

## **QUICK REFERENCE GUIDE**

July 19, 2024

# **Inquire on Ledger Data**

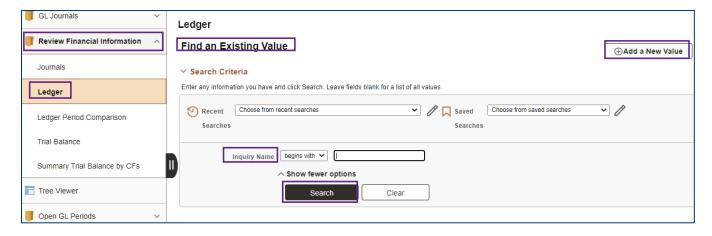
This guide covers inquiring on Ledger data using the Ledger Inquiry.

# **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.

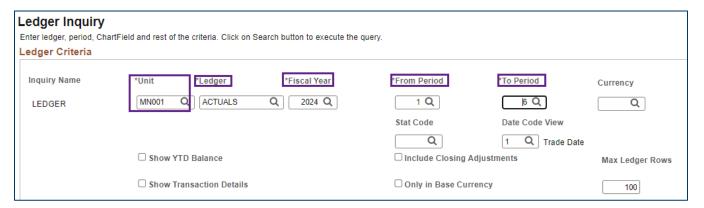


- 2. SWIFT opens the Ledger Inquiry page.
  - a. Enter your criteria on it as described below. The fields preceded by an asterisk (\*) are required.

| 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.  |

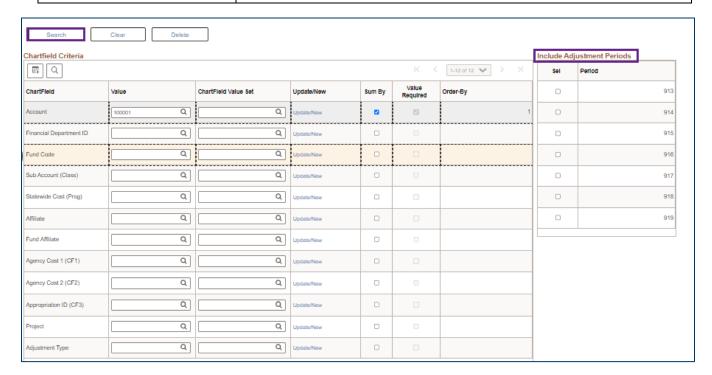


b. Enter Chartfield information in the ChartField Criteria section as described in the table below.

| 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 | If you want to include Adjustment Periods, select the checkbox next to the adjustment period. These are the current options in SWIFT.  • 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   |



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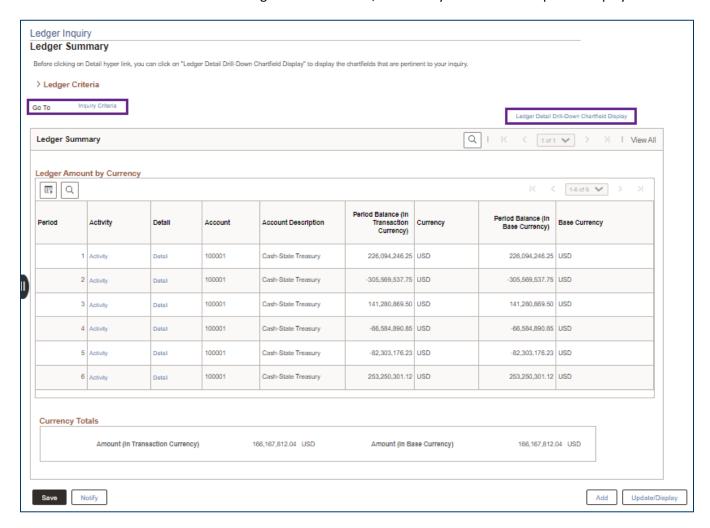


c. After entering all your criteria, you will view the search results. Press the **Search** button.

