SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

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.

This Quick Reference Guide describes the steps to close a purchase order using the Buyer’s Workbench.

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

Blank	Cancel	Close
When to use?	Purchase order has not been received or vouchered.	The purchase order has been fully or partially received or vouchered.
Reversal possible?	No.	Create a new purchase order for the needed amount. The agency may need MMB assistance for closed Fiscal Years.
Impact on budget	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.	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.
Impact on contract	Once cancelled and budget checked, the amount is available on the contract.	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.

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

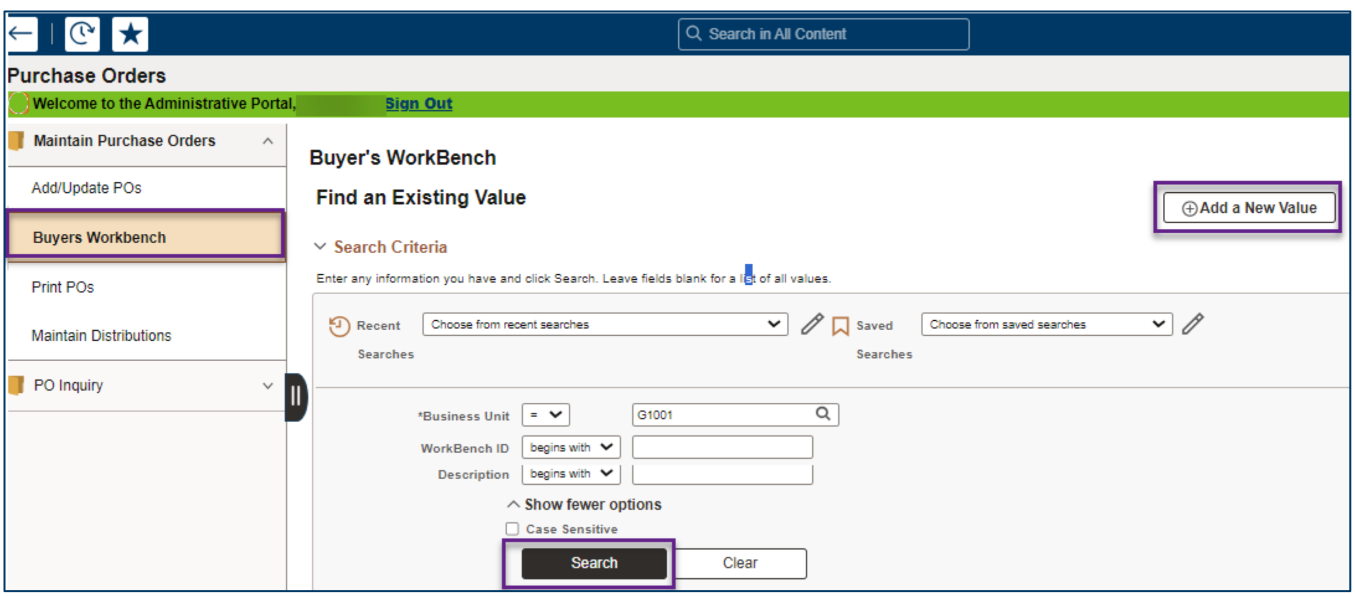
1. Navigate to the **Buyer's WorkBench** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order. Left menu Links, Buyer's Workbench, Buyer's WorkBench page.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Buyer's WorkBench, Buyer's WorkBench page.

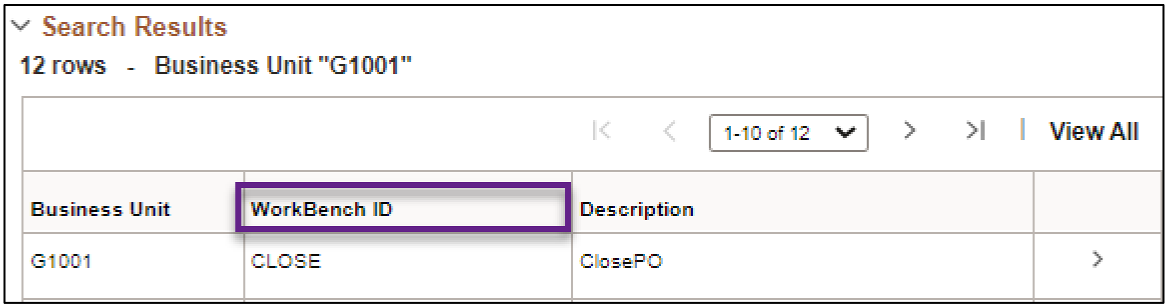
2. On the Buyer's WorkBench page, search for and select an available **WorkBench ID**.

