SWIFT

STATEWIDE INTEGRATED FINANCIAL TOOLS

PC1

Project Costing

User Guide

April 12, 2017

Version # 4
Minnesota Management & Budget
Copyright 2017 All Rights Reserved

For updates to this and other training information, please see the SWIFT web pages at
http://www.mn.gov/mmb/accounting/swift/

MANAGEMENT
AND BUDGET

Project Costing

To jump to an area within the User Guide, click on the topic in the Table of Contents.

Table of Contents

Course Overview *1*

LESSON 1: CREATING NON-GRANT PROJECTS **4**

Lesson Overview *4*

ENTERING NON-GRANT PROJECTS **5**

Topic Overview *5*

Process Steps *6*

CORRECTING COMMITMENT CONTROL (PROJECT BUDGET CHECK) ERRORS **30**

Topic Overview *30*

Process Steps *31*

UNDERSTANDING PROJECT DATES AND TRANSACTION CONTROLS **40**

Topic Overview *40*

Process Steps *42*

Lesson Summary *49*

LESSON 2: MAINTAINING NON-GRANT PROJECTS **50**

Lesson Overview *50*

ADDING OR REDUCING PROJECT TIME **51**

Topic Overview *51*

Process Steps *52*

ADJUSTING A PROJECT BUDGET **56**

Topic Overview *56*

Process Steps *57*

ADDING ACTIVITIES TO A PROJECT **68**

Topic Overview *68*

Process Steps *69*

INACTIVATING A PROJECT ACTIVITY **73**

Topic Overview *73*

Process Steps *74*
Lesson Summary *76*
LESSON 3: CLOSING AND REOPENING PROJECTS **77**
CLOSING AND REOPENING PROJECTS **77**
Topic Overview *77*
Process Steps *78*
Lesson Summary *82*
LESSON 4: SWIFT INQUIRIES AND QUERIES **83**
Topic Overview *83*
VIEWING BUDGET OVERVIEW INQUIRY **84**
Topic Overview *84*
Process Steps *85*
RUNNING SWIFT QUERIES **95**
Topic Overview *95*
Process Steps *96*
Lesson Summary *98*
COURSE SUMMARY **98**
APPENDIX **99**
PROJECT BUDGET DEFINITIONS **100**
KEY PROJECT COSTING TERMS **104**

Project Costing

Course Overview

This Guide covers how non-grant projects are created, maintained, and closed in the Project Costing module. 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.

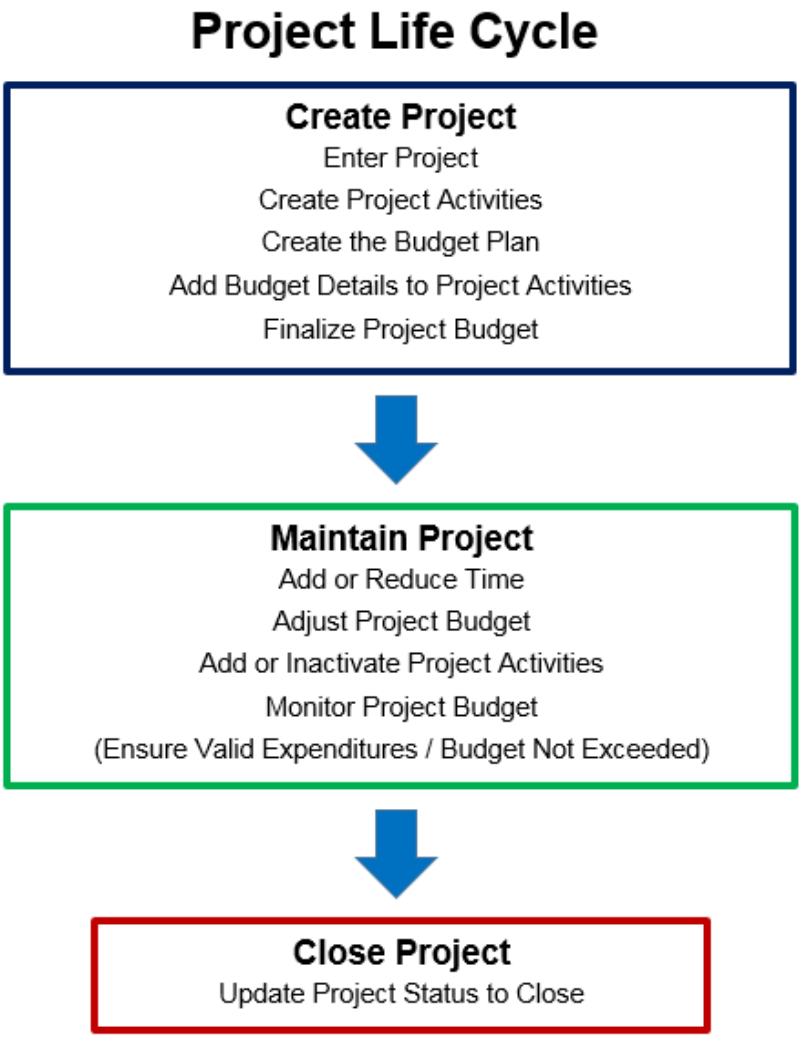
Different modules in SWIFT are used to track non-grant projects, non-grant projects with billing, and incoming or outgoing grants. The below table lists the correct modules and instructions to use, depending on the situation.

If you are unsure which module to use, contact the SWIFT Help Desk to discuss your usage and ensure that all information is setup correctly (651-201-8100, option 2, or swifthelpdesk.mmb@state.mn.us).

	SWIFT Module and related Reference Guides
Non-Grant Project with no billing	Non-grant projects that **will not be billed** are tracked using the Project Costing Module. You will follow the instructions contained in this guide. Refer to the Project Costing Reference Guide page for the most current version.
Non-Grant Projects with billing	Non-grant projects that **will be billed** are tracked using the Grants, Customer Contract, and Commitment Control modules. You will follow the instructions contained in the Grants (Incoming) User Guide which can be found on the Grants (Incoming) Reference Guide page.
Incoming Grants	Incoming grants (where the State is the grantee) are tracked using the Grants, Customer Contract, and Commitment Control modules. You will follow the instructions contained in the Grants (Incoming) User Guide which can be found on the Grants (Incoming) Reference Guide page.
Outgoing Grants	Outgoing grants (where the State is the grantor) are handled in the Supplier Contracts, Purchasing, and Accounts Payable modules. See below guides for more information: • Create and Execute Grant Contracts Quick Reference Guide: This guide provides the steps to enter and execute grant contracts. • Manage Grants for Grant Makers Quick Reference Guide: This guide provides the steps to enter and manage grants in three SWIFT Modules: Supplier Contracts, Purchase Orders and Accounts Payable. These guides are posted on the SWIFT General Purchasing page.

Note: Minnesota does not use the detailed project tracking that can be accommodated by the Project Costing module.

The Project Life Cycle chart shown below illustrates how projects are created, maintained, and closed in SWIFT. A brief discussion of these processes is provided in this Course Overview.



You will begin creating a non-grant project by entering project header information, including the Project ID, Project Description, Type, and Start and End Dates. Next, you'll need to enter at least one activity for the project. Activity details include the Activity Name, Activity ID, and Activity Start and End Dates.

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. For example, some agencies enter a single budget for the entire project, while other agencies enter budget amounts at the account class level, such as salary, equipment, and travel.

After you complete and finalize the project budget:

- Transactions will not pass budget check if they exceed the project budget.

- SWIFT assigns Control Dates that default to the Project Start and End Dates. The Control Dates act as an edit against transactions, along with the Project Effective Date, Project Status, and Project Budget Definition. A user with sufficient security can change the Project Control Dates. Refer to the "Understanding Project Dates and Transaction Controls" topic in Lesson 1 to learn more about these fields and how they provide control on the transactions that post to your project.

After the project is created, you may need to add or reduce the project time, adjust the project budget, or add additional activities to the project. You'll also need to monitor the project to ensure that valid expenditures are posted to the project and that the project budget is not exceeded. When it is time to close the project, you'll need to verify that all transactions have been posted to the project and then change the Project status to "Closed".

There are a few important points to remember when working with non-grants projects:

- The way agencies track projects in SWIFT differs. Check with your agency to find out what Budget Definition and level of detail your agency uses. Most agencies use the Standard Budget Definition and "Track with Budget". A few agencies use the Alternate Budget Definition "Track without Budget". The level of budget detail required also varies, depending on the agency. The Project Budget Definitions topic in the Appendix of this guide may also be of assistance.
- 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".
- Transactions must be coded with valid Project ChartFields. For most agency configurations, transactions must have a valid ChartField combination of Project Costing Business Unit (PC Business Unit), Project ID, Activity, and Source Type. There are exceptions. Check with your agency to find out how your agency is set up or contact the SWIFT Help Desk.
- Below is a summary of the lessons provided in this user guide:

Lesson	Description
Lesson 1	**Creating Non-Grant Projects.** This lesson provides instructions for entering new non-grant projects into SWIFT. You will learn how to enter a project, project activities, and the project budget. This lesson also covers how to handle commitment control errors and provides a detailed explanation of project dates and transaction controls.
Lesson 2	**Maintaining Non-Grant Projects.** In this lesson you will learn how to update a project to extend or reduce the time, adjust the project budget, or add or inactivate project activities.
Lesson 3	**Closing and Reopening Projects.** After all of the costs have been processed, the project should be closed (inactivated). This lesson covers how to change the project status to "closed" and how to "reopen" it, if necessary.
Lesson 4	**SWIFT Inquiries and Queries.** This lesson covers inquires and queries available in SWIFT for non-grant projects.
Appendix	**Appendix**. SWIFT project budget definitions are discussed and a listing of agency project budget definition requirements is provided.

Lesson 1: Creating Non-Grant Projects

Lesson Overview

Lesson 1 covers how to enter non-grant projects, correct budget check errors, and understand project dates. Topics include the following:

Topic	
Entering Non-Grant Projects	This topic covers the steps to enter a new non-grant project, project activities, and project budget.
Correcting Commitment Control (Budget Check) Errors	When you finalize the project budget, you may encounter Commitment Control errors on one or more budget lines. This topic covers how to review the message log for this process, determine the error, and fix it. You will then need to run the Budget Finalize process again to make sure it is correct.
Understanding Dates and Transaction Controls	This topic describes how project dates work, and how these dates, along with your agency's Project Budget Definition and Project Status, provide control on the transactions that post to your non-grant project.

After completing this lesson, you should be able to:

- Enter New Non-Grant Projects
- Correct Commitment Control (Project Budget Check) Errors
- Understand Project Dates and Transaction Controls

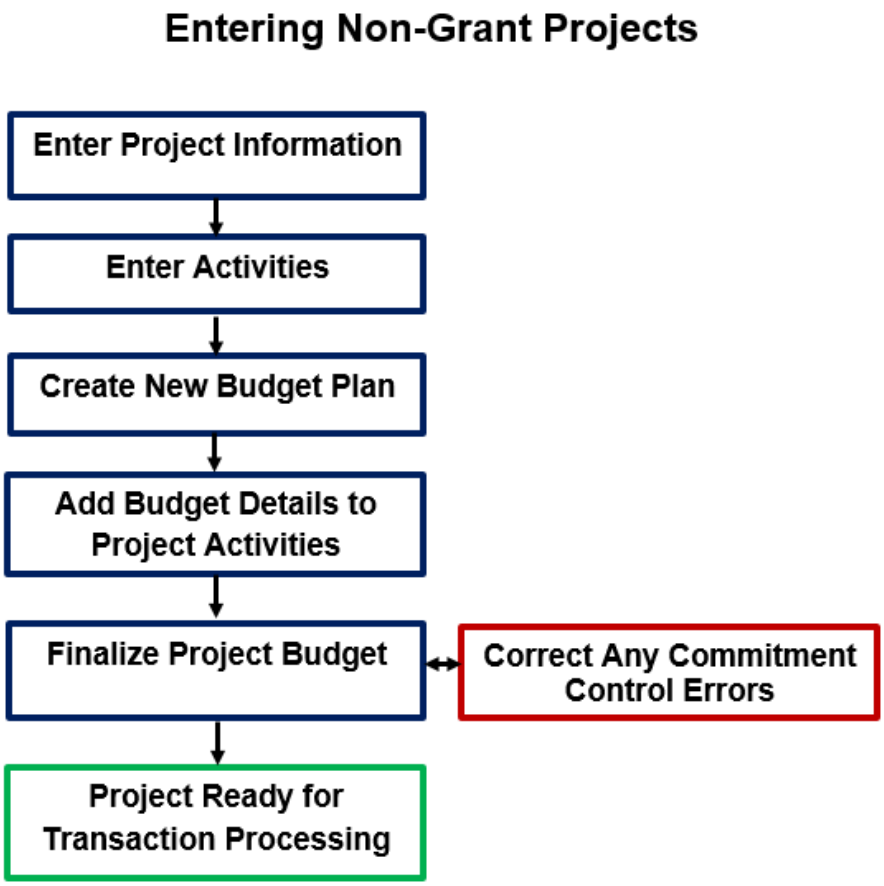
Entering Non-Grant Projects

Topic Overview

This topic 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 topic in the Appendix of this user guide.



After completing this topic, you should be able to:

- Enter New Non-Grant Projects

Process Steps

Enter New Projects (Non-Grant)

This topic covers the steps to create a non-grant project in SWIFT.

Steps to complete:

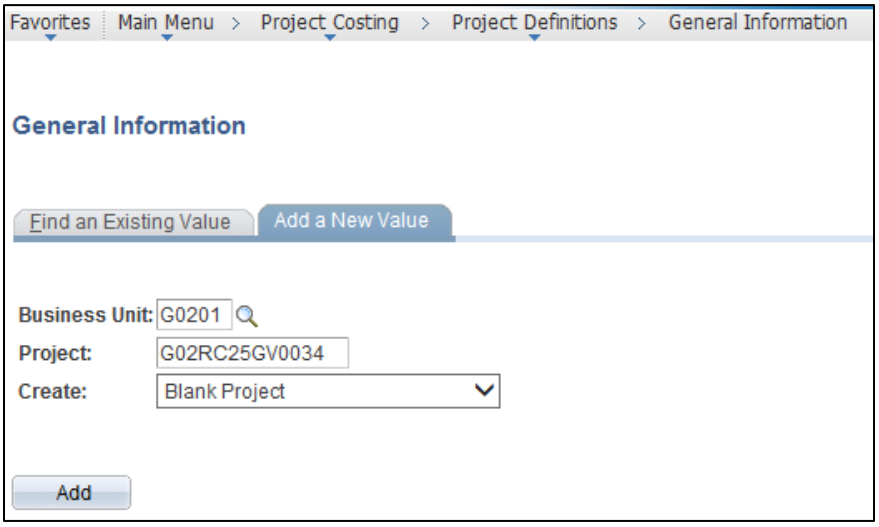
- Step 1: Enter Project General Information (Project Header)
- Step 2: Add Project Activities
- Step 3: Create a New Budget Plan
- Step 4: Add Budget Details for each Activity
- Step 5: Finalize the New Budget

Step 1: Enter Project General Information (Project Header)

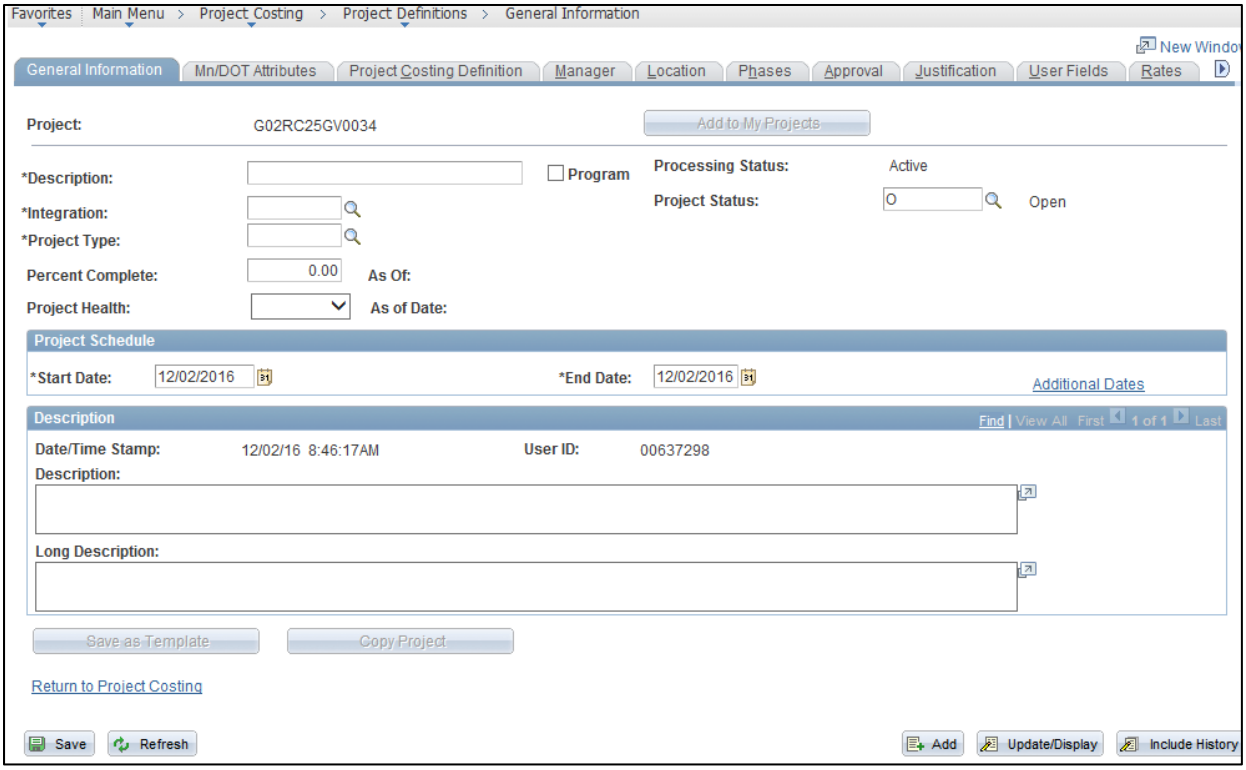
Begin by navigating to the *Project General Information* page.

1. **Navigation Links**: Project Costing, Project Definitions, 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”.

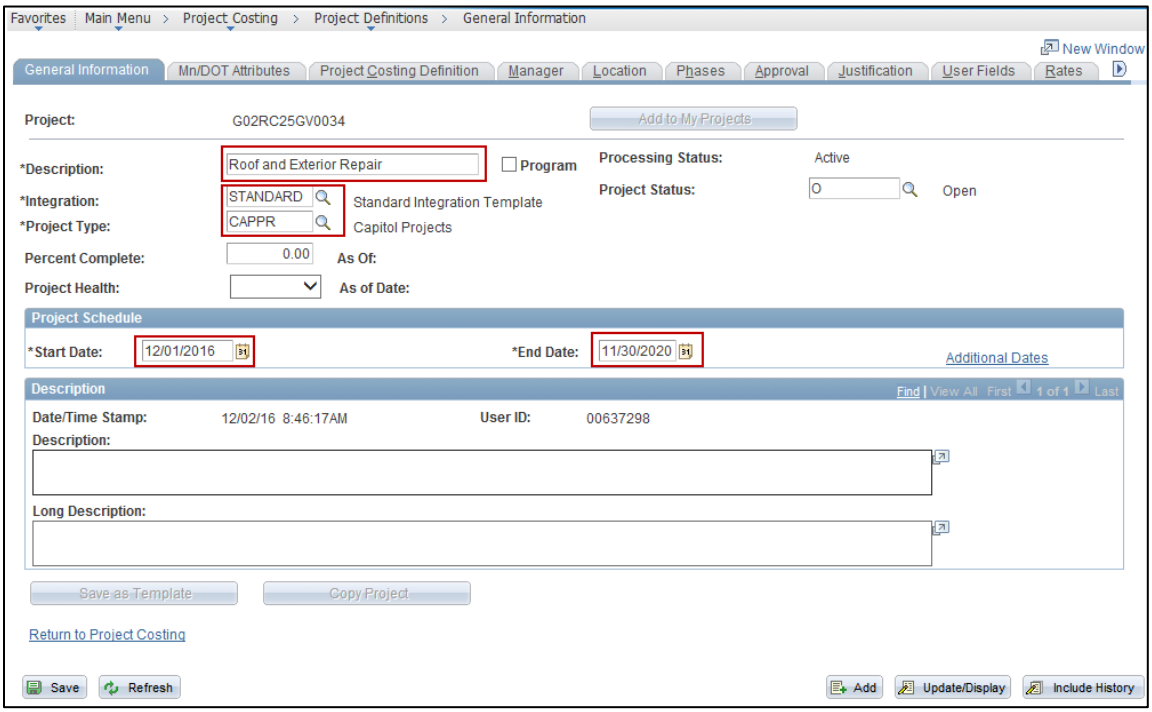


3. Click on the **Add** button and the *Project General Information* page displays.



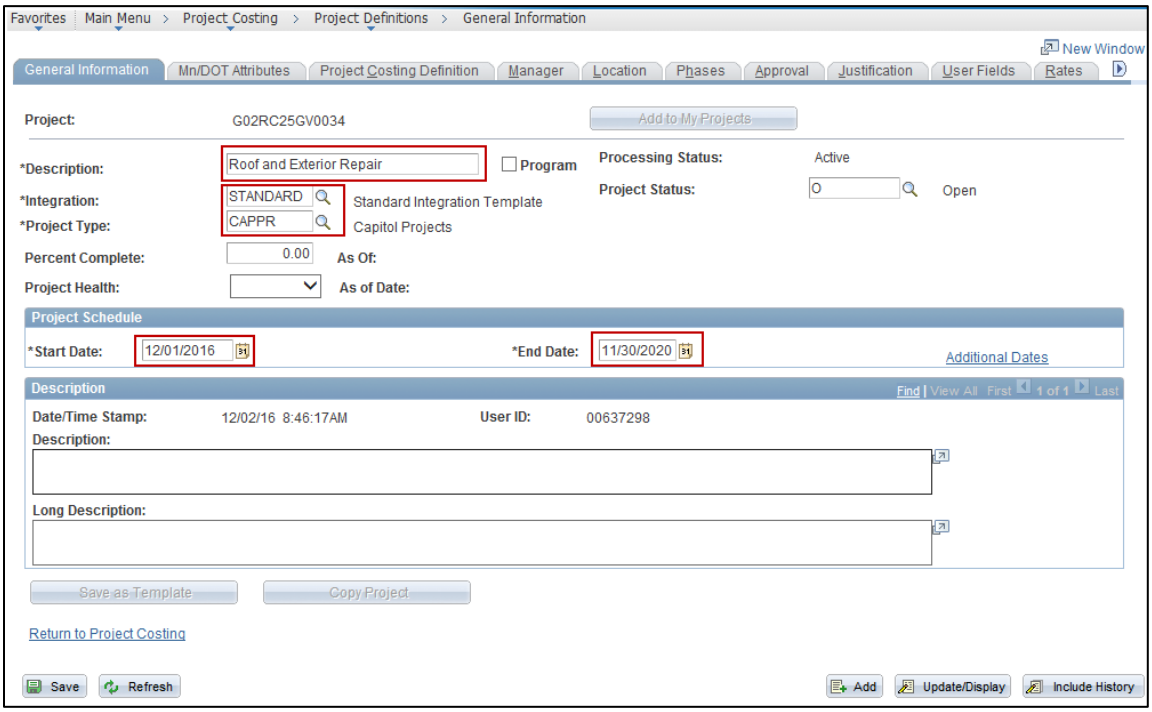
4. Complete the Project Header as described below.

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.
***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*.
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.



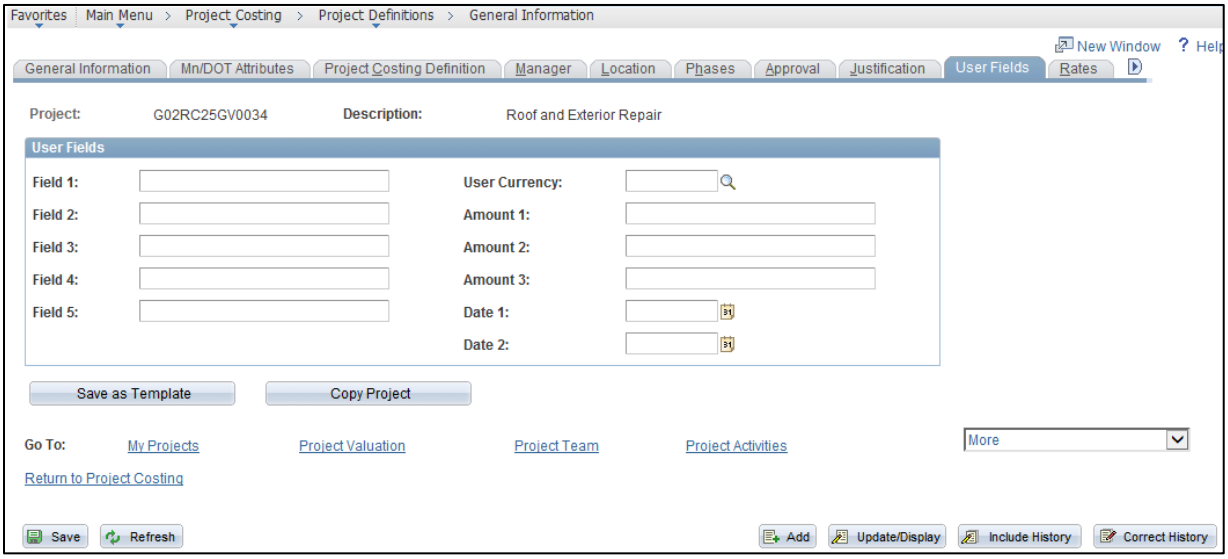
6. Optionally, complete the **Description** section as described below.

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.

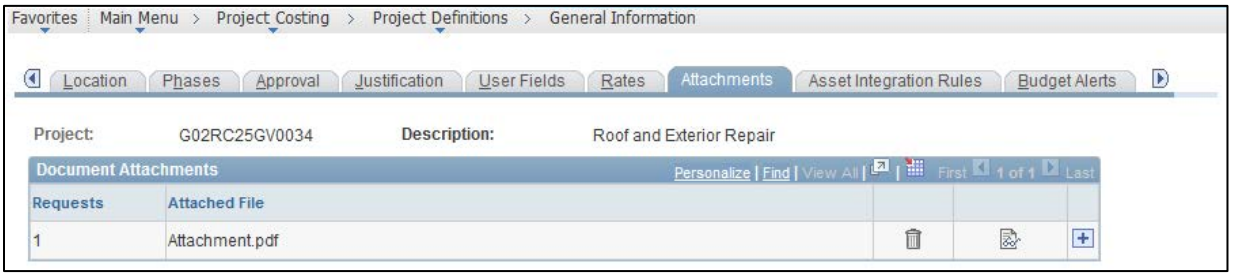
Field Name	Field Description
Long Description	Optionally, enter a longer description if you need more than 254 characters. Click on the **Modal Window** icon to view and enter the description in a larger window.

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.

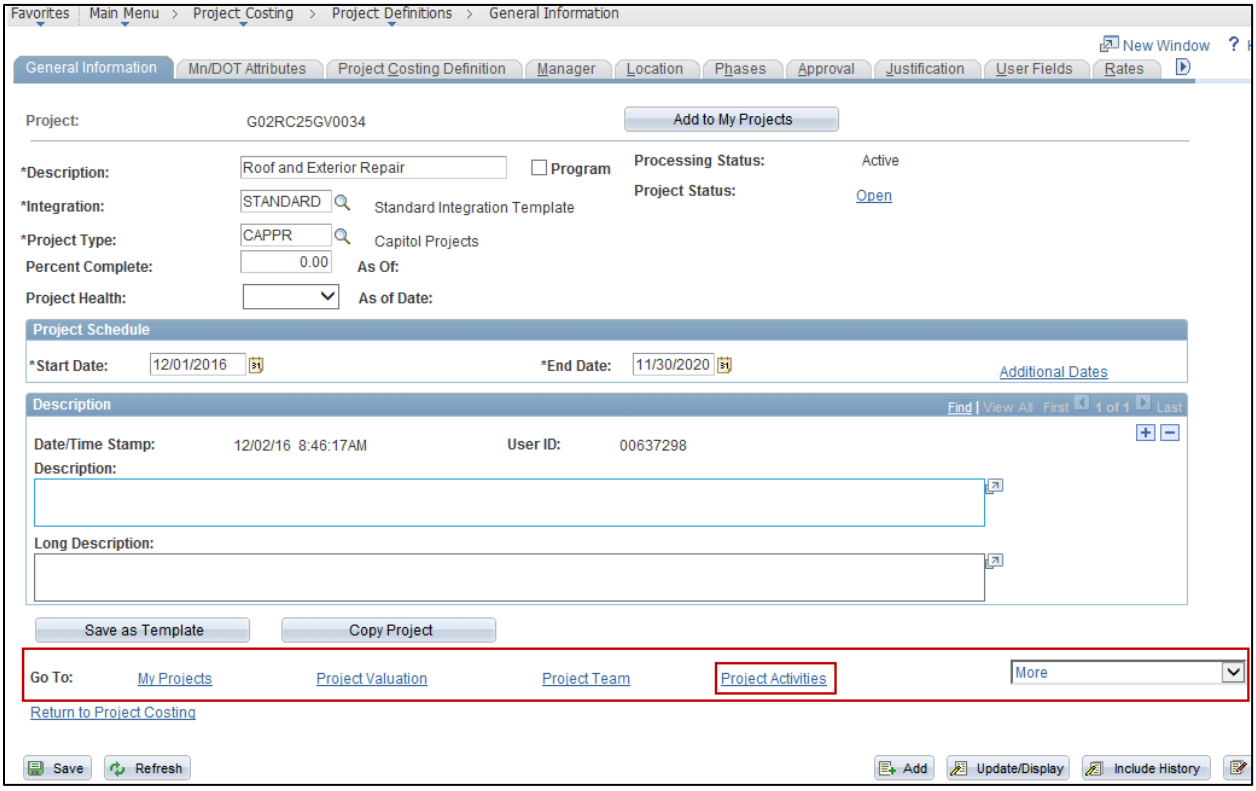
Note: Many of the tabs available in the *Project* pages are not used or are seldom used:

Tab Name	Field Description
Mn/DOT Attributes	The *Mn/DOT Attributes* page is used only for Mn/DOT projects. It is not meaningful for other agencies.
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.

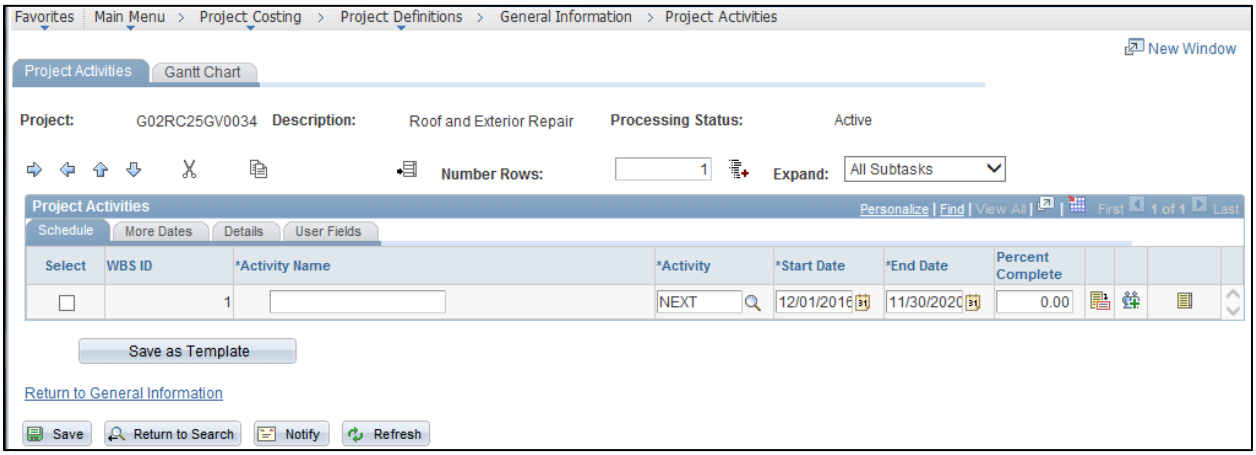
Step 2: Add Project Activities

Every project requires at least one activity.

1. Click on the *Project Activities* link displayed at the bottom of the page in the **Go To** section.



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



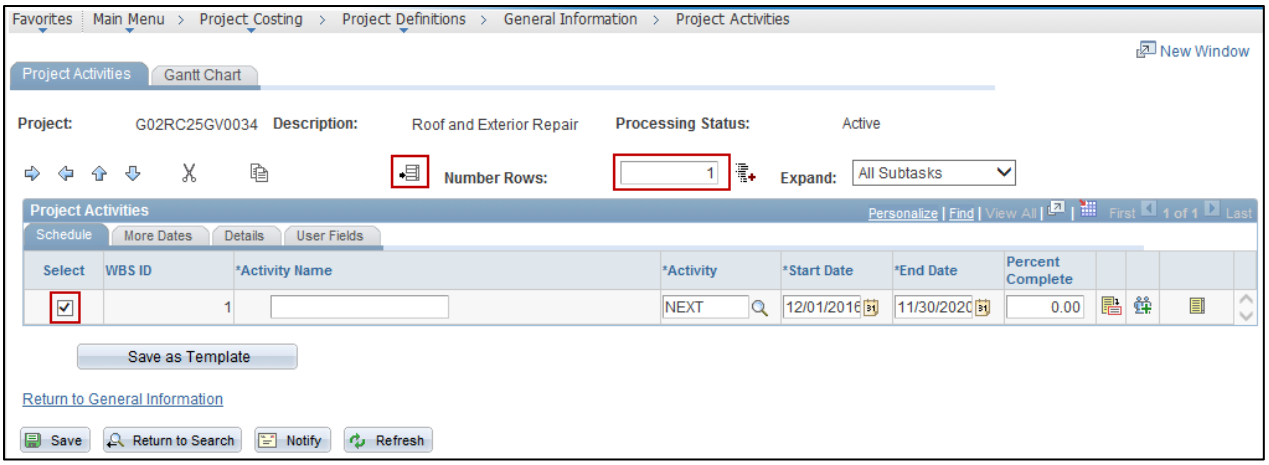
2. If you need to add more than one Activity to the Project, follow the steps below. If not, proceed to the next step.

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

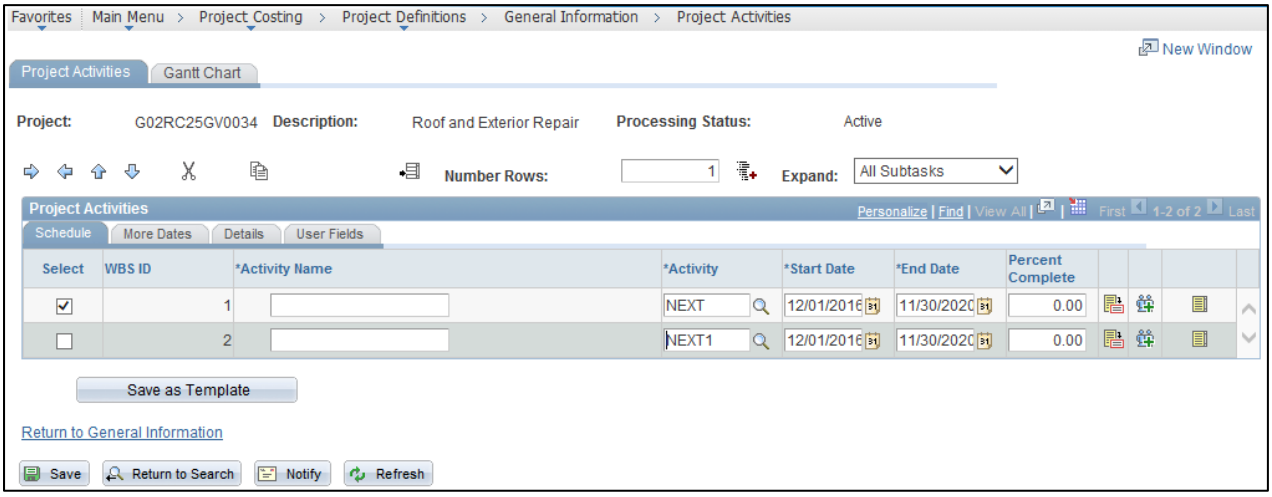
      WARNING! This is the number of new rows that you need to add, not the total number of rows you need. If you add rows you don't need, you cannot delete them.

      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.

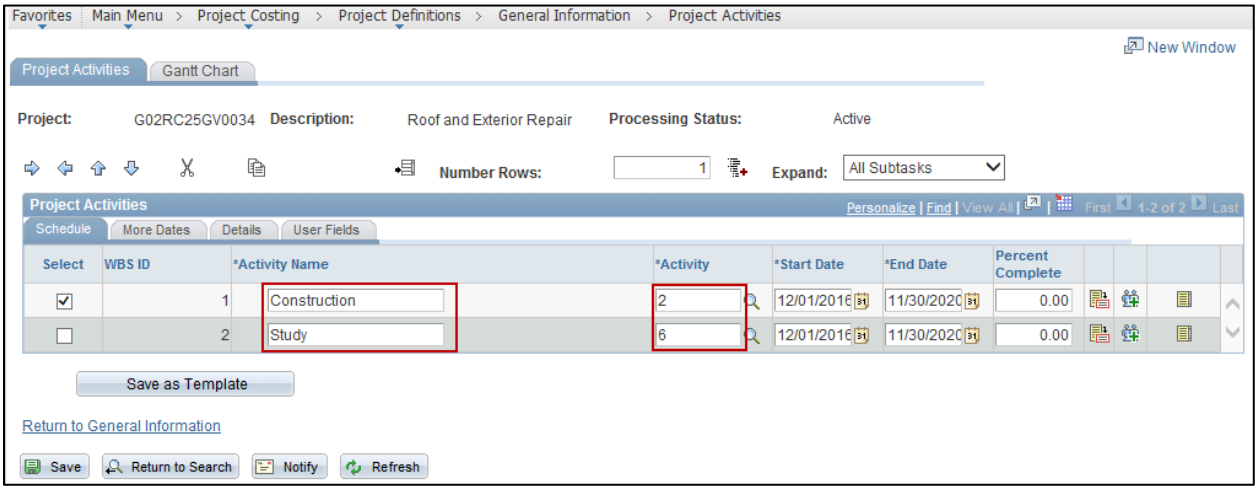


   c. Click on the **Add** ( ) icon to the left of the **Number Rows** field. The new rows are inserted after the selected row.



