

AMA Excel Export/Import for Biennium Appropriations

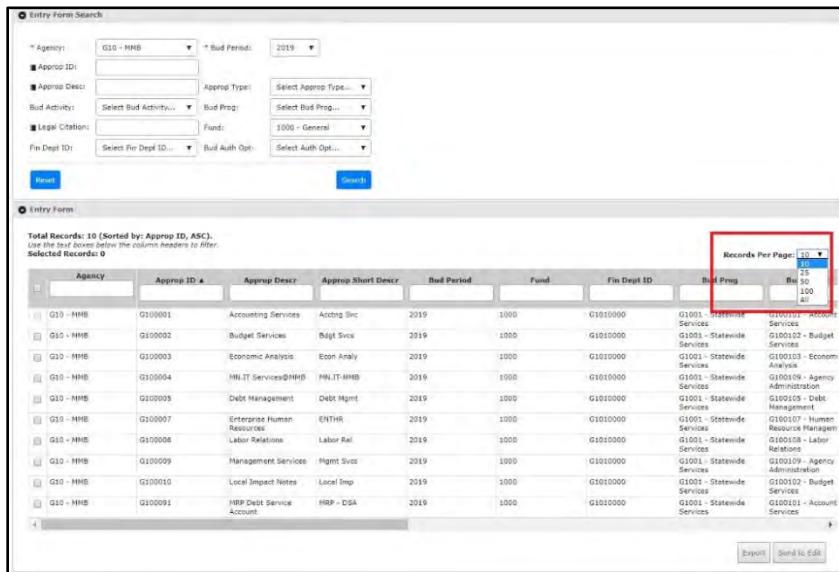
This new feature lets agency users export Base Year (2019) appropriations into an Excel file that can be updated for the new biennium and then imported back into AMA for validation and approval. The Export feature is available now so that agencies can begin preparing their appropriations for the 2020-21 biennium. ***The Import feature will be available in early June.***

To begin, select the SWIFT Entry Form, Biennium Appropriation radio button:



Next, search for base year appropriation(s) in the Entry Form Search panel.

If desired, select one or more filters to limit the search results. (Note: the Budget Period defaults to the base year and cannot be changed.) Users can also change the number of Records per Page displayed in the search results.



Select records from the list, then select Export.

AMA will not allow you to select appropriations already set up in SWIFT or submitted into AMA for the budget periods of the next biennium. Checking the “select all” checkbox in the table header selects all available appropriations on the page. If “All” is selected in the Records per Page dropdown, “select all” will select every available record in the search results.

Entry Form

Total Records: 10 (Sorted by: Approp ID, ASC).
Use the text boxes below the column headers to filter.
Selected Records: 9

Records Per Page: 10

Agency	Approp ID	Approp Descr	Approp Short Descr	Bud Period	Fund	Fin Dept ID	Bud Prog
<input checked="" type="checkbox"/> G10 - MMB	G100001	Accounting Services	Acctng Svc	2019	1000	G1010000	G1001 - Statewide Services
<input checked="" type="checkbox"/> G10 - MMB	G100002	Budget Services	Bdgt Svcs	2019	1000	G1010000	G1001 - Statewide Services
<input checked="" type="checkbox"/> G10 - MMB	G100003	Economic Analysis	Econ Analy	2019	1000	G1010000	G1001 - Statewide Services
<input checked="" type="checkbox"/> G10 - MMB	G100004	MN.IT Services@MMB	MN.IT-MMB	2019	1000	G1010000	G1001 - Statewide Services
<input checked="" type="checkbox"/> G10 - MMB	G100005	Debt Management	Debt Mgmt	2019	1000	G1010000	G1001 - Statewide Services
<input checked="" type="checkbox"/> G10 - MMB	G100007	Enterprise Human Resources	ENTHR.	2019	1000	G1010000	G1001 - Statewide Services
<input checked="" type="checkbox"/> G10 - MMB	G100008	Labor Relations	Labor Rel	2019	1000	G1010000	G1001 - Statewide Services
<input checked="" type="checkbox"/> G10 - MMB	G100009	Management Services	Mgmt Svcs	2019	1000	G1010000	G1001 - Statewide Services
<input checked="" type="checkbox"/> G10 - MMB	G100010	Local Impact Notes	Local Imp	2019	1000	G1010000	G1001 - Statewide Services
<input checked="" type="checkbox"/> G10 - MMB	G100091	MRP Debt Service Account	MRP - DSA	2019	1000	G1010000	G1001 - Statewide Services

