# 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.



**Step2:** Click on the **Yes** button to continue the finalizing.



**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 **Run** .

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|---|---|
| **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 |

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**Business Unit:** GRD55  **Invoice Number:** GRD55-test1  **②**
**Voucher ID:** 00000007  **Invoice Date:** 05/16/2019
**Voucher Style:** Regular  **Action:** [ ▾ ] [Run] [Print Invoic]

**Copy from a Source Document**

**PO Unit:** GRD55  **Purchase Order:** 0000000002  **①** Cop... Option: None ▾

Budget Checking
Match, Doc Tol, Bdgt
Voucher Post

Vendor: 0000001299  ...  X1501  Net 15  **Basis Dt Type** Inv Date

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