SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Create a Contract Encumbering Order Requisition (CEO)

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. Requisitions are not dispatched to suppliers.

Contract Encumbering Orders (CEO) pre-encumber funds.

- CEO requisitions are typically used for Building Construction Contracts, Other Construction Contracts or Roadway Construction Contracts.
- After you create a CEO requisition, create a contract shell for it. For more information about contract shells, view the Create a Supplier Contract quick reference guide.
- After you create a contract shell, you must edit the CEO requisition to add contract information.

IMPORTANT! After adding contract information to the requisition, you must notify the SWIFT Help Desk with Business Unit and Requisition ID, letting them know the requisition is ready to be expedited. You will be notified once the requisition has been processed to a purchase order. When the CEO purchase order is created, the requisition pre-encumbrance balance is released.

There are two processes depending on how many distribution lines you wish to add to it.

1. Create and process a CEO requisition.
2. Create and process a CEO requisition with multiple distributions using Accounting Tag templates.

This reference guide lists the steps to create a Contract Encumbering Order (CEO) requisition to pre-encumber funds for a contract that will result in a CEO purchase order. It also describes how to create and process a CEO requisition with multiple distributions using Accounting Tag templates.

Steps to create and process a CEO requisition

Step 1: Create the requisition and enter required fields in the Defaults sections

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

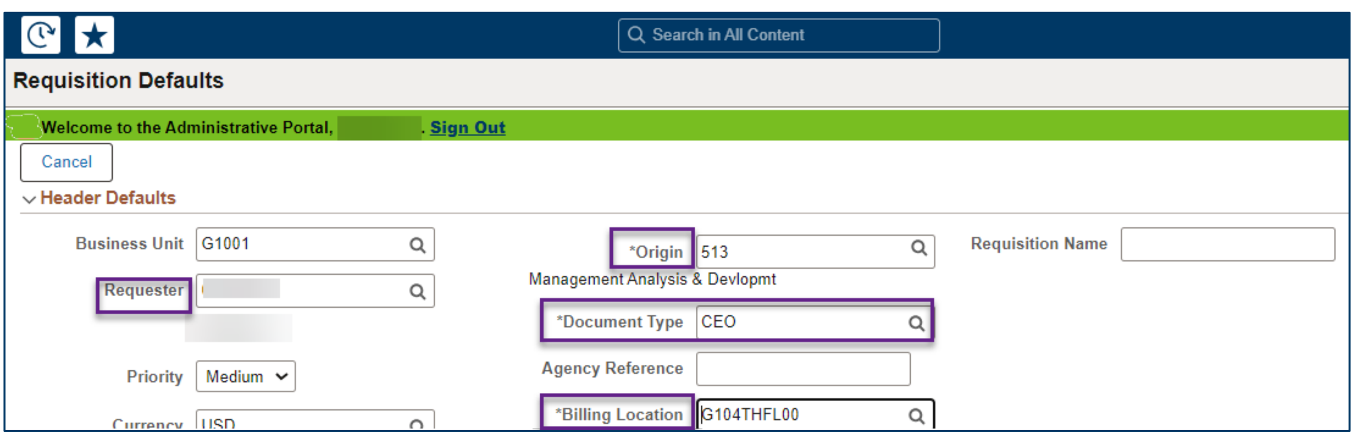
Navigation Options	Navigation Path
Navigation Collection	Procurement, EProcurement, Create Requisition, Requisition Defaults page.

NOTE: Adding information on the Requisition Defaults page carries throughout the requisition, such as chartfields or Ship To.

