PO I

Purchase Order Inquiry, Query and Search

User Guide

January 29, 2016

Version # 1
Minnesota Management & Budget

For updates to this and other training information, please see the SWIFT web pages at http://www.mn.gov/mmb/accounting/swift/

POI Purchase Order Inquiry, Query and Search

To jump to an area within the User Guide, click on the topic in the Table of Contents.

Table of Contents

POI Inquiry, Query and Search Overview

Course Overview

When there are questions about the status or details of purchase orders, SWIFT provides several tools to find up-to-the-minute information about them. You can find information about individual purchase orders or groups of purchase orders in various stages of the purchasing life cycle. You can determine if there are any errors so that you can correct them.

This course covers ways to view purchase order information. Users learn how to run purchase order inquiries, queries and searches. These reporting tools allow users to gain detailed information about a single purchase order or multiple ones.

Purchasing Overview

Purchasing is the process that enables State agencies to procure goods or services.

State agencies record and track financial transactions in SWIFT. SWIFT incorporates all of the administrative functions across state agencies, including financial, procurement, reporting and the current SEMA4 (human resources/payroll) system. Purchasing is an expense account in SWIFT's general ledger (GL). This account documents what the State of Minnesota agencies have encumbered for purchases of goods or services.

Purchasing refers to the SWIFT system used to enter requisitions, regular purchase orders, and contract purchase orders into a shared system. A unique system-generated ID number is assigned to each requisition, purchase order, receipt, and voucher to provide tracking through each of the stages of the purchasing life cycle.

Purchase Orders

A purchase order is a formal document given to vendors. The purchase order includes a list of goods and/or services that are to be purchased. It is legally binding. Purchase orders are created to cover different types of procurement. Purchase order documents encumber funds. Purchase orders may have a relationship to a contract, a requisition and/or solicitation document. The document type is associated with the different types of procurement and the process flow in SWIFT.

A purchase order can be created by:

- **Direct Entry:**
  A purchase order that is entered directly or copied in SWIFT from a purchasing document

- **Sourcing from a Requisition (which liquidates the pre-encumbrance):**
  An internal document an agency uses to request the purchasing department to initiate a purchase.

- **Strategic Sourcing Event:**
  The SWIFT Strategic Sourcing process enables state agencies to solicit bids electronically (RFBs), information (RFIs) and proposals (RFPs) from outside vendors online using what is known as an event.

- **Supplier Contract Release:**
  The purchase order is created referencing a previously created Contract Release Order for that purchase.

Key Terms in Purchasing

- *Buyer* is a state agency staff person who administers contracts, encumbers funds and creates purchase orders.
- *Encumbrance* is a special type of accounting transaction that anticipates a future expenditure. Funds are encumbered, or set aside, in a particular appropriation budgetary account for a specific future purchase. The document used to record an encumbrance is called a purchase order.
- *eProcurement:* The eProcurement module is used to create pre-encumbrances for future purchases, as well as to order stock material from an Inventory Center by specific State agencies.
- *Pre-encumbrance* is done with a requisition. It is designed to hold the funds for a specific purpose.
- *Procurement* consists of the activities required to obtain goods and services from suppliers or vendors.
- *Purchase Order* (PO) authorizes the state agency to purchase specific goods or services at a certain price. It is sent to the supplier (vendor). When the vendor accepts the purchase order, it becomes a contract in which both parties are expected to fulfill. The purchase order establishes key information that carries through the Accounts Payable system such as the *Vendor ID*. Purchase orders create encumbrances. If a requisition is referenced, the purchase order liquidates the pre-encumbrance.
- *Requisition* is an internal document by which a using agency requests the purchasing department to initiate procurement (a purchase).
- *Vendor* is the supplier of the goods or services.
- *Voucher* is an electronic version of a paper invoice received by a vendor. Vouchers are the mechanism by which the State of Minnesota electronically pays for goods and services.

- The *Chart of Accounts* is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Account field is called a *ChartField.* There are several required *ChartFields*, that when combined define the funding source being used. Understanding these fields will assist in any potential errors that may appear during the budget check step. These *ChartFields* are required to define the appropriate funding source:

    1. *Statewide ChartFields* are:
       Fund, Financial Department ID (also known as Fin DeptID), Appropriation ID and Account
    2. *Agency Reporting ChartFields* are:
       Statewide Cost, Agency Cost, SubAccount, Agency Cost 1 and Agency Cost 2
    3. *Project/Grant Reporting ChartFields* are:
       PC Business Unit, Project, Activity, Source Type, Category and Sub-Category

SWIFT ChartFields

	Statewide Reporting				Agency Reporting			
Display Name	Fund	Fin DeptID	AppropID	Account	Statewide Cost	Sub Account	Agency Cost	Agency Cost 2
Field Length	4	8	7	6	3	4	5	5
	Required				Optional			

Project/Grant Reporting

PC Business Unit	Project	Activity	Source Type	Category	Sub-Category

The Lessons in the *POI Purchase Order Inquiry, Query and Search* course include:

1. Using Inquiries for Purchase Order Information
2. Using Queries for Purchase Order Information
3. Using Searches for Purchase Order Information

Lesson 1: Using Inquiries for Purchase Order Information

Lesson Overview

An inquiry is an online data lookup that is geared to data in a specific SWIFT module. An inquiry features fields used to specify the needed data. SWIFT presents the results online as rows and columns of data. Use **Review PO Information** to access these inquiries.

Many of the purchase order inquiries are accessible through the **Review PO Information** submenu.

In general, they follow the same steps:

- Step 1: Navigate to the **Inquiry** Page Using the **Review PO Information** Page.
- Step 2: Use the **Inquiry Results** to Review and Select Purchase Orders.
- Step 3: Review the Appropriate Purchase Order for the Information that You Need.

The inquiries available on the **Review PO Information** page are as follows.

Inquiry Type	Purpose
Document Status	Displays all of the transactions associated to an individual purchase order (e.g., contracts, receipts, requisitions, payments, vouchers, or events).
PO Accounting Entries	Displays all transactions for a purchase order by distribution.
Purchase Order Inquiry	Used to inquire or view information on a previously created purchase order. You can view vendor details, purchase order header details, billing address details, comments and procurement documents.

There are other “inquiries” available on the header of a purchase order.

Inquiry Type	Purpose
Activity Summary	Provides a summary of activities for an individual purchase order. You can also find details regarding the original purchase order, receipts, invoices and matching.

Inquiry Type	Purpose
Comments	Allows you to view comments and attachments.
Purchase Order Total Amount Details	Click on the Freight/Tax/Misc field. View price adjustments broken down into individual amounts, such as freight, sales and use tax, miscellaneous charges, and value-added tax.
Review Change Orders	It states whether changes exist.

The most commonly used inquires for purchase orders are: Document Status, Purchase Order Activity Summary and Purchase Order Inquiry. They are highlighted in this lesson.

After completing this lesson, you will be able to:

- Access and use the Document Status Inquiry
- Access and use the Purchase Order Activity Inquiry
- Access and use the Purchase Order Inquiry

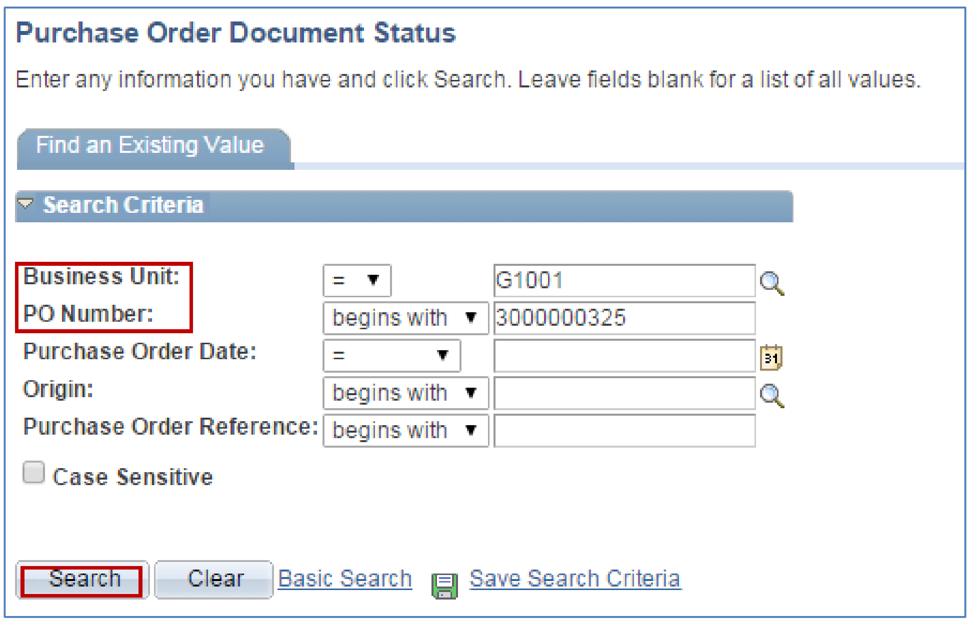
Document Status Inquiry

Topic Overview

Use the **Document Status Inquiry** to find out all of the documents associated with a purchase order. These transactions include receipts, requisitions, vouchers, contracts, payments and events attached to a purchase order. It also provides information about the accounting entries associated with it. You can also access the **Document Status Inquiry** from within each individual transaction.

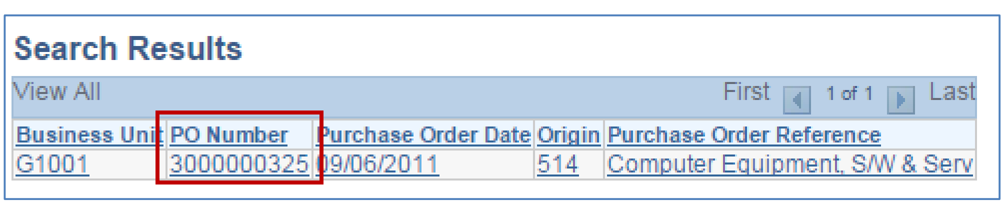
Step 1: Navigate to the Activity Inquiry Page using the Review PO Information Page.

- **Navigation:** Purchasing, Purchase Orders, Review PO Information, Document Status
- Enter the *Business Unit* and *PO Number*. Click on **Search**.



Step 2: Use the Inquiry Results to Review and Select Purchase Orders.

- If you entered *PO Number* "contains" or another search criteria, it brings you to the **Search Results** page. Click on the *PO Number*. It brings you to the purchase order you selected.


Search Results

View All | First 1 of 1 Last

Business Unit	PO Number	Purchase Order Date	Origin	Purchase Order Reference
G1001	3000000325	09/06/2011	514	Computer Equipment, S/W & Serv

Or, if you entered the *PO Number*, SWIFT brings you directly to the **Document Status** page.

Step 3: Review the Purchase Order for the Information that You Need on the Document Status Page.

SWIFT brings you to the **Document Status** page.

- Click on any *Doc IDs* to get details about the related transaction.
- The *PO ID* link brings you to the Purchase Order.
- The **Document Status Inquiry** icon brings you to a page that shows you associated documents such as a purchase order, voucher or payment.

Document Status

Business Unit:	G1001	**PO ID:**	3000003211
Document Date:	08/03/2015	**Status:**	Dispatched
Currency:	USD	**Document Type:**	Purchase Order
Buyer:	Savino,Diane M	**Merchandise Amt:**	1,330.00
		Budget Status:	Valid

Associated Document — Personalize | Find | View All | First 1-4 of 7 Last

Documents | Related Info

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
SHARE		Contract	00000000000000000000084340	Approved	10/01/2014	0000205972		
	G1001	Receipt	0000009254	Moved	08/14/2015	0000203973	001	
	G1001	Receipt	0000009344	Moved	09/01/2015	0000203973	001	
	G1001	Voucher	00014325	Posted	07/01/2015	0000203973	001	

- If the purchase order was created by referencing a contract, there will be a contract document. Click on the *Contract ID* to see a list of the events attached to this contract for that line. If you check the **Sel** (Select) box and scroll to the bottom of the page, you can view *Contract ID* information.

