

QUICK REFERENCE GUIDE

July 19, 2024

Inquire on Ledger Data

This guide covers inquiring on Ledger data using the Ledger Inquiry.

Step 1: Enter Ledger Inquiry Criteria and Search

1. Navigate to the **Ledger Inquiry** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process. Left menu, Review Financial Information, Ledgers.

- a. If you have used this feature before, search for and select an Inquiry Name of “LEDGER” on the **Find an Existing Value** tab. Select **Search**.
- b. If not, select the **Add a New Value** tab, enter an Inquiry Name, and press the **Add** button. In the future, you can save the inquiry and reuse it by selecting the Find an Existing Value tab and selecting Search.

The screenshot shows the SWIFT Ledger Inquiry interface. On the left, a sidebar contains navigation options: 'GL Journals', 'Review Financial Information' (highlighted), 'Journals', 'Ledger' (highlighted), 'Ledger Period Comparison', 'Trial Balance', 'Summary Trial Balance by CFs', 'Tree Viewer', and 'Open GL Periods'. The main content area is titled 'Ledger' and features two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs, there's a 'Search Criteria' section with a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' It includes 'Recent Searches' and 'Saved Searches' dropdowns. The 'Inquiry Name' field is set to 'begins with' and is empty. A 'Search' button is prominently displayed, along with a 'Clear' button. A 'Show fewer options' link is also visible.

2. SWIFT opens the **Ledger Inquiry** page.
 - a. Enter your criteria on it as described below. The fields preceded by an asterisk (*) are required.

Field Name	Field Description
*Unit	Select the Business Unit “MN001” if necessary. This is the only Business Unit used for the General Ledger.

Field Name	Field Description
*Ledger	Press the Lookup icon and select a ledger. You will most likely select the "ACTUALS" Ledger. After you select the Ledger, the ChartField Criteria section displays under the Ledger Criteria section.
*Year	Press the Lookup icon and select a fiscal year.
*From Period	Press the Lookup icon and select the accounting From Period.
*To Period	Press the Lookup icon and select the accounting To Period.
USD	Leave this field blank.
Show YTD Balance	If you select the Show YTD Balance option, a Year To Date column will be included in the results which will display YTD totals for the periods selected. You must enter a "1" in the From Period.
Show Transaction Detail	If you select the Show Transaction Detail option, the search results will include a record for each period selected with the Ledger Summary information in the header and the related transactions below.
Include Closing Adjustments	If you select the Include Closing Adjustment option, adjustments that were made during hard close will be included in the search results.
Max Rows	The Max Rows field will determine how many rows will be displayed in the search results. The default is 100 rows but you can change this number.

Ledger Inquiry
Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name
LEDGER

*Unit
MN001

*Ledger
ACTUALS

*Fiscal Year
2024

*From Period
1

*To Period
1

Currency
USD

Stat Code

Date Code View
1

Trade Date

☐ Show YTD Balance

☐ Include Closing Adjustments

☐ Show Transaction Details

☐ Only in Base Currency

Max Ledger Rows
100

b. Enter Chartfield information in the ChartField Criteria section as described in the table below.

Field Name	Field Description
ChartField	Enter the ChartFields to specify the data you want to view. The default is to require and Sum By the Account Code. Other ChartFields available include the Financial Department ID, Fund Code, Sub Account, Statewide Cost, Agency Cost 1, Agency Cost 2, Appropriation ID, Project, Affiliate, Fund Affiliate, and Adjustment Type.

Field Name	Field Description
ChartField Value Set	This option is not commonly used.
Update/New	This option is only used with the ChartField Value Set option.
Sum By	The Account Code ChartField is required and is automatically set to Sum By. You can designate other ChartFields to sum by with this option. The Period is always included in the Sum By and is always the first column in the search results. The order in which the ChartFields display in the search results is determined by the order you use to select the Sum By checkboxes for the ChartFields.
Value Required	If you select to Sum By the ChartField, you are able to specify whether a value for the ChartField is required by checking this box.
Order-By	The ChartFields will appear in the order you use to select the Sum By checkboxes for the ChartFields. If necessary, you can uncheck the Sum By and recheck the Sum By in the order you need.
Include Adjustment Periods	<p>If you want to include Adjustment Periods, select the checkbox next to the adjustment period. These are the current options in SWIFT.</p> <ul style="list-style-type: none"> • 915: MMB Financial Statement Adjustments • 916: MMB Single Audit Adjustments • 917: MMB Budget to GAAP Adjustments • 918: MMB Internal Service Fund Elimination Adjustments • 919: MMB Legal Level of Budgetary Control (LLBC) Reporting Adjustments

Chartfield Criteria

1-12 of 12

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	100001		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Financial Department ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Sub Account (Class)			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Statewide Cost (Prog)			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Agency Cost 1 (CF1)			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Agency Cost 2 (CF2)			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation ID (CF3)			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	913
<input type="checkbox"/>	914
<input type="checkbox"/>	915
<input type="checkbox"/>	916
<input type="checkbox"/>	917
<input type="checkbox"/>	918
<input type="checkbox"/>	919

- c. After entering all your criteria, you will view the search results. Press the **Search** button.

