QUICK REFERENCE GUIDE

Reporting Tools for Purchase Orders

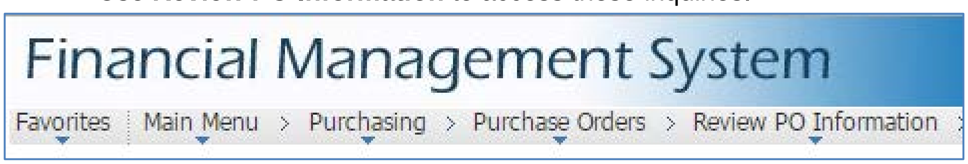
October 31, 2015

Reporting Tools for Purchase Orders

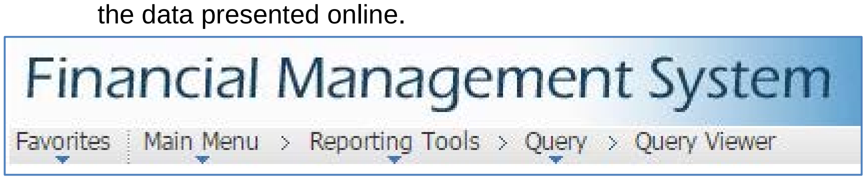
When there are questions about the status or details of purchase orders, SWIFT provides several tools to find up-to-the-minute information about them. You can find information about individual purchase orders or groups of purchase orders in various parts of the purchasing life cycle. You can determine if there are any errors so that you can correct them.

This guide introduces the terms and general steps for getting real-time information from SWIFT using purchasing reporting tools: inquiries, queries and searches.

1. *Inquiry*:
   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. Use **Review PO Information** to access these inquiries.



2. *Query:*
   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.



3. *Searches:*
   SWIFT offers a wide range of reporting possibilities. These reporting capabilities enable you to access the data you need and present it in the form that is most useful for you.

Inquiries:

Many of the purchase order inquiries are accessible through the **Review PO Information** submenu. In general, they follow the same process steps:

- Step 1: Navigate to the Inquiry page using the **Review PO Information** page.
- Step 2: Use the Inquiry results to review and select purchase orders.
- Step 3: Review the appropriate purchase order for the information that you need.

The most common inquires used for purchase orders are: Purchase Order Activity Summary, Document Status and Purchase Order Inquiry.

Inquiry Type	Purpose
Document Status	Displays all of the transactions associated to an individual purchase order (e.g., contracts, receipts, requisitions, payments, vouchers, or events).
PO Accounting Entries	Displays all transactions for a purchase order by distribution.
Purchase Order Inquiry	Used to inquire or view information on a previously created purchase order. You can view Vendor Details, purchase order header details, billing address details, comments and procurement documents.

Note: There are other "inquiries" available on the header of a purchase order.

Inquiry Type	Purpose
Activity Summary	Provides a summary of activities for an individual purchase order. You can also find details regarding the original purchase order, receipts, invoices and matching.
Comments	Allows you to view comments and attachments.
Purchase Order Total Amount Details	Click on the Freight/Tax/Misc field. View price adjustments broken down into individual amounts, such as freight, sales and use tax, miscellaneous charges, and value-added tax.
Review Change Orders	It states whether or not changes exist.

Queries

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 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.

Query Viewer provides several fields that can be used to locate queries. You can search for a query using the basic or advanced search options.

- Basic Search Option: Search using only the "begins with" condition.
- Advanced Search Option: Search using one or more search criteria and selecting from a choice of conditions for each criterion (e.g., "contains").

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., PO for Purchase Orders)
- GBL is for Global. It 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_PO_DEFAULTS_BY_VENDOR will show information associated with the Vendor.
- Use capital letters and the underscore symbol.
- Wildcards (%) can be used in any of the fields to refine or broaden a search.

