SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

# QUICK REFERENCE GUIDE

Updated October 9, 2020

# Create and Dispatch a Purchase Order with Multiple Lines and/or Distribution Lines

This guide covers the basic process steps to create and dispatch purchase orders multiple lines and multiple distribution lines in SWIFT.

**IMPORTANT!** Not all purchase order types follow these process steps in this exact order. For example, creating purchase orders that reference contracts require an additional step.

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, budget check and dispatch the purchase order

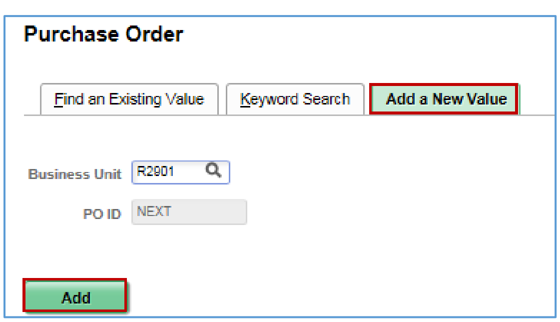
## Steps to create and dispatch a purchase order with multiple lines and/or Distribution lines

### 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.

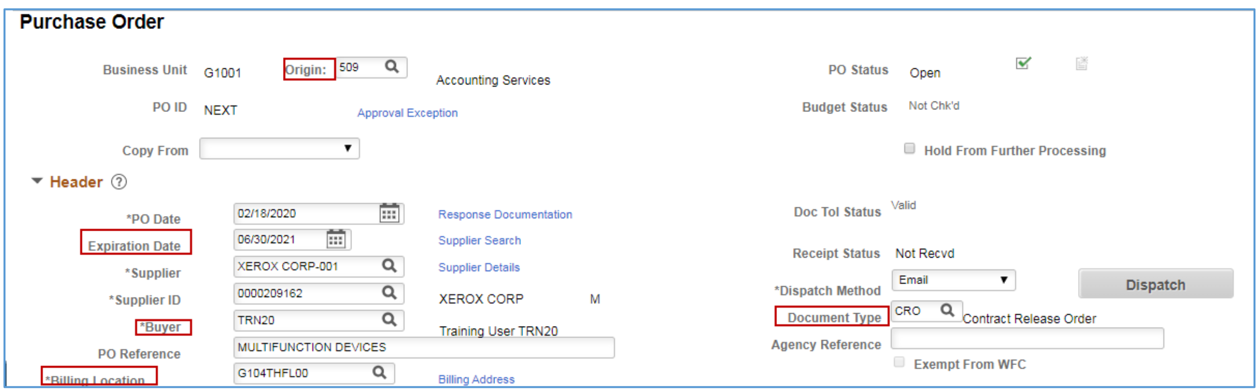


## Step 2: Add header information to the Purchase Order page

SWIFT opens up the *Purchase Order* page.

1. The header contains information that applies to the entire purchase order. Enter or confirm the required fields on the header of the *Purchase Order* page.

| Field Name | Field Description |
|---|---|
| **Origin** | Enter this information based on your business unit. |
| **Supplier ID** | Choose the SWIFT ID number for supplier and SWIFT 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 Supplier ID. Use “Phone” if you do not need it to print. |
| **Doc Type** | Select the Doc Type that is valid for creating the purchase order. |
| **Exempt From WFC** | SWIFT does not currently use this feature. |




## Step 3: Complete the purchase order Lines section

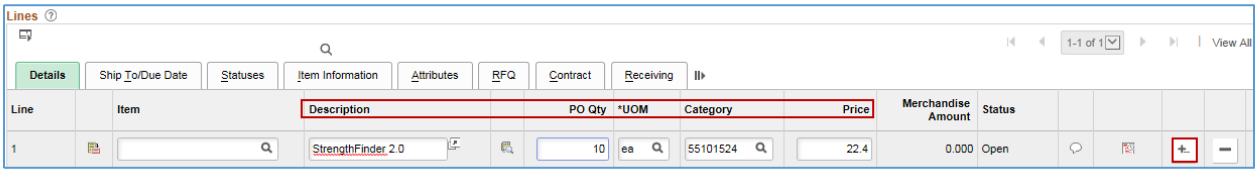
The purchase order *Lines* section contains details about what is being ordered/ encumbered. Use the “**+**“ or “**–**“ signs on every tab to add or subtract lines as needed.

