

## **QUICK REFERENCE GUIDE**

### *Create and Process a Contract Encumbering Order Requisition*

January 12, 2016

## **Create and Process a Contract Encumbering Order Requisition**

This reference guide describes how to create a Contract Encumbering Order (CEO) requisition to pre-encumber funds for a contract that will result in a CEO purchase order. A requisition is an internal document that agencies use to request a purchase. The pre-encumbrance is created through the budget check process in SWIFT. Requisitions are not dispatched to vendors. There are two types of requisitions: Contract Encumbering Order Requisitions and Open Market Requisitions.

This guide provides an overview on Contract Encumbering Order Requisitions. It also describes the steps to process Contract Encumbering Order (CEO) Requisitions.

For information about Open Market Requisitions, see the **Create and Process an Open Market Requisitions Quick Reference Guide** located on the SWIFT Training and Support Resources:  
<http://mn.gov/mmb/accounting/swift/training-support/reference-guides/eopro.jsp>

### **Overview of Contract Encumbering Order Requisitions**

Contract Encumbering Orders (CEO) pre-encumber funds. This means that they set aside the funds for a specific purchase. There is no legal obligation to spend it. CEO requisitions are typically used for Building Construction Contracts, Other Construction Contracts or Roadway Construction Contracts. Upon award of a CEO requisition, a CEO purchase order is created and the CEO requisition's pre-encumbrance balance is relieved.

### **Steps to Create and Process a Contract Encumbering Order Requisition.**

- **Step 1: Create a CEO Requisition.**  
In order to create the contract, SWIFT requires that you start with a requisition and pre-encumber the funds.
- **Step 2: Edit the CEO Requisition to Add Contract and Approval Information.**  
After the requisition is successfully completed, SWIFT requires that you create the contract for this purchase. Once the contract is in an Approved status, return to the requisition and reference the contract on it.
- **Step 3: Convert the CEO Requisition into a Purchase Order to Establish the Encumbrance.**  
Use the requisition to build a purchase order.
- **Step 4: Validate and Dispatch the CEO Purchase Order.**  
After the purchase order is successfully created, budget checked, dispatched and finalized, the pre-encumbrance on the requisition is relieved and the encumbrance is created on the purchase order.

### **Step 1: Create a CEO Requisition.**

#### **1. Define the Requisition.**

This page allows you to specify the requisition name, requester and other information that applies to the entire requisition. Adding information here carries throughout the requisition (e.g., ChartFields or Ship To).

**Navigation:** eProcurement, Create Requisition

- On the **Create Requisition/Define Requisition** tab, enter the following fields.
  - *Business Unit:* Validate the default or enter a business unit.
  - *Requester:* Defaults to the person entering the requisition, but can be changed.
  - *Requisition Name:* Create a name that helps you organize it. It does not appear on the purchase order.
  - *Origin:* This code represents which division, area or unit in the business unit that originated this requisition.
  - *Agency Reference:* Carries over to the purchase order and prints on it.
  - *Billing Location:* Where invoices are sent for this business unit.
  - *Doc Type:* **CEO**

**Create Requisition**

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: G1001 Minnesota Management & Budget Origin: 514 Management Services  
 Requester: Employee ID Cunningham McComb, Shelia M Suggested Vendors  
 Requisition Name: CONSTRUCTION Agency Reference: TRUCK  
 Doc Type: CEO-Contract Encumb (Buyer Only): \*Currency: USD Priority: Medium  
 Billing Location: S104THEL00

- Expand the **Line Defaults** section.

**Line Defaults**  
Default Options

- On the **Line Defaults** section, you can enter shipping and accounting information. Entering the values in Line Details section and selecting the “Override” *Default Option* will populate those values on each line of the requisition.
  - *Default Options:*
    - Selecting “Default” will apply any defaulted values into any blank fields from the **Line Defaults** section to all lines of the requisition. It will not override values that already exist.
    - Selecting “Override” will override any defaulted values with the values entered in the **Line Defaults** to all lines of the requisition. **NOTE:** This option may be helpful with requisitions with multiple lines and the same shipping and accounting information.
  - *Shipping Defaults:*
    - The *Ship To* value is required. Enter it here.
    - You can also add the *Due Date* and *Attention* fields as needed.
  - *Accounting Defaults:*
    - The *ChartFields* values are required. Enter them here if you want them carried throughout the requisition.
    - You can also add the *Details* and *Asset Information* as needed by your agency.

