

## 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
<b>Navigation Collection</b>	Procurement, Purchasing, Purchase Order, Purchase Order page defaults.
<b>WorkCenter</b>	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.

The screenshot shows the 'Purchase Order' page interface. At the top, there are three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs, there is a 'Business Unit' field containing the text 'R2901' and a search icon. Below that is a 'PO ID' field with the text 'NEXT'. At the bottom left of the form, there is a green 'Add' button highlighted with a red box.

## 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
<b>Origin</b>	Enter this information based on your business unit.
<b>Supplier ID</b>	Choose the SWIFT ID number for supplier and SWIFT will populate the Supplier Details section.
<b>Buyer</b>	Defaults to the person entering the purchase order.
<b>PO Reference</b>	Optional field for SWIFT. Your agency may require it. It does not appear to the supplier.
<b>Billing Location</b>	May default based on the “Business Unit” chosen.
<b>Dispatch Method</b>	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.
<b>Doc Type</b>	Select the Doc Type that is valid for creating the purchase order.
<b>Exempt From WFC</b>	SWIFT does not currently use this feature.

The screenshot shows the 'Purchase Order' form with the 'Header' section expanded. Fields are populated as follows: Business Unit: G1001; Origin: 509; Accounting Services; PO Status: Open; Budget Status: Not Chk'd; PO ID: NEXT; Approval Exception; Copy From: [dropdown]; \*PO Date: 02/18/2020; \*Expiration Date: 06/30/2021; \*Supplier: XEROX CORP-001; \*Supplier ID: 0000209162; \*Buyer: TRN20; PO Reference: MULTIFUNCTION DEVICES; \*Billing Location: G104THFL00; Response Documentation; Supplier Search; Supplier Details: XEROX CORP M; Training User: TRN20; Doc Tol Status: Valid; Receipt Status: Not Recvd; \*Dispatch Method: Email; Document Type: CRO (Contract Release Order); Agency Reference; Exempt From WFC. A 'Dispatch' button is visible.

## 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
<b>Item</b>	Rarely used. Only if applicable if your agency uses the Inventory module.
<b>Description</b>	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.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		StrengthFinder 2.0	10	ea	55101524	22.4	0.000	Open

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**.

Script Prompt

Enter number of rows to add:

OK Cancel

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

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		StrengthFinder	10.0000	EA	55101524	22.40000	224.00	Open
2		Good to Great	10.0000	EA	55101524	18.35000	183.50	Open

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.

Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID	Close Short
1		StrengthFinder	Required	<input type="checkbox"/>		<input type="checkbox"/>
2		Good to Great	Required	<input type="checkbox"/>		<input type="checkbox"/>

## Step 4: Add Schedules information

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

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	

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

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	

- 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.

Line	Item	Description	PO Qty	Price	Merchandise Amt	Status	Sales and Use Tax icon
2	Good to Great		10.0000	EA	299.50 USD		

  

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	Sales and Use Tax icon
1	09/07/2018	G104THFL00	10.0000	29.95000	299.50	Active	

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.

**Sales/Use Tax information for Schedule 1**

Unit G1001      Supplier BARNES & N-007

PO ID NEXT      Item [StrengthFinder 2.0](#)

Line 1

Schedule 1      Status Active

Tax Destination G104THFL00

Tax Applicability Direct Pay

Ultimate Use Code

Exception Type Direct Pay

SUT Excpn Cert 1114

Tax Code 1943

Tax Basis Amount 448.00      Rate 7.8750

**Calculation Parameters**

Include VAT

Include Freight

Include Misc Charges

Merchandise Amount	448.00
Use Tax Amount	35.28
<b>Total Tax</b>	<b>35.28</b>

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.

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	Distributions icon	
1	09/07/2018	G104THFL00	10.0000	29.95000	299.50	Active		

- 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.

Dist	Status	Percent	Fund	Fin DeptID	Appropriation ID (CF3)	*Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)
1	Open	100.0000	2001	G1031200	G100001	413001				

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.

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

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

Line	Item	PO Qty	Merchandise Amt
1	StrengthFinder	10.0000 EA	224.00 USD

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

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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
<b>Quantity</b>	The purchase order is being created using <i>Item</i> on the <i>Details</i> line. <ul style="list-style-type: none"> <li>• The PO Qty defaults from the Price added in the lines section.</li> <li>• Merchandise Amount is grayed out.</li> <li>• Description, Unit of Measure (UOM) and the Category are populated from the Item code.</li> </ul>
<b>Amount</b>	The purchase order is being created using Description on the Details line. <ul style="list-style-type: none"> <li>• The purchase order dollar amount</li> <li>• Quantity is grayed out. Could update the Dollar Amount.</li> </ul>

- 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.

