

QUICK REFERENCE GUIDE

June 24, 2024

Upload GL Journals Using a Spreadsheet Template

This Quick Reference Guide covers how to create a flat-file spreadsheet from an Excel template that will be used to upload journals directly into SWIFT. The journals will then need to be processed as you would process a journal created online. You'll need to download the template file entitled "SWIFT GL Jrnl Template Excel format" from the <u>SWIFT Forms</u> page on Minnesota Management and Budget (MMB)'s website.

Step 1: Complete the Header of the 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.

- 1. Open the Journal Template Excel file.
- 2. WARNING: Macros must be enabled to generate the flat file. Press the **Enable Content** button on the top of the Excel file to enable the macros.

	U SECURITY WARNING Macros have been disabled. Enable Content								
B9					-	× ✓	fx		
	А	В	С	D	E	F	G		
1		TATEWIDE IN							
2		INANCIAL TO		General L	.edger (GL)	Journal Te	emplate		

- 1. Complete the **Header** information as described below.
 - a. 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.
 - b. Fields identified as "Restricted Use" should not be changed without first consulting with MMB's General Accounting Unit.

Field Name	Field Description			
*File Output	Select a destination on your computer. The flat file (.txt) will be saved to this folder. You will need to know this when you select the flat file for import into SWIFT in an upcoming step.			
*Business Unit (Display Only)	The Business Unit is always "MN001" for General Ledger Journals.			
*Journal Date	The Journal Date represents 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			

Field Name	Field Description					
	Date is used by SWIFT to infer the Budget Period (Budget Fiscal Year). Format = MMDDYYYY.					
* Adj Entry (Restricted Use)	The Adj Entry field identifies if the entry is for an Adjusting Period. Accept the default "N" for "No." The other option "Y" for "Yes" is used for reporting purposes only.					
Adj Period (Restricted Use)	The Adjust Period is only required if the Adj Entry = "Y."					
ADB Date (Restricted Use)	Consult with MMB's General Accounting Unit before updating this field. The ADB (Average Daily Balance) 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.					
*Ledger Group (Restricted Use)	Accept the default "ACTUALS." You should only change this field if you have specific knowledge regarding why you are using a different ledger. To change the default, select the field and select an option from the drop- down menu such as AGENCY, MODACCRUE, FULLACCRUE, STD_BUDG, or NONPAID.					
*Rev Code (Restricted Use for Accruals)	 The Reversal Code default is "N" (No Reversal). To generate an automated reversing entry (as with accruals) when you post this entry, update the field: Values include: "B" (Begin Next Period), "E" (End next Period), "X" (Next day), and "D" (User-defined Date). 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.					
Rev Date (Restricted Use)	If the Reversal Code = "D," enter the Reversal Date.					
*Source	Enter your three-digit Agency Code associated with your User ID. This is used for workflow 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 Journal Header page after the import.					
Journal Class	Generally, this field is left blank unless the Journal Entry relates to activity that has been separately sent to the Treasury. Valid values are: TREASURY MAXIS MECC EBT PRISM INV_SALES INV_PURCH					

	STATEWIDE INTEGRATED		ATED General Ledger (GL) Journal Template							
•••••		5015								
		[File Output	н:\	-		Gener	ate File		
Header										
MN001	MMDDYYYY	N or Y	Only required if Adj Entry = Y	Defaults online to Jrnl Date; can Ieave blank		N = non-reversing; N, B, E, X, D	MMDDYYYY; Only if Code is D		30 char	Leave blank unless Treasury- related
MN001	06242024	N			ACTUALS	N		R32	Capitalized Interest 2024	

Step 2: Complete the Lines section of the Journal Template

- 1. The template is limited to 4,000 rows. Create additional files if more lines are needed.
- 2. Complete the Lines information as described 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.

Field Name	Field Description
*Budget Date	The Budget Date is used by SWIFT to infer the Budget Period. Enter the same date as the Journal Date unless the journal line is going against a different Budget Period. For example, "06302024" would be used for a 2024 continuing Appropriation.
*Fund	Enter the Fund code. 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.
*Fin DeptID	If the journal references an expense or revenue account, enter a Fin DeptID. The Fin DeptID (Financial Department Identifier) 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.
*Approp ID	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.
*Account	Enter the 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.
*Amount	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.

Field Name	Field Description
Additional ChartFields	Enter the additional ChartFields that define the journal line. Options include Sub Acct, SW Cost, Agency Cost 1, Agency Cost 2, PC Bus Unit, Project, Activity, Source Type, Category, and Subcategory.
An Type	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 GL Expense" and "GLR" for GL Revenue.
Stat Amt	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.
Jrnl Line Ref	Optionally, enter information in this user-defined, 10-character field.
Line Description	If no value is entered, this field will default to the Account description in SWIFT. Optionally, enter a line description. The field length is 30 characters.

