

Query Viewer

Query Viewer allows users read-only access to pre-existing queries created by other users in the PantherSoft systems. Query results can be previewed in a web browser or exported to a spreadsheet.

Navigate to the PantherSoft Financials Reporting Database in order to access Query Viewer. The Reporting Database is a snapshot of the Financials Production database from the day before.

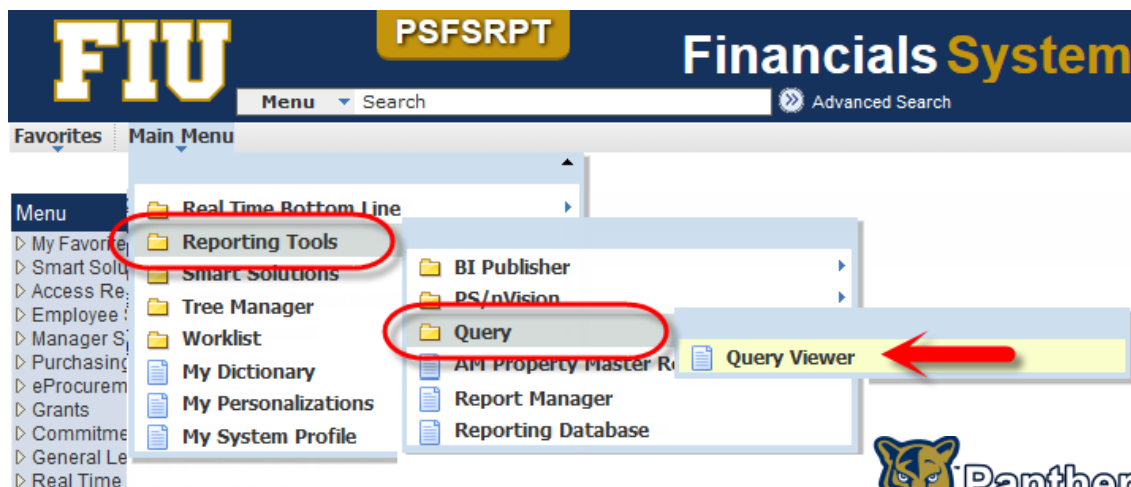
Query Viewer Navigation

Users log into PantherSoft Financial Systems (Production). Navigate from the **Main Menu -> Reporting Tools -> Reporting Database**.



A new window will open. Look for the **PantherSoft Financials Systems Reporting** database label at the top of the screen. **PSFSRPT**

Follow the navigation from **Main Menu -> Reporting Tools -> Query -> Query Viewer**.



Click on **Advanced Search**.

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

[Advanced Search](#)

Change the **Description** search operator to "contains". Then in the **Description** field enter a key word for what you want to search for, e.g. Travel, Expense, Approver, Smart, Budget, Project, Activity, P-Card.

Query Viewer

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

Query Name begins with

Description contains

Uses Record Name begins with

Uses Field Name begins with

Access Group Name begins with

Folder Name begins with

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

In this example descriptions that contained the word PCARD was searched. There are 50 queries returned. To find a query that is useful to you, click the link to **Run to HTML**. A new window will open. You may be prompted for additional information in order to run the query. The results may be exported to a spreadsheet. Click the **Favorite** link to add the query to your favorites and it will be available to you when you navigate to Query Viewer in the future.

Search Results

*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CBA_PCARD_ACTING_CRDHLDER_DSCR	PCard Accotng Card Hlder Detal	Public		HTML	Excel	XML	Schedule	Favorite
FIU_ADV_PCARD_BY_ACT	View PCARD Details by Activity	Public	ADV	HTML	Excel	XML	Schedule	Favorite
FIU_COB_EMPTY_COMMENTS	Pcard charges missing comments	Public		HTML	Excel	XML	Schedule	Favorite
FIU_COB_PCARD_ALLTRANS	DETAIL Pcard transaction	Public	COB	HTML	Excel	XML	Schedule	Favorite

