



State of Minnesota

**SWIFT**   
Statewide Integrated Financial Tools

## **Course Code BC2**

# **Budget Journal Administration**

### **User Guide**

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**SWIFT**  
Statewide Integrated Financial Tools

# BC2 Budget Journal Administration

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# Budget Journal Administration

## Course Overview

In this user guide, you will learn how to use the Commitment Control module in SWIFT to create transactions used in the budgeting process, including budget journals and budget transfers.

- Budget journals are used to create expense budgets and revenue budgets which are needed before your agency can spend or receive money.
- Budget transfers are used to transfer funds between appropriations, and they are used to roll forward (or back) funds from one budget period to another budget period for the same appropriation.

You will also learn how to view and correct Budget Check errors that may occur while processing journals. Most of these transactions require one or more levels of approval. You will learn how to submit transactions for approval and monitor the approval status.

Before learning how to enter budget transactions, you'll need to understand some key budget processes, concepts and terms which are summarized in the following overview.

**Note:** The Budget Journal Inquiry User Guide provides detailed instructions for running budget reports that exist in SWIFT, and viewing budget inquiry pages. Reports include the Manager's Financial Report (MFR), Allotments within Appropriation Report, and Appropriation Transfer Detail Report. Budget Inquiries include the Appropriation Overview, Budget Details, and Budget Overview.

## Budget Process

A high level overview of the budgeting process is outlined below.

Step	Description
1.	Agencies submit biennial budgets to the legislature in odd numbered years. Supplemental and capital budgets are submitted in even numbered years.
2.	The legislature allocates dollar resources based upon specific language in the appropriation bill that is being allocated to meet specific objectives.
3.	The legislative language becomes law.
4.	Agencies prepare a Budget Finance Plan which includes both an income plan and a spending plan. The income plan is how much income is planned to come into the specific agency for each year. The spending plan shows the planned expenditures for each year.
5.	MMB enters appropriation budget journals that agency EBOs approve.
6.	Agencies enter expense, dedicated and non-dedicated revenue budget journal entries. Agencies also enter anticipated and actual budget transfers when authorized by legislation or policy.

## Budget Structure

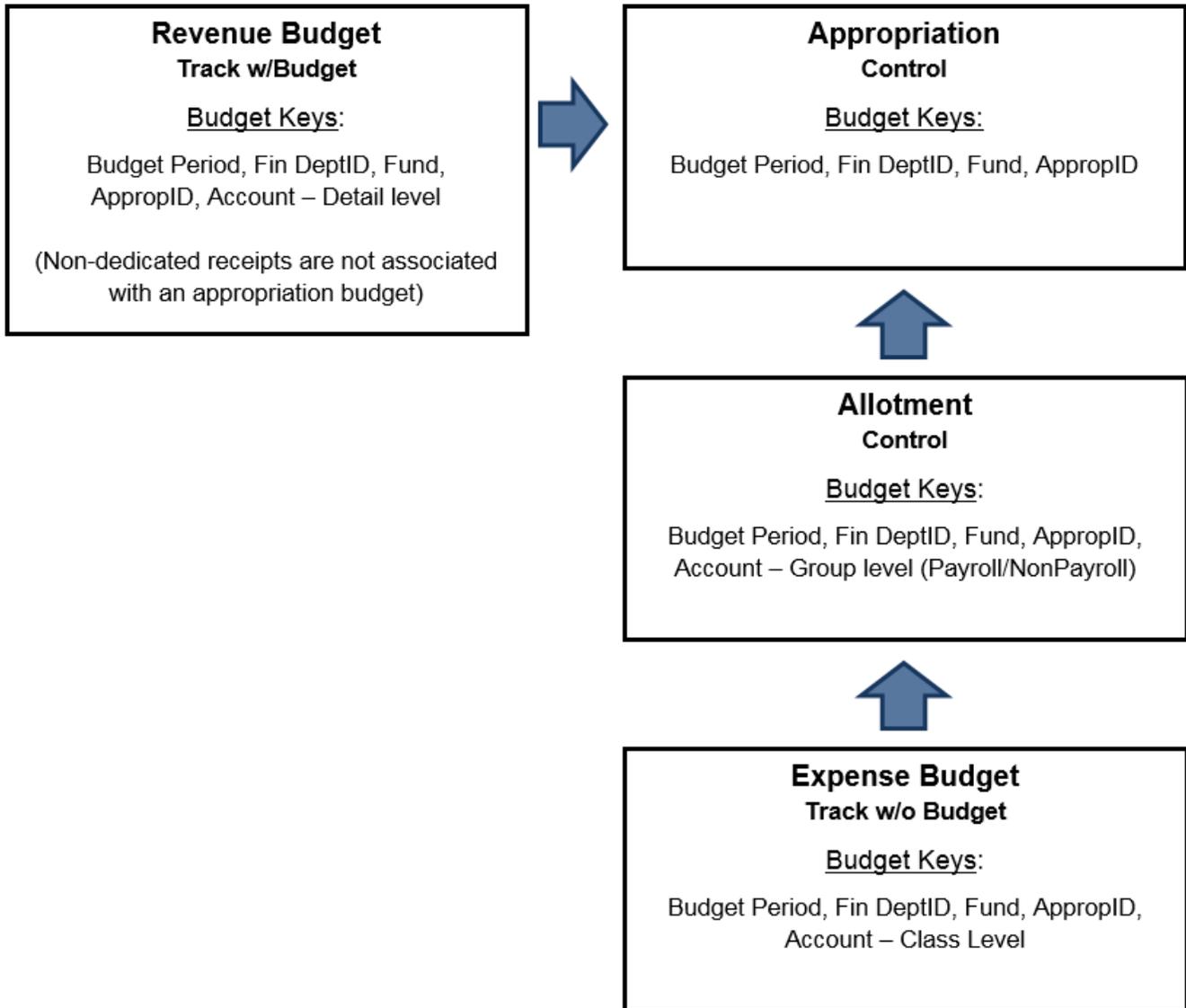
The budgetary structure is made up of appropriations, allotments, expense budgets, and revenue budgets described as follows:

Budget Structure	Description
<b>Appropriations</b>	Appropriations are the dollar amounts allocated by law or statute for a specific purpose. <ul style="list-style-type: none"> <li>• Appropriations are generally broken down into one or more allotments that are in turn broken down into one or more specific expense budget lines.</li> <li>• Spending is controlled at the appropriation level.</li> <li>• Direct appropriations are established by statute or law. Dedicated appropriations are based on receipts.</li> </ul>
<b>Allotments</b>	Allotments are established to break down appropriations into smaller management control units. <ul style="list-style-type: none"> <li>• Allotments establish spending ceilings based on the total amounts entered on the related expense budgets.</li> <li>• Expenditure control is at the account group level: Payroll and Non-Payroll.</li> </ul>
<b>Expense Budgets</b>	Expense Budgets establish the spending side of the budget. <ul style="list-style-type: none"> <li>• Expense budgets are established at the Account Class level.</li> <li>• Amounts entered in the expense budgets determine budget spending limits enforced at the allotment level.</li> <li>• Expense budgets are tracked without a budget. Transactions won't fail at the expense budget level, but will fail if the higher level allotment does not exist.</li> </ul>
<b>Revenue Budgets</b>	Revenue Budgets are established to budget and account for revenues. <ul style="list-style-type: none"> <li>• Each budget line represents a source of revenue.</li> <li>• Revenue budgets are required when agencies collect receipts.</li> <li>• The revenue budget amount does not limit the amount of revenue that can be collected.</li> <li>• Non-dedicated revenues are not associated with an appropriation budget.</li> </ul>



# Budget Structure

## (Commitment Control Ledgers)



## ChartFields (Chart of Accounts)

Budget Journal entries create levels of control by use of ChartFields. The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. This creates the basic financial control structure. Each Chart of Account field is called a ChartField. Multiple ChartFields allow for a more detailed level of analysis of accounting information. There are statewide ChartFields which are required on all transactions and there are several ChartFields available for use by agencies. There are also ChartFields that are used for project and grant transactions.

### Statewide and Agency Reporting ChartFields

The table below lists statewide ChartFields which are required on all transactions and ChartFields that are available to use at the agency's discretion.

Field Name	Length	Required	Statewide Reporting
Fund	4	Yes	Yes
Fin DeptID	8	Yes	Yes
AppropID	7	Yes	Yes
Account	6	Yes	Yes
Statewide Cost	3		Yes
Sub Account	4		
Agency Cost 1	5		
Agency Cost 2	5		

### Project/Grant Reporting ChartFields

The table below lists ChartFields which are required for project and grant transactions and those that may be used at the agency's discretion. Project coding is entered at the transaction level, such as purchase orders and payments.

Field Name	Length	Required for Projects
PC Business Unit	5	Yes
Project	15	Yes
Activity	5	Yes
Source Type	5	Yes
Category	5	
Sub-Category	5	

## Budget Key Fields for Budget Journal Entry

The key fields for entering budget journal transactions include:

- Business Unit
- Budget Period
- Fund
- AppropID
- Fin DeptID
- Account (expense and revenue budgets)

More detail regarding these key fields follows.

### Business Unit

Commitment Control shares the business unit configuration with the general ledger. Since the State of Minnesota is one financial reporting entity, all agencies use the “MN001” Business Unit when entering budget journal and budget transfer transactions in the Commitment Control module. Business units in SWIFT modules outside of the general ledger (such as Purchasing or Accounts Payable) generally represent a state agency, such as “G1001” for Minnesota Management & Budget.

### Budget Period

Budget Period represents 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 continuing appropriations, it represents the original year of funding. This field is only used in the Commitment Control module. In other modules this field may be called “Budget Year”.

### Fund

Fund is the building block of Government Accounting. Fund assures that dollars are used to meet specific activities in accordance with legislative intent, special regulations, restrictions, limitations. All accounting transactions must have a valid fund. The field length is 4 digits.

Types of funds include:

Fund Types	Description
Governmental	General, Special Revenue, Capital Projects, Debt Service, Permanent
Proprietary	Enterprise, Internal Service
Fiduciary	Trust and Agency Funds held in Trustee Capacity

**Fin DeptID**

The Fin DeptID defines the organizational structure of an agency. These values are not the same as the Department values in SEMA4. Agencies request new Fin DeptID's and changes to existing Fin DeptID's by submitting the Fin DeptID Template located on the SWIFT Forms page of the MMB website (<http://www.mn.gov/mmb/accounting/swift/forms/>). Agencies can assign attributes to Fin DeptID's, such as Management Activities or Divisions to further enhance reporting capabilities.

The Fin DeptID is 8 characters and has the following naming convention:

Character(s)	Description
1 thru 3	Agency Code. The first three characters are the agency code, such as "G10" for Minnesota Management & Budget.
4	Budget Level Identifier. The fourth character identifies the Budget level: "0" Agency "1" Appropriation "2" Allotment "3" Expense budget "4" Optional transaction "8" Revenue only "9" Reporting
5 - 8	Agency discretion. Characters 5 through 8 are assigned at the agency's discretion.

The Fin DeptID values are represented on hierarchical trees that are used when transactions are budget checked. Graphical illustrations of the Expense and Revenue hierarchical trees can be viewed in SWIFT. (Navigation Links: Tree Manager, Tree Viewer, and search for "KK\_DEPTID").

Tree Name: **KK\_DEPTID\_EXP**      KK DeptID Tree for Expenditure

[Close](#)      [Display Options](#)   [Print Format](#)

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[ALL](#) > **B1100000**

[Collapse All](#) | [Expand All](#)      [Find](#)      First Page ◀ 6

- 📁 ALL - All Values    Level :All Values
- 📁 CNV0 - Conversion Agency    Level :Agency Level
- 📁 B0400000 - Department of Agriculture    Level :Agency Level
- 📁 **B1100000 - Cosmetologist Examiners Board**    Level :Agency Level
- 📁 B1110000 - Cosmetologist Examiners Board    Level :Approp Level
- 📁 B1120000 - Cosmetologist Examiners Board    Level :Allotment Le
- 📁 B1130000 - Cosmetologist Examiners Board    Level :Expense Budg

**AppropID**

The Appropriation ID (AppropID) is unique for every appropriation budget in SWIFT. AppropID must be unique by Fund, Fin DeptID, Budget Program and Budget Activity. The AppropID is 7 characters with the following naming convention:

Character(s)	Description
1 thru 3	Agency Code. The first three characters are the agency code, such as “G10” for Minnesota Management & Budget.
4 thru 7	Agency discretion. Characters 4 through 7 are assigned at the agency’s discretion.

Agencies request appropriations by following the Budget & Accounting Instructions published on the MMB website at <http://www.mn.gov/mmb/accounting/swift/budg-acct-instr/>.

**Appropriation Attributes**

Several attributes are assigned to each AppropID, including:

- Alternate End Date (Alt Date)
- Appropriation Types
- Bill Area
- Budget Authority Option
- Budget Program
- Budget Activity
- Dedicated Receipt Cap Indicator
- Direct Appropriated Dedicated Revenue
- Fund Balance Classification
- Legal Citations
- LLBC Code (Legal Level of Budgetary Control)

More detail regarding appropriation attributes follows.

**Alternate End Date (Alt Date) for Continuing Appropriations Only**

The Alt Date is used to record the end date for continuing appropriations.

### Appropriation Types

Appropriation types determine how the appropriation balance is treated at year-end closing. The table below provides more detail.

Type Code	Appropriation Type	Description
01	Regular	Regular Direct Appropriation (balance cancels)
02	Continuing	Spans multiple years (balance doesn't close)
03	Special Direct	Special Direct Appropriation (balance rolls forward)
04	Special Dedicated	Special Dedicated Appropriation (dedicated receipts, balance rolls forward)
05	Biennial	Balance rolls forward the first year (even numbered years) and cancels the second year (odd numbered years)
06	Open	Allows sufficient spending authority as the program requires. Balance adjusted to actual expenditures (adjusted to create a \$0 balance)
07	MNSCU Alternate Close	Balance rolls forward at alternate date to accommodate "Work 9, Pay 12"
99	Non Dedicated Receipt	Identifies an AppropID that is only used on non-dedicated revenue budgets and is not associated with an Appropriation budget (AppropID identifier only, closing not applicable)

### Bill Area (for capital budgets only)

The Bill Area field is used to identify capital budget appropriations in SWIFT. You will enter "A96" in this field for SWIFT capital budget appropriations only.

### Budget Authority Option

The Budget Authority Option defines the Budget/Encumbrance Authority and Spending Authority for the appropriation. Total obligations cannot exceed the Budget/Encumbrance Authority amount. The Spending Authority is used as a limit on expenditure and transfer transactions. Budget Authority Options include:

Option Code	Budget Authority Option Description
A	Appropriation Only
C	Collected
E	Encumber Budgeted/Spend Collected
G	Greater of Budget or Collected
L	Lesser of Budget or Collected

Refer to the [“SWIFT Budget/Encumbrance, Spending, and Transfer Authority”](#) topic in the Appendix of this User Guide for more information on how these authorities are calculated based on the Budget Authority option.

**Budget Program**

The Budget Program code relates the appropriation to your agency’s biennial budget programmatic structure. The Budget Program code has 5 characters: 3-character Agency Code + 2-character Program Code. Budget Program/Budget Activity combinations can be used for several different appropriations. Each appropriation only has one combination of these attributes.

**Budget Activity**

The Budget Activity code relates the appropriation to your agency’s biennial budget programmatic structure. The Budget Activity code has 7 characters: 3-character Agency Code + 2-character Program Code + 2-character Budget Activity Code. Budget Programs have one or more Budget Activities. Budget Program/Budget Activity combinations can be used for several different appropriations. Each appropriation only has one combination of these attributes.

**Dedicated Receipt Cap Indicator**

The Dedicated Receipt Cap identifies appropriations that require a dedicated receipt cap amount. The dedicated receipt cap amount is entered on the revenue budgets. Revenue budgets entered for appropriations with a value of “Y”, indicating there is a cap, will route to the Executive Budget Officer at MMB for approval.

**Direct Appropriated Dedicated Revenue**

Agencies with dedicated revenues that are direct appropriated must create two appropriations: a control appropriation that collects the revenue and an expenditure appropriation. The control appropriation will transfer the direct appropriated amount into the expenditure appropriation. This 1-character code identifies the appropriation as an expense or control appropriation.

Code	Direct Appropriated Dedicated Code Description
E	Expense Appropriation
C	Control Appropriation

**Fund Balance Classification**

This 1-character code is used in financial reporting and relates to the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. For more information, refer to Statewide Operating Policy, Chapter 3, No. 0301-01, [Establishing Budgets](#). This classification is required for funds 1000-2999.

Code	Fund Balance Classification Code Description
R	Restricted – External Constraints Imposed
C	Committed – Legislatively Specified Purpose
A	Assigned – Assigned; Neither Restricted, nor Committed

**Legal Citation(s)**

The legal citation provides the authority for the appropriation. In most cases, dedicated appropriations should have a statutory legal citation. In cases where a statute is created in a session law, enter the statute in the legal citation and the law in the secondary legal citation. Examples of statute and session law legal citations are provided below.

**Statutory Citation Format:**

MS [space] Chapter [period] Section [space] Subd/Paragraph (only if necessary)

Example: MS 4.07 3

**Session Law Citation Format:**

YYs [space] CHP [space] ART [space] SEC [space] SUB

The table below provides example citations for the following:

- Regular Session: Laws of Minnesota 2007, chapter 216, article 7, section 5, subpart 4A
- Special Session: Laws of Minnesota, 1st Spec. Sess., chapter 5, article 1, section 3, subpart 4.

Example	Y	Y	S		C	H	P		A	R		S	E	C		S	U	B
Regular	0	7			2	1	6		0	7		0	0	5		0	4	A
Special	0	7	1		0	0	5		0	1		0	0	3		0	0	4

**LLBC Code (Legal Level of Budgetary Control)**

The Legal Level of Budgetary Control is a 2-digit code representing the lowest level at which an agency’s management may not reallocate resources without special approval. This code is used to produce the LLBC report, a supplement to the Comprehensive Annual Financial Report.

LLBC Code	Description
00	Agency (agencies can move unrestricted money between programs)
01	Budget Program (money is restricted at the program level)
02	Budget Activity (money is restricted at the budget activity level)
03	Appropriation (riders or statutes restrict movement of money)
08	Non LLBC Fund – EBO Approval Required
09	Non LLBC Fund – Agency Approval Only

In addition to being used for reporting, the LLBC code also drives the workflow for Appropriation Transfers that will require EBO approval as follows:

- Transfer crossing agencies or funds
- Transfer Out LLBC code = "01" and Transfer Out Budget Program <> Transfer In Budget Program
- Transfer Out LLBC code = "02" and Transfer Out Budget Program <> Transfer In Budget Program or Transfer Out Budget Activity <> Transfer In Budget Activity
- LLBC code = "03"
- LLBC code = "08"

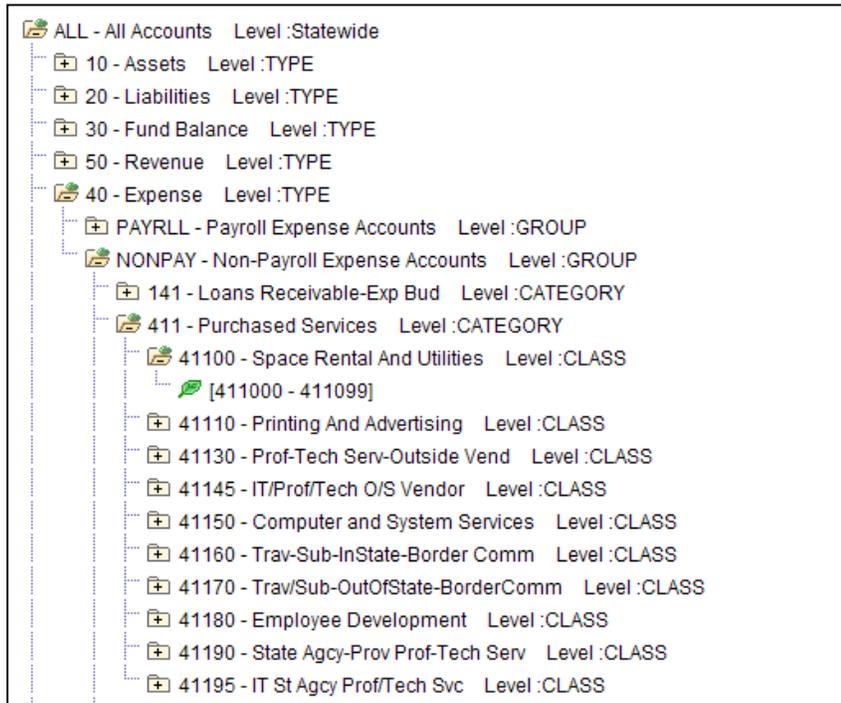
**Account (dependent on budget level)**

The Account code classifies the nature of the transaction and is a key to Allotments, Expense Budgets and Revenue Budgets. For reporting purposes, account codes are organized in a hierarchy, starting with the Account Type code at the highest level and Account Detail Code at the lowest level. The table below describes this hierarchy.

Account Hierarchy Code	Level	Description
Type	1	Account Type is a 2-digit code representing Asset, Liability, Fund Balance, Expenditure, or Revenue.
Group	2	Account Group indicates whether it is a Payroll or Non-Payroll Expense Account.
Category	3	Account Category is a 3-digit code representing the Category, such as "600" for Departmental Earnings (Revenue) or "410" for Payroll (Expense).
Class	4	Account Class is a 5-digit code representing the Class, such as "51110" – State Grants (Revenue) or "41000" for Full Time – Salary (Expense). Expense budgets are entered at the class level.
Detail	5	Account Detail is a 6-digit code representing the detailed information, such as "511001" for Federal Grants (Revenue) or "410001" Full Time – Salary (Expense). The first character of the code usually represents the type of account: 1 – Asset; 2 – Liability; 3 – Fund Balance; 4 – Expenditure; 5, 6 – Revenue; 9 – Statistical.

- Allotments roll up from expense budgets to the Account Group Level (Payroll or Non Payroll)
- Expense Budgets are entered at the Account Class Level
- Revenue Budgets are entered at the Account Detail Level

The KK\_Account Tree in SWIFT displays a graphical representation of the account hierarchy and levels used when establishing allotment, expense and revenue budgets. (Navigation Links: Tree Manager, Tree Viewer and search for “KK\_Account”).



The table below displays example combinations of key fields, Fin DeptID naming conventions, and account code levels for budget journal entry.

**Budget Example – with Keys & Levels**

Level	Budget Period	Fund	Fin DeptID	AppropID	Account	Amount
<b>Appropriation</b>	2015	2001	G1010000	G101111		100.00
<b>Allotment</b>	2015	2001	G1020000	G101111	Payroll (Group)	50.00
<b>Allotment</b>	2015	2001	G1020000	G101111	Non-Payroll (Group)	50.00
<b>Expense Budget</b>	2015	2001	G1030000	G101111	41000 (Class)	50.00
<b>Expense Budget</b>	2015	2001	G1030000	G101111	41130 (Class)	20.00
<b>Expense Budget</b>	2015	2001	G1030000	G101111	41300 (Class)	30.00
<b>Revenue Budget</b>	2015	2001	G1010000 (or 2, 3, or 8)	G101111	511002 (Detail)	15,000.00

## Create Codes to Simplify ChartField Entry (Optional)

SpeedTypes, SpeedCharts, and Distribution Codes are agency-defined codes that users can select while entering transactions, such as purchase orders, payments, bills and receipts. After the user selects the code, the pre-defined ChartFields are automatically entered. SWIFT modules and interfaces have different names for the codes. For example, SpeedTypes can be used to enter accounting information for direct journal receipts in the Accounts Receivable module, SpeedCharts are used in the Purchasing and Accounts Payable modules, and Distribution Codes are used in the Billing Module. SpeedTypes and SpeedCharts are requested by completing the applicable template available on the [SWIFT Forms](http://www.mn.gov/mmb/accounting/swift/forms/) page (<http://www.mn.gov/mmb/accounting/swift/forms/>). Distribution codes are used to enter accounting information in the Billing Module (refer to the Instructions provided in the [Setting Up Distribution and Charge Codes](#) Quick Reference Guide).

## Budget Period versus Accounting Fiscal Year

Budget Period is used to control spending authority as required by law. SWIFT uses the Budget Period or Budget Date fields to distinguish between the Budget Period and the Accounting Fiscal Year. This allows accounting transactions to be posted to a different Accounting Fiscal year and Budget Period. For example, this situation occurs when a purchase order is issued and certified in one Budget Period and is cleared by a payment voucher posted the following accounting fiscal year or when spending against a continuing appropriation takes place in succeeding years. Budget Period is not closed as part of the year-end closing process.

## Basic Budget Functions

The below table describes the basic budgeting functions. You will establish budget lines by entering a unique string of ChartFields in budget journals. You will budget check the budget journals to verify that the accounting distribution of the transaction matches the budget lines. All commitment control ledgers will be updated when budget check is passed. There are set spending limits and the budget check will fail if a transaction exceeds the funds available. Budget Journal entry is covered in Lesson 1 of this User Guide.

Step #	Budgeting Step	Description
1.	Establish budget lines	Unique strings of ChartFields are entered in budget journals to establish budget lines.
2.	Budget Check transactions	The accounting distribution of the transactions must match established budget lines.
3.	Record Financial activity	Transactions update commitment control ledgers when transactions pass budget check.
4.	Set spending limits	Budget check fails when transactions exceed funds available.

## Appropriation Transfers and Roll Forwards

In addition to the basic budgeting steps described above, you may need to transfer funds from one appropriation to another. Anticipated Budget Transfers are commonly entered prior to July 1 so expense budgets can be set-up and purchasing can begin before the beginning of the new fiscal year. An Anticipated Budget Transfer decreases the Budget/Encumbrance Authority in the “From” appropriation and increases the Budget/Encumbrance Authority in the “To” appropriation. Anticipated Budget Transfers must be approved by your executive budget officer. The

Actual Transfer referencing the Anticipated Budget Transfer moves the money and is processed on July 1 or after. You may also need to roll forward (or back) money from one budget period to another for the same appropriation. Budget Transfers are entered to accomplish these functions. Budget Transfers are covered in Lesson 2 of this User Guide.

## Agency Responsibilities (Fiscal and Budget)

One of the key characteristics of public sector accounting is the close relationship between budget and operational accounting. A government must not only report the results of accounting operations in terms of financial position, but also performance against the officially adopted budget. SWIFT addresses this need by integrating budgetary accounting and budget controls, with financial accounting.

Agencies responsibilities include:

- Comply with laws, policies and procedures
- Establish agency budgeting structure and ChartField structure
- Develop budgets for revenues and expenses
- Regular monitoring of budgets, making adjustments (transfers) as needed

## Annual Budget Instructions

Annual Budget & Accounting Instructions are distributed to agencies and posted on MMB's website at <http://mn.gov/mmb/accounting/swift/budg-acct-instr/>. The instructions include three documents which provide guidance on establishing and closing budgetary accounts in SWIFT. The instructions describe how agencies should prepare for year-end close and establish budgets for the new fiscal year.

### Document #1

- Typically sent in March
- Review and finalize structure for new year
- Dedicated appropriation and spending plan

### Document #2

- Late May (end of session)
- Direct appropriation and spending plan
- Budget impacts from session

### Document #3

- Mid July
- FY closing preparation
- Final dates for transaction processing
- Open encumbrances
- Outstanding budget issues

## Lesson 1: Creating Budget Journals

### Lesson Overview

In this lesson, you will learn how to enter budget journals to establish expense and revenue budgets. You will also learn how to create an online appropriation budget journal that will optionally be used in the event the appropriation amount changes.

Expense budgets are set up to manage the spending side of the budget. Expense budgets track all of the spending for a particular appropriation. Expense Budgets build the Allotments. An expense budget must be present to process transactions.

Revenue budgets are used to create a revenue stream. Revenue budgets for dedicated receipts are attached to an Appropriation budget. Revenue budgets for non-dedicated receipts are associated with a non-dedicated appropriation which directly feeds receipts to the fund without increasing spending authority. Revenue budgets provide an estimate of the revenue that will be received during the budget period. Each budget line represents a source of revenue. Revenue budgets are required when agencies collect receipts. The budget amount does not limit the amount of revenue collected.

You will also learn how to use Excel templates to upload expense and revenue budget journals into SWIFT.

After completing this lesson, you should be able to:

- Create Appropriation Budget Journal
- Create Expense Budget Journal
- Create Revenue Budget Journal
- Create and Upload Budget Journals
- Search for Unfinished Budget Journals

## Creating Appropriation Budget Journals

### Topic Overview

In this topic, you learn how to enter an on-line appropriation budget journal. An on-line appropriation budget journal is only used if there is a change to the appropriation amount.

The typical process for requesting new appropriations or changing existing appropriations is described in the [Overview](#) section of this User Guide. In preparation for a new fiscal year, agencies request appropriations by following the Budget & Accounting Instructions published on the MMB website at <http://www.mn.gov/mmb/accounting/swift/budg-acct-instr/>. During the fiscal year, agencies request new appropriations or changes to existing appropriations by submitting the Swift Appropriation Form located on the SWIFT Forms page (<http://www.mn.gov/mmb/accounting/swift/forms/>) of the MMB website.

After completing this topic, you should be able to:

- Create an Appropriation Budget Journal

## Process Steps

### Create Appropriation Budget Journals

You will enter an online appropriation budget journal when an appropriation amount must be changed or when the appropriation must be cancelled or reduced.

Steps to complete:

- Step 1: Use the Enter Budget Journals – Add New Value tab to begin creating a new budget journal
- Step 2: Enter Information on the Budget Header page
- Step 3: Enter information on the Budget Lines page
- Step 4: Budget Pre-Check the Journal
- Step 5: Submit the Journal for Approval and Monitor the Approval Process
- Step 6: Submit the Journal for Final Posting

#### Step 1: Use the Enter Budget Journals – Add New Value tab to begin creating a new budget journal

You begin creating an Appropriation Budget Journal by entering information on the *Enter Budget Journals – Add New Value* page. Information you enter on this page will populate to the *Budget Header* page, the next step in the process.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Journals.
2. Make sure the **Add New Value** tab is selected.
3. Complete the *Enter Budget Journals* page as described below.

Field Name	Field Description
<b>*Business Unit</b>	Accept or select <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for budgets.
<b>*Journal ID</b>	Accept the default of "NEXT" in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget journal.
<b>*Journal Date</b>	Accept the default current date. The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

### Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit: MN001

Journal ID: NEXT

Journal Date: 03/27/2015

- Click on the **Add** button. After you create the Budget Journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

### Step 2: Enter Information on the Budget Header page

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Journals* page displays at the top of the *Budget Header* page.

- Complete the *Budget Header* page by entering the applicable fields listed in the table below.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 03/27/2015

\*Ledger Group: KK\_APPROP     Fiscal Year: 2015    Period: 9

\*Source: G10

Control ChartField: Appropriation ID (CF3)    \*Currency: USD

Budget Header Status: None    Rate Type: CRRNT

\*Budget Entry Type: Original    Exchange Rate: 1.00000000

Cur Effdt: 03/27/2015

Budget Type: Expense

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type:

Attachments (0)

Approvals

Long Description:  
Type your description here |

Alternate Description

Budget Header | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)



Field Name	Field Description
<b>*Ledger Group</b>	Click on the Ledger Group <b>Lookup</b> icon and select “KK_APPROP”. This is the ledger group for appropriations.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT. This field cannot be edited.
<b>Control Chartfield</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Appropriation Budget Journals.  The <i>Control Chartfield</i> for this journal dictates the options for the appropriation budget journal.
<b>*Currency</b>	Accept the default “USD”. This is the only currency used in the State of Minnesota.
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget journal. When the budget is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Select “Original” or “Adjustment” from the drop-down list. “Original” indicates an original budget entry, while “Adjustment” indicates an adjustment to an original.
<b>Exchange Rate</b>	Accept the default entry. Do not change this value.
<b>Parent Budget Options</b> (display only)	The <i>Parent Budget Options</i> automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
<b>Cur Effdt</b>	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
<b>Budget Type</b> (display only)	The <i>Budget Type</i> automatically populates and shows the type of budget journal you're creating. The available budget types are: - Expense: used for Appropriations, Allotments, and Expense Budgets - Revenue: used for Revenue Budgets.
<b>Long Description</b>	Optionally, enter a description. The first 30 characters of the value entered into this field will display as the journal description on various search pages and you can search on the Description field.
<b>Alternate Description</b>	Optionally, enter an alternate description.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

**Budget Header** | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 03/27/2015  
 \*Ledger Group: KK\_APPROP    Fiscal Year: 2015    Period: 9  
 \*Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD  
 Budget Header Status: None    Rate Type: CRRNT  
 \*Budget Entry Type: Original    Exchange Rate: 1.00000000  
 Cur Effdt: 03/27/2015  
 Budget Type: Expense  
[Attachments \(0\)](#)  
[Approvals](#)

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

**Long Description:**  
 Type your description here.

**Alternate Description**

Save    Notify    Refresh    Add    Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

### Step 3: Enter information on the Budget Lines page

Next, you will enter the amounts and accounting information (ChartFields) associated with each journal transaction on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Information from the *Budget Header* page displays at the top of this tab.
2. Complete the **ChartFields and Amounts** and **Base Currency** tabs for each transaction line as described below. There are several options you can use to organize the entry fields for ease of use.
  - Click on the **Show All Columns** icon to access all of the fields.
  - Click on the *Personalize* link in the **Lines** section and use the **Column Order** and **Sort Order** options to hide fields you don't need and order the columns you want to see.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | **Budget Lines** | Budget Errors | Approve

Unit: MN001 Journal ID: 0001808682 Date: 03/27/2015 Approval Status: No Request Budget Header Status: None

\*Process: Post Journal Process

Lines

Delete	Line▲	Ledger	*Journal Class	Budget Period	Fund	Fin DeptID	AppropID▲	Amount	Ref	Journal Line Desc
<input type="checkbox"/>	1	KK_APP_BUD	APP	2015	1000	G1010000	G100009	-20,000.00		Journal Descriptio

Lines to add:  + - Journal Line Copy Down From Line:  To:  Generate Budget Period Lines

Totals

Total Lines:	1	Total Debits:	20,000.00	Total Credits:	0.00
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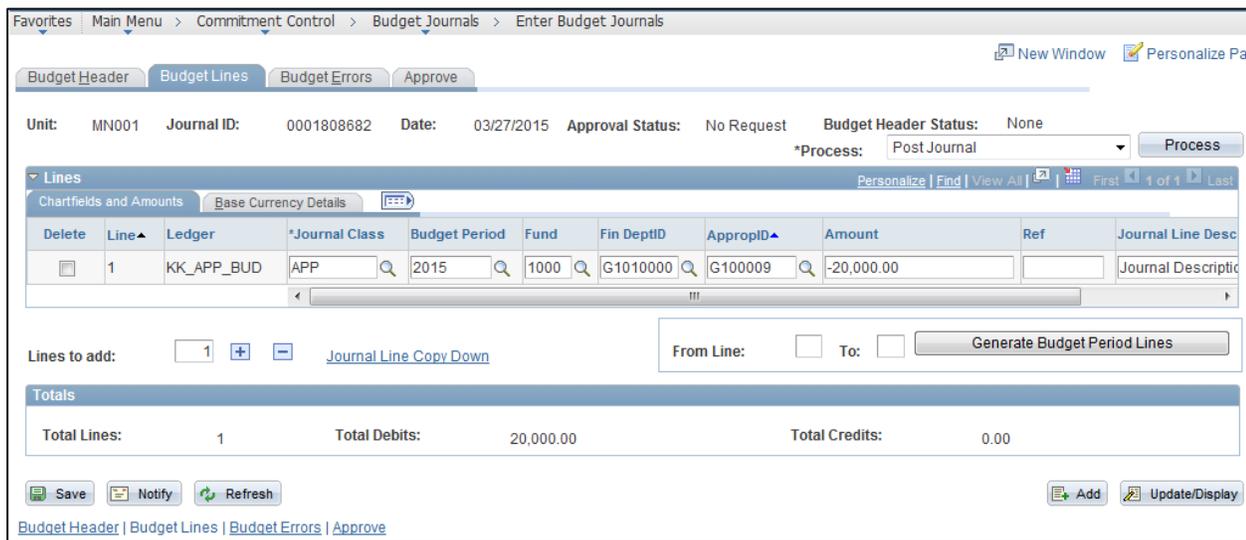
Save Notify Refresh Add Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

Field Name	Field Description
<b>Line</b> (display only)	The line number assigned automatically by SWIFT.
<b>Ledger</b> (display only)	The Ledger selected on the <i>Budget Header</i> page.
<b>*Journal Class</b>	Options that display in the <b>Lookup</b> for this field, depend on the <i>Budget Entry Type</i> selected on the <i>Budget Header</i> page: If "Original" Budget Entry Type was selected, options include: - APP (Approp Entry or Adjustment) - OTH (Other) If "Adjustment" Budget Entry Type was selected, options include: - APP (Approp Entry or Adjustment) - CNL (Approp Cancellation) - OTH (Other) - RED (Approp Reduction)
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.



