ePROCUREMENT 8.8

RUN A QUERY

This procedure shows you how to run a PeopleSoft Query. Queries allow you to report on information in the PeopleSoft system. You typically enter some parameters (such as date ranges) then the system displays your information on the screen. If desired, this data can be downloaded to Excel. For example, the query **PO_CNT_REQ_BY_BUYER** asks you to enter a requisition approval range (Start Date and End Date) then it displays the number of requisitions assigned to each buyer during that period. Another query can show you a list of all current blanket subcontracts. Queries are typically developed by someone familiar with the PeopleSoft database structure and query techniques.

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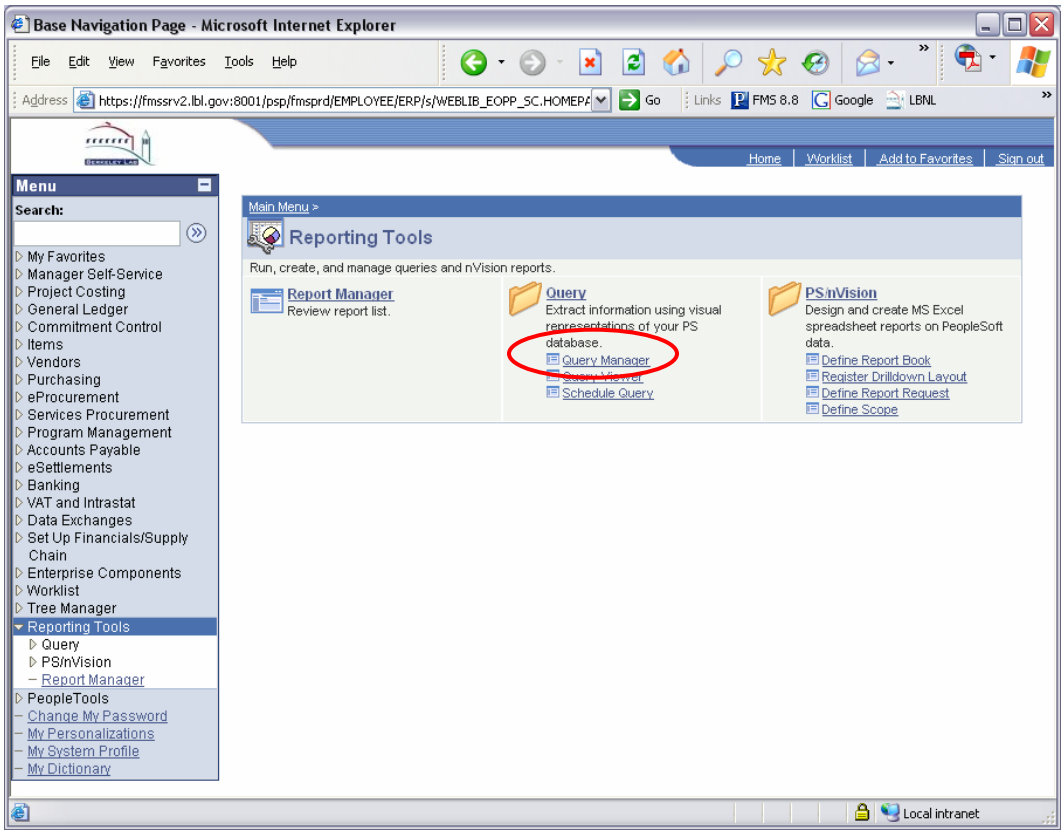
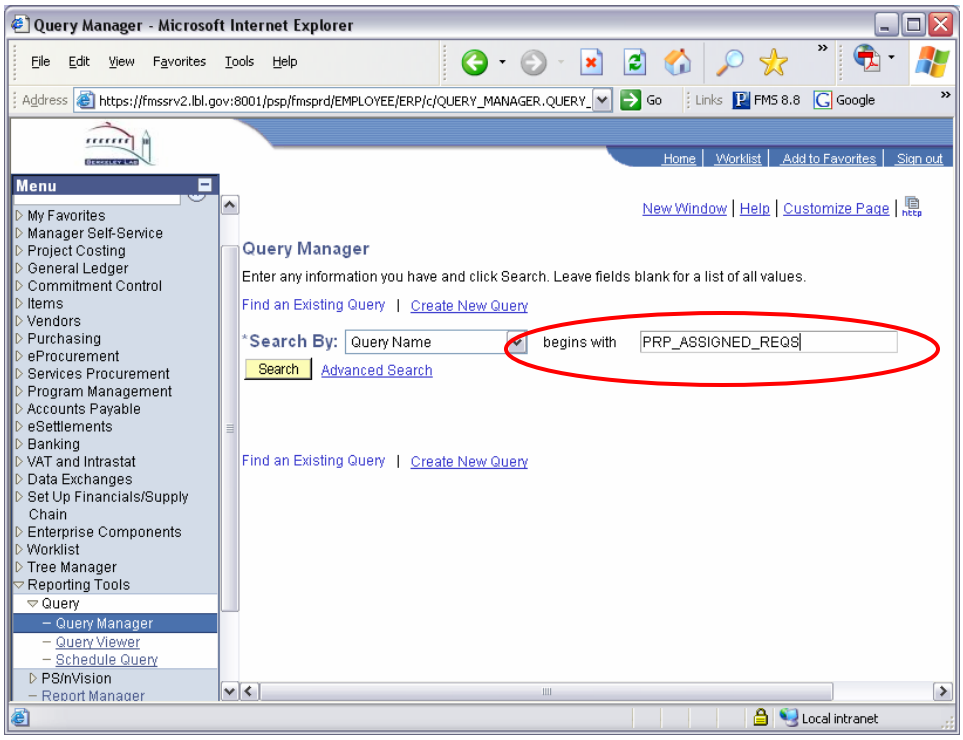
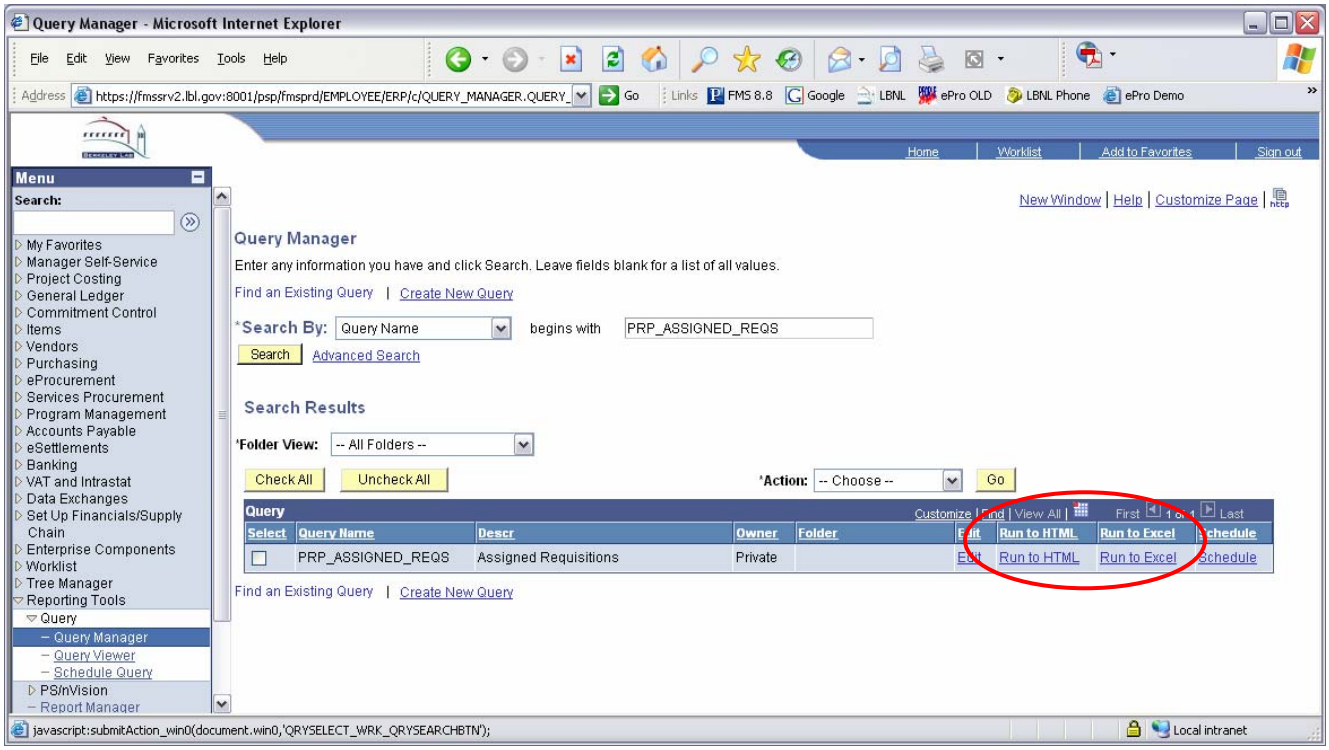
1. Navigate to **Reporting Tools | Query Manager**



2. Type the query name (such as PRP_ASSIGNED_REQS) into the **begins with** box.
3. Click the **Search** button.



4. Click **Run to HTML** to view the report in a Web browser or click **Run to Excel** to view the report in an Excel spreadsheet. Fill-in any parameters you are prompted for.