



BWC Finally close a purchase order

It may be necessary to Finally Close a purchase order or purchase order line (refer to separate document). This ensures that the commitment of funds is removed. You can only Finally Close an order when it has a status of Approved, cancelled or closed. However, please use Finally Close with caution!

Note – Finally Closing prevents any further transactions from being processed against the PO. If you are still expecting an invoice, e-Invoice or credit note to be matched to a PO **do not use Finally Close**.

1. Find the order that needs to be finally closed in the **Buyers Work Centre**.
2. Navigate to the **Select Order** field, which defaults in with Update. Click on the **drop down list** and select **Finally Close**.
3. Click **Submit** and the **Finally Close Standard Purchase Order** screen displays with a warning message.
4. Enter a **Reason** and click on **Apply**.

Warning
This action cannot be reversed. If you continue, you will not be able to modify, receive, or invoice against this document.

Finally Close Standard Purchase Order 1739265, Rev 2
Operating Unit **Cambridge University** Cancel Apply

* Indicates required field

* GL Date
(example: 13-Feb-2014)
 Use Document GL Date to Unreserve

Reason

Cancel Apply

The **Orders** screen displays again and the **Status** of the order is **Finally Closed**.