

### Criteria to Force Close a Dispatched Purchase Order

Purchase Order on the Buyer's Workbench	Message Log	Receipt Created?	Voucher Created?	Voucher Matched?	Voucher Doc Tot Run?	Voucher Budget Checked?	Voucher Posted?	Can It be Forced to Qualified Side?
Not Qualified	"POs with Receiving Required on though not Received"	No	No	No	No	No	No	<b>Yes</b>
Not Qualified	"The PO may not be closed because it has not been fully matched"	Yes	No	No	No	No	No	<b>Yes</b>
Not Qualified	"The PO Line is tied to an active Voucher; therefore it may not be Closed"	Yes	Yes	No	No	No	No	<b>No</b>
Not Qualified	"The PO Line is tied to an active Voucher; therefore it may not be Closed"	Yes	Yes	Yes	No	No	No	<b>No</b>
Not Qualified	"The PO Line is tied to an active Voucher; therefore it may not be Closed"	Yes	Yes	Yes	Yes	No	No	<b>No</b>
Not Qualified	"The PO Line is tied to an active Voucher; therefore it may not be Closed"	Yes	Yes	Yes	Yes	Yes	No	<b>Yes</b>