INTRO
Introduction to SWIFT

User Guide
December 1, 2017
Version 1
Minnesota Management & Budget
Copyright 2017 All Rights Reserved

For updates to this and other training information, please see the SWIFT webpages.
Introduction to SWIFT

To jump to an area within the User Guide, click on the topic in the Table of Contents.

Table of Contents

COURSE OVERVIEW ................................................................................................................................................1

LESSON 1: FINANCIAL MANAGEMENT SYSTEM ....................................................................................................2

LESSON OVERVIEW ...................................................................................................................................................2

BACKGROUND INFORMATION .....................................................................................................................................2

  Topic Overview ..........................................................................................................................................................2
  State Budget Basics ...................................................................................................................................................2
  Transition from MAPS to SWIFT ...............................................................................................................................4
  Security Roles ............................................................................................................................................................4
  Login ..........................................................................................................................................................................4
  Process Steps to log in to SWIFT ...............................................................................................................................5

NAVIGATING SWIFT ..................................................................................................................................................9

  Topic Overview ..........................................................................................................................................................9
  Clearing the cache ......................................................................................................................................................10
  Process Steps to clear the cache .................................................................................................................................10
  My Page ....................................................................................................................................................................18
  Personalize .................................................................................................................................................................18
  Process Steps to personalize Home Page, pages, lines, and Default Navigation Settings .................. 18
  Menus/submenus ......................................................................................................................................................32
  Pages ..........................................................................................................................................................................33
  Tabs .............................................................................................................................................................................33
  Fields ...........................................................................................................................................................................34
  Drop-down lists ..........................................................................................................................................................34
  Look up glass ............................................................................................................................................................35
  Buttons ........................................................................................................................................................................35
  Links ...........................................................................................................................................................................36
  Breadcrumbs ...............................................................................................................................................................37
  Drop-down menus .....................................................................................................................................................37

Released 12/01/2017 (Version 1)

Page i
Sorting menu folders ..................................................................................................................... 38
Search menu folders ...................................................................................................................... 39
Wildcards and drop-down search options (e.g., “contains) ............................................................ 40
Process Steps to use drop-down search options ........................................................................... 41
Adding and Editing pages to My Favorites..................................................................................... 44
Process Steps to add and delete pages from My Favorites ........................................................... 44
Recently Used pages .................................................................................................................... 47
ChartFields .................................................................................................................................... 48
Effective Date ................................................................................................................................ 49
Process Steps to update the Effective Date................................................................................... 49
Workflow ....................................................................................................................................... 54
Worklist ......................................................................................................................................... 54
Process Steps to access the Worklist ............................................................................................  54
LESSON SUMMARY ........................................................................................................................... 56

LESSON 2: SYSTEM MODULES ............................................................................................................ 57

LES SSON OVERVIEW ........................................................................................................................ 57

PROCUREMENT .......................................................................................................................................... 57

Topic Overview ............................................................................................................................. 57
eProcurement ................................................................................................................................ 57
Purchase Order .................................................................................................................................. 58
Strategic Sourcing .......................................................................................................................... 58
Supplier Contract ............................................................................................................................ 58
Catalog Management & Inventory ................................................................................................. 59

FINANCIALS .................................................................................................................................................. 60

Topic Overview ............................................................................................................................. 60
General Ledger .................................................................................................................................. 60
Accounts Payable ............................................................................................................................ 61
Billing .............................................................................................................................................. 61
## INTRO – Introduction to SWIFT

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>61</td>
</tr>
<tr>
<td>Commitment Control</td>
<td>61</td>
</tr>
<tr>
<td>Asset Management</td>
<td>62</td>
</tr>
<tr>
<td>Grants Management</td>
<td>62</td>
</tr>
<tr>
<td>Project Costing</td>
<td>62</td>
</tr>
<tr>
<td>Cash Management &amp; Cost Allocation</td>
<td>62</td>
</tr>
<tr>
<td>Vendor</td>
<td>63</td>
</tr>
</tbody>
</table>

## REPORTING

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Overview</td>
<td>64</td>
</tr>
<tr>
<td>Inquiries</td>
<td>64</td>
</tr>
<tr>
<td>Process Steps to run an Inquiry</td>
<td>64</td>
</tr>
<tr>
<td>Queries</td>
<td>67</td>
</tr>
<tr>
<td>Process Steps to Run a Query</td>
<td>67</td>
</tr>
<tr>
<td>Reports</td>
<td>69</td>
</tr>
<tr>
<td>Process Steps to run a report</td>
<td>69</td>
</tr>
</tbody>
</table>

## ADDITIONAL REPORTING OPTIONS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Reporting Options Overview</td>
<td>75</td>
</tr>
<tr>
<td>SWIFT Data Warehouse</td>
<td>75</td>
</tr>
<tr>
<td>Information Access (IA) Warehouse</td>
<td>75</td>
</tr>
</tbody>
</table>

## LESSON SUMMARY

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
</table>

## LESSON 3: SWIFT RESOURCES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LESSON OVERVIEW</td>
<td>76</td>
</tr>
<tr>
<td>TRAINING</td>
<td>76</td>
</tr>
<tr>
<td>Topic Overview</td>
<td>76</td>
</tr>
<tr>
<td>Classes</td>
<td>76</td>
</tr>
<tr>
<td>Process Steps to sign up for SWIFT classes</td>
<td>76</td>
</tr>
<tr>
<td>User Guides</td>
<td>79</td>
</tr>
<tr>
<td>Process Steps to access User Guides and/or Quick Reference Guides</td>
<td>79</td>
</tr>
</tbody>
</table>
HELP DESK SUPPORT ............................................................................................................................................. 82

   Topic Overview .................................................................................................................................................. 82
   Help Desk Hours and Contact Information ................................................................................................. 82
   Vendor Help .................................................................................................................................................. 82

WEEKLY UPDATES .................................................................................................................................................. 83

   Topic Overview .................................................................................................................................................. 83
   Weekly Updates Overview ........................................................................................................................... 83
   Process Steps to sign up for Weekly Updates .............................................................................................. 83

LESSON SUMMARY .............................................................................................................................................. 86

COURSE SUMMARY ............................................................................................................................................. 87

KEY WORDS FOR SWIFT ..................................................................................................................................... 87
Introduction to SWIFT

Course Overview

SWIFT stands for Statewide Integrated Financial Tools. SWIFT is the state of Minnesota’s online financial management system for business processes across all state agencies, which include central agencies such as Minnesota Management and Budget (MMB), Administration – Offices of State Procurement (Admin – OSP), and Minnesota IT Services (MN.IT).

Agencies use SWIFT for procurement, financial, and reporting functionalities, such as the following processes:

- Making purchases
- Creating contracts
- Managing transactions
- Paying bills
- Receiving payments
- Working with vendors
- Issuing reports

This user guide provides an overview of SWIFT in three lessons:

- **Lesson 1: The Financial Management System** – Background and navigation of SWIFT
- **Lesson 2: System Modules** – Modules for Procurement, Financials and Reporting
- **Lesson 3: Resources** – Training, Help Desk Support, and Weekly Updates
Lesson 1: Financial Management System

Lesson Overview

SWIFT is the financial management system for Minnesota state agencies.

After completing this lesson, you should be able to:

- Understand background information about SWIFT, including how to log in.
- Navigate SWIFT, including basic processes such as accessing the worklist.

Background Information

Topic Overview

This topic covers background information about SWIFT.

After completing this topic, you should be able to:

- Comprehend state budget basics.
- Be aware of the transition from MAPS to SWIFT.
- Identify Security Roles assigned to users of SWIFT.
- Know how to log in to SWIFT.

State Budget Basics

The state of Minnesota enacts state budgets according to a cycle of two fiscal years, known as a biennium.

A fiscal year is the 12-month budgeting period between one annual settlement of financial accounts and the next; the fiscal year for the state of Minnesota is July 1 to June 30.

- A fiscal year is abbreviated by “FY” plus the year in which it ends in June.
- For example, the fiscal year for July 1, 2017 through June 30, 2018 is FY 2018.

A biennium is a two-year budget cycle.

- A biennium is abbreviated by “FY” plus an even-numbered fiscal year followed by the next year.
- For example, the biennium for July 1, 2017 through June 30, 2019 is FY 2018-19 Biennium.
The **budget process** involves MMB, state agencies, and the governor and the legislature.

This budget process consists of six steps.

1) MMB issues the budget process to agencies, and agencies create budget requests.
2) MMB compiles these budget requests from the agencies.
3) The governor reviews the budget requests and submits a budget proposal.
4) The legislature debates, modifies, and passes a budget bill.
5) The governor signs into law.
6) Agencies receive their approved budgets and enter them into SWIFT.
Transition from MAPS to SWIFT

SWIFT had replaced the previous financial management system, known as the Minnesota Accounting and Procurement System (MAPS). The state of Minnesota replaced it for several reasons:

- MAPS was out-of-date.
- MAPS could not allow for software security and vendor updates.
- By 2006, MAPS was deemed to be at a significant risk of failure.

SWIFT went live on July 1, 2011. It is an Oracle PeopleSoft system that is updated, secure, and cost effective. All state agencies use SWIFT to integrate and streamline business-process functionalities, including procurement (purchasing), financials (accounting), warehouse (reporting), and supplier portal (vendor registration).

Security Roles

All state employees who are users of SWIFT have assigned security roles. These roles determine what business functions users have access to on SWIFT. Security roles are based on job duties (as determined by agencies).

- For example, job duties for Accounts Receivable Specialists include processing accounts receivable credits and debits and initiating refunds. Therefore, their business functions in SWIFT include access to creating statements, updating account items, and reviewing payments.
- For descriptions of security roles in SWIFT, see Role Descriptions for Agencies.
- If you need any additional security roles assigned to you as a user of SWIFT, have your manager complete and submit the appropriate Security Access Form—see Security Access Forms.

Login

Users can log in to SWIFT using the Administrative Portal.

**Note:** After logging in to SWIFT, the SWIFT session will automatically time out if there has not been any activity for 20 minutes. Since all open browser windows running SWIFT will count toward this 20 minute timeout, make sure to close any extra windows not needed. An Oracle message will display when you are about to be timed out.
Process Steps to log in to SWIFT

- Step 1: Open up an Internet browser.
- Step 2: Navigate to the Administrative Portal.
- Step 3: Log in to the Administrative Portal.
- Step 4: Open the Financial Management System.

**Step 1: Open up an Internet browser.**

Of the three available browsers—Internet Explorer (IE), Mozilla Firefox and Google Chrome—MN.IT recommends using IE to access SWIFT.

To access SWIFT, open Internet Explorer (IE).

1. Launch Internet Explorer by clicking the IE icon.
2. Make sure that you are on the MMB Homepage.

**Step 2: Navigate to the Administrative Portal.**

1. From the MMB Homepage, navigate to System Access by hovering the cursor over the following drop-down menus:

   **Navigation:** Accounting, SWIFT, General Information, System Access.

2. Click System Access.
3. When the System Access page displays, click the Administrative Portal link.

Step 3: Log in to the Administrative Portal.

1. On the Administrative Portal, input your Employee ID into the User ID field.
   
   Note: Employee ID is an eight-digit numeric ID.

2. In the Password field, input your password.

   Note: passwords must have at least eight characters and include at least one number as well as one special character.

3. Make sure to use a strong password. A strong password has at least three of the four types of characters:
   - at least one uppercase letter (A, B, C, etc.)
   - at least one lowercase letter (a, b, c, etc.)
   - at least one numbers (1, 2, 3, etc.)
   - at least one special character (=, -, $, %, etc.)

