



# ADDY NOTE



FINANCIALS  
REFERENCE  
DATABASE

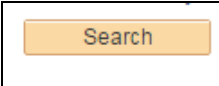
## ATTENTION:

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

## Running Queries on Department/Project Expenses and Revenues

This Addy Note explains how to run a query on:

- Department Expenses
- Department Revenues
- Project Expenses
- Project Revenues

Step	Action
1.	Navigate to: <b>Reporting Tools &gt; Query &gt; Query Viewer.</b>
	Depending on your query needs, enter the appropriate query name in the <b>Search By</b> field: <ul style="list-style-type: none"><li>• Department Expenses: <b>FX_GL_DEPT_EXPENSES</b></li><li>• Department Revenue: <b>FX_GL_REV_DEPT</b></li> <li>• Project Expenses: <b>FX_GL_PROJ_EXPENSES</b></li><li>• Project Revenue: <b>FX_GL_REV_PROJ</b></li></ul>
2.	Click <b>Search.</b> 



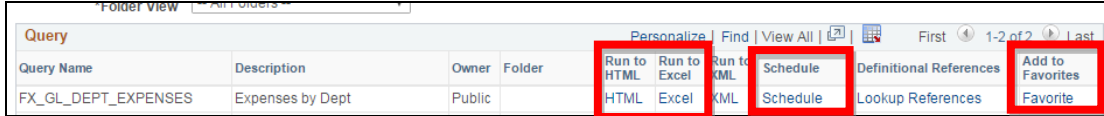
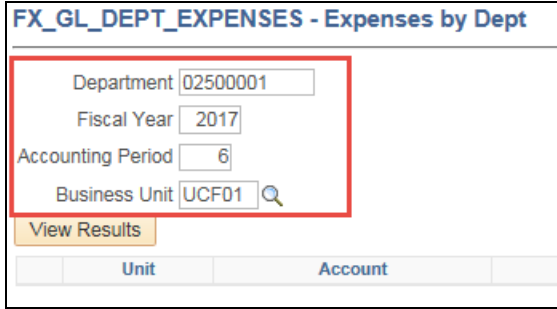
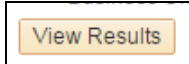
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Step	Action
3.	<p>Select how you want to run or manage your query:</p> <ul style="list-style-type: none"> <li>Click the <b>HTML</b> link to get a quick display of the query in your Web browser. (<b>Note:</b> you can export the data to an Excel Spreadsheet 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 “<b>My Favorite Queries</b>” list.</li> </ul> 
4.	<p>Enter values in the <b>Department</b>, <b>Fiscal Year</b>, and <b>Accounting Period</b> fields.</p> 
5.	<p>Click <b>View Results</b>.</p> 
6.	<p>View your query.</p>