

Commitment Control 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 us at: SWIFT.project@state.mn.us.

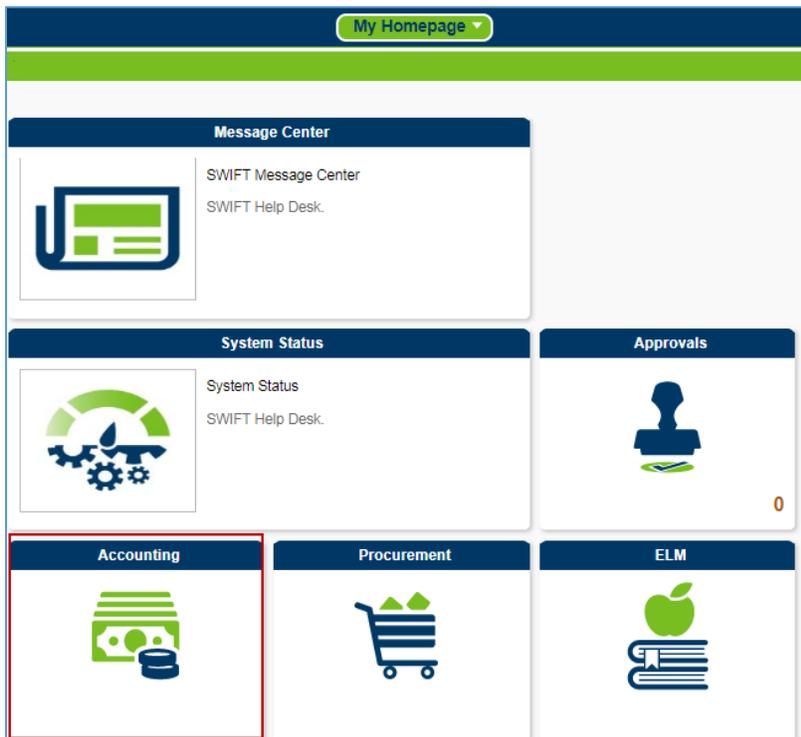
This guide covers how to navigate to Commitment Control module pages after the SWIFT/Portal Limited Upgrade. Options that you see in the module depend on your security roles. You may see more or fewer options than shown in this guide.

- Step 1: Navigate to the Commitment Control Module
- Step 2: View GL/KK WorkCenter
- Step 3: View KK Process Navigation Collection

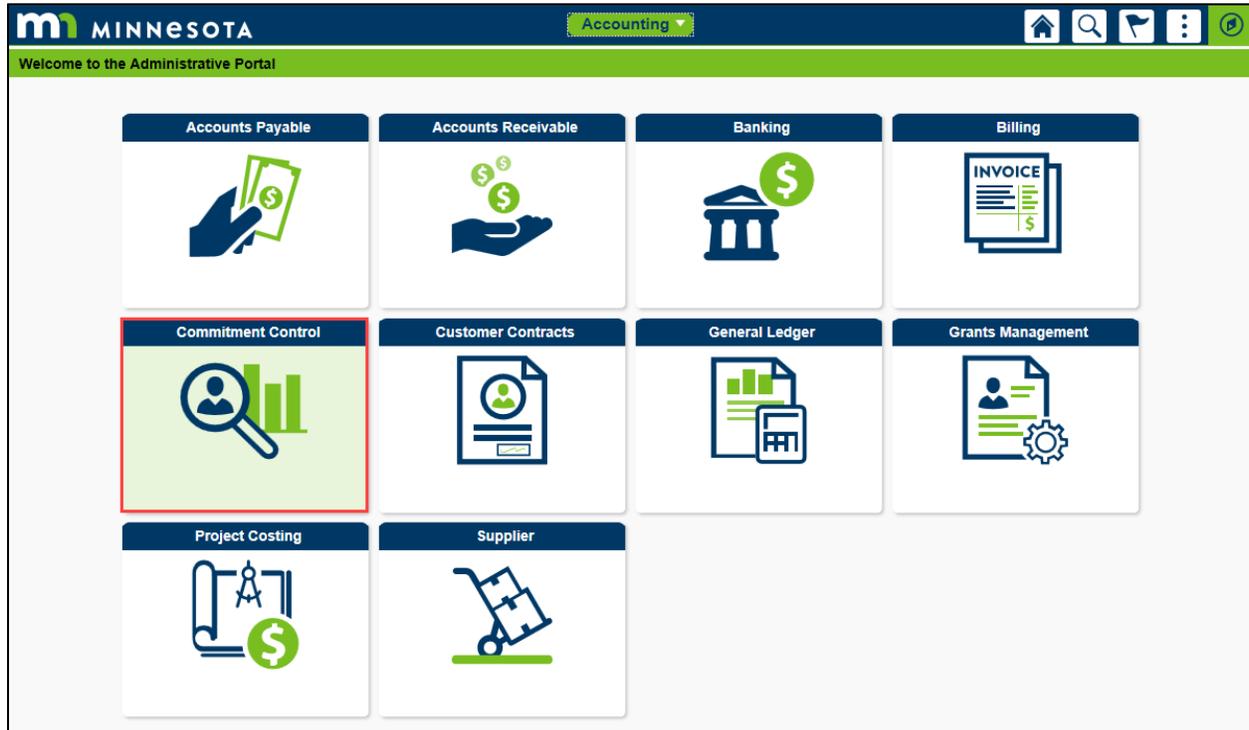
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Step 1: Navigate to the Commitment Control Module

