

## QUICK REFERENCE GUIDE

February 20, 2024

### Create a Purchase Order Receipt

In SWIFT, a receipt tracks the quantity or amount received against a purchase order. Receiving includes determining if the purchase is an asset. This guide provides the steps to create a purchase order receipt.

#### Step 1: Access the Receiving page

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

Navigation Option	Navigation Path
<b>Navigation Collection</b>	Procurement, Purchasing, Receipts. The Receiving page defaults.

2. SWIFT displays the Receiving page with the Add a New Value sections. Enter the **Business Unit** and select the **Add** button.

The screenshot shows the SWIFT web interface. At the top, there's a navigation bar with a search box labeled 'Search in All Content'. Below it, a green banner says 'Welcome to the Administrative Portal, Asp' with a 'Sign Out' link. The left sidebar has a 'Maintain Receipts' section with options: 'Add/Update Receipts' (highlighted), 'Maintain Delivery Information', 'Receiver's Workbench', 'Close Short', 'Process Receipts', and 'Close Receipts'. Below that is a 'Receipt Inquiry' section. The main content area is titled 'Receiving' and 'Add a New Value'. It contains a form with the following fields: '\*Business Unit' with the value 'G1001', '\*Receipt Number' with the value 'NEXT', and a 'PO Receipt' checkbox which is checked. At the bottom of the form is an 'Add' button.

#### Step 2: Use the Select Purchase Order page to locate the purchase order to receive

1. SWIFT opens up the Select Purchase Order page. Enter search items such the PO ID and select **Search**.

**Select Purchase Order**

**Search Criteria**

PO Unit  Origin

ID

Line  Schedule

Release

Item ID

Ship To

Ship Via

☒ Retrieve Open PO Schedules

Days +/- Today

Start Date

End Date

Supplier Name  [Supplier Lookup](#)

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

UPN ID

**Receipt Qty Options**

☐ No Order Qty ☐ Ordered Qty ☒ PO Remaining Qty

2. SWIFT opens up the Retrieved Rows area at the bottom of the Select Purchase Order page.
  - a. Check the **Sel** button for the purchase order row you wish to receive.
  - b. If there are many rows, you can check the box near to the **Select All** link.
  - c. Then, press the **OK** button.

**Retrieved Rows**

**Selected Rows** [Shipping Related](#) [More Details](#)

Sel	PO Unit	PO ID	Origin	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item
<input checked="" type="checkbox"/>	G1001	3000007482	514	2	1	2	08/09/2023	1.0000	5.0000	

☒ [Select All](#) ☐ [Clear All](#)

## Step 3: Review or update the details of the receipt

SWIFT creates a Maintain Receipt page for the receipt. There are two places to review or update the details of a receipt on the Maintain Receipt page: Header Details and Receipt Lines.

1. **Header Details:** SWIFT defaults the Receipt Date to the date the receipt was entered. To update the date to the actual date the goods or services were received, select the **Header Details** link.

**Maintain Receipts**

**Receiving**

Business Unit  Receipt Status

Receipt ID  [Header Comments/Attachments](#) [Activities](#)

[Header Details](#)

[Select Purchase Order](#)

- a. SWIFT opens up the Header Details page. Update the **Receipt Date** to the actual receipt date and select the **OK** button. SWIFT returns you to the original Maintain Receipt page.

### Header Details

Business Unit: G1001

Receipt ID: NEXT

Receive Source: On-line

Supplier: G100000000

Location: 001

Supplier ID Number: Last Change Date

\*Receipt Date: 02/01/2024

User ID: 01209425

Receipt Status: Open

Supplier Name: MINNESOTA MANAGEMENT & BUDGET

\*Ship To: G104THFL00

Ship To GLN: Last User to Modify

Receipt Time: 2:01PM

Origin: 514 Management Services

> Shipping Information

> Match Options

Receipt Hold Options

☐ Hold Receipt

☐ Hold Inventory

☐ Hold Assets

Receipt Processing Options

☒ Process Manufacturing

☒ Process Inventory

☒ Process Assets

> Custom Fields

**OK** Cancel Refresh

**IMPORTANT!** SWIFT will not allow you to back date the Receipt Date more than 90 days.

2. **Receipt Lines.** Review the line tabs as needed. Update any fields as necessary. For example, update the price or quantity.

### Receipt Lines

Receipt Lines

More Details

Links and Status

Item / Mfg Data

Optional Input

Source Information

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status
1		MMB will house the transition	1.0000	50325.00000	1.0000	Open

☐ Interface Receipt

Interface Asset Information

**Save** Notify Refresh

## Step 4: Save the Receipt

1. After you enter or review all of the necessary fields, save the receipt. Select the **Save** button at the bottom of the page.
2. Once you save it, SWIFT updates the Receipt Status to "Fully Received." SWIFT assigns it a Receipt ID. It is now available to accounts payable for voucher creation.

### Maintain Receipts

#### Receiving

Business Unit: G1001

Receipt ID: 0000025313

Header Comments/Attachments

Receipt Status: Fully Received

Activities

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