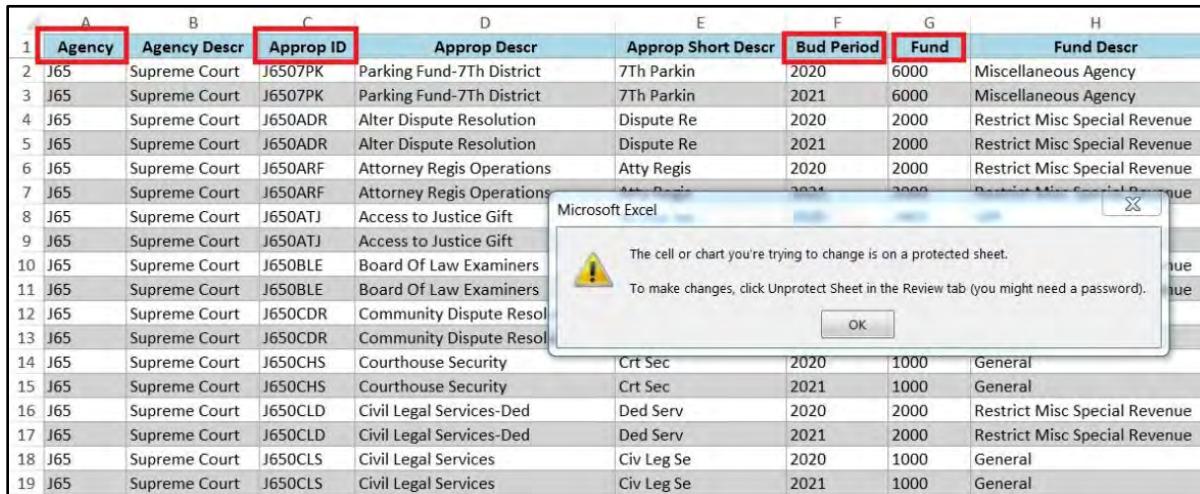
Export Send to Edit

Save the Excel file to a local directory, then open to review and update.

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

	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								

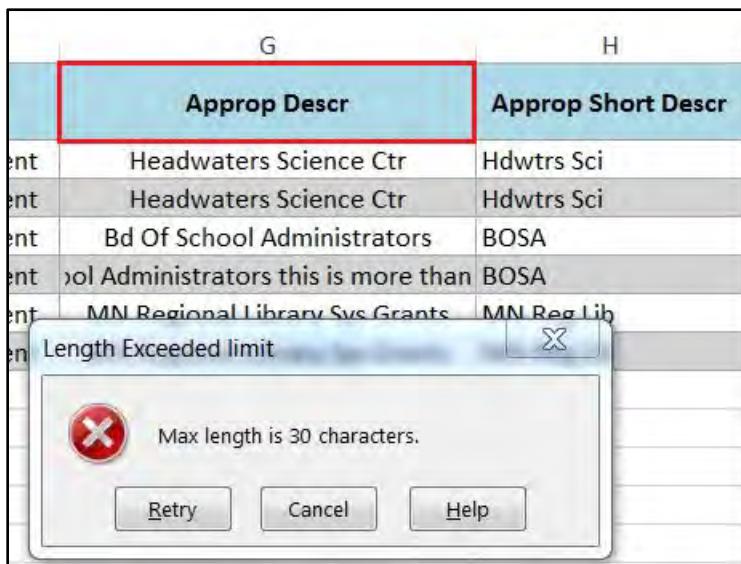
The Form is protected to lock all column headers, as well as cells in columns of fields that cannot be modified in AMA: **Agency, Approp ID, Bud Period, Fund, and FinDeptID**.



