QUICK REFERENCE GUIDE

Create and Dispatch a Purchase Order

October 31, 2015

Create and Dispatch a Purchase Order

This guide covers the basic process steps to create and dispatch purchase orders that ***do <u>not</u> reference a contract.***

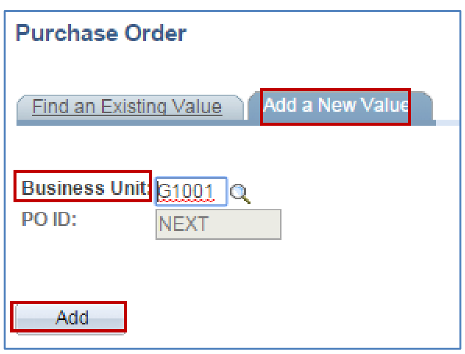
Not all purchase order types follow these process steps in this exact order. For more information about the individual types or fields on purchase orders, review the **Creating Purchase Orders User Guide**. It can be found on the SWIFT Training and Support web pages: https://mn.gov/mmb/accounting/swift/training-support/index.jsp

Process Steps

Step 1: Add Header Information to the Maintain Purchase Order page.

1. **Navigation:** Purchasing, Purchase Orders, Add/Update POs

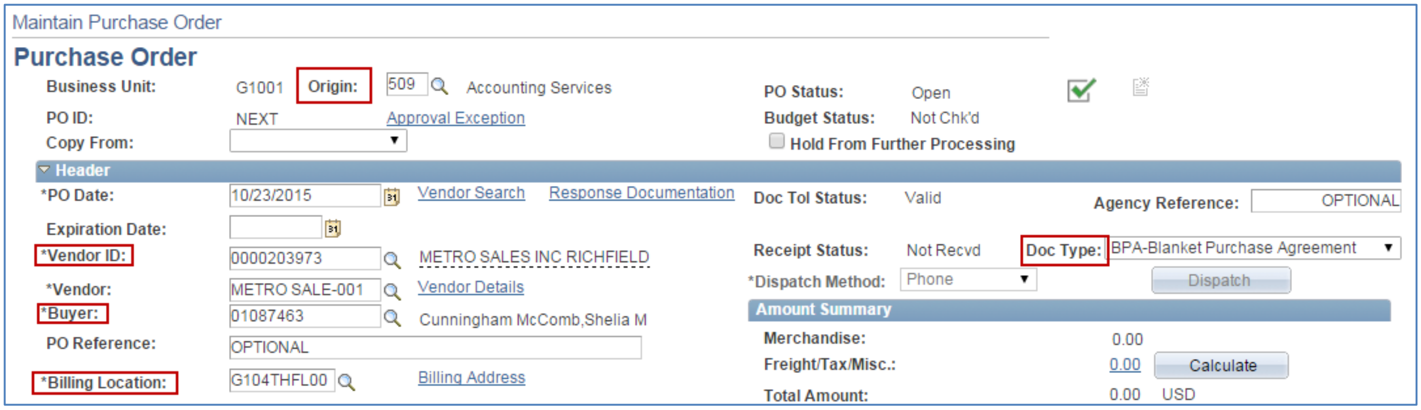
On the **Purchase Order** entry page, the **Add a New Value** tab defaults. On this page, enter the *Business Unit* and click on the **Add** button. The *Business Unit* may already be pre-populated.



2. Enter the required fields on the header of the **Maintain Purchase Order** page.

The header contains information that applied to the entire purchase order.

