



ADDY NOTES



Running Queries Relating to PO's and Vouchers

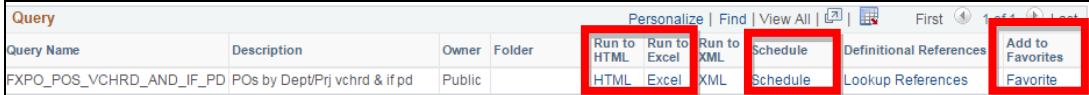
This Addy Note explains how to run a query related to PO's and vouchers. In fact, several queries have been developed to help UCF Financials users track purchase orders and their related vouchers.

Step	Action
1.	Navigate to: Reporting Tools > Query > Query Viewer.
2.	<p>Enter the name of the query you want to run. Refer to the table at the end of this Addy Note for a list of applicable queries.</p> <div data-bbox="297 898 1421 1213"> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By <input type="text" value="Query Name"/> begins with <input type="text" value="FXPO_POS_VCHRD_AND_IF_PD"/></p> <p><input type="button" value="Search"/> Advanced Search</p> </div>
3.	<p>Click Search.</p> <div data-bbox="297 1297 519 1381"> <p><input type="button" value="Search"/></p> </div>



ADDY NOTES



Step	Action
4.	<p>Select how you want to run or manage your query:</p> <ul style="list-style-type: none"> Click the HTML link to get a quick display of the query in your Web browser. (Note: you can export the data to an Excel Spreadsheet within the HTML view.) Click the Excel link to open the query in an Excel Spreadsheet that you can view, print and save. Click the Schedule link to plan regularly scheduled times for a query to run. Click the Favorite link to add the query to your “My favorite Queries” list. 
	<p>Note: Sometimes the system will prompt you for additional information, such as the Department/Project or Buyer. If that occurs, enter the appropriate information and click View Results.</p>



ADDY NOTES



Name	Description
FXPO_POS_VCHRD_AND_IF_PD	Shows purchase orders that have been vouchered and payments on the voucher, if any
FXPO_POS_DPT_PRJ_NOT_VCHRED	Shows purchase orders by Department or Project that have not been vouchered
FXPO_REQS_NOT_SOURCED_BY_DEPT FXPO_REQS_NOT_SOURCED_BY_PROJ	Shows requisitions by Department (or Project) that have not been sourced into a purchase order
FXPO_REQS_NOT_SOURCD_BY_REQSTR	Shows requisitions by Requester that have not been sourced into a purchase order
FXPO_REQ_TO_PO_XREF_BY_RQSTR	Shows requisition to purchase order cross reference information by Requester
FXPO_REQ_TO_PO_XRF_BY_DP_PRJ	Shows requisition to purchase order cross reference information by Department or Project
FXAP_VCHR_ACCT_DIFF_PO_DEPT FXAP_VCHR_ACCT_DIFF_PO_PROJ	Shows vouchers for Departments (or Projects) whose accounts differ from their originating purchase orders, which reflects variances in both budget expenditures and encumbrance liquidations
FXPO_POS_PAID_BY_DEPT_OR_PROJ	Shows purchase orders by Department or Project that have been vouchered against and which vouchers have payments
FXAP_VOUCHERS_POSTED_FOR_DEPT FXAP_VOUCHERS_POSTED_FOR_PROJ	Shows vouchers for a Department (or Project) that have been posted to the General Ledger. Contains PO ID, if there is one on the voucher
FXAP_VOUCHERS_NOT_POSTED	Shows all vouchers that have been entered but not posted.