

Finalize Distribution Lines

You can use the finalize function on the Invoice Information tab to mark the voucher created from a purchase order as a final payment. Agencies can use the finalize function to show that the current distribution line on the voucher represents a final liquidation of the associated purchase order transaction. The finalize function will liquidate any remaining encumbrance for the corresponding distribution line on the purchase order and return the funds to the budget.

You can finalize a line in the header, Invoice Lines, or Distribution Lines sections of a voucher.

This Quick Reference Guide provides an overview of the Finalize feature in a voucher. It lists the steps to finalize purchase order lines from its related voucher. It also lists the steps to undo finalized purchase order lines. It demonstrates a query to find purchase orders marked as final. At the end, you can see an example of finalizing a distribution line.

Finalize Overview

- Only use the **Finalize** feature if the transaction is for the final payment.
- Vouchers cannot be **Un Finalized** after the voucher is paid.
- Selecting the **Finalize/Undo Finalize** icon at the header level will mark the *Finalize* column on all voucher distribution lines.
- Selecting the **Finalize/Undo Finalize** icon at the line level will mark the *Finalize* column on all voucher distribution lines for only that line.
- Select the **Finalize** box on the distribution line to finalize only that distribution line.
- Use care to coordinate with buyers and avoid making change orders on purchase orders with unprocessed vouchers with the final flag set, as this can have unintended consequences when the purchase order is budget checked.
- Purchase order transactions are liquidated during budget check. Vouchers can be budget checked manually or systematically through batch processes that run during the day or overnight.
- Purchase order transactions that are not associated with distribution lines marked as “Final” will not be liquidated.
- Be careful when marking vouchers as final when they are associated with purchase orders from closed fiscal years.

Possible Exceptions from finalizing distribution lines

The following exceptions may occur after finalizing distribution lines:

- **“Budget on Hold” Exception:** If a voucher references a purchase order from a closed fiscal year, finalizing it will reclassify the funds from “Encumbered” to “Available Budgets” in Commitment Control. Any attempt to pay from these funds will result in a “Budget on Hold” exception.
- **“Ref’d Doc has been finalized” exception:** If a voucher referencing a purchase order is finalized, but then changes are made to the purchase order before running a budget check, the voucher will have a “Ref Doc Finalized” exception. To resolve this error, save the voucher with the **Finalize** box unchecked, and rerun the budget checking processes.

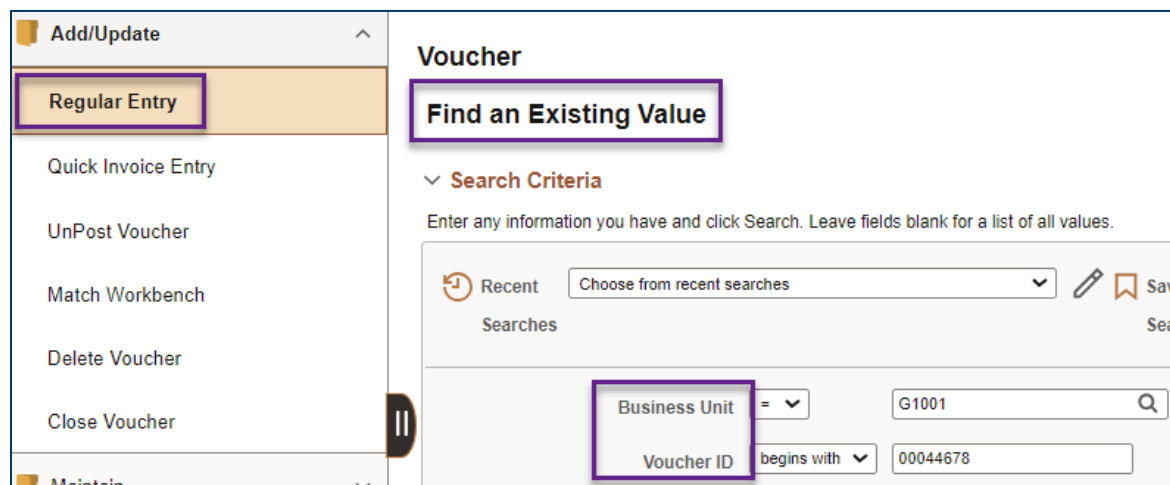
Steps to Finalize a Purchase Order Line on the Related Voucher

Step 1: Access the voucher

1. Navigate to the **Regular Entry Voucher** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The Regular Entry Voucher page defaults.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter. Left-menu, Links section, Regular Entry.

