QUICK REFERENCE GUIDE

Inquiries: Getting Information from SWIFT

January 27, 2012

Information can be retrieved directly from SWIFT using three different methods: reports, queries and inquiries. Data displayed using any of these methods is up-to-the-minute or “real-time” information. This guide introduces the terms, conventions, typical navigation and general steps to how SWIFT locates and displays information from SWIFT inquiries.

Definitions

Inquiry: An online data lookup, delivered with the original PeopleSoft software, a.k.a.“Canned” lookups. Geared to data in a specific SWIFT module, an inquiry features several fields used to specify the needed data. SWIFT presents the results as rows and columns of data. Rows can contain hyperlinks or icons that allow drill downs into more detailed record information. The data also may be exported to Excel.

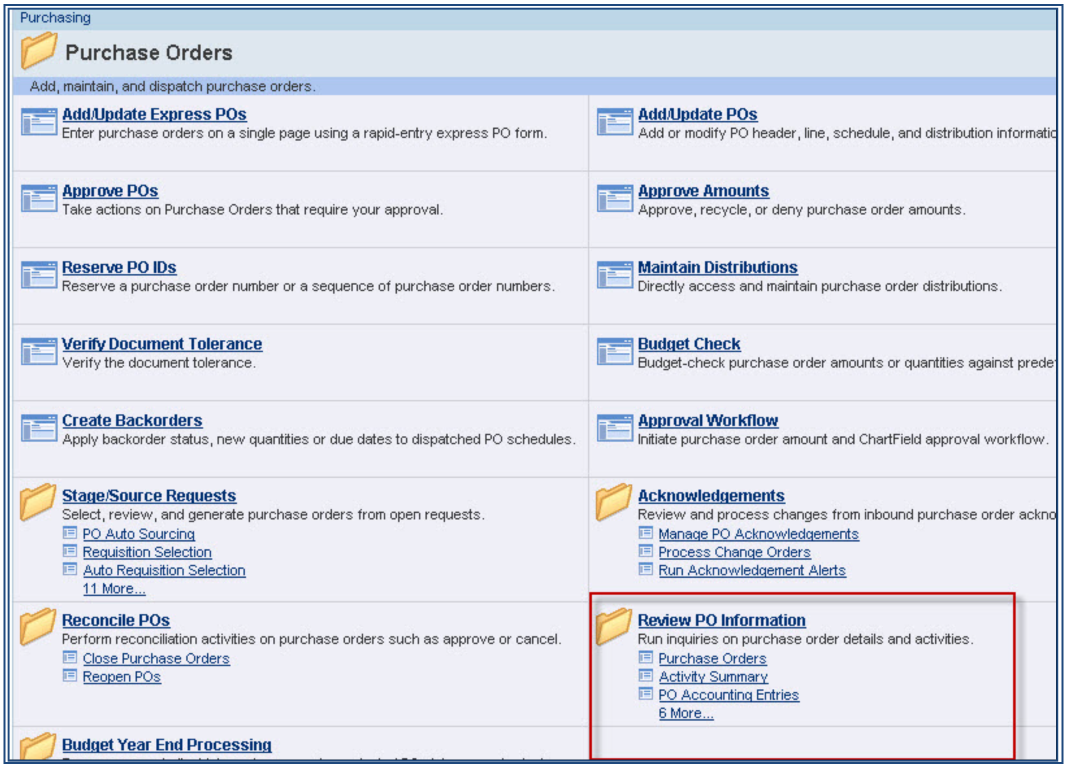
Query: A customized data lookup created by SWIFT team members specifically for State use. These are accessed through the Query Viewer under the Reporting Tools menu and are named “M_XX…”.where the XX is the module abbreviation, AR, KK, SC, CM, etc. The resulting data may be viewed online or downloaded to Excel. You will not be able to drill down using the data presented online.

Report: A compiled group of data, gathered from SWIFT tables and presented in a format ready to be printed to paper. The data presented cannot be “drilled down.” Each SWIFT module contains a menu or submenus of available reports. Data may be saved and/or printed to several different file formats. Delivered with the original PeopleSoft software, a.k.a. “canned” reports.

