

QUICK REFERENCE GUIDE

February 20, 2024

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 Query Viewer page from all Navigation Collections from the Need Help? button located in top right corner of the page under Common Utilities .
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.

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 status by Business Unit.
M_PC_GBL_PROJ_TRANS Project Transactions	List of Project Transactions by Business Unit, Project, and Accounting Dates.

3. Select the **Search** button.
4. Queries display in the Search Results listing. Consider selecting the **Favorite** link to add the query to your My Favorites Queries listing, so you won't have to search for them again.
5. In the Search Results listing, select the option you want for the output: select "HTML" to view the query results on the screen. You can download after; or select "Excel" to download the results in a Microsoft Excel file.

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

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

6. The selected query opens in a new window. Enter values in the prompt field(s). These will vary, depending on the query. Use the percent sign (%), when noted, as a Wild Card.
7. Select the **View Results** button.
8. If you chose "HTML" for the output, select a **Download results in** option as desired.

M_PC_GBL_ACTIVE_PROJ_ACTIVITY - Active NonGrant Proj & Activit

Business Unit (% Allowed)

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-1 of 1 Last

Row	Unit	Project	Proj Type	Start Date	End Date	Activity	Descr	Start Date	End Date
1	H5502	CNVH5502	OTHER	01/01/1901	12/31/2099	CNV	H5502	01/01/1901	12/31/2099