

Run Query

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

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

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#

Topic	Function	Runs
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

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