

QUICK REFERENCE GUIDE

Approve Purchase Orders using the Approval Workflow

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Approve Purchase Orders using the Approval Workflow

This reference guide provides a comprehensive view of SWIFT's Approval Workflow process for purchase orders. It includes the following topics related to the Approval Workflow process.

- Overview of SWIFT's Approval Process
- Process Steps to Approve a Purchase Order using Approval Workflow
- Add an Ad Hoc Approver or Reviewer
- Use the Worklist and Email Notifications to Find Purchase Orders Pending Approval
- Use the Purchase Order Approval page to review and then approve or deny purchase orders.
- Update Your Preferred Notification Delivery Method
- View the Reason for Denied Purchase Orders
- Re-Initiate the Approval Process for Changes to a Purchase Order

Overview of SWIFT's Approval Process

SWIFT requires that all purchase orders except Emergency Purchase Orders (EMR) and inter-faced purchase order transactions to use PO Workflow.

It is a two-step approval process based on:

1. The *FinDept ID* used on each distribution of the order.
2. The *Buyer* entered on the purchase order.

Multiple distributions on a purchase order that use different FinDept IDs may require multiple approvers depending upon your agency's roles.

SWIFT also allows for a self-approval option.

SWIFT will create these self-approvals. The *Approval Status* is set to "Approved" if the person entering the order is an authorized approver for the FinDept ID used on the order distribution(s).

The approval process is re-initiated for changes to existing purchase orders that increase the amount, add/increase freight, add/increase miscellaneous charges and/or sales tax, and when the funding string values are changed.

Process Steps to Approve a Purchase Order using Approval Workflow

Step 1: Create and Save the Purchase Order

Navigation: Purchasing, Purchase Orders, Add/Update POs

1. Enter the items required to create a new purchase order.
2. **Save** the purchase order.

Optional: Click the **Budget Pre-Check** icon to validate the funding information entered. The *Status* of "Prov Valid" means the funding string is provisionally valid and the necessary funds are currently available.

Note: Funds are not encumbered or set aside from the pre-check. Funds available during the budget pre-check may not be available when the budget check is run after the approval process.

Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003366 [Approval Exception](#)

Copy From:

BUDGET PRE CHECK

PO Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

Step 2: Submit the Purchase Order for Approval.

1. Click the **Submit for Approval** icon when the purchase order is complete and ready to send to the approvers.

Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003366 [Approval Exception](#)

Copy From:

PO Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

2. After you submit the purchase order, the *PO Status* will update. Its update depends upon your agency's approval access and/or user's approval authority.
 - o "Pend Appr": The purchase order is waiting for the next approver to take action.
 - o "Approved": The person entering the order is authorized to approve purchases against the *FinDept ID(s)* used on the order. All approvals are complete.

Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003366 [Approval Exception](#)

PO Status: Pend Appr

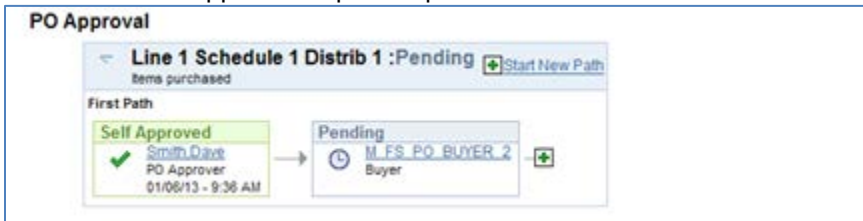
Budget Status: Not Chk'd

- **Optional.** Use the **View Approvals** link to view the approval path(s). It is located below the lines.

Lines							
Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving							
Line	Item	Description	PO Qty	*UOM	Category	Price	
1		ITEMS PURCHASED	3.0000	EA	4323000	15.00000	

[View Printable Version](#) | [View Approvals](#) | [Close Short All Lines](#) | *Go to: ... More ...

- In the following example, the person entering the purchase order has approval authority for the *FinDept ID* used on the order. The first approval step is self-approved. The purchase order is waiting for the second approval step to be processed.



- When approvals are complete and the *PO Status* is "Approved", the purchase order may now be Budget Checked.

Step 3: Budget Check the Purchase Order. Click on the **Budget Check** icon.

PO ID:	3000003366	Approval Exception	Budget Status:	Not Chk'd	
Copy From:	<input type="text"/>		<input type="checkbox"/>	Hold From Further Processing	

- If the Budget Check returns a “Not Chk’d” status, verify that the *PO Status* is “Approved”. Purchase orders must be approved before Budget Check will run successfully.
- **NOTE:** Changes to the purchase order at the “Approved” status may re-initiate the approval process depending on the updates made.

