QUICK REFERENCE GUIDE

October 7, 2020

Enter Revenue Budget Journals

Revenue budget journals are used to create revenue budgets or change existing revenue budgets.

Revenue budgets are required when agencies collect receipts. They provide an estimate of the revenue that will be received during the budget period. Revenue budgets for dedicated receipts are attached to an appropriation budget. Revenue budgets for non-dedicated receipts are associated with a non-dedicated appropriation which directly feeds receipts to the fund without increasing spending authority. Each budget line represents a source of revenue. The budget amount does not limit the amount of revenue collected.

Revenue Budgets can be created at Fin DeptID levels 1 (appropriation), 2 (allotment), 3 (expense budget) or 8 (revenue only); for example "G10**1**0000" (or **2**, **3**, or **8).** They are entered at the 6-digit *Account* code Detail level.

Steps to complete:

- Step 1: Navigate to the *Enter Budget Journals* 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: "Post Journal"

Step 1: Navigate to the *Enter Budget Journals* page

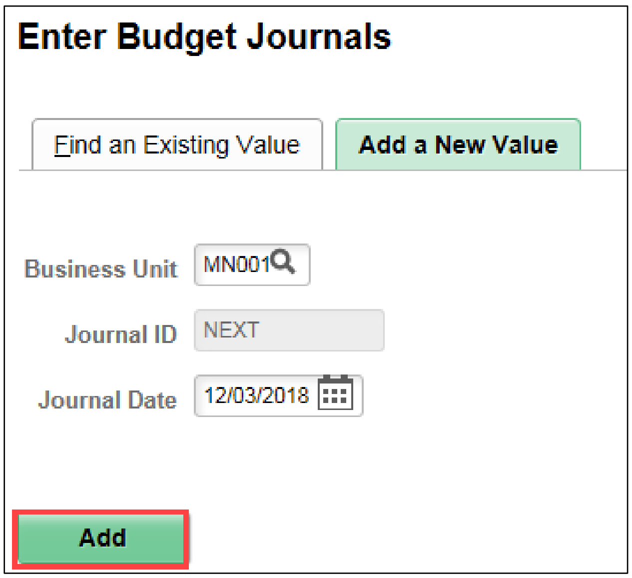
You begin creating a Revenue Budget Journal by entering information on the *Enter Budget Journals – Add New Value* page. Information that you enter on this page will populate to the *Budget Header* page, the next step in the process.

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. Make sure the *Add New Value* tab is selected.
3. Complete the *Enter Budget Journals* page as described below.

