

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 not reference a contract.**

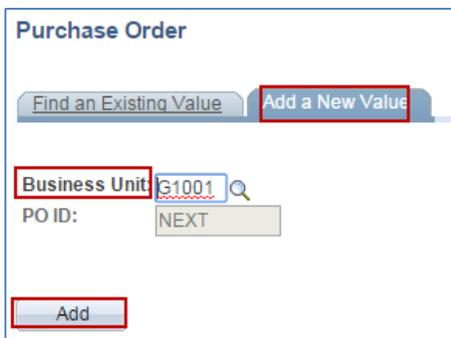
Not all purchase order types follow these process steps in this exact order. For more information about the individual types or fields on purchase orders, review the **Creating Purchase Orders User Guide**. It can be found on the SWIFT Training and Support web pages: <https://mn.gov/mmb/accounting/swift/training-support/index.jsp>

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.



The screenshot shows a web interface titled "Purchase Order". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected and highlighted in red. Below the tabs, there is a "Business Unit" field containing the value "31001" and a search icon. Below that is a "PO ID:" field with a "NEXT" button. At the bottom left, there is an "Add" button highlighted in red.

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.

Maintain Purchase Order

Purchase Order

Business Unit: G1001 **Origin:** 509 Accounting Services PO Status: Open

PO ID: NEXT [Approval Exception](#) Budget Status: Not Chk'd

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Header

*PO Date: 10/23/2015 [Vendor Search](#) [Response Documentation](#) Doc Tol Status: Valid Agency Reference: OPTIONAL

Expiration Date:

***Vendor ID:** 0000203973 METRO SALES INC RICHFIELD Receipt Status: Not Recvd **Doc Type:** BPA-Blanket Purchase Agreement

*Vendor: METRO SALE-001 [Vendor Details](#) *Dispatch Method: Phone

***Buyer:** 01087463 Cunningham McComb,Shelia M

PO Reference: OPTIONAL

***Billing Location:** G104THFL00 [Billing Address](#)

Amount Summary

Merchandise: 0.00

Freight/Tax/Misc.: 0.00

Total Amount: 0.00 USD

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.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	50741	Cartridge, Copier, Toner, Black, High Yield	1.0000	EA	44103100	100.00000	100.00	Open				

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*

Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID	Close Short
1	50741	Cartridge, Copier, Toner, Black, High Yield	Optional	<input type="checkbox"/>		<input type="checkbox"/>

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*

Lines							
Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving
Line	Item	Description	Vendor Item ID	Vendor's Catalog	Manufacturer ID	Manufacturer's Item ID	
1	50741	Cartridge, Copier, Toner, Black, High Yield			RICOH AMERIC	841849	

Step 3: Add Schedules Information.

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

Lines											
Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving				
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1						0	0.000	Open			

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.

Schedules										
Details	Statuses	Shipment	Matching	Receiving	Freight	RTV				
Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status			
1	10/23/2015	G104THFL00		1.0000	100.00000	100.00	Active			

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.

Schedules										
Details	Statuses	Shipment	Matching	Receiving	Freight	RTV				
Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status			
1	10/23/2015	G104THFL00		1.0000	100.00000	100.00	Active			

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.*

Distribution

Personalize | Find | View All | First

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information

PO Qty	Merchandise Amount	Fund	Fin DeptID	AppropID	*Account	PC Bus Unit	Project	Activity	Source Type	Agcy Cost 1
1.0000	100.00	1000	G1031300	G100001	413001					

OK Cancel

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*.

Distribution

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information

AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID
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4. Click **OK** when you are done.
5. Click **Return to Main Page**.

Return to Main Page

Lines

Line: 1 Item: 50741 Cartridge, Copier, Toner, Black, High Yield PO Qty: 1.0000

Schedules

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

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.

Lines

Personalize | Find | View All | First

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		ITEMS PURCHASED	3.0000	EA	4323000	15.00000	45.00	Pending

View Printable Version | View Approvals | Close Short All Lines | *Go to: ... More ...

- 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".

Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services **PO Status:** Open

PO ID: 3000003354 [Approval Exception](#) **Budget Status:** Not Chk'd

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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.

Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services **PO Status:** Pend Appr

PO ID: 3000003354 [Approval Exception](#) **Budget Status:** Not Chk'd

- 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.

Maintain Purchase Order

Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services **PO Status:** Approved

PO ID: 3000003211 [Approval Exception](#) **Budget Status:** Valid

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Header

*PO Date: 08/07/2015 [Vendor Search](#) [Response Documentation](#) Doc Tol Status: Valid Agency Reference:

Expiration Date:

*Vendor ID: 0000195572 [SAND CREEK GROUP, LTD THE](#) Receipt Status: Not Recvd Doc Type: DPO-Departmental Purchas

*Vendor: SAND CREEK-003 [Vendor Details](#) *Dispatch Method: Email

- 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."

Maintain Purchase Order

Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services **PO Status:** Dispatched

PO ID: 3000003211 [Approval Exception](#) **Budget Status:** Valid

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