Events

SetID: SHARE **Contract ID:** 00000000000000000000025962 **Vendor ID:** 0000201272

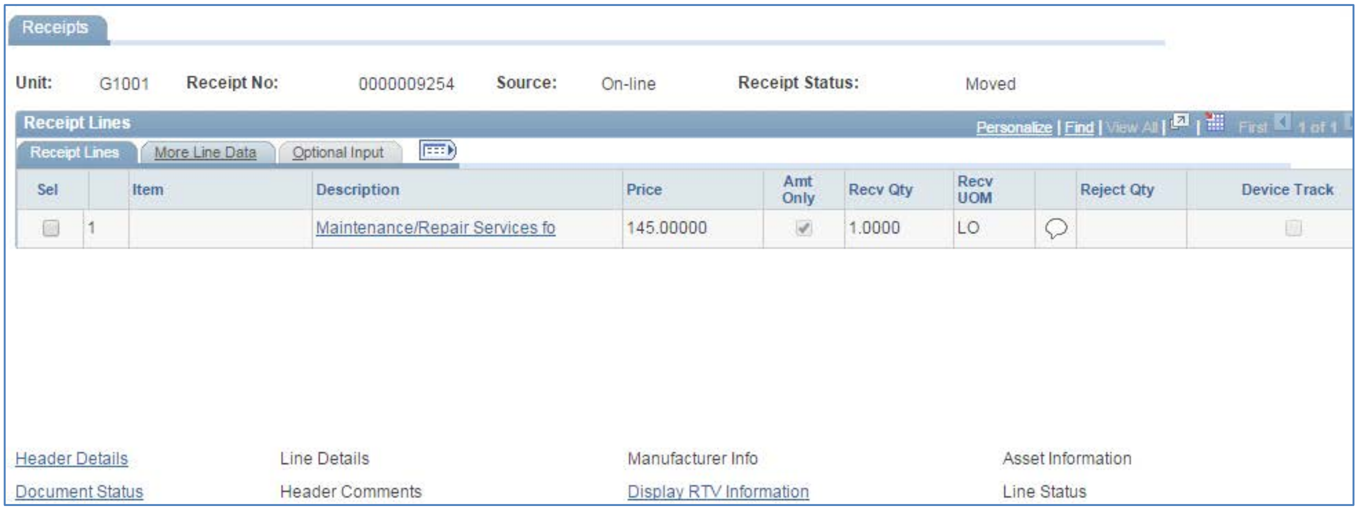
Contract Events — Personalize | Find | First 1-406 of 406

Sel	Version	Type	BU	ID	Status	Reference	Release	Amount	Currency
☑	1	PO Release	B2201	3000165282	Dispatched	Replacing PO 95433	379	1,191.01	USD
☐	1	PO Release	H5501	3000038083	Dispatched	FY16 CO Barb Geiger Oracle ren	511	252,632.96	USD

View Contract ID Line

View Contract ID Category

- The *Receipt ID* brings you to any receipt lines associated with the purchase order. It displays the *Receipt Number* that was entered; quantity received and accepted; and rejected shipment quantities.


Receipts

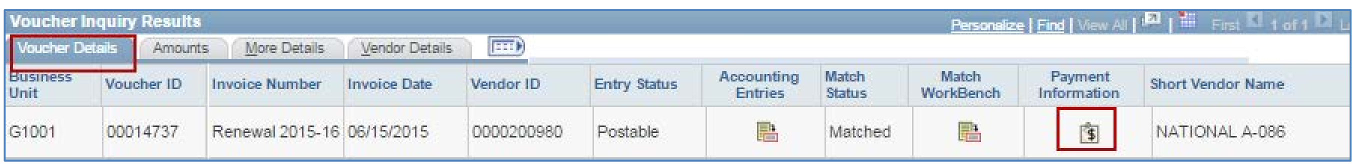
Unit: G1001 Receipt No: 0000009254 Source: On-line Receipt Status: Moved

Receipt Lines

Sel		Item	Description	Price	Amt Only	Recv Qty	Recv UOM		Reject Qty	Device Track
	1		Maintenance/Repair Services fo	145.00000		1.0000	LO			

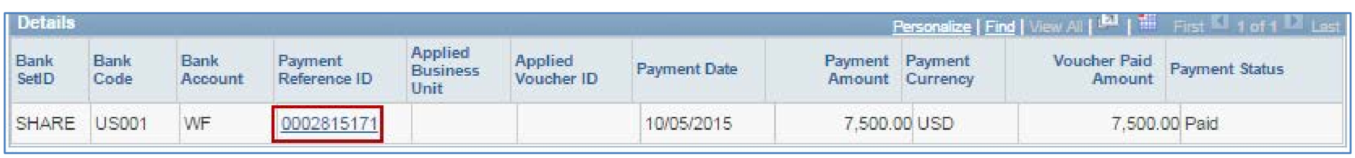
Header Details | Line Details | Manufacturer Info | Asset Information
Document Status | Header Comments | Display RTV Information | Line Status

- The *Voucher ID* brings you to the **Voucher Inquiry Results** page. Scroll to the bottom of the page. You can get more information about the voucher attached to the purchase order.
  - The **Voucher Details** tab shows the *Voucher ID* associated with the purchase order, *Invoice Number, Invoice Date* and *Entry Status.*


Voucher Inquiry Results

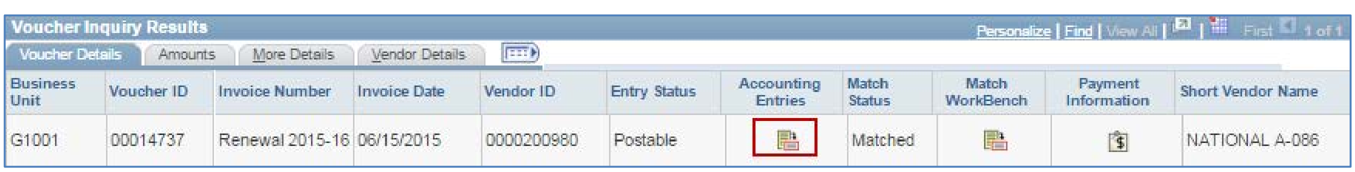
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
G1001	00014737	Renewal 2015-16	06/15/2015	0000200980	Postable		Matched			NATIONAL A-086

  - Click the **Payment Information** button to learn about payment for this voucher. Click on the **Payment Reference ID** link.


Details

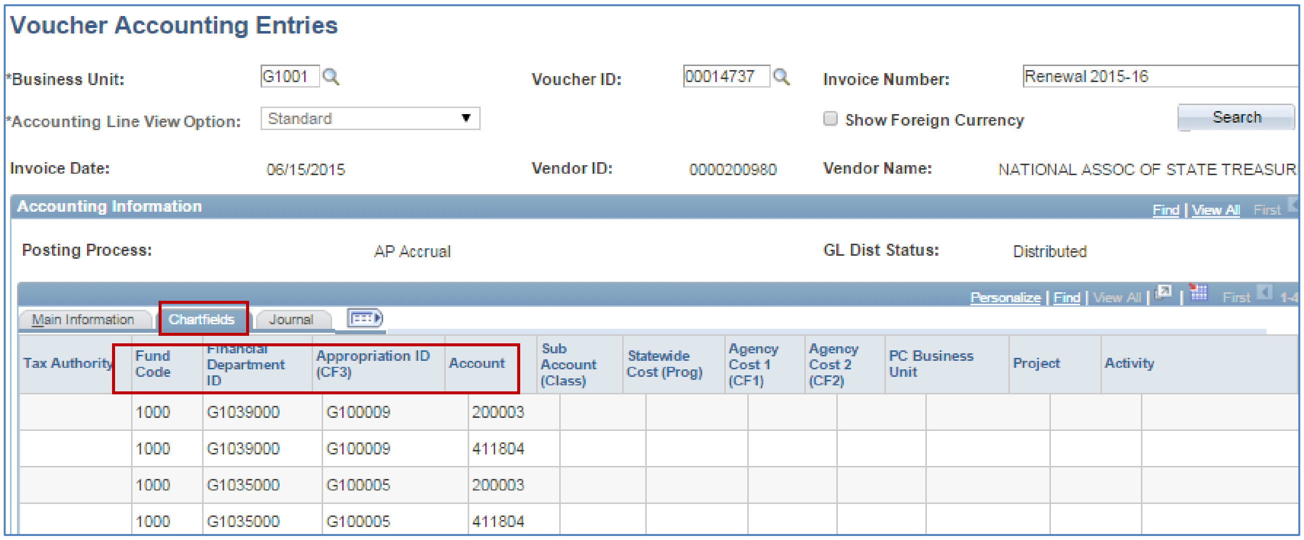
Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
SHARE	US001	WF	0002815171			10/05/2015	7,500.00	USD	7,500.00	Paid

  - It brings you to the **Payment Inquiry Results** page. Scroll to the bottom of the page. You can see whether this line was paid.
- Click on the **Accounting Entries** icon that is on the **Voucher Details** tab.


Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
G1001	00014737	Renewal 2015-16	06/15/2015	0000200980	Postable		Matched			NATIONAL A-086

You can see the *ChartFields* associated with this voucher.



- Click the **Match Workbench** icon on the **Voucher Details** tab.

  - You can view detailed information about matched documents for the selected voucher while still reviewing the **Voucher Inquiry Search** results.
  - The **Inquiry** page you access is dependent on the match status of the voucher. It also explains the line details and gives a breakdown of the match rules that were applied towards the purchase order.

You have now completed the Document Status Inquiry.

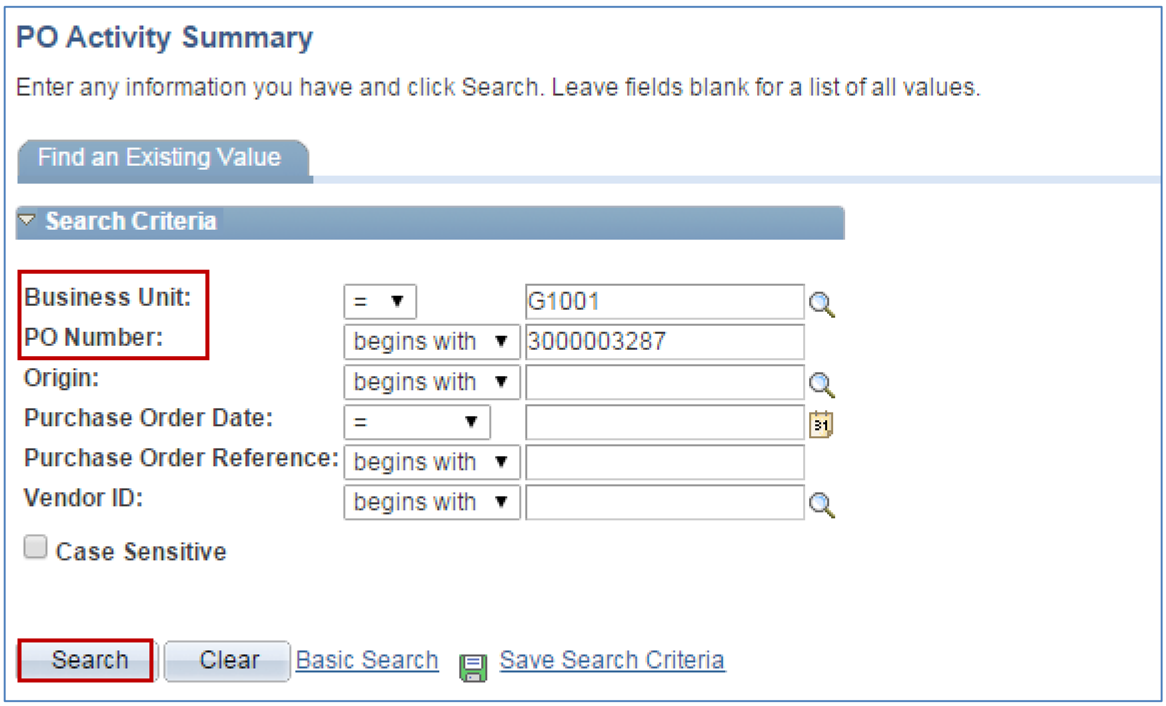
Purchase Order Activity Summary

Topic Overview

Use the **Purchase Order Activity Summary** pages to view the receiving, invoicing, matching and returning activities on the selected purchase order to date. It also displays the total merchandise amount as well as the merchandise received, vouchered and matched.

