Appropriation Maintenance Application (AMA) Webinar
1:00-2:30pm on June 3, 2021

Minnesota Management and Budget
Budget Operations
budget.finance.mmb@state.mn.us

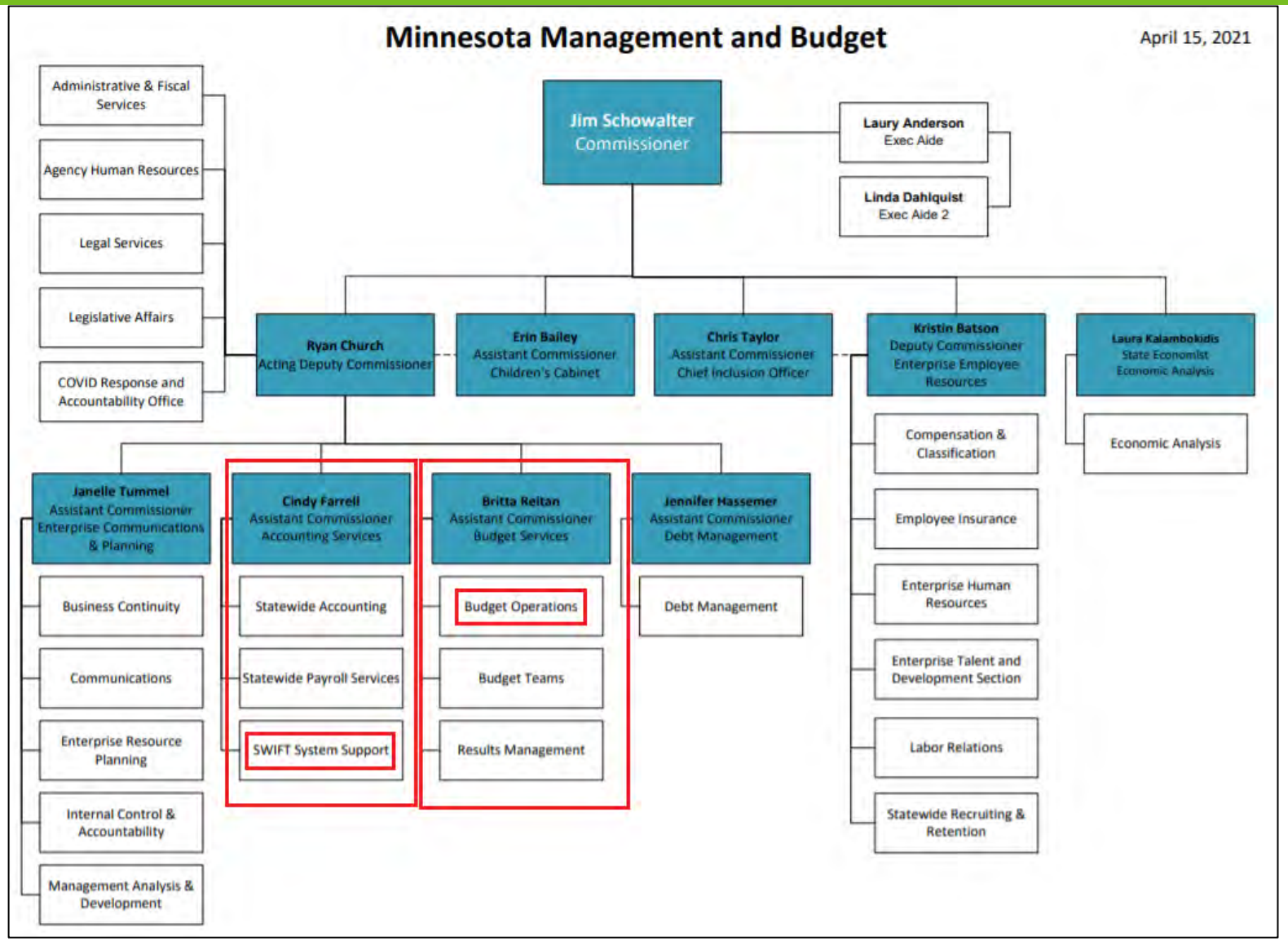
MINNESOTA

Webinar Agenda

1. **Introductions and Agenda** (5 minutes)
2. **AMA Overview** (10 minutes)
3. **Search Transactions – AMA search, not SWIFT** (5 minutes)
4. **Modify an Appropriation Amount** (10 minutes)
5. **Entering Legal Citations** (10 minutes)
6. **AMA Excel Export/Upload Function** (15-20 minutes)
7. **AMA Resources, Support**
8. **Questions and Answers** (Remaining time - up to 30 minutes)

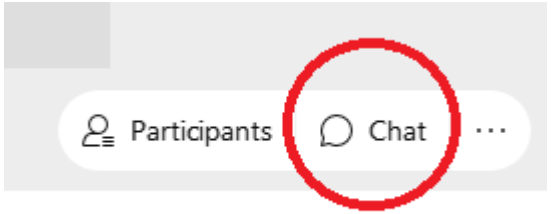
MMB Budget Division and Introductions

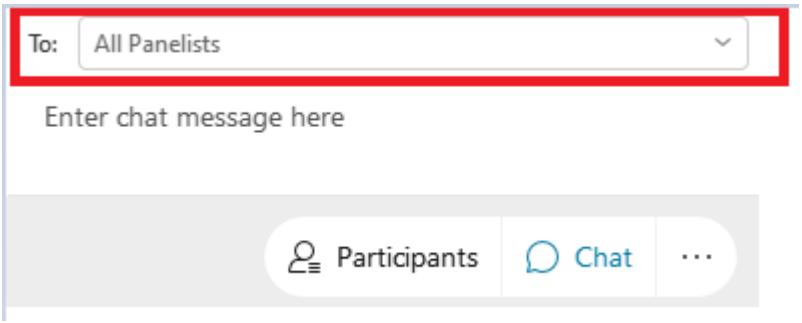
- Today's presenters from MMB Budget Operations Unit and MMB Agency Assistance
  - **Budget: Systems Analyst, Nathan Easler**
  - **SWIFT System Support: Team Lead, Alex Larson**
- AMA (Appropriation Maintenance Application) is the system that agencies use to create new appropriations, establish appropriations in a particular budget period, or modify an existing appropriation.
  - AMA is a joint system managed by MMB Accounting Services and Budget Services divisions.
  - **MMB Budget Operations** provides AMA system maintenance and enhancement management, training resources, technical support, and manages AMA data uploads into BPAS
  - **MMB SWIFT System Support** manages AMA data uploads into SWIFT, technical support
  - **SWIFT Training & Help Desk Unit** is the contact for system support – tickets are triaged.



How to Submit a Question in Webex

- Use **Chat**
- Send to **All Panelists**
- Include your first and last name, state agency, type your question, and press ‘enter’
- If we don’t get to your question, we will follow up with you individually after today’s session

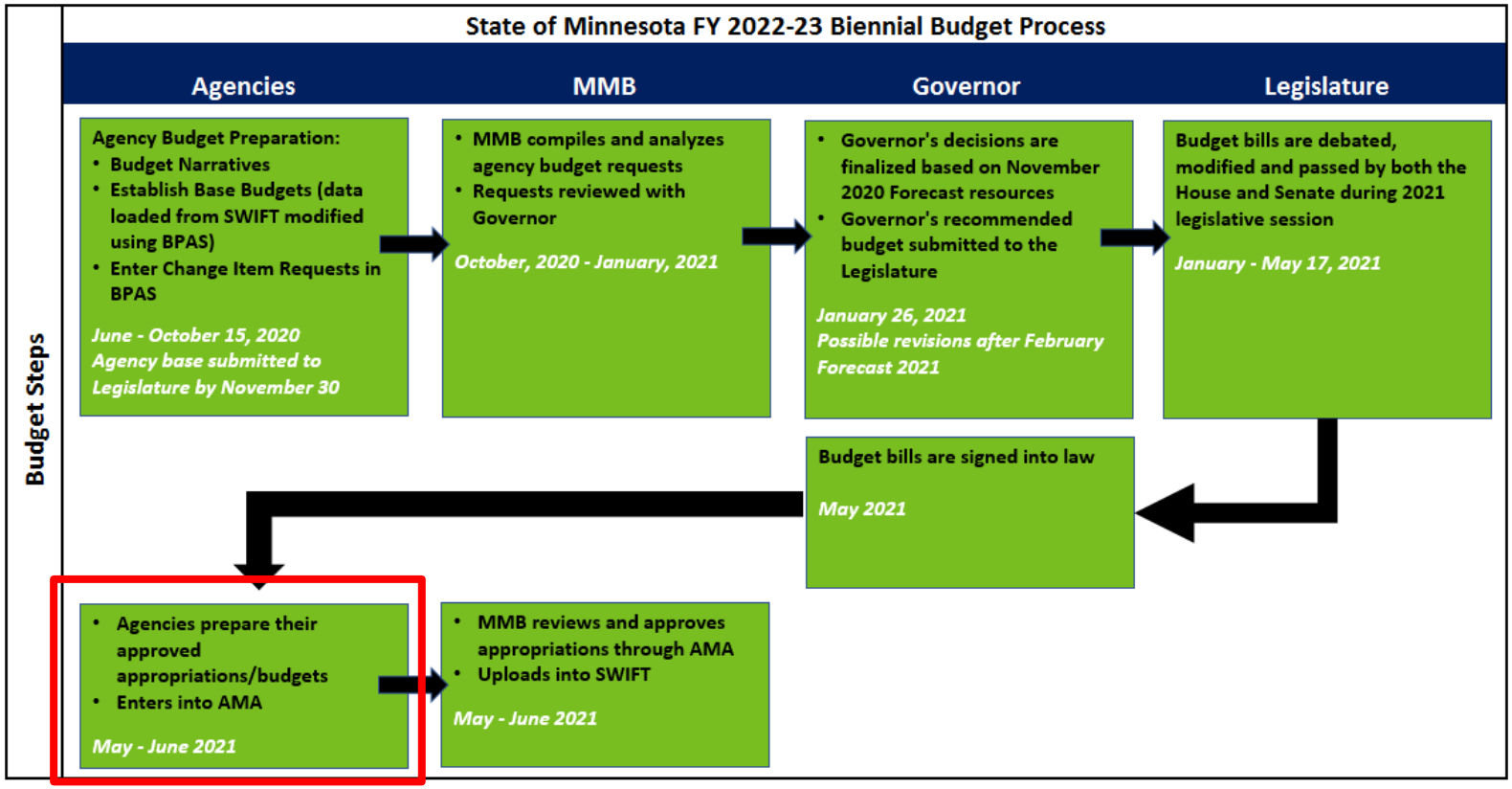




State of MN Budget Process

- Budget Services Division manages the biennial budget process for the Governor's Office.
- The budget process involves agencies, MMB, the governor, and the legislature:

1. MMB issues the budget instructions to agencies. Agencies prepare budget background narratives, base budget and budget requests.
2. MMB compiles and analyzes the budget requests from agencies.
3. The Governor reviews agency budget requests, decides on budget changes and submits budget recommendations to the Legislature.
4. The Legislature debates, modifies, and passes budget bills.
5. The Governor signs the budget bills into law.
6. Agencies prepare their approved budgets and enter them into AMA for upload into SWIFT.
7. MMB reviews and approves appropriations through AMA and uploads appropriations into SWIFT.



Budget and Accounting Instructions

- Posted to SWIFT's Budget and Accounting Instructions website in stages: https://mn.gov/mmb/accounting/swift/budg-acct-instr/
  - Document 1: April document highlights several important tasks agencies must complete to successfully open BFY 2022 and close FY 2021.
  - Document 2: May/June document contains final instructions for completing the process for establishing budgets for the 2022-23 biennium.
  - Document 3: July document covers preparation for FY 2021 closing.
- Website has other reference information for completing BFY 2022-23 set up and 2021 closing tasks including Agency Annual Schedule, SWIFT Forms Inventory, and Statewide Financial Policies

AMA Resources and Support

- AMA System Website: https://mn.gov/mmb/budget/statewide-budget-systems/ama/
  - AMA User Guide – technical manual providing instructions and screen prints for all of AMA functions
  - AMA Glossary – alphabetic list of definitions for budget and accounting terms including appropriation attributes. Great resources for appropriation types, legal citations, fund balance classifications, etc.
  - AMA Training Videos – library of video shorts that provide an overview of all of AMA's core functions, including in-system demonstrations
- Please contact the SWIFT Helpdesk with the AMA system questions and issues

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

What is AMA and why was AMA created?

- AMA stands for Appropriation Maintenance Application.
- AMA was launched in 2017 and was a joint project between MMB Accounting and Budget Services divisions.
- AMA is a statewide budget systems application for creating, editing, and approving appropriations and uploading them into the state accounting and budget systems.
- AMA keeps appropriation attributes in BPAS (budget system) and SWIFT (accounting system) in sync.

When do I use AMA?

