

## QUICK REFERENCE GUIDE

November 1, 2019

### Use the Receipt Inquiry

In SWIFT, a receipt tracks the quantity or amount received against a purchase order. Receiving includes determining if the purchase is an asset.

The Receipt Inquiry view allows agency staff with the Inquiry/Display security role to view receipts for their agency by Business Unit.

- It does not allow the agency staff to make changes or create a receipt.
- For example, a buyer who creates a purchase order can view any receipts against it in the Receipt Inquiry.

If you have role to create and update receipts, use the Receiving page. You will get more in-depth information and you can make changes to a receipt.

This guide provides the steps to use the Receipt Inquiry.

Steps to complete:

- Step 1: Navigate to the Receipt Inquiry page
- Step 2: Use the Receipt Inquiry page to look at a receipt

### Steps to use the Receipt Inquiry

#### Step 1: Navigate to the Receipt Inquiry page

1. Navigate to the **Receiving** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Receipts. Left menu, Receipt Inquiry, Receipt Inquiry. The Receiving page defaults.

2. On the **Receiving** page, select the **Find an Existing Value** tab.
  - Enter or confirm the *Business Unit*.
  - Enter values in the **Search Criteria** section to narrow down the search.
  - Select the **Search** button.

### Receiving

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

Find an Existing Value

▼ Search Criteria

Business Unit =

Receipt Number begins with

Bill of Lading begins with

PO Business Unit =

Item ID begins with

User ID begins with

PO Number begins with

Ship To Location begins with

Supplier ID begins with

Received Date =

Receipt Status =

Case Sensitive

Search
Clear
Basic Search

**Fields on the Search Criteria section on the Receiving page.**

Field	Description
<b>* Business Unit</b>	You must specify the Business Unit. The primary Business Unit will default. You can change it.
<b>Receipt Number</b>	This is SWIFT’s Receipt ID, which is identified by an ID that is unique within a business unit.
<b>Bill of Lading</b>	SWIFT does not use this feature.
<b>PO Business Unit</b>	This is the Business Unit of a purchase order. It is likely the same as the Business Unit unless you have permissions for more than one Business Unit.
<b>Item ID</b>	This is a unique identifier assigned to a particular item in the Inventory module. Most agencies do not use the Inventory module.
<b>User ID</b>	This is the Employee ID.
<b>PO Number</b>	SWIFT identifies a purchase order with an ID that is unique within a business unit.
<b>Ship To Location</b>	Indicates where the supplier should deliver physical items.
<b>Supplier ID</b>	SWIFT identification number for supplier. A supplier is the supplier of the goods or services.
<b>Received Date</b>	The date when the receipt was created in SWIFT.

## Receipt Header Status Values

Status Values	Status Definition
Open	Not all edits have passed. One or more receipt lines are in Open status.
Received	All edits have passed. All lines are in Received or Canceled status.
Hold	Receipt is on hold until released by user.
Moved	Receipt has been processed by SWIFT.
Cancelled	All lines cancelled. Canceling cannot be reversed.

3. SWIFT opens up the **Search Results** section. Select the *Receipt Number* of the desired receipt.

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	More Information	Item ID	User ID	Origin	PO Number	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date
G1001	000000645	(blank)	G1001	Latitude E6530 - Desktop-Replacement Laptop Qty 1 Dell Latitude E6530, Windows 7 Professional, No Media, 64-bit, English-USA Price \$1,852.14 Catalog Number: 94 RCRC1244836-331387 COMPUTER, LAPTOP	(blank)	01148913	510	300002243	G104THFL00	(blank)	0000212415	DELL MARKETING LP	03/12/2014
G1001	000000645	(blank)	G1001	iPad with Retina display Wi-Fi + Cellular for Verizon 16GB - Black Part # MCG2LLJA Quote MINNE305-01 WSCA-#827158 COMPUTER, TABLET	(blank)	01148913	514	300002248	G104THFL00	(blank)	0000208943	APPLE INC	08/11/2014

## Step 2: Use the Receipt Inquiry page to look at a receipt

SWIFT opens up the **Receipt** page for the individual receipt.

1. View the header as needed. The top part of the page shows the high-level header information.

Unit	G1001	Receipt No	0000006645	Source	On-line	Receipt Status	Open
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2. View the lines as needed. There are now three tabs.

- The **Receipt Lines** tab will show the *Price* of the item, the *Quantity* that was received and whether something was rejected on the receipt. You can add comments on the receipt by selecting the **Comments** icon.
- The **More Line Data** tab shows you details such as *Accepted Qty*, *Net Receipt*, *Ship To*, *Due Date* and *Supplier UOM*.
- The **Optional Input** tab displays the *Line Number Rejection Reason* and *Action*, *Line Number*, *Invoice Number* and *Packing Slip Number*. *RMA* is not used by SWIFT.

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input type="checkbox"/>	1	"State Retirement Seminar" -	145.00000	<input checked="" type="checkbox"/>	1.0000	EA		<input type="checkbox"/>

- You can also see if the purchase order is “Amount Only” and if there are comments on the receipt.
- If you check the **Sel** box, SWIFT opens up more links on the bottom for more information. It will open up these pages in a new window.

