SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

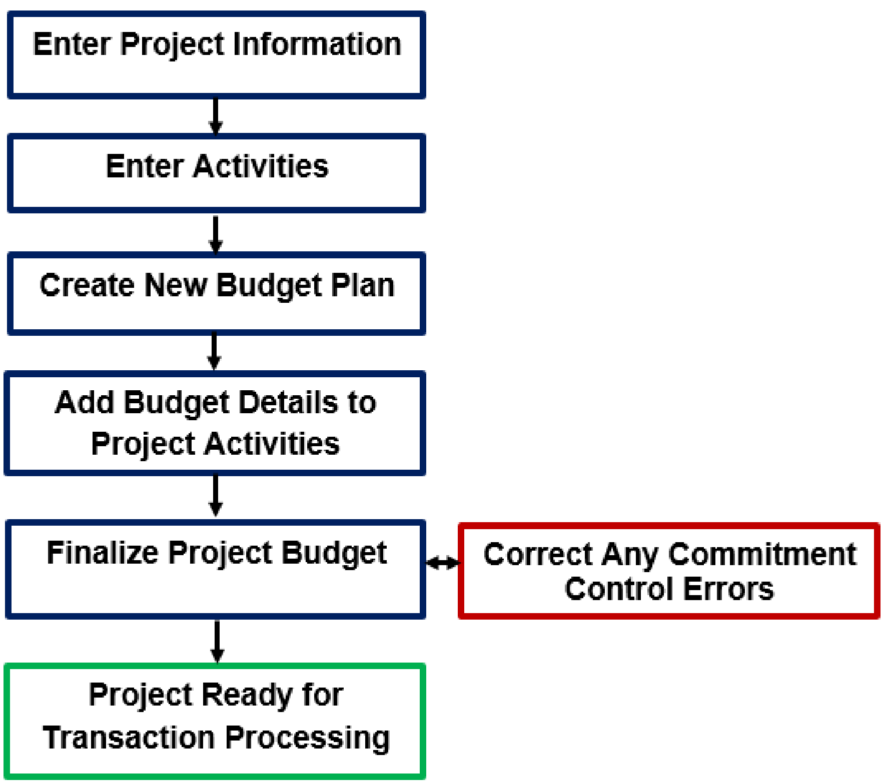
Enter Non-Grant Projects

This guide covers creating a new, non-grant project, such as a capital bonding project. Non-grant projects are created when the project and activities are funded by the agency rather than a sponsor and there is no need to bill. The project will be used to perform cost collection only. You first enter project header information, including the Project ID, Project Description, Type, and Project Start and End Dates. Next, you will add at least one activity to the project. Activity details include the Activity Name, Activity ID, and Activity Start and End Dates.

> **Note**: Project IDs must begin with the first three digits of your Business Unit (your "Agency Mask"). For example, if your Business Unit is G1001, your agency mask is "G10".

Most agencies require that a project budget be entered. Budgets are entered at the activity level and these entries roll up to the total project budget. The level of budget detail entered differs, depending on the agency. Check with your agency to find out your agency requirements. You can also refer to the Project Budget Definitions guide.

Entering Non-Grant Projects



Steps to complete:

- Step 1: Enter Project General Information (Project Header)
- Step 2: Add Project Activities
- Step 3: Create a New Budget Plan
- Step 4: Add Budget Details for each Activity
- Step 5: Finalize the New Budget

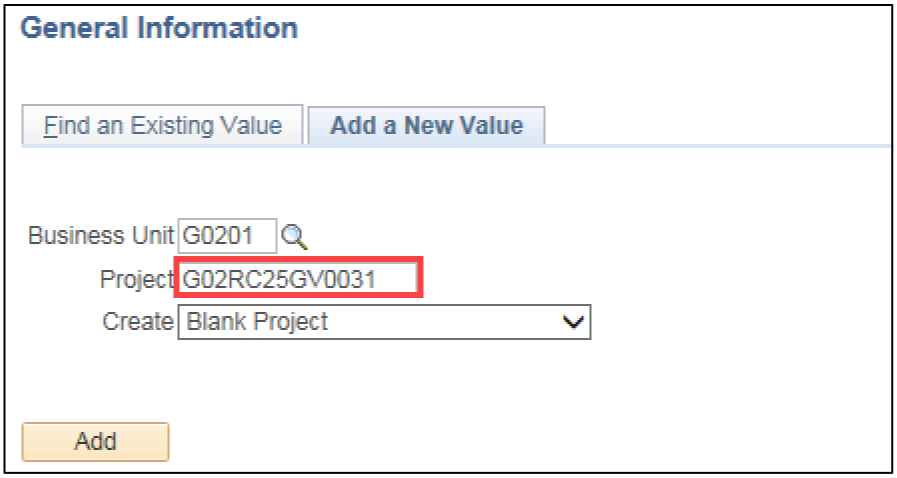
Step 1: Enter Project General Information (Project Header)

1. Navigate to the *Project General Information* page using one of the options below:

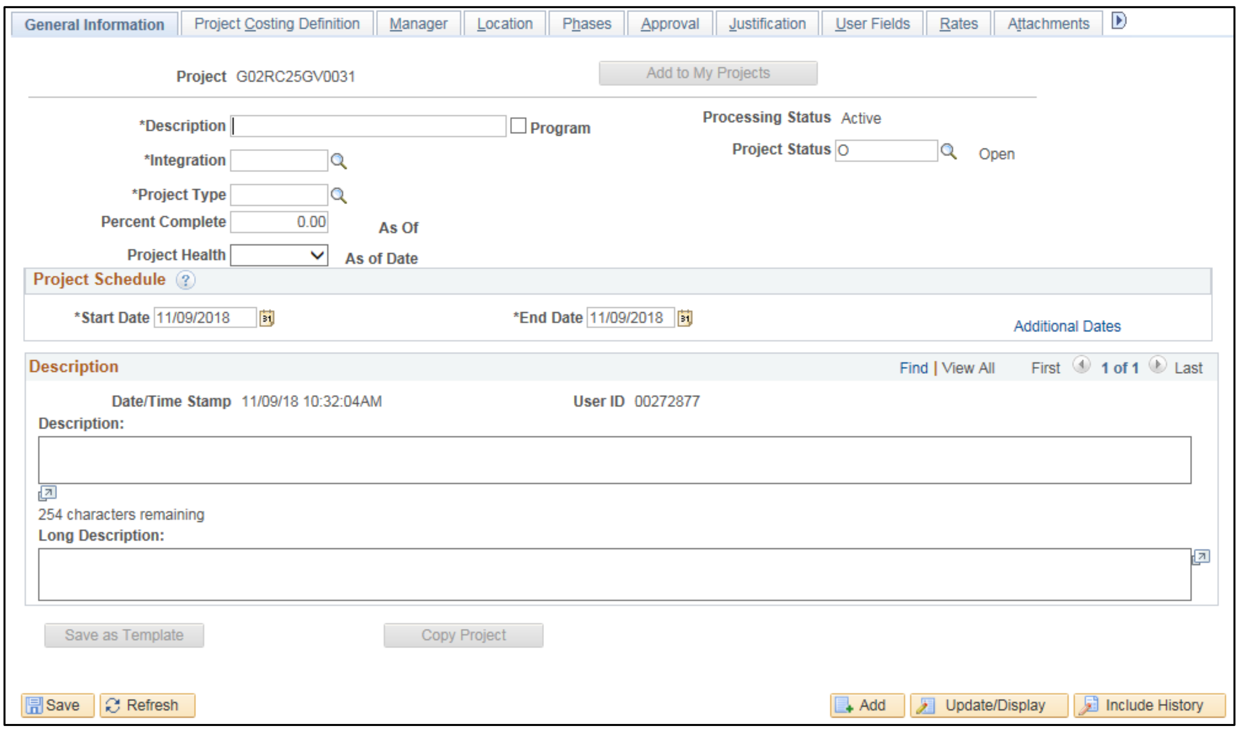
Navigation Options	Navigation Path
Navigation Collection	Accounting, Project Costing, Manage Projects. The Project General Information page displays by default.
WorkCenter	Accounting, Project Costing, Projects WorkCenter, left-menu, Links section, Project Setup, General Information.

2. On the *General Information* page, click on the **Add a New Value** tab and complete as described below.

Field Name	Field Description
***Business Unit**	Accept the default Business Unit or select a different Business Unit.
***Project ID**	**WARNING**! You must overwrite the default system value "NEXT" with a valid *Project ID*. The *Project ID* must begin with the first three digits of your Business Unit (your Agency Mask). For example, if your Business Unit is "G1001", your agency mask is "**G10**". Check with your agency for additional format requirements for the *Project ID*. Project ID is a 15-character alphanumerical identifier.
***Create**	Accept the default "Blank Project".



