**SWIFT** STATEWIDE INTEGRATED FINANCIAL TOOLS

# QUICK REFERENCE GUIDE

December 17, 2025

# Enter General Ledger Journals Online

This Quick Reference Guide covers how to manually enter a General Ledger journal in SWIFT. You enter journals for transactions that cannot be entered through an applicable module, such as accruals or reporting adjustments.

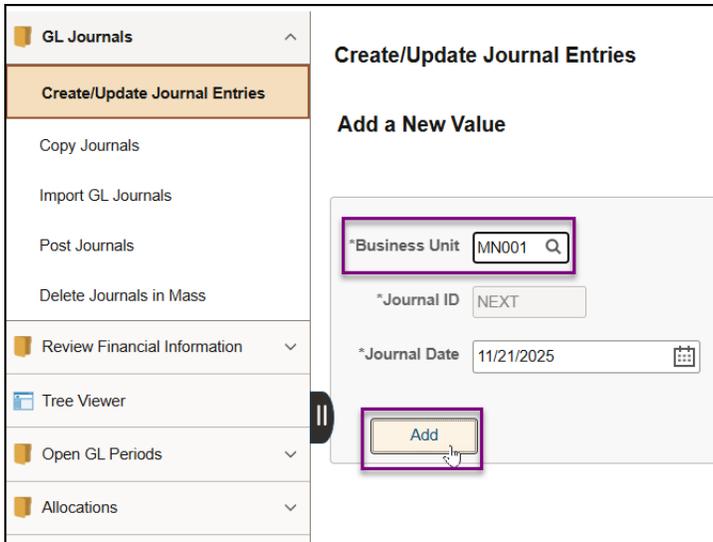## Step 1: Enter Information on the Create/Update Journal Entries Page

1. Navigate to the **Create/Update Journal Entries – Add New Value** page.

| 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. Complete the Create/Update Journal Entries page as described below. Fields identified with an asterisk (*) are required.

| Field Name | Field Description |
|---|---|
| **\*Business Unit** | Enter "MN001" for the Business Unit. This is the only Business Unit used for the General Ledger. |
| **\*Journal ID** | Accept the "NEXT" in the Journal ID field. SWIFT automatically assigns the next number available after you save the journal. This field cannot be edited. |
| **\*Journal Date** | Accept the default current date for the Journal Date or enter a different date. The Journal Date is used to populate the Fiscal Year/Accounting Period where the transaction is recorded. It is different than 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). **Note**: If you need to prepare a journal for an unopened period, you can create and save the journal. However, update the **Journal Date** to the first open period in the General Ledger. |

3. Select the **Add** button.

**NOTE:** After you create the journal, the Business Unit, Journal ID, and the Journal Date cannot be changed. You can exit the journal without saving and start over.

# Step 2: Enter Information on the Journal Header Page

1. The Journal Header page displays. Complete the **Journal Header** page by entering the applicable fields listed in the table below.
   - 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 Minnesota Management and Budget (MMB)'s General Accounting Unit.

| Field Name | Field Description |
|---|---|
| **\*Long Description** | Enter a description explaining the purpose of the journal. The first 30 characters entered in this field display as the journal description on various search pages and you can search on the Description field. If your description is more than 30 characters long, you can select Modal Window icon to enter a more detailed description. |
| **\*Ledger Group** | Generally, accept the default "ACTUALS." You should only change this field if you have specific knowledge regarding why you are using a different ledger. |
| **Adjusting Entry**<br>(Restricted Use) | Accept the default "Non-Adjusting Entry." The other option "Adjusting Entry" is used for reporting purposes only. |
| **Ledger** | The default is blank. You should only enter information in this field if you have specific knowledge regarding why you are using the ledger. |
| **Fiscal Year**<br>(Display only) | For a non-adjusting journal entry, the Fiscal Year displays based upon the Journal Date and the calendar that is associated with the Ledger Group. |