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

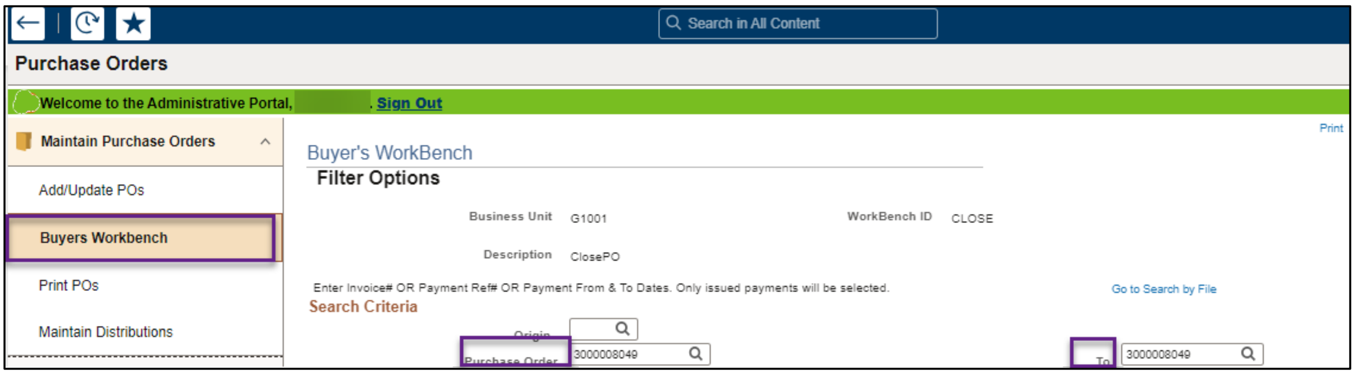
a. Enter the WorkBench ID on the **Find an Existing Value** tab. Press **Search**.
b. If you don't know the ID, press the Search button and SWIFT will display the list of available IDs.
c. If you do not have an existing WorkBench ID, you can create one for yourself to reuse on the **Add a New Value** 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, such as CLOSEPO.



3. In the Search Results section, select a Workbench ID.



4. SWIFT displays the Filter Options page.
    a. Since SWIFT will populate the fields from the Workbench ID, clear all fields.
    b. Enter search criteria, such as Purchase Order ID in both the from and to fields.

