

## QUICK REFERENCE GUIDE

November 1, 2019

### Enter Direct Budget Transfers

In this guide, you will create a Direct Budget Transfer. A Direct Budget Transfer is entered when an anticipated budget transfer was not done first. It is used to move the money (Spending Authority) and it will go through the workflow approval process.

The transfer will have a minimum of two lines that must balance and you will use the Journal Class “XTN” for a Direct Budget Transfer.

Steps to complete:

- Step 1: Verify that the Dollars are Unallotted
- Step 2: Navigate to the Enter Budget Transfer page
- Step 3: Enter Information on the Budget Header page
- Step 4: Enter information on the Budget Lines page
- Step 5: Budget Pre-Check the Journal
- Step 6: Submit the Journal for Approval and Monitor the Approval Process
- Step 7: Submit the Journal for Final Posting

### Step 1: Verify that the Dollars are Unallotted

Before entering the transfer, check the *Appropriation Overview* page to verify that the funds are available to transfer.

1. Navigate to the *Appropriation Overview* page by using one of the options below.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Commitment Control, KK Process, left-menu, Review Budget Activities, Appropriation Overview.
<b>WorkCenter</b>	Accounting, Commitment Control, GL/KK WorkCenter. The Appropriation Overview page opens by default.

2. Complete the *Appropriation Overview* search page as described below.

Field Name	Field Description
<b>*Business Unit</b>	Accept or select Business Unit “MN001”. This is the only Business Unit used for budgets.
<b>*Ledger Group</b>	Accept the default “KK_Approp” ledger group.
<b>Appropriation ID (CF3)</b>	Enter the Appropriation ID.

3. Click on the **Search** button.
4. In the **Search Results** section, click on the entry for the appropriation that you want to view. The *Appropriation Overview* page displays.

**Appropriation Overview**

Business Unit	Ledger Group	Fund Code	Fin DeptID	AppropID	Budget Period
MN001	KK_APPROP	1000	G1010000	G100003	2019

**Ledger Amounts**

<b>Budget</b>				
Appropriation			Antic Trans In	0.00
Original	548,000.00		Transfer In	0.00
Current	549,783.00		Antic Trans Out	0.00
Receipts			Transfer Out	0.00
Original Estimate	0.00		Roll Forward In	0.00
Current Estimate	0.00		Roll Forward Out	0.00
Collected	0.00		Cancel	0.00
Dedicated Cap	0.00		Reduction	0.00
		<b>Budgeted</b>	<b>Remaining</b>	
Budget/Encumbrance Authority		549,783.00	382,173.19	<a href="#">Drill to Activity Log</a>
Spending Authority		549,783.00	526,149.53	
Transfer Authority		549,783.00	526,149.53	

**Allotment Break-Down**

Payroll		Non-Payroll	
Payroll Allotment	301,050.00	Operating Allotment	216,950.00
		Pre Encumbered	0.00
		Encumbered	143,976.34
Expended	23,557.28	Expended	76.19

**Balances**

Allotment-Free	31,783.00	Uncommitted	104,680.47	Unexpended	526,149.53
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**Budget Exceptions**

Exception Errors	0	Exception Warnings	0	Budget Exceptions
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[Return to Search](#) [Notify](#)

**Note:** If the appropriation budget is based on estimated receipts, the *Allotment Free* balance is misleading for the amount available to transfer. In this case, the amount available to transfer is based on collected or any actual money in the appropriation, not what is anticipated.

## Step 2: 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
<b>Navigation Collection</b>	Accounting, Commitment Control, KK Process, left-menu, Enter Budget Transfer.
<b>WorkCenter</b>	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
<b>*Business Unit</b>	Accept or select <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for budgets.
<b>*Journal ID</b>	Accept the default of "NEXT" in the <i>Journal ID</i> field and SWIFT will automatically assign the next number available after you save the budget journal.
<b>*Journal Date</b>	Accept the default current date for the <i>Journal Date</i> . The <i>Fiscal Year</i> and <i>Accounting Period</i> will be inferred by the <i>Journal Date</i> entered here.

