

## QUICK REFERENCE GUIDE

February 20, 2024

### Project Budget Definitions

Before using the Project Costing, Grants, or Customer Contracts modules, your agency should get in contact with the SWIFT Module Support team via the SWIFT Helpdesk to discuss your usage and ensure that all information is setup correctly. If you have any questions on your budget setup, or need assistance with your grant, you should contact the SWIFT Helpdesk to set up a case, and someone will review your questions and get back to you.

SWIFT project budget definitions define what ChartFields are necessary for a project budget, what ChartFields are required on transactions to successfully pass budget check against the project ledgers, and what control the ChartFields have on transactions. Project budget definitions were setup when each agency was first established in SWIFT. Each agency set their budget definition to meet their needs, and the SWIFT Module Support set the budget definitions up in the system.

There are two types of project budget definitions, with each definition having two ledger groups:

- The **Standard Budget Definition** is what most agencies use. For this project definition, the budget controls spending at the parent level ledger group, KK\_PRJ\_PAR. Spending is tracked through a budget at the child level, KK\_PRJ\_CHD. Budgets need to be established for each ledger group using the ChartFields defined at those levels.
- The **Alternate Budget Definition** is used by three agencies. For this project definition, a budget is not necessary – the ChartFields only need to be established in the system, as well as their relationship. Spending is tracked without a budget at both the KK\_PRJ\_PDE parent ledger group and at the KK\_PRJ\_CDE child ledger group levels. As such, there is no control on spending except through a contract billing limit or existing, non-project budgets.

No data	Standard Budget Definition	Alternate Budget Definition
<b>Parent Level Ledger Group</b>	KK_PRJ_PAR	KK_PRJ_PDE
<b>Parent Control Option</b>	Control Budget	Track w/out budget
<b>Child Level Ledger Group</b>	KK_PRJ_CHD	KK_PRJ_CDE
<b>Child Control Option</b>	Track with budget	Track w/out budget
<b>Budgetary Control?</b>	Yes	No

Some agencies have other ChartFields defined for control at a lower level. This may mean aligning their project transactions with a fund or appropriation, or even to the account class level. Budgets need to be setup to include all ChartFields on your agency’s definition in order to pass budget check on a transaction.

**State of Minnesota Project Budget Structure by Agency**

(As of November 1, 2016)

Agency #	Project ID Mask	Agency / Board / Council	Parent level ledger group	Parent level ChartFields	Child level ledger group	Child level ChartFields
B0401	B04	MN Department of Agriculture	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
B1301	B13	Commerce Department	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
B1401	B14	Animal Health Board	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
B2001	B20	Explore Minnesota Tourism	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
B2202	B22	Department of Employment and Economic Development	KK_PRJ_PDE	PC Business Unit, Project	KK_PRJ_CDE	PC Business Unit, Project, Activity
B2501	B25	Science and Technology Authority	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
B4201	B42	Department of Labor and Industry	KK_PRJ_PAR	PC Business Unit, Project, Activity, Fund	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
B4301	B43	Iron Range Resource and Rehabilitation Board	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
B7G01	B7G	Combative Sports Commissioner	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
B8201	B82	Public Utilities Commission	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
E2501	E25	Perpich Center for Arts Education	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
E2601	E26	MN State Colleges/Universities	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
E3701	E37	Minnesota Department of Education	KK_PRJ_PAR	PC Business Unit, Project, Activity, Approp ID, Expense Dept ID	KK_PRJ_CHD	PC Business Unit, Project, Activity, Approp ID, Expense Dept ID

Agency #	Project ID Mask	Agency / Board / Council	Parent level ledger group	Parent level ChartFields	Child level ledger group	Child level ChartFields
E4401	E44	Minnesota State Academies	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
E5001	E50	Arts Board	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
E6001	E60	Office of Higher Education	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
E7701	E77	Minnesota Zoo	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
E8101	E81	University of Minnesota	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
G0201	G02	Department of Administration	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
G0601	G06	Attorney General	KK_PRJ_PAR	PC Business Unit, Project, Fund	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
G1001	G10	Minnesota Management & Budget	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
G1701	G17	Human Rights Department	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
G1901	G19	Indian Affairs Council	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
G3901	G39	Governor's Office	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
G4601	G46	Minnesota Information Technology	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Source Type
G5301	G53	Secretary of State	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
G6101	G61	Office of the State Auditor	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
G9201	G92	Ombudsperson for Families	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund

Agency #	Project ID Mask	Agency / Board / Council	Parent level ledger group	Parent level ChartFields	Child level ledger group	Child level ChartFields
G9J01	G9J	Campaign Finance Board	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
G9L01	G9L	Council on Black Minnesotans	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
G9M01	G9M	Minnesota Council on Latino Affairs	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
G9N01	G9N	Council on Asian Pacific Minnesotans	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
G9R01	G9R	MMB - Non-operating	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
G9Y01	G9Y	Council on Disabilities	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
H1201	H12H	Minnesota Department of Health	KK_PRJ_PAR	PC Business Unit, Project, Activity	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund, Approp ID, Expense Dept ID, Account Class
H5502	H55	Department of Human Services	KK_PRJ_PDE	PC Business Unit, Project	KK_PRJ_CDE	PC Business Unit, Project, Activity
H6001	H60	MN Sure	KK_PRJ_PDE	PC Business Unit, Project	KK_PRJ_CDE	PC Business Unit, Project, Activity
H7501	H75	Veterans Affairs	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
H7D01	H7D	Pharmacy Board	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
H7S01	H7S	Emergency Medical Services Board	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
J3301	J33	Trial Courts	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund, Allotment Dept ID
J5001	J50	State Guardian Ad Litem	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity

Agency #	Project ID Mask	Agency / Board / Council	Parent level ledger group	Parent level ChartFields	Child level ledger group	Child level ChartFields
J5201	J52	Public Defense Board	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
J5801	J58	Court of Appeals	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
J6501	J65	Supreme Court	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund, Allotment Dept ID
J7001	J70	Judicial Standards Board	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
L1001	L10	Legislature Coordinating Commission	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
P0101	P01	Military Affairs Department	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
P0701	P07	Department of Public Safety	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
P7801	P78	Department of Corrections	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
R2901	R29	Department of Natural Resource	KK_PRJ_PAR	PC Business Unit, Project, Activity	KK_PRJ_CHD	PC Business Unit, Project, Activity
R3201	R32	Minnesota Pollution Control Agency	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity
R9P01	R9P	Board of Water and Soil Resources	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity, Fund
T7901	TMN	Department of Transportation	KK_PRJ_PAR	PC Business Unit, Project	KK_PRJ_CHD	PC Business Unit, Project, Activity