

## QUICK REFERENCE GUIDE

### *Create a Purchase Order Receipt*

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## Create a Purchase Order Receipt

In SWIFT, a receipt tracks the quantity or amount received against a purchase order. Receiving includes determining if the purchase is an asset. This guide provides the steps to create a purchase order receipt.

### Steps to Create a Purchase Order Receipt

- Step 1: Navigate to the Purchasing Create Receipt Page
- Step 2: Use the Select Purchase Order Page to Locate the PO to Receive
- Step 3: Review the Purchasing Details on the Retrieved Rows Area
- Step 4: Review or Update the Details of the Receipt
- Step 5: Save the Receipt.

#### Step 1: Navigate to the Purchasing Create Receipt Page

- **Navigation:** Purchasing, Receipts, Add/Update Receipts
- On the **Add a New Value** tab, enter the *Business Unit*.
- Click **Add**.

Receiving

Find an Existing Value Add a New Value

Business Unit: G1001

Receipt Number: NEXT

PO Receipt

Add

#### Step 2: Use the Select Purchase Order Page to Locate the PO to Receive.

This search locates dispatched purchase orders. There are several ways to search for the purchase order lines to be received. *PO ID* is the most common search term. Enter information to locate the purchase order to be received.

- Enter information to locate the purchase order to be received.
- Click **Search**.

Select Purchase Order

**Search Criteria**

PO Unit:  Origin:  Days +/- Today:

D:  Start Date:

Line / Schedule:  /  End Date:

Release:  Vendor Name:  [Vendor Lookup](#)

Item ID:  Vendor Item ID:

Ship To:  Manufacturer ID:

Ship Via:  Manufacturer's Item ID:

Retrieve Open PO Schedules

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining Qty

**Step 3: Review the Purchasing Details on the Retrieved Rows Area.**

Review the lines to make sure that the item being received matches the original purchase order.

- Each line of the original purchase order is listed separately on the **Retrieved Rows** section unless that line has been received in full on previous receipts. To view all purchase order lines, uncheck the "Retrieve Open PO Schedules" checkbox. If a line has multiple schedules, each schedule will be listed separately.
- You can receive more than one line on one receipt.

There are three tabs with detailed information to be reviewed for the receipt.

- **Selected Rows Tab.** Lists the basic information about the purchase order line. It includes PO Unit, PO ID, Origin, Origin Description, Line and Schedule Number, Contract Release, Due Date, Prior Receipts, Item ID and Description.
- **Shipping Related Tab.** Displays the shipping information specified for the line and schedule from the purchase order. If it is blank, it was not entered on the purchase order. Lists the Origin, Origin Destination, Line and Schedule Number, Shipment Method, Vendor Number, Vendor Location Number and the Vendor Item ID Number.
- **More Details Tab.** Rarely used. The purpose is for agencies that track inventory. It provides additional information from the purchase order. If it is blank, it was not entered on the original purchase order.
- After you review all of the details, confirm the lines and schedules. Check the **Sel** (Select) checkbox. Click **OK**.

**Retrieved Rows**

Selected Rows Shipping Related More Details

Sel	PO Unit	PO ID	Origin	Origin Description	Line	Sched	Release	Due Date
<input checked="" type="checkbox"/>	G1001	3000003209	514	Management Services	1	1	2339	07/31/2015
<input checked="" type="checkbox"/>	G1001	3000003209	514	Management Services	2	1	2340	07/31/2015

Select All  Clear All

**Step 4: Review or Update the Details of the Receipt.**

There are two places to review or update the details of a receipt: **Maintain Receipts** page and the **Header Details**.

**1. Maintain Receipts.**

Update any fields as necessary. For example, update the price or quantity.

Receipt Lines						
Receipt Lines		More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information
Line	Item	Description	Receipt Qty	Receipt Price		
1		FY16 Employee Assistance Progr	1.0000	500000.00000		

**2. Header Details**

SWIFT defaults the *Receipt Date* to the date the receipt was entered. To update the date to the actual date the goods or services were received, click on the **Header Details** link. Update the *Receipt Date* to the actual receipt date and click the **OK** button.

Image of

Header Details			
Business Unit:	G1001	*Receipt Date:	06/30/2016
Receipt ID:	NEXT	User ID:	Receipt Time: 1:37PM
Receive Source:	On-line	Receipt Status:	Open
Origin: 511 Human Res Mgmt&Insurance			

**Step 6: Save the Receipt.**

After you enter or review all of the necessary fields, save the receipt. Click the **Save** button at the bottom of the page. Once it is saved, the *Receipt Status* is updated to "Fully Received". SWIFT assigns it a *Receipt ID*. It is now available to accounts payable for voucher creation.

Receiving	
Business Unit:	G1001
Receipt ID:	000002577
Receipt Status:	Fully Received
<a href="#">Add Header Comments</a> <a href="#">Activities</a>	

**You have successfully created and saved a purchase order receipt.**