PO 3

Purchase Order Receiving

User Guide

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Minnesota Management & Budget

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

PO3 Purchase Order Receiving

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PO3 – Purchase Order Receiving

Course Overview

PO3 Purchase Order Receiving course covers the receiving process in the Purchasing module in the Statewide Integrated Financial Tools (SWIFT) accounting system. A receipt is a transaction in SWIFT that tracks the quantity or amount received against a Purchase Order.

Overview of Receiving:

- Receiving is the process of confirming that goods or services have been physically received in SWIFT. Once a receipt has been confirmed, agency staff can pay the vendor.
- Receiving also refers to documentation that the goods or services were received, either partially or fully. Receipts are required in SWIFT by default but may be changed to *Not Required* on each individual order line.

When shipments arrive from vendors, the items included in the shipment go through a receiving process. The receiving process involves recording the items delivered and comparing the shipment to what was originally ordered either through a purchase order or some other means. SWIFT Purchasing enables you to create one receipt that includes delivery of multiple purchase order items or many receipts that each includes a partial delivery of items from one purchase order.

How to Use this Course and User Guide

The intended audience is purchasing receivers.

This User Guide provides an overview of the receiving process. It covers how to create a receipt from a purchase order as well as how to troubleshoot any errors or discrepancies. It describes how to cancel receipts that are no longer needed.

It is set up as a reference to help receiving staff easily find information about receiving fields and processes within SWIFT. Agency staff do not need to use every field described here. Also, check with your agency about policies and practices for creating and updating receiving purchase orders.

Purchasing Overview

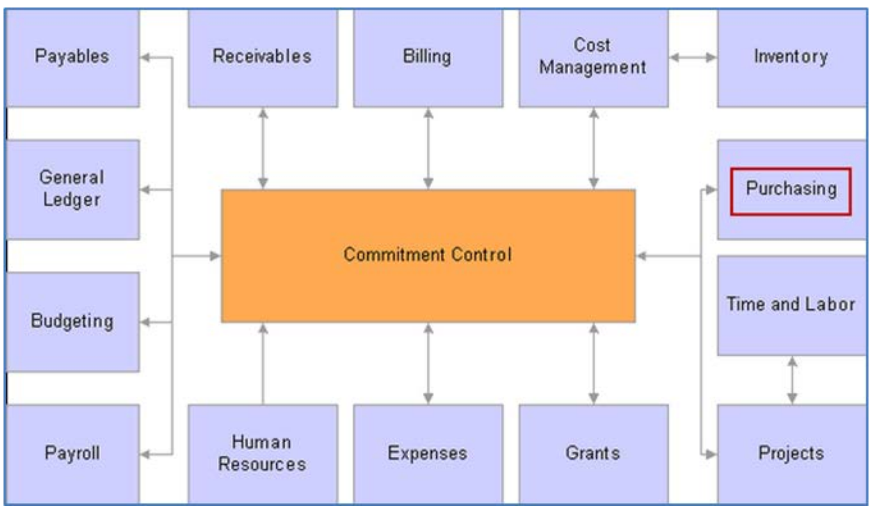
Purchasing is the process that enables State agencies to procure goods or services.

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.

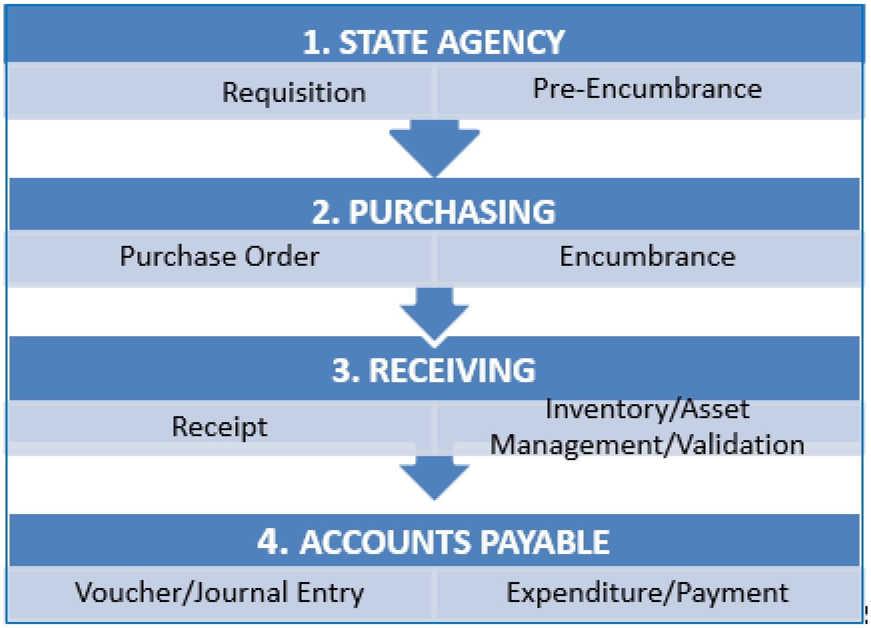
SWIFT uses Commitment Control to act on transactions that exceed your budget limit via the budget check process. Transactions and future obligations that exceed the budget are exceptions. Commitment control warns you of these exceptions.

Key Terms in Purchasing

- *Buyer* is an agency staff person who administers contracts, encumbers funds and creates purchase orders.
- *Encumbrance* is a special type of accounting transaction that anticipates a future expenditure. Funds are encumbered, or set aside, in a particular appropriation budgetary account for a specific future purchase. The document used to record an encumbrance is called a purchase order.
- *eProcurement:* The eProcurement module is used to create pre-encumbrances for future purchases, as well as to order stock material from an Inventory Center by specific state agencies.
- *Pre-encumbrance* is done with a requisition. It is designed to hold the funds for a specific purpose.
- *Procurement* consists of the activities required to obtain goods and services from suppliers or vendors.
- *Purchase Order* (PO) authorizes the state agency to purchase specific goods or services at a certain price. It is sent to the supplier (vendor). When the vendor accepts the purchase order, it becomes a contract in which both parties are expected to fulfill. The purchase order establishes key information that carries through the Accounts Payable system such as the *Vendor ID*. Purchase orders create encumbrances. If a requisition is referenced, the purchase order liquidates the pre-encumbrance.
- *Receipt* is a transaction in SWIFT that tracks the quantity or amount received against a purchase order.
- *Requisition* is an internal document by which a using agency requests the purchasing department to initiate procurement (a purchase).
- *Vendor* is the supplier of the goods or services.
- *Voucher* is an electronic version of a paper invoice received by a vendor. Vouchers are the mechanism by which the State of Minnesota electronically pays for goods and services.
- The *Chart of Accounts* is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Account field is called a *ChartField.* There are several required *ChartFields*, that when combined define the funding source being used. Understanding these fields will assist in any potential errors that may appear during the budget check step. These *ChartFields* are required to define the appropriate funding source:

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

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. https://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.

Course Lessons

The Lessons in the PO3 Purchase Order Receiving course include:

1. Basics of a Purchase Order Receipt
2. Create a Purchase Order Receipt
3. Update a Purchase Order Receipt

Lesson 1: Basics of a Purchase Order Receipt

Lesson Overview

The Receiving Overview provides an overview of the key concepts of receiving in SWIFT. Create a receipt in the Purchasing Module by selecting a purchase order and pulling its information into a receipt.

After completing this lesson, you should be able to:

- Gain a high-level understanding of the purchasing life cycle in SWIFT.
- Be familiar with key terms associated with receiving

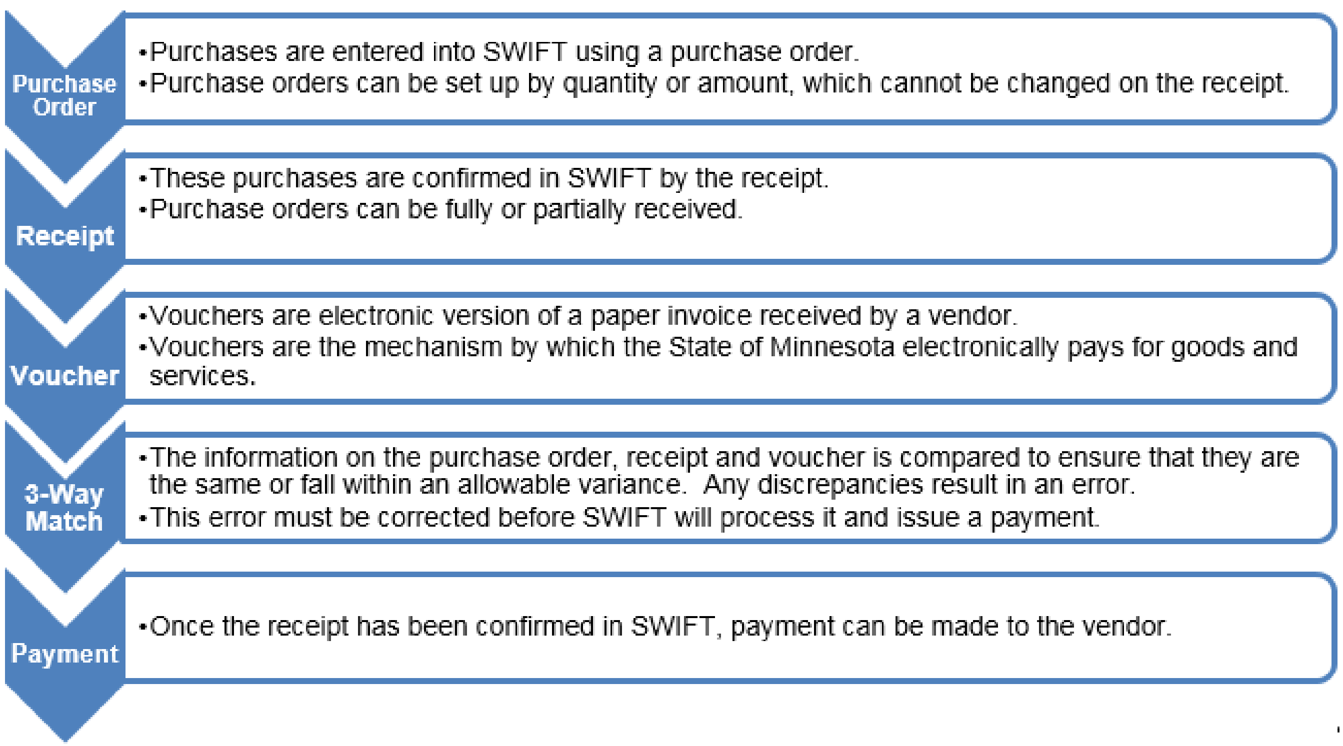
Purchase Order Receipt Overview

Purchasing is the process that enables agencies to procure goods or services. Receiving is the process of confirming that goods or services have been physically received.

By SWIFT default, receiving is required for all purchases (goods or services).

- o Receiving can be turned off in SWIFT on individual purchase order lines.
- o Refer to your agency's policies and guidelines for additional information about receiving.

Purchasing Cycle



Pages in SWIFT to Enter or Update a Purchase Order Receipt

The following pages allow you to add a new receipt or find an existing one to review or update. This section of the user guide describes the purpose of these pages and the definitions of the fields on them.

- Add/Update Receipts Page
- Maintain Receipts: Receiving Page

Add/Update Receipts Page

There are two tabs on this page: *Add a New Value* and *Find an Existing Value*. They allow you to search for and retrieve purchase order schedules to use for creating receipts. You can also create receipts for purchase order line items.

1. Add a New Value Tab (default):

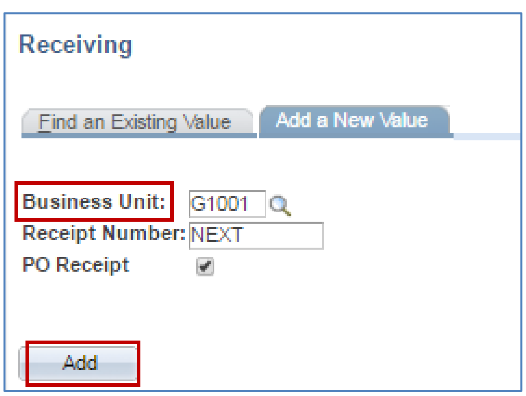
Use this page to create new receipts. Search for and retrieve purchase orders against which to create receipts. You can create partial receipts for purchase order line items, not all lines have to be received.

- **Navigation:** Purchasing, Receipts, Add/Update Receipts, Add a New Value
- Enter the *Business Unit.*

Fields on the Add a New Value tab.

Field Name	Field Description
***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)
Receipt Number	Do not change this number. Keep it at “NEXT”. A receipt is identified by an ID that is unique within a business unit.
PO Receipt Check Box	This box is checked by default. Keep it checked.

- Click **Add.**



- The **Select Purchase Order** page is displayed.

Select Purchase Orders is a search page. It locates dispatched purchase orders to receipt. There are several ways to search for the purchase order lines to be received. *PO ID* and *Vendor ID* are the most common search terms.

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

Fields on the Select Purchase Order page.

