

FINALIZING A PURCHASE ORDER FROM THE VOUCHER:

There are two ways to relieve available encumbrance on a purchase order. One is from the voucher and the other is from the purchase order itself. Which method you choose (or a combination of both) will depend upon your agencies policies. This document will discuss finalizing a PO from the Voucher.

RETURNING AVAILABLE ENCUMBRANCES THROUGH THE VOUCHER

When creating a voucher, if you have identified this payment as a final payment, you can relieve the available encumbrance either by distribution line, line item, or full document (full document is the voucher not PO.) Only the line items and distributions on the voucher will be finalized any other line items and distribution lines on the PO will need to be finalized from the PO. After the voucher has been budget checked, matched, posted and paid you can still final the PO from the voucher. If the PO has not been closed, and the budget is still active, you can undo the final from the voucher

1. Finalizing a PO distribution line. This feature allows you to final an individual PO distribution line sourced without finalizing them all.
 - a. After the voucher has been created, select the distribution line to final by selecting the box located to the far right of the distribution line.

Distribution Lines										
Amount	Quantity	*GL Unit	Budget Date	*Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	
1	155.75		34000	06/09/2004	536110		1000	40000	2020003	04
2	7,000.00		34000	06/09/2004	515540		1000	40000	2020003	04
3	165.00		34000	06/09/2004	532140		1000	40000	2020003	04
4	1,724.25		34000	06/09/2004	532130		1000	40000	2020003	04

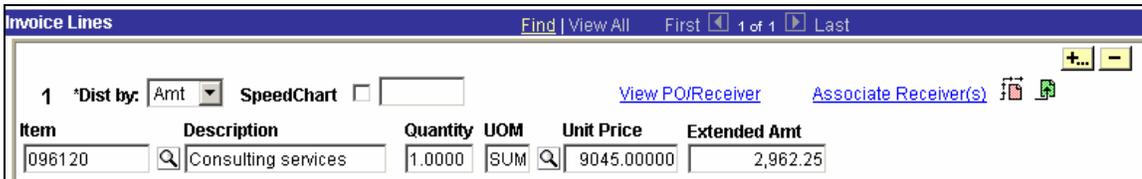
Sub-account	Fund Type	Class-Funding	Dept	Bud Ref	Finalize	PO Finalized		
	1000	40000	2020003	04	<input type="checkbox"/>	N	+...	-
	1000	40000	2020003	04	<input checked="" type="checkbox"/>	N	+...	-
	1000	40000	2020003	04	<input type="checkbox"/>	N	+...	-
	1000	40000	2020003	04	<input type="checkbox"/>	N	+...	-

The distribution lines from the voucher screen has been split to allow easy viewing.

The distribution line selected was line two. Line one, three, and four will remain open. Any available encumbrance on line two will be returned to your budget once voucher budget checking has been run.

2. Finalizing a PO line item. The feature allows you to final all distribution lines on the voucher associated with the line item sourced.

a. After the voucher has been created select  Finalize line button.

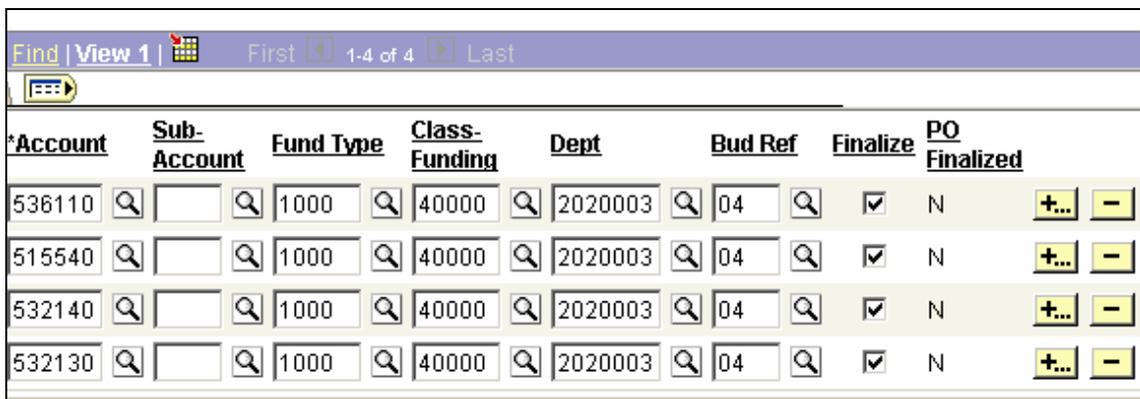


The screenshot shows the 'Invoice Lines' window with the following details:

- Line 1: *Dist by: Amt, SpeedChart
- Buttons: View PO/Receiver, Associate Receiver(s)  
- Table:

Item	Description	Quantity	UOM	Unit Price	Extended Amt
096120	Consulting services	1.0000	SUM	9045.00000	2,962.25

b. This will final all associated PO distribution lines. If the distribution line is not on the voucher, it will not get finalized.



