

University of Kentucky Purchasing Division	<u>Document Number:</u> <b>09-05-14</b>	<u>Title:</u> <b>SAP – Close Encumbrance Using Delivery Complete Indicator</b>	Page 1 of 1
---	--	---	-------------

Purchase order lines that have a full 3-way match between PO / Goods Receipt / Invoice will automatically close the line item. Delivery complete indicator (DCI) does not need set for orders with full 3-way matches.

For line items that are under-received, encumbered amounts will remain open. A department may request a line item or full purchase order be closed in order to release the remaining encumbered amount back to the cost object.

1. Place PO into edit mode
2. Attach email request from department to purchase order for audit trail
3. Navigate to the Delivery tab in the bottom Details section. Click Delivery Complete box. This will need done for each line to close the entire purchase order. Click Save.

**PO 4500067644 Created by Wendy H Brown**

off | Print Preview Messages Personal Setting

NB Standard PO 4500067644 Vendor 321447 Office Resources Inc Doc. date 02/10/2016

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data

Payment Terms 2002 Currency USD  
 Payment in 10 days % Exchange Rate 1.00000 ☐ Exch. Rate Fixed  
 Payment in days %  
 Payment in days net  
 Incoterms NFR Destination PPY and ADd ☐ GR Message

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	CU
	1	P			Mailbox and Install	655	LOT D		04/03/2016	1.00	US
											US
											US
											US
											US
											US

Default Values Add Planning

Item 1 [ 1 ] Mailbox and Install

Delivery Schedule **Delivery** Invoice Conditions Account Assignment Purchase Order History Te

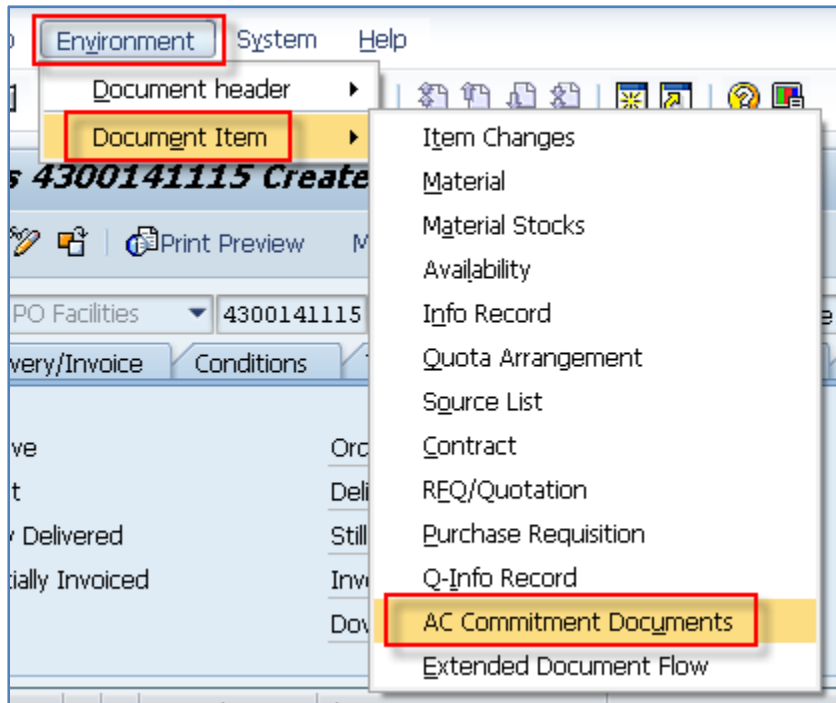
Overdeliv. Tol. % ☐ Unlimited 1st Rem./Exped. ☐  
 Underdel. Tol. % ☐ Origin Accept. 2nd Rem./Exped. ☐  
 Shipping Instr.  3rd Rem./Exped. ☐  
 No. Exped.

☒ Goods Receipt  
☐ GR non-valuated  
☒ Deliv. Compl.

University of Kentucky Purchasing Division	<u>Document Number:</u>  <b>09-05-14</b>	<u>Title:</u>  <b>SAP – Close Encumbrance Using Delivery Complete Indicator</b>	Page 2 of 2
---	--	---	-------------

### **How to Check PO for Remaining Encumbrance**

1. Bring purchase order into Display mode
2. From the header menu, click Environment / Document Item / AC Commitment Documents



3. If you get the Documents in Accounting box, double-click the top most document number.

