SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Overview of SWIFT Reporting

User Guide

February 20, 2024

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Contents

Overview of SWIFT Reporting

SWIFT stands for **S**tate**w**ide **I**ntegrated **F**inancial **T**ools. SWIFT refers to the State of Minnesota's online financial management system for business processes across State agencies. SWIFT is a PeopleSoft-based application by Oracle. Agencies may use SWIFT for procurement, accounting, and reporting functionalities. In this guide, we focus on reporting.

Generally, we think of "reporting" as a process of compiling and organizing data by some sort of coherent visual, written, or spoken representation. In this guide, we use the term reporting more broadly as the action of looking up and finding information in SWIFT. SWIFT supports three ways to find and access information.

- Inquiries – Look up and view information.
- Queries – Request and extract information.
- Reports – Request and receive formatted and organized information.

In the next section of this guide, Support Tools, we cover the tools that are available to you in SWIFT and can help you view, find, and gather information. After, we describe Inquiries, Queries, and Reports in more detail and demonstrate an example of each.

Support Tools

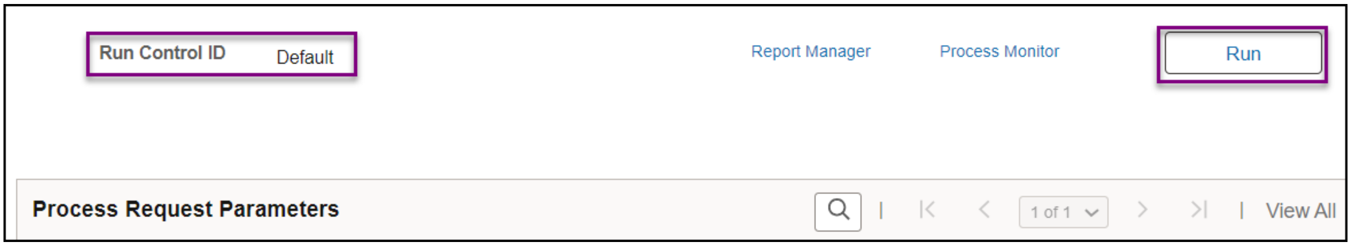
Before you can request (run) queries and reports, you need to understand the SWIFT provided support tools. These tools help you find and collect the information needed. In this section, we describe these tools for your general understanding. Refer to SWIFT Video Tutorials and Quick Reference Guides for step-by-step instructions for various types of transactions.

- Run Control ID – An ID you create to remember certain values when submitting requests in SWIFT. You may request a process, process job (group of processes), a query, or a report.
- Process Scheduler – Enables you to submit requests either on-demand or by scheduling.
- Process Monitor – Provides a list of your submitted requests and allows you to track their progress.
- Report Manager – Provides an inbox to access various process logs and reports.

Run Control IDs

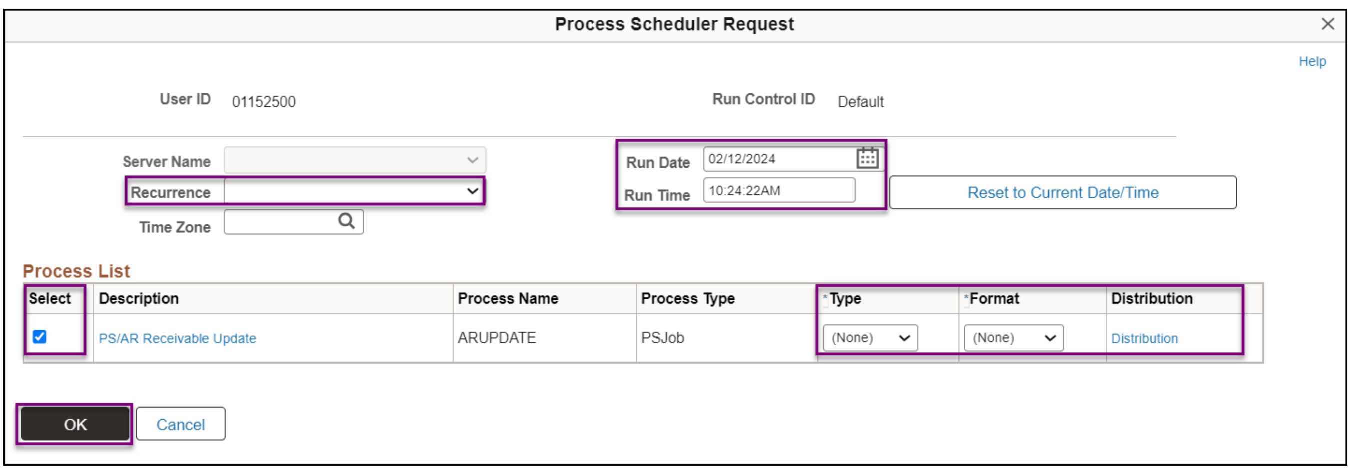
A Run Control ID is a database record that remembers and provides values for a request you make in SWIFT. You use Run Control IDs to request scheduled queries, reports, processes, and process jobs. You can use a single Run Control ID to make a variety of requests. Alternatively, you can create multiple Run Control IDs to remember a various sets of values for a single request. For example, if you have two business units for which you run processes and reports, you may want a separate Run Control ID to remember the desired values associated to each business unit. In addition, there are some requests that require unique and special Run Control IDs. SWIFT will prompt you when a special Run Control ID is required. You need at least one Run Control ID to make your first request in SWIFT. Please be aware that Run Control IDs cannot be deleted, and we suggest you create Run

Control IDs sparingly. When you enter a Run Control ID, a dialog page for the process you chose displays. A dialog in an application, such as SWIFT, refers to either a web page or window that requires the user to provide information before moving on to the next page or window. On this dialog page, you will enter or update parameters for your request. You can choose to save the values for next time. Once you have verified these parameters, select the **Run** button.



Process Scheduler

When you select the **Run** button, the Process Scheduler Request dialog window opens. From this window, you select the specific request you want to make. Available options depend on your security. You can choose to run the request immediately for one-time only, or you can choose to schedule the request. The Process Scheduler Request page allows you to schedule a Run Date and Run Time, schedule a Recurrence, and/or choose a Distribution method. Some requests allow you to choose a *Type and *Format. For example, in some instances, you can have the results emailed as a link to the output. After making your choices you will confirm that you want to submit your request by selecting the **OK** button.