Field Name	Field Description
*Fund	<p>Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i>.</p> <p>Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.</p> <p>The field length is 4 digits.</p>
*Fin DeptID	<p>Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i>.</p> <p><i>Fin DeptID</i> (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.</p> <p>The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.</p>
*Approp ID	<p>Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i>.</p> <p>The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT.</p> <p>The <i>Approp ID</i> is a 7-character alphanumeric identifier.</p>
*Amount	<p>Enter the amount of the transaction. Increases are a positive value and decreases are a negative value.</p>
Ref	<p>The Ref field is not required for Appropriation Budget Journals.</p>
Cumulative Begin and End Dates	<p>The State of Minnesota does not use these fields.</p>
Journal Line Description	<p>Enter an identifying description for the specific journal line.</p> <p>The field length is 30 characters.</p>



3. Click on the **Save** button. Note that the *Journal ID* changed from “NEXT” to a unique number after saving the information.
4. Optionally, click on the **Lines to add Plus Sign (+)** to add additional transactions lines. When you add a line, all of the fields from the line above will copy down into the new row, except the *Journal Line Description* field. Change the fields that are different on the new line and complete as described above. You can add multiple lines, select or deselect fields to copy, and delete lines by following the instructions provided below.

Action	Instructions
<b>Add Multiple Lines</b>	To add more than one line at a time, change the default “1” to the number of lines you want to add.
<b>Select/Deselect Fields to Copy</b>	To select or deselect specific fields to copy, click on the <i>Journal Line Copy Down</i> link to select or deselect fields to be copied when the lines are added. Click on the <b>OK</b> button to return to the <b>Budget Lines</b> tab.
<b>Delete a Line</b>	To delete a line, click on the <b>Delete</b> checkbox for a line that you want to delete and then click on the <b>Minus Sign (-)</b> to delete the line.

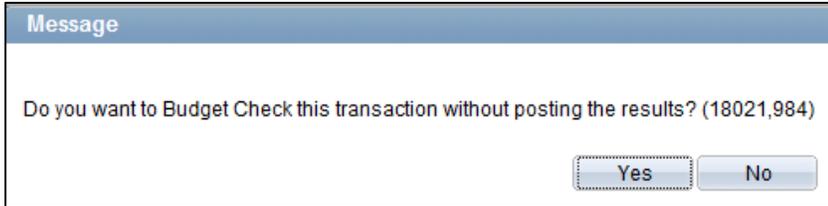
5. After you have entered all of the journal lines, click on the **Save** button.

**Step 4: Budget Pre-Check the Journal**

Next, you’ll need to process the journal.

1. Select “Budget Pre-Check” from the **Process** drop-down list. This process checks the journal lines to ensure that the proper accounting string of ChartFields is used.
2. Click on the **Process** button.

3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.

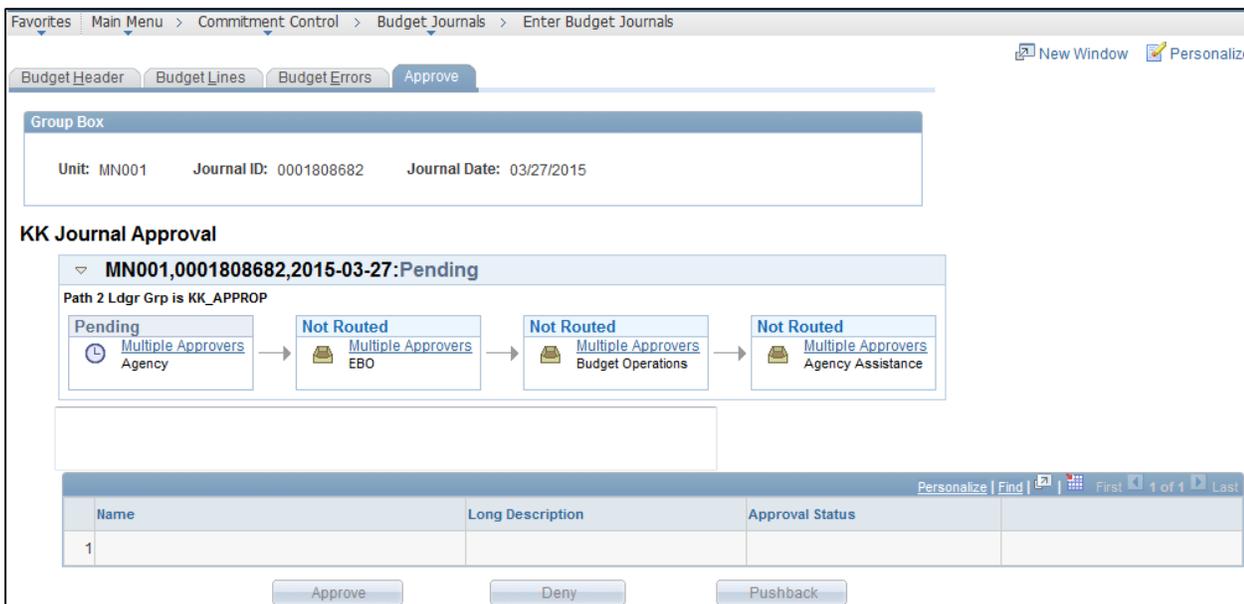


4. If the Budget Pre-Check processes successfully, the Budget Header Status now displays “Checked Only”. If you receive an error or warning, refer to the [“Correcting Budget Check Exceptions”](#) topic in this User Guide for instructions.

### Step 5: Submit the Journal for Approval and Monitor the Approval Process

Next, you’ll submit the journal for approval.

1. Select “Submit Journal” from the **Process** drop-down list.
2. Click on the **Process** button. The **Approval Status** displays “Submitted”. You cannot do anything with the journal now that is in the Approval process. The **Process** button is grayed out and no longer available for selection.
3. Click on the **Approve** tab to view the approval routing information.



- The Approval path displays in the middle of the page, showing the different groups that need to approve and the status of the routing.
- If there is more than one person in the approval group, click on the *Multiple Approvers* link to view the staff that can approve for that group.



- A listing of the approval transactions displays at the bottom of the page, showing Name, Approval Status, and Date. The Long Description field will show any comments entered during the approval process.
4. Once the journal has been approved, the transaction must be submitted for final posting. You can monitor the approval process by checking your workflow or by viewing the **Approval** tab for the journal. Refer to the "[Monitoring Budget Journals Approval Workflow](#)" topic for more information.

### **Step 6: Submit the Journal for Final Posting**

For Appropriations, this step typically will be performed by a member of the MMB Central Staff.

**Note:** If a journal is not needed after it is entered and before it is approved, the journal may be deleted by navigating to the **Budget Lines** tab and selecting "Delete Journal" from the *Process* field dropdown listing.

You should now be able to:

- Create an Appropriation Budget Journal



## Creating Expense Budget Journals

### Topic Overview

In this topic, you will learn how to create an expense budget journal. Expense budget journals are used to create expense budgets or change existing expense budgets.

Expense budgets are set up to manage the expenditures that will be expended during the budget period. Expense budgets track all of the spending for a particular appropriation. An expense budget must be present to process transactions. Expense Budgets are created at the account code Class level and they build the Allotments.

After completing this topic, you should be able to:

- Create Expense Budget Journals

## Process Steps

### ***Create Expense Budget Journals***

This topic covers how to enter expense budget journals.

Steps to complete:

- Step 1: Use the Enter Budget Journals – Add New Value tab to begin creating a new budget journal
- Step 2: Enter Information on the Budget Header page
- Step 3: Enter information on the Budget Lines page
- Step 4: Budget Pre-Check the Journal
- Step 5: Submit the Journal for Approval and Monitor the Approval Process
- Step 6: Submit the Journal for Final Posting

#### **Step 1: Use the Enter Budget Journals – Add New Value tab to begin creating a new budget journal**

You begin creating an Expense Budget Journal by entering information on the *Enter Budget Journals – Add New Value* page. Information that you enter on this page will populate to the *Budget Header* page, the next step in the process.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Journals.
2. Make sure the **Add New Value** tab is selected.
3. Complete the *Enter Budget Journals* page as described below.

Field Name	Field Description
<b>*Business Unit</b>	Accept or select <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for budgets.
<b>*Journal ID</b>	Accept the default of "NEXT" in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget journal.
<b>*Journal Date</b>	Accept the default current date for the <i>Journal Date</i> . The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

### Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit:

Journal ID:

Journal Date:

4. Click on the **Add** button. After you create the Budget Journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

### Step 2: Enter Information on the Budget Header page

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Journals* page displays at the top of the *Budget Header* page.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 03/30/2015

\*Ledger Group:     Fiscal Year: 2015    Period: 9

Source: G10

Control ChartField: Appropriation ID (CF3)    \*Currency:

Budget Header Status: None    Rate Type:

\*Budget Entry Type:     Exchange Rate:

Cur Effdt:

Budget Type: Expense

Parent Budget Options

- Generate Parent Budget(s)
- Use Default Entry Event

Parent Budget Entry Type:

Attachments (0)

Approvals

Long Description:

Alternate Description:

Budget Header | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

1. Complete the *Budget Header* page by entering the applicable fields listed in the table below.

Field Name	Field Description
<b>*Ledger Group</b>	Click on the <i>Ledger Group</i> <b>Lookup</b> icon and select “KK_EXP_BUD”. This is the ledger group for expense budgets.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT. This field cannot be edited.
<b>Control Chartfield</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Expense Budget Journals.
<b>*Currency</b>	Accept the default “USD”. This is the only currency used in the State of Minnesota.
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget journal. When the budget is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Select “Original” or “Adjustment” from the drop-down list. “Original” indicates and original budget entry, while “Adjustment” indicates an adjustment to an original.
<b>Exchange Rate</b>	Accept the default entry. Do not change this value.
<b>Parent Budget Options</b> (display only)	The <i>Parent Budget Options</i> automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
<b>Cur Effdt</b>	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
<b>Budget Type</b> (display only)	The <i>Budget Type</i> automatically populates and shows the type of budget journal you're creating. The available budget types are: - Expense: used for Appropriations, Allotments, and Expense Budgets - Revenue: used for Revenue Budgets.
<b>Long Description</b>	Optionally, enter a description. The first 30 characters of the value entered into this field will display as the journal description on various search pages and you can search on the Description field.
<b>Alternate Description</b>	Optionally, enter an alternate description.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

**Budget Header** | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 03/30/2015  
 \*Ledger Group: KK\_EXP\_BUD    Fiscal Year: 2015    Period: 9  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD  
 Budget Header Status: None    Rate Type: CRRNT  
 \*Budget Entry Type: Original    Exchange Rate: 1.00000000  
 Cur Effdt: 03/30/2015  
 Budget Type: Expense

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type: Original

Attachments (0)  
Approvals

Long Description:  
Type a description here.

Alternate Description

Save    Notify    Refresh    Add    Update/Display

Budget Header | Budget Lines | Budget Errors | Approve

**Step 3: Enter information on the Budget Lines page**

Next, you will enter the amounts and accounting information (ChartFields) associated with each journal transaction on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Some information from the *Budget Header* page displays at the top of this tab.
2. Complete the **ChartFields and Amounts** and **Base Currency** tabs for each transaction line as described below. There are several options you can use to organize the entry fields for ease of use.
  - Click on the **Show All Columns** icon to access all of the fields.
  - Click on the *Personalize* link in the **Lines** section and use the **Column Order** and **Sort Order** options to hide fields you don't need and order the columns you want to see.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals
 New Window ? Help

Budget Header | **Budget Lines** | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 06/17/2015    Approval Status: No Request    Budget Header Status: None  
 \*Process: Post Journal Process

**Lines** Personalize | Find | View All | First 1 of 1 Last

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Account	Amount
<input type="checkbox"/>	1	KK_EXP_BUD	2015	BUD	1000	G1039000	G100009	41000	1000.00

Lines to add:  + - [Journal Line Copy Down](#)
From Line:  To:  Generate Budget Period Lines

Totals			
Total Lines:	1	Total Debits:	0.00
		Total Credits:	0.00

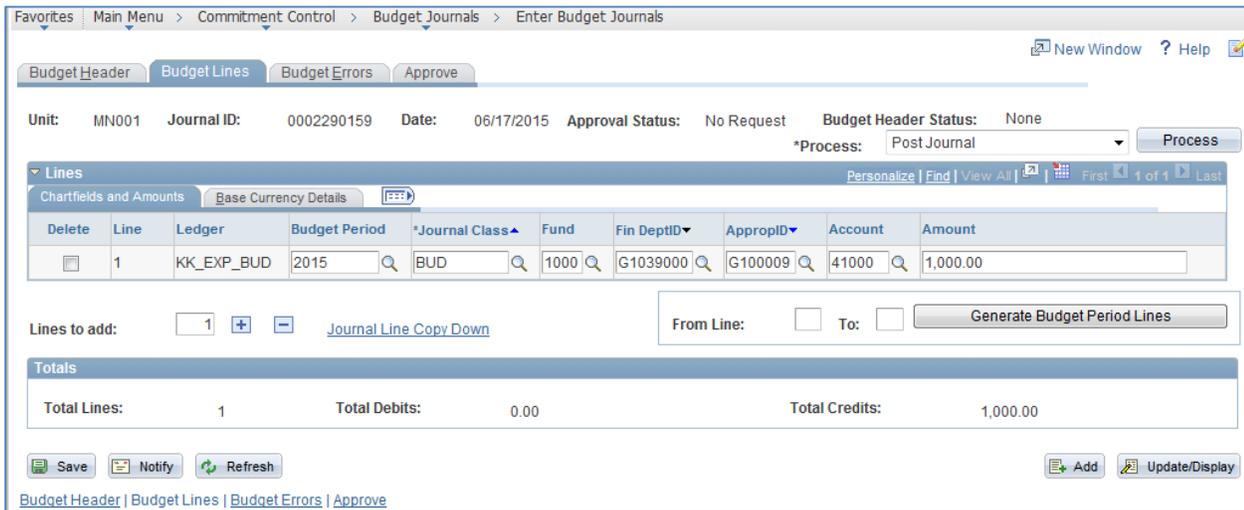
Save Notify Refresh Add Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

Field Name	Field Description
<b>Line</b> (display only)	The line number assigned automatically by SWIFT.
<b>Ledger</b> (display only)	The Ledger selected on the Budget Header page.
<b>*Journal Class</b>	Click on the <i>Journal Class</i> <b>Lookup</b> icon and select “BUD – Budget Entry or Adjustment”, the only option.
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
<b>*Fund</b>	Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i> . Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The field length is 4 digits.



Field Name	Field Description
<b>*Fin DeptID</b>	Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i> . <i>Fin DeptID</i> (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures. The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.
<b>*Approp ID</b>	Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i> . The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT. The <i>Approp ID</i> is a 7-character alphanumeric identifier.
<b>*Account</b>	Enter the <i>Account</i> code or click on the <b>Lookup</b> icon to select an <i>Account</i> code.  Note that the <i>Account</i> is a 5-digit code for Expense Budgets. This is a higher-level Account code than the more detailed 6-digit Account code used for Revenue Budgets.  The <i>Account</i> ChartField classifies the nature of a transaction such as "Revenue" and "Expenses". The value in this field determines whether it is an asset, liability, equity, revenue or expenditure.
<b>*Amount</b>	Enter the amount of the transaction. Increases are a positive value and decreases are a negative value.
<b>Journal Line Description</b>	The <i>Journal Line Description</i> is automatically entered with the <i>Account</i> code description. You can change the description if you desire. The field length is 30 characters.
<b>Ref</b>	The <i>Ref</i> field is not required for Expense Budget Journals. It is a required field when entering budget transfers.
<b>SpeedType</b>	The State of Minnesota does not use this field.
<b>Cumulative Begin and End Dates</b>	The State of Minnesota does not use these fields.



3. Click on the **Save** button. Note that the *Journal ID* changed from “NEXT” to a unique number after saving the information.
4. Optionally, click on the **Lines to add Plus Sign (+)** to add additional transaction lines. When you add a line, all of the fields from the line above will copy down into the new row, except the *Journal Line Description* field. Change the fields that are different on the new line and complete as described above. You can add multiple lines, select or deselect fields to copy, and delete lines by following the instructions provided below.

Action	Instructions
<b>Add Multiple Lines</b>	To add more than one line at a time, change the default “1” to the number of lines you want to add.
<b>Select/Deselect Fields to Copy</b>	To select or deselect specific fields to copy, click on the <i>Journal Line Copy Down</i> link to select or deselect fields to be copied when the lines are added. Click on the <b>OK</b> button to return to the <b>Budget Lines</b> tab.
<b>Delete a Line</b>	To delete a line, click on the <b>Delete</b> checkbox for a line that you want to delete and then click on the <b>Minus Sign (-)</b> to delete the line.

5. After you have entered all of the journal lines, click on the **Save** button.

**Step 4: Budget Pre-Check the Journal**

Next, you’ll need to process the journal.

1. Select “Budget Pre-Check” from the **Process** drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.
2. Click on the **Process** button.
3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.

**Message**

Do you want to Budget Check this transaction without posting the results? (18021,984)

- If the Budget Pre-Check processes successfully, the *Budget Header Status* displays “Checked Only”. You may proceed to the **Step 5** in the process.
- If the Budget Pre-Check was not successful, an error message displays indicating that budget checking errors were logged for this document and requiring you to check the budget exception page to view the errors. Refer to the [“Correcting Budget Check Exceptions”](#) topic for the procedure to view and fix the error.

**Message**

Budget Checking Errors Exist (18021,91)

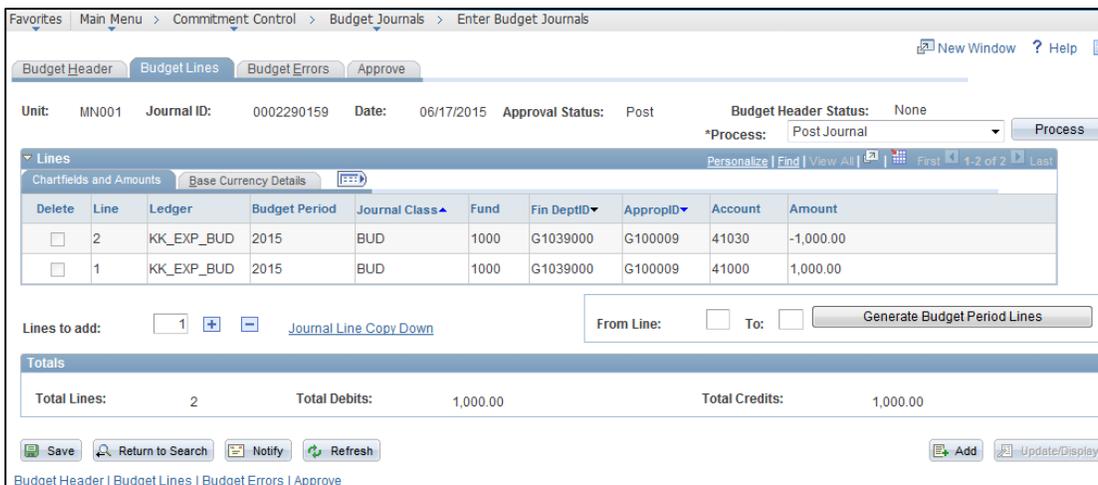
Budget checking errors were logged for this document. Please check the budget exception page to view them.

**Step 5: Submit the Journal for Approval**

Next, you’ll submit the journal for the approval process. Typically, the Expense Budget Approval process is a self-approval process, which means that the expense budget is automatically approved after it is submitted.

**WARNING!** After the journal is approved, you must proceed to Step 6 and post the journal.

1. On the **Budget Lines** tab, select “Submit Journal” from the **Process** drop-down list.
2. Click on the **Process** button. The **Approval Status** displays “Submitted”.
3. If you are setup to self-approve the expense budget journal, the *Approval Status* will display “Post” and you can proceed to the **Step 6** and post the transaction.



Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | **Budget Lines** | Budget Errors | Approve

Unit: MN001 Journal ID: 0002290159 Date: 06/17/2015 Approval Status: Post Budget Header Status: None

\*Process: Post Journal

Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropriID	Account	Amount
<input type="checkbox"/>	2	KK_EXP_BUD	2015	BUD	1000	G1039000	G100009	41030	-1,000.00
<input type="checkbox"/>	1	KK_EXP_BUD	2015	BUD	1000	G1039000	G100009	41000	1,000.00

Lines to add:    [Journal Line Copy Down](#) From Line:  To:

**Totals**

Total Lines:	2	Total Debits:	1,000.00	Total Credits:	1,000.00
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[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

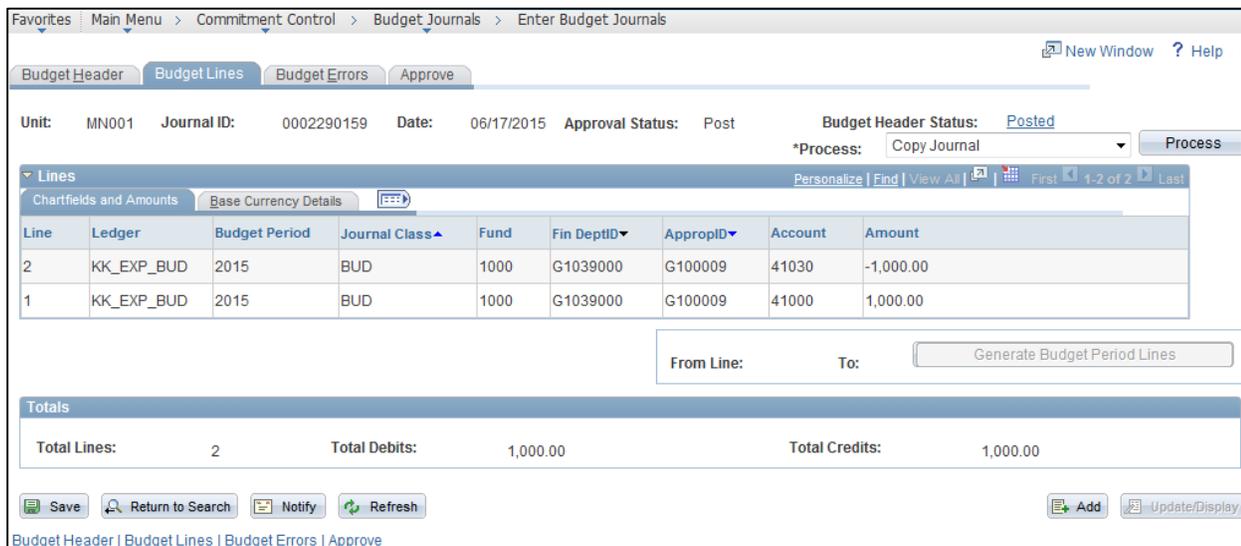
--OR--

4. If you cannot self-approve the expense budget journal, the journal is now in the Approval process. The **Process** button is grayed out and no longer available for selection.
5. You can monitor the approval process by checking your workflow or by checking the **Approval** tab for the journal. Refer to the "[Monitoring Budget Journals Approval Workflow](#)" topic for more information. After the journal has been approved by all the required approvers, the transaction will appear in your workflow and the **Work Item** column will display "Approved". Click on the link to navigate to the journal and finish processing.
6. Click on the **Budget Lines** tab. You are ready to proceed to **Step 6** and post the journal.  
**WARNING!** After the journal is approved, you must proceed to Step 6 and post the journal.

**Step 6: Submit the Journal for Final Posting**

The last step is to submit the journal for final posting.

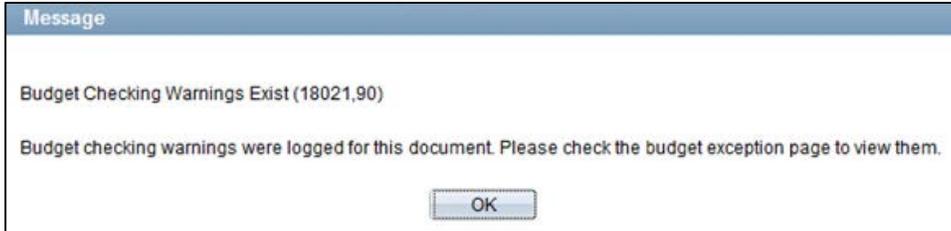
1. On the **Budget Lines** tab, ensure that the *Approval Status* displays "Post".
2. Select the "Post Journal" option from the **Process** drop-down listing.
3. Click on the **Process** button.
4. Click the "Yes" button at the **Message** asking whether you are sure you want to post the journal.
  - If the journal posted successfully, the *Budget Header Status* displays the *Posted* link. The expense budget has been created, increased, or decreased according to the expense budget journal you processed. If you click on the **Posted** link, the Activity Log displays in a new window showing the ledger entries that were created by the journal.



- If the posting process was not successful, an error or warning message displays indicating that budget checking errors were logged for this document and requiring you to check



the *Budget Exception* page to view the errors. Refer to the [“Correcting Budget Check Exceptions”](#) topic for the procedure to view and fix the error.



Additional processing options include:

Processing Options	Description
<b>Delete Journal</b>	Delete a journal prior to posting.
<b>Copy Journal</b>	Copies the current journal. After verifying the entries on the <i>Budget Journal Copy</i> page, the journal entry pages display with the same entries as the copied journal. You can edit the entries and continue processing as you would normally.
<b>Refresh Journal</b>	Refreshes the data on the page with data from the database. You lose unsaved changes if you do a refresh.

Having completed this topic, you should now be able to:

- Create Expense Budget Journals

## Creating Revenue Budget Journals

### Topic Overview

In this topic, you will learn how to create a revenue budget journal. Revenue budget journals are used to create revenue budgets or change existing revenue budgets.

Revenue Budgets update the *Estimated Receipts* field of an appropriation for a budget period. Revenue budgets are used to create a revenue stream. Revenue budgets for dedicated receipts are attached to an Appropriation budget. Revenue budgets for non-dedicated receipts are associated with a non-dedicated appropriation which directly feeds receipts to the fund without increasing spending authority. Revenue budgets provide an estimate of the revenue that will be received during the budget period. Each budget line represents a source of revenue. Revenue budgets are required when agencies collect receipts. The budget amount does not limit the amount of revenue collected.

Revenue Budgets can be created at Fin DeptID levels 1 (appropriation), 2 (allotment), 3 (expense budget) or 8 (revenue only); for example “G1010000” (or **2**, **3**, or **8**). They are entered at the Account code Detail (6-character) level. The budget amount does not limit the amount of revenue collected.

After completing this topic, you should be able to:

- Create Revenue Budget Journals

## Process Steps

### ***Create Revenue Budget Journals***

The topic covers creating revenue budget journals.

Steps to complete:

- Step 1: Use the Enter Budget Journals – Add New Value tab to begin creating a new budget journal
- Step 2: Enter Information on the Budget Header page
- Step 3: Enter information on the Budget Lines page
- Step 4: Budget Pre-Check the Journal
- Step 5: Submit the Journal for Approval and Monitor the Approval Process
- Step 6: Submit the Journal for Final Posting

#### **Step 1: Use the Enter Budget Journals – Add New Value tab to begin creating a new budget journal**

You begin creating a Revenue Budget Journal by entering information on the *Enter Budget Journals – Add New Value* page. Information that you enter on this page will populate to the *Budget Header* page, the next step in the process.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Journals.
2. Make sure the **Add New Value** tab is selected.
3. Complete the *Enter Budget Journals* page as described below.

Field Name	Field Description
<b>*Business Unit</b>	Accept or select <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for budgets.
<b>*Journal ID</b>	Accept the default of "NEXT" in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget journal.
<b>*Journal Date</b>	Accept the default current date for the <i>Journal Date</i> . The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

### Enter Budget Journals

Find an Existing Value   Add a New Value

Business Unit:

Journal ID:

Journal Date:

4. Click on the **Add** button. After you create the Budget Journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

### Step 2: Enter Information on the Budget Header page

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Journals* page displays at the top of the *Budget Header* page.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header   Budget Lines   Budget Errors   Approve

Unit: MN001   Journal ID: NEXT   Date: 03/30/2015

\*Ledger Group:     Fiscal Year: 2015   Period: 9

Source: G10

Control ChartField: Appropriation ID (CF3)   \*Currency:

Budget Header Status: None   Rate Type:

\*Budget Entry Type:    Exchange Rate:

Cur Effdt:

Budget Type: Revenue

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type:

Long Description:

Alternate Description:

Budget Header | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

2. Complete the *Budget Header* page by entering the applicable fields listed in the table below.

Field Name	Field Description
<b>*Ledger Group</b>	Click on the <i>Ledger Group Lookup</i> icon and select “KK_REVENUE”. This is the ledger group for revenue budgets.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT. This field cannot be edited.
<b>Control Chartfield</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Revenue Budget Journals.
<b>*Currency</b>	Accept the default “USD”. This is the only currency used in the State of Minnesota.
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget journal. When the budget is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Select “Original” or “Adjustment” from the drop-down list. “Original” indicates an original budget entry, while “Adjustment” indicates an adjustment to an original.
<b>Exchange Rate</b>	Accept the default entry. Do not change this value.
<b>Parent Budget Options</b> (display only)	The <i>Parent Budget Options</i> automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
<b>Cur Effdt</b>	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
<b>Budget Type</b> (display only)	The <i>Budget Type</i> automatically populates and shows the type of budget journal you're creating. The available budget types are: - Expense: used for Appropriations, Allotments, and Expense Budgets - Revenue: used for Revenue Budgets.
<b>Long Description</b>	Optionally, enter a description. The first 30 characters of the value entered into this field will display as the journal description on various search pages and you can search on the Description field.
<b>Alternate Description</b>	Optionally, enter an alternate description.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

**Budget Header** | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 03/30/2015  
 \*Ledger Group: KK\_REVENUE    Fiscal Year: 2015    Period: 9  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD  
 Budget Header Status: None    Rate Type: CRRNT  
 \*Budget Entry Type: Original    Exchange Rate: 1.00000000  
 Cur Effdt: 03/30/2015  
 Budget Type: Revenue

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

[Attachments \(0\)](#)  
[Approvals](#)

Long Description:  
 [Empty text area]

Alternate Description:  
 [Empty text area]

Save    Notify    Refresh    Add    Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

**Step 3: Enter information on the Budget Lines page**

Next, you will enter the amounts and accounting information (ChartFields) associated with each journal transaction on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Some information from the *Budget Header* page displays at the top of this tab.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

New Window | Personalize Page

Budget Header | **Budget Lines** | Budget Errors | Approve

Unit: MN001 Journal ID: NEXT Date: 03/30/2015 Approval Status: No Request Budget Header Status: None  
 \*Process: **Post Journal** Process

Lines Personalize | Find | View All | First 1 of 1 Last

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Account	Amount
<input type="checkbox"/>	1	KK_REV_BUD	2015	BUD	2000	G1037100	G100011	622321	1,000.00

Lines to add:  + - [Journal Line Copy Down](#) From Line:  To:  **Generate Budget Period Lines**

Totals

Total Lines:	1	Total Debits:	1,000.00	Total Credits:	0.00
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Save | Notify | Refresh Add | Update/Display

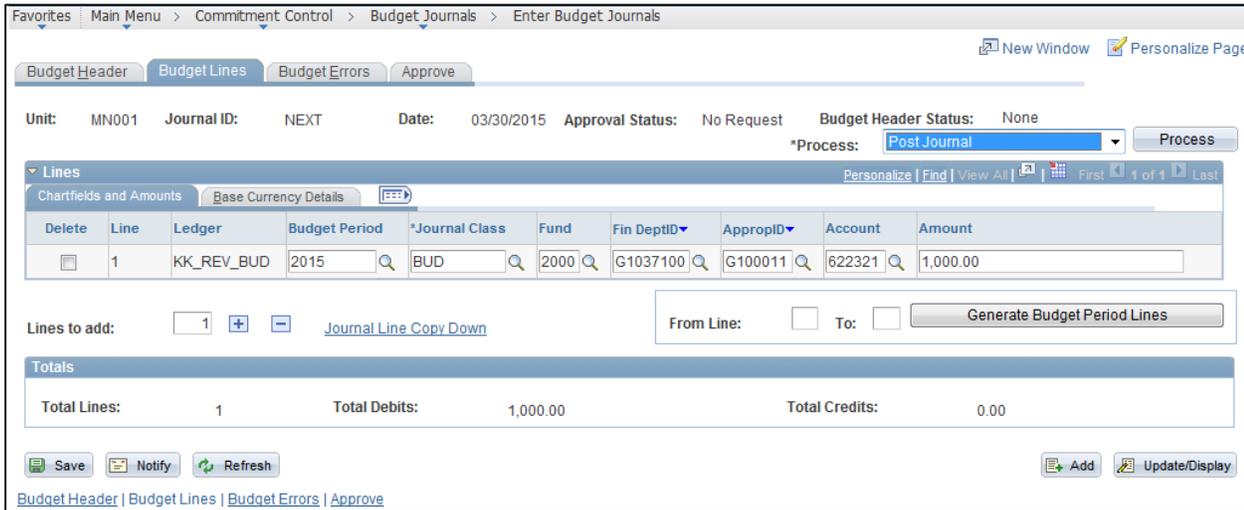
[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

- Complete the **ChartFields and Amounts** and **Base Currency** tabs for each transaction line as described below. There are several options you can use to organize the entry fields for ease of use.
  - Click on the **Show All Columns** icon to access all of the fields.
  - Click on the *Personalize* link in the **Lines** section and use the **Column Order** and **Sort Order** options to hide fields you don't need and order the columns you want to see.

