SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

July 11, 2022

Save an Agency-Specific Manager's Financial Report in the EPM Data Warehouse

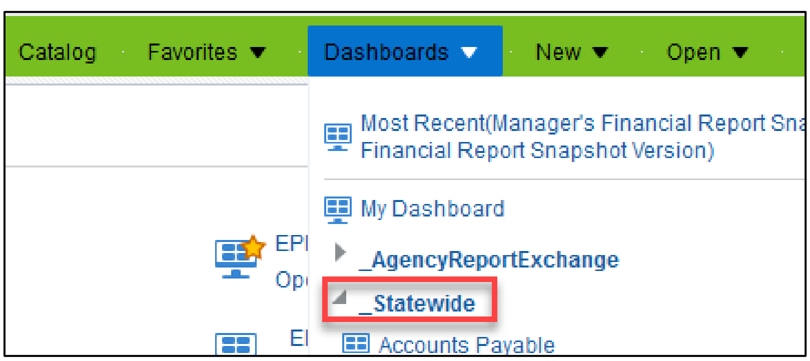
The Manager's Financial Report (MFR) is a high-level summary of agency expense budgets. It includes how much is in the budget, how much has been spent, how much is encumbered, how much is pre-encumbered, and what is left in the budget.

There are two versions of the MFR.

- **The Manager's Financial Report (Budget Year):** The MFR is the primary budget management tool for managers. It provides the report by Budget Period, Agency, Fund, Expense Budget, and Appropriation. The MFR drills down and across the Account, Pre-Encumbrance, Encumbrance, Expended and Salary Projection Encumbrance Amounts.
- **The Manager's Financial Report Snapshot Version (Monthly, Calendar Year)**: The snapshot version provides data as of the reporting month chosen. The snapshot does not provide drill down or across.

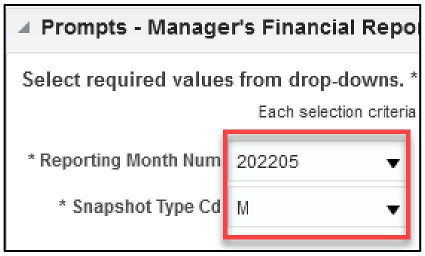
Start with the Dashboards option on the global menu.

While there are several ways to access the MFR versions in the EPM Data Warehouse, it is recommended that agency staff create their first version using the _Statewide option from the shared dashboards on the global menu. The prompts from these dashboards will help you find and save the most commonly used data elements.



In the snapshot version, the *Reporting Month Number* will start with the Budget Year and will end with the number of the calendar month.

- For example, "202201" stands for Budget year "2022" and "01" stands for January of the calendar year.
- Snapshot Type Code generally be "M" for monthly. However, for soft and hard closes, you may find it very useful to use "C" for the snapshot code.



- In the full version MFR, you may be able to drill across some data sets. If displayed as a hot link, more detailed information is available. Your security roles may limit your ability to drill deeper.

Account Tree - KK Account			Fact MFR Summary								
Account Group (L3) Desc	Account Class (L5) Cd	Account Class (L5) Desc	Approved Expense Budget Amt	Current Expense Budget Amt	Pre-Encumbrance Amt	Encumbrance Amt	Expended Amt	Unobligated Amt	Unexpended Amt	Salary Projection Encumbrance Amt
Non-Payroll Expense	41100	Space Rental And Utilities	0.00	41,000.00	0.00	3,349.00	36,839.00	812.00	4,161.00	3,349.00
Non-Payroll Expense	41110	Printing And Advertising	1,000.00	1,000.00	0.00	612.45	466.30	-78.75	533.70	612.45
Non-Payroll Expense	41150	Computer and System Services	4,500.00	4,500.00	0.00	0.00	4,727.43	-227.43	-227.43	0.00
Non-Payroll	41155	Communications	15,000.00	15,000.00	0.00	5,722.89	7,120.35	2,156.76	7,879.65	5,722.89

This guide provides the steps to create an agency specific MFR. It also tells you how to find your customized report, make edits, refresh data, and save again. You can use the same steps for the MFR Snapshot Version. Most users of the EPM Data Warehouse do not have administrative roles and permissions to save reports in shared dashboards and folders. Save your report in the My Folders folder in the Catalog.

There is an Appendix with descriptions of the prompts and data sets.