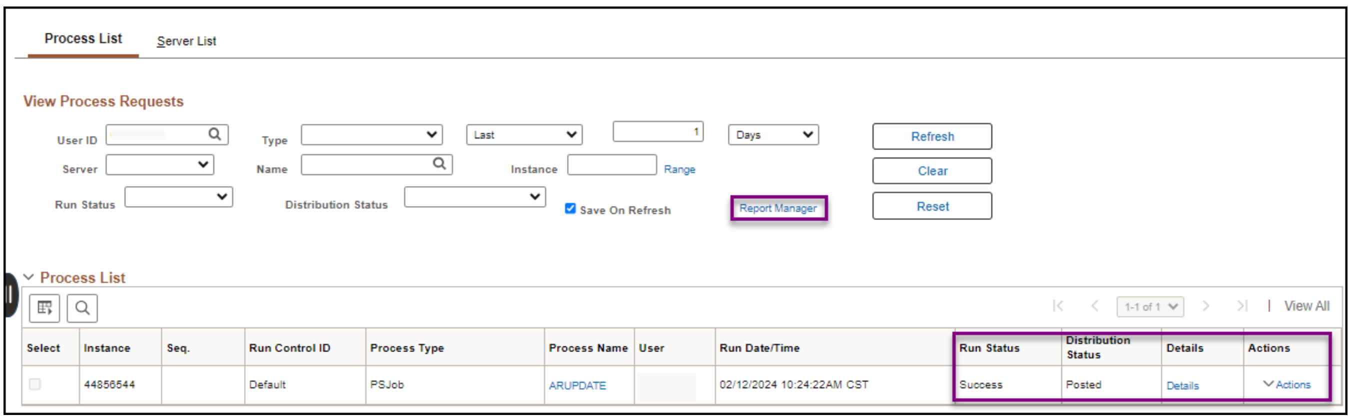


Note: There are multiple batch processes that run in the background and overnight in SWIFT. These processes and jobs help transactions progress through SWIFT without the user having to submit requests manually.

Process Monitor

After submitting the request, SWIFT assigns a Process Instance Number, and you are returned to the dialog page. You may select the **Process Monitor** hyperlink to track the progress of your submitted request.

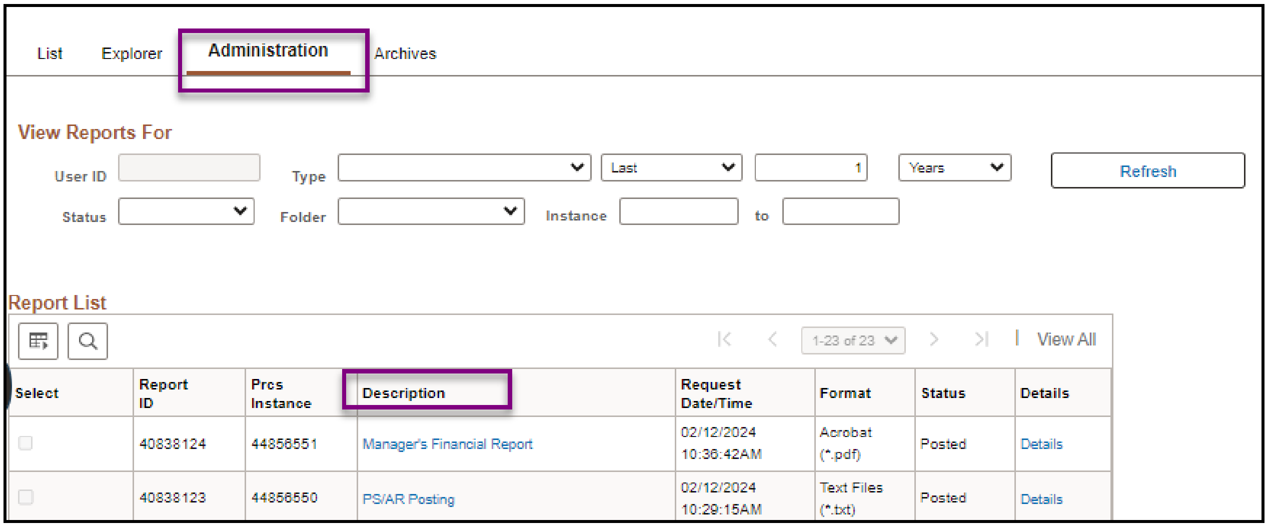
The Process List page displays with a list of your submitted requests based on certain parameters. For example, the system defaults to your user ID and 1 day's list of submitted requests. Generally, the submitted requests remain on the Process List for up to two weeks. There is some variability in retention. In the Process List section, you can see the Instance number, Process Name, the Run Date/Time, the Run Status, and Distribution Status. When you see a Run Status of "Success" and a Distribution status of "Posted," you can find the output for your request in a few places. You can navigate through the Report Manager, select the **Details** hyperlink, or check your email (email for distribution would need to have been selected).



Report Manager

The Report Manager provides an inbox of produced reports and process logs that you have access to. There are four tabbed pages in the Report Manager. These tabs display the List, Explorer, Administration, and Archives pages. You will select the **Administration** tab to find downloadable files. You can access your file by selecting the title hyperlink in the Description column. Commonly found files on the Administration page include:

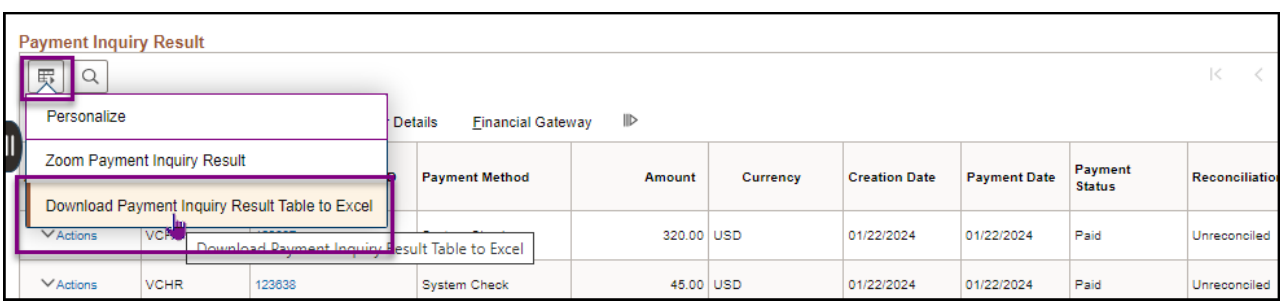
- Report PDFs
- Scheduled Queries
- Printed Invoices or Purchase Orders, also PDFs
- Process logs, text files



In the below sections for Inquiries, Queries, and Reports, you will begin to see how these tools interact with each other in the demonstrated examples.

