

QUICK REFERENCE GUIDE

November 1, 2019

Upload GL Journals Using a Spreadsheet Template

This guide covers how to create a flat-file spreadsheet from an Excel template that will be used to upload journals directly into SWIFT. The journals will then need to be processed as you would process a journal created online. You'll need to download the template file entitled "SWIFT GL Jrnl Template Excel format" from the [SWIFT Forms](#) page on MMB's website.

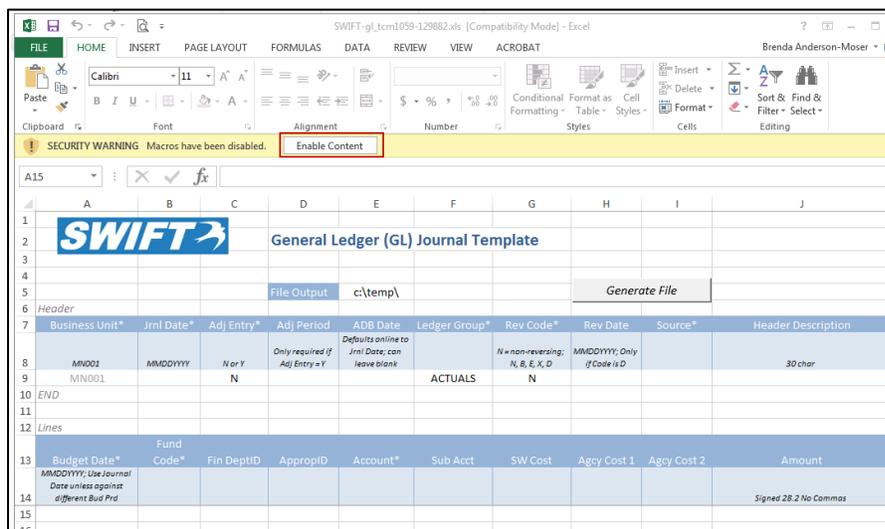
Steps to complete:

- Step 1: Complete the Header of the Journal Template
- Step 2: Complete the Lines section of the Journal Template
- Step 3: Generate the Flat File
- Step 4: Run the Import Journals Process
- Step 5: Finish Processing the Journal

Step 1: Complete the Header of the Journal Template

After obtaining the Excel journal template from MMB's web site, complete the header information by following the instructions on the **Instructions** tab of the spreadsheet.

1. Open the Journal Template Excel file.
2. **WARNING:** Macros must be enabled to generate the flat file. (In Excel, navigate to File, Options, Trust Center, Trust Center Settings. You may also see a Security Warning when you enter Excel that indicates that Macros have been disabled. You should click on the **Enable Content** button to enable the macros and click on "Yes" at the message asking you to make this file a trusted document.)



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3. Complete the **Header** information as described 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.

Business Unit*	Jrnl Date*	Adj Entry*	Adj Period	ADB Date	Ledger Group*	Rev Code*	Rev Date	Source*	Header Description	Journal Class
MN001	MMDDYYYY	N or Y	Only required if Adj Entry=Y	Defaults online to Jrnl Date; can leave blank		N = non-reversing; N, B, E, X, D	MMDDYYYY; Only if Code is D		30 char	Leave blank unless Treasury-related
MN001	10182018	N			ACTUALS	N		R32	Capitalized Int 2019	

Field Name	Field Description
*File Output	Select a destination on your computer. The flat file (.txt) will be saved to this folder. You will need to know this when you select the flat file for import into SWIFT in an upcoming step.
*Business Unit (Display Only)	The <i>Business Unit</i> is always “MN001” for General Ledger Journals.
*Journal Date	The <i>Journal Date</i> represents 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). Format = MMDDYYYY.
*Adj Entry (Restricted Use)	The <i>Adj Entry</i> field identifies if the entry is for an Adjusting Period. Accept the default “N” for “No”. The other option “Y” for “Yes” is used for reporting purposes only.
Adj Period (Restricted Use)	The Adjust Period is only required if the Adj Entry = “Y”.
ADB Date (Restricted Use)	Consult with MMB’s General Accounting Unit before updating this field. The <i>ADB (Average Daily Balance) 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.
*Ledger Group (Restricted Use)	Accept the default “ACTUALS”. You should only change this field if you have specific knowledge regarding why you are using a different ledger. To change the default, click into the field and select an option from the drop-down menu: AGENCY, MODACCRUE, FULLACCRUE, STD_BUDG, or NONPAID.

