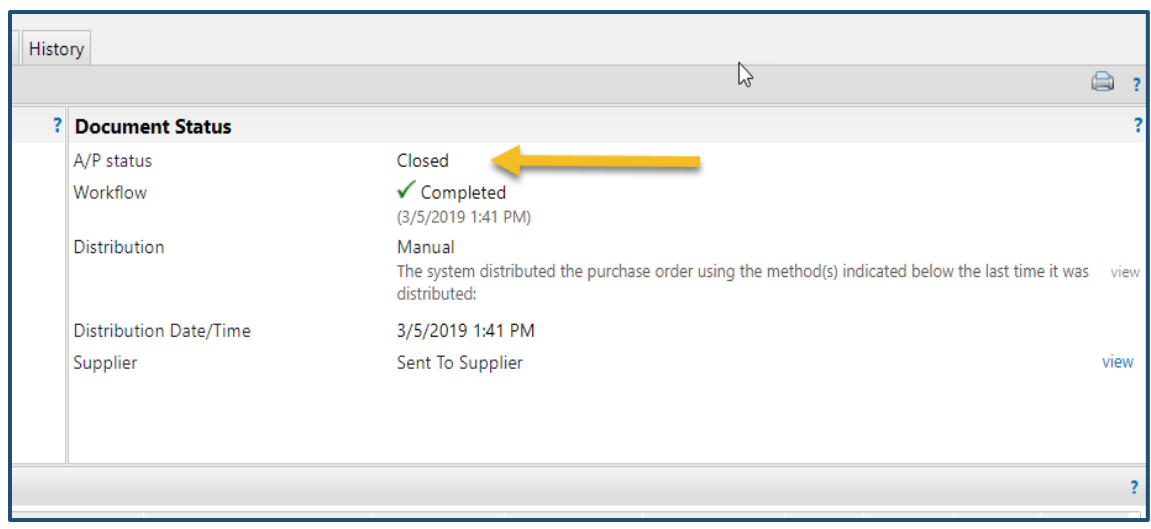


Auto-close Purchase Orders in the PantherExpress System

Starting April 7, fully invoiced purchased orders will be automatically closed by the PantherExpress System. The system will automatically close a purchase order seven (7) days after an invoice or invoices have been received that result in a fully invoiced purchase order line status, the system will automatically close the purchase order. This process will take effect for all new purchase orders created in the System on or after April 7, 2019.

Status Designation: Closed

When the System automatically closes the purchase order, the “A/P status” will show as “Closed.”



The **Closed** status is shown in the Document Status section on the Status screen of the Purchase Order. The Closed status will also appear at the top of the screen in the PO/Reference No. area.

System Change Information

Automatically closing fully-invoiced purchase orders will improve internal controls by reducing the risk of supplier over-invoicing a purchase order that the University considers to be fully invoiced. Closing fully-purchased invoices also ensures that the University has an accurate accounting of its open contractual commitments (aka encumbrances).

Fully Invoiced

The University considers a purchase order fully invoiced when the quantity invoiced by the supplier matches the quantity purchased by the University, regardless of price discrepancies. Multi-line item purchase orders will not be automatically closed until all line items have been fully invoiced. Examples and scenarios are provided on the next page.

Examples and Scenarios

Single Line Item PO Invoiced at Correct or Lower Price: auto-close

You order one (1) box of latex gloves on a purchase order at a cost of \$50.00. The invoice received is for one (1) box of latex gloves at a cost of \$40.00. The full line item quantity (one box) of the purchase order has been invoiced. The PantherExpress System will consider this order fully invoiced and automatically close the purchase order.

Purchase Orders with Price Discrepancies: does not auto-close

A purchase order will not be automatically closed if it has an invoice discrepancy. Example: You order one (1) box of latex gloves on a purchase order at a cost of \$50.00. The invoice received is for one (1) box of latex gloves at a cost of \$70.00. The full line item quantity (one box) of the purchase order has been filled; however, the invoiced cost is greater than the purchase order. The system will not auto-close the purchase order until the price discrepancy is resolved.

Line Item Substitutions: price dependent

Price Matches

You order three (3) blue sharpies but accept a substitution for green-colored sharpies. You are invoiced for three (3) green sharpies at the same price. The quantities match so the PantherExpress System considers this purchase order fully invoiced and closes the purchase order.

Price Does Not Match

You order three (3) blue sharpies but accept a substitution for green-colored sharpies. You are invoiced for three (3) green sharpies at a different price. Even though the quantities are the same, because both the price and the description do not match, the PantherExpress System cannot match the invoice line item to the purchase order line item and will not automatically close the purchase order.

Multiple Line Item POs: quantity dependent

All line items on a purchase order must be fully invoiced for the purchase order to be automatically closed by PantherExpress. Example: You order one (1) box of latex gloves and two (2) boxes of black pens. The invoice comes through for two (2) boxes of black pens at the correct purchase order price. The purchase order will not close because there is an outstanding line item quantity (one box of latex gloves). A second invoice for the one (1) box of latex gloves is received. The PantherExpress System now considers this purchase order fully invoiced and automatically closes the purchase order. The same would be true if the initial invoice was for one box of latex gloves and one box of pens; the entire quantity of items for each line item must be invoiced for the System to auto-close the purchase order.