Inquiries

Inquiries are pages in SWIFT that allow you to look up and view information about a transaction or transactions. Useful inquiry pages are embedded throughout various modules in SWIFT. Some inquiry pages are easily identified because you find the word inquiry on the page. For example, Voucher Inquiry or Payment Inquiry in the Accounts Payable module. Any page in SWIFT that allows you to search and find information about a transaction or group of transactions is an inquiry page. Some inquiries allow you to drill deeper into a transaction, however, most of the information returned is view only. In some instances, you can download the inquiry table through the Grid Action Menu. For example, in the Review Accounts Payable Info tile of the Accounts Payable module, you can view payments using the Payment Inquiry page and download the result table in Excel.



Inquiry Process Steps:

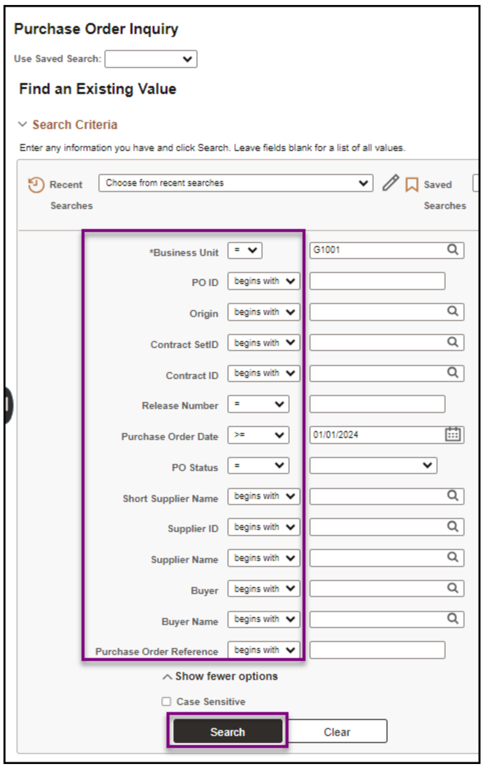
Example: Use the Purchase Order Inquiry to get information about a single purchase order or a group of purchase orders.

Step 1: Navigate to Purchase Order Inquiry page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Orders, left menu, PO Inquiry, Purchase Orders

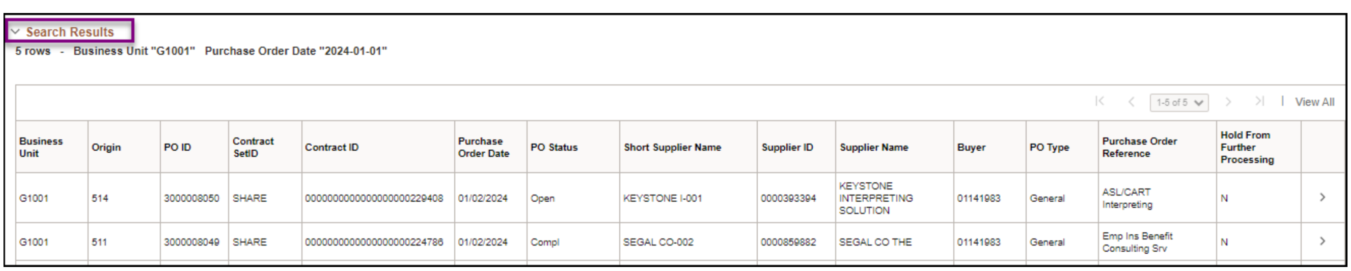
Step 2: Enter search parameters.

1. The Purchase Order Inquiry page displays. This inquiry will return only the first 300 results. Your Business Unit should default, and you can update as needed. Other fields are optional and will help you narrow your results. For example, you may want to look at Purchase orders that are in an Open Status. Other common searches include Purchase Order by PO ID, Buyer Name, Supplier Name, Supplier ID, or Date.
2. After entering your search criteria, select the **Search** button.



Step 3: View the results.

Results will appear below in the Search Results section.



Business Unit	Origin	PO ID	Contract SetID	Contract ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
G1001	514	3000008050	SHARE	00000000000000000229408	01/02/2024	Open	KEYSTONE I-001	0000393394	KEYSTONE INTERPRETING SOLUTION	01141983	General	ASL/CART Interpreting	N
G1001	511	3000008049	SHARE	00000000000000000224786	01/02/2024	Compl	SEGAL CO-002	0000859882	SEGAL CO THE	01141983	General	Emp Ins Benefit Consulting Srv	N

Queries

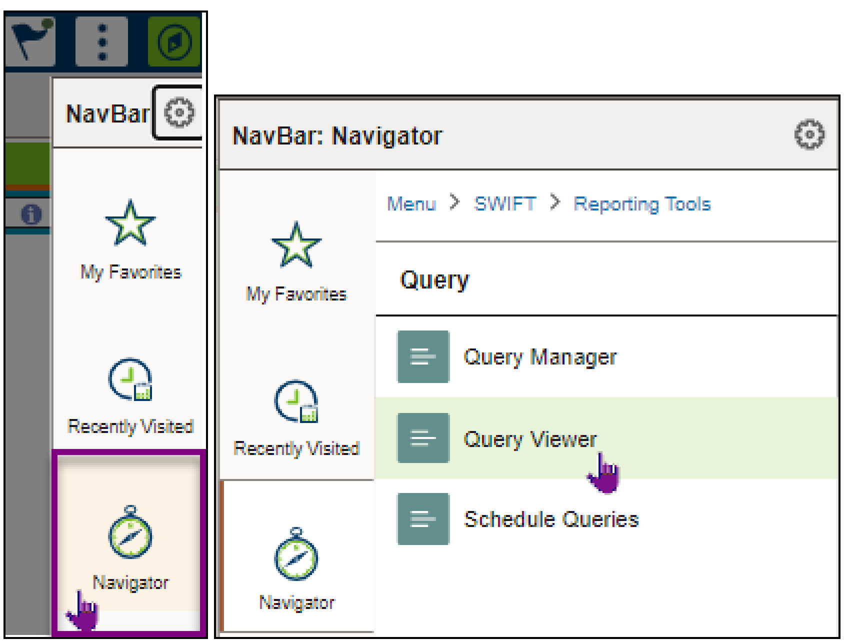
Queries allow you to request and retrieve information from SWIFT. There are thousands of queries available to you. Many queries came standard from Oracle. Many queries were written by SWIFT Module and Procurement Support teams due to common need and user request. Queries are located in the Query viewer. Available queries are based on your roles and permissions. We suggest you look for queries that have been created by SWIFT Module and Procurement Support teams. In this section, we first demonstrate how to navigate to the Query Viewer. Then we show you a couple of ways to search for queries. Finally, we demonstrate how to run a query. You can find more detailed information about running and scheduling queries in the Schedule Queries Quick Reference Guide (QRG).