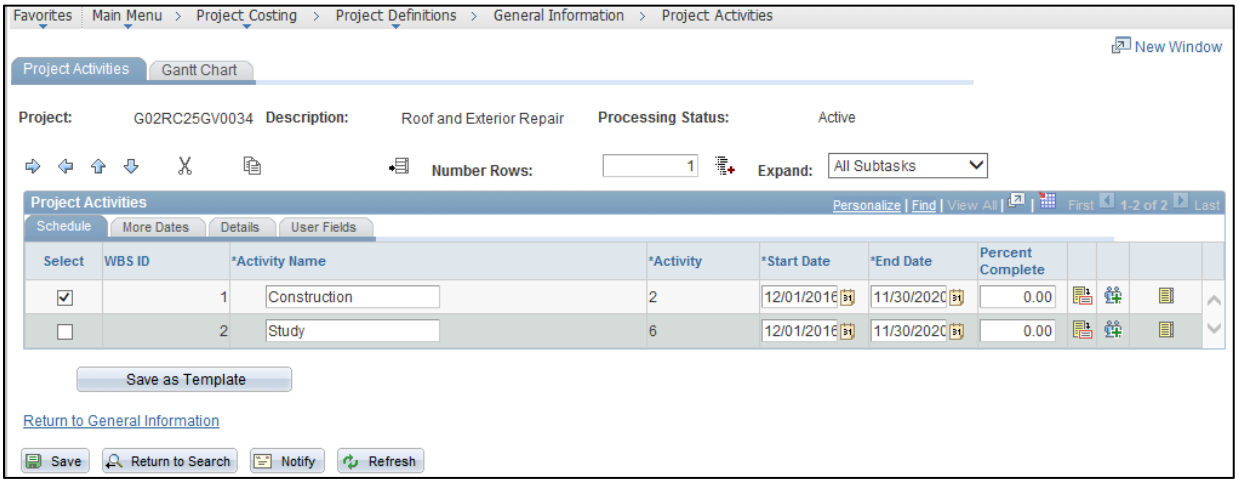
3. Complete the **Project Activities** section detail as described below.

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.



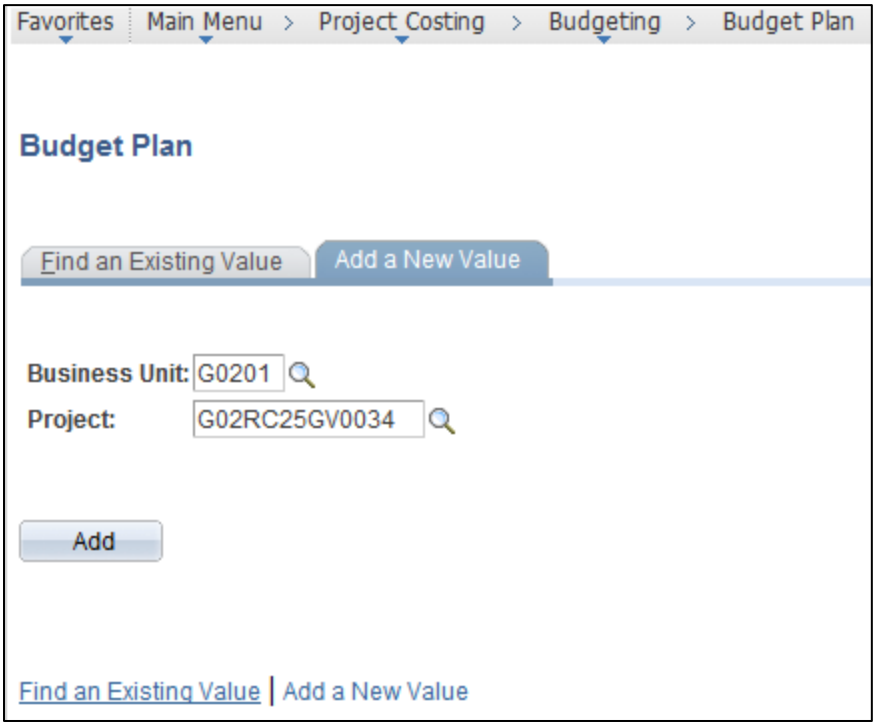
5. If your agency requires you to enter a project budget, proceed to the next step. Otherwise, expenses associated with the project can now be collected and tracked.

Step 3: Create a New Budget Plan

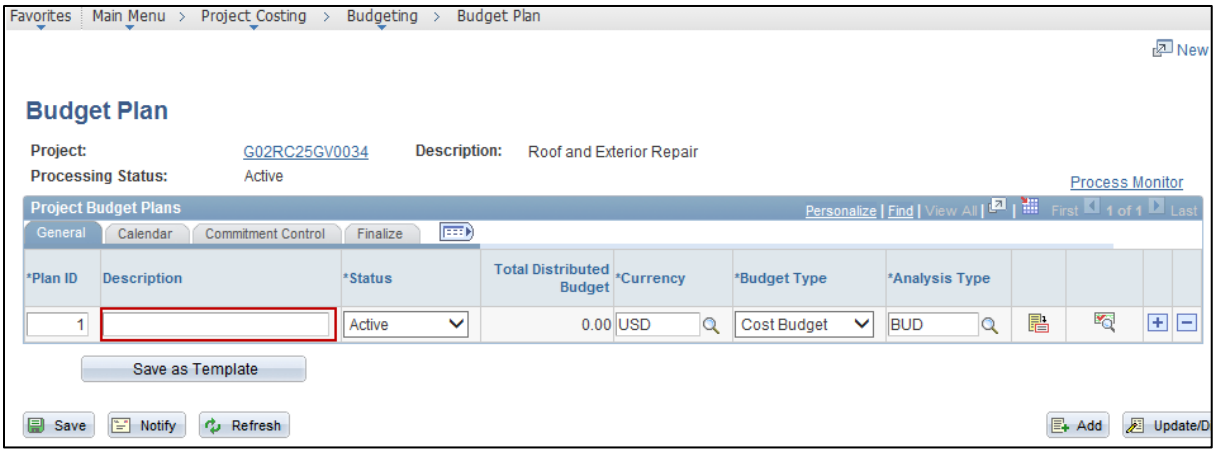
In most cases, you will need to add a project budget to the new project. This approach is recommended by Minnesota Management & Budget since it provides more control over your projects. Check with your agency to determine your agency's requirements. If you establish a project budget, transactions that 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 and select the "Project Budgeting" option from the navigation drop-down menu at the bottom right of the *General Information* page. (**Navigation Links**: Project Costing, Budgeting, 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*.



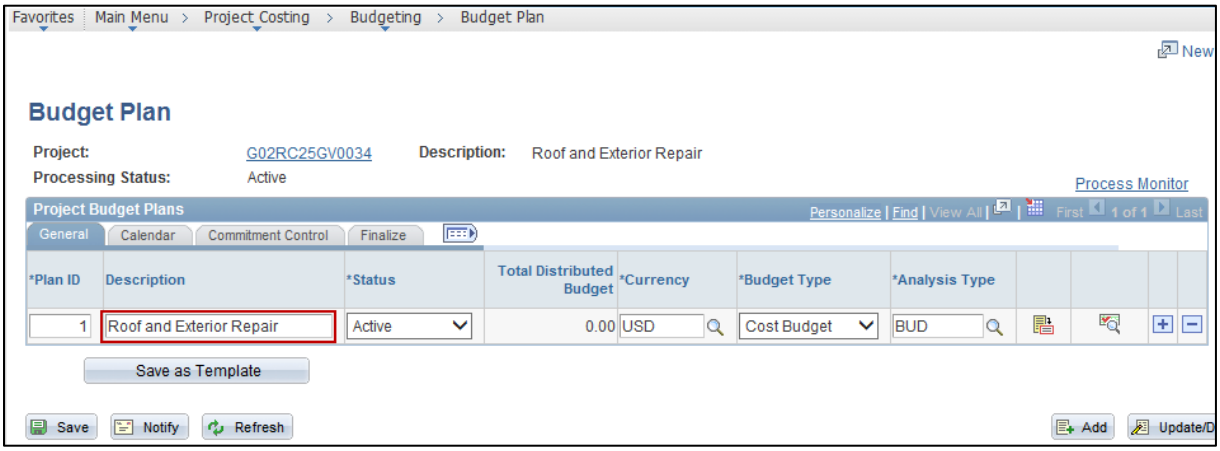
4. Click the **Add** button. The *Budget Plan* page displays.



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”.

Field Name	Field Description
***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”.

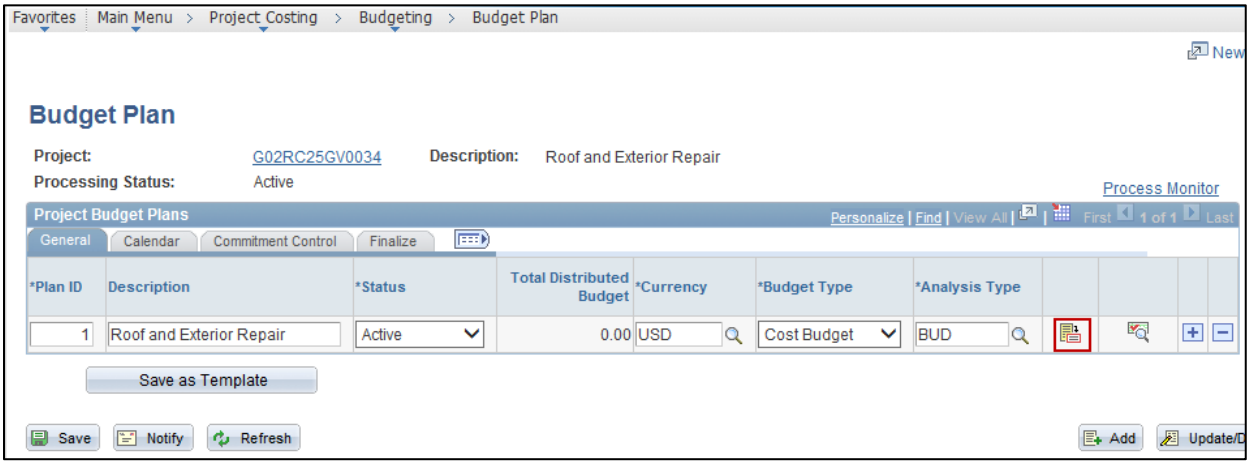


6. Click on the **Save** button.

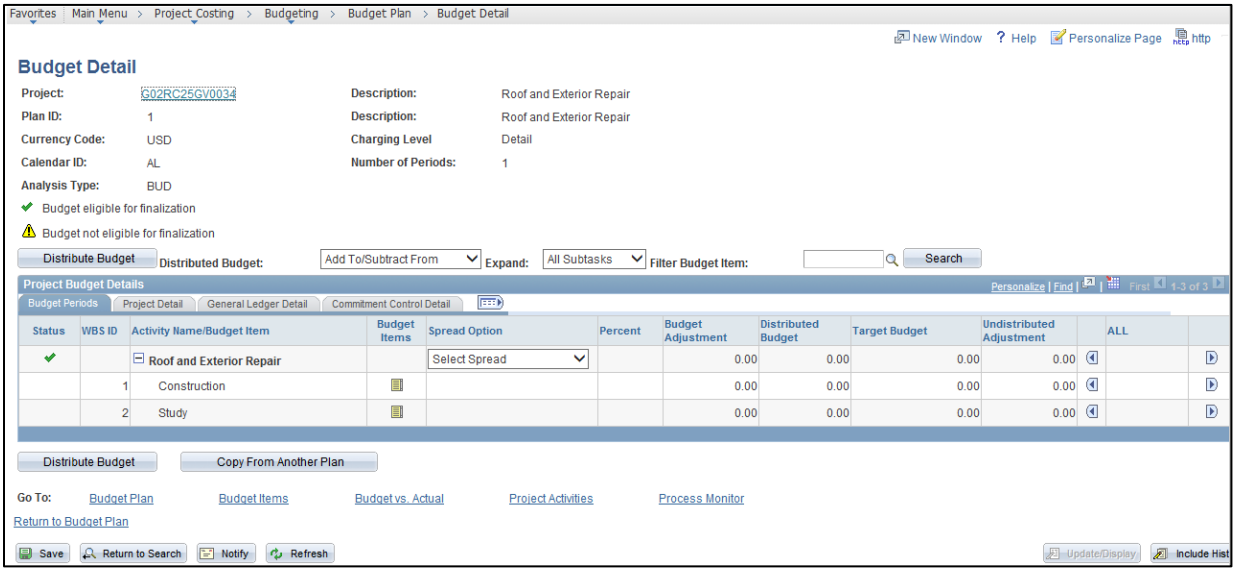
Step 4: Add Budget Details for each Activity

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

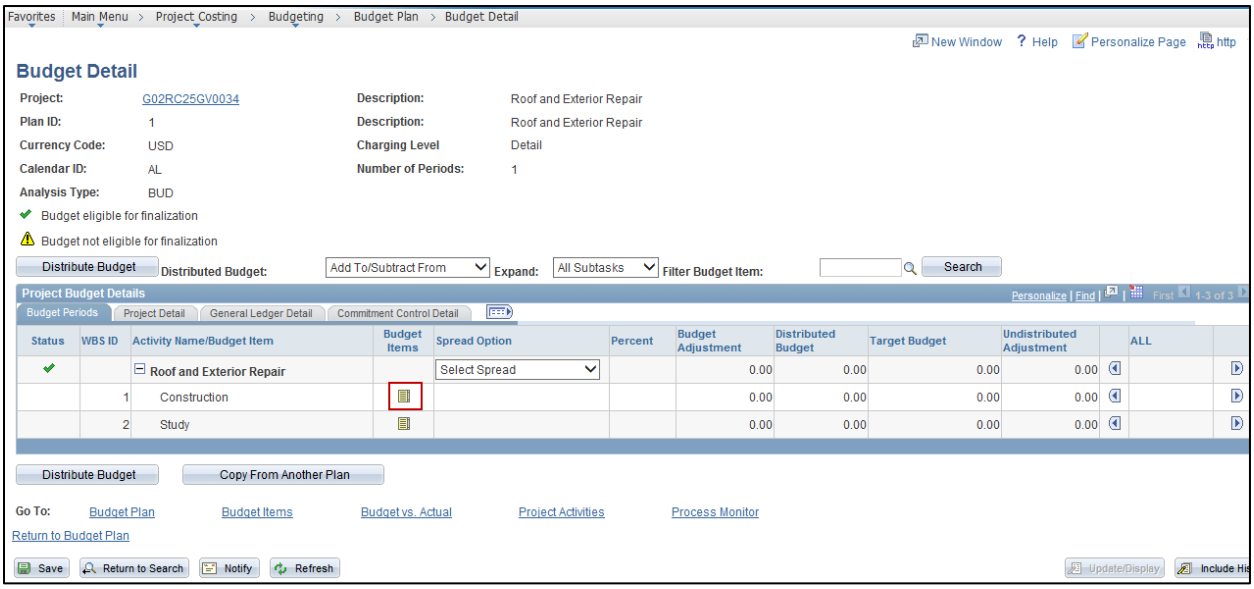
1. On the **General** tab of the *Budget Plan* page, click on the **Details** icon to display the *Budget Detail* page.



The *Budget Detail* page displays. In this example, the project only 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.



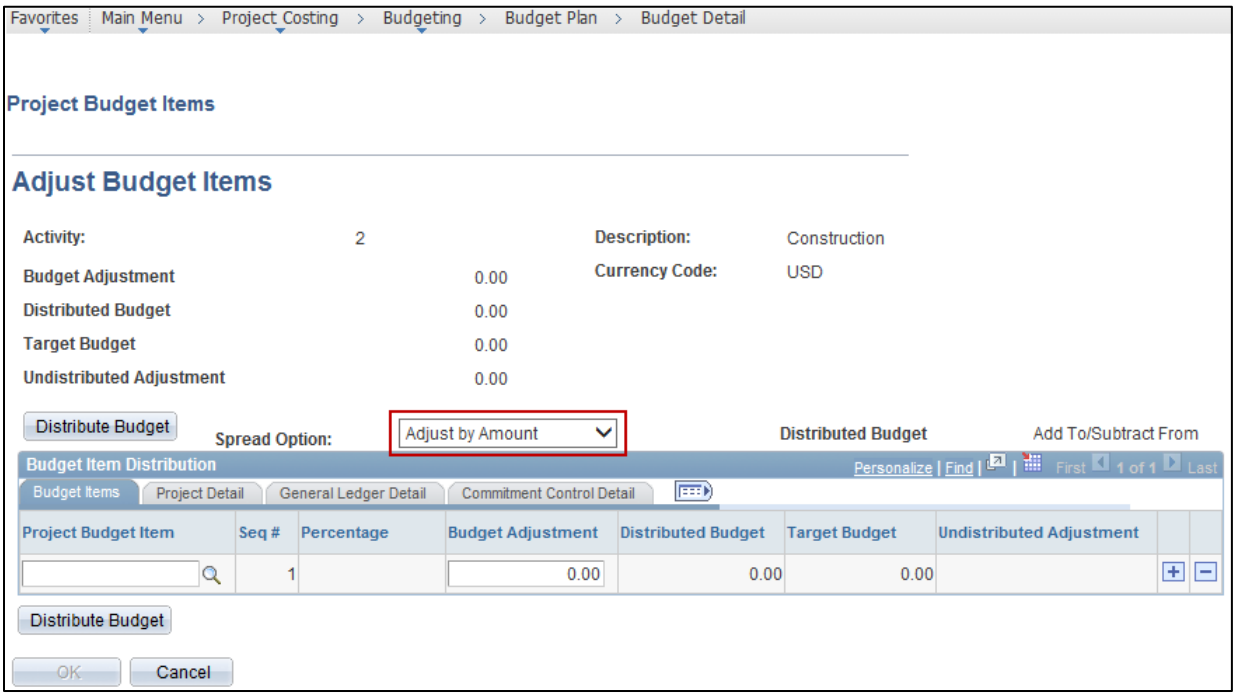
2. On the *Budget Detail* page, click on the **Budget Items** icon for an Activity to enter the Budget Items and Amounts.



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.

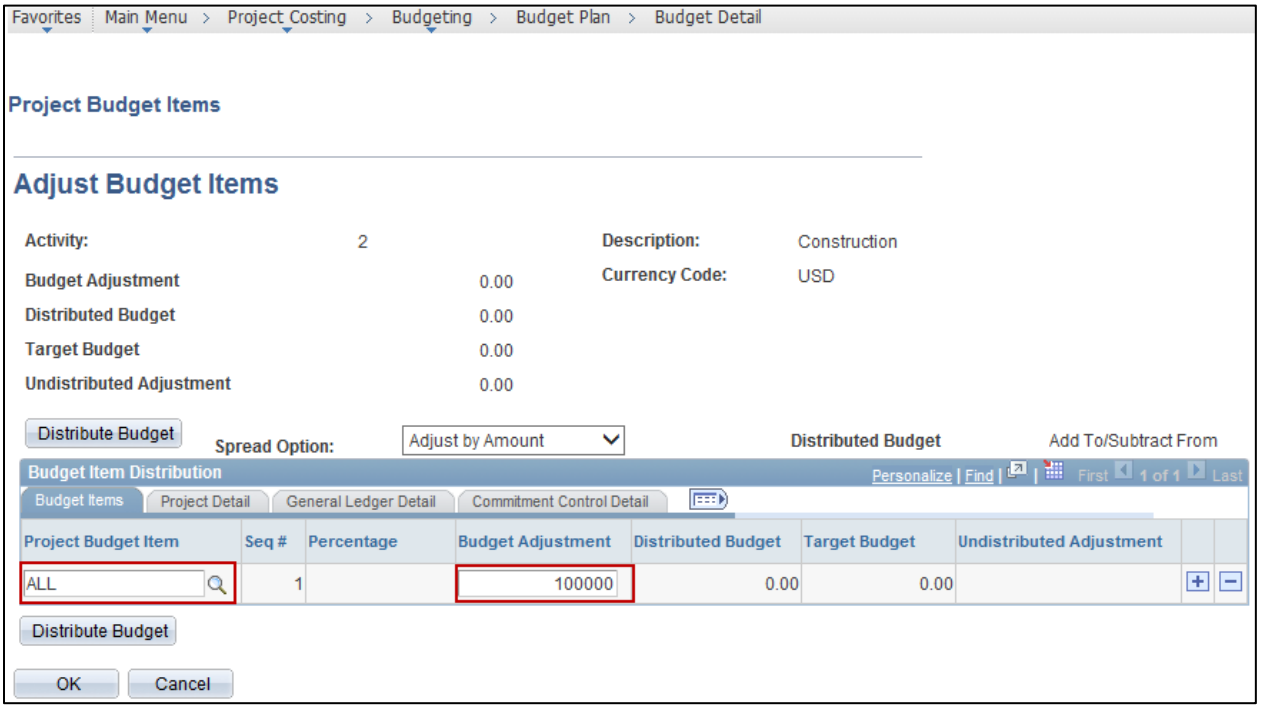
Field Name	Field Description
Spread Option	The Budget Adjustment field is locked until you select a spread option. Select a *Spread Option* from the drop-down listing: - Adjust by Amount: In most cases, you will select "Adjust by Amount". This allows you to enter specific amounts for each Budget Item 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.

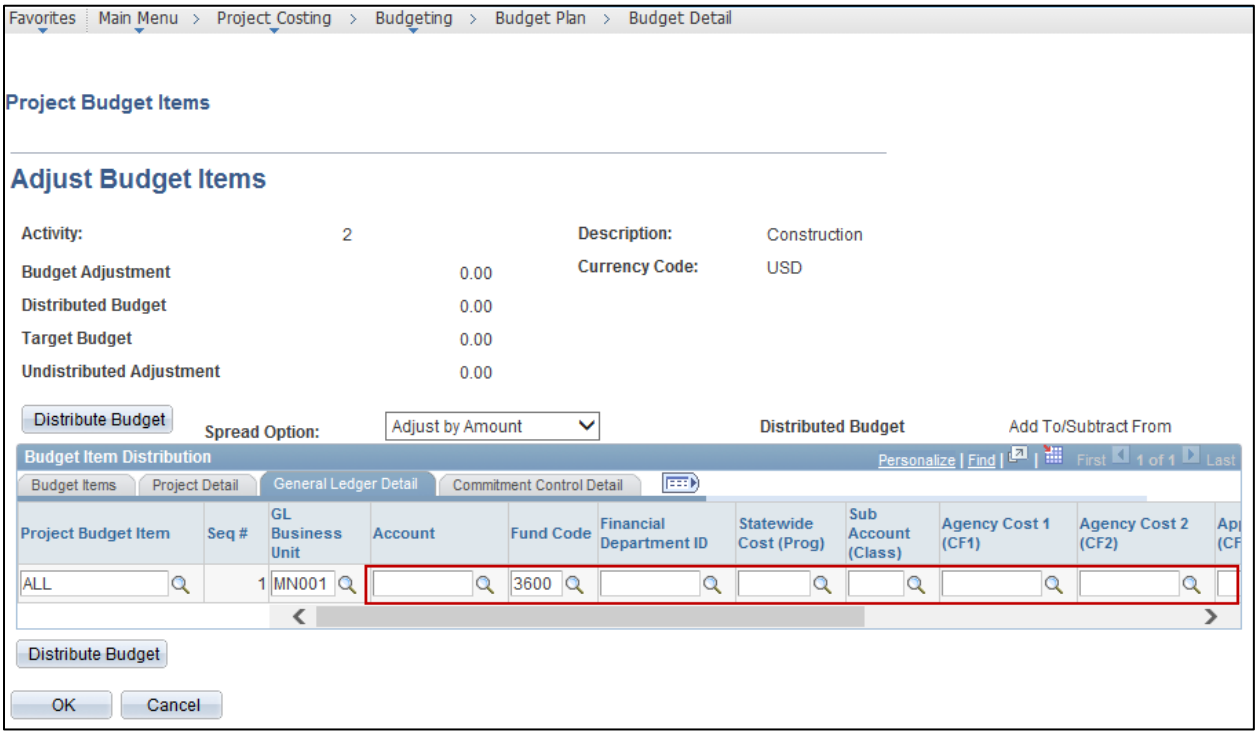
Field Name	Field Description
Project Budget Item	Select the *Project Budget Item* from the drop-down listing. Each agency will have a different set of options for this field. Some agencies enter the entire amount using the *Project Budget Item* "ALL," as shown in this example. Other agencies may split 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.

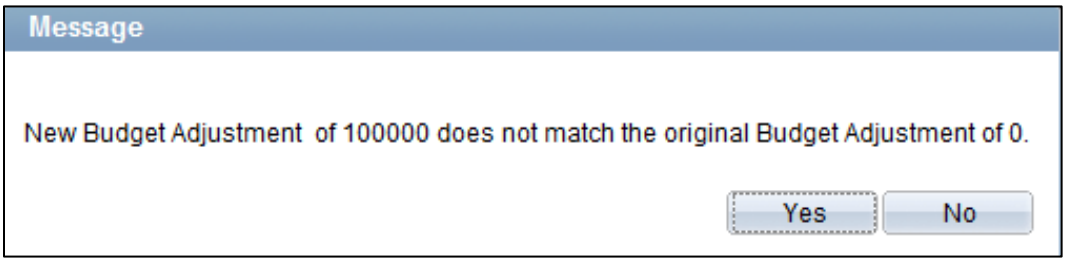
6. Next, you'll need to enter the ChartFields for the *Project Budget Item(s)* on the **Budget Item Distribution** section tabs. Check with your agency to make sure you are entering the required ChartFields. The "Project Budget Definitions" topic in the Appendix of this guide may also be of assistance.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

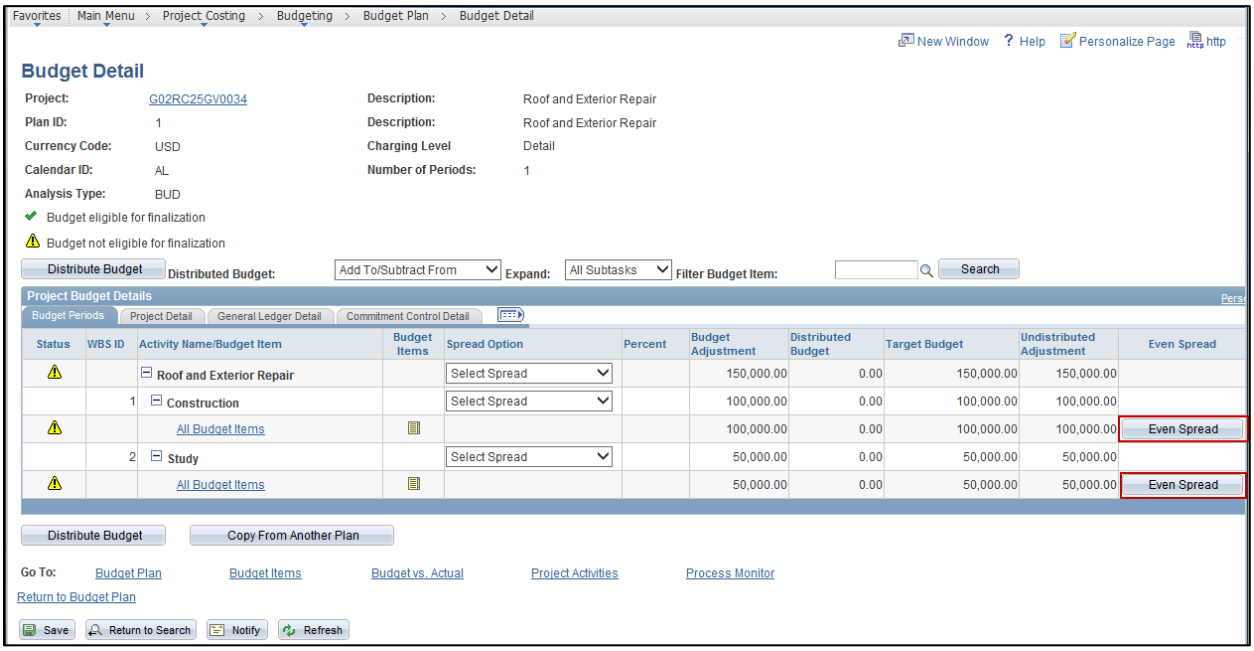


7. After entering all *Project Budget Items* and required ChartFields, click on the **OK** button.
8. You will receive a message indicating that the "New Budget Adjustment of $XXXXX does not match the original Budget Adjustment of 0". You receive this message because you are technically adjusting a budget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

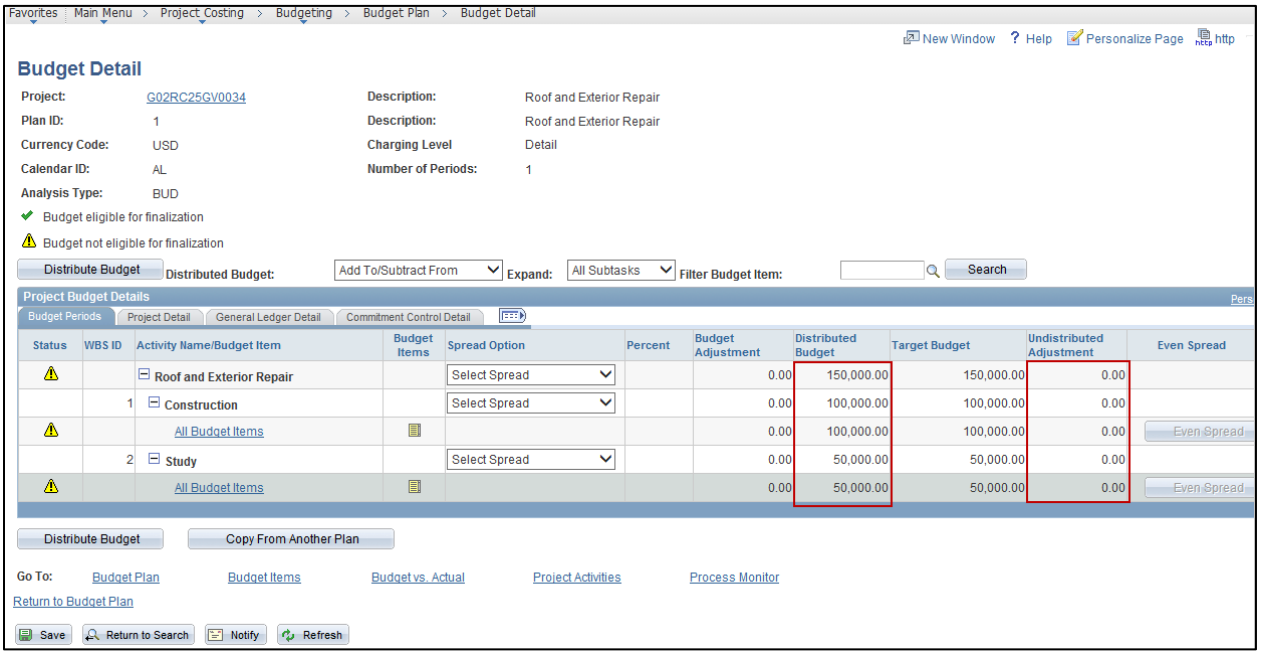
   Click the **Yes** button. You will return to the *Budget Detail* page



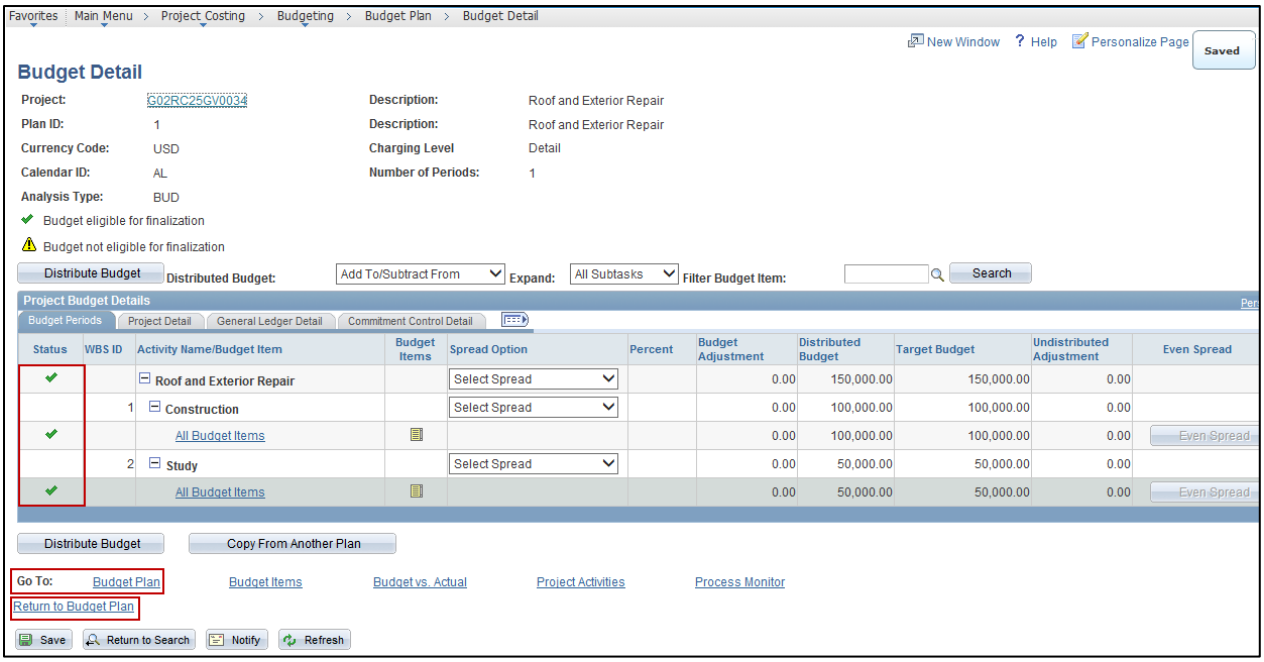
9. If you have more than one Activity, repeat the above steps to add *Project Budget Items* and *Adjustment Amounts* so that the total equals the project budget that must be established.
10. When you are done, view the *Budget Detail* page to ensure that the amount listed on the first line for the project 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.



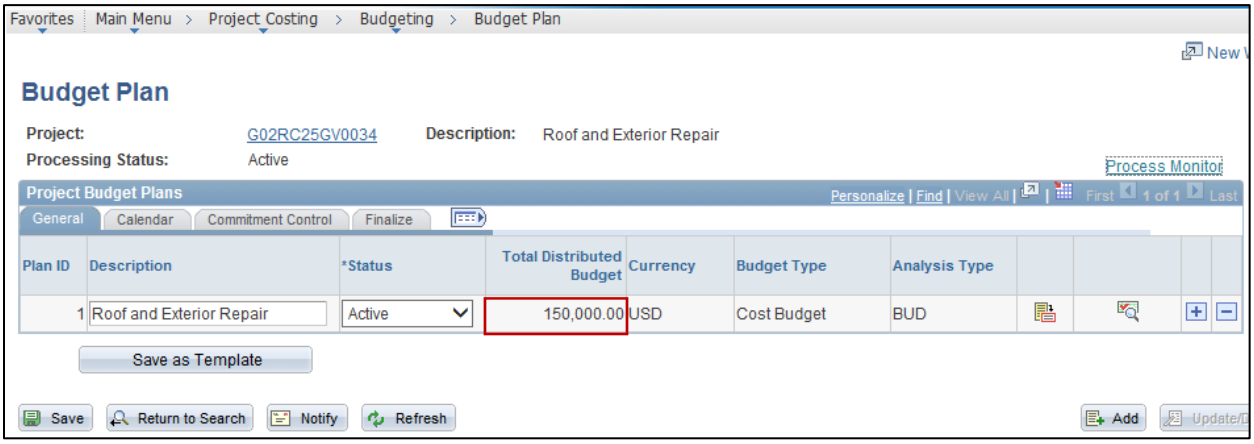
12. Click on the **Even Spread** button for each activity to fully distribute the budget amount. The budget amount should move from the "Undistributed Adjustment" column to "Distributed Budget," as shown in the next screenshot.



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 "Adjusting a Project Budget" topic.

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".

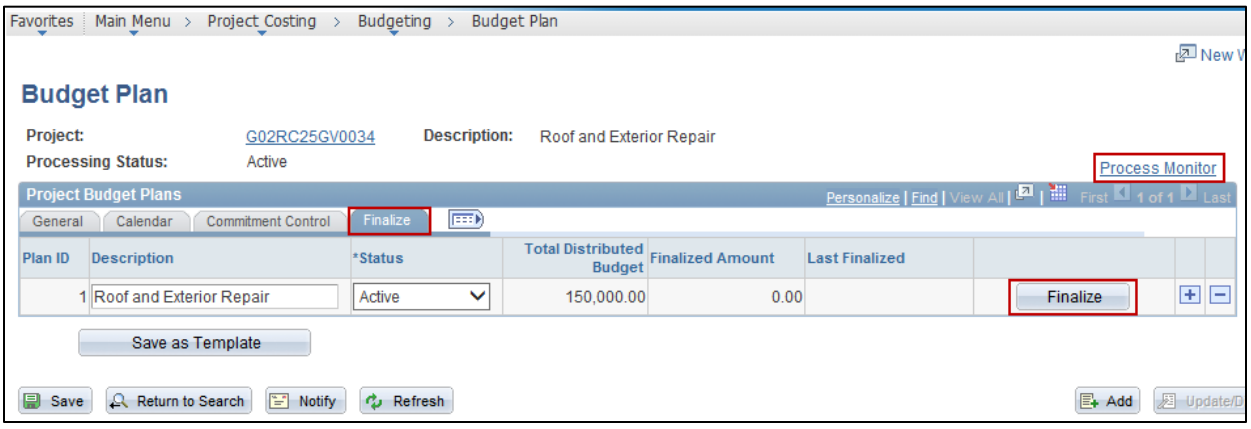
   b. Click the **Delete Row** (-) icon

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

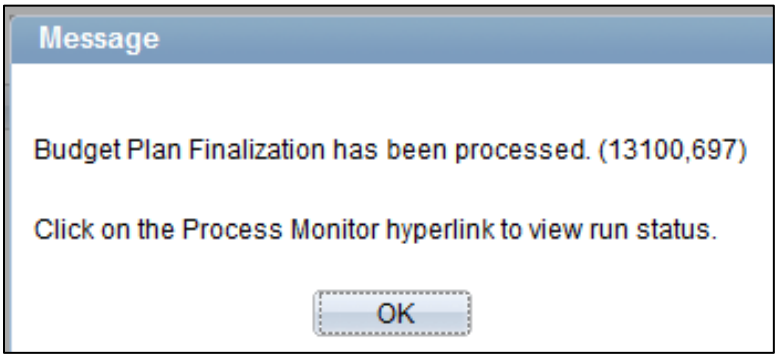
   d. Go back to Step 3: Enter a new Budget Plan.