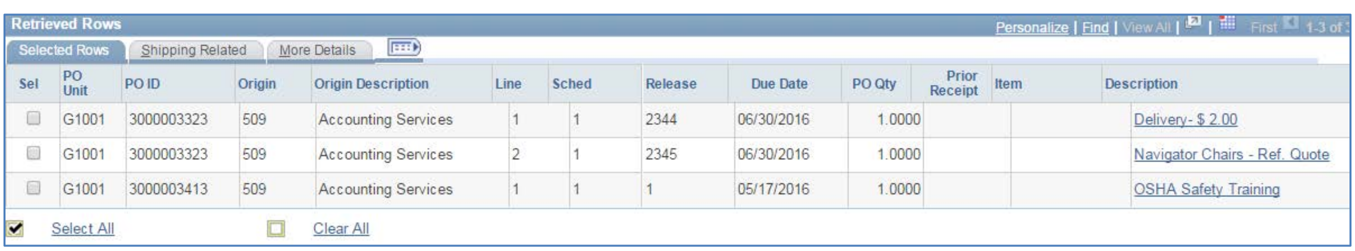
Field Name	Field Description
ID (Purchase Order)	A purchase order is identified by an ID that is unique within a business unit.
Origin	This three-digit field represents a division, district or regional level within the agency and is the level directly below the business unit. The origin is a required field that exists on the header level of requisitions, purchase orders, contracts and strategic sourcing event documents.
Line/Schedule	The line and schedule number of the specified purchase order. You can have a receipt with multiple schedules per line. • **Line:** Shows the item being ordered (e.g., book) • **Schedule:** Shows how the item is being shipped (e.g., book sent to shipping address).
Release	The *Release Number* of the contract associated with the item.
Item ID	The *Item Number* from the purchase order of items to receive.
Ship To	The *Ship To Location* indicates where the vendor should deliver the items. It defaults from purchasing document or direct entry. The *Ship To Location* has tax implications.
Ship Via	The shipment method specified on the purchase order.
Retrieve Open PO Schedule	Select this checkbox to retrieve only purchase order schedules that have not been fully received.
Days +/- Today	Use this number to populate the start and end date. It is based on the current date.
Start Date and End Date	Allows you to enter a value in each field to locate purchase orders with a due date falling within the specified range.
Vendor Name	Search for purchase orders from a specific vendor. Only lines and schedules from the same vendor may be added to a receipt.
Vendor Item ID	This code is used to identify the item ID used by the supplier who supplies the item. The *Vendor Item ID* searches for the ID listed on a purchase order.
Vendor Look Up	Allows you to search for a Vendor ID by Name, City, Country, Class, Short Name, State, Postal Code and Type

Field Name	Field Description
Manufacturer ID	Identifies the manufacturer of the item in SWIFT. This value is supplied from the Vendor's Manufacturer's Info page.
Manufacturer's Item ID	This is the value that the manufacturer uses to identify their item.
Receipt Qty Options	This option determines the default quantity that appears on the receipt page. It is rarely changed. • **No Order Qty**: No value is shown. Enter the actual quantity. You cannot use the copy function with this option. • **Ordered Qty:** This option displays the total quantity from the original purchase order. • **PO Remaining Qty:** It will display only the quantity remaining on the purchase order.

- After you click **Search**, the **Retrieved Rows** section is displayed.

The **Retrieved Rows** section allows you to review the purchase orders that were retrieved from the search. Each purchase order is on a separate row. Not all fields contain information. The information included are from the original purchase order.

- There are three tabs with detailed information to be reviewed for the receipt: *Select Rows, Shipping Related* and *More Details.*



(1) Selected Rows Tab.

- Lists the basic information about the purchase order line. It includes *PO Unit, PO ID, Origin, Origin Description, Line and Schedule Number, Contract Release, Due Date, Prior Receipts, Item ID* and *Description.*
- If the full description is not displayed, click on the **Description** link for more information.

Selected Rows | Shipping Related | More Details

Sel	PO Unit	PO ID	Origin	Origin Description	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☐	G1001	3000003209	514	Management Services	1	1	2339	07/31/2015	1.0000			Navigator Chairs - Ref. Quote

(2) Shipping Related Tab.

- Displays the shipping information specified for the line and schedule from the purchase order. If it is blank, it was not entered on the purchase order.
- Lists the *Origin, Origin Destination, Line and Schedule Number, Shipment Method, Vendor Number, Vendor Location Number* and the *Vendor Item ID Number.*
- Scroll over to the far right to see the P*O Date and Orig Prom (Promised Delivery) Date*.

Selected Rows | Shipping Related | More Details

Sel	PO Unit	PO ID	Origin	Origin Description	Line	Sched	Ship To	Ship Via	Vendor	Location	Vendor Item ID	PO Date	Orig Prom
☐	G1001	3000003209	514	Management Services	1	1	G104THFL00	GROUND	0000274788	001		07/31/2015	07/31/2015

(3) More Details Tab.

- Rarely used. The purpose is for agencies that track inventory. It provides additional information from the purchase order. If it is blank, it was not entered on the original purchase order.
- Includes *Model Number, Manufacturer's ID, Manufacturer's Item Number, PO Line* and the *Schedule Dollar Amount.*
- You can see if receiving is required, tolerance limits on the receipt, *Price and Category*. The other fields are not used in SWIFT.

Selected Rows | Shipping Related | More Details

Sel	PO Unit	PO ID	Origin	Origin Description	Line	Sched	Model	Manufacturer	Mfg ID	Mfg Item ID	PO Amount	Recv Reqd	Rcv Tol %	Price	Category
☐	G1001	3000003209	514	Management Services	1	1					1,760.000	Y		1760.00000	56101500

Select a row or multiple rows.
After you review all of the details, confirm the lines and schedules. Check the **Sel** (Select) checkbox. Click **OK.**

Retrieved Rows

Selected Rows | Shipping Related | More Details

Sel	PO Unit	PO ID	Origin	Origin Description	Line	Sched	Release	Due Date
☑	G1001	3000003209	514	Management Services	1	1	2339	07/31/2015
☑	G1001	3000003209	514	Management Services	2	1	2340	07/31/2015

☑ Select All ☐ Clear All

OK | Cancel | Refresh

A new **Maintain Receipts/Receiving** page is displayed. A description of the fields is listed later in this lesson under **Maintain Receipts: Receiving Page.**

2. Find an Existing Value tab

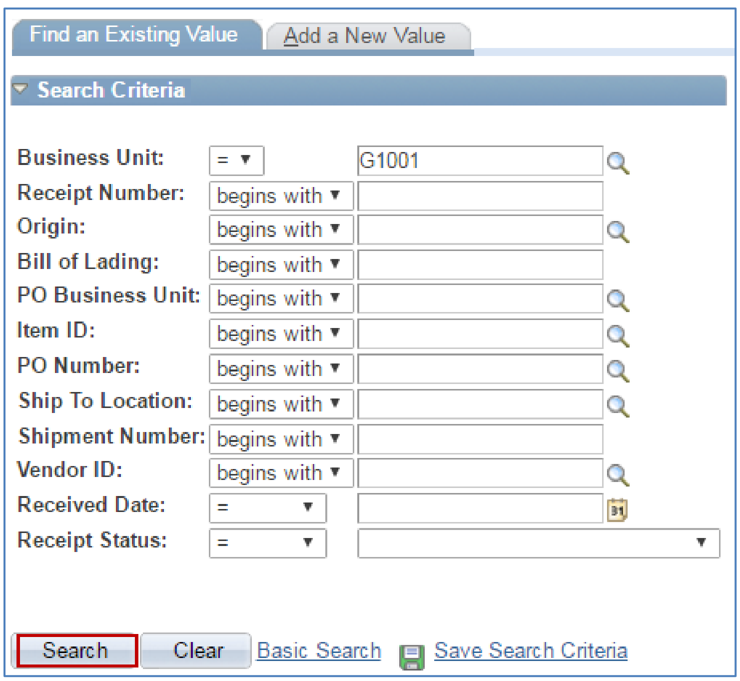
This page allows you to search for and retrieve previously created receipts. Enter at least one value to search for an existing receipt. The most common search fields used are the *PO Number*, *Receipt Number* and *Vendor ID*.

- Enter search criteria and click **Search**.

Fields on the Find an Existing Value tab.

Field Name	Field Description
***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).
Receipt Number	A receipt is identified by an ID that is unique within a business unit.
Origin	Origin represents a division, district or regional level within the agency and is the level directly below the business unit. An agency can only configure the origin at one level, e.g., division only or district only or regional only. When this information is received from agencies, SWIFT will assign a three-digit origin value and provide the agency with a list of their assigned values. The origin is a required field that exists on the header level of requisitions, purchase orders, contracts and strategic sourcing event documents.
Bill of Lading	This feature is not used in SWIFT.
PO Business Unit	In most cases, the PO Business Unit is the same as the Business Unit.
Item ID	A unique identifier assigned to a particular item. Any product, material or service established and maintained in the Item Master. Items tend to be specific and used for repetitive purchases. Items contain a variety of Purchasing Attributes. An item of supply or service specified in a solicitation for which the vendor must specify a separate price. Appears at the line level.
PO Number	A purchase order is identified by an ID that is unique within a business unit.
Ship To Location	The *Ship To Location* Code indicates where the vendor should deliver the items. It defaults from purchasing document or direct entry. The *Ship To* has tax implications. *Ship To* is where the work will be performed.
Shipment Number	This feature is not used in SWIFT.
Vendor ID	A vendor is a supplier of goods or services. Vendor is synonymous with supplier. A ten-digit identification number assigned to a Vendor.
Received Date	The date the item or service is received by the state agency.

Field Name	Field Description
Receipt Status	This is the status of the receipt header. The values are: • **Canceled:** All lines are canceled. Canceling cannot be reversed. • **Closed Receipt:** All receipt lines have been moved and matched (when required). All interface requirements have been fulfilled and no further processing is required. SWIFT closes the receipt. • **Fully Received:** All edits have passed. All lines are in Received or Canceled status. • **Hold Receipt:** Receipt is on hold until released by user. • **Moved to Destination:** The receipt has been processed and moved to another SWIFT module (e.g., Asset Management) • **Open:** Not all edits have passed. One or more receipt lines are in Open status. • **PO Not Received**: The purchase order was set to “Do Not Receive”. It was not received. • **PO Partially Received:** The purchase order is partially received.



- The **Search Results** page is displayed. Click on the *Receipt ID* of the receipt you wish to view.

Search Results

View All

Business Unit	Receipt Number	Origin	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Vendor ID	Vendor Name 1
G1001	0000009155	509	(blank)	G1001	(blank)	3000002597	Y	On-line	G104THFL00	(blank)	B220000000	EMPLOYMENT & ECONOMIC DEVELOPM

A **Maintain Receipts/Receiving** page for that receipt is displayed. A description of the fields is listed later in this lesson under **Maintain Receipts: Receiving Page.**

Maintain Receipts: Receiving Page

Each receipt has two main components.

- **Header.** Contains information that pertains to all lines on the receipt.
  - Business Unit
  - Receipt ID
  - Header Details
  - Receipt Status
  - Add Header Comments
- **Lines.** Contains details about the purchase and purchase order.

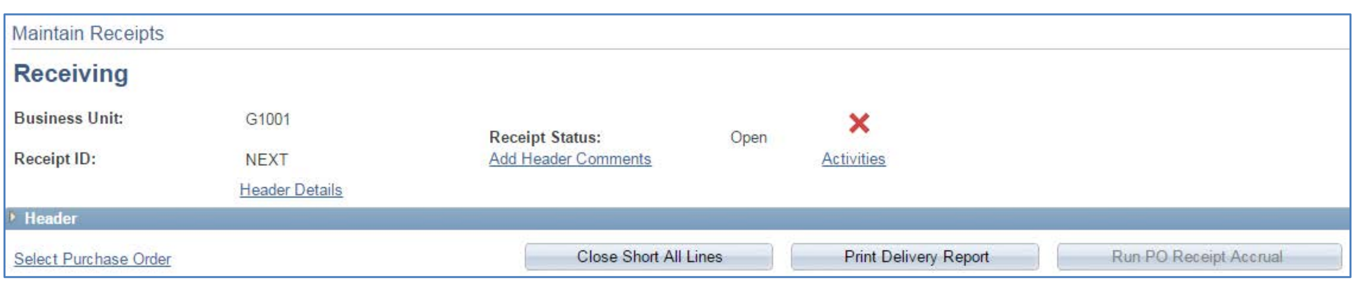
1. Header:

The Header section of a receipt contains information that pertains to all lines on the receipt.

Fields on the Header on the Maintain Receipts: Receiving page.

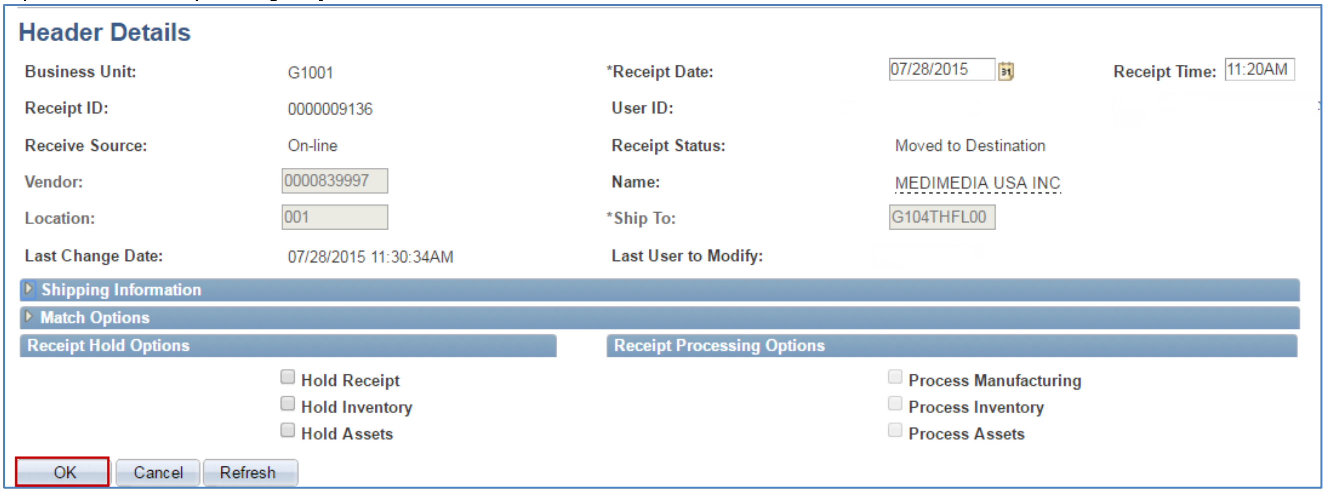
Field Name	Field Description
***Business Unit**	Identifies the agency responsible for the purchase order. It generally represents a legal entity. For the state of Minnesota, the Business Unit typically corresponds to an agency with the exception of the General Ledger (GL). The GL Business Unit is at a statewide level (i.e., MN001)
Receipt ID	A receipt is identified by an ID that is unique within a business unit. The default for a receipt is "NEXT" until it is saved.
Header Details	Use this page to view and enter receipt header information. The Receipt Date defaults to the current date. It can be future or back dated by 30 days. Enter other information here based on your agency's policies and guidelines. **This field is described later in this lesson.**
Receipt Status	This is the status of the receipt header. The values are: • **Canceled**: All lines are canceled. Canceling cannot be reversed. • **Closed**: All receipt lines have been moved and matched (when required). No further processing is needed. • **Hold**: The receipt is on hold until the user releases it. • **Moved**: The receipt has been processed. SWIFT may interface the receipt to another module such as Asset Management or Inventory. • **Open**: Not all edits have passed. One or more receipt lines are in *Open* status. • **Received**: All edits have passed. All lines are either in *Received* or *Canceled* status.
Add Header Comments link	Enter header level comments that will be associated with this Receiver ID. You can also attach documents such as packing slips and bill of lading documents. After Header Comments are added, the link is called Edit Header Comments. Comments can be added at the header and line levels. **This field is described later in this lesson.**

