



State of Minnesota

**SWIFT**  
Statewide Integrated Financial Tools

PO 1 Create and Update Purchase Orders for Agency Buyer Roles

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State of Minnesota

**SWIFT**  
Statewide Integrated Financial Tools

# PO 1

## Create and Update Purchase Orders For Agency Buyer Roles

### User Guide

Publication Date: 08/22/2016

Version # 2

Minnesota Management & Budget  
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at <http://www.mn.gov/mmb/accounting/swift/>



State of Minnesota

**SWIFT**  
Statewide Integrated Financial Tools

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PO 1 Create and Update Purchase Orders for Agency Buyer Roles

# PO 1 Creating Purchase Orders for Agency Buyer Roles

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# PO1 Create and Update Purchase Orders for Agency Buyer Roles

## Course Overview

**PO1 Create and Update Purchase Orders for Agency Buyer Roles** course provides an overview of creating and maintaining purchase orders that may or may not reference contracts. These contracts may be master, statewide or agency-wide contracts. The purchase orders covered in PO1 are typically for the purchase of goods and non-professional/technical services.

This course starts with an overview of purchasing. Then, the course covers the purchase order basics. These basics include entering and processing purchase orders in the State-Wide Integrated Financial Tools (SWIFT) Purchasing module. The course provides an overview of the different purchase order document types and how to set them up. It also includes how to update, find, correct, cancel and close purchase orders related to the following purchasing document types:

1. Blanket Purchase Agreement (BPA)
2. Blanket Purchase Order against a Contract (BPC)
3. Blanket Targeted Purchase Order (BTG)
4. Contract Release Order (CRO)
5. Department Purchase Order (DPO)
6. Direct Targeted Purchase Order (DTG)
7. Emergency Purchase Order (EMR)
8. Field Purchase Order (FPO)
9. Master Services Order (MSO)

There is a separate course and user guide for other types of purchase orders. **PO4 Create and Update Purchase Orders for Contract Encumbrance Roles** course provides an overview of purchase orders that are not dispatched to vendors. These purchase orders are created to encumber funds related to an individual contract. They are usually related to Professional and Technical Service Contracts.

## How to Use this Course and User Guide

This guide is set up as a reference to help buyers easily find information about purchase order fields and processes within SWIFT. Most of them default based on the purchase order document type used. Buyers do not need to use every field described here. Use this information for purchase orders that are not typical. Also, check with your agency about policies and practices for creating and updating purchase orders.

Buyers always need to make sure that the following defaulted values are accurate for each purchase:

- Assets Profiles
- State and Local Sales and Use Taxes
- Accounting Distribution ChartField Values

## Purchasing Overview

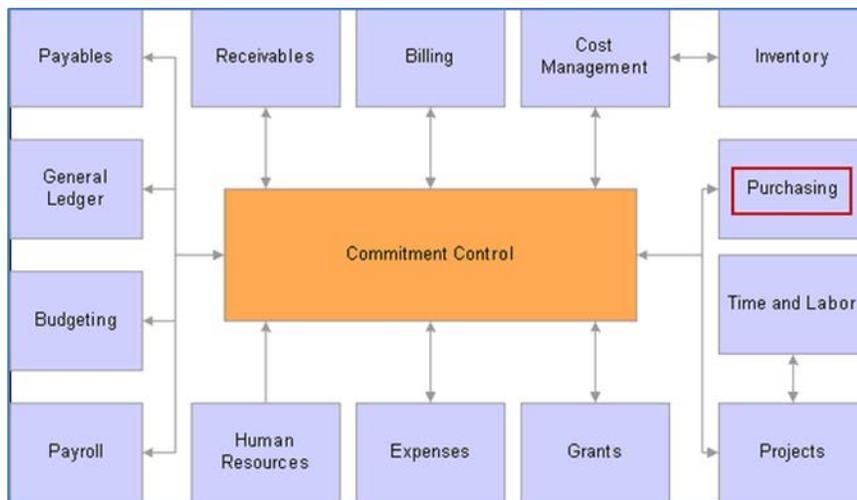
**Purchasing is the process that enables State agencies to procure goods or services.**

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.

The Purchasing module in SWIFT is not the same as procurement. Minnesota's Office of State Procurement (OSP) facilitates the procurement of goods and services for the State of Minnesota and other governmental entities. OSP concentrates on the bid solicitation process, term contracts, acquisitions, etc.

There is a high level of integration between purchasing and all of the other SWIFT modules.



Once the state legislature approves a budget bill and it is signed into law, the budget is entered into Commitment Control in SWIFT. Commitment Control enables you to control expenditures actively against predefined, authorized budgets. SWIFT requires that an expenditure budget exists before there is any expense activity. Expense activities are requisitions, purchase orders, vouchers and journal entries. There must be sufficient funds available to process a transaction.

SWIFT uses Commitment Control to act on transactions that exceed your budget limit via the budget check process. Transactions and future obligations that exceed the budget are exceptions. Commitment control warns you of these exceptions.

## Key Terms in Purchasing

- *Buyer* is a state agency staff person who administers contracts, encumbers funds and creates purchase orders.
- A *contract* is an agreement with specific terms between two or more persons or entities. Generally, the terms include an obligation for one party to offer goods and services. The other party is obligated to pay for them.
- *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. *Vendor Location* is a 3-digit code in SWIFT. It is linked to many items including the General/Ordering Address Sequence Number, the Remittance Address Sequence Number, the payment method and the bank account for vendors receiving ACH payments. Vendors may have multiple Doing Business As (DBA) names. As a result, they will have multiple Location codes. Each Location code may have a different address, payment method and/or bank account tied to it.
- *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.

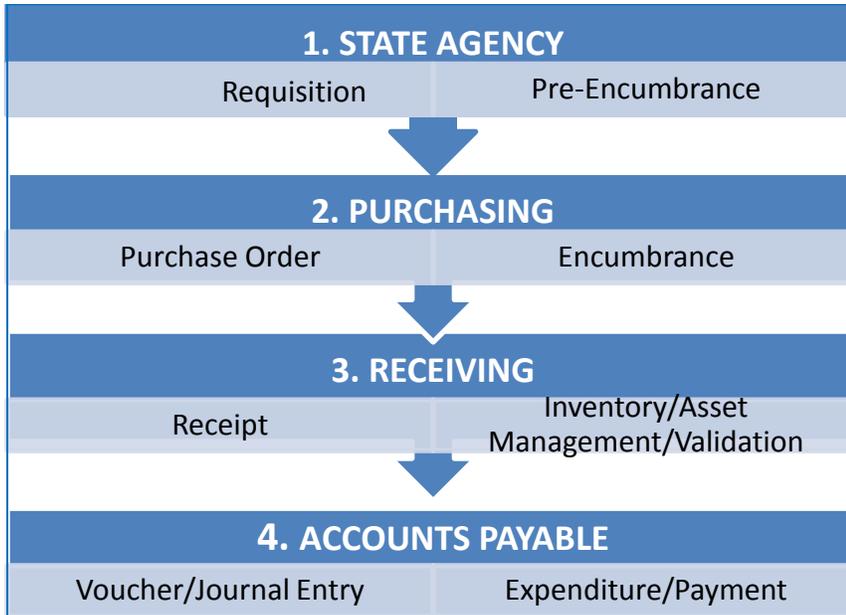
## SWIFT ChartFields

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

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			

## Purchasing Stages



**Stage 1: State Agency:** When purchases are over \$10,000, state statute requires that the funds become pre-encumbered and a strategic sourcing event occurs. The SWIFT Strategic Sourcing module enables state agencies to solicit bids and proposals from outside vendors. This online process is called an event. To pre-encumber the funds, a requisition needs to be created, approved and budget checked. This process creates the pre-encumbrance balance and holds the funds in a budget. The requisition is forwarded to purchasing staff, who copy it into the Strategic Sourcing event and put it out for formal bid.

**Stage 2: Purchasing:** Staff, usually a buyer, in the purchasing department of that agency contacts the vendor. Once the transaction is negotiated and agreed upon, the buyer receives approval to create a purchase order. After it is budget-checked, a commitment to pay the vendor now exists. The pre-encumbrance is liquidated. An encumbrance is created for that budget. A contract may also be negotiated and signed.

**Stage 3: Receiving:** There is documentation that the goods or services were received, either partially or fully. In SWIFT, a receipt tracks the quantity or amount received against a purchase order. Receiving includes determining if the purchase is an asset. An asset is an owned item of value. It has a value of great than zero and a useful life of greater than one year. Contact your agency's asset manager about how your agency determines and manages its assets. There is information about managing assets on the SWIFT Training and Support Resources website. <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/purchasingqrg.jsp>

**Stage 4: Accounts Payable:** Accounts Payable staff members create a voucher, or electronic invoice, for all or part of this purchase depending upon receiving or contract requirements. The voucher is matched against the purchase order and/or receipt (if there is one). Then it is budget-checked. The encumbrance is reversed. A journal entry records that expenditure against the budget and payment is sent.

**After payment, there are processing actions for the purchasing documents.**

**1. Purchase Order Reconciliation:**

Each agency has someone designated to reconcile its purchase orders, requisitions, and receipts. This involves running inquiries and reports to determine which items should be closed and removed from the active file.

**2. Purchase Order Close:**

This is the process to remove purchase orders that are received in full, canceled, or have been decided against further processing.

## **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 electronically solicit bids (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.

## **Encumbrances**

An encumbrance is the funds that have been reserved when a purchase order is created. When a requisition is processed, funds are placed aside for that transaction. Those funds are no longer available for use in other transactions until the encumbrance is removed. The purpose and main benefit of encumbrance accounting is avoiding budget overspending.

An encumbrance allows you to track your expenditures according to your purchase approval process. You can better control your planned expenditures. You can set up separate encumbrance types for each stage in your purchasing cycle to track your spending at each level.

**There are two types of encumbrances.**

**1. Commitments (Requisition Pre-Encumbrances):**

A pre-Encumbrance represents funds that have been reserved when a purchase requisition is created. When a requisition is processed, funds are placed aside for that transaction.

## 2. *Obligations (Purchase Order Encumbrances):*

A purchase order encumbrance represents a legally binding purchase. Purchasing in SWIFT subtracts purchase order encumbrances from funds available when you approve a purchase order. If you cancel a purchase order, SWIFT creates appropriate reversing entries in your general ledger. Purchase order encumbrance is also known as obligation, encumbrance, or lien.

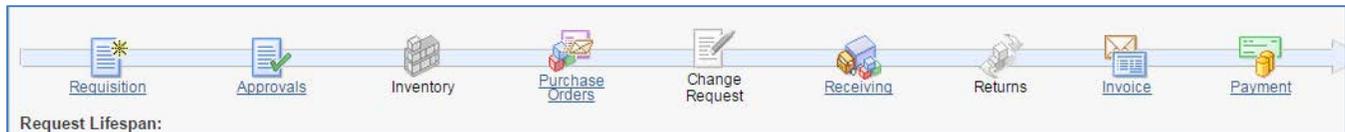
## **Requisitions**

A requisition is a request by the users of a good or service to the agency's purchasing department. It generally includes the item, description, quantity and the required delivery date. Not all agencies use SWIFT for requisitions. A requisition in SWIFT's eProcurement is an online form for requesting items or services. After you enter and submit a requisition, you can route it for approval. Use requisitions for Real Estate Remodeling (RMO) OR Construction Contract Encumbering Orders (CEO Agencies using SWIFT's Inventory module also use ePro requisitions when drawing from their inventoried items.

Approved requisitions are then sourced to either:

- A material stock request in SWIFT's Inventory module where warehouse personnel can fulfill the order.
- A purchase order in SWIFT's purchasing module. The purchase order is dispatched to the vendor who fulfills the order by shipping the requested items.

## **Life Cycle of a Requisition**



## **Course Lessons**

The Lessons in the *PO1 Create and Update Purchase Orders for Agency Buyer Roles* course include:

1. Purchase Order Basics - Creating a Purchase Order
2. Steps in Creating Purchase Orders
3. Purchasing Document Types
4. Updating Purchase Orders
5. Closing Purchase Orders
6. Viewing Inquiries, Queries and Searches

## Lesson 1: Purchase Order Basics

### Lesson Overview

This lesson reviews the basic information about purchase orders using SWIFT in detail. In SWIFT, you can create a purchase order online, in the background or from another system that transforms purchase requests into purchase orders.

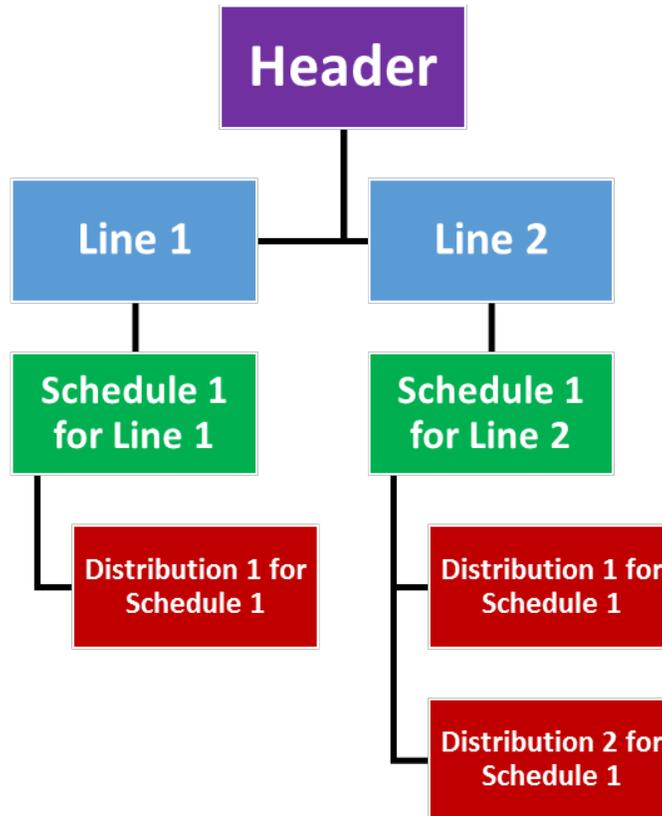
After completing this lesson, you should be able to:

- Understand the components and structure of a purchase order
- Understand the four basic pages required to create a purchase order
- Understand the fields within each of these required pages
- Gain an overview of how to process and dispatch a purchase order after it has been created.

## Purchase Order Structure and Components

### Purchase Order Structure

A purchase order in SWIFT has a tree structure whose key components are a header, lines, schedules and distributions. Each purchase order must have a header and at least one line. That line must include at least one schedule and one distribution. There can be several lines. Each schedule can have several distribution lines. A purchase order is identified by an ID that is unique within a SWIFT purchasing business unit.



## Purchase Order Components

There are four key components in each purchase order in SWIFT. All four components must be completed in order to create a purchase order.

1. **Header:** Contains information that applied to the entire purchase order.
  - Document Type
  - Vendor
  - Comments
  
2. **Line:** Contains details about what is being ordered/encumbered
  - Item or Description/Category
  - Price
  - Comments
  
3. **Schedule (On the Line):** Where the Due Date, Ship To address and Unit Price are stored for each item on the order.
  - Shipping Information
  - Sales and Use Taxes
  - Miscellaneous Charges
  
4. **Distribution (On the Line):** Where the accounting information is entered.
  - ChartField String
  - Budget Date
  - Verify Asset Information as needed

## Fields on the Required Components

Each component of a purchase order has several fields. Not all fields are required for all purchase orders. For more information about these requirements, view the Document Types User Guide.

### 1. Header Section

**The header is required for all purchase orders.** The header contains information that applies to the entire purchase order.

### Above the Header Line on a Purchase Order

Maintain Purchase Order

---

**Purchase Order**

Business Unit:	G1001	Origin:	514	Management Services		
PO ID:	3000003043		<a href="#">Approval Exception</a>		PO Status:	Dispatched <span style="float: right;">▲ 📄 ✖</span>
Copy From:	<input type="text"/>				Budget Status:	Valid
					<input type="checkbox"/>	Hold From Further Processing

▼ Header

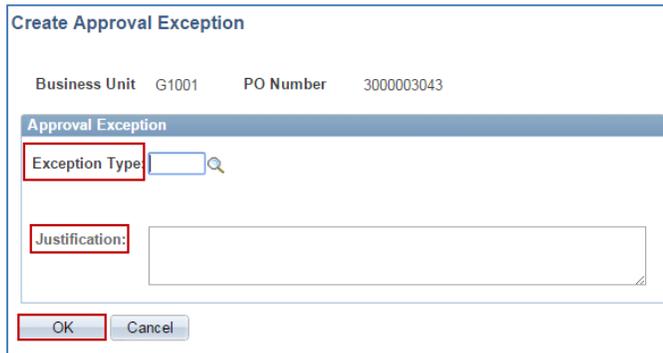
**Fields on the Purchase Order Header.** Required fields are marked with an asterisk (\*).

Field Name	Field Description
*Business Unit	The Business Unit identifies the agency responsible for the purchase order. It generally represents a legal entity. For the state of Minnesota, the Business Unit typically corresponds to an agency with the exception of the General Ledger (GL). The GL Business Unit is at a statewide level (i.e., MN001)
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.
Copy From	Use this drop down menu to copy information from a contract, purchase order or requisition. It will override the original document.
*Origin	This three-digit field represents a division, district or regional level within the agency and is the level directly below the business unit. The origin is a required field that exists on the header level of requisitions, purchase orders, contracts and strategic sourcing event documents.
Approval Exception	When a purchase order is created, it is not verified against the <i>Authority for Local Purchase (ALP)</i> of the buyer. If a purchase order violates the ALP guidelines or those from the Document Type standards, this exception must be created. For more information, see the <i>Create Approval Exception Form</i> on the next page.
PO Status	Where the purchase order is in the process. <ul style="list-style-type: none"> <li>Initial: A new purchase order without any fields completed</li> <li>Open: It has not been saved or approved.</li> <li>Pending Approval/Approved: It is waiting for approval.</li> <li>Approved: It has passed the approval process.</li> <li>Dispatched: It has been dispatched.</li> <li>Pending Cancel: It was canceled but has not completed the overnight batching process.</li> <li>Canceled: It was canceled.</li> <li>Complete: It is closed. There were payments against it but it no longer can be used.</li> </ul>
Budget Status	SWIFT indicates the status of the budget in the budget checking process. <ul style="list-style-type: none"> <li><b>Not Chk'd:</b> It is in the initial status. The budget has not been checked.</li> <li><b>Valid:</b> The purchase order passed the budget check.</li> <li><b>Error:</b> The purchase order failed budget checking.</li> </ul>
Hold from Further Processing	This checkbox can be checked to stop the purchase order from being approved, budget checked, dispatched, cancelled or closed. Use if there is any further work that needs to be done on the purchase order. The purchase order will not be processed by daily or overnight batch jobs.
Change Order icon	A process to amend an original purchase order. Change orders are only for those purchase orders that have been previously dispatched.

Field Name	Field Description
<b>Create Document</b>	Allows you to access the Create Document page to define document details and author a related contract document.
<b>Cancel PO icon</b>	Clicking this button cancels the entire purchase order. You may not see this button if you do not have access to it. There are implications for canceling a purchase order that will be covered more fully under Document Types.

## Create Approval Exception Form

Use this form only if there is an exception. Select an *Exception Type* and complete the required *Justification*. Click **OK** when you are done.



**Create Approval Exception**

Business Unit: G1001    PO Number: 3000003043

**Approval Exception**

Exception Type:

Justification:

OK    Cancel

### Exception Type Fields

Exception Type	Justification
<b>ADMIN: Admin Commissioner Delegation</b>	List the delegation name and delegation number.
<b>EMR: Emergency</b>	List the agency head name and date.
<b>INAGY: Inter/Intra-Agency Order</b>	Enter "IA Order" as the justification.
<b>OSP one-time approval</b>	List the name of the individual who approved the delegation and date.
<b>POL: Policy Exception</b>	List the policy number and exception.
<b>SSINF: Single Source Interface Blanket Approved by OSP</b>	PO Interface Use Only.
<b>STAT: Statutory Delegation</b>	List the statute citation that allows exception.

## Buttons Associated with the Header

After your purchase order is saved, several buttons appear on the top right of the **Purchase Order** page.

Maintain Purchase Order

**Purchase Order**

Business Unit: G1001    Origin:     Management Services    PO Status: Pend Appr

PO ID: 3000003114    [Approval Exception](#)    Budget Status: Not Chk'd

Change Order: 1



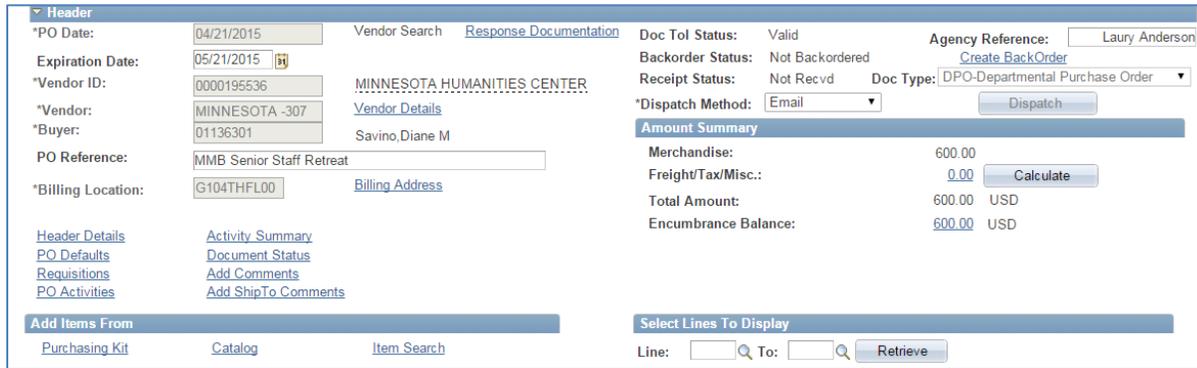




### Buttons on the Header and their Purpose.

Description of Button	Purpose of Button
<b>Blue Triangle (Change Order)</b>	Change an attribute on the purchase order line. This button and functionality are available only if the purchase order is in <i>Dispatched</i> status. If approval is required before dispatching it to the vendor, the change order must go through the approval process.
<b>Yellow Box with Star (Create Document)</b>	Access the Create Document page where you can define document details and author a related contract document.
<b>Red X (Cancel PO)</b>	This button is available if the purchase order status is <i>Dispatched</i> . If you cancel a dispatched line, a change order is created. This button is also available when the purchase order status is <i>Approved</i> , but only if the purchase order was previously dispatched, changed and approved. If you do not have the authority to cancel a purchase order, the Cancel PO button is not available.
<b>Yellow Box with Looking Glass (Budget Check)</b>	This is the process of checking source transactions against control budget ledgers. This process creates and relieves encumbrances and pre-encumbrances.
<b>Yellow Box with Glasses (Pre-Budget Check)</b>	This process performs the budget checking and edits that it normally does when a budget or transaction is posted. It does not commit the changes to the general ledger.

### Below the Header Line on a Purchase Order



The screenshot shows the SWIFT purchase order header interface. It includes fields for PO Date (04/21/2015), Expiration Date (05/21/2015), Vendor ID (0000195536), Vendor Name (MINNESOTA HUMANITIES CENTER), Buyer (Savino, Diane M), and PO Reference (MMB Senior Staff Retreat). There are also status indicators for Doc Tot Status (Valid), Backorder Status (Not Backordered), and Receipt Status (Not Recvd). An Amount Summary table shows Merchandise at 600.00, Freight/Tax/Misc. at 0.00, Total Amount at 600.00 USD, and Encumbrance Balance at 600.00 USD. Navigation links like 'Vendor Search', 'Response Documentation', and 'Billing Address' are visible.

Fields Below the Purchase Order Header. Required fields are marked with asterisk (\*).

Field Name	Field Description
* PO Date	Defaults to current date. The PO Date must be within the Start and End date of the contract.
Expiration Date	Optional field. The purchase order expires on this date. This 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.
* Vendor ID	SWIFT unique identification number for vendor. The vendor location and address will default when this is selected. The Vendor ID is required. If the vendor name is entered first, the Vendor ID will be populated. The vendor location and address will default. They can be changed on the Vendor Details link.
Vendor	Allows you to search for the vendor by Short Vendor Name and Vendor Name. The vendor location and address will default when Vendor is selected.
Vendor Search link	Provides more fields to search to find a vendor in SWIFT. You can also use the magnifying glass on the Vendor ID field to find a vendor.
Vendor Details link	Allows you to see more information about the vendor such as the vendor location, address, contact and payment terms.
* Buyer	Buyer is required. Purchase orders may be entered on behalf of buyers. It will default to the Employee ID and name of the person entering the purchase order. The buyer must have the appropriate authority for the purchase order being created.
PO Reference	This optional field is used to add any agency-specific information. It will not print on the purchase order. But you can search for information based on this field.
* Billing Location	Address of the state agency where the invoice is sent. It may default based on the business unit.



Field Name	Field Description
<b>Header Details link</b>	Includes details that have previously been entered on the purchase order such as the PO Type (GEN), Billing Address, Location and Process Control Option. Do not change fields here.
<b>PO Defaults link</b>	This page can be used to enter schedule and distribution information that will apply to all lines of the purchase order. They are used with purchase orders with multiple lines and multiple distribution lines. <b>CAUTION:</b> When you update your purchase order default settings, it carries for future purchase orders. You need to update the defaults before you add the purchase order lines. You can select which fields you want to apply to all lines (e.g., ChartFields, Ship To and Location).
<b>Add/Edit Comments link</b>	Comments and attachments can be made at the header level (for the entire purchase order). They can also be added to the line level. Checkboxes include: <ul style="list-style-type: none"> <li>• <i>Inactivate:</i> Comments no longer apply.</li> <li>• <i>Send to Vendor:</i> Comments will appear on purchase orders dispatched to vendors. Clear this checkbox to keep the comments internal.</li> <li>• <i>Show at Receipt:</i> Comments will appear on the receipt documents.</li> <li>• <i>Show at Voucher:</i> Comments will appear on the voucher.</li> <li>• <i>Add a Row:</i> Comments can be made selectively</li> <li>• <i>Attach:</i> Use to add a document or other attachments.</li> </ul>
<b>Add/Edit <u>Ship To</u> Comments link</b>	Comments can be added to a specific Ship To location. Checkboxes include: <ul style="list-style-type: none"> <li>• <i>Inactivate:</i> Comments no longer apply.</li> <li>• <i>Send to Vendor:</i> Comments will appear on purchase order dispatched to vendors. Clear this checkbox to keep the comments internal.</li> <li>• <i>Show at Receipt:</i> Comments will appear on the receipt documents.</li> <li>• <i>Show at Voucher:</i> Comments will appear on the voucher.</li> <li>• <i>Add a Row:</i> Comments can be made selectively</li> <li>• <i>Attach:</i> Use to add a document or other attachments.</li> </ul>
<b>Doc. Tol. Status</b>	Document tolerance checking compares the balance of all distributions tied to the requisition distribution. It is based on a tolerance tied to a specific ChartField.
<b>Backorder Status</b>	If you have created a backorder, this field displays the backorder details for the vendor, business unit, item or buyer. Values include <i>None</i> , <i>Backorder</i> and <i>BO Recv</i> (backorder received).

Field Name	Field Description
<b>Receipt Status</b>	This field provides information about the receipt. <ul style="list-style-type: none"> <li>• <i>Open</i>: one or more of the receipt lines are in Open status</li> <li>• <i>Received</i>: all lines are Received or Canceled</li> <li>• <i>Hold</i>: Receipt is on hold</li> <li>• <i>Moved</i>: This receipt has been processed and moved</li> <li>• <i>Closed</i>: All receipt lines have been moved and matched. No further processing is required.</li> <li>• <i>Canceled</i>: All lines are canceled. Canceling cannot be reversed.</li> </ul>
<b>Dispatch Method</b>	You can dispatch purchase orders using any of the following dispatch methods: print, phone, email, or electronic data exchange (EDX). The EDX dispatch method can be used with or without a linked supplier. The fax option is not used.
<b>Agency Reference</b>	Agencies specify what, if any, additional information is added to the purchase order. It will print on it.
<b>Create BackOrder</b>	Not used for purchase orders.
<b>* Doc Type</b>	This field allows you to specify the type of purchase order being created. When the purchase order is saved, the Doc Type selected will be verified against the requirements for that Doc Type. Doc Types are covered in detail in the <i>Document Type User Guide</i> .
<b>Response Documentation</b>	This field is required when creating a Department Purchase Order (DPO). It is used to indicate the results of informal bids that are required on some purchases. These requirements are based on ALP guidelines.
<b>Merchandise</b>	This field is the amount of the merchandise being purchased. It populates from the Details tab on the lines section.
<b>Freight/Tax/Misc.</b>	Any extra fees attached to the merchandise will appear after the information is entered on the Details tab on the lines section.
<b>Total Amount</b>	This totals the Merchandise and Freight/Tax/Misc. fees. It will appear after the information is entered on the Details tab on the Lines section.

## Response Documentation Form

These are the required fields for each of the bids that were received. Click **OK** when you have entered the bids.

- *Vendor ID*:  
Enter the SWIFT Vendor ID number. If a bid is received from a vendor that is not in the SWIFT vendor file, use PLACEHOLDER (for "Placeholder"). If PLACEHOLDER is used, add comments to document the vendor and bid information.
- *Location*:  
Enter the vendor location. This 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 in SWIFT. For

example, address can include 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.

- **Bid Amount:**  
The amount of the bid from this specific vendor.
- **Bid Date:**  
The date you received the bid from this specific vendor.

**Record your vendor response here**

Business Unit: G1001      PO Number: 3000003043

Response Documentation						Personalize	Find	1 of 1
Seq#	Vendor ID	Short Vendor Name	Location	Bid Amount	Bid Date			
1	<input type="text"/>		<input type="text"/>	0.000	04/21/2015			+ -

## 2. Lines Section

**One or more purchase order lines are required for all purchase orders.** The purchase order line section contains details about what is being ordered or encumbered.

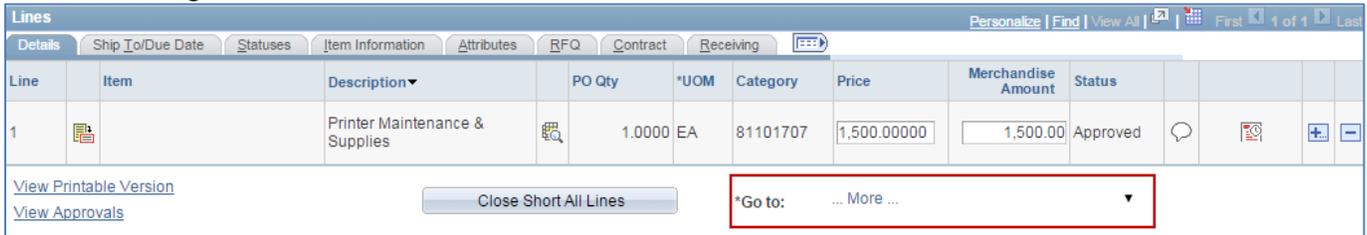
- Each purchase order must have at least one line that includes at least one schedule and one distribution.
- Enter information in left to right order to avoid errors.
- When creating a contract-based purchase order, use the **Contract Search** button on the **Contract** tab to pull in the contract information.
- You can use the plus or minus icons (e.g., “+“ or “-“) on every tab to add or subtract lines as needed.

**These tabs, icons and links on the Lines section of a purchase order are described as follows.**

- Go to: More drop down menu
- Line Details Icon
- Contract Tab
- Details Tab
- Item Information Tab
- Receiving Tab
- Statuses Tab
- RFQ Tab
- Attributes Tab
- Ship To/Due Date Tab

## Go to: More drop down menu

Below the lines section is a **Go to: More** section. This menu provides quick access to various data about the purchase order. Most of these options are not used. **Use the Header, Misc. Charges option to ADD freight and other charges.**



The screenshot shows the 'Lines' section of the SWIFT interface. It features a table with columns: Line, Item, Description, PO Qty, \*UOM, Category, Price, Merchandise Amount, and Status. The first line item is 'Printer Maintenance & Supplies' with a quantity of 1.0000, UOM of EA, and a price of 1,500.00000. Below the table, there are links for 'View Printable Version' and 'View Approvals', a 'Close Short All Lines' button, and a dropdown menu labeled '\*Go to: ... More ...' which is highlighted with a red box.

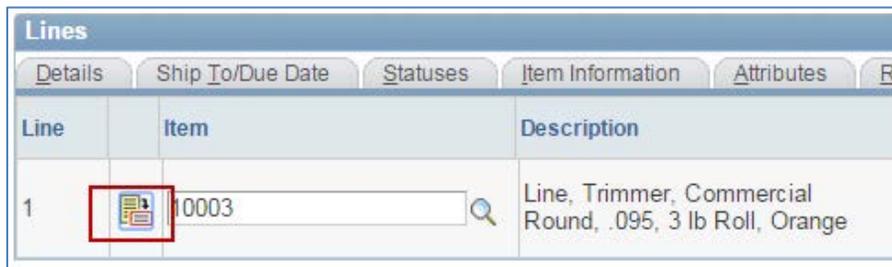
## More Options Data/Report Fields.

Field Name	Field Description
<b>01 – Activity Log</b>	Displays any activity on the purchase order such as the date and user who entered, edited or approved it.
<b>02 – PO Dispatched History</b>	Information about this purchase order's dispatched history (e.g., vendor, location, date dispatched, method and user).
<b>03 – Category Search</b>	Displays the Catalog ID and a description of the categories if they were selected for this purchase order.
<b>04 – View Category Hierarchy</b>	Allows you to see a list of categories by agency catalogs (e.g., DEED Items, MDH Furniture, MDH Lab, MDH SSC, and MNDOT). You can select one agency category and drill down to the items within these categories.
<b>05 – All RTV (Return to Vendor)</b>	SWIFT does not use this feature.
<b>11 – Matching</b>	Provides the match status and which match rules apply to this purchase order. The values are <i>To Match</i> , <i>Part Matched</i> , or <i>Matched</i> . These values are based on the extent to which the matching process has been completed for the purchase order.
<b>13 – Header Misc. Charges</b>	Allows you to add a miscellaneous charge to be prorated on the purchase order lines. The types of charges include freight, miscellaneous, and excise. Ensure any added charges fall within contract terms.
<b>14 – Freight Calculation</b>	SWIFT does not use this feature.
<b>15 – Budget Check</b>	Clicking on this item runs a budget check to see if there are errors or warnings attached to this purchase order.

Field Name	Field Description
<b>16 - Budget Status – Prorated</b>	This option brings you to the Commitment Control Details page for this purchase order. You can see the Budget Checking Header status and Commitment Control Amount Type, Tran ID and Tran Date. There is access to the Transaction Override Checkbox if there is not a valid budget check.
<b>17 - Budget Status – N Prorated</b>	This option brings you to the Commitment Control summary page for this purchase order. You can see the Source Transaction Type, Budget Checking Header Status and Commitment Control Amount Type. There is access to the Transaction Override Checkbox if there is not a valid budget check.
<b>18 – Doc Tolerance Checking</b>	SWIFT does not use this feature.
<b>19 – Doc Tolerance Exception</b>	SWIFT does not use this feature.

## Line Details Icon

The **Line Details** icon occurs on each of the line tabs.



If you click on the **Line Details** icon, the **Details for Line** page is displayed. You can see all of the information about a purchase order on one page. This includes the tabs such as Item Information, Contract and Receiving.

The top section of the **Details for Line** page displays details such as Line Status, Amount, Quantity and Amount Summary.

**Details for Line 1**

PO ID: 3000007702 Vendor: PITNEY BOW-004  Recycled  
 Line: 1 Item ID: \$154.83 Quarterly A/N 7261985 %

**Line Details**

Category:	80161800	Line Status:	Approved	<input type="checkbox"/> <input type="checkbox"/>
Description:	Office equipment rental or lea	Backorder Status:	Not Backordered	
Category ID:	05155	<b>Amount Summary</b>		
Amount to Receive:	619.320 USD	Merchandise Amount:	619.32	USD
Quantity to Receive:	1.0000	Doc. Base Amt:	619.32	USD

Repair Type Cd:  Work Order:  [User Defined](#)

Transaction Item Description:

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

- [Item Information](#)
- [Attributes](#)
- [RFQ](#)
- [Contract](#)
- [Receiving](#)

The top section of the **Details for Line** page also provides some additional fields not found on the main purchase order. These fields are rarely used.

- *Recycled Content:* The checkbox allows you to list if the purchase was made from recycled products and the percent of recycled content.
- *Repair Type:* This text field allows you to check out any repairs on state assets related to this purchase.
- *Work Order:* This text field allows you to see if there are any work orders attached to state assets related to this purchase.
- *User Defined:* Agencies and Office of State Procurement can define custom fields. They do not print as part of the purchase order fields. However, you can report on them.

Maintain Purchase Order

**Details for Line 1**

PO ID: 3000003287 Vendor: MATERIALS -002  Recycled  
 Line: 1 Item ID: [Electronic Recycling](#) [Hazardous, HAZARDOUS MATERIALS, USED ELECTRONIC AND ELECTRONIC COMPONENT RECYC](#) %

**Line Details**

Category:	76122305	Line Status:	Approved	<input type="checkbox"/> <input type="checkbox"/>
Description:	Recycling of computer based pr	Backorder Status:	Not Backordered	
Category ID:	01126	<b>Amount Summary</b>		
Amount to Receive:	USD	Merchandise Amount:	155.77	USD
Quantity to Receive:		Doc. Base Amt:	155.77	USD

Repair Type Cd:  Work Order:  [User Defined](#)

- The lower section of this page displays the tabs such as **Item Information**, **Contract** and **Receiving**. If you click on "Expand All", the tabs will open up.

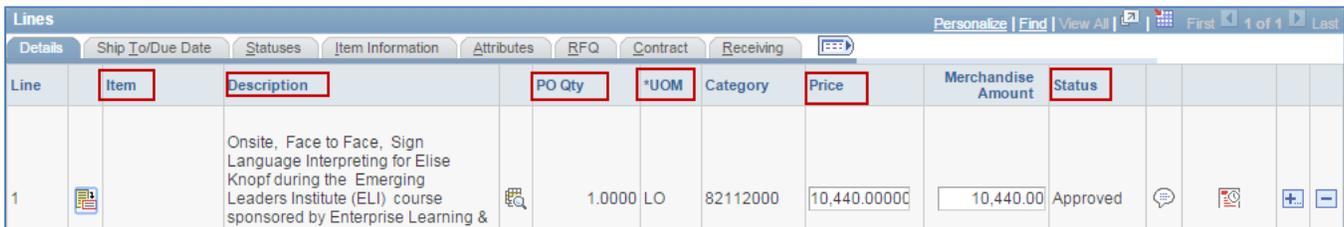


**Fields on the Details Tab.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Description</b>	The description of what is being purchased.
<b>* PO Quantity</b>	The number of items being purchased.
<b>* UOM</b>	How the item is measured. This may default from the Item or the contract.
<b>* Category</b>	This is a grouping of similar goods or services for reporting purposes and spending analysis. This will default from the Item, if it is populated. If not, the Category Code must be entered. The category follows the standard classification of products and services represented by the United Nations Standard Products and Services Code (UNSPSC).
<b>* Price</b>	Validate or update the price. It may default from the contract. If the contract has fixed pricing, the price will not be able to be updated.

- Item:** The Item field is used by a few state agencies that use SWIFT's Inventory module. Items are set up for goods that are purchased frequently and stocked in an agency's Inventory Center. Once you choose an item, the *Description*, *Unit of Measure (UOM)* and *Category* are populated. *Quantity* and *Price* must be entered. Depending on the type of contract, an *Item ID* may default from the contract to the purchase order line.

Confirm any defaulted fields. Required fields are marked with asterisk (\*).



The screenshot shows the 'Lines' tab in the SWIFT system. The 'Details' sub-tab is active. A table displays a single line item with the following data: Line 1, Item (highlighted with a red box), Description 'Onsite, Face to Face, Sign Language Interpreting for Elise Knopf during the Emerging Leaders Institute (ELI) course sponsored by Enterprise Learning &', PO Qty 1.0000, \*UOM LO (highlighted with a red box), Category 82112000, Price 10,440.00000 (highlighted with a red box), Merchandise Amount 10,440.00, and Status Approved (highlighted with a red box). Other tabs like Ship To/Due Date, Statuses, Item Information, Attributes, RFQ, Contract, and Receiving are visible at the top.

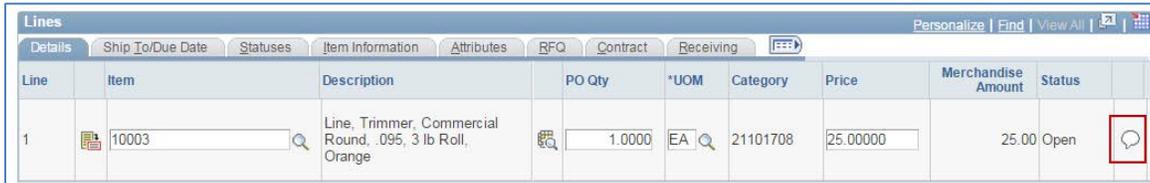
**Item Fields on the Details Tab.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>* Item ID</b>	A SWIFT number assigned to the product being purchased.
<b>Description</b>	The description of what is being purchased. It will default from the Item ID.
<b>* PO Quantity</b>	The number of items being purchased.
<b>* Unit of Measure (UOM)</b>	How the item is measured. This may default from the Item on the contract.

Field Name	Field Description
<b>* Category</b>	This is a grouping of similar goods or services for reporting purposes and spending analysis. This will default from the Item if it is populated. If not, the Category Code must be entered. The category follows the standard classification of products and services represented by the United Nations Standard Products and Services Code (UNSPSC). Refer to the Appendix for more information.
<b>* Price</b>	Validate or update the Price. This may default from the Item or the contract. If the contract has fixed pricing, the price will not be able to be updated.
<b>Status Field</b>	This value indicates the status of the purchase order in the workflow process. Both <i>Description</i> and <i>Item</i> types of purchase orders have a <i>Status</i> field.

**Line Comments Icon:**

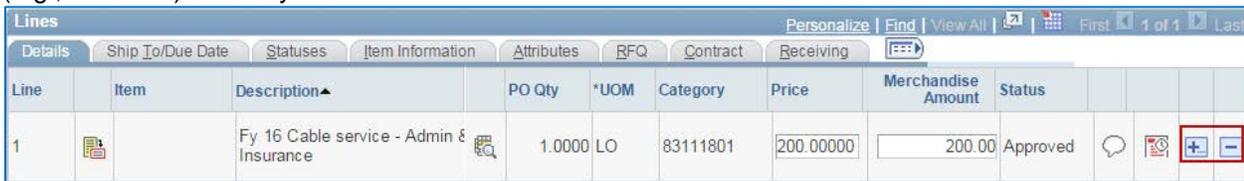
The **Line Comments** page is set up the same as the header level comments. It allows you to add comments and attachments on this line. The **Line Comments** icon is on the right of the **Details** tab.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	10003	Line, Trimmer, Commercial Round, .095, 3 lb Roll, Orange	1.0000	EA	21101708	25.00000	25.00	Open

**Add/Delete Line Icon:**

The **Add/Delete Line** icon allows you to add or delete lines on the purchase order. Use the plus or minus icons (e.g., “+” or “-”) on every line.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Fy 16 Cable service - Admin & Insurance	1.0000	LO	83111801	200.00000	200.00	Approved

## Ship To/Due Date Tab

This tab gives you information about when the product is due, where it will be received and price. It also displays the icon to get to the **Schedules** page. The Ship To information defaults from the information entered on the main entry page.



**Ship To/Due Date Fields used on the Lines.** Required fields are marked with asterisk (\*).

Field Name	Field Description
* <b>Due Date</b>	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.
* <b>Ship To</b>	<ul style="list-style-type: none"> <li>The Ship To is the location where the goods are delivered. It defaults from the purchasing document or direct entry.</li> <li>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.</li> <li>Ship To is where the work will be performed.</li> <li>To ship to multiple locations, use the Schedule page.</li> </ul>
<b>Price</b>	SWIFT calculates the price for the items. If there is a contract associated with the line, SWIFT uses the contract rules to determine the price. Contract rules include whether to use the contract base price or the vendor price for the unit of measure on the purchase order. Contract rules also determine which sets of price adjustments the system considers (contract price adjustments and vendor base price adjustments) and in what order.

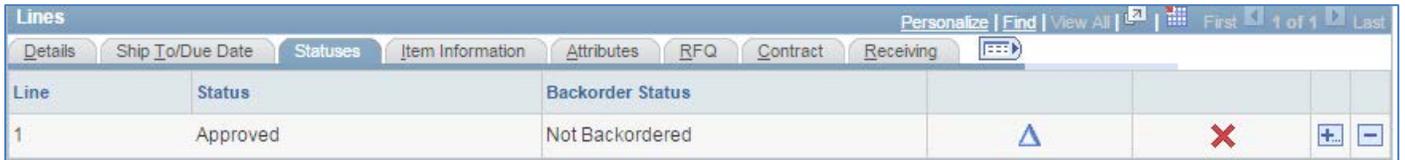
## Statuses Tab

**This tab is rarely used.** Use the **Statuses** tab to make some changes to a purchase order. You can cancel a line or change the schedule. It allows you to see the status of a backorder if it is chosen for this purchase.

- To make a schedule-level change, click the **Create Schedule Change** button on the **Statuses** tab.
- To access this page, click the **Schedule** button from the **Details** tab on the *lines* section. The fields that trigger change order generation become available for entry.
- Adding a line automatically creates a change order for the line and new schedules are added.
- If you change the quantity on a purchase order line, and only one schedule exists, the system automatically creates a change order for the schedule.

You do not have to click the **Create Line Change** button to make changes to the purchase order line quantity. The line quantity serves as a work field on the purchase order, so changes to its value are not tracked as changes. However, SWIFT creates a schedule-level change order.

After you create a change order online, dispatch it as you would a regular purchase order.



**Fields on the Statuses Tab.**

Field Name	Field Description
<b>Status</b>	Displays the status of the entire purchase order. Valid status values are: Initial, Open, Pending Approval, Approved, Dispatched, Canceled and Complete. Review the <b>Appendix</b> , for more information about the <i>Purchase Order Header Status Values</i> .
<b>Backorder Status</b>	This allows you to see if this item was on backorder and its status.
<b>Create Schedule Change icon</b> (blue triangle)	Click this icon to change an attribute on the purchase order schedule. This button and functionality are available only if the purchase order is in <i>Dispatched</i> status. When you save the purchase order, a change order is created. If approval is required before dispatching it to the vendor, the change order must go through the approval process.
<b>Cancel Line icon</b> (red X)	Click this icon to cancel the purchase order line.

**Item Information Tab**

If you select *Item* instead of *Description* on the **Details** tab, you can find the item information on this tab. The **Item Information** tab will show you the Vendor Item ID and Manufacturer IDs if they exist. For more information, refer to the **Appendix, Manufacturer Information for Purchase Orders**.



**Fields on the Item Information Tab.**

Field Name	Field Description
<b>Vendor Item ID</b>	This functionality is currently not used.
<b>Vendor's Catalog</b>	This functionality is currently not used.
<b>Manufacturer ID</b>	SWIFT ID for the manufacturer
<b>Manufacturer's Item ID</b>	SWIFT ID for the value that the manufacturer uses to identify an item.

Field Name	Field Description
UPN ID	This functionality is currently not used.
Replenish Code	This functionality is currently not used.
Stockless	This functionality is currently not used.
Device Tracking	This functionality is currently not used.

## Attributes Tab

This tab provides basic purchasing information for an item. It is not typically used except for price adjustment dates.



The document type determines the fields in the **Attributes** tab.

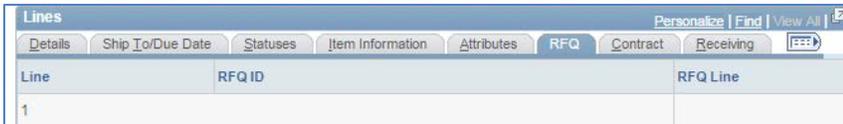
**Fields on the Attributions Tab.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Physical Nature</b>	Physical Goods or Intangible Goods (service)
<b>*Price Qty</b>	<p>The quantity that SWIFT uses to determine minimum order quantities and price adjustment quantities for contracts. Select <i>Line Quantity</i> or <i>Schedule Quantity</i>.</p> <ul style="list-style-type: none"> <li>If you set up an item-vendor relationship for the purchase order line item, there is a specific price for the item with that vendor, as well as a minimum quantity that you are required to purchase.</li> <li>If you have set up price adjustments for the item and vendor, they may depend on the purchase order quantity.</li> </ul>
<b>*Price Date</b>	<p>Use this field for price adjustment dates and minimum order dates.</p> <ul style="list-style-type: none"> <li><i>PO</i> (Purchase Order): Price adjustments are based on the date the purchase order was placed.</li> <li><i>Due</i> (Scheduled Due Date): Price adjustments are based on the date that the purchase order is due to be received.</li> </ul>

Field Name	Field Description
<b>Amount Only</b>	<p>Allows the user(s) to receive the purchase order line by <i>Amount</i> instead of <i>Quantity</i>. <i>Amount Only</i> 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.</p> <p>The line amount that you enter becomes the schedule price and amount.</p> <p>If you have an existing purchase order quantity value, line amount, schedule amount, and schedule price, and then select this option, each of these values is reset:</p> <ul style="list-style-type: none"> <li>• The purchase order quantity value is overridden with value of 1.</li> <li>• The line amount, schedule amount, and schedule price are reset to the unit price of the item on the line but can be overridden.</li> <li>• These values default from the main page information.</li> </ul>

## RFQ Tab

This function is not used in SWIFT.

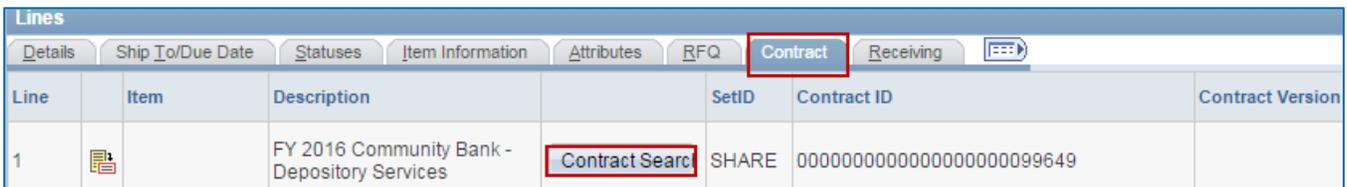


The screenshot shows the 'Lines' section of the SWIFT interface. The 'RFQ' tab is selected, and the table below it has columns for 'Line', 'RFQ ID', and 'RFQ Line'. A single row with '1' in the 'Line' column is visible.

## Contract Tab

***If you are creating a contract-based purchase order, enter information about the contract before entering information on other parts of the purchase order.***

- If you are not working with a contract, skip this section.
- When creating a contract-based purchase order, the contract must be referenced on each line. The contract should ***always be located using the Contract Search button.***
- Use this tab to manually enter contract lines. You can also view contract details for the purchase order.
- ***DO NOT*** use the *Contract ID* field to enter the contract number. It will not pull the contract information into the purchase order correctly using this method.



The screenshot shows the 'Lines' section of the SWIFT interface with the 'Contract' tab selected. The table has columns for 'Line', 'Item', 'Description', 'SetID', 'Contract ID', and 'Contract Version'. A single row is visible with '1' in the 'Line' column, 'FY 2016 Community Bank - Depository Services' in the 'Description' column, 'SHARE' in the 'SetID' column, and '0000000000000000000099649' in the 'Contract ID' column. The 'Contract Search' button and the 'Contract' tab are highlighted with red boxes.

**Fields on the Contract tab.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Contract Search</b>	<b>Always start with the Contract Search button</b> to search for the appropriate contract. Various search criteria can be entered to narrow the search (e.g., Buyer, Item, Vendor Name, Category, and PO Business Unit).  Ensure that the contract effective date is within the purchase order date. The system displays a message if the dates are not compatible.
<b>* Contract ID</b>	SWIFT assigns each contract with a unique identifier. Find the Contract ID from the contract administrator for your agency or use the Office of State Procurement Division's (OSP) website.
<b>SetID</b>	It defaults to "SHARE". Set ID is a high-level key identifying a set of data rows in SWIFT. They are "set" for a business unit or for the ability to share data across business units.
<b>* Contract Line</b>	For each product that you select onto a contract, SWIFT generates a new contract line with an active status. After selecting the Contract ID, select from the contract lines available.
<b>Category Line</b>	SWIFT retrieves specific category agreements for the category lines. After you enter the Contract ID, this field displays the category line number to which this line item belongs.
<b>Item ID</b>	A SWIFT number assigned to the product being purchased.
<b>Item Description</b>	The description of what is being purchased. Check with your agency's policies on the description requirements.
<b>Contract Version</b>	Contract Versions enable you to create and maintain multiple versions of the contract in the system and to view information in older contract version. Contracts can only have one current version. The version that appears in this field is the version at the time that it was selected for the purchase order.
<b>Release</b>	This field displays the release number for the release. A release is the transaction for the contract. For example, a one-year lease contract with monthly payments would have 12 releases. This field appears for purchase order event types only.
<b>Group ID</b>	Only for Strategic Sourcing. It displays the line group to which this line item belongs. A line group is a bundle of items that buyers use in SWIFT to obtain better pricing for items.

### Using Contract Search

- **Most of the time you will use the Contract ID to search for the contract.**
- Enter the *Contract ID*. Click **Search**.
- The **Contract Details** section will appear with options related to your search criteria. The **Contract Details** page provides information such as *the Vendor ID, Vendor Name, Contract Process Option* and dates.
- Check the **Select** box of the contract you wish to reference.

**Fields on Contract Search. NOTE:** If you do not know the *Contract ID* and wish to use other search criteria, the table below explains these fields.

Field Name	Field Description
<b>Contract ID</b>	SWIFT's unique identifier for a contract.
<b>Contract Process Option</b>	Enables you to determine a specific contract process that you use throughout the entire contract life cycle. Contract process options include: <ul style="list-style-type: none"> <li>• Purchase Order: Allows for purchase orders.</li> <li>• <b>General Contract contracts:</b> Allows for both purchase order and voucher releases.</li> </ul> <b>The other options are not used in SWIFT.</b>
<b>Description</b>	Searches on the Description field of contracts.
<b>MMD Contract Release Number</b>	This field is used to search for SWIFT Contracts that are tied to Office of State Procurement Division's Contract releases.
<b>Contract Reference Type</b>	The following Contract Reference Types are used to narrow your results when searching for contracts. <ul style="list-style-type: none"> <li>• <b>Cat Cntrct (category contract):</b> Searches all contracts with Category Lines assigned to them.</li> <li>• <b>Line Item:</b> Searches for all contracts with Contract Item lines assigned to them.</li> <li>• <b>Open Item:</b> Used primarily to search for contracts with Open Items that are used by Office of State Procurement.</li> </ul>
<b>Buyer/Administrator</b>	Staff person who administers contracts, encumbers funds and creates purchase orders (e.g., Employee ID).
<b>Item ID</b>	A unique identifier assigned to a particular item. An item is any product, material or service established and maintained in the Item Master. Items tend to be specific and used for repetitive purchases.
<b>Item Description</b>	Descriptions for a specific item.
<b>Category</b>	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.
<b>Corporate Contract</b>	Corporate contracts are available for all state agencies to use. <ul style="list-style-type: none"> <li>• If you check "Yes", then you can see all corporate contracts</li> <li>• If you check "No", then you are limiting your search to contracts within your business unit(s).</li> </ul>

On the **Contract Search** page, enter the following.

- *PO Business Unit* and the *Contract ID*. Click **Search**.
- The **Contract Details** section will appear with options related to your search criteria. The **Contract Details** page provides information such as *the Vendor ID, Vendor Name, Contract Process Option* and dates.
- Check the **Select** box of the contract you wish to reference.

### Contract Search

Search Criteria

SetID: SHARE	Buyer/Administrator: <input type="text"/>
Contract ID: <input type="text"/>	Vendor ID: <input type="text"/>
Contract Process Option: <input type="text"/>	Item SetID: SHARE
Description: <input type="text"/>	Item ID: <input type="text"/>
MMD Contract Release Number/T-Number: <input type="text"/>	Item Description: <input type="text"/>
Contract Reference Type: <input type="text"/>	Category: <input type="text"/>
PO Date: 07/28/2015	Corporate Contract: <input type="text"/>
<b>PO BU</b> H1201 <input type="text"/>	

---

Contract Details

Personalize | Find | View 100 | First 1-10 of 3495 Last

Item Detail Contract Reference **Contract Detail**

Select	Contract ID	Contract Version	Vendor ID	Vendor Name	MMD Contract Release Number/T-Number	Contract Process Option	Begin Date	Expire Date
<input type="checkbox"/>	000000000000000000097124	1	0000197383	REGENTS OF THE UNIV OF MINN		Purchase Order	07/24/2015	12/31/2016

- Click **OK** at the bottom of the page.

The purchase order will be populated with information from the *Contract ID* you selected.

