

## Run Query

Query Viewer provides read-only versions to view or print.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>Enter your Username and Password and click the <b>Log In</b> button.</li> <li>From the <b>Enterprise Menu</b>, select the <b>Financials Supply Chain</b> link.</li> </ul>
2.	Navigate to: <b><u>Reporting Tools &gt; Query &gt; Query Viewer.</u></b>
3.	On the <b>Query Viewer</b> page in the <b>Search By</b> <input type="text"/> dropdown menu, select from these options: Access Group Name Description Folder Name Owner Query Name Type Uses Field Name Uses Record Name.
4.	In the field to the right of the <b>Search By</b> <input type="text"/> dropdown menu, enter a Search string such as BUDGET for a budget related request. <b>Note: The wildcard (%) may be entered before and after the search string to find any Query containing the letters in the search string.</b>
5.	Click the <b>Search</b> button.
6.	In the <b>Search Results</b> , identify the Query by name or description and then select the preferred output format <b>HTML</b> , <b>Excel</b> or <b>XML</b> link. <b>Note: The query may be saved as a Favorite.</b>
7.	The query displays in the preferred format. As needed, download the results by selecting the <b>Excel Spreadsheet</b> , <b>CSV Text File</b> , and/or <b>XML File</b> . <b>Note: Query results will vary over time and it is recommended to include the date of download in the document name when saved to your computer.</b> <b>Note: If you download the query to Microsoft Excel, then you can print the query using Microsoft Excel's print function.</b> <b>Note: If you download the query as a CSV text file, then you can print it using the print functions of the applications you use to work with it.</b>
8.	Click the <b>Schedule</b> link associated with the query. Submit a request to schedule a query, check the status of your request using <b>Process Monitor</b> , and view your output using <b>Report Manager</b> .
	<b>End of Procedure.</b>

The table below lists the most common queries run by Requesters.

Topic	Function	Runs
Approver	CU_FSRQ_DEPT_APPR	Req Approvers by Department
Buyer	CU_FSPO_BUYERS	College Buyers
Requester	CU_FSPO_REQUESTORS	Requesters And Supervisors
Vendor	CU_POSFS_VNDR_SRCH	Vendor Search by SFS#

<b>Topic</b>	<b>Function</b>	<b>Runs</b>
Budget	CU_FSPO_REQ_BUDGET_DETAILS	Requisition Budget Details
	CU_FSPO_REQ_BUDGET_DETAILS_HS	Requisition Budget Details
Category	CU_FSRQ_CAT_APPR	Requisition Category Approvers
Purchase Order	CU_PRD_NOT_INT_113A	PO's Not Sent in 113A
	CU_SFSP0_I002_M101_EXTRACT	M101 Extract from SFS
	CU_POSFS_NOT_INTERFACED	PO's Not Sent in 113B
	CU_POSFS_ACC_REJ	SFS PO Accepts Rejects on 113B
Contract	CU_FSPO_M061_CNT_SRCH	CNY & OGS Contract Search