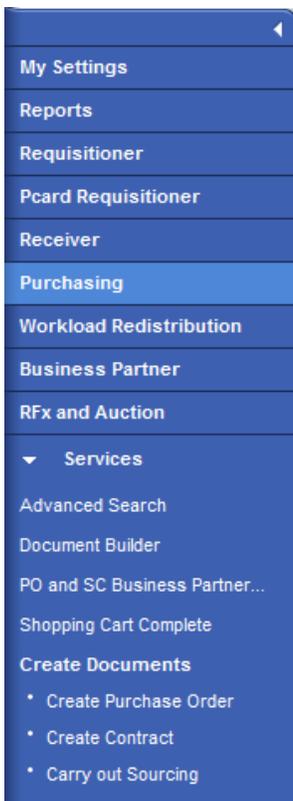


Liquidating Purchase Order and Complete Shopping Cart

When there will be no more confirmations or invoices, the remainder of the Purchase Order or PO Line Item may be liquidated. Validate that all invoices have been posted.

NOTE: In many instances when an attempt is made to liquidate balances on purchase orders the result will be an **error message** that indicates a closed fund, cost center, or federal grant internal order. In those instances you will need to send an email to ra-co-bfm-mastrdata@pa.gov with a request to open a prior year fund or cost center. If you receive an **error message** that indicates a closed federal grant internal order you will need to send an e-mail to the resource account of the federal accounting team which provides service to your respective agency with a request to open the federal grant internal order for PO line item liquidation.

1. In SRM, from the Detailed Navigation, select Purchasing



2. Enter applicable search criteria into Personal Object Worklist (POWL)
3. Select the APPLY button

Central Contracts - All | Purchase Orders - All | Shopping Carts - All

▼ Search Criteria

Number: 4300403888 To []

Purchase Order Name: []

Item Description: []

Status: Ordered

Timeframe: Last 30 Days

Creation Date: [] To []

Purchasing Organization: [] To []

Purchasing Group: [] To []

Supplier: []

Requestor: []

Preferred Supplier: []

Goods Recipient: []

Product Category: []

Including Product Category Hierarchy:

Product ID: []

Supplier Product Number: []

Account Assignment Category: []

Account Assignment Value: []

Delivery Date: [] To []

Company: []

Contract Number: []

Location: []

Requirement Number: []

Only with Change Version:

Smart Number: []

Apply Clear

4. When the results display, select the applicable document

Apply Clear

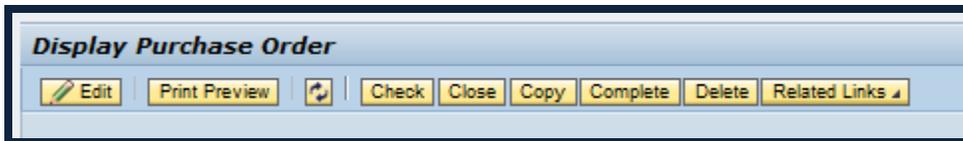
View: [Standard View] | Create Purchase Order | Create with Reference | Copy | Display | Edit | Delete | Purchase Order Response | Notify Recipient | Print Preview | Refresh

Export

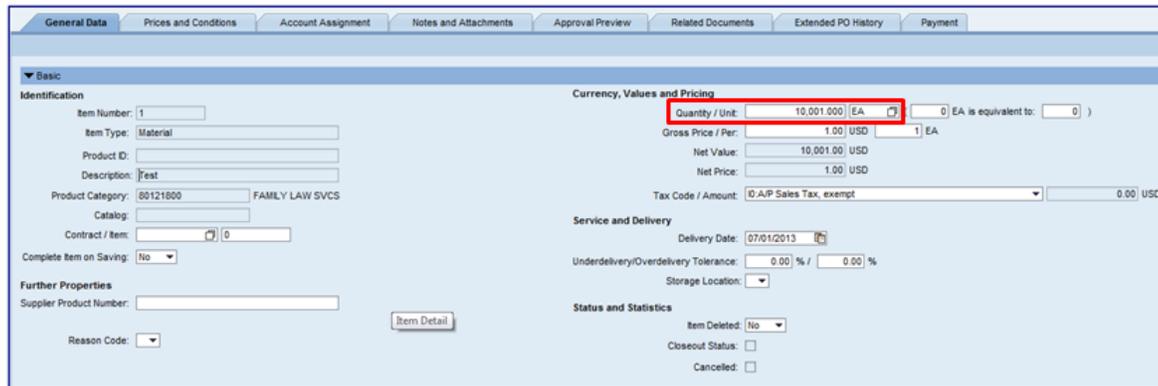
Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier Name	Total Value	Currency
4300403888	Cindy's Test PO	1	P245/60R18 Radial Tires	Ordered	GOODYEAR TIRE & RUBBER COMPANY INC	39,514.00	USD
4300403888	Cindy's Test PO	2	P234/55R18 All Season Tires	Ordered	GOODYEAR TIRE & RUBBER COMPANY INC	39,514.00	USD

