SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

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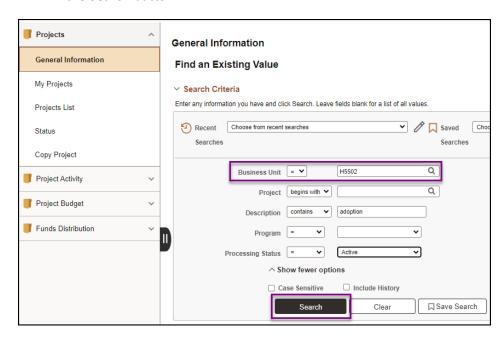
WARNING! SWIFT will allow you to change the Project Start Date to an earlier date; however, you will not be able to process any payroll transactions earlier than the initial Project Status Effective Date. Refer to the "Understand Project Dates and Transaction Controls" guide for more information.

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 page of General Information, enter search criteria for your project. Select the **Search** button.
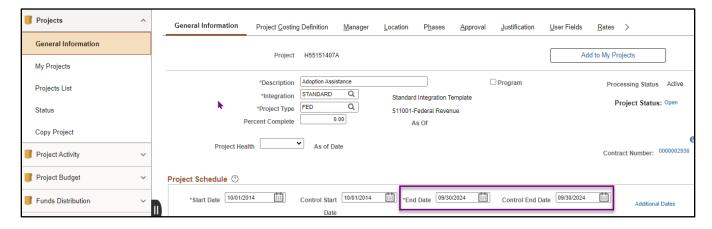
3. Select the project from the Search Results.

4. The General Information page displays. In the Project Schedule section notice the current End Date and the current Control End date. In this example, we extend the project end dates. Enter or use the Calendar icons to choose new dates.

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.

5. Scroll to the bottom of the page and select 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 avoids an active project with no valid activity.

1. Select the **Project Activities** link in at the bottom of the page of the General Information tab.
2. The Project Activities page displays. Update the dates as needed in the Project Activities section.
   - If you extend the project by making the End Date later, SWIFT does not warn you to change an activity date. You must remember to go in and do it. 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 cannot 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 must shorten the activities first.
3. Select the **Save** button.
4. Select the **Return to General Information** link to return to the Project General Information page.