

QUICK REFERENCE GUIDE

November 1, 2019

Use the Accounting Entries Inquiry in EProcurement

Use the **Accounting Entries** inquiry in the EProcurement module to find accounting information for an individual requisition or for a group of requisitions using the search criteria.

This inquiry allows agencies to gather a large amount of data in one place. The results page allows you to download the results into a spreadsheet. You can filter requisitions by Req ID range, business unit, fiscal year range, requisition status, and ChartField combinations.

This guide describes the steps to use the **Accounting Entries** inquiry in the EProcurement module. It also describes the selection criteria.

Steps to complete

- Step 1: Navigate to the Accounting Entries page
- Step 2: Enter selection criteria to get results.

Steps to use the Accounting Entries page

Step 1: Navigate to the Accounting Entries page

1. Navigate to the **Accounting Entries Selection Criteria** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, EProcurement, Requisitions. Left Menu, Accounting Entries, Accounting Entries Selection Criteria page.

2. On the **Selection Criteria** search page, enter search information in the **Selection Criteria** page.
 - This inquiry allows for large amounts of data.
 - Limit your selection because SWIFT will limit the number of rows.
 - **IMPORTANT!** These fields are required:
 - Enter your *Business Unit*.
 - You must select an item in the **Ledger Group** field.
 - On the **ChartFields** tab, SWIFT requires that the *GL Unit* is "MN001".
 - Consider selecting the Fiscal Year.
 - Consider selecting a Status (e.g., Complete).

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Selection Criteria

*Business Unit R2901

From Req To Req

Requisition Status C

Fiscal Year From/To 2018 2018

*Accounting Line View Option Standard

Max Rows 300

*Ledger Group CTL_KK_DT

ChartFields

Chartfields 11

*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Unit	Project
MN001 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

Fields on the Selection Criteria page. Required items are marked with an asterisk “*”.

Field	Description
* Business Unit	Purchasing Business Units primarily represent State agencies in SWIFT.
From Req To Req	Enter an individual Req ID or choose a range.
Fiscal Year From/To	Enter a four digit year. If using the search icon, choose “FY” for Calendar ID.
Requisition Status	You can sort requisitions in this report by the following values. A- Approved C- Complete D- Denied I- Initial LD- Line Denied O- Open P- Pending Approval V - Preview X - Canceled
Max Rows	Since this report enables agencies to gather a large amount of data, you can set the maximum number of rows that will appear on the results page. If your search results are greater than the rows you choose on this field, SWIFT will not show any results.
* Ledger Group	Ledger groups enable you to group detail ledgers by ledger template and ledger type. Most of them are from the Commitment Control module (KK).

Options in the Ledger Group field

Ledger Group	Description
CASH_EXP	MN Cash Budget - Expense
CTL_KK_DT	MN Detail Expense Ledger Group
CTL_KK_EB	MN Exp Bud Dept Lvl Control
KK_ALLOT	MN Allotment Ledger Group
KK_APPROP	MN Approp Ledger Group
KK_EXP_BUD	MN Exp Budget Ledger Group
KK_PRJ_CDE	MN Track W/O Child Proj LedGrp
KK_PRJ_CHD	MN Project Child Ledger Group
KK_PRJ_PAR	MN Project Parent Ledger Group
KK_PRJ_PDE	MN Track W/O Par Proj LedGrp

3. When ready, press the **OK** button.

Step 2: Review the search results

SWIFT displays **Accounting Entries** page. The search results appear on the **Accounting Entries** section.

Accounting Entries

Business Unit: R2001
 From Req: To Req:
 Status:
 From Fiscal Year: 2018 To: 2018
 Accounting Line View Option: Standard Ledger Group: CTL_KK_DT

Accounting Entries

Grid Action Menu 1-2 of 709 | View 100

Requestion ID	Requester	Change Track Batch	Trans Type	Unpost Seq	Line	Sched	Dist	Entry Event	GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Unit	Project
000002210	D1126479		REQ_PREENC	0	1	1	1		MN001	2001	R209H730	R206930	430001						
100002210	D1126479		REQ_PREENC	0	1	1	1		MN001	2001	R209H730	R206930	430001						

Pre-Encumbrance Balance 2,032,831.26 USD

Accounting Lines Search

- The **Grid Action Menu** allows you to download the data into an Excel spreadsheet.
- The view section allows you to see how many rows of data fit into your search parameters. If you select the **View 100** link, SWIFT displays 100 rows of data.
- The **Accounting Lines Search** link brings you to new window with the **Selection Criteria** page to run another inquiry.

You have successfully reviewed the Accounting Entries inquiry.