

Close a Purchase Order Referencing a Contract Using a Change Order

Depending on the Purchase Order Document Type, you may need to reduce the purchase order to what's been paid using a change order and then close the purchase order in the Buyers Workbench. Typically, it is not necessary to reduce blanket purchase orders or other purchase orders not referencing contracts. These purchase orders can be closed directly from the Buyer's WorkBench.

Purchase Order Document Types to Reduce to What's Been Paid Before Closing

- Annual Plan Contract Purchase Order (APK)
- Construction Contract Encumbering Order (CEO)
- Master Contract Work Order (MWK)
- Professional/Technical Encumbering Order (KEO)

Before closing a purchase order that was created with a contract using a change order, check the following guidelines to make sure that the funds properly roll back to the contract.

- **IMPORTANT!** Check to see if there are receipts or vouchers against it.
- If your agency has no activity against a line, cancel the line before closing the purchase order.
- If your agency made no activity against the purchase order, you can cancel it at the header.
- Reduce the purchase order to a zero encumbrance before closing the purchase order.
- The reduced amount may not be available on the contract until SWIFT runs the nightly purchase order batch process.

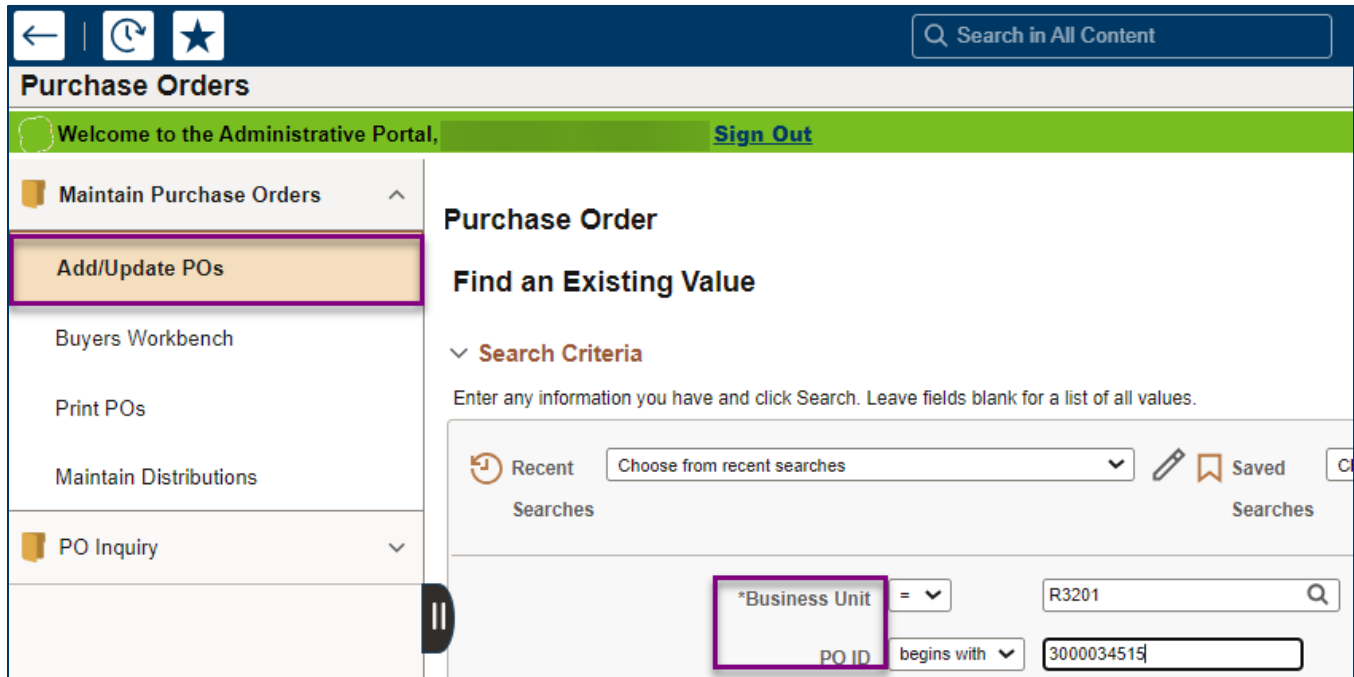
This guide provides the steps to close a purchase order referencing a contract using a Change Order. It shows the process of reducing the purchase order to a zero encumbrance and then closing it in the Buyer's WorkBench.

Step 1: Locate the purchase order

1. Navigate to the Purchase Order page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Purchase Order page defaults.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.

