

## RECON JOBS

There are two recon jobs that will be run monthly job for cleaning up PO transactions that are eligible to be set to COMPLETE and cleaning up requisitions that are eligible to be set to COMPLETE status. Both of these jobs also release any remaining encumbrance or pre-encumbrances on the related transactions.

### PO RECON

The PO Recon sets the Purchase Order to COMPLETE and the remaining PO encumbrance is released.

#### Quantity Orders:

PO Recon searches for any Purchase Orders that are fully vouchered even if there is remaining money AND their last activity is over XX days ago. (Currently this configuration is set at 30 days.) It also includes those that were manually set to Final on the voucher.

For example: Orders that had a quantity of 10 and has been vouchered and matched on 10 will be set to COMPLETE. Any remaining funds on the PO will be released when the PO Budget Check job is run after the PO Recon job.

Once PO Recon is run on a regular basis, the process of clicking the finalize flag on the voucher will be used less. The finalize flag would be used for those quantity orders will never be fully vouchered. For example, you have a PO for quantity of 2 and only 1 will be received and vouchered. Setting the voucher finalize flag will allow PO Recon to set this order to COMPLETE and release the remaining encumbrance.

**Amount Only Orders:** These PO transactions are not picked up by PO Recon unless perfectly matched (all funds, down to the penny).

Those Amount Only orders that are not vouchered to the exact penny AND they are no longer needed (or should not roll to next FY) request these be forced closed manually through the PO Recon Workbench. Contact Purchasing at [purchase@umn.edu](mailto:purchase@umn.edu) to request force close on them.

Once the Burn Rate Report is started again, it will be easier to identify blanket orders ready to be forced close.

**CAUTION:** CPS Change Request Requisitions – if the change request is to amend an older CPS PO that has not had recent activity, these change request requisitions must be processed through to a PO change order before the next PO Recon Job closes the PO.

### REQ RECON

The Requisition Recon Job sets the requisition to COMPLETE and the remaining requisition pre-encumbrance is released. The Req Recon Job does not select any requisitions until the related PO is set to COMPLETE first.

## Closing / Force Close

Below is a reminder of some of the closing information we reviewed in the Cluster Site visits.

### PO – STANDARD CLOSING TOOLS ARE:

- Red X if there is no activity
- Final flag on the voucher to release the remaining PO encumbrance, if PO Recon will not pick this up.
- Force Close – use if the first two options are not available.
  - Cannot force close Purchase Orders if there are budget errors
  - Cannot force close Purchase Orders if the voucher that is tied to the PO has budget errors **OR** match errors.
- See PO Recon information -- PO Recon sets fully vouchered PO s to status of COMPLETE and releases any remaining encumbrances.

### REQUISITIONS – STANDARD CLOSING TOOLS ARE:

- Manage Requisitions > Cancel Requisitions
- Final flag on the Purchase Order
- Force Close - Use if there are multiple lines on a Requisition where some lines have sourced to a PO, and some lines have not. The Force Close process is done by Central Purchasing staff. Submit requests to [purchase@umn.edu](mailto:purchase@umn.edu)
- See Req Recon information -- Req Recon sets requisitions tied to PO s that are COMPLETE to also set the related requisition to COMPLETE and then it releases any remaining pre-encumbrance for the requisition.