



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**.

The screenshot shows the University of Cambridge iProc interface. The 'Orders' tab is active. The 'Add Another' dropdown menu is open, showing a list of options including 'Order', 'Order Date', 'Order Description', 'Source Document Line', 'Source Document Number', 'Source Document Type', 'Status', 'Supplier', 'Supplier Item', 'Supplier Quote', 'Supplier Site', 'Transaction Reason', and 'Approval Date'. The 'Order' option is highlighted. Below the dropdown, there are search filters for Supplier, Buyer, Item, and Category, each with a dropdown menu set to 'is'. There are 'Go', 'Clear', and 'Add Another' buttons. At the bottom, there is an 'Export' button and a table header for 'Select Order' with columns: Supplier, Line, Item/Job, Rev, Description, Category, Qty, Unit, Price, Amount, Curr, Supplier, Item, Status. The table content shows 'No search conducted.'

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**.