Use the Buyer’s Workbench

Use the Buyer’s Workbench to manage purchase orders. You can analyze, approve, dispatch, cancel, close, and print preview purchase orders. This guide describes the steps to use the Buyer’s Workbench page. It also describes the search options.

Steps to complete

• Step 1: Navigate to the Buyer’s Workbench page
• Step 2: Enter search criteria on the Filter Options page
• Step 3: Review and take action on the List of Purchase Orders
• Step 4: Process any purchase orders selected for action
• Step 5: Run the Budget Check

Steps to use the Buyer’s Workbench

Step 1: Navigate to the Buyer’s Workbench page

1. Navigate to the Buyer’s Workbench page.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Purchasing, Purchase Order. Left menu, Maintain Purchase Orders, Buyer’s Workbench page.</td>
</tr>
<tr>
<td>Buyer WorkCenter</td>
<td>Procurement, Purchasing, Buyer WorkCenter. Left Menu, Links, Procurement, Buyer’s Workbench page.</td>
</tr>
</tbody>
</table>

2. On the Buyer’s WorkBench page, search for and select an available WorkBench ID.

IMPORTANT! WorkBench IDs are reusable. Do not keep adding new ones.

• Enter the WorkBench ID on the Find an Existing Value tab. Press Search.
• If you don’t know the ID, press the Search button and SWIFT will display the list of available IDs.

If you do not have an existing WorkBench ID, you can create one for yourself to reuse on the Add a New Value tab. Enter the Business Unit and a WorkBench ID that will allow you to access it. Enter a short name that will you remember it (e.g., CLOSEPO).
Step 2: Enter search criteria on the Filter Options page

SWIFT opens up the Filter Options page. This page allows you to find an individual or a group of purchase orders using various search fields. You may need to clear values from the WorkBench ID.

1. Enter values in the Search Criteria section (e.g., Purchase Order ID) section.

2. As an option, enter values in the remaining sections on the Filter Options page. SWIFT will clear these check box each time you access the Buyer’s Workbench page.
   a. Status
      - Use this section to define search criteria related to the Status of purchase orders.
      - For example, if you look for purchase orders that are in a Status of “Pending Approval”, you can cancel all purchase orders that in this status.
      - Values include Open, Dispatched, Pending Appr (Approval), Cancelled, Approved, Include Closed and Denied.
b. Receiving

- Use this section to define search criteria related to purchase order receipts, such as whether you
  want to retrieve purchase orders where receiving is required for the purchase order.
- Values include All, Not Required, Partially Received and Fully Received.

![Receiving](image1)

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c. Matching

- Use this section to define search criteria related to purchase order matching controls, such as
  whether matching is required or not required on the purchase order.
- Values include Required, All, Not Required, None, Partial Match or Fully Matched.

![Matching](image2)

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d. Encumbrance

- Check the Open Encumbrances box to search for purchase orders with open encumbrances.
- SWIFT deducts each type of financial obligation from the budget and tracks it according to
  obligation type. When you generate a requisition, a pre-encumbrance is created in your budget
  records by the budget-checking process. When a requisition is sourced to a purchase order,
  commitment control liquidates the pre-encumbrance from the requisition and establishes an
  encumbrance for the purchase order.

![Encumbrance](image3)

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e. ChartFields

- If you press the Grid Action Menu, you can download the ChartFields table to an Excel
  spreadsheet.
- You can enter multiple ChartField combinations as search criteria. For example, you can search
  for purchase orders in GL Unit MN001 as well as various Accounts, Fin Dept IDs and
  Appropriation IDs.
- You may need to move across the ChartFields tab to see all of the options to select.

![ChartFields](image4)

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3. Go to the bottom of the page and press the Search button.
Step 3: Review and take action on the List of Purchase Orders

SWIFT displays the List of Purchase Orders section.

