

QUICK REFERENCE GUIDE

Updated November 1, 2019

Create a Contract Encumbering Order Requisition

This reference guide describes how to create a Contract Encumbering Order (CEO) requisition to pre-encumber funds for a contract that will result in a CEO purchase order. This guide describes the steps to create a Contract Encumbering Order (CEO) requisition. There is a separate guide describing the steps to process it and convert it to a purchase order.

A requisition is an internal document that agencies use to request a purchase. Use the EProcurement module in SWIFT to create and process requisitions. The pre-encumbrance is created through the budget check process in SWIFT. Requisitions are not dispatched to suppliers.

Contract Encumbering Orders (CEO) pre-encumber funds.

- They set aside the funds for a specific purchase.
- There is no legal obligation to spend it.
- CEO requisitions are typically used for Building Construction Contracts, Other Construction Contracts or Roadway Construction Contracts.
- Upon award of a CEO requisition, SWIFT creates a CEO purchase order and relieves the CEO requisition's pre-encumbrance balance.

IMPORTANT! After you create a CEO requisition, you will need to edit the CEO requisition to add contract information. Then, you need to convert the CEO requisition into a purchase order to establish the encumbrance.

To add contract information and convert the CEO requisition into a CEO purchase order, please review the SWIFT Reference Guides.

Steps to complete

- Step 1: Create a CEO requisition record
- Step 2: Validate or update defaults as needed
- Step 3: Enter the requisition item(s)
- Step 4: Process the requisition

Steps to create and process a Contract Encumbering Order requisition

Step 1: Create a CEO requisition

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

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

2. Enter *Business Unit*, select **Add**.
3. On the **Requisitions Settings** page, specify the requisition name, requester and other information that applies to the entire requisition. Adding information here carries throughout the requisition (e.g., *ChartFields* or *Ship To*).

Fields on the Requisitions Settings page

Field	Field Description
Business Unit	Validate the default or enter a business unit.
Requester	Defaults to the person entering the requisition, but it can be changed.
Requisition Name	Create a name that helps you organize it. It does not appear on the purchase order. If left blank, the requisition number will default in this field.
Origin	This code represents which division, area or unit in the business unit that originated this requisition.
Agency Reference	Optional field that carries over to the purchase order and prints on it. Follow your agency's guidelines on this field.
Billing Location	Where invoices are sent for this business unit.
Doc Type	CEO

The screenshot shows the 'Requisition Settings' form with the following fields highlighted by red boxes:

- Business Unit:** G1001
- Origin:** 509
- Requisition Name:** CONSTRUCTION
- Requester:** Cunningham McComb, Shelia M
- Doc Type:** CEO
- Agency Reference:** TRUCK
- Billing Location:** G104THFL00

Other visible fields include: *Requester Employee ID, *Currency USD, Priority Medium, and Default Options (Default selected).

Step 2: Validate or update defaults as needed

1. Default Options section:

On the **Default Options** section, you can enter shipping and accounting information.

- Selecting “Default” will apply any defaulted values into any blank fields from the **Line Defaults** section to all lines of the requisition. It will not override values that already exist.
- Selecting “Override” will override any defaulted values with the values entered in the **Line Defaults** to all lines of the requisition.

NOTE: This option may be helpful with requisitions with multiple lines and the same shipping and accounting information.

2. Line Defaults section:

Use this section to change or add field values to the entire requisition. As you add items to this requisition, the values of this group box are applied to the new requisition line based on your default option. The **Default Options Group** box determines how the field values are applied.

You can set the defaults for *Supplier*, *Supplier Location*, *Buyer*, *Category* and *Unit of Measure*. However, these fields are not required.

3. Shipping Defaults/Distribution Defaults sections:

- On the **Shipping Defaults** section, you can set the defaults for *Ship To*, *Due Date* and *Attention* fields.
 - There is also an **Add One Time Address** link.
 - The *Ship To* value is required.
- SWIFT does not use the **Distribution Defaults** section.

4. Accounting Defaults section:

ChartField values are required on requisitions. Enter them on the **Chartfields 1** tab if you want them carried throughout the requisition. You can also add the *Details* and *Asset Information* as needed by your agency.

1. After you complete the defaults sections, scroll to the bottom of the page and select the **OK** button.

Default Options ?

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults ?

