SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Create and Dispatch a Purchase Order

This guide covers the basic process steps to create and dispatch a purchase order that does not reference a contract in SWIFT. The appendix provides Sales and Use Tax information for the Schedule page.

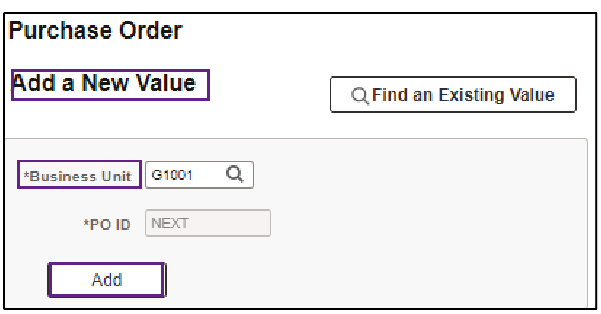
NOTE: Not all purchase order types follow these process steps in this exact order. For more information about the individual types or fields on purchase orders, view the Purchase Order/Purchasing Assets Quick Reference Guides.

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 (Table Header Left Justify)	Procurement, Purchasing, Buyer WorkCenter. Left menu Links section. Add/ Update POs, Purchase Order page.

2. On the Purchase Order page, select the **Add a New Value** button, 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.

Fields on the Header of the purchase order. Required fields are marked with an asterisk (“*”).

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	It may default based on the Supplier ID. Select an option to dispatch the purchase order. Use "Phone" if you do not need it to print.
*** Doc Type**	Select the Doc Type that is valid for creating purchase orders. Review the [Purchase Order Document Types] quick reference guide as needed.

Step 3: Complete the purchase order lines section

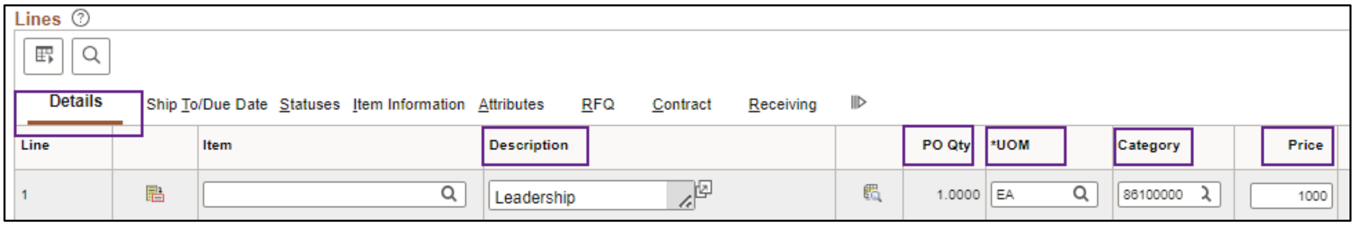
The purchase order line section contains details about what is being ordered/ encumbered. Use the "+" sign on every tab to add lines as needed.

1. On the Details tab of the Lines section, enter information in the following fields.

Fields on the Lines section of the purchase order. Required fields are marked with an asterisk ("*").

Field Name	Field Description
Item	Rarely used. It is only applicable if your agency uses the Inventory module.
*** Description**	Enter a description of the item(s) being encumbered or purchased.

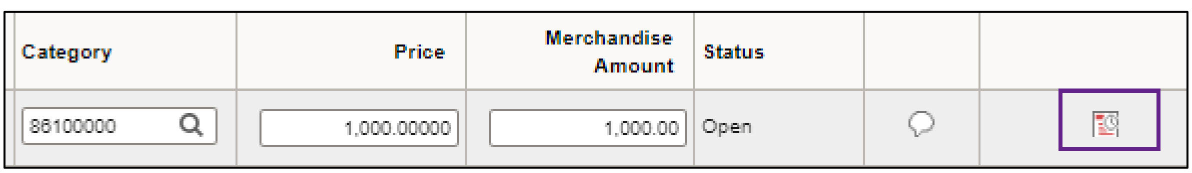
Field Name	Field Description
* PO Quantity	Enter how many items are needed.
* UOM (Unit of Measure)	Select the unit of measurement. It defaults if Item is selected
* Category	Enter the Category code. It defaults if Item is selected.
* Price	Enter the Price. It defaults if Item is selected.



