

# Save an Agency-Specific All Receipts Report in the EPM Data Warehouse

The All Receipts report in the EPM Data Warehouse helps you monitor collected revenue for appropriations. The report lists transactions that successfully passed a budget check, including revenue account transactions that have not yet posted to the General Ledger. The dates you select in the GL Posted Day Date filter affect whether a transaction appears in the report.

**TIP:** Some transactions will show a GL Posted Day Date value of “01/01/1753.” This date is used for transactions that are reflected in agency budgets but have not yet posted to the General Ledger during overnight batch processing. This could include any transaction waiting for approval. Using “01/01/1753” in the From Date will ensure these transactions are included in your report.

There are two versions of the All Receipts report.

- **All Receipts Summary Report:** The Summary version of the report provides a high-level report of receipts data with ten data fields or prompts for receipt data.
- **All Receipts Detail Report:** The Detailed Report provides five additional fields or prompts for receipt data. In the *Navigation* area, you find two links. One lets you reset values and begin again. The other retains the prompts from your detailed report to view a summary version.

The All Receipts report contain source revenue account entries that reconcile to the General Ledger and Commitment Control Expenditure Ledger. These reports use data from the Accounts Payable, Accounts Receivable, General Ledger, and Project Costing Accounting modules in SWIFT. This report does not include deposits made with expense account entries.

This guide provides the steps to customize and save the All Receipts Summary report with your agency’s data. You can use the same steps for the All Receipts Detailed report.

At the end of this guide, view Appendix A. It describes the data sets used in the prompts of the All Receipts report.

### Steps to complete

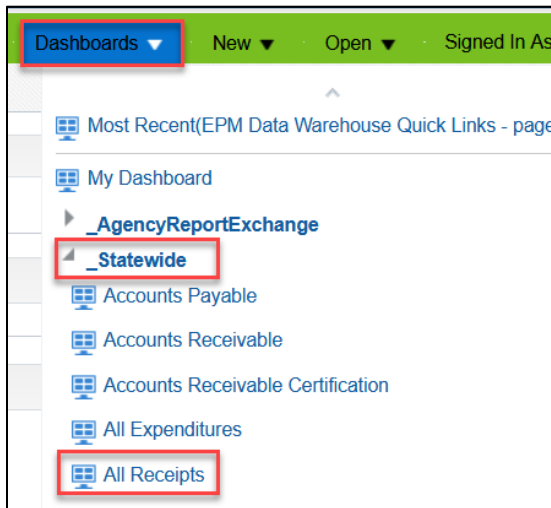
- Step 1: Navigate to the All Receipts from the Shared Dashboard
- Step 2: Select Prompts values, review results, and save it in My Folders
- Step 3: Revise, edit, or add data elements in the saved All Receipts report
- Step 4: Use the Catalog to find, revise, and refresh the All Receipts report
- Step 5: Review available icons and export the report
- Step 6: Locate your saved report
- Appendix A: Data Sets Used in the Prompts and Results of the All Receipts report

## Steps to Run the All Receipts Report

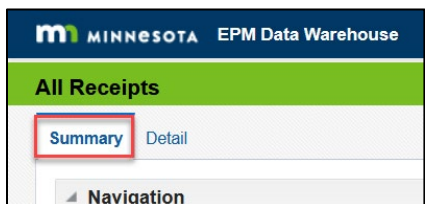
### Step 1: Navigate to the All Receipts reports from the Shared Dashboard.

1. Follow this navigation to the EPM Data Warehouse and find Dashboards. Open the *All Receipts* report Dashboard.

Navigation Options	Navigation Path
Navigation Collection	Administrative Portal, Data Warehouse, Warehouse Reporting, Dashboards, _Statewide, All Receipts.



2. The EPM Data Warehouse opens a dashboard page with *Summary* or *Detail* tabs. For this guide, we use the *Summary* tab.

