Minnesota Dept. of Administration

SWIFT Procurement Year End Processing Tips

Dept. of Administration
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Year End Processing Tips

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Procurement Year End Processing Tips

During the crunch of year end processing, the level of activity in the SWIFT system increases dramatically and as a result, individual transaction performance can be impacted. While there are always activities that need to be completed immediately, keep the following suggestions in mind as you continue through the year end crunch to minimize the impact of online transactional processing:

- Batch PO Budget Check – the SWIFT batch PO budget check runs twice each day at Noon and during the evening batch cycle. If you can wait until the afternoon or the next day to allow batch budget checking of your transactions, instead of submitting them on-line, this will save a significant amount of processing load on the system and keep online processing time at lower levels.
- PO Close Process – the batch PO Close process is scheduled to run twice for this FY and will close POs fully matched and without activity in the past 30 days. The first run will be the middle of May and the second run will be the hard close weekend in August. If you are currently running the PO Close from the Buyer's Workbench for POs that are fully matched, please consider leaving these transactions for the batch process to close. This will also reduce system processing loads during business hours and help keep online processing moving.
- PO Re-Open Process – This functionality is not available at this time. POs closed in error should be recreated or copied if funding is still available. You may place POs on Hold to prevent the PO Recon job from closing the orders, see the PO Reconciliation Job section below.
- Reports and Queries – though the SWIFT support team has been and continues to work on improving query and report performance, one action that can save you significant wait time and reduce system load during business hours is to schedule your reports and queries using the SWIFT process scheduler. This will allow you to run the queries at times slightly outside of daily high volume timeframes. Please be careful not to schedule intensive queries and reports during the batch window from 6 p.m. to approx. 2 a.m., but feel free to run them in the early morning hours and have the output waiting for you when you arrive at the office. (See Scheduling Queries QRG) *http://www.swift.state.mn.us/qrgs-reports*

The more transactional processing that can be deferred to batch windows or non-standard business hours, the better the online performance will be during this peak processing timeframe.

Purchasing

PO Encumbrance Certification Process and Rollover Options

SWIFT has made available a report of purchase orders and requisitions with open encumbrance or pre-encumbrance balances to assist agencies in certifying or closing purchase orders for the year end close. The report is a CSV report that can be opened using Excel and is very similar to the spreadsheet used by MMB in years past for certifying encumbrances.

As in the past; rolling or updating existing purchase orders over to the new fiscal year is a manual process. Agencies have the ability to upload a spreadsheet of POs into the Buyer's Workbench to close or cancel orders en masse; see the Quick Reference Guide at http://www.swift.state.mn.us/doc/procurement/qrc/csv-file-upload.pdf on using this process.

Encumbrance Certification

Agencies may run their own encumbrance certification report and begin the certification process at any time. Be sure to keep records as to what orders need certification as MMB will send out an official certification report for agencies to return to MMB requesting certification of the POs listed.

The certification report is very similar to the spreadsheet sent out by MMB in past years. The report lists POs and/or requisitions with an open balance based on the parameters entered by the user running the report. The report does not look at the PO or requisition status so you may see closed or completed orders on the report but still have encumbered or pre-encumbered funds.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DOFReport	Exemption Request	DocType	Agency	Location	Origin	Buyer	PO Nbr	Req Nbr	Date	Vendor ID	Vendor Loc	Vendor Name
2			CRO	G0209	G020140000	458	00096087	3000000121		07/07/2011	0000197081	001	CORVAL CONSTRUCTORS INC
3			BPC	G0209	G020140000	458	00096087	3000000129		07/11/2011	0000197234	001	FREMONT INDUSTRIES INC
4			CRO	G0209	G020140000	458	00096087	3000000171		07/26/2011	0000197081	001	CORVAL CONSTRUCTORS INC
5			CRO	G0209	G020140000	458	00096087	3000000171		07/26/2011	0000197081	001	CORVAL CONSTRUCTORS INC
6			CRO	G0209	G020140000	458	00096087	3000000171		07/26/2011	0000197081	001	CORVAL CONSTRUCTORS INC
7			CRO	G0209	G020140000	458	00096087	3000000171		07/26/2011	0000197081	001	CORVAL CONSTRUCTORS INC