Common Queries used for Purchase Orders

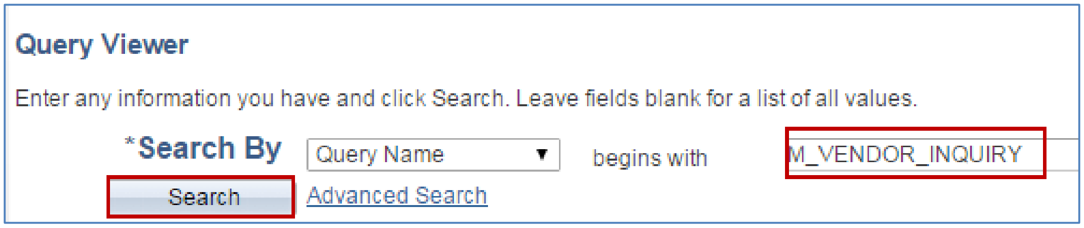
Query Name	Purpose
M_CG_GBL_CAT_VNDR1	Finds vendors by UNSPSC code.
M_PO_GBL_DBA_NAME	Find the correct vendor and location for businesses who may be conducting business under various names (e.g., Doing Business As).
M_PO_GBL_OPEN_ORDERS_ BY_ BUYER	Find open purchase orders by buyer.
M_PO_GBL_PO_LINE_ASSET_ RELATED	Find purchase order lines with asset information.
M_PO_OPEN ENCUM_BALANCE	Find open encumbrances based on a budget date range. You can search by Fund, Fin Dept ID and Approp ID.
M_SS_GBL_ACTIVE_REG_VNDR	The list of Vendor IDs that are active in SWIFT.
M_VENDOR_INQUIRY	Find all locations and addresses by vendor
M_VND_CAT_INCTV_LIST	Finds vendors with locations that are inactive.
M_CATEGORY_LOOKUP	Look up category codes (e.g., UNSPCS)
M_AP_GBL_PYMTS_BY_PO	Lists vouchers against a purchase order.
M_PO_GBL_PO_DETAILS_BY_PO_ DATE	Lists the details of a purchase order. Some agencies run this report every quarter per buyer for large purchases.
M_PO_GBL_PO_DETAILS_BY_ VENDOR	List of purchase orders for a particular vendor.

Process Steps for Using the Query Viewer

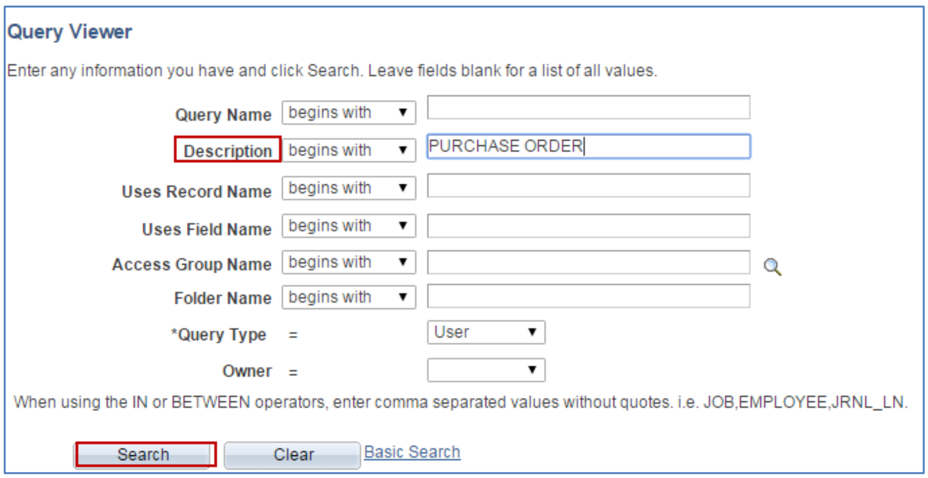
Navigation: Reporting Tools, Query, Query Viewer

1. **Enter information into the Query Viewer.**

- **Navigation:** Reporting Tools, Query, Query Viewer
- Enter the Query Name in the basic search. ***Note:*** It must follow the naming conventions. Click **Search**.

