

## QUICK REFERENCE GUIDE

### *Swift Inquires for Clean-up and Review*

*February 5, 2015*

## Run Swift Inquiries for Clean-up and Review

This guide lists several SWIFT inquires with suggested search criteria which can be used to identify errors and incomplete transactions. It is recommended that these queries be run at least on a monthly basis.

**TIP:** If you have multiple Business Units, use the “IN” operator to select multiple Business Units and save your search to use for next time.

To select multiple Business Units

1. Select the “in” operator.
2. Click on the **Look Up** Business Unit icon and click on the checkbox for each Business Unit you would like to search.

Look Up Business Unit

? Help

Business Unit: begins with G10

Description: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-2 of 2 Last

Business Unit	Description
<input checked="" type="checkbox"/> G1001	Minnesota Management & Budget
<input checked="" type="checkbox"/> G1002	SEGIP

OK

3. You can also use the “in” operator to select multiple Process Status options. Hold down the **Ctrl** key as you select the multiple statuses.

Favorites Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Revenue Estimate

### Revenue Estimate

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

Find an Existing Value

Search Criteria

Use Saved Search: **Failed Budget Checks**

Commitment Control Tran ID: begins with

Commitment Control Tran Date: =

Business Unit: in G1001,G1002

Customer ID: begins with

Item ID: begins with

Item Line: =

Item Sequence Number: =

Process Instance: =

Process Status: in

- Document in process
- Errors Exist
- No Errors or Warnings
- Only Warnings Exist
- Process Unsuccessful
- Unrecorded Errors Exist

Search Clear Basic Search Save Search Criteria Delete Saved Search

No matching values were found.

4. After you have entered your search criteria, click on the *Save Search Criteria* link.
5. Enter a name for your search.
6. Click on the **Save** button.

Favorites Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Revenue Estimate

### Revenue Estimate

### Save Search As

Name the search and then click Save.

Name of Search: Failed Budget Checks

The saved search will contain these values:

Commitment Control Tran ID: begins with

Commitment Control Tran Date: =

Business Unit: in G1001,G1002

Customer ID: begins with

Item ID: begins with

Item Line: =

Item Sequence Number: =

Process Instance: =

Process Status: in Document in process,Errors Exist,Process Unsuccessful,Unrecorded Errors Exist

Save Return to Advanced Search

7. The next time you want to run the inquiry, navigate to the page and select the saved search from the listing.

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Revenue Estimate

### Revenue Estimate

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

Find an Existing Value

Search Criteria

Use Saved Search:

Commitment Control Tran ID:  begins with

Commitment Control Tran Date: =

Business Unit: =

Customer ID: begins with

Item ID: begins with

Item Line: =

Item Sequence Number: =

Process Instance: =

Process Status: =

Search Clear Basic Search Save Search Criteria Delete Saved Search

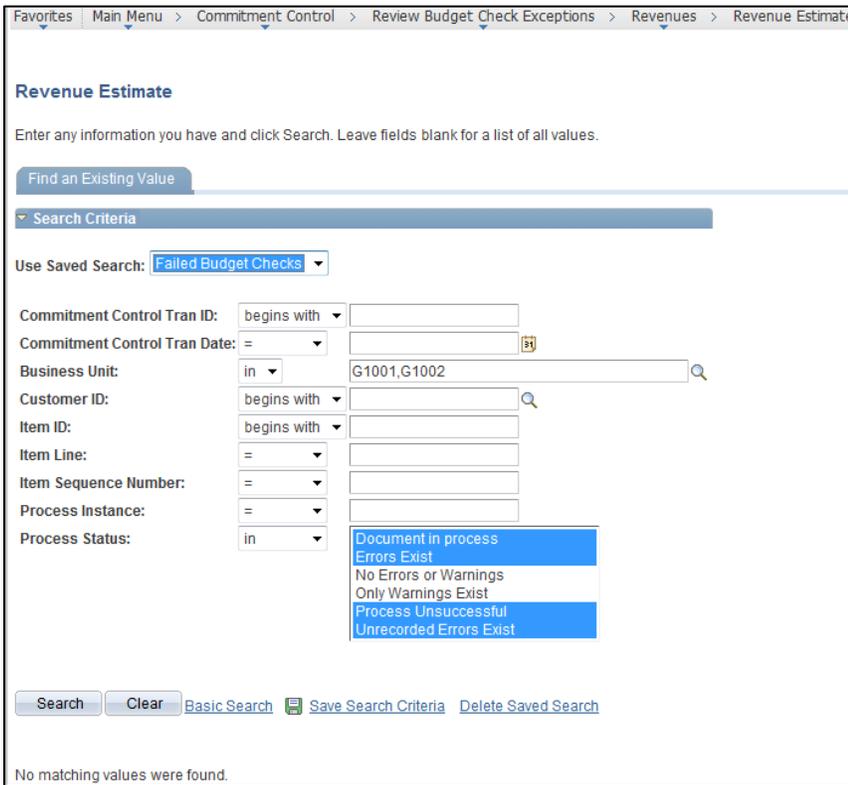
The list of inquires follows.

