General Ledger

This overview contains information about changes to the General Ledger module with the SWIFT Limited Upgrade, including:

- GL/KK WorkCenter and Navigation Collections
- Journal Approval Process
- Global Search

**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.

GL/KK WorkCenter and Navigation Collections

You will have the option of working in the GL/KK WorkCenter or the GL Process navigation collection.

- The GL/KK WorkCenter provides a centralized place where you can access frequently used pages, queries, processes, and reports.
- The Navigation Collections bring together related tasks, activities, and processes.

View the General Ledger Quick Start Guide to learn more about how the WorkCenter and Navigation Collections are organized.
Journal Approval Process

The Approvals tile replaces the Worklist used in SWIFT 9.1. Staff will submit journals for approval and the requests will be routed according to your agency workflow configuration as they are in SWIFT 9.1.

- Approval requests will display in the Approvals tile on the Pending Approvals page. Approvers will select the journal on the Pending Approvals page to view the Summary page.

- Approvers can approve or deny the request from the Summary page.

- Or, approvers can select the View Journal Entry link to approve or deny the request on the Approval tab of the journal as they do in SWIFT 9.1.
After the journal has been approved by all the required approvers (or denied), the transaction will appear in the requester’s Notifications – Alerts tab.

Global Search

The new Global Search may help you find general ledger transactions more quickly.

- Select the Global Search icon in the top bar and enter your search criteria. In the example below, the search is limited to looking for records with a specific Journal ID.
- Launch the search. Records matching your search criteria display on the Search Results page.
- Select a record in the search results to view more information.

You can view information that where you have roles and permissions.