

## AP.020.120 – FINALIZING A VOUCHER

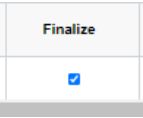

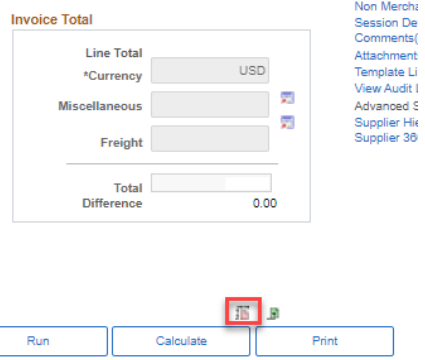
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To finalize a voucher to liquidate PO funds.</li> <li>• To have more control over the budget because funds are quickly freed up.</li> <li>• To identify if a voucher is not available for finalizing due to the red deny icons where the final/undo final buttons should appear.</li> </ul>
<b>Description</b>	<p>The delivered Finalize function has been modified to only allow vouchers within the current open period to be available for finalization due to the impact on Commitment Control.</p> <p>Use the Finalize function on the Invoice Information page to show that the current distribution line on the voucher represents a final liquidation of the PO transaction. This eliminates the need to run the PO and requisitions reconciliation processes to determine that a PO or Requisition can be closed. Finalizing frees up amounts that can be either monetary or numeric.</p> <p>To liquidate a PO for an amount lower than the original encumbrance, users will use the Finalize Document button on the Invoice Information page of the voucher.</p> <p>To reverse a finalization, users will use the Undo Finalization button on the Invoice Information page of the voucher.</p>
<b>Security Role</b>	<b>BOR_AP_VOUCHER_ENTRY</b>
<b>Dependencies/ Constraints</b>	<p>Voucher Finalization is only available if the voucher accounting date is within the current open period.</p> <ul style="list-style-type: none"> <li>• After users have selected to finalize the remaining encumbrance and saved the voucher, users will need to budget check the voucher to complete the finalization.</li> <li>• If users need to mark a transaction as final but the Finalize icons are not available, Purchasing will need to finalize the PO instead. Refer to <a href="#">PO.020.280 - Using the Reconciliation Workbench</a>.</li> </ul>

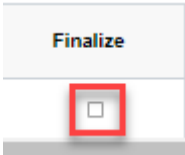

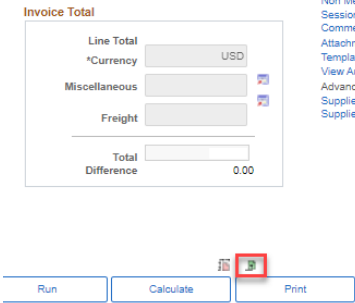
<b>Additional Information</b>	None
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### **Procedure**

Below are step by step instructions on how to finalize a voucher.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Accounts Payable</b> link.
4.	Click the <b>Vouchers</b> link.
5.	Click the <b>Add/Update</b> link.
6.	Click the <b>Regular Entry</b> link.
7.	Click the <b>Find an Existing Value</b> tab.
8.	Click in the <b>Voucher ID</b> field and enter the Voucher ID that needs to be finalized.
9.	Click the <b>Search</b> button.
10.	Click the <b>Invoice Information</b> tab on the voucher.
11.	To Finalize Document on a voucher, go to step 12. To Undo Finalization on a voucher, go to step 16.

Step	Action
12.	<p>To liquidate a PO for an amount lower than the original encumbrance, click the <b>Finalize Document</b> button.</p> <p>For individual distribution lines, select the <b>Finalize</b> check box on the distribution line.</p>  <p>For all distribution lines, click the <b>Invoice Lines Finalize Line</b> button, which populates the Finalize check boxes.</p>  <p>For an entire document, click the <b>Finalize Document</b> button in the header.</p>  <p><b>Note:</b> If the period is closed, the voucher is not available for finalizing. When hovering over the finalize and unfinalized icons, the message "Final disabled - Period closed" will be displayed.</p>
13.	Click the <b>Yes</b> object.
14.	Click the <b>Save</b> button on voucher.
15.	Run budget checking on the voucher.

Step	Action
16.	<p>To reverse a finalization, clear the Finalize check box or click the <b>Undo Finalize</b> button for the affected lines.</p> <p>For individual distribution lines, clear the <b>Finalize</b> check box on the distribution line.</p>  <p>For all distribution lines, click the <b>Invoice Lines Undo Finalize Line</b> button.</p>  <p>For an entire document, click the <b>Undo Finalize</b> button in the header.</p>  <p><b>Note:</b> If the period is closed, the voucher is not available for finalizing. When hovering over the finalize and unfinalized icons, the message "Final disabled - Period closed" will be displayed.</p>
17.	Click the <b>Yes</b> object.
18.	Click the <b>Save</b> button on voucher.
19.	Run budget checking on the voucher.