### Maintain Purchase Order

#### Purchase Order

Business Unit: H1201	Origin: 887 <input type="text"/>	Rural Health / Primary Care
PO ID: NEXT	<a href="#">Approval Exception</a>	
Copy From: <input type="text"/>	PO Status: Open <input checked="" type="checkbox"/>	
	Budget Status: Not Chk'd	
	<input type="checkbox"/> Hold From Further Processing	

Header

*PO Date: 07/28/2015 <input type="text"/>	Vendor Search	Response Documentation
*Expiration Date: <input type="text"/>	Doc Tol Status: Valid	
*Vendor ID: 0000197383 <input type="text"/>	Agency Reference: <input type="text"/>	
*Vendor: REGENTS OF-003 <input type="text"/>	Receipt Status: Not Recvd	
*Buyer: 01087463 <input type="text"/>	Doc Type: <input type="text"/>	
PO Reference: DENTAL ACCESS	*Dispatch Method: Email <input type="button" value="Dispatch"/>	
*Billing Location: H12BILL TO <input type="text"/>	<b>Amount Summary</b>	
	Merchandise: 119,995.00	
	Freight/Tax/Misc.: 0.00 <input type="button" value="Calculate"/>	
	Total Amount: 119,995.00 USD	

[Header Details](#)   [Activity Summary](#)  
[PO Defaults](#)   [Add Comments](#)  
[PO Activities](#)   [Add ShipTo Comments](#)

Add Items From

[Purchasing Kit](#)   [Catalog](#)   [Item Search](#)

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Lines

Line	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release	Milestone Line	Group ID	Rebate ID
1	Contract Search	SHARE	000000000000000000097124	1	1				

## Receiving Tab

Follow your agency's policies about receiving. Receiving documents the confirmation that your agency received the goods or services that were ordered.



Line	*Receiving Required	Inspection Required	Inspect ID	Close Short
1	Required	<input type="checkbox"/>		<input type="checkbox"/>

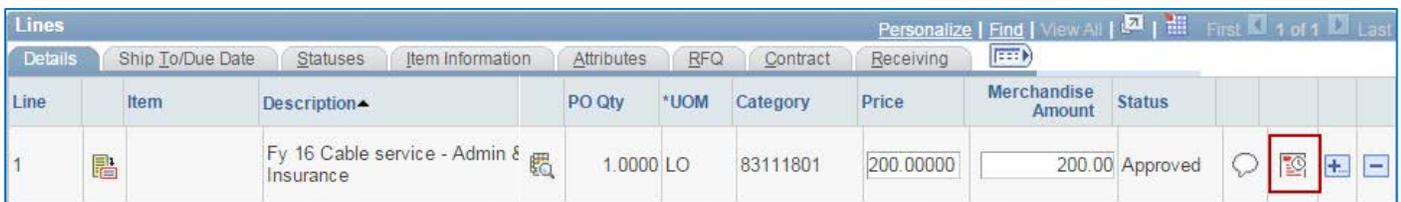
**Fields on the Receiving Tab.** Required fields are marked with asterisk (\*).

Field Name	Field Description
* Receiving Required	The values are: <ul style="list-style-type: none"> <li>Do Not (do not receive).</li> <li>Optional – <b>Do not use this option.</b></li> <li>Required (receiving is required).</li> </ul> SWIFT defaults to "Required" (e.g., a receipt transaction in SWIFT).
Inspection Required	Used to indicate that inspection is required for the line item.
Inspect ID	Inspect IDs contain instructions for inspecting an item.
Close Short	This functionality is not used.

## 3. Schedules Page

**The Schedules page is required for all purchase orders.** It allows for bulk ordering for price break and delivery to different place, time, or date. You are able to view the schedules for all lines at the same time. Make sure that any changes are made to the correct line.

- Access the **Schedules** icon on the **Details** and **Ship To/Due Date** tabs.
- The **Schedules** page displays header information for the purchase order, such as the *PO ID, Due Date and Status*. The page also displays schedule details for purchase order lines such as *Ship To* location. It is also used to add charges for a line. You can adjust tax information and specify accounting information here.
- Check the tax setting default on every purchase. Refer to the Appendix for more information about sales and use tax.

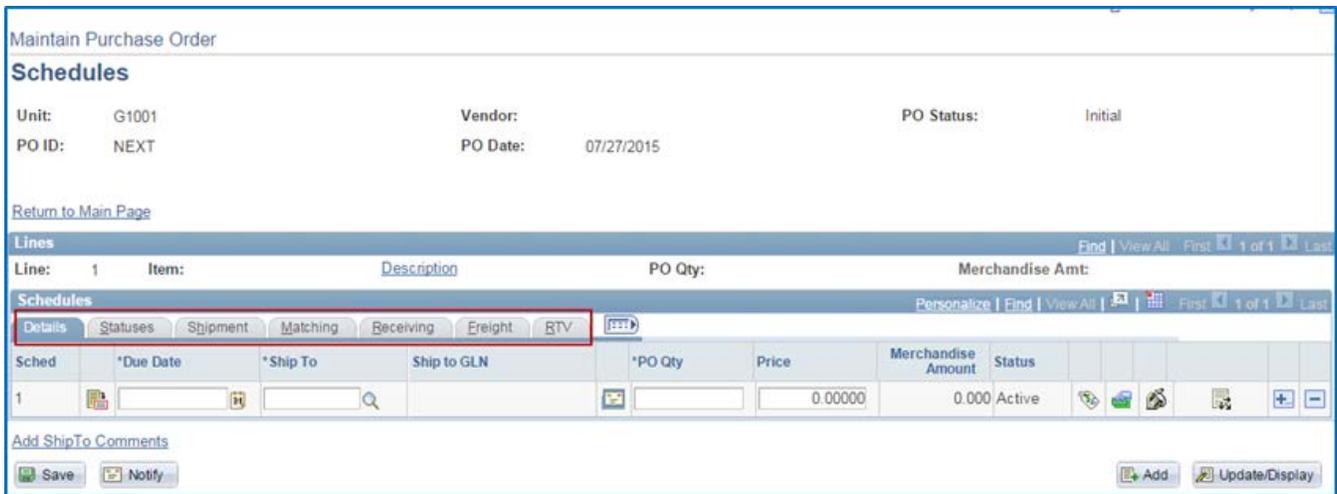


Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		Fy 16 Cable service - Admin & Insurance	1.0000	LO	83111801	200.00000	200.00	Approved				

### Tabs on the Schedules Page

There are seven tabs on the **Schedules** page. Many of them are not needed for most purchase orders. The information on these tabs may be covered on other main tabs on the lines section of a purchase order. The following tabs, icons and links on the **Schedules** page of a purchase order are previously described in this lesson.

- a) Details
- b) Statuses – No unique information on this tab
- c) Shipment
- d) Matching
- e) Receiving
- f) Freight
- g) RTV – Not being used.



Maintain Purchase Order

**Schedules**

Unit: G1001 Vendor: PO Status: Initial  
 PO ID: NEXT PO Date: 07/27/2015

[Return to Main Page](#)

Lines Find | View All | First 1 of 1 | Last

Line:	Item:	Description	PO Qty:	Merchandise Amt:
1				

**Schedules** Personalize | Find | View All | First 1 of 1 | Last

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

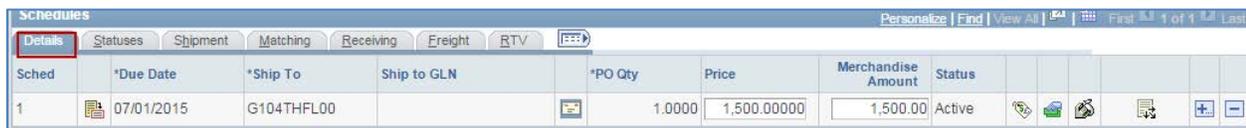
Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1					0.00000	0.000	Active

[Add ShipTo Comments](#)

Save Notify Add Update/Display

### Details Tab on the Schedules Page

The **Details** tab on the **Schedules** page enables you to define basic schedule information for the purchase order line.



**Schedules** Personalize | Find | View All | First 1 of 1 | Last

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

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	07/01/2015	G104THFL00		1.0000	1,500.00000	1,500.00	Active

**Fields on the Details Tab on the Schedules Page.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Schedule Details icon</b>	Brings you to the <b>Details for Schedule</b> page. You can find details about the line such as matching status, match tolerances, freight terms and freight calculation. See Example on the next page.



Field Name	Field Description
<b>* Due Date</b>	Defaults from purchasing document or direct entry. 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.
<b>* Ship To</b>	Defaults from purchasing document or direct entry. The Ship To is the location where the goods are delivered. 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.
<b>Ship to GLN (Global Location Number)</b>	Tied to a purchasing document. The Global Location Number (GLN) is the industry-wide identification number for business locations (physical location or legal entity) across the globe.
<b>Ship to Address icon</b>	Provides the details of the Ship To Address of which state agency will receive the purchase.
<b>*PO Qty</b>	Defaults from purchasing document or direct entry.
<b>Price</b>	Defaults from purchasing document or direct entry. Can be updated here.
<b>Merchandise Amount</b>	Defaults from purchasing document or direct entry. Can be updated here.
<b>Status</b>	Displays the status of the purchase order line schedule. Defaults to "Active". Other statuses include Closed, Denied, Hold open, Pending Approval and Canceled.
<b>Price Adjustment icon</b>	This is not being used.
<b>Miscellaneous Charges icon</b>	Add a miscellaneous charge to be prorated on the lines. The types of charges include freight, miscellaneous, and excise. Ensure any added charges fall within contract terms. Miscellaneous charges can also be added at the Main PO Page - Go To Option
<b>Sched Sales/Use Tax icon</b>	Sales/Use Tax is calculated based on the tax code associated with the Ship to Address. Tax can be updated by changing the ship to address or by updating the tax information on this page. See the <b>Sales/Use Tax Information for Schedule 1 Example</b> for the tax code options.

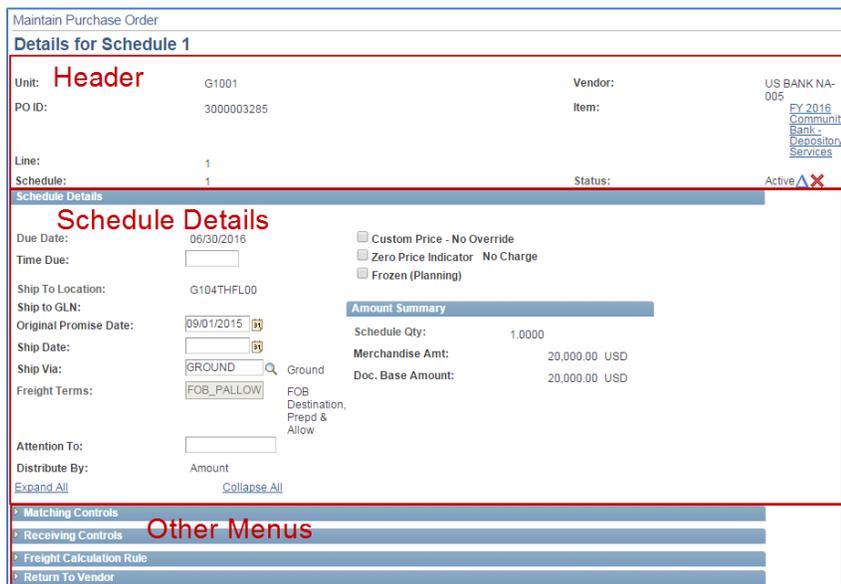
Field Name	Field Description
<b>Distributions/ChartFields icon</b>	<ul style="list-style-type: none"> <li>• Access to the <b>Distributions for Schedule 1</b> page. This page brings you to the Distribution page to enter and access ChartField information.</li> <li>• On the Distribution page, direct the cost of the purchase order line to one or multiple ChartField strings.</li> <li>• You can split the distribution based on quantity or dollar amount using the Distribute By option.</li> <li>• Use SpeedCharts to expedite the entry of accounting information. Some of the accounting information defaults depending upon how your agency sets them up. Not all agencies use SpeedCharts.</li> <li>• Enter the accounting information as necessary. Fund, DeptID, AppropID and Account are required for all transactions. The Account defaults from the Category. Determine the Category first. These fields can be edited to another value shown on the drop down menu if necessary.</li> <li>• Project ChartFields may be required. Enter PC Bus Unit, Project, Activity and Source Type.</li> </ul>

### Details for Schedule Page

The **Details for Schedules** page provides the ability to see all of the information about a purchase order on one page. This page allows you to review or add schedule details to the selected schedule line. You can access it in several places, especially on the tabs on the **Schedules** page. For more information about this page, refer to the description of the **Lines Section, Line Details** icon.

There are three sections on the **Details for Schedule** page.

- Header: Displays information such as the Business Unit, PO ID, Vendor and Status.
- Schedule Details: Provides details about the shipping and price of the merchandise.
- Other Menus: You can *Expand All* or *Collapse All* to view this information.



## Sales/Use Tax Information for Schedule Page

Buyers are responsible to know the tax information on a purchase order. Tax is related to the *PO Date*.

- Click on the **Sales/Use Tax** icon on the **Schedules** page.

Schedules									
Personalize   Find   View All   First 1 of									
Details   Statuses   Shipment   Matching   Receiving   Freight   RTV   [Icon]									
Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status	Sales/Use Tax icon	
1	08/18/2015	G104THFL00		1.0000	91.80000	91.80	Active		

- **Check the tax setting default on every purchase.** Refer to the Appendix for the **Sales Tax Settings on Purchase Orders Quick Reference Guide**.

Maintain Purchase Order

### Sales/Use Tax Information for Schedule 1

Unit: G0210 Vendor: TOSHIBA BU-001  
 PO ID: 3000000718 Item: MULTI-FUNCTION DEVICE-RENTAL  
 Line: 1 48 month contract  
 Schedule: 1 Status: Active Effective April 1, 2013 - March 30, 2017

Tax Destination: G020060000

Tax Applicability: Direct Pay

Ultimate Use Code:

Exception Type: Direct Pay

SUT Excpn Cert: 1114

Tax Code: 1943

Tax Basis Amount: 16,023.84 Rate: 7.6250

**Calculation Parameters**

Include VAT

Include Freight

Include Misc Charges

Merchandise Amount: 16,023.84  
 Use Tax Amount: 1221.82  
 Total Tax: 1,221.82

**Fields on the Sales/Use Tax Details Page on the Schedules Page.**

Field Name	Field Description
<b>Tax Applicability</b>	<p>Allows you to view the different taxing options</p> <ul style="list-style-type: none"> <li>• <b>Direct Pay:</b> Sales and local tax are calculated in the system but are not shown on the authorized purchase order document. Using the state's Direct Pay Permit, sales and local tax are paid directly to the Dept. of Revenue (DOR). This is the most common setting on taxable goods and services, and what generally should be used.</li> <li>• <b>Sales Tax Applicable:</b> Sales and local tax are calculated and shown on the purchase order and paid to the vendor. Only items not covered by the state's Direct Pay Permit are applicable; no other taxes such as hotel or telecommunications.</li> <li>• <b>Exempt:</b> No tax is calculated on the purchase order because either the item is not taxable or there are other taxes, such as those for hotel or telecommunications (any type of tax other than state and local) paid to the vendor. These other taxes can be added as a separate purchase order line or incorporated into the cost of the goods or service.</li> <li>• <b>Purchaser Is Exonerated:</b> The purchasing Budget Unit (BU) is tax exempt. No tax will be assessed.</li> <li>• <b>Use Tax Applicable:</b> Sales and local taxes are assessed and sent directly to DOR. This is relevant only if the vendor should have charged for sales tax but did not. This code should be used sparingly.</li> </ul>
<b>Ultimate Use Code</b>	<p>Provides reasons why a purchase line is non-taxable. Any Ultimate Use Code applied will make the line exempt.</p> <ul style="list-style-type: none"> <li>• <b>Blank:</b> Ultimate Use Code does not apply to the purchase order line.</li> <li>• <b>Dirpayex:</b> The purchase order line is excluded from the state's Direct Pay Permit. Tax will calculate and display on the purchase order for the vendor to bill the state for the tax.</li> <li>• <b>Excise:</b> Tax Code will default to 0000, state tax at 6.875%. Tax Applicability will update to Sales Tax Applicable. The tax will calculate and display on the purchase order for the vendor to bill the state for the tax.</li> <li>• <b>Exempt:</b> The purchase order line is exempt from tax; no tax will calculate and the Tax Applicability will update to Item is Exempt.</li> <li>• <b>Included:</b> Taxes have been included in the cost of the PURCHASE ORDER line; no taxes will calculate. Tax Applicability updates to <i>Item is Exempt</i>.</li> </ul>

**Statuses Tab on the Schedules Page**

All of the items on the **Statuses** tab on the **Schedules** page are available on other tabs.



Sched	*Due Date	*Ship To	Status
1	07/01/2015	G104THFL00	Active

**Fields on the Statuses Tab on the Schedules Page.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Schedule Details icon</b>	Brings you to the <b>Details for Schedule</b> page. You can find details about the line such as matching status, match tolerances, freight terms and freight calculation.
<b>* Due Date</b>	Defaults from purchasing document or direct entry. 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.
<b>* Ship To</b>	Defaults from purchasing document or direct entry.
<b>Status</b>	Displays the status of the purchase order line schedule. Defaults to "Active". Other statuses include Closed, Denied, Hold Open, Pending Approval and Canceled.
<b>Create Schedule Change icon (blue triangle)</b>	Click this icon to change an attribute on the purchase order schedule. This button and functionality are available only if the purchase order is in Dispatched status. When you save the purchase order and click on this icon, a change order is created. If approval is required before dispatching it to the vendor, the change order must go through the approval process. Each change order is numbered in chronological order.
<b>Pegging Inquiry icon</b>	SWIFT does not use this feature.

## Shipment Tab on the Schedules Page

Use the fields on the **Shipment** tab to add or update shipment information. There is a field on the **Shipment** tab on the Schedules page to specify the "Attention To" name for the delivery. This could also be noted in the Ship To comments on the main purchase order page. Check with your agency about updating information on this page.



Sched	*Due Date	*Ship To	Attention To	Time Due	Original Promise Date	Ship Date	Custom Price	Zero Price	Frozen (Planning)	Ship Via
1	07/01/2015	G104THFL00			07/01/2015		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GROUND

**Fields on the Shipment Tab on the Schedules Page.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Schedule Details icon</b>	Brings you to the <b>Details for Schedule</b> page. You can find details about the line such as matching status, match tolerances, freight terms and freight calculation.
<b>* Due Date</b>	Defaults from purchasing document or direct entry. 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.
<b>* Ship To</b>	Defaults from purchasing document or direct entry.
<b>Attention To</b>	Displays the person to whom, or place to where the services or goods are to be delivered. If the purchase order's scheduled shipment originated from the requisition, the Attention To field value is carried onto the purchase order. When the purchase order distribution is manually entered, this field is blank.
<b>Time Due</b>	Displays the time that the shipment is due.
<b>Original Promise Date</b>	Displays the vendor's original promised delivery date. Use this field to track when the vendor promised delivery against the date that the goods were actually received. Alternatively, you can use the due date on the schedule as the date against which to compare the receipt date for vendor performance tracking.
<b>Ship Date</b>	Displays the actual date on which the line item was shipped by the vendor.
<b>Custom Price</b>	Select this check box to indicate that you entered a custom price on the schedule.
<b>Zero Price</b>	Select to indicate that the price for this item is zero.
<b>Frozen (Planning)</b>	Select to prevent SWIFT from changing the schedule. The two schedule changes that SWIFT can recommend include rescheduling the due date to ensure supply is on hand for a particular demand and canceling the schedule if demand does not exist.
<b>Ship Via</b>	Displays the ship via code for a carrier or method of shipment. Options are: <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Day</li> <li>• Best Way</li> <li>• Ground</li> <li>• Overnight</li> <li>• Pick Up/Will Call</li> </ul>

## Matching Tab on the Schedules Page

Most of the items on the **Matching** tab on the **Schedules** page are available on other tabs. You can see *Matching* information about this purchase order such as the *Match Status* and various *Price Tolerances* allowed for this purchase.

### Price Tolerances:

When you use matching to verify vendor charges, SWIFT uses price tolerances to determine whether the purchase order and voucher prices are within the tolerances. SWIFT also uses price tolerances to determine whether the purchase order and purchase order voucher match. For more information about tolerances, view the **Purchase Order Defaults** document in the Appendix.

### Matching tolerances in SWIFT have been set at the following defaults.

A buyer may set lower tolerances on each purchase order line but cannot set a higher tolerance. Check with your agency about changing any match tolerances.

- Price Tolerance Over: 99999999.99999
- Price Tolerance Under: 99999999.99999
- % Unit Price Tolerance Over: 999.99
- % Unit Price Tolerance Under: 999.99
- Ext Price Tolerance: 50.00
- Ext Price Tolerance Under: 99999999.99999
- % Ext Price Tolerance: 10.00 %
- Ext Price Tolerance Under: 999.99

Sched	*Due Date	*Ship To	Match Status	Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance	% Ext Price Tolerance - Under
1	07/01/2015	G104THFL00	Not Matched	Full Match	99999999.9999	99999999.9999	999.99	999.99		99999999.99		999.99

**Fields on the Matching Tab on the Schedules Page.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Schedule Details icon</b>	Brings you to the <b>Details for Schedule</b> page. You can find details about the line such as matching status, match tolerances, freight terms and freight calculation.
<b>* Due Date</b>	Defaults from purchasing document or direct entry. 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.
<b>* Ship To</b>	Defaults from purchasing document or direct entry.

Field Name	Field Description
<b>Match Status</b>	Values are: <ul style="list-style-type: none"> <li>• <b>ERS</b> (Evaluated Receipt Settlement): SWIFT matches the line based on the purchase order header match control.</li> <li>• <b>Full Match</b>: SWIFT matches the line based on the purchase order header match control. This is the default.</li> <li>• <b>Not Matched</b>: SWIFT does not match the line.</li> </ul>
<b>Matching</b>	Values are <i>To Match, Part Matched, Fully Matched, and Unmatched</i> . These are set based on the extent to which the matching process has been completed for the schedule.
<b>Price Tolerance Over/ Price Tolerance Under</b>	Amount over and under the individual item price that you plan to allow on the voucher and still have the transaction qualify for a match.
<b>% Unit Price Tolerance Over/ Tolerance Under</b>	Percent over and under the individual price that you plan to allow on the voucher and still have the transaction qualify for a match.
<b>Ext Price Tolerance Over/Tolerance Under</b> (extended price tolerance over/ tolerance under)	Amount over and under the extended item price (price multiplied by quantity) that you plan to allow on the voucher and still have the transaction qualify for a match.
<b>% Ext Price Tolerance Over/ Tolerance Under</b>	Percent over and under the extended item price (price multiplied by quantity) that you plan to allow on the voucher and still have the transaction qualify for a match.

## Receiving Tab on the Schedules Page

Use the **Receiving** tab on the **Schedules** page to view and maintain receiving tolerance information. Check with your agency about changing any receiving tolerance information.



Sched	*Due Date	*Ship To	Reject Qty Over Tolerance	Qty Rcvd Tolerance %	Close Under Quantity Percent
1	07/01/2015	G104THFL00	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Fields on the Receiving Tab on the Schedules Page.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Schedule Details icon</b>	Brings you to the Details for Schedule page. You can find details about the line such as matching status, match tolerances, freight terms and freight calculation.
<b>* Due Date</b>	Defaults from purchasing document or direct entry. 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.
<b>* Ship To</b>	Defaults from purchasing document or direct entry.
<b>Reject Qty Over Tolerance</b>	Reject Qty Over Tolerance (reject quantity over tolerance)
<b>Qty Rcvd Tolerance %</b>	Qty Rcvd Tolerance % (quantity received tolerance percentage)
<b>Close Under Quantity Percent</b>	Close Under Quantity Percent

### Freight Tab on the Schedules Page

Use the **Freight** tab on the **Schedules** page to view and update information about freight terms for this schedule. Add freight on the **Go to: More** section on the bottom of a purchase order.



Sched	*Due Date	*Ship To	Freight Terms	Arbitration	Charge Method	Freight Charge Override
1	07/01/2015	G104THFL00	FOB_PALLOW			

**Fields on the Freight Tab on the Schedules Page.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Schedule Details icon</b>	Brings you to the Details for Schedule page. You can find details about the line such as matching status, match tolerances, freight terms and freight calculation.
<b>* Due Date</b>	Defaults from purchasing document or direct entry. 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.
<b>* Ship To</b>	Defaults from purchasing document or direct entry.
<b>Freight Terms</b>	Displays the freight term code that applies to the schedules for this purchase order. Freight terms will default to <b>FOB_PALLOW</b> for all orders, meaning the vendor should not bill separately for freight. If the vendor will

Field Name	Field Description
	be billing for freight, then the Freight Terms must be updated to <b>FOB_PADD</b> to allow accounts payable to process a payment for freight.
<b>Arbitration</b>	Displays the freight and transportation arbitration plan for this business unit.
<b>Charge Method</b>	Displays the method by which freight is charged for the purchase order. This value can be overridden for the schedule on the Details for Schedule page. Values are: <ul style="list-style-type: none"> <li>• <i>Volume</i>: Freight is charged by the volume of the shipped item.</li> <li>• <i>Quantity</i>: Freight is charged by the number of packages.</li> <li>• <i>Value</i>: Freight is charged by the value of the order.</li> <li>• <i>Weight</i>: Freight is charged by the weight of the items</li> </ul>
<b>Freight Charge Override</b>	Select this check box to override the freight charge set on the Purchase Order Defaults page with the values entered on this page.

## RTV Tab on the Schedules Page

SWIFT does not use the RTV (Return To Vendor) tab and functionality.

## 4. Distributions for Schedule Page

**Distributions are required for all purchase orders.** The **Distributions for Schedule** page is where you enter the accounting details of the purchase order. Access this page from the Schedules page via the **Distribution/ChartFields** icon. There are several tabs on the **Distribution** page:

- ChartFields
- Details/Tax
- Asset Information
- Req Detail
- Statuses
- Budget Information

Maintain Purchase Order

### Distributions for Schedule 1

Unit: G1001 Vendor: METRO SALE-001  
 PO ID: 3000003136 Item: [Printer Maintenance & Supplies](#)  
 Line: 1  
 Schedule: 1 Status: Active

\*Distribute By:  Schedule Qty: 1.0000  
 Merchandise Amount: 1,500.00 USD  
 SpeedChart:  [Multi-SpeedCharts](#) Doc. Base Amount: 1,500.00 USD

Distribution Personalize | Find | View All | First 1 of 1 Last

ChartFields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information										
Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Fund	Fin DeptID	Agcy Cost 1	*Account	SW Cost	Agcy Cost 2	AppropID	PC Bus Unit		
1	Open	100.0000	1,500.00	USD	MN001	5200	G1031500		415001			G100085			

< [Progress Bar] >

OK Cancel

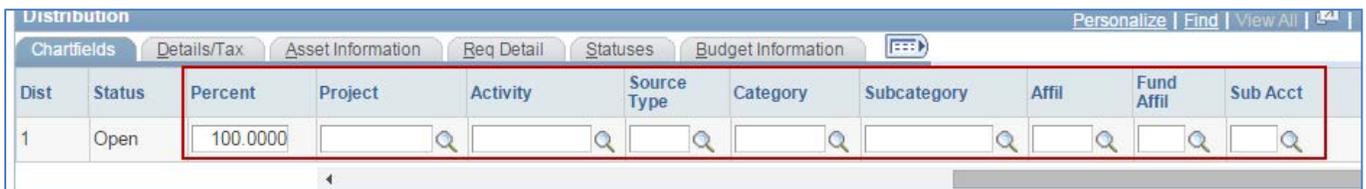
## ChartFields Tab on the Distribution Page

ChartFields are the individual accounting components (fields) that when combined make up the Chart of Accounts.

Distribution details include the Status, Percent and Merchandise Amount. It also includes accounting details such as the GL date, charge accounts and project information.

- On the **Distributions for Schedule** page, the cost of the purchase order line can be directed to one or multiple ChartField strings.
- Distributions can be split based on quantity or dollar amount using the *Distribute By* option.
- SpeedCharts can be used to expedite the entry of accounting information.
- Some of the accounting information may default in depending on the information that is specified in your user preferences.
- **Fund, DeptID, AppropID and Account are required for all transactions.** The Account defaults from the Category. It may be edited to another value shown on the drop down menu.
- Project ChartFields may be required. If they are required, enter PC Bus Unit, Project, Activity and Source Type.

**NOTE:** If you scroll to the right, other Distribution fields appear.



The screenshot shows the 'Distribution' page with the 'ChartFields' tab selected. The table below is a representation of the data shown in the screenshot:

Dist	Status	Percent	Project	Activity	Source Type	Category	Subcategory	Affil	Fund Affil	Sub Acct
1	Open	100.0000								

**Fields on the ChartField Tab on the Distribution Page.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Status</b>	<p>Displays the distribution line status related to the budget checking process:</p> <ul style="list-style-type: none"> <li>• <i>Complete:</i> The distribution line has met requisition reconciliation criteria and has been closed.</li> <li>• <i>Open:</i> The distribution line is open and is available for sourcing. This value is open by default when the Requisition Status option is set to open on the Requester Setup page.</li> <li>• <i>Canceled:</i> The distribution line has been canceled and is not available for 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.</li> <li>• <i>Processed:</i> The distribution line is available for sourcing and is in process or complete. This status implies that the line has already been processed.</li> </ul>
<b>Percent</b>	<p>Enter the percentage of either the quantity or the amount that you want distributed on the distribution line. The value in the Amount or Req Qty field, depending on the distribution method, is calculated based on the value that you enter.</p>



Field Name	Field Description
<b>Merchandise Amount</b>	Enter the total amount that you want distributed on the distribution line. The value in the Percent field is calculated based on this value. This field is available for entry when you distribute by amount.
<b>*GL Unit</b>	The General Ledge Unit defaults as <i>MN001</i> , which is for the State of Minnesota.
<b>*Fund</b>	Assures that dollars are used to meet specific activities in accordance with legislative intent, special regulations, restrictions and limitations. Fund examples include 1000 (General Fund; 2000 (Restricted Misc. Special Revenue); 3000 (Federal).
<b>* Fin/DeptID</b>	An 8-character alphanumeric identifier (Financial Department Identifier) represents the organizational function to which revenues and other activities must be applied.
<b>* Account</b>	The Account code classifies the nature of a transaction such as "cash" and "supplies". The values in this field determine whether it is an asset, liability, equity, revenue or expenditure.
<b>* AppropID</b>	An appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.  An appropriation is an account of any governmental agency that receives a credit for the purchase. It legally authorizes spending or the collection of receipts as specified in session laws or state statutes.
<b>Agcy Cost 1 Agcy Cost 2</b>	The Agency Cost 1 and 2 are optional fields that agencies may use 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.
<b>SW Cost</b>	The SW Cost (Statewide Cost) ChartField provides classification and reporting capability for activities that cross agencies. These activities are directed toward accomplishing a set of recognizable objectives such as disaster relief. It allows the state to collect all costs related to the activity and is used to request reimbursement (e.g., FIMA relief).
<b>PC Bus Unit</b>	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.
<b>Category</b>	Category refers to the level at which the budget is controlled: Category 1 is payroll and benefits; Category 2 is all other budgeted expenditures; and Category 3 is all non-budgeted expenditures. This is not the same as Category Codes.



Field Name	Field Description
<b>Subcategory</b>	Subcategories are a smaller breakdown of the class of transaction. Agencies define these. It is also a project costing ChartField.
<b>Affil</b>	Not used in SWIFT.
<b>Fund Affil</b>	Not used in SWIFT.
<b>Sub Acct</b>	The Sub Account ChartField is used by agencies for a more detailed level of revenue reporting than the Account ChartField values provide.
<b>SpeedChart</b>	SpeedCharts simplify the process of generating ChartField entries and ensure consistency and accuracy of recording miscellaneous cash receipts. Not all agencies use them. They are set up for your agency and when entered will automatically populate the valid combination of ChartFields.

The **Project ChartFields** are used to capture additional information useful for grant and project accounting.

**Project ChartFields** consist of the following fields.

Project Field Name	Project Field Description
<b>PC Business Unit</b>	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.
<b>Project</b>	The Project ID is the unique identification code for a particular initiative in an agency. They are used to track project and grant transactions. A number of attributes may be associated to a Project ID. Some of the attributes include project status, project type, project dates, both for reporting and transaction control, and project title for additional reporting. The Project ID may be used for incoming grants, capital projects, and agency directed projects.
<b>Activity</b>	Activity IDs may represent specific tasks, items, or programs within a Project ID. Each Project ID is required to have at least one Activity ID. However, a Project ID may be associated with multiple Activity IDs. Users add transactions and budgets to a project only at the Activity ID level. The Activity ID can be associated with an activity type, dates, descriptions and other attributes for additional reporting
<b>Source Type</b>	Source Types are used on individual transactions to identify the purpose. This field can be configured within a given Project Costing Business Unit. It allows for flexible configuration to meet the needs of each agency

Project Field Name	Project Field Description
<b>Category</b>	Category refers to the level at which the budget is controlled: Category 1 is payroll and benefits; Category 2 is all other budgeted expenditures; and Category 3 is all non-budgeted expenditures.
<b>Subcategory</b>	Subcategories are a smaller breakdown of the class of transaction. Agencies define these. It is also a project costing ChartField.

### Details/Tax Tab on the Distribution Page

**Check the tax setting default on every purchase.** This tab provides details about the item that are used in factoring taxes. It includes information about the base currency, receiving location and merchandise amount. This information defaults in from the header details link from the main purchase order page. Refer to the Appendix for **Sales Tax Settings on Purchase Orders**.



Dist	Status	Percent	Merch Amt Base	Base Currency	Currency	*Location	IN Unit	Statistics Code	Consigned
1	Open	100.0000	20,000.00	USD	Currency	G104THFL00			

**Fields on the Details/Tax Tab on the Distribution Page.** Required fields are marked with asterisk (\*).

Field Name	Field Description
<b>Status</b>	Displays the distribution line status related to the budget checking process: <ul style="list-style-type: none"> <li>• <b>Complete:</b> The distribution line has met requisition reconciliation criteria and has been closed.</li> <li>• <b>Open:</b> The distribution line is open and is available for sourcing. This value is open by default when the Requisition Status option is set to open on the Requester Setup page.</li> <li>• <b>Canceled:</b> The distribution line has been canceled and is not available for sourcing.</li> <li>• <b>Processed:</b> The distribution line is available for sourcing and is in process or complete. This status implies that the line has already been processed.</li> </ul>
<b>Percent</b>	The percentage of the amount assigned to this distribution line. Used to calculate sales tax.
<b>Merch Amt Base</b>	The amount of the merchandise
<b>Base Currency</b>	USD (United States Dollar) is the default
<b>Currency</b>	Purchase order currency information

Field Name	Field Description
<b>Sales/Use Tax icon</b>	Sales/Use Tax is calculated based on the tax code associated with the Ship to Address. Tax can be updated by changing the ship to address or by updating the tax information on this page. This icon brings you to the <b>Sales/Use Tax Details for Distribution page</b> .
<b>Location</b>	This is the internal destination of an item such as the state agency where the item will be received. This can be different from the Ship To Location of the Schedule. For example, the Ship To Location of the Schedule could be the agency's address. The Distribution Location could be a particular floor's supply room.
<b>IN Unit (Inventory Unit)</b>	The presence of an Inventory Business Unit value in this field causes the items to be received and recorded to the selected Inventory Unit. An Item ID is required on the line for the material to be received into inventory. If you do not want the items to be received into inventory, clear this value. <ul style="list-style-type: none"> <li>• If the item on the requisition line is an inventory item and the Defaults Inventory BU check box is selected on the Requester Setup page, the <i>Inventory</i> Business Unit defined at the Ship To level is supplied to the distribution.</li> <li>• If the Item ID on the purchase order line is an inventory item and the check box is deselected, SWIFT does not provide a default value.</li> <li>• If the item on the purchase order line is not an inventory item, this field is unavailable for entry.</li> </ul>
<b>Statistics Code</b>	This code identifies a value that you use to identify non-monetary amounts. Examples might be workdays or floor space.
<b>Consigned</b>	This functionality is not used.

## Asset Information Tab on the Distribution Page

**ALWAYS check the Asset Information tab to make sure the line is correctly labeled as an asset based on the category.**

An asset is any item that is owned by the State of Minnesota. Assets can be tangible such as computers, vehicles, or office equipment. They can also be intangible such as internally developed software, intellectual property and water or timber rights.

Certain categories will automatically be flagged as an asset and details will be displayed on this tab. All of the information that you enter on this page is passed to Asset Management (AM). The *AM Unit* and *Profile ID* will default from the category or item. It may be updated as needed. If the item is not an asset, clear out the *AM Unit* and *Profile ID*.

Check with your agency about how to define and record assets. For more information about assets, review the **Asset Management Reference Guides**.

<http://mn.gov/mmb/accounting/swift/training-support/reference-guides/asset-management.jsp>

Distribution											
Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID	Capitalize	Cost Type	Description
1	Open	50.0000	G46	HARDWARE					<input type="checkbox"/>		
2	Open	50.0000	G46	HARDWARE					<input type="checkbox"/>		

**Fields on the Asset Information Tab on the Distribution Page.**

Field Name	Field Description
<b>Status</b>	<p>Displays the distribution line status related to the budget checking process:</p> <ul style="list-style-type: none"> <li>• <b>Complete:</b> The distribution line has met requisition reconciliation criteria and has been closed.</li> <li>• <b>Open:</b> The distribution line is open and is available for sourcing. This value is open by default when the Requisition Status option is set to open on the Requester Setup page.</li> <li>• <b>Canceled:</b> The distribution line has been canceled and is not available for sourcing.</li> <li>• <b>Processed:</b> The distribution line is available for sourcing and is in process or complete. This status implies that the line has already been processed.</li> </ul>
<b>Percent</b>	The percentage of the amount assigned to this distribution line. Used to calculate sales tax.
<b>AM Unit (Asset Management)</b>	This is the business unit associated with the asset item.
<b>Profile ID (Asset Profile ID)</b>	<p>Each asset has a unique Profile ID. The <i>Profile ID</i> tells SWIFT that this purchase is an asset that should be processed into the Asset Management Module. If a <i>Profile ID</i> is defaulted or entered for the purchase order line, an asset will be created.</p> <p><i>Profile IDs</i> determine values in the Asset Management Module, such as the <i>Asset Type</i>, <i>Asset Category</i>, <i>Useful Life</i>, <i>Depreciation Method / Status</i>, and <i>Salvage Value</i>.</p>
<b>CAP# (Capital Acquisition Plan)</b>	<p>This field is required only if the asset item is capitalized.</p> <ul style="list-style-type: none"> <li>• Capital assets include land, structures, equipment, intellectual property (e.g., software) and information technology (including IT service contracts).</li> <li>• Capital acquisition means the acquisition of a capital asset and the management of that asset through its life-cycle after the initial acquisition.</li> <li>• The capital acquisition planning functionality in SWIFT handles the management of capital plans when they involve a single asset. It also accommodates acquisitions that span several phases and involve many different components. For more complex acquisitions, SWIFT has the capacity to define a master plan with an unlimited number of subsidiary plans.</li> </ul>

Field Name	Field Description
<b>Sequence</b>	This is the series of numbers associated with a capital acquisition plan. Using a sequence number as a subidentifier, the asset capitalization and depreciation amounts can be allocated to one or many distribution lines.
<b>Tag Number</b>	Assets can be tagged with a tag number to keep track of them. Enter the asset tag information into SWIFT as soon as it becomes available. Follow agency guidelines on timing the entry of this information.
<b>Empl ID</b>	Select an Employee ID of the custodian for this item. This information corresponds to the Employee ID number on the Asset Custodian/License/Manufacturer page.
<b>Capitalize</b>	Designates a capitalized item. A SWIFT Asset Management Business Unit must be selected in order for this check box to be enabled. If the item is capitalized, it can be depreciated before being paid.
<b>Cost Type</b>	Select the cost type associated with the item purchase, if applicable. Cost types represent components of the cost of an asset, such as materials, labor, and overhead. For example, you can differentiate between the cost of building an asset and its market value by allocating production cost to one cost type and the profit margin to another. Cost type, in combination with asset category and transaction code, determines which accounts the costs are entered into in the general ledger.
<b>Description</b>	A description of the Asset Profile.

## Req Detail Tab on the Distribution Page

***This tab is not required for all purchasing.*** It can be used to view the details of the **requisition**, if one exists, from which the purchase order distribution originated. You can view the requisition’s Business Unit, Line, Schedule, Distribution and other information.



The screenshot shows the 'Distribution' page with the 'Req Detail' tab highlighted. The table below represents the data visible in the table:

Dist	Status	Percent	Req Sched	Req Dist	Open Qty	Requester	Requester Name	Requisition Name	Attention To	Phc
1	Open	100.0000								

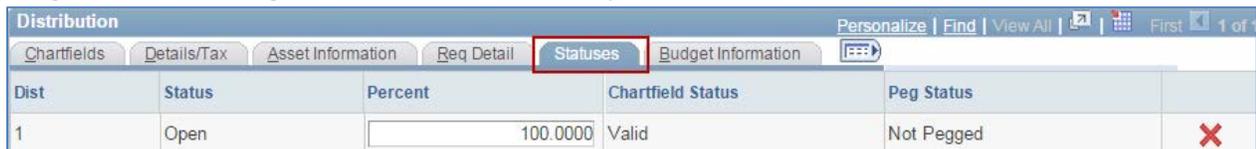
A requisition is a document that an agency uses to initiate the purchase of a good or service. When budget-checked and approved, it creates a pre-encumbrance transaction. The pre-encumbrance “holds” funds in a budget. It is sent to purchasing staff in that agency.

**Fields on the Req Detail Tab on the Distribution Page.**

Field Name	Field Description
<b>Status</b>	Displays the distribution line status related to the budget checking process: <ul style="list-style-type: none"> <li>• <b>Complete:</b> The distribution line has met requisition reconciliation criteria and has been closed.</li> <li>• <b>Open:</b> The distribution line is open and is available for sourcing. This value is open by default when the Requisition Status option is set to open on the Requester Setup page.</li> <li>• <b>Canceled:</b> The distribution line has been canceled and is not available for sourcing.</li> <li>• <b>Processed:</b> The distribution line is available for sourcing and is in process or complete. This status implies that the line has already been processed.</li> </ul>
<b>Percent</b>	The percentage of the amount assigned to this distribution line. Used to calculate sales tax.
<b>Req Sched</b>	Displays the schedule line number that includes this requisition line.
<b>Req Dist</b>	Displays the distribution details for this requisition.
<b>Open Qty</b>	Displays the quantity remaining to be sourced to a purchase order.
<b>Requester</b>	The Employee ID of who is requesting the requisition.
<b>Requester Name</b>	The name of the employee who is requesting the requisition.
<b>Requisition Name</b>	This is a description of the request to help identify a requisition as it flows through SWIFT.
<b>Attention To</b>	The individual who will receive the items or services. Once the shipment is received, this individual records the receipt, enabling the buyers to track the quality and promptness of the vendor.
<b>Phone</b>	The phone number of the individual who will receive the items or services.
<b>Fax</b>	The fax number of the individual who will receive the items or services.

**Statuses Tab on the Distribution Page**

All of the items on this tab can be found on other tabs. The **Status** tab on the **Distribution** page reflects the budget status and budget information. On this tab, you can view the distribution line status and ChartField status.



Dist	Status	Percent	Chartfield Status	Peg Status
1	Open	100.0000	Valid	Not Pegged

**Fields on the Statuses Tab on the Distribution Page.**

Field Name	Field Description
<b>Status</b>	<p>Displays the distribution line status related to the budget checking process:</p> <ul style="list-style-type: none"> <li>• <b>Complete:</b> The distribution line has met requisition reconciliation criteria and has been closed.</li> <li>• <b>Open:</b> The distribution line is open and is available for sourcing. This value is open by default when the Requisition Status option is set to open on the Requester Setup page.</li> <li>• <b>Canceled:</b> The distribution line has been canceled and is not available for sourcing.</li> <li>• <b>Processed:</b> The distribution line is available for sourcing and is in process or complete. This status implies that the line has already been processed.</li> </ul>
<b>Percent</b>	The percentage of the amount assigned to this distribution line. Used to calculate sales tax.
<b>ChartField Status</b>	This field can be used to ensure that all ChartFields are entered. The two values are "Valid" or "Recycle". A Recycle status will prevent the entire purchase order from budget checking.
<b>Peg Status</b>	Not being used in SWIFT
<b>Cancel Distribution icon (Red X)</b>	Clicking this button cancels the entire distribution for this purchase order line.

**Budget Information Tab on the Distribution Page**

All of the items on this tab can be viewed on other tabs. On this tab, you can see the *Budget Status*, *Budget Date* and *Encumbrance Balance*. The *Budget Date* drives the fiscal year of the encumbrance.

**The Budget Date should be changed for the correct fiscal year when using funding other than the current year funding.**

Distribution										
Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget information					
Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag
1	Open	100.0000	Warning	07/01/2015 	1500.00	USD	1,500.00	USD	0.00	<input type="checkbox"/>



**Fields on the Budget Information Tab on the Distribution Page.**

Field Name	Field Description
<b>Status</b>	Displays the distribution line status related to budget checking: <ul style="list-style-type: none"> <li>• <b>Complete:</b> The distribution line has met requisition reconciliation criteria and has been closed.</li> <li>• <b>Open:</b> The distribution line is open and is available for sourcing. This value is open by default when the Requisition Status option is set to open on the Requester Setup page.</li> <li>• <b>Canceled:</b> The distribution line has been canceled and is not available for sourcing.</li> <li>• <b>Processed:</b> The distribution line is available for sourcing and is either in process or complete. This status implies that the line has already been processed.</li> </ul>
<b>Percent</b>	The percentage of the amount assigned to this distribution line. Used to calculate sales tax.
<b>Budget Status</b>	When commitment control is on, the system displays whether this distribution has been budget checked. Values for the field include "Not Chk'd" and "Valid".
<b>Budget Date</b>	Displays the date used by commitment control to determine the budget period to which this item cost belongs.
<b>Encumbrance Balance</b>	Displays the encumbrance balance when commitment control is installed. When you create a purchase order, commitment control liquidates the pre-encumbrance balance from the requisition and establishes an encumbrance for the purchase order.
<b>Currency</b>	Defaults to "USD" or U.S. Dollars. Displays the Currency Code for the encumbrance amount at the distribution level of the purchase order.
<b>Encumbered Base Balance</b>	When commitment control is on, the system displays the encumbrance balance in base currency.
<b>Base Currency</b>	Defaults to "USD" or U.S. Dollars. When commitment control is on, the system displays the base currency of the encumbrance balance.
<b>Expensed to Date</b>	Displays the amount that reflects the total expensed to date, not the remaining expense balance. This creates a relationship to the encumbrance balance.
<b>Commitment Control Close Flag</b>	Displays as "Selected" when the purchase order associated with the requisition has been fully liquidated. This indicates that the outstanding pre-encumbrance has also been fully liquidated. This option can also display as "Selected" when the distribution has been canceled.

## Approving and Processing a Purchase Order

In order to move a new or updated purchase order into SWIFT, it must be successfully processed through SWIFT workflow processes prior to dispatching.

Workflow refers to the way in which work flows through the multiple steps of business 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.

The steps to process a purchase order prior to dispatching are: Save, Approval and Budget Check

### 1. Save:

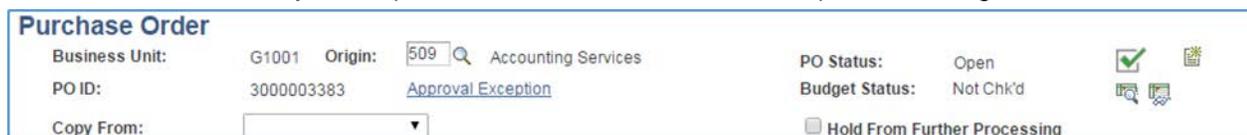
To save a purchase order, click the **Save** button at the bottom on the purchase order page. If there are any issues with the purchase order, SWIFT will display either an error message or warning. You must resolve the error and then click the **Save** button again.

**NOTE:** Some agencies save the document as soon as the first line on the main page is completed. This way their work is not lost if SWIFT times out. Once the *PO ID* populates, staff can return to the draft purchase order to complete the remainder of it.

After you save the new purchase order, SWIFT will run several processes depending upon the item you are saving. For purchase orders:

- SWIFT will assign a *PO ID*. It includes the purchase order in the Workflow.
- SWIFT confirms that the *Budget Date* is within the valid open period date range for the general ledger business unit.
- The lines, schedules and distribution lines are saved for this purchase order.
- If you are reserving a block of purchase orders, the *PO ID* of the first purchase order in the sequence appears.

The statuses of the newly saved purchase order will be *PO Status* "Open" and *Budget Status* "Not Chk'd".



**Purchase Order**

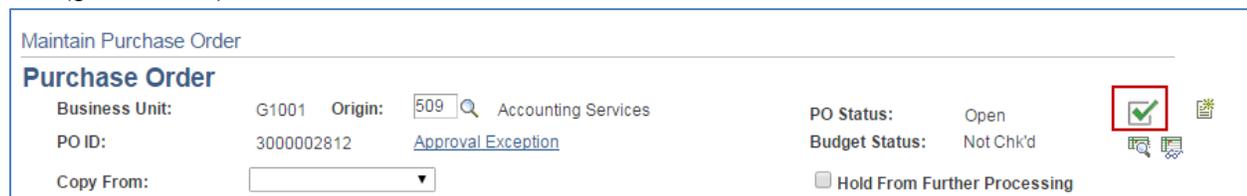
Business Unit: G1001 Origin: 509 Accounting Services PO Status: Open

PO ID: 3000003383 Approval Exception Budget Status: Not Chk'd

Copy From: [Dropdown]  Hold From Further Processing

### 2. Approval:

When a document, such as a purchase order, is created and enters the workflow within SWIFT, one or more approvers must approve it. To submit the saved purchase order for approval, click the **Submit for Approval** icon (green check).



Maintain Purchase Order

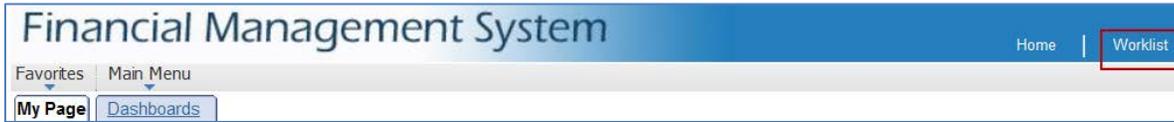
**Purchase Order**

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

PO ID: 3000002812 Approval Exception Budget Status: Not Chk'd

Copy From: [Dropdown]  Hold From Further Processing

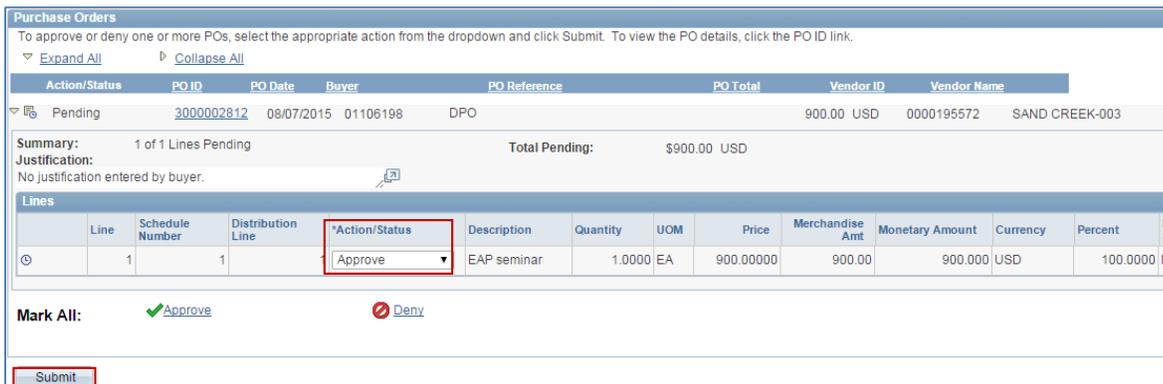
Once a purchase order is ready for approval, SWIFT sends an email to the approver. Or, an approver can directly access the purchase order by checking on the Worklist tab. SWIFT allows for a self-approval option if the approver is authorized for the DeptID used. Multiple distributions on a purchase order using different DeptIDs may require multiple approvers.



Once an approver reviews the purchase order, there are three possible actions you can initiate from the **Approval** page:

Approver Action	Description
<b>1. Approve</b>	The purchase order has been reviewed and approved.
<b>2. Deny</b>	There were discrepancies found during the review. Selecting <i>Deny</i> routes the request back to the originator. Comments must be provided describing the reason for the denial.
<b>3. Pushback</b>	This action is only available if multiple reviewers are required for the approval of the payment. Selecting <i>Pushback</i> will return the request to previous approvers for review. Comments are provided describing the reason for its pushback.

**The approver submits it for approval.**



- The approval process is re-initiated for changes to existing purchase orders. These changes include increasing the amount, adding/increasing freight, adding miscellaneous charges and/or sales tax, and changing the funding string values.
- The purchase order will need to be processed to the “Approved” status again before it may be budget checked and dispatched.
- After submitting the purchase order for approval and it is approved, the *PO Status* will become “Approved”. It is ready to be budget checked.

### 3. Budget Check:

The budget life cycle includes pre-encumbrances, encumbrances, and expenditures, all of which are tracked against a designated budget. SWIFT deducts each type of financial obligation from the budget and tracks it according to obligation type. This tracking enables you to determine how many dollars you have committed in pre-encumbrances, encumbrances, and expenditures.

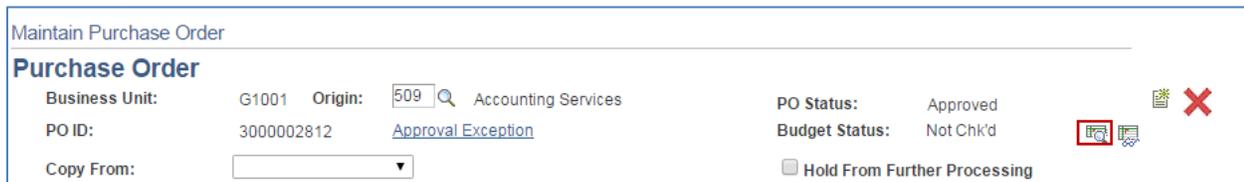
SWIFT's budget check process allows agencies to:

- Act on transactions that exceed its budget limit.
- Get warnings about activities that may send its budgets over their approved amounts
- Determine the budget date to ensure the purchase is completed in the correct fiscal year.
- Check individual purchasing transactions independent of the batch transaction creation processes.

If a purchase order does not pass the budget checking process, SWIFT will indicate the type and possible solutions for any exceptions. Exceptions must be corrected before SWIFT will allow a successful budget check. Look at this user guide's Appendix for the **Budget Check Exceptions Quick Reference Guide**.

To run a budget check, click on the **Budget Check** icon.

**Note:** the **Pre-budget Check** icon next to it will give you information about the budget, but it will not budget check the purchase order.



Maintain Purchase Order

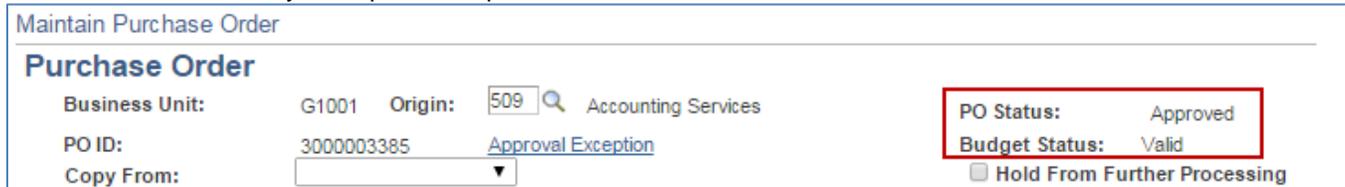
**Purchase Order**

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

PO ID: 3000002812 Approval Exception Budget Status: Not Chk'd

Copy From: [Dropdown]  Hold From Further Processing

After completing the budget check, your purchase order will have a *PO Status* of "Approved" and a *Budget Status* of "Valid". You are ready to dispatch the purchase order.



Maintain Purchase Order

**Purchase Order**

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

PO ID: 3000003385 Approval Exception Budget Status: Valid

Copy From: [Dropdown]  Hold From Further Processing

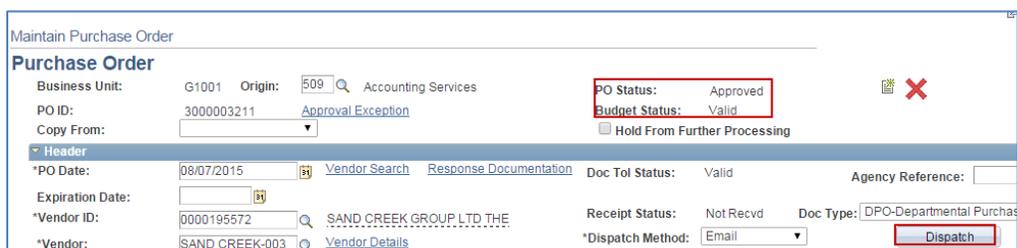
#### **Batch Processing for Purchase Orders:**

- Buyers may choose to schedule budget checking for a batch of purchase orders. The SWIFT batch process to budget check approved purchase orders runs at noon.
- The SWIFT overnight batch process for purchase orders starts at 6 pm. Approved purchase orders run through budget-check. Purchase orders that are in a pending cancellation status will be processed.

