

QUICK REFERENCE GUIDE

November 1, 2019

View Open Transactions

This guide covers how the *Open Transactions* page can help you review your work and determine where an asset transaction is in the process. For example, you can use this page to view depreciation transactions that are pending. You could also review the transactions you entered for the day and double-check the entries, such as Accounting Dates and Transaction Types. If you find transactions that have been entered incorrectly and Depreciation Calculation has not been run for the transaction, the transaction can be deleted. Please contact SWIFT Module Support at AgencyAssistance.MMB@state.mn.us for assistance.

This page tracks the following processes:

Process Status	Status Description
Depreciation Calc	The Depreciation Calc Status tracks if the “Depreciation Calculation” process has been run for the asset transaction. This process can be run manually by users with the AM-Asset Accountant role. The Depreciation Calculation process also runs automatically in the overnight batch.
Acct Entry Creation	The Acct Entry Creation Status tracks the process that generates the Accounting Entry for the transaction. This process can be run manually by SWIFT Module Support and it also runs automatically in the overnight batch.
Reporting Process	The Reporting Process Status tracks if the transaction has updated the Depreciation Reporting table. This process is only run by SWIFT Module Support at the agency’s request.
Group Consolidation	Not used by the State of Minnesota.

Note: These processes must be run in this predetermined order: 1) Depreciation Calculation; 2) Accounting Entry Creation; 3) Depreciation Reporting table update. The Depreciation Reporting table cannot be updated until Depreciation Calculation and Accounting Entries are processed.

Steps to complete:

- Step 1: Navigate to the Open Transaction page
- Step 2: View the Open Transaction Detail page

Step 1: Navigate to the Open Transaction page

1. Navigate to the *Open Transactions* page using one of the options described below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Lifecycle, left-menu, Depreciate Assets, Open Transactions.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Reports/Processes tab, Reports/Processes section, Depreciation Calculation, Open Transactions.

2. At the *Open Transaction* page, enter search criteria to locate the transactions you want to view. Commonly used options are described below.

Open Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Asset Identification begins with

Asset Book Name begins with

Transaction Date >=

Accounting Date =

Transaction Type =

Depreciation Calc Status =

Acctg Entry Creation Status =

Reporting Process Status =

Group Consolidation Status =

[Basic Search](#)

Search Results

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Business Unit	Asset Identification	Asset Book Name	Date/Time Stamp	Transaction Date	Accounting Date	Transaction Type	Depreciation Calc Status	Acctg Entry Creation Status	Reporting Process Status	Group Consolidation Status	User ID	Open Transaction ID
G1001	000000000004	MINN	01/04/2019 2:35:42PM	12/25/2018	01/01/2019	Retirement	Completed	Pending	Pending	Never	FI	0
G1001	000000000005	MINN	01/04/2019 2:35:42PM	12/25/2018	01/01/2019	Retirement	Completed	Pending	Pending	Never	FI	0
G1001	000000000006	MINN	01/04/2019 2:35:42PM	12/25/2018	01/01/2019	Retirement	Completed	Pending	Pending	Never	FI	0
G1001	000000000010	MINN	01/04/2019 2:35:42PM	12/25/2018	01/01/2019	Retirement	Completed	Pending	Pending	Never	FI	0

Field	Field Description
Business Unit	Accept the default <i>Business Unit</i> or click on the Lookup and select a different <i>Business Unit</i> .
Asset Identification	Enter an <i>Asset ID</i> to limit your search. The percent sign (%) can be used to replace one or more characters.
Asset Book Name	MINN is the only option.

Field	Field Description
Transaction Date	Enter a specific transaction date or leave blank to see all dates. Tip: you can select the “between” operator to see transactions within a range of Transaction Dates.
Accounting Date	Enter a specific accounting date or leave blank to see all dates. Tip: you can select the “between” operator to see transactions within a range of Accounting Dates.
Transaction Type	Select a <i>Transaction Type</i> to limit your search or leave blank to see all <i>Transaction Types</i> . The transaction types that you will normally use are: <ul style="list-style-type: none"> • Asset Addition: Entered a new asset or added funding strings for an asset. • Asset Cost Adjustment: Entered an adjustment for asset Cost, Quantity or Salvage Value. • Asset Recategorization: Changed an asset’s category. • Asset Reinstatement: Reinstated a retired asset. • Asset Retirement: Retired an asset. • Asset Transfer: Changed an asset’s funding string or Business Units (Inter Unit). • Book Adjustment: Changed the asset depreciation setup.
Depreciation Calc Status	Select a <i>Depreciation Calc Status</i> to limit your search or leave blank to see all statuses. Available statuses include: <ul style="list-style-type: none"> • Completed Depreciation: Depreciation has been calculated. • Held for Transfer In: Transfer transactions – Receiving Business Unit. • In Processing: Transactions are currently processing. (It may be stuck; contact SWIFT Module Support at AgencyAssistance.MMB@state.mn.us for assistance. • Never Calculate Depreciation: Depreciation is not needed. • Pending Depreciation: Depreciation Calculation is pending.
Acctg Entry Creation Status	Select an <i>Acctg Entry Creation Status</i> to limit your search or leave blank to see all statuses. <ul style="list-style-type: none"> • Completed Distribution: Accounting Lines Created. • Never Calculate Distribution: No Accounting Line is needed for this transaction. (Book Change). • Pending Distribution: Accounting Line creation is pending.

Field	Field Description
Reporting Process Status	Select a <i>Reporting Process Status</i> to limit your search or leave blank to see all statuses. Available statuses include: <ul style="list-style-type: none"> Completed Never Pending
Group Consolidation Status	The Group Consolidation Status is not used by the State of Minnesota.

- Click on the **Search** button. Transactions meeting your criteria display in the **Search Results**. The Search Results listing displays the Business Unit, Asset Identification number, Asset Book Name, Date/Time Stamp, Transaction Date, Accounting Date, Depreciation Calc Status, Acctg Entry Creation Status, Reporting Status, User ID, and Open Transaction ID.

Step 2: View the Open Transaction Detail page

- Click on an entry in the Search Results. The *Open Transaction Detail* page displays.

Open Transaction Detail

Open Transaction Detail Q | << | < | 1 of 1 | > | >> | View All

Business Unit	G1001 Minnesota Management & Budget	Audit Logs
Asset Identification	00000001189	
Asset Book Name	MINN Minnesota State Book	
Transaction Date	07/25/2018	Accounting Date 07/25/2018
		Date/Time Stamp 07/25/2018 10:51:29AM
Transaction Type	ADD Asset Addition	Transaction In/Out
Transfer Unit		Transfer Asset ID
		Transfer From Book
Depreciation Calc Status	Completed	Acctg Entry Creation Status Completed
Reporting Process Status	Completed	Group Consolidation Status Never
Open Transaction ID	223	
User ID	FI	Michael

Save Return to Search Previous in List Next in List Notify

- Fields displayed include: Business Unit, Asset Identification number, Asset Book Name, Transaction Date, Accounting Date, Date/Time Stamp, Depreciation Calc Status, Acctg Entry Creation Status, Reporting Status, Open Transaction ID, and User ID.