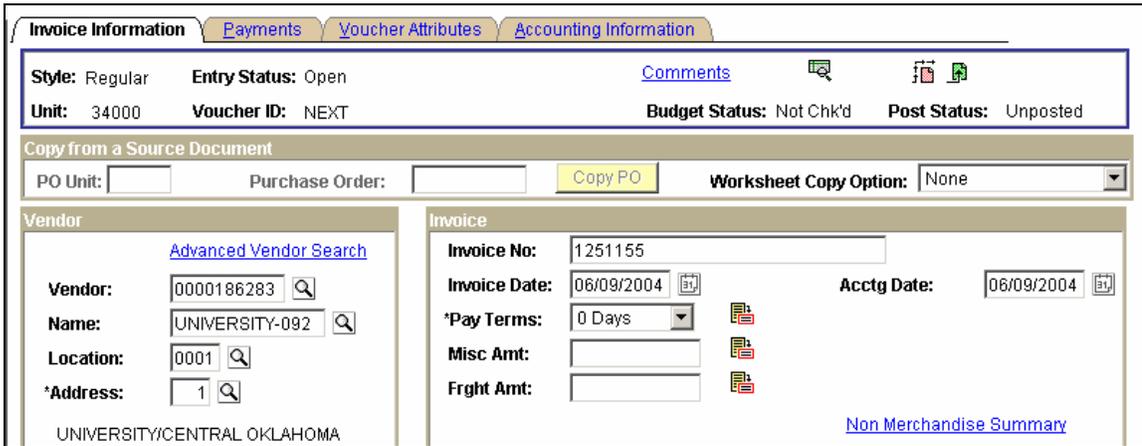
The screenshot shows a table with the following columns: *Account, Sub-Account, Fund Type, Class-Funding, Dept, Bud Ref, Finalize, and PO Finalized. The 'Finalize' column contains checkboxes, and the 'PO Finalized' column contains 'N'. Each row has '+' and '-' buttons on the right.

*Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Finalize	PO Finalized
536110		1000	40000	2020003	04	<input checked="" type="checkbox"/>	N
515540		1000	40000	2020003	04	<input checked="" type="checkbox"/>	N
532140		1000	40000	2020003	04	<input checked="" type="checkbox"/>	N
532130		1000	40000	2020003	04	<input checked="" type="checkbox"/>	N

c. You can undo the final at any point by deselecting the located to the far right of the distribution line or you can undo all the distribution lines by selecting the  undo final button. You can undo the final until the PO has been closed. If the voucher has already been budget checked it will need to be re-budget checked.

3. Finalizing a document. This feature will allow you to final all PO line items and PO distribution lines sourced to the voucher. If the PO line item and/or PO distribution line is not on the voucher, it will not get finalized.

- a. Select the  Finalize document button located in the invoice header.



Invoice Information Payments Voucher Attributes Accounting Information			
Style: Regular	Entry Status: Open	Comments	 
Unit: 34000	Voucher ID: NEXT	Budget Status: Not Chk'd	Post Status: Unposted
Copy from a Source Document			
PO Unit: <input type="text"/>	Purchase Order: <input type="text"/>	<input type="button" value="Copy PO"/>	Worksheet Copy Option: <input type="text" value="None"/>
Vendor		Invoice	
Advanced Vendor Search		Invoice No: <input type="text" value="1251155"/>	
Vendor: <input type="text" value="0000186283"/> 		Invoice Date: <input type="text" value="06/09/2004"/> 	Acctg Date: <input type="text" value="06/09/2004"/> 
Name: <input type="text" value="UNIVERSITY-092"/> 		*Pay Terms: <input type="text" value="0 Days"/> 	
Location: <input type="text" value="0001"/> 		Misc Amt: <input type="text"/>	
*Address: <input type="text" value="1"/> 		Frght Amt: <input type="text"/>	
UNIVERSITY/CENTRAL OKLAHOMA		Non Merchandise Summary	

- b. You can undo the final at any point using one of the following choices: 1) Deselecting the  located to the far right of the distribution line; 2) You can undo all the distribution lines associated with the line item by selecting the  undo final button located to the right of the line item; 3) You can undo all line items and distribution lines of the voucher by selecting  undo final located in the invoice header.