Close a Purchase Order (PO) in KFS

Overview: This job aid demonstrates how to close an open purchase order eDoc in the Kuali Financial System. The functionality in KFS has been updated to allow financial document preparers to close their own purchase orders—once payment has been made—without Procurement staff involvement. Closing a purchase order indicates that all encumbrances should be removed, and no further payment can be made against the PO.

1. Log in to ebs.msu.edu and click the **Financial System** tab.
2. Navigate to the purchase order eDoc to be closed.
   a. Follow our Search for Purchase Orders tutorial.
3. Verify the purchase order has been paid and is ready to be closed.
   a. The **Items** tab of the eDoc will display the Extended Cost (encumbrance) and the Amount Paid (actual cost).

4. Scroll to the bottom of the eDoc and select **Close Order**.

5. If you have closed a PO in error, please contact the assigned **contract manager**. The contract manager's name can be found under the **Document Overview** tab.