



Appropriation Maintenance Application (AMA)

User Guide

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AMA - Appropriation Maintenance Application User Guide

User Guide Overview

The AMA user guide provides instructions about how to enter appropriation requests into the Appropriation Maintenance Application (AMA) that will be uploaded to the SWIFT (Statewide Integrated Financial Tools) and/or BPAS (Budget Planning and Analysis System) systems. Learning objectives covered in this User Guide include:

- How to request appropriations for the upcoming biennium
- How to enter requests to add new or modify existing appropriations outside of the biennium process
- How to approve agency requests as an Agency Approver or an EBO approver
- How to monitor requests through the approval process until the SWIFT and/or BPAS systems are updated

AMA System Access

Unlike other statewide budget systems, the AMA security is tied to SWIFT's. Only agency staff who have SWIFT access to enter Commitment Control budget journals will be able to enter appropriation requests in AMA. Only staff who can approve budget journals in SWIFT will be able to approve AMA transactions.

SWIFT Role	AMA Access
Budget Journal Entry M_FS_KK_BUD_JRNL_ENTRY	Enter SWIFT and BPAS appropriation requests and view status.
Budget Journal Agency Approver M_FS_WF_KK_JRNL_AP_01	Approve SWIFT and BPAS agency appropriation requests and view status.

Roles are requested by submitting a Request for Access to SWIFT Statewide System form located on the MMB website (<https://www.mn.gov/mmb/accounting/swift/security/>).

User Guide Outline

Chapters covered in this user guide include the following:

Chapter	Description
Chapter 1	Login and Navigation. Learn about AMA security, how to log into AMA, how to view the Home screen and appropriation listings displayed on various screens in AMA.
Chapter 2	Create a New Appropriation
Chapter 3	Modify an Existing Appropriation
Chapter 4	Copy an Existing Appropriation
Chapter 5	Create Biennium Appropriations
Chapter 6	Create a New Non-Dedicated Appropriation
Chapter 7	Modify an Existing Non-Dedicated Appropriation
Chapter 8	Recall a Transaction
Chapter 9	Approve Requests
Chapter 10	Search for AMA Transactions and Monitor Status
Chapter 11	Attachments

What is an Appropriation?

An appropriation legally authorizes spending of public funds or the collection of receipts as specified in session laws or state statutes. Spending is controlled at the appropriation level and managed through expense budgets. Appropriations are established prior to the beginning of each biennium. The sources of funding for an appropriation are typically: state direct appropriation, federal grants, dedicated receipts, or bond proceeds. A non-dedicated appropriation is used for fund-level deposits. Non-dedicated appropriations are established in only one budget period and do not allow authorized spending.

The Statewide Operating Policies and Procedures related to establishing budgets and appropriations are located on the [MMB Statewide Financial Policies website](#) and are linked below:

- [MMB Statewide Operating Policy 0301-01 Establishing Budgets](#)
- [MMB Statewide Operating Procedure 0301-01.1 Establishing Appropriation Budgets](#)

The [Budget and Accounting Instructions](#) provide guidance on establishing and closing budgetary accounts in SWIFT. These instructions give state agencies information on how to prepare for year-end close, how to establish budgets for the new budget period, and the timeframe mandated for closing and establishing budgets. The Budget and Accounting instructions are updated on an annual basis.

What is AMA and why was it created?

AMA stands for Appropriation Maintenance Application. Launched in April 2017, AMA is the budget system application that provides an electronic workflow for creating, editing, and approving appropriation changes. AMA was created to:

- Eliminate paper appropriation submissions
- Make the approval process transparent
- Minimize error in placing an existing appropriation in a different Fund or FinDept ID (financial department identifier)
- Allow for data validations
- Give agencies control of creating appropriation budgets
- Keep SWIFT and BPAS chart of accounts in sync

When do I use AMA?

AMA is the system that agencies use to create new appropriations, establish appropriations in a particular budget period, or modify an existing appropriation. The table below lists the transactions agencies must enter through AMA, along with other common accounting transactions that must be entered in SWIFT or require submission of a paper form.

Transaction Description	AMA	SWIFT	BPAS	Form
Enter appropriation	X			
Enter revenue budget		X		
Enter expense budget		X		
Create transfer between appropriations		X		
Decrease/Increase to appropriated amount	X			
Change appropriation attributes	X			
Cancel money in appropriation	X			
Open previous year appropriation budget	X			
Change an appropriation budget status	X			
Change appropriation name	X			
New non-dedicated appropriation ID	X			
Annual non-dedicated revenue budgets		X		
Transfer corrections		X		
Roll forward adjustments		X		
Create or modify program or budget activity				X
Request “G” authority, non-federal funds	X			
Create new fund				X
Create new revenue or expense account				X
Create new SWIFT FinDeptID				X

AMA Glossary

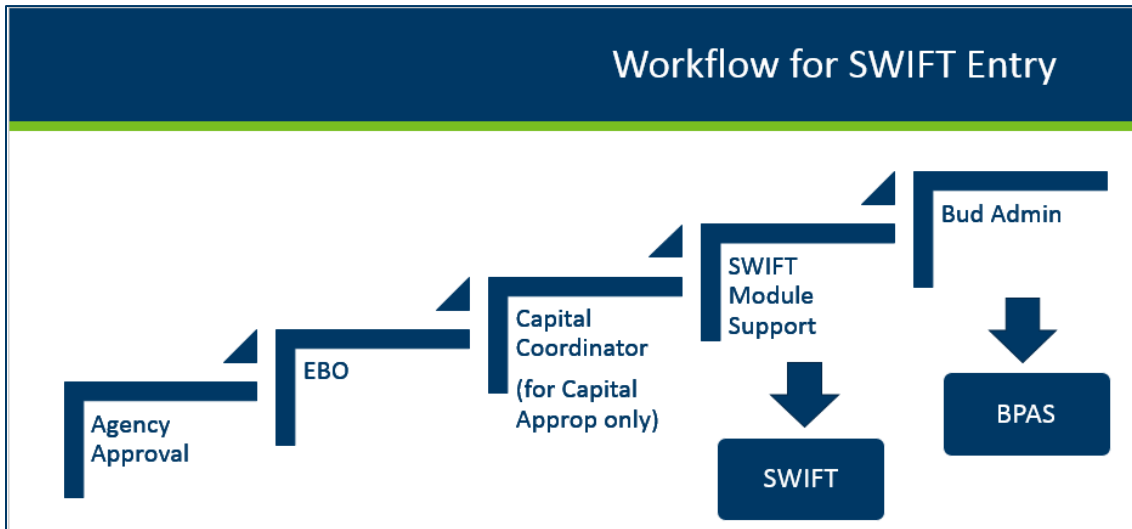
The AMA Glossary is an excellent resource for the appropriation entry and approval process. The [AMA Glossary](#) contains data definitions and codes for all the data fields in the appropriation entry process. The AMA Glossary can be found on the MMB website: <http://mn.gov/mmb-stat/documents/swift/ama/ama-glossary.pdf>.

Understanding Approval Workflow

After an agency enters and submits an appropriation transaction in AMA, the transaction enters the approval workflow. The Approval Workflow and Statuses for SWIFT and BPAS appropriation requests are described below.

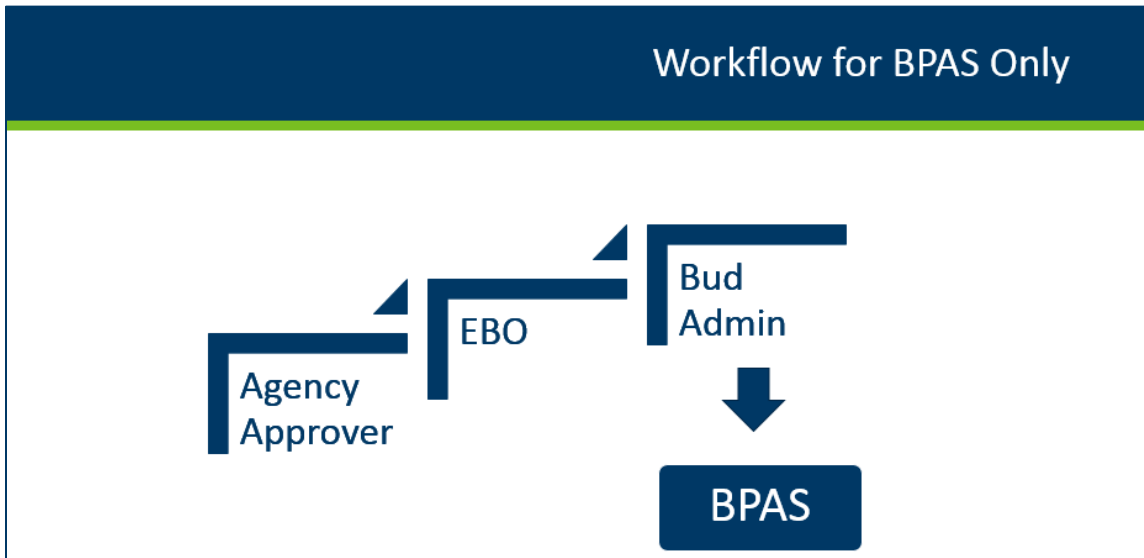
SWIFT Request Workflow

SWIFT entries submitted for approval are routed first to the Agency Approver, followed by the MMB Executive Budget Officer (EBO), MMB Capital Coordinator/Debt Management Division (for capital appropriations only), and SWIFT Module Support. After SWIFT Module Support approves the request, it is posted to SWIFT. If any approver denies the request, it is returned to the agency and displays on the Edit screen where the agency can review and take appropriate action. After the request is posted to SWIFT, it is routed to MMB Budget Planning and Operations Team for review and possible load to BPAS when necessary to keep the appropriation information and attributes in the two systems in sync.



BPAS Request Workflow

BPAS entries submitted for approval are routed to the Agency Approver, MMB EBO, and MMB Budget Planning and Operations Team (Bud Admin). After Budget Planning and Operations approves the request, it is posted to BPAS. If any approver denies the request, it is returned to the agency and displays on the Edit screen where the agency can review and take appropriate action.



Assistance

MMB staff is available to assist agencies with the Appropriation Maintenance Application (AMA).

For assistance with AMA system questions and issues, please contact the SWIFT Helpdesk at:

- 651-201-8100, option 2 or by email SWIFTHelpDesk.MMB@state.mn.us

The body of the email message should include at a minimum “AMA”, a description of the issue or question, and a print screen, if possible. It is helpful if you include additional details, such as the Entry Form Type or screen you’re working on, the transaction number, and the Approp ID.

Contact your agency’s Executive Budget Officer (EBO) with policy questions.

The [Budget and Accounting Instructions](#), which are updated annually, provide guidance on establishing and closing budgetary accounts.

Chapter 1: Login and Navigation

Chapter 1 provides instructions on logging into the Appropriation Maintenance Application (AMA) and navigation through the system.

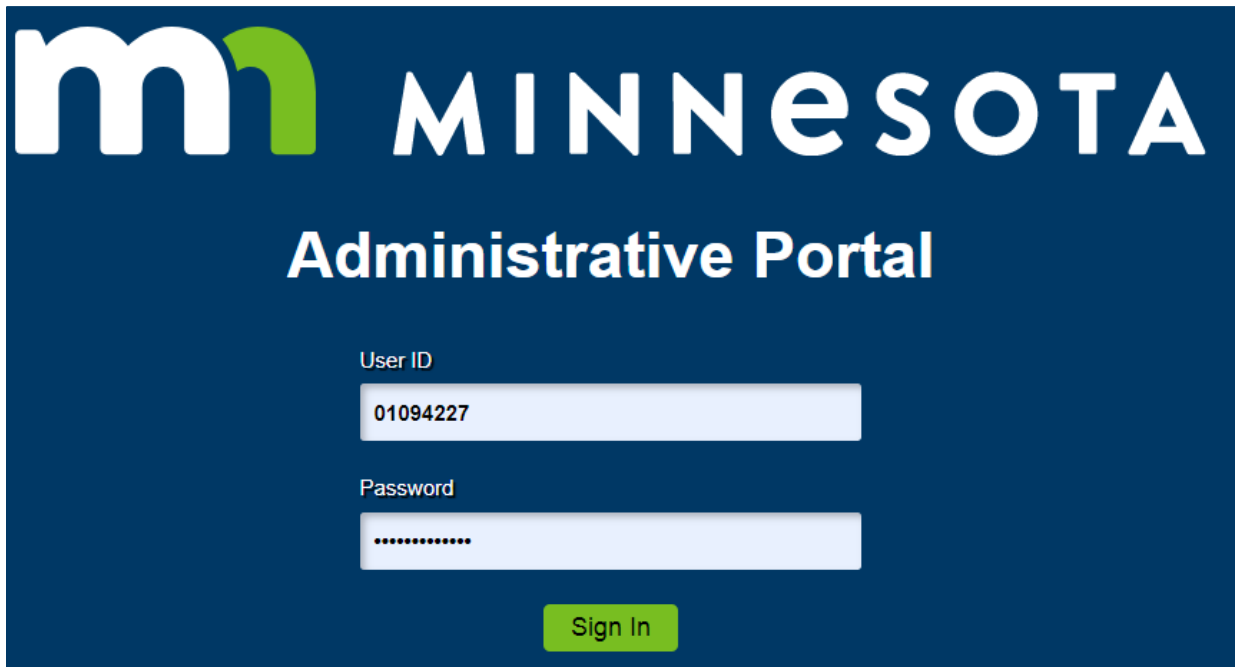
AMA Supported Web Browsers

Microsoft Edge, Firefox and Google Chrome are the supported web browsers for AMA.

Logging into the Appropriation Maintenance Application

AMA is accessed from the State of Minnesota Administrative Portal.

1. Navigate to the State of Minnesota Administrative Portal: <https://mn.gov/adminportal>



The image shows the login page for the Minnesota Administrative Portal. At the top, there is a logo consisting of a stylized 'm' with a green arch over it, followed by the word 'MINNESOTA' in large, white, uppercase letters. Below this, the text 'Administrative Portal' is displayed in white. The login form includes two input fields: 'User ID' with the value '01094227' and 'Password' with a masked password represented by dots. A green 'Sign In' button is located at the bottom of the form.

2. Log in using the same User ID and password as you do for all statewide systems, such as Employee Self Service and SWIFT.

- On the home page, select the Budget Applications tile.



- On the Budget Applications page, select the Approp Maintenance App tile.



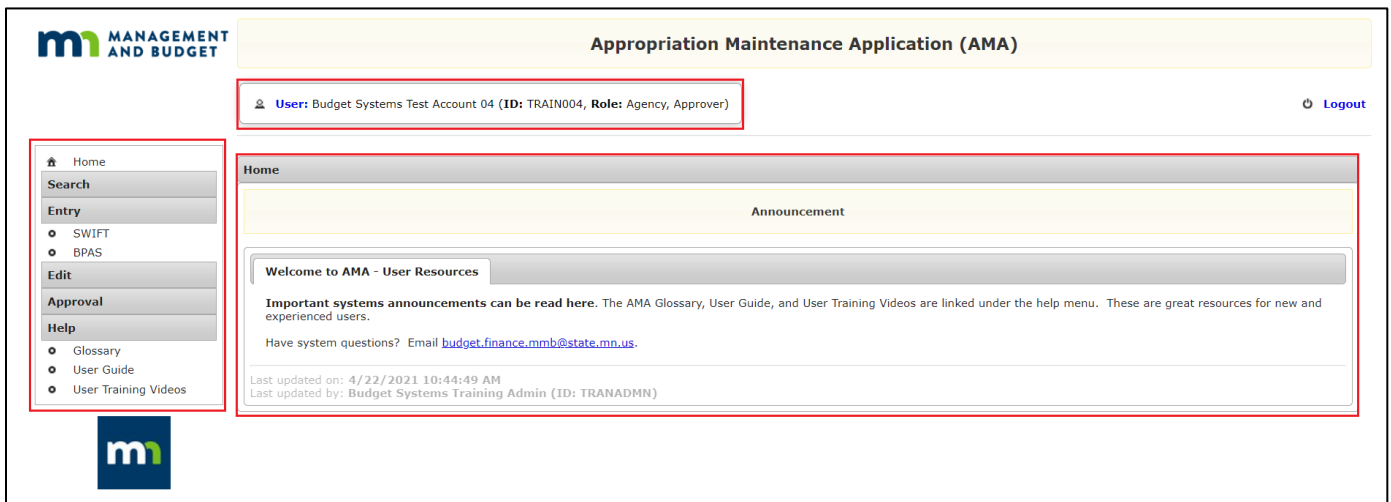
You will only see the AMA tile if you have at least one of the SWIFT roles listed below:

SWIFT Role	AMA Access
Budget Journal Entry M_FS_KK_BUD_JRNL_ENTRY	Enter SWIFT and BPAS appropriation requests and view status.
Budget Journal Agency Approver M_FS_WF_KK_JRNL_AP_01	Approve SWIFT and BPAS agency appropriation requests and view status.

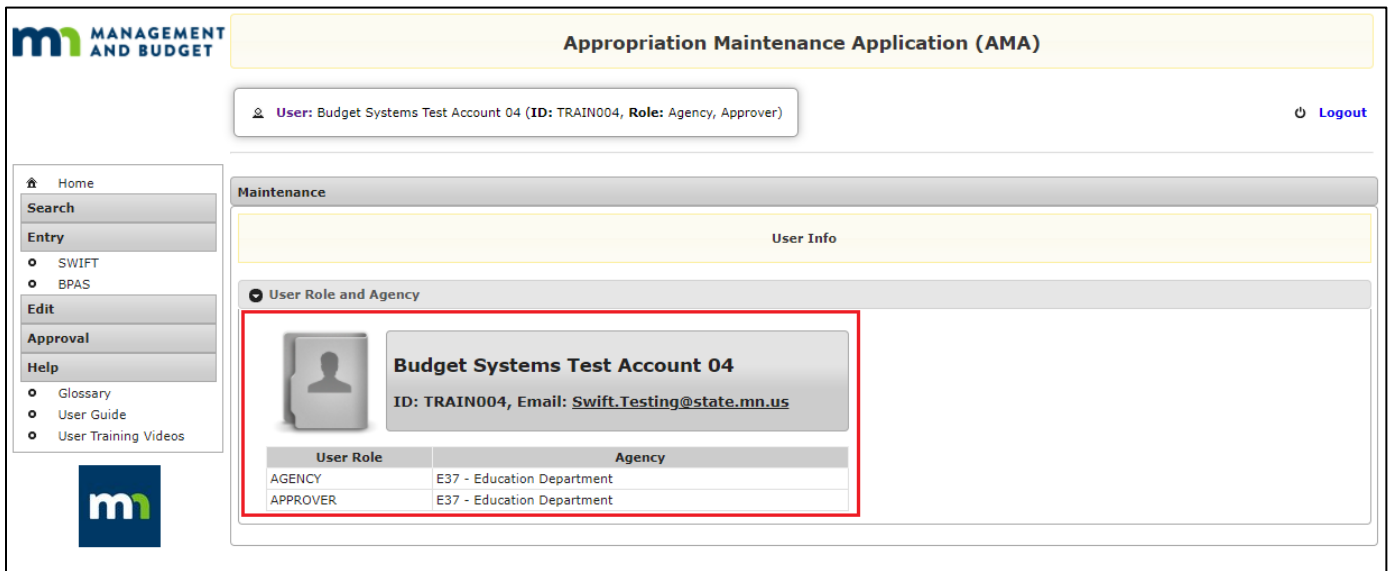
Note: Roles are requested by submitting a Request for Access to SWIFT Statewide System form located on the MMB website (<https://www.mn.gov/mmb/accounting/swift/security/>).

Viewing the Home screen

After logging in through the Administrative Portal, the AMA Home screen displays.



- Your Username/ ID / Role(s) display at the top of the screen. Select “User” to view your roles and agency access. Below is the view of a user role and profile:



- Select the Home link to return to the Home screen.
- Announcements will be posted on the Home screen.
- Menu Options display along the left side of the page as described below:

Menu Option	Description
Search	View the status of your agency’s AMA entries (both in-progress and completed).
Entry - SWIFT	Start an appropriation request that will load to SWIFT and, if appropriate, to BPAS after it is approved. After entering your requests on the Entry screen, you’ll send them to the Edit screen.
Entry – BPAS	Start an appropriation request that will load only to BPAS after approval. After entering your requests, you’ll send them to the Edit screen.
Edit	Finalize your SWIFT or BPAS requests and submit them for approval.
Approval	You will see the Approval option only if you have an approval role, such as Agency Approver or EBO Approver. You will approve or deny appropriation requests from this screen.
Help	Access the Glossary, User Guide, and User Training Videos while you are working in the application.

Viewing Appropriation Requests

The Entry, Edit, Search, and Approve screens in AMA have a common layout for displaying appropriation requests. Each screen displays a list of appropriations and has the same options for viewing the appropriation request fields, navigating from screen to screen, and filtering or sorting the records. The lists are sorted by Appropriation ID in ascending order by default. You can filter, sort, and view the appropriation listing as described below.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. Press the Tab or Enter key and the filter will take effect. Note: When you enter a filter, the Clear Filter button displays at the bottom of the screen. Use this button to remove the filter.
Sort	The lists are sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the page to view all the fields.

Chapter 1: Login and Navigation

Entry Form

Total Records: 31

	Agency	Approp ID	Approp Descr	Approp Short Descr	Bud Period	
<input type="checkbox"/>	G10 - MMB	G100011	Combined Charities	CC Adm	2017	2000
<input type="checkbox"/>	G10 - MMB	G100012	Info Sys D	Info Sys D	2017	2001
<input type="checkbox"/>	G10 - MMB	G100013	Investg	Investg	2017	2001
<input type="checkbox"/>	G10 - MMB	G100016	Resumix	Shrd Svcs	2017	2001
<input type="checkbox"/>	G10 - MMB	G100017	Statewide Systems Billing	Sw Sys Bil	2017	2001
<input type="checkbox"/>	G10 - MMB	G100018	Training-HRM & Wrkfrce Plan	Trng - HRM	2017	2001
<input type="checkbox"/>	G10 - MMB	G100019	Training-Labor Relations	Trng - LRI	2017	2001
<input type="checkbox"/>	G10 - MMB	G100040	ACDHP Medical	ACDHP Medi	2017	5600
<input type="checkbox"/>	G10 - MMB	G100041	Insurance Administration	Ins Adm	2017	5600
<input type="checkbox"/>	G10 - MMB	G100042	Carrier Accounts	Car Accts	2017	5600

1 | 2 | 3 | 4

Send to Edit

Annotations:
 - Click on a column heading to sort.
 - Enter a value in the column filter field to limit the records displayed.

The Appropriation Edit screen functions are accessible by clicking on the icons located to the left of Appropriation Records on the Edit Screen. Users can Edit, Save/Cancel, Delete, Compare, Add/View Attachments, and Create/View Comments. The Compare, Comments, View Attachments icons are also available on the Approval screen.

MANAGEMENT AND BUDGET Appropriation Maintenance Application (AMA)

User: Budget Systems Test Account 10 (ID: TRAIN010, Role: Agency, Approver) [Logout](#)

Home > Edit

Appropriation Edit

Edit List

- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after 60 days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.
- [Attachment Requirements](#)



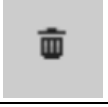



Total Records: 1 (Sorted by: Denied/Recalled, Approp ID, ASC). Records Per Page: 25

Use the text boxes below the column headers to filter.

	Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status	Submitter
<input type="checkbox"/>	118530	G021263	2025	Not Submitted		Budget Systems Test Account 10 - TRAIN0

Clear Filter Export All Send to Approval

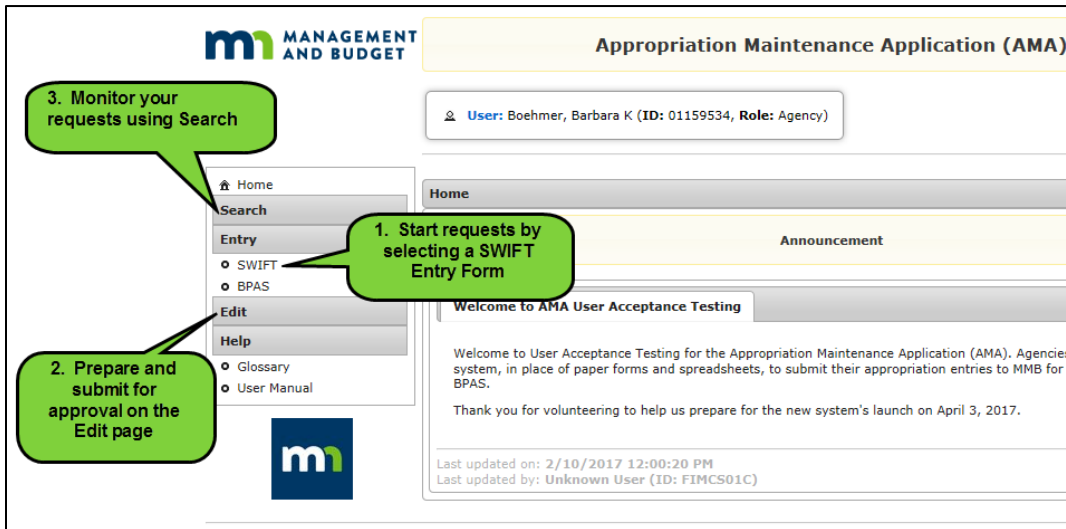
Annotations:
 - The icons in the first column of the table (edit, delete, compare, attachments, comments) are highlighted with a red box.

Options	Icon	Description
Edit		The Edit icon (pencil) allows users to edit certain fields within an appropriation record. The fields that are editable will be displayed by a text box or drop down. Once the Edit icon is clicked, the icon will change to the Save/Cancel Record.
Save/Cancel		The Save/Cancel icons (disk/no symbol) allow a user to save or cancel edits made to an appropriation record. The Save/Cancel icons only appear after the Edit icon is clicked.
Delete		The Delete icon (trash can) allows users to delete an appropriation record from AMA.
Compare		The Compare icon (two arrows) allows users to compare appropriation data between AMA and SWIFT (SWIFT entries) or between AMA and BPAS (BPAS entries). Changes are highlighted in yellow with the Changed field value equal to Yes.
Attachment		The Attachment icon (open or closed folder) allows users to attach a PDF file to the transaction. If there is a closed folder icon in the attachment column, the transaction qualifies for an attachment and the user can click the closed folder to upload or manage the attachment. The open folder signals an attachment is already included; clicking the open folder icon will allow users to view the document.
Comments		The Comment icon (message balloon) identifies the allows users to view comment logs for a transaction. If there are comments associated with an appropriation, a number representing the sum of the appropriation's comments will appear.

AMA Appropriation Request Basics

The basic steps for requesting SWIFT appropriations are the same for each Entry Form Type:

- Step 1: Start requests from SWIFT Appropriation Entry screens and submit them to the Edit Screen
- Step 2: Prepare requests on the Edit screen and send them for approval
- Step 3: Monitor the status of requests from the Search screen



You will select a SWIFT “Entry Form Type” from the options described below. Chapters 2 – 7 describe the detailed entry process for each entry form type.

SWIFT Entry Form Type	Description
Create New Appropriation ID	Select this form when you need to create a new appropriation ID. This form has an option that allows you to create transactions to establish the new appropriation ID in both Budget Periods of the current biennium.
Modify Existing Appropriation	Select the Modify form when you need to change the attributes of an existing appropriation in any Budget Period.
Copy Existing Appropriation	Select the Copy Existing form to copy an appropriation from any Budget Period and make it available in another Budget Period.
Biennium Appropriation	Select the Biennium Appropriation form to request appropriations for the new biennium. This form allows you to select appropriations from the base year and set them up for each budget period of the biennium. (e.g., Budget period 2023 is the base year for the 2024-25 biennium.) You can modify select appropriation attributes during this process. This form has two options: 1) select and send appropriations directly to the AMA Edit screen or 2) select and download an Excel export file of appropriations; modify select fields in the Excel file offline, then upload back into AMA to the Edit screen.
Non-Dedicated – Create New Appropriation ID	Select the Non-Dedicated Create New Appropriation ID form to create a new appropriation ID for non-dedicated receipts.
Non-Dedicated – Modify Existing Appropriation ID	Select the Non-Dedicated Modify Existing Appropriation ID form to modify an existing appropriation ID for non-dedicated receipts.