Field Name	Field Description
*Rev Code (Restricted Use for Accruals)	The <i>Reversal Code</i> default is “N” (No Reversal). To generate an automated reversing entry (as with accruals) when you post this entry, update the field: Values include: “B” (Begin Next Period), “E” (End next Period), “X” (Next day), and “D” (User-defined 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.
Rev Date (Restricted Use)	If the Reversal Code = “D”, enter the Reversal Date.
*Source	Enter your three-digit Agency Code associated with your User ID. This is used for workflow routing and online searches.
Header Description	Optionally, enter a header description. The spreadsheet field is limited to 30 characters. If a longer description is needed, it can be updated on the <i>Journal Header</i> page after the import.
Journal Class	Generally, this field is left blank unless the Journal Entry relates to activity that has been separately sent to the Treasury. Valid values are: --TREASURY --MAXIS --MECC --EBT --PRISM --INV_SALES --INV_PURCH

Step 2: Complete the Lines section of the Journal Template

The template is limited to 4,000 rows. Create additional files if more lines are needed.

1. Complete the **Lines** information as described below.

	A	B	C	D	E	F	G	H	I	J	K
1	SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS										
2	General Ledger (GL) Journal Template										
3											
4											
5	File Output				h:\Imports\		Generate File				
6	Header										
7	Business Unit*	Jrnl Date*	Adj Entry*	Adj Period	ADB Date	Ledger Group*	Rev Code*	Rev Date	Source*	Header Description	Journal Class
8	MN001	MMDDYYYY	N or Y	Only required if Adj Entry=Y	Defaults online to Jrnl Date; can leave blank		N = non-reversing; N, B, E, X, D	MMDDYYYY; Only if Code is D		30 char	Leave blank unless Treasury-related
9	MN001	10182018	N			ACTUALS	N		R32	Capitalized Int 2019	
10	END										
11											
12	Lines										
13	Budget Date*	Fund Code*	Fin DeptID	AppropriD	Account*	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	Amount	Stat Amount
14	MMDDYYYY; Use Journal Date unless against different Bud Prd									Signed 28.2 No Commas	Only if Statistic Account; 17.2 No Commas
15	10182018	8200	R3210000	R32W101	140008					100000.00	
16	10182018	8200	R3210000	R32W101	140009					-100000.00	

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- 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.

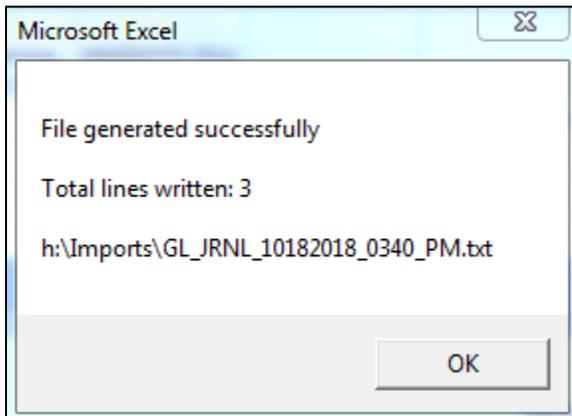
Field Name	Field Description
*Budget Date	The <i>Budget Date</i> is used by SWIFT to infer the Budget Period. Enter the same date as the Journal Date unless the journal line is going against a different Budget Period. For example, "06302009" would be used for a 2009 continuing appropriation.
*Fund	Enter the <i>Fund code</i> . 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.
*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.
*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.
*Account	<p>a. Enter the <i>Account code</i>. 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.</p>
*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.
Additional ChartFields	Enter the additional ChartFields that define the journal line. Options include: Sub Acct, SW Cost, Agency Cost 1, Agency Cost 2, PC Bus Unit, Project, Activity, Source Type, Category, and Subcategory.
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.