**BEST PRACTICE.** Some agencies save the document as soon as the first line on the main page is completed. This way their work is not lost if SWIFT times out. Once the *PO ID* populates, staff can return to the draft purchase order to complete the remainder of it.

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

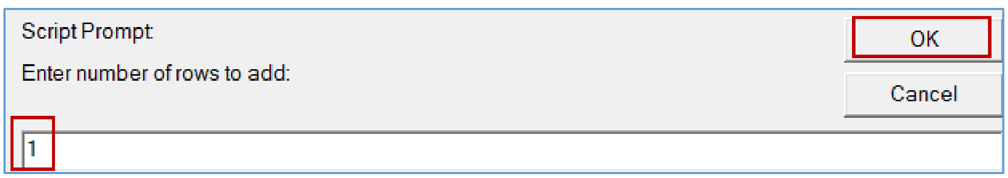
| Field Name | Field Description |
|---|---|
| **Item** | Rarely used. Only if applicable if your agency uses the Inventory module. |
| **Description** | Description of what is being purchased. |

| Field Name | Field Description |
|---|---|
| **PO Quantity** | Quantity of what is being purchased. |
| **UOM (Unit of Measurement)** | Select the unit of measure. It defaults if Item is selected. |
| **Category** | Enter the Category of the product or service. It defaults if Item is selected. |
| **Price** | Enter the Price of the product or service. It defaults if Item is selected. |

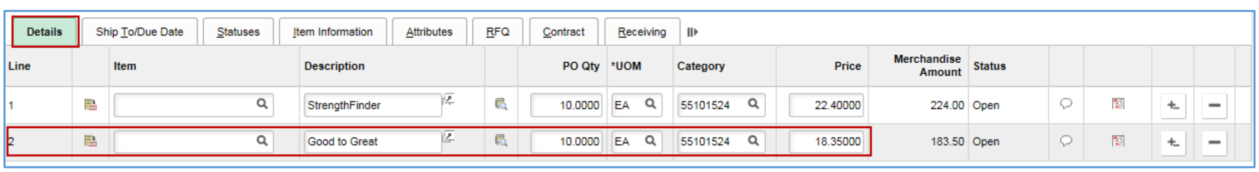



2. Add a new row.

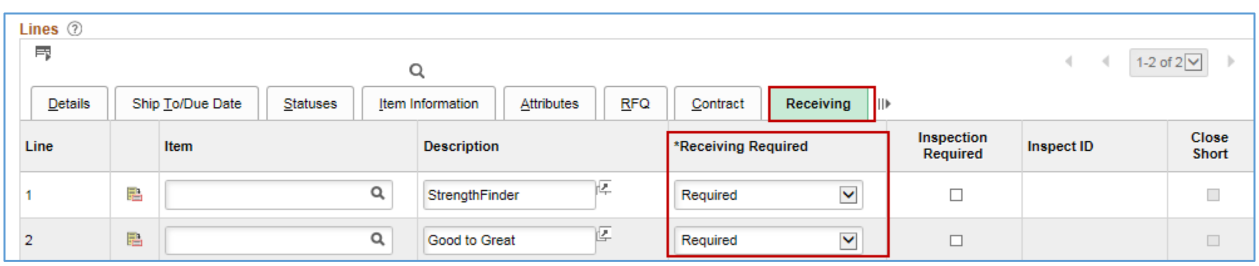
- Press the **Add a New Row** button to add additional lines to the purchase order. SWIFT displays a new window. It prompts you on how many rows you wish to add. Enter the number of rows you wish to add. Press **OK.**




- The second row appears in the line section. On the *Details* tab, enter the line details for Line 2.

