

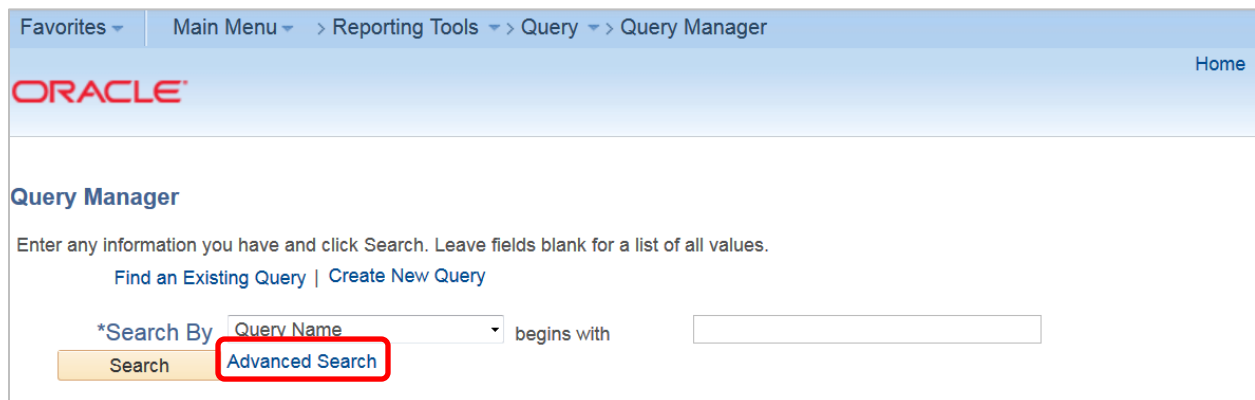
Query Manager Basics

PeopleSoft Financials 9.2 Web Query is a graphical tool that allows you to easily retrieve specific data from the PeopleSoft system. The data is retrieved by running predefined or custom queries.

Query Manager

Query Manager provides you with more options when working with queries.

Navigation: **Main Menu > Reporting Tools > Query > Query Manager**



Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Manager

ORACLE Home

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with

Query Manager defaults to finding an existing query. You can use the basic search to enter the beginning portion of the query name. You can also use the Advanced Search feature.

Advanced Search

The Advanced Search gives you more options when searching. For example, let's say you know the query name has "OPEN_TRANS" in it, but you can't remember the entire name. You can enter "OPEN_TRANS" in the Query Name search field and change "begins with" to "contains".

Query Manager

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[Find an Existing Query](#) | [Create New Query](#)

Query Name	begins with	<input type="text" value="OPEN_TRANS"/>
Description	<	<input type="text"/>
Uses Record Name	<=	<input type="text"/>
Uses Field Name	=	<input type="text"/>
Access Group Name	>	<input type="text"/>
Folder Name	>=	<input type="text"/>
Owner	begins with	<input type="text"/>
	between	<input type="text"/>
	contains	<input type="text"/>
	in	<input type="text"/>
	not =	<input type="text"/>

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

By using the word “contains” when searching, you receive more results without having to enter the exact name.

Retrieving Query Results

Query Manager allows you to run a query to HTML or Excel. Below are the results after searching “BOR_AM_ASSET” using basic search.

Query Manager

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[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

*Action

Query	Personalize	Find	View All	First	1-5 of 5	Last			
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_AP_TO_AM_LOAD	Assets w/ Recv ID to load	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_LISTING	Asset Listing for Auditors	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_LOCATION	ASSET_LOCATION count	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_NBV_TBL	ASSET_NBV_TBL summed	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_NO_TAG_NUMBER	Assets Missing Tag Numbers	Public		Edit	HTML	Excel	XML	Schedule

You can run the query to HTML by clicking **HTML** link for the selected query. This will run in a new window. You can then download these files by clicking the appropriate link. Close the window when you

are finished. You can also run a query directly to Excel. To do this, simply click **Excel** link of the selected query.

You can also use the dropdown Action menu for other options.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

*Action

Select	Query Name	Descr			Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_AP_TO_AM_LOAD	Assets w/ Recv ID to load			HTML	Excel	XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_LISTING	Asset Listing for Auditors	Public	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_LOCATION	ASSET_LOCATION count	Public	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_NBV_TBL	ASSET_NBV_TBL summed	Public	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	BOR_AM_ASSET_NO_TAG_NUMBER	Assets Missing Tag Numbers	Public	Edit	HTML	Excel	XML	Schedule

The dropdown Action menu provides options for you to add the query to your favorites, copy the query, delete the query, move the query, or rename the query. Keep in mind, you should never delete or rename a public query that you did not create.

More information on saving a query as a favorite, editing a query and scheduling a query is available in subsequent query job aids.