2. On the **Header Defaults** section, enter or confirm these fields.
   a. Business Unit
   b. Requester, which is your Employee ID
   c. Origin
   d. Document Type, enter "CEO"
   e. Agency Reference, which is optional
   f. Billing Location
   g. Requisition Name, which is optional

Fields on the Header Default section of the Requisition. Required fields are marking with an asterisk (*)

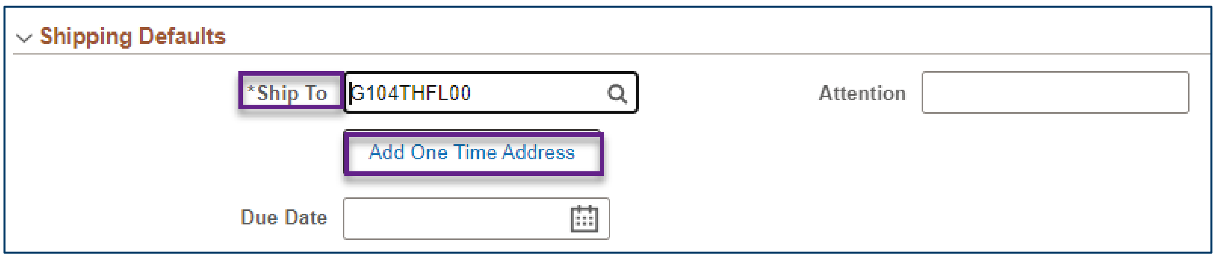
Field Name	Field Description
***Business Unit**	The Business Unit will default in this field.
***Requester**	Defaults to the person entering the requisition, but it can be changed.
Requisition Name	Optional - Create a name that helps you organize it. It does not appear on the purchase order. If left 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



3. In the **Line Defaults** section, enter your Employee ID or the buyer who will be processing the requisition in the Buyer field. Leave all of the other fields blank.

4. In the **Shipping Defaults** section, enter the “Ship To.”

“ShipTo” is where the supplier should deliver the items or where the work will be performed. There is also an **Add One Time Address** button if you need a One Time Address.

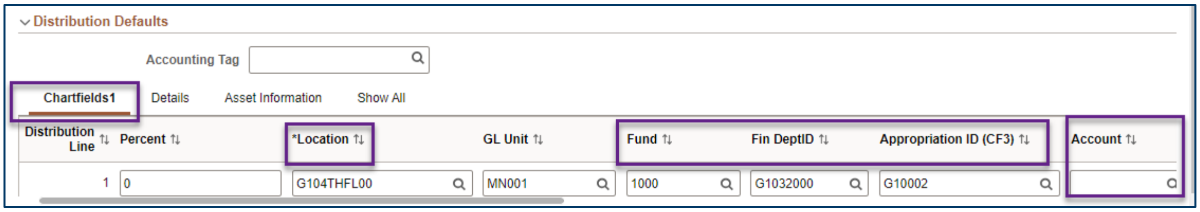


5. Enter Chartfield values in the **Distribution Defaults** section.

   a. Chartfield values are required on requisitions. Enter them on the Chartfields1 tab to carry through to all requisition lines.
      i. Location
      ii. Fund
      iii. Fin DeptID
      iv. Appropriation ID
      v. Any other distribution fields that your agency requires

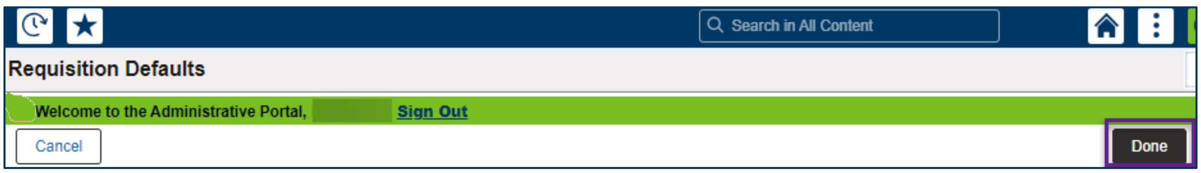
Fields on the Distribution Defaults section of the Requisition. Required fields are marking with an asterisk (*)

Field Name	Field Description
*** Location**	Enter the Location.
*** GL Unit**	The General Ledger unit will default in this field.
*** Fund**	Enter the Fund value.
*** Fin DeptID**	Enter the Financial Department Identification Number.
*** Appropriation ID**	Enter the Appropriation Identification Number.
Account	Leave the Account field blank. SWIFT will populate in this field later in the punchout process.
Sub Acct, SW Cost, Agency Cost, and other chartfields	Other chartfields may be required for your agency.