Receipt Lines		More Line Data	Optional Input	▶						
Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track		
<input checked="" type="checkbox"/>	1	" State Retirement Seminar" -	145.00000	<input checked="" type="checkbox"/>	1.0000	EA		<input type="checkbox"/>		

  

<a href="#">Header Details</a>	<a href="#">Line Details</a>	<a href="#">Manufacturer Info</a>	<a href="#">Asset Information</a>
<a href="#">Document Status</a>	<a href="#">Header Comments</a>	<a href="#">Display RTV Information</a>	<a href="#">Line Status</a>
<a href="#">Distribution</a>	<a href="#">Payaway Information</a>	<a href="#">Device Tracking</a>	

**Links at the bottom of the Receipts page.**

- a. **Header Details:** Provides more details about the receipt, such as the *Supplier, Ship Date, Match Status* and other items your agency may add to a receipt.

Header Details	
Business Unit	G1001
Receipt No	0000008845
Source	On-line
Supplier	0000208843
Location	001
Last Change Date	06/23/2014 12:19:44PM
Ship Date	06/11/2014
Carrier ID	
Vehicle ID	
Driver ID	
Bill of Lading	
Packing Slip	
Shipment Number	
Pro Number	
Invoice	
Invoice Dt Op	
Freight Terms	
Recv Date	06/11/2014
Receipt Time	12:14PM
User ID	01148613
Receipt Status	Open
Supplier	APPLE INC
Ship To	G104THFL00
Last User to Modify	01148613
Container ID	
Nbr of Cartons	
Pallets In	
Pallets Out	
Port Of Unloading	
Ship From Country	USA
Ship From Location	
Match Status	Matched
Match Rule	STD_PO_TOL
	<input type="checkbox"/> Allow ERS

- b. **Document Status:** Brings you to the **Document Status** page for that receipt. You can see information about documents attached to the receipt such as contract, purchase order and vouchers.

Documents		Related Info	▶						
Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▼ Actions		G1001	Purchase Order	3000004199	Dispatched	07/05/2017	G100000000	001	

- c. **Distribution:** Brings you to the **Receipt Distributions for Line** page to see ChartField information associated with the receipt.

Account Lines										
Account Lines										
More Distribution Details   ▶										
Line	Status	Merchandise Amt	GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	
<input type="checkbox"/>	1 R	145.00	USD	MN001	1000	G1035000	G100005	411801		

d. **Line Details:** Brings you to the **Line Details** page to see information about the line.

**Line Details**

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Unit G1001      Receipt No 0000013248      Receipt Line 1      Status Received

Item " State Retirement Seminar" -

Mfg ID

Manufacturer

Model

Mfg itm ID

Merchandise Amt 145.00      USD

Distribute By Amt

User ID 01188518

Lading

**PO Number**

PO Unit	G1001
PO Type	GEN
PO No.	3000004199
Line	1
Sched Num	1
Price	145.00000
PO Amount	145.00

**Conversion Rate**

Receipt Unit of Measure	EA
Supplier Unit of Measure	EA
Convert to PO	1.00000000
Stock UOM	EA
Convert to Stock	1.00000000
Standard Unit of Measure	EA

- e. **Putaway Information:** SWIFT does not use this feature.
- f. **Manufacturer Info:** This feature is for state agencies that use the Inventory module.
- g. **Display RTV Information:** SWIFT does not use these features.
- h. **Device Tracking:** SWIFT does not use this feature.
- i. **Asset Information:** Displays any asset information tied to the receipt's purchase order if your agency entered the information in the purchase order module.

**Distribution Information** Q | < | << | 1 of 1 | >> | > | View All

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Distribution Line 1      Business Unit

Profile ID      Capitalize Non Cap

CAP #      CAP Sequence

Cost Type

**Asset Information**

< | << | 1-1 of 1 | >> | > | View All

Q

Asset Information More Details ||>

Dist Seq	Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Profile ID
1		o					

j. **Line Status:** Displays *Receipt Status* and *Receipt Quantity* information for the receipt line.

**Line Status Details** X

[Help](#)

Unit	G1001	Receipt No	0000013248	Receipt Line	1	Status	Received
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**Receipt Status**

Asset	N	N/A	Mfg	N	N/A
Inventory	N	N/A	Inspect	N	Complete
Serial Control	N	Complete	Lot Control	N	Complete
Qty Status			Due Date	07/05/2017	Date OK
Match Line	Y		Receipt Match Status	Matched	
Amount Only	Y		Intrastat Distribution Status	Ignore	Origin Country
Complete	Y		Replacement	N/A	

**Receipt Quantity**

		Recv Qty	Reject Qty	Accept Qty	Return Qty	Insp Qty
Recv UOM	EA	1.0000		1.0000		
Supp UOM	EA	1.0000		1.0000		
Std UOM	EA	1.0000		1.0000		
Stock UOM	EA					

**You have successfully used the Receipt Inquiry page to look at a receipt.**