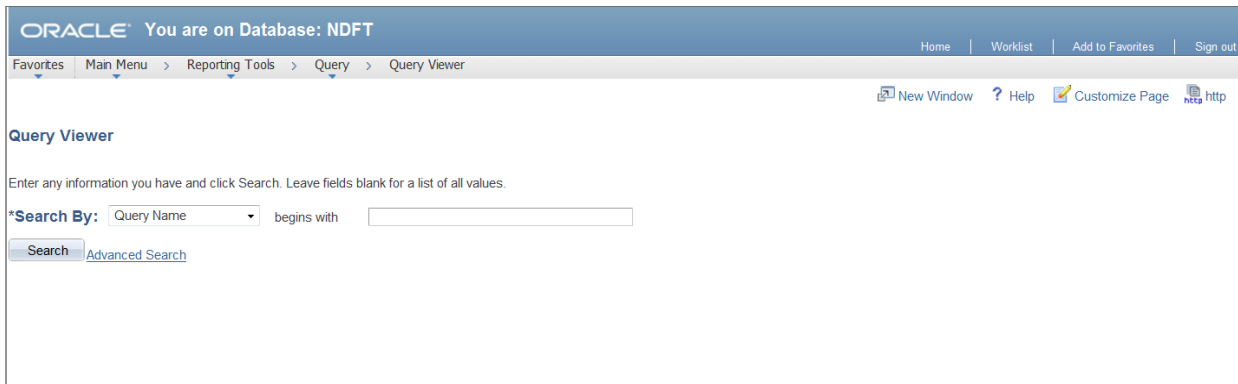


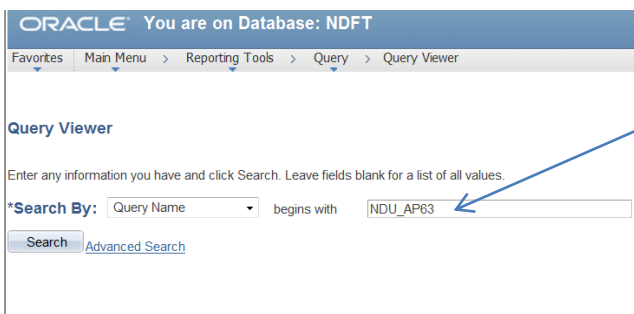
Using and Running Queries

Navigation:

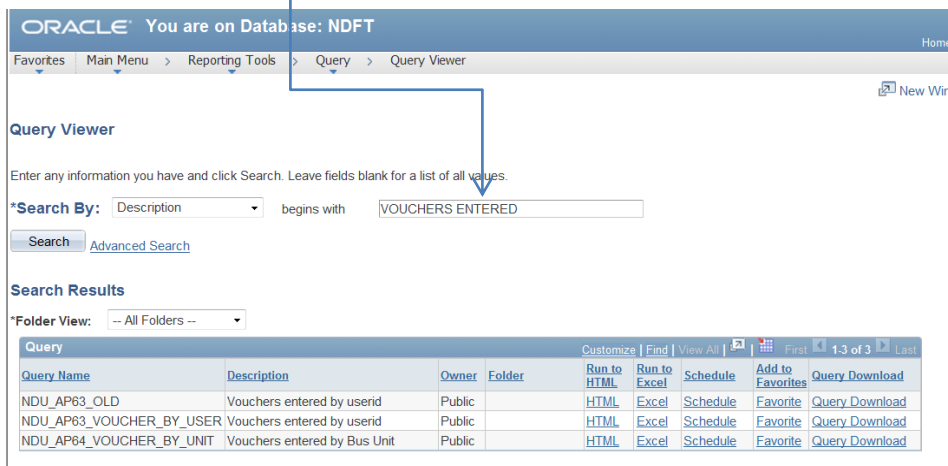
Main Menu > Reporting Tools > Query > Query Viewer



If you know the query name, type the beginning of its name in the “begins with” field. Click Search.



If you are uncertain of the name, you can use the drop down for Search By to choose “description” and type a few words of what you are looking for. Click Search.



Using and Running Queries

You can either run queries to HTML or Excel. You can also Schedule a Query to run later and/or run a Query Download for larger queries. For most queries, you will just run them to Excel.

For this example, click on Run to Excel for the query NDU_AP63_VOUCHER_BY_USER

ORACLE You are on Database: NDF1

Favorites 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: Query Name begins with NDU_AP63

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	Query Download
NDU_AP63_OLD	Vouchers entered by userid	Public		HTML	Excel	Schedule	Favorite	Query Download
NDU_AP63_VOUCHER_BY_USER	Vouchers entered by userid	Public		HTML	Excel	Schedule	Favorite	Query Download

A new window will open where you will be able to enter your search criteria. The column headers, also shown here, will be the information displayed in your results.

NDU_AP63_VOUCHER_BY_USER - Vouchers entered by userid

Business Unit:

User ID like (%=All):

Beginning Entered Date Range:

Ending Entered Date Range:

View Results

Voucher	User ID	Entered Date	Acctg Date	Budg Hdr Status	Gross Amt	Pay Amt
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Once you have all your search criteria entered, click View Results.

