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.

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.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
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<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Purchasing, Purchase Order, left-menu, PO Inquiry, Purchase Orders.</td>
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<tr>
<td>WorkCenter</td>
<td>Procurement, Purchasing, Buyer WorkCenter, left-menu, Main tab, Links section, Review Purchase Orders.</td>
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</table>
4. Press the **Search** button. A list of search results will display below the **Search Results** section.
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.