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

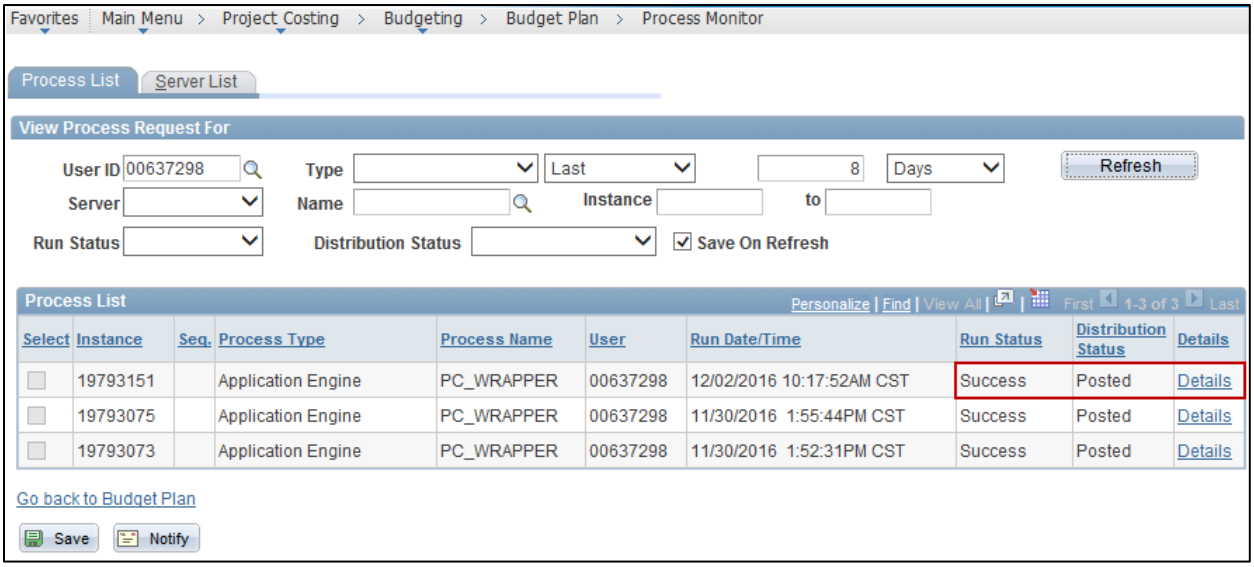
3. Click on the **Finalize** button. This initiates the budget finalization process, which creates a Commitment Control budget based on the project budget details you entered.



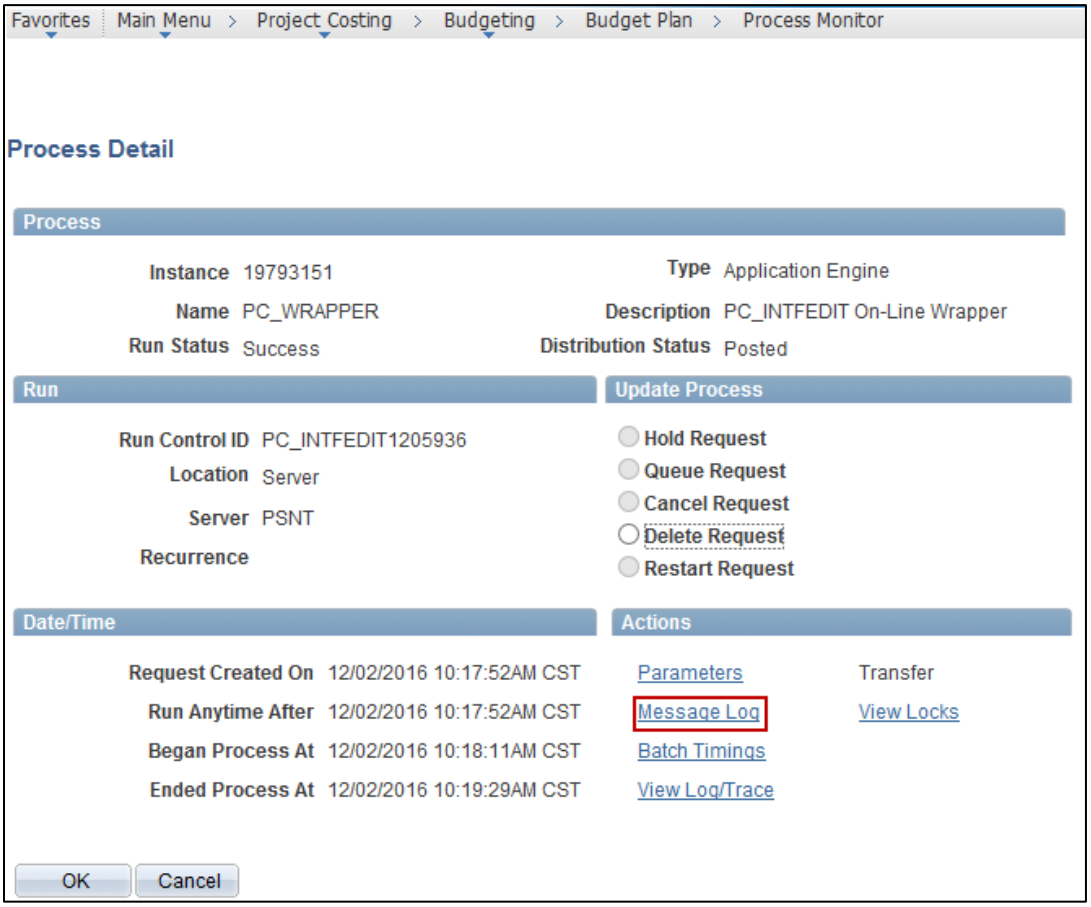
4. You will receive a message indicating that the Budget Plan Finalization has been processed and you can click on the *Process Monitor* link to view the status of the process. Click on the **OK** button



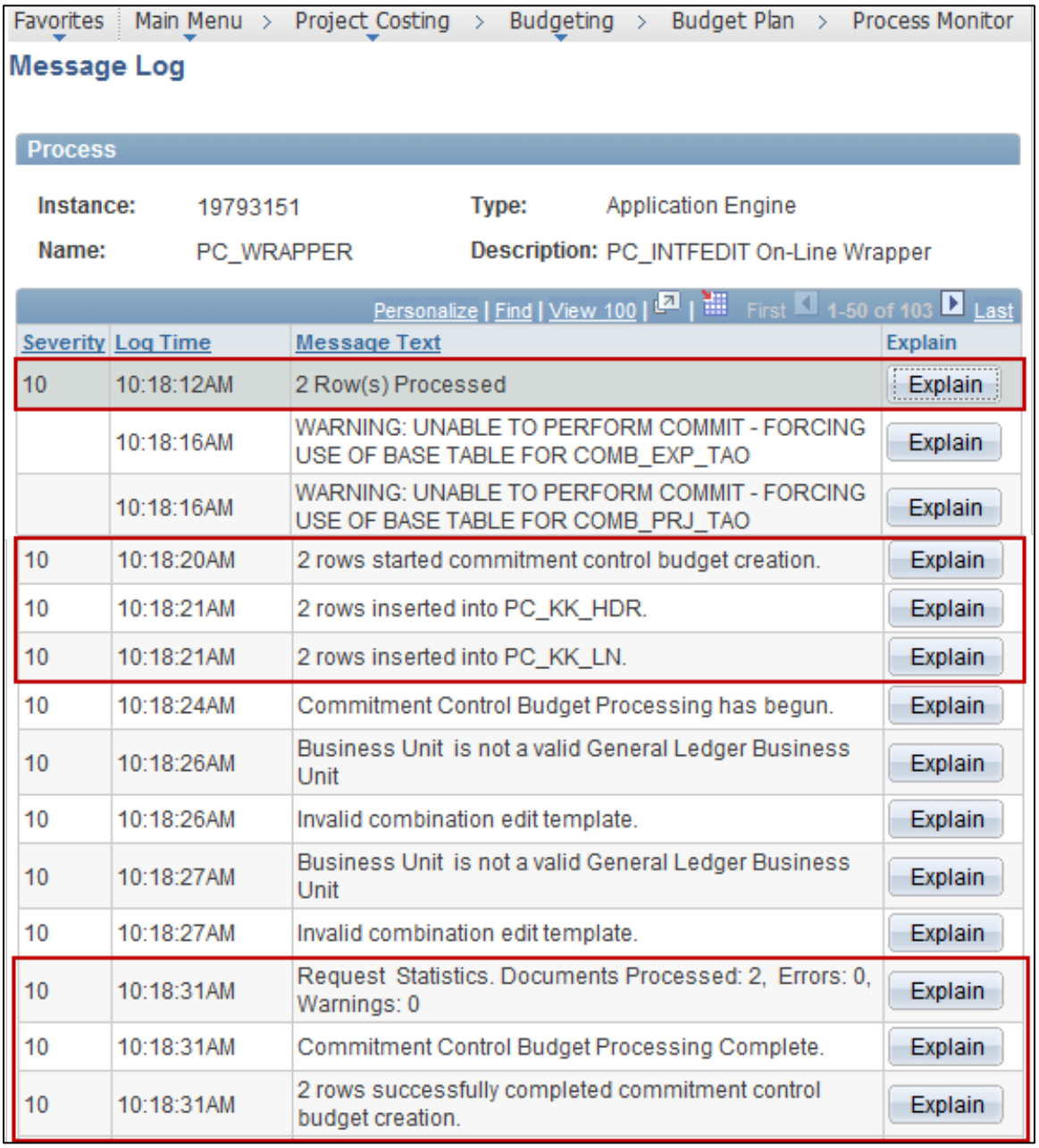
5. Click on the *Process Monitor* link.
6. At the *Process List* page, click on the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.



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.

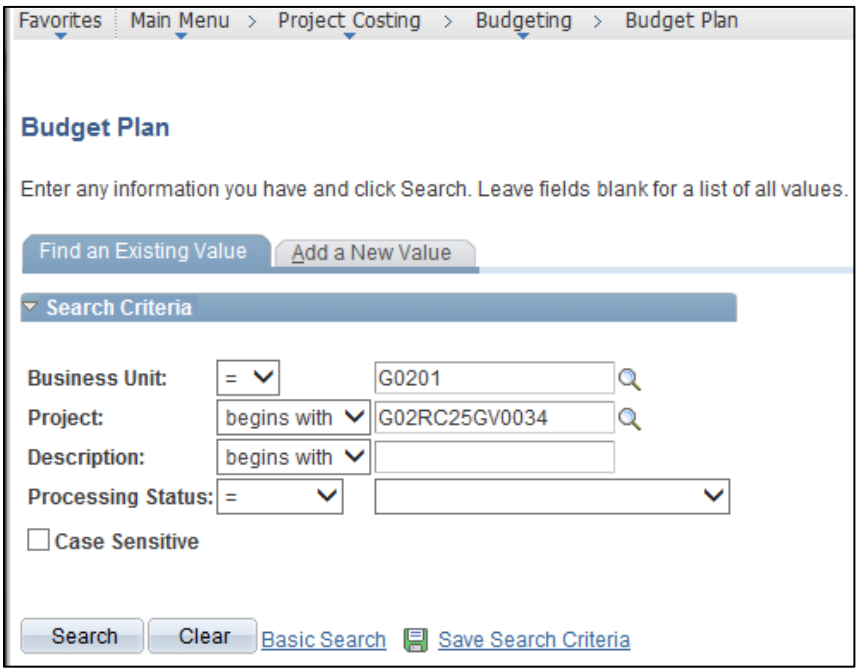

Favorites
Main Menu
Project Costing
Budgeting
Budget Plan
Process Monitor
Process Detail
Process
Instance 19793151
Type Application Engine
Name PC_WRAPPER
Description PC_INTFEDIT On-Line Wrapper
Run Status Success
Distribution Status Posted
Run
Run Control ID PC_INTFEDIT1205936
Location Server
Server PSNT
Recurrence
Update Process
Hold Request
Queue Request
Cancel Request
Delete Request
Restart Request
Date/Time
Request Created On 12/02/2016 10:17:52AM CST
Run Anytime After 12/02/2016 10:17:52AM CST
Began Process At 12/02/2016 10:18:11AM CST
Ended Process At 12/02/2016 10:19:29AM CST
Actions
Parameters
Transfer
Message Log
View Locks
Batch Timings
View Log/Trace
OK
Cancel

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 "Correcting Commitment Control (Project Budget Check) Errors" topic for assistance.

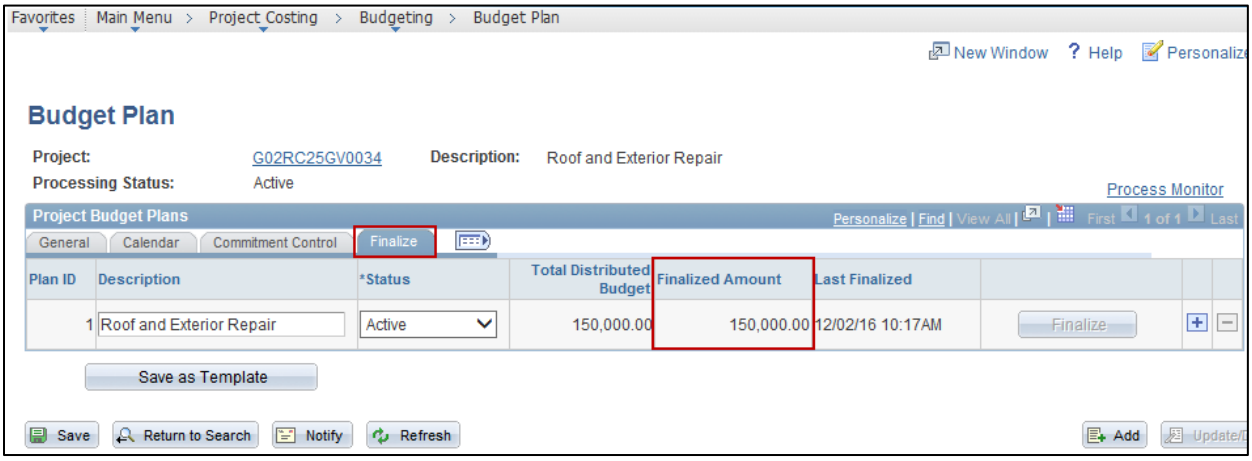


10. Click on the **Return** button to go back to the *Process Detail* page.

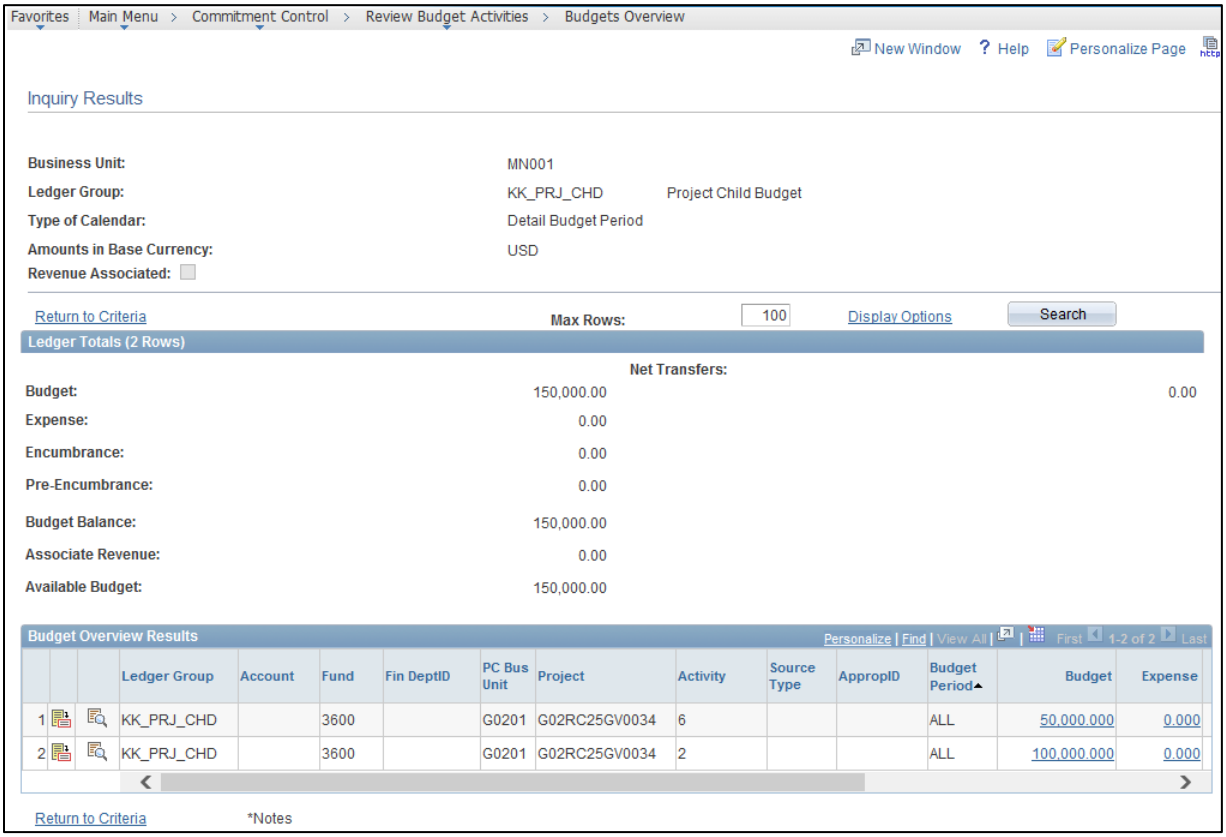
11. Click on the **OK** button to return to the *Process List* page.
12. Click on the *Go back to Budget Plan* link to return to the *Budget Plan* search page.
13. On the *Budget Plan* page, use the **Find An Existing Value** tab to search for and select the project.



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**: Commitment Control, Review Budget Activities, Budget Overview). Refer to the "Viewing Budget Overview Inquiry" topic in this guide for detailed instructions.



Having completed this topic, you should now be able to:

- Enter New Non-Grant Projects

Correcting Commitment Control (Project Budget Check) Errors

Topic Overview

This topic covers how to review and correct project budget errors that occurred when the budget finalization process tried to post the project budget to the Commitment Control module.

When you run the Budget Finalization process, you must review the Message Log to determine if an error occurred. Next, you will need to navigate to the *Review Commitment Control* page to view more detailed information about the type of error that occurred. Once you identify the error, you can make changes on this page. The *Review Commitment Control* page also allows you to re-send the budget rows to post to Commitment Control. You'll need to review the Message Log once again to ensure that there are no more errors.

After completing this topic, you should be able to:

- Correct Commitment Control Errors

Process Steps

Correct Commitment Control (Project Budget Check) Error

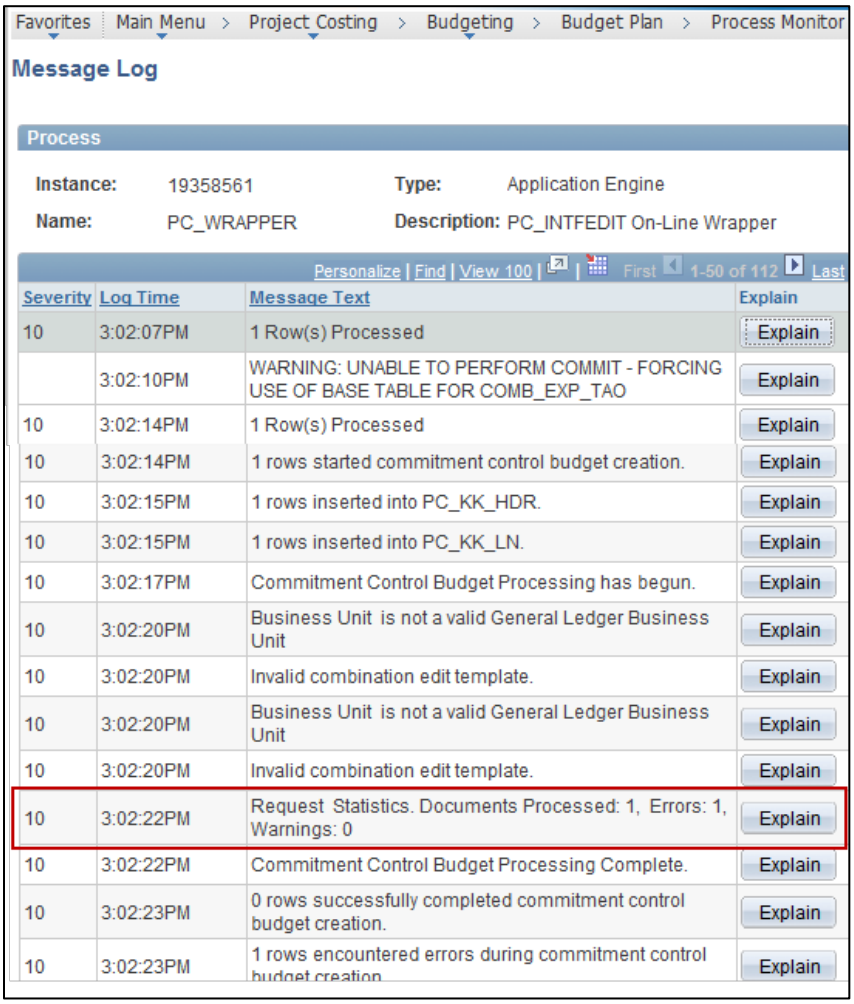
This topic covers correcting Commitment Control errors that occur while finalizing the project budget. In this example, a required ChartField was not entered.

Steps to complete:

- Step 1: View the Message Log for the Finalize Project Budgets Process
- Step 2: View the Commitment Control Errors page
- Step 3: Enter the Correct ChartFields and Finalize the Project Budget

Step 1: View the Message Log for the Finalize Project Budgets Process

You may encounter a commitment control (budget check) error when you finalize project budgets. The Message Log for the process will indicate the number of rows that encountered an error.

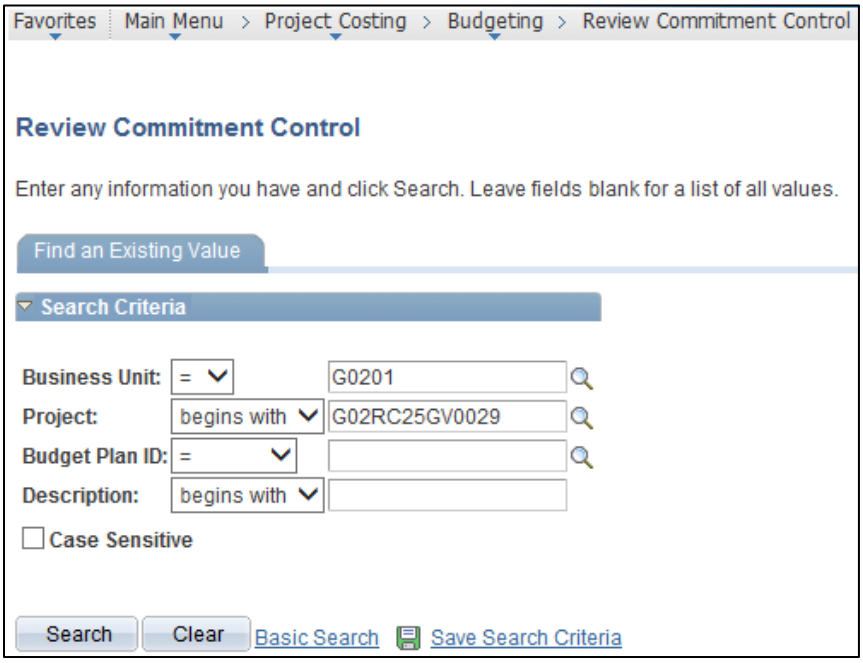


Step 2: View the Commitment Control Errors page

You can view more detail about the error on the *Commitment Control Errors* page.

1. **Navigation Links**: Project Costing, Budgeting, Review Commitment Control.
2. On the *Review Commitment Control* page, enter your search criteria:

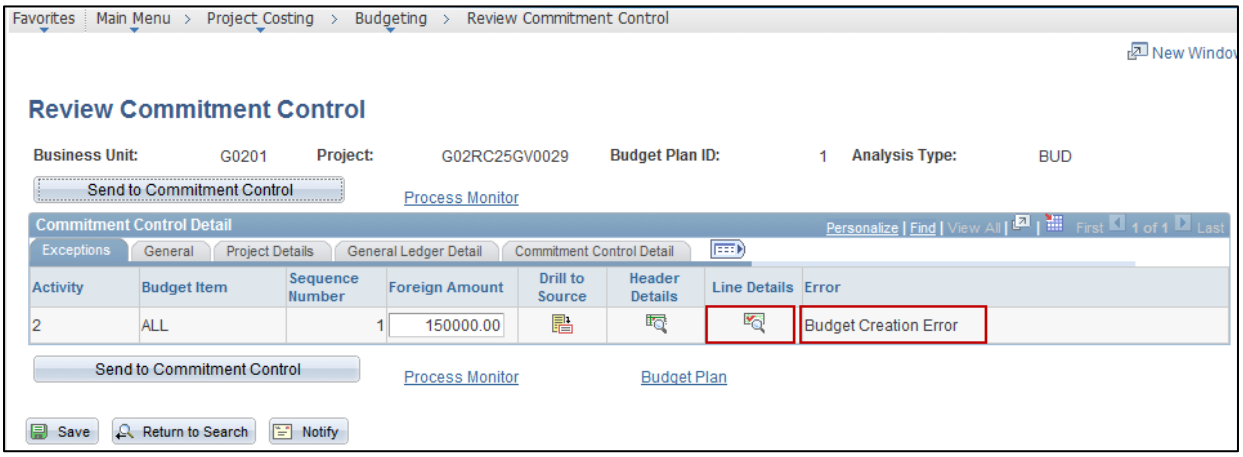
Field Name	Field Description
Business Unit	Accept the default *Business Unit* or enter a *Business Unit*.
Project	Enter the *Project ID*.



3. Click on the **Search** button.
4. Select the Project Budget in the **Search Results** section if necessary.

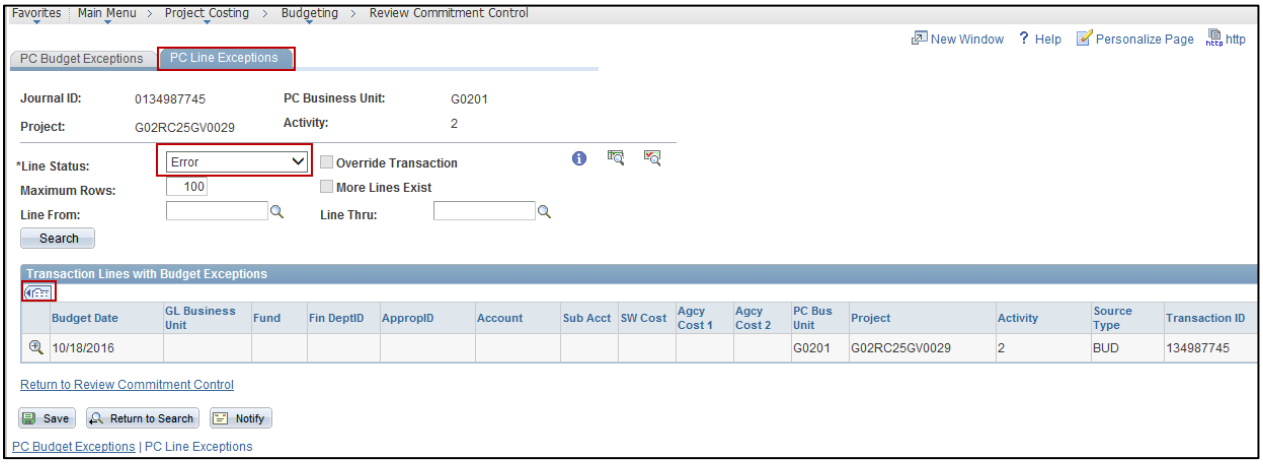
5. The *Review Commitment Control* page displays. View the line(s) that failed the budget creation process in the **Commitment Control Detail** section. The *Error* column lists the type of error. In this example, the error is "Budget Creation Error".

6. To view more information about the error, click the **Line Details** icon in the *Lines Details* column for the entry.

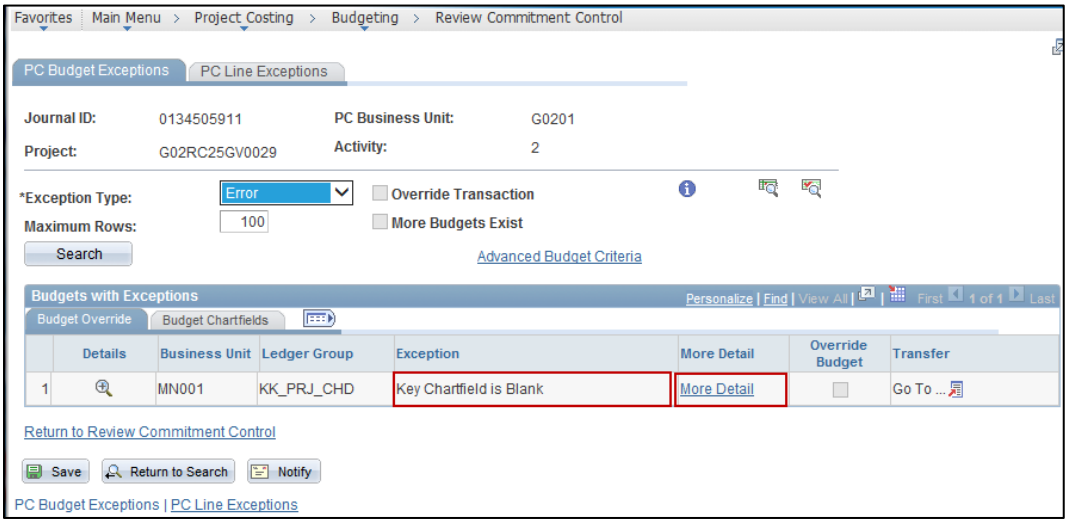


- The *PC Line Exceptions* page displays. The "Show All" button was selected in the below print screen so all the ChartFields entered for the project budget display.

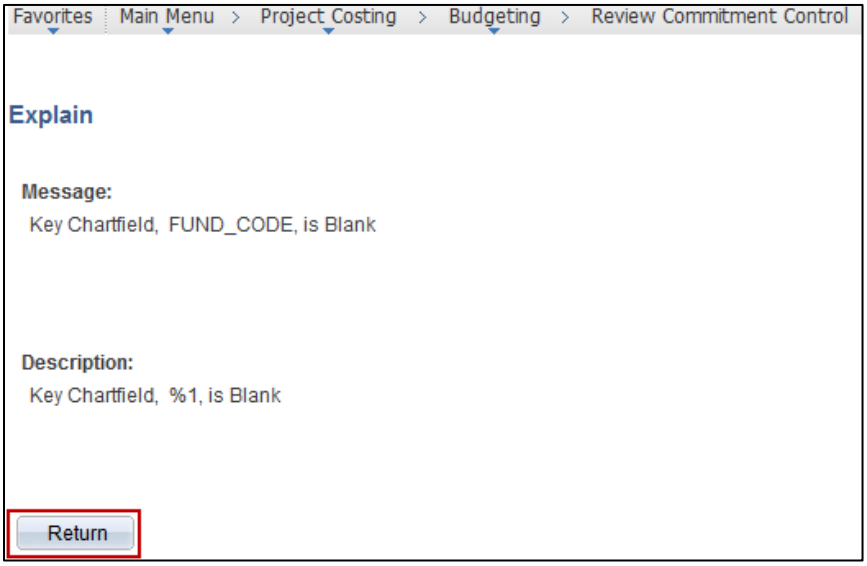
7. Click on the **PC Budget Exceptions** tab.



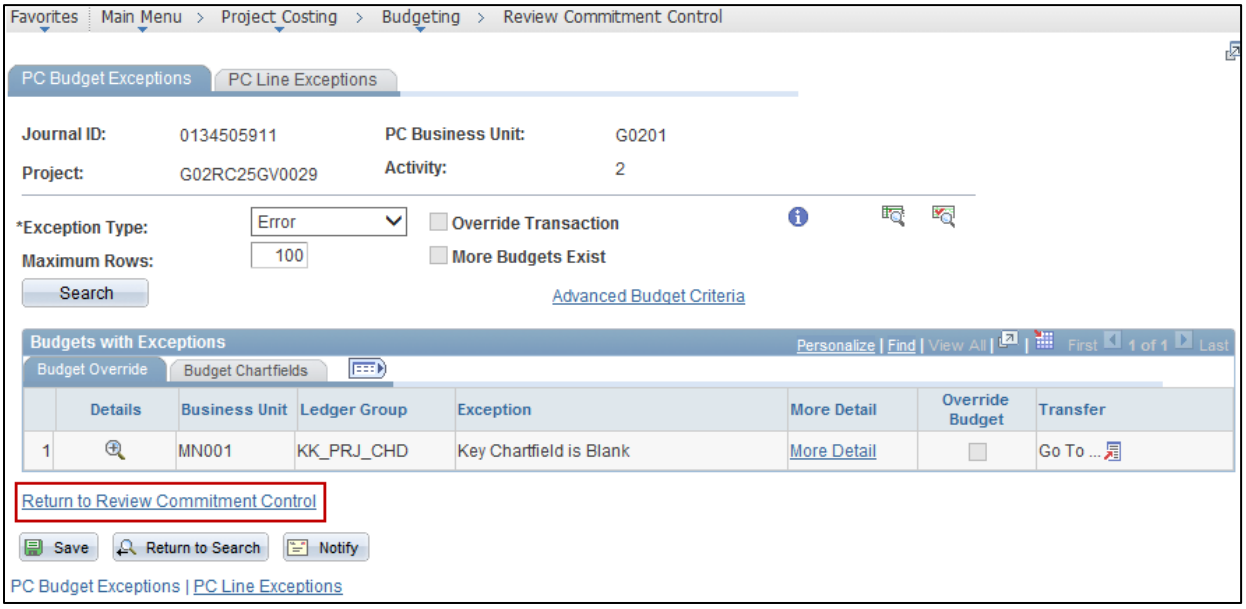
8. View the Exception (error) displayed in the *Exception* column for the entry. In this case, the *Exception* field indicates that a “Key ChartField is Blank”. This is the error that will be resolved in this topic.
    - You may encounter the “Exceeds Budget Tolerance” error. This error usually means that you are attempting to reduce the budget below expenses or encumbrances posted to the project. You will need to do some additional research to determine the underlying problem that caused the error and the steps to resolve the error will differ, depending on the cause. Other errors can occur.
    - If you need help resolving a project budget check error, please contact the SWIFT Helpdesk.



9. Click the *More Detail* link to view more information.
10. View the information displayed. In this case, the page indicates that the Fund Code ChartField is blank. These types of errors can occur based on the Project Budget Definitions that the agency has set up.



11. Click on the **Return** button to return to the *PC Budget Exceptions* page.

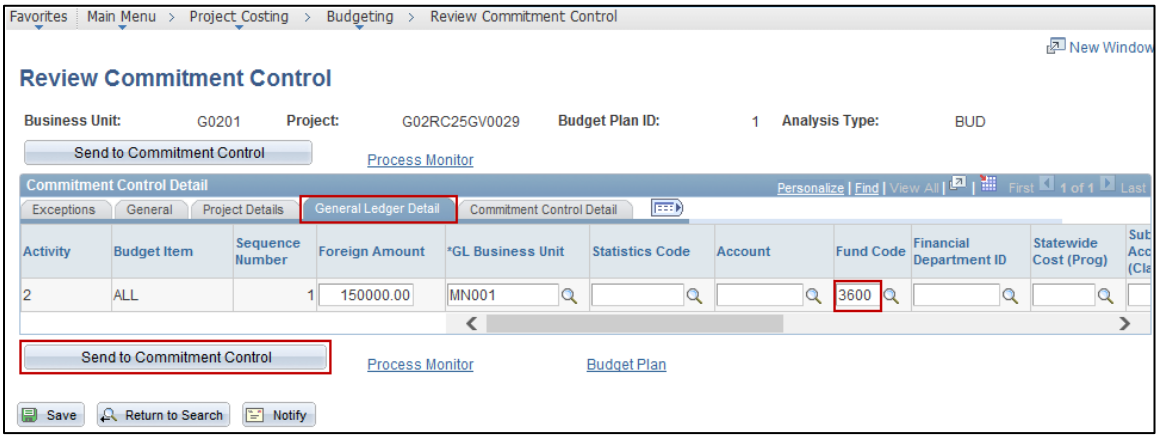


12. Click on *Return to Review Commitment Control* page.

Step 3: Enter the Correct ChartFields and Finalize the Project Budget

Next, you will enter the correct ChartFields.

1. On the *Review Commitment Control* page, click on the **General Ledger Detail** tab.



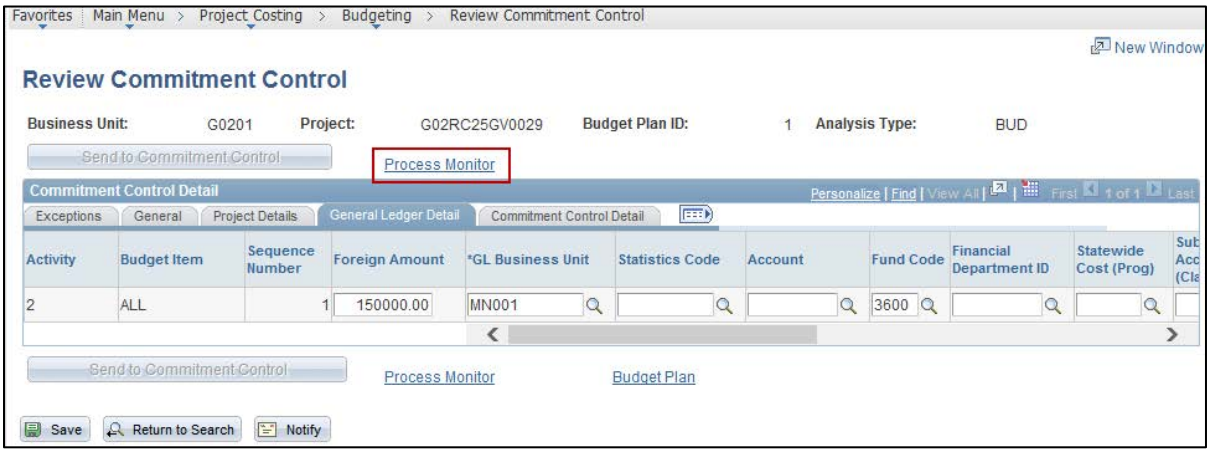
2. Enter the correct ChartField(s).

   Note: Most ChartFields are on the **General Ledger Detail** tab. The **Project Details** tab includes *Source Type*, *Category*, and *Subcategory*.

