PSFIN V8.9 Training

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

Prepared for: University of West Georgia

Participant Guide

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

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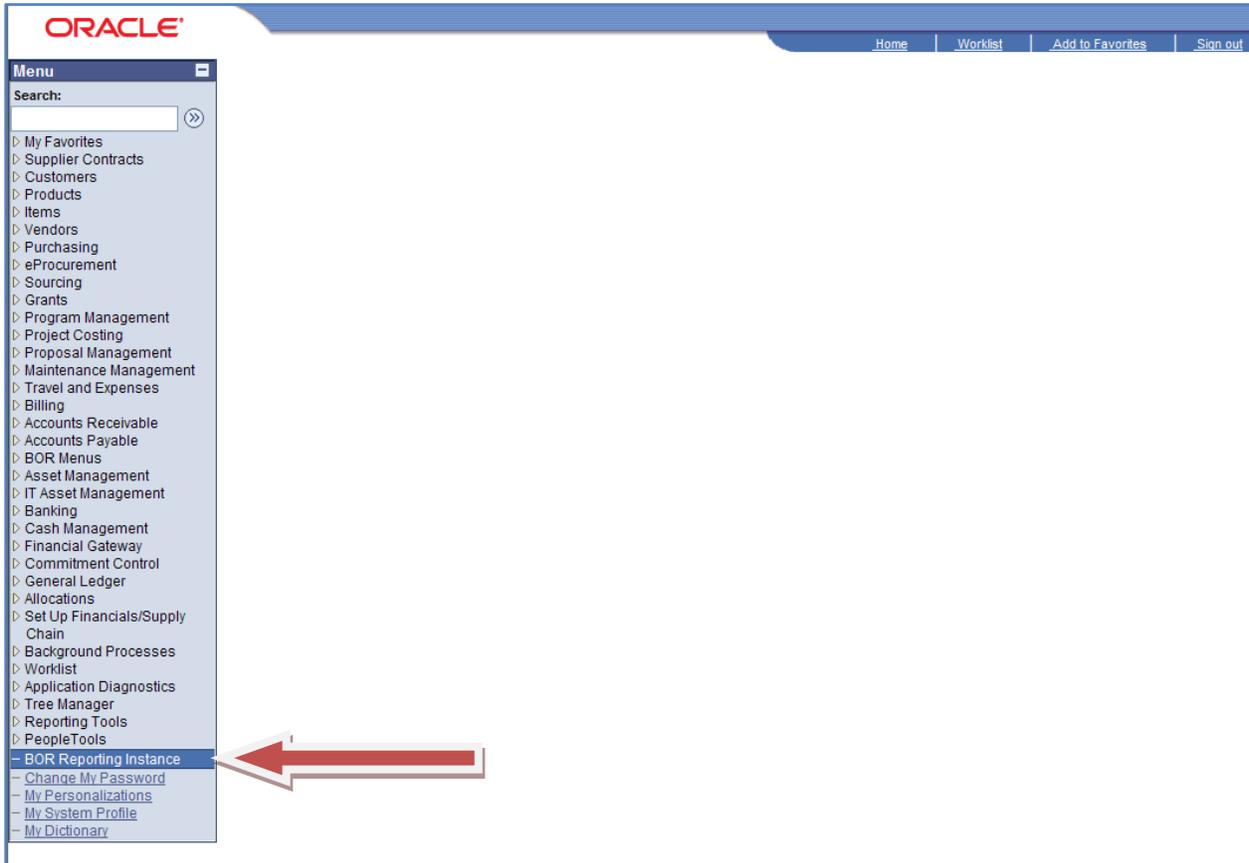
A new window will open for the Reporting Database.
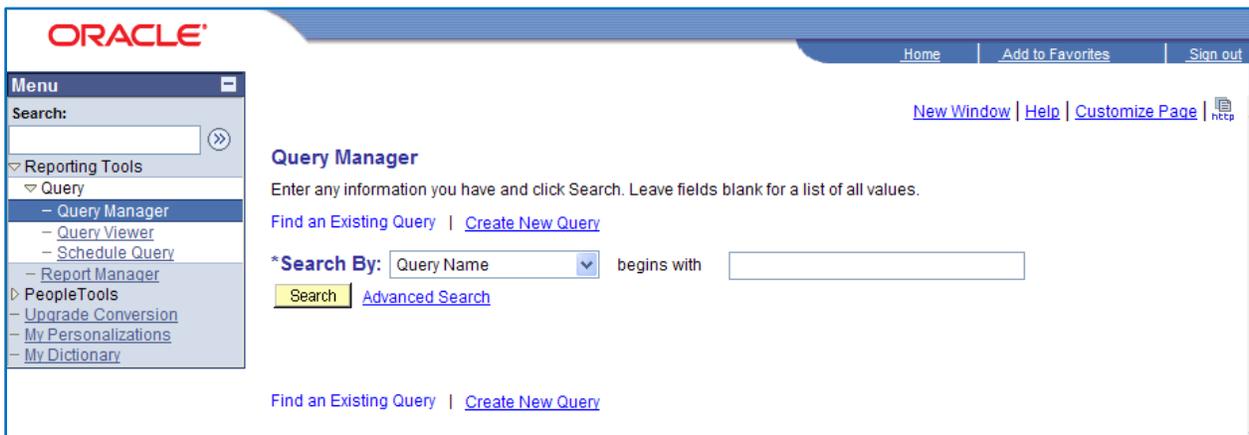
Three Options in Web Query

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).

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

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

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,JRNL_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

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 BOR_KK_EXC

Search   Advanced Search

Search Results

*Folder View: -- All Folders -- ⌄

Check All   Uncheck All   ***Action:** -- Choose -- ⌄   Go

Query			Customize | Find | View All |	First ◄ 1-2 of 2 ► Last		
Select	**Query Name**	**Descr**	**Owner** **Folder**	**Edit**	**Run to HTML**	**Run to Excel**	**Schedule**
☐	BOR_KK_EXCEPTIONS	KK Exception Detail (Error)	Public	Edit	HTML	Excel	Schedule
☐	BOR_KK_EXCLOSE_RECON	EXCLOSE Source Tran to KK	Public	Edit	HTML	Excel	Schedule

Find an Existing Query | Create New Query

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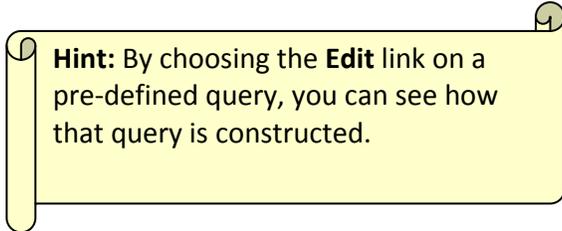
> **Hint:** By choosing the **Edit** link on a pre-defined query, you can see how that query is constructed.

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.
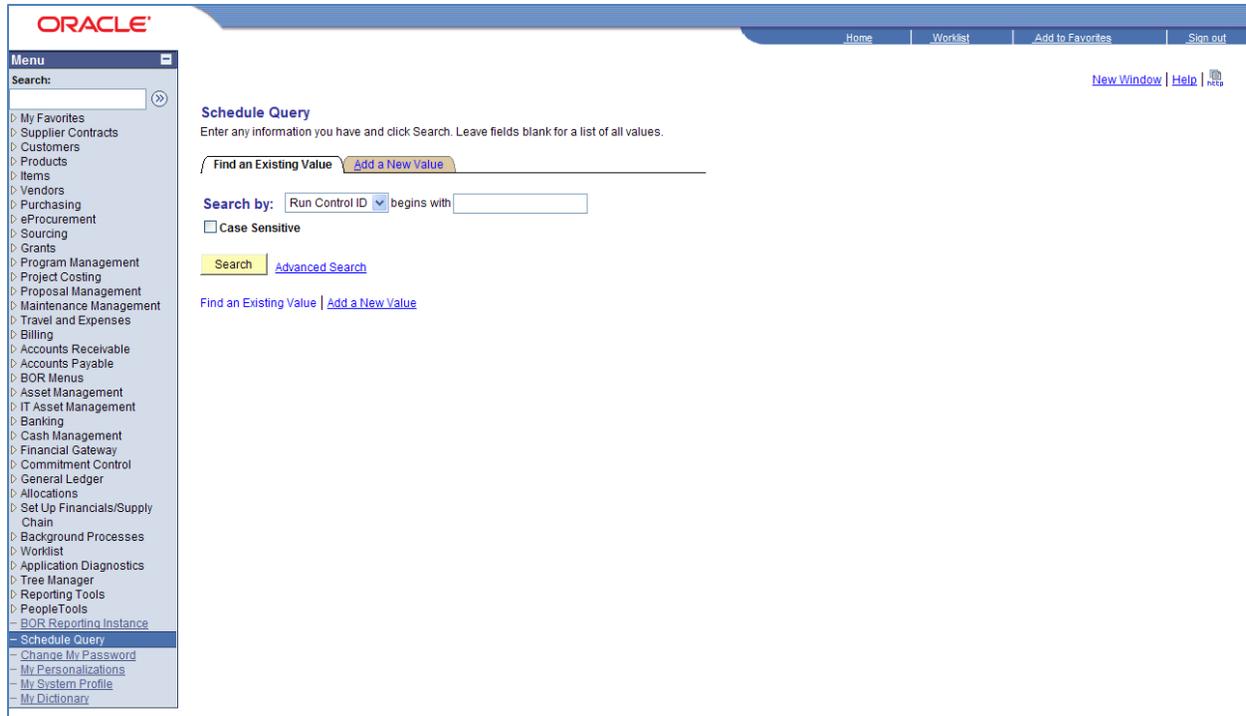
To Schedule a Query in the Production Database

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**.
3. Locate your query in the Process List.
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.

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**.
3. Locate your query in the Process List.
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.

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Creating a Basic Query

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.

