Adding Fields to a Query

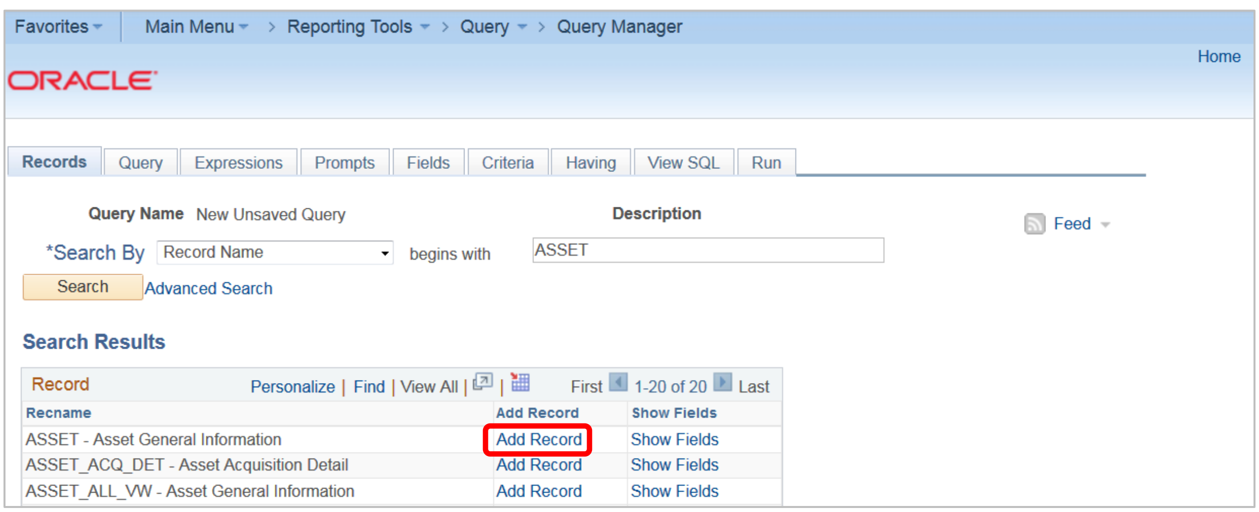
PeopleSoft Financials 9.2 Web Query is a graphical tool that allows you to easily retrieve specific data from the PeopleSoft system. The data is retrieved by running predefined or custom queries. This job aid is designed to assist users in adding fields to a query once a primary record has been selected.

Query Manager

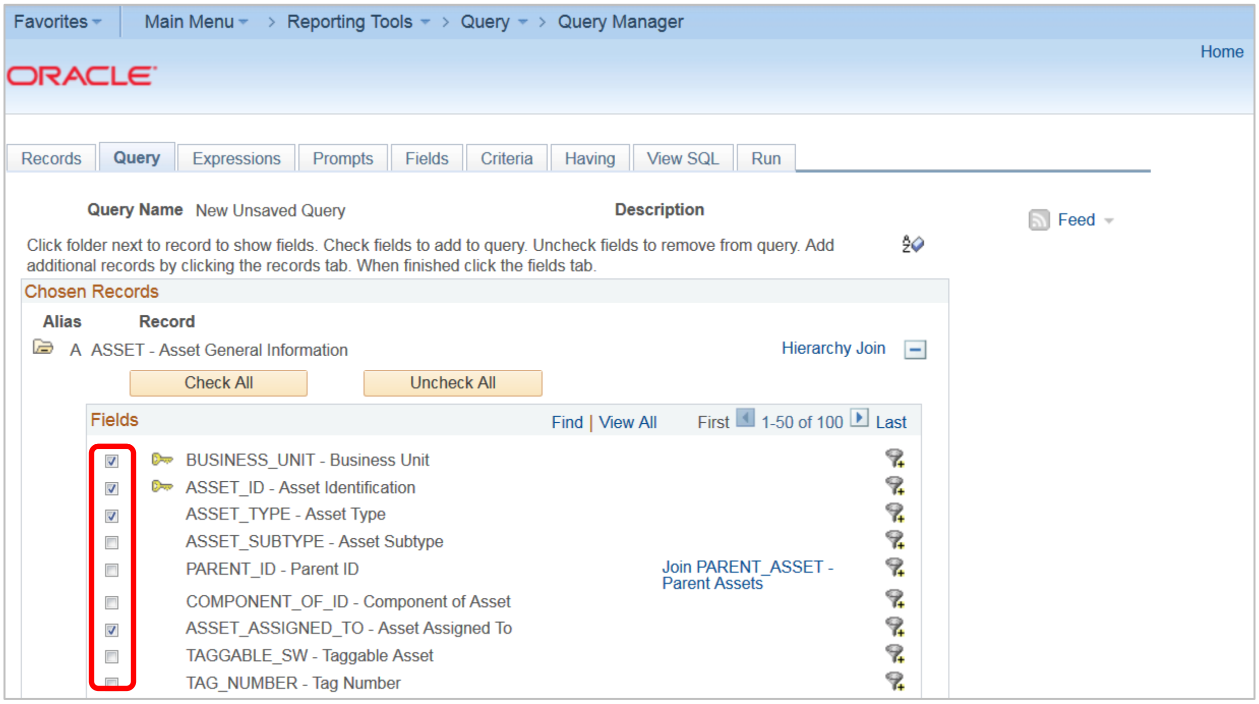
You will create queries using Query Manager.

