

Understand the SWIFT Data in the EPM Data Warehouse

It is important to understand how to get the intended data effectively and accurately to create or update SWIFT reports in the EPM Data Warehouse. This guide provides an overview of how the EPM Data Warehouse gathers SWIFT data for a report. It also describes how the SWIFT data displays in the EPM Data Warehouse depending on the modules, dates, chartfields, data values, facts, and permissions in drill across links.

Components

The EPM Data Warehouse organizes SWIFT data using these four components in a report or analysis.

Subject Areas

Subject Areas is a content area with predetermined data fields and folders. Most Subject Areas use data fields that are derived across multiple SWIFT modules. They use only some of the data fields from a module. You likely can't add data fields from different Subject Areas to your existing report or new analysis.

Folder

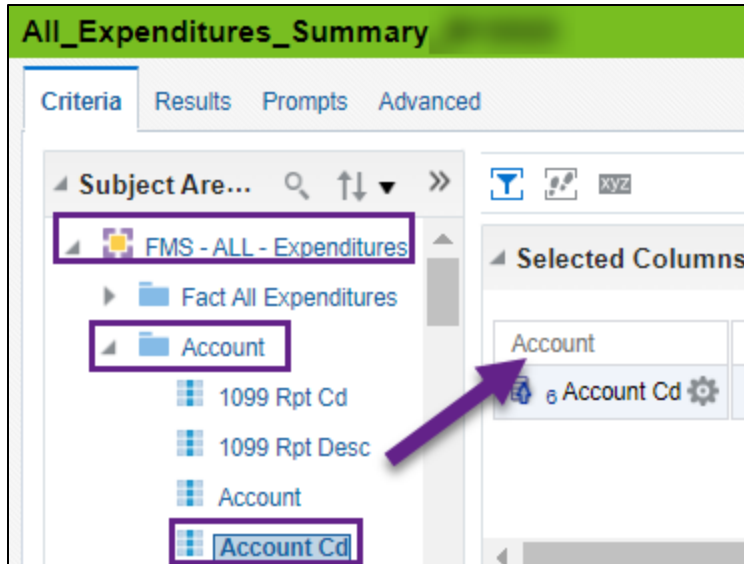
A folder organizes the data fields based on a SWIFT module. Folders and subfolders are organized by the parts of a SWIFT transaction in a module such as PO Header, PO Line, or PO Distribution Lines in a purchase order.

Column

A column is an individual data field from a SWIFT module or a SWIFT function. You can use prompts and filters on columns to limit the data values that appear in the data output.

These components work together.

- To create a new analysis or update an existing report, open a folder in the Subject Area.
- Select a column in the EPM Data Warehouse.
- Move the column to the Select Columns section. For example, in the Subject Area of "All-Expenditures," open the "Account" folder. Select the column of "Account Cd" and move it to Selected Columns.



SWIFT Data in the EPM Data Warehouse

SWIFT Modules in the EPM Data Warehouse

Procurement modules encumber funds, purchase, and track goods/services.

- **EProcurement (EPro)**. Pre-encumber funds for purchases using requisitions, some result in purchase orders from specific suppliers (such as Grainger, Innovative).
- **Procurement Card (Pcard)**. Manage transactions for PCards.
- **Purchase Order (PO)**. Encumber funds into budget and track the purchase of goods/services.
- Receipts: Confirm receipt of goods/services.
- **Strategic Sourcing (SS)**. Solicit bids to purchase goods/services resulting in a contract (SC) or purchase order (PO).
- **Supplier Contract (SC)**. Create/manage contract shells and process contract documents.

Accounting modules manage budgets, deposits, projects, and expenditures.

- **Accounts Payable (AP)**. Create and manage payments to suppliers.
- **Accounts Receivable (AR)**. Create deposits, apply payments, and manage customer accounts and collections to the State.
- **Asset Management (AM)**. Track State-owned assets that are agency specific.
- Billing (BI). Enter and process bills for State customers.
- **Commitment Control (KK)**. Create, manage, track, and control budgets.
- **General Ledger (GL)**. Create journals to record transactions in the repository for the State's financial transactions.
- **Grants Management (GM)**. Track incoming grants to the State.

