

QUICK REFERENCE GUIDE

August 28, 2023

Run SWIFT Queries for Accounts Payable Data

This guide provides a list of SWIFT queries that agencies commonly use to look up information on Accounts Payable data. It also lists the steps to access and use the Query Viewer.

Note: Some queries allow you to use a wild card or percent sign (%). SWIFT will return all of the values in that field.

Common queries for Accounts Payable data

Area	Query Name	Description
General	M_AP_AGENCY_ORIGIN	Contacts for Agency Origin
	M_AP_CANCELSTOP_BY_AGENCY	Cancelled payments by agencies
	M_AP_GBL_1099_RPT_ACCTS	Complete list of 1099 reportable Account Codes
	M_AP_GBL_1099_RPT_BY_ACCT	Search to see if an Account Code is or is not 1099 reportable
	M_AP_GBL_INTERFACE_VCHR_STATUS	Shows the date the vouchers are interfaced
	M_AP_GBL_PAYMENT_ADVICE	Payments by Reference ID
	M_AP_GBL_UNPOSTED_JOURNAL_VCHR	Identifies unposted journal vouchers
	M_AP_UNPAID_VOUCHERS	All unpaid vouchers and their status
	M_AP_GBL_VCHR_COUNT	The number of vouchers created by a user by Origin
	M_AP_GBL_VOUCHERS_ENTERED	Vouchers entered by a Business Unit
	M_AP_GBL_VOUCHERS_ENTERED_DIST	Vouchers entered by a Business Unit with distribution lines
	M_AP_JOURNAL_VOUCHER	Journal vouchers and related vouchers
	M_AP_PYMNTS_ON_HOLD_RETAINAGE	List of vouchers with retainage
	M_AP_UNAPPROVED_VOUCHERS	Vouchers that have been denied or are pending approval
	M_AP_GBL_NEGATIVE_VOUCHERS	Negative vouchers

Area	Query Name	Description
	M_AP_VCHR_PAIDWLOCA	Paid vouchers with Location
PO	M_AP_GBL_VOUCHER_AMOUNT_PO_BAL	Lists voucher amount vs encumbrance balance on the purchase order
	M_AP_GBL_VOUCHERS_BY_PO	Vouchers by purchase order
Prompt Pay	AP_PROMPT_DTL	Voucher payments Business Unit for Prompt Pay Report
	M_AP_PROMPT_PAY_DETAIL_2	Details of vouchers for payments by Business Unit for Prompt Pay Report
Inter Agency	M_CM_GBL_INTERAGENCYPMTS_BFY	Interagency payments by budget year
	M_CM_GBL_INTERAGENCYPMT_FY	Interagency payments by fiscal year
	M_CM_GBL_INTAGCYAR_LOOKUP	Look Up Status of an invoice. Closed = Paid. Open = Unpaid.
	M_CM_GBL_INTAGCYAP_UNPAID	Unpaid Interagency vouchers
Virtual Payments	M_AP_GBL_VIRTUALPAYMENT_SUP	List of suppliers enrolled in Virtual Payments
	M_AP_GBL_VIRTUALPAYMENT_VCHRS	Virtual Payment vouchers
Vendor	M_VENDOR_INQUIRY	Information about particular vendor to see if they are active or not, name, location(s), addresses, payment method assigned to each location and statuses
Errors	M_AP_GBL_BUD_EXCEPTION	Vouchers with budget exceptions
	M_AP_GBL_DENIED_VOUCHERS	Vouchers that have been denied
	M_AP_GBL_EXCEPTION	Identifies unpaid vouchers with exceptions for a specified date range.
	M_AP_GBL_EXCEPTION_NO_ACCT_DT	Identifies unpaid vouchers with exceptions without data prompts
	M_AP_GBL_MATCH_EXCEPTIONS	Vouchers with match exceptions
	M_AP_GBL_RECYCLED_VCHRS	Vouchers in recycle status
	M_AP_GBL_VOUCHER_BUILD_ERROR	Interface vouchers that failed voucher build

Steps to run queries for Accounts Payable data

Step 1. Access the query viewer

1. Navigate to the Query Viewer using of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers, Voucher page, Top right “Need Help?” button, Common Utilities, Query Viewer.
NavBar	Navigator, SWIFT, Reporting Tools, Query, Query Viewer.

2. In the Query Viewer, enter your search criteria such as the name of the query.
 - a. You can select the Advanced Search option if you are not sure of the name of the query.
 - b. Press the Search button.

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

Search Advanced Search

Step 2: View the results of the search

1. SWIFT displays the search results of queries that fit your search criteria at the bottom of the page. Find the desired query and select the output option of the query results.
 - a. Select “HTML” to view the query results on the screen. You have the option to export the results to Excel or another format after viewing the data on the Results page.
 - b. Or, select “Excel” to download the results in a Microsoft Excel file. SWIFT opens a new tab to run the query.
 - c. As an option, you can select Add to Favorites button and it will appear in an Add to Favorites table to use again.


Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_AP_GBL_EXCEPTION	AP Exception Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite


SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

2. SWIFT opens the query. Enter the prompt information. Prompts vary depending on which query you chose to run. Press the View Results button.

M_AP_GBL_EXCEPTION - AP Exception Query

Prompts AP Unit

ACCOUNTING_DATE 

ACCOUNTING_DATE_TO 

Row	Unit	Voucher	Gross Amt	User Char	Origin	Type	Supplier	Supplier Name	Invoice	User	Description	Updated By	Description	Status	Budget Status	Appr Stat	Status	S
-----	------	---------	-----------	-----------	--------	------	----------	---------------	---------	------	-------------	------------	-------------	--------	---------------	-----------	--------	---

Need more information?

- For more information about using the query viewer, review the [Schedule Queries](#) quick reference guide. You can learn about scheduling queries.
- If your agency needs a custom query or an agency-specific query, contact the [SWIFT Help Desk](#) to request it.
- For more reporting options, use the EPM Data Warehouse. It is a reporting platform for SWIFT data. You can customize the data and view on the SWIFT reports. You can save the prompts and rerun your reports.