

QUICK REFERENCE GUIDE

February 20, 2024

Enter Expense Budget Journals

Expense budget journals are used to create expense budgets or change existing expense budgets.

Expense budgets are set up to manage the expenditures that will be expended during the budget period. Expense budgets track all spending for a particular appropriation. An expense budget must be present to process transactions. Expense Budgets are entered at the 5-digit Account code class level, and they build the Allotments.

Step 1: Navigate to the Enter Budget Journals Page

You begin creating an Expense Budget Journal by entering information on the Enter Budget Journals – Add New Value page.

1. Navigate to the Enter Budget Journals page by using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Commitment Control, KK Process. The Enter Budget Journal page displays by default.
WorkCenter	Accounting, Commitment Control, GL/KK WorkCenter, left menu, Links section, KK Links, Enter Budget Journals.

2. The Add a New Value page displays by default. Complete the Enter Budget Journals page as described below.

Field Name	Field Description
*Business Unit	Enter "MN001" in the Business Unit field. 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 saving 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.

3. Select the **Add** button.

Note: After you create the Budget 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

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

Field Name	Field Description
*Ledger Group	Select the Ledger Group Lookup icon. Choose “KK_EXP_BUD” from the drop-down list. This is the ledger group for expense budgets.
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. This field cannot be edited.
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 Expense Budget Journals.
*Currency	Accept the default “USD” in the Currency field. 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 complete, “Posted” will appear in the Budget Header Status field.
*Budget Entry Type	Select “Original” or “Adjustment” from the drop-down list of the Budget Entry Type field. “Original” indicates an original budget entry, while “Adjustment” indicates an adjustment to a budget entry.

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 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	Optionally, enter a description. The first 30 characters of the value entered in 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.


2. Select the **Budget Lines** tab.

The screenshot displays the 'Budget Lines' tab in a financial system. The interface includes the following elements:

- Navigation Tabs:** Budget Header, Budget Lines (selected), Budget Errors, Approve.
- Unit:** MN001
- Journal ID:** NEXT
- Date:** 02/05/2024
- *Ledger Group:** KK_EXP_BUD
- Fiscal Year:** 2024
- Period:** 8
- Source:** R9P
- *Currency:** USD
- Rate Type:** CRRNT
- Control ChartField:** Appropriation ID (CF3)
- Exchange Rate:** 1.00000000
- Budget Header Status:** None
- *Budget Entry Type:** Original
- Cur Effdt:** 02/05/2024
- Budget Type:** Expense
- Parent Budget Options:**
 - Generate Parent Budget(s)
 - Use Default Entry Event
 - Parent Budget Entry Type: Original
- Attachments:** (0)
- Long Description:** Training Expense Budget (231 characters remaining)
- Alternate Description:** (150 characters remaining)
- Buttons:** Save, Notify, Refresh, Add, Update/Display.

Step 3: Enter information on the Budget Lines Page

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

- On the Budget Lines page, notice some information from the Budget Header page displays at the top of the page. 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.
 - Select the Show All Columns icon to access all 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.

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	Select "BUD – Budget Entry or Adjustment" in the Journal Class field. It is the only option.
*Budget Period	Enter the Budget Period or select 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 2024 refers to the Budget Period from 7/1/2023 to 6/30/2024. Some money may be available for spending after the Budget Period has ended. The field length is 4 digits.
*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 4 digits.
*Fin DeptID	Enter the Fin DeptID or select 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.
*Appropriation ID	Enter the Appropriation ID or select the Lookup icon to select an Appropriation ID. The Appropriation ID represents a single appropriation account that controls the total amount of an agency's expenditures. The Appropriation ID is unique for every appropriation budget in SWIFT. The Appropriation ID is a 7-character alphanumeric identifier.

*Account	Enter the Account code or select the Lookup icon to select an Account code. Note that the Account is a 5-digit code for Expense Budgets. This is a higher-level code than the code used for Revenue Budgets, which is 6 digits. The Account code classifies the nature of a transaction. The value in this field determines whether it is an asset, liability, equity, revenue, or expenditure.
*Amount	Enter the amount of the transaction. Increases are a positive value and decreases are a negative value.
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.
Ref	The Ref field is not required for Expense Budget Journals. It is a required field when entering budget transfers.

