

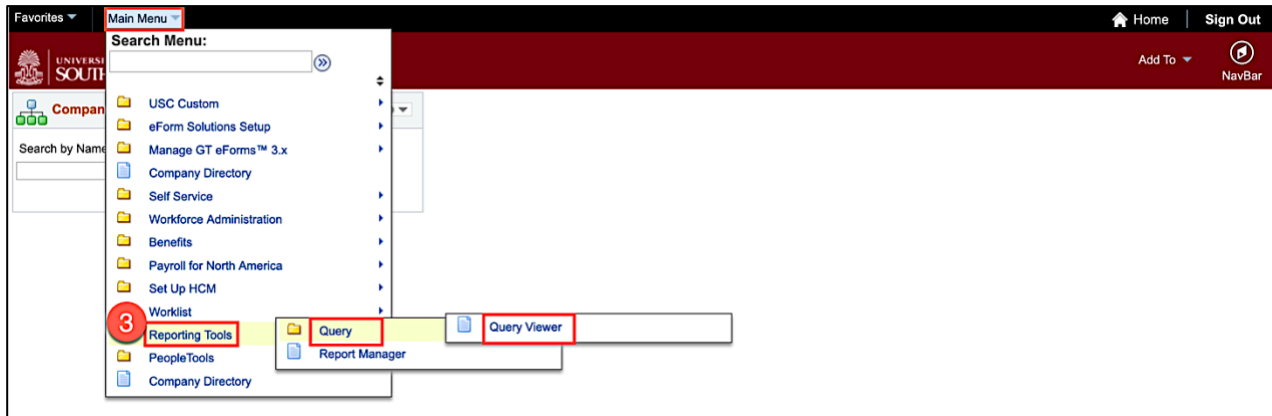
Controller's Office

Using Query Viewer in PeopleSoft

Use the Query Viewer to:

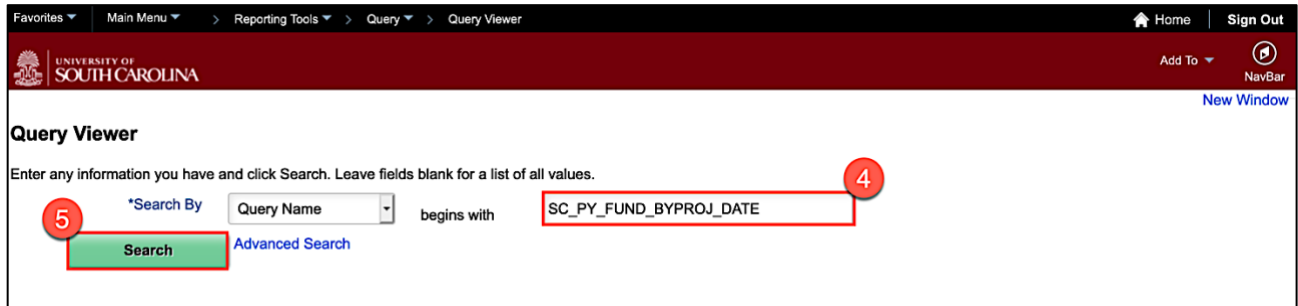
- Search for a query using the basic or advanced search functions.
- Run a query (which displays results in a new browser window).
- Download the results to a Microsoft Excel spreadsheet or a CSV Text file.

Step 1: Begin by using the following navigation: *Main Menu > Reporting Tools > Query > Query Viewer*



Step 2: On the Query Viewer page, click in the **Begins with** field and enter the query name. To view additional search options, click the **Search By** drop down arrow.

Step 3: Click the **Search** button.




Step 4: If this is a query you will use often, click the **Favorite** link to add to **My Favorite Queries List**.

The screenshot shows the 'Query Viewer' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. Below this is the University of South Carolina logo and a search bar. The search criteria are: '*Search By' set to 'Query Name', 'begins with' 'SC_PY_FUND_BYPROJ_DATE'. A 'Search' button is present. Below the search bar, there is a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. The main content area is titled 'Query' and contains a table with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_PY_FUND_BYPROJ_DATE	Project Funding Query by date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

A red box highlights the 'Favorite' link in the 'Add to Favorites' column, with a red circle containing the number '6' next to it. Below this table is a section titled 'My Favorite Queries' which contains a table with the same data as above. A red arrow points from the 'Favorite' link in the first table to the 'My Favorite Queries' table. At the bottom left of the 'My Favorite Queries' section is a 'Clear Favorites List' button.