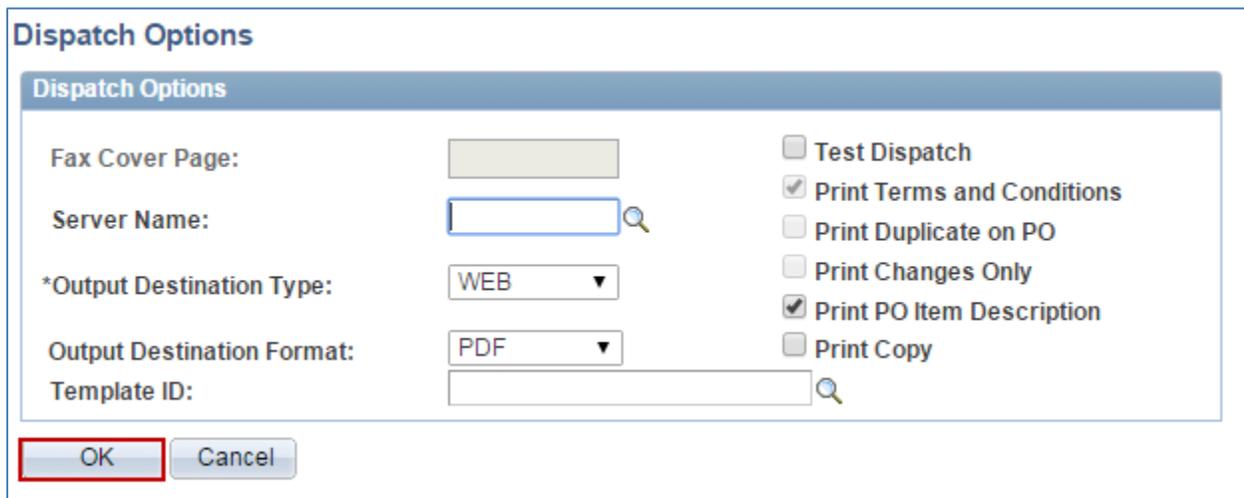
## Dispatching the Purchase Order

Dispatching is the method of sending the purchase order to a vendor. With SWIFT, you can dispatch and print purchase orders individually or in volume. You can dispatch purchase orders by printing, fax, phone, email, or electronic data exchange (EDX). You can also dispatch them from the online pages or through a batch process. The method used to dispatch a purchase order is determined from the vendor record or the document type.

- Before dispatching a purchase order, the *PO Status* must be “Approved” and the *Budget Status* must be “Valid”. The **Dispatch Method** defaults from the *Vendor ID*. Vendors select their preferred dispatch method when they set up their SWIFT profile.
- **To dispatch a purchase order**, click on the **Dispatch** button.



The **Dispatch Options** page displays. The **Process Control Options** section will only display when email or fax is selected as the *Dispatch Method*. The Dispatch Options section allows you to customize the dispatch. The default email address will be listed. If it is not specified, or the dispatch should be sent to a different email address, it can be specified in the One Time Fax/Email section.



- For email dispatch, confirm the vendor email address or enter one time address.
- Click the **OK** button.

A message appears asking you to wait for the confirmation of the dispatch.

**Message**

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

- Click **Yes** to wait for the dispatch process to complete. Or, click **No** to run the dispatch process later and continue working.

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

Maintain Purchase Order

**Purchase Order**

Business Unit:	G1001	Origin:	<input type="text" value="509"/>	Accounting Services	<b>PO Status:</b>	<input style="border: 1px solid red;" type="text" value="Dispatched"/>	
PO ID:	3000003211	<a href="#">Approval Exception</a>		<b>Budget Status:</b>	Valid		
Copy From:	<input type="text"/>		<input type="checkbox"/>		Hold From Further Processing		

## Lesson Summary

Having completed this lesson, you should now be able to:

- Understand the components and structure of a purchase order
- Understand the four basic pages required to create a purchase order
- Understand the fields within each of these required pages
- Have an overview of how to process and dispatch a purchase order after it has been created.

## Lesson 2: Steps in Creating Purchase Orders

### Lesson Overview

As purchase orders proceed from entry to dispatch, SWIFT tracks details and collects analysis information to facilitate future purchases. SWIFT's purchasing module provides purchase order line information to the payable module for invoice payment via vouchers.

**This Lesson will cover different ways to create a purchase order:**

- (1) Purchase Orders *not* referencing a Contract
- (2) Purchase Orders Referencing a Contract
- (3) Purchase Orders Created using the *Copy From* Feature.
- (4) Purchase Order with Multiple Lines

After completing this lesson, you should be able to:

- Understand the process steps to enter a purchase order that does not reference a contract.
- Understand the requirements, options and fields involved in those process steps.
- Create a purchase order that does not reference a contract.
- Create a purchase order that does reference a contract.
- Create a purchase order by copying an existing purchase order.
- Create a purchase order with multiple lines.

## Process Steps for Creating Purchase Orders

This topic covers the process steps to enter purchase orders that do not reference a contract.

**NOTE:** Not all purchase order types follow these steps in this exact order. For more information about the individual types of purchase orders, review Lesson 3 on Document Types.

- Step 1: Add Header Information
- Step 2: Complete the Lines Section
- Step 3: Add Schedules Information
- Step 4: Add Distribution Information
- Step 5: Save, Budget Check and Dispatch the Purchase Order

### Preparation for Creating Purchase Orders

Determine whether the item or general service needed is currently available from a State agency or on a State contract. [www.mmd.admin.state.mn.us/process/contract/index.asp](http://www.mmd.admin.state.mn.us/process/contract/index.asp). To search for a product or general service on a State contract, go to the OSP website. Log into the secure area and click on the **Contract Search Page**.



**Materials Management Division**  
**MMD Secure Area**

Admin Minnesota  
MATERIALS MANAGEMENT DIVISION

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Home Acquisitions Construction Professional/Technical Contracting Vendor Information Cooperative Purchasing MMCAP

Your access code is valid.

Click here to go to the [Contract Resources For Flood Emergencies \(PDF format\)](#)...

Click here to go to the [Contract Resources For Flood Emergencies \(MS Excel format\)](#)...

Click here to go to the [Contract Resources For Flu and Other Health-Related Resources \(PDF format\)](#)...

Click here to go to the [Contract Resources For Flu and Other Health-Related Resources \(MS Word format\)](#)...

[Click here to go to the Contract Search Page...](#)

Source: Authority for Local Purchase Manual, Section 2.2. [www.mmd.admin.state.mn.us/pdf/alpmanual.pdf](http://www.mmd.admin.state.mn.us/pdf/alpmanual.pdf)

### Step 1: Add Header Information.

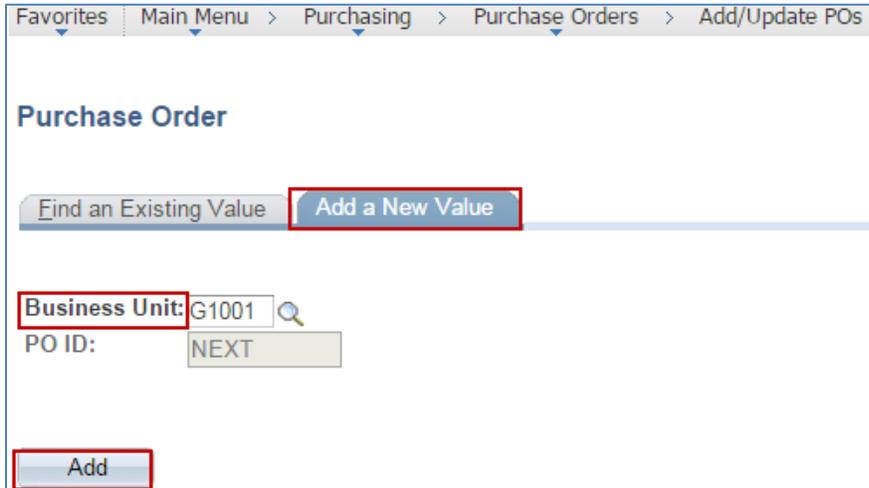
The header contains information that applied to the entire purchase order. The example below demonstrates adding a Blanket Purchase Order.

For more detailed information about the fields on the header, refer to Lesson 1.

#### 1. Create a new purchase order.

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

- On the **Purchase Order** page, the **Add a New Value** tab defaults. On this page, enter the *Business Unit* and click on the **Add** button.



The screenshot shows a web browser window with the following elements:

- Navigation tabs: Favorites, Main Menu, Purchasing, Purchase Orders, Add/Update POs.
- Page title: Purchase Order
- Two tabs: "Find an Existing Value" and "Add a New Value" (highlighted with a red box).
- Form fields: "Business Unit" with the value "G1001" (highlighted with a red box), a search icon, and "PO ID:" with a "NEXT" button.
- An "Add" button at the bottom left (highlighted with a red box).

2. **Enter or confirm the REQUIRED fields on the Header of the Maintain Purchase Order page.**

These fields are described in detail in Lesson 1.

- *PO Date*: Defaults to the current date.
- *Vendor ID*: Choosing the SWIFT identification number for vendor will populate the *Vendor Location* and *Vendor Address*. **NOTE**: The vendor may have more than one location. Confirm the correct one.
- *Vendor*: Either the *Vendor ID* or the *Vendor* field may be populated first. This field reflects the name of the vendor with a short title.
- *Buyer*: Defaults to the person entering the purchase order.
- *Billing Location*: May default based on the *Business Unit* chosen.
- *Dispatch Method*: Select an option to dispatch the purchase order. It may default based on the *Vendor ID* and/or *Doc Type*.
- *Doc Type*: Select the *Doc Type* that is valid for this purchase.
- *Origin*: While *Origin* is required, it is entered when you are ready to save your newly created purchase order.

3. **Enter or confirm the other fields on the Header of the Maintain Purchase Order page.**

Depending upon the type of purchase order to create, check to see if these fields are also needed for your document type or business need.

- *Approval Exception*
- *Hold from Further Processing*
- *Expiration Date*
- *PO Reference (Agency-Specific)*: Optional. Does not print on the purchase order.
- *Response Documentation (for vendor bids)*: May be required depending upon the document type used and the amount of the purchase.
- *Agency Reference*: Optional. Prints on the purchase order.
- *Add Comments*: Optional. Internal use only.
- *Add Ship To Comments*:

Maintain Purchase Order

### Purchase Order

Business Unit: G1001 Origin:  PO Status: Open

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

Copy From:   Hold From Further Processing

**Header**

\*PO Date: 08/05/2015  [Vendor Search](#) [Response Documentation](#) Doc Tot Status: Valid Agency Reference:

Expiration Date:

\*Vendor ID: 0000391438  METROTEK, MN Receipt Status: Not Recvd Doc Type:

\*Vendor: METROTEK M-001  [Vendor Details](#) \*Dispatch Method: Email

\*Buyer: 01087463  Cunningham McComb, Sheila M **Amount Summary**

PO Reference:  Merchandise: 0.00

\*Billing Location: G104THFL00  [Billing Address](#) Freight/Tax/Misc.: 0.00

Total Amount: 0.00 USD

[Header Details](#) [Activity Summary](#)

[PO Defaults](#)

[PO Activities](#) [Add Comments](#)

[Add Ship To Comments](#)

**4. Use the links of the lower part of the purchase order’s header as needed.**

The links provide the ability to add or view other information as needed.

- *PO Defaults*: to enter schedule and distribution information that applies to all lines in the purchase order.
- *Add Comments (Optional)*. Does not print on the purchase order.
- *Add Ship To Comments*: Can add attachments here.

**Step 2: Complete the Lines Section.**

The purchase order line tabs all you to input details about what is being ordered or encumbered.

- To add or subtract lines, use the plus or minus icons (e.g., “+” or “-”) visible on every tab.
- **NOTE**: Some agencies save the document as soon as the first line on the main page is completed. This way their work is not lost if SWIFT times out. Once the *PO ID* populates, staff can return to the draft purchase order to complete the remainder of it.

For more detailed information about the fields on the lines, refer to Lesson 1.

**1. Details tab:**

You will enter most of the line information on the **Details** tab if you are not referencing a contract.

- *Description or Item*.
- *PO Quantity*
- *UOM (Unit of Measurement)*: Defaults if *Item* is selected
- *Category*: Defaults if *Item* is selected.
- *Price*

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1						0	0.000	Open				<input type="button" value="+"/> <input type="button" value="-"/>

## 2. Receiving tab:

After entering information on the **Details** tab, click on the **Receiving** tab. Select options depending upon your agencies policies on receiving.

- Receiving Required: Select either “Required” or “Do Not”. Do not choose “Optional”. SWIFT defaults to “Required”.
- Inspection Required/Inspect ID: Check the box if inspection is required for this purchase.



Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID	Close Short
1		Subscription renewal - The New York Times, term 7/27/2015 - 10/18/2015	Required	<input type="checkbox"/>		<input type="checkbox"/>

## 3. Item Information tab:

If you selected *Item* in the **Details** tab, you can use this tab to enter more information about the item as needed.

- *Manufacturer ID*
- *Manufacturer's Item ID*
- *Vendor Item ID*



Line	Item	Description	Vendor Item ID	Vendor's Catalog	Manufacturer ID	Manufacturer's Item ID
1						

## Step 3: Add Schedules Information.

On the **Schedules** page, you can add and view the schedules for all lines at the same time. It allows for bulk ordering for price break and delivery to different place, time, or date.

For more detailed information about the fields on the Schedules page, refer to Lesson 1.

Access the **Schedules** icon on the **Details** and **Ship To/Due Date** tabs.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	Schedules
1						0	0.000	Open	

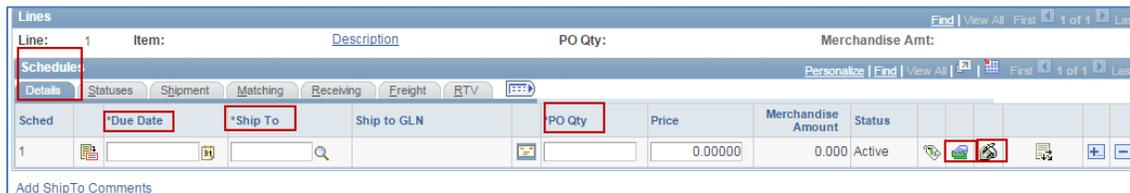
There are seven tabs on the **Schedules** page. **Many of them are not necessary for creating most purchase orders.**

1. On the **Details** tab on the **Schedules** page, enter the following information:

Field Name	Field Description
<b>Due Date</b>	Defaults from purchasing document or direct entry. 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.
<b>Ship To</b>	Defaults from purchasing document or direct entry. The Ship To is the location where the goods are delivered. 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.

2. You can also access the **Schedule/Use Tax** and **Miscellaneous Charges** pages on this tab.

**Check the tax setting default on every purchase.** Refer to the Appendix for **Sales Tax Settings on Purchase Orders.**



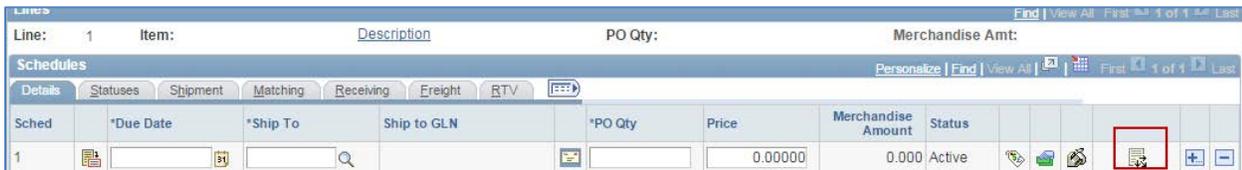
3. Use the **Freight** tab on the **Schedules** page to view and update any information about freight terms for this schedule. **IMPORTANT:** Freight should be added on the **Go to** drop down menu on the bottom of the main page. Use the **Schedule** page to change terms of the freight.



## Step 4: Add Distribution Information.

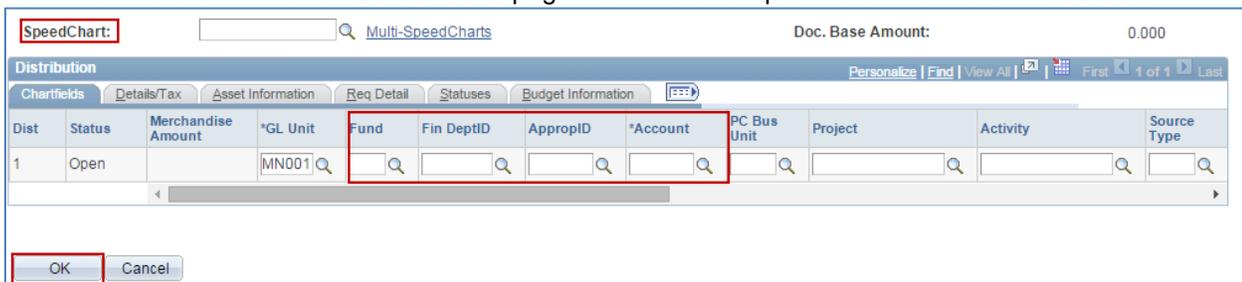
The **Distributions for Schedule** page is where you enter the accounting details of the purchase order. For more detailed information about the fields on the distribution page, refer to Lesson 1.

1. Access this page from the **Schedules** page via the **Distribution/ChartFields** icon.



Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1					0.00000	0.000	Active

There are several tabs on the **Distribution** page. Most of the required fields are on the **ChartFields** tab.



Dist	Status	Merchandise Amount	*GL Unit	Fund	Fin DeptID	AppropID	*Account	PC Bus Unit	Project	Activity	Source Type
1	Open		MN001								

2. Enter the following distribution details:
  - \* *Fund*
  - \* *Fin DeptID*
  - \* *AppropID*
  - \* *Account*
  - *PC Bus Unit* (only if agency is using projects)
  - *Project* (only if agency is using projects)
  - *Activity* (only if agency is using projects)
  - *Source Type* (only if agency is using projects)
  - *Agcy Cost 1* (only if agency is using projects)

There may be SpeedCharts available to populate this transaction.

The **Asset Information** tab should always be checked to record if this is an asset. All agencies have different policies for assets. If the item is not tracked at your agency, you need to remove the *AM unit* and *Profile ID*.

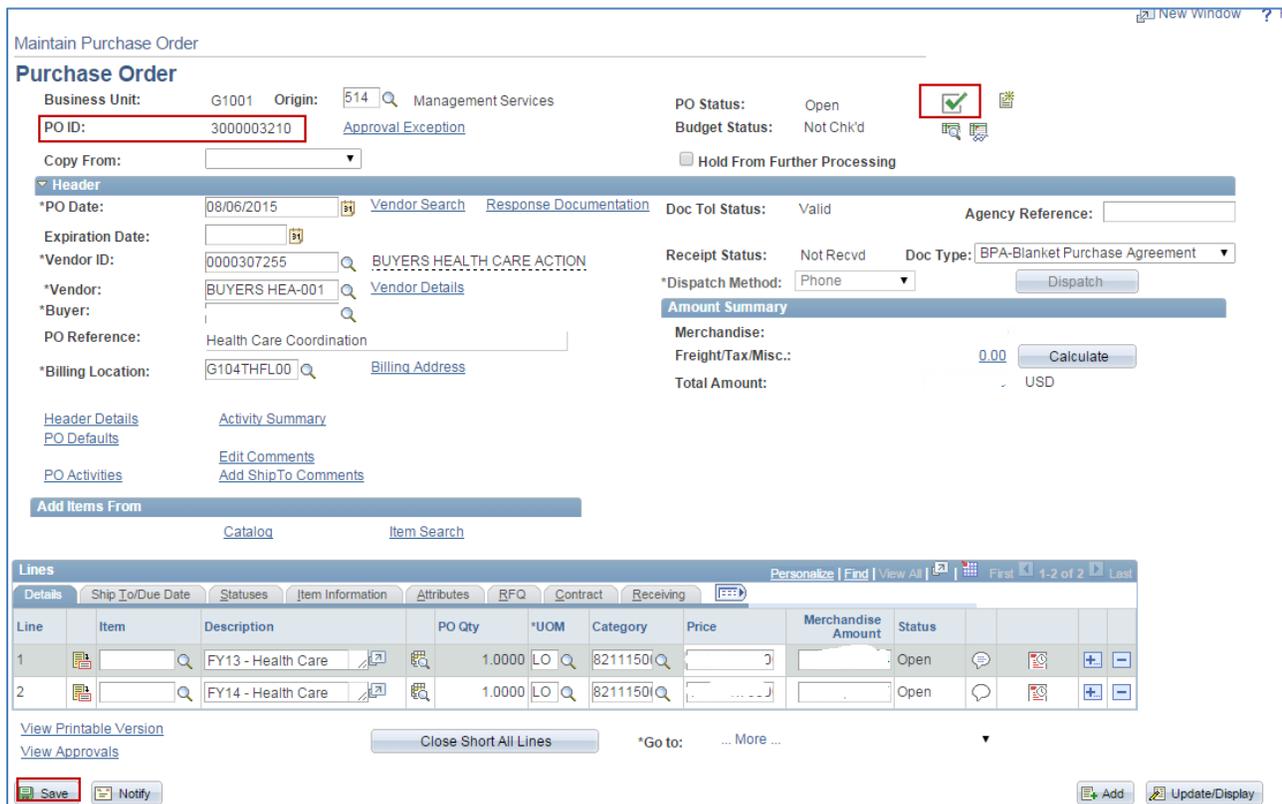
Click **OK** when you are done.

## Step 5: Save, Get Approval, Budget Check and Dispatch the Purchase Order.

For more detailed information about these processes, refer to Lesson 1.

### 1. Save the Purchase Order.

- Return to 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”.



Maintain Purchase Order

**Purchase Order**

Business Unit: G1001 Origin: 514 Management Services PO Status: Open 

PO ID: 300003210 [Approval Exception](#) Budget Status: Not Chk'd

Copy From:

Hold From Further Processing

**Header**

\*PO Date: 08/06/2015 [Vendor Search](#) [Response Documentation](#) Doc Tol Status: Valid Agency Reference:

Expiration Date:

\*Vendor ID: 0000307255 BUYERS HEALTH CARE ACTION Receipt Status: Not Recvd Doc Type: BPA-Blanket Purchase Agreement

\*Vendor: BUYERS HEA-001 [Vendor Details](#) \*Dispatch Method: Phone

\*Buyer:  **Amount Summary**

PO Reference: Health Care Coordination Merchandise:

\*Billing Location: G104THFL00 [Billing Address](#) Freight/Tax/Misc.: 0.00

Total Amount: USD

[Header Details](#) [Activity Summary](#)

[PO Defaults](#) [Edit Comments](#)

[PO Activities](#) [Add Ship To Comments](#)

**Add Items From**

[Catalog](#) [Item Search](#)

**Lines**

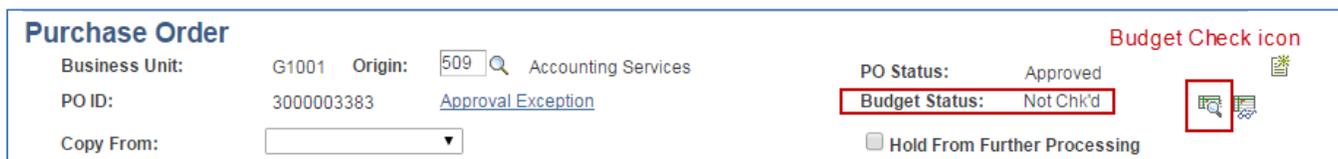
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		FY13 - Health Care	1.0000	LO	8211150			Open
2		FY14 - Health Care	1.0000	LO	8211150			Open

### 2. Get Approval for the Purchase Order.

- Click the **Submit for Approval** green checkbox on the header to submit it for approval.
- SWIFT changes the *PO Status* from “Open” to “Pend Appr” (Pending Approval) or “Approved” if the buyers’ security role includes self-approval. If the agency uses online approvals instead of authorizing a buyer to self-approve, SWIFT will route the purchase order for review and approval.

### 3. Budget Check the Purchase Order.

The *PO Status* must be “Approved” before budget checking. Click the **Budget Check** icon to run the budget check process.



**Purchase Order**

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

PO ID: 300003383 [Approval Exception](#) Budget Status: Not Chk'd

Copy From:

Hold From Further Processing

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

Maintain Purchase Order

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003385 [Approval Exception](#)

Copy From:

PO Status: Approved

Budget Status: Valid

Hold From Further Processing

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.

Maintain Purchase Order

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003211 [Approval Exception](#)

Copy From:

PO Status: Approved

Budget Status: Valid

Hold From Further Processing

**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  **Dispatch**

- 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.

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 ID: 3000003211 [Approval Exception](#)

Copy From:

PO Status: Dispatched

Budget Status: Valid

Hold From Further Processing

## Process Steps for Creating Purchase Orders Referencing Contracts

This topic covers the process steps to enter purchase orders that reference contracts. The purchase order document types covered in this course include:

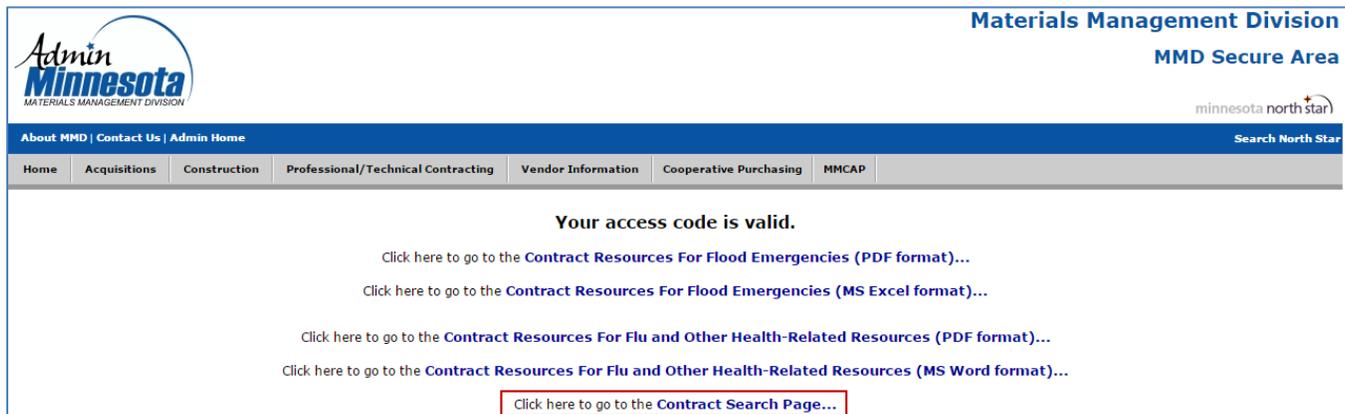
- Blanket Purchase Order against a Contract (BPC)
- Contract Release Order (CRO)

**NOTE:** Not all purchase order types follow these steps in this exact order. For more information about the individual types of purchase orders, review **Lesson 3: Document Types**.

- Step 1: Enter Contract Information
- Step 2: Add Header Information
- Step 3: Complete the Lines Section
- Step 4: Add Schedules Information
- Step 5: Add Distribution Information
- Step 6: Save, Budget Check and Dispatch the Purchase Order

## Preparation for Creating Purchase Orders

Determine whether the item or general service needed is currently available from a State agency or on a State contract. [www.mmd.admin.state.mn.us/process/contract/index.asp](http://www.mmd.admin.state.mn.us/process/contract/index.asp). To search for a product or general service on a State contract, go to the Office of State Procurement website. Log into the secure area and click on the **Contract Search Page**.



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MATERIALS MANAGEMENT DIVISION

**Materials Management Division**  
**MMD Secure Area**

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**Your access code is valid.**

Click here to go to the [Contract Resources For Flood Emergencies \(PDF format\)](#)...

Click here to go to the [Contract Resources For Flood Emergencies \(MS Excel format\)](#)...

Click here to go to the [Contract Resources For Flu and Other Health-Related Resources \(PDF format\)](#)...

Click here to go to the [Contract Resources For Flu and Other Health-Related Resources \(MS Word format\)](#)...

[Click here to go to the Contract Search Page...](#)

Source: Authority for Local Purchase Manual, Section 2.2. [www.mmd.admin.state.mn.us/pdf/alpmanual.pdf](http://www.mmd.admin.state.mn.us/pdf/alpmanual.pdf)

## Step 1: Add Contract Information on the Contract Tab.

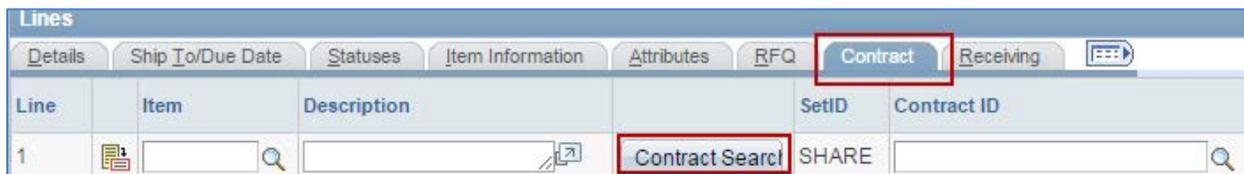
**Start all purchase orders that reference contracts on the Contracts Tab.** Information will transfer over to the purchase order based on what is contained in the contract. Contract information will override any other data. For more detailed information about the fields on the Contract tab, refer to Lesson 1.

### 1. Access the Purchase Order.

- **Navigation:** Purchasing, Purchase Orders, Add/Update POs. Add a New Value.

### 2. Add the Contract Information.

- On the **Maintain Purchase Order** page, scroll down to the lines section and click on the **Contract** tab.
- On the **Contract** tab, **always** start with the **Contract Search** icon.

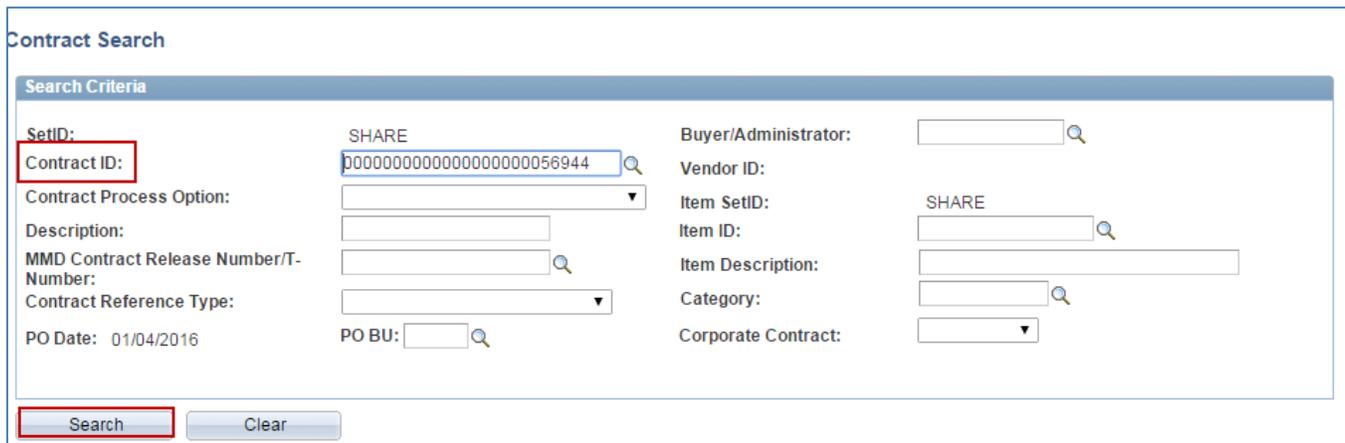


The screenshot shows the 'Lines' page with tabs for Details, Ship To/Due Date, Statuses, Item Information, Attributes, RFQ, **Contract**, and Receiving. The 'Contract' tab is active. Below the tabs is a table with columns: Line, Item, Description, SetID, and Contract ID. The first row has Line '1', an Item icon, a search icon, a description icon, a 'Contract Search' icon (highlighted with a red box), 'SHARE' in the SetID column, and a search icon in the Contract ID column.

- On the **Contract Search** page, enter search criteria to find the contract.

**Buyers mostly enter the Contract ID to search for the contract.** Use the other search fields if you do not have the *Contract ID*.

- Click the **Search** button.



The screenshot shows the 'Contract Search' page. Under 'Search Criteria', there are several fields: SetID (SHARE), Contract ID (00000000000000000000000056944, highlighted with a red box), Contract Process Option (dropdown), Description (text), MMD Contract Release Number/T-Number (text), Contract Reference Type (dropdown), PO Date (01/04/2016), PO BU (text), Buyer/Administrator (text), Vendor ID (text), Item SetID (SHARE), Item ID (text), Item Description (text), Category (text), and Corporate Contract (dropdown). At the bottom, there are 'Search' and 'Clear' buttons, with 'Search' highlighted by a red box.

### Fields on the Contract Search page.

Search Field	Search Field Description
<b>Contract ID</b>	SWIFT's unique identifier for a contract.
<b>Contract Process Option</b>	Enables you to determine a specific contract process that you use throughout the entire contract life cycle. Contract process options in SWIFT include: Purchase Order: Allows for purchase orders. General Contract contracts: Allows for both purchase order and voucher releases. SWIFT does not use the remaining options.



Search Field	Search Field Description
<b>Description</b>	Searches on the Description field of contracts.
<b>MMD Contract Release Number</b>	This field is used to search for SWIFT contracts that are tied to Material Management Division's contract releases.
<b>Contract Reference Type</b>	Use these types to narrow your search for contracts. Cat Cntrct (category contract): Searches all contracts with Category Lines assigned to them. Line Item: Searches for all contracts with Contract Item lines assigned to them. Open Item: Used primarily to search for contracts with Open Items that are used by Office of State Procurement.
<b>Buyer/Administrator</b>	Staff person who administers contracts, encumbers funds and creates purchase orders (e.g., Employee ID).
<b>Item ID</b>	A unique identifier assigned to a particular item. An item is any product, material or service established and maintained in the Item Master. Items tend to be specific and used for repetitive purchases.
<b>Item Description</b>	Description for a specific item.
<b>Category</b>	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.
<b>Corporate Contract</b>	Corporate Contracts are available for all state agencies to use. If you check "Yes", then you can see all Corporate Contracts If you check "No", then you are limiting your search to contracts within your business unit(s).

- In the **Contracts Details** tab, you will see a list of all contracts that reference your selection criteria (e.g., *Contract ID*). Check the box of the contract line you wish to refer to and click **OK**.

<input type="checkbox"/>	00000000000000000000000056944	1 Line Item	81111812	COMPUTER RELATED SERV (NOT P/T)(NOT OTHERWISE CLASSIFIED)	0.00000
<input checked="" type="checkbox"/>	00000000000000000000000056944	1 Line Item	81111812	COMPUTER INSTALLATION & SET-UP SERV/FEEES	0.00000

OK Cancel

- If you need to add another line for the same vendor to this purchase order, scroll to the far right side of the lines section. Click the **Add a New Row** button (+). Add one line at a time for each contract you wish to refer to for this vendor.

Inspection Required	Inspect ID	Close Short	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/> +

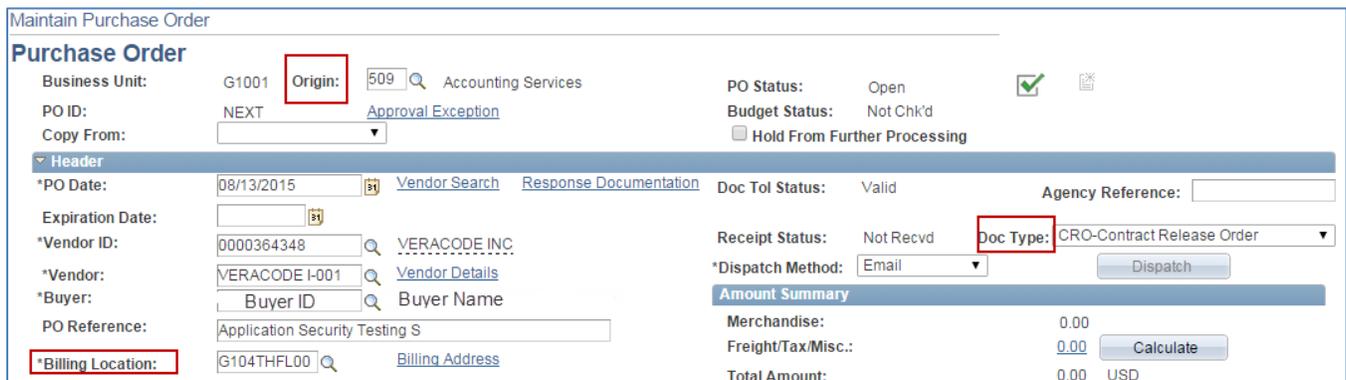
## Step 2: Add Header Information to the Purchase Order.

The contract has been pulled into the purchase order on the Maintain Purchase Order page. Confirm the values added on the purchase order.

For more detailed information about the header fields, refer to Lesson 1.

### Update the header information.

- Some fields will be populated from the contract. On the **header**, the *Vendor ID*, *PO Reference*, *Buyer* and other fields have been populated.
- Enter the *Billing Location*, *Origin* and *Doc Type* on the **header**.



## Step 3: Complete the Line Details Tab.

The purchase order line tabs allow you to input details about what is being ordered or encumbered.

For more detailed information about the line details tab fields, refer to Lesson 1.

- You can use the “+” or “-” signs on every tab to add or subtract lines as needed.
- **NOTE:** Some agencies save the document as soon as the first line on the main page is completed. This way their work is not lost if SWIFT times out. Once the PO ID populates, staff can return to the draft purchase order to complete the remainder of it.

### 1. Details Tab:

Some of the fields will be populated from the contract you selected. Make sure the following fields are entered have information in them.

- *Description* or *Item*.
- *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. **Receiving Tab:**

This information may not be needed depending upon your agency's policies and the type of document. Enter the following as needed:

- Receiving Required
- Inspection Required/Inspect ID



3. **Item Information Tab:**

If you selected *Item* in the **Details** tab, you can use this tab to enter more information about the item as needed.

- *Manufacturer ID*
- *Manufacturer's Item ID*
- *Vendor Item ID*



**Step 4: Add Schedules Information.**

On the **Schedules** page, you can add and view the schedules for all lines at the same time. It allows for bulk ordering for price break and delivery to different place, time, or date. For more detailed information about the Schedule page fields, refer to Lesson 1.

Access the **Schedules** icon on the **Details** and **Ship To/Due Date** tabs.



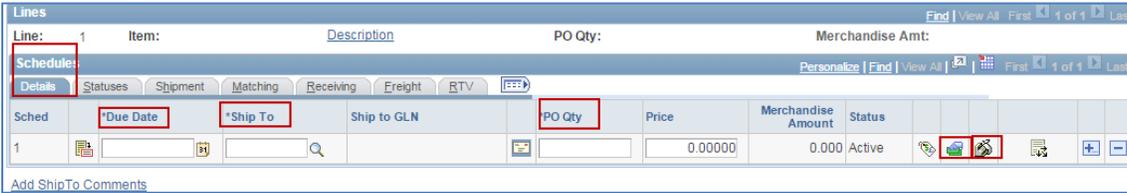
There are seven tabs on the **Schedules** page. Many of them are not necessary for creating most purchase orders.

1. On the **Details** tab on the **Schedules** page, enter the following information:

- *Due Date* (defaults to the current date)
- *Ship To* (may default depending upon the Buyer's access)

2. You can also access the **Schedule/Use Tax** and **Miscellaneous Charges** pages on this tab.

**Check the tax setting default on every purchase.** Refer to the Appendix for more information about sales and use tax.



Sched	*Due Date	*Ship To	Ship to GLN	PO Qty	Price	Merchandise Amount	Status
1					0.00000	0.000	Active

3. Use the **Freight** tab on the **Schedules** page to view and update any information about freight terms for this schedule.

**IMPORTANT:** Freight should be updated on the main page of the purchase order. Use the **Go To** menu on the bottom of the purchase order. Freight terms are updated on the **Freight** tab.

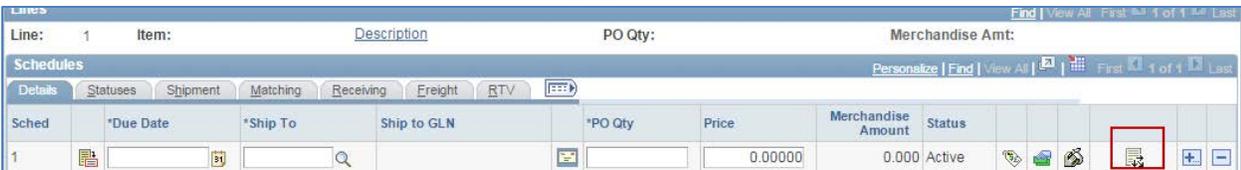


Sched	*Due Date	*Ship To	Freight Terms	Arbitration	Charge Method	Freight Charge Override
1			FOB_FALLAW			

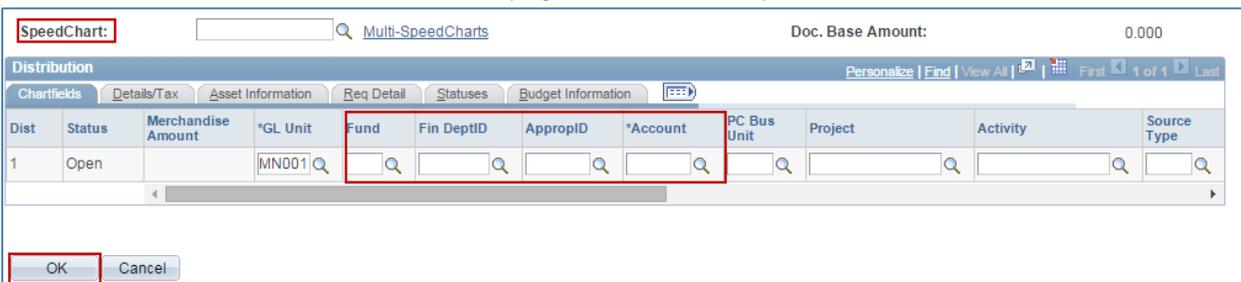
### Step 5: Add Distribution Information to the Purchase Order.

The **Distributions for Schedule** page is where you enter the accounting details of the purchase order. For more detailed information about the distribution fields, refer to Lesson 1.

Access the **Distribution** tab from the Schedules page via the **Distribution/ChartFields** icon.



There are several tabs on the **Distribution** page. Most of the required fields are on the ChartFields tab.



SpeedChart:  Multi-SpeedCharts Doc. Base Amount: 0.000

Dist	Status	Merchandise Amount	*GL Unit	Fund	Fin DeptID	AppropID	*Account	PC Bus Unit	Project	Activity	Source Type
1	Open		MN001								

OK Cancel

Enter the following distribution details:

- \* Fund
- \* Fin DeptID
- \* AppropID
- \* Account
- PC Bus Unit (only if agency is using projects)
- Project (only if agency is using projects)
- Activity (only if agency is using projects)
- Source Type (only if agency is using projects)
- Agcy Cost 1 (only if agency is using projects)

There may be SpeedCharts available to populate this transaction.

The **Asset Information** tab should always be checked to record if this is an asset. All agencies have different policies for assets. If the item is not tracked at your agency, you need to remove the *AM unit* and *Profile ID*.

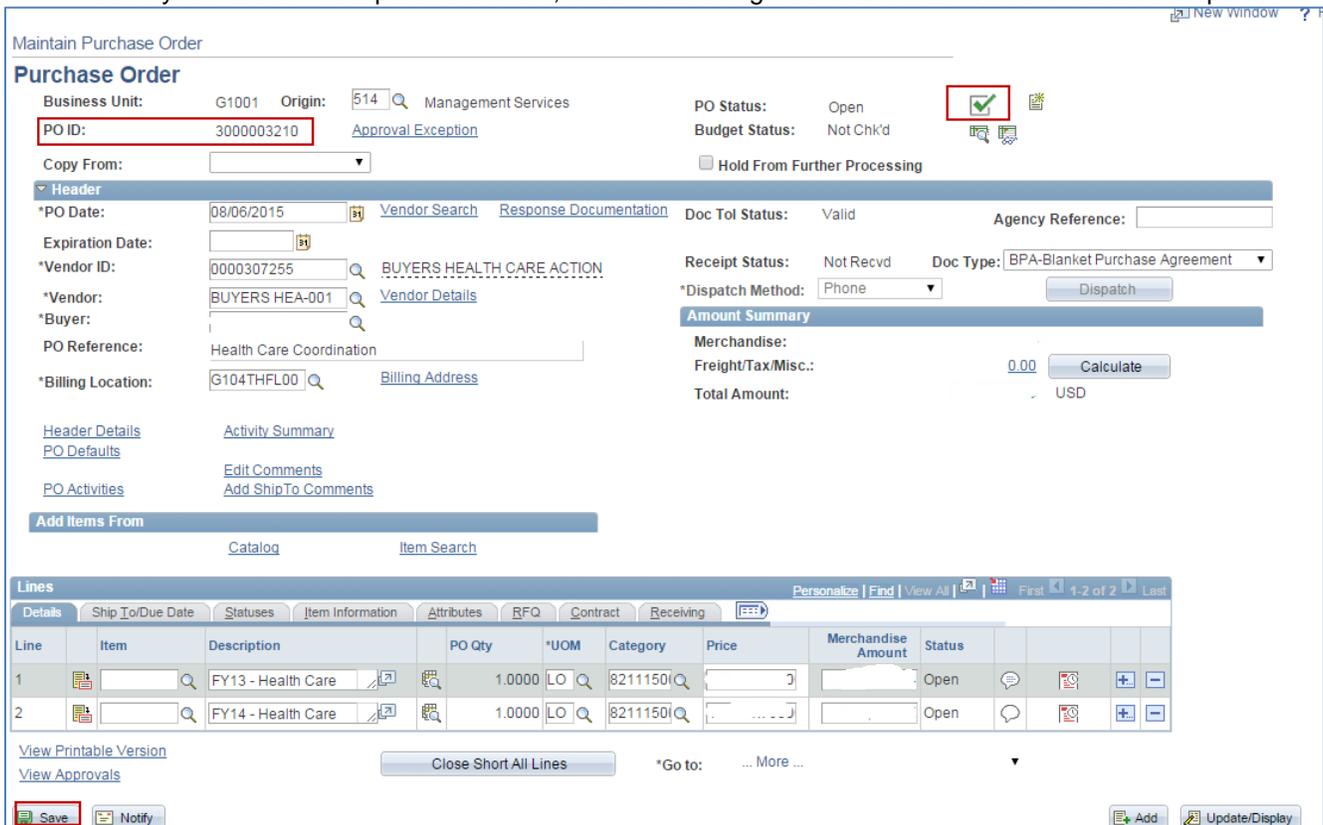
Click **OK** when you are done.

### Step 6: Save, Get Approval, Budget Check and Dispatch the Purchase Order.

For more detailed information about these processes, refer to Lesson 1.

#### 1. Save the Purchase Order.

- Return to 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".



Maintain Purchase Order

**Purchase Order**

Business Unit: G1001 Origin: 514 Management Services PO Status: Open  
 PO ID: 3000003210 Approval Exception Budget Status: Not Chk'd  
 Copy From: Hold From Further Processing

**Header**

\*PO Date: 08/06/2015 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference:  
 Expiration Date:  
 \*Vendor ID: 0000307255 BUYERS HEALTH CARE ACTION Receipt Status: Not Recvd Doc Type: BPA-Blanket Purchase Agreement  
 \*Vendor: BUYERS HEA-001 Vendor Details \*Dispatch Method: Phone Dispatch  
 \*Buyer:  
 PO Reference: Health Care Coordination  
 \*Billing Location: G104THFL00 Billing Address

Amount Summary

Merchandise:  
 Freight/Tax/Misc.: 0.00 Calculate  
 Total Amount: USD

Header Details Activity Summary  
 PO Defaults Edit Comments  
 PO Activities Add ShipTo Comments

Add Items From Catalog Item Search

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		FY13 - Health Care	1.0000	LO	82111501			Open
2		FY14 - Health Care	1.0000	LO	82111501			Open

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

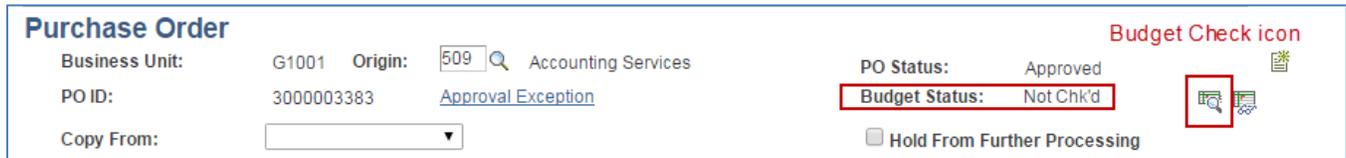
Save Notify Add Update/Display

**2. Get Approval.**

- Click the **Submit for Approval** green checkbox on the header to submit it for approval.
- SWIFT changes the *PO Status* from “Open” to “Pend Appr” (Pending Approval) or “Approved” if the buyers’ security role includes self-approval. If the agency uses online approvals instead of authorizing a buyer to self-approve, SWIFT will route the purchase order for review and approval.

**3. Budget Check the Purchase Order.**

The *PO Status* must be “Approved” before budget checking. Click the **Budget Check** icon to run the budget check process.



**Purchase Order**

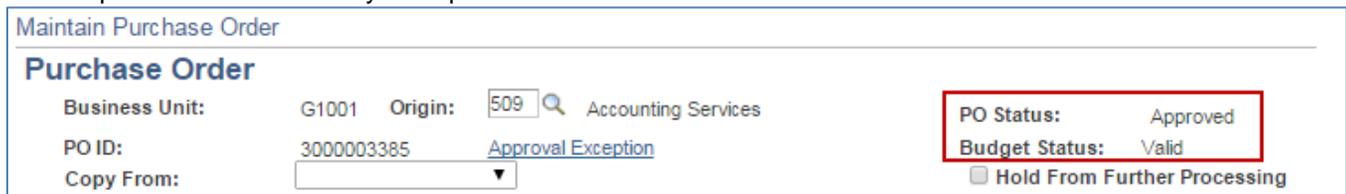
Business Unit: G1001 Origin: 509 Accounting Services PO Status: Approved

PO ID: 3000003383 Approval Exception Budget Status: Not Chk'd

Copy From: [Dropdown]  Hold From Further Processing

**Budget Check icon**

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



**Purchase Order**

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

PO ID: 3000003385 Approval Exception Budget Status: Valid

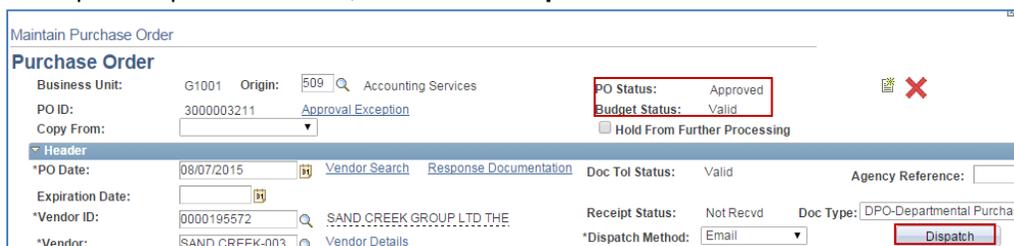
Copy From: [Dropdown]  Hold From Further Processing

**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.



**Purchase Order**

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

PO ID: 3000003211 Approval Exception Budget Status: Valid

Copy From: [Dropdown]  Hold From Further Processing

**Dispatch**

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

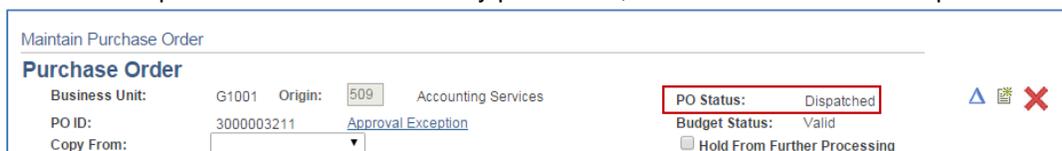
Expiration Date: [Field]

\*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.

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



**Purchase Order**

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

PO ID: 3000003211 Approval Exception Budget Status: Valid

Copy From: [Dropdown]  Hold From Further Processing

## Creating a Purchase Order Using the Copy From a Purchase Order

There are three different methods for copying existing documents into a new purchase order.

1. **Purchase Order:** SWIFT's Procurement Team recommends only using the *Copy From Purchase Order* option here.
2. **Requisition:** There are certain circumstances that require sourcing a requisition directly into a purchase order. For that scenario, refer to the Expedite Requisition process. This process is described in the **Requisition Process Quick Reference Guide**.
3. **Contract:** Copy contract information at the individual line level of the new purchase order. Use the *Contract Search* feature on the **Contract** tab. This process is described previously in this lesson.

These purchasing reference guides can be found on the SWIFT Training and Support web pages:  
<http://mn.gov/mmb/accounting/swift/training-support/>

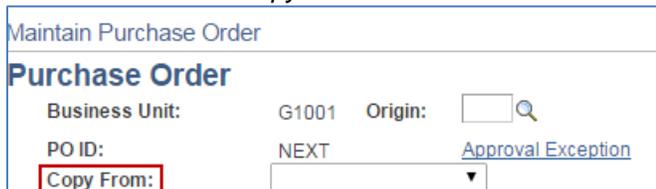
***Be very careful when copying an existing purchase order into a new purchase order.***  
Make sure that everything copied correctly. Also, check the fields that may be different.

- ChartFields may have changed between fiscal years.
- Doc Types impact the information on a purchase order.
- Update any Descriptions that refer to a previous fiscal year.
- Taxes may need to be updated.
- Make sure to check for attachments and delete old ones.

For more detailed information about any of these fields, refer to Lesson 1.

### Copy from Another Purchase Order

- **Navigation:** Purchasing, Purchase Orders, Add/Update POs. Add a New Value
1. Access the *Copy From* field on the **header**. Select "Purchase Order".



Maintain Purchase Order

**Purchase Order**

Business Unit: G1001    Origin:

PO ID: NEXT    [Approval Exception](#)

**Copy From:**

2. On the **Copy Purchase Order from Purchase Order** page, enter the *PO ID* of the purchase order to use for copying. Click **Search**.

Maintain Purchase Order

### Copy Purchase Order from Purchase Order

**PO Selection Criteria**

PO ID:

Vendor:

Vendor ID:

Buyer:

PO Reference:

PO Date:

Status:

Origin:

Item ID:

Category:

- On the **Select PO** page, click the **Select** button of the desired purchase order. Click **OK**.

Select PO Personalize | Find | View All | First 1 of 1 Last

Details **More Details**

Select	PO ID	PO Date	PO Status	Vendor ID	Vendor
<input checked="" type="checkbox"/>	3000003216	08/18/2015	Dispatched	0000195572	SAND CREEK-003

- You may receive a message. Click **OK**.

**Message**

Copying from a PO will overwrite the existing PO. Continue? (10200,449)

If you continue, the system will overwrite the existing PO Header, Lines, and Schedules. If you do not wish to do this, select 'Cancel'.

- The details of the original purchase order are copied over. Some fields will return to the default when copied.

**Always verify the copied data for accuracy.**

- Depending on the type of document you copied from, follow the instructions previous described in this Lesson.
- Here is an example of an initial purchase order created by copying another purchase order. All of the relevant fields were populated. Most of the relevant fields are open for updating.

Maintain Purchase Order

### Purchase Order

Business Unit: G1001 Origin: 513 Management Analysis & Developmt PO Status: Open    
 PO ID: NEXT Approval Exception Budget Status: Not Chk'd  
 Copy From: [Dropdown]  Hold From Further Processing

**Header**

\*PO Date: 08/05/2015 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference: [Text]  
 Expiration Date: [Text]  
 \*Vendor ID: 0000205037 WILDER AMHERST H FOUNDATION F Receipt Status: Not Recvd Doc Type: MWK-Master Prof/Tech Work Order  
 \*Vendor: WILDER AMH-001 Vendor Details \*Dispatch Method: Phone Dispatch  
 \*Buyer: 01106579 Edwards,Margaret E  
 PO Reference: 2015-102  
 \*Billing Location: G10MAD0000 Billing Address

**Amount Summary**

Merchandise: 52,365.00  
 Freight/Tax/Misc.: 0.00 Calculate  
 Total Amount: 52,365.00 USD

Header Details Activity Summary  
 PO Defaults  
 PO Activities Add Comments Add ShipTo Comments

Add Items From Catalog Item Search

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		2015-102 FY16	1.0000	EA	80101600	28085.00000	28,085.00	Open
2		2015-102	1.0000	EA	80101600	24280.00000	24,280.00	Open

View Printable Version View Approvals Close Short All Lines \*Go to: ... More ... Save Notify Add Update/Disp

## Creating a Purchase Order with Multiple Lines and/or Distribution Lines

This topic covers the process steps to enter purchase orders with multiple lines and multiple distribution lines into SWIFT. You can add multiple distribution lines to split the cost of a purchase

**NOTE:** Not all purchase order types follow these steps in this exact order. For more information about the individual types of purchase orders, review Lesson 3 on Document Types.

- Step 1: Add Header Information.
- Step 2: Complete the Lines Section.
- Step 3: Add Schedules Information.
- Step 4: Add Distribution Information.
- Step 5: Save, Budget Check and Dispatch the Purchase Order

Depending upon the type of purchase order you are entering, follow the steps described earlier in this lesson. For this topic, we will create a purchase order without referencing a contract.

For more detailed information about any of these fields, refer to Lesson 1.

