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UNIVERSITY OF SOUTH CAROLINA



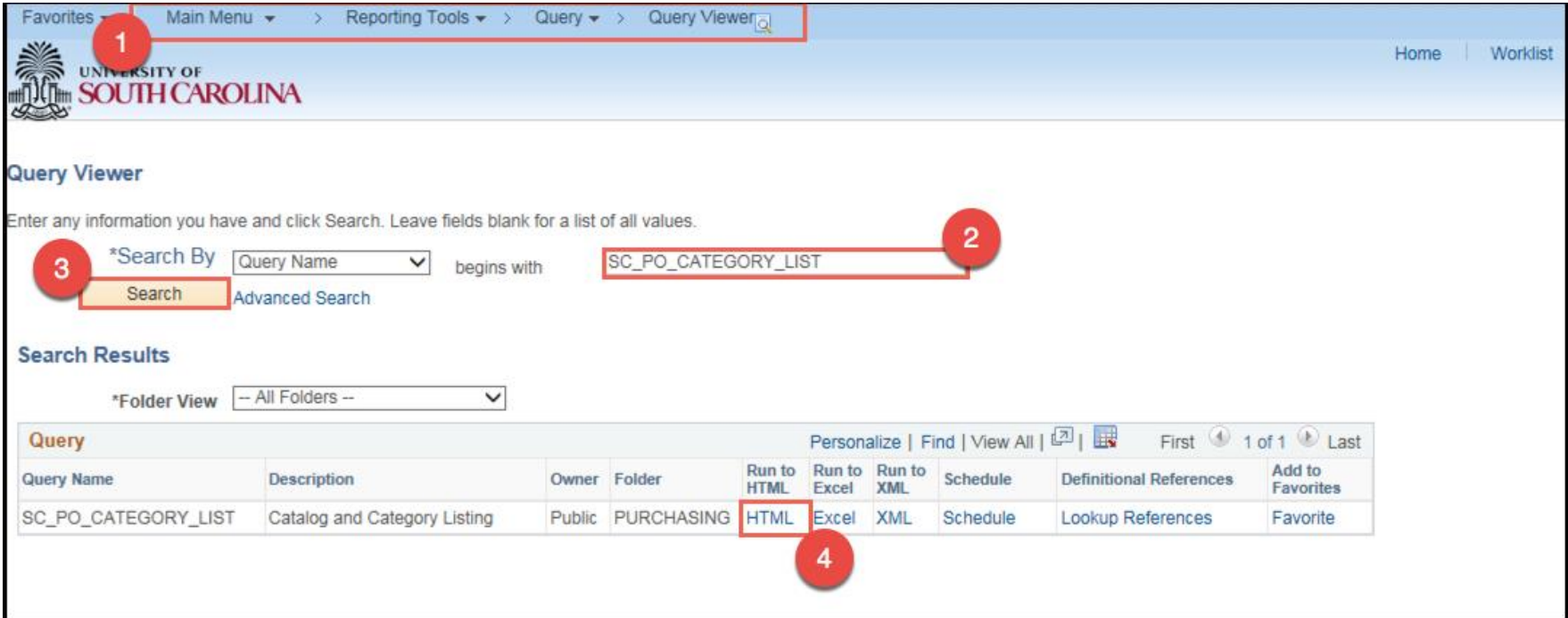
How to Access the Catalog/Category Query

**A Quick Reference Guide for Accessing Query Viewer
Purchasing
June 2016**

Accessing the Catalog/Category Query

To access the Catalog/Category query follow the steps below:

- To view the Query Viewer page use the navigation below:
Main Menu > Reporting Tools > Query > Query Viewer
- Type **SC_PO_CATEGORY_LIST** in the field.
- Click the **Search** button, and the Query will appear in the table.
- Click the **HTML** link for that query and another page will open.



The screenshot shows the Query Viewer interface. Callout 1 points to the breadcrumb navigation: Main Menu > Reporting Tools > Query > Query Viewer. Callout 2 points to the search input field containing 'SC_PO_CATEGORY_LIST'. Callout 3 points to the Search button. Callout 4 points to the HTML link in the 'Run to HTML' column of the search results table.

