

QUICK REFERENCE GUIDE

November 1, 2019

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 vouchered 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 vouchered.
- 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.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Find an Existing Value tab.

- 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.

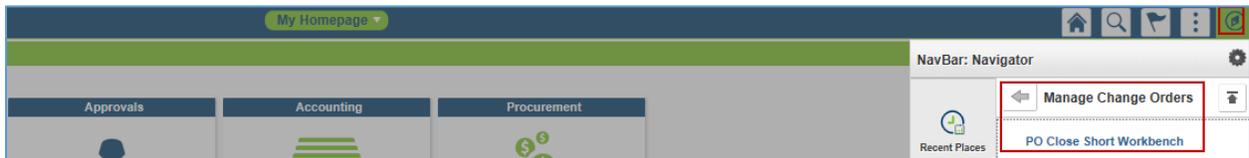
The screenshot displays the 'Purchase Order' page with the following details:

- Business Unit:** G1001, **Origin:** 511, **Human Res Mgmt&Insurance**
- PO ID:** 3000004829, **Approval Exception**
- Change Order:** 1
- Copy From:** [Dropdown]
- Header:**
 - *PO Date: 08/08/2018, **Response Documentation**
 - Expiration Date: [Calendar]
 - *Supplier: 121 BENE-001, **Supplier Details**
 - *Supplier ID: 0000938535, **121 BENEFITS**
 - *Buyer: [Field]
 - PO Reference: FY2018 CY2018 May-June PreTax
 - *Billing Location: G104THFL00, **Billing Address**
- Status Indicators:**
 - PO Status: Dispatched
 - Budget Status: Valid
 - Doc Tol Status: Valid
 - Backorder Status: Not Backordered, **Create BackOrder**
 - Receipt Status: Partial
 - Dispatch Method: Phone, **Dispatch**
 - Document Type: KEO, P/T Contract Encumbering Order
 - Agency Reference: Shari Horsman
 - Exempt From WFC
- Amount Summary:**
 - Merchandise: 191,329.42
 - Freight/Tax/Misc.: 0.00
 - Total Amount: 191,329.42 USD
 - Encumbrance Balance: 3,338.84 USD

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.

Navigation Options	Navigation Path
NavBar icon (Top right menu)	Navigator, SWIFT, Purchasing, Purchase Orders, Manage Change Orders, PO Close Short Workbench page.



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**.

PO Close Short Workbench

Find an Existing Value Add a New Value

Business Unit

WorkBench ID

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**.

PO Close Short Workbench

Purchase Orders

Business Unit G1001 WorkBench ID CLOSE

*Description Close Short Process

▼ Search Criteria

Purchase Order 3000004629 To 3000004629

PO Line From To

PO Date To

Activity Date To

Due Date To

Supplier ID Buyer

Item ID GPO ID

Contract SetID Contract ID

Receiving Match Line Option

Amount Only Match Status

Search

- 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.

PO Close Short Worklist

PO ID	Line	Schedule	Item ID	Description	Close Short	Close Under Qty %	Applied to PO?	*Close Short Set Option	Amount Only	PO Date	Due Date	Quantity	Receiving	Received Qty	Amount Received
3000004629	4	1		FY2018 Pre-Tax Benefit Plan G1038405 - for CY2018: May - June	<input type="checkbox"/>			Greater - ReceiptMat	<input checked="" type="checkbox"/>	06/08/2018	06/08/2018	1.0000	Required	2.0000	6822.560
3000004629	5	1		FY2018 Pre-Tax Benefit Plan G1038408 - for CY2018: May - June	<input type="checkbox"/>			Greater - ReceiptMat	<input checked="" type="checkbox"/>	06/08/2018	06/08/2018	1.0000	Required	2.0000	340.600

- 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.