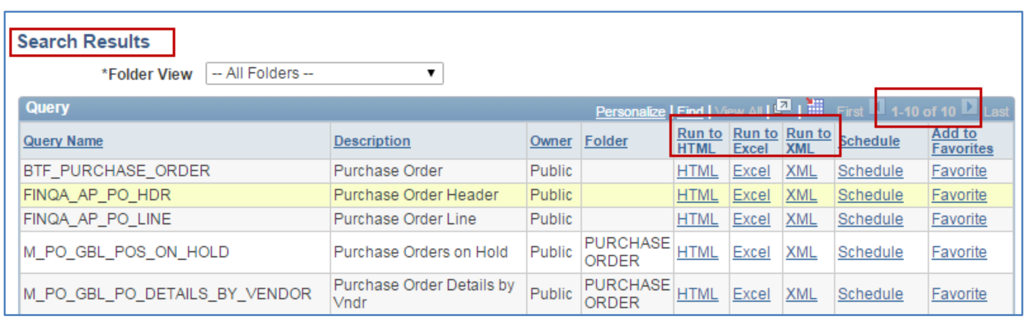


- Or, click on the Advanced Search link and enter information (e.g., PURCHASE ORDER) in the *Description* field.



2. **Look at the Search Results to find the individual query.**

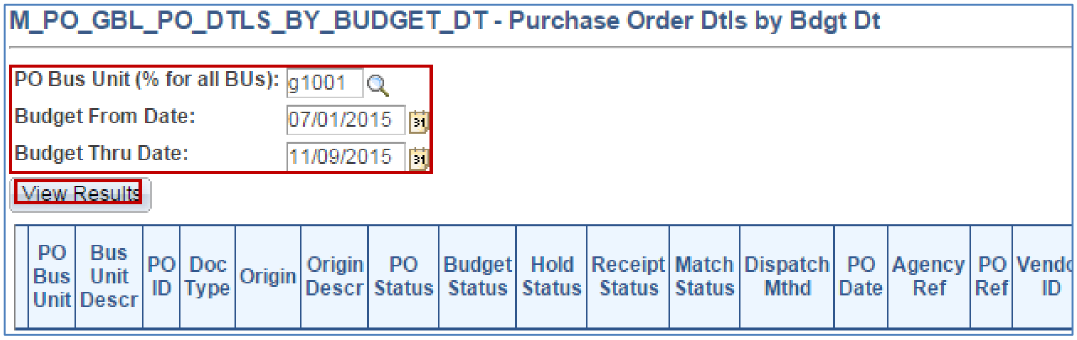
On the **Run to** section, choose a **Run to** method (e.g., HTML, Excel or XML). If you select "Excel", you will get a spreadsheet that you can filter the results. SWIFT opens up a separate window or report with your data.



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
BTF_PURCHASE_ORDER	Purchase Order	Public		HTML	Excel	XML	Schedule	Favorite
FINQA_AP_PO_HDR	Purchase Order Header	Public		HTML	Excel	XML	Schedule	Favorite
FINQA_AP_PO_LINE	Purchase Order Line	Public		HTML	Excel	XML	Schedule	Favorite
M_PO_GBL_POS_ON_HOLD	Purchase Orders on Hold	Public	PURCHASE ORDER	HTML	Excel	XML	Schedule	Favorite
M_PO_GBL_PO_DETAILS_BY_VENDOR	Purchase Order Details by Vndr	Public	PURCHASE ORDER	HTML	Excel	XML	Schedule	Favorite

3. **Enter information into the query you selected.**

Each query will have different parameters. Most require the *Business Unit*. You can see the fields that will be populated. Enter in the required information. Click on **View Results**.



4. **View the report from the query.**

Depending upon which **Run to** method you chose, you will get a report.

Searches

SWIFT provides many ways for purchasing staff to get the information they need. For example, there is the magnifying glass on fields throughout SWIFT. You can use the magnifying glass to access tables that hold allowable values. The fields with the magnifying glass will bring up search criteria to find what to enter.

Two common searches are:

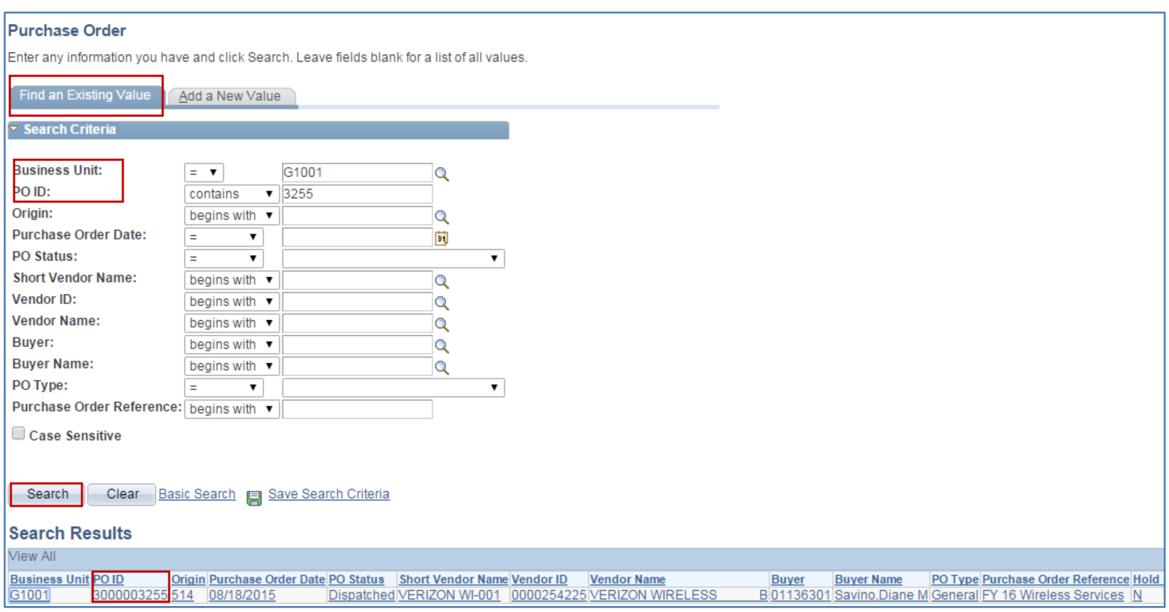
- Amount encumbered on a single purchase order
- Multiple encumbrances by ChartFields

Amount Encumbered on a Single Purchase Order

When a purchase order is budget checked, the dollar amount is encumbered to hold the funds for it. You may need to determine how much of the original encumbrance remains.

1. Access the purchase order using the **Purchase Order Find an Existing Value** page.

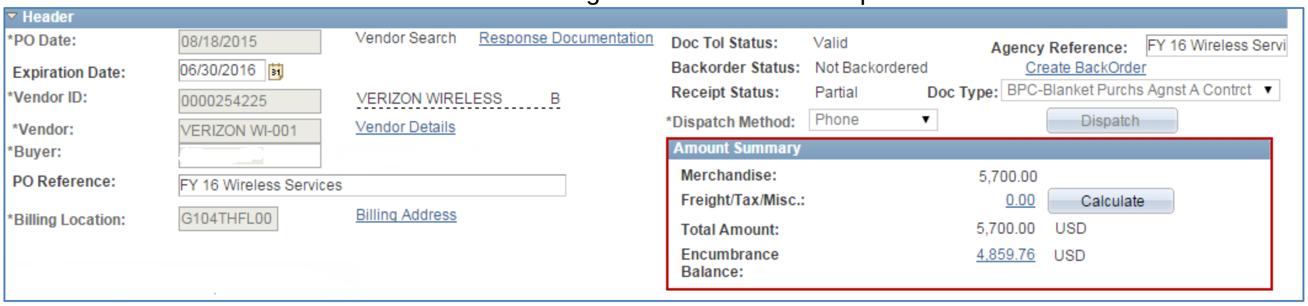
- **Navigation:** Purchasing, Purchase Orders, Add/Update, Find an Existing Value
- Search for the purchase order by entering search criteria such as the *Business Unit* and the *PO ID.*



2. On the purchase order, look at the **Amount Summary** located on the right side of the Header.

There are four lines to pay attention to in the Amount Summary:

- Merchandise: The total dollar amount of all lines.
- Freight/Tax/Misc.: The total of all taxes and other non-line item charges.
- Total Amount: The total of the Merchandise and Freight/Tax/Misc lines.
- Encumbrance Balance: The total remaining encumbrance for the purchase order.

