

# State of Minnesota Statewide Integrated Financial Tools



**SWIFT 101**

***Introduction to SWIFT***

**[www.mn.gov/mmb/accounting/swift/](http://www.mn.gov/mmb/accounting/swift/)**

# **SWIFT 101 is for you, if:**

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- ❖ **You are a new user of SWIFT, the state's financial and procurement system**
- ❖ **You need a high-level understanding of state financial management**

# Course Objectives

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## ❖ To help you understand:

- ❑ SWIFT's role in state of Minnesota operations
- ❑ How the SWIFT components (modules) function and relate to one another
- ❑ Resources for help working in SWIFT

# We'll Cover...

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- ❖ **SWIFT introduction and history**
- ❖ **SWIFT's role in state government**
- ❖ **State budgeting**
- ❖ **SWIFT components (modules)**
- ❖ **SWIFT reporting**
- ❖ **System security & login**
- ❖ **SWIFT resources**

# What is SWIFT?

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- ❖ **Statewide Integrated Financial Tools**
- ❖ **State's system of record since July 1, 2011**
  - ❑ Financials (accounting)
  - ❑ Procurement (purchasing)
  - ❑ SWIFT Data Warehouse (analysis & reporting)
  - ❑ Vendors (via Supplier Portal)

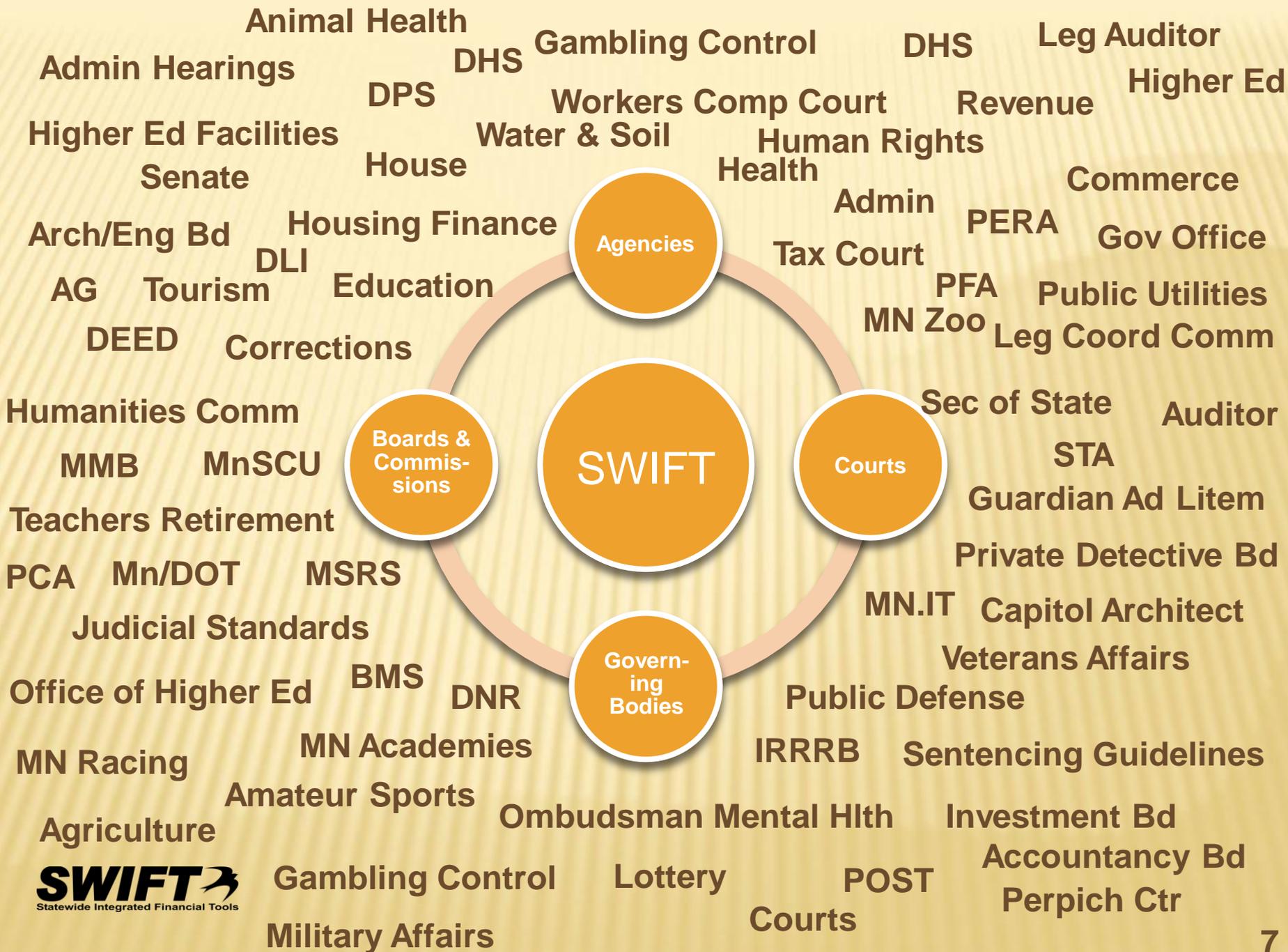
# Collaboration on SWIFT Project

## ❖ Lead agencies

- ❑ Minnesota Management & Budget (MMB)
- ❑ Dept. of Administration (Admin - MMD)
- ❑ Minnesota IT Services (MN.IT *formerly OET*)

## ❖ State agency involvement

- ❑ SWIFT sponsors, project managers and readiness coordinators from all agencies
- ❑ Subject matter experts participated in system requirements gathering sessions



# Some Things to Know about SWIFT

- ❖ **It's an Oracle PeopleSoft system**
- ❖ **It's mission-critical**
  - ❑ Impacts the state's ability to do business
    - Manages finances and procurement
    - Used to pay bills, receive payments, make purchases, interface with vendors, issue reports, and more
  - ❑ Includes all state agencies, vendors and the public
  - ❑ Brings business functions under one umbrella system
- ❖ **Interfaces**

# State Budgeting

# Facts about the State's Budget

## ❖ Budget Cycle

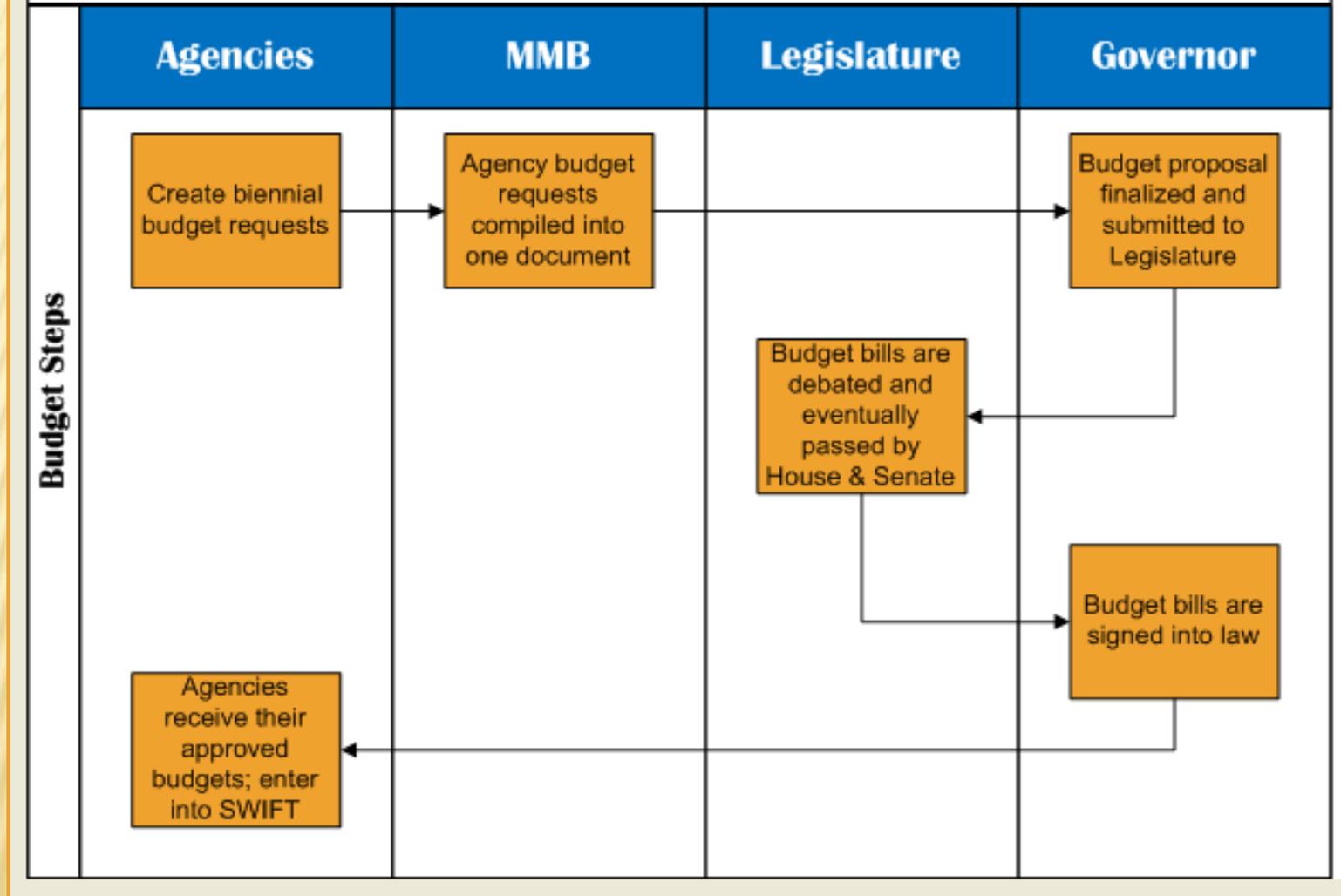
- ❑ Operates on a two-year budget cycle (biennium)
- ❑ Biennium begins with even-numbered fiscal years

## ❖ Fiscal Year

- ❑ State fiscal years begin on July 1 and end the following June 30
- ❑ The fiscal year is designated by the calendar year in which it ends
  - FY12 refers to the fiscal year that ends June 30, 2012

## ❖ **MMB issues budget instructions to agencies each year for legislative requests**

## State of Minnesota Budget Process



# SWIFT Modules

# SWIFT Modules

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## Two Components:

### ❖ Procurement

- ❑ Obtaining goods and services from vendors

### ❖ Financial

- ❑ Movement and management of money within SWIFT and with external partners

# SWIFT Modules

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## ❖ Procurement (7)

- ❑ Catalog Management (CG)
- ❑ eProcurement (ePro)
- ❑ eSupplier Connection (Sup)
- ❑ Inventory (IN)
- ❑ Purchasing (PO)
- ❑ Strategic Sourcing (SS)
- ❑ Supplier Contract Management (SC)

## ❖ Financial (11)

- ❑ Accounts Payable (AP)
- ❑ Accounts Receivable/Billing (AR/BI)
- ❑ Asset Management (AM)
- ❑ Commitment Control (KK)
- ❑ Cash Management (CM)
- ❑ Cost Allocation (CA)
- ❑ General Ledger (GL)
- ❑ Grants Management (GM)
- ❑ Project Costing (PC)
- ❑ Vendor (VND)

# Procurement Modules

# Purchasing (PO)

## ❖ Purchasing

- ❑ Create and manage Purchase Orders used to order goods and services from vendors

Purchase orders are Identified by a unique document ID number that begins with the agency code. This ID number is the reference number used by the vendor when communicating about the order.

# Purchasing (PO)

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## ❖ Key Terms

### ❑ Encumbrance

- The amount that you have committed to spend

### ❑ Purchase Orders (PO)

- External document
- Used to request goods or services from vendors
- Establish encumbrance

### ❑ Receipts

- Internal document to confirm receipt of goods or services as listed on the PO

# Purchasing (PO)

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## ❖ Functions

- ❑ Create POs
- ❑ Change/manage/cancel POs
- ❑ Receiving
  - Create receipts
  - Manage receipts

# eProcurement (ePro)

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## ❖ eProcurement

- ❑ Create and manage requisitions used to initiate the purchase of goods and services

# eProcurement (ePro)

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## ❖ Key Terms

### ❑ Pre-encumbrance

- The amount that you expect to spend

### ❑ Requisitions

- Internal document to initiate the purchasing process
- Establish pre-encumbrance

# eProcurement (ePro)

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## ❖ Functions

- ❑ Requisition entry
- ❑ Requisition sourcing
- ❑ Changing requisitions
- ❑ Canceling requisitions

# Supplier Contract Management (SC)

## ❖ Supplier Contract Management

- ❑ Electronically create and manage Commodity, Professional/Technical (P/T), Construction and other contracts

Supplier contracts can either be purchasing contracts (resulting in a PO), income contracts, or informational records.

# Supplier Contract Management (ePro)

## ❖ Key Terms

### ❑ Commodity Contract

- A contract for goods or non-professional/technical services
- Set up by MMD's Acquisitions Group or by agency users as permissible under their ALP Authority

### ❑ Professional/Technical (P/T) Contract

- Category of contracts that involves services of an intellectual nature
- Created by individual agency

# Supplier Contract Management (SC)

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## ❖ Functions

- ❑ Create contracts
- ❑ Amend contracts
- ❑ Set up and manage contract agreements
- ❑ Set up and manage contract notifications

# Strategic Sourcing (SS)

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## ❖ Strategic Sourcing

- ❑ Obtain goods and services through a competitive bidding and award process

Any vendor can participate in the strategic sourcing process as long as they are registered as a vendor with the state and submit a bid.

# Strategic Sourcing (SS)

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## ❖ Key Terms

### ❑ Event/Solicitation

- A document requesting a response from vendors for goods and/or services needed by the state

### ❑ Bid

- A response to an Event that is submitted by, or on behalf of a vendor

### ❑ Award

- Once all bids are submitted, a vendor (or in some cases, multiple vendors) is chosen to complete the request
- A purchase order is created with an award

# Strategic Sourcing (SS)

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## ❖ Functions

- ❑ Create buy event
- ❑ Event responses
- ❑ Bid analysis
- ❑ Award events

# eSupplier Connection (Sup)

## ❖ eSupplier Connection

- ❑ Supplier portal to manage interactions with the State of Minnesota related to purchasing, bidding and payments

Vendors are able to easily manage their own information through the use of the Supplier Portal.

# eSupplier Connection (Sup)

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## ❖ Key Terms

### □ Vendor

- A person or organization that has a business relationship with the state and/or has registered as a vendor with the state
- Also known as a supplier
- A supplier of goods or services

# eSupplier Connection (Sup)

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## ❖ Functions

- ❑ Bidder registration
- ❑ Vendor review of address & contact information
- ❑ Vendor notifications

# Inventory (IN)

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## ❖ Inventory

- ❑ Electronically track and manage inventory requests

## ❖ Functions

- ❑ Fulfill stock orders
- ❑ Replenish inventory
- ❑ Manage inventory

# Catalog Management (CG)

## ❖ Catalog Management

- ❑ Management and organization of data used in the procurement of goods and services, including items, categories and catalogs

Data in catalog management contains attributes-or inferred information-which makes behind the scenes connections with other modules.