SWIFT Inquiry Conventions

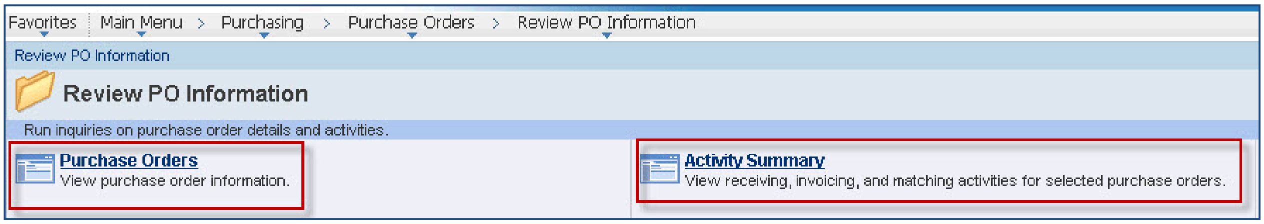
- Almost every large SWIFT module contains a submenu of inquiries, usually named “Review XX Information,” where XX usually equals the module name: Review PO Information, Review AP Information, etc. Examples:

Purchase Order Inquiry submenu



General Ledger Inquiry submenu (“Review Financial Information”)

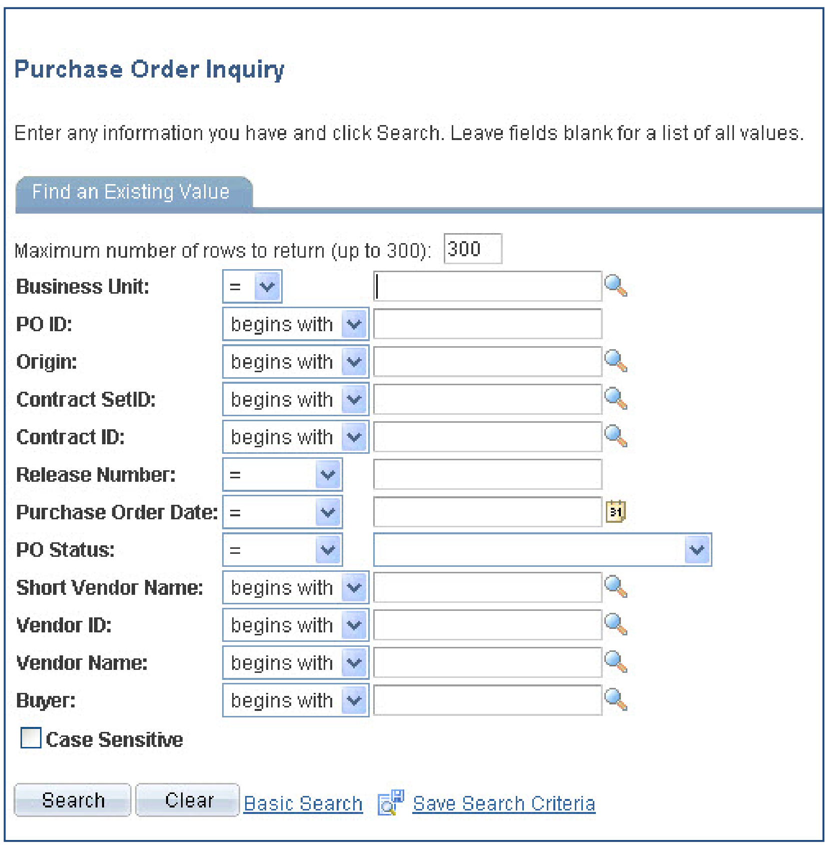
- Each inquiry option listed under a submenu shows a description of what that inquiry does.



