

QUICK REFERENCE GUIDE

November 1, 2019

Enter Roll Forward Budget Transfer

This guide covers creating a Roll Forward Budget Transfer. A Roll Forward Budget Transfer is entered when you need to *manually* move dollars from one budget period to another within the same accounting string. The roll forward must occur in sequential years. For example, unused dollars in Budget Period 2015 could be rolled forward to Budget Period 2016.

Note: Depending in the appropriation type, unencumbered balances are rolled forward automatically during the fiscal year close process and bi-weekly on payday weekends after close.

The transfer will have a minimum of two lines that must balance and you will use the Journal Class “RFW” for a Roll Forward 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 Roll Forward Budget Transfer, check the *Allotment Free* field on the *Appropriation Overview* page to verify that the funds are “unallotted”.

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

Navigation Options	Navigation Path
Navigation Collection	Accounting, Commitment Control, KK Process, left-menu, Review Budget Activities, Appropriation Overview.
WorkCenter	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
*Business Unit	Accept or select Business Unit "MN001". This is the only Business Unit used for budgets.
*Ledger Group	Accept the default "KK_Approp" ledger group.
Appropriation ID (CF3)	Enter the Appropriation ID.

- Click on the **Search** button.
- 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: MN001 | Ledger Group: KK_APPROP | Fund Code: 1000 | Fin DeptID: G1010000 | AppropID: G100001 | Budget Period: 2018

Ledger Amounts

Category	Amount	Sub-Category	Amount
Budget		Antic Trans In	0.00
Appropriation		Transfer In	0.00
Original	1,005,060,000.00	Antic Trans Out	0.00
Current	1,005,060,000.00	Transfer Out	0.00
Receipts		Roll Forward In	0.00
Original Estimate	0.00	Roll Forward Out	10,000.00
Current Estimate	0.00	Cancel	0.00
Collected	0.00	Reduction	0.00
Dedicated Cap	0.00		
		Budgeted	Remaining
Budget/Encumbrance Authority	1,005,050,000.00		999,843,327.42
Spending Authority	1,005,050,000.00		1,000,025,516.27
Transfer Authority	1,005,050,000.00		1,000,025,516.27

Allotment Break-Down

Category	Amount	Sub-Category	Amount
Payroll		Non-Payroll	
Payroll Allotment	4,744,510.40	Operating Allotment	315,489.60
		Pre Encumbered	0.00
		Encumbered	182,188.85
Expended	4,911,562.53	Expended	112,921.20

Balances

Balance Type	Amount	Status	Amount	Status	Amount
Allotment-Free	999,990,000.00	Uncommitted	999,843,327.42	Unexpended	1,000,025,516.27

Budget Exceptions

Exception Type	Count	Exception Type	Count
Exception Errors	0	Exception Warnings	19

Buttons: 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
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 <i>Business Unit</i> "MN001". This is the only <i>Business Unit</i> used for budgets.
*Journal ID	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.
*Journal Date	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
*Ledger Group	Click on the <i>Ledger Group</i> Lookup icon and select “KK_APPROP”. This is the ledger group for appropriation transfers.
Fiscal Year (display only)	The <i>Fiscal Year</i> is inferred by SWIFT from the <i>Journal Date</i> .
Accounting Period (display only)	The <i>Accounting Period</i> is inferred by SWIFT from the <i>Journal Date</i> .
Source (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
Control ChartFields (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.
*Currency	Accept the default "USD". This is the only currency used in the State of Minnesota.
Budget Header Status (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."
*Budget Entry Type	Accept the default "Transfer".
Exchange Rate	Accept the default entry. Do not change this value.
Parent Budget Options (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.
Cur Effdt	Accept the default entry. This field is the <i>Currency Effective Date</i> and it should not be changed.
Budget Type (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"> - Expense: used for Appropriations, Allotments, and Expense Budgets - Revenue: used for Revenue Budgets.
Long Description	Enter a description for 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.