Steps to complete

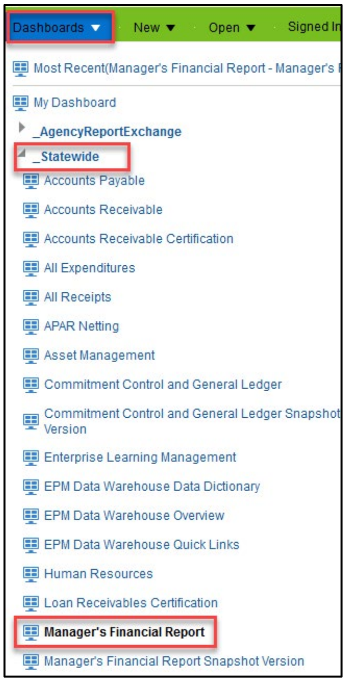
- Step 1: Navigate to the MFR from the Shared Dashboard.
- Step 2: Select Prompt values, review results, and save it in My Folders.
- Step 3: Revise, edit, or add data elements in the saved MFR.
- Step 4: Use the Catalog to find, revise, and refresh the MFR.
- Step 5: Review available icons and export the report.
- Appendix A: Prompts and their descriptions in the standard MFR.

Steps to Run the MFR

Step 1: Navigate to the MFR from the Shared Dashboard

1. Follow this navigation to the EPM Data Warehouse to find the Dashboards. Open the *Manager's Financial Report* Dashboards.

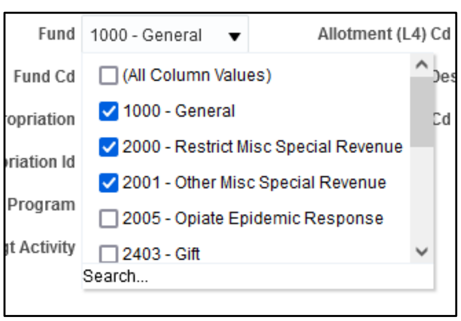
Navigation Options	Navigation Path
Navigation Collection	Administrative Portal, Data Warehouse, Warehouse Reporting, Dashboards, _Statewide, Manager's Financial Report.



2. The EPM Data Warehouse display two report tabs.
    a. The first tab is the report menu and describes what is in the report and the security clearance required to drill further into the data.
    b. The second tab is the report and contains the basic prompts to fetch your MFR.

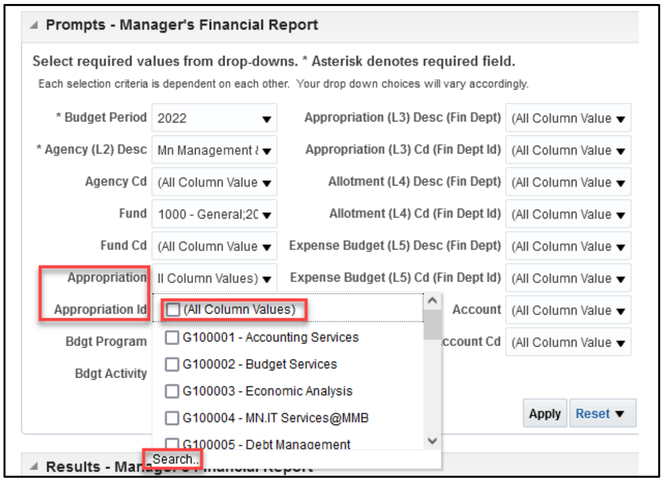
Step 2: Select prompts values, review results, and save it in My Folders.

1. Select the *MFR* tab. The *Manager's Financial Report* opens.
2. In the *Prompts* section, it defaults with your Agency ID in the *Agency* field. Enter a *Budget Period* year. It may default for *Fund* "1000 – General" fund to limit the data.
    a. Select the dropdown list for the *Fund* field, and choose the desired Fund(s).



