

## QUICK REFERENCE GUIDE

November 1, 2019

### Run SWIFT Queries for General Ledger Data

This guide provides a list of SWIFT queries that can be used to look up General Ledger data. Basic instructions for using the SWIFT Query Viewer are also included.

#### Step 1: Run SWIFT Queries for General Ledger Data

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

1. Navigate to the *Query Viewer* page using one of the options below.

Navigation Options	Navigation Path
<b>All Navigation Collections</b>	Access the <i>Query Viewer</i> page from all Navigation Collections from the <b>Need Help?</b> (top-right of page) under the <b>Common Utilities</b> folder.
<b>GL/KK WorkCenter</b>	Accounting, General Ledger, GL/KK WorkCenter, left-menu, Reports/Processes section, Monitor, Query Viewer.

2. Enter your Search criteria, such as the name of the query you want to run. The names of frequently used queries are provided in the table below.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query	Personalize   Find   View All     First 1 of 1 Last								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_GL_GBL_LEDGER_01	Ledger by Four CFs	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Query Name	Description
M_GL_GBL_LEDGER_01	Ledger by Four CFs (ChartFields)
M_GL_GBL_LEDGER_02	Ledger by Three CFs (ChartFields)
M_GL_GBL_LEDGER_03	Ledger by Two CFs (ChartFields)
M_GL_GBL_LEDGER_12_PRDS	Ledger by Four CFs/All Periods
M_GL_GBL_JRNL_DETAIL	GL Journal Hdr and Line detail

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

3. Click on the **Search** button. Queries display in the **Search Results** listing.
  - Tip:** Click on the *Add to Favorite* link to add the 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.)
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. Press the **View Results** button.
  - If you chose "HTML" for the output, the results will display on the page.

M\_GL\_GBL\_LEDGER\_01 - Ledger by Four CFs

Ledger (% allowed) ACTUALS x Q  
 Fiscal Year 2018  
 Accounting Period From 1  
 Accounting Period To 1  
 Fund (% allowed) 2020  
 Fin DeptID (% allowed) B4234340  
 AppropID (% allowed) %  
 Account (% allowed) %

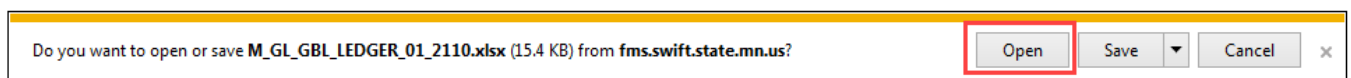
View Results

Download results in: Excel Spreadsheet CSV Text File XML File (6 kb)

View All First 1-16 of 16 Last

Ledger	Fund	Fund Descr	Fin DeptID	AppropID	Account	Balance Forward (Prd 0)	Regular Prd Amount	Adjusting Prd Amount	Total Amount	Fund Affil
1	ACTUALS	2020	Construction Code	B4234340	B424000	100001		-58326.27	-58326.27	
2	ACTUALS	2020	Construction Code	B4234340	B424000	200003		4498.66	4498.66	
3	ACTUALS	2020	Construction Code	B4234340	B424000	410001		63838.78	63838.78	
4	ACTUALS	2020	Construction Code	B4234340	B424000	410002		19573.99	19573.99	
5	ACTUALS	2020	Construction Code	B4234340	B424000	410301		3603.60	3603.60	
6	ACTUALS	2020	Construction Code	B4234340	B424000	410303		337.32	337.32	
7	ACTUALS	2020	Construction Code	B4234340	B424000	410501		2033.27	2033.27	
8	ACTUALS	2020	Construction Code	B4234340	B424000	410502		260.99	260.99	
9	ACTUALS	2020	Construction Code	B4234340	B424000	410711		79.99	79.99	

- If you chose "Excel", a prompt appears asking what you want to do with the Excel file. Options include: "Open", "Save", or "Save As". In the example below, "Open" was selected and the Excel file opens for you to view and save as you would normally.



M\_GL\_GBL\_LEDGER\_01\_17066.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

A1 : X ✓ fx Ledger by Four CFs

A	B	C	D	E	F	G
1	Ledger	by	16			
2	Ledger	Fund	Fund Descr	Fin DeptID	AppropID	Account
3	ACTUALS	2020	Construction Code	B4234340	B424000	100001
4	ACTUALS	2020	Construction Code	B4234340	B424000	200003
5	ACTUALS	2020	Construction Code	B4234340	B424000	410001
6	ACTUALS	2020	Construction Code	B4234340	B424000	410002
7	ACTUALS	2020	Construction Code	B4234340	B424000	410301
8	ACTUALS	2020	Construction Code	B4234340	B424000	410303
9	ACTUALS	2020	Construction Code	B4234340	B424000	410501
10	ACTUALS	2020	Construction Code	B4234340	B424000	410502

sheet1