Last Refresh 03/31/2014 16:02:09 EST Refresh

- Select the EDIT button



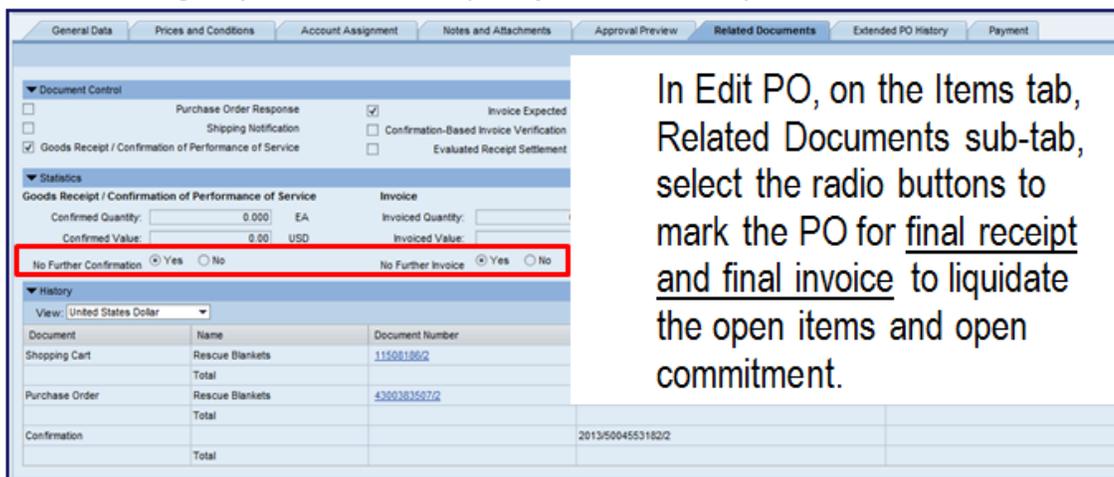
- On the General Data sub-tab, reduce the quantity to what was actually received



****Important Information** Make sure that all Goods Receipts have been entered and all Invoices have been posted before selecting these checkboxes. Once you select the checkbox, you can't process further Goods Receipts or Invoices.**

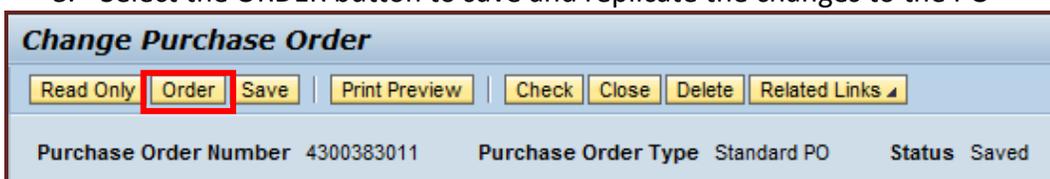
- On the Items tab, Related Documents sub-tab, select the "Yes" radio buttons to mark the PO for final receipt and final invoice to liquidate the open items and open commitment

Note: Marking only the Goods Receipt as final does not liquidate the SAP R/3 commitment.



NOTE: This will need to be done for every line item on the PO that needs liquidated.

- Select the ORDER button to save and replicate the changes to the PO



Next Steps:

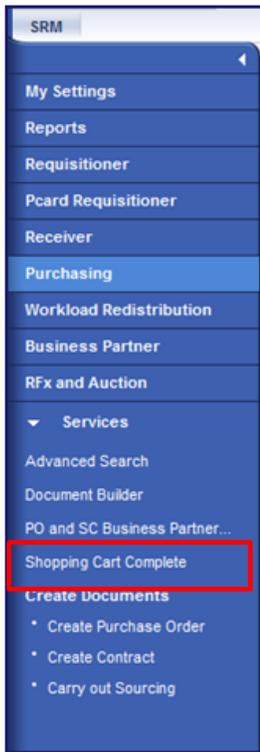
Follow the procedures for completing the shopping cart to liquidate the Pre-Commitment for the balance of the cart.

- There are two methods to complete Shopping Carts:
 - Shopping Cart Complete link in the Purchasing *Workset*
 - Carry Out Sourcing using the REJECT ITEMS button

It is your choice as to which you use.

