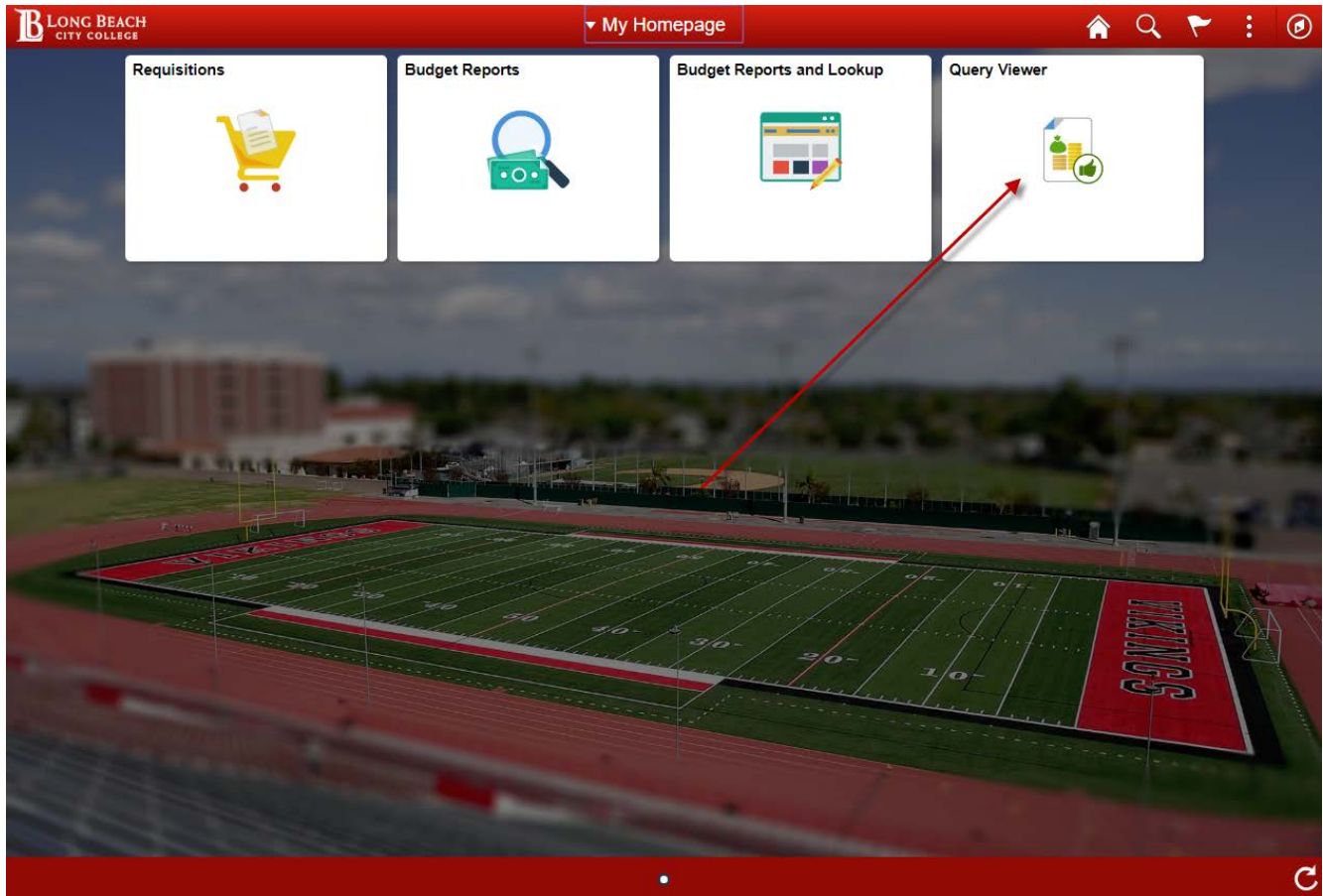


QUERY VIEWER 9.2


Query Viewer 9.2

1. **Query Viewer** is a reporting tool used in PeopleSoft 9.2 to extract precise information using specific records, criteria and prompts from the database. Queries can be run to a browser window or into a Microsoft Excel spreadsheet. To access Query Viewer click the **Query Viewer** tile.



NOTE: When signing out or closing PeopleSoft 9.2 remember to click the **Sign out** link under the



in the top right corner and **DO NOT** just click the red  close button.

