

QUICK REFERENCE GUIDE

November 1, 2019

Create Direct Journal Deposit Entry

This guide covers creating a Direct Journal Regular Deposit Entry for miscellaneous cash receipts.

Creating a Direct Journal deposit begins the process of posting miscellaneous cash receipts to the General Ledger. After creating the deposit, you will need to create accounting entries for the payments.

You will use the Regular Deposit page to enter Direct Journal Deposits. You are not able to use the Express Deposit page because the Express Deposit option requires an open AR item (billing invoice) to be applied to the payment you are entering.

Steps to complete:

- Step 1: Complete the Overall Deposit Information on the Totals tab
- Step 2: Record the Payments that make up the Deposit on the Payments tab
- Step 3: Make Sure that the Deposit is Balanced
- Step 4: Create Accounting Entries for the Direct Journal Deposit

Step 1: Complete the Overall Deposit Information on the Totals tab

1. Navigate to the *Regular Deposit* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Enter and Complete Payments. The Regular Deposit page will display by default.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Links section, Enter Payments, Regular Deposit.

2. On the *Regular Deposit* page, click on the **Add a New Value** tab to begin creating the new deposit.
3. Accept the default Deposit Unit or enter the Deposit Unit. This is a required field.
4. Accept the default of "NEXT" in the Deposit ID field and SWIFT will automatically assign the next number available after you save the deposit. You can also enter your own.
5. Click the **Add** button and the *Totals* page displays. This page is used to enter information and control totals for the deposit. Complete the fields as described below.

Totals
Payments

Unit G1001
Deposit ID NEXT
None Applied
Delete Deposit

*Accounting Date

*Bank Code INTERSTATE

*Bank Account

*Deposit Type CR

MIDAS Location STPAUL-FINANCE DEPT

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals

Control Total Amount	725.00	*Count	2
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received

*Entered

Posted

Assigned

User 0115

Save
Notify
Refresh

Add
Update/Display

Field Name	Field Description
*Accounting Date	<p>Defaults to the current date and should not be changed. The <i>Accounting Date</i> represents the accounting period that the transaction will post to in the General Ledger.</p> <p>Exception: Deposit entries processed between July 1 and the system hard close. The <i>Accounting Date</i> must be changed to facilitate accurate fiscal year end reporting. For example, If you receive a check and deposit it at the bank on June 30, but do not enter it into the system until July 1, dates will be as follows: Account Date – June 30, Entry Date – July 1, Received Date – June 30.</p>
*Bank Code	<p>Enter the <i>Bank Code</i>. The <i>Bank Code</i> will be determined by each agency. The description will most likely be a specific bank name. The <i>Bank Code</i> and <i>Bank Account</i> fields represent the actual bank account where the money is deposited.</p>
*Bank Account	<p>Enter the <i>Bank Account</i>. The <i>Bank Account</i> will be determined by each agency. The description will most likely be a specific bank name. The <i>Bank Code</i> and <i>Bank Account</i> fields represent the actual bank account where the money is deposited.</p>
*Deposit Type	<p>Accept the default Deposit Type of “C” for Cash Receipt. The “NSF” and “Wire - Electronic Funds Transfer” options will be discussed in those specific guides.</p>

Field Name	Field Description
*MIDAS Location	Enter the <i>MIDAS Location</i> (the bank location). The treasury account where the money is being deposited. Agencies will determine their <i>MIDAS Location</i> . If you are unsure of which <i>MIDAS Location</i> to use, check with your supervisor. Like all bank account information, it is important that this information is correct.
*Control Currency	Always select the Control Currency code "USD", U.S. Dollars. Be sure to enter it here. If you don't, you will have to do it later for each line.
*Control Total Amount	Enter the sum of the deposit. The amount must reconcile to the bank deposit slip.
*Count	The number of payments making up the deposit. Direct Journal deposits can be made up of cash receipts like checks, money orders, and/or currency. Note: You do not have to consider multiple checks, multiple money orders, etc., as separate payments. You may total the checks and money orders and add the total as one payment line. Your agency may require that you enter each payment separately. Check with your supervisor to find out what process your agency follows.
Other Control Totals (display only)	<i>Other Control Total</i> fields display after further action with the deposit. For example, the <i>Difference Amount</i> would show a number if the total deposit amount doesn't balance with the payments entered in the next step on the Payments tab.
*Received	Accept the default current date or enter a different date. The date on which the receipt is deposited ("received") at the bank; date must be changed if necessary.
*Entered	Defaults to current date and must not be changed. This is the date that the receipt was actually input into SWIFT.
Assigned	Accept the default User ID (the person entering the receipt) or select a different User ID. This is the person in charge of monitoring the deposit progress through SWIFT. You might want to change this to someone else's name if you're going on vacation and someone else needs to monitor.
User (display only)	Displays the User ID of the person creating the deposit.

