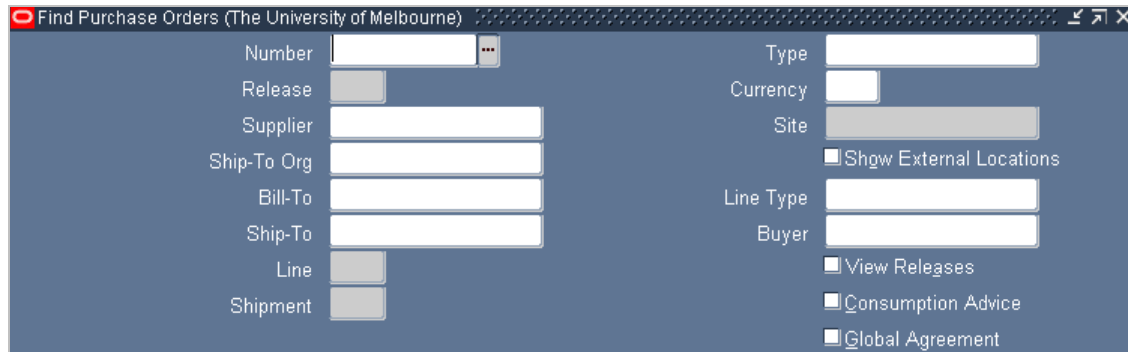


When you raise a purchase order in Themis (generally a significant purchase such as an asset), you reserve an amount of money to commit to that purchase. On occasions, the actual value of the purchase may be less than the value of the purchase order you raised in Themis. If this occurs, you will need to manually finally close the purchase order in Themis after the asset has been received and the invoice paid. This will free up the unused portion of the committed amount.

## Finally closing a purchase order

- 1 Navigate to **Inquiries > Purchasing Inquiry**.

The Find Purchase Order screen will display.



The screenshot shows the 'Find Purchase Orders' window for The University of Melbourne. It contains several input fields for search criteria: Number, Release, Supplier, Ship-To Org, Bill-To, Ship-To, Line, and Shipment. On the right side, there are fields for Type, Currency, Site, Line Type, and Buyer. There are also several checkboxes: 'Show External Locations', 'View Releases', 'Consumption Advice', and 'Global Agreement'.

- 2 Enter the appropriate purchase order number in the Number field and click the **Find** button.

The Purchase Order Headers screen will display.

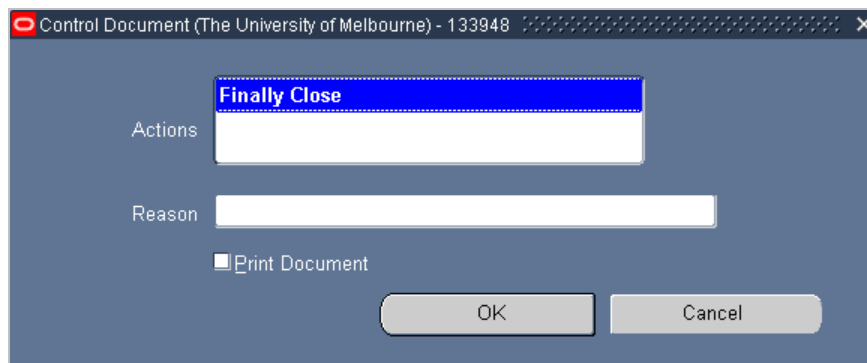


The screenshot shows the 'Purchase Order Headers' window for The University of Melbourne. It displays a table with the following data:

Number	Approval Status	Supplier	Supplier Site	Type	Order Date	Description	Amount	Curr
100100	Approved	GENEWORKS PT	HINDMARSH	Standard	08-JAN-2003	Custom Olig Synthesis	208.00	AUD

- 3 Select **Tools > Control** from the Menu bar.

The Control Document screen will display.



The screenshot shows the 'Control Document' window for The University of Melbourne, document ID 133948. It features an 'Actions' field with a dropdown menu where 'Finally Close' is selected. Below this is a 'Reason' text field and a 'Print Document' checkbox. At the bottom, there are 'OK' and 'Cancel' buttons.

- 4 Select *Finally Close* from the Actions field and click the **OK** button.

A confirmation message will display, advising that once you finally close the record it cannot be undone. Click **OK** to confirm your actions or click **Cancel** to abort the action.

**Note:** an error message advising *No control actions found for this document* will display if the purchase order is already closed.

**Note:** it is good practice to search for purchase orders that may need to be finally closed at regular intervals throughout the year. Further details on identifying open purchase orders are available in the *Searching for open purchase orders* reference card.