



FINALIZING A VOUCHER

At times, the total amount being paid against a PO is less than the PO amount. In order to release the open encumbrances, you would finalize the voucher or the voucher line to release the funds. For example, the PO is for \$100 but you are only paying \$85. Finalizing would release the remaining \$15 and put it back in the budget.

Step1: Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value. Enter the voucher number and select the voucher ID.

Step2: Click on the  button to finalize the voucher. When finalizing at the header level, any open encumbrances will be released against this voucher. The  button is also at the line level if an encumbrance only needs to be released for a particular line.

Summary	Related Documents	Invoice Information	Payments	City/State Payment	Voucher Attributes	CUNY Voucher Attributes
Business Unit:	GRD55	Invoice Number:	GRD55-test1			
Voucher ID:	00000007	Invoice Date:	05/16/2019			
Voucher Style:	Regular	Action:	<input type="button" value="Run"/>	<input type="button" value="Print Invoice"/>		
Copy from a Source Document						
PO Unit:	GRD55	Purchase Order:	0000000002	<input type="button" value="Copy PO"/>	Worksheet Copy Option:	None
Vendor:	0000001299	*Pay Terms:	X1501	Net 15	<input type="button" value="Print"/>	Basis Dt Type Inv Date
Name:	CDW GOVERN-001				<input type="button" value="Print"/>	<input type="button" value="Comments(0)"/>
Location:	EPAY	Accounting Date:	05/22/2019			
*Address:	1	*Currency:	USD			Non Merchandise Summary
CDW Government LLC	Advanced Vendor Search	Total:	5,125.00			<input type="button" value="Calculate"/>
75 Remittance Dr Ste 1515		Difference	0.00			Session Defaults
Chicago, IL 60675						

Step2: Click on the button to continue the finalizing.

Message
This action will finalize all eligible distributions for this voucher. Continue? (7030,342)
<input type="button" value="Yes"/> <input type="button" value="No"/>

Step 3: The voucher budget status will go back to 'Not Checked'. Run the budget check process to put the budget status back to 'Valid'. Click on 'Budget Checking' then .

Business Unit: GRD55
Voucher ID: 00000007
Voucher Style: Regular
Contract ID:
Vendor Name: CDW Government LLC
75 Remittance Dr Ste 1515
Chicago, IL 60675

Entry Status: Postable
Match Status: Matched
Approval Status: Approved
Post Status: Posted

Document Tolerance Status: Valid
Budget Status: Not Chk'd
Budget Misc Status: Valid

Business Unit: GRD55 **Invoice Number:** GRD55-test1
Voucher ID: 00000007 **Invoice Date:** 05/16/2019
Voucher Style: Regular **Action:** [Dropdown] **Run** **Print Invoice**

Copy from a Source Document

PO Unit: GRD55 **Purchase Order:** 0000000002 **Option:** None

Budget Checking
Match, Doc Tol, Bdgt
Voucher Post

Vendor: 000001200 **Basis Dt Type:** Inv Date