

# Closing a PO in Tyler:

1) Go to Purchase Order Change Order in Tyler under Financials > Purchasing > Purchase Order Processing > Purchase Order Change Orders

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Tyler Menu
├── Financials
│   ├── General Ledger Menu
│   ├── Budget Processing
│   ├── Purchasing
│   │   ├── Setup
│   │   └── Purchase Order Processing
│   │       ├── Item Marketplace ☆
│   │       ├── Item Order Form Requests ☆
│   │       ├── Requisitions ☆
│   │       ├── Requisition Entry ☆
│   │       ├── Requisition Approvals ☆
│   │       ├── Requisition Conversion ☆
│   │       ├── Requisition Import ☆
│   │       ├── Requisition Export ☆
│   │       ├── Purchase Order Entry ☆
│   │       ├── Purchase Order Approvals ☆
│   │       ├── Print Purchase Orders ☆
│   │       └── Purchase Order Change Orders ☆
```

2) Click Search, type in the PO number you want to close, and hit Accept.

**Purchase Order Change Orders [City of Fairfield ~CA | TRAIN | 12/30]**

Close | Accept | Cancel | Query

Purchase Order Change Orders [City of Fairfield ~CA | TRAIN | 12/30] > 🔍

Main | Terms/Miscellaneous | User Defined

Purchase Order Details

Dept/Loc: [ ]

Fiscal year: [ ]  Current  Next Period: [ ]  Close at EOY

PO number:

General commodity: [ ]

General description: [ ]

3) If the PO has a balance on it, you have to hit the “Cancel PO” skittle. If there is a zero dollar balance on it, hit the “Close PO” skittle on the Menu bar.

**Purchase Order Change Orders [City of Fairfield ~CA | TRAIN | 12/30]**

Close | Accept | Search | Browse | Update | Output | Print | Display | PDF | Save | Excel | Email | Schedule | Attach | **Cancel PO** | **Close PO** | Re-Open PO | Mass Cancel PO | Mass Close PO | Cancel by GL | Print PO

Purchase Order Change Orders [City of Fairfield ~CA | TRAIN | 12/30]

Main | Terms/Miscellaneous | User Defined

Purchase Order Details

Dept/Loc: 60100 PUBLIC WORKS ADMINISTRATI

Fiscal year: 2023  Current  Next Period: 01  Close at EOY

PO number: 61

General commodity: [ ]

General description: REVIEW AND EVALUATION OF PLAN OF CONTROL, ENGINEER

Buyer: rpanganiban

Receive By:  Quantity  Amount

Status:  Original 8 - Printed  Change Order N - None

Entered: 07/06/2022

Needed by: [ ]

Expire: 06/30/2023

Last changed: [ ] 00

4) Put in an Effective Date of Changes (typically this would be current day) and a short Journal Description, then hit Accept. If closing between fiscal years, make sure the effective date is in the fiscal year you want this to be closed in. Example: if you are closing a PO for FY 23/24 but the current date is in July 2024 (FY 24/25), you would want to change the Fiscal Year back to 2024, Fiscal Period to 12, and the Effective Date of Changes to 06/30/2024.

5) The below message will pop-up, hit Yes.

6) When the Output screen pops up, select "Save" as the Output type and leave the Save in location as the Munis spool directory and hit OK.

7) The status of the PO should change from "8-Printed" to "0-Closed" and the Balance/Open amount should now be zero.