# Catalog Management (CG)

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## ❖ Key Terms

### ❑ UNSPSC

- Acronym for the United Nations Standard Products and Services Code, a universal coding system to classify both products and services for use in eCommerce

### ❑ Category

- A grouping of similar goods or services for reporting purposes and spend analysis, which is represented by the UNSPSC in SWIFT

### ❑ Item

- Any product, material or service established and maintained in the Item Master
- Tends to be specific and used for repetitive purchases

# Catalog Management (CG)

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## ❖ Functions

- ❑ Define and manage Items
- ❑ Manage category codes
- ❑ Define ePro catalogs

# Financial Modules

# Accounts Payable (AP)

## ❖ Accounts Payable

- ❑ Electronically create and manage payments made to vendors

Payments are issued using a warrant or an EFT.

# Accounts Payable (AP)

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## ❖ Key Terms

- ❑ Invoice
  - Document received from the vendor requesting payment
- ❑ Voucher
  - Internal SWIFT document capturing details needed to request payment based on the vendor provided invoice
- ❑ Matching
  - Verification of consistency between a PO, receipt (if required) and voucher
- ❑ Tolerance Range
  - Allows for slightly inexact quantities and amounts on vouchers to match POs and receipts
  - Not included on all POs

# Accounts Payable (AP)

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## ❖ Functions

- ❑ Create vouchers
- ❑ Create journal vouchers
- ❑ Voucher maintenance

# Accounts Receivable

## ❖ Accounts Receivable

- ❑ Manage payments made to the state

Payments are made to the state for a variety of reasons, including the collection of fees and for goods or services provided by the state.

# Accounts Receivable

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## ❖ Key Terms

### ❑ Item

- Once an invoice is created in billing and moves to AR in the Open status, it is called an Item

### ❑ Payment Predictor

- Process that automatically applies payments and closes or reduces open items (invoices) on a customer's account
- Pre-matches payments with invoices to simplify payment processing

### ❑ Dunning Letters

- Notification to a customer that an item (invoice) is past due
- Includes the overdue amount and due date

# Accounts Receivable

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## ❖ Functions

- ❑ Create deposits
- ❑ Apply payments
- ❑ Manage customer collections

# Billing

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## ❖ Billing

- ❑ Manages billing process to customers purchasing products or services

A customer is any Individual, company, or other state agency to whom goods or services are provided.

# Billing

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## ❖ Key Terms

### □ Invoice

- Bill that has been printed
- Invoice ID becomes the AR Open Item

### □ Pro Forma

- Internal “sample” copy of an invoice which allows errors to be corrected before invoice is generated
- Identical to an invoice except
  - The word “Pro forma” appears at the top of the page instead of “Invoice”
  - Estimated due date is printed instead of the actual due date

# Billing

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## ❖ Functions

- ❑ Create bills
- ❑ Adjust bills
  - Credit entire bill
  - Credit entire bill and rebill

# Grants Management (GM)

## ❖ Grants Management

- ❑ Track projects funded by an outside sponsor

Grants can be received from a variety of sources, including the federal government, private companies, and non-profit organizations.

# Grants Management (GM)

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## ❖ Key Terms

### □ Sponsor

- Entity providing funding for one or more projects
- Can be an external source or internal agency

### □ Proposal

- Details about the sponsor, project(s) and activity(ies) funded by the grant
- Project budget
- Used to generate an award, active projects, and a customer contract between the sponsor and the state agency

# Grants Management (GM)

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## ❖ Functions

- ❑ Create contract
- ❑ Update contract project information
- ❑ Award set up

# Project Costing (PC)

## ❖ Project Costing

- ❑ Enables agencies to track and report on costs associated with a specific project

A project can be created for agency-directed initiatives even when there is no grant involved.

# Project Costing (PC)

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## ❖ Key Terms

### ❑ Project ID

- A unique number assigned to a project, manually entered when the project is created

### ❑ Project Status

- Determines whether the project is active for processing transactions
- If the status is inactive, the Project ID cannot be used as a valid chartfield value

### ❑ Control Dates

- By default, the control dates match the project start and end date but can be changed as necessary
- Allows the Project ID to be used even after the project ends in order to pay any project costs that come in after the project end date

# Project Costing (PC)

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## ❖ Functions

- ❑ Create projects
- ❑ Create/adjust project budgets
- ❑ Maintain projects

# Asset Management (AM)

## ❖ Asset Management

- ❑ Manage, track and account for state-owned assets

Assets are tracked in SWIFT with an Asset ID, an identification number assigned to a specific asset by SWIFT.

An asset tag is a barcode identifier, usually a sticker on the item, used to aid in the physical inventory and tracking process.

# Asset Management (AM)

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## ❖ Key Terms

- ❑ Asset
  - Tangible and intangible items owned or leased by the state
- ❑ Capital Asset
  - Assets with a value greater than \$30,000 that are reported in the CAFR
- ❑ Non-capital Asset
  - Assets with value less than \$30,000 but greater than the current agency threshold, typically \$5,000
  - Not reported in the CAFR, but recorded on agency balance sheets and income statements
- ❑ Sensitive Asset
  - Assets with a value less than the agency threshold, typically \$5,000, that the agency wants to track
  - Either counted in a physical inventory or assigned to an individual or custodian

# Asset Management (AM)

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## ❖ Functions

- ❑ Record and track assets
- ❑ Calculate depreciation
- ❑ Dispose of assets

# Commitment Control (KK)

## ❖ Commitment Control

- ❑ Create, manage and track budgets as well as provide budgetary control

Once the state legislature approves a budget bill and it is signed into law, the budget is entered into commitment control.

# Commitment Control (KK)

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## ❖ Key Terms

### ❑ Budget Check

- Verification of budget line (ChartField string)
- Verification of fund availability

### ❑ Budget Period

- Time segment to divide budgets
- For non-projects, period represents one fiscal year
- For continuing appropriations, it represents the original year of funding

# Commitment Control (KK)

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## ❖ Functions

- ❑ Define budgets
- ❑ Budget journals
- ❑ Budget transfers

# General Ledger (GL)

## ❖ General Ledger

- ❑ Central repository of all financial transactions

The general ledger is considered the end point of accounting transactions. Once a transaction is created, the details are summarized in order to get an accurate high level picture of the state's finances at any given point.

# General Ledger (GL)

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## ❖ Key Terms

### ❑ Business Unit

- Represents an entity in SWIFT
- Generally corresponds to an agency
- All agencies use MN001 in GL and KK

### ❑ Journal Entry

- Process to summarize module transactions and move the data to the GL
- Includes data from SWIFT as well as SEMA4
- Can be created manually or automatically

# General Ledger (GL)

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## ❖ Functions

- ❑ Create journals
- ❑ Import journals
- ❑ Maintain Chart of Accounts
- ❑ Year-end close

# Vendor (VND)

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## ❖ Vendor

- ❑ Management of vendor information needed for purchasing and paying for goods and services

## ❖ Functions

- ❑ Vendor entry
- ❑ Vendor maintenance
- ❑ Vendor demographics

# Cost Allocation (CA)

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## ❖ Cost Allocation

- ❑ Used to distribute dollar amounts across Business Units, departments, projects and activities

## ❖ Functions

- ❑ Process allocations
- ❑ Capture labor costs

# Cash Management (CM)

## ❖ Cash Management

- ❑ Configure and reconcile bank transactions as well as manage relationships in the bilateral netting process

Many of the functions happening in this module are done behind the scenes.

# Cash Management (CM)

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## ❖ Key Terms

### ❑ Bilateral Netting

- Inter-agency payments
- Process to issue payments to other state agencies
- Matches AP vouchers and AR invoices

# Cash Management (CM)

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## ❖ Functions

- ❑ Cash positioning
- ❑ Bank account reconciliation
- ❑ Bilateral netting

# General Terms

# General

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## ❖ Key Terms

### ❑ Batch Process

- A process that is run to process multiple transactions (also known as “batch jobs”)
- Can be scheduled to run at various times throughout the day or on a pre-defined batch schedule

### ❑ Process Monitor

- A page to view the status of submitted processes

### ❑ Report Manager

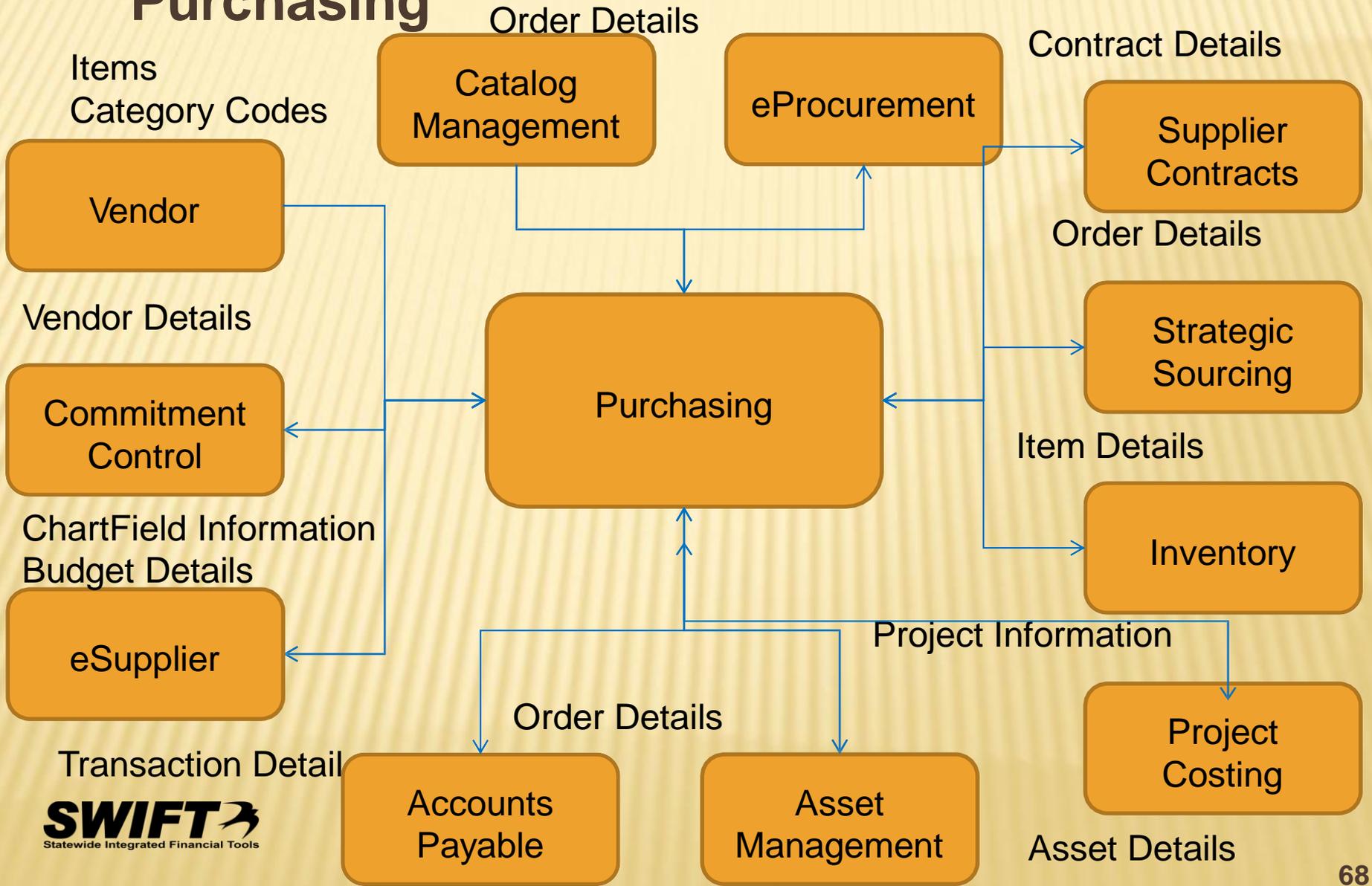
- A page to view reports generated from within SWIFT

### ❑ Workflow

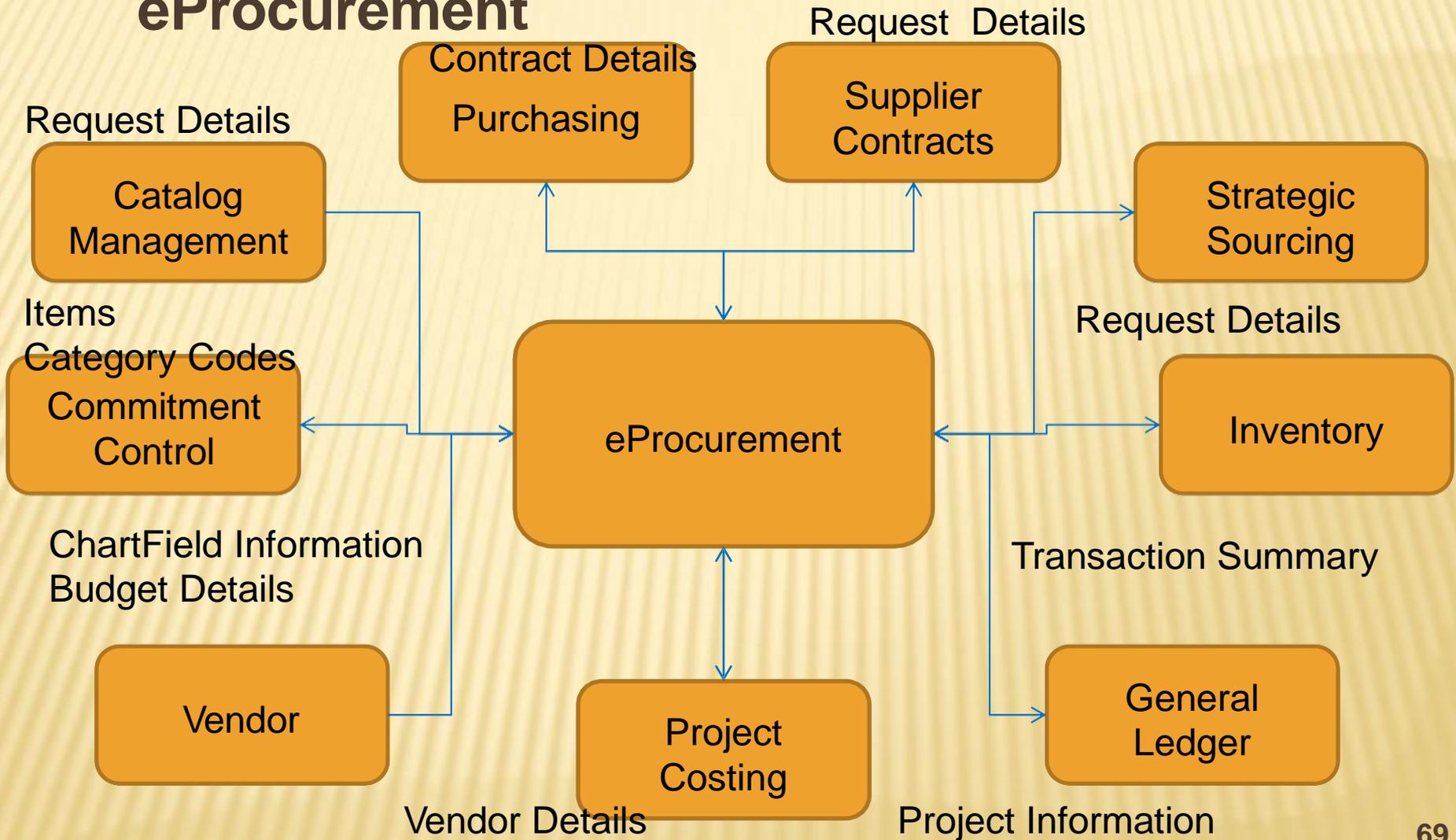
- Automatically and electronically route data

