

QUICK REFERENCE GUIDE

November 1, 2019

Purchase Order Activity Summary

Use the Purchase Order (PO) Activity Summary page to view the receiving, invoicing, matching 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.

Steps to complete

- Step 1: Navigate to the PO Activity Summary page
- Step 2: Use the Activity Summary page to review the selected purchase order

Steps to use the Purchase Order Activity Summary page

Step 1: Navigate to the PO Activity Summary page

1. Navigate to the **PO Activity Summary** page.

| Navigation Option | Navigation Path |
|-----------------------|---|
| Navigation Collection | Procurement, Purchasing, Purchase Order. Left menu, PO Inquiry section, Activity Summary, PO Activity Summary page. |

2. On the **Find an Existing Value** tab, enter or confirm your *Business Unit* and enter other search criteria (e.g., *PO Number*) and press the **Search** button.

The screenshot shows the 'PO Activity Summary' page. On the left is a navigation menu with categories: 'Maintain Purchase Orders', 'PO Inquiry', 'Purchase Orders', 'Document Status', 'PO Accounting Entries', and 'Stage/Source Requests'. Under 'PO Inquiry', 'Activity Summary' is highlighted with a red box. The main content area has a 'Find an Existing Value' tab selected. Below it is a 'Search Criteria' section with the following fields: 'Business Unit' (set to 'G1001'), 'PO Number' (set to 'contains 4199'), 'Origin' (set to 'begins with'), 'Purchase Order Date' (set to '='), 'Purchase Order Reference' (set to 'begins with'), and 'Supplier ID' (set to 'begins with'). There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

- SWIFT displays the **Search Results** section. Select the *PO Number* of the purchase order you wish to view.

| Search Results | | | | | |
|----------------|--------|------------|---------------------|--------------------------------|-------------|
| View All | | 1-1 of 1 | | | |
| Business Unit | Origin | PO Number | Purchase Order Date | Purchase Order Reference | Supplier ID |
| G1001 | 514 | 3000004199 | 07/05/2017 | FY18 ETD Classes-MMB Employees | G100000000 |

Step 2: Use the Activity Summary page to review the selected purchase order

SWIFT displays the **Activity Summary** page for that purchase order. Review both the header and lines section the page.

- Review the header of the **Activity Summary** page.

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

| Activity Summary | | | | | |
|----------------------|---------------|-------------------|-------------------------------|---------------------|--|
| Business Unit | G1001 | PO Status | Dispatched | | |
| Purchase Order | 3000004199 | Supplier | MINNESOTA MANAGEMENT & BUDGET | | |
| Merchandise Amount | 29,085.00 USD | Supplier Location | 001 | | |
| Merchandise Receipt | 26,360.00 USD | Origin | 514 | Management Services | |
| Merchandise Returned | 0.00 USD | | | | |
| Merchandise Invoice | 26,720.00 USD | | | | |
| Merchandise Matched | 25,515.00 USD | | | | |

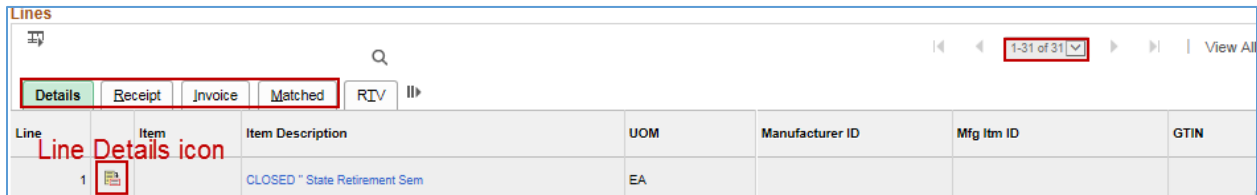
Fields on the header of the Activity Summary page.

