SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Accounts Receivable Quick Start Guide

September 1, 2019

Starting in December 2019, there will be changes to SWIFT. While the new version will have a new look and feel, this upgrade will not affect how most processes are completed in SWIFT.

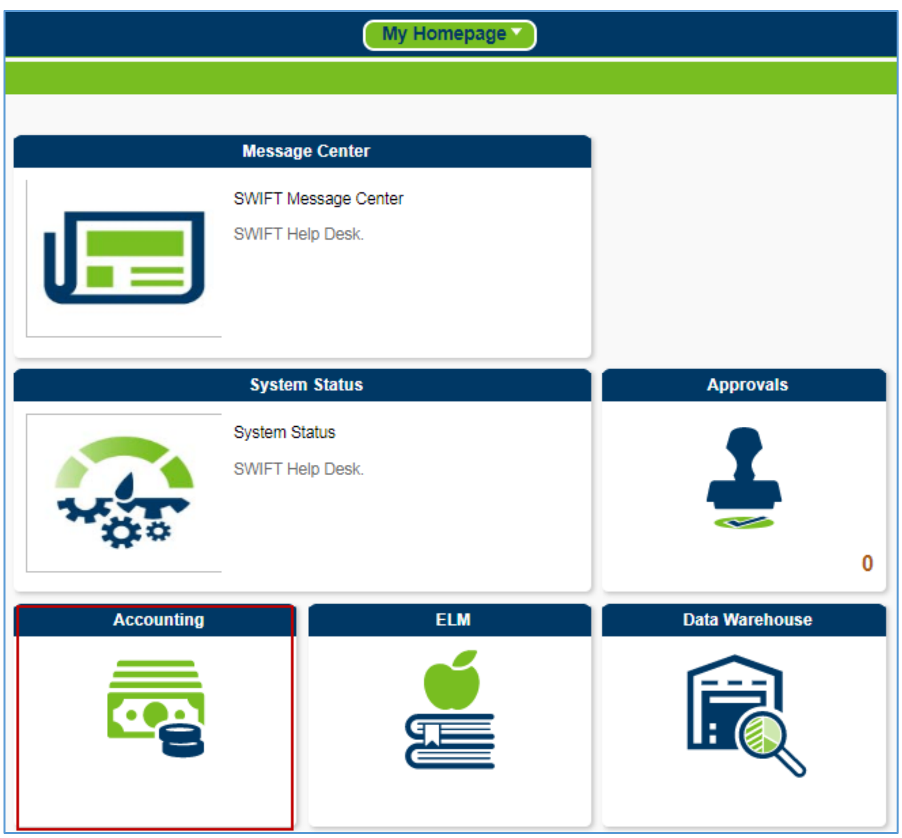
Note: There may be some changes to this information since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact us at: SWIFT.project@state.mn.us.

This guide covers how to navigate to Accounts Receivable module pages after the SWIFT/Portal Limited Upgrade. Options that you see in the module depend on your security roles. You may see more or fewer options than shown in this guide.

- Step 1: Navigate to the Accounts Receivable Module
- Step 2: View Accounts Receivable WorkCenter
- Step 3: View Accounts Receivable Navigation Collections