Field Name	Field Description
Edit Header Comments	Update header level comments or documents that are associated with this Receiver ID. You can also attach documents such as packing slips and bill of lading documents.
Document Status link	Displays all SWIFT documents related to the receipt. Only appears when documents have been added on the Header Comments.
Cancel (Red X)	Cancel Receipt button to cancel the entire receipt. Canceling the transaction cannot be reversed.
Activities	This feature is not used in SWIFT.
Select Purchase Order link	The Select Purchase Order link allows you to return to the **Select Purchase Order** page if you wish to add additional lines to this receipt. Only lines or schedules from the same vendor can be added to this receipt. It is a standard business practice for the State of Minnesota to use only one purchase order for each receipt.
Close Short All Lines button	Close receipt lines short when no additional receipts will be entered against the purchase order. • If you choose to short an entire receipt or a single line, notify the buyer on the purchase order. This purchase order will need to be re-budget checked and re-dispatched. • When the receipt line is processed, create a change order. The PO Schedule Quantity will be changed to equal the Total Receipt Quantity. These purchase orders are then eligible to be closed.
Print Delivery Report Button	Allows you to generate a print copy of the receipt.
Run PO Receipt Accrual	This feature is not currently used in SWIFT.



Header Details Link.

The **Header Detail** page allows you to view and enter receipt header information. Agencies can use these fields to update the Receipt Date, Shipping Information, Match Options, Receipt Hold Options, and Receipt Processing Options. After updating any fields, click **OK**.



Header Receipt Comments Page.

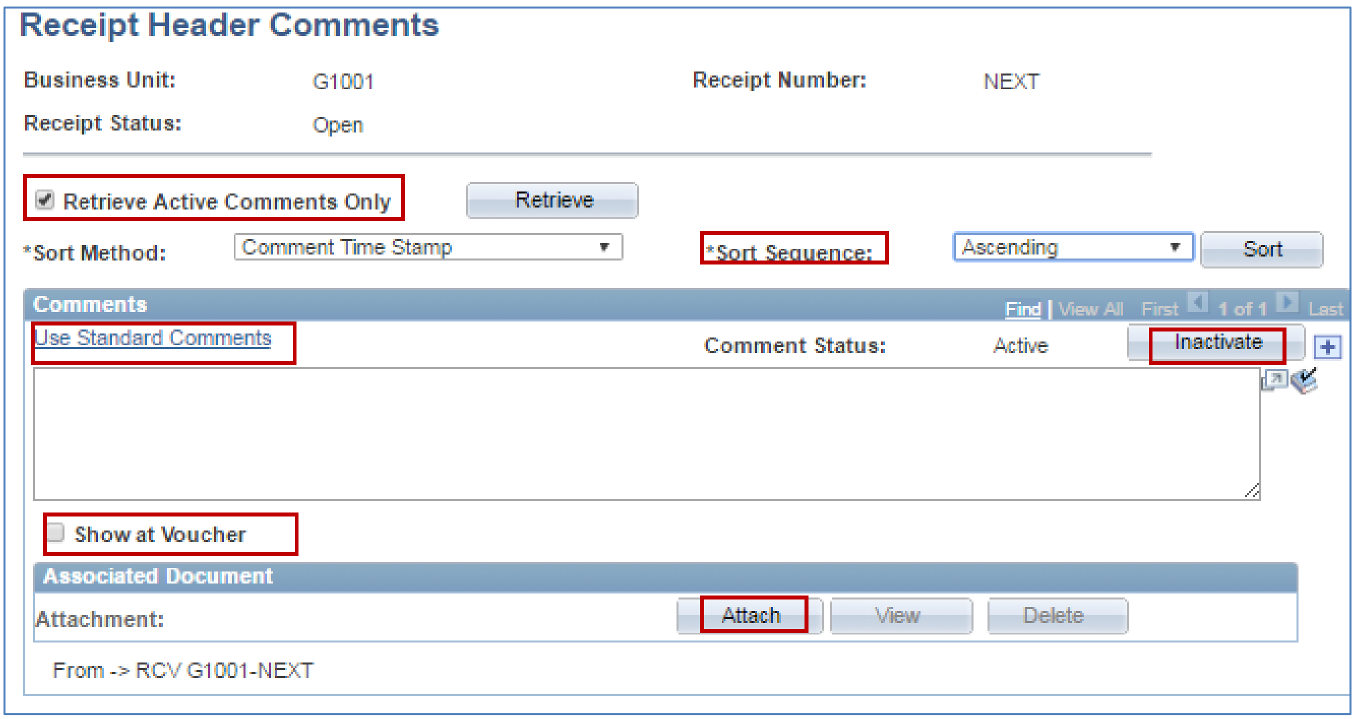
Comments are based on each agency's guidelines. There are options to create, sort and view comments.

- You can choose to view only active comments or all comments.
- Use the Sort Sequence to sort comments by ascending or descending order.
- You can create standard comments.
- You can change the status of the comments (e.g., Inactive).
- You can determine if the comment can be seen on the voucher.
- You can add attachments.

Fields on the Header Comments Page

Field Name	
Retrieve Active Comments Only	If box is selected, it will show all active comments only.
Sort Method	Sorts comments by "Comment Time Stamp" or "Vendor Flag".
Sort Sequence/Sort button	Sorts comments by "Ascending" or "Descending".
Use Standard Comments	Access a Standard Comment page to create and manage standard comments.
Comment Status	Status of the comments "Active" and "Inactive".
Active/Inactivate Button	Allows you to decide if the comments are active.
Add a New Row icon	Allows you to add a new comment row.

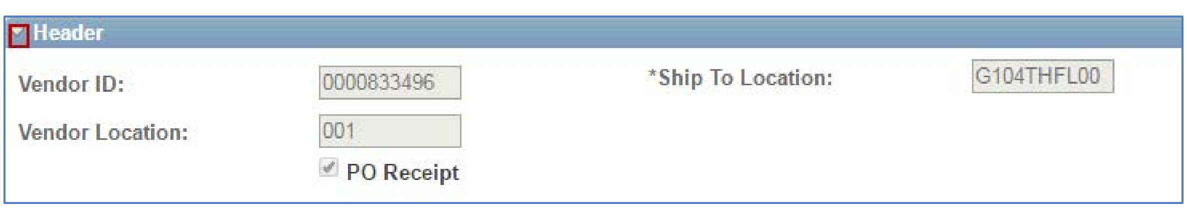
Field Name	Field Description
Comment Field	Add comment. Provide reason for change. Add staff person and contact information for more information about the change.
Display Comment Text in Window icon	Clicking on this icon expands the window of the Comment field. Allows you to view and edit comments in a larger window.
Spell Check icon	SWIFT will spell check the message when you click on this icon.
Show at Voucher	The comments will appear on the voucher when the transaction is paid.
Attach, View, Delete buttons	Allows you to attach, view and delete attached documents.



Expanded Header Section.

- As desired, click the **Expand** button to expand the Header section.

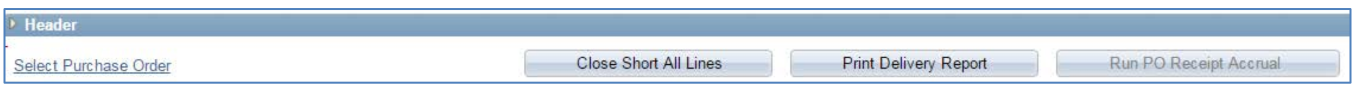
You can see additional details about the purchase order you are receiving. Click the **Collapse** button to minimize these fields.



Fields in the Expanded Header Section of a Receipt.

Field Name	Field Description
Vendor ID	The Vendor ID that the purchase order was sent to. Defaults from the purchase order.
Vendor Location	Defaults from the purchase order.
Ship To Location	The destination of the shipment.
PO Receipt	Indicates that the receipt is based on a purchase order.

Options below the Header Line



- **Select Purchase Order link.**

Clicking the **Select Purchase Order** link brings you back to the **Select Purchase Order** page.

- You can add additional lines for the receipt.
- Only lines or schedules from the same vendor can be on the receipt.
- Also, use only one purchase order for each receipt.

This page is covered earlier in this Lesson.

- **Additional Buttons on the Header.**

There are three additional buttons on the header.

Button Name	Button Description
Close Short Alt Lines	Close short receipt lines when no additional receipts will be entered against the purchase order regardless of the outstanding quantity. • If you choose to close short an entire receipt or a single receipt line, notify the Buyer. The purchase order will need to be re-budget checked and re-dispatched. • When the receipt line is processed, a change order is created. The purchase order schedule quantity will be changed to equal the total receipt quantity. The purchase order is then eligible to be closed.
Print Delivery Report	Click this button to generate a printable report of the receipt.
Run PO Receipt Accrual	SWIFT does not use this function.

1. Line Fields on a Receipt.

The **Lines** contain details about the purchase and purchase order.

- For a single listing of all of the information contains on the different tables, click the **Details** icon at the beginning of each line.
- **Update any fields as necessary.** For example, the purchase order may have been set up for a quantity of "2". You are receipting "1". Update the *Receipt Quantity (Qty)* field.

There are six tabs with information about the receipt lines.

- Each of these tabs displays the Line Details icon and the Description. The Line Details icon is described at the end of the overview of these six tabs.
- **NOTE:** You will likely only use the **Receipt Lines** tab and the **Receipt Lines Details** page accessed from the **Receipt Lines Details** icon on each line. .

(1) Receipt Lines Tab.

This is the tab where you view or update most of the receipt information. The **Receipt Lines** tab displays the purchase order lines selected on the **Select Purchase Order** page. **Update any fields as necessary.** For example, the purchase order may have been set up for a quantity of "2". You are receipting "1". Update the *Receipt Quantity (Qty)* field.

Fields on the Receipt Lines tab.

Field Name	Field Description
Item	Item number that was listed on the purchase order, if there it was listed.
Description	Defaults from the purchase order.
Receipt Qty	Enter the quantity delivered. When you enter the receipt quantity for a line, the Accept Qty value is calculated by subtracting the rejected quantity from the receipt quantity.
Copy Qty Icon	Click the Copy Quantity icon to enter the same Receipt Qty (received quantity) value on the selected line to all Receipt Qty fields for all subsequent lines selected.
Recv UOM (Received Unit of Measure)	Enter the quantity delivered and the UOM (Unit of Measure) in which it was received. Populated from the purchase order. Do not change it.
Receipt Price	When an item is received against the purchase order, the item's purchase order price is displayed. Additionally, if you entered a description only item, you would enter the price here. When the price is changed, the new price will be used to recalculate transaction and base merchandise amounts on the receipt line.
Accept Qty	Displays the quantity of items accepted. When you enter a Receipt Qty value for a line, the accepted quantity is calculated by subtracting the rejected quantity from the receipt quantity.

Field Name	**Field Description**
Status	Displays the status of the receipt line. • Closed (closed schedule) • Hold (hold schedule) • Open (open schedule) • Received (received schedule) • Canceled (canceled schedule)
Category	Defaults from the purchase order. 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.
Close Short	Close receipt lines short when no additional receipts will be entered against the purchase order. If you choose to short an entire receipt or a single line, notify the buyer on the purchase order. This purchase order will need to be re-budget checked and re-dispatched.
Serial	Identifies if the receipt line is serial controlled. If you are receiving a description-only purchase order line (no item ID) and the line is asset-related, the serial check box can be selected. For serial-controlled items, you must enter the serial ID at the time of receipt or the receipt line status stays in the Open status and is not eligible for interfacing to inventory or assets.
Devise Track	Indicates that an item is tracked and available in Inventory.
Stock UOM	Describes how you store quantities of an item in the warehouse if you track inventory.
Cancel Receipt/Receipt Line icon (red X)	You can cancel receipts or receipt lines only if there are not active vouchers against it.

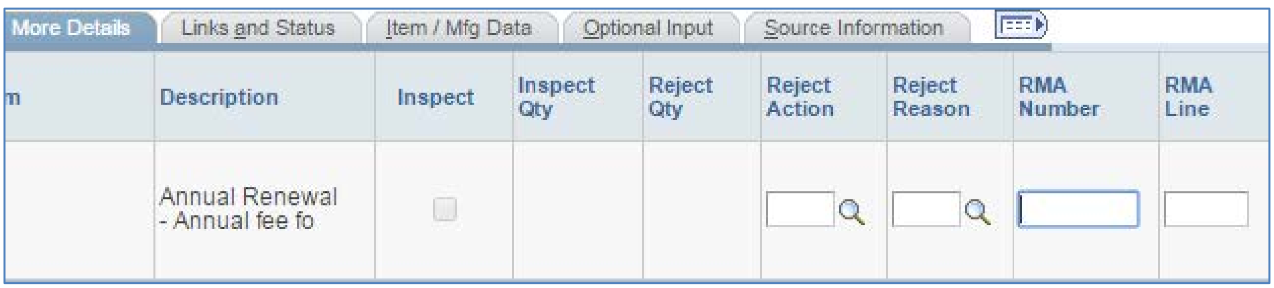
(2) More Details Tab.

This tab is rarely used. Use this tab if you need to update the *Allocation type*. This tab is set up for inspection processing for inventory. This involves receiving all goods, moving them to an inventory holding area and performing the inspection process.

