SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

Upload Budget Journals

Rather than entering budget journals online, a flat-file spreadsheet can be used to upload budget journals into SWIFT. Flat-file template spreadsheets can be downloaded from the SWIFT Forms page on MMB's website (http://www.mn.gov/mmb/accounting/swift/forms/). There is a different template for expense and revenue budgets:

- Expense Budget Journals (SWIFT Exp Bud KK Jrnl Template)
- Revenue Budget Journals (SWIFT Rev Bud KK Jrnl Template)

This time-saving process can be used anytime but it is particularly helpful when loading budget journals prior to the beginning of the fiscal year.

Steps to complete:

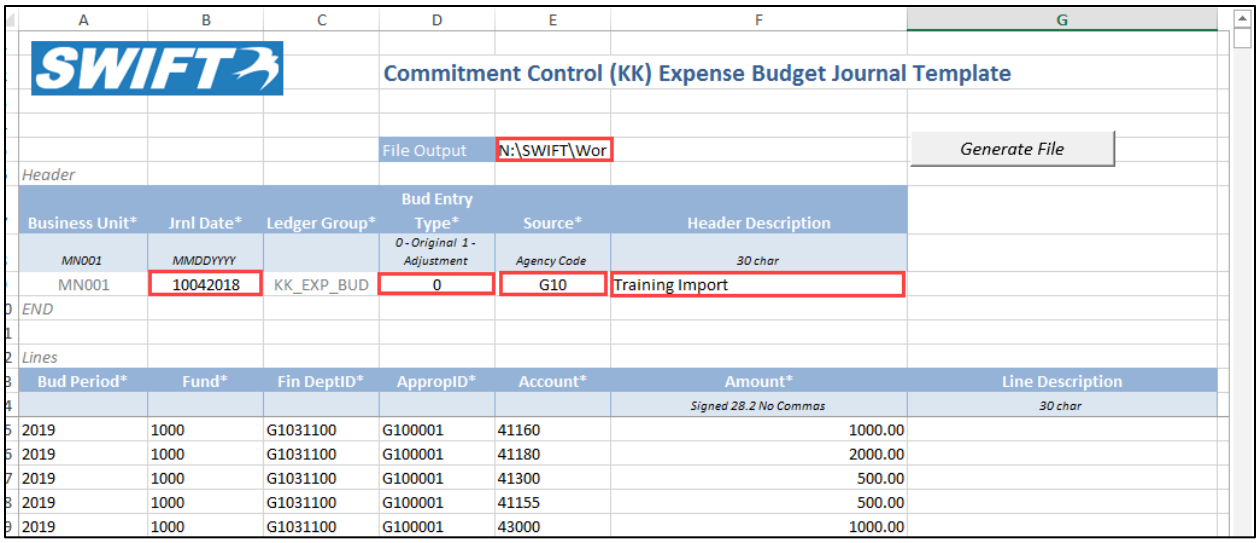
- Step 1: Complete the Header of the Budget Journal Template
- Step 2: Complete the Lines of the Budget Journal Template
- Step 3: Generate the Flat File
- Step 4: Run the Import Budget Journals Process
- Step 5: Finish Processing the Budget Journal

Step 1: Complete the Header of the Budget Journal Template

After obtaining the Excel journal template from MMB's web site, complete the header information by following the instructions on the **Instructions** tab of the spreadsheet. An expense budget template is used in this example.

WARNING: Macros must be enabled to generate the flat file. (In Excel, navigate to File, Options, Trust Center, Trust Center Settings. You may also see a Security Warning when you enter Excel that indicates that Macros have been disabled. You can click on the **Enable Content** button to enable the macros.)