Notes:

Creating a Basic Query

To build a new query, perform the following steps:

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

Step A: Create a New Query

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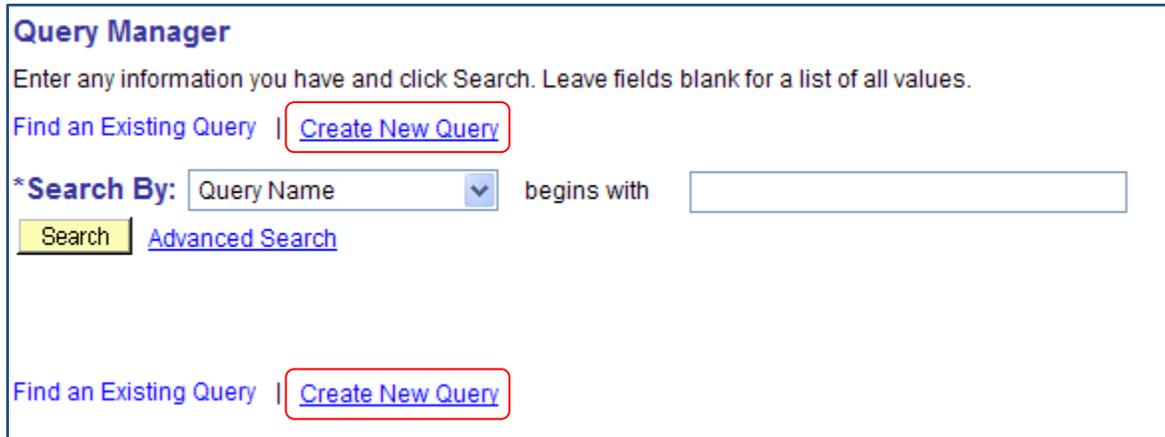
Query Manager

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

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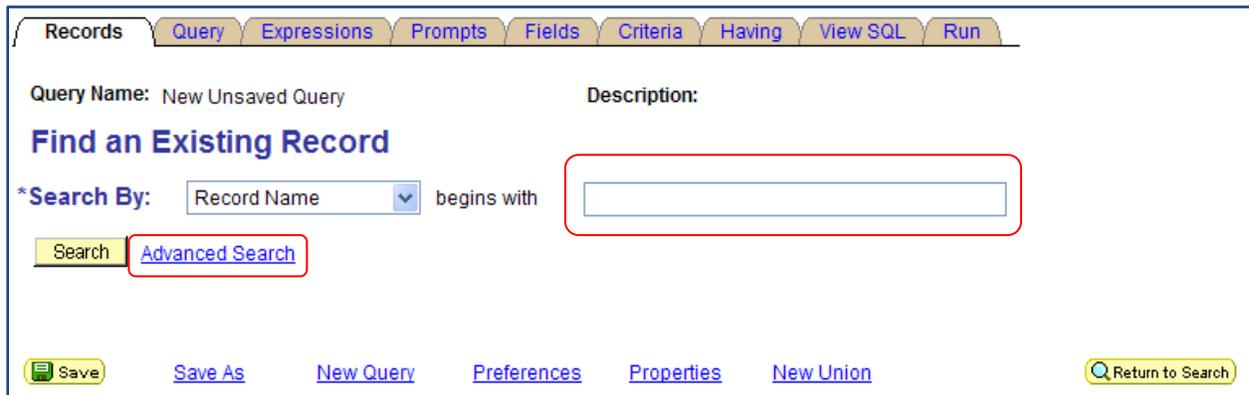
When searching for a record, you can also use the **Advanced Search** page. Click on the **Advanced Search** link. Here you can specify the following when searching for a record:

- 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.

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Creating a Basic Query

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.

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.

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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.

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

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.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

View All | Rerun Query | Download to Excel   First ◄ 1-100 of 464 ► Last

	GL Unit	Profile	Approver Oprid
1	36000	AP_AUDITOR	BMIMBS
2	36000	AP_AUDITOR	BMIMBS
3	36000	AP_AUDITOR	CASBELL
4	36000	AP_AUDITOR	CASBELL
5	36000	AP_AUDITOR	PWILKINS
6	36000	AP_AUDITOR	PWILKINS
7	36000	AP_AUDITOR	SBOODHAN
8	36000	AP_AUDITOR	SBOODHAN
9	36000	AP_AUDITOR	YOUNGHO
10	36000	AP_AUDITOR	YOUNGHO

If we turn the **Distinct** option on, Query simply removes the duplicated rows in our results.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

View All | Rerun Query | Download to Excel   First ◄ 1-100 of 121 ► Last

	GL Unit	Profile	Approver Oprid
1	36000	AP_AUDITOR	BMIMBS
2	36000	AP_AUDITOR	CASBELL
3	36000	AP_AUDITOR	PWILKINS
4	36000	AP_AUDITOR	SBOODHAN
5	36000	AP_AUDITOR	YOUNGHO
6	36000	DEPT_MANAGER1	AAMASON

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.
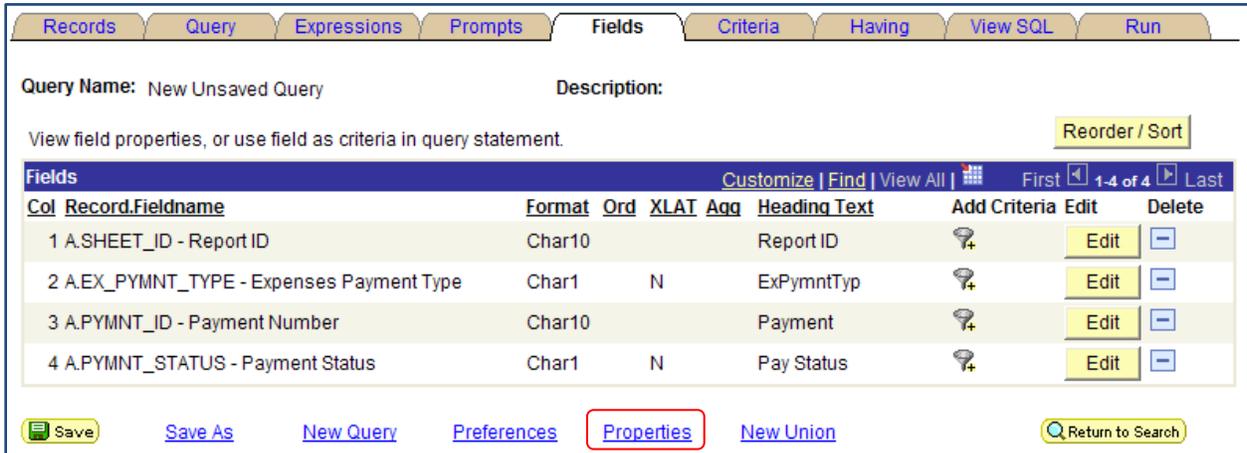
Making a Query Distinct

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.

	Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

Query Name: New Unsaved Query **Description:**

View field properties, or use field as criteria in query statement. [Reorder / Sort]

Fields Customize | Find | View All | 🎞 First ◁ 1-4 of 4 ▷ Last

Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.SHEET_ID - Report ID	Char10				Report ID	🗝	Edit	−
2 A.EX_PYMNT_TYPE - Expenses Payment Type	Char1		N		ExPymntTyp	🗝	Edit	−
3 A.PYMNT_ID - Payment Number	Char10				Payment	🗝	Edit	−
4 A.PYMNT_STATUS - Payment Status	Char1		N		Pay Status	🗝	Edit	−

[Save] Save As New Query Preferences Properties New Union [Return to Search]

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

Edit Field Ordering Customize | Find | View All | 🎞 First ◁ 1-4 of 4 ▷ Last

New Column	Column Record.Fieldname	Order By Descending	New Order By
[ ]	1 A.SHEET_ID - Report ID	☐	[ ]
[1]	2 A.EX_PYMNT_TYPE - Expenses Payment Type	☐	[ ]
[ ]	3 A.PYMNT_ID - Payment Number	☐	[ ]
[2]	4 A.PYMNT_STATUS - Payment Status	☐	[ ]

[OK] [Cancel]

When you click **OK** to return to the **Fields** page, you will see the new order of the columns.

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_FLD
    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.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

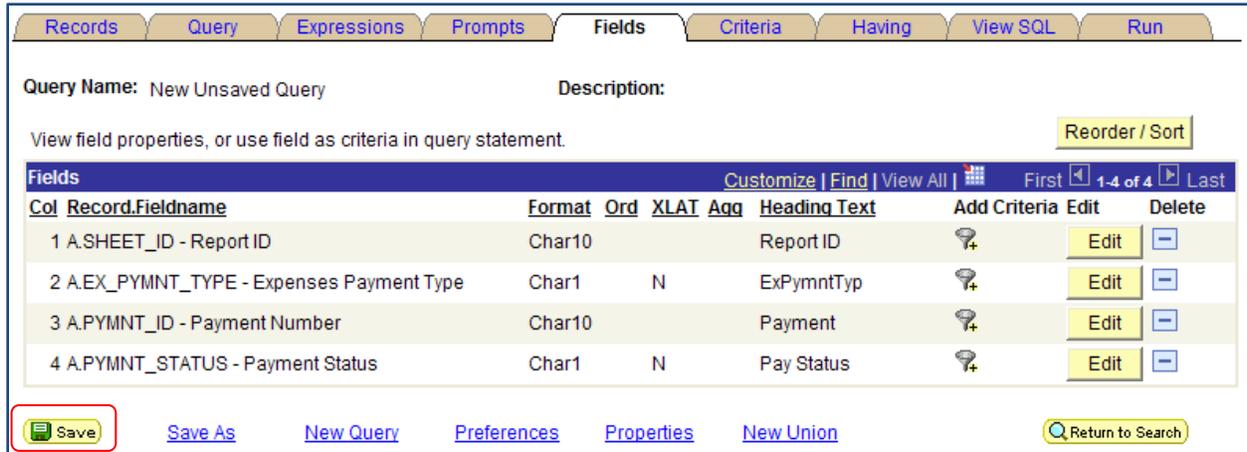**Query Name:** New Unsaved Query   **Description:**

Query SQL:
```
SELECT DISTINCT A.EX_PYMNT_TYPE, A.PYMNT_STATUS, A.SHEET_ID, A.PYMNT_ID
  FROM PS_EX_SHEET_PYMNT A
  ORDER BY 3 DESC, 2
```

Save   Save As   New Query   Preferences   Properties   New Union   Return to Search

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.
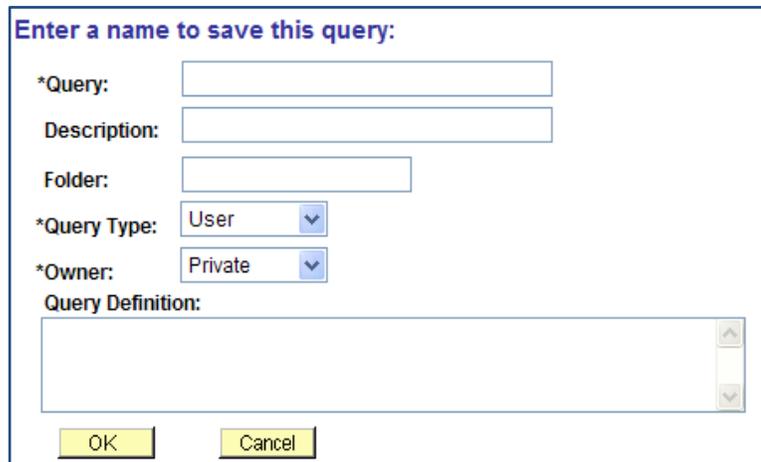

When saving your query, you must enter some basic information:

- **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
    - o Private Queries: Only the User ID that created the query can open, run, modify, or delete the query
    - o 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.
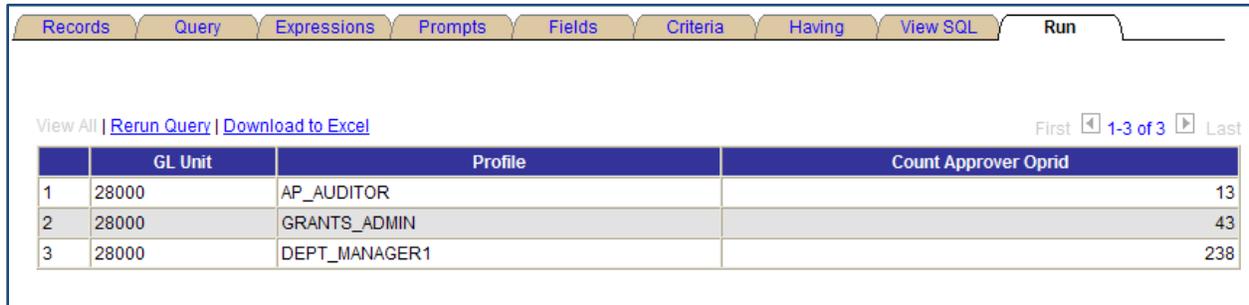
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Prepared for University of West Georgia

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Step K: Run the Query

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

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | **Run** |

View All | Rerun Query | Download to Excel   First ◄ 1-3 of 3 ► Last

	GL Unit	Profile	Count Approver Oprid
1	28000	AP_AUDITOR	13
2	28000	GRANTS_ADMIN	43
3	28000	DEPT_MANAGER1	238

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.

Operand	Return Values	Expression Types
Equal To	The value in the selected record exactly matches the comparison value.	Constant, Field, Prompt, Expression, SubQuery
Greater Than	The value in the record field is greater than the comparison value.	Constant, Field, Prompt, Expression, SubQuery
Less Than	The value in the record field is less than the comparison value.	Constant, Field, Prompt, Expression, SubQuery
In List	The value in the selected record field matches one of the comparison values in a list.	List
Between	The value in the selected record falls between two comparison values. The range is inclusive.	Constant – Constant; Constant – Expression; Field – Constant; Field – Field; Expression – Constant; Expression – Field; Expression - Expression
Exists	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.	SubQuery to check for the existence of the value in another table
Like	The value in the selected field matches a specified string pattern. The comparison value may be a string that contains wildcard characters.	Similar to equal – makes use of wildcards
Is Null	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.	No value in the field.
In Tree	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.	Searches for existence of row within a tree node

*Note: Each Condition Type has a corresponding "**Not**" value.*

Comparison Values

| Value Type	Action
Field	The value in the selected field is compared to the value in another field, usually a field in another record component.
Expression	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.
Constant	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.
Prompt	The value in the selected field is compared to a value that you enter when running the query.
SubQuery	The value in the selected field is compared to the data that is returned by a SubQuery.
In List	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'.
Current Date	The value in the selected field is compared to the current date on the database server.
Tree Option	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'.
Effective Sequence	Used on some effective-dated records, the effective sequence is a sequencing number that is provided to further refine the effective date.

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
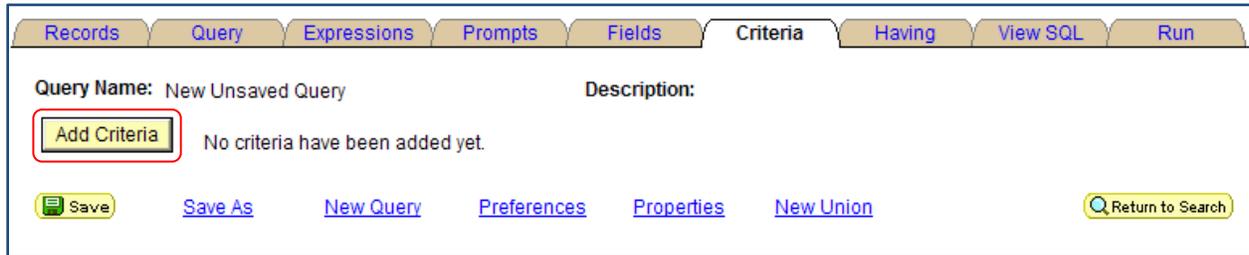
Adding Criteria Direction from the Query Page

If you want to include criteria in your query, but do not need to see that actual field in you query results, adding the criteria directly from the **Query** page is your best option.
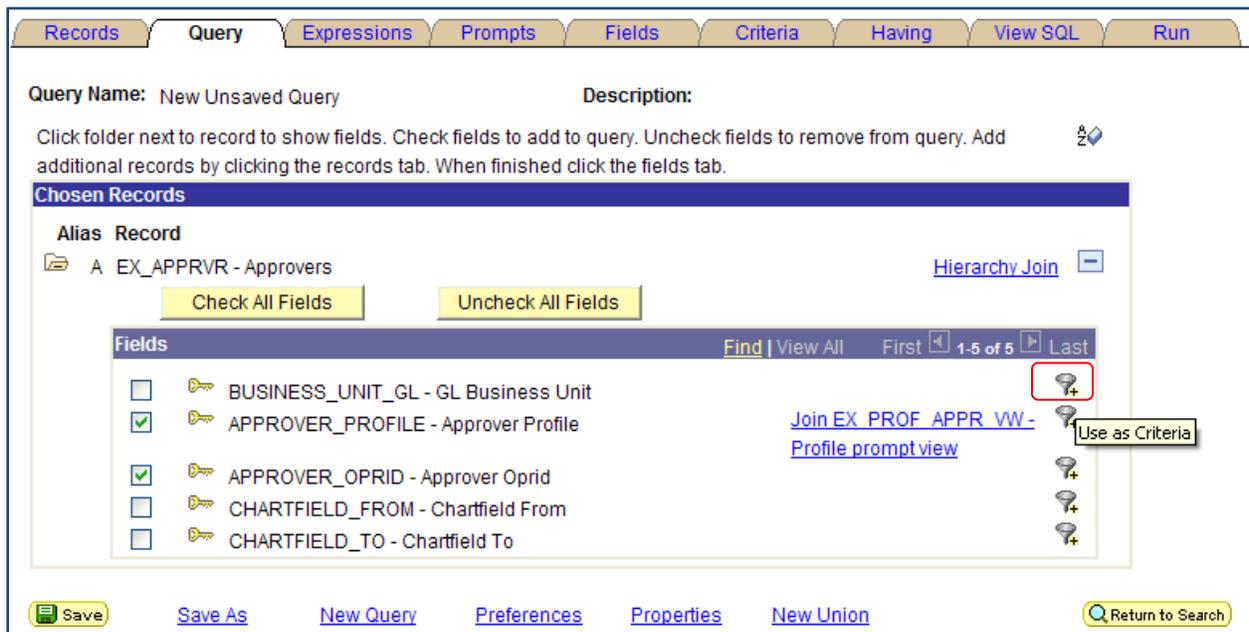
For example, if you only want to include results for Business Unit 28000 but do not want to see that field in your results, you could click on the **Add Criteria** icon (funnel icon) from the **Query** page to add that criteria.

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Adding Criteria through the Criteria Page

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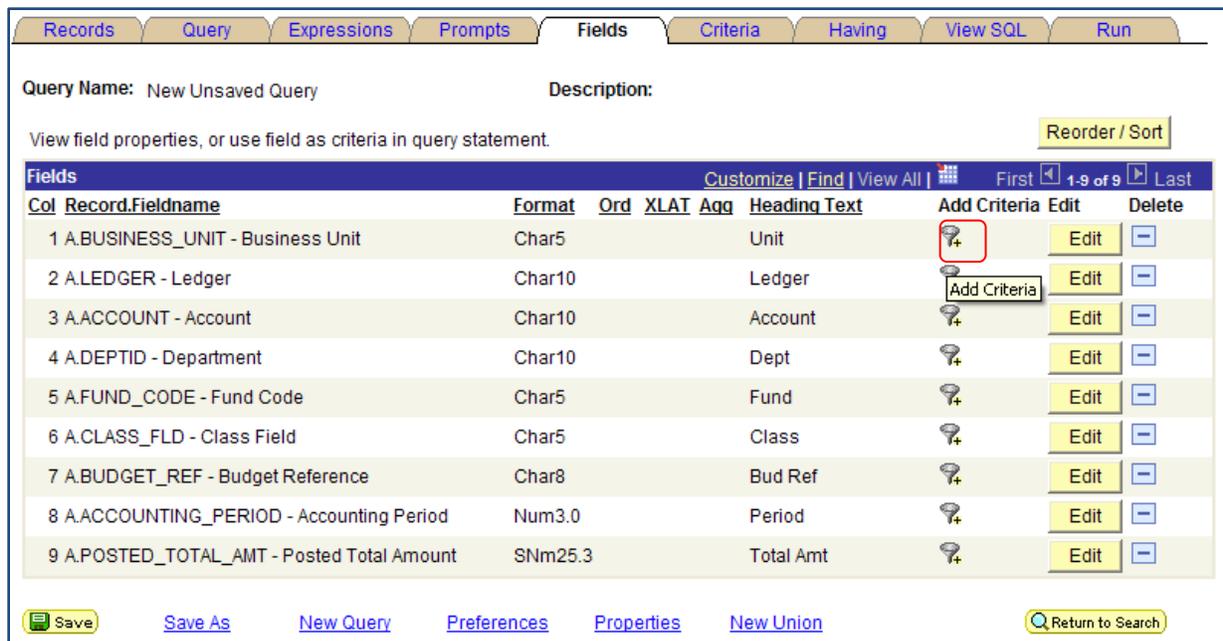