# Module Integration

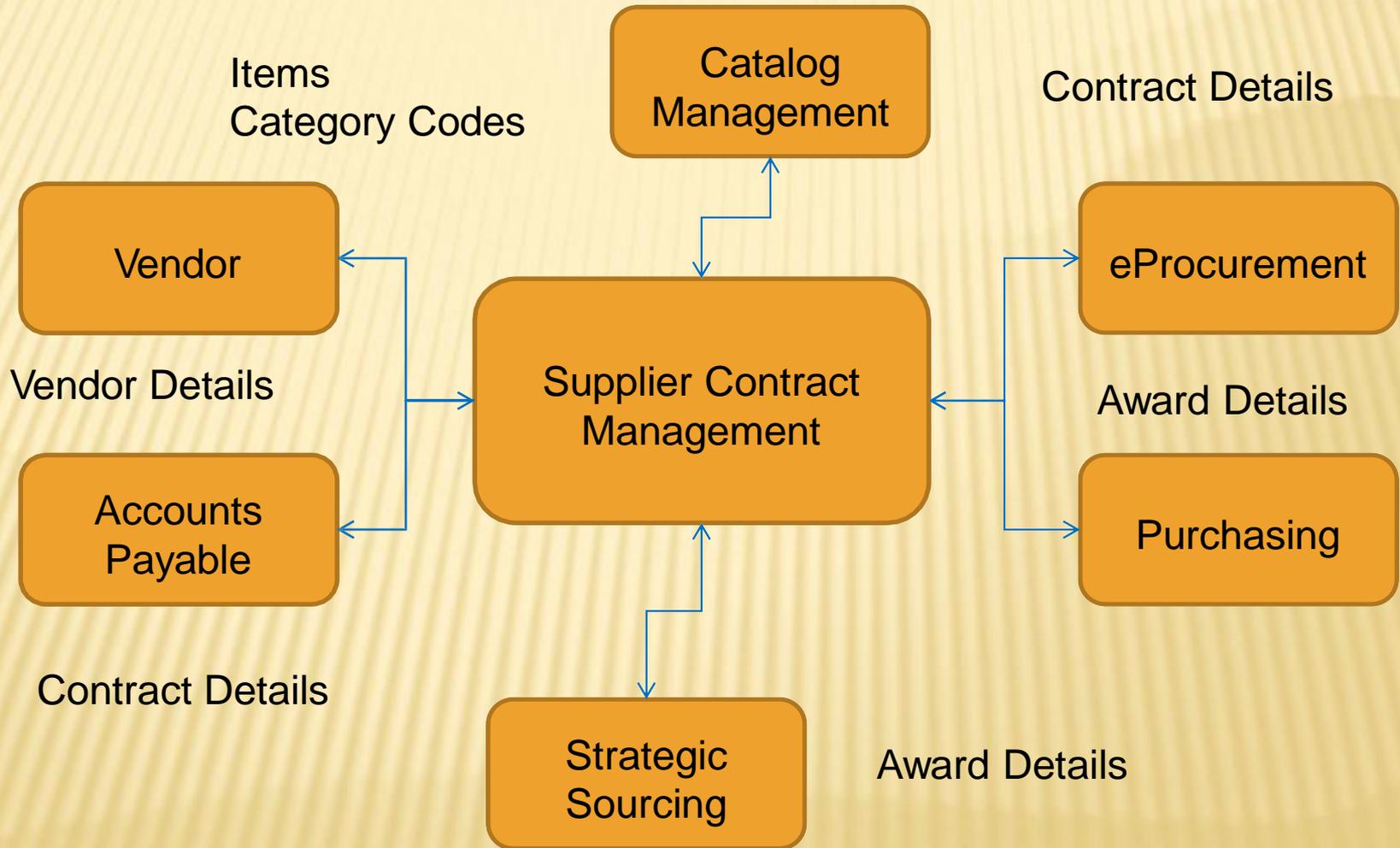
# Purchasing



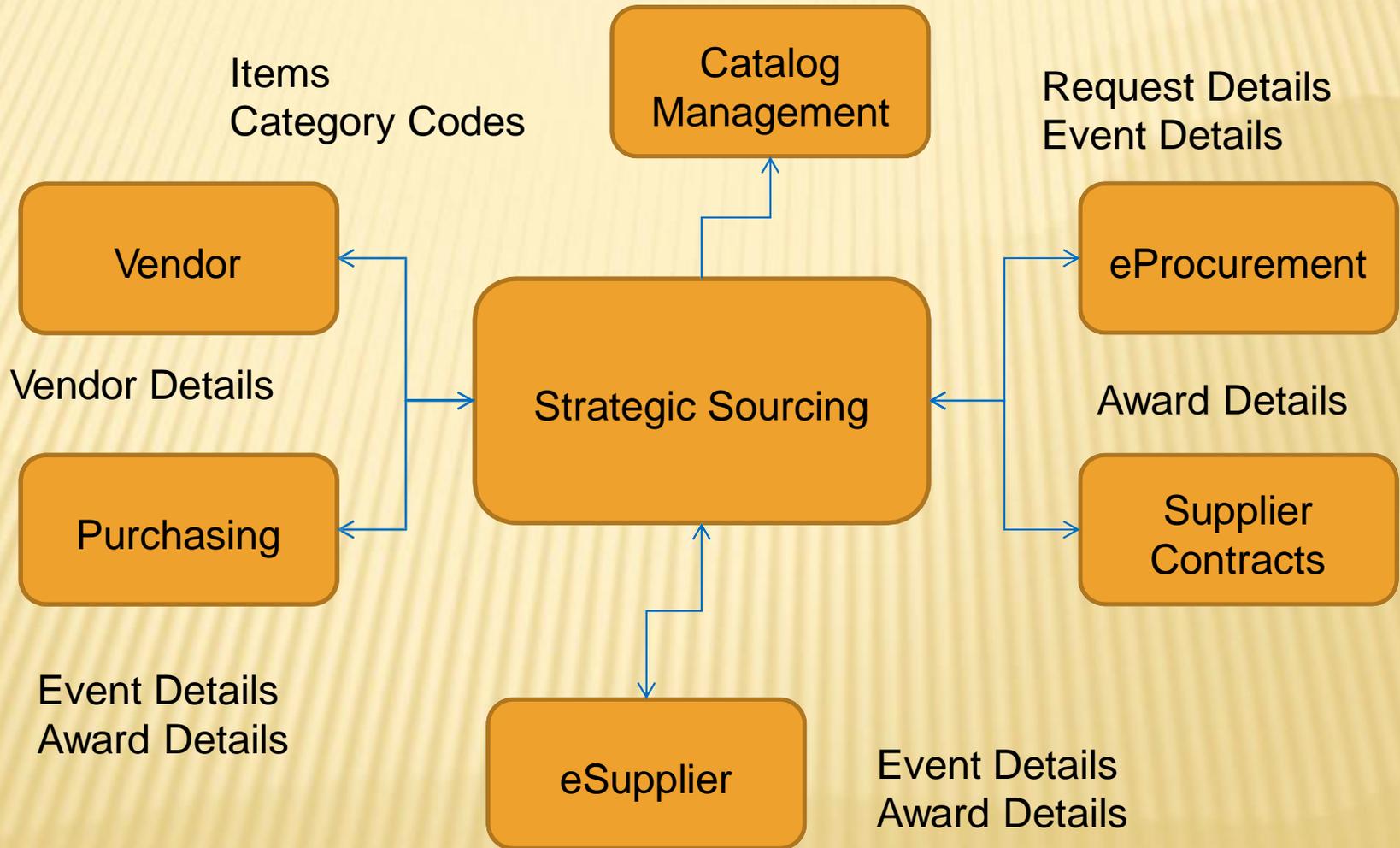
# eProcurement



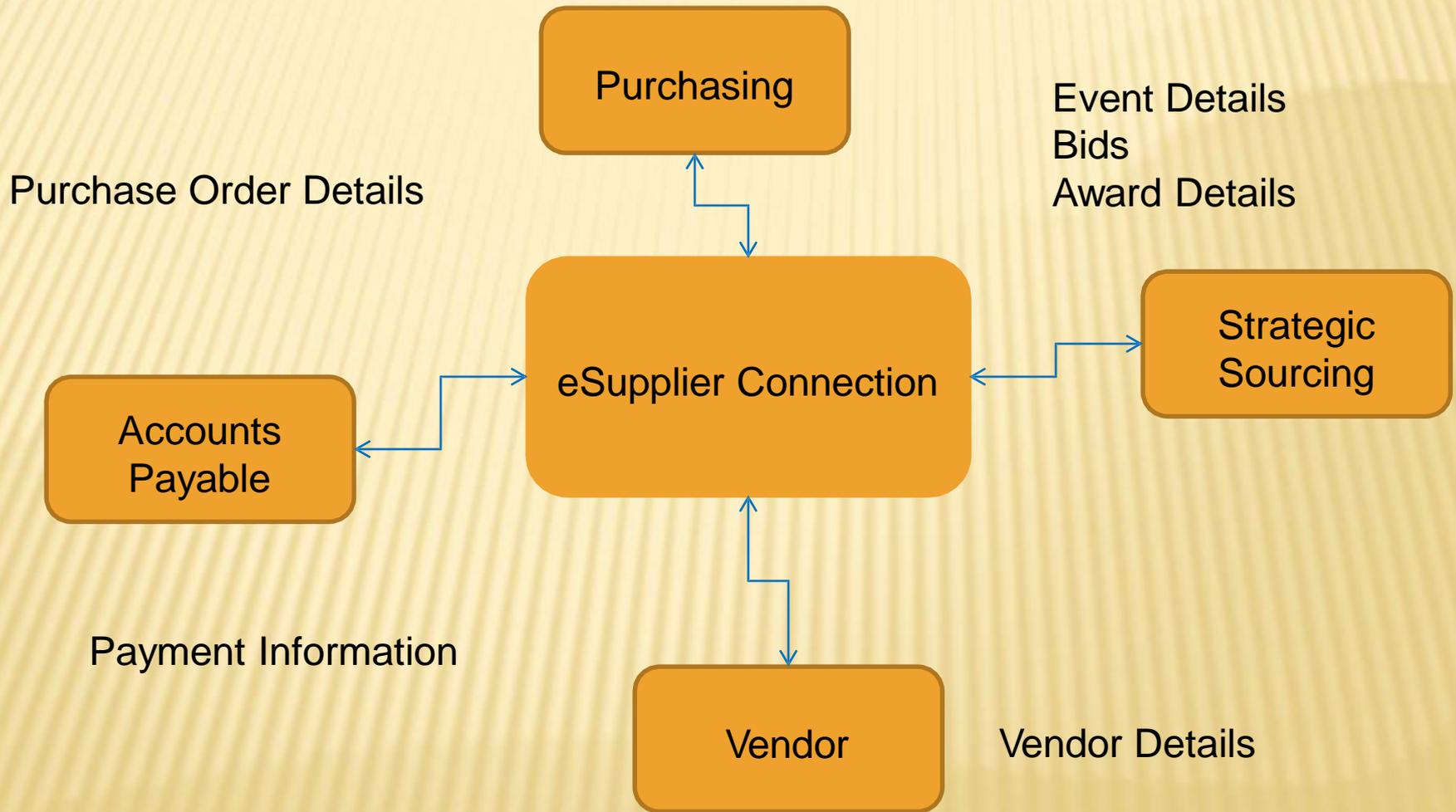
# Supplier Contract Management



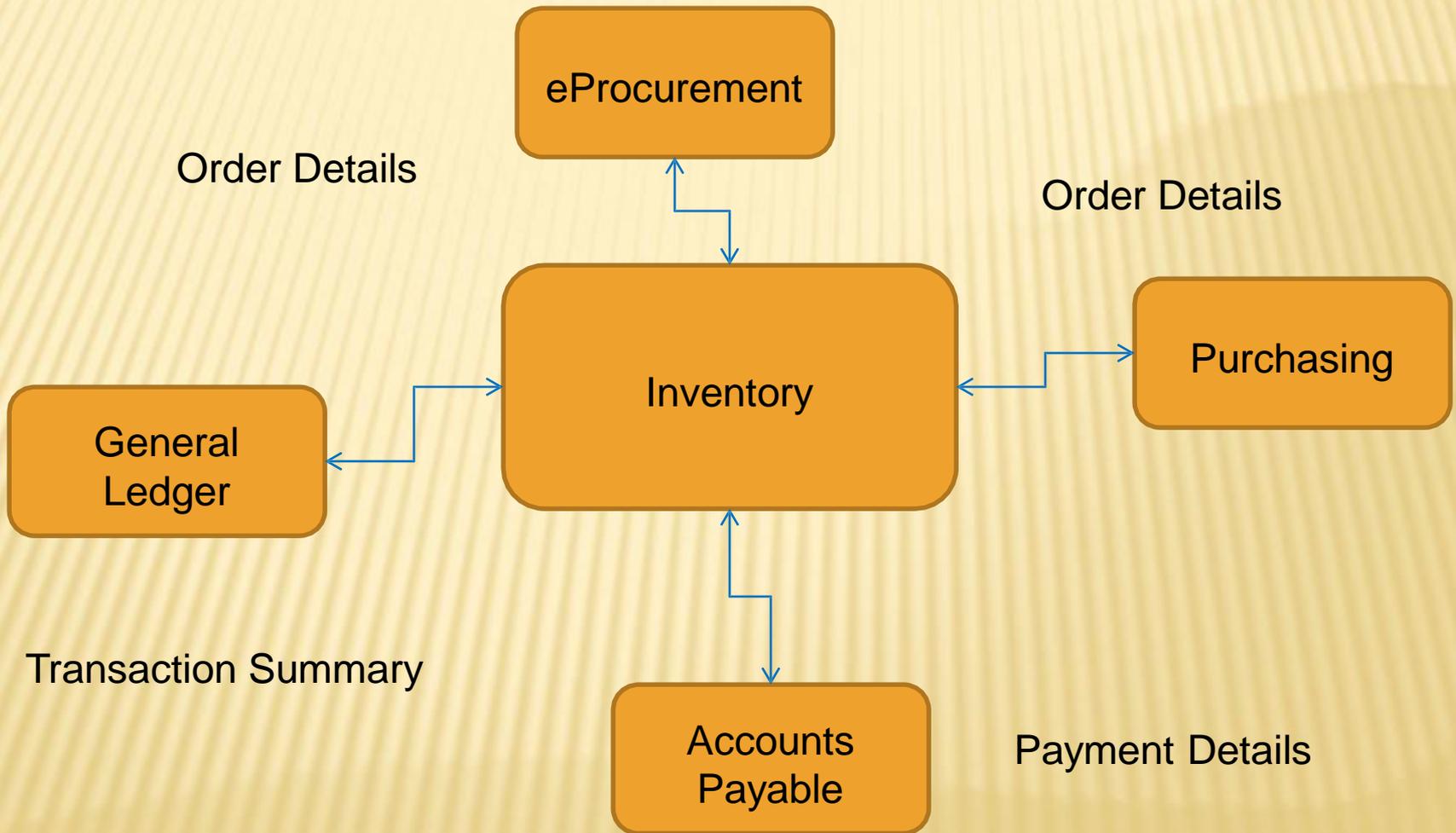
# Strategic Sourcing



# eSupplier Connection



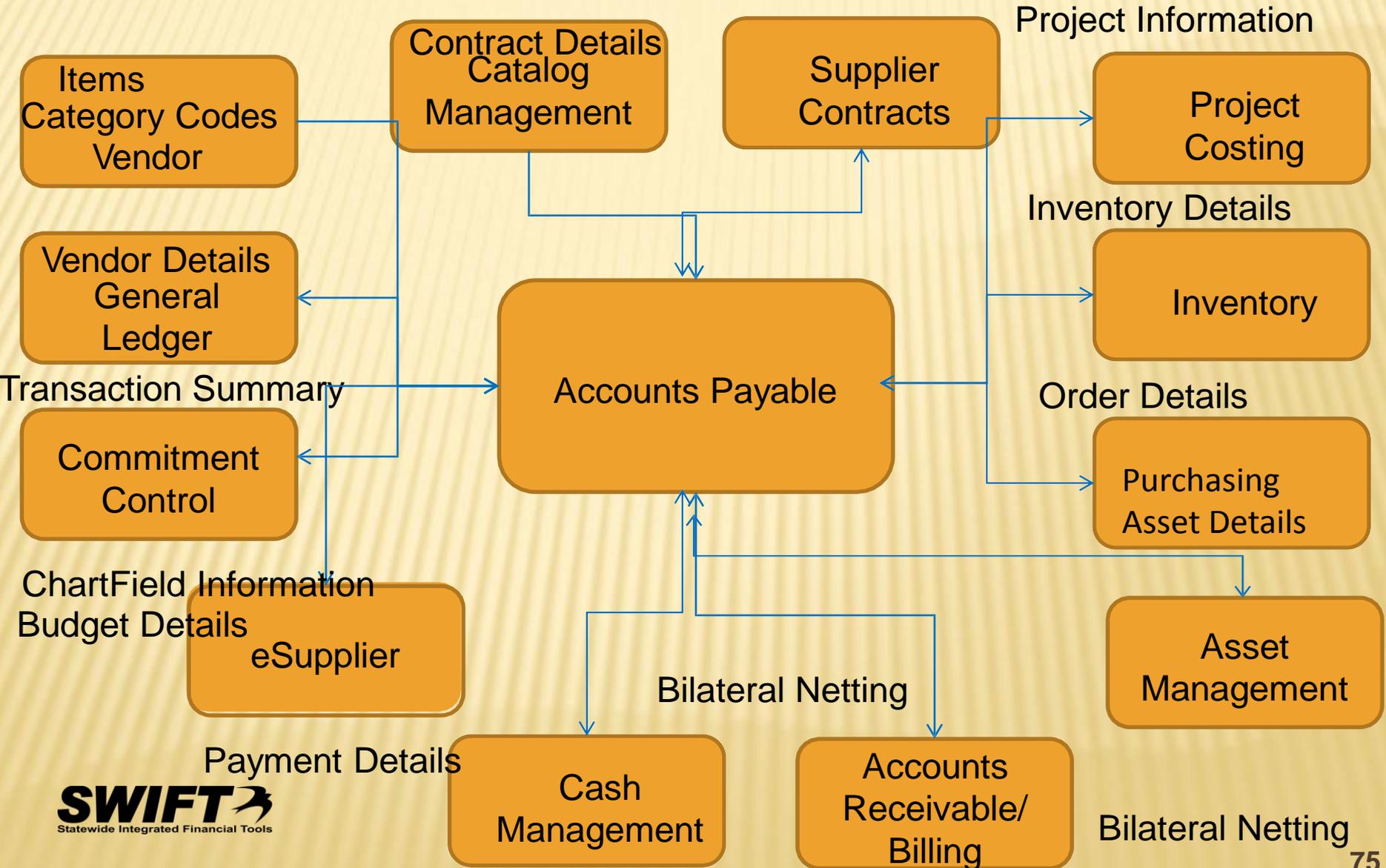
# Inventory



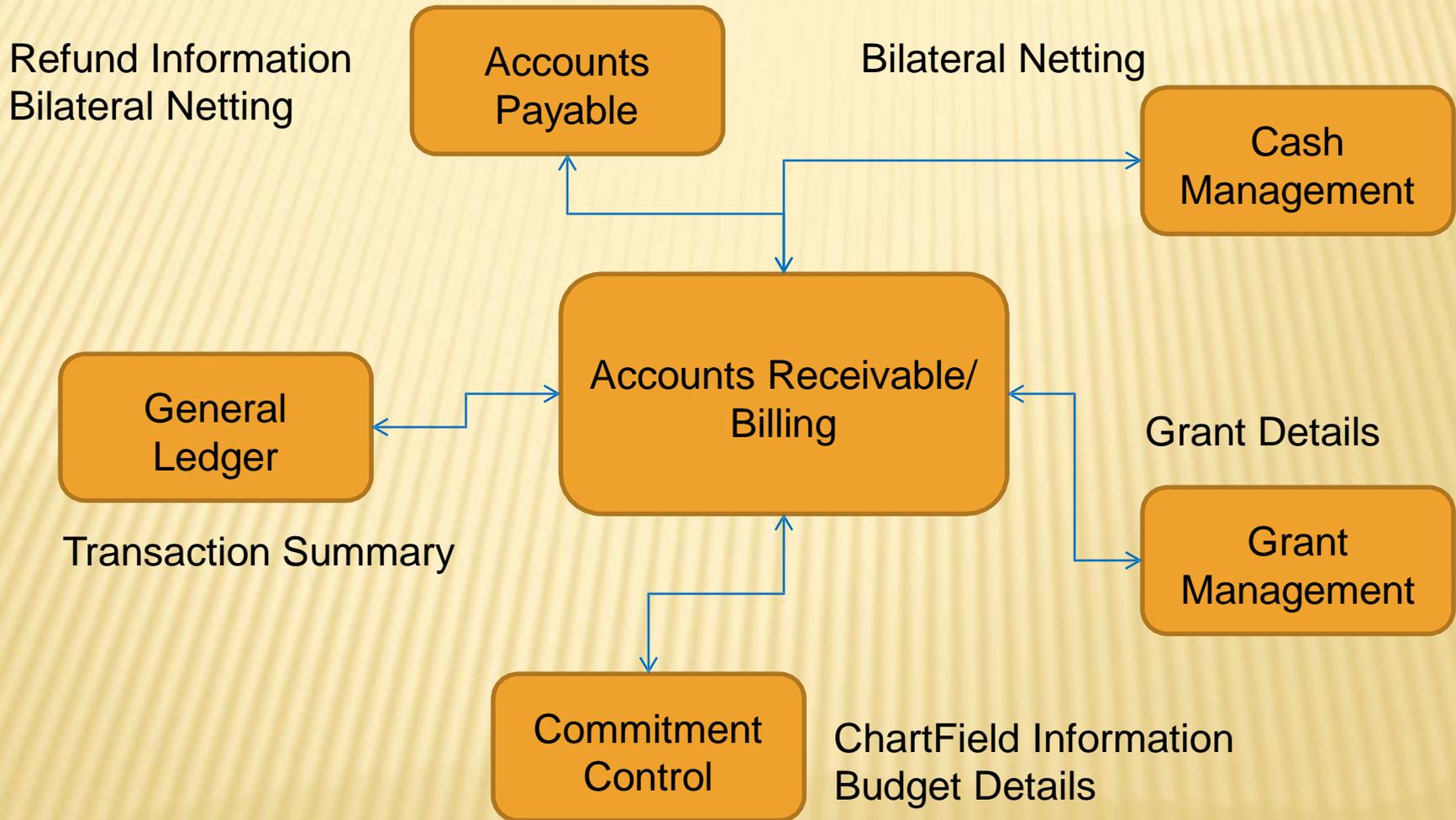
# Catalog Management



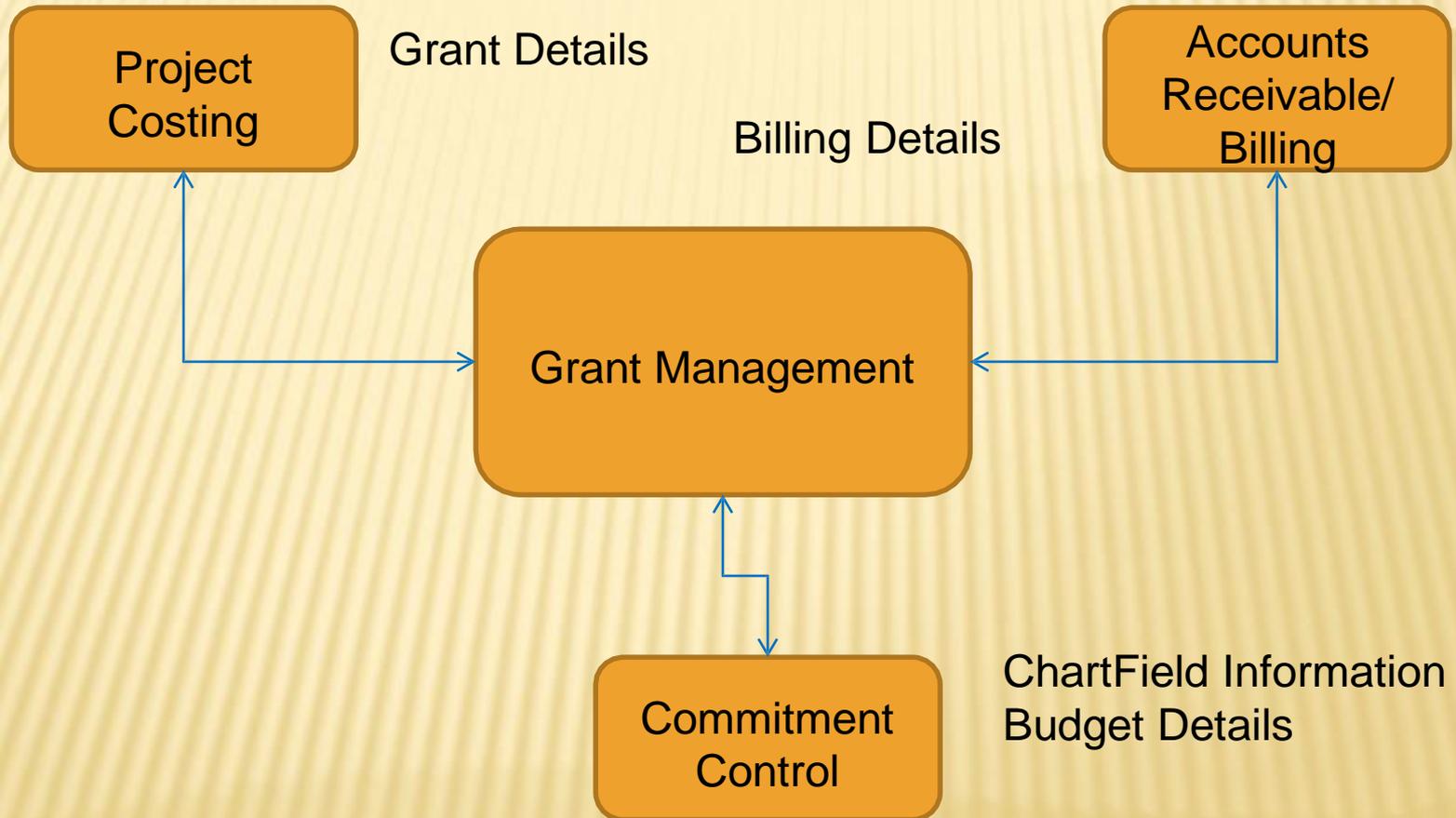
# Accounts Payable



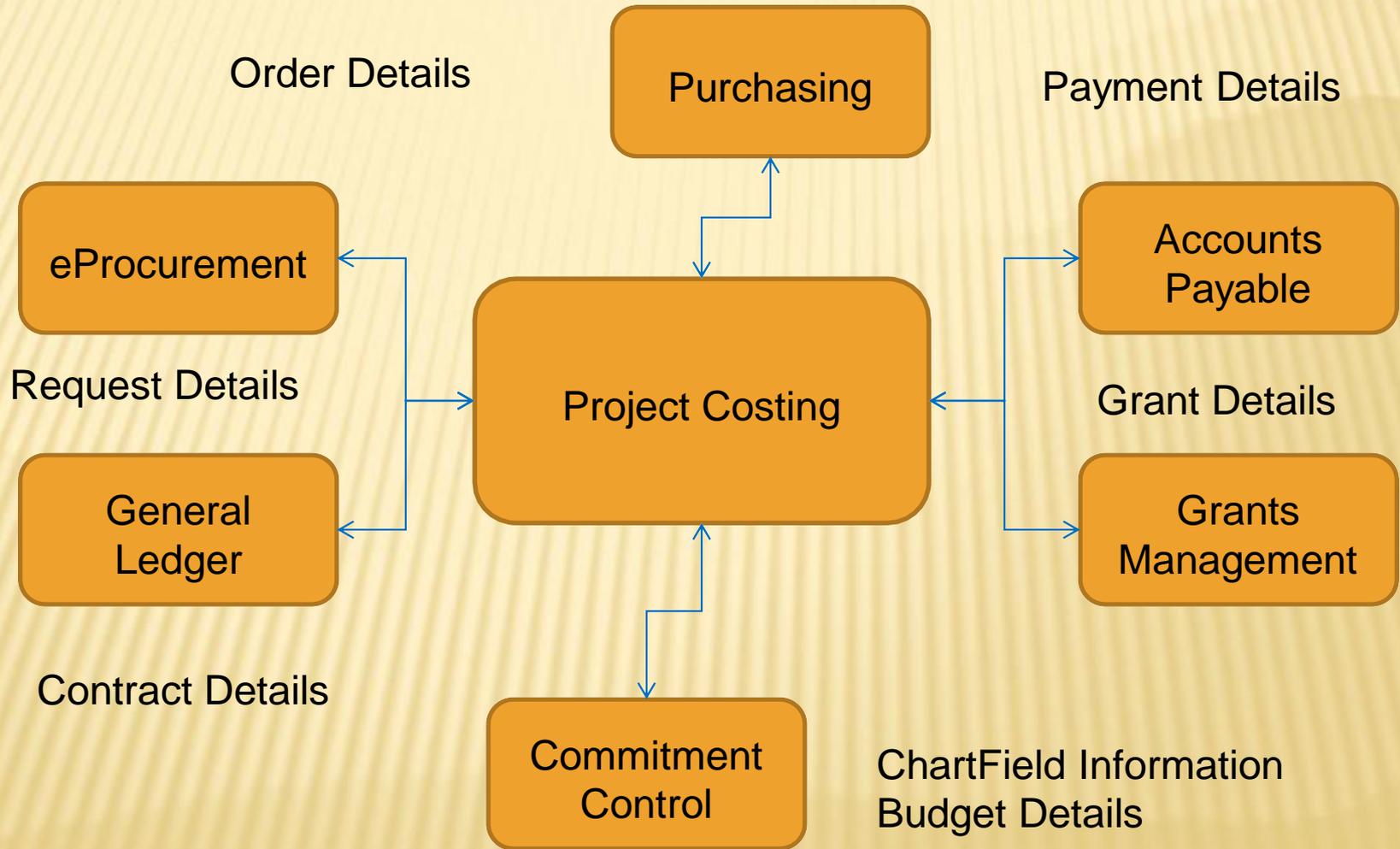
# Accounts Receivable/Billing



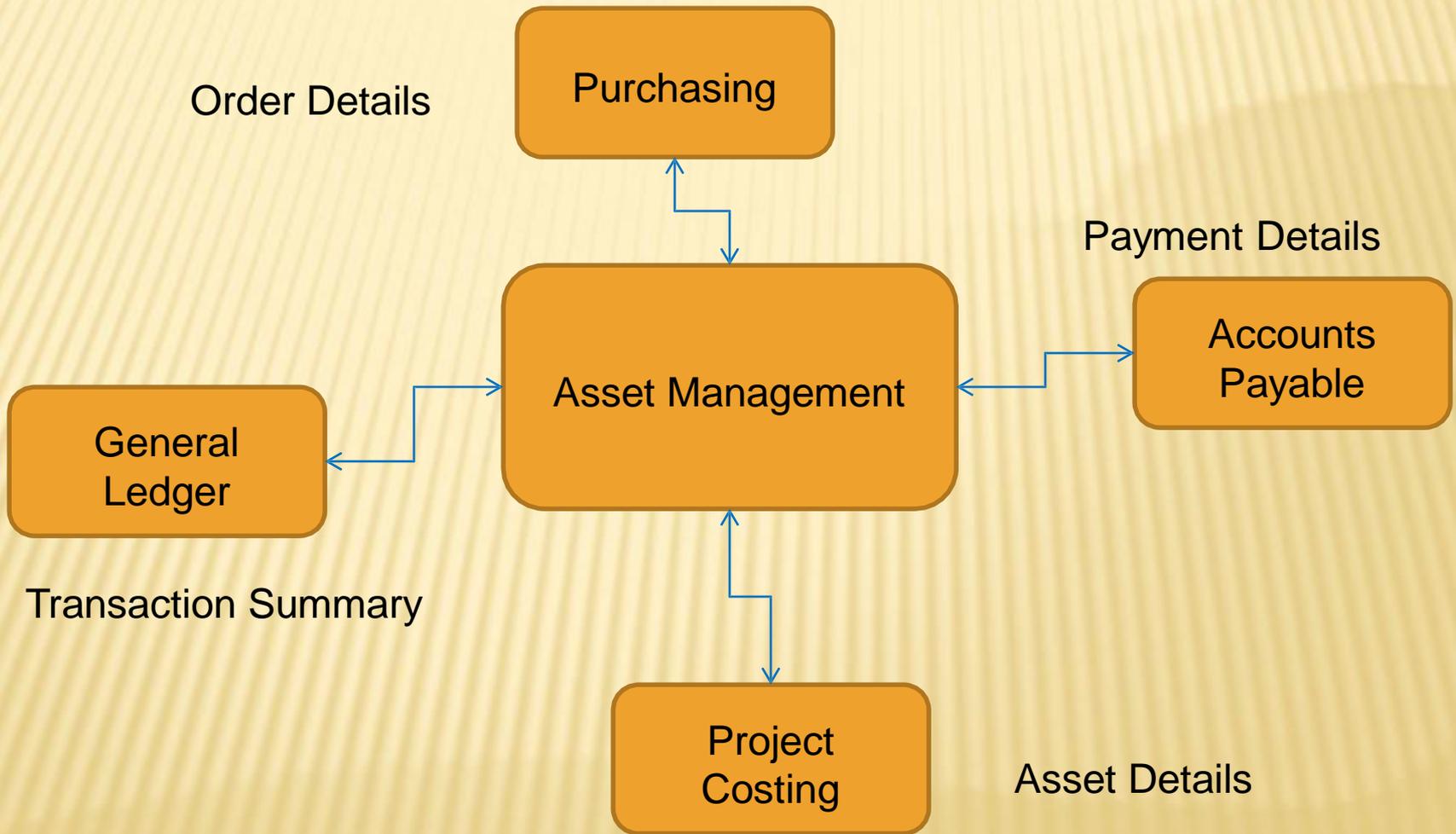
# Grant Management



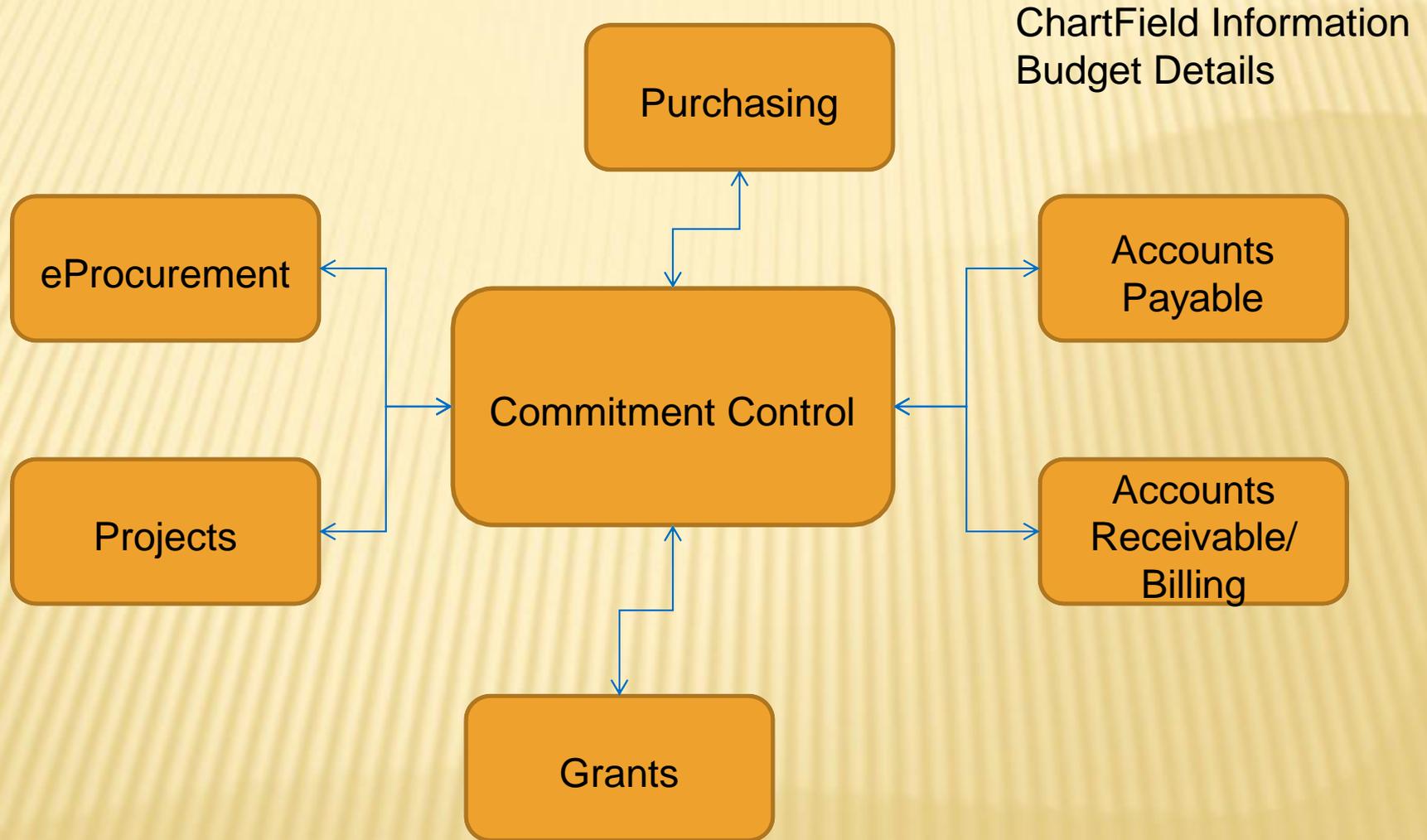
