SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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 SWIFT Forms 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.
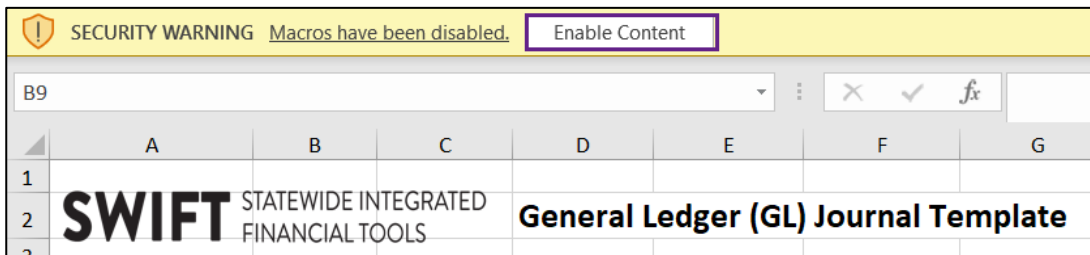
1. Complete the **Header** information as described below.
    a. Fields identified with an asterisk (*) in the table are either required or may need to be entered, depending on the reason you are entering the journal.
    b. Fields identified as "Restricted Use" should not be changed without first consulting 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

Business Unit*	Jrnl Date*	Adj Entry*	Adj Period	ADB Date	Ledger Group*	Rev Code*	Rev Date	Source*	Header Description	Journal Class
MN001	MMDDYYYY	N or Y	Only required if Adj Entry = Y	Defaults online to Jrnl Date; can leave 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*	Fund Code*	Fin DeptID	AppropID	Account*	Sub Acct	SW Cost	Agcy Cost 1	Agcy 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 INTEGRATED FINANCIAL TOOLS | **General Ledger (GL) Journal Template**

File Output | H:\ | *Generate File*

Header
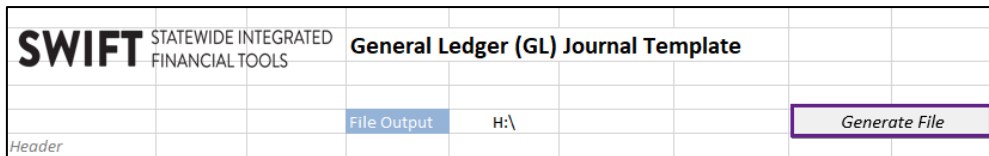
2. A message displays indicating that the file was generated successfully and listing the file name and location. Make note of the file name and location.
3. Press the OK button.

Microsoft Excel

File generated successfully
Total lines written: 1
H:\GL_JRNL_06242024_0849_AM.txt

OK
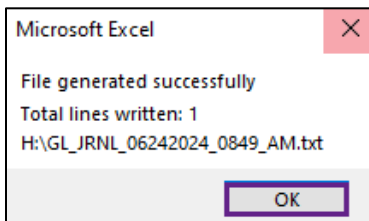
Note: If the file was not generated successfully, review the Excel file and ensure that all the required fields were entered and the fields have valid values. After making your corrections, resave it. Then, press the **Generate File** again. If you press **Generate File** button within the same minute 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.

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.

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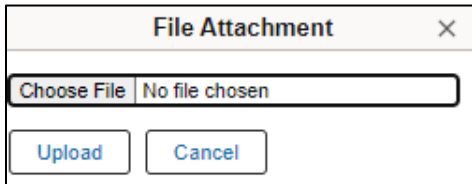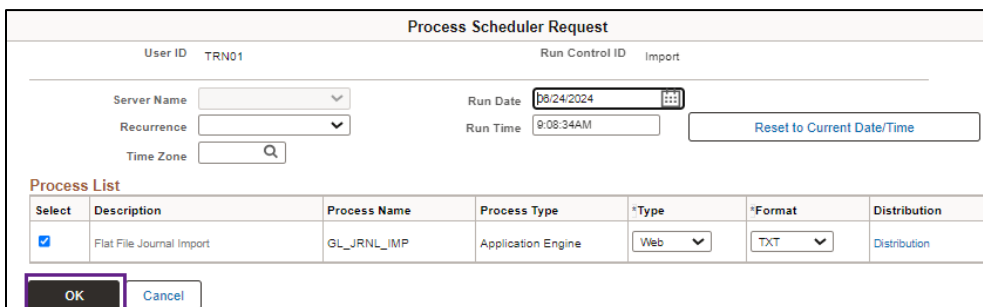

