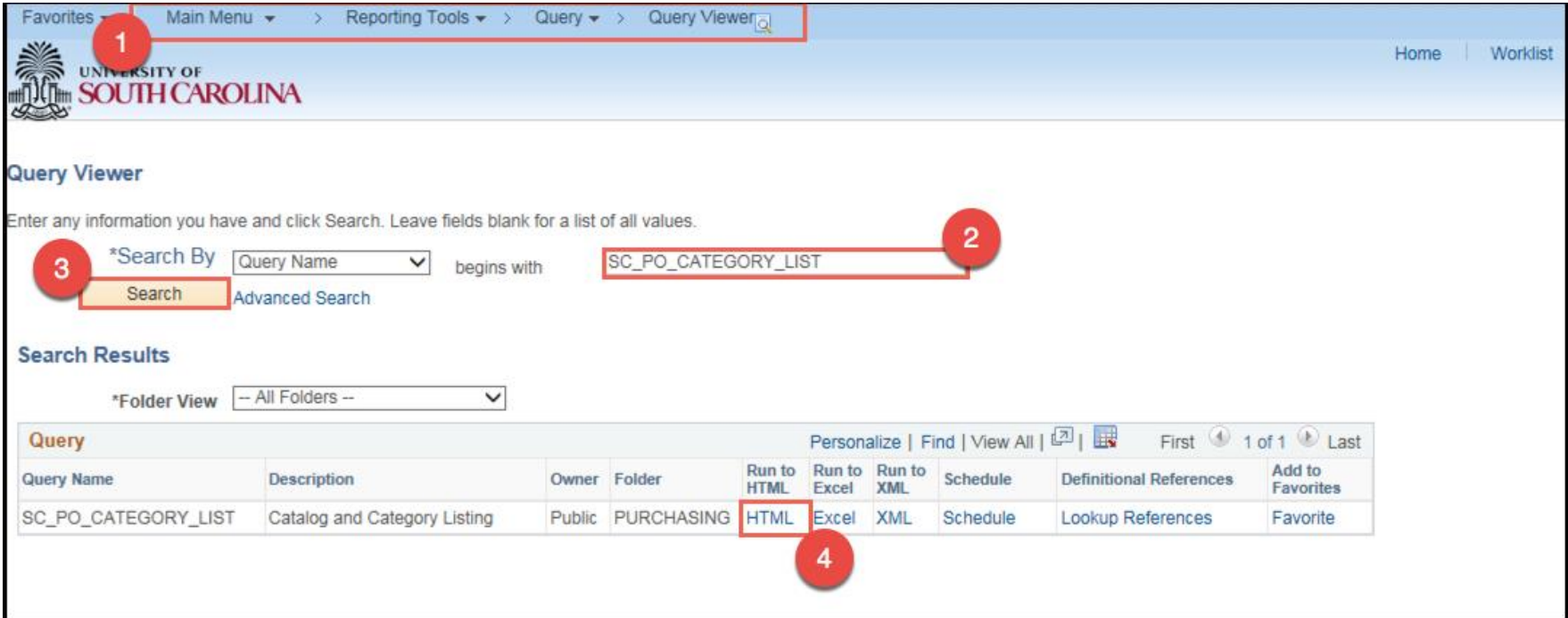**UNIVERSITY OF SOUTH CAROLINA**

OneCarolina
How to Access the Catalog/Category Query

A Quick Reference Guide for Accessing Query Viewer
Purchasing
June 2016

Accessing the Catalog/Category Query

To access the Catalog/Category query follow the steps below:

1. To view the Query Viewer page use the navigation below:

   Main Menu > Reporting Tools > Query > Query Viewer

2. Type **SC_PO_CATEGORY_LIST** in the field.

3. Click the **Search** button, and the Query will appear in the table.

4. Click the **HTML** link for that query and another page will open.

Accessing the Catalog/Category Query

To access the Catalog/Category query follow the steps below:

5. You can view the results in PeopleSoft, or you export to Excel by clicking the Excel Spreadsheet link.