When you are done with the **Define Requisition** page, click the **Continue** button.

Line Defaults

**Default Options**

**Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

**Override** If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Vendor:  Vendor Location:

Buyer:  Category:  Unit of Measure:

**Shipping Defaults**

Ship To: G104THFL00  [Modify Onetime Address](#)

Due Date:  Attention:

**Accounting Defaults**

Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information									
Pct	Location	GL Unit	Fund	Fin DeptID	AppropriID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC B
	G104THFL00	MN001	2001	G1037200	G100018						

**Continue**

## 2. Add Items and Services.

Use this page to add lines and specify the information needed to procure each item or service. Adding accounting and distribution information here stays at the individual line level not the entire requisition.

- On the **Add Items and Services** page, click on the **Special Request** tab. Select the **Special Item** link.

**Create Requisition**

1. Define Requisition | **2. Add Items and Services** | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Detailed Catalog | Favorites | Templates | Forms | Web | **Special Request**

Select a Request Type ?

**Special Item** Request an item that is not listed in the Catalog.

[Fixed Cost Service](#) Request a one-time service for a flat fee.

[Variable Cost Service](#) Request a service for which the fee is based on the time worked.

[Time and Materials](#) Request a service for which the fee is based on the time worked and materials used.

- Enter the *Item Description*, *Price*, *Quantity*, *Category* and *Unit of Measure*. **NOTE:** The *Account* in the ChartFields will default based on the *Category* chosen.
- The remaining fields are optional in SWIFT. They can be entered as needed for the requisition.
- Click the **Add Item** button to add the line to the requisition.
- Repeat to add as many lines as required.

Detailed Catalog Favorites Templates Forms Web **Special Request**

**Special Item**

\*Item Description: TRUCK - USED

\*Price: 5000.00000 \*Currency: USD

\*Quantity: 1.0000 \*Unit of Measure: EA

\*Category: 78181507 Due Date:

Vendor ID: Vendor Name: Vendor Item ID: Mfg ID: Manufacturer: Mfg Item ID:

Additional Information

Request New Item

Request New Item

Send to Vendor  Show at Receipt  Show at Voucher

Add Item Cancel Add or Start New Type

- The **Requisition Summary** at the top right of the page displays all items that were added.

2. Add Items and Services [3. Review and Submit](#)

Requisition Summary

Description	Qty	UOM
TRUCK - USED	1	EA
Total Lines:		1
Total Amount (USD):		5,000.00

### 3. Review and Submit the Requisition.

Use this page to see schedule and distribution information for the requisition. You can also update items that you previously entered on the **Define Requisition** page.

- Click on the **Review and Submit** tab at the top of the requisition page.
- Add, review or change information on this page.
- On the header, you can update the *Requester, Origin, Requisition Name, Doc Type* and *Suggested Vendors*.

1. Define Requisition [2. Add Items and Services](#) **3. Review and Submit**

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: G1001 Minnesota Management & Budget Origin: 509 Accounting Services Doc Type (Buyer Only): CEO-Contract Encumb

Requester: Cunningham McComb, Shelia M Suggested Vendors \*Currency: USD

Requisition Name: CONSTRUCTION Agency Reference: TRUCK Priority: Medium

- To update the requisition, click on the **Line Detail** icon to expand the requisition line. This icon is located on the far right of the requisition lines section.

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	ASPHALT ROAD PAVER, USED		1.0000	EACH	20,000.00000	20,000.00

Update the requisition as needed.

- o **Individual Lines:** Click on the **Line Detail** icon to expand the requisition line. You can review the information on this line.

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	TRUCK - USED		1.0000	EACH	5,000.00000	5,000.00

Consolidate with other Reqs  Override Suggested Vendor

Shipping Line: 1 Due Date: [ ] Quantity: 1.0000 Price: 5,000.00000

Status: Active \*Ship To: G104THFL00 [Modify Onetime Address](#)  
[Add Shipto Comments](#)

Attention To: Cunningham McComb, Shelia M

\*Distribute By: Qty SpeedChart: [ ]

**Accounting Lines**

Line	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open	G104THFL00	1.0000	100.0000	5,000.00	MN001

Total Amount: 5,000.00 USD

Select All / Deselect All

Add to Favorites Add to Template(s) **Modify Line / Shipping / Accounting** Delete

- o **All Lines:** Click on the box on each line or click the **Select All** button. Then click on the **Modify Line/Shipping/Accounting** button.

