SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

General Ledger Quick Start Guide

September 1, 2019

Starting in December 2019, there will be changes to SWIFT. While the new version will have a new look and feel, this upgrade will not affect how most processes are completed in SWIFT.

> **Note:** There may be some changes to this information, since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact the SWIFT Help Desk: SWIFT.project@state.mn.us.

This guide covers how to navigate to General Ledger module pages after the SWIFT/Portal Limited Upgrade. Options that you see in the module depend on your security roles. You may see more or fewer options than shown in this guide.
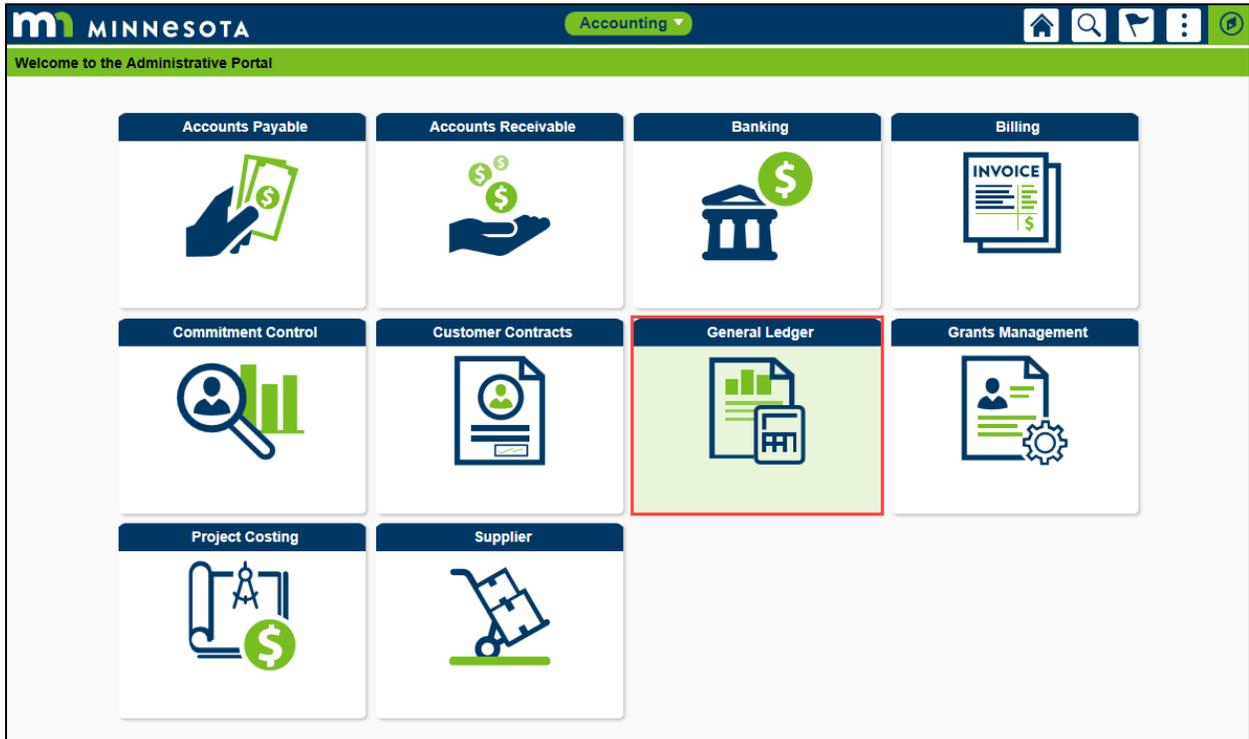
- Step 1: Navigate to the General Ledger Module
- Step 2: View GL/KK WorkCenter
- Step 3: View KK Process Navigation Collection