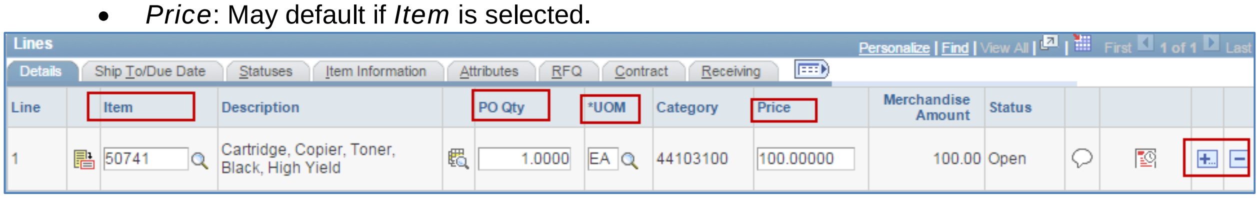
- *Origin:* Enter this information based on your business unit.
- *Vendor ID:* Choosing the SWIFT identification number for vendor will populate the *Vendor Location* and *Vendor Address*.
- *Buyer:* Defaults to the person entering the PO.
- *Billing Location:* May default based on the *Business Unit* chosen.
- *Origin:* Enter this information based on your business unit.
- *Doc Type:* Select the *Doc Type* that is valid for creating purchase orders that do not reference contracts.
- *Dispatch Method:* Select an option to dispatch the purchase order. It may default based on the *Vendor ID*. Typically, "Email" is chosen. Use "Phone" if you do not need it to print.



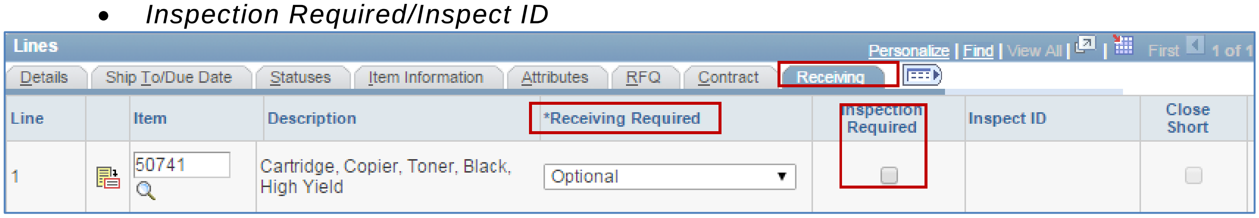
Step 2: Complete the Purchase Order Lines Section.

The purchase order line section contains details about what is being ordered/ encumbered. Use the "+" or "–" signs on every tab to add or subtract lines as needed.

1. On the **Details** tab, enter the following:
   - *Item* (if applicable)
   - *Description* (Defaults if Item is selected)
   - *PO Quantity*
   - *UOM* (Unit of Measurement): Defaults if *Item* is selected
   - *Category*: Defaults if *Item* is selected.
   - *Price*: May default if *Item* is selected.

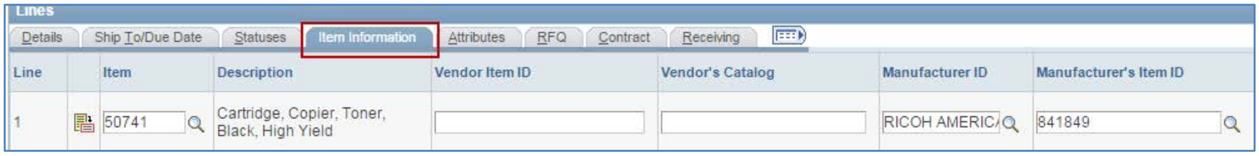


2. On the **Receiving** tab, enter the following information if it is needed by the type of document or your agency's policies.
   - *Receiving Required or DO NOT*
   - *Inspection Required/Inspect ID*



3. On the **Item Information** tab, enter the following as needed.

   If you selected *Item* in the **Details** tab, you can use this tab to enter more information about the item as needed. Or, it may default to what was entered.
   - *Manufacturer I. Manufacturer's Item ID*
   - *Vendor Item ID. Vendor's Catalog*



Step 3: Add Schedules Information.

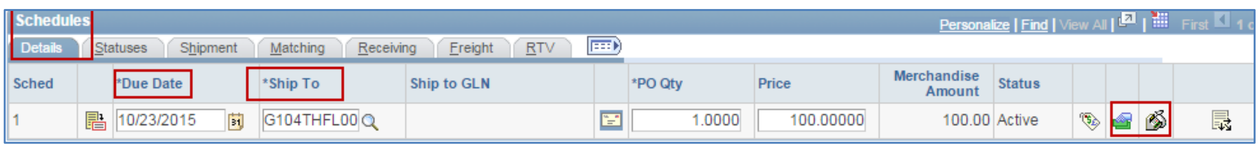
1. Return to the **Details** tab to get to the **Schedule** page.