2. **IMPORTANT!** 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."

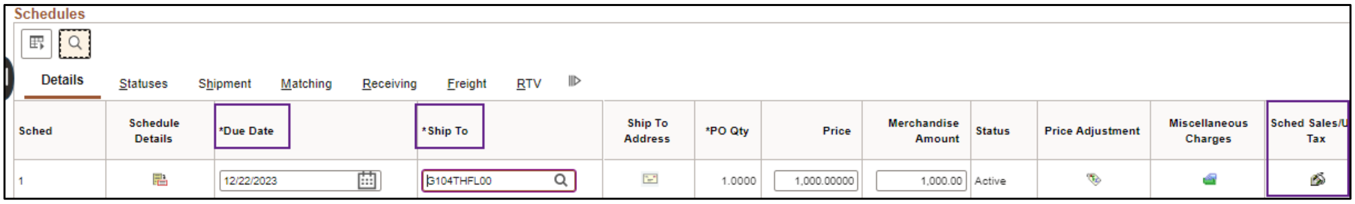
Step 4: Add Schedules information

1. Return to the **Details** tab on the Lines section. Scroll to the right and press the **Schedule** icon.



2. On the Schedules page, add and view the schedules for all lines at the same time. Enter or confirm the following information.

- **Ship To:** Verify the default or enter this information. Some users may not have a default set. Then the field will be blank. **NOTE:** This field is required.
- **Due Date**: It will default to the current date.



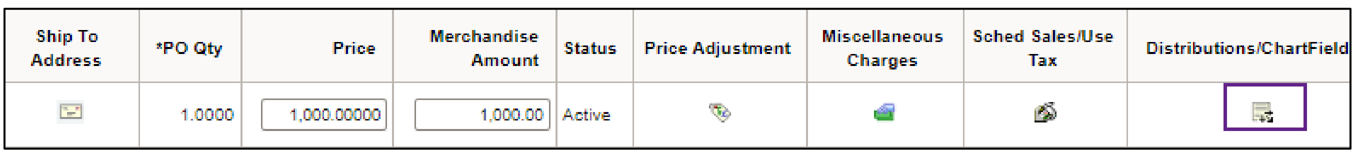
3. On the right of the Schedules line, select the **Sales and Use Tax** icon.
4. SWIFT opens up the Sales/Use Tax Information for Schedule page. Update it as needed. Validate the tax rate.

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

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

Step 5: Add Distribution Information

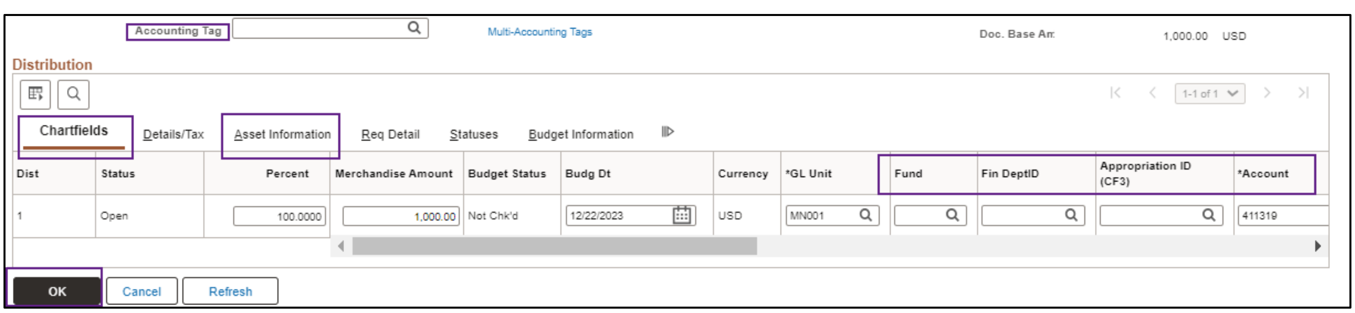
1. Return to the **Details** tab of the Schedules page, go to the right and select the **Distributions/ChartFields** icon.



