Process Monitor Basics (Reports)

There are three methods to look up procurement and financial information in SWIFT.

- **Inquiries**: Search for data associated with fields on a page (e.g., search for a particular voucher on the voucher page).
- **Queries**: Perform a customized search for data within a module (e.g., search for DBA names in the Supplier module).
- **Reports**: Review processing details on individual transactions or batch processes (e.g., review the budget checking status of vouchers).

This Quick Reference Guide shows how to view reports using the Process Monitor.

**View Reports using the Process Monitor**

- Step 1: Open the Process Monitor.
- Step 2: Enter search criteria in the Process Monitor.
- Step 3: View the search results to determine the status of submitted processes.

**Step 1: Open the Process Monitor.**

1. Navigate to the Process Monitor.

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<th>Navigation Option</th>
<th>Navigation Path</th>
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2. The *Process Monitor* page will display. Make sure the *Process List* tab is selected.
Step 2: Enter Search Criteria in the Process Monitor.

1. In the User ID field, make sure your Employee ID number is entered.
2. Use the following optional fields to narrow your search for submitted work.
   - Leave the first Type field blank.
   - In the next field three fields, input the following information:
     - Select either “Last” or “Date Range.”
     - If “Last” was selected, type a number; if “Date Range” was selected, input a starting date.
     - If “Last” was selected, select a time period; if “Date Range” was selected, input an ending date.
   - Leave all other fields blank.
3. Press the Refresh button to search.

Step 3: View the search results to determine the status of submitted processes.

1. Look for the search results under the Process List section.
2. Submitted processes that completed successfully will say “Success” under the Run Status column.
3. Submitted processes not yet completed will have a message other than “Success” under the Run Status column (e.g., “Queued”). To research why the process has not been completed, select the Details link.

4. The Process Details screen will display showing details about the processing. Select the Message Log link to view any messages that explain the processing details.

5. The Message Log screen will display showing any messages that explain the processing details. Press the Return button. To view further details, press the Explain button.

6. To return to the Process Details screen, press the Return button.