

## QUICK REFERENCE GUIDE

### *Close Multiple Purchase Orders Using CSV Files*

October 31, 2015

## Close Multiple Purchase Orders Using CSV Files

You can close multiple purchase orders by using Comma Separated Values or Comma Delimited (CSV) files. This guide provides an overview on how to upload eligible purchase orders directly to the Buyer's WorkBench. This process is often used at the end of a fiscal year.

Comma Separated Values (CSV) file format allows the data (e.g., purchase order information) to be formatted on a spreadsheet. Each record or purchase order has its own line and is separated with commas. SWIFT will load the file into the Buyer's WorkBench.

### Process Steps

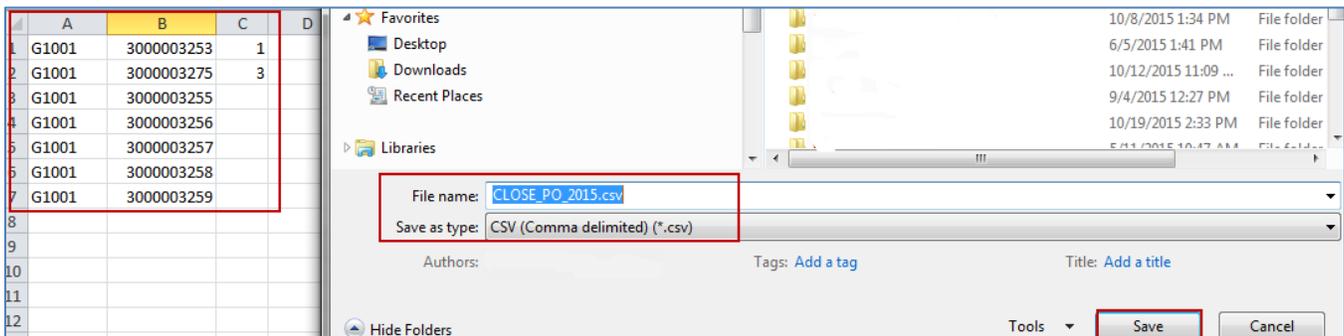
#### Step 1: Use Microsoft Excel to Create a CSV File of the Purchase Orders to Close.

1. Line up the columns in this order.
  - Column 1 = Business Unit
  - Column 2 = Purchase Order ID
  - Column 3 (Optional) = Line Number.

If a line is selected, only that line/lines will be closed.

If you are closing all lines on the purchase order, leave the Line Number field blank. All lines will be selected for close. If the entire purchase order is entered, all lines on it that are not "Closed" or "Cancelled" status will be closed.

2. Select "CSV (Comma delimited)" under the Save as Type option. **Name** and **Save** your file.



## Step 2: Access the Buyer's WorkBench.

1. **Navigation:** Purchasing, Purchase Orders, Buyer's WorkBench
2. Search for and select an available WorkBench ID or add a new value if needed.
3. Enter the WorkBench ID on the **Find an Existing Value** tab. Click **Search**.  
Or, on the **Add a New Value** tab, enter the *Business Unit* and a *WorkBench ID* that will allow you to access it. Enter a short name that will you remember it (e.g., CLOSEPO). *WorkBench IDs* are reusable. You do not need to keep adding new ones.
4. Click **Search**.

Buyer's WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = G1001

WorkBench ID: begins with CLOSEPO

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

## Step 3: Upload the CSV File in the Buyer's WorkBench Filter Options page.

1. The **Buyer's WorkBench Filter Options** page is now displayed. Click the **Go to Search by File** link on the right side of the screen.

Buyer's WorkBench

### Filter Options

Business Unit: G1001 WorkBench ID: CLOSEPO

Description: CLOSE\_PO

Enter search criteria and click on Search. Leave blank for all values. [Go to Search by File](#)

2. On the *Search by File* section of the **Filter Options** page, click the **Load File** button.

Buyer's WorkBench

### Filter Options

Business Unit: G1001 WorkBench ID: CLOSEPO

Description: CLOSE\_PO

Search for Purchase Orders to close from File

Search by File

[Load File](#) File Loaded:

3. The **File Attachment** window is displayed. Click the **Choose a File** button.

File Attachment

? Help

[Choose File](#) No file chosen

Upload Cancel

4. Your network's browser is displayed. Enter the spreadsheet you created in Step 1. Click **Open**.

File name: CLOSE\_PO\_2015.csv All Files

Open Cancel

5. The **File Attachment** window is updated with the spreadsheet. Click **Upload**.

**File Attachment** ? Help

Choose File CLOSE\_PO\_2015.csv

Upload Cancel

6. The file is now loaded. Click **Save to WorkBench**.

**Filter Options**

Business Unit: G1001 WorkBench ID: CLOSEPO

Description: CLOSE\_PO

Search for Purchase Orders to close from File

Search by File

Load File File Loaded: CLOSE\_PO\_2015.csv

Business Unit	PO Number	Line Number	PO Not Eligible
1 G1001	3000003253		<input type="checkbox"/>
2 G1001	3000003255		<input type="checkbox"/>
3 G1001	3000003256		<input type="checkbox"/>
4 G1001	3000003257		<input type="checkbox"/>
5 G1001	3000003258		<input type="checkbox"/>
6 G1001	3000003259		<input type="checkbox"/>
7 G1001	3000003275		<input type="checkbox"/>

Save to WorkBench Return to Buyer's WorkBench

### Step 4: Process the CSV File in the Buyer's WorkBench.

The **Buyer's WorkBench** is displayed with the list of purchase orders loaded.