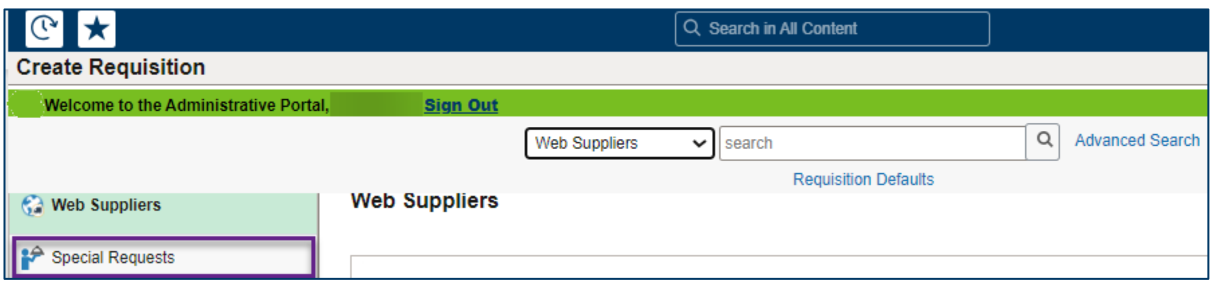
b. You can also add values to the **Details** and **Asset Information** tabs as needed.

6. After you complete the defaults sections, go to the top of the page, and select the **Done** button.

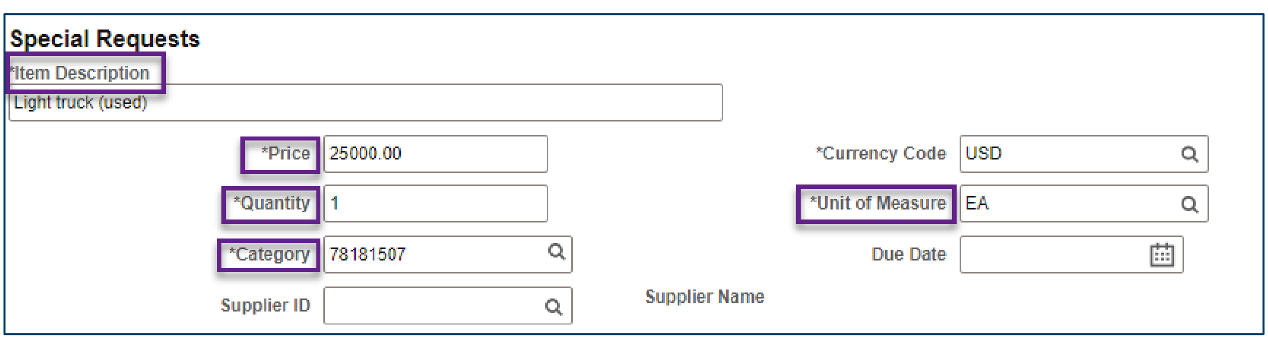


Step 2: Enter the requisition item(s)

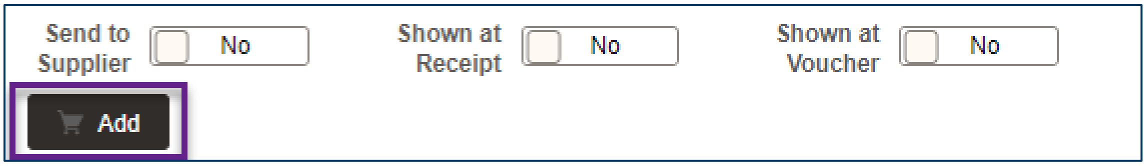
1. SWIFT brings you to a new page to select items for the requisition using the left menu. For the CEO requestion, select **Special Requests**.