1	Distrib Line Status	Line Nbr	Sched Nbr	Distrib Line Nbr	Budget Year	Fund	Appropriation ID	Dept ID	Account	Award	Project/Grant	Activity	Line Amt	Open Amt	Appropriation Type	Bill_area
2	Open	3	1	1	2012	5400	G021801	G0244144	413001	0000000000000000000023458	G02PMX282	1	263.30	263.30	04	
3	Open	4	1	1	2012	5400	G021801	G0244144	413001	0000000000000000000014910	G02PMB263	1	613.46	613.46	04	
4	Open	3	1	1	2012	5400	G021801	G0244144	415001	0000000000000000000023325	G02PMX282	1	360.00	360.00	04	
5	Open	6	1	1	2012	5400	G021801	G0244144	415001	0000000000000000000023325	G02PMX282	1	360.00	180.00	04	
6	Open	13	1	1	2012	5400	G021801	G0244144	430001	0000000000000000000023325	G02PMB263	1	180.00	180.00	04	
7	Open	14	1	1	2012	5400	G021801	G0244144	430001	0000000000000000000023325	G02PMB263	1	180.00	180.00	04	

See the available quick reference guide, Encumbrance Certification Report, for instructions on running the purchase order certification report at http://www.swift.state.mn.us/qrgs-purchasing. MMB will also send out instructions as to what may or may not be certified.

Orders and the New Fiscal Year

Moving of existing orders to the new fiscal year will be a manual process. Buyers may need to add, update, cancel or close order lines, ship lines and/or distribution lines. In cases where the funds were never used changing the Budget Date and budget checking may be all that is required. The following matrix may help in determining the process to follow. If you have an order that does not fit one of the situations listed below please call the SWIFT help line for assistance.

PO Quick Reference Guides available from the SWIFT website:

http://www.swift.state.mn.us/purchasing-ref
Closing POs from the Buyer's Workbench; http://www.swift.state.mn.us/doc/purchasing/po-close.pdf
Change Orders and Cancellations; http://www.swift.state.mn.us/doc/procurement/qrc/change-cancel-po.pdf
Purchase Order Close by Change Order; http://www.swift.state.mn.us/doc/procurement/qrc/po-close.pdf
Adding an Order by Copying from an Existing Order;
http://www.swift.state.mn.us/doc/procurement/qrc/adding-po-copy.pdf

Situation	Action Needed	Process
PO with No Activity (No Receipts, Invoices, Vouchers or Payments)	Move to next Fiscal Year using the same funding string.	Update the Budget Date on the distribution line(s) to a date in the new fiscal year (recommend using 7/1, the first day of the new FY). Approve and Budget Check the order.
	Move to next Fiscal Year using a different funding string.	Update the Budget Date on the distribution line(s) to a date in the new fiscal year (7/1) along with any of the funding field values needing to be changed. Approve and Budget Check the order.
	Cancel one or more order lines.	Use the Cancel Line icon (red X) on the Statuses tab for the line to be cancelled. Approve, Budget Check and Dispatch the order. The Close process should not be used on POs without activity and must be canceled instead.
	Reduce the line amounts	Update the PO line to the new amount, update the distribution line amounts. Approve, Budget Check and Dispatch the order.
	Cancel one or more distribution lines.	Reduce the PO line amount the amount of the distribution line(s) to be canceled. To cancel the distribution, click the Cancel icon (red X). Approve, Budget Check and Dispatch the order.
	Increase the line amounts	Increases to the prior year funded orders for goods must be done using current year funding. For P/T services increases are allowed if the service was performed in the prior year. For goods, update the order line to the new amount, add a new distribution using current years funding or add a new PO* for the additional funds. For services (performed in prior year) update the contract, update the order line and distribution amount. Approve, Budget Check and Dispatch the order. *New PO is suggested to avoid known issues with combining multiple FYs on an order.
PO with Activity but NO payments processed.	Move to next Fiscal Year using the same funding string.	If the associated documents (receipts, incomplete vouchers) can be deleted, delete the activity then follow the above process for POs with No Activity. Re-enter deleted activity. If the Activity cannot be deleted or you would rather not delete the activity then reduce the line to the activity amount. Either create a new line on the PO for the balance or add a new PO* for