Note: Rather than requesting new queries, we encourage you to use the EPM Data Warehouse for your specific reporting needs. Separate security is required to use the EPM Data Warehouse.

Navigate to Query Viewer

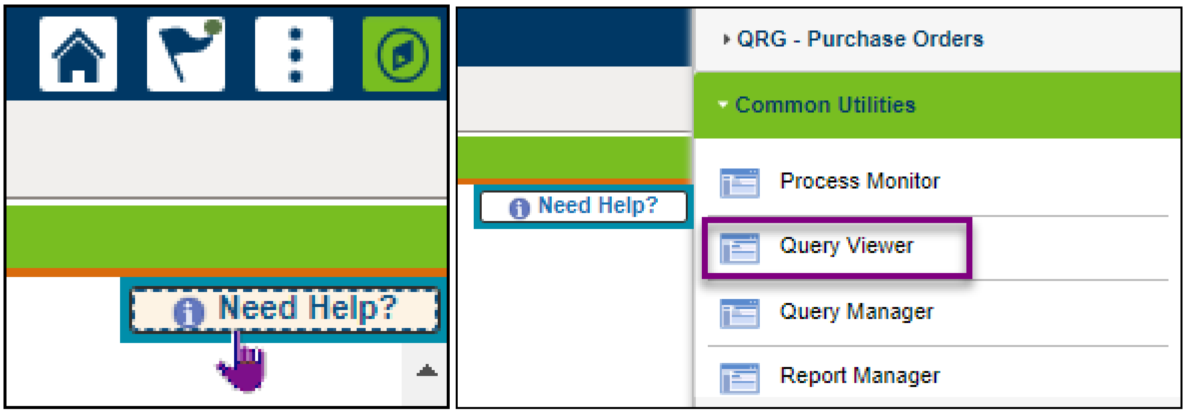
You can navigate to the Query Viewer in a couple of ways. One, you can select the **NavBar,** located in the upper right-hand corner of the global menu.

Navigation Option	Navigation Path
Navigation Collection	Navigator, SWIFT, Reporting Tools, Query, Query Viewer



Important! When navigating to the Query Viewer through the NavBar, it is first necessary to choose Navigator and SWIFT before selecting Reporting Tools.

Two, you can navigate to the Query Viewer using the **Need Help** button that is available when you are working on a transactional page within a module. At the bottom of the QRGs, select **Common Utilities** and then select **Query Viewer**.



Some common queries are embedded within the modules. Some of the WorkCenters include queries. There are a few QRGs devoted to queries, for example, [Common Queries for Purchase Orders] and [Common Queries for figure out what's up why what's going onSupplier Contracts].

Query Naming Conventions

To choose a query in SWIFT, you need to know the naming convention for the query. Naming conventions for queries use the following abbreviations:

- **M** stands for Minnesota. Queries supplied by SWIFT Module and Procurement Support teams generally begin with **M**.
- **XX** or **XXX** is the two- or three-letter abbreviation of a SWIFT module. For example, **AP** = Accounts Payable, **VND** = Supplier module (previously Vendor module).
- **GBL** stands for global. Some queries have this in their name after the module abbreviation. However, you can use any query that is available to you and is public.
- Use the underscore symbol (_) between these parts of the query name.

Search for Queries

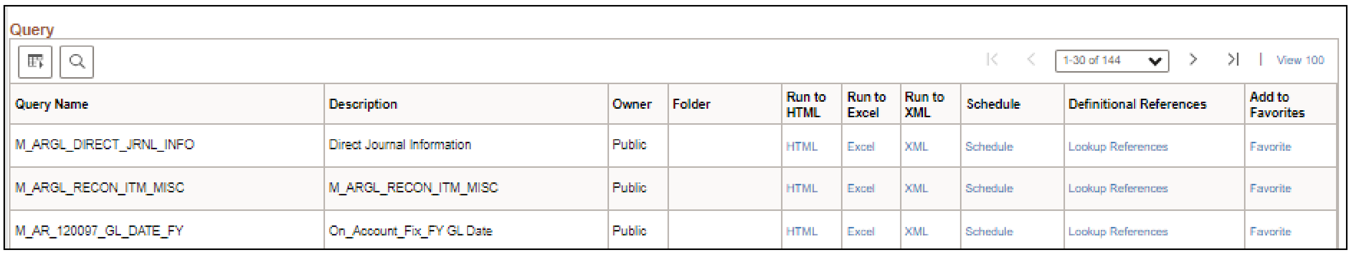
In this section, we demonstrate two ways to search for queries. Before searching, navigate to the Query Viewer.

Navigation Option	Navigation Path
Navigation Collection	NavBar, Navigator, SWIFT, Reporting Tools, Query, Query Viewer
Need Help	Common Utilities, Query Viewer

Method One – Search for a Query using Basic Search by Module

Step 1. Enter “M_AR_” in the Query Name field and select the **Search** button.

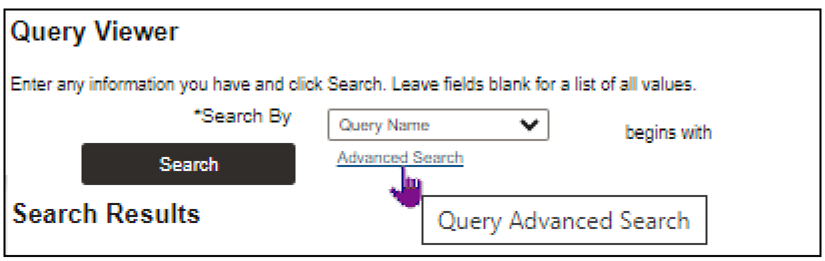
Step 2. View the list of available queries in the Query table. You can view up to 100 at a time.