Shopping Cart Complete Link:

1. Log onto www.myworkplace.state.pa.us and select the SRM tab
 - a. From the left navigation pane, select the **Purchasing** role and under “Services” *Workset*
 - b. Select the Shopping Cart Complete link



- 2. Complete the Shopping Cart
 - a. Enter the Shopping Cart number within the Shopping Cart Number field
 - b. Select the COMPLETE SHOPPING CART radio button
 - c. Select the EXECUTE button

Set Shopping Cart to Complete / Undo Complete

Menu ▾ [] ◀ Back Save as Variant... Cancel Exit System ▾ **Execute**

Please enter the Shopping Cart Number(s)

Shopping Cart Number  

Shopping Cart Item Number to

Undo Complete Shopping Cart

Complete Shopping Cart

- 1. The confirmation message “Record Updated” will display
- 2. Select the BACK button to complete additional Shopping Carts, or select the EXIT button to leave the program.

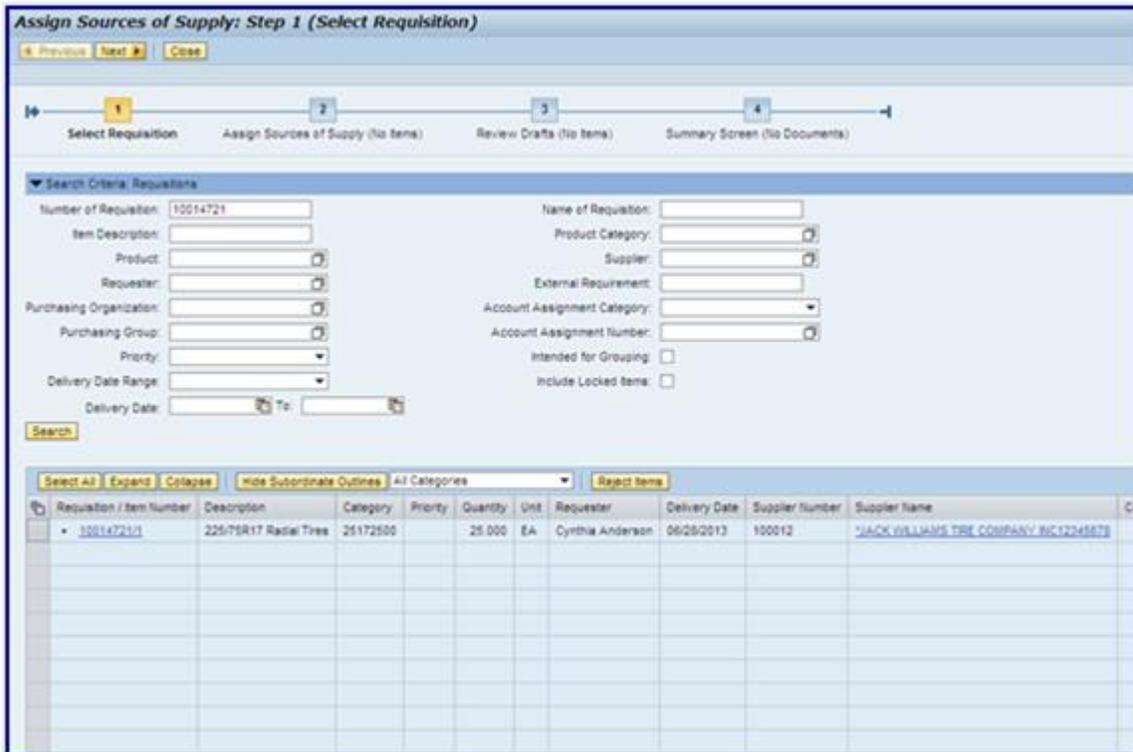
Set Shopping Cart to Complete / Undo Complete

