

QUICK REFERENCE GUIDE

Reports: Getting Information from SWIFT

January 27, 2012

Information may be retrieved directly from SWIFT using three methods: reports, queries, and inquiries. Data displayed by them is up-to-the-minute or “real-time” information. This guide introduces you to the terms, conventions, typical navigation and general steps to how SWIFT finds and displays report information.

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, they feature several fields used to specify the needed data. SWIFT presents the results as rows and columns of data. Rows can contain hyperlinks that allow drill downs into more detailed record information. The data may also be exported to Excel.

Parameter: Data limits for reports. Parameters allow you to tell SWIFT exactly what data you want to display: the dates, the agency, the department, the fund, account, etc. This controls the amount of resulting data displayed.

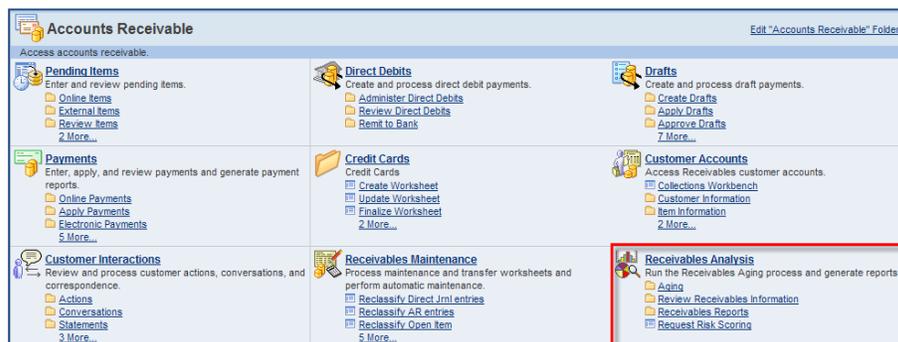
Query: A customized data lookup created by SWIFT team members specifically for State use. These are accessed through the Query Viewer under the Reporting Tools menu and are named “M_XX...” where the XX is the module abbreviation, AR, KK, SC, CM, etc. The resulting data may be viewed online or downloaded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

Report: A compiled group of data gathered from SWIFT tables and presented in a format ready to be printed to paper. The data presented is not drillable. 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 software, a.k.a., “canned” reports.

Run Control ID: A code used to save direct report parameters used repeatedly. A new Run Control ID is required for every different report you run. However, once set up, you can use it over and over again when you run that report. It prevents re-entering the same information over and over again.

SWIFT Report Conventions

- SWIFT report submenus display under menus containing the word “Reports” or “Analysis.” Examples:



Purchase Orders Edit "Purchase Orders" Folder		
Add, maintain, and dispatch purchase orders.		
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.	Buyer's Workbench Analyze, approve, dispatch, unapprove, cancel, close, preview and print POs.
Approve POs Take actions on Purchase Orders that require your approval.	Approve Amounts Approve, recycle, or deny purchase order amounts.	Approve ChartFields Approve, recycle or deny purchase order ChartField values.
Reserve PO IDs Reserve a purchase order number or a sequence of purchase order numbers.	Maintain Distributions Directly access and maintain purchase order distributions.	Dispatch POs Run processes to dispatch purchase orders to appropriate vendors.
Verify Document Tolerance Verify the document tolerance.	Budget Check Budget-check purchase order amounts or quantities against predefined budgets.	Entry Event Request Run a process to create accounting entries for purchase orders.
Create Backorders Apply backorder status, new quantities or due dates to dispatched PO schedules.	Approval Workflow Initiate purchase order amount and ChartField approval workflow.	Effective Dated UOM PO Update Effective Dated UOM PO Update based on the Item Vendor UOM Change table.
Stage/Source Requests Select, review, and generate purchase orders from open requests. <ul style="list-style-type: none"> PO Auto Sourcing Requisition Selection Auto Requisition Selection 11 More... 	Acknowledgements Review and process changes from inbound purchase order acknowledgements. <ul style="list-style-type: none"> Manage PO Acknowledgements Process Change Orders Run Acknowledgement Alerts 	Manage Change Orders Review or load change requests and review change order history. <ul style="list-style-type: none"> PO Close Short Workbench Load Change Requests Approve Change Requests 4 More...
Reconcile POs Perform reconciliation activities on purchase orders such as approve or cancel. <ul style="list-style-type: none"> Close Purchase Orders Reopen POs 	Review PO Information Run inquiries on purchase order details and activities. <ul style="list-style-type: none"> Purchase Orders Activity Summary PO Accounting Entries 6 More... 	Reports Generate purchase order reports for expedition, status, and detail in format. <ul style="list-style-type: none"> Expediting Listings Status Listings 9 More...