1. On the Voucher page, select the **Find an Existing Value** button.
2. On the Find an Existing Value page, enter search criteria to find the voucher.
 - a. Enter the agency number in the Business Unit field.
 - b. Enter the Invoice Number in the Invoice Number field.
 - c. Press the **Search** button at the bottom of the page.



- d. Select the voucher from the Search Results.
- e. SWIFT displays the Summary tab of the voucher. Go to the **Invoice Information** tab.

Step 2: Finalize the line and save the voucher

1. Select or check the **Finalize** icon or box in the Header, Invoice Lines, or Distribution Lines.
 - **Header:** Select the **Finalize Document** icon in the header section to finalize all distribution lines on the voucher.

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit G1001 Invoice No test finalize

Voucher ID 00044678 Accounting Date 01/16/2024

Voucher Style Regular Voucher *Pay Terms 30 Net 30

Invoice Date 01/16/2024 Basis Date Type Inv Date

Invoice Received 01/16/2024 Tax Exempt

SEGAL CO THE Service Period Begin Date

Invoice Total

Line Total 145,000.00

*Currency USD

Miscellaneous

Freight

Sales Tax

Use Tax 0.00

Finalize Document

- **Invoice Line:** Select the **Finalize Line** icon in the Invoice Lines section to finalize all distribution lines in the invoice line.

Invoice Lines

Line 1 Copy Down

*Distribute by Amount

Item

Quantity 1.0000

UOM EA

Ship To G104THFL00

Description test finalize

Contract info 000000000000000000022
4786|1|1|0|1

Accounting Tag

Purchase Order

G1001|3000008049|11
Associate Receiver(s)

Amount Only

Finalize Line

- **Distribution Line:** Check mark the **Finalize** box in the Distribution Lines section to finalize only the distribution lines that are checked.

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Fund Affil	Openitem	Budget Date	Finalize
<input type="checkbox"/>	1	100.0000	100.0000	145,000.00	1.0000			01/02/2024	<input type="checkbox"/>

2. Press the **Save** button.

Step 3: Process the updated voucher, as needed

1. Depending on the Status of the voucher, you may need to rerun the Match process.
 - a. Open the **Invoice Information** tab.
 - b. Under the Action list, select “Matching” and select the **Run** button.
 - c. SWIFT displays a message about waiting for the process to be complete. Select **Yes**.
 - d. When the Matching process is complete, select the Summary tab, and verify the Match Status says “Matching.”
2. Rerun the budget checking process.

- a. Select the **Invoice Information** tab.
 - b. Under the Action list, select the “Budget Checking” option and press the **Run** button.
 - c. SWIFT displays a Message box will ask if you want to wait for the Budget Checking process to complete. Select **Yes**.
 - d. When the Budget Checking process is complete, select the **Summary** tab, and verify the Budget Status field says “Valid.”
3. Submit the voucher for approval.
 - a. Select the **Invoice Information** tab.
 - b. Select the **Submit Approval** button.

Steps to Undo Finalized Purchase Order Lines on a Related Voucher

Step 1: Access the voucher

1. Navigate to the **Regular Entry Voucher** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The Regular Entry Voucher page defaults.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter. Left-menu, Links section, Regular Entry.

2. On the Voucher page, select the **Find an Existing Value** button.
 - a. Enter the agency number in the Business Unit field.
 - b. Enter the Invoice Number in the Invoice Number field.
 - c. Press the **Search** button at the bottom of the page.
 - d. Select the voucher from the Search Results.
 - e. SWIFT displays the Summary tab of the voucher.

Step 2: Unfinalize the header, invoice line or distribution line

3. Go to the **Invoice Information** tab and un-finalize the Header, Invoice Lines or Distribution lines.
 - a. Select the **Undo Finalize** icon in the Header or Invoice Lines or uncheck mark the **Finalize** box in the Distribution Lines.
 - **Header.** Select the **Undo Finalize** icon.