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

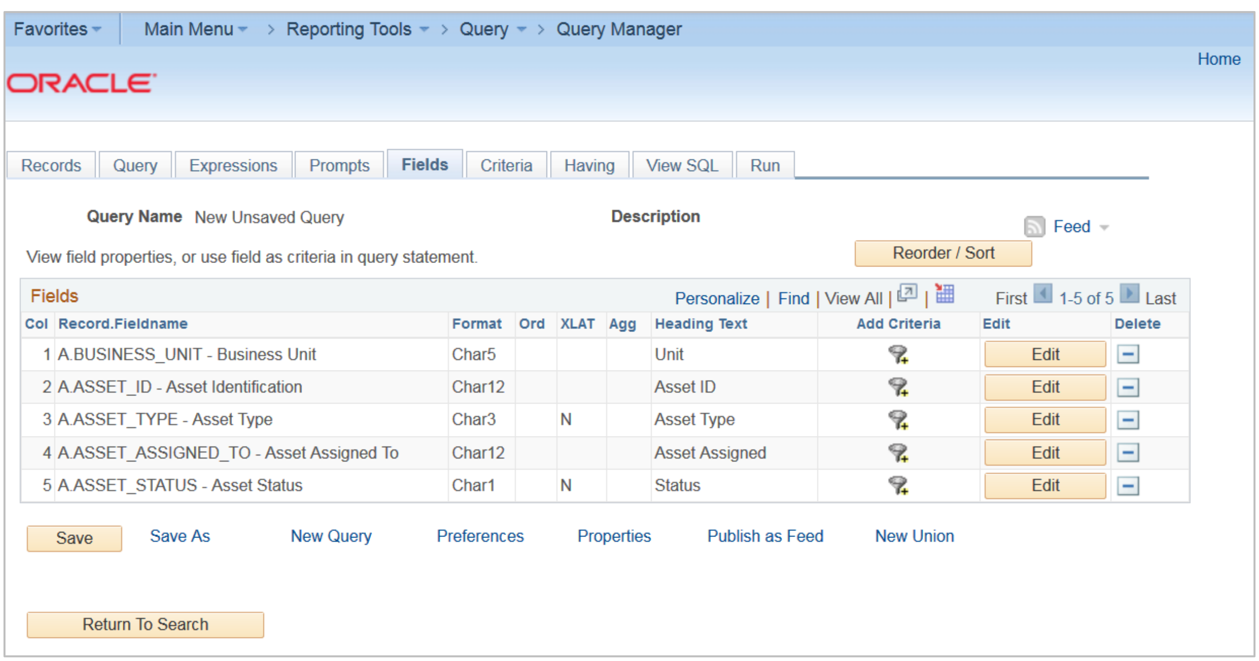
After selecting a Primary record for your new query, the system will take you to the **Query tab**. This is where you will select the fields you want displayed in your query.



Select the fields you would like displayed in your query.



Click the **Fields tab** to view the fields you have added to the query.



Once fields have been added to a query, you can modify the field headings that are displayed. This will be covered in subsequent job aid.