| Field | Description |
|-----------------------------|---|
| Merchandise Amount | Total dollar amount of the purchase order. |
| Merchandise Receipt | Total dollar amount of all receipts associated with the purchase order. |
| Merchandise Returned | SWIFT does not use this feature. |
| Merchandise Invoice | Total dollar amount of all vouchers associated with the purchase order. |
| Merchandise Matched | Total dollar amount of all matched vouchers associated with the purchase order. |

2. Review the **Lines** section of the **Activity Summary** page.

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

- There are five different tabs that can be viewed individually. SWIFT does not use the **RTV** tab.
- You can also view all of the documents related to a line on the **Line Details** page. Each of these tabs contains the **Line Details** icon for each line.
- You can also see how many lines there are on this purchase order



Fields on the PO Activity Summary Details page

| Field | Description |
|------------------------------|---|
| Item/Item Description | Item ID number and/or description of the line item from the purchase order. |
| UOM | Unit of measure |
| Order Qty | Line quantity from the purchase order. |
| Amount Ordered | Total dollar amount for the purchase order line. Does not include tax |

a. Line Details:

If you select the **Line Details** icon on a line, SWIFT brings you to the **PO Activity Summary Details** page. You can see all activity associated with this line. This activity includes “Receipt”, “Invoice” and “Matched”. View each section by selecting the section. You can also press the **Expand All** link to open all sections at once.



b. Receipt tab:

This tab 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.
- 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 dollar amount.
- If you press the **Receipt** icon, you can see more specific details of the receipt and you can get the link to go to the receipt document.

| Line | Item | Item Description | UOM | Amount Received | Open Quantity | Open Amount | Currency | Receipt icon |
|------|------|-------------------------------|-----|-----------------|---------------|-------------|----------|--------------|
| 1 | | CLOSED * State Retirement Sem | EA | 145.000 | 0.0000 | 0.000 | USD | |

Fields on the Receipt tab on the Activity Summary page

| Field | Description |
|------------------------|--|
| UOM | Unit of measure for the line item from the purchase order. |
| Amount Received | Displays the amount that has been received against this line. |
| Open Quantity | Displays the quantity that is open or has not been received against this line. |
| Open Amount | Displays the amount that is open or has not been received against this line. |
| Currency | SWIFT will always default to the U.S. dollar. |

- **Receipt Details** page

If you press the **Receipt** icon, you can see more specific details of the receipt and you can get the link to go to the receipt document.

| Sched Num | BU Recv | Receipt No | Receipt Line | Status | Seq | Supp Ropt Qty | Supp Reject Qty | Merchandise Amt | Currency |
|-----------|---------|------------|--------------|----------|-----|---------------|-----------------|-----------------|----------|
| 1 | G1001 | 0000013248 | 1 | Received | 1 | 1.0000 | 0.0000 | 145.000 | USD |

[Go Back To Activity Summary](#)

- *Supplier Receipt Qty*: Quantity of items received from the Supplier UOM.
- *Merchandise Amount*: Total price of the items.

- o **Receipt Lines** page

If you press the *Receipt No* on the **Receipt Details** page, SWIFT opens up the **Receipt Lines** on the bottom of the page. There are now three tabs.

- The **Receipt Lines** tab will show the price of the item, the quantity that was received. Comments made on the receipt can also be seen by clicking the **Comments** icon.
- The **More Line Data** tab shows you details such as Accepted Qty, Net Receipt, Ship To, Due Date and Supplier UOM.
- The **Optional Input** tab is not used by SWIFT.

| Sel | Item | Description | Price | Amt Only | Recv Qty | Recv UOM | Reject Qty | Device Track |
|--------------------------|------|-------------------------------|-----------|-------------------------------------|----------|----------|------------|--------------|
| <input type="checkbox"/> | 1 | " State Retirement Seminar" - | 145.00000 | <input checked="" type="checkbox"/> | 1.0000 | EA | | |

- You can also see if the purchase order is “Amount Only” and if there are comments on the receipt.
- If you check the **Sel** box, SWIFT opens up more links on the bottom for more information.