| Field Name | Field Description |
|---|---|
| **Source**<br>(Display only) | The Source code is a default for the user and is determined by the user's security role within SWIFT. Each user has one source code which is determined by the user's primary agency. It is used for workflow routing and online searches. |
| **Period** (Display only) | The Accounting Period is inferred from the Journal Date. |
| **Reference Number** | Optionally, enter a Reference # to refer the journal back to a document, person, invoice, date, or any other piece of information that helps you track the source of the transaction. The field length is eight characters. |
| **ADB Date**<br>(Restricted Use) | Consult with MMB's General Accounting Unit before updating this field.<br>Accept the default Average Daily Balance (ADB) Date. The ADB Date determines the period for which the average daily balance is calculated. The ADB Date automatically populates with the same date as the Journal Date. |
| **\*Journal Class** | Leave this field blank unless the journal entry relates to activity that has been separately sent to Treasury, such as ACH, investments, and payroll. Select the **Lookup** to select a valid value. |
| **Transaction Code** | Accept the default "General." |
| **Save Journal Incomplete Status** | The Save Journal Incomplete Status checkbox allows you to save an incomplete journal when you are unable to enter all journal transactions at one time. When selected, SWIFT saves incomplete journal transactions with a status of T - Journal Entry Incomplete. |
| **Attachments Link** | Optionally, select the Attachments link to upload any relevant files that are related to the journal. On the Attachments page, select the **Add Attachment** button, navigate to the file, and select it. Select on the **Upload** button to attach the file and provide a Description. You can delete the file by selecting on the Delete Row (-) button for the entry. |
| **Reversal: Do Not Generate Reversal Link**<br><br>(Restricted Use for Accruals) | This link displays your reversal preferences. The default is "Do Not Generate Reversal."<br>1. To generate an automated reversing entry (as with an accrual) when you post this entry, select the link to select the date of the reversing entry on the Journal Entry Reversal page.<br>2. Options include: Beginning of Next Period; End of Next Period; Next Day, Adjustment Period; On Date Specified by User (select Adjustment Period and Reversal Date).<br>3. Consult with MMB's General Accounting Unit before updating information in the ADB Reversal Section.<br>**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. |
| **Commitment Control** | Do not enter Commitment Control settings when entering General Ledger journal entries. |

2. After entering information on the Header page, select the **Lines** tab.

| Header | Lines | Totals | Errors | Approval |
|---|---|---|---|---|

**Header page**

Unit MN001          Journal ID NEXT          Date 11/21/2025

Long Description  Update the journal for capitalized interest in FY26

203 characters remaining

*Ledger Group  ACTUALS          Adjusting Entry  Non-Adjusting Entry

Ledger          Fiscal Year  2026

Source  G10          Period  5

Reference Number          ADB Date  11/21/2025

Journal Class

Transaction Code  GENERAL          ☐ Auto Generate Lines
☐ Save Journal Incomplete Status
☐ Autobalance on 0 Amount Line

SJE Type

Currency Defaults: USD / CRRNT / 1          ☐ CTA

Attachments (0)          Commitment Control

Reversal: Do Not Generate Reversal

Entered By  TRN06          Training User TRN06

Entered On

Last Updated On

Save   Notify   Refresh          Add   Update/Display

# Step 3: Enter information on the Lines Page

1. The Lines page displays. In the Lines section, select the **Personalize** link from the **Action Grid Menu** icon and use the **Column Order** and **Sort Order** options to hide fields you don't need and order the columns you want to see.

| Header | Lines | Totals | Errors | Approval |
|---|---|---|---|---|

Print | New Win

Unit  MN001          Journal ID  NEXT          Date  11/21/2025
Template List          Change Values

Inter/IntraUnit          *Process  Edit Journal          Process

∨ Lines

⊞ 🔍  Grid Action Menu

| Se | | SpeedType | Fund | Fin DeptID | Appropriation ID (CF3) | Account | PC Bus Unit |
|---|---|---|---|---|---|---|---|
| ☐ | 1 | 🔍 | 🔍 | 🔍 | 🔍 | 🔍 | |

