BWC Finally close a purchase order line

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 purchase order via the Buyers Work Centre that has the line that is to be finally closed and make note of the PO number.

2. Click on the **Lines** tab.

3. Navigate to **Add Another** field and from the drop down list select **Order**, then click **Add**.

4. Complete the **Order** field with the PO Number.

5. Click **Go** and all lines of the purchase order will display.

6. Ensure you click the **Radio Button** for the correct line.

7. Navigate to the **Select Line** field and from the drop down list select **Finally Close**.

8. Click **Go**.

9. The Finally Close Line 1 screen displays, where you enter the reason for Finally Closing the line.

10. Click **Apply**.

11. The **Lines** tab will display with the lines of the order and the relevant line will have a status of **Finally Closed**.