Use Close Short for Qualifying Purchase Orders

In most cases, buyers close purchase orders by creating a change order (unless it is fully expensed) and by following the steps using the Buyer’s Workbench.

As an option, buyers can tell SWIFT to create a change order for some multiple line purchase orders using the close short process.

- It allows buyers to avoid needing to review each line of the multiple line purchase order that is not fully received and not fully vouched to create a change order against it.
- The close short process involves using the Close Short Workbench, Process Monitor, Approve Change Requests page and the Purchase Order page.

IMPORTANT! The close short process does not close the purchase order. You still need to complete it as you would for any purchase order after approving, budget checking and dispatching the purchase order. Then, you need to use the Buyer’s WorkBench or the Purchase Order Reconciliation (PO Recon) job to close it. The Office of State Procurement runs this job every spring to prepare for the year-end close.

Close short only creates a change order for the following qualifying purchase orders.

- Multiple line purchase orders that are partially received and partially vouched.
- The purchase order must have a PO Status of “Dispatched” and a Budget Status of “Valid”.

This guide covers the steps to use the close short process for qualifying purchase orders.

Steps to complete

- Step 1: Check the purchase order to see if it qualifies
- Step 2: Run the close short process in the PO Close Short Workbench page
- Step 3: Process the Close Short Job in the Process Monitor
- Step 4: Verify the change order on the Approve Change Requests page
- Step 5: Return to the purchase order and complete it
- Step 6: Close the purchase order
Steps to use Close Short process for qualifying purchase orders

Step 1: Check the purchase order to see if it qualifies

1. Access the Purchase Order page.
   - Navigate to the Purchase Order page.

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<th>Navigation Options</th>
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<td>Navigation Collection</td>
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   • On the Find an Existing Value tab, enter the Business Unit and the PO ID for the purchase order for the close short process. Select the Search button.
   • SWIFT displays the Purchase Order page for the selected purchase order.

2. Review Purchase Order page to see if the purchase order qualifies.

At least one of the lines must not be fully received and not fully vouchered.

- IMPORTANT! Make sure you have the correct purchase order before process further. Once you process a purchase order through the entire close short process, it is very difficult to reverse it.
- The PO Status must be “Dispatched” and the Budget Status must be “Valid”.
- Make sure that the Receipt Status is “Partial” or “Do Not Receive”.
- The Encumbrance Balance must show some funds remaining from the Total Amount, but not a zero balance.
Step 2: Run the close short process in the PO Close Short Workbench page

1. Access the **PO Close Short Workbench** page.
   - Navigate to the **PO Close Short Workbench** page.

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<td>NavBar icon</td>
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   SWIFT displays the **PO Close Short Workbench** page.
   - If this is your first time in the **PO Close Short Workbench**, you will need to create a new **WorkBench ID**.
     - On the **Add a New Value** tab, enter the **Business Unit**.
     - Enter a short **WorkBench ID** that you can remember (e.g., Close). It is reusable.
     - Press **Add**.
   - The next time you enter this page, use the **Find an Existing Value** tab and enter your **Workbench ID**. Do not create a new ID as they cannot be deleted at this time.

2. SWIFT displays the **PO Close Short Workbench** search page.
   - Enter a description in the header of the search page
   - Enter the **Purchase Order ID** in two places including the “To” field.

**IMPORTANT!** If you are reusing a **Workbench ID**, remember to clear out any search information such as the **Purchase Order ID**. You’ll need to remove the “To” field and then the “From” field.
   - Press **Search**.
3. SWIFT populates the **PO Close Short Workbench** page with the purchase order information.
   - If you used an existing *Workbench ID*, you will need clear all rows from the list.
   - It shows all the lines on the purchase order. Check the **Close Short** box on the line or lines you wish to close short.

4. After you check the box, SWIFT updates the **PO Close Short Worklist** section.
   - The **Applied to PO?** column now says “No”.
   - Press the **Apply Changes to PO** button.

5. SWIFT updates the **PO Close Short Worklist** section again.
   - The **Applied to PO?** section now says “Yes”.
   - Press the **Submit Close Short Processing** button.
6. SWIFT displays the Process Close Short Job page.
   - Enter your Business Unit in the Run Control ID field.
   - Press OK.

7. SWIFT displays a message that the PO Close Short Job has been submitted. It lists a process instance number. Press OK.

Step 3: Process the Close Short Job in the Process Monitor

1. Go to the Process Monitor by pressing the Process Monitor link at the top of the page.
2. SWIFT displays the **Process Monitor** page.
   - As an option, press the **Refresh** button to see that SWIFT completed the close short job.
   - When the **Run Status** is “Success” and the **Distribution Status** is “Posted”, the close short job is completed. Press the **OK** button.

   ![](image1.png)

   SWIFT returns you to the **PO Close Short Workbench** page.

3. As an option, press the **New Window** link to open a new window. It is located on the top right of every page. This new window will allow you to access and use the **Approve Change Requests** page.

   ![](image2.png)

   **Step 4: Verify the change order on the Approve Change Requests page**

   1. Access the **Approve Change Requests** page.
   2. Navigate to the **PO Close Short Workbench** page.

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2. SWIFT displays the **Approve Change Requests Selection Criteria** page.
   - Enter your *Business Unit* and the *PO Number*. Press **OK**.

3. SWIFT displays the **Approve Change Requests** page for the desired purchase order. Check the **Show Detail Entry** link.

4. SWIFT opens up the **Change Requests** page. Select the **Error Messages and Warnings** tab.
   - On this tab, the **Description** field should say “No Messages”. This means that SWIFT successfully creates the change order for the close short job.
   - Press the **OK** button.
5. SWIFT returns you to the **Approve Change Requests** page.
   - Press the **Close Tab** (e.g., “X”) icon at the top, right of the page to leave this page.

6. SWIFT returns you to the **PO Close Short Workbench** page. Press the **Home** icon at the top right of the page.
Step 5: Return to the purchase order and complete it

1. Access the Purchase Order page.
   - Navigate to the Purchase Order page.

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- On the Find an Existing Value tab, enter the Business Unit and the PO ID for the purchase order for the close short process. Select the Search button.

2. SWIFT displays the Purchase Order page. Review it.

   The PO Status is now “Open”. The Budget Status is now “Not Chk’d”. The Receipt Status is now “Received”.

3. Approve the purchase order. Press the Approve icon.

4. After it is approved, budget check it. Press the Budget Check icon.

5. After the budget check process is completed, review the purchase order.
   - The Budget Status is “Valid”.
   - The Encumbrance Balance is now “0.00”. SWIFT released the funds.

   NOTE: SWIFT may not release the funds if the Close Short process created a change order and left a balance or if you closed it from the receipted amount or if there was unpaid freight involved.
   - Press the Dispatch button.
• When the PO Status is “Dispatched”, you can close it.

Step 6: Close the purchase order

Follow your agency’s guidance on closing this purchase order. You may close it using the Buyer’s Workbench, as part of a CSV file or as part of the annual PO Recon job.

You have successfully used the Close Short process for qualifying purchase orders.