**Step 1: Commitment Control – Find Deposits that Failed Budget Check**

To review AR estimated revenue transactions that failed budget checking

1. **Navigation Links:** Commitment Control, Review Budget Check Exceptions, Revenues, Revenue Estimate

Field Name	Description
Business Unit	Enter your Business Unit. TIP: Use the “IN” operator to select multiple Business Units and save your search.
Process Status	In = Document in process, Errors Exist, Process Unsuccessful, Unrecorded Errors Exist. <b>Tip:</b> Hold down the Ctrl key to select multiple options.



To review AR direct journal transactions that failed budget checking

2. **Navigation Links:** Commitment Control, Review Budget Check Exceptions, Revenues, Direct Journal

Field Name	Description
<b>Business Unit</b>	Enter your Business Unit. <b>TIP:</b> Use the “IN” operator to select multiple Business Units and save your search.
<b>Process Status</b>	In Document in process, Errors Exist, Process Unsuccessful, Unrecorded Errors Exist. <b>Tip:</b> Hold down the Ctrl key to select multiple options.

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal

### Direct Journal

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

Find an Existing Value

**Search Criteria**

Commitment Control Tran ID: begins with [ ]

Commitment Control Tran Date: = [ ]

Deposit Unit: in [ G1001 ]

Deposit ID: begins with [ ]

Payment Sequence: = [ ]

Process Instance: = [ ]

Process Status: in [ ]

- Document in process
- Errors Exist
- No Errors or Warnings
- Only Warnings Exist
- Process Unsuccessful
- Unrecorded Errors Exist

Search Clear Basic Search Save Search Criteria

## Step 2: Accounts Receivable – Check for Errors and Incomplete Transactions

To review a list of incomplete regular deposit transactions

1. **Navigation Links:** Accounts Receivable, Payments, Online Payments, Regular Deposit

Field Name	Description
Deposit Unit	Enter your Deposit Unit (same as Business Unit). <b>TIP:</b> If you have multiple Deposit Units, use the “IN” operator to select multiple Deposit Units and save your search to use for next time.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

### Regular Deposit

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

Find an Existing Value Add a New Value

**Search Criteria**

Deposit Unit: in [ G1001,G1002 ]

Deposit ID: begins with [ ]

User ID: begins with [ ]

Assigned Operator ID: begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

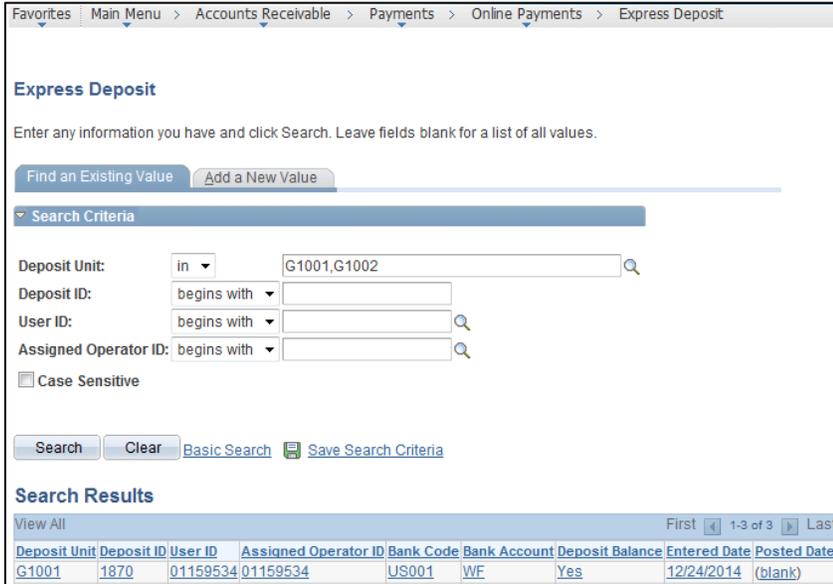
View All First 1-3 of 3 Last

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
G1001	1870	01159534	01159534	US001	WF	Yes	12/24/2014	(blank)
G1001	1871	01159534	01159534	US001	WF	Yes	12/24/2014	(blank)
G1001	1872	01159534	01159534	US001	WF	Yes	12/24/2014	(blank)

