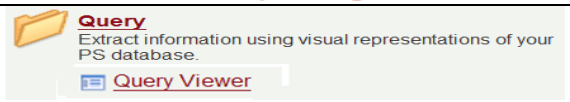
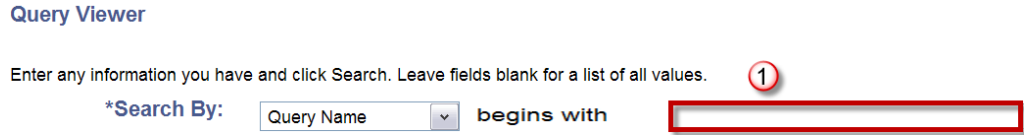
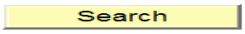
UNIVERSITY OF NEVADA LAS VEGAS

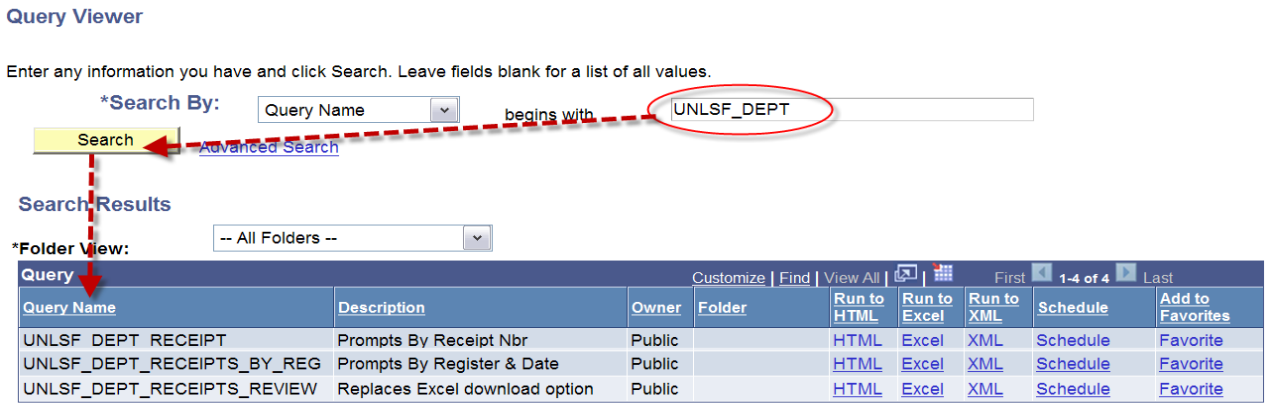
Job Aid

Using Query Viewer

Procedure

Navigation: Main Menu > CS Reporting Tools > Query Viewer

Step	Action
1.	Navigating to Query Viewer: >CS REPORTING TOOLS
2.	 • Click on the Query Viewer link
Note: Each query when created has a "unique" naming convention for the purpose of organization. When entering the name of the query, it is very important to enter the name correctly to get desired results. • Queries for Departmental Receipts all begin with: **UNLSF_DEPT** If you use a dash instead of underscore, this message displays: **No matching values were found**	
3.	1. Enter the name of query in the "begins with" field.  2. Click the Search button  Queries that begin with the naming convention entered will now display.

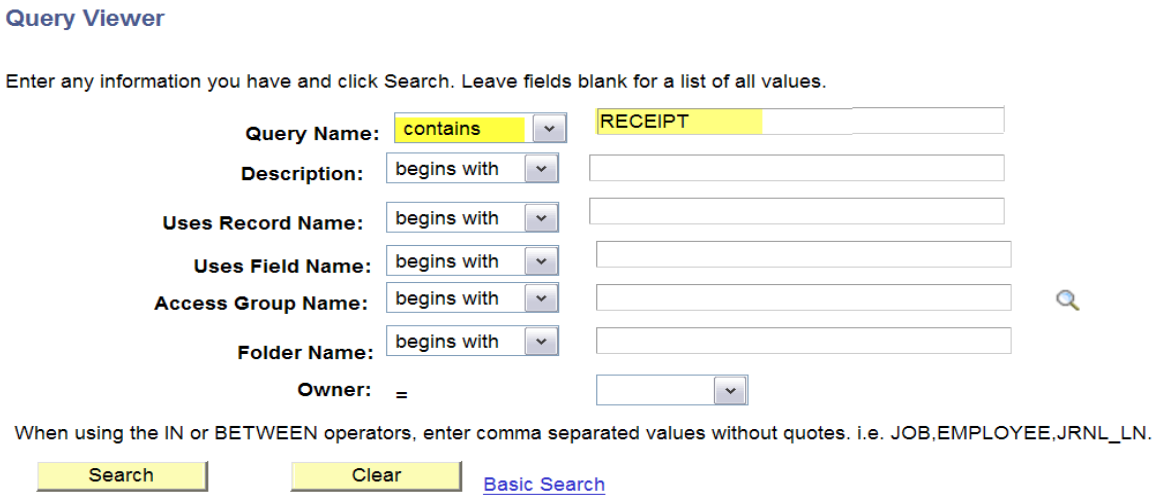


Step	Action
4.	A query can be "Run to HTML or EXCEL" by clicking on the link: HTML Excel

Queries with Prompts: When selecting either HTML or EXCEL- a prompt will become available, enter or select required data.
Click the View Results button.
Most queries require a "prompt" to narrow data results.
1. BY BUSINESS DATE 2. BY RECEIPT NUMBER
3. BY DATE AND REGISTER NAME 4. BY TRANSACTION DATE

Using Advance Search option

This option is used when you are unable to locate an existing query (can't remember the name). Click on the ADVANCED SEARCH link.



- Clicking on the dropdown and changing the option to *Contains* and entering the word "Receipt" will display all queries that contain the query name of Receipt.

OPERATOR	FUNCTION
<	Will return all values less than your search criteria. If you are searching for a higher value number, use this option.
< =	Will return all values less than or equal to your search criteria.
= (Equal Sign)	Will only return those values that exactly match your search criteria.
>	Will return all values greater than your search criteria.
> =	Will return all values greater than or equal to your search criteria.
Begins with	Will return all values that begin with your search criteria.
Between	Will display two boxes for you to indicate the upper and lower bounds of your search, and will return all data falling in between.
Contains	Will return all values that contain your search criteria.
In	Used to perform "or" searches by listing multiple search criteria in one search field (e.g. subject search 1 or subject search 2)
Not =	Will only return those values that do not match your search criteria.