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).

Cost Center UNIVER Business Unit : 00730 University of Houston UNIVER Pund DeptD As of Augus Program Code Report Includes A CC Manager :	SITY OF HOUSTON - S Open Commitments t 31, 2017 (Through 11 Active and Inact	YSTEM Period 12) ive Cost Centers					Page No. Report ID Database Run Date Run Time	: 8 : UGLS1074.4 : FSPRD : 08/21/2017 : 01:53:16 PM
Acct Type BU Number Date ID Name	Encumbrance	Liquidated	Open Amount	Percent Open	Budget	CF1		
Current Budget Reference No Open Commitments Found.								
Prior Budget References								
53702 20 00730 0000033229 07/05/15 0000122556 10 10 10 10 10	424.15	0.00	424.15	100.0%	BP2015	39764		
	Total Open	Commitment	424.15					
	Grand Total Open	Commitment	424.15					

Run the PO Status Report:

Favorites 🔻	Main Menu 🔻	> Cust	tom Reports *	> P0 ▼	> PO Status	Report
UHSFIN/	ANCE					
PO Status F Enter any infor	Report mation you have an sting Value	nd click Sea	arch. Leave fie	lds blank for	a list of all val	ues.
Search C	riteria Business Unit	,	✓ begins with	1		



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

Favorites 🔻	Main Menu 🔻	> Custom	Reports 🔻	> PO 🔻 >	PO Status Re	port
UHSFIN	ANCE					
PO Status I Enter any infor Find an Exis	Report mation you have and sting Value	I click Search	n. Leave fields	s blank for a	list of all values	ŝ.
Search C	riteria					
Search by: Search	PO Number Advanced Search	~	begins with 0	0000#####		

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 Ex	cisting Value			
▼ Search	Criteria			
Search by	PO Numb	er 🗸	begins with 000004889	x
Search Search Re	Advanced Si sults	earch		
Search Search Re View All	Advanced So sults	earch	First 🕚 1-8 a	of 6 🕑 Last
Search Search Re View All PO Number	Advanced So SultS Business Unit	earch Purchase Order Date	First 🕚 1-8 of Purchase Order Reference	of 6 Decision Last
Search Search Re View All PO Number 0000004889	Advanced So sults Business Unit 00730	Purchase Order Date 07/23/2002	First ④ 1-8 c Purchase Order Reference Online Sourced from Req	of 6 East Vendor ID 0000003375
Search Search Re View All PO Number 0000004889 0000004889	Advanced S Sults Business Unit 00730 00759	earch Purchase Order Date 07/23/2002 11/11/2002	First 1-8 of Purchase Order Reference Online Sourced from Req Online Sourced from Req	of 6 Last Vendor ID 0000003375 0000006738
Search Search Re View All PO Number 0000004889 0000004889 0000004889	Advanced S Sults Business Unit 00730 00759 00765	Purchase Order Date 07/23/2002 11/11/2002 10/07/2015	First 1-8 of Purchase Order Reference Online Sourced from Req Online Sourced from Req 765-16-0051	Vendor ID 0000003375 0000006738 0000074427
Search Search Re View All PO Number 0000004889 0000004889 0000004889 0000004889	Advanced S sults Business Unit 00730 00759 00765 00784	Purchase Order Date 07/23/2002 11/11/2002 10/07/2015 09/01/2005	First ④ 1-8 of Purchase Order Reference Online Sourced from Req Online Sourced from Req 765-16-0051 (blank)	Vendor ID 0000003375 0000006738 0000074427 0000003779
Search Search Re View All PO Number 0000004889 0000004889 0000004889 0000004889	Advanced Si sults Business Unit 00730 00759 00765 00784 CN730	Purchase Order Date 07/23/2002 11/11/2002 10/07/2015 09/01/2005 11/14/2015	First ④ 1-8 of Purchase Order Reference Online Sourced from Req Online Sourced from Req 765-16-0051 (blank) (blank)	Vendor ID 0000003375 0000006738 0000074427 0000003779 0000009040

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

PO Status Report	1		
Business Unit:	CN730		
PO Number:	0000004889	PO Status:	Dispatched
Wh 1. S 2. C 3. F	en printing the report, ple helect the Report Type click the button below to g ile>Print>Layout Tal	ase use the "Landscape" opti penerate the report. b>Landscape>Print Button	on.
R	Ceport Type	View Report	
Save 🔯 Ret	turn to Search	revious in List 🛛 🚛 Next in	n List E 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).

