



Close a Purchase Order (PO) in KFS

Overview: This job aid demonstrates how to close an open purchase order eDoc in the Quali 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).

Number	Item Type	Quantity	UOM Code	Catalog Number	Commodity Code	Description	Unit Price	Extended Cost	Assigned To Trade In	Inactive	Amount Paid
1	No Qty				25102001 Tanks	Purchase of fish tank supplies for the period of 7/1/2020-6/30/2021	3,500.00	3,500.00	No		2,234.17

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.