### Enter Budget Transfer

Find an Existing Value
Add a New Value

Business Unit

Journal ID

Journal Date

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 3: 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
<b>*Ledger Group</b>	Click on the <i>Ledger Group</i> <b>Lookup</b> icon and select “KK_APPROP”. This is the ledger group for appropriation transfers.
<b>Fiscal Year</b> (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Accounting Period</b> (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
<b>Source</b> (display only)	<i>Source</i> is a mandatory field. Each user has one source code, which is determined by the agency. The <i>Source</i> field is a default for the user and is determined by the user's security role within SWIFT.

Field Name	Field Description
<b>Control ChartFields</b> (display only)	The <i>Control ChartField</i> overrides and defines budget options and attributes according to the ledger group selected. Appropriation ID (CF3) is the Control ChartField for Appropriation Budget Journals.
<b>*Currency</b>	Accept the default "USD". This is the only currency used in the State of Minnesota.
<b>Budget Header Status</b> (display only)	The <i>Budget Header Status</i> displays the status of the current budget journal. When the budget is posted, the <i>Budget Header Status</i> changes to "Posted."
<b>*Budget Entry Type</b>	Accept the default "Transfer".
<b>Exchange Rate</b>	Accept the default entry. Do not change this value.
<b>Parent Budget Options</b> (display only)	The <i>Parent Budget Options</i> automatically create parent-level budget and budget journals in a budget hierarchy. These options cannot be changed.
<b>Cur Effdt</b>	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
<b>Budget Type</b> (display only)	The <i>Budget Type</i> automatically populates and shows the type of budget journal you're creating. The available budget types are: <ul style="list-style-type: none"> <li>- Expense: used for Appropriations, Allotments, and Expense Budgets</li> <li>- Revenue: used for Revenue Budgets.</li> </ul>
<b>Long Description</b>	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.
<b>Alternate Description</b>	Optionally, enter an alternate description.

## Step 4: 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 direct budget 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.
  - **Journal Class is "XTN"** for a Direct Budget Transfer.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- **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.

Field Name	Field Description
<b>Line</b> (display only)	The line number assigned automatically by SWIFT.
<b>Ledger</b> (display only)	The Ledger selected on the <i>Budget Header</i> page.
<b>*Journal Class</b>	Click on the <i>Journal Class Lookup</i> icon and select “XTN - Actual Transfer No Anticipated”.
<b>*Budget Period</b>	Enter the <i>Budget Period</i> or click on the <b>Lookup</b> icon to select a <i>Budget Period</i> . The <i>Budget Period</i> 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.

Field Name	Field Description
<b>*Fund</b>	<p>Enter the <i>Fund</i> or click on the <b>Lookup</b> icon to select a <i>Fund</i>.</p> <p>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.</p> <p>The field length is 4 digits.</p>
<b>*Fin DeptID</b>	<p>Enter the <i>Fin DeptID</i> or click on the <b>Lookup</b> icon to select a <i>Fin DeptID</i>.</p> <p><i>Fin DeptID</i> (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.</p> <p>The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.</p>
<b>*Approp ID</b>	<p>Enter the <i>Approp ID</i> or click on the <b>Lookup</b> icon to select an <i>Approp ID</i>.</p> <p>The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT.</p> <p>The <i>Approp ID</i> is a 7-character alphanumeric identifier.</p>
<b>*Amount</b>	<p>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.</p>
<b>Journal Line Description</b>	<p>Enter an identifying description for the specific journal line.</p> <p>The field length is 30 characters.</p>
<b>*Ref</b>	<p>The <i>Ref</i> field is required for budget transfers. The <i>Ref</i> 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.</p> <p>Enter any Reference that you want in this field. The field length is 10 characters.</p>

4. Click on the **Save** button. Note that the *Journal ID* changed from “NEXT” to a unique number after saving the information.
5. Click on the **Lines to add Plus Sign (+)** to add additional transactions lines. When you add a line, all of the fields from the line above will copy down into the new row, except the *Journal Line Description* field. Change the fields that are different on the new line and complete as described above. You can add multiple lines, select or deselect fields to copy, and delete lines by following the instructions provided below.

Action	Instructions
<b>Add Multiple Lines</b>	To add more than one line at a time, change the default “1” to the number of lines you want to add.
<b>Select/Deselect Fields to Copy</b>	To select or deselect specific fields to copy, click on the <i>Journal Line Copy Down</i> link to select or deselect fields to be copied when the lines are added. Click on the <b>OK</b> button to return to the <b>Budget Lines</b> tab.
<b>Delete a Line</b>	To delete a line, click on the <b>Delete</b> checkbox for a line that you want to delete and then click on the <b>Minus Sign (-)</b> to delete the line.

