

## **QUICK REFERENCE GUIDE**

### *Inquiries: Getting Information from SWIFT*

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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

The screenshot displays the 'Purchasing' module interface. At the top, there is a 'Purchase Orders' section with a description: 'Add, maintain, and dispatch purchase orders.' Below this, there are several functional areas, each with a list of options:
 

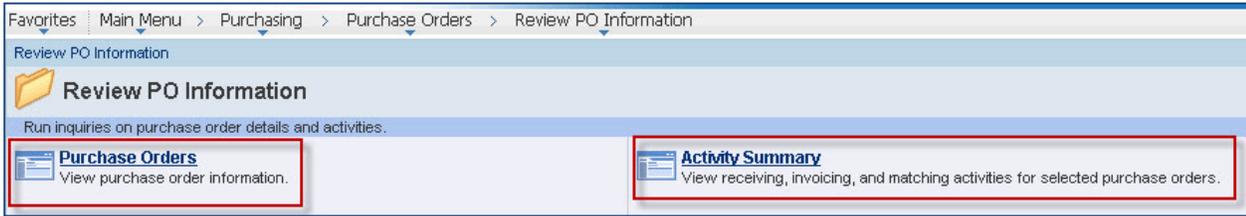
- Add/Update Express POs**: Enter purchase orders on a single page using a rapid-entry express PO form.
- Add/Update POs**: Add or modify PO header, line, schedule, and distribution information.
- Approve POs**: Take actions on Purchase Orders that require your approval.
- Approve Amounts**: Approve, recycle, or deny purchase order amounts.
- Reserve PO IDs**: Reserve a purchase order number or a sequence of purchase order numbers.
- Maintain Distributions**: Directly access and maintain purchase order distributions.
- Verify Document Tolerance**: Verify the document tolerance.
- Budget Check**: Budget-check purchase order amounts or quantities against prede...
- Create Backorders**: Apply backorder status, new quantities or due dates to dispatched PO schedules.
- Approval Workflow**: Initiate purchase order amount and ChartField approval workflow.
- Stage/Source Requests**: Select, review, and generate purchase orders from open requests.
  - PO Auto Sourcing
  - Requisition Selection
  - Auto Requisition Selection
  - 11 More...
- Acknowledgements**: Review and process changes from inbound purchase order ackno...
  - Manage PO Acknowledgements
  - Process Change Orders
  - Run Acknowledgement Alerts
- Reconcile POs**: Perform reconciliation activities on purchase orders such as approve or cancel.
  - Close Purchase Orders
  - Reopen POs
- Review PO Information** (highlighted with a red box): Run inquiries on purchase order details and activities.
  - Purchase Orders
  - Activity Summary
  - PO Accounting Entries
  - 5 More...
- Budget Year End Processing**

### General Ledger Inquiry submenu (“Review Financial Information”)

The screenshot displays the 'General Ledger' module interface. It features several main sections:
 

- General Ledger Center**: Access General Ledger.
- Journals**: Create, import, review, correct, and process journal entries.
  - Journal Entry
  - Standard Journals
  - Import Journals
  - 3 More...
- Ledgers**: Configure ledgers and ledger templates and groups; import/export.
  - Templates
  - Detail Ledgers
  - Ledger Groups
  - 7 More...
- Summary Ledgers**: Access summary ledgers.
  - Ledger Set for Summary Ledger
  - Define Summary Ledger
  - Build Summary Ledger
  - 3 More...
- Close Ledgers**: Configure ledger closing rules and request a process for closing.
  - Closing Rules
  - Closing Process Group
  - Closing Rule Report
  - 4 More...
- Process Multi-Currency**: Configure and run multicurrency revaluation and translation proce...
  - Define and Process
  - Review Results Online
  - Reports
- Average Daily Balance**: Configure average daily balance definitions and run the calculation process.
  - ADB Definition
  - ADB Process
  - ADB Definition Report
  - ADB Calculation Report
- Open Items**: Review and reconcile open items.
  - Review Status Online
  - Process Reconciliation
  - Maintenance
  - Open Item Listing Report
- Consolidate Financial Data**: Configure and run consolidation or equitization processes.
  - Consolidation
  - Equitization
  - Load Ledgers
  - 2 More...
- Maintain Standard Budgets**: Review, copy, or update standard budgets.
  - Budget Copy Definition
  - Budget Copy Group
  - Request Budget Copy
  - 3 More...
- Monitor Background Process**: Unlock journals/nonshared tables; review statistics; print process report.
  - Journal Unlock
  - Non-Shared Table Maintenance
  - Shared Table Statistics
  - 2 More...
- Review Financial Information** (highlighted with a red box): Run inquiries on journals, ledgers, or accounting entries.
  - Journals
  - Ledger
  - Ledger Group
  - 13 More...