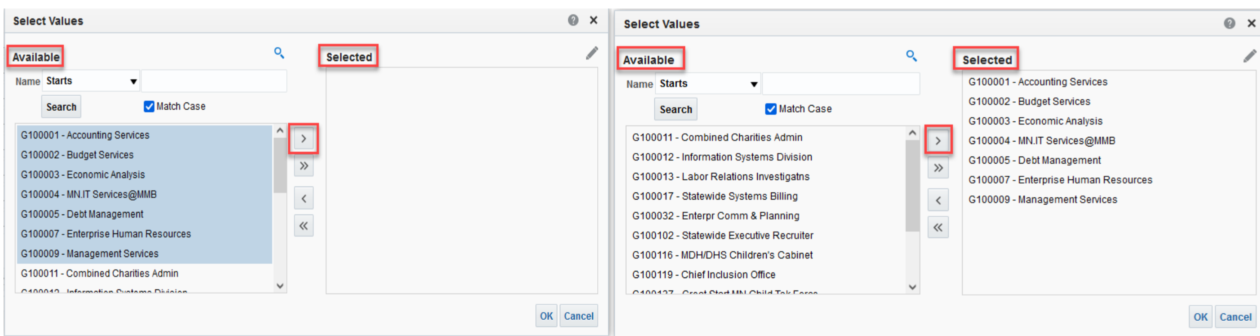
    b. Select the dropdown list for *Appropriation* or *Appropriation ID.* Deselect *"(All Column Values)" and* select "Search" at the bottom of the window.

Note: Knowing which prompts to filter on can be tricky, especially when they look so much the same. When choosing an Appropriation, choose *Appropriation* and/or *Appropriation ID*. *Appropriation (L3)* are hierarchical fields, and may result in unexpected data. Consult with your agency's finance team for further guidance.

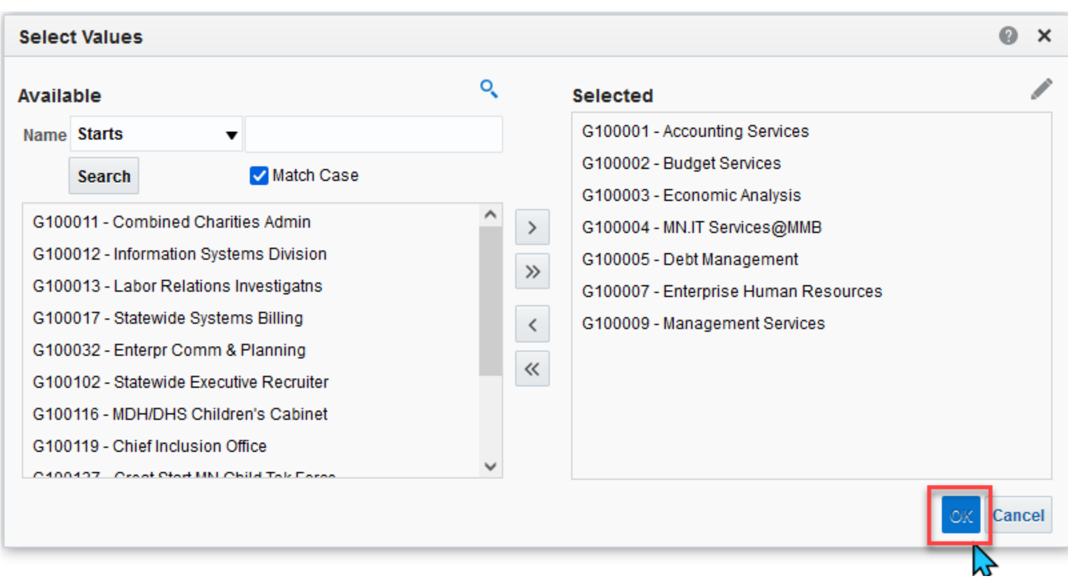


c. The Select Values window opens. Choose the desired Appropriations and use the single right arrow icon to move selected values from the Available side of the window to the Selected side.

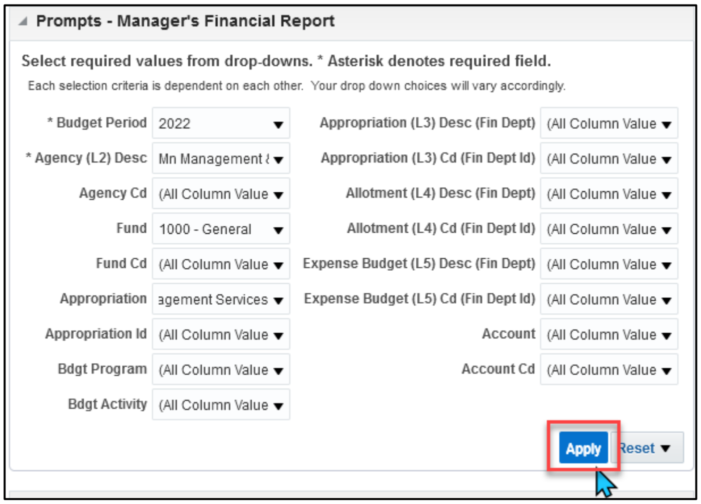
Note: Match Case is automatically selected. Be sure to select or deselect based on your personal preference for searching.



d. Select the **OK** button.