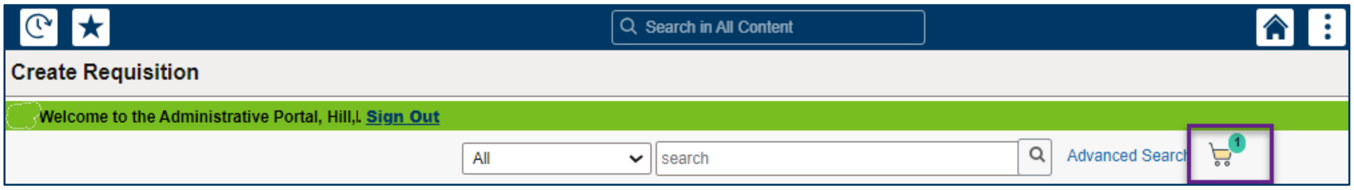
2. SWIFT displays the Special Requests page. Enter the values in the required fields for the desired items. You can also enter information in other fields as needed.
    a. Item Description
    b. Price
    c. Quantity
    d. Category
    e. Unit of Measure



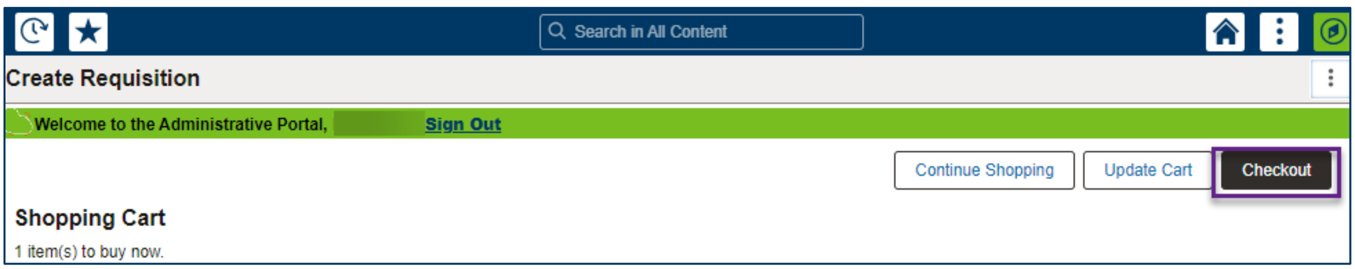
3. When you are done, scroll to the bottom of the page and select the **Add** button.



4. SWIFT will add the item(s) to the shopping cart. Repeat the process for as many requisition lines as needed. Select the **Shopping Cart** icon at the top right of the page.

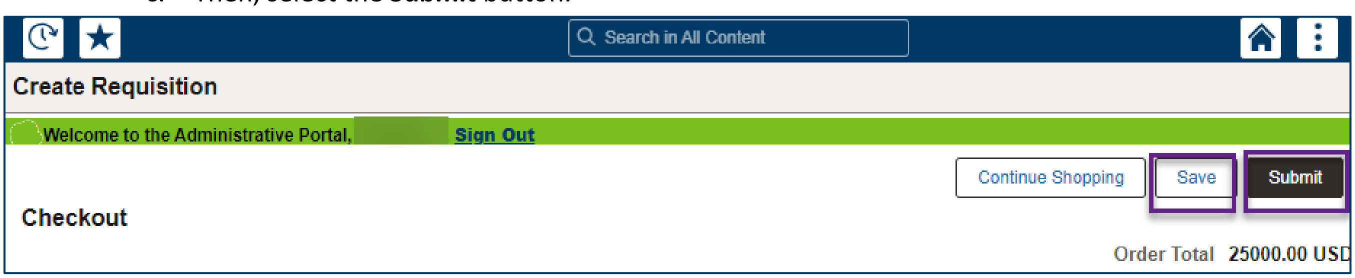


5. SWIFT opens the Shopping Cart page with the items you entered.
    a. If you wish to add more items to this requisition, select the **Continue Shopping** button.
    b. If you do not wish to add more items, select the **Checkout** button at the top right of the page.

