

QUICK REFERENCE GUIDE

Updated November 01, 2019

Inquiry Basics

Reporting includes three methods to look up procurement and financial information in SWIFT.

- **Inquiries**
- **Queries**
- **Reports**

Inquiries, which let you search for data associated with fields on a page, are located in modules.

- For example, use the Purchase Order Inquiry to search for data from the *Purchase Order* page (*Add/Update POs* page).
- See example below.

Example: Run an Inquiry for a Purchase Order

- Step 1: Navigate to the Inquiry in the PO module and enter search criteria.
- Step 2: View a search result from the Inquiry, or run a new Inquiry.

Step 1: Navigate to the Inquiry in the PO module and enter search criteria.

1. Navigate to the *Purchase Order Inquiry* page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, left-menu, PO Inquiry, Purchase Orders.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter, left-menu, Main tab, Links section, Review Purchase Orders.

2. When the *Purchase Order Inquiry* page displays, make sure the *Find an Existing Value* tab is selected.
3. Enter the relevant data in fields under the *Search Criteria* section to search for a PO, such as PO ID, Origin, Contract ID, etc.

4. Press the **Search** button. A list of search results will display below the *Search Results* section.

Maintain Purchase Orders ^

Add/Update POs

Buyers Workbench

Print POs

Maintain Distributions

PO Inquiry ^

Purchase Orders

Activity Summary

Document Status

PO Accounting Entries

Stage/Source Requests v

Purchase Order Inquiry

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

Find an Existing Value Keyword Search

Search Criteria

Business Unit =

PO ID contains

Origin begins with

Contract SetID begins with

Contract ID begins with

Release Number =

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

Purchase Order Reference begins with

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Search Results

Only the first 300 results can be displayed.

[View All](#)

Business Unit	Origin	PO ID	Contract SetID	Contract ID	Purchase Order Date	PO Status
G1001	514	3000002999	SHARE	(blank)	03/13/2015	Compl

Step 2: View a search result from the Inquiry, or run a new Inquiry.

1. From the list of *Search Results*, select the PO. The *Purchase Order Inquiry* page will display.
2. To run a new Inquiry, press the **Return to Search** button.

Purchase Order Inquiry

Purchase Order

Business Unit G1001	Origin Management Services
PO ID [REDACTED]	PO Status Compl
Change Order 2	Budget Status Valid

▼ Header

PO Date 03/13/2015	Doc Tol Status Valid
Supplier Name [REDACTED] Supplier Details	Backorder Status Not Backordered
Supplier ID [REDACTED] Response Documentation	Receipt Status Received
Buyer [REDACTED]	<input type="checkbox"/> Hold From Further Processing
PO Reference June2015 Labor/MMB Negotiation	Document Type BPA Blanket Purchase Agreement
Billing Location [REDACTED] Billing Address	Agency Name Ann Maile
Header Details	Amount Summary
Change Order	Merchandise 10,961.31
All RTV	Freight/Tax/Misc. 0.00
Matching	Total 10,961.31 USD
	Encumbrance Balance 0.00 USD

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	
1	[REDACTED]	Sleeping Rooms - G1038000-Labo	90111500	1.0000	LO	3,772.83	USD
2	[REDACTED]	Sleeping Rooms - G1036101-SEG	90111500	1.0000	LO	673.62	USD
3	[REDACTED]	Sleeping Rooms - G1037000 EHR	90111500	1.0000	LO	2,384.62	USD
4	[REDACTED]	Meeting Rooms - G1038000-Labor	90111600	1.0000	LO	2,993.92	USD
5	[REDACTED]	Meeting Rooms - G1036101-SEGI	90111600	1.0000	LO	568.16	USD
6	[REDACTED]	Meeting Rooms - G1037000 EHR	90111600	1.0000	LO	568.16	USD