SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated July 11, 2022

Save an Agency-Specific All Expenditures Report in the EPM Data Warehouse

The All Expenditures report lists transactions that successfully passed a budget check, including transactions that have not yet posted to the General Ledger. The dates you select in the GL Posted Day Date filter affect whether a transaction appears in the report.

> **TIP:** Some transactions will show a GL Posted Day Date value of "01/01/1753." This date is used for transactions which are reflected in agency budgets but have not yet posted to the General Ledger during overnight batch processing. This could include vouchers waiting for approval. Using "01/01/1753" in the From Date will ensure these transactions are included in your report.

The All Expenditures dashboard has two different reports.

- **All Expenditures Summary Report:** The Summary Report provides a high-level report of expenditures data with eight data fields or prompts for expenditure data.
- **All Expenditures Report:** The Detailed Report provides four additional fields or prompts for expenditure data. It allows you to access the Summary Report. It includes two links which allow you to choose if you want to retain the prompt values you selected in the Detailed Report.

The All Expenditures report contain source expense account entries that reconcile to the General Ledger and Commitment Control Expenditure Ledger. These reports use data from the Accounts Payable, Accounts Receivable, Billing, General Ledger, and Project Costing Accounting modules in SWIFT.

This guide provides the steps to customize and save the All Expenditures Summary report with your agency's data. You can use the same steps for the All Expenditures Detailed report.

At the end of this guide, view Appendix A. It describes the data fields used in the prompts and results of the All Expenditures report.

Steps to complete

- Step 1: Navigate to the All Expenditures reports from Dashboards on the Global menu
- Step 2: Select Prompts values and save it using the Analyze link
- Step 3: On the Criteria tab, enter your agency's values in the filters
- Step 4: Run the All Expenditures report, test it, and resave it as needed
- Step 5: Use the Catalog to find, refresh the data, and run the saved All Expenditures report

Steps to Run the All Expenditures Report

Step 1: Navigate to the All Expenditures reports from Dashboards on the Global menu

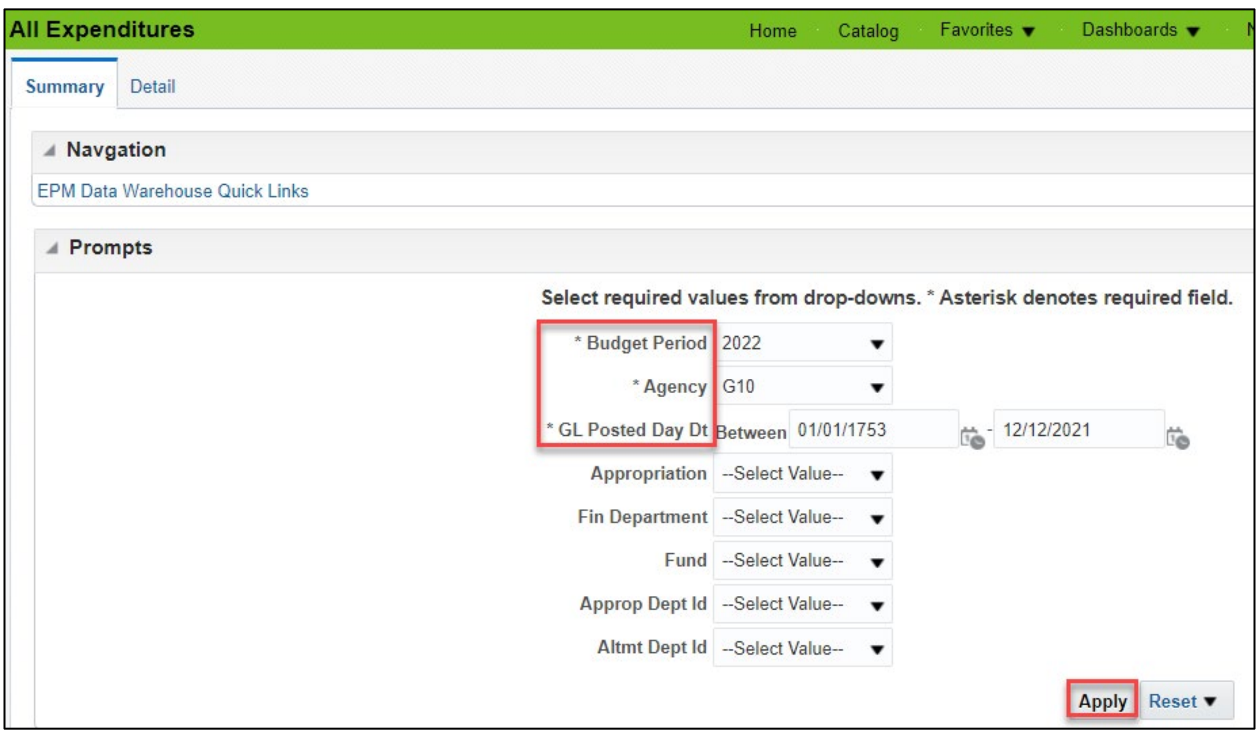
1. Follow this navigation to the EPM Data Warehouse and find Dashboards. Open the All Expenditures dashboard.

