

## Utilizing the Query Download Feature

There is a custom feature available in Query Viewer that allows files to be created from queries and copied to a user's PC. This feature doesn't have the same size limitations as running a query to HTML or Excel. So it can be used for queries where there is a large amount of output.

### Step 1:

To use the query download feature, access Query Viewer as you normally would:

Navigation:

>Reporting Tools

>Query

>Query Viewer

The normal search page will come up.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

### Step 2:

Enter the name of the query you want to run or enter partial information and click Search.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

### Step 3:

When your search results come back, you'll see a [Query Download](#) link to the far right of the page. Click the Query Download link. A new run control page will come up.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

### Search Results

\*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	Query Download
NDU_GL05_SF_ACCTG_LINE	Data for SF Generated Jrnls	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>	<a href="#">Query Download</a>

## Utilizing the Query Download Feature

### Step 4:

Enter a name for your Run Control and click Add. "NDU\_GL05\_SF\_ACCTG\_LINE" is the Run Control ID used for this Tip Sheet.

**Query Download**

[Find an Existing Value](#) | [Add a New Value](#)


Run Control ID:


[Find an Existing Value](#) | [Add a New Value](#)

### Step 5:

A new page will appear where you can enter the parameters that your query requires.

**NDU\_GL05\_SF\_ACCTG\_LINE**

GL Business Unit:  

Run Date:  


Fund Code From:


Fund Code Through:

### Step 6:

Enter the values you wish to use for the query.

**NDU\_GL05\_SF\_ACCTG\_LINE**

GL Business Unit:  

Run Date:  

Fund Code From:

Fund Code Through:

### Utilizing the Query Download Feature

**Step 7:**

Click OK. The following page will appear.

**Query Download**

---

**Query Download File**

Run Control ID: NDU\_GL05\_ACCTG\_LINE [Report Manager](#) [Process Monitor](#) [Run Batch](#)

[Refresh](#)

Query Name:  [Run Online](#) [SAVE](#) [RESET](#)

\*Description:

[Update Parameters](#)

Query Bind Name	Prompt Value
BUSINESS_UNIT_GL	UND01
RUN_DT	2006-07-31
FUND_CODE	00001
FUND_CODE	99999

[OK](#) [Cancel](#) [Apply](#)

**Step 8:**

Click the Run Batch button. The Process Scheduler Request screen will appear. Do not enter a Server Name. The Type should be Web. The Format should be TXT. Click OK.

**Process Scheduler Request**

User ID: jbergsnev Run Control ID: NDU\_GL05\_ACCTG\_LINE

---

Server Name:  Run Date:  [Reset to Current Date/Time](#)

Recurrence:  Run Time:

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	NDS_QRYDLOAD	NDS_QRYDLOAD	Application Engine	Web	TXT	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

## Utilizing the Query Download Feature

### Step 9:

The page will update with a Process Instance number. If you click on the Process Monitor link, you can monitor the status of your process from there.

**Query Download**

---

### Query Download File

Run Control ID: NDU\_GL05\_ACCTG\_LINE [Report Manager](#) [Process Monitor](#) [Run Batch](#)

Process Instance: 4581599 [Refresh](#)

Query Name:  [Run Online](#) [SAVE](#) [RESET](#)

\*Description:

[Update Parameters](#)

Query Bind Name	Prompt Value
BUSINESS_UNIT_GL	UND01
RUN_DT	2006-07-31
FUND_CODE	00001
FUND_CODE	99999

[OK](#) [Cancel](#) [Apply](#)

Once the process Run Status is "Success," click the [Go Back to Query Download](#) link.

[Process List](#) [Server List](#)

**View Process Request For**

User ID: jbergsnev Type: Last: 1 Days [Refresh](#)

Server: PSNT Name: Instance: to

Run Status: Distribution Status  Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4581599		Application Engine	NDS_ORYDLOAD	jbergsnev	06/20/2008 1:15:21PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Query Download](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

## Utilizing the Query Download Feature

### Step 10:

You will return to the Query Download page. Click the Refresh button to activate the “Save” and “Reset” buttons.

