

QUICK REFERENCE GUIDE

Searching for Revenue Setoff Vendors

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How to Search for Revenue Setoff Vendors

Vendors to the State at times may be served with a garnishment, levy or have debt owed the State. These vendors may be flagged in SWIFT and all or part of any payments made by an agency can be diverted in SWIFT to satisfy the debt.

It may help to avoid issues, if you know in advance that the vendor has been flagged for setoff and the payment will be diverted. Two SWIFT queries can be used to search for Revenue Setoff Vendors. Both queries listed below should be run because each query searches separate system tables:

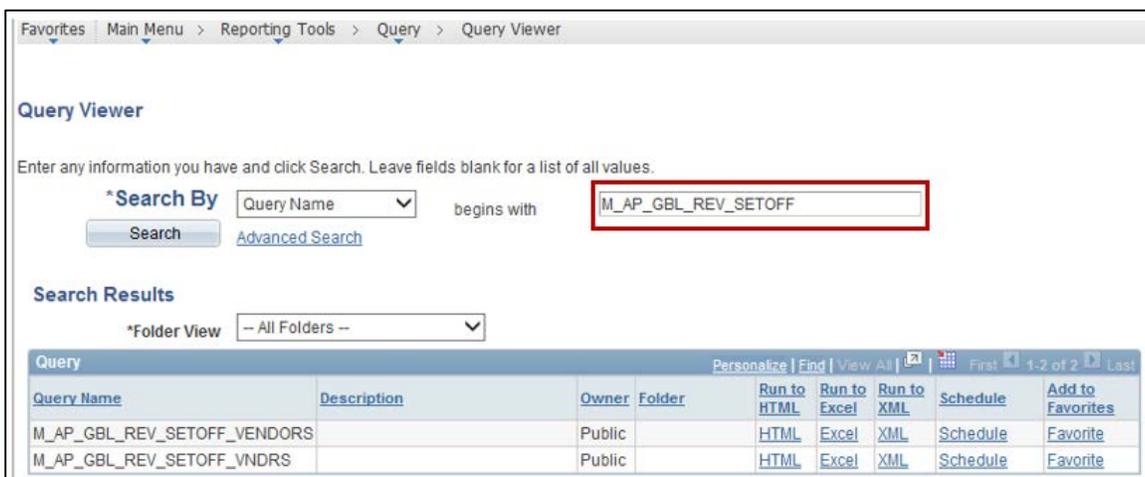
Query Name	Description
M_AP_GBL_REV_SETOFF_VENDORS	Identifies vendors who will have payments held because MMB has been served with a garnishment or levy.
M_AP_GBL_REV_SETOFF_VNDRS	Identifies vendors who have been flagged with a specific code on the vendor file because their tax ID matches a debtor on the Department of Revenue debt file.

This topic covers how to search for Revenue Setoff Vendors using the SWIFT Query Viewer.

Step 1: Running SWIFT Queries to Search for Revenue Setoff Vendors

Begin by navigating to the *Query Viewer* page to run the queries.

1. **Navigation Links:** Reporting Tools, Query, Query Viewer.
2. Enter your *Search By* criteria, such as the name of the query you want to run. In the example below, the Query Name “begins with” search is used and only part of the name is entered: “M_AP_GBL_REV_SETOFF”.



3. Click on the **Search** button. The following queries display in the **Search Results** listing.

Tip: Click on the *Add to Favorite* link to add these queries to your *My Favorites Queries* listing so you won't have to search for them again.

Query Name	Description
M_AP_GBL_REV_SETOFF_VENDORS	Identifies vendors who will have payments held because MMB has been served with a garnishment or levy. For these vendors, MMB will be alerted that there are payments on hold. If the hold is for a garnishment, the agency paying the vendor is usually aware a garnishment exists and they will need to calculate the amount to be sent to the creditor to satisfy the garnishment. A hold to satisfy a levy is processed by MMB because the entire payment can be taken to satisfy the debt.
M_AP_GBL_REV_SETOFF_VNDRS	Identifies vendors who have been flagged with a specific code on the vendor file because their tax ID matches a debtor on the Department of Revenue debt file. Payments to these vendors are stopped and depending on the amount of the debt, a portion or entire payment is diverted to the Department of Revenue. MMB loads an updated Department of Revenue debt file weekly.

4. In the **Search Results** listing, select the “HTML” option for the query you want to run. With this option, you will view the query results on the screen. The query page displays in a new tab.

The screenshot shows the 'Query Viewer' interface. At the top, there is a breadcrumb trail: Favorites | Main Menu > Reporting Tools > Query > Query Viewer. Below this, the title 'Query Viewer' is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are: '*Search By' (Query Name) begins with 'M_AP_GBL_REV_SETOFF'. There are 'Search' and 'Advanced Search' buttons. Below the search section, the 'Search Results' section shows '*Folder View' set to '-- All Folders --'. A table of results is shown with columns: Query Name, Description, Owner, Folder, and a set of action links. The action links for each query are: 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', and 'Add to Favorites'. The 'Run to HTML' link for the first query, 'M_AP_GBL_REV_SETOFF_VENDORS', is highlighted with a red box.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_AP_GBL_REV_SETOFF_VENDORS		Public		HTML	Excel	XML	Schedule	Favorite
M_AP_GBL_REV_SETOFF_VNDRS		Public		HTML	Excel	XML	Schedule	Favorite

5. Enter the SWIFT Vendor Number you are inquiring about.

M_AP_GBL_REV_SETOFF_VENDORS

VendorNbr:

View Results

Name	Vendor	Location	On Hold	Status
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6. Click the **View Results** button.

- If a setoff record exists for the Vendor Number you entered, information about the vendor will display in the results, including the vendor's *Name*, *Location*, *On Hold* indicator, and *Status*.
- If no records are found, the "No matching values were found" message will display.

M_AP_GBL_REV_SETOFF_VENDORS

VendorNbr: 0000123456

View Results

No matching values were found.

Name	Vendor	Location	On Hold	Status
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7. Follow the same process to run the second query.