Fields on the More Details tab.

Field Name	Field Description
Inspect	This feature is not used in SWIFT.
Inspect Qty	This feature is not used in SWIFT.
Reject Qty	If the material received is rejected, enter the quantity in this field.
Reject Action	If Reject Qty is selected, enter information in the Reject Action. Select either Return for Credit or Return for Replacement. Mostly, use R for Return for Replacement.
Reject Reason	If Reject Qty is selected, enter information in the Reject Action. Select one of the following reasons. • Damaged • Expired • Late Shipment • Miscellaneous • Overshipment • Quality • Recall • Wrong Item
RMA Number	This feature is not used in SWIFT.
RMA Line	This feature is not used in SWIFT.
Net Receipt Quantity	Displays the number of items received. This is the received quantity less the quantity of items rejected and returned.
PO Price	Unit price of a purchase order line.
Vndr UOM	Unit of measure indicated by the vendor.
Std UOM	Standard unit of measure used for an item.
Merchandise Amt	Unit of measure multiplied by the quantity of the line.

Field Name	Field Description
Allocation Type	Displays the allocation type for the receipt. The method selected is used when the receipt quantity is less that the quantity ordered. Values are: • **FIFO (first-in-first-out):** Allocations to the distribution quantities are fulfilled based on the sequence in which they are added to the purchase order schedule for purchase order receipts or the receipt line for non-purchase order receipts. • **Prorate:** The receipt amount is prorated across the distributions for the schedule based on what percentage the receipt amount is to the total purchase order schedule's distribution amount. For example, if 50% of the required items were received, each distribution line would be allocated 50 percent of its required quantity. • **Specify:** The user will specify the quantity received for each distribution line.
Ship To	Displays the location to which the supplier delivered the items.
Attention To	Displays the person to whom, or place to where the services or goods are to be delivered.



(3) Links and Status Tab.

Use this tab to enter line level comments. This tab provides various statuses for tracking items on the receipt. You can review distribution and asset information. The purchase order determines distribution and asset information. **Do not update information on these fields.** The agency can handle any potential discrepancies when the purchase order moves to Accounts Payable.

Fields on the Lines and Status tab.

Field Name	Field Description
Distribution Icon	Click the Distribution Icon to review Asset Details and ChartField Information on the Receipt Distributions page. The Receipt Distributions page details additional information about the receipt. The page header displays the Business Unit, ID, the receipt line, line quantity received, status, allocation, and the total cost of the received items. The Distribution Information section contains information on three different tabs, Details, Asset Details, and ChartField Information.
Line Comments Icon	Click this icon to add Comments for the receipt line.
Process Complete	Displays Y if the Receiver process has completed for the receipt line.
Inspect Status	Designates whether the receipt line item requires inspection. Values are Complete or Incomplete.
Serial Control	Designates whether the receipt line is serial controlled. Values are Complete or Incomplete.
Serial Status	Designates whether the receipt line is serial controlled. Values are Yes or No.
Lot Control	Lot control is the process of using procedures such as assigning lot IDs, and tracking parameters such as status and expiration date, for each lot (batch) as it moves through the system. Designates whether the receipt line item is lot controlled. Values are Complete or Incomplete.
Lot Status	Values are Open, Restricted, Hold and Rejected.
Match	Displays the receipt's matching status. Values are: • Matched (fully matched) • No Match (no match) • Partial (partially matched) • To Match (to be matched) • Vouchered (vouchered)
Qty Pct	This feature is not used in SWIFT.
Quantity Status	This feature is not used in SWIFT.
Due Date	Displays the *Due Date* from the purchase order.
Ship Date Status	Displays the *Ship Status Date* from the purchase order.

(4) Item/Mfg Data Tab.

This tab is rarely used. The **Item/Mfg Data** tab displays item and manufacturing data for inventory items. This data is only displayed if an *Item ID* was used on the associated purchase order.

(5) Optional Input Tab.

This tab is rarely used. It is for reviewing and adding the tracking of the shipment of the purchase. These details are provided by the vendor related to the shipment. Check with your agency about guidelines for using this tab. If for some reason the receipt should not be further processed after it was saved, the line can be placed on hold.

Fields on the Optional Input tab.

Field Name	Field Description
Hold checkbox	Checking this box will put the receipt line on hold.
Invoice Number	The Invoice ID assigned by the vendor. The invoice ID from the receipt header appears by default to the receipt lines.
Packing Slip	The Packing Slip ID for the received merchandise. The packing slip appears by default from the receipt header.
Lading	SWIFT does not use this feature.
Pro Number (Progressive)	The tracking number assigned to the shipment in which the material arrived. This progressive number appears by default from the receipt header.
Multiple Pros link	If multiple progressive numbers exist for this receipt line, you cannot change the value in the field. Click the Multiple Pro link to change the numbers.
Origin Country	This function is not used in SWIFT.
Replacement	Indicates that a shipment is a replacement for a prior return. This is used for Intrastat reporting. The values are: • NA (not applicable) • RN (replaced goods not returned): Indicates that this shipment is a replacement for goods that were not returned to the vendor. • RR (replacement of returned goods): Indicates that this shipment is a replacement for goods that were returned to the vendor.

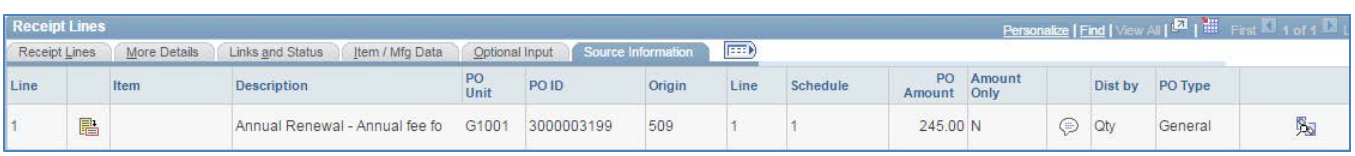
Field Name	Field Description
Instrat Distribution Status	This feature is not used in SWIFT.

(6) Source Information tab.

This tab is rarely used. It includes information that is pulled in from the purchase order. Most of these fields are viewable on other parts of the receipt except the Comments and Distribute By fields.

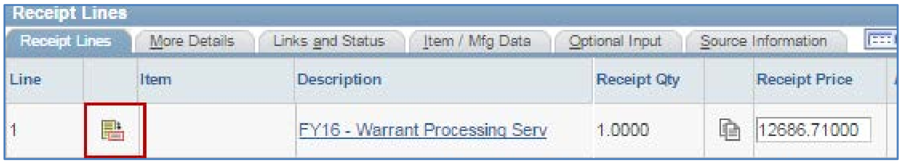
Fields on the Source Information tab.

Field Name	Field Description
PO ID	Displays the purchase order ID of the purchase order schedule associated with the receipt line.
Origin	The origin code from the purchase order associated with the receipt line.
Line	Displays the purchase order line number of the purchase order schedule associated with the receipt line.
Schedule	Displays the purchase order schedule number of the purchase order schedule associated with the receipt line.
PO Amount	Displays the monetary value of the merchandise on the selected purchase order line.
Comments (line)	Allows you to see any comments from the original purchase order.
Dist by	Displays the distribution method used for the receipt line. The method can be by quantity or by amount.
PO Type	Displays the type of purchase order from which the receipt line was created. It will always be “General”.
Inquiry icon	This feature is not used in SWIFT.

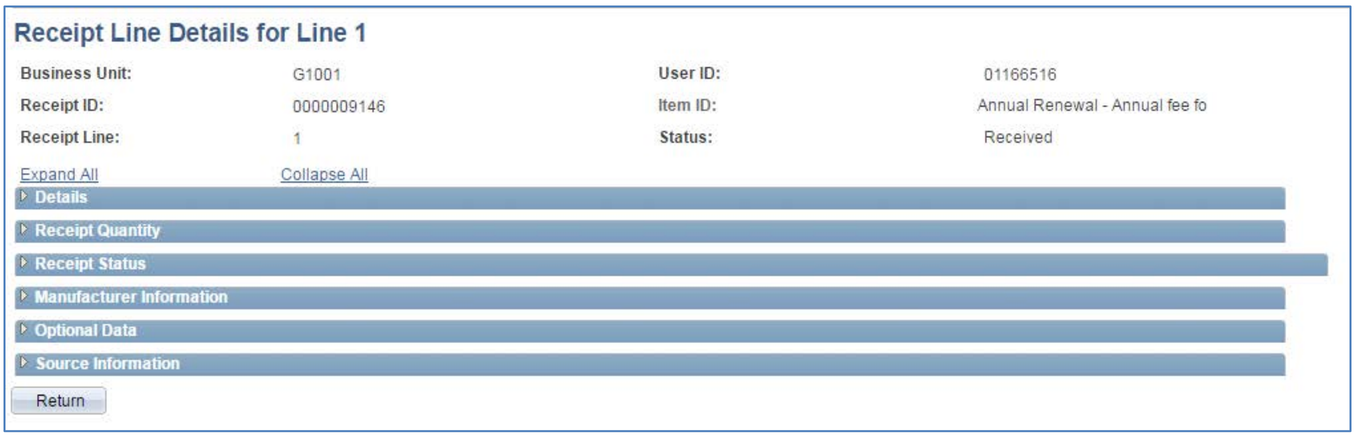


2. Receipt Line Details Page.

If you click on the **Details** icon on any of the **Receipt Lines** tabs, the **Receipt Line Details** page is displayed.



The **Receipt Line Details** page displays line information about the item being received. It provides all of the information on the line tabs in one.



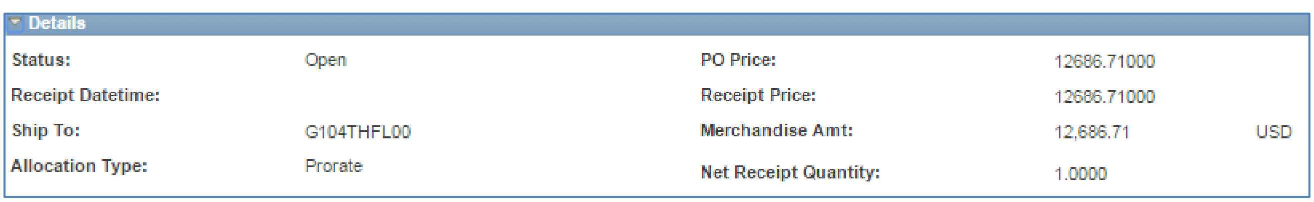
There are six sections on the **Receipt Line Details** page: *Details, Receipt Quantity, Receipt Status, Manufacturer information, Optional Data* and *Source Information*.

(1) Details

Fields on the Receipt Lines Detail section

Field Name	Field Description
Status	Displays the status of the receipt line. • Closed (closed schedule) • Hold (hold schedule) • Open (open schedule) • Received (received schedule) • Canceled (canceled schedule)
Receipt Datetime	The date and time that the receipt was entered into SWIFT.
Ship To	Displays the location to which the vendor delivered the items.

Field Name	Field Description
Allocation Type	Displays the allocation type for the receipt. The method selected is used when the receipt quantity is less that the quantity ordered. Values are: • **FIFO (first-in-first-out):** Allocations to the distribution quantities are fulfilled based on the sequence in which they are added to the purchase order schedule for purchase order receipts or the receipt line for non-purchase order receipts. • **Prorate:** The receipt amount is prorated across the distributions for the schedule based on what percentage the receipt amount is to the total purchase order schedule's distribution amount. For example, if 50% of the required items were received, each distribution line would be allocated 50 percent of its required quantity. **Specify:** The user will specify the quantity received for each distribution line.
PO Price	Unit price of a purchase order line.
Receipt Price	Unit price of a purchase order line. When an item is received against the purchase order, the item's purchase order price is displayed. Additionally, if you entered a description only item, you would enter the price here. When the price is changed, the new price will be used to recalculate transaction and base merchandise amounts on the receipt line.
Merchandise Amt (Amount)	Unit of measure multiplied by the quantity of the line.
Net Receipt Quantity	Displays the number of items received. This is the received quantity less the quantity of items rejected and returned.



Details

Status:	Open	PO Price:	12686.71000	
Receipt Datetime:		Receipt Price:	12686.71000	
Ship To:	G104THFL00	Merchandise Amt:	12,686.71	USD
Allocation Type:	Prorate	Net Receipt Quantity:	1.0000	

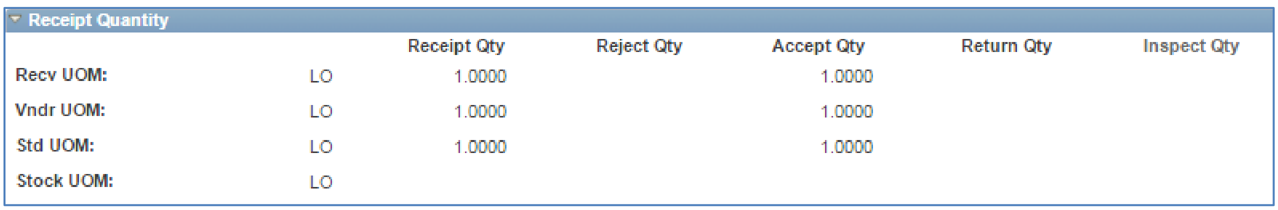
(2) Receipt Quantity

This section provides information about the quantity (e.g., Unit of Measurement) for various fields. It is from the purchase order and cannot be updated on the receipt.

Fields on the Receipt Quantity section.

Field Name	Field Description
Recv UOM	Displays the unit of measure in which the items were received.
Vndr UOM	Displays the unit of measure in which the items were ordered from the vendor.

Field Name	Field Description
Std UOM	Displays the standard unit of measure for the item.
Stock UOM	Displays the unit of measure in which the items are to be stocked in inventory.
Receipt Qty	Displays the quantity received on the receipt line.
Reject Qty	Displays the quantity rejected on the receipt line.
Accept Qty	Displays the quantity accepted on the receipt line.
Return Qty	Displays the quantity returned on the receipt line.
Inspect Qty	Displays the quantity inspected on the receipt line.