# Project Costing



# Asset Management

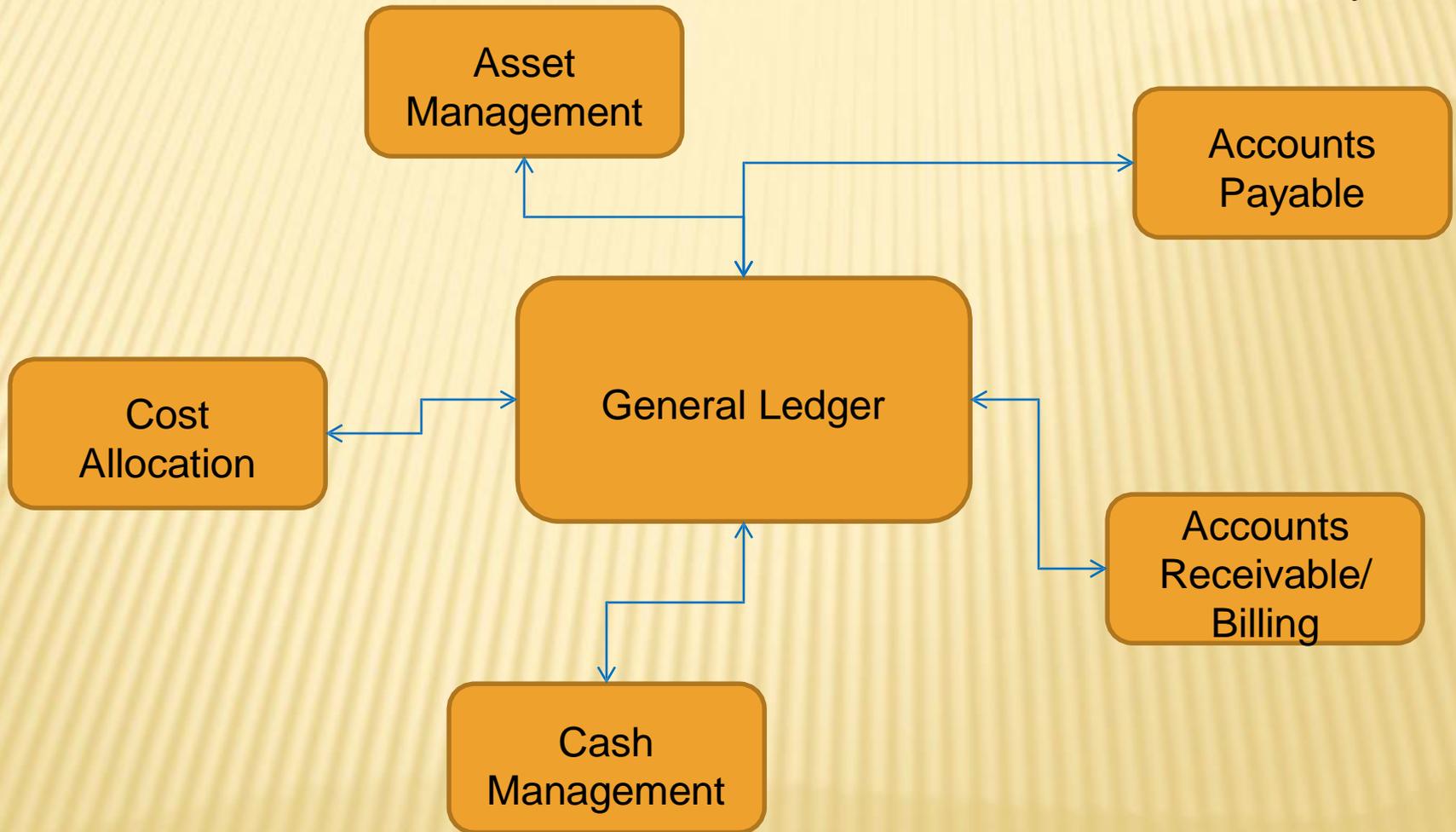


# Commitment Control

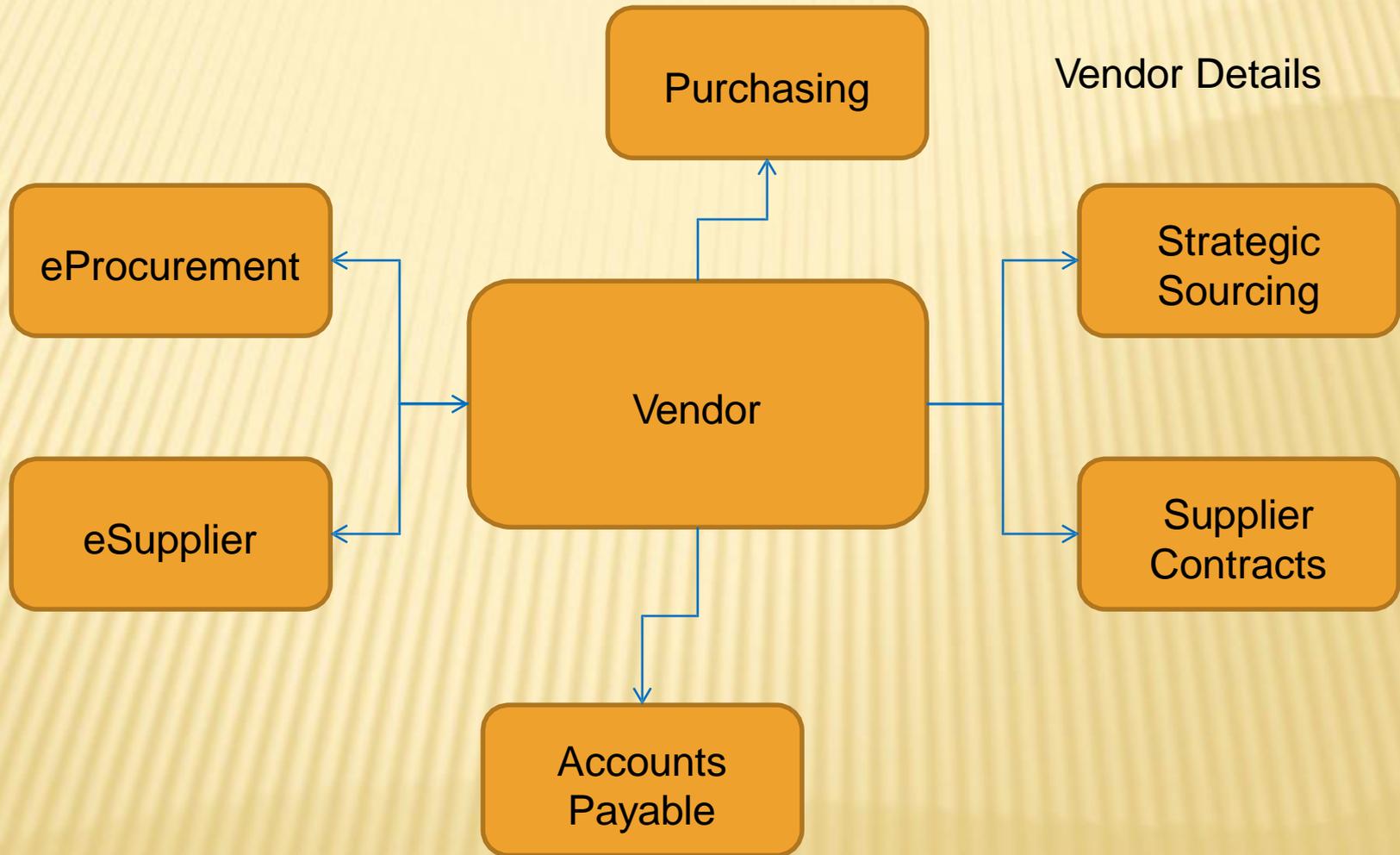


# General Ledger

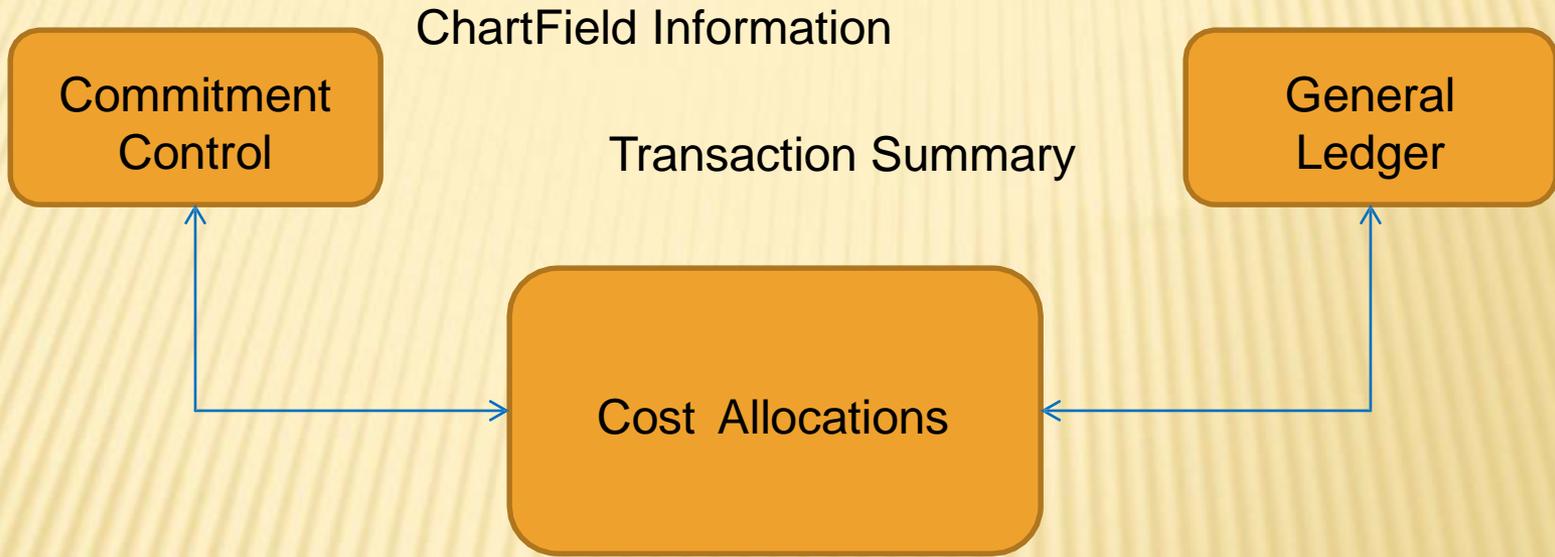
Transaction Summary



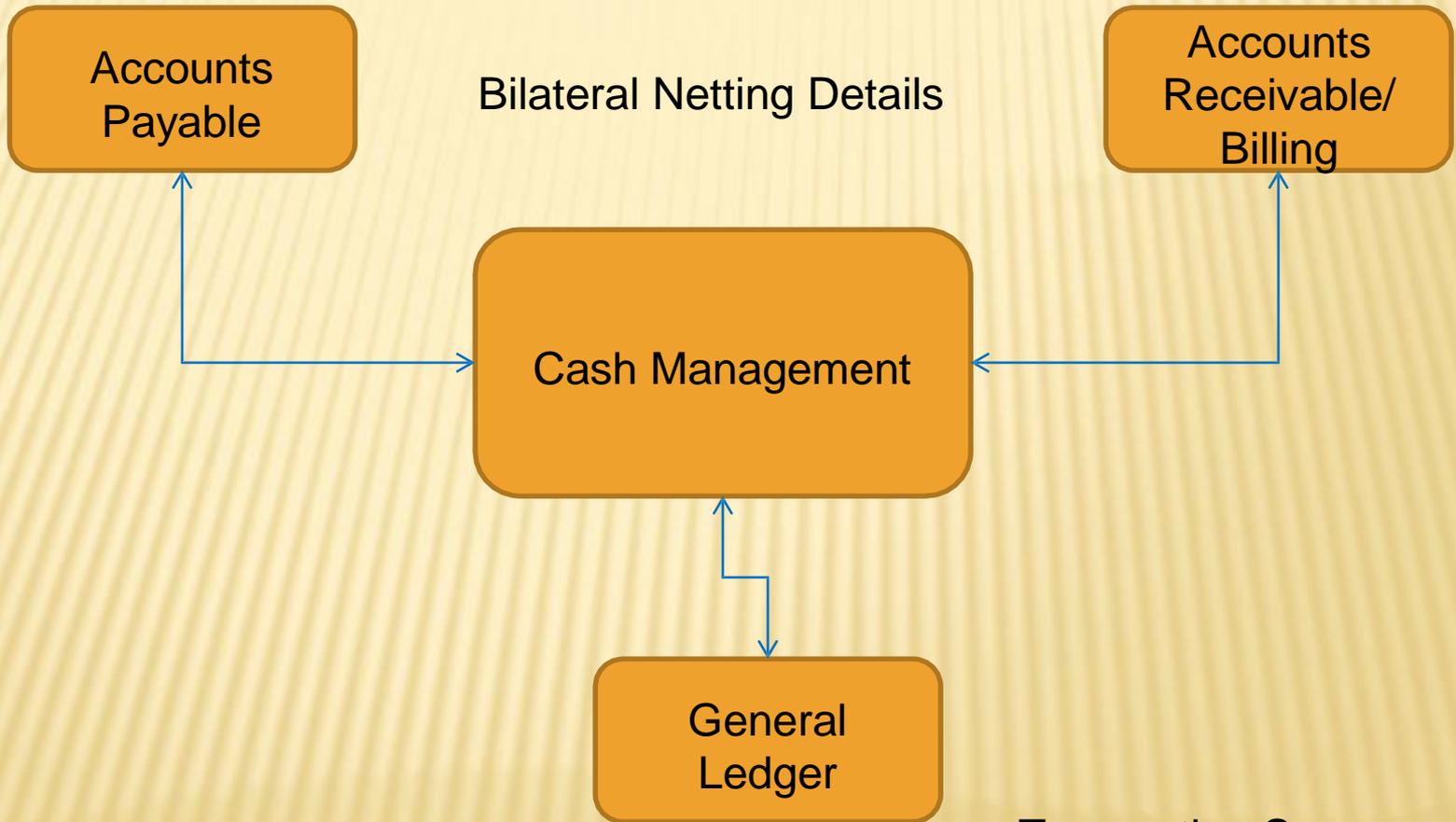
# Vendor

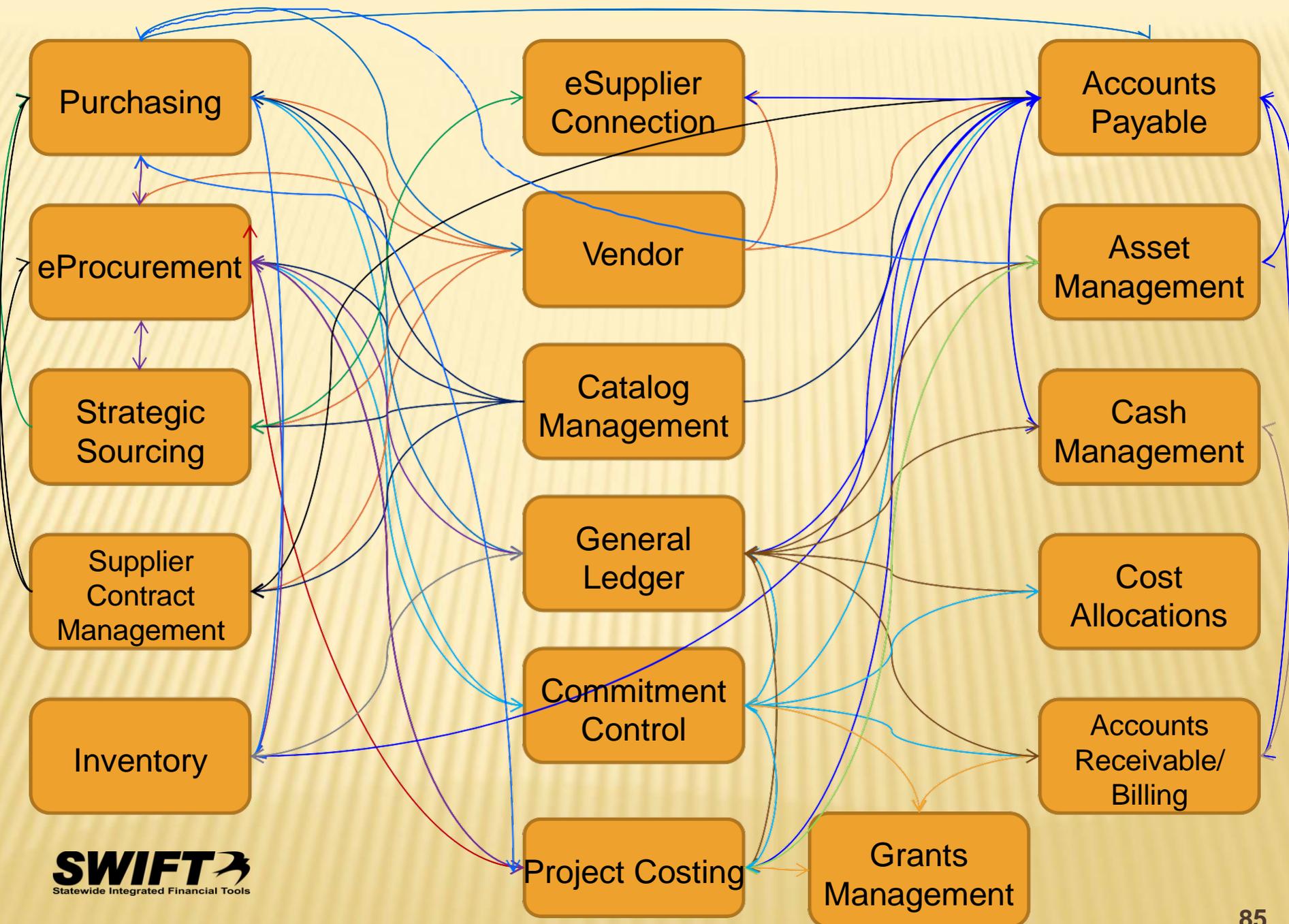


# Cost Allocations



# Cash Management

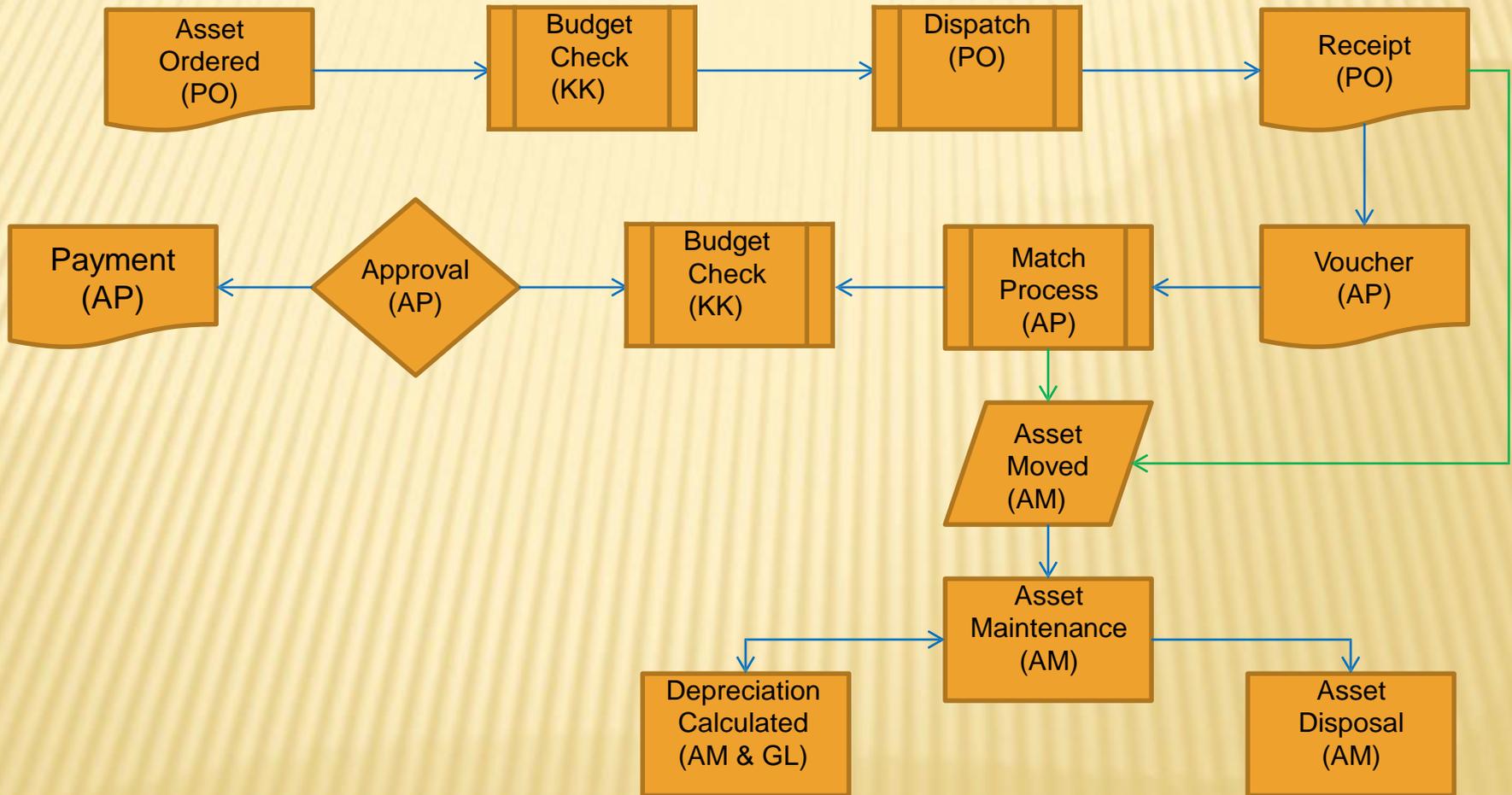




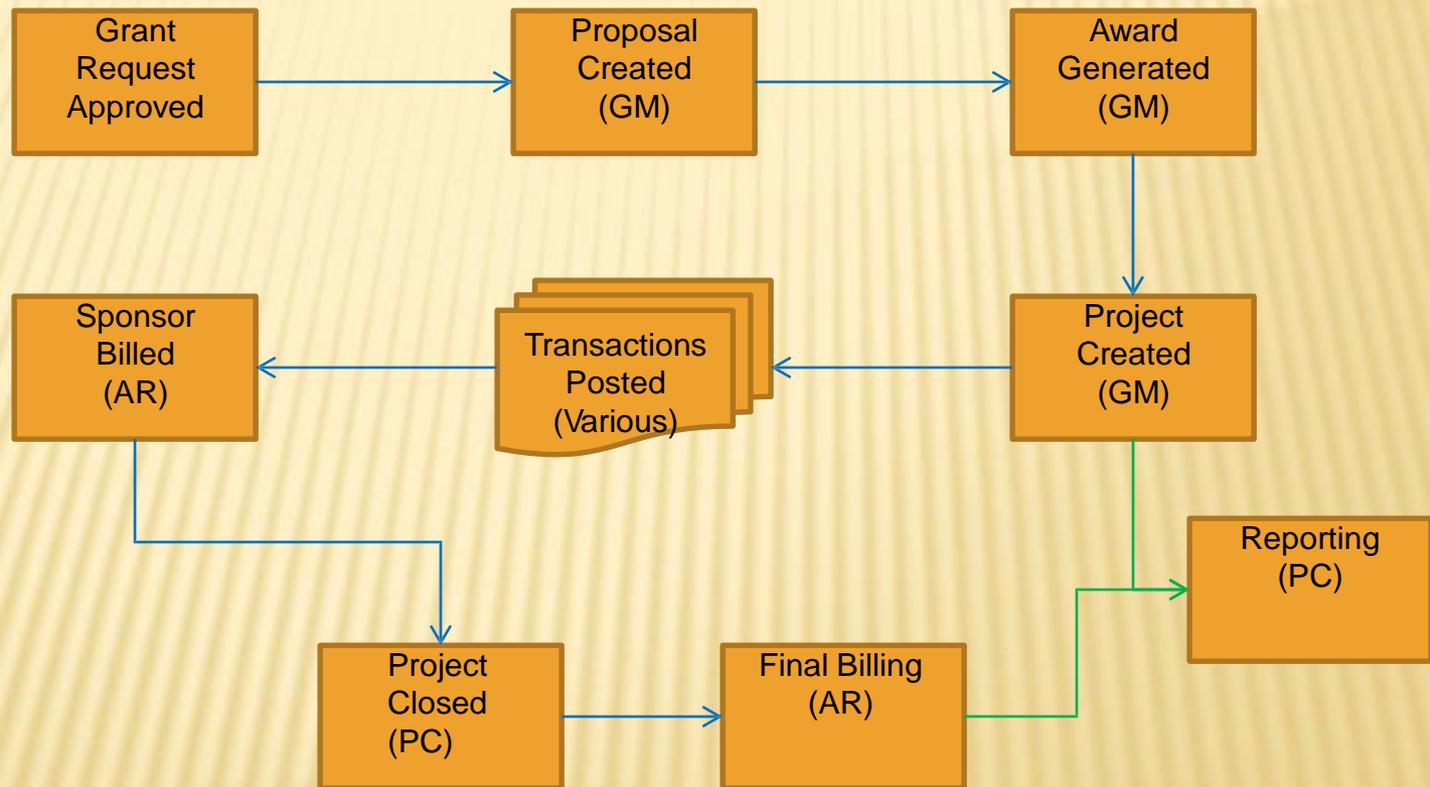
# SWIFT Lifecycles



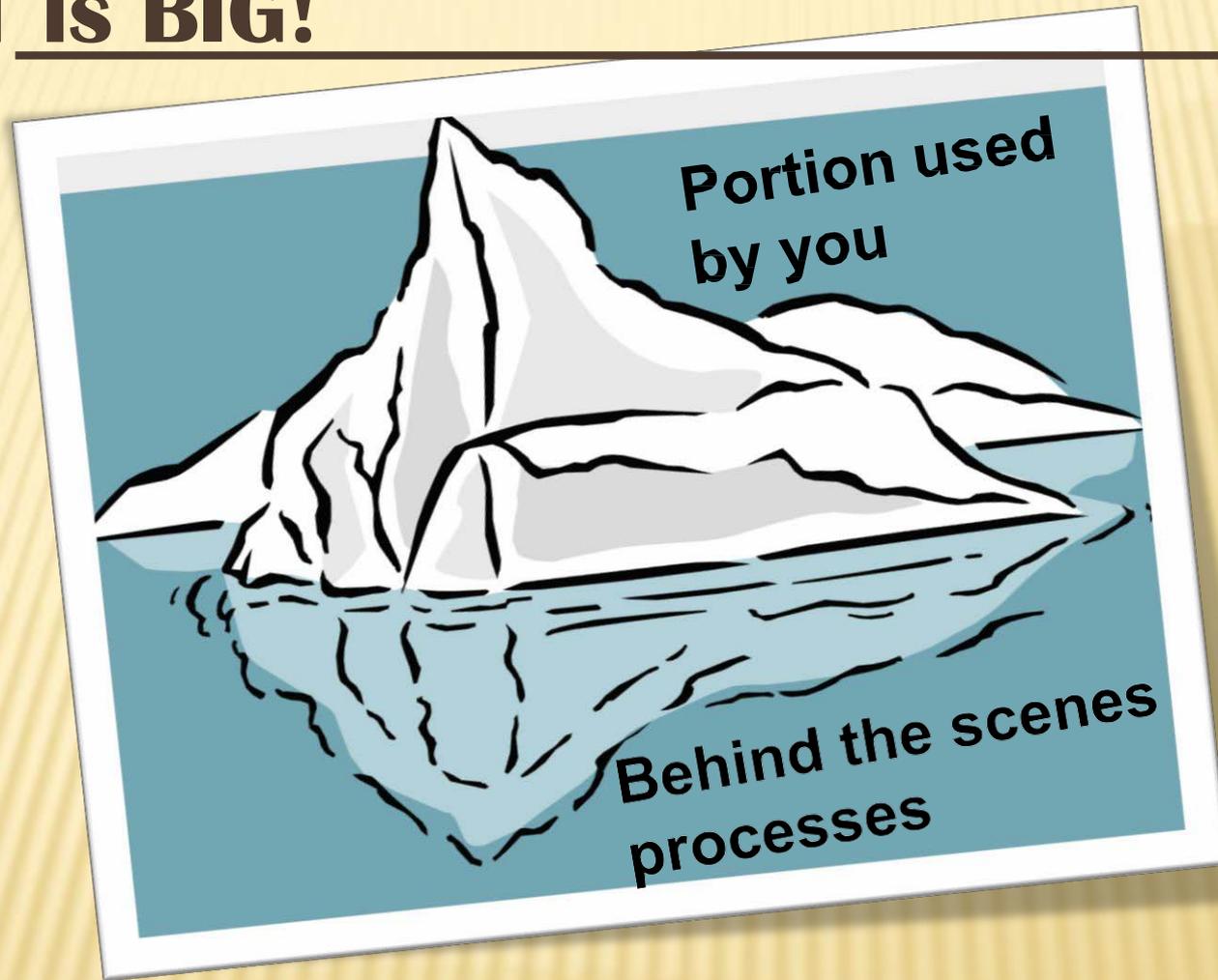
# Asset Lifecycle



# Grant/Project Lifecycle



# SWIFT is BIG!



# You are part of a team!

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- ❑ Look at classes/topics outside your area to get a better understanding of how they work together
