## *<sup>my</sup>uf* marketplace

### 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
- $\Rightarrow$  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.

fmarketplace Purchase Order •	UIT1902879 Revision 2							
Status Summary	Revisions (3) Confirmation	Add Comment	s 🚯	Invoices	Comments 3	Attachments	History	
		Create Change Request						
General		oreate orean memo					Billing	
PO/Reference No.	UIT1902879	Create Invoice Print Fax Version					Bill To	
Purchase Order Date	11/5/2021	Soft Close PO	estor				Univ of Florida Acco PO Box 3357	ounts Payable
Payment Terms	0% 0, Net 10	Close PO	32611				Scranton, PA 18505 United States	
Total	42.00	United States						
Requisition Number	3391191 view   print						Other Information	
Priority	Normal	Delivery Option	S				Sole Source	×
Quote number	no value	Requested Deli Date	very/Due	no value			0010 000100	~

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



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

<b>Wy</b> uf marketplace					Change Reques	ts 🕶	
Purchase Order • U	JIT1902880 Revision 1 (Closed) ▼						
Status Summary	Revisions 2 Confirmations Shipments Change Re	quests 🕦 Invoices	Comments 4 Attachments	History			
General Information		_	Document Status			~	
PO/Reference No.	UIT1902880	F	PO status	Closed		_	
Phone	+1 770-871-4500	1	Workflow	Completed (11/5/2021 3:46 PM)			
Revision No.	1	1	The system distributed the purchase order using the method(s) indicated below the last time it was				
Owner Department	CFO-PURCHASING SERVICES (21030000)	c	distributed: view				
Supplier Name	💲 😍 Fisher Scientific Co LLC	c	cXML (Electronic Integration)	no value			
Purchase Order Date	11/5/2021	τ	Distribution Date/Time	11/5/2021 3:52 PM			
Total	138.01	٤	Supplier	Sent To Supplier			

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- 4. 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		
Business Unit 2931	PO Status	Compl
PO ID 2000774922	Budget Status	Valid

Additional Assistance

Marketplace Help Desk

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335