The downside to this option is that you have to select the **Expression 1** first.
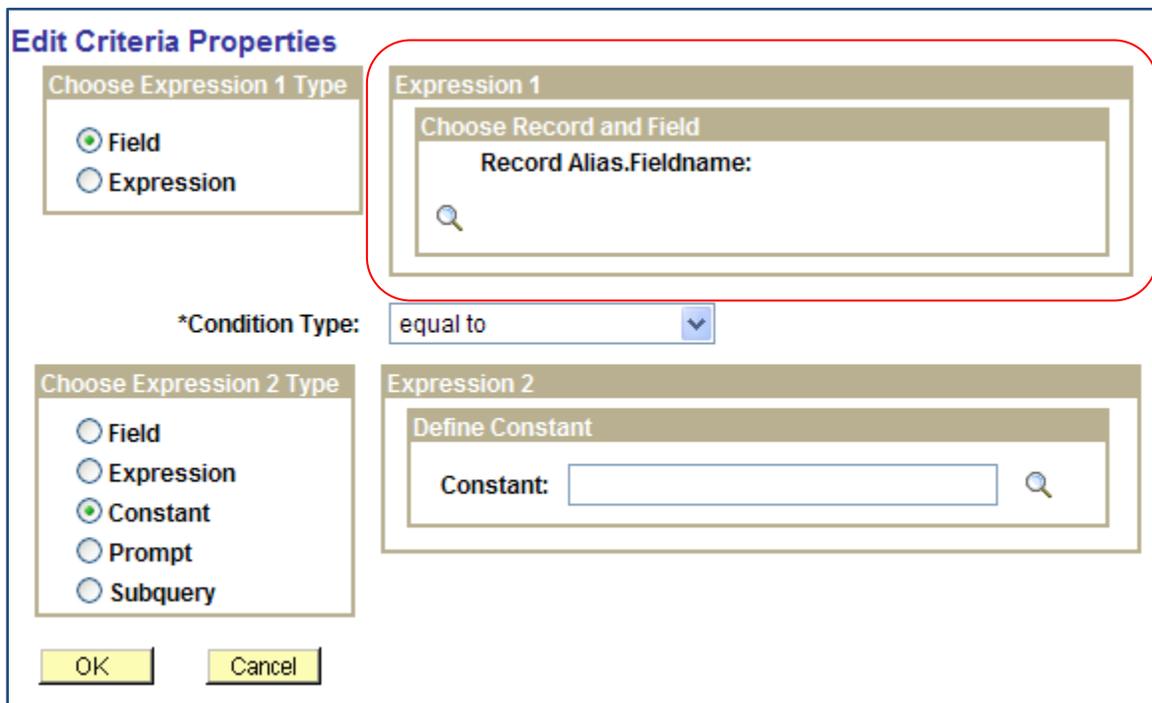
Adding Criteria from the Fields Page

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.

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Selection Criteria
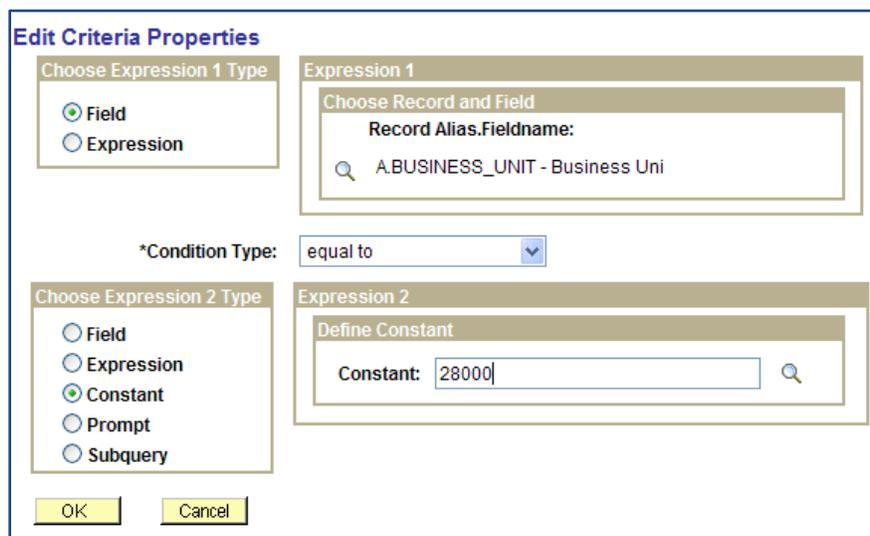
Equal Expression

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.
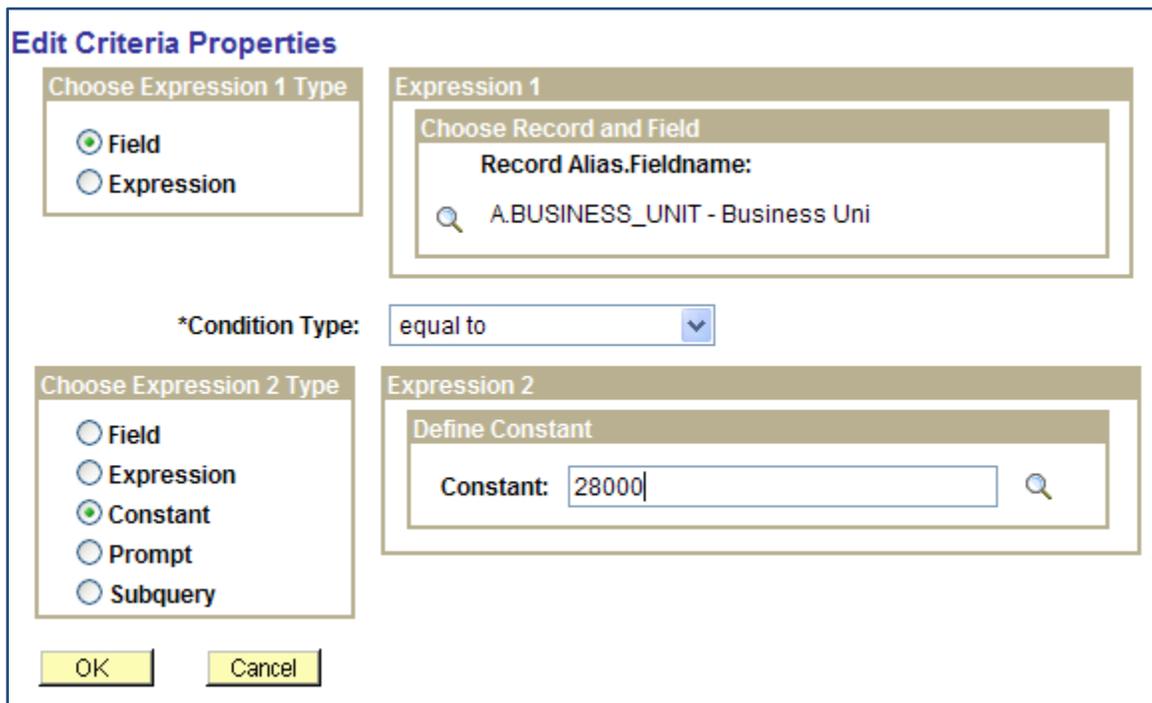
Activity 8 – Add 'Equal To' Expressions

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.
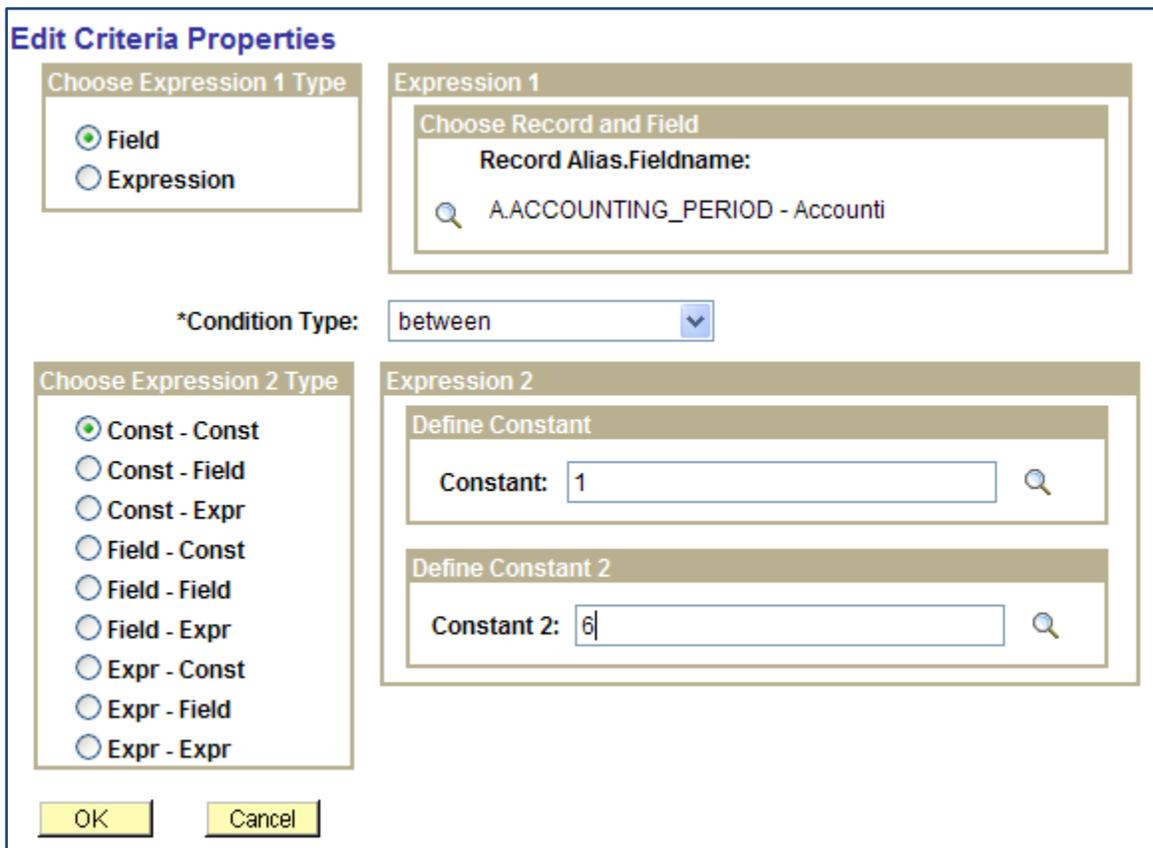
Edit Criteria Properties

Choose Expression 1 Type
- ⦿ Field
- ○ Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

🔍 A.ACCOUNTING_PERIOD - Accounti

*Condition Type: between ⌄

Choose Expression 2 Type
- ⦿ Const - Const
- ○ Const - Field
- ○ Const - Expr
- ○ Field - Const
- ○ Field - Field
- ○ Field - Expr
- ○ Expr - Const
- ○ Expr - Field
- ○ Expr - Expr

Expression 2

Define Constant

Constant: 1 🔍

Define Constant 2

Constant 2: 6 🔍

[OK] [Cancel]