The screenshot shows a Microsoft Excel spreadsheet with columns labeled A through H. The first row contains column headers: Agency, Agency Descr, Approp ID, Approp Descr, Approp Short Descr, Bud Period, Fund, and Fund Descr. Rows 2 through 19 list various appropriations. A dialog box titled 'Microsoft Excel' is overlaid on the spreadsheet, stating: 'The cell or chart you're trying to change is on a protected sheet. To make changes, click Unprotect Sheet in the Review tab (you might need a password.)'. The 'OK' button is visible at the bottom of the dialog.

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	Microsoft Excel			
9	J65	Supreme Court	J650ATJ	Access to Justice Gift	The cell or chart you're trying to change is on a protected sheet.			
10	J65	Supreme Court	J650BLE	Board Of Law Examiners	To make changes, click Unprotect Sheet in the Review tab (you might need a password).			
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, an appropriation's Description and Short Description cells can be modified and submitted for approval in AMA. The spreadsheet will not allow these two cells' entries to exceed the character limits in AMA/SWIFT.



The screenshot shows a Microsoft Excel spreadsheet with columns G and H. The first row contains column headers: Approp Descr and Approp Short Descr. Rows 2 through 6 list various appropriations. A dialog box titled 'Length Exceeded limit' is overlaid on the spreadsheet, stating: 'Max length is 30 characters.' with a red 'X' icon. The 'Retry', 'Cancel', and 'Help' buttons are visible at the bottom of the dialog.

G	H	
	Approp Descr	Approp Short Descr
ent	Headwaters Science Ctr	Hdwtrs Sci
ent	Headwaters Science Ctr	Hdwtrs Sci
ent	Bd Of School Administrators	BOSA
ent	ol Administrators this is more than	BOSA
ent	MN Regional Library Svc Grants	MN Reg Lib
en	Length Exceeded limit	

Max length is 30 characters.

Retry

Cancel

Help

All other description fields in the spreadsheet are for information only; for example, Program Description and Budget Activity 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

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 set up appropriations for an existing Approp ID last used in a budget period before the base year (2019). When adding a row, **leave the first two columns blank**.

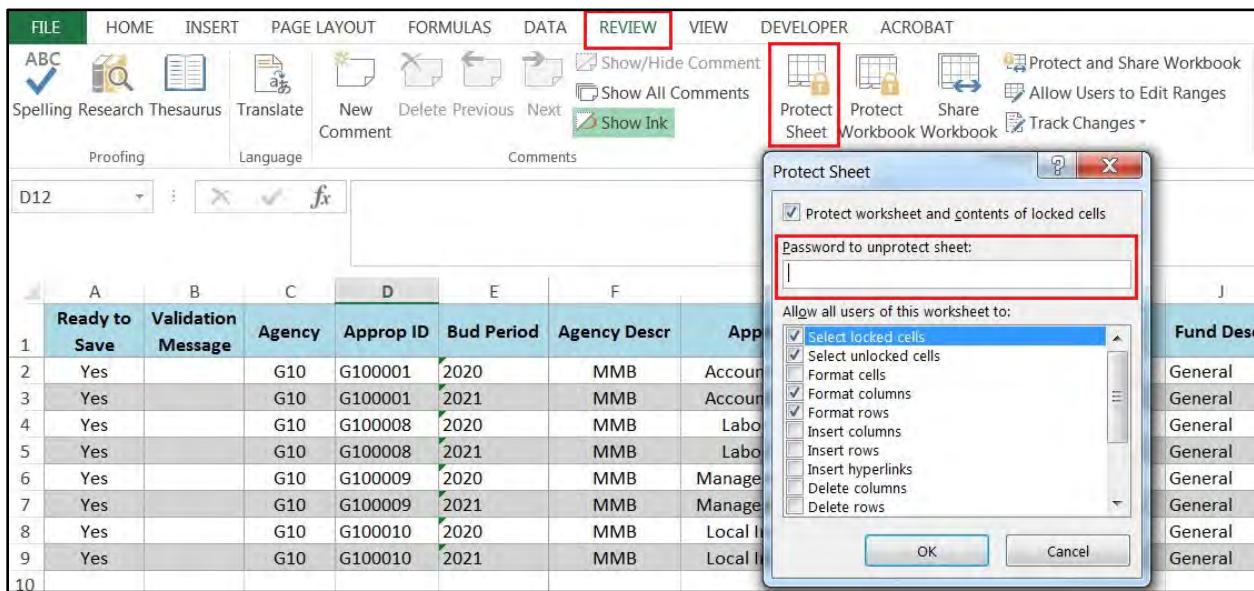
A	B		C	D	E	F
1	Ready to Save	Validation Message	Agency	Approp ID	Bud Period	Agency Descr
273	Yes		E37	E37B651	2021	Education Department
274	Yes		E37	E37R001	2020	Education Department
275	Yes		E37	E37R001	2021	Education Department
276	Yes		E37	E37R002	2020	Education Department
277	Yes		E37	E37R002	2021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

