

QUICK REFERENCE GUIDE

February 20, 2024

Close Multiple Purchase Orders Using CSV Files

You can close multiple purchase orders by using Comma Separated Values or Comma Delimited (CSV) files. This process is often used at the end of a fiscal year. Comma Separated Values (CSV) file format allows the data, such as purchase order information, to be formatted on a spreadsheet. Each record or purchase order has its own line and is separated with commas. SWIFT will load the file into the Buyer's WorkBench.

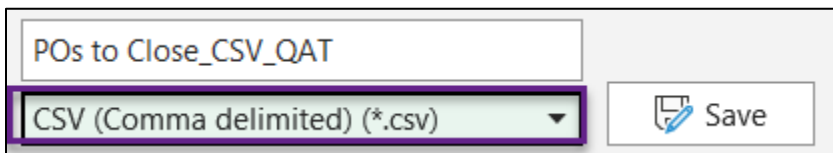
This guide provides an overview on how to upload and close eligible purchase orders directly to the Buyer's WorkBench using CSV files.

Step 1: Use Microsoft Excel to create a CSV file of the purchase orders to close

1. Create an Excel spreadsheet and line up the columns in this order.
 - Column 1 = Business Unit
 - Column 2 = Purchase Order ID
 - Column 3 (Optional) = Line Number

IMPORTANT! If you enter a Line Number, SWIFT will close only that line/lines on the purchase order. If you are closing all lines on the purchase order, leave the Line Number field blank.

2. Select "CSV (Comma delimited)" under the Save as Type option. Name and Save your file.



Step 2: Access the Buyer's WorkBench

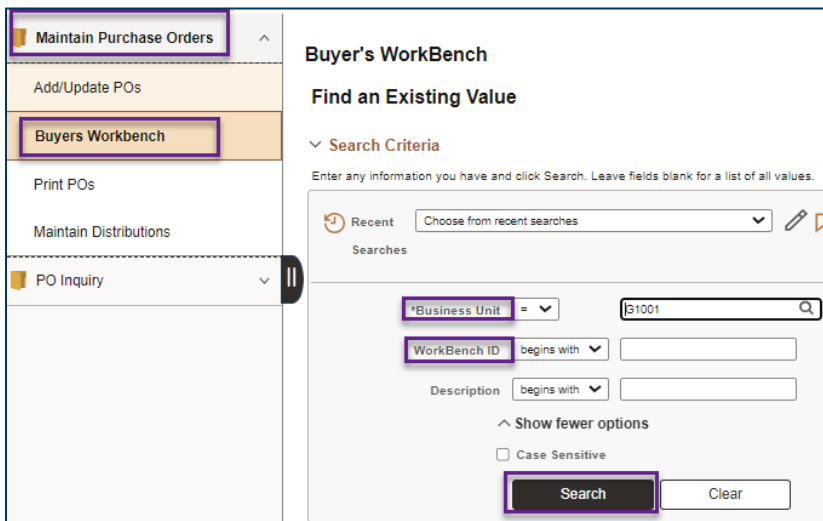
1. Navigate to the Buyer's WorkBench page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Orders, 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. Select one from the list.
- 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 such as “CLOSEPO.”



Step 3: Upload the CSV File in the Buyer’s WorkBench

1. SWIFT displays the Buyer’s WorkBench Filter Options page. Press the **Go to Search by File** hyperlink on the right side of the page.

Buyer's WorkBench

Filter Options

Business Unit G1001 WorkBench ID CLOSE

Description ClosePO

Enter Invoice# OR Payment Ref# OR Payment From & To Dates. Only issued payments will be selected.

Search Criteria Go to Search by File

2. SWIFT displays the Filter Options page. Select the **Load File** button.

Buyer's WorkBench

Filter Options

Business Unit G1001 WorkBench ID CLOSE

Description ClosePO

Search for Purchase Orders to close from File

Search by File

Load File File Loaded:

3. SWIFT opens up the File Attachment window. Press the **Choose File** button.

File Attachment ×

Choose File No file chosen

Upload Cancel

4. SWIFT opens up your Desktop. Add the CSV file in the File Name section and press the **Open** button.

File name: POs to Close_CSV_QAT.xlsx

All Files (*.*)

Open

5. SWIFT updates the File Attachment window with your CSV file. Press the **Upload** button.

File Attachment ×

Choose File POs to Close_CSV_QAT.xlsx

Upload Cancel

6. SWIFT uploads the CSV spreadsheet on the Filter Options page. Press the **Save to WorkBench** button.

Filter Options

Business Unit G1001
Description Open & Dispatched POs with Enc

WorkBench ID

Search for Purchase Orders to close from File

Search by File

Load File File Loaded: POs_to_Close_CSV_QAT.csv

	Business Unit	PO Number	Line Number	PO Not Eligible
1	G1001	3000006700		<input type="checkbox"/>
2	G1001	3000006711		<input type="checkbox"/>
3	G1001	3000006725		<input type="checkbox"/>
4	G1001	3000006731		<input type="checkbox"/>

Save to WorkBench Return to Buyer's WorkBench

Step 4: Process the CSV File in the Buyer's WorkBench

SWIFT brings you to the Buyer's WorkBench. On the List of Purchase Order section, it displays the list of purchase orders you loaded.