Navigation Options	Navigation Path
Navigation Collection	Administrative Portal, Data Warehouse, Warehouse Reporting, Dashboards, _Statewide, All Expenditures.

2. The EPM Data Warehouse opens a dashboard page with *Summary* or *Detail* tabs. *This guide uses* the *Summary* tab which is defaulted.

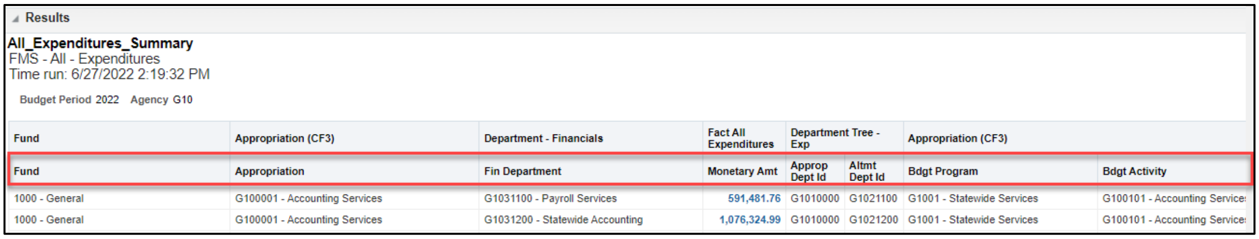
Step 2: Select Prompts values and save it using the Analyze link

1. In the *Prompts* section, the EPM Data Warehouse defaults the *Budget Period* with the current period and your Agency ID in the *Agency* field. Enter desired values such as *GL Posted Day Dates* fields. Then, select **Apply**.
2. As an option, select values in the *Appropriation, Fin Department,* and *Fund* fields. Select **Apply** again.



NOTE: The *GL Posted Day Date* determines if data appears in the other fields. If a transaction was not posted in the date range, it will not appear in this report.

3. The EPM Data Warehouse runs the report. It appears in the *Results* section. For a description of the fields on the *Results* section, view the Appendix of this guide.