2. On the **Schedules** page, add and view the schedules for all lines at the same time.

There are seven tabs on the **Schedules** page. Most are not required for creating most purchase orders.

3. On the **Details** tab on the **Schedules** page, enter or confirm the following information:

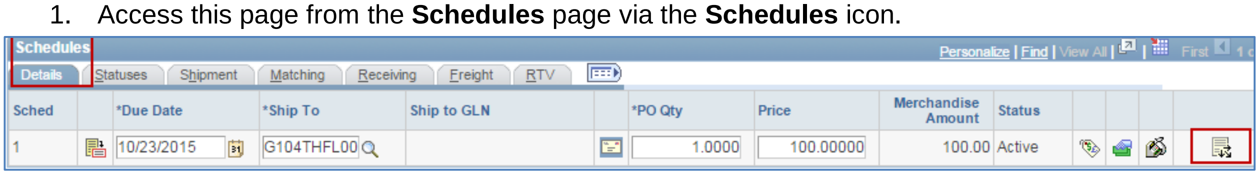
- *Due Date:* It will default to current day
- *Ship To* (Verify the default or enter this information). Some users may not have a default set. The field will be blank.



Step 4: Add Distribution Information.

The **Distributions for Schedule** page is where you enter the accounting details of the purchase order.

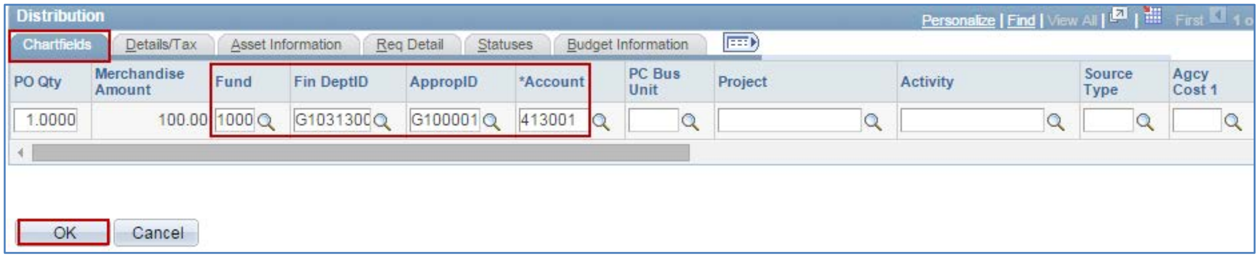
1. Access this page from the **Schedules** page via the **Schedules** icon.



2. Use the **ChartFields** tab for distribution information. Enter the following distribution details.

- *Fund*
- *Fin DeptID*
- *AppropID*
- *Account*

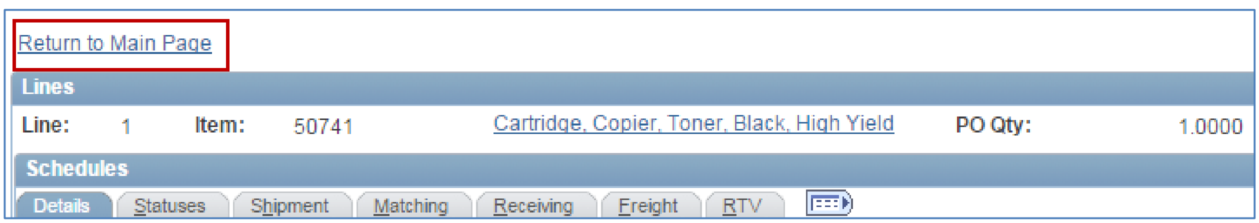
Your agency may be using other distribution information such as: *Agency Cost, PC Bus Unit, Project, Activity* or *Source Type.*