PO Close Short Worklist

PO ID	Line	Schedule	Item ID	Description	Close Short	Close Under Qty %	Applied to PO?	*Close Short Set Option	Amount Only	PO Date	Due Date	Quantity	Receiving	Received Qty	Amount Received
3000004629	4	1		FY2018 Pre-Tax Benefit Plan G1038405 - for CY2018: May - June	<input checked="" type="checkbox"/>		No	Greater - ReceiptMat	<input checked="" type="checkbox"/>	06/08/2018	06/08/2018	1.0000	Required	2.0000	6822.560
3000004629	5	1		FY2018 Pre-Tax Benefit Plan G1038408 - for CY2018: May - June	<input checked="" type="checkbox"/>		No	Greater - ReceiptMat	<input checked="" type="checkbox"/>	06/08/2018	06/08/2018	1.0000	Required	2.0000	340.600

Save For Later Apply Changes to PO Submit Close Short Processing Preview Report

- SWIFT updates the **PO Close Short Worklist** section again.
 - The **Applied to PO?** section now says “Yes”.
 - Press the **Submit Close Short Processing** button.

PO Close Short Worklist

Details | Matching | Voucher Data | More Details | II

PO ID	Line	Schedule	Item ID	Description	Close Short	Close Under Qty %	Applied to PO?	*Close Short Set Option	Amount Only	PO Date	Due Date	Quantity	Receiving
3000004629	4	1		FY2018 Pre-Tax: Benefit Plan G1038405 - for CY2018: May - June	<input checked="" type="checkbox"/>		Yes	Greater - Receipt/Mat	<input checked="" type="checkbox"/>	06/08/2018	06/08/2018	1.0000	Required
3000004629	5	1		FY2018 Pre-Tax: Benefit Plan G1038408 - for CY2018: May - June	<input checked="" type="checkbox"/>		Yes	Greater - Receipt/Mat	<input checked="" type="checkbox"/>	06/08/2018	06/08/2018	1.0000	Required

Save For Later | Apply Changes to PO | **Submit Close Short Processing** | Preview Report

- SWIFT displays the **Process Close Short Job** page.
 - Enter your *Business Unit* in the *Run Control ID* field.
 - Press **OK**.

Process Close Short Job

Business Unit: G1001

Close Days:

Server Name:

Run Control ID: **Business Unit**

Output Dest Type:

Output Dest Format:

OK | Cancel

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

The PO Close Short Job has been submitted. The process instance number is 28115042. (10202,29)

OK

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

- Go to the **Process Monitor** by pressing the **Process Monitor** link at the top of the page.

PO Close Short Workbench

Purchase Orders

Business Unit: G1001 | WorkBench ID: CLOSE

*Description:

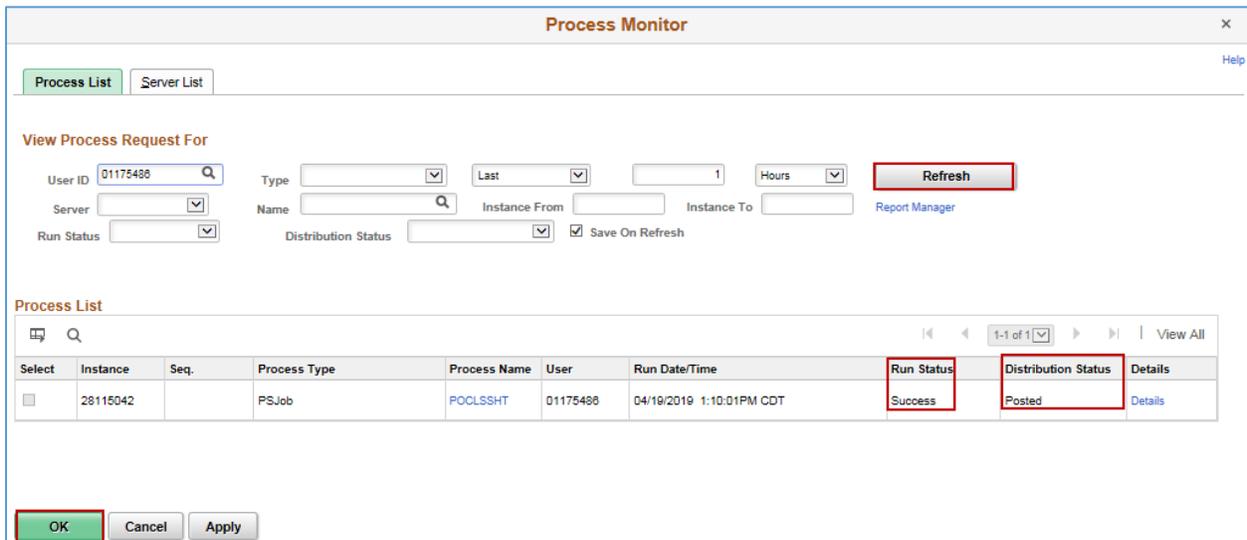
► Search Criteria

Clear all rows from the list | Select Close Short All | Clear Close Short All | Report Manager | **Process Monitor**

PO Close Short Worklist

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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.