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 <i>Amount</i> and a <i>Stat Amount</i> on the same journal line.
Jrnl Line Ref	Optionally, enter information in this user-defined, 10-character field.
Line Description	If no value is entered, this field will default to the Account description in SWIFT. Optionally, enter a line description. The field length is 30 characters.

Step 3: Generate the Flat File

Next, you will generate the flat file. Macros must be enabled to activate the **Generate** button used in the following step (see Step 1).

1. Click on the **Generate File** button to create the flat file.
2. A message displays indicating that the file was generated successfully and listing the file name and location. Make note of the file name and location.



3. Click the **OK** button.

Note: If the file was not generated successfully, review the Excel file and ensure that all the required fields were entered and the fields have valid values. After making your corrections, click on the **Generate File** once again. If you click on the “Generate File” button within the same minute as the original file, you will overwrite the previous file.

4. You can close the Excel template.

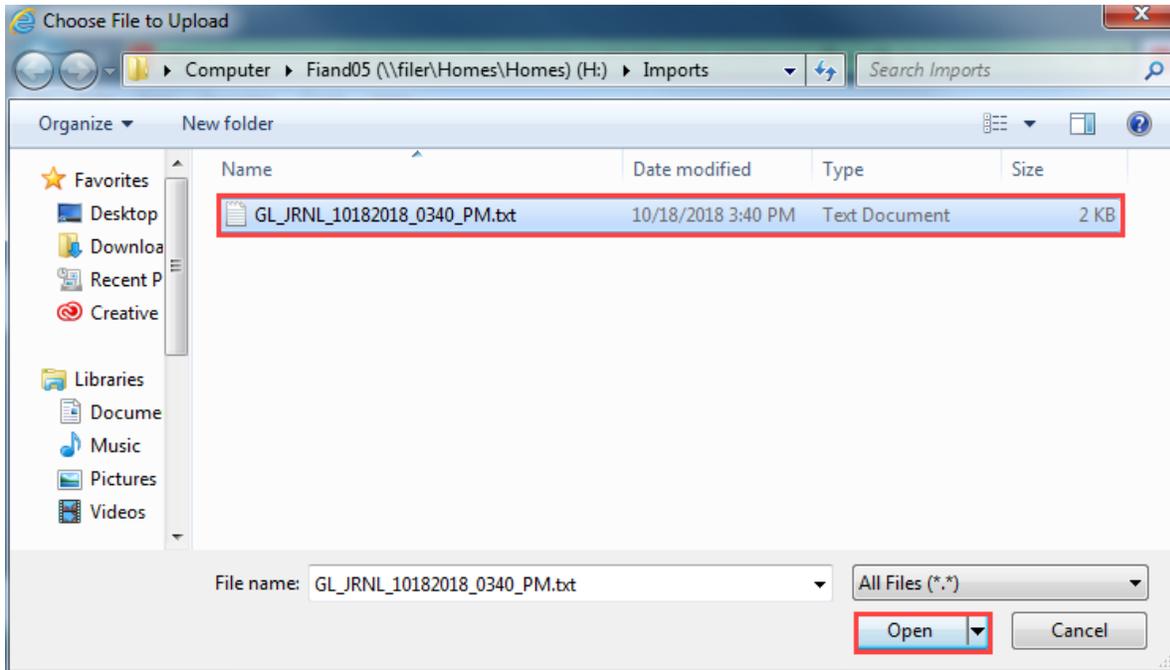
Step 4: Run the Import Journals Process

1. Navigate to the *Flat File Journal Import Request* page using one of the options below.

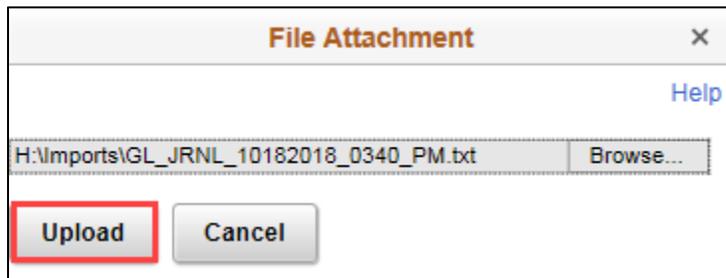
Navigation Options	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process, left-menu, Import Journals.
WorkCenter	Accounting, General Ledger, GL/KK WorkCenter, left menu, Links section, GL Links, Import GL Journals.

2. On the Flat File Journal page, search for an existing *Run Control ID* or create a new *Run Control ID*. The *Flat File Journal Import Request* page displays.

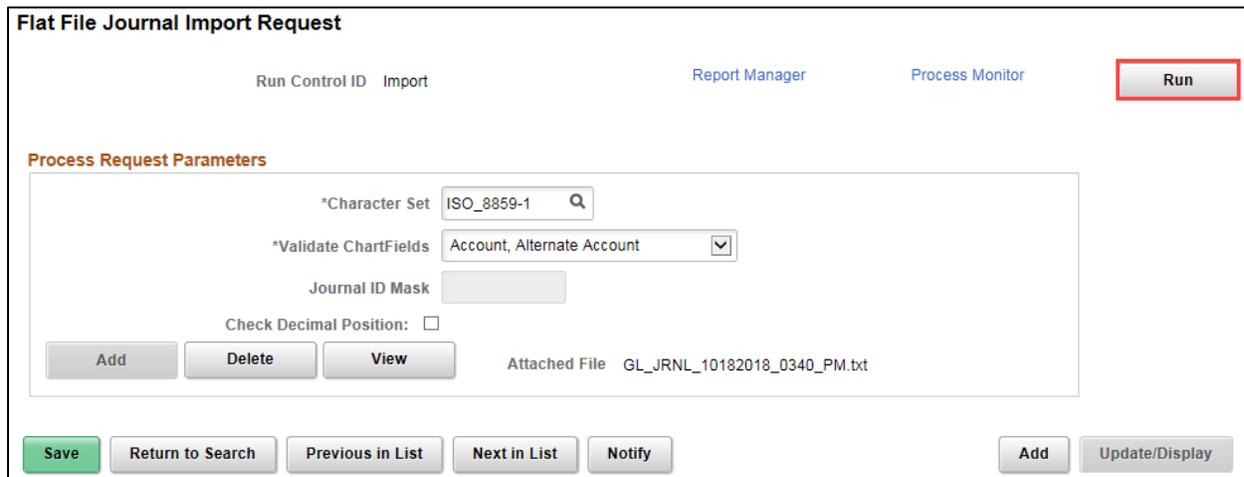
3. If a file is listed in the *Attached File* field from a previous import, click on the **Delete** button to delete the file prior to selecting the new file to import.
4. Click on the **Add** button. The *File Attachment* page displays.
5. Click on the **Browse** button and navigate to the folder location where the flat file was created.
6. Click on the **Open** button.