Supplier Category 25101507

Supplier Location Unit of Measure EA

Buyer 01087463

Shipping Defaults

Ship To G104THFL00 [Add One Time Address](#)

Due Date Attention

Distribution Defaults

Accounting Tag

Accounting Defaults

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Chartfields1 Details Asset Information

Dist	Percent	Location	GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC
1		G104THFL00	MN001	2001	G1031200	G100060	470602					

SWIFT displays the **Create Requisition** page.

Step 3: Enter the requisition item(s)

1. On the **Create Requisition** page, select the **Special Requests** link for CEO requisitions.

Create Requisition ?

Welcome Cunningham McComb, Shelia M

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Catalog
Browse Catalogs
DEED Item Catalog
KIM_ITEMS
KIM_ITEMS2
MDH Furniture Catalog
MDH Lab Catalog
More...

Special Requests
Create a non-catalog request

Favorites
Browse Favorite Items and Services

Templates
Browse Company and Personal Templates

Recently Ordered
View recently ordered items and services

2. SWIFT displays the **Special Requests** page. Enter the values in the required fields for the desired item. You can also enter information in other fields as needed.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- Item Description
- Price
- Quantity
- Category
- Unit of Measure

When you are done, scroll to the bottom of the page and select the **Add to Cart** button.

Special Requests

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description	Truck - used		
*Price	5000	*Currency	USD
*Quantity	1	*Unit of Measure	ea
*Category	25101507	Due Date	

Supplier

Supplier ID	<input type="text"/>
Supplier Name	<input type="text"/>
Supplier Item ID	<input type="text"/>

[Suggest New Supplier](#)

Manufacturer

Mfg ID	<input type="text"/>
Manufacturer	<input type="text"/>
Mfg Item ID	<input type="text"/>

Additional Information

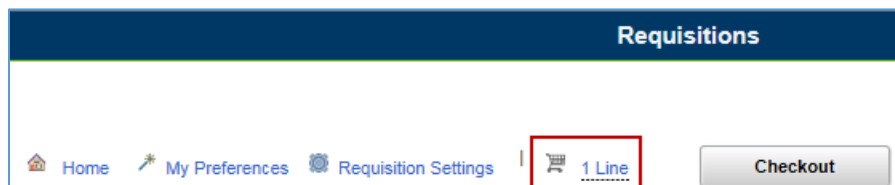
Send to Supplier Show at Receipt Show at Voucher

Request New Item

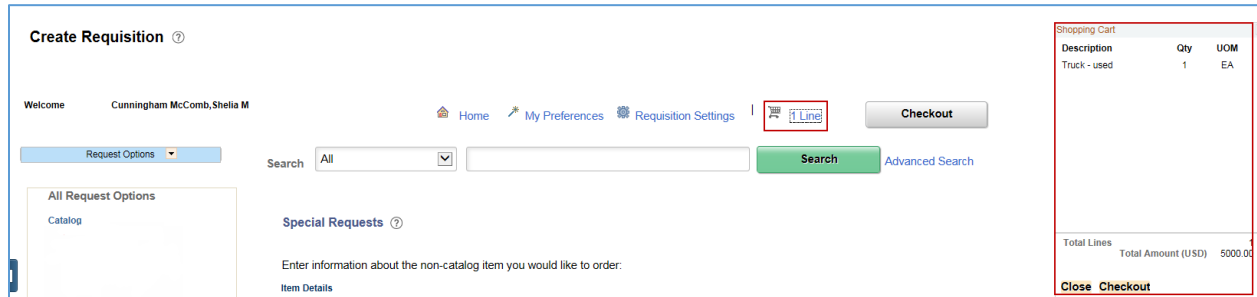
Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

SWIFT updates the top of the page every time you add to your cart. You can see the number of lines entered.