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

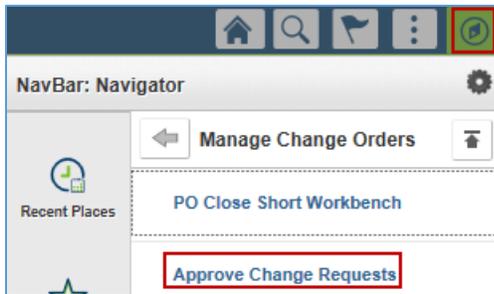
- As an option, press the **New Window** link to open a new window. It is located on the top right of every page. This new window will allow you to access and use the **Approve Change Requests** page.



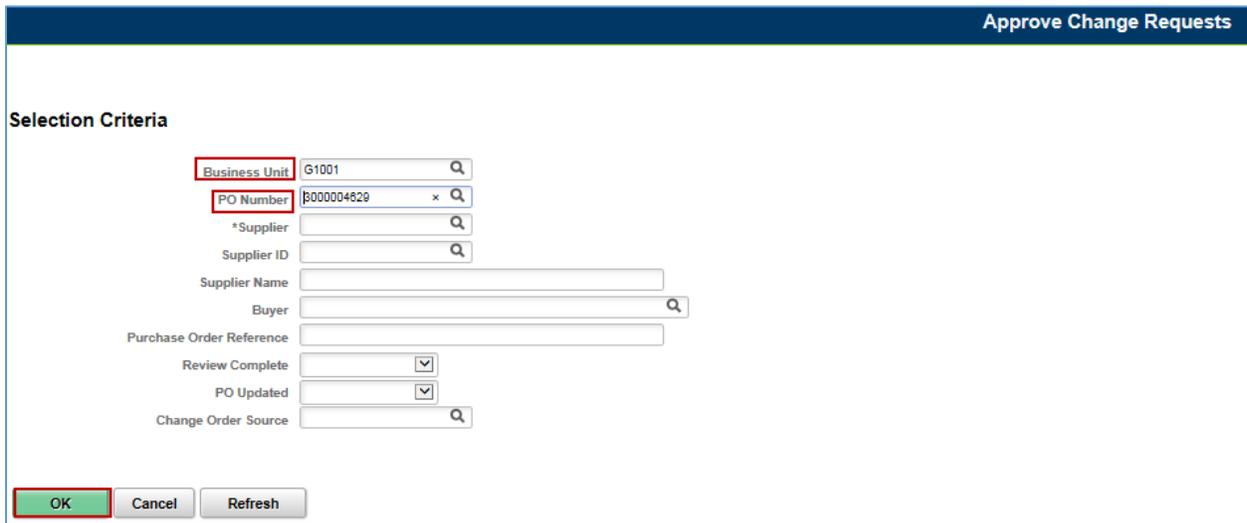
Step 4: Verify the change order on the Approve Change Requests page

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

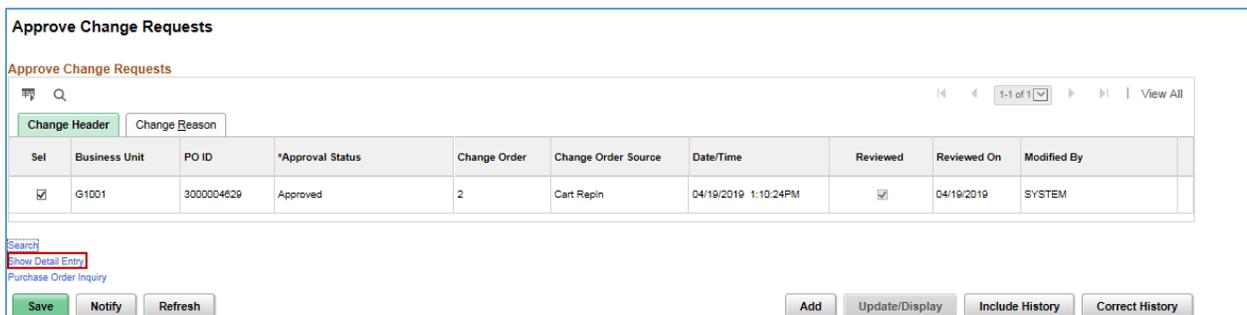
Navigation Options	Navigation Path
NavBar icon (Top right menu)	Navigators, SWIFT, Purchasing, Purchase Orders, Manage Change Orders, Approve Change Requests page.



