

## Enter General Ledger Journals Online

This Quick Reference Guide covers how to manually enter a General Ledger journal in SWIFT. You enter journals for transactions that cannot be entered through an applicable module, such as accruals or reporting adjustments.

### Step 1: Enter Information on the Create/Update Journal Entries Page

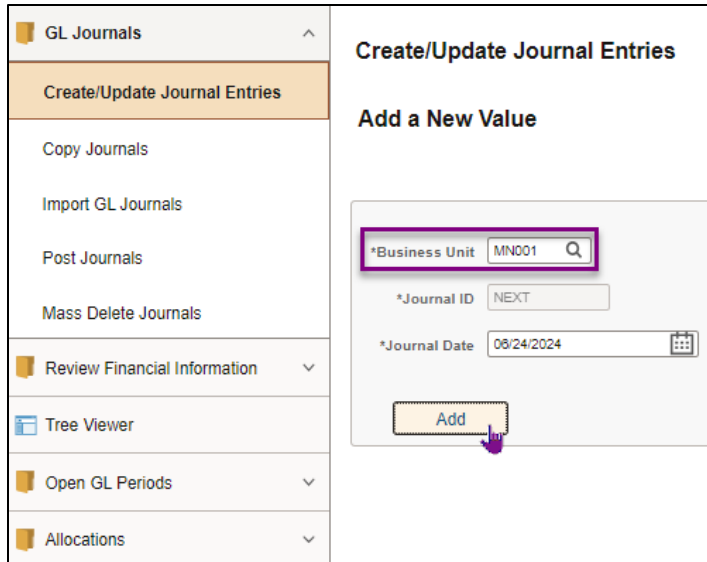
1. Navigate to the **Create/Update Journal Entries – Add New Value** page.

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

2. Complete the Create/Update Journal Entries page as described below. Fields identified with an asterisk (\*) are required.

Field Name	Field Description
<b>*Business Unit</b>	Accept or select Business Unit "MN001." This is the only Business Unit used for the General Ledger.
<b>*Journal ID</b>	Accept the "NEXT" in the Journal ID field. SWIFT automatically assigns the next number available after you save the journal. This field cannot be edited.
<b>*Journal Date</b>	Accept the default current date for the Journal Date or enter a different date. The Journal Date is used to populate the Fiscal Year/Accounting Period where the transaction is recorded. It is different than 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).  <b>Note:</b> If you need to prepare a journal for an unopened period, you can create and save the journal. However, update the <b>Journal Date</b> to the first open period in the General Ledger.

3. Select the **Add** button.



**NOTE:** After you create the journal, the Business Unit, Journal ID, and the Journal Date cannot be changed. You can exit the journal without saving and start over.

## Step 2: Enter Information on the Journal Header Page

- The Journal Header page displays. Complete the **Journal Header** page by entering the applicable fields listed in the table below.
  - 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 Minnesota Management and Budget (MMB)’s General Accounting Unit.

Field Name	Field Description
<b>*Long Description</b>	Enter a description explaining the purpose of the journal. The first 30 characters entered in this field display as the journal description on various search pages and you can search on the Description field. If your description is more than 30 characters long, you can select Modal Window icon to enter a more detailed description.
<b>*Ledger Group</b>	Generally, accept the default “ACTUALS.” You should only change this field if you have specific knowledge regarding why you are using a different ledger.
<b>Adjusting Entry</b> (Restricted Use)	Accept the default “Non-Adjusting Entry.” The other option “Adjusting Entry” is used for reporting purposes only.
<b>Ledger</b>	The default is blank. You should only enter information in this field if you have specific knowledge regarding why you are using the ledger.
<b>Fiscal Year</b> (Display only)	For a non-adjusting journal entry, the Fiscal Year displays based upon the Journal Date and the calendar that is associated with the Ledger Group.

