

## Inquire on Ledger Data

This guide covers inquiring on Ledger data.

Steps to complete:

- Step 1: Enter Ledger Inquiry Criteria and Search
- Step 2: View Information on the Ledger Summary page
- Step 3: Drill Down to Journal Line Source Information
- Step 4: Drill Down to View the Ledger Details

### Step 1: Enter Ledger Inquiry Criteria and Search

1. Navigate to the *Ledger* page using the instructions below.

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

- If you have used this feature before, search for and select an *Inquiry Name* on the **Find an Existing Value** tab.
- If not, select the **Add a New Value** tab, enter an *Inquiry Name*, and click on the **Add** button. In the future, you can reuse the inquiry by selecting the **Find an Existing Value** tab and searching for this *Inquiry Name*.

**Ledger**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Inquiry Name

[Basic Search](#)

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

**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 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Stat Code	Date Code View	
				<input type="text"/>	<input type="text"/>	
	<input 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		<input type="text" value="100"/>

Field Name	Field Description
<b>*Unit</b>	Select the <i>Business Unit</i> "MN001", if necessary. This is the only <i>Business Unit</i> used for the General Ledger.
<b>*Ledger</b>	Click on the <b>Lookup</b> icon and select a ledger. You will most likely select the "ACTUALS" Ledger. -- After you select the Ledger, the <b>ChartField Criteria</b> section displays under the <b>Ledger Criteria</b> section.
<b>*Year</b>	Click on the <b>Lookup</b> icon and select a fiscal year.
<b>*From Period</b>	Click on the <b>Lookup</b> icon and select the accounting From Period.
<b>*To Period</b>	Click on the <b>Lookup</b> icon and select the accounting To Period.
<b>USD</b>	Leave this field blank.
<b>Stat Code</b>	State of Minnesota does not use.
<b>Show YTD Balance</b>	If you select the <i>Show YTD Balance</i> 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.
<b>Show Transaction Detail</b>	If you select the <i>Show Transaction Detail</i> 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.
<b>Include Closing Adjustments</b>	If you select the <i>Include Closing Adjustment</i> option, adjustments that were made during hard close will be included in the search results.
<b>Only in Base Currency</b>	State of Minnesota does not use.

Field Name	Field Description
<b>Max Rows</b>	The <i>Max Rows</i> field will determine how many rows will be displayed in the search results. The default is 100 rows but you can change this number.

3. Next, you'll enter information in the **ChartField Criteria** section as described in the table 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: 2017  
 \*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

**ChartField Criteria**

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

Field Name	Field Description
<b>ChartField</b>	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.
<b>ChartField Value Set</b>	This option is not commonly used.
<b>Update/New</b>	This option is only used with the ChartField Value Set option.

Field Name	Field Description
<b>Sum By</b>	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.
<b>Value Required</b>	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.
<b>Order-By</b>	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.
<b>Include Adjustment Periods</b>	<p>If you want to include Adjustment Periods, select the checkbox next to the adjustment period.</p> <p>913 – Agency Adjustments 1 (This period is not currently being used in SWIFT)</p> <p>914 – Agency Adjustments 2 (This period is not currently being used in SWIFT)</p> <p>915 – MMB Financial Statement Adjustments</p> <p>916 – MMB Single Audit Adjustments</p> <p>917 – MMB Budget to GAAP Adjustments</p> <p>918 – MMB Internal Service Fund Elimination Adjustments</p> <p>919 – MMB Legal Level of Budgetary Control (LLBC) Reporting Adjustments</p> <p>998 -- System Default Adjustment Period (This period is not currently being used in SWIFT)</p>

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

After entering all your criteria, you will view the search results.

