Running a PeopleSoft Query

1. Navigate to PeopleSoft

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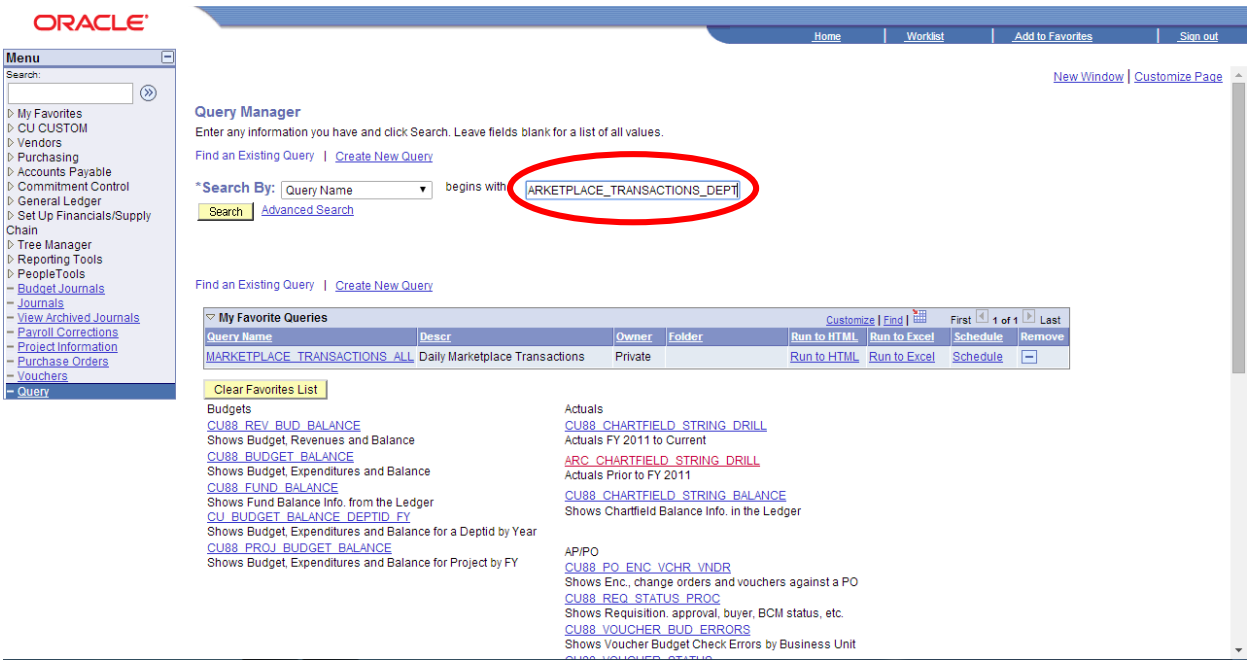
2. Click “Query”

Note: If you do not see “Query” in you navigation pane, please contact your college Business Officer for query access.

