SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

June 10, 2024

Copy an Existing Journal to Create a New Journal

In this guide you will learn how to copy an existing journal entry to create a new journal. This may be useful in processing re-occurring journals or to reverse a previously posted journal. You are able to make changes to the new journal and continue processing as you would normally.

Step 1: Search for the Journal you want to Copy
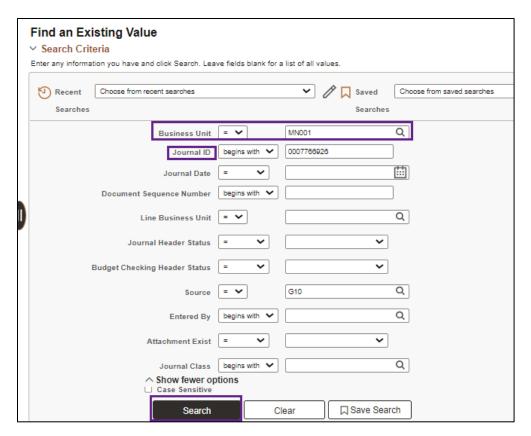
1. Navigate to the **Create/Update Journal Entries** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process. The Create/Update Journal Entries page opens by default.
WorkCenter	Accounting, General Ledger, GL/KK WorkCenter. Left menu, Links section, GL Links, Create/Update GL Journal Entries.

2. Select the **Find Existing Value** tab.
3. Complete the Create/Update Journal Entries page as described below.

Field Name	Field Description
* Business Unit	Accept or select Business Unit "MN001."This is the only Business Unit used for the General Ledger.
*Journal ID	Enter the Journal ID for the journal you want to copy.

4. Select the **Search** button at the bottom of the page.

5. Select the journal entry in the Search Results section. The Header page of the journal displays.

Step 2: Create the Copy

You will create the copy from the **Process** option on the Lines tab of the journal.

1. Select the **Lines** tab.
2. Select "Copy Journal" from the **Process** drop-down listing.
3. Select the **Process** button.

4. The Journal Entry Copy page displays. Complete the **Journal Entry Copy** page as described below, making sure to verify the **Journal Date** and **Reverse Sign** entries.
   - Fields identified with an asterisk (*) in the table are either required or may need to be entered, depending on the reason you are entering the journal.
   - Fields identified as "Restricted Use" should not be changed without first consulting with MMB's General Accounting Unit.
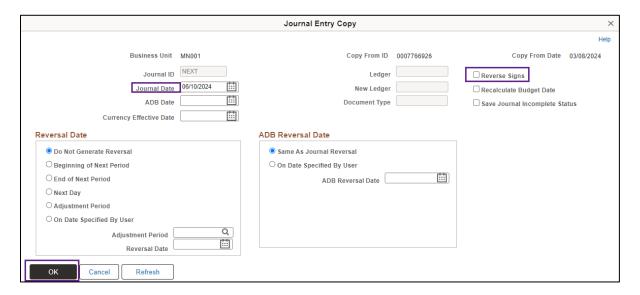
Field Name	Field Description
*Journal Date	• If you are reversing an original entry, use the original journal entry date. • If you are creating a new journal, make sure that the date represents the correct fiscal year and accounting period. The Journal Date represents the Fiscal Year / Accounting Period where the transaction is recorded. It is used to populate the Fiscal Year and Accounting Period. It is different that the Budget Date. The Journal Date is the Accounting Date for Financial Reporting, while the Budget Date is used by SWIFT to infer the Budget Period (Budget Fiscal Year). **Note:** If you need to prepare a Journal for an unopened period, SWIFT will allow you to create and save the Journal. However, the Journal Date will be updated to the first open period in the General Ledger.
ADB Date (Restricted Use)	Consult with MMB's General Accounting Unit before updating this field. The *Average Daily Balance* (ADB) Date determines the period for which the average daily balance is calculated. The *ADB Date* will automatically populate with the same date as the Journal Date.
Currency Effective Date	State of Minnesota does not use this field.
*Reverse Signs	Select the *Reverse Signs* checkbox if you want to reverse an entry in SWIFT. For example, if the original journal amount was a positive value, the copied journal amount will be negative value, or vice versa.
*Recalculate Budget Date	If you select the **Recalculate Budget Date** checkbox, the Copy Journal process will set the Budget Date to be the same as the new Journal Date. If this box is not selected, the process will copy the Budget Date from the original journal. The Budget Date is used by SWIFT to infer the Budget Period (Budget Fiscal Year).
Save Journal Incomplete Status	Check the *Save Journal Incomplete Status* checkbox. This checkbox allows you to save an incomplete journal when you are unable to enter all journal transactions at one time. When selected, SWIFT will save incomplete journal transactions with a status of "T - Journal Entry Incomplete."
Reversal Date (Restricted Use for Accruals)	The default is "Do Not Generate Reversal." To generate an automated reversing entry (as with accruals) when you post this entry, click on one of the options listed in the Reversal Date section: • Beginning of Next Period • End of Next Period • Next Day • Adjustment Period • On Date Specified by User (select Adjustment Period and Reversal Date)

Field Name	Field Description
	WARNING! For the Actuals Ledger, if the reversal entry is posting in the new fiscal year/budget period, ensure that the appropriate budgets are setup.
ADB Reversal Date (Restricted Use)	Consult with MMB's General Accounting Unit before updating information in the **ADB Reversal Date** section.

5. After making all of your selections, select the **OK** button. In this example we will accept the default selections.

6. The new journal displays with the next available Journal ID assigned.

Step 3: Make Necessary Changes and Process the New Journal as Usual

1. Make any changes that you need to make to the journal and process the journal as you would normally. Refer to the Enter General Ledger Journals Online Quick Reference Guide for additional information.