## Step 1: Add Header Information.

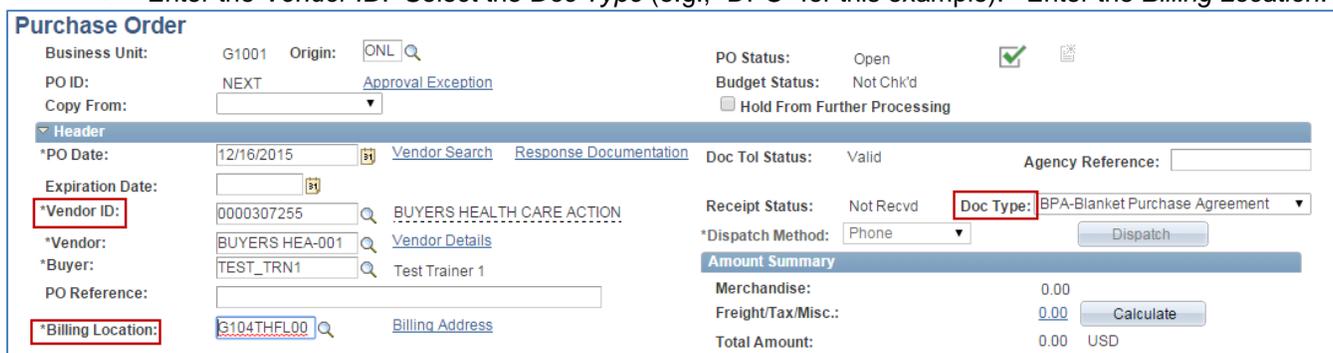
The header contains information that applies to the entire purchase order. This example demonstrates adding a Blanket Purchase Order.

### 1. Create a new purchase order.

- **Navigation:** Purchasing, Purchase Orders, Add/Update POs.
- On the Purchase Order page, the **Add a New Value** tab defaults. On this page, enter the *Business Unit* and click on the **Add** button.

### 2. Enter or confirm the required fields on the header of the Maintain Purchase Order page.

- These fields are described in detail in Lesson 1.
- Enter the *Vendor ID*. Select the *Doc Type* (e.g., “DPO” for this example). Enter the *Billing Location*.



**Purchase Order**

Business Unit: G1001 Origin: ONL  
 PO ID: NEXT  
 Copy From: [Dropdown]  
 PO Status: Open  
 Budget Status: Not Chk'd  
 Hold From Further Processing: [Unchecked]

**Header**

\*PO Date: 12/16/2015  
 Expiration Date: [Empty]  
 \*Vendor ID: 0000307255  
 \*Vendor: BUYERS HEA-001  
 \*Buyer: TEST\_TRN1  
 PO Reference: [Empty]  
 \*Billing Location: 3104THFL00

Doc Tol Status: Valid  
 Agency Reference: [Empty]  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Phone  
 Doc Type: BPA-Blanket Purchase Agreement

**Amount Summary**

Merchandise:	0.00
Freight/Tax/Misc.:	0.00
Total Amount:	0.00 USD

## Step 2: Complete the Lines Section.

The purchase order line tabs allow you to input details about what is being ordered or encumbered. You can use the “+” or “-” signs on every tab to add or subtract lines as needed.

**NOTE:** Some agencies save the document as soon as the first line on the main page is completed. This way their work is not lost if SWIFT times out. Once the PO ID populates, staff can return to the draft purchase order to complete the remainder of it.

### 1. Enter Line information on the Details Tab.

You will enter most of the line information on the **Details** tab if you are not referencing a contract.

- Select *Description* or *Item*
- *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		FY14 - Health Care	1.0000	LO	8211150	1,000.00000	1,000.00	Open

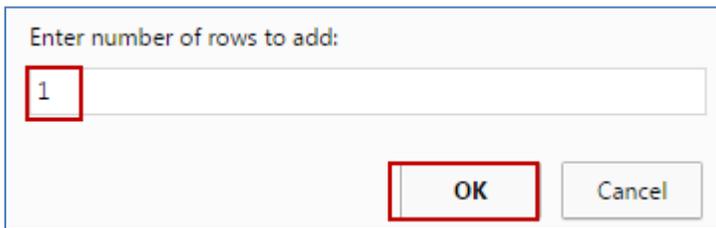
**2. Add a New Row:**

Click the **Add a New Row** button to add additional lines to the purchase order.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		EAP Seminar	1.0000	EA	86100000	900.00000	900.00	Open

A new window pops up. It prompts you on how many rows you wish to add. Enter the number of rows you wish to add. Click **OK**.

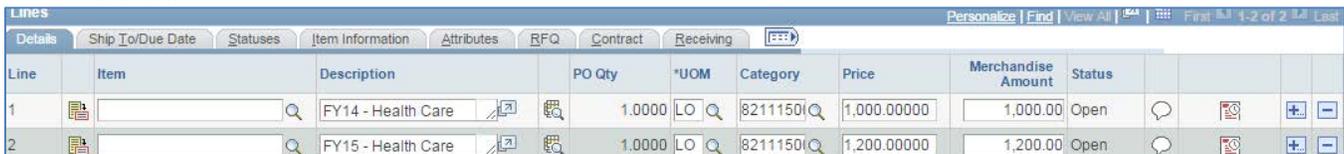


Enter number of rows to add:

1

OK Cancel

**3. The second row appears in the line section.** Enter the line details for Line 2. Click the **Schedule** button.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		FY14 - Health Care	1.0000	LO	8211150	1,000.00000	1,000.00	Open
2		FY15 - Health Care	1.0000	LO	8211150	1,200.00000	1,200.00	Open

4. On the Lines page, you can review

**Step 3: Add Schedules Information.**

1. Click on the **Schedules** icon for Line 1 to get to the **Schedules** page for Line 1. Then repeat for Line 2.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	Schedules icon
1		FY14 - Health Care	1.0000	LO	8211150	1,000.00000	1,000.00	Open	[Schedules icon]

**2. Add Schedule information for each line.**



**Schedules**

Unit: G1001 Vendor: HEINRICH E-001 PO Status: Dispatched  
 PO ID: 3000003221 PO Date: 08/05/2015 Change Order: 1

[Return to Main Page](#)

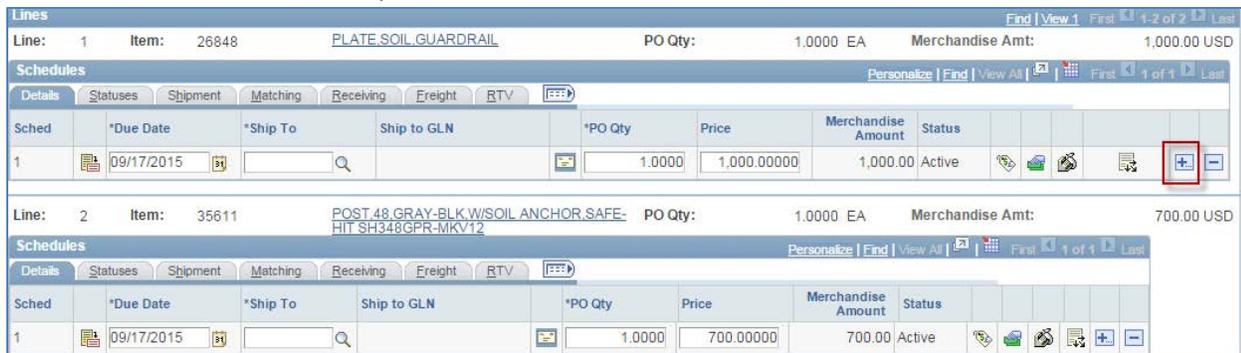
**Lines**

Line: 1 Item: Printed Envelopes: TM-C-1, 9 x 12 open side booklet, Vertical poly window - (4 x 2 1/4 L; 2 1/4 B; 1/2)

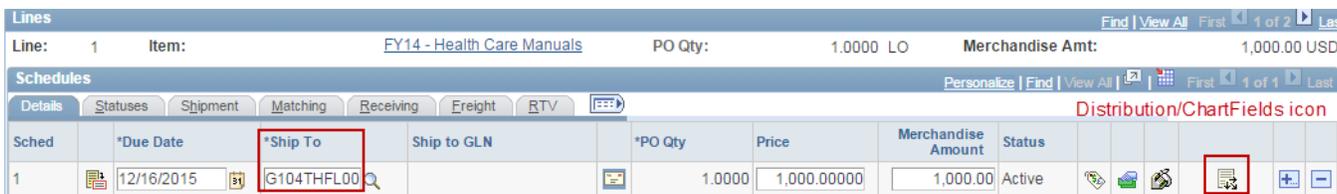
PO Qty: 1.0000 EA Merchandise Amt: 2,317.60 USD

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	08/05/2015	G104THFL00		1.0000	2,317.60000	2,317.60	Active

**ANOTHER OPTION:** if you click on the **Add a Row** icon within the **Schedules** page, you can create a new schedule line. Each line of the purchase order will create its own schedule.

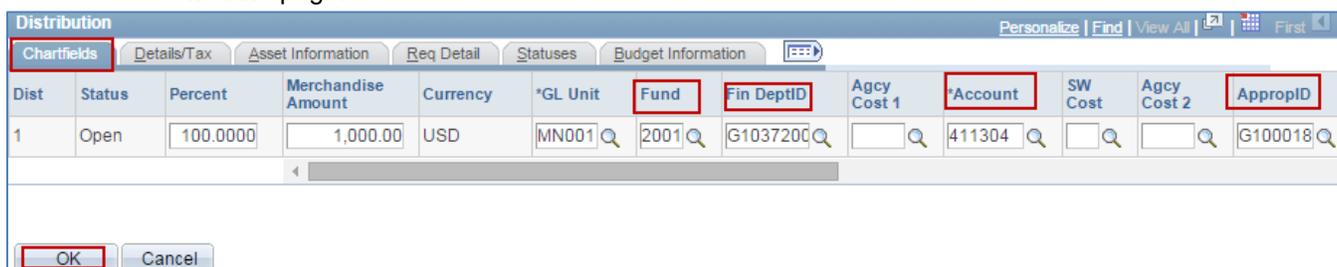


- Make sure you are adding the schedule lines in the correct section.
  - Update the **Schedule** information such as the *Ship To*.
3. Click on the **Distributions/ChartFields** button for each schedule line.



### Step 4: Add Distribution Information to the Purchase Order.

Enter in the ChartField information on all lines and distribution lines. When you have completed, click on **OK** to return to the **Schedule** page.



### Splitting the Distribution

On the **Distribution/ChartFields** page, you can split the distribution in several ways: based on a percent, a specific quantity or a specific dollar amount. The default is *Quantity or Percent*.

- To change the distribution to a dollar value or percent, change the *Distribute By* to "Amount". This will open up the *Merchandise Amount* field, which can be edited. Some types of purchase orders cannot be changed.
- If you change one field (e.g., percent, quantity or amount), the other fields will be adjusted.

- All distribution lines must total 100% and match the total quantity or dollar amount for the schedule.

Distribution Type	
Quantity	<p>The purchase order is being created using Item on the Details line.</p> <ul style="list-style-type: none"> <li>The PO Qty defaults from the Price added in the lines section.</li> <li>Merchandise Amount is grayed out.</li> <li>Description, Unit of Measure (UOM) and the Category are populated from the Item code.</li> </ul>
Amount	<p>The purchase order is being created using Description on the Details line.</p> <ul style="list-style-type: none"> <li>The purchase order dollar amount</li> <li>Quantity is grayed out. Could update the Dollar Amount.</li> </ul>

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Fund	Fin DeptID	Agcy Cost 1	*Account	SW Cost	Agcy Cost 2	AppropID	PC Bus Unit	Pro
1	Open	72.0000	52,560.00	USD	MN001	1000	G1034000		411553			G100004		
2	Open	28.0000	20,440.00	USD	MN001	2001	G1034000		411553			G100012		

Once the schedule and distribution line information is complete, click on the **Return to Main Page** link.

Line	Item	FY	PO Qty	LO	Merchandise Amt
1	FY14 - Health Care Manuals		1.0000		1,000.00 USD

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	12/16/2015	G104THFL00		1.0000	1,000.00000	1,000.00	Active

On the **Main Page**, add the *Origin*.

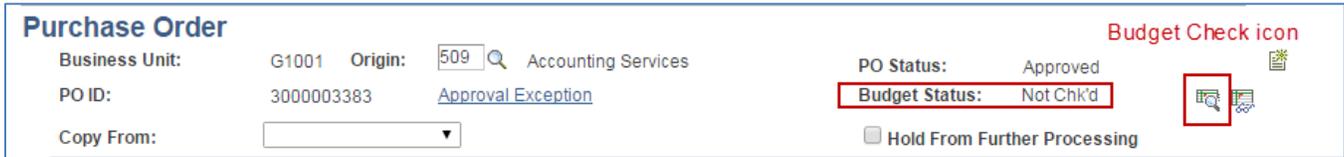
<b>Purchase Order</b>	Business Unit: G1001	<b>Origin:</b> 509	PO Status: Open <input checked="" type="checkbox"/>
	PO ID: NEXT	<a href="#">Approval Exception</a>	Budget Status: Not Chk'd
	Copy From: <input type="text"/>		<input type="checkbox"/> Hold From Further Processing

### Step 5: Save, Get Approval, Budget Check and Dispatch the Purchase Order.

- Save the Purchase Order.**
  - Return to 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".
- Get Approval for the Purchase Order.**
  - Click the **Submit for Approval** green checkbox on the header to submit it for approval.
  - SWIFT changes the *PO Status* from "Open" to "Pend Appr" (Pending Approval) or "Approved" if the buyers' security role includes self-approval. If the agency uses online approvals instead of authorizing a buyer to self-approve, SWIFT will route the purchase order for review and approval.

### 3. Budget Check the Purchase Order.

The *PO Status* must be “Approved” before budget checking. Click the **Budget Check** icon to run the budget check process.



**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003383 Approval Exception

Copy From: [Dropdown]

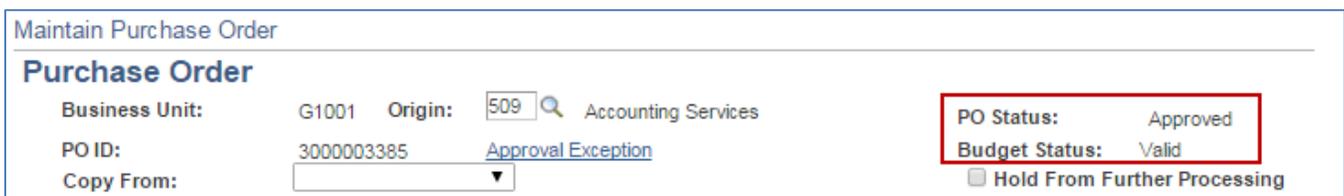
PO Status: Approved

**Budget Status: Not Chk'd**

Hold From Further Processing

Budget Check icon

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



**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003385 Approval Exception

Copy From: [Dropdown]

PO Status: Approved

**Budget Status: Valid**

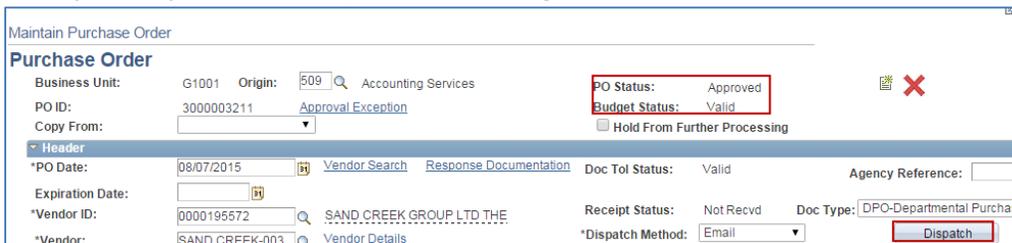
Hold From Further Processing

### 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.



Maintain Purchase Order

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003211 Approval Exception

Copy From: [Dropdown]

PO Status: Approved

Budget Status: Valid

Hold From Further Processing

**Header**

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

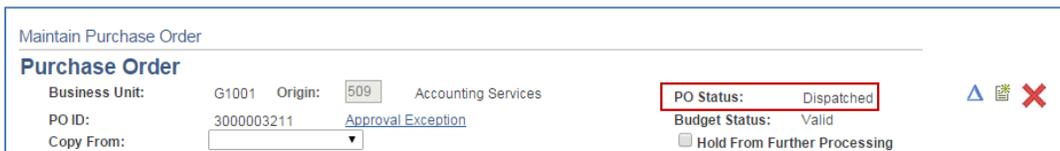
Expiration Date: [Field]

\*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 **Dispatch**

- 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.

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 ID: 3000003211 Approval Exception

Copy From: [Dropdown]

PO Status: **Dispatched**

Budget Status: Valid

Hold From Further Processing



## Lesson Summary

After completing this lesson, you should be able to:

- Gain an overview of the process steps to enter a purchase order that does not reference a contract.
- Understand the requirements, options and fields involved in those process steps.
- Create a purchase order that does not reference a contract.
- Create a purchase order that does reference a contract.
- Create a purchase order by copying an existing purchase order.
- Create a purchase order with multiple lines.

## Lesson 3: Purchase Order Document Types

### Lesson Overview

Document Type is a field within the Procurement module in SWIFT. This field differentiates among the functions for a requisition, solicitation, contract or order. This lesson will help you determine which Document Type to select.

This lesson provides an overview of the purchase order document types that may or may not reference contracts. These contracts may be a master, state-wide or agency-wide contract. A purchase order generated from these contracts is a legal document. This legal document creates a request for goods and sometimes services as well as an obligation to pay for them. The purchase orders typically are likely to be for the purchase of goods.

The purchase order document types covered in this lesson are:

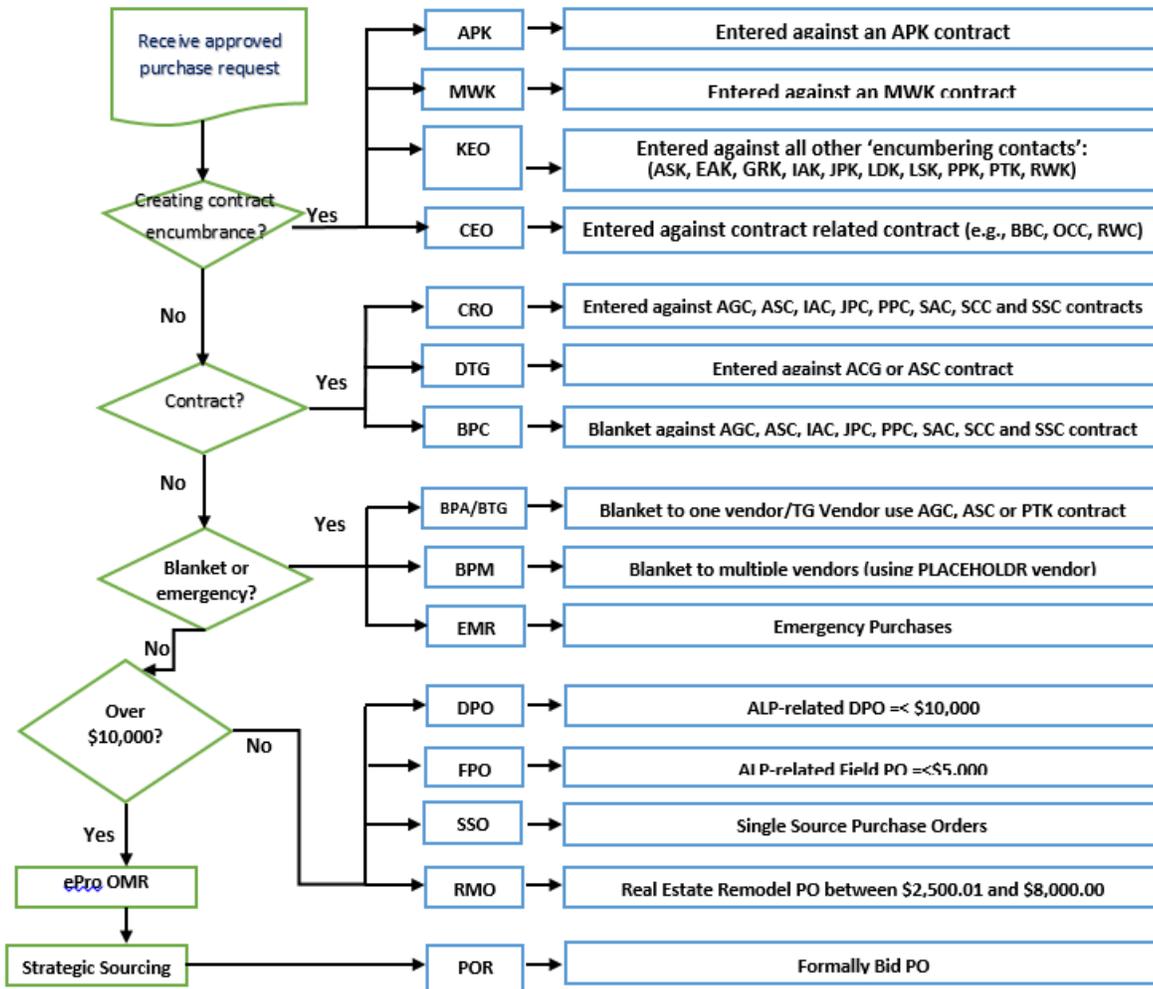
1. Blanket Purchase Agreement (BPA)
2. Blanket Purchase Order against a Contract (BPC)
3. Blanket TG/ED/VO Purchase Order (BTG)
4. Contract Release Order (CRO)
5. Department Purchase Order (DPO)
6. Direct TG/ED/VO Purchase Order (DTG)
7. Emergency Purchase Order (EMR)
8. Field Purchase Order (FPO)
9. Master Services Order (MSO)

After completing this lesson, you should be able to:

- Gain an overview of the various purchase order document types
- Be able to determine which purchase order document types fit which transactions.

## Purchase Order Document Selection Guide

The *Purchase Order Document Selection Guide* provides an overview of the factors to explore before selecting the correct purchase order document. Use this checklist of items to consider for selecting purchasing documents. Follow the flow chart to help you determine which type of document fits the purchasing transaction.



### NOTES:

- ALP refers to *Authority for Local Purchase*, which is a procurement certification process for agency buyers managed by the Department of Administration.
- Purchase Order Document Types not covered in **PO1 Create and Update Purchase Orders for Agency Buyer Roles User Guide** are covered in **PO4 Create and Update Purchase Orders for Contract Encumbrance Roles User Guide**.

## Purchase Order Categories

There are three categories of purchase orders used in SWIFT. Within these categories are document types associated with these purchase orders. This lesson explains these document types.

### 1. **Non-Blanket Purchase Orders:**

These are the standard purchasing documents for procuring within a buyer's Authority for Local Purchase (ALP) limit. They are also used for purchasing from established state contracts. Orders must name the vendor and the specific commodities and quantities involved. These documents are dispatched to the vendor unless otherwise stated. You may exceed the original order amount at time of payment within statewide matching tolerances (10% or \$50, whichever is less).

The document types used for non-blanket purchase orders are:

- Contract Release Order (CRO)
- Department Purchase Order (DPO)
- Direct TG/ED/VO (DTG)
- Emergency Purchase Order (EMR)
- Field Purchase Order (FPO)

### 2. **Blanket Purchase Orders:**

Use this purchase order type to encumber funds for multiple purchases or multiple vendors. They are not dispatched to the vendors. These purchase orders are typically used for annual recurring purchases such as utilities. Use them to specify the commodities involved and the total dollar amount being set aside for that purpose. Blanket orders default to *Amount Only* and a *Quantity* of "1". This allows for payments less than the unit price and a total Quantity received of greater than "1". Multiple payments are expected, with varying voucher amounts. Use a change order if the purchase exceeds the original blanket order amount.

The document types used for blanket purchase orders are:

- Blanket Purchase Against a Contract (BPC)
- Blanket Purchase Agreement (BPA)
- Blanket TG/ED/VO (BTG)

### 3. **Encumbering Purchase Orders:**

They are used only to encumber money against professional/technical, grant and construction type contracts. These purchase order document types are covered in *PO4 Create and Update Purchase Orders for Contract Encumbrance Roles*.

## Process Steps to Create Purchase Orders

**NOTE:** Not all purchase order types follow these steps in this exact order. For more information about these steps, review the **PO1 User Guide: Creating Purchase Orders**. Lesson 2 covers *Steps for Creating Purchase Orders*.

### Steps for Creating Purchase Orders that Do Not Reference a Contract.

- Step 1: Add Header Information.
- Step 2: Complete the Lines Section.
- Step 3: Add or Update Schedules Information.
- Step 4: Add Distribution Information.
- Step 5: Save, Route for Approvals, Budget Check and Dispatch the Purchase Order.

These purchase order document types do not reference a contract.

- Department Purchase Order (DPO)
- Emergency Purchase Order (EMR)
- Field Purchase Order (FPO)

### Steps for Creating Purchase Orders that Reference a Contract.

- Step 1: Enter Contract Information.
- Step 2: Add Header Information.
- Step 3: Complete the Lines Section.
- Step 4: Add Schedules Information.
- Step 5: Add Distribution Information.
- Step 6: Save, Route for Approvals, Budget Check and Dispatch the Purchase Order.

These purchase order document types reference a contract.

- Blanket Purchase Against a Contract (BCP)
- Blanket Purchase Agreement (BPA)
- Contract Release Order (CRO)
- Master Service Order (MSO)

## Purchase Order Document Types

Some Purchase Order Document Types reference the need to search the Office of State Procurement (OSP) website for contract releases. [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

### 1. Blanket Purchase Agreement (BPA)

This type of purchase order is used to set up an “umbrella amount” of money with a single vendor for a specific purpose. Blanket Purchase Against Multiple Vendors (BPM) is used for multiple vendors. The purchase order only needs to be established once each fiscal year. Receipts and vouchers are recorded against it. SWIFT will print a file copy. These purchase orders are not dispatched to the vendor.

#### Preparation prior to entering this type of purchase order

- Always search the Office of State Procurement website to see if there is a contract. If the purchase is a blanket purchase order that references a contract, use Blanket Purchase against a Contract (BPC).

Use the **Steps for Creating Purchase Orders that Do Not Reference a Contract** to enter these purchase orders.

- Make sure that the *Document Type* is BPA.
- Adding *Comments* on the header is recommended.
- The purchase order will default to *Amount Only* on the lines section.
- The default *Dispatch Method* is “Phone.”

### 2. Blanket Purchase against a Contract (BPC)

A BPC encumbers funds. It is used to set up an “umbrella amount” of money against existing State Commodity (SCC), Agency Goods (AGC), State Service (SSC), or Agency Service (ASC) contracts. It may also be used against an Interagency Contract (IAC), Joint Powers Contract (JPC), Public/Private Partnership Contract (PPC) or Software License/Maintenance Contract (SAC). The purchase order only needs to be established once each fiscal year. Receipts and vouchers are recorded against it. SWIFT will print a file copy. These purchase orders are not dispatched to a vendor.

#### Preparation prior to entering this type of purchase order

- Search the Office of State Procurement (OSP) website for contract releases. The contract release will provide the contract number and vendor number.
- The contract release will also identify any distributors that are listed on the contract.
- Make sure the contract has a valid effective date. If it is expired, you cannot use it.

Use the **Steps for Creating Purchase Orders that Reference a Contract** to enter these purchase orders.

- Make sure that the *Document Type* is BPC.
- The *Contract* and *Contract Line Numbers* must be referenced.
- SWIFT will validate that a Contract ID is referenced on every line of the BPC purchase order.
- The purchase order will default to *Amount Only* on the lines section.
- The default *Dispatch Method* is “Phone.”

### 3. Blanket Targeted Purchase Order (BTG)

Used only for purchases from TG/ED/VO vendors under the Equity Select program. TG/ED/VO vendors are Targeted, Economically Disadvantaged and Veteran Owned. Use this type of purchase order to set up an “umbrella amount” of money with a single vendor for a specific purpose that ranges from greater than \$5,000.00 up to \$25,000.00. The vendor is from a Targeted Group (TG), Economically Disadvantaged (ED) or Veteran owned. They are Amount-based. You can change the Price but not Quantity. The purchase order only needs to be established once each fiscal year. It can be used for contract and non-contract purposes. BTG purchase orders that reference a contract are not dispatched to the vendor. BTG purchase orders that do not reference a contract are dispatched to the vendor.

- If referencing a contract, use Contract Document Types AGC,ASC, or PTK.

#### Preparation prior to entering this type of purchase order:

- The vendor is currently TG, ED or VO certified.
- The purchase order total amount is \$25,000 or less and no other bids were solicited.
- Make sure that the *Document Type* is BTG.
- Adding *Comments* on the header is recommended.
- The purchase order will default to *Amount Only* on the lines section.
- The default *Dispatch Method* is “Phone.”

### 4. Contract Release Order (CRO)

The Contract Release Order (CRO) is used on purchase orders where there is a contract referenced in all lines of the purchase order. A CRO is used for each purchase against the contract. Receipts and vouchers are recorded against it. The contract and contract line number must be referenced. The purchase order is typically dispatched to the vendor.

- The CRO is used to place orders against existing State Commodity (SCC), Agency Goods (AGC), State Service (SSC) or Agency Service (ASC) contracts.
- It may also be used for an Interagency Contract (IAC), Joint Powers Contract (JPC), Public/Private Partnership Contract (PPC) or Software License/Maintenance Contract (SAC).

#### Preparation prior to entering this type of purchase order

- Search the Office of State Procurement (OSP) website for contract releases. The contract release will give the user the contract number and vendor number.
- The contract release will also identify any distributors that are listed on the contract.
- Make sure the contract has a valid effective date. If it is expired, you cannot use it.
- Make sure the Category Code is accurate for the purchase.

Use the **Steps for Creating Purchase Orders that Reference a Contract** to enter these purchase orders.

- Make sure that the *Document Type* is CRO.

### 5. Department Purchase Order (DPO)

DPOs are typically dispatched to the vendor. They are used for purchases within your ALP authority up to and including \$10,000.00. If the DPO is over that amount, use an Open Market Requisition (OMR) requisition

document. Learn about requisitions on the SWIFT Training Reference Guides. <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/index.jsp>

### Preparation prior to entering this type of purchase order

- Prior to entering the purchase order in SWIFT, users must search the OSP website for contract releases to assure no contract exists. If a contract exists, choose CRO as the *Document Type*.
- *Response Documentation* is required for low dollar bids (between \$2500.01 and \$10,000.00). Bids for DPOs must be obtained and are entered on the response documentation page. One bid for \$5,000 or less, two bids for \$5,000.01 to \$10,000.
- The **Response Documentation** page tracks the informal bids that were received per the ALP buying procedure. When two bids are required, the winning vendor (vendor used on purchase order) and the additional vendor are entered.

Use the **Steps for Creating Purchase Orders that Do Not Reference a Contract** to enter these purchase orders.

- Make sure that the *Document Type* is DPO.
- Adding *Comments* on the header is recommended.
- The *Exception Type* field is used in cases where OSP has granted approvals to purchase above the buyer's ALP (by statute, OSP delegations, one-time approvals, etc.). Additionally, the field is used for emergency purchases.
  - If an *Exception Type* is used, include the reason for the exception and a justification for it. The reason for the exception is entered in the Comments on the header.
- If using Response Documentation, enter information about the bidding results. Enter the *Bid Amount* and *Bid Date*.

## 6. Direct Targeted Purchase Order (DTG)

Used only for purchases from TG/ED/VO vendors under the Equity Select program. TG/ED/VO vendors are Targeted, Economically Disadvantaged and Veteran Owned. Use this type of purchase order to set up a specific amount of money with a single vendor for a specific purpose that ranges from greater than \$5,000.00 up to \$25,000.00. The vendor is from a Targeted Group (TG), Economically Disadvantaged (ED) or Veteran owned. DTGs are typically dispatched to the vendor. They are Quantity-based. You can change the Quantity but not the Price. It can be used for contract and non-contract purposes. DTG purchase orders that reference a contract are not dispatched to the vendor. DTG purchase orders that do not reference a contract are dispatched to the vendor.

- If referencing a contract, use Contract Document Type AGC or ASC.

### Preparation prior to entering this type of purchase order:

- The vendor is currently TG, ED or VO certified.
- The purchase order total amount is \$25,000 or less and no other bids were solicited.
- Make sure that the *Document Type* is DTG.
- Adding *Comments* on the header is recommended.
- The default Dispatch Method is "Email."

## 7. Emergency Purchase Order (EMR)

The EMR Doc Type is used for an emergency purchase according to the Department of Administration's emergency purchasing policy. EMRs are used only when there is a threat to public health, welfare, or safety that threatens the functions of government, the protection of property, or the health or safety of people. The use of this purchase order type bypasses the Human Rights certification. These purchase orders are typically dispatched to the vendor.

### Preparation prior to entering this type of purchase order

- Make sure the requested transaction falls within the definition of an emergency before proceeding.
- Prior to entering the purchase order in SWIFT, users must search the OSP website for contract releases to assure no contract exists. If a contract exists, choose CRO as the Document Type.

Use the **Steps for Creating Purchase Orders that Do Not Reference a Contract** to enter these purchase orders.

- Make sure that the *Document Type* is EMR.
- Select an *Exception Type* of emergency.
- Include a *Justification*.
- The forms are located on the **ALP Manual** on the Department of Administration website.

## 8. Field Purchase Order (FPO)

The FPO limit is \$5,000.00, both a policy and system limit. Use should be in accordance with Policy 2 of the ALP Manual. FPO documents encumber; will print a file copy; receipts and vouchers are recorded against it. One bid is required. These purchase orders are not typically dispatched to the vendor.

### Preparation prior to entering this type of purchase order

- Prior to entering the purchase order in SWIFT, users must search the OSP website for contract releases to assure no contract exists. If a contract exists, use the CRO Document Type.

Use the **Steps for Creating Purchase Orders that Do Not Reference a Contract** to enter these purchase orders.

- Make sure that the *Document Type* is FPO.
- The Dispatch Method is phone.

## 9. Master Services Order (MSO)

**MSOs are rarely used.** The Master Services Order (MSO) is used for services against Master Contracts (MSC). Master Contracts are set up to address potential non-professional/technical service needs. They cover generally identifiable tasks in measurable blocks of service for definable outcomes under specified vendors. One vendor is responsible for all statewide services for a specific purpose (e.g., snow removal services). The Department of Administration's Office of State Procurement (OSP) can set up Master Contracts for all agencies to use. Agencies may also set up their own Master Contracts. Receipts and vouchers are recorded against the MSO. The contract and contract line number being used are entered. MSO's encumber funds to a specific vendor identified on the master contract.



An individual Master Contract is entered for each vendor involved. Master Contracts do not encumber. They may run for multiple years. A Master Contract is a fixed price contract.

**Lesson Summary:**

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

- Gain an overview of the various purchase order document types
- Be able to determine which purchase order document types fit which transactions.

## Lesson 4: Updating Purchase Orders

### Lesson Overview

Before you dispatch a purchase order, you can modify it. Once a purchase order has been created, dispatched to the vendor and needs updating, it may require a change order.

#### **Change orders are modifications for a purchase order.**

- A change order is created when a material change is made to a previously dispatched purchase order.
- Materials changes are those that impact the vendor (e.g., price, quantity, item and description).
- These changes require that you re-approve, re-budget check and re-dispatch these updated purchase orders.
- A change order is related to a material change after the initial dispatch.

#### **Limitations to changes to purchase orders once it has been dispatched.**

- Vendor: Cannot be changed unless it is a DPO and no payments have been made.
- Vendor Location: Can be changed if no payments/receiving has been made
- Document Type: Cannot be changed
- Quantity: If the purchase order has been partially or fully received, the quantity cannot be reduced below the received quantity.

The majority of updates to purchase orders can be done directly on the purchase order. Use the Buyer's WorkBench to close purchase orders or purchase order lines. This is covered in Lesson 5.

After completing this lesson, you should be able to:

- Make a Change Order
- Process Cancellations
- Print a Purchase Order

## Make a Change Order

### Topic Overview

Once a purchase order has been created and dispatched to the vendor, it may need to be changed. A change request can come from a variety of sources, a phone call with a vendor, through e-mail, or in-person. Change orders are only for those purchase orders that have been previously dispatched.

In this topic you will learn:

- The steps to create a change order.
- The sections on the dispatched purchase order where change orders occur.
- A summary of the fields of a dispatched purchase order that can be updated.
- How to update a previously dispatched purchase order.
- How to re-budget check and re-dispatch the purchase order after changes have been made.

### Update the Purchase Order

Make all changes to purchase orders in SWIFT's **Maintain Purchase Order** page. A change order created from the **Maintain Purchase Order** page will produce a duplicate of the original purchase order to send to the vendor only if it is needed. It also includes the requested changes. Not all changes to purchase orders are sent to the vendor. It will only be sent to the vendor if the dispatch is set to email and the vendor email is listed.

#### Steps to Create a Change Order.

##### 1. Search for and Select the Applicable Purchase Order.

- Navigation: Purchasing, Purchase Orders, Add/Update, Find an Existing Value
- Enter the *PO ID* and click the **Search** button.

**Purchase Order**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

<b>Business Unit:</b>	=	<input type="text" value="G1001"/>	<input type="button" value=""/>
<b>PO ID:</b>	begins with	<input type="text" value="3000003255"/>	<input type="button" value=""/>
Origin:	begins with	<input type="text"/>	<input type="button" value=""/>
Purchase Order Date:	=	<input type="text"/>	<input type="button" value=""/>
PO Status:	=	<input type="text"/>	<input type="button" value=""/>
Short Vendor Name:	begins with	<input type="text"/>	<input type="button" value=""/>
Vendor ID:	begins with	<input type="text"/>	<input type="button" value=""/>
Vendor Name:	begins with	<input type="text"/>	<input type="button" value=""/>
Buyer:	begins with	<input type="text"/>	<input type="button" value=""/>
Buyer Name:	begins with	<input type="text"/>	<input type="button" value=""/>
PO Type:	=	<input type="text"/>	<input type="button" value=""/>
Purchase Order Reference:	begins with	<input type="text"/>	<input type="button" value=""/>

Case Sensitive

2. Update the Purchase Order or Purchase Order Line.

- Use the **Change Order** icon on the header (e.g., blue triangle).

**Purchase Order**

Business Unit:	G1001	Origin:	509	Accounting Services	
PO ID:	3000003255	<a href="#">Approval Exception</a>		PO Status:	Dispatched
Copy From:	<input type="text"/>			Budget Status:	Valid
				<input type="checkbox"/> Hold From Further Processing	

▼ Header

- Update the purchase order (e.g., Quantity or Price).

3. Process the Purchase Order.

- Click the **Save** button at the bottom of the purchase order.
  - The purchase order is saved with the updates.
  - The *PO Status* is "Open".
  - The *Budget Status* is "Not Chk'd".
- Make sure the purchase order is approved.
  - If you are not set up for self-approval, you will need to make sure it passes approval during the batch processing. The *PO Status* is "Pend Appr" (pending approval).
  - If you are set up for self-approval, the *PO Status* will be "Approved".

Maintain Purchase Order

**Purchase Order**

Business Unit:	G1001	Origin:	514	Management Services	
PO ID:	3000003256	<a href="#">Approval Exception</a>		PO Status:	Pend Appr
				Budget Status:	Not Chk'd

- When the purchase order is ready for further processing, the *PO Status* is "Approved". The *Budget Status* is "Not Chk'd". There is a new field, *Change Order*, which has a value of "1". This means that one change order has been processed on this purchase order.

Maintain Purchase Order

**Purchase Order**

Business Unit:	G1001	Origin:	509	Accounting Services	
PO ID:	3000003218	<a href="#">Approval Exception</a>		PO Status:	Approved
<b>Change Order:</b>	<b>1</b>			Budget Status:	Not Chk'd

4. Click the **Budget Check** button.

Maintain Purchase Order

**Purchase Order**

Business Unit:	G1001	Origin:	509	Accounting Services	
PO ID:	3000003218	<a href="#">Approval Exception</a>		PO Status:	Approved
Change Order:	1			Budget Status:	Not Chk'd

Budget Check icon

- When the *PO Status* is "Approved" and the *Budget Status* is "Valid", you can dispatch it.

5. Confirm the *Dispatch Method* and click the **Dispatch** button.

Maintain Purchase Order

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services PO Status: Approved  
 PO ID: 3000003218 Approval Exception Budget Status: Valid  
 Change Order: 1  
 Copy From:   Hold From Further Processing

▼ Header

\*PO Date: 08/18/2015 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference:   
 Expiration Date:  Backorder Status: Not Backordered Create BackOrder  
 \*Vendor ID: 0000195572 SAND CREEK GROUP LTD THE Receipt Status: Not Recvd Doc Type: DPO-Departmental Purchase Order  
 \*Vendor: SAND CREEK-003 Vendor Details Dispatch Method: Phone **Dispatch**

- The **Dispatch Options** page appears. Typically, you will not need to change any of the options. Click the **OK** button.

**Dispatch Options**

**Dispatch Options**

Fax Cover Page:   Test Dispatch  
 Server Name:   Print Terms and Conditions  
 \*Output Destination Type: WEB  Print Duplicate on PO  
 Output Destination Format: PDF  Print Changes Only  
 Template ID:   Print PO Item Description  
 Print Copy

**OK** Cancel

- SWIFT will display a message about waiting for the confirmation that the dispatch was complete.
  - Click **Yes** to wait for the dispatch process to complete.
  - Or, click **No** to run the dispatch process and continue working.

Message

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

- When the purchase order was dispatched, the *PO Status* is “Dispatched” and the *Budget Status* is “Valid”.

Maintain Purchase Order

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services PO Status: Dispatched  
 PO ID: 3000003218 Approval Exception Budget Status: Valid  
 Change Order: 1

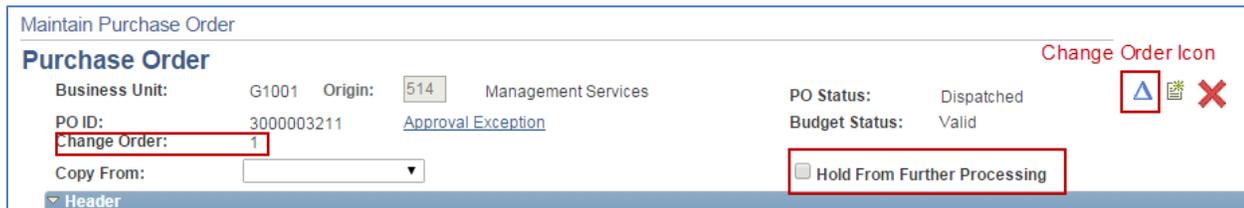
- You have successfully processed a change order on a purchase order.

### Sections on the Dispatched Purchase Order where Change Occurs.

#### 1. On the Header (top section):

- Change Order:**  
You can see if there were previous changes made to a purchase order and how many changes.
- Change Order Icon:**  
Use if you want to change fields that are grayed out. This icon does not appear if the purchase order has not been dispatched.
- Hold From Further Processing Check Box:**  
This checkbox allows you to hold a purchase order if all of the information needed to make the changes to the purchase order is not available. Place a purchase order in hold status until you obtain all of the information. By selecting this check box, you cannot:
  - Dispatch a purchase order
  - Cancel a purchase order
  - Close a purchase order

The purchase order will not be processed by daily or overnight batch jobs.



#### 2. On the Header (bottom section):

The following items can be modified.

- PO Date:** To change the date, click on the **Calendar** icon.
- Expiration Date:** Optional field except for APK and MWK document types. The purchase order expires on this date. The Expiration Date must be within the Start and End date of the contract release order. The Begin and End dates must not cross fiscal years.
- Vendor Details:** Use to change the vendor location only if there has been no activity on the purchase order. If the purchase order has been partially or fully received, using this option may have undesirable effects.
- Buyer:** Use to change the buyer.
- PO Reference:** Any agency-specific information about purchase orders
- Billing Location:** Address of the state agency where the invoice is sent. It may default based on the business unit.
- Agency Reference:** Any agency-specific information

**Header**

PO Date: 08/03/2015 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference: [Create BackOrder](#)

Expiration Date: 10/30/2016 Backorder Status: Not Backordered Receipt Status: Partial Doc Type: BPC-Blanket Purch Agnst A Contract

\*Vendor ID: 0000203973 METRO SALES INC RICHFIELD \*Dispatch Method: Phone Dispatch

\*Vendor: METRO SALE-001 [Vendor Details](#)

\*Buyer: PO Reference: FY16MainRicoHds105169 &103084

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

**Amount Summary**

Merchandise: 1,330.00  
 Freight/Tax/Misc.: 101.42 [Calculate](#)  
 Total Amount: 1,431.42 USD

3. **On the Lines:** The following items can be modified. However, once payments have been made, you cannot decrease the quantity or amount below what has already been received or paid.

- **Details Tab:** Any changes that you make on this page apply only to the selected line. On this tab, you can access and update the following fields or tabs.
  - Line Details (Access to this page)
  - Price
  - Merchandise Amount
  - Line Comments
  - Schedules (Access to this page)

**Lines** | Personalize | Find | View All | First | 1-2 of 2 | Last

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

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Maintenance/Repair Services for Ricoh C431N color printer, ID 105169. Maintenance plan includes toner, developer, drum/photoconductor & 9,000 b/w images/quarter. All overages billed at \$.0237/page & color images billed at \$	1.0000	LO	81112306	580.00000	580.00	Approved

Line Comments [Schedules page](#)

- **Ship To/Due Date Tab:** On this tab, you can access the following fields or tabs.
  - Line Details (Access to this page)
  - Due Date
  - Ship To
  - Price
  - Schedules (Access to this page)

**Lines** | Personalize | Find | View All | First | 1-2 of 2 | Last

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

Line	Item	Description	Due Date	Ship To	Price
1		Maintenance/Repair Services for Ricoh C431N color printer, ID 105169. Maintenance plan includes toner, developer, drum/photoconductor & 9,000 b/w images/quarter. All overages billed	06/30/2016	G104THFL00	580.00000

[Schedules page](#)

- **Statuses Tab:** On this tab, you can access and change the following fields or tabs.
  - Line Details (Access to this page)
  - Change Line icon
  - Cancel Line icon

**Lines** | Personalize | Find | View All | First | 1-2 of 2 | Last

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

Line	Item	Description	Status	Backorder Status
1		Maintenance/Repair Services for Ricoh C431N color printer, ID 105169. Maintenance plan includes toner, developer, drum/photoconductor & 9,000 b/w images/quarter. All overages billed at \$.0237/page &	Approved	Not Backordered

[Change Line icon](#) [Cancel Line icon](#)

- **Item Information Tab:** If the purchase order was created using *Item*, you can update or change these fields.
  - Vendor Item ID – this will change the description when you tab out of this field.
  - Manufacturer ID
  - Manufacturer’s Item ID
- **Attributes Tab:** On this tab, you can access the following fields or tabs.
  - Line Details
  - Physical Nature
  - Price Qty
  - Price Date



Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1		Maintenance/Repair Services for Ricoh C431N color printer, ID 105169. Maintenance plan includes toner, developer, drum/photoconductor & 9,000 b/w images/quarter. All overages billed at \$ .0237/page & color images billed at \$ .0992/page.	Physical Good	Line Qu:	Due	<input checked="" type="checkbox"/>

- **RFQ Tab:** No items to modify.
- **Contract Tab:** On this tab, you can access the following fields or tabs.
  - *Contract Search:* Use this only when you are adding a new line to the purchase order.
  - *Contract Version:* Use this to update the contract version if one has been created. This field can be updated without creating a change order.



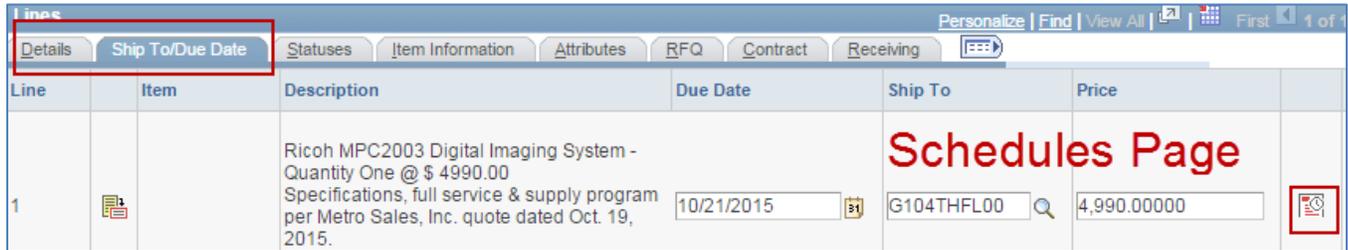
Line	Item	Description	SetID	Contract ID	Contract Version
1		Samsung Galaxy Tab 4 COMPUTER, TABLET	Contract Search	SHARE 00000000000000000000000048193	4 1
2		Asus Chromebook Flip COMPUTER, LAPTOP	Contract Search	SHARE 00000000000000000000000048193	3 1

- **Receiving Tab:** On this tab, you can access the following fields or tabs.
  - *Receiving Required* – May not be possible to change this field if there has already been a receipt processed against this purchase order. If there is activity, this field cannot be changed.
  - *Inspection Required/Inspect ID*



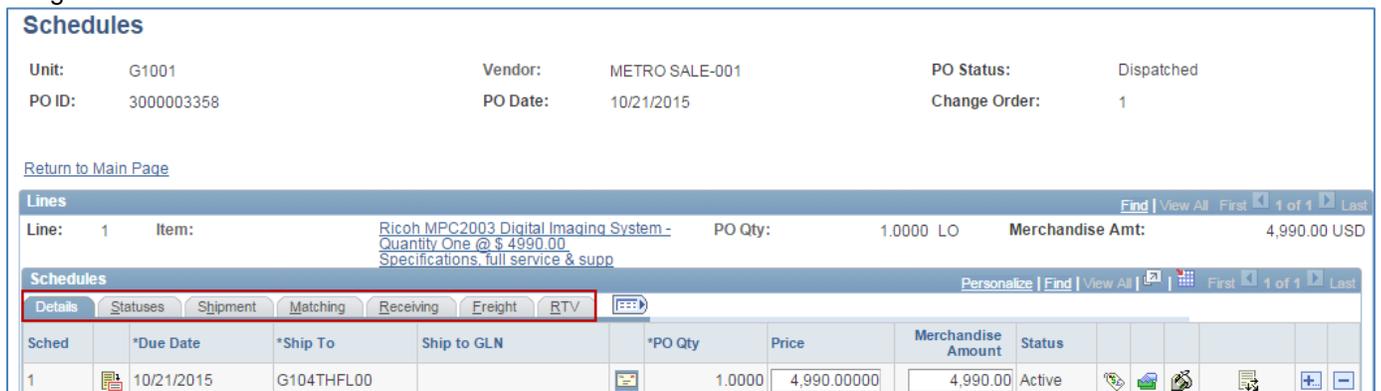
Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID
1		Maintenance/Repair Services for Ricoh C431N color printer, ID 105169. Maintenance plan includes toner, developer, drum/photoconductor & 9,000 b/w images/quarter. All overages billed at \$	Required	<input type="checkbox"/>	

- **Schedules Page:** Access the **Schedules** page from the **Details** tab or the **Ship To/Due Date** tab.



Line	Item	Description	Due Date	Ship To	Price
1		Ricoh MPC2003 Digital Imaging System - Quantity One @ \$ 4990.00 Specifications, full service & supply program per Metro Sales, Inc. quote dated Oct. 19, 2015.	10/21/2015	G104THFL00	4,990.00000

On the **Schedules** page, you can access the following tabs: Details, Statuses, Shipment, Matching, Receiving, Freight and RTV.



**Schedules**

Unit: G1001 Vendor: METRO SALE-001 PO Status: Dispatched  
 PO ID: 3000003358 PO Date: 10/21/2015 Change Order: 1

[Return to Main Page](#)

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	10/21/2015	G104THFL00		1.0000	4,990.00000	4,990.00	Active

On the **Details** tab of the **Schedule** page, you can update the following: *Price, Merchandise Amount or Description*

### Save, Get Approval, Budget Check and Dispatch the Purchase Order

Follow the *Process Steps for Creating Purchase Orders* described in Lesson 2. These process steps are Save, Submit for Approval, Budget Check and Dispatch.

#### 1. Save the Updated Purchase Order.

When you have completed all of the changes on the existing purchase order, click on the **Save** button. Once a change order is saved, it will be noted on the purchase order.

- The Change Order fields will reflect the number of changes.
- The PO Status will change to either “Approved” or “Pend Approval” once the purchase order is saved.
  - If there are decreases in the Amount or Price, it will go to “Approved”. Or, if the buyer is self-approved, it will go to “Approved”.
  - If there are increases in the Amount or Price, it may go to “Pend Approval”.
- The Budget Status is “Not Chk’d”.

Depending upon changes that were made, other areas will be updated.

- On the *Amount Summary* section, the *Total Amount* may have been updated. However, the *Encumbrance Balance* will remain the same until you re-budget check this purchase order.

Amount Summary	
Merchandise:	150.00
Freight/Tax/Misc.:	11.44
<b>Total Amount:</b>	161.44
<b>Encumbrance</b>	113.01
Balance:	

- Click the **Submit for Approval** green checkbox on the header to submit it for approval. Use this only if there were increases to the amount or the price. It will be approved if there were decreases.

Business Unit:	G1001	Origin:	511	Human Res Mgmt&Insurance	PO Status:	Approved	
PO ID:	3000003246	<a href="#">Approval Exception</a>			Budget Status:	Not Chk'd	
Change Order:	<input type="text" value="3"/>						

- Budget Check the Purchase Order.**

- When the *PO Status* is "Approved", click the **Budget Check** icon to run the Budget Check process.
- When SWIFT completes the Budget Check process, it will change the *Budget Status* to "Valid" and the purchase order is ready to dispatch.

Maintain Purchase Order							
<b>Purchase Order</b>							
Business Unit:	G1001	Origin:	509	Accounting Services	PO Status:	Approved	
PO ID:	3000003385	<a href="#">Approval Exception</a>			Budget Status:	Valid	
Copy From:	<input type="text"/>				<input type="checkbox"/> Hold From Further Processing		

- 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.

**NOTE:** You may not need to send the updated purchase order to the vendor if the change is happening after payment has been processed or if it is not relevant to the vendor.

## Process Cancellation Requests

### Topic Overview

Once a purchase order has been created, all or part of it may no longer be needed. A buyer may choose to cancel an existing purchase order, purchase order line, schedule or distribution lines. Depending upon the status, purchase orders can be cancelled. **Once a purchase order has been cancelled, it cannot be reversed.**

Cancelling a purchase order or a purchase order line is possible only if the purchase order or line **has not been received or vouchered.**

### Close versus Cancel a Purchase Order

	Cancel	Close
<b>When to use?</b>	Purchase order has <u>not</u> been received or vouchered.	Purchase Order has been received or vouchered.
<b>Reversal Possible?</b>	No.	Not likely at agency-level.
<b>Impact on Budget</b>	Releases funds after budget check and overnight batch processing (e.g., Pending Cancel status).	Releases funds immediately after budget check.
<b>Reports?</b>	Can filter out cancelled purchase orders.	Purchase order or PO line appears on reports.
<b>Impact on Contracts?</b>	None.	Funds likely will not automatically roll back to the original funds. Reduce it to what has been paid and close it after the reduction.

In this topic you will learn about:

- Typical cancellation errors
- Cancelling a purchase order that has been dispatched but not received or vouchered against.
- Cancelling a purchase order line
- Cancelling a purchase order that has a requisition attached to it.

## Typical Cancellation Errors

SWIFT will prevent the cancellation of purchase orders that have been associated with a receipt or voucher. You will get an error message. SWIFT will provide information about the reason for the error.

- Example 1: The line has been received.

[Return to Main Page](#)

**Error** [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Line	Sched	Distrib	Message
1	1	1	Line has been received, you may not cancel line/schedule/distribution.

- Example 2: There is a voucher attached to this purchase order.

[Return to Main Page](#)

**Error** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | [First](#) | [1-3 of 3](#) | [Last](#)

Line	Sched	Distrib	Message
1	1	1	Line has been received, you may not cancel line/schedule/distribution.
1	1	1	The PO Line is tied to an active Voucher; therefore it may not be canceled.

## Cancelling a Dispatched Purchase Order that has not been Received or Vouchered Against

### 1. Search for and select the applicable purchase order.

- **Navigation:** Purchasing, Purchase Orders, Add/Update, Find an Existing Value
- **Make sure that the purchase order can be cancelled.**

If there is no activity on the purchase order, it can be cancelled when the following is true:

- The *PO Status* is "Dispatched."
- The *Receipt Status* is "Not Rec'vd". It may also be "Do Not Receive".
- The **Contract** tab does not display a contract.

Maintain Purchase Order

### Purchase Order

Business Unit: G1001 Origin: 513 Management Analysis & Developmt  
 PO ID: 3000003250 Approval Exception  
 Copy From: [Dropdown]

PO Status: Dispatched  
 Budget Status: Valid  
 Hold From Further Processing

**Header**

\*PO Date: 08/17/2015 Vendor Search Response Documentation  
 Expiration Date: 06/30/2016  
 \*Vendor ID: 0000898831 SYSTEMS FURNITURE LLC  
 \*Vendor: SYSTEMS -006 Vendor Details  
 \*Buyer: 01106579 Edwards, Margaret E  
 PO Reference: Corner Wedge in mid-tone  
 \*Billing Location: G10MAD0000 Billing Address

Doc Tol Status: Valid Agency Reference:  
 Backorder Status: Not Backordered Create BackOrder  
 Receipt Status: Not Recvd Doc Type: BPA-Blanket Purchase Agreement  
 \*Dispatch Method: Phone Dispatch

**Amount Summary**

Merchandise: 52.31  
 Freight/Tax/Misc.: 0.00 Calculate  
 Total Amount: 52.31 USD  
 Encumbrance Balance: 52.31 USD

Header Details Activity Summary Document Status Add Comments Add Ship To Comments

Add Items From Purchasing Kit Catalog Item Search

Select Lines To Display Line: [ ] To: [ ] Retrieve

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release
1		Corner Wedge in mid-tone	SHARE					

- The *Encumbrance Balance* should be equal to the *Total Amount*.
- Click on the **Activity Summary** link to see if there are any vouchers attached to it. On the **Invoice** Tab, view the *Amt Invoiced* field. It should be "0.000".

