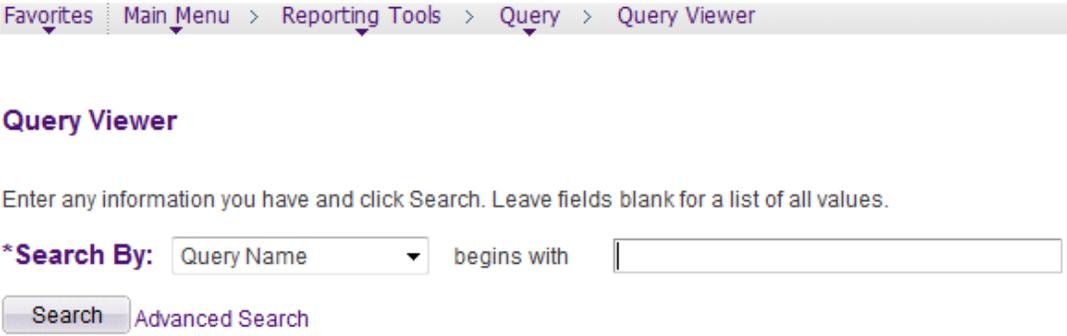
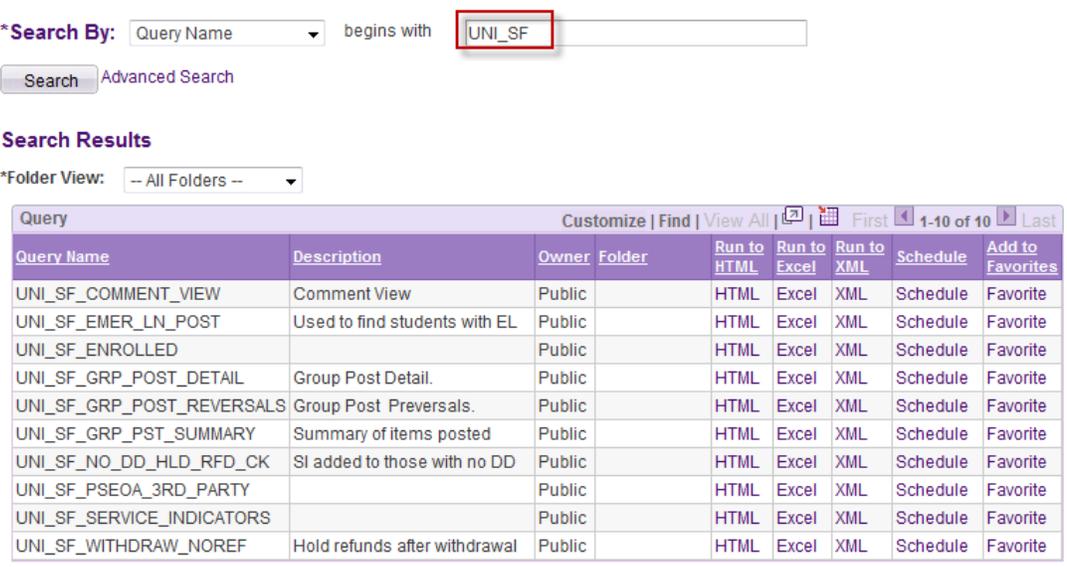
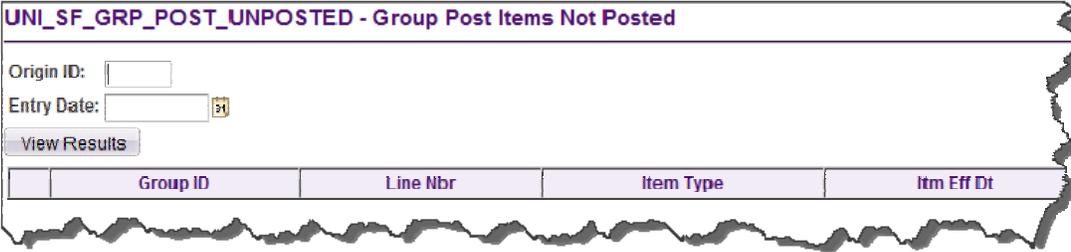


Viewing Student Financials Queries

Purpose: Use Query Viewer to search for and view a query. This example shows the steps for viewing the **Student Financials** queries.

Step	Action																																																																																																			
1.	<p>In Campus Solutions, navigate to the Query Viewer. Select Main Menu > Reporting Tools > Query > Query Viewer.</p> <p><i>Result:</i> The Query Viewer search page displays.</p> 																																																																																																			
2.	<p>Enter the query name, if you know it (e.g. UNI_COMMENT_VIEW) Click the Search button. <i>Tip</i> – For Student Financials Queries, enter “UNI_SF_”...all matches starting with that string display.</p> <p><i>Result:</i> Matching results display</p> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with UNI_SF</p>  <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>UNI_SF_COMMENT_VIEW</td> <td>Comment View</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>UNI_SF_EMER_LN_POST</td> <td>Used to find students with EL</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>UNI_SF_ENROLLED</td> <td></td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>UNI_SF_GRP_POST_DETAIL</td> <td>Group Post Detail.</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>UNI_SF_GRP_POST_REVERSALS</td> <td>Group Post Preversals.</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>UNI_SF_GRP_PST_SUMMARY</td> <td>Summary of items posted</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>UNI_SF_NO_DD_HLD_RFD_CK</td> <td>SI added to those with no DD</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>UNI_SF_PSEOA_3RD_PARTY</td> <td></td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>UNI_SF_SERVICE_INDICATORS</td> <td></td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>UNI_SF_WITHDRAW_NOREF</td> <td>Hold refunds after withdrawal</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites	UNI_SF_COMMENT_VIEW	Comment View	Public		HTML	Excel	XML	Schedule	Favorite	UNI_SF_EMER_LN_POST	Used to find students with EL	Public		HTML	Excel	XML	Schedule	Favorite	UNI_SF_ENROLLED		Public		HTML	Excel	XML	Schedule	Favorite	UNI_SF_GRP_POST_DETAIL	Group Post Detail.	Public		HTML	Excel	XML	Schedule	Favorite	UNI_SF_GRP_POST_REVERSALS	Group Post Preversals.	Public		HTML	Excel	XML	Schedule	Favorite	UNI_SF_GRP_PST_SUMMARY	Summary of items posted	Public		HTML	Excel	XML	Schedule	Favorite	UNI_SF_NO_DD_HLD_RFD_CK	SI added to those with no DD	Public		HTML	Excel	XML	Schedule	Favorite	UNI_SF_PSEOA_3RD_PARTY		Public		HTML	Excel	XML	Schedule	Favorite	UNI_SF_SERVICE_INDICATORS		Public		HTML	Excel	XML	Schedule	Favorite	UNI_SF_WITHDRAW_NOREF	Hold refunds after withdrawal	Public		HTML	Excel	XML	Schedule	Favorite
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Step	Action
3.	<p>From here you can open a query in a new browser window, download a query to an Excel spreadsheet, or add a query to your Favorites.</p> <p>Suggestion: Click Favorites to add the query to your favorites now...next time you will not need to search for this query, simply access your Favorites to select.</p>
4.	<p>Click the HTML link.</p> <p>Result: The query opens in a new browser window. Example = UNI_SF_GRP_POST_UNPOSTED</p>  <p>Note: If the query contains a prompt; you must enter or select the appropriate criteria to view results.</p>
5.	<p>Enter:</p> <ul style="list-style-type: none"> • Origin ID = Enter as appropriate for department. E.g. 00002 • Entry Date = Select appropriate date (prior day) <p>Result: The query displays.</p> 