

QUICK REFERENCE GUIDE

Updated November 1, 2019

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

	Cancel	Close
When to use?	Purchase order has <u>not</u> 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 Contracts?	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.

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.

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.

- 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).

Buyer's WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ **Search Criteria**

Business Unit = [v] G0210 [Q]

WorkBench ID begins with [v] []

Description begins with [v] []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | 1-100 of 215

Business Unit	WorkBench ID	Description
G0210	CLOSE 10	CLOSE 10

3. SWIFT displays the **Filter Options** page.

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- Since SWIFT will populate the fields from the *Workbench ID*, clear all fields.
- Then, enter search criteria (e.g., *Purchase Order ID*).

Buyer's WorkBench

Filter Options

Business Unit G0210 WorkBench ID TEST

Description

Enter search criteria and click on Search. Leave blank for all values. [Go to Search by File](#)

Search Criteria

Origin

Purchase Order 3000001122 To 3000001122

- 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.

Status

Open Pending Approval for more than Days Approved Denied

Dispatched Cancelled Include Closed

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.

Buyer's WorkBench

Business Unit G0210 WorkBench ID TEST

*Description CLOSE_PO

Select POs for Further Processing

List of Purchase Orders

1-1 of 1

Detail Other

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 3000001122		Y	Dispatched	07/01/2017	04/24/2018	0000931917	Franklin, Jennifer L	Standard	1		<input checked="" type="checkbox"/>

Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

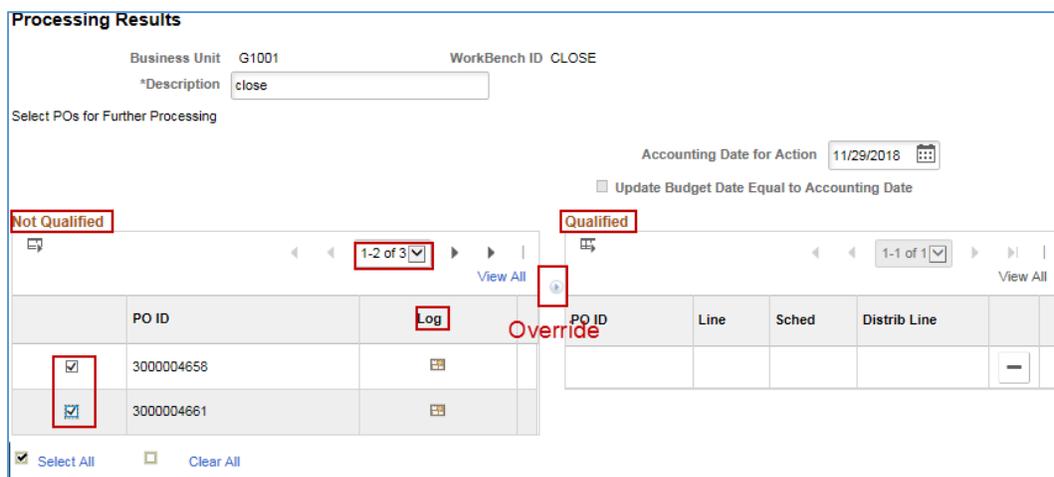
2. SWIFT displays the **Processing Results** page for the purchase order you selected. Use this page to close the purchase order.

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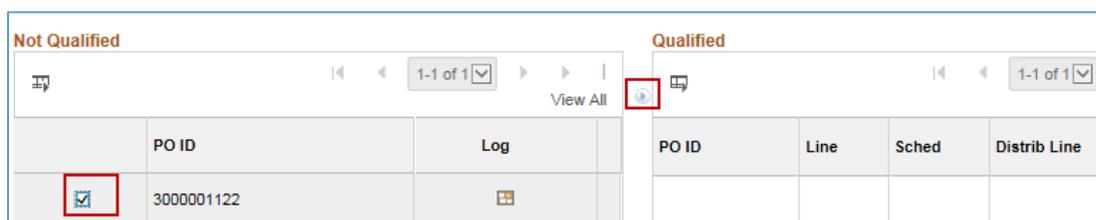
- Following your agencies polices, you can move purchase orders from the **Not Qualified** column to the **Qualified** column in order to close them in the Buyer’s WorkBench.
- Purchase orders are “qualified” to be closed based on their current status and any activity associated with them. Purchase orders 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.

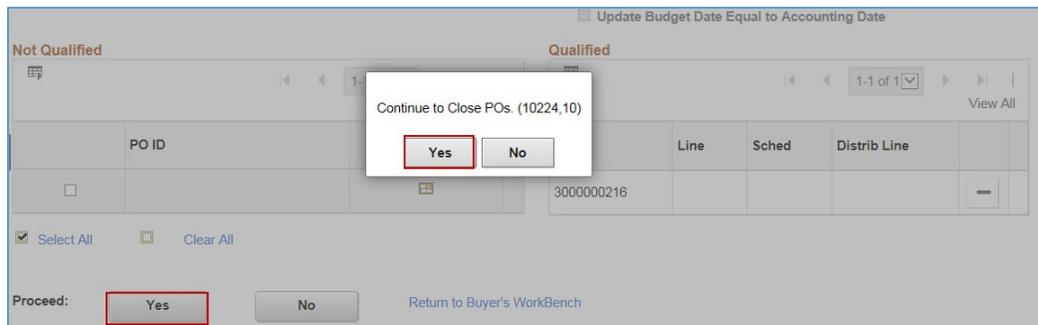


3. As needed, check the box on the **Not Qualified** area for the purchase orders you wish to override. Select the **Override** button and SWIFT moves the purchase order to the **Qualified** section.



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.

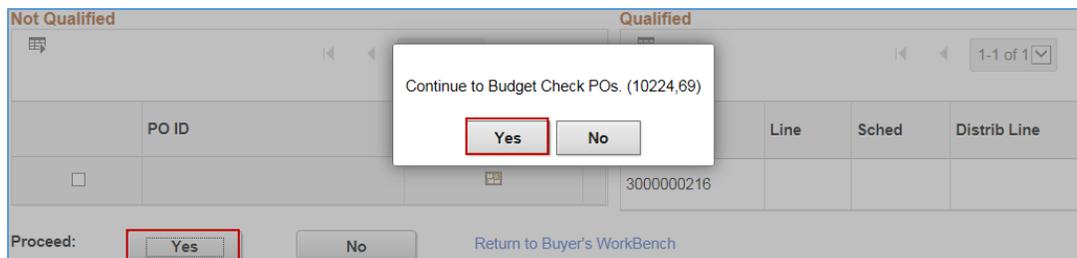


2. SWIFT will update the information on the **Detail** tab. The *PO Status* will be “Complete”.

Detail		Other						
	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	
<input checked="" type="checkbox"/>	3000000216		N	Complete	12/27/2016	09/06/2018	0000343542	

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.

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Maintain Purchase Orders

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search

Search Criteria

Business Unit = G9R01

PO ID begins with 3000000216

The *PO Status* will be “*Compl*”, completed.

Purchase Order Inquiry		
Purchase Order		
Business Unit	G9R01	Origin E12 MMB Non-Operating Purchasing
PO ID	3000000216	PO Status Compl
Change Order	12	Budget Status Valid

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