

## QUICK REFERENCE GUIDE

February 20, 2024

### 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.

#### Step 1: Access the Accounting Entries page

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

Navigation Option	Navigation Path
WorkCenter	Procurement, EProcurement, Requisitions WorkCenter. Left menu, Accounting Entries, Accounting Entries Selection Criteria page.

2. On the Selection Criteria search page, enter search information.

**NOTE:** This inquiry allows for large amounts of data. Limit your selection because SWIFT will limit the number of rows to what you list in the Max Rows field.

- a. **IMPORTANT!** These fields are required:
  - i. Enter your Business Unit.
  - ii. You must select an item in the Ledger Group field.
  - iii. In the ChartFields tab, SWIFT requires that the GL Unit is "MN001."
- b. Consider selecting the Fiscal Year.
- c. Consider selecting a Status, such as "Complete."

**Fields in the Selection Criteria page.** Fields marked with an asterisk (\*) are required.

Field Name	Field Description
* Business Unit	The Purchasing Business Units primarily represent State agencies in SWIFT.
From Req To Req	Enter an individual Req ID or choose a range.

Field Name	Field Description
<b>Fiscal Year From/To</b>	Enter a four digit year. If using the search icon, choose “FY” for Calendar ID.
<b>Requisition Status</b>	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
<b>Max Rows</b>	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.
<b>* Ledger Group</b>	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

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

**Requisitions Workcenter**

Welcome to the Administrative Portal [Sign Out](#)

Document Status

**Accounting Entries**

Requester's Workbench

Sourcing Workbench

**Selection Criteria**

\*Business Unit: G1001

From Req: [ ]

To Req: [ ]

Requisition Status: C

Fiscal Year From/To: 2024

\*Accounting Line View Option: Standard

Max Rows: 300

\*Ledger Group: CTL\_KK\_DT

**ChartFields**

Chartfields	*GL Unit	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Bus Unit	Project
1	MN001	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

OK Cancel Refresh

## Step 2: Review the search results

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

- 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 All** link, SWIFT displays all of the data.
- The **Accounting Lines Search** link brings you to new window with the Selection Criteria page to run another inquiry.

**Accounting Entries**

Grid Action menu

1-2 of 90 | View All

Details ChartFields

Requisition ID	Requester	Change Track Batch	Trans Type	Unpost Seq	Line	Sched	Dist	Entry Event	GL Unit	Account	Monetary Amount	Base Currency
1000000121	01175612		REQ_PREENC	0	1	1	1		MN001	471606	0.00	USD
1000000121	01175612		REQ_PREENC	0	1	1	1		MN001	471606	19.24	USD

Pre-Encumbrance Balance 0.00 USD

Accounting Lines Search