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- **Project Costing (PC).** Create, maintain, and close non-grant projects and activities that are funded by the agency, which are not billed.

For example, the Manager’s Financial Report (MFR) shows aggregated data from several SWIFT modules including KK, EPro, PO, and AP.

Fact MFR Summary							
Approved Expense Budget Amt	Current Expense Budget Amt ▲▼	Pre-Encumbrance Amt	Encumbrance Amt	Expended Amt	Unobligated Amt	Unexpended Amt	Salary Projection Encumbrance Amt
KK (Budget)	KK (Budget)	EPro	PO	AP			PO/HCM

Dates

Dates impact the SWIFT data in the EPM Data Warehouse.

- The **Fiscal Year** for the State of Minnesota runs from July 1 to June 30.
- The **Budget Period** identifies the period that money is legally authorized for spending by the legislature. Agencies input approved budgets into the KK (Budget) module in SWIFT. Budget periods start on July 1st and end on June 30th of the next calendar year.
- **Accounting Date** determines the period in the General Ledger to which the transaction is to be posted in SWIFT.
- The **General Ledger date range** picks up transactions that are posted against the General Ledger in SWIFT. In some cases, a transaction may appear in the budget but not posted in the General Ledger, such as receipts. The General Ledger data range impacts expenditure reports in the EPM Data Warehouse.

View the [Defining Dates in SWIFT](#) Quick Reference Guide for more information about required dates by module.

Chartfields

When transactions impact the State budget, SWIFT requires these four chartfields. Your agency may require other chartfields in SWIFT transactions. The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data.

- **Account** classifies the nature of a transaction such as "cash" and "supplies." The values in this field determine whether it is an asset, liability, equity, revenue or expenditure.
- The **Appropriation ID (Approp ID)** is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.

- The **Financial Department Identifier (Fin DeptID)** 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, Fin DeptIDs form the basis for department budgets that track revenues and expenditures.
- **Fund** is required to establish budgetary levels for commitment control purposes. Funds are self-balancing sets of accounting records that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

All_Expenditures_Summary			
FMS - All - Expenditures			
Time run: 7/24/2024 10:33:04 AM			
Table			
Fund	Department - Financials	Appropriation (CF3)	Account
1000 - General	G1030150 - Planning	G100150 - Planning	410001 - Full Time - Salary

For questions about chartfields, talk with your agency’s budget staff. You can also view Minnesota Management and Budget’s [Financial Support](#) webpage for more information about chartfields.

Data Values

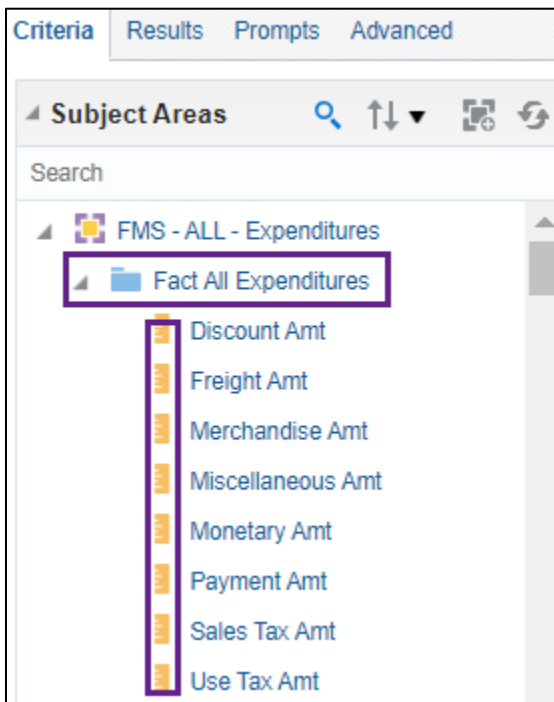
Data values impact SWIFT reports in the EPM Data Warehouse.

