

How To Close a PO Without Receiving

12/12/2025 5:07 pm EST

Issue:

A customer is looking to close a PO without creating a receipt.

Resolution:

This process allows you to process a PO without receiving it.

Create the Purchase Order.

Once the Purchase Order is created, before saving, select the **Closed** checkbox in the bottom right of the New Purchase Order window.

The screenshot shows the 'New Purchase Order' window with the following details:

- Vendor:** Clive Barker
- Category:** Admin G & A
- Purchase Order:** Clive Barker, 123 Spooky Street, New Orleans, Louisiana 70118, Phone: , Fax:
- PO Number:** 4860
- Branch:** 123 test
- Warehouse:** The Van
- Tracking #:**
- Order Date:** 5/23/2024
- Ship Date:**
- Ship Method:**
- Parts Dye Date:**
- Job Number:**
- Ship To:** 123 Test, 123 The Van, Pleasant Lake, MI 49272
- Expense:** 30.00
- General Ledger Table:**

General Ledger							Job Costing			
GL Account	Description	Qty	Rate	Amount	Rcvd	Cost	Category	Job	Type	
520010	COS - Servi	1	30.00	30.00			Admin G & A		O	

Total Cost: 30.00
Received Cost:

Closed