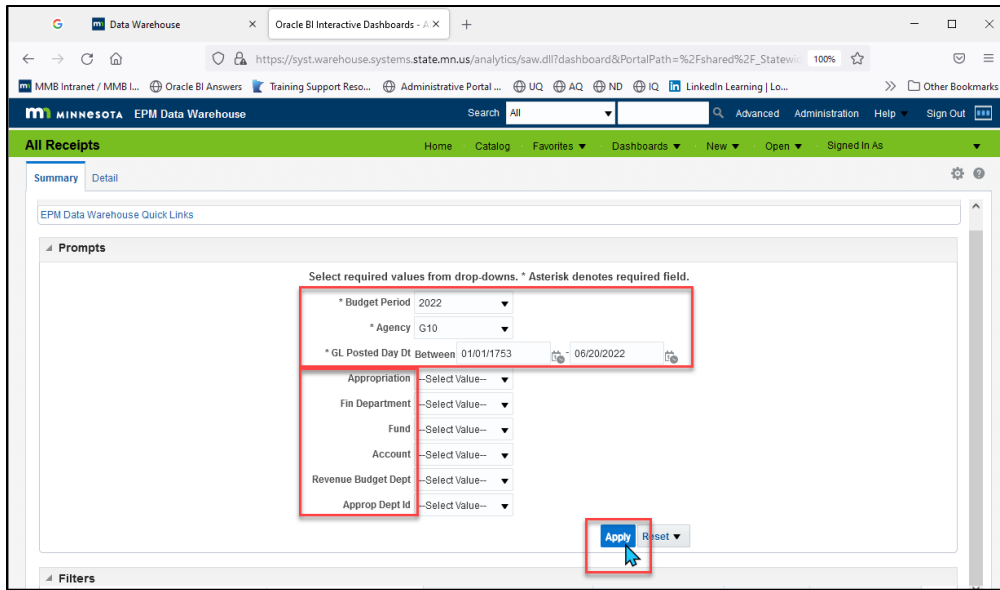


### Step 2: Select Prompts values, review results, and save it in My Folders

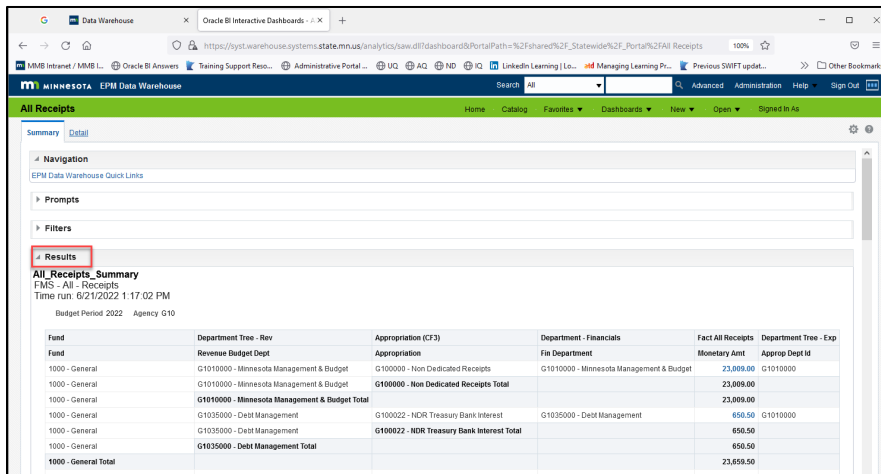
1. In the *Prompts* section, there are three required fields that contain defaulted information. The budget period defaults to the current Budget Period. Your agency ID should appear in the *Agency* field, and you will likely see yesterday's dates in the *GL Posted Day Date* fields. If needed, update the information in these fields. You can also select values in other fields in this section, for example, *Fund*. When you have finished making your choices, select the **Apply** button.

**NOTE:** The *GL Posted Day Date* determines if data appears in the other fields. If the transaction was not posted in the date range, it will not appear in this report.

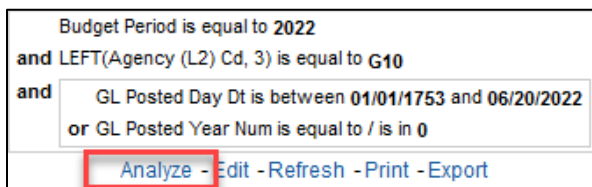
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2. The EPM Data Warehouse runs the report. The results appear in the *Results* section.

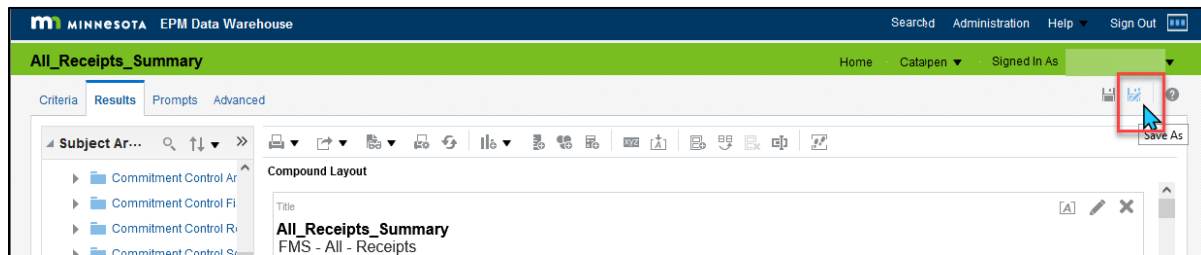


3. To save the report with the *Prompt* values you selected, scroll to the bottom of the report page. Select the *Analyze* link.



