Close All Purchase Orders

Month End > Close All Purchase Orders

To close a large number of Purchase Orders at one time, you can do so using this menu option.

Close all thru: This will close all POs prior and including the month you select.

Period: This will determine the period you chose to close the above PO's in, the system will recognize as the 'close period'.

Date: This will determine the date you chose to close the above PO's in, the system will recognize as the 'close date.

Comments: This will be added as the comment of the closed PO.

Accounts: This will narrow down to include only certain accounts in the system, rather than all existing PO's.

Type: This will narrow down to include only certain Vendor Types.

OK Button: This will execute the closing of PO's based on what you have chosen in the above settings. There is no 'undo' so be sure this is exactly what you want. Yeah