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# Close All Purchase Orders

***Month End > Close All Purchase Orders***

You can close a large number of purchase orders at one time using this menu option.

- **Close all thru:** This will close all POs before and including the month you select.
- **Period:** This will determine the period you chose to close the above PO's in; the system will recognize it as the 'close period'.
- **Date:** This will determine the date you chose to close the above POs; the system will recognize them as the 'close date.
- **Comments:** This will be added as a comment on the closed PO.
- **Accounts:** This will narrow down to include only certain accounts in the system rather than all existing POs.
- **Type:** This will narrow it down to include only certain vendor types.
- **OK Button:** This will execute the closing of POs based on what you have chosen in the above settings. There is no 'undo,' so be sure this is precisely what you want.