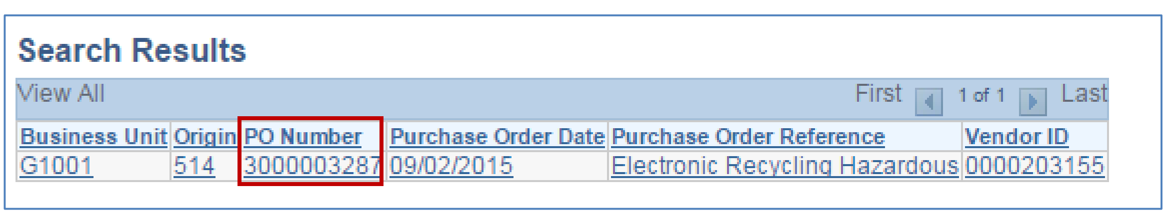
Step 1: Navigate to the Activity Inquiry Page using the Review PO Information Page.

- **Navigation:** Purchasing, Purchase Orders, Review PO Information, Activity Summary
- On the **PO Activity Summary** page, enter the *Business Unit* and *PO Number.* Click **Search**. T



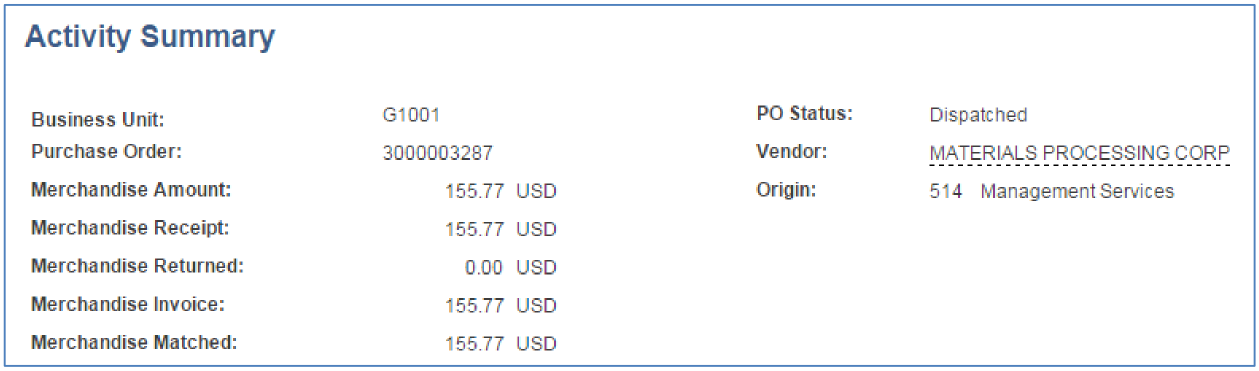
Step 2: Use the Inquiry Results to Review and Select Purchase Orders.

On the **Search Results** page, click on the *PO Number*.



Step 3: Review the Purchase Order for the Information that You Need on the Activity Summary Page.

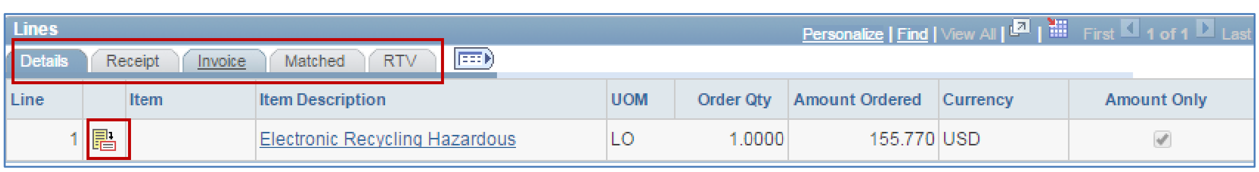
Header: The header contains basic information about the purchase order and a summary of the various document totals.



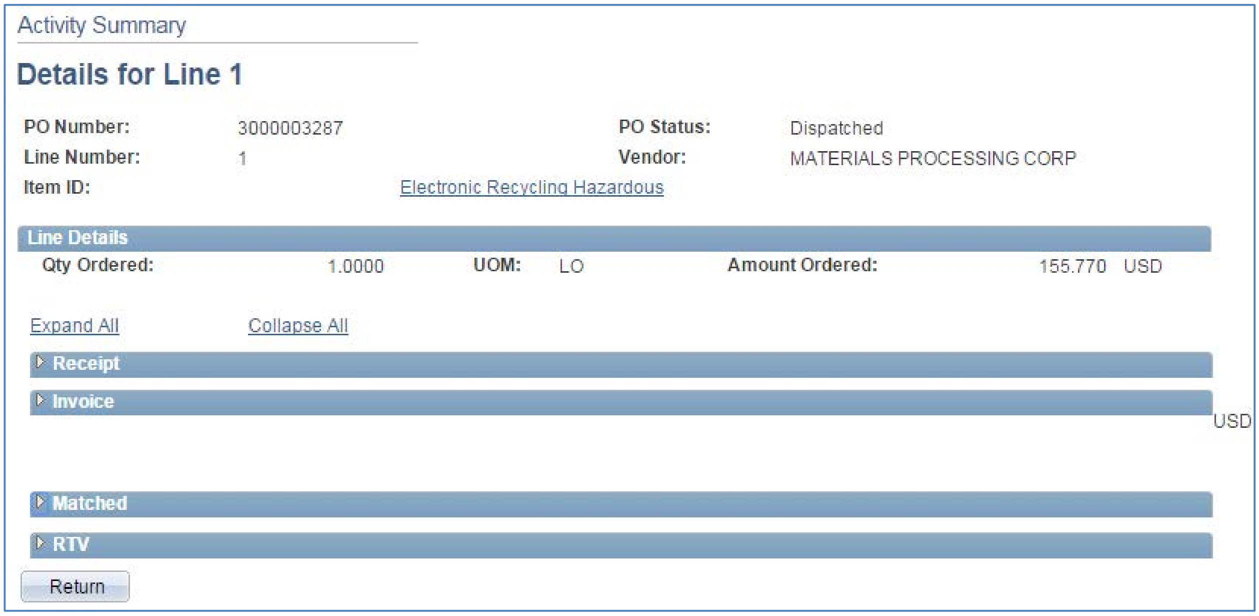
Field	Description
Merchandise Amount	Total dollar amount of the purchase order.
Merchandise Receipt	Total dollar amount of all receipts associated with the purchase order.
Merchandise Returned	This functionality is not used in SWIFT.
Merchandise Invoice	Total dollar amount of all vouchers associated with the purchase order.
Merchandise Matched	Total dollar amount of all matched vouchers associated with the purchase order.

Lines: The lines section provides specific details about each of the associated documents.

There are five tabs that can be viewed individually. Or, the details can be seen all at once on the **Line Details** page. Each of these tabs contains the **Line Details** icon.

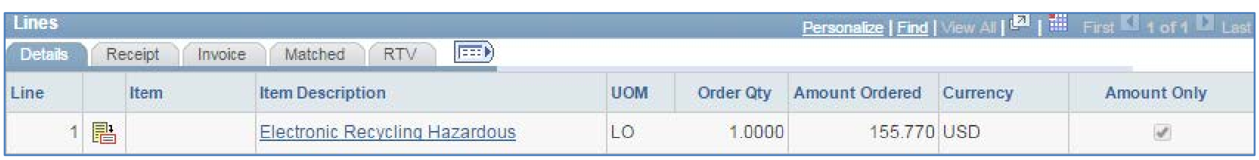


- **Line Details:** Clicking on the **Line Details** icon brings you to the **Details for Line** page. You can see activity associated with this line. This activity includes amounts related to receipts, invoices and matching. View each section by clicking the section. Or, you can click the **Expand** icon to open all sections at once.



- **Details:** contains information about the original purchase order.
    - *Item/Item Description:* Item ID number and description of the line item from the purchase order.
    - *UOM:* Unit of measure for the line item from the purchase order.
    - *Order Qty:* Line quantity from the purchase order.
    - *Amount Ordered:* Total dollar amount for the purchase order line.
    - *Currency*: Currency will always be *USD.*
    - *Amount Only:* A checked box indicates the purchase order is Amount Only

  NOTE: Determining *Amount* versus *Quantity* is very important on a purchase order.



Line		Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1			Electronic Recycling Hazardous	LO	1.0000	155.770	USD	✓

- **Receipt:** displays details about the receipt(s) associated with the purchase order. The *Item ID, Description* and *UOM* default from the purchase order so they should be the same as the **Details** tab.
    - Qty Received: The quantity delivered and the UOM in which it was received.
    - Qty Accepted: The quantity received less the quantity rejected.
    - Open Quantity: Displays the amount that is open or has not been received.

  NOTE: If the purchase order is "Amount only", receiving will be based on dollar amount, not the quantity. The fields on this tab will reflect this.

- Click the **Receipt** button to see more specific details of the receipt.

The receipt line details the *Business Unit ID* number of the *Receipt ID* as well as some additional details.

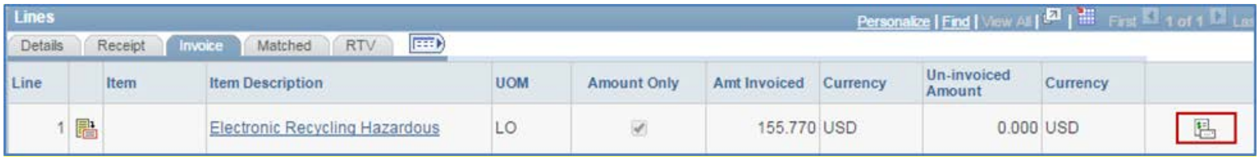
- o *Vendor Receipt Qty:* Quantity of items received from the Vendor Unit of Measurement (UOM).
- o *Vendor Reject Qty:* Quantity of items rejected expressed in the Vendor UOM.
- o *Merchandise Amount:* Total price of the items.

Clicking the *Receipt ID* will link you to the **Receipt Inquiry** page. There are three tabs.