Chapter 2: Create a New Appropriation

Chapter 2 provides instructions on how to request a new Appropriation ID that will be posted to SWIFT and to BPAS when appropriate and required to keep the two systems in sync. You will use the **Create New Appropriation ID** option any time you need a new appropriation ID.

Note: If you need to create a new appropriation for non-dedicated receipts, refer to the [“Creating a Non-Dedicated Appropriation ID”](#) topic.

Creating a New SWIFT Appropriation ID

Step 1: Enter Your Request on the Appropriation Entry – SWIFT screen


You will start your request on the *Appropriation Entry – SWIFT* screen.

1. Select the **SWIFT** option under the **Entry** heading on the **Main Menu**. The *Appropriation Entry – SWIFT* screen displays with the **Create New Appropriation ID** option selected by default in the **Entry Form Type** section.

The screenshot shows the 'Appropriation Entry - SWIFT' interface. At the top, the title 'Appropriation Entry - SWIFT' is highlighted with a red box. Below it, the 'Entry Form Type' section is expanded, showing a list of options under 'Appropriations:'. The first option, 'Create New Appropriation ID', is selected with a radio button and is also highlighted with a red box. Other options include 'Modify Existing Appropriation', 'Copy Existing Appropriation', and 'Biennium Appropriation'. Under 'Non-dedicated:', there are options for 'Create New Appropriation ID' and 'Modify Existing Appropriation ID'. Below this is the 'Entry Form Search' section, which contains several input fields: '* Agency:' with a dropdown menu showing 'G10 - MMB', '* Bud Period:' with a dropdown menu showing '2019', and 'Approp ID:' with a text input field containing 'G10111'. A 'Biennium' checkbox is also present and highlighted with a red box. At the bottom of the search section are 'Reset' and 'Search' buttons.

2. Complete the **Entry Form Search** section as described below.

Fields	Description
*Agency	Enter or select the three-digit agency number. The drop-down list will display the agencies that you have access to.
*Bud Period	Select the Budget Period for the new appropriation. The Bud Period dropdown defaults to the current fiscal year and can be changed.

Fields	Description
	To create the new appropriation in both years of the biennium select the Biennium checkbox. This disables the Bud Period dropdown and sets it to the first year of the biennium. When the Create New entry is completed and submitted to the Edit screen, there will be two transactions: one for each year of the biennium.
*Approp ID	Enter the new Approp ID. The Auto Complete () icon next to a field indicates that you can begin typing characters in the field and a list of existing values matching your entries will display. This may help you find the last Approp ID used by your agency. It may take a few seconds for the list to appear if your agency has many appropriations.

3. Select the **Search** button. A record displays in the **Entry Form** section where you will enter additional required information for the appropriation.

Note: If you entered an *Approp ID* that already exists in SWIFT or AMA, a message displays in the **Entry Form** section letting you know. You’ll need to start over with the Search, making sure to enter an *Approp ID* that has not previously been used.

The screenshot displays the 'Appropriation Entry - SWIFT' interface. It is divided into three main sections: 'Entry Form Type', 'Entry Form Search', and 'Entry Form'.
 - In the 'Entry Form Type' section, under 'Appropriations:', the radio button for 'Create New Appropriation ID' is selected.
 - In the 'Entry Form Search' section, the 'Agency' dropdown is set to 'G10 - MMB', the '* Bud Period' dropdown is set to '2020', the 'Approp ID' text field contains 'G101112', and the 'Biennium' checkbox is checked. A blue 'Search' button is highlighted.
 - In the 'Entry Form' section, a table is displayed with the following columns: 'Bud Period', 'Agency', 'Fund', 'Fin Dept ID', 'Approp ID', 'Approp ID Description', 'Approp ID Short Descr', and 'Bud Prog'. The table contains one row with the following values: '2020', 'G10', 'Select Fund...', 'Select Fin Dept ID...', 'G101112', and 'Select Bud Prog...'. The 'Fund', 'Fin Dept ID', 'Approp ID Description', 'Approp ID Short Descr', and 'Bud Prog' fields are marked as 'Required field.' with red text below them.

4. Enter the remaining fields for the appropriation in the **Entry Form** section. The “Required” indicator will display under fields you are required to enter. Drop-downs will provide appropriate options based on your selections.

Chapter 2: Create a New SWIFT Appropriation ID

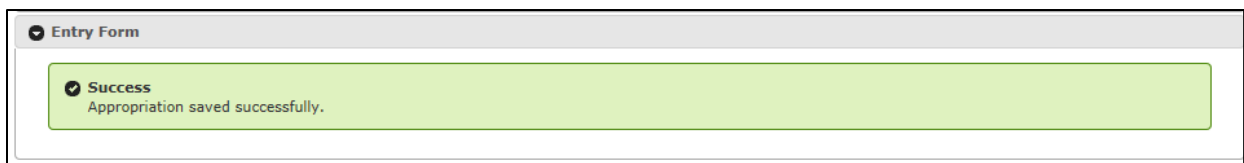
Note: View the [AMA Glossary](#) for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option).

Fields	Description
Fund	Select the fund.
Fin Dept ID	Select the Fin Dept ID.
Approp ID Description	Enter an Approp ID Description (30 characters).
Approp ID Short Descr	Enter an Approp ID Short Description (10 Characters).
Bud Prog	Select the Budget Program.
Bud Activity	Select the Budget Activity.
Approp Type	Select the Appropriation Type.
Bud Auth Opt	Select the Budget Authority Type.
Amount	Enter an amount for appropriations that are not based on dedicated receipts.
LLBC	Select the Legal Level of Budgetary Control.
Legal Citation 1	<p>When this field is selected, a pop-up form displays an entry grid with three radio button options: Session Law, Capital Appropriations, and Statutes. Select the appropriate radio button, then enter the required values into the grid and click OK.</p> <p>If you prefer, you may click “Cancel” to exit the pop-up entry form and enter the legal citation directly into the textbox. After you have entered 5 characters, a list may appear that matches your entries. You may be able to select the citation from the list or you may need to continue entering the citation.</p> <p>Note: refer to the AMA Glossary for formats that can be accepted when the appropriation is uploaded to SWIFT.</p>
Fund Bal Classif	Select the Fund Balance Classification. Drop-down lists are filtered to display the appropriate Classification(s) for the appropriation’s fund.
Budget Status	Accept the default “O – Open”. If your appropriation is conditional and the requirements have not been met, change the Budget Status to “Hold.”

Fields	Description
Bill Area	For bond-funded capital projects only, enter the Bill Area. It is not available for other funds.
Alt Date	Required for continuing appropriations (Type 02) and Special – Direct Appropriation (Type 03). Select an end date from the options provided in the list. This is a memo field only.

5. Select the **Send to Edit** button.

- A message will display indicating that the appropriation was saved successfully. The request has been assigned a unique transaction number and sent to the Edit screen where you can submit the request for approval.



Step 2: Prepare Your Request on the Edit screen and Submit for Approval

Next, you'll need to go to the *Edit* screen to validate your request and submit it for approval.

1. Select the **Edit** option in the **Main Menu**. The *Appropriation Edit* screen displays a listing of the appropriation requests for your agency.
2. The list is sorted in ascending order by Approp ID, displaying any denied requests first. You can filter, sort, and view the appropriation listing as described below.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. The filter takes effect after you Tab or press the Enter key. To remove the filter, Select the Clear Filter button at the bottom of the screen.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the page to view all the fields.

3. Select the **Edit** (✎) icon for your appropriation request and review and finalize your entries.
4. Select the **Save** (💾) icon. (You can also **Cancel** (⊗) your changes, if necessary.)

Chapter 2: Create a New SWIFT Appropriation ID

- Optionally, Select the **Transaction No.** hyperlink to review your entries using the *Alternate View* screen. Select the **Close** button to return to the *Edit* screen.

Alternate View

Transaction No: 118696

Section 1 (Appropriation Budget)

Entry Type	Journal Class	Budget Period	Fund	Fin Dept	Approp ID	Amount	Budget Status	Bill Area	Alt Date
New Approp	APP	2024	1000	G021ADMN	G020000		O - Open	-	

Section 2 (AppropID Attributes)

Approp ID	Approp ID Descr	Approp ID Short Descr	Bud Auth Opt	Approp Type	Ded Rec Cap	LLBC	Bud Prog	Bud Activity	Ded Rev Dir App	Fund Bal Classif
G020000	Community Services	Community	A - Appropriation Only	01-Regular	N	00	G0201	G020110	-	A - Assigned

Primary Legal Cite

Legal Cite 1	Legal Cite 2	Legal Cite 3
24 024 21 021		

Explanation or Description of Transaction

Status Detail

Status	Agency User	Agency Approver	EBO	Capital Budget Coordinator	SWIFT Module Support	Budget Operations
Date	11/29/2023 8:53:16 PM					
User	Budget Systems Test Account 10					

Attachment

No attachment found.

Close

- In some cases, select the **Attachment** icon to upload any required attachment as outlined in [Chapter 11: Attachments](#).

Appropriation Edit

Edit List

- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after 60 days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.
- [Attachment Requirements](#)

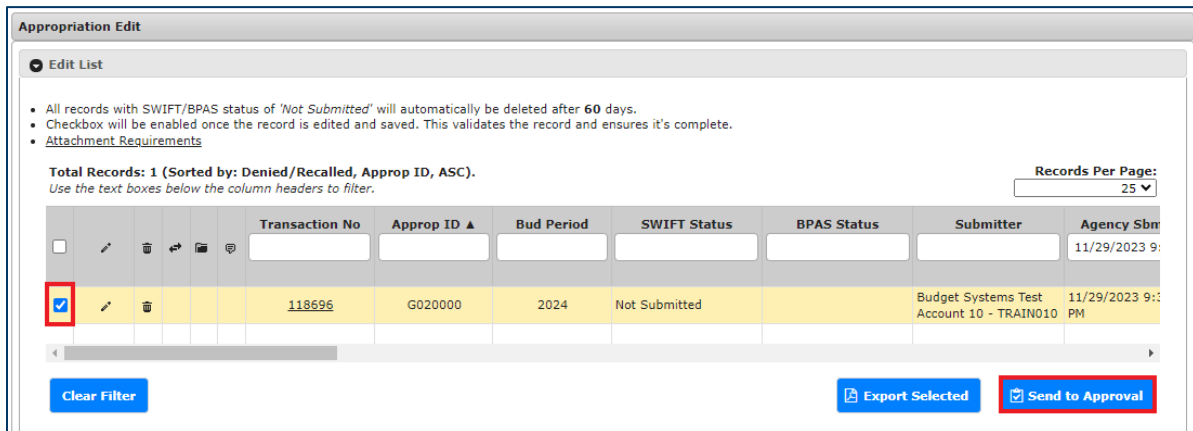
Total Records: 1 (Sorted by: Denied/Recalled, Approp ID, ASC). Records Per Page: 25

Use the text boxes below the column headers to filter.

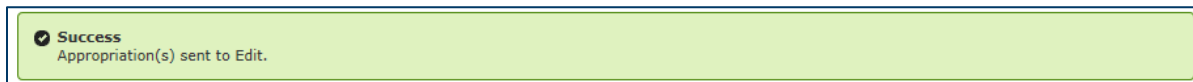
				Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status	Submitter	Agency Sbn
<input type="checkbox"/>										
<input type="checkbox"/>				118727	G02UTE1	2024	Not Submitted		Budget Systems Test Account 10 - TRAIN010	11/30/2023 3:00 PM

Clear Filter
Export All
Send to Approval

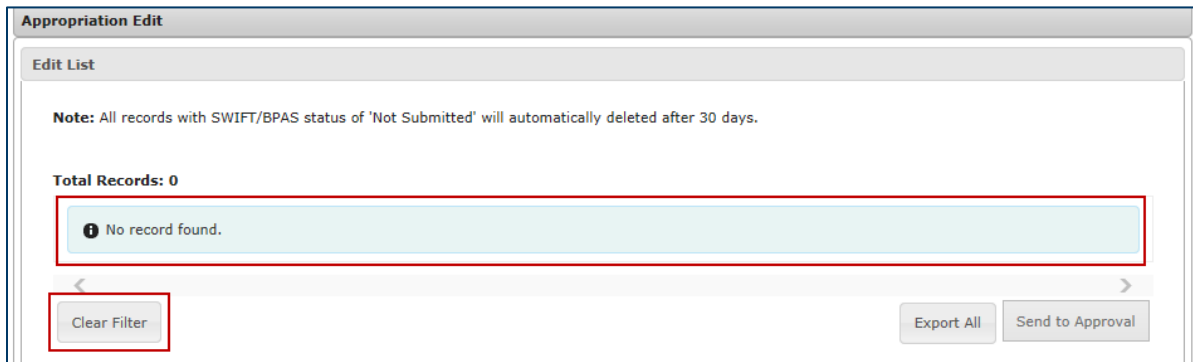
7. Select the **Checkbox** for the request, then select the **Send to Approval** button.



A message will display indicating that the appropriation was saved successfully and moved to the Edit screen.



- If you filtered your list so that the only transaction displayed is the one you sent to approval, the “No records found” message will display after the record is submitted. Select the **Clear Filter** button to show all the records on the *Edit* screen for your agency.



Step 3: Monitor Approval on the Search screen

After agencies enter appropriation requests and submit them, AMA routes the transactions for approval using workflow. SWIFT appropriation requests must be approved by the Agency Approver, EBO Approver, MMB Capital Coordinator/Debt Management Division (capital appropriations only), and SWIFT Module Support. Refer to the [“Understanding Approval Workflow”](#) topic for more information.

Any of the approvers can deny the request. If the request is denied, AMA returns it to the agency’s Edit screen with “Denied” status for appropriate action. You should be checking the Edit screen for any requests that have been denied. Denied requests will display in red font at the top of the Edit screen listing.


You can monitor approval of your requests using the Search screen. Refer to the [“Monitor the Approval Status on the Search screen”](#) topic for more information.

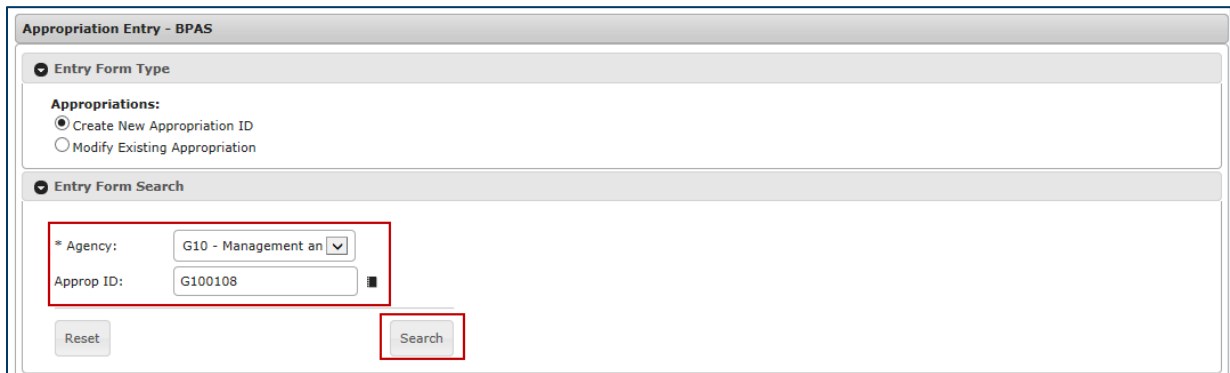
Creating a New Appropriation ID (BPAS ONLY)

This section provides instructions on how to request a new appropriation that will be loaded only to BPAS (Budget Planning & Analysis System). For example, you may need to create an appropriation in BPAS during the Biennial Budget process to support a Governor’s initiative, but until the initiative is enacted into law, it can’t be established in SWIFT.

Step 1: Enter Your Request on the Appropriation Entry – BPAS screen

1. Select the **BPAS** option under the **Entry** heading on the **Main Menu**. The *Appropriation Entry – BPAS screen* displays with the **Create New Appropriation ID** option selected by default in the **Entry Form Type** section.
2. Complete the **Entry Form Search** section as described below.

Fields	Description
*Agency	Enter or select the three-digit agency number. The drop-down list will display the agencies that you have access to.
Approp ID	Enter the new Approp ID. The Auto Complete () icon next to a field indicates that you can begin typing characters in the field and a list matching your entries will display. This may help you find the last Approp ID used by your agency. It may take a few seconds for the list to appear if your agency has many appropriations.



The screenshot shows the 'Appropriation Entry - BPAS' interface. Under the 'Entry Form Type' section, the radio button for 'Create New Appropriation ID' is selected. In the 'Entry Form Search' section, the '* Agency:' dropdown menu is set to 'G10 - Management an'. The 'Approp ID:' text input field contains 'G100108'. At the bottom of the search section, there are 'Reset' and 'Search' buttons.

3. Select the **Search** button. A record displays in the **Entry Form** section where you can enter the remaining required information for the appropriation.

Note: If you entered an *Approp ID* that already exists in BPAS or in AMA, a message displays in the **Entry Form** section letting you know. You’ll need to start over with the Search, making sure to enter a new *Approp ID*.

4. Enter the remaining fields for the appropriation in the **Entry Form** section. The “Required” indicator will display under fields you are required to enter; drop-downs will provide valid options based on your selections.

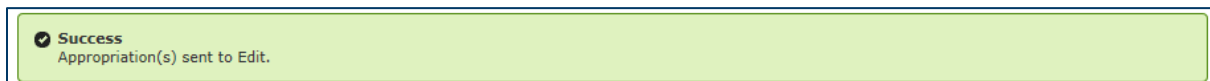
Chapter 2: Create a New SWIFT Appropriation ID

View the [AMA Glossary](#) for definitions of the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option) that are required for BPAS.

Required Field	Description
Approp ID Description	Enter an Approp ID Description (30 characters).
Bud Prog	Select a Budget Program.
Bud Activity	Select a Budget Activity.
Approp Type	Select an Appropriation Type.
Fund	Select a Fund.

5. Select the **Send to Edit** button.

- A message will display indicating that the appropriation was saved successfully and moved to the Edit screen.



Step 2: Prepare Your Request on the Edit Screen and Submit for Approval

Next, you'll need to go to the *Edit* screen to validate your request and submit it for approval.

1. Select the **Edit** option in the **Main Menu**. The *Appropriation Edit* screen displays a listing of the appropriation requests for your agency.
2. The list is sorted in ascending order by Approp ID, displaying any denied requests first. You can filter, sort, and view the appropriation listing as described below. **Note:** you could filter by *Entry Form Type* "New Approp BPAS" to quickly find your request.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. The filter takes effect after you Tab or press the Enter key. To remove the filter, Select the Clear Filter button at the bottom of the screen.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (

Chapter 2: Create a New SWIFT Appropriation ID

Options	Description
	▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields.

3. Select the **Edit** (✎) icon for your appropriation request and review and finalize your entries.

Appropriation Edit

● Edit List

- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after 60 days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.
- [Attachment Requirements](#)

Total Records: 1 (Sorted by: Denied/Recalled, Approp ID, ASC).
Use the text boxes below the column headers to filter.

Records Per Page: 25

	Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status	Submitter	Agency Sbn
<input type="checkbox"/>							
<input type="checkbox"/>	118756	G025678	2024		Not Submitted	Budget Systems Test Account 10 - TRAIN010	12/5/2023 10:00 AM

- Fields that you can change become available for editing, such as Appropriation Description, Budget Program, and Budget Activity.
- You can enter information in the *Explanation* field located at the far right of the screen. Information in this field will display to people who need to approve the transaction.

4. Select the **Save** (💾) icon.

Appropriation Edit

● Edit List

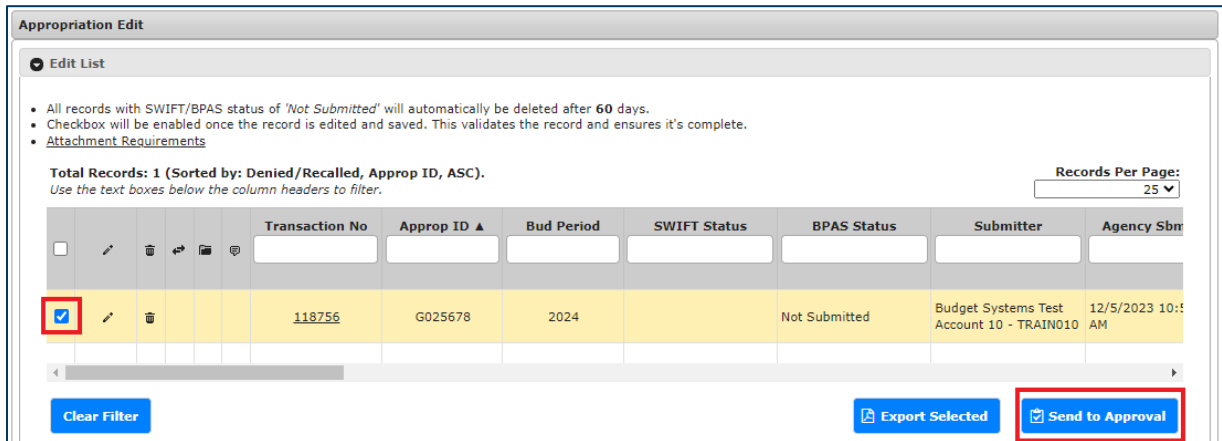
- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after 60 days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.
- [Attachment Requirements](#)

Total Records: 1 (Sorted by: Denied/Recalled, Approp ID, ASC).
Use the text boxes below the column headers to filter.

Records Per Page: 25

	Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status	Submitter	Agency Sbn
<input type="checkbox"/>							
<input type="checkbox"/>	118756	G025678	2024		Not Submitted	Budget Systems Test Account 10 - TRAIN010	12/5/2023 10:00 AM

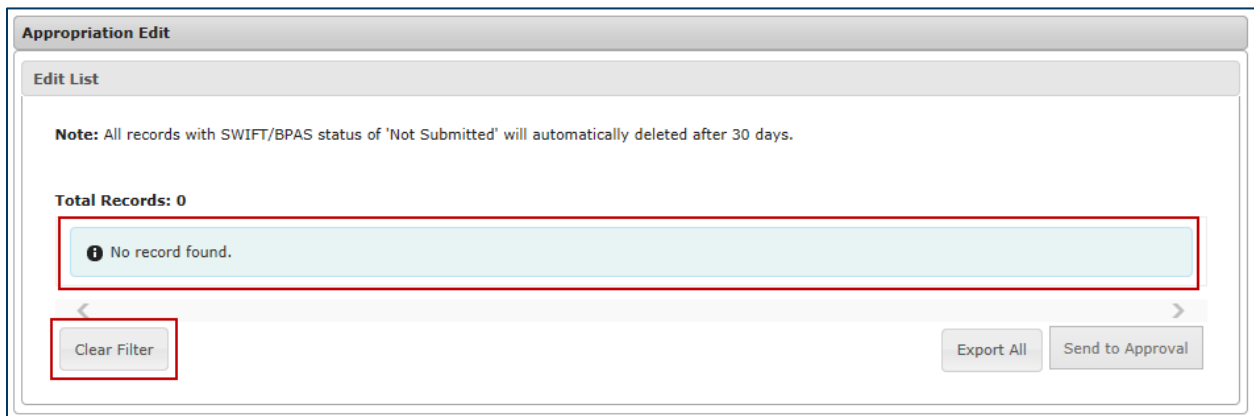
5. Select the **Checkbox** for the appropriation request and then select the **Send to Approval** button.



- A message displays indicating that it was successfully sent for Approval.



- If you filtered your list so that the only transaction that displays is the one you sent to approval, the “No records found” message will display after the record is submitted. Select the Clear Filter button to show all the records in the Edit screen for your agency.



Step 3: Monitor Approval on the Search screen

After agencies enter appropriation requests and submit them for approval, the requests are routed for approval using workflow. BPAS appropriation requests must be approved by the Agency Approver, EBO Approver, and Budget Planning and Operations (Budget Administration). Refer to the [“Understanding Approval Workflow”](#) topic for more information.

Any of the approvers can deny the request. If the request is denied, it will be returned to the agency’s Edit screen for appropriate action. You should be checking the Edit screen for any requests that have been denied. Denied requests will display at the top of the Edit screen listing. You can monitor approval of your requests using the Search screen. Refer to the [“Monitor the Approval Status on the Search screen”](#) topic for more information.

Chapter 3: Modify an Existing Appropriation

Chapter 3 provides instructions on how to modify an appropriation outside of the biennium process (establishing appropriations for the next biennium’s budget periods). For example, you may need to change an appropriation description or add a legal citation. If you need to modify an appropriation for non-dedicated receipts, refer to the “[Modify Non-Dedicated Appropriation](#)” topic for instructions.

Modifying an Existing SWIFT Appropriation

Step 1: Enter Your Request on the Appropriation Entry – SWIFT screen


You will start your request on the *Appropriation Entry – SWIFT* screen.

1. Select the **SWIFT** option under the **Entry** heading on the **Main Menu**, The *Appropriation Entry – SWIFT* screen displays.
2. Under the **Appropriations** heading, Select the **Modify Existing Appropriation** option.

The screenshot shows the 'Appropriation Entry - SWIFT' interface. It is divided into two main sections: 'Entry Form Type' and 'Entry Form Search'. In the 'Entry Form Type' section, under the 'Appropriations' heading, the 'Modify Existing Appropriation' radio button is selected and highlighted with a red box. Below this, there are sections for 'Non-dedicated' and 'Dedicated' with their respective radio buttons. The 'Entry Form Search' section contains a grid of search criteria fields, all of which are highlighted with a red box. These fields include: '* Agency' (dropdown with 'G10 - MMB'), '* Bud Period' (two dropdowns with '2017'), 'Approp ID' (text input with 'G100001'), 'Approp ID Desc' (text input), 'Bud Activity' (dropdown with 'Select Bud Activity...'), 'Approp Type' (dropdown with 'Select Approp Type...'), 'Legal Citation' (text input), 'Bud Prog' (dropdown with 'Select Bud Prog...'), 'Fin Dept ID' (dropdown with 'Select Fin Dept ID...'), 'Fund' (dropdown with 'Select Fund...'), and 'Bud Auth Opt' (dropdown with 'Select Auth Opt...'). At the bottom of the search section, there are 'Reset' and 'Search' buttons.

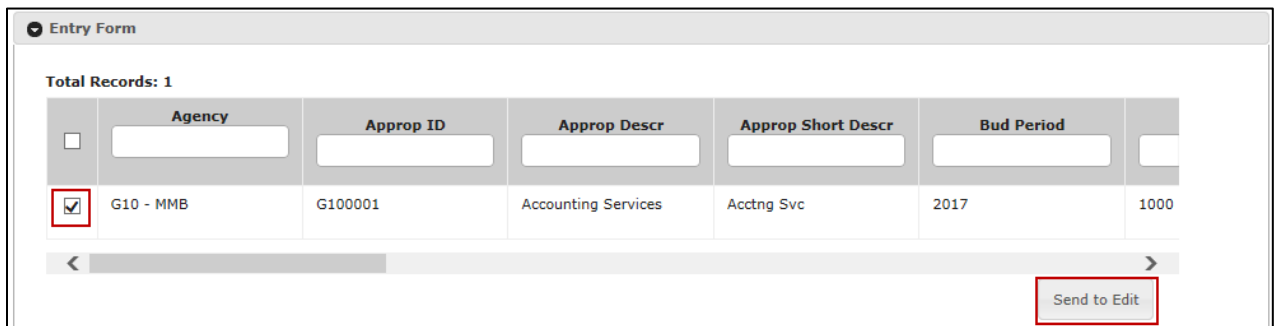
3. Search for the appropriation(s) to modify in the **Entry Form Search** section as described below.

