

# How to Close a Purchase Order (PO)

01

**OPEN THE  
PO**

Navigate to ProConnect > Purchase Orders and select the PO.

02

**VERIFY  
COMPLETION**

Confirm all goods/services are received and invoices are paid.

03

**UPDATE  
STATUS**

Change the PO status to 'Closed' from the status dropdown.

04

**ADD A  
NOTE**

Log the reason for closure for audit and team visibility.

05

**SAVE &  
CONFIRM**

Save the PO and confirm the closure in the dialog..

# How to Close a Purchase Order in ProConnect

(click to be brought to a guided walkthrough)

## 1 Navigate to ProConnect

The screenshot displays the ProConnect user interface. At the top, there are navigation tabs: "Requester Dashboard", "Shopping Home", and "Sys Admin". A search bar is located at the top left. A yellow sidebar menu is open, showing options: "All Orders", "Requisitions", "Purchase Orders", "Change Requests", "Requests", "Invoices", and "Receipts".

Below the sidebar, there are several panels:

- MY SAVED SEARCHES:** A list of saved searches including "Closed POs", "My invoices", "paid invoice, matched not closed", and "Paid Invoice, matched Not Closed".
- MY ASSIGNED APPROVALS:** A list of approval items: "Requisitions To Approve", "Change Request", and "Procurement Request Approvals".
- Managing Workflow:** A list of workflow management options: "Manage Custom Fields", "Manage Form Types", "Requisition Workflow Setup", and "Purchase Order Workflow Setup".
- My Requisitions:** A table with columns: NUMBER, REQUISITION, REQUISITIONER, DATE, and TOTAL. It shows one requisition with a checkmark in the first column.
- Reporting and Analysis:** A list of report categories: "Spend Summary Reports", "Purchasing Reports", "Site Usage Reports", "Spend Analysis Reports", and "All Orders".

At the bottom, there are two more panels: "Managing Users" and "Managing Catalogs and Vendors".

## 2 Go to "Orders" -> "My Orders" and Click "My Purchase Orders"

The screenshot shows the Rowan University procurement system dashboard. The user is logged in as 'Sys Admin'. The navigation menu on the left is expanded to 'Orders', and the sub-menu is open, showing 'My Purchase Orders' highlighted. A red arrow points to the 'Orders' menu item, and another red arrow points to 'My Purchase Orders' in the sub-menu. The main content area shows a 'My Requisitions' table with one entry: 212963652, 2026-03-02 91649..., Beth McMillan, 4/17/2026, 24.50 USD. The 'Reporting and Analysis' section lists various reports like Spend Summary Reports, Purchasing Reports, etc. The right sidebar contains 'Action Items' and 'Managing Workflow' sections.

## 3 Click "Created Date" to adjust search filters, click "apply"

The screenshot shows the 'My Purchase Orders' page. The 'Created Date' filter is set to 'Last 90 days'. A red arrow points to the 'Created Date' dropdown menu. A modal window is open, showing the 'Created Date' filter options: 'All', 'Within Last 90 days', and 'Between'. The 'Apply' button is highlighted with a red circle. The main content area shows a table with one entry: 212963652, Beth McMillan, Sent To Vendor, Fully Matched.

#### 4 Click on the PO you want to close

Rowan University

Orders > Search > Purchase Orders

My Purchase Orders (Modified)

Quick Filters My Searches

Created Date: All Quick search Add Filter Clear All Filters

PO Owner: McMillan, Beth

1-3 of 3 Results

PO Number	Vendor	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status
P2619727	W.B. Mason	4/17/2026 11:35:11 AM	Completed	212963652	Beth McMillan	Sent To Vendor	Fully Matched
P2604205	Amazon.com	8/28/2025 10:01:59 AM	Completed	205691795	Beth McMillan	Fully Shipped	Fully Matched
P2601028	SHI International Corp	7/16/2025 1:39:33 PM	Completed	203995553	Beth McMillan	Sent To Vendor	Fully Matched

Vendor: SHI International Corp (1), Amazon.com (1), W.B. Mason (1)

PO Status: Completed (3)

Prepared By: McMillan, Beth (3)

Invoice Status: Fully Invoiced (3)

AP Status: Closed (3)

Bill To: APDEPT (3)

Change Request Status

#### 5 Click "Receipts" to check the receipts are complete and correct

University

Purchase Order · W.B. Mason · P2619727 Revision 2

Summary Revisions 3 Confirmations Shipments Change Requests Receipts 1 Invoices 1 Comments 6 Attachments

Reference No. P2619727

Revision No. 2

Name W.B. Mason

Purchase Order Date 4/17/2026

Amount 24.50

Name Beth McMillan

Phone +1 856-256-5172

Email mcmillanb@rowan.edu

Requisition Number 212963652

Document Status

A/P status Open

Workflow ✓ Completed (5/27/2026 7:23 AM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view

cXML (Electronic Integration) no value

PO Revisions are NOT set to distribute for this PO

Distribution Date/Time 4/17/2026 11:35 AM

Vendor Sent To Vendor

Summary

Completed

Details

Vendor Status Sent To Vendor

Vendor W.B. Mason

Total (24.50 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 24.50

Total 24.50

Related Documents

Requisition: 212963652

Invoice: Z2666651

What's next?

