

The Trandata query should be used to get detailed transaction information on revenues and expenses.

**TRANADATA Query:**

1. Log onto PeopleSoft Reporting  
database: <https://psprod.fiu.edu:8700/psp/psfsprd/?cmd=login&errorPg=ckreq&languageCd=ENG>
2. Click the "Reporting Tools" link (located in tan Menu on the left).
3. Click the "Query" link (located in tan Menu on the left).
4. Click the "Query Viewer" link.
5. Search by: "Query Name"
6. Begins with: "FIU\_GL\_Trandata\_ByDate"
7. Click the "Search" button.
8. Click on blue Excel hyperlink to run this query to Excel.
9. You will be taken to screen below where you will enter the desired dated range and project ID:

FIU\_GL\_TRANADATA\_BYDATE - FIU\_GL\_TranData\_byDate

Journal Date From:

Journal Date Through:

Dept or Proj ID or 123%:

Project:

Department ID	Project ID	Account #	Descr	Transaction Amount	Source	Expenses	Encumbrances	Pre-Encumbrances	Budgetary Amount	Budget Transaction Type	Vendor ID	Vendor Name
---------------	------------	-----------	-------	--------------------	--------	----------	--------------	------------------	------------------	-------------------------	-----------	-------------

10. Click "View Results"
11. When you get the File Download window, click "Open".
12. PLEASE NOTE: transactions with account numbers beginning with 6 are revenues and the ones beginning with 7 are expenses.