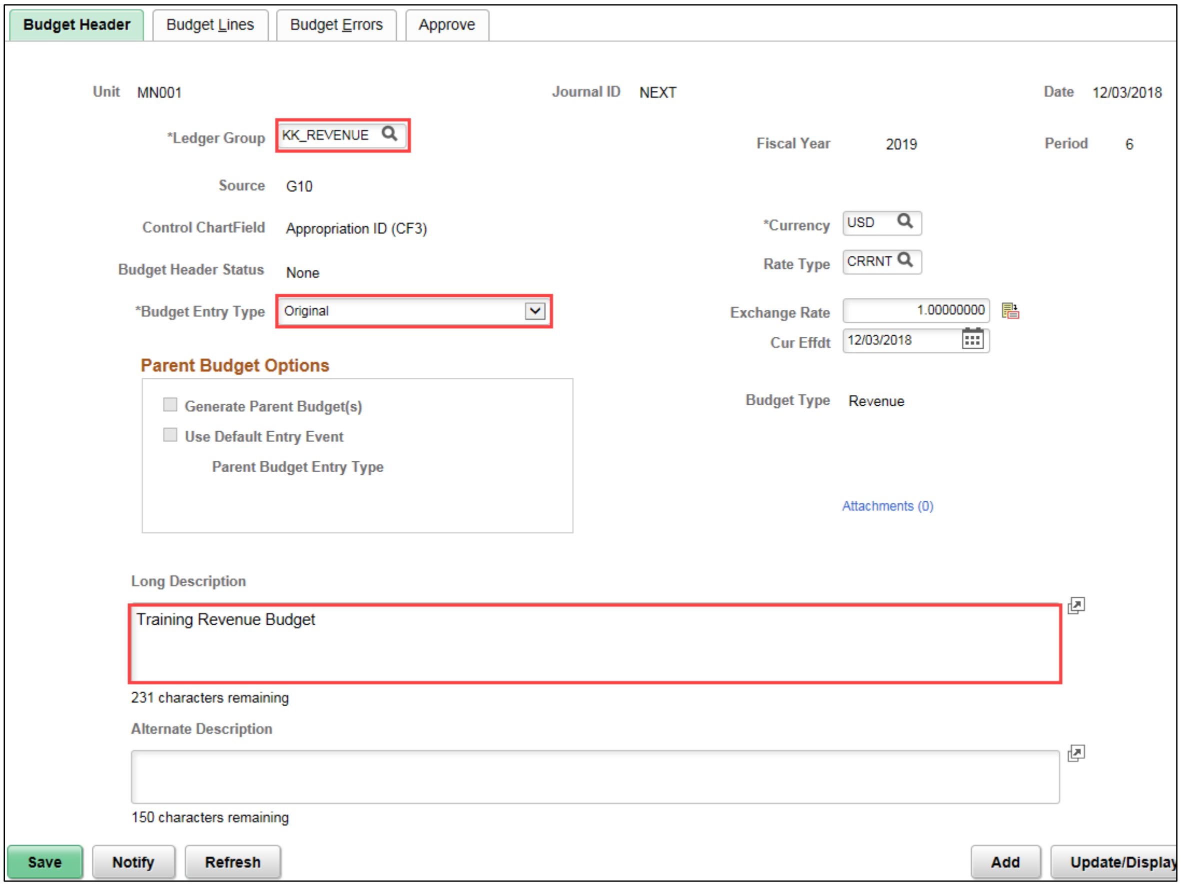
Field Name	Field Description
***Business Unit**	Accept or select “MN001” in the *Business Unit* field. This is the only Business Unit used for budgets.
***Journal ID**	Accept the default of “NEXT” in the *Journal ID* field. SWIFT will automatically assign the next number available after saving the budget 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.



4. Select the **Add** button. 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

After you select the **Add** button, the *Budget Header* page displays. Complete the *Budget Header* page by entering the applicable fields listed in the table below.



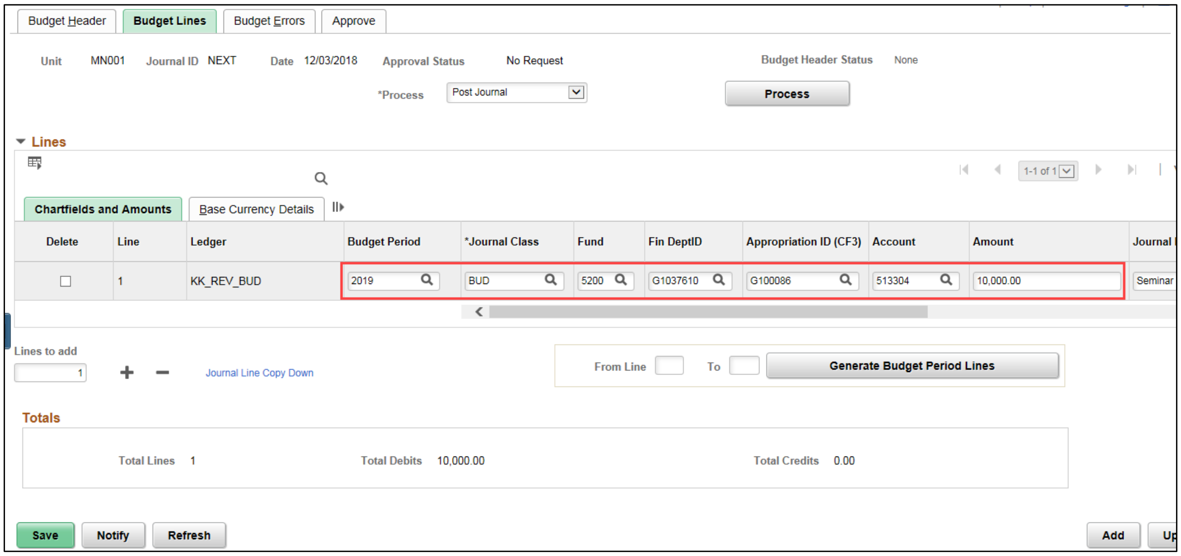
Field Name	Field Description
***Ledger Group**	Select the *Ledger Group* **Lookup** icon. Choose "KK_REVENUE" from the drop-down list. This is the ledger group for revenue budgets.
Fiscal Year (display only)	The *Fiscal Year* is inferred by SWIFT from the *Journal Date*.
Accounting Period (display only)	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 that 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 Revenue Budget Journals.
***Currency**	Accept the default "USD" in the *Currency* field. This is the only currency used in the State of Minnesota.

