

## QUICK REFERENCE GUIDE

November 1, 2019

### Review Distribution Information

When creating vouchers, purchase orders, or other documents on SWIFT, make sure you enter the values correctly in the ChartFields and Distribution fields.

There are three classifications of ChartFields in SWIFT.

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

Statewide Reporting					Agency Reporting			
Display Name	Fund	Fin DeptID	AppropriID	Account	Statewide Cost	Sub Account	Agency Cost	Agency Cost 2
Field Length	4	8	7	6	3	4	5	5
	Required				Optional			

  

Project/Grant Reporting					
PC Business Unit	Project	Activity	Source Type	Category	Sub-Category

**List of Distribution fields.** Items with an asterisk (\*) are required for SWIFT in many modules.

Field Name	Field Description
<b>* Account</b>	The Account code classifies the nature of a transaction such as “cash” and “supplies”. The values in this field determine whether it is an asset, liability, equity, revenue or expenditure.
<b>* AppropID</b>	An appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency’s expenditures. An appropriation is an account of any governmental agency that receives a credit for the purchase. It legally authorizes spending, or the collection of receipts as specified in session laws or state statutes.
<b>* Fin/DeptID</b>	An 8-character alphanumeric identifier (Financial Department Identifier) represents the organizational function to which revenues and other activities must be applied.
<b>*Fund</b>	Assures that dollars are used to meet specific activities in accordance with legislative intent, special regulations, restrictions and limitations. Fund examples include 1000 (General Fund; 2000 (Restricted Misc. Special Revenue); 3000 (Federal).
<b>*GL Unit</b>	The General Ledge Unit defaults as <i>MN001</i> , which is for the State of Minnesota.
<b>Agcy Cost 1 Agcy Cost 2</b>	The Agency Cost 1 and 2 are optional fields that agencies may use for reporting purposes. This ChartField is a classification used to track revenue or expenditures associated with a particular event or activity that is defined by the Agency.
<b>Category</b>	Category refers to the level at which the budget is controlled: Category 1 is payroll and benefits; Category 2 is all other budgeted expenditures; and Category 3 is all non-budgeted expenditures. This is not the same as Category Codes.
<b>PC Bus Unit</b>	A Business Unit (BU) in Projects identifies major subsets throughout the state such as Agency level. It enables the State to organize information to facilitate project management, analysis, reporting, and accounting.
<b>Sub Acct</b>	The Sub Account (Sub Acct) ChartField is used by agencies for a more detailed level of revenue reporting than the Account ChartField values provide.
<b>Subcategory</b>	Subcategories are a smaller breakdown of the class of transaction. Agencies define these. It is also a project costing ChartField.
<b>SW Cost (Statewide)</b>	The SW Cost (Statewide Cost) ChartField provides classification and reporting capability for activities that cross agencies. These activities are directed toward accomplishing a set of recognizable objectives such as disaster relief. It allows the state to collect all costs related to the activity and is used to request reimbursement (e.g., FIMA relief).

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

SWIFT also provides **Project ChartFields** to capture additional information useful for grant and project accounting.

<b>Project ChartField Name</b>	<b>Project ChartField Description</b>
<b>Activity</b>	Activity IDs may represent specific tasks, items, or programs within a Project ID. Each Project ID is required to have at least one Activity ID. However, a Project ID may be associated with multiple Activity IDs. Users add transactions and budgets to a project only at the Activity ID level. The Activity ID can be associated with an activity type, dates, descriptions and other attributes for additional reporting
<b>Category</b>	Category refers to the level at which the budget is controlled: Category 1 is payroll and benefits; Category 2 is all other budgeted expenditures; and Category 3 is all non-budgeted expenditures.
<b>PC Business Unit</b>	A Business Unit (BU) in Projects identifies major subsets throughout the state such as Agency level. It enables the State to organize information to facilitate project management, analysis, reporting, and accounting.
<b>Project</b>	The Project ID is the unique identification code for a particular initiative in an agency. They are used to track project and grant transactions. A number of attributes may be associated to a Project ID. Some of the attributes include project status, project type, project dates, both for reporting and transaction control, and project title for additional reporting. The Project ID may be used for incoming grants, capital projects, and agency directed projects.
<b>Source Type</b>	Source Types are used on individual transactions to identify the purpose. This field can be configured within a given Project Costing Business Unit. It allows for flexible configuration to meet the needs of each agency
<b>Subcategory</b>	Subcategories are a smaller breakdown of the class of transaction. Agencies define these. It is also a project costing ChartField.

**You have successfully reviewed the distribution fields for SWIFT transactions.**