1. Complete the **Header** information as described below.



Commitment Control (KK) Expense Budget Journal Template

File Output: N:\SWIFT\Wor

Generate File

Header

Business Unit*	Jrnl Date*	Ledger Group*	Bud Entry Type*	Source*	Header Description
MN001	MMDDYYYY		0 - Original 1 - Adjustment	Agency Code	30 char
MN001	10042018	KK_EXP_BUD	0	G10	Training Import

END

Lines

Bud Period*	Fund*	Fin DeptID*	AppropID*	Account*	Amount*	Line Description
					Signed 28.2 No Commas	30 char
2019	1000	G1031100	G100001	41160	1000.00	
2019	1000	G1031100	G100001	41180	2000.00	
2019	1000	G1031100	G100001	41300	500.00	
2019	1000	G1031100	G100001	41155	500.00	
2019	1000	G1031100	G100001	43000	1000.00	

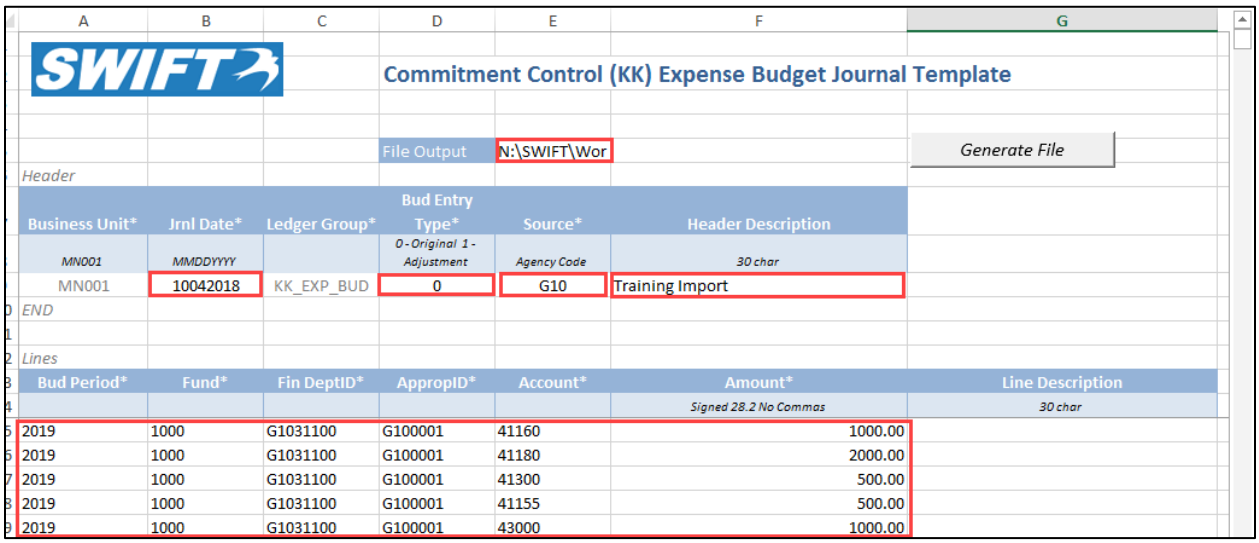
Field Name	Field Description
***File Output**	Select a destination on your computer. The flat file will be saved to this folder. You will need to know this when later selecting the file for import.
***Business Unit**	Accept the default “MN001”. You will always use “MN001” for Commitment Control Journals.
***Journal Date**	This represents the Fiscal Year/Accounting Period where the transaction is recorded. For new year budgets, it should be 07/01/Budget Period. For adjustments, it is generally the current date.
***Ledger Group**	Accept the default. The Ledger Group field is defaulted based on the template being use.
***Bud Entry Type**	Enter “0” for Original Entry; enter “1” for an Adjustment.
***Source**	Enter your three-digit Agency value. This is used for approval routing and online searches.
Header Description	Optionally, enter a header description. The spreadsheet field is limited to 30 characters. If a longer description is needed, it can be updated on the *Budget Journal Header* page after the import.

Step 2: Complete the Lines of the Budget Journal Template

The template is limited to 5,000 rows. Create additional files if more lines are needed.