Field Name	Field Description
<b>Source</b> (Display only)	The Source code is a default for the user and is determined by the user's security role within SWIFT. Each user has one source code which is determined by the user's primary agency. It is used for workflow routing and online searches.
<b>Period</b> (Display only)	The Accounting Period is inferred from the Journal Date.
<b>Reference Number</b>	Optionally, enter a Reference # to refer the journal back to a document, person, invoice, date, or any other piece of information that helps you track the source of the transaction. The field length is eight characters.
<b>ADB Date</b> (Restricted Use)	Consult with MMB's General Accounting Unit before updating this field. Accept the default Average Daily Balance (ADB) Date. The ADB Date determines the period for which the average daily balance is calculated. The ADB Date automatically populates with the same date as the Journal Date.
<b>*Journal Class</b>	Leave this field blank unless the journal entry relates to activity that has been separately sent to Treasury, such as ACH, investments, and payroll. Select the <b>Lookup</b> to select a valid value.
<b>Transaction Code</b>	Accept the default "General."
<b>Save Journal Incomplete Status</b>	The Save Journal Incomplete Status checkbox allows you to save an incomplete journal when you are unable to enter all journal transactions at one time. When selected, SWIFT saves incomplete journal transactions with a status of T - Journal Entry Incomplete.
<b>Attachments Link</b>	Optionally, select the Attachments link to upload any relevant files that are related to the journal. On the Attachments page, select the <b>Add Attachment</b> button, navigate to the file, and select it. Select on the <b>Upload</b> button to attach the file and provide a Description. You can delete the file by selecting on the Delete Row (-) button for the entry.
<b>Reversal: Do Not Generate Reversal Link</b> (Restricted Use for Accruals)	This link displays your reversal preferences. The default is "Do Not Generate Reversal." <ol style="list-style-type: none"> <li>To generate an automated reversing entry (as with an accrual) when you post this entry, select the link to select the date of the reversing entry on the Journal Entry Reversal page.</li> <li>Options include: Beginning of Next Period; End of Next Period; Next Day, Adjustment Period; On Date Specified by User (select Adjustment Period and Reversal Date).</li> <li>Consult with MMB's General Accounting Unit before updating information in the ADB Reversal Section.</li> </ol> <p><b>WARNING!</b> For the Actuals Ledger, if the reversal entry is posting in the new fiscal year/budget period, ensure that the appropriate budgets are setup.</p>
<b>Commitment Control</b>	Do not enter Commitment Control settings when entering General Ledger journal entries.

Header | Lines | Totals | Errors | Approval

Unit MN001 | Journal ID NEXT | Date 06/24/2024

Long Description: Update the GL for Capitalized Interest for FY 2024  
204 characters remaining

\*Ledger Group: ACTUALS | Adjusting Entry: Non-Adjusting Entry

Ledger: | Fiscal Year: 2024

Source: G10 | Period: 12

Reference Number: | ADB Date: 06/24/2024

Journal Class: | Transaction Code: GENERAL

SJE Type: |  Auto Generate Lines

Currency Defaults: USD / CRRNT / 1 |  Save Journal Incomplete Status

Attachments (0) |  Autobalance on 0 Amount Line

Reversal: Do Not Generate Reversal |  CTA

Entered By: TRN20 | Training User TRN20

Entered On: | Commitment Control

Last Updated On: |

Buttons: Save, Notify, Refresh, Add, Update/Display

### Step 3: Enter information on the Journal Lines Page

1. Enter the amounts and accounting information (ChartFields) associated with each journal transaction on the Journal Lines tab. **Select** the Lines tab.
2. The Lines section displays. 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. Minnesota does not use the Change Values and Template List pages.
3. Complete the Lines section as described below.
  - General Ledger journals must be balanced by fund and appropriation.
  - For each Fund and Appropriation combination, enter at least two lines, one for the debit and one for the credit. The Net must equal zero.
4. 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.

Field Name	Field Description
Line (Display only)	The line number assigned automatically by SWIFT.
SpeedType	If you are using a Speed Type to enter ChartFields, enter the Speed Type code or select the <b>Lookup</b> and use the Find option to search for and select the "Speed Type" from the List.

