

# Works™

## SWaM Reports

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As of November 12, 2015, Works has made an update to the **DMBE-SWAM** report to report on multiple SWaM types for one Vendor.

In addition, a new report has been added named **DMBE-SWAM-ALL**. This report will run the same as the **DMBE-SWAM** report and will also include transaction from the search criteria that do not have a match to a SWaM type. The last column on the report will be blank if there is not a match. This new report was requested by a few State Agencies.

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## Updated DMBE-SWAM Report

### Process:

Each month the Virginia Department of Small Business and Supplier Diversity (DSBSD) forwards to Bank of America, a report of SWaM Vendors and their SWaM Type. The data in the report includes the Vendor's Tax ID # and Vendor's SWaM Type.

This is an example of the data received:

<u>Tax ID #</u>	<u>SWaM Type</u>
123456789	M,S
223456789	S,SDV
323456789	M,S,SDV
423456789	S
523456789	M

### Report Output:

When you run the **DMBE-SWAM** report, the report will match the Tax ID sent in on the transaction from the Vendor to the DSBSD provided Tax ID. If there is a match, the transaction will be reported along with the data in the SWaM Type field provided by DSBSD.

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The report is created as a “CSV” file type that you can then import the file in to Excel.

### CSV Output:

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,,,,DMBE REPORT,,,,
AGENCY NUMBER,AGENCY NAME,POST DATE,TRAN DATE,VENDOR NAME,TRANSACTION AMOUNT,CARDHOLDER NAME,ACCOUNT NUMBER,FEDERAL TAX ID NUMBER,DMBE CERTIFIED
123,123-AGENCY PCARD Program,10/22/2015,10/22/2015,Ace Mart,$123.45,STEVE BURNS,XXXXXXXXXXXX1234,123456789,"M,S"
123,123-AGENCY PCARD Program,10/22/2015,10/22/2015,Office Company,$200.55,MARY JONES,XXXXXXXXXXXX1235,223456789,"S,SDV"
123,123-AGENCY PCARD Program,10/22/2015,10/22/2015,ABC Printing,$301.94,MARK JOHNSON,XXXXXXXXXXXX1236,323456789,"M,S,SDV"
123,123-AGENCY PCARD Program,10/22/2015,10/22/2015,Paint Supply Co,$10.55,HELEN SMITH,XXXXXXXXXXXX1237,423456789,"M"
123,123-AGENCY PCARD Program,10/22/2015,10/22/2015,Martins Co,$904.77,MOLLY DINES,XXXXXXXXXXXX1238,523456789,"S"

```

### Imported to Excel:

AGENCY NUMBER	AGENCY NAME	POST DATE	TRAN DATE	DMBE REPORT VENDOR NAME	TRANSACTION AMOUNT	CARDHOLDER NAME	ACCOUNT NUMBER	FEDERAL TAX ID NUMBER	DMBE CERTIFIED
123	123-AGENCY PCARD Program	10/22/2015	10/22/2015	Ace Mart	\$123.45	STEVE BURNS	XXXXXXXXXXXX1234	123456789	M,S
123	123-AGENCY PCARD Program	10/22/2015	10/22/2015	Office Company	\$200.55	MARY JONES	XXXXXXXXXXXX1235	223456789	S,SDV
123	123-AGENCY PCARD Program	10/22/2015	10/22/2015	ABC Printing	\$301.94	MARK JOHNSON	XXXXXXXXXXXX1236	323456789	M,S,SDV
123	123-AGENCY PCARD Program	10/22/2015	10/22/2015	Paint Supply Co	\$10.55	HELEN SMITH	XXXXXXXXXXXX1237	423456789	M
123	123-AGENCY PCARD Program	10/22/2015	10/22/2015	Martins Co	\$904.77	MOLLY DINES	XXXXXXXXXXXX1238	523456789	S

### Reasons why a SWaM Vendor might not be on the report:

1. If the Vendor does not send their Tax ID # on the transaction, then there would not be a match.
2. If the Vendor registers with DSBSD using a different Tax ID # than they are sending in on the transaction.

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### New Report

### DMBE-SWAM-ALL

This report will run the same as the [DMBE-SWAM](#) report and will also include transaction from the search criteria that do not have a match to a SWaM type. The last column on the report will be blank if there is not a match. This new report was requested by a few State Agencies.

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## SWaM Reports

### How do I get the DMBE-SWAM report?

**For State Agencies**, the report is in your Works Instance now.

**For Political Subs**, please email [maureen.sudbay@baml](mailto:maureen.sudbay@baml) and she will add the report to your Works Instance.