

QUICK REFERENCE GUIDE

November 1, 2019

Run SWIFT Queries for Supplier Contract Data

This guide provides a list of SWIFT queries agencies commonly use to look up information on supplier contracts using SWIFT’s Query Viewer. It also lists the steps to access the Query Viewer in the Supplier Contracts module.

NOTE: some queries allow you to use a wild card or percent sign (%). SWIFT will return all the values in that field.

Steps to complete

- Step 1: Access the Query Viewer and search for the desired query
- Step 2: View the results of the search

Common queries in the Supplier Contract module

This list of queries is the most commonly used in the Supplier Contract module. It also includes recommended queries from agencies and the SWIFT Help Desk.

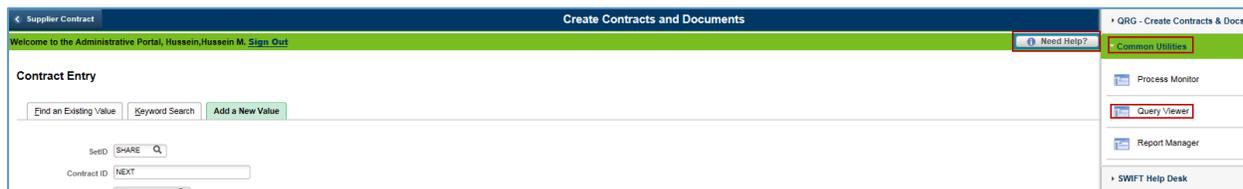
Query Name	Purpose
M_AP_GBL_1099_RPT_ACCTS	List of all Account Codes in SWIFT that are 1099 reportable.
M_AP_GBL_1099_RPT_BY_ACCT	Look up an individual Account Code in SWIFT to see if it is 1099 reportable.
M_CG_GBL_CAT_VNDR_TG_ED_VO	Vendors by UNSPSC and TG/ED/VO. You can use a Wild Card.
M_CG_GBL_CNTRCTS_BY_VENDOR	Contracts for an individual Vendor.
M_CG_GBL_FIND_UNSPSC_BY_ACCT	Find the Category by Accounts.
M_PO_GBL_VNDR_LOOKUP_TG_ED	Vendor lookup for ED, TG or MDHR by Category Code.
M_PO_GBL_OPEN_ENCUM_BALANCE	Open encumbrances for purchase orders.
M_PO_GBL_PO_BY_DATES_CNTRCT	Contracts with purchase orders associated with them (individual contract or groups of contracts).
M_SC_GBL_CNTR_BY_CAT	Contracts by Category Code.
M_SC_GBL_CNTRCT_BY_T_NBR	Contracts by T- Number.
M_SC_GBL_CNTRCT_DTLS_CNTRCT	Contracts by Contract Type, individual or groups of contracts.
M_SC_GBL_CNTRCT_PO_DETAILS	Detailed information about contracts and document types by buyer/administrator. Use for searching for APKs to review Annual Plans.
M_SC_GBL_CNTRCT_RELEASES_BY_BU	Contract Releases by Business Unit and date range.
M_SC_GBL_EXPRING_CNTRCTS_BY_BU	List of contracts expiring by Business Unit and end date.
M_VENDOR_INQUIRY	Vendor Status, Location, DBA, Remit Address, etc.

Steps to run queries for supplier contract data

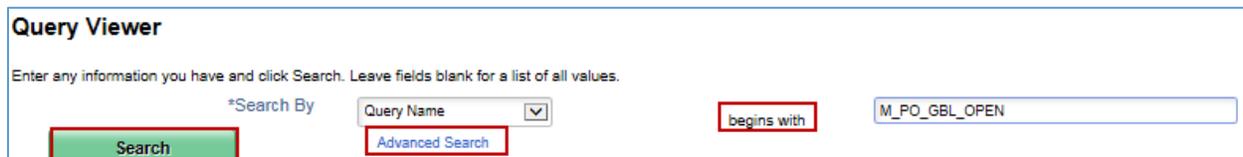
Step 1: Access the Query Viewer and search for the desired query