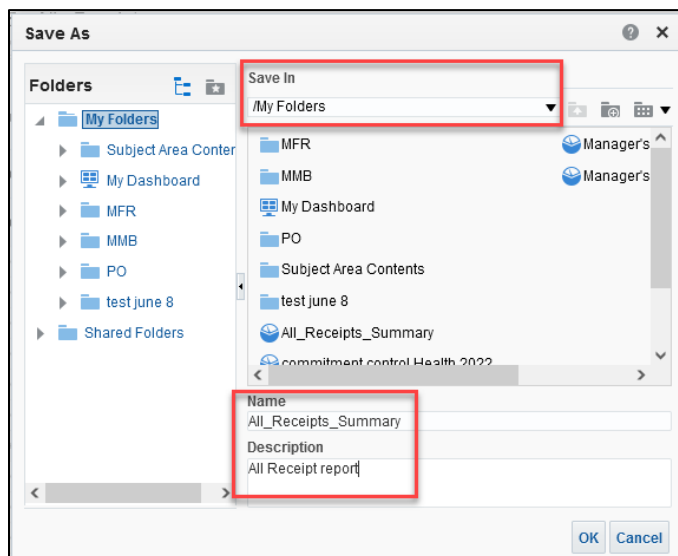
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4. The EPM Data Warehouse displays the *All Receipts* report. In the top right-hand corner of the page, select the **Save As** icon.



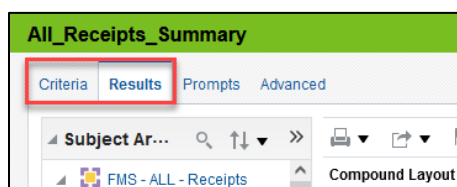
Most users of the EPM Data Warehouse do not have administrative roles and permissions to save reports in shared dashboards and folders. Save customized reports in My Folders.

1. The **Save As** window appears.
  - a. On the left *Folders* menu, select *My Folders*. Determine where in *My Folders* you wish to save the report.
  - b. Then, enter the report name in the *Name* field.
  - c. If desired, add text in the *Description* field.
  - d. Select **OK**.



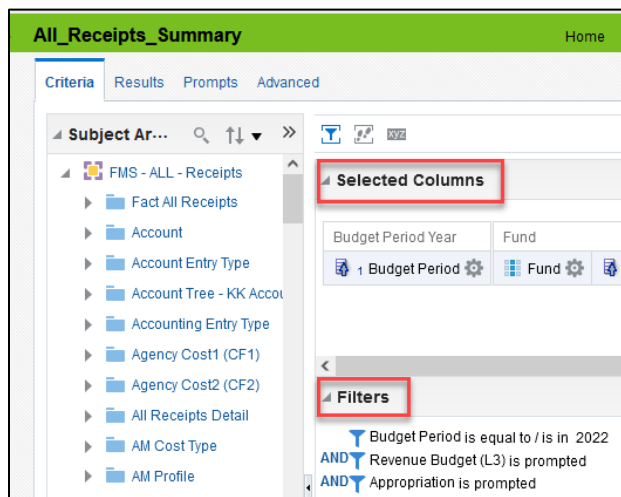
### Step 3: Revise, edit, or add data elements in the saved All Receipts report

Once saved, continue customizing the report as needed. You can use both the *Criteria* and the *Results* tabs to revise your report. The *Prompts* and *Advanced* tabs are for advanced report writers.

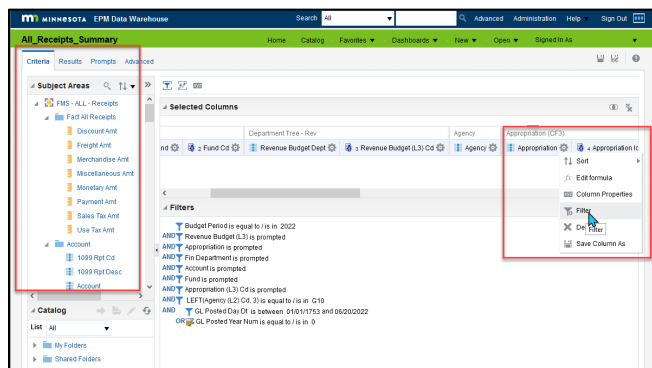


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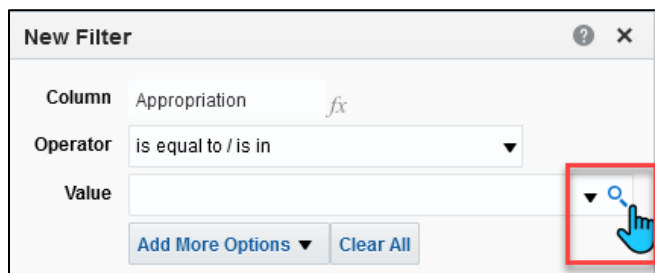
On the *Criteria* tab, there are two sections where you can review and update values that display in the *Results* of your report: the *Selected Columns* and *Filters* sections.



1. The *Selected Columns* section includes the predetermined data sets for the All Receipts report. Review and revise the filters in the data sets to obtain the needed data. In the *Summary* version of the report, the EPM Data Warehouse excludes several data sets in the display by default. You can select them to be included. You can also add data sets from the folders in the *Subject Areas*.
  - a. In this example, we look for specific Appropriations. In the *Selected Columns* section, find the *Appropriation (CF3)* data set. Select the **Options** icon to choose *Filter*.