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_ARGL_DIRECT_JRNL_INFO	Direct Journal Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_ARGL_RECON_ITM_MISC	M_ARGL_RECON_ITM_MISC	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_AR_120097_GL_DATE_FY	On_Account_Fix_FY GL Date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

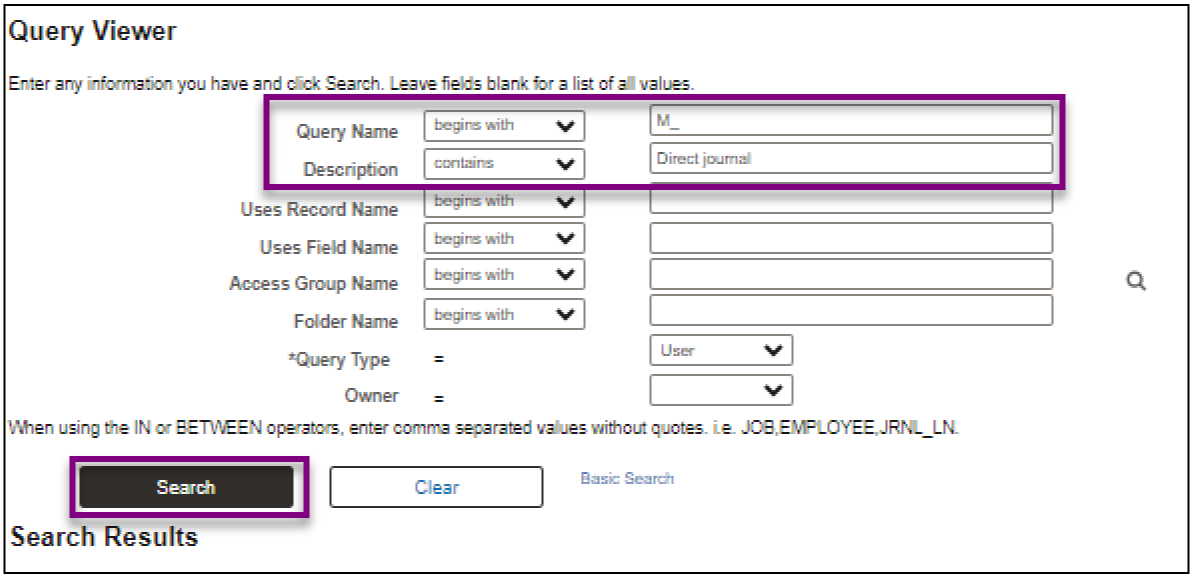
Method Two – Search for a Query using Advance Search.

Step 1. Select **Advance Search** on the Query Viewer page.



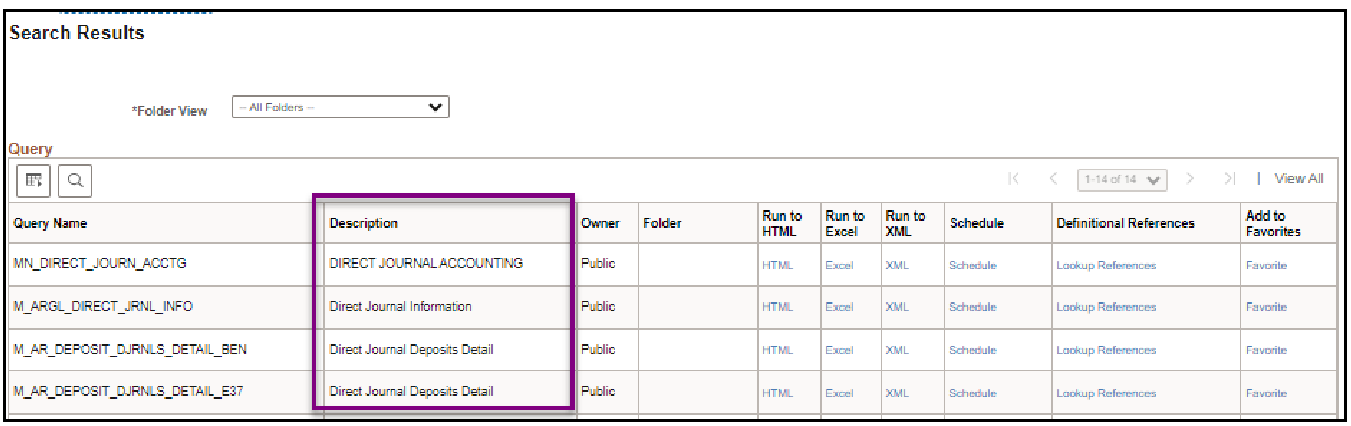
Step 2. Choose an operator in one or more of the search fields.

1. Enter “M_” for Minnesota using “begins with” in the Query Name field to find queries that were created by SWIFT Module and Procurement Support teams.
2. In this example, we used the operator “contains” in the Description field and entered the phrase “direct journal” as a value. We are searching for queries related to direct journal deposits.
3. After entering search criteria, select the **Search** button.



Note: If you are unsure if a query is right for you, you can select the Run to HTML hyperlink to view the fields that are included in the query. The query will open in a new browser window.

Step 3. View the results. The Search Results display queries that include the phrase “Direct Journal” in the Description field.

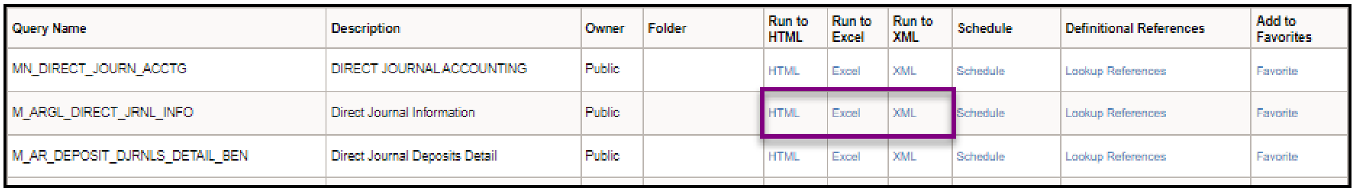


Run a Query Process Steps

Example: Run the Accounts Receivable Direct Journal Deposits query.

After you have searched for a query, you can choose to run the query. Depending on the query you’ve chosen, you may need to enter a Run Control ID or you may need to enter a value in a required prompt.

Step 1. You can request the query to run in HTML, Excel, and XML by selecting the associated hyperlink.



