

QUICK REFERENCE GUIDE

November 1, 2019

Enter General Ledger Journals Online

In this guide, you will learn how to manually enter a General Ledger journal in SWIFT. You will enter journals for transactions that cannot be entered through an applicable module, such as accruals or reporting adjustments.

Steps to Complete:

- Step 1: Enter information on the Create/Update Journal Entries page
- Step 2: Enter Information on the Journal Header page
- Step 3: Enter information on the Journal Lines page
- Step 4: Edit the Journal
- Step 5: Submit the Journal for Approval
- Step 6: Email Support and Explanation to MMB's General Accounting Unit
- Step 7: Monitor the Approval Process and Verify Posting

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

Begin creating a journal by accessing the *Create/Update Journal Entries – Add New Value* page. Information that you enter on this page will populate to the *Journal Header* page, the next step in the process.

1. Navigate to the *Create/Update Journal Entries – Add New Value* 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. Make sure the **Add a New Value** tab is selected.

Create/Update Journal Entries

Find an Existing Value
Keyword Search
Add a New Value

Business Unit Q

Journal ID

Journal Date 📅

Add

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

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	Accept the "NEXT" in the <i>Journal ID</i> field. SWIFT will automatically assign the next number available after you save the journal. This field cannot be edited.
*Journal Date	Accept the default current date for the <i>Journal Date</i> or enter a different date. The <i>Journal Date</i> is used to populate the Fiscal Year / Accounting Period where the transaction is recorded. It is different than the Budget Date. The <i>Journal Date</i> 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, SWIFT will allow you to create and save the journal. However, the <i>Journal Date</i> will be updated to the first open period in the General Ledger.

- Click on the **Add** button. After you create the journal, the *Business Unit*, *Journal ID* and the *Journal Date* cannot be changed; however, you can exit the journal without saving and start over.

Step 2: Enter Information on the Journal Header page

After you click on the **Add** button, the *Journal Header* page displays.

1. 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 MMB’s General Accounting Unit.

Field Name	Field Description
*Long Description	Enter a description that describes the reason why the journal is being created. The first 30 characters of the value entered into this field will display as the journal description on various search pages and you can search on the <i>Description</i> field. If your description is more than 30 characters long, you can click on the Modal Window (🗨️) icon to enter a more detailed description.
*Ledger Group	Generally, you will accept the default “ACTUALS”. You should only change this field if you have specific knowledge regarding why you are using a different ledger.

Field Name	Field Description
Adjusting Entry (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 (Display only)	For a non-adjusting journal entry, the <i>Fiscal Year</i> displays based upon the Journal Date and the calendar that is associated with the Ledger Group.
Source (Display only)	The <i>Source</i> 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 <i>Period</i> 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 8 characters.
ADB Date (Restricted Use)	Consult with MMB's General Accounting Unit before updating this field. Accept the default <i>Average Daily Balance (ADB) Date</i> . The <i>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.
*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. Click on the Lookup to select a valid value.
Transaction Code	Accept the default “General.”
Auto Generate Lines	State of Minnesota does not use.
Save Journal Incomplete Status	The <i>Save Journal Incomplete Status</i> 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.
Autobalance on 0 Amount Line	State of Minnesota does not use.
SJE Type	State of Minnesota does not use.

Field Name	Field Description
Currency Defaults Link	State of Minnesota does not use.
Attachments Link	Optionally, click on the <i>Attachments</i> link to upload any relevant files that are related to the journal. On the <i>Attachments</i> page, click on the Add Attachment button, navigate to the file and select it, click on the Upload button to attach the file, and provide a Description. You can delete the file by clicking on the Delete Row (-) button for the entry.
Reversal: Do Not Generate Reversal Link (Restricted Use for Accruals)	<p>This link displays your reversal preferences. The default is "Do Not Generate Reversal".</p> <p>To generate an automated reversing entry (as with an accrual) when you post this entry, click the link to select the date of the reversing entry on the <i>Journal Entry Reversal</i> page. 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).</p> <p>Consult with MMB's General Accounting Unit before updating information in the ADB Reversal Section.</p> <p>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.</p>
Commitment Control	Do not enter Commitment Control settings when entering General Ledger journal entries.