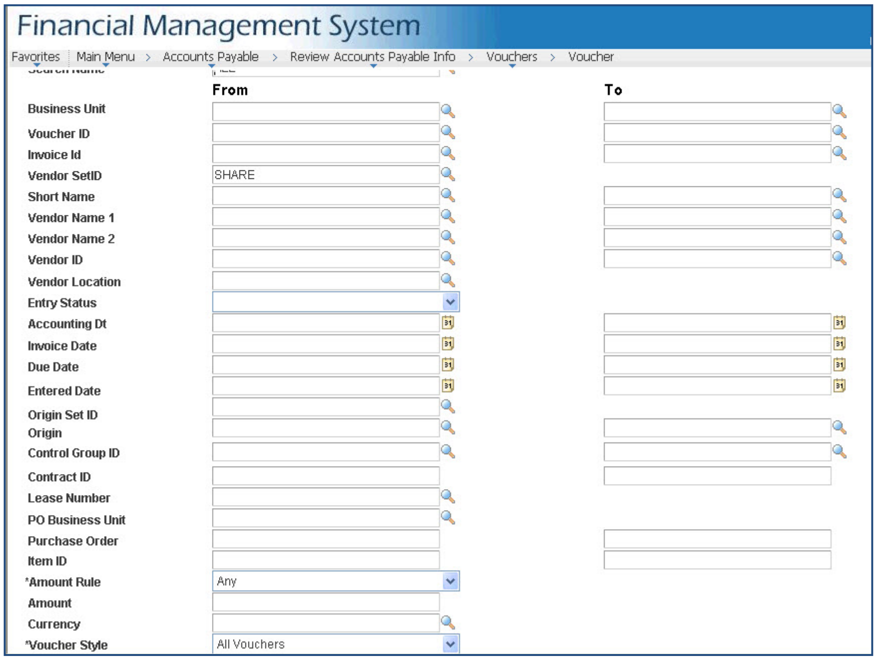
- SWIFT Inquiry pages contain several different functions. Search fields tailor searches so they retrieve just those records you require. The number of search fields available differs for each inquiry.

At the bottom of the page, each inquiry search page contains a Search button used to initiate searches that display rows and columns of data below the Search button. These are labeled Search Results. The Clear button (to the right of the Search button) removes all data you've entered so you can start over. An Advanced or Basic Search and a Save Search Criteria hyperlink also display at the bottom of most search pages.