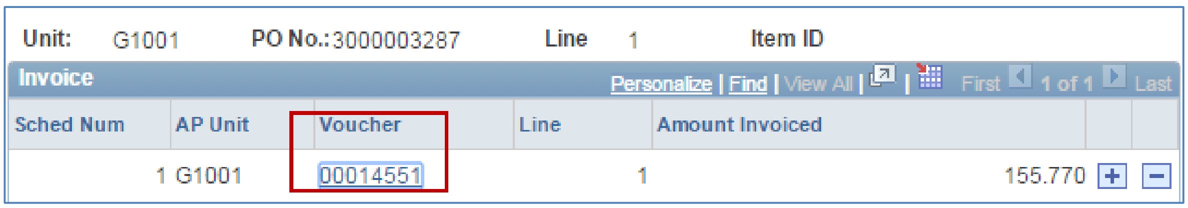
- o *Receipt Lines* will show the price of the item, the quantity that was received and whether something was rejected on the receipt. Comments made on the receipt can also be seen by clicking the **Comments** icon.
- o *More Line Data* shows you details such as *Accepted Qty, Net Receipt, Ship To, Due Date* and *Vendor UOM.*
- o *Optional Input* displays the *Line Number Rejection Reason and Action, Line Number, Invoice Number* and *Packing Slip Number. RMA* is not used by the state.

- **Invoice:** Shows all related vouchers, except for those that have been deleted. Details include *the Item ID* and *Description, UOM, Quantity,* if the purchase order was *Amount Only* and the *Currency.*
  - o The un-invoiced quantity is the difference between the quantity on the original purchase order and what has been invoiced.

- The un-invoiced amount is the difference between the dollar amount on the original purchase order and what has been invoiced.

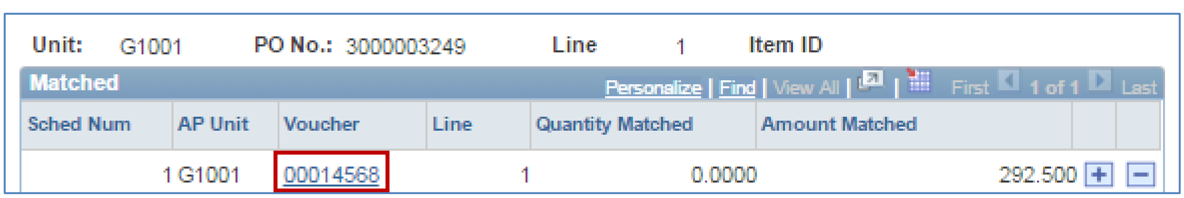


- If you click on the **Invoice** icon, you can see accounts payable information. This includes *Business Unit, Voucher ID, Quantity Invoiced* (quantity listed on the specified voucher line) and the *Amount Invoiced* (which is the dollar amount listed on the voucher line).
- Clicking the **Voucher ID** link will open the **Voucher Inquiry** page for more details of the voucher.



- **Matched:** provides matching information about the purchase order.
  - Matching will compare the purchase order, receipt and invoice to determine if the whole quantity has been matched. It shows the *Item ID* and *Number, UOM, Qty Matched* (Quantity for the purchase order line that has been matched) and the *Amt Matched* (the amount of the purchase order line that has been matched).

  - Clicking on the **Match** icon, you can see the quantity and amount matched as well as the voucher accounts payment unit and ID. If you click on the *Voucher ID*, SWIFT brings you to the **Voucher Inquiry Results** page. You can get details about the voucher.



- **RTV**: SWIFT does not use this feature.

You have now completed the Purchase Order Activity Summary Inquiry.

Purchase Order Inquiry

Topic Overview

Use the **Purchase Order Inquiry** to inquire or view information on a previously created purchase order. You can view vendor details, purchase order header details, billing address details, comments and procurement documents.

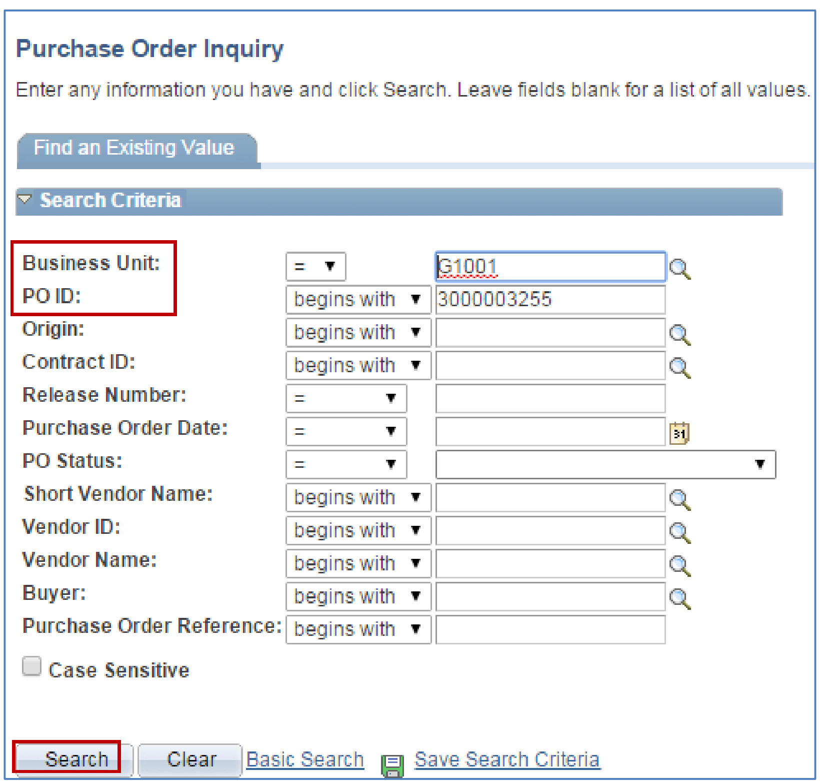
The **Purchase Order Inquiry** page is an inquiry version of the **Maintain Purchase Order - Purchase Order** page. This is a view-only page. It allows users to:

- Inquire about purchase orders.
- View purchase order activity.
- Review purchase order accounting line entries.

NOTE: This inquiry is the only place to see details from purchase orders with a *PO Status* of “Complete” or “Cancelled”.

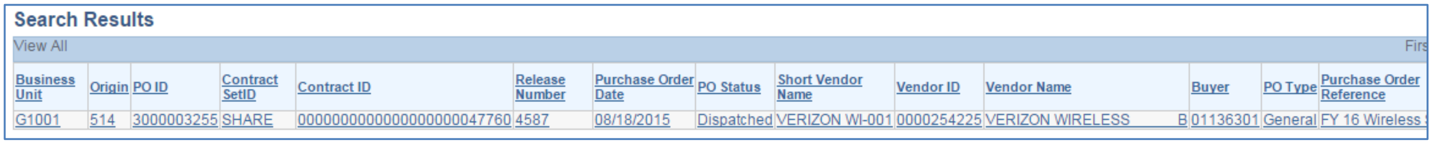
Step 1: Navigate to the Activity Inquiry Page using the Review PO Information Page.

- **Navigation:** Purchasing, Purchase Orders, Review PO Information, Purchase Orders
- On the **Purchase Order Inquiry** page, enter the *Business Unit* and *PO Number.* Click **Search**.

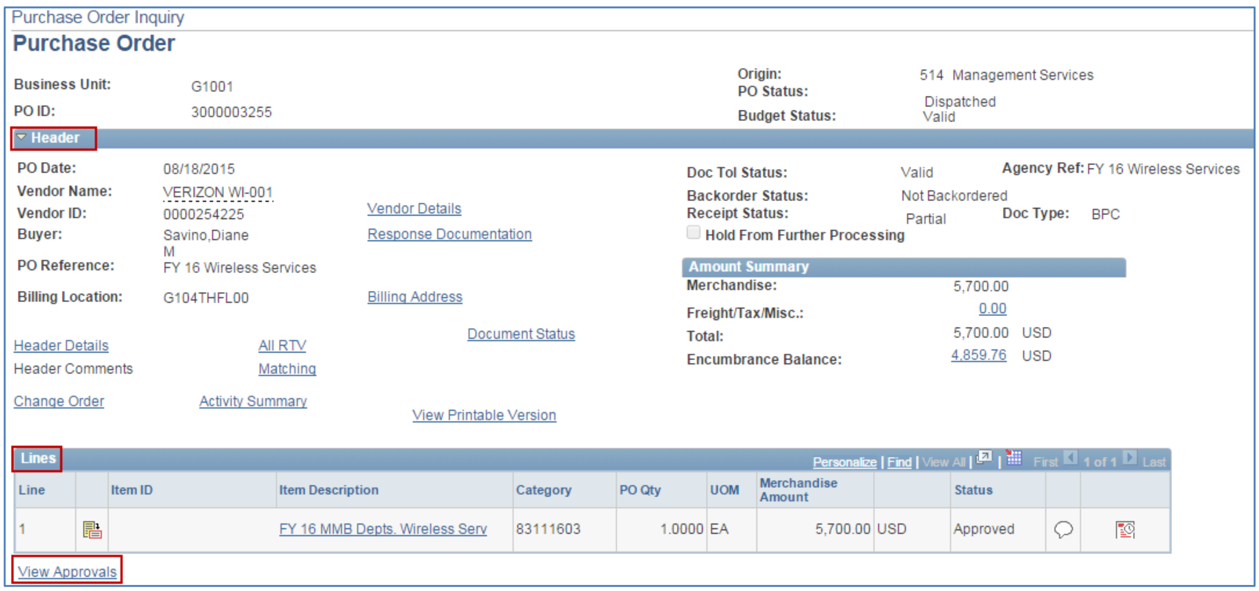


Step 2: Use the Inquiry Results to Review and Select Purchase Orders.

- On the **Search Results** page, click on the *PO ID*.



Step 3: Review the Purchase Order for the Information that You Need on the Purchase Order Inquiry Page.



Header: The header contains basic information about the purchase order. Some of the links provide detailed information.

Links/Icons	Description
Vendor Details	This includes payment terms, date, address details information and contact information.
Response Documentation	This provides information about a bid (if required) and details about the bidder response.
Billing Address	View the billing address that was listed on the purchase order.
Header Details	Shows all of the information that was placed on the header of the purchase order. This includes PO Details, Currency and Process Control Options.

Links/Icons	Description
Header Comments	Shows any comments that were written on the purchase order at the time of creation. It will also display where the comment was sent to or where it appeared. • **Send to Vendor:** Selected if the comments appeared on purchase orders and were dispatched to vendors. • **Show at Receipt:** Selected if the comments appeared on the receipt documents. • **Show at Voucher:** Selected if the documents appeared on the voucher. Attachments are also viewable.
Change Order	This page shows the change order history associated with a purchase order's header, line or ship to. It will include a description of the change made, the value that was changed, the user that made the change and the date. It contains three tabs: **Header Changes, Line Changes** and **Ship Changes.**
All RTV	SWIFT does not use this feature.
Matching	Displays the *Match Status* of the purchase order. The match values are "To Match", "Part Matched" or "Matched".
Document Status	Access and review documents associated with the purchase order. For more information about documents, see the, see the Document Status Inquiry topic in this lesson.
Activity Summary	View the receiving, invoicing, matching, and returning activities that have been performed on the selected purchase order. For more information, see the Activity Summary Inquiry topic in this lesson.
View Printable Version	Yes: The distribution details display on the document. No: The distribution details do not display on the document.

Lines: View the line information.