1. Complete the **Lines** information as described below.

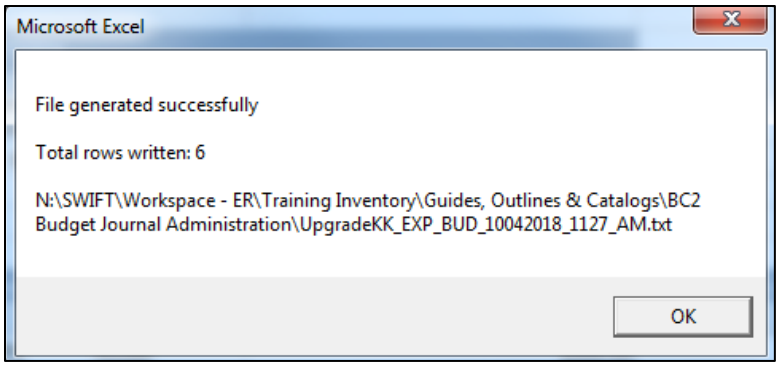
Field Name	Field Description
***Budget Period**	Enter the Budget Period. The Budget Period represents the Budget Year. Continuing budgets may be open for many years.
***ChartFields**	Enter the ChartField values that define the budget line.
***Amount**	Enter the amount. Enter a positive value when adding or increasing a budget; enter a negative value when reducing a budget. Do not enter commas.
Line Description	Optionally, enter a line description. If no value is entered, this field will default to the account description. This field length is 30 characters.



Step 3: Generate the Flat File

Next, you will generate the flat file. Macros must be enabled to activate the **Generate** button used in the following step.

1. Click on the **Generate File** button to create the flat file.
2. A message displays indicating that the file was generated successfully and listing the file name and location. Make note of the file name and location.
3. Click the **OK** button.



Note: If the file was not generated successfully, review the Excel file and ensure that all the required fields were entered and the fields have valid values; for example, check that the Fin DeptID's were entered at the correct level.

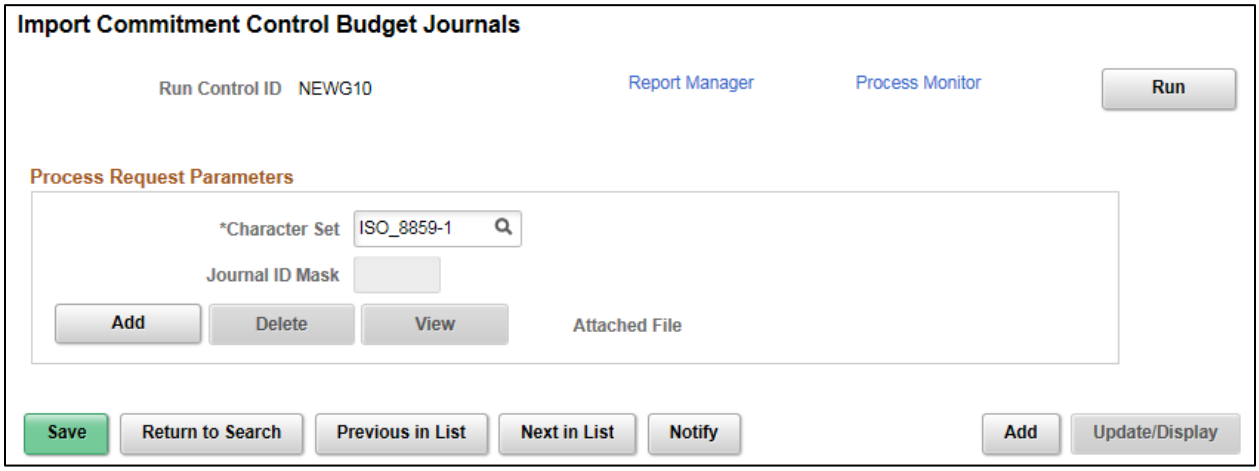
Step 4: Run the Import Budget Journals Process

Begin by navigating to the *Import Budget Journals* page.