1. Click on the **Search** button. The *Ledger Summary* page displays.
  - 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](#)

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**Ledger Summary** 1 of 1

**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	142,328,744.51	USD	142,328,744.51	USD
2	Activity	Detail	100001	Cash-State Treasury	37,069,289.29	USD	37,069,289.29	USD
3	Activity	Detail	100001	Cash-State Treasury	180,344,961.17	USD	180,344,961.17	USD
4	Activity	Detail	100001	Cash-State Treasury	6,125,244.27	USD	6,125,244.27	USD
5	Activity	Detail	100001	Cash-State Treasury	-219,986,066.46	USD	-219,986,066.46	USD
6	Activity	Detail	100001	Cash-State Treasury	-96,769,142.06	USD	-96,769,142.06	USD

**Currency Totals**

Amount (in Transaction Currency)	49,113,030.72 USD	Amount (in Base Currency)	49,113,030.72 USD
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- If you want to adjust your inquiry parameters, click on 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 clicking on the *Ledger Detail Drill-Down ChartField Display* link and deselecting fields that you don't want to see. Click on the **OK** button to save the changes.

Inquiry LEDGER

Chartfield Criteria

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

- If you select the **Show YTD Balance** checkbox option in the *Ledger Criteria*, the *Ledger Summary* page includes a starting balance *Period 0*, and the *YTD Period Balance* column as shown below.

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

Ledger Amount by Currency

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)
0		Detail	100001	Cash-State Treasury	-118,648,934.20	-118,648,934.20	-118,648,934.15	-118,648,934.15
1	Activity	Detail	100001	Cash-State Treasury	142,328,744.51	23,679,810.31	142,328,744.51	23,679,810.36
2	Activity	Detail	100001	Cash-State Treasury	37,069,289.29	60,749,099.60	37,069,289.29	60,749,099.65
3	Activity	Detail	100001	Cash-State Treasury	180,344,961.17	241,094,060.77	180,344,961.17	241,094,060.82
4	Activity	Detail	100001	Cash-State Treasury	6,125,244.27	247,219,305.04	6,125,244.27	247,219,305.09
5	Activity	Detail	100001	Cash-State Treasury	-219,986,066.46	27,233,238.58	-219,986,066.46	27,233,238.63
6	Activity	Detail	100001	Cash-State Treasury	-96,769,142.06	-69,535,903.48	-96,769,142.06	-69,535,903.43

Currency Totals

Amount (in Transaction Currency)	-69,535,903.48 USD	Amount (in Base Currency)	-69,535,903.43 USD
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# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- If you select the *Show Transaction Details* checkbox option in the *Ledger Criteria*, the *Transaction Details* page displays with 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 1 of 6 View All

**Ledger by Period and Chartfields**

Period	Account	Account Description	Stat
1	100001	Cash-State Treasury	

Amount (in Transaction Currency) 142,328,744.51 USD      Amount (in Base Currency) 142,328,744.51 USD

**Journals**

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Amount (in Base Currency)
AP03044550	AP Vouchers	07/31/2016		0.00	N	-220.00	-220.00
AP03044578	AP Vouchers	07/29/2016		0.00	N	-6,083.33	-6,083.33
AP03044578	AP Vouchers	07/29/2016		0.00	N	6,083.33	6,083.33
AP03097286	AP Vouchers	07/01/2016		0.00	N	1,317.11	1,317.11
AP03097286	AP Vouchers	07/01/2016		0.00	N	-1,317.11	-1,317.11

### 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, click on 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**

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
1	<a href="#">Activity</a>	<a href="#">Detail</a>	100001	Cash-State Treasury	142,328,744.51	USD	142,328,744.51	USD
2	<a href="#">Activity</a>	<a href="#">Detail</a>	100001	Cash-State Treasury	37,069,289.29	USD	37,069,289.29	USD

- The *Transaction Details* page displays. The **Ledger by Period and ChartFields** section lists the Period and ChartFields you selected to Sum By on the *Journal Inquiry* page. The **Journals** section shows the underlying Journal information, including the Journal ID, Line Descr (Description), Date, and Amount.