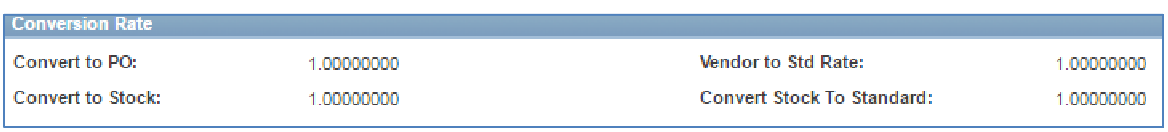

Receipt Quantity

		Receipt Qty	Reject Qty	Accept Qty	Return Qty	Inspect Qty
Recv UOM:	LO	1.0000		1.0000		
Vndr UOM:	LO	1.0000		1.0000		
Std UOM:	LO	1.0000		1.0000		
Stock UOM:	LO					

There is another section within the Receipt Quantity section called Conversion Rate.

Conversion Rate is used to convert and standardize quantities.

Field Name	Field Description
Convert to PO	Displays the conversion rate applied to the receipt UOM quantity to determine the purchase order UOM quantity.
Convert to Stock	Displays the conversion rate applied to the receipt UOM quantity to determine the stocking UOM quantity to put away the item.
Vendor to Std Rate	Displays the conversion rate applied to the vendor / purchase order UOM quantity to determine the standard UOM quantity for the receipt line.
Convert Stock to Standard	Displays the conversion rate applied to the stocking UOM quantity to determine the standard UOM quantity for the receipt line.


Conversion Rate

Convert to PO:	1.00000000	Vendor to Std Rate:	1.00000000
Convert to Stock:	1.00000000	Convert Stock To Standard:	1.00000000

(3) Receipt Status

This section shows the status of various types of receipts (e.g., assets, inventory, ship date, matching, etc.).

Fields on the Receipt Status section.

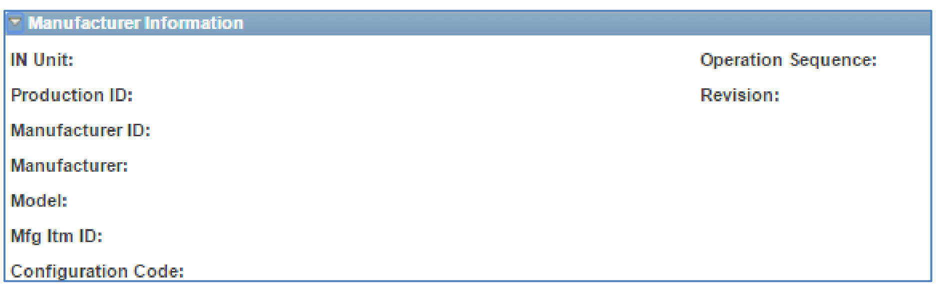
Field Name	Field Description
Assets Applicable	Designates whether the receipt line is an asset related line, along with its status. Values are: • **Moved:** The receipt line has been interfaced to SWIFT's Asset Management. • **N/A** (not applicable): The receipt line is not asset-related. • **Pending:** The receipt line is an asset item that has not been moved to the assets staging area and is pending interface with SWIFT's Asset Management.
Inventory	Designates whether the receipt line is an inventory related line, along with its status. Values are: • **Moved:** The receipt line has been interfaced to SWIFT's Asset Management. • **N/A** (not applicable): The receipt line is not asset-related. • **Pending:** The receipt line is an asset item that has not been moved to the assets staging area and is pending interface with SWIFT's Asset Management.
Serial Control	Serial control enables you to track an item as it moves from one material storage location to another. Designates whether the receipt line is serial controlled, along with one of the following statuses: Complete or Incomplete.
Process Complete	Displays "Y" if SWIFT process has completed for the receipt line.
Ship Date Status	Displays the status of the ship date. Values are: • **Date OK** (passes date check): Shipment date passed the ship date tolerance check. • **Early Ship** (early shipment): Shipment date was too early to pass the ship date tolerance check. • **Late Ship** (late shipment): Shipment date was too late to pass the ship date tolerance check.
Quantity Status	Displays the tolerance status of the receipt line item's received quantity. Values are: • **Qty OK** (passes quantity check): Received quantity passed the quantity tolerance check. • **Over Ship** (over shipment): Received quantity was greater than the quantity tolerance. • **Under Ship** (under shipment): Received quantity was less than the quantity tolerance.
Matching	Indicates whether matching is required for the receipt line.

Field Name	Field Description
Matching Status	Displays the receipt line matching status. Values are: • **Matched** (fully matched) • **No Match** (no match) • **Partial** (partially matched) • **To Match** (to be matched) • **Vouchered** (vouchered)
Intrastate Distribution Status	SWIFT does not use this functionality.
MFG Applicable	Designates whether the receipt line is a Manufacturing related line, along with its status. Values are: • **Moved**: The receipt line has been interfaced to SWIFT's Manufacturing (production management). • **N/A** (not applicable): The receipt line is not manufacturing-related. • **Pending:** The receipt line is manufacturing-related and is pending interface with PeopleSoft Manufacturing (production management).
Lot Control	Lot control is the process of using procedures such as assigning Lot IDs, and tracking parameters such as status and expiration date, for each lot (batch) as it moves through SWIFT.
Due Date	Displays the requested due date and due time of the receipt line.
Ship Days	Displays the number of days the shipment was late.
Ship Qty Pct	Displays the percentage of items that were over-shipped.

(4) Manufacturer Information

Fields on the Manufacturer Information section.

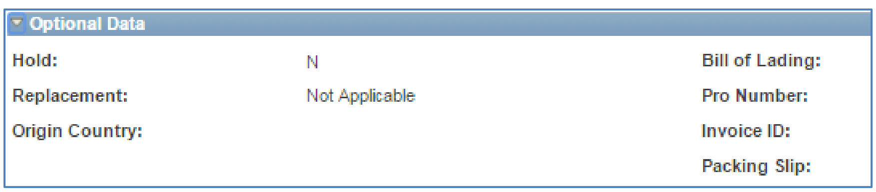
Field Name	Field Description
IN Unit	If the item is an inventory item, displays the inventory business unit that applies to the item.
Production ID	Displays the manufacturing Production ID.
Manufacturer ID	Identifies the manufacturer of the item in SWIFT. This value is supplied from the Vendor’s Manufacturer’s Info page.
Manufacturer	Manufacturer of the item you are receiving.
Model	This feature is not used in SWIFT.
Mfg Itm ID	Displays the Manufacturer Item ID for the item
Configuration Code	This feature is not used in SWIFT.
Operation Sequence	Displays the operation sequence of the transaction. This is the manufacturing subcontracted operation for which the outside processing service was performed.
Revision	Displays the revision number of the item if applicable.



(5) Optional Data

Fields on the Optional Data section.

Field Name	Field Description
Hold	Displays the line hold status. *Y* if on hold and *N* if not on hold.
Replacement	Identifies if the receipt line is for goods returned for replacement. Possible values are Replacement of Returned Goods, Replace Goods Not Returned, and Not Applicable.
Origin Country	Displays the country from which the receipt line item originated.
Bill of Lading	SWIFT does not use this function.
Pro Number	Displays the progressive number of the receipt line.
Invoice ID	Displays the vendor assigned invoice ID assigned to the shipment for the receipt line.
Packing Slip	Displays the shipment packing slip for the receipt line.

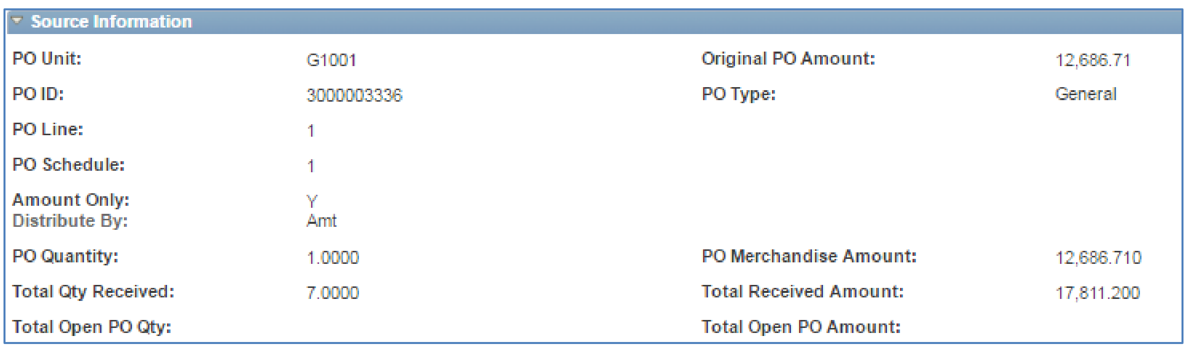


(6) Source Information

Fields on the Source Information section.

Field Name	Field Description
PO Unit	Business Unit of the purchase order schedule associated with the receipt line.
PO ID	Displays the purchase order ID of the purchase order schedule associated with the receipt line.
PO Line	Displays the purchase order line number of the purchase order schedule associated with the receipt line.
PO Schedule	Displays the purchase order schedule number of the purchase order schedule associated with the receipt line.
Amount Only	Displays the merchandise amount of the purchase order schedule associated with the receipt line.
Distribute By	Displays the distribution method used for the receipt line. By quantity or by amount. If *Y*, indicates that the receipt line is to be received by amount only.

Field Name	Field Description
Total Qty Received	The total quantity received.
PO Quantity	The quantity from the purchase order
Total Open PO Qty	Displays the total quantity yet to be received on a purchase order.
Original PO Amount	The original amount from the purchase order.
PO Type	The purchase order document type.
PO Merchandise Amount	The merchandise amount from the purchase order.
Total Received Amount	The total amount that has been received for the line.
Total Open PO Amount	Displays the amount that is still open or outstanding.


Source Information

PO Unit:	G1001	Original PO Amount:	12,686.71
PO ID:	3000003336	PO Type:	General
PO Line:	1		
PO Schedule:	1		
Amount Only: Distribute By:	Y Amt		
PO Quantity:	1.0000	PO Merchandise Amount:	12,686.710
Total Qty Received:	7.0000	Total Received Amount:	17,811.200
Total Open PO Qty:		Total Open PO Amount:	

Lesson Summary

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

- Gain a high-level understanding of the purchasing life cycle in SWIFT.
- Be familiar with key terms associated with receiving

Lesson 2: Create a Purchase Order Receipt

Lesson Overview

Lesson 1 covered the details of creating and updating receipts in SWIFT. This lesson provides an overview of the process to create a receipt. It also highlights those fields that are commonly used to create receipts in SWIFT.

After completing this lesson, you should be able to:

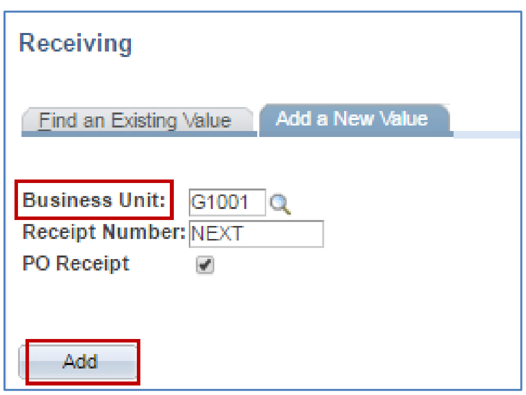
- Understand the steps to create a purchase order receipt
- Create and save a purchase order receipt.

Steps to Create a Purchase Order Receipt

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

Step 1: Navigate to the Purchasing Create Receipt Page

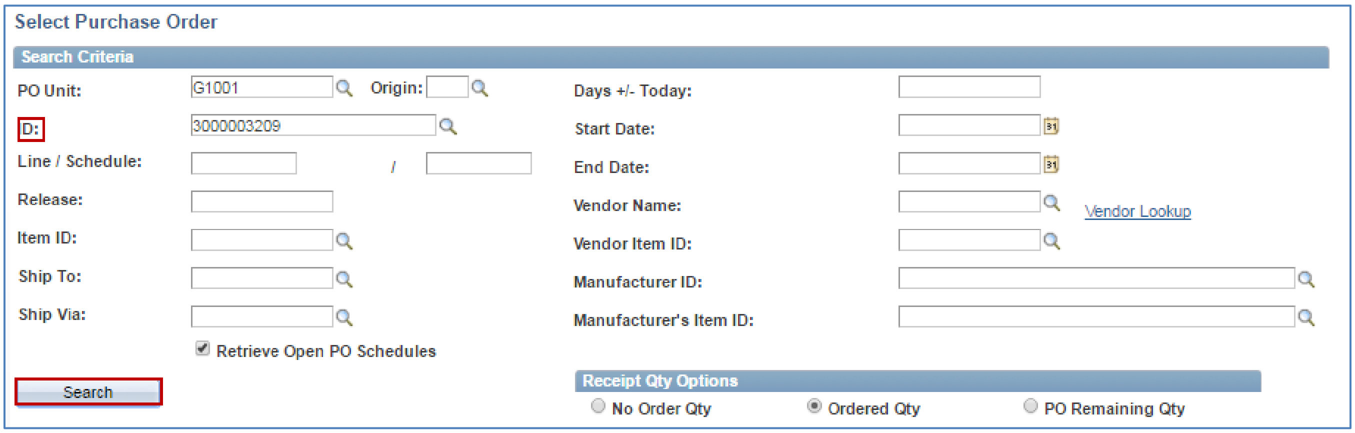
- **Navigation:** Purchasing, Receipts, Add/Update Receipts, Add a New Value tab
- Enter the *Business Unit*.
- Click **Add**.



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

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

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



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

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

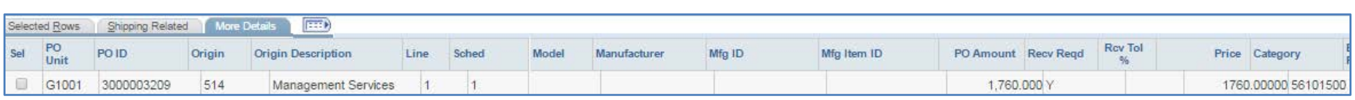
- Each line of the original purchase order is listed separately on the **Retrieved Rows** section. If a line has multiple schedules, each schedule will be listed separately.
- You can receive more than one line on one receipt.

