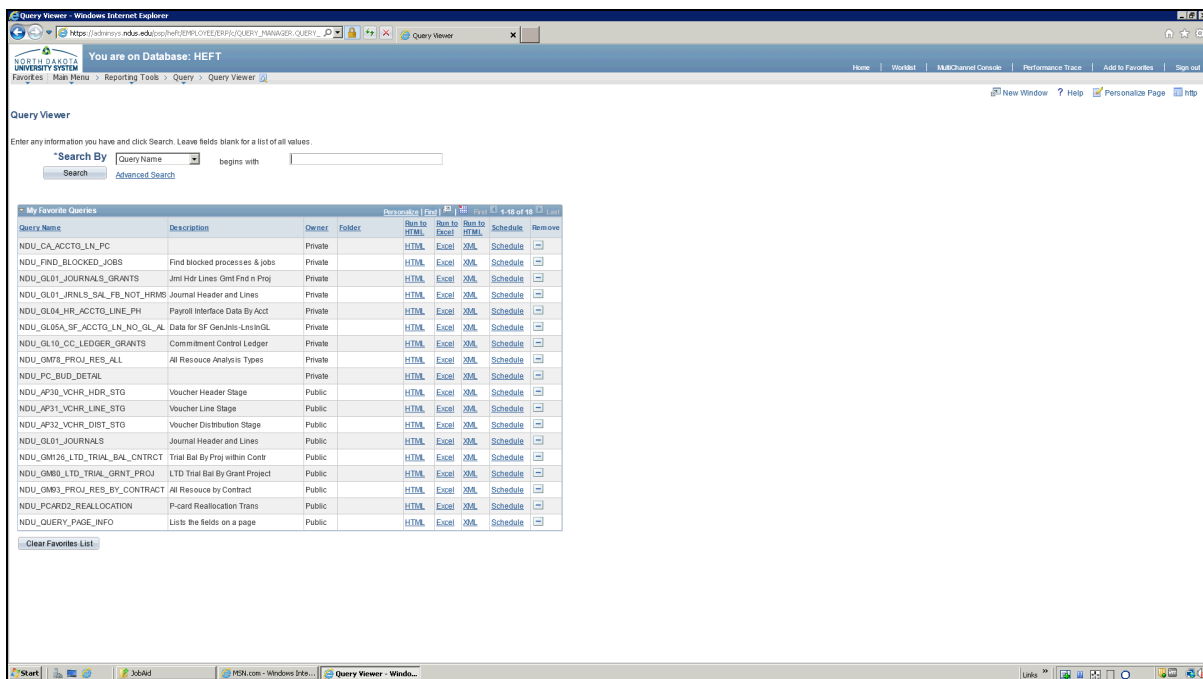


NDUS QRY: Running a Query

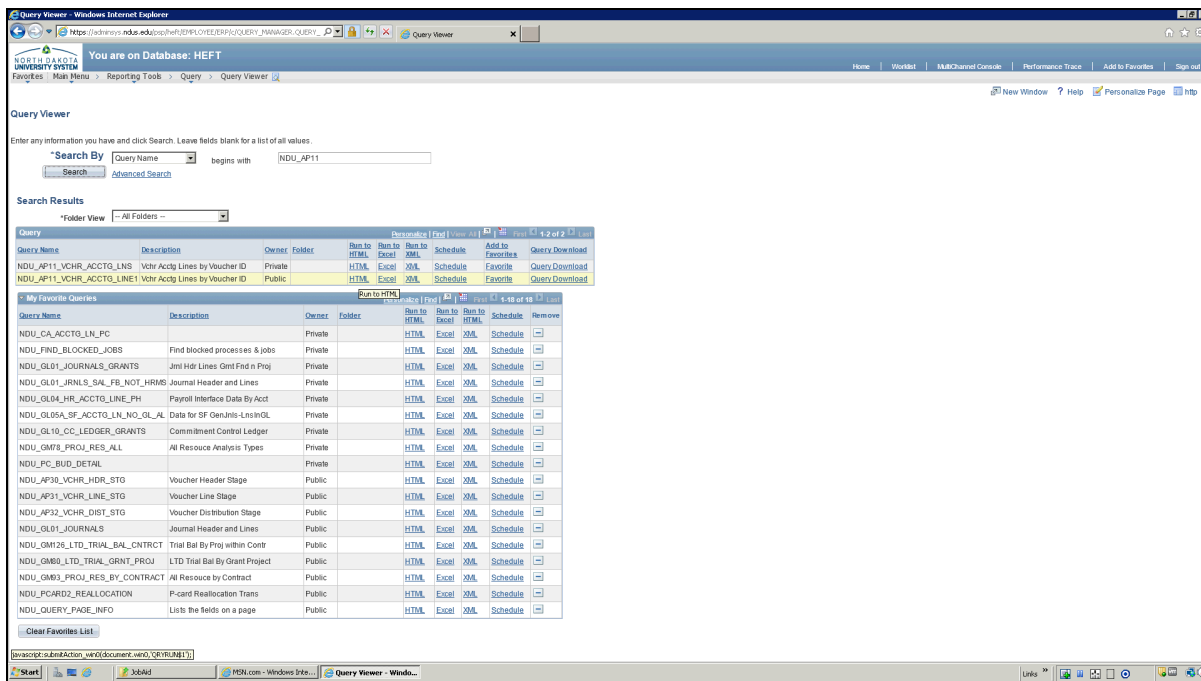
Procedure


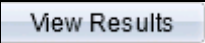

The following tutorial will demonstrate the steps necessary to run a query in PeopleSoft.

Navigation: Reporting Tools > Query > Query Viewer



| Step | Action |
|------|--|
| 1. | <p>If the query name is already known, enter the beginning of the name into the search field.</p> <p>If the query name is not known, enter the beginning NDU_. For example, if looking for an Accounts Payable query, enter NDU_AP and click Search and the Accounts Payable queries will appear. Select the appropriate query from the list.</p> <p>Enter the desired information into the Search By Required field. Enter a valid value e.g. "NDU_AP11".</p> |
| 2. | <p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;">Search</div> |



| Step | Action |
|------|---|
| 3. | <p>There are several options for running a query. Typically, users will select either the HTML or Excel options.</p> <p>For this example, Click the HTML link.</p> <p>A new browser window will open. </p> |
| 4. | <p>Depending on the query, prompts may appear to allow for selection of specified criteria.</p> <p>Enter the desired information into the Business Unit field. Enter a valid value e.g. "UND01".</p> |
| 5. | <p>Enter the desired information into the Voucher like field. Enter a valid value e.g. for example, "5%".</p> <p>Note: If a prompt contains a "%" or "like", a wildcard symbol % may be used. The % is a wild card symbol which selects multiple records that meet the criteria, instead of only a specific record. For this example, the query results will contain all vouchers that begin with a 5. If a % was used before the 5, all records that did not begin with 5 but contained a 5 would be returned in the query results.</p> <p>This wildcard is not enabled on all prompts in all queries.</p> |
| 6. | <p>Click the View Results button. </p> |
| 7. | <p>The results display in the same browser because HTML was selected.</p> <p>For this example, excel was not initially selected but can be selected now.</p> <p>Click the Excel SpreadSheet link. </p> |

| Step | Action |
|------|--------------------------|
| 10. | End of Procedure. |