| Sel | Item | Description | Price | Amt Only | Recv Qty | Recv UOM | Reject Qty | Device Track |
|-------------------------------------|------|-------------------------------|-----------|-------------------------------------|----------|----------|------------|--------------------------|
| <input checked="" type="checkbox"/> | 1 | " State Retirement Seminar" - | 145.00000 | <input checked="" type="checkbox"/> | 1.0000 | EA | | <input type="checkbox"/> |

[Header Details](#) [Line Details](#) [Manufacturer Info](#) [Asset Information](#)
[Document Status](#) [Header Comments](#) [Display RTV Information](#) [Line Status](#)
[Distribution](#) [Putaway Information](#) [Device Tracking](#)

c. Invoice tab:

This tab shows all related vouchers, except for those that your agency deleted. Details include *the Item ID* and *Description*, *UOM*, and *Quantity*. If the purchase order is “Amount Only” SWIFT also displays Currency. SWIFT also shows if the purchase order is “Amount Only.”

- **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.

| Line | Item | Item Description | UOM | cy | Un-invoiced Amount | Currency | Invoice icon |
|------|------|-------------------------------|-----|----|--------------------|----------|--------------|
| 1 | | CLOSED " State Retirement Sem | EA | | 0.000 | USD | |

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- If you select 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).

| Sched Num | AP Unit | Voucher | Line | Quantity Invoiced | Amount Invoiced | | |
|-----------|---------|----------|------|-------------------|-----------------|---|---|
| 1 | G1001 | 00021368 | 1 | 1.0000 | 145.000 | + | - |

- If you press the **Voucher** link, SWIFT open up a new window for the **Voucher Inquiry** page for more details of the voucher.

| Actions | Business Unit | Voucher ID | Invoice Number | Invoice Date | Supplier ID | Entry Status | Incomplete | Match Status | Short Supplier Name |
|-----------|---------------|------------|---------------------|--------------|-------------|--------------|--------------------------|--------------|---------------------|
| ▼ Actions | G1001 | 00021368 | ELD365T1802-2308370 | 08/21/2017 | G100000000 | Postable | <input type="checkbox"/> | Matched | MINNESOTA-001 |

d. Matched tab:

This tab provides matching information about the purchase order. Matching compares 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).

| Line | Item | Item Description | UOM | Qty Matched | Amt Matched | Currency | Matching icon |
|------|------|-------------------------------|-----|-------------|-------------|----------|---------------|
| 1 | | CLOSED * State Retirement Sem | EA | 0.0000 | 145.000 | USD | |

- If you press the **Matching** icon, SWIFT displays the **Matched** page.

| Sched Num | AP Unit | Voucher | Line | Quantity Matched | Amount Matched | | |
|-----------|---------|----------|------|------------------|----------------|---|---|
| 1 | G1001 | 00021368 | 1 | 0.0000 | 145.000 | + | - |

You can see the quantity and amount matched as well as the voucher accounts payment unit and ID.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- If you press the *Voucher ID*, SWIFT opens up a new window displaying the **Voucher Inquiry** page. You can get details about the voucher.

Voucher Inquiry

Search Criteria

Sort Criteria

Display Currency Criteria

Late Interest Analysis

Voucher Inquiry Results

1-1 of 1 | View All

Voucher Details | Amounts | More Details | Supplier Details |

| Actions | Business Unit | Voucher ID | Invoice Number | Invoice Date | Supplier ID | Entry Status | Incomplete | Match Status | Short Supplier Name |
|-----------|---------------|------------|---------------------|--------------|-------------|--------------|--------------------------|--------------|---------------------|
| ▼ Actions | G1001 | 00021368 | ELD365T1802-2308370 | 08/21/2017 | G100000000 | Postable | <input type="checkbox"/> | Matched | MINNESOTA-001 |

You have now completed the Purchase Order Activity Summary inquiry.