



# ADDY NOTE



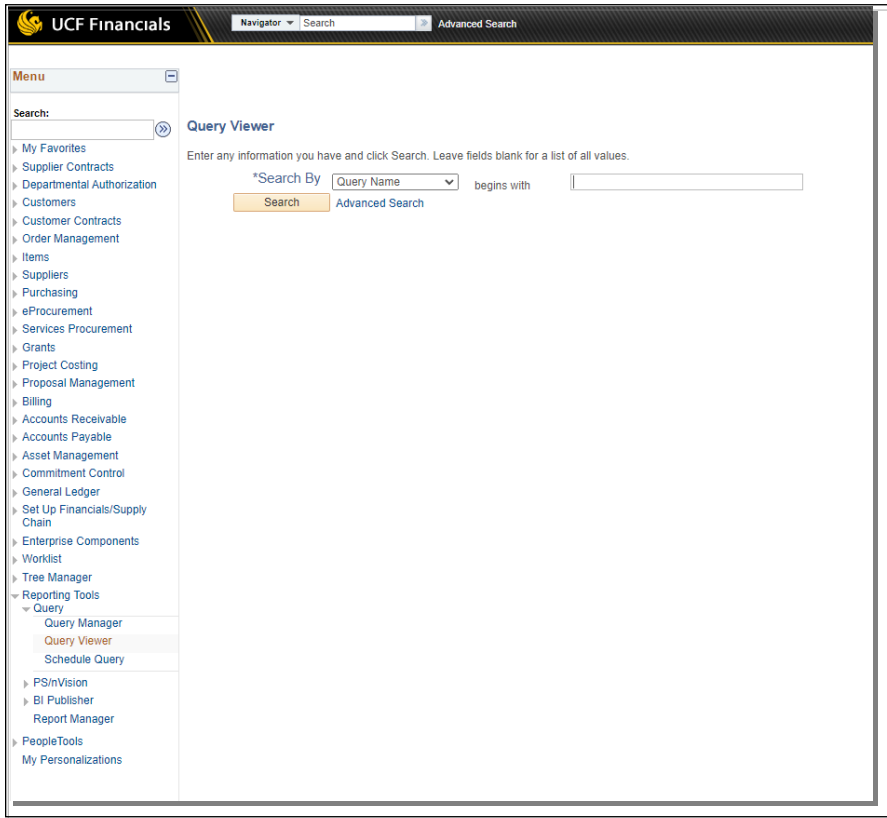
FINANCIALS  
REFERENCE  
DATABASE

## ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

## 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.	<p>Navigate to: <b>Reporting Tools &gt; Query &gt; Query Viewer.</b></p> 



# ADDY NOTE



FINANCIALS  
REFERENCE  
DATABASE

## ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

Step	Action																				
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="297 558 1421 852" style="border: 1px solid black; padding: 5px;"> <p><b>Query Viewer</b></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"/> <a href="#">Advanced Search</a></p> </div>																				
3.	<p>Click Search.</p> <div data-bbox="297 972 519 1060" style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="Search"/> </div>																				
4.	<p>Select how you want to run or manage your query:</p> <ul style="list-style-type: none"> <li>Click the <b>HTML</b> 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.)</li> <li>Click the <b>Excel</b> link to open the query in an Excel Spreadsheet that you can view, print and save.</li> <li>Click the <b>Schedule</b> link to plan regularly scheduled times for a query to run.</li> <li>Click the Favorite link to add the query to your “My favorite Queries” list.</li> </ul> <div data-bbox="297 1562 1380 1661" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> <th>Definitional References</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>FXPO_POS_VCHRD_AND_IF_PD</td> <td>POs by Dept/Prj vchrd &amp; if pd</td> <td>Public</td> <td></td> <td><input type="button" value="HTML"/></td> <td><input type="button" value="Excel"/></td> <td><input type="button" value="XML"/></td> <td><input type="button" value="Schedule"/></td> <td><input type="button" value="Lookup References"/></td> <td><input type="button" value="Favorite"/></td> </tr> </tbody> </table> </div>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	FXPO_POS_VCHRD_AND_IF_PD	POs by Dept/Prj vchrd & if pd	Public		<input type="button" value="HTML"/>	<input type="button" value="Excel"/>	<input type="button" value="XML"/>	<input type="button" value="Schedule"/>	<input type="button" value="Lookup References"/>	<input type="button" value="Favorite"/>
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites												
FXPO_POS_VCHRD_AND_IF_PD	POs by Dept/Prj vchrd & if pd	Public		<input type="button" value="HTML"/>	<input type="button" value="Excel"/>	<input type="button" value="XML"/>	<input type="button" value="Schedule"/>	<input type="button" value="Lookup References"/>	<input type="button" value="Favorite"/>												
	<p><b>Note:</b> Sometimes the system will prompt you for additional information, such as the <b>Department/Project</b> or <b>Buyer</b>. If that occurs, enter the appropriate information and click <b>View Results</b>.</p>																				



# ADDY NOTE



FINANCIALS  
REFERENCE  
DATABASE

## ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

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.