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Introduction to Using Web Query in PeopleSoft Financials v8.9 for Beginning Users

Training Focus

This guide has been developed for use by the University of West Georgia. It is designed to meet the following specifications related to training you to use Web Query in PeopleSoft Financials v8.9:

- Explain the fundamental concepts of using Web Query
- Focus on training to do your job
- Provide a hands-on activity based format for training

This training guide is designed to be used in an instructor-led training situation.

If you are using this training guide outside of an instructor-led classroom environment, please make notes on your questions and concerns and present them to your supervisor for further explanation or follow-up.

Note: In this class you will have access to all Database tables. On an actual production system, you typically will not have access to the same tables.

PSFIN Web Query

This course centers on using the Web Query Tool that is part of your PSFIN v8.9 database. No additional tools need to be installed on your workstation.
Training Schedule

Unless otherwise noted, the daily schedule for training is as follows:

- 9:00 AM – Introduction to Web Query
- 10:00 AM – Creating a Basic Query
- 10:30 AM – Morning Break
- 12:00 PM – Lunch
- 1:15 PM – Adding Selection Criteria
- 3:15 PM – Afternoon Break
- 4:30 PM – Class Ends

Query Training Topics

The class is a single day. It covers basic query topics. The following topics will be covered in this class:

- Query Overview
- Searching for pre-defined queries
- Managing and scheduling pre-defined queries
- Creating a basic query
- Selecting records
- Query selection criteria

Course Objectives

- Identify what can be accomplished by using PeopleSoft Web Query
- Search, view, and run predefined queries
- Save “favorite” queries
- Create a basic query
- Change Fields Headings and Translate Values in a query
- Reorder columns in a query
- Indicate a sort order in a query
- Identify Criteria Components
- Add basic selection criteria to a query
- Use the “Equal To” condition type in a query
- Use the “In List” condition type in a query
- Use the “Between” condition type in a query
- Use the “Like” condition type in a query
Notes:
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Web Query Overview

Introduction to Web Query for PSFIN v8.9

This class will introduce you to the basic concepts of the PeopleSoft Financials v8.9 Web Query tool. Query is a graphical tool that allows you to easily retrieve the specific data you want from the PeopleSoft system by specifying the records, fields, and criteria to be applied to the search. Query results can then be viewed via several methods. This class will focus on viewing and creating ad hoc queries.

You can use Web Query in the following ways:
- Display data in a grid (on the Run tab)
- Run queries as a separate process (Run to HTML)
- Schedule a query
- Download query results to an Excel spreadsheet
- Serve as a data source for Crystal Reports
- Forward results to another user
- Create a data source for PeopleSoft nVision reports

What is a Relational Database?

Relational databases are used to organize and store data efficiently. Huge volumes of information can be easily located and retrieved in a very short time. Relational databases store data in tables or records. Tables are comprised of columns (fields) and rows. Each row provides information for a single entity. Each field or column details a particular characteristic of that entity.

You can easily retrieve information from different tables in a relational database, in the combination of your choice, using key fields. A key is a column (field) or combination of columns (fields) that identifies a row of data as unique in a relational database table. Key fields are important identifiers in relational database. They enable the user to extract specific and exclusive information from the database. Key fields are indicated in Web Query with a key icon.

PeopleSoft Records

PeopleSoft uses entities called records to organize information. Typically, these records are used as templates to create tables of information in the database. Web Query allows you to use the records to select information directly from the database without going through an interface such as a panel group or pre-defined report.
Querying in the Consolidated Database

There is no querying of records in the live consolidated production database. Instead, you can query in the BOR Reporting Instance or in FPRC02. We do not query in the live consolidated production database to prevent system slowness in the production database due to queries.

**BOR Reporting Instance**

The BOR Reporting Instance link in your production database points to the F89RPT database. As of 2/14/2010, this querying database is synchronized with the production database within minutes.

**FPRC02**

The FPRC02 Database is an alternative reporting database that is updated every night. This means that if any updates are made in the production database, they will not be reflected in the records you query in this F89RPT database until the following morning. To access the FPRC02 database, use the URL https://dfs-fscon.gafirst.usg.edu/psp/FPRC02/REPORT/?cmd=login.
Navigation

In the Consolidated Production Database, to get to the web query tool from the main menu select BOR Reporting Instance.

A new window will open for the Reporting Database.
Three Options in Web Query

With PS Web Query, you can view and run queries that have already been built and saved in the system, as well as design your own queries. In addition, the scheduling function in Web Query allows you to run your queries through the Process Monitor.

- **Query Manager:** Allows you to view, run, and modify an existing query, or create a new query
- **Query Viewer:** Allows you to only view and run existing queries
- **Schedule Query:** Allows you to schedule a run time for standard queries

Working with Existing Queries

An existing query is one that already exists in the database. You can search for and view pre-defined queries through either the Query Manager or Query Viewer. For this class, we will be using the Query Manager.

Pre-defined queries can be ones that are BOR-delivered, institution-developed, or private queries that you created.

Public vs. Private Queries

- Anyone can use a public query
- Only the person who created a private query can use it
- It is important not to make changes to any query that you did not create. If you want to change a public query, save it under a different name before making any changes.
- Do not name a query that you edit or create with the prefix “BOR”.
- Always save your private version that you create from a public query with a unique name.
  - We recommend using your business unit and your initials as the first portion of the query name (i.e., 980_BTM_QUERY)
- If you create a public query, consider creating a private copy with a unique name for yourself. Therefore, if someone mistakenly changes or deletes a public query you created, you still have a copy of the original query.
- When you search for queries from the Query Manager Search page, PeopleSoft will list the private queries you created first (that correspond with your Search). Only you will see these. Public queries are listed after private queries.
- If you run a public query and do not receive results, it is possible that you may not have authorization to some of the data used in that query.
Searching for a Pre-Defined Query

Query Manager opens up to the “Find an Existing Query” selection. To search for a query, enter the first part of its name in the “begins with” field and press the **Search** button (Basic Search).

**Advanced Search:** If you want to search for a query with different parameters, click the **Advanced Search** link. Here you can search on Query Name, Description, Uses Record Name, Uses Field Name, Access Group Name, Folder Name, Query Type, and Owner. In addition, you can change the “begins with” search condition to “contains”.

---

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query  |  Create New Query

*Search By:* Query Name  begins with  

Search  Advanced Search

Find an Existing Query  |  Create New Query

---

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query  |  Create New Query

Query Name:  begins with  

Description:  begins with  

Uses Record Name:  begins with  

Uses Field Name:  begins with  

Access Group Name:  begins with  

Folder Name:  begins with  

Owner:  

When using the IN or BETWEEN operators, enter comma separated values without quotes, i.e. JOB EMPLOYEE, JRLN, LN.

Search  Clear  Basic Search

Find an Existing Query  |  Create New Query
When you find the query you want to run, you can do any of the following from the Search Results page:

- Edit it
- Run it to HTML
- Run it to Excel
- Schedule it to run at a specific time

If you only need to run the query, select either the “HTML” or “Excel” link. You do not have to open the query through the “Edit” link to run the query.

**To Run a Pre-Defined Query to HTML**

1. Open Query Manager.
2. Search for the pre-defined query, using either the Basic or Advanced Search.
3. In the results list, click the HTML link in the row of the query you want to run. A new window will open.
4. Input any necessary parameters.

**To Run a Pre-Defined Query to Excel**

1. Open Query Manager.
2. Search for the pre-defined query, using either the Basic or Advanced Search.
3. In the results list, click the Excel link in the row of the query you want to run. A new window will open.
4. Input any necessary parameters.
Editing an Existing Query

It is very important that you do not change any query that you did not create. If you want to make changes to a pre-defined query, you need to save it under a different name before making any changes. When you choose to edit a public query, you may receive a message indicating that the query is read-only, and the “Save” button has been disabled. In any case, you would perform a “Save As.”

This system displays the **Fields** tab of the query, where your first action is to click the “Save As” link. Give the query a new name (include your business unit and initials), change the description if needed, and make the query a Private query.

After clicking **OK**, notice that your query name has changed. The original public query has not changed though. Now, you can edit your saved query.

**To Edit a Pre-Defined Query**

1. Open **Query Manager**.
2. Search for the pre-defined query, using either the Basic or Advanced Search.
3. In the results list, click the **Edit** link in the row of the query you want to run.
4. If you did not create the original query, click the **Save As** link at the bottom of the page.
5. In the **Query** field, provide a new name for this query.
   a. “BOR” should not be in the query name; remove it if it is listed.
   b. Best Practice: Start the query name with your three-digit institution number, followed by your initials (i.e., 280_YT_QUERYNAME).
6. Enter or edit the description.
7. Choose either **Public** or **Private** as the Owner. (A public query can be accessed by everyone).
8. Click the **OK** button.

**Hint:** By choosing the **Edit** link on a pre-defined query, you can see how that query is constructed.
Scheduling a Query to Run

To schedule your query to run at a specific time or just to have your query run through the Process Monitor while you perform other tasks, you can use the Schedule function. Once your scheduled query runs, you can access it from either the Report Manager or the Process Monitor.

Scheduling a Query in the Production Database

There are fifteen time-critical pre-defined queries that can be run against the Production Database. However, they can only be accessed and run through the Schedule Query function. The queries available for this in the Production Database are:

- BOR_AP_DUE
- BOR_AP_UNPOSTED_PYMNTS
- BOR_AP_UNPOSTED_VCHR
- BOR_AUDIT_TRIAL_BALANCE
- BOR_BC_PENDING
- BOR_EX_DUE
- BOR_EX_UNPOSTED_ACCRUALS
- BOR_JE_NOTINGL
- BOR_JE_PENDING
- BOR_LEDGER_SUPRLUS
- BOR_LEDGER_SURPLUS_DETAIL
- BOR_PO_ENC_AND_VCHR
- BOR_SEC_USER_ROLE_PLIST_PAGE
- BOR_TRIAL_BALANCE

When you schedule a query (in the Production Database or in the BOR Reporting Instance), Query Manager interacts with the PeopleSoft Process Scheduler to let users perform this function. The Schedule Query page submits a process request which enables you to specify such variables as when to run the process and in what format to generate the output based on a Run Control ID.
To Schedule a Query in the Production Database

1. Within the Production Database, click the Schedule Query link in the Menu.
2. Either use an existing Run Control ID, or add a new one.
3. On the Schedule Query page, click the Look Up Query Name icon next to the Query Name field.
4. Select the query you want to run against real-time data. You can only select one of the 15 queries listed here.
5. If the query requires any parameters, enter them in the fields listed.
6. From the Schedule Query page, click the Run button.
7. On the Process Scheduler Request page, leave the server name blank.
8. If you want to schedule the query for a future run time, enter that time in the Run Time field.
9. In the Process List, choose the format you want the output in (HTM, PDF, TXT, XLS)
10. Click the OK button.
11. To see the Query as scheduled in the Process Monitor, click the Process Monitor link. If your query is scheduled to run in the future, the Process Status will show “Queued” until it is time for it to run.

To Retrieve Scheduled Query Results in the Production Database

1. To retrieve your query results from the Process Monitor, continue with step #2. To retrieve your query results through Report Manager, go to step #7. Keep in mind, that if you scheduled a query to run in the Production Database, you need to retrieve the results in the Production Database.
2. If you are still on the Schedule Query page, click the **Process Monitor** link. If you are not, go to the **Menu** and select **PeopleTools > Process Scheduler > Process Monitor**.
4. Click the **Details** link.
5. Click the **View Log/Trace** link.
6. Locate your query and select its name in the File List. A new Window will open with the results.
7. To retrieve your query results from **Report Manager**, go to the **Menu** and select **Reporting Tools > Report Manager**.
8. Using either the **List** tab or the **Administration** tab, adjust your search settings if needed and click the Refresh button. Keep in mind that your query will not appear in Report Manager until it has actually run (it will not show “Queued” in Report Manager).
9. Click the **Report Name** link (List tab) or the **Details** link (Administration tab).
10. Locate your query and select its name in the File List. A new Window will open with the results.

**Scheduling a Query in the BOR Reporting Instance**

Scheduling a Query in the BOR Reporting Instance performs the same function as in the Production Database, except that it uses the data in the BOR Reporting Instance and you can schedule any pre-defined query in that database. When you schedule a query in the BOR Reporting Instance, just remember to retrieve your query results from the BOR Reporting Instance.

**To Schedule a Query in the BOR Reporting Instance**

1. Open the **BOR Reporting Instance**.
2. Open **Query Manager**.
3. Search for the query you want to schedule.
4. In the Query list, locate the query you want to schedule and click its **Schedule** link.
5. Select an existing **Run Control ID**, or enter a new one.
6. On the Schedule Query page, your query name should appear grayed out. There is no need to enter anything in the second Query Name field.
7. Enter a **Description** in the Description field.
8. If the query requires any parameters, enter or update them in the fields listed.
9. Click the **OK** button.
10. On the Process Scheduler Request page, leave the server name blank.
11. If you want to schedule the query for a future run time, enter that time in the Run Time field.
12. In the Process List, choose the format you want the output in (HTM, PDF, TXT, XLS)
13. Click the **OK** button.
14. To see the Query as scheduled in the Process Monitor, go to PeopleTools > Process Scheduler > Process Monitor. If your query is scheduled to run in the future, the Process Status will show “Queued” until it is time for it to run.
Creating a Basic Query

To Retrieve Scheduled Query Results in the BOR Reporting Instance Database

1. To retrieve your query results from the Process Monitor, continue with step #2. To retrieve your query results through Report Manager, go to step #7. Keep in mind, that if you scheduled a query to run in the BOR Reporting Instance Database, you need to retrieve the results in the BOR Reporting Instance Database.
2. To retrieve results from the Process Monitor, go to the Menu and select PeopleTools > Process Scheduler > Process Monitor.
4. Click the Details link.
5. Click the View Log/Trace link.
6. Locate your query and select its name in the File List. A new Window will open with the results.
7. To retrieve your query results from Report Manager, go to the Menu and select Reporting Tools > Report Manager.
8. Using either the List tab or the Administration tab, adjust your search settings if needed and click the Refresh button. Keep in mind that your query will not appear in Report Manager until it has actually run (it will not show “Queued” in Report Manager).
9. Click the Report Name link (List tab) or the Details link (Administration tab).
10. Locate your query and select its name in the File List. A new Window will open with the results.
Saving Your Query to a Favorites List

For those queries that you run on a consistent basis, you can create a Favorites list so that you do not have to search for the query each time you want to run it. You can add both public and private queries to your Favorites list.