2. Select the **Save** button.

The screenshot shows the 'Budget Lines' tab in a web application. At the top, there are navigation tabs: 'Budget Header', 'Budget Lines', 'Budget Errors', and 'Approve'. Below these, there are fields for 'Unit' (MN001), 'Journal ID' (NEXT), 'Date' (02/05/2024), 'Approval Status' (No Request), and 'Budget Header Status' (None). A dropdown menu for '*Process' is set to 'Post Journal', and a 'Process' button is visible. The main area is titled 'Lines' and contains a table with columns: Delete, Line, Ledger, Budget Period, Fund, Fin DeptID, Appropriation ID (CF3), Account, Currency, Amount, and Journal ID. The first row has values: 1, KK_EXP_BUD, 2024, 1000, R9P32ADM, R9PDA20, 41100, USD, 1,000.00, and BUD. Below the table, there are 'Lines to add' controls with a plus icon and a 'Journal Line Copy Down' link. A 'Totals' section shows 'Total Lines: 1', 'Total Debits: 0.00', and 'Total Credits: 1,000.00'. At the bottom left, the 'Save' button is highlighted with a red box.

3. The Journal ID changed from “NEXT” to a unique number after saving the information. To add additional transaction lines, enter the number of lines you want to add in the Lines to add box, then select the + (plus) icon.

This screenshot is similar to the previous one but shows the 'Lines to add' box set to the number '4'. The plus icon next to the box is highlighted with a red box. A red arrow points to the 'Journal Line Copy Down' link, which is now active. The rest of the interface, including the table and totals, remains the same as in the previous screenshot.

4. When you add a line, the fields from the line above copy down into the new row, except the Journal Line Description field. You can either change the fields that copied down as needed or you can select the **Journal Copy Down** link to select or deselect fields to copy.

- Update the added rows as needed. To delete a line, select the Delete checkbox for a line that you want to delete and then select the Minus Sign (-) to delete the line.
- After you have entered all journal lines, select the **Save** button.

Delete	Line	Ledger	Budget Period	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Currency	Amount	Journal Class	Journal Line Description
<input type="checkbox"/>	1	KK_EXP_BUD	2024	1000	RSP32ADM	RSPDA20	41100	USD	1,000.00	BUD	Space Rental And Utilities
<input type="checkbox"/>	6	KK_EXP_BUD	2024	1000	RSP32ADM	RSPDA20	43000	USD	10,000.00	BUD	Other Operating Costs
<input type="checkbox"/>	7	KK_EXP_BUD	2024	1000	RSP32ADM	RSPDA20	42010	USD	1,300.00	BUD	Statewide Indirect Costs

Totals
Total Lines 3 Total Debits 0.00 Total Credits 12,300.00

Save Notify Refresh

Step 4: Budget Pre-Check the Journal

Next, you'll need to process the journal.

- 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.
- Select the **Process** button.

Budget Header **Budget Lines** Budget Errors Approve

Unit MN001 Journal ID 0007664637 Date 02/05/2024 Approval Status No Request Budget Header Status None

*Process **Budget Pre-Check**

Process

- A Message displays asking if you want to budget check this transaction without posting the results. Select the **Yes** button.

Do you want to Budget Check this transaction without posting the results? (18021,984)

Yes No

- If the Budget Pre-Check processes successfully, the Budget Header Status displays "Checked Only". You may proceed to the **Step 5** in the process.

Budget Header **Budget Lines** Budget Errors Approve

Unit MN001 Journal ID 0007664637 Date 02/05/2024 Approval Status Not Submit **Budget Header Status Checked Only** Errors Only

*Process **Post Journal**

Process

- If the Budget Pre-Check was not successful, you will see "Error" in the Budget Header Status field and "Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail" on

the Budget Errors tab. 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 the approval process. Typically, the Expense Budget Approval process is a self-approval process, which means that the expense budget is automatically approved after it is submitted.

WARNING! After the journal is approved, you must proceed to **Step 6** and post the journal.

Option: You can self-approve

1. On the Budget Lines tab, select “Submit Journal” from the Process drop-down list.

The screenshot shows the 'Budget Lines' tab in a software interface. At the top, there are tabs for 'Budget Header', 'Budget Lines', 'Budget Errors', and 'Approve'. Below the tabs, there is a header section with fields for 'Unit' (MN001), 'Journal ID' (0007664637), 'Date' (02/05/2024), 'Approval Status' (Not Submit), and a checkbox for 'Errors Only'. A 'Process' dropdown menu is open, showing options: 'Post Journal', 'Budget Pre-Check', 'Copy Journal', 'Delete Journal', 'Edit Charfields', 'Post Journal', 'Refresh Journal', and 'Submit Journal'. The 'Submit Journal' option is highlighted. To the right of the dropdown, there is a 'Process' button highlighted with a purple box. Below the header is a table with columns: 'Delete', 'Line', 'Ledger', 'Budget Period', 'Fund', 'Fin DeptID', 'Appropriation ID (CF3)', 'Account', 'Currency', and 'Amount'. The first row contains: '1', 'KK_EXP_BUD', '2024', '1000', 'R9P32ADM', 'R9PADM0', '41100', 'USD', and '1,000.00'.


2. Select the **Process** button. “Submitted” appears in the Approval Status field.
3. If you are setup to self-approve the expense budget journal, “Post” display in the Approval Status field, and you can proceed to the **Step 6** to post the transaction.