Step 2: Record the Payments that make up the Deposit on the Payments tab

Next, you'll record the payments that make up the deposit on the **Payments** tab.

1. Click on the **Payments** tab and enter the fields as described below.

Field Name	Field Description
Balance (Display only)	Displays the status of the deposit. When the <i>Amount</i> total and number of entered payments on the <i>Payments</i> page equals the <i>Control Amount</i> and <i>Count</i> on the <i>Totals</i> page, the status changes from "Not Balanced" to "Balanced".
Payment Seq (Display only)	Displays the sequence number for each payment. When you enter a Payment ID, SWIFT assigns the next sequence number to the payment to allow the order in which payments are entered to be tracked.
*Payment ID	Enter a <i>Payment ID</i> field to identify a payment. You can enter a check number or any other identifier. This field is alphanumeric.
*Accounting Date	The <i>Accounting Date</i> field displays the accounting date entered on the <i>Totals</i> page. Do not change this date.
*Amount	Enter the amount of the dollars included in the individual or compiled payment.
Payment Predictor	Uncheck the <i>Payment Predictor</i> option. The <i>Payment Predictor</i> option is not used with Direct Journal Deposits.
*Journal Directly	Select the <i>Journal Directly</i> option to show that this is a Direct Journal entry containing miscellaneous cash receipts.
Range of References	State of Minnesota does not use.

The screenshot displays the SWIFT financial tools interface. At the top, there are tabs for 'Totals' and 'Payments'. Below this, a header shows 'Unit G1001', 'Deposit ID NEXT', 'Date 09/05/2018', and 'Balance Not Balanced'. The main section is titled 'Payment Information' and contains several input fields: 'Payment Seq' (1), 'Amount' (625.00), 'Rate Type' (CRRNT), 'Payment Method' (Check), '*Payment ID' (CK #1256), 'Currency' (USD), 'Exchange Rate' (1.00000000), and '*Accounting Date' (09/05/2018). There are also checkboxes for 'Journal Directly' and 'Range of References'. Below this is the 'Customer Information' section with fields for 'Customer ID', 'Business Unit', 'Remit From Name', 'Corporate', 'SubCust1', 'MICR ID', 'Remit SetID', 'Corporate SetID', 'SubCust2', and 'Link MICR'. At the bottom is the 'Reference Information' section with a table for 'Qual Code', 'Reference', and 'To Reference'. The interface includes navigation arrows and buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

WARNING – Search for Customer if Unsure! The Customer Information and Reference Information sections are not used for Direct Journal deposits. If you deposit an AR Item as a direct journal deposit, it will need to be corrected. Refer to the [“Search for Billing/AR Customer”](#) guide.

2. Click on the **Payment Information** section **Plus (+)** button every time you need to add another payment to the deposit and complete the information as described above.
 - Use the **Payment Information** section **Arrows** to move between the payments.
 - If you need to delete a payment from the deposit, use the **Payment Information** section **Arrows** to navigate to the payment that must be deleted and click the Minus (-) button.
3. After entering all of the payments, click on the **Save** button.

Note: If you accepted the default of “NEXT”, the Deposit ID changed from “NEXT” to a unique number after saving the information.

Step 3: Make sure that the Deposit is Balanced

1. After saving the deposit, check to make sure that the deposit is balanced. The *Balance* field in the deposit header should indicate: “Balanced”.

- If the Deposit is not balanced, you must review the information entered on the **Totals** and **Payments** tabs, and make the necessary adjustments before proceeding to the next steps.

Step 4: Create Accounting Entries for the Direct Journal Deposit

Once you have recorded a Direct Journal deposit for miscellaneous cash receipts, you must create accounting entries for the deposit.

1. Navigate to the *Create Accounting Entries* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Enter and Complete Payments, left-menu, Direct Journal Payments, Create Accounting Entries.
WorkCenter	Receivables WorkCenter, left-menu, Links section, Complete Payments, Create Accounting Entries.

2. The *Create Accounting Entries* search page displays with the Deposit ID supplied. Click the **Search** button.

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- If the deposit has more than one payment line, select one of the lines in the *Search Results* list. The *Accounting Entries* page appears. Basic information from the deposit entry displays in the header area.
- Enter the Distribution Line ChartFields and supply appropriate reference Information as described below. Required fields are identified with an asterisk (*). Other fields are available for entry based on your agency's discretion.

