

QUICK REFERENCE GUIDE

Updated November 01, 2019

Finalize Distribution Lines

You can use the finalize function on the Invoice Information tab to mark the voucher as a final payment. The finalize function will liquidate any remaining encumbrance for the corresponding distribution line on the purchase order and return the funds to the budget. This Quick Reference Guide provides information on the **Finalize/Undo Finalize** icon in Accounts Payable.

Finalize Overview

- Only use the **Finalize** feature if the transaction is for the final payment.
- Vouchers can not 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 the 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.

Possible Exceptions from finalizing distribution lines

The following exceptions may occur after finalizing distribution lines:

- **“Budget on Hold” Exception:** If a voucher references a PO 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 PO is finalized, but then changes are made to the PO 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 PO Lines

1. Navigate to the *Invoice Information* tab of the voucher on the *Voucher Regular Entry* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The <i>Voucher Regular Entry</i> page will display by default.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Regular Entry.

2. Select or check mark 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.

The screenshot shows the 'Invoice Information' tab of a voucher entry page. The 'Finalize Document' icon, represented by a document with a checkmark, is highlighted with a red box in the right-hand 'Invoice Total' section. The interface includes various input fields for business unit, voucher ID, invoice date, and supplier information, along with an 'Invoice Total' summary and a 'Save' button.

- *Invoice Line*: Select the **Finalize Line** icon in the *Invoice Lines* section to Finalize all Distribution Lines in the Invoice Line.

The screenshot shows the 'Invoice Lines' section of the voucher system. The 'Finalize Line' icon, represented by a document with a checkmark, is highlighted with a red box in the 'Purchase Order' section. The interface displays details for a specific line item, including quantity, unit price, and line amount, along with options to 'Associate Receiver(s)' and 'Calculate'.

- *Distribution Line*: Check mark the **Finalize** box in the *Distribution Lines* section to Finalize the Distribution Line.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Subcategory	Affil	Fund Affil	OpenItem	Budget Date	Finalize	PO Finalized
<input type="checkbox"/>	1	100.0000	100.0000	1,307.88	1.0000					07/01/2018	<input type="checkbox"/>	N

3. Press the **Save** button.
4. If the voucher was previously budget checked and approved, rerun the budget checking process.
 - Select the *Invoice Information* tab.
 - Under the *Action* list, select the “Budget Checking” option.
 - Press the **Run** button to run the Budget Checking process.
 - A **Message** box will ask if you want to wait for the Budget Checking process to complete. Press **Yes**.
 - When the Budget Checking process is complete, select the *Summary* tab, and verify the *Budget Status* field says “Valid.”

Steps to Undo Finalized PO Lines

1. Navigate to the *Invoice Information* tab of the voucher.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The <i>Regular Entry (Voucher)</i> page will display by default.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Regular Entry.

2. Select the **Undo Finalize** icon in the *Header* or *Invoice Lines*, or uncheck mark the **Finalize** box in the *Distribution Lines*.
5. Press the **Save** button.
6. If the voucher was previously budget checked and approved, rerun the budget checking process.
 - Select the *Invoice Information* tab.
 - Under the *Action* list, select the “Budget Checking” option.
 - Press the **Run** button to run the Budget Checking process.
 - A **Message** box will ask if you want to wait for the Budget Checking process to complete. Press **Yes**.
 - When the Budget Checking process is complete, select the *Summary* tab.
 - Verify the *Budget Status* field says “Valid.”

Example: Finalize Distribution Lines for Voucher referencing Purchase Order

In this example, you need to create an AP voucher as final payment by referencing the following PO, which currently has an encumbrance balance of \$12,428.88.

Maintain Purchase Order
Purchase Order

Business Unit R2901 Origin: A65 Reg Op R1 NW Region PO Status Dispatched

PO ID 3000116061 Approval Exception Budget Status Valid

Change Order 1

Copy From Hold From Further Processing

Header ?

PO Date 07/01/2018 Response Documentation Doc Tol Status Valid

Expiration Date Supplier Search Backorder Status Not Backordered Create BackOrder

Supplier MN IT SERV-001 Supplier Details Receipt Status Partial

Supplier ID G46000000 MN.IT.SERVICES Dispatch Method Phone **Dispatch**

Buyer 01121000 Stodgell,Aaron A Document Type BPA Blanket Purchase Agreement

PO Reference Agency Reference EIOR: 11703 Exempt From WFC

Billing Location R2981M0115 Billing Address

Amount Summary ?

Merchandise	15,065.00	
Freight/Tax/Misc.	0.00	
Total Amount	15,065.00	USD
Encumbrance Balance	12,428.88	USD

Calculate

Header Details Activity Summary
 PO Defaults Add Comments
 PO Activities Add ShipTo Comments
 Requisitions Document Status
 ▼ Actions

When you create a voucher for \$1,523.96, you mark it as final payment for this purchase order.