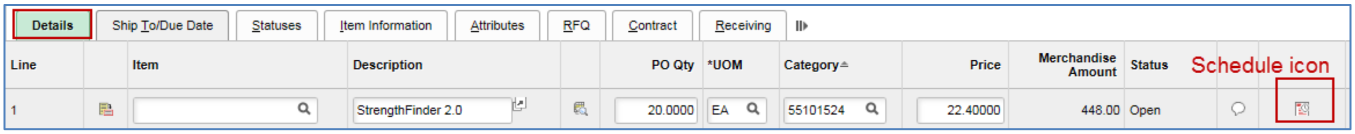



3. Select the *Receiving* tab. Update the receiving information as needed for each line. SWIFT defaults to “Required” on the *Receiving Required* field. You can update it to “Do Not” based on agency requirements.

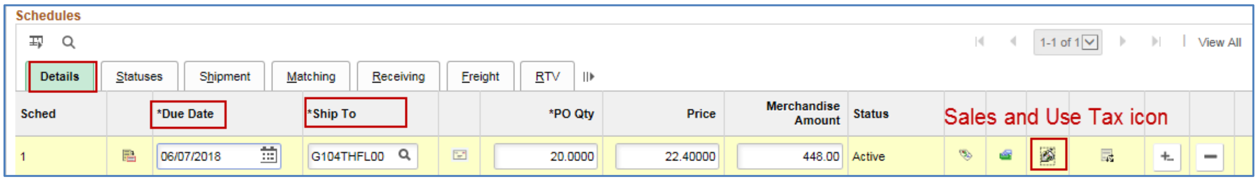



## Step 4: Add Schedules information

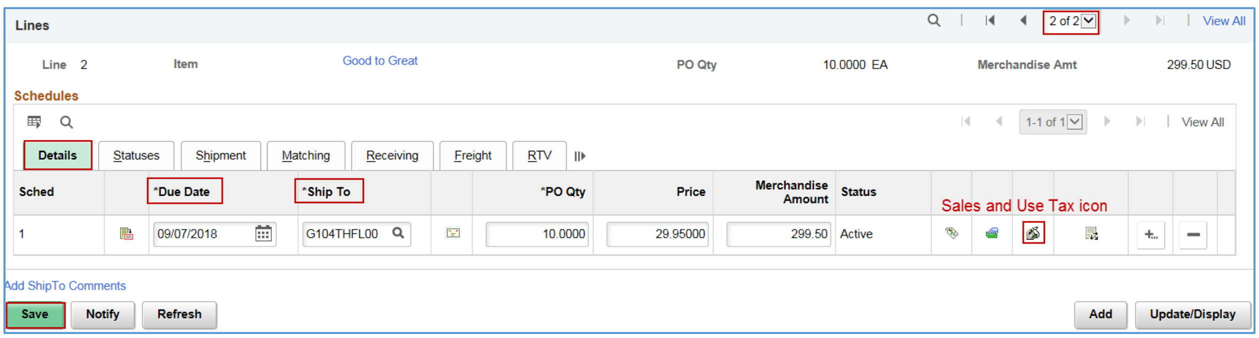
1. Return to the *Details* tab. Go to the right. Press the **Schedule** icon for the first line.