Field Name	Field Description
*GL Unit (Statewide)	Accept the default "MN001". There's only one Business Unit for the General Ledger for MN: MN001.
Speed Type (Agency defined)	<p>If using a Speed Type to enter the ChartFields, click on the Speed Type button and the <i>Speed Type</i> key field appears. Enter the Speed Type code or use the <i>Speed Type Key Lookup</i> to search for and select the code.</p> <p><i>Speed Types</i> simplify the process of generating ChartField entries and ensure consistency and accuracy of recording miscellaneous cash receipts. They are set up for your agency and when entered will automatically populate the valid combination of ChartFields.</p>
*Line Amount	<p>Enter the <i>Line Amount</i> with the opposite sign of the Deposit amount.</p> <p>When creating accounting lines, the positive or negative status of the line is always the opposite of the Deposit Amount.</p>
*Account (Statewide)	<p>Enter the <i>Account</i> code.</p> <p>The <i>Account code</i> classifies the nature of a transaction. The values in this field determine whether it is an asset, liability, equity, revenue or expenditure.</p> <p>The field length is 6 digits. In general, these should either be expense (4xxxxx) or revenue (5 or 6xxxxx) accounts.</p>
*Fund (Statewide)	<p>Enter the <i>Fund</i> code.</p> <p>Fund is the building block of Government Accounting. All transactions in the system must have a valid Fund. Fund examples include: 1000 (General Fund; 2000 (Restricted Misc. Special Revenue); 3000 (Federal).</p> <p>The field length is 4 digits.</p>
*Fin Dept ID (Statewide)	<p>Enter the <i>Fin Dept ID</i>.</p> <p>The <i>Fin Dept ID</i> (Financial Department Identifier, also called Department ID) represents the organizational function to which revenues and other activities must be applied. Combined with other ChartField values, Department IDs form the basis of department budgets that track revenues and expenditures.</p> <p>The field length is 8 alpha-numeric characters.</p>

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Field Name	Field Description
*Approp ID (Statewide)	Enter the <i>Approp ID</i> . The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT. The <i>Approp ID</i> is a 7-character alphanumeric identifier.
Statewide Cost (Statewide)	<i>Statewide Cost</i> is used for costs associated with disaster relief. Typically, there will be a SWIFT communication instructing agencies when a code should be used.
Sub Acct (Statewide)	A <i>Sub Acct</i> is a small segment of an account that an agency may choose to funnel funds into.
PC Bus Unit (Projects/Grants, Agency-defined)	The <i>PC Bus Unit</i> is a required field if using Project coding and is set up by the agency. This field should only be entered if Project Coding applies.
Project (Project/Grants, Agency-defined)	<i>Project IDs</i> are defined by your agency. They are used to track project and grant transactions. The field length is 15 alphanumeric characters.
Activity (Project/Grants, Agency-defined)	The <i>Activity</i> is a required field if using Project coding and is set up by the agency. It is used to track a specific task within a Project. This field should only be entered if Project Coding applies.
Source Type (Agency Defined)	The <i>Source Type</i> is a required field if using Project coding and is set up by the agency. This field should only be entered if Project coding applies.
Category (Agency Defined)	Categories are a tier of revenue or costs that agencies track. Also a project costing ChartField. Agencies define these.
Subcategory (Agency Defined)	Subcategories are a smaller breakdown of the class of transaction. Agencies define these. It is also a project costing ChartField.
Agency Cost 1 Agency Cost 2 (Agency-defined)	<i>Agency Cost 1</i> and <i>Agency Cost 2</i> are agency specific fields and will be used at the agency's discretion.
Affil (Not Used)	This is not an entry field in Minnesota.
Fund Affil (Not Used)	This is not an entry field in Minnesota.

Field Name	Field Description
Status (Display only)	Status displays where the accounting entries are in the set up process. Options viewed in the column include: -- Not Edited: entries have not been saved. -- Errors: entries attempted to be saved but prevented because of errors. You must first resolve errors before a save is completed. -- Complete: you created valid accounting entries.
Type (Display only)	<i>Type</i> initially displays "User". After you generate your cash entries by clicking on the Create button (Lightning Bolt), the <i>Type</i> displays "CASH".

The screenshot shows the 'Accounting Entries' interface. The 'Currency Details' tab is active, displaying 'Amount 625.00 USD'. Below it, there are fields for 'Complete' (checkbox), 'Entry Event', and 'Budget Status'. The 'Distribution Lines' section is visible below, with a table containing one line item. The table columns include: Distribution Sequence, *GL Unit, SpeedType Key, Line Amount, Currency, Fund, Fin DeptID, Appropriation ID (CF3), *Account, Sub Acct, SW Cost, and Agency Cost 1 (CF1). The first row has values: 1, MN001, G10ELDS, -625, USD, 5200, G1037610, G100086, 513304, and empty cells for Sub Acct, SW Cost, and Agency Cost 1. A red box highlights the row. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

- Click on the **Currency Details** tab and enter a description of the journal line in the *Line Descr* field.