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 Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_PO_CATEGORY_LIST	Catalog and Category Listing	Public	PURCHASING	HTML	Excel	XML	Schedule	Lookup References	Favorite

Accessing the Catalog/Category Query

To access the Catalog/Category query follow the steps below:

- You can view the results in PeopleSoft, or you export to Excel by clicking the Excel Spreadsheet link.

SC_PO_CATEGORY_LIST- Catalog and Category Listing

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(166 kb\)](#)

View All 5 First 1-100 of 326 Last

	Catalog Description	Sub-Catalog Code	Sub-Catalog Description	Category Code	Category Description	Profile ID	Account Number	Account Description	Tax Use Code	Receiving Required
1	ADMINISTRATIVE AND OFFICE	ADMIN_FFE_<_5K	FURNITURE/FIXTURES/EQUIP < \$5K	600000	Admin/Office Equipment		53024	EQUIP AND FIXTURES UNDER \$5K		Y
2	ADMINISTRATIVE AND OFFICE	ADMIN_FFE_<_5K	FURNITURE/FIXTURES/EQUIP < \$5K	425000	Admin/Office Furniture		53023	FURNITURE UNDER \$5,000		Y
3	ADMINISTRATIVE AND OFFICE	ADMIN_FFE_>_5K	FURNITURE/FIXTURES/EQUIP > \$5K	60000A	Admin/Office Equipment (Asset)	OFFEQ	56203	TECHNOLOGY & EQUIPMENT		Y
4	ADMINISTRATIVE AND OFFICE	ADMIN_FFE_>_5K	FURNITURE/FIXTURES/EQUIP > \$5K	42500A	Admin/Office Furniture (Asset)	FURNITURE	56205	FURNITURE & FIXTURES		Y
5	ADMINISTRATIVE AND OFFICE	ADMIN_RENTALS	RENTALS	985590	Admin/Office Equipment Rentals		54015	RENTALS	NON_TAX	X
6	ADMINISTRATIVE AND OFFICE	ADMIN_SERVICES	ADMINISTRATIVE/OFFICE SERVICES	939590	Admin/Office Equipment Services		52070	CONTRACTUAL SERVICES	NON_TAX	X
7	ADMINISTRATIVE AND OFFICE	ADMIN_SERVICES	ADMINISTRATIVE/OFFICE SERVICES	962860	Shipping/Freight Carriers		52010	FREIGHT_EXPRESS AND DELIVERIES	NON_TAX	X
8	ADMINISTRATIVE AND OFFICE	ADMIN_SUPPLIES	SUPPLIES AND MATERIALS	620000	Admin/Office Supplies		53001	OFFICE SUPPLIES		Y
9	ADMINISTRATIVE AND OFFICE	POST_OFFICE	POST OFFICE	963570	Postage Fees and Stamps		53003	POSTAGE	NON_TAX	X
10	ADMINISTRATIVE AND OFFICE	POST_OFFICE	POST OFFICE	985600	Postal Rentals/Leases		54040	EQUIPMENT LEASES	NON_TAX	X
11	ADVERTISING AND MARKETING	ADV_MKT_SERVICES	ADVERTISING/MARKETING SERVICES	915010	Advertising Services		52054	ADVERTISING	NON_TAX	X
12	ADVERTISING AND MARKETING	ADV_MKT_SERVICES	ADVERTISING/MARKETING SERVICES	915030	Advertising/Public Relations Services		52054	ADVERTISING	NON_TAX	X
13	ADVERTISING AND MARKETING	ADV_MKT_SERVICES	ADVERTISING/MARKETING SERVICES	961530	Marketing/Promotional Services		52066	MARKETING SERVICES	NON_TAX	X
14	ADVERTISING AND MARKETING	ADV_MKT_SUPPLIES	SUPPLIES AND MATERIALS	037520	Marketing/Promotional Supplies		53009	OTHER SUPPLIES		Y