Examples of a Manual Liquidation of a Purchase Order

- PO is canceled by phone because vendor cannot complete order
- PO price decreases on supplier/vendor invoice
  - Example: PO is $100 and invoice is $95
- Credit memos/credit from supplier
  - When AP keys a credit, the funds are re-encumbered and must be manually liquidated.
- Canceling check and/or invoice in Banner
  - When AP cancels a check or invoice, the funds are re-encumbered.

Instructions of a Manual Liquidation of a Purchase Order

- Log into ECU PiratePort
- Select ‘PORT – Purchasing Request’
- Enter the desired Purchase Order in the 'Search Cell' (top right)
- Click the search icon
- Select ‘Purchase Order’ in dropdown list
- Click 'Comments' tab
- Click 'Add Comment'
- Check ‘Accounts Payable’ email
  If Accounts Payable is not listed, then:
    - Click 'add email recipient'
    - Enter 'Payable' in Last Name cell
    - Click ‘Search’
    - Click ‘Select’ listed under Action column
  Verify that only Accounts Payable is checked
- Type detailed explanation as needed in the comment box. Include the reason why the purchase order needs to be manually liquidated.
- Click 'Add Comment’

Contact Accounts Payable at accountspayable@ecu.edu with liquidation questions.