2. On the Purchase Order page, select the **Find an Existing Value** button.
3. SWIFT opens the Find an Existing Value page. Enter search items such as the Business Unit and PO ID. Select the **Search** button at the bottom of the page.

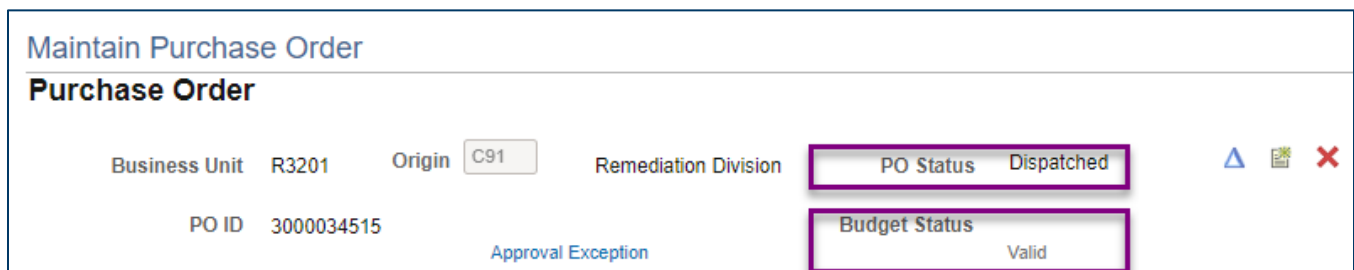


4. At the bottom of the page, SWIFT displays the Search Results. Select the PO ID.

Step 2: Update the purchase order as needed and process it

SWIFT displays the Maintain Purchase Order page for the selected purchase order.

1. Check the status of the purchase order. The PO Status is “Dispatched” and the Budget Status is “Valid.”



2. Review the purchase order to see if your agency vouchered and/or receipted against it.
 - a. If there is an Encumbrance Balance, research the existing encumbrances. select the **Activity Summary** hyperlink.

Activity Summary

Agency Reference Exempt From WFC

Amount Summary ?

Merchandise	4,100.00	
Freight/Tax/Misc.	0.00	
Total Amount	4,100.00	USD
	4,100.00	USD

Calculate

Encumbrance Balance

- b. SWIFT opens the Activity Summary page in a separate window for that purchase order. Look at the Invoice and Receipt tabs. The line with activity will show an icon to access the details, such as the Receipt or Invoice icon.

This example shows a purchase order with two lines.

- Line 1 has a receipt against it.
- To reduce this voucher to what's been paid, we will cancel Line 2.
- Close this window

Lines

1-2 of 2 | View All

Details

Receipt

Invoice
Matched
RIV
▶▶

Line	Line Details	Item	Item Description	UOM	Quantity	Open Amount	Currency	
1			REM Shake Cleaners - Investiga	EA	0000	0.000	USD	
2			Supplies REM Shake Cleaners -	EA	0000	100.000	USD	

3. Update the purchase order.
- a. On the header, select the **Change Order** icon.

Maintain Purchase Order

Purchase Order

Change Order

Business Unit R3201

PO ID 3000034515

Origin C91

Remediation Division

Budget Status

PO Status Dispatched

✖



- b. Update the purchase order. Select **Save**.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		REM Shake Cleaners - Investigation 3000-R3235101-R32G184	1.0000	EA	77101700	4000.00000	4,000.00	Approved
2		Supplies REM Shake Cleaners - Investigation 3000-R3235101-R32G184	1.0000	EA	77101700	100.00000	100.00	Canceled

NOTE: If you decreased the Amount or Price, SWIFT will not trigger a re-approval. The PO Status remains “Approved.”

- c. The Budget Status is “Not Chk’d.” Select the **Budget Check** icon.
- d. After the budget check passes, the PO Status is “Approved” and the Budget Status is “Valid.”

Purchase Order

Business Unit R3201 Origin C91 Remediation Division PO Status Approved   

PO ID 3000034515 Approval Exception Budget Status Valid

- 4. Review the **Account Summary**.
 - a. The Total Amount now reflects the amount vouchered on the purchase order.
 - b. The **Encumbrance Balance** is “0.00.”

IMPORTANT: There is a zero-dollar Encumbrance Balance. It has been reduced to what has been paid. This purchase order referencing a contract can now be closed in the Buyer’s WorkBench.