To review a list of incomplete express deposit transactions

2. **Navigation Links:** Accounts Receivable, Payments, Online Payments, Express Deposit

Field Name	Description
Deposit Unit	Enter your Deposit Unit (same as Business Unit).



To review and correct budget-checking errors

3. **Navigation Links:** Accounts Receivable, Receivables Update, Revenue Estimates, Correct Transactions

Field Name	Description
Business Unit	Enter your Business Unit. <b>TIP:</b> Use the “IN” operator to select multiple Business Units and save your search.
Budget Checking Header Status	In Error in Budget Check, Not Budget Checked. <b>Tip:</b> Hold down the Ctrl key to select multiple options.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Revenue Estimates > Correct Transactions

### Correct Transactions

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

Find an Existing Value

Search Criteria

Business Unit: in G1001,G1002

Customer ID: begins with

Item ID: begins with

Item Line: =

Item Sequence Number: =

Group Sequence: =

Revenue Estimate Status: =

Budget Checking Header Status: in

- Error in Budget Check
- Not Budget Checked
- Provisionally Valid
- Valid

Search Clear Basic Search Save Search Criteria

To review and edit maintenance groups and check for errors on worksheet

4. **Navigation Links:** Accounts Receivable, Receivables Update, Correct Posting Errors, Worksheet

Field Name	Description
<b>Group Unit</b>	Enter your Group Unit (usually same as Business Unit). <b>TIP:</b> Use the "IN" operator to select multiple Group Units and save your search.
<b>Business Unit</b>	Enter your Business Unit. <b>TIP:</b> Use the "IN" operator to select multiple Business Units and save your search.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Correct Posting Errors > Worksheet

### Worksheet

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

Find an Existing Value

Search Criteria

Group Unit: in G1001,G1002

Group ID: begins with

Business Unit: in G1001,G1002

Customer ID: begins with

Item ID: begins with

Item Line: =

Sequence: =

Assigned Operator ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

To view payments that failed posting

5. **Navigation Links:** Accounts Receivable, Receivables Update, Correct Posting Errors, Payment

Field Name	Description
<b>Deposit Unit</b>	Enter your Deposit Unit (same as Business Unit). <b>TIP:</b> Use the “IN” operator to select multiple Deposit Units and save your search.
<b>Group Unit</b>	Enter your Group Unit (usually same as Business Unit). <b>TIP:</b> Use the “IN” operator to select multiple Group Units and save your search.
<b>Business Unit</b>	Enter your Business Unit. <b>TIP:</b> Use the “IN” operator to select multiple Business Units and save your search.

To perform error checking and edit external pending item groups during posting

6. **Navigation Links:** Accounts Receivable, Receivables Update, Correct Posting Errors, External Items

Field Name	Description
<b>Group Unit</b>	Enter your Group Unit (usually same as Business Unit). <b>TIP:</b> Use the “IN” operator to select multiple Group Units and save your search.
<b>Business Unit</b>	Enter your Business Unit. <b>TIP:</b> Use the “IN” operator to select multiple Business Units and save your search.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Correct Posting Errors > External Items

### External Items

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

Find an Existing Value

Search Criteria

Group Unit: in G1001,G1002

Group ID: begins with

Business Unit: in G1001,G1002

Customer ID: begins with

Item ID: begins with

Item Line: =

Sequence: =

Assigned Operator ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

To check for errors on a transfer worksheet

7. **Navigation Links:** Accounts Receivable, Receivables Update, Correct Posting Errors, Transfer

Field Name	Description
<b>Group Unit</b>	Enter your Group Unit (usually same as Business Unit). <b>TIP:</b> Use the “IN” operator to select multiple Group Units and save your search.
<b>Business Unit</b>	Enter your Business Unit. <b>TIP:</b> Use the “IN” operator to select multiple Business Units and save your search.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Correct Posting Errors > Transfer