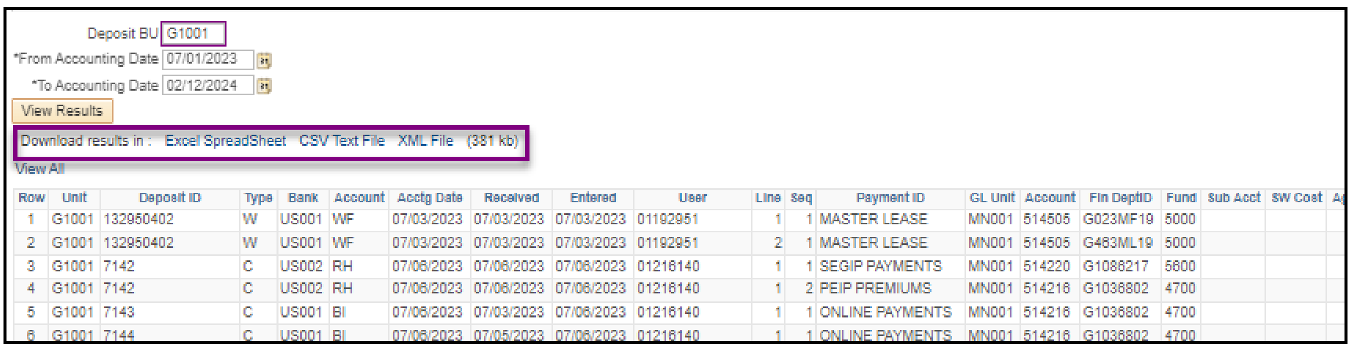
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
MN_DIRECT_JOURN_ACCTG	DIRECT JOURNAL ACCOUNTING	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_ARGL_DIRECT_JRNL_INFO	Direct Journal Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_AR_DEPOSIT_DJRNLS_DETAIL_BEN	Direct Journal Deposits Detail	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Step 2. SWIFT will open a new browser window. Enter required values and select the **View Results** button.

Note: In some queries, you can use "%" for wildcards to refine or broaden a search.

Step 3. Results will display or download, depending on the format you chose.

For example, XML and Excel will download a separate file. If you chose HTML, the results display below the **View Results** button. You can choose to download in a variety of formats from there.



Row	Unit	Deposit ID	Type	Bank	Account	Acctg Date	Received	Entered	User	Line	Seq	Payment ID	GL Unit	Account	Fin DeptID	Fund	Sub Acct	SW Cost
1	G1001	132950402	W	US001	WF	07/03/2023	07/03/2023	07/03/2023	01192951	1	1	MASTER LEASE	MN001	514505	G023MF19	5000		
2	G1001	132950402	W	US001	WF	07/03/2023	07/03/2023	07/03/2023	01192951	2	1	MASTER LEASE	MN001	514505	G463ML19	5000		
3	G1001	7142	C	US002	RH	07/06/2023	07/06/2023	07/06/2023	01216140	1	1	SEGIP PAYMENTS	MN001	514220	G1086217	5600		
4	G1001	7142	C	US002	RH	07/06/2023	07/06/2023	07/06/2023	01216140	1	2	PEIP PREMIUMS	MN001	514216	G1036802	4700		
5	G1001	7143	C	US001	BI	07/06/2023	07/03/2023	07/06/2023	01216140	1	1	ONLINE PAYMENTS	MN001	514216	G1036802	4700		
6	G1001	7144	C	US001	BI	07/06/2023	07/05/2023	07/06/2023	01216140	1	1	ONLINE PAYMENTS	MN001	514216	G1036802	4700		

Reports

SWIFT contains some predefined reports. The reports you have access to, is depended upon your security roles and permissions. When you run a report, you will enter certain parameters and then select the **Run** button. Reports contain SWIFT data that are organized, coherent and concise. Reports are preformatted and intended for sharing, presenting, or publishing. Reports are embedded in the associated modules. For example, using the KK Process tile of the Commitment Control module, you can find a few reports under the Review Budget Activities folder. In this section, we demonstrate how to run the Manager's Financial Report (MFR). The MFR is one of the more commonly used reports in SWIFT. Running the MFR in SWIFT provides real-time budget and expenditure information. For more detailed information regarding running the MFR, refer to the Run the Manager's Financial Report (MFR) QRG.

Note: Reports in SWIFT are limited and preformatted. For more flexible options in creating reports, we encourage you to use the EPM Data Warehouse. Separate security is required to use the EPM Data Warehouse.

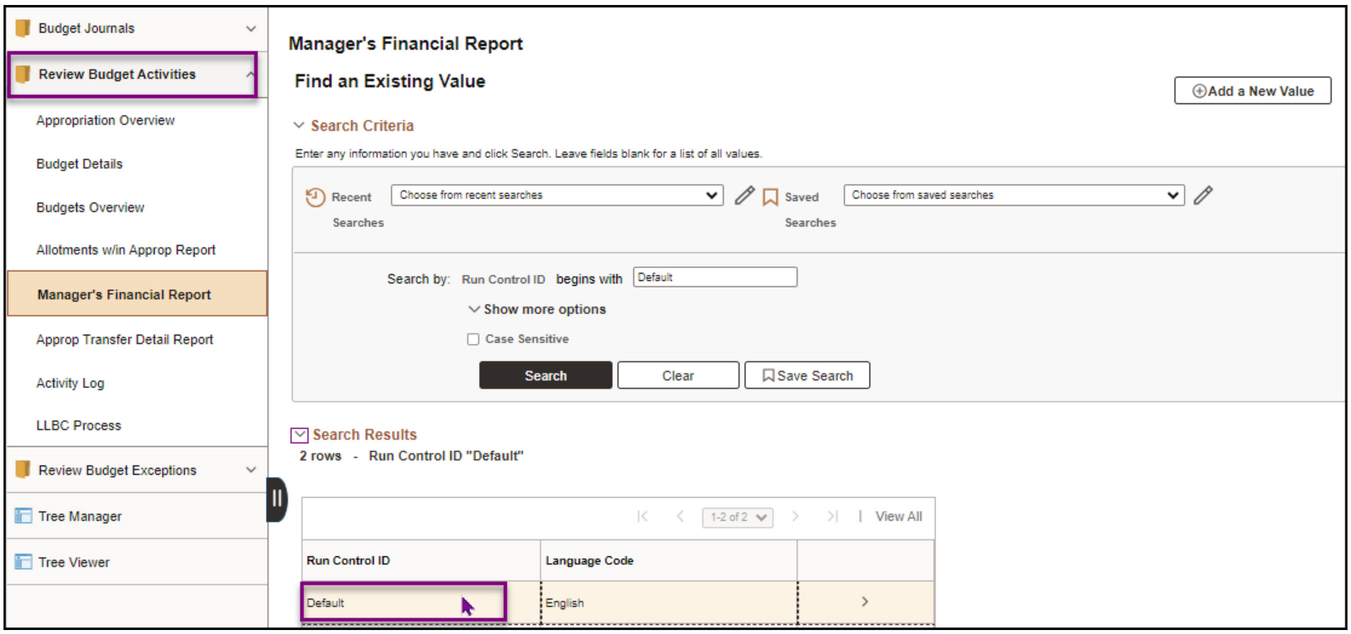
Run a Report Process Steps

Example: Run the Manager's Financial Report.

