

## QUICK REFERENCE GUIDE

Updated November 1, 2019

### 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 (e.g., 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.

Steps to complete

- Step 1: Use Microsoft Excel to create a CSV file of the purchase orders to close
- Step 2: Access the Buyer's WorkBench
- Step 3: Upload the CSV File in the Buyer's WorkBench
- Step 4: Process the CSV File in the Buyer's WorkBench
- Step 5: Run the budget check

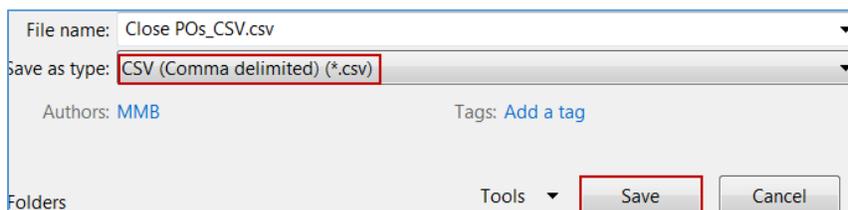
### Steps to close multiple purchase orders using CSV files

#### 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
<b>Navigation Collection</b>	Procurement, Purchasing, Purchase Orders, left menu Links, Buyer's Workbench, Buyer's WorkBench page.
<b>WorkCenter</b>	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. Select one from the list.
- 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., 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 = G1001

WorkBench ID begins with close

Description begins with

Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

## 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** link on the right side of the page.

**Buyer's WorkBench**

**Filter Options**

Business Unit G1001 | WorkBench ID CLOSE

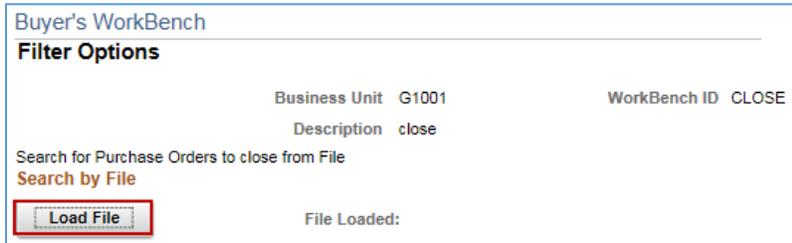
Description close

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

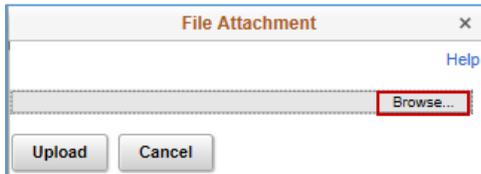
**Go to Search by File**

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

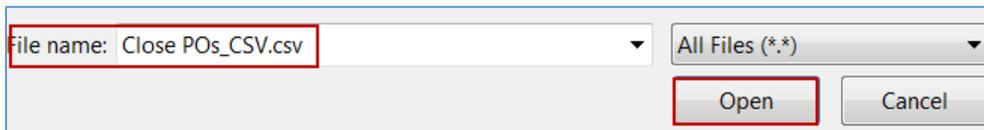
2. SWIFT displays the **Filter Options** page. Select the **Load File** button.



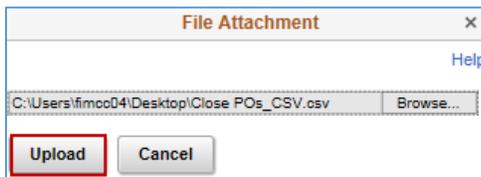
3. SWIFT opens up the **File Attachment** window. Press the **Browse** link.



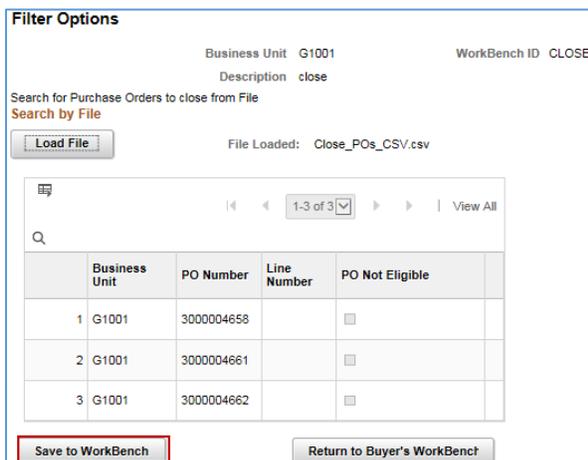
4. SWIFT opens up your Desktop. Add the CSV file in the *File Name* section and press the **Open** button.



