SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated July 11, 2022

Run the Accounts Receivable Dashboard

Dashboards are a collection of reports in tabs or pages by subject area or topic. The Accounts Receivable dashboard in the EPM Data Warehouse is a suite of reports comprised of Accounts Receivable (AR) data from SWIFT. The Accounts Receivable module in SWIFT is used to create deposits, apply payments, and manage customer accounts and collections.

The Accounts Receivable dashboard provides users with selection criteria fields that are pre-loaded with default values that filter the data presented in this suite of connected reports. The data returned on the reports represent values from the selected prompts. Users may change the selection criteria as desired and rerun the reports.

Users with proper security clearance can access AR data and reports in the EPM Data Warehouse. The Accounts Receivable dashboard is available statewide to all users with security clearance. Users with the proper security clearance will find these reports on the Statewide Accounts Receivable and Accounts Receivable Certification dashboards.

> **NOTE:** You cannot save the data values on the Accounts Receivable dashboard. However, you can save the individual report in My Folders and the EPM Data Warehouse will run it with the most current values in the saved data fields.

This guide provides the steps to access the Accounts Receivable dashboard and run AR reports from it.

- This guide highlights the Open Receivable Activity tabbed page. You can follow the sub-steps described in this guide to use in the other seven tabbed pages and on the Accounts Receivable Certification dashboard.

- At the end of this guide, view Appendix A and Appendix B. They describe the reports in the Accounts Receivable and Accounts Receivable Certification dashboards.

Steps to complete:

- Step 1: Navigate to the AR Dashboard from the Shared Dashboard

- Step 2: Review the Open Receivable Activity page

- Step 3: Review the Open Receivable Activity Summary report on the Open Receivable Activity page

- Step 4: As an option, return to a tabbed page and change the selection criteria

- Appendices

  o Appendix A: Helpful Resources
  o Appendix B: Reports on the Accounts Receivable Dashboard
  o Appendix C: Reports on the Accounts Receivable Certification Dashboard