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.)
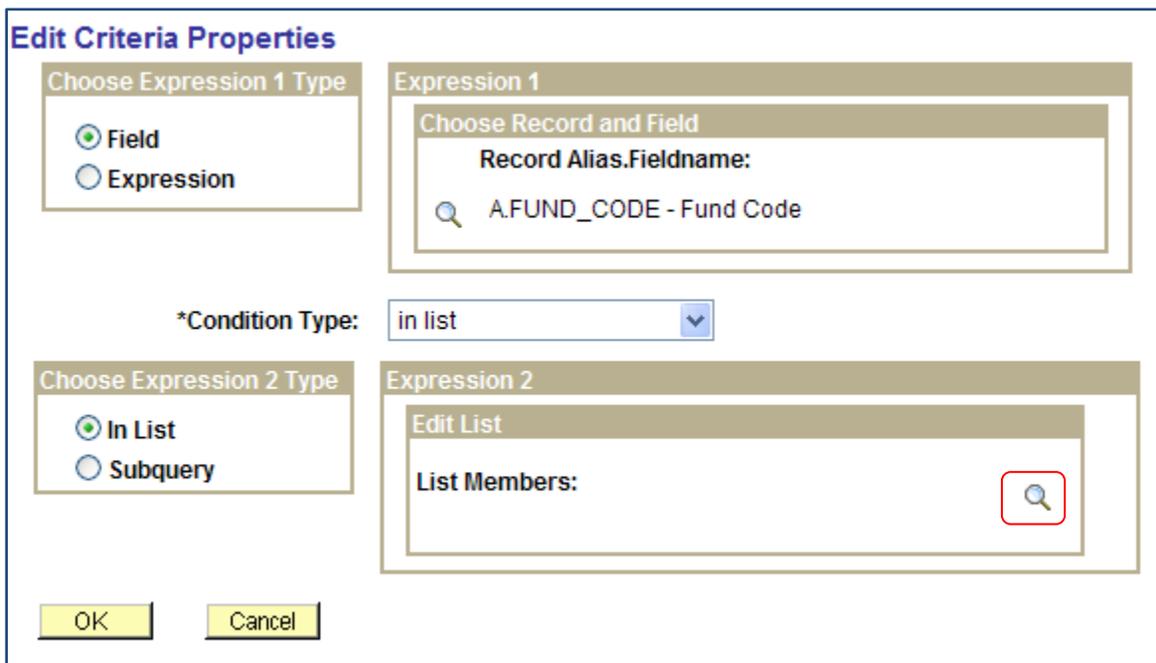
To add a comparison value to the list, click the **Look Up** button on the **Edit List** page. This displays the **Edit List** page, which dynamically reflects which record is used.
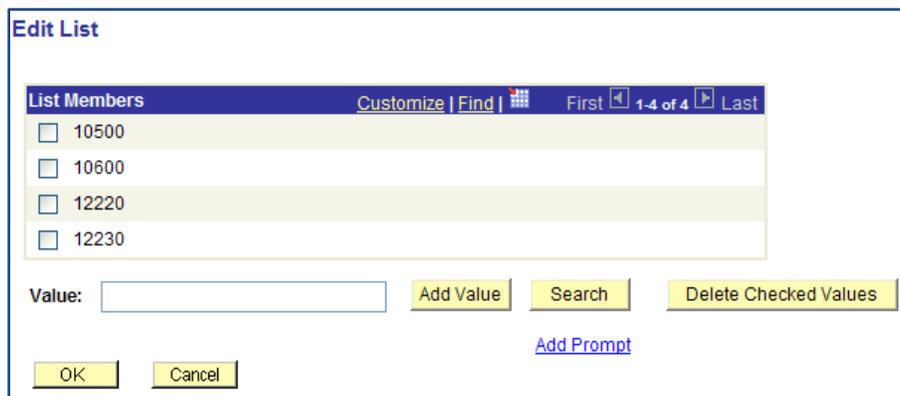
- **List Members:** Lists the values that have been selected using the **Add Value** button. (Note: the grid, containing the selected value, appears when a value is selected.) To delete a value, select the checkbox to the left of the appropriate List Members value and click the **Delete Checked Values** 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_DISTRIB**. 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_DISTRIB 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.
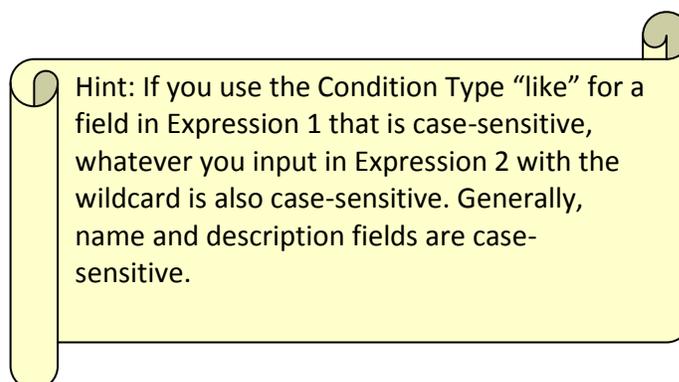
These expressions use wild card characters. PeopleSoft supports two standard wild cards; individual database platforms may support additional or different wild cards.

Wild Card	Definition
%	Retrieves any values which meet the criteria preceding or succeeding the wild card. For example: C% > finds any string beginning with the letter C %C > finds any string ending with the letter C %C% > finds any string containing the letter C
_ (underscore)	Replaces one character to facilitate retrieving any values which meet the criteria following the wild card. For example: _ones > 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.

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

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_FLD
    h. BUDGET_REF
    i. ACCOUNTING_PERIOD
    j. POSTED_TOTAL_AMT
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:

Effective Date Option	Description
Current Date	Uses the current system date from the server
Constant	Uses a specific date value entered in the query design process
Field	Prompts the developer to enter a specific record and date field
First Effective Date	Returns the row with the lowest (oldest) effective date value
Last Effective Date	Returns the row with the highest (newest) effective date value
No Effective Date Option	Does not use the effective date logic

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.

Notes:

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

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

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

Module	Key Records Used	Description
Commitment Control	LEDGER_KK	Ledger Data
	LEDG_KK_VW_BOR	Ledger View with KK Amount Types
	LEDG_KK_VW2_BOR	Recognized Amount/Collected Amount
	LEDG_KK_VW3_BOR	GASB Record View
	LEDG_KK_VW4_BOR	BOR KK All Amounts View
	KKACTSRC_VW_BOR	KK Activity Log/Source Header & Line View
	KK_SOURCE_HDR	KK Source Header Table
	KK_SOURCE_LN	KK Source Line Table
	KK_ACTIVITY_LOG	KK Budget Activity Record
	KK_TRANS_LOG	KK Transaction Log
	KK_LIQUIDATION	KK Liquidation Table
	KK_REFERENCED	Store reference data
	KK_EXCPTN_TBL	KK Transaction Exceptions
	KK_OVERRIDE_TBL	Document/Budget Overrides
	KK_BUDGET_HDR	KK Budget Journal Header
	KK_BUDGET_LN	KK Budget Journal Line
	KK_SOURCE_TRAN	KK Source Transaction Definition
General Ledger	LEDGER	Ledger Data
	JRNL_HEADER	Journal Header Data
	JRNL_LN	Journal Line Data
	JRNL_DRILL_BOR	Journal Line DrillDown View
	PERS_SERV_BOR	Personal Services Data
	PROJ_GRANT_BOR	Project/Grant Record Definition
	HR_ACCTG_LINE	Payroll Accounting Line
	JGEN_PHONE_BOR	DOAS Phone Bill Accounting Entries
	JGEN_PCARD_BOR	Journal Generated Load Recv'd from PCard
	JGEN_BNR_BOR	BOR MOD USF
	COA_COMBO1_BOR	Banner Chartfield Combination Table
	BOR_BNR_SPRID##	View of Banner table SPRIDEN
	BOR_BNR_MISC##	View of Banner table TBBMISC
	BOR_BNR_ MISD##	View of Banner table TRBMISD
	BOR_BNR_ZUFG##	View of Banner table ZURGFTT
	(## = 1st two characters of Business Unit)	
Purchasing	PO_HDR	Purchase Order Header
	PO_LINE	Purchase Order Line Item
	PO_LINE_DISTRIB	PO Line Accounting Entries
	PO_LINE_SHIP	PO Line Shipping Schedule
	REQ_HDR	Requisition Header
	REQ_LINE	Requisition Line
	REQ_LN_DISTRIB	Requisition Distribution
	REQ_LINE_SHIP	Requisition Line Delivery Schedule

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

Module	Key Records Used	Description
Encumbrance Reporting – Key Queries	BOR_BC_PENDING	Transactions not budget checked
	BOR_KK_EXCEPTIONS	Transactions that fail budget checking
	BOR_KK_TRIAL_BALANCE_BUD	Budgetary Trial Balance – All current budget year balances and Open previous budget year balances
	BOR_KK_OPEN_ENCS_KK	Open PO Encumbrance Balances per Commitment Control
	BOR_PO_OPEN_AMOUNT_ALL	Open PO Balances per Purchasing
	BOR_KK_OPEN_TAUTH_ENC	Open TAuth Encumbrance Balances per Commitment Control
	BOR_PAYROLL_ENC_BAL	Net payroll encumbrances per journal detail
	BOR_KK_TRIAL_BALANCE_BUD_381	Net encumbrance balances

Downloading Queries to Excel

If you are having problems downloading your queries to Excel, please complete the following steps:
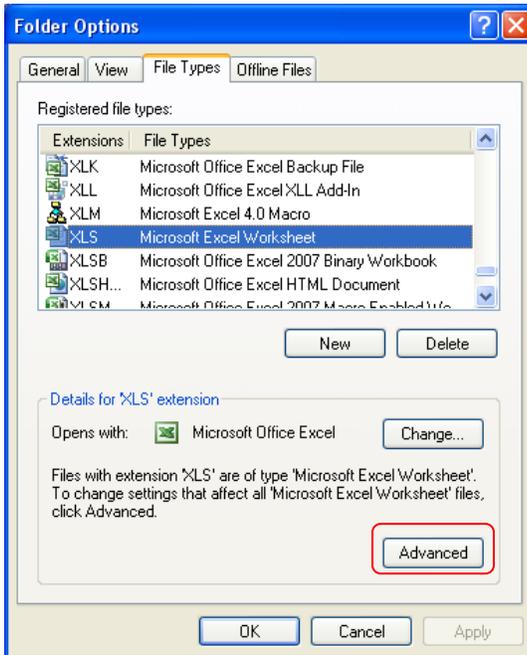
1. Double-click "**My Computer**"
2. Click on "**Tools**"
3. Select "**Folder Options**"
4. Click the "**File Types**" folder tab
5. In the "**Registered file types**" list, scroll to locate and select "**XLS – Microsoft Excel Worksheet**". It will be near the bottom of the list.
6. Click on the "**Advanced**" 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**"
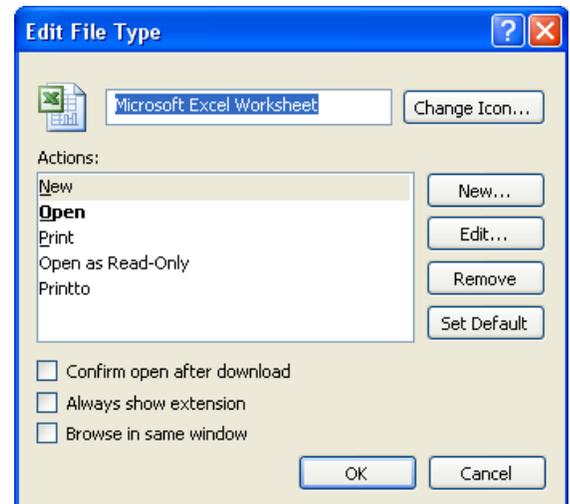
Additional Activities

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 criteri*a: 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. DESCR
    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.

