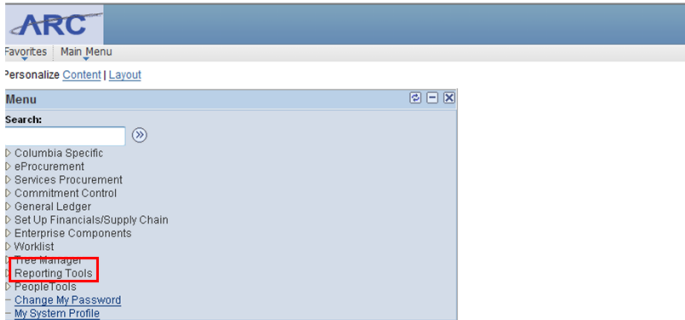


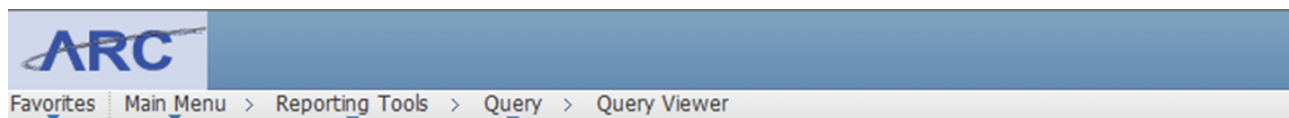
Running a Query in ARC Reporting Overview

1. From ARC's home page navigate to Query Viewer

Reporting Tools, Query, Query Viewer



2. You can either use the 'Basic Search' or the 'Advanced Search' when searching for existing queries.
 - The Basic Search is useful when you know what the query name or the description of the query begins with.
 - The Advanced Search allows for more flexibility. You can specify additional search methods for the desired fields (e.g. equals, does not equal, contains etc).



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](#)

JOB AID



- All ARC queries follow the naming convention 'CU_MODULE_DESCRIPTION'. Therefore, if you search by 'CU_AP', the search result will display all public AP queries.
- Once you locate the query you wish to run, you have the following options:
 - Run the query to HTML (query results are displayed in a new web browser)
 - Run the query to Excel (query results are displayed in an Excel document)
 - Run the query to XML (query results are displayed in an XML document)
 - Schedule the query to be run within a specific date range
 - Add the query to your list of Favorites

Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
HTML	Excel	XML	Schedule	Favorite

- Select the output option to run the query to, enter values for the prompt(s), and click 'View Results'.

CU_GL_CF_DESCR - GL - Journal with CF Descr

Business Unit:

Journal ID:

View Results

- If Excel is the output option selected, a separate Excel spreadsheet with the results will open.