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

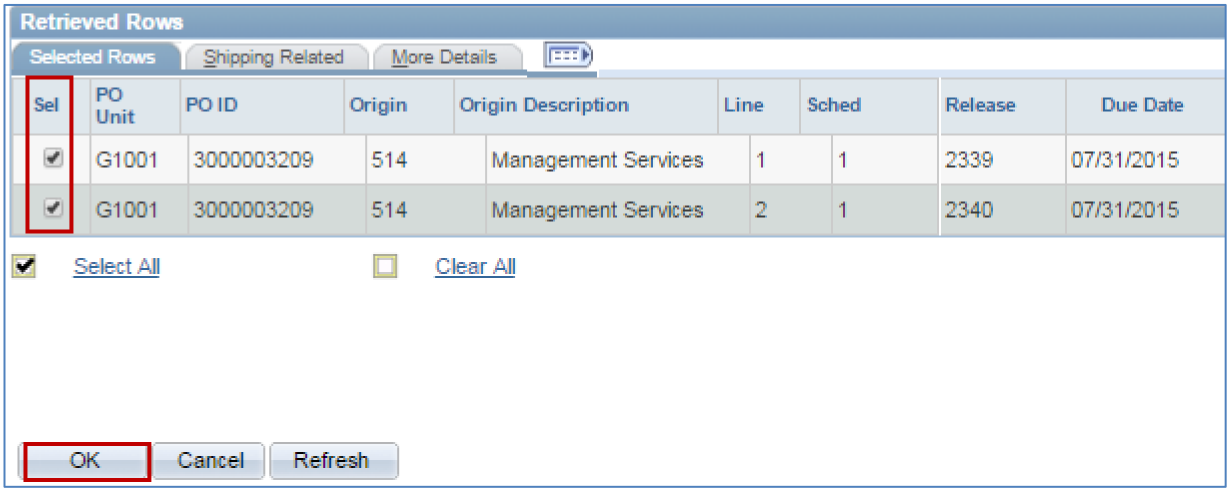
- **Selected Rows Tab.** Lists the basic information about the purchase order line. It includes PO Unit, PO ID, Origin, Origin Description, Line and Schedule Number, Contract Release, Due Date, Prior Receipts, Item ID and Description.

- **Shipping Related Tab.** Displays the shipping information specified for the line and schedule from the purchase order. If it is blank, it was not entered on the purchase order. Lists the Origin, Origin Destination, Line and Schedule Number, Shipment Method, Vendor Number, Vendor Location Number and the Vendor Item ID Number.

- **More Details Tab**. Rarely used. The purpose is for agencies that track inventory. It provides additional information from the purchase order. If it is blank, it was not entered on the original purchase order.



- After you review all of the details, confirm the lines and schedules. Check the **Sel** (Select) checkbox. Click **OK.**

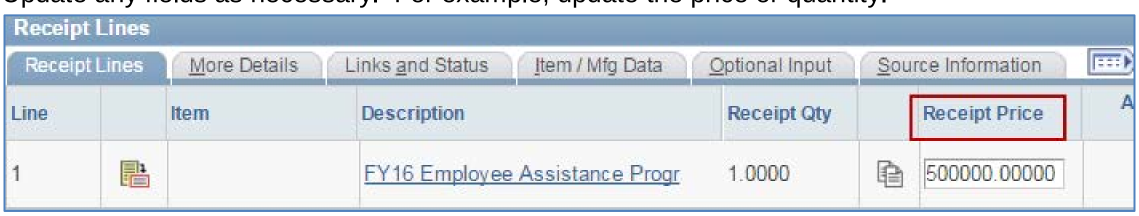


Step 4: Review or Update the Details of the Receipt.

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

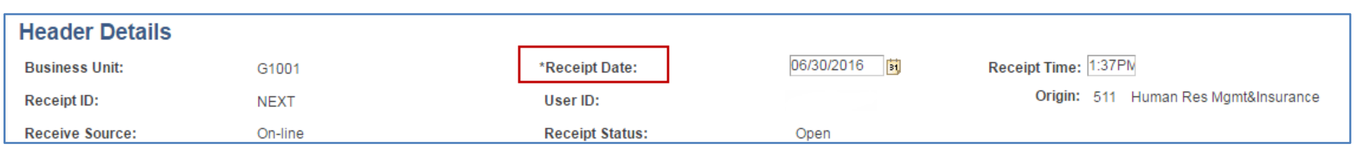
1. **Maintain Receipts.**

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



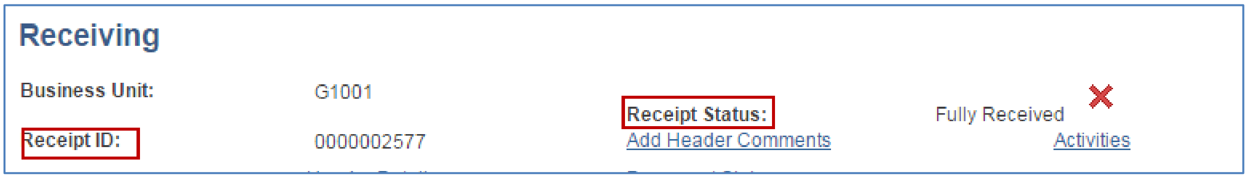
2. **Header Details**

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



Step 5: Save the Receipt.

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



You have successfully created and saved a purchase order receipt.

Lesson Summary

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

- Navigate to the Create Receipt page.
- Create and save a purchase order receipt.
- Be familiar with the fields and processes to create a purchase order receipt.

Lesson 3: Update a Purchase Order Receipt

Lesson Overview

Once a receipt is created, it may need to be updated or canceled for a variety of reasons. You can update or cancel a receipt only if it is not in these statuses: *Moved, Matched,* or *Closed.* Cancelling a receipt cannot be reversed.

Note: The description of the receipt pages and fields are covered in Lesson 1.

After completing this lesson, you should be able to:

- Update a purchase order receipts
- Cancel a purchase order receipts
- Troubleshoot common errors for purchase order receipts

Update a Purchase Order Receipt

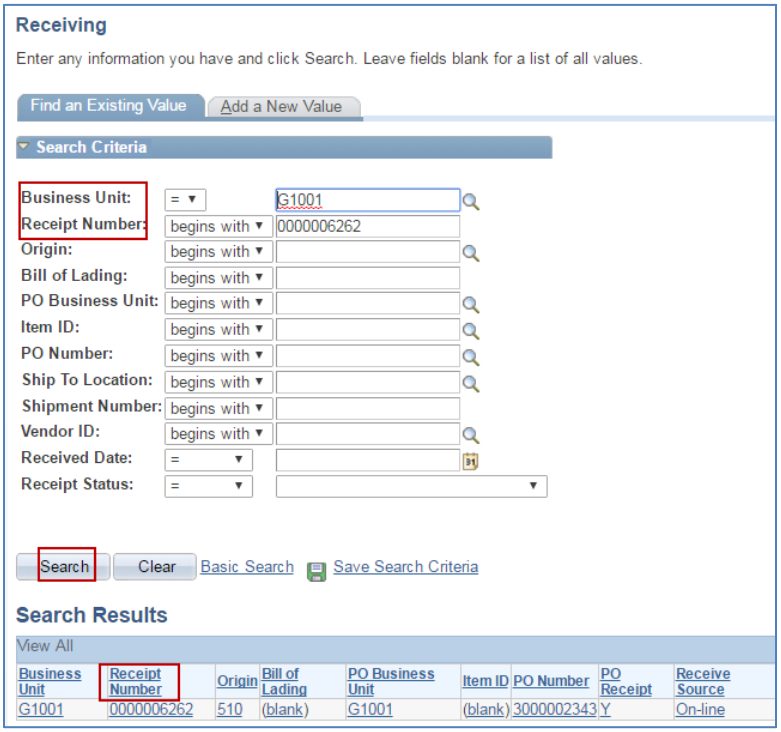
Steps to Update a Purchase Order Receipt

- Step 1: Navigate to the Receipt
- Step 2: Update and Save the Receipt

Step 1: Navigate to the Purchase Order Receipt.

- **Navigation:** Purchasing, Receipts, Add/Update Receipts, Find an Existing Value
- Search for the receipt you wish to update. Use the search page to locate it.
- Enter the search values:
  - (e.g., *Receipt Number*).
  - The *Business Unit* must be specified. The primary *Business Unit* will default. It can be changed.
- Click **Search.**

The **Search Results** section is displayed. It contains receipts that match your search criteria. Click on the desired *Receipt ID.*

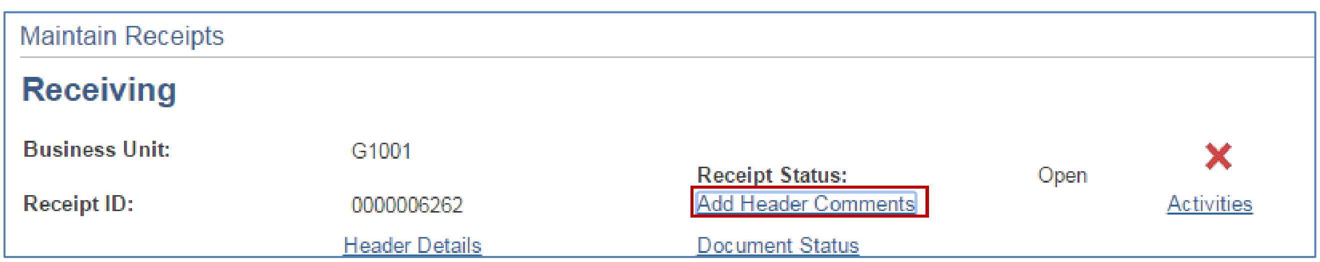


Step 2: Update and Save the Purchase Order Receipt

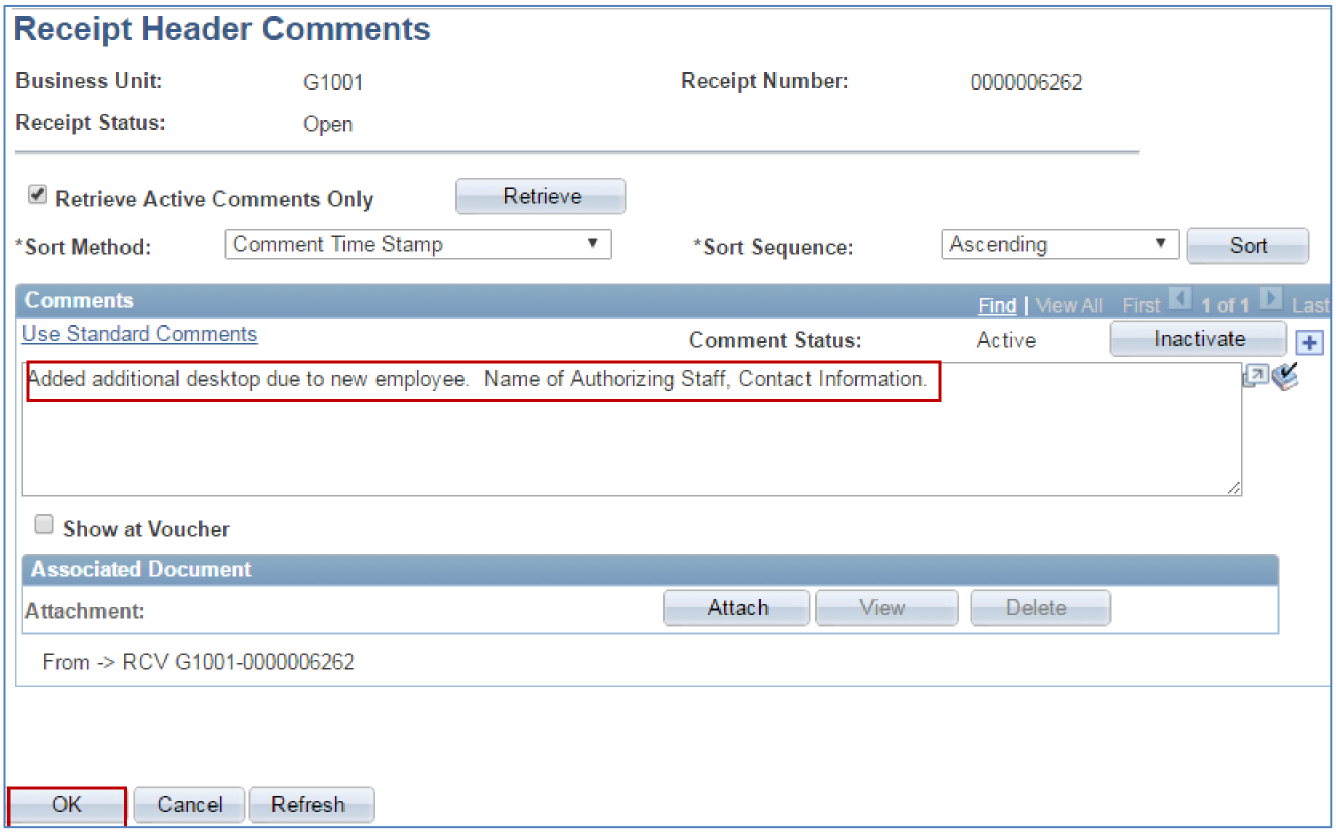
The **Maintain Receipts** page is displayed.

1. **Add Comments.**

- When updating a receipt, use the Header Comments to record any changes. Comments are based on each agency's guidelines. There are options to create, sort and view comments.



- Any previous notes will be displayed. Do not delete them. Add another comment by clicking the **Add a Row** button. IMAGE
- Enter the desired information in the *Comments* field. See Lesson 1 for a description of the Comments fields.
- Click the **OK** button.



2. **Make Edits and Save the Receipt.**

In the example below, Receipt Quantity was changed from “1” to “2”. Click **Save** when you are done.

You have successfully updated a purchase order receipt.

Cancel Purchase Order Receipts or Lines

Once a receipt was created but not needed, it can be cancelled. You can update or cancel a receipt only if it is not in these statuses: *Moved, Matched,* or *Closed*. Cancelling a receipt cannot be reversed.

