

AP.020.120 – FINALIZING A VOUCHER

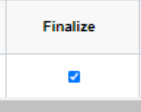

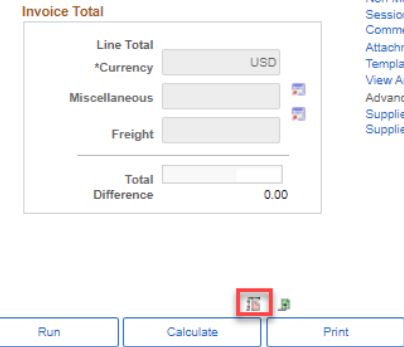
Purpose	<ul style="list-style-type: none"> To finalize a voucher to liquidate PO funds. To have more control over the budget because funds are quickly freed up. To identify if a voucher is not available for finalizing due to the red deny icons where the final/undo final buttons should appear.
Description	<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>
Security Role	BOR_AP_VOUCHER_ENTRY
Dependencies/ Constraints	<p>Voucher Finalization is only available if the voucher accounting date is within the current open period.</p> <ul style="list-style-type: none"> 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. 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 PO.020.280 - Using the Reconciliation Workbench.

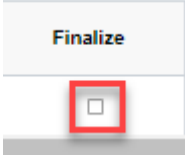

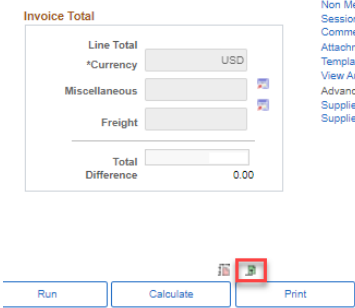
Additional Information	None
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Procedure

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

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Vouchers link.
5.	Click the Add/Update link.
6.	Click the Regular Entry link.
7.	Click the Find an Existing Value tab.
8.	Click in the Voucher ID field and enter the Voucher ID that needs to be finalized.
9.	Click the Search button.
10.	Click the Invoice Information 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 Finalize Document button.</p> <p>For individual distribution lines, select the Finalize check box on the distribution line.</p>  <p>For all distribution lines, click the Invoice Lines Finalize Line button, which populates the Finalize check boxes.</p>  <p>For an entire document, click the Finalize Document button in the header.</p>  <p>Note: 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 Yes object.
14.	Click the Save 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 Undo Finalize button for the affected lines.</p> <p>For individual distribution lines, clear the Finalize check box on the distribution line.</p>  <p>For all distribution lines, click the Invoice Lines Undo Finalize Line button.</p>  <p>For an entire document, click the Undo Finalize button in the header.</p>  <p>Note: 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 Yes object.
18.	Click the Save button on voucher.
19.	Run budget checking on the voucher.