3. Check **Asset Information**.

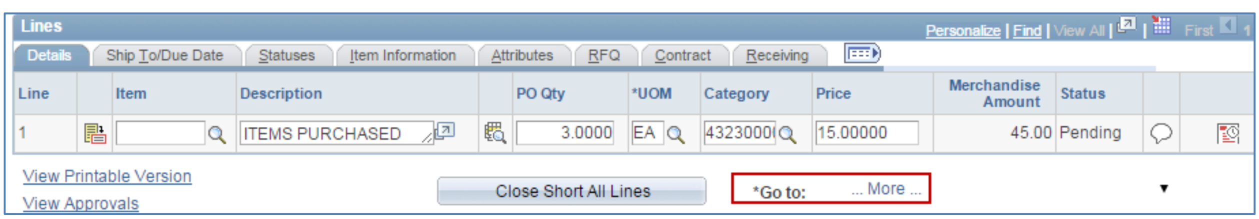
The Asset Information tab should always be checked to record asset information if it is an asset. Assets and thresholds are different for each agency. If it is not an asset at your agency, clear the fields for *AM Unit* and *Profile ID.*

4. Click **OK** when you are done.
5. Click **Return to Main Page**.



Step 5: Add any Miscellaneous Charges as needed.

- As needed, enter any miscellaneous charges such as freight on the **Header Misc. Charges** page. Access this page on the **Go To More** section of the purchase order below the lines.



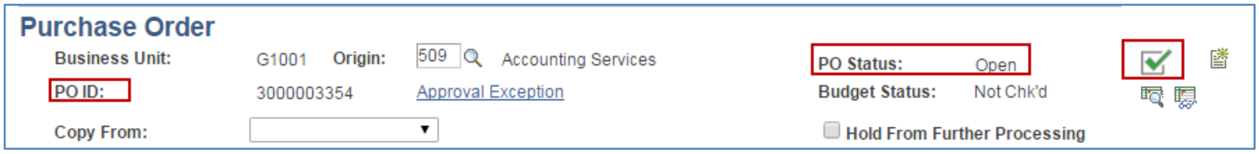
- Refer to the *Add Freight and Miscellaneous Charges* reference guide for further guidance.

http://mn.gov/mmb/accounting/swift/training-support/reference-guides/purchasingqrg.jsp

Step 6: Save. Budget Check and Dispatch the Purchase Order.

1. Save the Purchase Order and submit it for Approval.

- On the **Main Purchase Order** page, click the **Save** button.
- After you save the new purchase order, SWIFT will assign a *PO ID* for it. The *PO Status* is “Open”.



2. Click the **Submit for Approval** green checkbox on the Header to submit it for approval. The *PO Status* is “Pend Appr” or “Pending Approval”.
3. After it is approved, budget check the purchase order.

- Click the **Budget Check** icon.

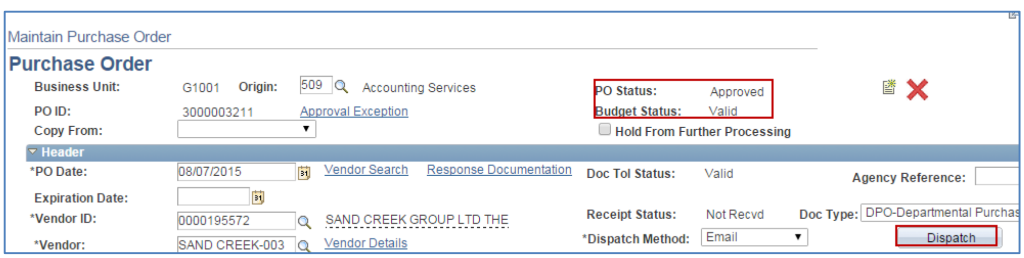
- When SWIFT completes the Budget Check process, it will change the *Budget Status* to “Valid” and the PO is ready to dispatch.

4. Dispatch the Purchase Order.

In order to dispatch a purchase order, the following tasks must be successfully completed.

- *PO Status* is “Approved”
- *Budget Status* is “Valid”

To dispatch a purchase order, click on the **Dispatch** button after the dispatch method has been verified.



- For email dispatch, validate the vendor email address or enter one time address.
- Click the **OK** button.
- Click **Yes** to wait for the dispatch process to complete. OR, click **No** to run the dispatch process and continue working. Clicking **NO** will run the dispatch process in the background. You can continue to create purchase orders while SWIFT is running the dispatch process.

When the dispatch has been successfully processed, the *PO Status* will be “Dispatched.”