

Business Process	Navigation
1. Query allows you to access stored data to research transactions and download data to Excel.	1. Main Menu > Reporting Tools > Query > Query Viewer

Follow this process:

1. Navigate to: **Main Menu > Reporting Tools > Query > Query Viewer.**

2. Type a partial or full name of the desired query in the field next to "begins with". All custom built queries created by SPSS will begin with SD.
3. The system will bring back all the queries that meet the criteria typed into the field. In this case, ten queries meet the criteria.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
SD_APPROP_BUDGETS	UAT Approp Budgets	Public		HTML	Excel	XML	Schedule	Favorite
SD_CNV_GLJRNLS		Public	CONVERSION	HTML	Excel	XML	Schedule	Favorite
SD_CNV_GLJRNLS1		Public	CONVERSION	HTML	Excel	XML	Schedule	Favorite
SD_CNV_KKJRNLS		Public	CONVERSION	HTML	Excel	XML	Schedule	Favorite
SD_CNV_KKJRNLS1		Public	CONVERSION	HTML	Excel	XML	Schedule	Favorite
SD_GM_BILLING_AUDIT	Grants Billing Audit Table	Public		HTML	Excel	XML	Schedule	Favorite
SD_GM_CNV_JOURNAL_VALIDATION	Grant GL Conversion Validation	Public		HTML	Excel	XML	Schedule	Favorite
SD_GM_LEDGER_KK	Grants Budget Query	Public		HTML	Excel	XML	Schedule	Favorite
SD_GM_TRANS_AUDIT_QUERY	Grant Transaction Audit Table	Public		HTML	Excel	XML	Schedule	Favorite
SD_JRNLS_BY_DESCRIPTION		Public	CONVERSION	HTML	Excel	XML	Schedule	Favorite

4. There are 2 common ways to view the data – Clicking on the **HTML** hyperlink for the desired query or clicking on the **Excel** hyperlink for the desired query...
5. **HTML** – HTML will display the results of the query on the screen. The user can then download the results to Excel, if desired by clicking on the Excel Spreadsheet hyperlink.

User	Date/Time	Reviewed	Project	Activity	An Type	Contract	Customer	Acctg Date	Trans Date	Amount	Trans ID	Trans ID From
1 VP1	05/02/2013 7:51:19AM	Y	PA00000099	2013	BIL	0000000048	0000000115	01/01/2013	01/01/2013	3746.000	10003050	V62500000014521 0 1 702861 0
2 VP1	05/02/2013 7:51:37AM	Y	PA00000100	2013	BIL	0000000049	0000000115	01/01/2013	01/01/2013	9210.000	10003051	V62500000014531 0 1 702861 0
3 SPSS04	05/06/2013 8:45:12AM	Y	PA00000102	2013	BIL	0000000051	0000000115	01/01/2013	01/01/2013	20000.000	10003081	V62500000014651 0 2 702832 0
4 SPSS04	05/06/2013 8:45:12AM	Y	PA00000102	2013	BIL	0000000051	0000000115	05/02/2013	05/02/2013	4200.000	10003085	G625000000003962013-05-0202
5 VP1	05/01/2013 11:17:58PM	Y								0.000		
6 VP1	05/01/2013 11:18:17PM	Y	PA00000104	2013	BIL	0000000053	0000000115	01/01/2013	01/01/2013	5683.000	10003049	V62500000014501 0 1 702844 0
7 VP1	05/02/2013 7:51:51AM	Y	PA00000101	2013	BIL	0000000050	0000000115	01/01/2013	01/01/2013	2140.000	10003052	V62500000014541 0 1 702861 0
8 VP1	05/02/2013 8:00:13AM	Y	PA00000104	2013	BIL	0000000053	0000000115	01/01/2013	01/01/2013	3834.000	10003053	V62500000014561 0 1 702870 0
9 SPSS05	05/06/2013 8:44:31AM	Y	PA00000101	2013	BIL	0000000050	0000000115	01/01/2013	01/01/2013	7000.000	10003079	V62500000014641 0 2 702830 0

6. **EXCEL** – The Excel option will download the query results directly to Excel where they will be displayed.