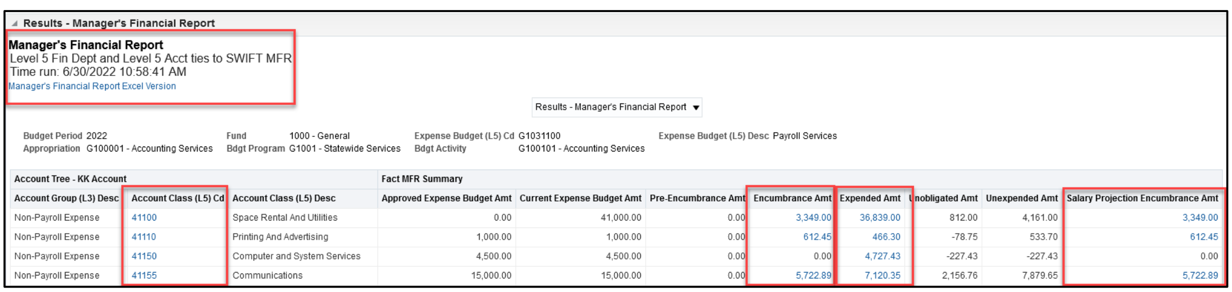
e. After choosing all desired filters in the Prompts section, select the **Apply** button.



3. The **Apply** button tell the Warehouse to run the report with the chosen prompts. The results appear in the *Results* section.

   a. At the top of the *Results* section, you find the title, description, run time, and a link to an Excel version for the current report. Selecting the Manager's Financial Report Excel Version will open a flat-file version of the results. This is helpful if you do not have further edits you want to make.

   b. Below in the results, you may see various hyperlinks in several of the columns. If you have permissions to drill deeper, you can select a hyperlink to drill to the accounts, expenditures, or encumbrances.



Account Group (L3) Desc	Account Class (L5) Cd	Account Class (L5) Desc	Approved Expense Budget Amt	Current Expense Budget Amt	Pre-Encumbrance Amt	Encumbrance Amt	Expended Amt	Unobligated Amt	Unexpended Amt	Salary Projection Encumbrance Amt
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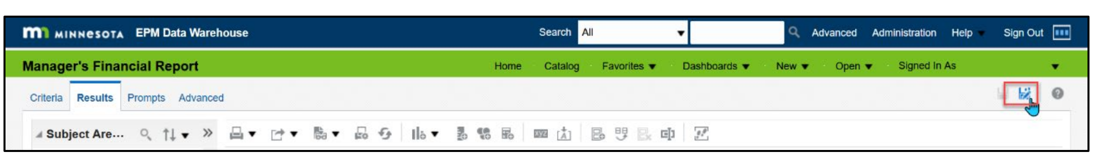
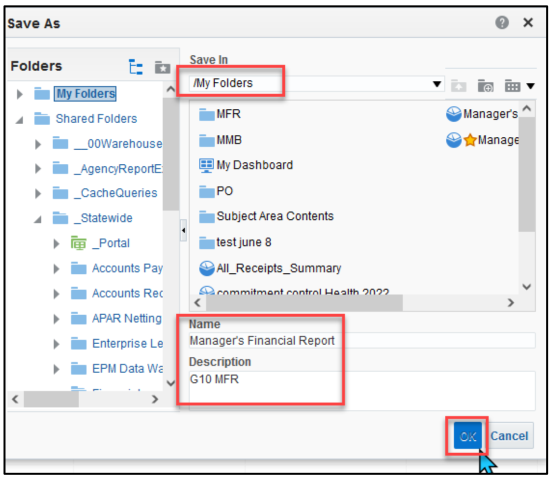
4. To save the report as is, scroll to the bottom of the report page. There are five hyperlinks. Select the *Analyze* link.

5. The MFR displays with the data you selected in the *Prompts* section. There are 4 tabs. The *Criteria* and the *Results* tabs are likely the most useful.