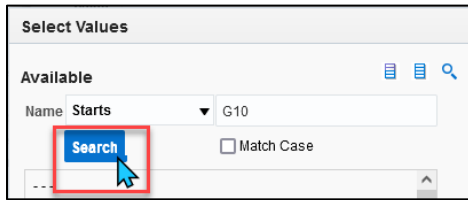


- i. We want the report to include data from specific appropriations. Search for them in the *New Filter* window. Use the **Search** icon that looks like magnifying lens.

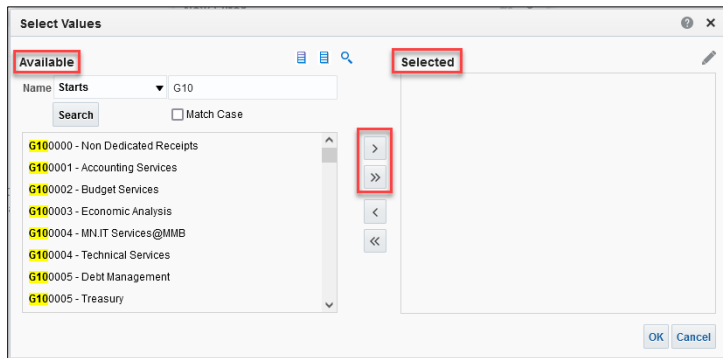


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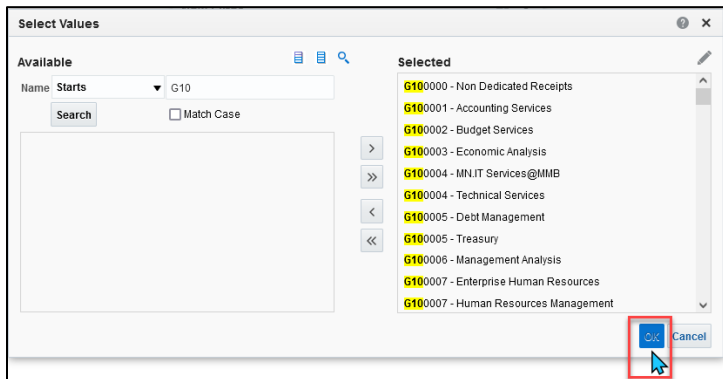
- ii. The Select window opens. In the *Name* field, look for appropriations that start with "G10", and select the **Search** button



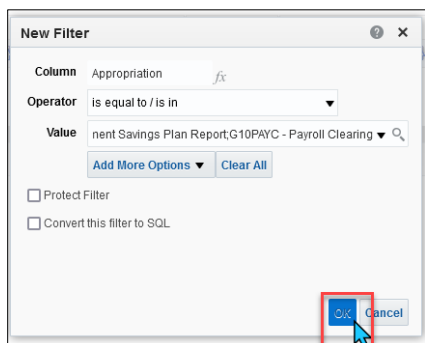
- iii. The *Available* column contains the search results. Use the **Move** or **Move all** icons in the middle of the page to move the desired values into the *Selected* column.



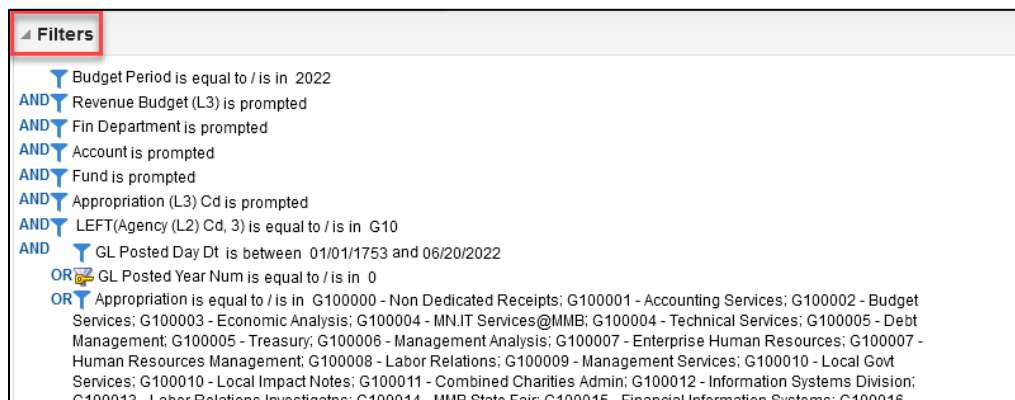
- iv. Select **OK**.



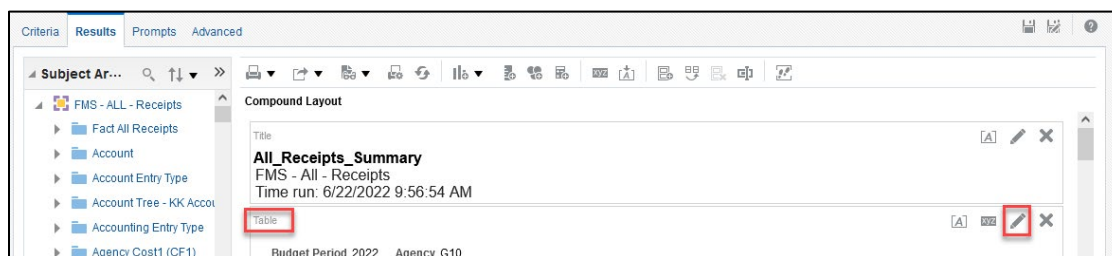
- v. The updated *New Filter* window appears with the new values. Select **OK**.



