

QUICK REFERENCE GUIDE

Reporting Tools

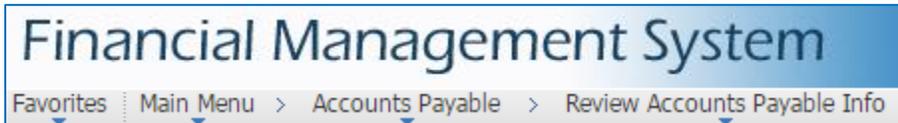
March 20, 2015

Reporting Tools

When there are questions about money owed to vendors, SWIFT provides several reporting tools to find up-to-the-minute information about vouchers in question. Use this Quick Reference Guide to find Accounts Payable inquiries and queries. You can get information about individual vouchers or groups of vouchers in various parts of the AP life cycle. You can determine if there are any errors with vouchers so that you can correct them.

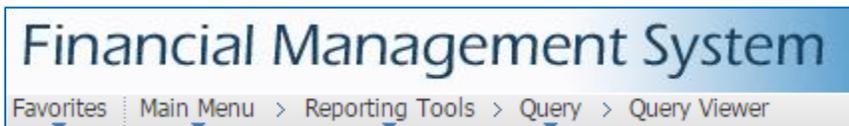
1. Inquiry Overview

An inquiry is an online data lookup that is geared to data in a specific SWIFT module. An inquiry features fields used to specify the needed data. SWIFT presents the results online as rows and columns of data.



2. Query Overview

A query is a customized data lookup in SWIFT using the Query Viewer under the Reporting Tools menu. The resulting data may be viewed online or downloaded to Excel. You will not be able to drill down using the data presented online.



Inquiry Details

Most SWIFT modules contain inquiries through a “Review XXX Information” submenu. All of the Accounts Payable inquiries are accessible through the **Review Accounts Payable Info** submenu.

Common Inquiries for Accounts Payable

Inquiry Type	Purpose
Budget Exceptions Inquiry	Look up vouchers with budget exceptions – either for an individual voucher or for a list of vouchers.
Payment Inquiry	Search on payments using specific search criteria to create a list of detailed payment information or display a chart of payments by date.
Review Vendor Inquiry	Allows you to look up information about a particular vendor or to help a new vendor to start the registration process.
Scheduled Payments on Hold	Allow you to determine why a payment has not been paid to a particular vendor.
Vendor Aging Inquiry	Allows you to assess the status of vendor payments on hold, how long they have been on hold, and if the hold has extended beyond the scheduled payment due date.
Voucher Accounting Entries Inquiry	Find the accounting entries associated with payment vouchers. You can see if vouchers have been posted to the General Ledger or view their posting status.
Voucher Document Inquiry	Find out information about documents attached to or associated with a particular voucher.
Voucher Inquiry	Search for an individual voucher or a list of aggregated vouchers based on the search criteria selected.

Payment Inquiry for Accounts Payable Example

Use the **Payment Inquiry** module to look up payments either individually or in groups depending upon the search criteria you select. Payment details may only be viewed if the payments have been completed and posted.

Navigate to the Inquiry page using the Review Accounts Payable Info page.

- **Navigation:** Main Menu, Accounts Payable, Review Accounts Payable Info, Payments, Payments
- **Search by:** At a minimum, enter the following
 - *Search Name* – “ALL”
 - *Bank SetID* – “SHARE”
 - *Payment Reference ID*
 - Click on **Search**.

Payment Inquiry

Search Criteria

Search Name: ALL

From: _____

Vendor Name: _____

*Amount Rule: Any

Amount: _____

Currency: _____

Bank SetID: SHARE

Bank Code: _____

Bank Account: _____

Bank Account #: _____

Reference: 0001511815

Payment Date: _____

Payment Method: _____

Pay Cycle: _____

Seq Num: _____

Payment Status: _____

Remit SetID: SHARE

Remit Vendor: _____

Settle By: _____

Settlement Status: _____

Single Payment Vouchers

300 Search Clear

Use the Payment Inquiry Search Result page to review and select vouchers.

- Click on the *Payment Reference ID* to find the *Voucher ID* and any other desired information.

Payment Inquiry Result

Personalize | Find | View All | First 1 of 1 Last

Payment Details | Additional Info | Vendor Details | Financial Gateway

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0001511815	Automated Clearing House	1,497.60	USD	10/28/2013	10/29/2013	Paid	Unreconciled	

Query Details

A query is a customized data lookup in SWIFT using the Query Viewer under the Reporting Tools menu.

Query Viewer enables you to:

- Run queries and have results sent to a separate browser window.
- Download and format the data in an Excel worksheet and/or in an XML format.
- Schedule queries to run at predefined times or on recurring schedules (e.g., first thing in the morning). The results of these scheduled queries are routed to your Report Manager in SWIFT.