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FINANCIAL TOOLS

# Steps to Run the Accounts Receivable Dashboard

Step 1: Navigate to the AR Dashboard from the Shared Dashboard

1. Follow this navigation to the EPM Data Warehouse and find dashboards. Open the Accounts Receivable dashboard.

Navigation Options	Navigation Path
Navigation Collection	Administrative Portal, Data Warehouse, Warehouse Reporting, Dashboards, _Statewide, Accounts Receivable Dashboard.
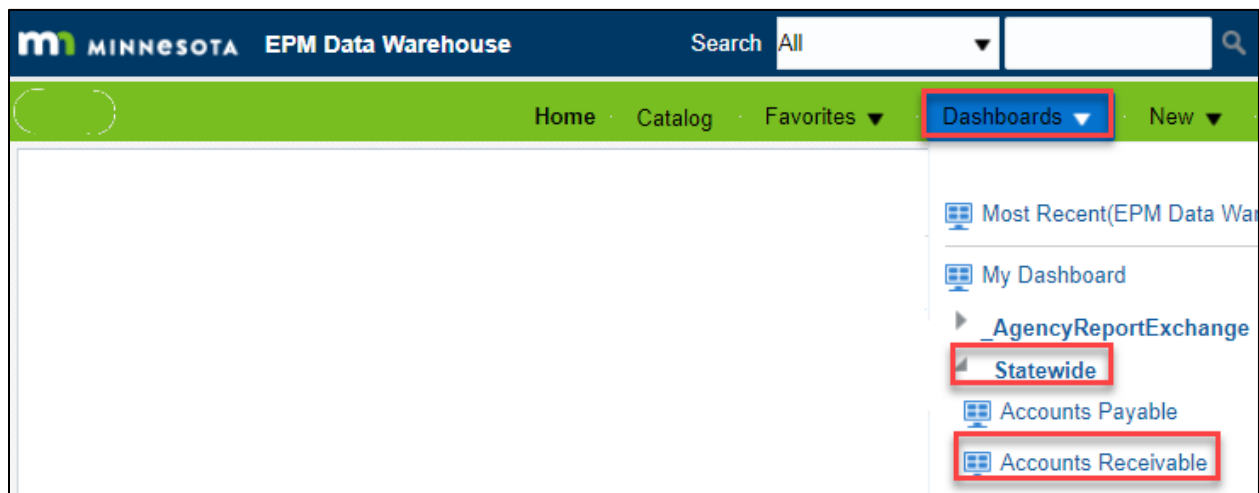
2. The EPM Data Warehouse opens the Accounts Receivable dashboard. This dashboard is comprised of eight tabbed pages or reports. See Appendix A to get more information about these AR reports.
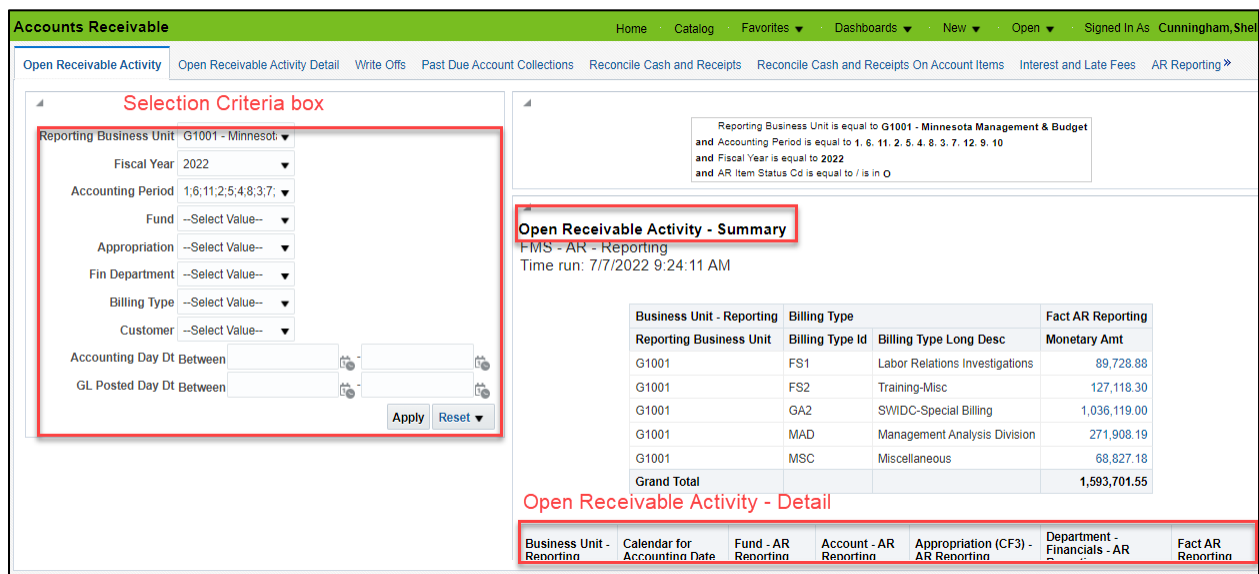
Step 2: Review the Open Receivable Activity page

The *Open Receivable Activity* page opens by default.

It includes a selection criteria box in the upper left corner. It also includes the *Open Receivable Activity* report, which serves as your gateway to the other AR reports. The *Open Receivable Activity* report runs as soon as you open the dashboard.

1. Review the selection criteria box on the *Open Receivable Activity* page.

The selection criteria appearing in this box determines the data that will be returned on the AR reports that you run. The initial values in these fields are defaulted for you based on the:

- First available AR Business Unit allowed by your security clearance
- Current Budget Period
- Current Fiscal Year
- Current Accounting Period

The data displayed on the *Open Receivable Activity* report is based on these selection criteria.

2. You may update the criteria indicated as you wish.
   a. For example, you may have to select values in the Accounting Period. The numbers refer to the month. If you select them all, you will find the months that have AR transactions.
   b. Select the **Apply** button to rerun the report based on the criteria. You can find it on the bottom of the selection criteria box.

3. If you wish to save this updated report, you can save an individual report in *My Folders*
   a. On the bottom of the *Open Receivable Activity Detail* report, select the *Analyze* link.

Business Unit - Reporting	Calendar for Accounting Date	Fund - AR Reporting	Account - AR Reporting	Appropriation (CF3) - AR Reporting	Department - Financials - AR Reporting	Fact AR Reporting
Reporting Business Unit	Accounting Day Dt	Fund Cd	Account Cd	Appropriation Id	Fin Department Id	Monetary Amt
G1001	8/16/2021	2001	512605	G100013	G1038100	2,765.00
G1001	10/27/2021	2001	512605	G100013	G1038100	3,888.24
G1001	10/29/2021	2001	512605	G100013	G1038100	3,234.50
Grand Total						1,593,701.55

Reporting Business Unit is equal to G1001 - Minnesota Management & Budget
and Accounting Period is equal to 1, 6, 11, 2, 5, 4, 8, 3, 7, 12, 9, 10
and Fiscal Year is equal to 2022
and AR Item Status Cd is equal to / is in O

Analyze - Edit - Refresh - Print - Export

b. It brings you the *Open Receivable Activity Reporting – Summary* analysis page. It defaults to the *Results* tab. On the top right of the page, select the **Save As** icon.


c. The EPM Data Warehouse opens the *Save As* window. On *Folders* section, which is the left side of the page, open *My Folders*. Then, on the right side of the window, update the *Name* and *Description* fields as desired. Select **OK**.

d. The EPM Data Warehouse saves this updated individual report.