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



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



## 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.
  - Select the **View All** link at the top of the page to make sure that all of the purchase orders loaded.
  - 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. SWIFT will open up a page with that line for you to review and uncheck as needed.
  - Add a *Description*. Use the description from the *WorkBench ID* if you selected an existing one.
  - 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: CLOSE  
\*Description: close

Select POs for Further Processing

List of Purchase Orders

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"/> 3000004658		N	Dispatched	07/01/2018	06/20/2018	P070000000		Standard			
<input checked="" type="checkbox"/> 3000004661		N	Dispatched	06/21/2018	06/21/2018	0000980784		Standard			
<input checked="" type="checkbox"/> 3000004662		N	Dispatched	06/22/2018	06/22/2018	0000375418		Standard	1		

Select All |  Clear All

Action:

- SWIFT will display the **Processing Results** page. Review the **Not Qualified** purchase orders. Press the **Log** button to see why the purchase order is in the *Not Qualified* column.

**Processing Results**  
Business Unit: G1001 | WorkBench ID: CLOSE  
\*Description: close

Select POs for Further Processing

Accounting Date for Action: 11/29/2018  
 Update Budget Date Equal to Accounting Date

**Not Qualified** | **Qualified**

PO ID	Log	PO ID	Line	Sched	Distrib Line
<input checked="" type="checkbox"/> 3000004658					
<input checked="" type="checkbox"/> 3000004661					

Select All |  Clear All

Override

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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 them and press the **Override** button.
- 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.

The screenshot shows two columns: 'Not Qualified' and 'Qualified'. The 'Qualified' column has a dropdown menu set to '1-2 of 3'. Below the columns are 'Proceed:' buttons for 'Yes' and 'No', and a 'Return to Buyer's WorkBench' link.

PO ID	Line	Sched	Distrib Line
3000004662			
3000004661			

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

Continue to Close POs. (10224,10)

Yes No

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

Buyer's WorkBench

Business Unit: G1001 WorkBench ID: CLOSE

\*Description: close

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
3000004658		N	Complete	07/01/2018	11/29/2018	P070000000	Xiong,Nalee	Standard			
3000004661		N	Complete	06/21/2018	11/29/2018	0000980784	Xiong,Nalee	Standard			
3000004662		N	Complete	06/22/2018	11/29/2018	0000375418	Xiong,Nalee	Standard	1		

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. Select the **Proceed: Yes** button. SWIFT will budget check the items in the **Qualified** section.

Buyer's WorkBench

**Processing Results**

Business Unit G1001 WorkBench ID CLOSE  
 \*Description close

Select POs for Further Processing

Accounting Date for Action 11/29/2018  
 Update Budget Date Equal to Accounting Date

**Not Qualified** Qualified

PO ID	Line	Sched	Distrib Line
3000004658			
3000004661			

Proceed: Yes No [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)

Yes No

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, you will see that the *Budget Status* is "Valid".

Buyer's WorkBench

Business Unit G1001 WorkBench ID CLOSE  
 \*Description close

Select POs for Further Processing

List of Purchase Orders

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"/> 3000004658	<span style="border: 1px solid red; padding: 2px;">📄</span>	N	Complete	07/01/2018	11/29/2018	P070000000	Xiong,Nalee	Standard			<span>📄</span>
<input checked="" type="checkbox"/> 3000004661	<span style="border: 1px solid red; padding: 2px;">📄</span>	N	Complete	06/21/2018	11/29/2018	0000980784	Xiong,Nalee	Standard			<span>📄</span>
<input checked="" type="checkbox"/> 3000004662	<span style="border: 1px solid red; padding: 2px;">📄</span>	N	Complete	06/22/2018	11/29/2018	0000375418	Xiong,Nalee	Standard	1		<span>📄</span>

You have successfully closed multiple purchase orders using a CSV file.