



| Business Level Criteria | |
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| Requirement | Details |
| Close Days Requirement | At present the Close Days requirement is set to 0 days. Normally, we set the close day requirement at 30 days which means a purchase order must sit inactive for 30 days before it will qualify to be closed. |
| Cancel Days Requirement | The Cancel Days requirement is set to 0 days. A canceled purchase order can be closed immediately in Core-CT. Remember, if your PO was Dispatched and then canceled the status will go to Pending Cancel first. You must then Dispatch the PO to get the status to change to Canceled in order to qualify to close. |
| Under Quantity % Tolerance Requirement | The Close PO Under Quantity Percent Tolerance is set to 0%. A PO must be fully received (PO Quantity <= Quantity Received) to qualify for closing. The PO may not qualify to close, but can be force closed. |

| Record Level Criteria | |
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| Requirement | Details |
| PO Status Requirement | Within Core-CT, a PO must have a PO Status of "Dispatched" or "Canceled" to qualify for closing. |
| Activity Date Requirement | 1.) All POs (except those that were canceled): If the Activity Date is less than or equal to the Current Date minus thirty (30) Core-CT Close Days, then the Activity Date Requirement has been satisfied. 2.) Canceled POs only: If the Activity Date is less than or equal to the Current Date, then the Activity Date Requirement has been satisfied. |
| Match Status Requirement | Since the purchase order requires matching due to Receiving Required on all POs, the PO Close and Reconcile process verifies that the Match Status of the PO is " Matched. " |
| Distribution Line Status Requirement | Each distribution line must have a Distribution Line Status of "Open", "Processed", "Bypass" or "Canceled" to qualify for closing. |
| Amount Only Value Requirement | All POs are Receiving Required so when a PO is set to be received by amount only, then the total dollar value of all receipts >= value of the PO to satisfy this requirement. |
| Receiving Required Evaluation | All POs have Receiving Required meaning the PO must satisfy the Due Date Requirement in order to qualify to close. |
| Due Date Requirement | If the Due Date is less than or equal to the current system date, then the PO satisfies the Due Date Requirement and is qualified for closure. |
| Voucher Status Requirement | For the PO to qualify for closing, all Vouchers associated with the PO must have a Voucher Status of "Posted", "Deleted", or "Closed". |
| Entry Event Status Requirement | Within Core-CT, each line of the PO must have a Budget Status of "Valid" to qualify for closing. |