Close a Purchase Order Using the Buyer’s WorkBench

Agency staff can manually cancel or close purchase orders that are no longer needed. The purchase order may have an encumbrance balance or it may have been paid in full.

IMPORTANT! Before closing or canceling a purchase order, always check to see if there are receipts or vouchers against it.

- **Cancel a Purchase Order**: Use when the purchase order has not been received or vouchered.
- **Close a Purchase Order**: Use when the purchase order has been fully or partially received or vouchered.
  - Close all purchase orders in the Buyer’s WorkBench
  - Use a change order when you wish to reduce and close a purchase order that references a contract, then close it in the Buyer’s WorkBench. Use the change order to keep the contract release amount(s) correct.

**Cancel versus Close a Purchase Order**

<table>
<thead>
<tr>
<th></th>
<th>Cancel</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When to use?</strong></td>
<td>Purchase order has <em>not</em> been received or vouchered.</td>
<td>The purchase order has been fully or partially received or vouchered.</td>
</tr>
<tr>
<td><strong>Reversal Possible?</strong></td>
<td>No.</td>
<td>Create a new purchase order for the needed amount. The agency may need MMB assistance for closed Fiscal Years.</td>
</tr>
<tr>
<td><strong>Impact on Budget</strong></td>
<td>SWIFT releases the funds after budget check. After overnight batch processing, SWIFT will change the status from “Pending Cancel” to “Cancelled”. If selected, SWIFT will dispatch the change order document.</td>
<td>SWIFT releases the funds immediately after budget check. The close process does not create a change order on the purchase order. Process a change order for purchase orders that reference a contract.</td>
</tr>
<tr>
<td><strong>Impact on Contracts?</strong></td>
<td>Once cancelled and budget checked, the amount is available on the contract.</td>
<td>Amounts on purchase orders referencing a contract will not roll back to the contract unless you reduce the purchase order to the paid amount. First, process a change order to reduce the purchase order to the paid amount. Then, close it using the Buyer’s WorkBench. SWIFT will make the funds available on the contract after the nightly batch.</td>
</tr>
</tbody>
</table>

This guide describes the steps to close a purchase order using the Buyer’s Workbench.
Steps to complete

- Step 1: Enter the Buyer’s WorkBench and locate the purchase order
- Step 2: Process the purchase order to close it
- Step 3: Close the purchase order
- Step 4: Run the budget check

Step 1: Enter the Buyer’s WorkBench and locate the purchase order

1. Navigate to the Buyer’s WorkBench page.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Purchasing, Purchase Order. Left menu Links, Buyer’s Workbench, Buyer’s WorkBench page.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Buyer’s WorkBench, 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).

3. SWIFT displays the Filter Options page.

2 | P a g e - Q u i c k R e f e r e n c e G u i d e
Since SWIFT will populate the fields from the Workbench ID, clear all fields.
Then, enter search criteria (e.g., Purchase Order ID).

On the Status section, check all of the options including the Include Closed box in case your agency already closed the purchase order you seek.

4. Scroll to the bottom of the page and press Search.
SWIFT displays the List of Purchase Orders that match your search criteria. Locate the individual purchase order you wish to close.

Step 2: Process the purchase order to close it

1. On the List of Purchase Orders section, enter information on it.
   - If nothing is on the Description field, enter information about this activity (e.g., “Close PO”).
   - As an option, you can check the number of lines by selecting the Lines icon on the far right.
   - On the Detail tab, press the Select check box.
   - Go to the bottom of the page and select the Close button.

2. SWIFT displays the Processing Results page for the purchase order you selected. Use this page to close the purchase order.
• Following your agencies 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.

• 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. With caution, you can manually override those that are not qualified to be closed.

**USE CAUTION TO MANUALLY OVERRIDE THIS PURCHASE ORDER.**

• Press the Log icon for each purchase order that appears in the Not Qualified section. You can see why the purchase order is in the Not Qualified column.

3. As needed, check the box on the Not Qualified area for the purchase orders you wish to override. Select the Override button and SWIFT moves the purchase order to the Qualified section.

**Step 3: Close the purchase order**

1. When you are ready to close an individual purchase order, select the Yes button at the bottom of the page. You will receive a confirmation message. Select Yes to continue.
2. SWIFT will update the information on the **Detail** tab. The **PO Status** will be “Complete”.

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Doc Status</th>
<th>Hold</th>
<th><strong>PO Status</strong></th>
<th>PO Date</th>
<th>Last Activity</th>
<th>Supplier ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000000216</td>
<td>N</td>
<td></td>
<td>Complete</td>
<td>12/27/16</td>
<td>09/08/2018</td>
<td>0000343542</td>
</tr>
</tbody>
</table>

**Step 4: Run the Budget Check**

1. The purchase order is now closed. Its status is now “Complete”.
2. Always run the **Budget Check**.

- Select **Yes** to proceed. SWIFT displays a message. Select **Yes** on the message.
3. As an option, you can use the **Purchase Order Inquiry** to make sure the purchase order is closed.
   - It is located on the left menu in the **Buyer’s WorkBench** page.
   - Select **Purchase Orders** from that menu.
   - Enter the **PO ID** and press the **Search** button at the bottom of the page.
The **PO Status** will be “Compl”, completed.

You have successfully closed purchase order using the Buyer’s WorkBench.