Step 2: View Information on the Ledger Summary page

The Ledger Summary page displays. There are some displays of the data you can choose.

In this example, the Show YTD Balance or Show Transaction Detail options were not selected. Only the Account Code was entered. Since Periods 1 through 6 were selected, a summary record for each period displays.

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

> Ledger Criteria

Go To

Inquiry Criteria

Ledger Detail Drill-Down Chartfield Display

Ledger Summary

1 of 1

View All

Ledger Amount by Currency

1-6 of 6

Period	Activity	Detail	Account	Account Description	Period Balance (In Transaction Currency)	Currency	Period Balance (In Base Currency)	Base Currency
1	Activity	Detail	100001	Cash-State Treasury	226,094,246.25	USD	226,094,246.25	USD
2	Activity	Detail	100001	Cash-State Treasury	-305,569,537.75	USD	-305,569,537.75	USD
3	Activity	Detail	100001	Cash-State Treasury	141,280,869.50	USD	141,280,869.50	USD
4	Activity	Detail	100001	Cash-State Treasury	-66,584,890.85	USD	-66,584,890.85	USD
5	Activity	Detail	100001	Cash-State Treasury	-82,303,176.23	USD	-82,303,176.23	USD
6	Activity	Detail	100001	Cash-State Treasury	253,250,301.12	USD	253,250,301.12	USD

Currency Totals

Amount (In Transaction Currency)

166,167,812.04 USD

Amount (In Base Currency)

166,167,812.04 USD

Save

Notify

Add

Update/Display

1. If you want to adjust your inquiry parameters, press the **Go To: Inquiry Criteria** link in the Ledger Criteria section. You will be returned to the Ledger Inquiry Criteria page.
2. You can optionally adjust the fields that are displayed by pressing the **Ledger Detail Drill-Down ChartField Display** link and deselecting fields that you don't want to see. Select **OK** to save the changes.

Inquiry LEDGER

Chartfield Criteria

1-12 of 12

	ChartField Name	Value	CFV Set	Sum By	View Chartfield
1	Account	100001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Financial Department ID			<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Fund Code			<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Sub Account (Class)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Statewide Cost (Prog)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Affiliate			<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Fund Affiliate			<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Agency Cost 1 (CF1)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Agency Cost 2 (CF2)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Appropriation ID (CF3)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Project			<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Adjustment Type			<input type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel

3. If you select the **Show YTD Balance** checkbox option in the Ledger Criteria, you can see the following information.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency
LEDGER	MN001	ACTUALS	2024	1	6	
				Stat Code	Date Code View	
					1 Trade Date	
	<input checked="" type="checkbox"/> Show YTD Balance			<input type="checkbox"/> Include Closing Adjustments		Max Ledger Rows
	<input type="checkbox"/> Show Transaction Details			<input type="checkbox"/> Only in Base Currency		100

- a. The Ledger Summary page displays. It includes a starting balance Period 0, and the YTD Period Balance column as shown below.

Ledger Summary									
<div> <div> <div></div> <div></div> </div> <div> <div></div> <div>1 of 1</div> <div></div> </div> <div>View All</div> </div>									
Ledger Amount by Currency									
<div> <div> <div></div> <div></div> </div> <div> <div></div> <div>1 of 7</div> <div></div> </div> </div>									
Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)
0		Detail	100001	Cash-State Treasury	79,831,986.27	79,831,986.27	USD	79,831,986.32	79,831,986.32
1	Activity	Detail	100001	Cash-State Treasury	226,094,246.25	305,926,232.52	USD	226,094,246.25	305,926,232.57

4. If you select the **Show Transaction Details** checkbox option in the Ledger Criteria, the Transaction Details page displays as shown below.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name

LEDGER

*Unit

MN001

*Ledger

ACTUALS

*Fiscal Year

2024

*From Period

1

*To Period

6

Currency

Stat Code

Date Code View

1

Trade Date

☐ Show YTD Balance

☒ Show Transaction Details

☐ Include Closing Adjustments

☐ Only in Base Currency

Max Ledger Rows

100

- a. There is a record for each period selected and the transactions are listed in the Journals section. You can use the **Arrows** in the Transaction Details section to scroll between the period records.