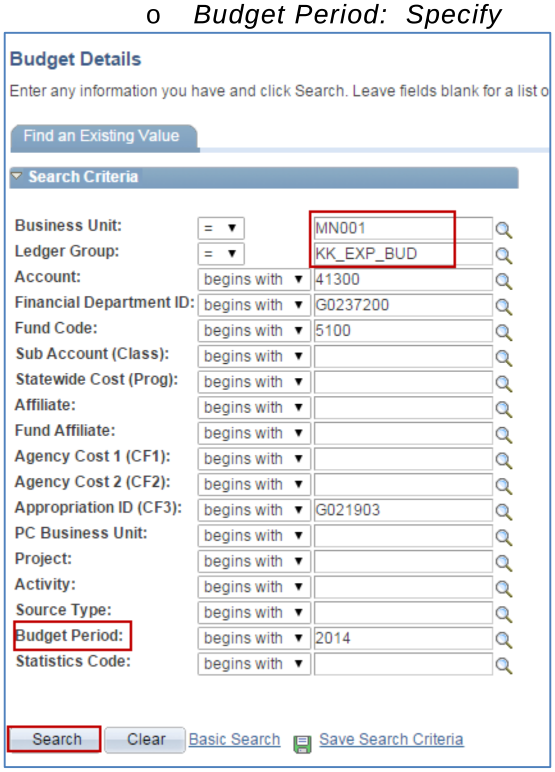


As vouchers are processed against the purchase order, the encumbrance balance will be reduced. You can use the Document Status Inquiry to get details about the vouchers or other related transactions.

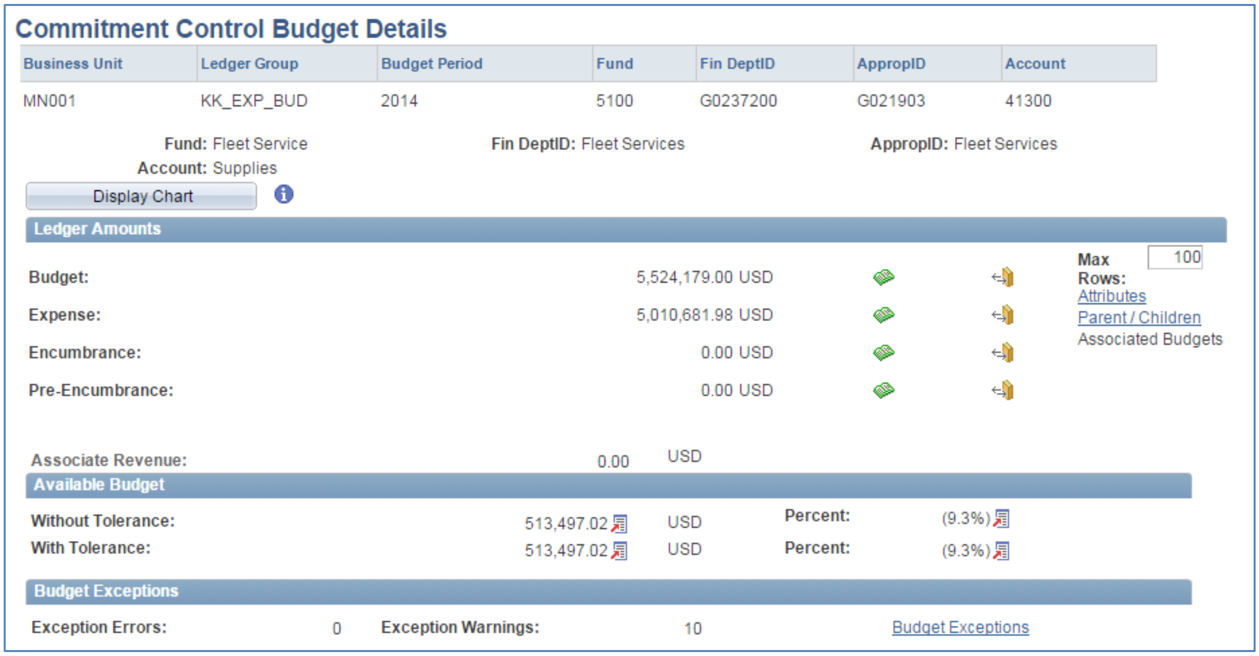
Multiple Encumbrances by ChartFields.