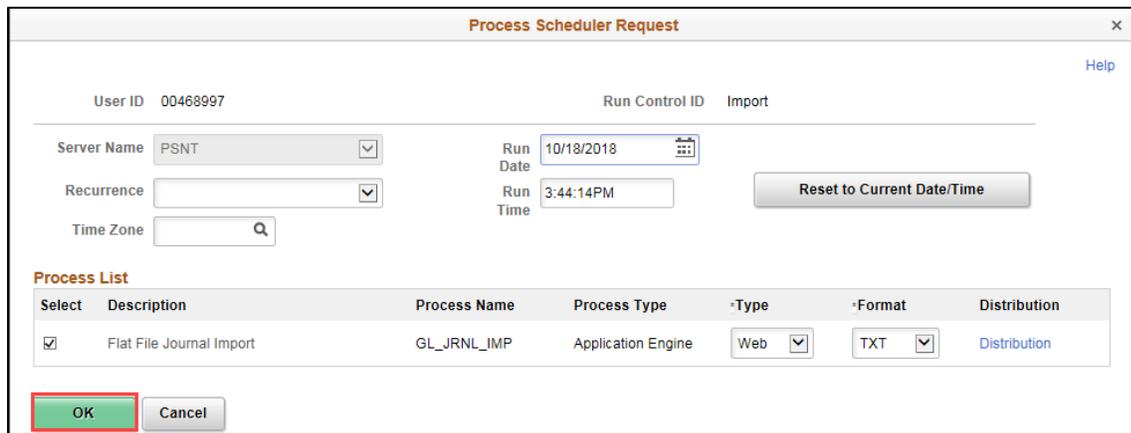
7. At the *File Attachment* page, click on the **Upload** button.



8. At the *Flat File Journal Import Request* page, click on the **Run** button.



9. At the *Process Scheduler Request* page, accept the default process listed and click on the **OK** button.

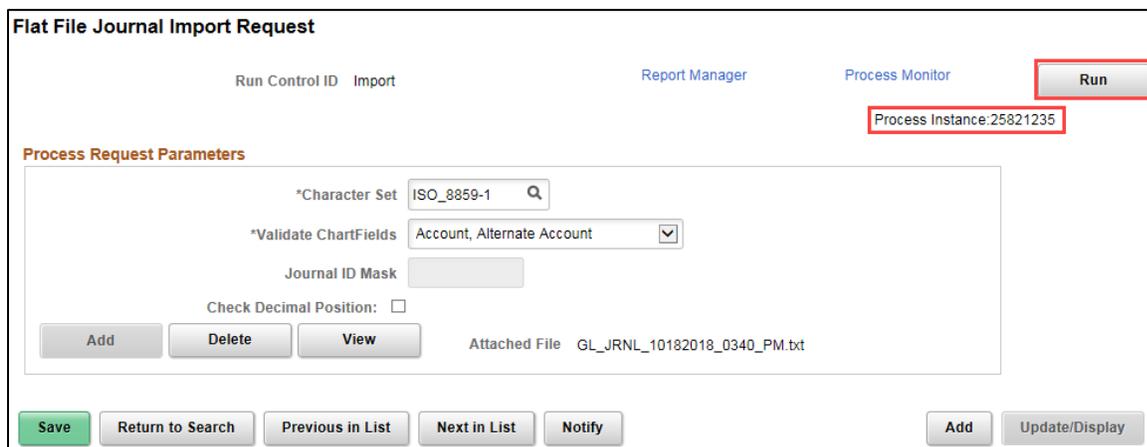


The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID 00468997' and 'Run Control ID Import'. Below this, there are input fields for 'Server Name' (set to 'PSNT'), 'Run Date' (set to '10/18/2018'), 'Recurrence', 'Run Time' (set to '3:44:14PM'), and 'Time Zone'. A 'Reset to Current Date/Time' button is located to the right of the Run Date and Run Time fields. Below the input fields is a 'Process List' table with the following data:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Flat File Journal Import	GL_JRNL_IMP	Application Engine	Web	TXT	Distribution