Agencies must use AMA to:

- Create a new appropriation or non-dedicated appropriation
- Establish an existing appropriation in a new budget period or biennium
- Modify select attributes of an existing appropriation or non-dedicated appropriation: for example, the appropriation name or legal citation
- Modify an appropriation amount
- Cancel money in an appropriation (prior to fiscal year hard close)
- Open a previous year appropriation
- Place an appropriation on hold
- Close an appropriation

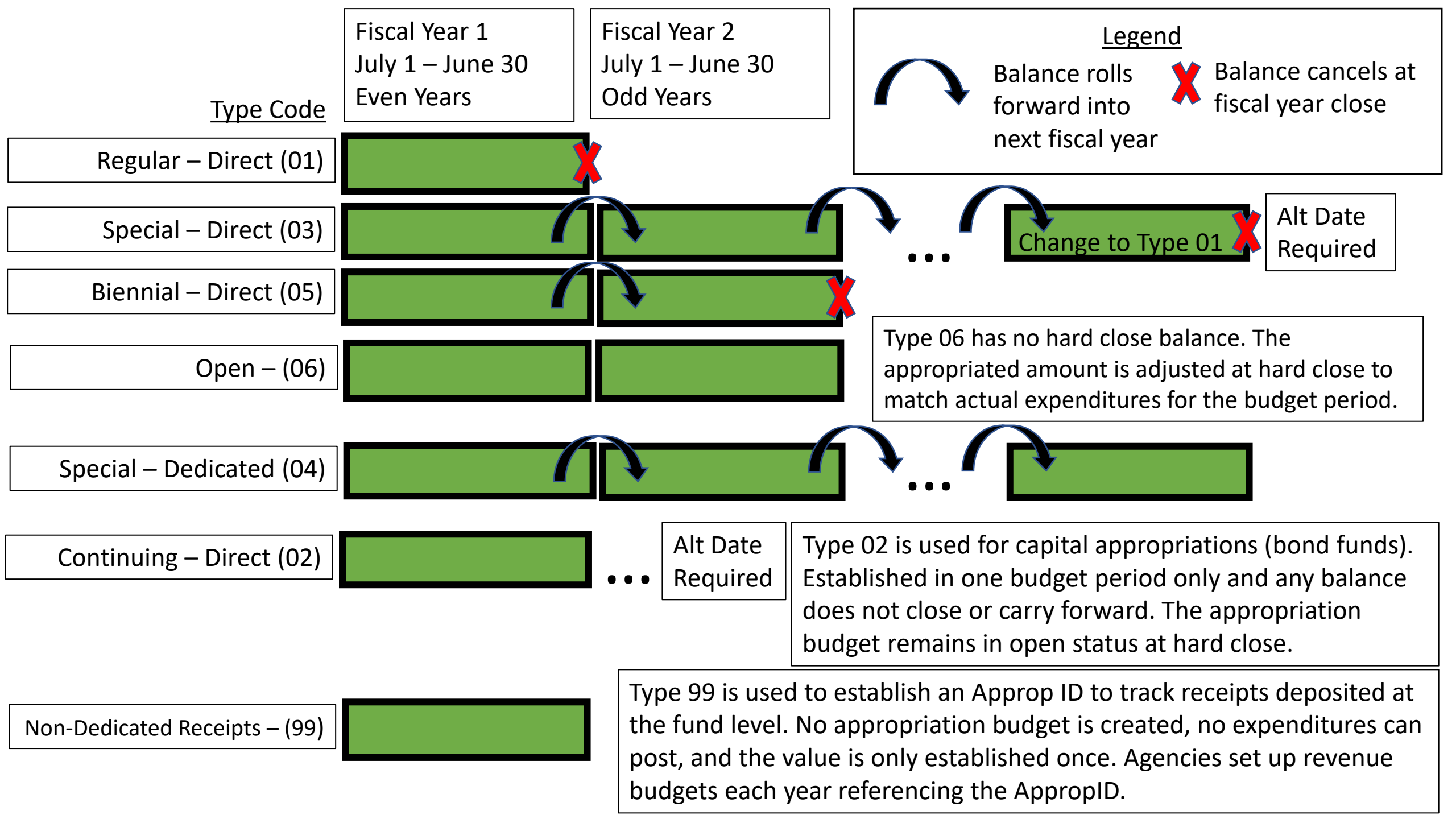
What can’t you do in AMA?

Entered in SWIFT

- Enter a revenue or expense budget
- Create a transfer or transfer correction between appropriations
- Enter annual non-dedicated revenue budgets
- Enter roll forward adjustments

Submit a form (https://mn.gov/mmb/accounting/swift/forms/)

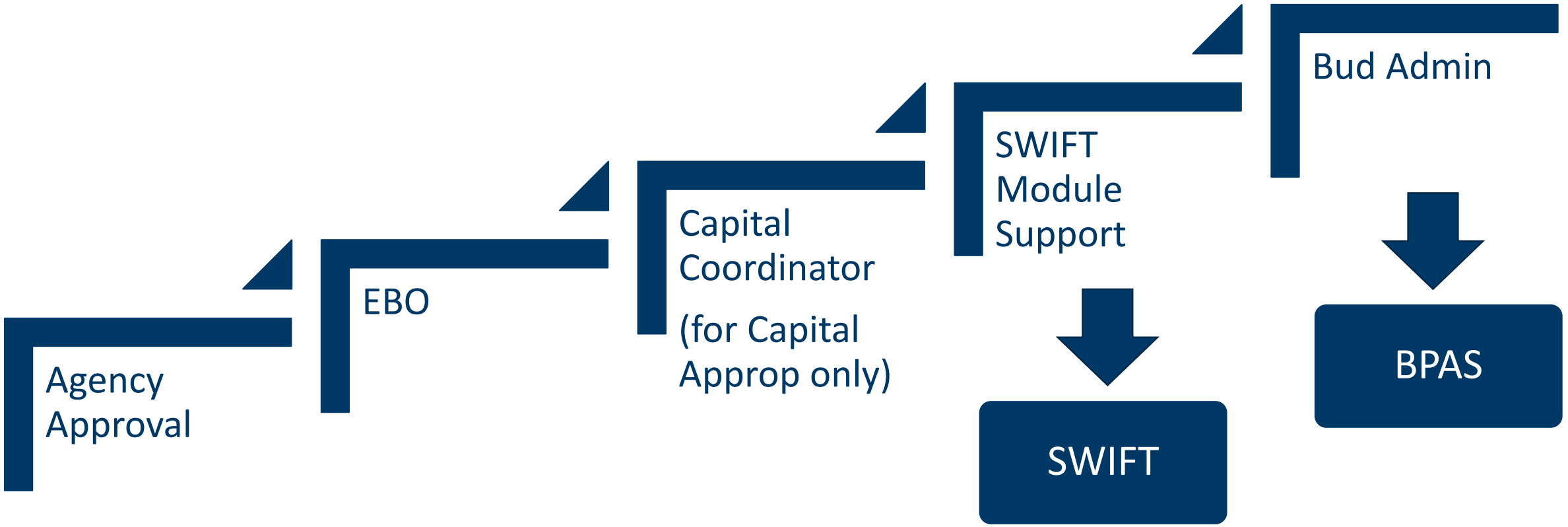
- Create or modify a program or budget activity
- Create a new fund
- Create a new revenue or expense account
- Create a new SWIFT FinDeptID
- Request "G" or cash flow authority for non-federal funds


Fiscal Year 1
July 1 – June 30
Even Years
Fiscal Year 2
July 1 – June 30
Odd Years
Legend
Balance rolls forward into next fiscal year
Balance cancels at fiscal year close
Type Code
Regular – Direct (01)
Special – Direct (03)
Change to Type 01
Alt Date Required
Biennial – Direct (05)
Open – (06)
Type 06 has no hard close balance. The appropriated amount is adjusted at hard close to match actual expenditures for the budget period.
Special – Dedicated (04)
Continuing – Direct (02)
Alt Date Required
Type 02 is used for capital appropriations (bond funds). Established in one budget period only and any balance does not close or carry forward. The appropriation budget remains in open status at hard close.
Non-Dedicated Receipts – (99)
Type 99 is used to establish an Approp ID to track receipts deposited at the fund level. No appropriation budget is created, no expenditures can post, and the value is only established once. Agencies set up revenue budgets each year referencing the AppropID.

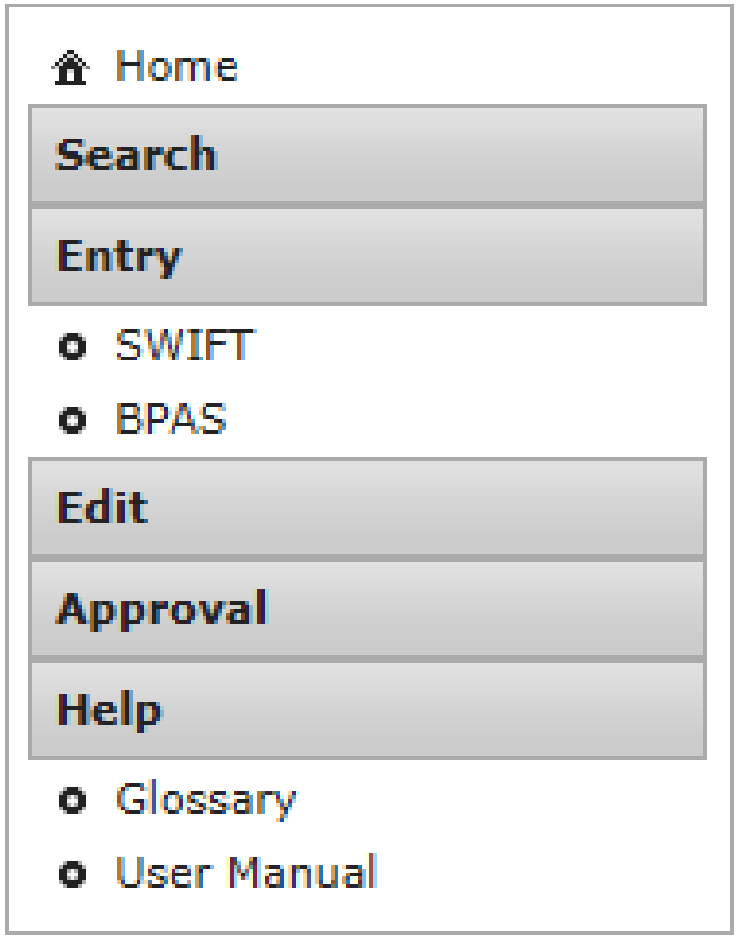
AMA Roles: SWIFT Budget Journal Entry or Approver

- Access to AMA is granted through a user having a SWIFT budget journal role.
- Users must have either the Budget Journal Entry Role or the Budget Journal Approval Role to access AMA.
- 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/).
- Users with the SWIFT journal entry or approval roles will be able access AMA through the State of Minnesota Administrative Portal under Budget Applications.

Overview of the AMA Approval Workflow



AMA Main Menu



Menu Option	Description
Search	View the status of your appropriations requests (both in-progress or completed)
Entry - SWIFT	Start a request that will be loaded to SWIFT after approval (may also be loaded to BPAS)
Entry – BPAS	Start a request that will be loaded only to BPAS after approval
Edit	Finalize your request and submit for approval
Approval	Approve appropriation requests (displays if you have the role)
Help	Access the Glossary and AMA User Guide

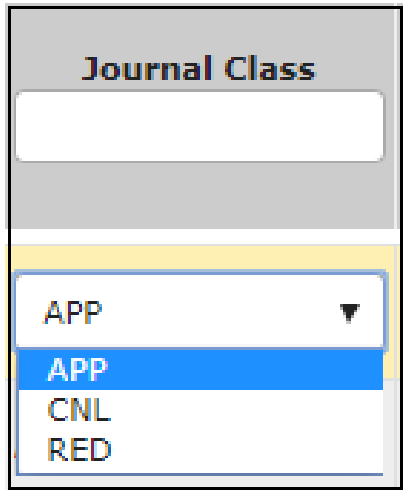
***When using the Search function, you are searching AMA for transactions, not SWIFT for appropriations.**

Demo: Searching AMA Transactions

- Search feature in AMA is for searching AMA transactions NOT for searching SWIFT appropriations
- Agency and Budget Period are required fields
- If known, transaction number is the most efficient way to search
- Demonstration
  - Logged into IQ with Agency/Approver role for Education Department, TRAIN004
  - Transaction number 108083
  - Alternate view: Copy Appropriation, review workflow under Status Detail

Appropriation Modifications and the Journal Class

Appropriation requests have a data field called Journal Class. Journal Class is used to indicate the purpose of the appropriation transaction. Journal Class can be one of three values:



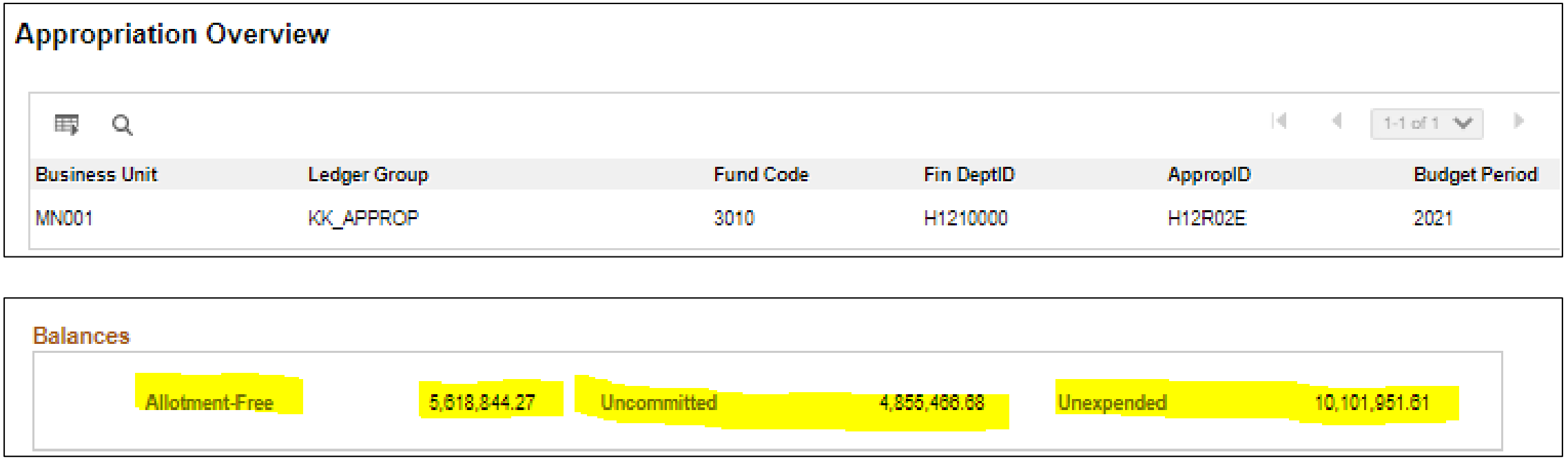
- **APP** (Appropriation) – APP is the default value. APP is the journal class value when modifying an existing appropriation or creating a new appropriation. APP is the journal class to be used when entering a forecast adjustment amount, increasing or decreasing an appropriation amount due to a supplemental funding change, or updating a legal cite.
- **CNL** (Cancel) – Select CNL when entering an amount of money to cancel for an appropriation or when entering an amount to uncancel.
- **RED** (Reduction) – Select RED when entering a legislatively-mandated reduction of money in an appropriation. **Agencies should only use this journal class value when specifically directed to do so by MMB.**

Increasing, Cancelling, or Decreasing Appropriation Amounts

- When using Modify Existing Appropriation to increase or decrease an appropriation amount, enter the amount of increase or decrease, NOT the appropriation total
  - Example: If an appropriation is increased from $100,000 to $125,000, users need to enter $25,000 in the Amount field.
- When entering cancellations or reductions, **the system DOES NOT assume a negative number.**
  - Example: If entering a cancellation or reduction of $100,000, users need to enter -100,000 in the Amount field.
- **Do not use the Reduce (RED) unless specifically directed to do so by MMB.**
  - Instead for appropriation decreases, use journal class Appropriation (APP) with a negative amount
- If you need assistance interpreting legislation, please contact your Executive Budget Officer.