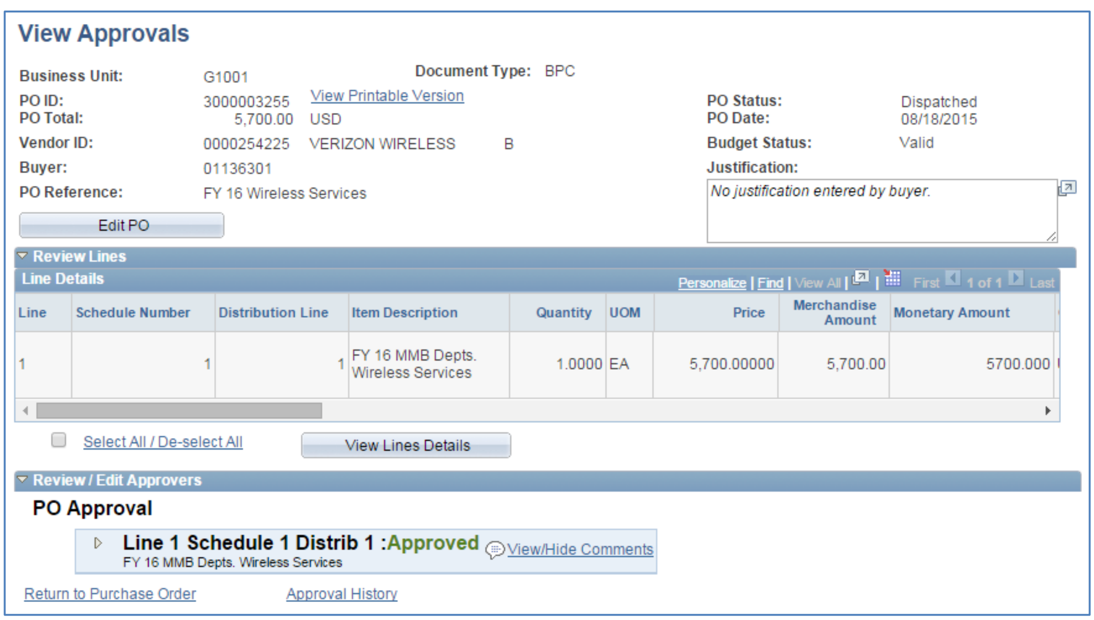
Links/Icons	Description
Line Details icon	This page allows you to review a summary of the line details that were entered for the line on the purchase order. You can also click on: • **Contract Details** to get to the **Contract Entry** screen with contract details. • **User Defined** to create customer user fields for your agency.
PO Lines Comments icon	Shows any comments that were written on the purchase order line at the time of creation. It will also display where the comment was sent to or where it appeared.

Links/Icons	Description
	• Send to Vendor: Selected if the comments appeared on purchase orders and were dispatched to vendors. • Show at Receipt: Selected if the comments appeared on the receipt documents. • Show at Voucher: Selected if the documents appeared on the voucher.
Schedule icon	You can access the schedule and distribution details related to the purchase order. • Schedule Details • Ship To Address • Price Adjustment • Miscellaneous Charges • Schedule/Use Tax • Distributions/ChartFields To get the *Budget Date* for this purchase order, go to the *Distribution* section, click on *Budget Information*.

Below the Lines:

- Click on **View Approvals**.

You can see the approval status for the purchase order. You can access the following screens: **View Printable Version, Edit the PO, View Line Details** and **View/Hide Comments.**



You have now completed the Purchase Order Inquiry.

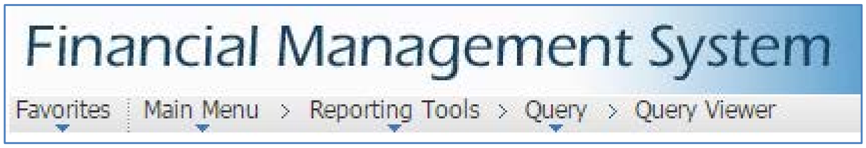
Lesson Summary

After completing this lesson, you will now be able to:

- Access and use the Document Status Inquiry
- Access and use the Purchase Order Activity Inquiry
- Access and use the Purchase Order Inquiry

Lesson 2: Using Queries for Purchase Order Information

A query is a customized data lookup in SWIFT using the **Query Viewer** under the **Reporting Tools** menu. The resulting data may be viewed online or downloaded to Excel. You will not be able to drill down using the data presented online.



Query Viewer enables you to:

- Run queries and have results sent to a separate browser window.
- Download and format the data in an Excel worksheet and/or in an XML format.
- Schedule queries to run at predefined times or on recurring schedules (e.g., first thing in the morning). The results of these scheduled queries are routed to your Report Manager in SWIFT.

Query Viewer provides several fields that can be used to locate queries. You can search for a query using the basic or advanced search options.

- *Basic Search Option*: Search using only the “begins with” condition.
- *Advanced Search Option*: Search using one or more search criteria and selecting from a choice of conditions for each criterion (e.g., “contains”).
- Wildcards (%) can be used in any of the fields to refine or broaden a search.

Query Naming Conventions
To use a query to retrieve data from SWIFT, you will need to now its name or a part of its name. The naming convention for SWIFT is: **M_XX_GBL…**

- “M” is for Minnesota.
- “XX” represents the two-letter SWIFT module abbreviation (e.g., PO for Purchase Orders).
- “GBL” is for Global. It displays if all users have access to this query.
- Characters that appear after XX or GBL describe the kind of data the query will locate. For example, the query M_PO_DEFAULTS_BY_VENDOR will show information associated with the Vendor.
- Use capital letters and the underscore symbol.

Lesson Overview

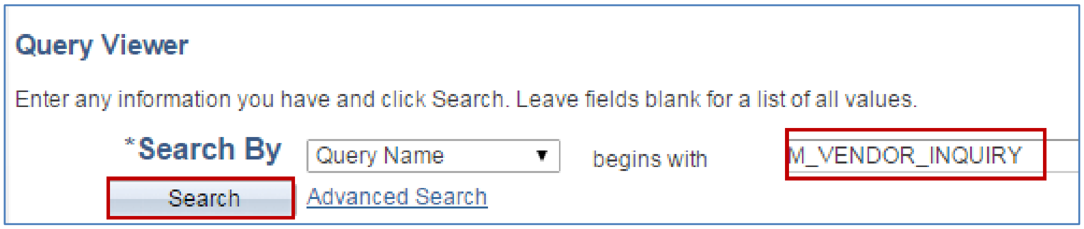
After completing this topic, you should be able to:

- Navigate to the **Query Viewer** to find and run queries based on criteria you select.
- Use the data from the query you searched.

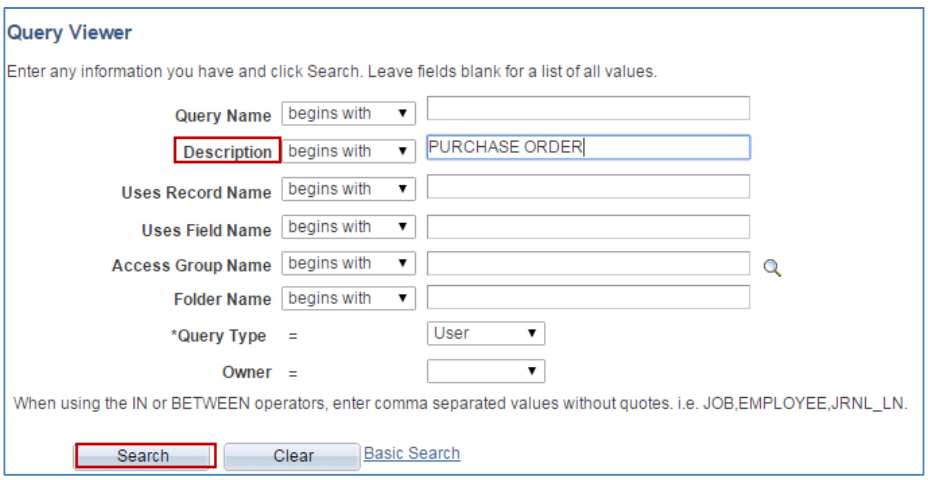
Process Steps for Using the Query Viewer

Step 1: Enter Information into the Query Viewer.

- **Navigation:** Reporting Tools, Query, Query Viewer
- Enter the Query Name in the basic search. **NOTE:** It must follow the naming conventions. Click **Search**.

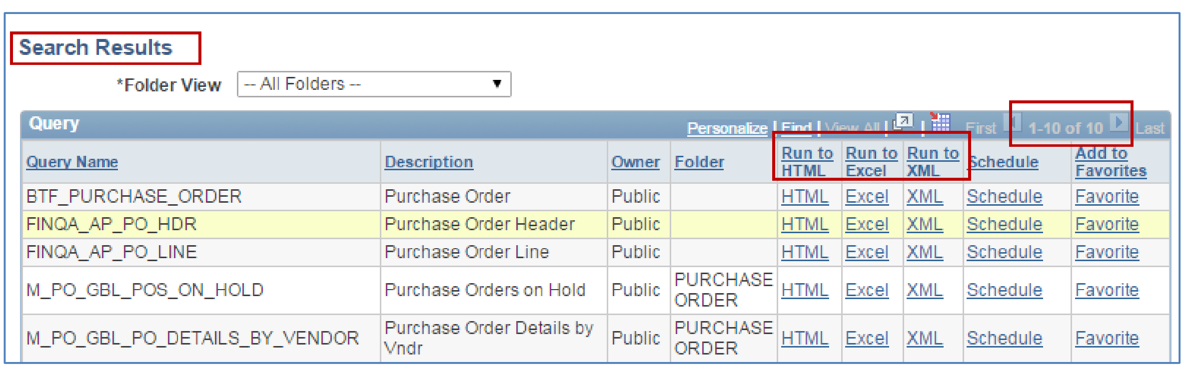


- Or, click on the **Advanced Search** link and enter information (e.g., PURCHASE ORDER) in the *Description* field.



Step 2: Look at the Search Results to Find the Individual Query.

- On the **Run to** section, choose a **Run to** method (e.g., HTML, Excel or XML). If you select "Excel", you will get a spreadsheet that you can filter the results. SWIFT opens up a separate window or report with your data.



Step 3: Enter Information into the Query that You Selected.

- Each query will have different parameters. Most require the *Business Unit*. You can see the fields that will be populated. Enter in the required information. Click on **View Results**.
- **CAUTION:** Be careful in choosing search parameters. If the results are large or if there is a lot of activity in SWIFT, it may slow down your system.

Step 4: View the Report from the Query.

Depending upon which **Run to** method you chose, you will get a report. If you choose **Run to Excel**, you will get a spreadsheet that you can filter to analyze the report results.

Open POs by Buyer & PO Date

PO Bus Uni	Bus Unit Descr	PO ID	Change Orde	Doc Type	Origi	Origin Descr	PO Status	Budge
G1001	Minnesota Management & Budget	3000003301	0	BPA	509	Accounting Services	Approved	Error
G1001	Minnesota Management & Budget	3000003302	0	BPA	509	Accounting Services	Approved	Error
G1001	Minnesota Management & Budget	3000003303	0	BPA	509	Accounting Services	Approved	Error

Common Queries Used for Purchase Orders

Query Name	Purpose
M_CG_GBL_CAT_VNDR1	Finds vendors by United Nations Standard Products and Services Code (UNSPSC).
M_PO_GBL_DBA_NAME	Find the correct vendor and location for businesses who may be conducting business under various names (e.g., Doing Business As).
M_PO_GBL_OPEN_POS_BY_BUYER	Find open purchase orders by buyer.
M_PO_GBL_PO_LINE_ASSET_ RELATED	Find purchase order lines with asset information.
M_PO_OPEN ENCUM_BALANCE	Find open encumbrances based on a budget date range. You can search by Fund, Fin Dept ID and Approp ID.
M_SS_GBL_ACTIVE_REG_VNDR	The list of Vendor IDs that are active in SWIFT.
M_VENDOR_INQUIRY	Find all locations and addresses by vendor.
M_VND_CAT_INCTV_LIST	Finds vendors with locations that are inactive.
M_CATEGORY_LOOKUP	Look up Category Codes (e.g., UNSPSC).
M_AP_GBL_PYMTS_BY_PO	Lists vouchers against a purchase order.
M_PO_GBL_PO_DETAILS_BY_PO_ DATE	Lists the details of a purchase order. Some agencies run this report every quarter per buyer for large purchases.
M_PO_GBL_PO_DETAILS_BY_ VENDOR	List of purchase orders for a particular vendor.