Menu ▾ [] ◀ **Back** Cancel **Exit** System ▾

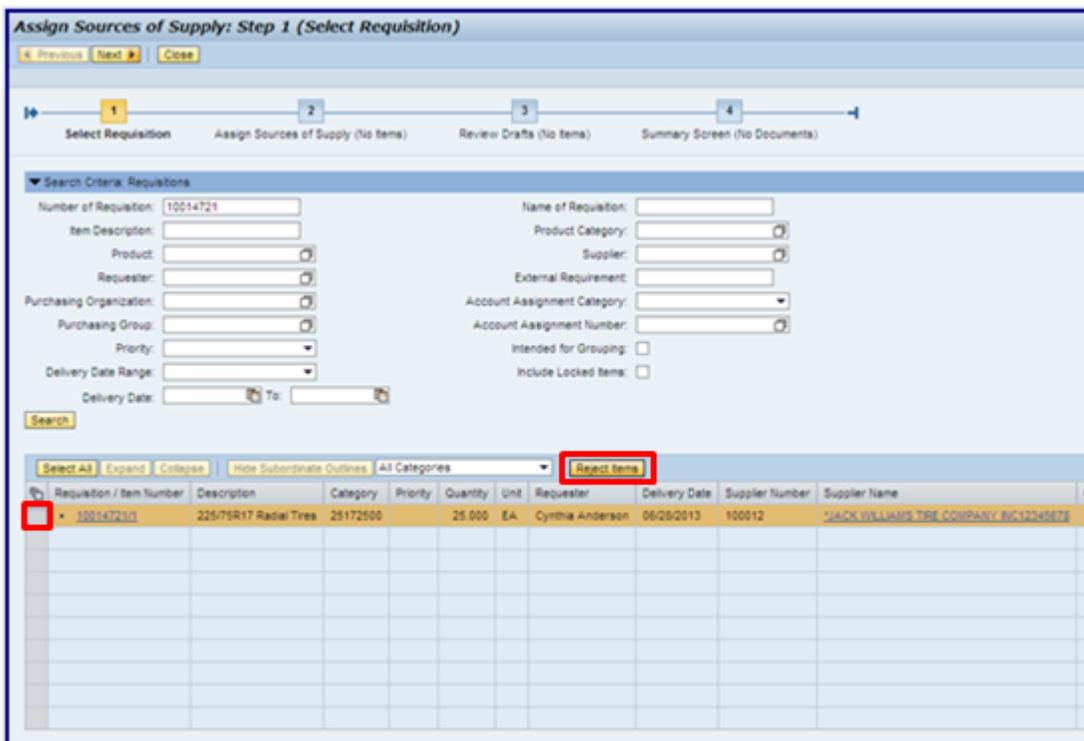
SC Number	ITEM Number	MESSAGE
10014728	0000000001	Record updated

Carry Out Sourcing Process:

1. After liquidating the PO, go to Carry Out Sourcing
2. Locate the Shopping Cart through normal search criteria



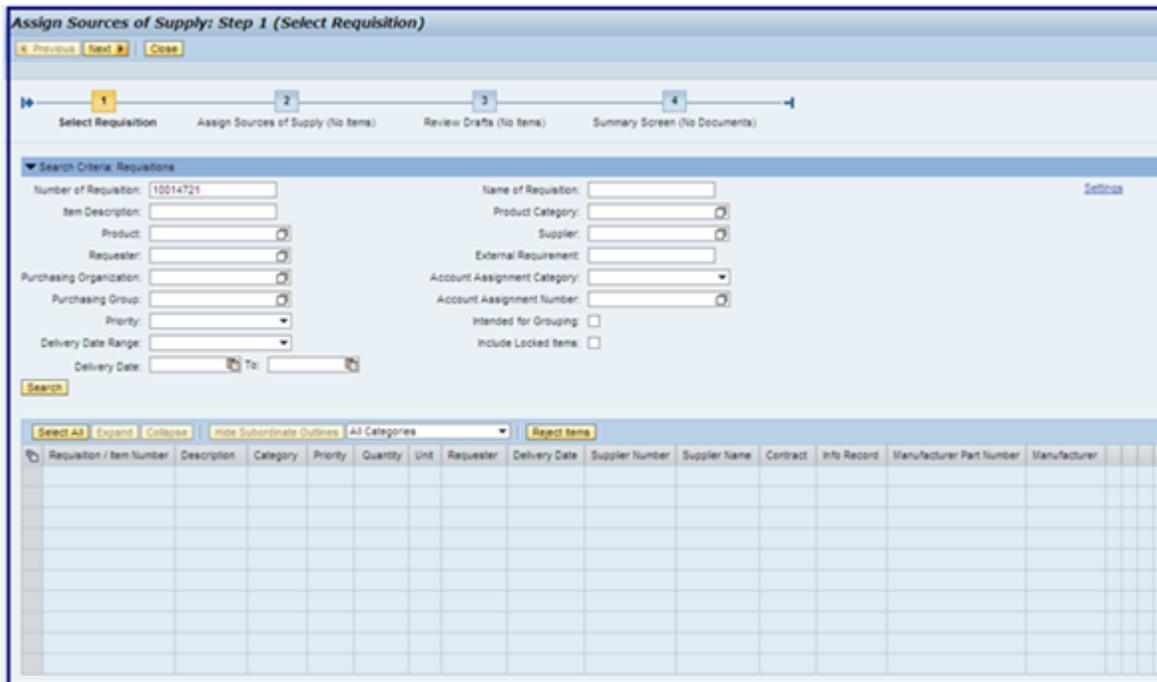
3. Select the Shopping Cart
 - a. For multiple items, hold down the Ctrl key and select the *gray* block
4. Select the REJECT ITEM button



- 5. A dialog box will display with the statement “Reject Selected Items?”
 - a. Select the “YES” button



- 6. The Shopping Cart will no longer appear in the Carry Out Sourcing



END.