				Contra PO Status D	ts - UH etail Report				
CN730 0000004889 Dispatched								Ran Ran	Date: 08/21/2017 Time: 02:16:40 PM
Req ID	Req Line	Voucher ID	Vendor ID	Vendor Name	Req Status	Finalize PO	Pre-Encum	Encumbered	Expended
Sched Ln: 1 Dist	rib Ln: 1 Distrib Ln	Status: Open CC: 0073	30/4041/H0102/D8324/NA Bud	Ref: BP2016					
0000005823	1		0000009040	WELFARE FIRST ILLERAN INC.	Approved		2,096.41	0.00	0.00
0000005823	1		0000009040	and Annual Road (London) and	Approved		-2,096.41	0.00	0.00
0000005823	1		0000009040	Statution from students and			0.00	2,096.41	0.00
0000005823	1	01521411	0000009040	and stated from (Colored Sec)			0.00	-1,944.24	0.00
		01521411	0000009040	and and the index of			0.00	0.00	1,944,24
						SubTotal:	0.00	152.17	1,944.24
						Grand Total:	0.00	152.17	1,944.24
	: CN730 0000004889 Dispatched Req ID Sched Ln: 1 Dist 0000005823 0000005823 0000005823	CM720 Docusating Docusating Sched Ln: 1 Distrib La: 1 Distrib La 000005523 1 000005523 1 000005523 1	OV/10 Droput/red Reg Voucher ID Las Sched Lit Distrib Lit Sched Lit Distrib Lit 0000005123 1 0000005123 1 0000005123 1 01521411 01521411 0000005123 1 01521411 01521411	OV/10 Dispatched Reg Vescher ID Vendor ID Exted Laze Vescher ID Vendor ID Sched Lit: 1 Darib Lit: Tothib Lit: Sched Lit: 1 0000001623 0000005123 1 000000623 1 000000640 0000005123 1 000000640 01521411 000000640 01521411 0000001640 01521411 0000001640 01521411 0000001640	Contrast PO Status D opcodution copported Reg ID Reg ID Vesider ID </td <td>Contracts - UM PO Status Detail Report Consolitation Despetition Reg ID Reg Voucher ID Vesder ID Vesder ID Vesder Name Reg Lase Voucher ID Status Control CC: 007304814190200320434 Bud Ref: BP2016 Status Sched Lat: 1 Datab Let: 1 Dat</td> <td>Contracts - UH PO Status Detail Report Contracts - UH PO Status Detail Report Reg ID Reg Voucher ID Vendor Name Reg Finalize Law Vendor ID Vendor Name Reg Finalize Status Of Status Contracts - UH Status Detail Report Status Of Status Of Status Contracts - UH Status Of Status O</td> <td>Contracts - UH PO Status Desili Report Contracts - UH PO Status Desili Report Contracts - UH PO Status Desili Report Reg D Reg Vescher /D Vendor Name Reg Po Reg Po Per-Encum Status Desili Report 1 Vendor 100000000 dimensioned mericined m</td> <td>Contracts - UR PO Status Detail Report Status Detail Report Status Detail Report Contracts - UR PO Status Detail Report Status Detail Report Status Detail Report Status Detail Report Reg D Reg D Vealer D Vealer D Vealer D Vealer P2016 Reg D Reg D Reg D Status Detail Report Profile Reg D Reg D Status Detail Report Reg D Profile Profile Profile Reg D Reg D Status Detail Report Reg D Profile Reg D Re</td>	Contracts - UM PO Status Detail Report Consolitation Despetition Reg ID Reg Voucher ID Vesder ID Vesder ID Vesder Name Reg Lase Voucher ID Status Control CC: 007304814190200320434 Bud Ref: BP2016 Status Sched Lat: 1 Datab Let: 1 Dat	Contracts - UH PO Status Detail Report Contracts - UH PO Status Detail Report Reg ID Reg Voucher ID Vendor Name Reg Finalize Law Vendor ID Vendor Name Reg Finalize Status Of Status Contracts - UH Status Detail Report Status Of Status Of Status Contracts - UH Status Of Status O	Contracts - UH PO Status Desili Report Contracts - UH PO Status Desili Report Contracts - UH PO Status Desili Report Reg D Reg Vescher /D Vendor Name Reg Po Reg Po Per-Encum Status Desili Report 1 Vendor 100000000 dimensioned mericined m	Contracts - UR PO Status Detail Report Status Detail Report Status Detail Report Contracts - UR PO Status Detail Report Status Detail Report Status Detail Report Status Detail Report Reg D Reg D Vealer D Vealer D Vealer D Vealer P2016 Reg D Reg D Reg D Status Detail Report Profile Reg D Reg D Status Detail Report Reg D Profile Profile Profile Reg D Reg D Status Detail Report Reg D Profile Reg D Re