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.
6. Enter 10000 in the **Fund Code** 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.

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

Prepared for University of West Georgia

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6. Review the fields that you added to your query.
7. Click the **New Query** link.

Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.BANK_SETID - Bank SetID	Char5				SetID		Edit	
2 A.PYMNT_ID - Payment Number	Char10				Payment		Edit	
3 A.PYMNT_ID_REF - Payment Reference	Char20				Reference		Edit	
4 A.REMIT_VENDOR - Remit Vendor	Char10				Remit Vndr		Edit	
5 A.PYMNT_DT - Payment Date	Date				Date		Edit	
6 A.PYMNT_AMT - Payment Amount	SNm25.3				Amount		Edit	

Query tabs: Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

Query Name: New Unsaved Query   Description:

View field properties, or use field as criteria in query statement.   Reorder / Sort

Fields   Customize | Find | View All | First ◄ 1-6 of 6 ► Last

Save   Save As   New Query   Preferences   Properties   New Union   Return to Search

Figure 1 - Activity 2A Fields

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.

Query tabs: Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

Query Name: New Unsaved Query   Description:

View field properties, or use field as criteria in query statement.   Reorder / Sort

Fields   Customize | Find | View All | First ◄ 1-6 of 6 ► Last

Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
2 A.ASSET_ID - Asset Identification	Char12				Asset ID		Edit	
3 A.ASSET_STATUS - Asset Status	Char1		N		Status		Edit	
4 A.ACQUISITION_DT - Acquisition Date	Date				Acq Date		Edit	
5 A.PROFILE_ID - Asset Profile ID	Char10				Profile ID		Edit	
6 A.ASSET_CLASS - Asset Class	Char10				Class		Edit	

Save   Save As   New Query   Preferences   Properties   New Union   Return to Search

Figure 2 - Activity 2B Fields

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_TLB – Comm Contrl 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.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

Query Name: New Unsaved Query   **Description:**

View field properties, or use field as criteria in query statement.   Reorder / Sort

Fields   Customize | Find | View All | First ◄ 1-9 of 9 ► Last

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.LEDGER_GROUP - Ledger Group	Char10				Ledger Grp	🔻	Edit	⊟
2	A.EXCPTN_TYPE - Exception Type	Char3		N		Excptn Type	🔻	Edit	⊟
3	A.BUSINESS_UNIT - Business Unit	Char5				Unit	🔻	Edit	⊟
4	A.ACCOUNT - Account	Char10				Account	🔻	Edit	⊟
5	A.DEPTID - Department	Char10				Dept	🔻	Edit	⊟
6	A.FUND_CODE - Fund Code	Char5				Fund	🔻	Edit	⊟
7	A.CLASS_FLD - Class Field	Char5				Class	🔻	Edit	⊟
8	A.PROGRAM_CODE - Program Code	Char5				Program	🔻	Edit	⊟
9	A.BUDGET_REF - Budget Reference	Char8				Bud Ref	🔻	Edit	⊟

Save   Save As   New Query   Preferences   Properties   New Union   Return to Search

Figure 3 - Activity 2C Fields

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_TLB – 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.
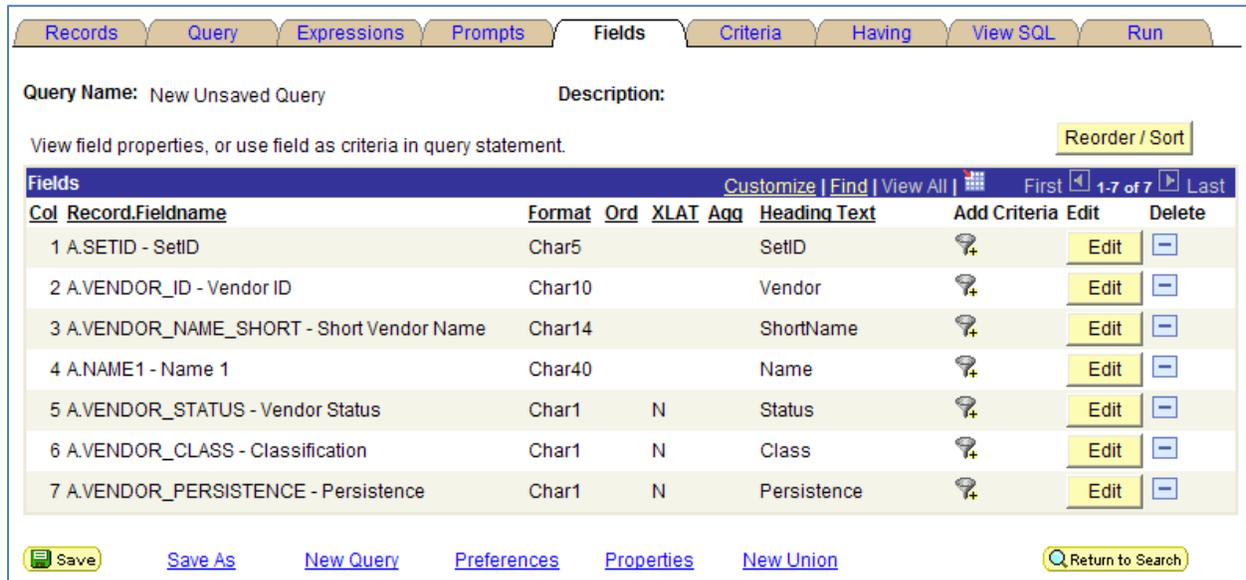7. Click the **New Query** link.

Figure 4 - Activity 2D Fields

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.

Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.SETID - SetID	Char5				SetID		Edit	−
2 A.VENDOR_ID - Vendor ID	Char10				Vendor		Edit	−
3 A.VENDOR_NAME_SHORT - Short Vendor Name	Char14				ShortName		Edit	−
4 A.NAME1 - Name 1	Char40				Name		Edit	−
5 A.VENDOR_STATUS - Vendor Status	Char1		N		Status		Edit	−
6 A.VENDOR_CLASS - Classification	Char1		N		Class		Edit	−
7 A.VENDOR_PERSISTENCE - Persistence	Char1		N		Persistence		Edit	−

Query Name: New Unsaved Query

Figure 5 - Activity 3A Fields

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**, **RECV_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.RECV_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.

Figure 6 - Activity 3B Fields

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.
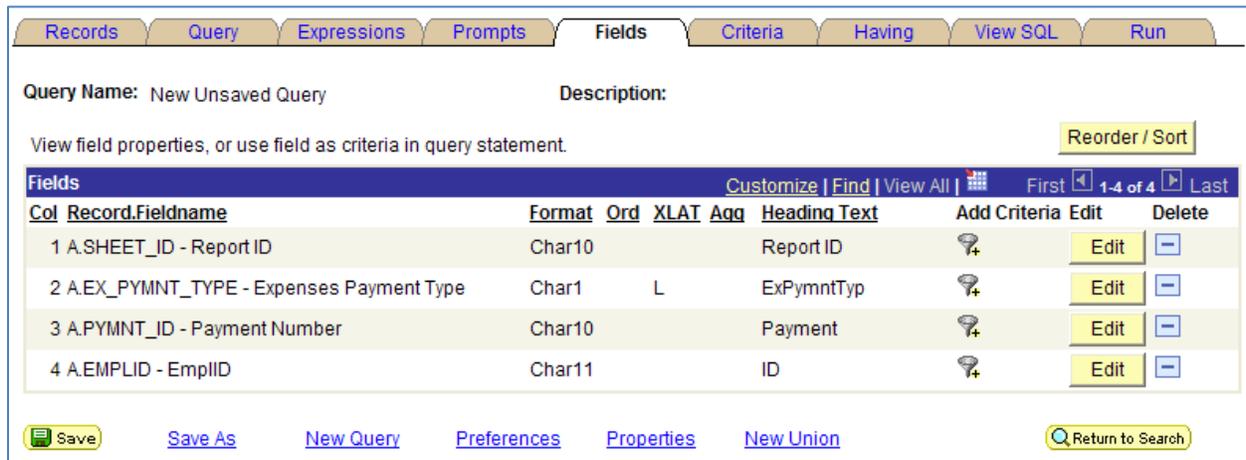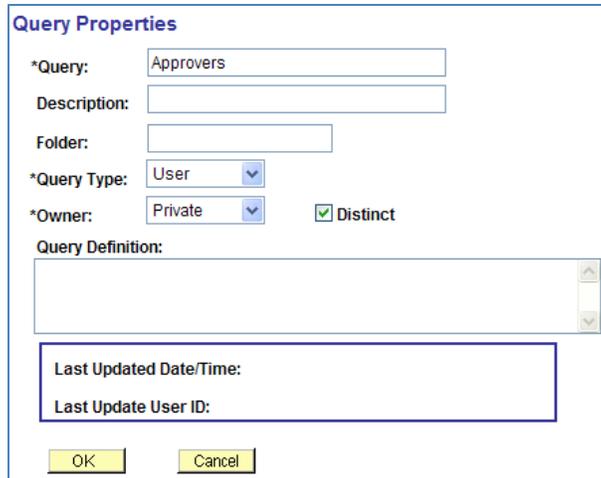   b. Click the **OK** button.
6. Click the **Run** tab.

Figure 7 - Activity 4A Fields

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.

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run |

Query Name: New Unsaved Query   **Description:**

View field properties, or use field as criteria in query statement.   Reorder / Sort

Fields   Customize | Find | View All | First ◄ 1-4 of 4 ► Last

Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.SHEET_ID - Report ID	Char10				Report ID	🔍	Edit	−
2 A.EX_PYMNT_TYPE - Expenses Payment Type	Char1		L		ExPymntTyp	🔍	Edit	−
3 A.PYMNT_ID - Payment Number	Char10				Payment	🔍	Edit	−
4 A.EMPLID - EmplID	Char11				ID	🔍	Edit	−

Save   Save As   New Query   Preferences   Properties   New Union   Return to Search

Figure 8 - Activity 4B Fields

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.
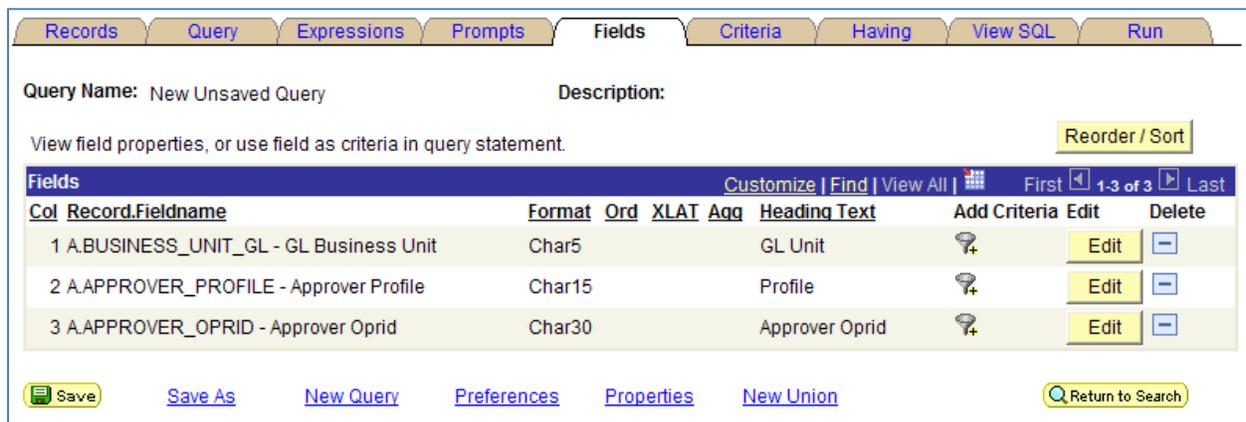   c. Click the **OK** button.
7. Click the **Run** tab.