2. On the *Schedules* page, add and view the schedules for all lines on the same page. Select *View All*.

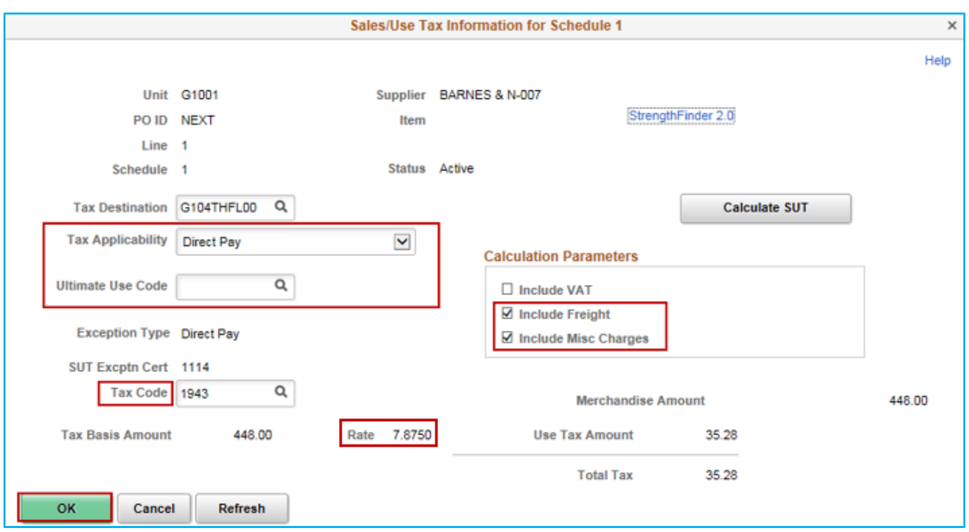



- Review the *Due Date:* It will default to the current date.
- Review the *Ship To:* Verify the default or enter this information. Some users may not have a default set. The field will be blank.




3. On the right of the line, select the **Sales and Use Tax** icon. SWIFT opens up the *Sales and Use Tax Information* page. Update it as needed for each line.

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



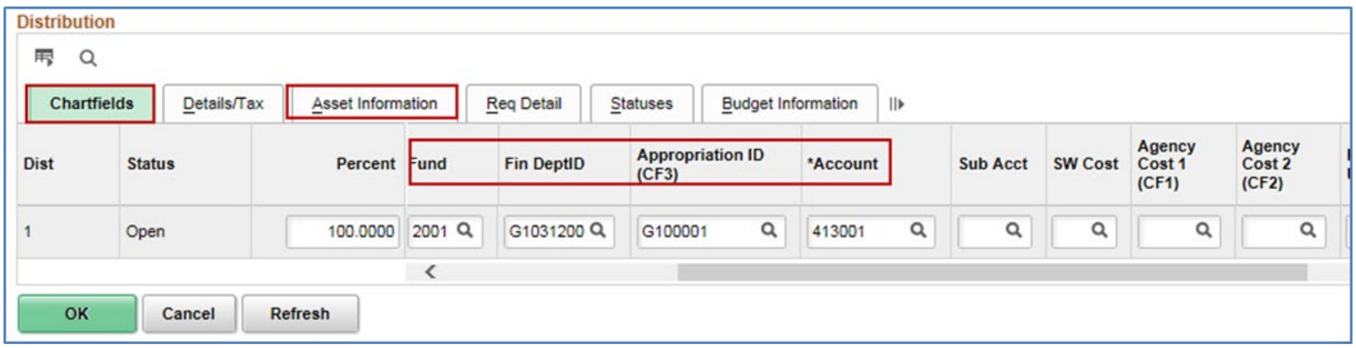

4. Select **OK** to return to the *Schedules* page. Update additional lines as needed.

## Step 5: Add Distribution Information

1. On the *Details* tab, go to the right and select the **Distributions** icon one line at a time for each line.


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

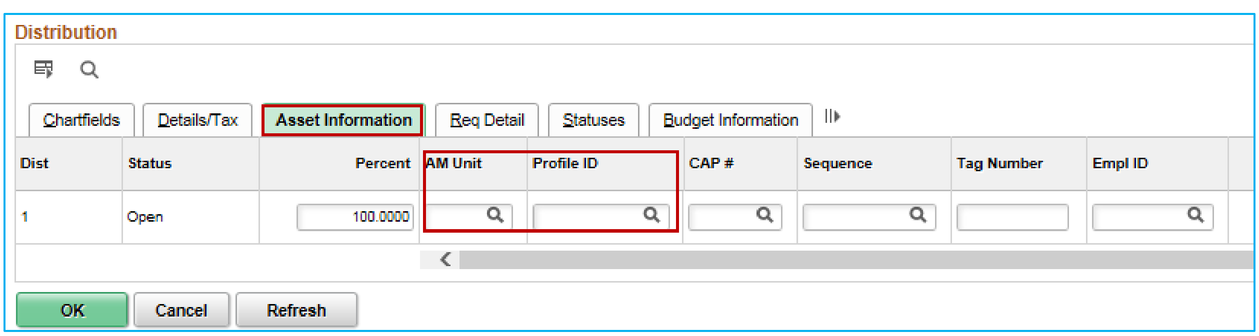
2. Use the *ChartFields* tab for distribution information. Enter the required distribution details.