- For an open commitment line to be finalized at the department level, it must have been used on a PO voucher.
 - \circ $\;$ 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:

					Universit PO Status	y of Houston Detail Report				
Business Unit: PO ID: PO Status:	: 00730 0000033229 Dispatched								3	Run Date: 03/21/2017 Run Time: 01:59:38 PM
Acct	Req ID	Req Line	Voucher ID	Vendor ID	Vendor Name	Req Status	Finalize PO	Pre-Encum	Encumbered	Expended
POLn: 1 S	Sched Ln: 1 Distrib	Ln: 1 Distrib Ln	Status: Open CC: 00730	/2072/H0102/B0044/NA Bud Re	t: 8P2015					
54470	0000032382	1		0000122556	10Y TRUMPIL DOBT NO	Approved		2,835.00	0.00	0.00
54470	0000032382	1		0000122556	100 TEO-000000 MI	Approved		2,835.00	0.00	0.00
54470	0000032382	1		0000122556	OF TRUMPLE OF ALL	Approved		-2,835.00	0.00	0.00
54470	0000032382	1		0000122556	IN TECHNOLOGIES NO.	Approved		-2,835.00	0.00	0.00
54470	0000032382	1		0000122556	IN TROUBLE DEED NO.			0.00	2,835.00	0.00
54470	0000032382	1	01539302	0000122556	IN TROMOLOGIE MC			0.00	-2,835.00	0.00
54470	0000032382	1	01539302	0000122556	IN TRUBEL INCOMES AND			0.00	-2,835.00	0.00
54470	0000032382	1	01539302	0000122556	107100-0000-0008-MS			0.00	2,835.00	0.00
54470			01539302	0000122556	IN TRANSPORTS AND ADD			0.00	0.00	-2,835.00
54470			01539302	0000122556	HE TROUGHOUSE NO.			0.00	0.00	2,835.00
54470			01539302	0000122556	IN TRUMPS OVER MI			0.00	0.00	2,835.00
							SubTotat	0.00	0.00	2,835.00
POLIC 2 5	Sched Ln: 1 Distrib	Ln: 1 Distrib Ln	Status: Open CC: 00730	/2072/H0102/B0044/NA Bud Re	t: BP2015					
54470	0000032382	2		0000122556	100 TEO HIG: 0083 ME	Approved		378.00	0.00	0.00
54470	0000032382	2		0000122556	OF TRUE DISCUSSION AND	Approved		378.00	0.00	0.00
54470	0000032382	2		0000122556	IN TROMOLOGIE MC	Approved		-378.00	0.00	0.00
54470	0000032382	2		0000122556	OF TRANSPORT AND A	Approved		-378.00	0.00	0.00
54470	0000032382	2		0000122556	IN TECHNOLOOBS NO.			0.00	378.00	0.00
54470	0000032382	2	01539302	0000122556	IN TRANSPORTS AND			0.00	-378.00	0.00
54470	0000032382	2	01539302	0000122556	HE TROUGHOUSE AND			0.00	-378.00	0.00
54470	0000032382	2	01539302	0000122556	187 TELEVISION AND A MIL			0.00	378.00	0.00
54470			01539302	0000122556	AN TROPHNO COMMINME			0.00	0.00	-378.00
54470			01539302	0000122556	IN TROUBLE DON'T MIL			0.00	0.00	378.00
54470			01539302	0000122556	IN TROMOLOGIE NO.			0.00	0.00	378.00
							SubTotal	0.00	0.00	378.00

