

Final Close OR Cancel the Balance Checklist

Choose one:

_____ **FINAL CLOSE** (*releases the open commitment to the original project and task*)

_____ **CANCEL THE BALANCE** (*reduces PO to amount invoiced and released the open commitment to the original project and task*)

Division/Section	Budget Officer Signature	Date	Phone Ext.
PO Number	Vendor Name	Line No. (if applicable)	Shipment No. (If applicable)

DO NOT REQUEST A FINAL CLOSE OR CANCEL THE BALANCE UNTIL ALL ACTIVITY (INVOICING AND RECEIVING) IS COMPLETE!

FOR FINAL CLOSE REQUESTS: invoices must be paid before requesting a Final Close!

In order to process a request for a Final Close, the Division or Section Budget Officer must complete this checklist and send it to Procurement, to the attention of Joanne Hall at MS 210. Only the Procurement Department is authorized to actually perform the Final Close action.

Final closes and cancel the balance actions can be done at the shipment, line or PO header level. These actions are **irreversible actions.**

Once a Final Close has been done, you can no longer perform the following:

- receive against the purchase order, line or shipment.
- invoice against the purchase order, line or shipment.
- pay an invoice that is entered but not yet paid.
- handle returns on that same purchase order, line or shipment, including in-warranty repairs.

I. Below are three legitimate reasons for requesting a Final Close/Cancel. Please indicate which of the following applies to your request (one or more may be indicated).

_____ To relieve an open commitment which will not be fulfilled with incoming material/services by this vendor.

_____ To eliminate month-end accruals for uninvoiced receipts which will NOT be invoiced at any time in the future.**

_____ Task is closed; additional costs should not be charged against it.

**You can instead request a "pro-forma" (dummy) invoice to be entered to eliminate the accrual for uninvoiced receipts. [HELP](#)

2. What is the open commitment amount on the purchase order? _____ (Quantity ordered minus Quantity billed * Unit Price)

If you need assistance on how to check for open commitments, there are three options:

- Run a Report: click on the icon to access online documentation on which reports to run, [HELP](#) and how to run the reports: [HELP](#)
- Do an On-line Inquiry in eBS: click on the icon for immediate help: [HELP](#)
- Run the web query: Open Commitments Query on the Business Services website.

You can also run your own Discoverer query if you know it is reliable.

If there is an open commitment, have you contacted the Buyer on this purchase order to determine whether or not more items/services are to be received? Yes ___ or No _____

3. Is the purchase order complete, i.e. all items/services ordered have been received? Yes ___ or No _____

(The Procurement Buyer for this order can obtain this information for you from the Vendor).

If not, please explain _____

4. Are there any uninvoiced receipts against the purchase order? Yes _____ or No _____ (Quantity received minus Quantity billed)

If you need assistance on how to check for uninvoiced receipts, there are two options:

- Run a Query: click on the icon to access online documentation on which query to run. [HELP](#) The Query should either request or at least display all tasks.
- Do an On-line Inquiry in eBS: click on the icon for immediate help: [HELP](#) You can also run your own Discoverer query if you know it is reliable. If yes, have you contacted the Buyer to determine whether or not invoicing is expected? Yes ___ or No _____

5. Are there any unpaid invoices on this purchase order? Yes _____ or No _____

Check with Angela Wan, in Accounting if you cannot determine the answer to this question. Then indicate "Yes" or "No."

6. Please make any additional comments below:

For questions related to Accounting, please contact Debbie Griffin, dgriffin@fnal.gov or x8754. For questions related to Procurement, please contact Joanne Hall, jhall@fnal.gov or x4168.

The open commitment will be relieved that evening on the G/L and in the POC Open Commitments Table.