UF Training & Organizational Development
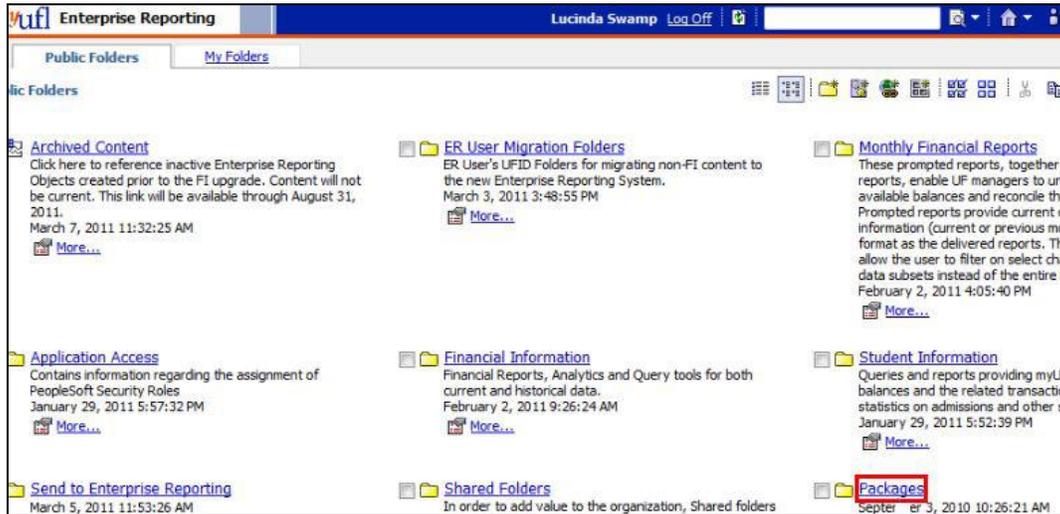*Human Resources*
UNIVERSITY *of* FLORIDA

Start a New Query

In this instruction guide, you will navigate to the Financial Package and open Query Studio. First, navigate to Enterprise Reporting.
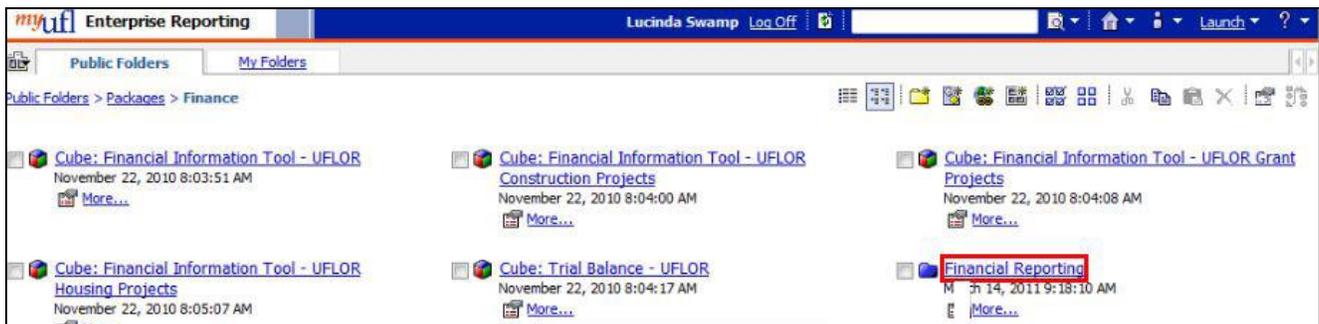
1. Click the **Packages** link.

2. Click the **Finance** link.

3. Here you'll see a couple of different kinds of icons:
   a. Cubes are OLAP cubes from which you can create a query.
   b. Folders that are blue indicate they are the package.

   Click the **Financial Reporting** package.

4. When you are in the package, click the **Launch** link to go to the Query Studio.

5. Then, click the **Query Studio** link.

6. Now, you are ready to begin entering data.