You likely do not have permissions to save a shared dashboard. The next time you open the Accounts Receivable dashboard, you'll need to update the values again.

If you saved the report in *My Folders*, the EPM Data Warehouse will save the report with the selected values. You can find the individual saved report in the *Catalog.*

      i. Open the *Catalog* from the global menu.

      ii. Find the report and select the *Edit* link below the report to run it.
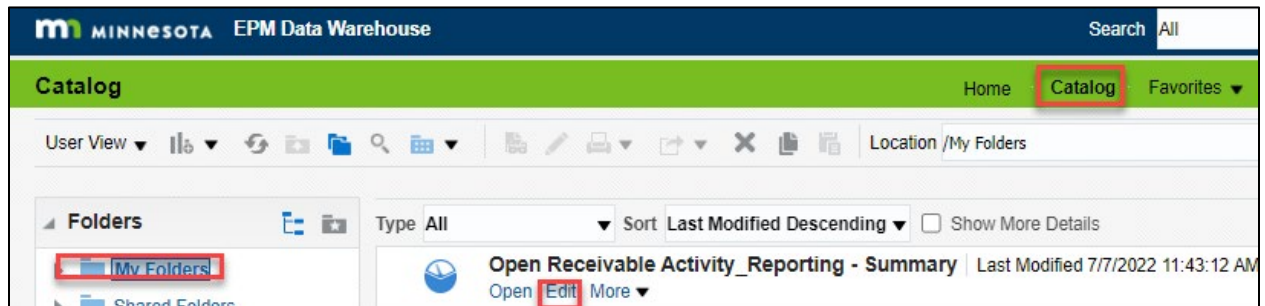
The EPM Data Warehouse will open the report with the saved values and the updated SWIFT data in the analysis page.

Step 3: Review the Open Receivable Activity Summary report on the Open Receivable Activity page

1. Go to the *Open Receivable Activity -Summary* report on the right side of the page.

Open Receivable Activity - Summary
FMS - AR - Reporting
Time run: 7/7/2022 11:49:50 AM

Business Unit - Reporting	Billing Type		Fact AR Reporting
Reporting Business Unit	Billing Type Id	Billing Type Long Desc	Monetary Amt
G1001	MSC	Miscellaneous	68,827.18
G1001	FS1	Labor Relations Investigations	89,728.88
G1001	FS2	Training-Misc	127,118.30
G1001	MAD	Management Analysis Division	271,908.19
G1001	GA2	SWIDC-Special Billing	1,036,119.00
Grand Total			**1,593,701.55**

2. If you see values in blue on a line, you can drill into the data to see the details. For example, you can see the ChartField values and dates for the AR transaction.

      a. Select the blue link on the line.

b. The EPM Data Warehouse will run a separate report with the values from the drill down. It provides more details of the AR transactions from that line.

c. If you have permissions, you may see more drill down links to get further details.

    i. Select the link in the *Item ID* value on the *Open Receivable Activity – Detail* report.

Open Receivable Activity - Detail
FMS - AR - Reporting
Time run: 7/7/2022 12:03:54 PM

Business Unit - Reporting	Billing Type	Customer		Customer - Bill To (AR Item)	AR Item					Calendar for Invoice Date (AR Item)	Calendar for Due Date (AR Item)	Calendar for Last Activity Date (AR Item)	Calendar for Accounting Date
Reporting Business Unit Id	Billing Type Id	Customer Id	Customer Name	Bill To - Customer Address Sequence Num	Item Id	Item Line Num	Entry Type Cd	Entry Reason Cd		Invoice Day Dt	Due Day Dt	Last Activity Day Dt	Accounting Day Dt
G1001	MSC	G020100001	ADMINISTRATION DEPT	1	CHLDCAB FY22-001	1	IN	-		9/15/2021	10/15/2021	9/15/2021	9/15/2021

    ii. In this case, it goes to the to the *AR Reporting Item All Activity – Detail* report. You can see more information on that AR transaction.