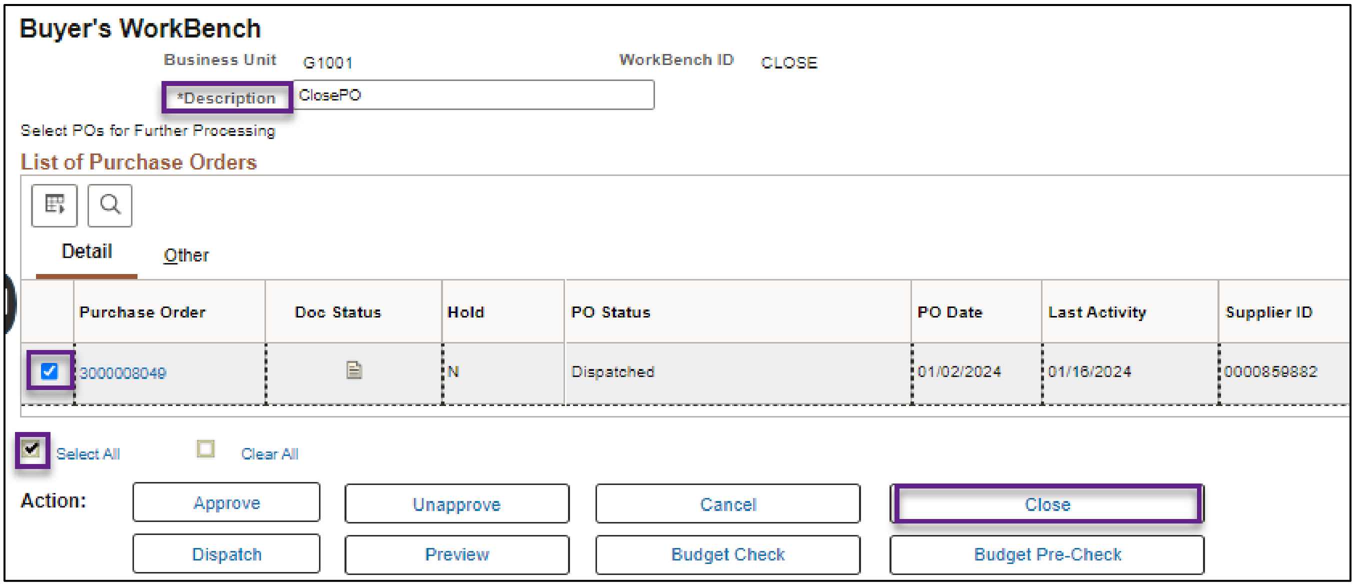


    c. In the Status section, uncheck all of the options.

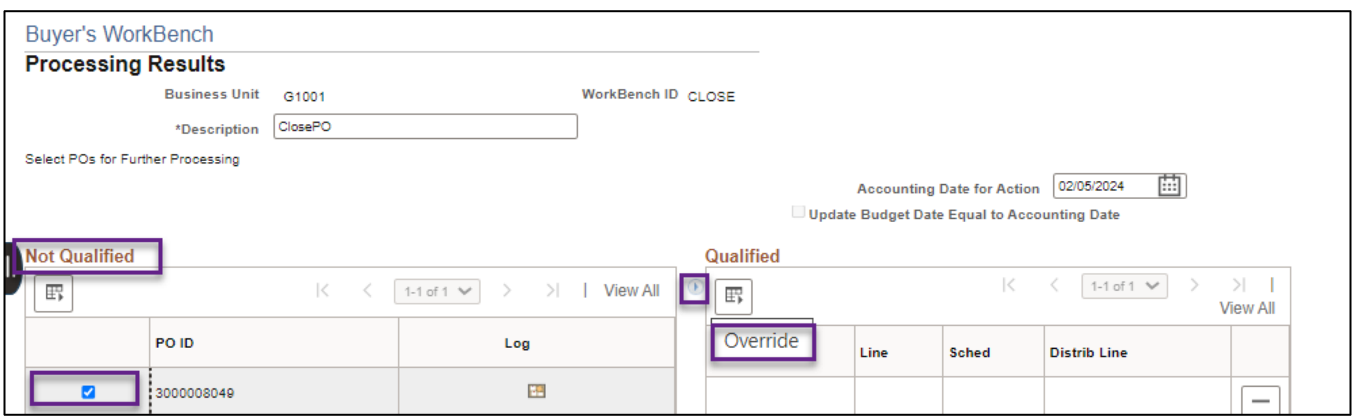
    d. Scroll to the bottom of the page and select **Search**.
    e. SWIFT displays the List of Purchase Orders that match your search criteria. Locate the individual purchase order you wish to close.

Step 2: Process the purchase order to close it

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



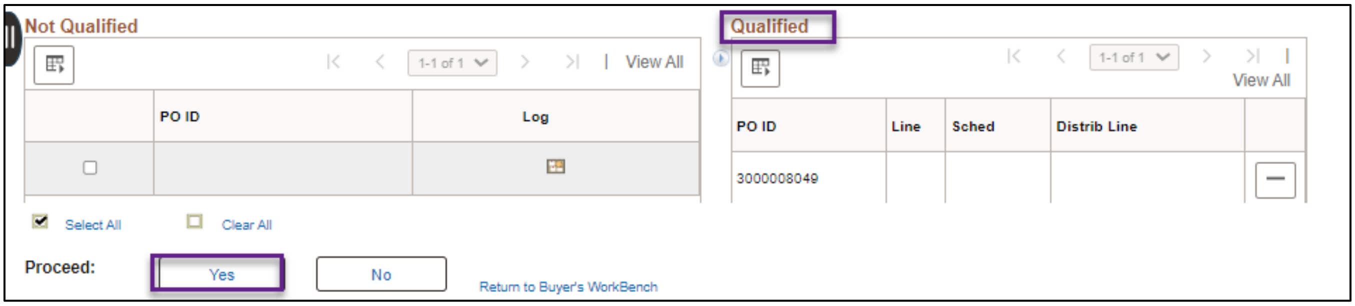
2. SWIFT displays the Processing Results page for the purchase order you selected. Use this page to close the purchase order.
    a. Look for the purchase order in the "Qualified" section.
    b. If it doesn't appear there, you can move it from the "Not Qualified" section.
        i. Check the box next to the PO ID.
        ii. Select the **Override** icon for the purchase order ID that appears in the "Not Qualified" section.