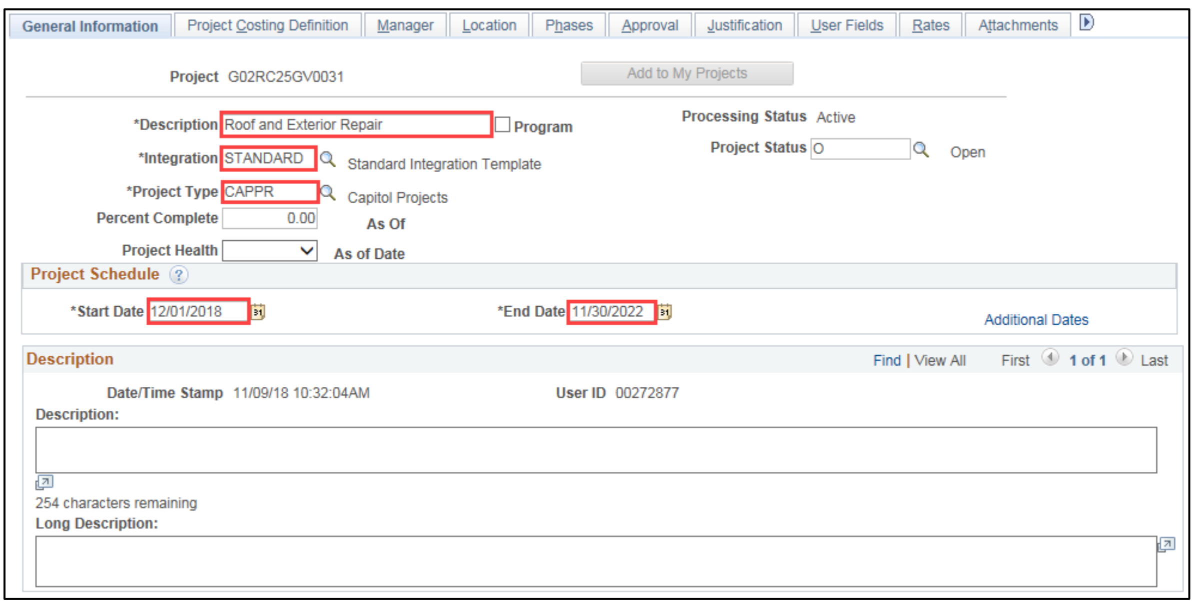
3. Click on the **Add** button and the *Project General Information* page displays.



4. Complete the Project Header as described below.

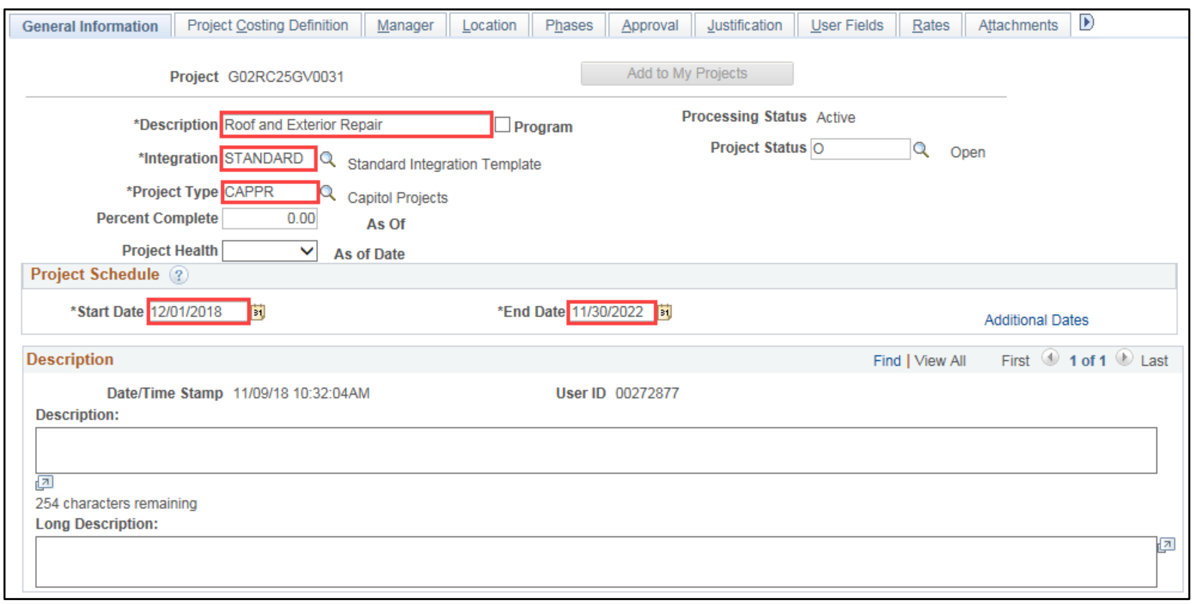
Field Name	Field Description
***Description**	Enter a description for the project. This brief description field is used to identify your project in search results and reports. You can enter longer descriptions at the bottom of the page, if desired. The longer descriptions are not required. The field length is 30 characters.
***Integration**	Click on the **Lookup** icon and select “STANDARD”. This is the only valid value.

Field Name	Field Description
***Project Type**	Enter the *Project Type*. Many different project types may be used at your agency. Be sure to select the correct project type. This example uses a generic code (CAPPR – Capital Project) for agency-directed projects.
Project Status	The *Project Status* defaults to "Open." As long as the project is open, the *Project ID* and *Activity IDs* can be used as valid ChartField values, even if the project has not yet started. If you want to prevent this, you can change the status now to "Hold," and then change it back to "Open" when the project actually starts, or when you want to be able to use the *Project ID* and *Activity ID*. **Note**: If you attempt to enter a status with a date outside of the Project Start and End Date, you will receive a warning; however, you will be able to save the status.
Percent Complete	State of Minnesota does not use.
Project Health	State of Minnesota does not use.
Program Checkbox	State of Minnesota does not use.



5. Complete the **Project Schedule** section as described below:

Field Name	Field Description
***Start Date**	Enter the project *Start Date*. After saving the project, the earlier of today's date or the start date becomes the effective date. Payroll transactions cannot be processed prior to this date. If you use budgets, this will also become the *Control Start Date*. **Note**: If your project is funded by a continuing appropriation for capital projects (Appropriation Type 02), the *Start Date* must be within the budget fiscal year (budget period) of the capital appropriation.
***End Date**	Enter the project *End Date*. If you use budgets, this will also become the *Control End Date*.
Additional Dates Link	State of Minnesota does not use.

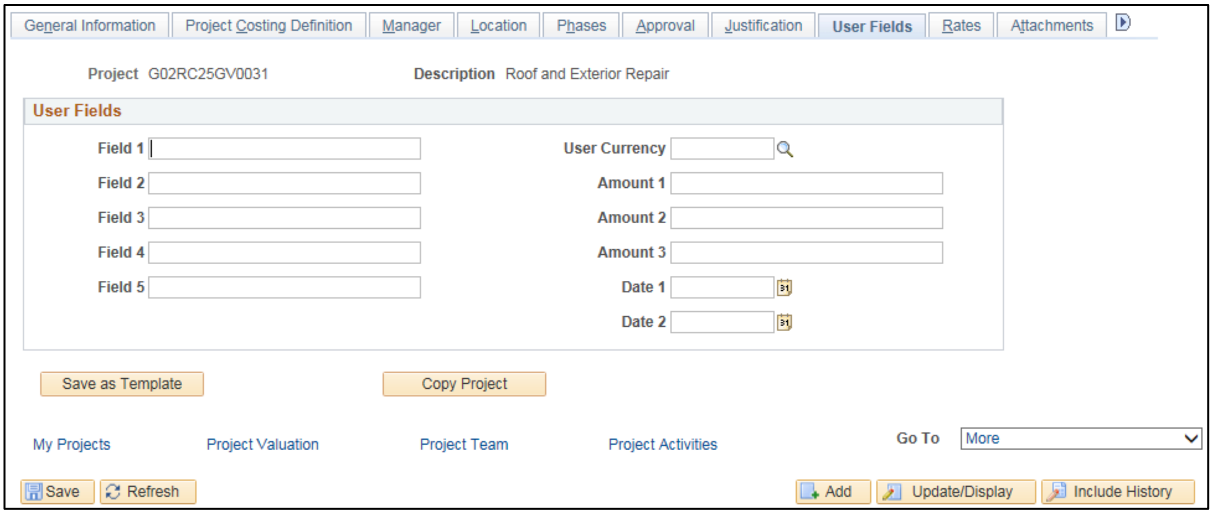


6. Optionally, complete the **Description** section as described below.

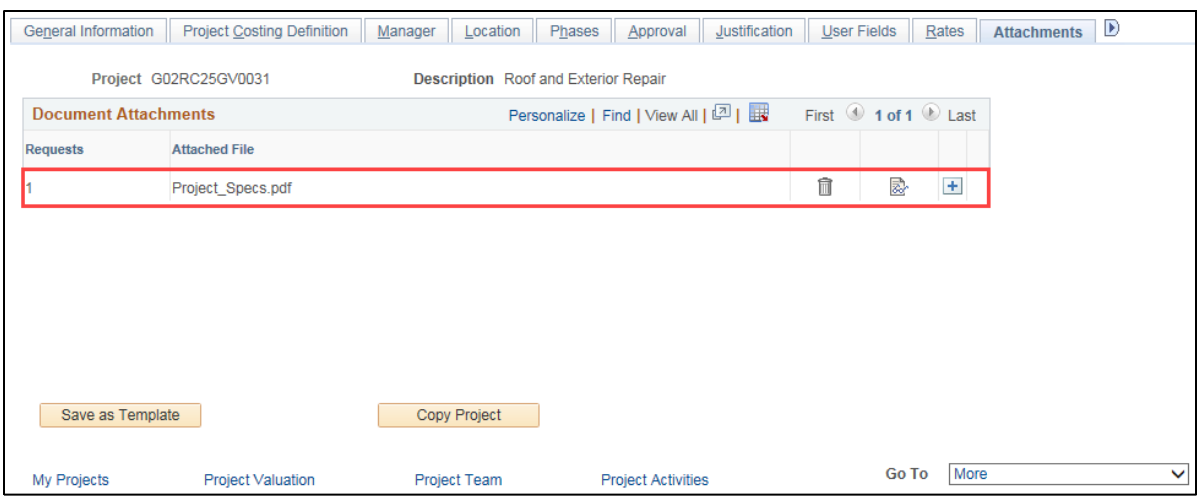
Field Name	Field Description
Description	Optionally, enter a longer description to provide more details about your project than would fit in the short description above. Click on the **Modal Window** icon to view and enter the description in a larger window. The field length is 254 characters.
Long Description	Optionally, enter a longer description if you need more than 254 characters. Click on the **Modal Window** icon to view and enter the description in a larger window.