1. From **My Homepage**, select the **Accounting** tile.



2. On the *Accounting* page, select the **Commitment Control** tile.

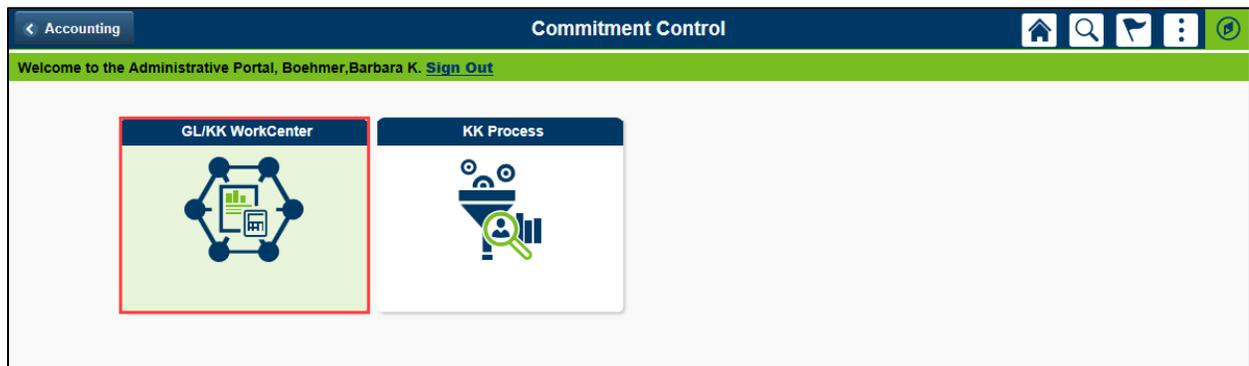


Step 2: View the GL/KK WorkCenter

The GL/KK WorkCenter provides a centralized place where you can access frequently used pages, queries, processes, and reports.