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Appendix E – Answer Key

Figure 9 - Activity 5A Distinct Selection

Figure 10 - Activity 5A 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.

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Appendix E – Answer Key

Figure 11 - Activity 5B Distinct Selection

Figure 12 - Activity 5B Fields

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**.

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Appendix E – Answer Key

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**.
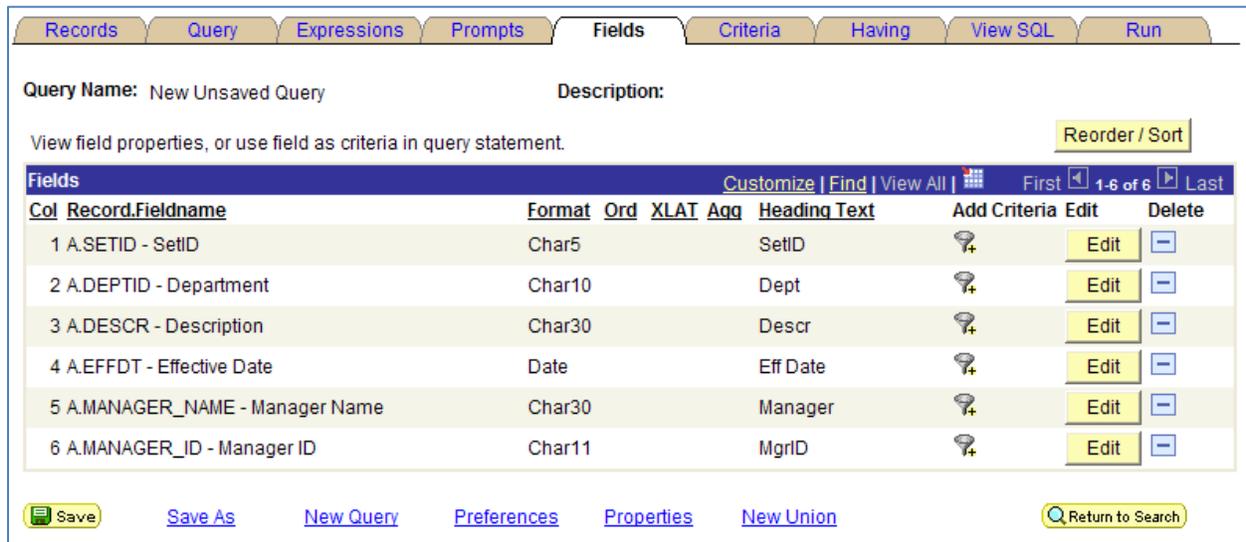g. Click the **OK** button.

6. Click the **Run** tab.

Figure 13 - Activity 6A Fields

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.

Records	Query	Expressions	Prompts	**Fields**	Criteria	Having	View SQL	Run

Query Name: QRY_COLORD   **Description:**

View field properties, or use field as criteria in query statement.   Reorder / Sort

Fields   Customize | Find | View All | ▦   First ◀ **1-10 of 10** ▶ Last

Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.BUSINESS_UNIT - Business Unit	Char5				Unit	🔧+	Edit	−
2 A.BUDGET_REF - Budget Reference	Char8				Bud Ref	🔧+	Edit	−
3 A.ACCOUNTING_PERIOD - Accounting Period	Num3.0				Period	🔧+	Edit	−
4 A.LEDGER - Ledger	Char10				Ledger	🔧+	Edit	−
5 A.DEPTID - Department	Char10				Dept	🔧+	Edit	−
6 A.ACCOUNT - Account	Char10				Account	🔧+	Edit	−
7 A.FUND_CODE - Fund Code	Char5				Fund	🔧+	Edit	−
8 A.CLASS_FLD - Class Field	Char5				Class	🔧+	Edit	−
9 A.PROGRAM_CODE - Program Code	Char5				Program	🔧+	Edit	−
10 A.POSTED_TOTAL_AMT - Posted Total Amount	SNm25.3				Total Amt	🔧+	Edit	−

💾 Save   Save As   New Query   Preferences   Properties   New Union   🔍 Return to Search

Figure 14 - Activity 6B Fields

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.

Figure 15 - Activity 7A Fields

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.

Figure 16 - Activity 7B Fields

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Appendix E – Answer Key

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

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

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Appendix E – Answer Key

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run |

Query Name: New Unsaved Query   **Description:**

[Add Criteria]   [Group Criteria]   [Reorder Criteria]

Criteria   Customize | Find | 🔢   First ◀ 1-2 of 2 ▶ Last

Logical		Expression1	Condition Type	Expression 2	Edit	Delete
[blank]	▼	A.BUSINESS_UNIT - Business Unit	equal to	54000	[Edit]	[−]
AND	▼	A.FISCAL_YEAR - Fiscal Year	equal to	2010	[Edit]	[−]

[💾 Save]   Save As   New Query   Preferences   Properties   New Union   [🔍 Return to Search]

Figure 18 - Activity 8A Criteria

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.

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Appendix E – Answer Key

Figure 19 - Activity 8B Fields

Figure 20 - Activity 8B Criteria

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.

9. Review your criteria on the **Criteria** page.
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.
9. Review your criteria on the **Criteria** page.
10. Click the **Run** tab.

| Records | Query | Expressions | Prompts | **Fields** | Criteria | Having | View SQL | Run |

Query Name: New Unsaved Query   **Description:**

View field properties, or use field as criteria in query statement.

Reorder / Sort

Fields							Customize | Find | View All | 🏢		First ◄ 1-11 of 11 ► Last	
Col	**Record.Fieldname**	**Format**	**Ord**	**XLAT**	**Agg**	**Heading Text**	**Add Criteria**	**Edit**		**Delete**
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit	🔍₊	Edit		—
2	A.VOUCHER_ID - Voucher ID	Char8	2			Voucher	🔍₊	Edit		—
3	A.VOUCHER_LINE_NUM - Voucher Line Number	Num5.0	3			Line	🔍₊	Edit		—
4	A.ACCOUNT - Account	Char10				Account	🔍₊	Edit		—
5	A.DESCR - Description	Char30				Descr	🔍₊	Edit		—
6	A.FUND_CODE - Fund Code	Char5				Fund	🔍₊	Edit		—
7	A.CLASS_FLD - Class Field	Char5				Class	🔍₊	Edit		—
8	A.PROGRAM_CODE - Program Code	Char5				Program	🔍₊	Edit		—
9	A.DEPTID - Department	Char10				Dept	🔍₊	Edit		—
10	A.MONETARY_AMOUNT - Monetary Amount	SNm25.3				Amount	🔍₊	Edit		—
11	A.ACCOUNTING_DT - Accounting Date	Date	1			Acctg Date	🔍₊	Edit		—

💾 Save   Save As   New Query   Preferences   Properties   New Union   🔍 Return to Search

Figure 23 - Activity 9B Fields

| Records | Query | Expressions | Prompts | Fields | **Criteria** | Having | View SQL | Run |

Query Name: New Unsaved Query   **Description:**

Add Criteria   Group Criteria   Reorder Criteria

Criteria				Customize | Find | 🏢	First ◄ 1-3 of 3 ► Last	
Logical		**Expression1**	**Condition Type**	**Expression 2**	**Edit**	**Delete**
	▼	A.BUSINESS_UNIT - Business Unit	equal to	36000	Edit	—
AND	▼	A.ACCOUNTING_DT - Accounting Date	between	2009-07-01 AND 2009-09-30	Edit	—
AND	▼	A.ACCOUNT - Account	between	700000 AND 799999	Edit	—

💾 Save   Save As   New Query   Preferences   Properties   New Union   🔍 Return to Search

Figure 24 - Activity 9B Criteria

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.

Figure 25 - Activity 10A Fields

Figure 26 - Activity 10A Criteria

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:

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.

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Appendix E – Answer Key

Figure 27 - Activity 10B Fields

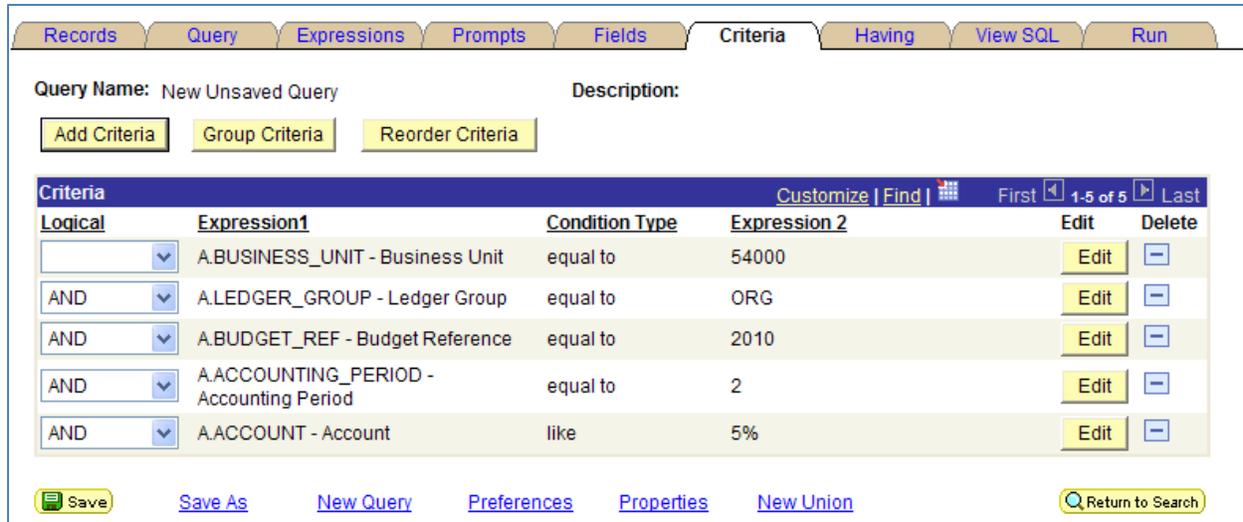**Figure 28 - Activity 10B Criteria**

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

Figure 30 - Activity 11A Criteria

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.
9. Review your criteria on the **Criteria** page.
10. Click the **Run** tab.