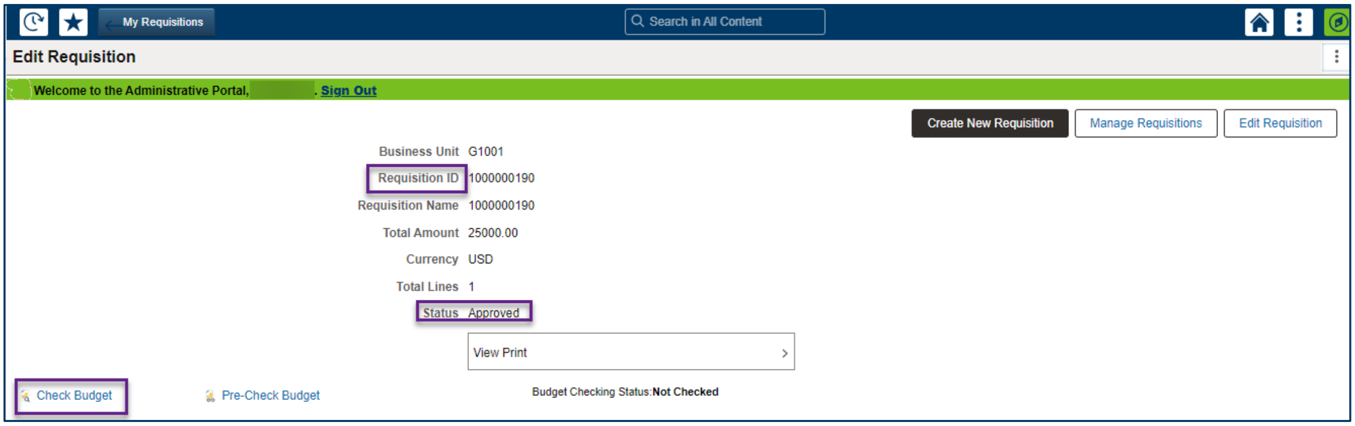


Step 3: Process the requisition on the Checkout page

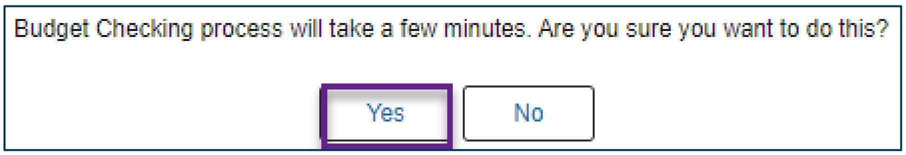
1. SWIFT displays the Checkout page. It shows the item(s) that you added to it. Review the header, Requisition Summary, and Requisition Lines.
    a. Make any changes as needed.
    b. When finished, select the **Save** button at the top of the page.
    c. Then, select the **Submit** button.



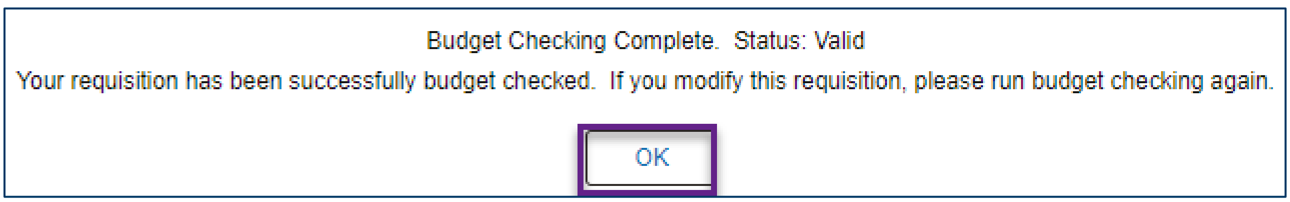
2. SWIFT displays a confirmation page displaying the Requisition ID. The Status should be “Approved.”
3. Scroll to the bottom of the page and select the **Check Budget** link on the left side.