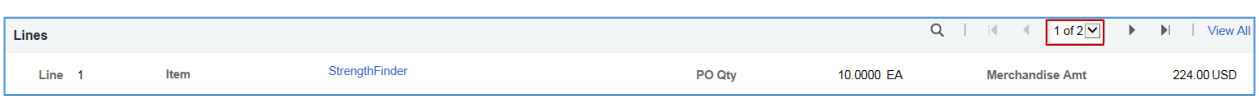

3. Check the *Asset Information* tab.

**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.




- Add Chartfield information and check asset information for every schedule line.




4. As an option, you can split the distribution.

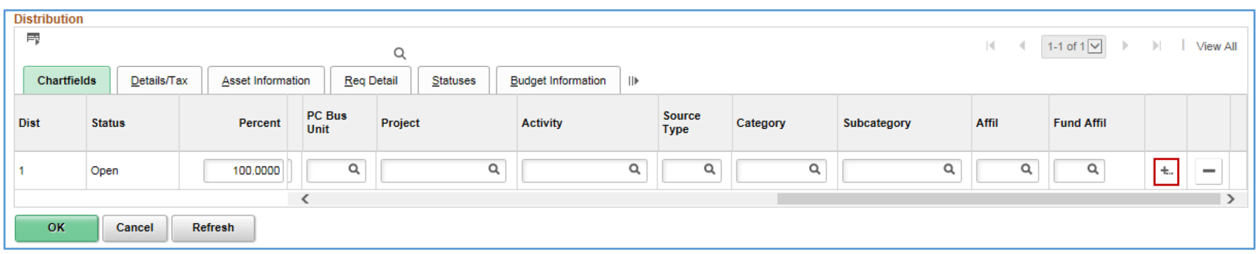
On the *Distribution/ChartFields* page, you can split the distribution in several ways: based on a percent, a specific quantity, or a specific dollar amount. The default is *Quantity* or *Percent*.

- To change the distribution to a dollar value or percent, change the *Distribute By* to "Amount." This will open up the *Merchandise Amount* field, which you can edit. Some types of purchase orders cannot be changed.
- If you change one field (e.g., percent, quantity, or amount), SWIFT will adjust the other fields.
- All distribution lines must total 100% and match the total quantity or dollar amount for the schedule.