• 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:	9 Sched Ln: 1 Distrib	Ln: 1 Distrib L	status: Open CC: 007.	0/2072/H0102/80044/NA Bud Re	t: BP2015						
54222	0000032382	9		0000122556	AT TROUGHOUSE MC	Approved			625.00	0.00	0.00
54222	0000032382	9		0000122556	THE PERSON NAME OF A DECISION OF A DECISIONO	Approved			625.00	0.00	0.00
54222	0000032382	9		0000122556	10 TEO 400,0083 441	Approved			-625.00	0.00	0.00
54222	0000032382	9		0000122556	IN TRACTORIA AND IN THE	Approved			-625.00	0.00	0.00
54222	0000032382	9		0000122556	W TROMOLOOUS WC				0.00	625.00	0.00
54222	0000032382	9	01539360	0000122556	OF TROUBER DORE NO.				0.00	-625.00	0.00
54222			01539360	0000122556	W TEORODOB WC				0.00	0.00	625.00
								SubTotal:	0.00	0.00	625.00
PO Ln:	10 Sched Ln: 1 Distrit	Ln: 1 Distrib	In Status: Open CC: 007	730/2072/H0102/80044/NA Bud F	lef: BP2015						
53702	0000032382	10		0000122556	WT TEO-HOLDONE HC	Approved			424.15	0.00	0.00
53702	0000032382	10		0000122556	INT TECHNOLOGIES INC	Approved			424.15	0.00	0.00
53702	0000032382	10		0000122556	APTRO-MOLDOR B MC	Approved			-424.15	0.00	0.00
53702	0000032382	10		0000122556	INTERNAL STREET	Approved			-424.15	0.00	0.00
53702	0000032382	10		0000122556	IN TECHNOLOGES INC				0.00	424.15	0.00
								SubTotal:	0.00	424.15	0.00
PO Ln:	11 Sched Ln: 1 Distrit	Ln: 1 Distrib	In Status: Open CC: 007	730/2072/H0102/B0044/NA Bud F	tet: BP2015						
52811	0000032382	11		0000122556	AF TECHNOLOGIES INC	Approved			20.00	0.00	0.00
52811	0000032382	11		0000122556	RP TETE AVE ADDRESS INC	Approved			20.00	0.00	0.00
52811	0000032382	11		0000122556	APP TECHNOLOGIER (MC	Approved			-20.00	0.00	0.00
52811	0000032382	11		0000122556	BET TELTE-SALE AND BEEN	Approved			-20.00	0.00	0.00
52811	0000032382	11		0000122556	BP TROPPOLISIES INC.				0.00	20.00	0.00
52811	0000032382	11	01539302	0000122556	BP TROUMOUS AND AND		Y		0.00	-10.19	0.00
52811	0000032382	11	01539302	0000122556	AL REPARTORNE AND		Y		0.00	-20.00	0.00
52811	0000032382	11	01539302	0000122556	AP TECHNOLOGES INC		Y		0.00	10.19	0.00
52811			01539302	0000122556	ANY TREASURATION AND A DESCRIPTION				0.00	0.00	-10.19
52811			01539302	0000122556	BP TECHNOLOGIE INC				0.00	0.00	10.19
52811			01539302	0000122556	AP TECHNOLOGIES INC				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.
- **<u>DO NOT</u>** 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 Docume	ents Invoice Information UHS Data	a Line Payments Vo	oucher Attributes	Documents	Approval Log	
	N					
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:						
Vendor Name:	MELANDE PINE CUISINE INC.	Pay Terms:	Net 30			
	WHEN Physicanal Lin	Voucher Source:	Online			
	Houston, Till 73006-5020					
Entry Status:	Postable	Origin:	ONL			
Match Status:	No Match	Created:	11/24/2015			
Approval Status:	Approved	Created By:	8002528			
Post Status:	Posted	Modified:	11/24/2015			
		Modified By:	8002528			
Doc Tol Status:	Valid	ERS Type:	Not Applicable	е		
Budget Status:	Valid	Close Status:	Open			
Budget Misc Status:	Valid					
*View Related	Payment Inquiry	Go				
Return to Sear	ch 🖃 Notify 🔗 Refresh		Add	Upda	te/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 Inform	UHS Data Line	Payments	Voucher Attribut	tes Docum	nents App	roval Log	Error Summary
Business Unit: Voucher ID: Voucher Style:	00730 01521411 Regular Voucher	Invoice No: Invoice Date: Accounting Date:	59. 11/ 11/	298 13/2015 24/2015				Action:
Vendor ID: ShortName: Location: *Address: Advanced Vendor Sez	0000009040	self-could rive CLI 6822 Pyresessi Li Havaties, TX, TSS82-1	ine nc				Comme	ints(1)
Invoice Lines: *Currency: Total:	1944.24 USD 1,944.24	*Pay Terms: Basis Date Type: Pay Schedule:	Min 30	/ Date her Non Transportation	Net 30	~	Calc B	asis Date
Difference:	0.00	Copy From Source	ce Docume	nt				
	Calculate	PO Unit: PO Number: Copy From:	CN 000 Not	730 0004889 ne		~	Go	Copy PO
Invoice Lines						Find View	All Fi	rst 🕚 1 of 1 🕑 Last
Line: Distribute by: Ship To: SpeedChart:	1 Amount H5008	Item: Unit Price: Line Amount: Description:	1,94 Eve	14.24000 1,944.24 nt Services	UOM: Quantity:	EA 1.0000		

