

Add or Reduce Project Time

This guide 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.

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 "[Understand Project Dates and Transaction Controls](#)" guide 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

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

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

General Information

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

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit = [G0201]

Project begins with [G02RC25GV0032]

Description begins with []

Program = [Detail Project]

Processing Status = []

Include History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

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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 <i>End Date</i> to the new date.
Project Control End Date	Update the Project <i>Control End Date</i> . To change the Project Control End Date, you'll need the user role: "M_FS_PC_KK_DATES". Project <i>Control Start</i> and <i>End Dates</i> 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 at the bottom of the page of the **General Information** tab.
2. Update the Project Activity *End Dates*.

The screenshot shows the 'Project Activities' tab in the SWIFT interface. The project is 'G02RC25GV0032' with the description 'Roof and Exterior Repair'. The processing status is 'Active'. The table below lists activities:

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	Construction	2	12/01/2018	11/30/2026	0.00			
<input type="checkbox"/>	2	Study	6	12/01/2018	11/30/2026	0.00			

Below the table are buttons for 'Save as Template', 'Return to General Information', 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'Return to General Information' link and the 'Save' button are highlighted with red boxes in the original image.

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