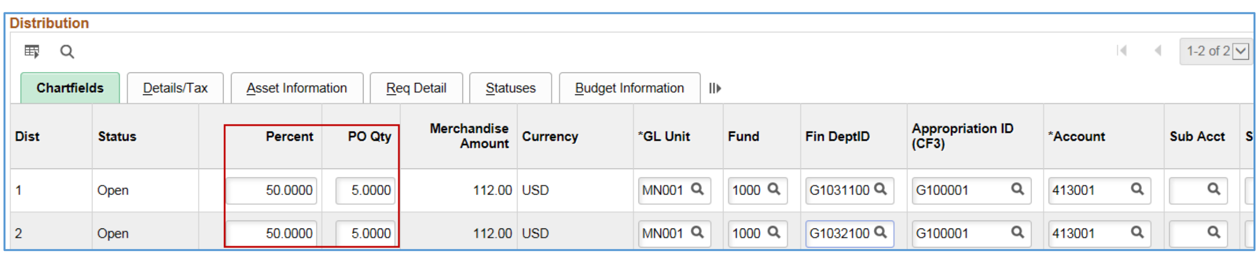
**Distribution Types**

| Distribution Type | Description |
|---|---|
| **Quantity** | The purchase order is being created using *Item* on the *Details* line.<br>• The PO Qty defaults from the Price added in the lines section.<br>• Merchandise Amount is grayed out.<br>• Description, Unit of Measure (UOM) and the Category are populated from the Item code. |
| **Amount** | The purchase order is being created using Description on the Details line.<br>• The purchase order dollar amount<br>• Quantity is grayed out. Could update the Dollar Amount. |

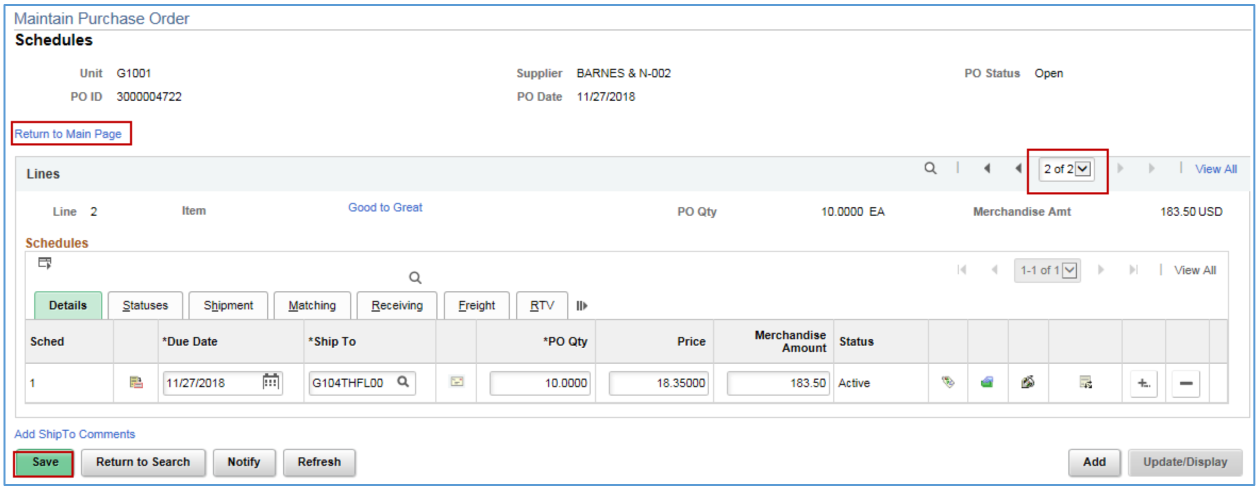
5. To add a line on a *Distribution*, go to the right of the *Distribution* line and press the **Add New rows** icon (e.g., "+"). Tell SWIFT how many lines to add.




- Add Chartfield information on all new lines.



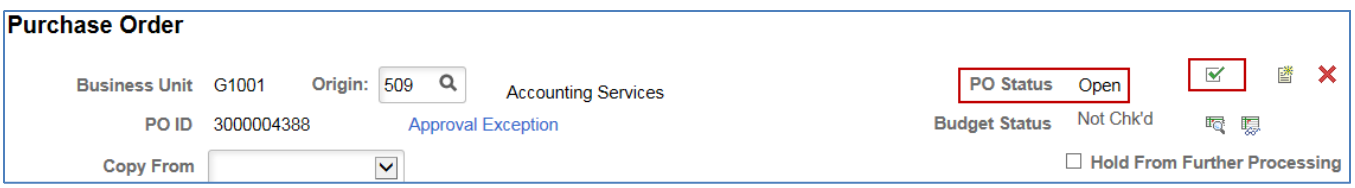

- After you have completed all distribution information, press **OK** at the bottom of the page.
- SWIFT returns you to the *Schedules* page. Select the *Return to Main Page* link.



