## **QUICK REFERENCE GUIDE**

February 20, 2024

## **View Financial (Accounting) Entries**

This guide covers viewing financial accounting entries created because of transactions entered on the Cost Adjust/Transfer Asset page, such as adjusting cost information. General Ledger Journal Information is supplied on these pages. You will also see this information on the Depreciation Expenses for the asset.

1. Navigate to the Review Financial Entries page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Review, left menu, Review Financial Entries.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left menu, Links section, Asset Review, Review Financial Entries.

2. At the Asset Accounting Entries page, enter search criteria to locate the asset you want to view. Commonly used options are described below.

Field	Field Description
Business Unit	Accept the default Business Unit or click on the Lookup and select a different Business Unit.
Asset Identification	Enter an Asset ID to limit your search. The percent sign (%) can be used to replace one or more characters.
Tag Number	Optionally, enter a Tag Number if your agency uses asset tags.

3. Select the Search button.

Asset History	Asset Accounting Entries
Review Cost	Find an Existing Value
Review Book	✓ Search Criteria
Review Depreciation	Enter any information you have and click Search. Leave fields blank for a list of all values.
Review Financial Entries	Recent Choose from recent searches Searches Searches
Print an Asset	
Acquisition Information ~	*Business Unit = V G1001 Q
	Asset Identification contains V %141%
	Tag Number begins with 🗸
	Parent ID begins with 🗸
	Description begins with 🗸
	Asset Status 💷 🗸 🗸
	∧ Show fewer options
	Case Sensitive
	Search Clear 🛛 🖓 Sa

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4. Select the asset you want to view from the Search Results section.

Search Results Prows - Business Unit "G1001" Asset Identification "%141%"									
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Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status				
G1001	00000000141	(blank)	(blank)	Monthly lease parking - Stinso	Disposed	>			
G1001	00000001141	(blank)	(blank)	Epson Replacement Lamps - see	In Service	>			

5. The List page displays. Basic information is displayed in the header of the List tab, including the Business Unit, Asset ID and Description, Tag Number (if any), and Asset Status.

List	<u>D</u> etail							
		Unit	G1001	Asset ID	00000001141	Epson Replacement Lamps - see	Tag	In Service

6. Three tabs display information in the Accounting Entries section. View the **Accounting Lines** tab which includes transaction information described below.

Fields	Description
Number	The transaction number displays in the first column.
Acctg Date	The Accounting Date for the transaction.
Trans Type	The Transaction Type. Common types include: ADD – Cost addition ADJ – Cost Adjustment DPR – Depreciation Expense PDP – Prior Period Depreciation RCT Recategorization REI – Reinstate RET Retirement TRF – Transfer Cost (change of funding string or transfer between BU's)
ChartFields	Accounting tags used for this asset including Fund, Financial Department ID, Approp ID, Account, Statewide Cost, Sub Account, and Agency Cost 1 & 2.
Amount	The amount of the transaction. Use scrollbar to view.
Details	Clicking on the Detail link for the transaction, brings you to the related row on the Cost History Detail tab. Use scrollbar to view.

**Note:** Chartfields tab also displays accounting tags and the detail link.

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Ac	counting Entries										
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	Accounting Lines										
	Acctg Date	Trans Type	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Alternate Account	Amount	Detail		
	08/19/2011	ADD	2001	G1034100	G100017	471603		-168.00	Detail		
	08/19/2011	ADD	2001	G1034100	G100017	471603		168.00	Detail		
				1			•		Þ		

#### 7. The Journal tab also displays the ChartFields but includes the journal information described below.

Fields	Description
Journal ID	The Journal ID for the General Ledger entry. Asset Management entries begin with "AM".
Line #	The Line number for the Journal entry.
Journal Date	The Journal entry date.

<b>A</b>	Accounting Entries       Image: Comparison of the second seco										
	A	3ccounting Lines	C <u>h</u> artfields	Journal	II⊳						
		Acctg Date	Trans Type	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Journal ID	GL Journal Line Number	Journal Date	
	1	08/19/2011	ADD	2001	G1034100	G100017	471603	AM00054391	5	07/01/2011	
	2	08/19/2011	ADD	2001	G1034100	G100017	471603	AM00054391	5	07/01/2011	

8. View the **Details** page. The same fields display as in the List page. However, the code name/description is also supplied. For example, both the number and the name of the Fund, Fin Dept ID, Project, Asset Category, and Approp ID display.

Details						C	λικ	< 1 of 2 🗸		View All
Tran Amt		-168.00	Currency	USD	φ	*Acctg Date	08/19/2011			+
Amount		-168.00		USD		Distribution Status	D			
*Category	SENSW	Sensitive Asset - IT S	oftware			Distribution Type	Contra Asset		$\sim$	
Cost Type										
Account	471603									
Alt Acct										
Fund Code	2001		Other Misc Special Rev	renue						
Financial Department ID	G1034100		MN.IT ERP All Modules							
Appropriation ID (CF3)	G100017		Statewide Systems Billi	ng						
Sub Account (Class)										

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