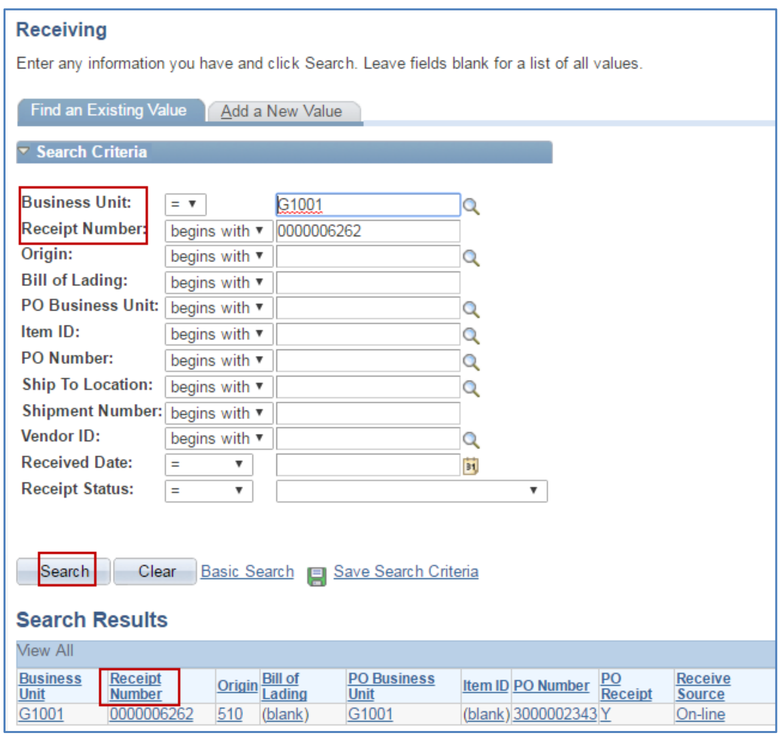
Steps to Cancel a Purchase Order Receipt or Line

- Step 1: Navigate to the Purchase Order Receipt
- Step 2: Cancel the Purchase Order Receipt

Step 1: Navigate to the Purchase Order Receipt.

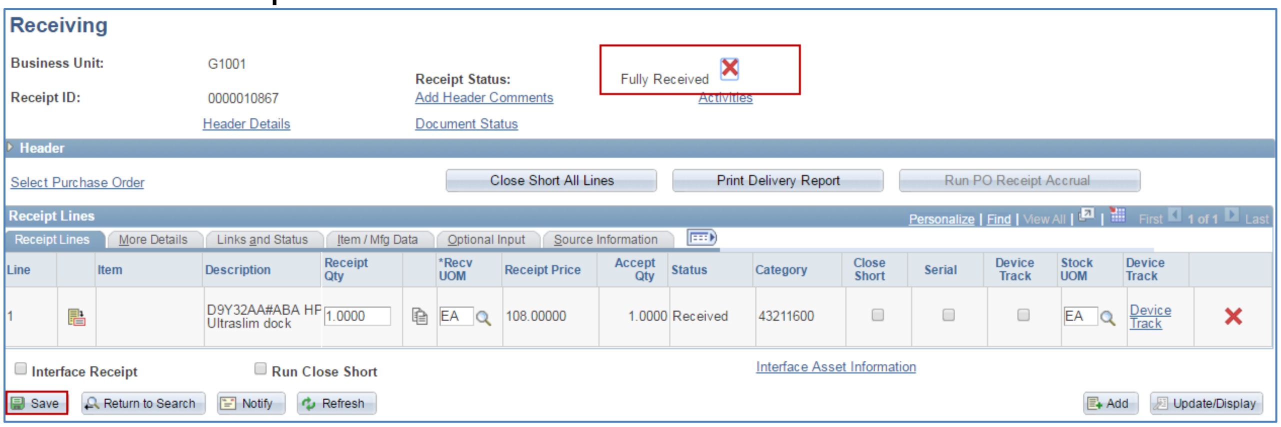
- **Navigation:** Purchasing, Receipts, Add/Update Receipts, Find an Existing Value
- Search for the receipt you wish to update. Use the search page to locate it.
- Enter the search values:
  - o (e.g., *Receipt Number*).
  - o The *Business Unit* must be specified. The primary *Business Unit* will default. It can be changed.
- Click **Search.**

The **Search Results** section is displayed. It contains receipts that match your search criteria. Click on the desired *Receipt ID.*

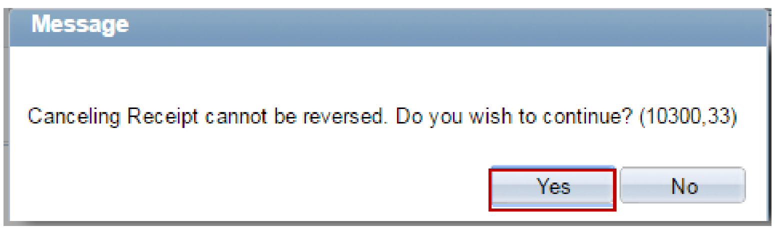


Step 2: Cancel the Purchase Order Receipt or Receipt Line

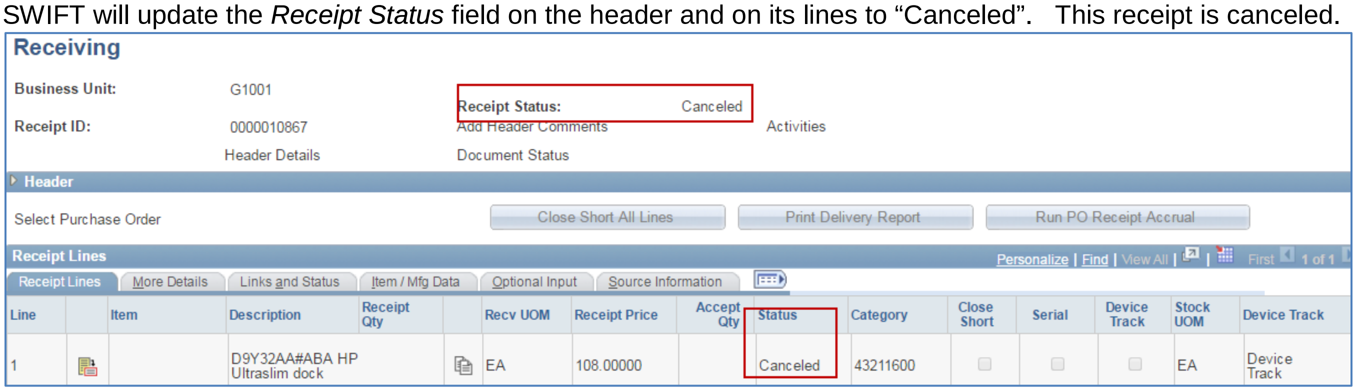
The Maintain Receipts page is displayed.   Confirm that this is the correct receipt to cancel. To cancel a receipt, click the **Cancel Receipt** icon.



SWIFT displays a message. Canceling a receipt cannot be revised. Click **Yes,** if you wish to continue.

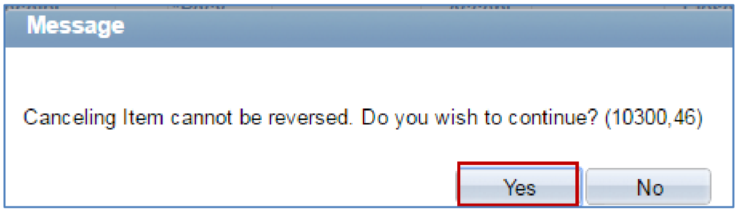


SWIFT will update the *Receipt Status* field on the header and on its lines to "Canceled".   This receipt is canceled.



Note: Individual lines can be canceled if there is more than one line on a purchase order receipt. Click on the **Cancel Receipt** icon (red X) on the line.

SWIFT displays a message. Canceling the item cannot be reversed. Click **Yes,** if you wish to continue.



SWIFT updates the receipt page to show that the line was canceled.

You have successfully canceled a purchase order receipt or receipt line.

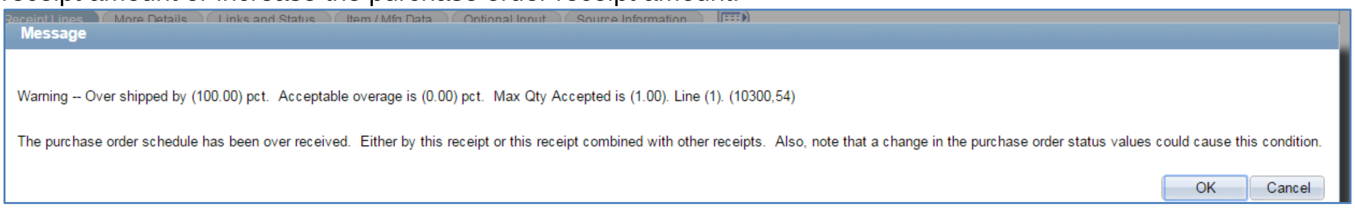
Troubleshoot Common Errors with Purchase Order Receipts

If there are problems with a receipt and it cannot be changed, work with the purchase order buyer, accounts payable representative, inventory representative or assets management representative to resolve the issue.

Here are some common SWIFT error messages related to receipts.

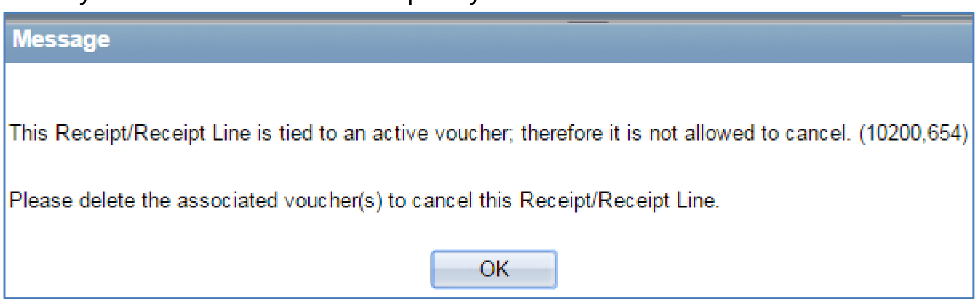
1. Over Received

This error message occurs when the receipt amount is larger than the purchase order amount. Either reduce the receipt amount or increase the purchase order receipt amount.



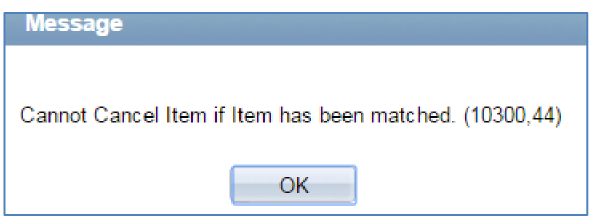
2. Active Voucher

This error message occurs when you are trying to cancel a receipt that has already been processed for payment. Either you cannot cancel this receipt or you need to delete the associated voucher.



3. Item is Matched

This error message occurs when a purchase order and receipt have already passed the match process that initiated from the accounts payable module. You cannot cancel this receipt.



4. Fully Receipted an Item in Error

There are times when a staff person fully receipts an item in error. Cancel the receipt and re-receipt the item.

5. Wrong Purchase Order Document Type for Receipt

The purchase order Document Type defines the transaction. Purchase orders can be “Amount” or “Quantity” depending upon the Document Type selected. If the purchase order is set up for the wrong type of receipt, update the purchase order first. Once a purchase order has been dispatched, you cannot change the Document Type.

6. Wrong Amount on a Purchase Order Created from a Supplier Contract

If the purchase order was created referencing a contract (e.g., Contract Release Order), the amount of the receipt impacts the original contract. If the amount on the receipt is not the same as the purchase order, create the receipt with the correct amount. When you are sure that there are no other items to be receipted, update the purchase order with the correct amount. For example, the purchase order is for 6,000 items. The agencies receives 3,000 items, which is all they will receive. Receipt them for 3,000. Change the purchase order to 3,000 items.

7. Cancel versus Close a Receipt.

OSP recommends that agencies do not close receipts. If “Close” is selected, the purchase order will not be accepted. Cancel the receipt instead as described previously in this lesson.

Lesson Summary

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

- Update a purchase order receipt
- Cancel a purchase order receipt
- Troubleshoot common errors

Course Summary

The Lessons in the PO3 Purchase Order Receiving course include:

1. Basics of a Purchase Order Receipt
2. Create a Purchase Order Receipt
3. Update a Purchase Order Receipt

Key Terms for Creating Purchase Order Receipts

Term Name	Term Description
Accept Qty	Displays the quantity of items accepted. When you enter a Receipt Qty value for a line, the accepted quantity is calculated by subtracting the rejected quantity from the receipt quantity.
Acquisition	The act of acquiring goods and services (including construction) for the use of a governmental activity through purchase, rent, or lease. Includes the establishment of needs, description of requirements, selection of procurement method, selection of sources, solicitation of procurement, solicitation for offers, award of contract, financing, contraction administration, and related functions.
Allocation Type	Displays the allocation type for the receipt. The method selected is used when the receipt quantity is less that the quantity ordered. Values are: • **FIFO (first-in-first-out):** Allocations to the distribution quantities are fulfilled based on the sequence in which they are added to the purchase order schedule for purchase order receipts or the receipt line for non-purchase order receipts. • **Prorate:** The receipt amount is prorated across the distributions for the schedule based on what percentage the receipt amount is to the total purchase order schedule's distribution amount. For example, if 50% of the required items were received, each distribution line would be allocated 50 percent of its required quantity. • **Specify:** The user will specify the quantity received for each distribution line.
Amount Only	Allows the user(s) to receive the purchase order line by *Amount* instead of *Quantity*. *Amount Only* forces the purchase order line to “1”. This allows multiple receivers to use this purchase order until the full purchase order amount has been expensed. The line amount that you enter becomes the schedule price and amount.
Asset	An asset is an owned item of value. It has a value of great than 0 and a useful life of greater than one year.
Assets Applicable	Designates whether the receipt line is an asset related line, along with its status. Values are: • **Moved:** The receipt line has been interfaced to SWIFT’s Asset Management. • **N/A** (not applicable): The receipt line is not asset-related. • **Pending:** The receipt line is an asset item that has not been moved to the assets staging area and is pending interface with SWIFT’s Asset Management.
Attention To	Displays the person to whom, or place to where the services or goods are to be delivered.