Records	Query	Expressions	Prompts	**Fields**	Criteria	Having	View SQL	Run

Query Name: New Unsaved Query   Description:

View field properties, or use field as criteria in query statement.   Reorder / Sort

Fields   Customize | Find | View All | ▦   First ◁ 1-5 of 5 ▷ Last

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.SETID - SetID	Char5				SetID	🔍+	Edit	−
2	A.VENDOR_ID - Vendor ID	Char10				Vendor	🔍+	Edit	−
3	A.NAME1 - Name 1	Char40				Name	🔍+	Edit	−
4	A.VENDOR_STATUS - Vendor Status	Char1		N		Status	🔍+	Edit	−
5	A.VENDOR_CLASS - Classification	Char1		N		Class	🔍+	Edit	−

💾 Save   Save As   New Query   Preferences   Properties   New Union   🔍 Return to Search

Figure 31 - Activity 11B Fields

Records	Query	Expressions	Prompts	Fields	**Criteria**	Having	View SQL	Run

Query Name: New Unsaved Query   Description:

Add Criteria   Group Criteria   Reorder Criteria

Criteria   Customize | Find | ▦   First ◁ 1-4 of 4 ▷ Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
▾	A.SETID - SetID	equal to	54000	Edit	−
AND ▾	A.VENDOR_STATUS - Vendor Status	equal to	A	Edit	−
AND ▾	A.VENDOR_CLASS - Classification	equal to	F	Edit	−
AND ▾	A.NAME1 - Name 1	like	%University%	Edit	−

💾 Save   Save As   New Query   Preferences   Properties   New Union   🔍 Return to Search

Figure 32 - Activity 11B Criteria

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.
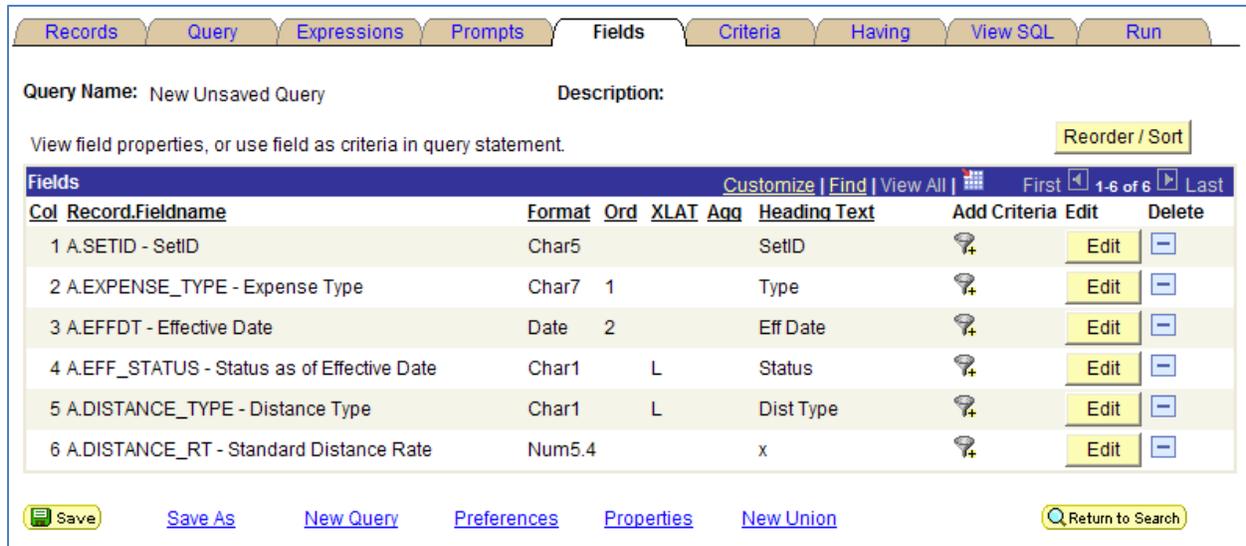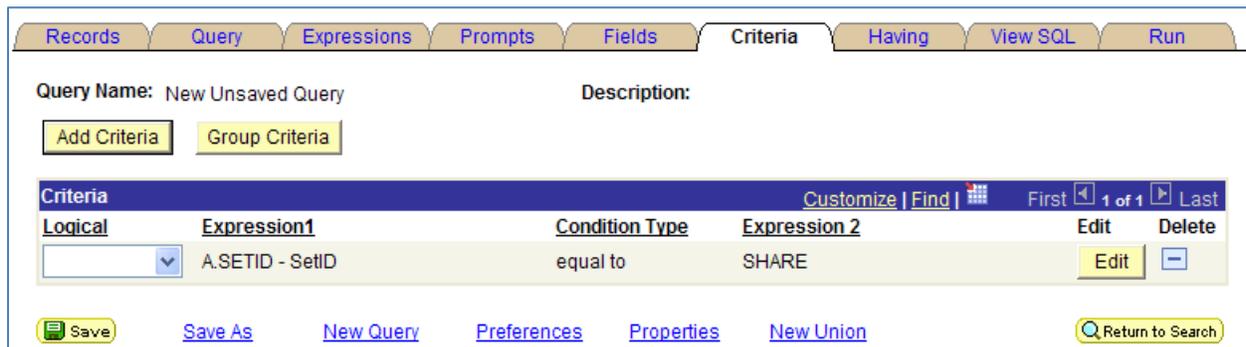11. Delete the criteria for **A.EFFDT** by clicking the **Delete** button **(-).**
12. Click the **Run** tab.

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:
   BUSINESS_UNIT, LEDGER, **ACCOUNT**, **DEPTID**, **FUND_CODE**, **CLASS_FLD**, **PROGRAM_CODE**, **BUDGET_REF**, **ACCOUNTING_PERIOD**, **POSTED_TOTAL_AMT**, **PRE_ENCUM_AMOUNT**, and **ENCUMBERED_AMOUNT**.

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.

![GeorgiaFIRST - Financial Information & Reporting Systems for Tomorrow - A Project of the University System of Georgia]

Appendix E – Answer Key

Figure 35 - Activity 13A Fields
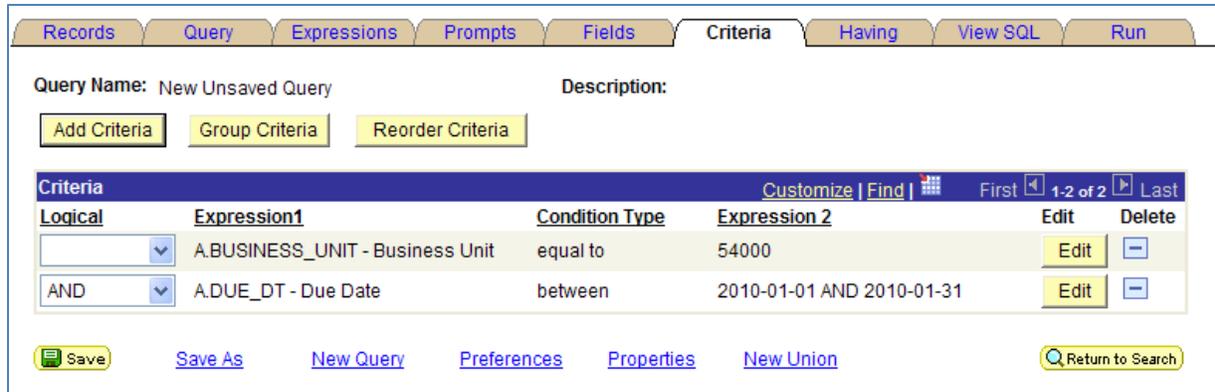

Figure 36 - Activity 13A Criteria

Activity 13B

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.

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Appendix E – Answer Key

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.

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit	🔻	Edit	—
2	A.VOUCHER_ID - Voucher ID	Char8	2			Voucher	🔻	Edit	—
3	A.PYMNT_ID - Payment Number	Char10				Payment	🔻	Edit	—
4	A.PYMNT_TYPE - Document Type	Char1		L		Document Type	🔻	Edit	—
5	A.PYMNT_GROSS_AMT - Gross Payment Amount	SNm25.3				Gross Amt Due	🔻	Edit	—
6	A.DUE_DT - Due Date	Date	1			Due	🔻	Edit	—
7	A.PAID_AMT_GROSS - Gross Paid Amount	SNm25.3				Gross Amt Paid	🔻	Edit	—
8	A.REMIT_VENDOR - Remit Vendor	Char10				Remit Vndr	🔻	Edit	—

Query Name: New Unsaved Query   Description:

View field properties, or use field as criteria in query statement.   Reorder / Sort

Tabs: Records | Query | Expressions | Prompts | **Fields** | Criteria | Having | View SQL | Run

Fields   Customize | Find | View All | First 1-8 of 8 Last

Save | Save As | New Query | Preferences | Properties | New Union | Return to Search

Figure 37 - Activity 13B Fields

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Appendix E – Answer Key

Figure 38 - Activity 13B Criteria

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.

![GEORGIAFIRST - FINANCIAL INFORMATION & REPORTING SYSTEMS FOR TOMORROW - A Project of the University System of Georgia]

Appendix E – Answer Key

Figure 39 - Activity 13C Fields

Figure 40 - Activity 13C Criteria

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 **PYMNT_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.

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

Prepared for University of West Georgia

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Appendix E – Answer Key

   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 I**D.
   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.

Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.BUSINESS_UNIT_GL - GL Business Unit	Char5				GL Unit	🔍	Edit	−
2 A.SHEET_ID - Report ID	Char10				Expense Report ID	🔍	Edit	−
3 A.EX_PYMNT_TYPE - Expenses Payment Type	Char1		L		ExPymntTyp	🔍	Edit	−
4 A.PYMNT_ID - Payment Number	Char10				Payment Number/Reference	🔍	Edit	−
5 A.EMPLID - EmplID	Char11	2			EmplID	🔍	Edit	−
6 A.PYMNT_GROSS_AMT - Gross Payment Amount	SNm25.3				Gross Amt	🔍	Edit	−
7 A.PYMNT_METHOD - Payment Method	Char3		L		Payment Method	🔍	Edit	−
8 A.PYMNT_DT - Payment Date	Date	1			Date	🔍	Edit	−

Figure 41 - Activity 13D Fields

Figure 42 - Activity 13D Criteria