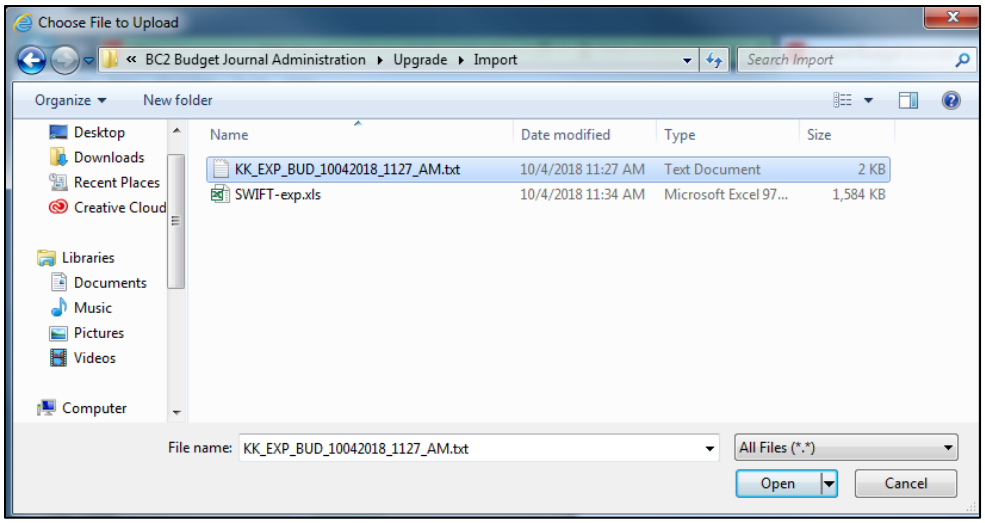
1. Navigate to the Import Budget Journals page by using one of the options below.

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

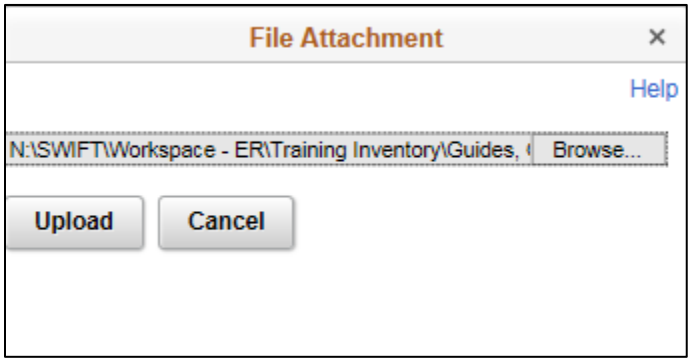
2. Search for an existing *Run Control ID* or create a new *Run Control ID*. The *Import Commitment Control Budget Journals* page displays.



