SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

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Close an Event Line in a Pending Status

Buyers should review their events in SWIFT on a regular basis. Agencies may have events with lines they did not award and no longer need, or that they decided to only partially award. SWIFT leaves these events in a "Pending Award" status. This means that the event has not been completely awarded. Having events with lines that are not awarded can be a problem during audits.

If an event is tied to a requisition, the pre-encumbered funds remain tied to the event. Once you close these lines, SWIFT will free up any remaining unused requisition lines. You can re-source these lines to another event or you can cancel them. You can use the remaining pre-encumbrances elsewhere.

To complete events that agencies no longer need, agencies should close event lines. SWIFT will change the status of those lines not awarded from "Open" to "Closed."

This Quick Reference Guide lists the steps to close an event line in a Pending Status

Step 1: Find Awarded events with open lines in the Event Workbench

1. Navigate to the **Event Workbench** page

Navigation Options	Navigation Path
Navigation Collection	Procurement, Strategic Sourcing, Maintain Events, Event Workbench page.
WorkCenter	Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter. Left menu, Menu, Sourcing, Event Workbench page.

2. On the Event Workbench page, set the **Event Status** dropdown to "Pending Award" and select the **Search** button.

3. In the Search Results, press the **Analyze Bids** icon for each event to review.

4. SWIFT displays the Analyze Total page. Look at the event to see if you still need it.
   a. If you do, follow up using agency guidelines.
   b. If you do not need it, please follow the remaining steps.

Step 2: Update the Status on the event on the Analyze Line page

1. On the top of the Analyze Total page, select the **Analyze** link.

2. On the Analyze Line page, go to the **Line Items** section.
   a. Change the **Line Status** from "Open" to "Closed."
   b. Press the **Save** button at the bottom of the page.

Step 3: View the updated Status on the Analyze Total page

1. At the top of the Analyze Line page, press the **Analyze Total** link.

2. SWIFT updates the Status of the award to either "Awarded" or "Not Awarded."

- **Awarded Status:** All lines have a Status of "Closed" and at least a portion of the event has been awarded.
- **Not Awarded Status**: All lines have a Status of "Closed" and none of the lines have been awarded.

3. If you have lines with a remaining quantity that you closed, you can reopen those lines by changing the Status to "Open." SWIFT will automatically change the Status to "Pending Award" when you save the event.