6. At the top right of the page, select the **Save As** icon.

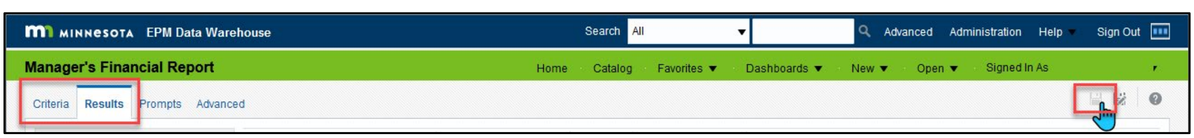


7. The **Save As** window appears.
    c. On the left *Folders* menu, select *My Folders*. Determine where in *My Folders* you wish to save the report.
    d. Then, enter the report name in the *Name* field.
    e. If desired, add text in the *Description* field.
    f. Select **OK**.



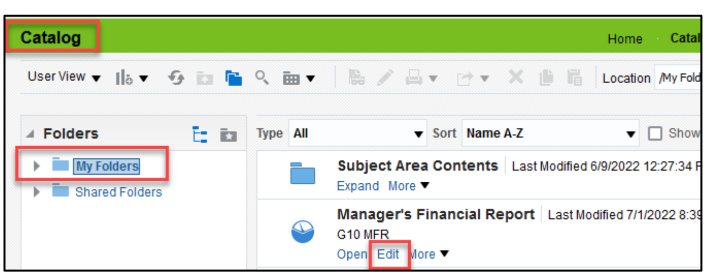
Step 3: Revise, edit, or add data elements in the saved MFR

1. On the *Criteria* tab, you can choose to add data elements or filter on the data elements already in the report. For information on adding data elements, refer to the Update the Data on an Existing Report QRG found at mn.gov/mmb under Accounting, Reporting, SWIFT Data Warehouse, Warehouse Training.
2. Review the *Results* tab often to verify that you have the information needed.
3. Once the report is as you need it, be sure to save again, either as a new report or overwrite the previously saved report.

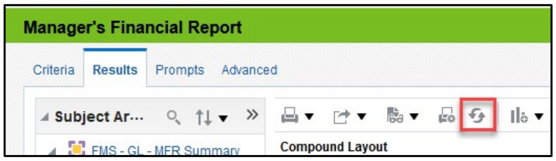


Step 4: Use the Catalog to find, revise, and refresh the MFR

1. To find and revise a saved report, navigate to the *Catalog*. *My Folders* should open in the left-hand menu, choose the saved report. Select *Edit* to revise or refresh.

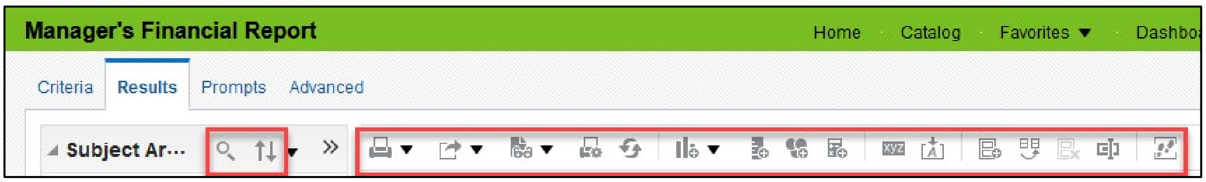


2. Your MFR opens. Select the *Results* tab to find the **Refresh this analysis** icon. This reruns your saved report with updated data.



3. From here you could choose to further edit the data in your report. When finished, remember to save the report either as a new report or rewrite the old report.

Step 5: Review available icons and export the report



a. **Search:** Allows you to search for data elements in the Subject Areas.

b. **Sort Subject Area:** Allows you to sort Subject Area folders ascending or descending.

c. **Print this analysis:** This icon looks like a printer. It allows you to print the report in “Printable PDF” or “Printable HTML” format.

d. **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.

e. **Show how the results will look on a dashboard:** This icon looks like a piece of paper with eyeglasses. It will show how the report appears when displayed in a dashboard. It opens in a separate window.

f. **Print options:** This icon looks like printer with paper. It allows you to set page settings on your printer for printing the report.

g. **Refresh:** This icon looks like two arrows in a circle. It allows you to refresh the data in the current analysis.

h. **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.