This screenshot shows the 'Distribution Lines' section of the interface. The 'Currency Details' tab is selected and highlighted with a red box. The table below has columns: Distribution Sequence, *GL Unit, SpeedType Key, Line Amount, Currency, and Line Descr. The first row has values: 1, MN001, G10ELDSVC, -625.00, USD, and 'ELD Receipts'. The 'Line Descr' field is highlighted with a red box. There are '+' and '-' buttons to the right of the 'Line Descr' field.

- Optionally, click on the **Budget** tab and enter a *Budget Date*. The *Budget Date* defaults to the current date. You would change this date if you are depositing the amount to a different budget period than what you are currently in.

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7. Optionally, click on the **Journal Reference Information** tab and enter an additional description for the distribution line.
8. If there is more than one Distribution Line for the payment, click on the **Plus (+)** button and enter the line as described above.
 - The sum of the Distribution Lines must equal the Payment Amount.
 - The **Minus (-)** button can be used to delete a Distribution Line.
9. After you have entered the Distribution Line(s) for the payment, click on the **Save** button.
10. Generate the offset cash entry by clicking on the **Create (Lightning Bolt)** icon. The offset entry records the cash as a positive amount in the appropriate Account 100001 and offsets the revenue line.

Note: The **Delete** icon displays next to the **Create** icon. It can be used to remove the offset entry.

The screenshot displays the 'Accounting Entries' interface. At the top, it shows 'Unit G1001', 'Deposit ID 132950234', 'Payment CK# 1256', and 'Seq 1'. The 'Currency Details' section shows an amount of 625.00 USD with a lightning bolt icon (Create) and a delete icon (minus sign) highlighted with a red box. Below this, there is a 'Complete' checkbox and an 'Entry Event' search field. The 'Distribution Lines' section shows a table with two lines:

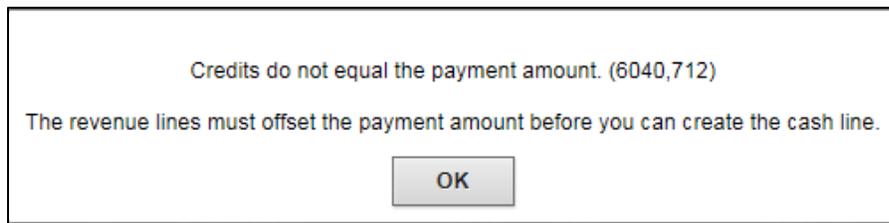
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Base	Currency
1	1 MN001	Speed Type	-625.00	USD		-625.00 USD
2	2 MN001	Speed Type	625.00	USD		625.00 USD

Below the table, a 'Total' section shows:

