

QUICK REFERENCE GUIDE

November 1, 2019

Run SWIFT Queries

This guide 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)

Step 1: Run SWIFT Queries for Projects

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

Navigation Options	Navigation Path
All Navigation Collections	Access the <i>Query Viewer</i> page from all Navigation Collections from the Need Help? (top-right of page) under the Common Utilities folder.
Projects WorkCenter	Accounting, Project Costing, Project WorkCenter, Reports/Queries tab, Queries section, Projects Queries. Some of the queries included in this guide are available in the State Queries section.

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.

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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 Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_PC_GBL_ACTIVE_PROJ_ACTIVITY	Active NonGrant Proj & Activit	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
M_AM_GENERAL_INFO	ASSET, COST, LOCATION, DESCRIP	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="Remove"/>

Query Name	Description
M_PC_GBL_ACTIVE_PROJ_ACTIVITY Active NonGrant Project & Activities	List of active non-grant projects and activities by Business Unit.
M_PC_GBL_PROJEC_STATUS Project Status	List of Projects and their current status by Business Unit.
M_PC_GBL_PROJ_TRANS Project Transactions	List of Project Transactions by Business Unit, Project, and Accounting Dates.

- 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.
- 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.)
- 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.
- 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 below. (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.)

M_PC_GBL_ACTIVE_PROJ_ACTIVITY - Active NonGrant Proj & Activit

Business Unit (% Allowed)

Download results in:

View All First 1-100 of 950 Last

	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	CHV/G0201	OTHER	01/01/1901	12/31/2099	1	GENERAL	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	G02PMB109	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099
6	G0201	G02PMB103	PMD	07/01/2013	12/31/2099	1	GENERAL	07/01/2013	12/31/2099
7	G0201	G02PMB104	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099
8	G0201	G02PMB105	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099
9	G0201	G02PMB106	PMD	05/30/2011	12/31/2099	1	GENERAL	05/30/2011	12/31/2099

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- If you chose “Excel”, a prompt appears asking what you want to do with the Excel file. Options include: “Open”, “Save”, or “Save As”.