		the balance. Use 7/1 as the Budget Date. *New PO is suggested to avoid known issues with combining multiple FYs on an order.
	Move to next Fiscal Year using a different funding string.	If the associated documents can be deleted, delete the activity then follow the above process for POs with No Activity. Re-enter deleted activity. If the Activity cannot be deleted then reduce the line to the activity amount. Either create a new line for the balance or add a new PO* for the balance. Use 7/1 as the Budget Date. *New PO is suggested to avoid known issues with combining multiple FYs on an order.
	Cancel or Close one or more order lines.	If the associated documents can be deleted, delete the activity then use the Cancel Line icon (red X) on the Statuses tab for the line to be cancelled. Otherwise, Complete any outstanding vouchers and Close the line(s) using the Buyer's Workbench.
	Reduce the line amounts	Update the PO line to the new amount, update the distribution line amounts. Approve, Budget Check and Dispatch the order.
	Cancel or Close one or more distribution lines.	Complete any outstanding vouchers. Reduce the PO line amount to the amount of the distribution line(s) to be closed. Reduce the distribution(s) amounts. Approve, Budget Check and Dispatch the order. Cancel should not be done if activity exists on that line, use the Close process.
	Increase the line amounts	Increases to the prior year funded orders for goods must be done using current year funding. For P/T services increases are allowed if the service was performed in the prior year. For goods, update the order line to the new amount, add a new distribution using current years funding or add a new PO* for the additional funds. For services (performed in prior year) update the contract, update the order line and distribution amount. Approve, Budget Check and Dispatch the order. *New PO is suggested to avoid known issues with combining multiple FYs on an order.
PO with Activity and payments fully	Move to next Fiscal Year using the same funding string.	Reduce the line(s) to the activity amount and create a new line(s) for the balance.

processed.		Add new distribution lines updating the budget date to use current funding. Or, Create a new PO* for the balance and Close the existing PO after reducing it to the amount paid. *New PO is suggested to avoid known issues with combining multiple FYs on an order.
	Close or Cancel the remaining balance.	Select one of the following options: 1) Reduce the PO down to the activity amount leaving a $0 encumbered balance. $0 balance orders will be set to Complete status by the PO Recon batch process. 2) Use the Buyer's Workbench to Close the order. 3) Finalize when the last voucher is paid. Cancel is not an option since activity has occurred on the order, may cancel PO lines with no activity.
	Move to next Fiscal Year using a different funding string.	Reduce the line(s) to the activity amount and create a new line or new order* for the balance. If creating a new order, Closing the PO using the Buyer's Workbench is also an option. *New PO is suggested to avoid known issues with combining multiple FYs on an order.
Order encumbrances referencing a P/T Contract		Reduce last year's contract line to the amount expended, increase or add the current year's line on the contract. Pull the changed line(s) into the order or create a new PO* to reflect the new or updated amounts. Approve, Budget Check and Dispatch the order. (See additional details under Supplier Contracts in this document) *New PO is suggested to avoid known issues with combining multiple FYs on an order.
Create new purchase order	Copy a Purchase Order	Create a new PO by copying an existing PO. (See the Adding an Order by Copying from an Existing Order QRG.)

Queries Available to Assist Closing the FY

- **M_PO_GBL_POS_WITH_0_ENCUM_BAL** - Open POs with a $0 Encumbrance Balance
- **M_PO_GBL_POS_ON_HOLD** - Purchase Orders on Hold by Business Unit and/or PO Date Range

M_PO_GBL_POS_WITH_0_ENCUM_BAL will list POs that may be closed by the PO Recon job when run. Use this query to assist in setting POs on Hold that you don't want PO Recon to close. **IMPORTANT NOTE:** The PO Recon job uses additional criteria to close or not close POs besides a $0 balance; please keep in mind the POs listed in this query are not inclusive.

M_PO_GBL_POS_ON_HOLD will list POs that are currently on Hold. This query can assist agencies in reactivating those POs placed on hold. It may make an excellent query to find POs placed on Hold and have been forgotten about and/or the buyer is no longer with the agency.