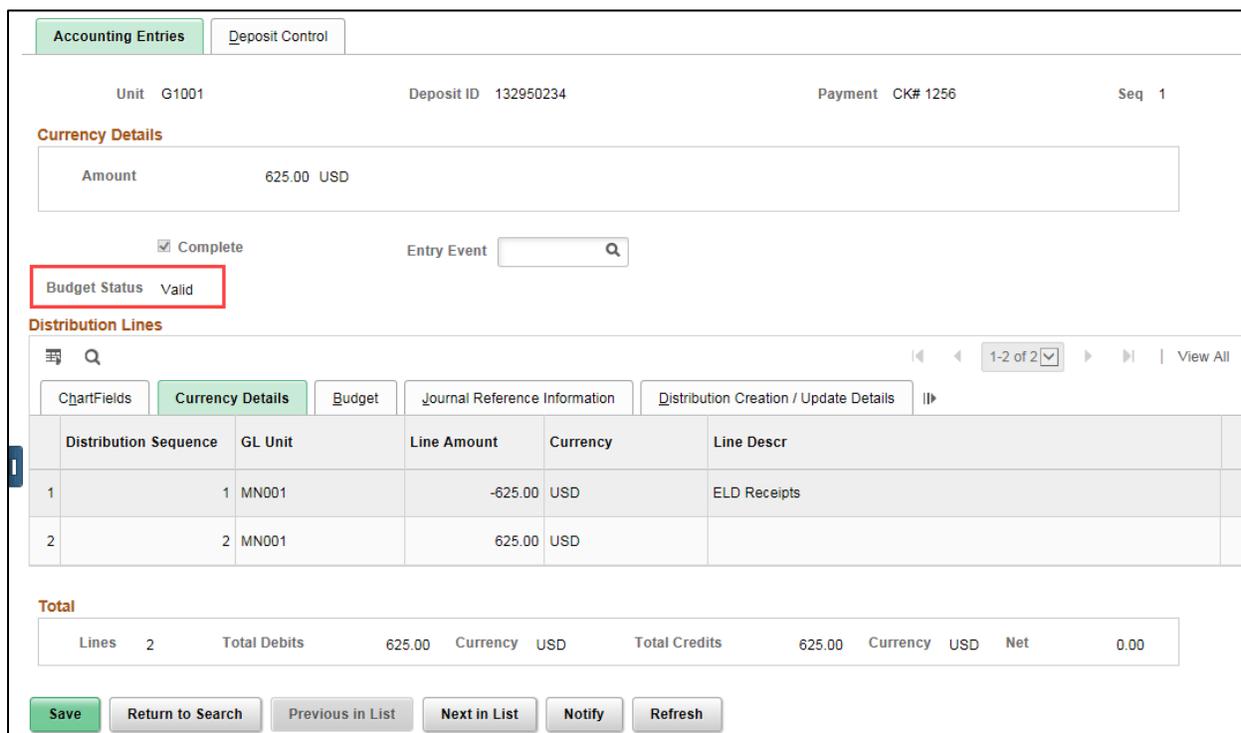
Lines	2	Total Debits	625.00	Currency	USD	Total Credits	625.00	Currency	USD	Net	0.00
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At the bottom, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

- If you receive the below error message indicating that the credits do not equal the payment amount, you most likely forgot to enter the revenue line as an opposite amount to that of the deposit. You'll need to click on the **OK** button and fix the error before proceeding to the next step.

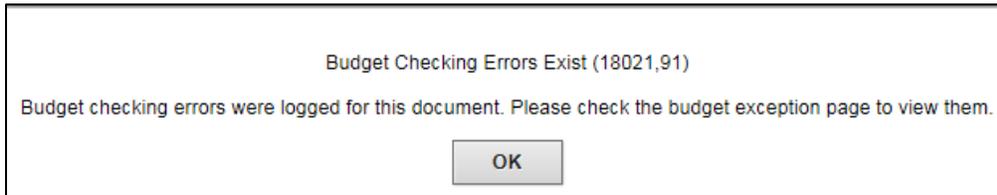


11. After you have entered all of your accounting lines and generated your offset cash line, click on the **Complete** checkbox.
 - Note:** The *Entry Event* field is not used in Minnesota.
12. Click on the **Save** button. The **Delete** icon becomes the **Budget Check** icon (Magnifying Glass). You must always click the **Save** button after checking the **Complete** checkbox.
13. Click on the **Budget Check** icon.
 - If the Budget Check is successful you may proceed to the next step. Notice that the *Budget Status* indicator below the **Complete** checkbox will display “Valid”. The **Budget** tab also displays the budget status, along with the date the budget check occurred unless a Budget Date had been entered manually prior to the check.
 - **Note:** When a direct journal deposit has the *Complete* box checked and greyed out with a Budget Status of “Valid”, it can no longer be changed or deleted.



- If the Budget Check was not successful, you will receive the below error message indicating that budget checking errors were logged for this document and requiring you to check the budget exception page to view them. After clicking on the **OK** button, the Budget Status

indicator will display “Error”. Refer to the [“Correct Direct Journal Budget Errors”](#) guide for the procedure to fix the error.



14. If there was more than one deposit payment, click on the **Next in List** button and process the remaining line(s) as described previously in this guide.

- The *Journal Total Amount* entries on the **Deposit Control** tab display how many payments you have created accounting entries for and successfully budget checked.

Control Totals	
Control Total Amount	725.00 Count 2
Entered Total Amount	725.00 Count 2
Difference Amount	0.00 Count 0
Posted Total Amount	0.00 Count 0
Journalled Total Amount	725.00 Count 2

- The accounting entries that you entered will be applied to the General Ledger in the overnight batch process.
- You can verify that all entries for the deposit have been completed by navigating to the *All Deposits* page for the deposit. Refer to the [“Verify Deposits are Complete”](#) guide for instructions.
- When a direct journal deposit has the *Complete* box checked and greyed out with a Budget Status of “Valid”, it can no longer be changed or deleted. If the deposit entered incorrectly, refer to the [“Reverse Direct Journal Deposit”](#) and [“Correct Direct Journal Deposit by Creating a Zero Dollar Deposit”](#) guides.