The screenshot shows the 'Distribution' page with a table containing one row. The columns include Dist, Status, Percent, PC Bus Unit, Project, Activity, Source Type, Category, Subcategory, Affil, and Fund Affil. The 'Percent' field is set to 100.0000. A red box highlights the '+' icon in the bottom right corner of the table, indicating the 'Add New rows' button.

- Add Chartfield information on all new lines.

The screenshot shows the 'Distribution' page with a table containing two rows. The columns include Dist, Status, Percent, PO Qty, Merchandise Amount, Currency, \*GL Unit, Fund, Fin DeptID, Appropriation ID (CF3), \*Account, and Sub Acct. The 'Percent' and 'PO Qty' fields for both rows are highlighted with a red box. The 'Merchandise Amount' field is grayed out.

- 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.

Maintain Purchase Order

**Schedules**

Unit G1001 Supplier BARNES & N-002 PO Status Open  
 PO ID 3000004722 PO Date 11/27/2018

[Return to Main Page](#)

Lines 2 of 2

Line	Item	Good to Great	PO Qty	10.0000 EA	Merchandise Amt	183.50 USD														
<p>Schedules <span style="float: right;">1-1 of 1</span></p> <p>Details   Statuses   Shipment   Matching   Receiving   Freight   RTV   III</p> <table border="1"> <thead> <tr> <th>Sched</th> <th>*Due Date</th> <th>*Ship To</th> <th>*PO Qty</th> <th>Price</th> <th>Merchandise Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11/27/2018</td> <td>G104THFLD0</td> <td>10.0000</td> <td>18.35000</td> <td>183.50</td> <td>Active</td> </tr> </tbody> </table>							Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	1	11/27/2018	G104THFLD0	10.0000	18.35000	183.50	Active
Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status														
1	11/27/2018	G104THFLD0	10.0000	18.35000	183.50	Active														

Add Ship To Comments

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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."

**Purchase Order**

Business Unit G1001 Origin: 509 Accounting Services **PO Status** Open   
 PO ID 3000004388 [Approval Exception](#) **Budget Status** Not Chk'd   
 Copy From   Hold From Further Processing

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.

**Purchase Order**

Business Unit G1001 Origin: 509 Accounting Services **PO Status** Pend Appr   
 PO ID 3000004388 [Approval Exception](#) **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 the dispatch method has been verified.

**Purchase Order**

Business Unit G1001 Origin: 514 Management Services

PO ID 3000004704 [Approval Exception](#)

Copy From

PO Status Approved

Budget Status Valid

Hold From Further Processing

**Header**

\*PO Date 09/07/2018 Response Documentation Doc Tol Status Valid

Expiration Date  Supplier Search Receipt Status Not Recvd

\*Supplier BARNES & N-002 Supplier Details \*Dispatch Method Email **Dispatch**

SWIFT opens up the *Dispatch Options* page.

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

**Dispatch Options**

Use One Ship To Ship To G104THFL00

**Dispatch Options**

Fax Cover Page

Server Name

\*Output Destination Type WEB

Output Destination Format PDF

Template ID

Test Dispatch

Print Terms and Conditions

Print Duplicate on PO

Print Changes Only

Print PO Item Description

Print Copy

**Process Control Option**

**Supplier/Contact Fax/Email**

Email ID Swift.Testing@state.mn.us

**One Time Fax/Email**

The following fax / e-mail will override the supplier/contact information above if specified.

Email ID shelia.cunningham@state.mn.us

**OK** Cancel Refresh

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

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

**Yes** No

- 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
<b>Direct Pay</b>	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.
<b>Sales Tax Applicable</b>	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
<b>Item is Exempt</b>	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.
<b>Purchaser is Exonerated</b>	The purchasing Budget Unit (BU) is tax exempt. No tax will be assessed.
<b>Use Tax Applicability</b>	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
<b>Blank</b>	Ultimate Use Code does not apply to the purchase order line.
<b>Dirpayex</b>	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.
<b>Exempt</b>	The purchase order line is exempt from tax. No tax will calculate. The Tax Applicability will update to “Item is Exempt.”
<b>Included</b>	Taxes have been included in the cost of the purchase order line. No taxes will calculate. Tax Applicability updates to “Item is Exempt.”
<b>Resale</b>	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.