   For more details on passwords, see Statewide Systems Password Information.
Step 4: Open the Financial Management System.

1. On the Administrative Portal, notice the SWIFT Message Center on the right side.
   - The SWIFT Message Center is a pagelet. (Note: a pagelet is a small page with high-level info.)
   - The SWIFT Message Center pagelet displays announcements and messages about problems, issues, or resolutions in SWIFT.
   - Always check this pagelet to stay informed about current developments in SWIFT.

2. Under the Enterprise Menu, located on the left side, click the Financial Supply Chain Access link to open the Financial Management System.
3. The Financial Management System page will display. This is the Home Page for SWIFT.

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

- Understand what SWIFT is.
- Comprehend state budget basics.
- Be aware of the transition from MAPS to SWIFT.
- Identify Security Roles assigned to users of SWIFT.
- Know how to log in to SWIFT.
Navigating SWIFT

Topic Overview

This topic covers the basics of navigating SWIFT. When you log in to SWIFT, the Financial Management System Home Page will display.

As you navigate SWIFT, you can return to the Home Page by clicking the Home link on the top of the page.

After completing this topic, you should be able to:

- Clear the cache.
- View My Page.
- Use menus, pages, tabs, fields, drop-down lists, Look up glasses, buttons and links.
- Follow breadcrumbs and drop-down menus.
- Sort and search menu folders.
- Type using wildcards.
- Add and edit pages to My Favorites.
- Find Recently Viewed pages.
- Understand ChartFields.
- Update the Effective Date.
- Review Workflow and Worklist.
Clearing the cache

If pages fail to load or do no load correctly in SWIFT, clear the cache in the Internet browser.

- “Clearing the cache” means deleting browsing history.
- Always clear the cache when pages do not load or after financial management system upgrades.

Process Steps to clear the cache

Clear the cache on the Internet browser, which may be Internet Explorer, Google Chrome, or Mozilla Firefox.

**Note on Internet browsers:** Internet Explorer (IE) is the recommended Internet browser for accessing SWIFT. However, it is also possible to use Google Chrome or Mozilla Firefox.

- Step 1: Clear the cache on Internet Explorer (IE).
- Step 2: Clear the cache Google Chrome.
- Step 3: Clear the cache on Mozilla Firefox.

**Step 1: Clear the cache on Internet Explorer (IE).**

1. On IE, click **Tools** from the browser menu and then **Internet Options**.
2. The Internet Options window will display. Under the Browsing history section, click Delete…

3. When the Delete Browsing History window displays, click to checkmark all boxes, with the exception of the top box (“Preserve Favorites website data”). Then click the Delete button.
4. Next, on the Internet Options window under the Browsing history section, click **Settings**.

5. The Website Data Settings window will display. On the Temporary Internet Files tab, click **View files**.
6. The Temporary Internet Files window will open. Select all of the files displayed in this window, and then click the Delete key on your keyboard. When the Warning message appears, click Yes.

7. Close the Temporary Internet Files window.

8. Click OK on the Website Data Settings window.

9. Click OK on the Internet Options window.

10. Close IE.

11. Open IE again and log-in to SWIFT.
Step 2: Clear the cache on Google Chrome.

1. Click the **Customize and control Google Chrome** icon (indicated by the three horizontal dots).

2. From the drop-down menu options, hover your cursor over **History** and then click **History**.

3. When the History window displays, click the **History** icon (indicated by the three horizontal lines).

4. When the History menu options display, click **Clear browsing data**.
5. When the Clear browsing data window displays, click to checkmark all boxes.

6. Then click the **Clear Browsing Data** button.

7. Close Google Chrome.

8. Open Google Chrome again and log-in to SWIFT.
Step 3: Clear the cache on Mozilla Firefox.

1. Click the **Open Menu** icon (indicated by three horizontal lines).

2. From the drop-down menu options, click **History**.

3. When the History menu displays, click **Clear Recent History**...
4. When the Clear All History window displays, click to select the **Everything** drop-down option from the *Time range to clear* field, and then click to checkmark all the *Details* boxes.

5. Finally, click the **Clear Now** button.


10. Open Mozilla Firefox again and log-in to SWIFT.
My Page

When first logging into SWIFT, two tabs display toward the top of the screen: My Page and Dashboard.

- Make sure that My Page is selected, which will provide access to the Menu to navigate SWIFT.

Personalize

You can personalize your SWIFT Home Page by content and layout. It is also possible to personalize some Pages and Lines in SWIFT modules.

Process Steps to personalize Home Page, pages, lines, and Default Navigation Settings

Personalize your SWIFT Home Page

Complete these steps to personalize your SWIFT Home Page:

- Step 1: Personalize content.
- Step 2: Personalize layout.
Step 1: Personalize content.

1. Click the Personalize Content link toward the top to open the Personalize Home Page window.

2. Click to check or uncheck boxes for the pagelets you want to appear on your SWIFT Home Page.

3. Click the Save button to save your personalizations, or click the Cancel button to cancel them.
Step 2: Personalize layout.

1. Click the Personalize Layout link toward the top to open the Personalize Layout window.

2. From the Basic Layout radio buttons, click to select 2 columns or 3 columns, depending if you want the Home Page to display 2 or 3 columns.

3. Under the Columns, click to select a pagelet.

4. Use the left and right arrows to move the pagelet from one column to another.

5. Use the up and down arrows to move the pagelet up or down on a column.

6. Click the Delete Pagelet button to delete a pagelet from a column.

7. Click the Save button to save your personalizations, or click the Cancel button to cancel them.
Personalize Pages and Lines

Complete these steps to personalize particular pages and lines in SWIFT:

- Step 1: Personalize pages.
- Step 2: Personalize lines.

Step 1: Personalize pages.

After navigating to a particular page (see Pages), you can personalize that page, if applicable.

- As an example, these steps show how to personalize the Regular Deposit page in Accounts Receivable. Navigate to this page by clicking through the drop-down menu folders: Main Menu, Accounts Receivable, Payments, Online Payments, Regular Deposit; then click the Add button on the Add a New Value tab (see Menus/submenus, Buttons, and Tabs).

1. Click the Personalize Page link toward the top.

![Financial Management System](image)

2. The Page Personalization page will display, which lets you define the tabbing order of this page by clicking the radio buttons and numbered items below.

![Page Personalization](image)

**Note:** under the Page Personalization heading, make sure to checkmark the box labeled “Save tabbing order personalized below.” The other boxes may remain unchecked.
3. To rearrange the tabbing order on the Regular Deposit page, click one of the following radio buttons, and then click the numbered items below.

- **Remove From Order**: click this radio button, and then click the numbered items below to remove them from the tabbing order (removed items will be indicated by an X).

- **Move Up In Order**: click this radio button, and then click the numbered items below to move them up in the tabbing order (the number will change to an earlier sequence term).

- **Move Down In Order**: click this radio button, and then click the numbered items below to move them down in the tabbing order (the number will change to a later sequence term).

**Note**: do not use the Include in Tabbing Order radio button; instead, use the Clear Tabbing Order button—see next step.
4. To define a new order, click the **Clear Tabbing Order** button, and then click the numbered items below to create a new tabbing order (the item will change from an X to a sequence term).

   **Note:** the **Include in Tabbing Order** radio button will be selected automatically after clicking the **Clear Tabbing Order** button.

5. Click the **Restore Default** button to restore the prior default settings for the tabbing order.
Step 2: Personalize lines.

After navigating to a page (to do so, see Pages), you can personalize lines on that page, if applicable.

- As an example, these steps show how to personalize the Distribution Lines on the Regular Entry page in Accounts Payable. Navigate to this page by clicking through the drop-down menu folders: Main Menu, Accounts Payable, Vouchers, Add/Update, Regular Entry; then click Add on the Add a New Value tab (see Menus/submenus, Buttons, and Tabs).

1. On the Invoice Information tab of the Regular Entry page, scroll down to the Distributions Lines section, and click the Personalize link to display Grid Customization.

2. Under the Column Order section, click the buttons and boxes to personalize the Distribution Lines.
   - Click to select a tab or a column, and then click the up or down buttons to move that tab or column over in ascending or descending order on the line.
   - Click to checkmark the “Hidden” box to ‘hide’ a tab or a column, which means it will not appear on the line.
   - Click to checkmark the “Frozen” box to ‘freeze’ a tab or a column, which means it will appear on every one of the line’s tabs.
3. Under the Column Order section, tabs are indicated by the word “Tab”: in this case, the tabs include Tab GL Chart, Tab Exchange Rate, Tab Statistics, and Tab Assets.

<table>
<thead>
<tr>
<th>Column Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab GL Chart</td>
</tr>
<tr>
<td>(frozen)</td>
</tr>
<tr>
<td>Copy Down</td>
</tr>
<tr>
<td>(frozen)</td>
</tr>
<tr>
<td>Line</td>
</tr>
<tr>
<td>(frozen)</td>
</tr>
<tr>
<td>Merchandise</td>
</tr>
<tr>
<td>Amt (frozen)</td>
</tr>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td>(frozen)</td>
</tr>
<tr>
<td>*GL Unit</td>
</tr>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>Fin DeptID</td>
</tr>
<tr>
<td>Agcy Cost 1</td>
</tr>
<tr>
<td>Account</td>
</tr>
<tr>
<td>SW Cost</td>
</tr>
<tr>
<td>Agcy Cost 2</td>
</tr>
<tr>
<td>AppropriID</td>
</tr>
<tr>
<td>PC Bus Unit</td>
</tr>
<tr>
<td>Project</td>
</tr>
<tr>
<td>Activity</td>
</tr>
<tr>
<td>Source Type</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Subcategory</td>
</tr>
<tr>
<td>Affil</td>
</tr>
<tr>
<td>Fund Affil</td>
</tr>
<tr>
<td>Sub Acct</td>
</tr>
<tr>
<td>OpenItem</td>
</tr>
<tr>
<td>Budget Date</td>
</tr>
<tr>
<td>Tab Exchange Rate</td>
</tr>
<tr>
<td>GL Unit</td>
</tr>
<tr>
<td>Currency</td>
</tr>
<tr>
<td>Exchange Rate</td>
</tr>
<tr>
<td>Tab Statistics</td>
</tr>
<tr>
<td>Statistics Code</td>
</tr>
<tr>
<td>Statistic</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Business Unit</td>
</tr>
<tr>
<td>Profile ID</td>
</tr>
<tr>
<td>Tab Assets</td>
</tr>
<tr>
<td>Asset ID</td>
</tr>
<tr>
<td>Asset</td>
</tr>
<tr>
<td>UOM</td>
</tr>
<tr>
<td>Sequence</td>
</tr>
<tr>
<td>Number</td>
</tr>
<tr>
<td>Cost Type</td>
</tr>
</tbody>
</table>

4. All other options in the Column Order section without the word “Tab” are columns.
Note: if you choose to move all columns from beneath one tab to another tab, that tab will disappear after hitting the OK button.

For example, if you move the Asset ID, Asset, UOM, Sequence Number, and Cost Type columns from beneath Tab Assets and up under Tab Statistics, Tab Assets will disappear after clicking OK.

5. The Sort Order section is not used in Grid Customization. Only the Column Order section is used.
6. Click the **Preview** button to preview your personalizations.

7. Click the **OK** button to save your personalizations, or click the **Cancel** button to cancel them.

8. The Copy Setting link is not used.

9. After personalizing a line, it's also possible to view the line so that it displays all columns without tabs. To view all columns without tabs, click the “Show all columns” icon to the right of the tabs on a line.