Increasing, Cancelling, or Decreasing Appropriation Amounts

- When decreasing an appropriation amount or cancelling an appropriation amount, the amounts shown as Allotment-Free, Uncommitted and Unexpended on the Appropriation Overview Page in SWIFT need to be higher than the amount being cancelled or decreased.



Appropriation Overview

1-1 of 1

Business Unit	Ledger Group	Fund Code	Fin DeptID	ApproplD	Budget Period
MN001	KK_APPROP	3010	H1210000	H12R02E	2021

Balances

Allotment-Free	5,618,844.27	Uncommitted	4,855,466.68	Unexpended	10,101,951.61

Demonstration: Modify Existing Appropriation Amount

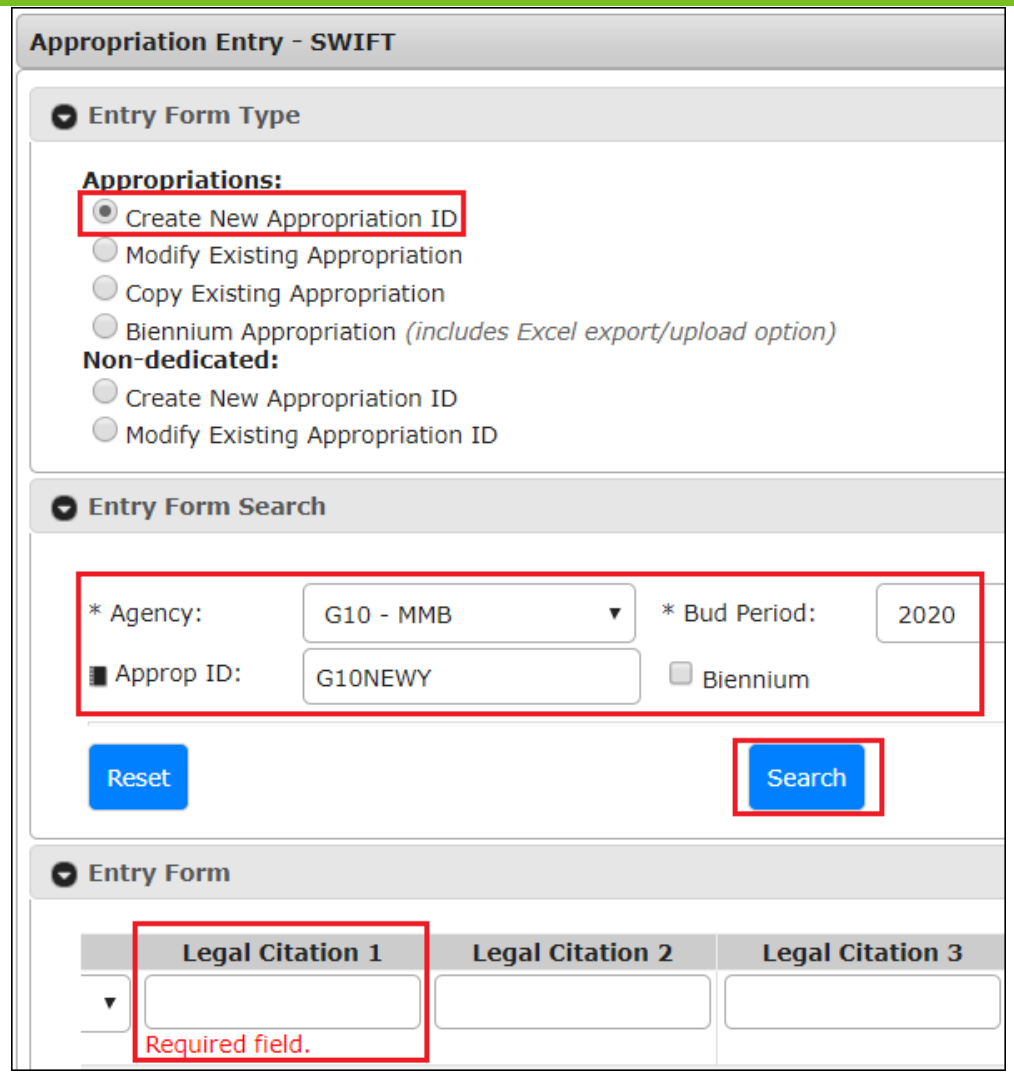
- Demo 1: Decrease the MDE's biennial appropriation Headwaters Science Center (E370024) in Budget Period 2021 by $5000
  - SWIFT – Modify Existing Appropriation
  - Use Journal Class APP
  - Be sure to enter -5000 in Amount Field
- Demo 2: Cancel $500 in MDE's Mn Regional Library Sys Grants (E371120) in Budget Period 2021
  - SWIFT – Modify Existing Appropriation
  - Use Journal Class CNL
  - Be sure to enter -500 in Amount Field
  - Remember when decreasing an appropriation amount or cancelling an amount that the amount you are decreasing or cancelling needs to be allotment free in SWIFT.

What is a Legal Citation?

- Legal Citation is the session law or state statute which gives the authority for the agency to spend and/or collect money and create an appropriation to do so.
- AMA has three Legal Citation fields: Legal Citation 1, 2, and 3.
- Legal Citation 1 is required for all appropriations; Legal Citation 2 and Legal Citation 3 are optional to complete. Each legal citation field has a maximum length of 18 characters.
- There are three different formats for entering a legal citation: Session Law, Capital Appropriations, and Statutes.

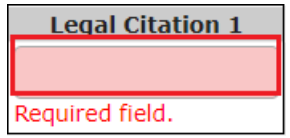
When and Where are Legal Citations Entered?

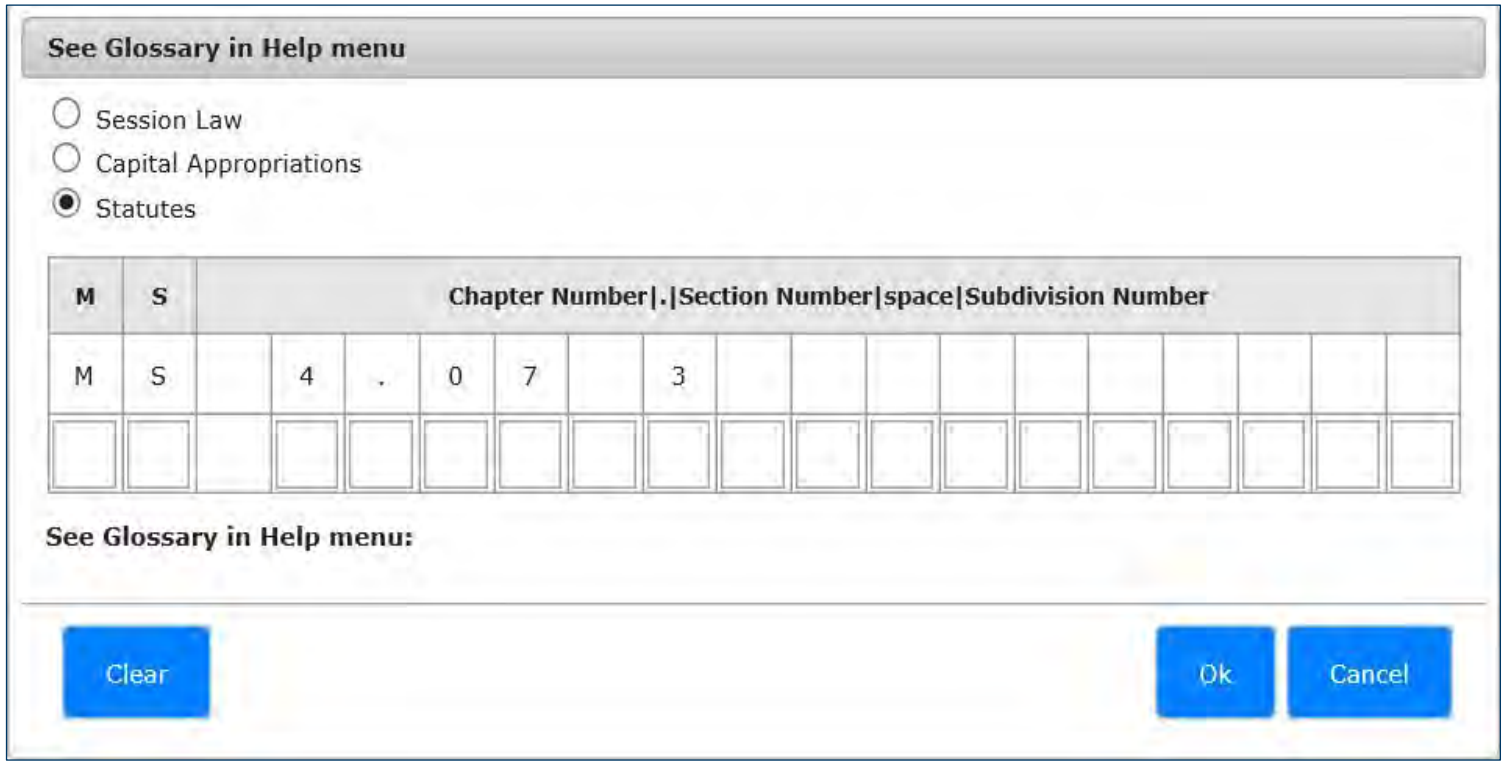
- Legal Citations are first entered when creating a new appropriation or non-dedicated appropriation on SWIFT Entry Screen.
- Select Create New from the Entry Form Type.
- Enter Agency, Budget Period, and Approp ID in the Entry Form Search panel.
- Legal Citation 1 is entered in the Entry Form panel of the Appropriation Entry - SWIFT screen.



Entering Legal Citations

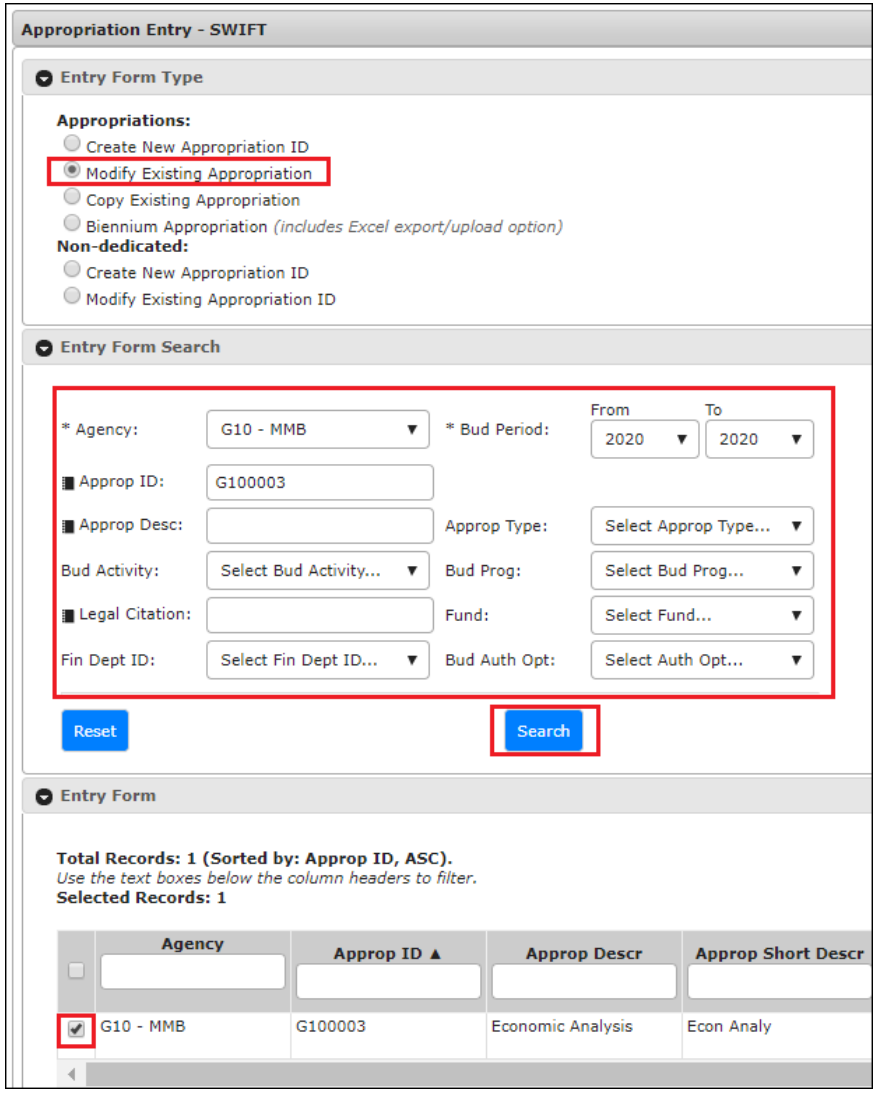
- To enter a legal citation, Click the Legal Citation 1 text box.
- A pop-up form displays an entry grid with three radio button options: Session Law, Capital Appropriations, and Statutes.
- Select the appropriate radio button, then enter the required values into the grid and click OK. The alpha text is not case sensitive and will be capitalized after submission.
- If preferred, click “Cancel” to exit the pop-up entry form and enter the legal citation directly into the textbox.
  - Users can click “Cancel” to enter enter special Legal Cites like COV06 for ARP appropriations.

