

## QUICK REFERENCE GUIDE

February 20, 2024

### 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.

#### Step 1: Navigate to the PO Activity Summary page

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

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Procurement, Purchasing, Purchase Order. Left menu, PO Inquiry section, Activity Summary, PO Activity Summary page.

2. On the PO Activity Summary page, enter or confirm your Business Unit and enter other search criteria such as the PO Number. At the bottom of the page, press the **Search** button.

The screenshot shows the SWIFT interface for the PO Activity Summary page. On the left, a sidebar contains navigation options: 'Maintain Purchase Orders', 'PO Inquiry' (highlighted), 'Purchase Orders', 'Activity Summary' (highlighted), 'Document Status', and 'PO Accounting Entries'. The main content area is titled 'PO Activity Summary' and 'Find an Existing Value'. It features a 'Search Criteria' section with a prompt to 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are several search fields: 'Business Unit' (set to G1001), 'PO Number' (set to begins with 3000007585), 'Origin' (set to begins with), 'Purchase Order Date' (set to), 'Purchase Order Reference' (set to begins with), and 'Supplier ID' (set to begins with). At the bottom, there is a 'Search' button (highlighted), a 'Clear' button, and a 'Save Search' button. A 'Recent Searches' section is also visible at the top of the search area.

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

Business Unit	Origin	PO Number	Purchase Order Date	Purchase Order Reference	Supplier ID	
G1001	514	3000007585	07/11/2023	Req 1000000142	0000295401	>

## 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 sections.

### Header

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

Business Unit	G1001	PO Status	Dispatched
Purchase Order	3000007585	Supplier	INNOVATIVE OFFICE SOLUTIONS LLC
Merchandise Amount	94.70 USD	Supplier Location	004
Merchandise Receipt	94.70 USD	Origin	514 Management Services
Merchandise Returned	0.00 USD		
Merchandise Invoice	94.70 USD		
Merchandise Matched	94.70 USD		

Fields on the header of the Activity Summary page.



Field Name	Field Description
Merchandise Amount	The total dollar amount of the purchase order.
Merchandise Receipt	The total dollar amount of all receipts associated with the purchase order.
Merchandise Invoice	The total dollar amount of all vouchers associated with the purchase order.
Merchandise Matched	The total dollar amount of all matched vouchers associated with the purchase order.

### Lines

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

- SWIFT uses the Details, Receipt, Invoice, and Matched tabs to find information about the individual activities associated with the purchase order.
- You can also view all of the documents related to a line from the Line Details icon on each line.

- You can also see how many lines there are on a purchase order.

Lines						
<div> <div> <div></div> <div></div> </div> <div>1-2 of 2</div> </div>						
<div> <div>Details</div> <div>Receipt</div> <div>Invoice</div> <div>Matched</div> <div>RTV</div> <div></div> </div>						
Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID
1			LANYARDS,NECK BRKWY 24,BK	BX		75421
2			BADGE,HOLDER,VERT,50,CLR	PK		75451

## Line Details icon



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 expanding it with the icon.
- Press the **Expand All** hyperlink to open all sections at once.
- Press **Return** when you are done.

PO Activity Summary Details									
PO Number		3000007585			PO Status		Dispatched		
Line Number		1			Supplier		INNOVATIVE OFFICE SOLUTIONS LLC		
Line Details		Item ID		LANYARDS,NECK BRKWY 24,BK					
Qty Ordered		3.0000		UOM		RX		Amount Ordered	
								77.160 USD	
Expand All		Collapse All							
> Receipt									
> Invoice									
> Matched									
> RTV									
Return									

## Details tab

The Details tab defaults. Scroll to the right to see all the fields.

Lines									
<div> <div> <div></div> <div></div> </div> <div>1-2 of 2</div> <div>View All</div> </div>									
<div> <div>Details</div> <div>Receipt</div> <div>Invoice</div> <div>Matched</div> <div>RTV</div> <div></div> </div>									
Line	Line Details	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only	
1			LANYARDS,NECK BRKWY 24,BK	BX	3.0000	77.160	USD	<input type="checkbox"/>	
2			BADGE,HOLDER,VERT,50,CLR	PK	2.0000	17.540	USD	<input type="checkbox"/>	





## Fields on the Details tab.

Field Name	Field Description
<b>Item/Item Description</b>	This is the Item ID number and/or description of the line item from the purchase order.
<b>UOM</b>	This is the Unit of Measure.
<b>Order Qty</b>	This is the line quantity from the purchase order.
<b>Amount Ordered</b>	This is the total dollar amount for the purchase order line. It does not include tax.

