

QUICK REFERENCE GUIDE

Updated October 9, 2020

Create and Dispatch a Purchase Order

This guide covers the basic process steps to create and dispatch purchase orders that do not reference a contract in SWIFT. Not all purchase order types follow these process steps in this exact order. For more information about the individual types or fields on purchase orders, reference guides on the SWIFT Training and Support web pages.

Steps to complete

- Step 1: Access the Purchase Order page in SWIFT
- Step 2: Add header information to the Maintain Purchase Order page
- Step 3: Complete the purchase order Lines section
- Step 4: Add Schedules information
- Step 5: Add Distribution information
- Step 6: Save, get approval, budget check and dispatch the purchase order

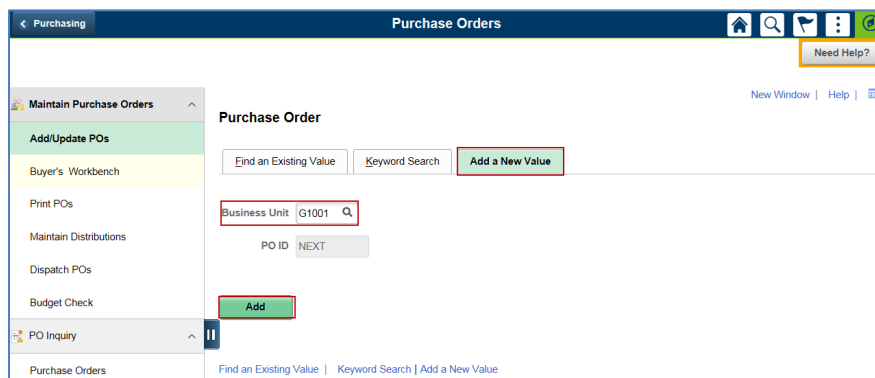
Steps to create and dispatch a purchase order

Step 1: Access the Purchase Order page in SWIFT

1. Navigate to the *Purchase Order* page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Purchase Order page defaults.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.

2. On the *Purchase Order* page, select the *Add a New Value* tab, enter your *Business Unit* and press the **Add** button.



Step 2: Add header information to the Purchase Order page

SWIFT opens up the *Maintain Purchase Order* page. The header contains information that applies to the entire purchase order. Enter the required fields on the header of the *Maintain Purchase Order* page.

Field Name	Field Description
Origin	Enter this information based on your business unit.
Supplier ID	Choosing the SWIFT identification number for supplier will populate the Supplier Details section.
Buyer	Defaults to the person entering the purchase order.
PO Reference	Optional field for SWIFT. Your agency may require it. It does not appear to the supplier.
Billing Location	May default based on the "Business Unit" chosen.
Dispatch Method	Select an option to dispatch the purchase order. It may default based on the Vendor ID. Use "Phone" if you do not need it to print.
Doc Type	Select the Doc Type that is valid for creating purchase orders
Exempt From WFC	SWIFT does not currently use this feature.

Purchase Order

Business Unit: G1001 **Origin:** E09 Accounting Services PO Status: Open

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

Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 02/18/2020 Response Documentation

Expiration Date: [Calendar] Supplier Search

*Supplier: ASFALIS -001 Supplier Details

Supplier ID: 0001009375 ASFALIS GLOBAL

*Buyer: TRN20 Training User TRN20

PO Reference: 10 CI Training Sessions

*Billing Location: G104THFL00 Billing Address

Doc Tol Status: Valid

Receipt Status: Not Recvd

*Dispatch Method: Email **Dispatch**

Document Type: DTG Direct TG/ED/VO

Agency Reference: TRN20

Exempt From WFC

Step 3: Complete the purchase order lines section

The purchase order line section contains details about what is being ordered/ encumbered. Use the "+" sign on every tab to add lines as needed.

1. On the *Details* tab, enter information in the following fields.

Fields on the Lines section of a purchase order.

Field Name	Field Description
Item	Rarely used. Only if applicable if your agency uses the Inventory module.
Description	Description of the item(s) being encumbered or purchased.
PO Quantity	How items are needed.
UOM	Select the unit of measurement. It defaults if Item is selected.
Category	Enter the Category code. It defaults if Item is selected.
Price	Enter the Price. It defaults if Item is selected.

Line	Item	Description	PO Qty	*UOM	Category	Price
1		StrengthFinder 2.0	20.0000	EA	55101524	22.40

- On the *Receiving* tab, update the receiving information if it is needed. SWIFT defaults to “Receiving” on the *Receiving Required* field. The only other option is “Do Not.”

Step 4: Add Schedules information

- Return to the *Details* tab. Scroll to the right. Press the **Schedule** icon.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	Schedule icon
1		StrengthFinder 2.0	20.0000	EA	55101524	22.40000	448.00	Open	

- On the *Schedules* page, add and view the schedules for all lines at the same time. Enter or confirm the following information.
 - Due Date*: It will default to the current date.
 - Ship To*: Verify the default or enter this information. Some users may not have a default set. Then the field will be blank.