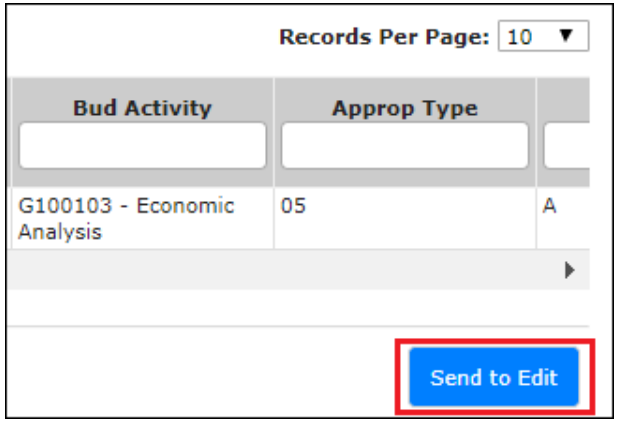




Updating Legal Citations

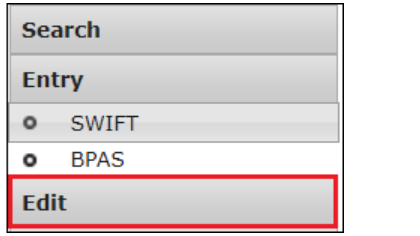
- When session law or statute changes an appropriation, Legal Citations may need to be updated.
- Legal Citations can be updated by choosing the Modify Existing Option from the SWIFT Entry Screen.
- Use the Entry Form Search to enter search parameters and select Search.
- Select the appropriation to modify by selecting the checkbox to the left of the appropriation and select Send to Edit.

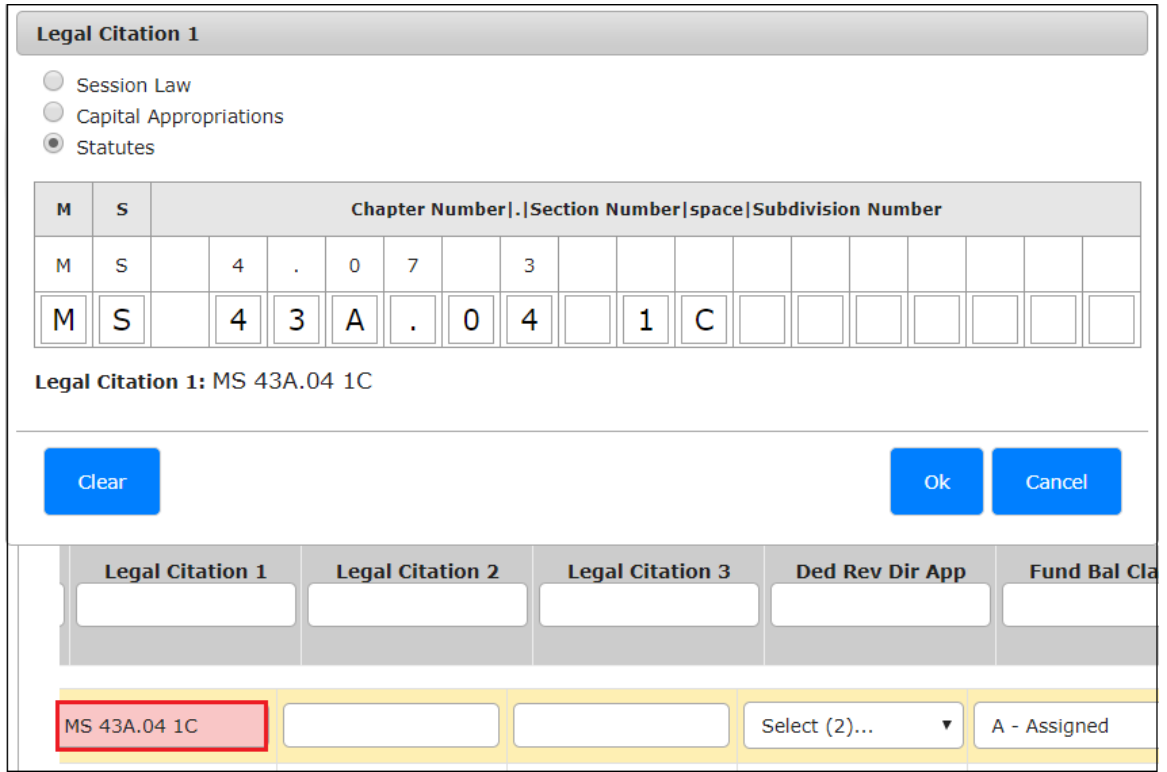




Updating Legal Citations (Continued)

- Click Edit on AMA's main menu to display the Appropriation Edit List.
- Select Edit (pencil icon) next to the appropriation to update.
- Scroll to the Legal Citation fields by using the horizontal scroll bar. Click the Legal Citation text box.
- A pop-up form displays an entry grid. The existing legal citation appears.
- Update the legal citation in the grid. If preferred, click cancel to enter the legal citation directly into the textbox.
- Note that the Legal Cite textbox is an autolookup field. Entering five characters in the textbox displays a matching list.





Session Law Appropriations

This format is used for appropriations authorized in Minnesota Session Laws.

YYS [space] CHP [space] ART [space] SEC [space] SUB

The table below provides example citations for the following:

- Regular Session: Minnesota Laws of 2019, chapter 64, article 1, section 4, subd. 4D. Note: For regular session citations, be sure there are two spaces after Regular Year and before Chapter.
- Special Session: Minnesota Laws of 2019, 1st Spec. Sess., chapter 1, article 1, section 2, subd. 2A

Example	Year		Session		Chapter				Article			Section				Subdivision		
Regular	1	9			0	6	4		0	1		0	0	4		0	4	D
Special	1	9	1		0	0	1		0	1		0	0	2		0	2	A

Example: Biennial Special Session Appropriation Legal Cite

Laws > 91st Legislature, 2019 1st Special Session > 2019, 1st Special Session > Chapter 11

Minnesota Session Laws - 2019, 1st Special Session

Sec. 5. **APPROPRIATIONS; DEPARTMENT OF EDUCATION.**

Subdivision 1. **Department of Education.**

Unless otherwise indicated, the sums indicated in this section are appropriated from the general fund to the Department of Education for the fiscal years designated. Any balance in the first year does not cancel but is available in the second year.

Subd. 2. **Department.**

(a) For the Department of Education:

$	29,196,000	.....	2020
$	24,911,000	.....	2021

Of these amounts:

(1) $319,000 each year is for the Board of School Administrators;

- 2019 Minnesota Special Session 1, Chapter 11, Article 10, Section 5, Subdivision 2A1 designates 319,000 to the Board of School Administrators for each year of the biennium.
- Session Law Legal Cite: Session 19, Special Session 1, Chapter is 11, Article is 10, Section is 5, Subdivision is 2A1

Example: Biennial Special Session Appropriation Legal Cite in AMA

Alternate View

Transaction No: 132673

Section 1 (Appropriation Budget)

Entry Type	Journal Class	Budget Period	Fund	Fin Dept	Approp ID	Amount	Budget Status	Bill Area	Alt Date
Biennium Approp	APP	2021	1000	E3710000	E370040	319,000.00	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
E370040	Bd Of School Administrators	BOSA	A - Appropriation Only	05-Biennial	N	03	E3710	E3710A9	-	A - Assigned

Primary Legal Cite

Legal Cite 1	Legal Cite 2	Legal Cite 3
191 011 10 005 2A1		

- Session Law Legal Cite: Session 19, Special Session 1, Chapter is 11, Article is 10, Section is 5, Subdivision is 2A1 Legal Cite 1 in AMA 191 011 10 005 2A1

Statutory Appropriations

This format is used for appropriations authorized in Minnesota Statute.

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

Example: Minnesota Statutes 4.07, subd. 3

M	S	Chapter Number	.	Section Number	space	Subdivision Number
M	S	4	.	07		3

Capital Appropriations

This format is used for capital fund appropriations; it does not require a subdivision. If entering a new continuing appropriation, the system requires that legal cite 1 is a capital appropriation legal citation.

YYS [space] CHP [space] ART [space] SEC

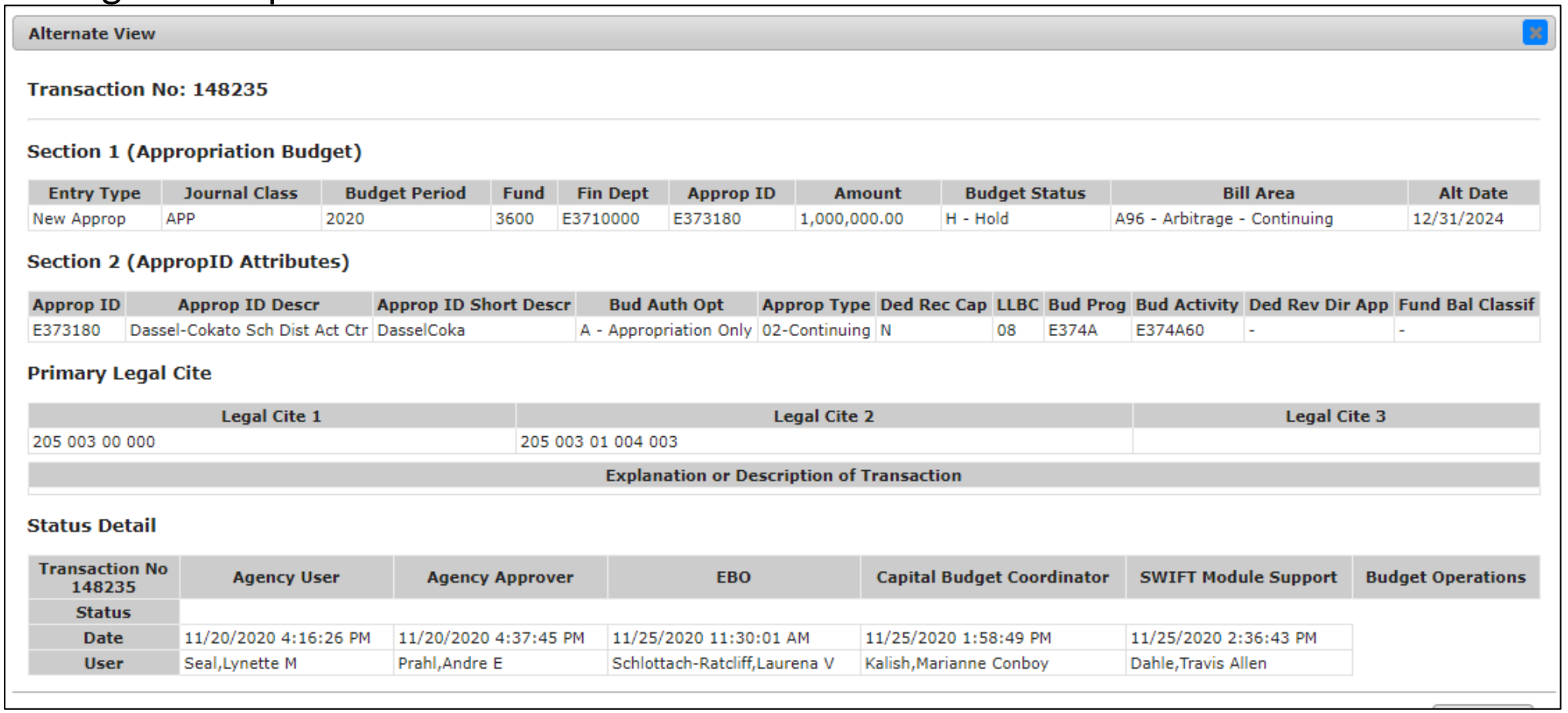
The table below provides example citations for the following:

- Regular Session: Minnesota Laws of 2018, chapter 214
- Special Session: Minnesota Laws of 2017, 1st Spec. Sess., chapter 8

Example	Year		Session		Chapter				Article			Section		
Regular	1	8			2	1	4		0	0		0	0	0
Special	1	7	1		0	0	8		0	0		0	0	0

Capital Appropriations

After a bonding bill passes, the Capital Budget Coordinator sends instructions to agencies about how to enter their appropriations and legal citations into AMA, since the structure is slightly different from the operating budget. In the capital budget, legal cite 1 is generally the bonding bill citation and it's the same for all appropIDs, and legal cite 2 provides the detail of where in the bill it can be found



Alternate View

Transaction No: 148235

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	2020	3600	E3710000	E373180	1,000,000.00	H - Hold	A96 - Arbitrage - Continuing	12/31/2024

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
E373180	Dassel-Cokato Sch Dist Act Ctr	DasselCoka	A - Appropriation Only	02-Continuing	N	08	E374A	E374A60	-	-

Primary Legal Cite

Legal Cite 1	Legal Cite 2	Legal Cite 3
205 003 00 000	205 003 01 004 003	

Explanation or Description of Transaction

Status Detail

Transaction No 148235	Agency User	Agency Approver	EBO	Capital Budget Coordinator	SWIFT Module Support	Budget Operations
Status						
Date	11/20/2020 4:16:26 PM	11/20/2020 4:37:45 PM	11/25/2020 11:30:01 AM	11/25/2020 1:58:49 PM	11/25/2020 2:36:43 PM	
User	Seal,Lynette M	Prahl,Andre E	Schlottach-Ratcliff,Laurena V	Kalish,Marianne Conboy	Dahle,Travis Allen	

Demonstration: Entering and Modifying Legal Citations

Demo : **Using COV06 for a new American Rescue Plan appropriation in fund 3015 ARP – State Fiscal Recovery** (See the Budget and Accounting Website for Guidance): https://mn.gov/mmb/accounting/swift/budg-acct-instr)

a) A new type 03 (Special Direct) appropriation E37C040 has been created and sent to the edit screen in IQ

   i. Use the widget for Legal Cite 1: MS 4.07 3

   ii. Cancel out of the widget for Legal Cite 2: SFRF001
   (SRF001 = State Fiscal Recovery Fund Allocation #1: *We will be numbering the allocations or authorizations from 3015 like was done for the Coronavirus Relief Fund(CRF).)*

   iii. Cancel out of the widget for Legal Cite 3: COV06

When is the SWIFT Entry Biennium Appropriation Option Used?

