

QUICK REFERENCE GUIDE

Update an Individual Purchase Order

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Update an Individual Purchase Order

There are times where you can update an existing purchase order. The process to update the purchase order depends upon its status and the type of update. You may be able to cancel all or part of it. Or, you may need to use a change order for a dispatched purchase order.

This guide provides an overview of the types of updates for existing purchase orders that do not reference a contract or a requisition. This guide also lists the process steps to use a change order, cancel an entire purchase order or cancel a purchase order line.

- **For Updating POs with Requisitions:** If there is a requisition attached to the purchase order, review the reference guides on ePro: <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/purchasingqrg.jsp>
- **For Update POs with Contracts:** If there is a contract attached to the purchase order, review reference guides on supplier contracts. <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/supplier-contract.jsp>

Types of Updates for Existing Purchase Orders

1. Change Orders

Change orders are available for purchase orders that have been previously dispatched, received and vouchered against. Change orders are modifications of the specifications of a purchase order. A change order is created when a material change is made to a previously dispatched purchase order. Material changes are those that impact the vendor (e.g., price, quantity, item and description).

Limitations to changes of a purchase order once it has been dispatched:

- Vendor: Cannot be changed unless there are no payments or receipts against it
- Vendor Location: Can be changed
- Document Type: Cannot be changed
- Quantity: If the purchase order has been partially or fully received, the quantity cannot be reduced below the received quantity.

2. Cancellations:

Cancelling a purchase order or a purchase order line is possible for a dispatched purchase order only if it has not been received or vouchered against. This update is possible for non-material changes to an existing purchase order if the items do not impact a vendor (e.g., ChartField or accounting information). Once a purchase order or line has been cancelled, it cannot be reversed.

The status of the purchase order impacts the type of update available within SWIFT.

Status of Purchase Order	Type of Update
Dispatched to Vendor, Received, Vouchered, a Material Purchase	Use a Change Order
Dispatched but Not Received, Vouchered	Cancel the Purchase Order or Line

Process Steps to Update a Purchase Order using a Change Order

Navigation: Purchasing, Purchase Orders, Add/Update, Find an Existing Value

Step 1: Search for and select the applicable purchase order.

Access the **Change Order** icon at the Header or at the Line.

- At the Header, click the **Change Order** icon. Click **Yes** to create a Change Order.

Purchase Order			
Business Unit:	G1001	Origin: 514	Management Services
PO ID:	3000003256	Approval Exception	PO Status: Dispatched
			Budget Status: Valid

NOTE: The **Change Order** icon does not appear if the purchase order has not been dispatched.

- On the Line, scroll to the **Line** section, click on the **Line Details** icon for the line to update.

Lines		
Details	Ship To/Due Date	Statuses
Item Information	Attributes	RFQ
Contract	Receiving	
Line	Item	Description
1		G10010001 - MN Mgmt. & Budget FY16 WAN

- On the **Detail for Line** page, click the **Create Line Change** icon.

Details for Line 1			
PO ID:	3000003256	Vendor:	MN IT SERV-001
Line:	1	Item ID:	
Line Details			
Category:	83112300	Line Status:	Approved <input type="checkbox"/> <input checked="" type="checkbox"/>

Step 2: Update the purchase order.

After you have updated the purchase order or line(s), click the **Save** button.

- The purchase order is saved with the updates.
- The *Budget Status* is "Not Chk'd"
- The *PO Status* is "Open"

Step 3: Process the updated purchase order.

- Click the **Approve** icon.
- After it is approved, click the **Budget Check** button.
- When successfully completed the purchase order is ready to be dispatched. Select or validate the **Dispatch Method**. Click the **OK** button.
- Click **Yes** to wait for the dispatch process to completed or click **No** to run the dispatch process and continue working.

Process Steps to Update an entire Purchase Order Using Cancellation

Step 1: Search for and select the applicable purchase order.

- **Navigation:** Purchasing, Purchase Orders, Add/Update, Find an Existing Value

Step 2: Make sure that the purchase order can be cancelled.

Look at these fields:

- *PO Status* is “Dispatched.”
- *Receipt Status* is “Not Rec’vd”.
- **Contract** tab does not display a contract.
- *Encumbrance Balance* should be equal to the *Total Amount*.

Maintain Purchase Order

Purchase Order

Business Unit: G1001 Origin: 513 Management Analysis & Developmt
 PO ID: 3000003250 Approval Exception
 Copy From: [Dropdown]

PO Status: Dispatched
 Budget Status: Valid
 Hold From Further Processing

Header

*PO Date: 08/17/2015 Vendor Search Response Documentation
 Expiration Date: 06/30/2016 [BX]
 *Vendor ID: 0000898831 SYSTEMS FURNITURE LLC
 *Vendor: SYSTEMS -006 Vendor Details
 *Buyer: 01106579 Edwards, Margaret E
 PO Reference: Corner Wedge in mid-tone
 *Billing Location: G10MAD0000 Billing Address

Doc Tol Status: Valid Agency Reference:
 Backorder Status: Not Backordered Create BackOrder
 Receipt Status: Not Recvd Doc Type: BPA-Blanket Purchase Agreement
 *Dispatch Method: Phone Dispatch

Amount Summary

Merchandise:	52.31
Freight/Tax/Misc.:	0.00 Calculate
Total Amount:	52.31 USD
Encumbrance Balance:	52.31 USD

Header Details: Activity Summary
 PO Defaults: Document Status
 Requisitions: Add Comments
 PO Activities: Add ShipTo Comments

Add Items From: Purchasing Kit Catalog Item Search
 Select Lines To Display: Line: [] To: [] Retrieve

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release
1	[Icon]	Corner Wedge in mid-tone	Contract Search	SHARE				

- Click on the **Activity Summary** link to see if there are any vouchers attached to it. On the **Invoice** Tab, view the *Amt Invoiced* field. It should be “0.000”.