7. Ensure that you have entered a valid *Project ID* that begins with your agency mask. If you have not entered a valid *Project ID*, leave the page without saving, and start over at step 1. If you have entered a valid *Project ID*, click on the **Save** button.

8. Optionally, click on the **User Fields** tab and enter information in the fields as required by your agency. These fields are available to use at your agency's discretion.



9. Optionally, click on the **Attachments** tab to add documents to your project. (If the tab is not visible click on the **Show Following tabs** arrow at the top right of the page to view additional tabs.)
   a. Click on the **Paperclip** icon.
   b. Browse to the location of the file and select it.
   c. Click on the **Upload** button.



10. From the **General Information** tab, click on the **Save** button once again, if necessary. After you save a project, several project-related links **(Go To** links) automatically display at the bottom of the page. We will use the *Project Activities* link in the next step.

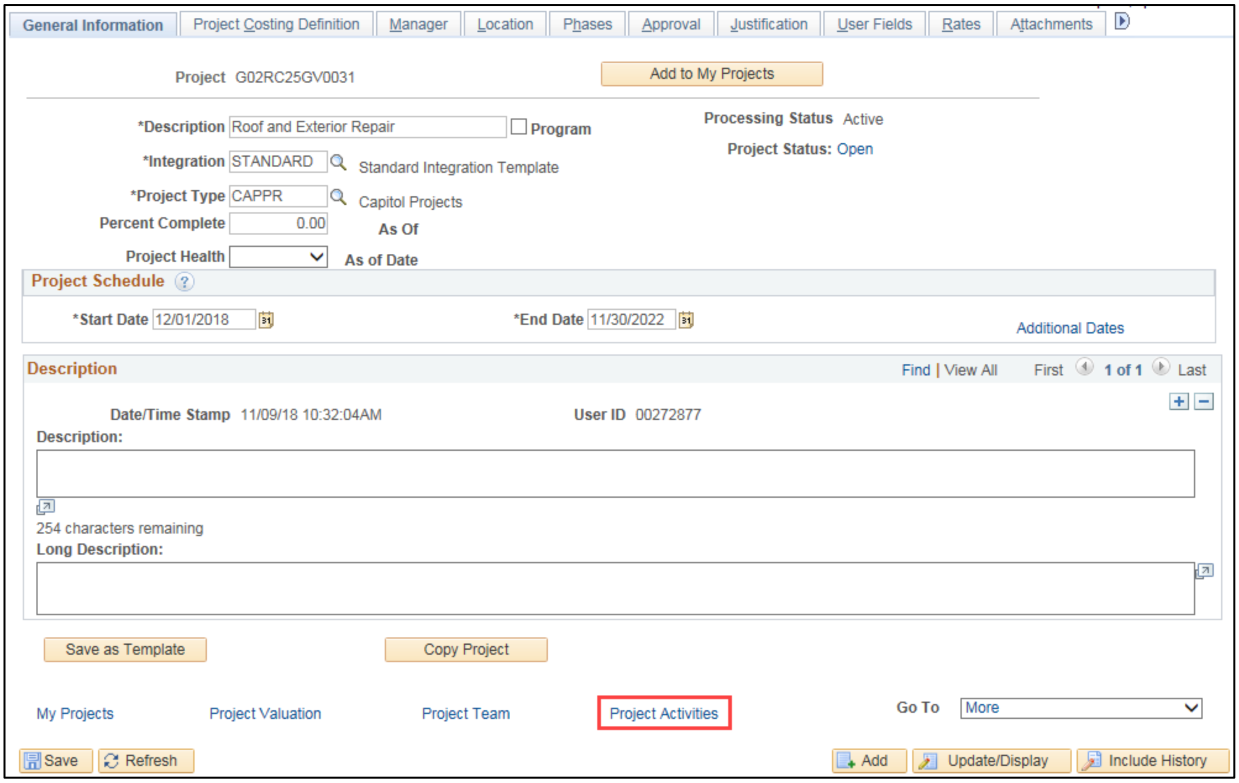
    Note: Many of the tabs available in the *Project* pages are not used or are seldom used:

Tab Name	Field Description
Project Costing Definition	Entries on the *Project Costing Definition* page should not be changed.
Manager	State of Minnesota does not use this functionality.
Location	Non-grant projects do not require a location to be assigned. Most agencies do not use locations. Check with your agency to determine if you should use the *Location* page to assign the physical location of the project. If you choose to add location details, you have the option to include multiple locations with different Effective Dates. **Note**: The *Effective Date* of the location must be within the project *Start* and *End Dates* you entered on the *General Information* page.
Phases	State of Minnesota does not use.
Approval	State of Minnesota does not use.
Justification	State of Minnesota does not use.
Rates	State of Minnesota does not use.
Asset Integration Rules	If you are interested in integrating project information to the Asset Management Module, contact SWIFT Module Support at: AgencyAssistance.MMB@state.mn.us.
Budget Alerts	State of Minnesota does not use.
New Project Approval	State of Minnesota does not use.

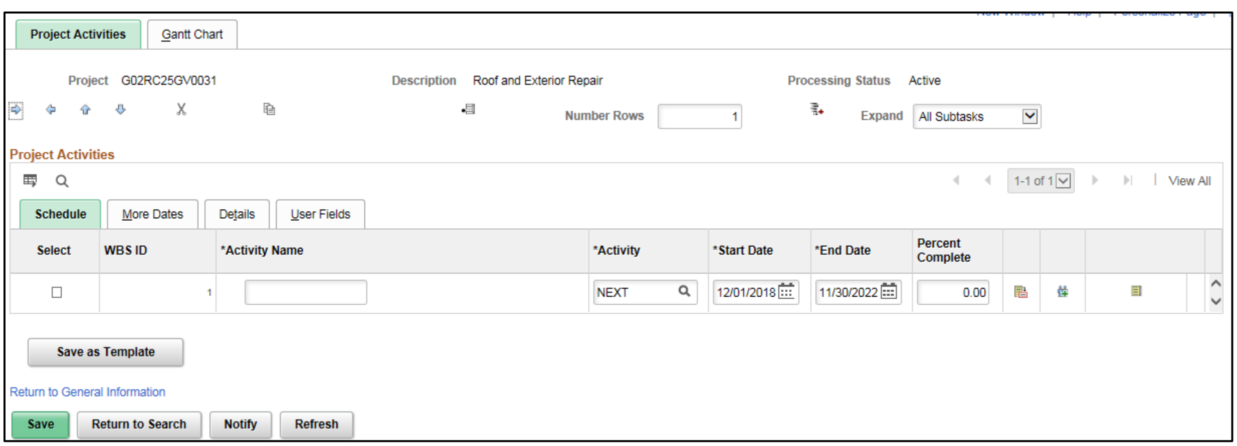
Step 2: Add Project Activities

Every project requires at least one activity.

1. Click on the *Project Activities* link displayed at the bottom of the page.



- The **Project Activities** tab displays with one activity row by default. In this example, the project has two activities.



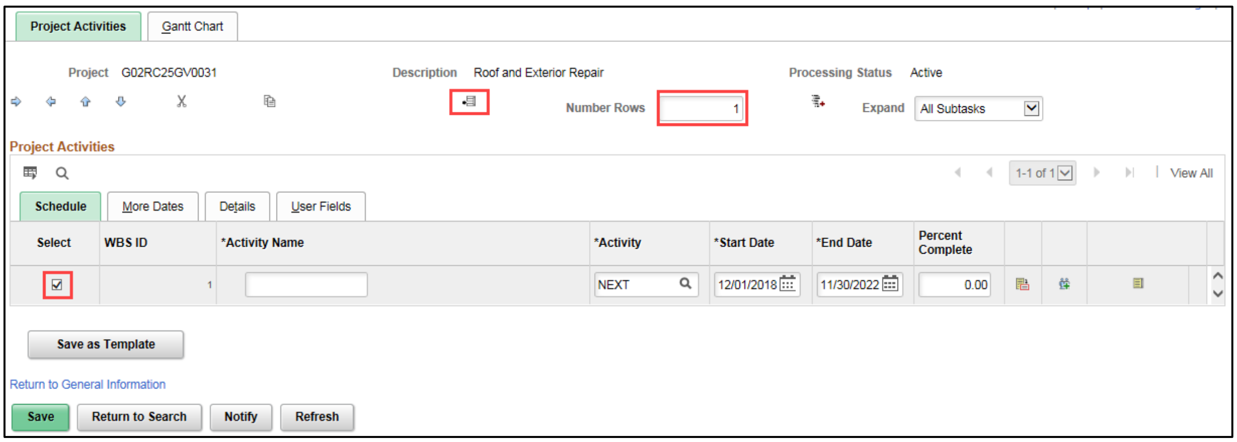
2. If you need to add more than one Activity to the Project, follow the steps below to add additional activity rows. If not, proceed to the next step. In this example, we will have two project activities.

    a. Enter the number of **additional** activity rows you need to add in the **Number Rows** field located in the header of the page.

