

## Closing a Purchase Order to Release Encumbrances

### Overview

This guide will show you how to close a Purchase Order in myUF Marketplace and release encumbrances. Before myUF Marketplace, change orders were used to close POs; now closing POs is separate and easier to do. Use the dropdown on the top right of the PO, select Close and click the GO button. The system will close the PO, send to myUFL and the nightly process will budget check the PO, releasing any remaining encumbrances. Check the PO the next day in myUFL. It should show as Complete and Valid.

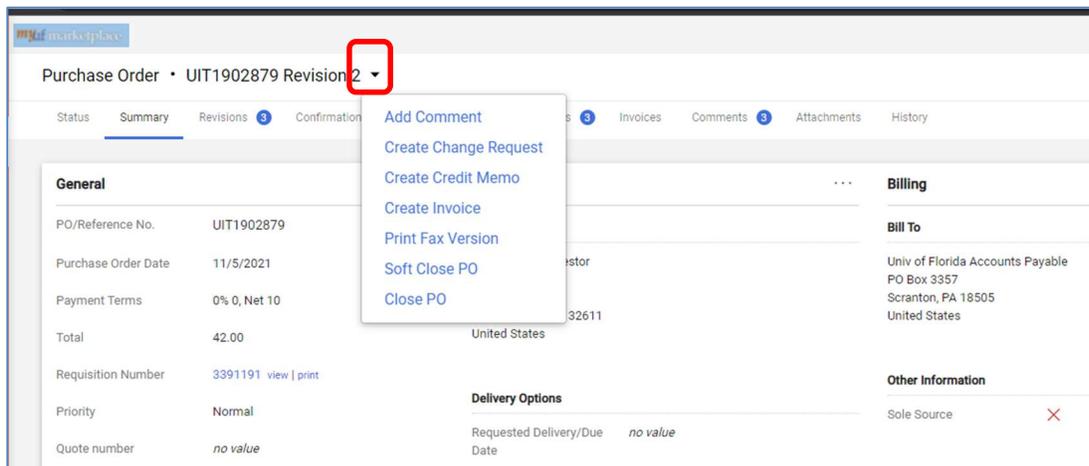
### Navigation

Within myUFL, navigate to:

- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

### Process

1. Within your purchase order, click the tiny black triangle next to the PO number to view the dropdown. Click on Close PO.



2. In the Dialog Box, enter the reason for closing the PO, for example:

3. Click OK and it will show as (Closed).

General Information		Document Status	
PO/Reference No.	UIT1902880	PO status	Closed
Phone	+1 770-871-4500	Workflow	✓ Completed (11/5/2021 3:46 PM)
Revision No.	1	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: <a href="#">view</a>	
Owner Department	CFO-PURCHASING SERVICES (21030000)	cXML (Electronic Integration)	no value
Supplier Name	Fisher Scientific Co LLC	Distribution Date/Time	11/5/2021 3:52 PM
Purchase Order Date	11/5/2021	Supplier	Sent To Supplier
Total	138.01		

- The PO will be **budget checked at night and the encumbrance released then**. The next day, check the PO in myUFL to make sure it is Complete and Budget Check is valid. To check it, go to **Financials > Purchasing > Purchase Orders > Review PO Information > Purchase Orders**.
  - Enter the **PO Business Unit** and the **PO number**.
  - The PO should be **Complete and Valid**.
  - If you need the PO reopened, contact the myUF Marketplace Help Desk the next day after closing, not the same day. It needs the nightly budget check to be Valid before it can be reopened.

Purchase Order Inquiry	
Purchase Order	
<b>Business Unit</b> 2931	<b>PO Status</b> Compl
<b>PO ID</b> 2000774922	<b>Budget Status</b> Valid

### Additional Assistance

Marketplace Help Desk  
Email: [myUFMarketplace@ufl.edu](mailto:myUFMarketplace@ufl.edu)  
Phone: (352) 392-1335