SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

WorkCenters Quick Start Guide

September 1, 2019

WorkCenters

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 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 will explain the WorkCenter, which is a one-stop shop with access to commonly used pages in SWIFT. Most work in SWIFT modules can be done from the WorkCenter. Not all modules have a WorkCenter. To open the WorkCenter, open the module you are working in, and select the **WorkCenter** tile.

- Step 1: Navigate to the WorkCenter in a module.
- Step 2: Select a category, folder, and page in the WorkCenter.

Step 1: Navigate to the WorkCenter in a module

Every module in SWIFT will now include a tile called the WorkCenter. To Navigate to the module's WorkCenter, first navigate to the module, and then select the WorkCenter tile.

1. For example, to navigate to the WorkCenter in the Accounts Payable (AP) module, select the **Accounting** tile from *My Homepage*.
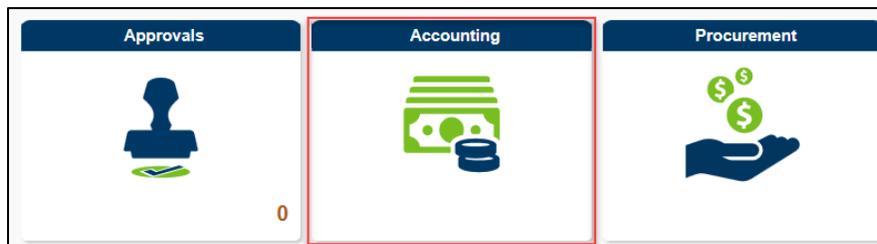
2. Select the **Accounts Payable** tile to open the *Accounts Payable* module.

3. Select the **AP WorkCenter** tile.

This navigation option is summarized as follows:

Navigation Option	Navigation Path
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Vouchers, Regular Entry.

Step 2: Select a category, folder, and page in the WorkCenter.

After opening the WorkCenter, the module's commonly used functions will display in the left-menu, which allow you to access pages in the module. The page will display in the work area to the right.
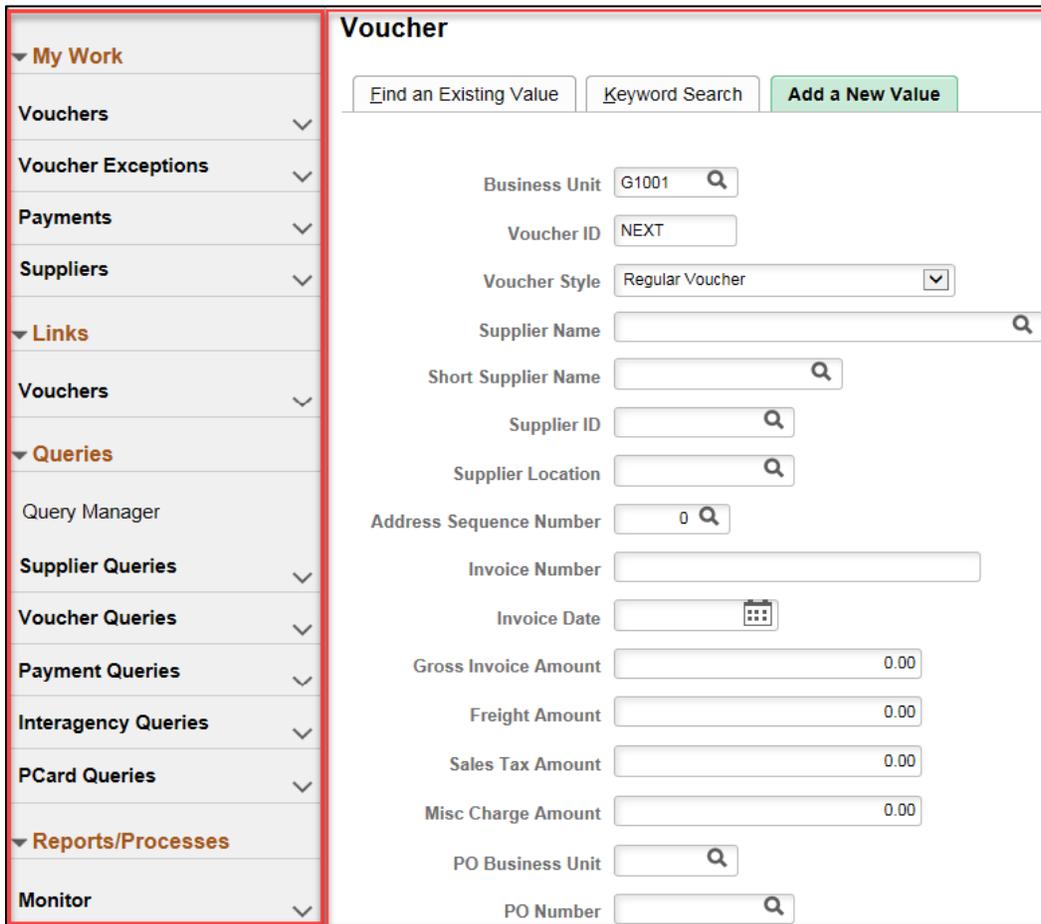
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1. For example, in the AP WorkCenter, the left-menu lists AP categories, including *My Work* (your work in progress), *Links* (commonly used AP pages), *Queries* (commonly used AP Queries), and *Reports/Processes* (AP reporting). Each category contains folders with access to AP pages.

   Select the arrow icons to open and close these categories and folders.

Categories	Folders
My Work	Vouchers Voucher Exceptions Payments Suppliers
Links	Vouchers
Queries	Query Manager Supplier Queries Voucher Queries Payment Queries Interagency Queries PCard Queries
Reports/Processes	Monitor

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2. After opening a category and folder, select a page to access it. For example, to access the *Regular Entry* (*Voucher*) page, select the *Links* category, the *Vouchers* folder, and the *Regular Entry* (*Voucher*) page.