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	ASPHALT ROAD PAVER (USED)		1.0000	EACH	20,000.00000	20,000.00
2	TRUCK - HEAVY MAINTENANCE		1.0000	EACH	10,000.00000	10,000.00

Select All / Deselect All

Total Amount: 30,000.00 USD

Add to Favorites Add to Template(s) **Modify Line / Shipping / Accounting** Delete

On the **Modify Line/Shipping/Account** page, update the values as needed. Click the **Apply** button.

**Modify Line / Shipping / Accounting**

**Line Information**

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: [ ] Vendor Location: [ ]  
Buyer: [ ] Category: [ ]

**Shipping Information**

Ship To: [ ] [Modify Onetime Address](#)  
Due Date: [ ] Attention: [ ]

**Accounting Information**

Percent	Location	GL Unit	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost
1	[ ]	MN001	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

[Load Values From Defaults](#)

**Apply** Cancel

**4. Save and Submit the Requisition.**

- At the bottom of the requisition, click on the **Save & Submit** button.

Comments

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Send to Vendor   
  Show at Receipt   
  Shown at Voucher   
  Approval Justification   
 [More Comments](#)

  

  
   
   
[Find more items](#)

- If you updated this requisition, SWIFT will display the **Distribution Change Options** page. To keep the default of *All Distribution Lines*, click **OK**.

**Distribution Change Options**

For the selected requisition lines, apply distribution changes to

**All Distribution Lines**  
 Apply changes to all existing distribution lines.

**Matching Distribution Lines**  
 Apply changes to each existing distribution line by matching the distribution line numbers.

**Replace Distribution Lines**  
 Remove the existing distribution lines and replace with the distribution lines changes.

  

- SWIFT will display a **Confirmation** page displaying the Requisition ID. Click the **Check Budget** button.

**Confirmation**

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Requested For:	Cunningham McComb, Shelia M	Number of Lines:	1
Requisition Name:	CONSTRUCTION	Total Amount:	5,000.00 USD
Requisition ID:	1000000004		
Business Unit:	G1001		
Status:	Approved		
Priority:	Medium		
Budget Status:	Not Checked		

---

- The *Budget Status* will show as “Valid” on the **Confirmation** page if the budget check is successful. If the *Budget Status* does not show as “Valid”, click the **Edit Requisition** button to return to the requisition. Correct the errors and save, then click the **Check Budget** button to run budget check.

Confirmation		Requisition Summary	
Requested For:	Cunningham McComb, Shelia M	Number of Lines:	1
Requisition Name:	CONSTRUCTION	Total Amount:	5,000.00 USD
Requisition ID:	1000000004	Pre-Encumbrance Balance:	5000.00 USD
Business Unit:	G1001		
Status:	Approved		
Priority:	Medium		
Budget Status:	Valid		

Description	Qty	UOM
TRUCK - USED	1	EA
Total Lines:		1
Total Amount (USD):		5,000.00

- When the requisition is in an “Approved” status and a *Budget Status* of “Valid”, the pre-encumbrance is created and the CEO requisition is ready for further processing.

## Step 2: Edit the CEO Requisition to Add Contract Information.

Tie the contract to the requisition using the **Manage Requisition** feature. This feature provides you with the ability to review, edit, approve, or cancel requisitions. You can view requisitions in any status. You can only edit active requisitions that have not been sourced and do not have a status of “Complete” or “Canceled”.

### 1. Locate the Contract that References the CEO Requisition.

- The next step in the process is to initiate and process the contract. The contract needs to be entered into SWIFT and must be in an “Approved” status. Return to the CEO requisition and edit it to create the tie between the requisition and the contract.
- Navigation: eProcurement, Manage Requisitions.
- On the **Manage Requisitions** page, enter the *Business Unit* and *Requisition ID* or another field and click on **Search**.

