

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).

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Cost Center : ██████████
Business Unit : 00730 University of Houston
Pund : ██████████
DeptID : ██████████
Program Code : ██████████
Project : ██████████
CC Manager : ██████████
UNIVERSITY OF HOUSTON - SYSTEM
Open Commitments
As of August 31, 2017 (Through Period 12)
Report Includes All Active and Inactive Cost Centers
Page No. : 8
Report ID : UGLS1074.4
Database : FSPRD
Run Date : 08/21/2017
Run Time : 01:53:16 PM

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Acct	Type	BU	Number	Date	ID	Name	Vendor	Encumbrance Amount	Liquidated Amount	Open Amount	Percent Open	Budget Ref	CP1
Current Budget Reference													
No Open Commitments Found.													
Prior Budget References													
53702	PO	00730	0000033229	07/05/15	0000122556			424.15	0.00	424.15	100.0%	BP2015 39764	
Total Open Commitment										424.15			
Grand Total Open Commitment										424.15			

Determine if the PO Encumbrance can be Finalized via a PO Voucher

Run the PO Status Report:



PO Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

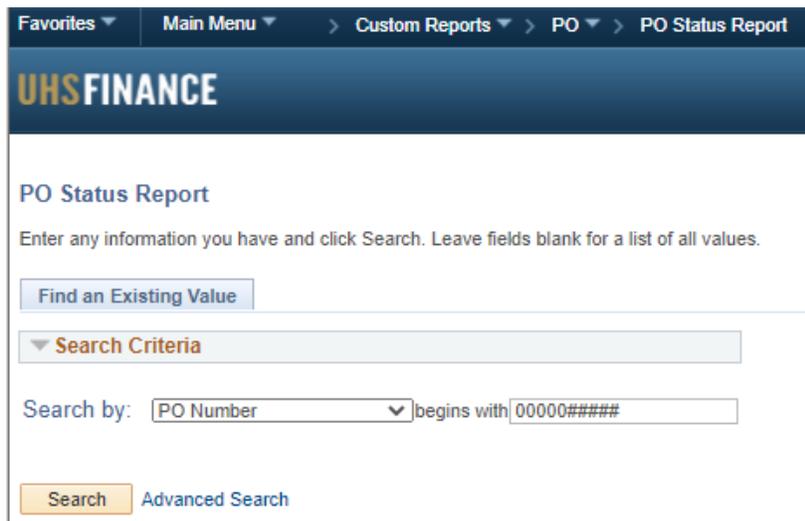
Find an Existing Value

Search Criteria

Search by: Business Unit begins with

Search Advanced Search

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



The search may result in a number of PO's, one per business unit. Select the correct PO based on the business unit:

PO Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: PO Number begins with 000004889

Search Advanced Search

Search Results

PO Number	Business Unit	Purchase Order Date	Purchase Order Reference	Vendor ID
000004889	00730	07/23/2002	Online Sourced from Req	000003375
000004889	00759	11/11/2002	Online Sourced from Req	000006738
000004889	00765	10/07/2015	765-16-0051	0000074427
000004889	00784	09/01/2005	(blank)	000003779
000004889	CN730	11/14/2015	(blank)	000009040
000004889	TR784	08/21/2007	(blank)	0000071708

On the next screen, select Detail and then View Report:

PO Status Report

Business Unit: CN730

PO Number: 000004889

PO Status: Dispatched

When printing the report, please use the "Landscape" option.

1. Select the Report Type
2. Click the button below to generate the report.
3. File-->Print...-->Layout Tab-->Landscape-->Print Button

Report Type

Detail

Summary

View Report

Save Return to Search Previous in List Next in List Notify

This pulls up the PO Status Detail report.

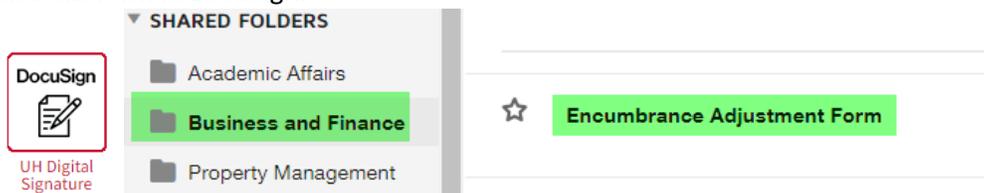
- Each PO Line/Schedule Line/Distribution Line combination will show with any activity, including the pre-encumbrance on the requisition and its release, the encumbrance on the PO, and any PO vouchers used to pay against that line.
- Scroll down to see which line still has an encumbrance balance (SubTotal 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).

