

QUICK REFERENCE GUIDE

Finalizing Purchase Order Lines in Accounts Payable

July 30, 2015

Finalizing Purchase Order Lines in Accounts Payable

This guide covers the finalize function found on the Invoice Information page on a voucher. Agencies can use the finalize function to show that the current distribution line on the voucher represents a final liquidation of the associated PO transaction. Finalizing as well as undo finalize functions are discussed including differences between finalizing on the header, invoice line or distribution line and the impact the finalize function has on the purchase order.

PO transactions that are not associated with distribution lines marked as “Final” will not be liquidated.

Finalizing Function Overview

The **Finalizing** function in SWIFT is used to mark the final payment on the **Invoice Information** page of a voucher referencing a PO. It eliminates the need to run the PO reconciliation processes to see if you can close them and quickly free up funds.

Tips for Using the Finalize Function

- Use the **Finalize** function when you are certain that this is the last payment.
- A voucher cannot be un-finalized once the voucher has been paid.
- PO transactions are liquidated during budget check. Vouchers can be budget checked manually or systematically through batch processes that run during the day or overnight.
- Invoice Lines/Distribution Lines not marked as final will not liquidate associated PO transactions. For example, if you have a three-line PO but only copy Line 1 into the voucher, or mark only line 1 as final, will only liquidate line 1 of the PO. The encumbered balances on Lines 2 and 3 on the PO will remain.
- Be careful when marking vouchers as final when they are associated with purchase orders from closed fiscal years. The funds will reclassify from “Encumbered” to “Available Budgets” within commitment control. Efforts to pay from these funds will result in a “Budget on Hold” exception.
- In rare circumstances, the finalize function can result in users receiving a “Ref’d Doc has been finalized” budget exception. This can happen when an voucher is marked as final but not budget checked and the buyer makes a change to the PO. Buyers, often unaware the voucher has been marked as final, perform a change order on the PO and re-budget check the PO. This marks the transaction as final in Commitment Control. Subsequent budget checking the voucher receives a “Ref Doc Finalized” budget exception. To resolve, save the voucher without the final marked and have the buyer re-budget check the PO. This will clear the finalize flag in commitment control and allow the voucher to pass budget check.

Steps in Using the Finalize Function

1. Access the Invoice Information page of the voucher.

- **Navigation:** Accounts Payable, Vouchers, Add/Update, Regular Entry, Find an Existing Value

2. Select the Finalize by choosing one option:

- **Header:** If you select the **Finalize Document** button on the Header, it will finalize all Distribution Lines in the document.
- **Invoice Line:** If you select the **Finalize Line** button on an Invoice Line, it will finalize all Distribution Lines in this line.
- **Distribution Line:** If you select the **Finalize** check box on a Distribution Line, it will finalize only the Distribution Lines that are checked.

3. Save the Voucher.

4. If the Voucher was already approved, run budget checking again on it to confirm the change.

The screenshot displays the 'Invoice Information' page in the SWIFT software. The top navigation bar includes 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The main content area is divided into several sections:

- Business Unit:** B0401, **Invoice No.:** test, **Invoice Date:** 07/07/2015, **Accounting Date:** 07/07/2015. There is a 'Run' button and a 'Tax Exempt' checkbox.
- Vendor Information:** Vendor ID: 0000217880, ShortName: SOUTH DAKO-002, Location: 028, *Address: 30. Vendor Name: SOUTH DAKOTA STATE SERVICES, BOX 2207A, AGH 008, BROOKINGS, SD 57007. Invoice Receipt Date: 07/07/2015, Service Period Begin Date: (empty), Goods/Services Received: 07/07/2015, Customer Number: (empty).
- Invoice Lines:** Invoice Lines: 100.00, *Currency: USD, Total: 100.00. A 'Calculate' button is present.
- Finalize Document Button:** A blue button labeled 'Finalize Document Button' is highlighted with a red box.
- Finalize Line Button:** A blue button labeled 'Finalize Line Button' is highlighted with a red box.
- Finalize Check Box:** In the 'Distribution Lines' table, the 'Finalize' checkbox for line 1 is checked and highlighted with a red box.

