






This guide is offered as a way to dig deeper into the Query Studio Financial Reporting Package. It has been put together by Subject Matter Experts across campus in an effort to make it easier to understand and navigate. While it is not a substitute for training, it is designed to be a helpful guide to assist you.

Comments from a User:

- Data from Fit Cube, Enterprise Reporting reports, and Query Studio are the same. The difference is that Fit Cube/ER returns "pre-made" reports with specific information.
- You may not need all the information or you may need additional information. Each time you need up to date information, you must re-run a Fit Cube/ER report.
- The benefits of Query Studio are that you can build a report based on only the select information you need, and you can schedule a Query Studio report to run on a regular basis.
- There is not a "better or worse" method of running a report. All reports are "tools in the toolbox", and report preference is based on the user.




Symbols in the Financial Reporting Package















Symbol	Meaning
	Namespace – Used to organize content
	Query Subject – Represents a table in the database
	Query Item – Column of qualitative data in the database. Represents a Field.
	Measure or fact, a query item that represents a column of quantitative data in the database, such as revenue or quantity.
	Model filter. Select a Column Heading then click this icon, you will be presented with options for filtering.

In Query Studio, reports always use the most recent version of the package. If the package is republished, you are notified that the report will use the newest version of the package. You must save the report to complete the update.

Note that changes to the package can affect the report.

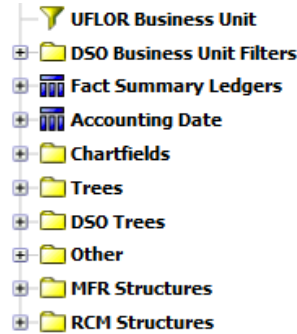
Package Information

Financial Reporting Package	Ledger/ System	What They're About	How They Relate to Others	More Information
 Summary Ledgers	GL and KK	Summary by Cost Center - Gives total dollars as found in KK and GL	FIT cubes; MFR Summary reports for Cash, Appropriations, Construction, Housing, Student Government, Grant and PI, KK to GL	
 KK Ledger Details	GL and KK	Detail by KK and GL transaction		
 Source Line Detail	GL and KK	Gives all transaction detail - sourced from each subsystem accounting line table	Source Transaction Detail Drill Through, MFR Transaction Detail, Cost Sharing	

Financial Reporting Package	Ledger/ System	What They're About	How They Relate to Others	More Information
 Encumbrance Detail	GL and KK	All encumbrances - starts with information in KK and then looks in subsystem to gather detailed document information	MFR Open Encumbrance Reports	
 Resource Fund Details	Subsystem	Research related information such as project costing	PI Summary	
 Project Resource Details	Subsystem	Research project information		
 Projected Payroll Detail	Subsystem	Projected payroll, updated weekly	Financial Information > Budget > Delivered Salary Status Detail Cost Projection	Projections updated weekly on Friday except when conflict with MFR run
 Projected Payroll Detail ME	Subsystem	Projected payroll as of Month End	Used in several MFR Summary reports and FIT cubes	Updated at month-end during MFR process
 Journal Details	Subsystem	All Journal information.	Financial Information > Subsidiary Detail Reports > Journal Detail; Dept. Ledger Actuals reports	
 PCard Transaction Details	Subsystem	All PCard information	Financial Information > Subsidiary Detail Reports > PCard Detail and Public Folders > Financial Information > Purchasing > PO Reports	Contains Cardholder, Entered by, Approved By, Modified by and Last Updated by UFID and Name
 Travel Authorization Details	Subsystem	All TA information (No Expense Report info)	Financial Information > Expense and Travel	Contains Approver and Last Updated by UFID and Name
 Payroll Cost Distribution Details	Subsystem	Payroll Cost Distribution for home Dept ID, does not show distributions in other Dept ID's.	Delivered and Prompted Payroll Cost Distribution in Enterprise Reporting. MFR version along with Query Studio shows only data that is prompted/ filtered for.	Query Studio, MFR and Financial Information > Subsidiary Detail Reports > Payroll or Fellowship Earnings and Estimated Fringe Benefits by Cost Center by Person shows only the cost center prompted for. The PDF - Payroll or Fellowship Earnings and Estimated Fringe Benefits by Person show ALL cost centers that fund a person.
 FIT / RCM Dimension Validation	Subsystem	Not used in Colleges, used by Budget Office/Core Offices		
 A/P Details	Subsystem	Vouchers for all items (pcard, invoices, etc.)		
 Purchasing Details	Subsystem	Some data from myUF Market. For all data, it's best to run reports in myUF Market		
 Sponsored Research	Subsystem	Not used in Colleges		
 Control Table Calculations	Subsystem	Not used in Colleges		

