

QUICK REFERENCE GUIDE

Release Pre-Encumbrances from a Requisition Sourced to a Purchase Order

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Release Pre-Encumbrances from a Requisition Sourced to a Purchase Order

After your agency sources a requisition to an event, you may need to release a portion of the pre-encumbrance remaining. Once you source a requisition line to an event, award it and create a purchase order. Finalizing the purchase order or purchase order line will release it. Once you release the remaining pre-encumbrance, it will not be available on the original requisition.

For example, a vendor originally estimated the price of the good or service for \$15,000.00. Their winning bid was \$14,500.00. The remaining \$500.00 is still pre-encumbered on the requisition.

Requirements for Release Pre-Encumbrances from a Requisition Sourced to a Purchase Order

- The agency created a requisition. The agency attached the requisition to a sourcing event.
- The agency awarded the event to a purchase order.
- The status of the purchase order is not completed.

This guide describes SWIFT's process to release a remaining pre-encumbrance.

For more information about SWIFT's procurement modules, view the Reference Guides. <https://mn.gov/mmb/accounting/swift/training-support/reference-guides/>

Steps to Release a Pre-Encumbrance from a Requisition Sourced to a Purchase Order

Step 1: Access the Purchase Order

- **Navigation:** Purchasing, Purchase Orders, Add/Update POs, Find an Existing Value
- Enter the search criteria to locate the purchaser order. Click **Search**.

The screenshot shows the 'Purchase Order' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' (selected) and 'Add a New Value'. A dropdown menu shows 'Maximum number of rows to return (up to 300): 300'. The search criteria fields include: Business Unit (dropdown set to '=', text box with 'T7901'), PO ID (dropdown set to 'begins with', text box with '3000041847'), Origin (dropdown set to 'begins with', text box), Purchase Order Date (dropdown set to '=', text box), PO Status (dropdown set to '=', dropdown menu), Short Vendor Name (dropdown set to 'begins with', text box), Vendor ID (dropdown set to 'begins with', text box), Vendor Name (dropdown set to 'begins with', text box), Buyer (dropdown set to 'begins with', text box), Buyer Name (dropdown set to 'begins with', text box), PO Type (dropdown set to '=', dropdown menu), and Purchase Order Reference (dropdown set to 'begins with', text box). At the bottom left, there is a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- Locate the correct purchase order on the **Search Results** section. Click on the **PO ID** link. SWIFT displays the **Maintain Purchase Order** page.






| Search Results | | | | | | | | | | | | | |
|----------------|------------|--------|---------------------|------------|-------------------|------------|-------------------------|---------|-------------|---------|--------------------------|------------------------------|------|
| View All | | | | | | | | | | | First | 1 of 1 | Last |
| Business Unit | PO ID | Origin | Purchase Order Date | PO Status | Short Vendor Name | Vendor ID | Vendor Name | Buyer | Buyer Name | PO Type | Purchase Order Reference | Hold From Further Processing | |
| T7901 | 3000041847 | 000 | 03/29/2012 | Dispatched | BITUMINOUS-001 | 0000192548 | BITUMINOUS ROADWAYS INC | FIBEL02 | Belknap,Bob | General | (blank) | N | |

Step 2: Finalize the Purchase Order or the Purchase Order Line

1. Option 1: Finalize the Purchase Order

- On the **Maintain Purchase Order** page, click the **Finalize Document** icon located in the upper right corner of the page. It is next to the **Budget Status** icon.

NOTE: the **Finalize Document** icon is only available on purchase orders that were created from a requisition in the eProcurement module.

| Maintain Purchase Order | | | | | | | | | | | |
|-------------------------|------------|--------------------|-----|---|------------|---|---|--|--|--|--|
| Purchase Order | | | | | | | | | | | |
| Business Unit: | R2901 | Origin: | A24 | FAW Central Office | PO Status: | Dispatched |    | | | | |
| PO ID: | 3000110585 | Approval Exception | | Budget Status: | Valid |   | | | | | |
| Conv From: | | | | <input type="checkbox"/> Hold From Further Processing | | | | | | | |

- SWIFT will release all unused pre-encumbrances back to the originating budget chart string.

2. Option 2: Finalize a Purchase Order Line

- On the **Maintain Purchase Order** page, locate the purchase order line to finalize.
- Click the **Schedule** icon at the end of the line.
- Click the **Distributions/Chart Field** icon for the appropriate schedule line
- Click the **Budget Information** tab.

| Distribution | | | | | | | | | | | | | | | | | | | | |
|--------------|--------|----------|--------|--------------------|---------------------|----------|-------------------------|---------------|------------------|--------------------------|-------------------------------|-------------------|------------|----------|--------------------|-----------|------|----------|--------|------|
| Chartfields | | | | | | | | | | | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information | Customize | Find | View All | 1 of 1 | Last |
| Dist | Status | Percent | PO Qty | Merchandise Amount | Encumbrance Balance | Currency | Encumbered Base Balance | Base Currency | Expensed To Date | Final | Commitment Control Close Flag | | | | | | | | | |
| 1 | Open | 100.0000 | 5.0000 | 75.00 | 0.80 | USD | 0.80 | USD | 75.00 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |

- On the **Budget Information** section, click the Final checkbox for the budget distribution line for to release the pre-encumbrance.
 - If there are multiple schedules and/or distribution lines you want to be fully released, check the **Final** box for all of these lines.
 - If you do not select all of the applicable lines, SWIFT will release the pre-encumbrance only on the specified schedule or distribution line.
- At the top of the **Maintain Purchase Order** page click the **Budget Check** button.
 - SWIFT will not release the pre-encumbrance until the budget check is successfully completed.
 - It must also pass through the overnight batch process.
- SWIFT will release the unused pre-encumbrance from the line back to the originating budget chart string.

You have successfully released a pre-encumbrance from a requisition sourced to a purchase order.