Header
Lines
Totals
Errors
Approval

Unit MN001
Journal ID NEXT
Date 10/18/2018

Long Description Update the general ledger for capitalized interest in FY 2019 🗑️

193 characters remaining

*Ledger Group ACTUALS 🔍

Ledger 🔍

Source R32

Reference Number

Journal Class 🔍

Transaction Code GENERAL 🔍

SJE Type ▼

Currency Defaults: USD / CRRNT / 1
Attachments (0)
Reversal: Do Not Generate Reversal

Adjusting Entry Non-Adjusting Entry ▼

Fiscal Year 2019

Period 4

ADB Date 10/18/2018 📅

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Entered By 00468997

Entered On

Last Updated On

Save
Notify
Refresh

Add
Update/Display

Step 3: Enter information on the Journal Lines page

Next, you will enter the amounts and accounting information (ChartFields) associated with each journal transaction on the **Journal Lines** tab.

- Click on the **Lines** tab.
 - 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.
 - Minnesota does not use the Change Values and Template List pages.
- Complete the **Lines** section as described below.
 - General Ledger journals must be balanced by fund and appropriation.
 - For each fund and appropriation combination, you will enter at least two lines, one for the debit and one for the credit, and 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 <i>Speed Type</i> to enter ChartFields, enter the <i>Speed Type</i> code or click on the Lookup and use the Find option to search for and select the <i>Speed Type</i> from the List.

Field Name	Field Description
*Fund	Enter the <i>Fund</i> or click on 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 4 digits.
*Approp ID	If the journal references a cash, expense, or revenue account, enter an <i>Approp ID</i> . The appropriation ID is a 7-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 <i>Fin DeptID</i> . The <i>Fin DeptID</i> (financial department identifier) 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 <i>Account</i> code or click on the Lookup icon to select an <i>Account</i> 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 <i>Amount</i> 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 <i>Fund Affil</i> 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 <i>Analysis Type</i> is a required field when you are creating journals manually and project ChartFields are used. The most common options used are: "GLE" – GL Expense and "GLR" – GL Revenue.
Stat Amt	Use only if the journal entry is for Statistical Accounts and is going to the NONPAID ledger. You cannot enter an <i>Amount</i> and a <i>Stat Amount</i> on the same journal line.

Field Name	Field Description
Budget Date	The <i>Budget Date</i> 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, 06/30/2009 would be used for a 2009 continuing appropriation.
Reference	Optionally, enter additional reference information. The field length is 10 characters.
Journal Line Description	The <i>Journal Line Description</i> is automatically entered with the <i>Account</i> code description. You can change the description if you desire. The field length is 30 characters.

3. Click on the **Save** button. Note that the *Journal ID* changed from "NEXT" to a unique number after saving the information.
4. Click on the **Insert Lines (+)** button to add the additional transaction line(s) and enter the information as described above.

You can add multiple lines, delete lines, or 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, click on the Insert Lines (+) button and change the default "1" in the Lines to Add field to the number of lines you want to add.
Delete a Line	To delete a line, click on the Delete checkbox for a line that you want to delete and then click on the Minus Sign (-) to delete the line.
Calculate Amounts	To ensure that debits equal credits, click on the Calculate Amounts () icon and amounts in the Totals section will be updated.

The screenshot displays the 'Lines' tab of a journal entry form. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active, showing a table with columns: Select, Line, SpeedType, Fund, Fin DeptID, Appropriation ID (CF3), Account, Amount, and Journal Line Description. Two lines are visible, both highlighted with a red border:

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

Below the table, there is a 'Lines to add' section with a value of 1. At the bottom, the 'Totals' section is visible, showing a summary table:

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

5. After you have entered all of the journal lines, click on the **Save** button. You will receive a message indicating that the journal was saved and displaying the system-assigned journal number.

Step 4: Edit the Journal

Next, you'll need to edit the journal.

1. Review the information in the **Totals** section. The *Total Debits* should equal *Total Credits*. The *Journal Status* and *Budget Status* will be "N" (No Status). The statuses will change as you process the journal.
2. Select "Edit Journal" from the **Process** drop-down list.

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. Click on the **Process** button.
 - If your Journal Status is "T" because you had checked the "Save the Journal Incomplete Status" option on the **Header** tab, click "OK" at the message indicating that this journal is saved.
4. Click "OK" at the message asking if you would like to wait for the Edit process to complete.
 - **Warning!** If the journal does not balance by Fund and Approp ID, the system will automatically create 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 Helpdesk in the event that you cannot resolve this issue.

- View the *Journal Status* and *Budget Status* information after processing has completed. All Statuses include:

Field Name	Field Description
N	No Status – Edit Required: The journal entry has been entered into the system, 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 <i>Journal Header</i> page.

- If **no errors** are encountered, the Journal Status = “V” (Valid), and Budget Status = “V” (Valid). Proceed to the next step and submit the journal for approval.

