

## QUICK REFERENCE GUIDE

### *Accessing the FMS Soft and Hard Close Reporting Databases*

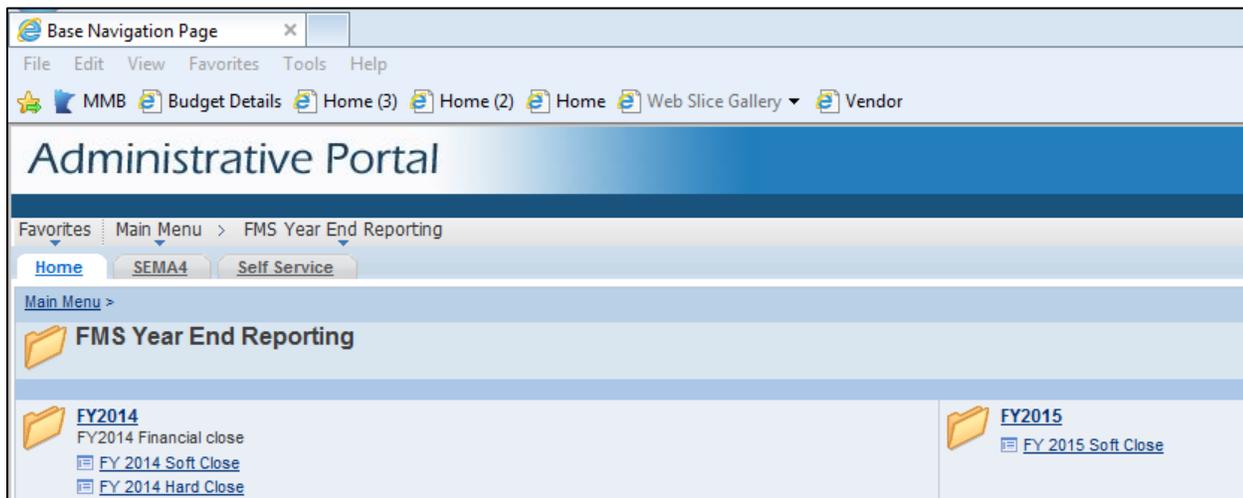
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## Access the FMS Soft and Hard Close Reporting Databases

This topic covers how to access the FMS Soft and Hard Close Reporting Databases. These databases will allow users to run queries, inquiries and reports for point-in-time reporting. Your specific access to the database will mirror your inquiry access in production. No changes or updates can be made in the reporting databases.

To access the SWIFT FMS Reporting Databases:

1. Log into SWIFT Administrative Portal with your ID and password.
2. Click the **FMS Year End Reporting** link. (For those with at least one inquiry role in SWIFT, this will be the first item on your enterprise menu.)



3. Next, click on the link for the reporting database you wish to access, such as the FY 2015 Soft Close. **Note:** Once you are in the database, you will notice a yellow or green colored background on all pages. This is to help you easily differentiate between the live production environment and soft and hard close snapshot of production.
4. Run reports and queries as you would normally.