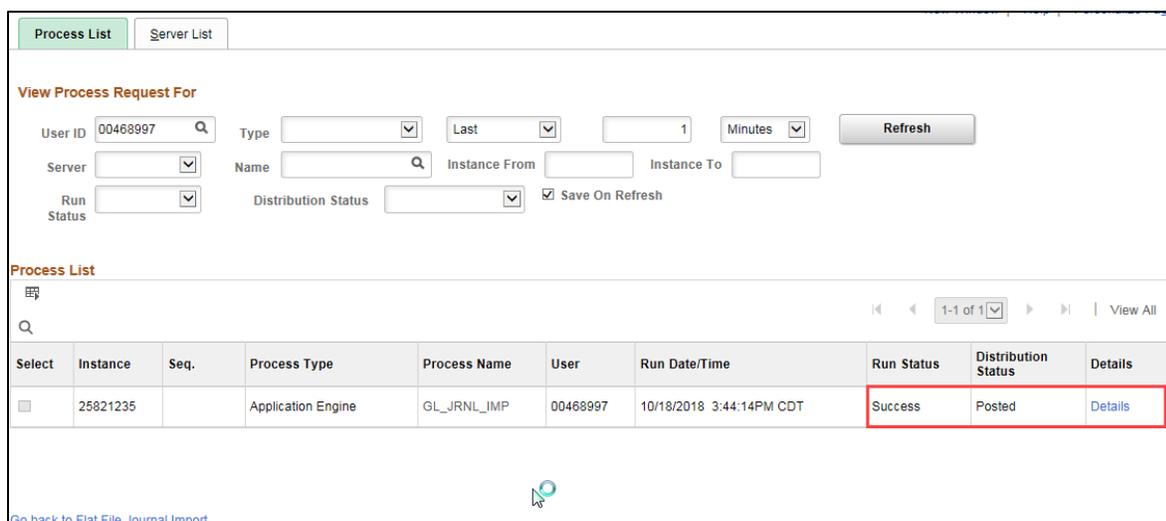
At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

10. Click on the *Process Monitor* link.



The screenshot shows the 'Flat File Journal Import Request' form. At the top right, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below these links, the text 'Process Instance: 25821235' is displayed. The main section is titled 'Process Request Parameters' and contains several input fields: '*Character Set' (set to 'ISO_8859-1'), '*Validate ChartFields' (set to 'Account, Alternate Account'), 'Journal ID Mask', and 'Check Decimal Position' (unchecked). Below these fields are 'Add', 'Delete', and 'View' buttons. At the bottom of the form, there are 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display' buttons. The 'Run' button and the 'Process Instance: 25821235' text are highlighted with red boxes.

11. Ensure that the process was successful (Run Status equals "Success", and the Distribution Status equals "Posted").



The screenshot shows a 'Process List' table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25821235		Application Engine	GL_JRNL_IMP	00468997	10/18/2018 3:44:14PM CDT	Success	Posted	Details

The 'Run Status' and 'Distribution Status' columns for the first row are highlighted with a red box. Below the table, there is a 'Go back to Flat File Journal Import' link and a refresh icon.

12. Click on the *Details* link for the Import process you ran. The *Process Detail* page displays.

13. Click on the *View Log/Trace* link.

The screenshot shows a 'Process Detail' window with the following sections:

- Process:** Instance 25821235, Name GL_JRNL_IMP, Run Status Success, Type Application Engine, Description Flat File Journal Import, Distribution Status Posted.
- Run:** Run Control ID Import, Location Server, Server PSNT, Recurrence.
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request.
- Date/Time:** Request Created On 10/18/2018 3:44:55PM CDT, Run Anytime After 10/18/2018 3:44:14PM CDT, Began Process At 10/18/2018 3:45:20PM CDT, Ended Process At 10/18/2018 3:45:35PM CDT.
- Actions:** Parameters, Message Log, Batch Timings, View Log/Trace (highlighted with a red box), Transfer, View Locks.

Buttons at the bottom: OK, Cancel.