Step 1: Navigate to Review Budget Activities. Select **Manager's Financial Report** in the left-hand menu.

Navigation Option	*Navigation Path*
Navigation Collection	Accounting, Commitment Control, KK Process, left menu, Review Budget Activities, Manager's Financial Report

Step 2: The Manager's Financial Report page displays. Select an existing or add a new Run Control ID.

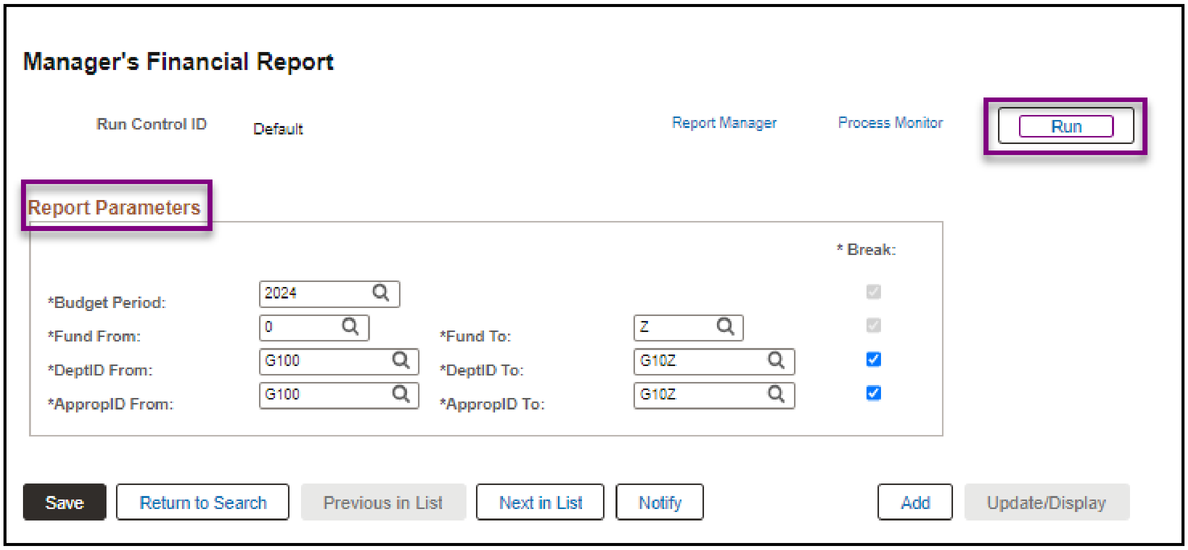


Step 3: Enter values in the Report Parameters section on the Manager's Financial Report dialog page.

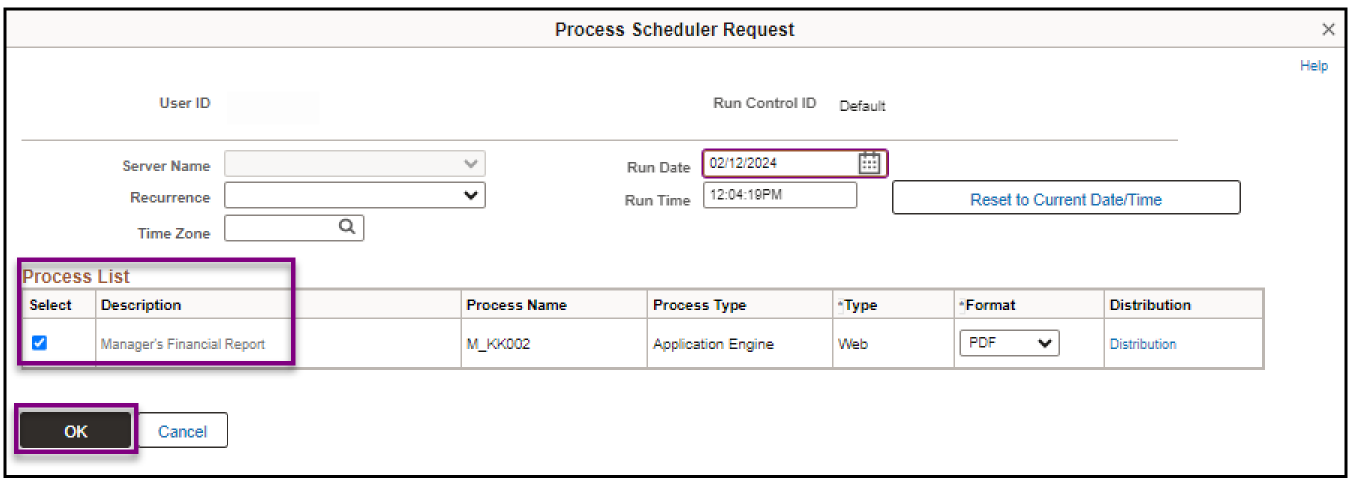
1. Your values will differ based on your reporting needs. Asterisks mark all required fields. In this example, we're running an MFR to include all Funds, DeptIDs (Financial Department IDs), and AppropIDs (Appropriation IDs) for agency G10. Your agency can direct you as to the parameter values that you should use.
2. Place a checkmark in the Break column if you want page breaks between DeptID pages and/or AppropID pages.

Tip: To include any Fund, use 0 to Z. You can do the same for DeptIDs and AppropIDs by using your 3-digit agency code plus 0 to Z.

Step 4: Select the **Run** button.

