

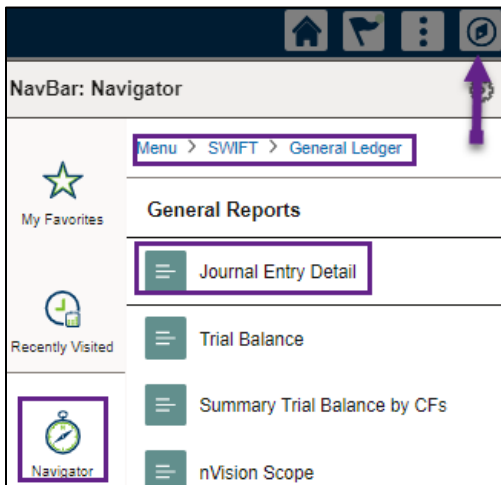
## Run the Journal Entry Detail Report

In this Quick Reference Guide, you will learn how to run the Journal Entry Detail Report. You can display information for a specific journal or multiple journals within a Ledger for a specific date or date range. You can limit your inquiry to a specific module or agency, and journal status. You can also limit the data by selecting specific ChartFields and ChartField values.

### Step 1: Enter the Report Criteria

1. Navigate to the **Journal Entry Detail** page.

Navigation Option	Navigation Path
<b>NavBar Navigator</b>	NavBar icon in the global menu. Navigator, SWIFT, General Ledger, General Reports, Journal Entry Detail.



2. In the Journal Entry Detail search page, search for an existing **Run Control ID** or click on the **Add a New Value** tab to create a new Run Control ID.
3. Select a **Run Control ID** in the Search Results.

**Find an Existing Value** + Add a New Value

**Search Criteria**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Choose from recent searches Saved Choose from saved searches

Searches Searches

Run Control ID begins with

Show fewer options  
 Case Sensitive

Search Clear Save Search

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**Search Results**  
 2 rows

< < 1-2 of 2 > > | View All

Run Control ID	Language Code	
Journal_Entry_Detail	English	>

4. The Journal Entry Detail Report page displays.
  - a. Enter your criteria in the Report Request Parameters section as described below. The fields preceded by an asterisk (\*) are required.

Field Name	Field Description
<b>*Unit</b>	Select the Business Unit of "MN001." This is the only Business Unit used for the General Ledger.
<b>*Ledger Group</b>	Accept the default "ACTUALS." You should only change this field if you have specific knowledge regarding why you are using a different ledger.
<b>*Ledger</b>	Accept the default "ACTUALS." You should only change this field if you have specific knowledge regarding why you are using a different ledger.
<b>Source</b>	To limit your report to a specific Source such as a specific module or agency, press the <b>Lookup</b> and select a Source.
<b>From Date and To Date</b>	Enter a From Date and To Date to limit your report to journals created on a specific date or a date range.
<b>Journal Status</b>	To limit the report to a specific Journal Status, press the Lookup icon and make a selection. Options include: <ul style="list-style-type: none"> <li>Journal Has Errors</li> <li>No Status – Needs to be Edited</li> <li>Posted (by journal dates)</li> <li>Posted (by posting dates)</li> <li>Valid Journal – Edits Complete</li> </ul>
<b>Show Description on Report</b>	Press the Show Description on Report checkbox to include the journal description on the report.
<b>Show Statistics Amount</b>	This option would only be used if the journal entry is for Statistical Accounts and is used in the NONPAID ledger.
<b>Display Full Numeric Field</b>	Select this checkbox to display the full numeric value if it is larger than the report column size. The number wraps.

b. Select the **Refresh** button to enable entries in the ChartField Selection section.

The screenshot shows the 'Journal Entry Detail Report' interface. At the top, there's a header with 'Welcome to the Administrative Portal' and a 'Sign Out' link. Below that, there are navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. The main section is titled 'Report Request Parameters' and contains several input fields: 'Unit' (MN001), 'Ledger Group' (ACTUALS), 'Source' (G10), 'From Date' (01/01/2024), 'Journal Status' (dropdown), 'Ledger' (ACTUALS), 'Journal ID' (empty), 'To Date' (02/29/2024), and 'Date Code' (All). There are also three checkboxes: 'Show Description on Report' (checked), 'Show Statistics Amount' (unchecked), and 'Display Full Numeric Field' (unchecked). A 'Refresh' button is highlighted with a purple box at the bottom right of the form.

c. Enter your criteria in the **ChartField Selection** section. You can select which ChartFields, ChartField Descriptions, and Values to include in the report, along with the order (sequence) of the ChartFields, and which ChartFields to subtotal.