1. On the *List of Purchase Orders* section, you can see that there are multiple records. Click the **View All** link to see all of the purchase orders loaded.

**Buyer's WorkBench**

Business Unit: G1001 WorkBench ID: CLOSEPO

\*Description: CLOSE\_PO

Select POs for Further Processing

List of Purchase Orders Personalize Find View All Download First 1 of 7 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 3000003253		Dispatched	N	08/17/2015	10/15/2015	0000345269		Standard			

2. Verify that these are the correct purchase orders and purchase order lines to be closed.

- To select any purchase orders from being processed, uncheck the checkbox in the first column.
- To uncheck any purchase order lines from being processed, click the Lines icon in the last column.
- Add a Description. Use the description from the *WorkBench ID* if you selected an existing one.

- On the *Action* section, click the **Close** button.

Description: **CLOSE POs FY 2016**

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 3000076432		Complete	N	06/03/2015	10/20/2015	0000198793		Standard	1		
<input checked="" type="checkbox"/> 3000076433		Dispatched	N	06/03/2015	06/03/2015	0000282530		Standard			
<input checked="" type="checkbox"/> 3000076435		Dispatched	N	06/03/2015	09/03/2015	B040000000		Standard	2		
<input checked="" type="checkbox"/> 3000076470		Dispatched	N	06/04/2015	06/05/2015	0000223741		Standard			
<input checked="" type="checkbox"/> 3000076526		Dispatched	N	07/01/2015	06/25/2015	0000195357		Standard			
<input checked="" type="checkbox"/> 3000076546		Dispatched	N	06/04/2015	08/04/2015	G460000000		Standard			
<input checked="" type="checkbox"/> 3000076554		Dispatched	N	06/05/2015	07/14/2015	0000192765		Standard	3		
<input checked="" type="checkbox"/> 3000076576		Dispatched	N	06/05/2015	08/06/2015	G460000000		Standard			
<input checked="" type="checkbox"/> 3000076577		Dispatched	N	06/05/2015	08/11/2015	G460000000		Standard			
<input checked="" type="checkbox"/> 3000076651		Dispatched	N	06/08/2015	10/13/2015	0000274788		Standard	1		

Select All  Clear All

Action:

- The **Process Results** page is displayed. Review the *Not Qualified* purchase orders.

You may be able to move purchase orders from the *Not Qualified* column to the *Qualified* column.

- Click the **Log** button to see why the purchase order is in the *Not Qualified* column.
- Depending upon the reason, you may click the check box next to them and click on the **Override** button.

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
<input checked="" type="checkbox"/> 3000003253			
<input checked="" type="checkbox"/> 3000003255			

- When all of the purchase orders to be processed are in the *Qualified* column, click **Proceed: Yes**.

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
<input type="checkbox"/> 3000003256		3000003255	
<input type="checkbox"/> 3000003257		3000003253	

Select All  Clear All

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

- A message appears asking you if you wish to continue. Click the **Yes** button. Another message appears telling you that the closing process is completed. Click **OK**.
- SWIFT will return you to the **Buyer's WorkBench**.

## Step 5: Run the Budget Check.

On the *Action* section of the **Buyer's WorkBench**, click the **Budget Check**.

1. On the **Processing Results** page, click the **Proceed: Yes** button. It will budget check the items in the *Qualified* section.

### Processing Results

Business Unit: R2901      WorkBench ID: POCLOSER29

\*Description:

Select POs for Further Processing

Not Qualified	Personalize   View All   [?] First 1-2 of 8 Last
PO ID	Log
<input type="checkbox"/> 3000076435	
<input type="checkbox"/> 3000076470	

Accounting Date for Action:  [?]

Update Budget Date Equal to Accounting Date

Qualified	Personalize   View All   [?] First 1-2 of 2 Last			
PO ID	Line	Sched	Distrib Line	
3000076432				[-]
3000076433				[-]

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

2. A message appears to continue to Budget Check POs. Click **Yes**.
3. After successfully processing the budget check, the updated **Buyer's WorkBench** page appears. The *PO Status* is "Complete" for those purchase orders that were just processed.

List of Purchase Orders										
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO
<input checked="" type="checkbox"/> 3000003253		Complete	N	08/17/2015	10/20/2015	0000345269	...	Standard		
<input checked="" type="checkbox"/> 3000003255		Complete	N	08/18/2015	10/20/2015	0000254225	...	Standard		