Field Name	Field Description
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 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.

Step 3: Enter information on the *Budget Lines* page

Enter the amounts and accounting information (ChartFields) associated with each journal transaction on the *Budget Lines* tab.

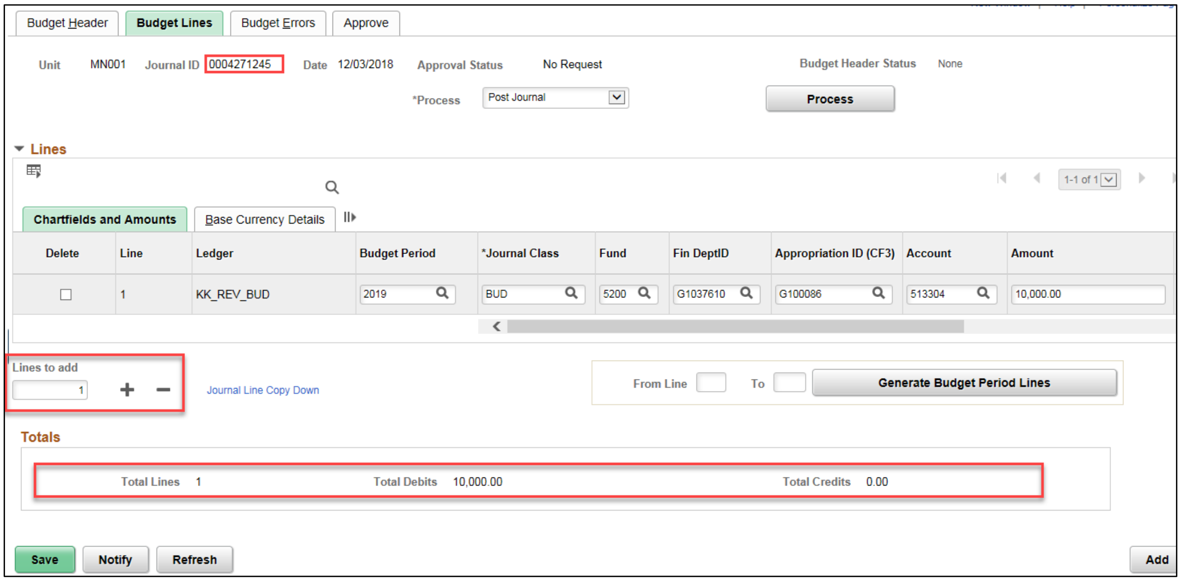
1. Select the *Budget Lines* tab. Some information from the *Budget Header* page displays at the top of this tab.
2. Complete the *ChartFields and Amounts* and the *Base Currency* tabs for each transaction line as described below. There are several options you can use to organize the entry fields for ease of use.
    - Select the **Show All Columns** icon to access all 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
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 2021 refers to the Budget Period from 7/1/2020 to 6/30/2021. 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.

Field Name	Field Description
***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 6-digit code for Revenue Budgets. This is a more detailed code than the code used for Expense Budgets, which is 5 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.
Build Revenue Association	The **Build Revenue Association** checkbox is automatically checked.
Spending Cap	If required, enter an amount in the *Spending Cap* value. The *Spending Cap* will be required based upon the Appropriation ID. The *Spending Cap* is used when the legislature puts into place a law that limits the spending of revenue collected by a certain revenue stream.
SpeedType	The *SpeedType* field is not used in Minnesota.
Ref	The *Ref* field is not required for Revenue Budget Journals. It is a required field when entering budget transfers.
Cumulative Begin and End Dates	The State of Minnesota does not use these fields.

