

QUICK REFERENCE GUIDE

November 1, 2019

Copy an Existing Journal to Create a New Journal

In this guide you will learn how to copy an existing journal entry to create a new journal. This may be useful in processing re-occurring journals or to reverse a previously posted journal. You are able to make changes to the new journal and continue processing as you would normally.

Steps to Complete:

- Step 1: Search for the Journal you want to Copy
- Step 2: Create the Copy
- Step 3: Make Necessary Changes and Process the New Journal as Usual

Step 1: Search for the Journal you want to Copy

Begin by searching for the journal you want to copy.

1. Navigate to the *Create/Update Journal Entries* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process. The Create/Update Journal Entries page opens by default.
WorkCenter	Accounting, General Ledger, GL/KK WorkCenter, left menu, Links section, GL Links, Create/Update GL Journal Entries.

2. Click on the **Find Existing Value** tab.
3. Complete the *Create/Update Journal Entries* page as described below.

Field Name	Field Description
*Business Unit	Accept or select <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for the General Ledger.
*Journal ID	Enter the <i>Journal ID</i> for the journal you want to copy.

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Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Business Unit =

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Case Sensitive

[Basic Search](#)

4. Click on the **Search** button.
5. If necessary, click on the journal entry in the **Search Results** section. The *Header* page of the journal displays.

Unit MN001 Journal ID 0004259390 Date 10/18/2018

Long Description

193 characters remaining

*Ledger Group Adjusting Entry

Ledger Fiscal Year

Source R32 Period

Reference Number ADB Date

Journal Class

Transaction Code

SJE Type

Auto Generate Lines
 Save Journal Incomplete Status
 Autobalance on 0 Amount Line

CTA
[Commitment Control](#)

Entered By 00468997 Jaeger,Susan

Entered On 10/18/2018 8:49:57AM

Last Updated On 10/18/2018 12:06:21PM

Step 2: Create the Copy

You will create the copy from the **Process** option on the **Lines** tab of the journal.

1. Click on the **Lines** tab.
2. Select "Copy Journal" from the **Process** drop-down listing.
3. Click on the **Process** button.

Unit: MN001 Journal ID: 0004259390 Date: 10/18/2018

*Process: **Copy Journal** **Process**

Select	Line	SpeedType	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Amount	Journal Line Description
<input type="checkbox"/>	1		8200	R3210000	R32W101	140008	100,000.00	Loan Interest Rec-Capitalized
<input type="checkbox"/>	2		8200	R3210000	R32W101	140009	-100,000.00	Loan Balance Forward

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MN001	2	100,000.00	100,000.00	P	V

- The *Journal Entry Copy* page displays.

Business Unit: MN001 Copy From ID: 0004259390 Copy From Date: 10/18/2018

Journal ID: NEXT Ledger: **Reverse Signs**

Journal Date: 10/18/2018 New Ledger: Recalculate Budget Date

ADB Date: Document Type: Save Journal Incomplete Status

Currency Effective Date: ADB Reversal Date: ADB Reversal Date:

Reversal Date

- Do Not Generate Reversal
- Beginning of Next Period
- End of Next Period
- Next Day
- Adjustment Period
- On Date Specified By User

Adjustment Period: Reversal Date:

ADB Reversal Date

- Same As Journal Reversal
- On Date Specified By User

OK Cancel Refresh

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4. Complete the *Journal Entry Copy* page as described below, making sure to verify the Journal Date and Reverse Sign entries.
 - Fields identified with an asterisk (*) in the table are either required or may need to be entered, depending on the reason you are entering the journal.
 - Fields identified as “Restricted Use” should not be changed without first consulting with MMB’s General Accounting Unit.

Field Name	Field Description
*Journal Date	<ul style="list-style-type: none"> • If you are reversing an original entry, use the original journal entry date. • If you are creating a new journal, make sure that the date represents the correct fiscal year and accounting period. <p>The <i>Journal Date</i> represents the Fiscal Year / Accounting Period where the transaction is recorded. It is used to populate the Fiscal Year and Accounting Period. It is different that the Budget Date. The Journal Date is the Accounting Date for Financial Reporting, while the Budget Date is used by SWIFT to infer the Budget Period (Budget Fiscal Year).</p> <p>Note: If you need to prepare a Journal for an unopened period, SWIFT will allow you to create and save the Journal. However, the Journal Date will be updated to the first open period in the General Ledger.</p>
ADB Date (Restricted Use)	<p>Consult with MMB’s General Accounting Unit before updating this field.</p> <p>The <i>Average Daily Balance (ADB) Date</i> determines the period for which the average daily balance is calculated. The <i>ADB Date</i> will automatically populate with the same date as the Journal Date.</p>
Currency Effective Date	State of Minnesota does not use.
*Reverse Signs	Select the <i>Reverse Signs</i> checkbox, if you want to reverse an entry in SWIFT. For example, if the original journal amount was a positive value, the copied journal amount will be negative value, or vice versa.
*Recalculate Budget Date	If you select the Recalculate Budget Date checkbox, the Copy Journal process will set the Budget Date to be the same as the new Journal Date. If this box is not selected, the process will copy the Budget Date from the original journal. The Budget Date is used by SWIFT to infer the Budget Period (Budget Fiscal Year).

Field Name	Field Description
Save Journal Incomplete Status	Check the <i>Save Journal Incomplete Status</i> checkbox. This checkbox allows you to save an incomplete journal when you are unable to enter all journal transactions at one time. When selected, SWIFT will save incomplete journal transactions with a status of T - Journal Entry Incomplete.
Reversal Date (Restricted Use for Accruals)	The default is "Do Not Generate Reversal". To generate an automated reversing entry (as with accruals) when you post this entry, click on one of the options listed in the Reversal Date section: -- Beginning of Next Period -- End of Next Period -- Next Day -- Adjustment Period -- On Date Specified by User (select Adjustment Period and Reversal Date) WARNING! For the Actuals Ledger, if the reversal entry is posting in the new fiscal year/budget period, ensure that the appropriate budgets are setup.
ADB Reversal Date (Restricted Use)	Consult with MMB's General Accounting Unit before updating information in the ADB Reversal Date section.

- After making all of your selections, click on the **OK** button. (In this example we will accept the default selections.)

- The new journal displays with the next available Journal ID assigned.

Step 3: Make Necessary Changes and Process the New Journal as Usual

Make any changes that you need to make to the journal and process the journal as you would normally. Refer to the [“Enter Online General Ledger Journals”](#) guide for additional information.

Header	Lines	Totals	Errors	Approval	
Unit	MN001	Journal ID	0004259394	Date	10/18/2018
Long Description	Update the general ledger for capitalized interest in FY 2019				
	193 characters remaining				
*Ledger Group	ACTUALS	Adjusting Entry	Non-Adjusting Entry		
Ledger		Fiscal Year	2019		
Source	R32	Period	4		
Reference Number		ADB Date	10/18/2018		
Journal Class		<input type="checkbox"/> Auto Generate Lines			
Transaction Code	GENERAL	<input type="checkbox"/> Save Journal Incomplete Status			
SJE Type		<input type="checkbox"/> Autobalance on 0 Amount Line			
		<input type="checkbox"/> CTA			
		Currency Defaults: USD / CRRNT / 1			
		Attachments (0)			
		Reversal: Do Not Generate Reversal			
		Commitment Control			
Entered By	00468997	Jaeger,Susan			
Entered On	10/18/2018 3:08:35PM				
Last Updated On	10/18/2018 3:08:35PM				
Save	Return to Search	Notify	Refresh	Add	Update/Display