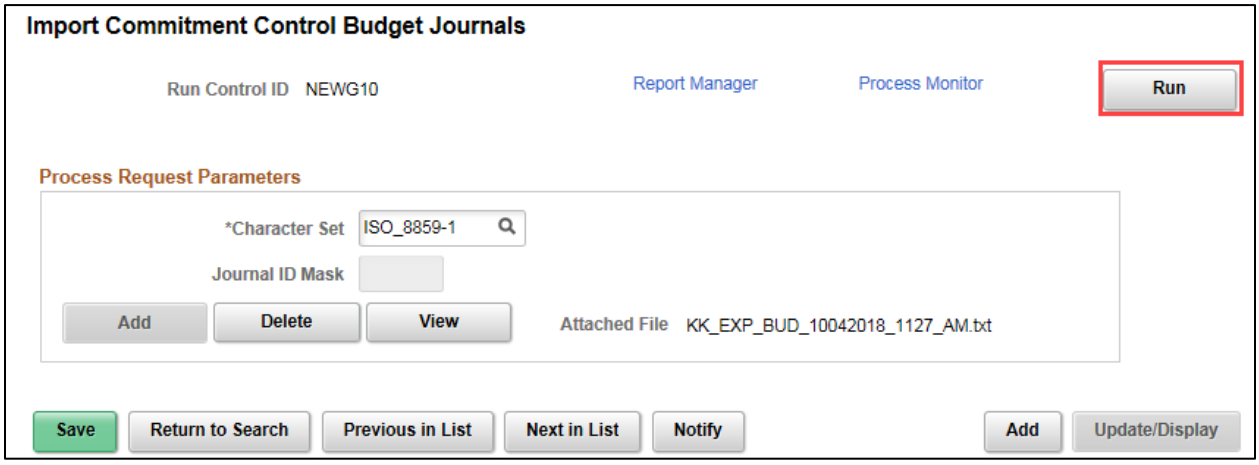
3. If a file is listed in the *Attached File* field from a previous import, click on the **Delete** button to delete the file prior to selecting the new file to import.
4. Click on the **Add** button. The *File Attachment* page displays.
5. Click on the **Browse** button and navigate to the folder location where the flat file was created.



6. Click on the **Open** button.
7. At the *File Attachment* page, click on the **Upload** button.

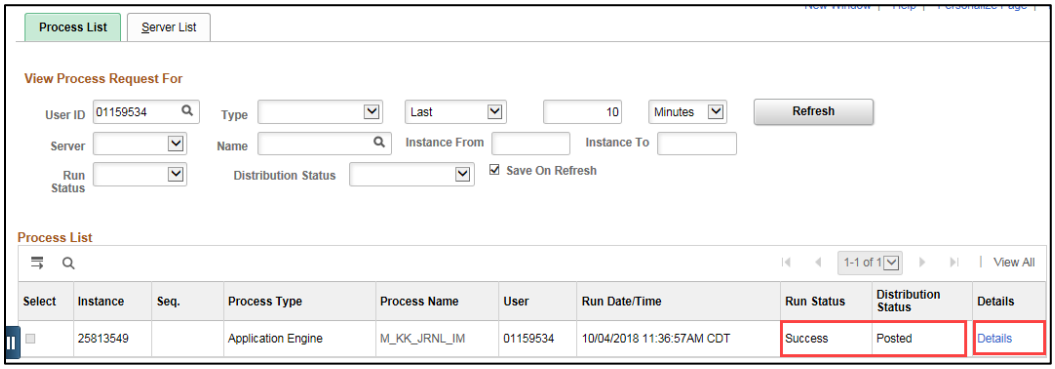


8. At the *Import Commitment Control Budget Journals* page, click on the **Run** button.



9. At the *Process Scheduler Request* page, accept the default process listed and click on the **OK** button.

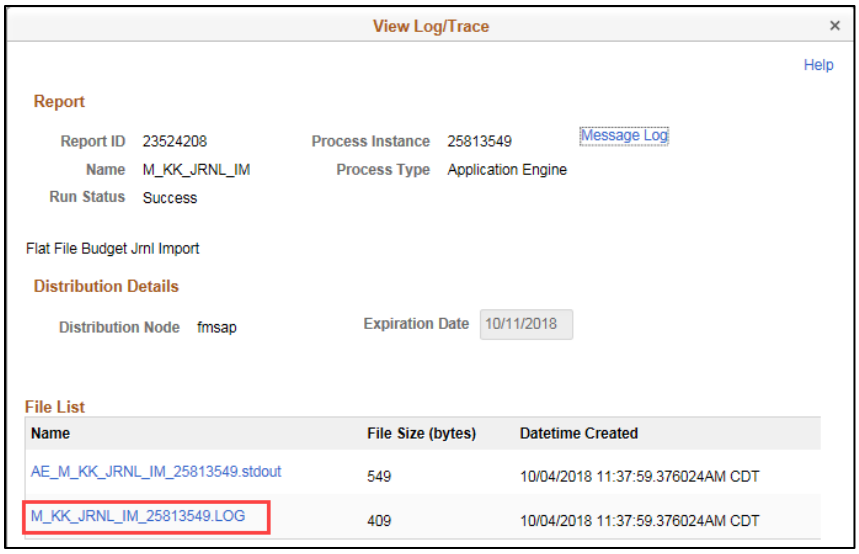
10. Click on the *Process Monitor* link to ensure that the process was successful (Run Status = "Success", and the Distribution Status = "Posted").



