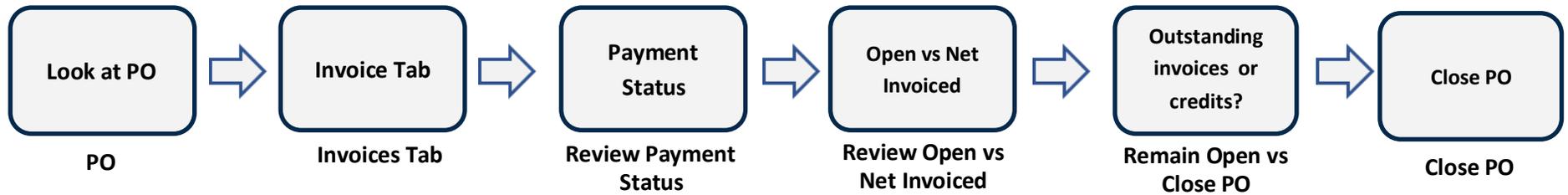


PO and Invoice Review Prior to PO Closure

Reviews to accomplish prior to PO closure.



PO
Find the PO via quick search (toolbar) or document search. Then click on the PO to open.

Invoices Tab
Click on the invoices tab to begin reviewing.

- Review Payment Status**
- If any invoices are Payable the PO should remain open.
 - If all invoices have been paid move to next review step.

- Review Open vs Net Invoiced**
- Are all funds **Net Invoiced** (fully invoiced/spent). PO may be ready for closure.
 - Are there any **Open** funds (not yet invoiced/spent).
 - Move to next review step.

- Remain Open vs Close PO**
- Are there any further invoices which are expected to come from the supplier? If yes, leave the PO open
 - No further invoices or credits and all invoices are fully paid then Close the PO.

Close PO
When all invoices have been paid and there aren't any outstanding Invoices nor credit memos the PO is now ready for closure.
***NOTE: PO's invoiced to the penny will close automatically

Invoice No.	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoiced Total	Invoiced By
V0843394	1253308	11/6/2023	11/9/2023	Invoice	Payable	337.04 USD	Invoiced By
V0843393	1251861	11/2/2023	11/9/2023	Invoice	Payable	11.72 USD	Invoiced By
V0843391	1252005	11/2/2023	11/9/2023	Invoice	Payable	228.15 USD	Invoiced By
V0840435	1249561	10/30/2023	11/1/2023	Invoice	Paid	1,011.60 USD	Invoiced By
V0840418	1248808	10/27/2023	11/1/2023	Invoice	Paid	1,089.90 USD	Invoiced By

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	Product Description		9,000.00 USD	1 EA	9,000.00 USD	n/a / 6,321.59 USD n/a / 2,678.41 USD	Open Net Invoiced

When the PO is ready to close then click the options dots on the PO and click Close PO. Do **not** click Cancel.

