

Chartfield Maintenance Job Aid Lookup Fund Balance

Date Created: 03/12/07, Revised 01/06/16

NAVIGATION: Reporting Tools ⇒ Query ⇒ Query Viewer or Query Manager

CLICK ON ADVANCED SEARCH:

ENTER THE FOLLOWING:

QUERY NAME: GL_AMH_FUND_SUMMARY_DEPT

OWNER =: Private

The screenshot shows the 'Query Manager' interface in a web browser. The browser's address bar displays the URL: <https://sm-prd.fs.umasscs.net/psp/fsp/d>. The page header includes the University of Massachusetts logo and the text 'Production 9.1'. The main content area is titled 'Query Manager' and contains a search form. The form includes the following fields and values:

- Query Name: begins with
- Description: begins with
- Uses Record Name: begins with
- Uses Field Name: begins with
- Access Group Name: begins with
- Folder Name: begins with
- Owner: =

Below the search form, there is a note: 'When using the IN or BETWEEN operators, enter comma separated values without quotes i.e. JOB_EMPLOYEE_JRNL_LN'. At the bottom of the form, there are three buttons: 'Search', 'Clear', and 'Basic Search'.

CLICK ON: SEARCH

Depending on your access you can either select Edit, Run to HTML, Run to Excel or Run to XML. For this Job Aid select Run to HTML.

ENTER THE FOLLOWING:

BUSINESS UNIT: UMAMH

FUND (% FOR ALL):

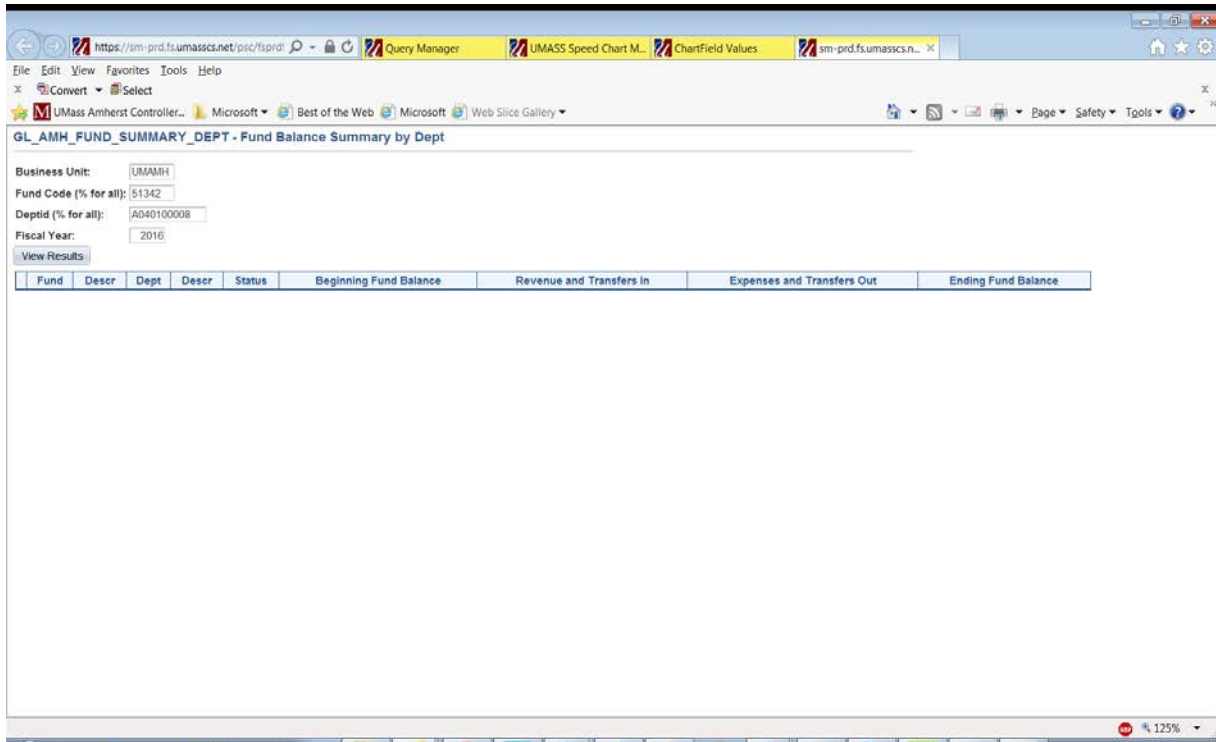
DEPTID (% FOR ALL):

FISCAL YEAR:

CLICK ON VIEW RESULTS:

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CHECK THE ENDING FUND BALANCE