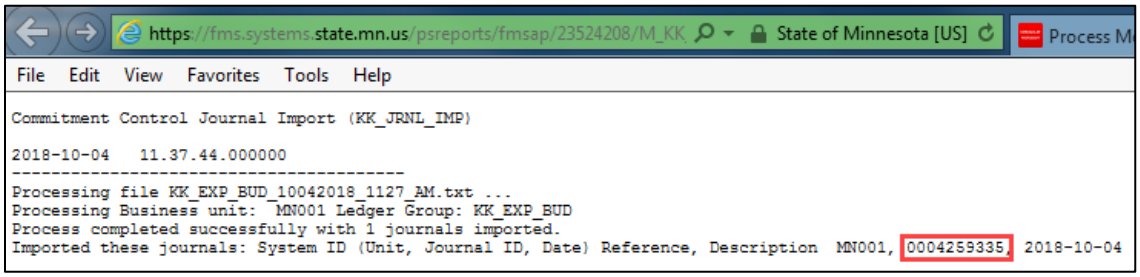
11. Click on the *Details* link for the Import process you ran. The *Process Detail* page displays.

12. Click on the *View Log/Trace* link.

13. Click on the M_KK_JRNL_IM_**********.LOG file. The log file displays in a new window.



14. The log will indicate whether the process was successful and list the *Journal ID* created. It will also list any errors the process encountered. Make note of the *Journal ID* for the next step in the process.



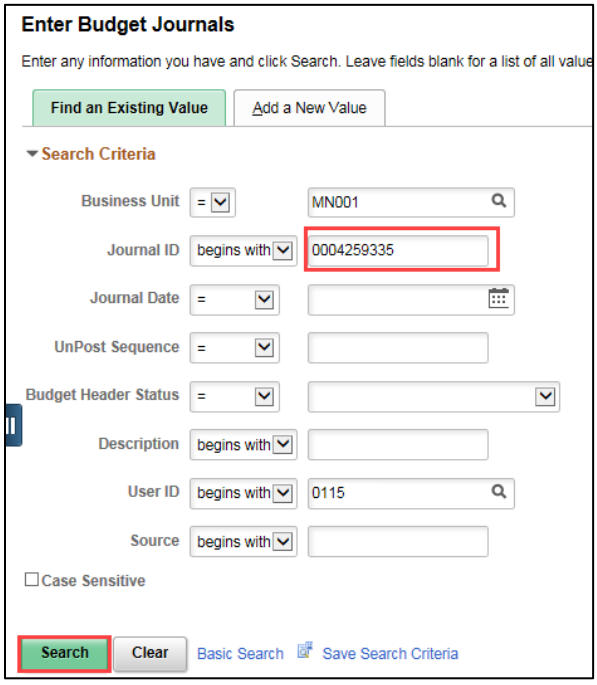
Step 5: Finish Processing the Budget Journal

After successfully importing the budget journal flat file, you'll need to navigate to the *Enter Budget Journals* page and finish processing the journal.

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, KK Links section, Enter Budget Journals.

2. Click on the **Find an Existing Value** tab and enter the *Budget Journal ID* noted earlier or use other applicable search criteria.
3. Click on the **Search** button.



4. Select the budget journal in the **Search Results** and finish processing the journal as you would normally. If you need assistance, refer to the "Enter Expense Budget Journals" or "Enter Revenue Budget Journals" guides for assistance.