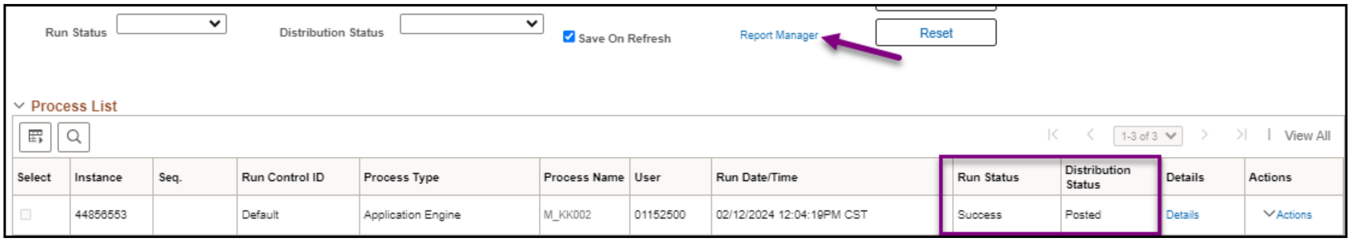


Step 5: The Process Scheduler Request window displays. There is one default process automatically selected. Select the **OK** button to initiate the request (run the MFR) and return to the dialog page.



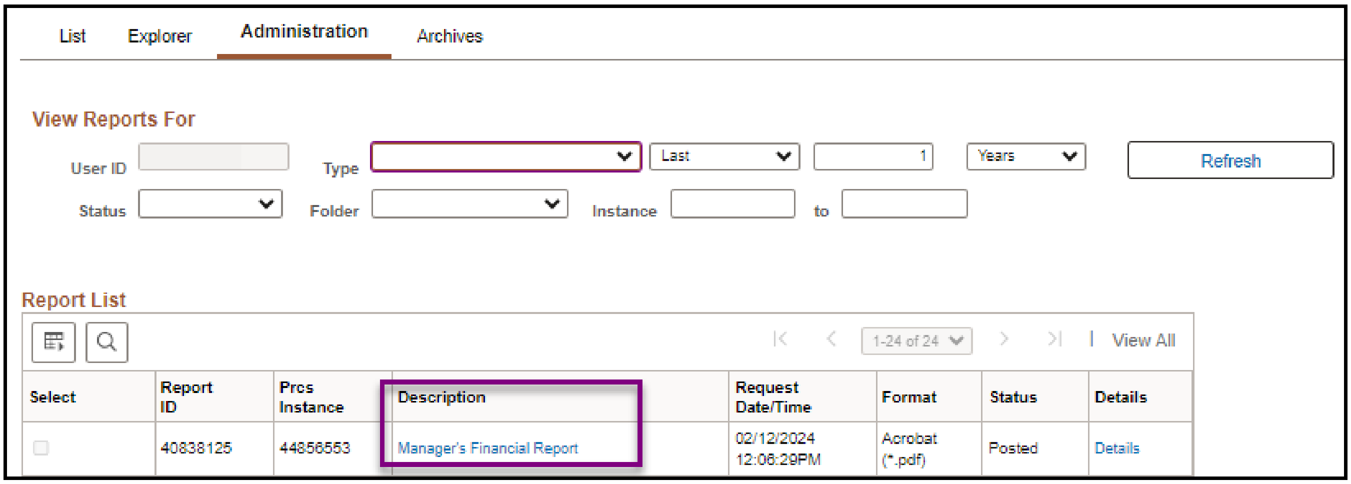
Step 7: A Process Instance number is assigned. Select the **Process Monitor** hyperlink to track the progress of this process.

Step 8: When you see “Success” in the Run Status and “Posted” In the Distribution Status, you can navigate to the report. Select the **Report Manager** hyperlink.



Step 9: The List page of the Report Manager Displays, select the **Administration** tab.

Step 10: From the Administration tab, select the **Manager's Financial Report** hyperlink.



Your report will open in a new browser window. You can choose to save or download the report from there.

You should now have a basic understanding of the various ways to get information from SWIFT. You should also understand the differences among inquiries, queries, and reports.

SWIFT Help Resources

For further assistance with SWIFT, there are a variety of training and support resources available for State employees on MMB's webpages and inside the Administrative Portal.

SWIFT Help Desk

Contact the SWIFT Help Desk for any SWIFT-related questions or issues.

- Email: SWIFTHelpDesk.MMB@state.mn.us
- Phone: 651-201-8100, option 2
- Hours: 7:30 a.m. to 4:00 p.m., Monday through Friday (closed holidays)

When contacting the SWIFT Help Desk, make sure to include details about your question or issue including:

- Your Business Unit
- Description of the issue/question
- SWIFT Module (Accounts Payable, Purchase Orders, etc.)
- Transaction ID (Voucher ID, PO ID, etc.)
- Error message print screen

SWIFT Training and Support Resources

Quick reference guides provide brief procedures for a specific task in a SWIFT module or SWIFT basics. Find quick reference guides by module on the Training Guides and Resources page.

SWIFT training videos show you how to use SWIFT by SWIFT basics or module. You can find video tutorials on the Training Videos page.

REMINDER. You can find module-specific quick reference guides inside the SWIFT module using the Need Help? button. This button includes Help Desk contact information and common utilities.

SWIFT and EPM Data Warehouse Training

Enroll in online training for SWIFT and the EPM Data Warehouse for SWIFT in Learning Management. Webinars and labs run for 60 to 120 minutes. They include live demos of SWIFT and EPM Data Warehouse processes.

SWIFT training options are webinars. Some of the EPM Data Warehouse training are labs so that you can follow along.

SWIFT Updates and EPM Data Warehouse System Status Update

The SWIFT Updates newsletter provides news and updates about SWIFT from Minnesota Management and Budget, Administrative Department's Office of State Procurement, and MNIT.

The *EPM Data Warehouse System Status Update* communicates about scheduled data loads and subject areas that may be impacted.

You can sign up for these updates on MMB's Email Lists page. Select "Accounting – SWIFT Newsletter" and/or "Systems – EPM Data Warehouse."

EPM Data Warehouse Quick Reference Guides

The EPM Warehouse Training page provides quick reference guides for the Enterprise Performance Management (EPM) Data Warehouse financial, procurement, and Human Capital Management (HCM) reports. These guides are for agency staff who are either new to the EPM Data Warehouse or are experienced users who need to confirm or add to their knowledge.

Supplier Support for SWIFT

You can help suppliers with their questions related to their SWIFT Supplier Portal on the SWIFT Vendor Resources page. This page lists contact information based on the topic.