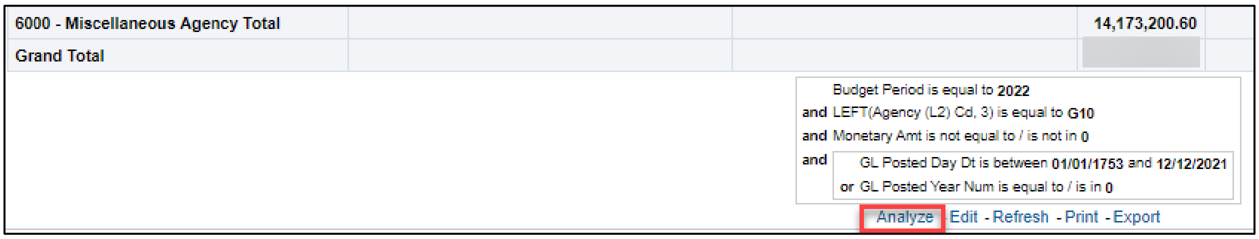
Results

All_Expenditures_Summary
FMS - All - Expenditures
Time run: 6/27/2022 2:19:32 PM

Budget Period 2022 Agency G10

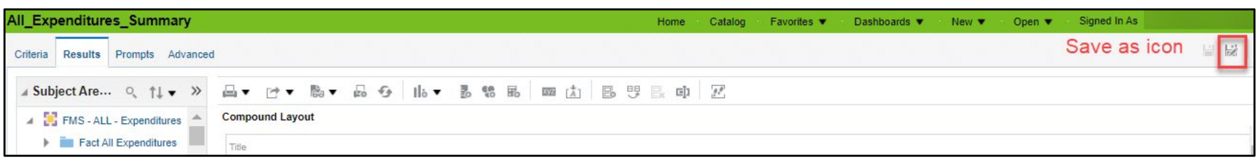
Fund	Appropriation (CF3)	Department - Financials	Fact All Expenditures	Department Tree - Exp		Appropriation (CF3)	
Fund	Appropriation	Fin Department	Monetary Amt	Approp Dept Id	Altmt Dept Id	Bdgt Program	Bdgt Activity
1000 - General	G100001 - Accounting Services	G1031100 - Payroll Services	591,481.76	G1010000	G1021100	G1001 - Statewide Services	G100101 - Accounting Service:
1000 - General	G100001 - Accounting Services	G1031200 - Statewide Accounting	1,076,324.99	G1010000	G1021200	G1001 - Statewide Services	G100101 - Accounting Service:

4. To save the report with the *Prompt* values you selected, go to the bottom of the report page. Select the *Analyze* link.



5. The EPM Data Warehouse displays the *All Expenditures* report in a form that you can customize with your agency's data. Select the *Criteria* tab at the top of the page.

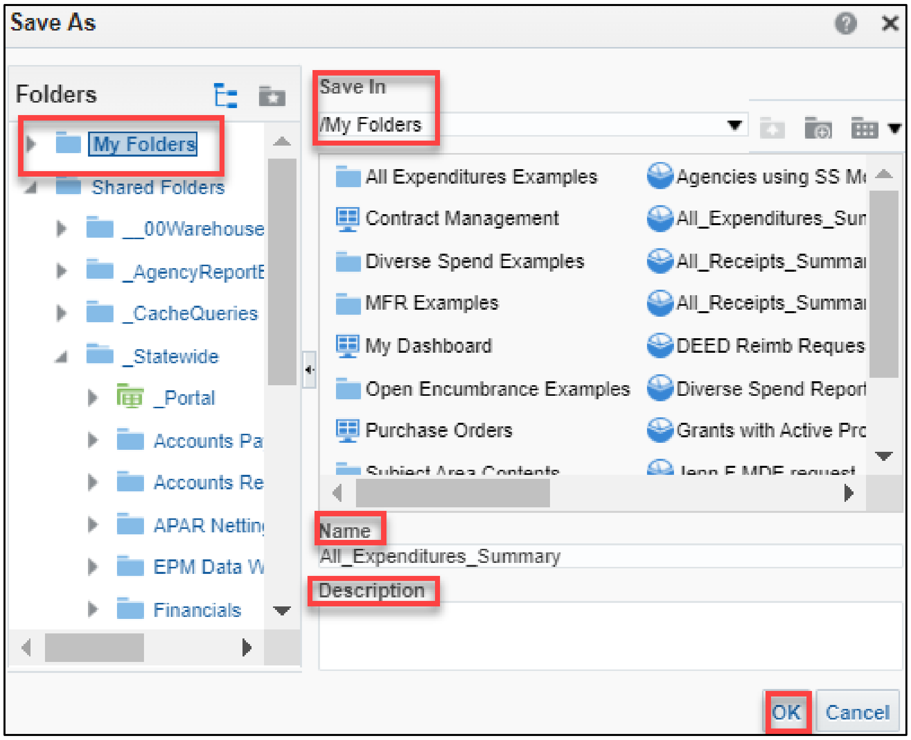
6. At the top right side of the page, select the **Save As** icon.



7. The **Save As** window appears.

Most users of the EPM Data Warehouse do not have administrative roles and permissions to save reports in shared dashboards and folders. Save customized reports in *My Folders*.

a. On the left *Folders* menu, select *My Folders*. Determine where in *My Folders* you wish to save the report.
b. Then, enter the report name in the *Name* field.
c. As an option, add text in the *Description* field.
d. Select **OK**.



Step 3: On the Criteria tab, enter your agency's values in the filters

The EPM Data Warehouse brings you to the *Results* tab of the saved report. Select the *Criteria* tab.