Accounts Receivable   Home   Catalog   Favorites ▾   Dashboards ▾   New ▾   Open ▾

AR Reporting Item All Activity - Detail
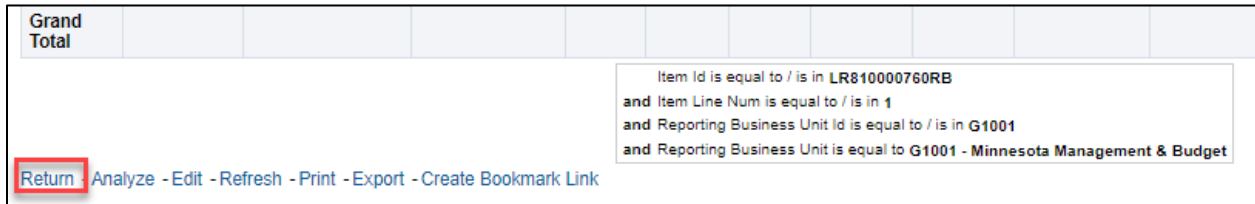FMS - AR - Reporting
Time run: 7/7/2022 12:27:09 PM

Business Unit - Reporting	Customer		AR Item	AR Item Activity	AR Item Activity Entry Type	AR Item	Account - AR Reporting	Fund - AR Reporting	Appropriation (CF3) - AR Reporting	Department - Financials - AR Reporting	Project - AR Reporting	Project Activity - AR Reporting	Fact AR Reporting
Reporting Business Unit Id	Customer Id	Customer Name	Item Id / Invoice Id	Item Line Num / Invoice Line Num	Item Seq Num / Invoice Line Seq Num	AR Item Activity Entry Type Cd	Entry Reason	Account Cd	Fund Cd	Appropriation Id	Fin Department Id	Project Id	Activity Id	Monetary Amt
G1001	G020100001	ADMINISTRATION DEPT	CHLDCAB FY22-001	1	1	IN	-	512605	2001	G100116	G1032600	-	-	4,500.00
Grand Total														4,500.00

d. You can also save this sub-report in My Folders. At the bottom of the page, select *Analyze*. Then, follow the steps to save a report outlined in Step 2 of this guide.

G1001	MSC	G100100001	MINNESOTA MANAGEMENT & BUDGET	1	PC TECH FY21-07CR	1	CR	-	11/22/2021	12/22/2021	11/22/2021
Grand Total											

Return - Analyze - Edit - Refresh - Print - Export - Create Bookmark Link

ccounts Receivable: Open Receivable Activity - Open Receivable Activity_Reporting - Drill Detail
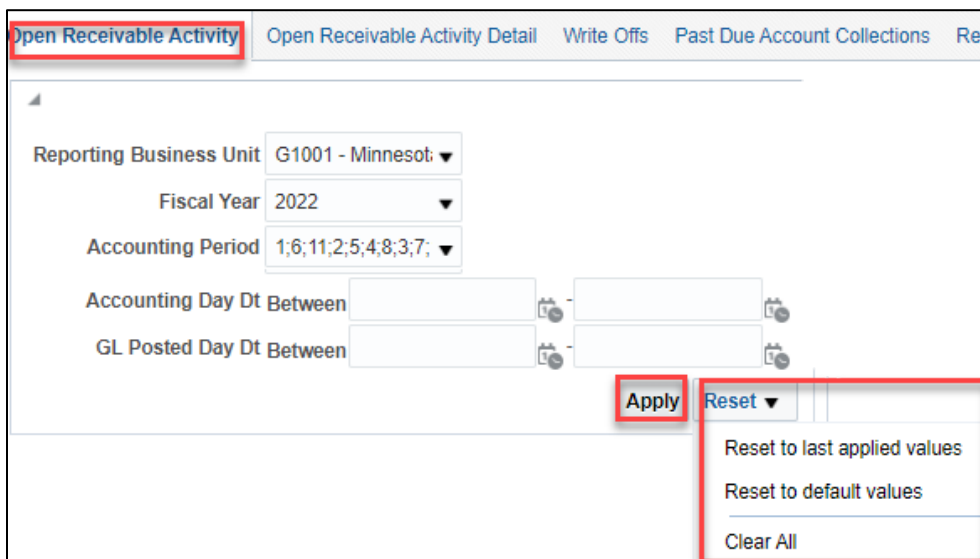
Step 4: As an option, return to a tabbed page and change the selection criteria

1. To return to the Accounts Receivable dashboard from drill downs, go to the bottom of the page and select the *Return* link.

   - This link appears at the bottom of all the reports on this dashboard.

   - It's important to use this link to navigate between the AR reports and the *Open Receivable Activity* page.