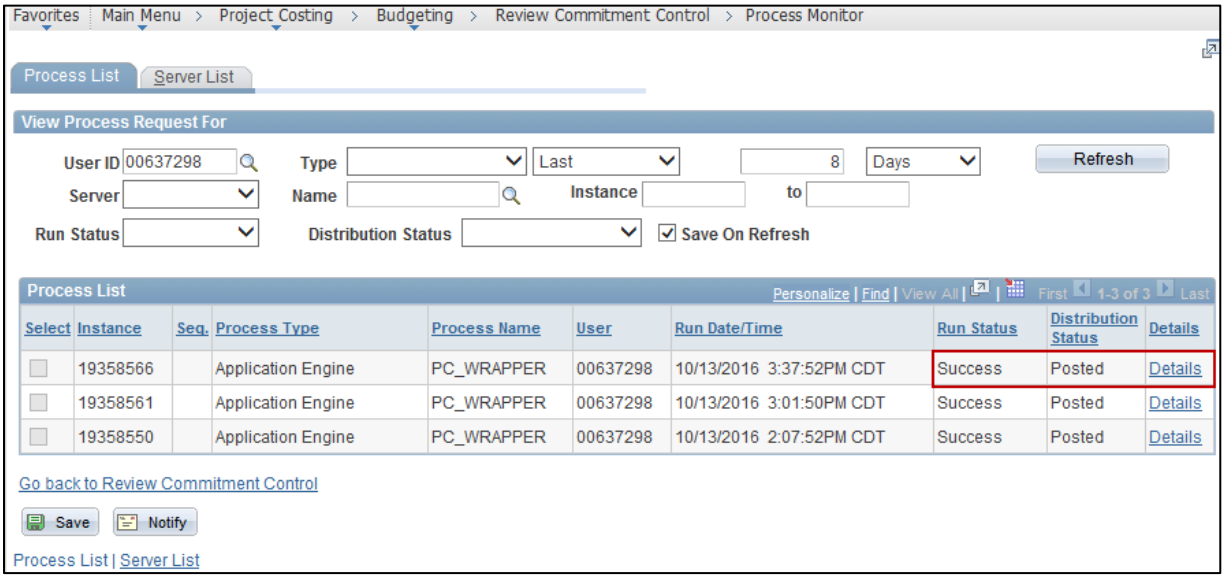
3. Click on the **Save** button.
4. Click on the **Send to Commitment Control** button.

5. You will receive a message indicating the transactions have been sent to Commitment Control. Click on the **OK** button.

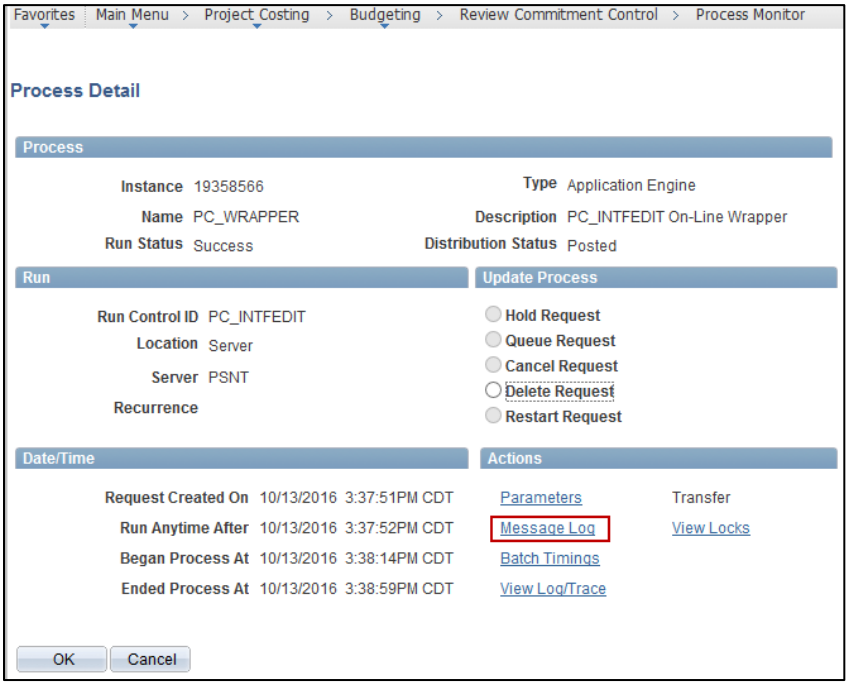
6. Click on the *Process Monitor* link.



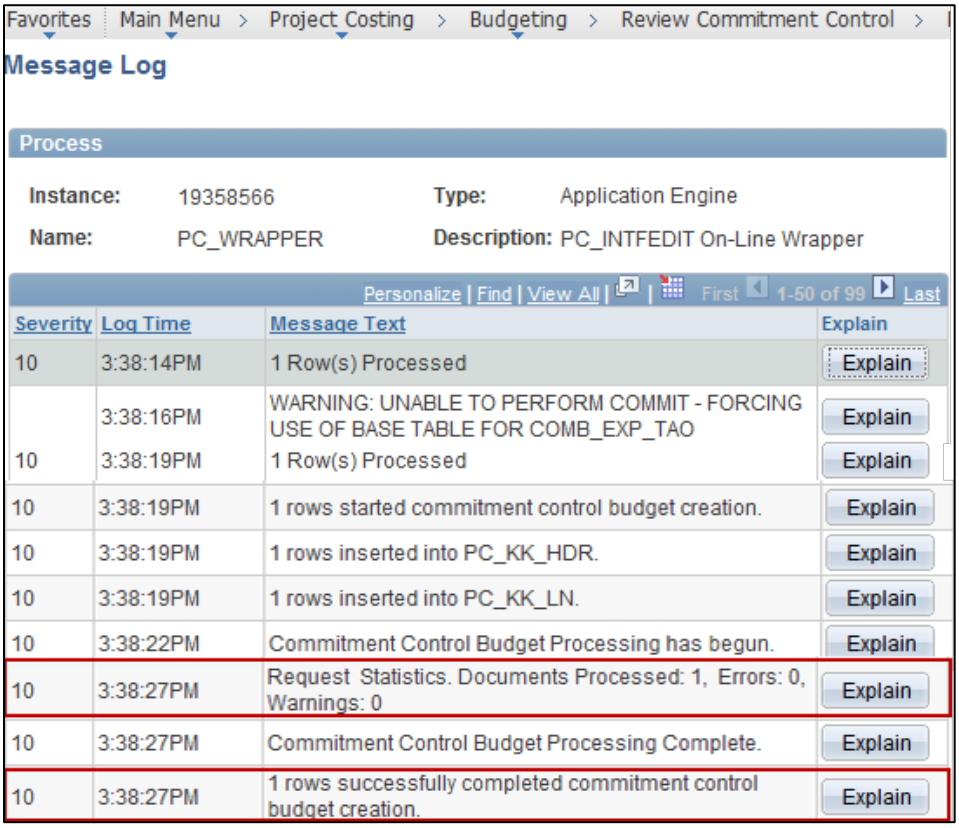
7. At the *Process List* page, click on the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.



8. Click on the *Details* link for the process you ran.

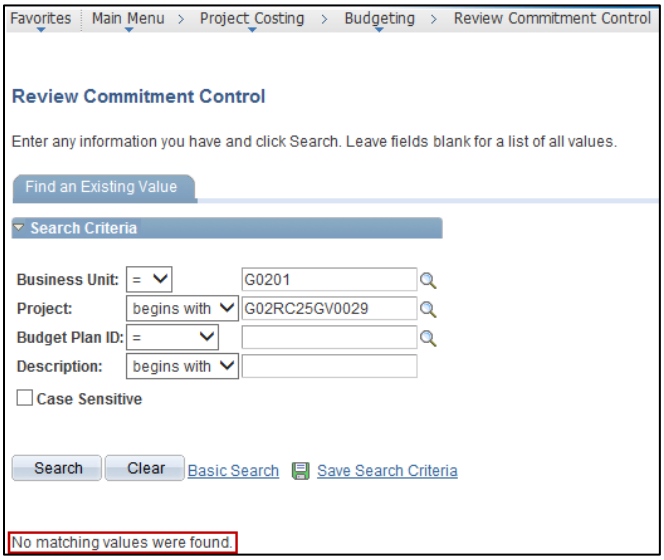


9. Click on the *Message Log* link and review the information. Confirm that the project budget was successfully budget checked.

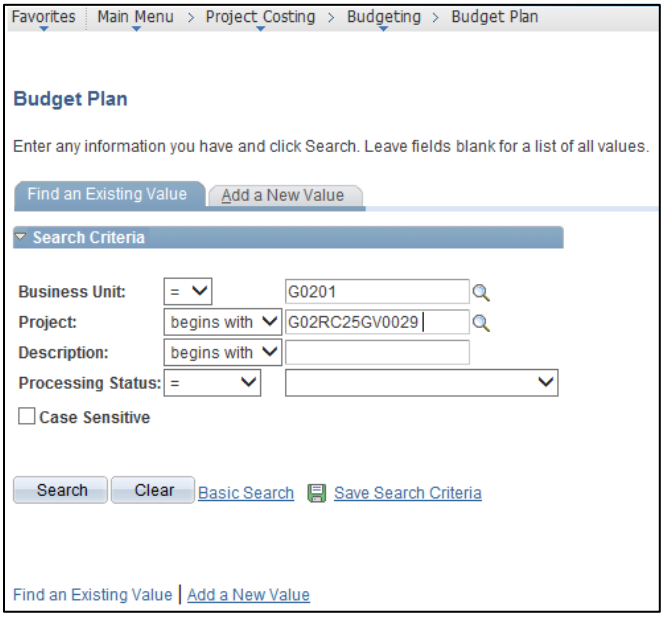


10. Click on the **Return** button.

11. Click on the **OK** button at the *Process Detail* page. The *Process List* page displays. You can double-check that the error was resolved by searching for the error again.
12. Click on the *Go Back to Review Commitment Control* link.
13. At the *Review Commitment Control* search page, search for the *Project ID*. You should receive a message that "No matching values were found."

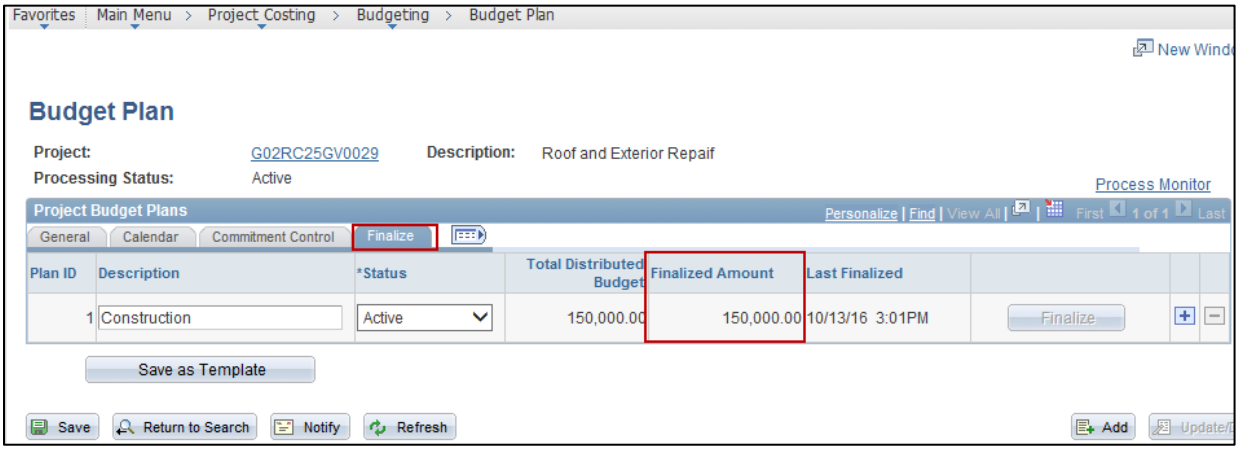


14. You can verify that the project budget has been finalized on the *Budget Plan* page. **Navigation**: Project Costing, Budgeting, Budget Plan.
15. Click the **Find An Existing Value** tab and search for and select the project.

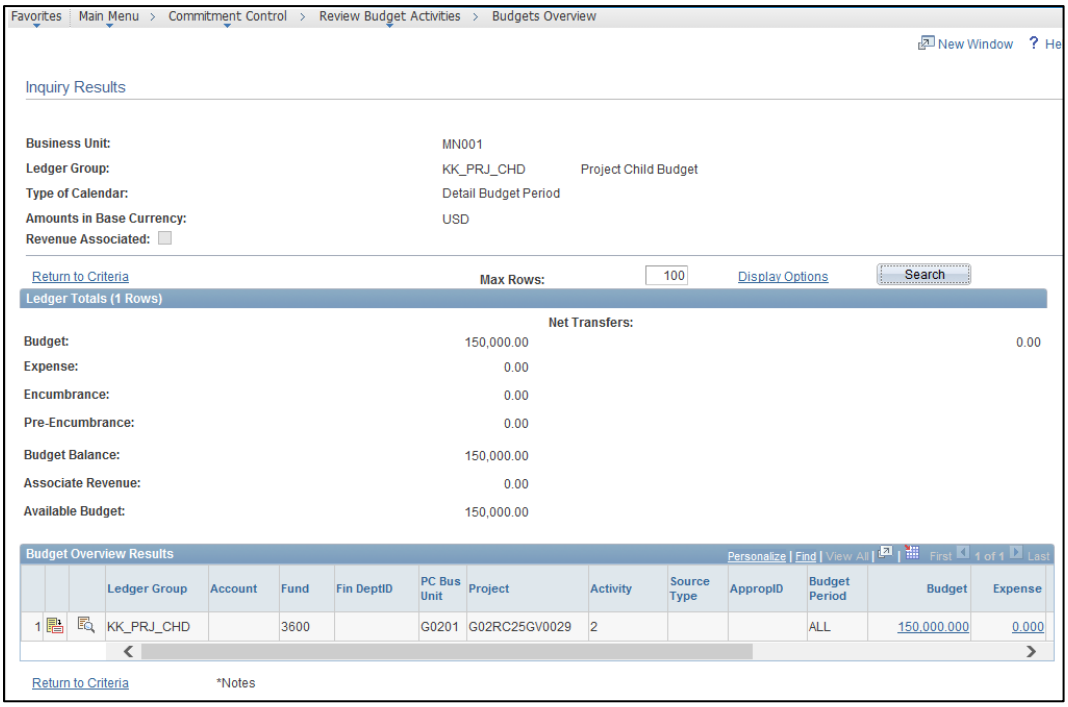


16. On the *Budget Plan* page, click on the **Finalize** tab to confirm that the "Finalized Amount" now equals the "Budgeted Amount". The "Last Finalized" field shows the date and time the process was run, and the

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.



- 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**: Commitment Control, Review Budget Activities, Budget Overview). Refer to the "Viewing the Budget Overview Inquiry" topic in this guide for detailed instructions.



Having completed this topic, you should now be able to:

- Correct Commitment Control (Project Budget Check) Errors

Understanding Project Dates and Transaction Controls

Topic Overview

When you enter a project, several dates are created.

- Project Start and End Dates
- Project Effective Date
- Project Control Start and End Dates
- Activity Dates

These dates, along with your agency's Project Budget Definition and Project Status, provide control on the transactions that post to your project.

Project Budget Definitions

Project Budget Definitions are used by the Commitment Control module to track project expenditures. Transactions will not pass budget check if they exceed the project budget. The majority of agencies use the Standard Budget Definition and the default ChartField requirement which includes Activity, PC Business Unit, and Project ID. Some agencies also require Fund, and a few agencies require Account Class, Fin Dept ID, and Approp ID. Refer to the "Project Budget Definitions" topic in the Appendix of this guide for additional information.

Control on Transactions

The Project Status, Project Control Dates, and the initial Project Effective Date are also used to validate transactions as described below:

Control	Control on Transactions
Project Status	The Project Status (and Activity Status) is the ultimate control on the project. Closing (inactivating) a project when it is finished is the best option to halt further processing against a project. Refer to the "Closing and Reopening a Project" topic for additional information.
Project Effective Date	The initial Project Effective Date has implications on payroll processing. Payroll transactions will not be allowed to post prior to the first Project Effective Date. The first *Project Status* record is created with an *Effective Date* that is the earlier of the date when the project was created or the project *Start Date*. The project *Effective Date* cannot be changed.

Control	Control on Transactions
Project Control Start and End Dates	Project Control Start and End Dates conform to the budget period for the project and allow control on budget dates used on accounting system transactions in the SWIFT Financial Management System (FMS). As with any other transaction in FMS, Budget Dates can be changed on transactions that include projects. Project Control Start and End dates initially default from the Project Start and End Dates. **WARNING!** 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.

After completing this topic, you should be able to:

- Understand Project Dates and Controls

Process Steps

Understand Project Dates and Transaction Controls

This topic covers reviewing project dates and transaction controls.

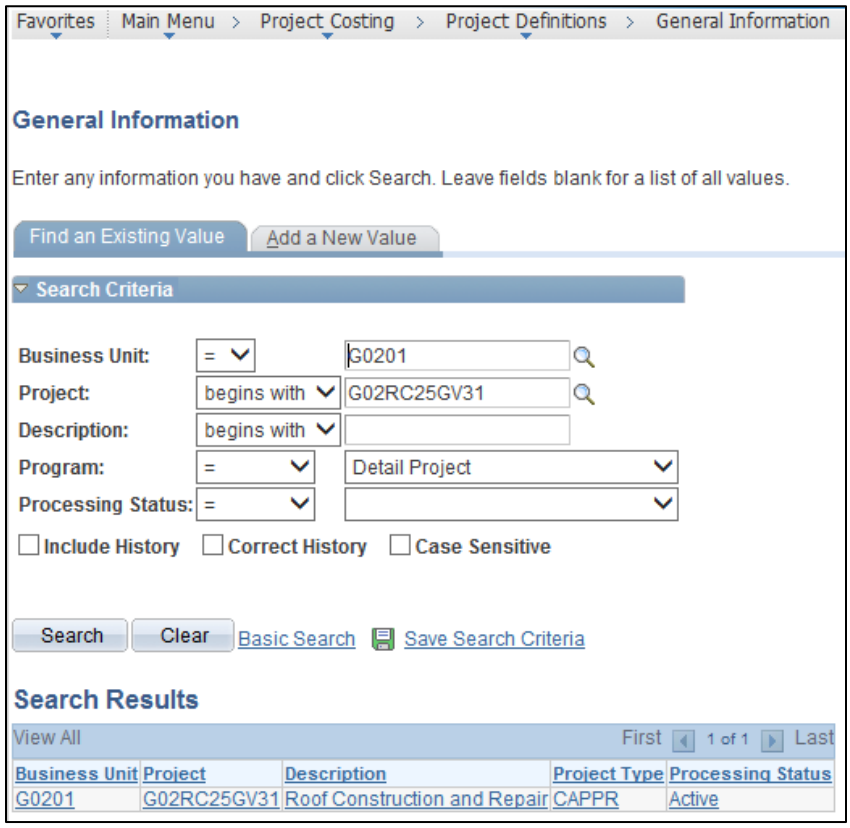
Steps to complete:

- Step 1: Review the Project Start and End Dates
- Step 2: Review Project Control Dates
- Step 3: Review the Project Effective Date
- Step 4: Review Activity Dates

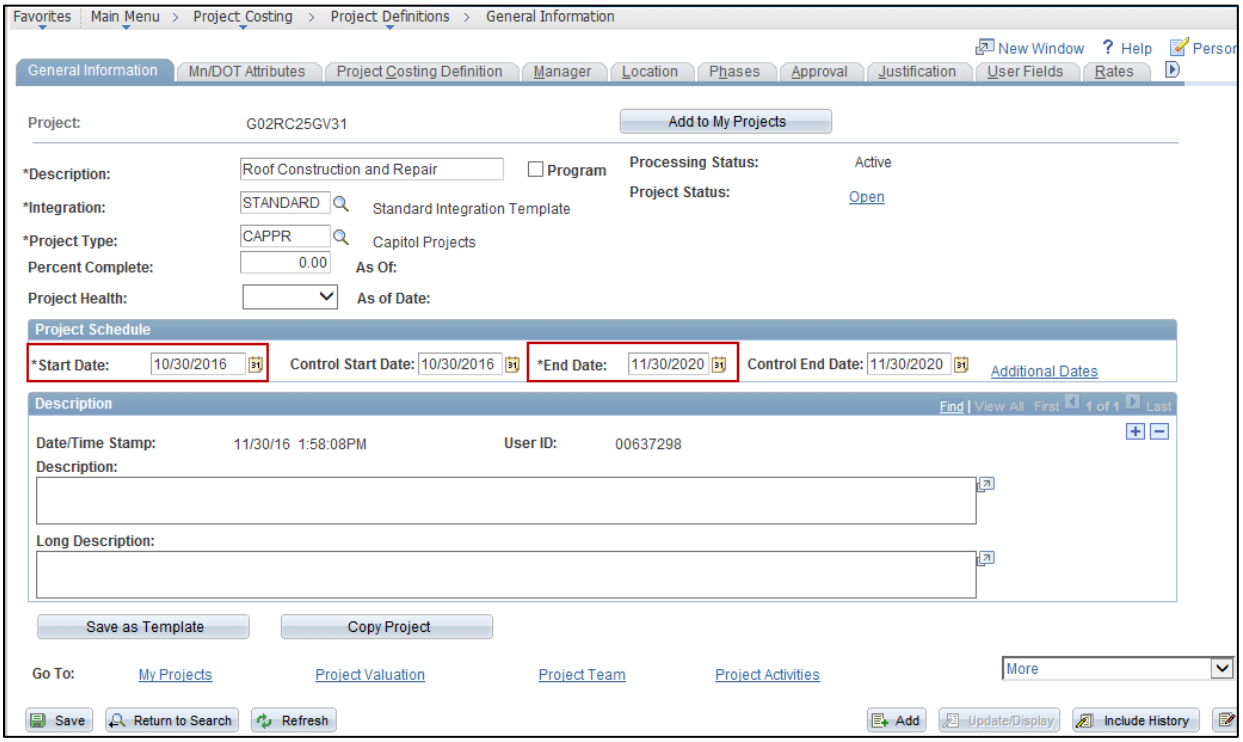
Step 1: Review the Project Start and End Dates

Begin by navigating to the Project *General Information* page.

1. **Navigation**: Project Costing, Project Definitions, General Information.
2. At the *General Information* page, search for and select a Project to view.



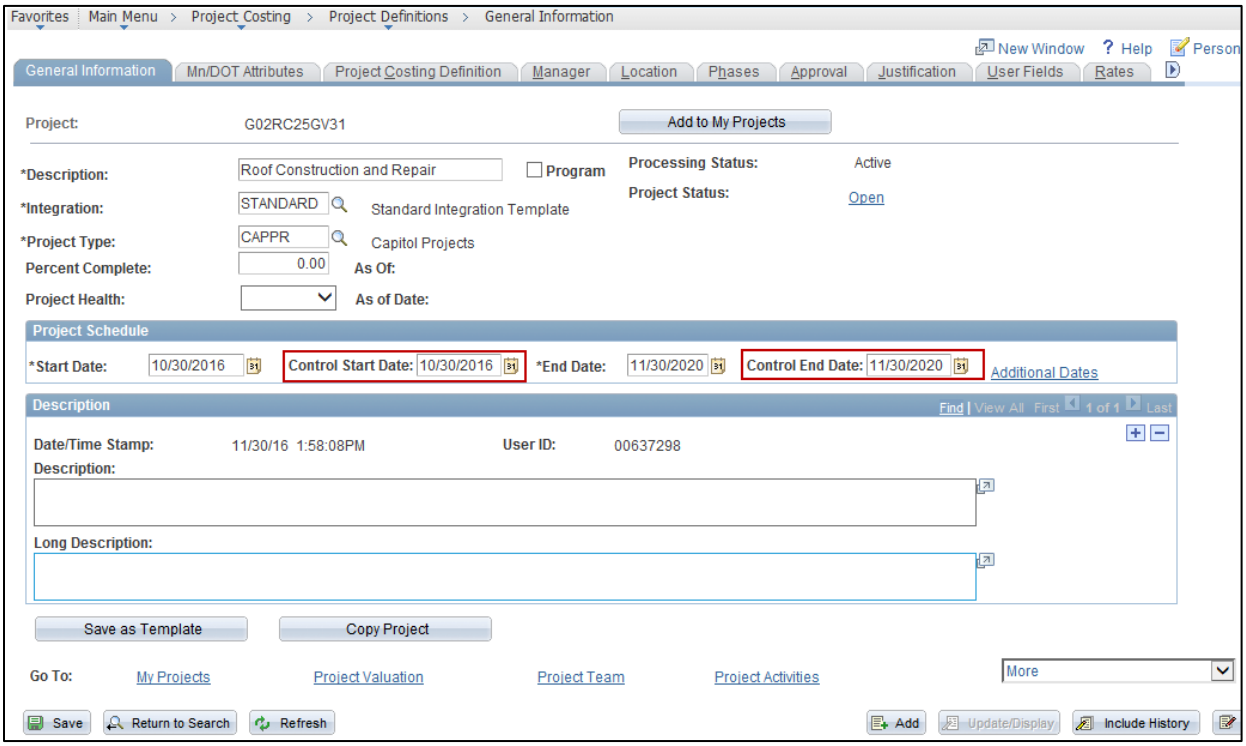
The Project *General Information* page appears, displaying the Project *Start Date* and *End Date* in the **Project Schedule** section.



- Project *Start* and *End Dates* are set when a project is created. When you enter the project, the *Start Date* defaults to the current date and the *End Date* is initially blank. You should enter the correct *Start* and *End Dates* of the project. You can create a project with a *Start Date* prior to the current date. If you are entering a project on March 15 for a project that started on March 1, enter the actual *Start Date*.
- **WARNING Regarding Continuing Appropriations!** 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.
- The initial Project Status *Effective Date* is automatically created when you save the project. It is the earlier of the project *Start Date* or the date the project was entered into SWIFT (the creation date). Once the Project Status *Effective Date* is created, it cannot be changed. You will not be able to process any payroll transactions earlier than the *Effective Date.*

Step 2: Review the Project Control Dates

Project *Control Start* and *End Dates* also display on the Project *General Information* page after the project budget has been finalized. If your agency does not enter and finalize budgets, these dates will not be created.

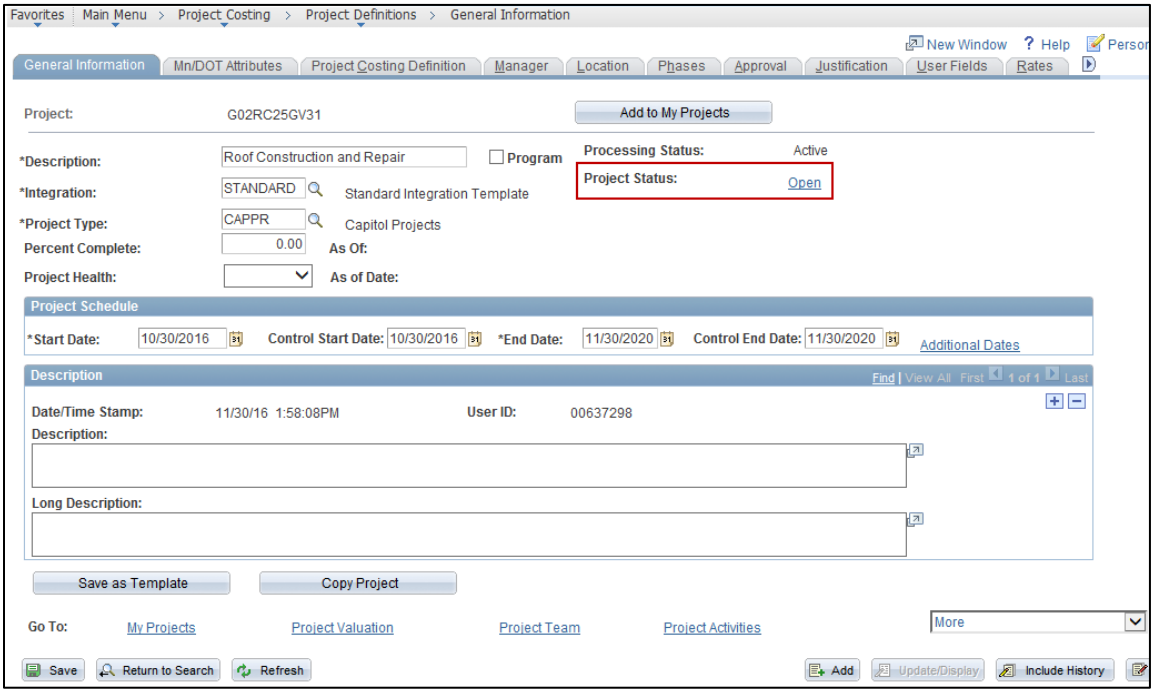


- The *Control Dates* initially default to the *Project Start* and *End Dates* but can be changed by a user with sufficient authority. That user role is “M_FS_PC_KK_DATES”.
- Project *Control Start* and *End Dates* conform to the budget period for the project and allow control on budget dates used on accounting system transactions in the SWIFT Financial Management System (FMS). As with any other transaction in FMS, Budget Dates can be changed on transactions that include projects.
- **Note:** The *Project Control Dates* and the *Project Status* are the only controls an agency has on projects within the SWIFT FMS accounting system. The initial *Project Effective Date* and *Project Status* are the only controls in the SEMA4 payroll system to ensure that payroll is not processed prior to the beginning of the project.
- When a project budget exists, the SEMA4 Transaction Date on payroll transactions has to be between the Control Start and End Dates.

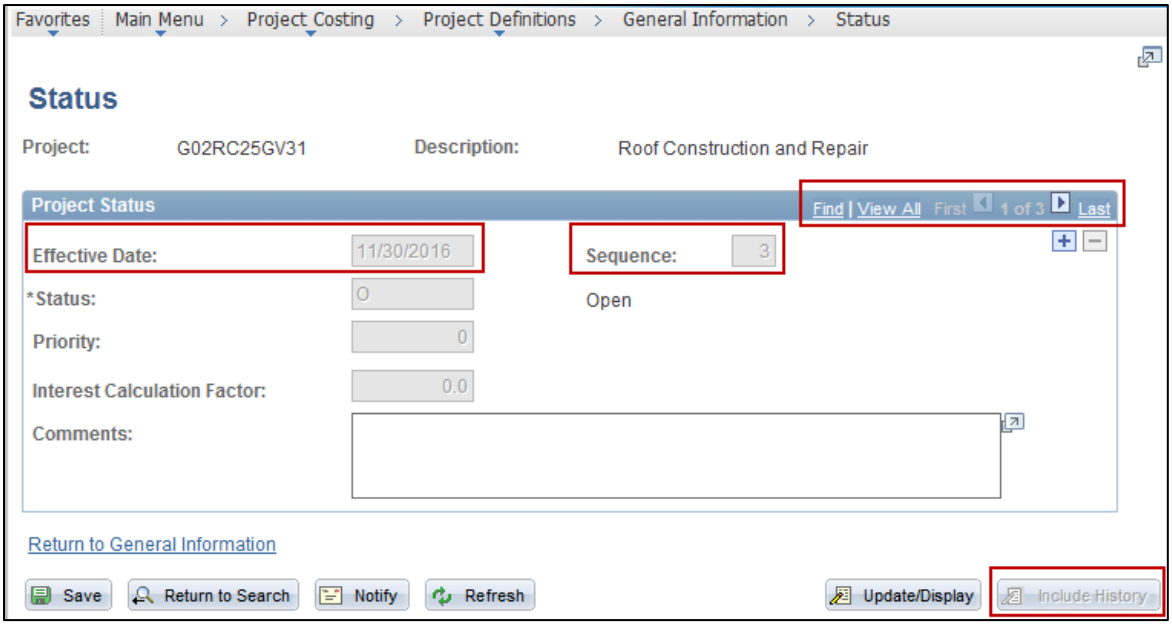
Step 3: Review the Project Effective Date

Next, we will navigate to the *Project Status* page to view the Project *Effective Date*.

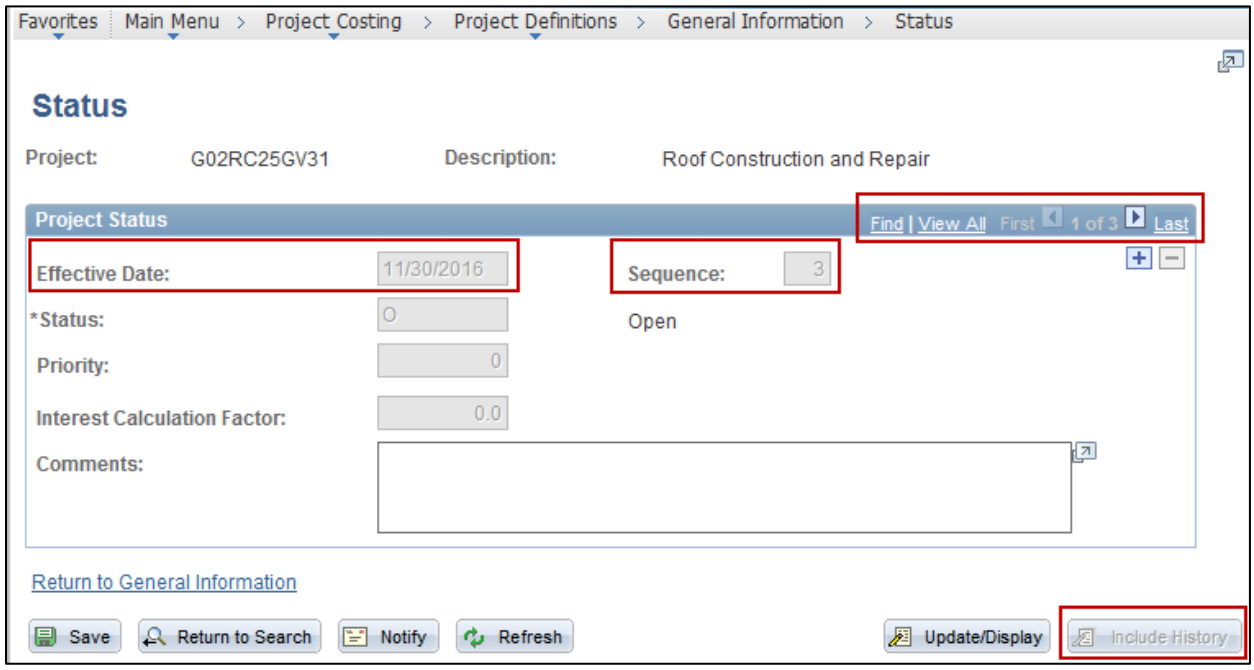
1. From the *Project General Information* page, click on the *Project Status* link.



2. The Project *Status* page displays. The example below shows three status records because the **Include History** button was selected.



- If there has been a *Status* change on the project, only the current status will be shown, with the *Effective Date* of the change to that status. If you need to see the original status, with the overall project *Effective Date*, click the **Include History** button at the bottom of the page. In the example shown below, the third record is displayed. You can use the **Arrow** keys or **View All** to view additional records.
- The *Project Effective Date* is the earlier of the project *Start Date* or the date the project was entered into SWIFT (the creation date). For example, if it is March 15 and the project *Start Date* is March 1, then the *Effective Date* would be 03/01 (the *Start Date*). If it is March 15, and your project *Start Date* is April 1, the *Effective Date* would be 03/15 (the creation date).
- **WARNING!** SWIFT will let you change the *Project Start Date* to be earlier than the *Effective Date*; however, you will not be able to process any payroll transactions earlier than the *Effective Date*, regardless of the *Project Start Date* or the *Project Control Start Date*.

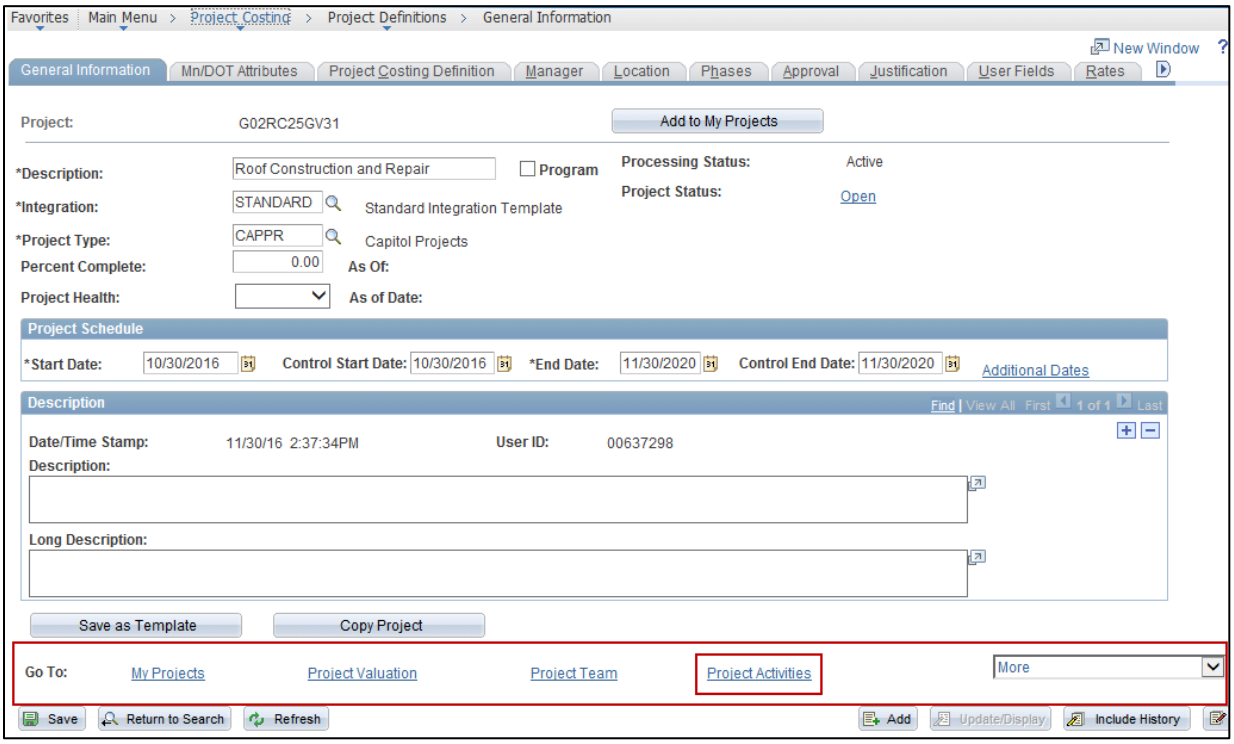


3. Click on the *Return to General Information* link to return to the *Project General Information* page.

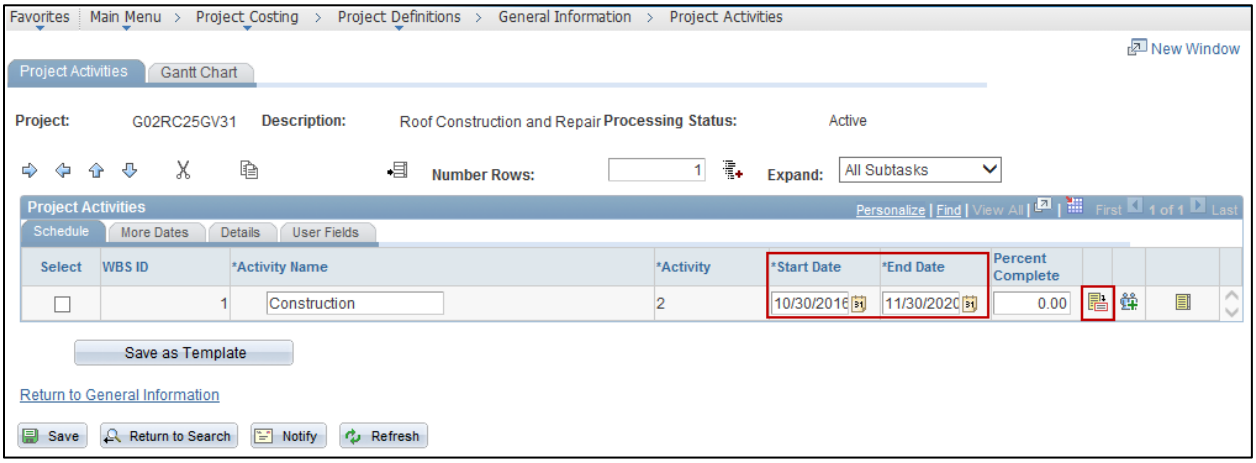
Step 4: Review Activity Dates

Next, we'll navigate to the Activity pages to view the Activity Start and End Dates.