Fields	Description
*Agency	Enter or select the three-digit agency number. The drop-down list will display the agencies that you have access to.
*Bud Period	Select a Budget Period range to search. The first field is the <i>Budget From</i> field and the second field is the <i>Budget Period To</i> field. If you only want to search in one Budget Period, enter the Budget Period in both fields.

Fields	Description
Approp ID	Enter the Approp ID for the appropriation you want to modify. The Auto Complete () icon next to a field indicates that you can begin typing characters in the field and a list matching your entries will display, allowing you to select the appropriation from the list. It may take a few seconds for the list to appear if your agency has many appropriations.

4. Select the **Search** button. Records display matching your search criteria in the **Entry Form** section.
5. In the **Entry Form** section, Select the **Checkbox** for each request you want to move to the *Edit* screen, where you will modify and submit your requests for approval.

Note: If the **Checkbox** for an appropriation is grayed out in the listing, this appropriation is already in process in AMA.



6. Select the **Send to Edit** button to move the request(s) to the *Edit* screen. A message displays indicating that the request was successfully sent to the *Edit* screen.

Step 2: Modify the Appropriation(s) and Submit for Approval on the Edit screen

Next, you'll need to go to the Edit screen to modify the appropriation(s) and submit for approval.

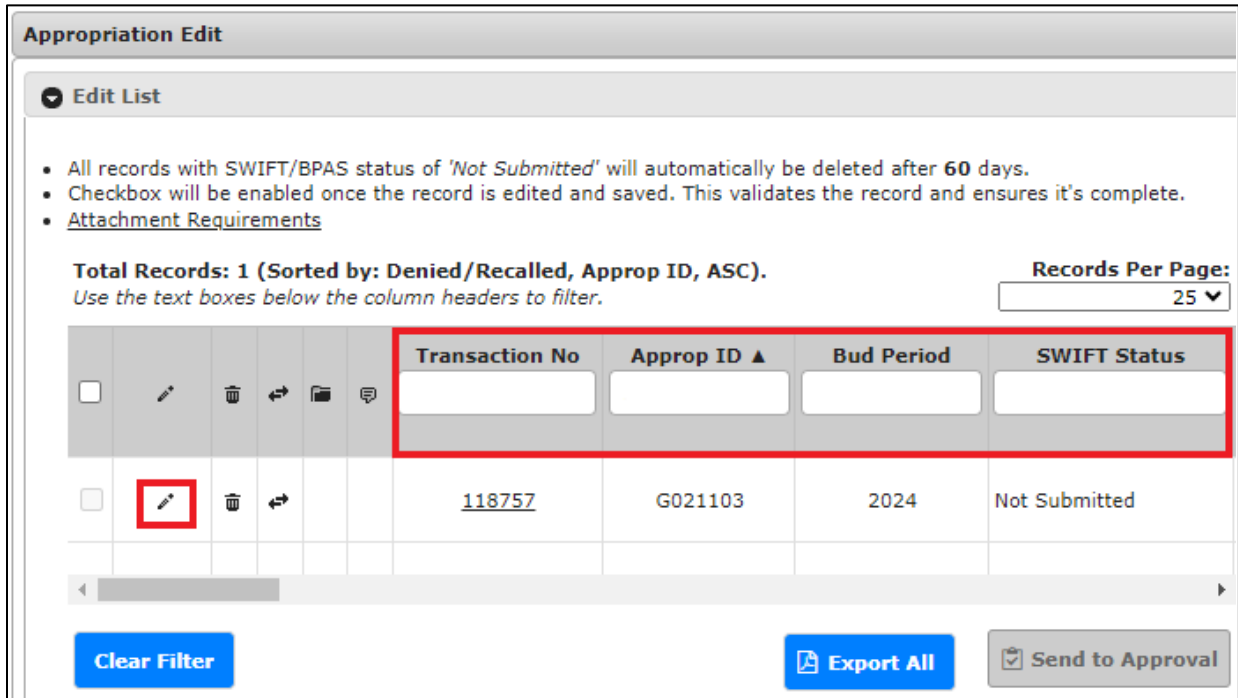
1. Select the **Edit** option in the **Main Menu**. The *Appropriation Edit* screen displays a listing of the appropriation requests for your agency.

The list is sorted in ascending order by Approp ID, displaying any denied requests first. You can filter, sort, and view the appropriation listing as described below.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. The filter takes effect after you Tab or press the Enter key. To remove the filter, Select the Clear Filter button at the bottom of the screen.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).

Options	Description
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields.

2. For each appropriation you want to modify, follow the steps below:
 - a. Select the **Edit** (✎) icon.



- b. Enter your changes. Fields that you can change become available to edit. You may also need to enter required fields that had not been entered previously. AMA will also clear fields with an invalid entry when the record is opened for editing. View the [AMA Glossary](#) for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the Help option). View [Chapter 11: Attachments](#) for transactions that qualify for attachments.

Note: Cancellation or Reduction options are available from the *Journal Class* field drop-down. When entering cancellations or reductions, the system DOES NOT assume a negative number. Therefore, if you are entering a cancellation or reduction of \$100,000, you need to enter -100,000 in the Amount field. If you need assistance interpreting legislation, please contact your Executive Budget Officer.

- c. Select the **Save** (💾) icon. (You can also **Cancel** (⊗) your changes, if necessary.)

Chapter 3: Modify an Existing Appropriation

Total Records: 1 (Sorted by: Denied/Recalled, Approp ID, ASC).
Use the text boxes below the column headers to filter.

Records Per Page: 25

			Transaction No	Approp ID ▲	Bud Period	SWIFT Status
<input type="checkbox"/>						
<input type="checkbox"/>						
			<u>118757</u>	G021103	2024	Not Submitted

Clear Filter Export All Send to Approval

3. After you have validated and saved your request(s), you will be able to select the **Checkbox** for each request.
4. Select the **Send to Approval** button.

Appropriation Edit

Edit List

- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after 60 days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.
- [Attachment Requirements](#)

Total Records: 1 (Sorted by: Denied/Recalled, Approp ID, ASC).
Use the text boxes below the column headers to filter.

Records Per Page: 25

			Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status
<input type="checkbox"/>							
<input checked="" type="checkbox"/>							
			<u>118757</u>	G021103	2024	Not Submitted	

Clear Filter Export Selected Send to Approval

- A message displays letting you know the request(s) have been submitted for approval.

Success
Appropriation(s) submitted to Approval.

- If you filtered your list so that the only transactions displayed are the ones you sent to approval, the "No records found" message will display after the records are submitted. Select the **Clear Filter** button to show all the records on the *Edit* screen for your agency.

Step 3: Monitor Approval on the Search screen

After agencies enter appropriation requests and submit them for approval, the requests are routed for approval using workflow. SWIFT Appropriation requests must be approved by the Agency Approver, EBO Approver, MMB Capital Coordinator/Debt Management Division (capital appropriations only), and SWIFT Module Support. Refer to the "[Understanding Approval Workflow](#)" topic for more information.

Any of the approvers can deny the request. If the request is denied, it will be returned to the agency’s Edit screen for appropriate action. You should be checking the Edit screen for any requests that have been denied. Denied requests will display at the top of the Edit screen listing.

You can monitor approval of your requests using the Search screen. Refer to the “[Monitor the Approval Status on the Search screen](#)” topic for more information.

Modifying a BPAS Appropriation

This section provides instructions on how to modify an appropriation in BPAS. For example, you may want to change the Budget Program or Budget Activity for an appropriation in BPAS, but you do not want the change to be made in SWIFT.


Step 1: Enter Your Request on the Appropriation Entry – BPAS screen

You will start your request on the *Appropriation Entry – BPAS* screen.

1. Select the **BPAS** option under the **Entry** heading on the **Main Menu**, The *Appropriation Entry – BPAS* screen displays.
2. Under the **Appropriation** heading, Select the **Modify Existing Appropriation** option.

The screenshot shows the 'Appropriation Entry - BPAS' interface. It is divided into two main sections: 'Entry Form Type' and 'Entry Form Search'. In the 'Entry Form Type' section, there are two radio buttons: 'Create New Appropriation ID' and 'Modify Existing Appropriation'. The 'Modify Existing Appropriation' option is selected and highlighted with a red box. The 'Entry Form Search' section contains several search criteria: '* Agency:' with a dropdown menu showing 'G10 - Management an'; 'Approp ID:' with a text input field containing 'G100000'; 'Approp ID Desc:' with an empty text input field; 'Approp Type:' with a dropdown menu showing 'Select Approp Type...'; 'Bud Prog:' with a dropdown menu showing 'Select Bud Prog...'; 'Bud Activity:' with a dropdown menu showing 'Select Bud Activity...'; and 'Fund:' with a dropdown menu showing 'Select Fund...'. At the bottom of the search section, there are two buttons: 'Reset' and 'Search'. The 'Search' button is highlighted with a red box.

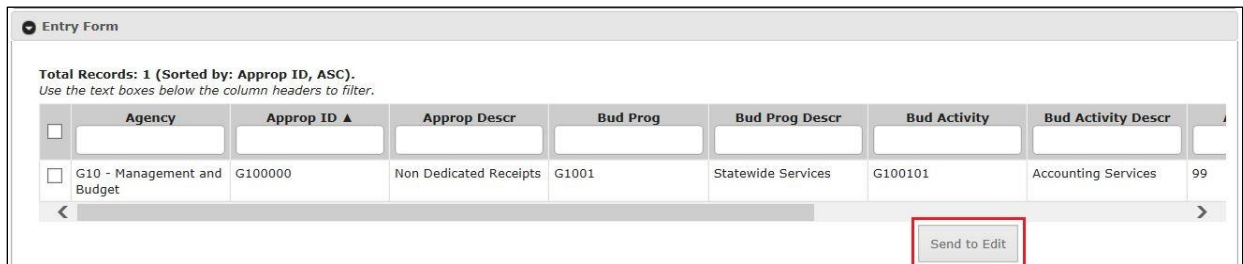
3. Search for the appropriation to modify in the **Entry Form Search** section as described below. The more options you select, the smaller the list of search results.

Fields	Description
*Agency	Enter or select the three-digit agency number. The drop-down list will display the agencies that you have access to.
Approp ID	Enter the Approp ID for the appropriation you want to modify. The Auto Complete () icon next to a field indicates that you can begin typing characters in the field and a list matching your entries will display, allowing you to select the appropriation from the list. It may take a few seconds for the list to appear if your agency has many appropriations.
Bud Prog	Select a Budget Program to limit your search.
Bud Activity	Select a Budget Activity to limit your search.

4. Select the **Search** button. Records display matching your search criteria in the **Entry Form** section.

Note: If the **Checkbox** for an appropriation is grayed out in the listing, this appropriation is already in process in AMA.

5. In the **Entry Form** section, Select the **Checkbox** for the appropriation(s) you want to modify.
6. Select the **Send to Edit** button to move the appropriation to the *Edit* screen. A message displays indicating the appropriation successfully sent to the *Edit* screen.



Step 2: Modify the Appropriation and Submit for Approval on the Edit screen

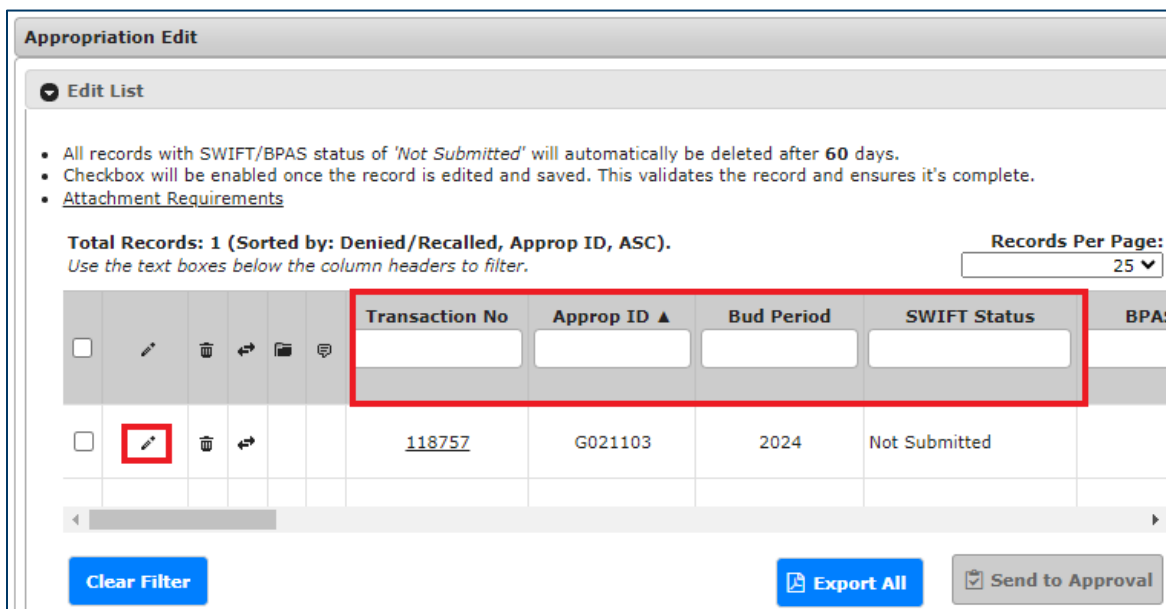
Next, you'll need to go to the *Edit* screen to modify the appropriation and submit it for approval.

1. Select the **Edit** option in the **Main Menu**. The *Appropriation Edit* screen displays a listing of the appropriation requests for your agency.
2. The list is sorted in ascending order by Approp ID, displaying any denied requests first. You can filter, sort, and view the appropriation listing as described below. **Note:** you could filter by *Entry Form Type* "Modify Approp BPAS" to quickly find your request.

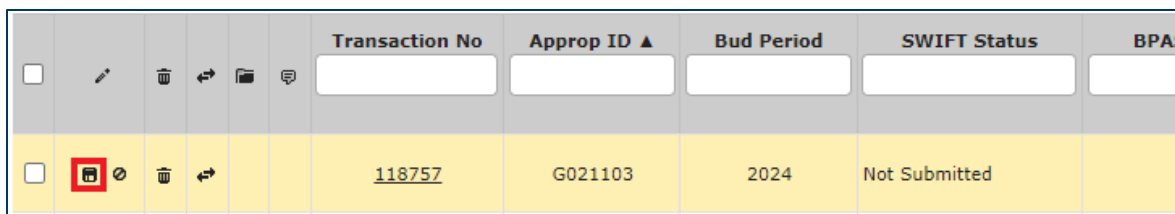
Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. The filter takes effect after you Tab or press the Enter key. To remove the filter, Select the Clear Filter button at the bottom of the screen.

Options	Description
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields.

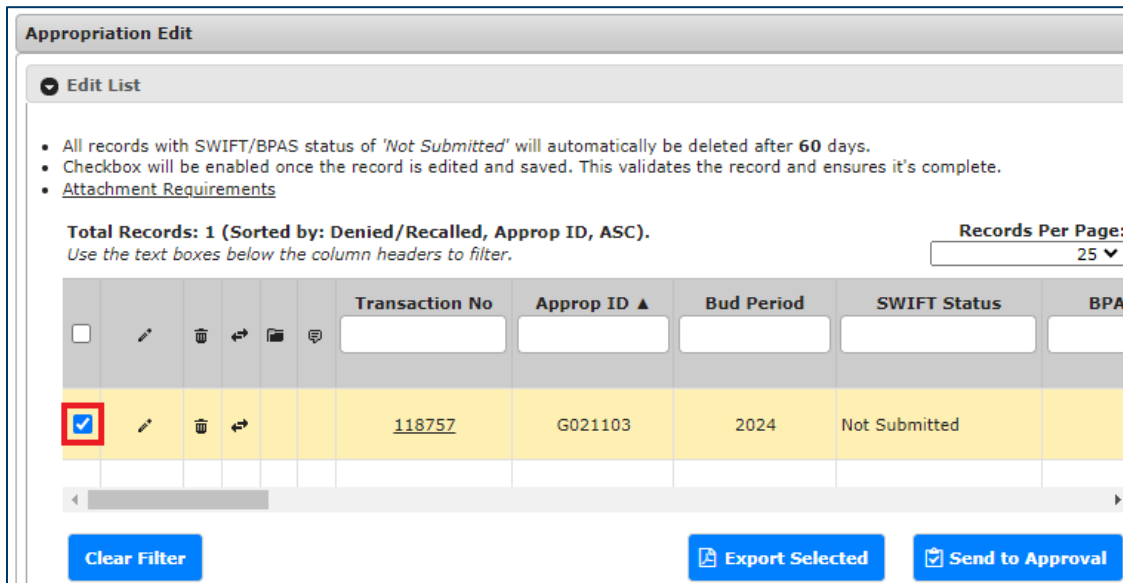
- For each BPAS appropriation you want to modify, Select the **Edit** (✎) icon for your request.



- Fields that you can change become available to edit. Enter your changes. You may also need to enter required fields that had not been entered previously. View the [AMA Glossary](#) for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option).
 - You can enter information in the Explanation field located at the far right of the screen. Information in this field will display to people who need to approve the transaction.
- Select the **Save** (💾) icon. (You can also **Cancel** (⊗) your changes, if necessary.)



6. Select the **Checkbox** for the request.
7. After editing and selecting your request(s), Select the **Send to Approval** button.



- A message displays letting you know the request was submitted for approval.



- If you filtered your list so that the only transactions displayed are the ones you sent to approval, the “No records found” message will display after the record is submitted. Select the **Clear Filter** button to show all the records on the Edit screen for your agency.

Step 3: Monitor Approval on the Search screen

After agencies enter appropriation requests and submit them for approval, the requests are routed for approval using workflow. BPAS appropriation requests must be approved by Agency Approver, EBO Approver, and Budget Planning and Operations (Budget Administration). Refer to the “[Understanding Approval Workflow](#)” topic for more information.

Any of the approvers can deny the request. If the request is denied, it will be returned to the agency’s Edit screen for appropriate action. You should be checking the Edit screen for any requests that have been denied. Denied BPAS requests will display in purple font at the top of the Edit screen listing.

You can monitor approval of your requests using the Search screen. Refer to the “[Monitor the Approval Status on the Search screen](#)” topic for more information.

Chapter 4: Copy an Existing Appropriation

Chapter 4 provides instructions on how to copy an existing appropriation to make the appropriation available in another Budget Period.

Copying an Existing Appropriation

Step 1: Enter Your Request on the Appropriation Entry – SWIFT screen

1. Select the **SWIFT** option under the Entry heading on the Main Menu. The *Appropriation Entry – SWIFT* screen displays.
2. Under the **Appropriation** heading, Select the **Copy Existing Appropriation** option.

3. Search for the appropriation(s) to copy in the **Entry Form Search** section. The most common search parameters are described below.

Fields	Description
*Agency	Enter or select the three-digit agency number. The drop-down list will display the agencies that you have access to.
*Bud Period	Select the Budget Period for the appropriation that you want to copy.
Approp ID	Enter the Approp ID for the appropriation you want to copy. The Auto Complete () icon next to a field indicates that you can begin typing characters in the field and a list matching your entries will display, allowing you to select the appropriation from the list. It may take a few seconds for the list to appear if your agency has many appropriations.

Note: You can also search by Appropriation Description, Appropriation Type, Budget Program, Budget Activity, Legal Citation, Fund, Fin Dept ID, and Budget Authority Type.

4. Select the **Search** button. The appropriation matching your search criteria displays in the **Entry Form** section. **Note:** the checkbox for the appropriation will be grayed out until you select the Budget Period you want to copy the appropriation to in the next step.
5. Next, you'll need to select the *Budget Period* that you are copying the appropriation to. Use the **Scroll Bar** to view the *Bud Period From* and *Bud Period To* fields for appropriation.

Bud Period From	Bud Period To	Fund	Fin Dept ID	Bud Prog	Bud #
2017	2018	5200	G1010000	G1001 - Statewide Services	G100106 - Management Analysis & C

6. Enter the Budget Period that you are copying the appropriation to in the *Bud Period To* field. Budget Periods where the appropriation already exists will not display in the drop-down listing.
7. Select the **Checkbox** for the appropriation.
8. Select the **Send to Edit** button to move the appropriation to the **Edit** screen.

	Agency	Approp ID	Approp Descr	Approp Short Descr	Bud Period From	Bud #
<input checked="" type="checkbox"/>	G10 - MMB	G100085	Management Analysis Services	MAD	2017	2018

- A message displays indicating success. The appropriation has been created for the Budget Period you selected and is available on the *Edit* screen for you to review and submit for approval.

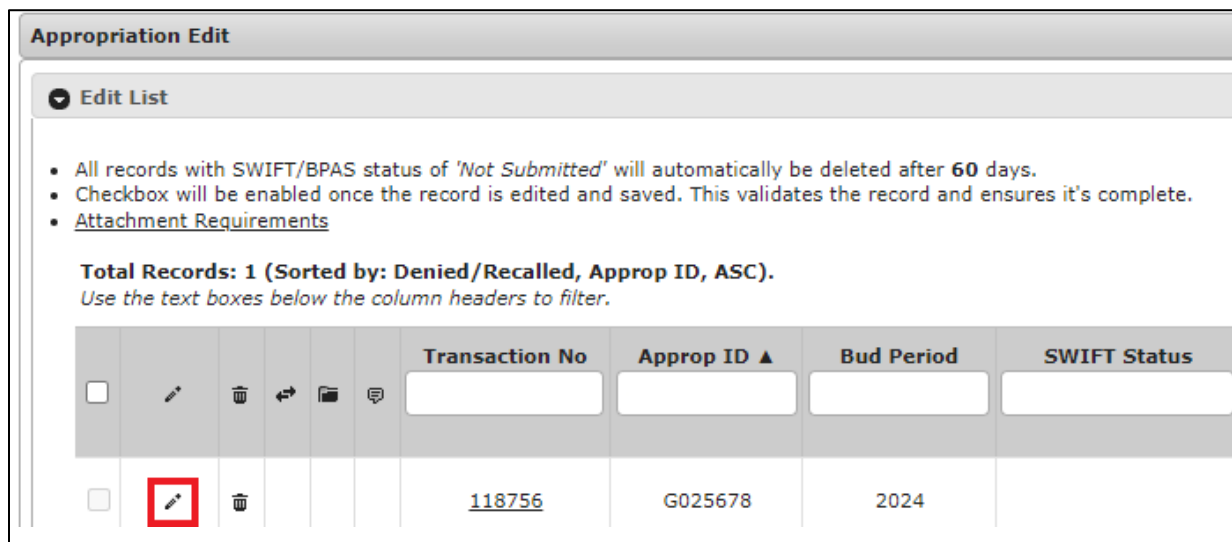
Step 2: Prepare Your Request and Submit for Approval on the Edit screen

Next, you'll need to go to the *Edit* screen to validate your request and submit it for approval.

1. Select the **Edit** option in the **Main Menu**. The *Appropriation Edit* screen displays a listing of the appropriation requests for your agency.
2. The list is sorted in ascending order by Approp ID, displaying any denied requests first. You can filter, sort, and view the appropriation listing as described below. **Note:** you could filter by *Entry Form Type* "Copy Approp" to quickly find your request.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. The filter takes effect after you Tab or press the Enter key. To remove the filter, Select the Clear Filter button at the bottom of the screen.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields.

3. Select the **Edit** () icon for the appropriation you created with the copy feature.



4. Review your entries and make any changes. Fields that you can change become available to edit. View the **AMA Glossary** for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option). View [Chapter 11: Attachments](#) for transactions that qualify for attachments.

Chapter 4: Copy an Existing Appropriation

5. Select the **Save** (💾) icon. (You can also **Cancel** (❌) your changes, if necessary.)
6. Optionally, Select the **Transaction No.** to review your entries on the *Alternate View* screen. Select the **Close** button to return to the *Edit* screen.
7. Select the **Checkbox** for the request.

The screenshot shows the 'Appropriation Edit' interface. At the top, there's a title bar 'Appropriation Edit' and a sub-header 'Edit List'. Below this, there are instructions: 'All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after 60 days.', 'Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.', and a link for 'Attachment Requirements'. A summary line states 'Total Records: 1 (Sorted by: Denied/Recalled, Approp ID, ASC)' and 'Records Per Page: 25'. Below the summary is a table with columns: Transaction No, Approp ID, Bud Period, SWIFT Status, and BPAS Status. The first row is highlighted in yellow and has a checked checkbox in the first column. Below the table are three buttons: 'Clear Filter', 'Export Selected', and 'Send to Approval' (which is highlighted with a red box).

	Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status
<input checked="" type="checkbox"/>	118757	G021103	2024	Not Submitted	

8. Select the **Send for Approval** button. You'll receive a message that the appropriation was successfully submitted for approval.

A green success message box with a checkmark icon and the text: 'Success Appropriation(s) submitted to Approval.'

- If you filtered your list so that the only transaction displayed is the one you sent to approval, the “No records found” message will display after the record is submitted. Select the **Clear Filter** button to show all the records on the *Edit* screen for your agency.

Step 3: Monitor Approval on the Search screen

After agencies enter appropriation requests and submit them for approval, the requests are routed for approval using workflow. SWIFT appropriation requests must be approved by the Agency Approver, EBO Approver, MMB Capital Coordinator/Debt Management Division (capital appropriations only), and SWIFT Module Support. Refer to the “[Understanding Approval Workflow](#)” topic for more information.

Any of the approvers can deny the request. If the request is denied, it will be returned to the agency's Edit screen for appropriate action. You should be checking the *Edit* screen for any requests that have been denied. Denied requests will display in red font at the top of the *Edit* screen listing.

You can monitor approval of your requests using the *Search* screen. Refer to the “[Monitor the Approval Status on the Search screen](#)” topic for more information.

Chapter 5: Create Biennium Appropriations (includes Excel export/upload option)

Chapter 5 provides instructions on how to use the **Biennium Appropriation** option in the SWIFT Entry Form Type panel to request appropriations for the upcoming biennium. The Biennium Appropriation entry option is used to copy an appropriation that **is already established in SWIFT** into each budget period of the following biennium. To create a new biennium appropriation that does not already exist in SWIFT, refer to the [“Create a New SWIFT Appropriation ID”](#) topic and leverage the Biennium checkbox in the Create New Appropriation ID Entry Form Search.

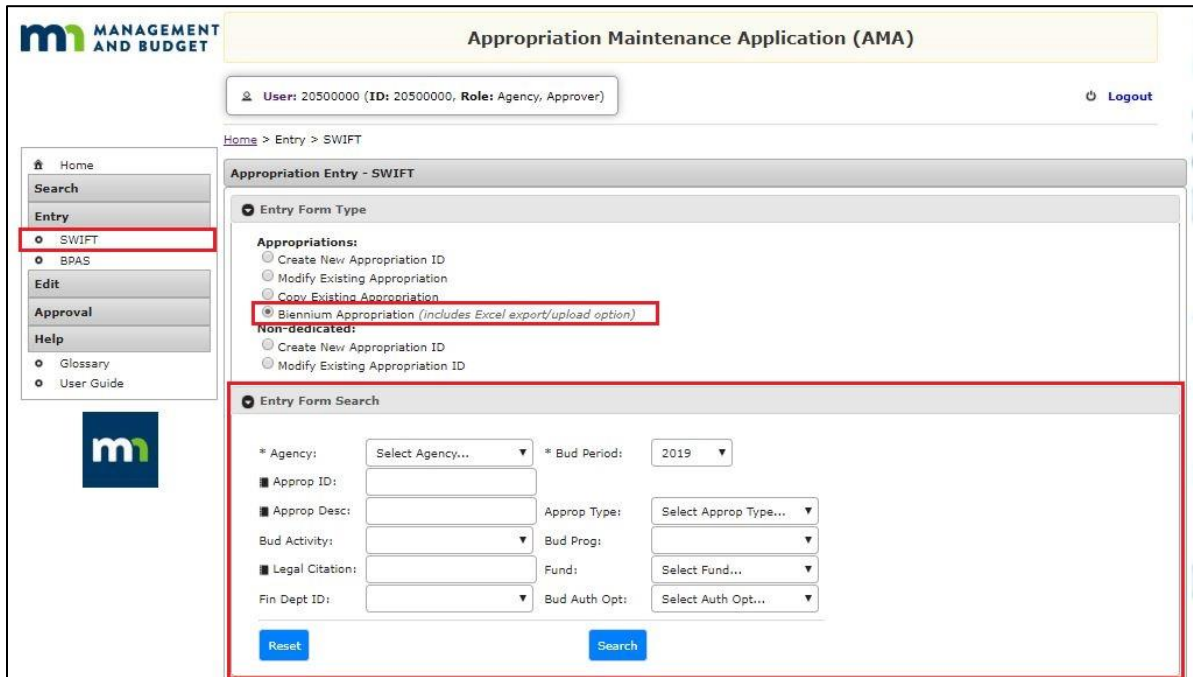
Note: The AMA Biennium Entry option cannot be used to copy continuing (type code 02) or non-dedicated (type code 99) appropriations. Continuing appropriations (type 02) are used for capital projects and are established only once, in the budget fiscal year in which they are authorized. Continuing appropriations do not close or carry forward funds from one fiscal year to the next. Likewise, non-dedicated appropriations (type 99) are established in only one budget fiscal year. Non-dedicated appropriations are used for fund level deposits of receipts that are not appropriated or dedicated for a particular purpose. AMA has a separate set of SWIFT Entry options for non-dedicated appropriations; refer to the [“Create a New Non-Dedicated Appropriation ID”](#) and [“Modify an Existing Non-Dedicated Appropriation ID”](#) topics for more information.