| Line | Merchandise Amt | Quantity | Fund Affil | Sub Acct | Open Item | Finalize | PO Finalized |
|------|-----------------|----------|------------|----------|-----------|-------------------------------------|--------------|
| 1 | 100.00 | 1.0000 | | | | <input checked="" type="checkbox"/> | Y |

Steps in Using the Undo Finalize Function

1. **Access the Invoice Information page of the voucher.**
 - **Navigation:** Accounts Payable, Vouchers, Add/Update, Regular Entry, Find an Existing Value
2. **Deselect the Finalize. Select one option.**
 - *Header:* Click the **Undo Finalize** button on the Header
 - *Invoice Line:* Click the **Undo Finalize** button on an Invoice Line
 - *Distribution Line:* Deselect the **Finalize** check box on a Distribution Line
3. **Save the Voucher.**
4. **If the Voucher was already approved, run budget checking again on it to confirm the change.**

Example 1: Making a Partial Payment and Selecting Finalize on a One Line PO.

- In the example below, a purchase order has an encumbrance of \$200.00.

Purchase Order Inquiry
Purchase Order

Business Unit: B0401 Origin: 112 Plant Protection Division
 PO ID: 3000012611 PO Status: Dispatched
 Budget Status: Valid

Header

PO Date: 07/01/2014 Doc Tot Status: Valid Agency Ref: BPA 12W0/A21
 Vendor Name: SOUTH DAKO-002 Backorder Status: Not Backordered
 Vendor ID: 0000217880 Receipt Status: Not Rec'd Doc Type: BPA
 Buyer: Widham, Judith A. Hold From Further Processing

PO Reference: LAB TESTING
 Billing Location: B040002

| Amount Summary | |
|----------------------|------------|
| Merchandise: | 200.00 |
| Freight/Tax/Misc.: | 0.00 |
| Total: | 200.00 USD |
| Encumbrance Balance: | 200.00 USD |

- A voucher is created for \$100.00. This amount is less than the original amount of the purchase order of \$200.00. Since this is the last payment for this purchase order, the voucher can be selected as final payment. Doing so will reverse the remaining encumbrance on the PO which frees up funds for other purposes.

Distribution Lines

| Copy Down | Line | Merchandise Amt | Finalize | AppropriID | PO Finalized | Quantity | *GL Unit | Fund | Fin DeptID | Agcy Cost | Account |
|-----------|------|-----------------|-------------------------------------|------------|--------------|----------|----------|------|------------|-----------|---------|
| | | 100.00 | <input checked="" type="checkbox"/> | B042A21 | Y | 1.0000 | MN001 | 2018 | B04312W | | 411325 |

- After finalizing this distribution line, saving and budget checking the voucher, the encumbrance balance on the purchase order is \$0.00. The purchase order was originally for \$200.00. One payment was made for \$100 and marked as final.

Purchase Order Inquiry

Purchase Order

Business Unit: B0401 Origin: 112 Plant Protection Division
 PO ID: 3000012611 PO Status: Dispatched
 Budget Status: Valid

Header

PO Date: 07/01/2014 Doc Tot Status: Valid Agency Ref: BPA 12W0/A21
 Vendor Name: SOUTH DAKO-002 Backorder Status: Not Backordered
 Vendor ID: 0000217880 Receipt Status: Not Recvd Doc Type: BPA
 Buyer: Wickham, Judith A Hold From Further Processing

PO Reference: LAB TESTING
 Billing Location: B040002

Amount Summary

| | |
|----------------------|------------|
| Merchandise: | 200.00 |
| Freight/Tax/Misc.: | 0.00 |
| Total: | 200.00 USD |
| Encumbrance Balance: | 0.00 USD |

- **Budget Information** for Line 1 Distribution 1 of the PO reflects:
 - Encumbrance Balance \$0.00
 - Expensed to Date \$100.00
 - Commitment Control Close Flag checked

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 3000012611 Line: 1 Sched: 1 Item: FY 15 VARIETAL PURITY TESTING (AS REQUESTED) (PRICES VARY)
 Status: Active Sched Qty: 1.0000
 Distribute By: Amount Merchandise Amount: 200.00 USD
 Doc. Base Amount: 200.00 USD

Distributions

| Dist | Status | Percent | Budget Status | Budget Date | Currency | Encumbered Base Balance | Base Currency | Expensed To Date | Commitment Control Close Flag |
|------|--------|----------|---------------|-------------|----------|-------------------------|---------------|------------------|-------------------------------------|
| 1 | Open | 100.0000 | Valid | 07/01/2014 | USD | 0.00 | USD | 100.00 | <input checked="" type="checkbox"/> |

Example 2: Selecting *Finalize* on a PO with Two Lines.