1. From the Project *General Information* page, click on the *Project Activities* link in the **Go To** section at the bottom of the page.

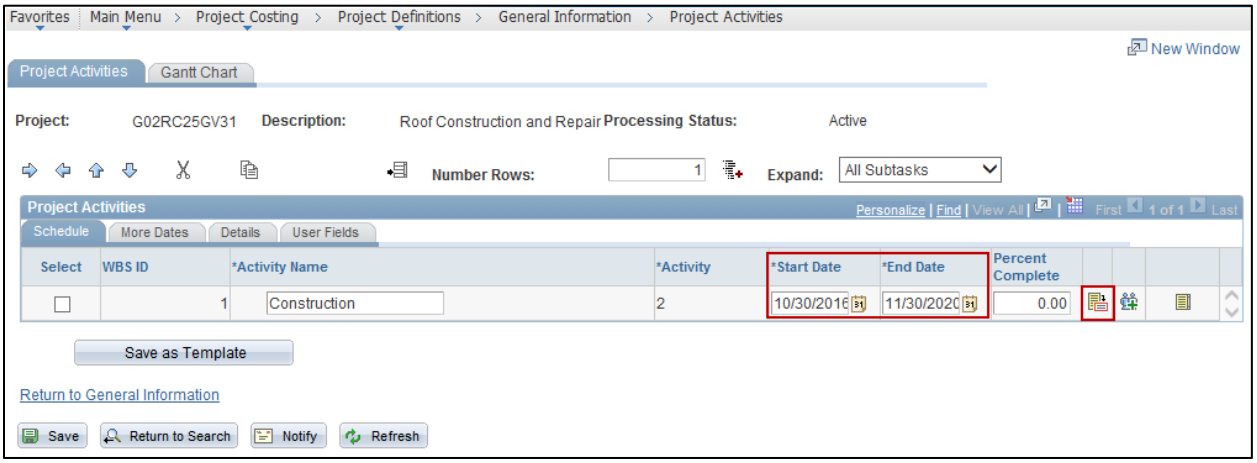


2. View the *Project Activities* page which displays showing all of the Activities, along with their Activity *Start* and *End Dates*.



- By default, all activities have the same *Start* and *End Dates* as the project. All projects must have at least one activity but could have many more. You can change the activity dates; however, at least one of the activities must have the project *Start Date* and at least one activity must have the project *End Date* and there must be no gaps between activities. This is to avoid the case of an active project with no valid active activity and is basic project management – a project always has at least one activity at all times for the duration of a project.
- If you change the project date, you must also change at least one activity date to match.
- If you extend the project, usually by making the *End Date* later, SWIFT will not warn you that you need to change the activity date. You have to remember to go in and do it. This is because SWIFT doesn't know if you want to extend one of the existing activities or add a new one to account for the extended project date.
- If you extend the activity date first, SWIFT will automatically extend the project date to match. You can't have an activity that is active outside of the project dates.
- If you want to shorten the project by making the end date earlier, you have to shorten the activities first.
- The only control on project activities is setting them to active or inactive. If you no longer want transactions to post to an activity, you'll need to change the Activity's *Processing Status* to "Inactive". Refer to the "Inactivating a Project Activity" topic for instructions. This also makes the Activity ChartField unavailable.

3. You can also view *Start* and *End Dates* for individual Activities from the Project Activities *General Information* page. You can access this page by clicking on the **Activity Definition** icon on the **Schedule** tab or by navigating to Project Costing, Activity Definitions, Project Activities.



Having completed this topic, you should now be able to:

- Understand Project Dates and Transaction Controls

Lesson Summary

Having completed this lesson, you should now be able to:

- Enter New Non-Grant Projects
- Correct Commitment Control Errors
- Understand Project Dates and Transaction Controls

Lesson 2: Maintaining Non-Grant Projects

Lesson Overview

This lesson covers how to enter changes to your existing projects. Topics include the following:

Topic	Description
Add or Reduce Project Time	This topic covers how to add or reduce project time on the project and activity pages.
Adjust a Project Budget	This topic covers how to adjust your project budget. You'll need to adjust Project Activity Budget Items, distribute the adjustments, and finalize the Project Budget
Adding Activities to a Project	This topic covers adding activities after the project has been created. You'll need to follow the instructions in this topic to add the activities and then refer to the Adjust Project Budget topic to make changes to the project budget.
Inactivating Activities	This topic covers how to inactivate a project activity. You can inactivate an activity if it was created in error or you no longer want transactions to be charged to it. If you are closing the Project, refer to the "Closing and Reopening Projects" topic for instructions.

After completing this lesson, you should be able to:

- Add or Reduce Project Time
- Adjust a Project Budget
- Add Activities to a Project
- Inactivate Activities

Adding or Reducing Project Time

Topic Overview

This topic covers how to extend or shorten the project time. You'll need to update the Project End Date and Project Control End Date. You'll also need to update the Project Activity End Date.

After completing this topic, you should be able to:

- Add or Reduce Project Time

Process Steps

Add or Reduce Project Time

This topic covers adding or reducing project time. In this example, we will be extending the time for the project.

> **WARNING**! SWIFT will allow you to change the Project Start Date to an earlier date; however, you will not be able to process any payroll transactions earlier than the initial Project Status *Effective Date.* Refer to the "Understanding Project Dates and Transaction Controls" topic for more information.

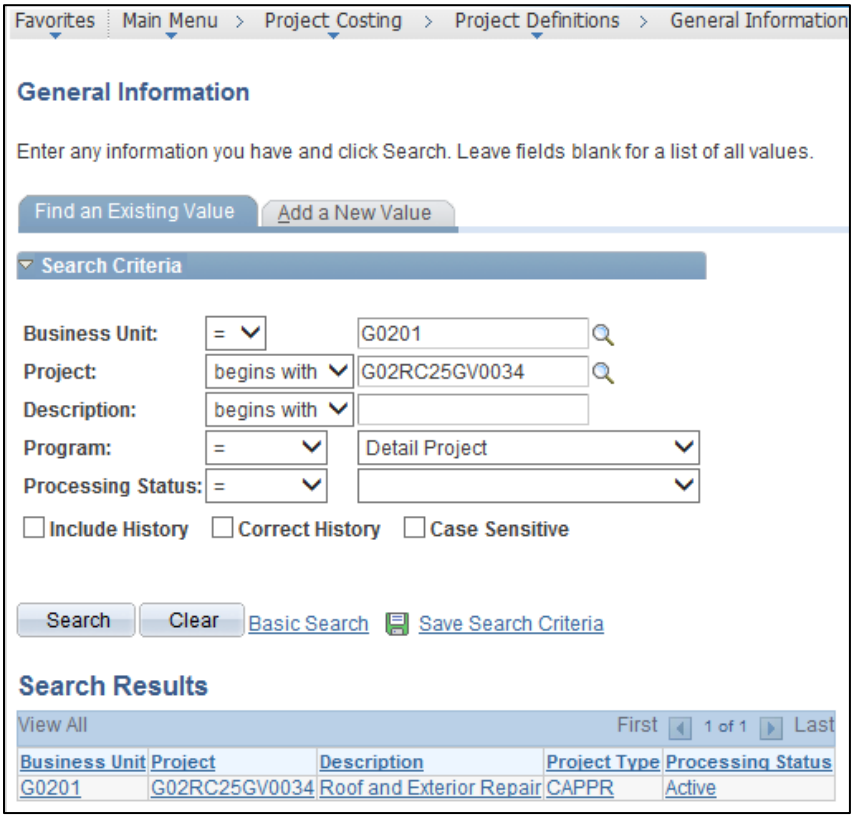
Steps to complete:

- Step 1: Update the Project End Date and Control End Date
- Step 2: Update the Activity End Date

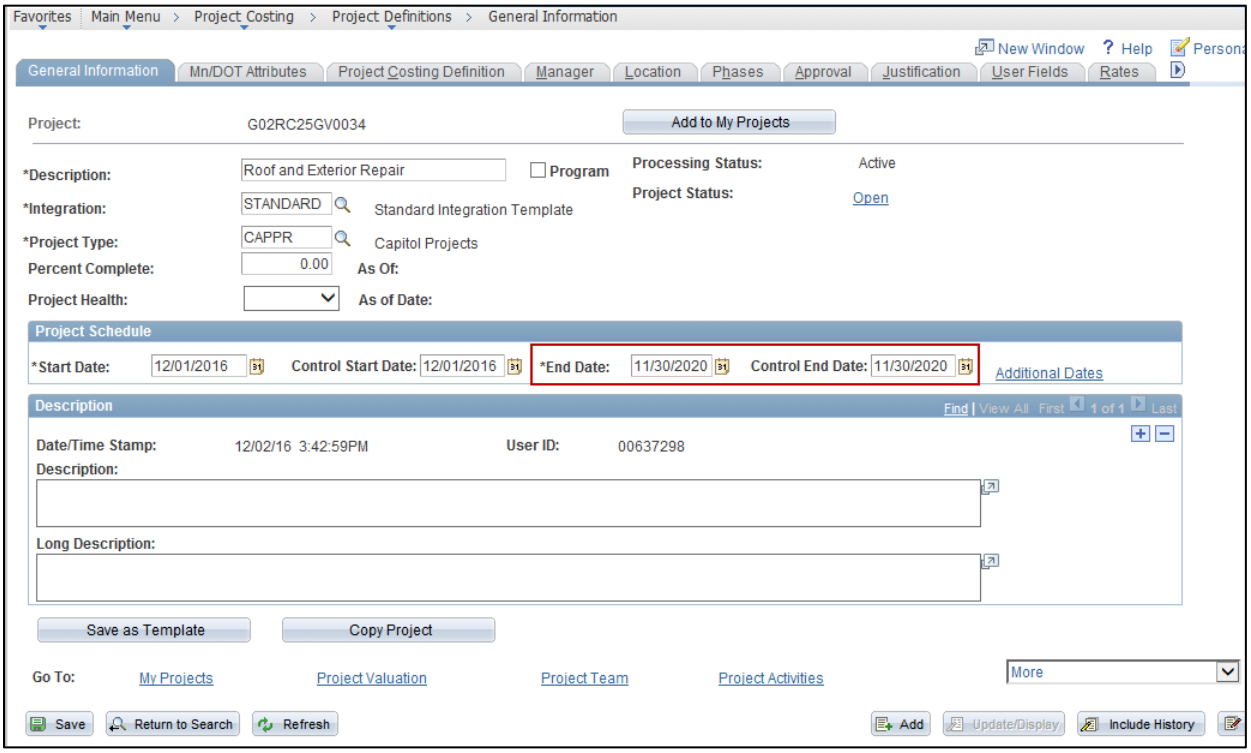
Step 1: Update the Project End Date and Control End Date

Begin by navigating to the Project *General Information* page.

1. **Navigation**: Project Costing, Project Definitions, General Information.
2. On the **Find an Existing Value** tab of the *General Information* page, search for and select the Project that you want to update.

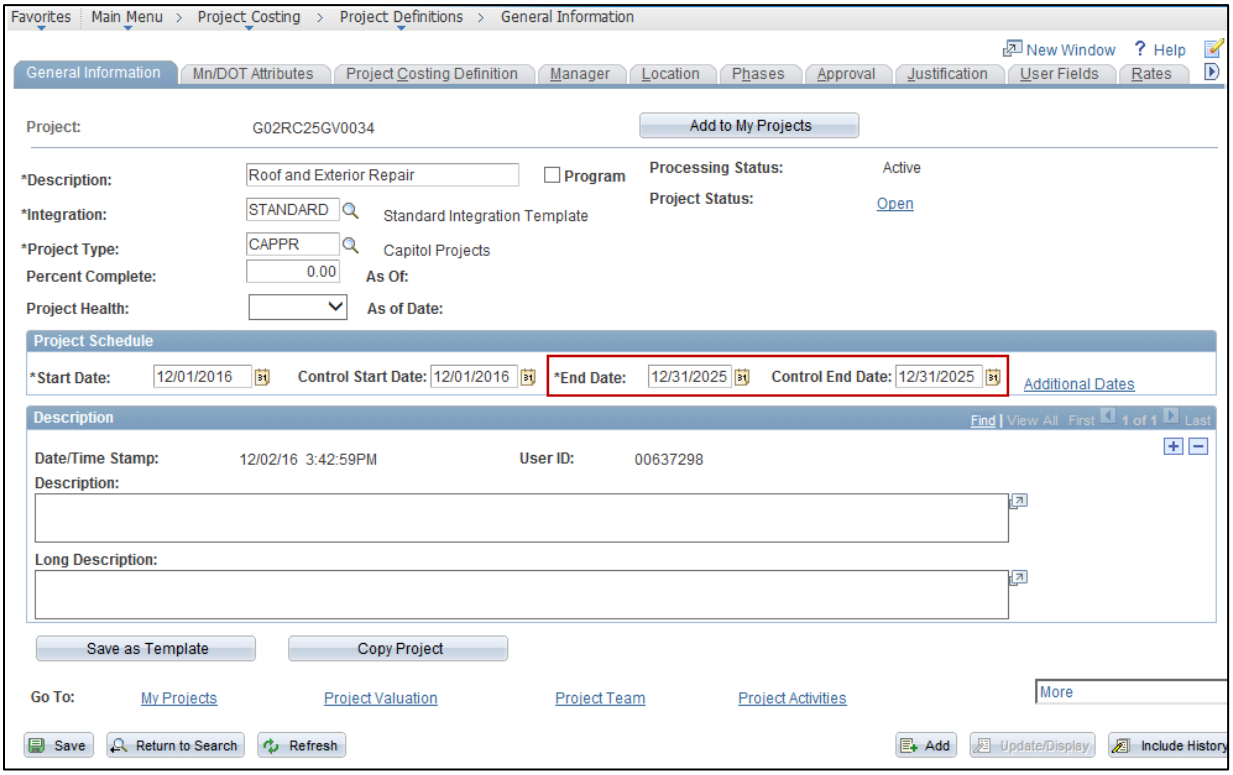


The Project *General Information* page appears, displaying the Project *End Date* in the **Project Schedule** section. The Project *Control End Date* also displays if this project has a finalized budget.



3. Update the Project Date(s) to the new date as described below.

Field	Description
Project End Date	Update the Project *End Date* to the new date.
Project Control End Date	Update the Project *Control End Date*. To change the Project Control End Date, you'll need the user role: "M_FS_PC_KK_DATES". Project *Control Start* and *End Dates* conform to the budget period for the project and allow control on budget dates used on accounting system transactions in the SWIFT Financial Management System (FMS). As with any other transaction in FMS, Budget Dates can be changed on transactions that include projects.



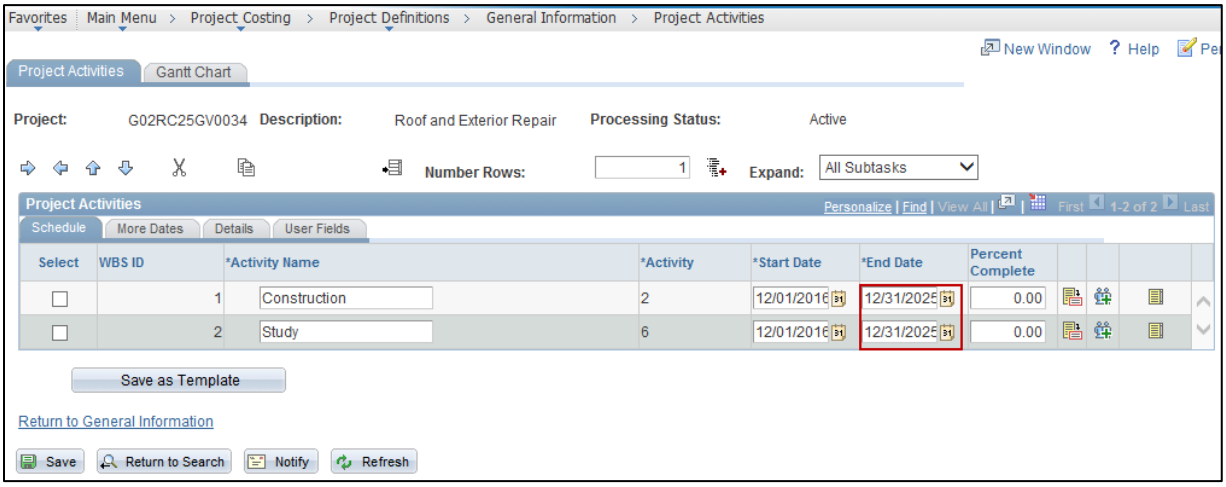
4. Click on the **Save** button.

Step 2: Update the Activity Dates

If you change the project *End Date*, you must also change at least one activity date to match. At least one of the activities must have the project *Start Date* and at least one activity must have the project *End Date* and there must be no gaps between activities. This is to avoid the case of an active project with no valid activity.

- If you extend the project by making the *End Date* later, SWIFT will not warn you that you need to change the activity date. You have to remember to go in and do it. This is because SWIFT doesn't know if you want to extend one of the existing activities or add a new one to account for the extended project date.
- If you extend the activity date first, SWIFT will automatically extend the project date to match. You can't have an activity that is active outside of the project dates.
- If you want to shorten the project by making the end date earlier, you have to shorten the activities first.

1. Click on the *Project Activities* link in the **Go To** section of the **General Information** tab.
2. Update the Project Activity *End Dates*.



3. Click on the **Save** button.
4. Click on the *Return to General Information* link to return to the *Project General Information* page.

Having completed this topic, you should now be able to:

- Add or Reduce Project Time

Adjusting a Project Budget

Topic Overview

You may need to make changes to your project budget because of changes in scope or funding. This topic covers how to change an existing project budget to increase or decrease funding amounts, or to reallocate budgets among different Project Activities or Budget Items.

After completing this topic, you should be able to:

- Adjust a Project Budget

Process Steps

Adjust a Project Budget

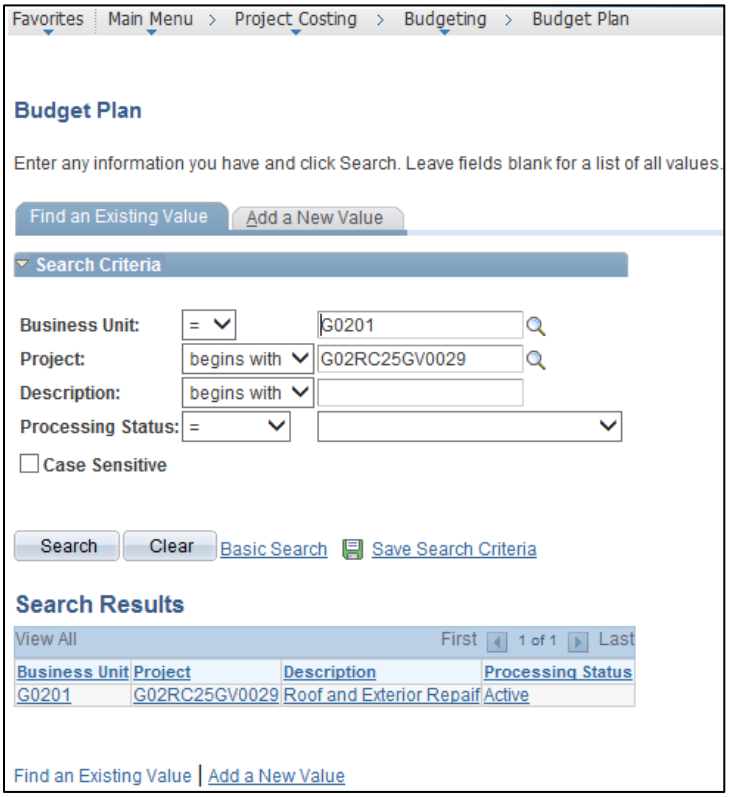
This topic covers how to make a budget adjustment after your Budget Plan has been finalized. You will locate the Budget Plan, adjust the budget, and then finalize the budget.

Steps to complete:

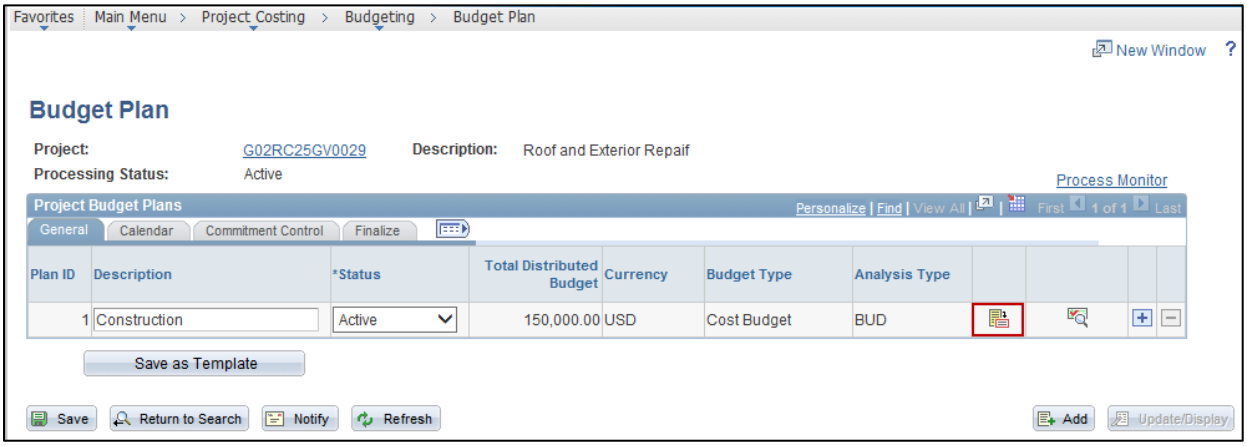
- Step 1: Enter the Budget Adjustment
- Step 2: Finalize the New Budget

Step 1: Enter the Budget Adjustment

1. **Navigation Links**: Project Costing, Budgeting, Budget Plan.
2. On the **Find an Existing Value** tab of the *Budget Plan* search page, search for and select the Project that you want to update.

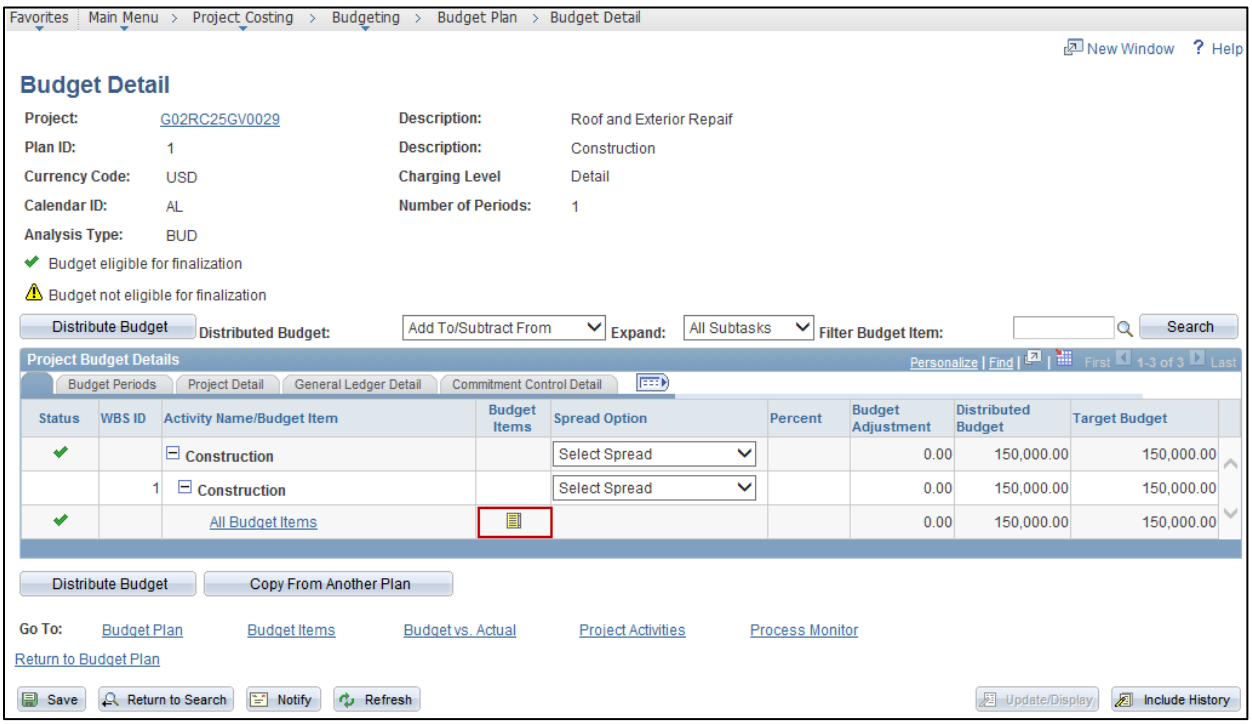


3. At the *Budget Plan* page, click on the **Budget Detail** icon to display the *Budget Detail* page.

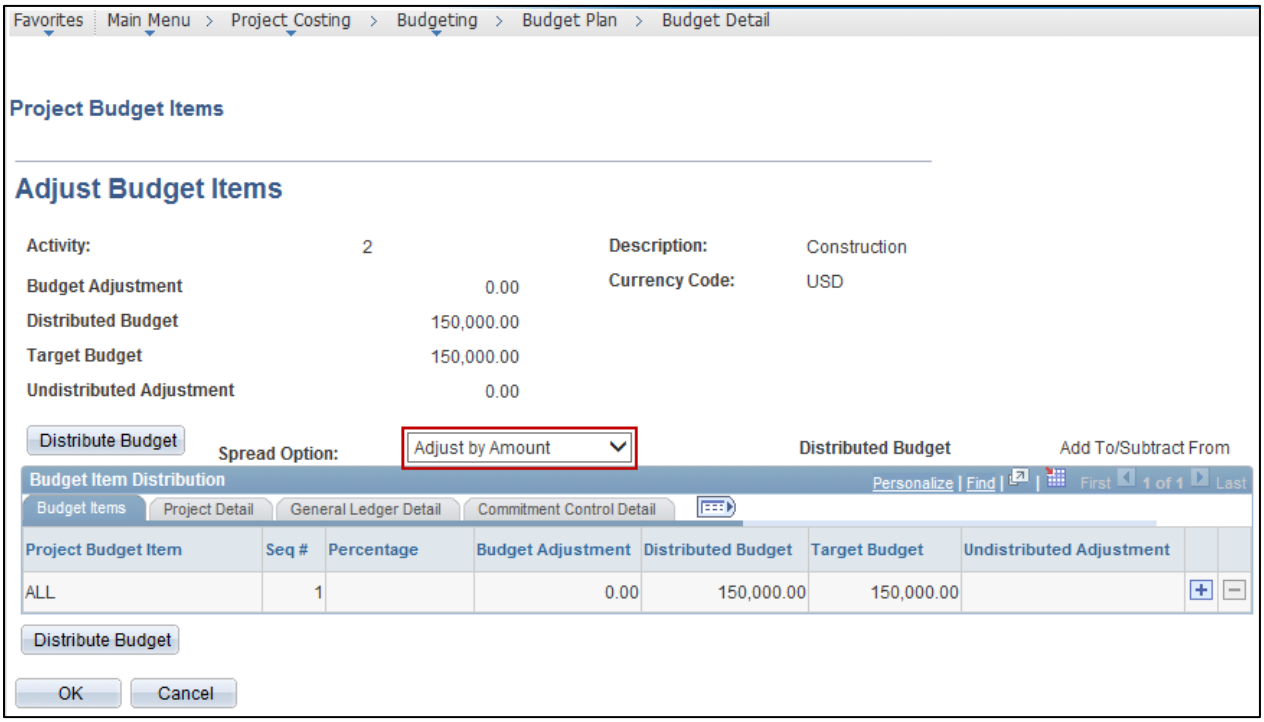


In this example, the project only has one activity.

4. Click on the **Budget Items** icon for the project activity that you need to adjust.



5. The *Adjust Budget Items* page displays showing the budget lines you entered when you first created the budget for this project. You can adjust any or all of the lines and activities. In this example, only one *Project Budget Item* was entered.



6. Select a **Spread Option** in the Adjust Budget Items header.

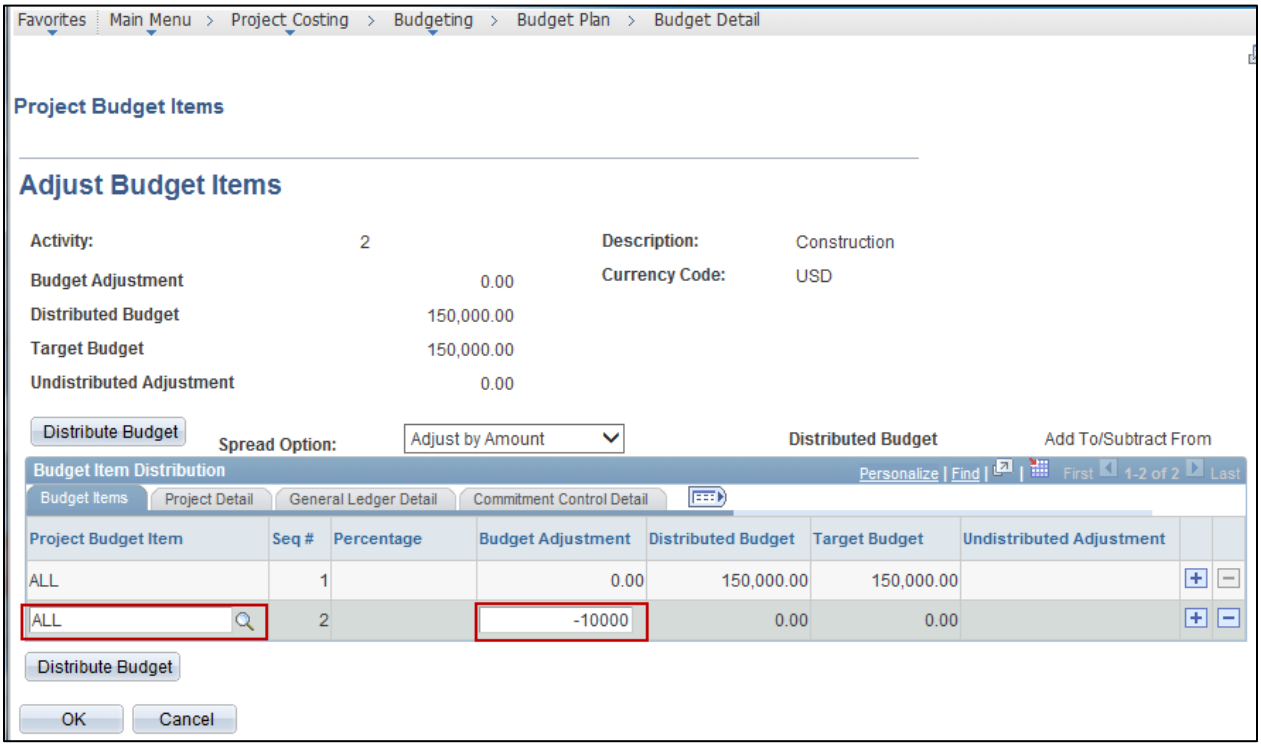
Field Name	Field Description
Spread Option	The Budget Adjustment field is locked until you select a spread option. Select a *Spread Option* from the drop-down listing: - Adjust by Amount: In most cases, you will select “Adjust by Amount”. This allows you to enter specific amounts for each Budget Item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

7. Click on the **Add New Row (+)** icon. Because the budget has already been finalized, you cannot make changes to the existing line. To adjust this budget, you must add a new line with the change in funding amount.

8. Complete the **Budget Items** tab in the **Budget Item Distribution** section. In the example below, we are reducing the project budget by $10,000.

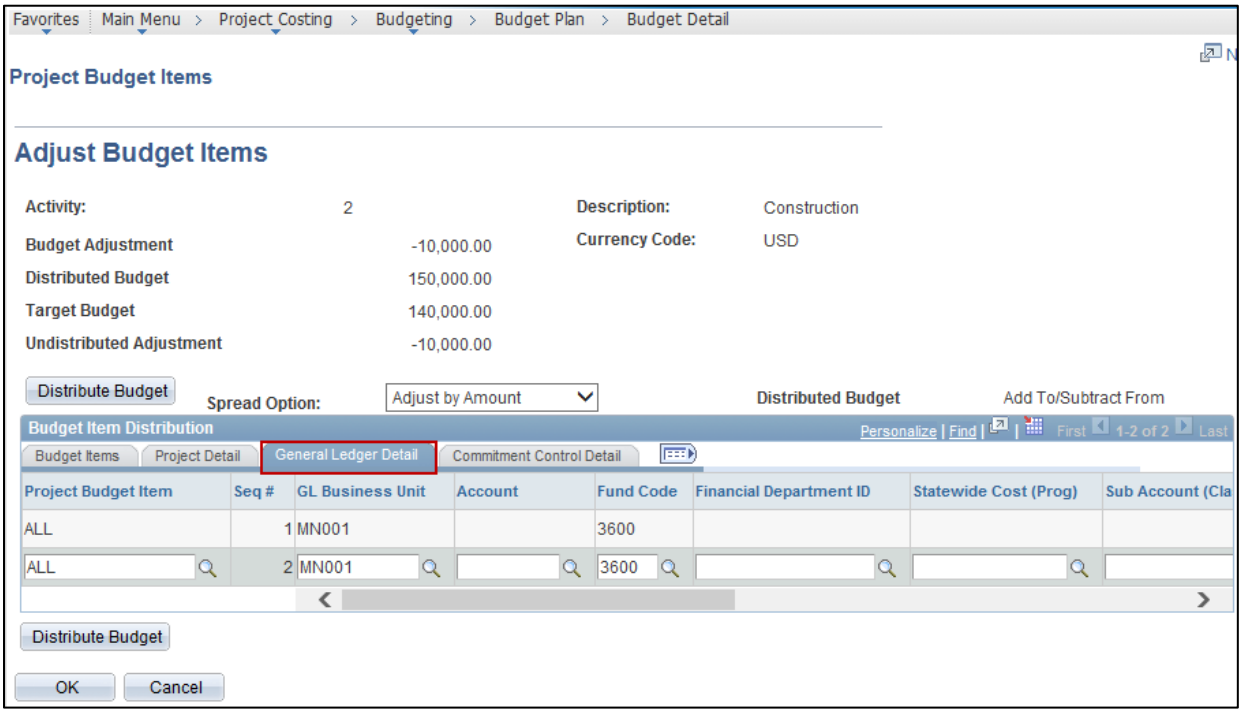
   WARNING! Only use the **Tab** key to navigate between fields; do not use the Enter Key. If the Enter Key is used, you will be brought back to the *Budget Detail* page. It will look as though you have not entered any Budget Detail data. You will need to **Save**, click the *Return to Budget Plan* link, 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 Budget Adjustment amount for the *Budget Item*.