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

- Fund
- Fin DeptID
- AppropID
- Account: The Account defaults from the Category selected on the Lines.
- Other ChartFields: Your agency may require other distribution information such as Agency Cost, PC Bus Unit, Project, Activity, or Source Type.

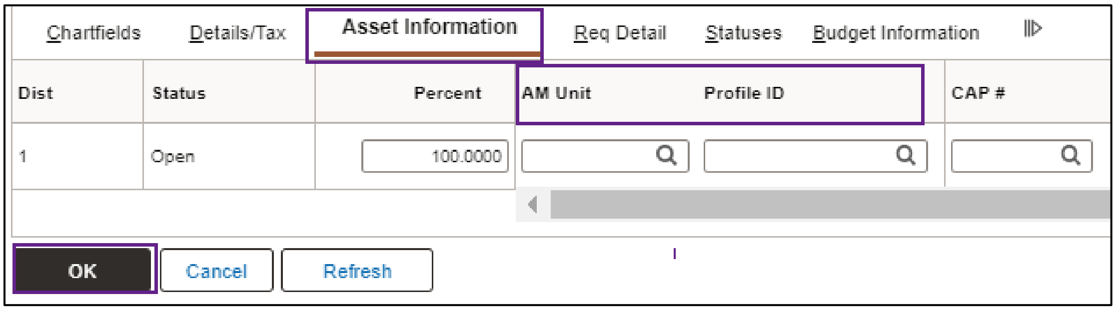
NOTE: The Accounting Tag field (previously known as SpeedCharts) can be defined with multiple accounting distributions. Agencies can set these up and use them for data entry instead of the individual ChartField combinations. Not all agencies use this feature.



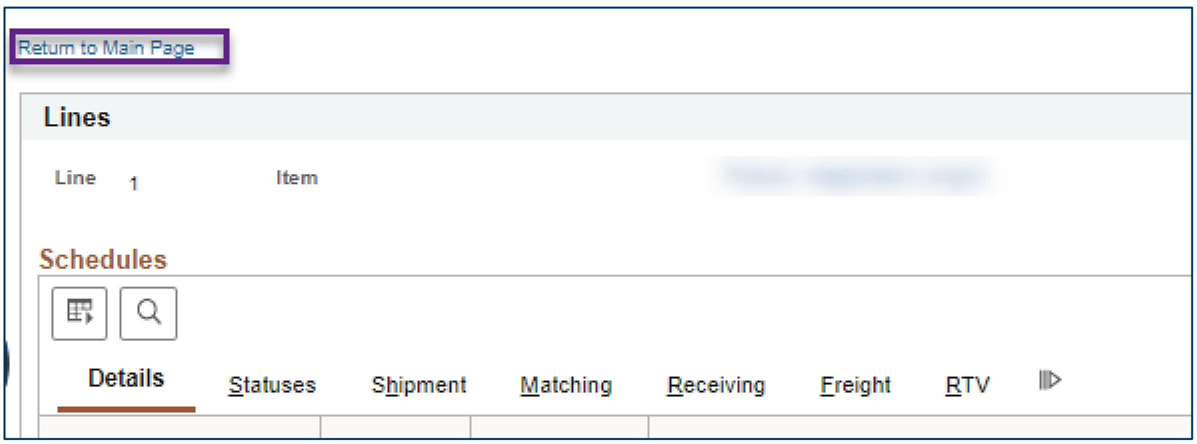
3. Check the **Asset Information** tab.

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.