Field Name	Field Description
<b>*Fund</b>	Enter the Fund or select the <b>Lookup</b> icon to select a Fund. 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. The field length is four digits.
<b>*Approp ID</b>	If the journal references a cash, expense, or revenue account, enter an Approp ID. The appropriation ID is a seven character alphanumeric identifier. It indicates a single appropriation budget that controls the total amount of an agency's expenditures.
<b>*Fin DeptID</b>	If the journal references an expense or revenue account, enter a Fin DeptID. The Financial Department Identifier (Fin DeptID) represents the organizational function to which expenditures and other activities must be applied. Combined with other ChartField values, Fin DeptID's form the basis for department budgets that track revenues and expenditures.
<b>*Account</b>	Enter the Account code or select the <b>Lookup</b> icon to select an Account code. The Account ChartField classifies the nature of a transaction such as "Revenue" and "Expenses." The value in this field determines whether it is an asset, liability, equity, revenue or expenditure.
<b>*Amount</b>	Enter the Amount of the transaction. Enter positive numbers for debits and negative numbers for credits. Debits and credits must net within a journal by Fund and Approp ID.
<b>*Fund Affil</b>	The Fund Affil field is used to correlate transfers (Account 800xxx) between funds.
<b>Additional ChartFields</b>	Enter the additional ChartFields that define the journal line. Options include: SW Cost, Sub Acct, PC Bus Unit, Project, Activity, Source Type, Category, Subcategory, Agency Cost 1, and Agency Cost 2.
<b>An Type</b>	The Analysis Type is a required field when you are creating journals manually and project ChartFields are used. The most common options used are "GLE" for General Ledger Expense and "GLR" for General Ledger Revenue.
<b>Stat Amt</b>	Use only if the journal entry is for Statistical Accounts and is going to the NONPAID ledger. You cannot enter an Amount and a Stat Amount on the same journal line.
<b>Budget Date</b>	The Budget Date is used by SWIFT to infer the Budget Period. It is usually set to the Journal Date unless the journal line is going against a different Budget Period. For example, 06/30/2024 would be used for a 2024 continuing appropriation.
<b>Reference</b>	Optionally, enter additional reference information. The field length is ten characters.
<b>Journal Line Description</b>	The Journal Line Description is automatically entered with the Account code description. You can change the description if you desire. The field length is 30 characters.

5. Select **Insert Lines (+)** button to add the additional transaction line(s) and enter the information as described above. You can add multiple lines, delete lines, or calculate total debits and credits by following the instructions provided below.

Action	Instructions
<b>Add Multiple Lines</b>	To add more than one line at a time, select the <b>Insert Lines (+)</b> button and change the default "1" in the <b>Lines to Add</b> field to the number of lines you want to add.
<b>Delete a Line</b>	To delete a line, select the <b>Delete</b> checkbox for a line that you want to delete and then select the <b>Minus Sign (-)</b> to delete the line.
<b>Calculate Amounts</b>	To ensure that debits equal credits, select the <b>Calculate Amounts</b> icon and the amounts in the <b>Totals</b> section are updated.

6. After you have entered all journal lines, select the **Save** button.

The screenshot displays the 'Lines' and 'Totals' sections of the SWIFT financial tools interface. The 'Lines' section is a table with columns: Select, Line, Fund, Fin DeptID, Appropriation ID (CF3), Account, Amount, and Journal Line Description. Two lines are visible: Line 1 with a credit of 25,000.00 and Line 2 with a debit of -25,000.00. The 'Totals' section shows a summary table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Save' button is highlighted in the bottom left corner.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MN001	2	25,000.00	25,000.00	N	N

7. The Journal ID changed from "NEXT" to a unique number. A message displays indicating that the journal was saved and displaying the system-assigned journal number. Select **OK**.

## Step 4: Edit the Journal

1. Review the information in the **Totals** section.
  - The Total Debits should equal Total Credits.
  - You should see "N" (No Status) in the Journal Status and Budget Status.
  - The statuses will change as you process the journal.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MN001	2	25,000.00	25,000.00	N	N

2. Select “Edit Journal” from the Process drop-down list and select the **Process** button.

Unit: MN001 | Journal ID: 0007786391 | Date: 06/24/2024

Template List: Inter/IntraUnit | Search Criteria: \*Process Edit Journal | Change Values: Process

**NOTE:** Other options are available in the Process drop-down list that the “Edit Journal” option performs in one step, including the Edit ChartField, Budget Check Journal, and Edit / Pre-Check processes.

3. Select **Yes** on the message asking if you would like to wait for the Edit process to complete.

Would you like to wait for confirmation that the Edit process has completed? (5010,465)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

Yes No

**Warning!** If the journal does not balance by Fund and Approp ID, the system will automatically create balancing entries (essentially “moving cash”) when the Journal Edit process is run. If this occurs, make the necessary adjustments to your entries so that the journal is balanced by Approp ID and Fund, and edit the journal again. Contact the [SWIFT Help Desk](#) if you can’t resolve this issue.

4. View the Journal Status and Budget Status information after processing has completed. All Statuses include the following.

Field Name	Field Description
<b>N</b>	No Status – Edit Required: The journal entry has been entered into SWIFT but has not been edited or posted.
<b>E</b>	Errors: The journal has been edited and cannot be posted due to errors.
<b>V</b>	Valid: The journal has passed editing and is ready to be posted.
<b>P</b>	Posted: The journal has been posted.
<b>T</b>	Incomplete: The Journal Entry is incomplete. This is the status that results when you have an unfinished journal and you have checked the <b>Save Journal Incomplete Status</b> checkbox on the Journal Header page.

