**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 message](image)

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