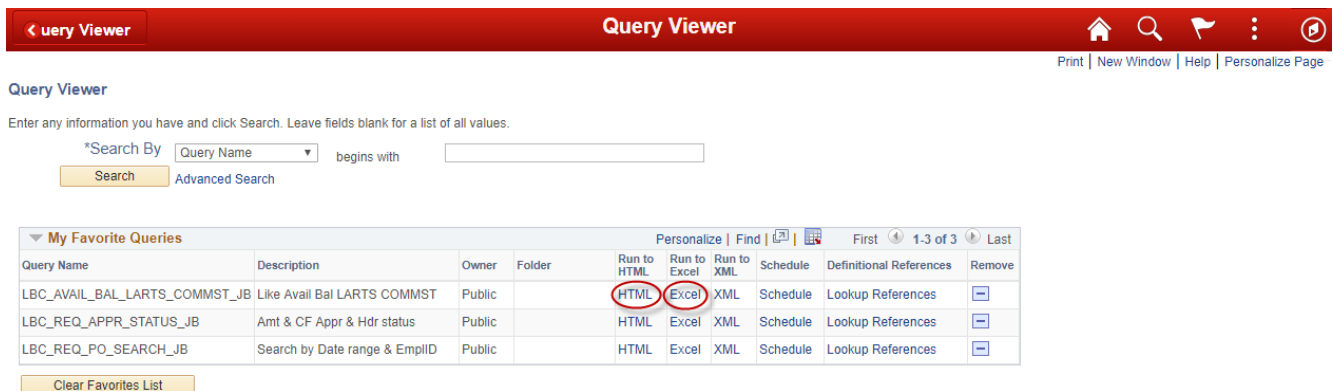
QUERY VIEWER 9.2

- From the **Query Viewer** page you can view the Queries that have been created for **Long Beach City College** specifically by entering **LBC** in the **Query Name begins with** box and clicking **Search**.

NOTE: We request that Users NOT run any queries that have not been explained to you in advance because the output may not be what is needed AND in order to prevent any problems in the system!!



- Each User will be trained in the running of specific queries along with setting certain queries as **favorites** for quick access. Once you have set favorites in the **Query Viewer** page you can run the query to either **HTML** or to **Excel**. Running a query to **HTML** will open the results in another window or tab and running to **Excel** will open the results in a box with an option of either **Open** or **Save** for the query results.



QUERY VIEWER 9.2

4. Some queries will have prompts that will also control what information is returned in the results. For the **LBC_REQ_APPR_STATUS_JB** query, the prompt will be a specific **Requisition ID** number. Requisition numbers are **10 digit numbers** with the preceding 0's. Click the **HTML** link under the **Run to HTML** heading then enter the Req ID number and click View Results **View Results**.

LBC_REQ_APPR_STATUS_JB - Amt & CF Appr & Hdr status

Req ID ←
View Results ←

Req ID	Status	Budget Status	Date/Time	Approver / Requester	Requestor	Appr Rule	Hold	Comment	Appr Stat
--------	--------	---------------	-----------	----------------------	-----------	-----------	------	---------	-----------

5. See below for the query results run to **HTML** for Requisition number **0000041085**. The query results show **Req ID**, the **Requisition Status**, **Budget Check Status**, the **Requestor**, the **Date and Time** of the Administrator approval (line 2) and the **Date and Time** of the Fiscal approval (line 4). Also note that if there is a need to download this into Excel from here you can click the **Excel Spreadsheet** link to the right of **Download results in**.

LBC_REQ_APPR_STATUS_JB - Amt & CF Appr & Hdr status

Req ID ↓
View Results ↓

Download results in: Excel Spreadsheet ↓ CSV Text File XML File (1 kb)

View All First 1-4 of 4 Last


	Req ID	Status	Budget Status	Date/Time	Approver / Requester	Requestor	Appr Rule	Hold	Comment
1	0000041085	Approved	Valid	01/17/2019 1:05:20AM	Brittany S Khan	Brittany S Khan	LBC_REQ_AMT_ONLY	N	
2	0000041085	Approved	Valid	01/17/2019 2:03:59PM	Brendan J Hayes	Brittany S Khan	LBC_REQ_AMT_ONLY	N	
3	0000041085	Approved	Valid	01/18/2019 8:30:22AM	Brittany S Khan	Brittany S Khan	Req ChartField Approval	N	
4	0000041085	Approved	Valid	01/18/2019 8:46:58AM	Laura J Miller	Brittany S Khan	Req ChartField Approval	N	

QUERY VIEWER 9.2



- To run the query to Excel, click the **Excel** link next to **HTML** and enter the prompt **Req ID** then click **View Results** **View Results**. Next just click either the **Excel** link at the bottom left of the page. Depending on your computer and the version of **Excel** or **Browser** you use this option may look different yet you would still have the option to **Open** the query output to **Excel**. See below for the example in **Chrome**.




QUERY VIEWER 9.2

7. See below for query **LBC_REQ_PO_SEARCH_JB** results. Notice that when the query you are running to **HTML** shows more than 100 lines of data you will need to click the  to view the next 100 or so lines. Below you will also see that after running the query to **HTML** you can then if needed click the [Excel Spreadsheet](#) link to pull that information into **Excel**.