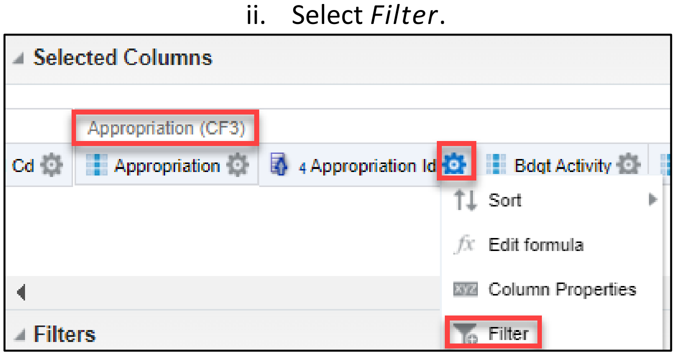
There are two places to review and update filters on the *Criteria* tab (1) inside the data fields of the *Selected Columns* section and (2) in the *Filters* section of the report.

1. The *Selected Columns* section provides the data fields for the All Expenditures report.

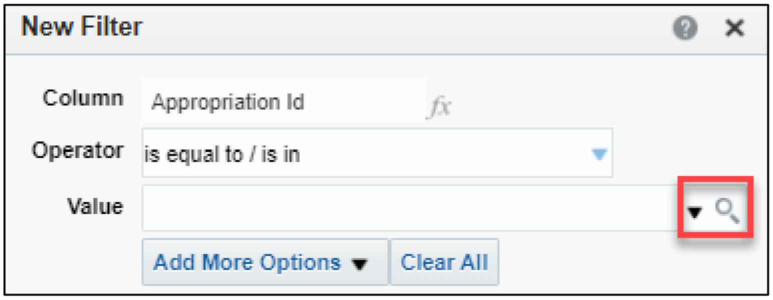
   Review the filters in the data fields that are in this section to make the report focused on your agency's needed data. You can see a description of these data fields at the end of this guide.

   a. In this example, look for specific Appropriations that displays the ID and name. In the *Selected Columns* section, move to the right to the *Appropriation (CF3)* data field. Choose the *Appropriation* data field.

      i. Open the menu icon, which looks like a gear.
      ii. Select *Filter*.

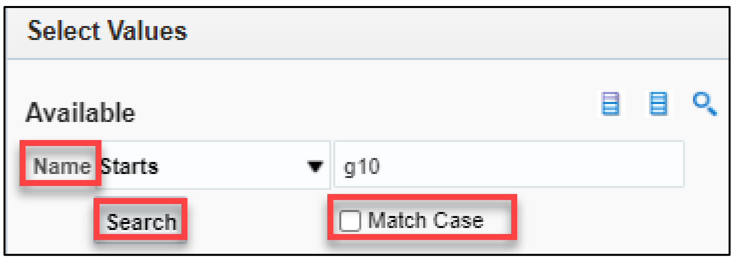


b. The EPM Data Warehouse opens the *New Filter* window. If you don't know the value of the specific value, you can search for it in the *New Filter* window. Next to the *Value* field, select the **Search** icon. It looks like binoculars.