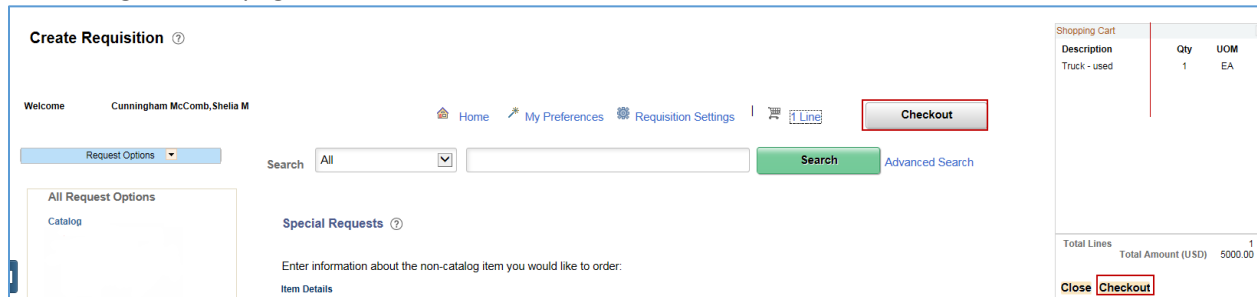


- If you select the **Shopping Cart** icon, SWIFT opens up the top right of the page with the items you entered.



SWIFT brings you back to the **Special Requests** page.

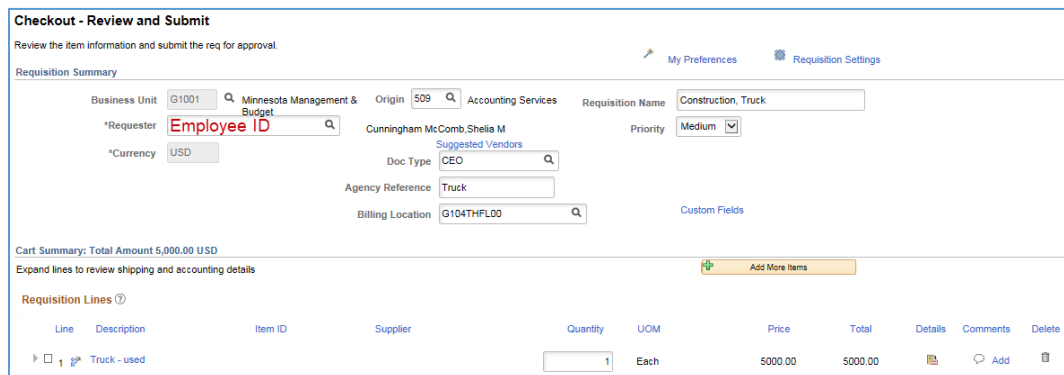
- You can add more items here and then select the **Add to Cart** button at the bottom of the page.
- When you have completed all of the lines, select the **Checkout** button. It is located on the top, right of the page.



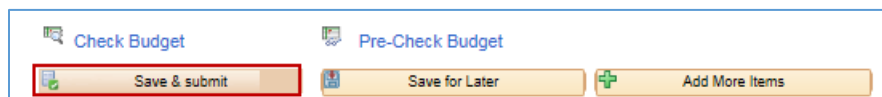
Step 4: Process the requisition

1. Review and submit the requisition.

SWIFT displays the **Checkout- Review and Submit** page. Review the header, lines and defaults. Make any changes as needed.



2. Scroll to the bottom of the page and select the **Save and submit** button.



3. Budget check the requisition.

SWIFT displays a **Confirmation** page. Scroll to the bottom of the page and select the **Check Budget** link.

Confirmation

Your requisition has been submitted.

Requested For	Cunningham McComb,Shelia M	Number of Lines	1	
Requisition Name	Trailer	Total Amount	5,000.00	USD
Requisition ID	1000000077			
Business Unit	G0201			
Status	Approved			
Priority	Medium			
Budget Status	Not Checked			

View printable version
 Edit This Requisition
 Check Budget
 Pre-Check Budget

- The *Budget Checking Status* will show as “Valid” if the budget check is successful.
- If the *Budget Checking Status* shows “Error”, select the **Edit Requisition** button to return to the requisition. Correct the errors and save. Then, select the **Check Budget** button to run budget check.

Check Budget
 Pre-Check Budget

Budget Checking Status: Error

Save & submit

Save for Later

Add More Items

4. When the requisition is in an “Approved” Status and a Budget Status of “Valid”, SWIFT creates the pre-encumbrance. The CEO requisition is ready for further processing.

Confirmation

Your requisition has been submitted.

Requested For		Number of Lines	1	
Requisition Name	Truck	Total Amount	5,000.00	USD
Requisition ID	1000000005	Pre-Encumbrance Balance	5000.00	USD
Business Unit	G1001			
Status	Approved			
Priority	Medium			
Budget Status	Valid			

You have successfully created a Contract Encumbering Order requisition.