

QUICK REFERENCE GUIDE

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Close a Purchase Order Referencing a Contract Using a Change Order

Use the change order to keep the contract release amount(s) correct. Then, funds flow back to the contract.

Use a change order when you wish to reduce and close a purchase order that references a contract. Before you close it, you must first reduce the purchase order to what has been paid. The change order allows the purchase order to be reduced and then closed on the Buyer’s 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.

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

- Reduce the purchase order to a zero encumbrance before closing the purchase order.
- 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.
- The reduced amount may not be available on the contract until SWIFT runs the nightly purchase order batch process.
- The funds may not be available on the contract until the following business day.

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

- **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.

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.

	Cancel	Close
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 provides the steps to close a purchase order referencing a contract using a Change Order. This example shows the process of reducing the purchase order to a zero encumbrance in order to close the purchase order.

Steps to complete

- Step 1: Locate the purchase order
- Step 2: Update the purchase order
- Step 3: Process the updated purchase order
- Step 4: Use the Buyer's WorkBench to close the purchase order
- Step 5: Process the purchase order to close it
- Step 6: Run the budget check

Steps to close a purchase order referencing a contract using a change order

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* tab.

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SWIFT opens the *Search Criteria* section of the *Find an Existing Value* page. Enter search items such the *Business Unit* and *PO ID*. Press the **Search** button.

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

Find an Existing Value Keyword Search Add a New Value

▼ Search Criteria

Business Unit = G1001

PO ID begins with 3000005331

Origin begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. On the *Search Results* section, select the *PO ID* for the desired purchase order.

Search Results

View All

Business Unit	PO ID	Origin	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name
G1001	3000005331	509	06/09/2020	Dispatched	GENUINE PA-001	0000207481	GENUINE PARTS COMPANY

Step 2: Update the purchase order as needed

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

1. Review the purchase order to see if your agency vouchered and receipted against it.
 - Look at the line for the *Qty* or *Price*. You can see that this purchase order has a quantity of "2.0000."
 - Press the *Activity Summary* link.

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- SWIFT opens the *Activity Summary* page for that purchase order. Look at the *Invoice* and *Receipt* and tabs.

This example shows a purchase order with one voucher. In order to close this purchase order, you will need to update it with a change order. Then, you will need to reduce it to a zero encumbrance in order to close it.

2. Update the *Lines* section.
 - Determine what action is needed. Typically, you will reduce the *Price* field (Amount Only orders) or the *PO Quantity* to the amount vouchered. Reduce the purchase order, which reduces these fields for all lines.
 - In the example, reduce the *PO Qty* from “2.0000” to “1.0000,” since the amount vouchered was for one item instead of two items.

3. Select **Save**.

- SWIFT will display a change order message. Press **Yes**.

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.

- SWIFT updates the *Lines* and *Amount Summary* sections.

Header Details
PO Defaults
PO Activities
Requisitions
▼ Actions

Activity Summary
Add Comments
Add ShipTo Comments
Document Status

Amount Summary ?

Merchandise 3,000.00

Freight/Tax/Misc. 238.25

Total Amount 3,238.25 USD

Encumbrance Balance 3,238.25 USD

Add Items From ? Catalog Item Search

Select Lines To Display ? Search for Lines Line To

Lines ?

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		AUTO PARTS. Safety control devises	1.0000	EA	32151800	3000.00000	3,000.00	Approved

Step 3: Process the updated purchase order

1. If you decreased the *Amount* or *Price*, SWIFT will not trigger a re-approval. The *PO Status* remains "Approved".
2. The *Budget Status* is "Not Chk'd." Select the **Budget Check** icon.

Maintain Purchase Order

Purchase Order

Business Unit G1001 Origin: 509 Accounting Services

PO ID 3000005331 Approval Exception

PO Status Approved

Budget Status Not Chk'd

After the budget check passes, the *PO Status* is "Approved" and the *Budget Status* is "Valid."

Purchase Order

Business Unit G1001 Origin: 509 Accounting Services

PO ID 3000005331 Approval Exception

PO Status Approved

Budget Status Valid

3. Review the *Account Summary*.
 - The *Total Amount* now reflects the amount vouchered on the purchase order.
 - The *Encumbrance Balance* is "0.00."

Header Details		Activity Summary		Amount Summary [?]		Calculate	
PO Defaults		Add Comments		Merchandise	3,000.00		
PO Activities		Add ShipTo Comments		Freight/Tax/Misc.	238.25		
Requisitions		Document Status		Total Amount	3,238.25		USD
▼ Actions				Encumbrance Balance	0.00	USD	

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 4: Use the Buyer’s WorkBench to close the purchase order

1. Access the *Buyer’s WorkBench* on the *Purchase Order* main page.

The screenshot shows the 'Purchase Orders' page. On the left sidebar, under 'Maintain Purchase Orders', the 'Buyers Workbench' button is highlighted with a red box. The main area shows 'Purchase Order' with buttons for 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'.

