**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** drop down list and select **Order**.

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**.