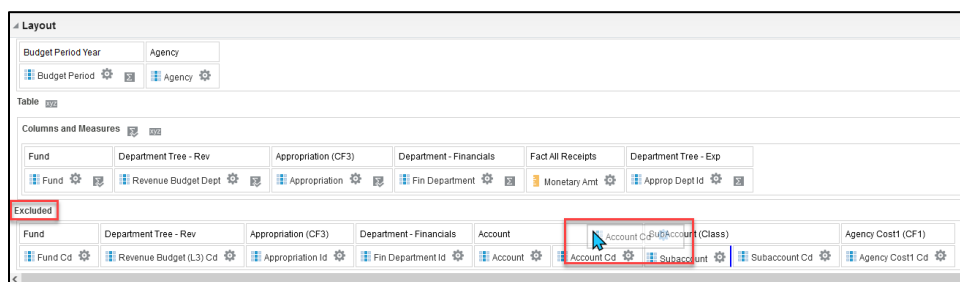
b. Review the *Filters* section of the report page to see the chosen values.



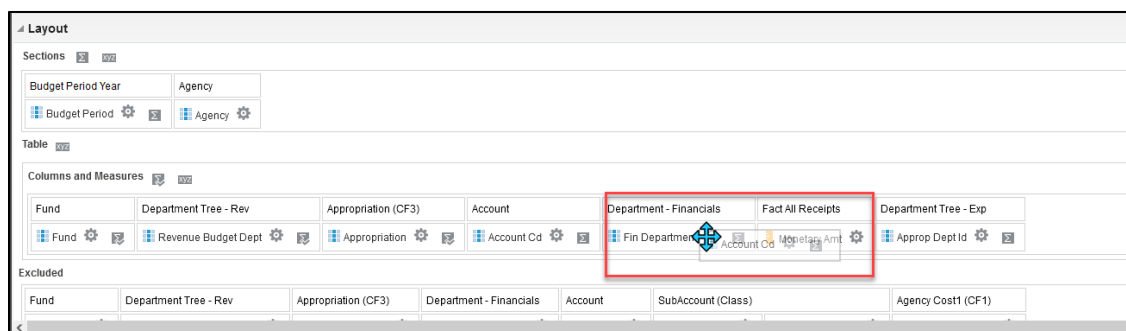
2. To include an excluded data set in the *Summary* report, select the *Results* tab. Then, select the **Edit View** icon in the upper right-hand corner of the *Table* section. It looks like a pencil.



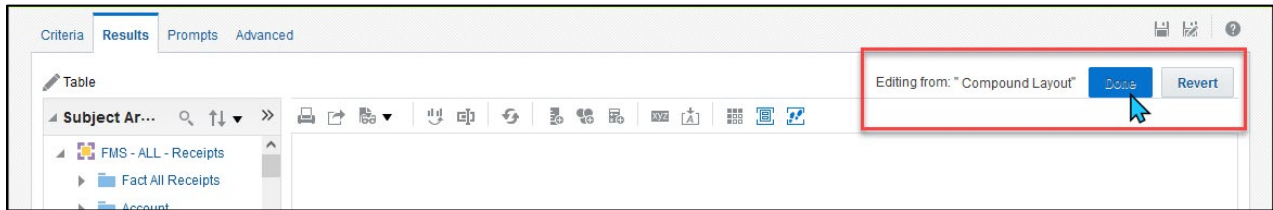
a. The EPM Data Warehouse displays the *Table* layout. In the *Excluded* section, you can select a data set and drag it to the *Columns and Measures* section. We choose “Account Code,” in this example.



b. Slide the desired data set to the *Columns and Measures* section where you wish it to be in the display of your report. In this example, slide it next to the Fin Department.



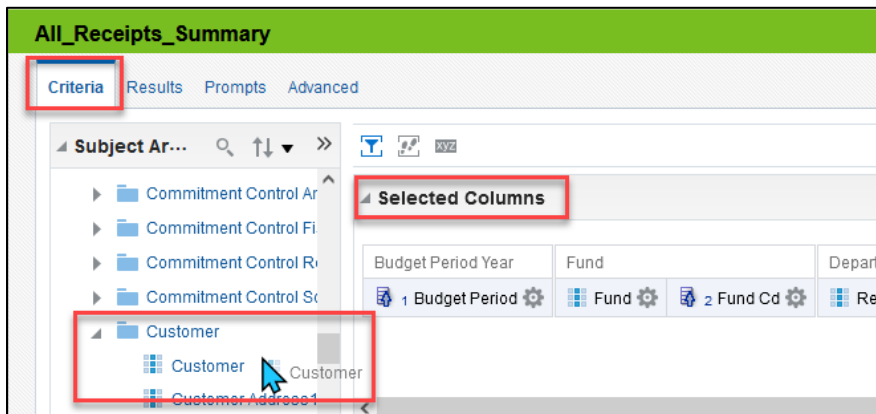
- c. After completing changes to the *Table*, select the **Done** button in the upper right-hand corner.



