

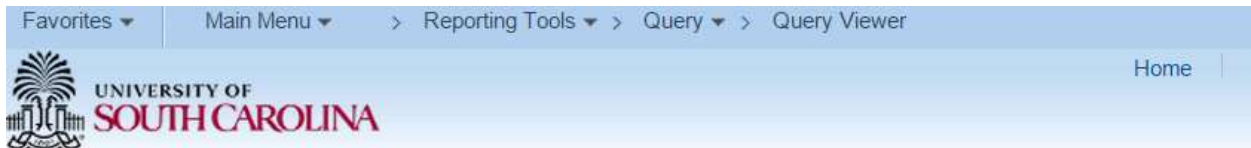
# Finance IT

## PeopleSoft Tip

How do I, run a Query?

To run a query in PeopleSoft, open the Query Viewer.

[Main Menu > Reporting Tools > Query > Query Viewer](#)



### 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](#)

Our custom public queries will begin with SC. Also, queries being designed for system wide use are in the SYSTEM folder. Other folders are available with queries for various purposes and/or units.

To view these SYSTEM queries, type in SC in **begins with** field. Click . And select the

**Folder View**

Note: Only the SYSTEM folder queries are supported and recommend by the OneCarolina team.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_APPROVALS	SC Approvals	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite
SC_CATEGORY_LIST	SC Category List	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite
SC_CF_ACCOUNT_LIST	SC Chartfield GL Account List	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite
SC_CF_CLASS_LIST	SC Chartfield Class List	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite

Please note that results are paginated and only 30 queries are displayed per page. Once you have found the query you want to run, we recommend clicking on HTML, even if you want excel. The HTML output then gives an option to download as an excel spreadsheet, csv text and xml file.

## SC\_SECURITY\_DEPT\_APPROVERS - SC Security Dept Approvers

Approver Profile

Department

User ID

Name

USCID

Email ID

[View Results](#)

Enter as few or many filter criteria as you want. You can use the % and \_ wildcards.  
EXAMPLE: To search for someone with the name Smith, you can enter %smith% in the Name field.

Once you have your filter criteria complete, then click the [View Results](#)

SC\_SECURITY\_DEPT\_APPROVERS - SC Security Dept Approvers

Approver Profile

Department

User ID

Name %SMITH%

USCID

Email ID

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(74 kb\)](#)

[View All](#) First 1-100 of 137 [1](#) Last

	Departmental	Descr	Approver Profile	User ID	Name	USCID	Email ID
1	100000	USC CONNECT	APPRV_1	smm1000	William S. Smith, Auditor	1155011	William.Smith@usc.gov
2	1155011	LATINO CONSORTIUM/PABOS	APPRV_1	smm1000	Administrador	1155011	William.Smith@usc.gov

Results are paginated, however there is an option to [View All](#) and  
[Download results in](#) : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#)

NOTE: When there are a large number of results, you may get this error message:

Message

Query Result Set too Large. (124,87)

Result of 'SQL Fetch' is over the maximum result size specified for the application server. Modify your query or increase the maximum result size.

[OK](#)

If so, please see the tip:

My query result is too large, what do I do now?