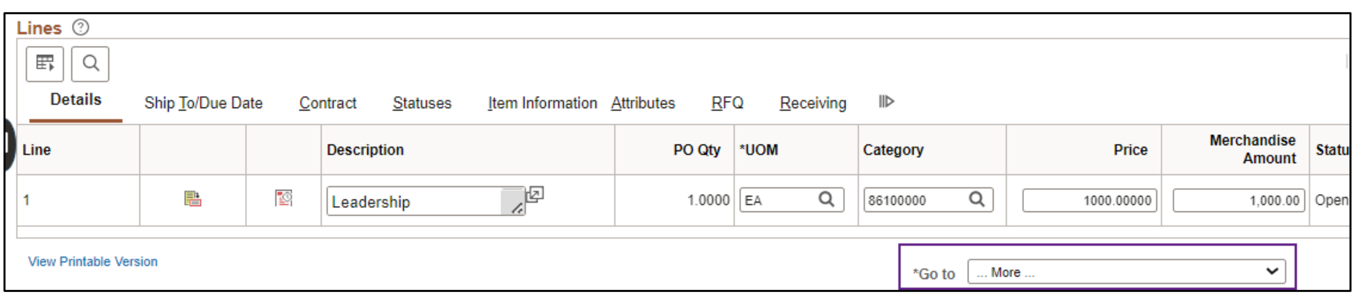


4. Press the **Save** button. Then select the **Return to Main Page** link.



5. Add any **Miscellaneous Charges** as needed.

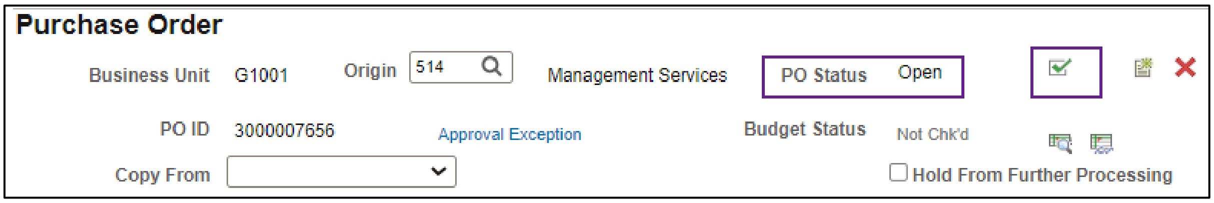
- As needed, enter any miscellaneous charges such as freight on the Header Misc. Charges page.
- Access this page on the Go To More section of the purchase order below the Lines section.



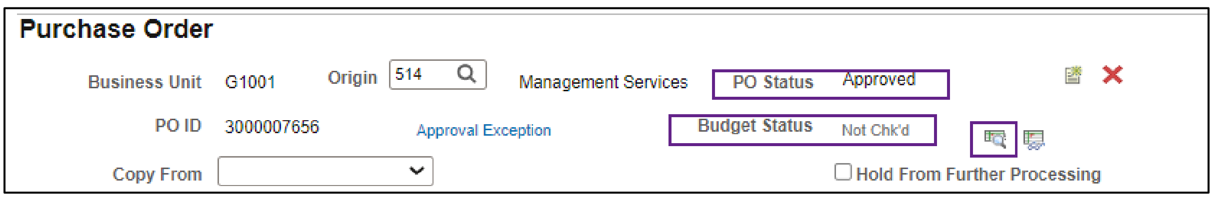
For more information, refer to the [Add Freight and Miscellaneous Charges to a Purchase Order]() Quick Reference Guide.

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

1. On the Purchase Order page, select the **Save** button at the bottom of the page. On the Header, the PO Status is “Open.”



