Finalizing a PO
(Releasing PO Encumbrance Lines via a PO Voucher)

When outstanding PO encumbrances are not needed for payments, the department can often take steps to fully release the encumbrance directly within the voucher area in PeopleSoft. This is called Finalizing a PO. Outstanding encumbrances are also known as open encumbrances or open commitments.

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Identify an Open/Outstanding PO Encumbrance

An open encumbrance may be found by running the UHS.OPEN_COMMITMENTS_Detail query from PeopleSoft or by reviewing the 1074.4 (Open Commitments).
Determine if the PO Encumbrance can be Finalized via a PO Voucher

Run the PO Status Report:

![PO Status Report](image)

In the drop down option, select the option for PO number, then enter the PO number in the text box and click on search:

![PO Status Report](image)

The search may result in a number of PO’s, one per business unit. Select the correct PO based on the business unit:
On the next screen, select Detail and then View Report:

This pulls up the PO Status Detail report.

- Each PO Line/Schedule Line/Distribution Line combination will show with any activity, including the pre-encumbrance on the requisition and its release, the encumbrance on the PO, and any PO vouchers used to pay against that line.
- Scroll down to see which line still has an encumbrance balance (SubTotal is non-zero on the Encumbered column).
- In the example below, there is only one line, which carries an encumbrance balance, and has been featured on a PO voucher (voucher 01521411).
For an open commitment line to be finalized at the department level, it must have been used on a PO voucher.
- You need not use the most recent voucher to finalize the PO line.
- PO’s are finalized by line—you can finalize one line without finalizing another on the same PO.
- Each PO line that will no longer be used to make payments against the PO should be finalized.
- Even if the PO voucher paid a zero dollar amount on the line, it can still be used to finalize the PO line.

If no PO lines show a non-zero SubTotal in the Encumbered column, then the PO is already finalized by either full payment or prior finalization. No further action is necessary. This below picture is an example of a PO showing only finalized lines:

If the PO line has not been used on a PO voucher, the finalization cannot be completed at the department level. Submit an Encumbrance Adjustment Form (EAF) via the DocuSign template. Find this form in DocuSign:

- This below picture is an example of a PO showing two finalized lines (top and bottom) one unfinalized line (middle). Unfortunately, this middle line has no vouchers paid against it, and so the PO Voucher cannot be used to finalize the PO. In this case, an EAF is required as noted above.
- Note: AP recommends that departments not remove lines from a PO voucher for this very reason.
Finalizing a PO Line via Voucher

To finalize a line, go to any voucher used to pay that line (identified on the PO Detail Status Report above) and first review the Summary tab.

- The Post Status should be posted.
- The Close Status should be Open.
- **DO NOT** finalize a voucher that has not been posted.

Next, select the Invoice Information tab and use either Option 1 or Option 2 below.
Option 1: Finalizing ALL lines on the PO Voucher.

1. Select the red finalize document icon.
2. Budget Check
3. This will finalize all lines that were featured on the PO voucher, even if they were zeroed out. If a line was removed from the PO voucher (which is not recommended), then it will not be finalized by finalizing this voucher.
4. After clicking the finalize box at the top of the voucher, SAVE the voucher and THEN budget check.
5. If it does not process correctly, reach out to AP or Purchasing with screenshots of your attempts and/or complete an Encumbrance Adjustment Form.
6. If it does appear to process correctly, you can verify that the balance was released by returning to rerun the PO Status report. The encumbrance balance for any finalized lines should list $0.
Option 2: Finalizing ONE line at a time on the PO Voucher.

1. Select the correct line in the voucher to finalize. In this example, there is only one line.
2. Use the line scroll to go all the way to the right on the line until you see the finalize box.
3. Check mark that box. Next to it, the PO Finalized status will be N.
4. Repeat this for all lines that you would like to finalize.
5. Budget Check.
6. After checking the finalize box on all lines you wish to finalize, SAVE the voucher, and THEN budget check.
7. If it does not process correctly, reach out to AP or Purchasing with screenshots of your attempts and/or complete an Encumbrance Adjustment Form via DocuSign.
8. If it does appear to process correctly, you can verify that the balance was released by returning to rerun the PO Status report. The encumbrance balance for any finalized lines should list $0.

On the right you will see the finalize box:
Successful PO Voucher Finalization

1. Verify that the balance was released by returning to rerun the PO Status report. The encumbrance balance for any finalized lines should list $0.

Troubleshooting

The above process may hang up or not fully release for other reasons. You can try the following solutions:

- Use a different voucher number to finalize. Sometimes the most recent voucher is the better voucher to use to finalize.
- For prior year PO’s, Option 1 may not work. You may have to finalize each line (use Option 2) for prior year PO’s.
- If at any point you try to budget check before saving your finalize selection and it does not release the encumbrance. Clear the finalize button selection on the voucher and save. Afterwards, re-select your finalize option and save and then budget check.
- Follow all parts of the procedure—often a partial finalizing happens when the user does not budget check after saving.
- If at any time a line was deleted in any PO voucher you will not be able to finalize with these instructions. You will need to complete an EAF and Purchasing will need to assist. Include this explanation in your EAF form via DocuSign.
- If at any time you have added additional lines within the PO Voucher lines you will not be able to finalize with these instructions. You will need to complete an EAF and Purchasing will need to assist. Include this explanation in your EAF form via DocuSign.