Contracts - UH PO Status Detail Report										
Acct	Req ID	Req Line	Voucher ID	Vendor ID	Vendor Name	Req Status	Finalize PO	Pre-Encum	Encumbered	Expended
Business Unit: CN730 PO ID: 000004889 PO Status: Dispatched										
Run Date: 05/21/2017 Run Time: 02:16:40 PM										
PO Line: 1 Sched Line: 1 Distrib Line: 1 Distrib Line Status: Open CC: 007304541H010208324NA Bud Ref: BP2016										
53107	000005623	1		000009040	...	Approved		2,096.41	0.00	0.00
53107	000005623	1		000009040	...	Approved		-2,096.41	0.00	0.00
53107	000005623	1	01521411	000009040	...			0.00	2,096.41	0.00
53107	000005623	1	01521411	000009040	...			0.00	-1,944.24	0.00
53107								0.00	0.00	1,944.24
SubTotal:								0.00	152.17	1,944.24
Grand Total:								0.00	152.17	1,944.24

- 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:

University of Houston PO Status Detail Report										
Acct	Req ID	Req Line	Voucher ID	Vendor ID	Vendor Name	Req Status	Finalize PO	Pre-Encum	Encumbered	Expended
Business Unit: 00730 PO ID: 000003229 PO Status: Dispatched										
Run Date: 05/21/2017 Run Time: 01:59:38 PM										
PO Line: 1 Sched Line: 1 Distrib Line: 1 Distrib Line Status: Open CC: 007302072H010280044NA Bud Ref: BP2015										
54470	000002382	1		0000122556	...	Approved		2,835.00	0.00	0.00
54470	000002382	1		0000122556	...	Approved		2,835.00	0.00	0.00
54470	000002382	1		0000122556	...	Approved		-2,835.00	0.00	0.00
54470	000002382	1	01539302	0000122556	...			0.00	2,835.00	0.00
54470	000002382	1	01539302	0000122556	...			0.00	-2,835.00	0.00
54470	000002382	1	01539302	0000122556	...			0.00	2,835.00	0.00
54470	000002382	1	01539302	0000122556	...			0.00	0.00	-2,835.00
54470	000002382	1	01539302	0000122556	...			0.00	0.00	2,835.00
54470	000002382	1	01539302	0000122556	...			0.00	0.00	2,835.00
SubTotal:								0.00	0.00	2,835.00
PO Line: 2 Sched Line: 1 Distrib Line: 1 Distrib Line Status: Open CC: 007302072H010280044NA Bud Ref: BP2015										
54470	000002382	2		0000122556	...	Approved		378.00	0.00	0.00
54470	000002382	2		0000122556	...	Approved		378.00	0.00	0.00
54470	000002382	2		0000122556	...	Approved		-378.00	0.00	0.00
54470	000002382	2	01539302	0000122556	...			0.00	378.00	0.00
54470	000002382	2	01539302	0000122556	...			0.00	-378.00	0.00
54470	000002382	2	01539302	0000122556	...			0.00	378.00	0.00
54470	000002382	2	01539302	0000122556	...			0.00	0.00	-378.00
54470	000002382	2	01539302	0000122556	...			0.00	0.00	378.00
54470	000002382	2	01539302	0000122556	...			0.00	0.00	378.00
SubTotal:								0.00	0.00	378.00
PO Line: 3 Sched Line: 1 Distrib Line: 1 Distrib Line Status: Open CC: 007302072H010280044NA Bud Ref: BP2015										

- 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.

PO Ln:	Sched Ln:	Distrib Ln:	Distrib Ln Status:	Open	CC:	Bud Ref:	BP2015						
54222	0000032382	9			0000122556			Approved	625.00	0.00	0.00		
54222	0000032382	9			0000122556			Approved	625.00	0.00	0.00		
54222	0000032382	9			0000122556			Approved	-625.00	0.00	0.00		
54222	0000032382	9			0000122556			Approved	0.00	625.00	0.00		
54222	0000032382	9			01539300				0.00	-625.00	0.00		
54222	0000032382	9			01539300				0.00	0.00	625.00		
SubTotal:										0.00	0.00	625.00	
53702	0000032382	10			0000122556			Approved	424.15	0.00	0.00		
53702	0000032382	10			0000122556			Approved	424.15	0.00	0.00		
53702	0000032382	10			0000122556			Approved	-424.15	0.00	0.00		
53702	0000032382	10			0000122556			Approved	0.00	-424.15	0.00		
SubTotal:										0.00	424.15	0.00	
52811	0000032382	11			0000122556			Approved	20.00	0.00	0.00		
52811	0000032382	11			0000122556			Approved	20.00	0.00	0.00		
52811	0000032382	11			0000122556			Approved	-20.00	0.00	0.00		
52811	0000032382	11			0000122556			Approved	0.00	20.00	0.00		
52811	0000032382	11			01539302			Y	0.00	-10.19	0.00		
52811	0000032382	11			01539302			Y	0.00	0.00	-20.00		
52811	0000032382	11			01539302			Y	0.00	0.00	10.19		
52811	0000032382	11			01539302				0.00	0.00	-10.19		
52811	0000032382	11			01539302				0.00	0.00	10.19		
52811	0000032382	11			01539302				0.00	0.00	10.19		
SubTotal:										0.00	0.00	10.19	
Grand Total:										0.00	424.15	8,353.19	

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.