   ![Distribution Lines]

   To view the columns organized in tabs again, click the “Show tabs” icon.
Personalize Default Navigation Settings

Complete these steps to personalize the default navigation settings in SWIFT. This will change how SWIFT displays and sorts menus (see drop-down menus and sorting menu options below).

- Step 1: Open Personalize Navigation Personalizations.
- Step 2: Make changes to the Personalization Options.

Step 1: Open Personalize Navigation Personalizations.

1. Navigate to the My Personalizations page from the Main Menu.
2. Click to select the Personalize Navigation Personalizations link.

![Financial Management System](image)

3. The Navigation Personalizations screen will display with three columns:
   - **Personalization Option**: this column gives a brief description of what you can personalize.
   - **Default Value**: this column shows the current default status for the Personalization option.
   - **Override Value**: this column lets you select a new default status for the Personalization option.

![Financial Management System](image)
Step 2: Make changes to the Personalization Options.

1. Under the **Override Value** column, click the drop-down arrow for the **Personalization Option** that you wish to change.
   
   E.g., click “Ascending” for **Drop down Menu Sort Order**, which will set drop-down menus to sort in ascending alphabetical order by default.

2. Click the **OK** button.
Note: click the Explain link to see an explanation for any of the Personalization Options.

- A Personalization Explanation screen will open explaining the Personalization Option.
- From here, you can click to select the drop-down arrow for the Personalization Options, and then click the OK button; or click the Cancel button to cancel.
Menus/submenus

Menus/submenus are indicated by the folder icon.

- Starting with the Main Menu, click on a menu to open up submenus.
- For example, click the Supplier Contract menu to open up the Create Contracts submenu.

The Classic Menu is also available.

- Folders in the Classic Menu are identical to those in the regular menu.
- Click the forward arrow icon of each menu to open up submenus.
- When a menu/submenu opens, the forward arrow turns downward.
- For example, click arrow icon for the Supplier Contract menu to open up the Create Contracts submenu.
Pages

Pages are indicated by the paper icon.  

- Pages appear under Menus/submenus and open up SWIFT webpages.
- For example, click the Contract Entry Page to open the Contract Entry webpage on SWIFT.

Tabs

Tabs are indicated by the tabular icon.  

- Tabs appear on certain pages in SWIFT and display different sets of information.
- For example, on the Contract Entry page, click the Find Existing Value tab and the Add a New Value tab to view either tab on the page.
Fields

Fields are indicated by rectangular boxes that let you type inside.

- Fields appear on certain pages in SWIFT and are used to input information.
- For example, on the Contract Entry page under the Find Existing Value tab, click in the Contract Version field and type.

Drop-down lists

Drop-down lists are indicated by the downward arrow icon.

- Drop-down lists appear by certain fields in SWIFT and display clickable options.
- For example, on the Contract Entry page under the Find Existing Value tab, click the Contract ID drop-down field list to display clickable options.
Look up glass

The Look up glass is indicated by the magnifying glass icon.

- The Look up glass appears by certain fields in SWIFT and displays a search function.
- For example, click the Vendor Name Look up glass to display the Look Up Vendor Name search function.

Buttons

Buttons are indicated by rectangular button icons.

- Buttons appear on certain pages in SWIFT and execute certain functions.
- For example, in the Look Up Vendor Name search function, click the **Look Up**, **Clear**, and **Cancel** buttons.
Links

Links are indicated by blue text (sometimes underlined as well).

- Click Links to see additional options (e.g., search options) or help (e.g. SWIFT support).
- For example, in the Look Up Vendor Name search function, click the Basic LookUp link.

Then click the Advanced LookUp link.

Clicking these links lets you toggle between two search functions (Basic and Advanced).

- For example, click the Help link to open the SWIFT Support webpage.
Breadcrumbs

Breadcrumbs are graphic aids that help you keep track of your location in SWIFT. Breadcrumbs are indicated by forward arrow icons.

- Breadcrumbs appear to the right of the Main Menu in SWIFT and allow you to see how you navigated through prior menus/submenus to a page.

  **Note:** in User Guides and Quick Reference Guides for MMB, breadcrumbs are indicated by the names of drop-down menu folders (see Drop-down menus) separated by commas, which designate the path of navigation.

- For example, follow these breadcrumbs to navigate to the Contract Entry page:
  
  **Navigation:** Main Menu, Supplier Contracts, Create Contracts and Documents, Contract Entry.

---

### Financial Management System

**Contract Entry**

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

---

Drop-down menus

Drop-down menus are indicated by the downward arrow icon.

- Drop-down menus let you navigate to prior menus/submenus or pages.
- For example, navigate to the submenus within the Supplier Contracts menu by clicking the downward arrow under the Supplier Contracts breadcrumb.
Sorting menu folders

Sort the menu folders under the Main Menu by clicking the up-down arrow icon.  

- Click this icon once to sort menu folders by ascending alphabetical order (the arrow will turn upward).

- Click the icon again to sort menu folders by descending alphabetical order (the arrow will turn downward).
• Click the icon a third time to return to the default order (the icon will become an up-down arrow again).

Search menu folders

Search for pages using the Search Menu field under the Main Menu drop-down.

• Type inside the Search Menu field and then click the double forward-arrow icon.

• For example, type “Contracts” to see pages related to SWIFT contracts.
• A list of Search Results for pages will display. Click the link for a particular search result to navigate to that page. (Note: descriptions and breadcrumbs for search results are listed under the links.)

Wildcards and drop-down search options (e.g., “contains”)

In search fields on SWIFT, you can use wildcards to aid searches.

• A wildcard (%) is a character that acts as a placeholder for other characters.

• If you are typing in fields to search for information in SWIFT, use % to substitute for other characters.

• For example, if you need to enter an 8-digit number in a search field but only know the first five digits, use a wildcard to substitute after the fifth digit.

In some search fields on SWIFT, you can also use the following drop-down search options to aid searches:

• begins with type the beginning of what you are searching for

• contains type part of what your searching for

• = type exactly what you are searching for
Process Steps to use drop-down search options

\textit{Example: Search for a voucher using the “contains” drop-down search option}

Use the “contains” drop-down search option to search for a voucher that begin with the following digits: 0002.

- Step 1: Navigate to the Regular Entry page.
- Step 2: Search for vouchers that begin with 0002.

Step 1: Navigate to the Voucher Search page.

2. Click the Find an Existing Value tab.
Step 2: Search for vouchers that begin with 0002.

1. Click the drop-down arrow next to the Voucher ID field.
2. Select the “contains” drop-down search option.
3. Type “0002” into the Voucher ID field and then click the Search button.

4. Search Results will display with Voucher IDs that begin with 0002.

5. Click a Voucher ID under the Voucher ID column in Search Results to view voucher details.

You will be redirected the voucher information on the Regular Entry page of Accounts Payable.

To return to the home page, click the Home link toward the top right.
Adding and Editing pages to My Favorites

Adding pages to My Favorites lets you navigate to those pages quickly.

- To add a page to My Favorites, navigate to that page, click the Favorites drop-down menu, and select the “Add to Favorites” option.

Editing pages in My Favorites lets you delete previously saved pages from My Favorites.

- To delete a page from My Favorites, click the Favorites drop-down menu, and select the “Edit Favorites” option.

- For example, add and then delete a page from My Favorites—see Process Steps below for examples.

Process Steps to add and delete pages from My Favorites

*Example: Add and delete Contract Entry page to and from My Favorites*

Add and then delete the Contract Entry page to and from My Favorites.

- Step 1: Add the Contract Entry page to My Favorites.
- Step 2: Delete the Contract Entry page from My Favorites.

Step 1: Add the Contract Entry page to My Favorites.

1. **Navigation:** Main Menu, Accounts Payable, Vouchers, Add/Update, Contract Entry.
2. On the Contract Entry page, click the Favorites drop-down menu.
3. Select the “Add to Favorites” option.
4. The Add to Favorites window will display with “Contract Entry” prepopulated in the Description field. Click the OK button.

5. A new window will display saying “The Favorite has been saved.” Again, click the OK button.

6. Click the Favorites drop-down menu. The Contract Entry page will be listed under My Favorites.
Step 2: Delete the Contract Entry page from My Favorites.

1. Click the Favorites drop-down menu, and click the “Edit Favorites” option.

2. The Edit Favorites page will display listing Contract Entry in the Favorites section.

3. Click the minus sign icon to delete Contract Entry from My Favorites.

4. A Delete Confirmation window will display. Click the OK button.
5. Click the **Save** button.

**Edit Favorites**

Click the Save button after editing or deleting favorites.

There are no favorites.

6. When you next click the Favorites drop-down menu, the Contract Entry page should no longer be listed under My Favorites.

**Recently Used pages**

You can also backtrack to recently visited pages by looking at the Recently Used information under Favorites.
ChartFields are fields in SWIFT that provide the basic structure to segregate and categorize transactional and budget data, especially for processing and reporting purposes.

There are three classifications of ChartFields in SWIFT:

- **Statewide ChartFields** include Fund, Financial Department Identification (Fin DeptID), Appropriation ID and Account fields.
- **Agency Reporting ChartFields** include Statewide Cost, Agency Cost, SubAccount, Agency Cost 1 and Agency Cost 2 fields.
- **Project/Grant Reporting ChartFields** include PC Business Unit, Project, Activity, Source Type, Category and Sub-Category fields.
Effective Date

Effective Dates are dates when updates to information must take effect.

- The purpose of an Effective Date is to track changes to information in SWIFT and still maintain the history of that information in SWIFT.
- For example, updates to information may include changes to the following modules: Assets, Projects, Grants, Customers, and Vendors.
  
  Note: whenever you make updates to information in these modules, you must update the effective date using the Effective Date field—see Process Steps below for example.

Process Steps to update the Effective Date

Example: Update Effective Date for asset’s location and vendor’s address

Update the Effective Date after making changes to the location of an asset.

- Step 1: Search for an asset.
- Step 2: Find the information for the asset’s location.
- Step 3: Add a new row of information for the asset’s location.
- Step 4: Update the Effective Date.
- Step 5: Update the Location Code.

Step 1: Search for an asset.

1. **Navigation:** Main Menu, Asset Management, Asset Transactions, Owned Assets, Basic Add.
2. The Asset Basic Information page will display.
3. Make sure the Find an Existing Value tab is displayed.
4. Under the Search Criteria section, type “G1001” in the Business Unit field.

5. Type “000000000316” in the Asset Identification field.

6. Click the Search button.

7. The Asset Information will appear with the General Information tab displayed.
Step 2: Find the information for the asset’s location.

1. Click the Location/Comments/Attributes tab.

   ![Image of Location/Comments/Attributes tab](image)

2. The *Location* section that displays will read “1 of 1” (which indicates the number of rows in the *Location* section), and an old date will show in the *Effective Date* field.

   ![Image of Location section with old date](image)

Step 3: Add a new row of information for the asset’s location.

1. Click the plus (+) button to add a new row to the *Location* section.

   ![Image of adding a new row](image)

2. The *Location* section will now read “1 of 2” (indicating a new row has been added to the *Location* section), and a new date will show in the *Effective Date* field.

   ![Image of updated Location section](image)
Step 4: Update the Effective Date.

1. To ensure the *Effective Date* field has the current date, click the calendar icon.
2. When the calendar displays, click to select the Current Date link.

Step 5: Update the Location Code.

1. Select the location code for the Department of Admin Human Resources by clicking the Look up glass for the *Location* field.
2. In the Look Up Location window, type "G02015%" in the Location Code field.