To save a query as a favorite:

1. In Query Manager, search for the query you want to save as a favorite.
2. Select it by clicking in its Select box until a green checkmark appears.
3. In the Action drop down box, choose Add to Favorites and click the Go button.
4. You should see all of your “favorite” queries under the heading of “My Favorite Queries” on both the Query Manager and Query Viewer pages.
5. To remove a query from this list, simply click the Remove button (-).
6. To remove all queries from your Favorites list, click the Clear Favorites List button.
Activity 1 – Working with Pre-Defined Queries

*All activities are to be run in the BOR Reporting Instance.

**Activity 1A**
1. Run the BOR_TRIAL_BALANCE query to HTML.
2. Enter the following parameters: Fiscal Year 2010, Business Unit 54000, and Fund 10000.
3. View the results.

**Activity 1B**
1. Run the BOR_AM_ASSET query to Excel.
2. View the results.

**Activity 1C**
1. Save a copy of QRYCL_ACCTLIST.
2. Save the query as “XXX_IN_QRYCL_ACCTLIST”. (XXX = Your institution; IN = your initials)
3. Save the query as a Private one.
4. Go back to Query Manager in the Menu and search for your new private query.
5. Run the query to HTML.

**Activity 1D**
1. Search for query BOR_BUILDINGCOST.
2. Save this query as a favorite query.
3. Run the query to Excel.
Creating a Basic Query

To build a new query, perform the following steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Navigation/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Create the new query</td>
<td>Reporting Tools &gt; Query &gt; Query Manager &gt; Create New Query</td>
</tr>
<tr>
<td>B</td>
<td>Choose the primary record</td>
<td>Search for record and click Add Record</td>
</tr>
<tr>
<td>C</td>
<td>Add fields to the query</td>
<td>Select the fields (checkmark) and click the Fields tab</td>
</tr>
<tr>
<td>D</td>
<td>Modify Field Headings, if necessary</td>
<td>On Fields tab, select Edit button of field; select Text for Heading and insert new Field Heading</td>
</tr>
<tr>
<td>E</td>
<td>Modify Translate Fields, if necessary</td>
<td>On Fields tab, select Edit button of field; select either Short or Long for Translate Value</td>
</tr>
<tr>
<td>F</td>
<td>Turn on the Distinct option, if necessary</td>
<td>From any page except the Run page, click on the Properties link; select the Distinct option</td>
</tr>
<tr>
<td>G</td>
<td>Change the column order, if necessary</td>
<td>On Fields tab, click the Reorder/Sort button; enter new column order</td>
</tr>
<tr>
<td>H</td>
<td>Set or change the output order, if necessary</td>
<td>On Fields tab, click the Reorder/Sort button; enter sort order; for Descending, click the Descending checkbox</td>
</tr>
<tr>
<td>I</td>
<td>Review the SQL statement generated, if necessary</td>
<td>Go to the View SQL tab</td>
</tr>
<tr>
<td>J</td>
<td>Save the query</td>
<td>Click the Save button; enter Query name, description and folder; Indicate if query is private or public; enter definition; click OK</td>
</tr>
<tr>
<td>K</td>
<td>Run the query</td>
<td>Preview the query by clicking the Run tab</td>
</tr>
<tr>
<td>L</td>
<td>Print the query</td>
<td>Print your results by running the query from the Query Manager or Query Viewer page</td>
</tr>
</tbody>
</table>
Step A: Create a New Query

To create a new query, first go to Query Manager and select the Create New Query link.

Note: You can also access the Create New Query link from any page in Query Manager except the Run page.

Hint: Whenever you are creating a query and want to start over, you need to select the “Create New Query” link.
Step B: Choose the Primary Record

A record is the table that holds the data for which you are searching. To find the appropriate record, enter the name (or first part of the name) of the Record in the **Search by** field and click the **Search** button.

When searching for a record, you can also use the **Advanced Search** page. Click on the **Advanced Search** link. Here you can specify the following when searching for a record:

- Record Name
- Description
- Uses Field Name
- Access Group Name

Also with Advanced Search, you are not limited to the criteria of “begins with”. It’s often helpful to use the “contains” search criteria.

To see which fields are contained within the record before selecting it, click the **Show Fields** link. Here you can see all of the record’s fields. Click the **Return** button to go back to the **Find an Existing Record** page.
To select the record to add to your query, click the **Add Record** link. Once you have added your primary record, the system takes you to the **Query** page.

```
<table>
<thead>
<tr>
<th>Record</th>
<th>Add Record</th>
<th>Show Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX_SHEET_ADV - Sheet Advance Tracking Table</td>
<td>Add Record</td>
<td>Show Fields</td>
</tr>
<tr>
<td>EX_SHEET_ATT - Attendees</td>
<td>Add Record</td>
<td>Show Fields</td>
</tr>
<tr>
<td>EX_SHEET_AW - Expense Report Cross Reference</td>
<td>Add Record</td>
<td>Show Fields</td>
</tr>
<tr>
<td>EX_SHEET_DIST - Expense Line Distributions</td>
<td>Add Record</td>
<td>Show Fields</td>
</tr>
<tr>
<td>EX_SHEET_HDR - Expense Sheet Header</td>
<td>Add Record</td>
<td>Show Fields</td>
</tr>
<tr>
<td>EX_SHEET_LINE - Expense Report Line</td>
<td>Add Record</td>
<td>Show Fields</td>
</tr>
<tr>
<td>EX_SHEET_PYMNT - Sheet Payment</td>
<td>Add Record</td>
<td>Show Fields</td>
</tr>
<tr>
<td>EX_SHEET_SPLIT - Expense Sheet Acctg Split</td>
<td>Add Record</td>
<td>Show Fields</td>
</tr>
<tr>
<td>EX_SHEET_VW - Expense Sheet View</td>
<td>Add Record</td>
<td>Show Fields</td>
</tr>
</tbody>
</table>
```
Step C: Add Fields to the Query

From the **Query** page, select the fields you want included from your primary record for your query. Select a field by clicking in the **Select** checkbox.

After you have added all of your fields, go to the **Fields** tab. Here, you can see all of the fields you have added to your query.

**Hint:** To sort your fields on the Query tab in alphabetical order, click the A/Z icon in the top right corner of the page.
Starting a New Query, Selecting a Primary Record, and Adding Fields

1. In Query Manager, select the Create New Query link.
2. On the Find an Existing Record page, enter the record name in the Search By field.
3. Click the Search button.
4. From the Search results, locate the record you want to select as your primary record in your query and click its Add Record link.
5. The system then takes you to the Query tab.
6. On the Query tab, use the checkboxes to select the fields you want displayed in your query results.
7. To select all fields, use the Check All Fields button.
8. To sort the fields on the Query tab in alphabetical order, click the A/Z icon in the top right corner.
9. After selecting your fields, click the Fields tab to review them.
Activity 2 – Selecting Records and Fields

**Activity 2A**

1. Create a new query on record PAYMENT_TBL.
2. Add the following fields from the PAYMENT_TBL record:
   a. BANK_SETID
   b. PYMNT_ID
   c. PYMNT_ID_REF
   d. REMIT_VENDOR
   e. PYMNT_DT
   f. PYMNT_AMT
3. Review the fields you selected on the Fields page.
4. Do not run or save this query.

**Activity 2B**

1. Create a new query on record ASSET.
2. Add the following fields from the ASSET record:
   a. BUSINESS_UNIT
   b. ASSET_ID
   c. ASSET_STATUS
   d. ACQUISITION_DT
   e. PROFILE_ID
   f. ASSET_CLASS
3. Review the fields you selected on the Fields page.
4. Do not run or save this query.
Activity 2C
1. Create a new query on record KK_EXCPTN_TBL.
2. Add the following fields from the KK_EXCPTN_TBL record:
   a. LEDGER_GROUP
   b. EXCPTN_TYPE
   c. BUSINESS_UNIT
   d. ACCOUNT
   e. DEPTID
   f. FUND_CODE
   g. CLASS_FLD
   h. PROGRAM_CODE
   i. BUDGET_REF
3. Review the fields you selected on the Fields page.
4. Do not run or save this query.

Activity 2D
1. Create a new query on record EX_TYPES_TBL.
   a. Note: Click OK when Effective Date message appears.
2. Add all fields from the EX_TYPES_TBL record.
3. Review the fields you selected on the Fields page.
4. Do not run or save this query.
Step D: Modify Field Headings

The **Field Heading** is what is displayed at the top of your column. You can see what the current Field Heading for a particular field by looking under the “Heading Text” column on the Fields tab. To change a Field Heading, click the **Edit** button for that field. The **Edit Field Properties** page is displayed for that field.

To change the field heading, you can select one of the following:
- **No Heading**: The column will not have a heading
- **RFT Short**: The column heading is the short name from the record definition
- **RFT Long**: The column heading is the long name from the record definition
- **Text**: The column heading is the text that you have entered in the text box

To input your own field heading, select “**Text**” and input your new heading in the **Heading Text** field and click **OK**.
Whenever you change the Field Heading, the new modified heading is reflected on the Fields page, in the **Heading Text** column.

**Modifying a Field Heading**

1. On the **Fields** tab, click the **Edit** button on the row of the field that you want to change the Field Heading for.
2. On the Edit Field Properties page, select one of the following Heading group box:
   a. Select the **RFT Short** radio button to display the record’s short field heading (up to 10 characters)
   b. Select the **RFT Long** radio button to display the record’s long field heading (up to 30 characters)
   c. Select the **No Heading** radio button to remove a Field Heading entirely
   d. Select the **Text** radio button to include a custom field heading
      i. Enter up to 30 characters in the Heading Text field for a custom Field Heading.
3. Click the **OK** button.
Activity 3 – Modify Field Headings

Activity 3A
1. Create a new query on record VENDOR.
2. Add the following fields from the VENDOR record:
   a. SETID
   b. VENDOR_ID
   c. VENDOR_NAME_SHORT
   d. NAME1
   e. VENDOR_STATUS
   f. VENDOR_CLASS
   g. VENDOR_PERSISTENCE
3. Change the Column Heading for field VENDOR_PERSISTENCE to the RFT Long Value.
4. Run the query.

Activity 3B
1. Create a new query on record PO_HDR.
2. Add the following fields from the PO_HDR record:
   a. BUSINESS_UNIT
   b. PO_ID
   c. PO_TYPE
   d. PO_STATUS
   e. RECV_STATUS
   f. CHANGE_STATUS
3. Change the Column Heading for field PO_TYPE to the RFT Long Value.
4. Change the Column Heading for field PO_STATUS to the RFT Long Value.
5. Change the Column Heading for field RECV_STATUS to a custom field heading of “PO Receipt Status”.
6. Change the Column Heading for field CHANGE_STATUS to the RFT Long Value.
7. Run the query.
Step E: Modify Translate Fields

The table you are querying may include fields that use the Translate table. If so, the field itself contains a short code of some kind, for which the Translate table provides a set of corresponding values. For example, if the table includes an EFF_STATUS field, the value is A or I, which the Translate table translates into Active or Inactive. If a field has values on the Translate table, a letter appears in the Xlt column for that field.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Format</th>
<th>Org</th>
<th>Xlt</th>
<th>Heading Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>A SHEET_ID - Report ID</td>
<td>Char10</td>
<td></td>
<td>N</td>
<td>Report ID</td>
</tr>
<tr>
<td>A PAYMENT_TYPE - Expenses Payment Type</td>
<td>Char10</td>
<td></td>
<td>N</td>
<td>ExPymntTyp</td>
</tr>
<tr>
<td>A PAYMENT ID - Payment Number</td>
<td>Char10</td>
<td></td>
<td>N</td>
<td>Payment</td>
</tr>
<tr>
<td>A PAYMENT_STATUS - - Payment Status</td>
<td>Char10</td>
<td></td>
<td>N</td>
<td>Pay Status</td>
</tr>
</tbody>
</table>

There are three different options:

- **N = None** – this selection displays the code value in the output
- **S = Short** – this selection displays the 10 character XLAT short name based on the effective date
- **L = Long** – this selection displays the 30 character XLAT long name based on the effective date
When you change the Translate Value to either Short or Long, you will also have different effective date options:

- **Current Date** – Uses the current date as the comparison date to determine the effective row for the XLAT description
- **Field** – Uses a date field in the table as the comparison date to determine the effective row for the XLAT description
- **Expression** – Uses a query defined expression as the comparison date to determine the effective row for the XLAT description

If a field has a translate value associated with it, either an N, S, or L will be listed under the XLAT column on the Fields tab.

To change a translate value, click the Edit button for that field. Select the Translate Value option and the effective date method. Click OK to return to the Fields page.

**Modifying a Translate Value**

1. On the Fields tab, click the Edit button on the row of the field that you want modify the Translate Value for.
2. On the Edit Field Properties page, select one of the following in the Translate Value group box:
   a. Select the None radio button to display the code value in the results
   b. Select the Short radio button to display the short translation in the results (up to 10 characters)
   c. Select the Long radio button to display the long translation in the results (up to 30 characters)
3. Click the OK button.
Activity 4 – Modify Translate Values

Activity 4A
1. Create a new query on record ASSET_ACQ_DET.
2. Add the following fields from the ASSET_ACQ_DET record:
   a. BUSINESS_UNIT
   b. ASSET_ID
   c. DESCR
   d. CAPITALIZATION_SW
   e. PO_ID
   f. AMOUNT
3. Change the *Translate Value* for field CAPITALIZATION_SW to the *Short* value.
4. Run the query.

Activity 4B
1. Create a new query on record EX_SHEET_PYMNT.
2. Add the following fields from the EX_SHEET_PYMNT record:
   a. SHEET_ID
   b. EX_PYMNT_TYPE
   c. PYMNT_ID
   d. EMPLID
3. Change the *Translate Value* for EX_PYMNT_TYPE to the *Long* value.
4. Run the query.
Step F: Turn on the Distinct Option

The distinct option selects only unique rows based on the fields selected. By using the Distinct option, you are telling Query to only display a row in the results once. While each row in the record you are querying is unique, the resulting rows in your results may be replicated depending on the fields you have chosen to display.