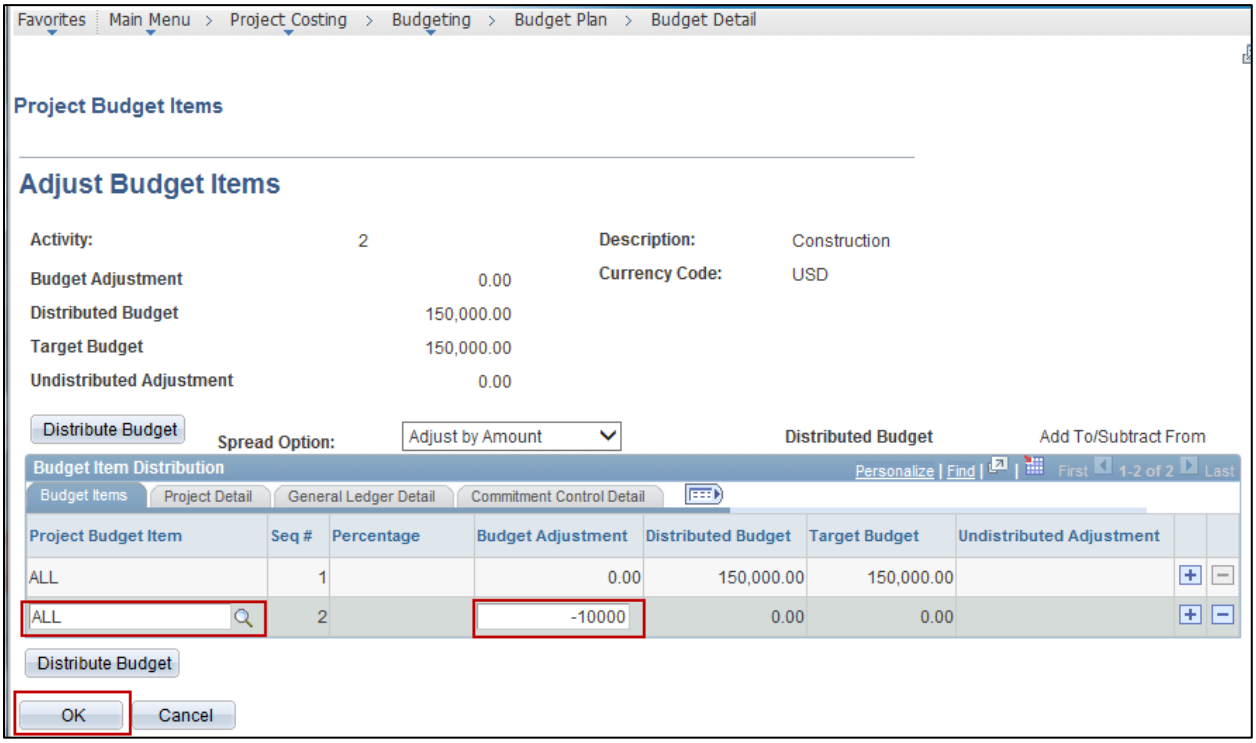


9. Next, you'll need to enter the ChartFields for the *Project Budget Item(s)* on the **Budget Item Distribution** section tabs. Check with your agency to make sure you are entering the required ChartFields. The "Project Budget Definitions" topic in the Appendix of this guide may also be of assistance.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

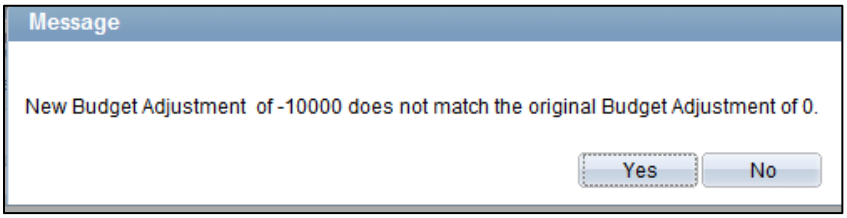
Tab	Available ChartFields
General Ledger Detail tab	Account Fund Financial Department ID Appropriation ID Statewide Cost (Proj) Sub Account (Class) Agency Cost 1 Agency Cost 2
Project Detail tab	Source Type Category Subcategory
Commitment Control Detail tab	The entries on the Commitment Control Detail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



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

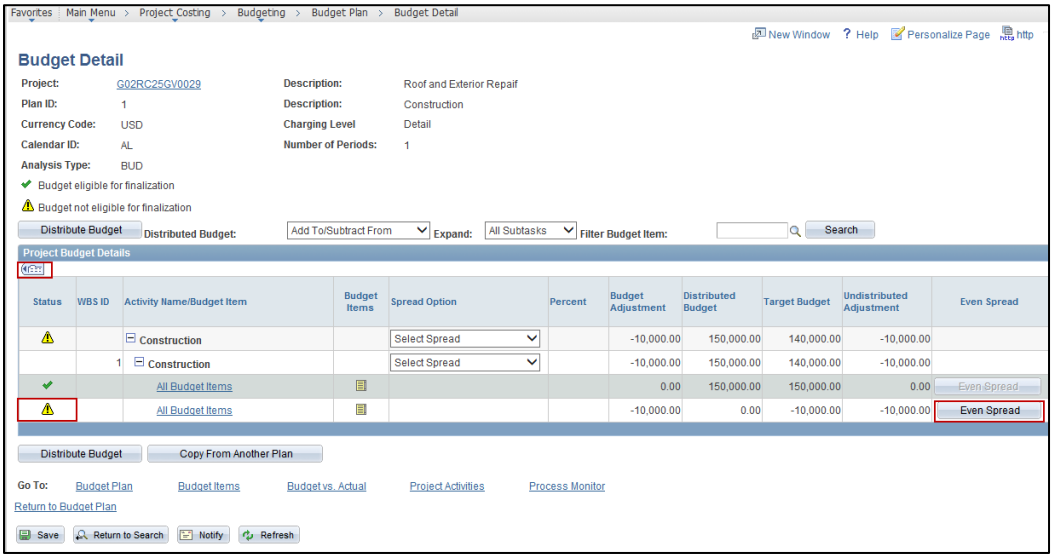


11. When you're finished, click on the **OK** button.
12. You will receive a message indicating that the "New Budget Adjustment of $XXXXXX does not match the original Budget Adjustment of 0". You receive this message because you are technically adjusting a budget of $0 by the amount you entered. Click the **Yes** button. You will return to the *Budget Detail* page.

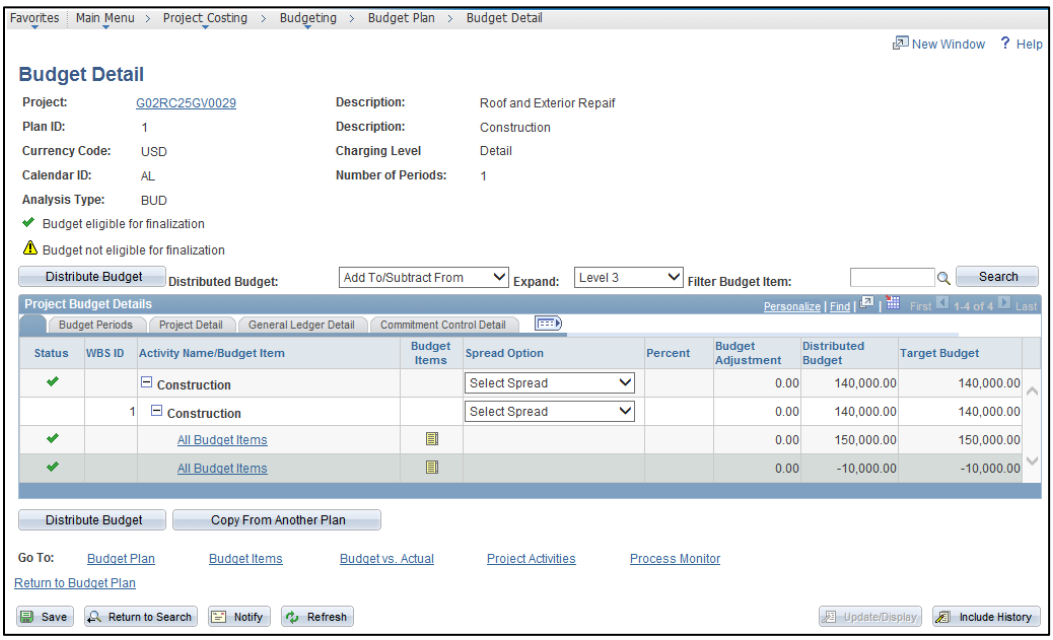


13. If you have to adjust more than one Activity, repeat the above steps until you have entered all of the budget adjustments.

14. When you are done, view the *Budget Detail* page to ensure that your entries are correct. If not, make the necessary changes before proceeding to the next step.
15. 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. (The *Budget Adjustment* amount is displayed in the *Undistributed Adjustment* column rather than the *Distributed* column.) If necessary, use the scroll bar to scroll to the right so that the **Even Spread** button(s) display.
16. Click the **Even Spread** button for each activity to fully distribute the budget amount. The *Budget Adjustment* amount should now display in the *Distributed Budget* column.



17. Click the **Save** button. The *Status* column now shows **Green Checkmark** icons indicating the budget is eligible for finalization.



18. Click on the *Return to Budget Plan* link.

Step 2: 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.

1. On the *Budget Plan* page, 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 Detail by doing the following:

   a. Click on the **Budget Detail** icon to return to the *Budget Detail* page.

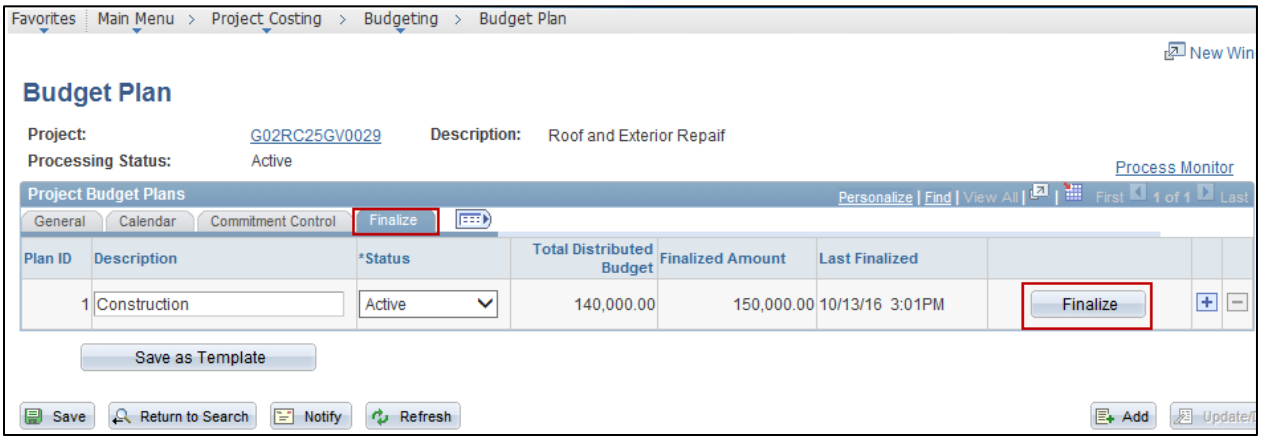
   b. Click on the **Budget Items** icon for the Activity you need to change.

   c. On the *Adjust Budget Items* page, click on the **Delete Row** (minus sign) icon for the row(s) that need adjusting and click **OK** at the message that appears verifying that you want to delete the row.

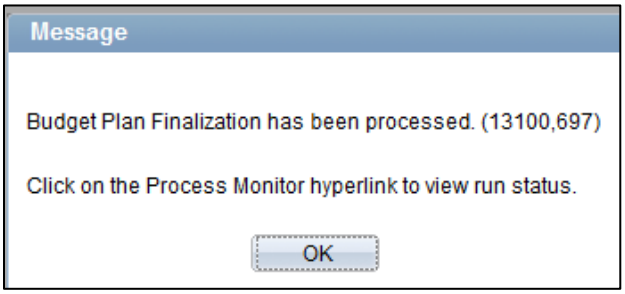
   d. Re-enter the budget detail as described in the proceeding step.

2. On the *Budget Plan* page, click on the **Finalize** tab.

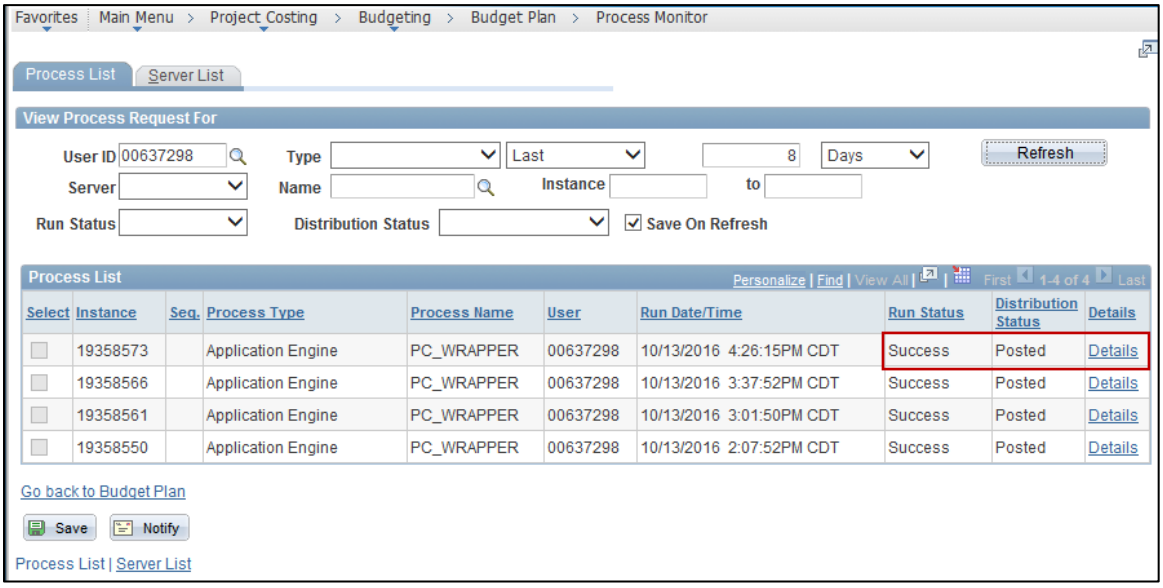
3. Click on the **Finalize** button. This initiates the budget finalization process, which creates a Commitment Control budget based on the project budget details you entered.



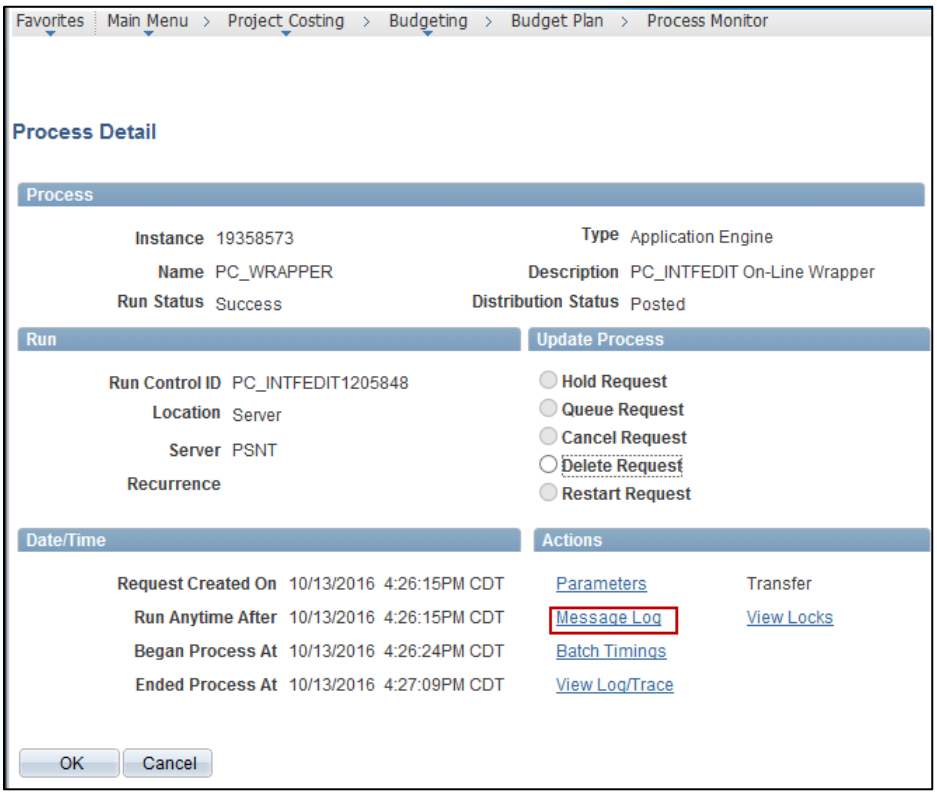
4. You will receive a message indicating that the Budget Plan Finalization has been processed and you can click on the *Process Monitor* link to view the status of the process. Click on the **OK** button.



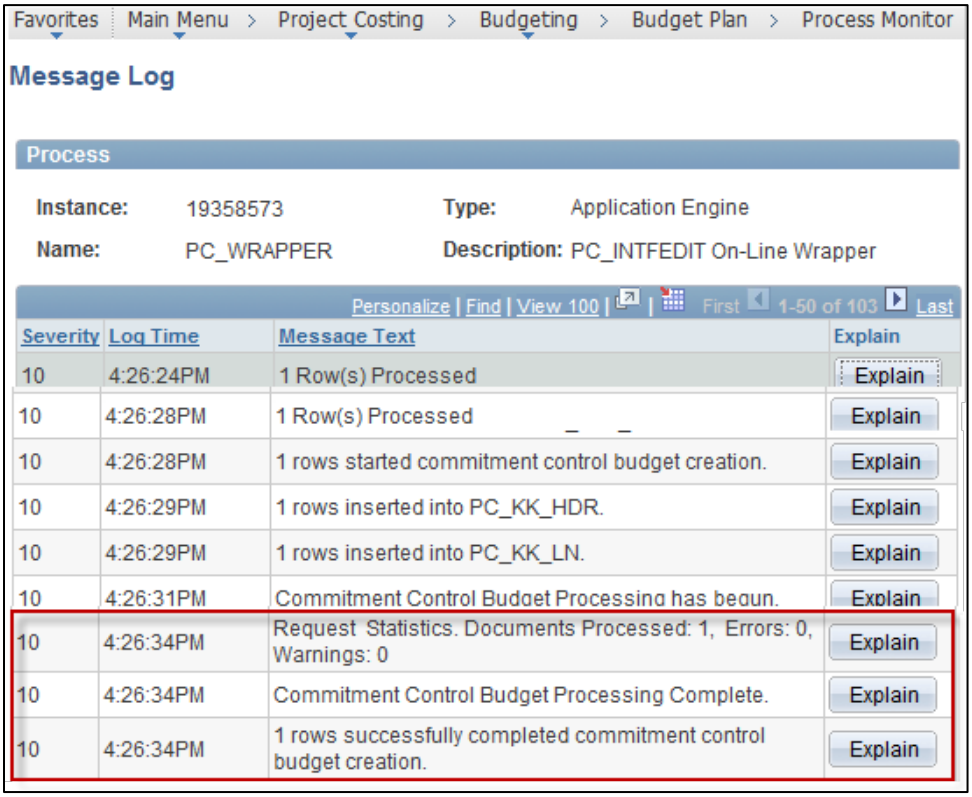
5. Click on the *Process Monitor* link.



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 for the process to ensure that the process was successful. Click on the *Details* link. The *Process Detail* page displays.



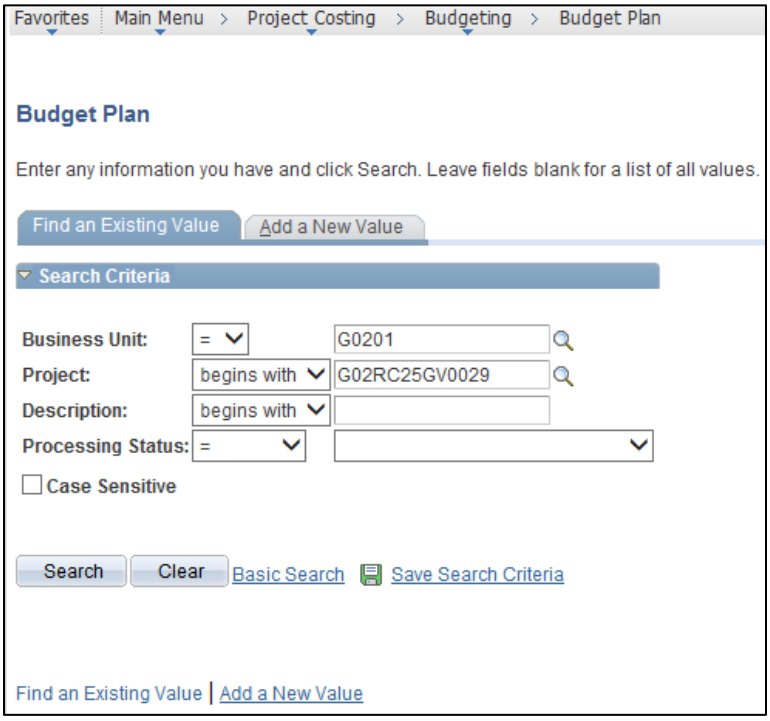
8. Click on the *Message* Log link.



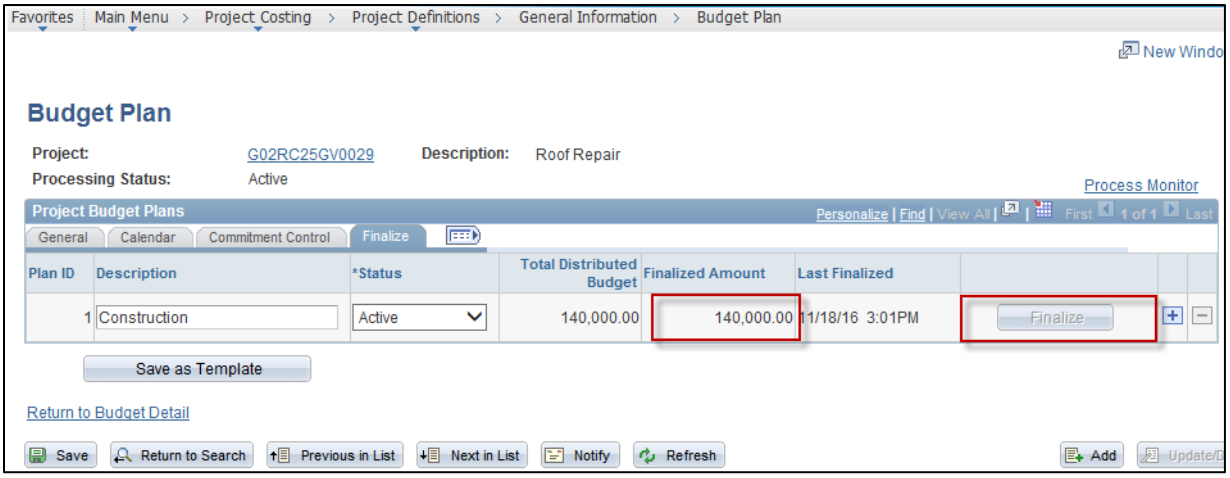
- Review the information displayed on the *Message Log* page.
- You should see messages indicating that rows have been successfully inserted into the "PC" Project Costing and Commitment Control modules.
- You will most likely see a number of warning messages which you can ignore.
- If errors exist, refer to the "Correcting Commitment Control (Project Budget Check) Errors" topic for assistance.

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

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



13. 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.



Having completed this topic, you should now be able to:

- Adjust a Project Budget

Adding Activities to a Project

Topic Overview

This topic covers how to add additional activities to an existing non-grant project. You'll need to follow the instructions in this topic to add the activities and then refer to the "Adjusting a Project Budget" topic to make changes to the project budget.

After completing this topic, you should be able to:

- Add Additional Activities to a Project

Process Steps

Add Activities to a Project

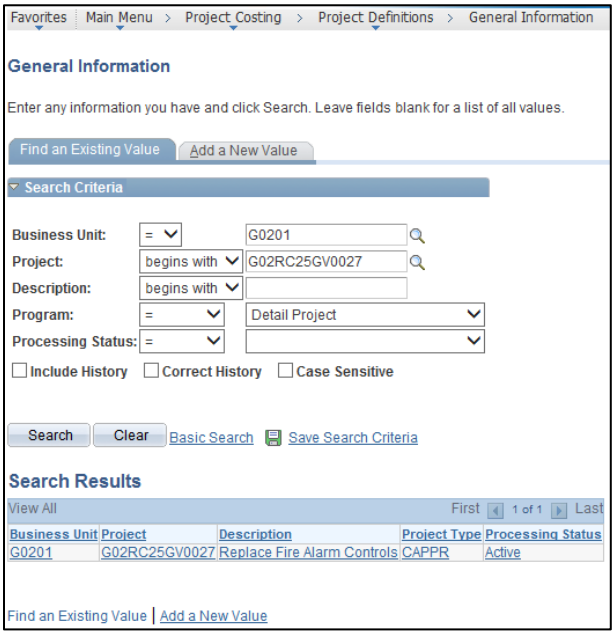
This topic covers adding additional activities to a project.

Steps to complete:

Step 1: Add Project Activities

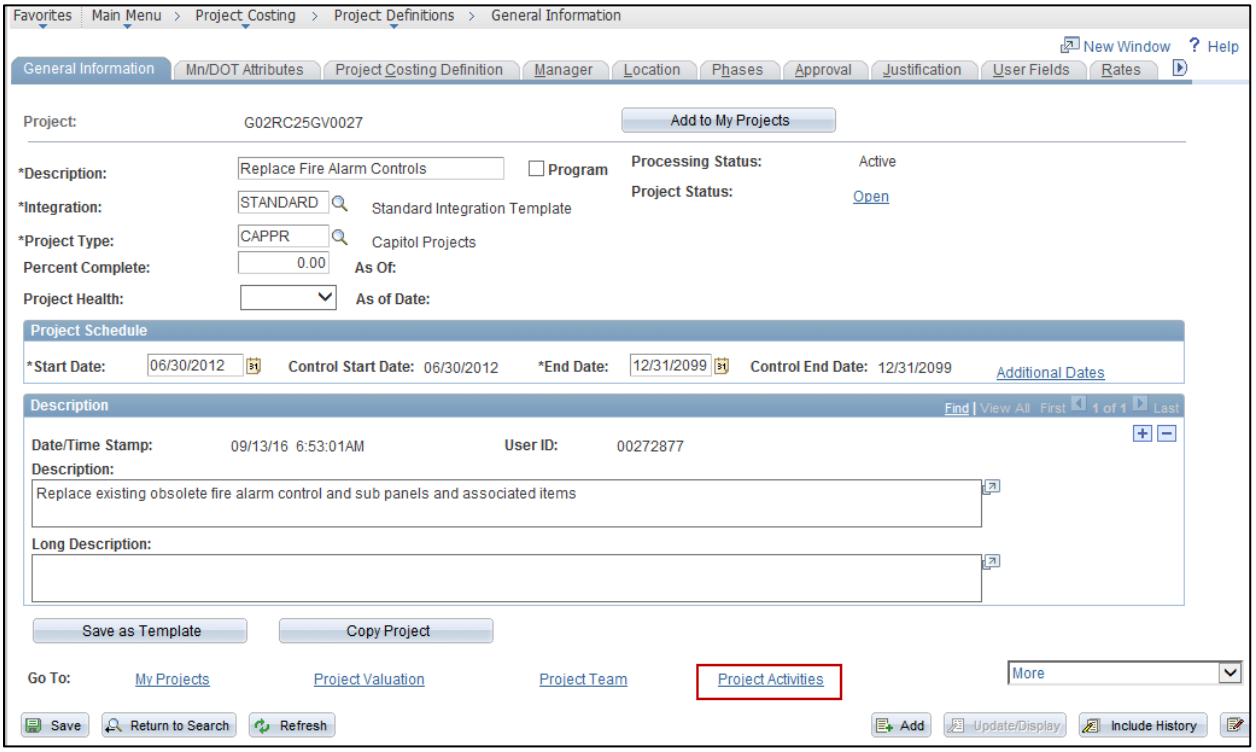
Begin by navigating to the *Project General Information* page.

1. **Navigation Links**: Project Costing, Project Definitions, General Information.
2. On the *General Information* search page, verify the *Business Unit* and enter the *Project ID* for the project that needs the additional activity.

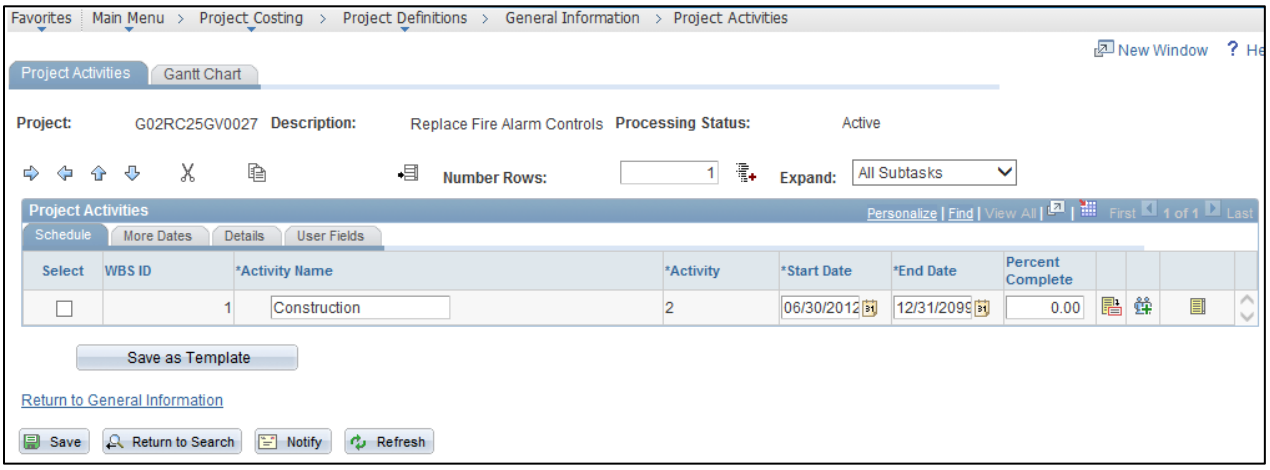


3. Click on the **Search** button and the *Project General Information* page displays.

4. Click on the *Project Activities* link displayed at the bottom of the page in the **Go To** section.



- The **Project Activities** tab displays with the activities currently attached to the project. In this example, the project only has one activity.

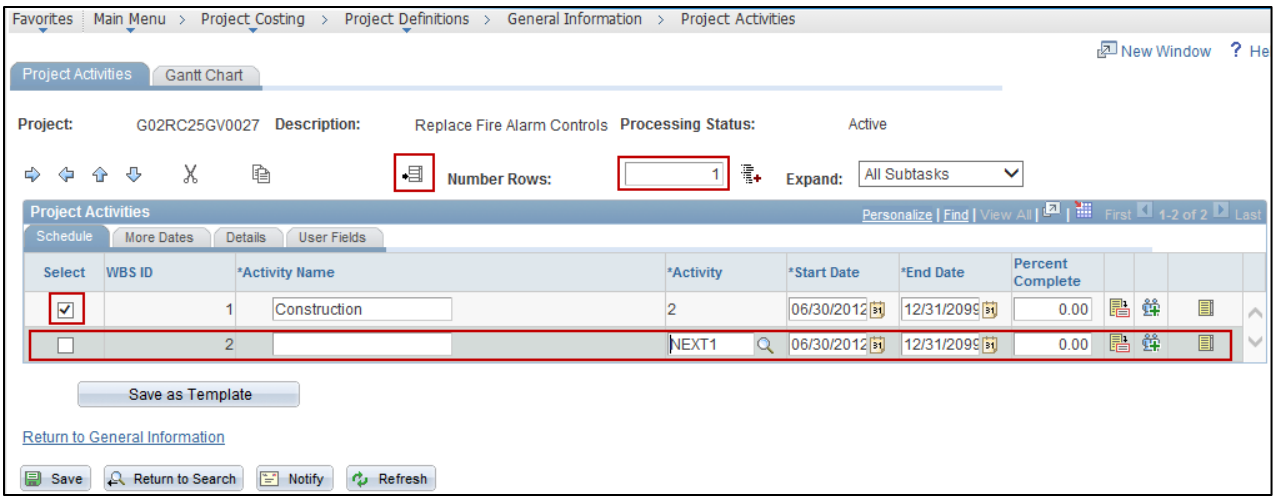


5. Enter the number of additional activity rows you need to add in the **Number Rows** field located in the header of the page.

   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.

6. Next, you'll need to tell SWIFT where to add the new rows by clicking on the **Select** checkbox next to an existing activity. The new row(s) will be added after the activity you selected.

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

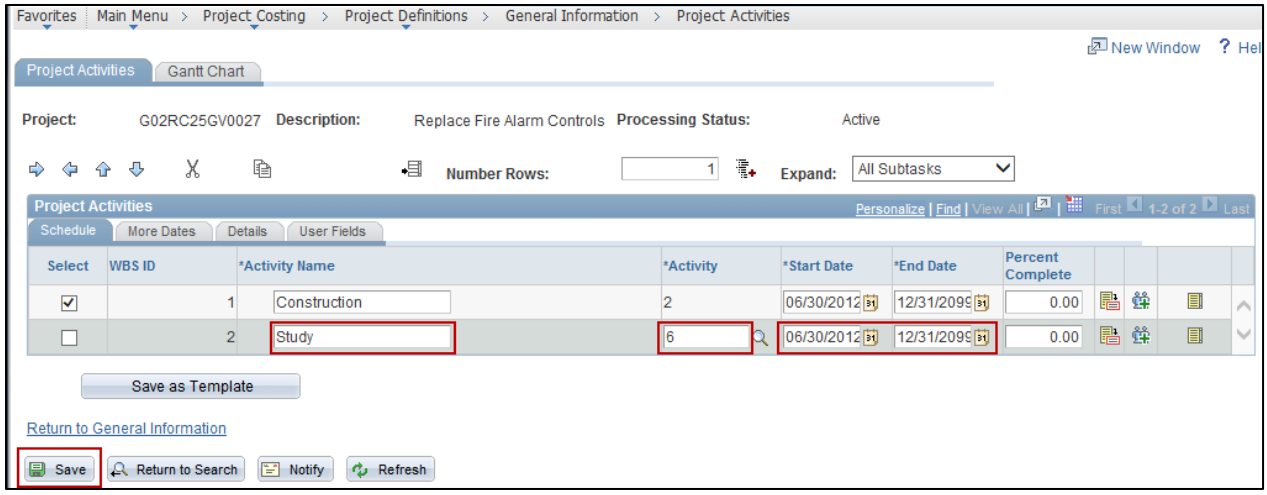


8. Complete the **Project Activities** section detail as described below.

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.

Field Name	Field Description
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.



9. **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.
10. If your agency requires you to enter a project budget, refer to the "Adjusting a Project Budget" topic for instructions. You may need to have additional project budget to enter for the new activity or you may need to reduce an existing budget and add it to the new activity.

Having completed this topic, you should now be able to:

- Add Additional Activities to a Project

Inactivating a Project Activity

Topic Overview

This topic covers how to inactivate a project activity by updating the Processing Status field to “Inactive”. You can inactivate an activity if it was created in error or you no longer want transactions to be charged to it. If you are closing the Project, refer to the “Closing and Reopening Projects” topic for instructions.

After completing this topic, you should be able to:

- Inactivate a Project Activity

Process Steps

Inactivate a Project Activity

This topic covers how to inactivate a project activity by updating the *Processing Status* field to “Inactive”.

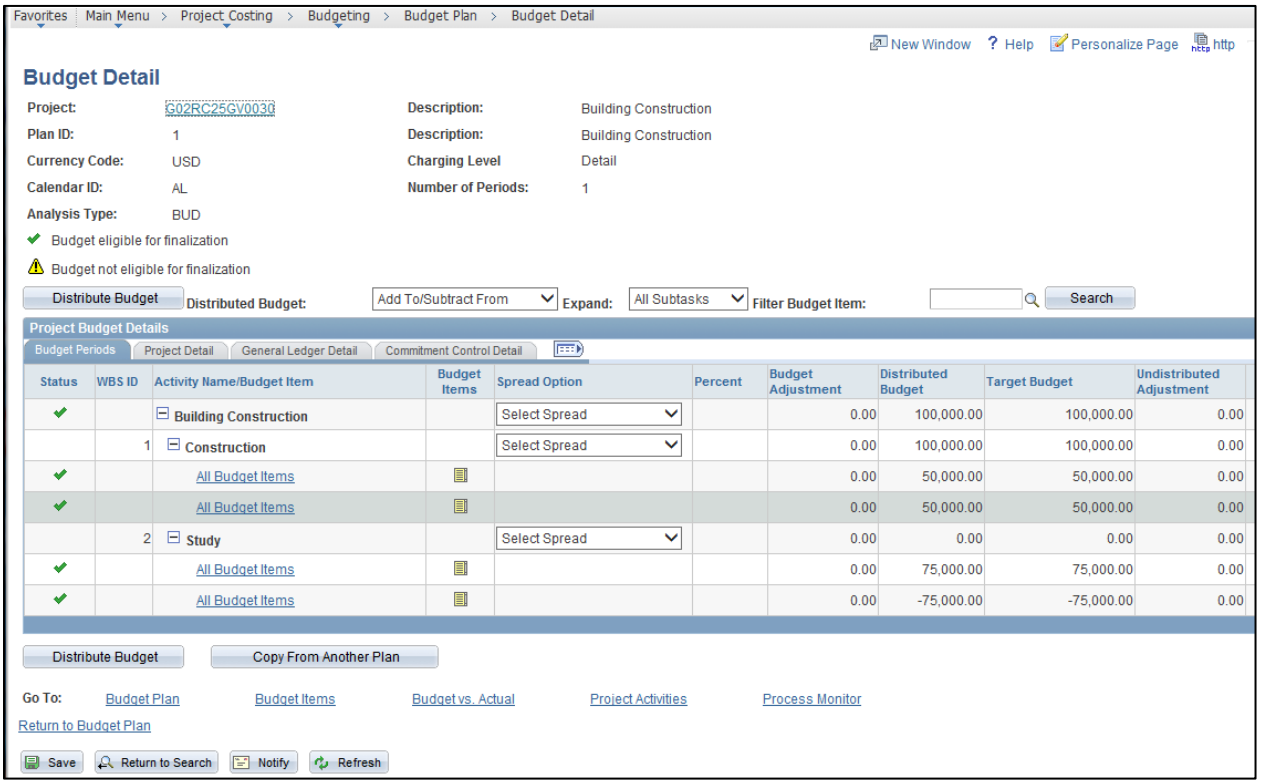
Steps to complete:

- Step 1: Adjust the Activity Budget if Necessary
- Step 2: Update the Activity Processing Status Field to Inactive

Step 1: Adjust the Activity Budget if Necessary

You should view the Project Budget and verify if it needs to be adjusted. For example, you may need to move budget from the Activity that you are inactivating to another Activity. Refer to the “Adjusting a Project Budget” topic for instructions. If you need to adjust the activity budget amount, you must do this before inactivating the activity. If you inactivate the activity first, you will encounter an error when finalizing the budget, and it will not complete the finalization process correctly.

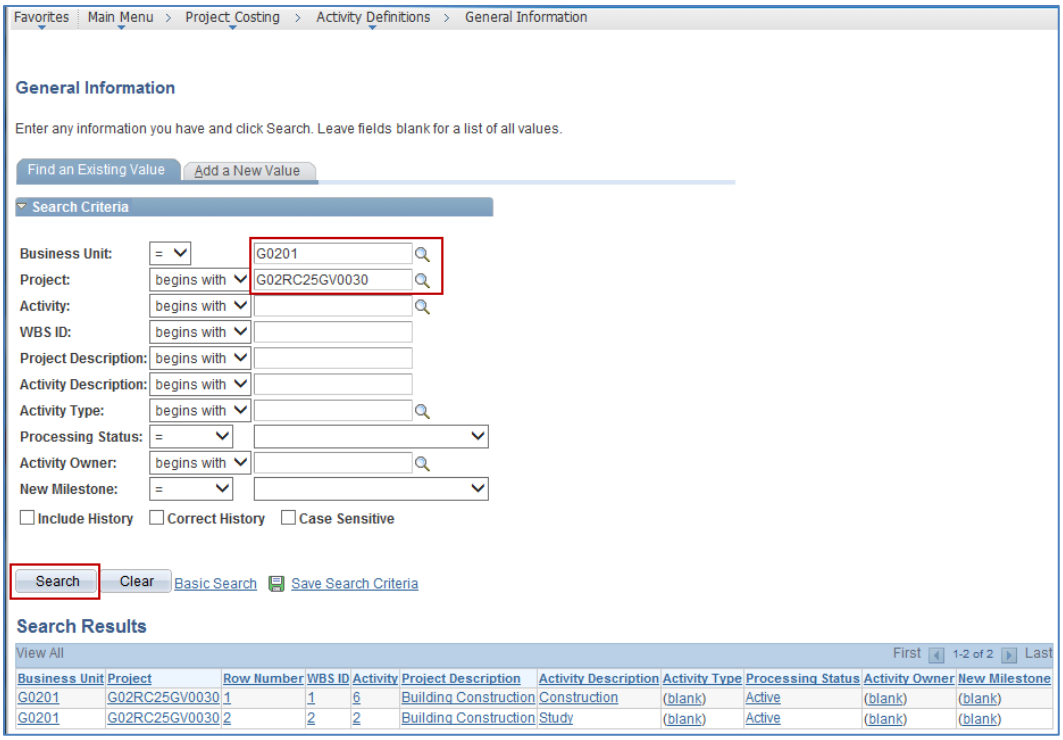
Note: SWIFT will not warn you that the Activity has a budget.