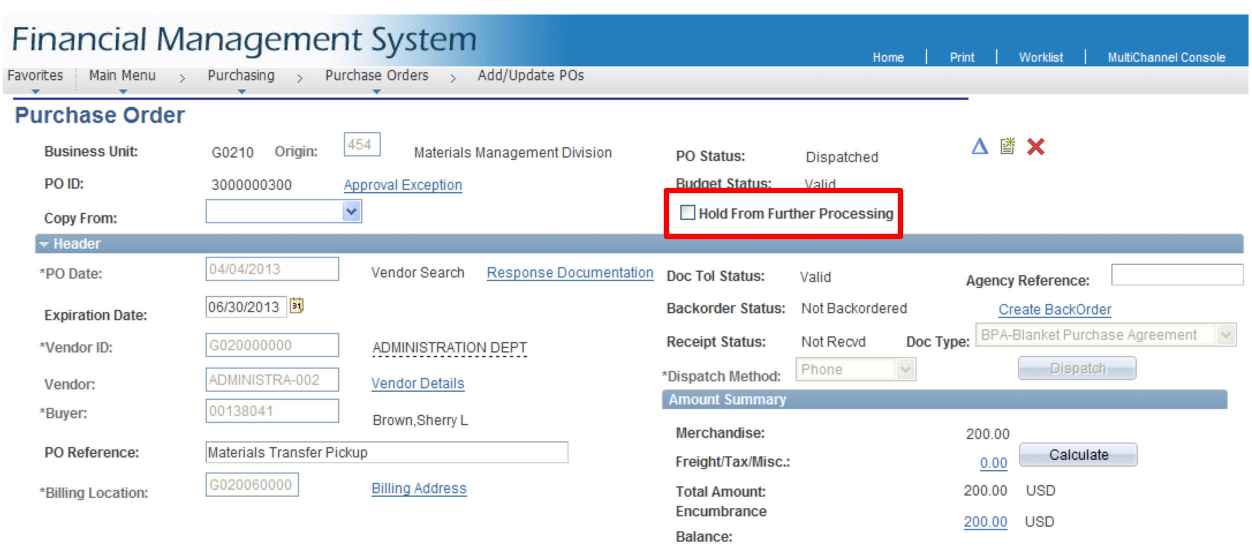
Purchase Order Reconciliation Job

The PO Recon job, also known as the PO Close job, will be run twice to assist agencies in closing fully matched purchase orders for FY closing. The first run is mid-May and the second run will be the hard close weekend in August.

The PO Recon job will set any open POs to a Complete status where the PO has been fully matched. Meaning for quantity based POs all quantities have been received and vouchered. For amount based POs the remaining encumbrance balance on the PO is zero.

If you have POs with either of the above situations and you do not want the PO closed; you can put the PO on Hold so that the PO Recon job will not close the order. To do this:

1) Navigate to the PO Add/Update page; Purchasing>Purchase Orders>Add/Update POs.
2) Click the Find an Existing Value tab and inquire the PO to update.



3) Click the Hold From Further Processing checkbox. This will stop the PO Recon job from selecting the PO for close.
4) When you are ready to process the PO further you must unclick the checkbox.

Upload CSV file to the Buyer's Workbench

Agencies with many PO cancellations and/or POs to close may wish to take advantage of the Buyer's Workbench ability to upload a file of PO Lines needing to be cancelled or closed. Agencies create a CSV file of the records needing to be closed or cancelled and upload the file to the Buyer's workbench instead of manually entering each record. This file upload functionality is available for most processes available through the workbench; the Cancel, Close, Dispatch, Preview, Budget Check and Budget Pre-Check. See the QRG for instructions at http://www.swift.state.mn.us/doc/procurement/qrc/csv-file-upload.pdf.

Cancel or Move Existing Requisitions to the New Fiscal Year

Moving an existing requisition to the new fiscal year will be a manual process where the buyer may need to cancel or modify the requisition distribution lines to the new fiscal year. The following matrix may help in determining the process to follow. If you have a requisition that does not fit any of the situations below please call the SWIFT help line for assistance.

ePRO Quick Reference Guides available from the SWIFT website:

http://www.swift.state.mn.us/purchasing-ref
Requisition Process; http://www.swift.state.mn.us/doc/procurement/qrc/create-req.pdf
Releasing Requisitions Sourced to a POR via an Event; http://www.swift.state.mn.us/doc/ss/releasing-preencumbrance.pdf
Removing Requisition Lines Tied to a "Pending Status" Event; http://www.swift.state.mn.us/doc/ss/pending-award.pdf
Removing Requisition Lines on Events in "Open" or "Event Completed Status"; http://www.swift.state.mn.us/doc/ss/open-complete.pdf
Copying a Requisition; http://www.swift.state.mn.us/doc/procurement/qrc/copy-requisition.pdf