Creating Biennium Appropriations


Step 1: Enter Your Requests on the Appropriation Entry – SWIFT screen

1. Select the **SWIFT** option under the **Entry** heading on the **Main Menu**. The *Appropriation Entry – SWIFT* screen displays with the **Create New Appropriation ID** option selected by default in the **Entry Form Type** section.

2. Select the **Biennium Appropriation** option. Notice that the **Entry Form Search** options change based on the **Entry Form Type** selected.



3. Search for an existing appropriation(s) in the **Entry Form Search** section. The Bud Period will always default to the base year, or second year of the previous biennium. Required and optional search filters are listed below. The more options you select, the smaller the list of search results.

Fields	Description
*Agency	Enter or select the three-digit agency number. The drop-down list will display the agencies that you have access to.
*Bud Period	Accept the default base Budget Period. This cannot be changed.
Approp ID	Enter an Approp ID, to retrieve a specific appropriation. The Auto Complete () icon next to a field indicates that you can begin typing characters in the field and a list of existing appropriation IDs matching your entries will display, allowing you to select the appropriation from the list. It may take a few seconds for the list to appear if your agency has many appropriations.
Approp Type	Select an Approp Type, if you want to work with appropriations with a specific Approp Type, such as "04 – Special – Dedicated".
Fund	Select a Fund if you want to work with appropriations for a specific fund.

Note: You can also search for appropriations by Appropriation ID Description, Budget Activity, Budget Program, Legal Citation, Fin Dept ID, and Budget Authority Option. View the [AMA Glossary](#) for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option).

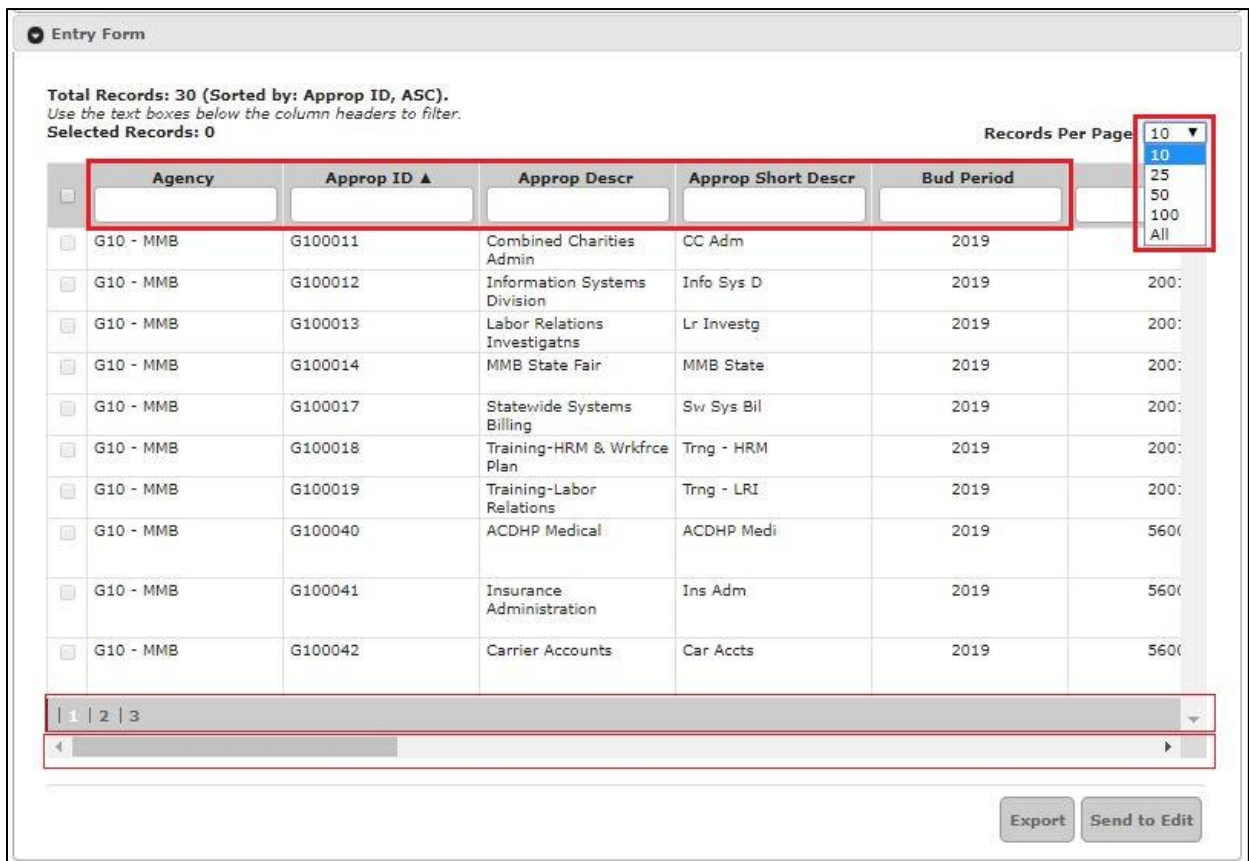
4. Select the **Search** button. The **Loading** bar displays while the system is looking for appropriations that meet your criteria.



5. View the search results displayed in the **Entry Form** section based on the parameters you entered. The list is sorted in ascending order by Approp ID by default. You can filter, sort, and view the appropriation listing as described below.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. Note: When you enter a filter, the Clear Filter button displays at the bottom of the screen. Use this button to remove the filter.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields.
Records Per Page	Use the Records Per Page drop-down to select the number of records to be displayed per page. Selecting the “All” option will display all appropriations that meet your search criteria

Chapter 5: Create a Biennium Appropriation



- Next, select the checkbox of each appropriation that you need to establish for the biennium. AMA will gray out and not allow you to select a checkbox if that appropriation is already in SWIFT or submitted into AMA for the budget periods of the next biennium.

Options	Description
Select All Records on a Page	<p>Select the Checkbox in the column heading at the top of the appropriation listing to select all appropriations on the page you are viewing. If “All” is selected in the Records per Page dropdown, “select all” will select every available* record in the search results.</p> <p>(You can Select the Checkbox once again to unselect the appropriations on the page).</p> <p>*Appropriations that have an active AMA transaction in process are not available and cannot be selected.</p>
Select Individual Records on a Page	<p>Select the Checkbox for the individual appropriation records displayed on the page you are viewing.</p> <p>(You can Select the Checkbox once again to unselect the appropriation.)</p>

After selecting one or more checkboxes, two function buttons will be enabled: **Export** and **Send to Edit**.

Chapter 5: Create a Biennium Appropriation

Entry Form

Total Records: 34 (Sorted by: Approp ID, ASC).
Use the text boxes below the column headers to filter.

Selected Records: 7

Records Per Page: 10

<input checked="" type="checkbox"/>	Agency	Approp ID ▲	Approp Descr	Approp Short Descr	Bud Period	Fund	Fin Dept ID	B ▲
<input checked="" type="checkbox"/>	G67 - Revenue Dept	G676100	Payment and Return Process	Processing	2019	1000	G6710000	G6767 - Manager
<input type="checkbox"/>	G67 - Revenue Dept	G676101	Local Sales Tax Admin	Local Sale	2019	2000	G6710000	G6767 - Manager
<input checked="" type="checkbox"/>	G67 - Revenue Dept	G6761HC	Payment and Return Process-Hea	Pmt Ret HC	2019	2360	G6710000	G6767 - Manager
<input checked="" type="checkbox"/>	G67 - Revenue Dept	G6761PT	Payment and Return Process-Pet	Pmt Ret PT	2019	2710	G6710000	G6767 - Manager
<input checked="" type="checkbox"/>	G67 - Revenue Dept	G676200	Administration of State Taxes	Tax Admin	2019	1000	G6710000	G6767 - Manager
<input type="checkbox"/>	G67 - Revenue Dept	G676201	1st Time Homebuyers Credit	Homebyr Cr	2019	1000	G6710000	G6767 - Manager
<input checked="" type="checkbox"/>	G67 - Revenue Dept	G676223	Minnicare Admin	Mncare Adm	2019	2360	G6710000	G6767 - Manager
<input checked="" type="checkbox"/>	G67 - Revenue Dept	G676227	Petroleum Taxes	Petro Tax	2019	2710	G6710000	G6767 - Manager
<input checked="" type="checkbox"/>	G67 - Revenue Dept	G676228	Environmental Taxes	Envmnt Tax	2019	2800	G6710000	G6767 - Manager
<input type="checkbox"/>	G67 - Revenue Dept	G676250	Local Sales Tax Admin	LOST	2019	2000	G6710000	G6767 - Manager

1 | 2 | 3 | 4

Export Send to Edit

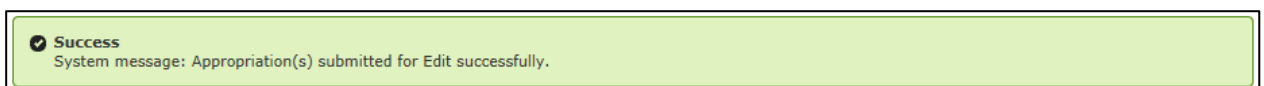
Step 2: Send to the Edit Screen

These two function buttons—Export and Send to Edit—provide two different options for setting up biennium transactions on the Edit screen for each appropriation with a checkbox selected on the Biennium Entry screen. The choice of which option to use depends on user preference and the volume of appropriations to be copied to the next biennium. Whichever option you select, creates two separate AMA Biennium transactions for every appropriation, one for each budget period of the next biennium. Users must validate and may edit each transaction individually before sending them from the Edit screen to the Approval screen.

Entry Option

Select the **Send to Edit** button at the bottom of the screen.

- A message will display indicating that the appropriation(s) were successfully sent to the Edit screen. Records sent to the *Edit* screen are now saved in the AMA system data tables.



- The **Checkbox** for the appropriation(s) on the page that were moved to the *Edit* screen will be grayed out and no longer available for selection on the *Entry* screen.
- If you have more than one page of Search results, you'll need to repeat these steps for each page that contains appropriations that you want to move.

Note: Because you selected the “Biennium Appropriation” *Entry Form Type*, AMA creates two entries on the Edit Screen for each base appropriation you selected, one for each year of the biennium.

Export & Upload Option

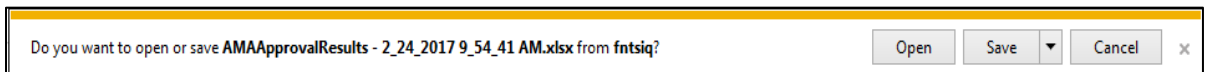
Select the Export button to create an Excel file with two rows for each selected base year appropriation, one row for each budget period in the biennium. After downloading the Excel file, you can save and edit it offline. Later, upload the file back into AMA to submit the appropriations to the Edit screen. The Export and Upload is the preferred option when establishing a high volume of biennial appropriations. Edits can be made offline in Excel, and the Excel file circulated within the agency for review and approval before uploading back into AMA.

Export Your Requests to Excel on the Appropriation Entry – SWIFT screen

1. Select records from the Search Results list, then Click **Export**.



- A message displays asking what you want to do with the Excel file. Select an option: “Open”, “Save”, “Save As” or “Cancel”.



2. Save the Excel file to a local folder and edit it offline.

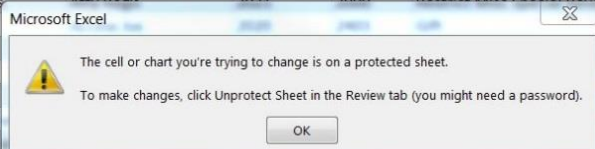
Note: The spreadsheet has two rows for each appropriation, one row for each budget period of the biennium.

Chapter 5: Create a Biennium Appropriation

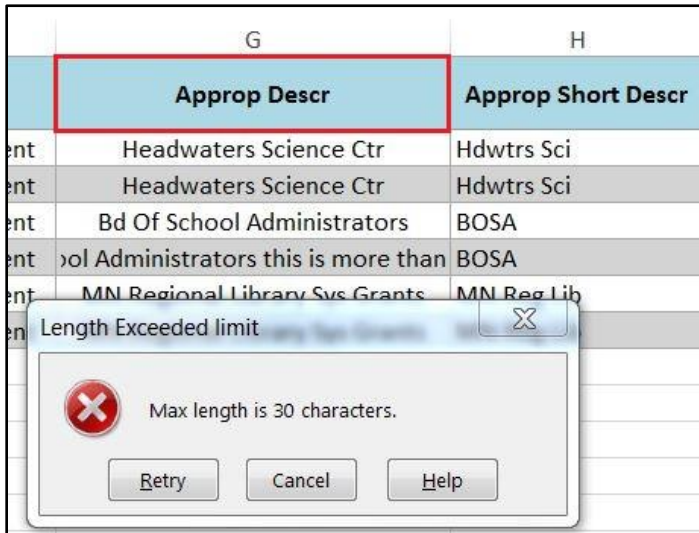
	A	B	C	D	E	F	G	H
1	Agency	Agency Descr	Approp ID	Approp Descr	Approp Short Descr	Bud Period	Fund	Fund Descr
2	G10	MMB	G100002	Budget Services	Bdgt Svcs	2020	1000	General
3	G10	MMB	G100002	Budget Services	Bdgt Svcs	2021	1000	General
4	G10	MMB	G100003	Economic Analysis	Econ Analy	2020	1000	General
5	G10	MMB	G100003	Economic Analysis	Econ Analy	2021	1000	General
6	G10	MMB	G100004	MN.IT Services@MMB	MN.IT-MMB	2020	1000	General
7	G10	MMB	G100004	MN.IT Services@MMB	MN.IT-MMB	2021	1000	General
8	G10	MMB	G100005	Debt Management	Debt Mgmt	2020	1000	General
9	G10	MMB	G100005	Debt Management	Debt Mgmt	2021	1000	General
10	G10	MMB	G100007	Enterprise Human Resources	ENTHR	2020	1000	General
11	G10	MMB	G100007	Enterprise Human Resources	ENTHR	2021	1000	General
12	G10	MMB	G100008	Labor Relations	Labor Rel	2020	1000	General
13	G10	MMB	G100008	Labor Relations	Labor Rel	2021	1000	General
14	G10	MMB	G100009	Management Services	Mgmt Svcs	2020	1000	General
15	G10	MMB	G100009	Management Services	Mgmt Svcs	2021	1000	General
16	G10	MMB	G100010	Local Impact Notes	Local Imp	2020	1000	General
17	G10	MMB	G100010	Local Impact Notes	Local Imp	2021	1000	General
18	G10	MMB	G100091	MRP Debt Service Account	MRP - DSA	2020	1000	General
19	G10	MMB	G100091	MRP Debt Service Account	MRP - DSA	2021	1000	General
20								
21								
22								
23								
24								
25								
26								
27								

- The form is protected to lock all column headers, as well as cells in columns of fields that can't be modified in AMA: **Agency, Approp ID, Bud Period, Fund, and FinDeptID.**

	A	B	C	D	E	F	G	H
1	Agency	Agency Descr	Approp ID	Approp Descr	Approp Short Descr	Bud Period	Fund	Fund Descr
2	J65	Supreme Court	J6507PK	Parking Fund-7Th District	7Th Parkin	2020	6000	Miscellaneous Agency
3	J65	Supreme Court	J6507PK	Parking Fund-7Th District	7Th Parkin	2021	6000	Miscellaneous Agency
4	J65	Supreme Court	J650ADR	Alter Dispute Resolution	Dispute Re	2020	2000	Restrict Misc Special Revenue
5	J65	Supreme Court	J650ADR	Alter Dispute Resolution	Dispute Re	2021	2000	Restrict Misc Special Revenue
6	J65	Supreme Court	J650ARF	Attorney Regis Operations	Atty Regis	2020	2000	Restrict Misc Special Revenue
7	J65	Supreme Court	J650ARF	Attorney Regis Operations	Atty Regis	2021	2000	Restrict Misc Special Revenue
8	J65	Supreme Court	J650ATJ	Access to Justice Gift				
9	J65	Supreme Court	J650ATJ	Access to Justice Gift				
10	J65	Supreme Court	J650BLE	Board Of Law Examiners				
11	J65	Supreme Court	J650BLE	Board Of Law Examiners				
12	J65	Supreme Court	J650CDR	Community Dispute Resol				
13	J65	Supreme Court	J650CDR	Community Dispute Resol				
14	J65	Supreme Court	J650CHS	Courthouse Security	Crt Sec	2020	1000	General
15	J65	Supreme Court	J650CHS	Courthouse Security	Crt Sec	2021	1000	General
16	J65	Supreme Court	J650CLD	Civil Legal Services-Ded	Ded Serv	2020	2000	Restrict Misc Special Revenue
17	J65	Supreme Court	J650CLD	Civil Legal Services-Ded	Ded Serv	2021	2000	Restrict Misc Special Revenue
18	J65	Supreme Court	J650CLS	Civil Legal Services	Civ Leg Se	2020	1000	General
19	J65	Supreme Court	J650CLS	Civil Legal Services	Civ Leg Se	2021	1000	General



- Fields that can be modified in AMA are not locked: for example, Budget Program, Budget Activity, Appropriation Type and Budget Authority.
- The spreadsheet is formatted so that the entries for the Appropriation Description and Short Description fields may not exceed the character limits in AMA/SWIFT.



- All other description fields in the spreadsheet are for information only; for example, Program Description, Budget Activity Description and Approp Type Description. These cells are not locked, but they will be excluded from import into AMA.

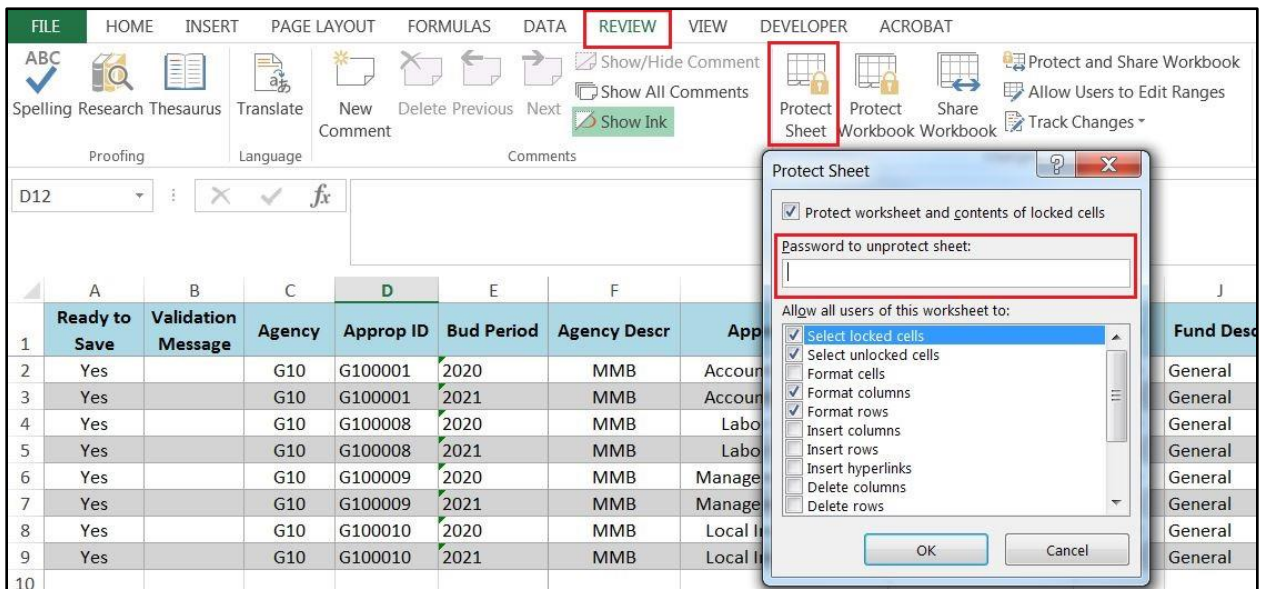
M	N	O	P	Q	R
Bud Prog	Bud Prog Descr	Bud Activity	Bud Activity Descr	Approp Type	Approp Type Descr
E377A	Early Childhood & Family Supp	E377A10	Early Child Family Ed	01	Regular
E378A	Community Education	E378A10	Community Education	01	Regular
E378A	Community Education	E378A10	Community Education	01	Regular
E378A	Community Education	E378A20	Adults W Disabilities	01	Regular
E378A	Community Education	E378A20	Adults W Disabilities	01	Regular
E379A	Self Sufficient & Lifelong Lrn	E379A10	Adult Basic Education	01	Regular
E379A	Self Sufficient & Lifelong Lrn	E379A10	Adult Basic Education	01	Regular
E371B	Other General Education	E371B80	Reserves & Credits	01	Regular
E371B	Other General Education	E371B80	Reserves & Credits	01	Regular
E371B	Other General Education	E371B80	Reserves & Credits	01	Regular
E371B	Other General Education	E371B80	Reserves & Credits	01	Regular

3. The Excel Export file can be unprotected to allow you to use Excel’s functions (delete, sort, filter, sum, etc.) for editing and review. Click the **Review** tab in the toolbar, then Click the **Unprotect Sheet** icon.



- After Unprotect is selected, the icon label changes to Protect Sheet. Take care to protect the worksheet again before distributing it to others for review. Users have the option to assign a password that must be entered to unprotect the sheet.

Chapter 5: Create a Biennium Appropriation



Note: the spreadsheet columns may be reordered to facilitate editing. Do not modify the column header labels.

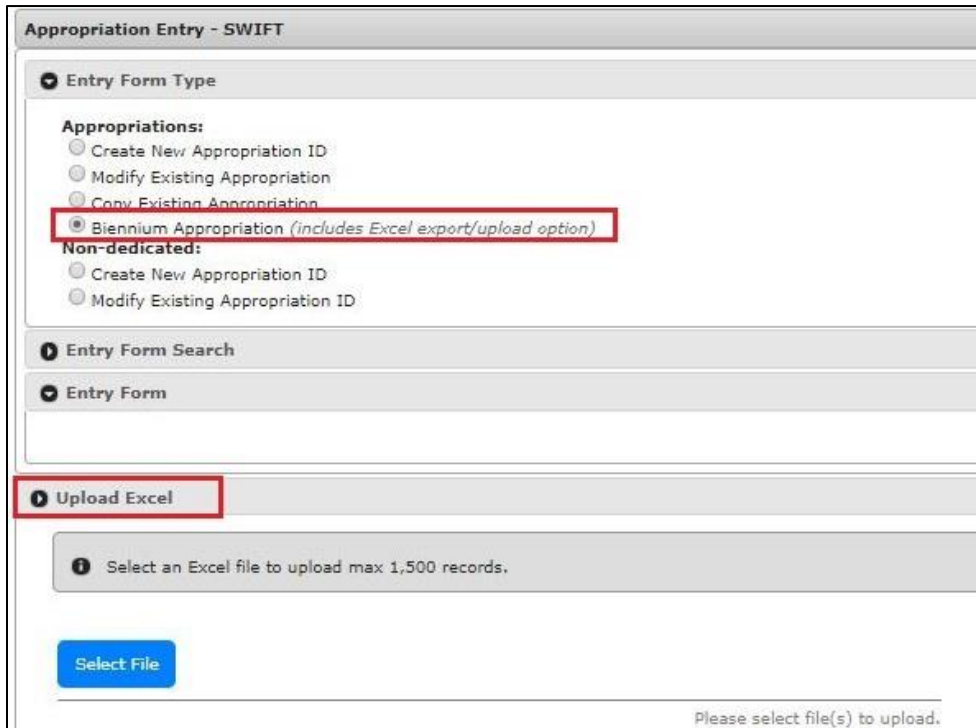
- Biennium entries can be added in the rows below the last record in the export file. For example, users can create a new appropriation for the biennium by adding rows with a new Approp ID. Likewise, users can establish appropriations for an existing Approp ID last used in a budget period before the base year. All required fields must be completed. When adding a row, **leave the first two columns blank**.

	A	B	C	D	E	F
1	Ready to Save	Validation Message	Agency	Approp ID	Bud Period	Agency Descr
273	Yes		E37	E37B651	2021	Education Department
274	Yes		E37	E37R001	2020	Education Department
275	Yes		E37	E37R001	2021	Education Department
276	Yes		E37	E37R002	2020	Education Department
277	Yes		E37	E37R002	2021	Education Department
278			E37	E37NEW1	2020	
279						
280						
281						
282						

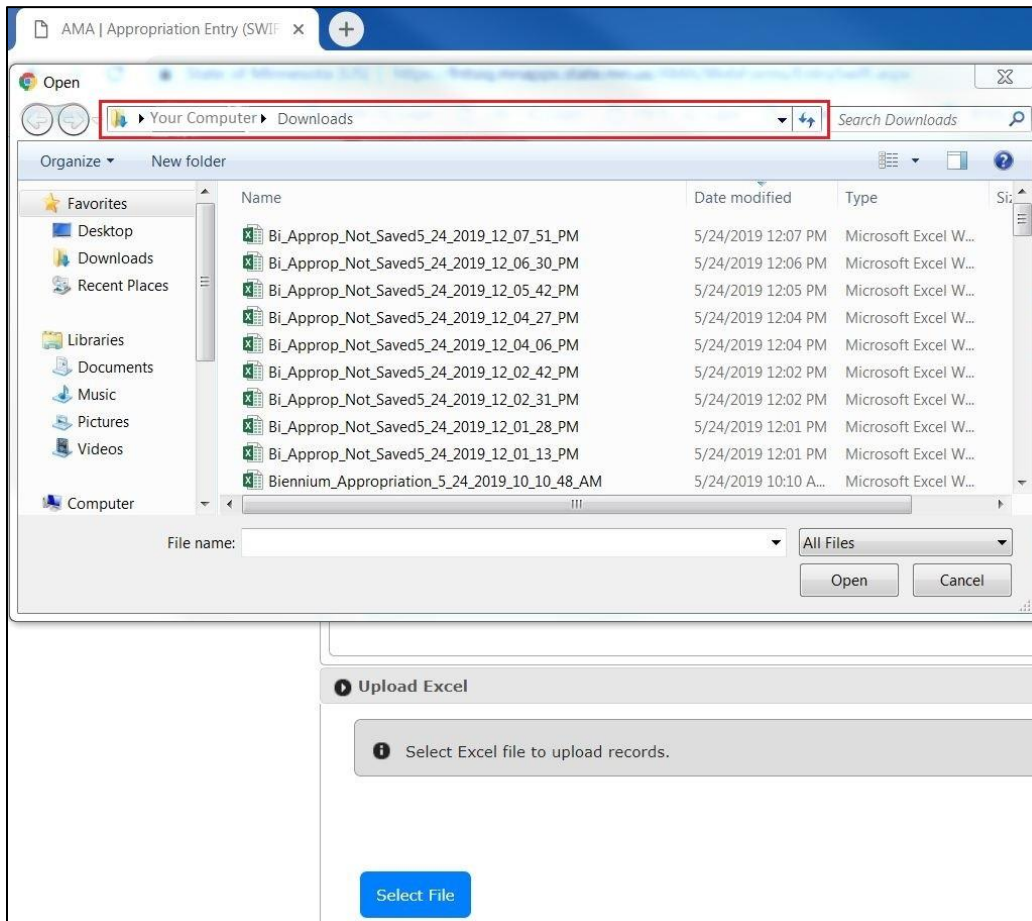
Upload the Excel file into AMA

After you have saved the Excel export file and finished updating it, you should send a copy to your Executive Budget Officer for their review prior to uploading in AMA.