Lines Personalize Find View All First 1 of 1 Last

Details Receipt Invoice Matched RTV

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency
1		Corner Wedge in mid-tone	EA		0.000	USD	52.310	USD

- Change the *Dispatch Method* to "Phone" or "Print" before cancelling if needed.

Once a purchase order is cancelled, it will automatically be re-dispatched to the vendor. If it should not be sent, change the Dispatch Method.

## 2. Cancel the purchase order.

- Before you cancel the purchase order, click on the **Add Comments** link. Provide the reason for the cancellation before the cancellation is completed. Click **OK**.

**Purchase Order**

Business Unit: G1001 Origin: 514 Management Services PO Status: Dispatched 

PO ID: 3000003214 [Approval Exception](#) Budget Status: Valid

Copy From:   Hold From Further Processing

**Header**

\*PO Date: 08/03/2015 Vendor Search [Response Documentation](#) Doc Tot Status: Valid Agency Reference:

Expiration Date: 10/30/2016  Backorder Status: Not Backordered [Create BackOrder](#)

\*Vendor ID: 0000203973 METRO SALES INC RICHFIELD Receipt Status: Not Recvd Doc Type: BPC-Blanket Purch Agnst A Contract

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

\*Buyer: 01136301 Savino,Diane M

PO Reference: FY16RicoHMain/ReprMultiCopiers

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

**Amount Summary**

Merchandise:	9,920.40	
Freight/Tax/Misc.:	756.43	<input type="button" value="Calculate"/>
Total Amount:	10,676.83	USD
Encumbrance Balance:	10,676.83	USD

[Header Details](#) [Activity Summary](#)  
[PO Defaults](#) [Document Status](#)  
[Requisitions](#) [Add Comments](#)  
[PO Activities](#) [Edit ShipTo Comments](#)

- The **PO Header Comments** page is displayed. Enter your comments on this page.
- Click **OK** when you are done with comments.

**PO Header Comments**

Business Unit: G1001 PO ID: 3000003250 Vendor: SYSTEMS-006

Retrieve Active Comments Only

\*Sort Method: Comment Time Stamp \*Sort Sequence: Ascending

**Comments** Find | View All First 1 of 1 Last

[Use Standard Comments](#) Comment Status: Active

OFFICE PART NO LONGER NEEDED. BUYER'S NAME. BUYER'S PHONE NUMBER. DATE

Send to Vendor  Show at Receipt  
 Show at Voucher  Approval Justification

**Associated Document**

Attachment:     Email

From -> PO G1001-3000003250

- On the top of the page, click the **Cancel PO** button (e.g., red X).

SWIFT displays a message. It will not allow further changes to a purchase order once cancelled. Click **Yes**.

**Message**

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.

### 3. Run the Budget Check.

Running the budget check allows the release of an encumbrance for this purchase order. After SWIFT processes the cancellation, the **Cancel Purchase Order** page is displayed.

- The purchase order has a “Pending Cancel” status.
- Click the **Budget Check** button for the budget check to run. If you click **OK**, SWIFT will automatically run the budget check process during its regularly scheduled process run.

**Cancel Purchase Order**

PO has 'Pending Cancel' status, but requires a budget check. Press the Budget Check button below to run the budget checking process. Otherwise, click OK to continue without budget checking the PO. Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.

Goto: [View Budget Status- Prorated](#) [Budget Status- Non Prorated](#)

### 4. Check to ensure the purchase order was cancelled.

SWIFT returns you to the **Find an Existing Value** page. Enter the *PO ID* to see if the purchase order was cancelled. No matching values are found. Your purchase order was cancelled.

## Canceling a Dispatched Purchase Order Line.

### 1. Review the purchase order to ensure it is the correct one to be cancelled.

- **Navigation:** Purchasing, Purchase Orders, Add/Update, Find an Existing Value
- Search for and select the applicable purchase order.

### 2. Make sure that the purchase order lines can be cancelled.

- The *PO Status* is “Dispatched.”
- There is no activity against that line.

### 3. Cancel the lines.

- In the lines section, click the **Line Details** icon on the line to cancel.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		COFFEE FOR TRAINING	1.0000	EA	50000000	10.00000	10.00	Approved

- On the **Details for Line** page, click the **Cancel Line** (red X) button.

**Details for Line 1**

PO ID: 3000003302      Vendor: STARBUCKS-001       Recycled

Line: 1      Item ID: [COFFEE FOR TRAINING](#) %

Line Details	
Category: 50000000	Line Status: Approved <input style="border: 2px solid red;" type="button" value="X"/> <input type="button" value="Δ"/>
Description: Food Beverage and Tobacco Prod	Backorder Status: Not Backordered

- On the message, click the **Yes** button.

This action will cancel line 1 for this purchase order. Continue? (10200,229)

The action that you are taking will cancel this line for this Purchase Order. If you do not want to cancel this line, then you cannot perform the action at this time.

#### 4. Save the purchase order.

- On the bottom of the main purchase order page, click the **Save** button.
  - The purchase order is saved with the update.
  - The Budget Status is "Not Chk'd".
  - The PO Status is "Approved".

**Purchase Order**

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

PO ID: 3000003302 [Approval Exception](#) Budget Status: Not Chk'd

Change Order: 1

#### 5. Budget check the purchase order.

- On the header of the purchase order, click the **Budget Check** button. When the budget check is complete, the updated purchase order is ready to be dispatched.

Maintain Purchase Order

**Purchase Order**

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

PO ID: 3000003385 [Approval Exception](#) Budget Status: Valid

Copy From:   Hold From Further Processing

#### 6. Dispatch the purchase order.

- Select or validate the Dispatch Method
- Click the **Dispatch** button.
- Click the **OK** button.
- Click **Yes** to wait for the dispatch process to complete. Or, click **No** to run the dispatch process later and continue working.
- SWIFT returns you to the purchase order page. You can see that the Change Order number has been increased.

**Purchase Order**

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

PO ID: 3000003302 [Approval Exception](#) Budget Status: Valid

Change Order: 1  Hold From Further Processing

Copy From:

## Canceling a purchase order that has a requisition attached to it.

Not all state agencies track their requisitions in SWIFT. Use this feature if your agency uses SWIFT's requisition module.

### 1. Review the purchase order to ensure it is the correct one to be cancelled.

- **Navigation:** Purchasing, Purchase Orders, Add/Update, Find an Existing Value
- Search for and select the applicable purchase order.

### 2. Make sure that the purchase order with a requisition can be cancelled.

A purchase order can be cancelled when the following is true:

- The *PO Status* is "Dispatched."
- The *Receipt Status* is "Not Rec'vd".
- The **Contract** tab does not display a contract.
- The *Encumbrance Balance* should be equal to the *Total Amount*.
- Click on the **Activity Summary** link to see if there are any vouchers attached to it. On the **Invoice** Tab, view the *Amt Invoiced* field. It should be "0.000".

### 3. Cancel the purchase order.

- Before you cancel the purchase order, click on the **Add Comments** link. On the **PO Header Comments** page, provide the reason for the cancellation. After adding comments, click **OK**.
- Change the *Dispatch Method* to "Phone" or "Print" before cancelling if needed.

Once a purchase order is cancelled, it will automatically be re-dispatched to the vendor. If it should not be sent to the vendor, change the *Dispatch Method* to "Phone".

- Click the **Cancel PO** button (e.g., red X).

SWIFT displays a message. It will not allow further changes to a purchase order once cancelled. Click **Yes**.

### 4. Determine if you want to resource the requisition.

If there is a requisition open for a purchase order, the **Cancel Purchase Order** page appears.

**Maintain Purchase Order**

**Cancel Purchase Order**

Business Unit: B2201      PO ID: 3000000055

Would you like to open the Requisition quantity(ies) to be sourced again?

Yes, Re-Source all Reqs

No, Do Not Re-Source Reqs

Specify Reqs to Re-source

You have three options on how to handle the requisition. After you select the option, click **Continue**.

Option	Description
<b>Yes, Re-Source all Reqs</b>	This option allows you to keep this requisition and use it on a new purchase order or strategic sourcing event as needed. . It reopens the requisition and allows you to reuse it. It may be useful if the vendor needs to be changed.
<b>No, Do not Re-Source Reqs</b>	The requisition will not be available to be reused on another purchase order or strategic sourcing event.
<b>Specify Reqs to be Re-Sourced</b>	This option allows you to specify which of the associated requisition lines are needed. Uncheck the lines you do not wish to reuse.

#### 5. Run the Budget Check.

- If you are resourcing some or all of the requisition, the budget check will release the unused encumbrance and re-establish the pre-encumbrance on the requisition.
- If you are not resourcing any of the requisition, the entire encumbrance will be released for this purchase order. The pre-encumbrance balance on the requisition will be relieved.

**Cancel Purchase Order**

PO has 'Pending Cancel' status, but requires a budget check. Press the Budget Check button below to run the budget checking process. Otherwise, click OK to continue without budget checking the PO. Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.

Goto: [View Budget Status- Prorated](#) [Budget Status- Non Prorated](#)

#### 6. Check to ensure the purchase order was cancelled.

After you cancel or purchase order or line, SWIFT returns you to the **Find an Existing Value** page.

- Enter the *PO ID* to see if the purchase order was cancelled. Or, look to see if the lines were removed from it.
- The *PO Inquiry* will be “Pending – Cancel” until after the nightly budget check. Then, no matching values should be found. Your purchase order or lines will be cancelled.

## Print a Purchase Order

This section covers how buyers can print a purchase order using these methods.

- Dispatch a Purchase Order and Use the Report Manager (authorized version).
- Enter a Purchase Order and Print It (unauthorized version).
- Use the Purchase Order Inquiry to Print the Purchase Order (unauthorized version).
- Use the Print POs Page to Print a Purchase Order after it was Dispatched (authorized version).

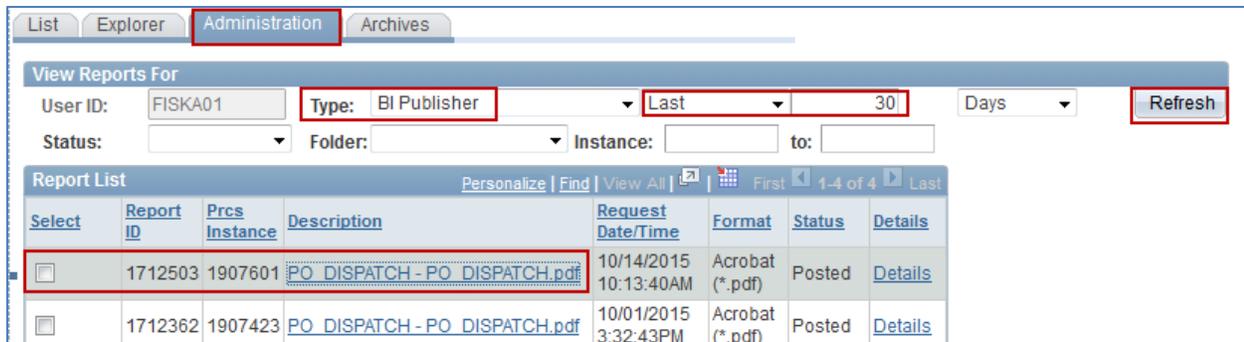
**NOTE:** Buyers can enter their email during the dispatch process. SWIFT will email the authorized version to them. An authorized version of a purchase order is viewed as an official document. An unauthorized version is for internal use only. It is not meant to be sent to a vendor.

## Dispatch a Purchase Order and Use the Report Manager to Print Purchase Orders

Buyers must have the approved SWIFT roles to use the **Report Manager** to print purchase orders. Certain purchase orders are set up to not print authorized versions. They include blanket purchase orders and encumbering orders. As soon as you dispatch a purchase order, go to the **Report Manager** to print an authorized version of it.

### 1. Access the Purchase Order using the Report Manager.

- **Navigation Links:** Reporting Tools, Report Manager.
- Select the **Administration** Tab.
  - In the *Type* field, select “BI Publisher”.
  - In the *Last* field, enter “30” or another number that best fits your needs. The *Last Number of Days* field allows you to search for recent purchase orders.
  - Click the **Refresh** button to display the results.
  - On the *Report List* section, recent purchase orders are displayed. Select the correct purchase order to print (e.g., “PO\_DISPATCH – PO\_DISPATCH.pdf”).



The screenshot shows the 'Administration' tab in the Report Manager. The 'View Reports For' section has the following filters: User ID: FISKA01, Type: BI Publisher, Last: 30 Days, and a Refresh button. Below this is a 'Report List' table with the following data:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1712503	1907601	PO_DISPATCH - PO_DISPATCH.pdf	10/14/2015 10:13:40AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1712362	1907423	PO_DISPATCH - PO_DISPATCH.pdf	10/01/2015 3:32:43PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

- A PDF version of the purchase order will be displayed. This authorized version contains the name of the person who dispatched the purchase order.

<b>Issuer certifies that funds have been encumbered and appropriate approvals have been obtained.</b>	<b>Issued By:</b> <i>Tina Skala</i>
---	--

### 2. Print and save the purchase order.

- Select **File – Print** from the menu to print the purchase order using your local printer.
- As an option, you can save the purchase order using the **File – Save As** functionality.

## Enter a Purchase Order and Print It

If you did not print a dispatched purchase order when you created it, you can print an unauthorized version of it later.

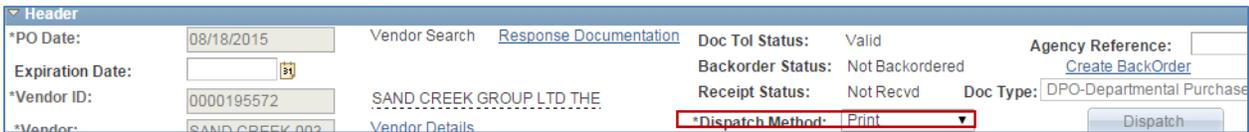
### 1. Access the Purchase Order on the Maintain Purchase Order Page.

- **Navigation:** Purchasing, Purchase Orders, Add/Update POs
- On the **Find an Existing Value** tab, enter the *Business Unit* and the *PO ID*. Click **Search**.
- The **Maintain Purchase Order** page is displayed.

### 2. Print the Purchase Order.

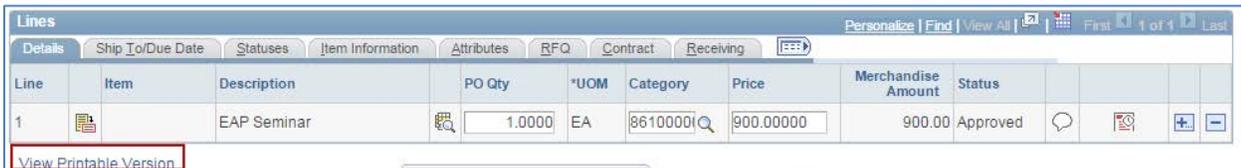
On the **Maintain Purchase Order** page, enter all of the required items to set up a purchase order. There are two ways to be able to print an unauthorized purchase order on this page.

- Option 1: On the *Dispatch Methods* field of the header, change the *Dispatch Method* to "Print". Click **Save**. The buyer must be connected to a printer for this option to work.



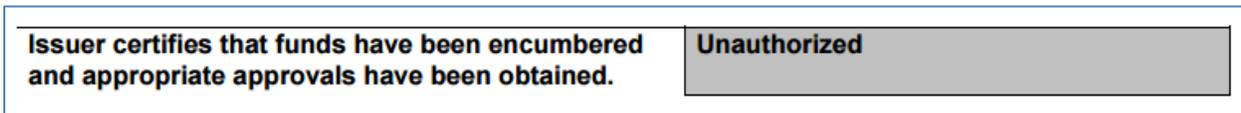
The screenshot shows the 'Header' section of a purchase order form. Fields include: \*PO Date: 08/18/2015, Vendor Search: Response Documentation, Doc Tol Status: Valid, Agency Reference: (empty), Expiration Date: (empty), Backorder Status: Not Backordered, Create BackOrder (link), \*Vendor ID: 0000195572, SAND CREEK GROUP LTD THE, Receipt Status: Not Recvd, Doc Type: DPO-Departmental Purchase, \*Vendor: SAND CREEK 003, Vendor Details (link), and \*Dispatch Method: Print (dropdown menu, highlighted with a red box). A Dispatch button is also visible.

- Option 2: Below the lines, click on **View Printable Version**.



The screenshot shows the 'Lines' section of the purchase order form. It features a table with columns: Line, Item, Description, PO Qty, \*UOM, Category, Price, Merchandise Amount, and Status. The first row contains: Line 1, Item (document icon), Description EAP Seminar, PO Qty 1.0000, \*UOM EA, Category 8610000, Price 900.00000, Merchandise Amount 900.00, and Status Approved. Below the table, a 'View Printable Version' link is highlighted with a red box.

A PDF version of the purchase order will be displayed. It will be an unauthorized version.



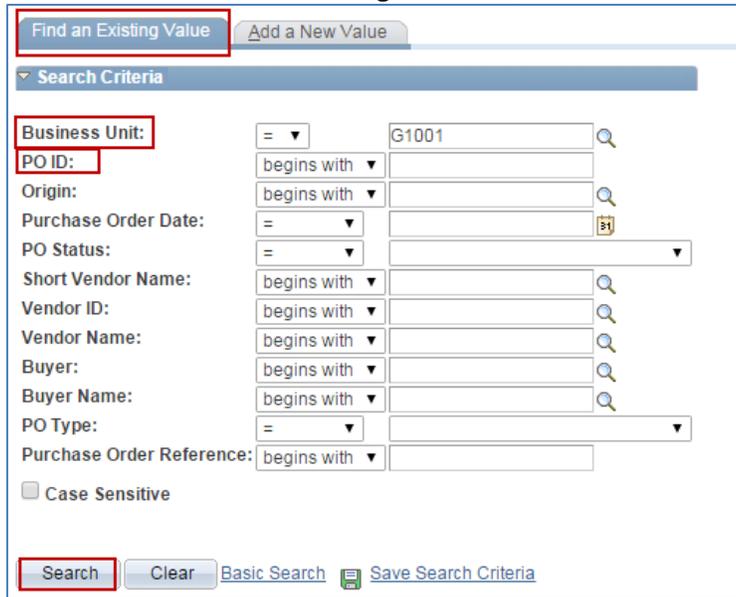
The screenshot shows a disclaimer box with two sections. The left section contains the text: **Issuer certifies that funds have been encumbered and appropriate approvals have been obtained.** The right section is a grey box with the text: **Unauthorized**.

## Use the Purchase Order Inquiry to Print a Purchase Order

Any user with purchase order inquiry roles can print an unauthorized version of the purchase order. You can print it directly from the purchase order page.

### 1. Access the Purchase Order on the Maintain Purchase Order Page.

- **Navigation:** Purchasing, Purchase Orders, Add/Update POs
- On the **Find an Existing Value** tab, enter the *Business Unit* and the *PO ID*. Click **Search**.



### 2. Print the Purchase Order.

- On the **Purchase Order**, click on the **View Printable Version**.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merch
1		FY 2016 Community Bank - Depository Services	1.0000	LO	84111700	44,798.55000	4
2		FY 2016 - Amount refunded by W.F. per inv# 15070056765	1.0000	LO	84111700	5,150.30000	

[View Printable Version](#)

- You will receive a message that says, “Do you want to print the purchase order with distribution details?”
  - If you select **Yes**, it will print the funding information on the purchase order.
  - If you select **No**, it will print the purchase order without the funding information.

A new window displays the unauthorized PDF version of the purchase order.

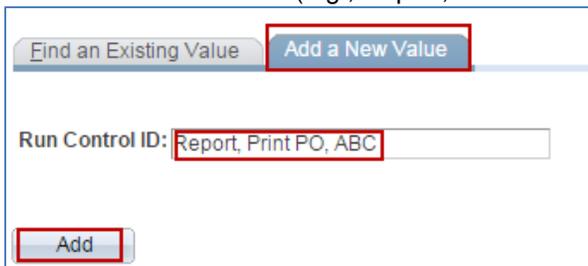
<b>Issuer certifies that funds have been encumbered and appropriate approvals have been obtained.</b>	<b>Unauthorized</b>
---	---------------------

## Use the Print POs Page to Print a Purchase Order after it was Dispatched

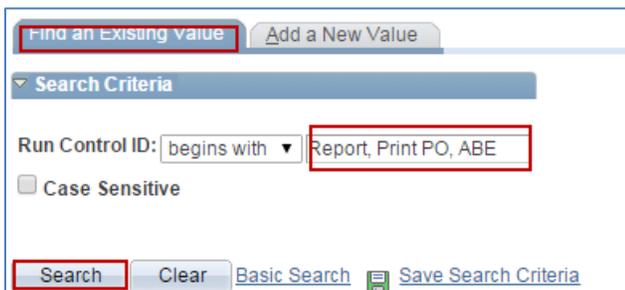
If you did not print an authorized version of the purchase order after it was dispatched, use **Print POs** from the **Review PO Information** page to access it and print it.

### 1. Enter the Run Control ID to access the Print POs page.

- **Navigation Links:** Purchasing, Purchase Order, Review PO Information, Print PO.
- On the **Purchase Order Print** page, create or enter an existing *Run Control ID*.
  - To create a *Run Control ID*, click on the **Add a New Value** tab. Enter a name that will help you remember it (e.g., Report, Print PO and Your Initials). Click **Add**.



- OR, enter an existing Run Control ID on the Find an Existing Value tab. Click Search.



### 2. Enter values on the Print POs page.

- Enter the *Business Unit* in both fields. Enter the *PO ID*.
- Check the *Print PO Item Description* box on the Miscellaneous Options section.
- Click **Save**. Click **Run**.

**Print POs**

Run Control ID: Report [Report Manager](#) [Process Monitor](#)

Language: English  Specified Language  Recipient's Language

**Report Request Parameters**

Business Unit: G1001 To: G1001

PO ID: 3000003215 [Select Purchase Order](#)

Contract SetID:

Contract ID:

Release:

From Date:

Through Date:

Vendor ID:

Buyer:

Template ID:

**Statuses to include**

Approved  Dispatched  Canceled  
 Open  Pending  Completed

**Miscellaneous Options**

\*Hold Status: On Hold AND Not On Hold  
\*Chartfields: Recycled AND Valid Chartfields  
Change Orders: Changed and UnChanged Orders

Print Changes Only  Print Terms and Conditions  
 Print PO Item Description  Print Duplicate  
Number Of Copies: 1  
Sort By: Sort by Line Number

**3. Update the Process Scheduler Request page.**

After you run the **Print POs** page, the **Process Schedule Request** page is displayed. Click **OK**.

**Process Scheduler Request**

User ID: 01087463 Run Control ID: Report

Server Name:  Run Date: 10/15/2015  
Recurrence:  Run Time: 1:05:51PM

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print Purchase Orders	M_POXMLP	PSJob	(None)	(None)	Distribution

**4. Access the Report Manager.**

After the Print Purchase Orders was processed, the **Print POs** page is displayed.

- Click on the **Report Manager** link.

**Print POs**

Run Control ID: Report [Report Manager](#) [Process Monitor](#)

Language: English  Specified Language  Recipient's Language

Process Instance: 15772996

**Report Request Parameters**

Business Unit: G1001 To: G1001

PO ID: 3000003215 [Select Purchase Order](#)

**Statuses to Include**

Approved  Dispatched  Canceled  
 Open  Pending  Completed

**Miscellaneous Options**



- On the **Report Manager**, select the **Administration** tab.
- On the **Administration** tab, find the most recent purchase order.
  - You can see it on the *Request Date/Time* field. The *Status* field should be "Posted".
  - In the *Description* field, click the hyperlink of the purchase order. It will be "POXMLP PRINT-BOXMLP PRINT.pdf".

List Explorer Administration Archives

**View Reports For**

User ID: 01087463 Type: [dropdown] Last [dropdown] 1 Days [dropdown] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [input] to: [input]

**Report List** Personalize Find View All [icon] First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	14348080	15772997	<a href="#">POXMLP_PRINT-POXMLP_PRINT.pdf</a>	10/15/2015 1:07:41PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

- A PDF version of the purchase order will be displayed. This authorized version contains the name of the person who dispatched the purchase order.

<b>Issuer certifies that funds have been encumbered and appropriate approvals have been obtained.</b>	<b>Issued By:</b> <i>Tina Skala</i>
---	--

## Common Errors on Purchase Orders

The following items are the most common errors that are brought to the SWIFT Help Desk. The error is described and possible solutions are provided.

1. Human Rights Error
2. Category Code Issues
3. Update Tax Settings
4. Change Buyer/Restart Workflow
5. Budget Check Exceptions
6. SWIFT Error Messages: Recycled Status and Page Inconsistent with Data

### 1. Human Rights Error.

A Human Rights Error appears when a vendor has not completed the Certificate of Compliance through the Minnesota Department of Human Rights (MDHR). SWIFT will not process the purchase order until the vendor completes the compliance process and it is approved. There are no guarantees of approval. The process can take up to 15 business days. Use the MDHR Request Form to request a new or change in MDHR status for a vendor. A MDHR certification is required when encumbering a purchase order over \$100,000. Exemptions are possible.

**View the SWIFT vendor record to see if the vendor has completed the MDHR certification.**

- On the purchase order header, click on the **Vendor Details** link.

▼ Header			
*PO Date:	07/29/2015	Vendor Search	<a href="#">Response Documentation</a>
Expiration Date:	07/31/2015 		
*Vendor ID:	0000256310	NATIONAL ASSOC OF STATE BUDGET	
*Vendor:	NATIONAL A-067	<a href="#">Vendor Details</a>	

- On the **Vendor Details** page, click on the **Vendor Information** link.

Vendor Details -- NATIONAL ASSOC OF STATE BUDGET			
Business Unit:	G1001	PO ID:	3000003206
		Vendor:	NATIONAL A-067
*Location:	001		
Vendor GLN:			<a href="#">Vendor Information</a>

- On the **Vendor Information** tab, open up the **Government Classifications** field. You can see the MDHR Certification.

Summary		Identifying Information		Address		Contacts		Location		Custom	
SetID:	SHARE	*Vendor Name 1:									
Vendor ID:	0000258661	Vendor Name 2:									
*Vendor Short Name:	DELOITTE	DELOITTE-001									
*Classification:	Outside Party	Check for Duplicate									
HCM Class:											
*Persistence:	Regular										
*Vendor Status:	Approved										
*Vendor Type	02-Business	Attachments (0)									
<b>Vendor Relationships</b>											
		<input type="checkbox"/> Corporate Vendor									
Corporate SetID:	SHARE	InterUnit Vendor ID:									
Corporate Vendor ID:	0000258661	DELOITTE									
<b>Create Bill-To Customer</b>											
		<input type="checkbox"/> Create Bill To Customer									
▶ Additional ID Numbers											
▶ Duplicate Invoice Settings											
▼ Government Classifications											
EEO Certification Date:											
<b>Government Sources</b>											
*Certification Source	MDHR	Human Rights Certification									

- To learn more about the Certificate of Compliance, view the **Contract Compliance Services** information from MDHR. <http://mn.gov/mdhr/> or contact them via email: [compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us)
- Agencies need to fill out the *MDHR Request Form* and send it to MDHR. You can access the form on MMB's website. <http://mn.gov/mmb/accounting/swift/forms/>

MDHR Request Form	
<b>Overview</b>	The MDHR Request Form should be used when requesting a new or change in MDHR status for a vendor. A MDHR certification is required when encumbering a purchase order over \$100,000. For more information, please visit: <a href="http://www.humanrights.state.mn.us/">http://www.humanrights.state.mn.us/</a>
<b>Vendor's Current MDHR Status</b>	To find the current MDHR status for a vendor, please run the following query: <b>M_PO_GBL_VENDOR_MDHR_SETTINGS</b> - Vendor MDHR Settings <b>Note:</b> Please see the following documentation on how to run a query in SWIFT. <a href="http://mn.gov/mmb-stat/documents/swift/training/referenceguides/query-viewer-advanced-qrg.pdf">http://mn.gov/mmb-stat/documents/swift/training/referenceguides/query-viewer-advanced-qrg.pdf</a>

## 2. Category Code Issues

A *Category Code* error appears when there is not a valid *Category Code* or when the wrong *Account* is chosen for a *Category*. The *Category Code* field in SWIFT is required on all purchasing documents. It must accurately represent the type of purchase. A *Category* 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.

Categories and Accounts are related. Accounts are attached to specific Categories. Select the Category first, then Account on Distribution Line. To find the correct Category Code, use the Category Code Search. Category Codes Overview is described in more detail in the Appendix of this user guide.

- **Navigation:** Items, MDC Item Maintenance, MCD Searches, MDC Item Categories
- Enter search criteria. Click **Search**.

Item Category Search

Filter

SetID: SHARE  Contains butterfly

FLEX FIELD

FLEX FIELD

Search

Find | View All | First | 1-2 of 2 | Last

SetID	Market Code	Category Cd	Category ID	Eff Date	Long Description	Keyword
SHARE	UN/SPSC	<a href="#">21102400</a>	00239	07/11/2011	Insect equipment > Agricultural and forestry and landscape machinery and equipment > Farming and Fishing and Forestry and Wildlife Machinery and Accessories	INSECT EQUIPMENT BEEKEEPING SILKWORM BUTTERFLY BREEDING BEETLE
SHARE	UN/SPSC	<a href="#">40141600</a>	00735	07/16/2011	Valves > Fluid and gas distribution > Distribution and Conditioning Systems and Equipment and Components	VALVES NEEDLE PNEUMATIC SAFETY RELIEF HYDRAULIC BALL FLAP BUTTERFLY LUG PATTERN ORIFICE PILOT PINCH PUMP SLIDER SWING CHECK FLOAT POPPET FOOT AIR SLUICE COMPRESSED SEGMENT MAGNETIC ROTARY AIRLOCK CALVE SEAT STEM

- On the **Search Results** page, click on the **Category Cd** link to see the Accounts attached to it.

Category Definition | Account Restrictions

SetID: SHARE Category ID: 00239 Code: 21102400

Account Restrictions Personalize | Find | First | 1-7 of 7 | Last

Account	Description
1 413001	Supplies, Materials, And Parts
2 441001	Aid Paid To Clients
3 441004	Special Costs Paid To Vendors
4 441102	Other Aid Paid To Clients
5 441103	O Svc/Cost For Clnt Pd To Vend
6 470606	Equipment-Capital
7 471606	Equipment-Non Capital

### 3. Updating Tax Settings

Buyers are responsible to know the tax information on a purchase order. Check the tax setting default on every purchase order. The tax is related to the *PO Date* on the purchase order. The tax setting on the Category field defaults based on Revenue's recommendation and/or the setting most often used in state purchases.

- *Sales Tax* is for taxes paid to the vendor (excluded from the state's Direct Pay Permit).
- *Use Tax* represents taxes paid directly to the Department of Revenue (included in the State's Direct Pay Permit).

The tax settings is described in Lesson 3 of this user guide. It is located on the Schedules line of a purchase order.

- **Navigation:** Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order
- Create the purchase order with applicable line(s) or select an existing purchase order.
- Click on the **Schedule** icon on the lines section of the purchase order.

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	07/29/2015	G104THFL00		1.0000	1,120.00000	1,120.00	Active

- The **Sales/Use Tax Information** page is displayed. The settings will vary depending upon the purchase. Verify the values in the *Tax Destination* and *Tax Applicability* fields. Review the **Calculation Parameters**. Make sure that the *Include Freight* and *Include Misc Charges* boxes are checked. Click **OK**.

**Sales/Use Tax Information for Schedule 1**

Unit: G1001 Vendor: PUBLIC SAF-001  
 PO ID: 3000003434 Item: [G104THFL00](#)  
 Line: 1 Status: Active  
 Schedule: 1

Tax Destination: G104THFL00 Calculate SUT  
 Tax Applicability: Item is Exempt  
 Ultimate Use Code: EXEMPT  
 Exception Type: None  
 SUT Excpn Cert:  
 Tax Code:

**Calculation Parameters**

Include VAT  
 Include Freight  
 Include Misc Charges

Merchandise Amount: 550.00

---

**Total Tax**

Tax Basis Amount: 550.00 Rate: 0.0000 Sales Tax Amount:  
 Total Tax:

OK Cancel

#### 4. Change Buyer/Restart Workflow

Agency staff can temporarily assign a staff person to process and approve purchase orders in their absence. **Set up Temporary Approvals for Purchase Orders** is described in more detail in the Appendix of this user guide.

##### Levels of Approval for each Purchase Order:

- **PO Approver Level:** An approver with authority to approve purchase orders for the FinDept ID.
- **Buyer Approver Level:** A buyer with the final approval to encumber the funds and dispatch the purchase order.

For planned reassignment, use the Self-Service Portal.

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

**Alternate User ID:**

**From Date:**  (example: 12/31/2000)

**To Date:**  (example: 12/31/2000)

---

**Workflow Attributes**

Email User    Worklist User

---

**Email**

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	<input type="text" value="...@state.mn.us"/>

Activate changes to this page by pressing Save.

For unplanned reassignment, update the *Buyer* field on the purchase order. Enter the *Employee ID*. Make sure that you follow the directions outlined in the Appendix.

**Header**

\*PO Date:  Vendor Search [Response Documentation](#)

Expiration Date:

\*Vendor ID:  [DENTAL HEALTH PRODUCTS INC](#)

\*Vendor:  [Vendor Details](#)

\*Buyer:  Test Trainer 1

#### Lesson Summary

Now that you completed this lesson, you should be able to:

- Make a Change Order
- Process Cancellations
- Print a Purchase Order

## Lesson 5: Closing Purchase Orders

### Lesson Overview

This lesson covers the ways that agency staff can manually close purchase orders. The purchase order close process is used to close purchase orders that are no longer needed. The purchase order may have an encumbrance balance. Or, it may have been paid in full but not finalized.

#### Agency staff can manually close purchase orders by:

- Using the Buyers Workbench to close an individual purchase order
- Creating a Change Order to close an individual purchase order
- Using CSV Files in the Buyers Workbench to close purchase orders in bulk

#### There are benefits of closing purchase orders.

- Any remaining encumbrances are released. The funds are removed from this purchase order. The funds are not being held.
- Completed purchase orders no longer appear on the list of available purchase orders when searching for purchase orders.
- They are not available where reporting options in SWIFT are set to exclude completed or canceled purchase orders.
- Removing completed purchase orders improves system performance. It decreases the time required to find purchase orders you need to modify.

#### What happens after you manually close a purchase order?

- You can still find and view the purchase order through the Purchase Order Inquiry. You cannot modify it.
- Purchase orders cannot be reopened after they have been closed.
- You **will not be** able to reopen an order from a prior year when its budget is closed.
- If it is in the current year and there are funds available, you can create a new purchase order.

SWIFT will close purchase orders that are canceled or fully received and fully vouchered against. Every year in the spring, MMB runs a purchase order reconciliation process for all state agencies. This process looks for purchase orders with a zero balance and no "Hold" marked on them.

- *Canceled:*  
SWIFT will change the *Order Status* from "Canceled" to "Complete". The encumbrance was released when the purchase order was cancelled.
- *Fully Received and Fully Vouchered Against:*  
These purchase orders have \$00.00 in their encumbrance. SWIFT will change the *Order Status* from "Active" to "Complete".

After completing this lesson, you should be able to:

- Close an Individual Purchase Order Using the Buyer's WorkBench
- Close a Purchase Order by Change Order
- Close Multiple Purchase Orders Using CSV Files

## Close an Individual Purchase Order Using the Buyer's WorkBench

### Topic Overview

The purchase order close process allows you to close purchase orders that are no longer needed. The purchase order may have an encumbrance balance. Or, it may have been paid in full and finalized. The Buyer's WorkBench enables you to view purchases for a vendor. You can adjust existing purchase orders such as closing, dispatching, budget-checking or approving them.

**NOTE:** If the purchase order being closed references a contract, the closed amount may not be available on the contract until the daily purchase order batch update process has been run. The funds may not be available on the contract until the following business day.

### Close versus Cancel a Purchase Order

	Cancel	Close
<b>When to use?</b>	Purchase order has <u>not</u> been received or vouchered.	Purchase Order has been received or vouchered.
<b>Reversal Possible?</b>	No.	Not likely at agency level.
<b>Impact on Budget</b>	Releases funds after budget check and overnight batch processing (e.g., Pending Cancel status).	Releases funds immediately after budget check.
<b>Reports?</b>	Can filter out cancelled purchase orders.	Purchase order or PO line appears on reports.
<b>Impact on Contracts?</b>	None.	Funds likely will not automatically roll back to contract. Reduce it to what has been paid and close it after the reduction.

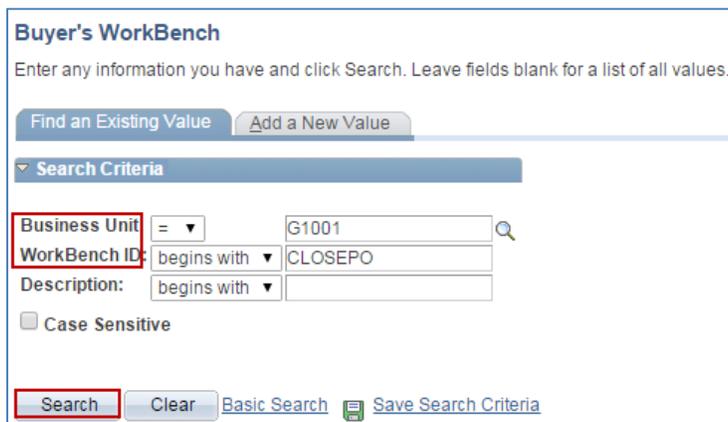
In this topic you will learn:

- How to enter the Buyer's WorkBench to Locate a Purchase Order
- How to use the Buyer's WorkBench to Process and Close a Purchase Order

## Process Steps

### Step 1: Enter the Buyer's WorkBench and Locate the Individual Purchase Order.

1. **Navigation** Purchasing, Purchase Orders, Buyer's Workbench
2. Search for and select an available *Workbench ID* or create one by selecting **Add a New Value** if needed.
  - Enter the WorkBench ID on the **Find an Existing Value** tab. Click **Search**.
  - Or, on the **Add a New Value** tab, enter the *Business Unit* and a *WorkBench ID* that will allow you to access it. Enter a short name that will you remember it (e.g., CLOSEPO). *WorkBench IDs* are reusable. You do not need to keep adding new ones.



**Buyer's WorkBench**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = G1001

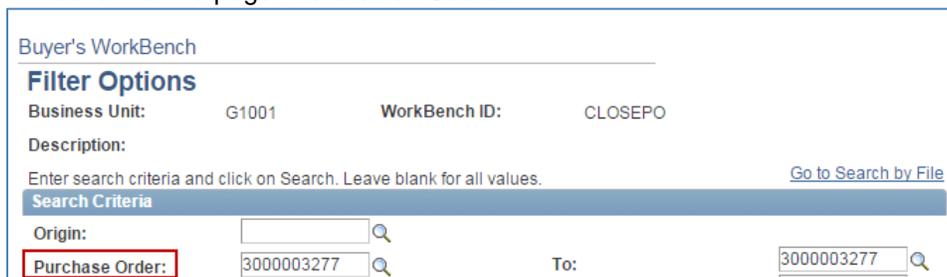
WorkBench ID: begins with CLOSEPO

Description: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

3. On the **Filter Options** page, clear all fields. Enter search criteria (e.g., *Purchase Order ID*). Scroll to the bottom of the page and click on **Search**.



**Buyer's WorkBench**  
**Filter Options**

Business Unit: G1001      WorkBench ID: CLOSEPO

Description:

Enter search criteria and click on Search. Leave blank for all values. [Go to Search by File](#)

Search Criteria

Origin:

**Purchase Order:** 3000003277      To: 3000003277

4. On the *List of Purchase Orders* section, locate the individual purchase order you wish to close.

### Step 2: Process the Purchase Order to Close it.

1. Enter information in the *Description* field
2. On the **Detail** tab, click on the **Select** check box. Click the **Close** button.
  - If the purchase order has multiple order lines, individual lines can be selected or unselected by clicking the **Lines** icon in the far right column.

### Buyer's WorkBench

Business Unit: G1001      WorkBench ID: CLOSEPO  
 \*Description: CLOSE\_PO

Select POs for Further Processing

List of Purchase Orders											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 3000003277		Dispatched	N	09/08/2015	08/31/2015	0000257685	Savino,Diane M	Standard			

Select All     Clear All

Action:                               

3. The **Processing Results** page is displayed. This page is where you will close a purchase order.

- Purchase orders are “qualified” to be closed based on their status and any activity associated with them. Purchase orders with a cancelled status or those without active receipts or vouchers associated with them are qualified to close.
- Purchase orders displayed in the left column are not qualified to be closed at this time. With caution, you can manually override those who are not qualified to be closed.

### Processing Results

Business Unit: G1001      WorkBench ID: CLOSEPO  
 \*Description: CLOSE\_PO

Select POs for Further Processing

Accounting Date for Action: 10/19/2015

Update Budget Date Equal to Accounting Date

Not Qualified		Qualified			
PO ID	Log	PO ID	Line	Sched	Distrib Line
<input type="checkbox"/> 3000003277					

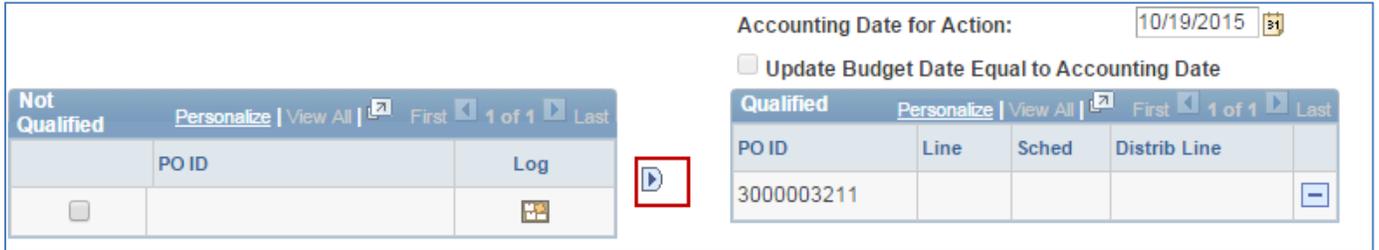
- To see why a purchase order cannot be closed, click on the **Log** icon.

### Purchase Order Logs

Business Unit: G1001      WorkBench ID: CLOSEPO  
 Description: PO Number: 3000003277

Line	Sched	Dist	Message Text
1	1		POs with Receiving Required On though not received.
2	1		POs with Receiving Required On though not received.

4. You can sometimes manually override those who are not qualified to be closed. **Use this feature with caution.** Click on the **Override** button and the purchase order is moved to the Qualified section.



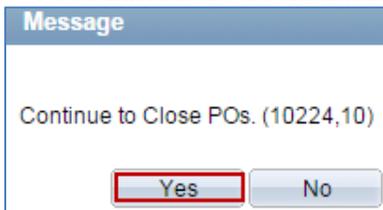
Accounting Date for Action: 10/19/2015

Update Budget Date Equal to Accounting Date

Not Qualified			Qualified			
PO ID	Log		PO ID	Line	Sched	Distrib Line
			3000003211			

**Step 3: Close the Purchase Order.**

1. When you are ready to close an individual purchase order, click on the **Yes** button at the bottom of the page. You will receive a confirmation message. Click **Yes** to continue to continue.

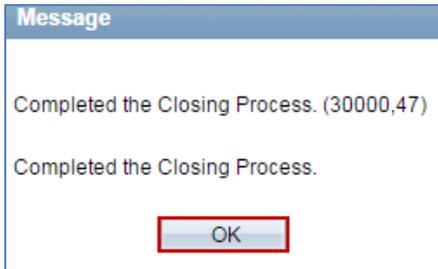


Message

Continue to Close POs. (10224,10)

Yes No

2. You will receive another confirmation message stating that the closing process is completed. Click **OK**.



Message

Completed the Closing Process. (30000,47)

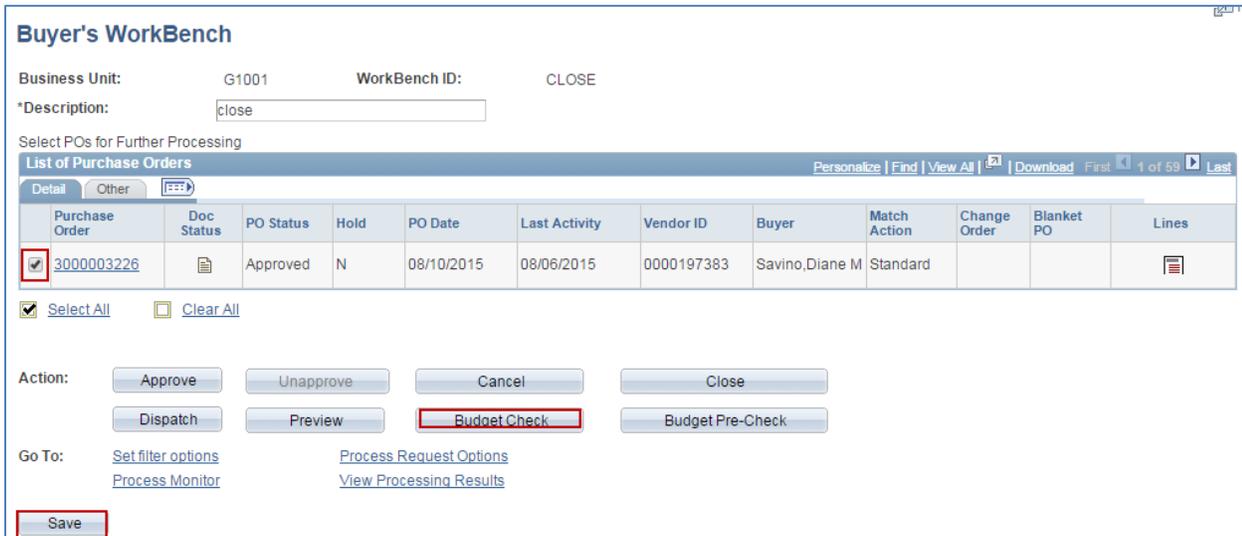
Completed the Closing Process.

OK

The purchase order is now closed. Its status is now "Complete". The closed purchase order no longer appears on the **Buyer's WorkBench** page.

**Step 4: Run the Budget Check.**

1. Always run the **Budget Check**. **Save** it when you are done.



**Buyer's WorkBench**

Business Unit: G1001      WorkBench ID: CLOSE  
 \*Description: close

Select POs for Further Processing

List of Purchase Orders      Personalize | Find | View All | Download      First 1 of 59 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 3000003226		Approved	N	08/10/2015	08/06/2015	0000197383	Savino,Diane M	Standard			

Select All       Clear All

Action:                          
                 

Go To:      [Set filter options](#)      [Process Request Options](#)  
[Process Monitor](#)      [View Processing Results](#)

2. You will be returned to the **Buyer's WorkBench** page if you wish to close or process other purchase order.
3. The closed purchase order no longer appears in the **Buyer's WorkBench**. As an option, you can view it using the **Purchase Order Inquiry**.
  - **Navigation:** Purchasing, Purchase Orders, Review PO Information, Purchase Orders

Now that you completed this topic, you should be able to:

- Enter the Buyer's WorkBench to Locate a Purchase Order
- Use the Buyer's WorkBench to Process and Close a Purchase Order



## Close a Purchase Order Referencing a Contract Using a Change Order

### Topic Overview

Use a change order when you wish to reduce and close a purchase order that *references a contract*. Before you close it, you must first reduce the purchase order to what has been paid. The change order allows the purchase order to be reduced and then closed on the Buyer's WorkBench. Then, funds flow back to the contract.

Typically, it is not necessary to reduce blanket purchase orders or other purchase orders not referencing contracts. These purchase orders can be closed directly from the Buyer's WorkBench.

Change orders are modifications of the specifications of a purchase order. A change order is created when a material change is made to a previously dispatched purchase order. Materials changes are those that impact the vendor (e.g., price, quantity, item and description).

Limitations to changes to a purchase order once it has been dispatched:

- Vendor: Cannot be changed unless there are no payments or receipts against it
- Vendor Location: Can be changed
- Document Type: Cannot be changed
- Quantity: If the purchase order has been partially or fully received, the quantity cannot be reduced below the received quantity.

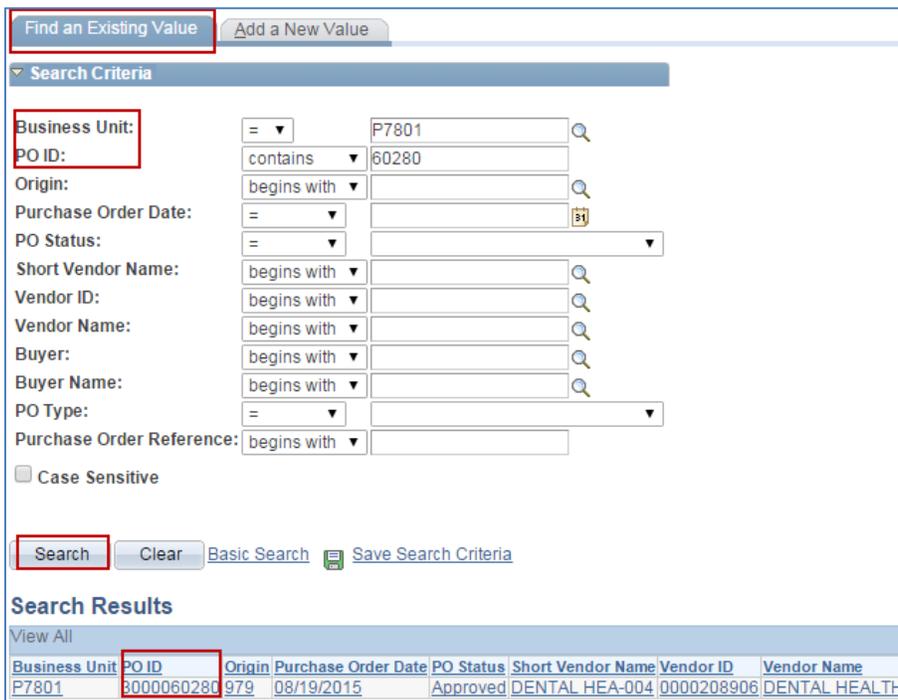
In this topic, you will learn:

- How to reduce the encumbrance on a purchase order that references a contract
- How to create a change order to update the purchase order
- How to process an updated purchase order

## Process Steps

### Step 1: Locate the Individual Purchase Order.

1. **Navigation:** Purchasing, Purchase Orders, Add/Update POs
2. On the **Find an Existing Value** tab, search for and select the purchase order to reduce and close.
  - Enter the *Business Unit* and *PO ID* or other search criteria as needed.
  - Click **Search**.
  - Click on the individual *PO ID*, on the **Search Results** page.



Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = P7801

PO ID: contains 60280

Origin: begins with

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Vendor Name: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Purchase Order Reference: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Business Unit	PO ID	Origin	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name
P7801	3000060280	979	08/19/2015	Approved	DENTAL HEA-004	0000208906	DENTAL HEALTH

### Step 2: Update the Purchase Order.

1. On the **Purchase Order**, review the *Amount Summary* section.
  - Look for the *Encumbrance Balance*. In the following example, the buyer originally set up the purchase order to purchase two items. Only one item is needed. The buyer will create a change order to reflect this need.
  - The merchandise *Total Amount* was \$7,302.75. \$3,651.38 remains on the *Encumbrance Balance*. \$3,651.37 was vouchered. ( $\$7,302.75 - \$3,651.38 = \$3,651.37$ )

**Purchase Order**

Business Unit: P7801 Origin: 979 Mn Department Of Corrections PO Status: Dispatched  
 PO ID: 3000060280 Approval Exception Budget Status: Valid  
 Copy From: [ ] Hold From Further Processing

**Header**

\*PO Date: 08/19/2015 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference: 16 34101 4110 cro 1  
 Expiration Date: [ ] Backorder Status: Not Backordered Create BackOrder  
 \*Vendor ID: 0000208906 DENTAL HEALTH PRODUCTS INC Receipt Status: Partial Doc Type: CRO-Contract Release Order  
 \*Vendor: DENTAL HEA-004 Vendor Details \*Dispatch Method: Email Dispatch  
 \*Buyer: [ ]  
 PO Reference: 130327 xray machine  
 \*Billing Location: P780000436 Billing Address

**Amount Summary**

Merchandise:	6,832.98	
Freight/Tax/Misc.:	469.77	Calculate
<b>Total Amount:</b>	<b>7,302.75</b>	USD
Encumbrance	3,651.38	USD
Balance:		

[Header Details](#) [Activity Summary](#)  
[PO Defaults](#) [Document Status](#)

2. Scroll down to the lines section of the purchase order. Determine what action is needed. Reduce the *Price* field (*Amount Only* orders) or the *Quantity* to the *Amount* vouchered. Reduce the purchase order, which reduces these fields for all lines.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Dental X-ray machines MFG: GENDEX, P/N: EXPERTDC75 Description: Expert DC Intraoral X Ray 75" Reach With Wall Plate	2.0000	EA	42150000	3,416.49000	6,832.98	Approved

3. In the example, the *PO Qty* was reduced to "1.0000", since the amount vouchered was for one item instead of two items. Click **Save**.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Dental X-ray machines MFG: GENDEX, P/N: EXPERTDC75 Description: Expert DC Intraoral X Ray 75" Reach With Wall Plate	1.0000	EA	42150000	3,416.49000	3,416.49	Approved

4. Respond to the message confirming the need to create a change order. Click **Yes**.

**Message**

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.

5. Review the *Amount Summary* on the purchase order. The purchase order is updated to reflect the reduced *Qty*.

**Step 3: Process the Updated Purchase Order.**

1. Approval Step: Resubmit the updated purchase order for approval. The *PO Status* is now "Open" and the *Budget Status* is not "Not Chk'd". Click the **Approve PO** icon.

- **NOTE:** if the purchase order was set up for self-approval, you can skip this part of the process.

PO Status:	Open				
Budget Status:	Not Chk'd				

2. Budget Check Step: After the purchase order has been approved, the PO Status is now “Approved”. The Budget Status remains “Not Chk'd”.

PO Status:	Approved			
Budget Status:	Not Chk'd			

- The purchase order now needs to be budget checked. Click the **Budget Check** icon.
- **NOTE:** The purchase order must be at an approved status before it can be budget checked. Once it is approved and valid then continue with step 3
- After the budget check passes, the *PO Status* is “Approved” and the *Budget Status* is “Valid”.

PO Status:	Approved			
Budget Status:	Valid			

Return to the purchase order and review the *Account Summary*. The *Total Amount* now reflects the amount vouchered on the purchase order. The *Encumbrance Balance* is “0.00”.

<b>Purchase Order</b>		Business Unit: P7801	Origin: 979	Mn Department Of Corrections	PO Status: Approved			
PO ID: 3000060280		Approval Exception		Budget Status: Valid				
Change Order: 1		Copy From: [Dropdown]		<input type="checkbox"/> Hold From Further Processing				
<b>Header</b>								
*PO Date:	08/19/2015	Vendor Search	Response Documentation		Doc Tol Status:	Valid	Agency Reference:	16 34101 4110 cro 1
Expiration Date:	[Dropdown]	DENTAL HEALTH PRODUCTS INC		Backorder Status:	Not Backordered	Create BackOrder		
*Vendor ID:	0000208906	DENTAL HEA-004		Receipt Status:	Received	Doc Type: CRO-Contract Release Order		
*Vendor:	01141408	Sullivan, Deborah S		*Dispatch Method:	Email	Dispatch		
*Buyer:	130327 xray machine	<b>Amount Summary</b>						
PO Reference:	P780000436	Billing Address		Merchandise:	3,416.49			
*Billing Location:				Freight/Tax/Misc.:	234.88	Calculate		
Header Details		Activity Summary		Total Amount:	3,651.37	USD		
				Encumbrance Balance:	0.00	USD		

**There is a zero dollar Encumbrance Balance. It has been reduced to what has been paid. This purchase order referencing a contract now must be closed in the Buyer’s WorkBench.**

**Step 4: Use the Buyer’s WorkBench to Close the Purchase Order.**

Review the previous lesson in this chapter to use the Buyer’s WorkBench to close a purchase order.

- **Navigation:** Purchasing, Purchase Orders, Buyer’s WorkBench.

Now that you have completed this topic, you learned:

- How to reduce the encumbrance on a purchase order that references a contract
- How to create a change order to update the purchase order
- How to process an updated purchase order

## Close Multiple Purchase Orders Using CSV Files

### Topic Overview

You can close multiple purchase orders by using Comma Separated Values or Comma Delimited (CSV) files. This lesson provides an overview on how to upload eligible purchase orders directly to the Buyer's WorkBench. This process is often used at the end of a fiscal year.

Comma Separated Values (CSV) file format allows the data (e.g., purchase order information) to be formatted on a spreadsheet. Each record or purchase order has its own line and is separated with commas. SWIFT will load the file into the Buyer's WorkBench.

In this topic you will learn:

- How to create a CSV File using Microsoft Excel
- How to use the Close Multiple Purchase Orders using the Buyer's WorkBench.