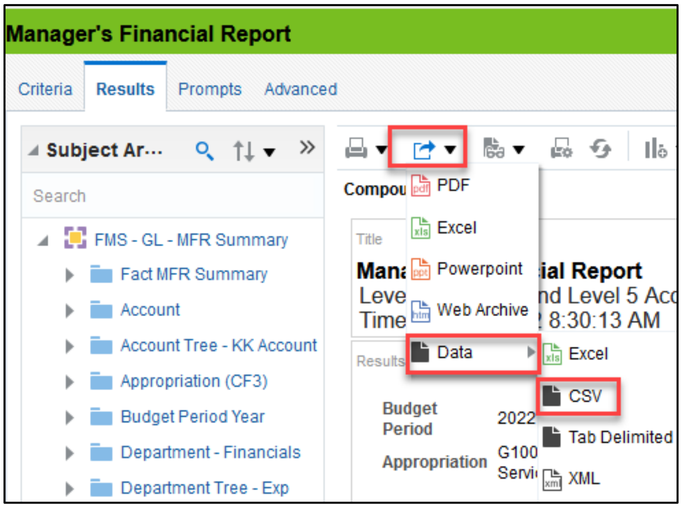
i. **Other icons:** various icons to help with more advanced users. Hover above the icon to see its function.

NOTE. The most common uses on this page are to export the analysis using Excel or Data File. If you select Excel, your report will include subtotals. If you select *Data File*, your report will be an Excel spreadsheet with raw data and no subtitles.

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, *Data* and *CSV* are selected. Select the best option for you and save as needed.



Appendix A

Data Sets in the Prompts section of the Manager's Financial Report

Here's a list of the prompts and their descriptions as they appear in the *Prompts* section of the standard Manager's Financial Report. Data sets marked by an asterisk (*) are required.

Prompt/Data Set	Description
*** Budget Period**	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 each year. For example, Budget Period 2022 refers to the Budget Period from 7/1/2021 to 6/30/2022.
*** Agency (L2) Desc**	This is the State agency responsible for the expenditures. It lists the agency's name (e.g., Minnesota Management and Budget).
Agency Cd	This field lists the Agency Code (e.g., G10 for Minnesota Management and Budget).
Fund	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 (e.g., 1000 – General).
Fund Cd	This field lists the Fund Code (e.g., 1000.)
Appropriation	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 (e.g., B041W12 – Pesticide Monitoring Lab).
Appropriation ID	This field lists the Appropriation ID (e.g., B041W12.)
Bdgt Program	This field lists the full Agency Code and identifies the key services and outcomes produced by the agency. Programs should represent major, distinct divisions of an agency's mission. For example, from Minnesota Management and Budget's program structure: G1001 Statewide Services.
Bdgt Activity	This field lists the full Agency Code and a description of the activity. It represents specific choices of service delivery in support of a single program's goals. For example, an Activity Code within G1001 Statewide Services is G100102, Budget Services.

Prompt/Data Set	Description
Appropriation (L3) Desc (Fin Dept)	This Appropriation lists the agency title for appropriations in the agency Fin Dept ID (e.g., Minnesota Management and Budget).
Appropriation (L3) Cd (Fin Dept Id)	This Appropriation lists the only agency code for appropriations in the agency Fin Dept ID (e.g., G1011000).
Allotment (L4) Descr (Fin Dept)	Rarely used. It is based on Fin DeptIDs. Some agencies group multiple Fin Dept IDs into one Allotment ID. The Allotment is created when agencies post expense budgets. Used only by agencies that use Allotments. This field lists the Fin Dept ID description (e.g., Agency Support).
Allotment (L4) Cd (Fin Dept Id)	Rarely used. It is based on Fin DeptIDs. Some agencies group multiple Fin Dept IDs into one Allotment ID. The Allotment is created when agencies post expense budgets. Used only by agencies that use Allotments. This field lists the Code (e.g., G1021100).
Expense Budget (L5) Desc (Fin Dept)	This Expense Budget lists the title for Fin Dept IDs assigned to the agency (e.g., SWIFT System Support).
Expense Budget (L5) Cd (Fin Dept Id)	This Expense Budget lists the code for Fin Dept IDs assigned to the agency (e.g., G1031100.
Account	This field lists the title of the Account used in expenditures in the MFR (e.g., 47160 – Equipment -Non Capital). The Account classifies the nature of a transaction such as "Cash" and "Supplies." The values in this field determine whether it is an asset, liability, equity, revenue, or expenditure. All transactions in SWIFT have an Account.
Account Cd	This field lists the Account Class Code used in expenditures in the MFR (e.g., 47160).