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Purchase Order Close

When an invoice is saved or submitted, the system auto-generates full or partial closing entries to the Purchase Order line/s selected. If later you find an open balance on a PO that is no longer needed, the menu option Close (on the PO Edit screen) will allow you to manually close out the PO or close selected line/s in a PO. The system will generate a closing entry for each line selected.

Closing Multiple POs that are No Longer Needed

- If you have many POs with balances to close out, using the Detail Report Writer to display a list of all open POs (Open Ledger by PO#) is helpful. Right-click on a detail row and select Edit PO. Click the Close button. After clicking Close, exit the screen, return to the report to review, and select the next PO you wish to close.
- If you have many POs from old years with balances to close out, the menu option *Month End > Close* all Purchase Orders is a quick way to close out all open POs through a selected month/year.

Reopening a PO

If a PO has been closed in error, the PO may be edited (if user permission allows), and one or more new lines may be entered with the appropriate amount to reopen.