Field Name	Field Description
<b>Sequence</b>	The Sequence numbers are automatically supplied but you can change these. The sequence number controls the order of the ChartFields on the report.
<b>ChartField Name (display only)</b>	ChartFields that you are able to include in the report are displayed in the ChartField Name column.
<b>Include CF</b>	Select Include CF checkbox for each ChartField that you want to include in the report.
<b>Descr</b>	Select the Descr checkbox if you want to include the description of the ChartField name on the report as well as the code.

The screenshot shows the 'Journal Entry Detail Report' interface, focusing on the 'ChartField Selection' section. The 'Run' button at the top right is highlighted with a purple box. The 'ChartField Selection' section is also highlighted with a purple box and contains a table with the following data:

Sequence	ChartField Name	Include CF	Descr
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Financial Department ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Appropriation ID (CF3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Step 2: Run the Report and Select the Output Option

1. At the top of the page select the **Run** button.
2. SWIFT displays the **Process Scheduler Request** page. Accept the default selection in the **Process List** section.
3. Select the **Format** you want for the report results.
  - a. Typically, you'll want to accept the default "PDF" option to view a hardcopy of the report. In this example, we have selected the PDF option.
  - b. You can change the format to "CSV" to view the data in Microsoft Excel.
4. Press the **OK** button to return to the Journal Entry Detail Report page.

**Process Scheduler Request**

User ID TRN01 Run Control ID Journal\_Entry\_Detail

Server Name [dropdown] Run Date 06/14/2024  
 Recurrence [dropdown] Run Time 9:54:46AM [Reset to Current Date/Time]  
 Time Zone [search]

**Process List**

Select	Description	Process Name	Process Type	*Type	Format	Distribution
<input checked="" type="checkbox"/>	Journal Entry Detail Report	FIN2001	SQR Report	Web [dropdown]	PDF [dropdown]	Distribution

[OK] [Cancel]

5. SWIFT displays the Journal Entry Detail Report page. **Note** that the Process Instance number now appears on the header. Press the **Process Monitor** link.

Run Control ID Journal\_Entry\_Detail [Report Manager] [Process Monitor] [Run]

Language English [dropdown] [Process Instance: 5547907]

6. SWIFT displays the Process List page. Monitor the progress of the job with Process Name "**FIN2001**."
  - a. You can press the **Refresh** button to refresh the process information.
  - b. The job is successful when the Run Status equals "Success" and the Distribution Status equals "Posted."

**Process List** Server List

**View Process Requests**

User ID TRN01 [search] Type [dropdown] Last [dropdown] [dropdown] Days [dropdown] [Refresh]  
 Server [dropdown] Name [search] Instance [dropdown] Range [dropdown] [Clear]  
 Run Status [dropdown] Distribution Status [dropdown] [Save On Refresh] [Report Manager] [Reset]

**Process List**

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	45547907		Journal_Entry_Detail	SQR Report	FIN2001	TRN01	06/14/2024 9:54:46AM CDT	Success	Posted	[Details]

## Step 3: View the Report

1. From the View Process Requests page, press the **Details** link for the process that you ran.

2. The Process Detail page displays. Press the **View Log/Trace** link.

### Process Detail

**Process**

Instance	45547907	Type	SQR Report
Name	FIN2001	Description	Journal Entry Detail Report
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	Journal_Entry_Detail	<b>Update Process</b>
Location	Server	<input type="radio"/> Hold Request
Server	PSNVS2	<input type="radio"/> Queue Request
Recurrence		<input type="radio"/> Cancel Request
		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content

**Date/Time**

Run Anytime After	06/14/2024 9:54:46AM CDT	<a href="#">Parameters</a>	Transfer
Began Process At	06/14/2024 9:57:02AM CDT	<a href="#">Message Log</a>	
		<a href="#">Batch Timings</a>	
		<a href="#">View Log/Trace</a>	