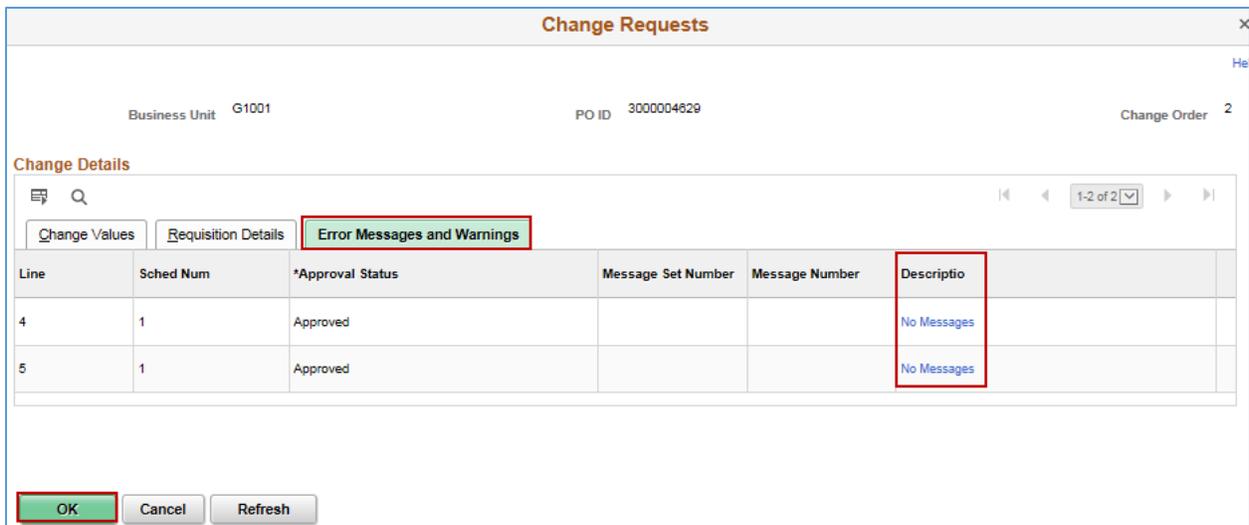
2. SWIFT displays the **Approve Change Requests Selection Criteria** page.
 - Enter your *Business Unit* and the *PO Number*. Press **OK**.



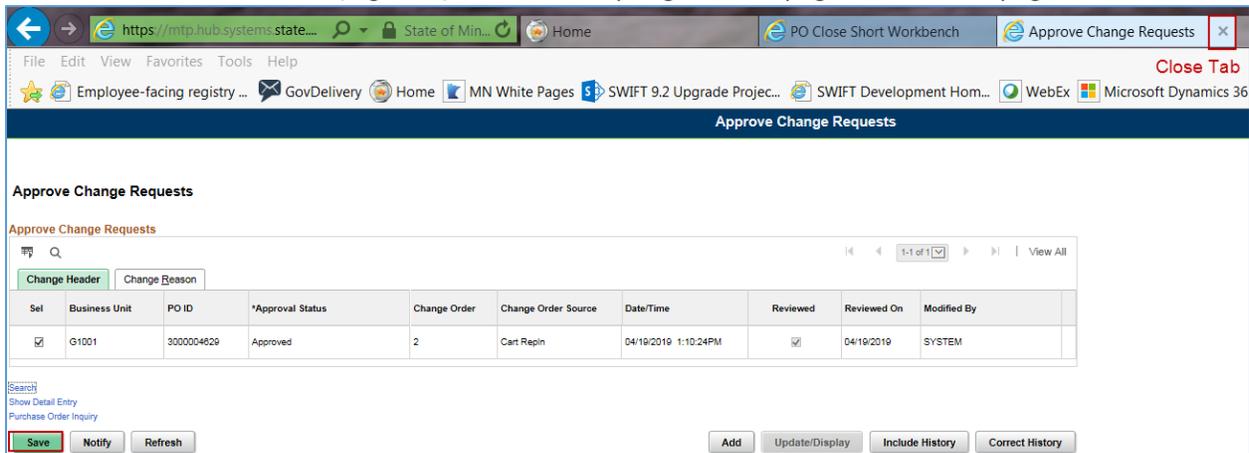
3. SWIFT displays the **Approve Change Requests** page for the desired purchase order. Check the **Show Detail Entry** link.