## Receipt tab

The Receipt tab shows you information about the receipt. You can see the Status. If you scroll to the far right of the line and press the Receipt icon, you can see more specific details of the receipt.

- 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.

<b>Lines</b>								
<div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> <div> <div>1-2 of 2</div> <div>&gt;</div> <div>&gt; </div> <div>View All</div> </div>								
<div> <div>Details</div> <div><b>Receipt</b></div> <div>Invoice</div> <div>Matched</div> <div>RTV</div> <div></div> </div>								
Line	Line Details	Item	Item Description	UOM	Open Quantity	Open Amount	Currency	Receipt icon
1			LANYARDS,NECK BRKWY 24,BK	BX	0.0000	0.000	USD	
2			BADGE,HOLDER,VERT,50,CLR	PK	0.0000	0.000	USD	

## Fields on the Receipt tab.

Field Name	Field Description
<b>UOM</b>	This is the Unit of Measure.
<b>Amount Received</b>	Displays the amount that has been received against this line.
<b>Open Quantity</b>	Displays the quantity that is open or has not been received against this line
<b>Open Amount</b>	Displays the amount that is open or has not been received against this line.
<b>Currency</b>	SWIFT will always default to the U.S. dollar.

**Receipt icon/Receipt page.** Selecting the Receipt icon on the right side of the page brings you to the Receipt page.

Receipt								
<div> <div></div> <div></div> <div></div> </div>								
Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Supp Rcpt Qty	Supp Reject Qty	Merchandise Amt
1	G1001	0000024709	1	Received	1	3.0000	0.0000	77.160
<a href="#">Go Back To Activity Summary</a>								

**Receipt No hyperlink/Receipts Lines page.** If you select the **Receipt No** hyperlink in the Receipt page, SWIFT opens a separate window to the Receipt Lines page.

- The **Receipt Lines** tab shows the price of the item, the quantity that was received. You can see comments made on the receipt by pressing the Comments icon.
- The **More Line Data** tab shows you details such as Accepted Qty, Net Receipt, Ship To, Due Date and Supplier UOM.

Receipt Lines						
<div> <div></div> <div></div> </div>						
<div> <div>Receipt Lines</div> <div>More Line Data</div> <div>Optional Input</div> <div></div> </div>						
Sel	Line	Item	Description	Price	Amt Only	Recv Qty
<input type="checkbox"/>	1		LANYARDS,NECK BRKWY 24,BK	25.72000	<input type="checkbox"/>	3.0000

Fields in the

Field Name	Field Description
UOM	This is the Unit of Measure.
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

### Invoice tab.

The Invoice 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.”

## Fields on the Invoice tab.

Field Name	Field Description
<b>Un-Invoiced Quantity</b>	This is the difference between the quantity on the original purchase order and what has been invoiced.
<b>Un-Invoiced Amount</b>	This is the difference between the dollar amount on the original purchase order and what has been invoiced.

**Lines**

Details Receipt **Invoice** Matched RTV

Line	Line Details	Item	Item Description	UOM	Un-invoiced Amount	Currency	Invoice
1			LANYARDS,NECK BRKWY 24,BK	BX	0.000	USD	Invoice icon

If you select the **Invoice** icon, you can see the Invoice page with 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).

**Invoice**

Unit G1001 PO No. 3000007585 Line 1 Item ID

**Invoice**

Sched Num AP Unit Voucher↑ Line Quantity Invoiced Amount Invoiced

1	G1001	00043098	1	3.0000	77.160
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Activity Summary

## Matched tab

The Matched tab shows all Matched activities per line.





## Fields on the Matched tab.

Field Name	Field Description
<b>Qty Matched</b>	This is the quantity of items matched for that line.
<b>Amount Matched</b>	This is the total amount of items matched for that line.

**Lines**

Details Receipt Invoice **Matched** RTV ID



1-2 of 2 View All

Line	Line Details	Item	Item Description	UOM	Amt Matched	Currency	Matching icon
1			LANYARD,NECK BRKWY 24,BK	BX	77.160	USD	
2			BADGE,HOLDER,VERT,50,CLR	PK	17.540	USD	

Return to Search Notify

If you select the Matching icon, SWIFT brings you to the Matched page with voucher information such as the Voucher ID, Quantity Matched, and Amount Matched.

**Matched**

Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched
1	G1001	00043098	1	3.0000	

Go Back To Activity Summary