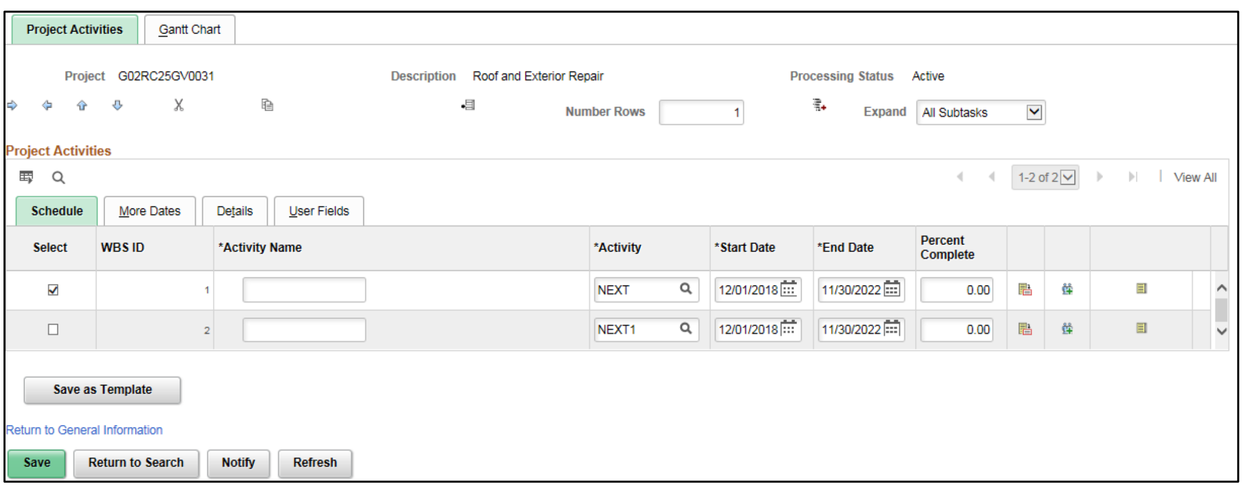
    WARNING! This is the number of new rows that you need to add, not the total number of rows you need. If you add rows you don't need, you cannot delete them.

    If you add activity rows in error, you should exit the *Project Activities* page without saving (click on the *Return to General Information* link and click "**Cancel"** to exit without saving). From the *Project General Information* page, click on the *Project Activities* link and start over.

    b. Click on the **Select** checkbox for the first row that was added by default. The new rows will be added after the selected row.

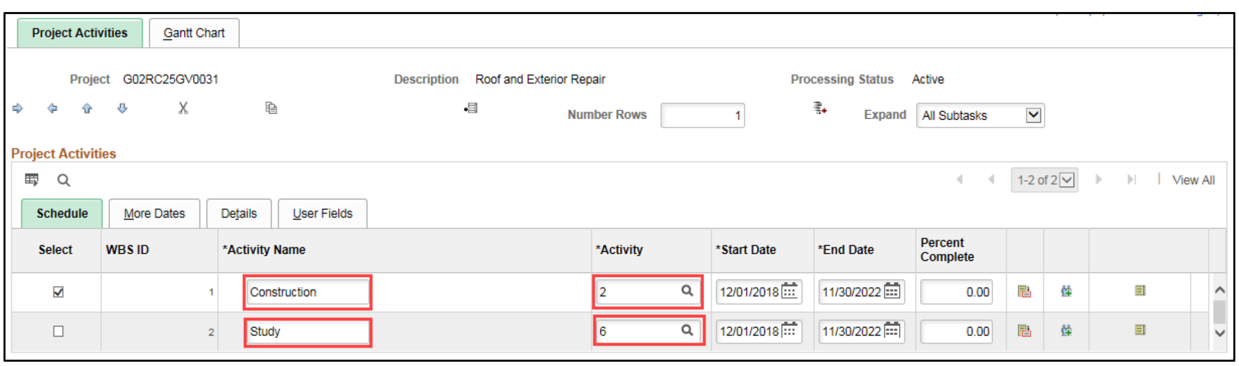


    c. Click on the **Add** ( ) icon to the left of the **Number Rows** field. The new rows are inserted after the selected row.



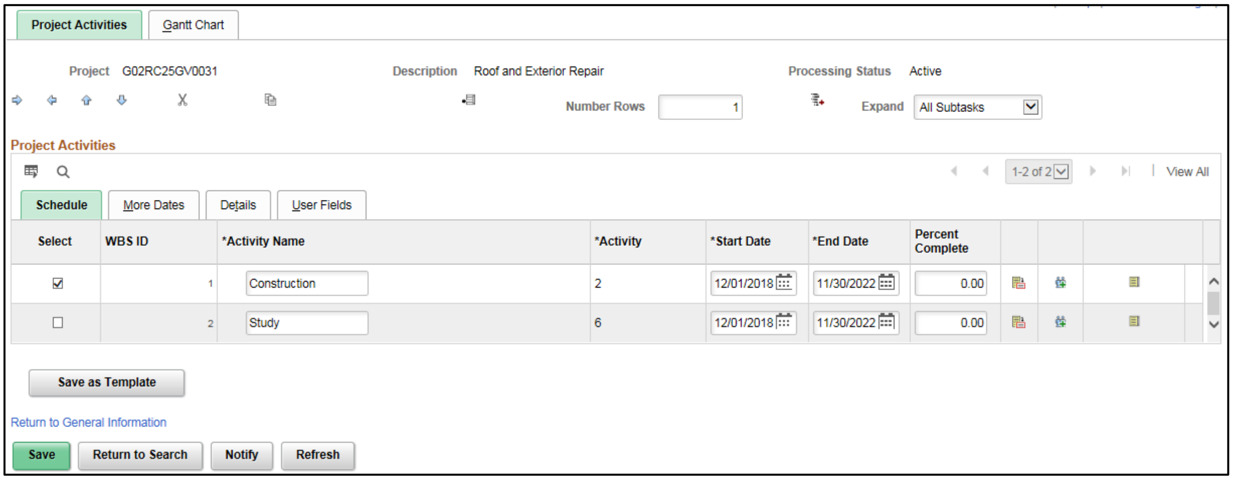
3. Complete the **Project Activities** section detail as described below.

Field Name	Field Description
***Activity Name**	Enter the Activity Name. The field length is 30 characters.
***Activity**	Overwrite the default system value “NEXT” with the *Activity ID*. Follow your agency’s convention for completing this field. Some agencies use very specific *Activity IDs* in order to track expenses at that level. Others just use activity 1, 2, etc. This becomes the Activity ChartField value. The field length is 15 characters.
***Start Date and End Date**	The Activity *Start Date* and *End Date* defaults to the *Start Date* and *End Date* of the Project. If there is only one activity, the activity *Start* and *End Date* must match the project *Start* and *End Date*. If your project has multiple activities, you must have at least one activity that starts on the project *Start Date*, and at least one that ends on the project *End Date* and there must be no gaps between activities.
Percent Complete	State of Minnesota does not use.
Activity Definition	If you click on the *Activity Definition* icon ( ) you are brought to the *Project Activities General Information* pages where you can add additional information about the *Activity*, if your agency requires. The options available are similar to the *Project General Information* pages. Click on the *Return to Project Activities* link to return to the *Project Activity* pages.
Transfer to Resource	State of Minnesota does not use the Transfer to Resource ( ) option.
Project Transaction List	State of Minnesota does not use.



Note: The **User Fields** tab provides fields that can be used at your agency’s discretion. Check with your agency to determine if these fields are used. Minnesota does not use the detailed activity tracking that can be accommodated by the **More Dates** and **Details** tabs in the **Project Activities** section or the **Gantt Chart** tab at the top of the page.

4. **WARNING**! Double-check your entries before saving, especially the *Activity ID*(*s*). After you save, you will not be able to change the *Activity ID* field(s). Click on the **Save** button.



5. If your agency requires you to enter a project budget, proceed to the next step. Otherwise, expenses associated with the project can now be collected and tracked.

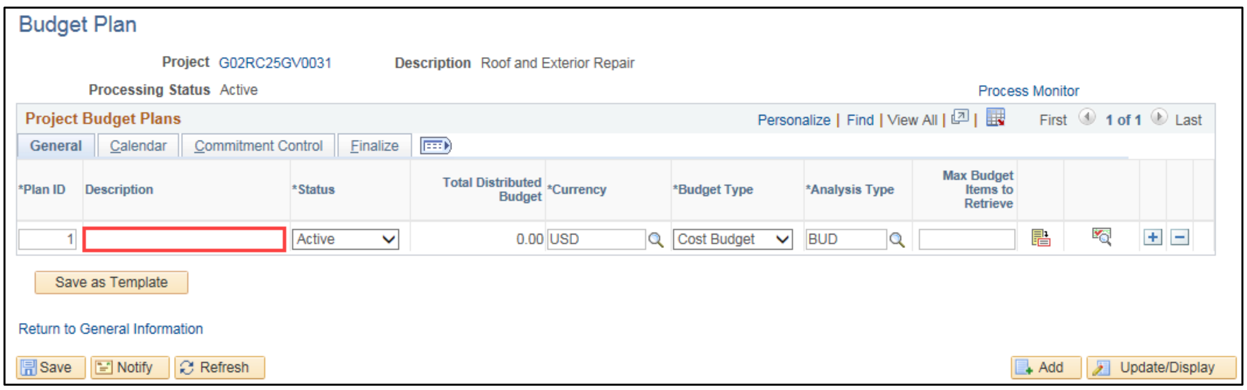
Step 3: Create a New Budget Plan

In most cases, you will need to add a project budget to the new project. This approach is recommended by Minnesota Management & Budget since it provides more control over your projects. Check with your agency to determine your agency's requirements. If you establish a project budget, transactions that exceed the budget will not pass budget check and transactions with budget dates outside the budget Control Start and End Dates will also fail. The project budget begins with a Budget Plan, which establishes the high-level settings for the budget. After creating the Budget Plan, you will enter the details of the budget by activity. Later, you will return to the *Budget Plan* page to finalize the project budget.

