

## QUICK REFERENCE GUIDE

November 1, 2019

### Review Entries by Invoice

This guide covers how to review accounting entries by invoice. Billing accounting entries are created in the Load GL process, which is one of the jobs included in the Single Action Invoice process.

Steps to complete:

- Step 1: Locate an Existing Invoice to Review Accounting Entries
- Step 2: Review Bill Header and Accounting Information
- Step 3: Review Transaction Amounts
- Step 4: Review Journal Information
- Step 5: Review reference information
- Step 6: View Related Links
- Step 7: Optionally, Change ChartField Display

### Step 1: Locate an existing invoice to review accounting entries

Navigate to the *Accounting Entries by Invoice* search page to review accounting entries for an existing invoice.

1. Navigate to the *Accounting Entries by Invoice* page using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left-menu, Review Entries by Invoice.

2. Accept the default *Business Unit* or enter the *Business Unit*.
3. Enter the *Invoice ID*. You also have the option to leave the Invoice field blank to see all invoices in that specific *Business Unit*.

**Accounting Entries by Invoice**

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 =

Invoice begins with

[Basic Search](#)

4. Click the **Search** button. The *Review Entries by Invoice* page displays.

## Step 2: Review Bill Header and Accounting Information

Bill header and accounting information are displayed on the *Review Entries by Invoice* page.

The **Bill Header Information** displays:

- Business Unit
- Invoice ID
- Customer ID and Name
- Invoice Amount including Total Debits and Credits

The **Accounting Information** tab displays:

- Accounting Date
- Type, including Accounts Receivable (debit side) and Recognized Revenue (credit side)
- ChartField values, including, Fund, Fin Dept ID, Approp ID, and Account

**Note:** Use the scroll bar to view all of the fields.

**Review Entries by Invoice**

Unit G1001 Bill To 0000000006 Invoice Amt 200.00 USD  
 Invoice 00000491255 League of Minnesota Cities

**Accounting Entries**

Acctg Information Transaction Amounts Discounts/Surcharge Journal Information Reference Information

GL Unit	Acctg Date	Type	Account	Fund	Fin DeptID	Appropriation ID (CF3)	PC Business Unit	SW Cost	Project	Activity	
MN001	08/16/2018	Accounts Receivable	120001	5200	G1037610	G100086					
MN001	08/16/2018	Recognized Revenue	513304	5200	G1037610	G100086					
Total Debits				200.00 USD	Total Credits				-200.00 USD		

## Step 3: Review Transaction Amounts

1. Click on the **Transaction Amounts** tab. This tab displays the amount of the transaction, showing the debit and credit amounts.

**Review Entries by Invoice**

Unit G1001      Bill To 0000000006      Invoice Amt 200.00 USD  
 Invoice 00000491255      League of Minnesota Cities

**Accounting Entries**

1-2 of 2 | View All

GL Unit	Acctg Date	Type	Account	Transaction Amt	Currency	Base Amt	Base Currency
MN001	08/16/2018	Accounts Receivable	120001	200.00	USD	200.00	USD
MN001	08/16/2018	Recognized Revenue	513304	-200.00	USD	-200.00	USD
Total Debits				200.00 USD	Total Credits		-200.00 USD

**Note:** Discounts/Surcharge is not being used by the State of MN.

## Step 4: Review Journal Information

1. Click on the **Journal Information** tab. The **Journal Information** tab displays:
  - Journal ID - the Journal ID is generated when the Journal Generator process runs. It is a SWIFT process that runs nightly
  - Line number references the Journal lines
  - Journal Date reflects the date the Journal posted to the General Ledger
  - Status – “D” represents Distributed, which shows the accounting entry has been distributed to the GL

**Accounting Entries**

1-2 of 2 | View All

GL Unit	Acctg Date	Type	Account	Tax Authority	Journal ID	Line #	Journal Date	Status	Entry Event	
MN001	07/31/2014	Accounts Receivable	120001		BI01810049	1	07/31/2014	D		
MN001	07/31/2014	Recognized Revenue	670011		BI01810049	2	07/31/2014	D		
Total Debits				1,750.00 USD	Total Credits		-1,750.00 USD			

## Step 5: Review Reference Information

1. Click on the **Reference Information** tab. This tab displays:
  - Journal Line Reference information. It is optional to enter Journal line information when creating a journal entry. If information is entered, it will appear in this field.