1. Make sure that the Description field is populated. You can update it as needed.

2. On the List of Purchase Orders section, there are three tabs with information to review.
   a. **Detail** tab
      - If you press the Grid Action Menu, you can download the list of purchase orders to an Excel spreadsheet.
      - You can see how many purchase orders fit your search criteria.
      - You can select the PO ID to see the purchase order.
      - You can select the Doc Status icon to see documents (e.g., receipts, events, contracts, etc.)
        attached to the purchase order.
      - You can select the Lines icon to see details about the lines of this purchase order.

   b. **Approval** tab
      - You can select the PO ID to see the purchase order.
      - You can select the Doc Status icon to see documents (e.g., receipts, events, contracts, etc.)
        attached to the purchase order.

   c. **Other** tab
      - You can select the PO ID to see the purchase order.
      - You can see various Statuses (e.g., Receipt, Budget, and Document Tolerance).
      - You can select the PO Activity Summary icon to get to the Activity Summary page.

      - SWIFT opens up a new window to display the Activity Summary page. You can see link to the
        other documents for more details about the transaction (e.g., Receipts, vouchers, match status).
3. Take action on the purchase order.
   - When you are ready to take action on any of the purchase orders, check the box next to the purchase orders you wish to take action on.
   - On the Action section, select the button of the desired action. This example will cancel a purchase order because there has been no activity on it and it not needed.

### Actions on the List of Purchase Orders section.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Change the Status of the selected purchase orders to “Approved”.</td>
</tr>
<tr>
<td>Unapprove</td>
<td>SWIFT does not currently use this feature.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancel the selected purchase orders. When you cancel a purchase order that is in a “Dispatched” Status, SWIFT changes the Status to “Pend Cncl” (pending cancel). When canceling purchase orders, SWIFT creates change orders.</td>
</tr>
<tr>
<td>Close</td>
<td>Select to close the selected purchase orders from further processing. You can override unqualified purchase orders and make them available for closing, by selecting the purchase order IDs and selecting the Override button.</td>
</tr>
<tr>
<td>Dispatch</td>
<td>Select to dispatch the selected purchase orders, including all lines on the purchase order. Only purchase orders with “Approved. The purchase order must also have a “Valid” Budget Check Status before it can be dispatched.</td>
</tr>
<tr>
<td>Preview</td>
<td>Select to preview the selected purchase orders.</td>
</tr>
<tr>
<td>Budget Check</td>
<td>When you press the Budget Check button, SWIFT displays the Processing Results page. Use this page to review the selected purchase orders and select to proceed with processing.</td>
</tr>
<tr>
<td>Budget Pre-Check</td>
<td>This button enables you to check whether a budget exists for a purchase order before the amount is committed to the pre-encumbrance or encumbrance. It makes it possible for SWIFT to validate documents in work-in-progress mode without affecting budget balances.</td>
</tr>
</tbody>
</table>
Step 4: Process any purchase orders selected for action

SWIFT opens up the Processing Results page.

- Purchase orders are “qualified” to be closed based on their current status and any activity associated with them. Purchase orders without active receipts or vouchers associated with them are qualified to close.
- Purchase orders displayed in the left column are not qualified to be closed at this time.
- Press the Log button to see why the purchase order is in the Not Qualified column.

**CAUTION:** you can manually override those that are not qualified to be closed. Follow your agency’s policies.

1. Following your agency’s polices, you can move purchase orders from the Not Qualified column to the Qualified column in order to close them in the Buyer’s WorkBench.
   - Check the box them and press the Override button.
2. SWIFT moves the purchase orders to the Qualified section. When all of the purchase orders you want to be closed are in the Qualified column, press the Yes button in the Proceed: section.
   - As needed, check the box on the Not Qualified area for the purchase orders you wish to override. Select Override button and SWIFT moves the purchase order to the Qualified section.
3. When the purchase order is in the Qualified section, press the Yes button the Proceed section.
   - You will receive a confirmation message about the action. Select Yes to continue.
SWIFT returns you to the **Buyer’s WorkBench** page. SWIFT will update the information on the **Detail** tab. Because we canceled a purchase order, the **PO Status** is “Pending Cancel”.

### Step 5: Run the Budget Check

1. Always run the **Budget Check**.

   ![Budget Check Image]

2. Select **Yes** to proceed. SWIFT displays a message. Select **Yes** on the message.

You have successfully reviewed the Buyer’s Workbench.