Field Name	Field Description
<b>Line</b> (display only)	The line number assigned automatically by SWIFT.
<b>Ledger</b> (display only)	The Ledger selected on the <i>Budget Header</i> page.
<b>*Journal Class</b>	Click on the <i>Journal Class Lookup</i> icon and select "BUD – Budget Entry or Adjustment", the only option.
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
<b>*Fund</b>	Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i> . Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The field length is 4 digits.



Field Name	Field Description
<b>*Fin DeptID</b>	Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i> . <i>Fin DeptID</i> (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.  The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.
<b>*Approp ID</b>	Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i> . The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT.  The <i>Approp ID</i> is a 7-character alphanumeric identifier.
<b>*Account</b>	Enter the <i>Account</i> code or click on the <b>Lookup</b> icon to select an <i>Account</i> code.  Note that the <i>Account</i> is a 6-digit code for Revenue Budgets. This is a more detailed code than the code used for Expense Budgets.  The <i>Account</i> ChartField classifies the nature of a transaction such as "Revenue" and "Expenses". The value in this field determines whether it is an asset, liability, equity, revenue or expenditure.
<b>*Amount</b>	Enter the amount of the transaction. Increases are a positive value and decreases are a negative value.
<b>Journal Line Description</b>	The <i>Journal Line</i> description is automatically entered with the <i>Account</i> code description. You can change the description if you desire.  The field length is 30 characters.
<b>Build Revenue Association</b>	The Build Revenue Association checkbox is automatically checked.
<b>Spending Cap</b>	If required, enter an amount in the <i>Spending Cap</i> value. The <i>Spending Cap</i> will be required based upon the Appropriation ID. The <i>Spending Cap</i> is used when the legislature puts into place a law that limits the spending of revenue collected by a certain revenue stream.
<b>SpeedType</b>	The <i>SpeedType</i> field is not used in Minnesota.
<b>Ref</b>	The <i>Ref</i> field is not required for Revenue Budget Journals. It is a required field when entering budget transfers.
<b>Cumulative Begin and End Dates</b>	The State of Minnesota does not use these fields.



3. Click on the **Save** button. Note that the *Journal ID* changed from “NEXT” to a unique number after saving the information.
4. Click on the **Lines to add Plus Sign (+)** to add additional transaction lines. When you add a line, all of the fields from the line above will copy down into the new row, except the *Journal Line Description* field. Change the fields that are different on the new line and complete as described above. You can add multiple lines, select or deselect fields to copy, and delete lines by following the instructions provided below.

Action	Instructions
<b>Add Multiple Lines</b>	To add more than one line at a time, change the default “1” to the number of lines you want to add.
<b>Select/Deselect Fields to Copy</b>	To select or deselect specific fields to copy, click on the <i>Journal Line Copy Down</i> link to select or deselect fields to be copied when the lines are added. Click on the <b>OK</b> button to return to the <b>Budget Lines</b> tab.
<b>Delete a Line</b>	To delete a line, click on the <b>Delete</b> checkbox for a line that you want to delete and then click on the <b>Minus Sign (-)</b> to delete the line.

5. After you have entered all of the journal lines, click on the **Save** button.

**Step 4: Budget Pre-Check the Journal**

Next, you’ll need to process the journal.

1. Select “Budget Pre-Check” from the **Process** drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.
2. Click on the **Process** button.
3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.

**Message**

Do you want to Budget Check this transaction without posting the results? (18021,984)

4. If the Budget Pre-Check processes successfully, the *Budget Header Status* now displays “Checked Only”. If you receive an error or warning, refer to the [“Correcting Budget Check Exceptions”](#) topic in this User Guide for instructions.

### Step 5: Submit the Journal for Approval

Next, you’ll submit the journal for the approval process. Typically, the Revenue Budget Approval process is a self-approval process, which means that the revenue budget is automatically approved after it is submitted.

**WARNING!** After the journal is approved, you must proceed to Step 6 and post the journal.

1. On the **Budget Lines** tab, select “Submit Journal” from the **Process** drop-down list.
2. Click on the **Process** button. The **Approval Status** displays “Submitted”.
3. If you are setup to self-approve the revenue budget journal, the *Approval Status* will display “Post” and you can proceed to the **Step 6** and post the transaction.

--OR--

4. If you cannot self-approve the revenue budget journal, the journal is now in the Approval process. The **Process** button is grayed out and no longer available for selection.
5. You can monitor the approval process by checking your workflow or by viewing the **Approval** tab of the journal. Refer to the [“Monitoring Budget Journals Approval Workflow”](#) topic for more information. After the journal has been approved by all the required approvers, the transaction will appear in your workflow and the **Work Item** column will display “Approved”. Click on the link to navigate to the journal and finish processing.
6. Click on the **Budget Lines** tab and proceed to **Step 6**.

### Step 6: Submit the Journal for Final Posting

The last step is to submit the journal for final posting.

1. On the **Budget Lines** tab, ensure that the *Approval Status* field displays “Post”.
2. Select the “Post Journal” option from the **Process** drop-down listing.
3. Click on the **Process** button.
4. Click the “Yes” button at the **Message** asking whether you are sure you want to post the journal.
  - If the posting process is successful, the *Budget Header Status* displays the *Posted* link. The revenue budget has been created, increased, or decreased according to the revenue budget journal you processed. If you click on the **Posted** link, the *Activity Log* displays in a new window showing the ledger entries that were created by the journal.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals New Window

Budget Header | **Budget Lines** | Budget Errors | Approve

Unit: MN001 Journal ID: 0002264422 Date: 06/02/2015 Approval Status: Post Budget Header Status: **Posted**  
 \*Process: Copy Journal Process

Lines Personalize | Find | View All | First 1 of 1 | Last

Chartfields and Amounts Base Currency Details

Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Account	Amount
1	KK_REV_BUD	2015	BUD	2000	G1037100	G100011	622321	1,000.00

From Line: To: Generate Budget Period Lines

**Totals**

Total Lines:	1	Total Debits:	1,000.00	Total Credits:	0.00
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Save | Return to Search | Notify | Refresh Add | Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

- If the posting process was not successful, an error or warning message displays indicating that budget checking errors were logged for this document and requiring you to check the budget exception page to view the errors. Refer to the [“Correcting Budget Check Exceptions”](#) topic for the procedure to view and fix the error.

**Message**

Budget Checking Warnings Exist (18021,90)

Budget checking warnings were logged for this document. Please check the budget exception page to view them.

Having completed this topic, you should now be able to:

- Create Revenue Budget Journals

## Creating and Uploading the Budget Journal Spreadsheet Flat-File

### Topic Overview

Rather than creating budget journals online, a flat-file spreadsheet can be used to upload budget journals into SWIFT. Flat-file template spreadsheets can be downloaded from the [SWIFT Forms](http://www.mn.gov/mmb/accounting/swift/forms/) page on MMB's website (<http://www.mn.gov/mmb/accounting/swift/forms/>). There is a different template for expense and revenue budgets:

- Expense Budget Journals (SWIFT Exp Bud KK Jrnl Template)
- Revenue Budget Journals (SWIFT Rev Bud KK Jrnl Template)

This time-saving process can be used anytime but it is particularly helpful when loading budget journals prior to the beginning of the fiscal year.

After completing this topic, you should be able to:

- Create and Upload the Budget Journal Spreadsheet Flat File

# Process Steps

## Create and Upload Spreadsheet Flat-File

This topic covers how to create a flat-file spreadsheet from the Expense Budget Journal Template Excel file and upload expense budgets directly into SWIFT. There are unique templates for expense and revenue budgets. The process of creating the flat file and uploading the budget into SWIFT is the same for both templates.

Steps to complete:

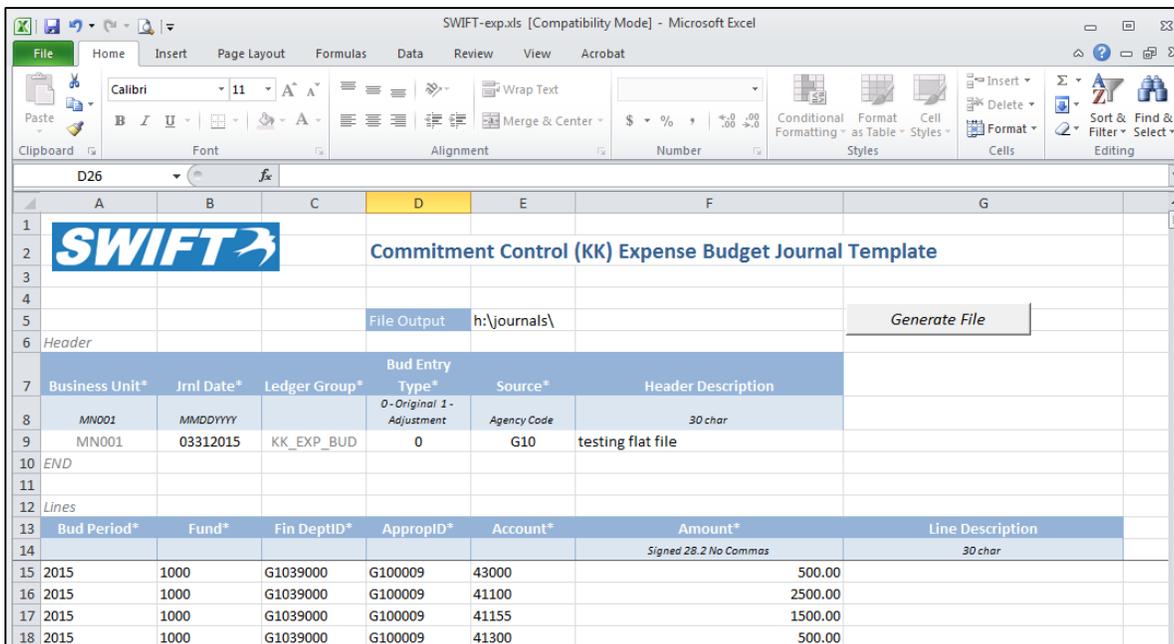
- Step 1: Complete the Header of the Expense Budget Journal Template
- Step 2: Complete the Lines section of the Expense Budget Journal Template
- Step 3: Generate the Flat File
- Step 4: Run the Import Budget Journals Process
- Step 5: Finish Processing the Budget Journal

### Step 1: Complete the Header section of the Expense Budget Journal Template

After obtaining the Excel journal template from MMB’s web site, complete the header information by following the instructions on the **Instructions** tab of the spreadsheet.

**WARNING:** Macros must be enabled to generate the flat file. (In Excel, navigate to File, Options, Trust Center, Trust Center Settings. You may also see a Security Warning when you enter Excel that indicates that Macros have been disabled. You can click on the **Enable Content** button to enable the macros.)

1. Complete the **Header** information as described below.



Commitment Control (KK) Expense Budget Journal Template							
File Output						h:\journals\	Generate File
Header							
Business Unit*	Jml Date*	Ledger Group*	Bud Entry Type*	Source*	Header Description		
MN001	MMDDYYYY	KK_EXP_BUD	0-Original 1-Adjustment	Agency Code	30 char		
MN001	03312015	KK_EXP_BUD	0	G10	testing flat file		
END							
Lines							
Bud Period*	Fund*	Fin DeptID*	AppropID*	Account*	Amount*	Line Description	
					Signed 28.2 No Commas	30 char	
2015	1000	G1039000	G100009	43000	500.00		
2015	1000	G1039000	G100009	41100	2500.00		
2015	1000	G1039000	G100009	41155	1500.00		
2015	1000	G1039000	G100009	41300	500.00		

Field Name	
*File Output	Select a destination on your computer. The flat file will be saved to this folder. You will need to know this when later selecting the file for import.
*Business Unit	Accept the default “MN001”. You will always use “MN001” for Commitment Control Journals.
*Journal Date	This represents the Fiscal Year/Accounting Period where the transaction is recorded. For new year budgets, it should be 07/01/Budget Period. For adjustments, it is generally the current date.
*Ledger Group	Accept the default. The Ledger Group field is defaulted based on the template being use.
*Bud Entry Type	Enter “0” for Original Entry; enter “1” for an Adjustment.
*Source	Enter your three-digit Agency value. This is used for workflow routing and online searches.
Header Description	Optionally, enter a header description. The spreadsheet field is limited to 30 characters. If a longer description is needed, it can be updated on the <i>Budget Journal Header</i> page after the import.

**Step 2: Complete the Lines section of the Expense Budget Journal Template** The template is limited to

5,000 rows. Create additional files if more lines are needed.

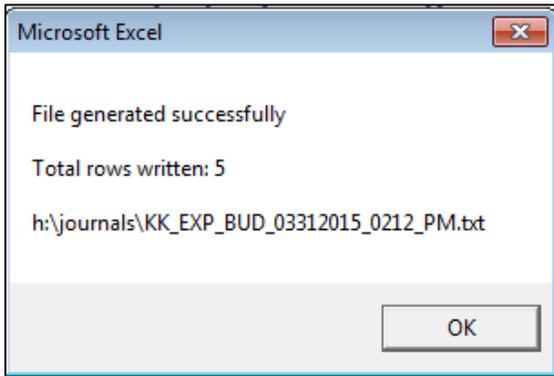
1. Complete the **Lines** information as described below.

Field Name	Field Description
*Budget Period	Enter the Budget Period. The Budget Period represents the Budget Year. Continuing budgets may be open for many years.
*ChartFields	Enter the ChartField values that define the budget line.
*Amount	Enter the amount. Enter a positive value when adding or increasing a budget; enter a negative value when reducing a budget. Do not enter commas.
Line Description	Optionally, enter a line description. If no value is entered, this field will default to the account description. This field length is 30 characters.

**Step 3: Generate the Flat File**

Next, you will generate the flat file. Macros must be enabled to activate the **Generate** button used in the following step.

1. Click on the **Generate File** button to create the flat file.
2. A message displays indicating that the file was generated successfully and listing the file name and location. Make note of the file name and location.
3. Click the **OK** button.



**Note:** If the file was not generated successfully, review the Excel file and ensure that all the required fields were entered and the fields have valid values; for example, check that the Fin DeptID's were entered at the correct level.

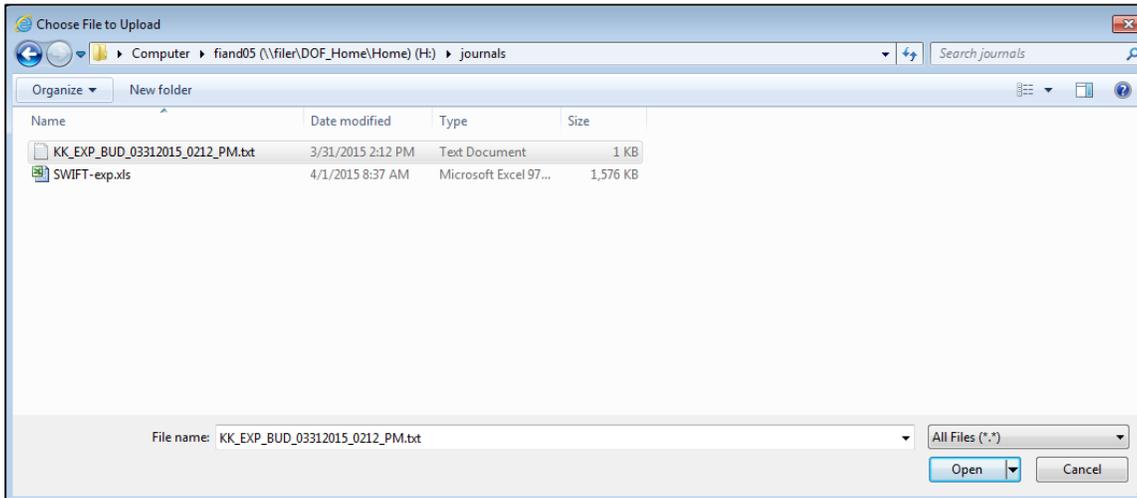
#### Step 4: Run the Import Budget Journals Process

Begin by navigating to the *Import Budget Journals* page.

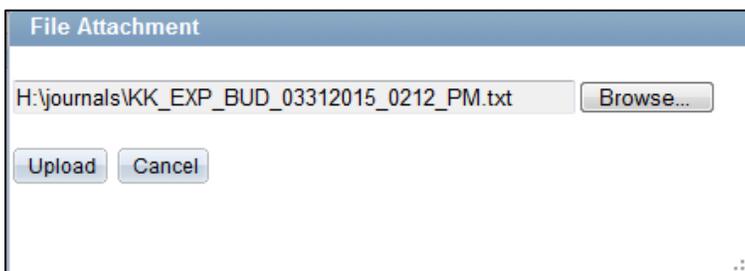
1. **Navigation Links:** Commitment Control, Budget Journals, Import Budget Journals.
2. Search for an existing *Run Control ID* or create a new *Run Control ID*.  
The *Import Commitment Control Budget Journals* page displays.



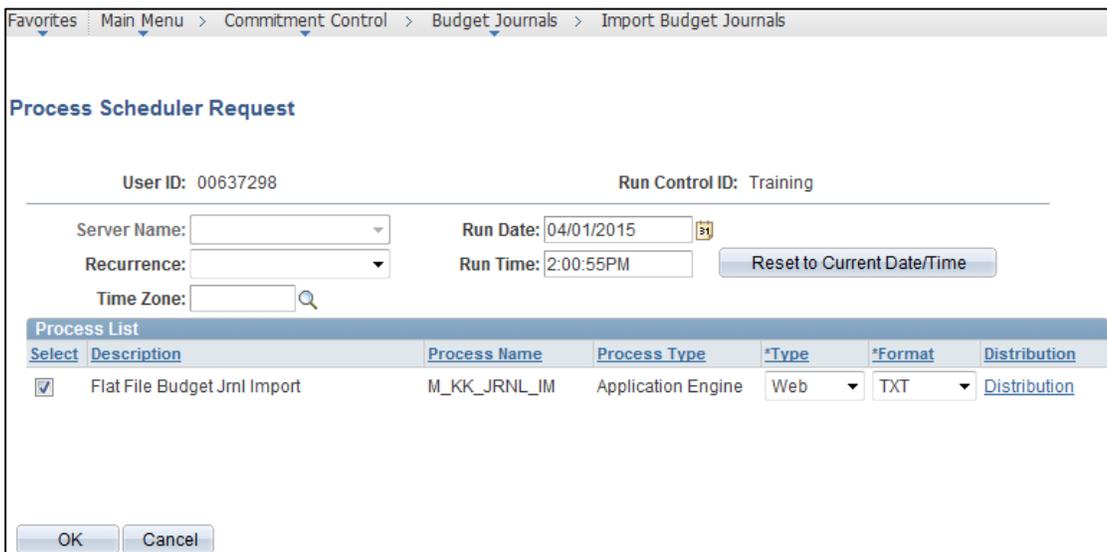
3. If a file is listed in the *Attached File* field from a previous import, click on the **Delete** button to delete the file prior to selecting the new file to import.
4. Click on the **Add** button. The *File Attachment* page displays.
5. Click on the **Browse** button and navigate to the folder location where the flat file was created.



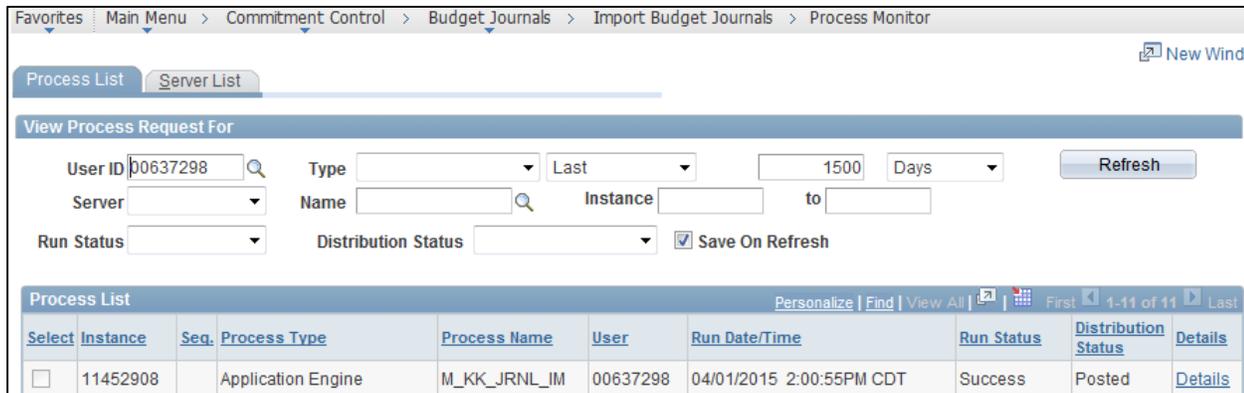
6. Click on the **Open** button.
7. At the *File Attachment* page, click on the **Upload** button.



8. At the *Import Commitment Control Budget Journals* page, click on the **Run** button.
9. At the *Process Scheduler Request* page, accept the default process listed and click on the **OK** button.



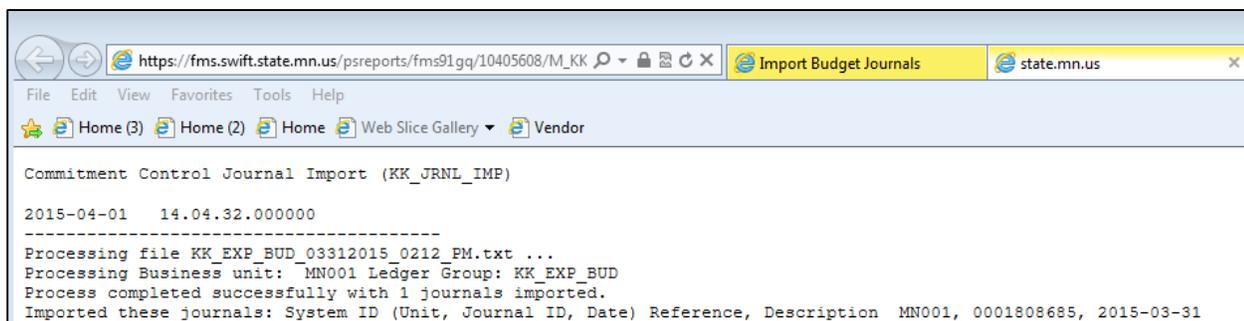
- Click on the *Process Monitor* link to ensure that the process was successful (Run Status = “Success”, and the Distribution Status = “Posted”).



The screenshot shows the 'Process Monitor' page in a web browser. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Budget Journals > Import Budget Journals > Process Monitor. There are two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a 'View Process Request For' section with search filters: User ID (00637298), Type, Last, 1500 Days, Server, Name, Instance, to, Run Status, Distribution Status, and a 'Refresh' button. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11452908		Application Engine	M_KK_JRNL_IM	00637298	04/01/2015 2:00:55PM CDT	Success	Posted	<a href="#">Details</a>

- Click on the *Details* link for the Import process you ran. The *Process Detail* page displays.
- Click on the *View Log/Trace* link.
- Click on the `M_KK_JRNL_IM_*****.LOG` file. The log file displays in a new window.
- The log will indicate whether the process was successful and list the *Journal ID* created. It will also list any errors the process encountered. Make note of the *Journal ID* for the next step in the process.



The screenshot shows a browser window displaying a log file. The address bar shows the URL: https://fms.swift.state.mn.us/psreports/fms91gq/10405608/M\_KK. The browser title is 'Import Budget Journals'. The log content is as follows:

```

Commitment Control Journal Import (KK_JRNL_IMP)

2015-04-01 14.04.32.000000
-----
Processing file KK_EXP_BUD_03312015_0212_PM.txt ...
Processing Business unit: MN001 Ledger Group: KK_EXP_BUD
Process completed successfully with 1 journals imported.
Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description MN001, 0001808685, 2015-03-31
  
```

### Step 5: Finish Processing the Budget Journal

After successfully importing the expense budget journal flat file, you'll need to navigate to the *Enter Budget Journals* page and finish processing the journal.

- Navigation Links:** Commitment Control, Budget Journals, Enter Budget Journals.
- Click on the **Find an Existing Value** tab and enter the *Budget Journal ID* noted earlier or use other applicable search criteria.
- Click on the **Search** button.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

### Enter Budget Journals

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

Find an Existing Value | Add a New Value

**Search Criteria**

Business Unit: = MN001

Journal ID: begins with 0001808685

Journal Date: = 03/31/2015

UnPost Sequence: = 0

Budget Header Status: =

Description: begins with

User ID: begins with 00637298

Source: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

### Search Results

View All First 1 of 1 Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID	Source
MN001	0001808685	03/31/2015	KK EXP BUD	None	testing flat file	00637298	G10

Find an Existing Value | Add a New Value

4. Select the budget journal in the **Search Results** and finish processing the journal as you would normally. If you need assistance, refer to the [“Creating Expense Budget Journals”](#) or [“Creating Revenue Budget Journals”](#) topics for assistance.

Having completed this topic, you should now be able to:

- Create and Upload the Budget Journal Spreadsheet Flat File

## Searching for Unfinished Budget Journals

### Topic Overview

While entering budget journals, you may be called away or your session may time out. The *Budget Journal Entry* page can be used to search for budget journals that are not fully processed. You should perform this search on a routine basis to ensure that there are no budget journals waiting to be processed.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

### Enter Budget Journals

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

Find an Existing Value | Add a New Value

**Search Criteria**

Business Unit: = MN001

Journal ID: begins with

Journal Date: =

UnPost Sequence: = 0

Budget Header Status: not = Posted

Description: begins with

User ID: begins with 00637298

Source: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

### Search Results

View All First 1 of 1 Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID	Source
MN001	0001808684	03/30/2015	KK REVENUE	Checked	(blank)	00637298	G10

Find an Existing Value | Add a New Value

After completing this topic, you should be able to:

- Search for Unfinished Budget Journals

# Process Steps

## Search for Unfinished Budget Journals

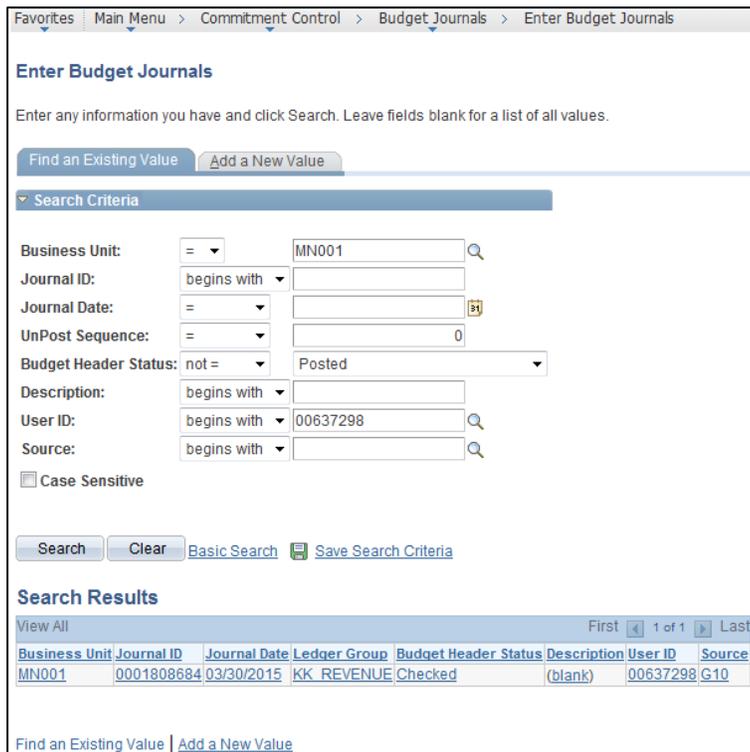
This topic covers how to search for budget journals that are not fully processed.

### Step 1: Search for Unfinished Budget Journals

Begin by navigating to the *Enter Budget Journals* page.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Journals.
2. Click on the **Find an Existing Value** tab.
3. Enter the applicable search criteria. Commonly used options are described below.

Field Name	
<b>*Business Unit</b>	Accept or select <i>Business Unit</i> “MN001”. This is the only <i>Business Unit</i> used for budgets.
<b>Budget Header Status</b>	To search for all budget journals that are not posted, select “not =” to “Posted”.
<b>User ID</b>	Optionally, select the <i>User ID</i> for the user who created the budget journal.
<b>Source</b>	Accept the default Source or enter your 3-digit Source.



The screenshot shows the 'Enter Budget Journals' search page. It includes a breadcrumb trail: Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals. The page title is 'Enter Budget Journals'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section contains several search fields: Business Unit (dropdown set to '=', text box with 'MN001'), Journal ID (dropdown set to 'begins with', text box), Journal Date (dropdown set to '=', text box with '0'), UnPost Sequence (dropdown set to '=', text box with '0'), Budget Header Status (dropdown set to 'not =', dropdown menu with 'Posted' selected), Description (dropdown set to 'begins with', text box), User ID (dropdown set to 'begins with', text box with '00637298'), and Source (dropdown set to 'begins with', text box). There is a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is a 'Search Results' section with a table showing one result. The table has columns: Business Unit, Journal ID, Journal Date, Ledger Group, Budget Header Status, Description, User ID, and Source. The result row contains: MN001, 0001808684, 03/30/2015, KK REVENUE, Checked, (blank), 00637298, G10. At the bottom of the search results section are links for 'Find an Existing Value' and 'Add a New Value'.



- If more than one entry displays in the **Search Results** section, click on the entry for the budget journal that must be posted. The *Budget Header* page for the budget journal displays.
- Determine the next processing step and process as you would normally. Refer to the [Creating Expense Budget Journals](#) or [Revenue Budget Journals](#) topics for the detailed instructions.

**Note:** You may wish to delete the journal. This can be done by selecting the “Delete” **Processing** option on the **Budget Lines** tab.

After completing this topic, you should be able to:

- Search for Unfinished Budget Journals

## Lesson 2: Creating Budget Transfers

### Lesson Overview

In this lesson, you will learn about the different types of appropriation transfers and when they will be used.

You may need to transfer funds from one appropriation to another. Typically, an Anticipated Budget Transfer is entered first which decreases the Budget/Encumbrance authority in the “From” appropriation and increases the Budget/Encumbrance authority in the “To” appropriation. Anticipated transfers are commonly used prior to July 1 to allow encumbrances before the beginning of the new fiscal year. Anticipated Transfers must be approved by your executive budget officer. The Actual Transfer referencing the Anticipated Budget Transfer moves the money and is processed on July 1 or after. Actual transfers can be processed without a related Anticipated Budget Transfer. This is called a Direct Budget Transfer.

You may also need to manually roll forward (or back) money from one budget period to another within the same accounting string. Budget Transfers are used to enter appropriation transfers and roll forwards.

Transfer Journal Class Codes are used to identify the type of transfer you are entering.

Transfer Journal Class Code	Transfer Journal Class Description
<b>RFW</b>	Appropriation Balance Roll-Forward
<b>XAT</b>	Anticipated Transfer
<b>XTA</b>	Actual Transfer Against Anticipated
<b>XTN</b>	Actual Transfer No Anticipated (Direct Budget Transfer)

After completing this lesson, you should be able to:

- Create Anticipated Budget Transfer
- Create Actual Transfer Against Anticipated
- Create Direct Budget Transfer
- Create Roll-Forward Budget Transfer
- Create Roll-Back Budget Transfer

## Creating Anticipated Budget Transfers

### Topic Overview

In this topic, you will create an anticipated budget transfer.

Anticipated Budget Transfers are used to anticipate the movement of money from one appropriation to another. The Budget/Encumbrance authority is decreased in the “From” appropriation and increased in the “To” appropriation.

Anticipated Budget Transfers are often entered prior to July 1 to allow for budgeting and encumbering of money for the next fiscal year. In the next topic, you’ll learn how to process an “Actual Transfer Referencing the Anticipated Transfer” which moves the money (Spending Authority) between the appropriations. The Actual Transfer is processed on July 1 or after.

Before entering the Anticipated Budget Transfer, you’ll need to verify that the funds are “unallotted”, meaning they are not tied up in expense budgets and the funds are available to transfer. To do this, you will check the *Appropriation Overview* page.

Transfers often occur between state agencies. You will need to communicate with staff from the receiving agency and find out what ChartFields you should enter for the transfer.

Anticipated Budget Transfers have a minimum of two lines that must balance:

- a negative line reducing the Budget/Encumbrance authority for the appropriation transferring the money (the “From” appropriation)
- a positive line increasing the Budget/Encumbrance authority for the appropriation receiving the money (the “To” appropriation)

The Journal Class is “XAT” for Anticipated Budget Transfers.

Anticipated Budget Transfers are processed similarly to budget journals. Anticipated Transfers will go through the workflow process. They must be approved by the Executive Budget Officer (EBO) for the agency that is transferring the money. Actual transfers referencing an Anticipated Transfer do not need EBO approval.

After completing this topic, you should be able to:

- Create an Anticipated Budget Transfer

## Process Steps

### ***Create Anticipated Budget Transfers***

This topic covers creating anticipated budget transfers.

Steps to complete:

- Step 1: Verify that the Dollars are Unallotted
- Step 2: Use the Enter Budget Transfer – Add New Value tab to Begin Creating an Anticipated Transfer
- Step 3: Enter Information on the Budget Header page
- Step 4: Enter information on the Budget Lines page
- Step 5: Budget Pre-Check the Journal
- Step 6: Submit the Journal for Approval and Monitor the Approval Process
- Step 7: Submit the Journal for Final Posting

#### **Step 1: Verify that the Dollars are “Unallotted”**

Before entering the anticipated transfer, check the *Allotment Free* field on the *Appropriation Overview* page to verify that the funds are “unallotted”.

1. **Navigation Links:** Commitment Control, Review Budget Activities, Appropriation Overview.

