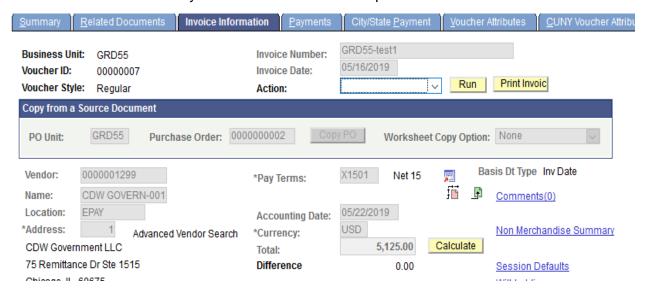
FINALIZING A VOUCHER

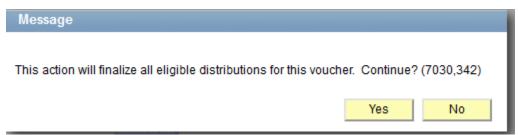
At times, the total amount being paid against a PO is less than the PO amount. In order to release the open encumbrances, you would finalize the voucher or the voucher line to release the funds. For example, the PO is for \$100 but you are only paying \$85. Finalizing would release the remaining \$15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

 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