Situation	Action Needed	Process
Approved requisition with past FY funds that will not be sourced to a purchase order by June 30th.	Change funding from past FY to next FY.	Update the Budget Date on all affected distribution lines to a date in the new fiscal year then follow the steps on the Requisition Process QRG.
	Move to next Fiscal Year using a different funding string.	Update the Budget Date on all affected distribution lines to a date in the new fiscal year along with any of the funding field values needing to be changed, then follow

		the steps on the Requisition Process QRG
	Delete the requisition lines that are tied to past FY funding.	Select the requisition line you want to delete then Click the delete button. Budget Check and Click the Save and Submit button.
	Cancel the Requisition	Pull up the appropriate requisition on the Manage Requisitions page, click the Cancel Requisition under the <Select Action> drop-down menu box, Budget Check the requisition to complete the process.
Releasing Requisition Pre-encumbrances from an Event tied to a POR	Remove pre-encumbered requisition lines tied to a POR	POR is dispatched. Finalize POR to release any leftover requisition pre-encumbrances. (see QRG Releasing Requisitions Sourced to a POR via an Event).
Removing Requisition Pre-encumbrances from an Event	Remove requisition lines tied to an Event in "Pending Award" status.	Close all event lines that are in an open status. (See QRG Removing Requisition lines tied to a "Pending Status" Event. Follow the cancel requisition process listed above.
	Remove requisition lines tied to an Event in an "Open or Event completed" status.	Cancel Events using the "Cancel" icon on the event workbench page. (See QRG Removing Requisition Lines on Events in Open or Event Completed Status). Follow the cancel requisition process listed above.
Create New Requisition	Copy from an existing Requisition	Create a new requisition using an existing requisition. (See Copying a Requisition QRG)

Supplier Contracts

One of the year end tasks is cleaning up and updating Supplier Contracts. We have listed several situations such as increasing contracts, decreasing contracts, closing contract lines and adding Fiscal Year information. Some of these situations differ by Purchase Order Doc Type and are marked as such in the naming conventions. Understanding the sequence of updating the contracts and related PO lines is important. Please see the directions below but should you find a contract that does not fit any of the situations, please call the SWIFT help line for assistance.

SC Quick Reference Guides available from the SWIFT website:

http://www.swift.state.mn.us/supplier-contract-management
Updating Contracts; http://www.swift.state.mn.us/doc/procurement/qrc/updating-contract.pdf
Closeout Contracts tied to PO Lines; http://www.swift.state.mn.us/doc/procurement/qrc/closeout-contract.pdf

Situation	Action Needed	Process
Increase/Decrease Contracts for use on BPC, CRO, APK, MSO orders	Change Contract Totals and update pricing	BPC, CRO, MSO or APK Purchase Orders do not require any changes to the contract in order to change order the PO. Create a Change Order on the PO and change the Merchandise Amount(s). (See detailed steps below) Note – Contract must have Price can be changed on order checked and the line amount on the purchase order cannot exceed the maximum line amount on Contract.
Increase Contracts for use on KEO,CEO, MWK orders	Price cannot be changed on the purchase order line	When using a KEO, CEO, or MWK Purchase Order it is required that you do a New Version of the contract to change the Merchandise Amount(s), before updating the Purchase Order. To update the PO line(s), create a change order and select the New Version of the Contract. (See detailed steps below)
Decrease Contracts for use on KEO,CEO, MWK orders	Price cannot be changed on the purchase order line	When using a KEO, CEO, or MWK Purchase Order it is required that you do a New Version of the contract to change the Merchandise Amount(s), before updating the Purchase Order. To update the PO line(s), create a change order and select the New Version of the Contract. (See detailed steps below)
Zero out a Contract Line Amount Tied to a KEO,	No payments against a distribution on PO line	When using a KEO, CEO, or MWK Purchase Order it is required that you do a New

CEO, MWK Purchase Order		Version of the contract to change the Merchandise Amount(s), before updating the Purchase Order. Cancel any distribution line(s) without a payment against it prior to updating/closing out a PO line. (See detailed steps below)
	Payments have been made on purchase order distribution line	When using a KEO, CEO, or MWK Purchase Order it is required that you do a New Version of the contract to change the Merchandise Amount(s), before updating the Purchase Order. To update the PO line(s), create a change order and select the New Version of the Contract. (See detailed steps below)
Zero out a Contract Line Amount Tied to a BPC, CRO, APK, MSO Purchase Order	No payments against a distribution on PO line	BPC, CRO, MSO or APK Purchase Orders do not require any changes to the contract in order to change order the PO. Cancel any distribution line(s) without a payment against it prior to updating/closing out a PO line. Once you've cancelled those distributions, then create a Change Order on the PO and change the Merchandise Amount(s). (See detailed steps below)
	Payments have been made on purchase order distribution line	BPC, CRO, MSO or APK Purchase Orders do not require any changes to the contract in order to change order the PO. Create a Change Order on the PO and change the Merchandise Amount(s). (See detailed steps below)
Add Fiscal Year Line on Contract	Add contract lines for additional Fiscal Years	Add a new fiscal year to contract lines on Release Amounts Tab (See detailed steps below)
Cancel or Close Contract	Make contract unavailable for use	Update on status of contract header
Cancel or Close Contract Line	Mark contract line(s) unavailable for use	Create a New Version of the contract. Then navigate to the Status tab and select the Cancel Line icon (red X) on the line you want cancelled. If releases have been made against the line, you must reduce the maximum amount on the release amount tab first.
Create New Contract	Copy from an Existing Contract	Create a new contract by copying an existing contract. This can be done at the header level by adding a new value, clicking the Copy from Contract hyperlink and selecting the contract you wish to copy. Complete the required fields,