3. Select the **Save** button. Note that the *Journal ID* changed from "NEXT" to a unique number after saving the information.



4. Select the *Lines to add* **Plus Sign** (+) to add additional transaction 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
Add Multiple Lines	To add more than one line at a time, change the default "1" to the number of lines you want to add.
Select/Deselect Fields to Copy	To select or deselect specific fields to copy, select the *Journal Line Copy Down* link to select or deselect fields to be copied when the lines are added. Select the **OK** button to return to the *Budget Lines* tab.
Delete a Line	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.

5. After you have entered all of the journal lines, select the **Save** button.

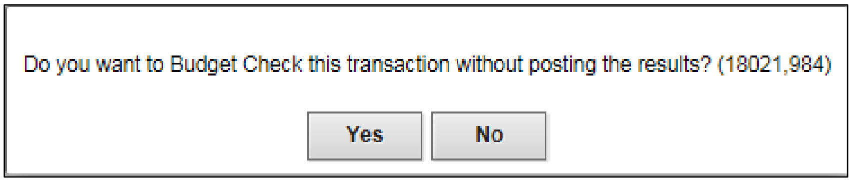
Step 4: Budget Pre-Check the Journal

Next, you'll need to process the journal.

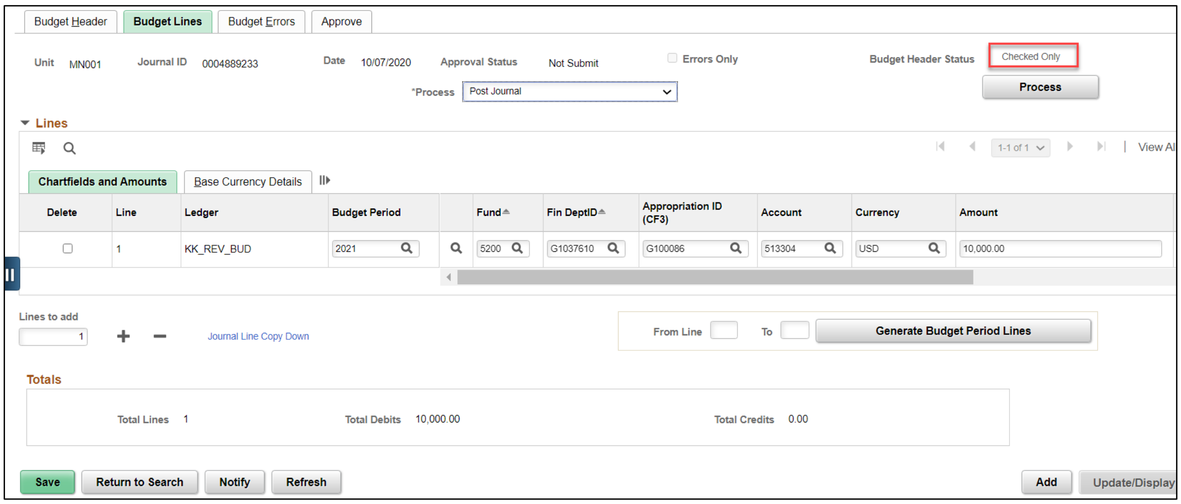
1. Select "Budget Pre-Check" from the *Process* drop-down list. This process checks the journal lines to ensure that a valid accounting string of ChartFields is used.

2. Select the **Process** button.

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



4. If the Budget Pre-Check processes successfully, you will see "Checked Only" in the *Budget Header Status* field.



5. 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 Revenue Budget Approval process is a self-approval process, which means that the revenue budget is automatically approved after it is submitted.