Navigation: Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

Appropriation Overview

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropriID	Budget Period
MN001	KK_APPROP	1000	G1010000	G100007	2015

<b>Fund</b> General	<b>Fin DeptID</b> Minnesota Management & Budget	<b>AppropriID</b> Enterprise Human Resources
<b>Appropriation Type</b> 05	Biennial	<a href="#">ChartField Attributes</a>
<b>Budget Authority Option</b> A	Appropriation Only	<a href="#">Associated Budgets</a>
<b>Legal Citation</b> 13 142 01 013 000	Minnesota Management and Budget	
<b>Budget Program</b> G1001	Statewide Services	
<b>Budget Activity</b> G100107	Human Resource Management	<b>Budget Status</b> Open

Ledger Amounts			
<b>Budget</b>		<b>Antic Trans In</b>	0.00
<b>Appropriation</b>		<b>Transfer In</b>	0.00
Original	3,155,917.00	<b>Antic Trans Out</b>	0.00
Current	3,155,917.00	<b>Transfer Out</b>	370,000.00
<b>Receipts</b>		<b>Roll Forward In</b>	370,000.00
Original Estimate	0.00	<b>Roll Forward Out</b>	0.00
Current Estimate	0.00	<b>Cancel</b>	0.00
Collected	0.00	<b>Reduction</b>	0.00
Dedicated Cap	0.00		
		<b>Budgeted</b>	<b>Remaining</b>
<b>Budget/Encumbrance Authority</b>	3,155,917.00	2,882,313.80	<a href="#">Drill to Activity Log</a>
<b>Spending Authority</b>	3,155,917.00	2,903,915.30	
<b>Transfer Authority</b>	3,155,917.00	2,903,915.30	

Allotment Break-Down			
<b>Payroll</b>		<b>Non-Payroll</b>	<a href="#">Allotment Drilldown</a>
Payroll Allotment	2,965,500.00	Operating Allotment	185,000.00
		Pre Encumbered	0.00
		Encumbered	21,601.50
<b>Expended</b>	251,374.78	<b>Expended</b>	626.92

Balances					
<b>Allotment-Free</b>	5,417.00	Uncommitted	168,188.58	Unexpended	2,903,915.30

Budget Exceptions

**Note:** If the appropriation budget is based on estimated receipts, the *Allotment Free* balance is misleading for the amount available to transfer. In this case, the amount available to transfer is based on collected or any actual money in the appropriation, not what is anticipated.

**Step 2: Use the Enter Budget Transfer – Add New Value tab to Begin Creating an Anticipated Transfer**

Begin by navigating to the *Enter Budget Transfer* page.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Transfer.
2. Make sure the **Add New Value** tab is selected.
3. Complete the *Enter Budget Transfer* page as described below.

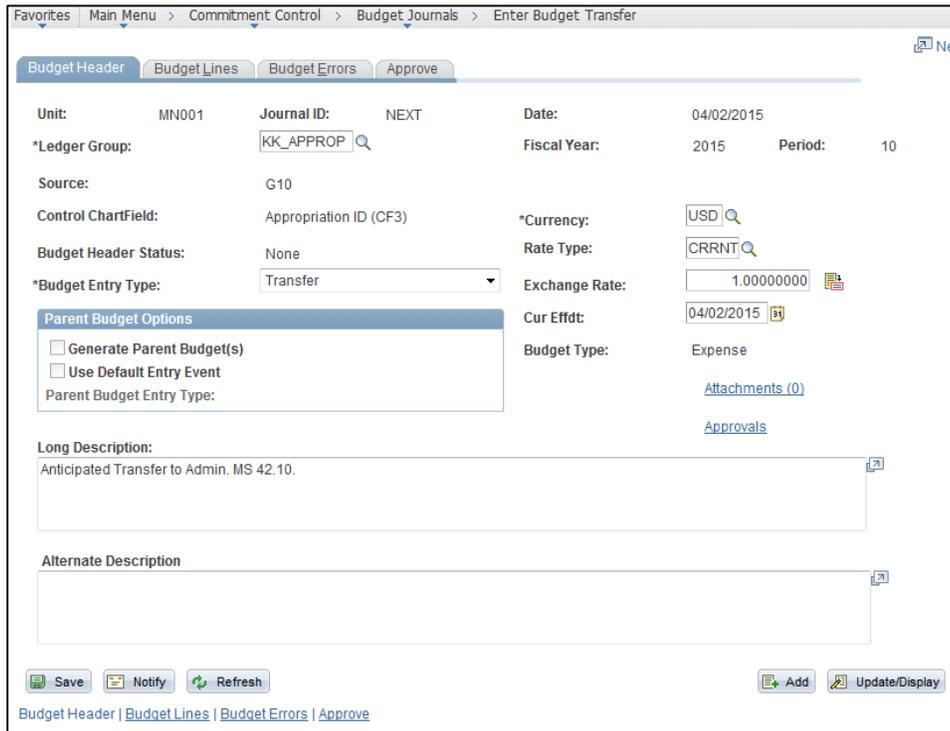


Field Name	Field Description
* <b>Business Unit</b>	Accept or select <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for budgets.
* <b>Journal ID</b>	Accept the default of "NEXT" in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget transfer journal.
* <b>Journal Date</b>	Accept the default current date for the <i>Journal Date</i> . The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.

4. Click on the **Add** button. After you create the Budget Transfer Journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

### Step 3: Enter Information on the Budget Header page

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Transfer* page displays at the top of the *Budget Header* page.

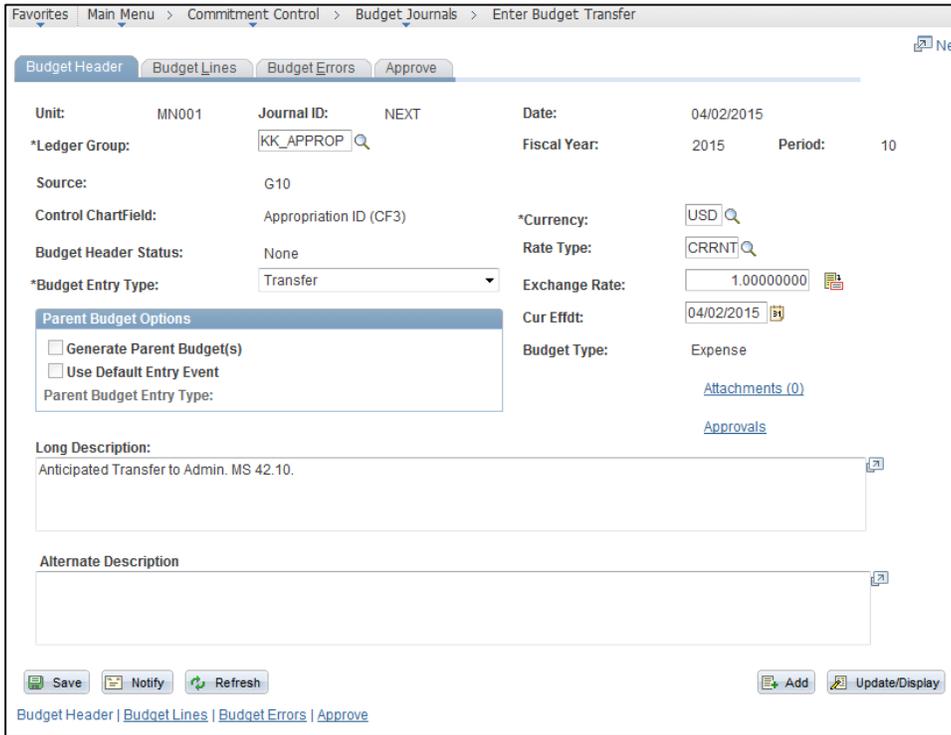


1. Complete the *Budget Header* page by entering the applicable fields listed in the table below.

Field Name	Field Description
<b>*Ledger Group</b>	Click on the <i>Ledger Group Lookup</i> icon and select “KK_APPROP”. This is the ledger group for appropriation transfers.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT.
<b>Control Chartfield</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Appropriation transfers.
<b>*Currency</b>	Accept the default “USD”. This is the only currency used in the State of Minnesota.



Field Name	Field Description
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget transfer. When the transfer is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Accept the default "Transfer".
<b>Exchange Rate</b>	Accept the default entry. Do not change this value.
<b>Parent Budget Options</b> (display only)	The <i>Parent Budget Options</i> automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
<b>Cur Effdt</b>	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
<b>Budget Type</b> (display only)	The <i>Budget Type</i> automatically populates and shows the type of budget journal you're creating. The available budget types are: - Expense: used for Appropriations, Allotments, and Expense Budgets - Revenue: used for Revenue Budgets.
<b>Long Description</b>	Enter a description such as the statute or law requiring the transfer. The first 30 characters of the value entered into this field will display as the journal description on various search pages and you can search on the Description field.
<b>Alternate Description</b>	Optionally, enter an alternate description.



Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 04/02/2015  
 \*Ledger Group: KK\_APPROP    Fiscal Year: 2015    Period: 10  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD  
 Budget Header Status: None    Rate Type: CRRNT  
 \*Budget Entry Type: Transfer    Exchange Rate: 1.00000000  
 Cur Effdt: 04/02/2015  
 Budget Type: Expense  
 Attachments (0)  
 Approvals

**Parent Budget Options**  
 Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

Long Description:  
 Anticipated Transfer to Admin. MS 42.10.

Alternate Description

Save    Notify    Refresh    Add    Update/Display

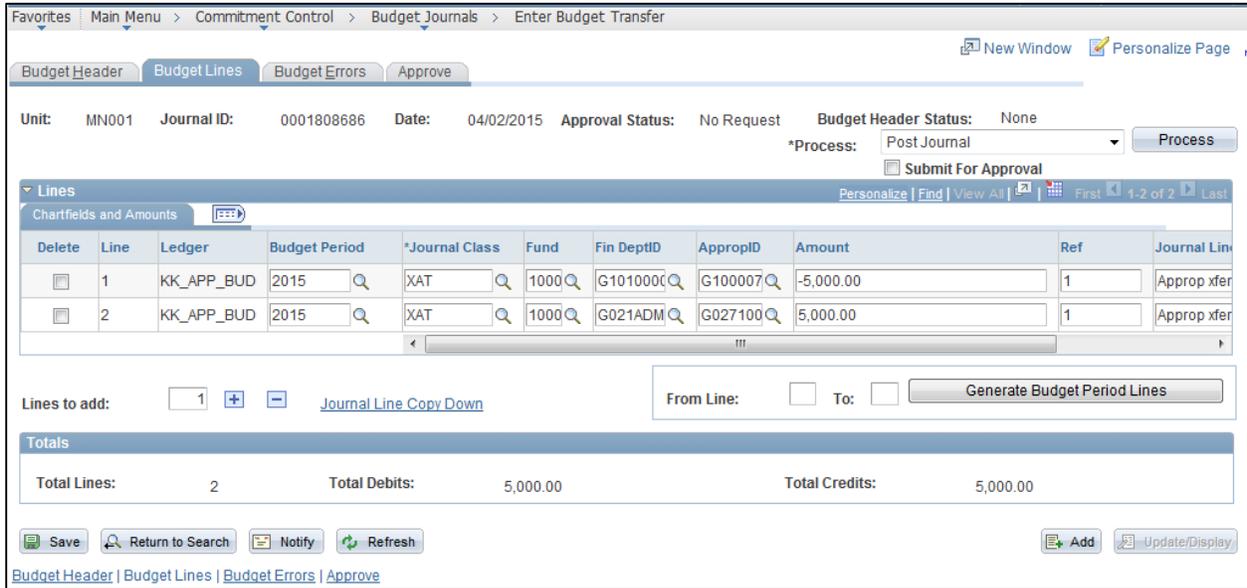
[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

**Step 4: Enter information on the Budget Lines page**

Next, you will enter the amounts and accounting information (ChartFields) on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Some information from the *Budget Header* page displays at the top of this tab.
2. For each anticipated transfer, you will enter:
  - **A minimum of two lines that must balance:** one line reducing the appropriation that is transferring the money (the “From” appropriation), and a second line increasing the appropriation that is receiving the money (the “To” appropriation).
  - **The Journal Class “XAT”** for Anticipated Budget Transfers.
  - **One unique identifier in the Ref field for each grouping or set of two lines** of the budget transfer which will be used to tie the lines together for searches and reporting.

Complete the **ChartFields and Amounts** and **Base Currency** tabs for each transaction line as described below.



The screenshot shows the 'Budget Lines' tab in the SWIFT application. At the top, there are navigation tabs: 'Budget Header', 'Budget Lines', 'Budget Errors', and 'Approve'. Below these, the 'Unit' is MN001, 'Journal ID' is 0001808686, and 'Date' is 04/02/2015. The 'Approval Status' is 'No Request' and 'Budget Header Status' is 'None'. A '\*Process:' dropdown is set to 'Post Journal' with a 'Process' button. A 'Submit For Approval' checkbox is also present.

The main section is titled 'Lines' and contains a table with the following columns: Delete, Line, Ledger, Budget Period, \*Journal Class, Fund, Fin DeptID, AppropID, Amount, Ref, and Journal Line. There are two lines:

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2015	XAT	1000	G101000	G100007	-5,000.00	1	Approp xfer
<input type="checkbox"/>	2	KK_APP_BUD	2015	XAT	1000	G021ADM	G027100	5,000.00	1	Approp xfer

Below the table, there are controls for 'Lines to add:' (set to 1), 'Journal Line Copy Down', and 'Generate Budget Period Lines' (with 'From Line:' and 'To:' fields). A 'Totals' section shows: Total Lines: 2, Total Debits: 5,000.00, Total Credits: 5,000.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Field Name	Field Description
<b>Line</b> (display only)	The line number assigned automatically by SWIFT.
<b>Ledger</b> (display only)	The Ledger selected on the <i>Budget Header</i> page.
<b>*Journal Class</b>	Click on the <i>Journal Class</i> <b>Lookup</b> icon and select “XAT – Anticipated Transfer”.
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
<b>*Fund</b>	Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i> . Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The field length is 4 digits.



Field Name	Field Description
*Fin DeptID	<p>Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i>. <i>Fin DeptID</i> (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.</p> <p>The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.</p>
*Approp ID	<p>Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i>. The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT.</p> <p>The <i>Approp ID</i> is a 7-character alphanumeric identifier.</p>
*Amount	<p>Enter the amount of the transfer. You will enter a minimum of two lines that must balance: one line reducing the appropriation that is transferring the money (the "From" appropriation), and a second line increasing the appropriation that is receiving the money (the "To" appropriation). Related lines are tied together by using the same "Ref" field entry.</p>
Journal Line Description	<p>Enter an identifying description for the specific journal line.</p> <p>The field length is 30 characters.</p>
*Ref	<p>The <i>Ref</i> field is required for budget transfers. The <i>Ref</i> field must contain a unique value for each grouping or set of two lines within the transfer. It is this unique value that ties together the transfer lines for searching and reporting. Other journals can use the same reference codes. Check to see if your agency has its own naming convention.</p> <p>Enter any Reference that you want in this field. The field length is 10 characters.</p>

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001 Journal ID: 0001808686 Date: 04/02/2015 Approval Status: No Request Budget Header Status: None

\*Process: Post Journal [Process] Submit For Approval

Lines

Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2015	XAT	1000	G101000	G100007	-5,000.00	1	Approp xfer
<input type="checkbox"/>	2	KK_APP_BUD	2015	XAT	1000	G021ADM	G027100	5,000.00	1	Approp xfer

Lines to add: 1 [ + ] [ - ] [Journal Line Copy Down](#) From Line: [ ] To: [ ] [Generate Budget Period Lines](#)

Totals	
Total Lines:	2
Total Debits:	5,000.00
Total Credits:	5,000.00

Save Return to Search Notify Refresh Add Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

3. Click on the **Save** button. Note that the *Journal ID* changed from “NEXT” to a unique number after saving the information.
4. Click on the **Lines to add Plus Sign (+)** to add the second line as described above.
5. After you have entered all of the journal lines, click on the **Save** button.

**Step 5: Budget Pre-Check the Journal**

Next, you’ll need to process the journal.

1. Select “Budget Pre-Check” from the **Process** drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.
2. Click on the **Process** button.
3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.

**Message**

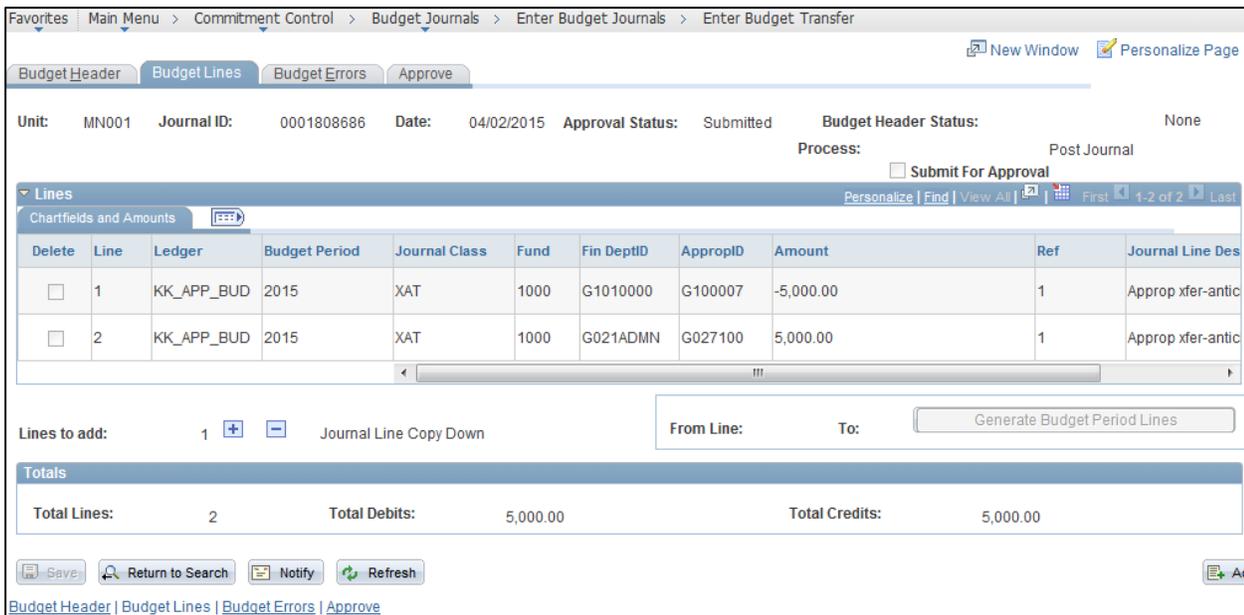
Do you want to Budget Check this transaction without posting the results? (18021,984)

4. If the Budget Pre-Check processes successfully, the *Budget Header Status* now displays “Checked Only”. If you receive an error or warning, refer to the [“Correcting Budget Check Exceptions”](#) topic in this User Guide for instructions.

### Step 6: Submit the Journal for Approval

Next, you'll submit the journal for approval.

1. Select "Submit Journal" from the **Process** drop-down list.
2. Click on the **Process** button. The **Approval Status** displays "Submitted". You cannot do anything with the journal now that is in the Approval process. The **Process** button is grayed out and no longer available for selection.

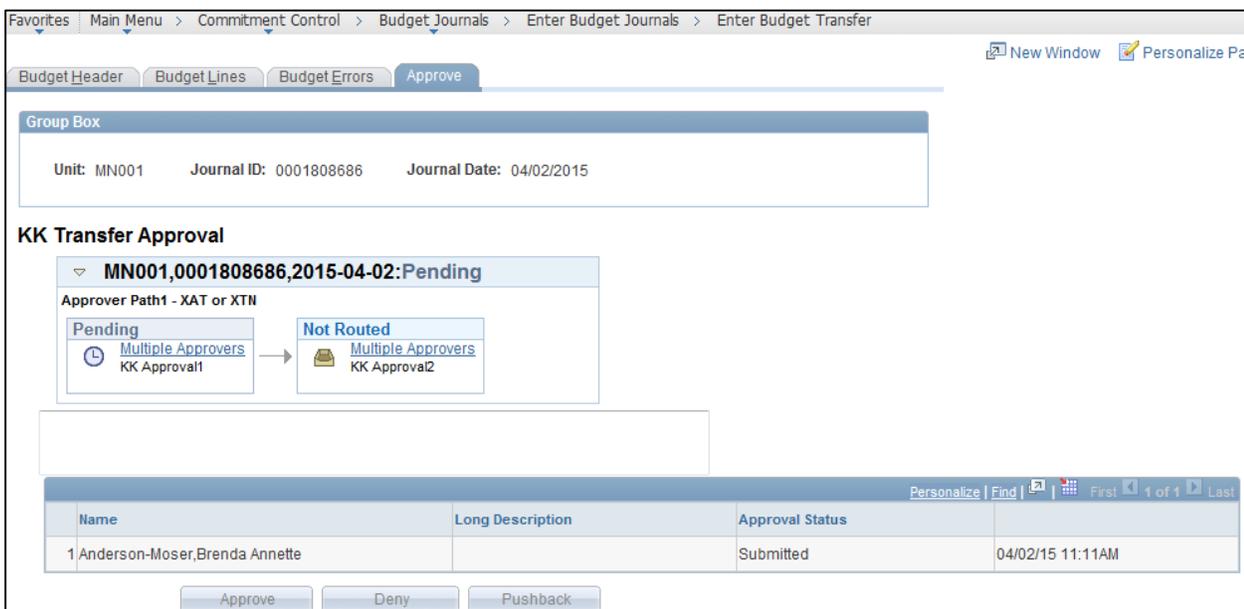


Unit: MN001 Journal ID: 0001808686 Date: 04/02/2015 Approval Status: Submitted Budget Header Status: None Process:  Submit For Approval

Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line Des
<input type="checkbox"/>	1	KK_APP_BUD	2015	XAT	1000	G1010000	G100007	-5,000.00	1	Approp xfer-antic
<input type="checkbox"/>	2	KK_APP_BUD	2015	XAT	1000	G021ADMN	G027100	5,000.00	1	Approp xfer-antic

Totals  
Total Lines: 2 Total Debits: 5,000.00 Total Credits: 5,000.00

3. Click on the **Approve** tab to view the approval routing information.



Unit: MN001 Journal ID: 0001808686 Journal Date: 04/02/2015

**KK Transfer Approval**

MN001,0001808686,2015-04-02:Pending

Approver Path1 - XAT or XTN

Pending → Not Routed

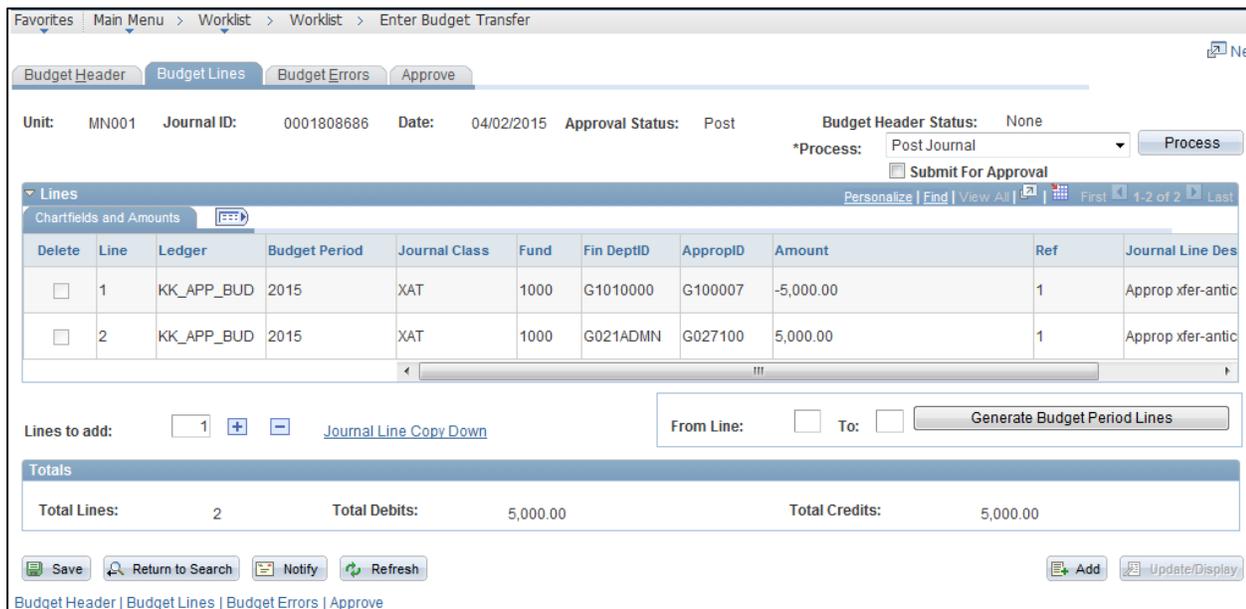
Name	Long Description	Approval Status	
1 Anderson-Moser, Brenda Annette		Submitted	04/02/15 11:11AM

- The Approval path displays in the middle of the page, showing the different groups that need to approve and the status of the routing.
  - If there is more than one person in the approval group, click on the *Multiple Approvers* link to view the staff that can approve for that group.
  - A listing of the approval transactions displays at the bottom of the page, showing Name, Approval Status, and Date. The Long Description field will show any comments entered during the approval process.
4. Once the journal has been approved, you will submit the transaction for final posting of the journal. You can monitor the approval process by checking your workflow or by viewing the **Approval** tab for the journal. Refer to the [“Monitoring Budget Journals Approval Workflow”](#) topic for more information. After the journal has been approved by all the required approvers, the transaction will appear in your workflow and the Work Item column will display “Approved”. You can click on the link to navigate to the journal and finish processing.

**Step 7: Submit the Journal for Final Posting**

The last step is to submit the journal for final posting.

1. On the **Budget Lines** tab, ensure that the *Approval Status* displays “Post”.
2. Select the “Post Journal” option from the **Process** drop-down listing.
3. Click on the **Process** button.
4. Click the “Yes” button at the **Message** asking whether you are sure you want to post the journal.



The screenshot shows the 'Budget Lines' tab in the SWIFT application. At the top, there are navigation tabs: Budget Header, Budget Lines (selected), Budget Errors, and Approve. Below the tabs, the following information is displayed: Unit: MN001, Journal ID: 0001808686, Date: 04/02/2015, Approval Status: Post, Budget Header Status: None. A dropdown menu for '\*Process:' is set to 'Post Journal', with a 'Process' button next to it. Below this is a 'Submit For Approval' button. The main area contains a table with columns: Delete, Line, Ledger, Budget Period, Journal Class, Fund, Fin DeptID, AppropID, Amount, Ref, and Journal Line Des. The table has two rows: Line 1 with Amount -5,000.00 and Line 2 with Amount 5,000.00. Below the table are controls for 'Lines to add' (set to 1) and 'From Line' (set to 1). A 'Generate Budget Period Lines' button is also present. At the bottom, there is a 'Totals' section showing Total Lines: 2, Total Debits: 5,000.00, and Total Credits: 5,000.00. Navigation buttons like Save, Return to Search, Notify, Refresh, Add, and Update/Display are at the very bottom.

- If the posting process was successful, the *Budget Header Status* displays the *Posted* link. The anticipated transfer has been processed. If you view the *Appropriation Overview* page for the “From” appropriation, you will see that the *Antic Trans Out* field includes the anticipated budget transfer amount and the Remaining Budget/Encumbrance Authority has been reduced. If you click on

the *Posted* link, the *Activity Log* page displays in a new window showing the ledger transactions that were created by the journal.

- If the posting process was not successful, an error or warning message displays indicating that budget checking errors were logged for this document and requiring you to check the budget exception page to view the errors. Refer to the “[Correcting Budget Check Exceptions](#)” topic for the procedure to view and fix the error.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

### Appropriation Overview

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropriID	Budget Period
MN001	KK_APPROP	1000	G1010000	G100007	2015
Fund General		Fin DeptID Minnesota Management & Budget		AppropriID Enterprise Human Resources	
Appropriation Type	05	Biennial		<a href="#">ChartField Attributes</a>	
Budget Authority Option	A	Appropriation Only		<a href="#">Associated Budgets</a>	
Legal Citation	13 142 01 013 000	Minnesota Management and Budget			
Budget Program	G1001	Statewide Services			
Budget Activity	G100107	Human Resource Management		Budget Status Open	
<b>Ledger Amounts</b>					
Budget		Antic Trans In	0.00		
Appropriation		Transfer In	0.00		
Original	3,155,917.00	Antic Trans Out	5,000.00		
Current	3,155,917.00	Transfer Out	370,000.00		
Receipts		Roll Forward In	370,000.00		
Original Estimate	0.00	Roll Forward Out	0.00		
Current Estimate	0.00	Cancel	0.00		
Collected	0.00	Reduction	0.00		
Dedicated Cap	0.00				
		Budgeted	Remaining		
Budget/Encumbrance Authority		3,150,917.00	2,877,313.80		
Spending Authority		3,155,917.00	2,903,915.30		
Transfer Authority		3,155,917.00	2,903,915.30		
<b>Allotment Break-Down</b>					
Payroll		Non-Payroll	<a href="#">Allotment Drilldown</a>		
Payroll Allotment	2,965,500.00	Operating Allotment	185,000.00		
		Pre Encumbered	0.00		
		Encumbered	21,601.50		
Expended	251,374.78	Expended	626.92		
<b>Balances</b>					
Allotment-Free	417.00	Uncommitted	163,188.58	Unexpended	2,903,915.30

Having completed this topic, you should now be able to:

- Create Anticipated Budget Transfers

## Creating Actual Transfers Referencing an Anticipated Budget Transfer

### Topic Overview

In this topic, you will learn how to create Actual Transfers that reference Anticipated Budget Transfers.

In the previous topic, we learned how to create an Anticipated Budget Transfer that is used to move Budget/Encumbrance Authority from one appropriation to another. The Budget/Encumbrance Authority is decreased in the “From” appropriation and increased in the “To” appropriation. Anticipated Transfers are often done prior to the beginning of the fiscal year to allow for encumbrance of money for the next fiscal year.

An Actual Transfer Referencing the Anticipated Transfer is used to move the money (Spending Authority) between the appropriations. This transaction also reverses the Anticipated Transfer transaction. Actual Budget Transfers are generally done on July 1 or after and reference the Anticipated Transfer that was previously entered.

The transfer will have a minimum of two lines that must balance and will use the Journal Class is “XTA” for Actual Transfers Referencing Anticipated Transfers.

The Actual Transfer (XTA) will not go through workflow but will be checked against the Anticipated Transfer (XAT) that was previously completed. The transaction will fail budget check if it does not match up to the Anticipated Transfer that was previously entered.

After completing this topic, you should be able to:

- Create an Actual Transfer that References and Anticipated Budget Transfer

## Process Steps

### ***Create Actual Transfer Referencing an Anticipated Budget Transfer***

In this topic, you will learn how to create Actual Transfers against Anticipated Budget Transfers.

Steps to complete:

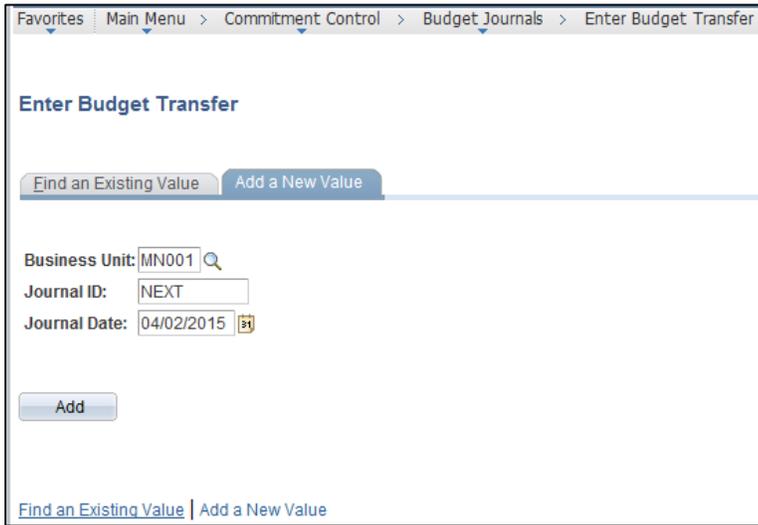
- Step 1: Use the Enter Budget Transfer – Add New Value tab to Begin Creating the Actual Transfer
- Step 2: Enter Information on the Budget Header page
- Step 3: Enter information on the Budget Lines page
- Step 4: Budget Pre-Check the Journal
- Step 5: Submit the Journal for Approval and Monitor the Approval Process
- Step 6: Submit the Journal for Final Posting

#### **Step 1: Use the Enter Budget Transfer – Add New Value tab to Begin Creating the Actual Transfer**

Begin by navigating to the *Enter Budget Transfer* page.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Transfer.
2. Make sure the **Add New Value** tab is selected.
3. Complete the *Enter Budget Transfer* page as described below.

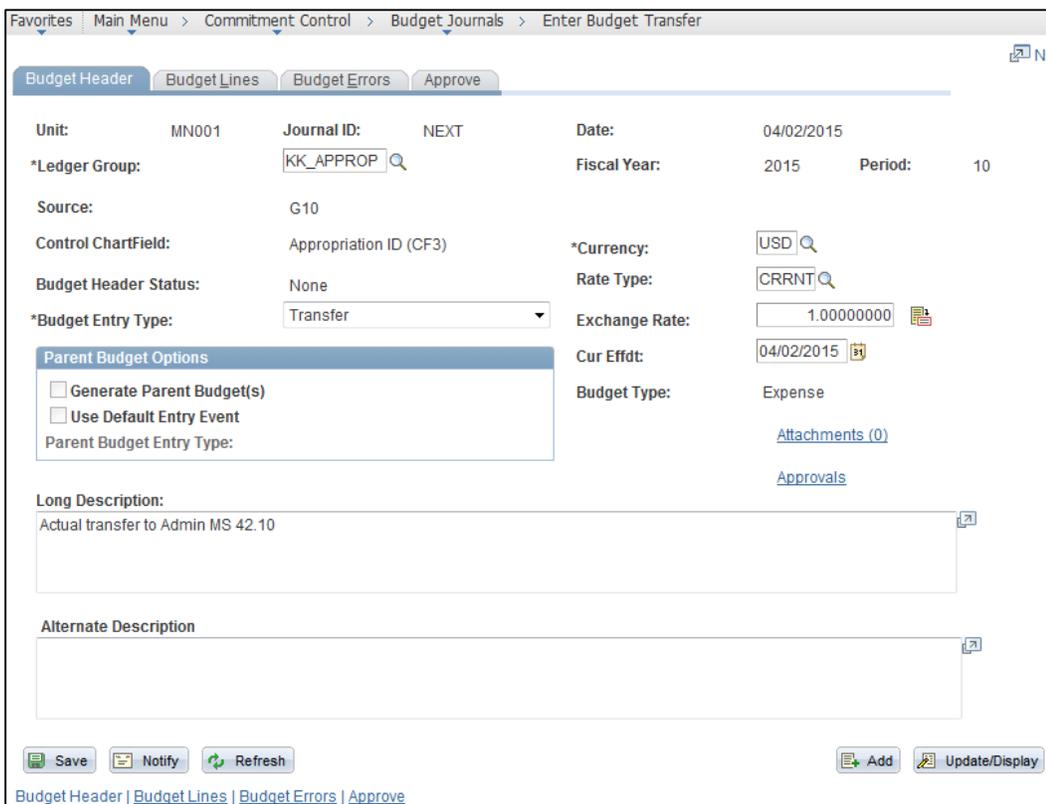
Field Name	Field Description
* <b>Business Unit</b>	Accept or select <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for budgets.
* <b>Journal ID</b>	Accept the default of "NEXT" in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget journal.
* <b>Journal Date</b>	Accept the default current date for the <i>Journal Date</i> . The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.