- d. The EPM Data Warehouse updates the results with *Account Codes*.

Fund	Department Tree - Rev	Appropriation (CF3)	Department - Financials	Account	Fact All Receipts	Department Tree - Exp
Fund	Revenue Budget Dept	Appropriation	Fin Department	Account Cd	Monetary Amt	Approp Dept Id
4700 - Public Employees Insurance	G1036801 - PEIP Administration	G100055 - Public Employees Insur Prog	G1036801 - PEIP Administration	512001	215,607.18	G1010000
4700 - Public Employees Insurance	G1036801 - PEIP Administration	<b>G100055 - Public Employees Insur Prog Total</b>		512001	215,607.18	
4700 - Public Employees Insurance	<b>G1036801 - PEIP Administration Total</b>			512001	215,607.18	
<b>4700 - Public Employees Insurance Total</b>				512001	215,607.18	

- 3. As an option, add any new data sets from the *Subject Areas* column on either the *Criteria* or *Results* tabs.
  - a. For example, we can add a *Customer* to track collected revenue from the customer.
  - b. Expand the *Customer* folder, select the *Customer* data set, and double tap or drag it to the *Selected Columns* area.





## Step 4: Run the All Receipts report, test it, and resave it as needed

1. To run the report with the filters and any new data sets, select the *Results* tab. The report will appear in the *Compound Layout* area.

**Compound Layout**

Title: **All\_Receipts\_Summary**  
FMS - All - Receipts  
Time run: 6/22/2022 11:33:00 AM

Table

Budget Period 2022 Agency G10

Fund	Department Tree - Rev	Appropriation (CF3)	Department - Financials	Account	Fact All Receipts	Department Tree - Exp
Fund	Revenue Budget Dept	Appropriation	Fin Department	Account Cd	Monetary Amt	Approp Dept Id
4700 - Public Employees Insurance	G1036801 - PEIP Administration	G100055 - Public Employees Insur Prog	G1036801 - PEIP Administration	512001	215,607.18	G1010000
4700 - Public Employees Insurance	G1036801 - PEIP Administration	<b>G100055 - Public Employees Insur Prog Total</b>		512001	<b>215,607.18</b>	

2. Continue to update the report as desired. Use the **Refresh the results of the current analysis** icon to refresh the data.

**All\_Receipts\_Summary**

Criteria Results Prompts Advanced

Subject Ar... [Refresh icon highlighted]

**Compound Layout**

Title: **All\_Receipts\_Summary**  
FMS - All - Receipts  
Time run: 6/22/2022 11:33:00 AM

Table

Budget Period 2022 Agency G10

Fund	Department Tree - Rev	Appropriation (CF3)	Department - Financials	Account	Fact All Receipts	Department Tree - Exp
Fund	Revenue Budget Dept	Appropriation	Fin Department	Account Cd	Monetary Amt	Approp Dept Id
4700 - Public Employees Insurance	G1036801 - PEIP Administration	G100055 - Public Employees Insur Prog	G1036801 - PEIP Administration	512001	215,607.18	G1010000
4700 - Public Employees Insurance	G1036801 - PEIP Administration	<b>G100055 - Public Employees Insur Prog Total</b>		512001	<b>215,607.18</b>	

3. Save the report by selecting the **Save** icon in the top right-hand corner.

**All\_Receipts\_Summary**

Open Signed In As [Save icon highlighted]

Criteria Results Prompts Advanced

Subject Ar... [Save icon highlighted]

**Compound Layout**

Title: **All\_Receipts\_Summary**  
FMS - All - Receipts  
Time run: 6/22/2022 11:33:00 AM

Table

## Step 5: Review available icons and export the report

1. Above the *Compound Layout*, there are several icons to take various actions with the report.

**All\_Receipts\_Summary**

Home Catalog

Criteria Results Prompts Advanced

Subject Ar... [Action icons highlighted]