Begin by navigating to the *Budget Plan* page.

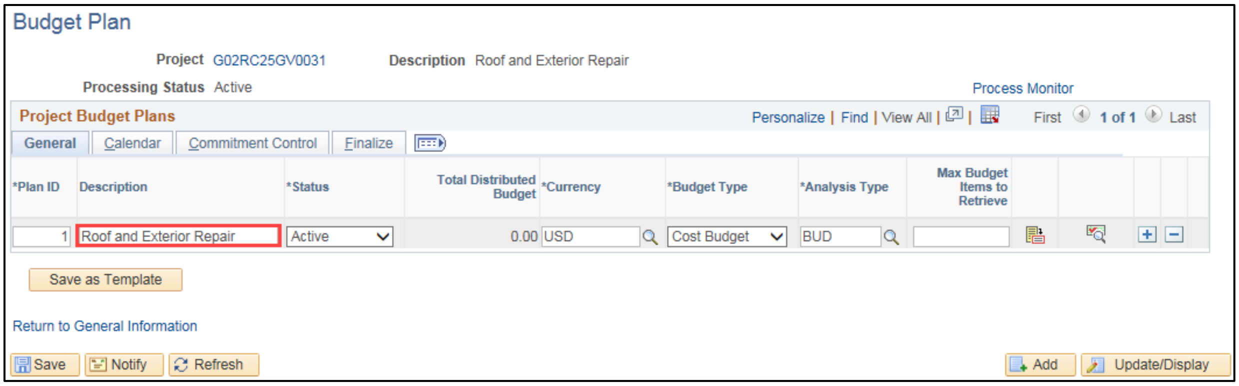
1. If you are continuing from the last step, click on the *Return to General Information* link at the bottom left of the page and select the "Project Budgeting" option from the navigation drop-down menu at the bottom right of the *General Information* page. (**Navigation**: Project Costing, Projects WorkCenter, left-menu, Links section, Project Setup, Budget Plan.)
2. At the *Budget Plan* search page, click the **Add a New Value** tab to create a new Budget Plan.
3. If necessary, enter your *Project ID*.

4. Click the **Add** button. The *Budget Plan* page displays.



5. Enter a *Description* for the Budget Plan and accept the default values for the remaining fields on the **General** and **Calendar** tabs as described below.

Field Name	Field Description
***Plan ID**	Accept the default “1”.
Description	Enter the *Description*. This can be the same as or different than the project description. The field length is 30 characters.
***Status**	Accept the default “Active”.
***Currency**	Accept the default “USD”.
***Budget Type**	Accept the default “Cost Budget”.
***Analysis Type**	Accept the default “BUD”.
***Calendar Type**	Accept the default. This value will vary depending on your agency’s Project Budget Definition. The correct value for your agency will default.
***Start Date**	Accept the default.
***Number of Periods**	Accept the default “1”.

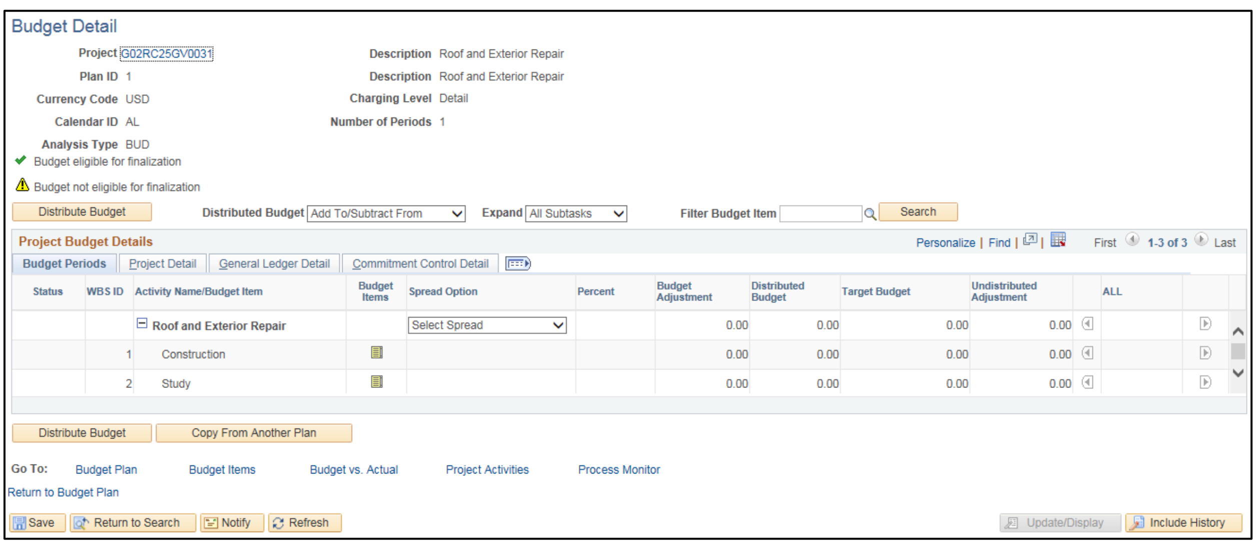


6. Click on the **Save** button.

Step 4: Add Budget Details for each Activity

Next, you will add Budget Items and Amounts for each activity. These entries will build the overall project budget.

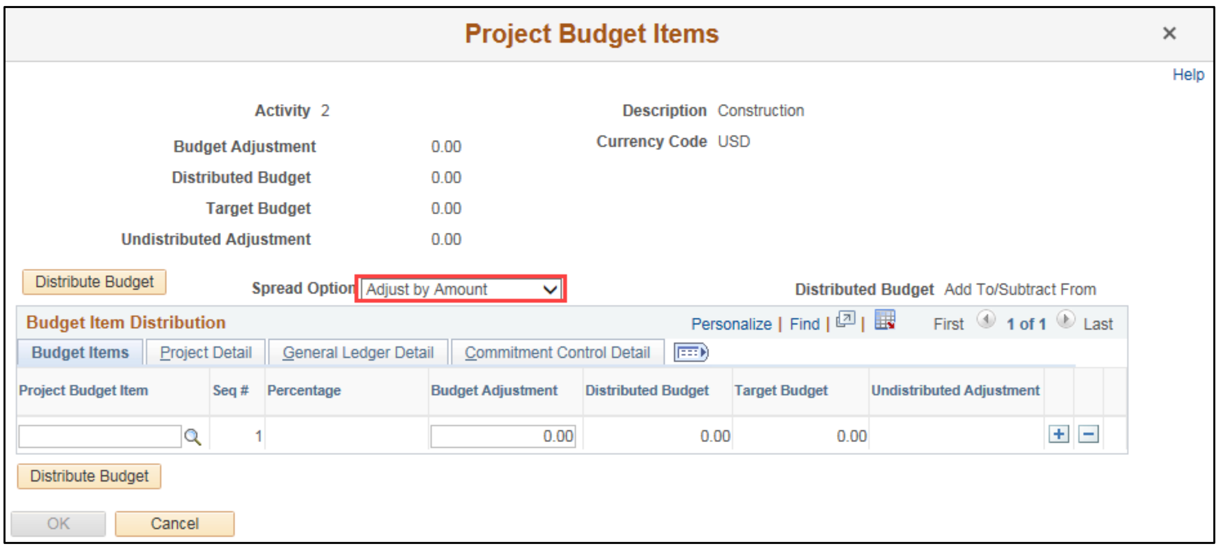
1. On the **General** tab of the *Budget Plan* page, click on the **Details** ( ) icon to display the *Budget Detail* page.
    - In this example, the project has two activities. If you have more than one activity, you will perform the upcoming steps for each Activity. After entering Budget Items and Amounts for each Activity, the Budget Detail page will show the overall budget for the project broken out by activity.



2. On the *Budget Detail* page, click on the **Budget Items** ( ) icon for an Activity to enter the Budget Items and Amounts. The *Adjust Budget Items* page displays where you will select Project Budget Item(s) and enter Budget Adjustment amounts. The Budget Adjustment field is locked until you select a spread option.