The screenshot below is of a query of the EX_APPRVR record. The fields in the query include the Business Unit, Approver Profile, and Approver Operator ID. Because we are only showing these three fields, there are duplicated rows. This means that one Approver may have a profile of “AP Auditor” for different sets of Chartfields.

If we turn the Distinct option on, Query simply removes the duplicated rows in our results.
To use the distinct option for a query, select the **Properties** link from any page but the Run page. Then select the **Distinct** option. You must also provide a name for your query to save your Distinct selection.

**Making a Query Distinct**

1. On any page except the Run page, click the **Properties** link.
2. Input a query name.
3. Select the **Distinct** checkbox.
4. Click the **OK** button.
Activity 5 – Use Distinct Option

Activity 5A
1. Create a new query on record EX_APPRVR.
2. Add the following fields from the EX_APPRVR record:
   a. BUSINESS_UNIT_GL
   b. APPROVER_PROFILE
   c. APPROVER_OPRID
3. Run the query. Note how many rows are listed: ____________
4. Now, use the Distinct option to show only unique fields. (Name the query Approvers.)
5. Rerun the query and note how many rows are now listed: ______________

Activity 5B
1. Go to the Query Manager and open the pre-defined query QRYCL_POINFO by clicking the Edit link.
2. Save the query as your own, using your institution and initials in the Query Name.
3. Run the query. Note the number of rows retrieved: ______________
4. Now, make the query Distinct to show only unique fields.
5. Rerun the query and note how many rows are now listed: ____________.
Step G: Change the Column Order

If necessary, you can change the order in which your columns are displayed. From the Fields page, click the Reorder/Sort button. Under Column, you can see how the columns are currently ordered. In the New Column fields, you can enter the new column number to reorder the columns. Columns left blank or assigned a zero are automatically assigned a number.

Reordering Columns

1. On the Fields tab, click the Reorder/Sort button.
2. Enter new columns numbers on the Edit Field Ordering page on the right side of the page, under New Column.
3. Click the OK button.
Activity 6 – Change Column Order

**Activity 6A**

1. Create a new query on record **DEPT_TBL**.
2. Accept the **Effective Date Criteria** by clicking **OK** on the pop-up message.
3. Add the following fields from the **DEPT_TBL** record:
   a. SETID
   b. DEPTID
   c. EFFDT
   d. DESCR
   e. MANAGER_ID
   f. MANAGER_NAME
4. Change the **column order** so that they are arranged in this order:
   a. SetID
   b. Department ID
   c. Description
   d. Effective Date
   e. Manager Name
   f. Manager ID
5. Run the query.

**Activity 6B**

1. Go to Query Manager and open the pre-defined query **QRY_COLORD** by clicking its Edit link.
2. Save the query as your own, using your institution and initials in the query name.
3. Run the query and note how the columns are displayed.
4. Change the **column order** so that they are arranged in this order:
   a. BUSINESS_UNIT
   b. BUDGET_REF
   c. ACCOUNTING_PERIOD
   d. LEDGER
   e. DEPTID
   f. ACCOUNT
   g. FUND_CODE
   h. CLASS_FLG
   i. PROGRAM_CODE
   j. POSTED_TOTAL_AMT
5. Rerun the query.
Step H: Change the Output Order

In addition to reordering columns, you can also change the sort order of your results. From the **Fields** page, click the **Reorder/Sort** button. In the **New Order By** column, you can enter the new sort order. Enter a “0” to remove a sort order. If the field is the first sort order, enter “1”, and the system sorts rows based on this field first. To designate the second sort field, enter “2”, and so on. All sort orders default to an ascending order. To change this, select the **Descending** option to sort fields in descending order.
Once you apply a sort order, you will see this indicated in the “Ord” column on the Fields page.

**Applying a Sort Order**

1. On the Fields tab, click the Reorder/Sort button.
2. Enter numbers in the New Order By fields to indicate a sort order.
3. To apply a Descending sort order, select the appropriate Descending checkbox.
4. Click the OK button.
Activity 7 – Change the Output Order

**Activity 7A**
1. Go to Query Manager and open the pre-defined query QRYCL_ACT7A by clicking its Edit link.
2. Save the query as your own, using your institution and initials in the query name.
3. Go to the Query tab and add the following fields (this query uses the LEDGER record):
   a. LEDGER
   b. ACCOUNT
   c. DEPTID
   d. FUND_CODE
   e. CLASS_FLD
   f. FISCAL_YEAR
   g. ACCOUNTING_PERIOD
   h. POSTED_TOTAL_AMT
4. Sort the results first by “ACCOUNTING_PERIOD”, “DEPTID”, and the “ACCOUNT”.
5. Run the query.

**Activity 7B**
1. Create a new query on record RETIREMENT.
2. Add the following fields from the RETIREMENT record:
   a. BUSINESS_UNIT
   b. ASSET_ID
   c. RETIREMENT_DT
   d. RETIREMENT_STATUS
3. Sort the results by “Retirement Date” in descending order.
4. Run the query.
Step I: Review the SQL Statement

To view the underlying SQL code of your query, click the View SQL tab. The system displays the underlying SQL code that Query Manager generates based on your query definition. To copy the SQL statement, highlight the text of the statement and copy it. You can then paste it into another application if desired.

```
SELECT DISTINCT A.PYMTNT_TYPE, A.PYMTNT_STATUS, A.SHEET_ID, A.PYMTNT_ID
FROM PS_EX_SHEET_PYMTNT A
ORDER BY 3 DESC;
```
Step J: Save the Query

You can save a query at any time after you have selected one record and at least one field for it. You can save your query from any Query Manager page, except for the Run page, by clicking the Save button.

When saving your query, you must enter some basic information:

- **Query:** Enter a short name for your query, using your institution and initials (i.e., 280_MSA_QUERYNAME). Please do not begin your query name with “BOR”.
- **Description:** Enter an appropriate description for the query.
- **Folder:** If you want to save the query to a specific query folder, enter the folder name here.
- **Query Type:** Leave the Query Type as User.
- **Owner:** Select whether your query is Public or Private
  - Private Queries: Only the User ID that created the query can open, run, modify, or delete the query
  - Public Queries: Any user with access to the records used by the query can run, modify, or delete the query (Note: Only super users have the ability to save Public queries)
- **Definition:** You can use this field for a more detailed description or special notes for your query.
Step K: Run the Query

To preview the query, select the Run tab. From there, you can download your results to Excel.

From here, you can return to any of the Query Manager tabs to make changes to your query.

Step L: Print Query

To print the results of your query from the Run tab, download your results to Excel and print the results. You can also run any saved query from the Query Manager or Query Viewer to either HTML or Excel, and then print the results.
Notes:
Adding Criteria to a Query

To selectively retrieve the data you want in query, you define selection criteria. Selection criteria refine your query by specifying conditions that the retrieved data must meet.

Because your PeopleSoft database stores data in tables, you can identify every individual piece of data by saying what column (field) and row (record) it is in. When you create a query, select the data that you want by specifying which columns and rows you want the system to retrieve.

If you run the query after selecting the fields, the system retrieves all the data in those columns; that is, it retrieves data from every row in the table or tables. This may be much more data than what you really need. You select the rows of data you really need by adding selection criteria to the query.

The selection criteria serves as a test that the system applies to each row of data in the tables that you are not querying. If the row passes the test, the system retrieves it; if the row does not pass the test, the system does not retrieve it.

For example, if you create a query on the LEDGER record and you only want to retrieve rows for the Human Resources Department, you would write criteria for the DEPTID field to only include that department.

In most cases, a selection criterion compares the value in one of a row’s fields to a reference value. In other situations, you might compare the value to the value in another field or to a value that the user enters when running the query.
Four Selection Criteria Components

When adding criteria to a query, you will see four components:

1. **Logical:** This component indicates the logical operand associated with the criteria (AND, OR). This component can be found on the Criteria page. Any rows after the first row must include an ‘AND’ or ‘OR’ logical value in the Logical column to specify whether you want the rows to meet this criterion in addition to the other criteria that you have defined, or as an alternative criterion. The first criterion that you define does not have a value in the column. The default for subsequent criteria is ‘AND’.

2. **Expression 1:** This is the left expression in the criteria (as noted on the Criteria page). Expressions are made up of two components: Expression Type and Value. For Expression 1, valid expression types are Database field and Query Expression. The expression type specified drives the expression value selected.

3. **Condition Type (Operand):** The Condition Type indicates how Expression 1 relates to Expression 2 (i.e., Equal to, Between, In List, etc.)

4. **Expression 2:** This is the right expression in the criteria (as noted on the Criteria page). For Expression 2, valid expression types are: Database field, Constant, Prompt, Query Expression, or SubQuery.
### Condition Types and Expression 2 Types

Expression 1 can only have two types (Database field and Query Expression). But, Expression 2’s valid Expression Types depend on the Condition Type specified.

<table>
<thead>
<tr>
<th>Operand</th>
<th>Return Values</th>
<th>Expression Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equal To</strong></td>
<td>The value in the selected record exactly matches the comparison value.</td>
<td>Constant, Field, Prompt, Expression, SubQuery</td>
</tr>
<tr>
<td><strong>Greater Than</strong></td>
<td>The value in the record field is greater than the comparison value.</td>
<td>Constant, Field, Prompt, Expression, SubQuery</td>
</tr>
<tr>
<td><strong>Less Than</strong></td>
<td>The value in the record field is less than the comparison value.</td>
<td>Constant, Field, Prompt, Expression, SubQuery</td>
</tr>
<tr>
<td><strong>In List</strong></td>
<td>The value in the selected record field matches one of the comparison values in a list.</td>
<td>List</td>
</tr>
<tr>
<td><strong>Between</strong></td>
<td>The value in the selected record falls between two comparison values. The range is inclusive.</td>
<td>Constant – Constant; Constant – Expression; Field – Constant; Field – Field; Expression – Constant; Expression – Field; Expression - Expression</td>
</tr>
<tr>
<td><strong>Exists</strong></td>
<td>This operator is different from the others, in that it does not compare a record field to a comparison value. The comparison value is a SubQuery. If the SubQuery returns any data, PeopleSoft Query returns the corresponding row.</td>
<td>SubQuery to check for the existence of the value in another table</td>
</tr>
<tr>
<td><strong>Like</strong></td>
<td>The value in the selected field matches a specified string pattern. The comparison value may be a string that contains wildcard characters.</td>
<td>Similar to equal – makes use of wildcards</td>
</tr>
<tr>
<td><strong>Is Null</strong></td>
<td>The selected record field does not have a value in it. You do not specify a comparison value for this operator. Key fields, required fields, character fields, and numeric fields do not allow null values.</td>
<td>No value in the field.</td>
</tr>
<tr>
<td><strong>In Tree</strong></td>
<td>The value in the selected record field appears as a node in a tree created with PeopleSoft Tree Manager. The comparison value for this operator is a tree or branch of a tree that you want PeopleSoft Query to search.</td>
<td>Searches for existence of row within a tree node</td>
</tr>
</tbody>
</table>

Note: Each Condition Type has a corresponding “Not” value.
## Comparison Values

<table>
<thead>
<tr>
<th>Value Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>The value in the selected field is compared to the value in another field, usually a field in another record component.</td>
</tr>
<tr>
<td>Expression</td>
<td>The value in the selected field is compared to an expression that you enter, which PeopleSoft Query evaluates once for each row before comparing the result to the value in the selected field.</td>
</tr>
<tr>
<td>Constant</td>
<td>The value in the selected field is compared to a single fixed value. Note: A list of constants is available only for fields that have translate values or an assigned prompt table.</td>
</tr>
<tr>
<td>Prompt</td>
<td>The value in the selected field is compared to a value that you enter when running the query.</td>
</tr>
<tr>
<td>SubQuery</td>
<td>The value in the selected field is compared to the data that is returned by a SubQuery.</td>
</tr>
<tr>
<td>In List</td>
<td>The value in the selected field is compared to a list of values that you enter. This value type is available only when the selected operator is ‘in list’ or ‘not in list’.</td>
</tr>
<tr>
<td>Current Date</td>
<td>The value in the selected field is compared to the current date on the database server.</td>
</tr>
<tr>
<td>Tree Option</td>
<td>The value in the selected field is compared to a selected set of tree nodes. This value type is available only when the selected operator is ‘in tree’ or ‘not in tree’.</td>
</tr>
<tr>
<td>Effective Sequence</td>
<td>Used on some effective-dated records, the effective sequence is a sequencing number that is provided to further refine the effective date.</td>
</tr>
</tbody>
</table>
Adding Criteria

There are several ways to add criteria in Web Query:

- **Use as Criteria** icon (funnel) icon on the Query page
- **Add Criteria** (funnel) icon on the Fields page
- **Add Criteria** button on the Criteria page

**Adding Criteria Direction from the Query Page**

If you want to include criteria in your query, but do not need to see that actual field in your query results, adding the criteria directly from the **Query** page is your best option.

For example, if you only want to include results for Business Unit 28000 but do not want to see that field in your results, you could click on the **Add Criteria** icon (funnel icon) from the **Query** page to add that criteria.
Adding Criteria through the Criteria Page

You can also add criteria directly on the Criteria page, through the use of the Add Criteria button.

The downside to this option is that you have to select the Expression 1 first.
Adding Criteria from the Fields Page

In most cases, we will be adding criteria directly from the Fields page. You have already gone through the trouble of selecting the field for your query. Therefore, that field will automatically populate in the Expression 1 area when adding criteria on that field.

To get started, click the Add Criteria icon for that field (funnel icon).

This will bring you directly to the Edit Criteria Properties page, built on the field you selected.
Equal Expression

This is the most commonly used expression. It will select rows that match the exact value for a particular field.