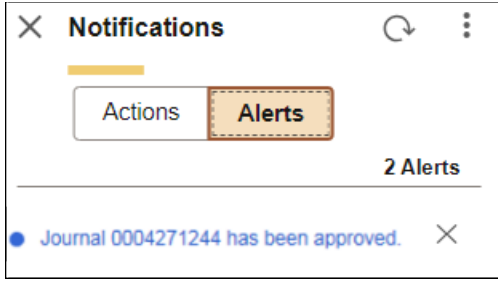
The screenshot shows the 'Budget Lines' tab. The 'Approval Status' field now displays 'Post' and is highlighted with a purple box. The 'Process' dropdown menu is now closed and shows 'Post Journal'. The 'Process' button remains highlighted with a purple box. The header fields are the same as in the previous screenshot.

Option: You cannot self-approve

1. If you cannot self-approve the expense budget journal, the journal is now in the Approval process. The **Process** button is greyed out and no longer available for selection.

The screenshot shows the 'Budget Lines' tab. The 'Approval Status' field now displays 'Submitted' and is highlighted with a purple box. The 'Process' dropdown menu is now closed and shows 'Post Journal'. The 'Process' button is now greyed out and highlighted with a purple box. The header fields are the same as in the previous screenshots.

2. You can monitor the approval process by checking your **Notifications** () Alerts tab or by checking the Approval tab for the journal.
3. After the journal has been approved by all the required approvers, the transaction will appear in your **Notifications**. Select the link to navigate to the journal and finish processing.



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

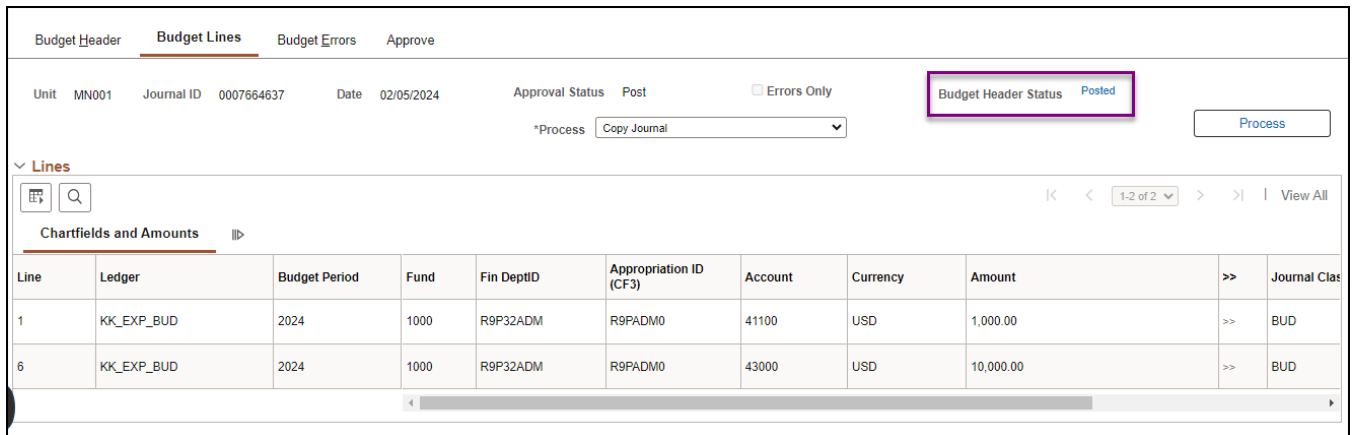
4. Select the Budget Lines tab. You are ready to proceed to **Step 6** and post the journal.

WARNING! After the journal is approved, you must proceed to **Step 6** to complete the posting process.

Step 6: Submit the Journal for Final Posting

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

1. Select the “Post Journal” option from the Process drop-down listing.
2. Select the **Process** button.
3. Select the “Yes” button at the Message asking whether you are sure you want to post the journal.
 - If the journal posted successfully, the Budget Header Status displays the Posted link. The expense budget has been created, increased, or decreased, according to the expense budget journal you processed. If you select the Posted link, the Activity Log displays in a new window showing the ledger entries that were created by the journal.



- If the posting process was not successful, you will see “Error” in the Budget Header Status field and “Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail” on the Budget Errors tab. Refer to the “[Correct Budget Check Exceptions](#)” guide for the procedure to view and fix the error.

Additional processing options include:

Processing Options	Description
Delete Journal	Delete a journal prior to posting.
Copy Journal	Copies the current journal. After verifying the entries on the Budget Journal Copy page, the journal entry pages display with the same entries as the copied journal. You can edit the entries and continue processing as you would normally.
Refresh Journal	Refreshes the data on the page with data from the database. You lose unsaved changes if you do a refresh.