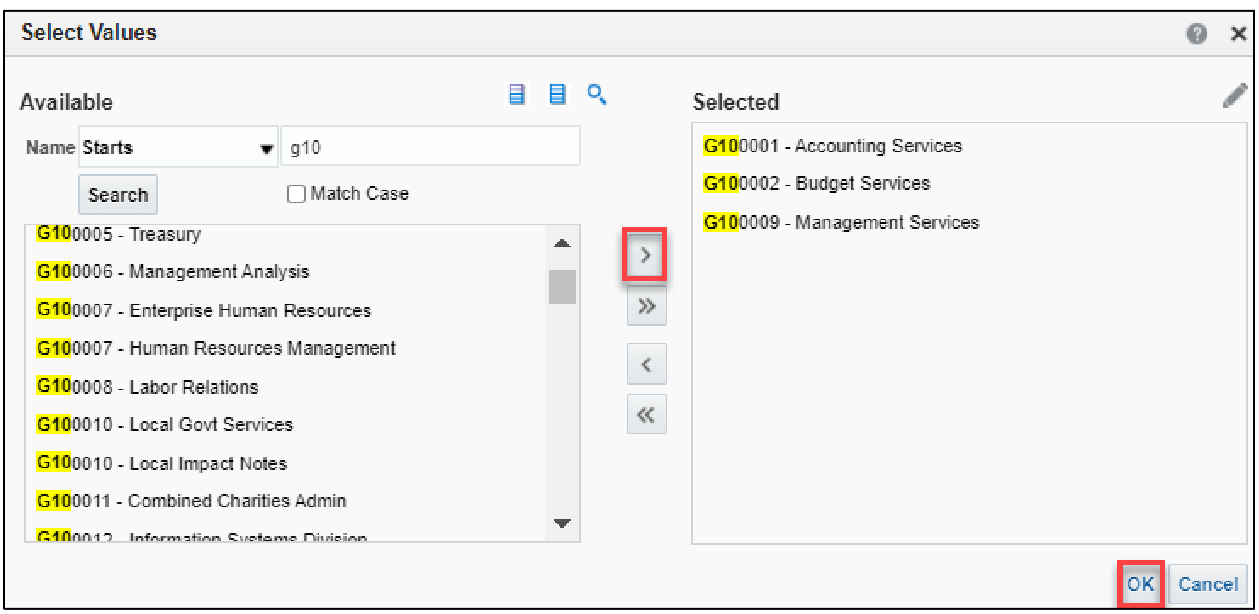
i. The *Select Values* window opens. In the *Name* field, enter a search value and select the *Search* button. In this example, look for three Appropriations for G10.

IMPORTANT. Uncheck the **Match Case** box to open your search values.

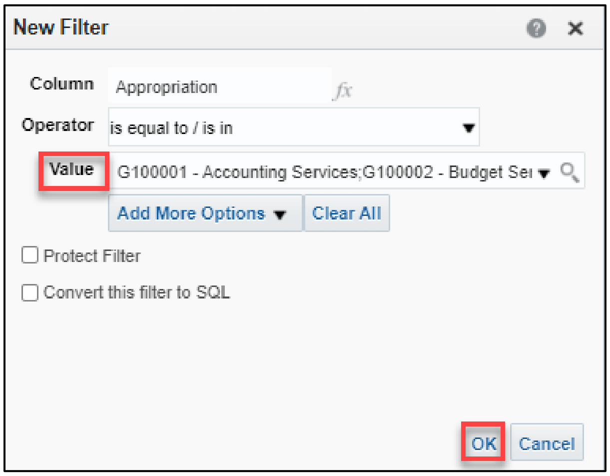


ii. The *Available* column now has search options. Use the **Move** or **Move all** icons in the middle of the page to move the values into the *Selected* column.

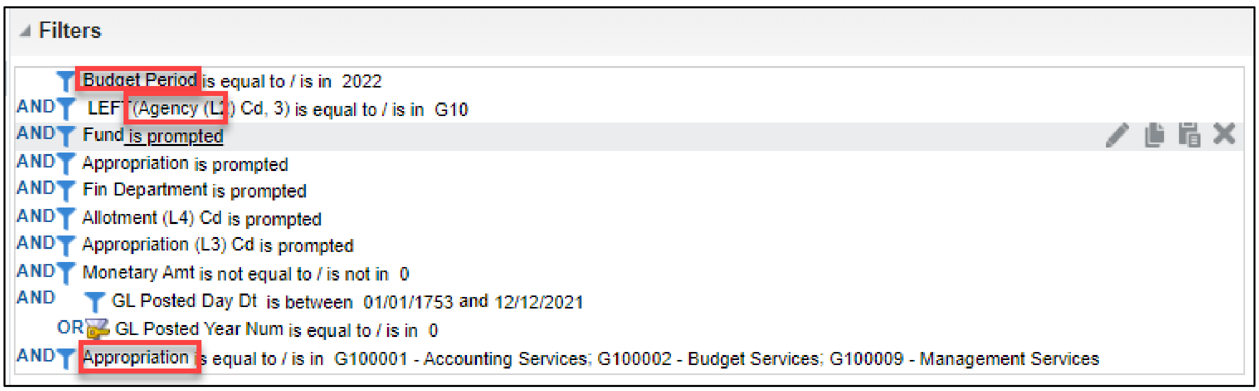
iii. Select **OK**.



iv. The updated *New Filter* window appears with the new values. Select **OK**.



c. Review the *Filters* section of the report page to see the filters you created.

