SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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
Navigation Collection	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.

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			
Merchandise Returned	0.00 USD		Origin	514 Management Services
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.

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.

Details tab

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

Fields on the Details tab.

Field Name	Field Description
Item/Item Description	This is the Item ID number and/or description of the line item from the purchase order.
UOM	This is the Unit of Measure.
Order Qty	This is the line quantity from the purchase order.
Amount Ordered	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.

Fields on the Receipt tab.

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

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.

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
Un-Invoiced Quantity	This is the difference between the quantity on the original purchase order and what has been invoiced.
Un-Invoiced Amount	This is the difference between the dollar amount on the original purchase order and what has been invoiced.

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).

Matched tab

The Matched tab shows all Matched activities per line.

Fields on the Matched tab.

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

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.