

## QUICK REFERENCE GUIDE

Updated November 29, 2018

### Verify Default Values on Purchase Orders

Buyers are responsible to make sure correct values are entered into all of the fields of a purchase order. Some fields on purchase orders default to predetermined values. Review default values on the header and every line on each purchase order to ensure that they fit the requirements.

This reference guide describes defaults and their default values on purchase orders. It also describes how to review and update each of the fields.

Consult with other reference guides if you want to update the *Freight Terms, Asset Information or Sales/Use Tax* information.

Steps to complete:

- Step 1: Access the Purchase Order page in SWIFT
- Step 2: Verify or update default values on all lines of a purchase order

### Fields on purchase orders with defaults

Fields with Defaults	Default Values	Location of the Field on a Purchase Order
<b>Receiving</b>	Defaults to "Required".	Receiving tab on the line
<b>Freight Terms</b>	Defaults from Business Unit.	Schedule page on the line on the Freight tab
<b>Sales Tax</b>	Defaults from Ship To Location.	Schedule page on the line on the Sched Sales/Use tax icon
<b>Account Code</b>	Defaults from Category Code.	Distribution page on the line on the Chartfield Tab
<ul style="list-style-type: none"> <li>• <b>AM Unit</b></li> <li>• <b>Asset Profile ID</b></li> </ul>	<p><b>AM Unit</b> (Asset Management Business Unit). Both default from Category Code if configured. Verify that the item is an asset.</p>	Distribution page on the line on the Asset Information Tab

## Steps to review and/or update default fields on a purchase order

### 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 **Find an Existing Value** tab. Enter search items such as the *PO ID*. Press the **Search** button.

**Purchase Order**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search
Add a New Value

**Search Criteria**

Business Unit = G1001 Q

PO ID contains 4722

Origin begins with  Q

Purchase Order Date =  📅

PO Status =  ▼

Short Supplier Name begins with  Q

Supplier ID begins with  Q

Supplier Name begins with  Q

Buyer begins with  Q

Buyer Name begins with  Q

PO Type =  ▼

Purchase Order Reference begins with

Hold From Further Processing

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

3. SWIFT displays the **Search Results** section. Select the *PO ID* of the purchase order to review.

Search Results							
View All							
Business Unit	PO ID	Origin	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name
G1001	3000004722	514	11/27/2018	Open	BARNES & N-002	0000371746	BARNES & NOBLE BOOKSELLERS INC

SWIFT displays the **Purchase Order** page for the selected purchase order.

- If you update a value, select the **Save** button.

- Also, select the **Return to Main Page** link to get back to the **Purchase Order** page.

## Step 2: Verify or update default values on all lines of a purchase order

1. **Category Code:** Several values default from it.
  - Verify that the *Category Code* is accurate. It is located on the **Lines** area of a purchase order. It is on the **Details** tab.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		StrengthFinder	10.0000	EA	55101524	22.40000	224.00	Open

2. **Account Code:** The *Account Code* defaults from the *Category Code*.
  - It is located on the **Distribution/ChartFields** area of a purchase order. To access it, go to the **Lines** section. On the **Line Details** tab, select the **Schedules** icon.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	Schedules icon
1		StrengthFinder	10.0000	EA	55101524	22.40000	224.00	Open	

- SWIFT displays the **Schedule** page, select the **Distributions/ChartFields** icon.

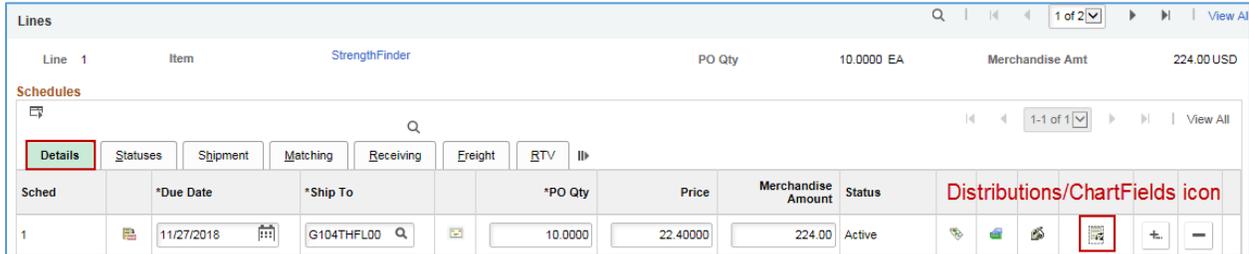
Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	Distributions/ChartFields icon
1	11/27/2018	G104THFL00	10.0000	22.40000	224.00	Active	

- SWIFT displays the **Distribution** page. On the **Chartfields** tab, verify the correct *Account Code* for the purchase order.