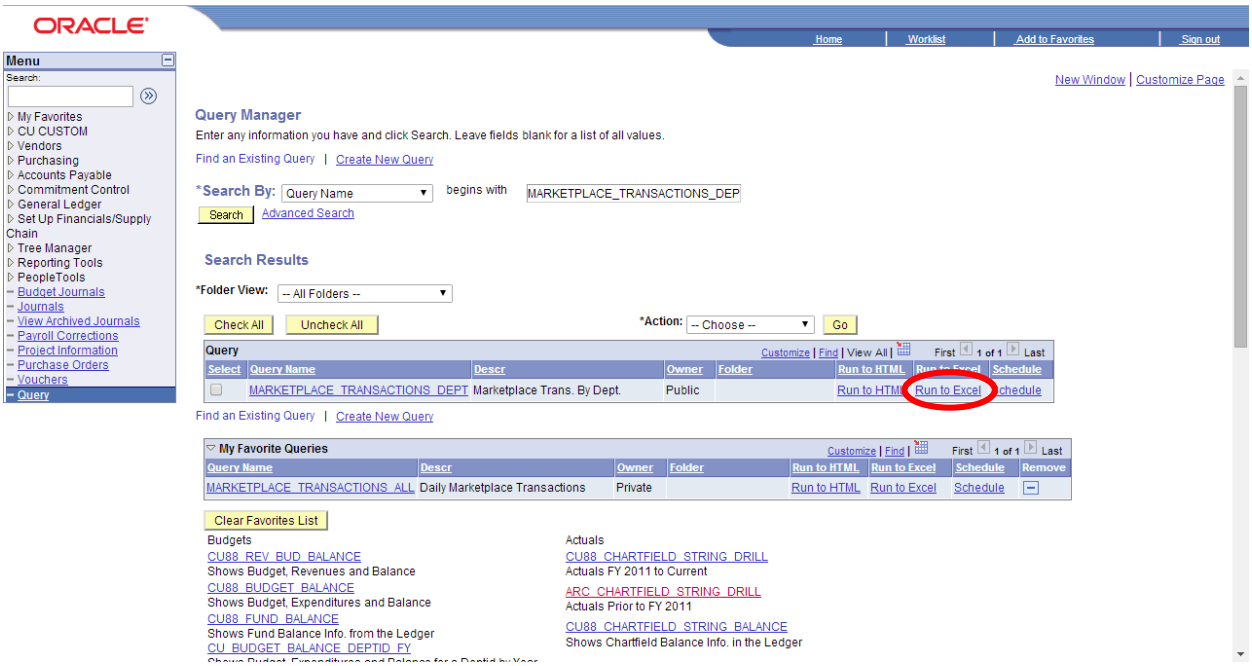
3. Search By Query Name

4. Type “Marketplace” without quotation marks in the search box

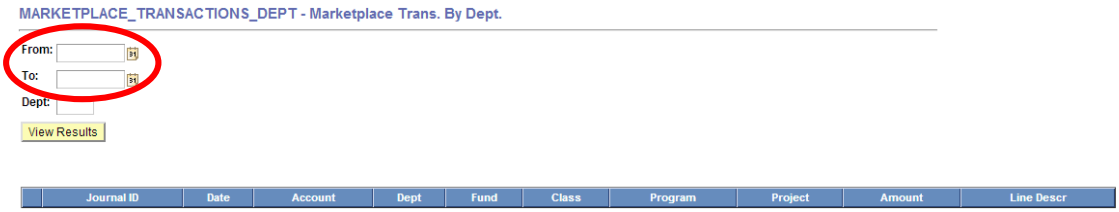


5. Click “Search”

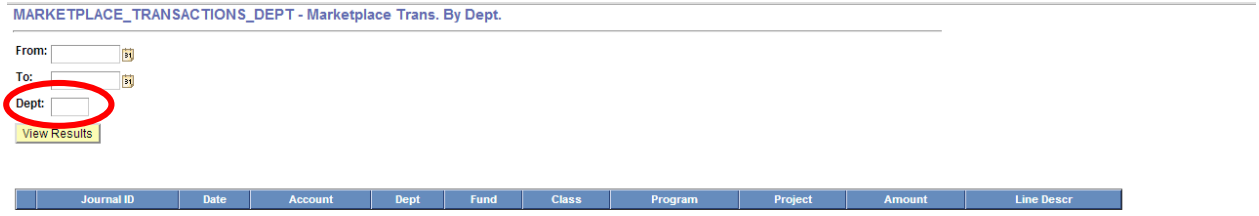
6. Click “Run to Excel”



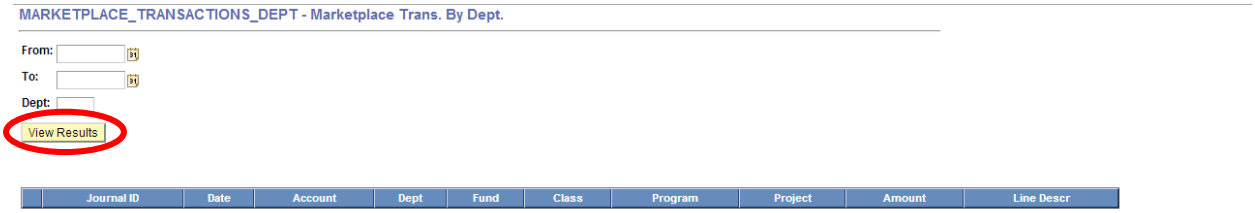
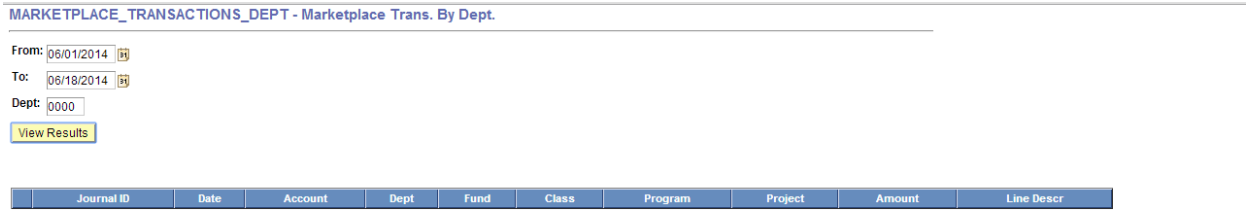
7. Enter the desired date range



8. Enter your department number



9. Click “View Results”



10. Open the excel document