3. Select a **Spread Option** in the Adjust Budget Items header. This example uses the “Adjust by Amount” option.

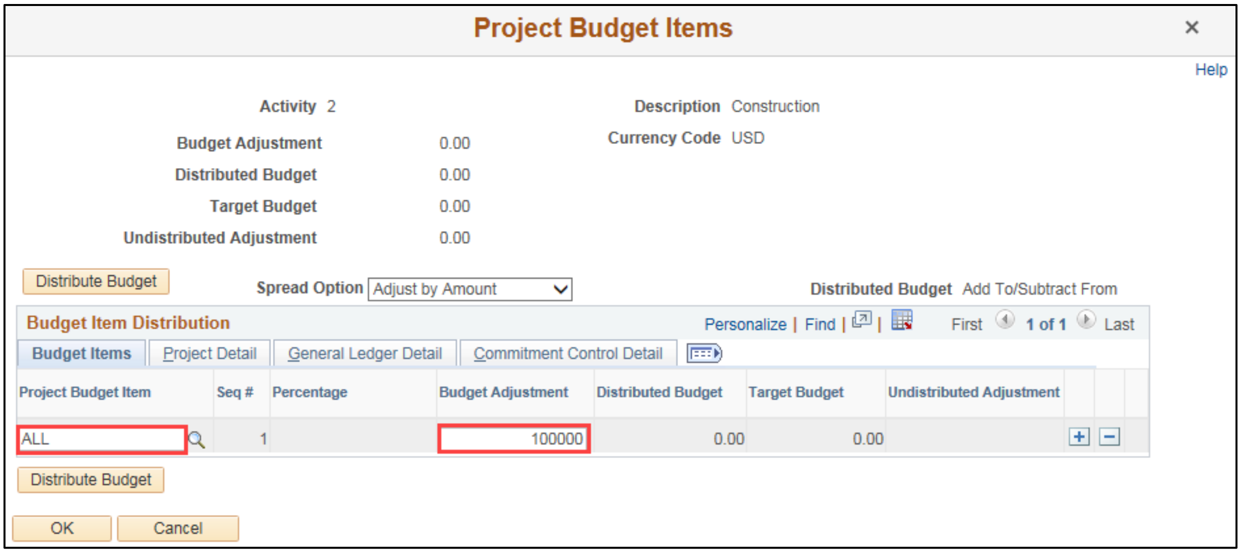
Field Name	Field Description
Spread Option	The Budget Adjustment field is locked until you select a spread option. Select a *Spread Option* from the drop-down listing: - Adjust by Amount: In most cases, you will select “Adjust by Amount”. This allows you to enter specific amounts for each Budget Item you select for this activity. If you are interested in using any of the other spread options, contact the SWIFT Helpdesk for assistance.



4. Complete the **Budget Items** tab in the **Budget Item Distribution** section.

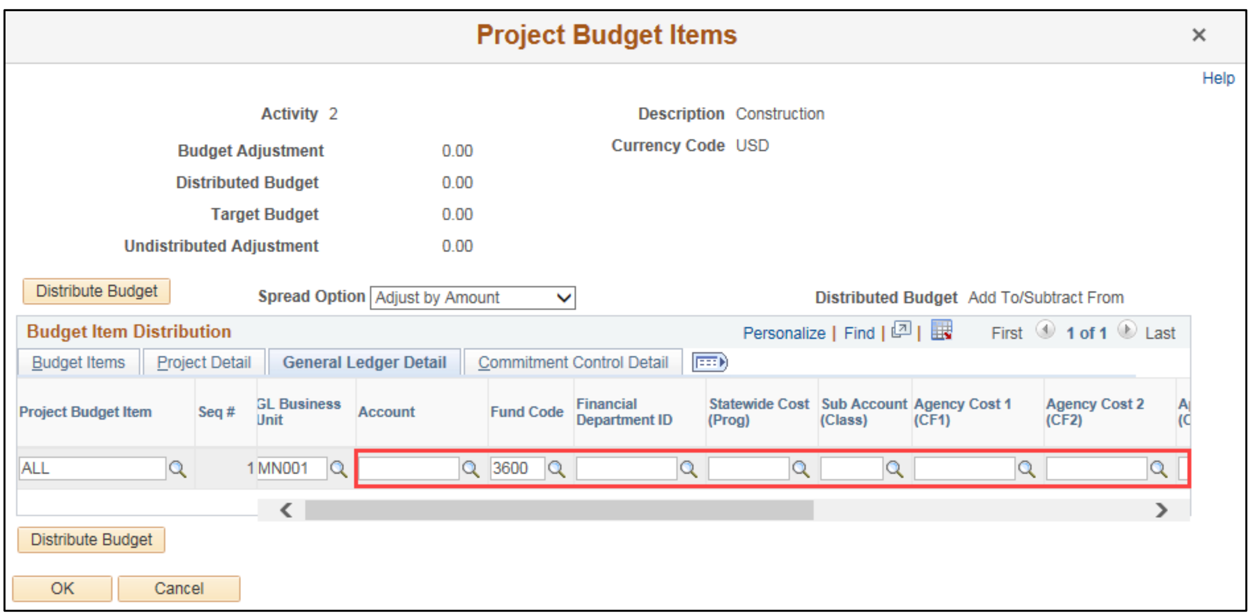
   WARNING! Only use the **Tab** key to navigate between fields; do not use the Enter Key. If the Enter Key is used, you will be brought back to the *Budget Detail* page. It will look as though you have not entered any Budget Detail data. You will need to **Save**, click the *Return to Budget Plan* link, and then click on the **Budget Detail** icon. Your changes will now display on the *Budget Detail* page and you can continue processing the budget.

Field Name	Field Description
Project Budget Item	Select the *Project Budget Item* from the drop-down listing. Each agency will have a different set of options for this field. Some agencies enter the entire amount using the *Project Budget Item* “ALL,” as shown in this example. Other agencies may split the budgeted amounts between salary and non-salary activities. In other cases, agencies may budget to an even greater detail, using specific budget items within each activity.
Budget Adjustment	Enter the amount budgeted for the *Budget Item* in the Budget Adjustment field.



5. If you need to add additional *Project Budget Items*, click on the **Add New Row (+)** icon and enter the fields as described above.

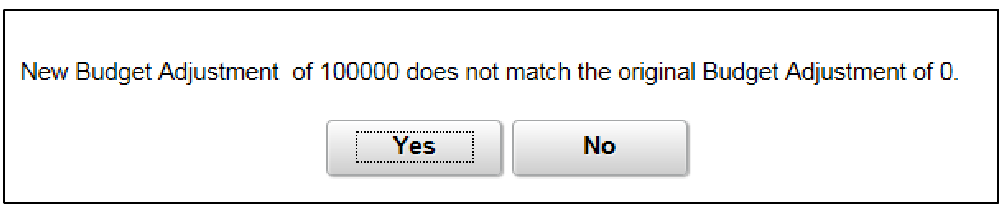
6. Next, you'll need to enter the ChartFields for the *Project Budget Item(s)* on the **Budget Item Distribution** section tabs. Check with your agency to make sure you are entering the required ChartFields. The "[Project Budget Definitions]" guide may also be of assistance. In some cases, your agency may not require ChartField values to be entered. The example used in this guide is representative and may not match the values used for your project.



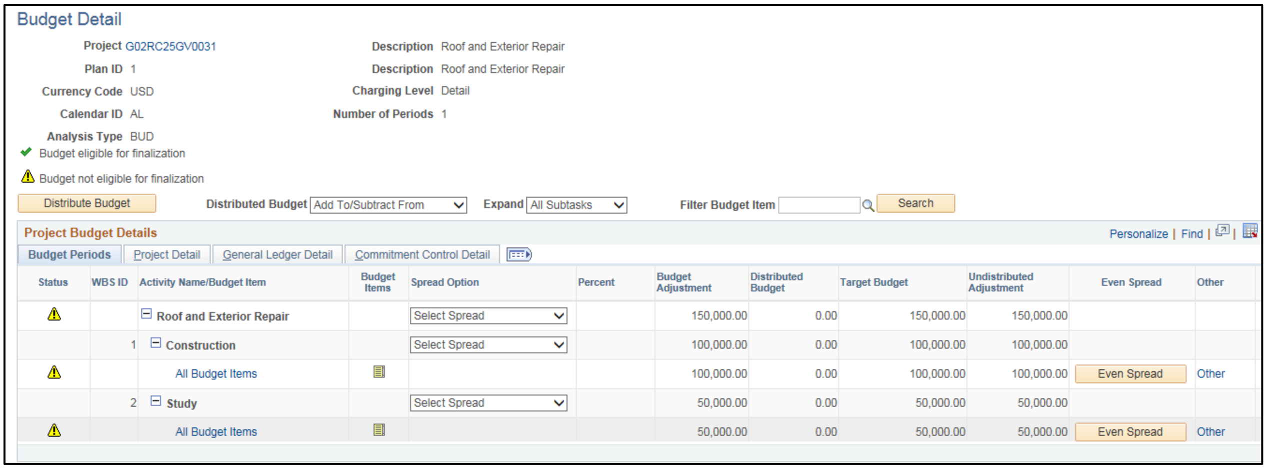
Tab	Available ChartFields
General Ledger Detail tab	Account Fund Financial Department ID Appropriation ID Statewide Cost (Proj) Sub Account (Class) Agency Cost 1 Agency Cost 2
Project Detail tab	Source Type Category Subcategory
Commitment Control Detail tab	The entries on the Commitment Control Detail tab should not be changed.

7. After entering all *Project Budget Items* and required ChartFields, click on the **OK** button.
8. You will receive a message indicating that the "New Budget Adjustment of $XXXXX does not match the original Budget Adjustment of 0". You receive this message because you are technically adjusting a budget of $0 by the amount you entered.