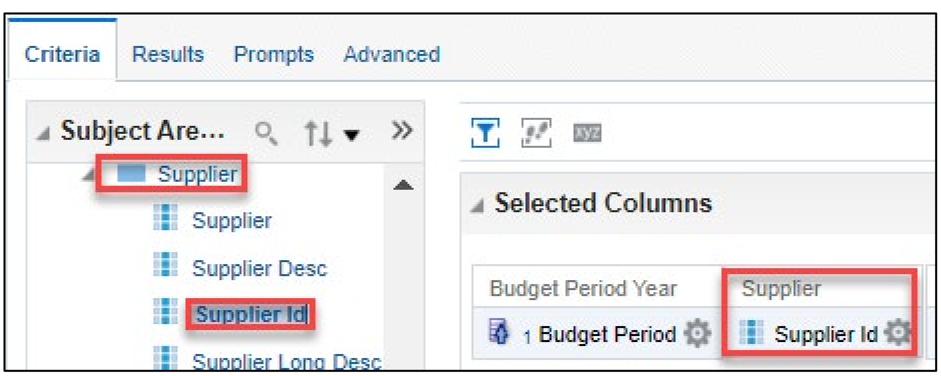


d. Make sure to save changes you wish to keep on the report.

2. As an option, add any new data fields from the *Subject Areas* column on the *Criteria* tab.

   a. In this example, add a *Supplier ID* to track expenditures by suppliers.

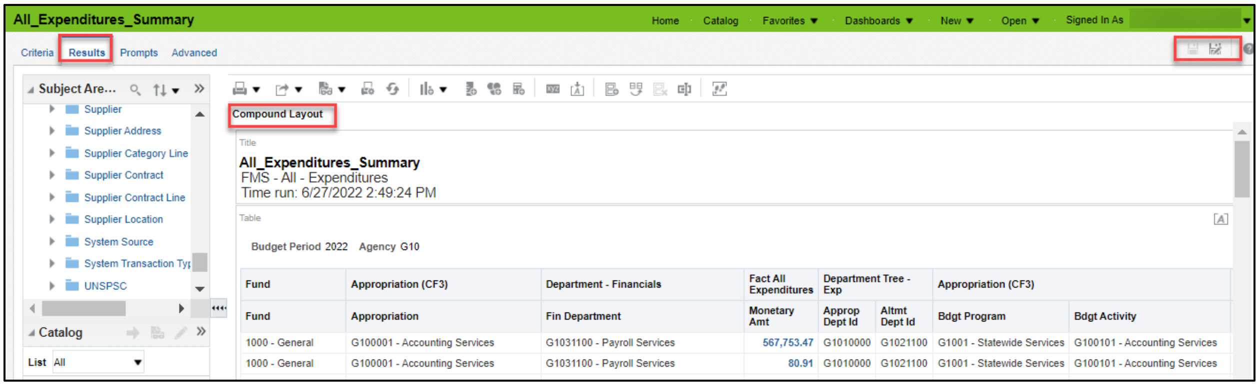
   b. Find the *Supplier* folder and open it up. Select the *Supplier ID* data field and double tap or drag it to the *Selected Columns* area.



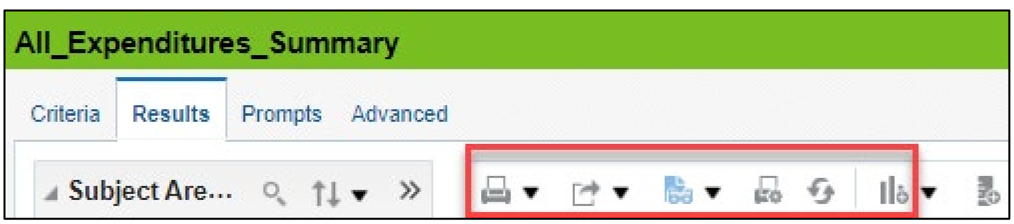
   c. Make sure to save changes you wish to keep on the report.

Step 4: Run the All Expenditures report, test it, and resave it as needed

1. To run the report with the filters and any new data fields, select the *Results* tab. The report will appear in the *Compound Layout* section.