3. Click the Look Up button.

4. From the Search Results that display, click to select ADMIN/HUMAN RESOURCES.

5. Address information for ADMIN/HUMAN RESOURCES will now appear in the Address field.

6. Click the Save button to save the updates to the location for the asset.
Workflow

Workflow refers to SWIFT processes that involve multiple users and the routing of data between users.

Users can check their workflow via the Worklist.

Worklist

A Worklist is a list of business transactions (known as “Worklist Items”) pending action in a user’s workflow.

- What workflow transactions appear in your worklist will depend on your workflow roles, which give users security access to access pages to complete their work.
- For example, Resource Managers are responsible for approving changes to assignment dates, so they access the Assign Resource page from their Worklist to approve these transactions.

Process Steps to access the Worklist

To access your Worklist, click the Worklist link (located toward the top right of the screen), and your Worklist will display showing all Worklist Items you will need to work on.

- Step 1: View Worklist.
- Step 2: View Worklist Items.

Step 1: View Worklist.

1. Click the Worklist link (located toward the top-right side of the screen).

2. The Worklist page will display showing all Worklist Items you will need to work on.
Step 2: View Worklist Items.

1. When the Worklist page displays, it will show all transactional items that you’ll need to work on.
2. To see the details for the transactions, click the Detail View link.

3. To view and/or begin working on a transactional item, click the item under the Link column.

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

- Clear the cache.
- View My Page.
- Use menus, pages, tabs, fields, drop-down lists, Look up glasses, buttons and links.
- Follow breadcrumbs and drop-down menus.
- Sort and search menu folders.
- Type using wildcards.
- Add and edit pages to My Favorites.
- Find Recently Viewed pages.
- Understand ChartFields.
- Update the Effective Date.
- Review Workflow and Worklist.
Lesson Summary

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

• Understand background information about SWIFT, including:
  – state budget basics
  – the transition from MAPS to SWIFT
  – security roles
  – how to log in to SWIFT

• Navigate SWIFT and perform the following tasks:
  – clear the cache
  – select My Page
  – Personalize content, layout, Pages, and Lines
  – use Menus/submenus, Pages, Tabs, Fields, Drop-down lists, the Look up glass, Buttons, and Links
  – Follow Breadcrumbs, and Drop-down menus
  – Sort and Search menu folders
  – use Wildcards
  – Add and Edit Pages
  – read ChartFields
  – update Effective Dates
  – view Workflow and Worklists
Lesson 2: System Modules

Lesson Overview

Functionalities in SWIFT are organized by a total of seventeen modules, which encompass procurement, financial and reporting functionalities.

After completing this lesson, you should be able to:

- Understand Procurement, Financials, and Reporting functionalities.
- Recognize the definitions and abbreviations of modules on SWIFT for these functionalities.
- Be able to run inquiries, queries, and reports.

Procurement

Topic Overview

Procurement includes six modules for purchasing goods and services.

- eProcurement
- Purchase Order
- Strategic Sourcing
- Supplier Contract
- Catalog Management
- Inventory

eProcurement

Procurement refers to creating/managing purchase orders for goods/services to establish an encumbrance.

- Purchase Order (PO): a document to authorize a purchase and establish an encumbrance.
- Encumbrance: an amount committed for spending on a purchase.

eProcurement (ePRO) refers to creating/managing requisitions.

- Requisition: a document to initiate purchase and establishes a pre-encumbrance.
- Pre-encumbrance: an amount expected to be spent on a purchase.

For more information on ePRO, see the ePRO Quick Reference Guides.
Purchase Order

Purchase Orders (POs) refer to issuing documents to procure goods/services.

- **Buyer (Administrator):** a state agency employee who creates the PO (e.g., administers contracts, encumbers funds and enters POs in SWIFT).
  
  **Note:** the PO module in SWIFT is not the same as actual procurement of goods and services for the state (e.g., soliciting bids, creating term contracts and acquisitions, etc.), which is carried out by the Office of State Procurement (OSP).

For more information on POs, see the Purchase Orders User Guides and Quick Reference Guides.

Strategic Sourcing

Strategic Sourcing (SS) refers to purchasing goods/services from vendors through a process of events and competitive bidding by vendors.

- **Vendor (Supplier):** the person/organization that supplies goods/services.
- **Event (Solicitation):** a document requesting a response from vendors for goods/services.
- **Bid:** a response to an event submitted by vendors.
- **Award:** choosing a vendor for goods/services.
- **Receipt:** a document that confirms the receipt of goods/services.

For more information on SS, see the Strategic Sourcing User Guides and Quick Reference Guides.

Supplier Contract

Supplier Contracts (SCs) refers to the process of creating/managing contracts for vendors (suppliers).

- **Contract:** an agreement between two or more parting to create an obligation, which is enforceable or otherwise recognizable by law.
- **Obligation:** when one party provides goods/services, and the other party pays for the obligation.

There are two types of contracts:

- **Commodity Contracts:** contracts for construction, goods or non-technical/non-professional services.
- **Professional Contracts:** contracts for services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming or recommendation.

For more information on SCs, see the Supplier Contracts User Guides and Quick Reference Guides.
Catalog Management & Inventory

Catalog Management (CG) refers to managing data used to procure goods/services—such data includes defining items and managing codes for categories.

- **Item**: a product, material or service.
- **Category**: grouping similar goods/services for reporting and analysis, as represented by the UNSPSC in SWIFT.
- **United National Standard Products and Services Code (UNSPSC)**: a universal coding system to classify products and services.

Inventory (IN) refers to tracking and managing inventory requests.

For more information on CG and IN, see the Supplier Contracts User Guides and Quick Reference Guides and the Purchase Orders User Guides and Quick Reference Guides.

Having completed this topic, you should now have a basic understanding of the six modules for Procurement:

- eProcurement (ePRO)
- Purchase Order (PO)
- Strategic Sourcing (SS)
- Supplier Contract (SC)
- Catalog Management (CG)
- Inventory (IN)
Financials

Topic Overview

Financials includes eleven modules in SWIFT for managing money, including General Ledgers (GLs) for agencies and Automated Clearing House (ACH) transactions and checks for vendors.

- General Ledger
- Accounts Payable
- Billing
- Accounts Receivable
- Commitment Control
- Asset Management
- Grants Management
- Project Costing
- Cash Management
- Cost Allocation
- Vendor

General Ledger

General Ledger (GL) refers to the online repository on SWIFT for financial transactions, which include data for business units and journal entries.

- Business Unit: an entity in SWIFT that typically corresponds to an agency (all agencies use MN001).

For more information on GL, see the Accounts Payable User Guides and Reference Guides and the Accounts Receivable User Guides and Reference Guides.
Accounts Payable

Accounts Payable (AP) refers to creating/managing payments to vendors via vouchers.

- **Voucher**: invoice data to request a payment.
- **Invoice**: a document received from the vendor requesting a payment.
- **Matching**: consistency between PO, receipt and voucher.

For more information on AP, see the Accounts Payable User Guides and Reference Guides.

Billing

Billing (Bi) refers to creating/managing bills to customers purchasing goods/services.

- **Billing invoice**: a bill that has been printed (equivalent to an Item in AR).
- **Pro Forma**: copy of invoice to proofread and correct for errors.

For more information on Bi, see the Billing User Guides and Reference Guides.

Accounts Receivable

Accounts Receivable (AR) refers to managing payments to the state.

- **Item**: an invoice when it moves into Accounts Receivable status (equivalent to a Billing Invoice in Bi).
- **Payment Predictor**: process that automatically applies payments and closes items.
- **Dunning Letter**: notification to customer that an item is past due.

For more information on AR, see the Accounts Receivable User Guides and Reference Guides.

Commitment Control

Commitment Control (KK) refers to managing transactions and running budget reports.

- **Budget Check**: verification of funds and their availability.
- **Budget Period**: the time segment to divide budgets (fiscal year for non-projects; original year for continuing appropriations).

For more information on KK, see the Budget Commitment Control User Guides.
Asset Management

Asset Management (AM) refers to tracking state-owned assets.

- **Assets**: tangible and intangible items owned or leased by the state, including capital, non-capital and sensitive assets.

For more information on AM and assets, see the Asset Management User Guides and Quick Reference Guides.

Grants Management

Grants Management (GM) refers to tracking grants to the state.

- **Sponsor**: an entity providing grant(s) or funding for project(s).
- **Proposal**: details about the sponsor and project funded by a grant.

For more information on GM, see the Grants (Incoming) User Guides and Quick Reference Guides.

Project Costing

Project Costing (PC) refers to tracking and reporting costs for projects.

- **Project ID**: the unique number assigned to identify a project.
- **Project Status**: that status that determines if a project is still active.
- **Control Dates**: the start date and the end date for a project.

For more information on PC, see the Project Costing User Guide.

Cash Management & Cost Allocation

Cash Management (CM) refers to viewing banking pages, reconciling financial transactions in bilateral netting, and running reports and queries.

Cost Allocation (CA) refers to distributing amounts to business units, projects, etc.
Vendor

Vendor (VND) refers to managing vendor information needed for purchasing and paying for goods/services.

- Vendor (Supplier): the person/organization that supplies goods/services.
- Supplier Portal: the system vendors use to manage their information and interactions with the state, including purchasing, bidding, and payments.

For more information on VND, see Accounts Payable Agency Vendor Inquiry, Entry, and Maintenance and Searching for Revenue Setoff Vendors.

Having completed this topic, you should now have a basic understanding of the eleven modules for Financials:

- General Ledger (GL)
- Accounts Payable (AP)
- Billing (Bi)
- Accounts Receivable (AR)
- Commitment Control (KK)
- Asset Management (AM)
- Grants Management (GM)
- Project Costing (PC)
- Cash Management (CM)
- Cost Allocation (CA)
- Vendor (VND)
Reporting

Reporting Overview

Reporting includes three methods to look up procurement and financial information in SWIFT.

- Inquiries
- Queries
- Reports

Inquiries

Inquiries let you search for data associated with fields on a page.

Inquiries are located within modules under the Review submenu.

- For example, search for data from the Purchase Order page (Add/Update POs)—see Process Steps below for example.

Process Steps to run an Inquiry

*Example: Run an Inquiry for Purchase Order data*

To run an Inquiry for a Purchase Order (PO), complete the following steps:

- Step 1: Navigate to Inquiry and enter search criteria.
- Step 2: View a search result from the Inquiry, or run a new Inquiry.
Step 1: Navigate to Inquiry and enter search criteria.

1. **Navigation**: Main Menu, Purchasing, Purchase Orders, Review PO Information, Purchase Orders.
2. The Purchase Order Inquiry page will display.
3. Enter the relevant data into fields under Search Criteria section to search for a PO—e.g., PO ID, Origin, Contract ID, etc. (To narrow the search results, enter more criteria.)
4. Click the Search button.
5. A list of Search Results will display below the Search Results section.
Step 2: View a search result from the Inquiry, or run a new Inquiry.

1. From the list of Search Results, click to display a particular PO.
2. The Purchase Order page will display.
3. To run a new Inquiry, click the Return to Search button.
Queries

Queries let you perform customized searches for information in a particular module. For example, you can run a query to look up vendor names and numbers in the Vendor module.

Queries are located under the Reporting Tools Menu.

Process Steps to Run a Query

To run a Query, complete the following steps:

- Step 1: Navigate to Query Viewer and open a query window.
- Step 2: Run the query and view search results.

Step 1: Navigate to Query Viewer and open a query window.

