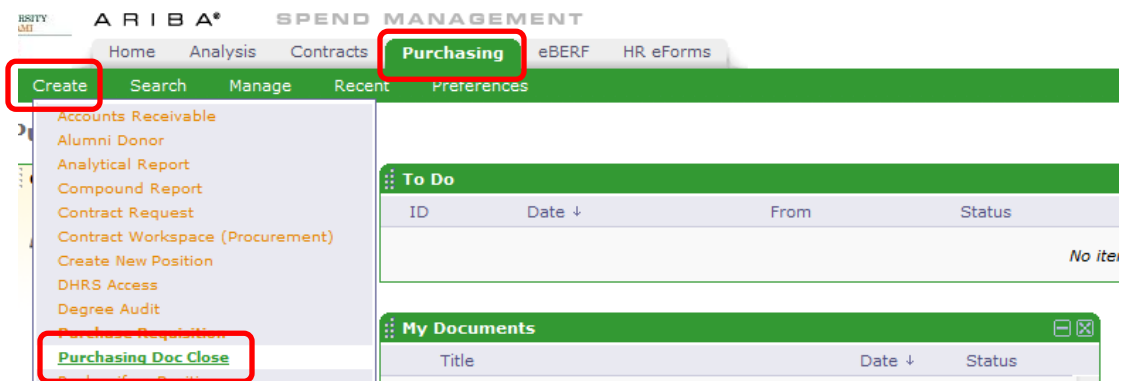


How to Close a Purchase Order

Using the Purchasing Doc Close eform

1. First, be sure all invoices have been paid and all checks have been issued.
2. Open Internet Explorer and go to <https://enet.miami.edu>
3. Log into UMENET using the Cane ID username and password. *HINT this is the same login used for MyUM to view paychecks and benefits.*
4. Click the **Purchasing** tab.
5. In the green tool bar click **Create**.
6. From the drop down menu, choose **Purchasing Doc Close**. *HINT If the document doesn't appear, try clicking the **double arrows**, then **More**.*



7. Click the **Purchase Order** radio button.
8. Type the PO number and click **Next**. The PO information will appear.
9. Scroll to the bottom and type a very brief description such as "Fully Invoiced" or "Close PO." *HINT The comments section on Step 3 allows for a more detailed explanation if needed.*
10. Click **Next** to view the Approval Flow.
11. Click **Next** to go to Step 3: Summary.
12. To review the document in DMAS click the link "**click to Review Document Status,**"

903	LINE FOR AP TO PAY INSURANCE	0 (no...	\$0.00 USD	\$0.00 USD	0	\$0.
904	LINE FOR AP TO PAY MISCELLANEOUS	0 (no...	\$0.00 USD	\$0.00 USD	0	\$0.

[Click to Review Document Status](#)

13. Type additional comments explaining why the PO needs to be closed. Note attachments are not required by Purchasing and may be utilized for personal records.
14. Click **Submit** to begin processing.

COMMENTS - ENTIRE PURCHASING DOC CLOSE

Comments:

Please Close PO AB12345 and release encumbrance of \$15.00.

ATTACHMENTS - ENTIRE PURCHASING DOC CLOSE

Add Attachment

Prev Submit Exit