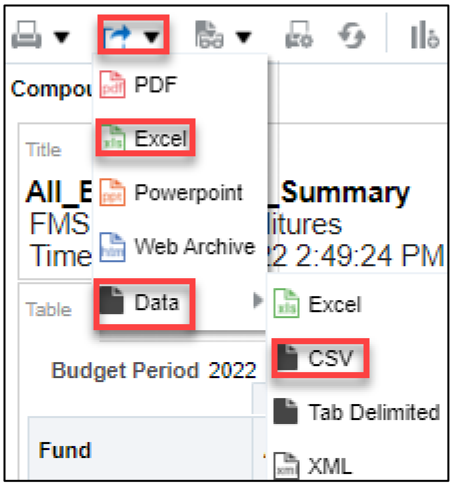
2. If the report needs updating, return to the *Criteria* tab, and update it.
    a. You can delete data fields on the *Selected Columns* section.
    b. You can delete and update filters on the *Filters* section.
3. Save the report. At the top of the page, select the **Save** icon.
4. You can take some actions on the *Results* page. Above the *Compound Layout* section, you'll find a row of icons.



    a. **Print this analysis:** This icon looks like a printer. It allows you to print the report in "Printable PDF" or "Printable HTML" format.
    b. **Export this analysis:** This icon looks like a box with an arrow pointing to the right. It allows you to save the report to your computer in the following file types: PDF, Excel, PowerPoint, Web Archive, or Data.
    c. **Show how the results will look on Dashboard:** This icon looks like a piece of paper with eyeglasses. It will show how report appears when displayed in a dashboard. It appears in a separate window.
    d. **Print & Export Options:** This icon looks like piece of paper with a gear icon. It allows you to set page settings on your printer for printing the report.
    e. **Refresh the results of the current analysis:** This icon looks like two arrows in a circle. It allows you to refresh data in the report.
    f. **New View:** This icon looks like two bars with a plus sign. It allows you to show the results in other views such as a table, a pivot table, or a graph.

IMPORTANT. Agencies commonly export this report using *Export this analysis* to Excel or a CSV data file. If you select Excel, your report will include subtotals. If you select *Data,* your report will be an Excel spreadsheet with no subtotals. It allows you to easily manipulate the data.

5. As desired, export your report.
   a. Select the **Export this analysis** icon.
   b. The EPM Data Warehouse opens a window with the export options.

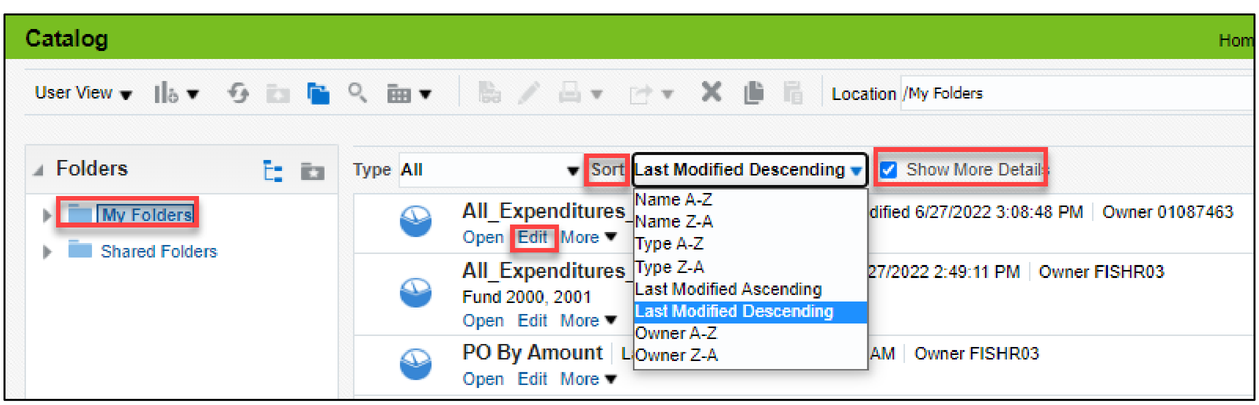


   c. Select the best option.
   d. The EPM Data Warehouse displays the file at the bottom of your screen outside of the EPM Data Warehouse. Open it and review the data to make sure it answers your reporting needs.

Step 5: Find and reuse your saved report

Once you save a report, you can find it and reuse it.

1. Return to the folder or dashboard you saved your report in the EPM Data Warehouse. Most users of the EPM Data Warehouse save reports in My Folders in the *Catalog*.
2. On the global menu, select *Catalog*. Open the *My Folders* section. The report appears in the right pane. You can search for the report using the *Sort* menu. You can also check the **Show More Details** box to display the description if you added one.