Step 1: Navigate to the General Ledger Module

1. From **My Homepage**, select the **Accounting** tile.
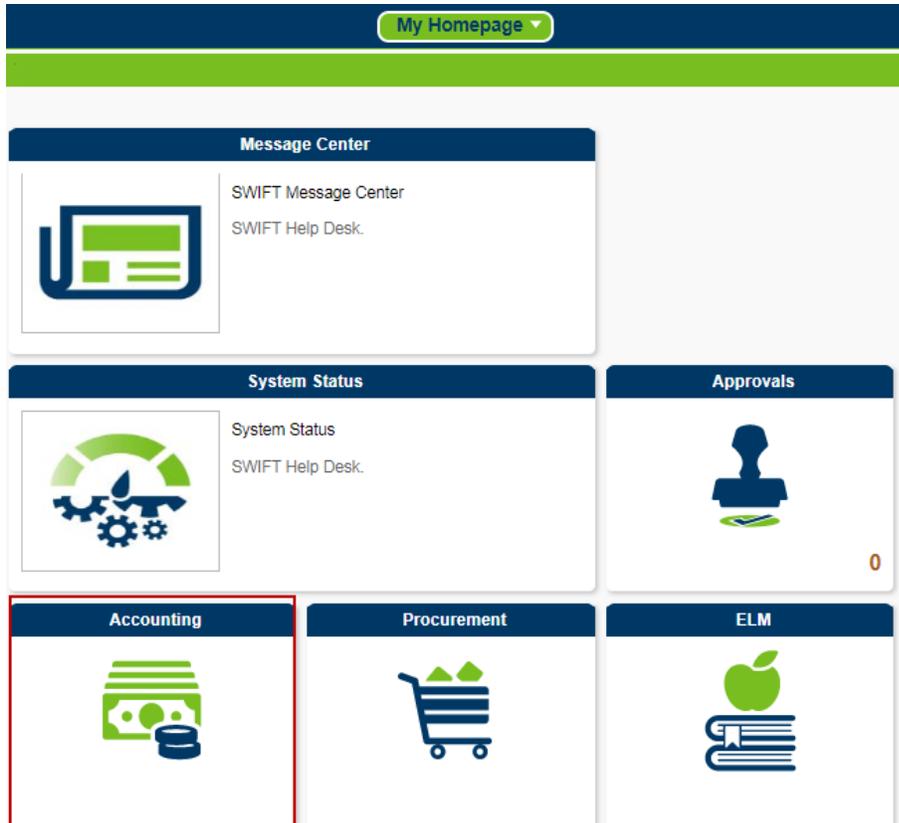
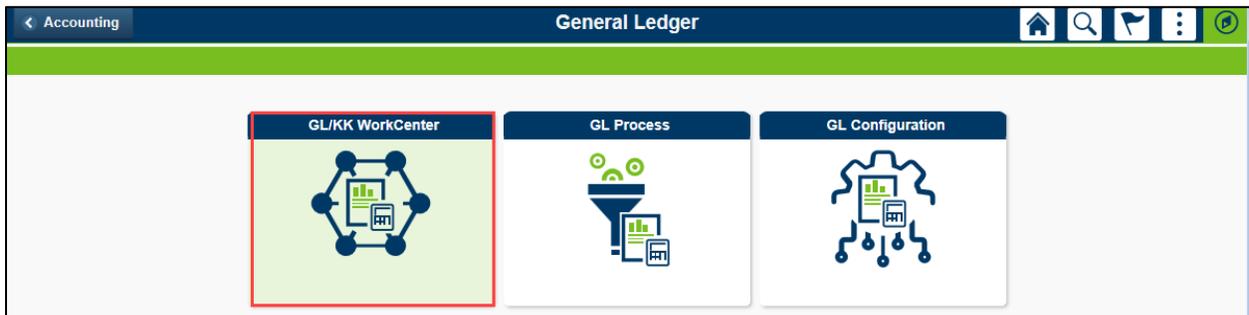2. On the *Accounting* page, select the **General Ledger** tile.