- Click on the **Add** button. After you create the Budget Transfer Journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

**Step 2: Enter Information on the Budget Header page**

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Transfer* page displays at the top of the *Budget Header* page.



- Complete the *Budget Header* page by entering the applicable fields listed in the table below.



Field Name	
<b>*Ledger Group</b>	Click on the <i>Ledger Group Lookup</i> icon and select "KK_APPROP". This is the ledger group for appropriation transfers.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT.
<b>Control Chartfield</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Appropriation Budget Transfers.
<b>*Currency</b>	Accept the default "USD". This is the only currency used in the State of Minnesota.
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget journal. When the budget is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Accept the default "Transfer".
<b>Exchange Rate</b>	Accept the default entry. Do not change this value.
<b>Parent Budget Options</b> (display only)	The <i>Parent Budget Options</i> automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
<b>Cur Effdt</b>	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
<b>Budget Type</b> (display only)	The <i>Budget Type</i> automatically populates and shows the type of budget journal you're creating. The available budget types are: <ul style="list-style-type: none"> <li>- Expense: used for Appropriations, Allotments, and Expense Budgets</li> <li>- Revenue: used for Revenue Budgets.</li> </ul>
<b>Long Description</b>	Enter a description such as the statute or law requiring the transfer. The first 30 characters of the value entered into this field will display as the journal description on various search pages and you can search on the Description field.
<b>Alternate Description</b>	Optionally, enter an alternate description.

Favorites : Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

[New](#)

**Budget Header** | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 04/02/2015  
 \*Ledger Group: KK\_APPROP    Fiscal Year: 2015    Period: 10  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD  
 Budget Header Status: None    Rate Type: CRRNT  
 \*Budget Entry Type: Transfer    Exchange Rate: 1.00000000  
 Cur Effdt: 04/02/2015  
 Budget Type: Expense

[Attachments \(0\)](#)  
[Approvals](#)

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

**Long Description:**  
 Actual transfer to Admin MS 42.10

**Alternate Description**

[Save](#)   [Notify](#)   [Refresh](#)   [Add](#)   [Update/Display](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

### Step 3: Enter information on the Budget Lines page

Next, you will enter the amounts and accounting information (ChartFields) on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Some information from the *Budget Header* page displays at the top of this tab.
2. For each actual transfer, you will enter:
  - **A minimum of two lines that must balance**, one line reducing the appropriation that is transferring the money, and a second line increasing the appropriation that is receiving the money.
  - **The Journal Class “XTA”** for Actual Transfers Referencing Anticipated Budget Transfers
  - **One unique identifier in the Ref field for each grouping or set of two lines** of the budget transfer which will be used to tie the lines together for searches and reporting.

Complete the **ChartFields and Amounts** and **Base Currency** tabs for each transaction line as described below.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001 Journal ID: 0001808687 Date: 04/02/2015 Approval Status: No Request Budget Header Status: None

\*Process: Post Journal

Submit For Approval

Chartfields and Amounts     1-4 of 4

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2015	XTA	1000	G101000	G100007	-5,000.00	1	approp xfer
<input type="checkbox"/>	2	KK_APP_BUD	2015	XTA	1000	G021ADM	G027100	5,000.00	1	approp xfer
<input type="checkbox"/>	3	KK_APP_BUD	2015	XAT	1000	G1010000	G100007	5,000.00	1	Sys Gen-An
<input type="checkbox"/>	4	KK_APP_BUD	2015	XAT	1000	G021ADMN	G027100	-5,000.00	1	Sys Gen-An

Lines to add:    [Journal Line Copy Down](#) From Line:  To:

Totals			
Total Lines:	4	Total Debits:	10,000.00
		Total Credits:	10,000.00

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

Field Name	
Line (display only)	The line number assigned automatically by SWIFT.
Ledger (display only)	The Ledger selected on the <i>Budget Header</i> page.
*Journal Class	Click on the <i>Journal Class Lookup</i> icon and select “XTA – Actual Transfer Against Anticipated Transfer”.
*Budget Period	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
*Fund	Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i> . Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The field length is 4 digits.



Field Name	Field Description
*Fin DeptID	Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i> . <i>Fin DeptID</i> (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures. The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.
*Approp ID	Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i> . The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT. The <i>Approp ID</i> is a 7-character alphanumeric identifier.
*Amount	Enter the amount of the transfer. You will enter a minimum of two lines that must balance: one line reducing the appropriation that is transferring the money (the "From" appropriation), and a second line increasing the appropriation that is receiving the money (the "To" appropriation). Related lines are tied together by using the same "Ref" field entry.
Journal Line Description	Enter an identifying description for the specific journal line. The field length is 30 characters.
*Ref	The <i>Ref</i> field is required for budget transfers. The <i>Ref</i> field must contain a unique value for each grouping or set of two lines within the transfer. It is this unique value that ties together the transfer lines for searching and reporting. Other journals can use the same reference codes. Check to see if your agency has its own naming convention. Enter any Reference that you want in this field. The field length is 10 characters.

**Step 4: Budget Pre-Check the Journal**

Next, you'll need to process the journal.

1. Select "Budget Pre-Check" from the **Process** drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.
2. Click on the **Process** button.
3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.

**Message**

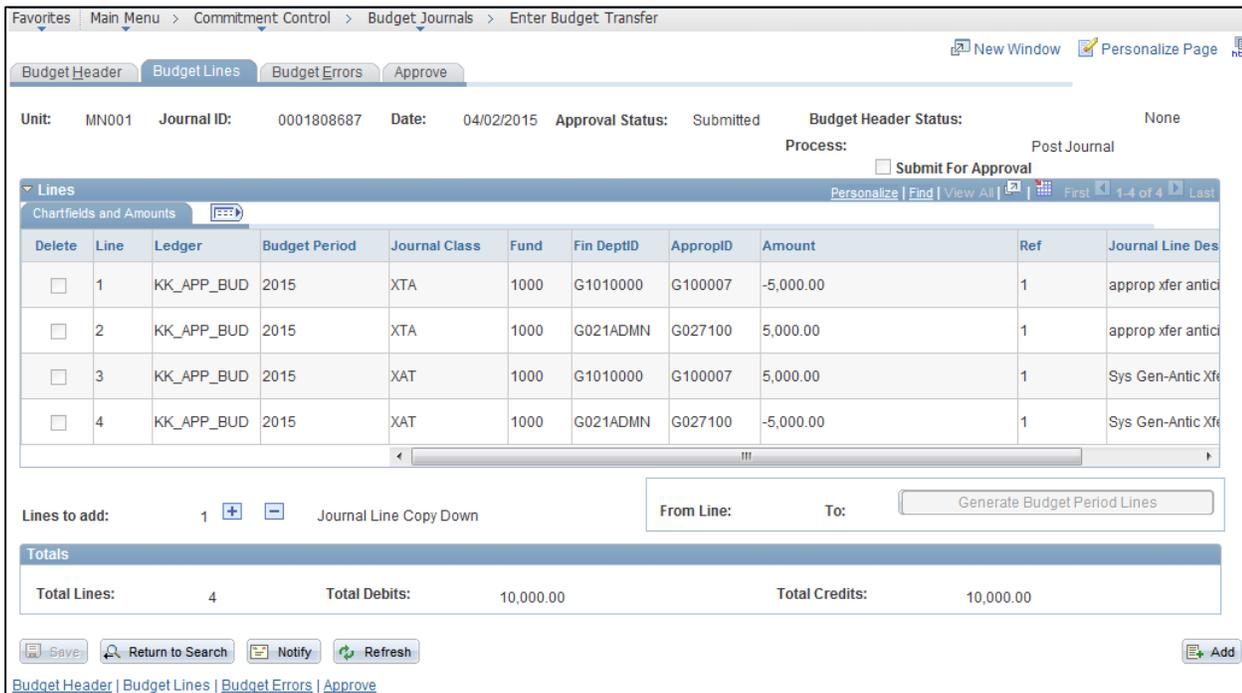
Do you want to Budget Check this transaction without posting the results? (18021,984)

- If the Budget Pre-Check processes successfully, the *Budget Header Status* now displays “Checked Only”. If you receive an error or warning, refer to the [“Correcting Budget Check Exceptions”](#) topic in this User Guide for instructions.

**Step 5: Submit the Journal for Approval**

Next, you’ll submit the journal for approval.

- Select “Submit Journal” from the **Process** drop-down list.
- Click on the **Process** button. The **Approval Status** displays “Submitted”. You cannot do anything with the journal now that is in the Approval process. The **Process** button is grayed out and no longer available for selection.



The screenshot shows the 'Approve' tab in the SWIFT interface. At the top, it displays 'Unit: MN001', 'Journal ID: 0001808687', and 'Date: 04/02/2015'. The 'Approval Status' is 'Submitted' and 'Budget Header Status' is 'None'. Below this, there are tabs for 'Budget Header', 'Budget Lines', 'Budget Errors', and 'Approve'. A table titled 'Lines' contains the following data:

Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line Des
<input type="checkbox"/>	1	KK_APP_BUD	2015	XTA	1000	G1010000	G100007	-5,000.00	1	approp xfer antic
<input type="checkbox"/>	2	KK_APP_BUD	2015	XTA	1000	G021ADMN	G027100	5,000.00	1	approp xfer antic
<input type="checkbox"/>	3	KK_APP_BUD	2015	XAT	1000	G1010000	G100007	5,000.00	1	Sys Gen-Antic Xfe
<input type="checkbox"/>	4	KK_APP_BUD	2015	XAT	1000	G021ADMN	G027100	-5,000.00	1	Sys Gen-Antic Xfe

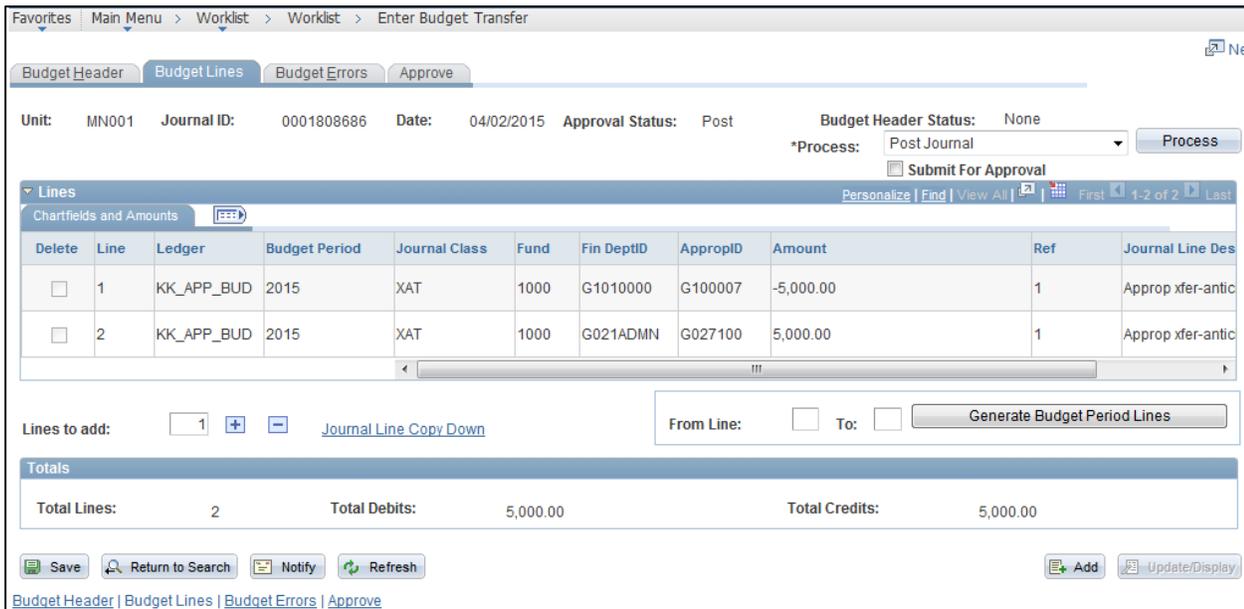
Below the table, there are controls for 'Lines to add: 1' and 'Journal Line Copy Down'. A 'Totals' section shows: Total Lines: 4, Total Debits: 10,000.00, and Total Credits: 10,000.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', and 'Add'.

- Once the journal has been approved, you will submit the transaction for final posting of the journal. You can monitor the approval process by checking your workflow or by viewing the **Approval** tab for the journal. Refer to the [“Monitoring Budget Journals Approval Workflow”](#) topic for more information. After the journal has been approved by all the required approvers, the transaction will appear in your workflow and the Work Item column will display “Approved”. You can click on the link to navigate to the journal and finish processing.

### Step 6: Submit the Journal for Final Posting

The last step is to submit the journal for final posting.

1. On the **Budget Lines** tab, ensure that the *Approval Status* displays “Post”.
2. Select the “Post Journal” option from the **Process** drop-down listing.
3. Click on the **Process** button.
4. Click the “Yes” button at the **Message** asking whether you are sure you want to post the journal.



The screenshot shows the 'Budget Lines' tab in the SWIFT interface. At the top, there are navigation tabs: 'Budget Header', 'Budget Lines', 'Budget Errors', and 'Approve'. Below these, the 'Unit' is MN001, 'Journal ID' is 0001808686, 'Date' is 04/02/2015, and 'Approval Status' is 'Post'. The 'Budget Header Status' is 'None'. A '\*Process:' dropdown menu is set to 'Post Journal', and a 'Process' button is visible. There is also a 'Submit For Approval' checkbox. Below this is a table with columns: Delete, Line, Ledger, Budget Period, Journal Class, Fund, Fin DeptID, AppropID, Amount, Ref, and Journal Line Des. Two lines are listed: Line 1 with amount -5,000.00 and Line 2 with amount 5,000.00. Below the table are controls for 'Lines to add' (set to 1) and 'From Line' (set to 1). A 'Generate Budget Period Lines' button is also present. At the bottom, there is a 'Totals' section showing 'Total Lines: 2', 'Total Debits: 5,000.00', and 'Total Credits: 5,000.00'. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are at the bottom.

- If the posting process was successful, the *Budget Header Status* displays the *Posted* link. The direct budget transfer has occurred and the dollars are now available to spend in the receiving appropriation. If you click on the *Posted* link, the *Activity Log* page displays in a new window showing the ledger transactions that were created by the journal.
- If the posting process was not successful, an error or warning message displays indicating that budget checking errors were logged for this document and requiring you to check the budget exception page to view the errors. Refer to the “[Correcting Budget Check Exceptions](#)” topic for the procedure to view and fix the error.

Having completed this topic, you should now be able to:

- Create Actual Transfer Referencing an Anticipated Budget Transfer

## Creating Direct Budget Transfers

### Topic Overview

In this topic, you will create a Direct Budget Transfer. A Direct Budget Transfer is entered when an anticipated budget transfer was not done first. It is used to move the money (Spending Authority) and it will go through the workflow approval process.

The transfer will have a minimum of two lines that must balance and you will use the Journal Class “XTN” for a Direct Budget Transfer.

After completing this topic, you should be able to:

- Create a Direct Budget Transfer

## Process Steps

### ***Create Direct Budget Transfers***

In this topic, you will learn how to create a Direct Budget Transfer.

Steps to complete:

- Step 1: Verify that the Dollars are Unallotted
- Step 2: Use the Enter Budget Transfer – Add New Value tab to Begin Creating the Transfer
- Step 3: Enter Information on the Budget Header page
- Step 4: Enter information on the Budget Lines page
- Step 5: Budget Pre-Check the Journal
- Step 6: Submit the Journal for Approval and Monitor the Approval Process
- Step 7: Submit the Journal for Final Posting

#### **Step 1: Verify that the Dollars are Unallotted**

Before entering the transfer, check the *Appropriation Overview* page to verify that the funds are available to transfer.

1. **Navigation Links:** Commitment Control, Review Budget Activities, Appropriation Overview.
2. Check the *Allotment Free* field to verify that the funds are “unallotted” and available to transfer.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Appropriation Overview](#)

### Appropriation Overview

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) 1 of 1

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MN001	KK_APPROP	1000	G1010000	G100009	2016
<b>Fund</b> General		<b>Fin DeptID</b> Minnesota Management & Budget		<b>AppropID</b> Management Services	
<b>Appropriation Type</b> 05		Biennial		<a href="#">ChartField Attributes</a>	
<b>Budget Authority Option</b> A		Appropriation Only		<a href="#">Associated Budgets</a>	
<b>Legal Citation</b> 15 077 01 013 000		Minnesota Management And Budget			
<b>Budget Program</b> G1001		Statewide Services			
<b>Budget Activity</b> G100109		Agency Administration		<b>Budget Status</b> Open	

#### Ledger Amounts

	Budgeted	Remaining
<b>Budget</b>		
Appropriation		
Original	3,407,000.00	
Current	3,407,000.00	
Receipts		
Original Estimate	0.00	
Current Estimate	0.00	
Collected	0.00	
Dedicated Cap	0.00	
Antic Trans In		0.00
Transfer In		1,085,000.00
Antic Trans Out		0.00
Transfer Out		90,550.00
Roll Forward In		0.00
Roll Forward Out		0.00
Cancel		0.00
Reduction		0.00
<b>Budget/Encumbrance Authority</b>	4,401,450.00	3,615,071.89
<b>Spending Authority</b>	4,401,450.00	4,312,131.52
<b>Transfer Authority</b>	4,401,450.00	4,312,131.52

[Drill to Activity Log](#)

#### Allotment Break-Down

Payroll	Non-Payroll	Allotment Drilldown
<b>Payroll Allotment</b> 2,303,000.00	<b>Operating Allotment</b> 2,068,450.00	
	Pre Encumbered 0.00	
	Encumbered 697,059.63	
<b>Expended</b> 85,065.95	<b>Expended</b> 4,252.53	

#### Balances

<b>Allotment-Free</b> 30,000.00	<b>Uncommitted</b> 1,397,137.84	<b>Unexpended</b> 4,312,131.52
---------------------------------	---------------------------------	--------------------------------

#### Budget Exceptions

<b>Exception Errors</b> 0	<b>Exception Warnings</b> 0	<b>Budget Exceptions</b>
---------------------------	-----------------------------	--------------------------

**Note:** If the appropriation budget is based on estimated receipts, the *Allotment Free* balance is misleading for the amount available to transfer. In this case, the amount available to transfer is based on collected or any actual money in the appropriation, not what is anticipated.

**Step 2: Use the Enter Budget Transfer – Add New Value tab to Begin Creating a Direct Budget Transfer**

Begin by navigating to the *Enter Budget Transfer* page.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Transfer.
2. Make sure the **Add New Value** tab is selected.
3. Complete the *Enter Budget Transfer* page as described below.

Field Name	Field Description
* <b>Business Unit</b>	Accept or select <i>Business Unit</i> “MN001”. This is the only <i>Business Unit</i> used for budgets.
* <b>Journal ID</b>	Accept the default of “NEXT” in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget journal.
* <b>Journal Date</b>	Accept the default current date for the <i>Journal Date</i> . The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.



The screenshot shows a web browser window with the following elements:

- Navigation breadcrumb: Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals
- Section title: Enter Budget Journals
- Buttons: Find an Existing Value, Add a New Value
- Form fields:
  - Business Unit: MN001 (with a search icon)
  - Journal ID: NEXT
  - Journal Date: 12/22/2015 (with a calendar icon)
- Bottom button: Add

4. Click on the **Add** button. After you create the Budget Transfer Journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

**Step 3: Enter Information on the Budget Header page**

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Transfer* page displays at the top of the *Budget Header* page.

1. Complete the *Budget Header* page by entering the applicable fields listed in the table below.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

**Budget Header** | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 12/22/2015  
 \*Ledger Group: KK\_APPROP 🔍    Fiscal Year: 2016    Period: 6  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD 🔍  
 Budget Header Status: None    Rate Type: CRRNT 🔍  
 \*Budget Entry Type: Transfer ▼    Exchange Rate: 1.00000000 📄  
 Cur Effdt: 12/22/2015 📅  
 Budget Type: Expense  
[Attachments \(0\)](#)  
[Approvals](#)

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

Long Description:  
 Direct Transfer to Admin MN 15.01 📄

Alternate Description  
 📄

Save    Notify    Refresh    Add    Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

Field Name	Field Description
<b>*Ledger Group</b>	Click on the <i>Ledger Group Lookup</i> icon and select "KK_APPROP". This is the ledger group for appropriation transfers.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT.
<b>Control Chartfield</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Appropriation Budget Journals.
<b>*Currency</b>	Accept the default "USD". This is the only currency used in the State of Minnesota.

Field Name	Field Description
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget journal. When the budget is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Accept the default "Transfer".
<b>Exchange Rate</b>	Accept the default entry. Do not change this value.
<b>Parent Budget Options</b> (display only)	The <i>Parent Budget Options</i> automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
<b>Cur Effdt</b>	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
<b>Budget Type</b> (display only)	The <i>Budget Type</i> automatically populates and shows the type of budget journal you're creating. The available budget types are: - Expense: used for Appropriations, Allotments, and Expense Budgets - Revenue: used for Revenue Budgets.
<b>Long Description</b>	Enter a description such as the statute or law requiring the transfer. The first 30 characters of the value entered into this field will display as the journal description on various search pages and you can search on the Description field.
<b>Alternate Description</b>	Optionally, enter an alternate description.

**Step 4: Enter information on the Budget Lines page**

Next, you will enter the amounts and accounting information (ChartFields) on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Some information from the *Budget Header* page displays at the top of this tab.
2. For each direct budget transfer, you will enter:
  - **A minimum of two lines that must balance**, one line reducing the appropriation that is transferring the money, and a second line increasing the appropriation that is receiving the money.
  - **Journal Class is "XTN"** for a Direct Budget Transfer.
  - **One unique identifier in the Ref field for each grouping or set of two lines** of the budget transfer which will be used to tie the lines together for searches and reporting.

Complete the **ChartFields and Amounts** and **Base Currency** tabs for each transaction line as described below.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Journals](#) > [Enter Budget Transfer](#)
[New Window](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

Unit: MN001    Journal ID: NEXT    Date: 12/22/2015    Approval Status: No Request    Budget Header Status: None  
 \*Process:

**Submit For Approval**

**Lines** Personalize | Find | View All | First | 1-2 of 2 | Last

Chartfields and Amounts

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2016	XTN	1000	G101000	G100000	-10,000.00	1	Appropr xfer
<input type="checkbox"/>	2	KK_APP_BUD	2016	XTN	1000	G021ADM	G027100	10,000.00	1	Appropr xfer

Lines to add:    [Journal Line Copy Down](#)

From Line:  To:

Totals			
Total Lines:	2	Total Debits:	10,000.00
		Total Credits:	10,000.00

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

Field Name	Field Description
<b>Line</b> (display only)	The line number assigned automatically by SWIFT.
<b>Ledger</b> (display only)	The Ledger selected on the <i>Budget Header</i> page.
<b>*Journal Class</b>	Click on the <i>Journal Class</i> <b>Lookup</b> icon and select "XTN - Actual Transfer No Anticipated".
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
<b>*Fund</b>	Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i> . Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The field length is 4 digits.



Field Name	Field Description
<b>*Fin DeptID</b>	<p>Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i>. <i>Fin DeptID</i> (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.</p> <p>The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.</p>
<b>*Approp ID</b>	<p>Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i>. The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT.</p> <p>The <i>Approp ID</i> is a 7-character alphanumeric identifier.</p>
<b>*Amount</b>	<p>Enter the amount of the transfer. You will enter a minimum of two lines that must balance: one line reducing the appropriation that is transferring the money (the "From" appropriation), and a second line increasing the appropriation that is receiving the money (the "To" appropriation). Related lines are tied together by using the same "Ref" field entry.</p>
<b>Journal Line Description</b>	<p>Enter an identifying description for the specific journal line.</p> <p>The field length is 30 characters.</p>
<b>*Ref</b>	<p>The <i>Ref</i> field is required for budget transfers. The <i>Ref</i> field must contain a unique value for each grouping or set of two lines within the transfer. It is this unique value that ties together the transfer lines for searching and reporting. Other journals can use the same reference codes. Check to see if your agency has its own naming convention.</p> <p>Enter any Reference that you want in this field. The field length is 10 characters.</p>

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | **Budget Lines** | Budget Errors | Approve

Unit: MN001 Journal ID: 0002385684 Date: 12/22/2015 Approval Status: No Request Budget Header Status: None

\*Process: Post Journal [v] Process

Submit For Approval

Lines Personalize | Find | View All | 1-2 of 2 | Last

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2016	XTN	1000	G101000	G100000	-10,000.00	1	Approp xfer
<input type="checkbox"/>	2	KK_APP_BUD	2016	XTN	1000	G021ADM	G027100	10,000.00	1	Approp xfer

Lines to add: 1 [ + ] [ - ] [Journal Line Copy Down](#) From Line: [ ] To: [ ]

Totals			
Total Lines:	2	Total Debits:	10,000.00
		Total Credits:	10,000.00

Save Return to Search Notify Refresh Add Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

- Click on the **Save** button. Note that the *Journal ID* changed from “NEXT” to a unique number after saving the information.
- Click on the **Lines to add Plus Sign (+)** to add additional transactions lines. When you add a line, all of the fields from the line above will copy down into the new row, except the *Journal Line Description* field. Change the fields that are different on the new line and complete as described above. You can add multiple lines, select or deselect fields to copy, and delete lines by following the instructions provided below.

Action	Instructions
<b>Add Multiple Lines</b>	To add more than one line at a time, change the default “1” to the number of lines you want to add.
<b>Select/Deselect Fields to Copy</b>	To select or deselect specific fields to copy, click on the <i>Journal Line Copy Down</i> link to select or deselect fields to be copied when the lines are added. Click on the <b>OK</b> button to return to the <b>Budget Lines</b> tab.
<b>Delete a Line</b>	To delete a line, click on the <b>Delete</b> checkbox for a line that you want to delete and then click on the <b>Minus Sign (-)</b> to delete the line.

- After you have entered all of the journal lines, click on the **Save** button.

### Step 5: Budget Pre-Check the Journal

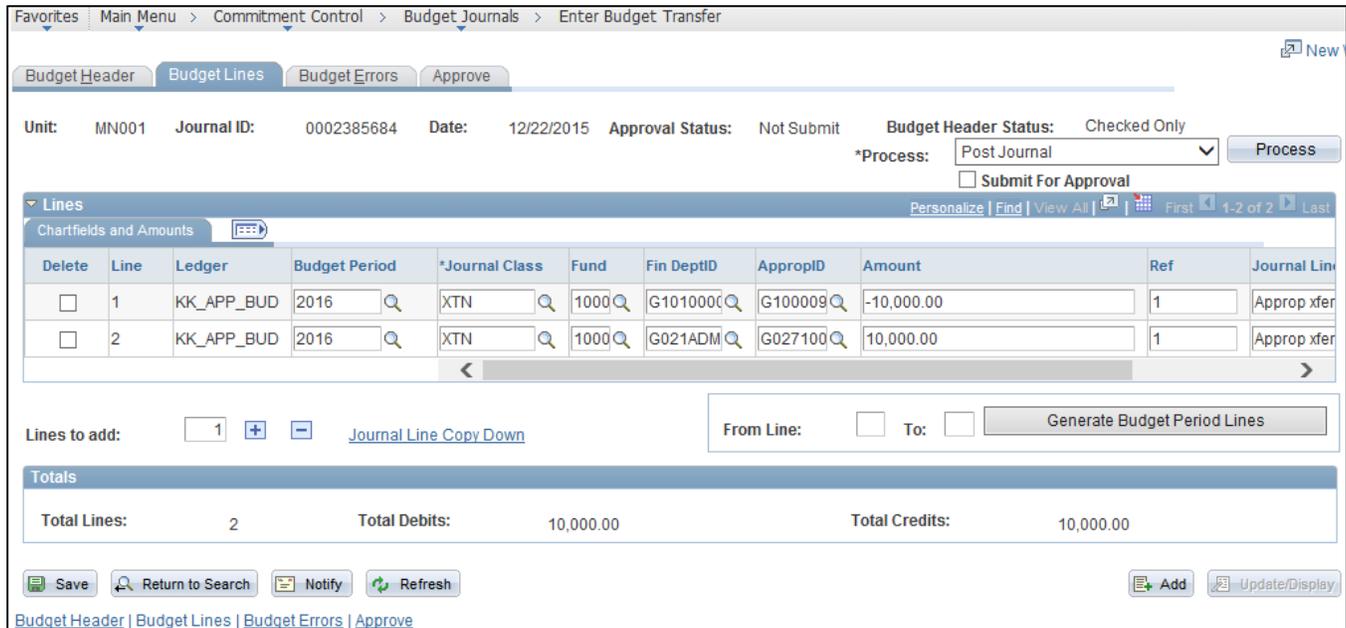
Next, you'll need to process the journal.

1. Select "Budget Pre-Check" from the **Process** drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.
2. Click on the **Process** button.
3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.

**Message**

Do you want to Budget Check this transaction without posting the results? (18021,984)

4. If the Budget Pre-Check processes successfully, the *Budget Header Status* now displays "Checked Only". If you receive an error or warning, refer to the "[Correcting Budget Check Exceptions](#)" topic in this User Guide for instructions.



Navigation: Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Unit: MN001 Journal ID: 0002385684 Date: 12/22/2015 Approval Status: Not Submit Budget Header Status: Checked Only

\*Process: Post Journal [Process] Submit For Approval

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2016	XTN	1000	G101000	G100009	-10,000.00	1	Approp xfer
<input type="checkbox"/>	2	KK_APP_BUD	2016	XTN	1000	G021ADM	G027100	10,000.00	1	Approp xfer

Lines to add: 1 [Generate Budget Period Lines]

<b>Totals</b>	Total Lines: 2	Total Debits: 10,000.00	Total Credits: 10,000.00
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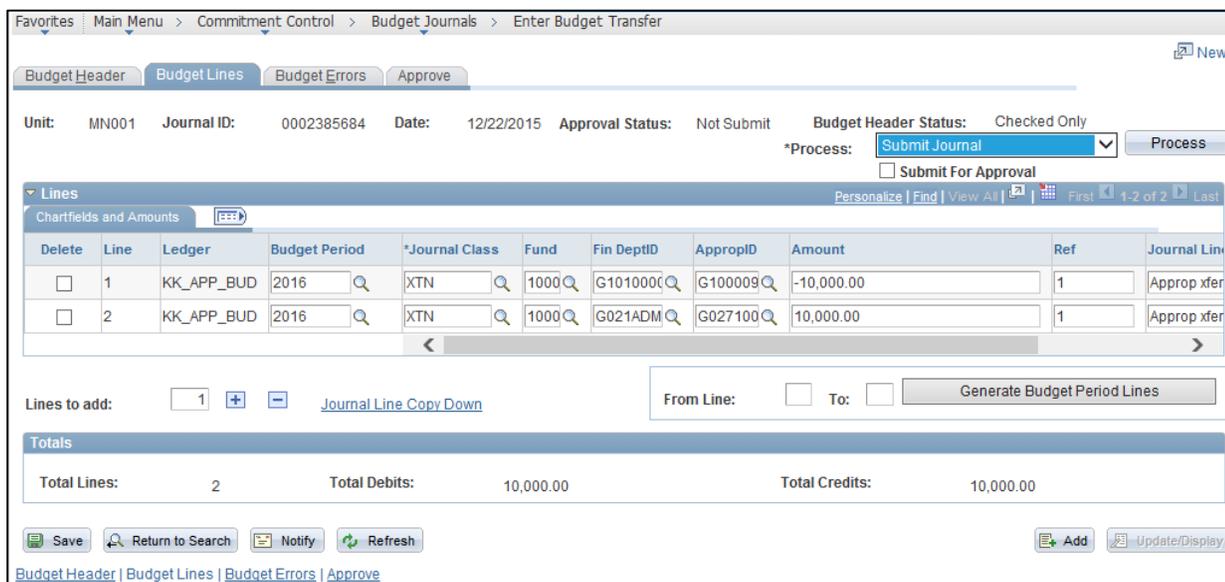
Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

### Step 6: Submit the Journal for Approval

Next, you'll submit the journal for approval.

**WARNING!** After the journal is approved, you must proceed to Step 6 and post the journal.

1. Select "Submit Journal" from the **Process** drop-down list.



Unit: MN001 Journal ID: 0002385684 Date: 12/22/2015 Approval Status: Not Submit Budget Header Status: Checked Only

\*Process: **Submit Journal** Process

Submit For Approval

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropriID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2016	XTN	1000	G101000	G100009	-10,000.00	1	Appropr xfer
<input type="checkbox"/>	2	KK_APP_BUD	2016	XTN	1000	G021ADM	G027100	10,000.00	1	Appropr xfer

Lines to add: 1   [Journal Line Copy Down](#)

From Line:  To:

Totals			
Total Lines:	2	Total Debits:	10,000.00
		Total Credits:	10,000.00

Save Return to Search Notify Refresh Add Update/Display

2. Click on the **Process** button. The **Approval Status** displays "Submitted". You cannot do anything with the journal now that is in the Approval process. The **Process** button is grayed out and no longer available for selection.
3. Once the journal has been approved, you will submit the transaction for final posting of the journal. You can monitor the approval process by checking your workflow or by viewing the **Approval** tab for the journal. Refer to the "[Monitoring Budget Journals Approval Workflow](#)" topic for more information. After the journal has been approved by all the required approvers, the transaction will appear in your workflow and the Work Item column will display "Approved". You can click on the link to navigate to the journal and finish processing.
4. **WARNING!** After the journal is approved, you must proceed to next step and post the journal.

### Step 7: Submit the Journal for Final Posting

The last step is to submit the journal for final posting.

1. On the **Budget Lines** tab, ensure that the *Approval Status* displays "Post".
2. Select the "Post Journal" option from the **Process** drop-down listing.
3. Click on the **Process** button.
4. Click the "Yes" button at the **Message** asking whether you are sure you want to post the journal.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001 Journal ID: 0002385684 Date: 12/22/2015 Approval Status: Post Budget Header Status: [Posted](#)

Submit For Approval

Lines

Chartfields and Amounts

Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line Description
1	KK_APP_BUD	2016	XTN	1000	G1010000	G100009	-10,000.00	1	Approp xfer
2	KK_APP_BUD	2016	XTN	1000	G021ADMN	G027100	10,000.00	1	Approp xfer

From Line: To:

Totals

Total Lines:	2	Total Debits:	10,000.00	Total Credits:	10,000.00
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Save Return to Search Notify Refresh Add Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

- If the posting process was successful, the *Budget Header Status* displays the *Posted* link. The direct budget transfer has occurred and the dollars are now available to spend in the receiving appropriation. If you click on the *Posted* link, the *Activity Log* page displays in a new window showing the ledger lines that were created by the journal.
- If the posting process was not successful, an error or warning message displays indicating that budget checking errors were logged for this document and requiring you to check the budget exception page to view the errors. Refer to the “[Correcting Budget Check Exceptions](#)” topic for the procedure to view and fix the error.

