

Financial  
System  
Upgrade  
Changes

# WHAT'S NEW

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## QUERY VIEWER





Last Updated – 6/30/2008

# Query Viewer

## Changes to Look for

- Navigation
- Query Viewer vs. Query Manager
- Can view a query quickly as it is designed to use

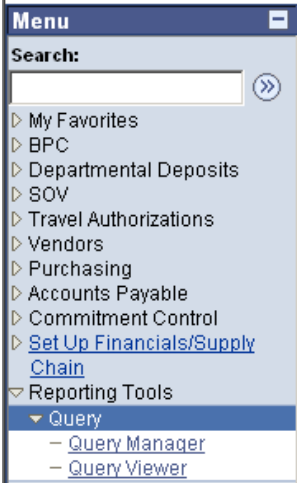
## Conversion Notes

- Many public queries are being converted
- Contact the system administrator or your CAS representative if you'd like help with a new query

# Query Viewer

➤ **Menu Navigation:**

Reporting Tools – Query – Query Viewer



➤ **Search for a public KU query:**

KU public queries will begin with “KU\_”

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with   
 [Advanced Search](#)

➤ **Select a query from the Search Results:**

**Search Results**

'Folder View: -- All Folders --

Query								Customize	Find	View All	First	1-8 of 8	Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites							
KU_VCHR_ACCTG_LN	prompt on voucher id	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>							
KU_VCHR_ACCTG_LN3	prompt on voucher id	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>							
KU_VCHR_ACCTG_LN_2	ACCTG DATE	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>							
KU_VCHR_ACCTG_LN_TO_JG	Vouchers to Journal Generate	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>							
KU_VENDOR_DATA		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>							
KU_VOUCHER_DETAILS		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>							
KU_VOUCHER_PAY_CYCLE	Vouchers to Pay	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>							
KU_VOUCHER_PYMNT_BY_ACCT		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>							

**Output options for running the query include:**

**HTML – the data will display in a new window**

- A new window opens and may require the user to complete some data criteria, such as Unit (business unit, date range or other selection criteria), click View Results when data has been entered:

Unit: JKANS

View Results

- Data will return in the same open window
- Users have the option to view data or download to excel or CSV text file

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (331 kb)

[View All](#)

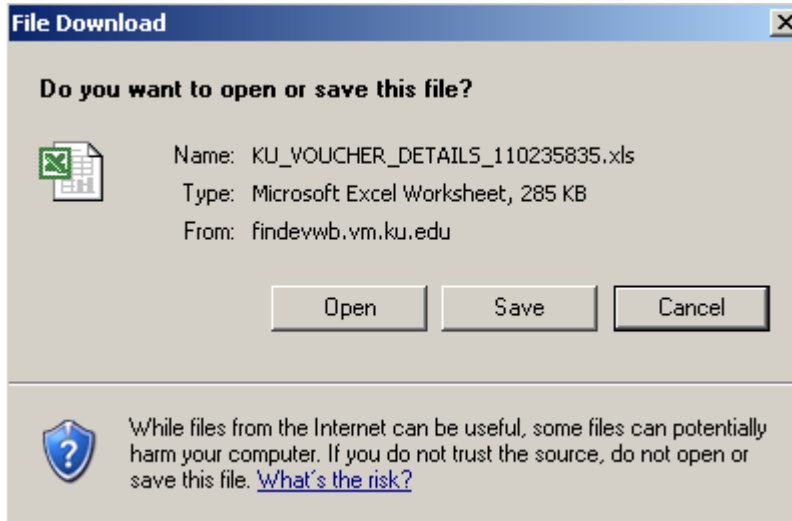
	SetID	Vendor	ShortName	ShortName	Sequence	Name	Status	Class	Lifetime	Remitting Addr	Invoicing Addr	Ordering	SetID	Remit Vndr
1	KUALL	0000000001	HURON CONS-001	HURON CONS	1	HURON CONSULTING SERVICES	A	R	R	1	1	1	KUALL	0000000001
2	KUALL	0000000002	IRS-001	IRS	1	INTERNAL REVENUE SERVICE CENTER	A	R	R	1	1	1	KUALL	0000000002
3	KUALL	0000000003	KITTY,MIMI-001	KITTY,MIMI	1	MIMI KITTY	A	N	R	1	1	1	KUALL	0000000003
4	KUALL	0000000004	SEAWORLD-001	SEAWORLD	1	SEAWORLD RESIDENCE CAMP	A	B	R	1	1	1	KUALL	0000000004

**Excel – data will open in a standard Excel document**

- A new window opens and may require the user to complete some data criteria, such as Unit (business unit, date range or other selection criteria), click View Results when data has been entered:

Unit:

- Data will return in the same open window



- Select Open for the data to open in an excel window. Use the new excel window to perform any standard excel operations.

	A	B	C	D	E
1	KU_V	276			
2	Unit	Voucher	Line	Distribution Li	Invoice
3	UKANS	00000001	1		1 BEL23
4	UKANS	00000003	1		1 DK-1
5	UKANS	00000004	1		1 BM1
6	UKANS	00000005	1		1 DK-2

➤ Users have the option to create private queries using the [Query Manager](#) tool