- Asset Management (AM) reports are labeled “Financial Reports.”
- Commitment Control (KK) report menu is titled, “Budget Reports.”
- General Ledger (GL) displays two Reports submenus: General Reports and Federal Reports. It also shows reports under submenus for significant GL events: Average Daily Balance, Ledgers, Summary Ledgers, Close Ledgers, etc.
- Grant Management (GM) reports are labeled “Interactive Reports.”
- Most **Report** submenus appear under the primary module’s menu, i.e., Asset Management, Accounts Receivable, etc.

Commitment Control Edit "Commitment Control" Folder		
Define or maintain budgets, budget-check, and review budgets and exceptions.		
Define Control Budgets Create budget definitions for Commitment Control ledger groups. <ul style="list-style-type: none"> Budget Definitions Copy Budget Definitions Budget Attributes 9 More... 	Define Budget Security Activate and configure security events for budget entry, inquiry, and override. <ul style="list-style-type: none"> Events Field Setup Rule Definitions 7 More... 	Budget Journals Access Commitment Control budget journals. <ul style="list-style-type: none"> Enter Budget Journals Enter Budget Transfer Mass Delete Budget Journals 4 More...
Post Control Budget Journals Post control budget journals. <ul style="list-style-type: none"> Request Posting Mark for Unposting Request Entry Event Processor Budget Ledger Details Report 	Review Budget Activities Review budget activities. <ul style="list-style-type: none"> Appropriation Overview Budget Details Budgets Overview 4 More... 	Close Budget Close a budget. <ul style="list-style-type: none"> Define Budget Period Set Define Closing Rule Define Closing Set 11 More...
Budget Reports Run budget reports. <ul style="list-style-type: none"> Activity Log Associated Budgets Report Budgets/Actuals Reconciliation 13 More... 	Third Party Transactions View and budget-check generic third-party and payroll transactions. <ul style="list-style-type: none"> Generic Transaction Entry Budget Check Generic Trans Budget Check HR Payroll 	Review Budget Check Exceptions Review budget-check exceptions. <ul style="list-style-type: none"> Purchasing and Cost Management Travel and Expenses Accounts Payable 6 More...

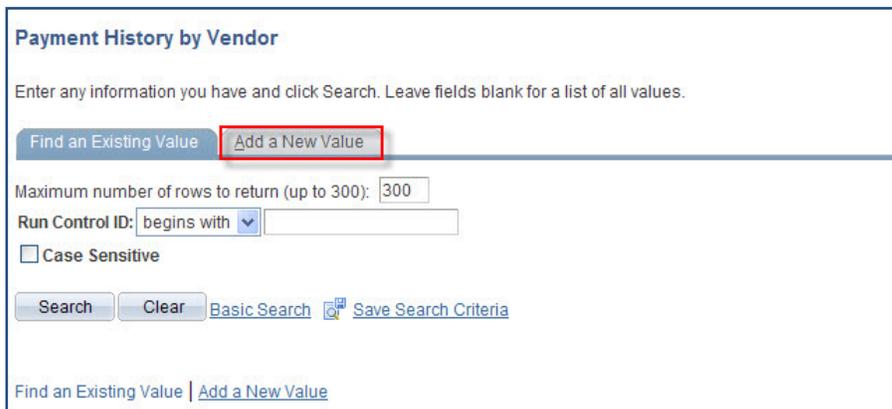
- However, **Purchasing**, because it's so big, displays its **Report** submenu within its primary activity menus: Purchase Orders, Receipts, Requisitions, et



How to Run a Report in SWIFT

Here are the steps for running a SWIFT report:

1. Navigate to the report of your choice. For this example, the navigation is **AP, Reports, Vendor, and Payment History by Vendor**. The report's first page displays (see below).
2. If you haven't run the report before, you'll have to create a Run Control ID. To do this, click the **Add a New Value** tab.