		Approve and Save the contract. (See details below)

Updating a Contract and Purchase Order when Price Can Be Changed **(BPC, CRO, APK, MSO)**

Increase or decrease the Merchandise Line Amount(s) on the Purchase Order.

NAVIGATION: *Purchasing • Purchase Orders • Add/Update PO's*

• Find an Existing Value

1. Enter Business Unit
2. Enter PO ID
3. Click Search
4. Click the hyperlink to select the PO
5. Scroll down to Purchase Order Lines
6. Select the Status Tab
7. Click the Change Order icon
8. Select the Details Tab
9. Change the Merchandise Amount
10. If there are multiple Distributions, click the Schedule Icon, then the Distributions Icon and make the appropriate increase or decrease to the Merchandise Amount fields
11. Click Save button
12. Purchase Order will be sent through the Approval Process
13. After it is approved, Budget Check the Purchase Order
14. Dispatch the Purchase Order

Increasing a Contract and Purchase Order when Price Can Not Be Changed **(KEO, CEO, MWK)**

Initially update the Maximum Amount of the Contract and increase the Merchandise Line Amount(s)

NAVIGATION: *Supplier Contracts • Create Contracts and Documents • Contract Entry*

• Find an Existing Value

1. Enter Contract ID
2. Click Search
3. Click the hyperlink to open contract
4. On the Contract header, click the New Version button
5. Click Yes to the save message
6. Update the change reason and click ok

7. Increase the Total Contract Amount at the Header
8. Go to the Contact Lines
9. Select the Order by Amount Tab
10. Increase the Merchandise Amount so as to match the increase to the Maximum Amount above
11. Select the Release Amounts Tab
12. Increase the Maximum Line Amount to the same amount as the Maximum Amount and Merchandise Amount above (or distribute among lines)
13. Change Contract Status to Approved
14. Click ok on the draft, version will become current version message
15. Click ok on the contract document exists
16. Click Save
17. Confirm or enter Change reason and click ok

Next step, update the Contract Version Number(s) on the Purchase Order to bring in the new pricing.

NAVIGATION: *Purchasing • Purchase Orders • Add/Update PO's*
• Find an Existing Value

18. Enter Business Unit
19. Enter PO ID
20. Click Search
21. Click the hyperlink to select the PO
15. Scroll to Purchase Order Lines
16. Select the Status Tab
17. Click the Change Order icon
22. Select the Contract Tab
23. Select the Contract Version field
24. Select the new version you just created
25. If there are multiple Distributions, click the Schedule Icon, then the Distributions Icon and make the appropriate increases to the Merchandise Amount fields
26. Click Save button
27. Purchase Order will be sent through the Approval Process
28. After approved, Budget Check the Purchase Order
29. Dispatch the Purchase Order

Decreasing an Encumbered Contract and Purchase Order when Price Can Not Be Changed (KEO, CEO, MWK)

Initially decrease the Merchandise Line Amount(s) on the Contract

NAVIGATION: *Supplier Contracts • Create Contracts and Documents • Contract Entry*

• ***Find an Existing Value***

1. Enter Contract ID
2. Click Search
3. Click the hyperlink to open contract
4. On the Contract header, click the New Version button
5. Click Yes to the save message
6. Confirm or enter Change reason and click ok
7. Do not change the Total Contract Amount on the header
8. Scroll down to the Contact Lines
9. Select the Order by Amount Tab
10. Decrease the Merchandise Amount
11. Change Contract Status to Approved
12. Click ok on the draft, version will become current version message
13. Click ok on the contract document exists
14. Click Save
15. Confirm or enter Change reason and click ok

Next step, update the Contract Version Number(s) on the Purchase Order to bring in the new pricing.