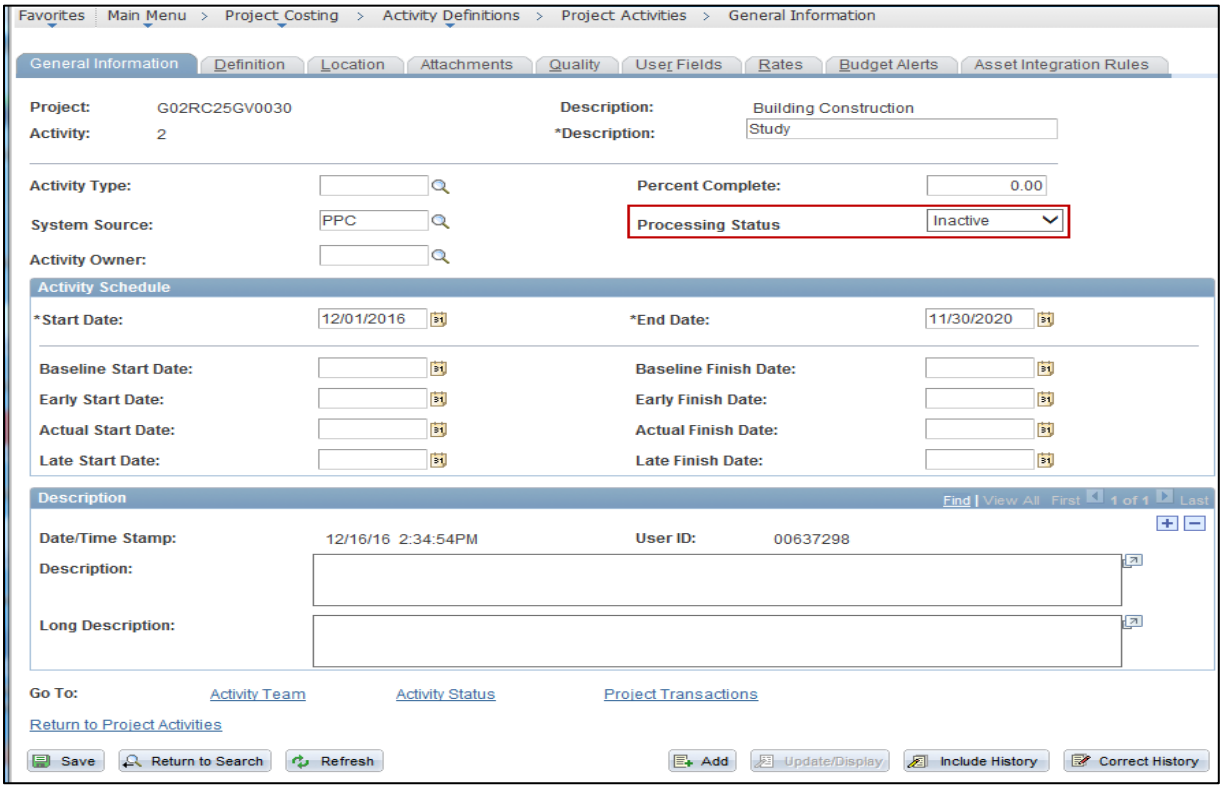
Step 2: Update the Activity Processing Status Field to Inactive

Begin by navigating to the Activity *General Information* page.

1. **Navigation**: Project Costing, Activity Definitions, General Information.
2. On the **Find an Existing Value** tab of the *General Information* page, verify the *Business Unit* and enter the *Project ID* in the *Project* field.
3. Click on the **Search** button.
4. Select the Activity you want to inactivate in the **Search Results**.



5. At the Activity *General Information* page, click on the the *Processing Status* drop-down and select "Inactive".



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

Having completed this topic, you should now be able to:

- Inactivate a Project Activity

Lesson Summary

Having completed this lesson, you should now be able to:

- Add or Reduce Project Time
- Adjust a Project Budget
- Add Activities to a Project
- Inactivate a Project Activity

Lesson 3: Closing and Reopening Projects

Closing and Reopening Projects

Topic Overview

After all of the costs have been processed through, including the General Ledger journals for those items, the project should be closed (inactivated).

Closing or reopening a project involves changing the *Project Status*. When you change the *Project Status* to "Closed", the project is inactivated and no transactions can be processed for the project. In order to process additional transactions for the project, you will need to change the *Project Status* back to "Open".

Before changing the *Project Status* to "Closed", you may want to use the "Pending Close" status to limit the transactions that can be processed for the project. A complete Status listing is provided in the **Process Steps** section of this topic.

After completing this topic, you should be able to:

- Close and Reopen a Project

Process Steps

Close or Reopen a Project

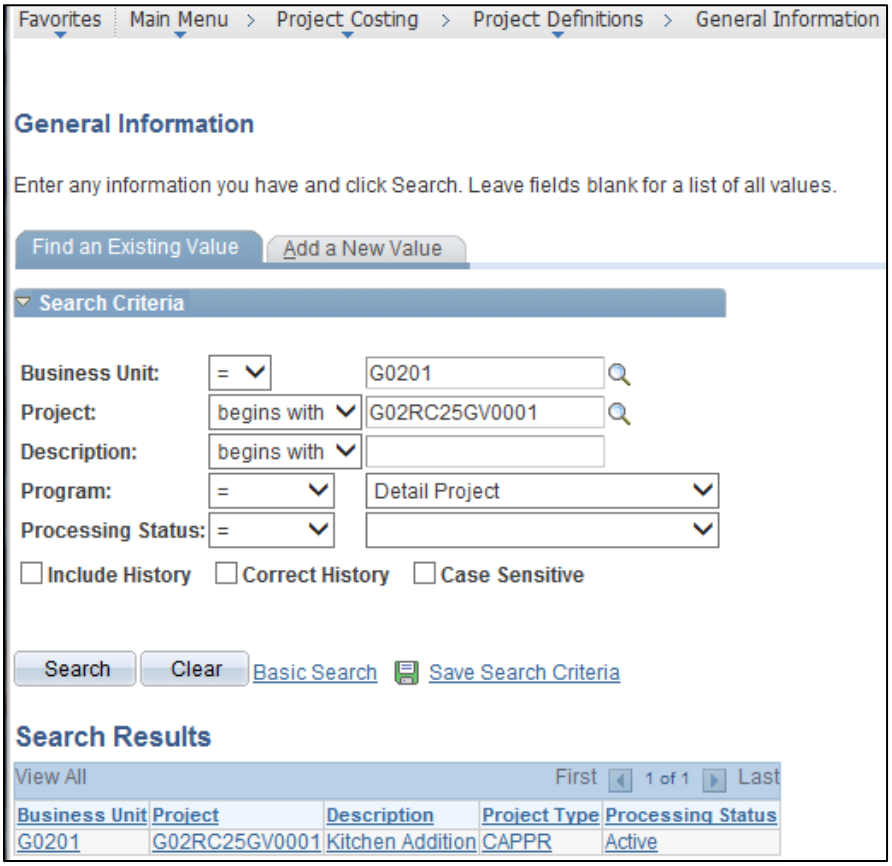
This topic covers how to change a *Project Status*. The *Project Status* is used to close or reopen the project.

Steps to complete:

Step 1: Update the Project Status

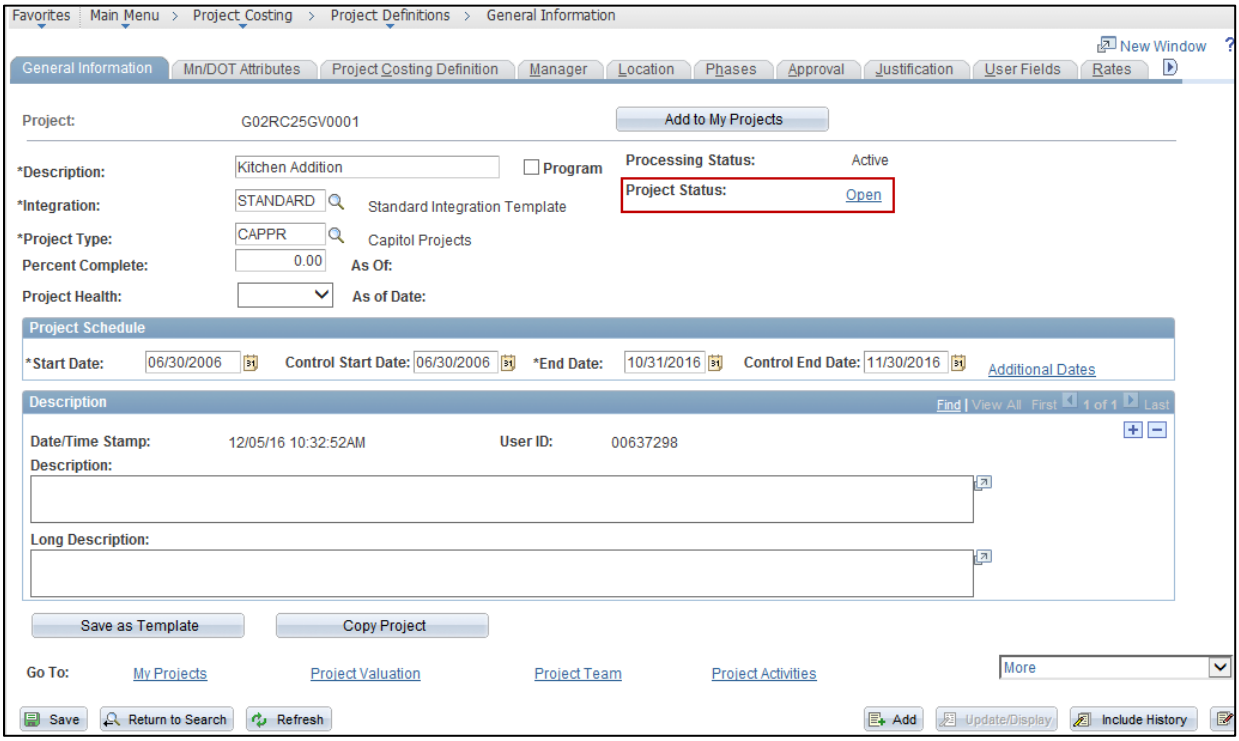
Begin by navigating to the *Project General Information* page.

1. **Navigation Links**: Project Costing, Project Definitions, General Information.
2. At the *General Information* page, verify the *Business Unit* and enter the *Project ID* for the project you want to update.

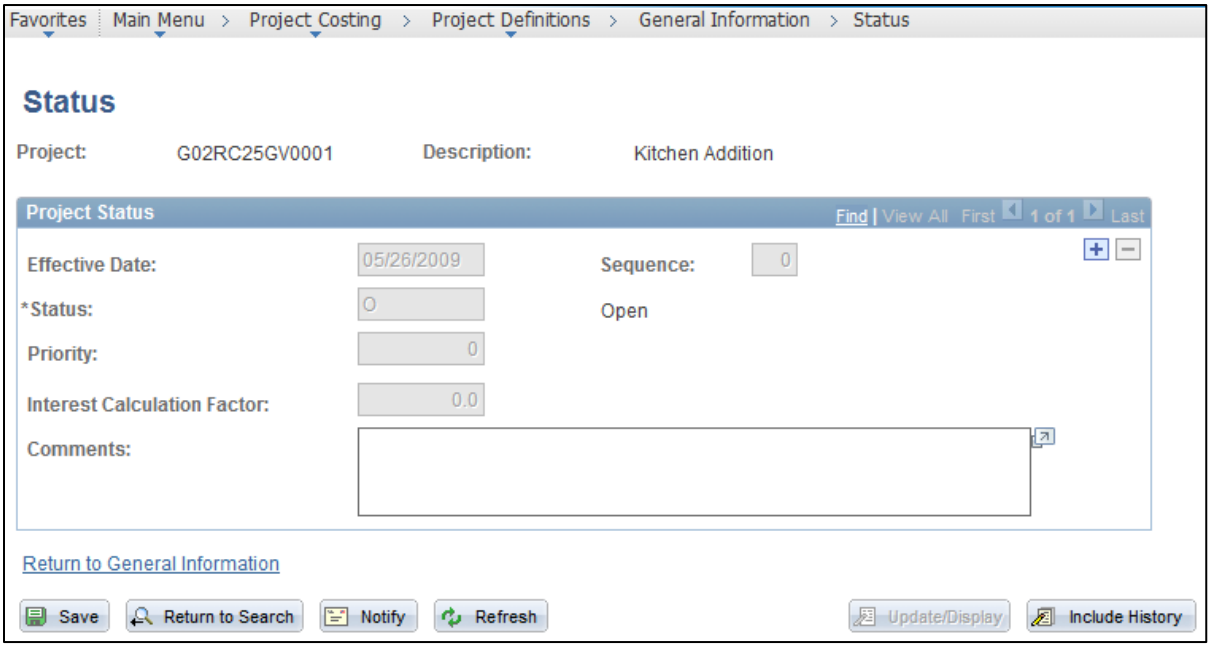


3. Click on the **Search** button.
4. Select the project in the **Search Results** section, if necessary.

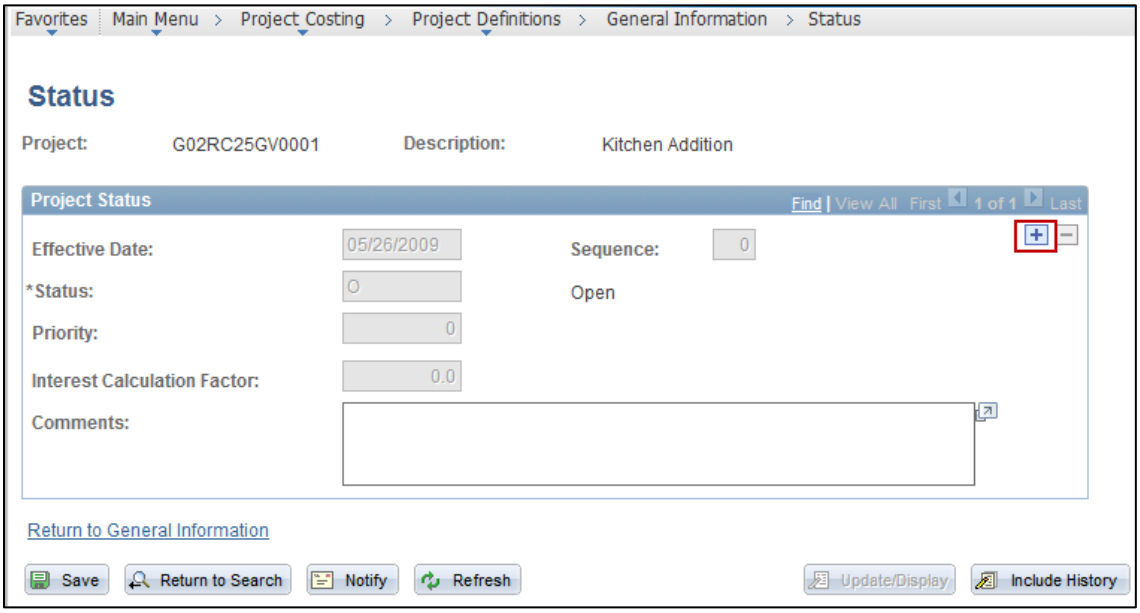
5. The *Project General Information* page displays showing the current *Project Status*. In this example, the *Project Status* is "Open".



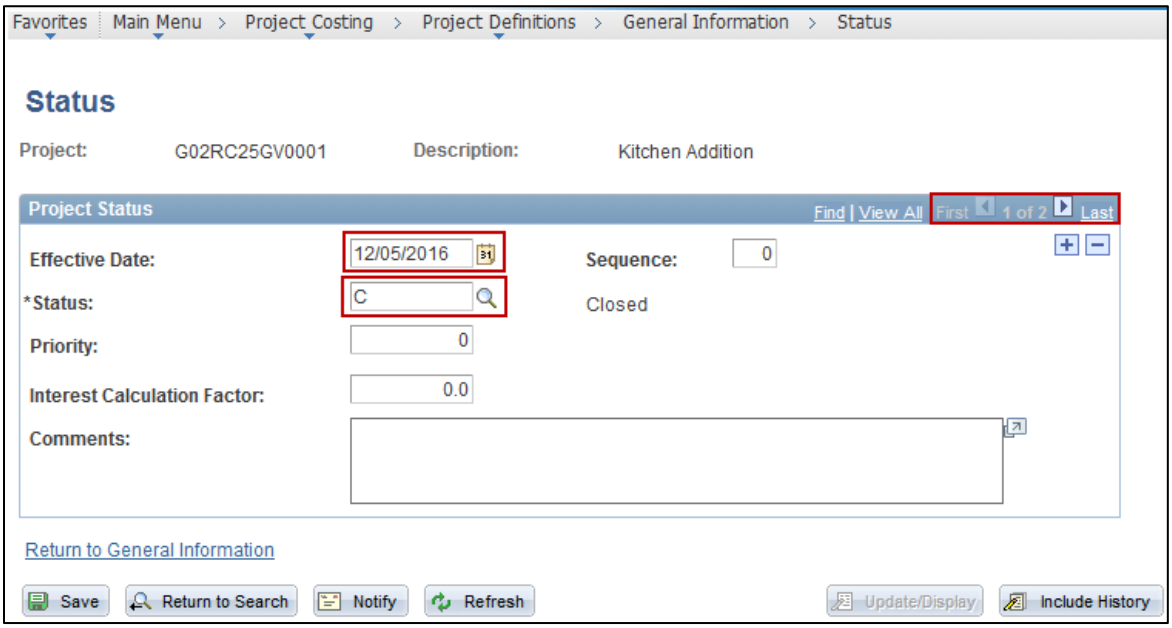
6. To change the *Project Status*, click the link that indicates the current *Status*. The *Status* page displays, showing the current *Status* and the *Effective Date* when that *Status* was activated. The *Status* changes are maintained in separate rows. This enables SWIFT to maintain a history of the project *Status*.



7. To change the *Status*, click on the **Add New Row (+)**. A new row is added.



8. The fields for the new row are open to edit. By default, the *Effective Date* is the current date.

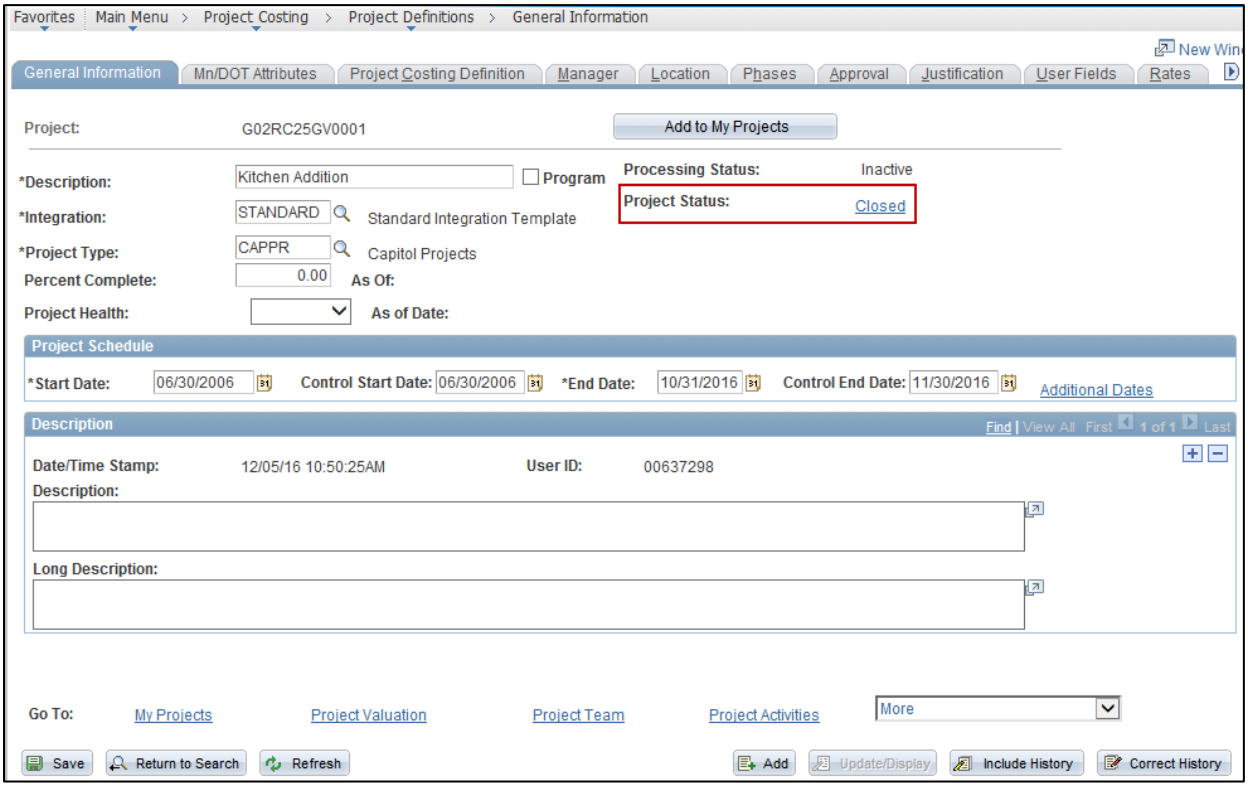


9. Click on the *Status* **Lookup** and select a new *Status*. Status Codes are described below. For this example, the status will be changed to "Closed".

Status	Description
C - Closed	Process Status: C – Inactive When a project is closed, it is not available for selection or processing.
O - Open	Process Status: O – Active
P - Pending	**WARNING**! Don't Use.
H - Hold	Process Status: H – Inactive When a project is on hold, you cannot process transactions for this project.
X – Pending Close	Process Status: X – Active This status allows General Ledger and Accounts Payable transactions only to be applied to the project. Requisitions or Purchase Orders cannot be created for a project in Pending Close status. This does not prevent transactions from being processed in the Billing and Accounts Receivable modules.
Z – Pending Close – GL Only	Process Status: Z – Active Project Status Z (Pending Close-GL Only) allows only General Ledger transactions to be applied to the project; this does not include payroll journals from SEMA4. Vouchers, purchase orders, and requisitions are also not allowed to be entered. This may be used for end-of-year adjustments to be made in the General Ledger, or for the creation of GL journals from module transactions on the last day of the projects. This does not prevent transactions from being processed in the Billing and Accounts Receivable modules.

- The Sequence, Priority, and Interest Calculation Factor fields are not used in Minnesota.

10. Enter a *Comment* explaining the reason for the Status change.
11. Click on the **Save** button.
12. Click on the *Return to Project General* link to return to the **General Information** tab of the Project.



- The project **General Information** tab now reflects the new project *Status*.

Lesson Summary

Having completed this lesson, you should now be able to:

- Close or Reopen a Non-Grant Project

Lesson 4: SWIFT Inquiries and Queries

Topic Overview

This lesson covers inquires and queries for non-grants projects that are available in SWIFT. If you need assistance with running these queries, or you need a new query created for your agency, please contact the SWIFT Helpdesk.

Topic	Description
Viewing Budget Overview Inquiry	In this topic, you will learn how to view your non-grant project budgets using the Budget Overview Inquiry. The Budget Overview Inquiry results display the project budget, along with amounts that have been spent and encumbered, as well as the project balance. You are also able to drill down to view more detailed information.
Running SWIFT Queries	This topic provides a listing of queries for non-grant projects that are available in SWIFT, along with instructions on how to run the queries.

After completing this topic, you should be able to:

- View Budget Overview Inquiry
- Run SWIFT Queries

Viewing Budget Overview Inquiry

Topic Overview

In this topic, you will learn how to view your project budgets using the Budget Overview Inquiry in the Commitment Control module. The Budget Overview Inquiry results display the project budget, along with amounts that have been spent and encumbered, as well as the project balance. You are also able to drill down to view more detailed information.

Note: You will need the Budget Inquiry role to view the *Budget Overview Inquiry* page.

After completing this topic, you should be able to:

- View the Budget Overview Inquiry

Process Steps

View the Budget Overview Inquiry

This topic covers setting up and viewing the Budget Overview Inquiry.

Steps to complete:

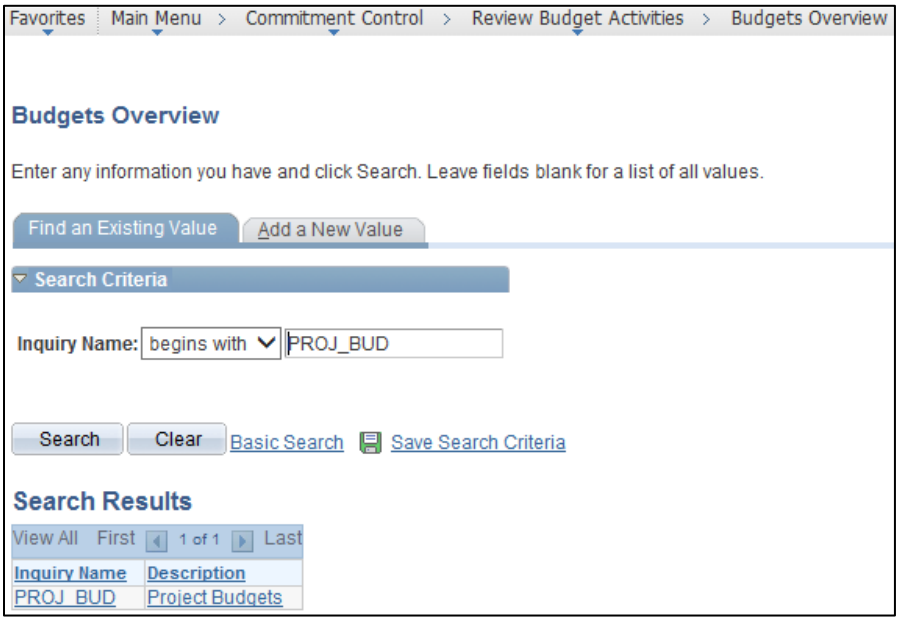
- Step 1: Create a Budget Overview Inquiry
- Step 2: Enter the Budget Overview Inquiry Criteria
- Step 3: View the Inquiry Results page
- Step 4: Drill Down to View Budget Details and Budget Transaction Type pages
- Step 5: Select an Amount to View Activity Logs and More Detail

Step 1: Create a Budget Overview Inquiry

Begin by navigating to the *Budgets Overview* page.

1. **Navigation Links**: Commitment Control, Review Budget Activities, Budgets Overview.
2. Search for an existing query name or select the **Add a New Value** tab and create a new query name.

   Note: In the future, you can reuse the inquiry by selecting the **Find an Existing Value** tab and searching for this inquiry name.

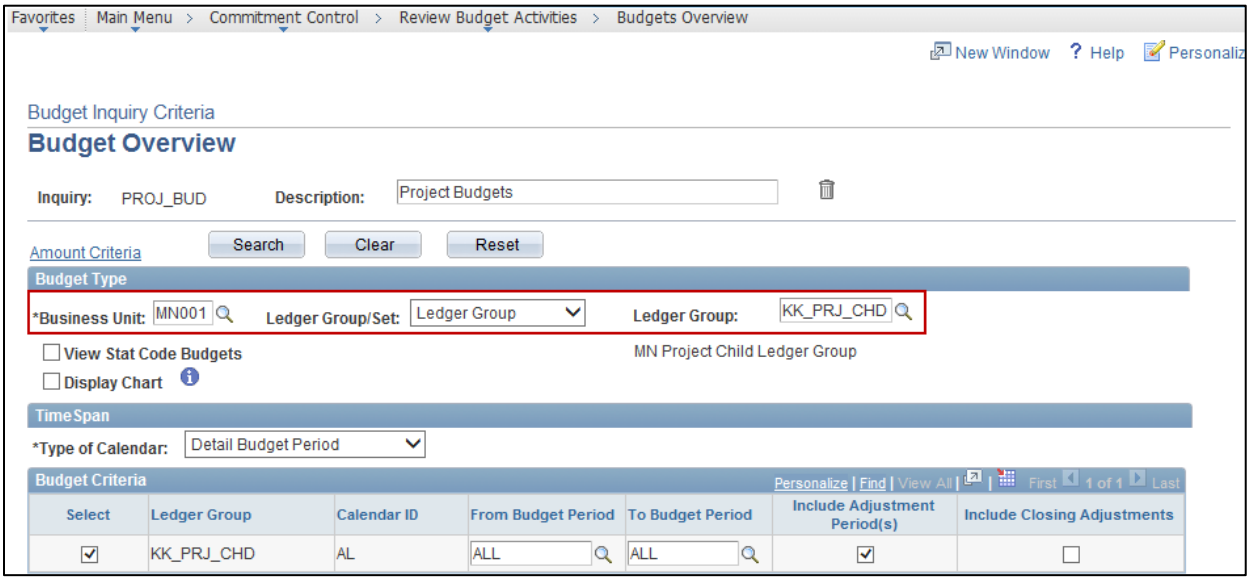


3. Select the Inquiry Name in the **Search Results** section, if necessary. The *Budget Inquiry Criteria* page displays.

Step 2: Enter the Budget Overview Inquiry Criteria

Next, you will enter the Budget Overview criteria to search for the budget(s) you would like to view. When you save the inquiry, you can reuse the criteria you have entered each time you access the inquiry but you can also overwrite it.

1. Optionally, enter a **Description** for the inquiry in the *Description* field; for example "Project Budgets" (the field length is 40 characters).



2. Complete the **Budget Overview** section described below.

Field Name	Field Description
***Business Unit**	Select the *Business Unit* "MN001", if necessary. This is the only *Business Unit* used for budgets.
***Ledger Group Set**	Accept the default "Ledger Group".
***Ledger Group**	Select the Ledger Group related to the inquiry you are setting up (refer to the "Project Budget Definitions" topic in the Appendix of this guide for more information). "KK_PRJ_CHD" for all Business Units except B2202, H6001, and H5502. "KK_PRJ_CDE" for B2202, H6001, and H5502 Business Units only.
Display Chart	Click this option to display a graphic chart with the results.

Note: the View Stat Code Budgets option is not used in Minnesota.

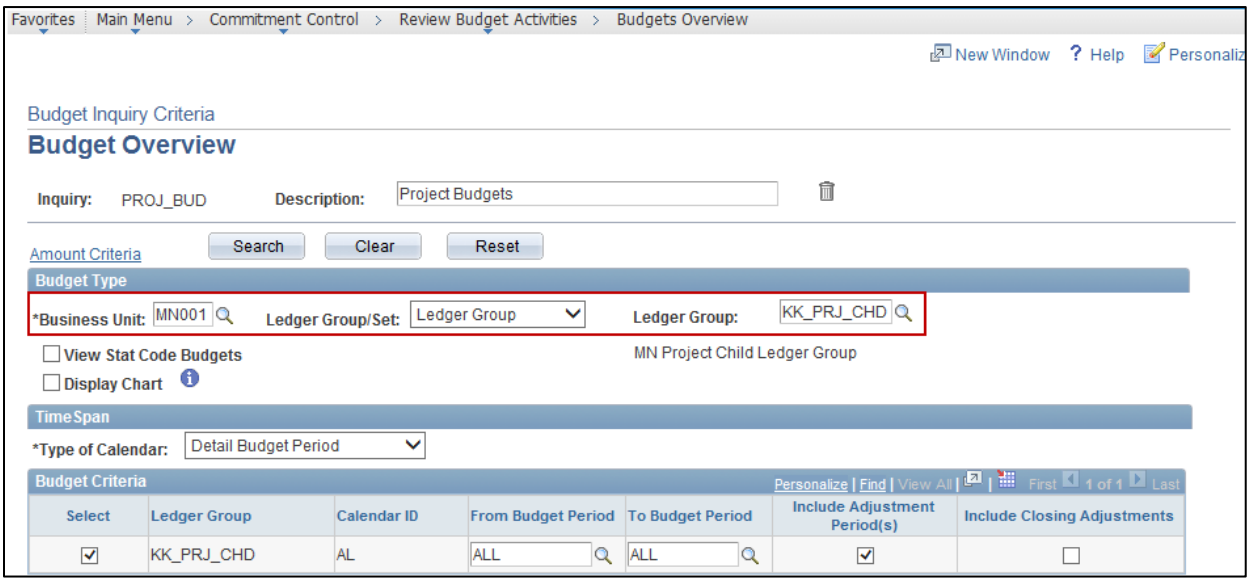
3. Select the *Type of Calendar* for your inquiry.

Field Name	Field Description
Detail Budget Period (Recommended)	This is the recommended and default option. With this option selected, the **Budget Criteria** section allows you to select a Budget Period range for your inquiry.
Detail Accounting Period	When the "Detail Accounting Period" is selected, the **Budget Criteria** section allows you to select Accounting Fiscal Years and Accounting Period ranges for your inquiry.

Note: the Summary Accounting Period and Budget Period options are not used in Minnesota.

4. Complete the **Budget Criteria** section which displays different parameters based on the *Type of Calendar* selected above.

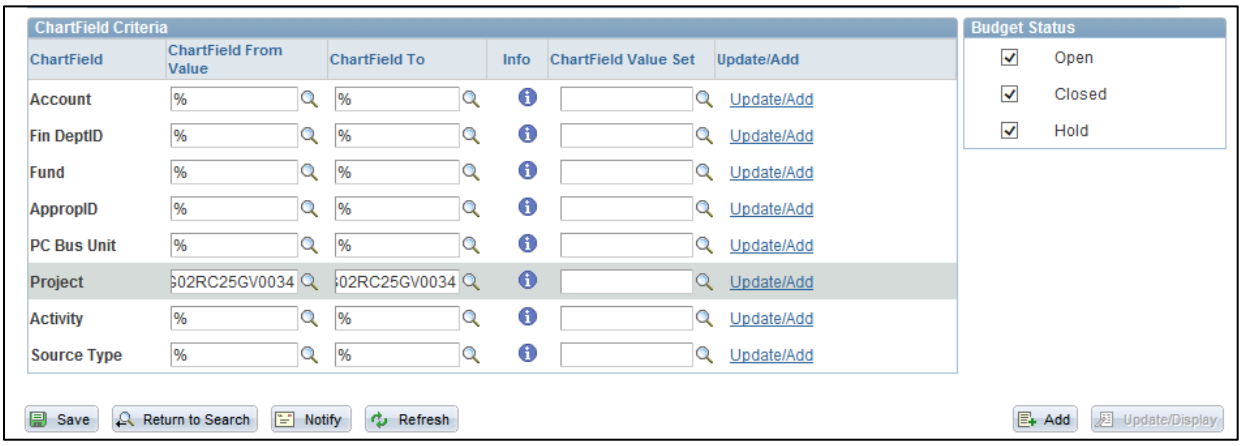
Calendar	Field Description
Detail Budget Period	If the **Detail Budget Period** calendar is selected, accept the "All" *From Budget Period* and "ALL" *To Budget Period* range.
Detail Accounting Period	If the **Detail Accounting Period** is selected, enter the *From Year* and *From Period*, and the *To Year* and *To Period* range.
Include Adjustment Period(s)	Accept the default "Include Adjustment Period(s) option.
Include Closing Adjustments	Leave the "Include Closing Adjustments" option unchecked.



5. Next, you will enter the ChartFields for the Inquiry you want to view. The ChartFields displayed will be different, depending on the Ledger Group you have selected. Complete the **ChartField Criteria** section described below.
   - The ChartFields entered should be based on your agency's Project Budget Definition, such as PC BUS Unit, Project and Activity. (Refer to the "Project Budget Definitions" topic in the Appendix of this guide.
   - Use the % (percent sign) wildcard to represent one or more characters of a field. For example, you can enter 4% in the account field to include all account codes that begin with 4.

Field Name	Field Description
Account	Enter Account criteria to limit your search.
Fin DeptID	Enter Financial Department ID criteria to limit your search.
Fund	Enter Fund criteria to limit your search.
AppropID	Enter Appropriation ID criteria to limit your search.
PC Bus Unit	Enter PC Bus Unit criteria to limit your search.
Project	Enter Project ID criteria to limit your search.
Activity	Enter Activity criteria to limit your search.
Source Type	Enter the Source Type to limit your search

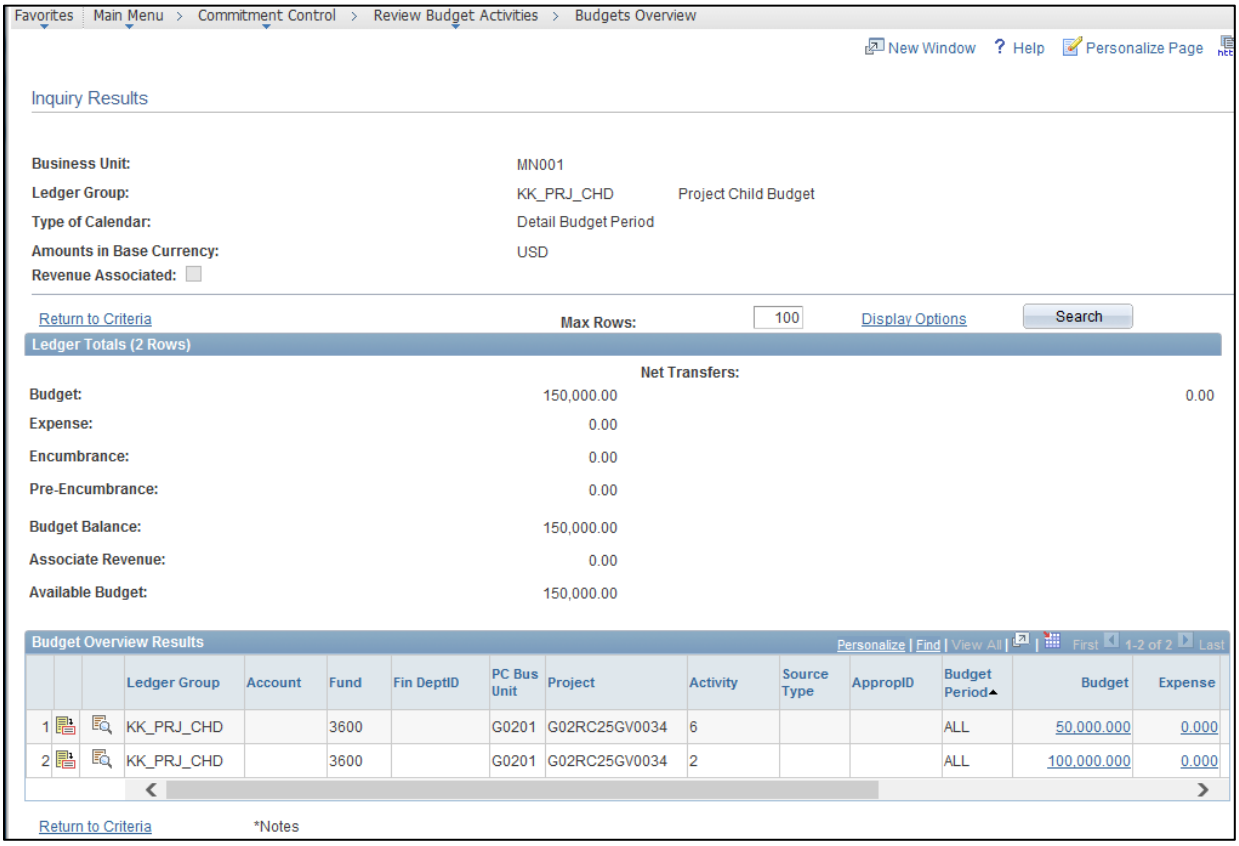
6. Accept the defaults in **Budget Status** section to include budgets that are open, closed and on hold.