To add an ‘Equal To’ Expression:

1. On the Fields page, click the funnel icon (add criteria) for the field you want to specify criteria.
2. The Edit Criteria Properties page displays.
3. Leave the Expression 1 Type as Field. In the Expression 1 – Choose Record and Field group box, you should see the field you want to specify criteria.
4. For Condition Type, select ‘equal to’.
5. Choose your Expression 2 Value Type and define it.
6. Click the OK button.
Activity 8 - Add ‘Equal To’ Expressions

**Activity 8A**
1. Create a query on the record **JRNL_HEADER**, and retrieve results only for Business Unit 54000.
2. Add the following fields from the JRNL_HEADER record:
   a. BUSINESS_UNIT
   b. JOURNAL_ID
   c. JOURNAL_DATE
   d. JRNL_TOTAL_LINES
   e. JRNL_TOTAL_DEBITS
   f. FISCAL_YEAR
   g. ACCOUNTING_PERIOD
   h. KK_AMOUNT_TYPE
   i. DESCR254
3. Your criteria should include BUSINESS_UNIT.
4. Sort the results by JOURNAL_DATE.
5. Run the query.
6. Add another criterion so only journals from FISCAL_YEAR 2010 are in the results, and display the Long Translate Value for KK_AMOUNT_TYPE.
7. Rerun the query.

**Activity 8B**
1. Create a query on the record **KK_BUDGET_HDR**, and retrieve results only for Business Unit 54000 and from Fiscal Year 2010.
2. Add the following fields from the KK_BUDGET_HDR record:
   a. BUSINESS_UNIT
   b. JOURNAL_ID
   c. JOURNAL_DATE
   d. LEDGER_GROUP
   e. DESCR
   f. FISCAL_YEAR
   g. ACCOUNTING_PERIOD
3. Your criteria should include BUSINESS_UNIT and FISCAL_YEAR.
4. Sort the results by JOURNAL_DATE.
5. Run the query.
6. Add another criterion so that results only include the APPROP Ledger Group (include criteria for LEDGER_GROUP).
7. Rerun the query.
Using “Between” Expressions

“Between” expressions select fields with a value between two specified values. “Between” expressions establish an inclusive range where upper and lower values, as well as in between values are searched by the expression. This is often used with dates.

To add a “Between” expression:

1. On the Fields page, click the funnel icon (add criteria) for the field you want to specify criteria.
2. The Edit Criteria Properties page displays.
3. Leave the Expression 1 Type as Field. In the Expression 1 – Choose Record and Field group box, you should see the field you want to specify criteria.
4. For Condition Type, select ‘between’.
5. Choose the value types in the Choose Expression 2 Type box and define Expression 2.
6. Click the OK button.
Activity 9 – Using “Between” Expressions

**Activity 9A**

1. Create a query on the record `JRNL_HEADER`. Retrieve all journals from Business Unit 54000 that have a Journal Date between 12/1/2009 and 12/31/2009.

2. Add the following fields from the `JRNL_HEADER` record:
   a. BUSINESS_UNIT
   b. JOURNAL_ID
   c. JOURNAL_DATE
   d. UNPOST_SEQ
   e. FISCAL_YEAR
   f. ACCOUNTING_PERIOD
   g. KK_AMOUNT_TYPE
   h. JRNL_TOTAL_DEBITS
   i. JRNL_TOTAL_LINES

3. Sort the results by JOURNAL_DATE and JOURNAL_ID.

4. Display the Long Translate Value for KK_AMOUNT_TYPE.

5. **Check your criteria:** It should include BUSINESS_UNIT and JOURNAL_DATE.

6. Run the query.
**Activity 9B**

1. Create a query on the record **DISTRIB_LINE**. Retrieve results from Business Unit 54000, with an Accounting Date that falls in the first quarter of FY2010, with an Account Number between 700000 and 799999.

2. Add the following fields from the DISTRIB_LINE record:
   a. BUSINESS_UNIT
   b. VOUCHER_ID
   c. VOUCHER_LINE_NUM
   d. ACCOUNT
   e. DESCR
   f. FUND_CODE
   g. CLASS_FLD
   h. PROGRAM_CODE
   i. DEPTID
   j. MONETARY_AMOUNT
   k. ACCOUNTING_DT

3. **Sort** the results by ACCOUNTING_DT, then by VOUCHER_ID, and then by VOUCHER_LINE_NUM.

4. **Check your criteria:** It should include BUSINESS_UNIT; ACCOUNTING_DT; and ACCOUNT.

5. Run the query.
“In List” Expressions

“In List” Expressions are used for fields for which you may want to retrieve rows which match any one of a list of values. This is an easier method of using the ‘OR’ operand for the same field with different values that satisfy the criteria.

When you select “In List” as your comparison value, the Edit List page appears. Use this page to build a list of values for Web Query to compare to the value from the first expression. (After you have created such a list, you can also use this page to select from the list.)

To add a comparison value to the list, click the Look Up button on the Edit List page. This displays the Edit List page, which dynamically reflects which record is used.
• **List Members**: Lists the values that have been selected using the *Add Value* button. (Note: the grid, containing the selected value, appears when a value is selected.) To delete a value, select the checkbox to the left of the appropriate List Members value and click the *Delete Checked Values* button.

• **Value**: To add a value, enter it into the *Value* text box and click the *Add Value* button. The value appears in the List Members grid. To select from a list of values, click the *Search* button to display the *Select a Constant* page. Click the *Look Up* button to display the *Look Up* page. Enter part of a value in the text box. The system automatically adds a wild card to the end of the entry, which enables you to do a partial search. Click the *Look Up* button to display the list of values that corresponds to the search criteria. Select the desired value from the list by clicking its associated link. The *Select a Constant* page appears again. Click *OK*. The selected value appears in the List Members grid.

• **Add Prompt**: Select to add one or more prompts to the list so that users can enter the comparison values when they run the query. Note: The prompts must be defined before you select them. If no prompts have been defined, you will receive an error message.

• **OK**: Click to accept the values that are listed in the List Members grid. You will return to the Edit Criteria Properties page, where the selected values are displayed in the Edit List page.

• **Cancel**: Click to return to the Edit Criteria Properties page without saving selections.

**To add an “In List” Expression:**

1. On the *Fields* page, click the funnel icon (Add Criteria) for the field you want to specify criteria.
2. The *Edit Criteria Properties* page displays.
3. Leave the *Expression 1 Type* as *Field*. In the Expression 1 – Choose Record and Field group box, you should see the field you want to specify criteria.
4. For *Condition Type*, select *‘in list’*.
5. Click the *Look Up* icon in the Expression 2 – Edit List group box, next to List Members.
6. Enter a value in the *Value* field and click the “*Add Value*” button.
   a. Or, click the “*Search*” button to locate the value you want to include.
7. If you need to delete a blank row in the “List Members” group box or if you need to delete a value entered in error, select it by clicking in the checkbox and clicking the “*Delete Checked Values*” button.
8. When you are finished adding all values to the list, click the “*OK*” button.
9. Click the “*OK*” button on the Edit Criteria Properties page.
Activity 10 – Using “In List” Expressions

Activity 10A
1. Create a new query on the record LEDGER. Retrieve results only from Business Unit 54000, from the ACTUALS Ledger, and from Accounting Period 3 of Fiscal Year 2010. Only retrieve results from the following Departments: 1001110, 1001131, 1003116, and 1005125.
2. Add the following fields from the LEDGER record:
   a. BUSINESS_UNIT
   b. LEDGER
   c. DEPTID
   d. FUND_CODE
   e. ACCOUNT
   f. FISCAL_YEAR
   g. ACCOUNTING_PERIOD
   h. POSTED_TOTAL_AMT
3. Sort the results by DEPTID.
4. Check your criteria: It should include BUSINESS_UNIT; LEDGER; FISCAL_YEAR; ACCOUNTING_PERIOD; and DEPTID.
5. Run the query.

Activity 10B
1. Create a query on the record PO_LINE_DISTRIBUT. Retrieve results only from Business Unit 54000, Budget Reference 2010, and from the following departments: Anthropology; Biology; Chemistry; and Computer Science.
2. Add the following fields from the PO_LINE_DISTRIBUT record:
   a. BUSINESS_UNIT
   b. PO_ID
   c. LINE_NBR
   d. MERCHANDISE_AMT
   e. ACCOUNT
   f. DEPTID
   g. BUDGET_REF
3. Sort the results by PO_ID and LINE_NBR.
4. Check your criteria: It should include BUSINESS_UNIT, BUDGET_REF, and DEPTID.
5. Run the query.
Using “Like” Expressions

“Like” expressions retrieve data containing fields that match specified portions of a character string.

These expressions use wild card characters. PeopleSoft supports two standard wild cards; individual database platforms may support additional or different wild cards.

<table>
<thead>
<tr>
<th>Wild Card</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>Retrieves any values which meet the criteria preceding or succeeding the wild card. For example: C% &gt; finds any string beginning with the letter C %C &gt; finds any string ending with the letter C %C% &gt; finds any string containing the letter C</td>
</tr>
<tr>
<td>_ (underscore)</td>
<td>Replaces one character to facilitate retrieving any values which meet the criteria following the wild card. For example: _ones &gt; finds any value ending in “ones”, such as Jones, Cones, Tones. Because this wild card is limited to replacing a single character, the expression would not retrieve Stones. A query using the % wild card (%ones) should be used to retrieve Stones.</td>
</tr>
</tbody>
</table>

Wild cards may be combined in the same expression.

Other examples for the use of wildcards:
- ACCOUNT like 5%: Returns all account numbers that begin with “5”, which reflect personal services accounts
- DEPTID like 2%: Returns all departments that begin with a “2”
- NAME1 like %Jones%: Returns all names that contain “Jones” in it

Hint: If you use the Condition Type “like” for a field in Expression 1 that is case-sensitive, whatever you input in Expression 2 with the wildcard is also case-sensitive. Generally, name and description fields are case-sensitive.
To add a “like” expression:

1. On the Fields page, click the funnel icon (add criteria) for the field you want to specify criteria.
2. The Edit Criteria Properties page displays.
3. Leave the Expression 1 Type as Field. In the Expression 1 – Choose Record and Field group box, you should see the field you want to specify criteria.
4. For Condition Type, select ‘like’.
5. Enter the constant with the wildcard string.
6. Click the OK button.
Activity 11 – Using “Like” Expressions

Activity 11A

1. Create a query on the record LEDG_KK_VW_BOR. Retrieve all rows for the Business Unit 54000, the ORG Ledger Group, the Budget Reference 2010, and the Accounting Period 2. Only include Accounts for Personal Services. (Hint: All personal services account numbers begin with a “5”.)

2. Add the following fields from the LEDG_KK_VW_BOR record:
   a. BUSINESS_UNIT
   b. LEDGER_GROUP
   c. FUND_CODE
   d. ACCOUNT
   e. DEPTID
   f. PROGRAM_CODE
   g. CLASS_FLDB
   h. BUDGET_REF
   i. ACCOUNTING_PERIOD
   j. POSTED_TOTAL_AMTB

3. Sort the results by Accounting Period, then Account, and then Department.

4. Check your criteria: It should include BUSINESS_UNIT; LEDGER_GROUP; BUDGET_REF; ACCOUNTING_PERIOD; and ACCOUNT.

5. Run the query.

Activity 11B

1. Create a query on the record VENDOR. Retrieve all vendors from SETID 54000, with an Approved Vendor Status (=A), a Federal Vendor Classification (=F), and with “University” as part of their Name1.

2. Add the following fields from the VENDOR record:
   a. SETID
   b. VENDOR_ID
   c. NAME1
   d. VENDOR_STATUS
   e. VENDOR_CLASS

3. Check your criteria: It should include SETID; VENDOR_STATUS; VENDOR_CLASS; and NAME1.

4. Run the query.
Using Effective Dates in Expressions

Effective dated records include the field ‘EFFDT’. This field is used to give an historical perspective to the field values, and to determine which value is valid for use at a particular point in time.

If a query uses an effective-dated record, the developer will be prompted to choose a default value for processing the effective date in the query. When you use a PeopleSoft application for day-to-day processing, you usually want the system to give you the currently effective rows of data – the rows where the effective date is less than or equal to today’s date. You do not want to see the history rows, which are no longer accurate, nor do you want to see future-dated rows, which are not yet in effect.

When you query an effective-dated table, however, you may want to see some rows that are not currently in effect. You might want to see all the rows, regardless of their effective dates. Or you might want to see the rows that were as of some date in the past.

To specify effective date criteria:

When you choose the record that has EFFDT as a key field, Query Manager automatically creates the default criteria and adds that criteria to the Criteria page.

This criterion is used to specify which row of data Web Query retrieves for each item in the table. The default is the currently effective row. Defaults are:

- **Expression 1**: Record Alias.EFFDT
- **Condition Type**: EFFDT <=
- **Expression 2**: Current Date
- **Effective Sequence**: Last

Valid Effective Date Options include:

<table>
<thead>
<tr>
<th>Effective Date Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Date</strong></td>
<td>Uses the current system date from the server</td>
</tr>
<tr>
<td><strong>Constant</strong></td>
<td>Uses a specific date value entered in the query design process</td>
</tr>
<tr>
<td><strong>Field</strong></td>
<td>Prompts the developer to enter a specific record and date field</td>
</tr>
<tr>
<td><strong>First Effective Date</strong></td>
<td>Returns the row with the lowest (oldest) effective date value</td>
</tr>
<tr>
<td><strong>Last Effective Date</strong></td>
<td>Returns the row with the highest (newest) effective date value</td>
</tr>
<tr>
<td><strong>No Effective Date Option</strong></td>
<td>Does not use the effective date logic</td>
</tr>
</tbody>
</table>
To display all effective dated rows, delete the EFFDT criteria from the criteria page.