### Transfer

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

Find an Existing Value

Search Criteria

Group Unit: in G1001,G1002

Group ID: begins with

Business Unit: in G1001,G1002

Customer ID: begins with

Item ID: begins with

Item Line: =

Sequence: =

Assigned Operator ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

To perform error checking and edit overdue charge pending item groups

- Navigation Links:** Accounts Receivable, Receivables Update, Correct Posting Errors, Overdue Charge Items

Field Name	Description
<b>Group Unit</b>	Enter your Group Unit (usually same as Business Unit). <b>TIP:</b> Use the “IN” operator to select multiple Group Units and save your search.
<b>Business Unit</b>	Enter your Business Unit. <b>TIP:</b> Use the “IN” operator to select multiple Business Units and save your search.

To check for unpost function errors

- Navigation Links:** Accounts Receivable, Receivables Update, Correct Posting Errors, Unpost

Field Name	Description
<b>Group Unit</b>	Enter your Group Unit (usually same as Business Unit). <b>TIP:</b> Use the “IN” operator to select multiple Group Units and save your search.
<b>Business Unit</b>	Enter your Business Unit. <b>TIP:</b> Use the “IN” operator to select multiple Business Units and save your search.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Correct Posting Errors > Unpost

### Unpost

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

Find an Existing Value

Search Criteria

Group Unit: in [S1001,G1002]

Group ID: begins with [ ]

Business Unit: in [G1001,G1002]

Customer ID: begins with [ ]

Item ID: begins with [ ]

Item Line: = [ ]

Sequence: = [ ]

Assigned Operator ID: begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

To review a list of incomplete deposits

10. **Navigation Links:** Accounts Receivable, Payments, Review Payments, Incomplete Deposits

Field Name	Description
Unit	Enter your Business Unit (usually same as Business Unit).
*Deposit Amount Switch	= Incomplete

Favorites | Main Menu > Accounts Receivable > Payments > Review Payments > Incomplete Deposits

### Incomplete Deposits

Unit: [G1001]

\*Balance Status: [In And Out Of Balance Groups]

\*Deposit Amount Switch: [Incomplete]

User: [00637298]

Payment Type: [Regular Payments Only]

Search

**Step 3: Run queries from Query Viewer.**

QUERY NAME	DESCRIPTION
MN_AR_OPEN_INTERAGENCY	G9R OPEN
MN_AR_PYMNTWRKSHTS_NOT_POSTED	MN_AR_PYMNTWRKSHTS_NOT_POSTED
MN_AR_UNAPPLIED_PYMNTS	MN_AR_UNAPPLIED_PYMNTS
MN_AR_UNIDENTIFIED_PYMNTS	MN_AR_UNIDENTIFIED_PYMNTS
M_AR_DEPOSIT_INCOMPLETE	List of Incomplete Deposits
M_AR_GBL_BUD_DJ_EXCEPTIONS	Direct Journal Budget Errors

QUERY NAME	DESCRIPTION
M_AR_GBL_BUD_EXCEPTION	AR Budget Exceptions
M_AR_GBL_DEPOSIT_BAD_MIDAS_LOC	
M_AR_GBL_DEPOSIT_CONTROL	Listing of all Deposit Totals
M_AR_GBL_DIRECTJRNLS_STUCK	List of stuck Direct Journals
M_AR_GBL_GRP_INCOMPLETE	List of Incomplete Groups
M_AR_GBL_INTFC_INCOMPLETE	List of Incomplete Interface
M_AR_GBL_INVOICE_BDGT_ERR	List Invoices with Budget Errs
M_AR_GBL_INVOICE_INCOMPLETE	List of Incomplete Invoices
M_AR_GBL_NSF_CLR_ACCT_BU	Reconcile NSF Clr Acct_BU_Date
M_AR_GBL_ONACCT_DETAIL	Payments On Account by Detail
M_AR_GBL_PENDING_ITEM_ERR_EXT	External Pending Item Errors
M_AR_GBL_PENDING_ITEM_ERR_ONL	OnLine Pending Item Errors
M_AR_GBL_PEND_ITEM_INCOMPLETE	List of Incomplete Pend Item
M_AR_GBL_REVEST_INCOMPLETE	List of Incomplete RevEst Item
M_AR_GRP_INCOMPLETE	List of Incomplete Groups