Manage Requisitions									
Search Requisitions									
To locate requisitions, edit the criteria below and click the Search button.									
Business Unit:	G1001	Origin:		Requisition Name:					
Requisition ID:	1000000004	Request Status:	All but Complete	Budget Status:					
Date From:	12/28/2015	Date To:	01/04/2016	Agency Reference:					
Requester:		Entered By:		PO ID:					
Search		Clear							
Requisitions									
To view the lifespan and line items for a requisition, click the Expand triangle icon: ▶									
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.									
Req ID	Requisition	Agency Ref	BU	Origin	Date	Status	Budget	Total	
▶ 1000000004	CONSTRUCTIONTRUCK		G1001	509	01/04/2016	Approved	Valid	5,000.00 USD	<Select Action> Go

- On the **Requisitions** page, click on the box next to the *Req ID* of the item you wish to update. It will open up the requisition. You can update it two ways:
  - If the requisition *Status* is “Open”, click on the *Req ID*.
  - If the requisition *Status* is “Approved”, select “Edit Requisition” on the **Select Action** box. Click **Go**.

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon:  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Ren ID	Requisition	Agency Ref	BU	Origin	Date	Status	Budget	Total	
1000000004	CONSTRUCTIONTRUCK	G1001	509	01/04/2016	Approved	Valid	5,000.00 USD		Edit Requisition <input type="button" value="Go"/>

- The **Edit Requisition** page is displayed. On the **Edit Requisition** page, click the **Line Details** icon to add the contract information to that line.

## Edit Requisition

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  Minnesota Management & Budget    Origin:  Accounting Services    Doc Type (Buyer Only):

Requester:     Suggested Vendors \*Currency:

Requisition Name:     Agency Reference     Priority:

[Approval Exception](#)    [Line Details icon](#)

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	TRUCK - USED		1.0000	EACH	5,000.00000	5,000.00

- The **Line Details** page is displayed. Add *Repair Type CD, Work Order, Amount Only* and *Recycled* as needed.

## Line Details

Line: 1        Line Status: Approved

**Item Details**

Merchandise Amt: 5,000.00    USD   

Category: 25101604    [View Hierarchy](#)   

Description: Delivery trucks > Product and

Buyer:     Buyer Information

Vendor:     MIDWAY FORD    [User Defined](#)

Vendor Location:     MIDWAY FORD

Suggested Vendor:

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID:     UPN ID:

Manufacturer:      Recycled

Manufacturer's Item ID:      Amount Only

Physical Nature:     %

RFQ Required     Zero Price Indicator     Inspection Required

Device Tracking     Stockless Item

## 2. Add the Contract Information to the Requisition.

- On the **Line Details** page, open the **Contract** section. Click on the **Contract Search** button.

**Line Details**

Line: 1 TRUCK - USED Line Status: Approved

Item Details

**Contract**

Contract ID:   GPO ID:

Version:   Use Contract if Available GPO Contract:

Contract Line:  

Category Line:  

- On the **Contract Search** page, enter the search information (e.g., *Vendor ID*). Click on **Search**.

**Contract Search**

Search Criteria

SetID: SHARE

Contract ID:  

Contract Process Option:

Description:

Master Contract ID:  

Contract Reference Type:

PO BU:  

Buyer/Administrator:  

**Vendor ID:**   MIDWAY FORD

Item SetID: SHARE

Item ID:  

Item Description:

Category:  

Corporate Contract:  Pricing Location:  

Requisition Date: 01/04/2016

- On the **Contract** Details page, click the **Select** checkbox next to the line of the desired contract. Click **OK** at the bottom of the page.

**Contract Details**

Personalize | Find | View All | First | 1-10 of 10 | Last

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price
<input type="checkbox"/>	00000000000000000000000085044	1	Line Item	25101507		ALL F-150 & DEDICATED CNG	0.00000
<input checked="" type="checkbox"/>	00000000000000000000000085051	1	Line Item	25101507		FORD F-150'S	0.00000

- The **Line Details** page is displayed for the line you selected. Open up the **Contract** section. Confirm or add the *Contract ID* from the contract that was created for this requisition. Scroll to the bottom of the page and select **OK**.

### Line Details

Line: 1      TRUCK - USED      Line Status: Approved

▶ Item Details

▼ Contract

Contract ID: 0000000000000000000000000085051      GPO ID:

Version: 1       Use Contract if Available      GPO Contract:

Contract Line: 1

Category Line:

▶ Sourcing Controls

- The **Edit Requisition** page displays.
  - Update any remaining lines to add contract information following the steps previously described.
  - Click the **Save and Submit** button to save the updated requisition. The requisition does not need a second budget check.