## **Step 2: View Information on the Ledger Summary page**

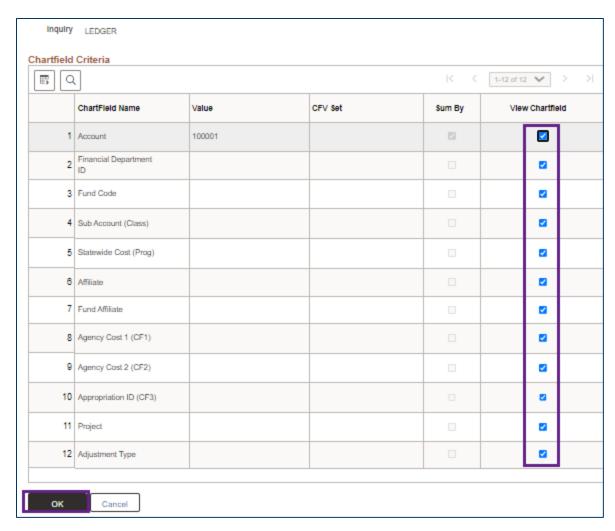
The Ledger Summary page displays. There are some displays of the data you can choose.

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.

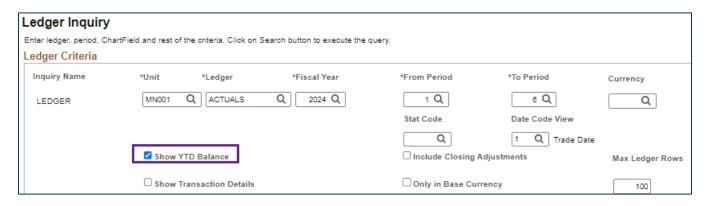


- 1. If you want to adjust your inquiry parameters, press the **Go To: Inquiry Criteria** link in the Ledger Criteria section. You will be returned to the Ledger Inquiry Criteria page.
- You can optionally adjust the fields that are displayed by pressing the Ledger Detail Drill-Down
   ChartField Display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



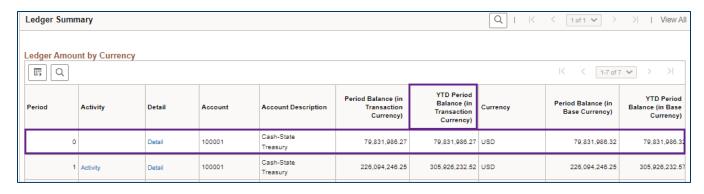


3. If you select **the Show YTD Balance** checkbox option in the Ledger Criteria, you can see the following information.

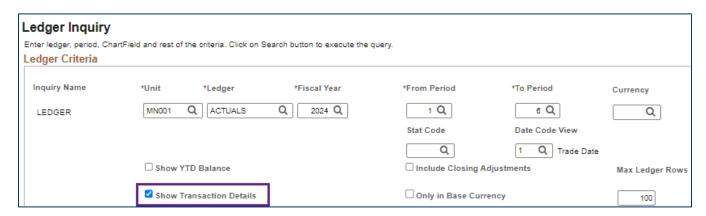


a. The Ledger Summary page displays. It includes a starting balance Period 0, and the YTD Period Balance column as shown below.

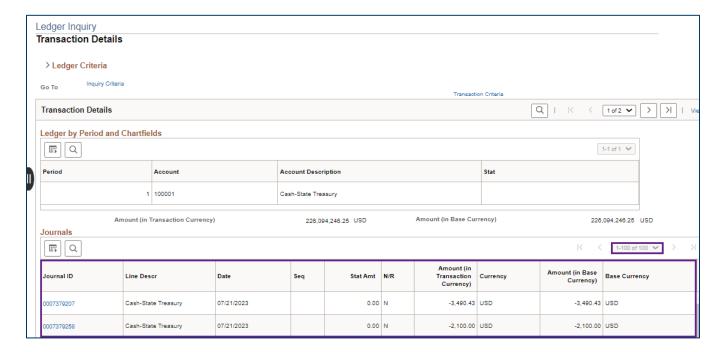




4. If you select the **Show Transaction Details** checkbox option in the Ledger Criteria, the Transaction Details page displays as shown belong.



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.

