

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
Navigation Collection	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.

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	

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**

Select Purchase Order

- 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 Date: 02/01/2024	Receipt Time: 2:01PM
Receipt ID: NEXT	User ID: 01209425	Origin: 514 Management Services
Receive Source: On-line	Receipt Status: Open	
Supplier: G100000000	Supplier Name: MINNESOTA MANAGEMENT & BUDGET	
Location: 001	*Ship To: G104THFL00	
Supplier ID Number	Ship To GLN	
Last Change Date	Last User to Modify	

> Shipping Information

> Match Options

Receipt Hold Options

<input type="checkbox"/> Hold Receipt	<input checked="" type="checkbox"/> Process Manufacturing
<input type="checkbox"/> Hold Inventory	<input checked="" type="checkbox"/> Process Inventory
<input type="checkbox"/> Hold Assets	<input checked="" type="checkbox"/> Process Assets

Receipt Processing Options

> Custom Fields

OK Cancel Refresh

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

- 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

- After you enter or review all of the necessary fields, save the receipt. Select the **Save** button at the bottom of the page.
- 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 Status: Fully Received	✕
Receipt ID: 0000025313	Header Comments/Attachments	Activities