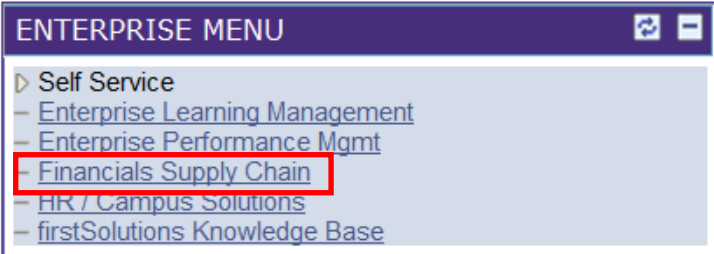
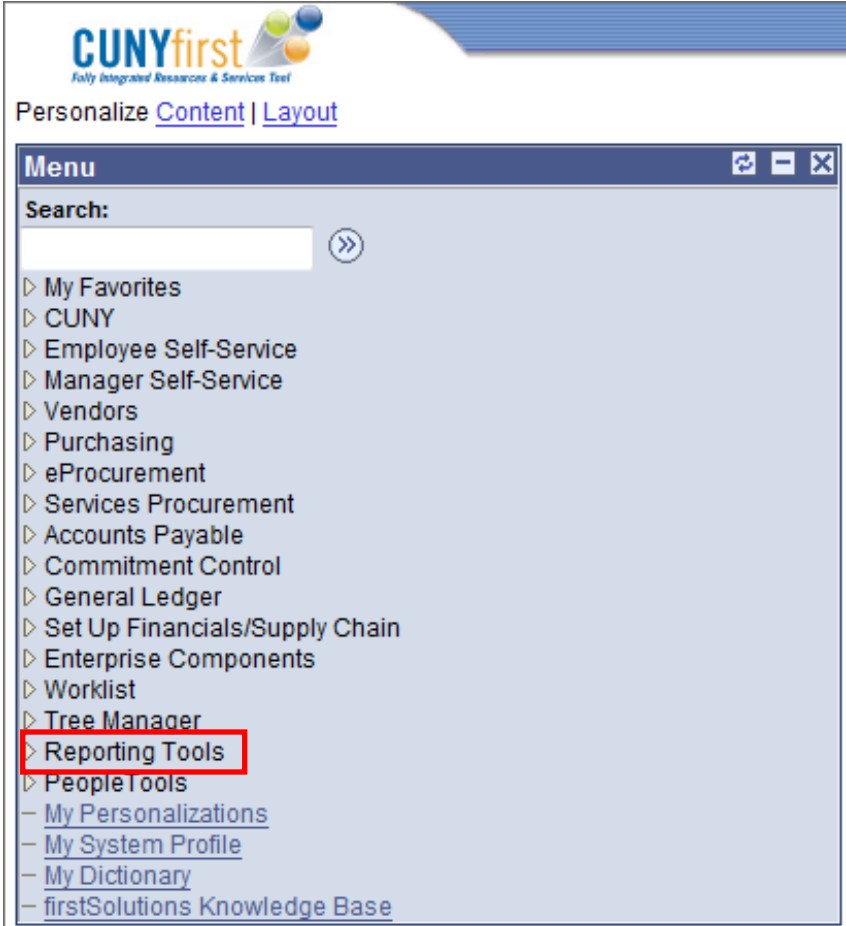
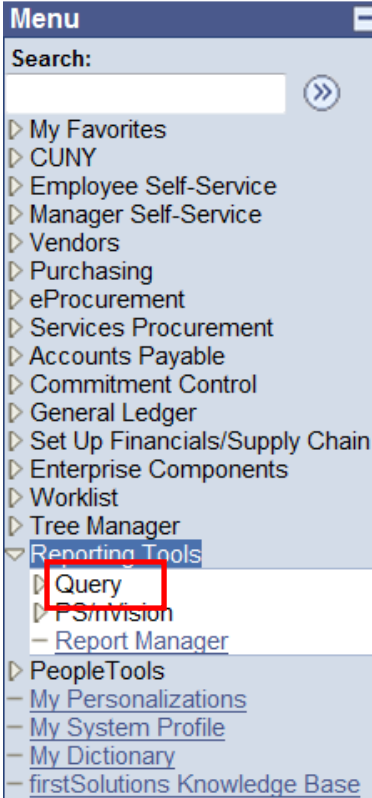



Running Queries

Queries are basically questions. Please follow the next steps to access, search, view, and run queries:

Step	Action
1.	<p>Log into CUNYfirst at: https://home.cunyfirst.cuny.edu. From the CUNYfirst home page, click the Financial Supply Chain link</p>  <p>The screenshot shows a window titled "ENTERPRISE MENU" with a list of options: Self Service, Enterprise Learning Management, Enterprise Performance Mgmt, Financials Supply Chain (highlighted with a red box), HR / Campus Solutions, and firstSolutions Knowledge Base.</p>
2.	<p>Click the Reporting Tools link.</p>  <p>The screenshot shows the CUNYfirst logo and navigation links. Below is a "Menu" window with a search bar and a list of options. "Reporting Tools" is highlighted with a red box. Other options include My Favorites, CUNY, Employee Self-Service, Manager Self-Service, Vendors, Purchasing, eProcurement, Services Procurement, Accounts Payable, Commitment Control, General Ledger, Set Up Financials/Supply Chain, Enterprise Components, Worklist, Tree Manager, People Tools, My Personalizations, My System Profile, My Dictionary, and firstSolutions Knowledge Base.</p>

