

2009

# The University of New Orleans

## PeopleSoft 9.0: Download Queries

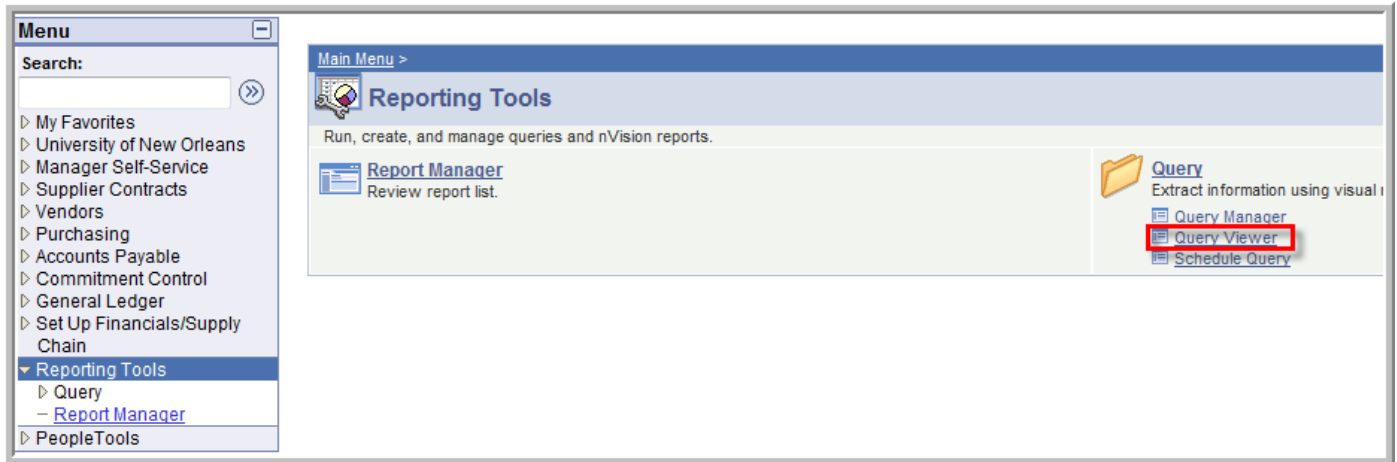


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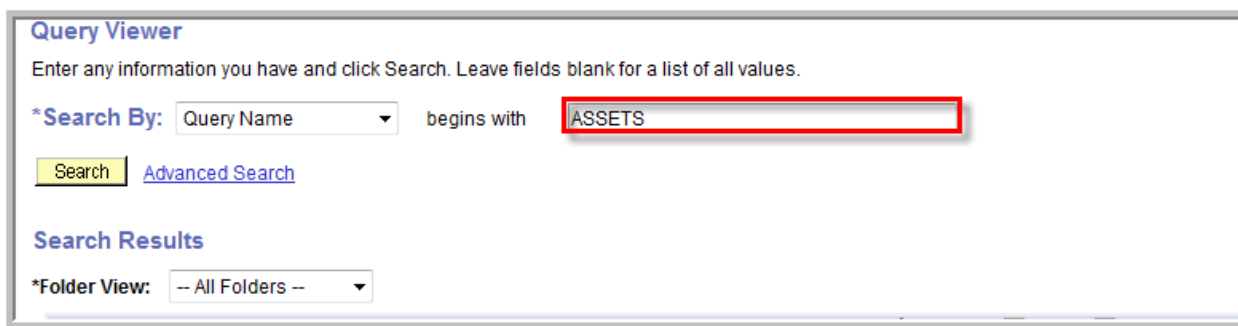


## Download Queries

Navigation: Reporting Tools>Query Viewer



1. Use the Query viewer to search for an existing query



2. Click the Search button.
3. The search results display all the queries beginning with the word ASSETS.
4. Click the HTML link to open the query in a new browser.

**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 ASSETS

Search **2** search

Search Results

\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
ASSETS_AVAILABLE	List Available Assets	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
ASSETS_BY_COMPOSITE_ID	Assets by Composite ID	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
ASSETS_BY_CUSTODIAN	List My Assets	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
ASSETS_BY_UNIT_AND_DEPT	List My Department's Assets	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
ASSETS_BY_VOUCHER_ID	Assets by Voucher ID	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
ASSETS_COMPOSITE_LIST	Composite Assets	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
ASSETS_OLAP_QUERY_01	Assets OLAP Query	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
ASSETS_RECEIVED	Assets Received	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
ASSETS_TAGGABLE_UNTAGGED	Taggable Assets without Tags	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

**4**

5. The results are displayed in a browser window. You can download the the query results in an Excel spreadsheet or a CSV Text File link for downloading large result sets. Click the Excel Spreadsheet link.
6. The results are displayed in an Excel spreadsheet.

**ASSETS\_RECEIVED- Assets Received**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (5 kb)

View All First 1-15 of 15 Last

	Unit	Asset ID	Acq Date	Description	Manufacturer Name	Model	Version	Custodian	Serial ID
1	UNOLF	00021257	09/09/2008	PRINTER	Hp	4005 N			JPRLB43837
2	UNOLF	00021258	08/08/2008	ZEISS ELTA 50	N/A	PHOTO MEASUREMENTS SOLUTIONS			70270800075102149
3	UNOLF	00021265	07/31/2008	NOTEBOOK COMPUTER (CT)	Gateway	P-6822			1014778R73801400KS00
4	UNOLF	00021250	10/28/2008	1989 STRATOS	N/A	STRATOS (BOAT)			BNZD106G889
5	UNOLF	00021254	10/10/2008	FLAT FILE CABINET	N/A	(SAFC0) 5 DRAWER			N/A
6	UNOLF	00021260	07/29/2008	BLAST FREEZER	N/A	AP3BCF301			0408100139
7	UNOLF	00021259	08/04/2008	ZEISS DINI 21	N/A	PHOTO MEASUREMENTS SOLUTIONS			7015220000712106672
8	UNOLF	00021255	10/10/2008	FLAT FILE CABINET	N/A	(SAFC0) 5 DRAWER			N/A
9	UNOLF	00021256	10/10/2008	FLAT FILE CABINET	N/A	(SAFC0) 5 DRAWER			N/A