2. The Query Viewer page will display.
3. In the Search By field, make sure “Query Name” is selected.
4. In the begins with field, the naming convention for a particular query: M_XX
   - M = Minnesota – always start with this letter
   - XX = abbreviation of a SWIFT module – e.g., AP = Accounts Payable, VND = Vendor module
5. Click the Search button.
6. A list of Search Results will display below the Query section. (See Vendor example below.)
7. These Search Results show the different kinds of queries that are available for a particular module.

8. Click the HTML link to open a particular query.

   (Note: you can also click the Excel link to open up query results in an Excel spreadsheet.)

---

### Step 2: Run the query and view search results.

1. The query window will open.
2. In the open field, type your search criteria (use the % symbol as a wildcard if helpful).
3. Click the View Results button.

---

### M_VND_GBL_DBNAME - Search for Vendor by DBA Name

<table>
<thead>
<tr>
<th>DBA Name (Use % as wild card):</th>
</tr>
</thead>
</table>

**View Results**

<table>
<thead>
<tr>
<th>DBA Name</th>
<th>Name 2</th>
<th>Vendor</th>
<th>Addr Seq Num</th>
<th>Eff Date</th>
<th>Email ID</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
<th>Vendor Name 1</th>
</tr>
</thead>
</table>

4. A list of query results will display.

   (Note: the query results will display in the query window if you selected HTML, or they will open up in an Excel spreadsheet if you selected Excel.)
Reports

Reports compile data using the Reports submenu.

Reports are located within modules and include two options for viewing financial information:

- Process Monitor
- Report Manager

Process Steps to run a report

View the Process Monitor

Process Monitor lets you view processing details on individual transactions or batch processes (multiple transactions).

- A batch process is scheduled to run at various times during the day or overnight in a predefined schedule (e.g., budget check, matching a voucher, vendor approval, etc.)
- Users may view processes in SWIFT modules manually or wait for batch processes to run automatically and then view them.

To view the Process Monitor, complete the following steps:

- Step 1: Open the Process Monitor and narrow your search.
- Step 2: View search results to determine the status of submitted work.

Step 1: Open the Process Monitor and narrow your search.

2. Make sure the Process List tab is selected.
3. In the *User ID* field, make sure your Employee ID number is entered.
4. Use the following optional fields to narrow your search for submitted work.
   - Leave the first *Type* field blank.
In the next field three fields, input the following information:

- Click the drop-down option to select either “Last” or “Date Range.”
- If “Last” was selected, type a number; if “Date Range” was selected, input a starting date.
- If “Last” was selected, select a time period (e.g., hours); if “Date Range” was selected, input an ending date.

- Leave all other fields blank.

5. Click the Refresh button to perform your search.

Step 2: View search results to determine the status of submitted work.

1. Search results will display under the Process List section.

2. A submitted process that has been completed successfully will display “Success” under the Run Status column.

3. If a submitted process has not yet been completed, a message other than “Success” will display under the Run status column.
4. To research why the process has not yet been completed, click the Details link.

5. The Process Details screen will display showing details about the processing.

6. Click the Message Log link to view any messages about this processing.
7. The Message Log screen will display with any messages explaining details about the processing.

![Message Log Screen](image)

8. To view further details, click the **Explain** button.

9. To return to the Process Details screen, click the **Return** button.
Run a Report using Report Manager

Report Manager is a page that lets you view reports about work items on SWIFT.

- For example, view a Purchase Order.

To run a report, complete the following steps:

- Step 1: Open the Report Manager and narrow your search.
- Step 2: View search results and open report.

Step 1: Open the Report Manager and narrow your search.

1. **Navigation**: Main Menu, Reporting Tools, Report Manager.
2. Click the Administration tab.
3. Type your Employee ID in the **User ID** field.
4. Use the following optional fields to narrow your search for reports.
   - Leave the first **Type** field blank.
   - In the next field three fields, input the following information:
     - Click the drop-down option to select either “Last” or “Date Range.”
     - If Last was selected, type a number; if “Date Range” was selected, input a starting date.
     - If “Last” was selected, select a time period (e.g., hours); if “Date Range” was selected, select an ending date.
   - Leave all remaining fields blank.
5. Click the **Refresh** button.
Step 2: View search results and open report.

1. A report will appear listed under the Report List section of Administration tab.

2. Click the Description link to open up the report.

Example of “Purchase Order” report

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

- Run inquiries to search for data associated with fields on a page.
- Run queries to searches for information in a particular module.
- Run reports using Process Monitor and Report Manager.
Additional Reporting Options

Additional Reporting Options Overview

There are two additional reporting options used by the state of Minnesota:

- SWIFT Data Warehouse
- Information Access Warehouse

SWIFT Data Warehouse

Data from SWIFT are loaded into the SWIFT Data Warehouse.

You can search for data in the SWIFT Data Warehouse using the Oracle Business Intelligence Enterprise Edition (OBIEE) tool, which organizes data in SWIFT DATA Warehouse according to Subject Areas.

For more information on searching SWIFT data using OBIEE, visit the SWIFT Data Warehouse webpage.

Information Access (IA) Warehouse

The Information Access (IA) Warehouse was the old reporting tool prior to SWIFT Data Warehouse.

IA Warehouse created Crystal Reports, which are interim reports of data prior to being available on OBIEE.

Crystal Reports are still used by Human Resources but not in SWIFT.

Lesson Summary

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

- Have a basic understanding of Procurement, Financials, and Reporting functionalities in SWIFT.
- Recall the definitions and abbreviations for modules on SWIFT.
- Be able to run inquiries, queries, and reports, and know about the OBIEE tool and the IA Warehouse.
Lesson 3: SWIFT Resources

Lesson Overview

For further assistance with SWIFT, there are a variety of resources available for state employees.

After completing this lesson, you should be able to:

- Access training resources.
- Contact the Help Desk.
- Receive Weekly Updates.

Training

Topic Overview

SWIFT training resources include both classes and user guides.

After completing this topic, you should be able to:

- Sign up for classes to learn SWIFT modules.

Classes

A variety of SWIFT classes are available to state employees who use SWIFT. These classes include classrooms, web-based training and webinars. Employees can sign up for a class using Enterprise Learning Management (ELM), which is available on the state of Minnesota Self Service site.

Process Steps to sign up for SWIFT classes

Employees can sign up for a class in the ELM on the state of Minnesota Self Service site.

- Step 1: Sign into Employee Self Service and navigate to ELM.
- Step 2: Enroll in a class.
Step 1: Sign into Employee Self Service and navigate to ELM.

1. Sign into Employee Self Service by entering your User ID (Employee ID) and password.

2. Navigate to the ELM page.

   Navigation: Main Menu, State of MN Self Service, Enterprise Learning Mgmt, ELM.
Step 2: Enroll in a class.

1. Click the Find Learning link.

2. The Find Learning page will display.

3. Search for classes to enroll in, such as classrooms, web-based training and/or webinars.

4. Click the Enroll button for a particular class to enroll in that class.

5. You will receive an email confirmation from ELM.Notification@state.mn.us stating that you have been enrolled in the class.
User Guides

The MMB website provides User Guides as well as Quick Reference Guides for employees.

- **User Guides** are full procedures for SWIFT modules.
- **Quick Reference Guides** are brief procedures for common tasks within SWIFT modules.

Process Steps to access User Guides and/or Quick Reference Guides

Employees can access User Guides and/or Quick Reference Guides from the MMB website.

- Step 1: Navigate to the Reference Guides page on the MMB website.
- Step 2: Find the User Guide or Quick Reference Guide.

**Step 1: Navigate to the Reference Guides page on the MMB website.**

1. Access the MMB website.
2. From the MMB website, hover over the following options to navigate to the Reference Guides page.
   - **Navigation**: Accounting, SWIFT, Training & Support, Reference Guides.
Step 2: Find the User Guide or Quick Reference Guide.

1. When the Reference Guides page displays, Click a Financial, Procurement, or Reporting module.
2. The module page will display listing the User Guides and Quick Reference Guides.

**Accounts Payable**

The Accounts Payable (AP) module in SWIFT provides the mechanism for the State to track and pay vendors for goods and services. These AP Reference Guides are organized by topic and document type.

**AP1: Reporting Tools**

User Guide

- Reporting Tools.pdf format | word format

**AP2: Voucher Entry, Maintenance, and Approval**

User Guide

- Accounts Payable User Guide.pdf format | word format

**Quick Reference Guides**

- Cancelling a Payment.pdf format | word format
- Date Definitions and Payment Processing.pdf format | word format
- Deleting, Closing & Unposting Vouchers.pdf format | word format
- Finalizing Purchase Order Lines.pdf format | word format
- Interfaced Vouchers Troubleshooting.pdf format | word format
- Journal Vouchers.pdf format | word format
- Match Exceptions.pdf format | word format
- Payment Status.pdf format | word format
- Pcard Accounts Payable Tasks.pdf format | word format
- Unpaid Voucher.pdf format | word format
- Voucher Entry Referencing PO.pdf format | word format

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

- Sign up for classes to learn SWIFT modules or related subject matter.
- Access SWIFT User Guides and Reference Guides.
Help Desk Support

Topic Overview

The SWIFT Help Desk is available if you need assistance with any SWIFT module.

After completing this topic, you should be able to:

- Contact the SWIFT Help Desk.
- Know about SWIFT Vendor Resources.

Help Desk Hours and Contact Information

The SWIFT Help Desk is available from 7:30 a.m. to 4:00 p.m., Monday through Friday.

You may contact the SWIFT Help Desk via phone or email.

- Phone: 651-201-8100 (Option 2)
- Email: swifthelpdesk.mmb@state.mn.us

Note: The Help Desk is closed on holidays.

Please see the SWIFT Help Desk webpage for more details.

Vendor Help

Vendors who have questions will need to contact a different help line, depending on the question.

- See the SWIFT Vendor Resources webpage for details.

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

- Call or email the SWIFT Help Desk for assistance with SWIFT modules.
- Refer to the SWIFT Vendor Resources for assistance with vendor-related issues.
Weekly Updates

Topic Overview

Users of SWIFT need to be aware of any past, current, or future updates to the Financial Management System. The SWIFT Newsletter is emailed out on a weekly basis to update users about SWIFT.

After completing this topic, you should be able to:

- Read about SWIFT updates online.
- Subscribe to the SWIFT Newsletter.
- Sign up for Weekly Updates about SWIFT.

Weekly Updates Overview

You can read about weekly updates to SWIFT online by looking at the SWIFT Update webpage.

You can read about past updates to SWIFT by looking at the Previous Updates webpage.

You can receive email notifications about Weekly Updates to SWIFT by subscribing to the SWIFT Newsletter.

Process Steps to sign up for Weekly Updates

To sign up for Weekly Updates, subscribe to the SWIFT Newsletter.

- Step 1: Navigate to the Email Lists page on the MMB website.
- Step 2: Subscribe to the SWIFT Newsletter.
Step 1: Navigate to the Email Lists page on the MMB website.

1. Access the MMB website.
2. From the MMB website, hover over the following options to navigate to the Email Lists page.
   - **Navigation:** Accounting, SWIFT, General Information, Email Lists.
Step 2: Subscribe to the SWIFT Newsletter.

1. When the Email Lists page displays, click the SWIFT Newsletter link.
2. When the Email Subscriptions page displays, enter your email address, and then click **Submit**.

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

- Read about updates to SWIFT on the SWIFT Update webpage.
- Subscribe to the SWIFT Newsletter.
- Receive Weekly Updates about SWIFT.