Lesson Summary

After completing this topic, you should now be able to:

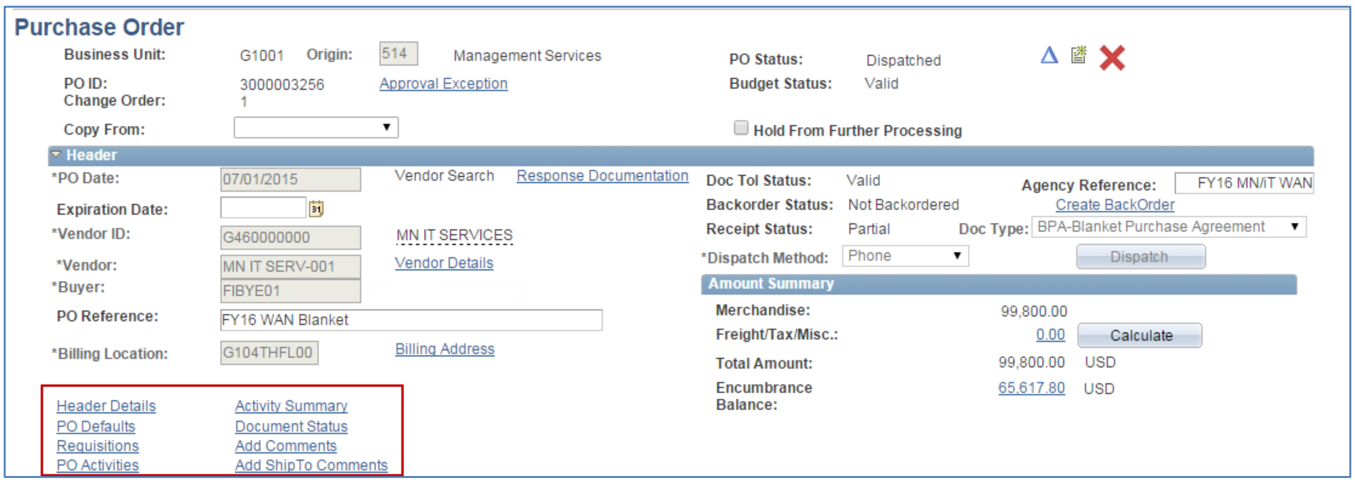
- Navigate to the **Query Viewer** to find and run queries based on criteria you select.
- Use the data from the query you searched.

Lesson 3: Using Searches for Purchase Order Information

Lesson Overview

SWIFT provides many ways for purchasing staff to get the information they need. For example, there is the magnifying glass on fields throughout SWIFT. You can use the magnifying glass to access tables that hold allowable values. The fields with the magnifying glass will bring up search criteria to find what to enter.

In addition, there are several searches available on a purchase order. For example, there are links on the header that provide detailed information about that purchase order.



This lesson covers how purchasing staff can use searches to find encumbrance information.

After completing this topic, you should be able to:

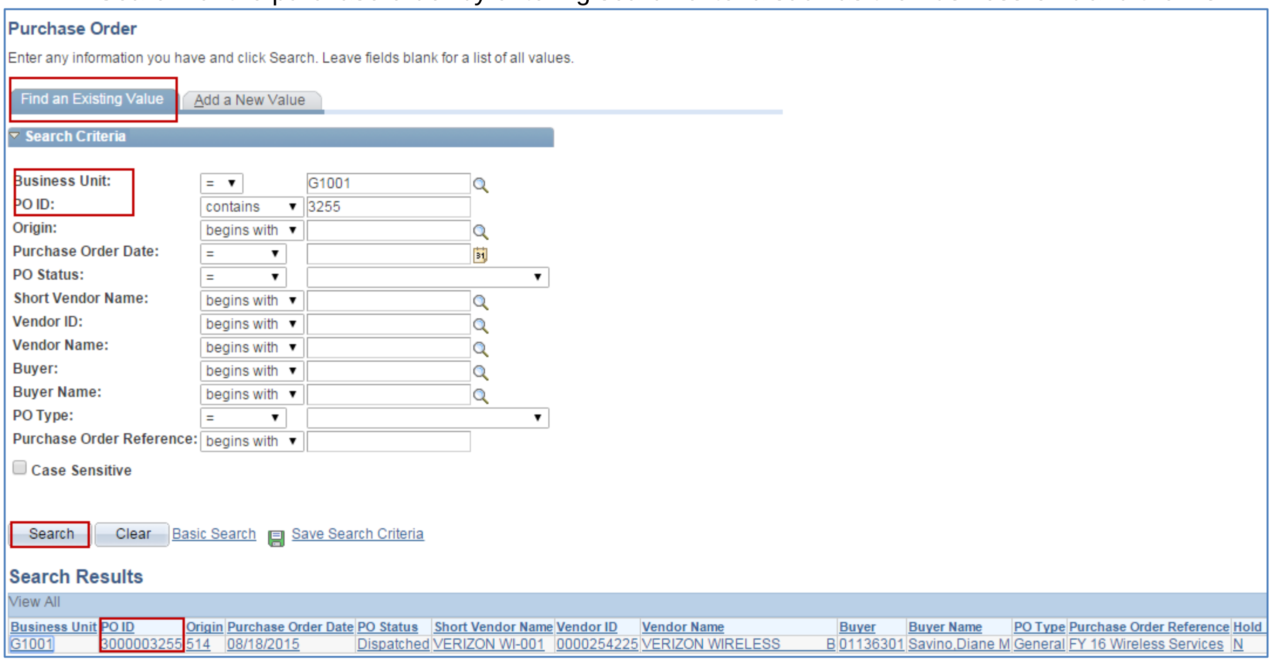
- Use the Amount Encumbered on a Single Purchase Order search.
- Use the Multiple Encumbrances by ChartFields search.

Amount Encumbered on a Single Purchase Order

When a purchase order is budget checked, the dollar amount is encumbered to hold the funds for it. You may need to determine how much of the original encumbrance remains.

1. **Access the purchase order using the Purchase Order Find an Existing Value page.**

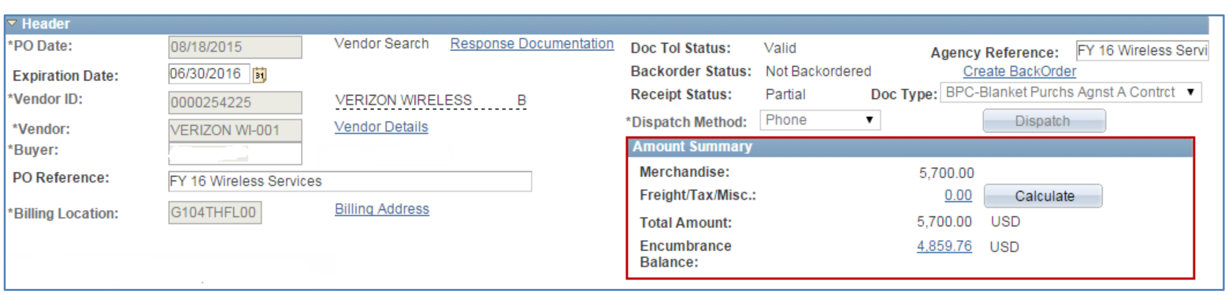
- **Navigation:** Purchasing, Purchase Orders, Add/Update, Find an Existing Value
- Search for the purchase order by entering search criteria such as the *Business Unit* and the *PO ID.*



2. **On the purchase order, look at the Amount Summary located on the right side of the Header.**

There are four lines to pay attention to in the **Amount Summary**.

- Merchandise: The total dollar amount of all lines.
- Freight/Tax/Misc.: The total of all taxes and other non-line item charges.
- Total Amount: The total of the Merchandise and Freight/Tax/Misc lines.
- Encumbrance Balance: The total remaining encumbrance for the purchase order.



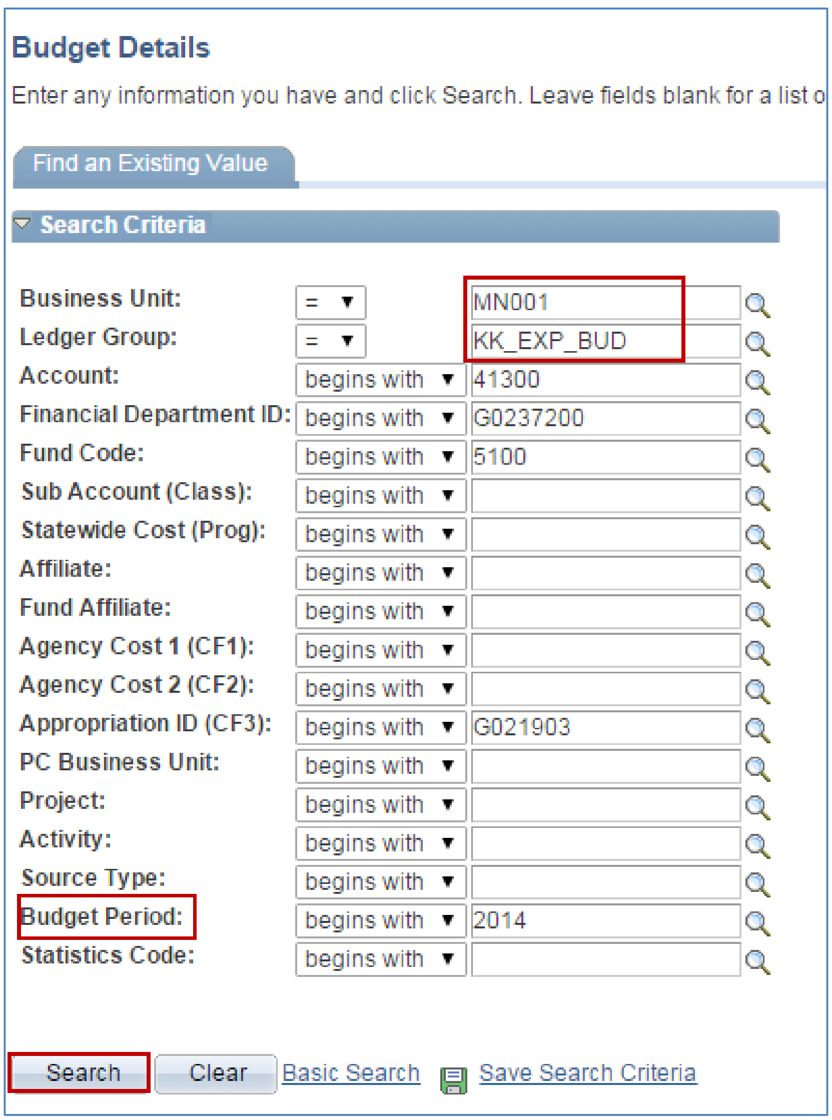
As vouchers are processed against the purchase order, the encumbrance balance will be reduced. You can use the **Document Status Inquiry** to get details about the vouchers or other related transactions.

Multiple Encumbrances by ChartFields.

There are times when you need to get encumbrance information about multiple purchase orders. Use the **Budget Details** page to get accounting information on them.