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	Sales and Use Tax icon
1	06/07/2018	G104THFL00	20.0000	22.40000	448.00	Active	

- On the right of the line, select the **Sales and Use Tax** icon.
- SWIFT opens up the *Sales/Use Tax Information for Schedule* page.

APPENDIX: Please see the Appendix at the end of this document for a description of the Sales/Use Tax fields.

- Update it as needed.
- Validate the tax rate.

- Select **OK** to return to the *Schedules* page.

Step 5: Add Distribution Information

1. On the *Details* tab of the *Schedules* page, go to the right and select the **Distributions** icon.

SWIFT displays the *Distributions for Schedule* page. Use this page to enter the accounting details of the purchase order. Enter the following distribution details.

- *Fund*
- *Fin DeptID*
- *AppropID*
- *Account*. The *Account* defaults from the *Category* selected on the Lines.

Your agency may be using other distribution information such as *Agency Cost*, *PC Bus Unit*, *Project*, *Activity*, or *Source Type*.

NOTE: The *Accounting Tag* field (previously known as SpeedChart) keys can be defined with multiple accounting distributions. Agencies can set these up and use them for data entry instead of the individual ChartField combinations. Not all agencies use this feature.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

2. Check the *Asset Information* tab.

IMPORTANT! Always check the *Asset Information* tab to record asset information if the item is an asset. Assets and thresholds are different for each agency.

- If the item is not an asset at your agency, clear the fields. Asset information may default in based on the category code chosen. The threshold for an asset may vary between agencies.
- If SWIFT enters asset information, the line will only show the *AM Unit and the Profile ID* to clear out.
- Select **OK** when you are done.

Distribution

Chartfields Details/Tax **Asset Information** Req Detail Statuses Budget Information

Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID
1	Open	100.0000						

OK Cancel Refresh

- Press the **Save** button. Then select the *Return to Main Page* link.

Maintain Purchase Order Schedules

Unit G1001 Supplier BARNES & N-007 PO Status Open
PO ID NEXT PO Date 06/07/2018

[Return to Main Page](#)

Lines

Line	Item	PO Qty	Merchandise Amt
1	StrengthFinder 2.0	20.0000 EA	448.00 USD

Schedules

Details Statuses Shipment Matching Receiving Freight RTV

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	06/07/2018	G104THFL00	20.0000	22.40000	448.00	Active

Add ShipTo Comments

Save Notify Refresh Add Update/Display

3. Add any *Miscellaneous Charges* as needed.

- As needed, enter any miscellaneous charges such as freight on the *Header Misc. Charges* page. Access this page on the *Go To More* section of the purchase order below the lines.

Lines

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

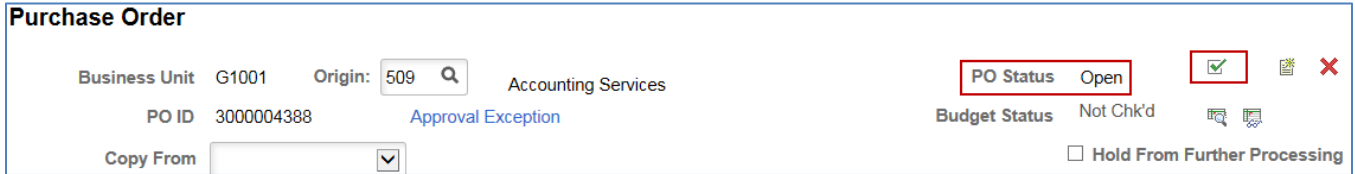
Line	Item	Description	PO Qty	*UOM	Category-	Price	Merchandise Amount	Status
1		StrengthFinder 2.0	20.0000	EA	55101524	22.40000	448.00	Open

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

- Refer to the **Add Freight and Miscellaneous Charges** reference guide.

Step 6: Save, get approval, budget check and dispatch the purchase order

1. On the *Purchase Order* page, select the **Save** button. The *PO Status* is "Open".



Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000004388 Approval Exception

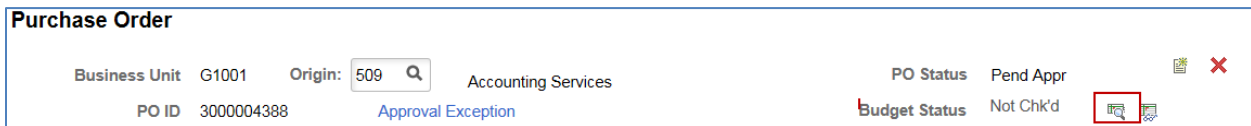
Copy From: [dropdown]

PO Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

2. Press the **Submit for Approval** green checkbox on the header to submit it for approval. The *PO Status* is "Pend Appr," meaning "Pending Approval." Depending on the user, the *Status* may also be "Approved" if the agency set up self-approval.



Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000004388 Approval Exception

PO Status: Pend Appr

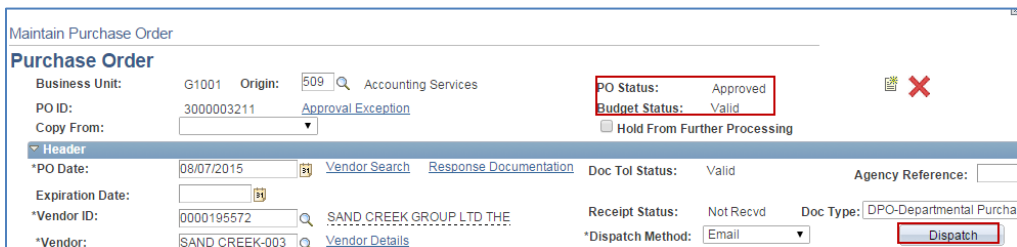
Budget Status: Not Chk'd

3. After it is approved, budget check the purchase order. Select the **Budget Check** icon.
 - When SWIFT completes the budget check process, it will change the *Budget Status* to "Valid" and the purchase order is ready to dispatch.
4. Dispatch the purchase order.

In order to dispatch a purchase order, the following tasks must be successfully completed.

- *PO Status* is "Approved"
- *Budget Status* is "Valid"

To dispatch a purchase order, select the **Dispatch** button after you verify the dispatch method.



Maintain Purchase Order

Purchase Order

Business Unit: G1001 Origin: 509 Accounting Services

PO ID: 3000003211 Approval Exception

Copy From: [dropdown]

PO Status: Approved

Budget Status: Valid

Hold From Further Processing

Header

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

Expiration Date: [input]

*Vendor ID: 0000195572 SAND CREEK GROUP LTD THE Receipt Status: Not Recvd Doc Type: DPO-Departmental Purchas

*Vendor: SAND CREEK-003 Vendor Details *Dispatch Method: Email **Dispatch**

- For email dispatch, validate the vendor email address or enter one-time address. If you enter another email address, SWIFT will override the supplier contact email.
- Press the **OK** button.
- Select **Yes** to wait for the dispatch process to complete.
- Or, select **No** to run the dispatch process and continue working. If you press the **No** button, SWIFT will run the dispatch process in the background. You can continue to create purchase orders while SWIFT is running the dispatch process.

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

You have successfully created and dispatched a purchase order not referencing a contract.

APPENDIX: Sales/Use Tax Information for Schedule page

1. On the *Sales/Use Tax Information for Schedule* page, verify or update the information as needed on the *Tax Applicability (a)*, *Ultimate Use Code (b)*, and *Tax Code (c)*. Verify that SWIFT displays the correct *Tax Rate (d)*. Make sure that the *Include Freight* and *Include Misc Charges (e)* boxes are checked.

2. Verify or update the *Tax Applicability*.
 - Verify that SWIFT defaulted *Tax Applicability* field correctly for the purchase order line.
 - It is based on the *Ultimate Use Code* you selected.
 - To change the *Tax Applicability* value, open up the drop-down menu and select the correct value.

Tax Applicability Values	Field Description
Direct Pay	Sales and local tax are calculated in the system. They are not shown on the order document. Using the state’s Direct Pay Permit, sales and local tax are paid directly to the Department of Revenue (DOR). This is the most common setting on taxable goods and services. In general, use this value.
Sales Tax Applicable	Sales and local tax are calculated and shown on the purchase order. They are paid to the Supplier. Only items not covered by the state’s Direct Pay Permit are applicable. It does not include other taxes such as hotel or telecommunications.

Tax Applicability Values	Field Description
Item is Exempt	No tax is calculated on the purchase order either because the item is not taxable or there are other taxes, such as those for hotel or telecommunications. These are any type of tax other than state and local paid to the Supplier. These other taxes can be added as a separate purchase order line or incorporated into the cost of the goods or service.
Purchaser is Exonerated	The purchasing Budget Unit (BU) is tax exempt. No tax will be assessed.
Use Tax Applicability	Sales and local taxes are assessed and sent directly to DOR. This is relevant only if the Supplier should have charged for sales tax but did not. This code should be used sparingly.

3. Verify or update the *Ultimate Use Tax*.

This code designates whether a purchase is exempt from taxes or not. To change the *Ultimate Use Tax* code, press the magnifying glass. Select the correct value.

Ultimate Use Code Values	Field Description
Blank	Ultimate Use Code does not apply to the purchase order line.
Dirpayex	The purchase order line is excluded from the state’s Direct Pay Permit. Tax will calculate and display on the purchase order for the Supplier to bill the state for the tax.
Exempt	The purchase order line is exempt from tax. No tax will calculate. The Tax Applicability will update to “Item is Exempt.”
Included	Taxes have been included in the cost of the purchase order line. No taxes will calculate. Tax Applicability updates to “Item is Exempt.”
Resale	Use this code when you are purchasing items for resale. SWIFT will not calculate taxes on the purchase order. SWIFT will update the Tax Applicability to “Item is Exempt.” For example, the Department of Natural Resources (DNR) uses this code to buy inventory items sold at their park stores. When the customer buys the item at the park store, DNR charges tax to the customer, if applicable.