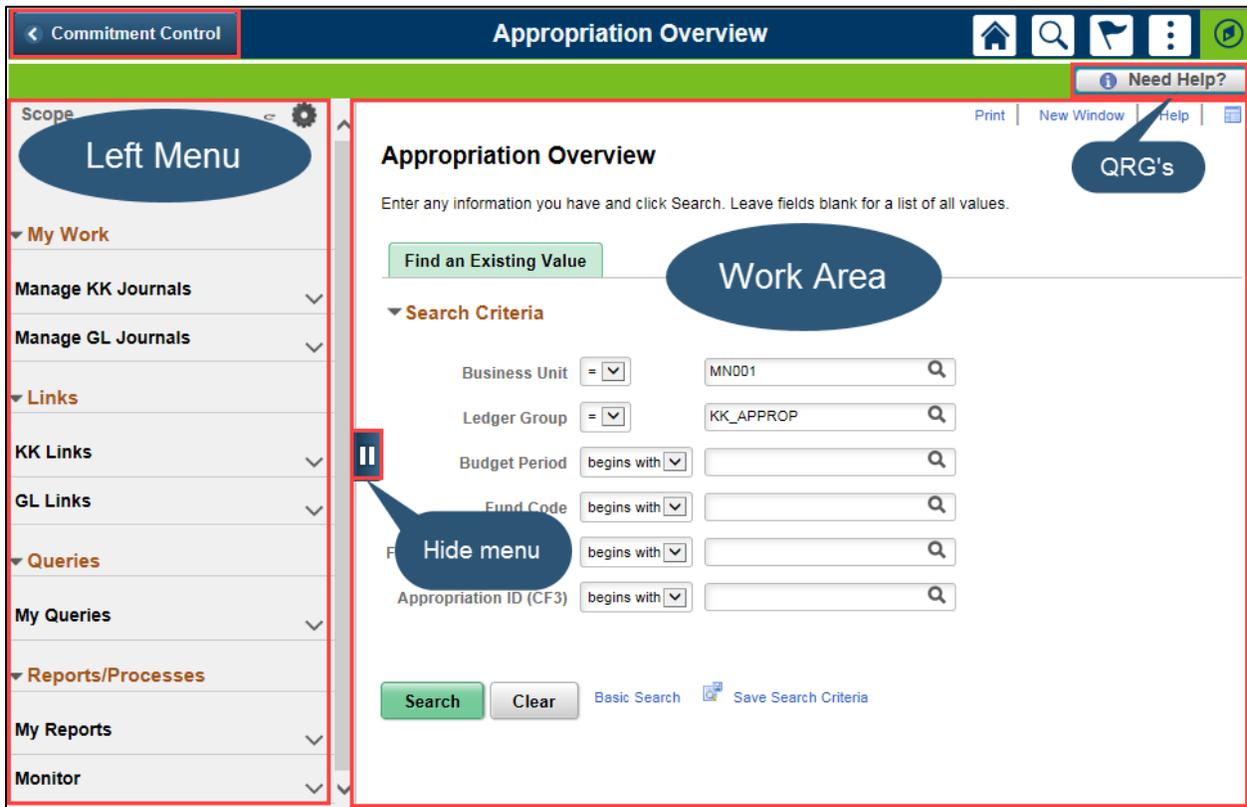
Note: The General Ledger and Commitment Control modules share a WorkCenter.

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



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- 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).
- 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: <ul style="list-style-type: none"> Manage KK Journals: KK Journals Not Ready to Post and Ready to Post pages. Manage GL Journals: GL Journals Not Ready to Post and Ready to Post pages.

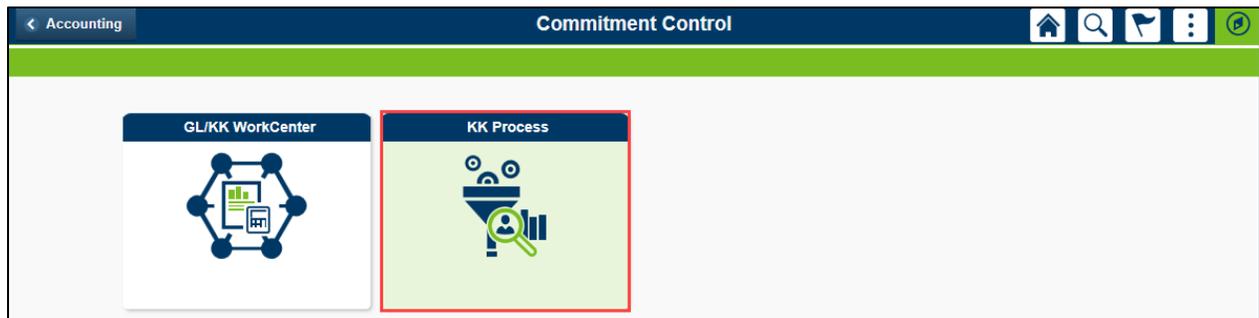
Left Menu Section	Description of Folders and Pages
Links	<p>Access commonly used pages. Folders and pages include:</p> <ul style="list-style-type: none"> • KK Links: Appropriation Overview, Budget Details, Budgets Overview, Enter Budget Journals, Enter Budget Transfers, and KK Exceptions pages. • GL Links: Create/Update GL Journal Entries, Import GL Journals, ChartField Values, SpeedTypes, Accounting Tags, and Tree Viewer pages.
Queries	Run frequently used Commitment Control queries.
Reports/Processes	<p>Run frequently used reports and processes. Folders and pages include:</p> <ul style="list-style-type: none"> • 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 *Commitment Control* homepage, click on the <**Commitment Control** back button on the top-left of page.

