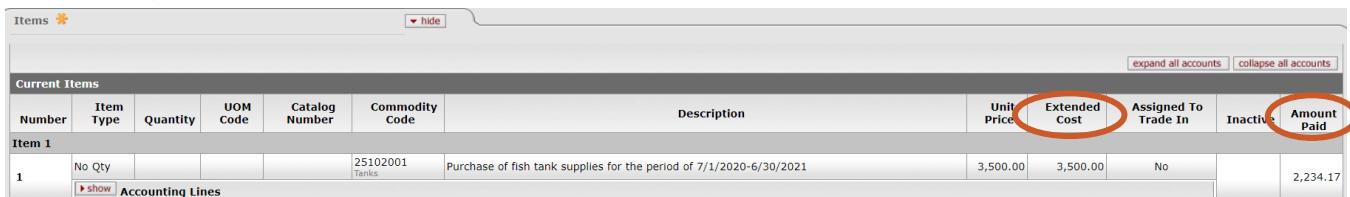


Close a Purchase Order (PO) in KFS

Overview: This job aid demonstrates how to close an open purchase order eDoc in KFS as a financial document preparer. 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](#).
2. Click the **Financial System** tab.
3. Navigate to the purchase order eDoc to be closed.
 - a. **Note:** a [Search for Purchase Orders tutorial](#) is available.
4. 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).



Items *									
▼ hide									
expand all accounts collapse all accounts									
Current Items									
Number	Item Type	Quantity	UOM Code	Catalog Number	Commodity Code	Description	Unit Price	Extended Cost	Assigned To Trade In
Item 1				25102001	Tanks	Purchase of fish tank supplies for the period of 7/1/2020-6/30/2021	3,500.00	3,500.00	No
1	No Qty								
	show	Accounting Lines							2,234.17

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



6. 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.