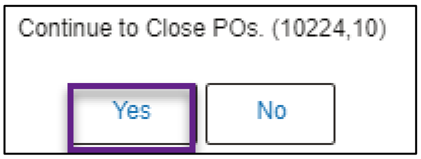
        iii. SWIFT moves the PO ID to the "Qualified" section.

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.

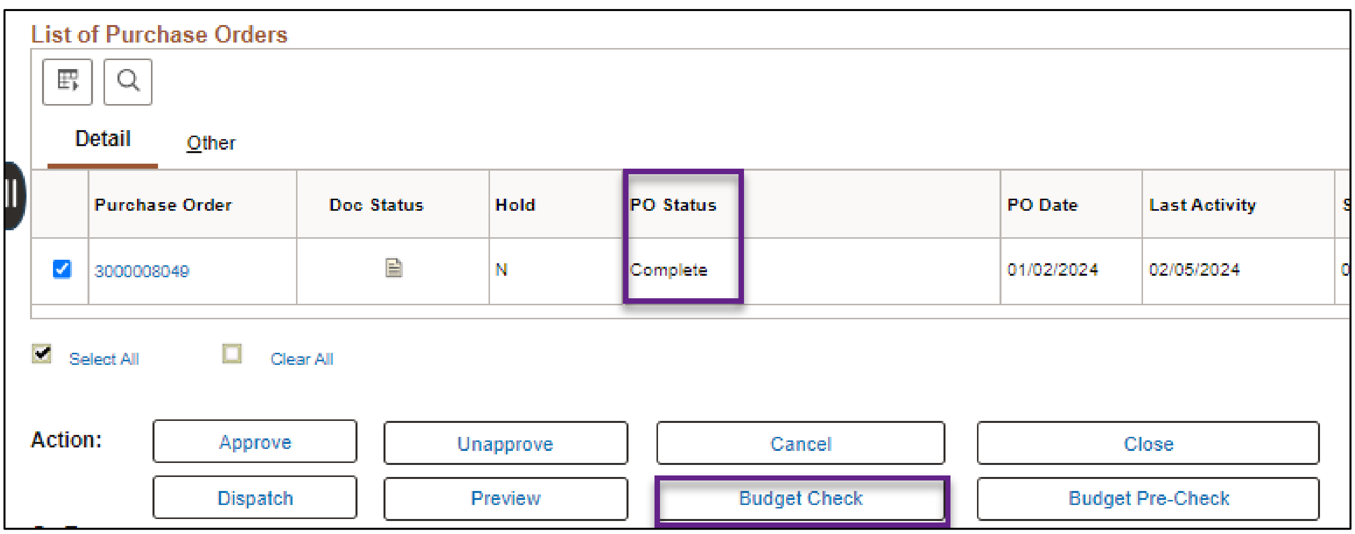


2. You will receive a confirmation message. Select **Yes** to continue.

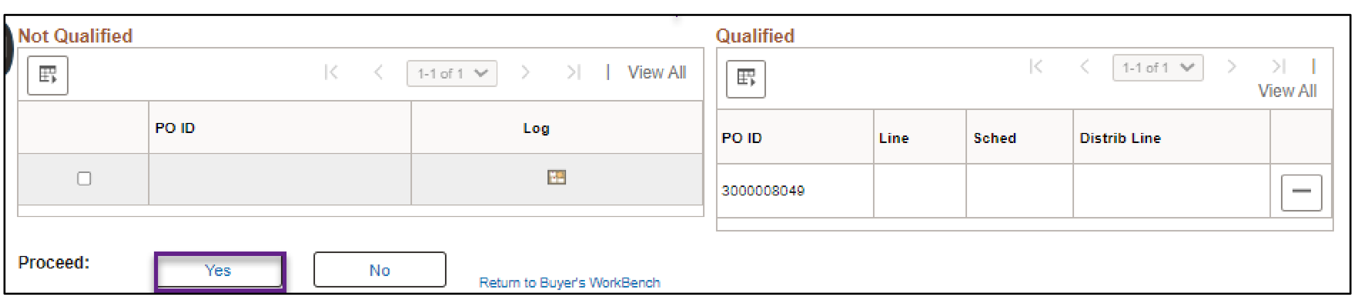


Step 4: Run the Budget Check

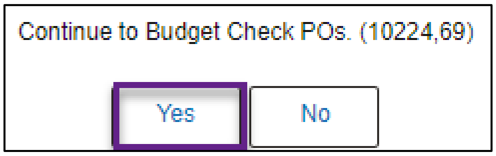
1. SWIFT will update the information on the Detail tab. The PO Status will be "Complete."
2. Always run the Budget Check. Select the **Budget Check** button.



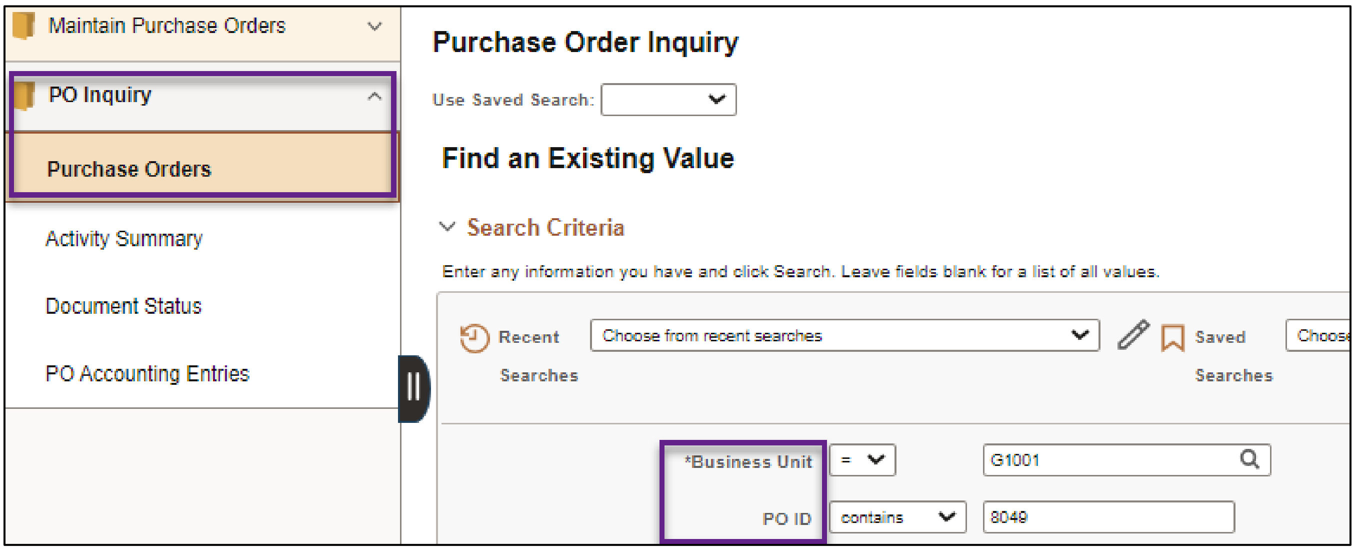
3. Select **Yes** to proceed.



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



5. As an option, you can use the Purchase Order Inquiry to make sure the purchase order is closed.
    a. It is located on the left menu in the Buyer's WorkBench page.
    b. Select Purchase Orders from that menu.
    c. Enter the PO ID and press the **Search** button at the bottom of the page.



    d. The PO Status will be "Compl" for Completed.

Search Results

1 rows - Business Unit "G1001" PO ID "8049"

Business Unit	Origin	PO ID	Contract SetID	Contract ID	Purchase Order Date	PO Status
G1001	511	3000008049	SHARE	00000000000000000000224786	01/02/2024	Compl