NDU_AP63_VOUCHER_BY_USER - Vouchers entered by userid

Business Unit: NDSU1

User ID like (%=All): michele.kuppich

Beginning Entered Date Range: 9/24/2010

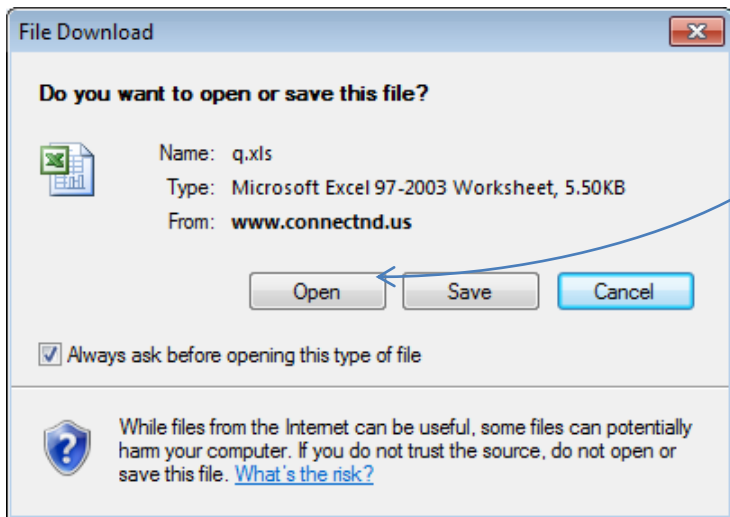
Ending Entered Date Range: 9/24/2010

View Results

Voucher	User ID	Entered Date	Acctg Date	Budg Hdr Status	Gross Amt	Pay Amt
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Using and Running Queries

A File Download box will appear, giving you the option to Open or Save. For this example, we will click Open.



Your results will open in an Excel document, which will give you the opportunity to sort, filter, add, etc.

	A	B	C	D	E	F	G
1	Vouchers entered by userid	311					
2	Voucher	User ID	Entered Date	Acctg Date	Budg Hdr Status	Gross Amt	Pay Amt
3	00565403	michele.kuppich	9/24/2010	9/24/2010	Valid	83.700	83.700
4	00565404	michele.kuppich	9/24/2010	9/24/2010	Valid	171.830	171.830
5	00565405	michele.kuppich	9/24/2010	9/24/2010	Valid	11.940	11.940
6	00565406	michele.kuppich	9/24/2010	9/24/2010	Valid	45.000	45.000
7	00565407	michele.kuppich	9/24/2010	9/24/2010	Valid	70.400	70.400
8	00565408	michele.kuppich	9/24/2010	9/24/2010	Valid	91.200	91.200
9	00565409	michele.kuppich	9/24/2010	9/24/2010	Valid	90.750	90.750
10	00565410	michele.kuppich	9/24/2010	9/24/2010	Valid	54.180	54.180
11	00565411	michele.kuppich	9/24/2010	9/24/2010	Valid	47.400	47.400
12	00565412	michele.kuppich	9/24/2010	9/24/2010	Valid	14.880	14.880
13	00565413	michele.kuppich	9/24/2010	9/24/2010	Valid	105.710	105.710
14	00565414	michele.kuppich	9/24/2010	9/24/2010	Valid	16.480	16.480
15	00565415	michele.kuppich	9/24/2010	9/24/2010	Valid	596.000	596.000
16	00565416	michele.kuppich	9/24/2010	9/24/2010	Valid	149.570	149.570
17	00565417	michele.kuppich	9/24/2010	9/24/2010	Valid	340.000	340.000
18	00565418	michele.kuppich	9/24/2010	9/24/2010	Valid	820.400	820.400
19							

Using and Running Queries

Adding queries to your Query Favorites

Since there are so many queries to choose from, you have the option to save any query to your Query Favorites. This will save time searching for a query each time you go into the Query Viewer. A list of your Favorites will be displayed every time you enter the Query Viewer.

To do this, Click on the Favorite link

ORACLE You are on Database: NDFT

Favorites 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: Query Name begins with NDU_AP63

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	Query Download
NDU_AP63_OLD	Vouchers entered by userid	Public		HTML	Excel	Schedule	Favorite	Query Download
NDU_AP63_VOUCHER_BY_USER	Vouchers entered by userid	Public		HTML	Excel	Schedule	Favorite	Query Download

You will now see the Query displayed twice, but one is under a section called My Favorite Queries. You now have it saved for easy access in the future.

ORACLE You are on Database: NDFT

Favorites 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: Query Name begins with NDU_AP63

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	Query Download
NDU_AP63_OLD	Vouchers entered by userid	Public		HTML	Excel	Schedule	Favorite	Query Download
NDU_AP63_VOUCHER_BY_USER	Vouchers entered by userid	Public		HTML	Excel	Schedule	Favorite	Query Download

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Query Download	Remove
NDU_AP63_VOUCHER_BY_USER	Vouchers entered by userid	Public		HTML	Excel	XML	Schedule	Query Download	[-]

Clear Favorites List

Reminder!

This would be a good time to add this to your favorites by clicking on the “Add to Favorites” link in the upper right hand corner of your screen. By doing this, it creates a shortcut for this Query Viewer in the Menu under “My Favorites”. It also eliminates the need to remember the Navigation Path every time you want to run Queries.