### Comments

Send to Vendor       Show at Receipt       Shown at Voucher       Approval Justification

Check Budget      Pre-Check Budget

     Save & preview approvals            [Find more...](#)

- A confirmation page is displayed. The *Status* is “Approved” and the *Budget Status* is “Valid”. You are ready to expedite or process the CEO purchase order.

### Confirmation

Requested For:	Cunningham McComb, Shelia M	Number of Lines:	1
Requisition Name:	CONSTRUCTION	Total Amount:	5,000.00 USD
Requisition ID:	1000000004	Pre-Encumbrance Balance:	<u>5000.00</u> USD
Business Unit:	G1001		
<b>Status:</b>	<b>Approved</b>		
Priority:	Medium		
<b>Budget Status:</b>	<b>Valid</b>		

### Step 3: Convert the CEO Requisition into a Purchase Order to Establish the Encumbrance.

**1. Use the Expedite Requisitions Search page to locate the requisition.**

- **Navigation:** eProcurement, Buyer Center, Expedite Requisitions
- Enter the *Business Unit* and *Requisition ID*. Click on **Search**.

**Expedite Requisitions**

**Search Requisition Schedule Lines**

To locate requisition schedule lines that have been approved and are available for manual conversion into purchase orders, edit the criteria below and click the Search button.

**Business Unit:**

**Category:**

**Requisition ID:**

**Vendor Name:**

**Requisition Name:**

**Requester:**

**Buyer:**

**Include Lines With No Vendor**

- All eligible requisition lines are displayed.
  - The requisition must be in an “Approved” status.
  - It must have a “Valid” budget check.
  - The contract must be in an “Approved” status.

**2. Build the Purchase Order.**

- On the *Requisition Schedules Lines* section, check the **Include** boxes on all of the lines you want to expedite.
- **NOTE:** The requisition will build a single purchase order for each instance of the expedite process. If a separate purchase order is required for each line, run this process separately for each line displayed.

Include	Requisition ID	Line	Sched	Item Description	Select	Vendor Name	Location	PO Qty	UOM	Price	Curr.	Amount Only
<input checked="" type="checkbox"/>	1000000004	1	1	TRUCK-USED	<input type="checkbox"/>	MIDWAY FOR-001	001	5000.0000	EA	1.00	USD	N

- On the **Build Purchase Order** section, make sure a buyer is specified. Click on **Submit**.

**Build Purchase Order**

To send all included requisition schedule lines to the staging tables where they will be converted into purchase orders, select a default buyer and click the Submit button. The default buyer is used on the purchase order only if another buyer is not found on the staging tables or default hierarchy, or if the transactions are consolidate by buyer.

**Default Buyer ID:**

**Build POs as Approved**

The requisition has been converted (i.e., expedited). You are ready to create the purchase order.

**Step 4: Validate and Dispatch the CEO Purchase Order.**

This type of purchase order is used to set up an “umbrella amount” of money against existing Building Constructions (BCC) or Other Construction (OCC) contracts. It may also be used against Roadway Construction (RWC) contracts.

**1. Verify that the Requisition has been Sourced.**

- **Navigation:** Purchasing, Purchase Orders, Stage/Source Requests, Sourcing Workbench
- Search for the requisition using the *Business Unit* and other information about the requisition (e.g., *Requisition ID*).

**Sourcing**

Search Criteria

Process Instance:	<input type="text"/>	System Source:	<input type="text"/>
<b>Business Unit:</b>	G1001	PO Stage Type:	<input type="text"/>
<b>Requisition ID:</b>	1000000004	PO Stage ID:	<input type="text"/>
Requisition Name:	<input type="text"/>	Stage Status:	<input type="text"/>
Buyer:	<input type="text"/>	Item ID:	<input type="text"/>
Contract SetID:	<input type="text"/>	Line Number:	<input type="text"/>
Contract ID:	<input type="text"/>	Schedule Number:	<input type="text"/>

The **Search Results** section will display the purchase order.

- The *Stg (Staging) Status* should be “Completed”.
- The last column displays the *PO ID*.
- Click on the *Purchase Order* number, SWIFT will open up a new tab, **Add/Update POs**.