**Query Download**

---

### Query Download File

Run Control ID: NDU\_GL05\_ACCTG\_LINE      [Report Manager](#)   [Process Monitor](#)   [Run Batch](#)

**Refresh**

Query Name:    [Search](#)   [Run Online](#)   [SAVE](#)   [RESET](#)

\*Description:

[Update Parameters](#)

Query Bind Name	Prompt Value
BUSINESS_UNIT_GL	UND01
RUN_DT	2006-07-31
FUND_CODE	00001
FUND_CODE	99999

[Save](#)   [Return to Search](#)      [Add](#)

### Step 11:

Click the Save button in the middle of the page (*not the Save button at the bottom of the page*).

[Home](#)   [Worklist](#)

---

**Query Download**

---

### Query Download File

Run Control ID: NDU\_GL05\_ACCTG\_LINE      [Report Manager](#)   [Process Monitor](#)   [Run Batch](#)

**Refresh**

Query Name:    [Search](#)   [Run Online](#)   **[SAVE](#)**   [RESET](#)

\*Description:

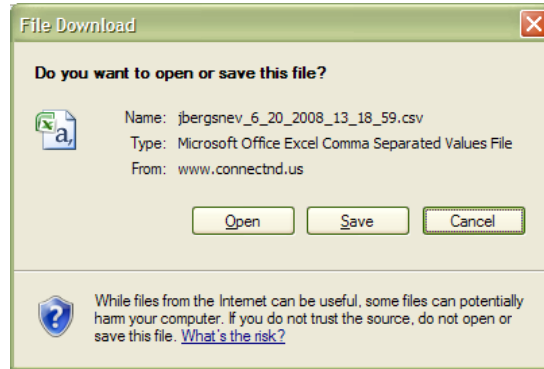
[Update Parameters](#)

Query Bind Name	Prompt Value
BUSINESS_UNIT_GL	UND01
RUN_DT	2006-07-31
FUND_CODE	00001
FUND_CODE	99999

[Save](#)   [Return to Search](#)      [Add](#)

## Utilizing the Query Download Feature

A Save dialog box will pop up.



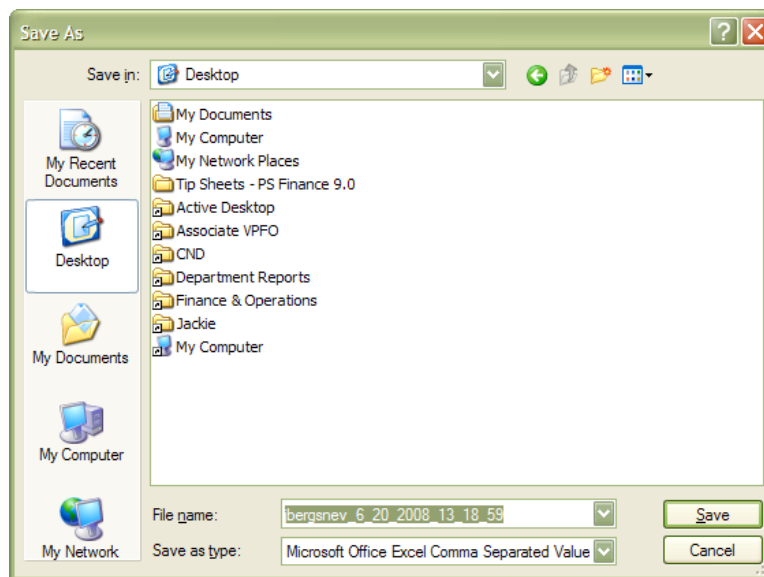
### Step 12:

You can either click Open or Save, depending on what you want to do with the file.

Microsoft Office 2003 users: If you expect the file to be larger than 65,536 rows (the maximum number of rows allowed), you should Save the file instead of opening it.

Microsoft Office 2007 users: The maximum number of rows allow in Office 2007 should not be a factor in determining if you will open or save your file.

If you click Save, you'll be prompted to enter a location where you'd like to save the file. Select the location you normally save your downloaded files. You can change the name of the file if you'd like. Then click Save. The file will now be saved to your PC.

