Finalise a Purchase Order from a Voucher

What is Finalising?

Finalising is a process where you tell the system that no further transactions will be being made against the related document. It is most commonly used on a voucher when a purchase order line has received a final delivery but has not been fully received.

Why Finalise?

The purchasing system automatically closes purchase orders when they have been fully received. (That is, when the quantity on the purchase order = the quantity received, irrespective of the amount paid).

However, sometimes a vendor may not be able to provide the required number of an item, or you may decide that you only need to receive a portion of the quantity originally detailed on the purchase order. This is where finalising can be useful.

Overview

The purpose of this document is to provide detailed instructions on the different ways of finalising a voucher.

Navigation

Accounts Payable – Vouchers – Add/Update – Regular Entry

Key Points

There are multiple methods of finalising a Purchase Order from a voucher depending on what you wish to accomplish:

If you wish to close all PO schedules related to the voucher (all PO lines that show on the voucher) then you Finalise on the Voucher Header.

If you wish to close only those schedules related to a voucher line (the PO line that is related to that voucher line) then you Finalise on the Voucher Line (previously the only option).
**Detailed Directions**

**Scenario 1**  
You are processing a Purchase Order Voucher, and there are to be no further payments against any of the Purchase Order lines on the voucher.

**Step 01** Click on the Finalize Document button on the voucher header (beneath the Invoice Date).

**Step 02** A confirmation message will appear:

> This action will finalize all eligible distributions for this voucher.  Continue?  
> (7030.342)

Click **Yes** to confirm finalisation.

**Step 03** Click **Save** to complete process.
Scenarios 2  You are processing a Purchase Order Voucher and you no longer require one of the Purchase Order lines related, but wish to make future payments against other PO lines on the voucher.

Step 01 Click on the Finalize button on the required Invoice Line.

Step 02 A confirmation message will appear:

This action will finalize all eligible distributions for this line. Continue?
(7030,344)

Click Yes to confirm finalisation.

Step 03 Click Save to complete process.

Once you have finalised

Once you have saved after finalising, the system will pick up the details in the automated overnight processes and close lines and Purchase Orders as necessary. If there are requisitions related to these lines, they will also close.

For Further Help…

If you need assistance in determining whether or not you need to finalise something, please call the F&BS Business Solutions Helpdesk on x59666.