Step 4: Dispatch the Purchase Order.

Add an Ad Hoc Approver or Reviewer

An order entry person, a buyer or an approver may enter an ad hoc approver or reviewer to a purchase order before it is fully approved. An ad hoc approver or reviewer role allows an agency to assign an additional approver or reviewer on a case-by-case basis. For example, the purchase of new computer equipment may require the approval or review of MN.IT staff. The ad hoc approver must have an active *User ID* in SWIFT.

Agencies that have given authority to all *FinDept IDs* to all users will not be able to add ad hoc approvers. In this case, the purchase order will be built at the “Approved” status.

Process Steps to Add an Ad Hoc Approver or Reviewer to a Purchase Order.

Step 1: Access the View Approval page.

After the purchase order has been submitted for approvals, click on the **View Approvals** link at the bottom left of the purchase order.

Lines						
Line	Item	Description	PO Qty	*UOM	Category	Price
1		ITEMS PURCHASED	3.0000	EA	4323000	15.00000

[View Printable Version](#)

*Go to: ... More ...

[View Approvals](#)

Step 2: Add an Ad Hoc Approver on the PO Approval page.

- Click on the **green plus** icon to open the **Insert Approver or Reviewer** window.

Review / Edit Approvers

PO Approval


Line 1 Schedule 1 Distrib 1 : Pending [View/Hide Comments](#)

Items purchased [Start New Path](#)

First Path


Pending

Multiple Approvers
PO Approver



Not Routed

M. FS. PO BUYER
Buyer



Comment History

[Return to Purchase Order](#) [Approval History](#)

- On the **Insert Approver or Reviewer** page, add the *User ID*.

- Select “Approver” or “Reviewer”. Approver must approve or deny the transaction. A Reviewer is notified the purchase order is available to review. No action is required by this person.
- Click **Insert**.

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:

Insert as: Approver
 Reviewer

Insert **Cancel**

Step 3: Apply the Approval Changes.

The **PO Approval** page has been updated to include the ad hoc approver or reviewer.

- Click the **Apply Approval Changes** button to save the updates.

PO Approval

Line 1 Schedule 1 Distrib 1 : Pending

Items purchased

View/Hide Comments
Start New Path

First Path

Pending
Multiple Approvers
PO Approver

Not Routed
Erik Fernstrom
Inserted Approver

Not Routed
M FS PO BUYER 2
Buyer

Comment History

Apply Approval Changes

- You should now see an approval box with the user’s name. The status will be “Not Routed” and the status will update to “Pending”. SWIFT will route the purchase order to the user when all prior approvals are approved.

Use the Worklist and Email Notifications to Find Purchase Orders Pending Approval

Depending on a SWIFT approver’s setup, he or she will receive a worklist entry and/or an email that states that a purchase order is waiting for their approval. Also, buyers who entered the purchase order can also view the approval status of purchase orders.

Example 1: Worklist Notification

Example 2: Email Notification

PO ID "3000001498" Business Unit "Department of Administration" Has Been "Denied"

MMB.TECH@state.mn.us
 Sent: Fri 1/11/2013 2:36 PM
 To: Smith, Dave (MMB)

The following purchase order has been "Denied".

Business Unit: Department of Administration
 PO ID: 3000001498
 PO Reference:
 PO Date: 2013-01-06
 Buyer: M_FS_PO_BUYER_2

You can navigate directly to the approval page by clicking the link below.

https://portal.swift.state.mn.us:7435/psp/porwfig/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.PO_APPROVAL.GBL?Page=PO_APPROVAL&Action=U&BUSINESS_UNIT=G0201&PO_ID=3000001498

- Click the Worklist or the email link for the **View Approvals** page. The **Purchase Order Approval** page is displayed. Use this page to review and then approve or deny purchase orders.

Use the Purchase Order Approval page to review and then approve or deny purchase orders.

Depending upon one's security roles, you can review the purchase order on the **Purchase Order Approval** page.

