

## QUICK REFERENCE GUIDE

Updated November 1, 2019

### Change Funding on a Requisition

A requisition is an internal document that agencies use to request a purchase. Enter requisitions in SWIFT's EProcurement module. SWIFT creates a pre-encumbrance through the budget check process in EProcurement. Requisitions are not dispatched to suppliers.

Typically, agencies change funding on a requisition when they receive a budget error. If you receive a budget error on a requisition, it is likely your agency used incorrect ChartField information. It is also possible, that your agency used an incorrect budget year. You will need to ensure that both the ChartField information and the budget year are accurate. You can change the funding on a requisition for other reasons, too. You can update requisitions that are not associated with a purchase order, event or an inventory item.

If you need to restore the pre-encumbrance on a requisition associated with a SWIFT document, you need to cancel the contract, receipt, event, inventory item and/or purchase order. Then, you can change the funding on a requisition.

This reference guide describes the steps to change the funding on a requisition. For more information about requisitions or events in SWIFT, please review the SWIFT Reference Guides.

Steps to complete

- Step 1: Access the requisition
- Step 2: Access the ChartField information
- Step 3: Process the requisition

### Steps to Change Funding on a Requisition

#### Step 1: Access the requisition

1. Navigate to the **Manage Requisitions** page in the EProcurement module.

Navigation Options	Navigation Path
Navigation Collection	Procurement, EProcurement, Requisitions, Manage Requisitions page.

SWIFT displays the **Manage Requisitions** page. Enter the *Business Unit* and search information such *Requisition ID*. Press **Search**.

**Manage Requisitions**

Requisition Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit  Requisition Name  Origin

Requisition ID  Request State  Budget Status

Date From  Date To

Requester  Entered By  PO ID

[Show Advanced Search](#)

- SWIFT opens the **Search Results** with the desired requisition. Don't select the Req ID.
  - Select the **Edit** option from the drop down menu.
  - 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.

Req ID	Requisition Name	BU	Origin	Date	Request State	Budget	Total
▶ 1000003591	Hunter Walking Trail Ma...	R2901	A56	07/03/2019	Approved	Valid	15,000.00 USD

## Step 2: Update the ChartField Information

SWIFT displays the **Edit Requisition – Review and Submit** page for the desired requisition.

- Update the ChartFields information as needed. Press the **Expand Section** icon on left side of the line.

**Edit Requisition - Review and Submit**

Review the item information and submit the req for approval.

My Preferences Requisition Settings

**Requisition Summary**

Business Unit  Natural Resources Department Origin  OMB5 R1 NW Region Requisition Name

Requester  Requisition ID

Currency  Doc Type  Priority

Agency Reference  Billing Location  Custom Fields

**Cart Summary: Total Amount 15,000.00 USD**

Expand lines to review shipping and accounting details

**Requisition Lines ?**

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
▶ <input type="button" value="Expand Section"/>	2019 Hunter Walking Trail Main			<input type="text" value="1"/>	DOLLAR	15000.00	15000.00

- Go to the bottom of the page to the **Accounting Lines** section.
  - If you want to update Chartfield information, select the **Chartfields2** tab. Update the ChartField information as needed.

**Accounting Lines**

Chartfields1 **Chartfields2** Details Details 2 Asset Information Asset Information 2 Budget Information ||>

Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)
2209	R293W101	R296004	430001			2W712	1W1AA
2207	R293W101	R296022	430001			2W601	1W1AA

- b. If you want to update the *Budget Date*, select the **Budget Information** tab. Update it as needed.

**Accounting Lines**

Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 **Budget Information** ||>

Budget Status	Budget Date	Pre-Encumbrance Balance	Currency	Pre-Encumbered Base Balance
Valid	07/03/2019	12000.00	USD	12,000.00
Valid	07/03/2019	3000.00	USD	3,000.00

3. Update additional lines as needed

### Step 3: Process the Requisition

1. When you have changed the ChartFields and/or Budget Date, go the bottom of the page and select the **Save & submit** button.

Budget Checking Status: **Valid**

2. Depending upon the change, you may need to run the budget check. Select the **Check Budget** button.
3. Ensure the *Budget Checking Status* is "Valid". If not resolve the budget error.

**You have successfully changed the ChartField information on a requisition.**