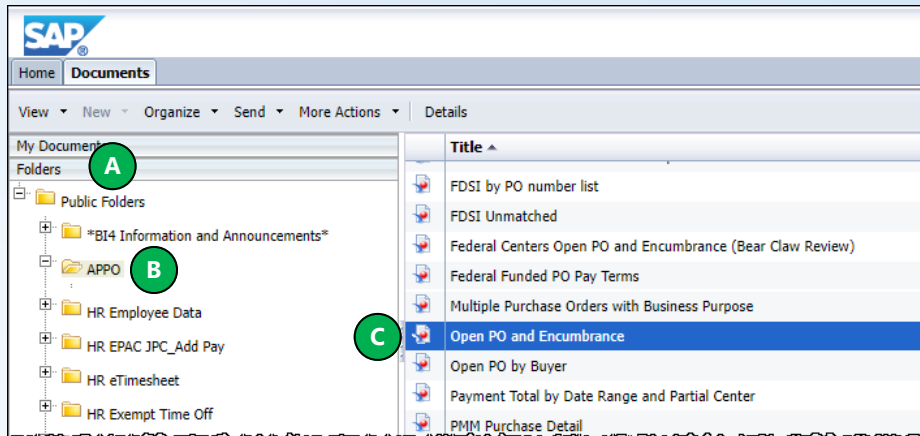


Identifying and Closing Open Purchase Orders (PO's)

The "Open PO and Encumbrance Report" provides a list of the purchase orders issued for a Center over a specified period of time but that remain open due to a balance remaining on the PO (i.e., "open POs"). This report can be found in the APPO Universe in BI Launch Pad. Follow the steps below to view open PO's for your Cost Center and how to make a request for them to be closed.

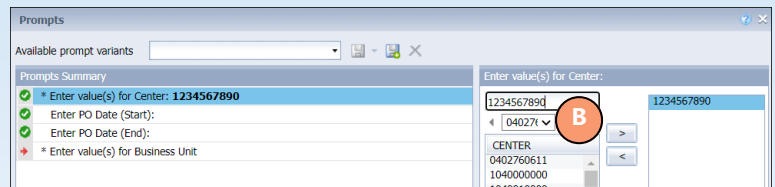
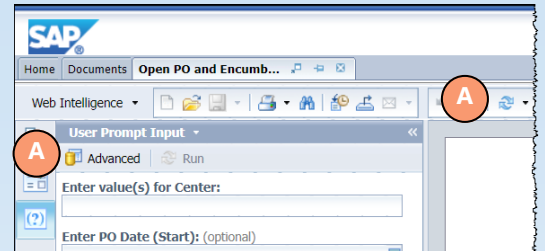
Step 1: Access the Open PO and Encumbrance report in BI Launch Pad

- A Navigate to the **Folders** tab within BI Launch Pad.
- B Select the **APPO** folder.
- C Scroll down the alphabetical list of reports and double click **Open PO and Encumbrance** to open the report.

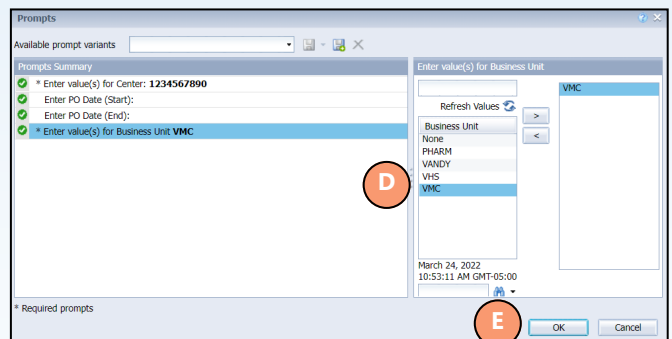
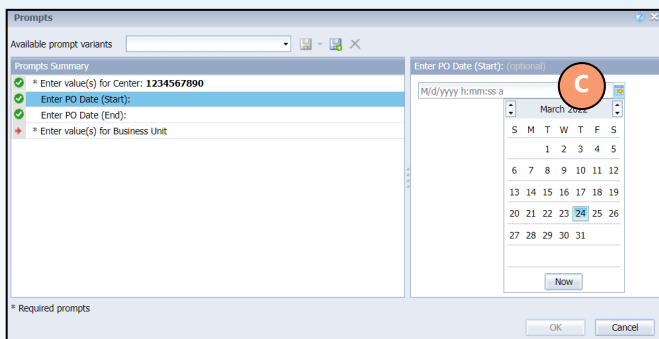


Step 2: Run the Open PO and Encumbrance report

- A Select **Advanced** or the **Refresh** icon to open the report prompts.
- B Click on the **Enter value(s) for Center** prompt to choose the Center on which you'd like to report, then click the right arrow to add the Center to the list. If desired, you can repeat this process to add multiple Centers to the list.
- C (Optional) To enter the **Start and End PO Dates**, type the appropriate date in the prompt or click the calendar icon to select a date. Leaving these blank will display all open PO's for the selected Cost Center.
- D Click on the **Enter value(s) for Business Units** prompt to choose the unit you would like to report, then click the right arrow to add the unit to the list. If desired, you can select all of the units.



- E Select **OK** to generate the report.



Identifying and Closing Open Purchase Orders (PO's) continued...

Follow the steps below to toggle between the available tabs on the Open PO and Encumbrance report to identify Open PO's as well as how to request for them to be closed out by the Procurement Team.

Step 3: Identify Open PO's to close using the tabs on the report

A The report will open on the first tab titled 'by Center,' which groups the open POs during the selected date range by Center and account number.

B The second tab titled 'Raw Data' lists each Purchase Order without the account totals. The grand total of all open POs issued during the selected dates can be viewed on the last page of the report.

C (Optional) To export the report to Excel, select the icon.

D (Optional) Select **Excel (.xlsx)** from the File Type drop-down menu, then select **OK**.

E (Optional) **PO Numbers** can be copied directly from the **Raw data** tab on the Excel file.

Step 4: Request Open PO's to be closed by emailing the Procurement Team

Open POs may be closed if it is determined that no additional goods or services that were ordered will be received and require payment. To request an open PO be closed, email the PO number(s) to the Procurement Team at:

VUMCencumbranceremoval@vumc.org.