**Review Entries by Invoice**

Unit G1001      Bill To 0000000006      Invoice Amt 200.00 USD  
 Invoice 00000491255      League of Minnesota Cities

**Accounting Entries**

☰ Q ✕      1-2 of 2      View All

Acctg Information    Transaction Amounts    Discounts/Surcharge    Journal Information    **Reference Information**    ID

GL Unit	Acctg Date	Type	Account	Journal Line Reference
MN001	08/16/2018	Accounts Receivable	120001	
MN001	08/16/2018	Recognized Revenue	513304	
Total Debits		200.00 USD		Total Credits -200.00 USD

Return to Search    Previous in List    Next in List    Notify

## Step 6: View Related Links

1. Click on the **View Related Links** (🔗) icon to view the Bill or GL Journal for the invoice.

**Review Entries by Invoice**

Unit G1001      Bill To 0000000006      Invoice Amt 200.00 USD  
 Invoice 00000491255      League of Minnesota Cities

**Accounting Entries**

☰ Q ✕ 🔗      1-2 of 2      View All

Acctg Information    Transaction Amounts    Discounts/Surcharge    Journal Information    **Reference Information**    ID

GL Unit	Acctg Date	Type	Account	Journal Line Reference
MN001	08/16/2018	Accounts Receivable	120001	
MN001	08/16/2018	Recognized Revenue	513304	
Total Debits		200.00 USD		Total Credits -200.00 USD

Return to Search    Previous in List    Next in List    Notify

2. At the dialog, select **Go to Bill Inquiry** or **Go to GL Journal**.

Please select one of the following links: [Help](#)

[Go To Bill Inquiry](#)

[Go to GL Journal](#)

Cancel


# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

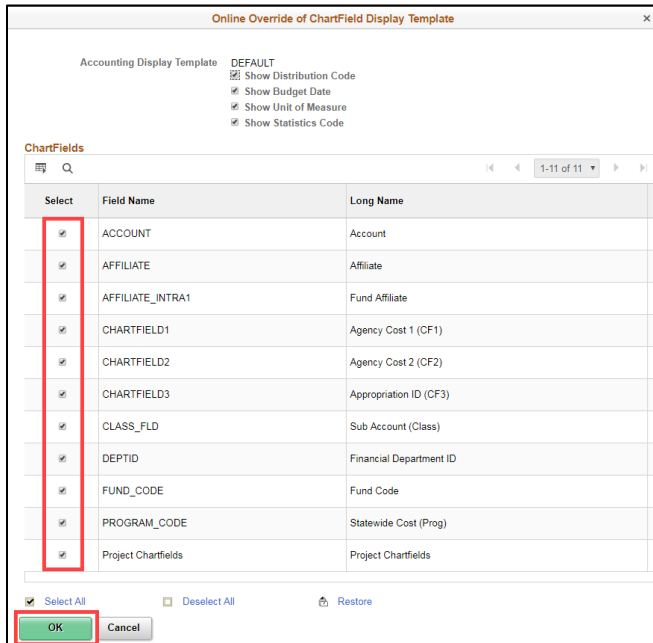
- If you selected the **Go to Bill Inquiry**, the *Billing Detail* pages will display in a new widow with the **AR Offset** tab selected. You can click on the other tabs or Go to links to display more bill information.

- If you selected **Go to GL Journal**, the *Review Journal Status* search page will display with search criteria provided. Click on the **Search** button to review the *Review Journal Status* page in a new window.

3. Close the new windows (X) to return to the Review Entries by Invoice page.

## Step 7: Optionally, Change ChartField Display

1. You can change the field display by clicking on the **ChartFields Display Override** (  ) icon. This page enables you to:
  - Select how you want the ChartFields displayed
  - Select the ChartFields you want displayed by checking or unchecking the boxes



Accounting Display Template: DEFAULT

- Show Distribution Code
- Show Budget Date
- Show Unit of Measure
- Show Statistics Code

ChartFields

Select	Field Name	Long Name
<input checked="" type="checkbox"/>	ACCOUNT	Account
<input checked="" type="checkbox"/>	AFFILIATE	Affiliate
<input checked="" type="checkbox"/>	AFFILIATE_INTRA1	Fund Affiliate
<input checked="" type="checkbox"/>	CHARTFIELD1	Agency Cost 1 (CF1)
<input checked="" type="checkbox"/>	CHARTFIELD2	Agency Cost 2 (CF2)
<input checked="" type="checkbox"/>	CHARTFIELD3	Appropriation ID (CF3)
<input checked="" type="checkbox"/>	CLASS_FLD	Sub Account (Class)
<input checked="" type="checkbox"/>	DEPTID	Financial Department ID
<input checked="" type="checkbox"/>	FUND_CODE	Fund Code
<input checked="" type="checkbox"/>	PROGRAM_CODE	Statewide Cost (Prog)
<input checked="" type="checkbox"/>	Project Chartfields	Project Chartfields

Select All     Deselect All    Restore

**OK**    Cancel

2. Click the **OK** button.