5. Select the **Open** button.
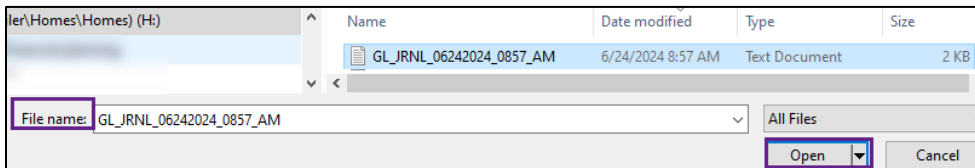
6. On the File Attachment page, press the **Upload** button.
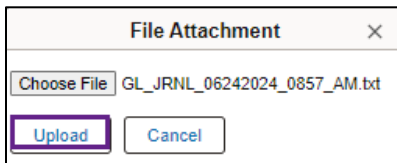
7. The Flat File Journal Import Request page opens, press the **Run** button.
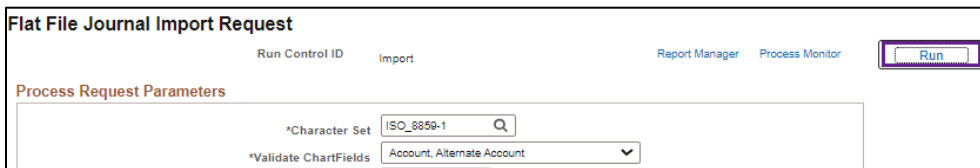
8. On the **Process Scheduler Request** page, accept the default process listed and press the **OK** button.
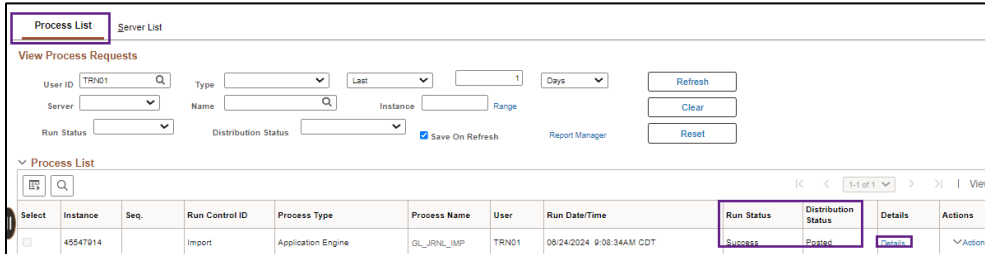

9. SWIFT returns to the Flat File Journal Import Request page. Press the **Process Monitor** link.

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.

11. The Process Detail page displays. Press the **View Log/Trace** link.
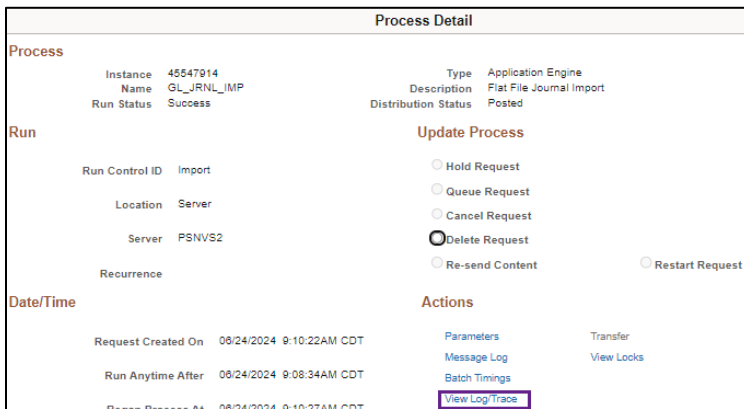
12. On the View Log/Trace page, press the **GL_JRNL_IMP_***********.LOG** file.
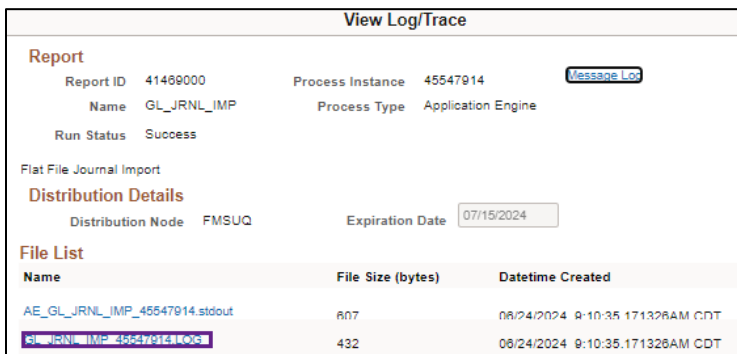
13. The log file displays in a new window.
   a. The log will indicate whether the process was successful and list the Journal ID created.
   b. It will also list any errors the process encountered.
   c. Make note of the Journal ID for the next step in the process.
   d. You can close the new window.

![SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS]

```
Flat File Journal Import (GL_JRNL_IMP)
        2024-06-24
----------------------------------------
09.10.28 Processing file GL_JRNL_06242024_0857_AM.txt ...
09.10.28 Validating imported data.
09.10.32 Moving data into target table.
09.10.32 Process completed successfully with 1 journals imported.
09.10.32 Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description
         MN001, 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.

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

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