NAVIGATION: *Purchasing • Purchase Orders • Add/Update PO's*

• ***Find an Existing Value***

12. Enter Business Unit
13. Enter PO ID
14. Click Search
15. Click the hyperlink to select the PO
16. Scroll down to Purchase Order Lines
17. Select the Status Tab
18. Click the Change Order icon
19. Select the Contract Tab
20. Select the Contract Version field
21. Select the new version you just created
22. If there are multiple Distributions, click the Schedule Icon, then the Distributions Icon and decrease the appropriate Merchandise Amount fields
23. Click Save button
24. Budget Check the Purchase Order
25. Dispatch the Purchase Order

The final step is to update the Total Contract Amount at the Header and the Max Line Amount(s) of the Contract.

NAVIGATION: *Supplier Contracts • Create Contracts and Documents • Contract Entry*

• Find an Existing Value

26. Enter Contract ID
27. Click Search
28. Click the hyperlink to open contract
29. Change the Contract Status to Open
30. Scroll down to the Contact Lines
31. Select the Release Amounts Tab
32. Decrease the Max Line Amounts
33. Decrease the Total Contract Amount on the header
34. Change Contract Status to Approved
35. Click Save
36. Confirm or enter Change reason and click ok

Zero out a Contract Line Amount tied to a Purchase Order (All distributions have been paid against) (KEO, CEO, MWK)

Initially decrease the Merchandise Line Amount(s) on the Contract

NAVIGATION: *Supplier Contracts • Create Contracts and Documents • Contract Entry*
• Find an Existing Value

1. Enter Contract ID
2. Click Search
3. Click the hyperlink to open contract
4. On the Contract header, click the New Version button
5. Click Yes to the save message
6. Confirm or enter Change reason and click ok
7. On the Contact Lines, Select the Order By Amount Tab
8. Decrease the Merchandise Amount(s) to the amount spent against the line(s)
9. Change Contract Status to Approved
10. Click ok on the draft version, will become current version message
11. Click ok on the contract document exists
12. Click Save
13. Confirm or enter Change reason and click ok

Next step, update the Contract Version Number(s) on the Purchase Order to bring in the new pricing.

NAVIGATION: *Purchasing • Purchase Orders • Add/Update PO's*
• Find an Existing Value

10. Enter Business Unit
11. Enter PO ID

12. Click Search
13. Click the hyperlink to select the PO
14. Scroll down to Purchase Order Lines
15. Purchase Order Lines
16. Select the Status Tab
17. Click the Change Order icon
18. Select the Contract Tab
19. Select the Contract Version field
20. Select the new version you just created
21. If there are multiple Distributions, click the Schedule Icon, then the Distributions Icon and decrease the appropriate Merchandise Amount fields to just what has been paid against each
22. Click Save button
23. Purchase Order will be sent through the Approval Process
24. After approved, Budget Check the Purchase Order
25. Dispatch the Purchase Order

The final step is to update the Total Contract Amount at the Header and the Max Line Amounts of the Contract.

NAVIGATION: *Supplier Contracts • Create Contracts and Documents • Contract Entry* ***• Find an Existing Value***

26. Enter Contract ID
27. Click Search
28. Click the hyperlink to open contract
29. Change the Contract Status to Open
30. Scroll down to the Contact Lines
31. Select the Release Amounts Tab
32. Decrease the Max Line Amounts accordingly
33. Decrease the Total Contract Amount on the header
34. Change Contract Status to Approved
35. Click Save
36. Confirm or enter Change reason and click ok

Zero out a Contract Line Amount tied to a Purchase Order (Distribution(s) Have NOT Been Paid) (KEO, CEO, MWK)

NAVIGATION: *Supplier Contracts • Create Contracts and Documents • Contract Entry* ***• Find an Existing Value***

1. Enter Contract ID

2. Click Search
3. Click the hyperlink to open contract
4. On the Contract header, click the New Version button
5. Click Yes to the save message
6. Confirm or enter change reason and click ok
7. On the Contact Lines, Select the Order By Amount Tab
8. Decrease the Merchandise Amount(s) to the amount spent against the line(s)
9. Change Contract Status to Approved
10. Confirm or enter Change reason and click ok
11. Click Save

Next step, Cancel any distributions that have not had a payment against them, and then update the Contract Version Number(s) on the Purchase Order to bring in the new pricing.