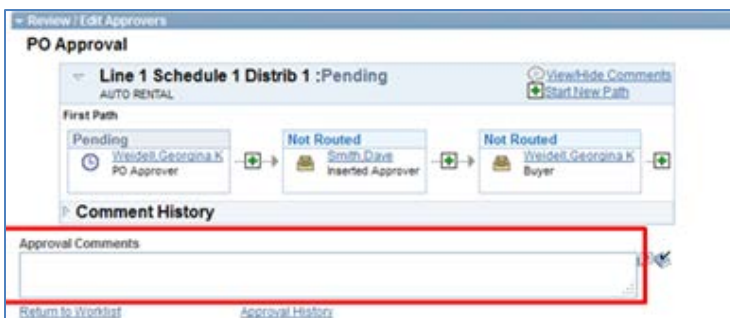
1. Click the **View Printable Version** link. It will open a new tab and display the unauthorized copy of the purchase order as a PDF file. Here you can view the purchase order as it will be sent to the vendor.
 2. The **Edit PO** button opens up the **PO Add/Update** page.
- Users with the add/update security role can use the **PO Add/Update** page to view the purchase order.

Note: Changes made to the purchase order from the **Add/Update** page may re-trigger the approval process.

- Users with inquiry security role will be taken to the **PO Inquiry** page where they can view the entered data.
- 3. Use the **Review Lines** section to review and approve or deny purchase order lines.
- To select the lines to be approved or denied use the checkbox under the **Select** column for each distribution line of the purchase order.
- If the checkbox is missing or cannot be selected, then approval is not requested for that distribution line. You may use the **Select All/De-select All** checkbox to select all lines.
- 4. The **View Lines Details** button works the same as the **View Printable Version** link above. Clicking the button will open a new tab and display the unauthorized copy of the purchase order as a PDF file.
- 5. Click the **Approve or Deny** button for the selected line(s).

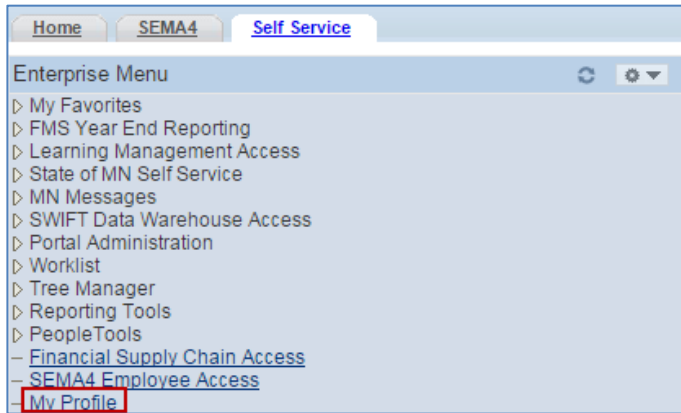


- The **Approve** button will update the *Approval Box* status to “Approved”. If this is the final approval needed, the *PO Status* is updated to “Approved”. Otherwise, the next approver is notified and the approval box status is updated to Pending.
- The **Deny** button will set the *PO Status* and the *Approval Box* status to “Denied” and “Terminated” status for any remaining approvals. The user that entered the purchase order will be notified that it was denied.
- *Approval Comments* are required when a purchase order is denied.



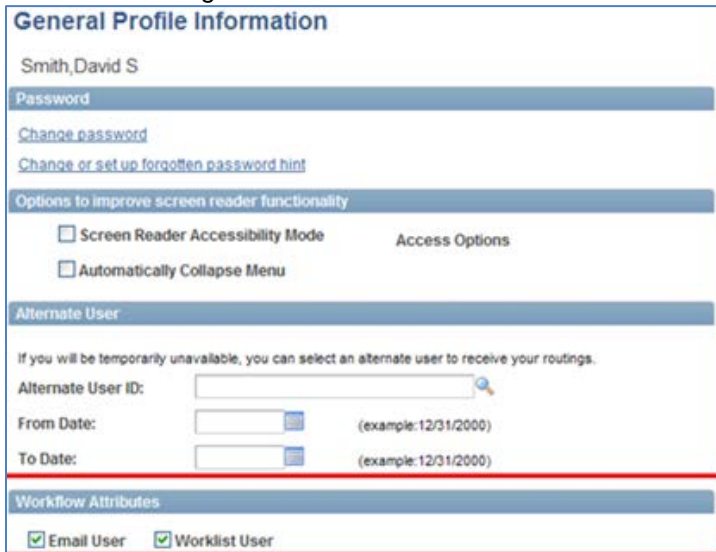
Update Your Preferred Notification Delivery Method

To view and/or update the delivery preference for system notifications, each user must update their own preference by logging into SEMA4 Self Service. Once logged in, click the **My Profile** link.



- On the **General Profile Information** page, check or uncheck the boxes under *Workflow Attributes*. Update them based on your preference for the notification method. Activate the changes by clicking the Save button.