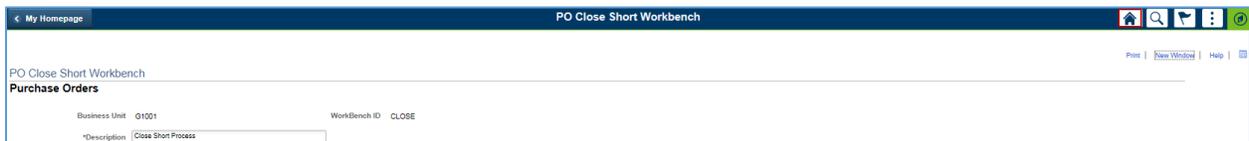
4. SWIFT opens up the **Change Requests** page. Select the **Error Messages and Warnings** tab.
 - On this tab, the *Description* field should say “No Messages”. This means that SWIFT successfully creates the change order for the close short job.
 - Press the **OK** button.



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.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order. Find an Existing Value tab.

- 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".

Purchase Order

Business Unit: G1001 Origin: 511 Human Res Mgmt&Insurance

PO ID: 3000004629 Approval Exception

Change Order: 2

Copy From: [Dropdown]

Hold From Further Processing

▼ Header ?

*PO Date: 06/08/2018 Response Documentation

Expiration Date: [Calendar]

*Supplier: 121 BENE-001 Supplier Details

*Supplier ID: 0000938535 121 BENEFITS

Doc Tol Status: Valid

Backorder Status: Not Backordered Create BackOrder

Dispatch Method: Phone **Dispatch**

PO Status: **Open** Budget Status: **Not Chk'd** Receipt Status: **Received**

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

Purchase Order

Business Unit: G1001 Origin: 511 Human Res Mgmt&Insurance

PO ID: 3000004629 Approval Exception

PO Status: **Approved**

Budget Status: Not Chk'd

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

Purchase Order

Business Unit: G1001 Origin: 511 Human Res Mgmt&Insurance

PO ID: 3000004629 Approval Exception

PO Status: **Approved**

Budget Status: **Valid**

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.

Purchase Order

Business Unit G1001 Origin: 511 Human Res Mgmt&Insurance PO Status Approved ▲ 📄 ✖

PO ID 3000004629 Approval Exception **Budget Status Valid**

Change Order 2

Copy From Hold From Further Processing

Header ?

*PO Date 08/08/2018 Response Documentation Doc Tol Status Valid

Expiration Date Supplier Search Backorder Status Not Backordered [Create BackOrder](#)

*Supplier 121 BENE-001 Supplier Details Receipt Status Received

*Supplier ID 0000938535 121 BENEFITS Dispatch Method Phone **Dispatch**

*Buyer 01175488 Hussein,Hussein M Document Type KEO P/T Contract Encumbering Order

PO Reference FY2018 CY2018 May-June PreTax Agency Reference Shari Horsman

*Billing Location G104THFL00 Billing Address Exempt From WFC

Header Details Activity Summary **Amount Summary** ? **Calculate**

PO Defaults Add Comments Merchandise 187,002.58

PO Activities Add ShipTo Comments Freight/Tax/Misc. 0.00

Requisitions Document Status Total Amount 187,002.58 USD

▼ Actions Encumbrance Balance 0.00 USD

- When the *PO Status* is “Dispatched”, you can close it.

Purchase Order

Business Unit G1001 Origin: 511 Human Res Mgmt&Insurance PO Status **Dispatched** ▲ 📄 ✖

PO ID 3000004629 Approval Exception Budget Status Valid

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.