

Close All Purchase Orders

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Close All Purchase Orders

Month End > Close All Purchase Orders

You can close a large number of purchase orders at one time using this menu option.

- **Close all thru:** This will close all POs before 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 POs; the system will recognize them as the 'close date'.
 - **Comments:** This will be added as a comment on the closed PO.
 - **Accounts:** This will narrow down to include only certain accounts in the system rather than all existing POs.
 - **Type:** This will narrow it down to include only certain vendor types.
 - **OK Button:** This will execute the closing of POs based on what you have chosen in the above settings. There is no 'undo,' so be sure this is precisely what you want.
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