- Use the Biennium Appropriation entry option to copy an appropriation ID that is already in SWIFT into the following biennium.
- Biennium Appropriation entry option is essentially a copy function.
  - Copies an existing appropriation with attributes from the current biennium, into BOTH YEARS of the next biennium.
  - Biennium Appropriation entry option does not create a new appropriation ID.
  - Two separate transactions and two unique transaction numbers are generated for each appropriation selected, one for each year of the biennium.
  - Users must validate and may edit each transaction individually prior to sending them from the Edit screen to the Approval screen.

Biennium Entry or Biennium Export – Which Option to Use?

- Users have two options for setting up Biennium Appropriations: Entry or Export.
- The choice of what biennium option to use depends on user preference and the volume of appropriations to be copied to the next biennium.
- If there are only one or two appropriations to establish for the next biennium, the Entry Form allows for setup within AMA.
- If there are many appropriations to establish for the next biennium, the Export option may be preferred. Edits can be made offline in Excel and uploaded back into the AMA Edit Screen.

What is the Excel Export and Upload Option in AMA?

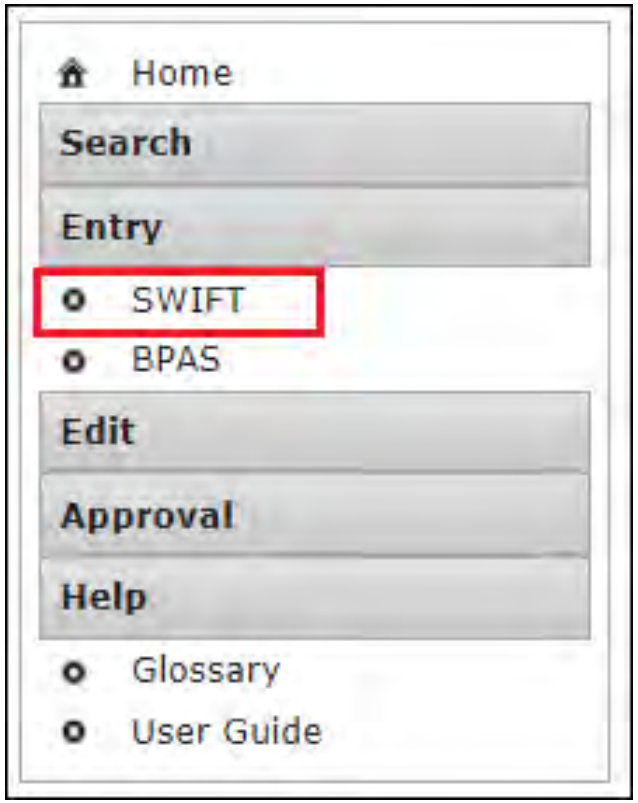
- The biennium appropriation Excel export and upload option allows users to establish appropriations for each budget period of the new biennium by selecting and exporting existing appropriations to an Excel file, reviewing/editing them offline in Excel and uploading the file back into AMA instead of reviewing/editing each appropriation transaction on the AMA edit screen.

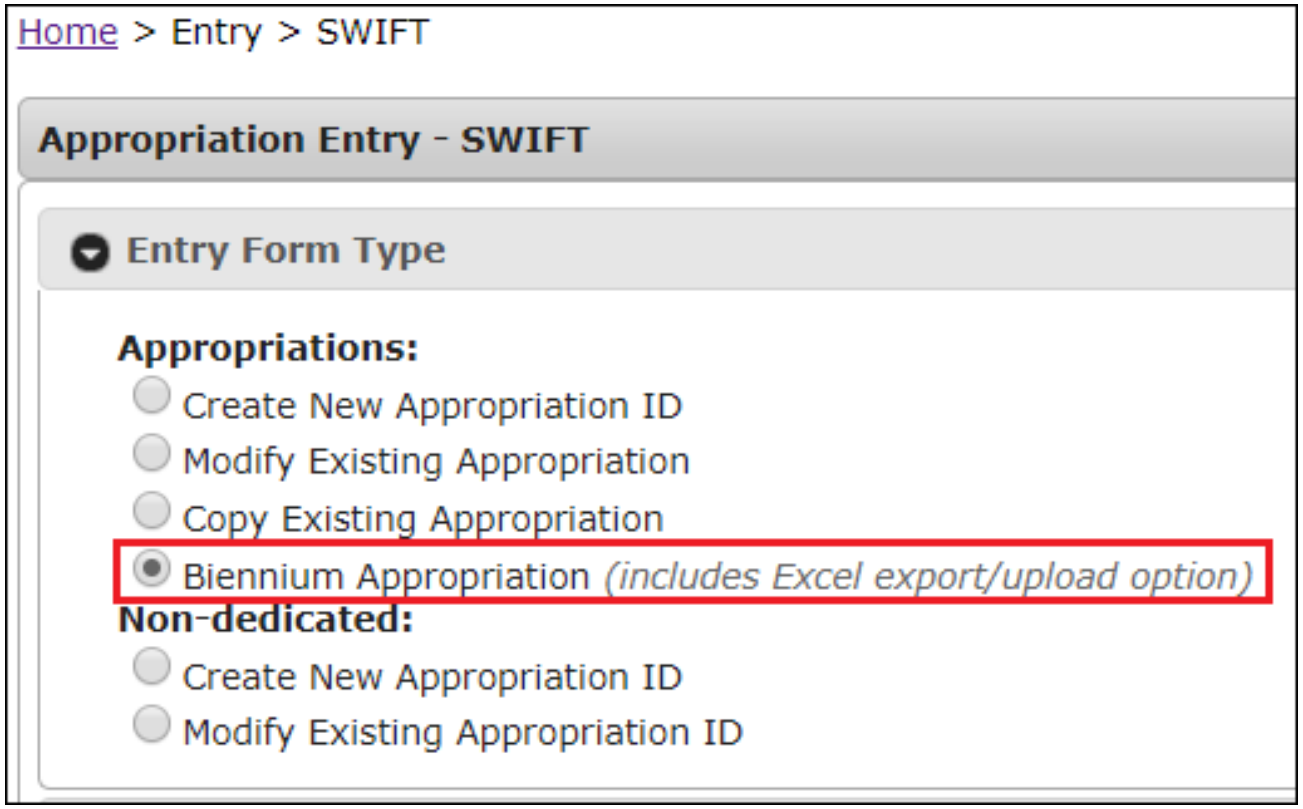
When is the Biennium Excel and Upload Option used?

- The Biennium Excel Export and Upload option is most frequently used to establish direct type appropriations for the next biennium.
- This is typically between mid-May and July 1 of odd-numbered calendar years, after the Governor signs into law the omnibus appropriations bills passed by the legislature.
- The Export and Upload option can facilitate reconciliation of an agency's AMA entries and 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.

SWIFT Appropriation Entry and Biennium Appropriation

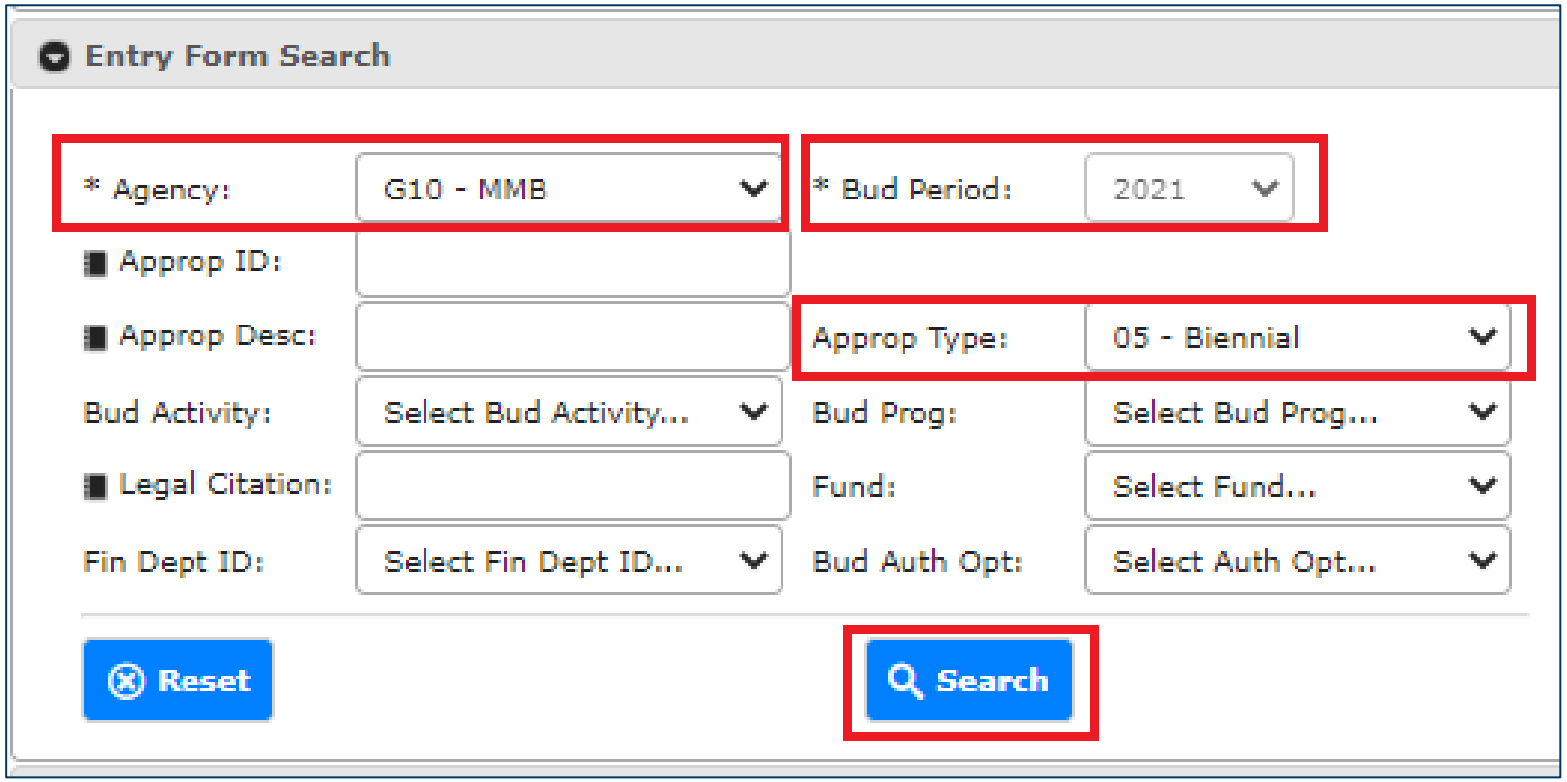
Select the SWIFT option from the Entry heading on the main menu.
Next, select the Biennium Appropriation radio button.





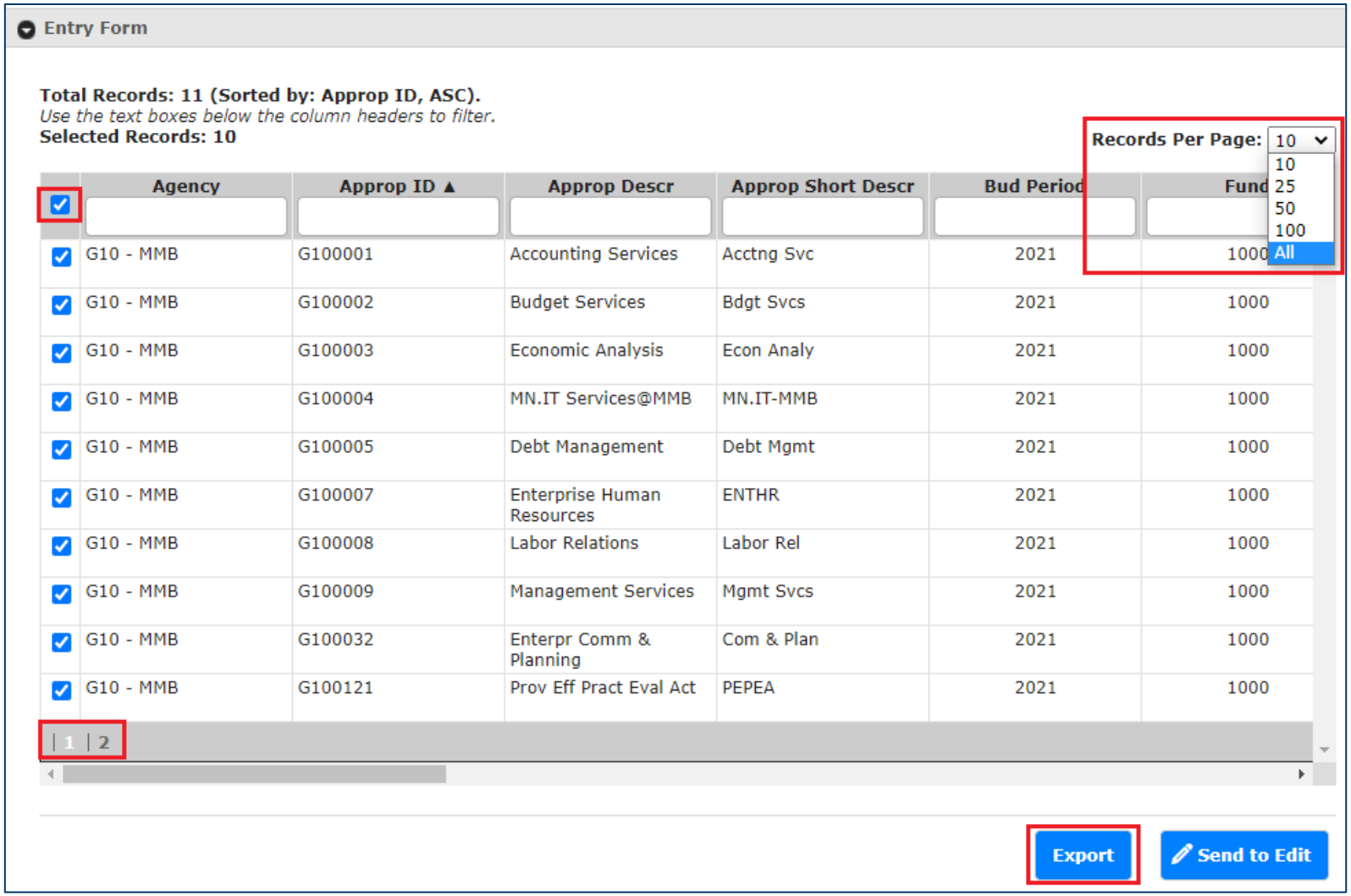
Biennium Appropriation – Entry Form Search Panel

1. Select Agency from the dropdown. Budget Period defaults to the second year of the previous biennium.
2. Use other search fields to filter appropriations as needed. The more options selected, the smaller the list of results.
3. Select Search.