Step 2: View the GL/KK WorkCenter

The GL/KK WorkCenter provides a centralized place where you can access frequently used pages, queries, processes, and reports.
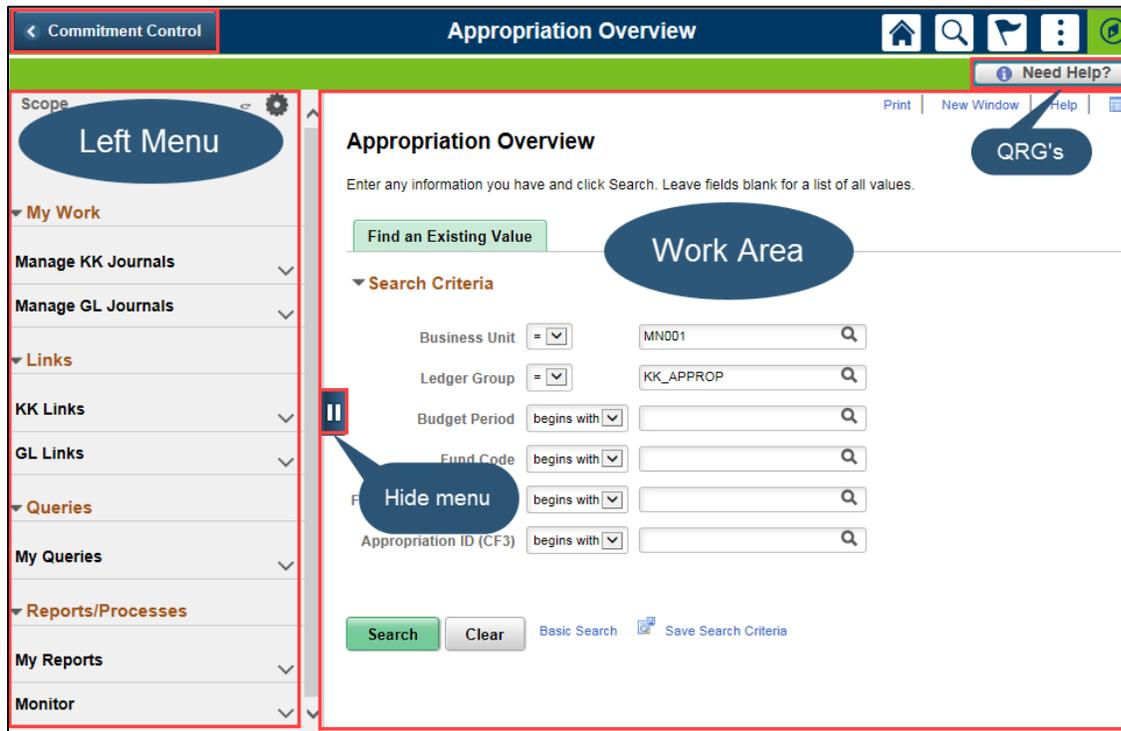
> **Note**: The General Ledger and Commitment Control modules share a WorkCenter.

1. Click on the **GL/KK WorkCenter** tile.

2. By default, the WorkCenter displays the *Appropriation Overview* inquiry in the **Work Area** on the right side of page.

- Expand the drop-downs in the **Left Menu** to select WorkCenter options.

- Click on the **Hide Menu** button to hide the **Left Menu**.

- Select the **Need Help?** button to access SWIFT QRG's and Help Desk contact information (top right of page).

3. The **Left Menu** includes the **My Work**, **Links**, **Queries**, and **Reports/Processes** sections with the folders and pages described below.

| Left Menu Section	Description of Folders and Pages
My Work	View Journal posting information. Folders and pages include: • **Manage KK Journals**: KK Journals Not Ready to Post and Ready to Post. • **Manage GL Journals**: GL Journals Not Ready to Post and Ready to Post.
Links	Access commonly used pages. Folders and pages include: • **KK Links**: Appropriation Overview, Budget Details, Budgets Overview, Enter Budget Journals, Enter Budget Transfers, and KK Exceptions pages. • **GL Links**: Create/Update GL Journal Entries, Import GL Journals, ChartField Values, SpeedTypes, Accounting Tags, and Tree Viewer pages.
Queries	Run frequently used queries.

Left Menu Section	Description of Folders and Pages
Reports/Processes	Run frequently used reports and processes. Folders and pages include: • **My Reports**: Allotment w/in Approp, Manager's Financial, and Approp Transfer Detail, and Trial Balance Report pages. • **Monitor**: Process Monitor, Report Manager, and Query Viewer.

