



Business Process Document

PS FIN Queries: How to Run a Query-Contracts and Grants

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|---------------------------------|---|
| Department | |
| Responsibility/Role | |
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How to Run a Query-Contracts and Grants

Trigger:

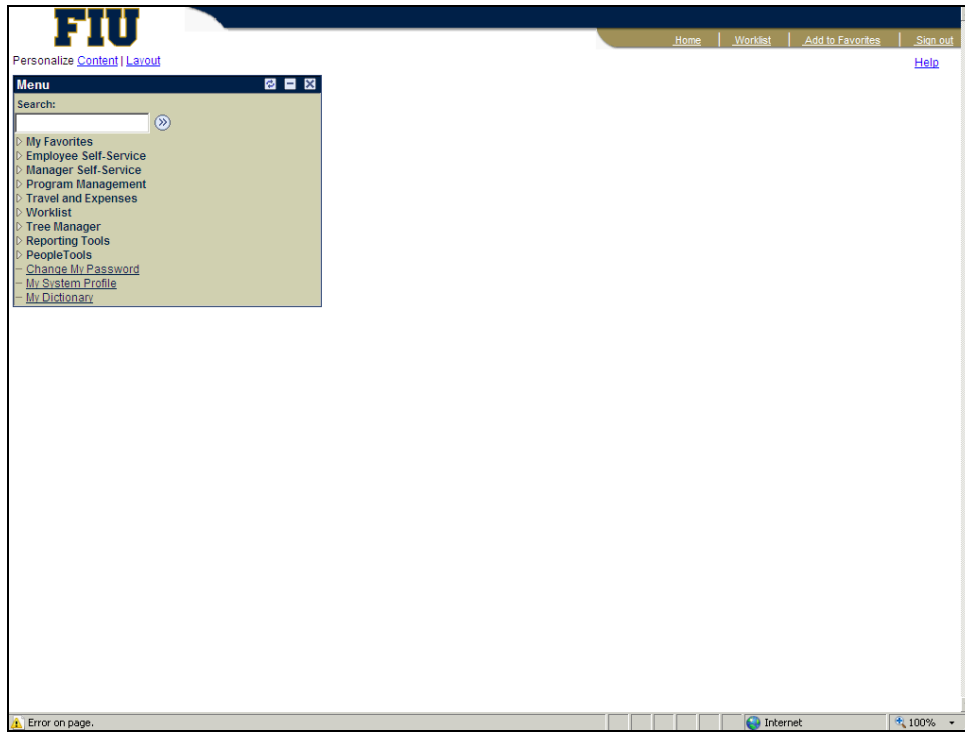
| Required Field(s) | Comments |
|-------------------|----------|
| | |


| Output - Results | Comments |
|------------------|----------|
| | |

Additional Information

Procedure

You can run a Query to find the Chart Field string for any project.