Step 1: Navigate to the Accounts Receivable Module

1. From **My Homepage**, select the **Accounting** tile.



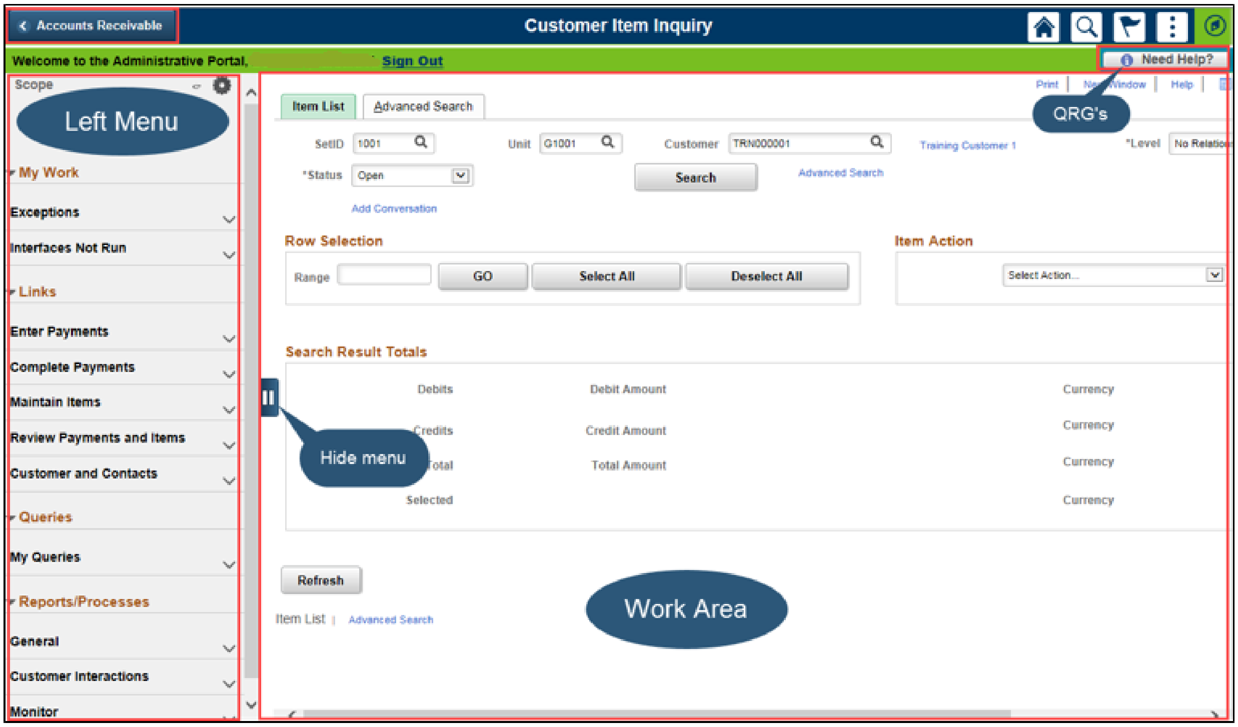
2. On the *Accounting* page, select the **Accounts Receivable** tile.

Step 2: View the Accounts Receivable WorkCenter

The Accounts Receivable WorkCenter provides a centralized place where you can access frequently used pages, queries, processes, and reports.

1. Click on the **Receivables WorkCenter** tile.

2. By default, the WorkCenter displays the *Item List* inquiry in the **Work Area** on the right side of page.



- Expand the drop-downs in the **Left Menu** to select WorkCenter options.
- Click on the **Hide Menu** button to hide the **Left Menu**.
- Select the **Need Help?** button to access SWIFT QRG's and Help Desk contact information (top right of page).

3. The **Left Menu** includes the **My Work**, **Links**, **Queries**, and **Reports/Processes** sections with the folders and pages described below.

Left Menu Section	Description of Folders and Pages
My Work	View transactions with errors. Folders and pages include: • **Exceptions**: Posting Errors, and Budget Exception pages. • **Interfaces Not Run**: Bill and Refund Interfaces Not Run pages.
Links	Access commonly used pages. Folders and pages include: • **Enter Payments**: Regular and Express Deposit pages. • **Complete Payments**: Payment Worksheet and Accounting Entries pages. • **Maintain Items**: Maintenance Worksheet pages. • **Review Payments and Items**: Account Overview, Item List, and View/Update Item Details pages. • **Customer and Contacts**: Customer and Contact pages.