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



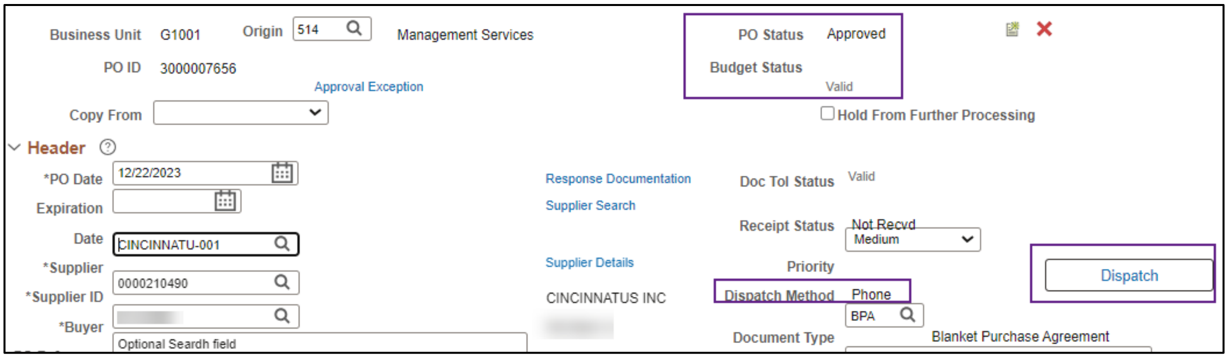
3. After it is approved, budget check the purchase order. Select the **Budget Check** icon.

When SWIFT completes the budget check process, it will change the Budget Status to “Valid.” 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.

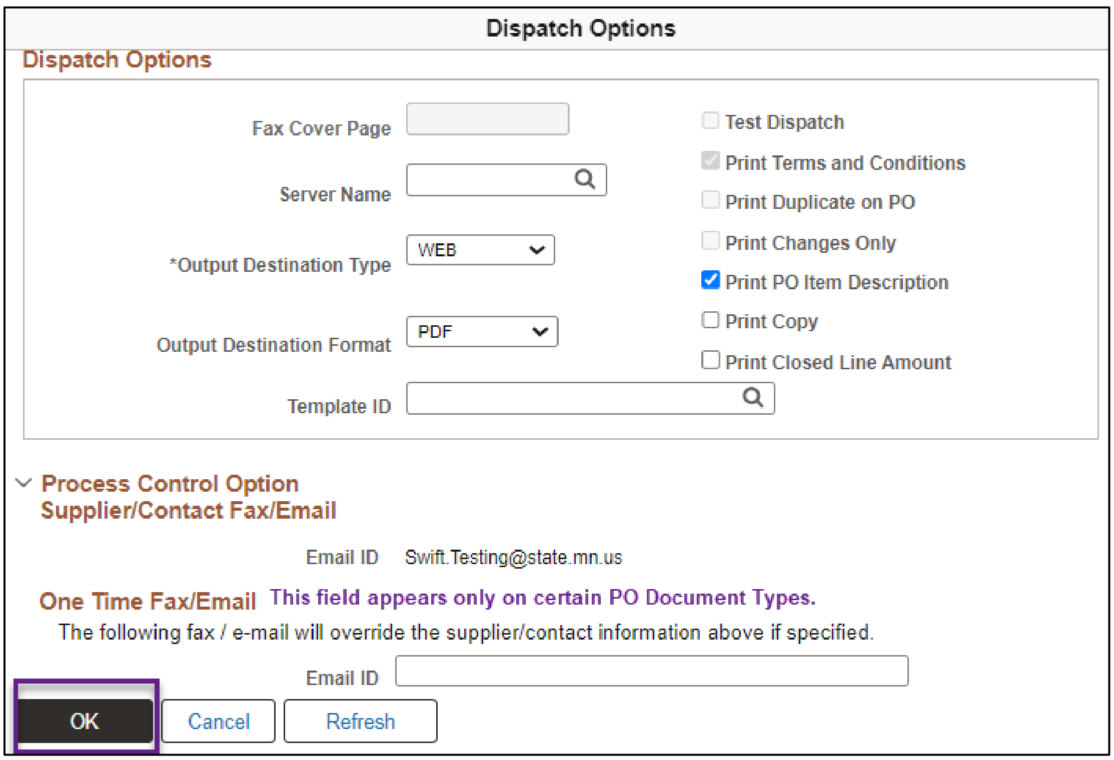
- The PO Status is “Approved.”
- The Budget Status is “Valid.”
- Verify the Dispatch Method.
  - For email dispatch, validate the supplier email address or enter one-time address.
  - If you enter another email address, SWIFT will override the supplier contact email.

