

## Use the Partially Received POs Inquiry

Buyers and agency staff can use this inquiry to see the purchase orders that are in a “Partially Received” Status by Buyer. SWIFT lists the quantity and amount to be received and the actual quantity and amounts that were received. It helps agencies manage their purchase orders especially when they are preparing for the fiscal year closing.

This guide lists the steps to use the Partially Received POs Inquiry in the Receipts module in SWIFT.

### Step 1: Access the Partially Received POs page

1. Navigate to the **Partially Received POs** page.

Navigation Option	Navigation Path
<b>Navigation Collection</b>	Procurement, Purchasing, Receipts. Left menu, Receipt Inquiry, Partially Receipt POs Inquiry. The Partially Received POs page appears.

2. On the Partially Received POs page, enter information in the search criteria fields. Then, select **Search**.

**Fields in the Receipt Document Status Inquiry page.** Fields marked with an asterisk (\*) are required.

Field Name	Field Description
*Buyer	This field is required. Enter the Employee ID of the buyer. You can also select the Look Up icon to search for the name of the buyer.
Business Unit From Business Unit To	As an option, you can enter a range of business units. This field is available only for Business Units you have rights to view.

Field Name	Field Description
PO Date From PO Date To	As an option, you can enter a purchase order date range such as fiscal year.

## Step 2: Review the partially received purchase orders

1. If there any purchase orders from your search criteria that are partially received, SWIFT displays a list of partially receipt purchase orders.
  - a. Make sure to check the number of records.
  - b. If you select View All, SWIFT will open up the list.
  - c. SWIFT lists the quantity and amount to be received and the actual quantity and amounts that were received.

Partially Received POs							
PO BU	PO ID	PO Date	Procurement Card	PO Qty to Recv	Qty Received	Merch Amount PO to Recv	Merchandise Amount Received
G1001	3000007957	11/08/2023		151.0000	139.7500	6,187.500	5,738.060
G1001	3000007966	11/17/2023		1.0000		2,064.000	

2. To get more information about the individual purchase orders, go to the Purchase Order module.