Term Name	Term Description
Authority for Local Purchase (ALP)	The authority for local purchase (ALP) is a delegation 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.
Batch Process	A process that is run to process multiple transactions. Batch processes can be scheduled to run at various times throughout the day on a pre-defined batch schedule.
Budget Period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
Business Unit	Purchasing Business Units primarily represents State agencies in SWIFT.
Buyer	A Buyer is an agency staff person who administers contracts, encumbers funds and creates purchase orders.
Category	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.
Chart of Accounts	The Chart of Accounts (i.e., Funding String) is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Account field is called a ChartField. There are several required ChartFields, that when combined define the specific transactions. Understanding these fields will assist in any potential errors that may appear during the budget check step.
ChartField	The individual components (fields) that when combined make up the Chart of Accounts (COA).
Close Short	Close receipt lines short when no additional receipts will be entered against the purchase order. If you choose to short an entire receipt or a single line, notify the buyer on the purchase order. This purchase order will need to be re-budget checked and re-dispatched.
Commitment	This is the process of setting aside funds in response to a purchase requisition. Funds remain committed or encumbered until the good or service is paid for. This converts the encumbrance into an expenditure.
Commitment Control	Commitment Control enables state agencies to control expenditures actively against predefined, authorized budgets. Commitment control can

Term Name	Term Description
	be used to track expenses against pre-defined control budgets as well as to track recognized revenue against revenue estimate budgets
Contract	This is an agreement with specific terms between two or more persons or entities. The terms include an obligation from all parties to offer goods or services.
Devise Track	Indicates that an item is tracked and available in Inventory.
Direct PO	A purchase order entered directly into SWIFT's purchasing module. It does not go through the ePro module.
Distribution	The section of the requisition or purchase order that captures the accounting information.
Doc Type	In Purchasing and ePro, the Doc Type identifies the characteristics of the purchase and defines the rules for the purchase.
Due Date	Displays the requested due date and due time of the receipt line.
Encumbrance	An Encumbrance is a special type of accounting transaction that anticipates a future expenditure. Funds are encumbered, or set aside, in a particular appropriation budgetary account for a specific future purchase. The document used to record an encumbrance is called a Purchase Order.
eProcurement	This SWIFT module used to initiate some procurement transactions via a requisition. The requisition can be sourced to a purchase order or to Strategic Sourcing. These requisitions pre-encumber funds.
Fiscal Year	The 12 months between one annual settlement of financial accounts and the next; a term used for budgeting, etc. The fiscal year for the U.S. Government is October 1 to September 30; the fiscal year for the State of Minnesota is July 1 to June 30.
Freight Terms	This code represents any freight terms, such as where possession is taken and if freight is allowed.
Goods	All types of personal property including commodities, materials, supplies, and equipment.
Header	Summary level data relating to the entire transaction.
Hold	Displays the line hold status. *Y* if on hold and *N* if not on hold.

Term Name	Term Description
IN Unit	If the item is an inventory item, displays the inventory business unit that applies to the item.
Inspect Status	Designates whether the receipt line item requires inspection. Values are Complete or Incomplete.
Inventory	Designates whether the receipt line is an inventory related line, along with its status. Values are: • **Moved:** The receipt line has been interfaced to SWIFT's Asset Management. • **N/A** (not applicable): The receipt line is not asset-related. • **Pending:** The receipt line is an asset item that has not been moved to the assets staging area and is pending interface with SWIFT's Asset Management.
Invoice	A list of goods or services sent to a purchaser showing information including prices, quantities and shipping charges for payment.
Invoice Number	The Invoice ID assigned by the vendor. The invoice ID from the receipt header appears by default to the receipt lines.
Item	Any product, material or service established and maintained in the Item Master. Items tend to be specific and used for repetitive purchases. Items contain a variety of Purchasing Attributes. An item of supply or service specified in a solicitation for which the vendor must specify a separate price. Appears at the line level.
Item ID	A unique identifier assigned to a particular item.
Keyword	A word or phrase that may be used to help search for Items and Categories.
Last Op Seq (Last Operation Sequence)	Displays the last operation sequence for the Production ID.
Line	The detailed information about what is being purchased (e.g. Item, Category, Price, Quantity).
Location (Vendor)	A location is a series of business rules agreed to between the vendor and the state entity. Locations enable a user to indicate the different types of addresses a customer has, e.g., one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number. The vendor location defaults. It can be updated to a different vendor location associated with the correct vendor address.

Term Name	Term Description
Lot Control	Lot control is the process of using procedures such as assigning Lot IDs, and tracking parameters such as status and expiration date, for each lot (batch) as it moves through SWIFT.
Lot Control	Lot control is the process of using procedures such as assigning lot IDs, and tracking parameters such as status and expiration date, for each lot (batch) as it moves through the system. Designates whether the receipt line item is lot controlled. Values are Complete or Incomplete.
Lot Status	Values are Open, Restricted, Hold and Rejected.
Manufacturer	Manufacturer of the item you are receiving.
Manufacturer ID	Identifies the manufacturer of the item in SWIFT. This value is supplied from the Vendor's Manufacturer's Info page.
Manufacturer's Item ID	This is the value that the manufacturer uses to identify their item.
Match	Displays the receipt's matching status. Values are: • Matched (fully matched) • No Match (no match) • Partial (partially matched) • To Match (to be matched) • Vouchered (vouchered)
Match Exceptions	Match exceptions occur on a voucher if the purchase order, Receipt ID and Voucher ID are not within all of the pre-defined match tolerances and rules. Two-way match validates the purchase order and Voucher. Three-way match validates the purchase order, Receipt and Voucher.
Matching	Indicates whether matching is required for the receipt line.
Matching Status	Displays the receipt line matching status. Values are: • **Matched** (fully matched) • **No Match** (no match) • **Partial** (partially matched) • **To Match** (to be matched) • **Vouchered** (vouchered)
Office of State Procurement	Responsible for all functions of acquisition, standards, quality control and surplus property management for the State of Minnesota. www.MMD.admin.state.mn.us
Merchandise Amt	Unit of measure multiplied by the quantity of the line.

Term Name	Term Description
MFG Applicable	Designates whether the receipt line is a Manufacturing related line, along with its status. Values are: • **Moved**: The receipt line has been interfaced to PeopleSoft Manufacturing (production management). • **N/A** (not applicable): The receipt line is not manufacturing-related. • **Pending:** The receipt line is manufacturing-related and is pending interface with PeopleSoft Manufacturing (production management).
Mfg ID	Manufacturer of the item you are receiving.
Mtg Itm ID	Displays the manufacturer item ID for the item.
Multiple Pros link	If multiple progressive numbers exist for this receipt line, you cannot change the value in the field. Click the Multiple Pro link to change the numbers.
Net Receipt Quantity	Displays the number of items received. This is the received quantity less the quantity of items rejected and returned.
Op Seq	Displays the operation sequence for the subcontracted operation.
Packing Slip	The Packing Slip ID for the received merchandise. The packing slip appears by default from the receipt header.
PC Business Unit	A Business Unit (BU) in Projects identifies major subsets throughout the state, such as Agency level. It enables the State to organize information to facilitate project management, analysis, reporting, and accounting.
PO ID	A purchase order is identified by an ID that is unique within a business unit. The default for a new purchase order is “NEXT” until the purchase order is saved.
PO Origin	This code represents a division, region or district within an agency that originated a purchase order. This code is used for reporting and is available on search pages.
PO Price	Unit price of a purchase order line. When an item is received against the purchase order, the item's purchase order price is displayed. Additionally, if you entered a description only item, you would enter the price here. When the price is changed, the new price will be used to recalculate transaction and base merchandise amounts on the receipt line.
PO Receipt	Indicates that the receipt is based on a purchase order.
Pre-encumbrance	The amount that you expect to spend, but which you have no legal obligation to spend. A requisition is a typical pre-encumbrance transaction.

Term Name	Term Description
Price	The amount of money that will purchase a definite quantity, weight, or other measure of a commodity.
Pro Number (Progressive)	The tracking number assigned to the shipment in which the material arrived. This progressive number appears by default from the receipt header.
Procurement	This is the process of obtaining goods or services. It includes all activities from the preparation and processing of a requisition, through receipt and approval of the final invoice for payment. It also includes the acts of preparing specifications, making the purchase and administering contracts. The combined functions of purchasing, inventory control, traffic and transportation, receiving, inspection, store keeping, and salvage and disposal operations.
Production ID	Displays the manufacturing Production ID.
Purchase Order	A purchase order (PO) authorizes the state agency to purchase specific goods or services at a certain price. It is sent to the supplier (vendor). When the vendor accepts the purchase order, it becomes a contract in which both parties are expected to fulfill.
Quantity Status	Displays the tolerance status of the receipt line item's received quantity. Values are: • **Qty OK** (passes quantity check): Received quantity passed the quantity tolerance check. • **Over Ship** (over shipment): Received quantity was greater than the quantity tolerance. • **Under Ship** (under shipment): Received quantity was less than the quantity tolerance.
Receipt	Transaction in SWIFT that tracks the quantity or amount received against a Purchase Order.
Receipt Datetime	The date and time that the receipt was entered into SWIFT.
Receipt Number	A receipt is identified by an ID that is unique within a business unit.
Receipt Price	When an item is received against the purchase order, the item's purchase order price is displayed. Additionally, if you entered a description only item, you would enter the price here. When the price is changed, the new price will be used to recalculate transaction and base merchandise amounts on the receipt line.
Recv UOM (Received Unit of Measure)	Enter the quantity delivered and the UOM (Unit of Measure) in which it was received. Populated from the purchase order.

Term Name	Term Description
Reject Action	If Reject Qty is selected, enter information in the Reject Action. Select either Return for Credit or Return for Replacement. Mostly, use R for Return for Replacement.
Reject Qty	If the material received is rejected, enter the quantity in this field.
Release	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.
Replacement	Indicates that a shipment is a replacement for a prior return. This is used for Intrastat reporting. The values are: • NA (not applicable) • RN (replaced goods not returned): Indicates that this shipment is a replacement for goods that were not returned to the vendor. • RR (replacement of returned goods): Indicates that this shipment is a replacement for goods that were returned to the vendor.
Requisition	An internal document by which a using agency requests the purchasing department to initiate procurement (a purchase).
Revision	Displays the revision number of the item if applicable.
Sales Tax	A levy on a vendor's sale by an authorized level of government.
Schedule	Section of the requisition or purchase order that captures shipping information such as Ship to and Due Date.
Serial	Identifies if the receipt line is serial controlled. If you are receiving a description-only purchase order line (no item ID) and the line is asset-related, the serial check box can be selected. For serial-controlled items, you must enter the serial ID at the time of receipt or the receipt line status stays in the Open status and is not eligible for interfacing to inventory or assets.
Serial Control	Designates whether the receipt line is serial controlled. Values are Complete or Incomplete.
Serial Status	Designates whether the receipt line is serial controlled. Values are Yes or No.
SetID	A SetID is used to identify various configuration values that can be used when entering a transaction. For instance, calendars are assigned to a SetID. In turn, each Business Unit is linked to a SetID for use in processing. Therefore, multiple Business Units can use the calendars configured under a specific SetID.

Term Name	Term Description
Ship Date Status	Displays the status of the ship date. Values are: • **Date OK** (passes date check): Shipment date passed the ship date tolerance check. • **Early Ship** (early shipment): Shipment date was too early to pass the ship date tolerance check. • **Late Ship** (late shipment): Shipment date was too late to pass the ship date tolerance check.
Ship Days	Displays the number of days the shipment was late.
Ship Qty Pct	Displays the percentage of items that were overshipped.
Ship To	The Location Code that indicates where the vendor should deliver the items. Defaults from purchasing document or direct entry. The Ship To has tax implications. If a one- time Ship To is needed, users can select 'SEE BELOW', add the address in comments, and update the tax destination. Ship To is where the work will be performed. To ship to multiple locations, use the Schedule page.
Ship Via	The shipment method specified on the purchase order.
Solicitation	This is the process of requesting or seeking a bid. It does not indicate the intention to enter into a binding agreement or contract.
Std UOM	Standard unit of measure used for an item.
Stock UOM	Describes how you store quantities of an item in the warehouse if you track inventory.
Strategic Sourcing	Strategic sourcing is used primarily for “buy” events (i.e., solicitations). Vendors and customers could then bid and be awarded electronically through the supplier portal.
Tax Authority	Defines the various types of taxes that the State of MN may be required to pay (e.g. State, Local, Transit).
Total Qty Received	The total quantity received.
PO Quantity	The quantity from the purchase order
Total Open PO Qty	Displays the total quantity yet to be received on a purchase order.
Original PO Amount	The original amount from the purchase order.

Term Name	Term Description
PO Type	The purchase order document type.
PO Merchandise Amount	The merchandise amount from the purchase order.
Total Received Amount	The total amount that has been received for the line.
Total Open PO Amount	Displays the amount that is still open or outstanding.
Total Qty Received	The total quantity received.
United Nations Standard Products and Services Code (UNSPSC)	United Nations Standard Products and Services Code (UNSPSC) is global classification system of goods and services that is used for procurement.
Vendor	A person or organization that has a business relationship with the State and/or has registered and been added as a part of the Vendor File.
Vendor ID	A ten-digit identification number assigned to a Vendor.
Vendor Item ID	This code is used to identify the item ID used by the supplier who supplies the item. The *Vendor Item ID* searches for the ID listed on a purchase order.
Vndr UOM	Unit of measure indicated by the vendor.
Voucher	A Voucher is an electronic version of a paper invoice received by a vendor. In SWIFT, vouchers are the mechanism by which the State of Minnesota electronically pays for goods and services. When you wish to purchase goods or services, you usually set up a purchase order to ensure that funds are encumbered and the purchase follows state and agency policies.