

QUICK REFERENCE GUIDE

November 1, 2019

Use the PO Accounting Entries Inquiry

Use the **PO Accounting Entries** inquiry to find accounting information for an individual purchase order or for a group of purchase orders using the search criteria.

This inquiry allows agencies to gather a large amount of data in one place. The results page allows you to download the results into a spreadsheet. You can filter purchase orders by purchase order range, business unit, fiscal year range, purchase order status, and ChartField combinations.

This guide describes the steps to use the **PO Accounting Entries** page. It also describes the selection criteria.

Steps to complete

- Step 1: Navigate to the PO Accounting Entries page
- Step 2: Enter selection criteria to get results.

Steps to use the PO Accounting Entries Inquiry

Step 1: Navigate to the PO Accounting Entries page

1. Navigate to the **PO Accounting Entries** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order. Left menu, PO Inquiry section, PO Accounting Entries, Selection Criteria page.

2. On the **Selection Criteria** search page, enter search information in the **Selection Criteria** page.
 - This inquiry allows for large amounts of data. Typically, agencies use the *Business Unit*, *Fiscal Year*, *PO date range*, *Accounting Line View Options*, *maximum rows*, *Ledger Group* or *ChartFields* in searching for groups of purchase orders.
 - On the **ChartFields** tab, SWIFT requires the *GL Unit* to be "MN001". You can also enter any ChartField item for your search.

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Fields on the Selection Criteria page. Items that are required are marked with an asterisk “*”.

Field	Description
* Business Unit	Purchasing Business Units primarily represents State agencies in SWIFT.
<ul style="list-style-type: none"> • From PO ID • To PO ID 	Enter an individual PO ID or choose a range.
<ul style="list-style-type: none"> • From Fiscal Year • To Fiscal Year 	Typically, choose “FY” for Fiscal Year.
PO Status	You can sort purchase orders in this report by the following values: A-Approved, C-Complete, D-Dispatched, DA-Denied, I-Initial, LD-Line Denied, O-Open, PA-Pending Approval, PX-Pending Cancel-X-Canceled.
* Accounting Line View Option	Select from these types of views: <ul style="list-style-type: none"> • Standard: Select to view standard accounting entries. • Supplemental (Entry Event): Select to view Entry Event accounting entries. • View Both: Select to view both standard and supplemental accounting entries.
Max Rows	Since this report enables agencies to gather a large amount of data, you can set the maximum number of rows that will appear on the results page. If your search results are greater than the rows you choose on this field, SWIFT will not show any results.
* Ledger Group	Ledger groups enable you to group detail ledgers by ledger template and ledger type. Most of them are from the Commitment Control module (KK).

Ledger Group	Description
CASH_EXP	MN Cash Budget - Expense
CTL_KK_DT	MN Detail Expense Ledger Group
CTL_KK_EB	MN Exp Bud Dept Lvl Control
KK_ALLOT	MN Allotment Ledger Group
KK_APPROP	MN Approp Ledger Group
KK_EXP_BUD	MN Exp Budget Ledger Group
KK_PRJ_CDE	MN Track W/O Child Proj LedGrp
KK_PRJ_CHD	MN Project Child Ledger Group
KK_PRJ_PAR	MN Project Parent Ledger Group
KK_PRJ_PDE	MN Track W/O Par Proj LedGrp

3. When ready, press the **OK** button.

Step 2: Review the search results

SWIFT displays **PO Accounting Entries** page. The search results appear on the **Accounting Entries** section of it.

PO Accounting Entries

Business Unit: G1001
 From PO: _____ To PO: _____
 PO Status: _____
 From Fiscal Year: 2018 To Fiscal Year: 2018
 Accounting Line View Option: View Both Ledger Group: CTL_KK_DT

Accounting Entries

Grid Action Menu 1-3 of 550 View 100

Details ChartFields

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Bus Unit	Project
3000003565	C	0000945488		3 PO_POENC	0	4	1	1	430016	1000	G1031100				
3000003565	C	0000945488		3 PO_POENC	0	4	1	1	430016	1000	G1031100				
3000003565	C	0000945488		3 PO_POENC	0	4	1	1	430016	1000	G1031100				

Total Encumbrance Balance 186,297.82 USD

Accounting Lines Search

- The **Grid Action Menu** allows you to download the data into an Excel spreadsheet.
- The view section allows you to see how many rows of data fit into your search parameters. If you select the **View 100** link, SWIFT displays 100 rows of data.
- The **Accounting Lines Search** link brings you to new window with the **Selection Criteria** page to run another inquiry.

You have successfully reviewed the PO Accounting Entries inquiry.