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.

The screenshot shows the 'Buyer's WorkBench' search criteria page. The 'Find an Existing Value' tab is highlighted with a red box. Below the search criteria, the 'Search' button is also highlighted with a red box. The search criteria include Business Unit (G1001), WorkBench ID (begins with), and Description (begins with).

- SWIFT will display the list of available *WorkBench IDs*. Select the link of the desired ID.

The screenshot shows the 'Search Results' page with a table of available *WorkBench IDs*. The 'WorkBench ID' column is highlighted with a red box. The table has three columns: Business Unit, WorkBench ID, and Description.

Business Unit	WorkBench ID	Description
G1001	01014870	cancel
G1001	01106579	Enter and Close PO
G1001	01142409	Close PO

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- 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 (e.g., CLOSE PO).
3. SWIFT opens the *Buyer's WorkBench* page.
- Clear all fields.
 - Enter search criteria such as the *Purchase Order ID* in the *To* and *From* fields.
 - Go to the bottom of the page and press **Search**.

Buyer's WorkBench

Filter Options

Business Unit G1001 WorkBench ID 01142409

Description Close PO

Enter Invoice# OR Payment Ref# OR Payment From & To Dates. Only issued payments will be selected. [Go to Search by File](#)

Search Criteria

Origin

Purchase Order

To

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

Step 5: Process the purchase order to close it

1. On the *List of Purchase Orders* section, enter information on it.
- Confirm or add information in the *Description* field.
 - On the *Detail* tab, check the **Select** box near to the purchase order to close.
 - On the bottom of the page, select the **Close** button.

Buyer's WorkBench

Business Unit G1001 WorkBench ID 01142409

*Description Close PO

Select POs for Further Processing

List of Purchase Orders

Detail Approval Other

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity
<input checked="" type="checkbox"/> 3000005331		N	Approved	06/09/2020	06/09/2020

Select All Clear All

Action:

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

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- 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.
- Review the *Not Qualified* purchase orders. Press the **Log** button to see why the purchase order is in the Not Qualified column.

CAUTION! Be careful in manually overriding purchase orders. Follow your agency’s policies.

3. As needed, select **Override** button and SWIFT moves the purchase order to the *Qualified* section.

The screenshot shows the 'Buyer's WorkBench' interface with 'Processing Results'. It includes fields for Business Unit (G1001), WorkBench ID (01142409), and a description of 'Close PO'. A large 'Override' dialog box is centered on the screen. Below the dialog, there are two tables: 'Not Qualified' and 'Qualified'. The 'Not Qualified' table has one row with PO ID 3000005331 and a 'Log' button. The 'Qualified' table is currently empty. A red box highlights the 'Log' button in the 'Not Qualified' table.

4. SWIFT will move the *PO ID* to the *Qualified* column. On the *Proceed:* section, press the **Yes** button.

This screenshot shows the 'Not Qualified' and 'Qualified' tables. The PO ID 3000005331 has been moved from the 'Not Qualified' table to the 'Qualified' table. Below the tables, there is a 'Proceed:' section with 'Yes' and 'No' buttons. A red box highlights the 'Yes' button.

5. SWIFT displays a message to continue to close the purchase order. Press **Yes**.

The screenshot shows a confirmation dialog box with the text 'Continue to Close POs. (10224,10)'. Below the text are two buttons: 'Yes' and 'No'. A red box highlights the 'Yes' button.

Step 6: Run the Budget Check

SWIFT returns you to the *Buyer's WorkBench* page. The purchase order is now closed. The *PO Status* is now "Complete."

1. Always run the budget check process. Press the **Budget Check** button.

List of Purchase Orders

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action
<input checked="" type="checkbox"/> 3000005331		N	Complete	06/09/2020	06/09/2020	0000207481	Trainer User TRN2	Standard

Action:

2. SWIFT returns you to the *Processing Results* page. On the *Proceed:* section, select **Yes**.

Not Qualified

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

Qualified

PO ID	Line	Sched	Distrib Line
3000005331			

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

3. SWIFT displays a message to continue to budget check the purchase order. Select **Yes**.

Continue to Budget Check POs. (10224,69)

4. SWIFT returns you to the *Buyer's WorkBench* page. Press the **Save** button.

You have successfully closed a purchase order referencing a contract using a change order.