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



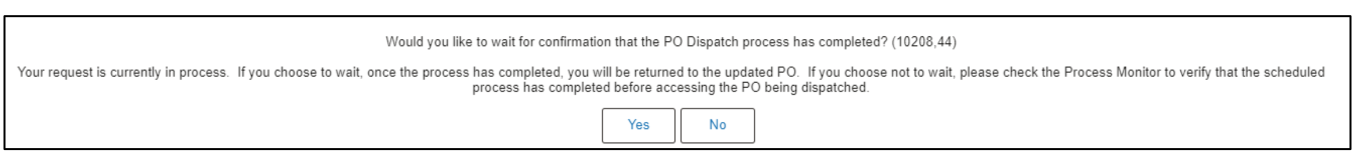
6. SWIFT displays the Dispatch Options page.

OPTIONAL: you may be able to select One Time Email and enter another email address. If you select this option, SWIFT will dispatch the email to the address entered only.



7. SWIFT displays a message.

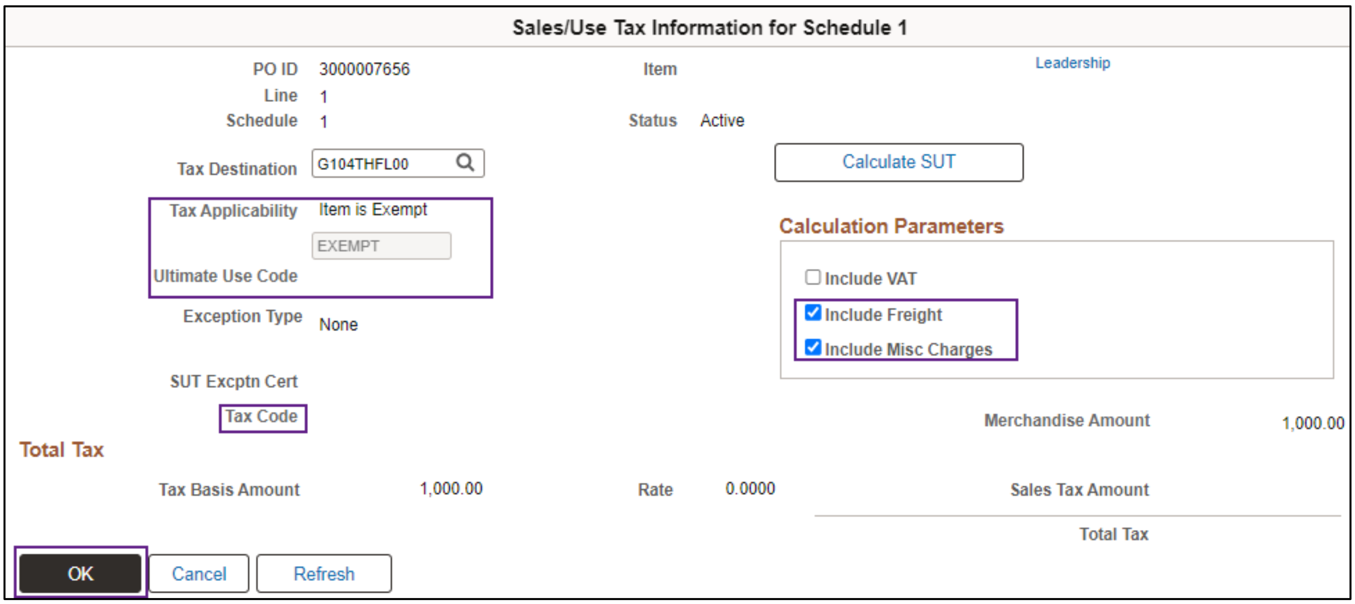
- Select **Yes** to wait for the dispatch process to complete.
- Or, select **No** to run the dispatch process and continue working. If you press the **No** button, SWIFT will run the dispatch process in the background. You can continue to create purchase orders while SWIFT is running the dispatch process.



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

Appendix: Sales and Use Tax Information for Schedule page

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

Tax Applicability Values	Field Description
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.
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 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.