4. SWIFT displays a message. Select the **Yes** button.

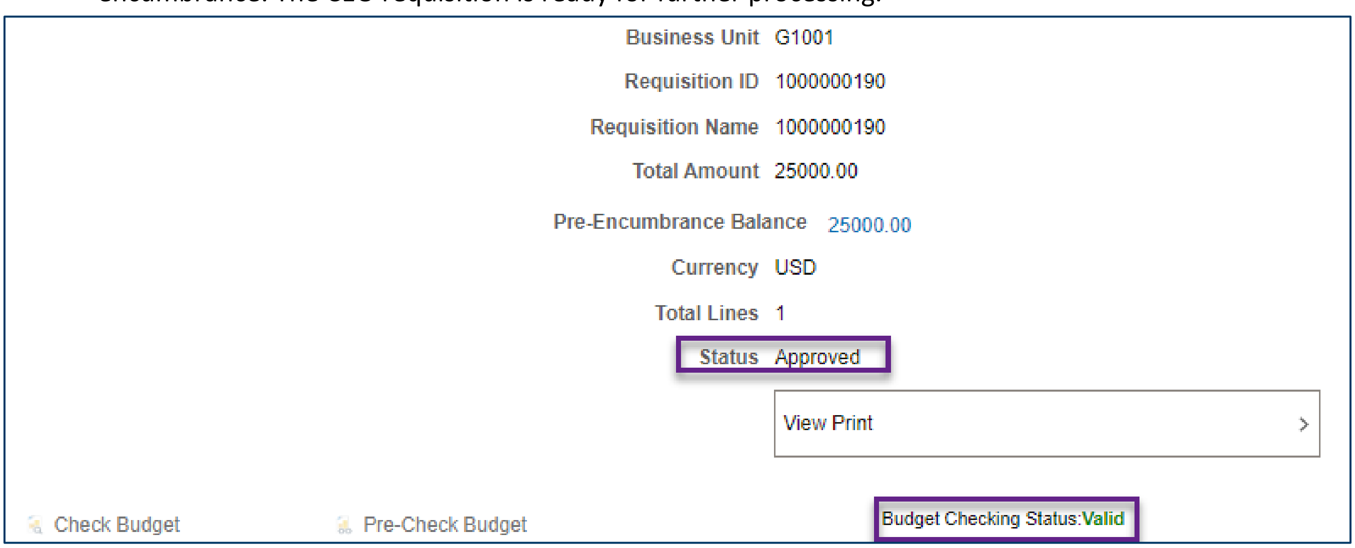


5. If the Budget Checking process is complete and the Status is "Valid," you'll receive a message. Select **OK**.



NOTE: If the Budget Checking Status shows "Error," select the **Edit Requisition** button at the top of the page. Correct the errors and save. Then, select the **Check Budget** button to run budget check.

6. 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.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Step 4: Continue to process the requisition

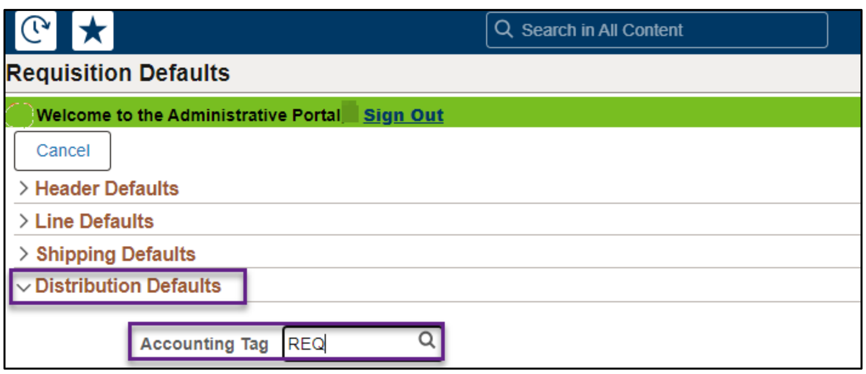
1. After you create a CEO requisition, create a contract shell for it.
2. After you create a contract shell, you must edit the CEO requisition to add contract information.
3. After adding contract information to the requisition, you must notify the SWIFT Help Desk with Business Unit and Requisition ID, letting them know the requisition is ready to be expedited.

