

Running Queries

1.	Click the Vertical scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the Query link. 
4.	Click the Query Viewer link. 
5.	If you know the query name, you may enter it here; otherwise, you may perform an advanced search. Note: the list of available queries is available in the following web site http://finance.fiu.edu/ofp
6.	Click the Advanced Search link. 
7.	Select the Contains option in the Description drop down menu. 
8.	Enter the desired information into the Description: field. Enter a valid value e.g. "Lookup" .
9.	Click the Search button. 
10.	Click the HTML link. 
11.	Enter the desired information into the field. Enter a valid value e.g. "144000103" . Note: some queries do not prompt you for information.
12.	Click the View Results button. 
13.	Click the Excel SpreadSheet link to download the query results to excel (make sure your pop-up blocker is disabled). 
14.	Click the Save File option. 
15.	Click the OK button. 
16.	Click the Home link.
17.	Congratulations. You have successfully ran a Query. End of Procedure.