- ❑ Get to know your team members and who the experts are
- ❑ Talk to others on your team and share information

*“Gettin' good players is easy. Gettin' 'em to play together is the hard part.” ~Casey Stengel*

# Chart of Accounts

# Chart of Accounts

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## ❖ **Backbone of the financial system**

- ❑ Provide a common language for classifying the state's business transactions
- ❑ Allows for consistency in recording, reporting and analysis
- ❑ Allows for organization and structure of business transactions

## ❖ **Composed of individual values known as ChartFields**

# ChartFields

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- ❖ **Each ChartField has its own attributes**
  - ❑ Represents a specific type of data
- ❖ **ChartFields are grouped together into a ChartField string**
  - ❑ Summarizes accounting information
  - ❑ Identify specific details of a transaction
- ❖ **Not all ChartFields are used in all situations**
  - ❑ Some ChartFields are required; others are optional depending on the situation
  - ❑ Use of multiple ChartFields allows a more detailed level of reporting financial information

# SWIFT ChartFields

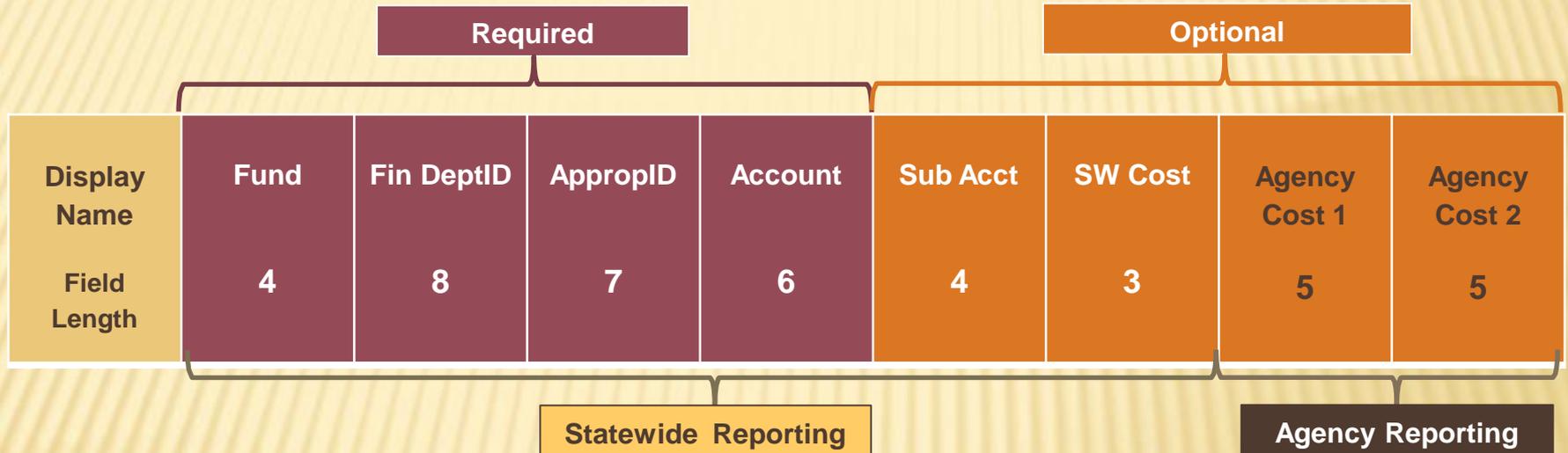
Required

Display Name	Fund	Fin DeptID	AppropID	Account
Field Length	4	8	7	6

# SWIFT ChartFields

	Required				Optional			
