iProcurement Year End – Open Purchase Orders Report

Dealing with Open POs - Open

Status	Reason	Steps
Open – Approved	Order wanted, only just raised	**If goods not in :** leave alone **If goods in :** be sure to receipt
Open – Approved	Whole order or line(s) not wanted or some items unavailable from supplier, maybe order cancelled on phone but not in iProc	Check date of PO, then with requestor and supplier first that OK to cancel then cancel PO or cancel line
Open – Not approved (Incomplete)	Usually a Buyer with not enough limit submits instead of forwarding (most often Buyer 0)	**If wanted** : Locate PO and approve **If not wanted** : Locate PO, during approval process change if ZMARKETPLACE site, approve and then cancel

Dealing with Open POs – Closed for Receiving

Status	Reason	Steps
Closed for Receiving **(Fully receipted, invoice not matched)**	If fairly new - invoice not likely to be in yet	Leave alone and monitor
	If older, invoice may be in but not matched	Check with AP team if invoice can be matched, otherwise Finally Close (this removes commitment but means no further action can happen) DO NOT DO IF EINVOICE SUPPLIER

Dealing with Open POs – Closed for Invoicing

Status	Reason	Steps
Closed for Invoicing **(Matched to invoice, never fully receipted)**	Invoice came in and was matched to order, RECEIPTING HOLD would have been applied, status of delivery has not been checked and processed	If possible, receipt in CUFS If too old or not able to determine, Finally Close.