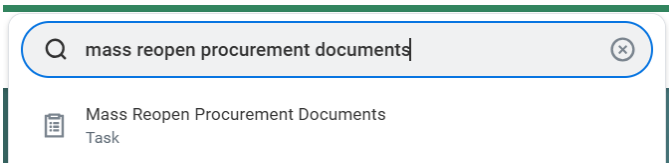


Procurement: Mass Reopen Procurement Documents

Audience / Role	Buyer
Description	This job aid provides instructions to reopen previously closed Requisitions, Purchase Orders, or Supplier Invoices in bulk.
Before You Start	Determine Requisitions, Purchase Orders, or Supplier Invoices which require to be mass re-opened.

Mass Reopen Procurement Documents

1	In the Search bar, enter Mass Reopen Procurement Documents. In the search results, select the Mass Reopen Procurement Documents task. 
2	Under Mass Reopen Procurement Documents, enter the following into the fields: • Request Name – enter name for mass reopen request. • Company or Company Hierarchy – select Kern County. • Document Type – select Purchase Order, Requisition, or Supplier Contract. Based on this selection the remaining sections populate.
3	Under the Selection Criteria, update the corresponding fields based on the Document Type. Select OK.
4	Under Select Business Documents, in the Business Documents list, select the checkbox for the documents to mass reopen. To select all documents in the list, select the checkbox in the header of the table.
5	Select OK.

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What Happens Next?

- The task is complete – no review and approval are required.
- Reopening enables you to make your changes, corrections, or additions, and then return them to a Closed status.
 - Reopened purchase orders revert to an Issued status.
 - Reopened requisitions revert to an Approved status.
 - Reopened supplier contracts revert to an Approved status.
 - You can only reopen requisitions, purchase orders, and supplier contracts closed in the current open fiscal period.
 - For commitment accounting, Workday reinstates liquidated amounts that result from closing procurement documents.

Related Reports

- N/A

Related Job Aids

- Create Requisition
- Create Purchase Order
- Create Supplier Contract
- Mass Close Procurement Documents