LBC_REQ_PO_SEARCH_JB - Search by Date range & EmplID 

Req Date From 
 Req Date Thru 
 Requester-EmplID

Download results in [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (117 kb)

View All First 1-100 of 229  Last

Req ID	Req Status	Budget Status	Hold	Req Date	Requestor	Account	Fund	Dept Number	Program	Line	Distribution Li	PO No.	Status	Budget Status	PO Date	Vendor	Amount
1	0000039328	Complete	Valid	N	07/01/2018	Kelly A Garcia	589500	01	678000	0000	1	1 99756.6Y1	Dispatched	Valid	08/27/2018	SARS SOFTWARE PRODUCTS, INC	1000.000
2	0000039330	Complete	Valid	N	07/01/2018	Kelly A Garcia											
3	0000039331	Approved	Valid	N	07/01/2018	Kelly A Garcia	589500	01	678000	0000	1	1 0000082276	Dispatched	Valid	07/05/2018	SCANTRON CORPORATION	1360.000
4	0000039333	Complete	Valid	N	07/01/2018	Kelly A Garcia	514000	01	678000	0000	1	1 0000082273	Compl	Valid	07/05/2018	EXIT CERTIFIED CORP	2250.000
5	0000039334	Complete	Valid	N	07/01/2018	Kelly A Garcia	514000	01	678000	0000	1	1 0000082272	Compl	Valid	07/05/2018	ORACLE AMERICA, INC	4075.000
6	0000039336	Approved	Valid	N	07/01/2018	Kelly A Garcia	566000	01	613000	0000	1	1 0000082461	Dispatched	Valid	07/25/2018	BULB SOURCE	30000.000
7	0000039337	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	611100	0000	1	1 0000082552	Dispatched	Valid	08/08/2018	DELL MARKETING, L. P.	2500.000
8	0000039338	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	611100	0000	1	1 0000082553	Dispatched	Valid	08/08/2018	OFFICE DEPOT, INC	2500.000
9	0000039339	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	678000	0000	1	1 0000082263	Dispatched	Valid	07/03/2018	OFFICE DEPOT, INC	4000.000
10	0000039340	Complete	Valid	N	07/01/2018	Kelly A Garcia	589500	01	678000	0000	1	1 0000082270	Compl	Valid	07/05/2018	FOUNDATION FOR CALIFORNIA COMM COLL	2500.000
11	0000039342	Complete	Valid	N	07/01/2018	Kelly A Garcia	589500	01	678000	0000	1	1 0000082269	Compl	Valid	07/05/2018	COMPUTERLAND OF SILICON VALLEY	63669.000
12	0000039350	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	613000	0000	1	1 0000082264	Dispatched	Valid	07/03/2018	BUSINESS MACHINE SECURITY	500.000
13	0000039351	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	613000	0000	1	1 0000082265	Dispatched	Valid	07/03/2018	HOME DEPOT/GEFCF	4000.000
14	0000039352	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	613000	0000	1	1 0000082462	Dispatched	Valid	07/25/2018	JK ELECTRONICS	5000.000
15	0000039353	Approved	Valid	N	07/01/2018	Kelly A Garcia	566000	01	613000	0000	1	1 0000082266	Dispatched	Valid	07/03/2018	PRESENTATION PRODUCTS, INC.	14500.000
16	0000039354	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	678000	0000	1	1 0000082267	Dispatched	Valid	07/03/2018	ANIXTER INC.	4000.000
17	0000039355	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	678000	0000	1	1 0000082268	Dispatched	Valid	07/03/2018	CDW GOVERNMENT, INC	10000.000
18	0000039356	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	678000	0000	1	1 0000082637	Dispatched	Valid	08/14/2018	DELL MARKETING, L. P.	18000.000
19	0000039357	Approved	Valid	N	07/01/2018	Kelly A Garcia	457000	01	678000	0000	1	1 0000082463	Dispatched	Valid	07/25/2018	HOME DEPOT/GEFCF	2500.000
20	0000039368	Approved	Valid	N	07/01/2018	Kelly A Garcia	584000	01	611100	0000	1	1 0000082602	Dispatched	Valid	08/09/2018	RAJ MANCHANDA	740.000
21	0000039707	Complete	Valid	N	07/01/2018	Kelly A Garcia	589500	01	678000	0000	1	1 0000082274	Compl	Valid	07/05/2018	NUVENTIVE, LLC	26136.000
22	0000039798	Approved	Valid	N	07/02/2018	Kelly A Garcia	554000	01	672700	0000	1	1 0000082676	Dispatched	Valid	08/21/2018	CHARTER COMMUNICATIONS	2000.000
23	0000039800	Approved	Valid	N	07/02/2018	Kelly A Garcia	554000	01	672700	0000	1	1 0000082677	Dispatched	Valid	08/21/2018	CHARTER COMMUNICATIONS	1200.000
24	0000039811	Approved	Valid	N	07/02/2018	Kelly A Garcia	514000	01	678000	0000	1	1 0000082412	Dispatched	Valid	07/19/2018	FUTURE SHREDDING INC	360.000