In the Financial Reporting Package:

- Most packages have the same sub-folders.
- If there are additional sub-folders in a package, it is because there is additional information available related to the package.



Under most of the Query Subjects, the following is present:

Item	What They're About	Helpful Hints																																		
UFLOR Business Unit	This filter, when put in your query, will only return results that have a Business Unit of UFLOR.	To use it, drag it over to your query area. You will see the filter at the top of your query.																																		
DSO Business Unit Filters	Other Business Units are under this folder: <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>CREFN</td><td>Citrus Research/Educ Fdtn</td></tr> <tr><td>F4HFI</td><td>Florida 4-H Club Foundation</td></tr> <tr><td>FCRDF</td><td>FL Citrus Res & Dev Fdtn, Inc.</td></tr> <tr><td>FFSPI</td><td>FL Foundation Seed Producers</td></tr> <tr><td>FLPTU</td><td>Florida Polytechnic University</td></tr> <tr><td>FPFND</td><td>Florida Polytechnic Foundation</td></tr> <tr><td>STAUG</td><td>UF Historic St. Augustine, Inc</td></tr> <tr><td>SWRFI</td><td>SW FL Research/Education Fdtn</td></tr> <tr><td>TCRFI</td><td>Treas Coast Agricultural Fdtn</td></tr> <tr><td>UFFND</td><td>Univ. of Florida Foundation</td></tr> <tr><td>UFICO</td><td>UF Investment Corp.</td></tr> <tr><td>UFLCA</td><td>UF Law Center Association</td></tr> <tr><td>UFLDC</td><td>UFL DEVELOP CORP</td></tr> <tr><td>UFLEF</td><td>UF Leadership & Education Fdtn</td></tr> <tr><td>UFLOR</td><td>University of Florida</td></tr> <tr><td>UFRFI</td><td>UF Research Foundation</td></tr> </tbody> </table>	Business Unit	Description	CREFN	Citrus Research/Educ Fdtn	F4HFI	Florida 4-H Club Foundation	FCRDF	FL Citrus Res & Dev Fdtn, Inc.	FFSPI	FL Foundation Seed Producers	FLPTU	Florida Polytechnic University	FPFND	Florida Polytechnic Foundation	STAUG	UF Historic St. Augustine, Inc	SWRFI	SW FL Research/Education Fdtn	TCRFI	Treas Coast Agricultural Fdtn	UFFND	Univ. of Florida Foundation	UFICO	UF Investment Corp.	UFLCA	UF Law Center Association	UFLDC	UFL DEVELOP CORP	UFLEF	UF Leadership & Education Fdtn	UFLOR	University of Florida	UFRFI	UF Research Foundation	To use one of them, drag it over to your query area. You will see the filter at the top of your query.
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Fact Summary Ledgers	This is where you will find performance indicators – Things you want to measure	Put in your Query and/or filter.																																		
Accounting Date	Dates of transactions, including Relative Dates.	Put in your Query and/or filter.																																		
Chartfields <ul style="list-style-type: none"> Account Chartfield Budget Reference Chartfield Business Unit Chartfield CRIS Chartfield DeptID Chartfield Dept Flex Chartfield Employee ID Chartfield Fund Chartfield Program Chartfield Project Chartfield Source of Funds Chartfield 	Each ChartField has a Code and a Desc (Dept ID and Name). When you see Code~Desc, they are concatenated (put together in one string). Count If there is a measure called "Count," that allows you to count the number of items. More Folders While there are more folders available, the ChartFields folder will be the one you will be most likely to use most often.																																			