SAP provides an automated close program that can be used for non-advance orders.

Advance orders need to be closed manually.
Automated Close

- The close program will reduce availability on existing lines where the budget period is expiring or the contract end date is less than or equal to September 30.

- If the budget period is expiring, but the contract end date is greater than September 30, a new line will be created on the sales order for the available amount in the current year budget period.
Automated Close

- Text fields are not updated on the new lines created by the close program.

- Users should manually update the following:
  - Purchase Order Number and Line
  - Overhead Key
  - Costing Sheet

- If the new line should not have been created, manually reduce the value to zero and set the reason for rejection to “Closed – Incorrectly Setup (No Activity)”
Before Beginning:

- Adjustments between funded programs must be complete
- Non-billable must be $0
- Earned unbilled revenue must be $0
The ending sales order line amount equals the consumed portion of the authority.

The remaining availability is the unconsumed amount on the order line.

The down payment carry forward is the remaining down payment amount less outstanding obligations.
Manual Close - Steps

- Reduce the original sales order line
- Create a new sales order line if the contract end date is greater than September 30
- Update the billing plan on the expired sales order line
  - A negative down payment (with disbursement) must be posted for any remaining down payment amount
- Update the billing plan on the new sales order line
  - Enter a positive down payment (with collection) equal to the down payment remaining on the original item.