**Compound Layout**

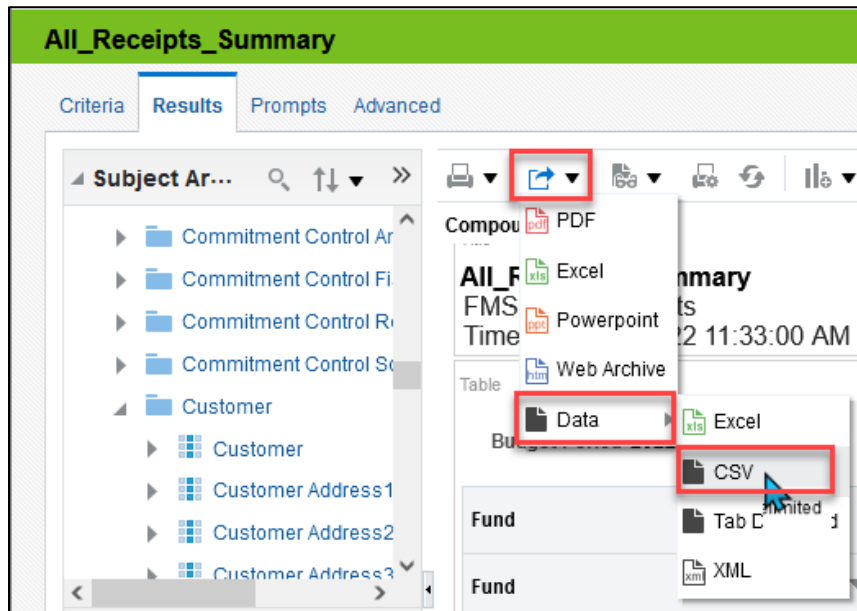
Title

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- a. **Print this analysis:** This icon looks like a printer. It allows you to print the report in “Printable PDF” or “Printable HTML” format.
- b. **Export this analysis:** This icon looks like a box with an arrow pointing up. It allows you to save the report to your computer in the following file types: PDF, Excel, PowerPoint, Web Archive, or Data file.
- c. **Show how the results will look on a Dashboard:** This icon looks like a piece of paper with eyeglasses. It shows how the report appears when displayed in a dashboard. It opens in a separate window.
- d. **Print & Export Options:** This icon looks like printer with paper. It allows you to set page settings on your printer for printing the report.
- e. **Refresh the results of the current analysis:** This icon looks like two arrows in a circle. It allows you to refresh the data in the current report.
- f. **New view:** This icon looks like a piece of paper with a red plus sign. It allows you to show the results in other views such as a table, a pivot table, or a graph.
- g. **Other icons:** There are various icons to help with more advanced actions. Hover above the icon to see its function.

**NOTE.** The **Export this analysis** icon is the most used action icon. If you select “Excel,” your report will include column headers and subtotals. If you select “Data,” “CSV Format,” your report will be a spreadsheet with raw data.

- 2. As desired, export your report.
  - a. Select the **Export this analysis** icon.
  - b. A drop down appears with the export options. In this example, we selected *Data* and then the *CVS Format*.

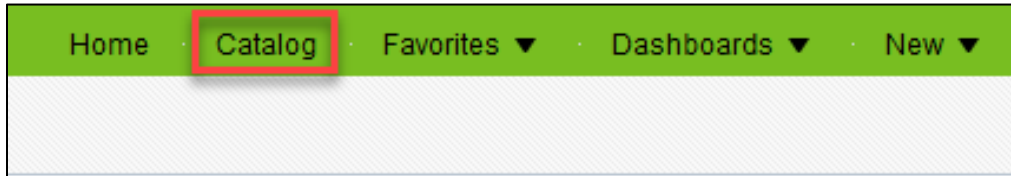


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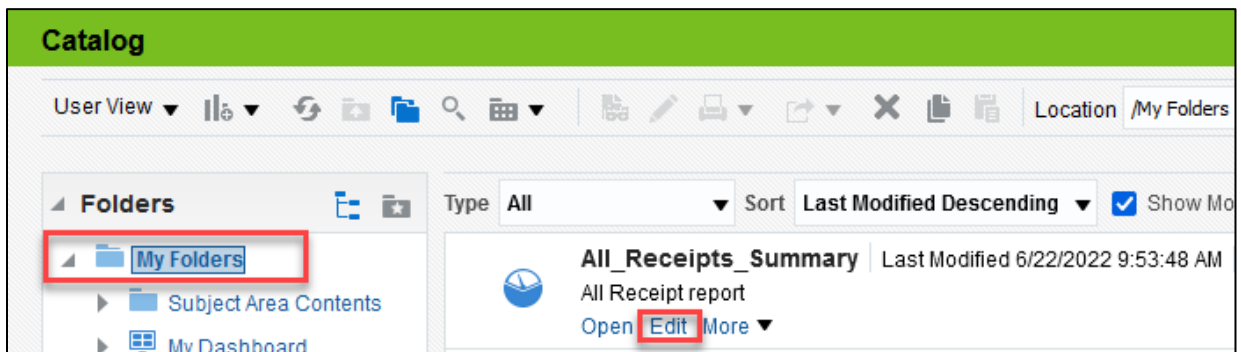
4. The EPM Data Warehouse downloads the file. You have the option of saving or opening with Excel. This CSV option provides the raw data and allows you to manipulate as desired. Select the best file format for you.

## Step 6: Locate your saved report

1. On the global menu, select *Catalog*.



2. The *Catalog* opens and displays the *My Folders* section where you can navigate to your saved report. Select “Edit” to make changes or “Open” to view the results from the last the save.