- 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

**Purchase Order Inquiry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: =

PO ID: begins with

Origin: begins with

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Vendor Name: begins with

Buyer: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Voucher Inquiry page: 38 fields

The screenshot displays the 'Financial Management System' interface. At the top, there is a navigation breadcrumb: 'Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher'. Below this is a search form with a 'Search Name' field. The form is organized into two columns: 'From' and 'To'. The 'From' column contains fields for Business Unit, Voucher ID, Invoice Id, Vendor SetID (with 'SHARE' entered), Short Name, Vendor Name 1, Vendor Name 2, Vendor ID, Vendor Location, Entry Status, Accounting Dt, Invoice Date, Due Date, Entered Date, Origin Set ID, Origin, Control Group ID, Contract ID, Lease Number, PO Business Unit, Purchase Order, Item ID, \*Amount Rule (with 'Any' selected), Amount, Currency, and \*Voucher Style (with 'All Vouchers' selected). The 'To' column contains empty fields for the same categories. Each field has a magnifying glass icon for search assistance. Some date fields have a calendar icon.

- 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 screenshot shows the 'Financial Management System' interface. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info. The 'Payments' section is active, showing a grid of options:
 

- Detail Data**: Review requirements for a specific pay cycle.
- Summary Data**: Create a vendor listing by status.
- Summary Metric**: Display the pay cycle summary metric.
- Bank Transfer Charge**: Review bank transfer charges deducted from the prepayment.
- Document Status**: Review all documents associated with a voucher.
- Drafts**: Review draft payments throughout the draft life cycle.
- Federal Payment Schedule**: Review Federal payment schedule information.
- Letter of Credit**: Review payment entries, totals, and status of vouchers for a letter of credit.
- Payment**: Review payments by vendor, payment, bank, account, and date. (This option is highlighted with a red box.)
- Prepayments**: Display regular vouchers that have been applied to a prepayment.
- Prompt Payments**: Review late interest paid and discounts taken and lost.
- Replaced Payments**: Review information on replaced payments.

The **Payment Inquiry** page displays.

The screenshot shows the 'Payment Inquiry' search criteria form. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment. The form includes the following fields:
 

- Search Name**: Text input with value 'ALL'.
- Vendor Name**: Text input.
- \*Amount Rule**: Dropdown menu with value 'Any'.
- Amount**: Text input.
- Currency**: Text input.
- Bank SetID**: Text input with value 'SHARE'.
- Bank Code**: Text input.
- Bank Account**: Text input.
- Bank Account #**: Text input.
- Reference**: Text input.
- Payment Date**: Date input with a calendar icon.
- Payment Method**: Dropdown menu.
- Pay Cycle**: Text input.
- Seq Num**: Text input.
- Payment Status**: Dropdown menu.
- Remit SetID**: Text input with value 'SHARE'.
- Remit Vendor**: Text input.
- Settle By**: Dropdown menu.
- Settlement Status**: Dropdown menu.

 At the bottom, there is a checkbox for 'Single Payment Vouchers', a text input with value '300', and 'Search' and 'Clear' buttons.

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

<b>Vendor Name</b>	INNOVATIVE OFFICE SOLUTIONS	<b>To</b>	INNOVATIVE OFFICE SOLUTIONS
<b>*Amount Rule</b>	Greater than		
<b>Amount</b>	99.99		
<b>Currency</b>			
<b>Bank SetID</b>	SHARE		
<b>Bank Code</b>			
<b>Bank Account</b>			
<b>Bank Account #</b>			
<b>Reference</b>			
<b>Payment Date</b>	01/02/2012		01/25/2012
<b>Payment Method</b>			
<b>Pay Cycle</b>			
<b>Seq Num</b>			
<b>Payment Status</b>			
<b>Remit SetID</b>	SHARE		
<b>Remit Vendor</b>			
<b>Settle By</b>			
<b>Settlement Status</b>			
	<input type="checkbox"/> Single Payment Vouchers		
	300	Search	Clear

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:

Payment Inquiry Result									
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	
VCHR	0000293592	Automated Clearing House	133.46	USD	12/30/2011	01/03/2012	Paid	Unreconciled	

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.