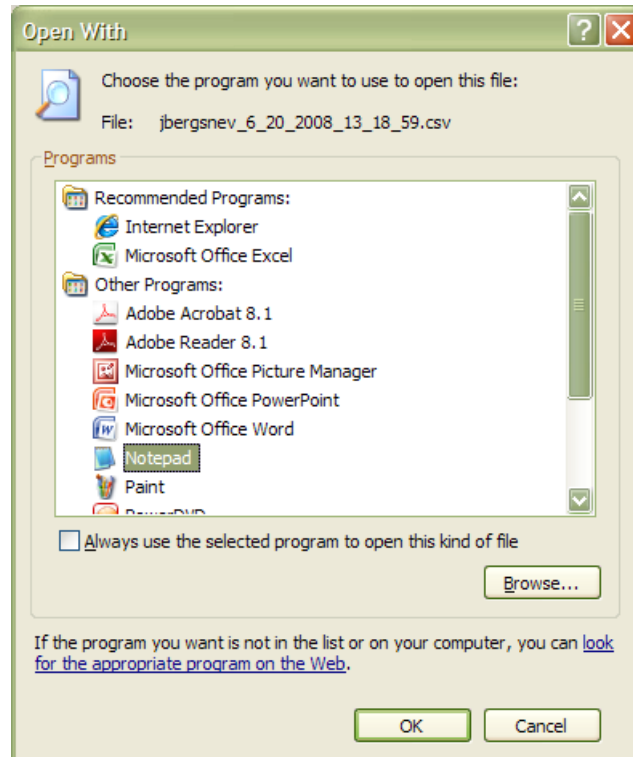


## Utilizing the Query Download Feature

### Step 13 (use only for files exceeding the Excel limitations):

After you have saved the file to your PC, you will be asked if you would like to have the file opened. Click close as we will not be opening the file through the download process. Instead:

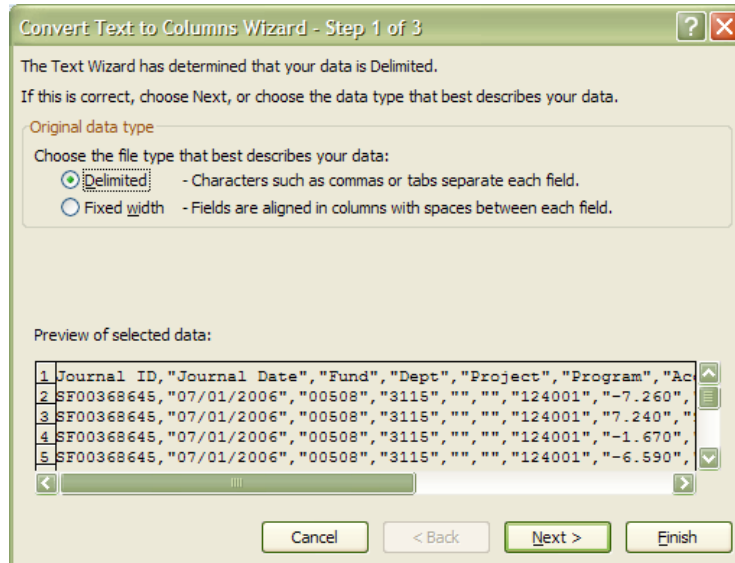
- Go to the location of the file on your PC (do not open it through Excel).
- Right click on the file. Select “Open With” from the pop-up menu. Select Notepad from the right menu. This will open the entire file in Notepad.