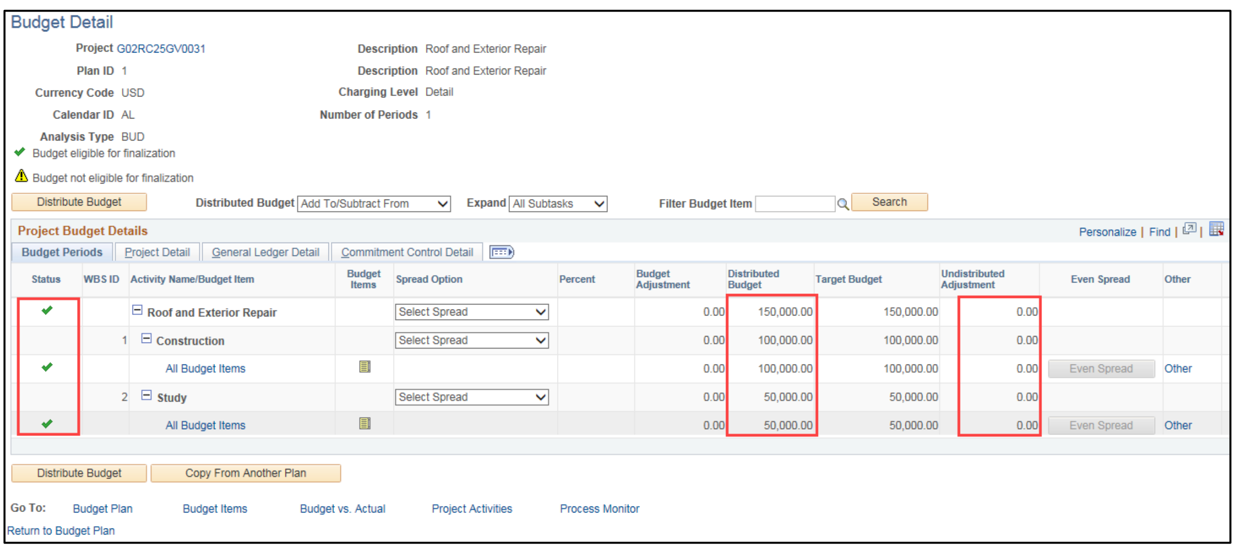
   Click the **Yes** button. You will return to the *Budget Detail* page



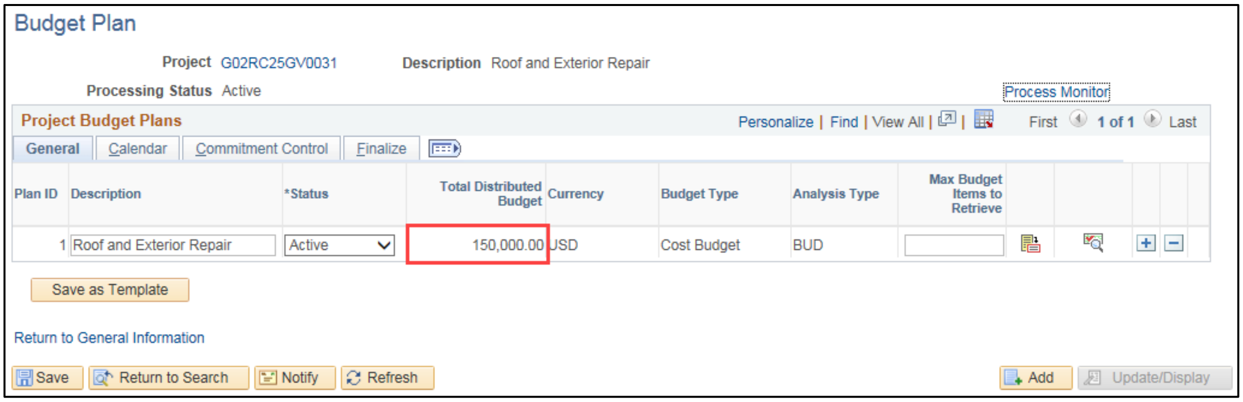
9. If you have more than one Activity, repeat the above steps to add *Project Budget Items* and *Adjustment Amounts* so that the total equals the project budget that must be established.
10. When you are done, view the *Budget Detail* page to ensure that the amount listed on the first line for the project equals the total budget amount needed for the project. If not, make the necessary changes before proceeding to the next step.



11. The **Yellow Triangle** icons in the *Status Column* of the *Budget Detail* page indicate that the budget, as it is currently saved, is not eligible for finalization. If necessary, use the scroll bar at the bottom of the page to scroll to the right so the **Even Spread** button(s) display.
12. Click on the **Even Spread** button for each activity to fully distribute the budget amount. The budget amount should move from the "Undistributed Adjustment" column to "Distributed Budget," as shown in the next screenshot.
13. Click on the **Save** button. The *Status* column now shows **Green Checkmark** icons indicating the budget is eligible for finalization.



14. Click on the *Return to Budget Plan* link or the **Go To**: *Budget Plan* link on the bottom of the page. (They both go to the same place.) The *Budget Plan* page displays.



Step 5: Finalize the New Budget

The last step is to finalize the budget. After the budget has been finalized, you will not be able to change the existing budget lines. Instead, you'll need to enter Budget Adjustments as described in the "Adjust a Project Budget" guide.

1. Verify that the *Total Distributed Budget* amount equals the amount of the project. (All other fields default with the correct values.)

   If you realize that you've made a mistake, you can re-enter the Budget Plan and Budget Detail by doing the following:

   a. Set the Budget Plan **Status** to "Inactive".

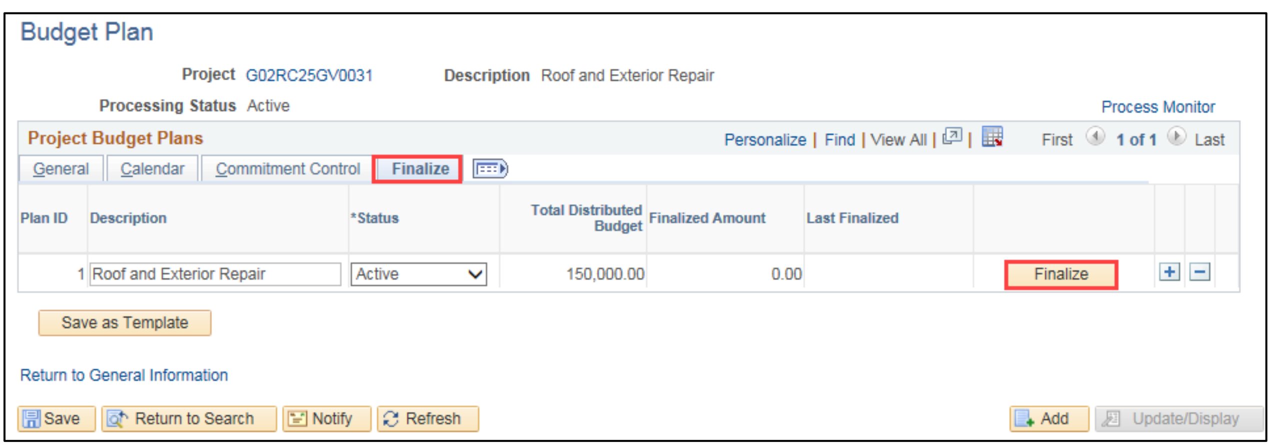
   b. Click the **Delete Row** (-) icon.

   c. Click on the **Save** button.

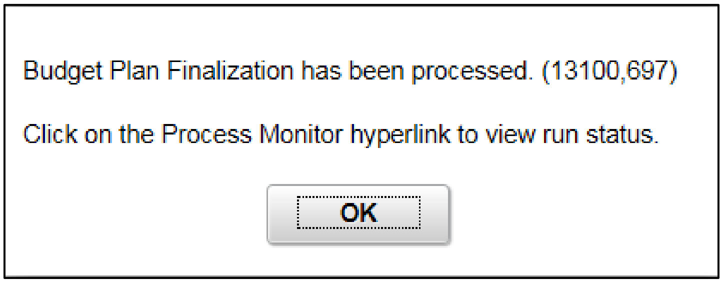
   d. Go back to Step 3: Enter a new Budget Plan.

2. After verifying that the budget information is correct, click on the **Finalize** tab.

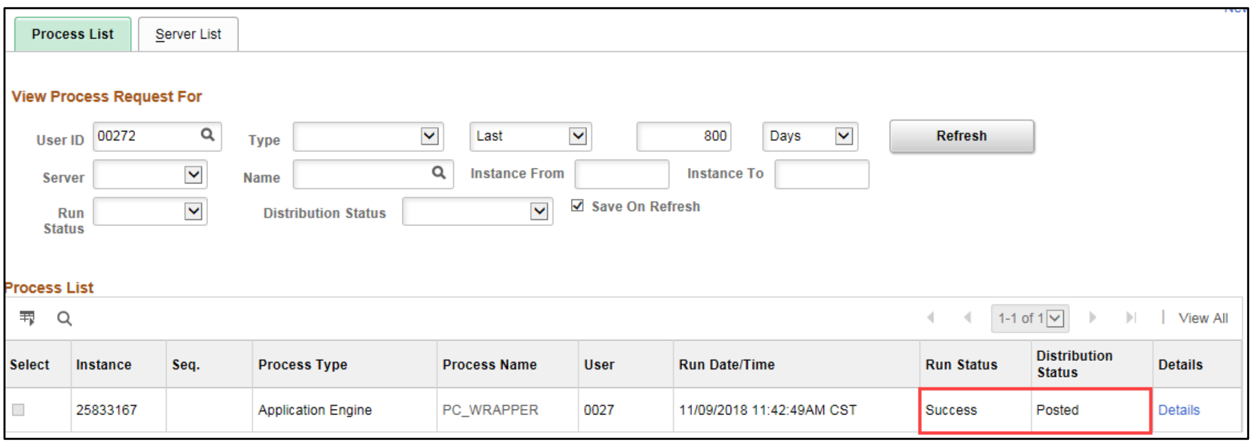
3. Click on the **Finalize** button. This initiates the budget finalization process, which creates a Commitment Control budget based on the project budget details you entered.