Display Name	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agency Cost 1	Agency Cost 2
Field Length	4	8	7	6	4	3	5	5

# SWIFT ChartFields



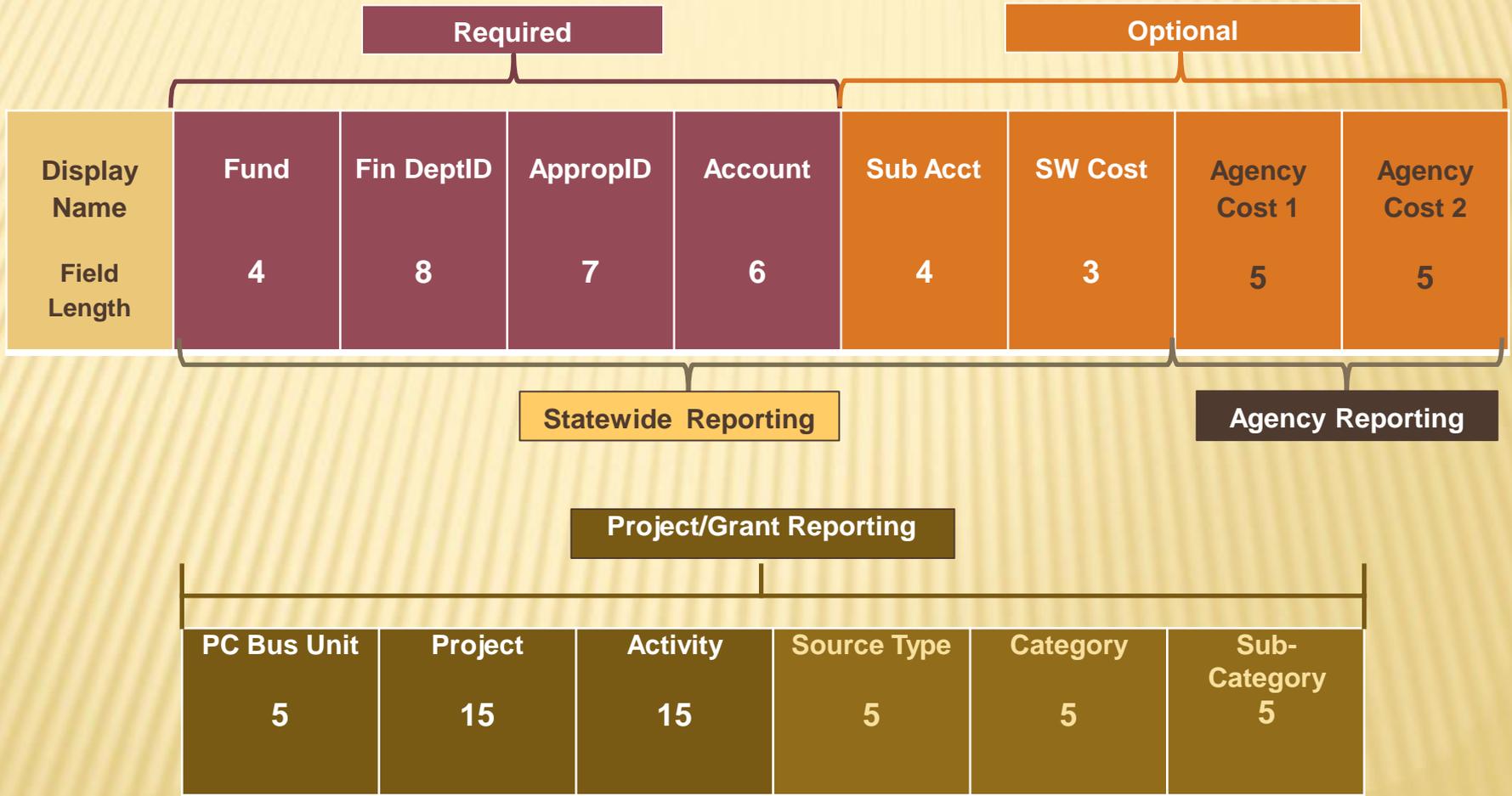
# SWIFT ChartFields

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## Project/Grant Reporting

PC Bus Unit	Project	Activity	Source Type	Category	Sub-Category
5	15	15	5	5	5

# SWIFT ChartFields



# Required ChartFields

## ❖ Fund

- ❑ Four numeric characters
- ❑ Used statewide
- ❑ Self-balancing group of accounting records
  - Segregated for the purpose of:
    - Carrying on specific activities
    - Attaining certain objectives in accordance with specific regulations, restrictions or limitations