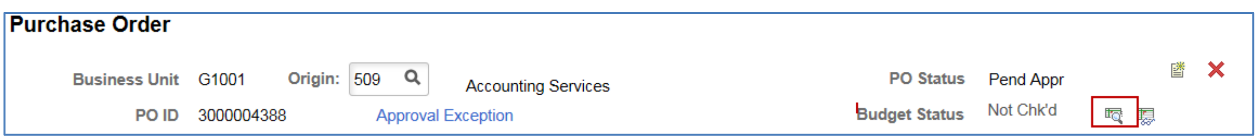

6. Add any *Miscellaneous Charges* as needed.

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

1. Save the purchase order and submit it for approval. On the *Purchase Order* page, select the **Save** button. The *PO Status* is “Open.”




2. Select the **Submit for Approval** green checkbox on the Header to submit it for approval. The *PO Status* is “Pend Appr” or “Pending Approval.” 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.

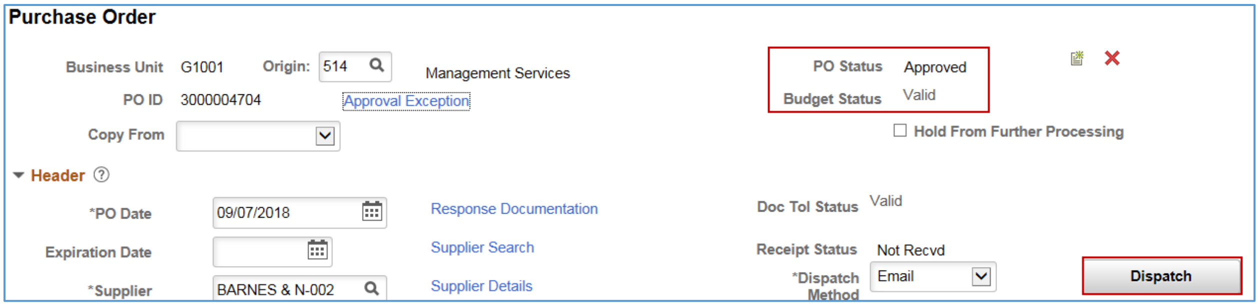
- When SWIFT completes the budget check process, it will change the *Budget Status* to “Valid” and the purchase order is ready to dispatch.

4. Dispatch the purchase order.

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

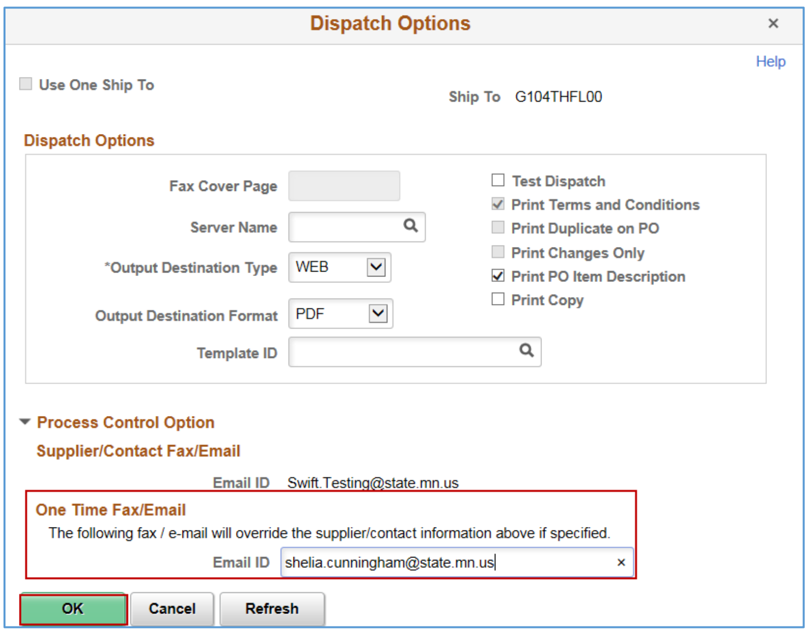
- *PO Status* is “Approved”
- *Budget Status* is “Valid”

To dispatch a purchase order, select the **Dispatch** button after the dispatch method has been verified.