Purchase Order Inquiry page: 12 fields



Voucher Inquiry page: 38 fields

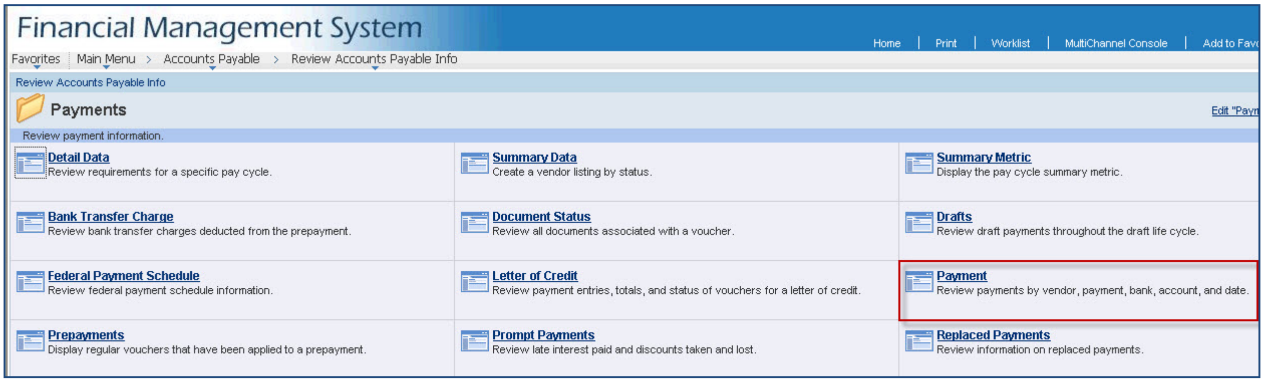


- Search fields allow data entry, and some include operators that enable searching for a range of data values. Operators work like this:
  - If you're not sure what a complete value is, you can type part of it and then select one of the operators, such as "contains." For example, if a PO number has **187** in it, type **187** in the **PO ID** field and choose **contains** as the operator. Then, you can review the search results to find the exact record you want.
  - If you're working with amounts, you may want to see all POs with amounts greater than $1 million. In that case, you'd type **1000000** in the **Amount** field and select the greater than symbol as the operator:
- SWIFT also uses a wildcard character, the percent sign. Here's how it works: if you were searching for a vendor, you might type **3M%** in the **Short Vendor Name** field. Search results would then display any vendor name that began with 3M.
- When **From** and **To** fields display in an inquiry, type the first value in the **From** field and the last value you want to see in the **To** field. Let's say you wanted to view all vouchers entered over the last three days for a particular agency. After entering the Business Unit (five-digit agency code) in the **Accounting Date From** field, you'd enter the date three days ago. In the **To** field, you'd enter today's date. All voucher records created over those three days would display.
- Combining data in multiple fields allows you to narrow searches further. For example, if you wanted to view the POs created by a buyer for a particular vendor, you'd first enter the Business Unit, select the Buyer's name or input his/her User ID and input the Vendor's ID or name.

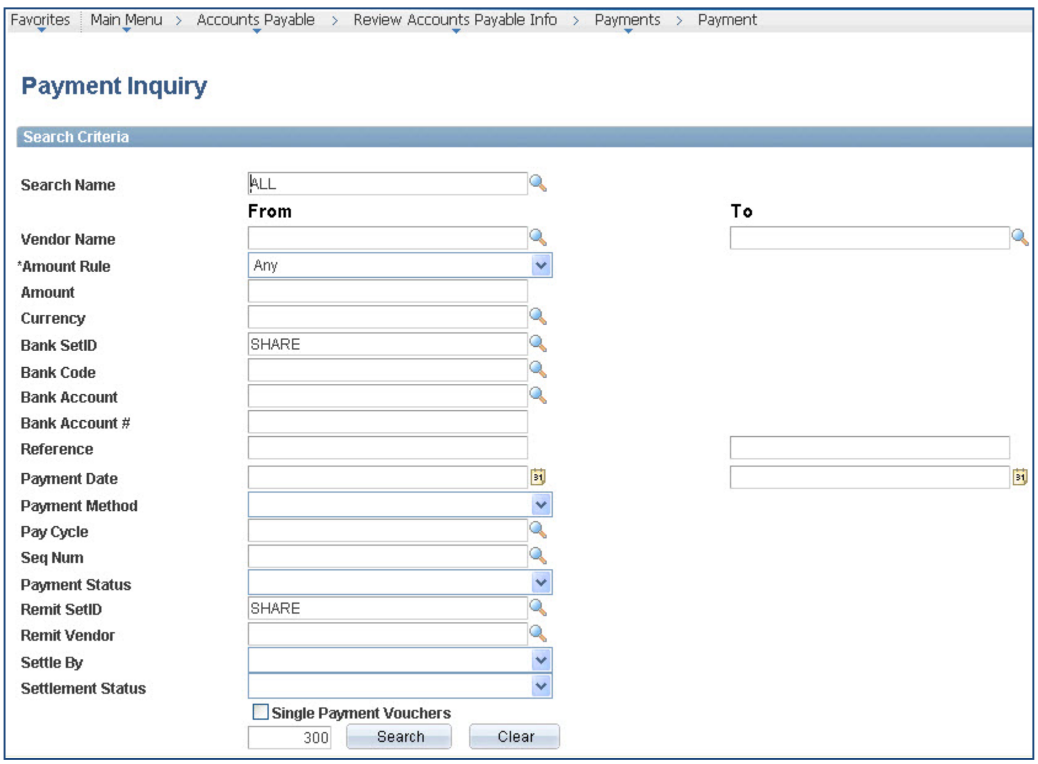
How to Run an Inquiry in SWIFT

Here are the steps for running an inquiry:

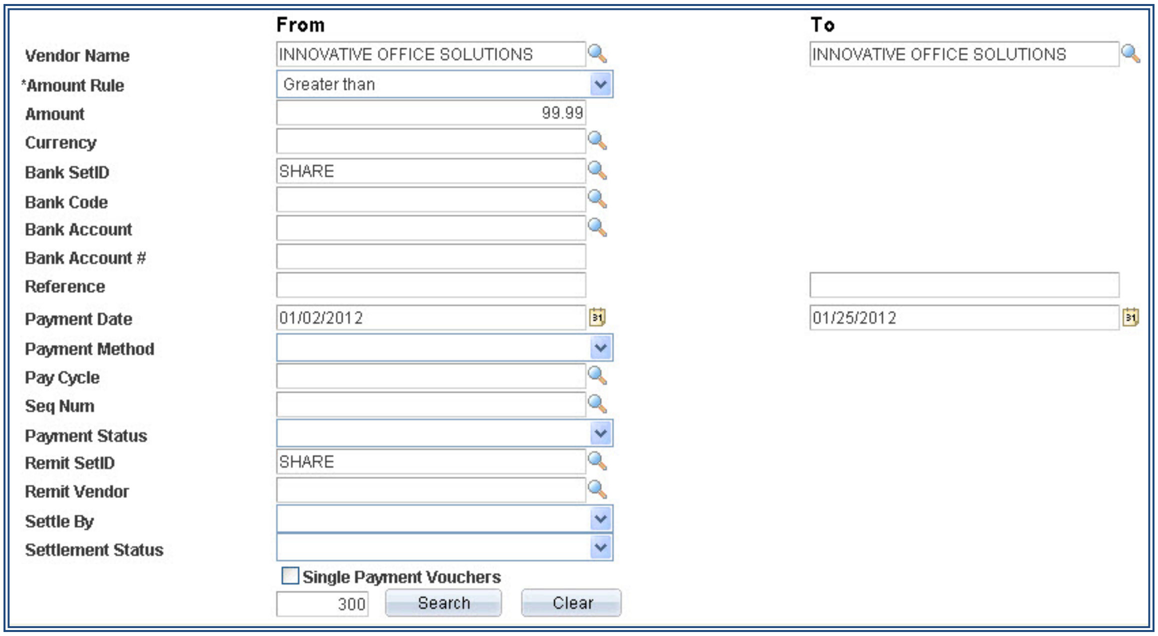
1. First, navigate to the inquiry of your choice. Use the Accounts Payable Payment Inquiry for this example. **Account Payable, Review Accounts Payable Information, Payments, Payment**.



The **Payment Inquiry** page displays.



2. For this example, we'll look up all payments over $100 made to Innovative Office Solutions for the current month.



3. Fields and data entered:
    a. Vendor Name: **Innovative Office Solutions**
    b. Amount Rule: **Greater than**
    c. Amount: **99.99**
    d. Payment Date From**: 01/02/2012**
    e. Payment Date To: **01/25/2012**

4. Click the **Search** button. The following results display:

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000319252	Automated Clearing House	131.17	USD	01/12/2012	01/13/2012	Paid	Unreconciled	
VCHR	0000293586	Automated Clearing House	133.46	USD	12/30/2011	01/03/2012	Paid	Unreconciled	
VCHR	0000293591	Automated Clearing House	161.28	USD	12/30/2011	01/03/2012	Paid	Unreconciled	
		Automated							

Features within **Search Results** include (starting from the upper right corner):

- **1-33 of 33**: This displays the number of records retrieved. When more than one page of results displays, white arrowheads show to the right and left of the number. Clicking the arrowheads moves backward or forward through the search results pages. First and Last also display, allowing you to click either to go to the first or last page of the results.
- **Download button**: This allows you to download the Search Results to Excel where you can print them if desired.
- **View All**: Clicking the words or the button displayed at the end of the tabs shows all records in a continuous vertical table that you can scroll through.
- **Find**: Click this to input a specific payment reference number (for example) to elicit from the Search Results.
- **Customize:** Click this to re-organize the column order of the Search Results.
- **Tabs**: Many times Search Results divide the record information into logical groupings. You may click each tab to view the information shown there.
- **Hyperlinks or icons**: When these display, clicking them allows you to view more details in the record. Rolling the mouse pointer over an icon usually elicits a descriptive tooltip, telling you what it does.