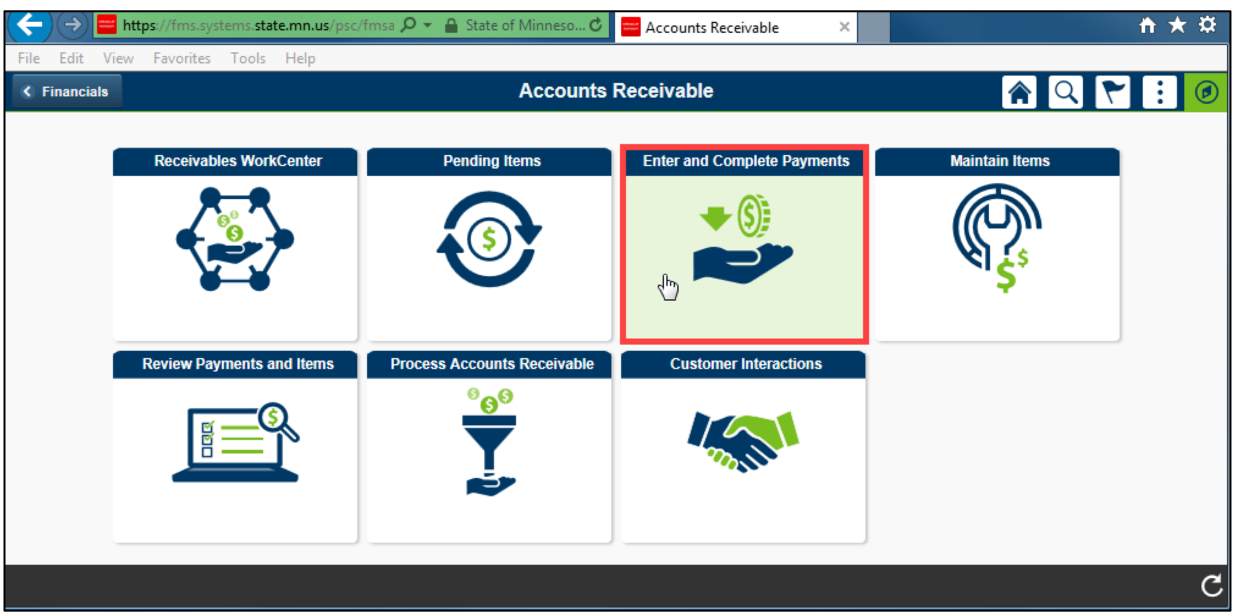
Left Menu Section	Description of Folders and Pages
Queries	Run frequently used Accounts Receivable queries.
Reports/Processes	Run frequently used reports and processes. Folders and pages include: • **General**: ARUpdate and Request Refund processes, and Payment Detail report pages. • **Customer Interactions**: Conversations, Customer Statements, Overdue Charges, and Dunning Letters pages. • **Monitor**: Process Monitor, Report Manager, and Query Viewer pages.
Help/QRGs	The **Help/QRGs** tab provides access to Quick Reference Guides (QRGs) and SWIFT Help Desk contact information on the **Left Menu**. When you select a QRG**,** the pdf displays in a new window.

4. To return to the **Accounts Receivable** homepage, click on the **<Accounts Receivable** back button on the top-left of page.