3. On the View Log/Trace page, press the link ending with the output indication that you selected, such as CSV or PDF.

### View Log/Trace

**Report**

Report ID	41468973	Process Instance	45547907	<a href="#">Message Log</a>
Name	FIN2001	Process Type	SQR Report	
Run Status	Success			

Journal Entry Detail Report

**Distribution Details**

Distribution Node	FMSUQ	Expiration Date	<input type="text" value="07/05/2024"/>
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_FIN2001_45547907.log</a>	2,260	06/14/2024 9:57:44.040298AM CDT
<a href="#">fin2001_45547907.PDF</a>	4,647	06/14/2024 9:57:44.040298AM CDT

a. If you selected the PDF format, the PDF file displays in a new window as shown below.

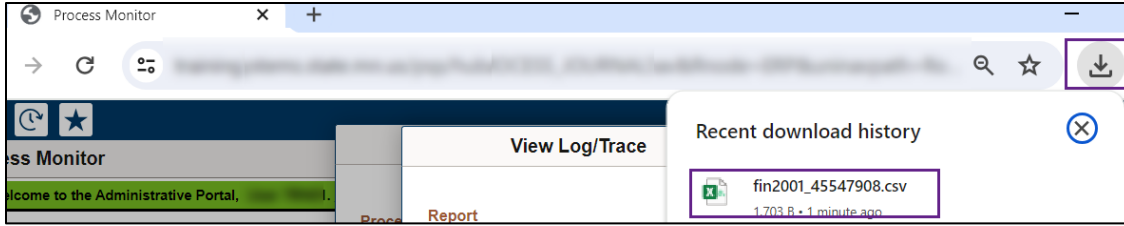
Report ID: FIN2001 Bus. Unit: MN001--State of Minnesota Ledger Grp: ACTUALS --MN Actuals Ledger Group Ledger: ACTUALS --MN Actuals Ledger For the period 01/01/2024 through 02/29/2024 Source: G10 Journal ID: ALL Status: ALL Date Code: ALL	PeopleSoft Financials <b>JOURNAL ENTRY DETAIL REPORT</b>	Page No. 1 Run Date 06/14/2024 Run Time 09:57:02
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Line	Description	Reference	Entry Event	Currency	Debit	Credit
1	Four Week Payroll Billings					
5600	G1086217	G100043		USD	5,472,640.60	0.00
2	Cash-State Treasury					
5600	G1086217	G100043		USD	0.00	5,472,640.60
<b>Total USD</b>					<b>5,472,640.60</b>	<b>5,472,640.60</b>

b. If you selected CSV, go to the Download section of your browser and open the report.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS



Report ID:	PeopleSoft Financials	JOURNAL ENTRY DE	Page No.	1																
Bus. Unit:	FIN2001	--	State of Minneso	Run Date	6/14/2024															
Ledger Grp:	MN001	--	MN Actuals Ldg	Run Time	10:10:01															
Ledger:	ACTUALS	--	MN Actuals Ledger																	
For the period	1/1/2024	through	2/29/2024																	
Source:	G10	Journal ID:	ALL	Status:	ALL	Date Coc	ALL													
Line	Description	Reference																		
Fund	Fin DeptID	AppropID	Entry Event	Currency	Debit	Credit	Reversal	N	--	None										
Journal ID:	7673580	Journal Date:	1/12/2024	Source:	G10	--	MMB													
Status:	P	--	Posted	Posted Date:	1/16/2024															
Description	Journal for Non-SEMA4 Benefits January 2024 BenBil PPE 01/02/24																			
1	Four Week Payroll Billings																			
5600	USD	G1086217	G100043																	
					5,472,640.60	0														
2	Cash-State Treasury																			
5600	USD	G1086217	G100043																	
					0	5,472,640.60														
Total	USD				5,472,640.60	5,472,640.60														
Journal ID:	7719645	Journal Date:	2/9/2024	Source:	G10	--	MMB	Reversal	N	--	None									
Status:	V	--	Valid																	
Description	Journal for Non-SEMA4 benefits February 2024 BenBil - PPE 01/30/24																			
1	Four Week Payroll Billings																			
	5600	G1086217	G100043																	
	USD				3,687,392.93	0														
2	Cash-State Treasury																			
5600	USD	G1086217	G100043																	
					0	3,687,392.93														
Total	USD				3,687,392.93	3,687,392.93														