

## QUICK REFERENCE GUIDE

### *Closing Requisition Lines to Release Pre-Encumbrances*

January 24, 2012

#### **Closing a Requisition Line Linked to a PO**

Closing requisition lines tied to a PO can be done by finalizing the individual line of the PO, or the entire PO. Follow these steps:

1. **Navigate to:** Purchasing, Purchase Orders, Add/Update POs, Find an Existing Value
2. Locate the PO for which you wish to close the requisition line and release the pre-encumbrance.
3. Finalize PO or PO line:

Option 1: Finalize *entire* PO

- a. Click the Finalize Document icon located in the upper right of the page next to the budget status.



- b. Proceed to step four.

Option 2: Finalize an *individual* PO Line

- a. Locate the PO line for which you wish to close the associated requisition line.
- b. Click the **Schedule icon** at the end of the line for which the pre-encumbrance is being closed. 
- c. Click the **Distributions/ChartFields** icon for the appropriate schedule line. 
- d. Click the **Budget Information** tab.
- e. Click the **“Final”** checkbox for the budget distribution line for which the pre-encumbrance should be released.

**Note:** *If there are multiple schedules and/or distribution lines, the Final checkbox must be checked for all of them in order for the pre-encumbrance to be fully released. If not, the pre-encumbrance only will be released from the specified schedule and/or distribution line.*

4. Budget check the purchase order.

**Note:** The pre-encumbrance will not be released until the budget check has successfully completed.

5. Dispatch the purchase order as necessary.
6. The process is complete.

#### **Closing a Requisition Line Not Linked to a PO**

If the requisition line has been partially sourced to a Purchase Order, the lines that are not tied to a PO can be closed from the requisition.

1. **Navigate** to eProcurement, Manage Requisitions

2. Search for the requisition for which you want to release the pre-encumbrance.
3. Click the “**Expand Section**” icon at the far left to see all lines of the requisition.

Req ID	Requisition	Agency Ref	BU	Origin	Date	Status	Budget	Total	
1000000035	2012 Ford Escape Hybrids	212279-212281	T7901	065	12/13/2011	Partially Dispatched	Valid	62,000.03 USD	<Select Action>

4. Identify the line you wish to cancel and click the red “X” at the far right.

1000000035 2012 Ford Escape Hybrids 212279-212281 T7901 065 12/13/2011 Partially Dispatched Valid 62,000.03 USD <Select Action> Go

Requester: Offerdahl, Andrew J Entered By: Offerdahl, Andrew J Priority: High  
Pre-Encumbrance Balance: 31000.03 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor	
1	2012 Ford Escape U5K 4WD 4dr...	PO Dispatched	31,000.00000 USD	1.0000	EA		X
2	2012 Ford Escape U5K 4WD 4dr...	Canceled	31,000.00000 USD	1.0000	EA		
3	2012 Ford Escape U5K 4WD 4dr...	Approved	31,000.00000 USD	1.0000	EA		X
4	Trade In (Vehicle 1): 2007 F...	Approved	0.01000 USD	1.0000	EA		X
5	Trade In (Vehicle 2): 2007 F...	Approved	0.01000 USD	1.0000	EA		X
6	Trade In (Vehicle 3): 2007 F...	Approved	0.01000 USD	1.0000	EA		X

5. A confirmation message will appear asking if you are sure you want to cancel. Click “**OK**” to continue. SWIFT will process the cancellation and the status of the line will change to “Canceled.”
6. Budget check the requisition by selecting “**Check Budget**” from the Select Action drop down menu and clicking the “Go” button.

Budget	Total	
Not Chk'd	62,000.02 USD	<Select Action>

**Note:** The pre-encumbrance will not be released until the budget check has successfully completed.

7. The process is complete.

**Note:** If the requisition line is tied to a pending sourcing event, the event must be canceled or the specific event line must be closed before the requisition line can be closed.