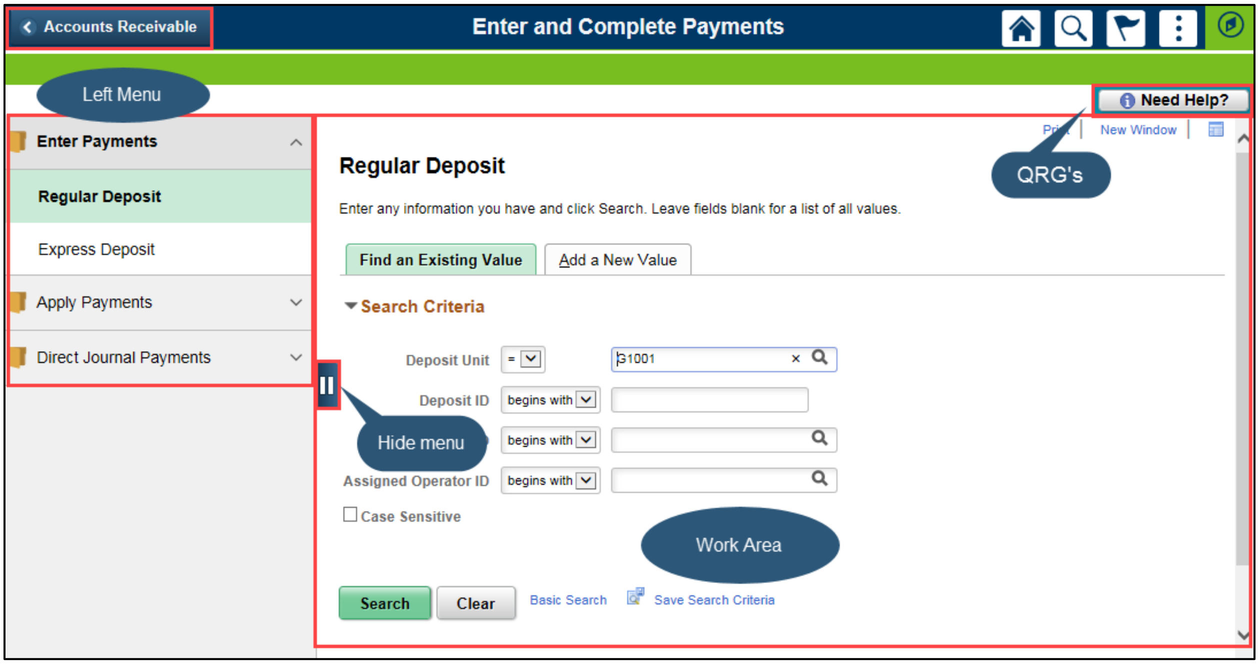
Step 3: View the Accounts Receivable Navigation Collections

You can also work in navigation collections that bring together related tasks, activities, and processes.

1. For example, select the **Enter and Complete Payments** navigation collection tile.



2. Navigation collections also have a **Work Area** on the right and the **Left Menu**. You'll click on the drop-down arrows in the **Left Menu** to expand the menu of options. You'll select the back button on the upper-left to return to the **Accounts Receivable** homepage.



- Here's a listing of the navigation collections in the Accounts Receivable module and a description of their use.

Navigation Collection	Description of Folders and Pages
Pending Items	• The **Single Item** page opens by default. Find bills that could not be posted to customer accounts by the ARupdate process and set the bills to post. • View **Groups Not Set** to post by User ID or Business Unit. Set the groups to post or take other appropriate action.
Enter and Complete Payments	The *Regular Deposit* page opens by default. Folders and pages include: • **Enter Payments**: Regular or Express Deposit pages. • **Apply Payments**: Create/Update Payment Worksheet pages. • **Direct Journal Payments**: Create Accounting Entries pages.
Maintain Items	The *Create Worksheet* page opens by default. Folders and pages include: • **Maintenance Worksheet**: Create Worksheet pages. • **Refunds**: Request Refund Item and Refund Status pages.

Navigation Collection	Description of Folders and Pages
Review Payments and Items	The *Account Overview* page opens by default. Folders and pages include: • **Customer Accounts**: Item List, View/Update Item Details, and Item Activity pages. • **Customer Information**: Account Overview, Payments, and Customer Activity pages. • **Review Payments**: All Deposits, All Payments, Deposit Accounting Entries, and Payment Detail pages.
Process Accounts Receivable	The *ARUpdate* page opens by default. Folders and pages include: • **ARUpdate**: Request Receivables Update page. • **Correct Posting Errors**: Posting error pages for External Items, Payments, etc. • **Unpost Groups**: Unposting pages for Payment Group, Maintenance Group, etc. • **Revenue Estimate**: Revenue Estimate Budget Check pages. • **Pending Items**: Single Item, and Groups Not Set to Post pages.
Customer Interactions	The *Customer General Information* page opens by default. Folders and pages include: • **Customers and Contacts**: Customer and Contact pages. • Statements, Dunning Letters, Overdue Charges, Conversations, and Actions folders including related pages.