Having completed this topic, you should now be able to:

- Create a Direct Budget Transfer

## Creating Budget Transfer Corrections

### Topic Overview

In this topic, you will learn how to create a budget transfer correction.

Corrections can be entered for Anticipated Budget Transfers that move the Budget/Encumbrance Authority and for Actual Transfers (Direct or Referencing an Anticipated) that move the Spending Authority. Corrections to Roll Forward Budget Transfers are discussed in the [“Creating Roll Back Budget Transfers”](#) topic in this User Guide.

Transfer corrections are identified in the header of the Budget Transfer journal by using a Budget Entry Type of “Correction”. The transfer correction will have a minimum of two lines that must balance, one for the “From” appropriation, and one for the “To” appropriation. You will use one of the below Journal Classes, depending on the type of transfer you are correcting:

Budget Transfer Journal Class	Correction
XAT - Anticipated Transfer	Use if an anticipated transfer must be corrected.
XTN - Actual Transfer	Use if an actual transfer must be amount corrected.

After completing this topic, you should be able to:

- Create a Budget Transfer Correction

## Process Steps

### Create Budget Transfer Corrections

This topic covers creating budget transfer corrections.

Steps to complete:

- Step 1: Use the Enter Budget Transfer – Add New Value tab to Begin Creating the Correction
- Step 2: Enter Information on the Budget Header page
- Step 3: Enter information on the Budget Lines page
- Step 4: Budget Pre-Check the Journal
- Step 5: Submit the Journal for Approval and Monitor the Approval Process
- Step 6: Submit the Journal for Final Posting

#### Step 1: Use the Enter Budget Journals – Add New Value tab to Begin Creating the Correction

Begin by navigating to the *Enter Budget Transfer* page.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Transfer.
2. Make sure the **Add New Value** tab is selected.
3. Complete the *Enter Budget Transfer* page as described below.

Field Name	Field Description
* <b>Business Unit</b>	Accept or select <i>Business Unit</i> “MN001”. This is the only <i>Business Unit</i> used for budgets.
* <b>Journal ID</b>	Accept the default of “NEXT” in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget journal.
* <b>Journal Date</b>	Accept the default current date for the <i>Journal Date</i> . The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.

4. Click on the **Add** button. After you create the Budget Transfer Journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

#### Step 3: Enter Information on the Budget Header page

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Transfer* page displays at the top of the *Budget Header* page.

1. Complete the *Budget Header* page by entering the applicable fields listed in the table below.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

**Budget Header** | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 06/04/2015  
 \*Ledger Group: KK\_APPROP 🔍    Fiscal Year: 2015    Period: 12  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD 🔍  
 Budget Header Status: None    Rate Type: CRRNT 🔍  
 \*Budget Entry Type: Transfer Correction ▼    Exchange Rate: 1.00000000 📄  
 Cur Effdt: 06/04/2015 📅  
 Budget Type: Expense  
[Attachments \(0\)](#)  
[Approvals](#)

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

**Long Description:**  
 Correct AT to Admin MS 42.10. Reverse Journal ID 0002264432 📄

**Alternate Description**  
 📄

Save    Notify    Refresh    Add    Update/Display

Budget Header | [Budget Lines](#) | [Budget Errors](#) | [Approve](#)

Field Name	Field Description
<b>*Ledger Group</b>	Click on the <i>Ledger Group Lookup</i> icon and select "KK_APPROP". This is the ledger group for appropriation transfers.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT.
<b>Control Chartfield</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Appropriation Budget Journals.
<b>*Currency</b>	Accept the default "USD". This is the only currency used in the State of Minnesota.



Field Name	Field Description
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget journal. When the budget is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Click on the <i>Budget Entry Type</i> drop-down and select "Transfer Correction".
<b>Exchange Rate</b>	Accept the default entry. Do not change this value.
<b>Parent Budget Options</b> (display only)	The <i>Parent Budget Options</i> automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
<b>Cur Effdt</b>	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
<b>Budget Type</b> (display only)	The <i>Budget Type</i> automatically populates and shows the type of budget journal you're creating. The available budget types are: <ul style="list-style-type: none"> <li>- Expense: used for Appropriations, Allotments, and Expense Budgets</li> <li>- Revenue: used for Revenue Budgets.</li> </ul>
<b>Long Description</b>	Enter a description explaining the correction. Include the original journal ID for future reference. The first 30 characters of the value entered into this field will display as the journal description on various search pages and you can search on the Description field.
<b>Alternate Description</b>	Optionally, enter an alternate description.

Favorites Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

**Budget Header** | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 06/04/2015  
 \*Ledger Group: KK\_APPROP    Fiscal Year: 2015    Period: 12  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD  
 Budget Header Status: None    Rate Type: CRRNT  
 \*Budget Entry Type: Transfer Correction    Exchange Rate: 1.00000000  
 Cur Effdt: 06/04/2015  
 Budget Type: Expense

Parent Budget Options  
 Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

Long Description:  
 Correct AT to Admin MS 42.10. Reverse Journal ID 0002264432

Alternate Description

Save    Notify    Refresh    Add    Update/Display

Budget Header | Budget Lines | Budget Errors | Approve

**Step 4: Enter information on the Budget Lines page**

Next, you will enter the amounts and accounting information (ChartFields) on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Some information from the *Budget Header* page displays at the top of this tab.
2. For each budget transfer correction, you will enter:
  - **One of the Journal Classes listed below**, depending on the type of transfer you are correcting:

Budget Transfer Journal Class	Correction
<b>XAT - Anticipated Transfer</b>	Use if an anticipated transfer must be corrected.
<b>XTN - Actual Transfer</b>	Use if an actual transfer must be amount corrected.

- **A minimum of two lines that must balance**, one line for the appropriation that received the original transfer amount in error (the “To” appropriation), and a second line for the appropriation that transferred the money in error (the “From” appropriation).
- **One unique identifier in the Ref field for each grouping or set of two lines** of the budget transfer correction which will be used to tie the lines together for searches and reporting.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | **Budget Lines** | Budget Errors | Approve

Unit: MN001 Journal ID: NEXT Date: 06/04/2015 Approval Status: No Request Budget Header Status: None  
 \*Process: Post Journal Process

Submit For Approval

Chartfields and Amounts

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2015	XAT	1000	G021ADM	G027100	-5,000.00	COR 1	COR 00022
<input type="checkbox"/>	2	KK_APP_BUD	2015	XAT	1000	G101000	G100007	5,000.00	COR 1	COR 00022

Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals			
Total Lines:	2	Total Debits:	5,000.00
		Total Credits:	5,000.00

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors | Approve

Complete the **ChartFields and Amounts** and **Base Currency** tabs for each transaction line as described below.

Field Name	Field Description
<b>Line</b> (display only)	The line number assigned automatically by SWIFT.
<b>Ledger</b> (display only)	The Ledger selected on the <i>Budget Header</i> page.
<b>*Journal Class</b>	Click on the <i>Journal Class Lookup</i> icon and select the type of Journal Class you are correcting: XTA – Anticipated Transfer XTN – Actual Transfer
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
<b>*Fund</b>	Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i> . Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The field length is 4 digits.



Field Name	Field Description
*Fin DeptID	<p>Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i>. <i>Fin DeptID</i> (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.</p> <p>The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.</p>
*Approp ID	<p>Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i>. The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT.</p> <p>The <i>Approp ID</i> is a 7-character alphanumeric identifier.</p>
*Amount	<p>Enter the amount of the correction. You will enter a minimum of two lines that must balance: one line for the transfer out (the negative amount) and one line for the transfer in (the positive amount). Related lines are tied together by using the same <i>Ref</i> field entry.</p>
Journal Line Description	<p>Enter an identifying description for the specific journal line, such as "COR Journal ID 0002264432".</p> <p>The field length is 30 characters.</p>
*Ref	<p>The <i>Ref</i> field is required for budget transfers. The <i>Ref</i> field must contain a unique value for each grouping or set of two lines within the transfer. It is this unique value that ties together the transfer lines for searching and reporting. Other journals can use the same reference codes. Check to see if your agency has its own naming convention.</p> <p>Enter any Reference that you want in this field. The field length is 10 characters.</p>

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001 Journal ID: 0002264434 Date: 06/04/2015 Approval Status: No Request Budget Header Status: None

\*Process: Post Journal Process

Submit For Approval

Lines

Chartfields and Amounts

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2015	XAT	1000	G021ADM	G027100	-5,000.00	COR 1	COR Journ
<input type="checkbox"/>	2	KK_APP_BUD	2015	XAT	1000	G101000	G100007	5,000.00	COR 1	COR Journ

Lines to add: 1 + - Journal Line Copy Down

From Line: To: Generate Budget Period Lines

Totals

Total Lines:	2	Total Debits:	5,000.00	Total Credits:	5,000.00
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Save Return to Search Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors | Approve

- Click on the **Save** button. Note that the *Journal ID* changed from "NEXT" to a unique number after saving the information.
- Click on the **Lines to add Plus Sign (+)** to add additional transactions lines. When you add a line, all of the fields from the line above will copy down into the new row, except the *Journal Line Description* field. Change the fields that are different on the new line and complete as described above. You can add multiple lines, select or deselect fields to copy, and delete lines by following the instructions provided below.

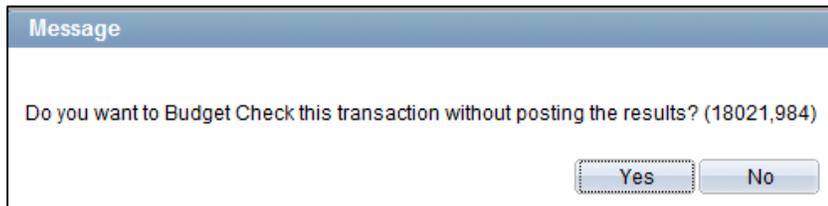
Action	Instructions
<b>Add Multiple Lines</b>	To add more than one line at a time, change the default "1" to the number of lines you want to add.
<b>Select/Deselect Fields to Copy</b>	To select or deselect specific fields to copy, click on the <i>Journal Line Copy Down</i> link to select or deselect fields to be copied when the lines are added. Click on the <b>OK</b> button to return to the <b>Budget Lines</b> tab.
<b>Delete a Line</b>	To delete a line, click on the <b>Delete</b> checkbox for a line that you want to delete and then click on the <b>Minus Sign (-)</b> to delete the line.

- After you have entered all of the journal lines, click on the **Save** button.

### Step 5: Budget Pre-Check the Journal

Next, you'll need to process the journal.

1. Select "Budget Pre-Check" from the **Process** drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.
2. Click on the **Process** button.
3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.



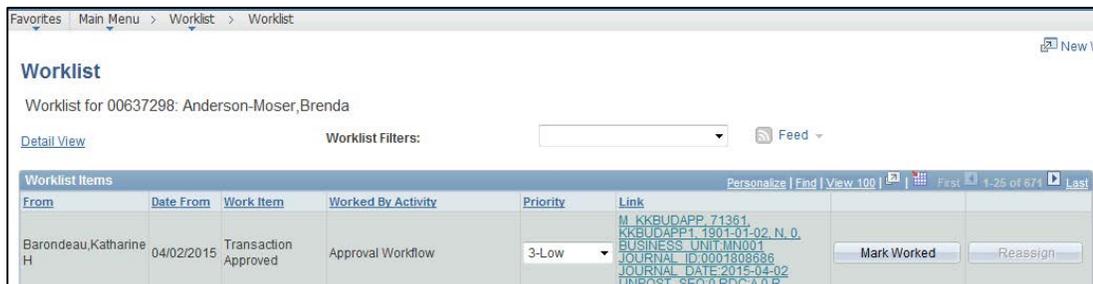
4. If the Budget Pre-Check processes successfully, the *Budget Header Status* now displays "Checked Only". If you receive an error or warning, refer to the "[Correcting Budget Check Exceptions](#)" topic in this User Guide for instructions.

### Step 6: Submit the Journal for Approval

Next, you'll submit the journal for approval.

**WARNING!** After the journal is approved, you must proceed to next step and post the journal.

1. Select "Submit Journal" from the **Process** drop-down list.
2. Click on the **Process** button. The **Approval Status** displays "Submitted". You cannot do anything with the journal now that is in the Approval process. The **Process** button is grayed out and no longer available for selection.
3. Once the journal has been approved, you will submit the transaction for final posting of the journal. You can monitor the approval process by checking your workflow or by viewing the **Approval** tab for the journal. Refer to the "[Monitoring Budget Journals Approval Workflow](#)" topic for more information. After the journal has been approved by all the required approvers, the transaction will appear in your workflow and the Work Item column will display "Approved". You can click on the link to navigate to the journal and finish processing.

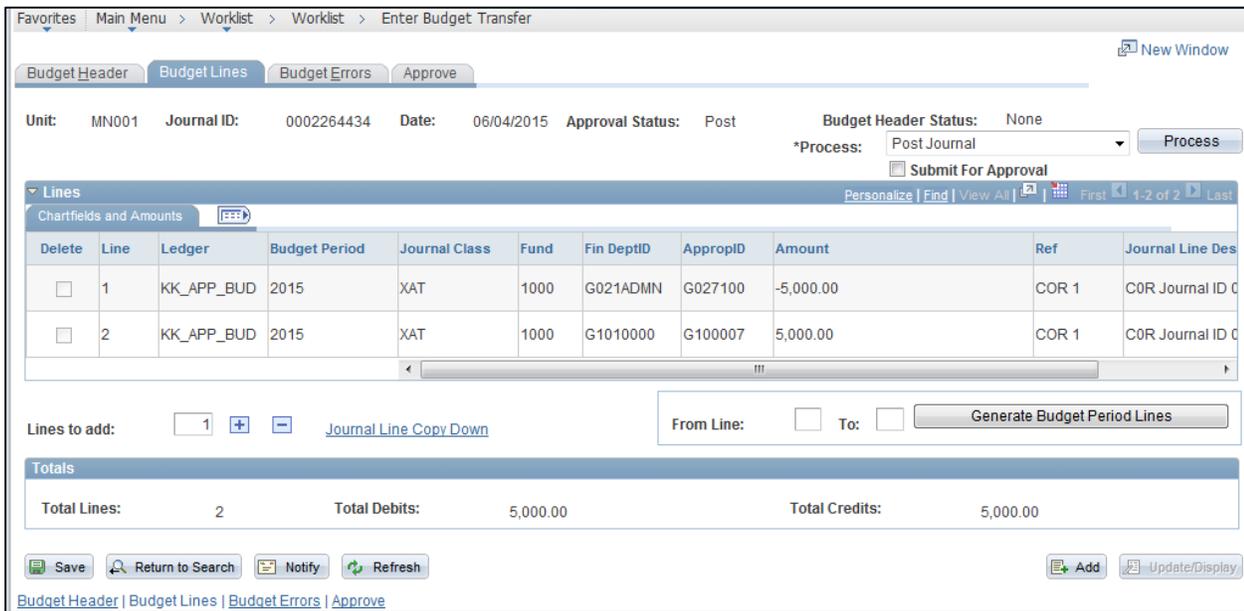


From	Date From	Work Item	Worked By Activity	Priority	Link	
Barondeau, Katharine H	04/02/2015	Transaction Approved	Approval Workflow	3-Low	M_KKBUDAPP_71361 KKBUDAPP1_1901-01-02_N_0 BUSINESS_UNITMN001 JOURNAL_ID:0001309886 JOURNAL_DATE:2015-04-02 UNPOST_SEQ:0 RDCA:0R	Mark Worked Reassign

### Step 7: Submit the Journal for Final Posting

The last step is to submit the journal for final posting.

1. On the **Budget Lines** tab, ensure that the *Approval Status* displays “Post”.
2. Select the “Post Journal” option from the **Process** drop-down listing, if necessary.
3. Click on the **Process** button.



Unit: MN001 Journal ID: 0002264434 Date: 06/04/2015 Approval Status: Post Budget Header Status: None  
 \*Process: Post Journal Process

Submit For Approval

Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line Des
<input type="checkbox"/>	1	KK_APP_BUD	2015	XAT	1000	G021ADMN	G027100	-5,000.00	COR 1	COR Journal ID C
<input type="checkbox"/>	2	KK_APP_BUD	2015	XAT	1000	G1010000	G100007	5,000.00	COR 1	COR Journal ID C

Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals			
Total Lines:	2	Total Debits:	5,000.00
		Total Credits:	5,000.00

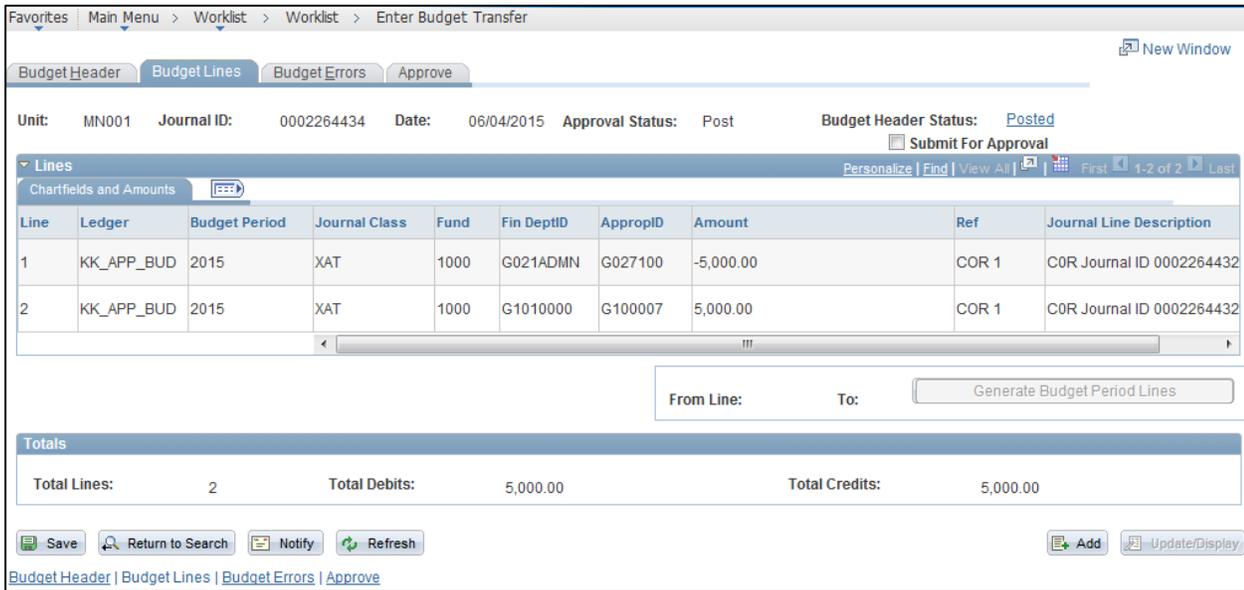
Save Return to Search Notify Refresh Add Update/Display

4. Click the “Yes” button at the **Message** asking whether you are sure you want to post the journal.

**Message**

Are you sure that you want to post this journal? (5010,45)

- If the posting process was successful, the *Budget Header Status* displays the *Posted* link. The Budget Transfer Correction has been processed. If you click on the *Posted* link, the *Activity Log* page displays in a new window showing the ledger lines that were created by the journal.



The screenshot shows the 'Enter Budget Transfer' page. The 'Budget Header Status' is 'Posted'. Below the header, there is a table with two lines:

Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line Description
1	KK_APP_BUD	2015	XAT	1000	G021ADMN	G027100	-5,000.00	COR 1	COR Journal ID 0002264432
2	KK_APP_BUD	2015	XAT	1000	G1010000	G100007	5,000.00	COR 1	COR Journal ID 0002264432

Below the table, the 'Totals' section shows:

Total Lines:	2	Total Debits:	5,000.00	Total Credits:	5,000.00
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The interface also includes navigation tabs (Budget Header, Budget Lines, Budget Errors, Approve), a 'Submit For Approval' button, and a 'Generate Budget Period Lines' button.

- If the posting process was not successful, an error or warning message displays indicating that budget checking errors were logged for this document and requiring you to check the *Budget Exception* page to view the errors. Refer to the “[Correcting Budget Check Exceptions](#)” topic for the procedure to view and fix the error.

Having completed this topic, you should now be able to:

- Create a Budget Transfer Correction

## Creating Roll Forward Budget Transfers

### Topic Overview

In this topic, you will create a Roll Forward Budget Transfer. A Roll Forward Budget Transfer is entered when you need to *manually* move dollars from one budget period to another within the same accounting string. The roll forward must occur in sequential years. For example, unused dollars in Budget Period 2015 could be rolled forward to Budget Period 2016.

**Note:** Depending in the appropriation type, unencumbered balances are rolled forward automatically during the fiscal year close process and bi-weekly on payday weekends after close.

The transfer will have a minimum of two lines that must balance and you will use the Journal Class “RFW” for a Roll Forward Budget Transfer.

After completing this topic, you should be able to:

- Create a Roll Forward Budget Transfer

## Process Steps

### ***Create Roll Forward Budget Transfers***

In this topic covers creating a Roll Forward Budget Transfer.

Steps to complete:

- Step 1: Verify that the Dollars are Unallotted
- Step 2: Use the Enter Budget Transfer – Add New Value tab to begin creating the roll forward
- Step 3: Enter Information on the Budget Header page
- Step 4: Enter information on the Budget Lines page
- Step 5: Budget Pre-Check the Journal
- Step 6: Submit the Journal for Approval and Monitor the Approval Process
- Step 7: Submit the Journal for Final Posting

#### **Step 1: Verify that the Dollars are “Unallotted”**

Before entering the Roll Forward Budget Transfer, check the *Allotment Free* field on the *Appropriation Overview* page to verify that the funds are “unallotted”.

1. **Navigation Links:** Commitment Control, Review Budget Activities, Appropriation Overview.

Favorites Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

### Appropriation Overview

Personalize | Find | View All | First 1 of 1

Business Unit	Ledger Group	Fund Code	Fin DeptID	Appropriation	Budget Period
MN001	KK_APPROP	2001	G1010000	G100012	2014

<b>Fund</b> Other Misc Special Revenue	<b>Fin DeptID</b> Minnesota Management & Budget	<b>Appropriation</b> Information Systems Division
<b>Appropriation Type</b> 04	Special - Dedicated	<a href="#">ChartField Attributes</a>
<b>Budget Authority Option</b> E	Encumber Budget/Spend Collected	<a href="#">Associated Budgets</a>
<b>Legal Citation</b> MS 16A.055	MMB Commissioner's Duties	
<b>Budget Program</b> G1001	Statewide Services	
<b>Budget Activity</b> G100104	Information Systems	<b>Budget Status</b> Open

#### Ledger Amounts

<b>Budget</b>		Antic Trans In	0.00
<b>Appropriation</b>		Transfer In	0.00
<b>Original</b>	0.00	Antic Trans Out	0.00
<b>Current</b>	0.00	Transfer Out	0.00
<b>Receipts</b>		Roll Forward In	367,613.35
<b>Original Estimate</b>	440,000.00	Roll Forward Out	200,000.00
<b>Current Estimate</b>	440,000.00	Cancel	0.00
<b>Collected</b>	463,624.00	Reduction	0.00
<b>Dedicated Cap</b>	0.00		

	Budgeted	Remaining
<b>Budget/Encumbrance Authority</b>	631,237.35	200,026.84
<b>Spending Authority</b>	631,237.35	200,966.90
<b>Transfer Authority</b>	631,237.35	200,966.90

[Drill to Activity Log](#)

#### Allotment Break-Down

<b>Payroll</b>		<b>Non-Payroll</b>		<a href="#">Allotment Drilldown</a>
<b>Payroll Allotment</b>	470,000.00	<b>Operating Allotment</b>	135,855.58	
		<b>Pre Encumbered</b>	0.00	
		<b>Encumbered</b>	940.06	
<b>Expended</b>	338,639.20	<b>Expended</b>	91,631.25	

#### Balances

<b>Allotment-Free</b>	25,381.77	<b>Uncommitted</b>	68,666.04	<b>Unexpended</b>	200,966.90
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#### Budget Exceptions

<b>Exception Errors</b>	0	<b>Exception Warnings</b>	0	<b>Budget Exceptions</b>	
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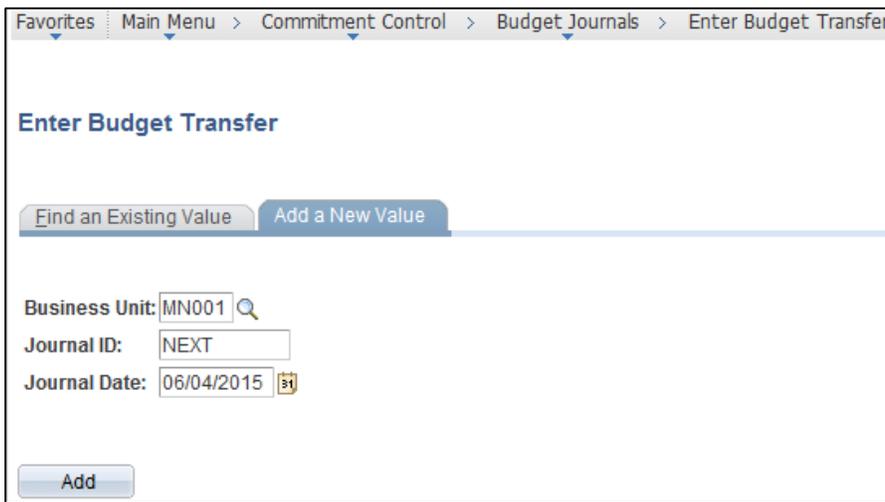
**Note:** If the appropriation budget is based on estimated receipts, the *Allotment Free* balance is misleading for the amount available to transfer. In this case, the amount available to transfer is based on collected or any actual money in the appropriation, not what is anticipated.

**Step 2: Use the Enter Budget Transfer – Add New Value tab to begin creating roll forward**

Begin by navigating to the *Enter Budget Transfer* page.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Transfer.
2. Make sure the **Add New Value** tab is selected.
3. Complete the *Enter Budget Transfer* page as described below.

Field Name	Field Description
* <b>Business Unit</b>	Accept or select <i>Business Unit</i> “MN001”. This is the only <i>Business Unit</i> used for budgets.
* <b>Journal ID</b>	Accept the default of “NEXT” in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget journal.
* <b>Journal Date</b>	Accept the default current date for the <i>Journal Date</i> . The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.



The screenshot shows a web browser window with the following content:

- Navigation path: Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer
- Section title: Enter Budget Transfer
- Two tabs: Find an Existing Value (selected) and Add a New Value
- Form fields:
  - Business Unit: MN001 (with search icon)
  - Journal ID: NEXT
  - Journal Date: 06/04/2015 (with calendar icon)
- Bottom button: Add

4. Click on the **Add** button. After you create the Budget Transfer Journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

**Step 3: Enter Information on the Budget Header page**

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Transfer* page displays at the top of the *Budget Header* page.

1. Complete the *Budget Header* page by entering the applicable fields listed in the table below.

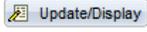
Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 06/04/2015  
 \*Ledger Group: KK\_APPROP     Fiscal Year: 2015    Period: 12  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD   
 Budget Header Status: None    Rate Type: CRRNT   
 \*Budget Entry Type: Transfer    Exchange Rate: 1.00000000   
 Parent Budget Options  
 Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:  
 Cur Effdt: 06/04/2015   
 Budget Type: Expense  
[Attachments \(0\)](#)  
[Approvals](#)

Long Description:  
Manual Carryforward 

Alternate Description 

 Save     Notify     Refresh     Add     Update/Display

Budget Header | Budget Lines | Budget Errors | Approve

Field Name	Field Description
<b>*Ledger Group</b>	Click on the <i>Ledger Group Lookup</i> icon and select "KK_APPROP". This is the ledger group for appropriation transfers.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT
<b>Control Chartfield</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Appropriation Budget Journals.
<b>*Currency</b>	Accept the default "USD". This is the only currency used in the State of Minnesota.



Field Name	Field Description
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget journal. When the budget is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Accept the default "Transfer".
<b>Exchange Rate</b>	Accept the default entry. Do not change this value.
<b>Parent Budget Options</b> (display only)	The <i>Parent Budget Options</i> automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
<b>Cur Effdt</b>	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
<b>Budget Type</b> (display only)	The <i>Budget Type</i> automatically populates and shows the type of budget journal you're creating. The available budget types are: - Expense: used for Appropriations, Allotments, and Expense Budgets - Revenue: used for Revenue Budgets.
<b>Long Description</b>	Enter a description for the transfer. The first 30 characters of the value entered into this field will display as the journal description on various search pages and you can search on the Description field.
<b>Alternate Description</b>	Optionally, enter an alternate description.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

**Budget Header** | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 06/04/2015  
 \*Ledger Group: KK\_APPROP    Fiscal Year: 2015    Period: 12  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD  
 Budget Header Status: None    Rate Type: CRRNT  
 \*Budget Entry Type: Transfer    Exchange Rate: 1.00000000  
 Cur Effdt: 06/04/2015  
 Budget Type: Expense  
[Attachments \(0\)](#)  
[Approvals](#)

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

Long Description:  
 Manual Carryforward

Alternate Description

Save    Notify    Refresh    Add    Update/Display

Budget Header | Budget Lines | Budget Errors | Approve

**Step 4: Enter information on the Budget Lines page**

Next, you will enter the amounts and accounting information (ChartFields) on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Some information from the *Budget Header* page displays at the top of this tab.
2. For each Roll Forward Budget Transfer, you will enter:
  - **A minimum of two lines that must balance**, one line reducing the appropriation that is transferring the money, and a second line increasing the appropriation that is receiving the money.
  - **Journal Class is “RFW”** for a Roll Forward Transfer.
  - **One unique identifier in the Ref field for each set of two lines** of the budget transfer which will be used to tie the lines together for searches and reporting.

Complete the **ChartFields and Amounts** and **Base Currency** tabs for each roll forward transaction line as described below.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001 Journal ID: 0001808683 Date: 06/04/2015 Approval Status: No Request Budget Header Status: None

\*Process: Post Journal [Process] Submit For Approval

Lines

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Lin
<input type="checkbox"/>	1	KK_APP_BUD	2014	RFW	2001	G101000	G100012	-25,381.77	1	approp xfer
<input type="checkbox"/>	2	KK_APP_BUD	2015	RFW	2001	G101000	G100012	25,381.77	1	approp xfer

Lines to add: 1 [Generate Budget Period Lines]

Totals	
Total Lines:	2
Total Debits:	25,381.77
Total Credits:	25,381.77

Save | Return to Search | Notify | Refresh | Add | Update/Display

Field Name	Field Description
Line (display only)	The line number assigned automatically by SWIFT.
Ledger (display only)	The Ledger selected on the <i>Budget Header</i> page.
*Journal Class	Click on the <i>Journal Class Lookup</i> icon and select “RFW – Appropriation Balance Roll-Forward”.
*Budget Period	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
*Fund	Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i> . Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The field length is 4 digits.



Field Name	Field Description
*Fin DeptID	<p>Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i>. <i>Fin DeptID</i> (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.</p> <p>The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.</p>
*Approp ID	<p>Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i>. The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT.</p> <p>The <i>Approp ID</i> is a 7-character alphanumeric identifier.</p>
*Amount	<p>Enter the amount of the transfer. You will enter a minimum of two lines that must balance: one line reducing the appropriation that is transferring the money (the "From" appropriation), and a second line increasing the appropriation that is receiving the money (the "To" appropriation). Related lines are tied together by using the same "Ref" field entry.</p>
Journal Line Description	<p>Enter an identifying description for the specific journal line.</p> <p>The field length is 30 characters.</p>
*Ref	<p>The <i>Ref</i> field is required for budget transfers. The <i>Ref</i> field must contain a unique value for each grouping or set of two lines within the transfer. It is this unique value that ties together the transfer lines for searching and reporting. Other journals can use the same reference codes. Check to see if your agency has its own naming convention.</p> <p>Enter any Reference that you want in this field. The field length is 10 characters.</p>

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001 Journal ID: 0001808683 Date: 06/04/2015 Approval Status: No Request Budget Header Status: None

\*Process: Post Journal [Process] Submit For Approval

Lines

Chartfields and Amounts

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2014	RFW	2001	G101000	G100012	-25,381.77	1	appropriation
<input type="checkbox"/>	2	KK_APP_BUD	2015	RFW	2001	G101000	G100012	25,381.77	1	appropriation

Lines to add: 1 [+] [-] [Journal Line Copy Down](#) From Line: To: [Generate Budget Period Lines](#)

Totals			
Total Lines:	2	Total Debits:	25,381.77
		Total Credits:	25,381.77

Save Return to Search Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors | Approve

- Click on the **Save** button. Note that the *Journal ID* changed from "NEXT" to a unique number after saving the information.
- Click on the **Lines to add Plus Sign (+)** to add additional transactions lines. When you add a line, all of the fields from the line above will copy down into the new row, except the *Journal Line Description* field. Change the fields that are different on the new line and complete as described above. You can add multiple lines, select or deselect fields to copy, and delete lines by following the instructions provided below.

Action	Instructions
<b>Add Multiple Lines</b>	To add more than one line at a time, change the default "1" to the number of lines you want to add.
<b>Select/Deselect Fields to Copy</b>	To select or deselect specific fields to copy, click on the <i>Journal Line Copy Down</i> link to select or deselect fields to be copied when the lines are added. Click on the <b>OK</b> button to return to the <b>Budget Lines</b> tab.
<b>Delete a Line</b>	To delete a line, click on the <b>Delete</b> checkbox for a line that you want to delete and then click on the <b>Minus Sign (-)</b> to delete the line.

- After you have entered all of the journal lines, click on the **Save** button.

### Step 5: Budget Pre-Check the Journal

Next, you'll need to process the journal.

1. Select "Budget Pre-Check" from the **Process** drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.
2. Click on the **Process** button.
3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.

**Message**

Do you want to Budget Check this transaction without posting the results? (18021,984)

4. If the Budget Pre-Check processes successfully, the *Budget Header Status* now displays "Checked Only". If you receive an error or warning, refer to the "[Correcting Budget Check Exceptions](#)" topic in this User Guide for instructions.

### Step 6: Submit the Journal for Approval

Next, you'll submit the journal for approval.

**WARNING!** After the journal is approved, you must proceed to the next step and post the journal.

1. Select "Submit Journal" from the **Process** drop-down list.
2. Click on the **Process** button. The **Approval Status** displays "Submitted". You cannot do anything with the journal now that is in the Approval process. The **Process** button is grayed out and no longer available for selection.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001 Journal ID: 0001808683 Date: 06/04/2015 Approval Status: Submitted Budget Header Status: None  
 Process:  Submit For Approval Post Journal

Lines

Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line Des
<input type="checkbox"/>	1	KK_APP_BUD	2014	RFW	2001	G1010000	G100012	-25,381.77	1	approp xfer rfw
<input type="checkbox"/>	2	KK_APP_BUD	2015	RFW	2001	G1010000	G100012	25,381.77	1	approp xfer rfw

Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	2	Total Debits:	25,381.77	Total Credits:	25,381.77
--------------	---	---------------	-----------	----------------	-----------

Save Return to Search Notify Refresh Add

- Once the journal has been approved, you will submit the transaction for final posting of the journal. You can monitor the approval process by checking your workflow or by viewing the **Approve** tab for the journal. Refer to the [Monitoring Budget Journals Approval Workflow](#) topic for more information. After the journal has been approved by all the required approvers, the transaction will appear in your workflow and the Work Item column will display “Approved”. You can click on the link to navigate to the journal and finish processing.