**Hint:** Most often, you will only want to see the current effective-dated rows (leave the criteria as it defaults), or all effective-dated rows to include the history (delete the effective-dated criteria).
Activity 12 – Using Effective Dated Criteria

Activity 12A

1. Create a query on the record EX_AUTO_RT_TBL to see the current mileage reimbursement rates in use for SetID SHARE.
   a. Accept the Effective Date Criteria by clicking OK on the pop-up message.
2. Add the following fields from the EX_AUTO_RT_TBL record:
   a. SETID
   b. EXPENSE_TYPE
   c. EFFDT
   d. EFF_STATUS
   e. DISTANCE_TYPE
   f. DISTANCE_RT
3. Sort the results by EXPENSE_TYPE and EFFDT.
4. Display the Long Translate Value for EFF_STATUS and DISTANCE_TYPE.
5. Run the query. Note the number of rows displayed: ______________________
6. Go back to the Criteria tab and remove the Effective-Dated criteria in order to display the history of changes made to the mileage reimbursement rates.
7. Rerun the query. Note the difference in the results.
List of Appendices

Appendix A – Objectives for Advanced Users Class
Appendix B – List of Key Records in PSFIN v8.9
Appendix C – Downloading Queries to Excel
Appendix D – Additional Activities
Appendix E – Answer Key for Activities
Appendix A – Adv. Class Objectives

Using Web Query in PeopleSoft Financials v8.9 for Advanced Users – Objectives

- Execute a query using the “is null” operator
- Execute a query using the “in tree” operator
- Group criteria by using parentheses in expressions
- Reorder expression criteria
- Create a single run-time prompt
- Use multiple prompts in a query
- Use an “in list” expression with a prompt
- Define Aggregate Function Types
- Apply an aggregate function to a query
- Specify Having criteria
- Perform a Record Hierarchy Join
- Perform a Related Record Join
- Perform a Join Any Record
- Define a union
- Define expressions
- Identify different ways to find data in PSFIN
# Key Records for Queries

<table>
<thead>
<tr>
<th>Module</th>
<th>Key Records Used</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounts Payable</strong></td>
<td>VOUCHER</td>
<td>AP Voucher Header Table</td>
</tr>
<tr>
<td></td>
<td>VOUCHER_LINE</td>
<td>Voucher Line</td>
</tr>
<tr>
<td></td>
<td>DISTRIB_LINE</td>
<td>Voucher Distribution Table</td>
</tr>
<tr>
<td></td>
<td>VCHR_LINE_WTHD</td>
<td>Voucher Line Withhold Record</td>
</tr>
<tr>
<td></td>
<td>VCHR_ACCTG_LINE</td>
<td>AP Accounting Entries</td>
</tr>
<tr>
<td></td>
<td>PAYMENT_TBL</td>
<td>AP Disbursements</td>
</tr>
<tr>
<td></td>
<td>PYMNT_VCHR_XREF</td>
<td>Voucher Scheduled Payment</td>
</tr>
<tr>
<td></td>
<td>PYMNT_VCHR_WTHD</td>
<td>Voucher Withholding Information</td>
</tr>
<tr>
<td></td>
<td>PYCYCLE_STAT</td>
<td>Payment Selection Cycle Status</td>
</tr>
<tr>
<td></td>
<td>VENDOR</td>
<td>Vendor Header Table</td>
</tr>
<tr>
<td></td>
<td>VENDOR_LOC</td>
<td>Vendor Location</td>
</tr>
<tr>
<td></td>
<td>VENDOR_ADDR</td>
<td>Vendor Address</td>
</tr>
<tr>
<td></td>
<td>VENDOR_ID_NBRS</td>
<td>Extra Vendor Identifiers</td>
</tr>
<tr>
<td></td>
<td>VENDOR_PAY</td>
<td>Vendor Payment Defaults</td>
</tr>
<tr>
<td></td>
<td>VNDR_BANK_ACCT</td>
<td>Vendor Bank Accounts</td>
</tr>
<tr>
<td></td>
<td>VENDOR_TYPE</td>
<td>Vendor Type</td>
</tr>
<tr>
<td></td>
<td>VENDOR_WTHD</td>
<td>Vendor Withholding Information</td>
</tr>
<tr>
<td></td>
<td>BANK_CD_TBL</td>
<td>Bank Code Table</td>
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<td>BANK_ACCT_DEFN</td>
<td>Bank Accounts</td>
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<td>BANK_STMT_HDR</td>
<td>Bank Statement Header</td>
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<td></td>
<td>BANK_STMT_TBL</td>
<td>Bank Statement Detail Table</td>
</tr>
<tr>
<td><strong>Asset Management</strong></td>
<td>COST</td>
<td>Asset Cost Transaction</td>
</tr>
<tr>
<td></td>
<td>DIST_LN</td>
<td>AM Accounting Entries</td>
</tr>
<tr>
<td></td>
<td>BOOK</td>
<td>Financial Book</td>
</tr>
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<td>DEPRECIATION</td>
<td>Depreciation Transactions</td>
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<td>INTFC_FIN</td>
<td>AM Interface – Financial</td>
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<td>INTFC_PHY_A</td>
<td>AM Interface – Physical A</td>
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<td>AM Open Transactions</td>
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<td>Asset General Information</td>
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<td>ASSET_ACQ_DET</td>
<td>Asset Acquisition Detail</td>
</tr>
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<td>RETIREMENT</td>
<td>Asset Retirement</td>
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<td><strong>Budget Prep</strong></td>
<td>BUD_PSA_BOR</td>
<td>BOR Budgets PS</td>
</tr>
<tr>
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<td>BUD_PSB_BOR</td>
<td>BOR Budgets PS</td>
</tr>
<tr>
<td></td>
<td>BUD_PSC_BOR</td>
<td>BOR Budgets PS Dist</td>
</tr>
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<td>BUD_PSD_BOR</td>
<td>Position Pool Changes</td>
</tr>
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<td>BUD_NPSA_BOR</td>
<td>BOR Budgets App/Rev/Grt</td>
</tr>
<tr>
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<td>BUD_NPSB_BOR</td>
<td>BOR Budgets Org Budgets</td>
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<tr>
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<td>BUD_AGGDET_BOR</td>
<td>BOR Budgets Aggregate Details</td>
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<tr>
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<td>BUD_JRLNBLD_BOR</td>
<td>BOR Budgets Journal Build</td>
</tr>
</tbody>
</table>
## Appendix B – Key Records

<table>
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<tr>
<th>Module</th>
<th>Key Records Used</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commitment Control</strong></td>
<td>LEDGER_KK</td>
<td>Ledger Data</td>
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<tr>
<td></td>
<td>LEDG_KK_VW_BOR</td>
<td>Ledger View with KK Amount Types</td>
</tr>
<tr>
<td></td>
<td>LEDG_KK_VW2_BOR</td>
<td>Recognized Amount/Collected Amount</td>
</tr>
<tr>
<td></td>
<td>LEDG_KK_VW3_BOR</td>
<td>GASB Record View</td>
</tr>
<tr>
<td></td>
<td>LEDG_KK_VW4_BOR</td>
<td>BOR KK All Amounts View</td>
</tr>
<tr>
<td></td>
<td>KKACTSRC_VW_BOR</td>
<td>KK Activity Log/Source Header &amp; Line View</td>
</tr>
<tr>
<td></td>
<td>KK_SOURCE_HDR</td>
<td>KK Source Header Table</td>
</tr>
<tr>
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<td>KK_SOURCE_LN</td>
<td>KK Source Line Table</td>
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<td>KK_ACTIVITY_LOG</td>
<td>KK Budget Activity Record</td>
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<td>KK_TRANS_LOG</td>
<td>KK Transaction Log</td>
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<td>KK_LIQUIDATION</td>
<td>KK Liquidation Table</td>
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<td>KK_REFERENCED</td>
<td>Store reference data</td>
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<td>KK_EXCPNT_TBL</td>
<td>KK Transaction Exceptions</td>
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<td>KK OVERRIDE_TBL</td>
<td>Document/Budget Overrides</td>
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<td>KK_BUDGET_HDR</td>
<td>KK Budget Journal Header</td>
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<td>KK_BUDGET_LN</td>
<td>KK Budget Journal Line</td>
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<td></td>
<td>KK_SOURCE_TRAN</td>
<td>KK Source Transaction Definition</td>
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<td>Ledger Data</td>
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<td>Journal Header Data</td>
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<td>JRNL_DRILL_BOR</td>
<td>Journal Line DrillDown View</td>
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<td>PERS_SERV_BOR</td>
<td>Personal Services Data</td>
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<td>PROJ_GRANT_BOR</td>
<td>Project/Grant Record Definition</td>
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<td>HR_ACCTG_LINE</td>
<td>Payroll Accounting Line</td>
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<td>JGEN_PHONE_BOR</td>
<td>DOAS Phone Bill Accounting Entries</td>
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<td>JGEN_PCARD_BOR</td>
<td>Journal Generated Load Recv’d from PCard</td>
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<td>JGEN_BNR_BOR</td>
<td>BOR MOD USF</td>
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<td>COA_COMBO1_BOR</td>
<td>Banner Chartfield Combination Table</td>
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<td>BOR_BNR_SPRID##</td>
<td>View of Banner table SPRIDEN</td>
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<tr>
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<td>BOR_BNR_MISC##</td>
<td>View of Banner table TBBMISC</td>
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<td>BOR_BNR_MISD##</td>
<td>View of Banner table TRBMISD</td>
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<td></td>
<td>BOR_BNR_ZUGF##</td>
<td>View of Banner table ZURGFTT</td>
</tr>
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<td></td>
<td>(## = 1\textsuperscript{st} two characters of Business Unit)</td>
<td></td>
</tr>
<tr>
<td><strong>Purchasing</strong></td>
<td>PO_HDR</td>
<td>Purchase Order Header</td>
</tr>
<tr>
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<td>PO_LINE</td>
<td>Purchase Order Line Item</td>
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<tr>
<td></td>
<td>PO_LINE_DISTRIB</td>
<td>PO Line Accounting Entries</td>
</tr>
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<td>PO_LINE_SHIP</td>
<td>PO Line Shipping Schedule</td>
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<td>Requisition Header</td>
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<td>REQ_LINE</td>
<td>Requisition Line</td>
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<td>REQ_LN_DISTRIB</td>
<td>Requisition Distribution</td>
</tr>
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<td>REQ_LN_SHIP</td>
<td>Requisition Line Delivery Schedule</td>
</tr>
</tbody>
</table>
# Appendix B – Key Records

<table>
<thead>
<tr>
<th>Module</th>
<th>Key Records Used</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and Expenses</td>
<td>EX_SHEET_HDR</td>
<td>Sheet Advance Tracking Table</td>
</tr>
<tr>
<td></td>
<td>EX_SHEET_DIST</td>
<td>Expense Line Distributions</td>
</tr>
<tr>
<td></td>
<td>EX_SHEET_LINE</td>
<td>Expense Report Line</td>
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<tr>
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<td>EX_TAUTH_HDR</td>
<td>Travel Authorization Header</td>
</tr>
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<td>EX_TAUTH_LINE</td>
<td>Travel Authorization Line Information</td>
</tr>
<tr>
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<td>EX_TAUTH_DIST</td>
<td>Travel Authorization Distribution</td>
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<td>EX_ADV_LINE</td>
<td>Cash Advance Line</td>
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<td>EX_ADV_HDR</td>
<td>Cash Advance Header</td>
</tr>
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<td>EX_ADVANCE_PYMNT</td>
<td>Cash Advance Payment</td>
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<td>EX_SHEET_PYMNT</td>
<td>Sheet Payment</td>
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<td>EX_EE_ORG_DTA</td>
<td>Employee Profile Detail</td>
</tr>
<tr>
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<td>EX_EE_PYMNT_DTL</td>
<td>Payee Bank Information</td>
</tr>
<tr>
<td></td>
<td>EX_EE_AUTH_TBL</td>
<td>Employee Authority</td>
</tr>
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<td>EX_ACCTG_LINE</td>
<td>Expenses Accounting Line</td>
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<td>EX_TYPES_TBL</td>
<td>Expense Types Table</td>
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<td>EX_LOC_AMT_DTL</td>
<td>Expenses Location Amount Table</td>
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<td>EX_LOCATION_TBL</td>
<td>Location Table</td>
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<tr>
<td></td>
<td>EX_LOC_GRP_TBL</td>
<td>Location Group Table</td>
</tr>
<tr>
<td></td>
<td>EX_TYPE_GRP_TBL</td>
<td>Expense Type Group Table</td>
</tr>
<tr>
<td>Encumbrance Reporting – Key Views &amp; Tables</td>
<td>KKACTSRC_VW_BOR</td>
<td>Join between KK_SOURCE_HDR, KK_SOURCE_LINE, and KK_ACTIVITY_LOG</td>
</tr>
<tr>
<td></td>
<td>LEDG_KK_VW_BOR</td>
<td>Designed to mimic LEDGER_BUDG; selects Budget, Pre-encumbrance, Encumbrance, and Expended amounts from LEDGER_KK</td>
</tr>
<tr>
<td></td>
<td>LEDG_KK_VW2_BOR</td>
<td>Selects the same data as LEDG_KK_VW_BOR with the addition of Recognized Revenue and Collected Revenue</td>
</tr>
<tr>
<td></td>
<td>LEDG_KK_VW3_BOR</td>
<td>All Amount fields (Budget, Pre-Encumbrance, Encumbrance, Expenditure, Recognized, Collected, and Actuals)</td>
</tr>
<tr>
<td></td>
<td>KK_EXCPTN_TBL</td>
<td>Stores Commitment Control transaction budget-checking exceptions</td>
</tr>
<tr>
<td></td>
<td>KK_REFERENCED</td>
<td>Stores the reference data between Req to PO, PO to Voucher, and TAuth to Expense Report</td>
</tr>
</tbody>
</table>
## Appendix B – Key Records

<table>
<thead>
<tr>
<th>Module</th>
<th>Key Records Used</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrance Reporting – Key Queries</td>
<td>BOR_BC_PENDING</td>
<td>Transactions not budget checked</td>
</tr>
<tr>
<td></td>
<td>BOR_KK_EXCEPTIONS</td>
<td>Transactions that fail budget checking</td>
</tr>
<tr>
<td></td>
<td>BOR_KK_TRIAL_BALANCE_BUD</td>
<td>Budgetary Trial Balance – All current budget year balances and Open previous budget year balances</td>
</tr>
<tr>
<td></td>
<td>BOR_KK_OPEN_ENCS_KK</td>
<td>Open PO Encumbrance Balances per Commitment Control</td>
</tr>
<tr>
<td></td>
<td>BOR_PO_OPEN_AMOUNT_ALL</td>
<td>Open PO Balances per Purchasing</td>
</tr>
<tr>
<td></td>
<td>BOR_KK_OPEN_TAUTH_ENC</td>
<td>Open TAuth Encumbrance Balances per Commitment Control</td>
</tr>
<tr>
<td></td>
<td>BOR_PAYROLL_ENC_BAL</td>
<td>Net payroll encumbrances per journal detail</td>
</tr>
<tr>
<td></td>
<td>BOR_KK_TRIAL_BALANCE_BUD_381</td>
<td>Net encumbrance balances</td>
</tr>
</tbody>
</table>
Downloading Queries to Excel

If you are having problems downloading your queries to Excel, please complete the following steps:

1. Double-click “My Computer”
2. Click on “Tools”
3. Select “Folder Options”
4. Click the “File Types” folder tab
5. In the “Registered file types” list, scroll to locate and select “XLS – Microsoft Excel Worksheet”. It will be near the bottom of the list.
6. Click on the “Advanced” button.