Grand Total							
					Item Id is equal to / is in **LR810000760RB**		
					and Item Line Num is equal to / is in **1**		
					and Reporting Business Unit Id is equal to / is in **G1001**		
					and Reporting Business Unit is equal to **G1001 - Minnesota Management & Budget**		
Return - Analyze - Edit - Refresh - Print - Export - Create Bookmark Link							

The EPM Data Warehouse returns you to the *Open Receivable Activity* page of the Accounts Receivable dashboard.

2. If you wanted to change your selection criteria back to the defaults, select the **Reset** button in the selection criteria box.

   a. The EPM Data Warehouse displays options to reset the data. You are presented with three options. Choose an option.

      - Reset to the last applied values
      - Reset to default values
      - Clear All

   b. Select the Apply button. This causes the Open Receivable Activity report to run again, based on the updated criteria.

Open Receivable Activity   Open Receivable Activity Detail   Write Offs   Past Due Account Collections   Rec

Reporting Business Unit	G1001 - Minnesot ▾
Fiscal Year	2022 ▾
Accounting Period	1;6;11;2;5;4;8;3;7; ▾
Accounting Day Dt Between	—
GL Posted Day Dt Between	—

Apply   Reset ▾

Reset to last applied values

Reset to default values

Clear All

The steps for running the rest of the tabbed pages for the Accounts Receivable reports are the same.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Appendices:

Appendix A: Helpful Resources

Quick Reference Guides:

If you are new to the EPM Data Warehouse, you can find quick reference guides on the EPM Warehouse Training page on Minnesota Management and Budgets website.

- Guides to help you get started
- Guides to help run and update SWIFT reports from canned reports
- SWIFT module-specific dashboards and guides
- Other guides such as the OBIEE User Guide from Oracle

EPM Data Warehouse SWIFT Training:
The SWIFT Training team offers online training through webinars, quick reference guides, and video tutorials, on SWIFT and the EPM Data Warehouse for SWIFT.

- **EPM Data Warehouse and SWIFT Webinars/Labs:** Enroll in online training for SWIFT and the EPM Data Warehouse in Learning Management (ELM). Webinars and labs run for 60 to 120 minutes. They include live demos of SWIFT and EPM Data Warehouse processes. SWIFT training options are webinars. Some of the EPM training are labs so that you can follow along and create and save your own reports or My Dashboard.

- **SWIFT Training Guides and Video Tutorials:** Find SWIFT quick reference guides and videos on our Training and Support Resources page.

OBIEE User Guide from Oracle:
The OBIEE User Guide from Oracle is a generic, self-guided tutorial provided by Oracle. It is designed for more advanced users who create and edit analyses and dashboards. There is no State of Minnesota or SWIFT data used in this guide.

SWIFT Help Desk:
The SWIFT Help Desk team members help State agencies with basic questions related to SWIFT and the EPM Data Warehouse for SWIFT reports. They will log and route all EPM Data Warehouse issues to the MN.IT team for technical issues and the SWIFT subject matter experts for SWIFT data questions.

Contact the SWIFT Help Desk at 651-201-8100, option 2 or email at swifthelpdesk.mmb@state.mn.us

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Appendix B: Reports on the Accounts Receivable Dashboard

Accounts Receivable Dashboard		
Report (Analysis)	**Description**	**SWIFT Subject Area**
Open Receivable Activity	This report displays Open Receivable Activity.	FMS-AR-Reporting
Open Receivable Activity Detail	This report displays Open Receivable Activity.	FMS-AR-Reporting
Write Offs	This report displays Write offs.	FMS-AR-Reporting
Past Due Account Collections	This report displays Past Due account Collections.	FMS-AR-Reporting
Interest and Late Fees	This report displays Interest and Late Fees.	FMS-AR-Revenue
AR Reporting Item All Activity - Detail	This report displays the Detail Activity for an item.	FMS-AR-Reporting
Recognized vs Collected Revenue	This report displays Recognized vs Received Revenue based on the Commitment Control Ledgers.	FMS-GL- Commitment Control Detail Ledger

Appendix C: Reports on the Accounts Receivable Certification Dashboard

Accounts Receivable Certification Dashboard		
Report (Analysis)	**Description**	**SWIFT Subject Area**
AR Reporting Detail for Certification	This report displays the information required for AR certification.	FMS-AR-Reporting
Aging	This report displays AR Aging information	FMS-AR-Reporting
Collection Status	This report displays Collection Status information.	FMS-AR-Reporting
Accounts Receivable Activity	This report displays Accounts Receivable Activity	FMS-AR-Reporting
AR Reporting Item All Activity - Detail	This report displays the Detail Activity for an item.	FMS-AR-Reporting