**Step 7: Submit the Journal for Final Posting**

The last step is to submit the journal for final posting.

- On the **Budget Lines** tab, ensure that the *Approval Status* displays “Post”.

Favorites | Main Menu > Worklist > Worklist > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001 Journal ID: 0001808683 Date: 06/04/2015 Approval Status: Post Budget Header Status: None  
 \*Process: Post Journal Process  Submit For Approval

Lines

Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line Des
<input type="checkbox"/>	1	KK_APP_BUD	2014	RFW	2001	G1010000	G100012	-25,381.77	1	approp xfer rfw
<input type="checkbox"/>	2	KK_APP_BUD	2015	RFW	2001	G1010000	G100012	25,381.77	1	approp xfer rfw

Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	2	Total Debits:	25,381.77	Total Credits:	25,381.77
--------------	---	---------------	-----------	----------------	-----------

Save Return to Search Notify Refresh Add Update/Display



2. Select the “Post Journal” option from the **Process** drop-down listing.
3. Click on the **Process** button.
4. Click the “Yes” button at the **Message** asking whether you are sure you want to post the journal.
  - If the posting process was successful, the *Budget Header Status* displays the *Posted* link. The Roll Forward Budget Transfer has been processed. If you click on the *Posted* link, the *Activity Log* page displays in a new window showing the ledger lines that were created by the journal.
  - If the posting process was not successful, an error or warning message displays indicating that budget checking errors were logged for this document and requiring you to check the budget exception page to view the errors. Refer to the [“Correcting Budget Check Exceptions”](#) topic for the procedure to view and fix the error.

Having completed this topic, you should now be able to:

- Create a Roll Forward Budget Transfer

## Creating Roll Back Budget Transfers

### Topic Overview

In this topic, you will create a Roll Back Budget Transfer. A Roll Back Budget Transfer is used when too much money was rolled forward through the SWIFT automatic process or the manual roll forward process discussed in the previous topic.

As necessary, a Roll Back Budget Transfer can be done to the extent of any prior roll forward amount, whether system or manual roll forward.

**Note:** If there was not a roll forward from the previous year(s), there cannot be a roll back.

The roll backs must occur in sequential years. For example, dollars from Budget Period 2016 could be rolled back to Budget Period 2015.

You will use the Budget Entry Type “Transfer Correction”. The transfer will have a minimum of two lines that must balance and you will use the Journal Class “RFW”.

After completing this topic, you should be able to:

- Create a Roll Back Budget Transfer

# Process Steps

## Create Roll Back Budget Transfers

This topic covers creating Roll Back Budget Transfers.

Steps to complete:

- Step 1: Verify that the Dollars are Unallotted
- Step 2: Use the Enter Budget Transfer – Add New Value tab to begin creating the roll back
- Step 3: Enter Information on the Budget Header page
- Step 4: Enter information on the Budget Lines page
- Step 5: Budget Pre-Check the Journal
- Step 6: Submit the Journal for Approval and Monitor the Approval Process
- Step 7: Submit the Journal for Final Posting

### Step 1: Verify that the Dollars are “Unallotted”

Before entering the roll back, check the *Allotment Free* field on the *Appropriation Overview* page for the appropriation that is transferring the dollars to verify that the funds are “unallotted”.

1. **Navigation Links:** Commitment Control, Review Budget Activities, Appropriation Overview.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Appropriation Overview

### Appropriation Overview

Personalize | Find | View All | First 4 of 1

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MIN001	KK_APPROP	2001	G1010000	G100012	2015
Fund	Other Misc Special Revenue	Fin DeptID	Minnesota Management & Budget	AppropID	Information Systems Division
Appropriation Type	04		Special - Dedicated		<a href="#">CharField Attributes</a>
Budget Authority Option	E		Encumber Budget/Spend Collected		<a href="#">Associated Budgets</a>
Legal Citation	MS 16A.055		MMB Commissioner's Duties		
Budget Program	G1001		Statewide Services		
Budget Activity	G100104		Information Systems	Budget Status	Open
<b>Ledger Amounts</b>					
Budget			Antic Trans In		0.00
Appropriation			Transfer In		0.00
Original	0.00		Antic Trans Out		0.00
Current	0.00		Transfer Out		0.00
Receipts			Roll Forward In	225,381.77	
Original Estimate	900,000.00		Roll Forward Out	0.00	
Current Estimate	900,000.00		Cancel	0.00	
Collected	0.00		Reduction	0.00	
Dedicated Cap	0.00				
			<b>Budgeted</b>	<b>Remaining</b>	
Budget/Encumbrance Authority		1,125,381.77		1,097,381.77	<a href="#">Drill to Activity Log</a>
Spending Authority		225,381.77		225,381.77	
Transfer Authority		225,381.77		225,381.77	
<b>Allotment Break-Down</b>					
Payroll			Non-Payroll		<a href="#">Allotment Drilldown</a>
Payroll Allotment	0.00		Operating Allotment	1,100,000.00	
			Pre Encumbered	0.00	
			Encumbered	28,000.00	
Expended	0.00		Expended	0.00	
<b>Balances</b>					
<b>Allotment-Free</b>	<b>25,381.77</b>	<b>Uncommitted</b>	<b>1,097,381.77</b>	<b>Unexpended</b>	<b>225,381.77</b>
<b>Budget Exceptions</b>					
Exception Errors	0	Exception Warnings	0	Budget Exceptions	

**Step 2: Use the Enter Budget Transfer – Add New Value tab to Begin Creating Roll Back**

Begin by navigating to the *Enter Budget Transfer* page.

1. **Navigation Links:** Commitment Control, Budget Journals, Enter Budget Transfer.
2. Make sure the **Add New Value** tab is selected.
3. Complete the *Enter Budget Transfer* page as described below.

Field Name	Field Description
* <b>Business Unit</b>	Accept or select <i>Business Unit</i> “MN001”. This is the only <i>Business Unit</i> used for budgets.
* <b>Journal ID</b>	Accept the default of “NEXT” in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget journal.
* <b>Journal Date</b>	Accept the default current date for the <i>Journal Date</i> . The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.



4. Click on the **Add** button. After you create the Budget Transfer Journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

**Step 3: Enter Information on the Budget Header page**

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Transfer* page displays at the top of the *Budget Header* page.

1. Complete the *Budget Header* page by entering the applicable fields listed in the table below.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | Approve

Unit: MN001    Journal ID: NEXT    Date: 06/04/2015  
 \*Ledger Group: KK\_APPROP    Fiscal Year: 2015    Period: 12  
 Source: G10  
 Control ChartField: Appropriation ID (CF3)    \*Currency: USD  
 Budget Header Status: None    Rate Type: CRRNT  
 \*Budget Entry Type: **Transfer Correction**    Exchange Rate: 1.00000000  
 Cur Effdt: 06/04/2015  
 Budget Type: Expense

Parent Budget Options  
 Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type:

Attachments (0)  
Approvals

Long Description:  
Rollback funds. Correct Carryforward - Journal ID 00010808683.

Field Name	Field Description
<b>*Ledger Group</b>	Click on the <i>Ledger Group Lookup</i> icon and select "KK_APPROP". This is the ledger group for appropriation transfers.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT.
<b>Control Chartfield</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Appropriation Budget Journals.
<b>*Currency</b>	Accept the default "USD". This is the only currency used in the State of Minnesota.
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget journal. When the budget is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Click on the <i>Budget Entry Type</i> drop-down and select "Transfer Correction".

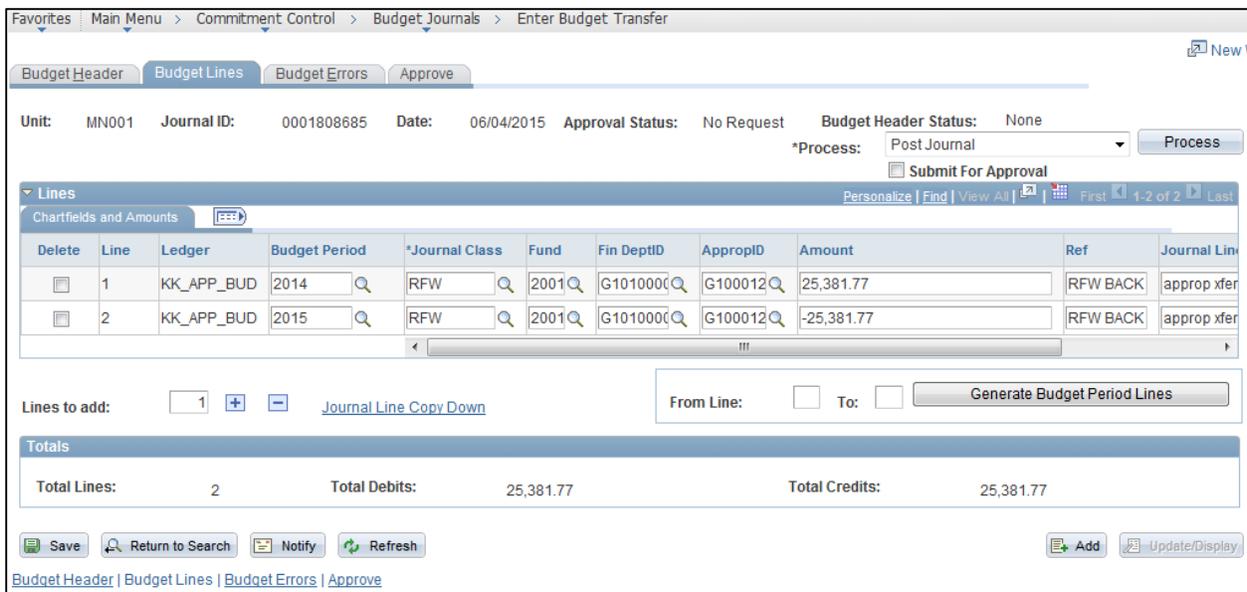


**Step 4: Enter information on the Budget Lines page**

Next, you will enter the amounts and accounting information (ChartFields) on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Some information from the *Budget Header* page displays at the top of this tab. For each Roll Forward Budget Transfer, you will enter:
  - **A minimum of two lines that must balance**, one line reducing the appropriation that is transferring the money, and a second line increasing the appropriation that is receiving the money.
  - **Journal Class is “RFB”** for a Roll Back Transfer.
  - **One unique identifier in the Ref field for each set of two lines** of the budget transfer which will be used to tie the lines together for searches and reporting.

Complete the **ChartFields and Amounts** and **Base Currency** tabs for each roll forward transaction line as described below.



Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropriID	Amount	Ref	Journal Line
<input type="checkbox"/>	1	KK_APP_BUD	2014	RFB	2001	G101000	G100012	25,381.77	RFB BACK	appropriation
<input type="checkbox"/>	2	KK_APP_BUD	2015	RFB	2001	G101000	G100012	-25,381.77	RFB BACK	appropriation

Field Name	Field Description
<b>Line</b> (display only)	The line number assigned automatically by SWIFT.
<b>Ledger</b> (display only)	The Ledger selected on the <i>Budget Header</i> page.
<b>*Journal Class</b>	Click on the <i>Journal Class Lookup</i> icon and select “RFB – Appropriation Balance Roll-Forward”.

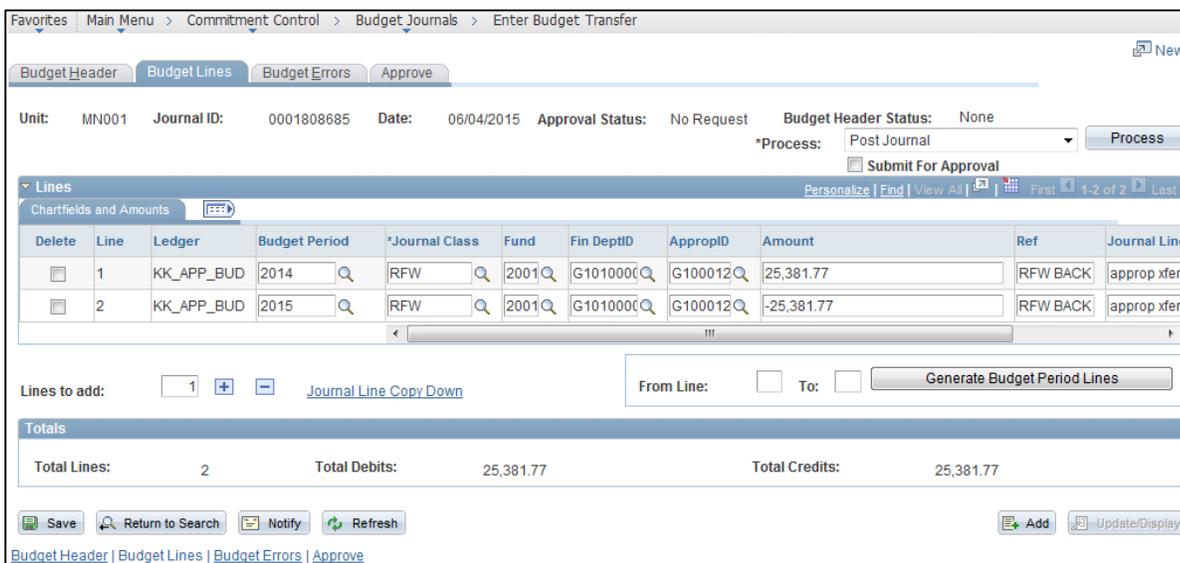


Field Name	Field Description
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> identifies the period that money is legally authorized for spending by the legislature. Budget periods start on July 1st and end on June 30th of each year. For example, Budget Period 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
<b>*Fund</b>	Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i> . Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The field length is 4 digits.
<b>*Fin DeptID</b>	Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i> . <i>Fin DeptID</i> (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures. The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.
<b>*Approp ID</b>	Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i> . The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT. The <i>Approp ID</i> is a 7-character alphanumeric identifier.
<b>*Amount</b>	Enter the amount of the appropriation roll back. You will enter a minimum of two lines that must balance: one line for the transfer out (the negative amount) and one line for the transfer in (the positive amount). Related lines are tied together by using the same "Ref" field entry.
<b>Journal Line Description</b>	Enter an identifying description for the specific journal line. The field length is 30 characters.

Field Name	Field Description
*Ref	<p>The <i>Ref</i> field is required for budget transfers. The <i>Ref</i> field must contain a unique value for each grouping or set of two lines within the transfer. It is this unique value that ties together the transfer lines for searching and reporting. Other journals can use the same reference codes. Check to see if your agency has its own naming convention.</p> <p>Enter any Reference that you want in this field. The field length is 10 characters.</p>

1. Click on the **Save** button. Note that the *Journal ID* changed from “NEXT” to a unique number after saving the information.
2. Click on the **Lines to add Plus Sign (+)** to add additional transactions lines. When you add a line, all of the fields from the line above will copy down into the new row, except the *Journal Line Description* field. Change the fields that are different on the new line and complete as described above. You can add multiple lines, select or deselect fields to copy, and delete lines by following the instructions provided below.

Action	Instructions
<b>Add Multiple Lines</b>	To add more than one line at a time, change the default “1” to the number of lines you want to add.
<b>Select/Deselect Fields to Copy</b>	To select or deselect specific fields to copy, click on the <i>Journal Line Copy Down</i> link to select or deselect fields to be copied when the lines are added. Click on the <b>OK</b> button to return to the <b>Budget Lines</b> tab.
<b>Delete a Line</b>	To delete a line, click on the <b>Delete</b> checkbox for a line that you want to delete and then click on the <b>Minus Sign (-)</b> to delete the line.



The screenshot shows the 'Enter Budget Transfer' screen in the SWIFT system. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer. The interface includes tabs for Budget Header, Budget Lines, Budget Errors, and Approve. Key fields include Unit: MN001, Journal ID: 0001808685, Date: 06/04/2015, and Approval Status: No Request. The 'Lines' section contains a table with two entries:

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	AppropriID	Amount	Ref	Journal Lin
<input type="checkbox"/>	1	KK_APP_BUD	2014	RFW	2001	G101000	G100012	25,381.77	RFW BACK	approp xfer
<input type="checkbox"/>	2	KK_APP_BUD	2015	RFW	2001	G101000	G100012	-25,381.77	RFW BACK	approp xfer

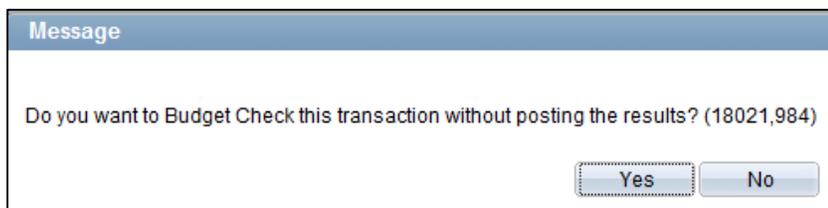
Below the table, there are controls for 'Lines to add' (set to 1), 'Journal Line Copy Down', and 'Generate Budget Period Lines'. A 'Totals' section shows: Total Lines: 2, Total Debits: 25,381.77, and Total Credits: 25,381.77. The interface also includes buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

3. After you have entered all of the journal lines, click on the **Save** button.

### Step 5: Budget Pre-Check the Journal

Next, you'll need to process the journal.

1. Select "Budget Pre-Check" from the **Process** drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.
2. Click on the **Process** button.
3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.



The screenshot shows a message dialog box with a blue header bar labeled "Message". The main text area contains the question: "Do you want to Budget Check this transaction without posting the results? (18021,984)". At the bottom right of the dialog, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a dashed border, indicating it is the selected option.

4. If the Budget Pre-Check processes successfully, the *Budget Header Status* now displays "Checked Only". If you receive an error or warning, refer to the "[Correcting Budget Check Exceptions](#)" topic in this User Guide for instructions.

### Step 6: Submit the Journal for Approval

Next, you'll submit the journal for approval.

**WARNING!** After the journal is approved, you must proceed to next step and post the journal.

1. Select "Submit Journal" from the **Process** drop-down list.
2. Click on the **Process** button. The **Approval Status** displays "Submitted". You cannot do anything with the journal now that is in the Approval process. The **Process** button is grayed out and no longer available for selection.
3. Once the journal has been approved, you will submit the transaction for final posting of the journal. You can monitor the approval process by checking your workflow or by viewing the **Approval** tab for the journal. Refer to the "[Monitoring Budget Journals Approval Workflow](#)" topic for more information. After the journal has been approved by all the required approvers, the transaction will appear in your workflow and the Work Item column will display "Approved". You can click on the link to navigate to the journal and finish processing.

Worklist

Worklist for 00637298: Anderson-Moser, Brenda

Detail View Worklist Filters: [Dropdown] Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Barondeau, Katharine H	04/02/2015	Transaction Approved	Approval Workflow	3-Low	M_KKBUDAPP_71361 KKBUDAPP1_1901-01-02_N.O. BUSINESS_UNIT.MN001 JOURNAL_ID:0001808686 JOURNAL_DATE:2015-04-02 UNPOST_SEQ:0.RDCA.0.R	Mark Worked	Reassign

### Step 7: Submit the Journal for Final Posting

The last step is to submit the journal for final posting.

1. On the **Budget Lines** tab, ensure that the *Approval Status* displays “Post”.
2. Select the “Post Journal” option from the **Process** drop-down listing, if necessary.
3. Click on the **Process** button.
4. Click the “Yes” button at the **Message** asking whether you are sure you want to post the journal.

Budget Journals > Enter Budget Transfer

Unit: MN001 Journal ID: 0001808685 Date: 06/04/2015 Approval Status: Post Budget Header Status: **Posted**

Submit For Approval

Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line Description
1	KK_APP_BUD	2014	RFW	2001	G1010000	G100012	25,381.77	RFW BACK	approp xfer-RFW and back
2	KK_APP_BUD	2015	RFW	2001	G1010000	G100012	-25,381.77	RFW BACK	approp xfer-RFW and back

Totals

Total Lines:	2	Total Debits:	25,381.77	Total Credits:	25,381.77
--------------	---	---------------	-----------	----------------	-----------

From Line: To: Generate Budget Period Lines

Save Return to Search Notify Refresh Add Update/Display

- If the posting process was successful, the *Budget Header Status* displays the *Posted* link. The Roll Back Transfer has occurred. If you click on the *Posted* link, the Activity Log displays showing the ledger lines that were created by the journal.
- If the posting process was not successful, an error or warning message displays indicating that budget checking errors were logged for this document and requiring you to check the budget exception page to view the errors. Refer to the [“Correcting Budget Check Exceptions”](#) topic for the procedure to view and fix the error.

Having completed this topic, you should now be able to:

- Create Roll Back Budget Transfer



## Lesson Summary

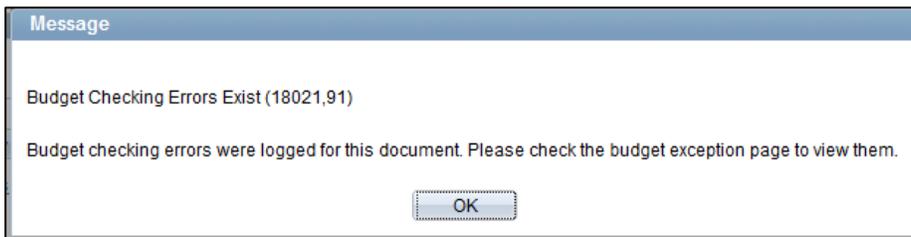
Having completed this lesson, you should now be able to:

- Create Anticipated Budget Transfer
- Create Actual Transfers Referencing Anticipated Budget Transfer
- Create Direct Budget Transfers
- Create Budget Transfer Corrections
- Create Roll Forward Budget Transfers
- Create Roll Back Budget Transfers

## Lesson 3: Correcting Budget Check Exceptions

### Lesson Overview

In this Lesson, you will learn how to view and correct budget check exceptions. When a budget check exception occurs while processing a budget journal or transfer, an error message displays. The error message notifies you that a budget check error or warning has been logged and requires you to check the *Budget Exception* page to view the error. Budget exception errors and warnings can be detected during the Budget Pre-check and Posting processes.



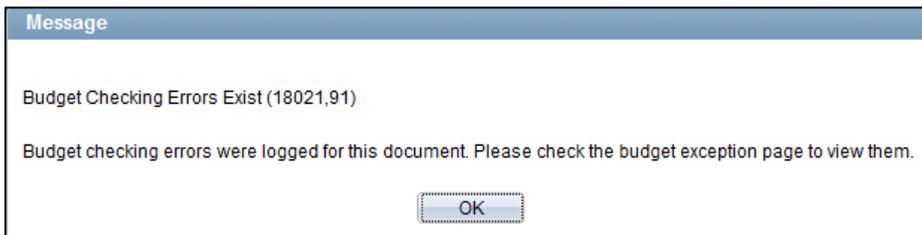
After completing this lesson, you should be able to:

- View and Correct Budget Check Exceptions

## Correcting Budget Check Exceptions

### Topic Overview

In this topic, you will learn how to view and correct budget check exceptions. When a budget check exception occurs while processing a budget journal or transfer, an error message displays. The error message notifies you that a budget check error or warning has been logged and requires you to check the *Budget Exception* page to view the error. Budget check errors and warnings can be detected during the Budget Pre-check and Posting processes.



If you receive the budget check error message, you should review the entries on the **Budget Lines** tab. The problem may be as simple as entering the wrong combination of ChartFields or amount. If you are unable to identify the problem, you'll need to navigate to the *Budget Exception* page where you can view additional information regarding the error. After reviewing the exception pages, you will probably need to do additional research to determine the underlying problem that caused the error. A good place to start your research is the *Appropriation Overview* page.

Errors can occur for a number of reasons. Common errors include:

- ChartFields were entered incorrectly
- Budget amount exceeds authority
- Appropriation has not been set up for the budget period

Once you have identified the problem, you will need to take the appropriate actions to correct the error and process the journal again.

After completing this topic, you should be able to:

- View and Correct Budget Check Exceptions

# Process Steps

## Correct Budget Check Exceptions

This topic covers how to view and correct budget check exception errors and warnings. In this example, the budget journal entered exceeds the amount available in the appropriation.

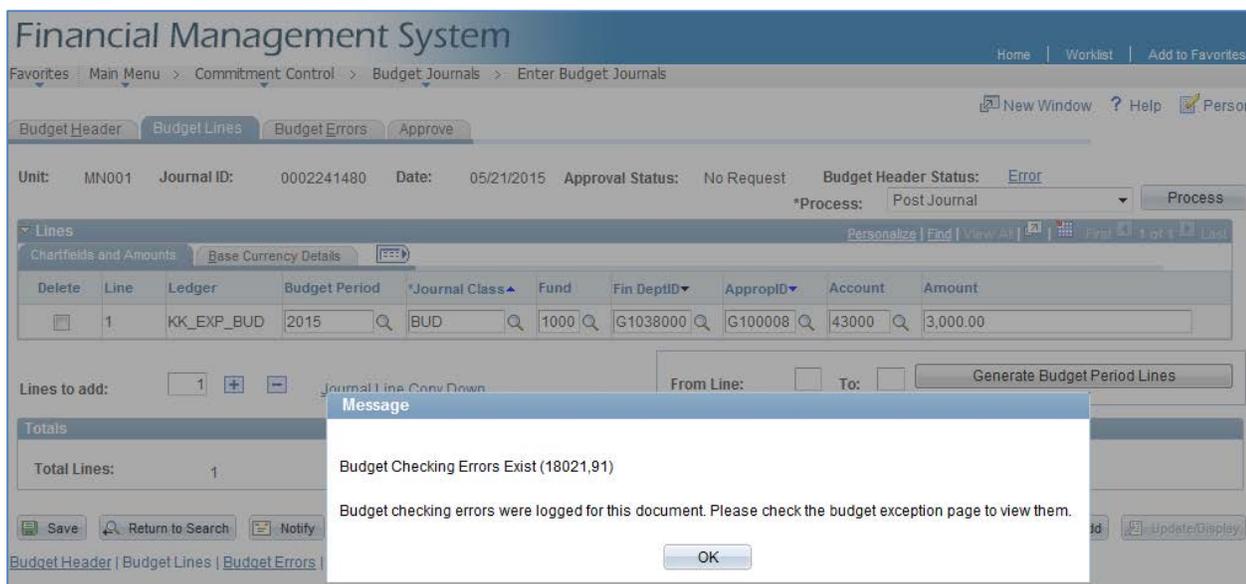
Steps to complete:

- Step 1: Review the Entries on the Budget Lines tab for the Budget Journal in Error
- Step 2: View the Budget Check Exception page
- Step 3: View Additional Pages to Identify the Problem
- Step 4: Fix the Budget Journal and Re-process

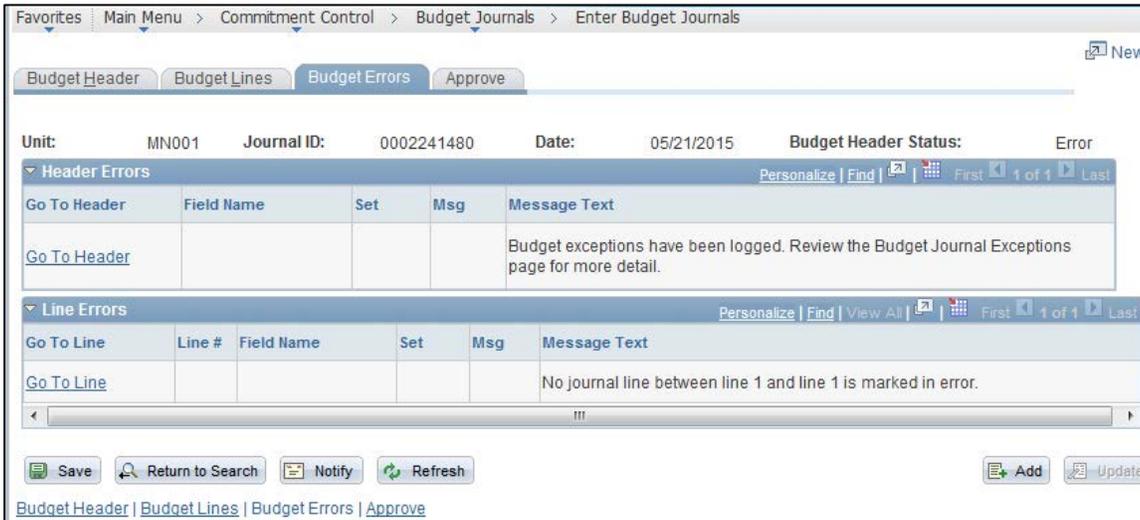
### Step 1: Review the Entries on the Budget Lines tab for the Budget Journal in Error

If you receive a budget check exception error or warning message while processing a budget journal or transfer, you may be able to identify the issue by reviewing the entries on the **Budget Lines** tab. The problem may be as simple as entering the wrong combination of ChartFields or amount.

1. Click the **OK** button on the budget check error message and review the entries on the **Budget Lines** tab.
2. If you have entered the information incorrectly, enter the correction, budget check again, and continue processing as you would normally. Refer to the applicable budget journal topic in Lesson 1 or budget transfer topic in Lesson 2 for detailed instructions.
3. If you are unable to identify the problem, proceed to **Step 2** and navigate to the *Budget Exceptions* page where you can view additional information regarding the error.



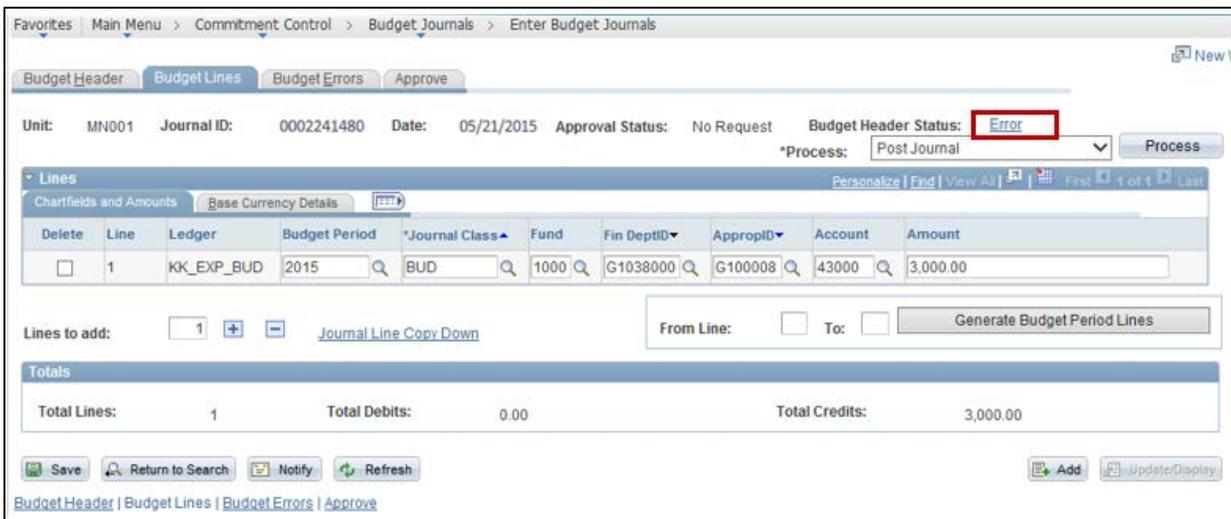
**Note:** The **Budget Errors** tab of the Budget Journal also displays the Budget Checking Error or Warning message and indicates that you will need to review the *Budget Journal Exceptions* page to see more detail. Instructions for doing this is in Step 2.



**Step 2: View the Budget Check Exceptions page**

The *Budget Check Exceptions* page displays additional information regarding the error.

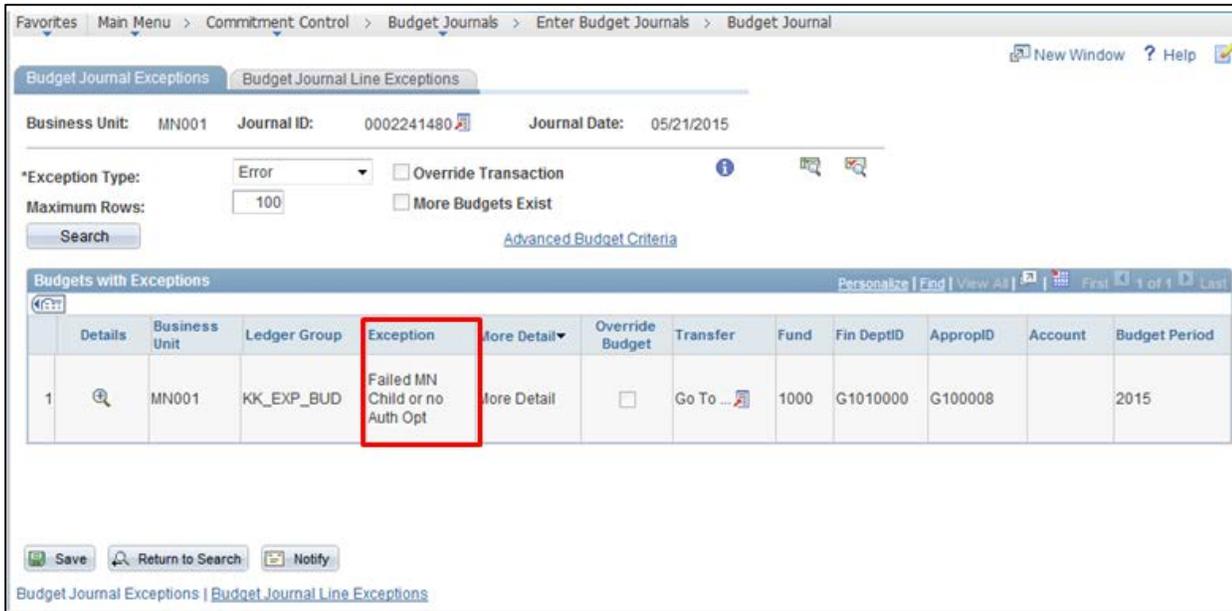
1. Navigate to the *Budget Check Exceptions* page.
  - From the **Budget Lines** tab for the Budget Journal in error, click on the **Budget Header Status** field “**Error**” link at the top right of the page.



--OR--

- **Navigation Links:** Commitment Control, Review Budget Check Exceptions, General Ledger, Budget Journal. Enter your search criteria, if necessary, and click the **Search** button.

