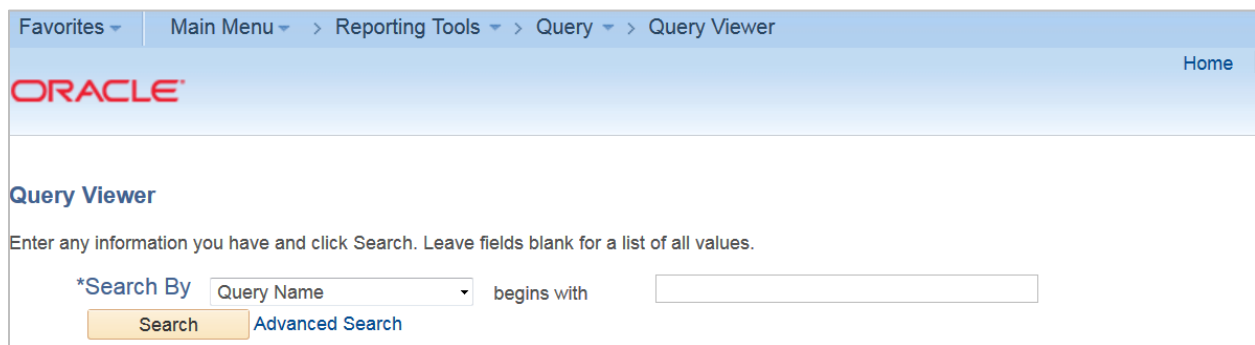


Query Viewer Basics

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 Viewer

Query Viewer is a read-only version of Query Manager.



In Query Viewer, you are able to run a query, schedule a query to run at a specific time, and save a query to your favorites. You are not able to edit queries in Query Viewer

Searching

When searching for a pre-defined query, do not use spaces in the query name. It's important to realize that the more you enter into the search field for the query name, the more exact you must be to locate the query. You may not get the results you are looking for if you misspell a query name.

For example, let's say you need the "**BOR_AM_OPEN_TRANS_CHECK**" query. If you can't remember the exact name of the query, you can enter what you know. Below, you will see "BOR_AM_OPEN" was entered in the search field.

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query		Personalize Find View All			First 1-2 of 2 Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
BOR_AM_OPEN_PERIOD_CHECK	View AM Open Periods	Public		HTML	Excel	XML	Schedule	Favorite
BOR_AM_OPEN_TRANS_CHECK	ID transactions not processed	Public		HTML	Excel	XML	Schedule	Favorite

The search results produce the “BOR_AM_OPEN_TRANS_CHECK” query.

Query Viewer

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BOR_AM_OPEN_TRANS_CHECK	ID transactions not processed	Public		HTML	Excel	XML	Schedule	Favorite

Retrieving Query Results

You can run the query to HTML or directly to Excel. To do this, use the “HTML” or “Excel” links out beside the query. Both options will bring up a new window with query results.

Other Options

Query Viewer also allows you to schedule a query to run at a specific time and save a query to your list of favorite. Both of these options are detailed in subsequent job aids.