7. Click on the **Save** button.
8. Click on the **Search** button located in the header of the page. The *Inquiry Results* page displays showing the results of your inquiry. Proceed to Step 3.

Step 3: View the Inquiry Results page

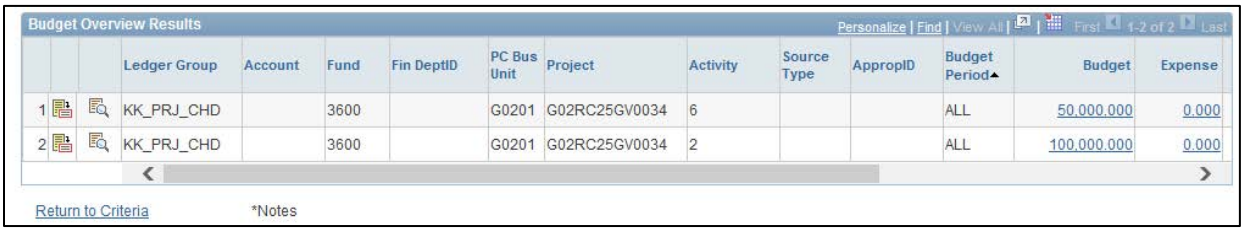
After you click on the **Search** button, the *Inquiry Results* page displays.



- View the **header** section of the *Inquiry Results* page which displays basic information regarding your inquiry including the Business Unit and Ledger Group selected on the *Budget Criteria* page.
- View the **Ledger Totals** section which indicates the number of rows in your results and displays summary totals for your inquiry results including Budget, Expense, Encumbrance, Pre-Encumbrance, Budget Balance, Associate Revenue and Available Budget.
- View the **Budget Overview Results** section which displays rows of data resulting from your inquiry. ChartFields display, along with amounts based on the ledger selected.
- Download the data by clicking on the **Download** ( ) icon.

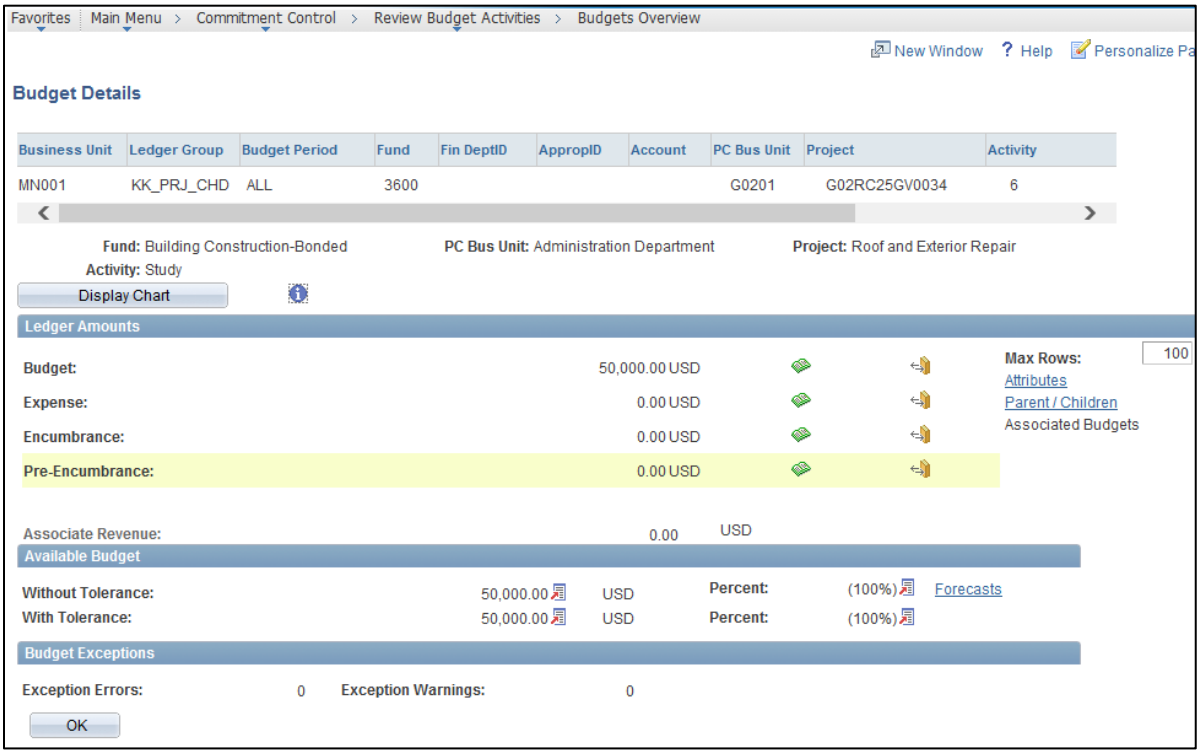
Step 4: Drill Down to View Budget Details and Budget Transaction Type pages (Optional)

The **Budget Overview Results** section displays rows for each activity. Icons for each line can be used to view additional detail.



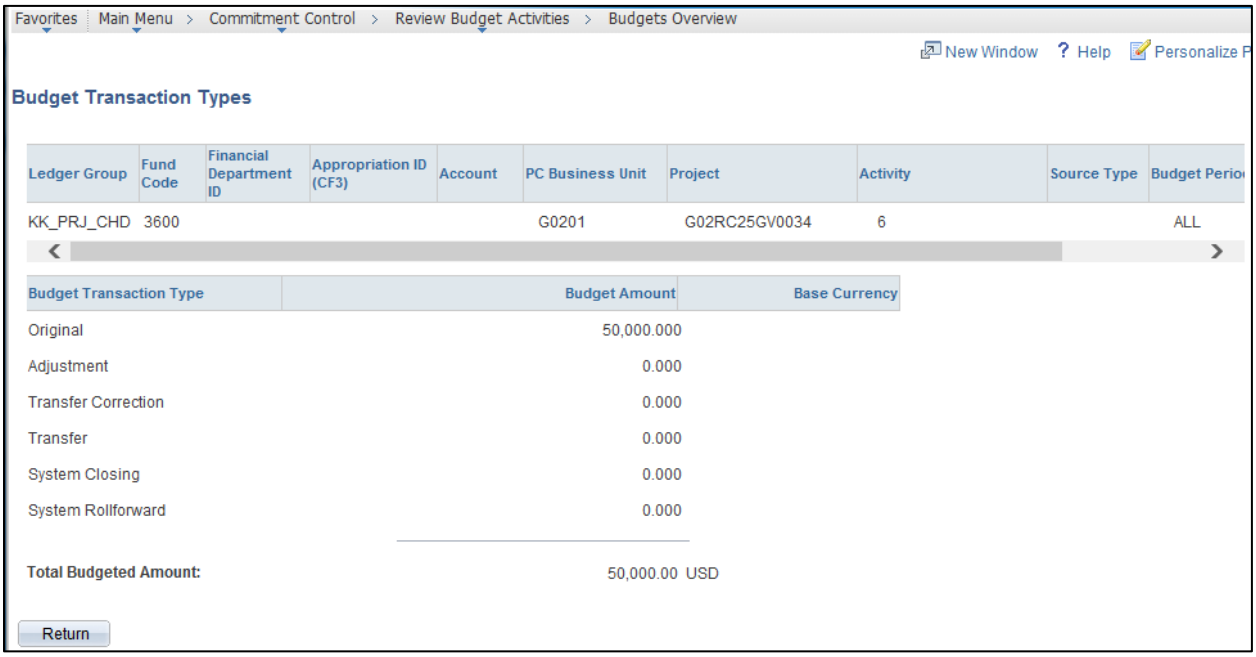
1. When you click on the **Show Budget Details** icon ( ) the *Budget Details* page displays showing additional detail for the budget line selected.

   Note: The **Show Budget Details** icon is not available if you select the "Detail Accounting Period" option for the *Calendar Type* on the *Budget Overview* criteria search page.



2. Click on the **OK** button to return to the *Inquiry Results* page.

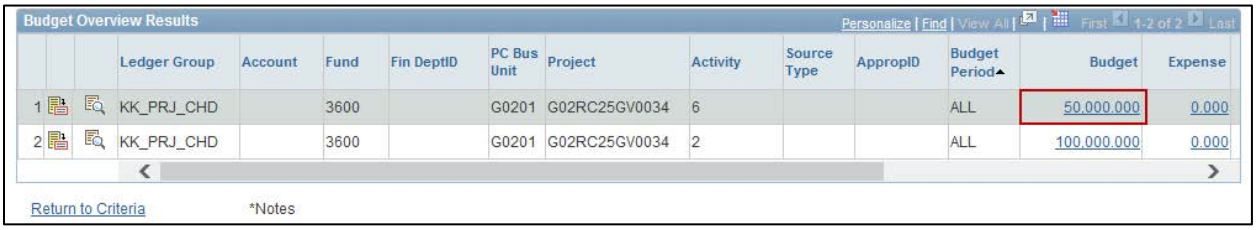
3. You can click on the **Show Budget Transaction Types** icon ( ) to view a breakdown of the transaction types and amounts included in the summarized row. Types include Original, Adjustment, Transfer Correction, Transfer, System Closing, and System Roll forward.



4. Click on the **Return** button to return to the *Inquiry Results* page.

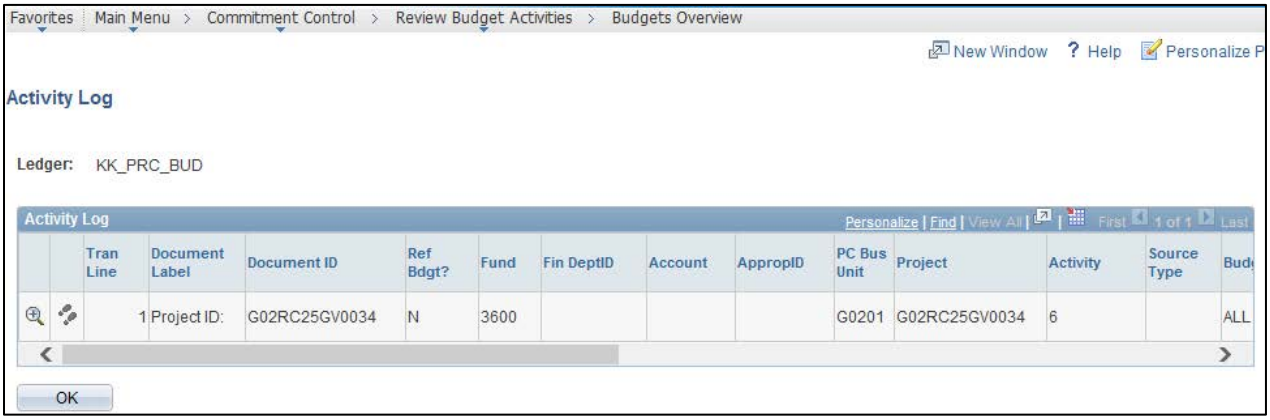
Step 5: Select an Amount to View Activity Logs and More Detail

When you click on an amount displayed in the **Budget Overview Results** section, you can view the *Activity Log* page and drill down to view more detail about the journal.



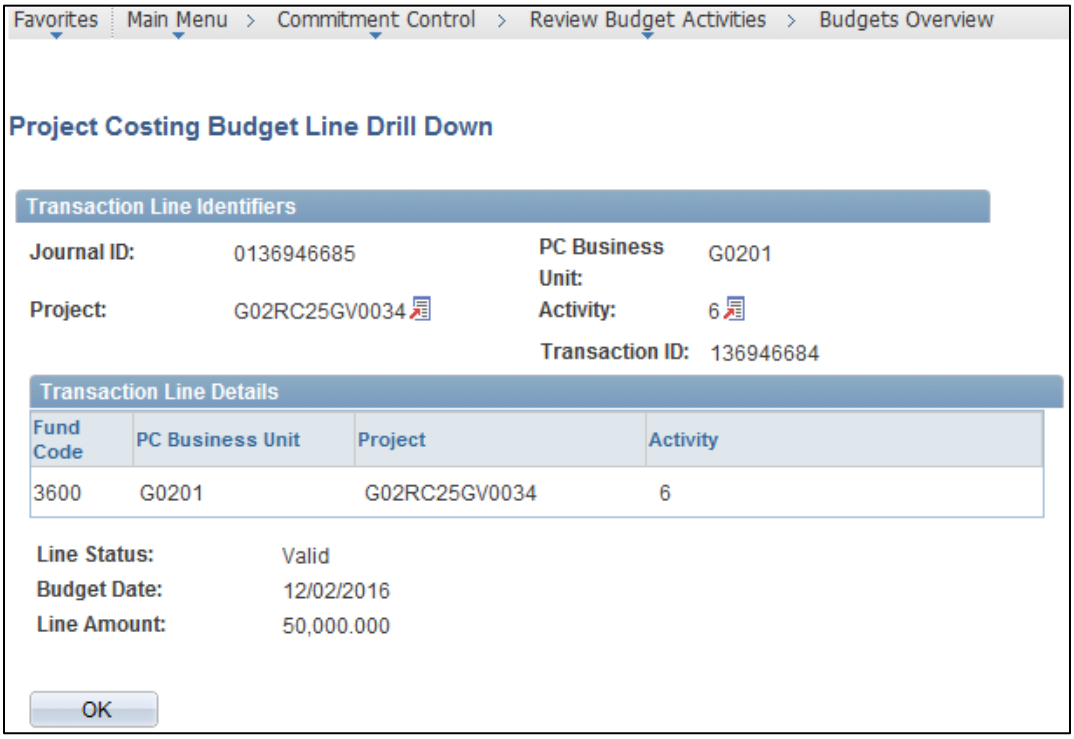
1. Click on the link for any amount displayed in the **Budget Overview Results** section.

2. The *Activity Log* page displays. A listing of transactions that make up the amount is displayed, including Journal ID, the ChartFields required by your agency's Project Budget Definition, Amount, Budget Entry Type, Transaction ID and Date.

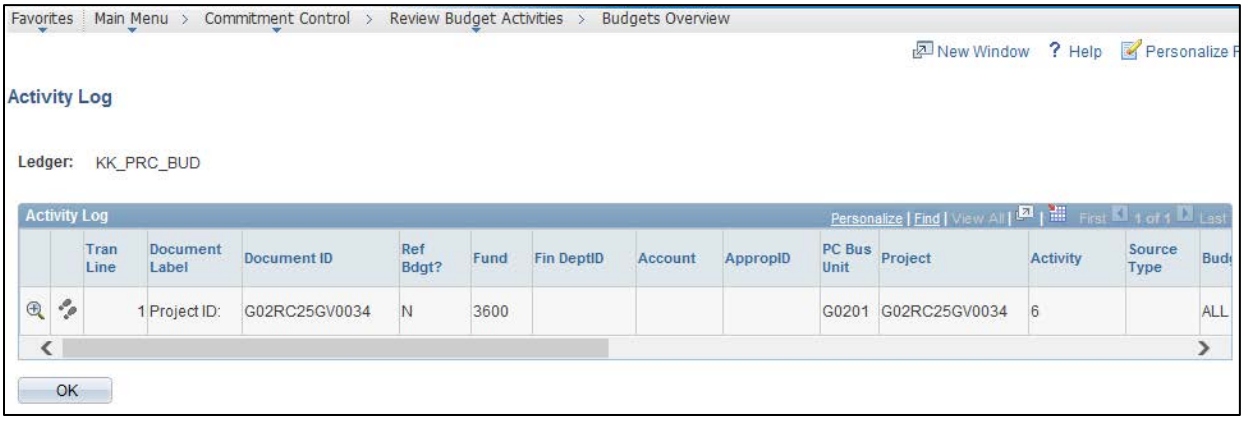


- You can download the data by clicking on the **Download** ( ) icon in the **Activity Log** section banner.

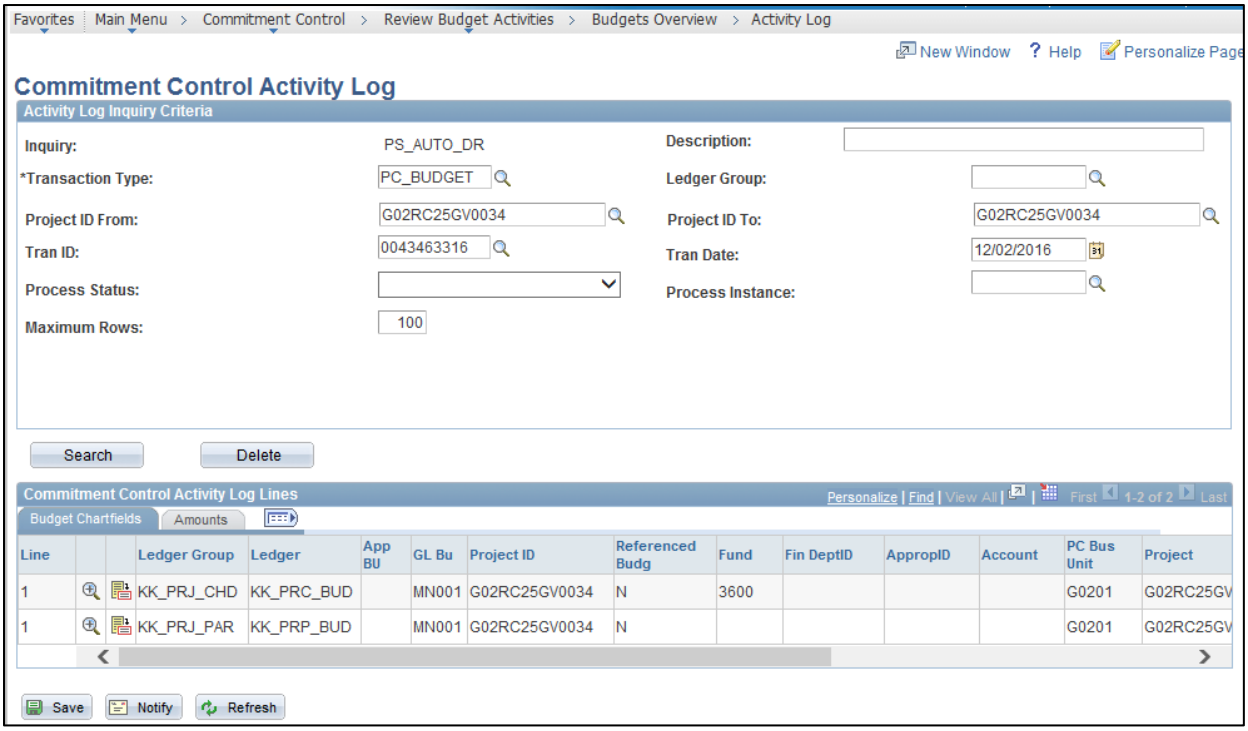
3. You can click on the **Drill Down** icon ( ) for a transaction to view the *Line Drill Down* page which displays information for the journal, such as the journal line number and *Journal ID*. The *Line Drill Down* page that you view will depend on the type of budget that you are viewing and which amount you selected on the *Inquiry* page.



4. Click on the **OK** button to return to the *Activity Log* page.



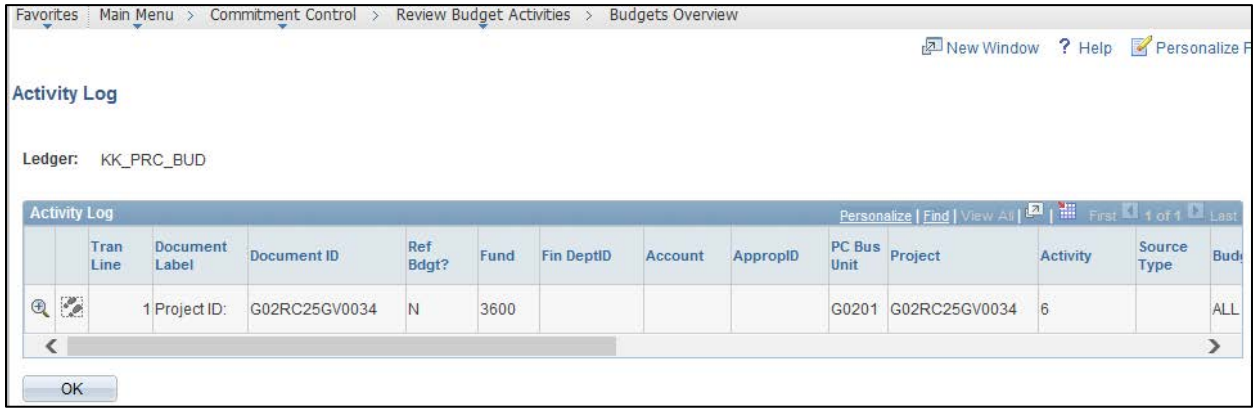
5. You can click on the **Drill to Activity Log Inquiry** icon ( ) and the *Commitment Control* Activity *Log* page for the transaction opens in a new window.



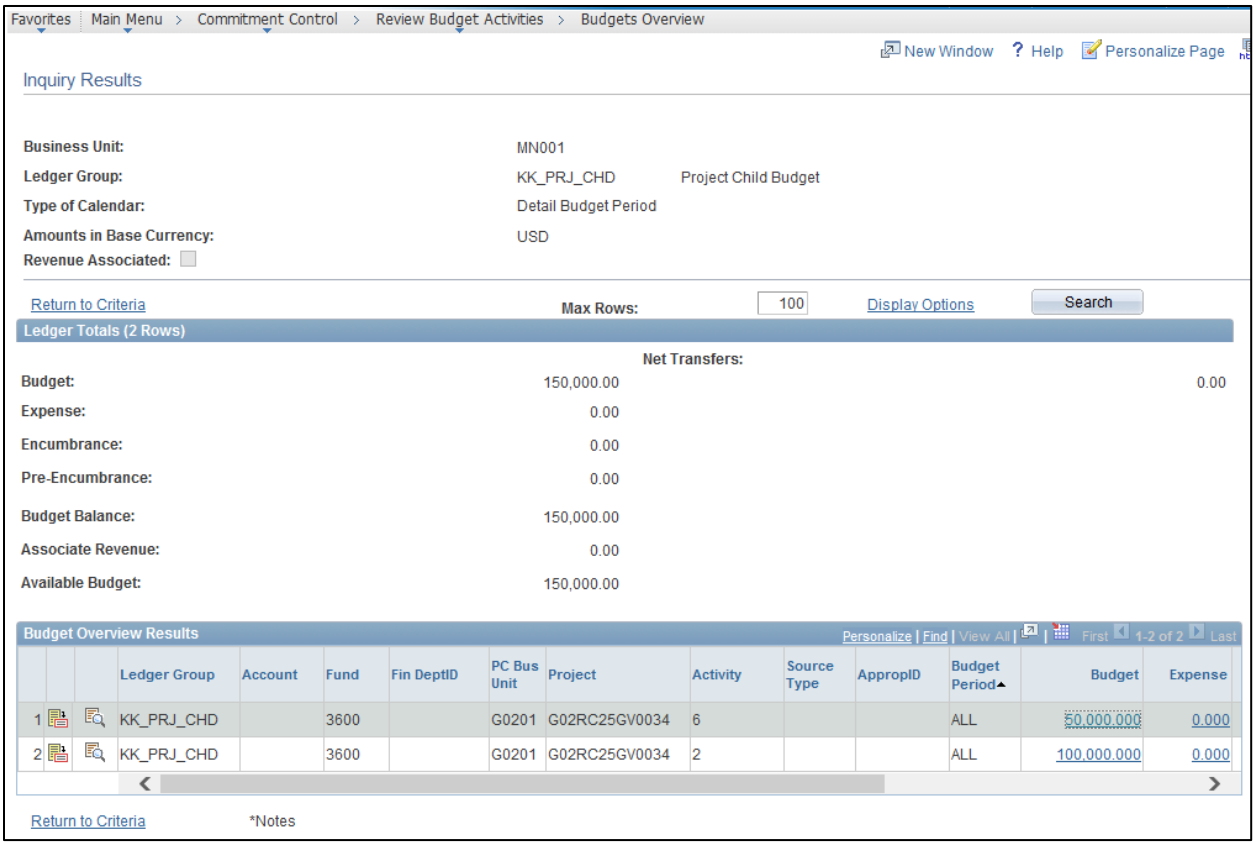
- The **Activity Log Inquiry Criteria** section displays the criteria automatically supplied by SWIFT which has brought in activity lines related to the amount selected.

- The **Commitment Control Activity Log** section displays the journal lines. You can click on icons to access the *Journal Line Drill Down* ( ) for the related ledger and *Budget Detail Inquiry* page ( ) for each line.

6. Close the new window(s) to return to the *Activity Log* page.



7. Click on the **OK** button to return to the *Inquiry Results* page.



8. To return to the *Budget Overview* page, click on the *Return to Criteria* link located in the header or bottom of the page.

Having completed this topic, you should now be able to:

- View the Budget Overview Inquiry

Running SWIFT Queries

Topic Overview

This topic provides a listing of queries that are available in SWIFT, along with instructions on how to run the queries.

Note: There are extensive reporting resources for grant and non-grant projects in OBIEE, the SWIFT Data Warehouse reporting and analysis tool, including:

Project and Grant subject matter areas:

- FMS – Projects and Grants – Contracts Revenue Accounting Entries (for Grant Projects)
- FMS – Projects and Grants – Project MFR Detail
- FMS – Projects and Grants – Project MFR Summary
- FMS – Projects and Grants – Project Resource Transaction

Projects and Grants Dashboards:

- Projects MFR Summary
- Projects MFR Summary Excel
- Projects Summary
- Projects MFR Detail
- Projects MFR Detail Excel
- Project Resource Transactions
- Project Resource Transactions Excel
- Project Contracts Summary (for Grant Projects)

After completing this topic, you should be able to:

- Run SWIFT Queries

Process Steps

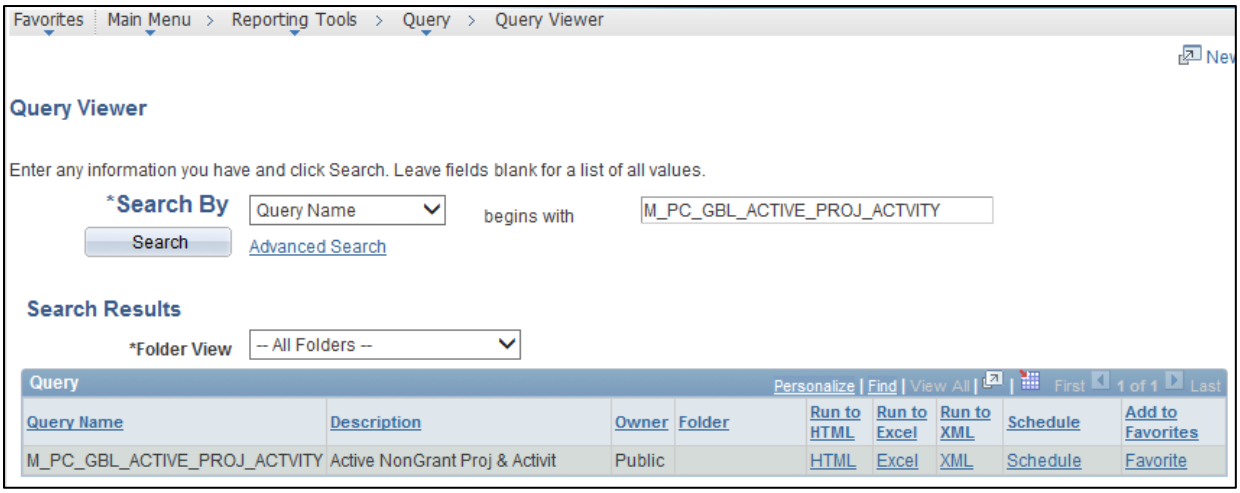
Run SWIFT Queries for Projects

This topic covers running SWIFT queries that can be used to manage your projects.

Step 1: Run SWIFT Queries for Projects

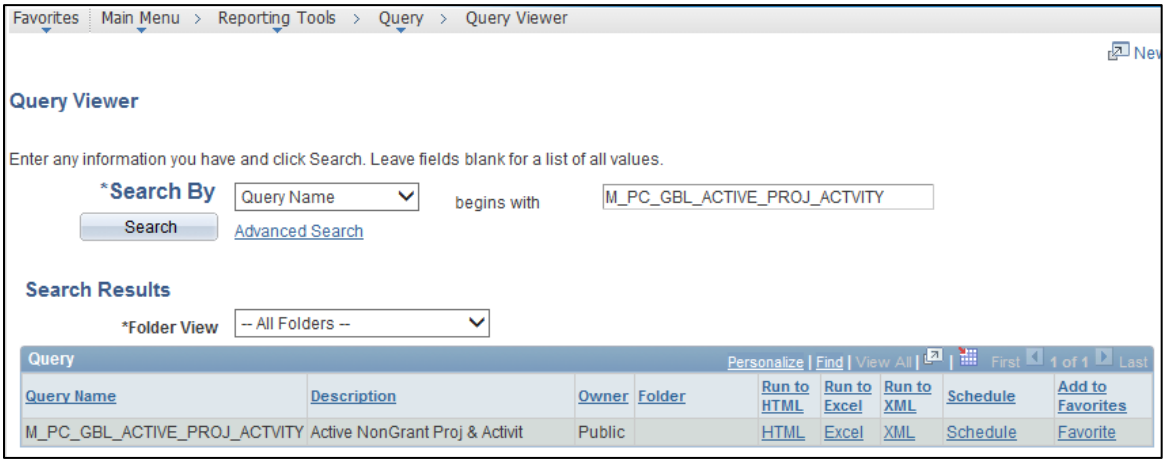
Begin by navigating to the *Query Viewer* page to run the queries.

1. **Navigation Links**: Reporting Tools, Query, Query Viewer.
2. Enter your Search criteria, such as the name of the query you want to run. The names of some sample queries you might find helpful are provided in the table below.

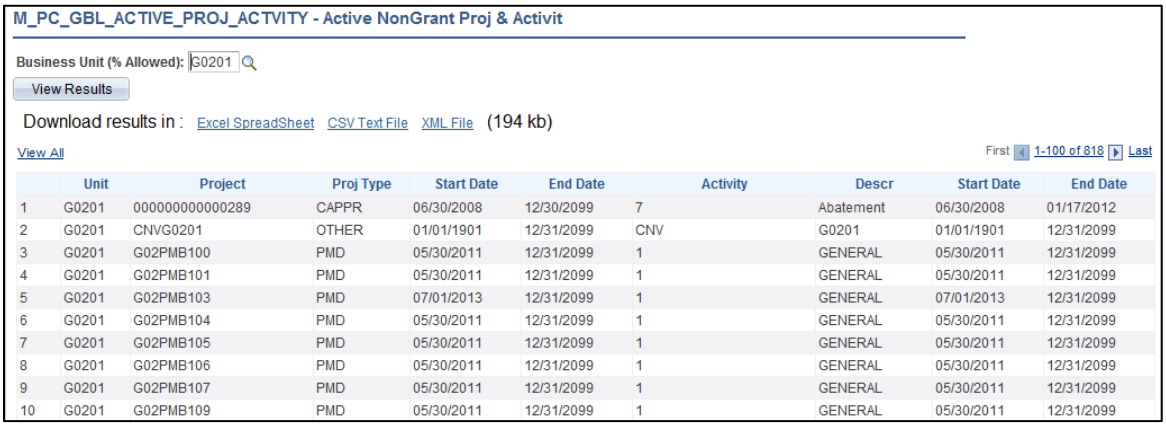


Query Name	Description
M_PC_GBL_ACTIVE_PROJ_ACTVITY	List of active non-grant projects and activities by Business Unit.
M_PC_GBL_PROJEC_STATUS	List of Projects and their current status by Business Unit.
M_PC_GBL_PROJ_TRANS	List of Project Transactions by Business Unit, Project, and Accounting Dates.

3. Click on the **Search** button. Queries display in the **Search Results** listing.
   Tip: Click on the *Favorite* link in the **Add to Favorite** column to add these queries to your *My Favorites Queries* listing so you won't have to search for them again.

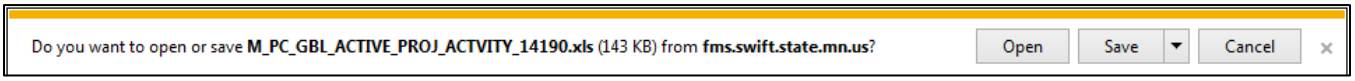


4. In the *Search Results* listing, select the option you want for the output: select “HTML” to view the query results on the screen; or select “Excel” to download the results in a Microsoft Excel file. A new tab opens to run the query. (If you select “HTML”, you have the option to export the results to Excel or another format after viewing the data on the *Results* page.)



	Unit	Project	Proj Type	Start Date	End Date	Activity	Descr	Start Date	End Date
1	G0201	000000000000289	CAPPR	06/30/2008	12/30/2099	7	Abatement	06/30/2008	01/17/2012
2	G0201	CNVG0201	OTHER	01/01/1901	12/31/2099	CNV	G0201	01/01/1901	12/31/2099
3	G0201	G02PMB100	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099
4	G0201	G02PMB101	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099
5	G0201	G02PMB103	PMD	07/01/2013	12/31/2099	1	GENERAL	07/01/2013	12/31/2099
6	G0201	G02PMB104	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099
7	G0201	G02PMB105	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099
8	G0201	G02PMB106	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099
9	G0201	G02PMB107	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099
10	G0201	G02PMB109	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099

5. Enter the prompt information which will vary, depending on which query you chose to run. Use the percent sign (%), when noted, as a Wild Card.
6. **Click** on the **View Results** button.
   - If you chose “HTML” for the output, the results will display on the page as shown in the print screen above. (You can export the results to Excel or another format by clicking on a link provided in the **Download results in** listing displayed below the **View Results** button.)
   - If you chose “Excel”, a prompt appears asking what you want to do with the Excel file. Options include: “Open”, “Save”, or “Save As”.



After completing this topic, you should be able to:

- Run SWIFT Queries

Lesson Summary

After completing this lesson, you should be able to:

- View Budget Overview Inquiry
- Run SWIFT Queries

Course Summary

The Project Costing User Guide covers the following Lessons:

- Creating Non-Grant Projects
- Maintaining Non-Grant Projects
- Closing and Reopening Projects
- SWIFT Inquiries and Queries

Appendix

Project Budget Definitions

Before reading this, you may want to review the BC2 – Budget Journal Administration Course Overview section on budgeting and the general structure that the state of Minnesota uses as a basis for the discussion below.

> **Note**: Before using the Project Costing module, 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 project, 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 set up when each agency was first established in SWIFT. Each agency identified the budget definition that would best meet their needs, and the SWIFT Module Support team set up the budget definitions 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 non-project budgets.

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

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 of the 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
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

Agency #	Project ID Mask	Agency / Board / Council	Parent level ledger group	Parent level ChartFields	Child level ledger group	Child level ChartFields
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
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 Resource	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

Agency #	Project ID Mask	Agency / Board / Council	Parent level ledger group	Parent level ChartFields	Child level ledger group	Child level ChartFields
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
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

Key Project Costing Terms

Term	Term Definition
Activity	In the Grants and Project Costing modules, activity is a Project Costing ChartField that specifies the funding source of a Project.
Appropriation	An appropriation legally authorizes spending or the collection of receipts as specified in session laws or state statutes.
Appropriation ID	The appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.
Chart of Accounts	The Chart of Accounts consist of eight Standard ChartFields and six Project/Grant ChartFields. When combined, the ChartFields define specific transactions. End-users must be familiar with the ChartFields and their definitions for use in procurement, budgeting, month-end reporting and labor cost distribution. These ChartFields are required to define the appropriate funding source.
ChartField	The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Accounts field is called a ChartField. Statewide Reporting ChartFields are: Fund, Department ID (also known as Financial Department ID), Appropriation ID, Account, and Statewide Cost (optional field). Optional Agency Reporting ChartFields are: SubAccount, Agency Cost 1 and Agency Cost 2. Project/Grant Reporting ChartFields are: PC Business Unit, Project, Activity, Source Type, Category, and Sub-Category.
Fin Dept ID	Fin Dept ID (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
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. See "ChartField."
OBIEE	The reporting tool that is delivered with the SWIFT Data Warehouse is called Oracle Business Intelligence Enterprise Edition (OBIEE). It includes two main components: Answers and Dashboards. Agencies will use the OBIEE Answers tool for reporting. Saved reports, whether system-delivered or agency user-developed, are organized in the Answers Report Catalog. OBIEE Dashboards provide end-users with a customized collection of components including narratives, reports and alerts that appear by default when a user accesses the SWIFT Data Warehouse.
PC	Project Costing Module.

Term	Term Definition
Project	Project is the primary Project Costing ChartField used to capture additional information useful for grant and project accounting.
Query	Query is a reporting tool that retrieves information from the SWIFT database.
Query Viewer	Query viewer allows users to search for and view data but users cannot add, change or delete the information.
Run Control ID	A process run control enables users to predefine parameters that are later used for a given process request. Using the same run control ID allows a user to pull in the values used to run the last instance and apply them to a new instance.
Source Type	Source Type is a Project Costing ChartField representing a category of costs or revenue in the GM and PC modules.