**Lesson Summary**

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

- Access training, including classes and User Guides.
- Contact SWIFT Help Desk Support.
- Sign up for and receive Weekly Updates.
Course Summary

Having completed this user guide, you now understand the following topics:

- The Financial Management System, including background information and how to navigate SWIFT.
- System Modules in SWIFT for Procurement, Financials and Reporting functionalities.
- SWIFT Resources, including Training, Help Desk Support, and Weekly Updates.

Key Words for SWIFT

The following glossary is a complete list of key words that are commonly used while working in SWIFT modules.

<table>
<thead>
<tr>
<th>Key Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Account is a ChartField that classifies the nature of a transaction, such as cash and supplies. The values in this field determine whether or not transactions are classified as assets, liabilities, equities, revenues or expenditures. All transactions in SWIFT will have an Account. (See ChartField.)</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>Accounting Date is the date when a transaction is recognized, as distinct from the date the transaction actually occurred (although the two dates can be the same). The accounting date determines the period in the General Ledger in which the transaction will be posted. Users can select an accounting date that falls only within an open period in the ledger to which they are posting.</td>
</tr>
<tr>
<td>Accounting Entry Template</td>
<td>Accounting Entry Template is a user-defined table that controls the use of system-generated accounting lines in the posting processes.</td>
</tr>
<tr>
<td>Accounting Period</td>
<td>Accounting Period is the fiscal period used to provide reporting on an accrual basis. The accounting period is identified by one or two digits beginning with 1 for July and ending with 12 for June.</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Accounts Receivables are created when the state provides a service or assesses a fine or tax and then sends a bill requesting payment.</td>
</tr>
<tr>
<td>Account Type</td>
<td>Account Type means the kind of account used in the SWIFT General Ledger, such as Asset, Liability, Equity, Revenue and Expense.</td>
</tr>
<tr>
<td>Activity</td>
<td>In the Grants Management and Project Costing Modules, Activity is a Project Costing ChartField that specifies the funding source of a Project.</td>
</tr>
<tr>
<td>Adjusting Entry Periods</td>
<td>Adjusting Entry Periods (similar to Period 13 in MAPS) record adjustments through Journals after the hard close of the Actuals.</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ledger and book CAFR adjustments to the MODACCRUE or FULLACRUE Ledgers. Access is restricted by role and approved through Workflow.</td>
<td></td>
</tr>
<tr>
<td>Agency Project Manager/Readiness Coordinator (PM/RC)</td>
<td>When the SWIFT Project was organized, each agency identified a Project Sponsor, Project Manager (PM) and Readiness Coordinator (RC), referred to as an Agency Implementation Team. For smaller agencies, these roles were combined. The Project Manager and/or Readiness Coordinator (PM/RC) roles serve as the primary point of contact to the SWIFT Project Team, manage agency assignments and prepare the agency and end-users for implementation.</td>
</tr>
<tr>
<td>Agency Sponsor</td>
<td>When the SWIFT Project was organized, each agency identified a Project Sponsor, Project Manager (PM) and Readiness Coordinator (RC), referred to as an Agency Implementation Team. For smaller agencies, these roles were combined. The Agency Project Sponsor role provides management oversight, ensures resources for assignments, and reviews and signs off on agency decisions.</td>
</tr>
<tr>
<td>Agency Relationship Managers (ARMs)</td>
<td>Agency Relationship Managers (ARMs) are members of the SWIFT Enterprise Readiness Team. They are liaisons between the SWIFT Project and agency Project Managers/Readiness Coordinators. Their job is to communicate SWIFT information to state agencies, help agencies get their questions answered and work with agencies on agency assignments.</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable Module.</td>
</tr>
<tr>
<td>Appropriation</td>
<td>An Appropriation legally authorizes spending or the collection of receipts as specified in session laws or state statutes.</td>
</tr>
<tr>
<td>Appropriation ID</td>
<td>The Appropriation ID is a seven-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency’s expenditures.</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivable Module.</td>
</tr>
<tr>
<td>ARP</td>
<td>Accounting Reconciliation Package.</td>
</tr>
<tr>
<td>AR Update</td>
<td>AR Update is a process to create an open Item or Invoice in Accounts Receivable and prepare related accounting entries to be picked up by GL.</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Automated Schedule</td>
<td>Automated Schedule Process is a SWIFT process scheduled to run automatically—for example Journal Generate, AR Update and Single Action.</td>
</tr>
<tr>
<td>Process</td>
<td></td>
</tr>
<tr>
<td>Background Process</td>
<td>In a client/server environment, the Background Process is any task or process that is grouped with another task or process and runs behind the scenes. It is usually scheduled to run on a regular basis.</td>
</tr>
<tr>
<td>BI</td>
<td>Billing Module.</td>
</tr>
<tr>
<td>Bill Line Adjustment</td>
<td>Bill Line Adjustment refers to adjusting a single line on a bill. Once an adjustment is made to a line, that same line cannot be adjusted again.</td>
</tr>
<tr>
<td>BPI</td>
<td>Business Process Implementation (BPI) is a method for designing and putting into practice business systems. For SWIFT, each state agency was asked to assess the potential impact of SWIFT on agency business processes and end users. Then agencies developed and executed corresponding action plans for transitioning the agency and end users to SWIFT.</td>
</tr>
<tr>
<td>Budget Check</td>
<td>Budget Check is the process of validating the transaction against the available budget.</td>
</tr>
<tr>
<td>Budget Check Errors</td>
<td>When the Budget Check Process is run, Budget Check Errors may result from using an incorrect fund on a transaction.</td>
</tr>
<tr>
<td>Budget Configuration</td>
<td>Budget Configuration is a central function that sets up statewide parameters for the Budget Module.</td>
</tr>
<tr>
<td>Budget Import</td>
<td>Budget Import is a process that imports budget Journals for zero and state budget Ledgers.</td>
</tr>
<tr>
<td>Budget Inquiry</td>
<td>Budget Inquiry allows users to view pages and data but not add, change or delete transactions.</td>
</tr>
<tr>
<td>BR</td>
<td>A Budget Request (BR) occurs when a user requests that the process runs to budget Journals, which refer to appropriations, allocations, revenue budgets and expense budgets. Generally in MAPS, a Budget Request is an expense budget Journal, in which the appropriation is</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>requested and then set up by MMB. The same process occurs in SWIFT as an internal control.</td>
<td></td>
</tr>
<tr>
<td>Business Unit</td>
<td>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).</td>
</tr>
<tr>
<td>Branch</td>
<td>Branch is a Tree Node that rolls up to Nodes above it in the summary hierarchy defined in the Tree Manager.</td>
</tr>
<tr>
<td>CAFR</td>
<td>The Comprehensive Annual Financial Report (CAFR) includes the financial statements for the state and the disclosures necessary to accurately present the financial condition of all state funds and the state component units for the previous fiscal year. This report has been prepared in accordance with generally accepted accounting principles (GAAP) for governmental units and has earned an unqualified audit opinion.</td>
</tr>
<tr>
<td>Category</td>
<td>Category refers to the level at which the budget is controlled: Category 1 is payroll and benefits; Category 2 is all other budgeted expenditures; and Category 3 is all non-budgeted expenditures.</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>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.</td>
</tr>
<tr>
<td>ChartField</td>
<td>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.</td>
</tr>
<tr>
<td>ChartField Combination Edit</td>
<td>Also called Combo Edit, this process of editing Journal lines for valid ChartField combinations is based on user-defined rules.</td>
</tr>
<tr>
<td>ChartField Value Sets</td>
<td>ChartField Value Sets are predefined and may be selected in various SWIFT functions (as opposed to selecting each ChartField value every time they are needed).</td>
</tr>
</tbody>
</table>