2. View the header information on the **Budget Journal Exceptions** tab.

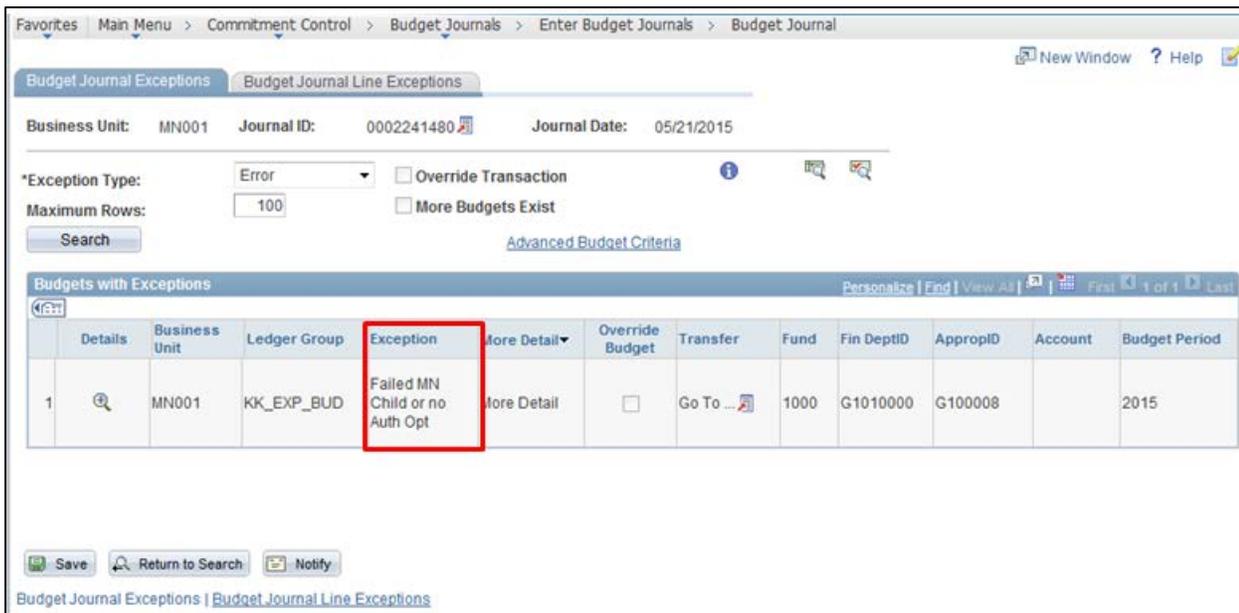


The header section of the **Budget Journal Exception** tab displays *Business Unit*, *Journal ID*, and the *Journal Date*. Additional fields and icons of note include:

Header Fields/Icons	Description
<b>View Related Links Icon</b> (toggle back to Budget Journal Entry pages)	You can click on the <b>View Related Links</b> (  ) icon next to the <i>Journal ID</i> in the header to go to the <i>Budget Journal Entry</i> pages. You can toggle back to the <i>Budget Journal Exception</i> page from the <i>Budget Journal Entry</i> pages by clicking on the <i>Budget Header Status</i> field “ <b>Error</b> ” link at the top right of the <b>Budget Lines</b> tab for the Budget Journal.
<b>Exception Type Field</b>	The <i>Exception Type</i> field lists whether the system has generated an error or a warning.
<b>Budget Check Details Icon</b>	You can click on the <b>Budget Check Details</b> (  ) icon to view the budget check details such as the <i>Transaction ID</i> and process instance. Click on the <b>OK</b> button to return to the <i>Budget Journal Exceptions</i> page.
<b>Budget Check Document Icon</b>	If you click on the <b>Budget Check Document</b> (  ) icon, the journal will be re-submitted for budget check. You would more likely re-submit the journal for budget checking from the <i>Budget Journal Entry</i> pages after you have made the correction that has caused the budget check error.
<b>Advanced Budget Criteria link</b>	The <i>Advanced Budget Criteria</i> link is not recommended for use in Minnesota.

Header Fields/Icons	Description
<b>Override Transaction</b>	The <b>Override Transaction</b> checkbox is not available for use by most users. You can click on the <b>Available Info</b> (i), to see a message with more information.

- View the **Budget with Exception** section lines. The budget exception(s) for the journal are displayed in the “**Exception**” column. (The **Show tabs** option is selected on the print screen below so that the Budget ChartFields display.)



Common budget exceptions include:

Exception	Examples of Causes
<b>Failed MN Child or no Auth Opt</b>	The amount exceeds the available amount of the appropriation.
<b>No Budget Exists</b>	The budget was not created or the wrong funding string was entered on the journal.
<b>Exceeds Budget Tolerance</b>	Dollars are not available.
<b>Failed MN Transfer Authority</b>	Dollars are not available for transfer or the amount exceeds the transfer authority.
<b>Failed MN Chartfield Tree Edit</b>	The FinDept ID value was not entered on the MN ChartField Tree (Navigation Links: Tree Manager, Tree Viewer, and search for “KK_DEPTID”).

Additional fields and icons in the **Budgets with Exceptions** section link include:

Header Fields/Icons	Description
<b>Details (Magnifying Glass)</b>	Click on the <b>Details</b> (🔍) icon to display the <i>Budget Journal Line Drill Down</i> page. Click the <b>OK</b> button to return to the <i>Budget Journals Exceptions</i> page.
<b>More Detail Link</b>	In some instances, the <i>More Detail</i> link is available in the <b>More Detail</b> column and will display more detailed information regarding the exception.
<b>Transfer – View Related Links icon</b>	Click on the <b>View Related Links</b> (📄) icon to view the <i>Commitment Control Budget Exceptions</i> page or go to the <i>Budget Details Inquiry</i> page.

- View the **Budget Journal Line Exceptions** tab to see if errors were detected at the line level of the budget journal. Information and features available on this page are similar to the information available on the **Budget Journal Exceptions** tab.

### Step 3: View Other Pages and Reports to Identify the Problem

After reviewing the *Budget Check Exception* pages, you most likely need to view other pages and reports to identify the problem that caused the error or warning. A common place to start is the *Appropriation Overview* page.

- Navigation Links:** Commitment Control, Review Budget Activities, Appropriation Overview.



The screenshot shows the 'Appropriation Overview' page in a web browser. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview > Appropriation Overview. The page title is 'Appropriation Overview'. There are navigation options: Personalize | Find | View All | First | 1 of 1 | Last. The main data table has columns: Business Unit, Ledger Group, Fund Code, Fin DeptID, AppropID, and Budget Period. The data row shows: MN001, KK\_APPROP, 1000, G1010000, G100008, 2015. Below this is a summary section with fields: Fund General, Fin DeptID (Minnesota Management & Budget), AppropID (Labor Relations), Appropriation Type (05, Biennial), Budget Authority Option (A, Appropriation Only), Legal Citation (13 142 01 013 000, Minnesota Management and Budget), Budget Program (G1001, Statewide Services), Budget Activity (G100108, Labor Relations), and Budget Status (Open). At the bottom is a 'Ledger Amounts' table with columns for Budget, Appropriation, Receipts, and various transaction types and amounts.

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MN001	KK_APPROP	1000	G1010000	G100008	2015

Fund General	Fin DeptID	Minnesota Management & Budget	AppropID	Labor Relations
Appropriation Type	05	Biennial	<a href="#">ChartField Attributes</a>	<a href="#">Associated Budgets</a>
Budget Authority Option	A	Appropriation Only		
Legal Citation	13 142 01 013 000	Minnesota Management and Budget		
Budget Program	G1001	Statewide Services		
Budget Activity	G100108	Labor Relations	Budget Status	Open

Ledger Amounts			
Budget		Antic Trans In	0.00
Appropriation		Transfer In	0.00
Original	949,233.00	Antic Trans Out	0.00
Current	949,233.00	Transfer Out	214,101.84
Receipts		Roll Forward In	84,101.84
Original Estimate	0.00	Roll Forward Out	0.00
Current Estimate	0.00	Cancel	0.00
Collected	0.00	Reduction	0.00
Dedicated Cap	0.00		

Navigation: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview > Appropriation Overview

### Appropriation Overview

Personalize | Find | View All | First | 1 of 1 | Last

Business Unit	Ledger Group	Fund Code	Fin DeptID	Appropriation	Budget Period
MN001	KK_APPROP	1000	G1010000	G100008	2015

<b>Fund</b> General	<b>Fin DeptID</b> Minnesota Management & Budget	<b>Appropriation</b> Labor Relations
<b>Appropriation Type</b> 05	Biennial	<a href="#">ChartField Attributes</a>
<b>Budget Authority Option</b> A	Appropriation Only	<a href="#">Associated Budgets</a>
<b>Legal Citation</b> 13 142 01 013 000	Minnesota Management and Budget	
<b>Budget Program</b> G1001	Statewide Services	
<b>Budget Activity</b> G100108	Labor Relations	<b>Budget Status</b> Open

#### Ledger Amounts

	Budgeted	Remaining
<b>Budget</b>		
Appropriation		
Original	949,233.00	
Current	949,233.00	
Receipts		
Original Estimate	0.00	
Current Estimate	0.00	
Collected	0.00	
Dedicated Cap	0.00	
Antic Trans In		0.00
Transfer In		0.00
Antic Trans Out		0.00
Transfer Out		214,101.84
Roll Forward In		84,101.84
Roll Forward Out		0.00
Cancel		0.00
Reduction		0.00

	Budgeted	Remaining
Budget/Encumbrance Authority	819,233.00	177,547.75
Spending Authority	819,233.00	186,381.44
Transfer Authority	819,233.00	186,381.44

[Drill to Activity Log](#)

#### Allotment Break-Down

Payroll	Non-Payroll
Payroll Allotment	Operating Allotment
788,000.00	31,233.00
	Pre Encumbered
	0.00
	Encumbered
	8,833.69
Expended	Expended
613,450.76	19,400.80

#### Balances

Field Name	Value	Field Name	Value
Allotment-Free	0.00	Uncommitted	2,998.51
		Unexpended	186,381.44

#### Budget Exceptions

Exception Errors	0	Exception Warnings	0	Budget Exceptions	
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- View information on the *Appropriation Overview* page. If you receive budget check errors while processing a budget journal or transfer, the **Balancing Section** contains key fields to check include:

Field Name	Description
<b>Allotment Free</b>	The <i>Allotment Free</i> field in the <b>Balances</b> section shows the amount available to budget. If the amount is "0.00", the appropriation is "fully allotted". When an appropriation is fully allotted, you can only move expense budget amounts from one existing budget to another. If you are processing a budget transfer, the allotment free amount must be equal to or greater than the transfer amount in the From appropriation.  Allotment Free = Budget/Encumbrance Authority- Payroll Allotment - Operating Allotment.
<b>Uncommitted</b>	The <i>Uncommitted</i> field shows the amount that is not encumbered or spent. Uncommitted = Budget/Encumbrance Authority - (Greater of Payroll Allotment or Payroll Expended) - Pre-Encumbrance - Encumbrance - Non-Payroll Expended.



Field Name	Description
<b>Unexpended</b>	The Unexpended field shows the amount that has not been spent. Unexpended = Spending Authority - Payroll Expended - Non-Payroll Expended.

**Note:** Other information listed on this page may also be of assistance. Refer to the “Viewing the Appropriation Overview page” topic in the Budget Inquiry User Guide for a complete discussion of the *Appropriation Overview* page.

**Step 4: Correct the Budget Journal and Re-process**

After you have identified the problem, you will need to go back to the budget journal, make the necessary corrections, and reprocess the budget journal as you would normally. Refer to the applicable budget journal topic in Lesson 1 or budget transfer topic in Lesson 2 for detailed instructions.

Having completed this topic, you should now be able to:

- View and Correct Budget Check Exceptions

## Lesson 4: Monitoring Budget Journal Approval Workflow

### Lesson Overview

In this topic, you will learn how to monitor the budget journal approval process. The approval process is the workflow that is within SWIFT that allows for electronic approval of all transactions.

The levels of approval required for budget journals will depend on the type of budget journals you are entering and your agency workflow configuration. For example, workflow is optional for expense budgets, while the approval process for appropriation budget journals includes several approvers including:

- Agency level
- EBO (Executive Budget Officer)
- Agency Assistance (MMB Central Staff)

After completing this lesson, you should be able to:

- Monitor Budget Journal Approval Workflow

## Monitoring Budget Journals Approval Workflow

### Topic Overview

In this topic, you will learn how to monitor budget journal approval process. The approval process is the workflow that is within SWIFT that allows for electronic approval of all transactions. The levels of approval required for budget journals will depend on the type of budget journals you are entering and your agency workflow configuration. For example, workflow is optional for expense budgets.

In this topic, an anticipated budget transfer journal is used to show the approval process steps. Anticipated Budget Transfers require EBO approval and your agency may be configured to require approval at the agency level before the EBO approves. Examples of denials and pushbacks are provided.

After completing this topic, you should be able to:

- Monitor Budget Journal Approval Workflow

# Process Steps

## Processing Budget Journals Through Workflow

This topic covers processing budget journals through workflow. An anticipated budget transfer is used as the example. Anticipated budget transfers often require multiple levels of approval, including an agency approver and an Executive Budget Officer approver.

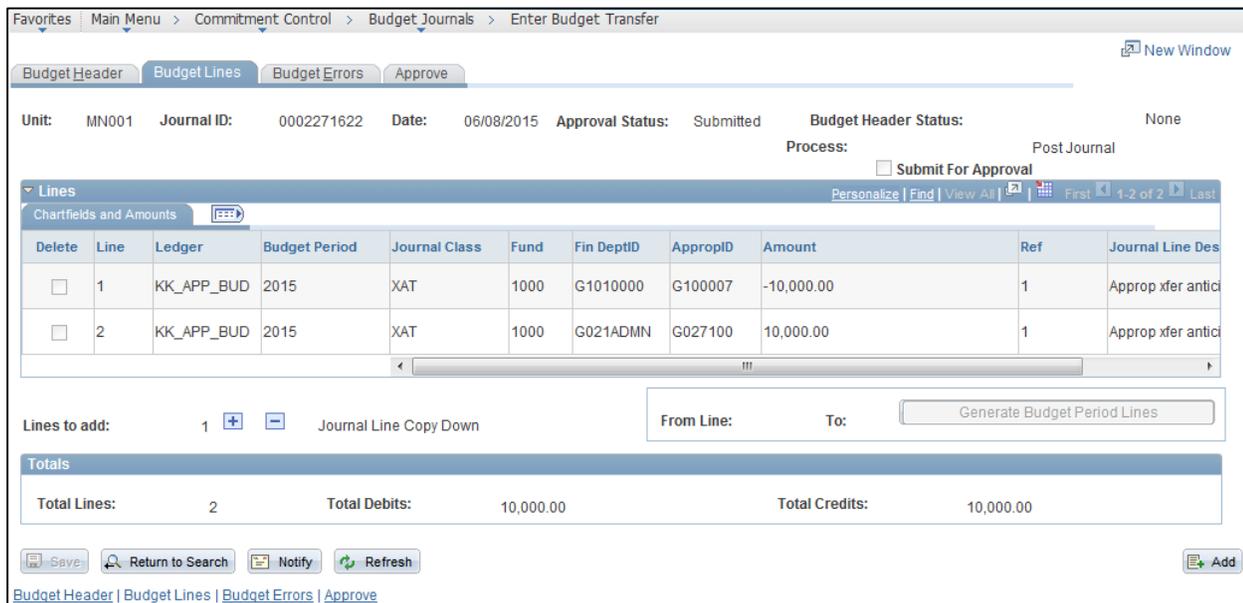
Steps to complete:

- Step 1: Submit the Journal for Approval
- Step 2: Monitor the Approval Workflow from the Approvals tab
- Step 3: Submit the Journal for Final Posting after Approval

### Step 1: Submit the Journal for Approval

After the journal has been Budget Pre-Checked, you'll submit the journal for approval.

1. Select "Submit Journal" from the **Process** drop-down list.
2. Click on the **Process** button. The **Approval Status** displays "Submitted". You cannot do anything with the journal now that is in the Approval process. The **Process** button is grayed out and no longer available for selection.



The screenshot shows the 'Enter Budget Transfer' screen in the SWIFT system. The 'Process' dropdown is set to 'Submitted'. The 'Budget Header Status' is 'None'. The 'Process' button is grayed out. The 'Lines' table shows two entries:

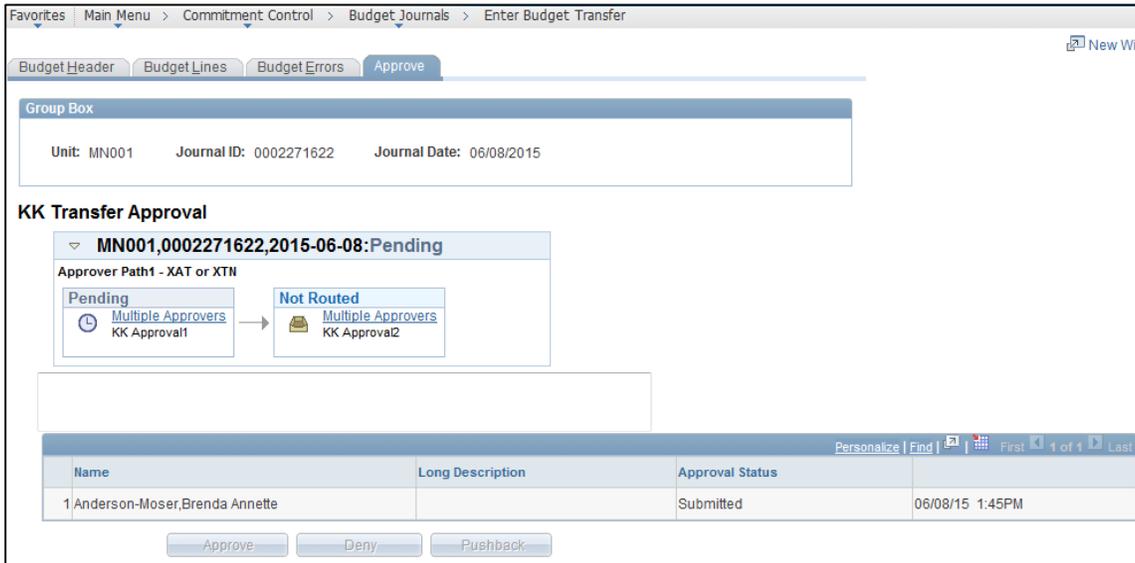
Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	AppropID	Amount	Ref	Journal Line Des
<input type="checkbox"/>	1	KK_APP_BUD	2015	XAT	1000	G1010000	G100007	-10,000.00	1	Approp xfer antici
<input type="checkbox"/>	2	KK_APP_BUD	2015	XAT	1000	G021ADMN	G027100	10,000.00	1	Approp xfer antici

The 'Totals' section shows:

Total Lines:	2	Total Debits:	10,000.00	Total Credits:	10,000.00
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### Step 2: Monitor the Approval Workflow from the Approvals tab

- Click on the **Approve** tab to view the approval routing information.



**Group Box**  
Unit: MN001    Journal ID: 0002271622    Journal Date: 06/08/2015

**KK Transfer Approval**  
MN001,0002271622,2015-06-08: Pending

Approver Path1 - XAT or XTN

Pending → Not Routed  
Multiple Approvers KK Approval1 → Multiple Approvers KK Approval2

Name	Long Description	Approval Status	
1 Anderson-Moser, Brenda Annette		Submitted	06/08/15 1:45PM

Approve    Deny    Pushback

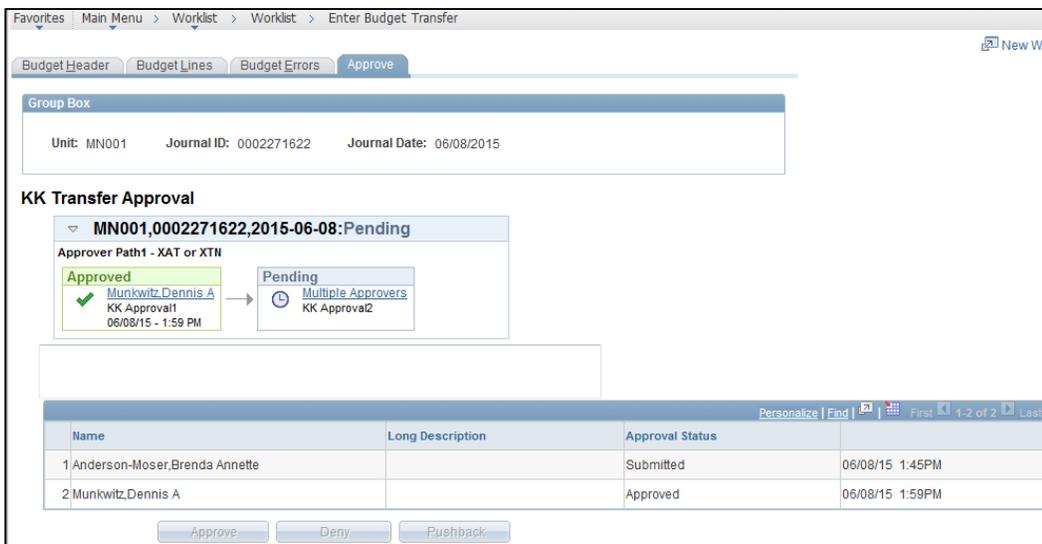
- Notice that the **Approve**, **Deny**, and **Pushback** buttons are grayed out. Only the designated approvers on this page will have access to these buttons.
- The Approval path displays in the middle of the page, showing the different groups that need to approve and the status of the routing. If there is more than one person in the approval group, you can click on the *Multiple Approvers* link to view the staff that can approve for that group.
- The Approval Status also displays in the Approval Path and is color-coded. Statuses include:

Approval Status	Description
<b>Pending</b> (blue)	Approvers who have received the transaction in the routing process but have not yet approved it will show "Pending".
<b>Not Routed</b> (blue)	Approvers who have not yet received the transaction for approval will show a status of "Not Routed".
<b>Approved</b> (green)	Approvers who have submitted their approval; the box around their name (group) changes to green. After all approvers have approved, the submitter is able to finish processing the journal.
<b>Deny</b> (red)	The Approver(s) who have denied their approval; the box around their name (group) changes to red and the Approval Status = "Denied". When a transaction is denied, this means that the transaction will not move forward, and all other levels of the approval are automatically terminated.
<b>Pushback</b> (blue)	The Approver(s) who have pushed back for review; the box around their name (group) changes to purple and the Approval Status = "Pushback". If there was a previous approver, the Approval Status goes back to "Pending".

- The Approval Activity Log displays at the bottom of the page, showing Name, Approval Status, and Date. The *Long Description* field will show any comments entered during the approval process.

The following examples show different scenarios you may encounter while monitoring the approval workflow

**Example 1:** In the example shown below, the first approver has clicked on the **Approve** button and the *Approval Status* changed to “Approved”. The approval transaction listing at the bottom of the page is updated to show the approval. If the approver had entered any comments, the comments would display in the *Long Description* column of the Approval Activity Log at the bottom of the page. The *Approval Status* for the next group changed from “Not Routed” to “Pending”.



Unit: MN001    Journal ID: 0002271622    Journal Date: 06/08/2015

**KK Transfer Approval**

MN001,0002271622,2015-06-08:Pending

Approver Path1 - XAT or XTN

Approved: Munkwitz, Dennis A (KK Approva1) 06/08/15 - 1:59 PM

Pending: Multiple Approvers (KK Approva2)

Name	Long Description	Approval Status	
1 Anderson-Moser, Brenda Annette		Submitted	06/08/15 1:45PM
2 Munkwitz, Dennis A		Approved	06/08/15 1:59PM

Buttons: Approve, Deny, Pushback

**Example 2:** In the example shown below, the second approval group (the EBO approver) has pushed the transaction a level back for the Agency approver to re-review and either approve or deny. The Approval Status for the Agency approver reverts to “Pending”. The Approval Activity log displays all of the activity, including the EBO’s comments in the *Long Description* column.

Favorites | Main Menu > Worklist > Worklist > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | **Approve** New Win

Group Box

Unit: MN001    Journal ID: 0002271622    Journal Date: 06/08/2015

**KK Transfer Approval**

▼ MN001,0002271622,2015-06-08: Pending

Approver Path1 - XAT or XTN

Pending → Pushed Back

Multiple Approvers → Larson, Kerstin F

KK Approval1 → KK Approval2

06/08/15 - 2:16 PM

Name	Long Description	Approval Status	
1 Anderson-Moser, Brenda Annette		Submitted	06/08/15 1:45PM
2 Munkwitz, Dennis A		Approved	06/08/15 1:59PM
3 Larson, Kerstin F	The amount of the anticipated transfer is not correct. It should be \$5,500.	Sent Back for Revision	06/08/15 2:16PM

Approve    Deny    Pushback

**Example 3:** In the example below, the Agency-level approver has responded to the pushed back journal, and has chosen to deny the journal. The *Approval Status* has changed to “Denied” and displays in red. The Approval Activity Log at the bottom of the page displays the comments in the *Long Description* column.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | **Approve** New Win

Group Box

Unit: MN001    Journal ID: 0002271622    Journal Date: 06/08/2015

**KK Transfer Approval**

▼ MN001,0002271622,2015-06-08: Denied

Approver Path1 - XAT or XTN

Denied → Pushed Back

Munkwitz, Dennis A → Larson, Kerstin F

KK Approval1 → KK Approval2

06/08/15 - 2:31 PM

Name	Long Description	Approval Status	
1 Anderson-Moser, Brenda Annette		Submitted	06/08/15 1:45PM
2 Munkwitz, Dennis A		Approved	06/08/15 1:59PM
3 Larson, Kerstin F	The amount of the anticipated transfer is not correct. It should be \$5,500.	Sent Back for Revision	06/08/15 2:16PM
4 Munkwitz, Dennis A	See EBO comment. Please revise.	Denied	06/08/15 2:31PM

Approve    Deny    Pushback

- If approval is denied, the submitter has the opportunity to revise the transaction, Budget Check and re-submit for approval. The approval workflow is restarted but the Approval Activity Log continues to display the history.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors | **Approve** New Window

**Group Box**

Unit: MN001    Journal ID: 0002271622    Journal Date: 06/08/2015

**KK Transfer Approval**

▼ MN001,0002271622,2015-06-08:Pending [View/Hide Comments](#)

Approver Path1 - XAT or XTN

Pending Not Routed

Multiple Approvers KK Approva1 Multiple Approvers KK Approva2

▶ **Comment History**

Name	Long Description	Approval Status	
1 Anderson-Moser, Brenda Annette		Submitted	06/08/15 1:45PM
2 Munkwitz, Dennis A		Approved	06/08/15 1:59PM
3 Larson, Kerstin F	The amount of the anticipated transfer is not correct. It should be \$5,500.	Sent Back for Revision	06/08/15 2:16PM
4 Munkwitz, Dennis A	See EBO comment. Please revise.	Denied	06/08/15 2:31PM
5 Munkwitz, Dennis A		Submitted	06/08/15 2:33PM

**Step 3: Submit the Journal for Final Posting after Approval**

Once the journal has been approved, you will submit the transaction for final posting of the journal. After the journal has been approved by all the required approvers, the transaction will appear in your workflow and the Work Item column will display "Approved". You can click on the link to navigate to the journal and finish processing.

Favorites | Main Menu > Worklist > Worklist New Window ?

**Worklist**

Worklist for 00637298: Anderson-Moser, Brenda

[Detail View](#)    Worklist Filters: Transaction Approved Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	
Munkwitz, Dennis A	06/08/2015	Transaction Approved	Approval Workflow	3-Low	<a href="#">M_KKJRNLABPR_764661</a> <a href="#">MKKJRNLABPR_1901-01-01..N.O.</a> <a href="#">BUSINESS_UNIT:MN001</a> <a href="#">JOURNAL_ID:0002271621</a> <a href="#">JOURNAL_DATE:2015-06-08</a> <a href="#">UNPOST_SEQ:0.RDCA.0.R</a>	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

You should now be able to:

- Monitor Budget Journal Approval Workflow



## Course Summary

Lessons in the Budget Journal Administration User Guide include:

- Creating Budget Journals
- Creating Budget Transfers
- Correcting Budget Check Exceptions
- Monitoring Budget Journals Approval Workflow



## Appendix

## SWIFT Budget/Encumbrance, Spending, and Transfer Authority

Budget Authority Option	Revenue Association Method	Budget/Encumbrance Authority	Spending Authority
A – Appropriation Only	N/A	Current Appropriation + Roll-forward in - Roll-forward out +/- Anticipated transfers + Actual transfers in - Actual transfers out - Reductions and Cancellations	Current Appropriation + Roll-forward in - Roll-forward out + Actual transfers in - Actual transfers out - Reductions and Cancellations
C – Collected Revenue	Collected	Current Appropriation + Roll-forward in - Roll-forward out +/- Anticipated transfers + Actual transfers in - Actual transfers out - Reductions and Cancellations + Lesser of dedicated receipt cap or collected revenue	Current Appropriation + Roll-forward in - Roll-forward out + Actual transfers in - Actual transfers out - Reductions and Cancellations + Lesser of dedicated receipt cap or collected revenue
G – Greater of Budget or Collected	Greater of Budget or Collected	Current Appropriation + Roll-forward in - Roll-forward out +/- Anticipated transfers + Actual transfers in - Actual transfers out - Reductions and Cancellations + Lesser of dedicated receipt cap or (greater of budgeted or collected revenue)	Current Appropriation + Roll-forward in - Roll-forward out + Actual transfers in - Actual transfers out - Reductions and Cancellations + Lesser of dedicated receipt cap or (greater of budgeted or collected revenue)
L – Lesser of Budget or Collected	Lesser of Budget or Collected	Current Appropriation + Roll-forward in - Roll-forward out +/- Anticipated transfers + Actual transfers in - Actual transfers out - Reductions and Cancellations + Lesser of dedicated receipt cap or budgeted or collected revenue	Current Appropriation + Roll-forward in - Roll-forward out + Actual transfers in - Actual transfers out - Reductions and Cancellations + Lesser of dedicated receipt cap or budgeted or collected revenue
E – Encumber Budget/Spend Collected	Greater of Budget or Collected	Current Appropriation + Roll-forward in - Roll-forward out +/- Anticipated transfers + Actual transfers in - Actual transfers out - Reductions and Cancellations + Lesser of dedicated receipt cap or (greater of budgeted or collected revenue)	Current Appropriation + Roll-forward in - Roll-forward out + Actual transfers in - Actual transfers out - Reductions and Cancellations + Lesser of dedicated receipt cap or collected revenue

Budget Authority Option	Revenue Association Method	Transfer Authority
All	All	Current Appropriation + Roll-forward in - Roll-forward out + Actual transfers in - Actual transfers out - Reductions and Cancellations + Lesser of dedicated receipt cap or collected revenue

## Key Budget Journal Administration Terms

Term	Term Definition
<b>Account</b>	The Account ChartField 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 will have an Account. See "ChartField."
<b>Accounting Date</b>	The accounting date is the date a transaction is recognized versus the date the transaction actually occurred (although the two dates can be the same). Accounting date determines the period in the General Ledger to which the transaction is to be posted. A user can only select an accounting date that falls within an open period in the ledger to which s/he is posting.
<b>Accounting Period</b>	The fiscal accounting period is identified by one or two digits beginning with 1 for July and ending with 12 for June. It is used to provide reporting on an accrual basis.
<b>Account Type</b>	Account type is a name associated with the different kinds of accounts used in the SWIFT General Ledger, such as Asset, Liability, Equity, Revenue and Expense.
<b>Appropriation</b>	The appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.
<b>Budget Check</b>	Budget checking is the process of validating the transaction against the budget.
<b>Budget Header Status</b>	This is also referred to as Budget Checking Header Status. Budget-checking results show if an error occurred, if the transaction failed, if the budget wasn't checked or the transaction passed budget checking.
<b>Budget Import</b>	Import Budget Journals for Zero and "State" budget Ledgers.
<b>Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended.
<b>Business Unit</b>	A Business Unit generally represents a legal entity. For the State of Minnesota, the Business Unit typically corresponds to an agency with the exception of the General Ledger. The GL business unit is at a statewide level (i.e., MN001).

<b>Term</b>	<b>Term Definition</b>
<b>Chart of Accounts</b>	Chart of Accounts consist of eight Standard ChartFields and six Project/Grant ChartFields. When combined the ChartFields define specific transactions. End-users must be familiar with the ChartFields and their definitions for use in procurement, budgeting, month-end reporting and labor cost distribution. These ChartFields are required to define the appropriate funding source.
<b>ChartField</b>	The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Accounts field is called a ChartField. Statewide Reporting ChartFields are: Fund, Department ID (also known as Financial Department ID), Appropriation ID, Account, and Statewide Cost (optional field). Optional Agency Reporting ChartFields are: SubAccount, Agency Cost 1 and Agency Cost 2. Project/Grant Reporting ChartFields are: PC Business Unit, Project, Activity, Source Type, Category, and Sub-Category.
<b>ChartField Combination Edit</b>	Also called Combo Edit, this process of editing journal lines for valid ChartField combinations is based on user-defined rules.
<b>Chart String</b>	Combining a series of ChartFields creates a Chart String. A Chart String is used to define, identify, categorize and sort a transaction.
<b>Child</b>	A child is a node on a tree linked to another, higher-level node (referred to as the parent). A node can be a child and a parent at the same time depending on its location within the tree. See "Tree." This allows SWIFT to create summary information from detailed data.
<b>Delete Journal</b>	Journals that have not yet posted are available to be deleted. No audit trail exists for a journal that has been deleted.
<b>Drilldown</b>	The act of moving from general to specific data is to drill down. By drilling down, users can examine the data underlying any summarized form of information.
<b>Fin Dept ID</b>	Fin Dept ID (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
<b>Fund</b>	Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. See "ChartField."
<b>Ledger</b>	A ledger is a set of posted balances that represent a set of books for a business unit. SWIFT's General Ledger supports detail, multiple and summary ledgers.



<b>Term</b>	<b>Term Definition</b>
<b>Ledger Group</b>	In SWIFT General Ledger, this is a group of ledgers consisting of one primary ledger and any number of secondary ledgers.
<b>Parent</b>	Parent is a tree node linked to lower-level nodes or details that roll up into it. See “Tree.” This allows SWIFT to create summary information from detailed data.
<b>Source Type</b>	Source Type is a Project Costing ChartField representing a category of costs or revenue in the GM and PC modules.
<b>SpeedChart</b>	SpeedChart keys can be defined with multiple accounting distributions and are used during data entry instead of the individual ChartField combinations.
<b>SpeedType</b>	A SpeedType is a key that represents a combination of ChartField values. SpeedTypes simplify the entry of ChartFields and are available on General Ledger entries and miscellaneous cash receipts when the same set is commonly used together.
<b>Tree</b>	A tree is the organizing structure within SWIFT systems that displays the relationship between all accounting units (e.g. divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies. This allows SWIFT to create summary information from detailed data.
<b>Workflow</b>	Workflow refers to the way in which work flows through the multiple steps of business processes. For example, when a vendor invoice is entered into the system, the invoice will go through an approval and payment process where someone else reviews and approves the invoice, and another person submits payment to the vendor. This workflow process includes notifying the different people involved via email or worklist updates that they are required to take the next step in a process.