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.

tal:				1,944.	24								
ference	e:			0.0	00	Copy From	Source Do	cument					
			Cal	culate		PO Unit:		CN730					
						PO Number	:	0000004889					Copy PO
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voice L	ines										Find View	All First	④ 1 of 1 ④ L
ine:			1			Item:			UC	DM:	EA		
istribut	te by:		Amount			Unit Price:		1,944.24000	Q	uantity:	1.0000		
hip To:			H5008			Line Amour	nt:		1,944.24				
peedCh	hart:				1	Description	:	Event Services					
Ca	lculate							Purchase Order Associate Rece	& Receiver Ir iver(s)	nfo			•
T Dist	tributio	n Line	s					F	Personalize	Find Vie	w All 🖾	First	🗿 1 of 1 🕑 La
GL CI	hart	Exch	ange Rate	Statistics	Assets	[::::]							
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On the right you will see the finalize box:

			Copy From	H.	Hone			C	50			
voice Lines							Find Vi	ew All	First	1	of 1	La
ine:	1	Item:			UOM:	UOM: EA						
istribute by:	Amount	Unit Price:		1,944.24000	Quantity	y: 1.0000)					
hip To:	H5008	Line Amount:		1,944.24								
peedChart:			Descriptio	n:	Event Service	s						
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Calculate					Purchase Orde Associate Rec	er & Receiver Info eiver(s)			JD .	[]		
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Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary

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.

					Contrac PO Status D	ts - UH etail Report					
Business Uni PO ID: PO Status:	E CN730 0000004889 Dispatched									R	in Date: 08/21/2017 in Time: 02/26:11 PM
Acct	Req ID	Req	Voucher ID	Vendor ID	Vendor Name	Req Status	Finalize PO		Pre-Encum	Encumbered	Expended
POLn: 1	Sched Ln: 1 Distrib Ln	1 Distrib L	Status: Open CC: 0073	0/4041/H0102/D8324/NA Bud	Ref: 8P2016						
53107	0000005823	1		0000009040	THE CONTRACT CONTRACTOR AND	Approved			2,096.41	0.00	0.00
53107	0000005823	1		0000009040	And the second s	Approved			-2,096.41	0.00	0.00
53107	0000005823	1		0000009040	AND PERSON AND IN COMPANY AND				0.00	2,096.41	0.00
53107	0000005823	1	01521411	0000009040	Contraction of the second second		Y		0.00	-1,944.24	0.00
53107	0000005823	1	01521411	0000009040	STATUTE TO LOT A		Y		0.00	-2,096.41	0.00
53107	0000005823	1	01521411	0000009040	- Million and Company and		Y		0.00	1,944.24	0.00
53107			01521411	0000009040	Manager The Lotter of				0.00	0.00	1,944.24
53107			01521411	0000009040	COLUMN AND COMPANY AND				0.00	0.00	-1,944.24
53107			01521411	0000009040	International Conference and				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.