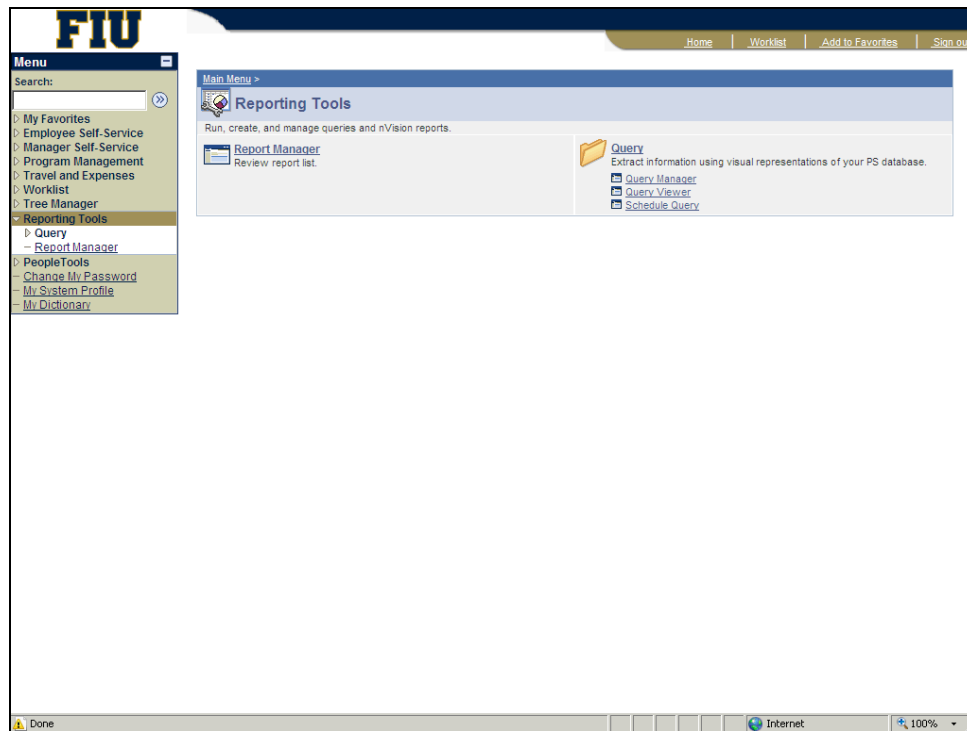


| Step | Action |
|------|---|
| 1. | Click the Reporting Tools link.  |



Business Process Document

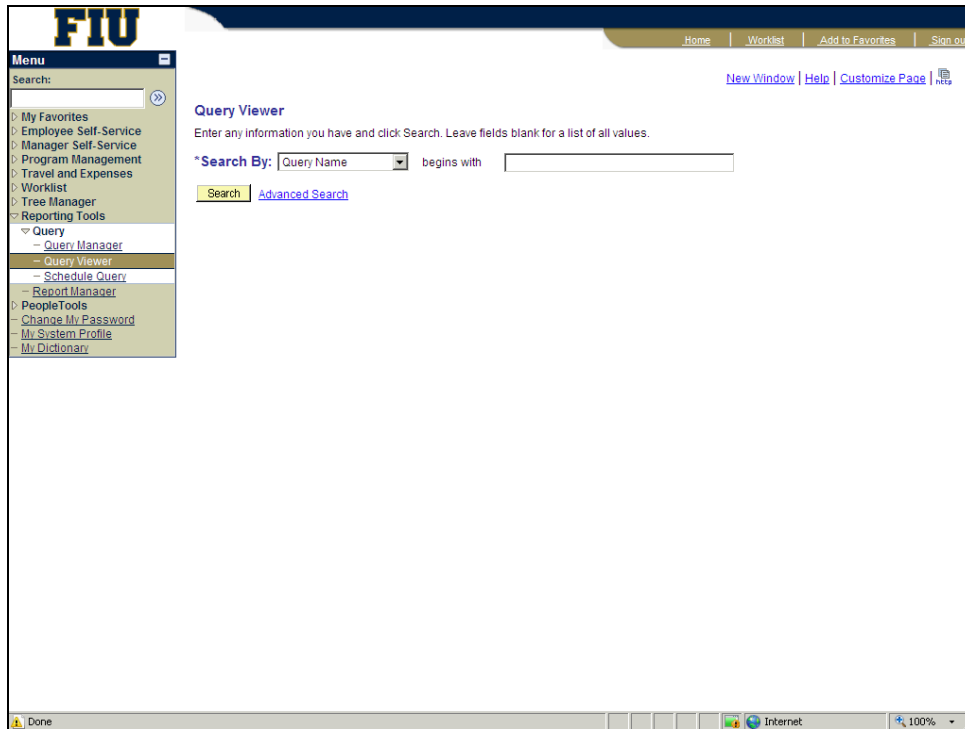
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


| Step | Action |
|------|---|
| 2. | Click the Query link. Query |
| 3. | Click the Query Viewer link. Query Viewer |