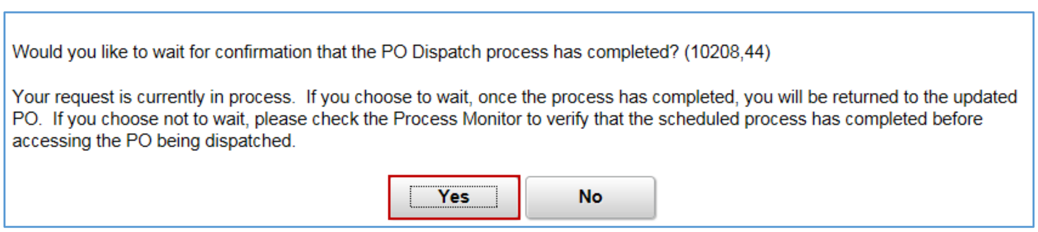



SWIFT opens up the *Dispatch Options* page.

- For email dispatch, validate the supplier email address or enter one time address. Press the **OK** button.




5. SWIFT displays a *PO Dispatch* process message.



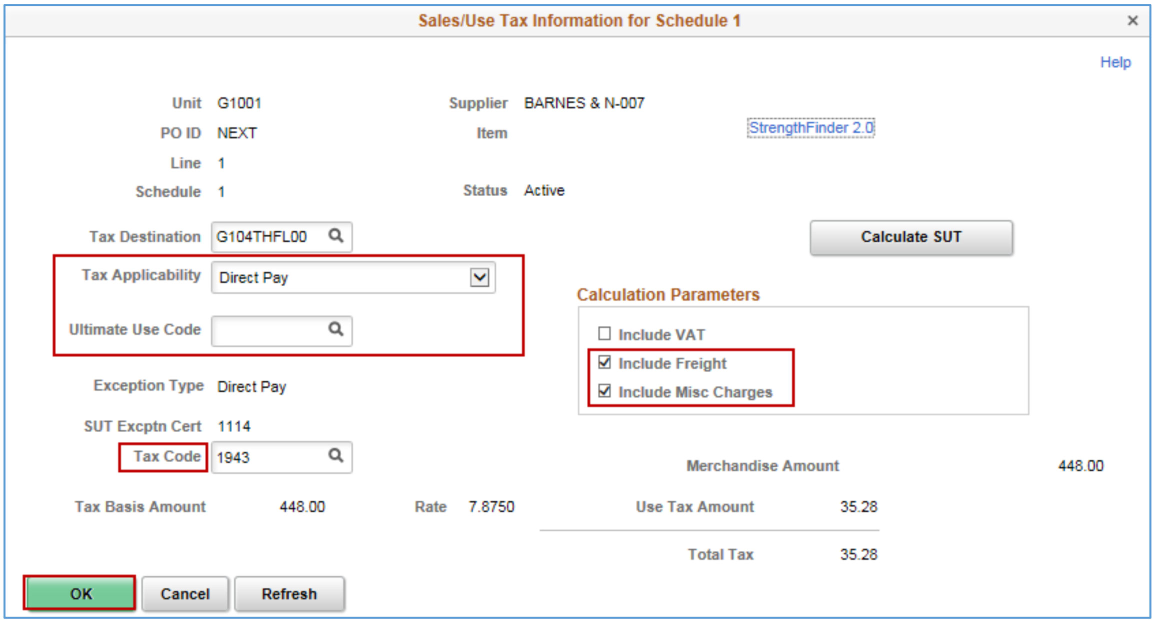

- Select **Yes** to wait for the dispatch process to complete.
- Or, select **No** to run the dispatch process and continue working. Pressing **No** will run the dispatch process in the background. You can continue to create purchase orders while SWIFT is running the dispatch process.

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

**You have successfully created and dispatched a purchase order with multiple lines.**

## 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. |