Lines											
Budget Date*	Code*	Fin DentID	AppropID	Account*	Sub Acct	SW Cost	Agev Cost 1	Apev Cost 2	Amount	Stat Amount	
MMDDYYYY; Use Journal Date unless against different Bud Prd									Signed 28.2 No Commas	Only if Statistic Account; 17.2 No Commas	
06242024	2001	G1037200	G100019	140008					1000.00		
06242024	2001	G1037200	G100019	140009					-1000.00		

3. Save the file.

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 in this Quick Reference Guide.

1. Press the **Generate File** button to create the flat file.

SWIFT	STATEWIDE I	NTEGRATED	General L	edger (GL)	Journal Ter	mplate		
•••••		0013						
			File Output	H:\			Gener	ate File
Header							1	

- 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. Press the OK button.

Microsoft Excel	\times			
File generated successfully Total lines written: 1 H:\GL_JRNL_06242024_0849_AM.txt				
ОК				

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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. After making your corrections, resave it. Then, press the **Generate File** again. If you press **Generate File** button within the same minute as the original file, you will overwrite the previous file.

4. Close the Excel template.

Step 4: Run the Import Journals Process

1. Navigate to the Flat File Journal Import Request page.

Navigation Options	Navigation Path		
WorkCenter	Accounting, General Ledger, GL Process. Left menu, Import Journals.		
Navigation Collection	Accounting, General Ledger, GL/KK WorkCenter. Left menu, Links section, GL Links, Import GL Journals.		

2. On the Flat File Journal page, search for an existing **Run Control ID** or create a new Run Control ID.

GL Journals	Flat File Journal Import
Create/Update Journal Entries	Find an Existing Value
Copy Journals	✓ Search Criteria
Import GL Journals	Enter any information you have and click Search. Leave fields blank for a list of all values.
Post Journals	Image: Searches Image: Saved Choose from saved searches Searches Searches
Mass Delete Journals	
Review Financial Information V	Run Control ID begins with A Show fewer options
Tree Viewer	Case Sensitive
Open GL Periods	Search

- 3. The Flat File Journal Import Request page displays.
 - a. If a file is listed in the Attached File field from a previous import, press the **Delete button** to delete the file prior to selecting the new file to import.
 - b. Press the Add button.

F	lat File Journal Import Request				
	Run Control ID	Import	Report Manager	Process Monitor	Run
	Process Request Parameters				1
	*Character Set	ISO_8859-1 Q			
	*Validate ChartFields	Account, Alternate Account			
	Journal ID Mask				
	Check Decimal Position:				
	Add Delete View	Attached File			

4. The File Attachment page displays. Press the **Choose File** button and navigate to the folder location where the flat file was created.

	×	
Choose File	No file chosen	
Upload	Cancel	

5. Select the **Open** button.

ler\Homes\Homes) (H:)	^	N	Name	Date modified	Туре	Size
			GL_JRNL_06242024_0857_AM	6/24/2024 8:57 AM	Text Document	2 KB
	۷	<				>
File name: GL_JRNL_06242024_0857_AM					 All Files 	~
					Open 🔻	Cancel

6. On the File Attachment page, press the **Upload** button.

	File Attachment	×		
Choose File GL_JRNL_06242024_0857_AM.txt				
Upload	Cancel			

7. The Flat File Journal Import Request page opens, press the **Run** button.

Flat File Journal Import Request							
Run Control ID	Import	Report Manager	Process Monitor	Run			
Process Request Parameters				1			
*Character Set	ISO_8859-1 Q						
*Validate ChartFields	Account, Alternate Account						

8. On the **Process Scheduler Request** page, accept the default process listed and press the **OK** button.

		Pro	cess Scheduler Request			
	User ID TRN01		Run Control	D Import		
	Server Name	~	Run Date 06/24/2024			
	Recurrence	~	Run Time 9:08:34AM		Reset to Current	Date/Time
		Q				
Process	s List					
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
	Flat File Journal Import	GL_JRNL_IMP	Application Engine	Web 🗸	TXT 🗸	Distribution
ОК	Cancel					

9. SWIFT returns to the Flat File Journal Import Request page. Press the **Process Monitor** link.

Flat File Journal Import Request							
	Run Control ID	Import	Report Manager	Process Monitor Run Process Instance:45547914			

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10. SWIFT displays the Process List page.

- a. Ensure that the process was successful. The Run Status is "Success" and the Distribution Status is "Posted."
- b. Select the **Details** link for the Import process you ran.

