**Voucher Entry – Finalize and Undo Finalize for a PO Line**

**Menu Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry**

**Tab:** Invoice Information

**Section:** Invoice Lines

1. The **“Finalize”** and **“Undo Finalize”** buttons have to do with Commitment Control.  The **“Finalize”** button liquidates the rest of the unused PO Line and also puts that unused amount back into the budget.  The **“Undo Finalize”** button, reverses the Finalize action, i.e., it puts that amount (encumbrance) back onto the PO and also adjusts the budget for that encumbrance.

**\*\*\* IMPORTANT:** It is recommended that you finalize or undo-finalize at or around the time you are entering your voucher. If you finalize/undo-finalize at a later date and your agency has closed the budgets that are applicable to these voucher/po lines, it could cause budget errors when running the budget checking for these vouchers.



A closer look at these buttons:



**Steps to “Finalize” a PO Line from the voucher:**

**Navigate to:** Accounts Payable > Vouchers > Add/Update > Regular Entry

**Click:** “Find an Existing Value”

* Search for your applicable voucher
* Select your applicable voucher from the Search results

**Tab:** Go to the “Invoice Information” tab

**Section:** Scroll down to the “Invoice Lines” section.

* For each line that you wish to Finalize, click on the “Finalize” icon  on EACH of those lines.

**Click:** “Yes” to Continue



**Click:** “Save”

**Select:** From the “Action” drop down box, select “Budget Checking”



**Run:** Click “Run”

**Completed:** Finalize is Complete, i.e., the rest of the respective PO Line(s) is liquidated and the liquidated encumbrance is restored to the budget.

**Steps to “Undo-Finalize” for a PO Line from the voucher:**

**Navigate to:** Accounts Payable > Vouchers > Add/Update > Regular Entry

**Click:** “Find an Existing Value”

* Search for your applicable voucher
* Select your applicable voucher from the Search results

**Tab:** Go to the “Invoice Information” tab

**Section:** Scroll down to the “Invoice Lines” section.

* For each line that you wish to Undo the Finalize, click on the “Undo Finalize” icon  on EACH of those lines.

**Click:** “Yes” to Continue



**Click:** “Save”

**Select:** From the “Action” drop down box, select “Budget Checking”



**Run:** Click “Run”

**Completed:** Undo Finalize is Complete, i.e., the encumbrance is restored to the respective PO line(s) and the budget is updated for that encumbrance.