3. See the options below the report.

- *Open:* You can open it and the EPM Data Warehouse will run the report with the data from the last time you saved the report.

NOTE: To get refreshed data, go to the bottom of the report and select the *Refresh* link. The EPM Data Warehouse will rerun the report.

- *Edit*: You can edit it, update the criteria, rerun it, and save any desired changes.
- *More:* Find other actions for this report such as print, export, copy, and delete.

Appendix A: Data fields Used in the Prompts and Results of the All Expenditures Report

Data field	Data field Location	Data field Description
Monetary Amount	Fact Folder in the Criteria and Results tabs	Facts are dynamic and usually do a calculation (such as sum). The calculation is predetermined in the Subject Areas. The Monetary Amount may operate different in other reports. In All Expenditures, it is the sum of the transaction(s) that have an impact on agencies' expense budgets (such as vouchers in a ChartField string).
*** Budget Period**	Summary and Detailed	The Budget Period identifies the period that money is legally authorized for spending by the legislature. Budget periods start on July 1st and end on June 30th of the next year. For example, Budget Period 2022 refers to the Budget Period from 7/1/2021 to 6/30/2022.
*** Agency**	Summary and Detailed	This is the state agency responsible for the expenditures. Enter the three-digit Agency Code of the agency (such as G10 for Minnesota Management and Budget).
*** GL Posted Day Date** (General Ledger)	Summary and Detailed	This field identifies a date range that a transaction has posted against the General Ledger. Select the beginning and end dates for the desired transactions. In some cases, the transaction may appear in the budget but not posted in the General Ledger. This field can be useful for point in time reporting.
Appropriation (CF3)	Summary and Detailed	An Appropriation legally authorizes spending, or the collection of receipts as specified in session laws or state statutes. This list begins with an Appropriation ID and includes a description of that ID (such as B041W12 – Pesticide Monitoring Lab).
Fin Department (Financial Department)	Summary and Detailed	A Fin DeptID is an eight-character alphanumeric identifier (Financial Department Identifier) that defines the organizational structure within an agency. This list begins with a Fin DeptID and includes a description of that ID (such as B04312M1 – GM Slow the Spread).
Fund	Summary and Detailed	The Fund assures that dollars are used to meet specific activities in accordance with legislative intent, special regulations, restrictions, and limitations. This list begins with Fund ID and a description of it (such as 1000 – General).
Approp Dept ID (Appropriation Department ID)	Summary and Detailed	The Appropriation Department ID uses the Fin DeptID to establish appropriation budgets for an agency (such as GR910000). Most agencies have only one Approp Dept ID. This field is used only by agencies with multiple Approp Dept IDs.
Appropriation ID	Summary and Detailed	An Appropriation ID is a seven-character alphanumeric identifier of the agency that receives credit. It indicates a single appropriation account that controls the total amount of an agency's expenditures (such as agency division). This list includes only the Approp ID and not a description of it (such as B041W12).

Data field	Data field Location	Data field Description
Altmt Dept ID (Allotment Department ID)	Summary and Detailed	Agencies rarely use this field for filtering data in this report. It is based on Fin DeptIDs. Some agencies group multiple Fin Dept IDs into one Allotment ID. The Allotment is created when agencies post expense budgets.
Project ID	Detailed	The Project ID is the unique identification code established by agencies for a particular initiative or project. It may be used for grants, capital projects, and agency directed projects. This field is required on all federal fund transactions. They begin with the first three digits of your Business Unit (such as G10CRFRAOFF1).
Customer	Detailed	Customer ID is an Accounts Receivable and Billing field. Customer ID will only appear in this report on Billing transactions that reference an expenditure account. **IMPORTANT!** Enter the Agency ID and GL Posted Day Dates. Wait for data to appear in the menu if there is customer data for those parameters. • Customer IDs are agency specific. Select the Agency ID. • Also, receipts are time limited, enter the GL Posted Day Dates.
Supplier	Detailed	A supplier is a supplier of goods or services. The Supplier ID is a ten-digit identification number assigned to a supplier. This list includes the Supplier ID and the SWIFT Supplier Name (such as 0000295401 – Innovative Office Solutions, LLC).