**How to review you PO commitments at Year End**

**Step-1 - Identify PO’s to check**

1. **Go to: Reports > Your Reports > Purchase Enquiries > Purchase Order Enquiry**



1. **Enter the Sub Project in the Search Criteria**



1. **In the Status column, enter the Status you wish to search on**

**F = Finished**

**C = Closed**

**T = Terminated**

**O = Ordered**



**Step-2 Identify the GRN’s for each PO**

1. **For each of the PO’s identified in step-1**
2. **Go to: Reports > Your Reports > Purchase Enquiries > GRN/Invoice enquiry**



Enter the PO and click search



All related GRN’s for this PO are now displayed

**Step-3 Check the Remaining Amount (commitment) on the PO/GRN**

1. **For the PO/GRN identified in Steps-1 & 2, check the Remaining Amount**

(Budget Statement: Drill down – Approved Amount)



1. **Check that the Remaining Amount is as expected for the PO**

(Budget Statement: Drill down – Approved Amount)

* 1. **If the PO was at Status:**

**F** = Finished

**C** = Closed

**T** = Terminated

* Then the **Remaining Amount** should be zero for the PO
	1. **If the PO was at Status:**

**O** = Ordered

* Then the PO **Remaining Amount** should be:

(**Gross PO Line Amount** – (**All GRN’s summed**))

**Example:**

**PO line is for £100 plus £20 VAT = £120**

**GRN1 is for £50**

**GRN2 is for £40**

**PO Remaining Amount should be = (£120 – (£50+£40)) = £30**

1. **Check that the Remaining Amount is as expected for the GRN**

(Budget Statement: Drill down – Approved Amount)

* 1. **If the PO was at Status:**

**F** = Finished

**C** = Closed

**T** = Terminated

* Then the **Remaining Amount** should be zero for each GRN on this PO
	1. **If the PO was at Status:**

O = Ordered

* Then the GRN **Remaining Amount** should be:

(**GRN Amount** – (**Invoiced Amount – from GRN/Invoice Enquiry**))

**Example:**

**GRN is for £100**

**Invoice matched is for £75**

**GRN Remaining Amount should be = (£100 – (£75)) = £25**

1. **Check that any Invoices at Status of ‘Registered’ are shown in Approved Amount**

(Budget Statement: Drill down – Approved Amount)

Invoices at a Status of Registered should appear in A

* 1. First you can find the Invoices for the PO using the Linked Report on the **Purchase Order Enquiry**





1. **Check that any Invoices at Status of ‘Posted’ are shown in Expenditure**

(Budget Statement – Expenditure)

* 1. First you can find the Invoices for the PO using the Linked Report on the **Purchase Order Enquiry**



* 1. Now check in **Budget Statement – Expenditure** to see that these Invoices are shown