7. In the “Edit File Type” dialog box, click to clear the checkboxes for (all checkboxes should be deselected):
   a. Browse in same window (or Open Web documents in place)
   b. Always show extension
   c. Confirm open after download
8. Click “OK”
9. Complete steps 5 through 8 for File Type “XLA”
10. Complete steps 5 through 8 for File Type “XLB”
11. Complete steps 5 through 8 for File Type “CSV”
12. If you are running Excel 2007, you will also need to complete steps 5 through 8 for File Type “XLSX”
13. In the Folder Options dialog box, click on “Close”
14. Close “My Computer”
Additional Activities

Activity 13A

1. Create a query on the record LEDG_KK_VW3_BOR. Retrieve rows for Business Unit 54000, Department 5072104, in Budget Year 2010.

2. Add the following fields from the LEDG_KK_VW3_BOR record:
   a. BUSINESS_UNIT
   b. LEDGER
   c. ACCOUNT
   d. DEPTID
   e. FUND_CODE
   f. CLASS_FLD
   g. PROGRAM_CODE
   h. BUDGET_REF
   i. ACCOUNTING_PERIOD
   j. POSTED_TOTAL_AMT
   k. PRE_ENCUM_AMOUNT
   l. ENCUMBERED_AMOUNT

3. Sort the results by ACCOUNTING_PERIOD and ACCOUNT.

4. Change the Column Heading for POSTED_TOTAL_AMT to “Posted Total Amount.”

5. Check your criteria: It should include BUSINESS_UNIT; DEPTID; and BUDGET_REF.

6. Run the query.

Activity 13B

1. Create a query on record PYMNT_VCHR_XREF. Show all vouchers from Business Unit 54000, with a Due Date in January 2010.

2. Add the following fields from the PYMNT_VCHR_XREF record:
   a. BUSINESS_UNIT
   b. VOUCHER_ID
   c. PYMNT_ID
   d. PYMNT_TYPE
   e. PYMNT_GROSS_AMT
   f. DUE_DT
   g. PAID_AMT_GROSS
   h. REMIT_VENDOR

3. Display the Long Translate Value for PYMNT_TYPE.

4. Change the Column Heading for PYMNT_TYPE to the RFT Long Value.

5. Change the Column Heading for PYMNT_GROSS_AMT to “Gross Amt Due.”

6. Change the Column Heading for PYMNT_AMT_GROSS to “Gross Amt Paid.”

7. Sort the results by DUE_DT, and then by VOUCHER_ID.

8. Check your criteria: It should include BUSINESS_UNIT and DUE_DT.

9. Run the query.
Activity 13C
1. Create a query on the record **ASSET_ACQ_DET**. Show all assets from Business Unit 54000 that should have been capitalized, but have not been. To qualify for this criteria, the CAPITALIZATION_SW status cannot be “Already Capitalized” (=2), or “Consolidated” (=5).
2. Add the following fields from the ASSET_ACQ_DET record:
   a. BUSINESS_UNIT
   b. ASSET_ID
   c. DESCRIPT
   d. CAPITALIZATION_SW
   e. DEPTID
3. Display the _Long Translate Value_ for CAPITALIZATION_SW.
4. **Check your criteria:** It should include BUSINESS_UNIT and CAPITALIZATION_SW.
5. Run the query.

Activity 13D
1. Create a query on record **EX_SHEET_PYMNT**. Retrieve all rows from Business Unit 54000 that have a payment date listed in the second quarter of Fiscal Year 2010.
2. Add the following fields from the EX_SHEET_PYMNT record:
   a. BUSINESS_UNIT_GL
   b. SHEET_ID
   c. EX_PYMNT_TYPE
   d. PYMNT_ID
   e. EMPLID
   f. PYMNT_GROSS_AMT
   g. PYMNT_METHOD
   h. PYMNT_DT
3. **Sort** the results by PYMNT_DT and EMPLID.
4. Display the _Long Translate Values_ for EX_PYMNT_TYPE and PYMNT_METHOD.
5. Change the _Column Heading_ for SHEET_ID to “Expense Report ID.”
6. Change the _Column Heading_ for PYMNT_ID to “Payment Number/Reference.”
7. Change the _Column Heading_ for EMPLID to the RFT Long Value.
8. Change the _Column Heading_ for PYMNT_METHOD to the RFT Long Value.
9. **Check your criteria:** It should include BUSINESS_UNIT_GL and PYMNT_DT.
10. Run the query.
Appendix E – Answer Key

Answer Key to Activities

Activity 1A
1. In BOR Reporting Instance, open Query Manager.
2. In the “Search By – begins with” field, enter “BOR_TRIAL_BALANCE” and click the Search button.
3. Select the HTML link.
4. Enter 2010 in the Fiscal Year field.
5. Enter 54000 in the Business Unit field.
7. Click the View Results button.
8. View the results.

Activity 1B
1. Go to the Query Manager page.
2. In the “Search By – begins with” field, enter “BOR_AM_ASSET” and click the Search button.
3. Select the EXCEL link.
4. View the results.

Activity 1C
1. Go to the Query Manager page.
2. In the “Search By – begins with” field, enter “QRYCL_ACCTLIST” and click the Search button.
3. Select the Edit link.
4. Click the Save As link.
5. Enter a new Query Name.
6. Select Private as the Owner.
7. Click the OK button.
8. In the Menu, select the Query Manager link.
9. Search for the private query you just saved (search on the name you used in step 5).
10. Select the HTML link.
11. View the results.

Activity 1D
1. Go to the Query Manager page.
2. In the “Search By – begins with” field, enter “BOR_BUILDINGCOST” and click the Search button.
3. Select the BOR_BUILDINGCOST query by placing a checkmark in its Select box.
4. In the Action drop down list, select Add as Favorite.
5. Click the Go button.
6. In the My Favorites list, locate BOR_BUILDINGCOST and select its Excel link.
7. View the results.

Activity 2A
1. Go to the Query Manager page.
2. Click the Create New Query link.
3. In the “Search By – begins with” field, enter “PAYMENT_TBL” and click the Search button.
   a. Select the Add Record link for the PAYMENT – Payments record.
4. On the Query tab, select the following fields by placing a check mark in their Fields box:
   BANK_SETID, PYMNT_ID, PYMNT_ID_REF, REMIT_VENDOR, PYMNT_DT, and PYMNT_AMT.
5. Click the Fields tab.
6. Review the fields that you added to your query.
7. Click the New Query link.

---

**Activity 2B**

1. Go to the Query Manager page.
2. Click the Create New Query link.
3. In the “Search By – begins with” field, enter “ASSET” and click the Search button.
   a. Select the Add Record link for the ASSET – Asset General Information.
4. On the Query tab, select the following fields by placing a check mark in their Fields box: BUSINESS_UNIT, ASSET_ID, ASSET_STATUS, ACQUISITION_DT, PROFILE_ID, and ASSET_CLASS.
5. Click the Fields tab.
6. Review the fields that you added to your query.
7. Click the New Query link.

---

**Activity 2C**

1. Go to the Query Manager page.
2. Click the Create New Query link.
3. In the “Search By – begins with” field, enter “KK_EXCPTN_TBL” and click the Search button.
   a. Select the Add Record link for the KK_EXCPTN_TBL – Comm Ctrl Trans Exceptions.
4. On the Query tab, select the following fields by placing a check mark in their Fields box:
   LEDGER_GROUP, EXCPTN_TYPE, BUSINESS_UNIT, ACCOUNT, DEPTID, FUND_CODE, CLASS_FLD, 
   PROGRAM_CODE, and BUDGET_REF.
5. Click the Fields tab.
6. Review the fields that you added to your query.
7. Click the New Query link.

![Figure 3 - Activity 2C Fields](image)

Activity 2D

1. Go to the Query Manager page.
2. Click the Create New Query link.
3. In the “Search By – begins with” field, enter “EX_TYPES_TBL” and click the Search button.
   a. Select the Add Record link for the EX_TYPES_TBL – Expense Types Table.
4. On the Query tab, select the Check All Fields button.
5. Click the Fields tab.
6. Review the fields that you added to your query.
7. Click the New Query link.
Activity 3A

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “VENDOR” and click the Search button.
   a. Select the Add Record link for the VENDOR – Vendor Header Table.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: SETID, VENDOR_ID, VENDOR_NAME_SHORT, NAME1, VENDOR_STATUS, VENDOR_CLASS, and VENDOR_PERSISTENCE.
4. Click the Fields tab.
5. Click the Edit button for A.VENDOR_PERSISTENCE.
   a. In the Heading group box, select the RFT Long radio button.
   b. Click the OK button.
6. Click the Run tab.

![Figure 5 - Activity 3A Fields](image)

**Activity 3B**

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “PO_HDR” and click the Search button.
   a. Select the Add Record link for the PO_HDR – Purchase Order Header.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: BUSINESS_UNIT, PO_ID, PO_TYPE, PO_STATUS, RECEV_STATUS, and CHANGE_STATUS.
4. Click the Fields tab.
5. Click the Edit button for A.PO_TYPE.
   a. In the Heading group box, select the RFT Long radio button.
   b. Click the OK button.
6. Click the Edit button for A.PO_STATUS.
   a. In the Heading group box, select the RFT Long radio button.
   b. Click the OK button.
7. Click the Edit button for A.RECEV_STATUS.
   a. In the Heading group box, select the Text radio button.
   b. In the Heading Text field, enter “PO Receipt Status”.
   c. Click the OK button.
8. Click the Edit button for A.CHANGE_STATUS.
   a. In the Heading group box, select the RFT Long radio button.
   b. Click the OK button.
9. Click the Run tab.
Activity 4A
1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “ASSET_ACQ_DET” and click the Search button.
   a. Select the Add Record link for the ASSET_ACQ_DET – Asset Acquisition Detail.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: BUSINESS_UNIT, ASSET_ID, DESCR, CAPITALIZATION_SW, PO_ID, and AMOUNT.
4. Click the Fields tab.
5. Click the Edit button for A.CAPITALIZATION_SW.
   a. In the Translate Value group box, select the Short radio button.
   b. Click the OK button.
6. Click the Run tab.

Activity 4B
1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “EX_SHEET_PYMNT” and click the Search button.
a. Select the Add Record link for the **EX_SHEET_PYMNT – Sheet Payment**.

3. On the Query tab, select the following fields by placing a check mark in their Fields box: **SHEET_ID**, **EX_PYMNT_TYPE**, **PYMNT_ID**, and **EMPLID**.

4. Click the Fields tab.

5. Click the Edit button for **A.EX_PYMNT_TYPE**.
   a. In the Translate Value group box, select the Long radio button.
   b. Click the OK button.

6. Click the Run tab.

---

### Activity 5A

1. Click the Create New Query link.

2. In the “Search By – begins with” field, enter “EX_APPRVR” and click the Search button.
   a. Select the Add Record link for the **EX_APPRVR – Approvers**.

3. On the Query tab, select the following fields by placing a check mark in their Fields box: **BUSINESS_UNIT_GL**, **APPROVER_PROFILE**, and **APPROVER_OPRID**.

4. Click the Run tab.

5. Go back to the Fields tab.

6. Click the Properties link.
   a. Enter Approvers in the Query field.
   b. Select the Distinct option.
   c. Click the OK button.

7. Click the Run tab.

---

<table>
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<tr>
<th>Col</th>
<th>Record Fieldname</th>
<th>Format</th>
<th>Ord</th>
<th>XLAT</th>
<th>Alias</th>
<th>Heading Text</th>
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<th>Edit</th>
<th>Delete</th>
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<td>A.SHEET_ID - Report ID</td>
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<td></td>
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<td>Report ID</td>
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<td>2</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 8 - Activity 4B Fields**
Activity 5B

1. In the Menu, click the Query Manager link.
2. In the “Search By – begins with” field, enter “QRYCL_POINFO” and click the Search button.
3. Select the Edit link.
4. Click the Save As link.
   a. Enter a new Query Name.
   b. Select Private as the Owner.
   c. Click the OK button.
5. Click the Run tab.
6. Go to the Fields tab.
7. Click the Properties link.
   a. Select the Distinct option.
   b. Click the OK button.
8. Click the Run tab.
Activity 6A

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “DEPT_TBL” and click the Search button.
   a. Select the Add Record link for the DEPT_TBL – Departments.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: SHEET_ID, DEPTID, EFFDT, DESCR, MANAGER_ID, and MANAGER_NAME.
4. Click the Fields tab.
5. Click the Reorder/Sort button.
   a. Place a 1 in the New Column box for A.SETID.
   b. Place a 2 in the New Column box for A.DEPTID.
   c. Place a 3 in the New Column box for A.DESCR.
   d. Place a 4 in the New Column box for A.EFFDT.
e. Place a 5 in the **New Column** box for **A.MANAGER_NAME**.

f. Place a 6 in the **New Column** box for **A.MANAGER_ID**.

g. Click the **OK** button.

6. Click the **Run** tab.

![Figure 13 - Activity 6A Fields](image)

**Activity 6B**

1. In the Menu, click the **Query Manager** link.

2. In the “Search By — begins with” field, enter **“QRYCL_COLORD”** and click the **Search** button.

3. Select the **Edit** link.

4. Click the **Save As** link.
   - a. Enter a new **Query Name**.
   - b. Select **Private** as the Owner.
   - c. Click the **OK** button.