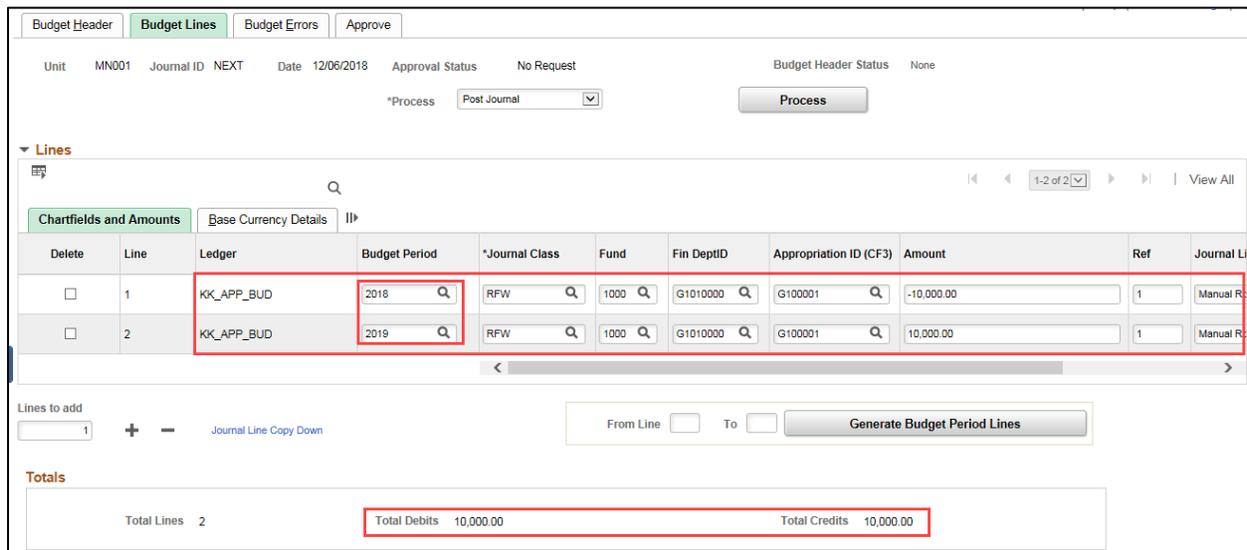
Step 4: Enter information on the Budget Lines page

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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

2. For each Roll Forward 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 “RFW”** for a Roll Forward Transfer.
 - **One unique identifier in the Ref field for each 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 roll forward 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.



The screenshot shows the 'Budget Lines' tab in the SWIFT system. It displays two budget lines for a roll forward transfer. The first line (Line 1) is for the year 2018 with an amount of -10,000.00. The second line (Line 2) is for the year 2019 with an amount of 10,000.00. Both lines have a ledger of 'KK_APP_BUD', a journal class of 'RFW', and a fund of '1000'. The 'Ref' field is set to '1' for both lines. The 'Chartfields and Amounts' tab is active, and the 'Base Currency Details' tab is also visible. The 'Totals' section at the bottom shows a total debit of 10,000.00 and a total credit of 10,000.00.

Delete	Line	Ledger	Budget Period	*Journal Class	Fund	Fin DeptID	Appropriation ID (CF3)	Amount	Ref	Journal Li
<input type="checkbox"/>	1	KK_APP_BUD	2018	RFW	1000	G1010000	G100001	-10,000.00	1	Manual R
<input type="checkbox"/>	2	KK_APP_BUD	2019	RFW	1000	G1010000	G100001	10,000.00	1	Manual R

Totals

Total Lines	2	Total Debits	10,000.00	Total Credits	10,000.00
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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 <i>Budget Header</i> page.
*Journal Class	Click on the <i>Journal Class Lookup</i> icon and select “RFW – Appropriation Balance Roll-Forward”.

Field Name	Field Description
*Budget Period	<p>Enter the <i>Budget Period</i> or click on the Lookup 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.</p> <p>The field length is 4 digits.</p>
*Fund	<p>Enter the <i>Fund</i> or click on the Lookup 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>
*Fin DeptID	<p>Enter the <i>Fin DeptID</i> or click on the Lookup 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>
*Approp ID	<p>Enter the <i>Approp ID</i> or click on the Lookup 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>
*Amount	<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>
Journal Line Description	<p>Enter an identifying description for the specific journal line.</p> <p>The field length is 30 characters.</p>

Field Name	Field Description
*Ref	<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>

The screenshot shows the 'Budget Lines' tab in the SWIFT interface. At the top, the 'Journal ID' field is highlighted with a red box and contains the value '0004271258'. Below this is a table with two rows of budget lines. The first row is highlighted in red and contains the following data: Line 1, Ledger KK_APP_BUD, Budget Period 2018, Journal Class RFW, Fund 1000, Fin DeptID G1010000, Appropriation ID (CF3) G100001, Amount -10,000.00, Ref 1, and Journal Line Manual Rc. The second row contains: Line 2, Ledger KK_APP_BUD, Budget Period 2019, Journal Class RFW, Fund 1000, Fin DeptID G1010000, Appropriation ID (CF3) G100001, Amount 10,000.00, Ref 1, and Journal Line Manual Rc. At the bottom of the interface, the 'Totals' section shows 'Total Lines 2', 'Total Debits 10,000.00', and 'Total Credits 10,000.00'.