Enabling Delete, Sort, Filter, Sum and other Excel Functions

The Excel Export file can be unprotected to allow you to use Excel's functions for editing and review. Select the Review tab in the toolbar, then select the Unprotect Sheet icon.

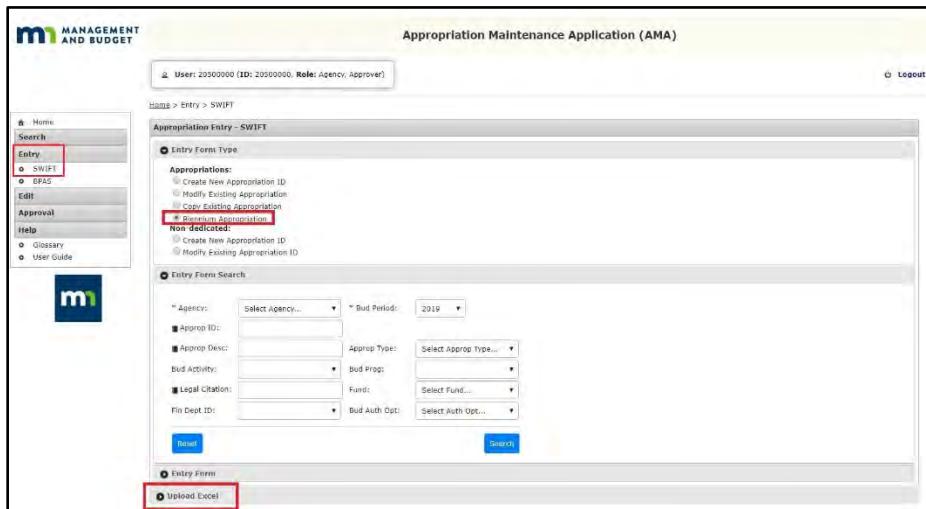


After Unprotect is selected, the icon label changes to Protect Sheet. Take care to protect the worksheet again before distributing it to others for review. Users have the option to assign a password that must be entered to unprotect the sheet.



Upload the Excel file into AMA from the SWIFT Entry Biennium Appropriation Form.

The Upload panel is not currently available, but when ready, the panel will be displayed below the Entry Form Search results.



The screenshot shows the 'Appropriation Maintenance Application (AMA)' interface. The left sidebar has a 'Search' section with 'Entry' and 'SWIFT' highlighted. The main content area is titled 'Appropriation Entry - SWIFT' and includes sections for 'Appropriations' (Create New Appropriation ID, Modify Existing Appropriation, Copy Existing Appropriation, and a red box around 'Upload Excel'), 'Non dedicated' (Create New Appropriation ID, Modify Existing Appropriation ID), and 'Entry Form Search' (with fields for Agency, Approp ID, Approp Desc, Bud Activity, Legal Citation, Fin Dept ID, Approp Type, Bud Prop, Fund, and Bud Auth Opt). At the bottom, there are 'Entry Form' and 'Upload Excel' buttons, with 'Upload Excel' also highlighted with a red box.