Released December 1, 2017 (Version 1)
<table>
<thead>
<tr>
<th>Key Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart String</td>
<td>Combining a series of ChartFields creates a Chart String. A Chart String is used to define, identify, categorize and sort a transaction.</td>
</tr>
<tr>
<td>Child</td>
<td>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 a Tree (see Tree).</td>
</tr>
<tr>
<td>CM</td>
<td>Cash Management Module.</td>
</tr>
<tr>
<td>Collection Status</td>
<td>Collection Status is a field in AR that identifies an Item (Invoice) sent to a collection agency.</td>
</tr>
<tr>
<td>Consolidated Bill</td>
<td>A Consolidated Bill combines several Invoices (or Items) onto one Invoice for a specific customer.</td>
</tr>
<tr>
<td>Contact Information</td>
<td>In the BI and AR Modules, Contact Information for a customer includes phone number, title, preferred method of communication, etc.</td>
</tr>
<tr>
<td>Control Group</td>
<td>Control Group controls voucher input into SWIFT by putting vouchers together. It is generally used for assigning vouchers to data entry personnel and for reviewing input.</td>
</tr>
<tr>
<td>Control Hierarchy</td>
<td>Control Hierarchy is the relationship between Business Units, origins, Vendors and control groups in SWIFT that defines which processing data will be automatically entered on each voucher.</td>
</tr>
<tr>
<td>Conversation Page</td>
<td>In BI and AR Modules, conversations with customers can be documented on the Conversation Page.</td>
</tr>
<tr>
<td>Copy Journal</td>
<td>Two methods are available to copy a Journal. The first is the online process of copying a Journal from the Journal Lines page. The second method is achieved though the Copy Journal process.</td>
</tr>
<tr>
<td>CRT</td>
<td>CherryRoad Technologies Inc. (CRT) is the State of Minnesota’s prime Vendor for implementing SWIFT. CRT is a leading integrator of enterprise software and an Oracle PartnerNetwork Platinum Partner.</td>
</tr>
<tr>
<td>Customer</td>
<td>Payments for outstanding balances due are received from Customers, such as individuals or entities. Customers are set up and maintained centrally by MMB.</td>
</tr>
<tr>
<td>Customer Contact</td>
<td>A department or agency typically corresponds with a specific person, known as a Customer Contact, at a customer site.</td>
</tr>
<tr>
<td>Customer Information</td>
<td>Data such as address and contact information relating to the customer are maintained centrally by MMB as Customer Information in SWIFT.</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Customer Statements</td>
<td>In the AR Module, Customer Statements list all open Items (Invoices) on a customer's account.</td>
</tr>
<tr>
<td>Data Integrity</td>
<td>Data Integrity, or the validity of data, can be compromised in a number of ways:</td>
</tr>
<tr>
<td></td>
<td>• Human errors when data is entered</td>
</tr>
<tr>
<td></td>
<td>• Errors that occur when data is transmitted from one computer to another</td>
</tr>
<tr>
<td></td>
<td>• Software bugs or viruses</td>
</tr>
<tr>
<td></td>
<td>• Hardware malfunctions such as disk crashes</td>
</tr>
<tr>
<td></td>
<td>• Natural disasters such as fires and floods</td>
</tr>
<tr>
<td>Delete Journal</td>
<td>Journals that have not yet posted may be deleted. No audit trail exists for a Delete Journal, since it's a Journal that has been deleted.</td>
</tr>
<tr>
<td>Depreciation</td>
<td>Depreciation, in general, accounts for the loss of usefulness of an asset over time. Depreciation distributes the loss of financial value for an asset over its useful life.</td>
</tr>
<tr>
<td>Dunning Letters</td>
<td>In AR Module, Dunning Letters are used to notify the customer that an Item (Invoice) is past due, what the overdue amount is and when the due date occurs.</td>
</tr>
<tr>
<td>Detail Tree</td>
<td>Detail Tree is a Tree that employs ranges of detail values under each Node. Users must specify the detail values (see Tree), which allows SWIFT to summarize detailed data.</td>
</tr>
<tr>
<td>Drilldown</td>
<td>Drilldown is the act of moving from general to specific data is drill down. By drilling down, users can examine data underlying summarized information.</td>
</tr>
<tr>
<td>Dynamic Tree</td>
<td>Dynamic Tree is a Tree that takes its detail values directly from a table in the database, rather than from a range of values (see Tree), which allows SWIFT to summarize detailed data.</td>
</tr>
<tr>
<td>Edit</td>
<td>In General Ledger, Edit allows the user to specify which Journals to edit based on the Business Unit, ledger group, Journal source, system source, process partition ID, Journal ID and Journal date. General Ledger edits only those Journals that match a user’s request criteria or process parameters.</td>
</tr>
<tr>
<td>Edit Table</td>
<td>The Edit Table on the database has its own record definition, such as Department table. Since fields are entered into SWIFT, they can be</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>checked against an edit table to ensure data integrity and limit human error—for example, a Fin Dept ID entered matches an existing value in the table.</td>
<td></td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
<td>Effective Date is a method of dating information in SWIFT. Users can predate information to add historical data or postdate information to enter it before it actually goes into effect.</td>
</tr>
<tr>
<td><strong>EFT</strong></td>
<td>Electronic Funds Transfer.</td>
</tr>
<tr>
<td><strong>ELM</strong></td>
<td>Enterprise Learning Management (ELM) is an Oracle/PeopleSoft product that manages the complex tasks of scheduling, registration, records and delivery of statewide and external training. ELM delivers SWIFT training opportunities in the forms of computer-based self-study classes and standard instructor-led classes. SWIFT users access ELM through the employee Self Service portal.</td>
</tr>
<tr>
<td><strong>EPM</strong></td>
<td>The SWIFT Data Warehouse is an Enterprise Performance Management (EPM) system. EPM is an Oracle/PeopleSoft business intelligence system, which shifts the focus from data storage to an information management approach. Business intelligence takes raw data and transforms it to provide relevant reports and graphs that agency management can use to make decisions. A user-friendly tool (see OBIEE) will be used for data gathering, analysis and reporting, while providing additional flexibility and functionality for data presentation.</td>
</tr>
<tr>
<td><strong>ER</strong></td>
<td>Enterprise Readiness (ER) refers to the preparedness of state agencies for SWIFT implementation and the SWIFT Project’s role in facilitating that they are ready. The SWIFT ER team has the primary responsibility for leading and coordinating cultural change management with Minnesota state agencies. Key components include managing the training effort, acting as liaison to agencies on SWIFT assignments and communicating with agencies on change impacts and project progress.</td>
</tr>
<tr>
<td><strong>ERP</strong></td>
<td>SWIFT is an Enterprise Resource Planning (ERP) system. Definitions for ERPs vary somewhat depending upon the industry and how they will be used. In the case of SWIFT, ERP is a commercial software system (PeopleSoft) for accounting, procurement, human resources and payroll. It will process a large majority of the state’s administrative business processes and facilitate integrated and real-time planning, operations and customer response among those functions.</td>
</tr>
<tr>
<td><strong>ESS</strong></td>
<td>Employee Self-Service.</td>
</tr>
<tr>
<td><strong>Fin Dept ID</strong></td>
<td>Fin Dept ID (financial department identifier) represents the organizational function to which expenditures and other activities are charged.</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Fin Dept IDs form the basis for department budgets that track revenues and expenditures.</td>
<td>FSCM</td>
</tr>
<tr>
<td>Fund</td>
<td>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.)</td>
</tr>
<tr>
<td>GL</td>
<td>General Ledger Module.</td>
</tr>
<tr>
<td>GL Inquiry</td>
<td>In the General Ledger Module, GL Inquiry can be used to view pages and data but not to add, change or delete transactions or entries.</td>
</tr>
<tr>
<td>GM</td>
<td>Grants Management Module.</td>
</tr>
<tr>
<td>HCM</td>
<td>The State of Minnesota is using a PeopleSoft application called Human Capital Management (HCM). The state calls that system SEMA4 (Statewide Employee Management System). The 4 in SEMA4 refers to the four components of the system: Human Resources Processing, Payroll Processing, Benefits Processing and Reporting. Data from SEMA4 are integrated into the new SWIFT Data Warehouse and migrated to the GL.</td>
</tr>
<tr>
<td>Installment Billing</td>
<td>Installment Billing is a type of bill that can be set up to automatically bill a total amount in user-defined increments.</td>
</tr>
<tr>
<td>Inter</td>
<td>Inter refers to the common GL Business Unit used as the header Business Unit by all agencies to begin InterUnit transactions (between agencies).</td>
</tr>
<tr>
<td>InterUnit</td>
<td>InterUnit refers to transactions that happen between two different agencies when one agency incurs costs on behalf of another agency.</td>
</tr>
<tr>
<td>InterUnit Creation</td>
<td>InterUnit Creation is a user who creates InterUnit Journals.</td>
</tr>
<tr>
<td>Invoice</td>
<td>In the BI Module, Invoice is a bill that has been printed. The Invoice ID becomes the AR Open Item.</td>
</tr>
<tr>
<td>Item</td>
<td>In the AR and BI Modules, an Item is equal to an Invoice.</td>
</tr>
<tr>
<td><strong>Key Word</strong></td>
<td><strong>Definition</strong></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Items in Dispute</strong></td>
<td>In the AR Module, an Item is placed in dispute when there is an outstanding issue that needs to be resolved. When an Item is placed in dispute, it is not aged, and late charges will not be applied.</td>
</tr>
<tr>
<td><strong>Journal</strong></td>
<td>Journal consists of a header and either detailed or summarized entry lines.</td>
</tr>
<tr>
<td><strong>Journal Generator</strong></td>
<td>Journal Generator is the process of creating a Journal in GL from the subsystem accounting line tables such as AP, AR, Inventory, etc.</td>
</tr>
<tr>
<td><strong>Journal Generator Template</strong></td>
<td>Journal Generator Template is a table containing defaults used in Journal generation.</td>
</tr>
<tr>
<td><strong>Journal Header</strong></td>
<td>A Journal contains a Journal Header with information that uniquely identifies the Journal (Business Unit, Journal ID and Journal Date) along with other information such as long description, ledger group and ledger.</td>
</tr>
<tr>
<td><strong>Journal ID</strong></td>
<td>Journal ID is a ten–digit or ten-character identification for a Journal. (When the Journal ID begins with two alpha characters, these identify the Sub-Module—for example, AP for Accounts Payable.)</td>
</tr>
<tr>
<td><strong>Journal Line</strong></td>
<td>Journal Line is a record storing a double-sided, balanced entry for a given Journal. The sum of the monetary amounts for the Journal Lines in one journal totals zero (debits = credits). Journal Lines contain the monetary amounts and the ChartField values associated with each transaction.</td>
</tr>
<tr>
<td><strong>Journal Template</strong></td>
<td>Journal Template is a list of characteristics of the General Ledger Journal entries that will be created.</td>
</tr>
<tr>
<td><strong>Keyword</strong></td>
<td>Keyword is an identifier used to categorize conversations with customers.</td>
</tr>
<tr>
<td><strong>Ledger</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Ledger Group</strong></td>
<td>In SWIFT General Ledger, a Ledger Group is a group of ledgers consisting of one primary ledger and any number of secondary ledgers.</td>
</tr>
<tr>
<td><strong>Ledger Template</strong></td>
<td>Ledger Template is a table that contains records and fields common to all ledgers, which ensures that all ledgers specified in a ledger group share the same physical layout.</td>
</tr>
<tr>
<td><strong>Level</strong></td>
<td>Level is a section of a Tree that organizes groups of Nodes (see Tree.</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Location</td>
<td>Location is defined differently than address in AP: an address is physical street address; a location is a series of business rules agreed to between the Vendor and the state entity. Locations enable a user to indicate the different types of addresses a customer has (for example, one to receive bills, another for shipping, a third for postal deliveries and a separate street address). Each of these addresses has a different location number. In AP, a location stores information about how the state or agency does business with a given Vendor (for example, payment terms, discounts, etc.).</td>
</tr>
<tr>
<td>Matching</td>
<td>Matching is the process of applying system match control rules against voucher, purchase order and receiver documents, ensuring that an Invoice being entered reflects the amounts ordered and received before it is approved for payment.</td>
</tr>
<tr>
<td>Memo Billing</td>
<td>Memo Billing is a type of bill in which revenue is not recognized until payment is received. Usually Memo Billing will be used to bill for license renewals or something similar in which a bill is not legally required to be paid.</td>
</tr>
<tr>
<td>Module</td>
<td>SWIFT is organized by Modules, which are Financial, Procurement and HR-Payroll functional components. For example, Accounts Payable is a Module.</td>
</tr>
<tr>
<td>MAPS</td>
<td>Minnesota Accounting and Procurement System (MAPS) was replaced by Statewide Integrated Financial Tool (SWIFT) on July 1, 2011.</td>
</tr>
<tr>
<td>MTK</td>
<td>Methodology Tool Kit (MTK) is a set of specially designed tools used to help support the implementation of large scale Enterprise Resource Planning (ERP) projects such as SWIFT. The MTK is used in many phases of a project: Initiation, Design, Development, Validation and Post Production. The MTK application is also used by agencies to enter their Security Role Mapping data.</td>
</tr>
<tr>
<td>Node</td>
<td>A Node is an individual Item on a Tree (see Tree). Nodes summarize detailed data and may roll up into other Nodes or Levels.</td>
</tr>
<tr>
<td>nPlosion</td>
<td>nPlosion is an nVision feature that enables users to expand rows and columns in spreadsheets to underlying details, as with Drilldown.</td>
</tr>
<tr>
<td>nVision</td>
<td>nVision is a SWIFT tool.</td>
</tr>
<tr>
<td>OBIEE</td>