NAVIGATION: *Purchasing • Purchase Orders • Add/Update PO's*
• Find an Existing Value

10. Enter Business Unit
11. Enter PO ID
12. Click Search
13. Click the hyperlink to select the PO
14. Scroll down to Purchase Order Lines
15. Click the Schedules Icon
16. Click the Distributions Icon
17. Click the Status Tab
18. Click the Cancel Icon on any line that has not had a payment made against it
19. Select the Status Tab
20. Click the Change Order icon
18. Select the Contract Tab
19. Select the Contract Version field
20. Select the new version you just created
21. If there are multiple Distributions, click the Schedule Icon, then the Distributions Icon and decrease the appropriate Merchandise Amount fields to just what has been paid against each
22. Save
23. Purchase Order will be sent through the Approval Process
24. After approved, Budget Check the Purchase Order
25. Dispatch the Purchase Order

The final step is to update the Total Contract Amount at the Header and the Max Line Amounts of the Contract.

NAVIGATION: *Supplier Contracts • Create Contracts and Documents • Contract Entry*
• Find an Existing Value

23. Enter Contract ID
24. Click Search
25. Click the hyperlink to open contract
26. Change the Contract Status to Open
27. Scroll down to the Contact Lines
28. Select the Release Amounts Tab
29. Decrease the Max Line Amounts accordingly
30. Change Contract Status to Approved
31. Click Save
32. Confirm or enter Change reason and click ok

Zero out a Contract Line Amount tied to a Purchase Order (All Distributions Have Been Paid Against) (BPC, CRO, APK, MSO)

Perform a Change Order on the PO Line(s) to decrease the Merchandise Amount(s) to what has been paid.

NAVIGATION: *Purchasing • Purchase Orders • Add/Update PO's*
• Find an Existing Value

1. Enter Business Unit
2. Enter PO ID
3. Click Search
4. Click the hyperlink to select the PO
5. Scroll down to Purchase Order Lines
6. Select the Status Tab
7. Click the Change Order icon
8. Select the Details Tab
9. Decrease the Merchandise Amount(s) to the amount spent against the Purchase Order
10. If there are multiple Distributions, click the Schedule Icon, then the Distributions Icon and decrease the appropriate Merchandise Amount fields to just what has been paid against each
11. Click Save button
12. Purchase Order will be sent through the Approval Process
13. After approved, Budget Check the Purchase Order
14. Dispatch the Purchase Order

Zero out a Contract Line Amount tied to a Purchase Order (Distribution(s) Have NOT Been Paid Against) **(BPC, CRO, APK, MSO)**

Cancel any distributions on the Purchase Order that do not have a payment against them. Then perform a Change Order on the PO Line(s) to decrease the Merchandise Amount(s) to what has been paid, or add distributions as needed with the new FY funding, or create a new PO for the new FY funding.

NAVIGATION: *Purchasing • Purchase Orders • Add/Update PO's*
• Find an Existing Value

1. Enter Business Unit
2. Enter PO ID
3. Click Search
4. Click the hyperlink to select the PO
5. Scroll down to Purchase Order Lines
6. Click the Schedules Icon
7. Click the Distributions Icon
8. Click the Status Tab
9. Click the Cancel Icon on any line that has not had a payment made against it
10. Select the Status Tab
11. Click the Change Order icon
12. Select the Details Tab
13. Decrease the Merchandise Amount(s) to the amount spent against the Purchase Order
14. If there are multiple Distributions, click the Schedule Icon, then the Distributions Icon and decrease the appropriate Merchandise Amount fields to just what has been paid against each
15. Click Save button
16. Purchase Order will be sent through the Approval Process
17. After approved, Budget Check the Purchase Order
18. Dispatch the Purchase Order

Adding a Contract by Copying From an Existing Contract

NAVIGATION: *Supplier Contracts • Create Contracts and Documents • Contract Entry*

• Add a New Value

1. Set ID is SHARE
2. Leave Contract ID with default of NEXT (The system will assign the next available number)
3. Select Contract Process Option of Purchase Order
4. Click the ADD Button
5. Click the Copy from Contract link
6. Enter Contract ID of contract to be copied
7. Click Search button
8. Check the Sel (Select) box for the contract
9. Click OK
10. All details of the original contract are copied over. You should review and update line or header information and complete the contract

Additional Assistance

For additional assistance please contact the SWIFT Help Line

Help Desk 651-201-8100, option 2

Procurement Support Materials: http://www.swift.state.mn.us/procurement-info/support-materials