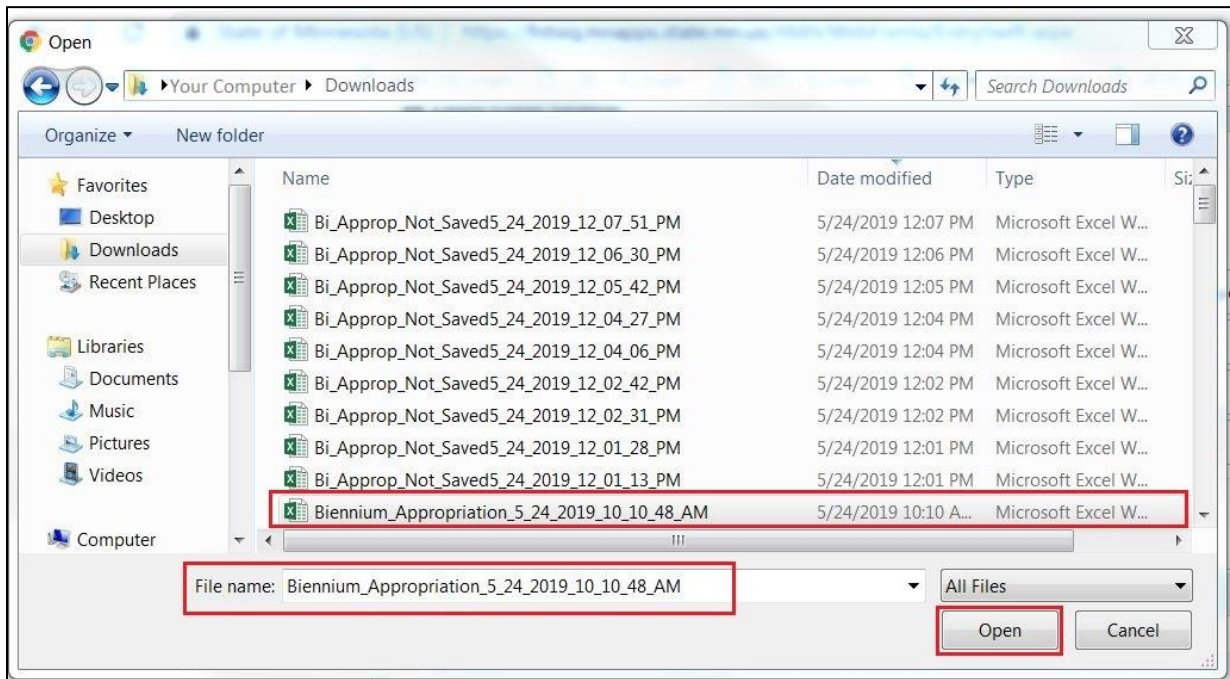
- After the Excel file is reviewed and ready to upload into AMA, Click **SWIFT Entry** from the main menu, then Click the **Biennium Appropriation** radio button:



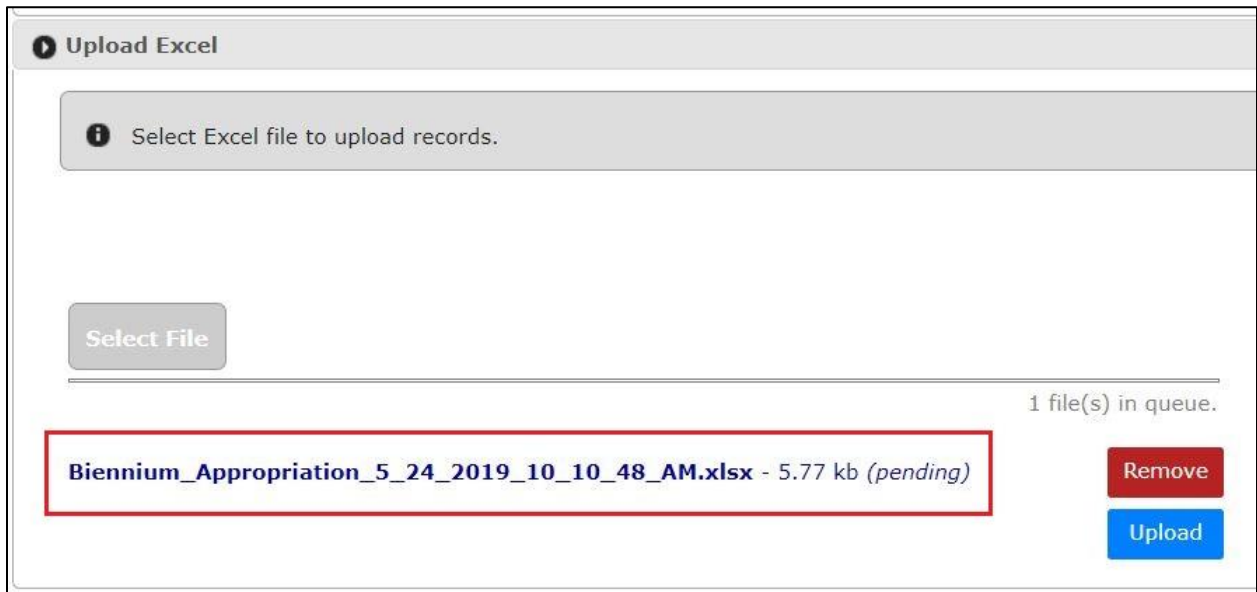
2. In the **Upload Excel** panel, select the “**Select File**” button to open a file selection pop-up.



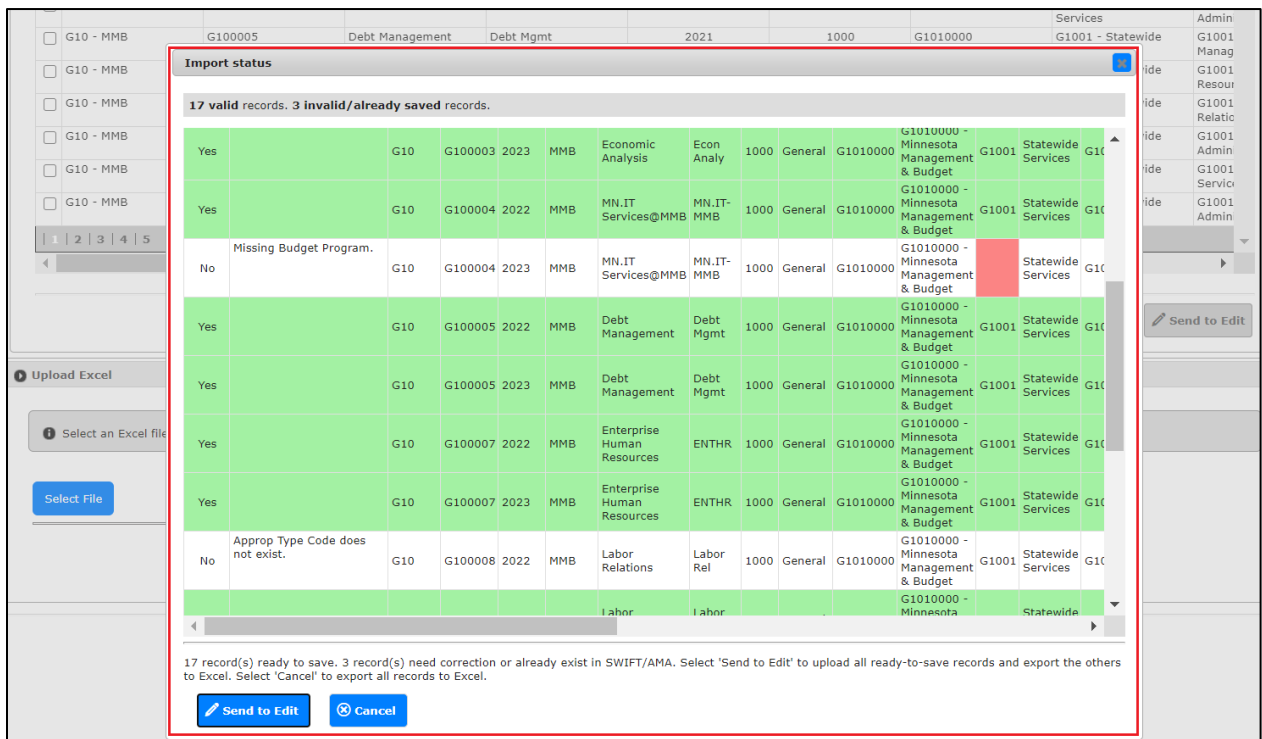
3. Select the Excel export file you wish to upload from your local directory, then Click **Open**.



- The **filename** will appear in the **Upload Excel** panel. The “**Select File**” button is disabled, and “**Remove**” and “**Upload**” buttons display.



4. Click “**Remove**” if you want to select a different file to upload; Select the **Upload** button to import the file. When the upload process is completed, a pop-up will display the file’s records and their import status.



Review the Import Results

While the file is being uploaded, AMA checks whether each row meets all the following conditions:

- No required fields are missing: Agency ID, Approp ID, Budget Period, Fund, Fin Dept ID, Approp Type, Bud Auth Opt, Bud Program or Bud Activity;
- The user has SWIFT Security access for the agency;
- The Approp ID begins with the agency ID and is seven characters in length;
- The budget period needs to be one of the budget periods in the biennium;
- The appropriation is not already established for the biennium in SWIFT, or pending action in AMA.
- The Fund and FinDeptID are the same as in SWIFT for an existing Approp ID.
- The Appropriation Description (Approp Descr) field is 30 characters or less and the Appropriation Short Description (Approp Short Descr) field is 10 characters or less.
- The Bud Program belongs to the agency;
- The Bud Activity belongs to the Bud Program;
- All Chartfield attributes entered are values that exist in SWIFT; and
- Type Code is not Continuing (02) or Non-Dedicated (99).

Rows that meet all these conditions are green-highlighted and display “Yes” in the “Ready to Save” column of the pop-up grid. Rows that fail any one of the conditions display “No” and have a description of the error(s) in the “Validation Message” column. The cells with errors are colored red.

Chapter 5: Create a Biennium Appropriation

Import status Close

6 valid records. 16 invalid/already saved records.

Total 22 records.

Ready to Save	Validation Message	Agency	Approp ID	Bud Period	Agency Descr	Approp Descr	Approp Short Descr	Fund
No	Missing Budget Program.	G10	G100009	2020	MMB	Management Services	Mgmt Svcs	1000
No	(1) Budget Program does not exist. (2) Budget Activity 'G100109' does not belong to Budget Program 'G9R77'.	G10	G100009	2021	MMB	Management Services	Mgmt Svcs	1000
No	Ded Rev Dir App does not exist.	G10	G100010	2020	MMB	Local Impact Notes	Local Imp	1000
Yes		G10	G100010	2021	MMB	Local Impact Notes	Local Imp	1000
No	Already established in SWIFT or pending in AMA.	G10	G100075	2020	MMB	Pre-Tax Deposits	Pre Tx Dep	6000

1. If *no records* in the upload file are ready to save, the pop-up displays a **Cancel** button:

Import status Close

0 valid records. 46 invalid/already saved records.

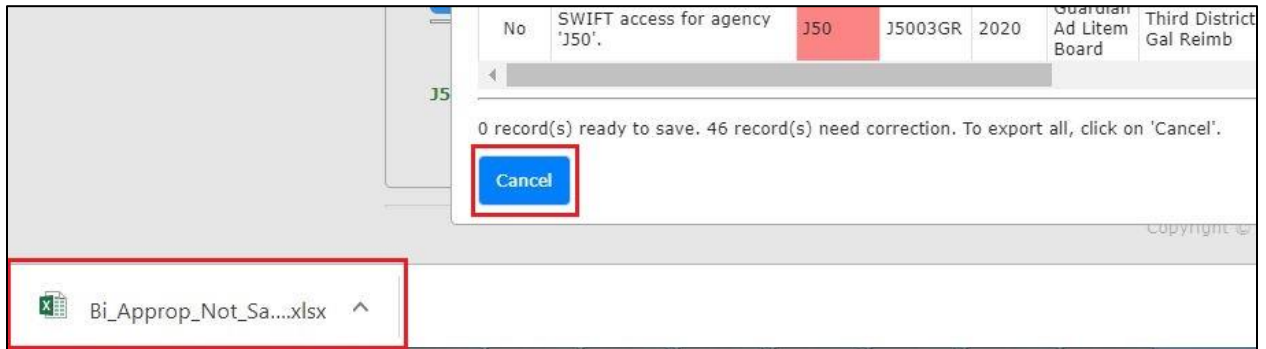
Total 46 records.

Ready to Save	Validation Message	Agency	Approp ID	Bud Period	Agency Descr	Approp Descr	Approp Short Descr	Fund	Fund Descr	Fin Dept ID	Fin Dept Descr	Bud Prog
No	Submitter does not have SWIFT access for agency 'J50'.	J50	J5000GR	2020	Guardian Ad Litem Board	Tenth District Gal Reimb	10th Gal R	2000	Restrict Misc Special Revenue	J5010000	State Guardian Ad Litem Board	J500:
No	Submitter does not have SWIFT access for agency 'J50'.	J50	J5000GR	2021	Guardian Ad Litem Board	Tenth District Gal Reimb	10th Gal R	2000	Restrict Misc Special Revenue	J5010000	State Guardian Ad Litem Board	J500:
No	Submitter does not have SWIFT access for agency 'J50'.	J50	J5001GR	2020	Guardian Ad Litem Board	First District Gal Reimb	1st Gal Re	2000	Restrict Misc Special Revenue	J5010000	State Guardian Ad Litem Board	J500:
No	Submitter does not have SWIFT access for agency 'J50'.	J50	J5001GR	2021	Guardian Ad Litem Board	First District Gal Reimb	1st Gal Re	2000	Restrict Misc Special Revenue	J5010000	State Guardian Ad Litem Board	J500:
No	Submitter does not have SWIFT access for agency 'J50'.	J50	J5002GR	2020	Guardian Ad Litem Board	Second District Gal Reimb	2nd Gal Re	2000	Restrict Misc Special Revenue	J5010000	State Guardian Ad Litem Board	J500:
No	Submitter does not have SWIFT access for agency 'J50'.	J50	J5002GR	2021	Guardian Ad Litem Board	Second District Gal Reimb	2nd Gal Re	2000	Restrict Misc Special Revenue	J5010000	State Guardian Ad Litem Board	J500:
No	Submitter does not have SWIFT access for agency 'J50'.	J50	J5003GR	2020	Guardian Ad Litem Board	Third District Gal Reimb	3rd Gal Re	2000	Restrict Misc Special Revenue	J5010000	State Guardian Ad Litem Board	J500:

0 record(s) ready to save. 46 record(s) need correction. To export all, click on 'Cancel'.

Cancel

- When **Cancel** is selected, no records are saved in AMA and the system generates an Excel file export of *all* records from the upload.



The export file can be corrected and then uploaded again into AMA.

	A	B	C	D	E	F	G	H
	Ready to Save	Validation Message	Agency	Approp ID	Bud Period	Agency Descr	Approp Descr	Approp Short Descr
1	Yes		G10	G100009	2020	MMB	Management Services	Mgmt Svcs
2	Yes		G10	G100009	2021	MMB	Management Services	Mgmt Svcs
3	Yes		G10	G100010	2020	MMB	Local Impact Notes	Local Imp
4	Yes		G10	G100010	2021	MMB	Local Impact Notes	Local Imp
5	No	Already established in SWIFT or pending in AMA.	G10	G100075	2020	MMB	Pre-Tax Deposits	Pre Tx Dep
6	No	Already established in SWIFT or pending in AMA.	G10	G100075	2021	MMB	Pre-Tax Deposits	Pre Tx Dep
7								

- Correct the errors in the export file, then save it and upload again.
 - If some or all the records in the upload are marked ready to save, the pop-up displays two buttons: **“Cancel”** and **“Send to Edit.”**

Import status

17 valid records. 3 invalid/already saved records.

Yes		G10	G100003	2023	MMB	Economic Analysis	Econ Analy	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services	G10
Yes		G10	G100004	2022	MMB	MN.IT Services@MMB	MN.IT-MMB	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services	G10
No	Missing Budget Program.	G10	G100004	2023	MMB	MN.IT Services@MMB	MN.IT-MMB	1000	General	G1010000	G1010000 - Minnesota Management & Budget		Statewide Services	G10
Yes		G10	G100005	2022	MMB	Debt Management	Debt Mgmt	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services	G10
Yes		G10	G100005	2023	MMB	Debt Management	Debt Mgmt	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services	G10
Yes		G10	G100007	2022	MMB	Enterprise Human Resources	ENTHR	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services	G10
Yes		G10	G100007	2023	MMB	Enterprise Human Resources	ENTHR	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services	G10
No	Approp Type Code does not exist.	G10	G100008	2022	MMB	Labor Relations	Labor Rel	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services	G10
						Labor	Labor				G1010000 - Minnesota		Statewide	

17 record(s) ready to save. 3 record(s) need correction or already exist in SWIFT/AMA. Select 'Send to Edit' to upload all ready-to-save records and export the others to Excel. Select 'Cancel' to export all records to Excel.

[Send to Edit](#) [Cancel](#)

- Selecting “Send to Edit” moves all records marked ready to save to the AMA Edit Screen and generates an Excel export file of those records, if any, that were not ready to save. Selecting “Cancel” generates an Excel export of all records with validation messages for those records, if any, that were not ready to save. The Excel export files generated are saved automatically to your local Downloads folder.

Step 3: Prepare the Biennium Requests on the Edit screen

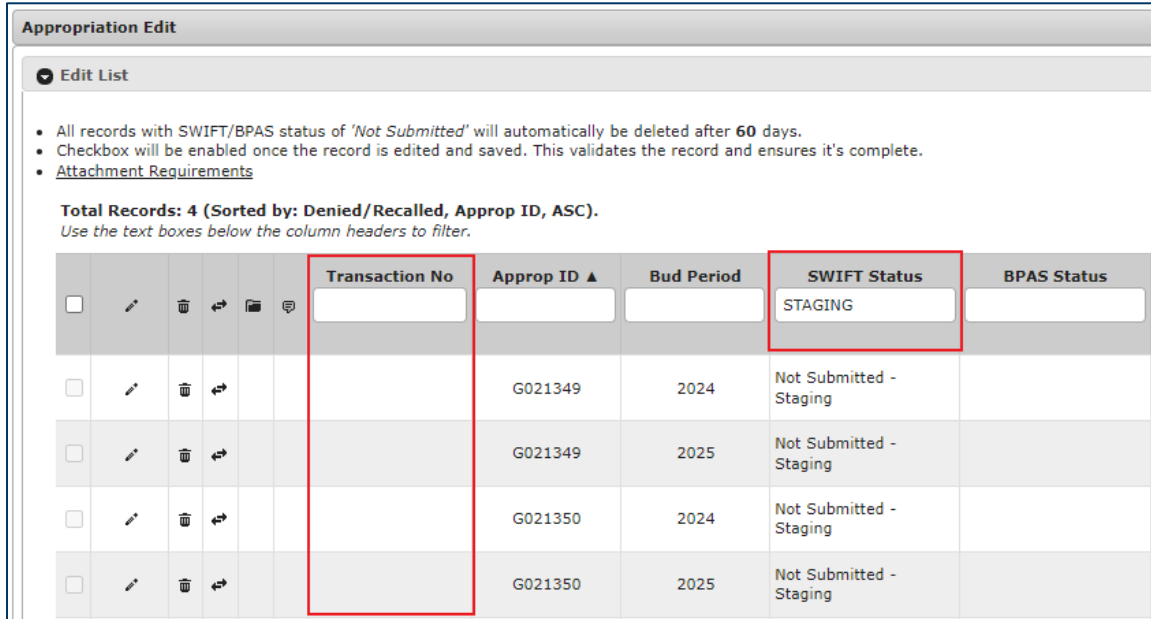
The *Edit* screen lists requests that are saved in the AMA data tables but haven't yet been submitted into the approval workflow. You will validate and submit SWIFT appropriation requests for approval from the *Edit* screen. You can also delete entries on this screen and the appropriation records will be available for selecting on the SWIFT or BPAS *Entry* screens once again. This is also the screen where appropriation requests that have been denied can be viewed, edited, and resubmitted.

WARNING: Requests that have not been submitted will be deleted from the *Edit* screen after 60 days. AMA sends email notifications to agency users once a day listing requests that are close to exceeding the 60-days and the expiration dates.

1. Select the **Edit** menu option, if necessary. The *Appropriation Edit* screen displays a listing of the appropriation requests for your agency.

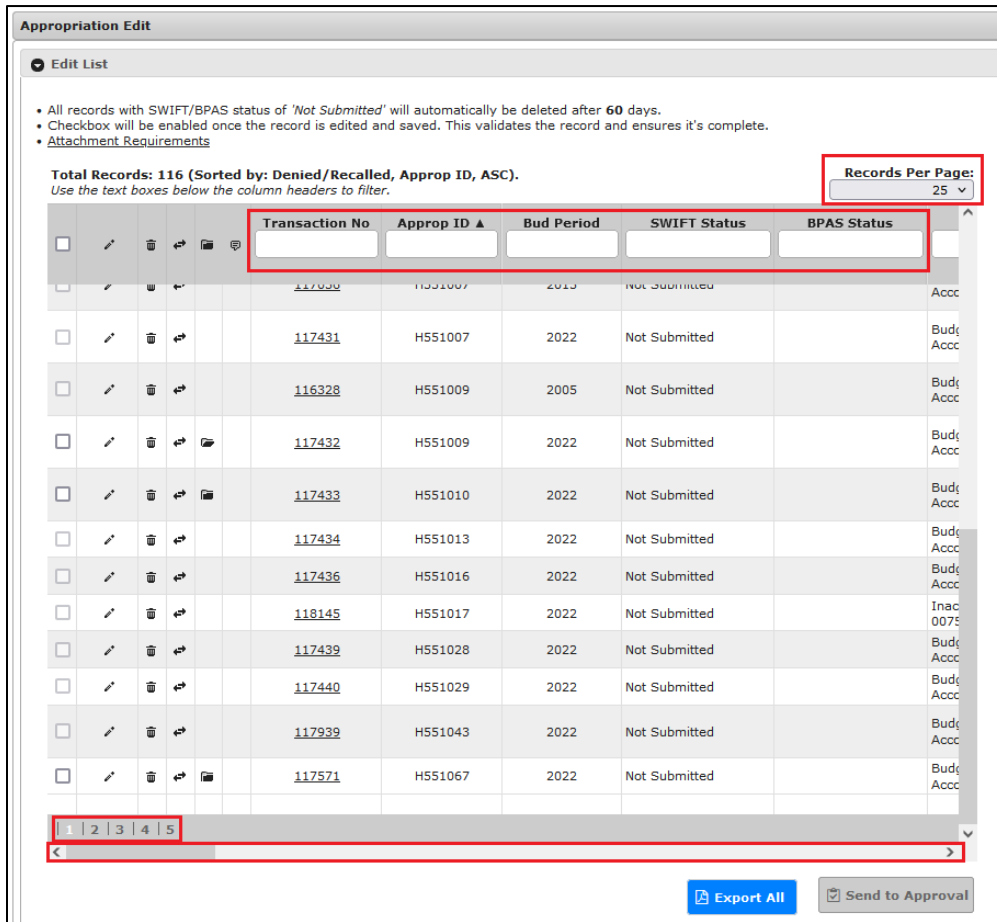
Note: Because you selected the “Biennium Appropriation” *Entry Form Type*, two entries have been created for each base appropriation you selected, one for each year of the biennium. If you only need the appropriation in the first year of the biennium, you should delete the request for the second year.

- Biennium appropriation entries sent to the Edit screen from an Excel Upload will have the SWIFT Status “Not Submitted Staging” and will not have a Transaction Number. Filter the Edit List by SWIFT Status to find and select Excel Upload records. Enter “**Staging**” in the textbox below the SWIFT Status column header:



- The list is sorted in ascending order by Approp ID, displaying any denied requests first. You can filter, sort, and view the appropriation listing as described below.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. Note: When you enter a filter, the Clear Filter button displays at the bottom of the screen. Use this button to remove the filter.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields.
Records Per Page	Use the Records Per Page drop-down to select the number of records to be displayed per page. Selecting the “ All ” option will display all available appropriations that meet your search criteria



- Additional fields that display on the Edit screen are described below.

Fields	Description
SWIFT Status	The SWIFT Status displays: -Not Submitted (for approval) -Not Submitted – Staging (for approval) -Denied (SWIFT approval was denied) -Recalled (Submitted or Approved request recalled to the Edit screen)
BPAS Status	The BPAS Status will not display until after the request has been approved to load into SWIFT.
Submitter	The name and State ID of the person who submitted the appropriation is displayed.
Agency Sbm Date	The date the AMA appropriation record was last changed on the Edit screen or submitted from the Edit screen for approval.
Entry Form Type	The <i>Entry Form Type</i> that was selected on the <i>Entry</i> screen displays; for example, Biennium Approp, New Approp, Modify Approp, Copy Approp. Refer to the Appendix: Entry Form Types topic for a complete listing.

Fields	Description
Journal Class	The Journal Class “APP” is selected by default and should not be changed when creating appropriations for the biennium.

- For each appropriation request that you want to process, Select the **Edit** (✎) icon. The **Save** (💾) and **Cancel** (⊗) icons become available.
 - If you only need the appropriation in the first year of the biennium, Select the Delete (🗑) icon for the request in the second year.
- Make changes to the request(s) as needed. View the [AMA Glossary](#) for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option).
 - Fields that you can change become available for editing, such as Appropriation Description, Budget Program, Budget Activity, Appropriation Type, and Legal Citation. Only valid options will display in the drop-down listings based on your selections.
 - If required fields are not entered, the Required (Required) indicator will display and you’ll need to enter the information before you can save the record.

				Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPA!
<input type="checkbox"/>	✎	🗑	↔					
<input type="checkbox"/>	✎	🗑	↔	<u>118832</u>	G021350	2024	Denied	
<input type="checkbox"/>	🗑	✎	↔	<u>118833</u>	G021350	2025	Not Submitted	

- You may enter an appropriation amount; this is only permitted when the appropriation’s Budget Authority is “A.”
- Enter an explanation that informs approvers about the request.

Fields	Description
Amount	The <i>Amount</i> field will be available for entry if the appropriation is not based on dedicated receipts. A total amount displays at the top of the listing which is the total of all records transferred to the <i>Edit</i> screen. Another total amount displays at the bottom of the listing which is the total of the records for the specific page you’re viewing.
Explanation	The <i>Explanation</i> field is available for you to enter information that can be viewed by approvers (300 characters).

Total Records: 13 (Sorted by: Denied, Approp Id, ASC)

Approp Type	Bud Auth Opt	Amount	LLBC	Legal Citation 1	Legal
		Total: \$ 350,000.00			
05 - Biennial	A - Appropriation Only	150000.00	01 - Budget Program	15 077 01 013 000	
05 - Biennial	A - Appropriation Only		01 - Budget Program	15 077 01 013 000	
		\$ 150,000.00			

- After making your changes, Select the **Save** (💾) icon. The **Checkbox** for the record becomes available if all required fields have been entered. (You can also Select the **Cancel** (🗑️) icon if you don't want to save your changes).

