

## QUICK REFERENCE GUIDE

February 20, 2024

### Edit 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. Once you create a receipt, you may need to edit it or cancel it for a variety of reasons.

**IMPORTANT:**

- You can edit or cancel a receipt only if it is **not** in these statuses: Moved or Matched.
- You cannot reverse a receipt that your agency canceled.

**Receipt Header Status Values**

Status Values	Status Definition
<b>Canceled</b>	All lines are canceled. Canceling cannot be reversed
<b>Moved</b>	Receipt has been processed by SWIFT.
<b>Open</b>	One or more receipt lines are in Open status.
<b>Received</b>	All edits have passed. All lines are in Received or Canceled status

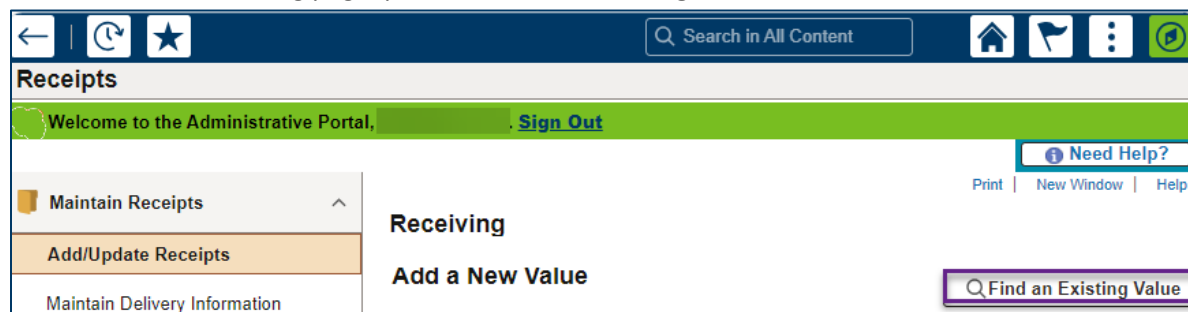
This Quick Reference Guide provides the steps to edit an existing purchase order receipt.

### 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. On the Receiving page, press the **Find an Existing Value** button.



3. SWIFT updates the Receiving page with search criteria.
  - a. Enter information such as the Business Unit and Receipt Number and select **Search** at the bottom of the page.

Search in All Content

Receipts

Welcome to the Administrative Portal, [Sign Out](#) [Need Help?](#)

Maintain Receipts

Add/Update Receipts

\*Business Unit = G1001

Receipt Number contains 25314

- b. In the Search Results section, select the **Receipt Number**.

Search Results

1 rows - Business Unit "G1001" Receipt Number "25314"

Business Unit	Receipt Number	Origin	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number
G1001	0000025314	(blank)	(blank)	G1001	(blank)	3000008052	Y	On-line	G104THFL00	(blank)

## Step 2: Edit and save the receipt on the Maintain Receipts page

1. SWIFT displays the Maintain Receipts page. Edit the receipt.

Maintain Receipts

Receiving

Business Unit G1001

Receipt ID 0000025314

Receipt Status Fully Received

Header Comments/Attachments

Header Details Document Status Activities

2. In the example below, Receipt Quantity was changed from "10" to "7". Press **Save** when you are done.

Receipt Lines

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category
1		Workstation Installation	7.0	EA	300.00000	10.0000	Received	72101501

Interface Receipt

Save Return to Search Notify Refresh

Interface Asset Information