### Process Steps

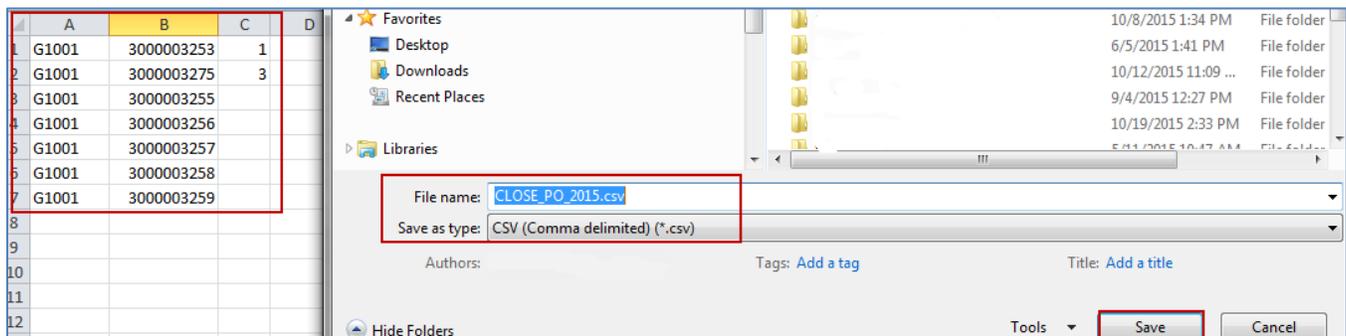
#### Step 1: Use Microsoft Excel to Create a CSV File of the Purchase Orders to Close.

1. Line up the columns in this order.
  - Column 1 = Business Unit
  - Column 2 = Purchase Order ID
  - Column 3 (Optional) = Line Number.

If a line is selected, only that line/lines will be closed.

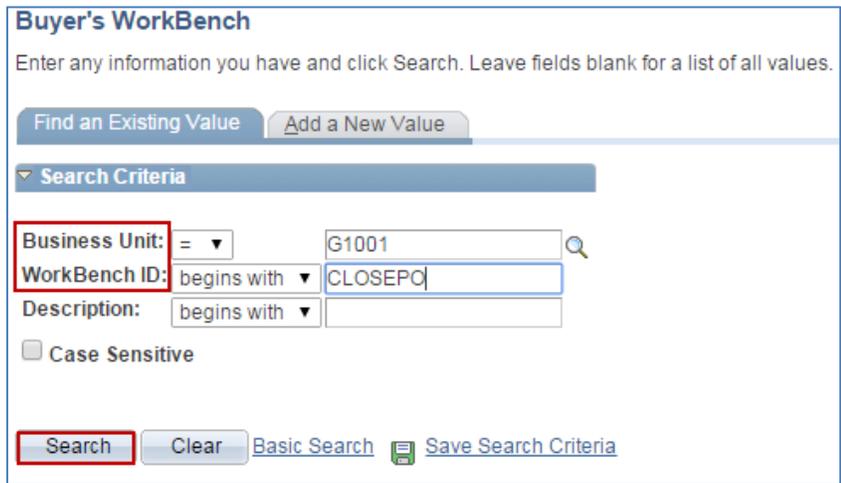
If you are closing all lines on the purchase order, leave the Line Number field blank. All lines will be selected for close. If the entire purchase order is entered, all lines on it that are not "Closed" or "Cancelled" status will be closed.

2. Select "CSV (Comma delimited)" under the *Save as Type* option. **Name** and **Save** your file.



**Step 2: Access the Buyer’s WorkBench.**

1. **Navigation:** Purchasing, Purchase Orders, Buyer’s WorkBench
2. Search for and select an available *WorkBench ID* or add a new value if needed.
3. Enter the *WorkBench ID* on the **Find an Existing Value** tab. Click **Search**.  
Or, on the **Add a New Value** tab, enter the *Business Unit* and a *WorkBench ID* that will allow you to access it. Enter a short name that will you remember it (e.g., CLOSEPO). *WorkBench IDs* are reusable. You do not need to keep adding new ones.
  - Click **Search**.



**Buyer's WorkBench**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

**Search Criteria**

Business Unit: = G1001

WorkBench ID: begins with CLOSEPO

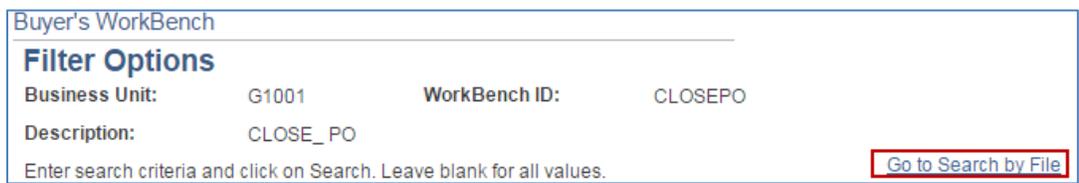
Description: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Step 3: Upload the CSV File in the Buyer’s WorkBench Filter Options Page.**

1. The **Buyer’s WorkBench Filter Options** page is now displayed. Click the **Go to Search by File** link on the right side of the page.



**Buyer's WorkBench**

**Filter Options**

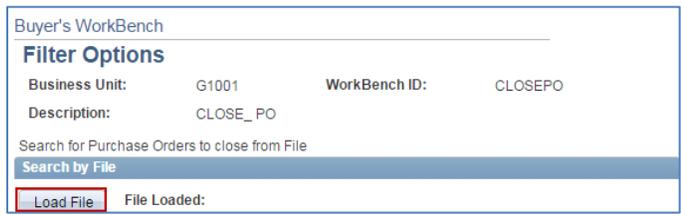
Business Unit: G1001      WorkBench ID: CLOSEPO

Description: CLOSE\_PO

Enter search criteria and click on Search. Leave blank for all values.

[Go to Search by File](#)

2. On the *Search by File* section of the **Filter Options** page, click the **Load File** button.



**Buyer's WorkBench**

**Filter Options**

Business Unit: G1001      WorkBench ID: CLOSEPO

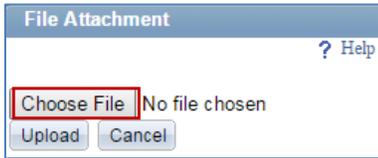
Description: CLOSE\_PO

Search for Purchase Orders to close from File

**Search by File**

[Load File](#)      File Loaded:

3. The **File Attachment** window is displayed. Click the **Choose a File** button.

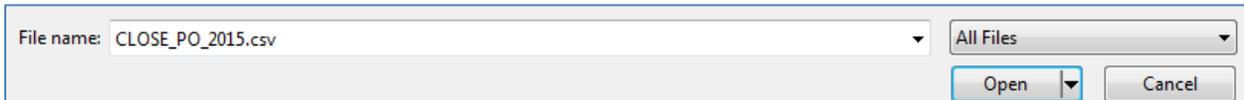


File Attachment ? Help

Choose File No file chosen

Upload Cancel

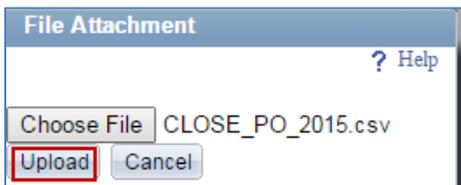
4. Your network's browser is displayed. Enter the spreadsheet you created in Step 1. Click **Open**.



File name: CLOSE\_PO\_2015.csv All Files

Open Cancel

5. The **File Attachment** window is updated with the spreadsheet. Click **Upload**.

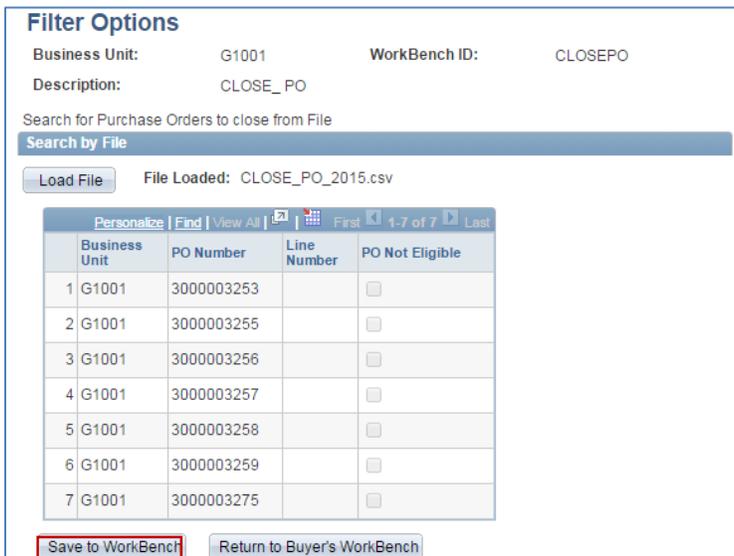


File Attachment ? Help

Choose File CLOSE\_PO\_2015.csv

Upload Cancel

6. The file is now loaded. Click **Save to WorkBench**.



**Filter Options**

Business Unit: G1001 WorkBench ID: CLOSEPO  
Description: CLOSE\_PO

Search for Purchase Orders to close from File

Search by File

Load File File Loaded: CLOSE\_PO\_2015.csv

Business Unit	PO Number	Line Number	PO Not Eligible
1 G1001	3000003253		<input type="checkbox"/>
2 G1001	3000003255		<input type="checkbox"/>
3 G1001	3000003256		<input type="checkbox"/>
4 G1001	3000003257		<input type="checkbox"/>
5 G1001	3000003258		<input type="checkbox"/>
6 G1001	3000003259		<input type="checkbox"/>
7 G1001	3000003275		<input type="checkbox"/>

Save to WorkBench Return to Buyer's WorkBench

**Step 4: Process the CSV File in the Buyer's WorkBench.**

The **Buyer's WorkBench** is displayed with the list of purchase orders loaded.

1. On the *List of Purchase Orders* section, you can see that there are multiple records. Click the **View All** link to see all of the purchase orders loaded.

**Buyer's WorkBench**

Business Unit: G1001      WorkBench ID: CLOSEPO  
 \*Description: CLOSE\_PO

Select POs for Further Processing

List of Purchase Orders      Personalize | Find | **View All** | Download      First 1 of 7 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 3000003253		Dispatched	N	08/17/2015	10/15/2015	0000345269		Standard			

2. Confirm that these are the correct purchase orders and purchase order lines to be closed.
  - To stop any purchase orders from being processed, uncheck the checkbox in the first column.
  - To uncheck any purchase order lines from being processed, click the **Lines** icon in the last column.
  - Add a Description. Use the description from the *WorkBench ID* if you selected an existing one.
  - On the *Action* section, click the **Close** button.

Description: CLOSE POs FY 2016

Select POs for Further Processing

List of Purchase Orders      Personalize | Find | View 1 | Download      First 1-10 of 10 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 3000076432		Complete	N	06/03/2015	10/20/2015	0000198793		Standard	1		
<input checked="" type="checkbox"/> 3000076433		Dispatched	N	06/03/2015	06/03/2015	0000282530		Standard			
<input checked="" type="checkbox"/> 3000076435		Dispatched	N	06/03/2015	09/03/2015	B040000000		Standard	2		
<input checked="" type="checkbox"/> 3000076470		Dispatched	N	06/04/2015	06/05/2015	0000223741		Standard			
<input checked="" type="checkbox"/> 3000076526		Dispatched	N	07/01/2015	06/25/2015	0000195357		Standard			
<input checked="" type="checkbox"/> 3000076546		Dispatched	N	06/04/2015	08/04/2015	G460000000		Standard			
<input checked="" type="checkbox"/> 3000076554		Dispatched	N	06/05/2015	07/14/2015	0000192765		Standard	3		
<input checked="" type="checkbox"/> 3000076576		Dispatched	N	06/05/2015	08/06/2015	G460000000		Standard			
<input checked="" type="checkbox"/> 3000076577		Dispatched	N	06/05/2015	08/11/2015	G460000000		Standard			
<input checked="" type="checkbox"/> 3000076651		Dispatched	N	06/08/2015	10/13/2015	0000274788		Standard	1		

Select All       Clear All

Action:

3. The **Process Results** page is displayed. Review the *Not Qualified* purchase orders.

You may be able to move purchase orders from the *Not Qualified* column to the *Qualified* column.

- Click the **Log** button to see why the purchase order is in the *Not Qualified* column.
- Depending upon the reason, you may click the check box next to them and click on the **Override** button.

Not Qualified			Qualified			
<input checked="" type="checkbox"/>	PO ID	Log	PO ID	Line	Sched	Distrib Line
<input checked="" type="checkbox"/>	3000003253					
<input checked="" type="checkbox"/>	3000003255					

When all of the purchase orders are in the *Qualified* column, click **Proceed: Yes**.

Not Qualified			Qualified			
<input type="checkbox"/>	PO ID	Log	PO ID	Line	Sched	Distrib Line
<input type="checkbox"/>	3000003256		3000003255			
<input type="checkbox"/>	3000003257		3000003253			

Select All    Clear All  
 Proceed:   [Return to Buyer's WorkBench](#)

- A message appears asking you if you wish to continue. Click the **Yes** button. Another message appears telling you that the closing process is completed. Click **OK**.
- SWIFT will return you to the **Buyer's WorkBench**.

**Step 5: Run the Budget Check.**

On the *Action* section of the **Buyer's WorkBench**, click the **Budget Check**.

- On the **Processing Results** page, click the **Proceed: Yes** button. It will budget check the items in the *Qualified* section.

Not Qualified			Qualified			
<input type="checkbox"/>	PO ID	Log	PO ID	Line	Sched	Distrib Line
<input type="checkbox"/>	3000076435		3000076432			
<input type="checkbox"/>	3000076470		3000076433			

Proceed:   [Return to Buyer's WorkBench](#)

- A message appears to continue to Budget Check POs. Click **Yes**.
- After successfully processing the budget check, the updated **Buyer's WorkBench** page appears. The *PO Status* is "Complete" for those purchase orders that were just processed.

List of Purchase Orders											
Personalize   Find   View 1   Download											
Detail Other											
	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO
<input checked="" type="checkbox"/>	<a href="#">3000003253</a>		Complete	N	08/17/2015	10/20/2015	0000345269		Standard		
<input checked="" type="checkbox"/>	<a href="#">3000003255</a>		Complete	N	08/18/2015	10/20/2015	0000254225		Standard		

Now that you completed this topic, you should be able to:

- Create a CSV File using Microsoft Excel.
- Use the Close Multiple Purchase Orders using the Buyer's WorkBench.

## Lesson Summary

Now that you completed this lesson, you should be able to:

- Close an Individual Purchase Order Using the Buyer's WorkBench
- Close a Purchase Order by Change Order
- Close Purchase Orders in Bulk Using CSV Files

## Lesson 6: Viewing Inquiries, Queries and Searches

### Lesson 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 lesson introduces the terms and general steps for getting real-time information from SWIFT using purchasing reporting tools: inquiries, queries and searches.

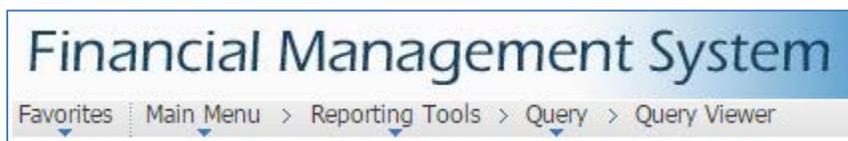
1. *Inquiry:*

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.



2. *Query:*

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.



3. *Searches:*

SWIFT offers a wide range of reporting possibilities. These reporting capabilities enable you to access the data you need and present it in the form that is most useful for you.

There are several common inquiries, queries and searches used by SWIFT purchasing staff and administrators. All of these will be described in this lesson as well as others that may be useful to you.

After completing this lesson, you should be able to:

- Locate the appropriate reporting tools.
- Input data parameters (data limits).
- Run the needed purchase order inquiries, query and search.

## 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 most commonly used inquiries for purchase orders are: Purchase Order Activity Summary, Document Status and Purchase Order Inquiry. They are highlighted later in this topic.

Inquiry Type	Purpose
<b>Document Status</b>	Displays all of the transactions associated to an individual purchase order (e.g., contracts, receipts, requisitions, payments, vouchers, or events).
<b>PO Accounting Entries</b>	Displays all transactions for a purchase order by distribution.
<b>Purchase Order Inquiry</b>	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.

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

Inquiry Type	Purpose
<b>Activity Summary</b>	Provides a summary of activities for an individual purchase order. You can also find details regarding the original purchase order, receipts, invoices and matching.
<b>Comments</b>	Allows you to view comments and attachments.
<b>Purchase Order Total Amount Details</b>	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.
<b>Review Change Orders</b>	It states whether changes exist.

## Purchase Order Activity Summary

### Topic Overview

The **Purchase Order Activity Summary** pages are used to view the receiving, invoicing, matching and returning activities that were performed on the selected purchase orders to date. It also displays the total purchase order merchandise amount, and 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**.

### PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

<b>Business Unit:</b>	=	<input type="text" value="G1001"/>	
<b>PO Number:</b>	begins with	<input type="text" value="3000003287"/>	
<b>Origin:</b>	begins with	<input type="text"/>	
<b>Purchase Order Date:</b>	=	<input type="text"/>	
<b>Purchase Order Reference:</b>	begins with	<input type="text"/>	
<b>Vendor ID:</b>	begins with	<input type="text"/>	

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

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

### Search Results

View All First  1 of 1  Last

Business Unit	Origin	PO Number	Purchase Order Date	Purchase Order Reference	Vendor ID
G1001	514	3000003287	09/02/2015	Electronic Recycling Hazardous	0000203155

**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.

**Activity Summary**

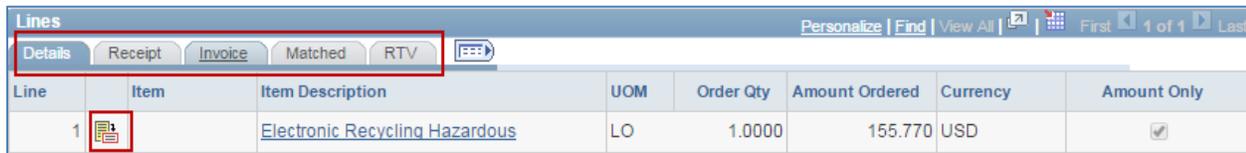
<b>Business Unit:</b>	G1001	<b>PO Status:</b>	Dispatched
<b>Purchase Order:</b>	3000003287	<b>Vendor:</b>	<u>MATERIALS PROCESSING CORP</u>
<b>Merchandise Amount:</b>	155.77 USD	<b>Origin:</b>	514 Management Services
<b>Merchandise Receipt:</b>	155.77 USD		
<b>Merchandise Returned:</b>	0.00 USD		
<b>Merchandise Invoice:</b>	155.77 USD		
<b>Merchandise Matched:</b>	155.77 USD		

The header fields are described below.

Field	Description
<b>Merchandise Amount</b>	Total dollar amount of the purchase order.
<b>Merchandise Receipt</b>	Total dollar amount of all receipts associated with the purchase order.
<b>Merchandise Returned</b>	This functionality is not used in SWIFT.
<b>Merchandise Invoice</b>	Total dollar amount of all vouchers associated with the purchase order.
<b>Merchandise Matched</b>	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 different tabs that can be viewed individually. Or, 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.

Activity Summary

### Details for Line 1

PO Number: 3000003287      PO Status: Dispatched  
 Line Number: 1      Vendor: MATERIALS PROCESSING CORP  
 Item ID: [Electronic Recycling Hazardous](#)

Line Details					
Qty Ordered:	1.0000	UOM:	LO	Amount Ordered:	155.770 USD

- ▶ Receipt
- ▶ Invoice
  
- ▶ Matched
- ▶ RTV

- **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.

Lines								Personalize	Find	View All	First	1 of 1	Last
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only						
1		<a href="#">Electronic Recycling Hazardous</a>	LO	1.0000	155.770	USD	<input checked="" type="checkbox"/>						

- **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.

Lines								Personalize	Find	View All	First	1 of 1	Last
Line	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency						
1		<a href="#">Electronic Recycling Hazardous</a>	LO	155.770	0.0000	0.000	USD						

- 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.

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

Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Vndr Rcpt Qty	Vndr Reject Qty	Merchandise Amt	Currency
1	G1001	<u>0000009391</u>		1 Received	1	1.0000	0.0000	155.770	USD

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

- *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.
- *More Line Data* shows you details such as Accepted Qty, Net Receipt, Ship To, Due Date and Vendor UOM.
- *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.

Unit	G1001	Receipt No:	0000009391	Source:	On-line	Receipt Status:	Moved																						
<table border="1"> <thead> <tr> <th>Receipt Lines</th> <th>More Line Data</th> <th>Optional Input</th> <th>Comments</th> </tr> <tr> <th>Sel</th> <th>Item</th> <th>Description</th> <th>Price</th> <th>Amt Only</th> <th>Recv Qty</th> <th>Recv UOM</th> <th>Reject Qty</th> <th>Device Track</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td><u>Electronic Recycling Hazardous</u></td> <td>155.77000</td> <td><input checked="" type="checkbox"/></td> <td>1.0000</td> <td>LO</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>								Receipt Lines	More Line Data	Optional Input	Comments	Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track	<input type="checkbox"/>	1	<u>Electronic Recycling Hazardous</u>	155.77000	<input checked="" type="checkbox"/>	1.0000	LO		<input type="checkbox"/>
Receipt Lines	More Line Data	Optional Input	Comments																										
Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track																					
<input type="checkbox"/>	1	<u>Electronic Recycling Hazardous</u>	155.77000	<input checked="" type="checkbox"/>	1.0000	LO		<input type="checkbox"/>																					
<a href="#">Header Details</a>	Line Details	Manufacturer Info	Asset Information																										
<a href="#">Document Status</a>	Header Comments	<a href="#">Display RTV Information</a>	Line Status																										
Distribution	Putaway Information	Device Tracking																											

- **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*.
  - 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.

Lines									
Personalize   Find   View All   First 1 of 1   Last									
Details Receipt Invoice Matched RTV									
Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency	
1		Electronic Recycling Hazardous	LO	✓	155.770	USD	0.000	USD	

- 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.

Unit: G1001 PO No.: 3000003287 Line 1 Item ID					
Invoice					
Personalize   Find   View All   First 1 of 1   Last					
Sched Num	AP Unit	Voucher	Line	Amount Invoiced	
1	G1001	00014551	1	155.770	+ -

- **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).

Lines							
Personalize   Find   View All   First 1 of 1   Last							
Details Receipt Invoice Matched RTV							
Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency	
1		Electronic Recycling Hazardous	LO	0.0000	155.770	USD	

- 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.

Unit: G1001 PO No.: 3000003249 Line 1 Item ID					
Matched					
Personalize   Find   View All   First 1 of 1   Last					
Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched
1	G1001	00014568	1	0.0000	292.500 + -

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

You have now completed the Purchase Order Activity Summary inquiry.

## Document Status

### 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**.

### Purchase Order Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

<b>Business Unit:</b>	= ▼	G1001	🔍
<b>PO Number:</b>	begins with ▼	3000000325	
Purchase Order Date:	= ▼		📅
Origin:	begins with ▼		🔍
Purchase Order Reference:	begins with ▼		

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

### 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, SW & 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

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
SHARE		Contract	<a href="#">00000000000000000000084340</a>	Approved	10/01/2014	0000205972		<span style="border: 1px solid red; padding: 2px;">📄</span>
	G1001	Receipt	<a href="#">0000009254</a>	Moved	08/14/2015	0000203973	001	📄
	G1001	Receipt	<a href="#">0000009344</a>	Moved	09/01/2015	0000203973	001	📄
	G1001	Voucher	<a href="#">00014325</a>	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: 000000000000000000025962    Vendor ID: 0000201272

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

Sel	Version	Type	BU	ID	Status	Reference	Release	Amount	Currency
<input checked="" type="checkbox"/>	1	PO Release	B2201	3000165282	Dispatched	Replacing PO 95433	379	1,191.01	USD
<input type="checkbox"/>	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									
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">First</a>   1 of 1									
<a href="#">Receipt Lines</a>   <a href="#">More Line Data</a>   <a href="#">Optional Input</a>   <a href="#">Filter</a>									
Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track	
<input type="checkbox"/>	1	Maintenance/Repair Services fo	145.00000	<input checked="" type="checkbox"/>	1.0000	LO			
<a href="#">Header Details</a>   <a href="#">Line Details</a>   <a href="#">Manufacturer Info</a>   <a href="#">Asset Information</a> <a href="#">Document Status</a>   <a href="#">Header Comments</a>   <a href="#">Display RTV Information</a>   <a href="#">Line Status</a>									

- 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										
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">First</a>   1 of 1   <a href="#">Last</a>										
<a href="#">Voucher Details</a>   <a href="#">Amounts</a>   <a href="#">More Details</a>   <a href="#">Vendor Details</a>   <a href="#">Filter</a>										
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										
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">First</a>   1 of 1   <a href="#">Last</a>										
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										
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">First</a>   1 of 1   <a href="#">Last</a>										
<a href="#">Voucher Details</a>   <a href="#">Amounts</a>   <a href="#">More Details</a>   <a href="#">Vendor Details</a>   <a href="#">Filter</a>										
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.

**Voucher Accounting Entries**

\*Business Unit:  Voucher ID:  Invoice Number:   
 \*Accounting Line View Option:   Show Foreign Currency   
 Invoice Date: 06/15/2015 Vendor ID: 0000200980 Vendor Name: NATIONAL ASSOC OF STATE TREASUR

**Accounting Information**

Posting Process: AP Accrual GL Dist Status: Distributed

Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project	Activity
	1000	G1039000	G100009	200003							
	1000	G1039000	G100009	411804							
	1000	G1035000	G100005	200003							
	1000	G1035000	G100005	411804							

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

**Voucher Inquiry Results**      1 of 1

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 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.

**Matched Vouchers**

Business Unit: G1001 MMB Voucher: 00014325 Invoice: INV296885  
 Vendor: 0000203973 Vendor SetID: SHARE Vendor Location: 001  
 Vendor Name: METRO SALES INC Match Due Date: 08/14/2015 Invoice Date: 07/01/2015  
 Updated By: RICHFIELD Due Date: 07/31/2015 Matched Date: 08/14/2015  
 Terms: 30 Net 30 Origin: ONL Match Status: Matched  
 Gross Amt: 145.000 USD Control Group: Match Type: Auto - Matched

[Header Match Rules](#)  
[Document Details](#)

**Line Details**

Voucher Line Number: 1 Rule: User Criteria  
 PO Business Unit: G1001 PO Number: 3000003211  
 Line Number: 1 Schedule Number: 1  
 View Document:   
[Line Document Details](#) Document ID:

**You have now completed the Document Status 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 that 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**.

**Purchase Order Inquiry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:	= ▼	<input type="text" value="31001"/>	
PO ID:	begins with ▼	<input type="text" value="3000003255"/>	
Origin:	begins with ▼	<input type="text"/>	
Contract ID:	begins with ▼	<input type="text"/>	
Release Number:	= ▼	<input type="text"/>	
Purchase Order Date:	= ▼	<input type="text"/>	
PO Status:	= ▼	<input type="text"/>	▼
Short Vendor Name:	begins with ▼	<input type="text"/>	
Vendor ID:	begins with ▼	<input type="text"/>	
Vendor Name:	begins with ▼	<input type="text"/>	
Buyer:	begins with ▼	<input type="text"/>	
Purchase Order Reference:	begins with ▼	<input type="text"/>	

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

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

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

Search Results														
Business Unit	Origin	PO ID	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	PO Type	Purchase Order Reference	Firs
G1001	514	3000003255	SHARE	000000000000000000047760	4587	08/18/2015	Dispatched	VERIZON WI-001	0000254225	VERIZON WIRELESS	B 01136301	General	FY 16 Wireless	

**Step 3: Review the Purchase Order for the Information on the Purchase Order Inquiry Page.**

Purchase Order Inquiry

### Purchase Order

Business Unit: G1001      Origin: 514 Management Services  
 PO ID: 3000003255      PO Status: Dispatched  
 Budget Status: Valid

**Header**

PO Date: 08/18/2015      Doc Tol Status: Valid      Agency Ref: FY 16 Wireless Services  
 Vendor Name: VERIZON WI-001      Backorder Status: Not Backordered  
 Vendor ID: 0000254225      Receipt Status: Partial      Doc Type: BPC  
 Buyer: Savino, Diane       Hold From Further Processing  
 PO Reference: M      FY 16 Wireless Services  
 Billing Location: G104THFL00

**Amount Summary**

Merchandise:	5,700.00
Freight/Tax/Misc.:	0.00
Total:	5,700.00 USD
Encumbrance Balance:	4,859.76 USD

Header Details      All RTV      Document Status  
 Header Comments      Matching  
 Change Order      Activity Summary      View Printable Version

**Lines**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		FY 16 MMB Depts. Wireless Serv	83111603	1.0000	EA	5,700.00 USD	Approved

View Approvals

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

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

Links/Icons	Description
	<ul style="list-style-type: none"> <li>• <b>Send to Vendor:</b> Selected if the comments appeared on purchase orders and were dispatched to vendors.</li> <li>• <b>Show at Receipt:</b> Selected if the comments appeared on the receipt documents.</li> <li>• <b>Show at Voucher:</b> Selected if the documents appeared on the voucher.</li> </ul> Attachments are also viewable.
<b>Change Order</b>	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: <b>Header Changes, Line Changes</b> and <b>Ship Changes</b> .
<b>All RTV</b>	SWIFT does not use this feature.
<b>Matching</b>	Displays the <i>Match Status</i> of the purchase order. The match values are "To Match", "Part Matched" or "Matched".
<b>Document Status</b>	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.
<b>Activity Summary</b>	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.
<b>View Printable Version</b>	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
<b>Line Details icon</b>	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: <ul style="list-style-type: none"> <li>• <b>Contract Details</b> to get to the <b>Contract Entry</b> page with contract details.</li> <li>• <b>User Defined</b> to create customer user fields for your agency.</li> </ul>
<b>PO Lines Comments icon</b>	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. <ul style="list-style-type: none"> <li>• <b>Send to Vendor:</b> Selected if the comments appeared on purchase orders and were dispatched to vendors.</li> </ul>

Links/Icons	Description
	<ul style="list-style-type: none"> <li>• Show at Receipt: Selected if the comments appeared on the receipt documents.</li> <li>• Show at Voucher: Selected if the documents appeared on the voucher.</li> </ul>
<b>Schedule icon</b>	<p>You can access the schedule and distribution details related to the purchase order.</p> <ul style="list-style-type: none"> <li>• Schedule Details</li> <li>• Ship To Address</li> <li>• Price Adjustment</li> <li>• Miscellaneous Charges</li> <li>• Schedule/Use Tax</li> <li>• Distributions/ChartFields</li> </ul> <p>To get the <i>Budget Date</i> for this purchase order, go to the <i>Distribution</i> section, click on <i>Budget Information</i>.</p>

**Below the Lines:**

- Click on **View Approvals**.

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

### View Approvals

Business Unit: G1001 Document Type: BPC

PO ID: 3000003255 [View Printable Version](#) PO Status: Dispatched

PO Total: 5,700.00 USD PO Date: 08/18/2015

Vendor ID: 0000254225 VERIZON WIRELESS B Budget Status: Valid

Buyer: 01136301 Justification:

PO Reference: FY 16 Wireless Services No justification entered by buyer.

**Review Lines**

**Line Details**

Line	Schedule Number	Distribution Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Monetary Amount
1		1	FY 16 MMB Depts. Wireless Services	1.0000	EA	5,700.00000	5,700.00	5700.000

[Select All / De-select All](#)

**Review / Edit Approvers**

**PO Approval**

Approved [View/Hide Comments](#)  
 Line 1 Schedule 1 Distrib 1 : Approved  
 FY 16 MMB Depts. Wireless Services

[Return to Purchase Order](#)     [Approval History](#)

**You have now completed the Purchase Order Inquiry.**

## Queries

A query is a customized data lookup in SWIFT using the **Query Viewer** under the **Reporting Tools** menu.

**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 know 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.

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 ran.
- Schedule queries.

**Common Queries Used for Purchase Orders**

<b>Query Name</b>	<b>Purpose</b>
<b><i>M_CG_GBL_CAT_VNDR1</i></b>	Finds vendors by United Nations Standard Products and Services Code (UNSPSC).
<b><i>M_AP_GBL_1099</i></b>	List of Account Codes in SWIFT that are 1099 reportable.
<b><i>M_CG_GBL_CAT_VNDR_TG_ED_VO</i></b>	Vendors by UNSPSC and TG/ED/VO
<b><i>M_CG_GBL_FIND_UNSPSC_BY_ACCT</i></b>	Find the Category by Accounts.
<b><i>M_PO_GBL_DBA_NAME</i></b>	Find the correct vendor and location for businesses who may be conducting business under various names (e.g., Doing Business As).
<b><i>M_PO_GBL_LOOKUP_TG_ED</i></b>	Vendor lookup for TG/ED
<b><i>M_PO_GBL_OPEN_ORDERS_BY_BUYER</i></b>	Find open purchase orders by buyer.
<b><i>M_PO_GBL_PO_LINE_ASSET_RELATED</i></b>	Find purchase order lines with asset information.
<b><i>M_PO_GBL_OPEN_ENCUM_BALANCE</i></b>	Find open encumbrances based on a budget date range. You can search by Fund, Fin Dept ID and Approp ID.
<b><i>M_PO_GBL_POS_WITH_0_ENCUM_BAL</i></b>	Find open purchase orders with zero encumbrance values.
<b><i>M_SS_GBL_ACTIVE_REG_VNDR</i></b>	The list of Vendor IDs that are active in SWIFT.
<b><i>M_VENDOR_INQUIRY</i></b>	Find all locations and addresses by vendor.
<b><i>M_VND_CAT_INCTV_LIST</i></b>	Finds vendors with locations that are inactive.
<b><i>M_CATEGORY_LOOKUP</i></b>	Look up Category Codes (e.g., UNSPSC).
<b><i>M_AP_GBL_PYMTS_BY_PO</i></b>	Lists vouchers against a purchase order.
<b><i>M_PO_GBL_PO_DETAILS_BY_PO_DATE</i></b>	Lists the details of a purchase order. Some agencies run this report every quarter per buyer for large purchases.
<b><i>M_PO_GBL_PO_DETAILS_BY_VENDOR</i></b>	List of purchase orders for a particular vendors.
<b><i>M_PO_GBL_POS_WITH_0_ENCUM_BAL</i></b>	List of purchase orders with a zero balance. Helps with year-end planning.
<b><i>M_SC_GBL_CNTRCT_RELEASES_BY_BU</i></b>	List of contract releases by business unit. Includes the buyer.

## 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**.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

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

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name

begins with

Uses Record Name

Uses Field Name

Access Group Name

Folder Name

\*Query Type =

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)

### 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.

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
BTF_PURCHASE_ORDER	Purchase Order	Public		HTML	Excel	XML	Schedule	Favorite
FINQA_AP_PO_HDR	Purchase Order Header	Public		HTML	Excel	XML	Schedule	Favorite
FINQA_AP_PO_LINE	Purchase Order Line	Public		HTML	Excel	XML	Schedule	Favorite
M_PO_GBL_POS_ON_HOLD	Purchase Orders on Hold	Public	PURCHASE ORDER	HTML	Excel	XML	Schedule	Favorite
M_PO_GBL_PO_DETAILS_BY_VENDOR	Purchase Order Details by Vndr	Public	PURCHASE ORDER	HTML	Excel	XML	Schedule	Favorite

**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.

**M\_PO\_GBL\_PO\_DTLS\_BY\_BUDGET\_DT - Purchase Order Dtls by Bdgt Dt**

PO Bus Unit (% for all BUs):

Budget From Date:

Budget Thru Date:

PO Bus Unit	Bus Unit Descr	PO ID	Doc Type	Origin	Origin Descr	PO Status	Budget Status	Hold Status	Receipt Status	Match Status	Dispatch Mthd	PO Date	Agency Ref	PO Ref	Vend ID
-------------	----------------	-------	----------	--------	--------------	-----------	---------------	-------------	----------------	--------------	---------------	---------	------------	--------	---------

**Step 4: View the Report from the Query.**

Depending upon which **Run to** method you chose, you will get a report.

## Searches

### Topic 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.

This topic covers common questions by purchasing staff and searches that enable them to get the information they need. Specifically, this topic will cover:

- Amount encumbered on a single purchase order
- Category Code Search
- Multiple encumbrances by ChartFields

## 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*.

**Purchase Order**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Business Unit:

PO ID:

Origin:

Purchase Order Date:

PO Status:

Short Vendor Name:

Vendor ID:

Vendor Name:

Buyer:

Buyer Name:

PO Type:

Purchase Order Reference:

Case Sensitive

[Basic Search](#)

**Search Results**  
View All

Business Unit	PO ID	Origin	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold
G1001	3000003255	514	08/18/2015	Dispatched	VERIZON WI-001	0000254225	VERIZON WIRELESS	B 01136301	Savino,Diane M	General	FY 16 Wireless Services	N

### 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.

**Header**

\*PO Date: 08/18/2015 [Vendor Search](#) [Response Documentation](#) Doc Tol Status: Valid Agency Reference: FY 16 Wireless Servi

Expiration Date: 06/30/2016  Backorder Status: Not Backordered [Create BackOrder](#)

\*Vendor ID: 0000254225 VERIZON WIRELESS..... B Receipt Status: Partial Doc Type: BPC-Blanket Purchs Agnst A Contract

\*Vendor: VERIZON WI-001 [Vendor Details](#) \*Dispatch Method: Phone

\*Buyer:  **Amount Summary**

PO Reference: FY 16 Wireless Services

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

Merchandise:	5,700.00	
Freight/Tax/Misc.:	0.00	<input type="button" value="Calculate"/>
Total Amount:	5,700.00	USD
Encumbrance Balance:	4,859.76	USD

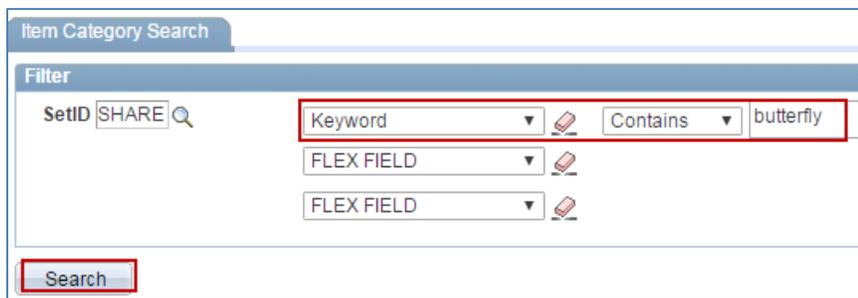
As vouchers are processed against the purchase order, the encumbrance balance will be reduced. You can use the **Document Status Inquiry** to get details about the vouchers or other related transactions.

### Category Code Search

This search allows you to look up *Category Codes* and *Accounts* associated with them. SWIFT *Category Codes* are based on the United Nations Standard Products and Services Code (UNSPSC). The flex fields allow you to select the field to search. Two common flex fields are *Keyword* and *Long Description*. *Keyword* search allows you to input a value in plain language. *Long Description* searches categories by the official UNSPSC description.

#### Step 1: Access the Category Code Search.

- **Navigation:** Items, MDC Item Maintenance, MDC Searches, MDC Search Item Categories
- On the FLEX FIELD, scroll down and select a field. This example uses “Keyword”.
- Switch the next field to “Contains”. Enter a keyword.
- Click **Search**.



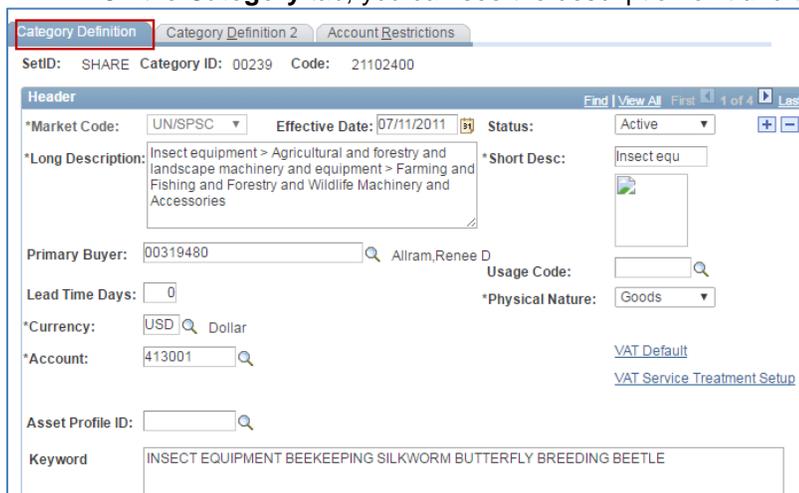
#### Step 2: Find the Category Code and Select it.

- On the **Search Results**, find the correct **Category Code** and click on it.

SetID	Market Code	Category Cd	Category ID	Eff Date	Long Description	Keyword
SHARE	UN/SPSC	21102400	00239	07/11/2011	Insect equipment > Agricultural and forestry and landscape machinery and equipment > Farming and Fishing and Forestry and Wildlife Machinery and Accessories	INSECT EQUIPMENT BEEKEEPING SILKWORM BUTTERFLY BREEDING BEETLE
SHARE	UN/SPSC	40141600	00735	07/16/2011	Valves > Fluid and gas distribution > Distribution and Conditioning Systems and Equipment and Components	VALVES NEEDLE PNEUMATIC SAFETY RELIEF HYDRAULIC BALL FLAP BUTTERFLY LUG PATTERN ORIFICE PILOT PINCH PUMP SLIDER SWING CHECK FLOAT POPPET FOOT AIR SLUICE COMPRESSED SEGMENT MAGNETIC ROTARY AIRLOCK CALVE SEAT STEM

#### Step 3: Review the Category Details.

- On the **Category** tab, you can see the description of it and the primary account associated with it.



On the **Account Restrictions** tab, you can see the Accounts associated with it in SWIFT.

Category Definition    Category Definition 2    **Account Restrictions**

SetID: SHARE    Category ID: 00239    Code: 21102400

Account Restrictions		Personalize	Find	First	1-7 of 7	Last
Account	Description					
1 413001	Supplies, Materials, And Parts					
2 441001	Aid Paid To Clients					
3 441004	Special Costs Paid To Vendors					
4 441102	Other Aid Paid To Clients					
5 441103	O Svc/Cost For Clnt Pd To Vend					
6 470606	Equipment-Capital					
7 471606	Equipment-Non Capital					

## Multiple Encumbrances by ChartFields.

### 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.
  - *Business Unit:* MN001 (for all state agencies)
  - *Ledger Group:* KK EXP BUD (Use “Expense Budget Ledger Group” for Encumbrances)
  - *ChartFields* or *ChartField String:*
  - *Budget Period:*

**Budget Details**

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

**Search Criteria**

Business Unit:	=	▼	<input type="text" value="MN001"/>	<input type="button" value="🔍"/>
Ledger Group:	=	▼	<input type="text" value="KK_EXP_BUD"/>	<input type="button" value="🔍"/>
Account:		begins with ▼	<input type="text" value="41300"/>	<input type="button" value="🔍"/>
Financial Department ID:		begins with ▼	<input type="text" value="G0237200"/>	<input type="button" value="🔍"/>
Fund Code:		begins with ▼	<input type="text" value="5100"/>	<input type="button" value="🔍"/>
Sub Account (Class):		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Statewide Cost (Prog):		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Affiliate:		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Fund Affiliate:		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Agency Cost 1 (CF1):		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Agency Cost 2 (CF2):		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Appropriation ID (CF3):		begins with ▼	<input type="text" value="G021903"/>	<input type="button" value="🔍"/>
PC Business Unit:		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Project:		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Activity:		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Source Type:		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Budget Period:		begins with ▼	<input type="text" value="2014"/>	<input type="button" value="🔍"/>
Statistics Code:		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>

[Basic Search](#)

[Save Search Criteria](#)

**Step 2: View the Commitment Control Budget Details Page.**

SWIFT displays the **Commitment Control Budget Details** page.

Business Unit	Ledger Group	Budget Period	Fund	Fin DeptID	AppropID	Account
MN001	KK_EXP_BUD	2012	5100	G0237200	G021903	41300
Fund: Fleet Service Account: Supplies		Fin DeptID: Fleet Services		AppropID: Fleet Services		
Display Chart 						<a href="#">Drill to Activity Log</a>
Ledger Amounts						
Budget:			6,805,000.00 USD			Max Rows: 100
Expense:			5,569,164.38 USD			<a href="#">Attributes</a>
Encumbrance:			0.00 USD			<a href="#">Parent / Children</a>
Pre-Encumbrance:			0.00 USD			<a href="#">Associated Budgets</a>
Associate Revenue:			0.00 USD			
Available Budget						
Without Tolerance:	1,235,835.62	USD	Percent:	(18.16%)		
With Tolerance:	1,235,835.62	USD	Percent:	(18.16%)		
Budget Exceptions						
Exception Errors:	0	Exception Warnings:	0	Budget Exceptions		

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

Activity Log											
Ledger: KK_EXP_BUD											
Tran Line	Document Label	Document ID	Ref Bdgt?	Journal Class	Fund	Fin DeptID	Account	AppropID	Budget Period	Year	
	11 Journal ID:	0001099967	N	BUD	5100	G0237200	41300	G021903	2014	2014	

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

**Commitment Control Activity Log Lines**

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

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 lesson, you should now be able to:

- Locate the appropriate reporting tools.
- Input data parameters (data limits).
- Run the needed purchase order inquiries, query and search.

## Course Summary

The Lessons in the *PO1 Create and Update Purchase Orders for Agency Buyer* course include:

1. Purchase Order Basics – Creating a Purchase Order
2. Steps in Creating Purchase Orders
3. Purchasing Document Types
4. Updating Purchase Orders
5. Closing Purchase Orders
6. Viewing Inquiries, Queries and Searches

## Appendix

### Appendix A: Key Terms for Creating Purchase Orders

Term Name	Term Description
<b>Account</b>	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.
<b>Acquisition</b>	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.
<b>Activity ID</b>	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.
<b>Agency Cost 1</b>	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.
<b>Agency Cost 2</b>	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.
<b>Amount Only</b>	Allows the user(s) to receive the purchase order line by <i>Amount</i> instead of <i>Quantity</i> . <i>Amount Only</i> 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.
<b>Approp ID</b>	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.
<b>Asset</b>	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.
<b>Authority for Local Purchase (ALP)</b>	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 Office of State Procurement 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.
<b>Batch Process</b>	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.
<b>Blanket Order</b>	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.
<b>Back Order</b>	This feature allows you to place an order for a product that is temporarily out of stock.
<b>Budget Check</b>	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.
<b>Budget Period</b>	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.
<b>Business Unit</b>	Purchasing Business Units primarily represents State agencies in SWIFT.
<b>Buyer</b>	A Buyer is an agency staff person who administers contracts, encumbers funds and creates purchase orders.
<b>Buyers Workbench</b>	The Buyer Workbench enables you to view purchases for a supplier and adjust orders to meet supplier commitments and constraints.
<b>Catalog</b>	An internally defined group of Items with Item ID that can be searched via the eProcurement module of SWIFT.
<b>Category Code</b>	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.
<b>Change Order</b>	A process to amend an original purchase order. A change order is related to a material change after the initial dispatch.
<b>Chart of Accounts</b>	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.
<b>ChartField</b>	The individual components (fields) that when combined make up the Chart of Accounts (COA).
<b>ChartField combination edit</b>	The process of editing distribution lines for valid ChartField combinations based on pre-defined rules.
<b>Commitment</b>	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.
<b>Commitment Control</b>	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
<b>Contract</b>	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.
<b>Contract ID</b>	SWIFT's unique identifier for a contract.
<b>Dashboard</b>	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.
<b>Department ID</b>	See FinDept ID.
<b>Direct PO</b>	A purchase order entered directly into SWIFT's purchasing module. It does not go through the ePro module.
<b>Dispatch</b>	This is the process of sending a PURCHASE ORDER to the vendor. The default dispatch method is email.
<b>Distribution</b>	The section of the requisition or purchase order that captures the accounting information.
<b>Doc Type</b>	In Purchasing and ePro, the Doc Type identifies the characteristics of the purchase and defines the rules for the purchase.
<b>Due Date</b>	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.
<b>Emergency Purchase</b>	A purchase made quickly to meet an emergency. It does not follow the normal purchasing procedure in goods or services.



<b>Encumbrance</b>	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.
<b>eProcurement</b>	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.
<b>Expiration Date</b>	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.
<b>Fin DeptID</b>	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.
<b>Fiscal Year</b>	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.
<b>Freight Terms</b>	This code represents any freight terms, such as where possession is taken and if freight is allowed.
<b>Fund</b>	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.
<b>Goods</b>	All types of personal property including commodities, materials, supplies, and equipment.
<b>Header</b>	Summary level data relating to the entire transaction.
<b>Invoice</b>	A list of goods or services sent to a purchaser showing information including prices, quantities and shipping charges for payment.
<b>Item</b>	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.
<b>Item ID</b>	A unique identifier assigned to a particular item.
<b>Keyword</b>	A word or phrase that may be used to help search for Items and Categories.



<b>Line</b>	The detailed information about what is being purchased (e.g. Item, Category, Price, Quantity).
<b>Location (Vendor)</b>	<p>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.</p> <p>The vendor location defaults. It can be updated to a different vendor location associated with the correct vendor address.</p>
<b>Match Exceptions</b>	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.
<b>Office of State Procurement</b>	Responsible for all functions of acquisition, standards, quality control and surplus property management for the State of Minnesota. <a href="http://www.MMD.admin.state.mn.us">www.MMD.admin.state.mn.us</a>
<b>Manufacturer</b>	Indicates the manufacturer of the item, which is assigned on the Manufacturer's Item page.
<b>Manufacturer ID</b>	Identifies the manufacturer of the item in SWIFT. This value is supplied from the Vendor's Manufacturer's Info page.
<b>Manufacturer's Item ID</b>	This is the value that the manufacturer uses to identify their item.
<b>PC Business Unit</b>	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.
<b>PO ID</b>	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.
<b>PO Origin</b>	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.
<b>PO Reference</b>	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.
<b>Pre-encumbrance</b>	The amount that you expect to spend, but which you have no legal obligation to spend. A requisition is a typical pre-encumbrance transaction.
<b>Price</b>	The amount of money that will purchase a definite quantity, weight, or other measure of a commodity.



<b>Process Monitor</b>	A page where you can view the status of submitted process requests.
<b>Procurement</b>	<p>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.</p> <p>The combined functions of purchasing, inventory control, traffic and transportation, receiving, inspection, store keeping, and salvage and disposal operations.</p>
<b>Professional or Technical Services</b>	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.
<b>Project ID</b>	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.
<b>Purchase Order</b>	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.
<b>Query</b>	SWIFT capability that allows end-users to extract data from the system and database repositories based on the specific parameters the user enters.
<b>Receipt</b>	Transaction in SWIFT that tracks the quantity or amount received against a Purchase Order.
<b>Recycled Content</b>	The portion of a product that is made from materials directed from the waste stream; usually stated as a percentage by weight.
<b>Recycled Product</b>	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.
<b>Requisition</b>	An internal document by which a using agency requests the purchasing department to initiate procurement (a purchase).
<b>Retention</b>	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.
<b>Sales Tax</b>	A levy on a vendor's sale by an authorized level of government.



<b>Schedule</b>	Section of the requisition or purchase order that captures shipping information such as Ship to and Due Date.
<b>SetID</b>	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.
<b>Ship To</b>	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.
<b>Ship Via Code</b>	This Code identifies how an order is shipped. The buyer typically negotiates the best method of shipping.
<b>Sole Source Procurement</b>	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.
<b>Solicitation</b>	This is the process of requesting or seeking a bid. It does not indicate the intention to enter into a binding agreement or contract.
<b>Source Type</b>	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.
<b>SpeedChart</b>	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.
<b>Split Distribution</b>	This field indicates how expenses are allocated or divided among multiple ChartField strings.
<b>Strategic Sourcing</b>	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.
<b>Tax Authority</b>	Defines the various types of taxes that the State of MN may be required to pay (e.g. State, Local, Transit).
<b>Tax Code</b>	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.



<b>Ultimate Use Code</b>	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.
<b>United Nations Standard Products and Services Code (UNSPSC)</b>	United Nations Standard Products and Services Code (UNSPSC) is global classification system of goods and services that is used for procurement.
<b>Vendor</b>	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.
<b>Vendor ID</b>	A ten-digit identification number assigned to a Vendor.
<b>Voucher</b>	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.
<b>Workbench</b>	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).
<b>Workflow</b>	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.

## Appendix B: Add Freight and Miscellaneous Charges to a Purchase Order

This guide provides an overview of the Freight and Miscellaneous Charges recorded in SWIFT. It lays out the process steps to add these charges on a new or existing purchase order.

### Overview of Freight and Miscellaneous Charges

These costs reflect non-merchandise charges related to getting items to the state for receiving. They include freight, taxes and fees other than Sales and Use Tax. Examples of these fees include Ground Water Tax or Hazardous Material Fee.

Freight is the most common miscellaneous charge recorded in SWIFT. Freight is the goods transported to state agencies and their method of transportation. Freight terms used on purchasing documents determine two things:

- When ownership of the goods passes to the state as the buyer
- Who pays the freight charges

Freight terms in SWIFT start with FOB or "Free on Board". FOB determines when the title for the merchandise passes from the Vendor to the State/Agency.

*FOB Destination* is **ALWAYS** used in SWIFT. It means the following:

- The vendor retains the title and control of the goods until they are delivered.
- The vendor selects the carrier and is responsible for the risk of transportation.
- The vendor is responsible for filing claims for loss or damage.

Freight Terms Code	Description
<b>FOB_PADD:</b> FOB Destination, Prepd & Add	<b>FOB Destination, Freight Prepaid and Added:</b> The vendor itemizes shipping cost separately from product cost in its solicitation response.
<b>FOB_PALLOW:</b> FOB Destination, Prepd & Allow	<b>FOB Destination, Freight Prepaid and Allowed:</b> The vendor includes the cost of shipping in the product cost in its solicitation response. <b><i>This Freight Term Code is the most commonly used.</i></b>

For more information about shipping terms, review the Authority for Local Purchase (ALP) manual from the Minnesota Department of Administration. [www.mmd.admin.state.mn.us/alp.htm](http://www.mmd.admin.state.mn.us/alp.htm)

### Process Steps to Add Freight Terms on a Purchase Order

Freight and miscellaneous charges are entered at the *Header Misc. Charges* page. Find this page on the **Go To** drop down menu. It is at the bottom, right side of the purchase order page.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1						0	0.000	Open

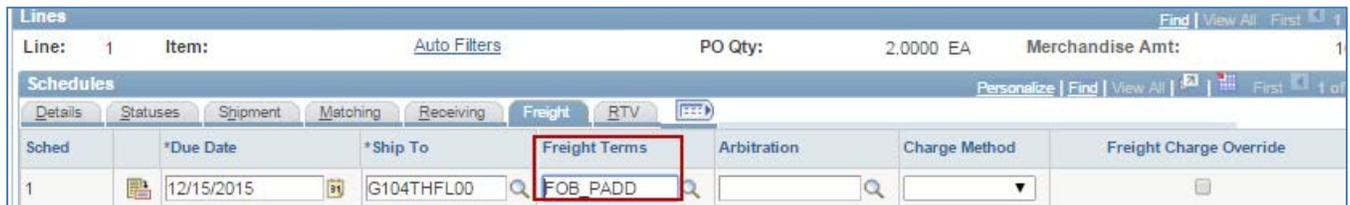
\*Go to: ... More ...

**Step 1: Create or Update a Purchase Order.**

1. **Navigation:** Purchasing, Purchase Orders, Add/Update POs
2. Select the Correct Tab:
  - **Add a New Value** to create a new purchase order.
    - Enter the information to create a purchase order with the applicable line(s).
  - Or, **Find an Existing Value** to update the *Miscellaneous Charges* an existing purchase order.

**Step 2: Add or Update the Freight Terms on the Schedules Page.**

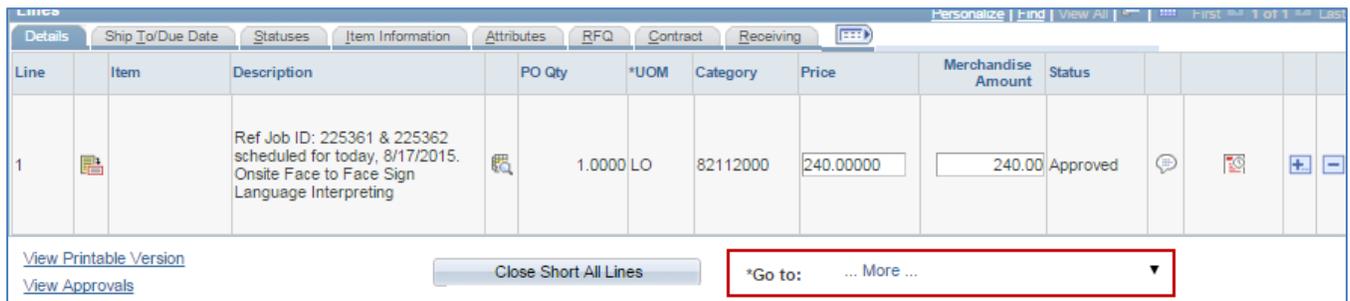
1. Access the **Schedules** icon on the **Details** and **Ship To/Due Date** tabs.
2. On the **Freight** tab of the **Schedules** page, update the *Freight Terms* to **FOB\_PADD**.