Ledger Inquiry

Transaction Details

> Ledger Criteria

Go To

Inquiry Criteria

Transaction Criteria

Transaction Details

Q

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>

1 of 2

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View

Ledger by Period and Chartfields

Q

Q

1-1 of 1

Period	Account	Account Description	Stat
1	100001	Cash-State Treasury	

Amount (in Transaction Currency)

228,094,246.25 USD

Amount (in Base Currency)

228,094,246.25 USD

Journals

Q

Q

<

>

1-100 of 100

>

>

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
0007379207	Cash-State Treasury	07/21/2023		0.00	N	-3,490.43	USD	-3,490.43	USD
0007379258	Cash-State Treasury	07/21/2023		0.00	N	-2,100.00	USD	-2,100.00	USD

Step 3: Drill Down to View Transaction Details

You can drill down to see more detail from the Ledger Summary page.

1. On the Ledger Summary page, press the **Activity** link for a Period.

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

> **Ledger Criteria**

Go To [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Summary 1 of 1 [View All](#)

Ledger Amount by Currency 1-8 of 8

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
1	Activity	Detail	100001	Cash-State Treasury	228,094,246.25	USD	228,094,246.25	USD

2. The Transaction Details page displays.

- a. The **Ledger by Period and ChartFields** section lists the Period and ChartFields you selected to Sum By on the Journal Inquiry page.

Ledger Inquiry

Transaction Details

> **Ledger Criteria**

Go To [Inquiry Criteria](#) [Ledger Summary](#) [Transaction Criteria](#)

Transaction Details 1 of 1 [View All](#)

Ledger by Period and Chartfields 1-1 of 1

Period	Account	Account Description	Stat
1	100001	Cash-State Treasury	

Amount (in Transaction Currency) 226,094,246.25 USD Amount (in Base Currency) 226,094,246.25 USD

- b. The **Journals** section shows the underlying Journal information, including the Journal ID, Line Descr (Description), Date, and Amount.

Journals 1-100 of 100

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
0007379207	Cash-State Treasury	07/21/2023		0.00	N	-3,490.43	USD	-3,490.43	USD
0007379207	Cash-State Treasury	07/21/2023		0.00	N	3,305.27	USD	3,305.27	USD
0007379258	Cash-State Treasury	07/21/2023		0.00	N	2,100.00	USD	2,100.00	USD

- c. From the Transaction Details page, you can press a **Journal ID** link.
 - i. You can view the **Journal Inquiry Details** page which shows detailed information about the journal. Refer to the [Inquire on Journal Entries](#) Quick Reference Guide for more information.

Journal Inquiry Details

> Ledger Criteria

Go To

Inquiry Criteria

Transaction Details

Ledger Summary

Journal Header

Journal ID 0007376207

Date 07/21/2023

Schedule

Ledger Group ACTUALS

Original Date 07/21/2023

Process No Request

Source L12

Date Posted 07/21/2023

Total Lines 4

Journal Status Posted

Reversal Date

User ID 01175316

Balanced DR=CR

Reversal None

InterUnit BU MN001

Doc Seq

Budget Status Valid

Date Code Adjustment N

Long Description House Abstract H-135

View Attachment

All Lines

From Line

To Line

Query Journal Lines

Totals by Currency

Currency	USD	Debit Amount	6,795.70	Credit Amount	6,795.70	Net	0.00
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Journal Line

Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Unit	Project
1	Cash-State Treasur		3,305.27	USD	6400		L121000	100001						

Save

Return to Search

Notify

Add

Update/Display

3. You can navigate from this page to other pages using the options available in the Ledger Criteria section:
 - a. Press the **Transaction Details** link to return to that page and select another journal to review.
 - b. Press the **Inquiry Criteria** link to go to the Ledger Inquiry Criteria page and select different search criteria.
 - c. Press the **Ledger Summary** link to return to the initial search results page.
 - d. Press the **Ledger Criteria Arrow** to see a view only display of the search criteria used.

Step 4: Drill Down to View the Ledger Details

1. Press the **Ledger Summary** link to return to the initial search results page.
2. Select the **Detail** link to view ledger information.

[Ledger Inquiry](#)

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

> [Ledger Criteria](#)

Go To [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Summary | < < 1 of 1 > > | View All

Ledger Amount by Currency | < < 1-6 of 6 > >

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
1	Activity	Detail	100001	Cash-State Treasury	226,094,246.25	USD	226,094,246.25	USD
2	Activity	Detail	100001	Cash-State Treasury	-305,569,537.75	USD	-305,569,537.75	USD

3. The Ledger Details page displays showing ChartFields and amounts.
 - a. After viewing the information you can press the links available in the **Go To** section to return to the Ledger Summary page or go to the **Inquiry Criteria** page to enter new criteria.
 - b. You can also press the **Activity** link to view the Transaction Details page previously described.

[Ledger Inquiry](#) [Print](#) [New Window](#) [Help](#)

Ledger Details

> [Ledger Criteria](#)

Go To [Inquiry Criteria](#) [Ledger Summary](#)

Ledger Details | < < 1-100 of 30552 > >

Period	Activity	Account	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Appropriation ID (CF3)	Affil	F
	Activity	100001	1000							B221092		
1	Activity	100001	1000							B221093		