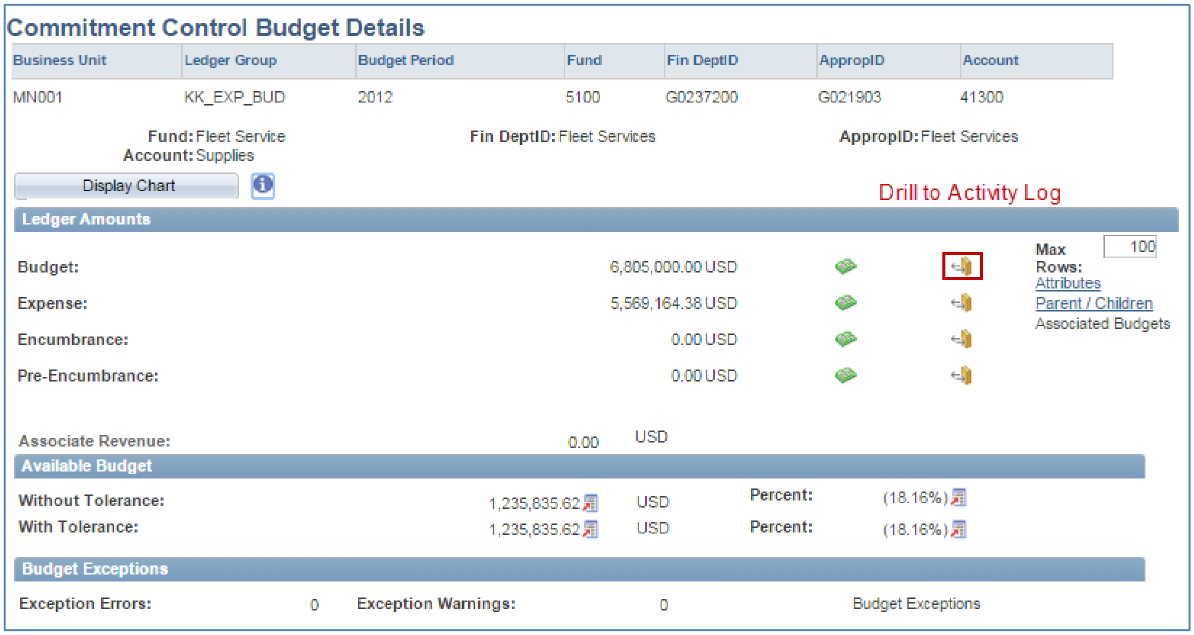
Step 1: Access the Purchase Order using the Budget Details Page.

- **Navigation:** Commitment Control, Review Budget Activities, Budget Details
- Search for the purchase orders by entering ChartField criteria.
    - o *Business Unit*: MN001 (for all state agencies)
    - o *Ledger Group*: **KK EXP BUD** (Use “Expense Budget Ledger Group” for Encumbrances)
    - o *ChartFields* or *ChartField String*: Enter the desired accounting fields.
    - o *Budget Period:* Enter the desired budget period.



Step 2: View the Commitment Control Budget Details Page.

The **Commitment Control Budget Details** page is displayed.



The total encumbrance amount is shown on the first page in the **Ledger Amounts** section. There are four values to be aware of in this section.

- *Budget:* The total budgeted dollar amount for the ChartField combination.
- *Expense:* The total budgeted expenses for the ChartField string.
- *Encumbrance:* The total encumbrances designated for the ChartField string.
- *Pre-Encumbrance:* The total pre-encumbrances designated for the ChartField string.

Step 3: Drill to the Activity Log.

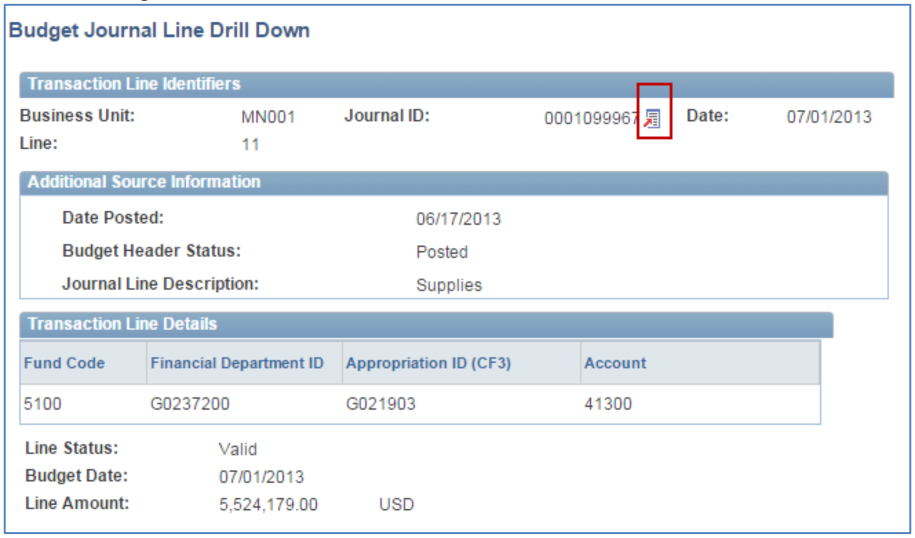
To find details of the specific transactions this amount encompasses, click the **Drill to Activity** Log button. Scroll to the right to see all of the fields. The **Activity Log** displays the following information:

- Transaction Type
- Document ID
- Document Line
- ChartField information
- Budget information

There are two icons on the left: **Drill Down** and **Drill into Activity Log Inquiry**

- **Drill Down** (Budget Journal Line Drill Down)

Displays *Transaction Line Identifiers, Additional Source Information, Transaction Line Details (ChartField), Line Status, Budget Date* and *Line Amount.*



Budget Journal Line Drill Down

Transaction Line Identifiers

Business Unit:	MN001	Journal ID:	0001099967	Date:	07/01/2013
Line:	11				

Additional Source Information

Date Posted:	06/17/2013
Budget Header Status:	Posted
Journal Line Description:	Supplies

Transaction Line Details

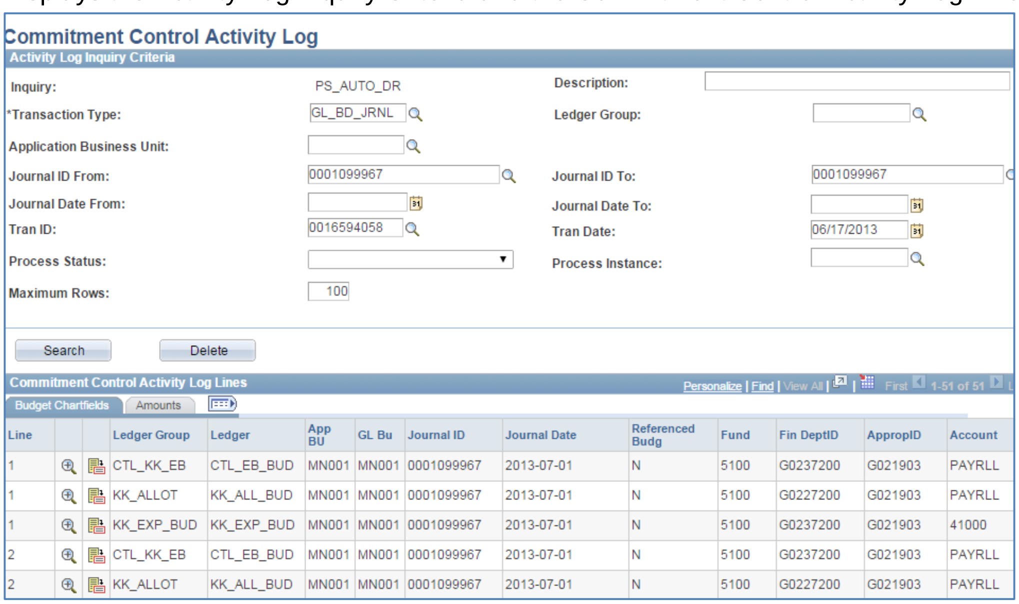
Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
5100	G0237200	G021903	41300

Line Status:	Valid	
Budget Date:	07/01/2013	
Line Amount:	5,524,179.00	USD

View the Related Links button opens up the budget journal information for that encumbrance.

- **Drill Down into Activity Log Inquiry** (Commitment Control Activity Log)

Displays the Activity Log Inquiry Criteria and the Commitment Control Activity Log Lines.



Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry:	PS_AUTO_DR	Description:	
*Transaction Type:	GL_BD_JRNL	Ledger Group:	
Application Business Unit:			
Journal ID From:	0001099967	Journal ID To:	0001099967
Journal Date From:		Journal Date To:	
Tran ID:	0016594058	Tran Date:	06/17/2013
Process Status:		Process Instance:	
Maximum Rows:	100		

Search Delete

Commitment Control Activity Log Lines

Personalize | Find | View All | First 1-51 of 51

Budget Chartfields | Amounts

Line			Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Fund	Fin DeptID	AppropID	Account
1			CTL_KK_EB	CTL_EB_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0237200	G021903	PAYRLL
1			KK_ALLOT	KK_ALL_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0227200	G021903	PAYRLL
1			KK_EXP_BUD	KK_EXP_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0237200	G021903	41000
2			CTL_KK_EB	CTL_EB_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0237200	G021903	PAYRLL
2			KK_ALLOT	KK_ALL_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0227200	G021903	PAYRLL

Lesson Summary

After completing this topic, you should be able to:

- Use the Amount Encumbered on a Single Purchase Order search.
- Use the Multiple Encumbrances by ChartFields search.

Course Summary

The Lessons in the **POI Purchase Order Inquiry, Query and Search** course include:

1. Using Inquiries for Purchase Order Information
2. Using Queries for Purchase Order Information
3. Using Searches for Purchase Order Information

Appendix

Key Terms for Creating Purchase Orders

Term Name	Term Description
Account	The account identifies whether an accounting line is classified as a balance sheet, revenue, expenditure, or statistical transaction. The Account classifies specific transactions according to the nature of the receipt, expenditure, or effect on the financial position of the fund. All accounting transactions in SWIFT have an Account.
Acquisition	The act of acquiring goods and services (including construction) for the use of a governmental activity through purchase, rent, or lease. Includes the establishment of needs, description of requirements, selection of procurement method, selection of sources, solicitation of procurement, solicitation for offers, award of contract, financing, contraction administration, and related functions.
Activity ID	Activities are specific tasks that make up a project. Users can add transactions and budgets to a project only at the Activity level. Additionally, the work breakdown structure can be used to setup tasks under a summary activity. The activity can be coded with an activity type, dates, descriptions and other attributes for additional reporting. Activities can have summary and detail activities for further breakdown.
Agency Cost 1	The Agency Cost 1 ChartField (CF1) is an optional field that may be used for reporting purposes. This ChartField is a classification used to track revenue or expenditures associated with a particular event or activity that is defined by the Agency.
Agency Cost 2	Agency Cost 2 (CF2) is used for Agency reporting such as location, region, or other administrative sub-unit related to the operation of an Agency.
Amount Only	Allows the user(s) to receive the purchase order line by *Amount* instead of *Quantity*. *Amount Only* forces the purchase order line to “1”. This allows multiple receivers to use this purchase order until the full purchase order amount has been expensed. The line amount that you enter becomes the schedule price and amount.
Approp ID	This ChartField represents appropriation unit. It is used as a key to various budget levels to create unique budgets when all other key ChartFields are the same.
Asset	An asset is an owned item of value. It has a value of great than 0 and a useful life of greater than one year.