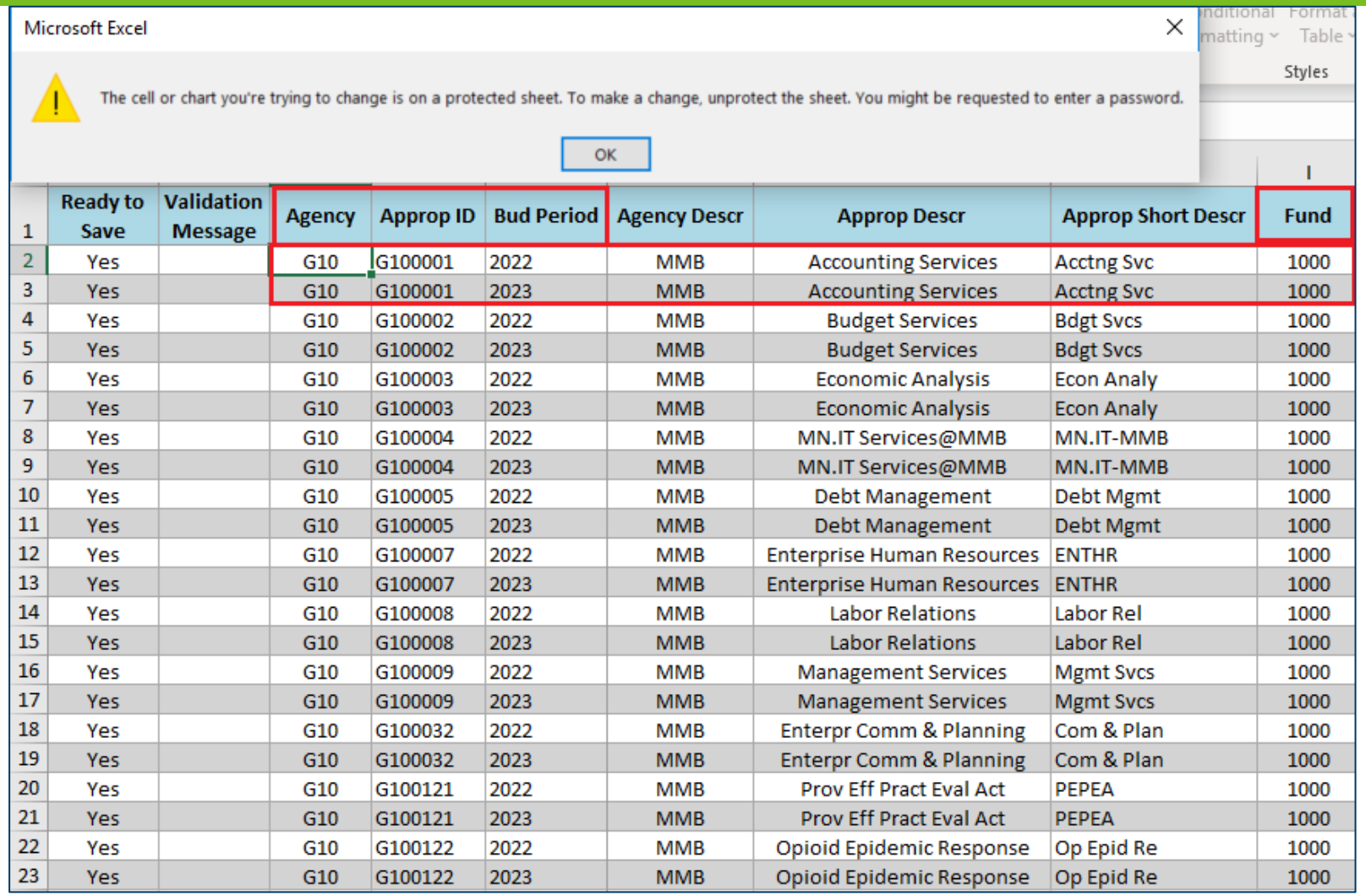
Biennium Appropriation – Entry Form

1. The Entry Form displays the search results.
2. Use Records Per Page dropdown to change the number of records displayed.
3. Use the checkboxes to the left of each record to select the records to be exported. Selecting the checkbox in the header row selects all records on the page.
4. Use the page indices to move through the list of records.
5. Select the Export button to create an Excel file download with the records selected.



Biennium Appropriation – Excel Export File

1. The Excel export file is automatically saved locally to the Downloads folder.
2. Open the file and save it to a local folder and edit it offline.
3. Notice the spreadsheet has two rows for each appropriation—one row for each budget period of the new biennium.
4. The sheet is protected to lock all column headers and fields that cannot be modified in AMA: Agency, Approp ID, Bud Period, Fund, and FinDeptID. Clicking a locked cell produces a pop-up warning message.
5. Fields that can be modified in AMA are not locked. For example: Amount, Legal Citation, Approp Description, Bud Program, Budget Activity, Appropriation Type, and Budget Authority.
6. All other description fields are for information only: Program Description, Budget Activity Description, and Approp Type Description. These cells are not locked, but they are excluded from import into AMA.

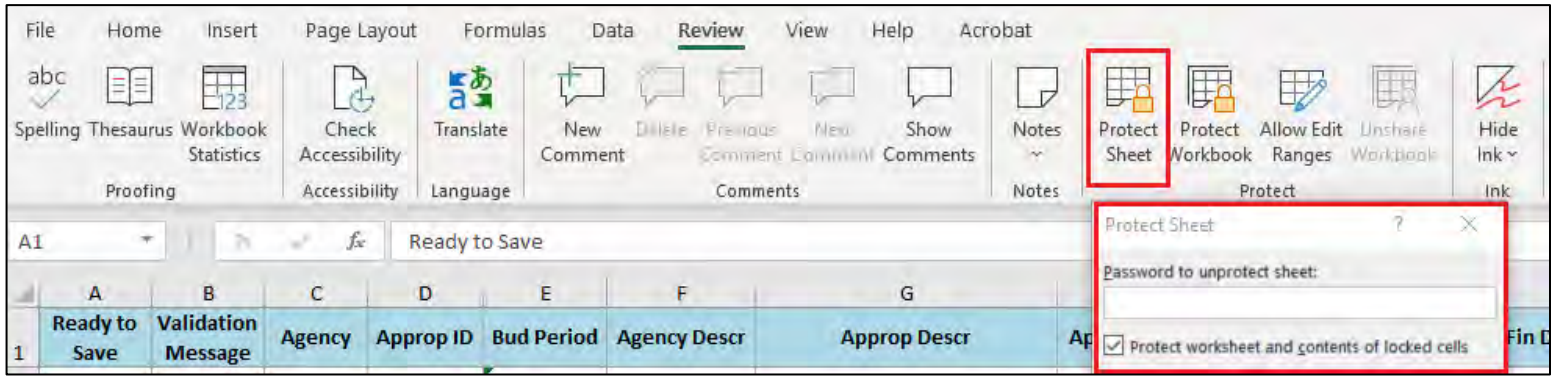


	Ready to Save	Validation Message	Agency	Approp ID	Bud Period	Agency Descr	Approp Descr	Approp Short Descr	Fund
2	Yes		G10	G100001	2022	MMB	Accounting Services	Acctng Svc	1000
3	Yes		G10	G100001	2023	MMB	Accounting Services	Acctng Svc	1000
4	Yes		G10	G100002	2022	MMB	Budget Services	Bdgt Svcs	1000
5	Yes		G10	G100002	2023	MMB	Budget Services	Bdgt Svcs	1000
6	Yes		G10	G100003	2022	MMB	Economic Analysis	Econ Analy	1000
7	Yes		G10	G100003	2023	MMB	Economic Analysis	Econ Analy	1000
8	Yes		G10	G100004	2022	MMB	MN.IT Services@MMB	MN.IT-MMB	1000
9	Yes		G10	G100004	2023	MMB	MN.IT Services@MMB	MN.IT-MMB	1000
10	Yes		G10	G100005	2022	MMB	Debt Management	Debt Mgmt	1000
11	Yes		G10	G100005	2023	MMB	Debt Management	Debt Mgmt	1000
12	Yes		G10	G100007	2022	MMB	Enterprise Human Resources	ENTHR	1000
13	Yes		G10	G100007	2023	MMB	Enterprise Human Resources	ENTHR	1000
14	Yes		G10	G100008	2022	MMB	Labor Relations	Labor Rel	1000
15	Yes		G10	G100008	2023	MMB	Labor Relations	Labor Rel	1000
16	Yes		G10	G100009	2022	MMB	Management Services	Mgmt Svcs	1000
17	Yes		G10	G100009	2023	MMB	Management Services	Mgmt Svcs	1000
18	Yes		G10	G100032	2022	MMB	Enterpr Comm & Planning	Com & Plan	1000
19	Yes		G10	G100032	2023	MMB	Enterpr Comm & Planning	Com & Plan	1000
20	Yes		G10	G100121	2022	MMB	Prov Eff Pract Eval Act	PEPEA	1000
21	Yes		G10	G100121	2023	MMB	Prov Eff Pract Eval Act	PEPEA	1000
22	Yes		G10	G100122	2022	MMB	Opioid Epidemic Response	Op Epid Re	1000
23	Yes		G10	G100122	2023	MMB	Opioid Epidemic Response	Op Epid Re	1000

Biennium Appropriation – Unprotect Sheet

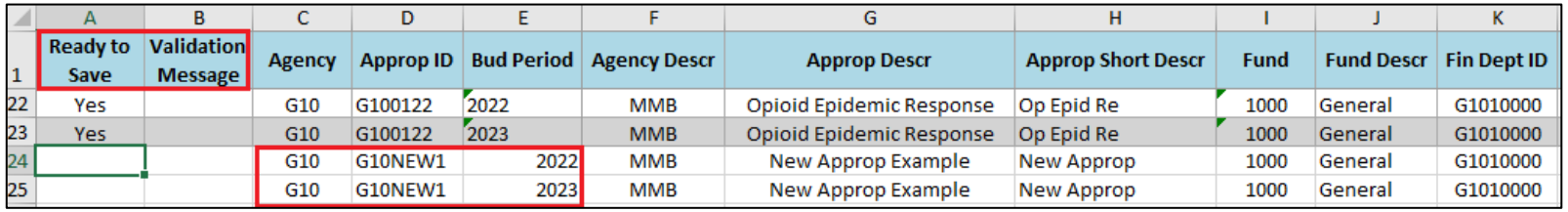
- The Excel export sheet can be unprotected to enable Excel functions for editing and review. Click the **Review** tab in the toolbar, then click the **Unprotect Sheet** icon.

- After the sheet is unprotected, the icon toggles to Protect Sheet. It is a good practice to protect the worksheet again before distributing the sheet for review by other agency staff or your Executive Budget Officer (EBO).



Biennium Appropriation – Adding New Approps to the Excel File

- 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.



