SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

GL/KK WorkCenter

WorkCenters provide a centralized place where you can access frequently used pages, queries, processes, and reports. Options that you see in the WorkCenter depend on your security roles. You may see more or fewer options than shown in this guide.

The following GL/KK WorkCenter sections are covered in this Quick Reference Guide:

- **My Work**: Manage KK or GL Journals
- **Links**: Access Frequently Used KK or GL pages
- **Queries**: Run WorkCenter Queries
- **Reports/Processes**: Run Frequently Used Reports or Processes
- **Monitor**: Access the Process Monitor, Query Viewer, and Report Manager

Access the GL/KK WorkCenter

1. Navigate to the **GL/KK WorkCenter.**

Navigation Options	Navigation Path
Commitment Control Module	Accounting, Commitment Control, GL/KK WorkCenter.
General Ledger Module	Accounting, General Ledger, GL/KK WorkCenter.

2. The GL/KK WorkCenter displays with the Appropriation Overview page opened in the Work Area
3. by default (right side page).
   - Expand the drop-downs in the Left Menu to select WorkCenter options.
   - Select the **Hide Menu** button to hide the left menu.
   - Select the **Need Help?** button to access SWIFT QRG's and Help Desk contact information (top right of page).

My Work: Manage KK or GL Journals

The My Work section contains inquiries that will help you manage journals that are not yet posted. Options include the following and are described in the upcoming pages: Option 1: Manage KK Journals and Option 2: Manage GL Journals.

Option 1: Manage KK Journals

The Manage KK Journals section includes two inquires described below. If the inquiry name is greyed out, no journals were found. If there are results, the number of journals found will be listed next to the inquiry name. The security role required to view the information is noted in the inquiry description.

My Work Inquiry	Field Description
KK Jrnls Not Ready to Post	Lists KK journals in various stages prior to posting such as journals that have not been budget pre-checked, submitted for approval, or approved. Staff who have the role to create budget journals or budget transfers will see this option.
KK Jrnls Ready to Post	Lists KK journals that are ready to post. Staff who have the role to post budget journals or budget transfers will see this option.

1. When you select an inquiry, the General tab displays by default.
- Select the **Show All** tab to view all of the fields.
- Status fields are described below.

Field Name	Description
Budget Status	Budget Statuses include: • **Error:** a budget check error occurred. • **Not Chk'd**: a budget check has not been requested. • **Prov Valid**: the budget pre-check was successful
Budget Header Status	Budget Header Statuses include: • **Checked**: budget pre-check was successful. • **Edit Error:** a budget error has occurred. Select the link to view the Budget Journal Exceptions page. • **None:** a budget pre-check has not been requested.
Approval Status	Approval Statuses include: • **No Request**: there has been no request for approval. • **Submitted:** the request for approval has been submitted. • **Denied:** the request for approval has been denied.

2. To limit the journals displayed by Ledger Group and/or Source, press the **Refine Filter Criteria** icon and complete the Refine Filter Criteria page.
- You must enter the "MN001" Business Unit first.
- Select the **Done** button to apply the filter criteria or the **Cancel** button to return to the listing without setting a filter.
- Use the **Reset** button to remove a filter you have applied.

3. To access the journal and continuing processing, select the **Journal ID**.

Option 2: My Work: Manage GL Journals

The Manage GL Journals section includes two inquires described below.

My Work Inquiry	Field Description
GL Jrnls Not Ready to Post	Lists GL journals in various stages prior to posting such as journals that journals that have not been edited, submitted for approval, or approved. Staff who have the role to enter GL journals will see this option.
GL Jrnls Ready to Post	Lists GL journals that are ready to post. Staff who have the role to post journals will see this option.

1. When you select an inquiry, the General tab displays by default. Select the **Show All** tab to view all of the fields. Status fields are described below. For a complete listing of fields, refer to the Enter General Ledger Journals Quick Reference Guide available in Need Help? section.

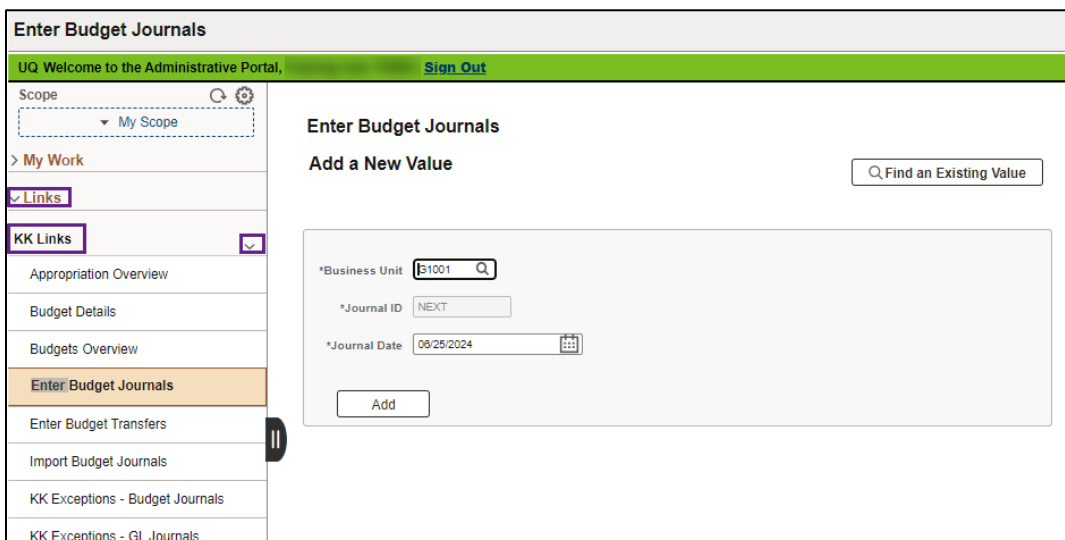| Field Name	Description
Status	Statuses include: • **Edit Req'd**: The journal entry has not been edited. • **Incomplete**: The incomplete journal has been saved with the "Save Journal Incomplete Status" option selected. • **Valid:** the journals has passed editing and is ready to be posted.
Budget Status	Budget Statuses include: • **Error:** a budget check error occurred. • **Not Budget Checked**: a budget check has not been requested. • **Valid:** the budget check was successful.