Ledger Inquiry

**Transaction Details**

↳ Ledger Criteria

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

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**Transaction Details** Q | < < 1 of 1 > > | View A

**Ledger by Period and Chartfields** 1-1 of 1

Period	Account	Account Description	Stat
1	100001	Cash-State Treasury	

Amount (in Transaction Currency)      142,328,744.51 USD      Amount (in Base Currency)      142,328,744.51 USD

**Journals** 1-100 of 100

Journal ID <sup>△</sup>	Line Descr	Date <sup>△</sup>	Seq	Stat	N/R	Amount (in Transaction Currency)	Amount (in Base Currency)
<a href="#">AP03044550</a>	AP Vouchers	07/31/2016		0.00	N	-1,131.00	-1,131.00
<a href="#">AP03044550</a>	AP Vouchers	07/31/2016		0.00	N	-609.00	-609.00
<a href="#">AP03044550</a>	AP Vouchers	07/31/2016		0.00	N	-220.00	-220.00
<a href="#">AP03097286</a>	AP Vouchers	07/01/2016		0.00	N	-1,317.11	-1,317.11

- From the *Transaction Details* page, you can click on a *Journal ID* link to view the *Journal Inquiry Details* page which shows detailed information about the journal.

Refer to the [“Inquire on Journal Entries”](#) guide for more information.




Journal Inquiry

### Journal Inquiry Details

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

**Journal Header**

Journal ID	AP03044550	Date	07/31/2016	Schedule	
Ledger Group	ACTUALS	Original Date	07/31/2016	Process	No Request
Source	AP	Date Posted	08/23/2016	Total Lines	116
Journal Status	Posted	Reversal Date		User ID	FIOPR01
Balanced	DR=CR	Reversal	None	InterUnit BU	MN001
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	AP Vouchers 				


[View Attachment](#)

All Lines  
 From Line  To Line

**Totals by Currency** Q | < | > | 1 of 1 | View All

Currency	USD	Debit Amount	354,243.56	Credit Amount	354,243.56	Net	0.00
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**Journal Line** Q

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Account	Fund	Fin DeptID	Appropriation ID (CF3)	SW Cost	Sub Acct	Bud Ref
	23	AP Vouchers	-20.00	100001	2000	P0739411	P079402			

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4. You can navigate from this page to other pages using the options available in the **Ledger Criteria** section:

- Click on the **Transaction Details** link to return to that page and select another journal to review.
- Click on the **Inquiry Criteria** link to go to the *Ledger Inquiry Criteria* page and select different search criteria.
- Click on the **Ledger Summary** link to return to the initial search results page.
- Click on the **Ledger Criteria Arrow** to see a view only display of the search criteria used.

### Step 4: Drill Down to View the Ledger Details

In this example, we will click on the **Ledger Summary** link to return to the initial search results page.

1. Previously, we selected the *Activity* link for a Period on the *Ledger Summary* page. This time, we'll select the *Detail* link to view.

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)	Period Balance (in Base Currency)
1	<a href="#">Activity</a>	<a href="#">Detail</a>	100001	Cash-State Treasury	142,328,744.51	142,328,744.51
2	<a href="#">Activity</a>	<a href="#">Detail</a>	100001	Cash-State Treasury	37,069,289.29	37,069,289.29
3	<a href="#">Activity</a>	<a href="#">Detail</a>	100001	Cash-State Treasury	180,344,961.17	180,344,961.17

- The *Ledger Details* page displays showing ChartFields and amounts. After viewing the information you can click on 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. You can also click on the **Activity** link to view the *Transaction Details* page previously described.

Ledger Inquiry

### Ledger Details

▶ [Ledger Criteria](#)

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

#### Ledger Details

1-100 of 33103 View 100

Period	Activity	Account	Account Description	Fund	Fin DeptID	Appropriation ID (CF3)	SW Cost	Sub Acct	Project	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Affil
1	<a href="#">Activity</a>	100001	Cash-State Treasury	1000		B221095						
1	<a href="#">Activity</a>	100001	Cash-State Treasury	1000		B221096						
1	<a href="#">Activity</a>	100001	Cash-State Treasury	1000		B221098						
1	<a href="#">Activity</a>	100001	Cash-State Treasury	1000		B221149						