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
✓	K270 Wireless Keyboard, USB Unifying Receiver, Black	LOG920003051	EA	24.50	1 EA	24.50

6

Click the "Invoices" tab to make sure the invoices are "**paid**"

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Purchase Order • W.B. Mason • P2619727 Revision 2

Status Summary Revisions 3 Confirmations Shipments Change Requests Receipts 1 **Invoices 1** Comments 6 Attachments

Records found: 1, Totaling: 24.50 USD

Invoice No. ↓	Vendor Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
Z2666651	261421310	4/20/2026	5/20/2026	Invoice	Paid	24.50 USD	System

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	K270 Wireless Keyboard, USB Unifying Receiver, Black	LOG920003051	24.50 USD	1 EA	24.50 USD	1 / 24.50 USD	Net Invoiced

Summary

**Completed**

Details

Vendor Status  
Sent To Vendor  
Vendor  
W.B. Mason

**Total (24.50 USD)**  
Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.  
Subtotal 24.5  
**24.5**

Related Documents

Requisition: 212963652  
Invoice: Z2666651

What's next?



Do not close the PO until all invoices are in "**PAID**" status

7

Ifg all is confirmed, click the "..."

University

7,990 USD

Search (Alt+Q)

Purchase Order Actions

1 of 3 Results

Summary Revisions 3 Confirmations Shipments Change Requests Receipts 1 Invoices 1 Comments 6 Attachments

Items found: 1, Totaling: 24.50 USD

Item No.	Vendor Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
651	261421310	4/20/2026	5/20/2026	Invoice	Paid	24.50 USD	System

Details

Item No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	K270 Wireless Keyboard, USB Unifying Receiver, Black	LOG920003051	24.50 USD	1 EA	24.50 USD	1 / 24.50 USD	Net Invoiced

Summary

Completed

Details

Vendor Status

Sent To Vendor

Vendor

W.B. Mason

Total (24.50 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 24.50

24.50

Related Documents

Requisition: 212963652

Invoice: Z2666651

What's next?

Workflow Status

8

Click "Close PO"

University

7,998 USD

Search (Alt+Q)

1 of 3 Results

Summary Revisions 3 Confirmations Shipments Change Requests Receipts 1 Invoices 1 Comments

Items found: 1, Totaling: 24.50 USD

Item No.	Vendor Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
651	261421310	4/20/2026	5/20/2026	Invoice	Paid	24.50 USD	System

Details

Item No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	K270 Wireless Keyboard, USB Unifying Receiver, Black	LOG920003051	24.50 USD	1 EA	24.50 USD	1 / 24.50 USD	Net Invoiced

Summary

Details

Vendor Status

Sent To Vendor

Vendor

W.B. Mason

Total (24.50 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 24.50

24.50

Related Documents

Requisition: 212963652

Invoice: Z2666651

What's next?

Workflow Status

- Add Comment
- Create Change Request
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Receipt
- Print Fax Version
- Close PO
- Add Non-Catalog Item
- Add Service Item
- Resend to Vendor

9 Click provide the reason for closing and click "OK"

Specify the reason for changing the A/P status to closed.

close

expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

OK Cancel

Invoice No.	Vendor Invoice No.	Invoice Date
261	261421310	4/20/2026

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	K270 Wireless Keyboard, USB Unifying Receiver, Black	LOG920003051	24.50 USD	1 EA	24.50 USD	1 / 24.50 USD	Net Invoiced

10 The PO is now closed - funds will be returned to the account after 9pm on the closest business night

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Purchase Order • W.B. Mason • P2619727 Revision 3 (Closed)

Status Summary Revisions 4 Confirmations Shipments Change Requests Receipts 1 Invoices 1 Comments 7 Attachments

Records found: 1, Totaling: 24.50 USD

Invoice No.	Vendor Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
Z2666651	261421310	4/20/2026	5/20/2026	Invoice	Paid	24.50 USD	System

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	K270 Wireless Keyboard, USB Unifying Receiver, Black	LOG920003051	24.50 USD	1 EA	24.50 USD	1 / 24.50 USD	Net Invoiced

Summary

Completed

Details

Vendor Status

Sent To Vendor

Vendor

W.B. Mason

Total (24.50 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

24.50

24.50

Related Documents

Requisition: 212963652

Invoice: Z2666651

What's next?