2. To limit the journals displayed by Ledger Group and/or Source, select the **Filters** icon and complete the Refine Filter Criteria page.
   a. You must enter the "**MN001**" **Business Unit** first.
   b. Select the **Done** button to set the filter criteria or the **Cancel** button to return to the listing without setting a filter.
   c. Use the **Reset** button to remove a filter you have applied.
3. Complete processing of the journal(s) using one of two options:
   a. Press the **Journal ID** to access the journal and finish processing.
   b. Or, select entries in the list and select an **Action** from the drop-down menu to perform an action on multiple journals. For example, you could "post" several GL journals at once.
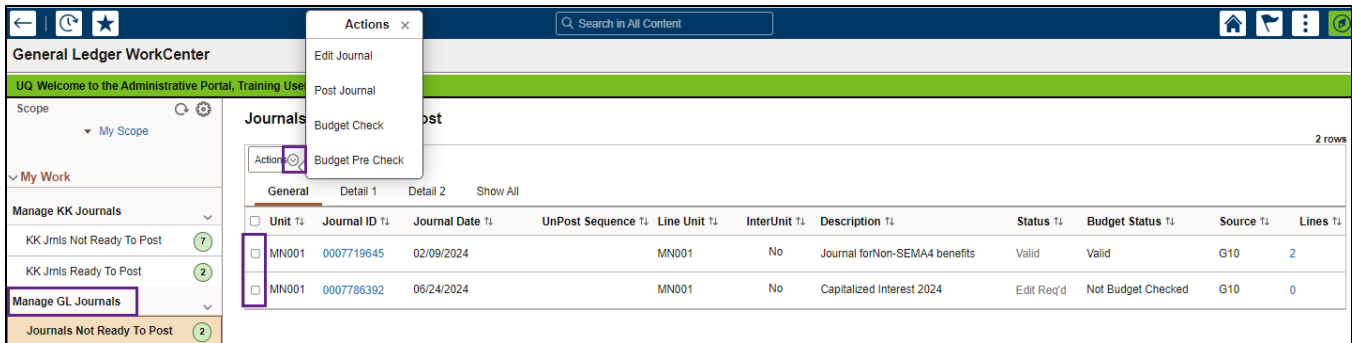
Links: Access Frequently Used KK or GL pages

The Links section provides links to frequently used pages for viewing, entering transactions, and resolving errors.

1. The **KK Links** folder provides links to the following Commitment Control pages:
- **Inquiries**: Appropriation Overview, Budget Details, and Budgets Overview pages.
- **Entry pages**: Enter Budget Journals, Enter Budget Transfers, and Import Budget Journals pages.
- **Exceptions**: KK Exceptions: Budget Journals and KK Exceptions: GL Journals pages.

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2. The **GL Links** folder provides links to the following General Ledger pages:

GL Link	Description
GL Entry pages	Links to GL entry pages including: • Create/Update GL Journals • Import GL Journals • Post GL Journals
ChartField Values	Links to ChartField Value lookups such as Fund Code, Financial Department ID, Appropriation ID, and Account. To limit the results to your agency: • SetID "SHARE" • For Appropriation ID/Fin Dept ID, select "begins with" using an agency code such as G10 for Minnesota Management and Budget (MMB)
SpeedTypes	SpeedTypes are used to enter accounting information for direct journal receipts in the Accounts Receivable module. To limit the results to your agency: • SetID "SHARE" • For SpeedType key, select "begins with" using an agency code such as "G10" • Type of SpeedType, select "Universal" for All Users
Accounting Tags	Accounting Tags are used to enter accounting information in the Purchasing and Accounts Payable modules. To limit the results to your agency: • SetID "SHARE" • For SpeedType key, select "begins with" using an agency code such as "G10"
Tree Viewer	The Tree Viewer is most commonly used to view the Fin Dept ID hierarchy for expenditures and revenue. • Expenditure: Tree Name = KK_DEPTID_EXP • Revenue: Tree Name = KK_DEPTID_REV

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Queries: Run WorkCenter Queries

Queries have been selected to display in the My Queries section.

- When you select a query, the parameter page displays on the right where you can enter parameters and run the query.
- You can also access the Query Viewer page to run your favorite queries or search for any available query. Find a link to the Query Viewer in the Monitor folder under the Reports/Processes section.

Reports/Processes: Run Frequently Used Reports or Processes

The Reports/Processes section provides links to frequently used reports in the My Reports folder including:

- **KK Reports**: Allotments within Appropriation, Manager's Financial, and Appropriation Transfer Detail Reports.
- **GL Report**: Trial Balance.

Monitor: Access the Process Monitor, Query Viewer, and Report Manager

The Monitor folder under the Reports/Processes section provides access to the Process Monitor, Report Manager, and Query Viewer.