## Appendix A: Data Sets Used in the Prompts and Results of the All Receipts Report

Data Set	Data Set Location	Data Set Description
<b>* Budget Period</b>	Summary and Detailed	The Budget Period identifies the period that money is legally authorized for spending by the legislature. Budget periods start on July 1st and end on June 30th of the next year. For example, Budget Period 2023 refers to the Budget Period from 7/1/2022 to 6/30/2023.
<b>* Agency</b>	Summary and Detailed	This is the State agency responsible for the receipts. Enter the three-digit Agency Code of the agency. For example, G10 is for Minnesota Management and Budget.
<b>* GL Posted Day Date</b> (General Ledger)	Summary and Detailed	This field identifies a date that a transaction has posted against the General Ledger. Select the beginning and end dates for the desired transactions. In some cases, the transaction may appear in the budget but not posted in the General Ledger. This field can be useful for point-in-time reporting.
<b>Appropriation (CF3)</b>	Summary and Detailed	An Appropriation legally authorizes spending, or the collection of receipts as specified in session laws or state statutes. This list begins with an Appropriation ID and includes a description of that ID; for example, B041W12 – Pesticide Monitoring Lab.
<b>Appropriation ID</b>	Excluded	An Appropriation ID is a seven-character alphanumeric identifier of the agency that receives credit. It indicates a single appropriation account that controls the total amount of an agency's expenditures (e.g., agency division). This list includes only the Approp ID and not a description of it (e.g., B041W12).
<b>Fin Department</b> (Financial Department)	Summary	Fin Department represents the organizational function to which expenditures and other activities must be identified. This list begins with a Fin DeptID and includes a description of that ID; for example, B04312M1 – GM Slow the Spread.
<b>Fin Department ID</b>	Detailed	A Fin Department ID is an eight-character alphanumeric identifier (Financial Department Identifier).
<b>Fund</b>	Summary and Detailed	The Fund assures that dollars are used to meet specific activities in accordance with legislative intent, special regulations, restrictions, and limitations. This list begins with Fund ID and a description of it; for example, 1000 – General.
<b>Fund Code</b>	Excluded	The Fund Code is a four-character numeric code.

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Data Set	Data Set Location	Data Set Description
<b>Account</b>	Detailed	The Account ChartField is used in the traditional manner for classifying specific transactions according to the nature of the receipt, expenditure, or effect on the financial position of the fund. The Account identifies whether an accounting line is classified as a balance sheet, revenue, expenditure, or statistical transaction.
<b>Account Code</b>	Excluded	The Account Code is a five- or six-character field. Six numeric characters are for detail and five numeric characters are for Class level for expenditure budgeting.
<b>Revenue Budget Dept</b>	Summary and Detailed	The Revenue Budget Department identifies the agency that receives credit for the revenue.
<b>Revenue Budget Cd</b>	Excluded	The Revenue Budget Code is an eight-character alphanumeric code.
<b>Approp Dept ID (Appropriation Department ID)</b>	Summary and Detailed	The Appropriation Department ID uses the Fin DeptID to establish appropriation budgets for an agency (e.g., GR910000). Most agencies have only one Approp Dept ID. This field is used only by agencies with multiple Approp Dept IDs.
<b>Subaccount</b>	Excluded	The Subaccount ChartField is used by agencies for a more detailed level of revenue reporting than the Account ChartField values provide.
<b>Subaccount code</b>	Detailed	The Subaccount Code is three numeric characters established by each agency within a pre-assigned agency specific range.
<b>Agency Cost1 Cd</b>	Detailed	The Agency Cost 1 Code is five numeric characters that may be used for reporting purposes. This ChartField is a classification used to track revenue or expenditures associated with a particular event or activity that is defined by the Agency.
<b>Project ID</b>	Detailed	The Project ID is the unique identification code established by agencies for a particular initiative or project. It may be used for grants, capital projects, and agency directed projects. This field is required on all federal fund transactions. They begin with the first three digits of your Business Unit; for example, G10CRFRAOFF1.
<b>Customer</b>	Detailed	Customer ID is an Accounts Receivable and Billing field. Customer ID will only appear in this report on Billing transactions that reference an expenditure account. <b>IMPORTANT!</b> Enter the Agency ID and GL Posted Dates. Wait for data to appear in the menu if there is customer data for those parameters. <ul style="list-style-type: none"> <li>• Customer IDs are agency specific. Select the Agency ID.</li> <li>• Also, receipts are time limited, enter the GL Posted Dates.</li> </ul>

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Data Set	Data Set Location	Data Set Description
<b>Supplier</b>	Detailed	A supplier is a supplier of goods or services. The Supplier ID is a ten-digit identification number assigned to a supplier. This list includes the Supplier ID and the SWIFT Supplier Name; for example, 0000295401 – Innovative Office Solutions, LLC.
<b>Item ID</b>	Detailed	The Item ID in the All Receipts report represents a SWIFT invoice number for a customer.
<b>Monetary Amount</b>	Fact Folder in the Criteria and Results tabs	Facts are dynamic and usually do a calculation, such as sum. The calculation is predetermined in the Subject Areas. The Monetary Amount may operate different in other reports. In All Receipts, it is the sum of the transaction(s) that have an impact on agencies' revenue budgets; for example, payments from a deposit.