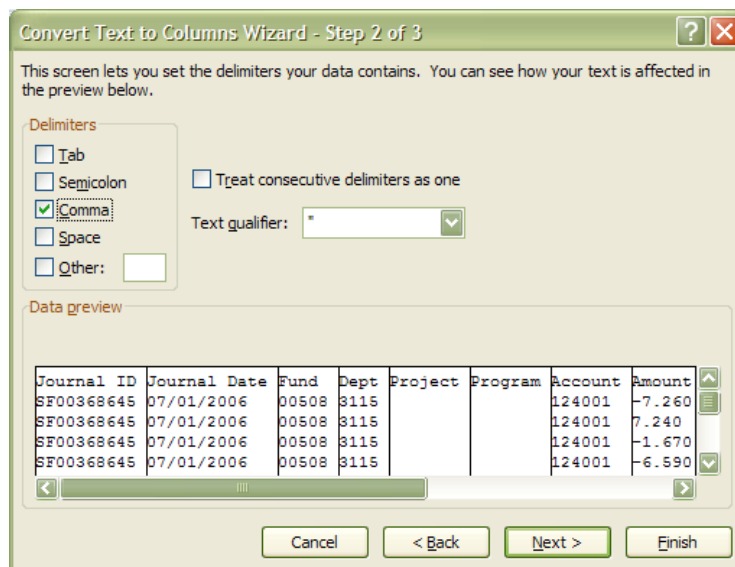
- In order to export the file to Excel, you’ll need to copy and paste a selection of the file from Notepad.
  - Highlight a portion of the file, right click and select copy.
  - Open Excel.
  - In cell A1, right click and select paste.
  - Continue these steps until all lines from the Notepad file have been copied into Excel.
    - **Please note:** For queries with more than 65,536 lines, you’ll need to copy and paste into an additional worksheet(s).

## Utilizing the Query Download Feature

- Once all the lines are copied into Excel, you'll need to format the data in order to make it useable.
  - Highlight Column A on the worksheet.
  - From the Standard Toolbar, select the Data menu.
  - Select "Text to Columns." The "Text to Columns Wizard" will display.



- Make sure "delimited" is selected and click next.
- Change the delimiters from "Tab" to "Comma" by unclicking Tab and clicking Comma. A preview will appear in the wizard window. Click next.



## Utilizing the Query Download Feature

- Step 3 of the Wizard allows you to set the format for each column. It is recommended that you make formatting changes in Excel rather than in the Wizard. Click Finish.
- You have successfully downloaded your query to Excel.

Once you've used the download feature, the next time you click [Query Download](#) for that same query, you'll get a page like the one below, with the parameters you used last time already populated.

If you want to use new parameters, click the [Update Parameters](#) link in the middle of the page. This will allow you to enter new parameters for the process as done in step 6. Click OK.

The screenshot shows the 'Query Download File' screen. At the top, there is a 'Query Download' tab. Below it, the 'Run Control ID' is 'NDU\_GL05\_ACCTG\_LINE'. There are links for 'Report Manager', 'Process Monitor', and a 'Run Batch' button. A 'Refresh' button is also present. The 'Query Name' field contains 'NDU\_GL05\_SF\_ACCTG\_LINE'. Below it are 'Run Online', 'SAVE', and 'RESET' buttons. The '\*Description\*' field contains 'NDU\_GL05\_SF\_ACCTG\_LINE'. A link for 'Update Parameters' is circled in red. Below this link is a table with the following data:

Query Bind Name	Prompt Value
BUSINESS_UNIT_GL	UND01
RUN_DT	2006-07-31
FUND_CODE	00001
FUND_CODE	99999

At the bottom of the table are 'OK', 'Cancel', and 'Apply' buttons.

Your new parameters should be reflected on the Query Download File screen.

The screenshot shows the 'Query Download File' screen with updated parameters. The 'Run Control ID' is 'NDU\_GL05\_ACCTG\_LINE'. The 'Query Name' field contains 'NDU\_GL05\_SF\_ACCTG\_LINE'. The '\*Description\*' field contains 'NDU\_GL05\_SF\_ACCTG\_LINE'. A link for 'Update Parameters' is present. Below this link is a table with the following data:

Query Bind Name	Prompt Value
BUSINESS_UNIT_GL	UND01
RUN_DT	2006-08-31
FUND_CODE	00001
FUND_CODE	99999

At the bottom of the table are 'OK', 'Cancel', and 'Apply' buttons.

Click "Reset" to activate the "Run Batch" button. Click "Run Batch" and follow the instructions in Step 8. Follow steps 9-13.