**Search Results** Personalize | Find | View All | First 1 of 1

Selected Items	Stage Info	Error Messages								
Sel	Instance	*Stg Status	Unit	Buyer	Vendor ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	15046297	Completed	G1001	Test Trainer 1	0000193445	001	Item	TRUCK - USED	1000000004	3000003384

- Select the **Add/Update POs** page. Most of the purchase order has been created.

**2. Update the Purchase Order.**

Review the purchase order and update the fields as needed.

**a. Review Header Information.**

- Make sure that the *Document Type* is “CEO”.
- Update the *Billing Location* if needed (on the main **Purchase Order** page).

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services  
 PO ID: 3000003384 [Approval Exception](#)  
 Copy From:

PO Status: Open  
 Budget Status: Not Chk'd  
 Hold From Further Processing

**Header**

\*PO Date: 01/04/2016 [Vendor Search](#) [Response Documentation](#) Doc Tol Status: Valid Agency Reference: TRUCK  
 Expiration Date:   
 \*Vendor ID: 0000193445 MIDWAY FORD  
 \*Vendor: MIDWAY FOR-001 [Vendor Details](#)  
 \*Buyer:   
 PO Reference: Online Src From Req 1000000004  
 \*Billing Location: G104THFL00 [Billing Address](#)

Receipt Status: Not Recvd **Doc Type**: CEO-Contract Encumbering Order  
 \*Dispatch Method: Phone

**Amount Summary**

Merchandise: 0.00  
 Freight/Tax/Misc.: 0.00   
 Total Amount: 0.00 USD

**b. Review the Lines Section.**

- Verify the *PO Qty, Category* and *Price* as needed for each line of the purchase order.
- Click on the **Schedules** icon.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	Schedules icon
1		TRUCK - USED	1.0000	EA	2510160	5,000.00000	5,000.00	Open	

**c. Add or Update Schedules Information.**

- Confirm that the **Schedules** information is correct for each line of the purchase order.
- Check the **Sched Sales/Use Tax** icon to confirm that the tax information is correct.

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status	
1	01/04/2016	G104THFL00		1.0000	5,000.00000	5,000.00	Active	

- On the **Sales/Use Tax Information** page, confirm the *Tax Applicability* and *Ultimate Use Code* is correct for each line of the purchase order. The *Tax Applicability* field defaults to "Item is Exempt". Update this page as needed for sales and use taxes. Click **OK**.

### Sales/Use Tax Information for Schedule 1

Unit: G1001 Vendor: MIDWAY FOR-001  
 PO ID: 3000003384 Item: [TRUCK - USED](#)  
 Line: 1  
 Schedule: 1 Status: Active

Tax Destination: G104THFL00

**Tax Applicability:** Sales Tax Applicable   
**Ultimate Use Code:** INCLUDED

Exception Type: None  
 SUT Excpn Cert:

Tax Code:   Merchandise Amount: 5,000.00

**Total Tax**

Tax Basis Amount:	5,000.00	Rate:	0.0000	Sales Tax Amount:	
				<b>Total Tax:</b>	

SWIFT returns you to the **Schedules** page. Click on the **Distribution/ChartFields** icon.

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	01/04/2016 <input type="text"/> <input type="button" value="Q"/>	G104THFL00 <input type="text"/> <input type="button" value="Q"/>		1.0000	5,000.00000	5,000.00	Active

**d. Add Distribution Information.**

- You may need to update information on the **Distributions for Schedules** page for each line of the purchase order. When you are sure that these fields are accurate, click on the **OK** button.

### Distributions for Schedule 1

Unit: G1001 Vendor: MIDWAY FOR-001  
 PO ID: 3000003384 Item: [TRUCK - USED](#)  
 Line: 1  
 Schedule: 1 Status: Active

\*Distribute By: Quantity  Schedule Qty: 1.0000  
 Merchandise Amount: 5,000.00 USD  
 SpeedChart:   [Multi-SpeedCharts](#) Doc. Base Amount: 5,000.00 USD

**Distribution**

Dist	Status	Percent	PO Qty	Merchandise Amount	Budget Status	Budg Dt	*GL Unit	Fund	Fin DeptID	AppropID
1	Open	100.0000	1.0000	5,000.00	Not Chk'd	01/04/2016 <input type="text"/> <input type="button" value="Q"/>	MN001 <input type="text"/> <input type="button" value="Q"/>	2001 <input type="text"/> <input type="button" value="Q"/>	G1037200 <input type="text"/> <input type="button" value="Q"/>	G100018 <input type="text"/> <input type="button" value="Q"/>

- SWIFT returns you to the **Schedules** page. Click on the **Return to Main Page** link.

