

## 5 WAYS TO GET INFORMATION OUT OF SWIFT

Minnesota state agencies have five ways to retrieve information from the SWIFT accounting and procurement system. The long-term plan is for agencies to use the SWIFT Data Warehouse and its Oracle reporting tool, OBIEE, for much of their information needs. Because implementation of this solution is delayed, agencies may get the information they need through the following means:

1. **SWIFT Data Warehouse** currently provides access to data and reports in the areas of labor distribution, general ledger and commitment control. Current GL and Commitment Control Reports available using the Oracle reporting tool OBIEE are:

- Appropriation Overview
- Allotment Summary
- Allotment Balance within Appropriation
- Budget Transaction Summary
- Budget Transaction Detail
- Appropriation Transfers
- Appropriation Sources and Uses
- Posted Ledger Transactions

Use the [GL and Commitment Control Reports Step-by-Step](#) for guidance on running these reports. In addition, users with proper security and training may create custom reports using data from these subject areas or modify existing reports.

2. **Eight Crystal Reports** have been created for use by agencies out of the SWIFT Data Warehouse staging data tables:

- MFR – Managers Financial Report
- Allotment Balance within Appropriation
- Open Encumbrance Detail
- Expenditures Detail (*revised 12-12-12*)
- Receipts Detail (*revised 12-12-12*)
- Open Receivables Detail
- Federal Aid Detail
- Federal Aid Summary

Visit the SWIFT website to find more information about these [Crystal reports](#) available out of the staging area of the SWIFT Data Warehouse.

3. **Queries and Reports** may be run directly out of the SWIFT system: Currently 124 queries and reports are described and linked on the [Information Reference Guide](#) posted on the SWIFT Website.
4. **June 30, 2012, Snapshot of Production:** Recognizing the need for agencies to reconcile their fiscal year-end numbers, the SWIFT Project Team make available a full copy of production taken on June 30, which will be accessible for inquiry only in SWIFT to those with inquiry roles. Some custom queries will be created to accompany this release. Use the Quick Reference Guide for help on [Accessing the June 30 Database Copy](#).
5. **Receipts Detail Report:** A reporting framework was created for agencies urgently needing to complete financial reports. This reporting capability is available to select agencies using nVision to pull information from SWIFT. Contact the SWIFT Help Desk if your agency needs access to this report. Reference “nVision Receipts Detail.” You may also find the Quick Reference Guide [nVision Report Instructions](#) helpful.