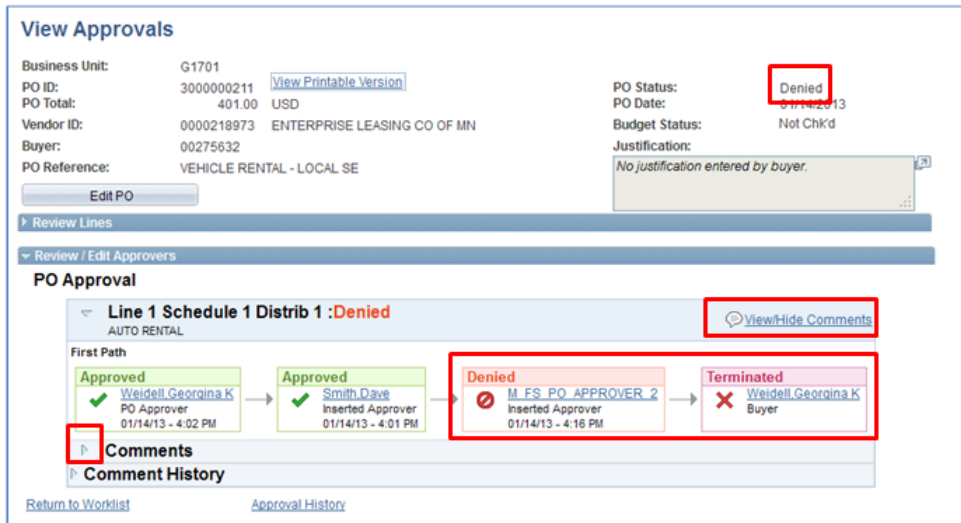
Note: This change affects all notifications in SEMA4 and SWIFT, not only for purchase order approvals.



View the Reason for Denied Purchase Orders

When a purchase order is denied, the person who entered the order is notified of the denial via email, worklist or both. The *PO Status* is updated to “Denied” status. Depending on the reason for denial, the purchase order may be canceled or changed. To view the reason entered for the denial:

- Click on the worklist entry link or the link in the received denial email; this will take you to the **View Approvals** page for that purchase order.
- Click the **View/Hide Comments** link or the triangle to the left of the *Comments* box to view the comments entered by the approver who denied the transaction.
- Make corrections as necessary or cancel the purchase order.



- Once a corrective action is taken and the purchase order is saved, SWIFT will resubmit the purchase order for approval. Approvals may also be built if there are other updates besides the denied lines.

Re-Initiate the Approval Process for Changes to a Purchase Order

Changes to an approved or dispatched order may re-initiate the approval process depending on the change. Increases to the amount; adding or increasing freight charges, miscellaneous charges or sales tax and/or changing funding string values will return the *PO Status* to "Pend Appr". The purchase order will need to be updated and reapproved to change the *PO Status* to "Approved". Then, the purchase order must be Budget Checked and Dispatched.

Here are some implications of re-initiating the approval process.

- **IMPORTANT:** When changing an existing purchase order and saving those changes, the approval process can be initiated with at the **Save** depending on the change. It is important to have all the information necessary to fully complete the change order. Once the purchase order is saved, it is rerouted for approval if needed.
- Changes can be made to the purchase order while the PO Status is "Pend Appr". When the new changes are saved, the existing approvals will be canceled and the approvals are re-initiated upon saving the changes if needed.
- To view the approval history of any updated purchase order, click the **Approval History** link on the **View Approvals** page.

View Approvals

Business Unit: G1701 Document Type: CRO

PO ID: 3000000212 [View Printable Version](#) PO Status: Pend Appr

PO Total: 1,203.00 USD PO Date: 01/18/2013

Vendor ID: 0000218973 ENTERPRISE LEASING CO OF MN Budget Status: Not Chk'd

Buyer: 00275632 Justification: No justification entered by buyer.

PO Reference: VEHICLE RENTAL - LOCAL SE

[Edit PO](#)

[Review Lines](#)

[Review / Edit Approvers](#)

PO Approval

Line 1 Schedule 1 Distrib 1 : Pending [View/Hide Comments](#)
AUTO RENTAL [Start New Path](#)

First Path

Pending [Weidell, Georgina K](#) PO Approver → [Weidell, Georgina K](#) Buyer (Not Routed)

[Comment History](#)

[Return to Purchase Order](#) [Approval History](#)

- Ad hoc approvers and reviewers that were added when the purchase order was created are not automatically re-built on changes to the purchase order. These ad hoc approvals or reviewers must be added back again. See the **Add Ad Hoc Approvers or Reviewers** section of the guide to see how to add them.