The screenshot shows the 'Lines' tab of a journal entry. The journal ID is 0004259390 and the date is 10/18/2018. The journal has two lines: Line 1 with a debit of 100,000.00 and Line 2 with a credit of -100,000.00. The 'Journal Status' column shows a 'V' and the 'Budget Status' column shows a 'V', both highlighted with a red box.

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

- If a **Journal Status error** occurred, click on the *Error* link to view information on the **Errors** tab. Return to the **Lines** tab, make the necessary changes and click on the “Edit Journal” process option once again.
- If a **Budget Status error** occurred, you will receive a message indicating that Budget Checking error occurred and requesting that you check the budget exception page. Follow the instructions in the example below:
 - a. Click on the **OK** button on the error message dialogue.

The screenshot shows the 'Lines' tab of a journal entry with a date of 10/22/2018. The journal has two lines: Line 1 with a debit of 1,000.00 and Line 2 with a credit of -1,000.00. The 'Journal Status' column shows a 'V' and the 'Budget Status' column shows an 'E', both highlighted with a red box.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MN001	2	1,000.00	1,000.00	V	E

- b. Click on the “E” (*Error*) link in the Budget Status column. The *GL Journal Exceptions* page displays in a new window. The **Exception** column displays the error message. In this example, the error indicates 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. Click on the **Show All Columns** icon to

view the ChartFields that failed budget check. Once you have identified the problem, you will need to correct the error and process the journal again.

The screenshot shows the 'GL Journal Exceptions' interface. At the top, there are tabs for 'GL Journal Exceptions' and 'Line Exceptions'. Below the tabs, the following information is displayed: Business Unit: MN001, Journal ID: 0004259397, Journal Date: 10/22/2018. There is a dropdown menu for '*Exception Type' with 'Error' selected. Other options include 'Override Transaction' and 'More Budgets Exist'. A 'Search' button is present. Below this is a section titled 'Budgets with Exceptions' with a search icon and a 'View All' link. A table is displayed with the following data:

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	MN001	KK_REVENUE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', and 'Notify'.

- c. Close the new window to return to the **Journal Lines** tab.
- d. If necessary, correct the entries on the **Lines** tab.
- e. Select “Edit Journal” from the **Process** drop-down list once again and process as described above. When the Journal and Budget Statuses are “valid”, proceed to the next step.

Step 5: Submit the Journal for Approval

Next, you’ll submit the journal for the approval.

1. On the **Lines** tab, select “Submit Journal” from the **Process** drop-down list.
2. Click on the **Process** button.

3. Click on the **Approval** tab. The **Approval Status** displays “Pending Approval”.

- The GL Approval workflow path is displayed. The journal must be approved by your agency level approver and then by MMB’s General Accounting Unit. The approval path shows you if the approval is pending, approved, denied or has not yet been routed. You can click on the *Multiple Approvers* link to see the individuals that can approve the journal for your agency and MMB.

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- 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 and the journal will self-approve and 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.
4. If you are setup to approve for your agency, ensure that the **Approval Action** is set to “Approve” and click on the **Submit** button and the journal will be routed to MMB’s General Accounting Unit, the next level of approvers.


The screenshot displays the 'Approval' tab of the SWIFT interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the journal details are shown: Unit MN001, Journal ID 0004259390, and Date 10/18/2018. A 'Submit' button is visible in the top right. The 'Approval Status' section shows 'Unit MN001', 'Approval Check Active Y', 'Approval Status Pending Approval', and 'Approval Action Approve' (selected in a dropdown). There is a 'Deny Comments' text area with a '254 characters remaining' indicator. Below this is the 'GL Approval' section, which shows a 'Path One GL Approval' flow from 'Approved' (Test User) to 'Pending' (Multiple Approvers). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

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

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

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

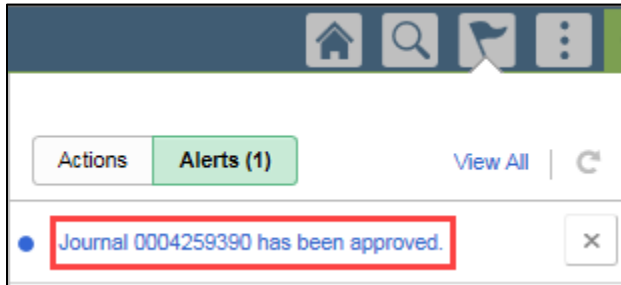
Step 7: Monitor the Approval Process and Verify Posting

You can monitor the approval process by checking your **Notifications** () **Alerts** tab or by viewing the **Approval** tab of the journal. MMB’s General Accounting Unit will approve and post the journal.

