

## Buyer's Workbench and Finalizing PO Vouchers Two Accounting Period Open Update June/July 2016

Due to two accounting periods being open from July 1 through July 15, 2016 at 7:00 PM, please remember to adjust the Accounting Date accordingly when cancelling or closing Purchase Orders using Buyer's Workbench. **The Accounting Date will default to the current date.**

Buyer's WorkBench

### Processing Results

Business Unit: 40700 WorkBench ID: CLOSEPO

\*Description:

Select POs for Further Processing

Default date = Current date

Accounting Date for Action:

| Not Qualified            |     | Personalize   View All | First 1 of 1 Last |
|--------------------------|-----|------------------------|-------------------|
| PO ID                    | Log |                        |                   |
| <input type="checkbox"/> |     |                        |                   |

| Qualified  |      |       |              | Personalize   View All   | First 1 of 1 Last |
|------------|------|-------|--------------|--------------------------|-------------------|
| PO ID      | Line | Sched | Distrib Line |                          |                   |
| 0000000485 |      |       |              | <input type="checkbox"/> |                   |

Buyer's WorkBench

### Processing Results

Business Unit: 40700 WorkBench ID: CLOSEPO

\*Description:

Select POs for Further Processing

Adjust accounting date accordingly

Accounting Date for Action:

| Not Qualified            |     | Personalize   View All | First 1 of 1 Last |
|--------------------------|-----|------------------------|-------------------|
| PO ID                    | Log |                        |                   |
| <input type="checkbox"/> |     |                        |                   |

| Qualified  |      |       |              | Personalize   View All   | First 1 of 1 Last |
|------------|------|-------|--------------|--------------------------|-------------------|
| PO ID      | Line | Sched | Distrib Line |                          |                   |
| 0000000485 |      |       |              | <input type="checkbox"/> |                   |

Select All  Clear All

Proceed:   [Return to Buyer's WorkBench](#)

If you elect to liquidate the remaining encumbrance by selecting the 'Finalize' check box located on the voucher distribution line in the AP module, the accounting date of the voucher will determine the accounting period for the encumbrance liquidation.

Find | View All | First 1 of 1 Last

| OpenItem             | Budget Date | Finalize                            | PO Finalized |
|----------------------|-------------|-------------------------------------|--------------|
| <input type="text"/> | 06/30/2015  | <input checked="" type="checkbox"/> | N            |

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: 40700 Invoice No: 3090524846  
 Voucher ID: 00011729 Invoice Date: 04/30/2016  
 Voucher Style: Regular Voucher Accounting Date: 06/30/2016

| BUSINESS_UNIT | PO_ID      | LINE_NBR | SCHED_NBR | DISTRIB_LINE_NUM | ENCUMBRANCE | ENC_REVERSAL | REMAINING_ENC | EXPENSED_AMT | KK_FINAL |
|---------------|------------|----------|-----------|------------------|-------------|--------------|---------------|--------------|----------|
| 40700         | 0000000485 | 1        | 1         | 1                | 2400        | 1800         | 600           | 1800         | N        |

| BUSINESS_UNIT | PO_ID      | LINE_NBR | SCHED_NBR | DISTRIB_LINE_NUM | ENCUMBRANCE | ENC_REVERSAL | REMAINING_ENC | EXPENSED_AMT | KK_FINAL |
|---------------|------------|----------|-----------|------------------|-------------|--------------|---------------|--------------|----------|
| 40700         | 0000000485 | 1        | 1         | 1                | 2400        | 2400         | 0             | 2000         | Y        |

The purchase order expensed amount will increase by the final voucher amount, the remaining encumbrance will zero out and KK\_FINAL will be 'Y'.

**QUESTIONS:** SAO Customer Service Center (CSC) – Financials

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