- In the example below, a purchase order has an encumbrance of \$400.00 with \$200 dollars from each line.

Purchase Order

Business Unit: B0401 Origin: 112 Plant Protection Division
 PO ID: 3000016590 PO Status: Dispatched
 Budget Status: Valid

Header

PO Date: 07/14/2015 Doc Tol Status: Valid Agency Ref: BPA 12W0/A21
 Vendor Name: SOUTH DAKO-002 Backorder Status: Not Backordered
 Vendor ID: 0000217880 Receipt Status: Not Recvd Doc Type: BPA
 Buyer: Wickham, Judith A. Hold From Further Processing

PO Reference: **Amount Summary**
 Billing Location: B040002 Merchandise: 400.00
 Freight/Tax/Misc.: 0.00
 Total: 400.00 USD
 Encumbrance Balance: 400.00 USD

Lines

| Line | Item ID | Item Description | Category | PO Qty | UOM | Merchandise Amount | Status |
|------|---------|-------------------------------|----------|--------|-----|--------------------|----------|
| 1 | | FY 15 VARIETAL PURITY TESTING | 85121803 | 1.0000 | LO | 200.00 | Approved |
| 2 | | FY 15 VARIETAL | 85121803 | 1.0000 | LO | 200.00 | Approved |

- A voucher is created for \$200.00 with \$100.00 from each line. This amount is less than the original amount of the purchase order of \$400.00. Since this is the last payment for Line 1, the first invoice line can be finalized. Finalizing Line 1 will reverse the remaining encumbrance on Line 1 of the purchase order and free up funds for other purposes.

Invoice Lines

Line: 1 Item: UOM: LO Quantity: 1.0000
 *Distribute by: Amount Unit Price: 100.00000 Line Amount: 100.00
 Ship To: B041211 Description: FY 15 VARIETAL PURITY TESTING
 SpeedChart: Category ID: 01617

Distribution Lines

| Line | PO Percent | Percent | Merchandise Amt | Finalize | AppropriID | PO Finalized | Quantity | *GL Unit | Fund | Fin Dept |
|------|------------|----------|-----------------|-------------------------------------|------------|--------------|----------|----------|------|----------|
| 1 | 100.0000 | 100.0000 | 100.00 | <input checked="" type="checkbox"/> | B042A21 | N | 1.0000 | MN001 | 2018 | B04312 |

Line: 2 Item: UOM: LO Quantity: 1.0000
 *Distribute by: Amount Unit Price: 100.00000 Line Amount: 100.00
 Ship To: B041211 Description: FY 15 VARIETAL
 SpeedChart: Category ID: 01617

Distribution Lines

| Line | PO Percent | Percent | Merchandise Amt | Finalize | AppropriID | PO Finalized | Quantity | *GL Unit | Fund | Fin DeptID |
|------|------------|----------|-----------------|--------------------------|------------|--------------|----------|----------|------|------------|
| 1 | 100.0000 | 100.0000 | 100.00 | <input type="checkbox"/> | B042A2 | N | 1.0000 | MN001 | 2018 | B04312 |

- After finalizing this distribution line, saving and budget checking the voucher, the encumbrance balance on the purchase order is \$100.00. The purchase order was originally for \$400.00. One payment was made for \$200 and one of two lines were marked as final.