Step 3: View the KK Process Navigation Collection

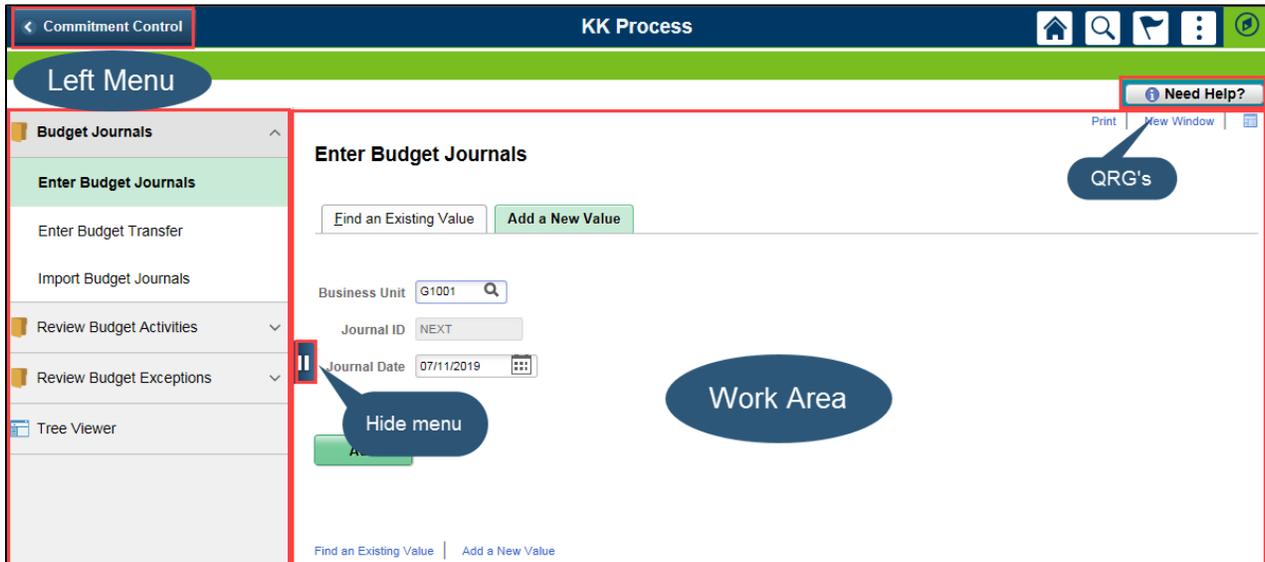
You can also work in navigation collections that bring together related tasks, activities, and processes.

1. For example, select the **KK Process** navigation collection tile.



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- 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 *Enter Budget Journals* page displays by default.



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

Left Menu Folder	Description
Budget Journals	Includes the Enter Budget Journals, Enter Budget Transfers, and Import Budget Journals pages.
Review Budget Activities	View commonly used inquiries and reports. <ul style="list-style-type: none"> Appropriation Overview, Budget Details, and Budgets Overview inquiry pages. Allotment w/in Approp Report, Manager's Financial Report, and Approp Transfer Detail Report pages.
Review Budget Exceptions	View Budget Exception inquiries by type, including Budget Journal, GL Journals, Requisition, Purchase Order, Voucher, Billing Invoice, Direct Journal, Revenue Estimate, and Project Journal.
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 *Commitment Control* homepage.