QUICK REFERENCE GUIDE
November 1, 2019

Enter Actual Transfer Referencing Anticipated Transfer

This guide covers how to create an "Actual Transfer Referencing Anticipated Budget Transfer" (XTA).

Prior to entering the actual transfer, you would have completed an "Anticipated Budget Transfer" (XAT) to move the Budget/Encumbrance Authority from one appropriation to another. The Budget/Encumbrance Authority is decreased in the "From" appropriation and increased in the "To" appropriation. Anticipated Transfers are often done prior to the beginning of the fiscal year to allow for encumbrance of money for the next fiscal year.

An "Actual Transfer Referencing the Anticipated Transfer" (XTA) is used to move the money (Spending Authority) between the appropriations. This transaction also reverses the Anticipated Transfer transaction. Actual Budget Transfers are generally done on July 1 or after and reference the Anticipated Transfer that was previously entered.

- The transfer will have a minimum of two lines that must balance. You will use the Journal Class "XTA" for "Actual Transfers Referencing Anticipated Transfers".

- The transfer will be checked against the anticipated budget transfer that was previously completed. The transaction will fail budget check if it does not match up to the anticipated transfer.

- The transfer will not need to be approved by your EBO because the anticipated transfer was already approved at that level.

Steps to complete:

- Step 1: Navigate to the Enter Budget page

- Step 2: Enter Information on the Budget Header page

- Step 3: Enter information on the Budget Lines page

- Step 4: Budget Pre-Check the Journal

- Step 5: Submit the Journal for Approval and Monitor the Approval Process

- Step 6: Submit the Journal for Final Posting

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Step 1: Navigate to the Enter Budget Transfer page

1. Navigate to the *Enter Budget Transfer* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Commitment Control, KK Process, left-menu, Enter Budget Transfer.
WorkCenter	Accounting, Commitment Control, GL/KK WorkCenter, left-menu, Links section, KK Links, Enter Budget Transfer.

2. Make sure the **Add New Value** tab is selected.

3. Complete the *Enter Budget Transfer* page as described below.

Field Name	Field Description
*Business Unit	Accept or select *Business Unit* "MN001". This is the only *Business Unit* used for budgets.
*Journal ID	Accept the default of "NEXT" in the *Journal ID* field and SWIFT will automatically assign the next number available after you save the budget journal.
*Journal Date	Accept the default current date for the *Journal Date*. The *Fiscal Year* and *Accounting Period* will be inferred by the *Journal Date* entered here.

Enter Budget Transfer

Find an Existing Value | **Add a New Value**

Business Unit MN001

Journal ID NEXT

Journal Date 12/06/2018

Add

4. Click on the **Add** button. After you create the Budget Transfer 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 Budget Header page

After you click on the **Add** button, the *Budget Header* page displays. Notice that the information you entered on the *Enter Budget Transfer* page displays at the top of the *Budget Header* page.

1. Complete the *Budget Header* page by entering the applicable fields listed in the table below.

Field Name	Field Description
*****Ledger Group**	Click on the *Ledger Group* **Lookup** icon and select "KK_APPROP". This is the ledger group for appropriation transfers.
Fiscal Year (display only)	The *Fiscal Year* is inferred by SWIFT from the *Journal Date*.
Accounting Period (display only)	The *Accounting Period* is inferred by SWIFT from the *Journal Date*.
Source (display only)	*Source* is a mandatory field. Each user has one source code, which is determined by the agency. The *Source* field is a default for the user and is determined by the user's security role within SWIFT.

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Field Name	Field Description
Control ChartField (display only)	The *Control ChartField* overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Appropriation Budget Transfers.
*Currency	Accept the default "USD". This is the only currency used in the State of Minnesota.
Budget Header Status (display only)	The *Budget Header Status* displays the status of the current budget journal. When the budget is posted, the *Budget Header Status* changes to "Posted."
*Budget Entry Type	Accept the default "Transfer".
Exchange Rate	Accept the default entry. Do not change this value.
Parent Budget Options (display only)	The *Parent Budget Options* automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
Cur Effdt	Accept the default entry. This field is the *Currency Effective Date* and it should not be changed.
Budget Type (display only)	The *Budget Type* automatically populates and shows the type of budget journal you're creating. The available budget types are: - Expense: used for Appropriations, Allotments, and Expense Budgets - Revenue: used for Revenue Budgets.
Long Description	Enter a description such as the statute or law requiring the transfer. 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 Description field.
Alternate Description	Optionally, enter an alternate description.

