

# Mark Purchase Order Completed

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The Purchase Order is updated as product is received and/or invoiced against the PO. Often, the exact amount received varies from the original order. Purchase Orders do not affect inventory, so inventory quantities are not an issue. To mark the Purchase Order as complete, use the following steps:

1. In Accounting, go to *Inventory / Purchase Order*. Select the Purchase Order and choose **Edit**.
2. Select the *Order Invoiced* option and choose **Save**.

**Note:** There is a preference (*Restrict PP PO Order Invoiced Edit*) on the *Inventory Purchase* tab at *Setup / Preferences* to disallow marking a prepaid Purchase Order as *Order Invoiced*. If this preference is NOT used or if the Purchase Order is NOT prepaid, the above steps work. If the order IS prepaid and the preference IS selected, the *Order Invoiced* option is not available.

The screenshot shows the 'Inventory Purchase' tab selected in the 'Setup / Preferences' window. The 'Purchase Order' section contains a list of checkboxes. The checkbox for 'Restrict PP PO Order Invoiced Edit' is highlighted with a red box. Other checkboxes include 'Place prepaid Purchase Order Bills on Hold', 'Allow only 1 discount date on Purchase Orders', 'Require Terms on PO', 'Restrict PP PO Void', 'Restrict Cost Edit on Received PO Lines', 'Print EPA # on PO line items', 'Require Start and Expire Dates on a PO', 'Allow only 1 Direct Ship Delivery per Product', 'Restrict Price By on Received/Invoiced PO Lines', 'Require GLN on all direct ship POs for electronic vendors', 'Use alternate XML PO interface', and 'Use alternate XML PO validations'.