6. After you have entered all of the journal lines, click on the **Save** button.

## Step 5: 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.

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



- 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 6: Submit the Journal for Approval

Next, you’ll submit the journal for approval.

**WARNING!** After the journal is approved, you must proceed to Step 7 and post the journal.

- Select “Submit Journal” from the **Process** drop-down list.

Budget Header Budget Lines Budget Errors Approve

Unit MN001 Journal ID 0004271256 Date 12/06/2018 Approval Status Submitted Budget Header Status None Errors Only

Process Post Journal Process

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	Appropriation ID (CF3)	Amount	Ref	Journal L
<input type="checkbox"/>	1	KK_APP_BUD	2019	XTN	1000	G1010000	G100003	-10,000.00	1	Direct Trai
<input type="checkbox"/>	2	KK_APP_BUD	2019	XTN	1000	G021ADMIN	G027105	10,000.00	1	Direct Trai

Lines to add

1 + - Journal Line Copy Down

Totals

Total Lines 2 Total Debits 10,000.00 Total Credits 10,000.00

- 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.
- Click on the **Approve** tab to view the approval routing information.

**Group Box**

Unit: MN001    Journal ID: 0004271256    Journal Date: 12/06/2018

**KK Transfer Approval**

MN001,0004271256,2018-12-06:Pending

Approver Path1 - XAT or XTN

Pending → Not Routed

Multiple Approvers (KK Approval1) → Multiple Approvers (KK Approval2)

Comments

Name	Long Description	Approval Status	
1 Boehmer,Barbara K		Submitted	12/06/18 2:12PM

Approve    Deny    Pushback

- The Approval path displays in the middle of the page, showing the different groups that need to approve and the status of the routing.
- If there is more than one person in the approval group, click on the *Multiple Approvers* link to view the staff that can approve for that group.
- A listing of the approval transactions displays at the bottom of the page, showing Name, Approval Status, and Date. The Long Description field will show any comments entered during the approval process.

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 or pushed back), the transaction will appear in your **Notifications**. Click on the link to navigate to the journal and finish processing.

Actions    Alerts (1)    View All

Journal 0004271256 has been approved.

Journal 0004271253 has been approved.

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

- Click on the **Budget Lines** tab. You are ready to proceed to **Step 7** and post the journal.  
**WARNING!** After the journal is approved, you must proceed to Step 7 and post the journal.

## Step 7: Submit the Journal for Final Posting

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

- On the **Budget Lines** tab, ensure that the *Approval Status* displays “Post”.
- Select the “Post Journal” option from the **Process** drop-down listing.
- Click on the **Process** button.
- Click the “Yes” button at the **Message** asking whether you are sure you want to post the journal.

The screenshot shows the 'Budget Lines' tab in the SWIFT financial tool. At the top, there are tabs for 'Budget Header', 'Budget Lines', 'Budget Errors', and 'Approve'. Below these, the 'Budget Header' section displays 'Unit: MN001', 'Journal ID: 0004271256', 'Date: 12/06/2018', 'Approval Status: Post', and 'Budget Header Status: Posted' (the 'Posted' link is highlighted with a red box). There is a 'Process' button and a dropdown menu for '\*Process' set to 'Copy Journal'. Below this is a 'Lines' section with a search bar and a table of budget lines. The table has columns for Line, Ledger, Budget Period, Journal Class, Fund, Fin DeptID, Appropriation ID (CF3), Amount, Ref, and Journal. Two lines are shown: Line 1 with a debit of -10,000.00 and Line 2 with a credit of 10,000.00. At the bottom, a 'Totals' section shows 'Total Lines: 2', 'Total Debits: 10,000.00', and 'Total Credits: 10,000.00'.

Line	Ledger	Budget Period	Journal Class	Fund	Fin DeptID	Appropriation ID (CF3)	Amount	Ref	Journal
1	KK_APP_BUD	2019	XTN	1000	G1010000	G100003	-10,000.00	1	Direct
2	KK_APP_BUD	2019	XTN	1000	G021ADMIN	G027105	10,000.00	1	Direct

- If the posting process was successful, the *Budget Header Status* displays the *Posted* link. The direct budget 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 lines 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.