Term Name	Term Description
Authority for Local Purchase (ALP)	The authority for local purchase (ALP) is a delegation to certain individuals to directly purchase certain goods and services. The delegation is from the commissioner of Administration. It is granted to an individual who has successfully completed all requirements established by the Materials Management Division of Administration. There are several ALP levels: Up to \$2,500; Up to \$5,000; Up to \$25,000 and Special Delegations for in excess of \$25,000.
Batch Process	A process that is run to process multiple transactions. Batch processes can be scheduled to run at various times throughout the day on a pre-defined batch schedule.
Blanket Order	A purchase order that is used to cover multiple purchases or multiple vendors. A contract under which a vendor agrees to provide goods or services on a purchase-on-demand basis. The contract generally establishes prices, terms, conditions and the period covered (no quantities are specified); shipments are to be made as required by the purchaser.
Back Order	This feature allows you to place an order for a product that is temporarity out of stock.
Budget Check	In Commitment Control, this is the processing of source transactions against control budget ledgers. Transactions can pass, fail or pass with a warning. This process creates and relieves encumbrances and pre-encumbrances.
Budget Period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
Business Unit	Purchasing Business Units primarily represents State agencies in SWIFT.
Buyer	A Buyer is an agency staff person who administers contracts, encumbers funds and creates purchase orders.
Buyers Workbench	The Buyer Workbench enables you to view purchases for a supplier and adjust orders to meet supplier commitments and constraints.
Catalog	An internally defined group of Items with Item ID that can be searched via the eProcurement module of SWIFT.
Category Code	This is a grouping of similar goods or services for reporting purposes and spending analysis. It is represented by the United Nations Standard Products and Services Code (UNSPSC) in SWIFT.

Term Name	Term Description
Change Order	A process to amend an original purchase order. A change order is related to a material change after the initial dispatch.
Chart of Accounts	The Chart of Accounts (i.e., Funding String) is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Account field is called a ChartField. There are several required ChartFields, that when combined define the specific transactions. Understanding these fields will assist in any potential errors that may appear during the budget check step.
ChartField	The individual components (fields) that when combined make up the Chart of Accounts (COA).
ChartField Combination Edit	The process of editing distribution lines for valid ChartField combinations based on pre-defined rules.
Commitment	This is the process of setting aside funds in response to a purchase requisition. Funds remain committed or encumbered until the good or service is paid for. This converts the encumbrance into an expenditure.
Commitment Control	Commitment Control enables state agencies to control expenditures actively against predefined, authorized budgets. Commitment control can be used to track expenses against pre-defined control budgets as well as to track recognized revenue against revenue estimate budgets
Contract	This is an agreement with specific terms between two or more persons or entities. The terms include an obligation from all parties to offer goods or services.
Contract ID	SWIFT’s unique identifier for a contract.
Dashboard	Use this page to manage various task-based roles assigned to a specific user. The Dashboard can be configured by role and/or user and displayed in different layouts per the configuration.
Department ID	See FinDept lD.
Direct PO	A purchase order entered directly into SWIFT’s purchasing module. It does not go through the ePro module.
Dispatch	This is the process of sending a PURCHASE ORDER to the vendor. The default dispatch method is email.
Distribution	The section of the requisition or purchase order that captures the accounting information.

Term Name	Term Description
Doc Type	In Purchasing and ePro, the Doc Type identifies the characteristics of the purchase and defines the rules for the purchase.
Due Date	The date the items are scheduled to arrive at the Ship To locations. The Due Date will default from the Item or the Category lead time (amount of time needed to ship). The field can be edited. If there is no default Due Date, SWIFT calculates one by adding the lead-time days to the Purchase Order date. You can override the due date for each schedule as long as it is not earlier than the purchase order date.
Emergency Purchase	A purchase made quickly to meet an emergency. It does not follow the normal purchasing procedure in goods or services.
Encumbrance	An Encumbrance is a special type of accounting transaction that anticipates a future expenditure. Funds are encumbered, or set aside, in a particular appropriation budgetary account for a specific future purchase. The document used to record an encumbrance is called a Purchase Order.
eProcurement	This SWIFT module used to initiate some procurement transactions via a requisition. The requisition can be sourced to a purchase order or to Strategic Sourcing. These requisitions pre-encumber funds.
Expiration Date	Optional field. Purchase order expires on this date. It field is required with some contract document types. The Expiration Date must be within the Start and End date of the contract. The Begin and End dates must not cross fiscal years.
Fin DeptID	The Fin Dept ID (or Department ID) represents an organizational function to which expenditures and other activities are identified. The Department ChartField classifies transactions according to a defined organizational structure. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
Fiscal Year	The 12 months between one annual settlement of financial accounts and the next; a term used for budgeting, etc. The fiscal year for the U.S. Government is October 1 to September 30; the fiscal year for the State of Minnesota is July 1 to June 30.
Freight Terms	This code represents any freight terms, such as where possession is taken and if freight is allowed.
Fund	Funds are self-balancing sets of accounting records that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Term Name	Term Description
Goods	All types of personal property including commodities, materials, supplies, and equipment.
Header	Summary level data relating to the entire transaction.
Invoice	A list of goods or services sent to a purchaser showing information including prices, quantities and shipping charges for payment.
Item	Any product, material or service established and maintained in the Item Master. Items tend to be specific and used for repetitive purchases. Items contain a variety of Purchasing Attributes. An item of supply or service specified in a solicitation for which the vendor must specify a separate price. Appears at the line level.
Item ID	A unique identifier assigned to a particular item.
Keyword	A word or phrase that may be used to help search for Items and Categories.
Line	The detailed information about what is being purchased (e.g. Item, Category, Price, Quantity).
Location (Vendor)	A location is a series of business rules agreed to between the vendor and the state entity. Locations enable a user to indicate the different types of addresses a customer has, e.g., one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number. The vendor location defaults. It can be updated to a different vendor location associated with the correct vendor address.
Match Exceptions	Match exceptions occur on a voucher if the purchase order, Receipt ID and Voucher ID are not within all of the pre-defined match tolerances and rules. Two-way match validates the purchase order and Voucher. Three-way match validates the purchase order, Receipt and Voucher.
Materials Management Division	Responsible for all functions of acquisition, standards, quality control and surplus property management for the State of Minnesota. www.MMD.admin.state.mn.us
Manufacturer	Indicates the manufacturer of the item, which is assigned on the Manufacturer's Item page.
Manufacturer ID	Identifies the manufacturer of the item in SWIFT. This value is supplied from the Vendor's Manufacturer's Info page.

Term Name	Term Description
Manufacturer's Item ID	This is the value that the manufacturer uses to identify their item.
PC Business Unit	A Business Unit (BU) in Projects identifies major subsets throughout the state, such as Agency level. It enables the State to organize information to facilitate project management, analysis, reporting, and accounting.
PO ID	A purchase order is identified by an ID that is unique within a business unit. The default for a new purchase order is "NEXT" until the purchase order is saved.
PO Origin	This code represents a division, region or district within an agency that originated a purchase order. This code is used for reporting and is available on search pages.
PO Reference	This optional field is used to add any agency-specific information. It will not print on the purchase order. However, you can search for information based on this field.
Pre-encumbrance	The amount that you expect to spend, but which you have no legal obligation to spend. A requisition is a typical pre-encumbrance transaction.
Price	The amount of money that will purchase a definite quantity, weight, or other measure of a commodity.
Process Monitor	A page where you can view the status of submitted process requests.
Procurement	This is the process of obtaining goods or services. It includes all activities from the preparation and processing of a requisition, through receipt and approval of the final invoice for payment. It also includes the acts of preparing specifications, making the purchase and administering contracts. The combined functions of purchasing, inventory control, traffic and transportation, receiving, inspection, store keeping, and salvage and disposal operations.
Professional or Technical Services	These are services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation, and result in the production of a report or the completion of a task.
Project ID	The Project ID is the unique identification code for a particular initiative or project. It can be coded with many attributes including project status, project type, project dates, and project title for additional reporting. The Project ID may be used for grants, capital projects, and agency directed projects. This field is required on Project/Grant transactions.

Term Name	Term Description
Purchase Order	A purchase order (PO) authorizes the state agency to purchase specific goods or services at a certain price. It is sent to the supplier (vendor). When the vendor accepts the purchase order, it becomes a contract in which both parties are expected to fulfill.
Query	SWIFT capability that allows end-users to extract data from the system and database repositories based on the specific parameters the user enters.
Receipt	Transaction in SWIFT that tracks the quantity or amount received against a Purchase Order.
Recycled Content	The portion of a product that is made from materials directed from the waste stream; usually stated as a percentage by weight.
Recycled Product	A product that contains the highest amount of post-consumer material practicable, or when post-consumer material is impracticable for a specific type of product, contains substantial amounts of pre-consumer material.
Requisition	An internal document by which a using agency requests the purchasing department to initiate procurement (a purchase).
Retention	The difference between the amount earned by the contractor on a public contract and the amount paid on the contract by the public contracting agency. Compensation withheld under a contract (generally a specific percentage) until the agency head or delegate determines that the contractor has satisfactorily fulfilled the terms of the contract.
Sales Tax	A levy on a vendor’s sale by an authorized level of government.
Schedule	Section of the requisition or purchase order that captures shipping information such as Ship to and Due Date.
SetID	A SetID is used to identify various configuration values that can be used when entering a transaction. For instance, calendars are assigned to a SetID. In turn, each Business Unit is linked to a SetID for use in processing. Therefore, multiple Business Units can use the calendars configured under a specific SetID.
Ship To	The Location Code that indicates where the vendor should deliver the items. Defaults from purchasing document or direct entry. The Ship To has tax implications. If a one- time Ship To is needed, users can select 'SEE BELOW', add the address in comments, and update the tax destination. Ship To is where the work will be performed. To ship to multiple locations, use the Schedule page.

Term Name	Term Description
Ship Via Code	This Code identifies how an order is shipped. The buyer typically negotiates the best method of shipping.
Sole Source Procurement	An award for a commodity or service to the only know capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions.
Solicitation	This is the process of requesting or seeking a bid. It does not indicate the intention to enter into a binding agreement or contract.
Source Type	Source Types are used on individual transactions to identify the purpose. To best meet their accounting needs, PC Business Units can configure these codes. This field is required on Project/Grant transactions.
SpeedChart	SpeedChart codes can be defined with multiple accounting distributions and are used by entering the SpeedChart code during data entry instead of the individual ChartField combinations. SpeedCharts greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations.
Split Distribution	This field indicates how expenses are allocated or divided among multiple ChartField strings.
Strategic Sourcing	Strategic sourcing is used primarily for buy and sell events (i.e., solicitations). Vendors and customers could then bid and be awarded electronically through the supplier portal.
Tax Authority	Defines the various types of taxes that the State of MN may be required to pay (e.g. State, Local, Transit).
Tax Code	A tax code contains one or more Tax Authorities and is the total amount of tax charged on a transaction. Tax Codes default from the Ship To, but can be updated on purchase orders if a different tax needs to be reflected.
Ultimate Use Code	This code designates that a purchase is exempt from taxes. The code may default from the Item or Category. The code can be updated on purchase orders as necessary.
United Nations Standard Products and Services Code (UNSPSC)	United Nations Standard Products and Services Code (UNSPSC) is global classification system of goods and services that is used for procurement.
Vendor	A person or organization that has a business relationship with the State and/or has registered and been added as a part of the Vendor File.

Term Name	Term Description
Vendor ID	A ten-digit identification number assigned to a Vendor.
Voucher	A Voucher is an electronic version of a paper invoice received by a vendor. In SWIFT, vouchers are the mechanism by which the State of Minnesota electronically pays for goods and services. When you wish to purchase goods or services, you usually set up a purchase order to ensure that funds are encumbered and the purchase follows state and agency policies.
Workbench	A page used to view, inquire and update transactions so that a user can define more specific search parameters (e.g., Buyer's Workbench, Event Workbench and Match Workbench).
Workflow	Workflow refers to the way in which work flows through the multiple steps of business processes. For example, when a purchase order is entered into the system, the invoice will go through approval, budget check and dispatch processes. This workflow process includes notifying the different people involved via email or worklist updates that they are required to take the next step in a process.