Invoice Information Payments Voucher Attributes Error Summary

Business Unit R2901 Invoice No invoice-po-test2

Voucher ID 00456565 Accounting Date 06/02/2019

Voucher Style Regular Voucher *Pay Terms 000 Net 0

Invoice Date 05/02/2019 Basis Date Type Inv Date Tax Exempt

Invoice Received 05/02/2019

Supplier ID MN.IT.SERVICES Service Period Begin Date: 05/02/2019

ShortName MN.IT.SERV-001 Goods/Services Received Custom Number

Location 001 *Address 1

Invoice Total

Line Total	1,523.96
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	1,523.96
Difference	0.00

Copy From Source Document

PO Unit PO Number **Copy PO** Copy From None Go

Invoice Lines

Line 1 Copy Down Ship To R2981M0115

*Distribute by Amount Description HQ DCP - OET Charges Accounting Tag

Item Quantity 1.0000 UOM DO Unit Price 1,523.96000 Line Amount 1,523.96

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Affil	Fund Affil	OpenItem	Budget Date	Finalize	PO Finalized
<input checked="" type="checkbox"/>	1			1,523.96	1.0000				07/01/2017	<input checked="" type="checkbox"/>	Y

Notice the **Finalize** box in the *Distribution Lines* section is check marked, which will finalize liquidation of the PO and free up the funds on its remaining encumbrance for other purposes.

Note: If the voucher were not for final payment, the encumbrance balance on the PO would simply be reduced by the voucher amount—in this case, the original encumbrance balance was \$12,428.88, and it would go down to \$10,904.92 after being reduced by the voucher amount \$1,523.96.

Purchase Order Inquiry
Purchase Order

Business Unit	R2901	Origin	A65 Reg Op R1 NW Region
PO ID	3000116061	PO Status	Dispatched
Change Order	1	Budget Status	Valid

▼ Header

PO Date	07/01/2018	Doc Tol Status	Valid
Supplier Name	MN IT SERV-001	Backorder Status	Not Backordered
Supplier ID	G46000000	Receipt Status	Partial
Buyer	Stodgell, Aaron A	<input type="checkbox"/> Hold From Further Processing	
PO Reference		Document Type	BPA Blanket Purchase Agreement
Billing Location	R2981M0115	Agency Reference	EIOR: 11703

Amount Summary

Merchandise	15,065.00	
Freight/Tax/Misc.	0.00	
Total	15,065.00	USD
Encumbrance Balance	10,904.92	USD

However, after finalizing, saving, matching, and budget checking the voucher, the encumbrance balance on the PO will go down to \$0.00, even though it was previously \$12,428.88.

Purchase Order Inquiry
Purchase Order

Business Unit	R2901	Origin	A65 Reg Op R1 NW Region
PO ID	3000116061	PO Status	Dispatched
Change Order	1	Budget Status	Valid

▼ Header

PO Date	07/01/2018	Doc Tol Status	Valid
Supplier Name	MN IT SERV-001	Backorder Status	Not Backordered
Supplier ID	G46000000	Receipt Status	Partial
Buyer	Stodgell, Aaron A	<input type="checkbox"/> Hold From Further Processing	
PO Reference		Document Type	BPA Blanket Purchase Agreement
Billing Location	R2981M0115	Agency Reference	EIOR: 11703

Amount Summary

Merchandise	15,065.00	
Freight/Tax/Misc.	0.00	
Total	15,065.00	USD
Encumbrance Balance	0.00	USD

Query Listing Vouchers Marked as Final

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

1. Navigate to the *Query Viewer* page.

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

2. The *Query Viewer* page will display. In the *Search By* field, select the “Query Name” option.
3. In the *begins with* field, enter the following Query Name: M_AP_GBL_FINALIZED_VOUCHERS.
4. Press the **Search** button.
5. 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 Viewer

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

*Search By Query Name ▼

Advanced Search

begins with M_AP_GBL_FINALIZED_VOUCHERS

Search

Search Results

*Folder View -- All Folders -- ▼

Query

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

6. Enter the agency number in the *Unit* field.
7. Enter the date ranges in the *Acctg Date* fields.
8. Press the **View Results** button.

M_AP_GBL_FINALIZED_VOUCHERS - Lists vouchers marked as final

Unit

Acctg Date (from) 📅

Acctg Date (to) 📅

View Results

Row	Unit	Voucher	Acctg Date	Line	Distribution Li
-----	------	---------	------------	------	-----------------

A list of vouchers that have been marked as Finalized will display.