14. Click on the GL_JRNL_IMP_*****.LOG file. The log file displays in a new window.

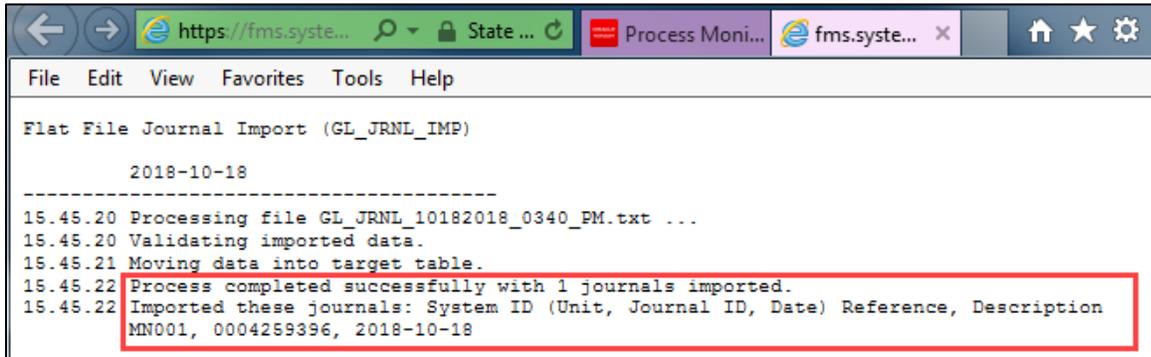
The screenshot shows a 'View Log/Trace' window with the following sections:

- Report:** Report ID 23531297, Name GL_JRNL_IMP, Run Status Success, Process Instance 25821235, Process Type Application Engine. Includes a 'Message Log' link.
- Distribution Details:** Flat File Journal Import, Distribution Node fmsap, Expiration Date 10/25/2018.
- File List:**

Name	File Size (bytes)	Datetime Created
AE_GL_JRNL_IMP_25821235.stdout	630	10/18/2018 3:45:35.067778PM CDT
GL_JRNL_IMP_25821235.LOG (highlighted with a red box)	442	10/18/2018 3:45:35.067778PM CDT
- Distribute To:** Distribution ID Type, Distribution ID, User 00468997.

Buttons at the bottom: Return.

- The log will indicate whether the process was successful and list the *Journal ID* created. It will also list any errors the process encountered. Make note of the *Journal ID* for the next step in the process. You can close the new window.



Step 5: Finish Processing the Journal

After successfully importing the journal flat file, you'll need to navigate to the finish processing the journal as you would normally.

- 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.

- Click on the **Find an Existing Value** tab and enter the *Journal ID* noted earlier or use other applicable search criteria, such as Journal Header Status = "No Status – Needs to be Edited".

Create/Update Journal Entries

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

Find an Existing Value Keyword Search Add a New Value

▼ **Search Criteria**

Business Unit = [v] MN001 [Q]

Journal ID begins with [v] 0004259396

Journal Date = [v] 10/18/2018 [calendar]

Document Sequence Number begins with [v] []

Line Business Unit = [v] MN001 [Q]

Journal Header Status = [v] No Status - Needs to be Edited [v]

Budget Checking Header Status = [v] [] [v]

Source = [v] R32 [Q]

Entered By begins with [v] 0046 [Q]

Attachment Exist = [v] [] [v]

Case Sensitive

Search Clear Basic Search [icon] Save Search Criteria

3. Click on the **Search** button.
4. Select the journal in the **Search Results**, if necessary, and finish processing the journal as you would normally. If you need assistance, refer to the "[Enter General Ledger Journals Online](#)" guide for assistance.
5. Click **OK** at the message indicating that the journal must be formatted by the Journal Edit process.

This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)

OK

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Header	Lines	Totals	Errors	Approval	
Unit	MN001	Journal ID	0004259396	Date	10/18/2018
Long Description	Capitalized Int 2019				
	234 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			
		Commitment Control			
Entered By	00468997	Jaeger,Susan			
Entered On	10/18/2018 3:45:21PM				
Last Updated On	10/18/2018 3:45:21PM				
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>