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Step 3: Enter information on the Budget Lines page

Next, you will enter the amounts and accounting information (ChartFields) on the **Budget Lines** tab.

1. Click on the **Budget Lines** tab. Some information from the *Budget Header* page displays at the top of this tab.

2. For each actual transfer, you will enter:

   - **A minimum of two lines that must balance**, one line reducing the appropriation that is transferring the money, and a second line increasing the appropriation that is receiving the money.

   - **The Journal Class "XTA"** for Actual Transfers Referencing Anticipated Budget Transfers

   - **One unique identifier in the Ref field for each grouping or set of two lines** of the budget transfer which will be used to tie the lines together for searches and reporting.

3. Complete the **ChartFields and Amounts** and **Base Currency** tabs for each transaction line as described below. There are several options you can use to organize the entry fields for ease of use.

   - Click on the **Show All Columns** icon to access all of the fields.

   - 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.

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Field Name	Field Description
Line (display only)	The line number assigned automatically by SWIFT.
Ledger (display only)	The Ledger selected on the *Budget Header* page.
***Journal Class**	Click on the *Journal Class* **Lookup** icon and select "XTA – Actual Transfer Against Anticipated Transfer".
***Budget Period**	Enter the *Budget Period* or click on the **Lookup** icon to select a *Budget Period*. The *Budget Period* identifies the period that money is legally authorized for spending by the legislature. Budget periods start on July 1st and end on June 30th of each year. For example, Budget Period 2015 refers to the Budget Period from 7/1/2014 to 6/30/2015. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
***Fund**	Enter the *Fund* 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.

Field Name	Field Description
*Fin DeptID	Enter the *Fin DeptID* or click on the **Lookup** icon to select a *Fin DeptID*. *Fin DeptID* (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures. The *Fin DeptID* is an 8-character alphanumeric identifier.
*Approp ID	Enter the *Approp ID* or click on the **Lookup** icon to select an *Approp ID*. The *Approp ID* represents a single appropriation account that controls the total amount of an agency's expenditures. The *Approp ID* is unique for every appropriation budget in SWIFT. The *Approp ID* is a 7-character alphanumeric identifier.
*Amount	Enter the amount of the transfer. You will enter a minimum of two lines that must balance: one line reducing the appropriation that is transferring the money (the "From" appropriation), and a second line increasing the appropriation that is receiving the money (the "To" appropriation). Related lines are tied together by using the same "*Ref*" field entry.
Journal Line Description	Enter an identifying description for the specific journal line. The field length is 30 characters.
*Ref	The *Ref* field is required for budget transfers. The *Ref* field must contain a unique value for each grouping or set of two lines within the transfer. It is this unique value that ties together the transfer lines for searching and reporting. Other journals can use the same reference codes. Check to see if your agency has its own naming convention. Enter any Reference that you want in this field. The field length is 10 characters.

4. Click on the **Save** button. System-generated lines reversing the anticipated transfer are created automatically.

Step 4: Budget Pre-Check the Journal

Next, you'll need to process the journal.

1. Select "Budget Pre-Check" from the **Process** drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.

2. Click on the **Process** button.

3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.

4. If the Budget Pre-Check processes successfully, the *Budget Header Status* now displays "Checked Only". If the Budget Pre-Check was not successful, the **Budget Header Status** changes to "Error" and the **Budget Errors** tab indicates that "Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail". Refer to the "Correct Budget Check Exceptions" guide for the procedure to view and fix the error.

Step 5: Submit the Journal for Approval

Next, you'll submit the journal for approval.