Common Queries used in Accounts Payable

Query Name	Purpose
M_AP_GBL_EXCEPTION	Exceptions: This comprehensive query provides details about vouchers with exceptions within a selected date range. For example, you can search for vouchers with any exceptions or holds within a date range.
M_CM_GBL_INTERAGENCY_PMT_BFY	Interagency Payments: Allows you to see interagency payments by budget year (e.g., January 1 through December 31).
M_CM_GBL_INTERAGENCY_PMT_FY	Interagency Payments: Allows you to see interagency payments by fiscal year (e.g., July 1 through June 30).
M_AP_GBL_MATCH_EXCEPTIONS	Match Exceptions: Allows you to find vouchers with match exceptions.
M_AP_UNPAID_VOUCHER	Unpaid Voucher: Allows you to see which vouchers have been unpaid. You determine how often you wish to run it (e.g., daily, weekly, 8:00 am, etc.).
M_VENDOR_INQUIRY	Vendor Inquiry: Allows you to look up a particular vendor to see if they are active or not.
M_AP_GBL_VOUCHERS	Voucher Inquiry: Allows you to input a date range and business unit to get a list of all vouchers entered into SWIFT during the time selected. It includes the match, budget, approval and payment statuses.

Query Naming Conventions

To use a query to retrieve data from SWIFT, you will need to know its name or a part of its name. The naming convention for SWIFT is: **M_XX_GBL...**

- M is for Minnesota
- XX represents the two-letter SWIFT module abbreviation (e.g., AP for Accounts Payable)
- GBL displays if all users have access to this query
- Characters that appear after XX or GBL describe the kind of data the query will locate. For example, the query M_AP_AGENCY_ORIGIN will show information associated with the Agency Origin field on the Payments tab of the Voucher Regular Entry Page.
- Use capital letters and the underscore symbol.
- Wildcards (%) can be used in any of the fields to refine or broaden a search.

How to Run Queries in SWIFT

1. Access the **Query Viewer Page** (Basic Search Option)
 - **Navigation:** Main Menu, Reporting Tools, Query, Query Viewer.
 - In the **Search By** box, select a search criterion and type in all or part of a query name.

Query Viewer

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

***Search By** Query Name **begins with** M_AP_GBL_E

Search [Advanced Search](#)

The **Query Search Results** displays with all of the queries that begin with the name you entered.

2. Use the **Query Search Results** to locate the particular query that you wish to use.

To work with the data from a query, select the **Run to** “Excel” hyperlink.

Search Results

*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_AP_GBL_ENTERTAINER_TAX	NR Entertainer Tax Payments	Public		HTML	Excel	XML	Schedule	Favorite
M_AP_GBL_EXCEPTION	AP Exception Query	Public		HTML	Excel	XML	Schedule	Favorite

The query will open with the additional parameters it needs (e.g., the AP Unit and the range of Accounting Dates).

M_AP_GBL_EXCEPTION - AP Exception Query

AP Unit: G1001

ACCOUNTING_DATE: 01/01/2015

ACCOUNTING_DATE_TO: 02/28/2015

View Results

The query data appears in a table form.

M_AP_GBL_EXCEPTION - AP Exception Query

AP Unit:

ACCOUNTING_DATE:

ACCOUNTING_DATE_TO:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (57 kb)

[View All](#)

Unit	Voucher	Gross Amt	User Char	Origin	Type	Vendor	Invoice	User	Description	Updated By	Description	Status	Budget Status	Appr Stat	Status	Status	Net Select Stat	Close Status	Status
1	G1001 00003869	988,340.00	ONL	REG	0000237943	4248044555558240	8/27/12	00833078	Rebeck, Mary C	00833078	Rebeck, Mary C	Matched	Valid	Approved	Postable	Posted	Not Applicable	Open	Not Selected for Payment

Use the information from the query results.

Each AP staff person likely has access to a hundred or more queries. Each query provides a different slice of the SWIFT AP data. If you download a query into Excel, you can filter the information by the columns.

For example, the **AP Exceptions** query is comprehensive. You will need to scroll to the right to see all of the columns available. In the example below, a filter was added.

- In the *Status* field, you can search for those vouchers where “Match Exceptions Exist.”
- In the *Budget Status* field, you can search for vouchers where there is an “Error in Budget Check.”
- In the *Net Sel Status* field, you can search for vouchers that are “On Hold.”

Status	Budget Status	Appr Stat
Matched	Valid	Approved
Not Applicable	Valid	Approved
Match Exceptions Exist	Valid	Denied

Net Select Stat
Hold
Hold
Hold
Hold