5. The next steps depend on if there is an error.

- If no errors are encountered, the Journal Status is “V” (Valid) and Budget Status is “V” (Valid). Proceed to the next step and submit the journal for approval.

Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
MN001	2	25,000.00	25,000.00	V	V	

- If a **Journal Status error** occurred, select the **Error** link to view information on the Errors tab. Return to the Lines tab, make the necessary changes and select the “Edit Journal” process option once again.

Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
MN001	2	25,000.00	24,000.00	E	N	

- If a **Budget Status error** occurred, you will receive a message indicating that Budget Checking error occurred and requesting that you check the budget exception page. Follow the instructions in the example below:
  - Select the **OK** button.

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

- Select the “**E**” (Error) link in the Budget Status column.

Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
MN001	2	25,000.00	25,000.00	V	E	

- The GL Journal Exceptions page displays in a new window. The Exception column displays the error message. For example, one error is that “No Budget Exists.” Budget Exception errors can occur for a number of reasons, such as incorrectly entering the ChartFields or failing to set up the appropriation for the budget period. Select the **Show All Columns** icon to view the ChartFields that failed budget check. Once you have identified the problem, correct the error and process the journal again.



**Budgets with Exceptions**

1-2 of 2 | View All

	Details	Business Unit	Ledger G	exception	More Detail	Override Budget	Transfer
1		MN001	KK_REVENUE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		MN001	KK_REVENUE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

- iv) Close the new window to return to the Journal Lines tab.
- v) If necessary, correct the entries on the Lines tab. Select “Edit Journal” from the Process drop-down list once again and process as described above. When the Journal and Budget Statuses are “Valid,” proceed to the next step.

## Step 5: Submit the Journal for Approval

1. On the Lines tab, select “Submit Journal” from the Process drop-down list.
2. Select the **Process** button.

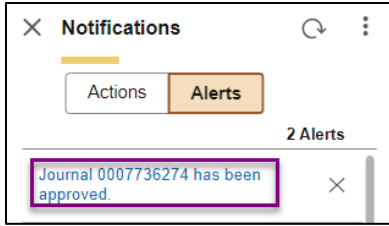
Header | **Lines** | Totals | Errors | Approval

Unit: MN001 | Journal ID: 0007786391 | Date: 06/24/2024

Template List: Inter/IntraUnit | Search Criteria: \*Process | Submit Journal | Change Values: Process | Process Pushbutton

3. Select the **Approval** tab. The Approval Status displays “Pending Approval.”
4. The workflow path displays in the **GL Approval** section. The approval path indicates whether approval is pending, approved, denied or has not yet been routed. You can select the **Multiple Approvers** link to see the individuals that can approve the journal for your agency and MMB.
  - When you submit a journal for approval, the Approval Engine determines whether you are authorized to approve the journal on behalf of your agency (self-approval). If you are an agency level approver, you can submit the journal and the journal will self-approve and is routed to the next approver (MMB’s General Accounting Unit) in the approval workflow path. If you only have the journal entry role, the journal is routed to the person(s) designated as the agency-level approver.
  - If you are not setup to approve on behalf of your agency, the journal is now in the Approval process.
5. In this example, you see “Approve” in the Approval Action field, meaning the user is able to self-approve on behalf of the agency. Select the **Submit** button.