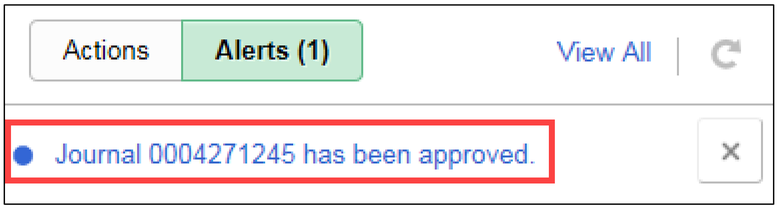
WARNING! After the journal is approved, you must proceed to **Step 6** and post the journal.

1. On the *Budget Lines* tab, select "Submit Journal" from the *Process* drop-down list.
2. Select the **Process** button. "Submitted" appears in the *Approval Status* field.
3. If you are setup to self-approve the revenue budget journal, you will see "Post" in the *Approval Status* field, and you can proceed to the **Step 6** to post the transaction.

--OR--

1. If you cannot self-approve the revenue budget journal, the journal is now in the Approval process. The **Process** button is grayed out and no longer available for selection.
2. You can monitor the approval process by checking **Notifications** () on the *Alerts* tab or by viewing the *Approval* tab of the journal.

3. After the journal has been approved by all the required approvers, the transaction will appear in **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.

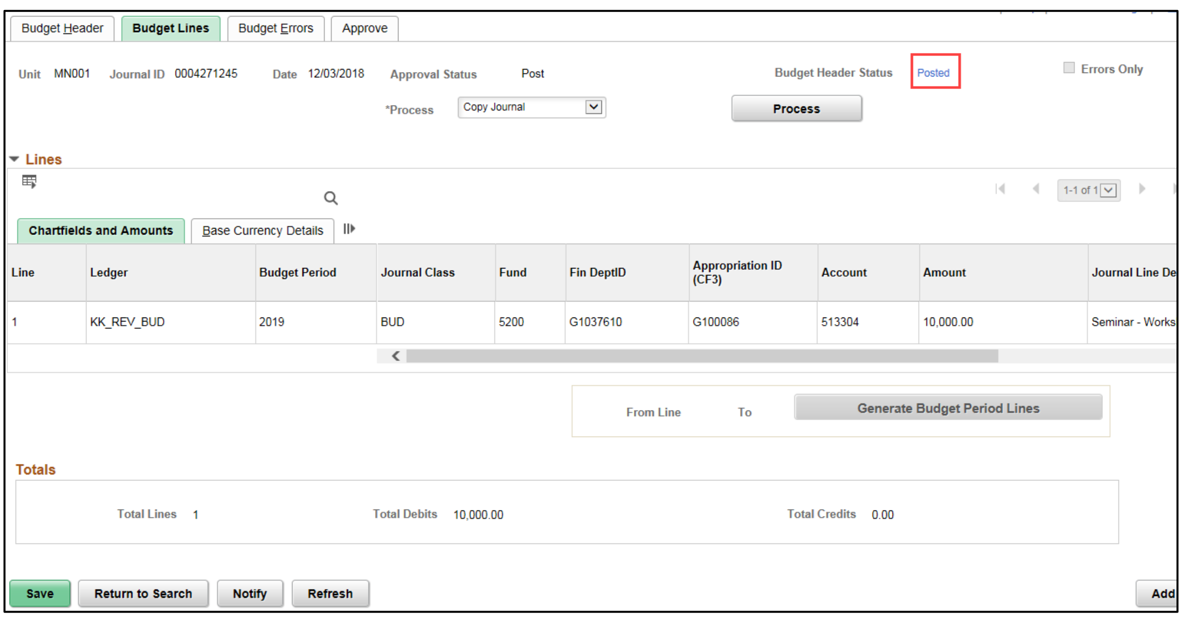
4. Select the *Budget Lines* tab and proceed to **Step 6** to post the journal.

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. On the *Budget Lines* tab, ensure that "Post" displays in the *Approval Status* field.
2. Select the "Post Journal" option from the *Process* drop-down list.
3. Select the **Process** button.
4. Select the **Yes** button at the *Message* asking whether you are sure you want to post the journal.
   - If the posting process is successful, the *Budget Header Status* displays the *Posted* link. The revenue budget has been created, increased, or decreased, according to the revenue 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.