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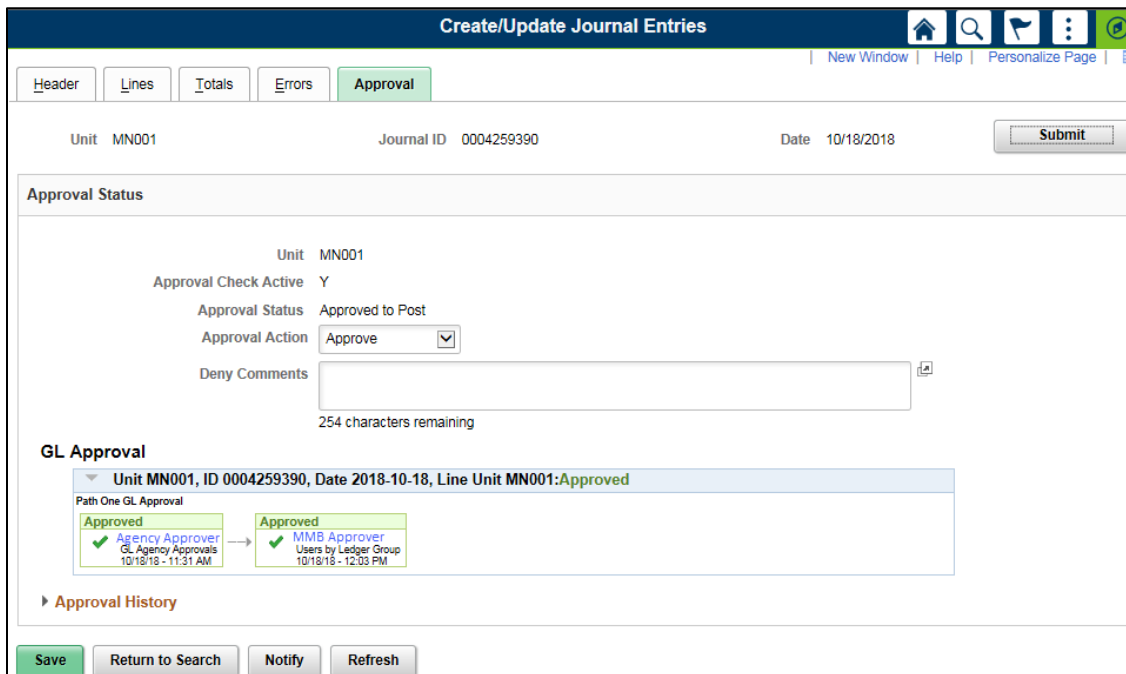
1. After the journal has been approved by all the required approvers, the transaction will appear in your **Notifications**. Click on the link to navigate to the journal and verify posting.

Note: Refer to the “[Approve Journals and Monitor Approval Process](#)” guide for more information about the approval process.



TIP: You can also search for the journal by navigating to the *Create/Update Journal Entries* page, clicking on the **Find an Existing** tab, and searching by *Journal ID* or other criteria (**Navigation:** General Ledger, GL Process, Create/Update Journal Entries). If the Journal has been posted, the *Journal Status* on the **Lines** tab will be “P” for Posted.

2. Click on the **Approval** tab and verify that all levels have been approved.



3. Click on the **Lines** tab of the journal and verify that the Journal Status is “P” for Posted.
 - If the journal is posted, it is complete.
 - If the journal has not been posted:
 - a. Ensure the journal has been submitted and the agency level approval has occurred.
 - b. Contact MMB’s General Accounting Unit.

The screenshot displays the 'Create/Update Journal Entries' application. At the top, there are navigation icons and a title bar. Below the title bar, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active, showing a search bar and a 'Process' dropdown menu set to 'Edit Journal'. A 'Process' button is visible. Below this, there is a table with columns: Select, Line, SpeedType, Fund, Fin DeptID, Appropriation ID (CF3), Account, Sub Acct, SW Cost, Agency Cost 1 (CF1), Agency Cost 2 (CF2), PC Bus Unit, and Pr. Two lines are listed: Line 1 with Account 140008 and Line 2 with Account 140009. Below the table is a 'Totals' section with a search bar and a 'View All' link. The 'Totals' table has columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The data row shows Unit MN001, Total Lines 2, Total Debits 100,000.00, Total Credits 100,000.00, Journal Status P, and Budget Status V. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

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 " guide in this User Guide.
Refresh Journal	Refresh the data on the page. You lose unsaved changes if you do a refresh.