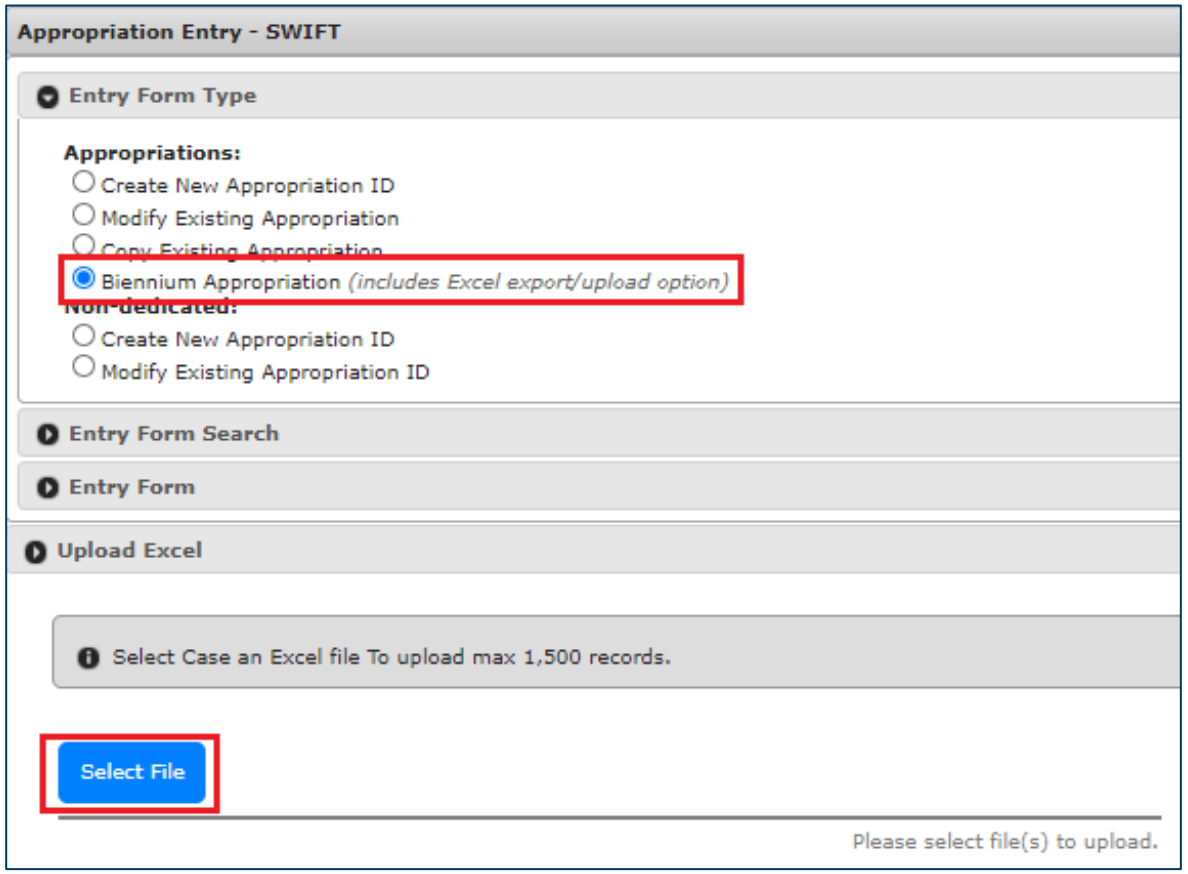
	A	B	C	D	E	F	G	H	I	J	K
1	Ready to Save	Validation Message	Agency	Approp ID	Bud Period	Agency Descr	Approp Descr	Approp Short Descr	Fund	Fund Descr	Fin Dept ID
22	Yes		G10	G100122	2022	MMB	Opioid Epidemic Response	Op Epid Re	1000	General	G1010000
23	Yes		G10	G100122	2023	MMB	Opioid Epidemic Response	Op Epid Re	1000	General	G1010000
24			G10	G10NEW1	2022	MMB	New Approp Example	New Approp	1000	General	G1010000
25			G10	G10NEW1	2023	MMB	New Approp Example	New Approp	1000	General	G1010000

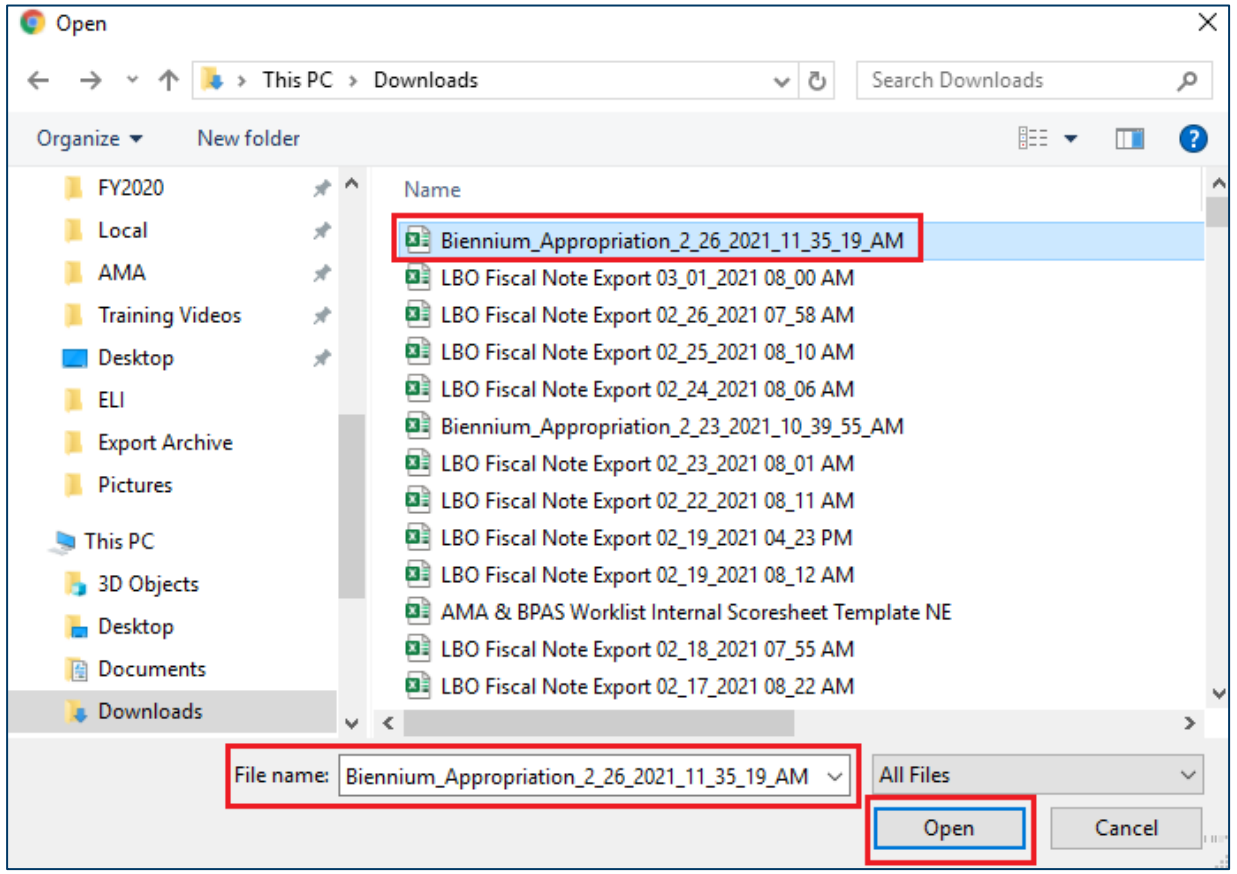
*Note: When creating new appropriations, be sure that the seven-digit Approp ID does not already exist in SWIFT. The AMA Create New Appropriation ID function under SWIFT Entry can be used to check SWIFT to confirm that the new Approp ID is unique and not already in SWIFT.

Biennium Appropriation – Upload Excel File

1. 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.

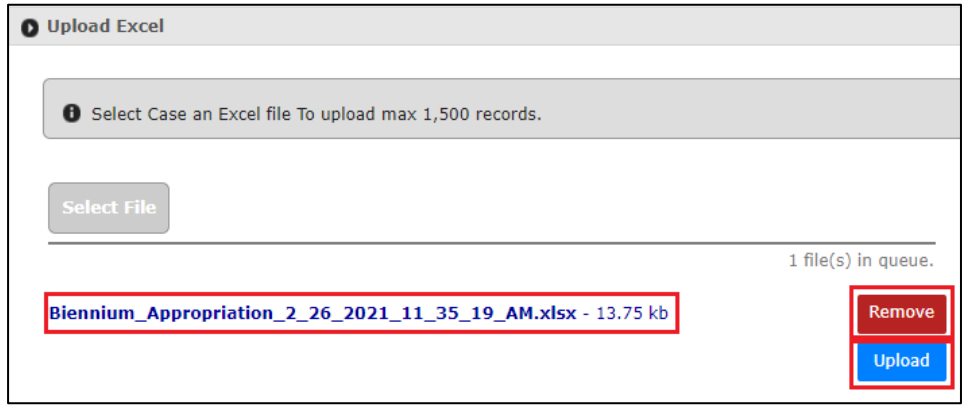
2. Choose the “Select File” button from the Upload Excel Panel near the bottom of the screen and select the Excel export file you wish to upload from your local directory. Click **Open**.



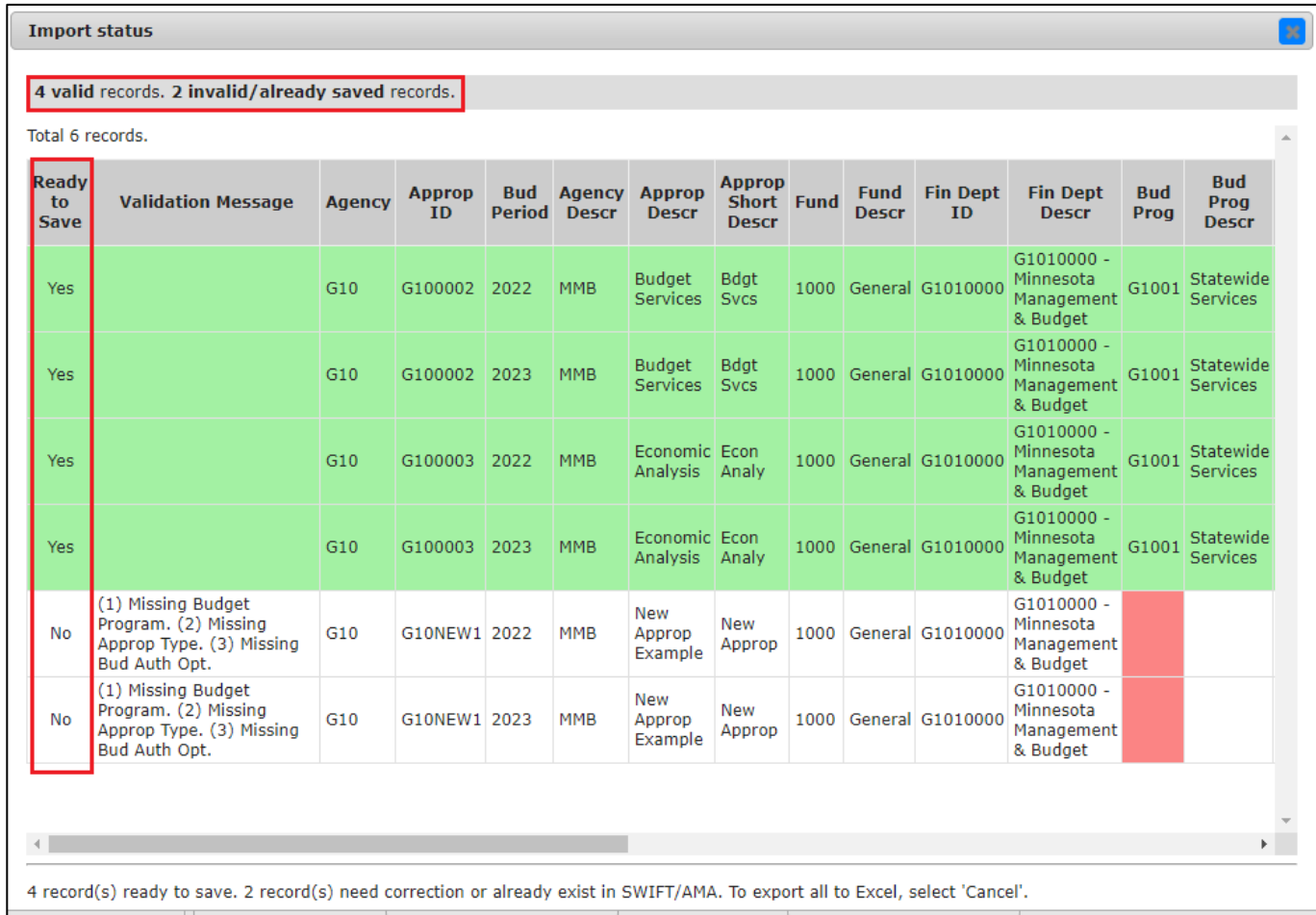


Biennium Appropriation – Upload Excel File Continued

3. The filename will appear in the Upload Excel panel and the Remove and Upload buttons are enabled.



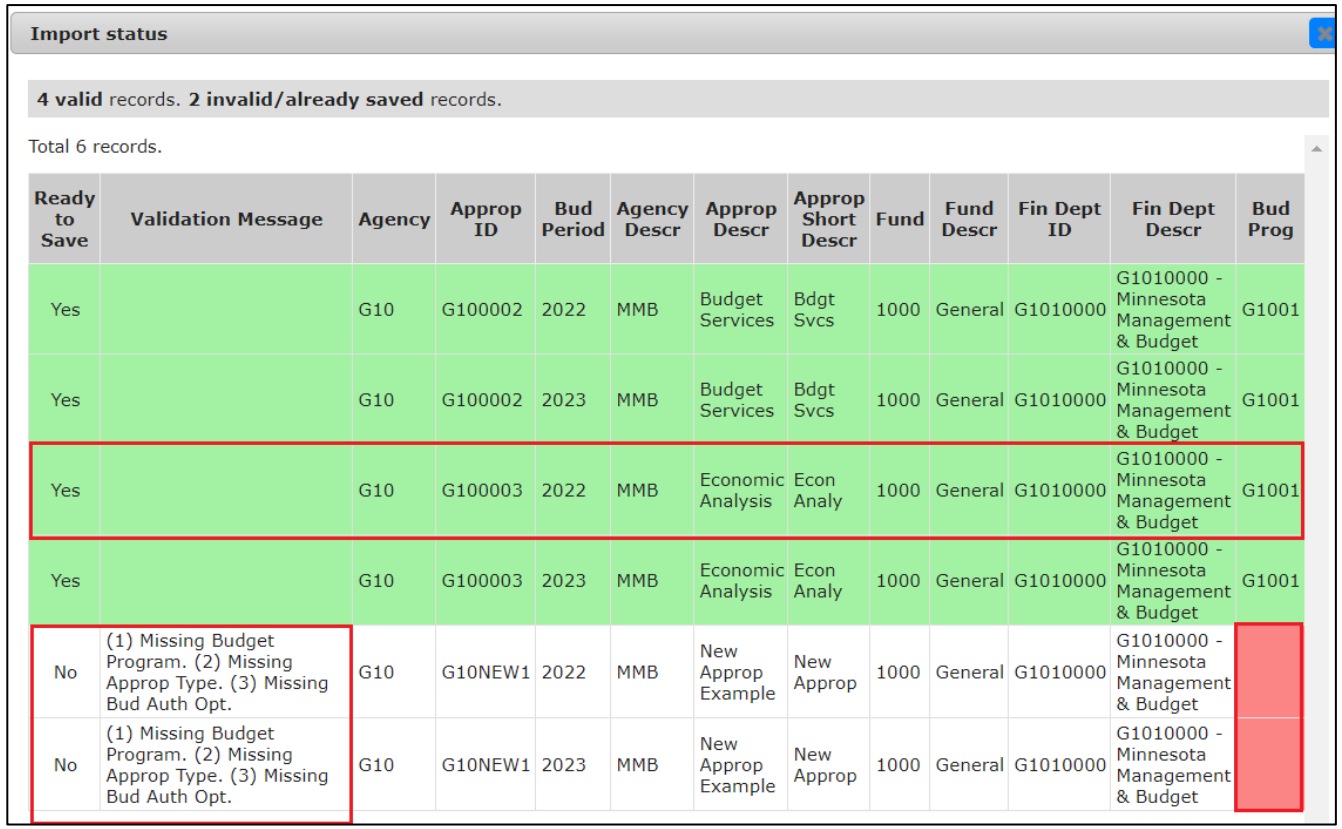
4. Click Remove to select a different file to upload. Select the Upload button to import the file. After the upload process is complete, a pop-up will display the file's records and their import status.



