



This tool contains a guideline on when and how to use the ‘Finalize’ button and the ‘Unfinalize’ button on a voucher in SMART.



Foundation Information – Finalize Button and Unfinalize Button



The **Finalize Button** on a **Voucher** releases the **encumbrance** on the **Purchase Order**.

You may also see the **Finalize Button** on a **Purchase Order** which releases the **pre-encumbrance** on the **Requisition** and does not affect vouchers.



The **Unfinalize Button** on the voucher restores the **encumbrance** back to the **Purchase Order**.

The **Finalize** and **Unfinalize Buttons** at the **Header** level of the voucher affect **ALL** Purchase Order lines on the voucher.

Selecting the **Finalize** and **Unfinalize Buttons** at the **Line** level of the voucher only affects the Purchase Order Line associated to the selected voucher line.



Note: You can only **Unfinalize** a **Voucher** that has been previously **Finalized**.



When to Use the Finalize Button on Vouchers

- If you have made ALL the payments against a PO Line that you are ever going to need to make and there is still remaining encumbrance on the PO line then it is appropriate to select the ‘Finalize’ button.

Timing Considerations

- If the voucher is still in process, AND has NOT been paid, then it is OK to use the ‘Finalize’ button / ‘Unfinalize’ button on the voucher to release the PO / PO Line encumbrance.
- If the voucher HAS been paid, AND the voucher Accounting Date IS within the current month, then it is OK to use the ‘Finalize’ button / ‘Unfinalize’ button on the voucher to release the PO / PO Line encumbrance.
- If the voucher HAS been paid, AND the voucher Accounting Date is NOT within the current month, **DO NOT USE** the ‘Finalize’ button on the voucher. The agency Buying Administrator needs to ‘Close’ the PO / PO Line (using the PO Reconciliation Workbench). Closing the PO / PO Line releases the PO encumbrance.
- If the voucher HAS been paid, AND the voucher Accounting Date is NOT within the current month, **DO NOT USE** the ‘Unfinalize’ button on the voucher. In this case the voucher/payment is complete and any remaining encumbrance cannot be restored to the PO. The agency Buying Administrator needs to ‘Close’ the PO / PO Line (using the PO Reconciliation Workbench). Closing the PO / PO Line releases the PO encumbrance. A new requisition/PO will need to be created to process the remaining encumbrance.



Hint: Check the ‘Activity Summary’ page (PO Tool 1) for details **BEFORE** clicking the Finalize button!

 **Example 1**

DO NOT USE

- The associated voucher has been **paid**; AND
- The voucher 'Accounting Date' is within a **Closed period**;



Solution:

Do **NOT** click either the 'Finalize' button or 'Unfinalize' button.

When these criteria are met, SMART changes the **voucher Budget Status** from 'Valid' to '**Not Checked**'. When the voucher Budget Status = 'Not Checked' AND the voucher accounting date is in a Closed AP Period (or prior fiscal year), the voucher will **NOT** be picked up by the hourly Budget Checking batch process.

If the voucher is NOT picked up by the hourly Budget Checking batch process, then SMART effectively puts the PO encumbrance on hold and can NOT release the encumbered monies. Consequently, an agency may see that the PO has a status of "Closed" and the PO encumbrance still appears in the 'Procurement Budgetary Activity' report.



Refer to **Solutions Article # 733** in the **Service Desk** for more information.

 **Example 2**

DO NOT USE

- **Agency PO:** Ordered quantity of 25 staplers from Staples Office Supplies
- **Agency Receipt:** Received quantity of 20 staplers



Solution:

Do **NOT** click the 'Finalize' button on the voucher, as you may still receive the additional five staplers.

Hint: Refer to **PO Tool 1 – 'Activity Summary Page'** to view details for the PO and Receipt



 **Example 3**

OK to use

- **Agency PO:** Ordered quantity of 10 computer monitors
- **Agency Receipt:** Received 10 computer monitors
- **Agency Voucher:** Paid for 10 computer monitors
- **Encumbrance (PO):** There is money left on the PO after paying for the computer monitors



Solution:

In this example, it is **OK** to click the 'Finalize' button on the voucher to release the remaining encumbered monies on the PO (because you will not be receiving any additional items from the vendor). (Keep in mind the dates).

Hint: Refer to **PO Tool 1 – 'Activity Summary Page'** to view details for the PO, Receipt, and Voucher





Example 4

PART A.

- Vendor ID number: 0000000007
- PO ID number: 0000000045
- PO Line number: 2
- Receipt number : 0000000015
- Voucher number: 00000123



When Voucher number 00000123 was created in SMART, the Voucher Processor clicked the 'Finalize' button, thereby releasing the remaining encumbrance monies on PO Line number 2.

PART B.

- Vendor ID number: 0000000007
- PO ID number: 0000000045
- PO Line number: 2
- Voucher number: 00000356
- Voucher Budget Status (Summary Page):
Exception

The Voucher Processor created voucher number 00000356 and pulled in the same PO and PO line number. When the voucher entered the Budget Checking Batch Process, the voucher was flagged by SMART as having a Budget Status of 'Exception'.

SMART flagged the voucher as having a Budget Status "Exception" because the Vendor Processor had clicked the Finalize button on voucher number 00000123.

When SMART attempted to budget check voucher number 00000356, SMART recognized that there were no monies available because they had been "Finalized" (or released) on voucher number 00000123. The lack of available funds caused SMART to flag voucher number 00000356 as having an "Exception".



Note: If previous Voucher number 00000123 was incorrectly 'Finalized', click the '**Unfinalize**' button. Wait for the next hourly Budget Checking batch process to run. That should correct Voucher number 00000356. (Keep in mind the dates)