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.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>

SWIFT displays the Manage Requisitions page. Enter the Business Unit and search information such Requisition ID. Press Search.
2. 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**.

---

**Step 2: Update the ChartField Information**

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

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

2. Go to the bottom of the page to the **Accounting Lines** section.
   a. If you want to update Chartfield information, select the **Chartfields2** tab. Update the ChartField information as needed.
b. If you want to update the *Budget Date*, select the **Budget Information** tab. Update it as needed.

<table>
<thead>
<tr>
<th>Accounting Lines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Accounting Lines" /></td>
<td></td>
</tr>
</tbody>
</table>

3. Update additional lines as needed

**Step 3: Process the Requisition**

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

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.*