

## Purchase Order Status Definitions

Status	Definition
<b>Open</b>	An order is in open status after the purchase order (PO) has been issued to the vendor.
<b>Closed</b>	An order is in closed status when all of the transactions have been completed (i.e., the items have been received and invoiced).
<b>Cancelled</b>	An order is in cancelled status when the entire order is cancelled. If only some of the lines are in cancelled status, the PO will show the cancelled status at the line level, but at the header level, it will still show as open status.
<b>Closed for Receiving</b>	Closed for receiving means that a particular purchase order (PO) or PO line # has been fully received but the PO line # is still open because it has not been matched yet or invoiced by the supplier.
<b>Closed for Invoicing</b>	Closed for invoicing means that a particular purchase (PO) line # has been fully invoiced but the PO line # is still open because the invoice is in open status and is being processed for payment.