Running the ALLTRANS Query

Navigation: Reporting Tools > Query > Query Viewer

1. Search by Query Name begins with **EU_ALLTRANS_DETAIL**.

2. Click **Search**.

3. Click the **HTML** link for the ALLTRANS query. (Do not select the ALLTRANS_DETAIL_NVS queries.)

4. Enter **EMUNV** in the **Business Unit** field.

5. Enter either a **Department** or a **Project**.

6. Enter the four-digit **Fiscal Year**. For example, enter 2010.

7. Enter the **Starting Period** and **Ending Period**. Enter a value from 1 to 12 (1 = September and 12 = August).

8. Click **View Results**.

**Tip:** If you will run the ALLTRANS query on a regular basis, make it one of your favorite queries. To add a query as a favorite, search for the query (steps 1 and 2 above), and click the **Favorite** link for that query.