Appropriation Edit

Edit List

- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after 60 days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.
- [Attachment Requirements](#)

Total Records: 1 (Sorted by: Denied/Recalled, Approp ID, ASC).
Use the text boxes below the column headers to filter.

Records Per Page: 25

	Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPA
<input checked="" type="checkbox"/>	118757	G021103	2024	Not Submitted	

- When biennium appropriation entries sent to the Edit screen from an Excel Upload are saved, AMA will enable the record checkbox, assign the **Transaction Number**, and update the record's **SWIFT Status** from "Not Submitted_Staging" to "Not Submitted."

Note: After the record's status is updated to "Not Submitted," it will not be displayed while the Edit List is filtered by SWIFT Status "Staging."

- You can Select the **Compare** (↔️) icon to view the Data Comparison: *SWIFT vs AMA* screen. This screen displays a comparison of the SWIFT data and the AMA data for the Budget Period selected. The *Change* column indicates the fields that are different from the SWIFT data and the changes are highlighted. Select the **Close** button to return to the *Appropriation Edit* screen.

Data Comparison: SWIFT vs AMA			
Transaction Number: 117571			
<i>Changes are highlighted.</i>			
Column Name	SWIFT	AMA	Changed
Budget Period	2022	2022	No
Approp ID	H551067	H551067	No
Approp ID Descr	25 Housing Support	25 Housing Support	No
Approp ID Short Descr	100S500000	100S500000	No
Fund	1000-General	1000-General	No
Fin Dept	H5511050-Group Resid Housing Grants	H5511050-Group Resid Housing Grants	No
Bud Prog	H5520-Forecasted Programs	H5520-Forecasted Programs	No
Bud Activity	H552025-Housing Support	H552025-Housing Support	No
Approp Type	05-Biennial	05-Biennial	No
Bud Auth Opt	A-Appropriation Only	A-Appropriation Only	No
LLBC	02-Budget Activity	02-Budget Activity	No
Legal Cite 1	211 007 16 002 012	211 007 16 002 012	No
Legal Cite 2	22 098 15 002 02E	-	Yes
Legal Cite 3	-	-	No
Ded Rev Dir App			No
Fund Bal Classif	A-Assigned	A-Assigned	No
Bill Area			No
Alt Date			No
Budget Status	H-Hold	O-Open	Yes
Amount			Yes

Close

7. You can Select the **Transaction No.** hyperlink to view the request on the *Alternate View* screen. This screen displays the appropriation data in a similar format to the retired SWIFT Appropriation Form. Select the **Close** button to return to the *Appropriation Edit* screen.
8. You may be required to include an attachment. View [Chapter 11: Attachments](#) for details.
9. Repeat the above steps for each appropriation you want to submit for approval.

Step 4: Submit the Appropriation Requests for Approval

After preparing appropriation requests, you need to submit them for Agency Approval.

1. Submit all requests displayed on a page or submit only specific requests as described below.
 - If you want to submit all the requests displayed on the page you’re viewing, Select the **Select All Checkbox** in the heading column.

Appropriation Edit

Edit List

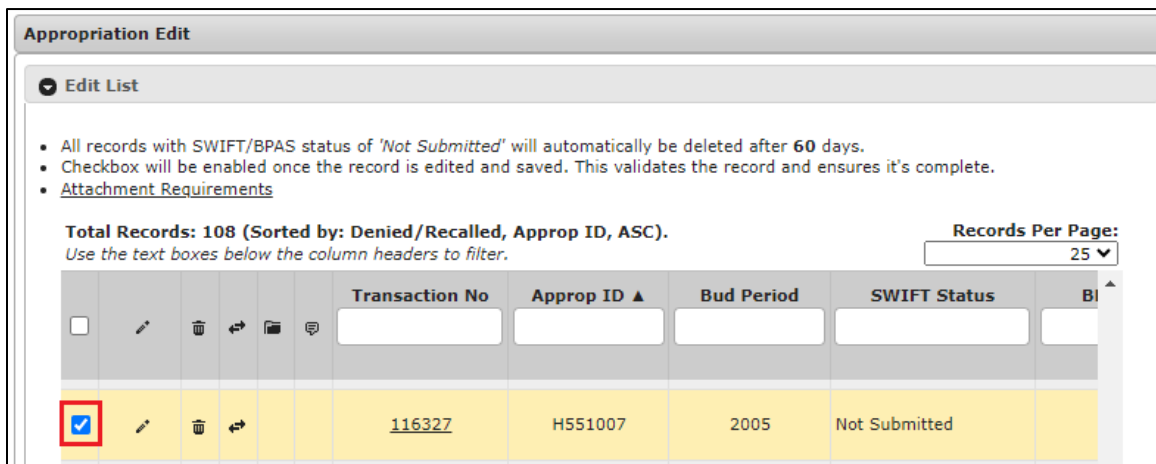
- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after **60** days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.
- [Attachment Requirements](#)

Total Records: 108 (Sorted by: Denied/Recalled, Approp ID, ASC). **Records Per Page:** 25

Use the text boxes below the column headers to filter.

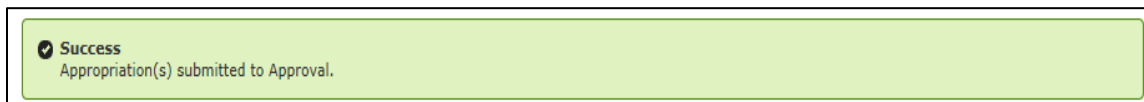
<input checked="" type="checkbox"/>					Transaction No	Approp ID ▲	Bud Period	SWIFT Status	Bl ▲
<input checked="" type="checkbox"/>									
<input checked="" type="checkbox"/>					117035	H551005	2015	Not Submitted	
<input checked="" type="checkbox"/>					116327	H551007	2005	Not Submitted	
<input checked="" type="checkbox"/>					117036	H551007	2015	Not Submitted	
<input checked="" type="checkbox"/>					117431	H551007	2022	Not Submitted	
<input checked="" type="checkbox"/>					116328	H551009	2005	Not Submitted	
<input checked="" type="checkbox"/>					117434	H551013	2022	Not Submitted	
<input checked="" type="checkbox"/>					117436	H551016	2022	Not Submitted	
<input checked="" type="checkbox"/>					118145	H551017	2022	Not Submitted	
<input checked="" type="checkbox"/>					117439	H551028	2022	Not Submitted	
<input checked="" type="checkbox"/>					117440	H551029	2022	Not Submitted	
<input type="checkbox"/>					117939	H551043	2022	Not Submitted	
<input checked="" type="checkbox"/>					117573	H551072	2022	Not Submitted	

- If you only want to submit specific requests displayed on the page, Select the Checkbox for each appropriation request in the list.

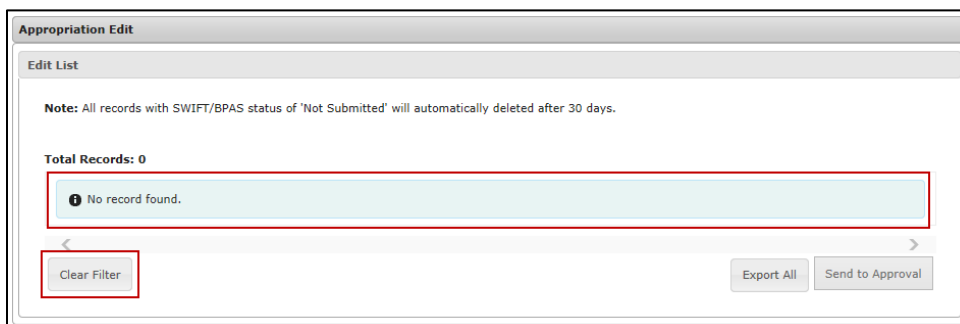


2. After selecting your appropriation requests, Select the **Send to Approval** button.

- A message indicating the Appropriation(s) have been submitted for approval will display.



- If you filtered your list so that only the transactions displayed were the ones you sent to approval, the “No records found” message will display after the record is submitted. Select the **Clear Filter** button to show all the records on the *Edit* screen for your agency.



Step 5: Monitor Approval on the Search screen

After agencies enter appropriation requests and submit them for approval, the requests are routed for approval using workflow. SWIFT appropriation requests must be approved by the Agency Approver, EBO Approver, MMB Capital Coordinator/Debt Management Division (capital appropriations only), and SWIFT Module Support. Refer to the “[Understanding Approval Workflow](#)” topic for more information.

Any of the approvers can deny the request. If the request is denied, it will be returned to the agency’s Edit screen for appropriate action. You should be checking the Edit screen for any requests that have been denied. Denied requests will display at the top of the Edit screen listing.

You can monitor approval of your requests using the Search screen. Refer to the “[Monitor the Approval Status on the Search screen](#)” topic for more information.

Chapter 6: Create a New Non-Dedicated Appropriation

Chapter 6 provides instructions on how to create a new non-dedicated appropriation ID. AMA has a separate menu heading for Non-Dedicated appropriation requests. The steps for creating a new Appropriation ID for non-dedicated receipts (Type 99) are like the steps for creating other appropriations.

Note: After your new Non-Dedicated Appropriation ID is posted to SWIFT, you'll need to enter a revenue budget journal in SWIFT by following the instructions contained in the [Enter Revenue Budgets Journals Quick Reference Guide](#).

Creating a New Non-Dedicated Appropriation ID


Step 1: Enter Your Request on the Appropriation Entry – SWIFT screen

1. Select the **SWIFT** option under the **Entry** heading on the Main Menu. The *Appropriation Entry – SWIFT* screen displays.
2. Under the **Non-Dedicated** heading, Select the **Create New Appropriation ID** option.

The screenshot shows the 'Appropriation Entry - SWIFT' interface. It is divided into three main sections: 'Entry Form Type', 'Entry Form Search', and 'Entry Form'.
 - In the 'Entry Form Type' section, under the 'Non-dedicated:' heading, the radio button for 'Create New Appropriation ID' is selected and highlighted with a red rectangular box.
 - In the 'Entry Form Search' section, there are three input fields: '* Agency:' with a dropdown menu showing 'G10 - MMB', '* Bud Period:' with a dropdown menu showing '2017', and 'Approp ID:' with a text box containing 'G100112'. These three fields are enclosed in a red rectangular box. Below these fields are 'Reset' and 'Search' buttons, with the 'Search' button also highlighted by a red rectangular box.

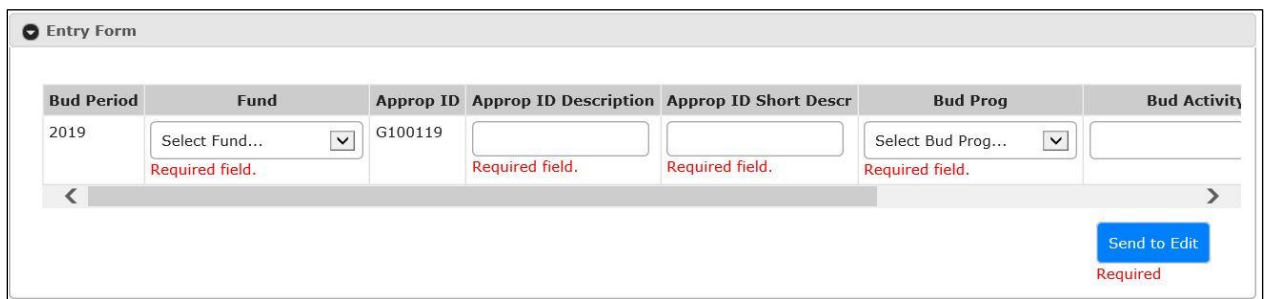
3. Complete the **Entry Form Search** section as described below.

Fields	Description
*Agency	Enter or select the three-digit agency number. The drop-down list will display the agencies that you have access to.
*Bud Period	Select the <i>Budget Period</i> for the new appropriation.

Fields	Description
*Approp ID	Enter the new Approp ID. The Auto Complete () icon next to a field indicates that you can begin typing characters in the field and a list matching your entries will display. This may help you find the last Approp ID used by your agency. It may take a few seconds for the list to appear if your agency has many appropriations.

4. Select the **Search** button. A record displays in the **Entry Form** section where you can enter the remaining required information for the appropriation.

Note: If you entered an *Approp ID* that already exists in SWIFT or AMA, a message displays in the **Entry Form** section letting you know. You'll need to start over with the Search, making sure to enter a new *Approp ID*.



The screenshot shows the 'Entry Form' interface. It features a table with the following columns: Bud Period, Fund, Approp ID, Approp ID Description, Approp ID Short Descr, Bud Prog, and Bud Activity. The 'Fund' column has a dropdown menu with 'Select Fund...' and is marked 'Required field.'. The 'Approp ID' column contains the value 'G100119'. The 'Approp ID Description', 'Approp ID Short Descr', and 'Bud Prog' columns have empty text boxes and are marked 'Required field.'. The 'Bud Prog' column has a dropdown menu with 'Select Bud Prog...'. A blue 'Send to Edit' button is located at the bottom right of the form, also marked 'Required'.

5. Enter the remaining fields for the appropriation in the **Entry Form** section. The “Required” indicator will display under fields you must enter; drop-downs will provide valid options based on your selections.

Note: View the **AMA Glossary** for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option).

Fields	Description
Fund	Select a Fund from the dropdown list.
Approp ID Description	Enter an Approp ID Description (30 characters).
Approp ID Short Descr	Enter an Approp ID Short Description (10 characters).
Bud Prog	Select the Budget Program.
Bud Activity	Select the Budget Activity.
Approp Type	Accept the default “99 – Non-Dedicated Revenue”. This cannot be changed.

Fields	Description
Legal Citation 1	<p>When this field is selected, a pop-up form displays an entry grid with three radio button options: Session Law, Capital Appropriations, and Statutes. For non-dedicated appropriations, select the Statutes radio button, then enter the required values into the grid and click OK.</p> <p>If you prefer, you may click “Cancel” to exit the pop-up entry form and enter the legal citation directly into the textbox. After you have entered 5 characters, a list may appear that matches your entries. You may be able to select the citation from the list or you may need to continue entering the citation.</p> <p>Note: refer to the AMA Glossary for formats that can be accepted when the appropriation is uploaded to SWIFT.</p>

See Glossary in Help menu

Session Law
 Capital Appropriations
 Statutes

M	S	Chapter Number .Section Number space Subdivision Number																	
M	S		4	.	0	7		3											

See Glossary in Help menu:

Clear
Ok
Cancel

6. Select the **Send to Edit** button.

Entry Form

Bud Period	Fund	Approp ID	Approp ID Description	Approp ID Short Descr	Bud Prog	Bud Activity
2019	1000 - General	G100119	Training Fees	Training	G1001 - Statewide Ser	G100101 - Account

Send to Edit

- A message will display indicating that the appropriation was saved successfully. It also has been sent to the Edit screen where you can submit the request for approval.

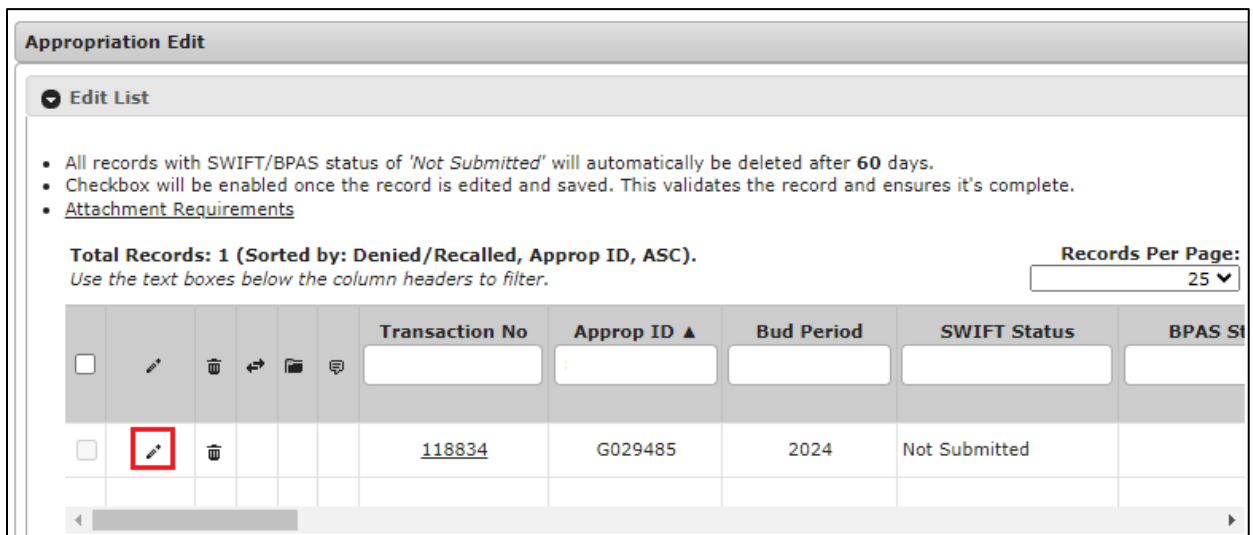
Step 2: Prepare Your Request and Submit for Approval on the Edit screen

Next, you'll need to navigate to the *Edit* screen to validate your request and submit it for approval.

1. Select the **Edit** option in the **Main Menu**. The *Appropriation Edit* screen displays a listing of the appropriation requests for your agency.
2. The list is sorted in ascending order by Approp ID, displaying any denied requests first. You can filter, sort, and view the appropriation listing as described below. **Note:** you could filter by *Entry Form Type* “New Non-Ded Approp” to quickly find your request.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. The filter takes effect after you Tab or press the Enter key. To remove the filter, Select the Clear Filter button at the bottom of the screen.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields.

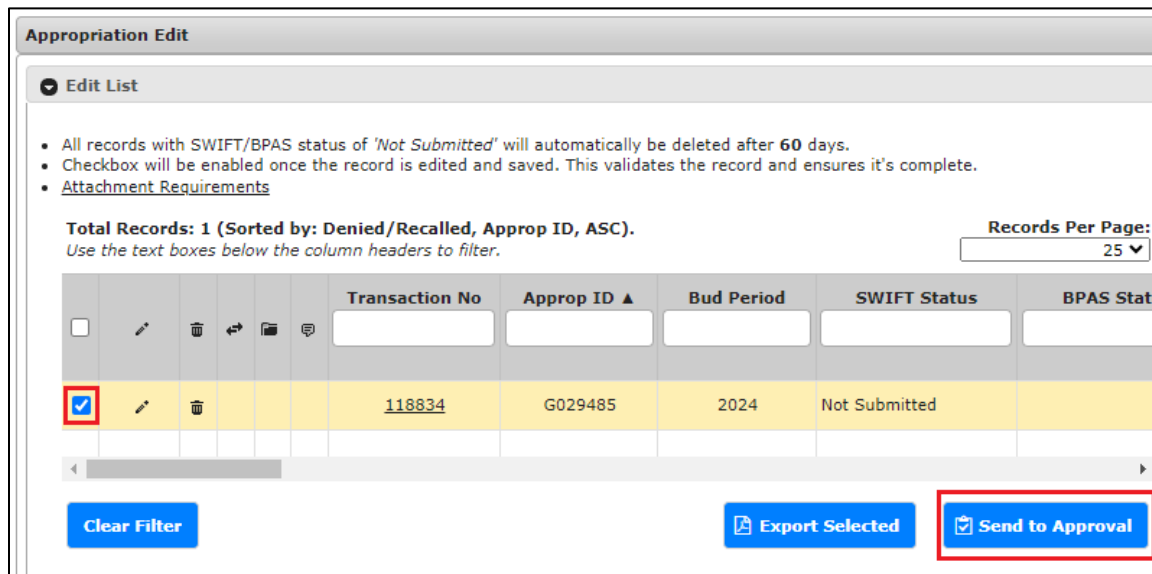
3. Select the **Edit** (✎) icon for your request.



4. You can change the fields that you entered on the appropriation in the **Entry** screen at this time. The *Explanation* field (300 characters) is now available at the end of the field listing where you can enter additional information that approvers can view.

Note: View the **AMA Glossary** for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option).

5. Select the **Save** (💾) icon. (You can also **Cancel** (🗑️) your changes, if necessary.)
6. Optionally, Select the **Transaction No.** to review your entries on the *Alternate View* screen. Click the **Close** button to return to the *Edit* screen.
7. Select the **Checkbox** for the request.
8. Select the **Send to Approval** button.



Step 3: Monitor Approval on the Search screen

After agencies enter appropriation requests and submit them for approval, the requests are routed for approval using workflow. SWIFT non-dedicated appropriation requests must be approved by the Agency Approver, EBO Approver, MMB Capital Coordinator/Debt Management Division (capital appropriations only), and SWIFT Module Support. Refer to the [“Understanding Approval Workflow”](#) topic for more information.

Any of the approvers can deny the request. If the request is denied, it will be returned to the agency’s Edit screen for appropriate action. You should be checking the Edit screen for any requests that have been denied. Denied requests will display at the top of the Edit screen listing.

You can monitor approval of your requests using the Search screen. Refer to the [“Monitor the Approval Status on the Search screen”](#) topic for more information.

Chapter 7: Modify an Existing Non-Dedicated Appropriation

Chapter 7 provides instructions on how to modify an appropriation for non-dedicated receipts.

Note: Modifications that you enter in AMA do not affect revenue budgets. Revenue budgets are created or modified in SWIFT following the instructions contained in the [Enter Revenue Budget Journals Quick Reference Guide](#).

Modifying an Existing Non-Dedicated Appropriation ID

Step 1: Enter Your Request on the Appropriation Entry – SWIFT screen


You will start your request on the *Appropriation Entry – Swift* screen.

1. Select the **SWIFT** option under the Entry heading on the **Main Menu**, The *Appropriation Entry – SWIFT* screen displays.
2. Under the **Non-Dedicated** heading, Select the **Modify Existing Appropriation** option.

The screenshot shows the 'Appropriation Entry - SWIFT' interface. It is divided into two main sections: 'Entry Form Type' and 'Entry Form Search'.
 In the 'Entry Form Type' section, there are two sub-sections: 'Appropriations' and 'Non-dedicated'. Under 'Non-dedicated', the 'Modify Existing Appropriation' radio button is selected and highlighted with a red box.
 In the 'Entry Form Search' section, several fields are visible:
 - '* Agency:': A dropdown menu showing 'H55 - Human Services', highlighted with a red box.
 - '* Bud Period:': Two dropdown menus, both showing '2017', highlighted with a red box.
 - 'Approp ID:': A text input field containing 'H551446', highlighted with a red box.
 - 'Approp Type:': A dropdown menu showing '99 - Non Dedicated Re'.
 - 'Bud Activity:': A dropdown menu showing 'Select Bud Activity...'.
 - 'Bud Prog:': A dropdown menu showing 'Select Bud Prog...'.
 - 'Legal Citation:': An empty text input field.
 At the bottom, there is a 'Reset' button on the left and a 'Search' button on the right, which is highlighted with a red box.

3. Search for the appropriation(s) to modify in the **Entry Form Search** section as described below.

Fields	Description
*Agency	Enter or select the three-digit agency number. The drop-down list will display the agencies that you have access to.
*Bud Period	Select a Budget Period range to search. The first field is the <i>Budget From</i> field and the second field is the <i>Budget Period To</i> field. If you only want to search in one Budget Period, enter the Budget Period in both fields.

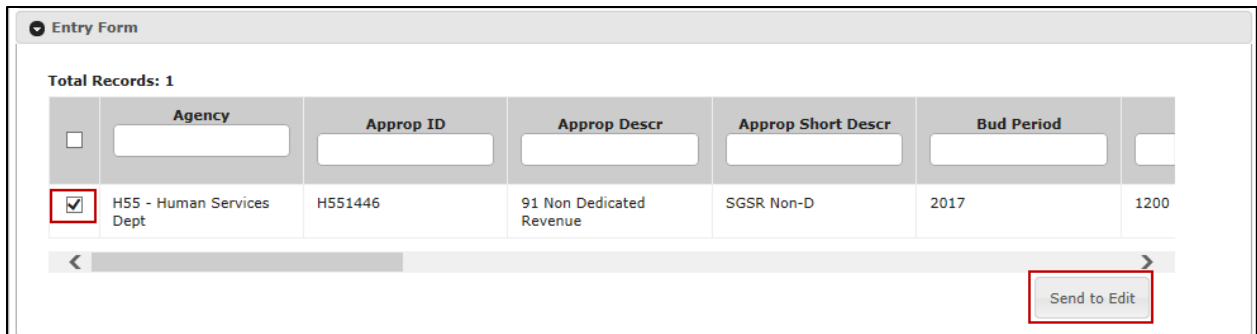
Fields	Description
Approp ID	Enter the Approp ID for the appropriation you want to modify. The Auto Complete () icon next to a field indicates that you can begin typing characters in the field and a list of non-dedicated appropriations matching your entries will display, allowing you to select the appropriation from the list. It may take a few seconds for the list to appear if your agency has many appropriations.
Approp Type	Accept the default “99 - Non-Dedicated Receipt”. This field cannot be updated.

Note: You can also search by Appropriation Description, Budget Program, Budget Activity and Legal Citation.

4. Select the **Search** button. A record matching your search criteria displays in the **Entry Form** section.

Note: If the **Checkbox** for an appropriation is grayed out in the listing, this appropriation is already in process in AMA.

5. In the **Entry Form** section, Select the **Checkbox** for the appropriation to select it.
6. Select the **Send to Edit** button to move the appropriation to the *Edit* screen. A message will display indicating that the appropriation was successfully sent to the *Edit* screen where you can submit the request for approval.



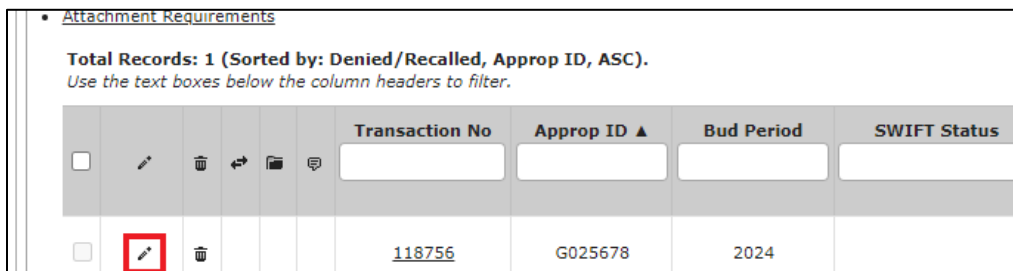
Step 2: Modify the Appropriation and Submit for Approval on the Edit screen

Next, you’ll need to go to the *Edit* screen to modify the appropriation and submit it for approval.

1. Select the **Edit** option in the **Main Menu**. The Appropriation *Edit* screen displays a listing of the appropriation requests for your agency.
2. The list is sorted in ascending order by Approp ID, displaying any denied requests first. You can filter, sort, and view the appropriation listing as described below. **Note:** you could filter by *Entry Form Type* “Modify Non-Ded Approp” to quickly find your request.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. The filter takes effect after you Tab or press the Enter key. To remove the filter, Select the Clear Filter button at the bottom of the screen.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields.

