

QUICK REFERENCE GUIDE

November 1, 2019

Run SWIFT SEFA Report

This guide covers running the Schedule of Expenditures of Federal Awards (SEFA) which is available in SWIFT.

This report is used by agencies who have federal grants to verify federal expenditures for the Single Audit Report. The report should only be run for the current fiscal year. Please contact the MMB Financial Reporting Unit if you need prior fiscal year data or if you have questions about the information displayed on the report.

Steps to complete:

- Step 1: Enter your SEFA Report Criteria and Run the Report
- Step 2: View the Report as a PDF or Excel File
- Step 3: Review the Report Data

Step 1: Enter your SEFA Criteria and Run the Report

Begin by navigating to the *SEFA Report – Detail* page.

1. Navigate to the *SEFA Report -- Detail* page using one of the options below:

Navigation Options	Navigation Path
WorkCenter	Accounting, Grants Management, Grants WorkCenter, Reports/Processes tab, Reports/Processes section, Reports, SEFA Report – Detail.

2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.

The screenshot shows the 'SEFA Report - Summary Detail' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs is a text input field labeled 'Run Control ID' containing the text 'SEFA', also highlighted with a red box. At the bottom left, there is a green 'Add' button, also highlighted with a red box.

3. On the *SEFA Report - Detail* page, enter the parameters for your report as described below.

Field(s)	Field Description
*Business Unit	Enter the <i>Business Unit</i> or click on the Lookup icon and select a <i>Business Unit</i> .
*Fiscal Year	Enter the <i>Fiscal Year</i> to include in the report. The report should only be run for the current fiscal year. Please contact the MMB Financial Reporting Unit if you need prior fiscal year data.

4. Click on the **Run** button. The *Process Scheduler Request* page displays.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SEFA Detail Report	M_FEDDTL	SQR Report	Web	PDF	Distribution

5. Accept the default process selected “SEFA Detail Report (M_FEDDTL)” and click on the **OK** button to return to the *SEFA Report Detail* page.

Note: the *Process Instance* number now appears below the **Run** button. This number is useful information to provide to the SWIFT Helpdesk if you experience difficulty and need to assistance.

6. Click on the **Process Monitor** link and monitor the progress of the job with the *Process Name* “M_FEDDTL” for the report that you ran. You can click on the **Refresh** button to refresh the

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process information. The job is successful when the *Run Status* = "Success" and the *Distribution Status* = "Posted".

7. From the *Process List* page, click on the **Details** link for the process that you ran. The *Process Detail* page displays.

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

Step 2: View the Report as PDF or Excel File

From the *View Log/Trace* page, you can view and print the report as a PDF file or an Excel file. Instructions for both options are provided below.

Option 1: View as a PDF file

1. Click on the **M_FEDDTL_XXXXXXXXX.PDF** link. The PDF of the file displays in a new window.

The screenshot shows a web application window titled "View Log/Trace". It contains several sections: "Report" with fields for Report ID (23552205), Process Instance (25844358), Name (M_FEDDTL), Process Type (SQR Report), and Run Status (Success); "SEFA Detail Report"; "Distribution Details" with Distribution Node (fmsap) and Expiration Date (12/24/2018); "File List" with a table of files; and "Distribute To" with a table for Distribution ID Type and User. A red box highlights the file "m_feddtl_25844358.PDF" in the File List table. A "Return" button is at the bottom left.

Name	File Size (bytes)	Datetime Created
SEFA_Detail_R3201-Pollution Control Agency.xml	211,368	12/17/2018 2:11:03.161601PM CST
SQR_M_FEDDTL_25844358.log	2,225	12/17/2018 2:11:03.161601PM CST
m_feddtl_25844358.PDF	37,933	12/17/2018 2:11:03.161601PM CST
m_feddtl_25844358.out	328	12/17/2018 2:11:03.161601PM CST

2. View and print the report. Close the window when you are finished.

STATE OF MINNESOTA				Run Date Time: 11/07/2018 11:32:49				
SCHEDULE OF EXPENDITURES				Source Report Nbr: M_FEDDTL				
YEAR ENDED JUNE 30,2019				Expenditures to Subrecipients only includes accounts: 441301-441523, 441601-441623 and 480400-480421				
Selection Criteria: Business Unit - R3201, Fiscal Year - 2018				Total Expenditures				
CPDA	Expenditure	Accruals	Adjustments	Preliminary Expenditure	Expenditure	Accruals	Adjustments	Preliminary Expenditure
Agency: R3201 Pollution Control Agency								
12.113 State Memo of Agreement Prog for the Reimbursement of Technical Services								
Appropriation - R32G100 Fund: 2801								
Appropriation - R32G100 Fund: 2801 Total: 0 0 0 0 0 0 0 0 0								
Appropriation - R32G110 Fund: 2801								
Appropriation - R32G110 Fund: 2801 Total: 0 0 0 0 0 0 0 0 0								
Appropriation - R32G128 Fund: 3000								
41000 - Full Time - Salary 163,564 163,564								
41130 - Prof-Tech Serv-Outside Vend 23,719 23,719								
41160 - Trav-Sub-InState-Border Comm 6 6								
41170 - Trav/Sub-OutOfState-BorderComm 1,186 1,186								
42000 - Agency Indirect Costs 36,963 36,963								
Appropriation - R32G128 Fund: 3000 Total: 225,438 0 0 225,438 0 0 0 0								

Option 2: View as an Excel File

1. Click on the link with the .xml extension.

View Log/Trace x

Help

Report

Report ID 23552205 Process Instance 25844358 [Message Log](#)