- **Null.** Null means no value is present. It is not the same as “zero.” It can be used as a placeholder. In a Prompt section, you may need to clear out this option and replace it with a data value if it appears in a search.
- **01/01/1753.** This date is used for transactions which are reflected in agency budgets but have not yet posted to the General Ledger during overnight batch processing. For example, a voucher is awaiting approval. Using “01/01/1753” as the From Date will ensure these transactions are included in your reporting.
- **Appropriation** has different IDs to choose.
 - **ChartField 3 (CF3) is an Appropriation ID.** It refers to the part of the agency that receives credit for the purchase or expenditure (such as G100001 - Accounting Services; G100002 – Budget Services).
 - **Level 3 (L3) is an Appropriation Level Fin Dept ID.** Most agencies have only one L3 Appropriation Financial Department ID set up. It appears to be an Appropriation for the entire agency. Filtering using L3 is not helpful unless your agency set up multiple L3s.

Appropriation (CF3)	Department Tree - Exp
Appropriation ▲▼	Appropriation (L3) Cd
G100150 - Planning	G1010000
G100150 - Planning	
G100155 - Federal Funds Coordinator	G1010000
G100155 - Federal Funds Coordinator	
G100195 - Health Care Subcabinet	G1010000
G100195 - Health Care Subcabinet	

Facts and Fact Folders

A fact usually a numerical value or a measure related to the data in an analysis. Fact folders provide context and meaning to the facts. Many Subject Areas contain a Monetary Amount fact, which adds up the data values selected in the analysis.



Drill Across Links

EPM Data Warehouse allows you to drill across into a subset of the report. You can save it in a separate report. The data and drill across functions depend on the Subject Area as well as your roles and permissions. The drillable data is marked with a link.

Manager's Financial Report - Fund 2000s_Dashboard
 Level 5 Fin Dept and Level 5 Acct ties to SWIFT MFR
 Time run: 7/24/2024 10:39:51 AM

Budget Period	2024	Fund	2000 - Restrict Misc Special Revenue	Expense Budget (L5) Cd	H1231351	Expense Budget (L5) Desc	Freeman Exercise Room
Appropriation	H12295Y - Employee Fitness Facility	Bdgt Program	H1204 - Health Operations	Bdgt Activity	H120441 - Health Operations		

Account Tree - KK Account			Fact MFR Summary							
Account Group (L3) Desc	Account Class (L5) Cd	Account Class (L5) Desc	Approved Expense Budget Amt	Current Expense Budget Amt	Pre-Encumbrance Amt	Encumbrance Amt	Expended Amt	Unobligated Amt	Unexpended Amt	Salary Projection Encumbrance Amt
Non-Payroll Expense	41300	Supplies	14,670.55	14,670.55	0.00	0.00	14,670.55	0.00	0.00	0.00

SWIFT Data in Drill Across links

SWIFT data is Financial Management System (FMS) and Supplier Chain Management (SCM). Depending on your permissions, the Subject Area, and the report, you may be able to see the SWIFT transaction ID. You can sign into SWIFT to look up the details in the SWIFT module as needed. For example, this Manager's Financial Report shows the Voucher ID from the Accounts Payable module and the PO ID from the Purchase Order module.

Voucher Id	Voucher Line Num	Voucher Distrib Line Num	Entered Day Dt	Budget Checking Header Status Cd	Journal Id	Journal Line Num	PO Id
00362397	1	1	6/4/2024	V	AP07934231	7	3000112552

Human Capital Management (HCM)/Payroll Data in SWIFT Drill Across links

How SWIFT and Human Capital Management (HCM)/Payroll data appear in a SWIFT report from a drill across depends on your permissions. HCM transactions appear in some SWIFT reports, such as expenditures. If you do not have permissions to see HCM or payroll data, you will see the Source Transaction Code as "GL" for General Ledger. It is aggregate of this data. You cannot drill deeper into it.

All_Expenditures_Detail
 FMS - All - Expenditures
 Time run: 7/24/2024 12:19:35 PM

Budget Period 2025 Agency G10 Fund 1000 - General Altmt Dept Id G1021200 Appropriation G10

Account	Source Transaction	All Expenditures Detail				Voucher Source	Voucher Header
Account	Source Trans Cd	Trans BU	Trans Id	Trans Ln	Trans Dst	Voucher Source Cd	AP Origin Cd
410001 - Full Time - Salary	GL	MN001	PY08004595	1	0	-	-