I wanted to provide clarification on two BennyBuy topics. Please disseminate this information to your staff members.

PO liquidation in banner.
Purchase Order encumbrances are automatically liquidated in banner when invoices are applied to the PO. If there is ever a reason to close a PO that has a remaining balance my expectation for business centers is that they just simply close the PO in BennyBuy. A PO in a closed status will trigger a batch close process that will liquidate the PO in banner.

The goal is that as long as the order was placed in BennyBuy, Business Center staff do not have to worry about doing a manual liquidation in Banner. I just want Business Centers to own updating a PO's status in BennyBuy when necessary. This should simplify the process quite a bit.

Our batch close processes can do the heavy lifting to liquidate the encumbrance in banner. There could be a number of reasons for why a PO doesn't automatically close. One of the most common reasons is that you were not successfully able to associate an invoice with the Purchase Order and you processed it as a Non-PO invoice. In those instances, you can simply flip the PO to a closed status at the same time you are processing the Non-PO invoice.

To close a PO in BennyBuy you would need to do a document search to find the PO, then in your document actions menu you should have the privilege to select "Close PO". If you have any questions about this process please let me know.

Splitting Orders by Amount of Price
Due to an integration issue with Banner we had to turn off the ability to split orders and invoices by amount of price at the header level. Allowing this was causing invoice-posting errors in banner.

You can still submit orders or process invoices by doing amount of price splits. You just have to do the amount of price split at the line item level. You cannot do it at the header level. Please let me know if there is any confusion around this process.