1. Access the purchase orders using the **Budget Details** page.

- **Navigation:** Commitment Control, Review Budget Activities, Budget Details
- Search for the purchase orders by entering ChartField criteria.
    - o *Business Unit*: MN001 (for all state agencies)
    - o *Ledger Group*: KK EXP BUD (Use “Expense Budget Ledger Group” for Encumbrances)
    - o *ChartFields* or *ChartField String*: Specify
    - o *Budget Period: Specify*



2. The **Commitment Control Budget Details** page is displayed.

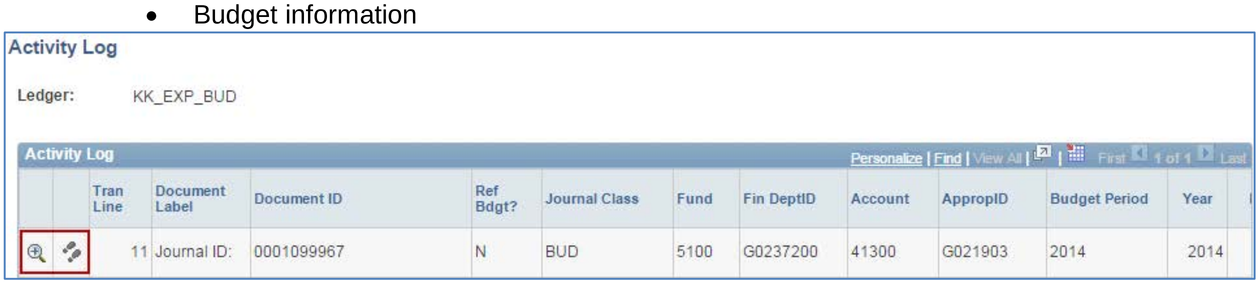


The total encumbrance amount is shown on the first page in the **Ledger Amounts** section. There are four values to be aware of in this section.

- *Budget:* The total budgeted dollar amount for the ChartField combination.
- *Expense:* The total budgeted expenses for the ChartField string.
- *Encumbrance:* The total encumbrances designated for the ChartField string.
- *Pre-Encumbrance:* The total pre-encumbrances designated for the ChartField string.

3. **Drill to Activity Log** icon:
   To find details of the specific transactions this amount encompasses, click the **Drill to Activity** Log button. Scroll to the right to see all of the fields. The Activity Log displays the following information:

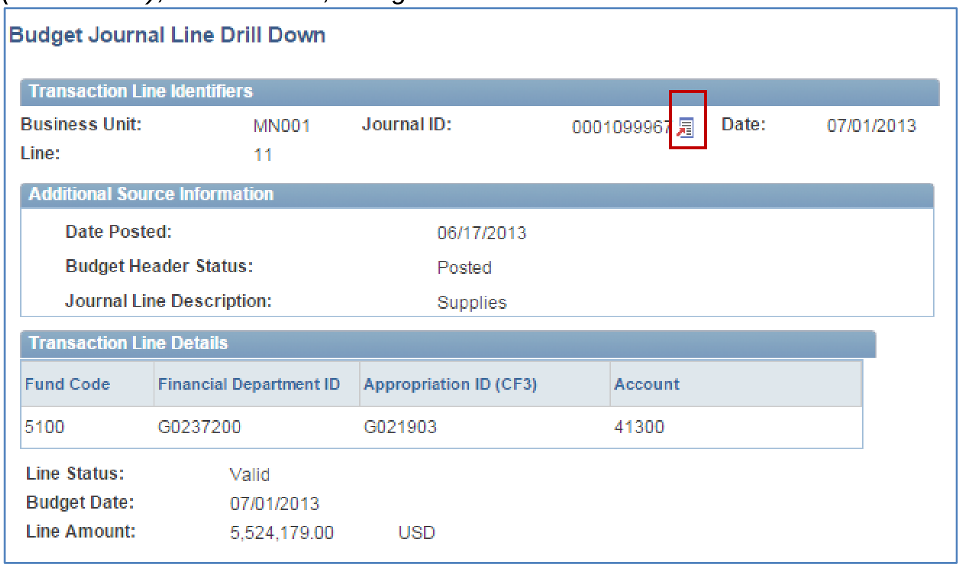
   - Transaction Type
   - Document ID
   - Document Line
   - ChartField information
   - Budget information



There are two icons on the left: Drill Down and Drill into Activity Log Inquiry

- **Drill Down** (Budget Journal Line Drill Down)

Displays *Transaction Line Identifiers, Additional Source Information, Transaction Line Details (ChartField), Line Status, Budget Date* and *Line Amount.*