Sched	*Due Date	*Ship To	Freight Terms	Arbitration	Charge Method	Freight Charge Override
1	12/15/2015	G104THFL00	FOB_PADD			

**Step 3: Enter Freight or Miscellaneous Charges.**

1. Click on the **Go To** drop-down menu. It is located on the **Main Purchase Order** page below the lines section.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Ref Job ID: 225361 & 225362 scheduled for today, 8/17/2015. Onsite Face to Face Sign Language Interpreting	1.0000	LO	82112000	240.00000	240.00	Approved

\*Go to: ... More ...

2. Select **13-Header Misc. Charges**.
  - Click on the **Miscellaneous Charges** link.



Field	Description
<b>Quantity</b>	Allocates by quantity (e.g., how many items).
<b>Volume</b>	Allocates by volume (e.g., amount of space that the object occupies in a shipping container).
<b>Weight</b>	Allocates by weight (e.g., how much the item weighs).

2. Verify that the *Merch Vendor* checkbox is selected. The *RTV Credit* checkbox is not selected.

SWIFT does not use the RTV functionality.

- If adding a multiple Miscellaneous Charge, click the **+** button to add a new line(s). Repeat the steps outlined above for all of these new lines.
- Click **OK**.

**Header - Miscellaneous Charges**

Business Unit: G1001      PO ID: NEXT      Vendor:

Template ID:

Miscellaneous Charges							Personalize	Find	View All	First	1 of 1	Last
*Miscellaneous Charge	Description	Allocation Method	Amount	Merch Vendor	RTV Credit							
1 FREIGHT	Freight Charge	Matl Value	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>							

- The updated **Header – Miscellaneous Charges** page appears.

3. Allocate each of the charge(s).

- Click the **Sel** checkbox on each line for which the charge(s) will be allocated.
- Click the **Allocate** button and validate that the charge is populated in the *Amount* field.
  - Repeat these steps for each miscellaneous charge added.
  - When adding multiple miscellaneous charges, use the **Allocate All Charges** button instead of allocating each charge separately.

All Charges													Find	View All	First	1 of 1	Last	
Charge:		FREIGHT		Charge Amount:		30.00		USD		Allocation Method:			Quantity					
Current Charge													Personalize	Find	View All	First	1 of 1	Last
Sel	Line	Item ID	Description	Amount	PO Qty	Merch Amt	Currency	Packing Weight	Weight UOM	Packing Volume	Volume UOM							
<input checked="" type="checkbox"/>	1		LAW BOOKS	30.00	10.0000	4,950.000	USD											

Select All       Clear All     

- After you allocate these costs, SWIFT updates the *Amount* and *Charge Amount* fields to reflect these costs.
- Click the **Save** button.
- Click the **Return to Main Page** link.

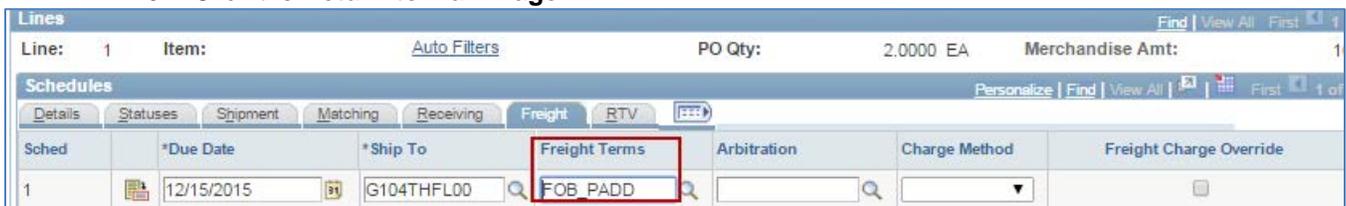
## Process Steps to Add Freight Terms on an Existing Purchase Order

1. Access the Schedule page.
  - On the **Line Details** tab, click the **Schedule** icon



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	
1						0	0.000	Open	

- On the **Schedule** page, click the **Freight** tab to review and update the freight terms as needed.
  - *Freight Terms* default to "FOB\_PALLOW". If you update it to "FOB\_PADD", click **Save**.
  - Click the **Return to Main Page** link.



Sched	*Due Date	*Ship To	Freight Terms	Arbitration	Charge Method	Freight Charge Override
1	12/15/2015	G104THFL00	FOB_PADD			

## Appendix C: Approve Purchase Orders using the Approval Workflow

This reference guide provides a comprehensive view of SWIFT's Approval Workflow process for purchase orders. It includes the following topics related to the Approval Workflow process.

- Overview of SWIFT's Approval Process
- Process Steps to Approve a Purchase Order using Approval Workflow
- Add an Ad Hoc Approver or Reviewer
- Use the Worklist and Email Notifications to Find Purchase Orders Pending Approval
- Use the Purchase Order Approval page to review and then approve or deny purchase orders.
- Update Your Preferred Notification Delivery Method
- View the Reason for Denied Purchase Orders
- Re-Initiate the Approval Process for Changes to a Purchase Order

### Overview of SWIFT's Approval Process

SWIFT requires that all purchase orders except Emergency Purchase Orders (EMR) and inter-faced purchase order transactions use PO Workflow.

**It is a two-step approval process based on:**

1. The *FinDept ID* used on each distribution of the order.
2. The *Buyer* entered on the purchase order.

Multiple distributions on a purchase order that use different FinDept IDs may require multiple approvers depending upon your agency's roles.

**SWIFT also allows for a self-approval option.**

SWIFT will create these self-approvals. The *Approval Status* is set to "Approved" if the person entering the order is an authorized approver for the FinDept ID used on the order distribution(s).

The approval process is re-initiated for changes to existing purchase orders that increase the amount, add/increase freight, add/increase miscellaneous charges and/or sales tax, and when the funding string values are changed.

### Process Steps to Approve a Purchase Order using Approval Workflow

#### Step 1: Create and Save the Purchase Order

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

1. Enter the items required to create a new purchase order.
2. **Save** the purchase order.

**Optional:** Click the **Budget Pre-Check** icon to validate the funding information entered. The *Status* of "Prov Valid" means the funding string is provisionally valid and the necessary funds are currently available.

**Note:** Funds are not encumbered or set aside from the pre-check. Funds available during the budget pre-check may not be available when the budget check is run after the approval process.

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003366 [Approval Exception](#)

Copy From:

**BUDGET PRE CHECK**

PO Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

**Step 2: Submit the Purchase Order for Approval.**

1. Click the **Submit for Approval** icon when the purchase order is complete and ready to send to the approvers.

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003366 [Approval Exception](#)

Copy From:

PO Status: Open

Budget Status: Not Chk'd

Hold From Further Processing



2. After you submit the purchase order, the *PO Status* will update. Its update depends upon your agency's approval access and/or user's approval authority.
  - o "Pend Appr": The purchase order is waiting for the next approver to take action.
  - o "Approved": The person entering the order is authorized to approve purchases against the *FinDept ID(s)* used on the order. All approvals are complete.

**Purchase Order**

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003366 [Approval Exception](#)

Copy From:

PO Status: Pend Appr

Budget Status: Not Chk'd



- **Optional.** Use the **View Approvals** link to view the approval path(s). It is located below the lines.

**Lines**

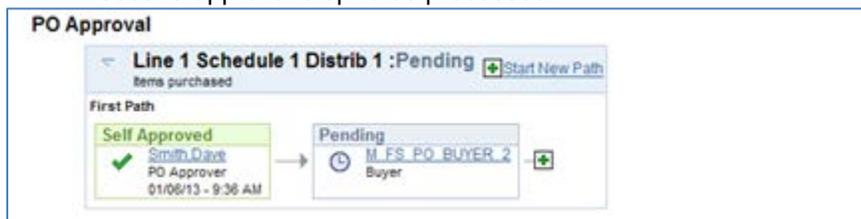
Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price
1		ITEMS PURCHASED	3.0000	EA	4323000	15.00000

[View Printable Version](#)

[View Approvals](#)  \*Go to: ... More ...

- In the following example, the person entering the purchase order has approval authority for the *FinDept ID* used on the order. The first approval step is self-approved. The purchase order is waiting for the second approval step to be processed.



- When approvals are complete and the *PO Status* is "Approved", the purchase order may now be Budget Checked.

**Step 3: Budget Check the Purchase Order.** Click on the **Budget Check** icon.

PO ID:	3000003366	<a href="#">Approval Exception</a>	Budget Status:	Not Chk'd	 
Copy From:	<input type="text"/>		<input type="checkbox"/>	Hold From Further Processing	

- If the Budget Check returns a “Not Chk’d” status, verify that the *PO Status* is “Approved”. Purchase orders must be approved before Budget Check will run successfully.
- **NOTE:** Changes to the purchase order at the “Approved” status may re-initiate the approval process depending on the updates made.

#### Step 4: Dispatch the Purchase Order.

### Add an Ad Hoc Approver or Reviewer

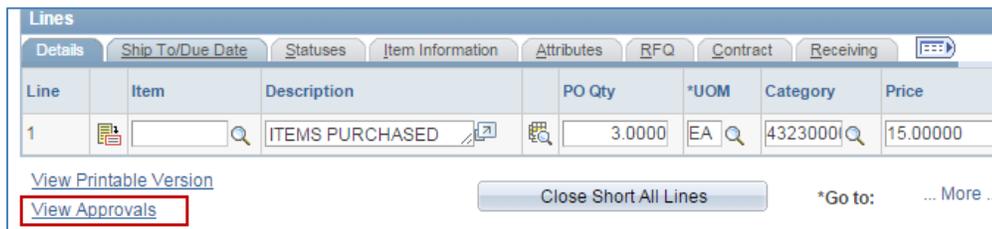
An order entry person, a buyer or an approver may enter an ad hoc approver or reviewer to a purchase order before it is fully approved. An ad hoc approver or reviewer role allows an agency to assign an additional approver or reviewer on a case-by-case basis. For example, the purchase of new computer equipment may require the approval or review of MN.IT staff. The ad hoc approver must have an active *User ID* in SWIFT.

Agencies that have given authority to all *FinDept IDs* to all users will not be able to add ad hoc approvers. In this case, the purchase order will be built at the “Approved” status.

### Process Steps to Add an Ad Hoc Approver or Reviewer to a Purchase Order.

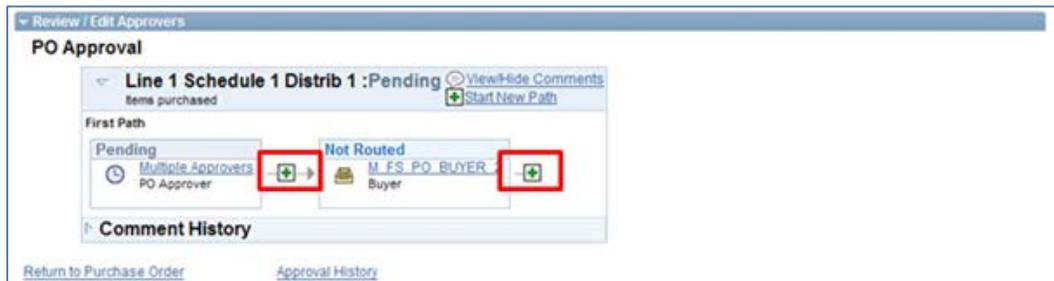
#### Step 1: Access the View Approval Page.

After the purchase order has been submitted for approvals, click on the **View Approvals** link at the bottom left of the purchase order.



#### Step 2: Add an Ad Hoc Approver on the PO Approval Page.

- Click on the **green plus** icon to open the **Insert Approver or Reviewer** window.



- On the **Insert Approver or Reviewer** page, add the *User ID*, which is the SEMA4 Employee ID#.
- Select “Approver” or “Reviewer”. Approver must approve or deny the transaction. A reviewer is notified the purchase order is available to review. No action is required by this person.

- Click **Insert**.



**Insert additional approver or reviewer**

Choose an approver or reviewer to insert

User ID:

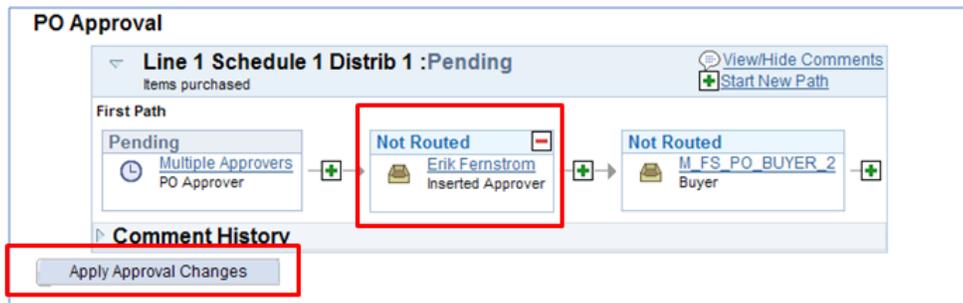
Insert as:  Approver  Reviewer

**Insert** **Cancel**

### Step 3: Apply the Approval Changes.

The **PO Approval** phase been updated to include the ad hoc approver or reviewer.

- Click the **Apply Approval Changes** button to save the updates.



**PO Approval**

Line 1 Schedule 1 Distrib 1 : Pending

Items purchased

View/Hide Comments  
Start New Path

First Path

Pending  
Multiple Approvers  
PO Approver

Not Routed  
Erik Fernstrom  
Inserted Approver

Not Routed  
M\_FS\_PO\_BUYER\_2  
Buyer

Comment History

**Apply Approval Changes**

- You should now see an approval box with the user's name. The status will be "Not Routed" and the status will update to "Pending". SWIFT will route the purchase order to the user when all prior approvals are approved.

## Use the Worklist and Email Notifications to Find Purchase Orders Pending Approval

Depending on a SWIFT approver's setup, he or she will receive a worklist entry and/or an email that states that a purchase order is waiting for their approval. Also, buyers who entered the purchase order can also view the approval status of purchase orders.

### Example 1: Worklist Notification



**Financial Management System**

Home | Print | Worklist | MultiChannel

Favorites | Main Menu > Worklist > Worklist

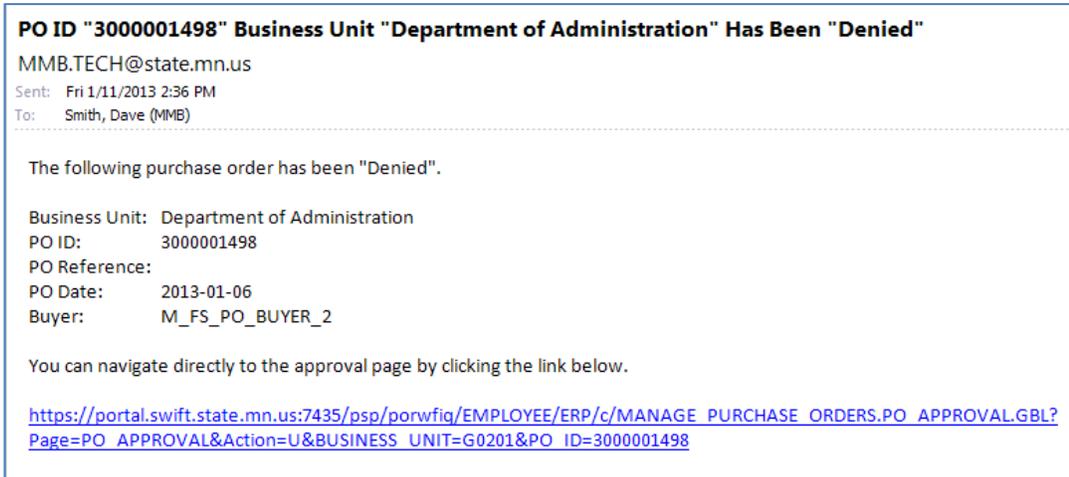
Worklist for M\_FS\_PO\_BUYER\_2: M\_FS\_PO\_BUYER\_2

Detail View Work List Filters:  Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Smith,Dave	01/06/2013	Approval Routing	Approval Workflow	2-Medium	<a href="#">PurchaseOrder_1583</a> <a href="#">PurchaseOrder_1901-01-01_N_0</a> <a href="#">BUSINESS_UNIT:G0201</a> <a href="#">PO_ID:3000001498</a>	Mark Worked	Reassign

Released 01.08.2016 (Version #1)

## Example 2: Email Notification



- Click the Worklist or the email link for the **View Approvals** page. The **Purchase Order Approval** page is displayed. Use this page to review and then approve or deny purchase orders.

## Use the Purchase Order Approval Page to Review and then Approve or Deny Purchase Orders.

Depending upon one's security roles, you can review the purchase order on the **Purchase Order Approval**.

- Click the **View Printable Version** link. It will open a new tab and display the unauthorized copy of the purchase order as a PDF file. Here you can view the purchase order, as it will be sent to the vendor.
- The **Edit PO** button opens up the **PO Add/Update** page.
  - Users with the add/update security role can use the **PO Add/Update page to view the purchase order.**



**Note:** Changes made to the purchase order from the **Add/Update** page may re-trigger the approval process.

- Users with inquiry security role will be taken to the **PO Inquiry** page where they can view the entered data.
- Use the **Review Lines** section to review and approve or deny purchase order lines.
    - To select the lines to be approved or denied use the checkbox under the **Select** column for each distribution line of the purchase order.

- If the checkbox is missing or cannot be selected, then approval is not requested for that distribution line. You may use the **Select All/De-select All** checkbox to select all lines.
- 4. The **View Lines Details** button works the same as the **View Printable Version** link above. Clicking the button will open a new tab and display the unauthorized copy of the purchase order as a PDF file.
- 5. Click the **Approve or Deny** button for the selected line(s).



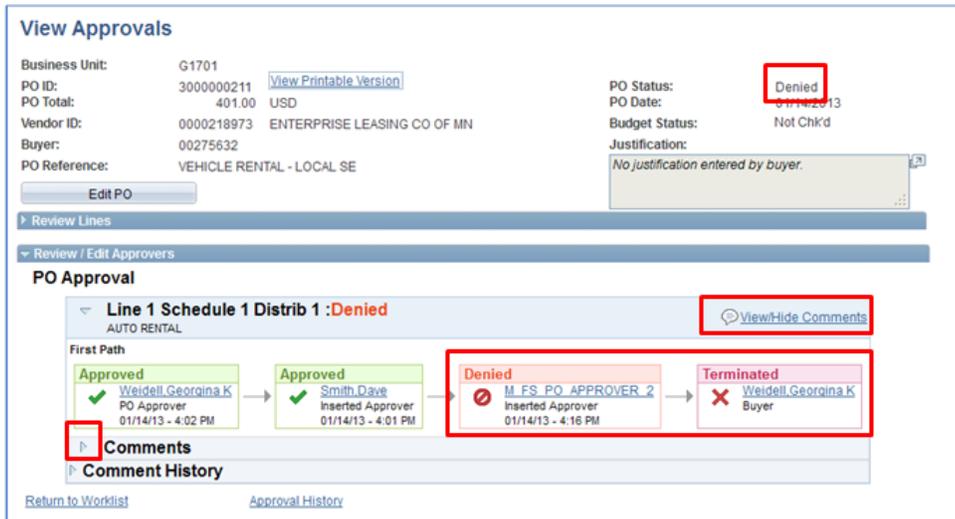
- The **Approve** button will update the *Approval Box* status to “Approved”. If this is the final approval needed, the *PO Status* is updated to “Approved”. Otherwise, the next approver is notified and the approval box status is updated to Pending.
- The **Deny** button will set the *PO Status* and the *Approval Box* status to “Denied” and “Terminated” status for any remaining approvals. The user that entered the purchase order will be notified that it was denied.
- *Approval Comments* are required when a purchase order is denied.



## View the Reason for Denied Purchase Orders

When a purchase order is denied, the person who entered the order is notified of the denial via email, worklist or both. The *PO Status* is updated to “Denied” status. Depending on the reason for denial, the purchase order may be canceled or changed. To view the reason entered for the denial:

- Click on the worklist entry link or the link in the received denial email; this will take you to the **View Approvals** page for that purchase order.
- Click the **View/Hide Comments** link or the triangle to the left of the *Comments* box to view the comments entered by the approver who denied the transaction.
- Make corrections as necessary or cancel the purchase order.



**View Approvals**

Business Unit: G1701  
 PO ID: 3000000211 [View Printable Version](#)  
 PO Total: 401.00 USD  
 Vendor ID: 0000218973 ENTERPRISE LEASING CO OF MN  
 Buyer: 00275632  
 PO Reference: VEHICLE RENTAL - LOCAL SE

PO Status: **Denied**  
 PO Date: 01/14/2013  
 Budget Status: Not Chk'd  
 Justification: No justification entered by buyer.

[Edit PO](#)

[Review Lines](#)

[Review / Edit Approvers](#)

**PO Approval**

**Line 1 Schedule 1 Distrib 1 :Denied** [View/Hide Comments](#)

AUTO RENTAL

First Path

Approved Weidell,Georoina K PO Approver 01/14/13 - 4:02 PM  
 Approved Smith,Dave Inserted Approver 01/14/13 - 4:01 PM  
 Denied M.ES\_PO\_APPROVER\_2 Inserted Approver 01/14/13 - 4:16 PM  
 Terminated Weidell,Georoina K Buyer

[Comments](#)  
[Comment History](#)

[Return to Worklist](#) [Approval History](#)

- Once a corrective action is taken and the purchase order is saved, SWIFT will resubmit the purchase order for approval. Approvals may also be built if there are other updates besides the denied lines.

### Approvers Can Update Their Preferred Notification Delivery Method

To view and/or update the delivery preference for system notifications, each approver must update their own preference by logging into SEMA4 Self Service. Once logged in, click the **My Profile** link.



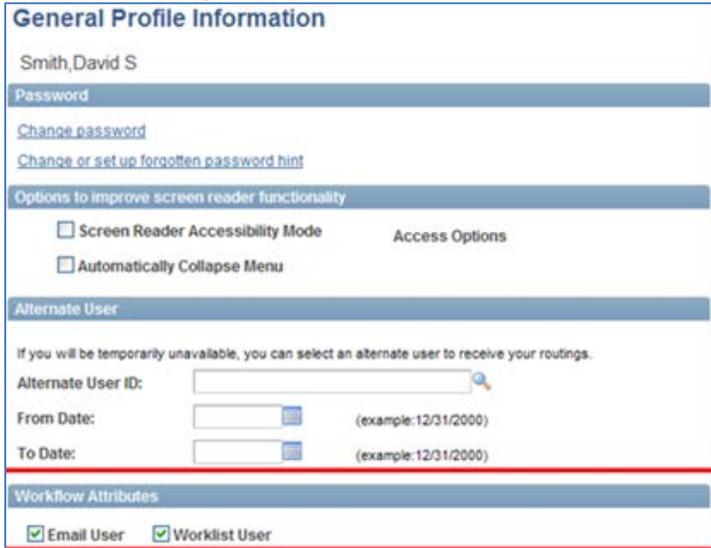
Home SEMA4 Self Service

Enterprise Menu

- My Favorites
- FMS Year End Reporting
- Learning Management Access
- State of MN Self Service
- MN Messages
- SWIFT Data Warehouse Access
- Portal Administration
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Financial Supply Chain Access
- SEMA4 Employee Access
- My Profile**

- On the **General Profile Information** page, check or uncheck the boxes under *Workflow Attributes*. Update them based on your preference for the notification method. Activate the changes by clicking the Save button.

**Note:** This change affects all notifications in SEMA4 and SWIFT, not only for purchase order approvals.



**General Profile Information**

Smith, David S

**Password**

[Change password](#)

[Change or set up forgotten password hint](#)

**Options to improve screen reader functionality**

Screen Reader Accessibility Mode      Access Options

Automatically Collapse Menu

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date:  (example: 12/31/2000)

To Date:  (example: 12/31/2000)

**Workflow Attributes**

Email User     Worklist User

## Re-Initiate the Approval Process for Changes to a Purchase Order

Changes to an approved or dispatched order may re-initiate the approval process depending on the change. Increases to the amount, adding or increasing freight charges, miscellaneous charges or sales tax and/or changing funding string values will return the *PO Status* to "Pend Appr". The purchase order will need to be updated and reapproved to change the *PO Status* to "Approved". Then, the purchase order must be Budget Checked and Dispatched.

**Here are some implications of re-initiating the approval process.**

- **IMPORTANT:** When changing an existing purchase order and saving those changes, the approval process can be initiated when you save it. It depends upon the change. Have all the necessary information ready to complete this purchase order. Once the purchase order is saved, it is rerouted for approval if needed.
- Changes can be made to the purchase order while the PO Status is "Pend Appr". When the new changes are saved, the existing approvals will be canceled and the approvals are re-initiated upon saving the changes if needed.
- To view the approval history of any updated purchase order, click the **Approval History** link on the **View Approvals** page.



**View Approvals**

Business Unit: G1701 Document Type: CRO

PO ID: 3000000212 [View Printable Version](#) PO Status: Pend Appr

PO Total: 1,203.00 USD PO Date: 01/18/2013

Vendor ID: 0000218973 ENTERPRISE LEASING CO OF MN Budget Status: Not Chk'd

Buyer: 00275632 Justification:

PO Reference: VEHICLE RENTAL - LOCAL SE

[Review Lines](#)

[Review / Edit Approvers](#)

**PO Approval**

**Line 1 Schedule 1 Distrib 1 :Pending** [View/Hide Comments](#)  
AUTO RENTAL [+ Start New Path](#)

First Path

Pending [+](#) → Not Routed

Weidell, Georgina K PO Approver Weidell, Georgina K Buyer

[Comment History](#)

[Return to Purchase Order](#) [Approval History](#)

- Ad hoc approvers and reviewers that were added when the purchase order was created are not automatically re-built on changes to the purchase order. These ad hoc approvals or reviewers must be added back again. See the **Add Ad Hoc Approvers or Reviewers** section of the guide to see how to add them.

## Appendix D: Budget Check Exceptions

Transactions with errors stop at the budget check stage. They do not proceed until they are corrected or overridden and are budget checked again.

Exception	Description	Possible Solution(s)
<b>Budget is on Hold</b>	The budget for this ChartString has been placed on hold.	<ul style="list-style-type: none"> <li>• Validate that the budget string is correct.</li> <li>• Contact the SWIFT Help Desk.</li> </ul>
<b>Exceeds Budget Tolerance</b>	The requested transaction exceeds the available budget. There is not enough money at the DEPTSUM level.	<ul style="list-style-type: none"> <li>• Verify that the ChartString is correct.</li> <li>• Add money to the budget.</li> <li>• Change the expense to another budget.</li> </ul>
<b>Failed MN Spending Authority</b>	<ul style="list-style-type: none"> <li>• Transaction exceeds the remaining spending authority at the appropriation level.</li> <li>• The transaction was input in the incorrect fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>• This message can occur if you have exceeded your spending authority for this appropriation.</li> <li>• You may also receive an Exceeds Budget Tolerance message.</li> <li>• Some appropriations allow agencies to spend only what they have collected. In this case, you may need to wait for additional receipts to be collected.</li> <li>• Check the fiscal year.</li> </ul>
<b>Insufficient Funds</b>	The ChartFields references a budget with insufficient funds	<ul style="list-style-type: none"> <li>• Verify that the ChartString is correct.</li> <li>• Add money to the budget.</li> <li>• Change the expense to another budget.</li> </ul>
<b>No Budget Exists</b>	<ul style="list-style-type: none"> <li>• There is a ChartField error.</li> <li>• The ChartFields reference a budget that has not yet been established or is from the wrong fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>• Verify that the transaction is coded correctly.</li> <li>• Change the funding on the transaction to ChartFields that have a budget.</li> <li>• Check the fiscal year.</li> <li>• Connect with the budget coordinator to follow up with budget issues.</li> </ul>
<b>Ref'd Doc has been Finalized</b>	The purchase order line has been finalized.	<ul style="list-style-type: none"> <li>• Create a new purchase order.</li> <li>• Create a new purchase order line.</li> <li>• Reference a purchase order line that has not been finalized.</li> </ul>

## Appendix E: Category Codes Overview

Category codes group similar purchases together for analysis. The Category Code field in SWIFT is required on all purchasing documents. It must accurately represent the type of purchase. SWIFT has an easy-to-use search tool to help locate the correct Category Code for a purchase. This tool is located in the Minnesota Data Center (MDC) area of SWIFT. This reference guide describes how to access and use the Category Code search tool. It also provides a breakdown of how the Category Codes are organized. This organization helps you to find the correct code to describe a purchase.

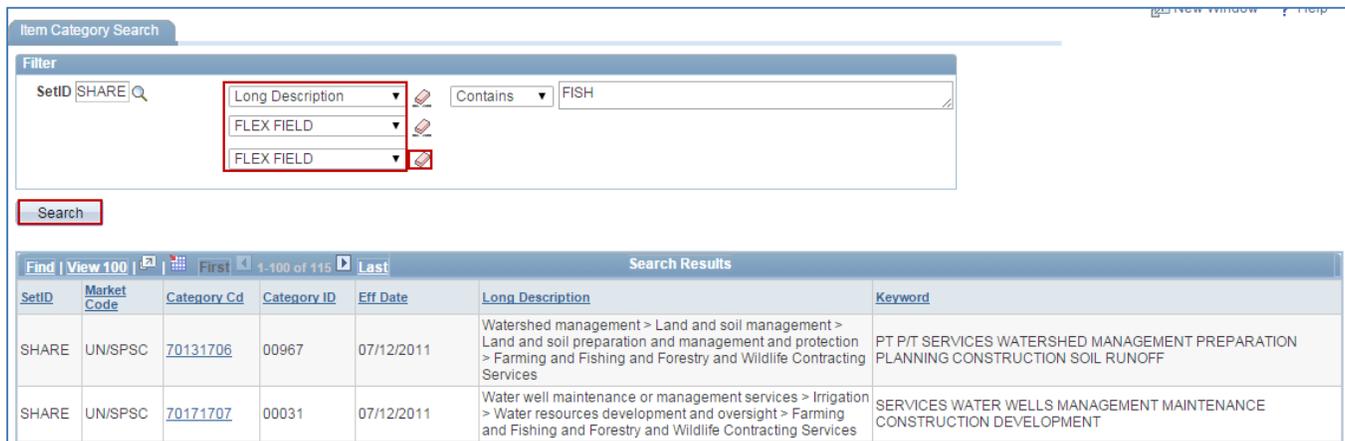
### Access and Use the Category Code Search

#### 1. Access the Category Code Search

- **Navigation:** Items, MDC Item Maintenance, MDC Searches, MDC Search Item Categories

#### 2. Enter a Search Value in one or more of the Flex Fields.

- Each of the three *Flex Fields* can be populated with a value to search by. Common search values are *Keyword* and/or *Long Description*. *Keywords* were added to SWIFT's Category Codes to make it easier to locate the correct code. Results are more accurate using the *Long Description* field.
- Users can search by just one criteria or up to three. Use a "contains" search when prompted for best results.
- Use the **Clear Field** icon to change your search values.
- Click the **Search** button.



The screenshot shows the 'Item Category Search' interface. At the top, there is a 'Filter' section with a search box containing 'SHARE'. Below the search box are three dropdown menus: 'Long Description', 'FLEX FIELD', and 'FLEX FIELD'. The 'Long Description' dropdown is currently selected, and the search criteria is set to 'Contains' with the value 'FISH'. A 'Search' button is located below the filter section. Below the search box is a 'Search Results' table with the following data:

SetID	Market Code	Category Cd	Category ID	Eff Date	Long Description	Keyword
SHARE	UN/SPSC	<a href="#">70131706</a>	00967	07/12/2011	Watershed management > Land and soil management > Land and soil preparation and management and protection > Farming and Fishing and Forestry and Wildlife Contracting Services	PT P/T SERVICES WATERSHED MANAGEMENT PREPARATION PLANNING CONSTRUCTION SOIL RUNOFF
SHARE	UN/SPSC	<a href="#">70171707</a>	00031	07/12/2011	Water well maintenance or management services > Irrigation > Water resources development and oversight > Farming and Fishing and Forestry and Wildlife Contracting Services	SERVICES WATER WELLS MANAGEMENT MAINTENANCE CONSTRUCTION DEVELOPMENT

**NOTE:** The search displays 100 rows at a time. Look at the top menu bar to see if there are more rows to view.



The screenshot shows the 'Item Category Search' interface with a search filter and results table. The search criteria is 'Contains' with the value 'FISH'. The 'Search Results' table has the following data:

SetID	Market Code	Category Cd	Category ID	Eff Date	Long Description	Keyword
SHARE	UN/SPSC	<a href="#">70100000</a>	00759	02/16/2015	Fisheries and aquaculture > Farming and Fishing and Forestry and Wildlife Contracting Services	SERVICES FISHING FISHERY FISHERIES HATCHERIES HATCHERY NETTING TRAWLING RESEARCH RESOURCES STORAGE SONAR POND FARMING STOCKING WALLEYE MUSKELLUNGE

### 3. Use the Results of the Search.

- Click on an individual record to see if it describes the purchase. You can view the Account, tolerances and receiving controls.



Category Definition | Category Definition 2 | Account Restrictions

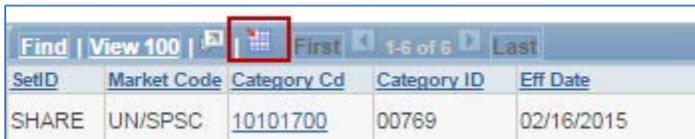
SetID: SHARE Category ID: 00176 Code: 20110000

Header Find | View All First 1 of 5 Last

\*Market Code: UN/SPSC Effective Date: 07/17/2011 Status: Active

\*Long Description: Well drilling and operation equipment > Mining and Well Drilling Machinery and Accessories \*Short Desc: Well drill

- On the **Search Results** page, you can click on the **Download** icon to download the results in an Excel spreadsheet.



SetID	Market Code	Category Cd	Category ID	Eff Date
SHARE	UN/SPSC	10101700	00769	02/16/2015

### Category Codes in SWIFT

Users can run query **M\_CG\_GBL\_UNSPSC\_TAX\_STATUS** to see the complete list of active Category Codes.

In general, Category Codes that begin with 1-6 represent a physical good, something you can touch. Codes beginning with 7, 8 and 9 generally represent a service type of procurement.

In a few cases, a Category Code to describe a particular kind of purchase does not exist. For those purchases, there are specific Category Code to use.

- Administrative hearings or judges, use 92101800
- All Grants, regardless of purpose, use 84101501
- Data sharing agreements, use 93151500
- Direct or Indirect costs, use 93151600
- PCard and Fleet Cards, use 84141700

## Appendix F: Manufacturer Information for Purchase Orders and Requisitions

This guide covers how to use the manufacturer information on purchase orders and requisitions that are Item-based. It describes how the Manufacturer and Manufacturer Item ID fields impact purchase orders as well as requisitions through ePro.

This guide covers the following topics:

1. Definitions for Item-Based Purchases
2. How the Default Manufacturer Information impacts Item-Based Requisitions
3. How the Default Manufacturer Information impacts Item-Based Purchase Order
4. How the Manufacturer's Item ID displays on Dispatched and Printed Versions of Purchase Orders

### 1. Definitions for Item-Based Purchases

Purchase order and requisition lines require the use of either a Description or an Item. These fields are set up on a purchase order's Detail tab. The type of purchase determines which field to use.

- *Description*: Text entered by the user defining the material to be purchased. For example, "21 inch Dell computer monitor"
- *Item*: A predetermined code used to represent repetitive purchases of the same thing. In SWIFT, these codes, or Item IDs, are set up in the SWIFT Item Master. They are only used for Inventory purchases.

Field Name	Field Description
<b>Item</b>	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.
<b>Item ID</b>	A unique identifier assigned to a particular item.
<b>Manufacturer (description)</b>	Indicates the manufacturer of the item, which is assigned on the Manufacturer's Item page
<b>Manufacturer ID</b>	Identifies the manufacturer of the item. This value is supplied from the Vendor's Manufacturer Info page.
<b>Manufacturer's Item ID</b>	This is the value that the manufacturer uses to identify their item.

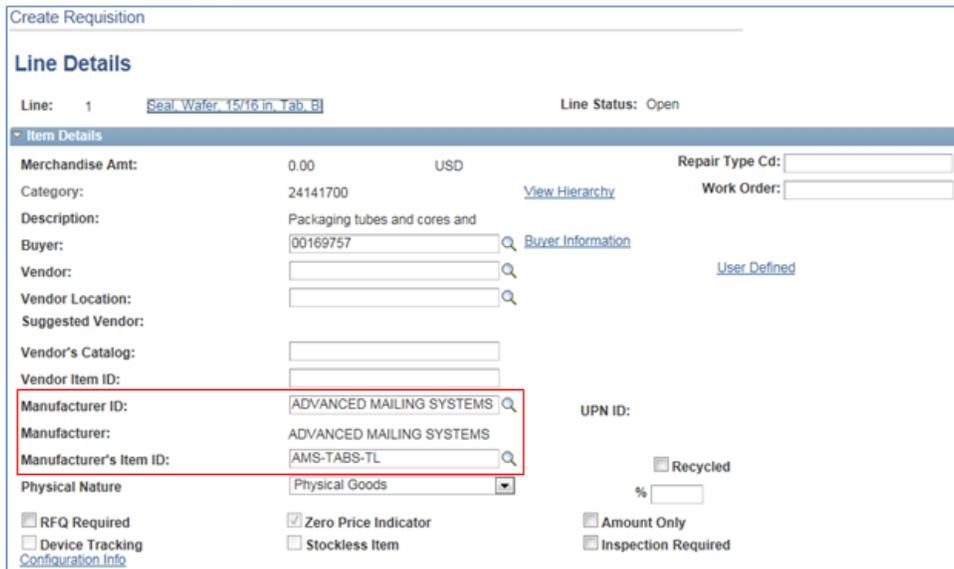
## 2. How the Default Manufacturer Information impacts Item-Based Requisitions

When a Requisition Line is populated with an *Item ID*, which is configured with default manufacturer information, the manufacturer information defaults on the requisition line.

**Default functionality rules for Item-based Requisitions:** Below is how this default functionality works:

**NOTE:** These rules only apply to Item-based requisition lines. For Description-only requisition lines (non-item based), the user can populate any of the Manufacturer fields as needed or leave them blank.

- The *Manufacturer ID*, *Manufacturer* (description), and *Manufacturer's Item ID* information default from the *Item Definition*.
- The *Manufacturer* and the *Manufacturer's Item ID* fields can be updated as needed. If updated, the following rules apply:
  - If the *Manufacturer ID* is updated, the default *Manufacturer's Item ID* is removed. A new value must be entered / selected.
  - If the *Manufacturer's Item ID* is updated, the *Manufacturer ID* remains but can be updated as needed.
  - If the item does not have any default manufacturer information, the fields can be left blank or populated.



Line: 1 Seal Wafer 15/16 in. Tab. B Line Status: Open

**Item Details**

Merchandise Amt: 0.00 USD Repair Type Cd:

Category: 24141700 View Hierarchy Work Order:

Description: Packaging tubes and cores and

Buyer: 00169757 Buyer Information

Vendor:  User Defined

Vendor Location:

Suggested Vendor:

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID: ADVANCED MAILING SYSTEMS UPN ID:

Manufacturer: ADVANCED MAILING SYSTEMS

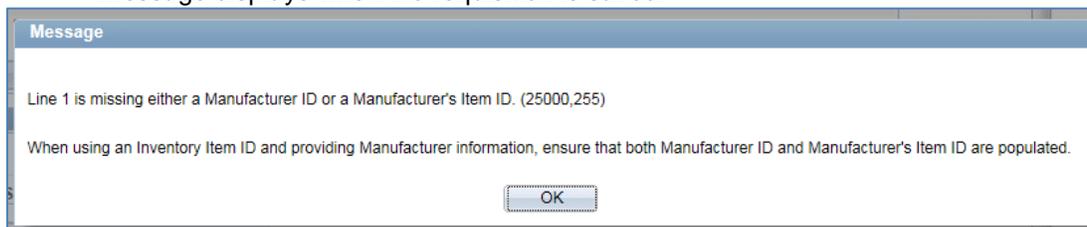
Manufacturer's Item ID: AMS-TABS-TL

Physical Nature: Physical Goods

RFQ Required  Zero Price Indicator  Recycled %

Device Tracking Configuration Info  Stockless Item  Amount Only  Inspection Required

- If one of the Manufacturer fields is left blank for an Item-based requisition line, the following error message displays when the requisition is saved:



**Message**

Line 1 is missing either a Manufacturer ID or a Manufacturer's Item ID. (25000,255)

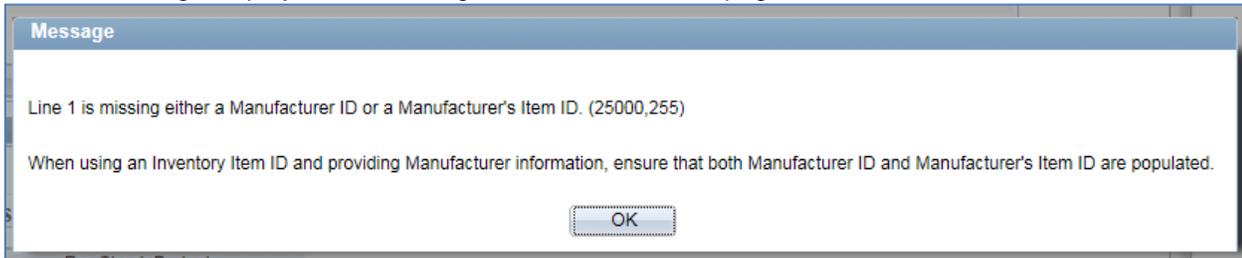
When using an Inventory Item ID and providing Manufacturer information, ensure that both Manufacturer ID and Manufacturer's Item ID are populated.

OK

- To address the error, return to the specified line and populate the applicable Manufacturer information.



- If one of the *Manufacturer* fields is left blank for an Item-based purchase order line, the following error message displays when leaving the **PO Line Details** page:



- To address the error, return to the specified line and populate the applicable Manufacturer information.

#### 4. Manufacturer's Item ID Displays on Dispatched and Printed Version of purchase order

The *Manufacturer's Item ID* label is on the Dispatched and Printed versions of purchase orders. When the Manufacturer information on a purchase order line is populated, the manufacturer information also displays on the dispatched and printed version of the purchase order.

This is how the Manufacturing Information is displayed:

- Mfg Itm ID
- Manufacturer Name
- Manufacturer's Item details

Department of Administration Commissioners Office		Open		Email Dispatch			
<b>Vendor:</b> 0000277057 ICEBERG TECH GROUP 1275 RAMSEY ST #100 SHAKOPEE MN 55379 United States		<b>Ship To:</b> DAIRY & FOOD DIV FERGUS STATE HOSPITAL GROUND PO BOX 491 FERGUS FALLS MN 56538 United States		<b>Attention:</b> Not Specified			
		<b>Bill To:</b> Public Facilities Authority Public Facilities Authority ACCOUNTS RECEIVABLE BILLING United States					
		<b>Payment Terms:</b> Net 30		<b>Freight Terms:</b> FOB PAllow			
		<b>Buyer:</b> Tom Bartl		<b>Ship Via:</b> Ground			
		<b>Phone:</b>		<b>Agency Reference:</b>			
		<b>Currency:</b> USD					
<b>Tax Exempt?</b>		<b>Tax Exempt ID:</b>		<b>Replenishment Option:</b> Standard			
Line - Sch	Item/Description	Manufacturer Name	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	LINE.,095,3# SPOOL,1005,WEEDEATER 31006 BLADE # 102307 - 128372	3COM	1.0000	EA	150.00000	150.00	05/11/2015

## Appendix G: Purchase Order Header Status Values

Like all header values, the *Purchase Order Header Status* (i.e., *PO Status*) applies to an entire purchase order. The *PO Status* is a high-level indication of where the purchase order is in its life cycle. A typical purchase order does not go through every *PO Status*.

### How the PO Status Values Change as the Purchase Order is Processed:

- *Initial*: A purchase order has a *PO Status* of “Initial” when you add information to a new purchase order.
- *Open*: The *PO Status* changes to “Open” after you have added the required components and saved it.
- *Pending Approval/Approved*: After a purchase order is saved and submitted for approval, the *PO Status* changes to either “Pending Approval” or “Approved” depending upon if the agency uses self-approvals.
- *Approved*: When the purchase order is approved, the *PO Status* changes from “Pending Approval” to “Approved”.
  - Submit the purchase order for budget checking. When it passes the budget check, the *PO Status* remains “Approved”. The *Budget Status* changes from “Not Chk’d” to “Valid”.
  - When the *PO Status* is “Approved” and the *Budget Status* is “Valid”, you can dispatch it.
- *Dispatched*: When you dispatch the purchase order, the *PO Status* becomes “Dispatched”.

### After you update a purchase order, the PO Status can change to the following options:

1. *Change Order*: When you create a change order, the *PO Status* needs to return to “Approved”.
  - If the change decreases the price or amount, the status remains “Approved”.
  - If the change increases the price or amount, the purchase order needs to be resubmitted for approval – unless the agency is set up for self-approvals.
  - Re-dispatching a purchase order to the supplier will create a change order. Budget checking is required.
2. *Complete*: Closing a purchase order changes the *PO Status* to “Complete”.
3. *Pending Cancel*: Canceling a dispatched purchase order changes the *PO Status* to “Pending Cancel” until the budget check occurs during the nightly batch runs. Then the *PO Status* is “Canceled”.

### Receipt and Match Statuses:

The *PO Status* impacts the *Receipt and Match Statuses*. *Receipt Status* is the extent that a purchase order has been received. *Match Status* is the extent that matching process has been completed for a purchase order.

Purchase Order Status Value	Receipt Status	Match Status
<b>Initial</b>	Not Received	N/A
<b>Open</b>	Not Received	To be Matched
<b>Pending Approval/Approved</b>	Not Received	To be Matched
<b>Approved</b>	Not Received/Partially Received	Partially Matched
<b>Dispatched</b>	Not Received/Partially Received/ Received	Partially Matched/Fully Matched
<b>Canceled</b>	N/A	N/A
<b>Pending Cancel</b>	N/A	N/A
<b>Complete</b>	Partially Received/Received	Partially Matched/Matched

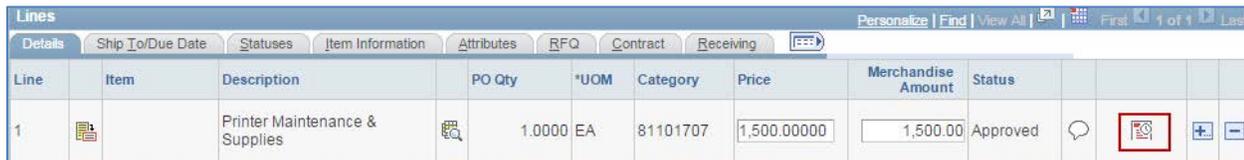
## Appendix H: Sales Tax Settings on Purchase Orders

Use this reference guide to help choose the right sales tax settings.

SWIFT uses **Sales Tax** for taxes paid to the vendor (excluded from the state's Direct Pay Permit). **Use Tax** represents taxes paid directly to the Department of Revenue (included in the State's Direct Pay Permit). The tax setting on the *Category* field is defaulted based on the Department of Revenue's recommendation and/or the setting most often used in state purchases. The tax setting of "Taxable" or "Not Taxable" is a default only. It must be reviewed and updated for each purchase.

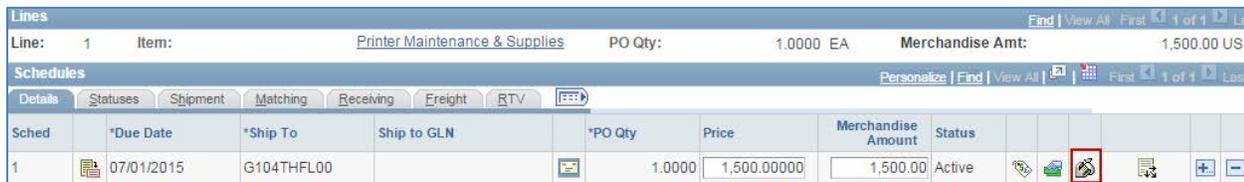
### Enter Sales Tax on a Purchase Order

1. **Navigation:** Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order
2. Create the purchase order with applicable line(s) or select an existing purchase order.
3. Click on the **Schedule** icon on the lines section of the purchase order.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Printer Maintenance & Supplies	1.0000	EA	81101707	1,500.00000	1,500.00	Approved

4. On the lines section of the **Schedules** page, click on the **Sched Sales/Use Tax** icon.



Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	07/01/2015	G104THFL00		1.0000	1,500.00000	1,500.00	Active

5. The **Sales/Use Tax Information** page is displayed. The settings will vary.

Settings are based on the *Category* field used on the Commodity line and the *Ship To* field on the Schedule line.

- *Category* determines taxability: "Yes" or "No".
- The *Ship To* field determines the rate, sales tax and any local, county or transit taxes.

### Steps to verify or update Sales/Use Tax

- Step 1: Verify or update the Ultimate Use Tax
- Step 2: Verify or update the Tax Applicability
- Step 3: Verify or update the Tax Code
- Step 4: Verify or update the Freight and Miscellaneous Charges
- Step 5: Calculate the SUT (Sales and Use Tax)

**Sales/Use Tax Information for Schedule 1**

Unit: G0210 Vendor: [Description](#)  
 PO ID: NEXT Item:  
 Line: 1  
 Schedule: 1 Status: Active

Tax Destination: G104THFL00 5

Tax Applicability: 2 Direct Pay

Ultimate Use Code: 1

Exception Type: None 4

SUT Excpn Cert:

Tax Code: 3 1943

Tax Basis Amount: Rate: 0.0000

**Calculation Parameters**

Include VAT

Include Freight

Include Misc Charges

Merchandise Amount:

Use Tax Amount:

Total Tax:

**Step 1: Verify or update the Ultimate Use Tax.**

To change the Ultimate Use Tax code, click on the magnifying glass. Select the correct value

Ultimate Use Code Values	Field Description
<b>Blank</b>	Ultimate Use Code does not apply to the purchase order line.
<b>Dirpayex</b>	The purchase order line is excluded from the state's Direct Pay Permit. Tax will calculate and display on the purchase order for the vendor to bill the state for the tax.
<b>Excise</b>	The Tax Code will default to "0000". The state tax at 6.875%. Tax Applicability will update to Sales Tax Applicable. The tax will calculate and display on the purchase order for the vendor to bill the state for the tax.
<b>Exempt</b>	The purchase order line is exempt from tax. No tax will calculate. The Tax Applicability will update to "Item is Exempt".
<b>Included</b>	Taxes have been included in the cost of the purchase order line. No taxes will calculate. Tax Applicability updates to "Item is Exempt".

**Step 2: Verify or update the Tax Applicability.**

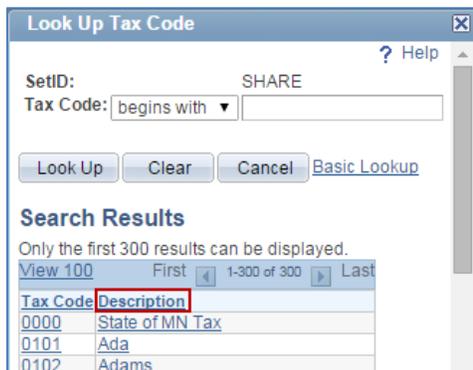
Verify the *Tax Applicability* field defaulted or updated correctly for the purchase order line. It is based on the *Ultimate Use Code* you selected.

To change the *Tax Applicability* value, click the drop down menu and select the correct value.

Tax Applicability Values	Field Description
<b>Direct Pay</b>	Sales and local tax are calculated in the system. They are not shown on the order document. Using the state's Direct Pay Permit, sales and local tax are paid directly to the Department of Revenue (DOR). This is the most common setting on taxable goods and services. In general, use this value.
<b>Sales Tax Applicable</b>	Sales and local tax are calculated and shown on the purchase order. They are paid to the vendor. Only items not covered by the state's Direct Pay Permit are applicable. It does not include other taxes such as hotel or telecommunications.
<b>Exempt</b>	No tax is calculated on the purchase order either because the item is not taxable or there are other taxes, such as those for hotel or telecommunications. These are any type of tax other than state and local paid to the vendor. These other taxes can be added as a separate purchase order line or incorporated into the cost of the goods or service.
<b>Purchaser is Exonerated</b>	The purchasing Budget Unit (BU) is tax exempt. No tax will be assessed.
<b>Use Tax Applicability</b>	Sales and local taxes are assessed and sent directly to DOR. This is relevant only if the vendor should have charged for sales tax but did not. This code should be used sparingly.

**Step 3: Verify or update the Tax Code.**

To change the *Tax Code*, click on the magnifying glass to look up the options. Select the correct code for the purchase order line. Hint: click the *Description* to sort the list in alphabetical order.



**Step 4: Verify or update the Freight and Miscellaneous Charges**

On the Calculation Parameters section, verify that the *Include Freight* and *Include Misc Charges* are checked or unchecked as appropriate. **Note:** *Value Added Tax (VAT)* is not used in Minnesota. It should not be checked.

**NOTE:** The State of Minnesota does not use the **Calculate SUT** (Sales and Use Tax) feature.

## Appendix I: Set up Temporary Approvers for Purchase Orders

This reference guide is for purchase order approvers to temporarily assign another approver in their absence. It can be for approvers or buyers in their approval roles. This guide describes process steps for two scenarios:

- If the approver has planned a temporary approval reassignment.
- If the approver has not planned a temporary approval assignment.

### Levels of Approval for each Purchase Order:

1. **PO Approver Level:** An approver with authority to approve purchase orders for the FinDept ID.
2. **Buyer Approver Level:** A buyer with the final approval to encumber the funds and dispatch the purchase order.

Ideally, there are at least two SWIFT approvers with authority to approve purchasing transactions for each FinDept ID used. If an approver needs to be out of the office, he/she needs to inform the other assigned approvers and buyers assigned to the FinDept ID so that they can approve transactions. Once purchase orders have been approved by another assigned approver, the worklist notification is removed from all other approvers' worklists.

If there are no approvers available, an approver may be able to set up a temporary approver to review and approve purchase orders for them. The temporary reassignment is done via the Self-Service pages.

***A temporary approver must already have the same SWIFT approver roles.***

### Steps to Temporarily Assign Approvers for Purchase Orders – if Planned

#### Step 1: Find the Name and/or User ID of the Temporary Approver.

In order to review and approve or deny a purchase order transaction, the temporary user you assign must have:

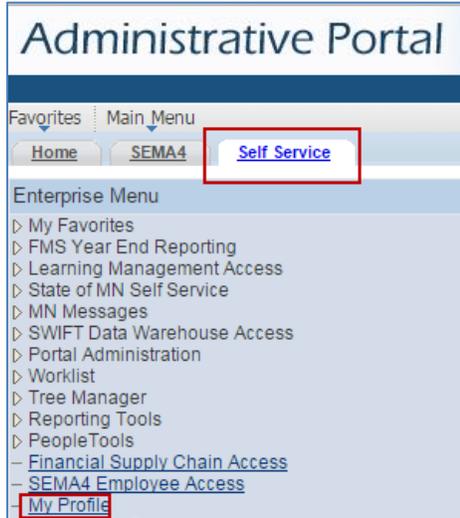
1. The PO Approver role and/or Buyer Approver role for approvals depending upon the level of approval required.
2. The authorization for the FinDept ID on the purchase order distributions.

If you are not sure who to assign, talk with your agency's SWIFT Security team. You can find out who else has the correct roles for purchase order approvals.

If you do not know who your Agency's SWIFT Security team is, contact the SWIFT Help Desk's email: [swifthelpdesk.mmb@state.mn.us](mailto:swifthelpdesk.mmb@state.mn.us)

**Step 2: Login to Self-Service.**

Access **Self-Service** either from the **Administrative** or **Self-Service Portals**. Click on the **My Profile** link.

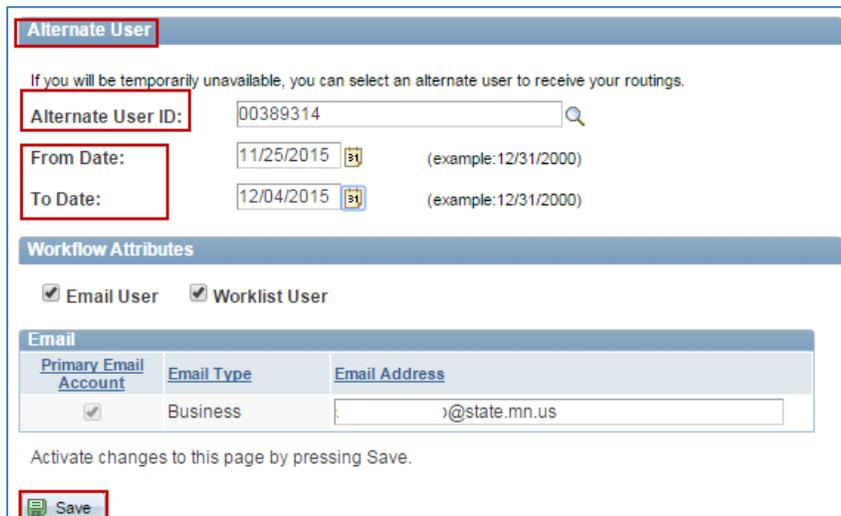


**Step 3: Update the Alternative User Section on the General Profile Information Page.**



Update the *Alternative User* section of the **General Profile Information** page.

- *Alternative User ID*: Enter the User ID of the staff person who will approve purchasing transactions in your absence. **Note**: you can use the magnifying glass to search by *User ID* or *Description* (Name).
- Enter a *From Date* and *To Date*. Both of these date fields are **required**.
- Click the **Save** button.