Business Unit: G1001
 Invoice No: test finalize
 Voucher ID: 00044678
 Accounting Date: 01/16/2024
 Voucher Style: Regular Voucher
 *Pay Terms: 30 Net 30
 Invoice Date: 01/16/2024
 Basis Date Type: Inv Date
 Invoice Received: 01/16/2024
 SEGAL CO THE
 Supplier ID: 0000859882
 Service Period Begin Date:

Invoice Total
 Line Total: 145,000.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Sales Tax:
 Use Tax: 0.00

Undo Finalize

- **Invoice Lines.** Select the **Undo Finalize** icon.

Line 1 Copy Down
 *Distribute by: Amount
 Item:
 Quantity: 1.0000
 UOM: EA
 Unit Price: 145,000.00000

Ship To: G104THFL00
 Description: test finalize
 Contract Info: 000000000000000000022
 478611101
 Accounting Tag:

Purchase Order
 G1001[3000008049]11
 Associate Receiver(s)
 Amount Only

- **Distribution Lines.** Uncheck the **Finalize** box.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Fund Affil	OpenItem	Budget Date	Finalize
<input type="checkbox"/>	1			145,000.00	1.0000			01/02/2024	<input type="checkbox"/>

4. Press the **Save** button.

Step 3: Process the updated voucher, as needed

1. If the voucher was previously budget checked and approved, rerun the budget checking process.
 - a. Select the **Invoice Information** tab.
 - b. Under the Action list, select the “Budget Checking” option and press the **Run** button.
 - c. SWIFT displays a Message box will ask if you want to wait for the Budget Checking process to complete. Select **Yes**.
 - d. When the Budget Checking process is complete, select the **Summary** tab, and verify the Budget Status field says “Valid.”
2. Submit the voucher for approval.
 - a. Select the **Invoice Information** tab.
 - b. Select the **Submit Approval** button.

Steps to use a Query that Lists Vouchers Marked as Final

To find a list of vouchers that have been marked as Finalized, use the **Finalized Vouchers** query: M_AP_GBL_FINALIZED_VOUCHERS.

Step 1: Access the Query Viewer

1. Navigate to the **Query Viewer** page.

Navigation Option	Navigation Path
NavBar	Navigator, SWIFT, Reporting Tools, Query, Query Viewer.

2. The Query Viewer page displays.
 - a. In the Search By field, select the “Query Name” option.
 - b. In the begins with field, enter the following Query Name: M_AP_GBL_FINALIZED_VOUCHERS.
 - c. Press the **Search** button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Step 2: Review the results in the Finalize Vouchers query

1. The Search Results will display below the Query section. Select the **HTML** link or the **Excel** link to open the Finalized Vouchers query in HTML or Excel format.

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
M_AP_GBL_FINALIZED_VOUCHERS	Lists vouchers marked as final	Public	AP	HTML	Excel

2. Enter the agency number in the Unit field.
3. Enter the date ranges in the “from” and “to” Acctg Date fields.
3. Press the **View Results** button.

M_AP_GBL_FINALIZED_VOUCHERS - Lists vouchers marked as final

Unit

*Acctg Date (from)

*Acctg Date (to)

4. SWIFT displays a list of all the vouchers marked as Finalized.

Example of finalizing a distribution line for a voucher referencing a purchase order

In this example, your agency needs to create a voucher as final payment by referencing a purchase order, which has an encumbrance balance of \$2,000.00.

Amount Summary ?		
Merchandise	5,000.00	
Freight/Tax/Misc.	0.00	
Total Amount	5,000.00	USD
Encumbrance Balance	2,000.00	USD

- Your agency creates a voucher referencing the purchase order for \$1000.00. This amount is less than the original amount of the purchase order of encumbrance balance of the purchase order of \$2000.00.
- Since this is the last payment for this purchase order, you can select this voucher as the final payment. Doing so will liquidate the remaining encumbrance on the purchase order. This frees up funds for other purposes.
- After finalizing this distribution line, saving and budget checking the voucher, the encumbrance balance on the purchase order is \$0.00.

Amount Summary ?		
Merchandise	5,000.00	
Freight/Tax/Misc.	0.00	
Total Amount	5,000.00	USD
Encumbrance Balance	0.00	USD

- If you didn't mark the voucher for final payment, the encumbrance balance on the on the purchase order would be reduced by the voucher amount and there would still be funds available on it.