<td>The reporting tool that is delivered with the SWIFT Data Warehouse is called Oracle Business Intelligence Enterprise Edition (OBIEE). It includes two main components: Answers and Dashboards. Agencies will use the OBIEE Answers tool for reporting. Saved reports, whether system-delivered or agency user-developed, are organized in the Answers Report Catalog. OBIEE Dashboards provide end users with a customized collection of components, including narratives, reports</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>and alerts</td>
<td>and alerts, which appear by default when a user accesses the SWIFT Data Warehouse.</td>
</tr>
<tr>
<td>Open Periods</td>
<td>Open Period is an accounting period when transactions can post to a Sub-Module or the GL.</td>
</tr>
<tr>
<td>Origin</td>
<td>Origin represents a division, district or regional level within the agency and is the level directly below the Business Unit. An agency can only configure the origin at one level—for example, division only, district only or regional only. When this information is received from agencies, SWIFT will assign a three-digit origin value and provide the agency with a list of their assigned values. The origin is a required field that exists on the header level of requisitions, purchase orders, contracts and strategic sourcing event documents.</td>
</tr>
<tr>
<td>Parent</td>
<td>Parent is a Tree Node linked to lower-level Nodes (see Tree).</td>
</tr>
<tr>
<td>PayCycle</td>
<td>PayCycle refers to a set of rules that SWIFT uses to select scheduled payments for payment creation.</td>
</tr>
<tr>
<td>Payment Information</td>
<td>Payment Information is used to apply a payment to a customer's account—for example, check number, amount, customer and Item.</td>
</tr>
<tr>
<td>Payment Predictor</td>
<td>In the AR Module, Payment Predictor is a process that automatically applies payments and closes or reduces open Items (Invoices) on a customer's account. It pre-matches payments with Invoices to streamline payment processing.</td>
</tr>
<tr>
<td>Payment Selection</td>
<td>Payment Selection refers to a process in which SWIFT Payables selects scheduled payments that are eligible to be paid within a pay cycle.</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>Payment Terms are the customer rules that determine due dates, discount dates, discount amounts and due and discount grace periods.</td>
</tr>
<tr>
<td>Payment Terms Timing</td>
<td>Timing is a definition of the time interval used in payment terms, such as 30 days, 60 days, etc.</td>
</tr>
<tr>
<td>PC</td>
<td>Project Costing Module.</td>
</tr>
<tr>
<td>Pcard Holder</td>
<td>A Pcard Holder is assigned a Pcard (a Procurement Module payment method) and will reconcile those individual transactions weekly.</td>
</tr>
<tr>
<td>Posting</td>
<td>Posting is the process in which accounting entries are created or updated based on user transaction input and Accounting Entry Templates.</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Posting Status</td>
<td>Posting Status in the AR Module identifies whether or not an Item, payment, etc. has been posted to the GL. Statuses may include Posted, Not Posted, Pending, etc.</td>
</tr>
<tr>
<td>Prepaid</td>
<td>Prepaid relates to the share of estimated project costs that are deposited before the project begins.</td>
</tr>
<tr>
<td>Process Instance</td>
<td>Process Instance is the number the system assigns each job that runs in background processing. Users may use process instances to re-run a process or when communicating processing errors.</td>
</tr>
<tr>
<td>Process Scheduler</td>
<td>The Process Scheduler is a process that performs tasks behind the scenes. It can run several kinds of processes on a regular schedule, at user request, at a user workstation or on a server.</td>
</tr>
<tr>
<td>Program</td>
<td>Programs are identifying numbers track revenue and expenditures for federal or state programs within or across agencies. They help identify groups of related activities, cost centers, revenue centers and responsibility centers. (Also see ChartField.)</td>
</tr>
<tr>
<td>Project</td>
<td>Project is the primary Project Costing ChartField used to capture additional information for grant and project accounting.</td>
</tr>
<tr>
<td>Purchase Option</td>
<td>Purchase Option specifies a method of purchasing an Item. Purchase options specify a Vendor, associated lead times and costs for an Item.</td>
</tr>
<tr>
<td>Query</td>
<td>Query is a reporting tool that retrieves information from the SWIFT database.</td>
</tr>
<tr>
<td>Query Viewer</td>
<td>Query viewer allows users to search for and view data, but users cannot add, change or delete the information.</td>
</tr>
<tr>
<td>Report Creation</td>
<td>Report Creation creates nVision Reports or Queries.</td>
</tr>
<tr>
<td>Receiving Report</td>
<td>Receiving Report is a form used by a receiving function to inform others, such as the purchasing and accounting departments, of the receipt of goods purchased.</td>
</tr>
<tr>
<td>Record Definition</td>
<td>Record Definition is a logical grouping of data elements.</td>
</tr>
<tr>
<td>Recurring Journal Entry</td>
<td>Recurring Journal Entry is any entry that is automatically recorded in its entirety according to a fixed schedule. These entries contain the same ChartField values and amounts, such as monthly rent, lease payments and depreciation expense.</td>
</tr>
<tr>
<td>Report Scope</td>
<td>Report Scope is a feature that creates multiple instances of an nVision report using a single report request. Each instance contains data specific to an individual ChartField, such as a Business Unit or</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>department, or for a group of ChartFields, such as all sales departments. Using Report Scope, each report instance can share the same layout while containing data unique to these particular ChartFields.</td>
<td></td>
</tr>
<tr>
<td>Requisition</td>
<td>Requisition is an internal document by which an agency requests the purchasing department to initiate procurement (a purchase).</td>
</tr>
<tr>
<td>Reversal Journal</td>
<td>Reversal Journal is a Journal reversed out the next business day unless another option is chosen. Other options are as follows: beginning of next period, end of next period, next day, adjustment period or date specified by user. Reversal Journal is used by the General Ledger Module for adjustments and error corrections.</td>
</tr>
<tr>
<td>Run Control ID</td>
<td>Run Control enables users to predefine parameters that will be used for a given process request. The Run Control ID allows a user to pull in values from the last Run Control and apply them to a new Run Control.</td>
</tr>
<tr>
<td>Security Roles</td>
<td>Security Roles are a set of permissions that allows a user to perform certain functions within SWIFT.</td>
</tr>
<tr>
<td>SetID</td>
<td>SetID identifies various configuration values that can be used when entering a transaction. For instance, calendars are assigned to a SetID; in turn, each Business Unit is linked to a SetID for use in processing. Therefore, multiple Business Units can use the calendars configured under a specific SetID.</td>
</tr>
<tr>
<td>SEMA4</td>
<td>SEMA4 refers to the Statewide Employee Management System for the State's Payroll, Human Resources and Benefits System. The 4 in SEMA4 refers to four features: Human Resources Processing, Payroll Processing, Benefits Processing and Reporting.</td>
</tr>
<tr>
<td>Setting Items to Post</td>
<td>When an Item is set to post, AR will be updated, and GL will be posted after the AR update process. Batch standard tells the system to process the AR update.</td>
</tr>
<tr>
<td>Sibling</td>
<td>Sibling is a Node at the same Level as another Node, where both roll up to the same Parent, which allows SWIFT to summarize detailed data.</td>
</tr>
<tr>
<td>SJE</td>
<td>Standard Journal Entry.</td>
</tr>
<tr>
<td>SMEs</td>
<td>Subject Matter Experts (SMEs) are specialists from state agencies who provide input on business processes and needs for new systems, such as PeopleSoft.</td>
</tr>
</tbody>
</table>
| SRM           | Security Role Mapping (SRM) defines the functions, screens and data available to each user working in SWIFT. Role mapping applies to all
<table>
<thead>
<tr>
<th>Key Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>functions available in SWIFT and the Data Warehouse, including viewing data.</td>
<td>Source is a two-character identifier for the origin of the Journal—e.g., AP represents accounts payable.</td>
</tr>
<tr>
<td>Source Type is a Project Costing ChartField that represents a category of costs or revenue in the GM and PC Modules.</td>
<td>SOW outlines the deliverables provided by the SWIFT Project’s primary Vendor, CherryRoad Technologies, Inc. (CRT), to bring SWIFT to go live on time and on budget. SOW is an agreement between the State of Minnesota and CRT on what work will be completed during the SWIFT Project.</td>
</tr>
<tr>
<td>SpeedChart Keys are used in place of individual ChartField combinations to define multiple accounting distributions during data entry.</td>
<td>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.</td>
</tr>
<tr>
<td>Spread Journals are for transactions that proportionately spread the entire cost throughout the year.</td>
<td>Statistical Journals record statistical information for reporting and allocations.</td>
</tr>
<tr>
<td>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.</td>
<td>Structural Query Report (SQR) is a type of printed or displayed report generated from data extracted from SWIFT. SWIFT applications provide a variety of standard SQRs that summarize table information and data. These reports may be customized or user-created.</td>
</tr>
<tr>
<td>Sub-Module Journals are generated by transactions from Modules other than GL—for example, the AP Sub-Module.</td>
<td>Subsystems are non-SWIFT systems that have transactions posted via SWIFT General Ledger.</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Summary Ledger</td>
<td>Summary Ledger is an accounting feature used primarily in allocations, inquiries and PS/nVision reporting to store combined account balances from detail ledgers. Summary Ledgers increase the speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested.</td>
</tr>
<tr>
<td>Summary Tree</td>
<td>Summary Tree rolls up accounts for each type of report into summary ledgers. In a Summary Tree, detail values are Nodes on a Tree (known as the Basis Tree).</td>
</tr>
<tr>
<td>SWIFT</td>
<td>Statewide Integrated Financial Tools (SWIFT) replaced Minnesota Accounting and Procurement System (MAPS) as the state of Minnesota’s official financial and procurement system on July 1, 2011.</td>
</tr>
<tr>
<td>Table</td>
<td>Table is the underlying format that stores data according to columns (fields) and rows (records or instances).</td>
</tr>
<tr>
<td>Template</td>
<td>Templates are Journals of regular, periodic transactions charged to the same ChartField combinations using varying amounts.</td>
</tr>
<tr>
<td>1099 Manager</td>
<td>The 1099 Manager reviews and verifies 1099 transactions for agencies.</td>
</tr>
<tr>
<td>TimeSpans</td>
<td>TimeSpans are relative periods, such as year-to-date or current period, which PeopleSoft General Ledger functions and reports use whenever &quot;rolling&quot; timeframes, rather than specific dates, are required.</td>
</tr>
<tr>
<td>Transaction Code</td>
<td>Transaction Code indicates the appropriate inter-unit and intra-unit payable or receivable account. This code is not used in Asset Management.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Transaction Date is the date a transaction actually occurs, as opposed to the date the transaction is recognized (also known as the accounting date, although the two dates can be the same).</td>
</tr>
<tr>
<td>Transfer Worksheet</td>
<td>In AR, the Transfer Worksheet is for transfer tasks, which transfer an Item (Invoice) from one customer to another, or from one Business Unit to another.</td>
</tr>
<tr>
<td>Tree</td>
<td>Tree is the organizing structure in SWIFT that displays relationships between all accounting units (e.g., divisions, projects, reporting groups, account numbers, etc.) and determines roll-up hierarchies. A Tree allows SWIFT to summarize detailed data.</td>
</tr>
<tr>
<td>UAT</td>
<td>User Acceptance Testing (UAT) involves end users performing final testing of SWIFT prior to production.</td>
</tr>
<tr>
<td>Key Word</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Unit of Measure (UOM)</td>
<td>Unit of Measure (UOM) indicates how an Item is measured. Depending on the application, units of measure might describe dimensions, weights, volumes or amounts of locations, containers or business activities. Examples include inches, pounds, work hours and standard cost dollars.</td>
</tr>
<tr>
<td>Unpost Journal</td>
<td>Unpost Journal is the process that cancels a transaction after it is posted. The unpost process also will unpost any related Journal entries to the Journal and create an audit trail for the Unposted Journal.</td>
</tr>
<tr>
<td>UNSPSC</td>
<td>UNSPSC is an acronym for the United Nations Standard Products and Services Code, a coding system to classify both products and services for eCommerce. The UNSPSC was jointly developed by the United Nations Development Programme (UNDP) and Dun &amp; Bradstreet Corporation in 1998. It is currently managed by GS1 US, which is responsible for overseeing code change requests, revising codes, issuing regularly scheduled updates to codes, and managing special projects and initiatives.</td>
</tr>
<tr>
<td>UPK</td>
<td>User Productivity Kit (UPK) was an old training application used to develop and teach SWIFT courses.</td>
</tr>
<tr>
<td>User Code</td>
<td>User Codes are used for specific agency costing needs over and above the statewide structure provided. These needs would typically be smaller scale projects that do not warrant establishing a project value.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Vendor is a supplier of goods or services. Vendor is synonymous with Supplier.</td>
</tr>
<tr>
<td>Vendor File</td>
<td>Vendor File is an accumulation of financial and procurement information related to a Vendor.</td>
</tr>
<tr>
<td>Workflow</td>
<td>Workflow refers to multiple steps in a business process. For example, when a Vendor Invoice is entered into the system, the Invoice will go through an approval and payment process: someone reviews and approves the Invoice, and another submits payment to the Vendor. This workflow process includes notifying the different people involved via email or worklist updates.</td>
</tr>
<tr>
<td>Worksheet</td>
<td>Worksheets are generally used to perform mass maintenance tasks in SWIFT, such as assigning depreciation to more than one asset at a time.</td>
</tr>
</tbody>
</table>