1. Verify that these are the correct purchase orders and purchase order lines to be closed.
 - a. Select the **View All** link at the top of the page to make sure that all of the purchase orders loaded.
 - b. SWIFT will close the purchase orders with the box checked in the first column. To stop any purchase order lines from being processed, select the **Lines** icon in the last column.
 - c. SWIFT will open up a page with that line for you to review and uncheck as needed.
 - i. Add a Description. Use the description from the WorkBench ID if you selected an existing one.
 - ii. When you are ready to close the purchase orders, go to the Action section and select the **Close** button.

Buyer's WorkBench

Business Unit: G1001 WorkBench ID: []

*Description: []

Select POs for Further Processing

List of Purchase Orders [] [View All]

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"/> 3000006711	[]	N	Dispatched	05/23/2022	09/26/2022	G100000000	[]	Standard	[]	[]	[]
<input checked="" type="checkbox"/> 3000006725	[]	N	Dispatched	06/09/2022	06/09/2022	0000244330	[]	Standard	[]	[]	[]
<input checked="" type="checkbox"/> 3000006731	[]	N	Dispatched	06/14/2022	06/14/2022	G100000000	[]	Standard	[]	[]	[]

Select All Clear All

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

2. SWIFT will display the Processing Results page.

- a. Review the PO IDs in the “Not Qualified” column to make sure you can close them.
- b. Following your agency’s policies, you can move purchase orders from the “Not Qualified” column to the “Qualified” column in order to close them in the Buyer’s WorkBench. Check the box next to them and press the **Override** button.

Processing Results

Business Unit: G1001 WorkBench ID: []

*Description: []

Select POs for Further Processing

Accounting Date for Action: 12/29/2023 []

Update Budget Date Equal to Accounting Date

Not Qualified [] [View 2] [Override icon]

PO ID	Log
<input checked="" type="checkbox"/> 3000006711	[]
<input checked="" type="checkbox"/> 3000006725	[]
<input checked="" type="checkbox"/> 3000006731	[]

Qualified [] [View All]

PO ID	Line	Sched	Distrib Line
[]	[]	[]	[]

- c. SWIFT moves the purchase orders to the “Qualified” section. When all of the purchase orders you want to be closed are in the “Qualified” column, press the **Yes** button in the Proceed: section.

Not Qualified

PO ID	Log

Qualified

PO ID	Line	Sched	Distrib Line
3000006731			
3000006725			
3000006711			

Select All Clear All

Proceed: **Yes** No [Return to Buyer's WorkBench](#)

3. SWIFT displays a message asking you if you wish to continue. Select the **Yes** button.

Continue to Close POs. (10224,10)

Yes No

4. SWIFT returns to the Buyer's WorkBench. You can see that it updated the PO Status to "Complete" on the purchase orders you closed.

List of Purchase Orders

Detail Other

Purchase Order↑	Doc Status	Hold	PO Status	PO Date↓	Last Activity	Supplier ID
<input checked="" type="checkbox"/> 3000006711		N	Complete	05/23/2022	12/29/2023	G100000000
<input checked="" type="checkbox"/> 3000006725		N	Complete	06/09/2022	12/29/2023	0000244330
<input checked="" type="checkbox"/> 3000006731		N	Complete	06/14/2022	12/29/2023	G100000000

Select All Clear All

Action: **Approve** Unapprove Cancel Close

Dispatch Preview **Budget Check** Budget Pre-Check

Step 5: Run the budget check

1. On the Action section of the Buyer's WorkBench, select the **Budget Check** button.
2. SWIFT displays the Processing Results page. In the Proceed section, select the **Yes** button. SWIFT will budget check the items in the "Qualified" section.

Not Qualified

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

Qualified

PO ID	Line	Sched	Distrib Line	
3000006711				
3000006725				
3000006731				

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

3. SWIFT displays a message about continuing to budget check purchase orders. Select **Yes**.

Continue to Budget Check POs. (10224,69)

4. After successfully processing the budget check, SWIFT displays the updated Buyer's WorkBench page. If you check the **Doc Status** icon on a line, SWIFT brings you to the Document Status page in a separate window. You can see that the Budget Status is "Valid."

Buyer's WorkBench

Business Unit: G1001 WorkBench ID: [blurred]

*Description: [blurred]

Select POs for Further Processing

List of Purchase Orders

Detail Other

	Purchase Order↑	Doc Status	Hold	PO Status	PO Date↓	Last Activity
<input type="checkbox"/>	3000006700		N	Complete	05/17/2022	08/19/2022
<input checked="" type="checkbox"/>	3000006711		N	Complete	05/23/2022	12/29/2023
<input checked="" type="checkbox"/>	3000006725		N	Complete	06/09/2022	12/29/2023
<input checked="" type="checkbox"/>	3000006731		N	Complete	06/14/2022	12/29/2023