Purchase Order

Business Unit: B0401 Origin: 112 Plant Protection Division
 PO ID: 3000016590 PO Status: Dispatched
 Budget Status: Valid

Header

PO Date: 07/14/2015 Doc Tot Status: Valid Agency Ref: BPA 12W0/A21
 Vendor Name: SOUTH DAKOTA-002 Backorder Status: Not Backordered
 Vendor ID: 0000217880 Receipt Status: Not Recvd Doc Type: BPA
 Buyer: Wickham, Judith A Hold From Further Processing

PO Reference: **Amount Summary**
 Billing Location: B040002 Merchandise: 400.00
 Freight/Tax/Misc.: 0.00
 Total: 400.00 USD
 Encumbrance Balance: 100.00 USD

Header Details All RTV Document Status
 Header Comments Matching
 Change Order Activity Summary View Printable Version

| Line | Item ID | Item Description | Category | PO Qty | UOM | Merchandise Amount | Status |
|------|---------|-------------------------------|----------|--------|-----|--------------------|----------|
| 1 | | FY 15 VARIETAL PURITY TESTING | 85121803 | 1.0000 | LO | 200.00 USD | Approved |
| 2 | | FY 15 VARIETAL | 85121803 | 1.0000 | LO | 200.00 USD | Approved |

- **Budget Information** for Line 1 Distribution 1 of the PO reflects:
 - Encumbrance Balance \$0.00
 - Expensed to Date \$100.00
 - Commitment Control Close Flag checked

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 3000016590 Line: 1 Sched: 1 Item: FY 15 VARIETAL PURITY TESTING (AS REQUESTED) (PRICES VARY)

Status: Active Sched Qty: 1.0000
 Distribute By: Amount Merchandise Amount: 200.00 USD
 Doc. Base Amount: 200.00 USD

| Dist | Status | Percent | Budget Status | Budget Date | Encumbrance Balance | Currency | Encumbered Base Balance | Base Currency | Expensed To Date | Commitment Control Close Flag |
|------|--------|----------|---------------|-------------|---------------------|----------|-------------------------|---------------|------------------|-------------------------------------|
| 1 | Open | 100.0000 | Warning | 07/14/2015 | 0.00 | USD | 0.00 | USD | 100.00 | <input checked="" type="checkbox"/> |

- **Budget Information** for Line 2 Distribution 1 of the PO reflects:
 - Encumbrance Balance \$100.00
 - Expensed to Date \$100.00
 - Commitment Control Close Flag un checked

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 3000016590 Line: 2 Sched: 1 Item: FY 15 VARIETAL

Status: Active Sched Qty: 1.0000

Distribute By: Amount Merchandise Amount: 200.00 USD

Doc. Base Amount: 200.00 USD

| Dist | Status | Percent | Budget Status | Budget Date | Encumbrance Balance | Currency | Encumbered Base Balance | Base Currency | Expensed To Date | Commitment Control Close Flag |
|------|--------|----------|---------------|-------------|---------------------|----------|-------------------------|---------------|------------------|-------------------------------|
| 1 | Open | 100.0000 | Warning | 07/14/2015 | 100.00 | USD | 100.00 | USD | 100.00 | <input type="checkbox"/> |

Return

Query Listing Vouchers Marked as Final

You can get a list of vouchers that have been finalized using a query.

- **Navigation:** Reporting Tools, Query, Query Viewer, **M_AP_GBL_FINALIZED_VOUCHERS**
- Enter the *Business Unit*, *Accounting Date* ranges and click on **View Results**.

M_AP_GBL_FINALIZED_VOUCHERS - Lists vouchers marked as final

Unit: E3701

Acctg Date (from): 07/01/2014

Acctg Date (to): 06/30/2015

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (442 kb)

View All First 1-100 of 2306 Last

| | Unit | Voucher | Acctg Date | Line | Distribution Li | Close Prior | Merchandise Amt | PO No. | Line | Sched Num | Line |
|---|-------|----------|------------|------|-----------------|-------------|-----------------|------------|------|-----------|------|
| 1 | E3701 | 00265554 | 11/06/2014 | 1 | | 1 Y | 125.000 | 3000008162 | 1 | 1 | 1 |
| 2 | E3701 | 00266545 | 07/01/2014 | 1 | | 1 Y | 125.000 | 3000008511 | 1 | 1 | 1 |