1. Select "Submit Journal" from the **Process** drop-down list.

2. Click on the **Process** button. The **Approval Status** displays "Submitted". You cannot do anything with the journal now that is in the Approval process. The **Process** button is grayed out and no longer available for selection.

			Budget Header	Budget Lines	Budget Errors	Approve				

Unit MN001 Journal ID 0004271253 Date 12/06/2018 Approval Status Submitted Budget Header Status None ☐ Errors Only

Process Post Journal [Process]

▼ **Lines**

🔍 |◄ ◄ 1-4 of 4 ▼ ► ►| | View All

	Chartfields and Amounts	Base Currency Details	||▶							
Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	Appropriation ID (CF3)	Amount	Ref	Journal L
☐	1	KK_APP_BUD	2019	XTA	1000	G1010000	G100001	-20,000.00	1	Actual Tra
☐	2	KK_APP_BUD	2019	XTA	1000	G021ADMN	G027100	20,000.00	1	Actual Tra
☐	3	KK_APP_BUD	2019	XAT	1000	G1010000	G100001	20,000.00	1	Sys Gen-A
☐	4	KK_APP_BUD	2019	XAT	1000	G021ADMN	G027100	-20,000.00	1	Sys Gen-A

Lines to add

1 **+** **−** Journal Line Copy Down

From Line To [Generate Budget Period Lines]

Totals

Total Lines 4 Total Debits 40,000.00 Total Credits 40,000.00

3. Once the journal has been approved, you will submit the transaction for final posting.

4. You can monitor the approval process by checking your **Notifications** (🚩) **Alerts** tab or by checking the **Approval** tab for the journal.

5. After the journal has been approved by all the required approvers (or denied), the transaction will appear in your **Notifications**. Click on the link to navigate to the journal and post (see Step 6).

Actions	Alerts (1)	View All	↻
● Journal 0004271253 has been approved.			✕

Note: Refer to the "Approve Budget Journals and Monitor Process" guide for more information about the approval process.

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Step 6: Submit the Journal for Final Posting

The last step is to submit the journal for final posting.

1. On the **Budget Lines** tab, ensure that the *Approval Status* displays "Post".

2. Select the "Post Journal" option from the **Process** drop-down listing.

3. Click on the **Process** button.

4. Click the "Yes" button at the **Message** asking whether you are sure you want to post the journal.

| Budget Header | Budget Lines | Budget Errors | Approve |

Unit MN001 Journal ID 0004271253 Date 12/06/2018 Approval Status Post   Budget Header Status Posted   ☐ Errors Only

*Process Copy Journal ☑   Process

▼ Lines

🔍   ◀◀ ◀ 1-4 of 4 ☑ ▶ ▶▶ | View All

| Chartfields and Amounts | Base Currency Details | ⫴ |

Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	Appropriation ID (CF3)	Amount	Ref	Journal Line Description
1	KK_APP_BUD	2019	XTA	1000	G1010000	G100001	-20,000.00	1	Actual Transfer to Admin
2	KK_APP_BUD	2019	XTA	1000	G021ADMN	G027100	20,000.00	1	Actual Transfer to Admin
3	KK_APP_BUD	2019	XAT	1000	G1010000	G100001	20,000.00	1	Sys Gen-Antic Xfer Revers
4	KK_APP_BUD	2019	XAT	1000	G021ADMN	G027100	-20,000.00	1	Sys Gen-Antic Xfer Revers

From Line   To   Generate Budget Period Lines

Totals

Total Lines 4   Total Debits 40,000.00   Total Credits 40,000.00

- If the posting process was successful, the *Budget Header Status* displays the *Posted* link. The actual transfer has occurred and the dollars are now available to spend in the receiving appropriation. If you click on the *Posted* link, the *Activity Log* page displays in a new window showing the ledger transactions that were created by the journal.

- If the posting process was not successful, the **Budget Header Status** changes to "Error" and the **Budget Errors** tab indicates that "Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail". Refer to the "Correct Budget Check Exceptions" guide for the procedure to view and fix the error.