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
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, 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 OK button to return to the Budget Lines tab.
Delete a Line	To delete a line, click on the Delete checkbox for a line that you want to delete and then click on the Minus Sign (-) 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.
3. A Message displays asking if you want to Budget Check this transaction without posting the results. Click on the **Yes** button.

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

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 6: Submit the Journal for Approval

Next, you'll submit the journal for approval.

WARNING! After the journal is approved, you must proceed to the next step and post the journal.

1. On the **Budget Lines** tab, 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.

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: 0004271258', and 'Date: 12/06/2018'. A red box highlights the 'Approval Status: Submitted' field. To the right, there is a 'Budget Header Status: None' and a 'Process' button. Below this, there is a 'Lines' section with a search bar and a table of budget items. The table has columns for 'Delete', 'Line', 'Ledger', 'Budget Period', 'Journal Class', 'Fund', 'Fin DeptID', 'Appropriation ID (CF3)', 'Amount', 'Ref', and 'Journal L'. Two lines are visible: Line 1 with a debit amount of -10,000.00 and Line 2 with a credit amount of 10,000.00. Below the table, there is a 'Lines to add' section with a 'Generate Budget Period Lines' button. At the bottom, there is a 'Totals' section showing 'Total Lines: 2', 'Total Debits: 10,000.00', and 'Total Credits: 10,000.00'.

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

The screenshot shows the 'Approve' tab in the software interface. At the top, there are tabs for 'Budget Header', 'Budget Lines', 'Budget Errors', and 'Approve'. Below the tabs, there is a 'Group Box' section with fields for 'Unit: MN001', 'Journal ID: 0004271258', and 'Journal Date: 12/06/2018'. Below this, there is a 'KK Transfer Approval' section with a dropdown menu showing 'MN001,0004271258,2018-12-06:Pending'. Below the dropdown, there is a 'Pending' status and a 'Multiple Approvers' link. Below this, there is a 'Comments' section with a text input field. At the bottom, there is a table of approval transactions with columns for 'Name', 'Long Description', 'Approval Status', and 'Date'. One transaction is visible: '1 Boehmer, Barbara K' with 'Submitted' status and date '12/06/18 3:43PM'. Below the table, there are 'Approve', 'Deny', and 'Pushback' buttons.

- 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 **Approve** tab for the journal.

- After the journal has been approved by all the required approvers, the transaction will appear in your **Notifications**. Click on the link to navigate to the journal and finish processing.



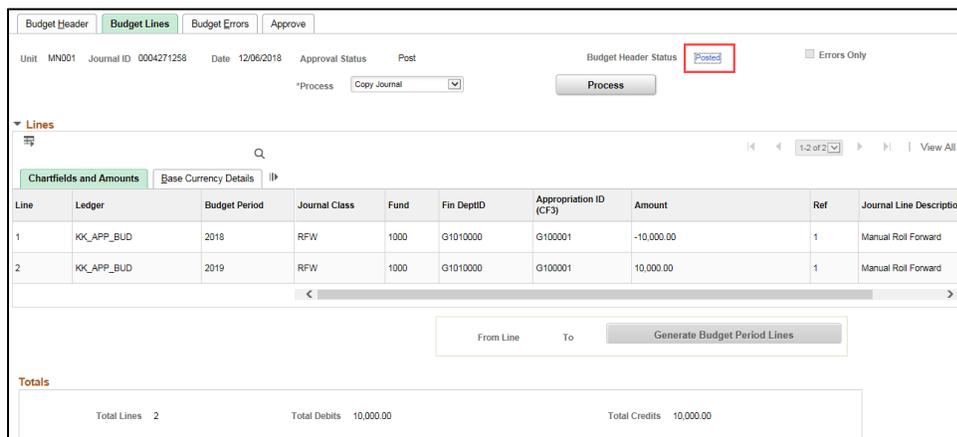
Note: Refer to the “[Approve Budget Journals and Monitor Process](#)” guide for more information about the approval process.

- 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.
 - If the posting process was successful, the *Budget Header Status* displays the *Posted* link. The Roll Forward Budget Transfer has been processed. 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.