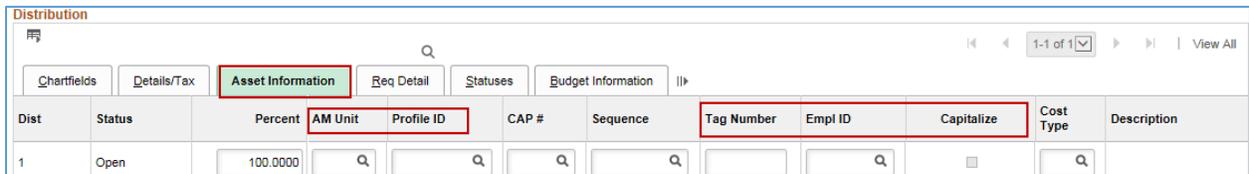
The *Category/Account* relationship restricts the number of valid *Accounts* for a given category. You can only select a valid *Account*.

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	*Account
1	Open	100.0000	10.0000	224.00	USD	MN001	1000	G1031100	G100001	413001

3. **AM Unit and Profile ID:** They default from the *Category Code* if configured.
  - They are located on **Asset Information** on the **Distribution** tab of the **Schedules** page.
  - Similar to locating the *Account*, go to the **Schedule** page, select the **Distributions/ChartFields** icon.



- SWIFT displays the **Distribution** page. Select the **Asset Information** tab.



- Consult with your agency’s asset management office before updating asset information.
  - Verify the *AM Unit* and *Profile ID* or remove them if the item is not an asset.
  - The *Tag Number* should be blank.
  - The *Capitalize* box should not be checked.
  - *Employee ID* is typically used if an asset is assigned to a specific employee.

**IMPORTANT!** If you want to update the *Asset Information*, review the *Purchase an Asset* reference guide.

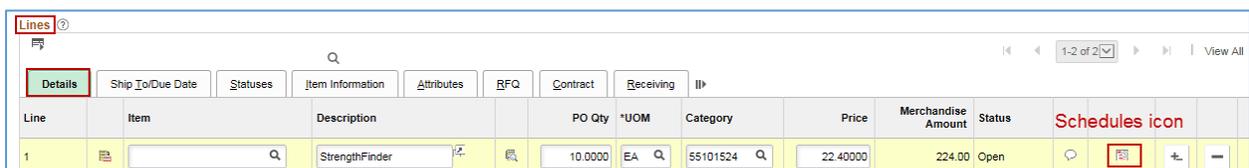
4. **Freight Terms:** This field defaults from the *Business Unit*.

*Freight terms* defaults to “FOB\_PALLOW” for all purchase orders. This means that the supplier should not bill the state separately for freight.

- If the supplier will be billing for freight, then update the *Freight Terms* to “FOB\_PADD”. This allows your agency’s Accounts Payable to process a payment for freight.

**IMPORTANT!** Consult with the *Add Freight and Miscellaneous Charges to a Purchase Order* reference guide to update the *Freight Terms*. SWIFT requires updates in several places on a purchase order.

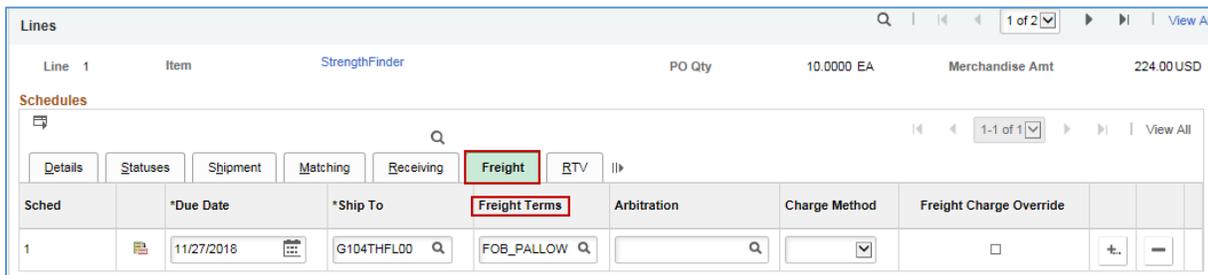
- *Freight Terms* are located on **Freight** tab of the **Schedules** page. Start by selecting the **Schedules** icon, which is on the **Line Details** tab of the **Lines** section of a purchase order.



# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

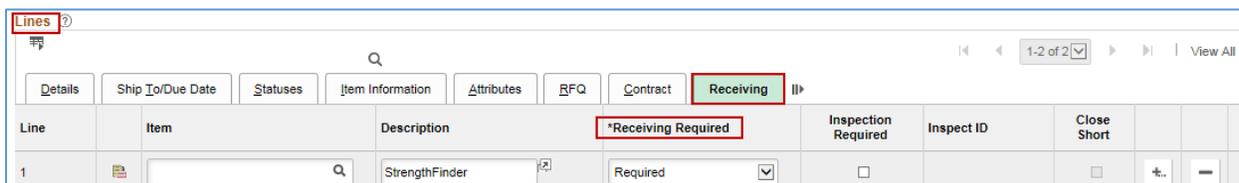
- SWIFT displays the **Schedules** page. On The **Freight** tab, you can see the *Freight Terms*.

**NOTE:** Once you dispatch a purchase order, SWIFT locks the *Freight Terms* field. If you need to update the *Freight Terms*, you must first set up a change order on the schedule before SWIFT opens up that field.



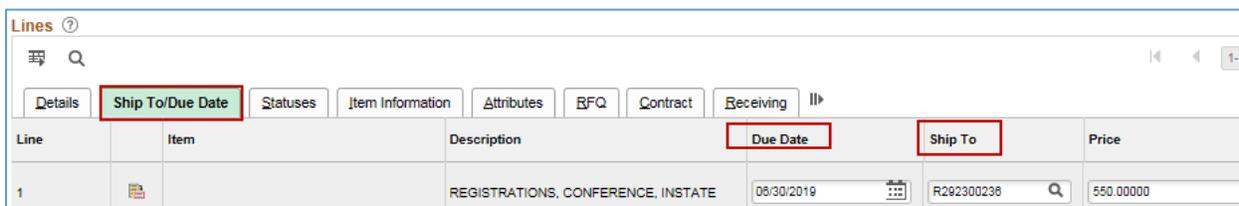
5. **Receiving:** All purchase orders default to “Required” on the *Receiving Required* field.

A buyer may update the *Receiving Required* field from “Required” or “Do Not”. Update this value on the **Receiving** tab on the **Lines** section of a purchase order.

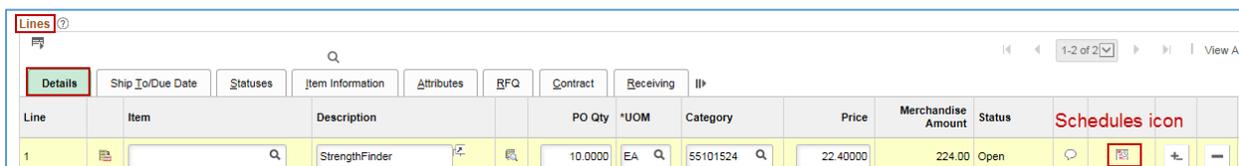


6. **Sales and Use Tax:** This field defaults from the *Ship To* field.

- The *Ship To* field impacts sales and use taxes. Verify the *Ship To* field, which is located on the **Ship To/Due Date** tab on the **Lines** section of a purchase order.



- To review the *Sales* and *Use Tax* values, go to the **Sales/Use Tax Information for Schedule** page. It is located on **Sched Sales/Use Tax** icon from the **Schedules** page. Select the **Schedules** icon on the **Details** tab on the **Lines** section of the purchase order.



- On the **Schedules** page, press the **Sched Sales/Use Tax** icon on the **Details** tab.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	Sched Sales/Use Tax icon
1	11/27/2018	G104THFL00	10.0000	22.40000	224.00	Active	

- SWIFT displays the **Sales/Use Tax Information for Schedule** page. Verify or update the *Tax Applicability* and *Ultimate Use Tax* values.

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

Unit G1001      Supplier BARNES & N-002  
 PO ID 3000004722      Item [StrengthFinder](#)  
 Line 1  
 Schedule 1      Status Active

Tax Destination G104THFL00

**Tax Applicability** Direct Pay

**Ultimate Use Code**

**Calculation Parameters**  
 Include VAT

**IMPORTANT!** If you want to update these values, review the *Update the Sales and Use Tax Settings on Purchase Orders* reference guide.

**You have successfully reviewed the default values on a purchase order.**