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log
Business Unit:	00730	Invoice Date:	11/13/2015				
Voucher ID:	01521411	Invoice No:	59298				
Voucher Style:	Regular	Invoice Total:	1,944.24	USD			
Contract ID:		Pay Terms:	Net 30				
Vendor Name:	WELLS FARGO BANK (CUSTOMER SER)	Voucher Source:	Online				
	WELLS FARGO BANK	Origin:	ONL				
	HOUSTON, TX 77002-5000	Created:	11/24/2015				
Entry Status:	Postable	Created By:	8002528				
Match Status:	No Match	Modified:	11/24/2015				
Approval Status:	Approved	Modified By:	8002528				
Post Status:	Posted	ERS Type:	Not Applicable				
Doc Tol Status:	Valid	Close Status:	Open				
Budget Status:	Valid						
Budget Misc Status:	Valid						
*View Related	Payment Inquiry	Go					

Save Return to Search Notify Refresh

Add Update/Display

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary

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.

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log	Error Summary
Business Unit:	00730	Invoice No:	59298	Action:				
Voucher ID:	01521411	Invoice Date:	11/13/2015	Run				
Voucher Style:	Regular Voucher	Accounting Date:	11/24/2015					
Vendor ID:	000009040	MELANIE FRIS (CUSTOMER INC)						
ShortName:	000009040	MELANIE FRIS (CUSTOMER INC)						
Location:	V	MELANIE FRIS (CUSTOMER INC)						
*Address:	1			Comments(1)				
Advanced Vendor Search								
Invoice Lines:	1944.24	*Pay Terms:	30	Net 30		Calc Basis Date		
*Currency:	USD	Basis Date Type:	Inv Date					
Total:	1,944.24	Pay Schedule:	Other Non Transportation					
Difference:	0.00	Copy From Source Document						
Calculate		PO Unit:	CN730	Copy PO				
		PO Number:	000004889					
		Copy From:	None	Go				
Invoice Lines		Find View All		First		1 of 1		Last
Line:	1	Item:		UOM:	EA			
Distribute by:	Amount	Unit Price:	1,944.24000	Quantity:	1.0000			
Ship To:	H5008	Line Amount:			1,944.24			
SpeedChart:		Description:	Event Services					

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.

Total: 1,944.24

Difference: 0.00

Copy From Source Document

PO Unit: CN730
PO Number: 000004889
Copy From: None

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: EA
Distribute by: Amount Unit Price: 1,944.24000 Quantity: 1.0000
Ship To: H5008 Line Amount: 1,944.24
SpeedChart: Description: Event Services

One Asset

Purchase Order & Receiver Info
Associate Receiver(s)

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets							
Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Dept	Program	Project	Bud Ref
<input type="checkbox"/>	1	1,944.24	1.0000	00730	53107	4041	H0102	D8324	NA	BP2016

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary

On the right you will see the finalize box:

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: EA
Distribute by: Amount Unit Price: 1,944.24000 Quantity: 1.0000
Ship To: H5008 Line Amount: 1,944.24
SpeedChart: Description: Event Services

One Asset

Purchase Order & Receiver Info
Associate Receiver(s)

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets							
Copy Down	Line	Merchandise Amt	Quantity	ry Event	Affiliate	Fund Affil	Budget Date	Finalize	PO Finalized	
<input type="checkbox"/>	1	1,944.24	1.0000				11/24/2015	<input type="checkbox"/>	N	

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary

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.

Contracts - UH PO Status Detail Report										
Business Unit: CN730 PO ID: 000004889 PO Status: Dispatched										Run Date: 09/21/2017 Run Time: 02:26:11 PM
Acct	Req ID	Req Line	Voucher ID	Vendor ID	Vendor Name	Req Status	Finalize PO	Pre-Encum	Encumbered	Expended
PO Lin: 1 Sched Lin: 1 Distrib Lin: 1 Distrib Ln Status: Open CC: 0073040415H0326332ANA Bud Ref: BP2016										
53107	000005823	1		000009040		Approved		2,096.41	0.00	0.00
53107	000005823	1		000009040		Approved		-2,096.41	0.00	0.00
53107	000005823	1	01521411	000009040			Y	0.00	2,096.41	0.00
53107	000005823	1	01521411	000009040			Y	0.00	-1,944.24	0.00
53107	000005823	1	01521411	000009040			Y	0.00	-2,096.41	0.00
53107	000005823	1	01521411	000009040				0.00	1,944.24	0.00
53107	000005823	1	01521411	000009040				0.00	0.00	1,944.24
53107	000005823	1	01521411	000009040				0.00	0.00	-1,944.24
53107	000005823	1	01521411	000009040				0.00	0.00	1,944.24
SubTotal:								0.00	0.00	1,944.24
Grand Total:								0.00	0.00	1,944.24

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.