**Schedules**

Unit: G1001 Vendor: MIDWAY FOR-001 PO Status: Open  
 PO ID: 3000003384 PO Date: 01/04/2016

[Return to Main Page](#)

**e. Process the Purchase Order.**

- **Save the purchase order.** On the bottom of the purchase order, click the **Save** button.
- **Approve the purchase order.** On the header of the purchase order, click the **Approve PO** button.  
**NOTE:** your agency may have internal approval processes prior to submitting purchase orders in SWIFT. Once appropriate approvals have been made, the PO Status will show “Approved”.

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services PO Status: Open  
 PO ID: 3000003384 Approval Exception Budget Status: Not Chk'd  
 Copy From: [Dropdown] Hold From Further Processing

- Once the *PO Status* shows as “Approved”, **budget check the purchase order.** Click the **Budget Check** icon.

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services PO Status: **Approved**  
 PO ID: 3000003384 Approval Exception Budget Status: Not Chk'd  
 Copy From: [Dropdown] Hold From Further Processing

- Once the purchase order passes budget check, the *Budget Status* shows as “Valid”. **Note:** If you added freight or taxes, the *Amount Summary* fields will be updated.

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services PO Status: **Approved**  
 PO ID: 3000003384 Approval Exception Budget Status: **Valid**  
 Copy From: [Dropdown] Hold From Further Processing

**Header**

\*PO Date: 01/04/2016 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference: TRUCK  
 Expiration Date: [Dropdown]  
 \*Vendor ID: 0000193445 MIDWAY.FORD Receipt Status: Not Recvd Doc Type: CEO-Contract Encumbering Order  
 \*Vendor: MIDWAY FOR-001 Vendor Details \*Dispatch Method: Phone Dispatch  
 \*Buyer: [Dropdown]  
 PO Reference: Online Src From Req 1000000004  
 \*Billing Location: G104THFL00 Billing Address

**Amount Summary**

Merchandise:	5,000.00	
Freight/Tax/Misc.:	388.75	Calculate
<b>Total Amount:</b>	<b>5,388.75</b>	USD
Encumbrance	5,388.75	USD
Balance:		

- **Dispatch the purchase order.** On the header, click the **Dispatch** button.

**Header**

\*PO Date: 01/04/2016 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference: TRUCK  
 Expiration Date: [Dropdown]  
 \*Vendor ID: 0000193445 MIDWAY.FORD Receipt Status: Not Recvd Doc Type: CEO-Contract Encumbering Order  
 \*Vendor: MIDWAY FOR-001 Vendor Details \*Dispatch Method: Phone **Dispatch**

- The **Dispatch Options** page is displayed. Keep the defaults. Click **OK**.

**Dispatch Options**

**Dispatch Options**

Fax Cover Page:	<input type="text"/>	<input type="checkbox"/> Test Dispatch
Server Name:	<input type="text"/>	<input checked="" type="checkbox"/> Print Terms and Conditions
*Output Destination Type:	WEB ▾	<input type="checkbox"/> Print Duplicate on PO
Output Destination Format:	PDF ▾	<input type="checkbox"/> Print Changes Only
Template ID:	<input type="text"/>	<input checked="" type="checkbox"/> Print PO Item Description
		<input type="checkbox"/> Print Copy

- SWIFT displays a message if you wish to receive confirmation that the purchase was processed. Click **Yes** if you want to wait for it to process.
- When the purchase order has been dispatched, the *PO Status* is "Dispatched".

Business Unit:	G1001	Origin:	509	Accounting Services	PO Status:	Dispatched	
PO ID:	3000003384	<a href="#">Approval Exception</a>		Budget Status:	Valid		
Copy From:	<input type="text"/>		<input type="checkbox"/> Hold From Further Processing				

***You have successfully created and processed a Contract Encumbering Order requisition.***