



# Business Process Document

## PS FIN General Ledger: Running Queries

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Running Queries_BUSPROC.doc
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<b>Status</b>	

### Running Queries

Trigger:

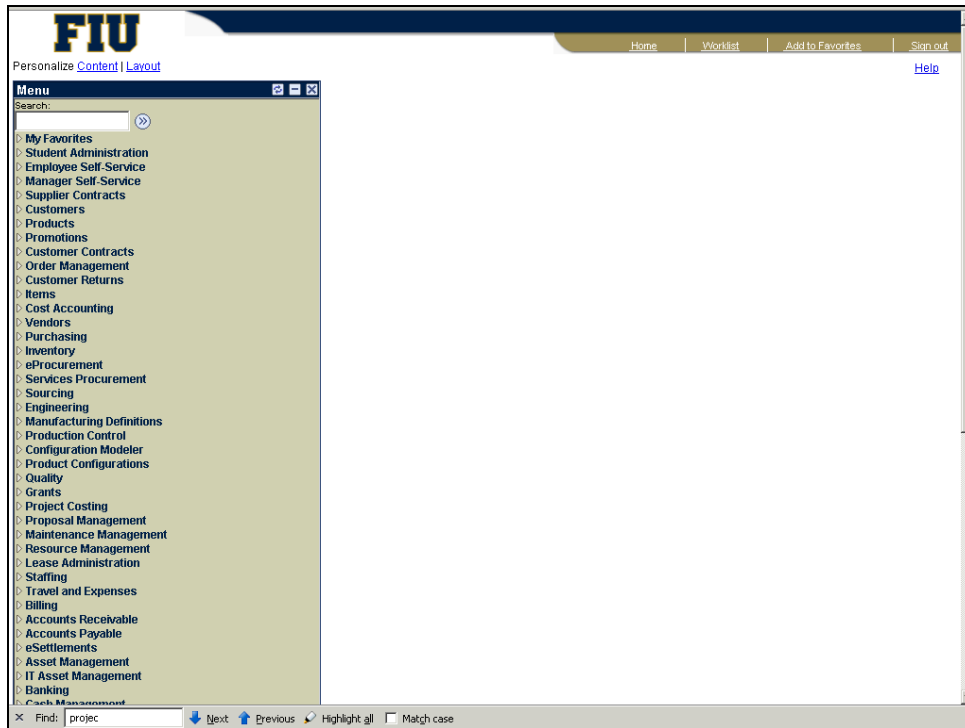
Required Field(s)	Comments

Output - Results	Comments

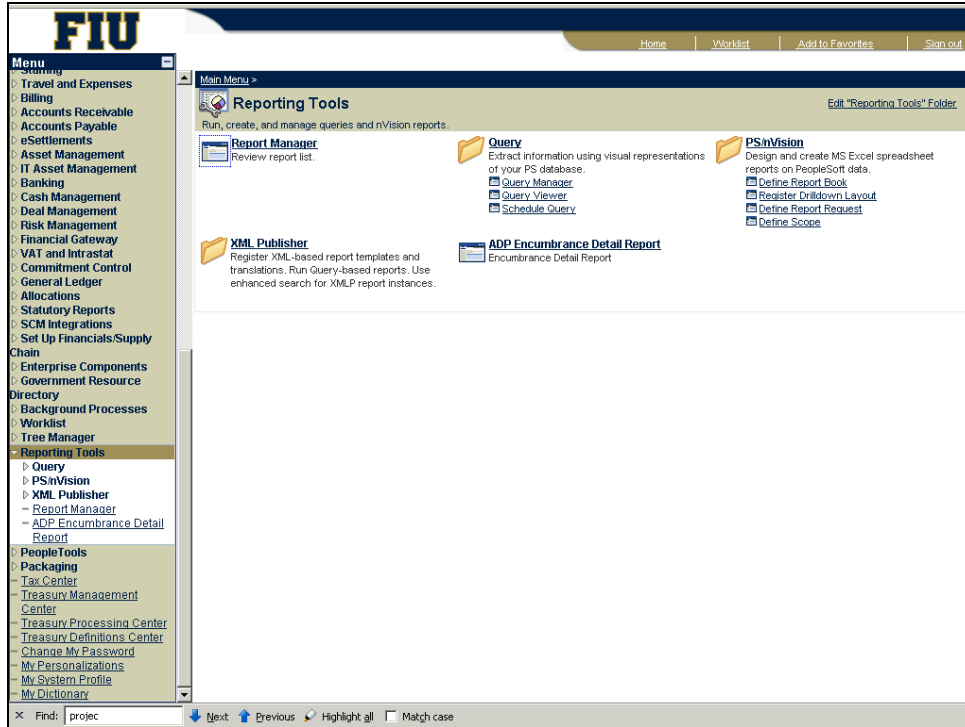
### Additional Information

### Procedure

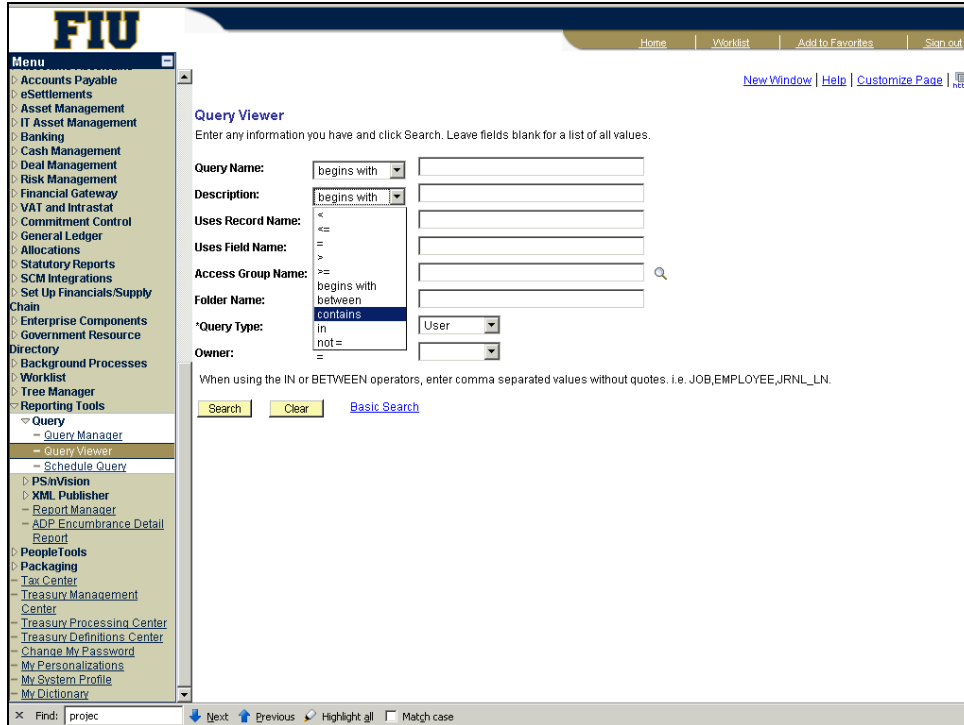
In this topic, you will run a query to access data. Queries are most frequently run for reconciliation purposes. A full list of queries along with the description and related business processes is available at <http://finance.fiu.edu/ofp> .



Step	Action
1.	Click the <b>Vertical</b> scrollbar.
2.	Click the <b>Reporting Tools</b> link. <a href="#">Reporting Tools</a>



Step	Action
3.	Click the <b>Query</b> link. <a href="#">Query</a>
4.	Click the <b>Query Viewer</b> link. <a href="#">Query Viewer</a>
5.	If you know the query name, you may enter it here; otherwise, you may perform an advanced search.  <b>Note:</b> the list of available queries is available in the following web site <a href="http://finance.fiu.edu/ofp">http://finance.fiu.edu/ofp</a>
6.	Click the <b>Advanced Search</b> link. <a href="#">Advanced Search</a>



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**Menu**

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  - Tax Center
  - Treasury Management Center
  - Treasury Processing Center
  - Treasury Definitions Center
  - Change MY Password
  - My Personalizations
  - My System Profile
  - My Dictionary

**Query Viewer**

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

Query Name:

Description:

Uses Record Name:

Uses Field Name:

Access Group Name:

Folder Name:

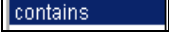
\*Query Type:

