

This checklist is designed to assist departments with managing and reducing their Purchase Order (PO) encumbrances. POs are issued for one fiscal year and should typically be paid/closed by the end of June. This checklist will outline the steps needed to identify, review, and change your Purchase Orders. This checklist is a reference tool only; it is not to be submitted to Finance.

Checklist

Task to Complete	
<input type="checkbox"/>	<p>Run Manage My Budget Report</p> <ul style="list-style-type: none"> • Login to CFS Data Warehouse • Go to Financial Reporting Dashboard > Manage My Budget as of Period. • Run the report for current fiscal year. • Check the Encumbrance column for any amount greater than \$0
<input type="checkbox"/>	<p>Run Open PO Report</p> <ul style="list-style-type: none"> • Login to CFS Data Warehouse • Go to Transaction Inquiry Dashboard > Open PO Report. • Run the report for current fiscal year. • Save a copy of this report for your records.
<input type="checkbox"/>	<p>Review the PO Details</p> <p>When reviewing the Open PO Report, ask yourself questions to assess why the PO is still open and work with your department's approving official to determine next steps:</p> <ul style="list-style-type: none"> • Do you recognize all of these PO numbers? What is their current status? (Refer to Collect Information on Prior Fiscal Year POs if you don't recognize all of your PO numbers.) • Did you create a Blanket Order, which is limited to a fiscal year? Any outstanding Blanket Orders from a prior fiscal year should be closed. (Complete your payments for the prior fiscal year or submit a Change Order Request to close the PO.)
<input type="checkbox"/>	<p>Collect Information on Prior Fiscal Year POs</p> <p>Pay close attention to Purchase Orders that have been carried forward for multiple years. These need to be assessed carefully and every effort should be made to resolve them.</p> <ul style="list-style-type: none"> • Run the PO Life Cycle Report in CFS to verify which invoices have been received and paid. • Collect information from your department. Who can help you verify which products were received or services were rendered? What documents can you find about the procurement request and activity. • Contact the supplier to discuss outstanding balances. Are they expecting any payments for a specific PO Number? Ask them for copies of the invoices. • Determine whether to submit an invoice for payment or close the PO.

<input type="checkbox"/>	<p>Review Outstanding Invoices and Payments</p> <p>Sometimes POs remain open because they are pending payment. Please work with the supplier to determine if there are any outstanding payments.</p> <ul style="list-style-type: none"> • Have I submitted a payment request, but it doesn't appear to be paid? How long has it been pending? (Contact Payment Services to discuss next steps.) • Do I need to increase a PO line or add a new line, in order to allow an invoice to be paid? (Process a Change Order Request.) • Do I need to decrease a PO line to close the PO? (Process a Change Order Request.)
<input type="checkbox"/>	<p>Take Action to Resolve the PO</p> <ul style="list-style-type: none"> • Submit an invoice for payment. • Follow up with Payment Services to resolve outstanding payments. • Process a Change Order Request to increase/decrease a PO Line or to close the PO. • Verify that the PO is no longer listed on the Open PO Report,
<input type="checkbox"/>	<p>Verify that the PO is Closed</p> <ul style="list-style-type: none"> • Run the Manage My Budget Report. • Run the Open PO Report.

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Forms/Guidelines

- **Change Order Request:** <https://www.sjsu.edu/fabs/services/p2p/pay/change-order.php>
- **Manage My Budget:** https://sjsu.edu/fabs/docs/tut_fdw_dept_manage_my_budget.pdf
- **Open PO Report:** https://sjsu.edu/fabs/docs/tut_cfs_po_life_cycle_report.pdf