3. Select the **Edit** (✎) icon for your request.

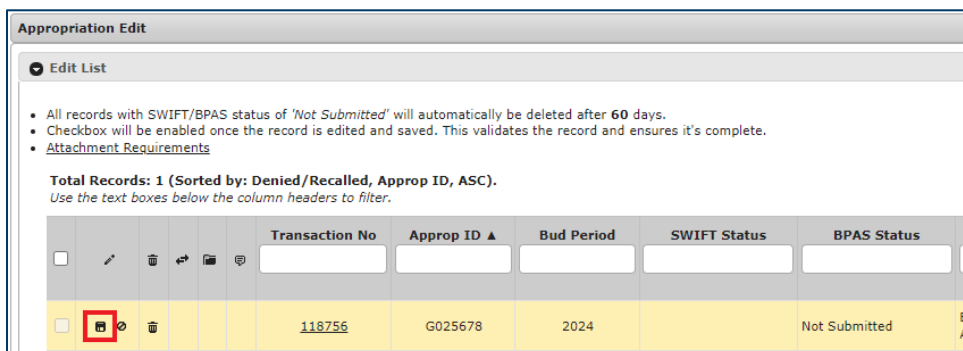


4. Fields that you can change become available to edit. You may also need to enter required fields that had not been entered previously. Enter your changes.

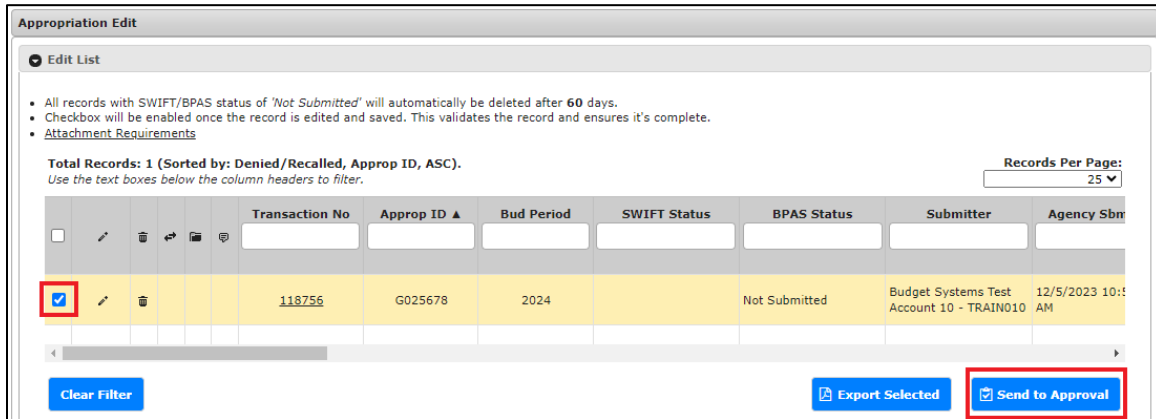
Note: View the [AMA Glossary](#) for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option).

- The *Explanation* field (300 characters) located at the far right of the screen is available for you to include information that can be viewed by people who need to approve the transaction.

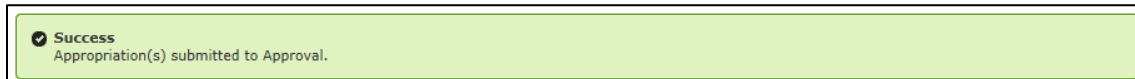
5. Select the **Save** (💾) icon. (You can also **Cancel** (⌫) your changes, if necessary.)



6. Select the **Checkbox** for the request.
7. Select the **Send to Approval** button.



- A message displays letting you know the request was submitted for approval.



Step 3: Monitor Approval on the Search screen

After agencies enter appropriation requests and submit them for approval, the requests are routed for approval using workflow. SWIFT appropriation requests must be approved by the Agency Approver, EBO Approver, MMB Capital Coordinator/Debt Management Division (capital appropriations only), and SWIFT Module Support. Refer to the [“Understanding Approval Workflow”](#) topic for more information.

Any of the approvers can deny the request. If the request is denied, it will be returned to the agency’s Edit screen for appropriate action. You should be checking the Edit screen for any requests that have been denied. Denied requests will display at the top of the Edit screen listing.

You can monitor approval of your requests using the Search screen. Refer to the [“Monitor the Approval Status on the Search screen”](#) topic for more information.

Chapter 8: Recall a Transaction

Chapter 8 provides instructions on how to use the AMA Appropriation Recall feature. Recall is available in the AMA left navigation menu for all staff who have one of these SWIFT roles: Agency, Agency Approver, EBO or MMB Capital Coordinator/Debt Management Division. From the Recall screen, you can view transactions pending approval and recall them back to the Edit Screen to be edited and re-submitted into workflow.

The screenshot shows the 'Appropriation Recall' screen in the AMA system. The user is logged in as 'Budget Systems Test Account 03 (ID: TRAIN003, Role: Agency, Approver)'. The left navigation menu has 'Recall' selected. The main content area shows a table of transactions pending approval.

Transaction No	Approp ID	AppropID Descr	Bud Period	Pending Approval By	Entry Form Type
115683	P071001	Public Safety Support - Gen	2022	APPROVER	Modify Approp
115684	P071001	Public Safety Support - Gen	2023	EBO	Modify Approp
115689	P071081	Internal Affairs Agreement	2023	SWIFT_SUP	Modify Approp
115692	P071101	PS Officer Survivor Benefits	2023	EBO	Modify Approp
115693	P07169G	Edina SoMet PS trng Facility	2020	EBO	Modify Approp
115696	P07169G	Edina SoMet PS trng Facility	2020	BUD_COORD	Modify Approp
115697	P07170G	Maple Grove NoMet Trng Facilit	2020	EBO	Modify Approp
115699	P071003	MC SAFETY FFY14 20.616	2022	BUD_ADMIN	Modify Approp BPAS
115700	P071012	Metropass-Public Safety	2022	BUD_ADMIN	Modify Approp BPAS
115701	P071013	INCREASE MC SAFE FFY14 20.612	2022	BUD_ADMIN	Modify Approp BPAS
115702	P071016	DPS Admin Gift Acct	2022	EBO	Modify Approp BPAS
115703	P071032	Law Enforce & Comm Relations	2022	APPROVER	Modify Approp BPAS

Recalling Transaction

Step 1: Open and Review the Recall List

Select Recall from the left navigation menu to open a list of AMA transactions pending approval that may be recalled. The Recall List will only display SWIFT transactions that have **not** been approved for upload to SWIFT and any BPAS-Only transactions that have **not** been approved for upload to BPAS.

Transactions on the Recall List are sorted by default in ascending order by Appropriation ID. Transactions can be re-sorted and filtered by Appropriation ID or by the other fields which include Approp ID Description, Budget Period, Pending Approval by, and Entry Form Type.

Chapter 8: Recall a Transaction

Recall List

Total Records: 11 (Sorted by: Approp ID, ASC).
Use the text boxes below the column headers to filter.

Records Per Page: 10

	Transaction No	Approp ID ▲	AppropID Descr	Bud Period	Pending Approval By	Entry Form Type
←	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Alternate View and Comments features common to other AMA screens are also available on the Recall screen. Click on any Transaction Number to open the Alternate View pop-up and review the appropriation details and approval history.

Appropriation Recall

Recall List

Total Records: 47 (Sorted by: Approp ID, ASC).
Use the text boxes below the column headers to filter.

	Transaction
<input type="checkbox"/>	4 114985
<input type="checkbox"/>	4 114986
<input type="checkbox"/>	2 114987
<input type="checkbox"/>	1 114984
<input type="checkbox"/>	1 115003
<input type="checkbox"/>	1 114134
<input type="checkbox"/>	4 115441
<input type="checkbox"/>	1 115446
<input type="checkbox"/>	1 115447
<input type="checkbox"/>	3 115464
<input type="checkbox"/>	3 115467
<input type="checkbox"/>	3 115505
<input type="checkbox"/>	3 115507
<input type="checkbox"/>	3 115513
<input type="checkbox"/>	1 115545
<input type="checkbox"/>	10 115546

Alternate View

Transaction No: 114985

Section 1 (Appropriation Budget)

Entry Type	Journal Class	Budget Period	Fund	Fin Dept	Approp ID	Amount	Budget Status	Bill Area	Alt Date
New Approp	APP	2022	3520	G1010000	G100034	1,000.00	H - Hold	A96 - Arbitrage - Continuing	06/30/2025

Section 2 (AppropID Attributes)

Approp ID	Approp ID Descr	Approp ID Short Descr	Bud Auth Opt	Approp Type	Ded Rec Cap	LLBC	Bud Prog	Bud Activity	Ded Rev Dir App	Fund Bal Classif
G100034	Delete me after test	Delete me	A - Appropriation Only	02-Continuing	N	08	G1001	G100104	-	-

Primary Legal Cite

Legal Cite 1	Legal Cite 2	Legal Cite 3
211 001 00 000		

Explanation or Description of Transaction

Status Detail

Status	Agency User	Agency Approver	EBO Capital Budget Coordinator	SWIFT Module Support	Budget Operations
Date	4/25/2022 4:33:52 PM	4/25/2022 4:34:58 PM			
User	Hazel, Colleen C	Hazel, Colleen C			

[Close](#)

Select the number in the Comments column to view the history of comments entered by approvers.

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Chapter 8: Recall a Transaction

The screenshot shows a 'Recall List' dialog box with a 'Comment Log' section. The 'Comment Log' table contains the following data:

Comments	Status	Approver	Date Added
Approved Agency	Approved Agency	Hazel, Colleen C	4/25/2022 4:34:58 PM
Recalled pending Bud Coord Approval	Recalled	Budget Systems Test Account 19	4/4/2022 1:07:22 PM
Approved EBO	Approved EBO	Schnobrich, Jeffrey Scott	3/10/2022 1:22:58 PM
Added by automated test	Approved Agency	Budget Systems Test Account 07	2/23/2022 12:08:17 AM

The 'Recall List' on the left shows a list of records with checkboxes and a '4' circled in red, indicating the number of records selected.

The “Pending Approval by” column displays the name of the user role next in line to Approve or Deny the transaction. Staff who have the Agency (Journal Entry) role will see all transactions their agency has submitted which are pending approval at one of the steps in the AMA workflow.

The screenshot shows a 'Recall List' dialog box with a table of transactions. The 'Pending Approval By' column is highlighted with a red box. The table contains the following data:

Transaction No	Approp ID	AppropID Descr	Bud Period	Pending Approval By	Entry Form Type
115683	P071001	Public Safety Support - Gen	2022	APPROVER	Modify Approp
115684	P071001	Public Safety Support - Gen	2023	EBO	Modify Approp
115689	P071081	Internal Affairs Agreement	2023	SWIFT_SUP	Modify Approp
115692	P071101	PS Officer Survivor Benefits	2023	EBO	Modify Approp
115693	P07169G	Edina SoMet PS trng Facility	2020	EBO	Modify Approp
115696	P07169G	Edina SoMet PS trng Facility	2020	BUD_COORD	Modify Approp
115697	P07170G	Maple Grove NoMet Trng Facilit	2020	EBO	Modify Approp
115699	P071003	MC SAFETY FFY14 20.616	2022	BUD_ADMIN	Modify Approp BPAS
115700	P071012	Metropass-Public Safety	2022	BUD_ADMIN	Modify Approp BPAS
115701	P071013	INCREASE MC SAFE FFY14 20.612	2022	BUD_ADMIN	Modify Approp BPAS
115702	P071016	DPS Admin Gift Acct	2022	EBO	Modify Approp BPAS
115703	P071032	Law Enforce & Comm Relations	2022	APPROVER	Modify Approp BPAS

Staff who have an Approver role (Agency Approver, EBO or MMB Capital Coordinator role) will see transactions approved by their assigned role. For example, an Agency Approver will see SWIFT transactions pending approval by EBO, MMB Capital Coordinator/Debt Management Division (for

Chapter 8: Recall a Transaction

Capital Fund appropriations), or SWIFT Module Support, while BPAS-Only transactions in an Agency Approver role Recall List will be either pending approval by EBO or by Budget Operations (Bud Admin).

Step 2: Select and Recall a Transaction

To recall a single transaction, select the checkbox in the first column of the transaction row; select additional checkboxes to recall multiple transactions at a time.

The screenshot displays the 'Appropriation Recall' interface. At the top, it says 'Recall List' and 'Total Records: 47 (Sorted by: Approp ID, ASC)'. Below this is a table with columns: Transaction No, Approp ID, AppropID Descr, Bud Period, Pending Approval By, and Entry Form Type. The first two rows have checkboxes checked, and the 'Recall' button is circled in red at the bottom right.

	Transaction No	Approp ID ▲	AppropID Descr	Bud Period	Pending Approval By	Entry Form Type
<input checked="" type="checkbox"/>	4	114985	Delete me after test	2022	EBO	New Approp
<input type="checkbox"/>	4	114986	Delete me after test	2022	EBO	New Approp
<input checked="" type="checkbox"/>	2	114987	Delete me after test	2022	SWIFT_SUP	New Approp
<input type="checkbox"/>	1	114984	Delete me after test	2022	EBO	New Approp
<input type="checkbox"/>	1	115003	Delete me after test	2022	EBO	New Approp
<input type="checkbox"/>	1	114134	TEST NEW CAPITAL APPROPRIATION	2022	EBO	New Approp
<input type="checkbox"/>	4	115441	Delete me after test	2022	EBO	New Approp
<input type="checkbox"/>		115446	Delete me after test	2022	APPROVER	New Approp
<input type="checkbox"/>	1	115447	Delete me after test	2022	EBO	New Approp
<input type="checkbox"/>	3	115464	Delete me after test	2022	SWIFT_SUP	New Approp

Select the Recall button found below the List in the bottom right corner of the screen and a pop-up textbox will display. Enter text of at least five or up to 150 characters describing the reason for recalling the transaction(s).

Chapter 8: Recall a Transaction

Home > Recall

Appropriation Recall

Recall List

Total Records: 8 (Sorted by: Approp ID, ASC).
Use the text boxes below the column headers to filter.

Records Per Page: 10

Transaction No	Approp ID ▲	AppropID Descr	Bud Period	Pending Approval By	Entry Form Type

Reason for Recall (Required)

Add Comment:

Recalled for correct Type code

Once a comment is submitted it cannot be edited/deleted. The comment history can be viewed from the Search, Edit, and Recall Screens by clicking on the comments button.

Select Cancel to return to the Recall screen or select Submit to proceed, sending the transaction(s) back to the submitting agency Edit Screen.

Step 3: Find Recalled Transactions in Search and on the Edit Screen

Transaction(s) are returned to the submitting agency Edit screen with the status “Recalled.” Recalled transactions will display with Denied transactions at the top of the Edit screen, sorted by Approp ID in ascending order.

Chapter 8: Recall a Transaction

Appropriation Edit

Edit List

- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after **60** days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.

Total Records: 52 (Sorted by: Denied/Recalled, Approp ID, ASC).
Use the text boxes below the column headers to filter.

					Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status
<input type="checkbox"/>									
<input type="checkbox"/>					117303	G10T229	2022	Denied	
<input type="checkbox"/>					114985	G100034	2022	Recalled	
<input type="checkbox"/>					114987	G100089	2022	Recalled	
<input type="checkbox"/>					116022	G10TC10	2022		Recalled
<input type="checkbox"/>					117128	G100001	2022	Not Submitted	
<input type="checkbox"/>					117123	G100001	2022	Not Submitted	

An agency can delete Recalled transactions from the Edit screen or edit, modify, save/validate, and re-submit them for Approval.

You can monitor approval of your requests using the Search screen. Refer to the "[Monitor the Approval Status on the Search screen](#)" topic for more information.

Chapter 9: Approve Requests

Chapter 9 provides instructions on how to approve AMA requests. The Appropriation Maintenance Application (AMA) provides a secure and transparent approval process. It also supports segregation of duties between requestors and approvers.

AMA's security is tied to SWIFT's. Only staff who have SWIFT access to enter Commitment Control budget journals will be able to enter appropriation requests in AMA. Only agency staff who can approve budget journals in SWIFT to the KK_APPROP ledger group will be able to approve AMA transactions. Each agency must have at least one agency approver.

After agencies enter appropriation requests and submit them for approval, the requests are routed for approval using workflow. SWIFT appropriation requests will not be posted to SWIFT until they have been approved by the Agency Approver, EBO Approver, MMB Capital Coordinator/Debt Management Division (capital appropriations only), and SWIFT Module Support. After they are posted to SWIFT, appropriation requests are reviewed by Budget Planning and Operations (Budget Administration) and may be uploaded to BPAS. Refer to the "[Understanding Approval Workflow](#)" topic and the "[SWIFT and BPAS Statuses](#)" in the Appendix for more information.

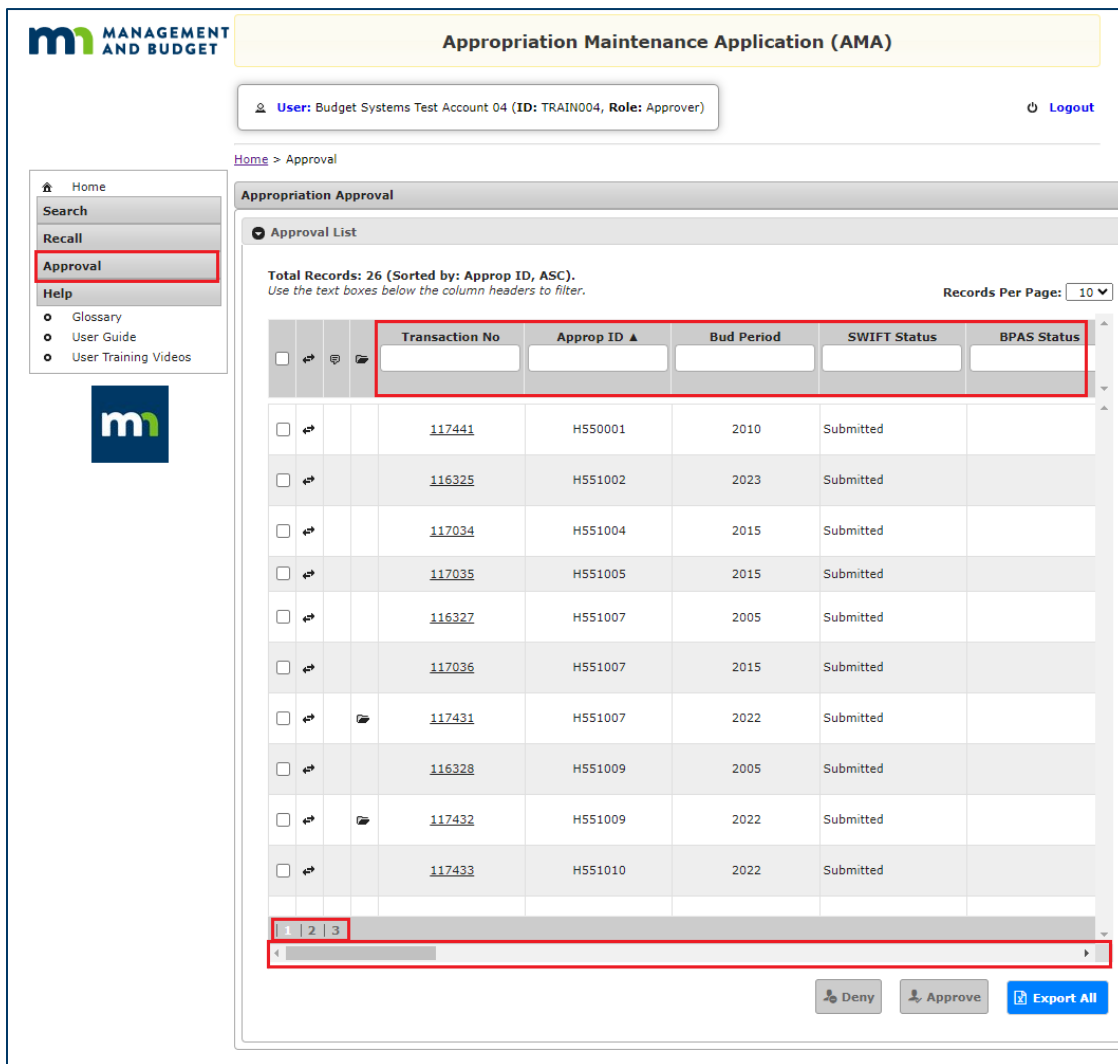
AMA sends emails daily after 6:00 PM to Agency Approvers and EBOs when there are transactions on the Approval screen pending their action. Note: all agency staff who can approve budget journals in SWIFT to the KK_APPROP ledger group will receive these emails, whether they are active AMA users or not. This e-mail does not include transactions pending approval by SWIFT Support or Budget Operations.

Everyone with access to AMA can use the Search screen to view the status of agency appropriation requests for the agencies in their SWIFT security settings.

Approving Requests

Step 1: Review the Request on the Approval screen

1. Select the **Approval** option in the main menu. The *Appropriation Approval* screen displays with a list of appropriation requests waiting for your review and approval.



- The list is sorted in ascending order by Approp ID. You can filter, sort, and view the appropriation listing as described below.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. Note: When you enter a filter, the Clear Filter button displays at the bottom of the screen. Use this button to remove the filter.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to resort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).
Page Bar	The Page Bar displays at the bottom of the page. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields.

Appropriation Approval

Approval List

Total Records: 26 (Sorted by: Approp ID, ASC).
Use the text boxes below the column headers to filter. Records Per Page:

<input type="checkbox"/>				Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Sta
<input type="checkbox"/>				117441	H550001	2010	Submitted	
<input type="checkbox"/>				116325	H551002	2023	Submitted	
<input type="checkbox"/>				117034	H551004	2015	Submitted	

3. Optionally, export the appropriation listing and view the requests in Excel by clicking on the **Export All** button at the bottom of the screen. **Note:** You can enter a filter and only the records displayed by the filter will be exported. The data will be exported to Excel in the default sort order (Approp ID, ascending), regardless of any sort you applied in AMA. If you want the data sorted in a different way, you'll need to use the sort options available in Excel.
 - a. After clicking on the **Export All** button, a message displays asking what you want to do with the Excel file. Select an option: "Open", "Save", "Save As" or "Cancel".



- b. View and work with the Excel File as you would normally.
4. Review the appropriation requests as described below:
 - The **Compare** () icon will display for "Biennium Approp," "Copy Approp," and "Modify SWIFT Appropriation" Entry Form Types, and for "Modify Approp BPAS" entries. Select the icon to view the Data Comparison: *SWIFT vs AMA*; or *BPAS vs AMA*. For SWIFT, this pop-up screen displays a comparison of the SWIFT data and the AMA data for the Budget Period selected; the BPAS pop-up compares the AMA entry with the appropriation ID's attributes in BPAS, which has no Budget Period. The *Change* column indicates the fields that are different from the SWIFT (BPAS) data and the changes are highlighted. Select the **Close** button to return to the *Appropriation Edit* screen.

Data Comparison: SWIFT vs AMA

Transaction Number: 117571

Changes are highlighted.

Column Name	SWIFT	AMA	Changed
Budget Period	2022	2022	No
Approp ID	H551067	H551067	No
Approp ID Descr	25 Housing Support	25 Housing Support	No
Approp ID Short Descr	100S500000	100S500000	No
Fund	1000-General	1000-General	No
Fin Dept	H5511050-Group Resid Housing Grants	H5511050-Group Resid Housing Grants	No
Bud Prog	H5520-Forecasted Programs	H5520-Forecasted Programs	No
Bud Activity	H552025-Housing Support	H552025-Housing Support	No
Approp Type	05-Biennial	05-Biennial	No
Bud Auth Opt	A-Appropriation Only	A-Appropriation Only	No
LLBC	02-Budget Activity	02-Budget Activity	No
Legal Cite 1	211 007 16 002 012	211 007 16 002 012	No
Legal Cite 2	22 098 15 002 02E	-	Yes
Legal Cite 3	-	-	No
Ded Rev Dir App			No
Fund Bal Classif	A-Assigned	A-Assigned	No
Bill Area			No
Alt Date			No
Budget Status	H-Hold	O-Open	Yes
Amount			Yes

Close

Data Comparison: BPAS vs AMA			
Transaction Number: 107066			
<i>Changes are highlighted.</i>			
Column Name	BPAS	AMA	Changed
Agency	G10	G10	No
Approp ID	G100008	G100008	No
Approp ID Descr	Labor Relations	Labor Relations Dept	Yes
Bud Prog	G1001	G1001	No
Bud Activity	G100108	G100108	No
Approp Type	05	05	No
Fund	1000	1000	No

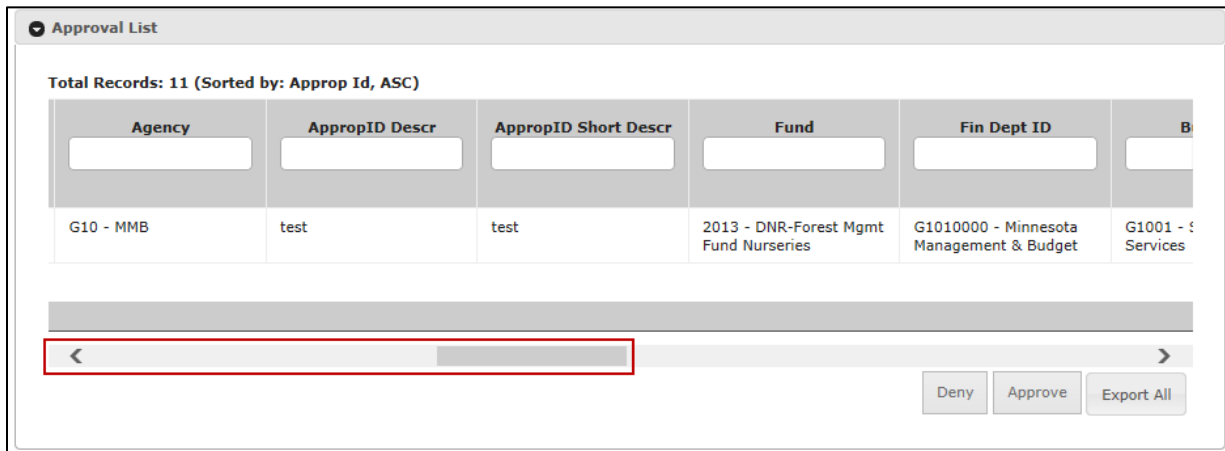
[Close](#)

- If a number displays in the **Comment** (🗨️) column, approvers have entered comments on a previous submittal. Select the number to view the comments. Comments are required if the Appropriation request was denied and sent back to the submitter.
- Select the **Transaction No.** hyperlink to view the *Alternate View* screen. This screen displays the appropriation data in a similar format to the retired SWIFT Appropriation Form. Select the Close button to return to the *Appropriation Edit* screen.

Alternate View												
Transaction No: 118823												
Section 1 (Appropriation Budget)												
Entry Type	Journal Class	Budget Period	Fund	Fin Dept	Approp ID	Amount	Budget Status	Bill Area	Alt Date			
New Approp	APP	2024	2001	G021AGNT	G02USE2	0.00	O - Open	-				
Section 2 (AppropID Attributes)												
Approp ID	Approp ID Descr	Approp ID Short Descr	Bud Auth Opt	Approp Type	Ded Rec Cap	LLBC	Bud Prog	Bud Activity	Ded Rev Dir App	Fund Bal Classif		
G02USE2	User Group Test 2	User Test2	G - Greater of Budget or Collected	04-Special - Dedicated	N	08	G0201	G020120	-	A - Assigned		
Primary Legal Cite												
Legal Cite 1				Legal Cite 2				Legal Cite 3				
240 256 12 35												
Explanation or Description of Transaction												
Status Detail												
Status	Agency User			Agency Approver		EBO	Capital Budget Coordinator			SWIFT Module Support		Budget Operations
Date	12/12/2023 11:15:20 AM											
User	Budget Systems Test Account 10											
Attachment												
File	Description	Added By				Added On						
Cash Flow Assistance Recurring Request.pdf		Budget Systems Test Account 10 - TRAIN010				12/12/2023 11:15:13 AM						

[Close](#)

- Use the **Scroll Bar** to view the additional fields, including the *Explanation* field that may contain comments from the Submitter. Refer to the **AMA Glossary** for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option). Refer to the Appendix: [Entry Form Types](#) and [SWIFT and BPAS Status](#) for descriptions.



Step 2: Approve or Deny the Request

The next step is to approve or deny the request. If you deny the request, you must enter a comment. Comments are only optional if you approve the request.