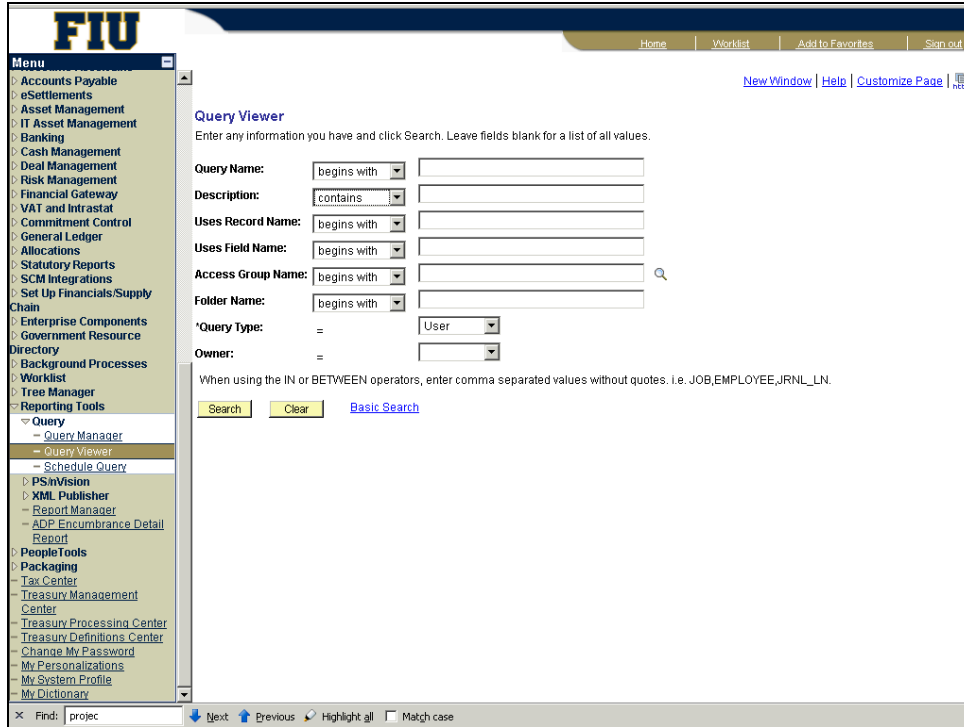
Owner:

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)


Find: projec |    Highlight all  Match case

Step	Action
7.	Select the <b>Contains</b> option in the <b>Description</b> drop down menu. 



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**Menu**

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  - Packaging
  - Tax Center
  - Treasury Management Center
  - Treasury Processing Center
  - Treasury Definitions Center
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

**Query Viewer**

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

Query Name:

Description:

Uses Record Name:

Uses Field Name:

Access Group Name:

Folder Name:



\*Query Type:

Owner:

When using the IN or BETWEEN operators, enter comma separated values without quotes. I.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)

Find: projec | [Next](#) | [Previous](#) | [Highlight all](#) |  Match case

Step	Action
8.	Enter the desired information into the <b>Description:</b> field. Enter " <b>Lookup</b> ".
9.	Click the <b>Search</b> button. 
10.	Click the <b>HTML</b> link. 

# Business Process Document

## PS FIN General Ledger: Running Queries



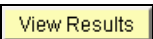
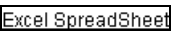
FIU\_DEPT\_PROJ\_LOOKUP - Lookup ST for a proj or DeptID

SpeedType:

[View Results](#)

SpeedType	Descr	Dept	Fund	Program	PC Bus Unit	Project
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Find:  [Next](#) [Previous](#) [Highlight all](#)  Match case

Step	Action
11.	Enter the desired information into the field. Enter " <b>144000103</b> ".
12.	Click the <b>View Results</b> button. 
13.	Click the <b>Excel SpreadSheet</b> link to download the query results to excel (make sure your pop-up blocker is disabled). 

FIU\_DEPT\_PROJ\_LOOKUP - Lookup ST for a proj or DeptID

SpeedType:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

View All First  Last

	SpeedType	Descr	Dept	Fund	Program	PC Bus Unit	Project
1	144000103	PANTHERSOFT ADMINISTRATIVE	144000103	210	81		

**Opening**

You have chosen to open

which is a: Microsoft Office Excel 97-2003 Worksheet  
from: https://pstatweb.fiu.edu:8600


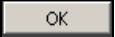
What should Firefox do with this file?

Open with: Microsoft Office Excel (default)

Save File

Do this automatically for files like this from now on.

Find:      Match case

Step	Action
14.	Click the <b>Save File</b> option. 
15.	Click the <b>OK</b> button. 
16.	Click the <b>Home</b> link.
17.	Congratulations. You have successfully ran a Query. <b>End of Procedure.</b>