3. Enter a **Run Control ID**. It can be anything that makes sense to you or is something you'll remember easily. If you run many reports and preserving your report parameters for each is important to you, you

might create a list of the reports you run and the Run Control IDs used with each. If you use the same Run Control ID for every report, it will bring in the parameters from the previous report you ran. If you have a scheduled report that you created with one Run Control ID, and you use the same Run Control ID on a different report and use different parameters, the changed parameters are saved with the second report. So, when the scheduled report runs later, it will use the changed parameters instead of the original ones you intended.

4. Click the **Add** button. The report's parameter page displays. This is where you tell SWIFT what you want in the report.

5. Once you've entered data in the parameter fields, click the **Run** button. The **Run** button kicks off the process for gathering records from SWIFT's data storage tables.
6. After clicking the **Run** button, the **Process Scheduler Request** page displays. The page allows you to say how you want the data presented, specifically through the **Type** and **Format** fields.

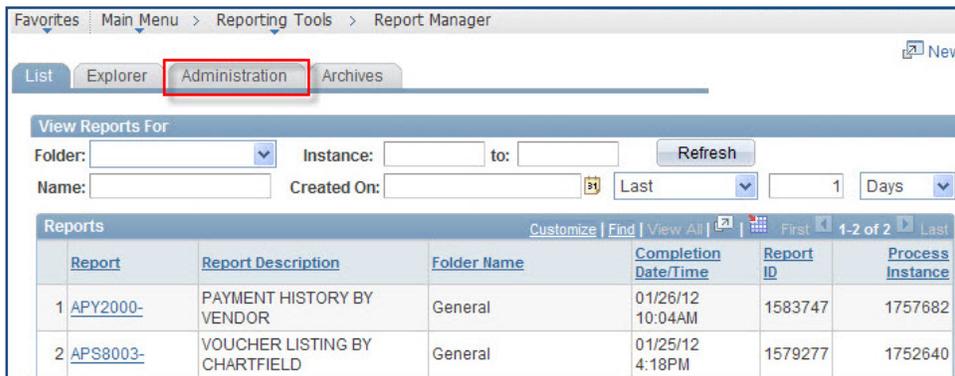
Select	Description	Process Name	Process Type	*Type	*Format	Output Destination
<input checked="" type="checkbox"/>	Payment History By Vendor	APY2000-	Crystal	File	(None)	

Some functionality under the **Type** drop-down field may not be available. For best results, choose the **File** option and then select the file **format** you want under the **Format** drop-downfield. For this example, we selected .PDF.

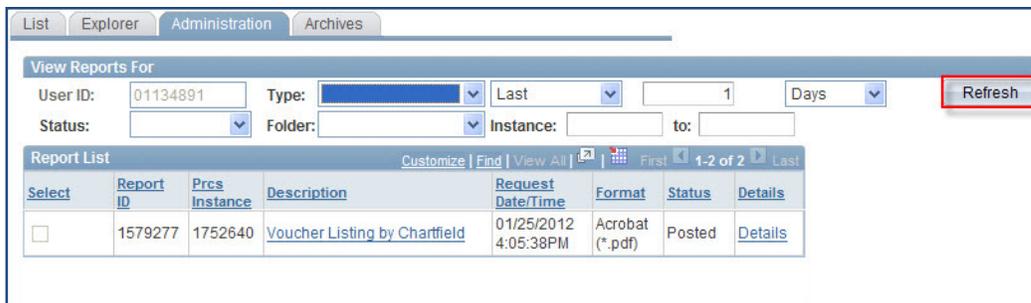
- Click **OK**. SWIFT returns to the report's parameter page. Next, you need to monitor the process so that you can see and print your report when SWIFT has finished gathering and organizing the data.
- Click the **Report Manager** hyperlink.



- The **Report Manager List** page displays in a new window. Click the **Administration** tab.