2. In the **Lines** section, enter ChartFields, amounts and other information as described in the below chart.
   - General Ledger journals must be balanced by fund and appropriation.
   - For each fund/appropriation combination, enter at least two lines, one for the debit and one for the credit. The Net must equal zero.
   - 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.

| Field Name | Field Description |
|---|---|
| **Line** (Display only) | The line number assigned automatically by SWIFT. |
| **SpeedType** | If you are using a Speed Type to enter ChartFields, enter the Speed Type code or select the **Lookup** and use the Find option to search for and select the "Speed Type" from the List. |
| ***Fund** | Enter the Fund or select the **Lookup** icon to select a Fund. Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The field length is four digits. |
| ***Approp ID** | If the journal references a cash, expense, or revenue account, enter an Approp ID. The appropriation ID is a seven character alphanumeric identifier. It indicates a single appropriation budget that controls the total amount of an agency's expenditures. |
| ***Fin DeptID** | If the journal references an expense or revenue account, enter a Fin DeptID. The Financial Department Identifier Fin DeptID) represents the organizational function to which expenditures and other activities must be applied. Combined with other ChartField values, Fin DeptID's form the basis for department budgets that track revenues and expenditures. |
| ***Account** | Enter the Account code or select the **Lookup** icon to select an Account code. The Account ChartField classifies the nature of a transaction such as "Revenue" and "Expenses." The value in this field determines whether it is an asset, liability, equity, revenue or expenditure. |
| ***Amount** | Enter the Amount of the transaction. Enter positive numbers for debits and negative numbers for credits. Debits and credits must net within a journal by Fund and Approp ID. |
| ***Fund Affil** | The Fund Affil field is used to correlate transfers (Account 800xxx) between funds. |
| **Additional ChartFields** | Enter the additional ChartFields that define the journal line. Options include: SW Cost, Sub Acct, PC Bus Unit, Project, Activity, Source Type, Category, Subcategory, Agency Cost 1, and Agency Cost 2. |
| **An Type** | The Analysis Type is a required field when you are creating journals manually and project ChartFields are used. The most common options used are "GLE" for General Ledger Expense and "GLR" for General Ledger Revenue. |

| Field Name | Field Description |
|---|---|
| **Stat Amt** | Use only if the journal entry is for Statistical Accounts and is going to the NONPAID ledger. You cannot enter an Amount and a Stat Amount on the same journal line. |
| **Budget Date** | The Budget Date is used by SWIFT to infer the Budget Period. It is usually set to the Journal Date unless the journal line is going against a different Budget Period. For example, 06/30/2024 would be used for a 2024 continuing appropriation. |
| **Reference** | Optionally, enter additional reference information. The field length is ten characters. |
| **Journal Line Description** | The Journal Line Description is automatically entered with the Account code description. You can change the description if you desire. The field length is 30 characters. |

3.  Select **Insert Lines** (+) button to add the additional transaction line(s) and enter the information as described above. As mentioned above, each fund/appropriation combination has a minimum of two lines.
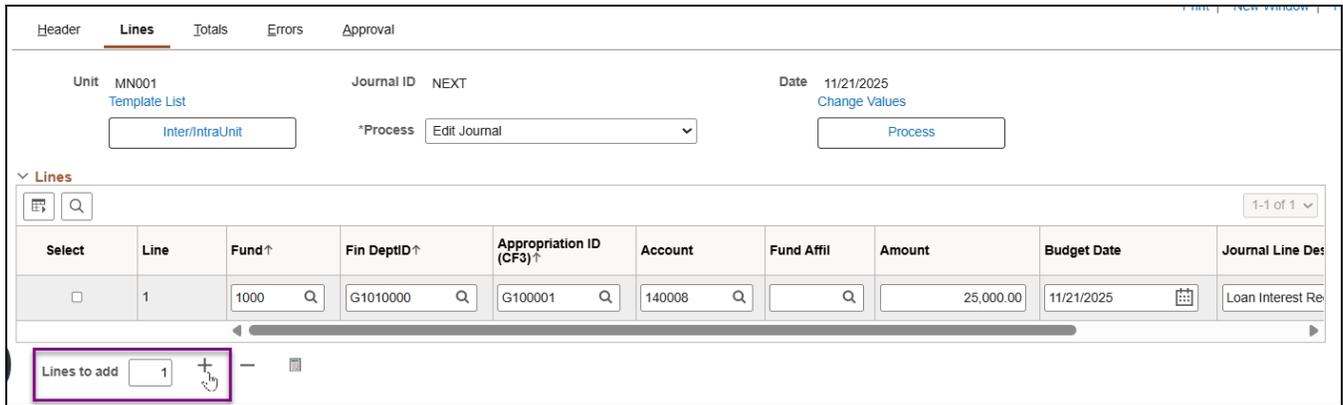