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	Bud Prog Descr
Yes		G10	G100002	2022	MMB	Budget Services	Bdgt Svcs	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services
Yes		G10	G100002	2023	MMB	Budget Services	Bdgt Svcs	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services
Yes		G10	G100003	2022	MMB	Economic Analysis	Econ Analy	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services
Yes		G10	G100003	2023	MMB	Economic Analysis	Econ Analy	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001	Statewide Services
No	(1) Missing Budget Program. (2) Missing Approp Type. (3) Missing Bud Auth Opt.	G10	G10NEW1	2022	MMB	New Approp Example	New Approp	1000	General	G1010000	G1010000 - Minnesota Management & Budget		
No	(1) Missing Budget Program. (2) Missing Approp Type. (3) Missing Bud Auth Opt.	G10	G10NEW1	2023	MMB	New Approp Example	New Approp	1000	General	G1010000	G1010000 - Minnesota Management & Budget		

Biennium Appropriation – Review Import Results

- AMA checks the Excel file to ensure each of the rows meet these conditions:
  - No Required Fields are missing
  - The Approp ID begins with the agency ID and is seven characters
  - The budget period is the part of the new biennium
  - The appropriation is not already established in SWIFT or pending submission or approval in AMA
  - The Budget Program exists in SWIFT for the agency and the Budget Activity exists in SWIFT for the program and agency
  - All appropriation attributes entered are values that exist in SWIFT
- Rows that pass validation are green and display Yes in the Ready to Save column. Rows that fail display No and have error descriptions in the Validation Message column. The cells with errors are colored in red.



Import status

4 valid records. **2 invalid/already saved** records.

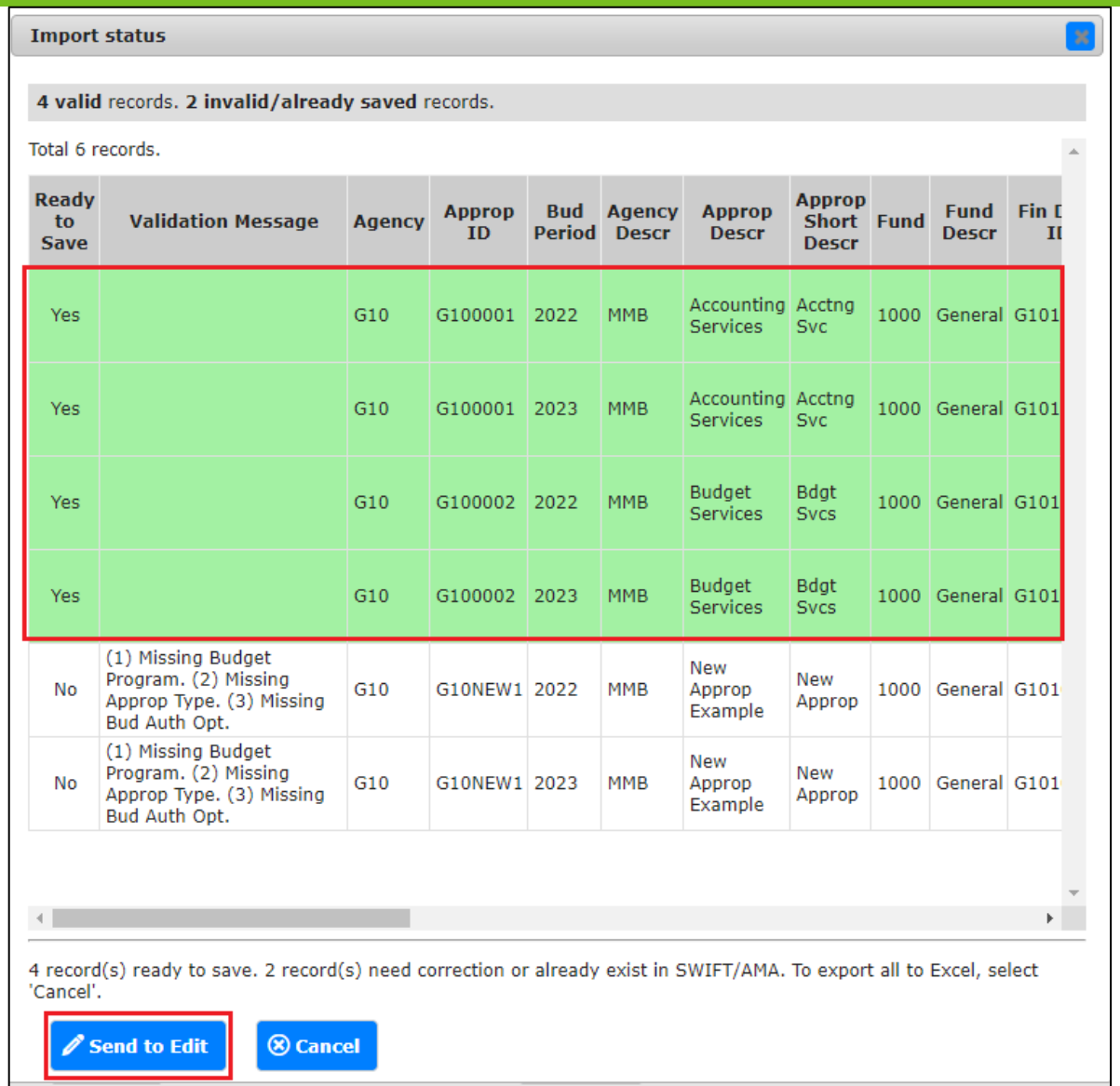
Total 6 records.

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
Yes		G10	G100002	2022	MMB	Budget Services	Bdgt Svcs	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001
Yes		G10	G100002	2023	MMB	Budget Services	Bdgt Svcs	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001
Yes		G10	G100003	2022	MMB	Economic Analysis	Econ Analy	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001
Yes		G10	G100003	2023	MMB	Economic Analysis	Econ Analy	1000	General	G1010000	G1010000 - Minnesota Management & Budget	G1001
No	(1) Missing Budget Program. (2) Missing Approp Type. (3) Missing Bud Auth Opt.	G10	G10NEW1	2022	MMB	New Approp Example	New Approp	1000	General	G1010000	G1010000 - Minnesota Management & Budget	
No	(1) Missing Budget Program. (2) Missing Approp Type. (3) Missing Bud Auth Opt.	G10	G10NEW1	2023	MMB	New Approp Example	New Approp	1000	General	G1010000	G1010000 - Minnesota Management & Budget	

Biennium Appropriation – Send to Edit

5. Buttons appear with options to “Send to Edit” and “Cancel”.

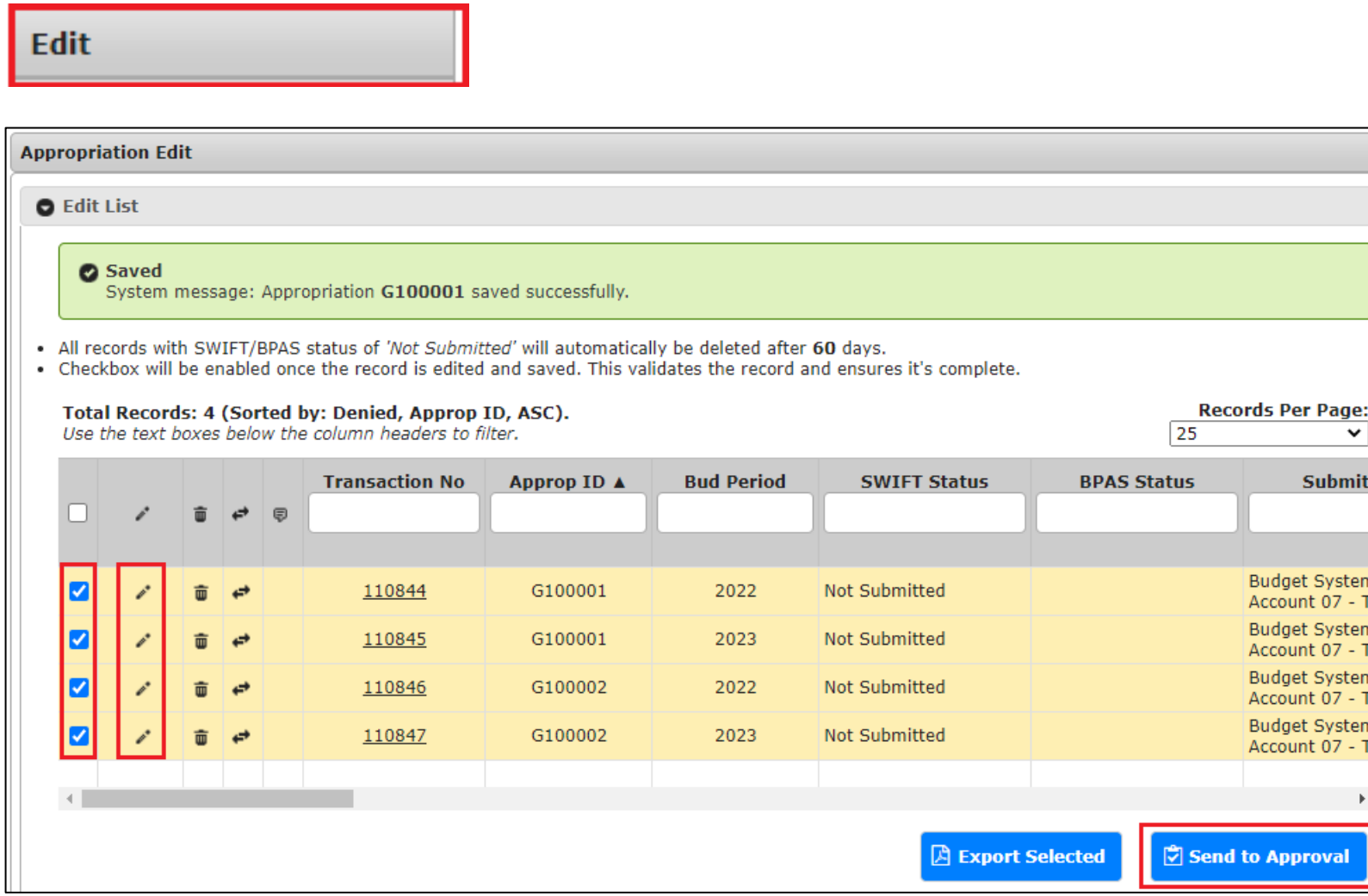
- “Send to Edit” moves all records marked ready to save to the AMA Edit Screen AND generates an Excel export file of the records that are not ready to save.
- The file with records not ready to save is saved to the computer's local download folder so that users can make additional edits as needed, then re-upload.



Biennium Appropriation – Edit Screen

6. Select Edit from the Main Menu to review the Edit List of uploaded appropriations.

- Uploaded transactions first appear with a SWIFT Status of Not Submitted - Staging
- Click the Pencil icon to enable AMA record validation. After the record is validated, the Save and Cancel icons display.
- Each record must be validated and saved before the checkbox can be selected to Send to Approval
- After reviewing and saving, select the checkboxes of the records and select the Send to Approval Button.



Demonstration: Excel Export and Upload Option in AMA

Demo: Export MDE's Biennial Appropriations (Type 05) from the General Fund (1000) for the Budget Program Early Childhood & Family Support (E377A)

- Export 12 appropriations from 2021 to create 24 transactions (one for each year of the upcoming biennium (FY2022-23)
- Update legal citations, amounts
- Other: Rows can be deleted, new appropriations can be added at the bottom
- Upload to edit screen, validate, save and send to approval

AMA Support

- AMA System Website: https://mn.gov/mmb/budget/statewide-budget-systems/ama/
  - AMA User Guide – technical manual providing instructions and screen shots on all of AMA's functions
  - AMA Glossary – alphabetic list of definitions of budget and accounting terms including appropriation attributes. Great resources for appropriation types, legal citations, fund balance classifications, etc.
  - AMA Training Videos – library of video shorts that provide an overview of all of AMA's core functions, including in-system demonstrations
- Please contact the SWIFT Helpdesk with the AMA system questions and issues

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

Q&A Session