- The Administration tab displays. End users generally focus on two areas of this page: the Report List section and the Refresh button. The Report List section shows the name of the report and whether it's ready to print yet (the Status column should read "Posted" if it's ready). The Refresh button updates the Status column's display. Clicking it once every 30 seconds is sufficient.



- Click the **Refresh** button. Notice that the report now displays with a status of "Posted." This means that the report is ready to be printed.



- Under the **Details** column, click the **Details** hyperlink. The **Report Detail** page displays.

Report Detail

Report

Report ID: 1583747 Process Instance: 1757682 [Message Log](#)

Name: APY2000- Process Type: Crystal

Run Status: Success

Payment History By Vendor

Distribution Details

Distribution Node: fms91ap Expiration Date: 02/25/2012

File List

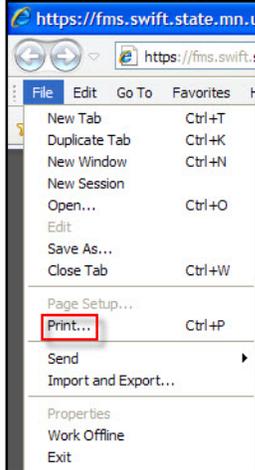
Name	File Size (bytes)	Datetime Created
APY2000- 1757682.PDF	211,489	01/26/2012 10:04:21.898000AM CST
CRW APY2000- 1757682.log	0	01/26/2012 10:04:21.898000AM CST
pssqltrace.trc	514	01/26/2012 10:04:21.898000AM CST

Under the **File List** section, look for a report name. In this example, the report's name contains SWIFT's computer name for the report (APY2000), its instance number (1757682), and the report file extension format chosen on the **Process Scheduler** page. In this case, it's a PDF file.

- Click the report's hyperlink, [APY2000- 1757682.PDF](#) in this example. The report displays in a new window.

Report ID: APY2000		PeopleSoft Accounts Payable				Page No. 1		
ORACLE		DETAILED PAYMENT HISTORY BY VENDOR				Run Date 1/28/2012		
		From: 02-Jan-2012 To: 26-Jan-2012				Run Time 10:04:06 AM		
Remit Vendor: SHARE 0000295401		Payment Currency: USD						
Bank Account: US001 180120013305								
Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
0000293583	03-Jan-2012	RE	Paid	INNOVATIVE OFFICE SOLUTIONS PO BOX 270107 MPLS MN 55427-0107 United States	DLYEFT	133	1,079.54 USD	
		Unit B1301		Voucher ID 00014610	Invoice ID WO-10861850-1	Invoice Date 26-Oct-2011	Discount Taken 0.00 USD	Paid Amount 1,079.54USD
0000293584	03-Jan-2012	RE	Paid	INNOVATIVE OFFICE SOLUTIONS PO BOX 270107 MPLS MN 55427-0107 United States	DLYEFT	133	98.83 USD	
		Unit B1301		Voucher ID 00014611	Invoice ID WO-10878257-1	Invoice Date 15-Nov-2011	Discount Taken 0.00 USD	Paid Amount 98.83USD
0000293585	03-Jan-2012	RE	Paid	INNOVATIVE OFFICE SOLUTIONS PO BOX 270107 MPLS MN 55427-0107 United States	DLYEFT	133	1,390.21 USD	
		Unit B1301		Voucher ID 00014612	Invoice ID WO-10861398-1	Invoice Date 26-Oct-2011	Discount Taken 0.00 USD	Paid Amount 1,390.21USD
0000293586	03-Jan-2012	RE	Paid	INNOVATIVE OFFICE SOLUTIONS PO BOX 270107 MPLS MN 55427-0107 United States	DLYEFT	133	133.46 USD	
		Unit B1301		Voucher ID 00014613	Invoice ID WO-10869183-1	Invoice Date 03-Nov-2011	Discount Taken 0.00 USD	Paid Amount 133.46USD

14. To print the report, you may use the printer icon on the PDF bar that appears when you roll your mouse pointer over the bottom of the report. Instead, you may also select **File – Print** from the Internet Explorer pull-down menu.



15. When finished with the report, close its window by clicking the **X** on the tab at the top of the report window.