Step 3: Access the Buyer’s WorkBench to close the purchase order

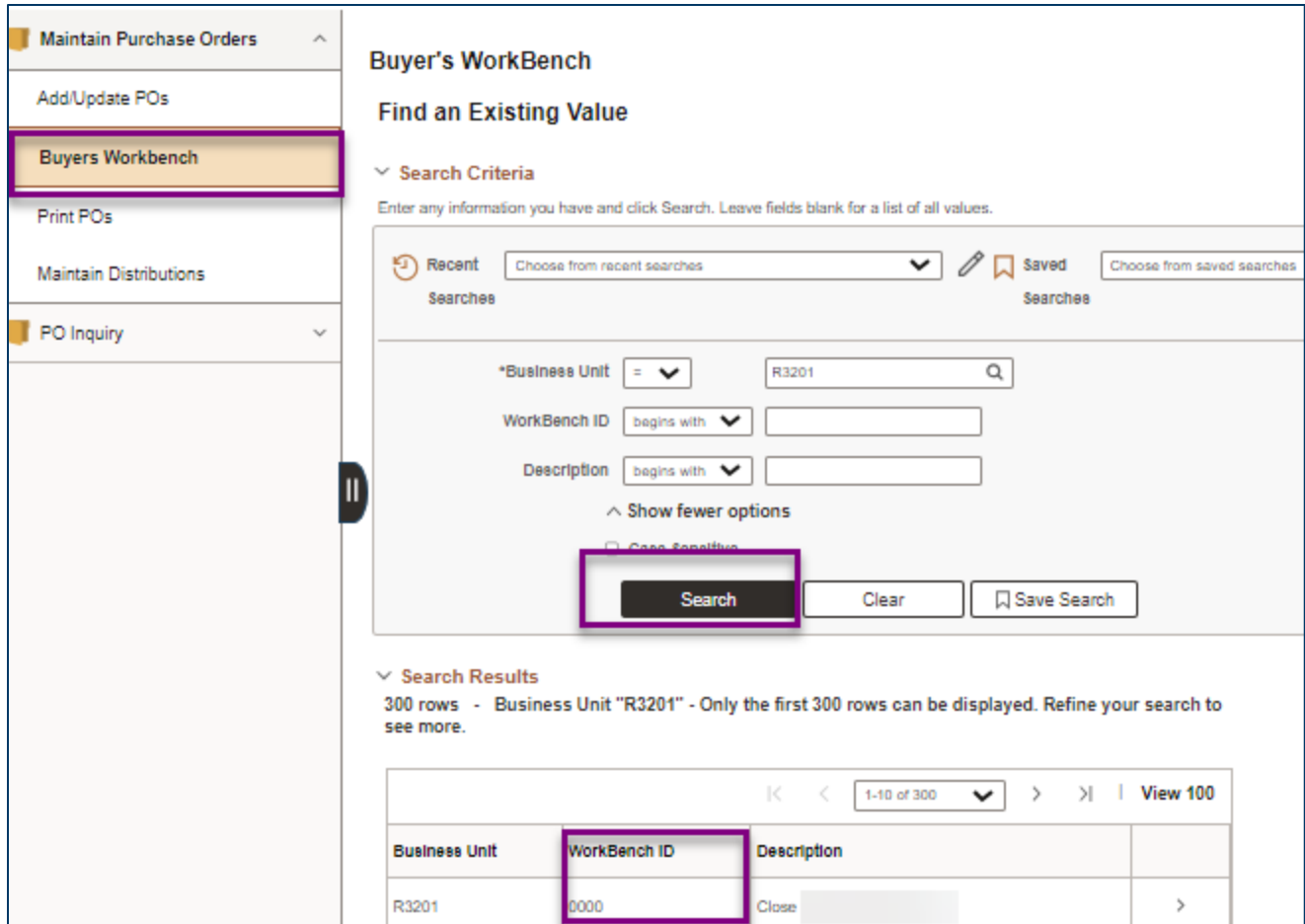
- 1. Navigate to the Buyer’s WorkBench page.

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.