1. Navigate to the **Query Viewer** page using one of the options below.

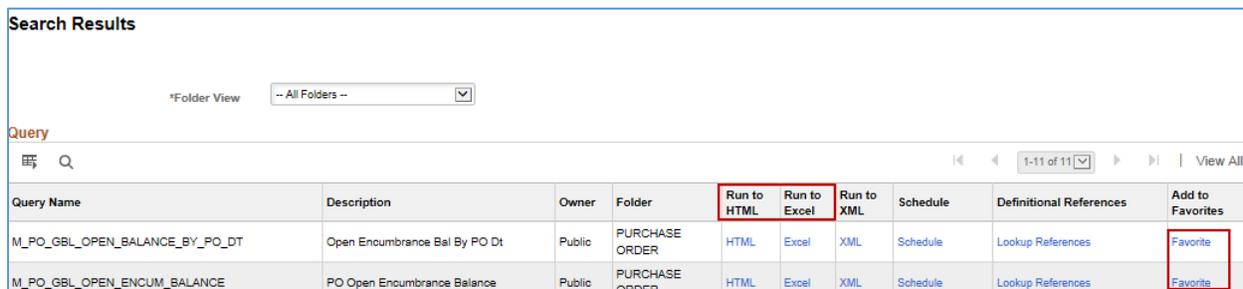
Navigation Options	Navigation Path
Navigation Collection	Procurement, Supplier Contract, Create Contracts and Documents. Top right "Need Help?" button. Common Utilities, scroll down, Query Viewer.
Contract / Sourcing WorkCenter	Procurement, Supplier Contract, Contract / Sourcing WorkCenter. Left menu Reports, Queries tab. Left menu, Query Viewer.



2. Enter your search criteria, such as the name of the query you want to run. It must follow the naming conventions (e.g., M_SC_GBL_).
3. You can select the **Advanced Search** option if you are not sure of the name. It must follow the naming conventions.
4. Press the **Search** button.



Step 2: View the results of the search



- SWIFT displays the **Search Results** of queries that fit your search criteria.

Tip: You can select the **Add to Favorite** link to add the queries to your **My Favorites Queries**. You won't have to search for them again.

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- Select the output of the results.
 - In the search results section, select the option you want for the output of the query results.
 - Select “HTML” to view the query results on the screen. 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.
 - Or, select “Excel” to download the results in a Microsoft Excel file. SWIFT opens a new tab to run the query.
- Enter the prompt information which will vary depending on which query you chose to run. Press the **View Results** button.

M_PO_GBL_OPEN_ENCUM_BALANCE - PO Open Encumbrance Balance

PO Business Unit:

PO ID:

Origin:

Fund:

Fin DeptID:

AppropriID:

Budget Dt From:

Budget Dt To:

View Results

- If you chose “HTML” for the output, the results will display on the page.

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(720 kb\)](#)

Row	Unit	PO No.	Supplier	Location	Supplier	Doc Type	PO Date	Buyer	Entered By	Date Entered	PO Status	Origin	Origin Descr	Line Number	Line Item Descr	Alloc	Distribution LI	Budget Dt	PO Encum Bal	Original Balance	Fund	Fund Descr	Fin DeptID	DeptID Descr	AppropriID	AppropriID Descr	Account	Account Descr	AW Cost	Agmt Cost	Agmt Cost 2	PC Bus Unit	Project ID	Activity	Invoice Type	
1	G1001	3000004676	B220000000	EMPLOYMENT & ECONOMIC DEVELOPMENT DEPT	KEO	07/02/2018				08/28/2018	Dispatched	509	Accounting Services	1	SWIFT Warrant Printing for FY19	1	1	07/02/2018	8233.280	8700.000	2001	Other Misc Special Revenue	G1031300	SWIFT System Support	G100017	Statewide Systems Billing	411101	Printing - Non-State Shops								
2	G1001	3000004676	B220000000	EMPLOYMENT & ECONOMIC DEVELOPMENT DEPT	KEO	07/02/2018				10/26/2018	Dispatched	509	Accounting Services	1	SEMA4 (Payroll) Warrant Printing for FY19	1	1	07/02/2018	1295.410	1402.380	2001	Other Misc Special Revenue	G1031300	SWIFT System Support	G100017	Statewide Systems Billing	411101	Printing - Non-State Shops								

- If you chose “Excel”, SWIFT displays a prompt asking what you want to do with the Excel file. Options include “Open”, “Save”, or “Cancel”.

Do you want to open or save **M_PO_GBL_OPEN_ENCUM_BALANCE_1843404393.xlsx** (98.2 KB) from **fms.systems.state.mn.us**?

Open **Save** **Cancel**

- If you select “Open”, SWIFT opens the Excel file for you to view and save.

1	PO Open Encum	450					
2	Unit	PO No.	Supplier	Location	Supplier	Doc Type	PO Date
3	G1001	3000004676	B220000000	1	EMPLOYMENT & ECONOMIC DEVEL	KEO	7/2/2018
4	G1001	3000004676	B220000000	1	EMPLOYMENT & ECONOMIC DEVEL	KEO	7/2/2018
5	G1001	3000005004	0000222961	1	AMERICAN PAYROLL ASSOC	DPO	3/14/2019
6	G1001	3000005003	0000193413	1	HEINRICH ENVELOPE CO	CRO	3/13/2019

You have successfully run a SWIFT query for supplier contract data.