Creating a New Query

PeopleSoft Financials 9.2 Web Query is a graphical tool that allows you to easily retrieve specific data from the PeopleSoft system. The data is retrieved by running predefined or custom queries. This job aid is designed to assist users in creating new queries.

Query Manager
You will create new queries using Query Manager.

Navigation: Main Menu > Reporting Tools > Query > Query Manager

Query Manager defaults to finding an existing query. Click Create New Query link to begin creating a new query.
The system will take you to a new page. You will notice additional tabs along the top. You can click **New Query** at any point to restart the process of building a new query. This link will be at the bottom of every tab except the Run tab.

These are the first steps in creating a new query. The remaining steps in the process will be covered in subsequent job aids.