How To Close a PO Without Receiving

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Issue:

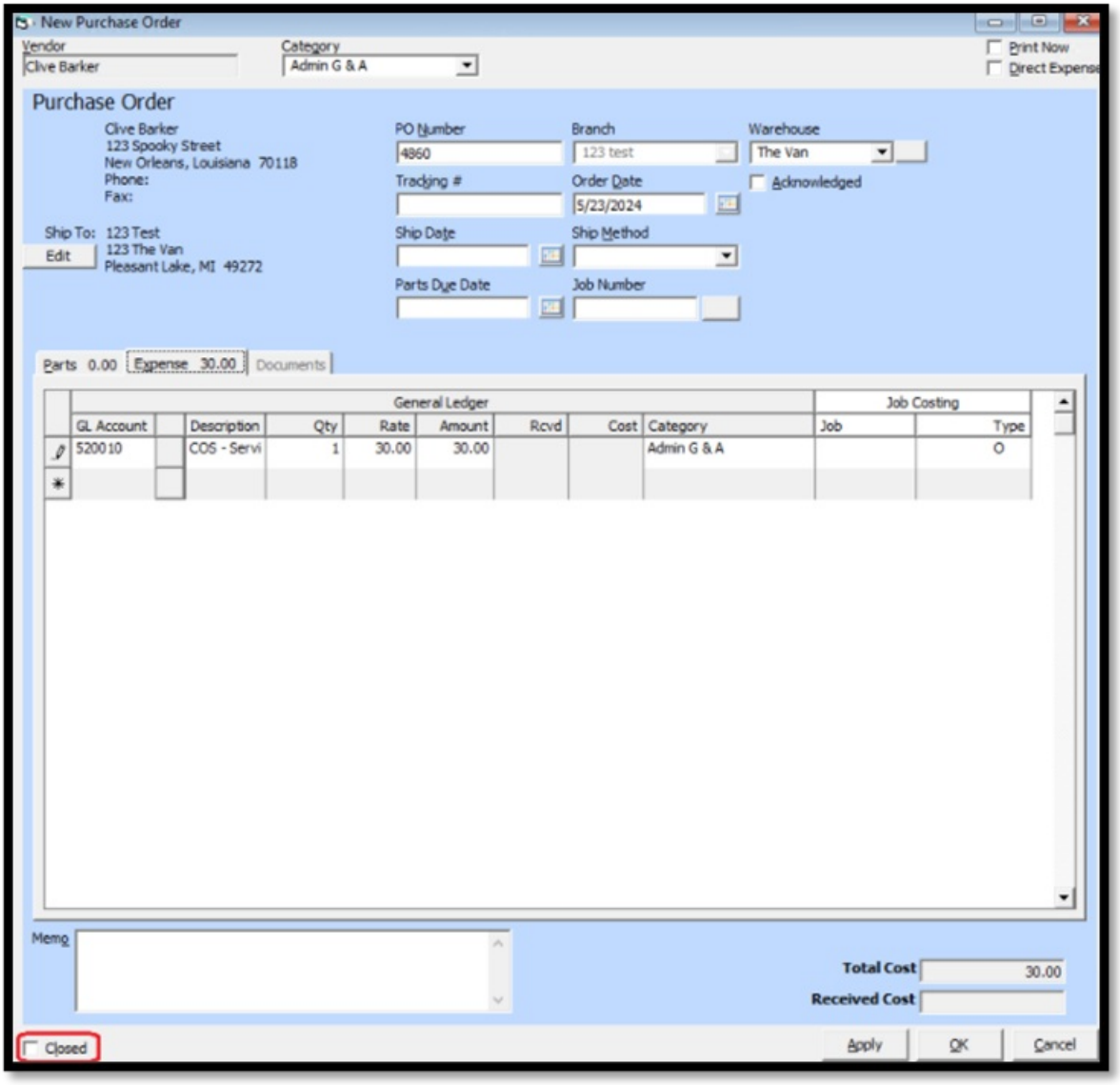
A customer is looking to close a PO without creating a receipt.

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.




Closed