Step	Action
3.	<p>Click the Query link.</p>  <p>The screenshot shows a 'Menu' window with a search bar and a list of options. The 'Reporting Tools' section is expanded, and the 'Query' link is highlighted with a red box.</p> <ul style="list-style-type: none"> My Favorites CUNY Employee Self-Service Manager Self-Service Vendors Purchasing eProcurement Services Procurement Accounts Payable Commitment Control General Ledger Set Up Financials/Supply Chain Enterprise Components Worklist Tree Manager Reporting Tools <ul style="list-style-type: none"> Query PS/Invision Report Manager PeopleTools <ul style="list-style-type: none"> My Personalizations My System Profile My Dictionary firstSolutions Knowledge Base
4.	<p>Click the Query Viewer link.</p>  <p>The screenshot shows the same 'Menu' window. The 'Query' link under 'Reporting Tools' is expanded, and the 'Query Viewer' link is highlighted with a red box.</p> <ul style="list-style-type: none"> My Favorites CUNY Employee Self-Service Manager Self-Service Vendors Purchasing eProcurement Services Procurement Accounts Payable Commitment Control Set Up Financials/Supply Chain Enterprise Components Worklist Tree Manager Reporting Tools <ul style="list-style-type: none"> Query <ul style="list-style-type: none"> Query Viewer Schedule Query

Step	Action																															
5.	<p>Searching for Queries.</p> <p>5.1 Select Query Name from the “Search by:” drop down box 5.2 In the “begins with” box, type the name of the query you would like to run 5.3 Click “Search”</p> <p>Note: If you do not know the name of the query, please use the “Advance Search” link, which will give you more option to search by. Also, wildcards (%) can be used to search for queries.</p> <p style="text-align: right;">[NEW VERSION]</p> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 2px solid red; padding: 5px;"> <p>Search By: Query Name <input type="text" value="begins with"/> HUNTER_SR_DEPART_OTPS_BUDGET</p> <p><input type="button" value="Search"/> Advanced Search</p> </div> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th colspan="7">Query</th> <th>Customize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <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>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>HUNTER_SR_DEPART_OTPS_BUDGET</td> <td>HC Depart Bud & exp OTPS Accts</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query							Customize	Find	View All	First	1 of 1	Last	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites	HUNTER_SR_DEPART_OTPS_BUDGET	HC Depart Bud & exp OTPS Accts	Public		HTML	Excel	XML	Schedule	Favorite
Query							Customize	Find	View All	First	1 of 1	Last																				
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HUNTER_SR_DEPART_OTPS_BUDGET	HC Depart Bud & exp OTPS Accts	Public		HTML	Excel	XML	Schedule	Favorite																								

Step	Action
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6. Viewing and Running Queries

- 6.1 To add your query to your “My Favorite Queries”, click the “Favorite” link under the “Add to Favorites”
- 6.2 Click “HTML” link to view the results

[NEW WINDOW](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

* Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorite
HUNTER_SR_DEPART_OTPS_BUDGET	HC DepartBud & exp OTPS Accts	Public		HTML	Excel	XML	Schedule	Favorite

- 6.3 A new window will appear and parameters must be entered to view the query results.

HUNTER_SR_DEPART_OTPS_BUDGET

Budget Fiscal Year:

Department ID:

- 6.4 Click Excel Spreadsheet to download the results.

HUNTER_SR_DEPART_OTPS_BUDGET - HC Depart Bud & exp OTPS Accts

Budget Fiscal Year:

Department ID:

Download results in: Excel Spreadsheet [CSV Text File](#) [XML File \(1 kb\)](#)

View All First Last

Budget Fiscal Year	Business Unit	Department ID	Department Name	Budget Account ID	Budget Account Name	Allocated Budget	Pre-Encumbrances	Encumbrances	Expenditures	Available Budget	Fund Code	Major Purpose	Operating Unit	Program Code	Funding Source	Special Initiatives

NOTE: The next Page will give you the definitions of the above fields that will be produce from the HUNTER_SR_DEPART_OTPS_BUDGET query.

Step	Action
	<p>Query Name: HUNTER_SR_DEPART_OTPS_BUDGET</p> <p>Budget Query Criteria:</p> <p style="padding-left: 40px;">Budget Fiscal Year: 2014</p> <p style="padding-left: 40px;">Department ID: 5 Digits Department Code</p> <p>Description of the fields</p> <p>Budget Fiscal Year: 2014</p> <p>Business Unit: HTR01 – Hunter College</p> <p>Department ID: Digits Department Code</p> <p>Department Name: Department Description</p> <p>Budget Account ID: Digits Budget Account Code</p> <p>Budget Account Name: Budget Account Description. Funds are budgeted at this level in CUNYfirst. There are typically multiple account numbers (expense) associated with each Budget Account</p> <p>Allocated Budget: Amount Allocated</p> <p>Pre-Encumbrances: Original amount pre-encumbered by the requisition</p> <p>Encumbrances: Amount encumbered by the PO</p> <p>Expenditures: Amount paid based on voucher</p> <p>Available Budget: This amount reflects the current budget balance available for this account as of the date of the report</p> <p>The chartfields below are accounting fields that reflect where expenditures are charged</p> <p>Fund Code: 10 State Tax Levy or 11 IFR</p> <p>Major Purpose: State dictates these codes to track expenditures</p> <p>Operating Unit: 9999 or IFR codes</p> <p>Program Code: 99999</p> <p>Funding Source: 999999</p> <p>Special Initiatives: 9999</p>