ſ	Proce	ss List	erver List									
Ľ	View Pro	cess Reque	sts									
	User	ID TRN01	Q	Туре	✓ Last	•	1	Days 🗸 Refresh				
	Ser	ver	~	Name	Q Instanc	e 🗌	Range	Clear				
	Run	Status	~	Distribution St	atus 🗸 🗸 🗸	Z Save On Refre	sh	Report Manager Reset				
	Proce	ss List										
									View			
h	Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
۲		45547914		Import	Application Engine	GL_JRNL_IMP	TRN01	06/24/2024 9:08:34AM CDT	Success	Posted	Details	∼Actions

11. The Process Detail page displays. Press the **View Log/Trace** link.

					Process Detail		
Process							
	Name	4554791 GL_JRN Success				Application Engi Flat File Journal Posted	
Run	Run status	0000233			Update P		
	Run Control ID	Import			O Hold F	Request	
	Location	Server				Request	
	Server	PSNVS	2				
	Recurrence				O Re-se	nd Content	Restart Request
Date/Time					Actions		
	Request Crea	ated On	06/24/2024	9:10:22AM CD1			Transfer
	Run Anytin	ne After	06/24/2024	9:08:34AM CD1	Messag T Batch 1		View Locks
	Pogan Prov	ooss At	08/24/2024	0-10-27AM CD3	View Lo	og/Trace	

12. On the View Log/Trace page, press the **GL_JRNL_IMP_*********.LOG** file.

	View Log/Trace						
Report							
Report ID	41469000	Process Instance 4	5547914 Message Log				
Name	GL_JRNL_IMP	Process Type A	Application Engine				
Run Status	Success						
Flat File Journal Im	port						
Distribution [)etails						
Distributio	on Node FMSUQ	Expiration Da	07/15/2024				
File List							
Name		File Size (byte	s) Datetime Created				
AE_GL_JRNL_IMP	_45547914.stdout	607	06/24/2024 9:10:35 171326AM CDT				
GL JRNL IMP 455	47914.LOG	432	06/24/2024 9:10:35.171326AM CDT				

- 13. The log file displays in a new window.
 - a. The log will indicate whether the process was successful and list the Journal ID created.
 - b. It will also list any errors the process encountered.
 - c. Make note of the Journal ID for the next step in the process.
 - d. You can close the new window.



Flat File	e Journal Import (GL_JRNL_IMP)
	2024-06-24
09.10.28	Processing file GL_JRNL_06242024_0857_AM.txt Validating imported data. Moving data into target table.
09.10.32	Process completed successfully with 1 journals imported. Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description NN001, 0007786392, 2024-06-24

Step 5: Finish Processing the Journal

After successfully importing the journal flat file, you'll need to navigate to the finish processing the journal as you would normally.

1. Navigate to the **Create/Update Journal Entries** page.

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

- 2. Select the Find an Existing Value tab.
 - a. Confirm or update the Business Unit to "MN001."
 - b. Enter the Journal ID noted earlier or use other applicable search criteria, such as Journal Header Status of "No Status Needs to be Edited."
 - c. Select the **Search** button.

✓ Search Criteria		
Enter any information you have and click Search. Leave	re fields blank for a list of all values.	
Recent Choose from recent searches	Choose from saved searches	1
Searches	Searches	
Business Unit	= 🗸 [MN001 Q.]	
Journal ID	contains 🗸 7786392	
Journal Date	= •	
Document Sequence Number	begins with 🗸	
Line Business Unit	= v Q	
Journal Header Status	 No Status - Needs to be 	
Budget Checking Header Status	= v v	
Source	= v G10 Q	
Entered By	begins with ▼ TRN01 Q	
Attachment Exist		
L L	begins with 🗸	
	tions	
Case Sensitive		
Search	Clear Save Search	

3. Select the Journal ID in the Search Results section.

Search Results 1 rows - Business Unit "MN001" Journal ID "7786392" +3 more														
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description
MN001	0007786392	06/24/2024	0	(blank)	MN001	Edit Req'd	Not Chk'd	ACTUALS	G10	(blank)	0	0	0	Capitalized Interest 2024

4. The GL Process page displays. Finish processing the journal as you would normally. If you need assistance, refer to the <u>Enter General Ledger Journals Online</u> Quick Reference Guide for assistance.

GL Process							
Welcome to the A	dministrative Port	al, Training User TR	N01. <u>Sign Ou</u>	<u>t</u>			
Header <u>L</u> i	ines <u>T</u> otals	<u>E</u> rrors <u>A</u> pproval					
Unit	MN001		Journal ID	0007786392		Date 06/24/202	4
	Long Descripti	Capitalized Inter	rest 2024		لع م		
		229 characters rem	aining				
	*Ledger Gro	ACTUALS		Adjusti	ing Entry	Non-Adjusting Entry	•
	Ledg	er		Fis	scal Year	2024	
						12	
	Sour	ce G10			Period	08/24/2024	
	Reference Numb	er		A	DB Date	00/24/2024	
	Journal Cla	55	Q				
	Transaction Co	de GENERAL	Q			Auto Generate Lines	
D						□ Save Journal Incomplete Status	
	SJE Ty	pe		~		Autobalance on 0 Amount Line	
		Currency Defaults: U	ISD / CRRNT / 1				
		Attachments (0)				СТА	
		Reversal: Do Not Ge	enerate Reversal			Commitment Control	
	Entered By		Training User TRN01				
	Entered On Last Updated On						
Save	n to Search N	otify Refresh]			Add	Update/Display