How to create and process a CEO requisition with multiple distributions

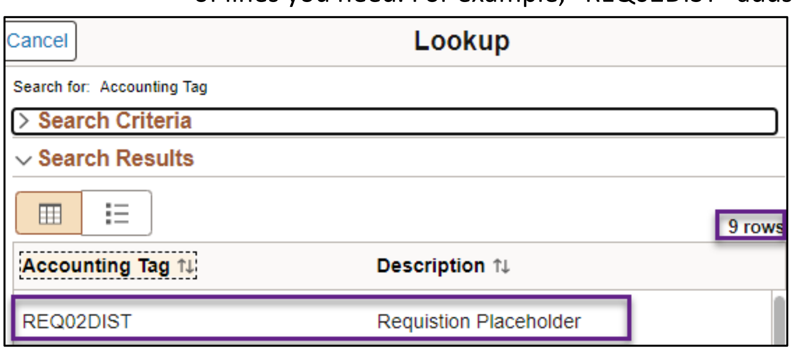
If you are creating an CEO requisition with multiple distributions, consider creating using Accounting Tags templates. There are nine templates starting with “REQ” that available for adding up to nine lines.

IMPORTANT. Follow the steps from the Create and process a Contract Encumbering Order Market Requisition section of this guide for details to create an CEO with multiple distribution lines.

1. Enter requisition information on the defaults sections of the Requisition Defaults page.
2. Use the **Distribution Defaults** section to access the Accounting Tags templates.
    a. In the Accounting Tags section, enter “REQ” and select the Lookup icon. It looks like a looking glass.



    b. SWIFT opens the existing Accounting Tag templates. Select the template that adds the number of lines you need. For example, “REQ02DIST” adds two lines. There are nine template rows.

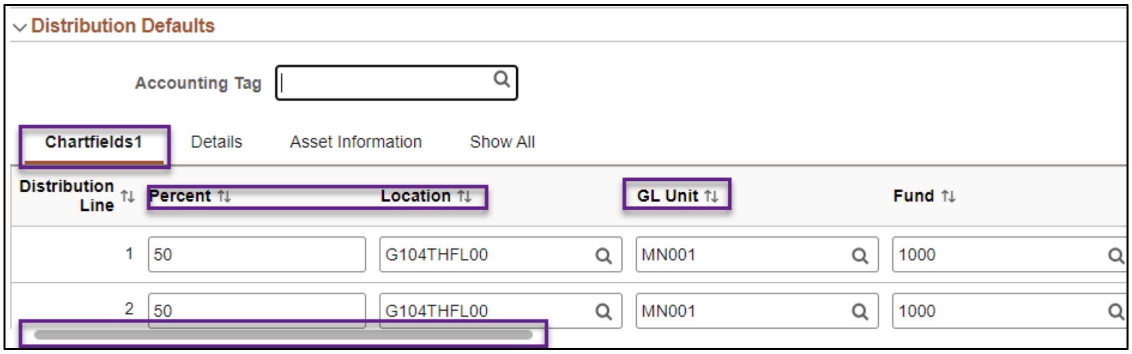


3. SWIFT returns to the Requisition Defaults page.

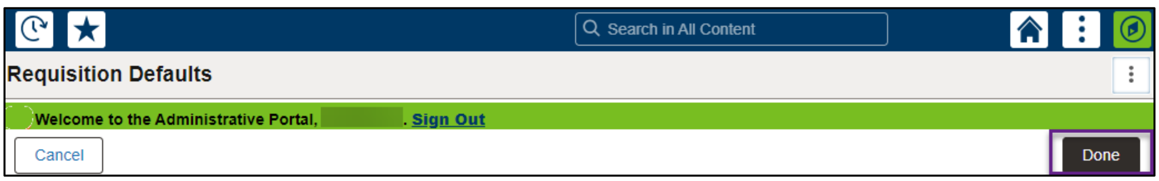
- It created distribution lines in the Chartfields1 tab in Distribution Defaults section.

- It populated Percent and distributed that by the number of lines.
- It also populated the GL Unit and Fund.

4. Update fields as appropriate. Use the scroll bar at the bottom of the page to scroll to the right for all the chartfields.



5. After you complete the defaults sections, go to the top of the page. Select Done.



6. Continuing processing the CEO requisition with the updated distribution lines.

You have successfully created a CEO requisition with multiple distributions.