5. Click the **Run** tab.

6. Click the **Fields** tab.

7. Click the **Reorder/Sort** button.
   - a. Place a 1 in the **New Column** box for **A.BUSINESS_UNIT**.
   - b. Place a 2 in the **New Column** box for **A.BUDGET_REF**.
   - c. Place a 3 in the **New Column** box for **A.ACCOUNTING_PERIOD**.
   - d. Place a 4 in the **New Column** box for **A.LEDGER**.
   - e. Place a 5 in the **New Column** box for **A.DEPTID**.
   - f. Place a 6 in the **New Column** box for **A.ACCOUNT**.
   - g. Place a 7 in the **New Column** box for **A.FUND_CODE**.
   - h. Place an 8 in the **New Column** box for **A.CLASS_FLD**.
   - i. Place a 9 in the **New Column** box for **A.PROGRAM_CODE**.
   - j. Place a 10 in the **New Column** box for **A.POSTED_TOTAL_AMT**.
   - k. Click the **OK** button.

8. Click the **Run** tab.
Activity 7A

1. In the Menu, click the Query Manager link.
2. In the “Search By – begins with” field, enter “QRYCL_ACT7A” and click the Search button.
3. Select the Edit link.
4. Click the Save As link.
   a. Enter a new Query Name.
   b. Select Private as the Owner.
   c. Click the OK button.
5. Click the Query tab.
6. On the Query tab, select the following fields by placing a check mark in their Fields box: LEDGER, ACCOUNT, DEPTID, FUND_CODE, CLASS_FLD, FISCAL_YEAR, ACCOUNTING_PERIOD, and POSTED_TOTAL_AMT.
7. Click the Fields tab.
8. Click the Reorder/Sort button.
   a. Place a 1 in the New Order by box for A.ACCOUNTING_PERIOD.
   b. Place a 2 in the New Order by box for A.DEPTID.
   c. Place a 3 in the New Order by box for A.ACCOUNT.
   d. Click the OK button.
9. Click the Run tab.
Activity 7B

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “RETIREMENT” and click the Search button.
   a. Select the Add Record link for the RETIREMENT – Asset Retirement.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: BUSINESS_UNIT, ASSET_ID, RETIREMENT_DT, and RETIREMENT_STATUS.
4. Click the Fields tab.
5. Click the Reorder/Sort button.
   a. Place a 1 in the New Order by box for A.RETIREMENT_DT – Project Retirement Date.
   b. Select the Descending checkbox for A.RETIREMENT_DT – Project Retirement Date.
   c. Click the OK button.
6. Click the Run tab.
### Activity 8A

1. Click the **Create New Query** link.
2. In the “Search By – begins with” field, enter “JRNL_HEADER” and click the **Search** button.
   a. Select the **Add Record** link for the JRNL_HEADER – Journal Header Data.
3. On the **Query** tab, select the following fields by placing a check mark in their Fields box: BUSINESS_UNIT, JOURNAL_ID, JOURNAL_DATE, JRNL_TOTAL_LINES, JRNL_TOTAL_DEBITS, FISCAL_YEAR, ACCOUNTING_PERIOD, KK_AMOUNT_TYPE, and DESCR254.
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a 1 in the **New Sort By** box for A.JOURNAL_DATE.
   b. Click the **OK** button.
6. Add criteria for Business Unit:
   a. Click the **funnel** icon (Add Criteria) for A.BUSINESS_UNIT.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 54000 in the Expression 2 – Define Constant field.
   d. Click the **OK** button.
7. Click the **Run** tab.
8. Go back to the **Fields** tab.
9. Add criteria for Fiscal Year:
   a. Click the **funnel** icon (Add Criteria) for A.FISCAL_YEAR.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 2010 in the Expression 2 – Define Constant field.
   d. Click the **OK** button.
10. Click the **Edit** button for A.KK_AMOUNT_TYPE.
    a. In the Translate Value group box, select the **Long** radio button.
    b. Click the **OK** button.
11. Review your criteria on the **Criteria** page.
12. Click the **Run** tab.

![Figure 17 - Activity 8A Fields](image-url)
Activity 8B

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “KK_BUDGET_HDR” and click the Search button.
   a. Select the Add Record link for the KK_BUDGET_HDR – KK Budget Journal Header.
3. On the Query tab, select the following fields by placing a check mark in their Fields box:
   BUSINESS_UNIT, JOURNAL_ID, JOURNAL_DATE, LEDGER_GROUP, DESCR, FISCAL_YEAR, and
   ACCOUNTING_PERIOD.
4. Click the Fields tab.
5. Click the Reorder/Sort button.
   a. Place a 1 in the New Sort By box for A.JOURNAL_DATE.
   b. Click the OK button.
6. Add criteria for Business Unit:
   a. Click the funnel icon (Add Criteria) for A.BUSINESS_UNIT.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 54000 in the Expression 2 – Define Constant field.
   d. Click the OK button.
7. Add criteria for Fiscal Year:
   a. Click the funnel icon (Add Criteria) for A.FISCAL_YEAR.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 2010 in the Expression 2 – Define Constant field.
   d. Click the OK button.
8. Review your criteria on the Criteria page.
9. Click the Run tab.
10. Go back to the Fields tab.
11. Add criteria for Ledger Group:
    a. Click the funnel icon (Add Criteria) for A.LEDGER_GROUP.
    b. Leave the Condition Type as ‘equal to.’
    c. Enter APPROP in the Expression 2 – Define Constant field.
    d. Click the OK button.
12. Review your criteria on the Criteria page.
13. Click the Run tab.
Activity 9A

1. Click the **Create New Query** link.
2. In the “Search By – begins with” field, enter “JRNL_HEADER” and click the **Search** button.
   a. Select the **Add Record** link for the **JRNL_HEADER – Journal Header Data**.
3. On the Query tab, select the following fields by placing a check mark in their Fields box:
   * BUSINESS_UNIT, JOURNAL_ID, JOURNAL_DATE, UNPOST_SEQ, FISCAL_YEAR, ACCOUNTING_PERIOD, KK_AMOUNT_TYPE, JRNL_TOTAL_DEBITS, and JRNL_TOTAL_LINES.
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a 1 in the **New Sort By** box for **A.JOURNAL_DATE**.
   b. Place a 2 in the **New Sort By** box for **A.JOURNAL_ID**.
   c. Click the **OK** button.
6. Click the **edit** button for **KK_AMOUNT_TYPE**.
   a. In the **Translate** group box, select the **Long** radio button.
   b. Click the **OK** button.
7. Add criteria for Business Unit:
a. Click the funnel icon (Add Criteria) for A.BUSINESS_UNIT.

b. Leave the Condition Type as 'equal to.'

c. Enter 54000 in the Expression 2 – Define Constant field.

d. Click the OK button.

8. Add criteria for Journal Date:

a. Click the funnel icon (Add Criteria) for A.JOURNAL_DATE.

b. Change the Condition Type to 'between.'

 c. In the Expression 2 – Define Constant field, enter 12/1/2009.

d. In the Expression 2 – Define Constant 2 field, enter 12/31/2009.

e. Click the OK button.


10. Click the Run tab.

**Figure 21 - Activity 9A Fields**

**Figure 22 - Activity 9A Criteria**

**Activity 9B**

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “DISTRIB_LINE” and click the Search button.
   a. Select the Add Record link for DISTRIB_LINE.
3. On the Query tab, select the following fields by placing a check mark in their Fields box:
   BUSINESS_UNIT, VOUCHER_ID, VOUCHER_LINE_NUM, ACCOUNT, DESCR, FUND_CODE, CLASS_FLD,
   PROGRAM_CODE, DEPTID, MONETARY_AMOUNT, and ACCOUNTING_DT.
4. Click the Fields tab.
5. Click the Reorder/Sort button.
   a. Place a 1 in the New Sort By box for A.ACCOUNTING_DT.
   b. Place a 2 in the New Sort By box for A.VOUCHER_ID.
   c. Place a 3 in the New Sort By box for A.VOUCHER_LINE_NUM.
   d. Click the OK button.
6. Add criteria for Business Unit:
   a. Click the funnel icon (Add Criteria) for A.BUSINESS_UNIT.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 54000 in the Expression 2 – Define Constant field.
   d. Click the OK button.
7. Add criteria for Accounting Date:
   a. Click the funnel icon (Add Criteria) for A.ACCOUNTING_DT.
   b. Change the Condition Type to ‘between.’
   c. In the Expression 2 – Define Constant field, enter 7/1/2009.
   d. In the Expression 2 – Define Constant 2 field, enter 9/30/2009.
   e. Click the OK button.
8. Add criteria for Account:
   a. Click the funnel icon (Add Criteria) for A.ACCOUNT.
   b. Change the Condition Type to ‘between.’
   c. In the Expression 2 – Define Constant field, enter 700000.
   d. In the Expression 2 – Define Constant 2 field, enter 799999.
   e. Click the OK button.
10. Click the Run tab.
Activity 10A

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “LEDGER” and click the Search button.
   a. Select the Add Record link for the LEDGER – Ledger Data.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: BUSINESS_UNIT, LEDGER, DEPTID, FUND_CODE, ACCOUNT, FISCAL_YEAR, ACCOUNTING_PERIOD, and POSTED_TOTAL_AMT.
4. Click the Fields tab.
5. Click the Reorder/Sort button.
   a. Place a 1 in the New Sort By box for A.DEPTID.
   b. Click the OK button.
6. Add criteria for Business Unit:
   a. Click the funnel icon (Add Criteria) for A.BUSINESS_UNIT.
   b. Leave the Condition Type as 'equal to.'
   c. Enter 54000 in the Expression 2 – Define Constant field.
   d. Click the OK button.

7. Add criteria for Ledger:
   a. Click the funnel icon (Add Criteria) for A.LEDGER.
   b. Leave the Condition Type as 'equal to.'
   c. Enter ACTUALS in the Expression 2 – Define Constant field.
   d. Click the OK button.

8. Add criteria for Fiscal Year:
   a. Click the funnel icon (Add Criteria) for A.FISCAL_YEAR.
   b. Leave the Condition Type as 'equal to.'
   c. Enter 2010 in the Expression 2 – Define Constant field.
   d. Click the OK button.

9. Add criteria for Accounting Period:
   a. Click the funnel icon (Add Criteria) for A.ACCOUNTING_PERIOD.
   b. Leave the Condition Type as 'equal to.'
   c. Enter 3 in the Expression 2 – Define Constant field.
   d. Click the OK button.

10. Add criteria for Department:
    a. Click the funnel icon (Add Criteria) for A.DEPTID.
    b. Change the Condition Type to 'in list.'
    c. In the Expression 2 – Edit List group box, click on the Look Up icon.
    d. Enter 1001110 in the Value text box and click Add Value.
    e. Enter 1001131 in the Value text box and click Add Value.
    f. Enter 1003116 in the Value text box and click Add Value.
    g. Enter 1005125 in the Value text box and click Add Value.
    h. Click the OK button.
    i. Click the OK button on the Edit Criteria Properties page.

11. Review your criteria on the Criteria page.

12. Click the Run tab.
Activity 10B

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “PO_LINE_DISTRIB” and click the Search button.
   a. Select the Add Record link for PO_LINE_DISTRIB.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: BUSINESS_UNIT, PO_ID, LINE_NBR, MERCHANDISE_AMT, ACCOUNT, DEPTID, and BUDGET_REF.
4. Click the Fields tab.
5. Click the Reorder/Sort button.
   a. Place a 1 in the New Sort By box for A.PO_ID.
   b. Place a 2 in the New Sort By box for A.LINE_NBR.
   c. Click the OK button.
6. Add criteria for Business Unit:
Appendix E – Answer Key

Using Web Query in PeopleSoft Financials v8.9 for Beginning Users
Participate Guide – v2.0
Prepared for University of West Georgia
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a. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
b. Leave the Condition Type as ‘**equal to**.’
c. Enter **54000** in the Expression 2 – Define Constant field.
d. Click the **OK** button.

7. **Add criteria for Budget Reference:**
a. Click the **funnel** icon (Add Criteria) for **A.BUDGET_REF**.
b. Leave the Condition Type as ‘**equal to**.’
c. Enter **2010** in the Expression 2 – Define Constant field.
d. Click the **OK** button.

8. **Add criteria for Department:**
a. Click the **funnel** icon (Add Criteria) for **A.DEPTID**.
b. Change the Condition Type to ‘**in list**.’
c. In the Expression 2 – Edit List group box, click on the **Look Up** icon.
d. On the Edit List page, click the **Search** button.
e. Enter **54000** as the SetID.
f. Click the **Look Up** icon for Department.
g. Locate the **Anthropology** (under Description) and click its Department ID.
h. Click the **OK** button.
i. Click the **Search** button.
j. Enter **54000** as the SetID.
k. Click the **Look Up** icon for Department.
l. Locate the **Biology** (under Description) and click its Department ID.
m. Click the **OK** button.
n. Click the **Search** button.
o. Enter **54000** as the SetID.
p. Click the **Look Up** icon for Department.
q. Locate the **Chemistry** (under Description) and click its Department ID.
r. Click the **OK** button.
s. Click the **Search** button.
t. Enter **54000** as the SetID.
u. Click the **Look Up** icon for Department.
v. Locate the **Computer Science** (under Description) and click its Department ID.
w. Click the **OK** button.
x. Click the **OK** button on the Edit List page.
y. Click the **OK** button on the Edit Criteria Properties page.

9. Review your criteria on the **Criteria** page.

10. Click the **Run** tab.
Activity 11A

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “LEDG_KK_VW_BOR” and click the Search button.
   a. Select the Add Record link for the LEDG_KK_VW_BOR – Ledger View with KK Amt Types.
3. On the Query tab, select the following fields by placing a check mark in their Fields box:
   BUSINESS_UNIT, LEDGER_GROUP, FUND_CODE, ACCOUNT, DEPTID, PROGRAM_CODE, CLASS_FLD,
   BUDGET_REF, ACCOUNTING_PERIOD, and POSTED_TOTAL_AMT.
4. Click the Fields tab.
5. Click the Reorder/Sort button.
   a. Place a 1 in the New Sort By box for A.ACCOUNTING_PERIOD.
   b. Place a 2 in the New Sort By box for A.ACCOUNT.
   c. Place a 3 in the New Sort By box for A.DEPTID.
   d. Click the OK button.
6. Add criteria for Business Unit:
   a. Click the funnel icon (Add Criteria) for A.BUSINESS_UNIT.
b. Leave the Condition Type as ‘equal to.’
c. Enter 54000 in the Expression 2 – Define Constant field.
d. Click the OK button.