4. To return to the *General Ledger* homepage, click on the **<General Ledger** back button on the top-left of page.
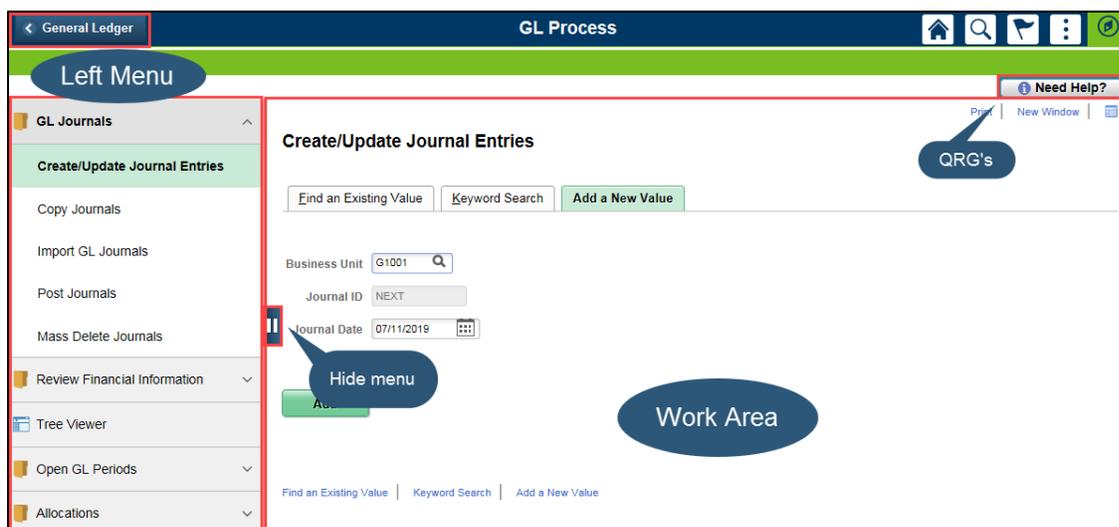
Step 3: View the GL Process Navigation Collection

You can also work in navigation collections that bring together related tasks, activities, and processes.

1. For example, select the **GL Process** navigation collection tile.
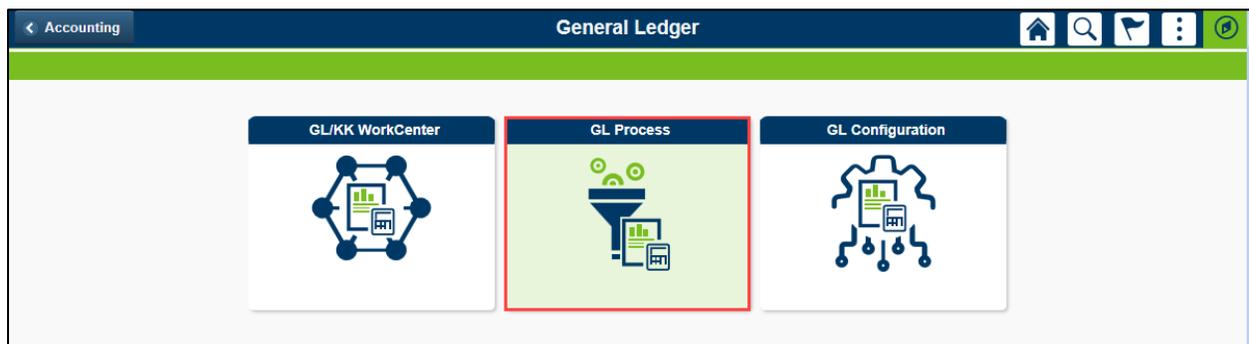
2. Navigation collections also have a **Work Area** on the right and the **Left Menu**. You'll click on the drop-down arrows in the **Left Menu** to expand the menu of options. The *Create/Update Journal Entries* page displays by default.

- The **GL Process** navigation collection includes the following folders and pages.

Left Menu Folder	Description
GL Journals	Includes the Create/Update Journal Entries, Copy Journals, Import GL Journals, and Post Journal pages.
Review Budget Information	View commonly used inquiries and reports. • Journals, Ledger, and Ledger Period Comparison inquiry. • Trial Balance and Summary Trial Balance by CFs Report pages.
Tree Viewer	View the Fin Dept ID hierarchy for expenditures and revenue.

- You'll select the back button on the upper-left to return to the *General Ledger* homepage.