4.  You can add multiple lines, delete lines, and calculate total debits and credits by following the instructions provided below.

| Action | Instructions |
|---|---|
| **Add Multiple Lines** | To add more than one line at a time, enter the number of lines you want to add in the Lines to add field, and then select the **Insert Lines** ⊞ icon. |
| **Delete a Line** | To delete a line, select the checkbox for any line that you want to delete, and then select the **Delete selected journal lines** ⊟ icon. |
| **Calculate Amounts** | To ensure that debits equal credits, select the **Calculate Amounts** 🖩 icon and the amounts in the **Totals** section are updated. |

5.  After you have entered all journal lines, select the **Save** button.

**6.** After saving, the Journal ID changes from "NEXT" to a unique number. A message displays indicating that the journal was saved and displaying the system-assigned journal number. Select the **OK** button**.**



Journal 0008804327 is saved. (5210,6)

OK

# Step 4: Edit the Journal

1. Review the information in the **Totals** section.
   a. The Total Debits should equal Total Credits.
   b. You should see "N" (No Status) in the Journal Status and Budget Status.
   c. The statuses change as you process the journal.



2. Select "Edit Journal" from the Process drop-down list and select the **Process** button.

**NOTE:** Other options are available in the Process drop-down list that the "Edit Journal" option performs in one step, including the Edit ChartField, Budget Check Journal, and Edit / Pre-Check processes.

3. Select **Yes** on the message asking if you would like to wait for the Edit process to complete.

Would you like to wait for confirmation that the Edit process has completed? (5010,465)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

Yes    No

**Warning!** If the journal does not balance by Fund and Approp ID, the system automatically creates balancing entries (essentially "moving cash") when the Journal Edit process is run. If this occurs, make the necessary adjustments to your entries so that the journal is balanced by Approp ID and Fund, and edit the journal again. Contact the SWIFT Help Desk if you can't resolve this issue.

4. After processing is complete, review the **Journal Status** and **Budget Status** fields. All Statuses include the following.

| Field Name | Field Description |
|---|---|
| N | No Status – Edit Required: The journal entry has been entered into SWIFT but has not been edited or posted. |
| E | Errors: The journal has been edited and cannot be posted due to errors. |
| V | Valid: The journal has passed editing and is ready to be posted. |
| P | Posted: The journal has been posted. |
| T | Incomplete: The Journal Entry is incomplete. This is the status that results when you have an unfinished journal and you have checked the **Save Journal Incomplete Status** checkbox on the Journal Header page. |

5. The next steps depend on if there is an error.
   a. If no errors exist, you see "V" (Valid) in the Journal Status and Budget Status fields. Proceed to **Step 5** to submit the journal for approval.

| Unit | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|---|---|---|---|---|---|
| MN001 | 2 | 25,000.00 | 25,000.00 | V | V |

   b. If a journal status error occurred, an "E" displays in the **Journal Status** column.
      i. Select the **Errors Only** checkbox to view only the line(s) with error(s).
      ii. Select one of the **Go To Errors** links.

iii. The **Errors** page displays. Review the line information with the error to see what is missing or incorrect.

iv. Select the **Lines** tab.



v. Make the necessary changes.

vi. Select the "Edit Journal" process option once again.

vii. When there is a "V" (Valid) in the **Journal Status** and the **Budget Status** fields, proceed to **Step 5** to submit the journal for approval.

c. If a **Budget Status error** occurred, an error message displays.

i. Select the **OK** button.

