

## QUICK REFERENCE GUIDE

November 1, 2019

### Run Queries to Check for Interface Errors

After processing bills on staging tables, you need to check for transactions in the interface file that have errors that need to be corrected before the bill is created in SWIFT. Two queries can be run to find these errors:

Query Name	Query Description
M_BI_INTFC_ERRORS_INTFCID	Prompt on Interface Number. Use this to check for errors by Interface ID.
M_BI_INTFC_ERRORS_BY_BU	Prompt on Business Unit. Use this to check for error by Business Unit.

#### Step 1: Run Queries to Check for Errors

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

1. Navigate to the Query Viewer.

Navigation Options	Navigation Path
All Navigation Collections	Access the <i>Query Viewer</i> page from all Navigation Collections from the <b>Need Help?</b> (top-right of page) under the <b>Common Utilities</b> folder.
WorkCenter	Accounting, Billing, Billing WorkCenter, left-menu, Reports/Processes section, Monitor, Query Viewer.

2. Enter your search criteria: Search by Query Name, begins with: "M\_BI\_INTFC".
3. Click on the **Search** button. Both 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 Viewer**

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

\*Search By  begins with   
 [Advanced Search](#)

\*Folder View

**Query**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_BI_INTFC_ERRORS_BY_BU	Prompt on Business Unit	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	Schedule	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
M_BI_INTFC_ERRORS_INTFCID	Prompt on Interface Number	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	Schedule	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

- In the *Search Results* listing, select the option you want for the output: select “HTML” to view the query results on the screen; or select “Excel” to download the results in a Microsoft Excel file. A new tab opens to run the query. (If you select “HTML”, you have the option to export the results to Excel or another format after viewing the data on the *Results* page.)
- Enter the prompt information, either the Business unit or the Interface number, depending on which query you chose to run.
- Press the **View Results** button.

**M\_BI\_INTFC\_ERRORS\_INTFCID - Prompt on Interface Number**

Interface ID

Download results in :  [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

Row	Intfc ID	Line Num	Unit	Err Status
1	440	22494	T79FA	Error in PS_INTFC_BI_AEDS row

- If you chose “HTML” for the output, the results will display on the page as shown in the print screen below. (You can export the results to Excel or another format by clicking on a link provided in the **Download results in** listing displayed below the **View Results** button.)
- If you chose “Excel”, a prompt appears asking what you want to do with the Excel file. Options include: “Open”, “Save”, or “Save As”.

Do you want to open or save **M\_GM\_GBL\_PND\_CNTRCT\_TO\_BILL\_25507.xls** (27.5 KB) from **fms.swift.state.mn.us**?

- Fields displayed include the Interface ID, Line Number, Business Unit and Err Status. The Err Status column provides a description of the error. In this example, line 1 has an error in the PS\_INTFC\_BI\_AEDS row.
- Refer to the [“Correct Interface Errors”](#) guide for basic instructions for fixing interface errors.