

QUICK REFERENCE GUIDE

Defining Dates in SWIFT

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Dates Defined by Module

General:

- *Effective Date* – A method of dating information in SWIFT. Users can predate information to add historical data, or postdate information in order to enter it before it actually goes into effect. However, in Accounts Receivable (customers) you cannot work backwards. An effective date always has to be greater than the previous effective date.

Accounts Payable:

- *Invoice Date* – the date recorded on the vendor's actual invoice.
- *Due Date* – the date by which the State's payment must reach the vendor.
- *Entered Date* – the date that the vendor's payment request was first created in SWIFT. The Journal tab shows:
 - *Journal Date* = Accounting Date = MAPS Record Date – it is the date that determines to which Fiscal Year (NOT Budget Fiscal Year)/Accounting Period the transaction posts to on ledger. It is the GAAP accounting date (used by CAFR) for when an expense is incurred or revenue earned.
- The Payment Details tab shows:
 - *Reconciliation Date* – the date the money leaves the Treasury and clears the bank.
- Scheduled Payments on Hold tab shows:
 - *Due Date* – the calendar date by which the State's payment needs to arrive at the vendor's remit to location.
- Voucher page:
 - *The Commitment Control Tran Date* is the date assigned when the budget check was executed.

Accounts Receivable:

- *Accounting Date* – date for accounting actuals ledger (should be same as deposit date)
- *Received Date* – date entry being made (generally should be same as accounting date)
- *Entered Date* – date entry to SWIFT being made (generally should be same as accounting date)
- *Deposit Date* – date deposit made to bank (Acceptance Date in MAPS)

Asset Management:

- *Effective Date* – date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information.

- *In Service Date (Relates to Adds Only)* (This field only relates to depreciable assets) – The date the asset was placed in service. This field is used in conjunction with the Depreciation Convention to determine the beginning depreciation date. This field is also used to determine if the asset is still under warranty, when applicable.
- *Acquisition Date (Relates to Adds Only)* – Identifies the acquisition date of this asset. This is a memo-only field and is not used for any calculations
- *Accounting Date (Relates to all AM Transactions)* – Denotes the date this transaction was accounted for. This is the date that will be passed to the general ledger. It is at invoice time, at delivery, or at the time of payment.
- *Transaction Date (Relates to all AM Transactions)* – Denotes the date this transaction occurred. *Note:* The difference between the transaction date and the accounting date identifies a retroactive transaction. Remember, the accounting date must always be greater than or equal to the transaction date.

Budget Control:

- *Budget Date and Budget Period* are the same as MAPS Budget Fiscal Year –
In SWIFT, when creating budgets the Budget Period (not Budget Date) is entered as one of the keys to the budget line. When transacting against a budget (e.g., AP Voucher, Purchase Order, Bill), Budget Date is entered and the system infers the Budget Period to post against. Budget Date needs to be entered on every transaction, although it does vary whether certain interfaces will default it or whether an online transaction (like an AP Voucher) gets it from a predecessor document (like a PO). When charging the current Budget Period, any Budget Date within the 7/1 to 6/30 period will work. When charging against a continuing Appropriation, SWIFT has been recommending using a date of 6/30/XX (Budget Period of the Continuing Approp).

General Ledger:

- *Journal Date = Accounting Date = MAPS Record Date* – This is the date that determines to which Fiscal Year (NOT Budget Fiscal Year)/Accounting Period the transaction posts to on ledger. It is the GAAP accounting date (used by CAFR) for when an expense is incurred or revenue earned.
- *Posted Date = MAPS Acceptance Date = System-maintained date* for when the transactions Posts to ledger.
- *Open Periods* – A period in which transactions can post from a module to the GL

Purchase Order:

- *PO Date* – defaults to the date the PO is being created. Shows on printed PO. *Budget Date and Budget Period* are the same as MAPS Budget Fiscal Year – Same as above under Budget Control
- *Ship to Date* – the date the buyer wants the items shipped by which defaults to PO date of the Purchase Order.
- *Due Date* – the date the buyer wants the items by. Shows on printed PO.

- *Original Promise Date* – the date that items we originally promised by the vendor (to be delivered on)

Supplier Contracts:

On the Contract Entry page:

- *Begin Date*: The date on which the Contract starts. For P/T Contracts, please be aware that there is another field, Last Signature Date, to capture that date.
- *Expire Date*: The expiration date of the Contract.

NOTE: Any Purchase Orders against a Contract must have a PO Date that falls between the Contract Begin Date and Expire Date.

- *Renewal Date*: The Renewal Date is simply that – a date used to indicate when a renewal should be pursued. It can be used in the 'Thresholds and Notifications' page to trigger a notification to the Contract Admin to another user.

On the Add a Document page –

- *Last Signature Date*: The date on which a P/T or other encumbered Contract Type acquired the last signature required for the Contract to be effective. This can be different than the Contract's Begin Date.