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

ii.     An "E" displays in the **Budget Status** columns. Select the link.

### Totals

| Unit | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|------|-------------|-------------|---------------|----------------|---------------|
| MN001 | 2 | 25,000.00 | 25,000.00 | V | E |

iii.    The GL Journal Exceptions page displays in a new window. The Exception column displays the error message. For example, one error is that "No Budget Exists." Budget Exception errors can occur for a number of reasons, such as incorrectly entering the ChartFields or failing to set up the appropriation for the budget period. Select the **Show All Columns** icon to view the ChartFields that failed budget check.

### Budgets with Exceptions

| | Details | Business Unit | Ledger G | Show all columns | Exception | More Detail | Override Budget | Transfer |
|---|---------|---------------|----------|------------------|-----------|-------------|------------------|----------|
| 1 | 🔍 | MN001 | KK_REVENUE | | No Budget Exists | More Detail | ☐ | Go To ... |
| 2 | 🔍 | MN001 | KK_REVENUE | | No Budget Exists | More Detail | ☐ | Go To ... |

iv.     After identifying the problem, close the new window to return to the Journal Lines tab.
v.      Make the necessary changes.
vi.     Select the "Edit Journal" process option once again.
vii.    When there is a "V" (Valid) in the **Journal Status** and the **Budget Status** fields, proceed to **Step 5** to submit the journal for approval.

## Step 5: Submit the Journal for Approval

1.  On the Lines tab, select "Submit Journal" from the Process drop-down list.
2.  Select the **Process** button.

| Header | Lines | Totals | Errors | Approval |

| Unit | MN001 | Journal ID | 0007786391 | Date | 06/24/2024 |

Template List
Inter/IntraUnit

*Process    Submit Journal

Change Values
Process
Process Pushbutton

3. Select the **Approval** tab. The Approval Status displays "Pending Approval."

4. The workflow path displays in the **GL Approval** section. The approval path indicates whether approval is pending, approved, denied or has not yet been routed. You can select the **Multiple Approvers** link to see the individuals that can approve the journal for your agency and MMB.

   - When you submit a journal for approval, the Approval Engine determines whether you are authorized to approve the journal on behalf of your agency (self-approval). If you are an agency level approver, you can submit the journal, the journal self-approves and then is routed to the next approver (MMB's General Accounting Unit) in the approval workflow path. If you only have the journal entry role, the journal is routed to the person(s) designated as the agency-level approver.

   - If you are not setup to approve on behalf of your agency, the journal is now in the Approval process.

5. In this example, you see "Approve" in the Approval Action field, meaning the user can self-approve on behalf of the agency. Select the **Submit** button.



6. SWIFT routes the journal to MMB's General Accounting Unit, which is the next level of approvers.

# Step 6: Email Support and Explanation to MMB's General Accounting Unit

If the entry is for Actuals and this is not a recurring journal using a Journal Class, you must email support and explanation for the journal to MMB's General Accounting Unit. This information assists the approval process. Please send the email to GeneralAcctg.MMB@state.mn.us. Make sure to include the Journal ID in the email.

## Additional Processing Options

There are additional processing options available from the Process drop-down listing on the Lines tab which are described below.

| Processing Options | Description |
|---|---|
| **Delete Journal** | Delete a journal prior to posting. |
| **Copy Journal** | Copy the current journal to create a new journal. You can edit the new journal entry and continue processing as you would normally. For detailed instructions, refer to the Copy an Existing Journal to Create a New Journal Quick Reference Guide. |
| **Refresh Journal** | Refresh the data on the page. You lose unsaved changes if you do a refresh. |