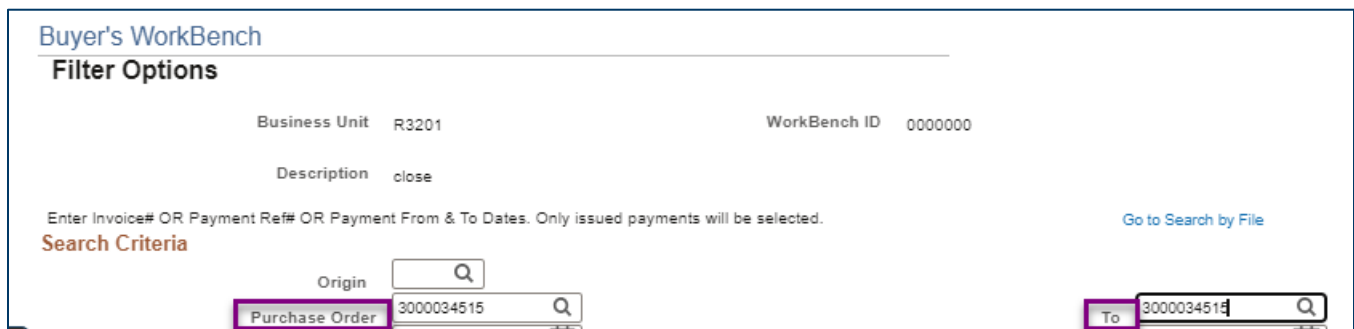
- a. Enter the WorkBench ID on the Find an Existing Value tab. Select Search.
- b. If you don’t know the ID, press the **Search** button and SWIFT will display the list of available IDs. Select one.



- 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. 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. On the Status section, uncheck all of the options.

Status

Open
 Pending Appr
 Approved
 Denied

Dispatched
 Cancelled
 Include Closed

4. Scroll to the bottom of the page and select **Search**.

SWIFT displays the List of Purchase Orders that match your search criteria. Locate the individual purchase order you wish to close.

Step 4: 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. On the Detail tab, mark the **Select** checkbox.
 - c. Go to the bottom of the page and select the **Close** button.

Buyer's WorkBench

Business Unit R3201 WorkBench ID 0000000

*Description Close

Select POs for Further Processing

List of Purchase Orders

Detail Approval 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"/> 3000034515		N	Approved	02/16/2024	02/16/2024	0000238693		Standard			<input type="checkbox"/>

Select All Clear All

Action: Approve Unapprove Cancel Close Dispatch Preview Budget Check Budget Pre-Check

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. If it doesn’t appear there, you can move it from the “Not Qualified” section.
 - b. Check the box next to the PO ID.
 - c. Select the **Override** icon for the purchase order ID that appears in the “Not Qualified” section.

Override icon Update Budget Date Equal to Accounting Date

Not Qualified Qualified

PO ID	Log
<input checked="" type="checkbox"/> 3000034515	

PO ID	Line	Sched	Distrib Line

d. SWIFT moves the PO ID to the “Qualified” section.

Step 5: 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.

The screenshot shows two side-by-side tables. The left table is titled "Not Qualified" and has columns for "PO ID" and "Log". The right table is titled "Qualified" and has columns for "PO ID", "Line", "Sched", and "Distrib Line". Below the tables are "Select All" and "Clear All" checkboxes. At the bottom, there is a "Proceed:" section with a "Yes" button highlighted in purple and a "No" button. A link "Return to Buyer's WorkBench" is also visible.

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

The screenshot shows a confirmation message box with the text "Continue to Close POs. (10224,10)". Below the message are two buttons: "Yes" (highlighted with a purple box) and "No".

Step 6: 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.

The screenshot shows the "List of Purchase Orders" interface. It has tabs for "Detail", "Approval", and "Other". The "Detail" tab is active, showing a table with columns: "Purchase Order", "Doc Status", "Hold", "PO Status", "PO Date", and "Last Activity". A row for PO 3000034515 is shown with "PO Status" set to "Complete". Below the table are "Select All" and "Clear All" checkboxes. At the bottom, there is an "Action:" section with buttons for "Approve", "Unapprove", "Cancel", "Close", "Dispatch", "Preview", "Budget Check" (highlighted with a purple box), and "Budget Pre-Check".

- e. Select **Yes** to proceed.

Not Qualified

1-1 of 1 | View All

	PO ID	Log
<input type="checkbox"/>		

Proceed: [Return to Buyer's WorkBench](#)

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

Continue to Budget Check POs. (10224,69)

3. 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 select the **Search** button at the bottom of the page.

Maintain Purchase Orders

PO Inquiry

Purchase Orders

Activity Summary

Document Status

PO Accounting Entries

Case Sensitive

Search Results

2 rows - Business Unit "R3201" PO ID "3000034515"

Business Unit	Origin	PO ID	Contract SetID	Contract ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	PO Type
R3201	C01	3000034515	SHARE	0000000000000000000240386	02/16/2024	Compl	TERRACON C-001	0000238693	TERRACON CONSULTANTS INC	01069162	General
R3201	C01	3000034515	SHARE	0000000000000000000240386	02/16/2024	Compl	TERRACON C-001	0000238693	TERRACON CONSULTANTS INC	01069162	General

d. Select the PO ID from the Search Results. The PO Status will be "Compl" for completed. The Budget Status will be "Valid."