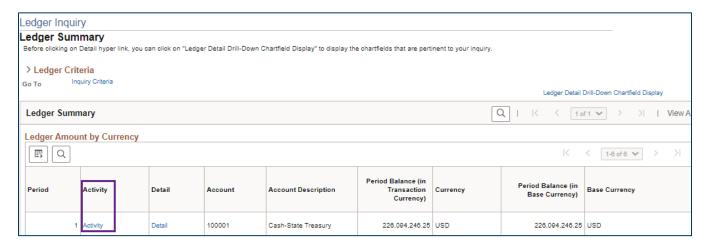




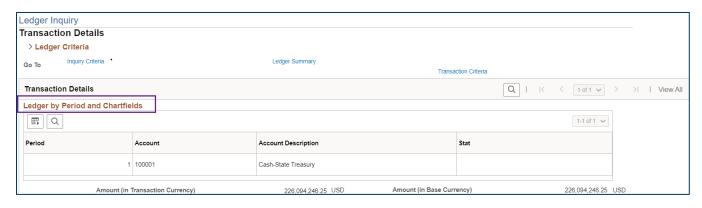
### **Step 3: Drill Down to View Transaction Details**

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

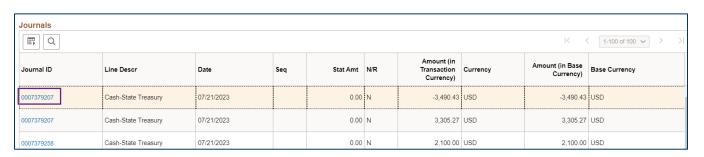
1. On the Ledger Summary page, press the **Activity** link for a Period.



- 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.

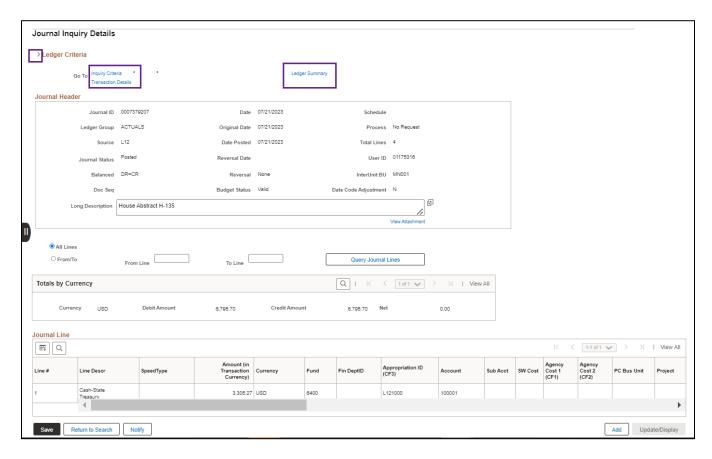


b. The **Journals section** shows the underlying Journal information, including the Journal ID, Line Descr (Description), Date, and Amount.





- c. From the Transaction Details page, you can press a **Journal ID** link.
  - You can view the Journal Inquiry Details page which shows detailed information about the journal. Refer to the <u>Inquire on Journal Entries</u> Quick Reference Guide for more information.

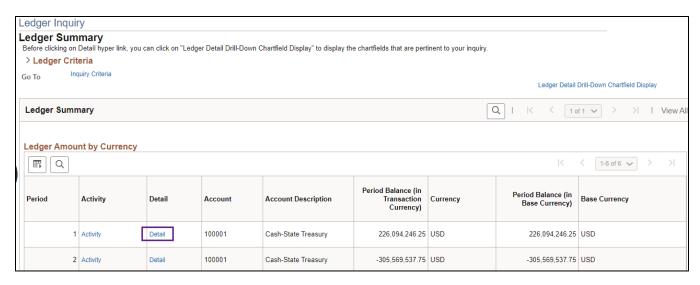


- 3. You can navigate from this page to other pages using the options available in the Ledger Criteria section:
  - a. Press the Transaction Details link to return to that page and select another journal to review.
  - b. Press the **Inquiry Criteria** link to go to the Ledger Inquiry Criteria page and 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.





- 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.