Business Process Document

PS FIN Queries: How to Run a Query-Contracts and Grants

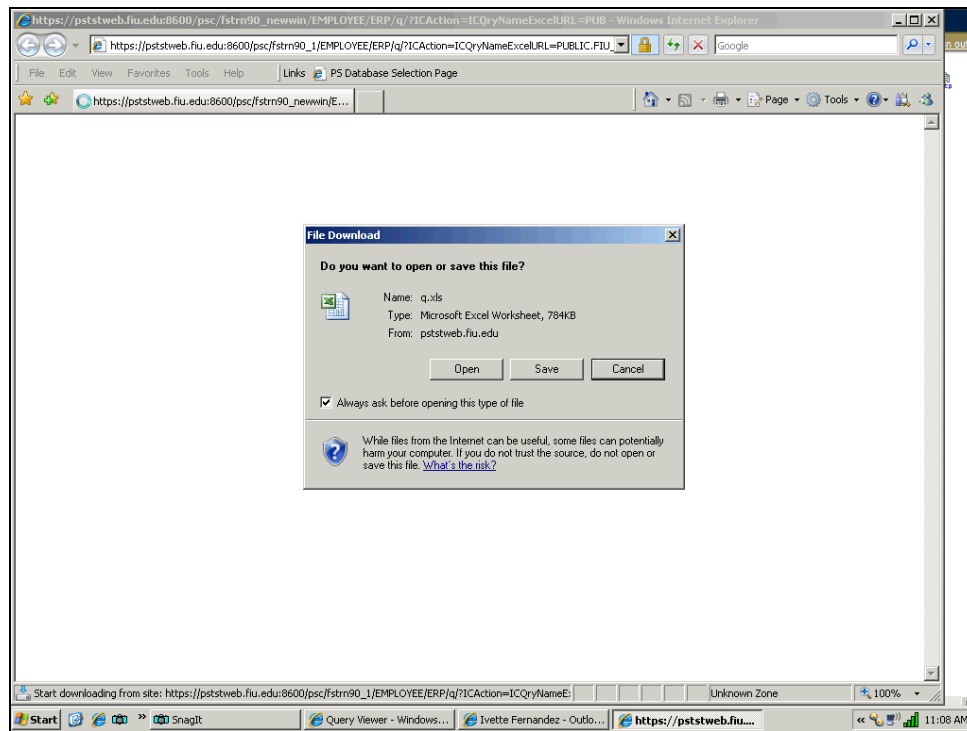



| Step | Action |
|------|--|
| 4. | Enter the desired information into the begins with field. Enter "FIU_GL_DEPT_PROJ_LOOKUP" . |
| 5. | Click the Perform Search button.  |
| 6. | Click an entry in the Run to Excel column.  |



Business Process Document

PS FIN Queries: How to Run a Query-Contracts and Grants



| Step | Action |
|------|--|
| 7. | Click the Open button.  |
| | <i>or</i> Press [Alt+O] . |

Business Process Document

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| 1 | Dept or Proj | 4100 | | | | |
|----|--------------|--------------------------------|---------------|------------|-----------------------------|-------|
| 2 | SpeedType | Descr | Department ID | Project ID | Status (Active or Inactive) | Clast |
| 3 | 000000000 | NOT ASSIGNED | | | A | |
| 4 | 000100000 | TUITION | 000100000 | | A | 1 |
| 5 | 000100009 | TUITION | 000100009 | | A | 1 |
| 6 | 000100010 | UndrG Tuit Differential In St | 000100010 | | A | 1 |
| 7 | 000100020 | UndrG Tuit Differential Out St | 000100020 | | A | 1 |
| 8 | 000110000 | FIN AID FEE | 000110000 | | A | 1 |
| 9 | 000110009 | FIN AID FEE PRIOR TO 7-1-04 | 000110009 | | A | 1 |
| 10 | 000111000 | COM - Tuition | 000111000 | | A | 1 |
| 11 | 000120000 | A&S FEE SPR 2000 | 000120000 | | A | 1 |
| 12 | 000120009 | A&S FEE SPR 2000 PRIOR TO 7-1- | 000120009 | | A | 1 |
| 13 | 000130000 | ATHL FEE | 000130000 | | A | 1 |
| 14 | 000130009 | ATHL FEE - FALL 1998 | 000130009 | | A | 1 |
| 15 | 000131000 | WOMEN ATHL FEE | 000131000 | | A | 1 |
| 16 | 000131009 | WOMEN ATHL FEE PRIOR TO 7-1-04 | 000131009 | | A | 1 |
| 17 | 000132000 | ATHL FEE FOOTBALL | 000132000 | | A | 1 |
| 18 | 000132009 | Athletic Escrow 2000-2001 Foot | 000132009 | | A | 1 |
| 19 | 000140000 | BLDG FEE | 000140000 | | A | 1 |
| 20 | 000140009 | BLDG FEE PRIOR TO 7-1-04 | 000140009 | | A | 1 |
| 21 | 000150000 | CPTL IMPR FEE | 000150000 | | A | 1 |
| 22 | 000150009 | CPTL IMPR FEE PRIOR TO 7-1-04 | 000150009 | | A | 1 |
| 23 | 000160000 | CR BALANCES SPR 2000 | 000160000 | | A | 1 |
| 24 | 000160009 | CR BALANCES SPR 2000 PRIOR TO | 000160009 | | A | 1 |
| 25 | 000170000 | STU PAYMENTS&WAIVERS | 000170000 | | A | 1 |
| 26 | 000170001 | REFUNDS | 000170001 | | A | 1 |
| 27 | 000170002 | AR BALANCE FORWARD | 000170002 | | A | 1 |
| 28 | 000170003 | CR SAPP SUBSARCE | 000170003 | | A | 1 |

| Step | Action |
|------|--|
| 8. | Once you find the project information, click the "X" close Excel. |
| 9. | Congratulations. You have successfully learn how to run a Query. End of Procedure. |