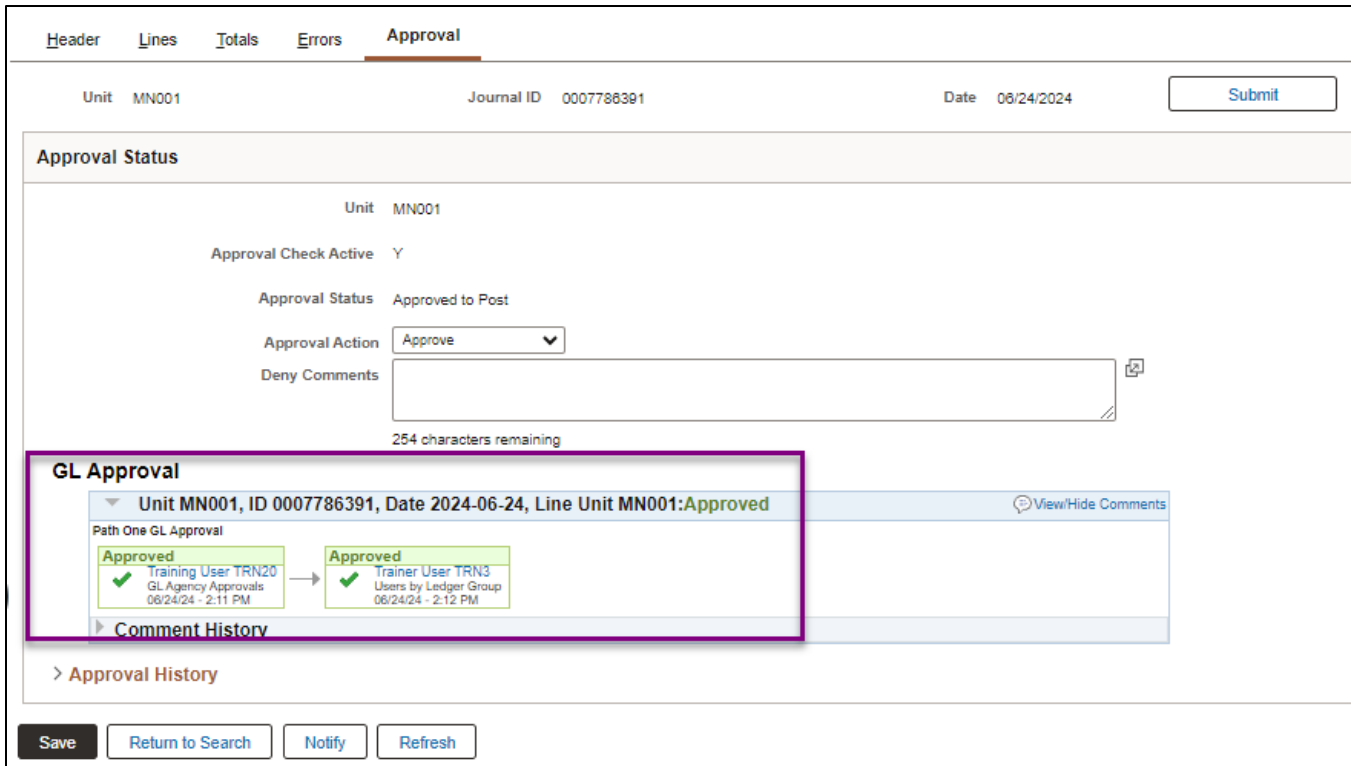




**Note:** Refer to the [Approve Journals and Monitor Approval Process](#) Quick Reference Guide for more information about the approval process.

Navigation Option	Navigation Path
Navigation Collection	Accounting, General Ledger, GL Process. The Create/Update Journal Entries page opens by default.

3. Select the **Approval** page and verify that all levels have been approved.



4. Select the **Lines** tab of the journal and verify that the Journal Status is “P” for Posted. If so, the journal is complete.

Header											Lines	Totals	Errors	Approval
Unit: MN001		Journal ID: 0007788391			Date: 08/24/2024		Errors Only							
Template List		Search Criteria			*Process: Edit Journal		Process				Line: 10			
Select	Line	Subcategory	Affil	Fund Affil	Amount	Stat Amt	Budget Date	Reference	Journal Line Description	PC Status				
<input type="checkbox"/>	1				25,000.00		08/24/2024		Loan Interest Reo-Capitalized	Not Distributed				
<input type="checkbox"/>	2				-25,000.00		08/24/2024		Loan Balance Forward	Not Distributed				
Totals														
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status									
MN001	2	25,000.00	25,000.00	F	V									

**Tip:** You can also search for the journal by navigating to the Create/Update Journal Entries page and select the **Find an Existing Value** button. Search by Journal ID or other criteria. If you see “Posted” in the **Journal Header Status**, the journal is complete.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Description
MN001	0007788391	08/24/2024	0	(blank)	MN001	Posted	Valid	ACTUALS	G10	USD	2	25000	Update the GL for Capitalized

- If the journal has not been posted.
  - Ensure the journal has been submitted and the agency level approval has occurred.
  - Contact MMB’s General Accounting Unit.

## Additional Processing Options

There are additional processing options available from the Process drop-down listing on the Lines tab which are described below.

Processing Options	Description
<b>Delete Journal</b>	Delete a journal prior to posting.
<b>Copy Journal</b>	Copy the current journal to create a new journal. You can edit the new journal entry and continue processing as you would normally. For detailed instructions, refer to the <a href="#">Copy an Existing Journal to Create a New Journal</a> Quick Reference Guide.
<b>Refresh Journal</b>	Refresh the data on the page. You lose unsaved changes if you do a refresh.