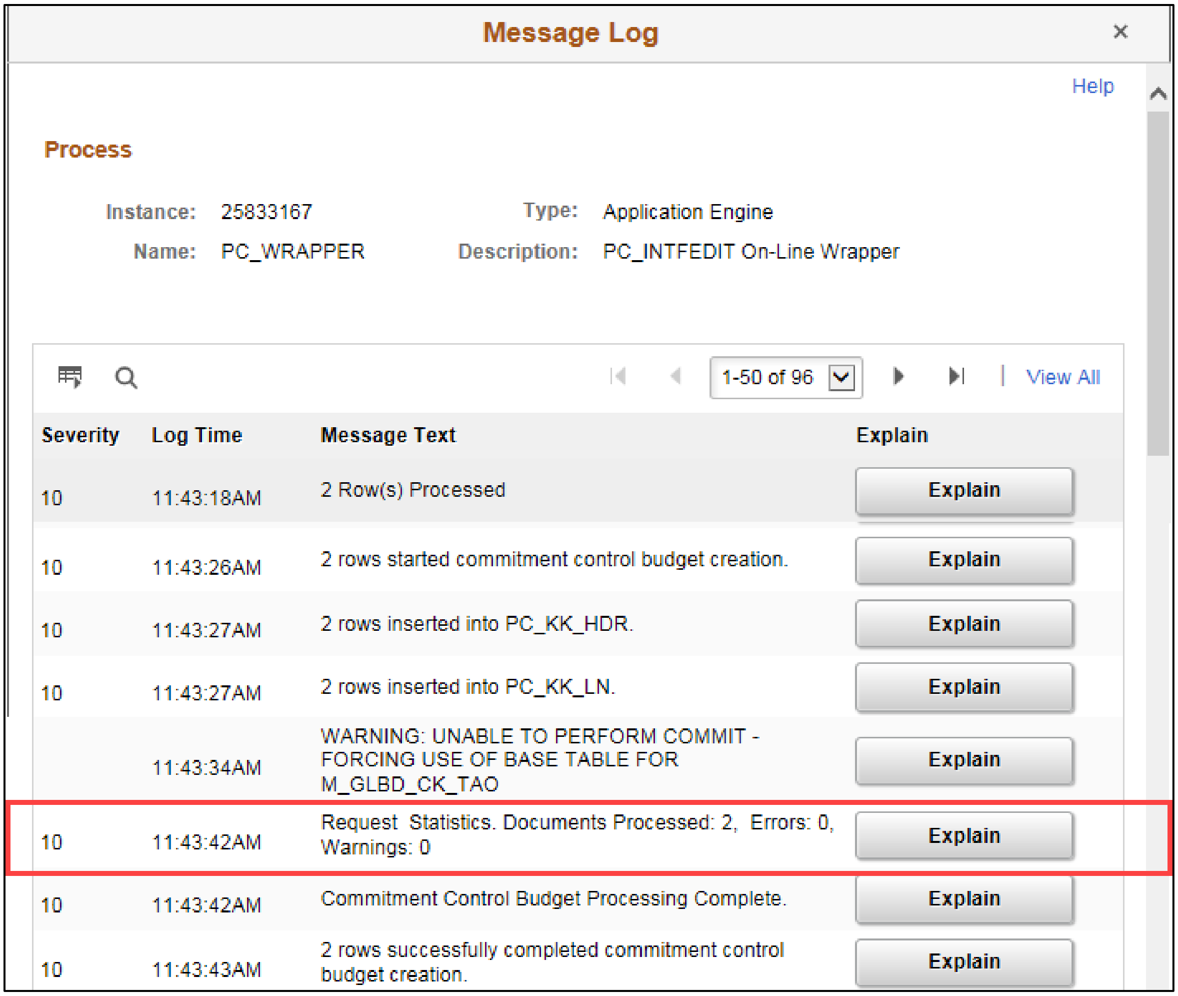
4. You will receive a message indicating that the Budget Plan Finalization has been processed and you can click on the *Process Monitor* link to view the status of the process. Click on the **OK** button.



5. Click on the *Process Monitor* link.
6. At the *Process List* page, click on the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.

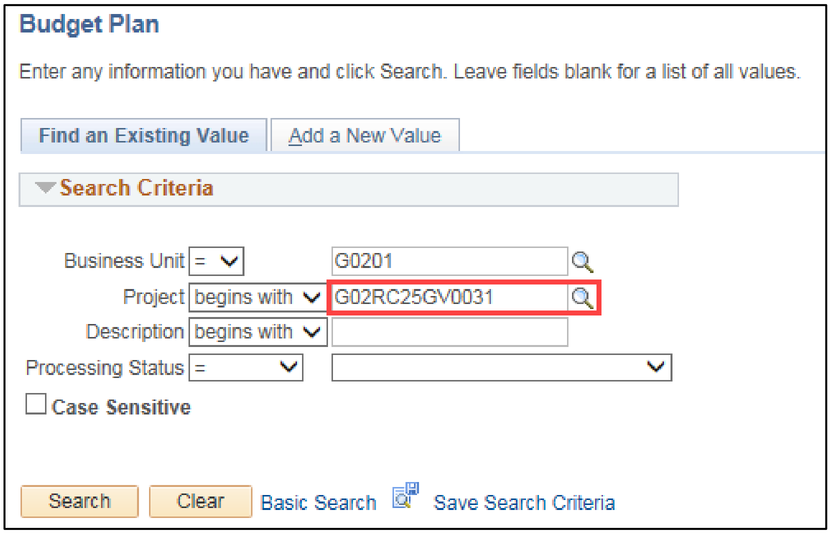


7. You must view the Message Log to ensure that the process was successful. Click on the *Details* link. The *Process Detail* page displays.
8. Click on the *Message Log* link.
9. Review the information displayed on the *Message Log* page.
   - You should see messages indicating that rows have been successfully inserted into the “PC” Project Costing and Commitment Control modules. Make sure the number of rows listed equal the number of Budget Items you are processing.
   - You will most likely see a number of warning messages which you can ignore.
   - If errors exist, refer to the “Correct Commitment Control (Project Budget Check) Errors” guide for assistance.

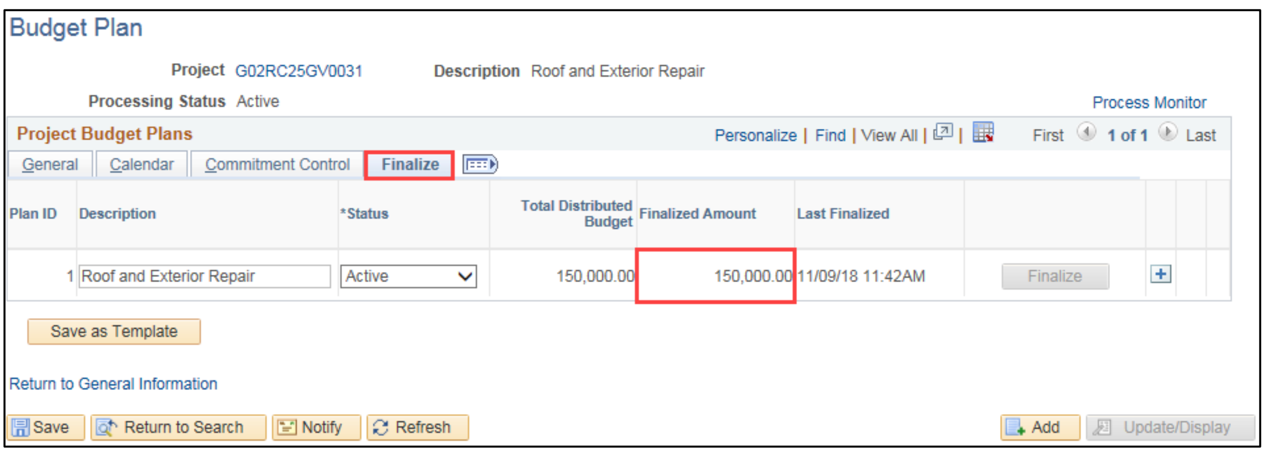


10. Click on the **Return** button to go back to the *Process Detail* page.
11. Click on the **OK** button to return to the *Process List* page.
12. Click on the *Go back to Budget Plan* link to return to the *Budget Plan* search page.

13. On the *Budget Plan* page, use the **Find An Existing Value** tab to search for and select the project.



14. On the *Budget Plan* page, click on the **Finalize** tab to confirm that the "Finalized Amount" now equals the "Budgeted Amount". The "Last Finalized" field shows the date and time the process was run, and the **Finalize** button is disabled because there is no budget amount remaining to be finalized. Future budget updates will require you to run the budget finalization process again.



15. If you have the Budget Inquiry role, after the project budget has been finalized, you can navigate to the *Budget Overview* page and search for and view the project budget. (**Navigation**: Accounting, Commitment Control, GL/KK WorkCenter, left-menu, Links section, KK Links, Budgets Overview.). Refer to the "View Budget Overview Inquiry" guide for detailed instructions.