The screenshot shows the 'Alternate User' section of the profile page. It includes a text box for 'Alternate User ID' (00389314), 'From Date' (11/25/2015), and 'To Date' (12/04/2015). Below this is the 'Workflow Attributes' section with checkboxes for 'Email User' and 'Worklist User'. At the bottom, there is an 'Email' table with columns for 'Primary Email Account', 'Email Type', and 'Email Address'. A 'Save' button is highlighted at the bottom left.

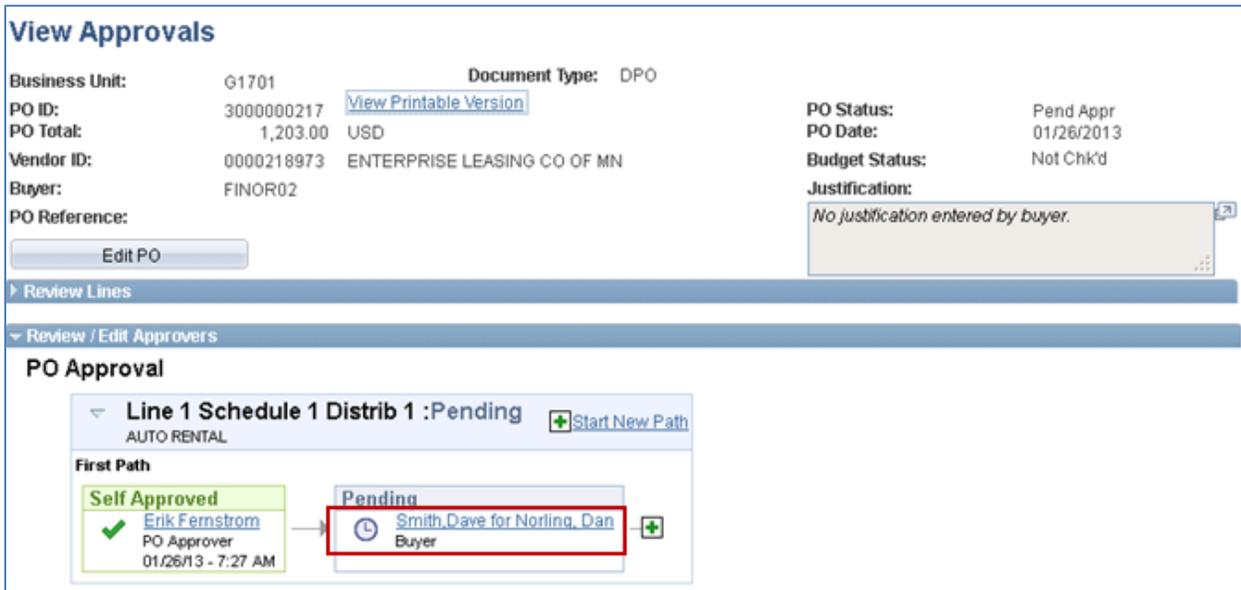
Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	...@state.mn.us

The person entered in the *Alternate User ID* field will be notified of a purchase order waiting for their approval for the date range selected. The notification method is dependent upon their preferences in Self-Service.

**IMPORTANT:** Only the alternate approver receives the notification and must approve or deny the transaction. The original approver is no longer notified or able to approve it.

**Example of a Planned Reassignment for a Second Level of Approver (Buyer Approver).**

In the example below, the person entering the purchase order self-approved the first approval level (PO Approver Level). The Buyer approval level was built for the alternate approver.



**View Approvals**

Business Unit: G1701 Document Type: DPO

PO ID: 3000000217 [View Printable Version](#)

PO Total: 1,203.00 USD

Vendor ID: 0000218973 ENTERPRISE LEASING CO OF MN

Buyer: FINOR02

PO Reference:

PO Status: Pend Appr

PO Date: 01/26/2013

Budget Status: Not Chk'd

Justification: No justification entered by buyer.

[Edit PO](#)

Review Lines

Review / Edit Approvers

**PO Approval**

Line 1 Schedule 1 Distrib 1 :Pending [Start New Path](#)

AUTO RENTAL

First Path

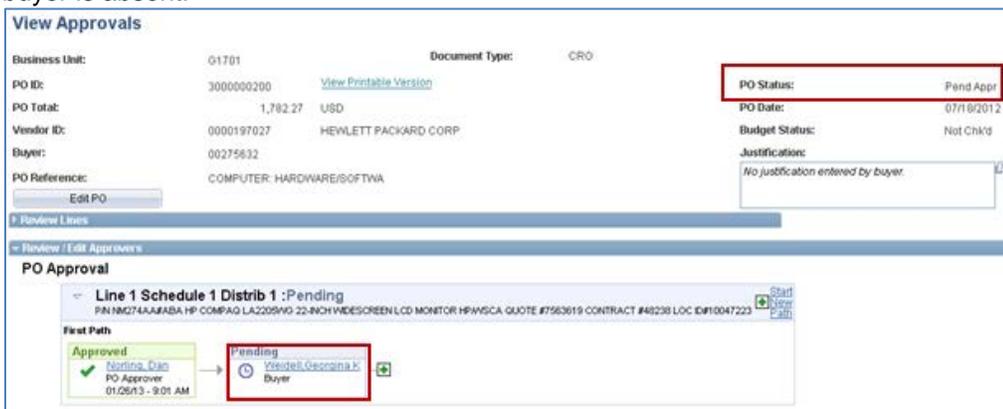
Self Approved  
Erik Fernstrom  
PO Approver  
01/26/13 - 7:27 AM

Pending  
Smith, Dave for Norling, Dan  
Buyer

**Steps to Temporarily Assign Approvers for Purchase Orders – if Not Planned**

There may be times when a buyer is absent, a purchase order needs this level of approval and the approval cannot wait for the buyer's return. ***If the buyer has not assigned an alternative approver, a change order in SWIFT is required to create a temporary approval reassignment.*** Since SWIFT allows only one buyer on a purchase order, the new buyer must change the buyer to his or her Employee ID to get it approved.

This example illustrates how to update the buyer on a purchase order that is waiting for buyer approval but the buyer is absent.



**View Approvals**

Business Unit: G1701 Document Type: CRO

PO ID: 3000000200 [View Printable Version](#)

PO Total: 1,782.27 USD

Vendor ID: 0000197027 HEWLETT PACKARD CORP

Buyer: 00275832

PO Reference: COMPUTER: HARDWARE/SOFTWA

PO Status: Pend Appr

PO Date: 07/19/2012

Budget Status: Not Chk'd

Justification: No justification entered by buyer.

[Edit PO](#)

Review Lines

Review / Edit Approvers

**PO Approval**

Line 1 Schedule 1 Distrib 1 :Pending

PIN:NM274AAARABA HP COMPAG LA2209VQ 22-INCH WIDESCREEN LCD MONITOR HP:W5CA QUOTE #7563019 CONTRACT #48238 LOC:EDF10047223

First Path

Approved  
Norling, Dan  
PO Approver  
01/26/13 - 9:01 AM

Pending  
Norling, Dan  
Buyer

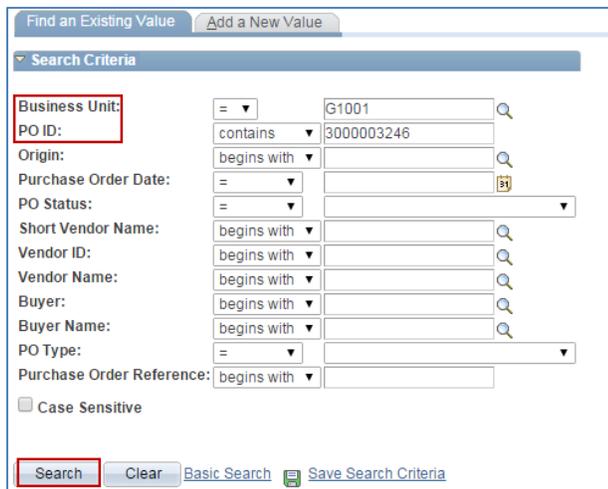
**Step 1: Find the Name and/or User ID of the Temporary Approver.**

The updated buyer must have the PO Approver role and FinDept ID assigned to him or her.

- If you are not sure who to assign, talk with your agency's SWIFT security administrator(s). The administrator can determine who else has the correct roles for purchase order approvals.
- If you do not know who your Agency's SWIFT Security administrator is, contact the SWIFT Help Desk's email: [swifthelpdesk.mmb@state.mn.us](mailto:swifthelpdesk.mmb@state.mn.us)

**Step 2: Access the Purchase Order in SWIFT.**

- **Navigation:** Purchasing, Purchase Order, Add/Update Purchase Order, Find an Existing Value
- Enter the *Business Unit* and *PO ID*. Click **Search**.



Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = G1001

PO ID: contains 3000003246

Origin: begins with

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Vendor Name: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

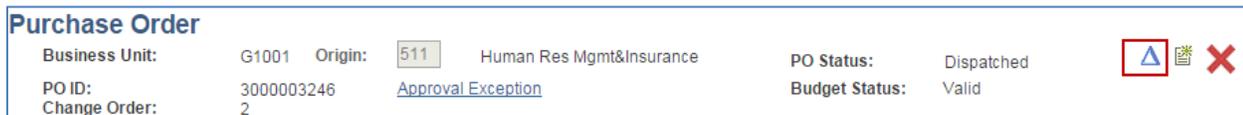
Purchase Order Reference: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Step 3: Update the Buyer on the Purchase Order.**

1. Click the **Change Order** icon on the **purchase order header**.



Purchase Order

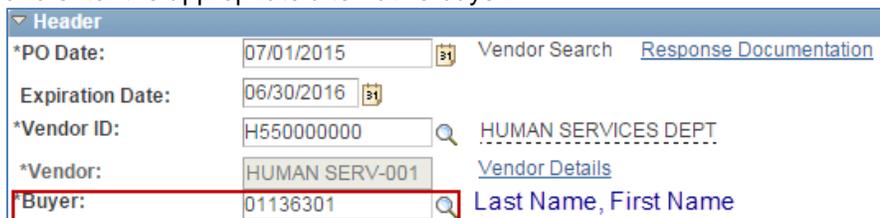
Business Unit: G1001 | Origin: 511 | Human Res Mgmt&Insurance | PO Status: Dispatched

PO ID: 3000003246 | [Approval Exception](#) | Budget Status: Valid

Change Order: 2

2. Update the *Buyer* field.

The Change Order opens up the purchase order. You can change the buyer. Use the magnifying glass to find and enter the appropriate alternative buyer.



Header

\*PO Date: 07/01/2015 | Vendor Search | [Response Documentation](#)

Expiration Date: 06/30/2016

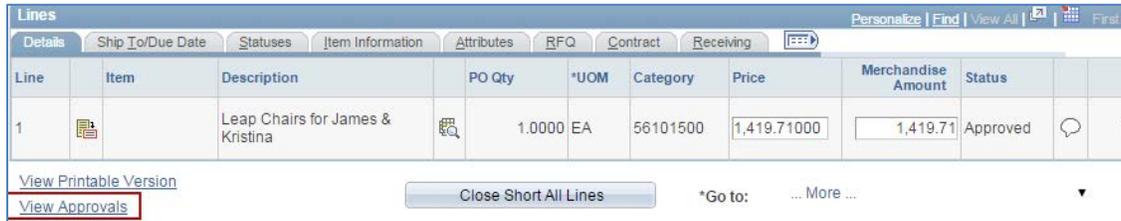
\*Vendor ID: H550000000 | HUMAN SERVICES DEPT

\*Vendor: HUMAN SERV-001 | [Vendor Details](#)

\*Buyer: 01136301 | Last Name, First Name

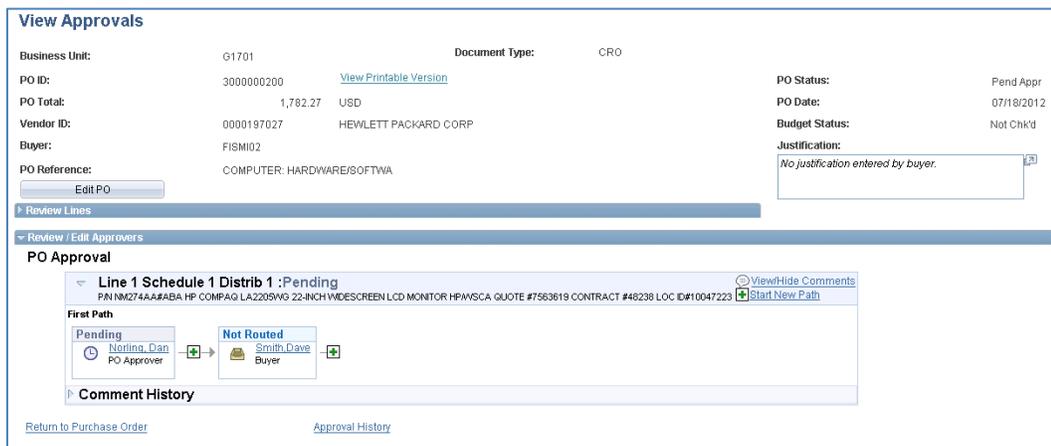
**IMPORTANT:** Make all needed changes to the purchase order before saving it.

- Changing only the buyer value will not re-initiate approvals.
  - Changes to existing purchase orders are initiated at **Save**. Making sure you have the final changes prior to saving will avoid sending out multiple emails.
3. Save the Purchase Order.
    - After changing the buyer and making all needed changes, click on **Save**.
  4. Click the **View Approvals** link to see the updated Buyer.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Leap Chairs for James & Kristina	1.0000	EA	56101500	1,419.71000	1,419.71	Approved

- On the **View Approvals** page, the buyer approval should now have the updated buyer as the approver.



**If the buyer approval does not reflect the updated buyer, the approvals must be reinitiated.**

You will need to change a value that will retrigger the approval process.

- Change the *Quantity* or *Amount* to a lower value. Then, save the purchase order. Then change the value back to what it was. Decreasing these values will not trigger the approval process. Increasing the value back to what it was will retrigger this process.
- Click the **View Approvals** link to verify the approval is built for the updated buyer.

**Step 4: (Optional) Change the Buyer Back to the Original Buyer on the Purchase Order.**

- Change the buyer back to the original buyer if desired. Changing only the buyer will not reinitiate the approval process.
- The buyer printed on the dispatched purchase order is the buyer currently entered in the *Buyer* field. To dispatch the purchase order with the original buyer, update the buyer value before dispatching the change order.

## Appendix J: SWIFT Procurement Document Types

<b>SWIFT Procurement Document Types</b>		
This table lists document types for creating Requisitions, Purchase Orders, Contracts and Professional/ Technical Contracts.		
<b>Requisition Types</b>		
All requisitions pre-encumber funds. This is done through the Budget Checking process. Requisitions are not dispatched.		
Doc Type	Title	Description
<b>OMR</b>	Open Market Requisition	Normally used for items costing over \$10,000 and need to be bid out via a Strategic Sourcing event. Goes through the SWIFT solicitation process, resulting in a Purchase Order (POR). OMRs will be entered in ePro and will be further processed through Strategic Sourcing by OSP or the agency (depending on their ALP authority).
<b>CEO</b>	Contract Encumbering Order	Pre-encumbers funds; does not print. Can be used to set up an estimated amount of money for Building Construction (BCC), Other Construction (OCC) or Roadway Construction (RWC) contracts. Upon award of the contract the CEO requisition is sourced, a CEO order encumbrance is created and the CEO requisition is relieved.
<b>Purchase Order Types</b>		
There are basically three types of purchase orders:		
<p>1. <b>Non-Blanket Purchase Orders</b> which are the standard purchasing documents for procuring within your Authority for Local Purchase (ALP) limit and purchasing from established state contracts. Orders must name the vendor along with the specific commodities and quantities involved. These documents are dispatched to the vendor unless otherwise stated. You may exceed the original order amount at time of payment within statewide matching tolerances (10% or \$50).</p> <p>2. <b>Blanket Purchase Orders</b> also encumber (not pre-encumber) money. Blankets are used for annual recurring purchases. Requires specific commodities involved and the total dollar amount being set aside for that purpose. Blanket orders default to Amount Only and a Quantity of 1 allowing for payments less than the unit price and a total quantity received of greater than 1. Multiple payments are expected, with varying voucher amounts. If exceeding the original blanket order amount you must enter a change order.</p> <p>3. <b>Encumbering Purchase Orders</b> are used only to encumber money against professional/technical, grant and construction type contracts. The order must reference a contract and contract line. These orders will default to dispatch type of "Phone".</p>		
Doc Type	Title	Description



<b>APK</b>	Annual Plan Contract	The Annual Plan Contract (APK) is an order document referencing an Annual Plan Agreement (APK contract) that pre-establishes authority to obtain professional/technical services on demand for specific purposes within an approved dollar limit. A T number tracks this agreement. The Annual Plan Contracts (APK) order may be placed with a specific vendor or use "PLACEHOLDER" as the vendor for blanket use. Funds are encumbered within a single fiscal year; the contract and contract line numbers must be referenced.
<b>BPA</b>	Blanket Purchase Agreement	Encumbers funds; will print a file copy. Used to set up an "umbrella amount" of money with a single vendor for a specific purpose. The order only needs to be established once; receipts and vouchers are recorded against it.
<b>BPM</b>	Blanket Purchase Against Multiple Vendors	Encumbers funds; will print a file copy. The order does not have a one-to-one relationship with a particular vendor, so the vendor number defaults to 'PLACEHOLDER'. An "umbrella amount" of money is set up for a specific purpose to be spent with multiple vendors. The order only needs to be established once; receipts and vouchers are recorded against it.
<b>BPC</b>	Blanket Purchase Against a Contract	Encumbers funds; will print a file copy. Used to set up an "umbrella amount" of money against existing State Commodity (SCC), Agency Goods (AGC), State Service (SSC), or Agency Service (ASC) contracts. May also be used against an Interagency Contract (IAC), Joint Powers Contract (JPC), Public/Private Partnership Contract (PPC) or Software License/Maintenance Contract (SAC). The order only needs to be established once; receipts and vouchers are recorded against it. The contract and contract line numbers must be referenced.
<b>BTG</b>	Blanket TG/ED/VO Purchase Order  *Targeted, Economically Disadvantaged and Veteran Owned programs.	Used to set up an "umbrella amount" for orders to TG, ED and VO certified vendors for purchases that range from greater than \$5,000.00 up to \$25,000.00. Use this document for purchases under the Equity Select program when no other bids were solicited. This document may or may not reference a contract in SWIFT. If referencing a contract, use Contract Document Types AGC,ASC, or PTK.
<b>CEO</b>	Construction Contract Encumbering Order	Encumbers funds; will print a file copy. Used to set up an "umbrella amount" of money against existing Building Construction (BCC) or Other Construction (OCC) contracts. May also be used against a Roadway Construction (RWC) contract. The order only needs to be established once; receipts and invoices are recorded against it. Direct enter a CEO order if not creating a CEO order via ePro to pre-encumber funds earlier.
<b>CRO</b>	Contract Release Order	Used to place orders against existing State Commodity (SCC), Agency Goods (AGC), State Service (SSC), or Agency Service (ASC) contracts. May also be used against an Interagency Contract (IAC), Joint Powers Contract (JPC), Public/Private Partnership Contract (PPC) or Software License/Maintenance Contract (SAC). A CRO is entered for each purchase against the contract; receipts and vouchers are recorded against it. The contract and contract line number must be referenced.



<b>DPO</b>	Department Purchase Order	Used for purchases within your ALP authority up to and including \$10,000 (if over that amount should use an OMR document) that are not on contract. Bids must be obtained and are entered on the response documentation page. One bid for \$5,000 and less, two bids \$5,000.01 to \$10,000.
<b>DTG</b>	Direct TG/ED/VO* Purchase Order  *Targeted, Economically Disadvantaged and Veteran Owned programs.	Used for purchases to TG, ED and VO certified vendors that ranges from greater than \$5,000.00 up to \$25,000.00. Use this document for purchases under the Equity Select program when no other bids were solicited. This document may or may not reference a contract in SWIFT. If referencing a contract, use Contract Document Type AGC or ASC.
<b>EMR</b>	Emergency Purchase Order	Emergency purchases (use according to emergency purchase policy). Bypasses Human Rights certification.
<b>FPO</b>	Field Purchase Order	The FPO limit is \$5,000, both a policy and system limit. Use should be in accordance with Policy 2 of the ALP Manual. FPO documents encumber; will print a file copy; receipts and vouchers are recorded against it. One bid is required.
<b>KEO</b>	P/T Related Contract Encumbering Order	Orders created for encumbering funds against P/T related contracts. Defaults to Amount Only and distribute by amount. Validates the contract is referenced on all line(s). Used to encumber against contracts that end in a K (except for MWK & APK contracts). Defaults dispatch method to 'Phone' as these are not sent to vendors. Can print a file copy.
<b>MSO</b>	Master Services Order	Used to place orders against Master Service (MSC) contracts; receipts and vouchers are recorded against it. The contract and contract line number being used are entered. MSO's encumber funds to a specific vendor on the contract.
<b>MWK</b>	Master Professional/Technical Work Order	Master Contract Work Order (MWK) documents are the encumbrances against the individual MWK contracts placed with vendors under the Master Contract (MPK). An MWK order document encumbers the funds for a specific vendor and may run for multiple years.
<b>POR</b>	Purchase Order	A Purchase Order (POR) is the order document created when an Open Market Requisition (OMR) is processed through Strategic Sourcing and awarded. The requisition's pre-encumbrance is relieved and an encumbrance is created.
<b>RMO</b>	Real Estate Remodeling Order	Used for remodeling of leased space if the cost is between \$2,500.01 and \$8,000. For amounts up to \$2,500, use a DPO. The lease number should be entered on the order for tracking purposes. For improvements above \$8,000, amend the RMK (Real Estate Remodeling) contract first then use a KEO order to encumber.
<b>SSO</b>	Single Source Order	Used when only one vendor can provide the good or service. Contact an Acquisition Management Specialist at OSP if unsure. An SSO requires completion of the Single Source Justification Form, which must be attached to the order at the header level.



### Contract Types

Contract types are classified as contracts that are for various types of construction, goods and/or services (services must be non-professional/technical in nature). These contracts do not encumber funds; rather the orders placed against them are the encumbering documents. SWIFT documents track the use, and maintain the integrity of the contract line items; specialized contract forms are used as the actual contract agreement. Contracts may be set up by Office of State Procurement (OSP) or by agencies if within their ALP (Authority for Local Purchase) authority.

Doc Type	Title	Description
<b>AGC</b>	Agency Goods Contract	Contracts used for the acquisition of material goods for specific agency use; agencies may set up this contract if within their ALP (Authority for Local Purchase) authority. Contracts may be set up for a fixed price or discount percentage. A CRO (Contract Release Order) or BPC (Blanket Purchase Against A Contract) order is set up against these contracts to encumber the funds. Under the Equity Select program a BTG (Blanket TG/ED/VO) order or a DTG (Direct TG/ED/VO) order to a certified TG/ED/VO vendor may be used up to \$25,000. The contract may run for multiple years.
<b>ASC</b>	Agency Service Contract	Contracts used by agencies for the acquisition of non-professional/technical services (not intellectual in nature) traditionally put in place for specific agency use; agencies may set up these contracts if it falls within their ALP (Authority for Local Purchase) authority. Contracts may be set up for a fixed price or discount percentage. A CRO (Contract Release Order) or BPC (Blanket Purchase Against A Contract) order is set up against these contracts to encumber the funds. Under the Equity Select program a BTG (Blanket TG/ED/VO) order or a DTG (Direct TG/ED/VO) order to a certified TG/ED/VO vendor may be used up to \$25,000.
<b>BCC</b>	Building Construction Contract	Used by Department of Administration's Real Estate and Construction Services (RECS) or state agencies to construct, erect or remodel a building by or for the state or an agency. Contract is a fixed price contract. CEO (Contract Encumbrance Order) documents are set up against these contracts to encumber the funds. May have had an associated CEO (Contract Encumbering Order) pre-encumbrance.
<b>IAC</b>	Interagency Contract	Arrangements between two or more state agencies to share resources, do work for each other, share work, etc. BPC or CRO order documents are placed against these contracts to encumber funds.
<b>JPC</b>	Joint Powers Contract	Arrangements between a state agency and another governmental entity to share resources, do work for each other, share work, etc. BPC or CRO order documents are placed against these contracts to encumber funds.



<b>MSC</b>	Master Contract	Contracts set up to address potential non-professional/technical service needs. They cover generally identifiable tasks in measurable blocks of service for definable outcomes under specified vendors. An individual Master Contract is entered for each vendor involved. Master Contracts do not encumber, and may run for multiple years. The Department of Administration's Office of State Procurement (OSP) has set up several Master Contracts for all agencies to use. Agencies may also set up their own masters. Contract is a fixed price contract. Master Service Order (MSO) documents are individual contracts (orders) that are placed with vendors under the Master Contract (MSC). MSO documents encumber funds.
<b>OCC</b>	Other Construction Contract	Used by Department of Administration's Real Estate and Construction Services (RECS) or state agencies for construction unrelated to highway or building construction. Contracts are a fixed price contract. CEO (Construction Contract Encumbrance Order) documents are set up against these contracts to encumber the funds. May have had an associated CEO (Construction Contract Encumbering Order) pre-encumbrance.
<b>PPC</b>	Public/Private Partnership Contract	Contracts that are a combination of professional/technical services and material goods. MNDOT is the only agency authorized to use this type of contract at this time. BPC or CRO order documents are placed against these contracts to encumber funds.
<b>RWC</b>	Roadway Construction Contract	Used by MNDOT to construct or maintain road construction projects. Contract is a fixed price contract. CEO (Construction Contract Encumbrance Order) documents are set up against these contracts to encumber the funds.
<b>SAC</b>	Software License/Maintenance Contract	Contracts that involve the licensing or maintenance of computer software. These contracts are a joint effort of the vendor and the Attorney General's office. It is the purchase of the rights to use that software. BPC or CRO order documents are placed against these contracts to encumber funds.
<b>SCC</b>	State Commodity Contract	Contracts used for the acquisition of material goods, put in place by OSP (Office of State Procurement ) for statewide or specific agency use. Agencies may set up Agency Goods Contracts (AGC) for their own use if within their ALP (Authority for Local Purchase) authority. Contracts may be set up for a fixed price or discount percentage. A CRO (Contract Release Order) or BPC (Blanket Purchase Against A Contract) order is set up against these contracts to encumber the funds.
<b>SSC</b>	State Service Contract	Contracts used for the acquisition of non-professional/technical services (not intellectual in nature) put in place by OSP (Office of State Procurement ) for statewide or specific agency use. Agencies may set up Agency Service Contracts (ASC) their own use if within their ALP (Authority for Local Purchase) authority. Contracts may be set up for a fixed price or discount percentage. A CRO (Contract Release Order) or BPC (Blanket Purchase

		Against A Contract) order is set up against these contracts to encumber the funds.
<b>Professional/Technical Contract Types</b>		
<p>P/T type contracts encumber funds based on the document type used. There are also several P/T contract types that do not allow funds to be encumbered under them. SWIFT documents are meant to encumber funds and/or track the contract; specialized contract forms are used for the actual contract agreement between the agency and the vendor. Multiple fiscal years may be encumbered under the same contract number using the same order to encumber. Multiple payments are made against these amounts. Certain P/T documents require entry of a T-number (Annual Plans, Master P/T Contracts and Master Work Order Contracts).</p>		
<b>Doc Type</b>	<b>Title</b>	<b>Description</b>
<b>APK</b>	Annual Plan Contract	The Annual Plan Contract (APK) is an agreement that pre-establishes authority to obtain professional/technical services on demand for specific purposes within an approved dollar limit. A T number tracks this agreement, and it is the memo agreement that is entered into SWIFT. Annual Plan Contracts (APK) are processed outside SWIFT under this Agreement. Funds are encumbered using an Annual Plan Contract (APK) order within a single fiscal year.
<b>ASK</b>	Agency P/T Service Contract	These contracts are used by state agencies for intra-agency P/T services. Funds are encumbered under a KEO (Contract Encumbering Order). This contract may run for multiple years.
<b>EAK</b>	Easement Agreement	Contracts that involve the acquisition of specific land rights, whether for conservation or construction purposes. Funds are encumbered under a KEO (Contract Encumbering Order).
<b>GRK</b>	Grant Contract	Grant contracts are a class of contracts that provide funding to an outside entity to provide services or support to a third party who is not employed by the state. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor; contract may run for multiple years.
<b>IAK</b>	Interagency Contract	Arrangements between two or more state agencies to share resources, do work for each other, share work, etc. Funds are encumbered under a KEO (Contract Encumbering Order) using the agency's vendor number, and may run for multiple years. For non-P/T services, use IAC (Interagency Contract).
<b>JPK</b>	Joint Powers Contract	Arrangements between a state agency and another governmental entity to share resources, do work for each other, share work, etc. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor, and may run for multiple years. For non-P/T services, use JPC (Joint Powers Contract).
<b>LDK</b>	Departmental Real Estate Lease	Office and storage space leases that involve the Department of Administration as the lessor and a state agency as the lessee. Handled through the Department of Administration's Real Estate and Construction Services (RECS). Funds are encumbered using a KEO (Contract Encumbering Order) under the agency's vendor number, and may run for multiple years.



<b>LSK</b>	Commercial Real Estate Lease	Are for leases of square footage (e.g. office), acreage (e.g. land), or use (e.g. radio tower) that involve the state as the lessee and an outside vendor as the lessor. Primarily handled through the Department of Administration’s Real Estate and Construction Services (RECS). Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor. It may run for multiple years.
<b>MPK</b>	Master Professional/Technical Contract	Contracts set up to address potential Professional/Technical needs. A T-number tracks the agreement. They cover generally identifiable tasks in measurable blocks of service for definable outcomes under specified vendors. An individual Master Contract (MWK) is entered for each vendor involved. Master Contracts do not encumber, and may run for multiple years. The Department of Administration’s Office of State Procurement (OSP) has set up several Master P/T Contracts for all agencies to use, as has OET (Office of Enterprise Technology). Agencies may also set up their own masters. Master Contract Work Order (MWK) documents are individual contracts that are placed with vendors under the Master Contract (MPK). MWK contract documents are encumbered by entering a MWK order.
<b>MWK</b>	Master Professional/Technical Work Order Contract	Master Contract Work Order (MWK) documents are individual contracts that are placed with vendors under the Master Contract (MPK), in essence “procuring work” under the Master. MWK orders are placed against the MWK contract to encumber the funds. The T number assigned to the Master MPK Contract must be referenced on the MWK work order contract. The MWK contract may run for multiple years.
<b>ONK</b>	Non-Encumbering Informational Record	One method used to establish the record of a contract allowing for tracking and reporting of these contracts by the agency. The ONK document does not encumber funds. The contract could encompass virtually anything that agencies want to track and does not need an encumbrance record. Examples for usage include MOUs and MOAs, data sharing agreements and non-disclosure agreements.
<b>PPK</b>	Public/Private Partnership Contract	Contracts that are a combination of professional/technical services and material goods. MNDOT is the only agency authorized to use this type of contract at this time.
<b>PTK</b>	Professional/Technical Services Contract	All consultant, professional and technical service (intellectual in nature) contracts to which the state is a party. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor or a BTG (Blanket TG/ED/VO encumbering order) to a targeted vendor up to \$25,000 under the Equity Select program. The contract may run for multiple years.
<b>RMK</b>	Real Estate Remodeling Contract	Used for remodeling of leased space if cost is over \$8,000. The lease number should be entered in the Agency Ref field for



		tracking purposes. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor; contract may run for multiple years. Improvements between \$2,500.01 and \$8,000 should be entered as a RMO (Real Estate Remodeling Order) document type instead. Improvements up to \$2,500 should be entered as a DPO.
<b>RPK</b>	Revenue Producing Contract	One method used to establish the record of an Income Contract allowing for tracking and reporting of these contracts by the agency. The RPK document does not encumber funds. An Income Contract could encompass virtually anything that produces income for the State.
<b>SLK</b>	State Loan Contract	These are loans specifically created by statute and disbursed by a mandated formula. These are automatically disbursed by arrangements between the controlling agency and MN Management and Budget, MMB. SLK documents are one method used to establish a record of the contract for reporting and tracking. The SLK does not encumber funds.
<b>Conversion Document Type</b>		
<b>Doc Type</b>	<b>Title</b>	<b>Description</b>
<b>CNV</b>	(View Only) Used for orders converted to SWIFT	This document type is temporary and is to be used only for purchase order documents converted from MAPS. These documents should only be paid or closed out; they are not meant to be ongoing.

## Appendix K: Use Dashboards to Manage Purchases

Dashboards are an easy, convenient way to see a variety of purchasing data on your SWIFT home page. This reference guide provides an overview of dashboard options that are typically available for purchasing staff. It also illustrates ways to customize the content and layout of your personal dashboard.

### Overview of Purchasing Dashboard Options

#### Security Access

The dashboards you are able to access depend on your security access. Currently, only users with buyer authority are able to access the purchasing dashboards. These roles are:

- M\_FS\_EPRO\_BUYER
- M\_FS\_PO\_BUYER
- M\_FS\_PO\_CONTRACT\_ENCUMB
- M\_FS\_PO\_AMS\_CENTRAL

To request security access, submit a completed Request for Access to SWIFT Statewide Systems form to your agency security administrator: <http://www.mn.gov/mmb/accounting/swift/security/security-forms.jsp>

Dashboards are available on SWIFT's home page.

- Click on the **Dashboards** Tab.
- Scroll to the right and click on **Personalize** link. There are two options to customize: Content and Layout.



### Customize the Content on your Personal Dashboard

On the **Personalize Content: Dashboards** page, view the reporting options available to you. These reports are called pagelets. Typically, the **Supply Chain** pagelets are displayed for staff with purchasing roles.

- Click the checkbox next to the pagelet(s) you would like displayed on your dashboard.

**Personalize Content: Dashboards**

---

Tab Name Dashboards

Welcome Message

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

Cross-Supply Chain

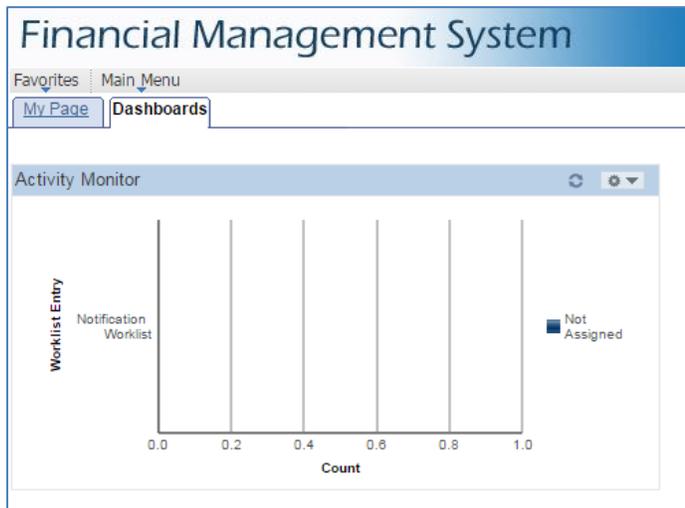
Activity Monitor

**Cross-Supply Chain Pagelets**

<b>Cross-Supply Chain Pagelet Name</b>	<b>Usage</b>	<b>View By</b>
<b>Activity Monitor</b>	Displays worklist entries assigned to the buyer or manager.	Buyer or Manager
<b>Dispatched Purchase Orders</b>	Displays a list of recently dispatched purchase orders.	Buyer
<b>Live Sourcing Events</b>	Displays a list of recent sourcing event activity.	Buyer
<b>Manager PO Contract Spend</b>	Displays purchase order contract spend for all buyers that report to a manager.	Manager
<b>Manager PO Spend by PO Date</b>	Displays total purchase order spend by purchase order date for all buyers that report to a manager.	Manager
<b>Manager Spend by Category</b>	Displays historical spending and future purchases for all buyers that report to a manager by item category. Summarizes and displays spend for all buyers that report to a manager by item category.	Manager
<b>Manager Spend by Vendor</b>	Displays historical spend and future purchases by vendor. Summarizes and displays spend for all buyers that report to a manager for all vendors.	Manager
<b>Manager Total Schedule Spend</b>	Displays total schedule spend for all buyers that report to a manager.	Manager
<b>Overdue Purchase Orders</b>	Summarizes purchase order schedule amounts where the due date is prior to today's date and the schedule has remaining quantity to be received. You can view and analyze data by Business Unit, Vendor, Category, Buyer, Ship To and Item. It retrieves data via query against real-time transactions.	Buyer
<b>PO Acknowledgement Status</b>	Displays purchase orders that do not yet have a corresponding acknowledgement from the vendor, or those purchase orders that have acknowledgements and are awaiting review.	Buyer
<b>PO Contract Spend by Period</b>	Displays the percentage of purchase order amounts that originated from a contract by period.	Buyer
<b>Requisitions to be Sourced</b>	Displays approved requisitions that have not yet been sourced to a purchase order.	Buyer
<b>Spend by Category</b>	Displays historical spend and future purchases for the buyer by item category. Summarizes and displays spend for the buyer for all categories.	Buyer
<b>Spend by Vendor</b>	Displays historical spend and future purchases by vendor. Summarizes and displays spend for the buyer for all vendors.	Buyer
<b>Total PO Spend by PO Date</b>	Displays the total purchase order monetary amount (spend) by purchase order date assigned to the specific buyer. Amounts are bucketed by purchase order date and total purchase order amount.	Buyer
<b>Total Schedule Spend by Period</b>	Displays the total schedule monetary amount (spend) for purchase orders assigned to the specific buyer. Amounts are bucketed by period, using the scheduled due date on the purchase order.	Buyer

- When you are done selecting pagelets, scroll to the bottom of the page. Click the **Save** button.

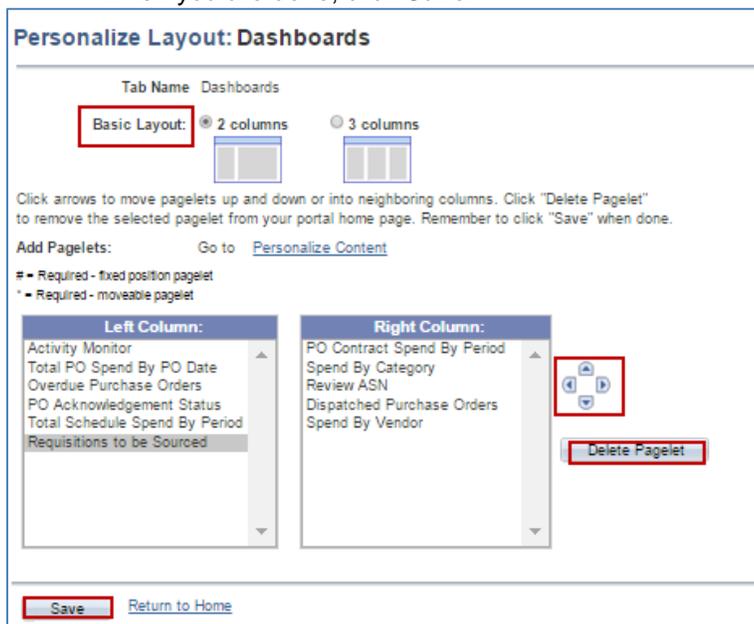
SWIFT returns to your **Dashboard** tab. It now displays any pagelets you selected.



## Customize the Layout on your Personal Dashboard

On the **Personalize Layout: Dashboards** page, view the layout options. Layout options include: viewing in two or three columns and selecting the order in which the pagelets appear.

- Step 1: Select the **Basic Layout** of 2 or 3 columns.
- Step 2: **Add Pagelets**.
- To change the order of pagelets, click on a pagelet. Once highlighted, use the arrows to right of the column list to move it on the list. You can move it up or down. You can move it from one column to another.
- You can also click the **Delete Pagelet** button to remove it from your list.
- When you are done, click **Save**.



The screenshot shows the 'Personalize Layout: Dashboards' configuration page. At the top, the 'Tab Name' is 'Dashboards'. Under 'Basic Layout', there are two options: '2 columns' (selected) and '3 columns'. Below this, there is a legend for 'Add Pagelets' with symbols for required fixed and moveable pagelets. The pagelets are organized into two columns: 'Left Column' and 'Right Column'. The 'Left Column' contains: Activity Monitor, Total PO Spend By PO Date, Overdue Purchase Orders, PO Acknowledgement Status, Total Schedule Spend By Period, and Requisitions to be Sourced. The 'Right Column' contains: PO Contract Spend By Period, Spend By Category, Review ASN, Dispatched Purchase Orders, and Spend By Vendor. A 'Delete Pagelet' button is visible next to the 'Review ASN' pagelet. At the bottom, there are 'Save' and 'Return to Home' buttons.

Your home page will now display the new customized layout.

Released 01.08.2016 (Version #1)

## Appendix L: Verify Default Values on Purchase Orders

Buyers are responsible to make sure correct values are entered into all of the fields of a purchase order. Some fields on purchase orders default to predetermined values. Review default values to ensure that they fit the requirements of your purchase orders.

This reference guide describes the fields on purchase orders with defaults and their default values. It also describes how to review and update each of the fields with defaulted values.

### Fields on Purchase Orders with Defaults

Fields with Defaults	Default Values
<b>Account Code</b>	Defaults from Category.
<ul style="list-style-type: none"> <li>• <b>AM Unit</b> (Asset Management Business Unit)/</li> <li>• <b>Asset Profile ID</b></li> </ul>	Both default from Category if configured. Verify that the item is an asset.
<b>Freight Terms</b>	Defaults from Business Unit.
<b>Matching Tolerances</b>	Defaults from Category. Tolerances are set to 10% or \$50, whichever is less.
<b>Payment Terms</b>	Defaults from Business Unit. It will always be "Net 30".
<b>Receiving</b>	Defaults from Category. All categories set to "Receiving Required".
<b>Sales Tax</b>	Defaults from Ship To Location.

### Review and/or Update Default Fields on Purchase Orders

#### General Information about Updating Default Fields

- **Navigation:** Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order
- **NOTE:** Use the magnifying glass to see what values are available for the field you are updating.
- Make sure that you check the defaults for each line of the purchase order.

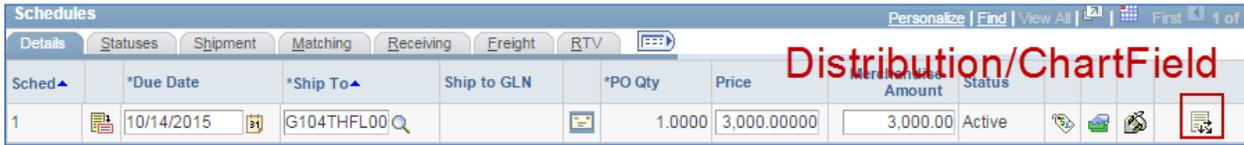
1. **Account Code:** The account code defaults from the Category Code.
  - a. **Review and/or update the Account Code.** It is located on the **Distribution/ChartFields** area of a purchase order. Click the **Schedules** icon on the **Line Details** tab of the purchase order.



The screenshot shows the 'Line Details' tab of a purchase order. The 'Schedules' icon is highlighted with a red box. The table below shows the details for Line 1:

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Provide consulting to	1.0000	LO	82111500	3,000.00000	3,000.00	Approved

- On the **Schedule** page, click the **Distributions/ChartFields** icon.



Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	10/14/2015	G104THFL00		1.0000	3,000.00000	3,000.00	Active

- On the **ChartFields** tab, verify the correct *Account Code* for the purchase order.
- The *Category/Account* relationship restricts the number of valid accounts for a given category. You can only select a valid *Account*.



*Account	Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Fund	Fin DeptID	AppropID
411304	1	Open	100.0000	3,000.00	USD	MN001	1000	G1039000	G100009

b. **Review and/or update the Category Code.** It is located on the lines area of a purchase order.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Provide consulting to	1.0000	LO	82111500	3,000.00000	3,000.00	Approved

2. **AM Unit and Profile ID:** The *AM Unit* and *Profile ID* default from the *Category Code* if configured.

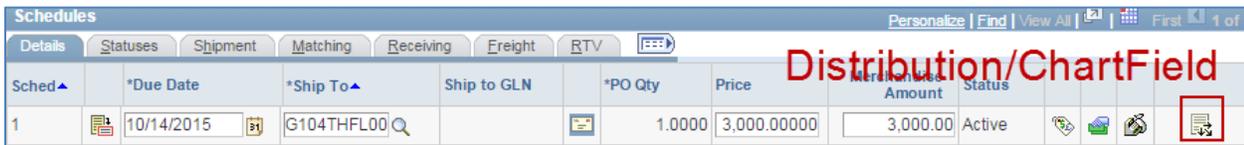
a. **Review and/or Update the AM Unit and Profile ID:** They are located on **Asset Information** on the **Distribution** tab of the **Schedules** page.

- Start by clicking on the **Schedules** icon on the **Line Details** tab of the purchase order.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Provide consulting to	1.0000	LO	82111500	3,000.00000	3,000.00	Approved

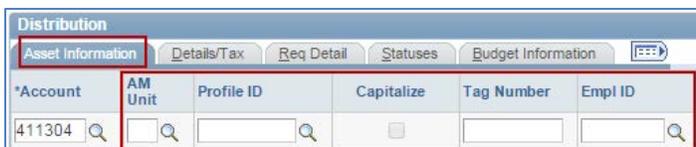
- On the **Schedule** page, click the **Distributions/ChartFields** icon.



Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	10/14/2015	G104THFL00		1.0000	3,000.00000	3,000.00	Active

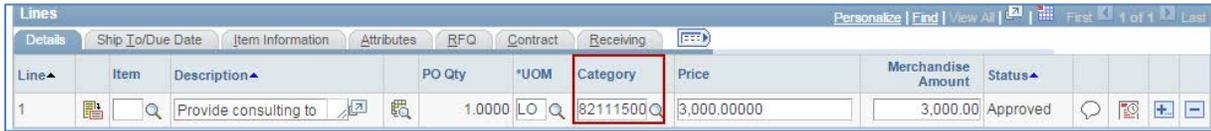
- On the **Asset Information** tab, verify the correct *AM Unit* and *Profile ID* for the purchase order.

**CAUTION:** You may wish to consult with your agency's asset management office before updating asset information. Verify the *AM Unit* and *Profile ID* or remove them if the item is not an asset. The *Tag Number* should be blank. *Capitalize* should not be checked. *Employee ID* is typically used if an asset is assigned to a specific employee.



*Account	AM Unit	Profile ID	Capitalize	Tag Number	Empl ID
411304			<input type="checkbox"/>		

b. **Review and/or update the Category Code:** It is located on the lines area of a purchase order.



Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Provide consulting to	1.0000	LO	82111500	3,000.00000	3,000.00	Approved

3. **Freight Terms:** Defaults from Business Unit.

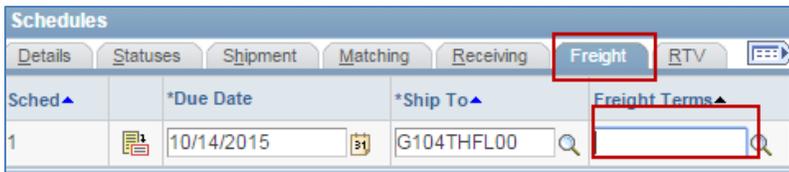
Freight terms will default to “FOB\_PALLOW” for all purchase orders. This means that the vendor should not bill the state separately for freight. If the vendor will be billing for freight, then update the *Freight* terms to “FOB\_PADD”. This allows accounts payable to process a payment for freight.

a. **Review and/or Update the existing Freight Terms:** They are located on **Freight** tab of the **Schedules** page. Start by clicking on the **Schedules** icon on the **Line Details** tab of the purchase order.



Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Provide consulting to	1.0000	LO	82111500	3,000.00000	3,000.00	Approved

- On the **Freight** tab, enter a value in the *Freight Terms* field.
  - “FOB\_PADD” allows accounts payable to process a freight payment.
  - “FOB\_PALLOW” is the default. It does not allow the vendor to bill for freight.
- Click the **Save** button. Click the **Return to Main Page** link



Sched	*Due Date	*Ship To	Freight Terms
1	10/14/2015	G104THFL00	

b. **To Add Freight Terms:** Freight Terms are entered on the **Header Misc. Charges** page. Find this page on the **Go To** drop down menu. It is located at the bottom, right side of the purchase order.



Line	Item	Description	PO Qty	UOM	Category	Price	Merc
1		Provide consulting to	1.0000	LO	82111500	3,000.00000	

\*Go to: ... More ...

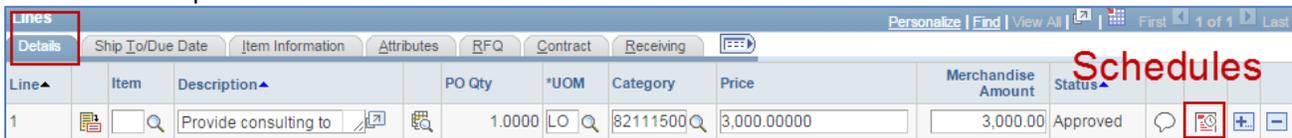
**For more information,** review the *Add Freight and Miscellaneous Charges to a Purchase Order* reference guide. It is located on the SWIFT Training and Support Resources web page: <https://mn.gov/mmb/accounting/swift/training-support/reference-guides/purchasingqrg.jsp>

4. **Matching Tolerances:** Defaults from Category. Tolerances are set to 10% or \$50, whichever is less. A buyer may set lower tolerances on each purchase order line. The buyer cannot set a higher tolerance.
- **Matching Tolerances** allow you to define value and percent tolerances to override exceptions generated by the match rules. SWIFT’s matching process uses match tolerances when comparing the prices and amounts. If a match exception exists and the voucher is within the tolerances, the matching process automatically overrides the exception.

**a. Defaults for Matching Tolerances:**

- Price Tolerance Over - 99999999.99999
- Price Tolerance Under - 99999999.99999
- % Unit Price Tolerance Over – 999.99
- % Unit Price Tolerance Under – 999.99
- **Ext Price Tolerance – 50.00**
- Ext Price Tolerance Under - 99999999.99999
- **% Ext Price Tolerance – 10.00**
- % Ext Price Tolerance Under – 999.99

**b. Review and/or Update Matching Tolerances:** They are located on **Matching** tab on the on the **Schedules** page. Start by clicking on the **Schedules** icon on the **Line Details** tab of the purchase order.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Provide consulting to	1.0000	LO	82111500	3,000.00000	3,000.00	Approved

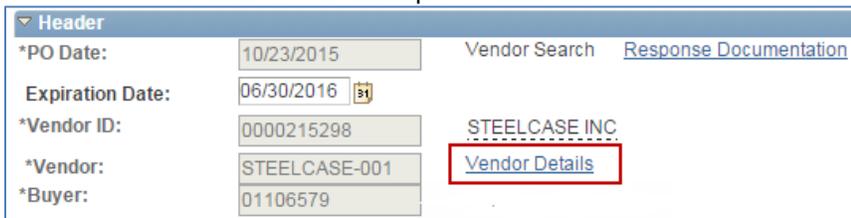
- On the **Matching** tab, verify the tolerances. Lower tolerances can be set for any field.



*Ship To	Match Status	Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance	% Ext Price Tolerance - Under
G104THFL00	Not Matched	Full Match	99999999.9	99999999.9	999.99	999.99	50.00000	99999999.9	10.00	999.99

**5. Payment Terms:** Defaults from the *Business Unit* and will always be “Net 30”.

**a. Review and/or Update the Payment Terms:** They can be updated on the Vendor Details link on the header of a purchase order.



\*PO Date: 10/23/2015    Vendor Search    [Response Documentation](#)  
 Expiration Date: 06/30/2016 [31]  
 \*Vendor ID: 0000215298    STEELCASE INC  
 \*Vendor: STEELCASE-001    [Vendor Details](#) (highlighted)  
 \*Buyer: 01106579

- On the **Vendor Details** page, verify the value in the *Terms* field. Use the magnifying glass to search for other payment terms. Click **OK** if you updated the payment terms. **Save** the update.



**Vendor Details -- LEADING EDGE COACHING &**

Business Unit: G1001    PO ID: 3000003348    Vendor: LEADING ED-001  
 \*Location: 001 [magnifying glass]  
 Vendor GLN: [magnifying glass]    [Vendor Information](#)  
 \*Address: [magnifying glass]    [Show Address Details](#)  
 Contact: [magnifying glass]    [Show Contact Details](#)    Terms: 30 [magnifying glass]    Net 30

**6. Receiving:** Defaults from Category. All *Categories* are set to “Receiving Required”. A buyer may update from “Required” or “Do Not”. Do not use “Optional”.

**a. Review and/or Update the Receiving terms:** They can be updated on the **Receiving** tab in the lines section of a purchase order.



b. **Review and/or update the Category Code:** It is located on the lines area of a purchase order.

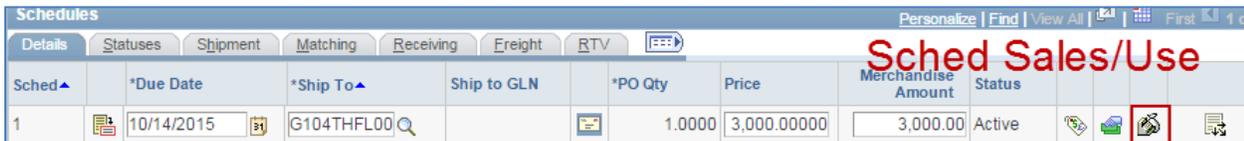


7. **Sales Tax:** Defaults from the **Ship To Location**.

- a. **Review and/or Update Sales Tax:** It is located on **Sched Sales/Use Tax** icon from the **Schedules** page. Start by clicking on the **Schedules** icon on the **Line Details** tab of the purchase order.
- Start by clicking on the **Schedules** icon on the **Line Details** tab of the purchase order.



- On the **Schedules** page, click on the **Sched Sales/Use Tax** icon.



- On the **Sales/Use Tax Information for Schedule** page, verify both the *Ultimate Use Code* and the *Tax Applicability* field for each line on the purchase order.
  - Verify the **Ultimate Use Code**. Click on the magnifying glass to select the correct value.

Ultimate Use Code Values	Field Description
<b>Blank</b>	Ultimate Use Code does not apply to the purchase order line.
<b>Dirpayex</b>	The purchase order line is excluded from the state's Direct Pay Permit. Tax will calculate and display on the purchase order for the vendor to bill the state for the tax.
<b>Excise</b>	The Tax Code will default to "0000". The state tax at 6.875%. Tax Applicability will update to Sales Tax Applicable. The tax will calculate and display on the purchase order for the vendor to bill the state for the tax.
<b>Exempt</b>	The purchase order line is exempt from tax. No tax will calculate. The Tax Applicability will update to "Item is Exempt".
<b>Included</b>	Taxes have been included in the cost of the purchase order line. No taxes will calculate. Tax Applicability updates to "Item is Exempt".

- Verify the **Tax Applicability** field defaulted or updated. It is based on the **Ultimate Use Code** you selected.

Tax Applicability Values	Field Description
<b>Direct Pay</b>	Sales and local tax are calculated in the system. They are not shown on the order document. Using the state's Direct Pay Permit, sales and local tax are paid directly to the Department of Revenue (DOR). This is the most common setting on taxable goods and services. In general, use this value.
<b>Sales Tax Applicable</b>	Sales and local tax are calculated and shown on the purchase order. They are paid to the vendor. Only items not covered by the state's Direct Pay Permit are applicable. It does not include other taxes such as hotel or telecommunications.
<b>Exempt</b>	No tax is calculated on the purchase order either because the item is not taxable or there are other taxes, such as those for hotel or telecommunications. These are any type of tax other than state and local paid to the vendor. These other taxes can be added as a separate purchase order line or incorporated into the cost of the goods or service.
<b>Purchaser is Exonerated</b>	The purchasing Budget Unit (BU) is tax exempt. No tax will be assessed.
<b>Use Tab Applicability</b>	Sales and local taxes are assessed and sent directly to DOR. This is relevant only if the vendor should have charged for sales tax but did not. This code should be used sparingly.

- Verify that the **Tax Code** is correct for the purchase order line.
- Verify the *Include Freight* and *Include Misc Charges* are checked.
- Click the **OK** button.

### Sales/Use Tax Information for Schedule 1

Unit: G1001 Vendor: DENTAL HEA-004  
 PO ID: 3000003764 Item: 130327 XRAY MACHINE: MFG: GENDEX, P/N: EXPERTDC75, DESCRIPTION: EXPERT DC INTRORAL XAY 75" REACH WIT

Line: 1 Status: Active  
 Schedule: 1

Tax Destination: G104THFL00 Calculate SUT  
 Tax Applicability: Direct Pay  
 Ultimate Use Code:   
 Exception Type: Direct Pay  
 SUT Excptn Cert: 1114  
 Tax Code: 1943

Tax Basis Amount: 3,300.00 Rate: 7.6250

**Calculation Parameters**

Include VAT

Include Freight

Include Misc Charges

Merchandise Amount: 3,300.00  
 Use Tax Amount: 251.63  
 Total Tax: 251.63



### Sales/Use Tax Information for Schedule 1

Unit: G1001 Vendor: NEW YORK T-001  
 PO ID: 3000003600 Item:  
 Line: 1  
 Schedule: 1 Status: Active

Tax Destination:

**Tax Applicability:**

**Ultimate Use Code:**

Exception Type: Direct Pay

SUT Excpn Cert: 1114

**Tax Code:**

**Calculate SUT**

**Calculation Parameters**

Include VAT

**Include Freight**

**Include Misc Charges**

Tax Basis Amount: 65.55 Rate: 7.6250

Merchandise Amount:	65.55
Use Tax Amount:	5.00
<b>Total Tax:</b>	<b>5.00</b>

**OK** Cancel