Lines Personalize Find View All [L] [Grid] First 1 of 1 Last

Details Receipt Invoice Matched RTV [Grid]

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency
1	[Icon]	Corner Wedge in mid-tone	EA	[Icon]	0.000	USD	52.310	USD

Step 3: Prepare to cancel the purchase order.

- Change the *Dispatch Method* to “Phone” or “Print” before cancelling if needed.

Once a purchase order is cancelled, it will automatically be re-dispatched to the vendor. If it should not be sent to the vendor, change the Dispatch Method.

Purchase Order

Business Unit: G1001 Origin: 514 Management Services
 PO ID: 3000003214 [Approval Exception](#)
 Copy From: [Dropdown]

PO Status: Dispatched
 Budget Status: Valid
 Hold From Further Processing

Header

*PO Date: 08/03/2015 Vendor Search [Response Documentation](#)
 Expiration Date: 10/30/2016 [Create BackOrder](#)
 *Vendor ID: 0000203973 METRO SALES INC RICHFIELD
 *Vendor: METRO SALE-001 [Vendor Details](#)
 *Buyer: 01136301 Savino,Diane M
 PO Reference: FY16RicoHMain/ReprMultiCopiers
 *Billing Location: G104THFL00 [Billing Address](#)

Doc Tol Status: Valid Agency Reference: [Dropdown]
 Backorder Status: Not Backordered
 Receipt Status: Not Recvd Doc Type: BPC-Blanket Purchs Agnst A Conctr
 *Dispatch Method: Phone [Dispatch](#)

Amount Summary

Merchandise:	9,920.40	
Freight/Tax/Misc.:	756.43	Calculate
Total Amount:	10,676.83	USD
Encumbrance	10,676.83	USD
Balance:		

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Edit ShipTo Comments](#)

- Click on the **Add Comments** link to provide the reason for the cancellation before the cancellation is completed. Determine who to show it to and/or it send to by clicking the appropriate check box. Click **OK**.
- Click the **Cancel PO** button (e.g., red X).

PO Header Comments

Business Unit: G1001 PO ID: 3000003250 Vendor: SYSTEMS-006

Retrieve Active Comments Only [Retrieve](#)
 *Sort Method: Comment Time Stamp *Sort Sequence: Ascending [Sort](#)

Comments [Use Standard Comments](#) [View All](#) [First](#) [1 of 1](#) [Last](#)
 Comment Status: Active [Inactivate](#) [+](#)

OFFICE PART NO LONGER NEEDED. BUYER'S NAME. BUYER'S PHONE NUMBER. DATE

Send to Vendor Show at Receipt
 Show at Voucher Approval Justification

Associated Document

Attachment: [Attach](#) [View](#) [Delete](#) Email

From -> PO G1001-3000003250

[OK](#) [Cancel](#)

SWIFT displays a message. It will not allow further changes to a purchase order once cancelled. Click **Yes**.

Message

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.

[Yes](#) [No](#)

Step 4: Process the updated purchase order.

- SWIFT displays the **Cancel Purchase Order** page. The purchase order has a "Pending Cancel" status.

- Click the **Budget Check** button. This allows the release of an encumbrance for this purchase order. If you click **OK**, SWIFT will automatically run the budget check process during its regularly scheduled process run. **ALWAYS run the budget check.**

Cancel Purchase Order

PO has 'Pending Cancel' status, but requires a budget check. Press the Budget Check button below to run the budget checking process. Otherwise, click OK to continue without budget checking the PO. Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.

Goto: [View Budget Status- Prorated](#) [Budget Status- Non Prorated](#)

- Check to ensure the purchase order was cancelled.

SWIFT returns you to the **Find an Existing Value** page. Enter the *PO ID* to see if the purchase order was cancelled. No matching values should be found. Your purchase order will be cancelled. It will remain in a "Pending/Cancel" status until it is processed completely in the overnight batch processing.

Process Steps to Update a Purchase Order Line Using Cancellation

Follow the process steps 1 and 2 outlined above: *Update an Entire Purchase Order using Cancellation.*

Step 1: Search for and select the applicable purchase order.

- Navigation:** Purchasing, Purchase Orders, Add/Update, Find an Existing Value

Step 2: Make sure that the purchase order can be cancelled.

Step 3: Prepare to cancel the purchase order line.

- In the Lines section, click the **Line Details** button of the line to cancel.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		COFFEE FOR TRAINING	1.0000	EA	50000000	10.00000	10.00	Approved

- Click the **Cancel Line** (red X) button.

Details for Line 1

PO ID: 3000003302 Vendor: STARBUCKS-001 Recycled
 Line: 1 Item ID: COFFEE FOR TRAINING %

Line Details			
Category:	50000000	Line Status:	Approved <input type="button" value="X"/> <input type="button" value="A"/>
Description:	Food Beverage and Tobacco Prod	Backorder Status:	Not Backordered

- Respond to the message. Click **Yes** or **No**.

This action will cancel line 1 for this purchase order. Continue? (10200,229)

The action that you are taking will cancel this line for this Purchase Order. If you do not want to cancel this line, then you cannot perform the action at this time.

Step 4: Process the updated purchase order.

You need to save, approve, budget check and dispatch the purchase order. Follow the process steps 4 outlined above: *Update an Entire Purchase Order using Cancellation.*