# Required ChartFields

## ❖ FinDeptID



- ❑ Eight alpha-numeric characters
- ❑ Used statewide
- ❑ Identifies the responsible party for the transaction
- ❑ Values are *Smart Coded*
  - 1<sup>st</sup> three digits=agency code
  - 4<sup>th</sup> digit=budget-level identifier
    - 0=Agency
    - 1=Appropriation
    - 2=Allotment
    - 3=Expense Budget
    - 4&5=Optional Transactions
    - 8=Revenue Only
  - 5<sup>th</sup>-8<sup>th</sup> digit=agency discretion

Note: DeptIDs used in SWIFT are not the same as SEMA4 departments

# Required ChartFields

## ❖ Appropriation ID

AppropID

7

- ❑ Seven alpha-numeric characters
- ❑ Used statewide
- ❑ Represents a single appropriation account
  - Unique by budget program and budget activity
  - Corresponding to all or a portion of an amount specified by a legal citation
- ❑ It is unique for every appropriation in SWIFT

# Required ChartFields

## ❖ Account

- ❑ Six numeric characters
- ❑ Used statewide
- ❑ Classifies the nature of a transaction
- ❑ Smart Coding convention
  - 1=Asset
  - 2=Liability
  - 3=Equity
  - 4=Expenditure
  - 5,6=Revenue
  - 9=Statistical



# Optional ChartFields

## ❖ Sub Account

Sub Acct

4

- ❑ Four numeric characters
- ❑ Agency level reporting
  - Values are defined by each agency within a pre-assigned agency specific range
- ❑ Provides more detailed level of revenue reporting
  - Not associated with a particular revenue account

# Optional ChartFields

## ❖ Statewide Cost

- ❑ Three numeric characters
- ❑ Defined by MMB
- ❑ Used to capture significant non-budgeted events
  - For example, natural disaster relief



# Optional ChartFields

## ❖ Agency Cost 1 & 2

- ❑ Five numeric characters
- ❑ Agency level reporting
- ❑ Values defined by the agency
- ❑ AC 1: Used to track revenue or expenses associated with a particular event
- ❑ AC 2: Used for reporting purposes related to a specific location, region or other administrative sub-unit related to the operation of the agencies

Agency Cost 1	Agency Cost 2
5	5

# Projects/Grants ChartFields

PC Bus Unit

5

## ❖ Project Costing Business Unit

- ❑ Five alpha-numeric characters
- ❑ Defined and maintained at the agency level
- ❑ Enables the state to organize information to:
  - Facilitate project management
  - Analyze
  - Report
- ❑ Required for all project related transactions

# Projects/Grants ChartFields

## ❖ Project

Project

15

- ❑ Up to fifteen alpha-numeric characters
  - First three characters are the agency identifier
- ❑ Defined and maintained at the agency level
- ❑ Used to identify, track and report on a particular initiative in an agency
  - Incoming grants
  - Capital projects
  - Agency directed projects
- ❑ Required for all project related transactions

# Projects/Grants ChartFields

## ❖ Activity

Activity

15

- ❑ Up to fifteen alpha-numeric characters
- ❑ Defined and maintained at the agency level
- ❑ Required for all project related transactions
  - Each Project ID must have at least one Activity
  - A given project may have multiple Activities
- ❑ A further breakdown, or component of a project
  - Task
  - Item
  - Program

# Projects/Grants ChartFields

## ❖ Optional Project ChartFields

Source Type	Category	Sub-Category
5	5	5

- ❑ Five alpha-numeric characters each
- ❑ Defined and maintained at the agency level
- ❑ Can have optional relationships with each other
- ❑ Can be required or optional based on the PCBU

# Projects/Grants ChartFields

## ❖ Optional Project ChartFields

Source Type	Category	Sub-Category
5	5	5

- ❑ Source Type
  - Identify the purpose on individual transactions
  - Example: If a grant is state or externally funded
- ❑ Category
  - Used to further report and analyze projects
  - Provides greater flexibility for tracking and analyzing costs
- ❑ Subcategory
  - Used to further define Category

# Reporting

# SWIFT Reporting Sources

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- ❖ **Within SWIFT**
- ❖ **SWIFT Data Warehouse**

# Reporting Within SWIFT

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## ❖ Reports

- ❑ A group of data gathered from SWIFT tables and presented in a format ready to be printed
- ❑ Each SWIFT module contains a menu or submenus of available reports

## ❖ Queries

- ❑ A customized data lookup created by SWIFT Project team specifically for state needs
- ❑ Resulting data may be viewed online or downloaded to Excel

## ❖ Inquiries

- ❑ An online data lookup, delivered with the original PeopleSoft software
- ❑ Geared to data in a specific SWIFT module

# Reporting Within SWIFT

- ❖ Pre-built reports, queries & inquiries
- ❖ Contained within each module
- ❖ Provides up-to-the minute data
- ❖ Reporting Information Reference Guide:

## Reports and Queries

SWIFT offers new information gathering capabilities including pre-built reports and queries that users can [access directly from within the various SWIFT financial and procurement modules](#). A listing of these reports and queries is available in the [Information Reference Guide](#). The guide also provides examples, information on prompts and the navigation path to each query or report listed.

In addition to the query and reporting capabilities provided directly in SWIFT, the SWIFT Data Warehouse is being built to replace the State of Minnesota's existing Information Access (IA) Data Warehouse. Click [SWIFT Data Warehouse](#) to learn more.

State agencies have five ways to retrieve information from the SWIFT accounting and procurement system. Read the [5 Ways to Get Information Out of SWIFT fact sheet \(Revised Dec. 13, 2012\)](#).

**Note:** Historical accounting and procurement data will continue to be available indefinitely through the [IA Data Warehouse](#). Non-financial Human Resources and Payroll Data will be updated daily through June 2014.

SWIFT also provides a number of [Quick Reference Guides](#) related to reports and queries.

# Reporting SWIFT Data Warehouse

- ❖ **OBIEE (Oracle Business Intelligence Enterprise Edition)**
  - ❑ Query and reporting tool
  - ❑ Robust data analysis and reporting capabilities
  - ❑ Create your own analyses and/or run pre-built reports
  - ❑ Data supplied by SWIFT (finance & procurement) and SEMA4 (human resources & payroll)
  - ❑ Data Warehouse is being rolled out in stages
- ❖ **Crystal Reports**
  - ❑ Standard financial reports using Crystal software

# Reporting SWIFT Data Warehouse

[Home](#) > [Accounting](#) > [SWIFT](#) > [Reporting](#) > [SWIFT Data Warehouse](#)

## Accounting

[Payroll](#)

[SEMA4](#)

[SWIFT](#)

[General Information](#)

[Budget & Accounting Instructions](#)

[Training & Support](#)

[Help Desk](#)

[Interface Instructions](#)

[Reporting](#)

[Reports & Queries](#)

[SWIFT Data Warehouse](#)

[Bulletins](#)

[Crystal Reports](#)

[Data Warehouse Reporting Resources](#)

[Reporting Tool](#)

[Security](#)

[Warehouse Training](#)

## SWIFT Data Warehouse

The SWIFT Data Warehouse provides State of Minnesota agencies with a business intelligence tool (Oracle Business Intelligence Enterprise Edition) to query and present financial and human resources data in a variety of formats including reports, charts, and dashboards. The SWIFT Data Warehouse is being implemented for state agency use as the various data subject areas are developed, tested and become ready for production.

Data presented in OBIEE is organized into individual subject areas that include related data elements. As development continues on the SWIFT Data Warehouse, and new subject areas are released, the Subject Area pages listed here will be updated with information to keep you up to date on the data that's available.

### [HCM - Human Capital Management Subject Areas](#)

These subject areas include the State of Minnesota's human resources and payroll data from SEMA4

### [FSCM - Financial and Supply Chain Management Subject Areas](#)

These subject areas include the State of Minnesota's financial and procurement data from SWIFT

# Security & Login

# SWIFT Security Access

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## ❖ Role-based

- ❑ Assigned security roles determine each user's functional and reporting capabilities
- ❑ Job duties determined by agencies
- ❑ Managers complete "request for access" form

## ❖ Single login across portals

- ❑ SWIFT
- ❑ SEMA4
- ❑ Self Service

## Accounting

Payroll

SEMA4

SWIFT

General Information

Budget & Accounting Instructions

Training & Support

Help Desk

Interface Instructions

Reporting

Record Retention

Forms

Vendor Resources

> Security

Role Descriptions for Agencies

Security Access Forms

Security Role Information

Statewide Systems Password Information

# Security

Follow the links on this page to get security information about SWIFT, the SWIFT Data Warehouse, the IA Data Warehouse, and general security access forms.

## [Security Access Forms](#)

Click here for security access and change forms.

## [Security Role Information](#)

Information regarding the SWIFT Conflict Matrix and Security Roles

## [Role Descriptions for Agencies](#)

Access information regarding permissions and limitations of all SWIFT roles.

## [Statewide Systems Password Information](#)

Detailed information about passwords for all state systems, including tips and requirements.

# Log in at <http://portal.swift.state.mn.us>

Administrative Portal  
State of Minnesota

Main Menu

Sign In

User ID: **Employee ID**

Password: **Self-service Password**

Sign In

State Announcements

IMPORTANT TAX RETURN DOCUMENT AVAILABLE.  
W-2 Forms Are Now Available In Employee Self Service.

Enterprise Menu

- [Forgot Your Password?](#)
- [SWIFT Help](#)

Favorites | Main Menu

My Page | **Dashboards**

Personalize Content | Layout

## Menu

Search:  ➤

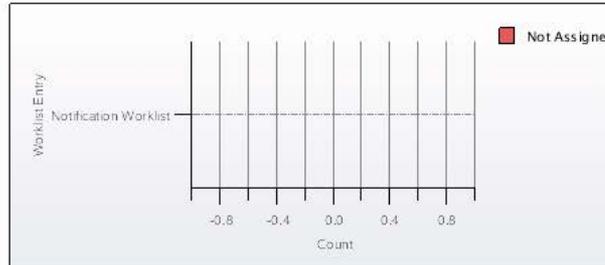
- ▷ MN Conversions
- ▷ MN Environment
- ▷ MN Integrations
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Switch User
- ▷ Customers
- ▷ Products
- ▷ Promotions
- ▷ Customer Contracts
- ▷ Pricing Configuration
- ▷ Customer Returns
- ▷ Items
- ▷ Cost Accounting
- ▷ Vendors
- ▷ Procurement Contracts
- ▷ Purchasing
- ▷ Inventory
- ▷ eProcurement
- ▷ Sourcing
- ▷ Engineering
- ▷ Manufacturing Definitions
- ▷ Production Control
- ▷ Configuration Modeler
- ▷ Product Configurations
- ▷ Quality
- ▷ Inventory Policy Planning
- ▷ Supply Planning
- ▷ Grants
- ▷ Program Management
- ▷ Project Costing
- ▷ Proposal Management
- ▷ Maintenance Management
- ▷ Resource Management
- ▷ Staffing
- ▷ Travel Administration
- ▷ Billing
- ▷ Accounts Receivable
- ▷ Accounts Payable
- ▷ Settlements

## My Reports

No Reports To Display

[Report Manager](#)

## Activity Monitor



## Documents by Due Date

Below is a list of the most recent upcoming due contract documents. Only documents with an assigned cycle due date, in due date order will show up in the list.

<a href="#">Document</a>	<a href="#">Description</a>	<a href="#">Cycle Due Date</a>	<a href="#">Document Administrator</a>	<a href="#">Document Status</a>	<a href="#">Internal Signature Status</a>

Go to Document Search

Documents Pending Action

# Resources

# Resources to Assist You with SWIFT

- ❖ **Training Options**
  - ❑ Classroom with SWIFT trainer
  - ❑ Online classes
- ❖ **Sign up under Employee Self Service**



## **SWIFT Website – [www.mn.gov/mmb/accounting/swift](http://www.mn.gov/mmb/accounting/swift)**

- ❖ **Help Desk Contact info**
- ❖ **Budget and Accounting Instructions**
- ❖ **Training guides**
- ❖ **Quick Reference Guides**
- ❖ **Weekly Updates**
- ❖ **Sign up for Updates and system status emails**

## Accounting

Payroll

SEMA4

SWIFT

> General Information

Updates

System Access

Email Lists

Budget & Accounting Instructions

Training & Support

Help Desk

Interface Instructions

Reporting

# General Information

The General Information section provides links to commonly used pages. Use these links to find out more about SWIFT, to access the SWIFT Administrative Portal or the Supplier Portal, or to contact us with questions.

## Updates

SWIFT Updates provide timely information about changes to the system, new processes and procedures, new training and reference resources, and other news of interest to SWIFT users. Access the most recent SWIFT Update as well as links to archived updates for the past year.

## System Access

This page provides the login access points for the SWIFT system and the Supplier Portal for use by vendors.

## Email List

The SWIFT Update offers email subscribers the opportunity to receive announcements, reminders, and schedule changes regarding SWIFT.

# SWIFT Help Desk

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- ❖ **651-201-8100, option 2 or Email  
SWIFTHelpDesk.MMB@state.mn.us**
- ❖ **Hours of operation:**
  - ❑ 7:30 a.m. to 4:00 p.m.
  - ❑ Monday-Friday, excluding holidays



*Thank you &  
welcome to SWIFT*