Note: You can always click  the button to remove the query from your favorites. Or, click the **Clear Favorites List** button to clear the entire list.

Step 5: To enter specific search criteria, click the **HTML** link.

This screenshot is similar to the previous one, showing the same search criteria and results. However, in the 'My Favorite Queries' table, the 'HTML' link in the 'Run to HTML' column is highlighted with a red box, and a red circle containing the number '7' is placed next to it. The 'Favorite' link in the 'Add to Favorites' column is no longer highlighted.

Step 6: Enter the search criteria.

Step 7: Click the **View Results** button.

SC_PY_FUND_BYPROJ_DATE - Project Funding Query by date

Project

Fiscal Year 2021 8

PC Bus Unit USCSP

Funding End Date <= 08/31/2020

9 View Results

Step 8: All of the returned data populates on the screen.

SC_PY_FUND_BYPROJ_DATE - Project Funding Query by date

Project

Fiscal Year 2021

PC Bus Unit USCSP

Funding End Date <= 08/31/2020

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(251 kb\)](#)

View All First 1-100 of 447

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Date	Distrib
1						0 06/16/2020	0	159100	00770688	A	DTA	C12	S	RGF	08/15/2021	Y	2021	08/01/2020	0	1	A00000062262	10010128	USCSP	08/31/2020	Y	
2						0 11/01/2019	0	135800	00773057	A	PAY	C12	S	RGF	08/31/2020	Y	2021	07/01/2020	0	1	A00000007184	10007152	USCSP	08/31/2020	Y	
3						0 05/16/2020	1	130200		A	DTA	T12	S	STU	08/15/2020	Y	2021	07/01/2020	0	1	A00000052571	10009465	USCSP	08/23/2020	Y	
4						1 05/16/2020	2	155401		A	DTA	T12	S	STU	12/31/2020	Y	2021	07/01/2020	0	1	A00000055444	10009709	USCSP	06/30/2020	Y	
5						2 05/16/2020	0	159000		A	HIR	HRL	H	TSF	05/15/2021	Y	2021	07/01/2020	0	1	A00000050549	10009338	USCSP	08/31/2020	Y	
6						2 06/01/2020	1	130200		A	DTA	T12	S	STU	08/15/2020	Y	2021	07/01/2020	0	1	A00000019208	10007144	USCSP	07/31/2020	Y	
7						2 05/16/2020	0	159000		A	ADL	SUM	S	TFC	08/15/2020	Y	2021	07/01/2020	0	1	A00000046905	10009338	USCSP	08/31/2020	Y	
8						2 07/01/2020	0	115100		A	ADL	SUM	S	TFC	08/15/2020	Y	2021	07/01/2020	0	1	A00000053521	10009534	USCSP	06/30/2020	Y	
9						0 05/18/2020	0	115300		A	REH	T12	S	STU	08/15/2020	Y	2021	07/01/2020	0	1	A00000017637	10008716	USCSP	08/31/2020	Y	
10						0 05/18/2020	0	911527		A	HIR	HRL	H	TSF	05/17/2021	Y	2021	07/01/2020	0	1	A00000024742	10008037	USCSP	08/31/2020	Y	
11						0 05/18/2020	0	135800		A	DTA	HRL	H	TSF	08/14/2020	Y	2021	07/26/2020	0	1	A00000051330	10009407	USCSP	08/31/2020	N	
12						0 04/16/2020	0	159100	00772168	A	DTA	C12	S	RGF	04/15/2021	Y	2021	07/16/2020	0	1	A00000061682	10010122	USCSP	08/31/2020	Y	
13						0 04/01/2020	0	135800	00005638	A	PAY	C09	S	FTE		N	2021	07/01/2020	0	1	A00000007184	10007152	USCSP	08/31/2020	N	
14						0 08/01/2019	1	135400	00772661	A	DTA	C12	S	RGF	08/15/2020	Y	2021	07/01/2020	0	1	A00000002987	10007250	USCSP	08/31/2020	Y	
15						1 05/16/2020	1	155901		A	DTA	I12	S	STU	08/15/2020	Y	2021	07/01/2020	0	1	A00000058876	10009962	USCSP	06/30/2020	Y	

Note: To download the data to EXCEL, click the **Excel Spreadsheet** link.