- Select the **Checkbox** for a request that you are ready to approve or deny.
 - If you want to apply the same comment to multiple requests, select the Checkbox for each request before clicking on the Approve or Deny button.
 - If you want to approve all the requests on the page you are viewing, select the Select All checkbox in the heading column of the Approval List. If you enter a comment, it will be applied to all the selected requests.
- Select the **Approve** button or **Deny** button. The *Reason for Approval (or Denial)* screen displays. In this example, the request is being approved.

Appropriation Approval

Approval List


Total Records: 4 (Sorted by: Approp ID, ASC).
Use the text boxes below the column headers to filter.

Records Per Page: 10

			Transaction No	Approp ID ▲	Bud Period	SWIFT Status	Bi
<input checked="" type="checkbox"/>			118822	G021153	2021	Submitted	
<input checked="" type="checkbox"/>			118823	G02USE2	2024	Submitted	
<input type="checkbox"/>			118820	G02USER	2024	Submitted	
<input type="checkbox"/>			118821	G02USER	2025	Submitted	

- If the request is being approved, a comment is optional. Below is an example of a request that is being approved.

Reason for Approval (Optional)



Add Comment:

Approved Agency

Once a comment is submitted it cannot be edited/deleted. The comment history can be viewed from the Search, Edit, and Approval Screens by clicking on the comments button.

- If the request is being denied, you must enter a comment in the **Add Comment** field. Below is an example of a request that is being denied.

Reason for Denial (Required)

Add Comment:
 The request is denied because ...

Once a comment is submitted it cannot be edited/deleted. The comment history can be viewed from the Search, Edit, and Approval Screens by clicking on the comments button.

Submit Cancel

- If the request is approved, it will be placed into workflow and routed to the next approver. For example, if the request is approved by the Agency Approver it will be routed to the EBO for approval. (Refer to the “[Understanding Approval Workflow](#)” topic for more detail.)
- If the request is denied by any of the approvers, it will be returned to the agency *Edit* screen where it can be edited and then submitted again or deleted.

Appropriation Edit

Edit List

- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after 60 days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.
- [Attachment Requirements](#)

Total Records: 6 (Sorted by: Denied/Recalled, Approp ID, ASC).
 Use the text boxes below the column headers to filter.

	Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS
<input type="checkbox"/>	1	118832	G021350	2024	Denied
<input type="checkbox"/>	1	118823	G02USE2	2024	Denied
<input type="checkbox"/>	1	118820	G02USER	2024	Denied

- After the approver has approved or denied the request, the Search screen will show an updated *SWIFT Status* with the name of the Approver and date. The example below shows that the request has been approved by the Agency Approver. The SWIFT Status displays “Approved Agency” or “Denied”, along with the Agency Approver name and date.

Search Results

Total Records: 2

SWIFT Status	BPAS Status	Agency Submitter	Agency Sbm Date	Agency Approver	Agency
Approved Agency		Anderson-Moser, Brenda Annette - 00637298	2/8/2017 2:33:30 PM	Munkwitz, Dennis A - 00811250	2/8/2017 2
Approved Agency		Anderson-Moser, Brenda Annette - 00637298	2/8/2017 2:33:29 PM	Munkwitz, Dennis A - 00811250	2/8/2017 2

To monitor approval of your requests, use the Search screen. Refer to the “[Monitor the Approval Status on the Search screen](#)” topic for more information.

Chapter 10: Search for AMA Transactions and Monitor Status

Chapter 10 provides instructions on how to monitor the status of appropriation requests from the *Search* screen, including those that are on the *Edit* screen and not yet submitted, as well as those in the approval workflow.


Searching for AMA Transactions

Step 1: View the Status of Requests on the Search screen

1. Select the **Search** option in the menu. The *Appropriation Search* screen displays. Enter search parameters in the **Search Criteria** section and launch the search. Results will display in the **Search Results** section.

2. Search for appropriations you want to view by entering parameters in the **Search Criteria** section.
 - Agency and a Budget Period range are required fields.
 - If you know the AMA transaction number, you can search by Transaction No. only, without selecting an Agency and without modifying the default Budget Period range.
 - The more options you select, the smaller the list of search results.

Note: View the [AMA Glossary](#) for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option).

Search Field	Description
*Agency	Enter the three-digit Agency Number to search for appropriation requests for the agency.
*Bud Period	Select a Budget Period range to search. The first field is the <i>Budget From</i> field and the second field is the <i>Budget Period To</i> field. If you only want to search in one Budget Period, enter the Budget Period in both fields.
Approp ID	Search for a specific appropriation by entering the Approp ID. The Auto Complete () icon next to a field indicates that you can begin typing characters in the field and a list matching your entries will display, allowing you to select the appropriation from the list. It may take a few seconds for the list to appear if the agency has many appropriations.
SWIFT Status	Search for SWIFT requests with the selected SWIFT Status. (Refer to the Appendix: SWIFT and BPAS Statuses for definitions.)
BPAS Status	Search for BPAS Only requests with the selected BPAS Status. (Refer to the Appendix: SWIFT and BPAS Statuses for definitions.)
Approp ID Desc	Search for appropriations with a specific Appropriation Description. You can Select the X icon to delete your typing.
Fund	Search for requests for the selected fund.
Bud Prog	Search for requests for the selected Budget Program.
Submitted Date	Select a Submitted Date range to search for requests submitted during this time frame. The first field is the <i>Submitted Date From</i> field and the second field is the <i>Submitted Date To</i> field. You can type in the date or select it from the Calendar that displays when you click into the field.
Fin Dept ID	Search for requests for the selected Fin Dept ID.
Budget Activity	Search for requests for the selected Budget Activity.
Entry Form Type	Search for requests for the selected Entry Form Type. Refer to the Appendix: Entry Form Types for definitions.
Approp Type	Search for requests for the selected Appropriation Type.
Bud Auth Opt	Search for requests for the selected Budget Authority Option.
EBO Name	Search for requests for the selected Executive Budget Officer.
Legal Citation	Enter a legal citation to search requests that have a specific legal cite. After you have entered 5 characters, a list may appear that matches your entries. You may be able to select the citation from the list or you may need to continue entering the citation. Note: refer to the AMA Glossary for legal cite formats.
Transaction No.	Search for a request with a Transaction Number. A transaction number is assigned to each request when it is sent to the Edit screen by the submitter. You can search by Transaction Number without selecting an Agency or modifying the default Budget Period Range.

3. Select the **Search** button. Appropriation requests meeting your search criteria display in the **Search Results** section.
4. View the search results displayed in the **Appropriation Search** section based on the parameters you entered.

Appropriation Search

Search Criteria

This screen is designed to allow a user to search records in process or run an audit trail of transactions that are completed.

* Agency: G02 - Administration E * Bud Period: From 2022 To 2025 SWIFT Status: Select (9)...

■ Approp ID: ■ Approp Desc: BPAS Status: Select (8)...

Fund: Select (209)... Bud Prog: Select (3)... Submitted Date:

Fin Dept ID: Select (4)... Bud Activity: Select (31)... Entry Form Type: Select (8)...

Approp Type: Select (9)... Bud Auth Opt: Select (5)... EBO Name: Select (5)...

■ Legal Citation: Transaction No:

⌛ Reset
🔍 Search

Search Results

Total Records: 92 (Sorted by: Bud Period, DESC).
Use the text boxes below the column headers to filter.

📄 Export

	Transaction No	Approp ID	Bud Period ▼	SWIFT Status	BPAS Status	Agency Submit
	118718	G021166	2025	Approved EBO		Budget Systems T Account 10 - TRAI
	118710	G021263	2025	Approved EBO		Budget Systems T Account 10 - TRAI
	118720	G021288	2025	Approved EBO		Budget Systems T Account 10 - TRAI

- You can filter, sort, and view the appropriation listing as described below.

Options	Description
Filter	Limit the appropriations displayed by entering a filter in one of the fields displayed in the highlighted column heading of the appropriation listing. Note: When you enter a filter, the Clear Filter button displays at the bottom of the screen. Use this button to remove the filter.
Sort	The list is sorted by Appropriation ID in ascending order by default. Select any column heading to re-sort the list by that heading in ascending order (▲). Select the column heading once again to sort the records in descending order (▼).

Options	Description
Page Bar	The Page Bar displays at the bottom of the page if more than one page of records is produced. Select a Page Number to display additional records. Ten records are displayed at a time.
Scroll Bar	Use the Scroll Bar at the bottom of the screen to view all the fields. View the AMA Glossary for definitions and formats for the SWIFT appropriation fields and attributes (Main Menu under the Help option). View definitions of Entry Form Types and SWIFT and BPAS Statuses in the Appendix of this user guide.

Optionally, export the results and view the requests in Excel by clicking on the **Export** button located next to the **Search** button. All the data in the **Search Results** will be exported to Excel in the default sort order (Approp ID, ascending), regardless of any sort you applied in AMA. If you want the data sorted in a different way, you'll need to use the sort options available in Excel.

- a. After clicking on the **Export All** button, a message displays asking what you want to do with the Excel file.
 - b. Select an option: "Open", "Save", "Save As" or "Cancel". View and work with the Excel File as you would normally.
5. If any of the approvers entered a comment, a number will appear in the **Comment** column. Select the number to review all comments that have been made.

Search Results						
Total Records: 2						
	Transaction No	Approp ID	Approp Descr	Approp Short Desc	Bud Period ▲	Comment
1	101703	G100086	Enterprise Learning & Developme	ELD	2019	1
1	101702	G100086	Enterprise Learning & Developme	ELD	2018	1

- The *Comment* screen displays the Comment, Status, Submitter, and Date Added.

Comments: AppropID G100086, Transaction No 101703			
Comments	Status	Submitter	Date Added
Testing Comment	Approved EBO	Bogut,Keith W	2/8/2017 3:07:45 PM

Close

6. If the transaction includes an attachment, an open folder icon in the Attachment column, represented by an open folder in the column header. Select the icon next to the transaction number to download and view the attachment.

Search Results

Total Records: 1 (Sorted by: Approp ID, ASC).
Use the text boxes below the column headers to filter.

[Export](#)

Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status	Agency Submitter	Agency Sbm D
118706	G021007	2024	Approved EBO		Budget Systems Test Account 10 - TRAIN010	11/30/2023 2:12: PM

7. Scroll to the right to view the *SWIFT Status* and *BPAS Status*. (Refer to the “[Understanding Workflow](#)” topic for possible statuses.)

- If the request has been submitted for approval, the *Agency Submitter* and date will display.
- As each approver approves the request, the SWIFT Status will be updated and the activity will display in the related approver fields: Agency Approver, EBO Approver, MMB Capital Coordinator/Debt Management Division (capital appropriations only), and SWIFT Module Support. The BPAS Status will also be updated after review by Budget Planning and Operations (Budget Administration) for possible upload into BPAS.
- For BPAS Only requests, only the BPAS Status is updated, and the related approver fields are updated: Agency Approver, EBO Approver, and Budget Planning and Operations (Budget Administration).

Search Results

Total Records: 2

SWIFT Status	BPAS Status	Agency Submitter	Agency Sbm Date	Agency Approver	Agency
Approved Agency		Anderson-Moser, Brenda Annette - 00637298	2/8/2017 2:33:30 PM	Munkwitz, Dennis A - 00811250	2/8/2017 2
Approved Agency		Anderson-Moser, Brenda Annette - 00637298	2/8/2017 2:33:29 PM	Munkwitz, Dennis A - 00811250	2/8/2017 2

- In the example below, the SWIFT Status was updated to “Approved EBO”.

Search Results

Total Records: 2

SWIFT Status	BPAS Status	Agency Submitter	Agency Sbm Date	Agency Approver	Agency
Approved EBO		Anderson-Moser, Brenda Annette - 00637298	2/8/2017 2:33:30 PM	Munkwitz, Dennis A - 00811250	2/8/2017
Approved EBO		Anderson-Moser, Brenda Annette - 00637298	2/8/2017 2:33:29 PM	Munkwitz, Dennis A - 00811250	2/8/2017

Chapter 11: Attachments

Chapter 11 provides instructions on how to add an attachment on the *Edit* screen and view the attachment on the *Approval* and *Search* screens. This chapter also details which types of transactions qualify for attachments.

Attachment Overview

Agency staff with the Budget Journal Entry role can upload an attachment to a qualifying transaction in AMA. Attachments are uploaded and managed from the *Edit* screen and uploaded attachments can be viewed from the *Approval* and *Search* screens.

The attachment column is marked with a folder icon in the column header. If a transaction qualifies for an attachment, the folder icon will appear in the transaction row.

<input type="checkbox"/>						Transaction No	Approp ID ▲	Bud Period	SWIFT Status
<input type="checkbox"/>									
<input type="checkbox"/>						117570	H550001	2022	Not Submitted
<input type="checkbox"/>						117937	H550001	2024	Not Submitted
<input type="checkbox"/>						117031	H550003	2015	Not Submitted

Qualifying Transactions

Four types of transactions qualify for Attachments: requesting “G” budget authority on non-federal fund appropriations, requesting to open closed-year appropriations, requesting to open conditional appropriations, and requesting to add or modify a capital fund appropriation.

1. Requesting “G” Budget Authority for Non-Federal Fund Appropriation

AMA allows “G” budget authority to be selected for non-federal fund appropriations, but a Cash Flow Assistance Request Form is required to be attached to the AMA transaction requesting “G” budget authority before it can be sent for approval.

- This type of transaction is prompted when a type “04” appropriation for a non-federal fund is entered and the “G - Greater of Budget or Collected” authority is selected from the budget authority dropdown on the Entry Screen.
- On the edit screen, an attachment is required in order for this transaction to be sent for approval.
- Note: If the agency is adding a new appropriation or establishing an appropriation in a new budget period and the appropriation needs cash flow assistance, but the completed Cash Flow Assistance Form is not ready to attach, the appropriation transaction will need to be submitted as budget authority "E" and a modifying transaction changing the appropriation budget authority to “G” submitted at a later date.

2. Requesting to Open Closed-Year Appropriation

AMA is used for opening an appropriation in a prior budget period. If MMB is requiring the Open Closed Year Appropriation and/or Reinstate Cancelled Money Form be provided to open a closed year appropriation, the agency must attach the form to the AMA transaction.

- This type of transaction is prompted when an agency changes the budget status from “Hold” to “Open” for a closed-year appropriation.
- An attachment is not required to send the transaction to approval; however, if the Open Closed Year Appropriation and/or Reinstate Cancelled Money Form is required to process the budget status change by the EBO, the agency must attach the completed form to the budget status change transaction.

3. Requesting to Open Conditional Appropriation

AMA is used for changing the budget status of a conditional appropriation from “Hold” to “Open”. If the condition for which the appropriation is on “Hold” is satisfied and approved by MMB, the approval email or documentation should be attached to the AMA budget status change transaction.

- This type of transaction is prompted when a user changes the budget status from “Hold” to “Open”.
- An attachment is not required to send the transaction to approval; however, attaching the MMB approval email or documentation indicating the appropriation has satisfied the conditions is considered best practice for efficiency in the approval process. For capital fund appropriations, agencies are encouraged to include documentation demonstrating MMB Debt Management’s approval of the fulfilled conditions with each AMA transaction.

4. Requesting to Add or Modify Capital Fund Appropriation

Many capital fund appropriations have conditions that must be met before an agency can release funds for a capital project or capital programs with conditions. “Capital fund appropriation” is defined in the AMA [Glossary](#).

- This type of transaction is prompted when a user adds or modifies a capital fund appropriation.
- The attachment function is available for all capital fund appropriations. While attaching a file to a capital fund AMA transaction is not mandatory, it is considered best practice for efficiency in the approval process. Agencies are encouraged to include documentation demonstrating MMB Debt Management’s approval of the fulfilled conditions with each AMA transaction.
 - For example, a named capital project may have conditions that require it to be set up with the budget status of “Hold.” As conditions are met for the project, the agency will change the budget status to “Open” in AMA.
 - Another example is a capital program requiring two separate appropriations for the program: the first with the total amount appropriated and a budget status of “Hold”,

and the second with \$0 and a budget status of “Open”. As each project is selected for the program and conditions are met for each project, the agency will process an increase in the appropriation that is open and decrease in the appropriation that is on hold in AMA (for the same amount, to net zero).


Attachment File Details

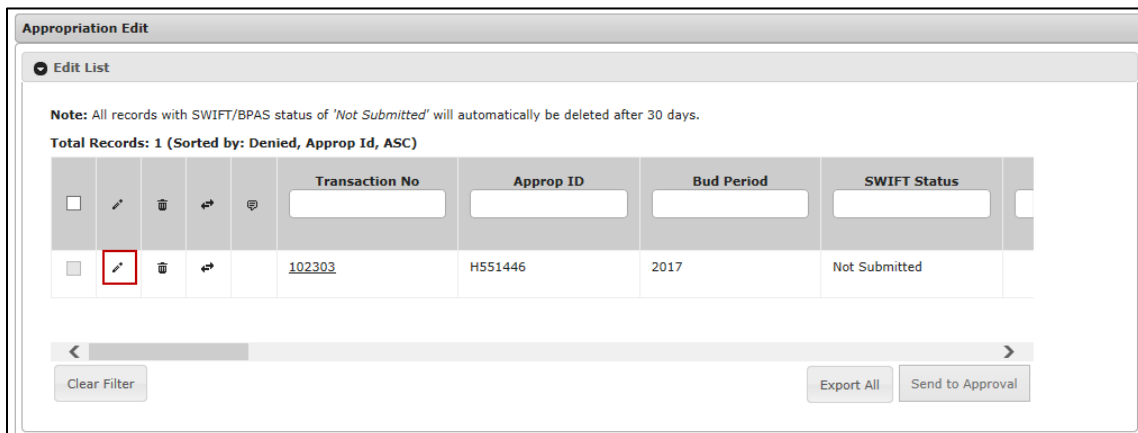
- Only PDF file-types can be attached.
- Only one file can be attached per transaction.
- File size cannot exceed 30 MB.
- Attachments are managed on the edits screen only.

Adding and Viewing an Attachment

Step 1: Adding an Attachment to a Transaction



Below are the steps for adding an attachment to a transaction. Prior to the steps below, users will enter the request on the Appropriation Entry – SWIFT screen and *Send to Edit* as outlined in Chapter 2 through Chapter 5.

1. Select the **Edit** () icon for your request.



2. Fields that you can change become available to edit. You may also need to enter required fields that had not been entered previously. Enter your changes.

Note: View the [AMA Glossary](#) for definitions and formats for the SWIFT appropriation fields and attributes (**Main Menu** under the **Help** option).

3. Select the **Save** () icon.
4. Transactions where an attachment is either required or optional will show a **Closed Folder** () icon.


If an attachment is required, the checkbox will be grayed out until an attachment is added.

Chapter 11: Attachments

					Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status
<input type="checkbox"/>									
<input type="checkbox"/>					118728	G02UTE1	2025	Not Submitted	

If an attachment is optional, the checkbox will be active.

					Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status
<input type="checkbox"/>									
<input type="checkbox"/>					117432	H551009	2022	Not Submitted	

5. Select the **Closed Folder** () icon to open the Attachments panel. The Attachment panel opens to include the transaction number, a blank description text box, and an upload and close button.

Appropriation Edit

▼ Edit List

- All records with SWIFT/BPAS status of 'Not Submitted' will automatically be deleted after **60** days.
- Checkbox will be enabled once the record is edited and saved. This validates the record and ensures it's complete.
- [Attachment Requirements](#)

Total Records: 5 (Sorted by: Denied/Recalled, Approp ID, ASC). Records Per Page: 25 ▼

Use the text boxes below the column headers to filter.

					Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status
<input type="checkbox"/>									
<input type="checkbox"/>					118757				
<input type="checkbox"/>					118756				tted
<input type="checkbox"/>					117928	G029107	2022	Not Submitted	

Upload attachment for: 118728

Choose File No file chosen

Description:

Upload **Close**

6. Select **Choose File** and navigate to the directory and file that you want to attach.

Note: AMA allows PDF file-types only and allows one file upload per transaction.

7. Select the file and click **Open**; the name of the upload file will display above the description text field.

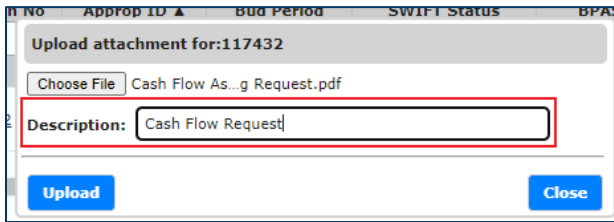
Upload attachment for: 117432

Choose File Cash Flow As...g Request.pdf

Description:

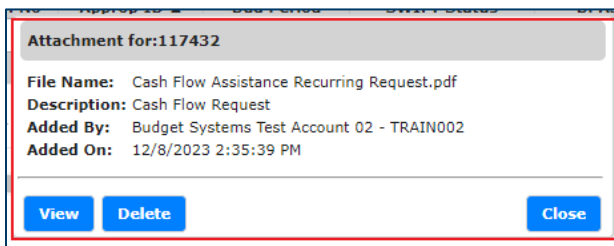
Upload **Close**

- Type a file description in the **Description** text box (optional).



- Click the **Upload** Button. The Attachment panel loads details of the attachment including the File Name, Description, name and ID of the user who uploaded the file, and the date and time the file was uploaded.

The **View** button downloads the attachment per browser instruction. The **Delete** button deletes the attachment. The **Close** window closes the Attachment panel.



- Click the **Close** button to close the Attachment panel. The Attachment panel closes, and the Attachment icon listed in the transaction row is now an **Open Folder** (📁) icon, indicating an attachment is included. For transactions where an attachment is required, the checkbox is now active.

	Transaction No	Approp ID ▲	Bud Period	SWIFT Status	BPAS Status	Submitter	Agency Sbn
<input type="checkbox"/>							
<input type="checkbox"/>	117432	H551009	2022	Not Submitted		Budget Systems Test Account 02 - TRAIN002	11/27/2023 11 AM

- Select the **Checkbox** for the request.
- Select the **Send to Approval** button.

Step 2: Viewing Attachment and Attachment Details

Attachments can be viewed by downloading the PDF from the Approval or Search screens. Users can also view attachment details from the Alternate view.

Downloading PDFs

Transactions that include an attached PDF will show an **Open Folder** (📁) icon in the transaction row on the Approval and Search screens.

Users can view the uploaded PDF by clicking on the **Open Folder** (📁) icon. This will download the PDF to the user's computer.

Chapter 11: Attachments

Transaction No	Approp ID ▲	Bud Period	SWIFT Status
118769	B040G99	2021	Submitted

View Attachment Details

The Alternate View includes an attachment section which details information about the uploaded document. Details include the File Name, File Description, the name and user ID of the individual who uploaded the file, and the time and date the file was added on.

Select the **Transaction No.** to review the entries on the *Alternate View* screen. Select the **Close** button to return to the screen.

Transaction No: 118769

Section 1 (Appropriation Budget)

Entry Type	Journal Class	Budget Period	Fund	Fin Dept	Approp ID	Amount	Budget Status	Bill Area	Alt Date
Modify Approp	APP	2021	1000	B0416900	B040G99	0.00	H - Hold	-	06/30/2021

Section 2 (AppropID Attributes)

Approp ID	Approp ID Descr	Approp ID Short Descr	Bud Auth Opt	Approp Type	Ded Rec Cap	LLBC	Bud Prog	Bud Activity	Ded Rev Dir	App	Fund Bal	Classif
B040G99	FY21 Operating Holdback: FY21 OH	FY21 OH	G - Greater of Budget or Collected	04-Special - Dedicated	N	03	B0406	B040669	-		A - Assigned	

Primary Legal Cite

Legal Cite 1	Legal Cite 2	Legal Cite 3
MS 16A.055		

Explanation or Description of Transaction

Status Detail

Status	Agency User	Agency Approver	EBO	Capital Budget Coordinator	SWIFT Module Support	Budget Operations
Date	12/12/2023 10:23:47 AM					
User	Budget Systems Test Account 12					

Attachment

File	Description	Added By	Added On
Cash Flow Assistance Recurring Request.pdf	Cash Flow	Budget Systems Test Account 12 - TRAIN012	12/12/2023 10:23:40 AM

Appendix

Entry Form Types

Agencies start their appropriation requests by selecting one of the SWIFT or BPAS Entry Form Types. BPAS requests are only loaded to BPAS after approval. SWIFT requests will be posted to SWIFT and to BPAS if it is necessary to keep the two systems in place.

SWIFT Entry Form Types

SWIFT Entry Form Type (Abbreviation)	Description
Create New Appropriation ID (New Approp)	Select this option anytime you need to create a new appropriation ID. This option also allows you to create a new appropriation ID and make it available in both years of the biennium.
Modify Existing Appropriation (Modify Approp)	Select the modify option when you need to change an existing appropriation after the biennium process has concluded.
Copy Existing Appropriation (Copy Approp)	Select the Copy Existing option to copy an appropriation and make it available in another Budget Period.
Biennium Appropriation (Biennium Approp)	Select the Biennium Appropriation form to request appropriations for the new biennium. This form allows you to select appropriations from the base year and set them up for each budget period of the biennium. (Budget period 2021 is the base year for the 2022-23 biennium.) You can modify select appropriation attributes during this process. This Form has two options: 1) select and send appropriations directly to the AMA Edit screen or 2) select and download an Excel export file of appropriations; modify select fields in the Excel file offline, then upload back into AMA to the Edit screen.
Non-Dedicated (New Non-Ded Approp) (Modify Non-Ded Approp)	Select one of the two Non-Dedicated options to create or to modify appropriations for non-dedicated revenue.

BPAS Entry Form Types

BPAS Entry Form Type (Abbreviation)	Description
Create New Appropriation ID (New Approp BPAS)	Select this option anytime you need to create a new appropriation only for BPAS.
Modify Existing Appropriation (Modify Approp BPAS)	Select the modify option when you need to change an existing appropriation only in BPAS.

SWIFT and BPAS Statuses

After requests are submitted for approval, a new status is assigned to the request as it progresses through the approval workflow. (Refer to the [“Understanding Approval Workflow”](#) topic for more information.) SWIFT and BPAS statuses are described below.

SWIFT Status

SWIFT Statuses	Description
Not Submitted	Request is on Edit screen. It has been assigned a transaction number but has not been submitted for approval.
Not Submitted – Staging	Request uploaded from Excel to Edit screen. It has not been validated and assigned a transaction number. It has not been submitted for approval.
Submitted	Request has been submitted from the Edit screen for approval by the Agency Approver.
Denied	Request has been denied by an approval role and returned to the submitting agency Edit screen.
Recalled	Submitted or Approved Request has been recalled to the submitting agency Edit screen.
Approved Agency	Request has been approved by the Agency Approver and sent to the EBO.
Approved EBO	Request has been approved by the EBO and sent to SWIFT Module Support; or, if the appropriation is in a capital fund, sent to Capital Coordinator.
Approved Capital Coord	Request has been approved by the Capital Coordinator (for capital fund appropriations only) and sent to SWIFT Module Support.
Approved SWIFT Module Support	Request has been approved by SWIFT Module Support and is pending upload into SWIFT.
Posted SWIFT	Request has been loaded into SWIFT.
Bud Admin Review	Request is being reviewed by MMB Budget Operations.
Posted to BPAS	Request has been posted to BPAS, if appropriate.
Not Posted to BPAS	Request has not been posted to BPAS.

BPAS Status

BPAS Statuses	Description
Not Submitted	Request is on Edit screen and has not been submitted for approval.
Submitted	Request has been submitted for approval on the Edit screen.

Appendix

BPAS Statuses	Description
Denied	Request has been denied by an approval role and returned to the submitting agency Edit screen.
Recalled	Submitted or Approved request has been recalled to the submitting agency Edit screen.
Approved Agency	Request has been approved by the Agency Approver.
Approved EBO	Request has been approved by the EBO.
Bud Admin Review	Request has been approved by MMB Budget Operations.
Posted to BPAS	Request has been posted to BPAS.
Not Posted to BPAS	Request has not been posted to BPAS.