Name M_FEDDTL Process Type SQR Report

Run Status Success

SEFA Detail Report

Distribution Details

Distribution Node fmsap Expiration Date 12/24/2018

File List

Name	File Size (bytes)	Datetime Created
SEFA_Detail_R3201-Pollution Control Agency.xml	211,368	12/17/2018 2:11:03.161601PM CST
SQR_M_FEDDTL_25844358.log	2,225	12/17/2018 2:11:03.161601PM CST
m_feddtl_25844358.PDF	37,933	12/17/2018 2:11:03.161601PM CST
m_feddtl_25844358.out	328	12/17/2018 2:11:03.161601PM CST

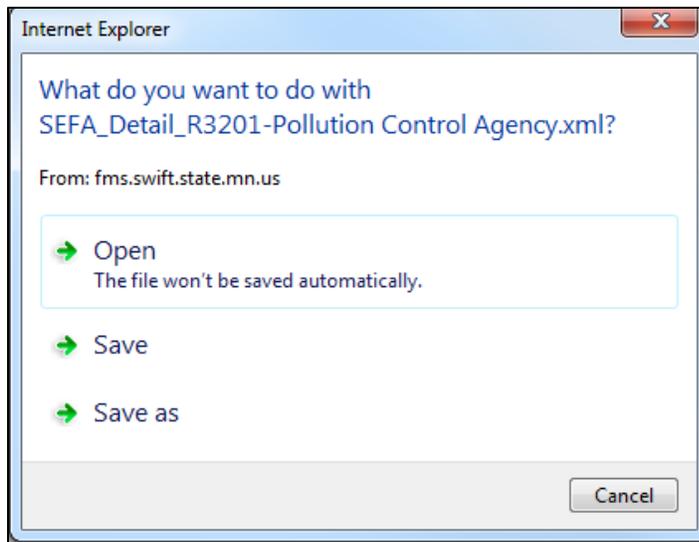
Distribute To

Distribution ID Type	*Distribution ID
User	00770099

[Return](#)

2. A new window opens and a message displays asking what you would like to do with the file. (It might take a little while for the message to appear.)

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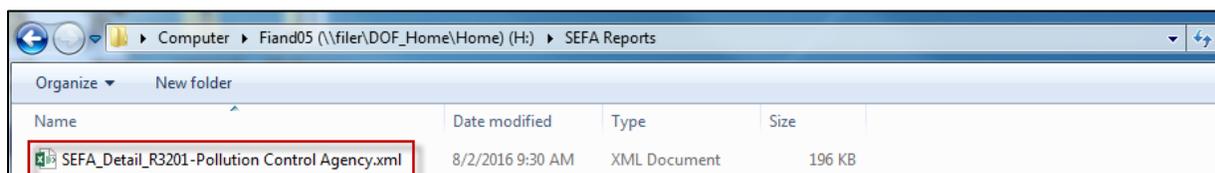


- Select **“Open”**, and the report will open in Excel. You will then need to save the file to your computer.

Note: If the Excel file doesn't open, you can right-click on the **.xml** file and select **“Save Target As”** (for Internet Explorer browser) or **“Save Link As”** (for Google Chrome or Mozilla Firefox browsers). This option works like the **“Save As”** option discussed below.

	FY	BU	CFDA #	CFDA Name	Fund	Account	Descr (Where)
1	2018	lution Cont	12.113	State Memo of Agreeemt Prog for the Reimbursement of Technical Services	3000	41000 - Full Time	
2	2018	lution Cont	12.113	State Memo of Agreeemt Prog for the Reimbursement of Technical Services	3000	41130 - Prof-Tech	
3	2018	lution Cont	12.113	State Memo of Agreeemt Prog for the Reimbursement of Technical Services	3000	41160 - Trav-Sub-I	
4	2018	lution Cont	12.113	State Memo of Agreeemt Prog for the Reimbursement of Technical Services	3000	41170 - Trav/Sub-C	
5	2018	lution Cont	12.113	State Memo of Agreeemt Prog for the Reimbursement of Technical Services	3000	42000 - Agency In	
6	2018	lution Cont	12.113	State Memo of Agreeemt Prog for the Reimbursement of Technical Services	3000	41130 - Prof-Tech	
7	2018	lution Cont	15.980	National Ground-Water Monitoring Network	3000	41000 - Full Time	
8	2018	lution Cont	15.980	National Ground-Water Monitoring Network	3000	41030 - Part-Time	
9	2018	lution Cont	15.980	National Ground-Water Monitoring Network	3000	42000 - Agency In	
10	2018	lution Cont	66.034	Surveys, Studies, Research, Investigations, Demos, and Special Purpose	3000	41160 - Trav-Sub-I	
11	2018	lution Cont	66.034	Surveys, Studies, Research, Investigations, Demos, and Special Purpose	3000	41000 - Full Time	

- Select **“Save As”** and a dialog displays allowing you to navigate to the place on your computer where you would like to store the file. After saving the file, you can double-click on the **.xml** file to open it in Excel.



Step 3: Review the Report Data

1. Review the report data to ensure that all of your grant information is displayed.
2. If, after reviewing the report, you do not believe all of your grant information is displaying, check the following:
 - Verify that the CFDA number has been entered on the grant award page.
 - Verify that there are no outstanding “OLT” (Over Billing Limit) transactions.
 - Verify that all of the projects and activities have been correctly associated with the customer contract.

If you need assistance with the above steps or they do not resolve the issues with the SEFA report, please contact the SWIFT Helpdesk for assistance.