

## How to Close Purchase Orders Safely

Before manually closing Purchase Orders, remember to check the following:

1. That all periods for the most recent historical year are closed for the financial series.
2. That posting settings for Edit PO are set to "Post To" and not "Post Through" the General Ledger

If you have purchase orders to be closed that are for inventory, and lines are received but not fully invoiced, GP makes an adjusting entries to inventory values based on the QTY invoiced verses the QTY received. The "Edit PO" creates the adjusting journal entry if the quantity received is more than the quantity invoiced at the time the line item is closed in Edit PO.

Most likely you would want to impact the General Ledger to keep the GL balance for inventory in sync with the inventory module's balance for inventory. The other account that would go out of balance is the GL Account for "Uninvoiced Receiving".

The "Received/Not Invoiced Report" in the Purchasing module is a control report and will reflect the changes resulting from the Edit PO transaction. If the transaction is not allowed to impact the GL, this report will be out of sync with its GL control account.

You can change the date on the Edit PO transaction window to an open period if the original document has a date in a closed period.

You don't want to have a closed year's inventory value adjusted unintentionally.