Budget Journal Line Drill Down

Transaction Line Identifiers

Business Unit: MN001 Journal ID: 0001099967 Date: 07/01/2013
Line: 11

Additional Source Information

Date Posted: 06/17/2013
Budget Header Status: Posted
Journal Line Description: Supplies

Transaction Line Details

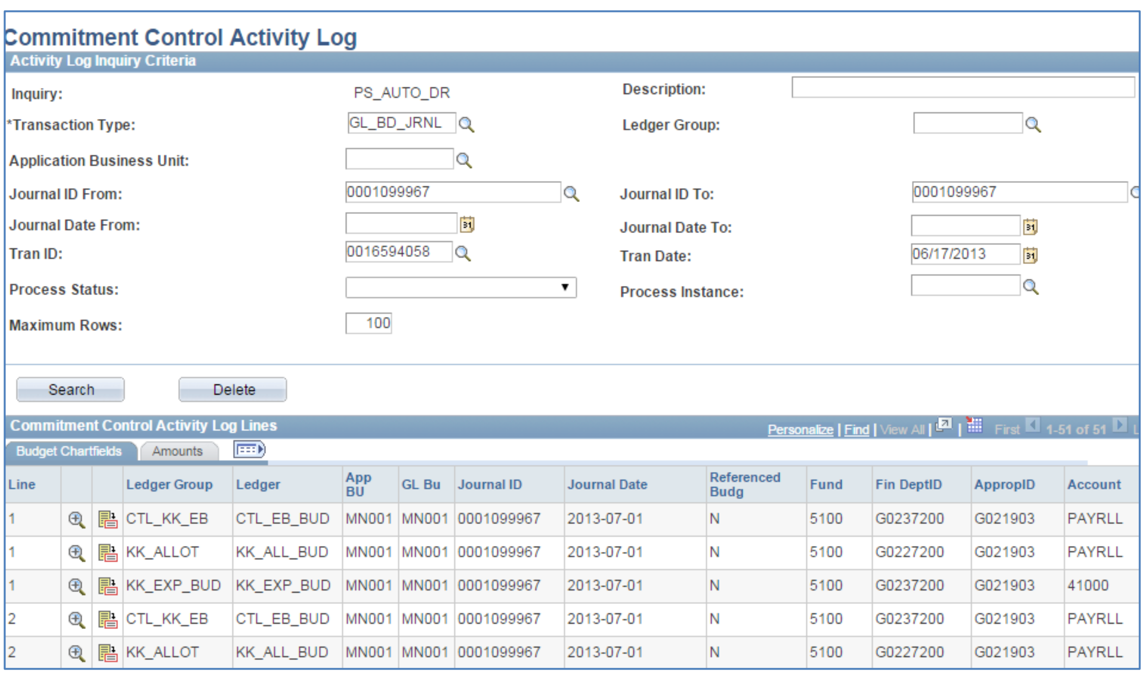
Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
5100	G0237200	G021903	41300

Line Status: Valid
Budget Date: 07/01/2013
Line Amount: 5,524,179.00 USD

View the Related Links button opens up the budget journal information for that encumbrance.

- **Drill Down into Activity Log Inquiry** (Commitment Control Activity Log)

Displays the Activity Log Inquiry Criteria and the Commitment Control Activity Log Lines.


Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry: PS_AUTO_DR
Description:
*Transaction Type: GL_BD_JRNL
Ledger Group:
Application Business Unit:
Journal ID From: 0001099967
Journal ID To: 0001099967
Journal Date From:
Journal Date To:
Tran ID: 0016594058
Tran Date: 06/17/2013
Process Status:
Process Instance:
Maximum Rows: 100

Search Delete

Commitment Control Activity Log Lines

Personalize | Find | View All | First 1-51 of 51

Budget Chartfields | Amounts

Line			Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Fund	Fin DeptID	AppropID	Account
1			CTL_KK_EB	CTL_EB_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0237200	G021903	PAYRLL
1			KK_ALLOT	KK_ALL_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0227200	G021903	PAYRLL
1			KK_EXP_BUD	KK_EXP_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0237200	G021903	41000
2			CTL_KK_EB	CTL_EB_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0237200	G021903	PAYRLL
2			KK_ALLOT	KK_ALL_BUD	MN001	MN001	0001099967	2013-07-01	N	5100	G0227200	G021903	PAYRLL