7. Add criteria for Budget Reference:
   a. Click the funnel icon (Add Criteria) for A.BUDGET_REF.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 2010 in the Expression 2 – Define Constant field.
   d. Click the OK button.

8. Add criteria for Ledger Group:
   a. Click the funnel icon (Add Criteria) for A.LEDGER_GROUP.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter ORG in the Expression 2 – Define Constant field.
   d. Click the OK button.

9. Add criteria for Accounting Period:
   a. Click the funnel icon (Add Criteria) for A.ACCOUNTING_PERIOD.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 2 in the Expression 2 – Define Constant field.
   d. Click the OK button.

10. Add criteria for Account:
    a. Click the funnel icon (Add Criteria) for A.ACCOUNT.
    b. Change the Condition Type to ‘like.’
    c. In the Expression 2 – Define Constant field, enter 5%.
    d. Click the OK button.

11. Review your criteria on the Criteria page.
12. Click the Run tab.

Figure 29 - Activity 11A Fields
Activity 11B

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “VENDOR” and click the Search button.
   a. Select the Add Record link for the VENDOR – Vendor Header Table.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: SETID, VENDOR_ID, NAME1, VENDOR_STATUS, and VENDOR_CLASS.
4. Click the Fields tab.
5. Add criteria for Set ID:
   a. Click the funnel icon (Add Criteria) for A.SETID.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 54000 in the Expression 2 – Define Constant field.
   d. Click the OK button.
6. Add criteria for Vendor Status:
   a. Click the funnel icon (Add Criteria) for A.VENDOR_STATUS.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter A in the Expression 2 – Define Constant field.
   d. Click the OK button.
7. Add criteria for Vendor Classification:
   a. Click the funnel icon (Add Criteria) for A.VENDOR_CLASS.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter F in the Expression 2 – Define Constant field.
   d. Click the OK button.
8. Add criteria for Name 1:
   a. Click the funnel icon (Add Criteria) for A.NAME1.
   b. Change the Condition Type to ‘like.’
   c. In the Expression 2 – Define Constant field, enter %University%.
   d. Click the OK button.
10. Click the Run tab.
Activity 12A

1. Click the **Create New Query** link.
2. In the “Search By – begins with” field, enter “EX_AUTO_RT_TBL” and click the **Search** button.
   a. Select the **Add Record** link for the **EX_AUTO_RT_TBL** – Expenses Distance Rate Table.
   b. Click **OK** for the Effective Date message.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **SETID**, **EXPENSE_TYPE**, **EFFDT**, **EFF_STATUS**, **DISTANCE_TYPE**, and **DISTANCE_RT**.
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the New Sort By box for **A.EXPENSE_TYPE**.
   b. Place a **2** in the New Sort By box for **A.EFFDT**.
   c. Click the **OK** button.
6. Click the **Edit** button for **A.EFF_STATUS** – Status as of Effective Date.
   a. In the **Translate Value** group box, select the Long radio button.
   b. Click the **OK** button.
7. Click the **Edit** button for **A.DISTANCE_TYPE** – Distance Type.
a. In the **Translate Value** group box, select the **Long** radio button.
b. Click the **OK** button.

8. Add criteria for Set ID:
a. Click the **funnel** icon (Add Criteria) for **A.SETID**.
b. Leave the **Condition Type** as 'equal to.'
c. Enter **SHARE** in the Expression 2 – Define Constant field.
d. Click the **OK** button.

9. Click the **Run** tab.
10. Go to the **Criteria** page.
11. Delete the criteria for **A.EFFDT** by clicking the **Delete** button (-).
12. Click the **Run** tab.

---

**Figure 33 - Activity 12A Fields**

**Figure 34 - Activity 12A Criteria**

**Activity 13A**

1. Click the **Create New Query** link.
2. In the “Search By – begins with” field, enter “**LEDG_KK_VW3_BOR**” and click the **Search** button.
a. Select the **Add Record** link for the **LEDG_KK_VW3_BOR – GASB record view**.
3. On the **Query** tab, select the following fields by placing a check mark in their Fields box:

4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a 1 in the **New Sort By** box for **A.ACCOUNTING_PERIOD**.
   b. Place a 2 in the **New Sort By** box for **A.ACCOUNT**.
   c. Click the **OK** button.
6. Click the **Edit** button for **A.POSTED_TOTAL_AMT – Posted Total Amount**.
   a. In the **Heading** group box, select the **Text** radio button.
   b. In the **Heading Text** field, change the text to **Posted Total Amount**.
   c. Click the **OK** button.
7. Add criteria for Business Unit:
   a. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter **54000** in the Expression 2 – Define Constant field.
   d. Click the **OK** button.
8. Add criteria for Budget Reference:
   a. Click the **funnel** icon (Add Criteria) for **A.BUDGET_REF**.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter **2010** in the Expression 2 – Define Constant field.
   d. Click the **OK** button.
9. Add criteria for Department:
   a. Click the **funnel** icon (Add Criteria) for **A.DEPT**.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter **5072104** in the Expression 2 – Define Constant field.
   d. Click the **OK** button.
10. Review your criteria on the **Criteria** page.
11. Click the **Run** tab.
### Activity 13A

1. Click the **Create New Query** link.
2. In the “Search By – begins with” field, enter “PYMNT_VCHR_XREF” and click the **Search** button.
   a. Select the **Add Record** link for the **PYMNT_VCHR_XREF – Voucher Scheduled Payment**.
3. On the **Query** tab, select the following fields by placing a check mark in their Fields box:
   - BUSINESS_UNIT, VOUCHER_ID, PYMNT_ID, PYMNT_TYPE, PYMNT_GROSS_AMT, DUE_DT, PAID_AMT_GROSS, and REMIT_VENDOR.
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.

---

### Figure 35 - Activity 13A Fields

<table>
<thead>
<tr>
<th>Fields</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BUSINESS_UNIT - Business Unit</td>
<td>Char5</td>
<td>Unit</td>
</tr>
<tr>
<td>2 LEDGER - Ledger</td>
<td>Char10</td>
<td>Ledger</td>
</tr>
<tr>
<td>3 ACCOUNT - Account</td>
<td>Char10</td>
<td>Account</td>
</tr>
<tr>
<td>4 DEPTID - Department</td>
<td>Char10</td>
<td>Dept</td>
</tr>
<tr>
<td>5 FUND_CODE - Fund Code</td>
<td>Char5</td>
<td>Fund</td>
</tr>
<tr>
<td>6 CLASS_FIELD - Class Field</td>
<td>Char5</td>
<td>Class</td>
</tr>
<tr>
<td>7 PROGRAM_CODE - Program Code</td>
<td>Char5</td>
<td>Program</td>
</tr>
<tr>
<td>8 BUDGET_REF - Budget Reference</td>
<td>Char3</td>
<td>Bud Ref</td>
</tr>
<tr>
<td>9 ACCOUNTING_PERIOD - Accounting Period</td>
<td>Num3</td>
<td>Period</td>
</tr>
<tr>
<td>10 POSTED_TOTAL_AMT - Posted Total Amount</td>
<td>SNm25.3</td>
<td>Posted Total Amount</td>
</tr>
<tr>
<td>11 PRE_ENCUMBERED_AMT - Pre Encumbered Amount</td>
<td>SNm25.3</td>
<td>Pre Encumbered</td>
</tr>
<tr>
<td>12 ENCUMBERED_AMT - Encumbered Amount</td>
<td>SNm25.3</td>
<td>Encumbered</td>
</tr>
</tbody>
</table>

### Figure 36 - Activity 13A Criteria

- **Expression 1**: A BUSINESS_UNIT - Business Unit
- **Condition Type**: equal to
- **Expression 2**: 54000

- **Expression 1**: A BUDGET_REF - Budget Reference
- **Condition Type**: equal to
- **Expression 2**: 2010

- **Expression 1**: A DEPTID - Department
- **Condition Type**: equal to
- **Expression 2**: 5072104
a. Place a 1 in the New Sort By box for A.DUE_DT.
b. Place a 2 in the New Sort By box for A.VOUCHER_ID.
c. Click the OK button.

6. Click the Edit button for A.PYMNT_TYPE – Document Type.
   a. In the Heading group box, select the RFT Long radio button.
   b. In the Translate Value group box, select the Long radio button.
   c. Click the OK button.

7. Click the Edit button for A.PYMNT_GROSS_AMT – Gross Payment Amount.
   a. In the Heading group box, select the Text radio button.
   b. In the Heading Text field, change the text to Gross Amt Due.
   c. Click the OK button.

8. Click the Edit button for A.PYMNT_AMT_GROSS – Gross Paid Amount.
   a. In the Heading group box, select the Text radio button.
   b. In the Heading Text field, change the text to Gross Amt Paid.
   c. Click the OK button.

9. Add criteria for Business Unit:
   a. Click the funnel icon (Add Criteria) for A.BUSINESS_UNIT.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 54000 in the Expression 2 – Define Constant field.
   d. Click the OK button.

10. Add criteria for Due Date:
    a. Click the funnel icon (Add Criteria) for A.DUE_DT.
    b. Change the Condition Type to ‘between.’
    c. In the Expression 2 – Define Constant field, enter 1/1/2010.
    d. In the Expression 2 – Define Constant 2 field, enter 1/31/2010.
    e. Click the OK button.

11. Review your criteria on the Criteria page.
12. Click the Run tab.

Figure 37 - Activity 13B Fields
Activity 13C

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “ASSET_ACQ_DET” and click the Search button.
   a. Select the Add Record link for the ASSET_ACQ_DET – Asset Acquisition Detail.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: BUSINESS_UNIT, ASSET_ID, DESCR, CAPITALIZATION_SW, and DEPTID.
4. Click the Fields tab.
5. Click the Edit button for A. CAPITALIZATION_SW – Capitalized.
   a. In the Translate Value group box, select the Long radio button.
   b. Click the OK button.
6. Add criteria for Business Unit:
   a. Click the funnel icon (Add Criteria) for A.BUSINESS_UNIT.
   b. Leave the Condition Type as ‘equal to.’
   c. Enter 54000 in the Expression 2 – Define Constant field.
   d. Click the OK button.
7. Add criteria for Capitalization Status:
   a. Click the funnel icon (Add Criteria) for A.CAPITALIZATION_SW.
   b. Change the Condition Type to ‘not in list.’
   c. In the Expression 2 – Edit List group box, click on the Look Up icon.
   d. On the Edit List page, click the Add Value button for Field Value 2 (Already Capitalized).
   e. On the Edit List page, click the Add Value button for Field Value 5 (Consolidated).
   f. Click the OK button on the Edit List page.
   g. Click the OK button on the Edit Criteria Properties page.
8. Review your criteria on the Criteria page.
9. Click the Run tab.
Activity 13D

1. Click the Create New Query link.
2. In the “Search By – begins with” field, enter “EX_SHEET_PYMNT” and click the Search button.
   a. Select the Add Record link for the EX_SHEET_PYMNT – Sheet Payment.
3. On the Query tab, select the following fields by placing a check mark in their Fields box: BUSINESS_UNIT_GL, SHEET_ID, EX_PYMNT_TYPE, PYMNT_ID, EMPLID, PYMNT_GROSS_AMT, PYMNT_METHOD, and PYMN_DT.
4. Click the Fields tab.
5. Click the Reorder/Sort button.
   a. Place a 1 in the New Sort By box for A.PYMNT_DT.
   b. Place a 2 in the New Sort By box for A.EMPLID.
   c. Click the OK button.
6. Click the Edit button for A.PYMNT_TYPE – Document Type.
   a. In the Translate Value group box, select the Long radio button.
   b. Click the OK button.
7. Click the Edit button for A.PYMNT_METHOD – Payment Method.
   a. In the Heading group box, select the RTF Long radio button.
   b. In the Translate Value group box, select the Long radio button.
c. Click the OK button.

8. Click the Edit button for A.SHEET_ID – Report ID.
   a. In the Heading group box, select the Text radio button.
   b. In the Heading Text field, change the text to Expense Report ID.
   c. Click the OK button.

9. Click the Edit button for A.PYMNT_ID – Payment Number.
   a. In the Heading group box, select the Text radio button.
   b. In the Heading Text field, change the text to Payment Number/Reference.
   c. Click the OK button.

10. Click the Edit button for A.EMPLID – EmplID.
    a. In the Heading group box, select the RTF Long radio button.
    b. Click the OK button.

11. Add criteria for Business Unit:
    a. Click the funnel icon (Add Criteria) for A.BUSINESS_UNIT_GL.
    b. Leave the Condition Type as 'equal to.'
    c. Enter 54000 in the Expression 2 – Define Constant field.
    d. Click the OK button.

12. Add criteria for Payment Date:
    a. Click the funnel icon (Add Criteria) for A.PYMNT_DT.
    b. Change the Condition Type to 'between.'
    c. In the Expression 2 – Define Constant field, enter 10/1/09.
    d. In the Expression 2 – Define Constant 2 field, enter 12/31/09.
    e. Click the OK button.

13. Review your criteria on the Criteria page.

14. Click the Run tab.

---

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.SHEET_ID – Report ID</td>
<td>Expense Report ID</td>
</tr>
<tr>
<td>A.PYMNT_ID – Payment Number</td>
<td>Payment Number/Reference</td>
</tr>
<tr>
<td>A.EMPLID – EmplID</td>
<td>RTF Long</td>
</tr>
<tr>
<td>A.BUSINESS_UNIT_GL</td>
<td>Equal to 54000</td>
</tr>
<tr>
<td>A.PYMNT_DT</td>
<td>Between 10/1/09 and 12/31/09</td>
</tr>
</tbody>
</table>

Figure 41 - Activity 13D Fields
### Figure 42 - Activity 13D Criteria

<table>
<thead>
<tr>
<th>Logical</th>
<th>Expression1</th>
<th>Condition Type</th>
<th>Expression 2</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>A.BUSINESS_UNIT.GL - GL Business Unit</td>
<td>equal to</td>
<td>54000</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.PYMNT_DT - Payment Date</td>
<td>between</td>
<td>2009-10-01 AND 2009-12-31</td>
<td></td>
</tr>
</tbody>
</table>