Query

Training and Participation Guide

Financials 9.2

Contents

Overview

The main reason you store your business data in a database is so you can manipulate it to answer questions and solve business problems. However, getting just the information you're looking for can often be a difficult and time-consuming process. With PeopleSoft Query, you can extract the precise data you want using visual representations of your PeopleSoft database, without having to write SQL statements. The queries can be as simple or as complex as necessary, and they can be one-time ad-hoc queries or queries you'll use repeatedly.

This class will introduce you to the PeopleSoft Query tool. You will learn th functions of Query and how to create and modify a query including selecting a record, selecting specific fields, modifying column headings, adding criteria, subqueries, expressions, etc.

This manual explains the basic concepts of selecting data, designing simple and complex queries, and sending query results to other reporting tools.

To take full advantage of the information covered in this book, users should have a basic understanding of how to use PeopleSoft applications. We recommend that you complete Panthersoft Fundamentals online.

Objectives

The objectives of this manual are for you to be able to:

- Recall the Navigation steps to Query
- Use Query Viewer to search, save, and/or schedule queries
- Create a query from scratch
- Save as Private
- Use Query Manager to Edit an existing query
    - Reorder, rename, and sort
    - Add Records, Prompts, and Criteria
    - Select fields
- Understand the functionality of Hierarchy Joins (outer)
- Create queries using: aggregate, having criteria, subquery, union, and Left Outer Join

Types of Queries

PeopleSoft Query provides the following different types of queries:

• **User queries**. Create and run queries to retrieve data from the database directly from Windows-based Query Designer, or the web-based Query Manager/Query Viewer applications. These are the queries that will be discussed in this class.

• **Reporting queries**. Reporting queries are essentially the same as user queries, except that they are designed to be used by another reporting tool. Reporting queries can be used as data sources for reports, PS/nVision, or Cube Manager.

• **Process queries**. Write queries that are intended to run periodically by batch processes, most likely using PeopleSoft Application Engine and the Query API (application programming interface).

Query Terminology

Criteria: Selection criteria refines your query by specifying conditions that the retrieved data must meet.

Prompts:

Record Definitions: The record definitions are the design specifications that determine the structure of your PeopleSoft application data tables and online processing. In the PeopleSoft database, tables are represented as record definitions. In PeopleSoft Query, tables are also called records.

Tables: The table is made up of columns (**Fields**) and rows (**Data**). Columns determine how the data will be stored. Rows represent the actual data stored in the database.

SetID: Code that is used to group and share configuration data across the application. For example at FIU, we create **most** of our control records (i.e. Accounts, Department ID, Activity #) under SetID 'FIU01' and it allows the entire university to use those values.

Control vs. Transactional Data

Control data represents the configuration values which are agreed on and shared across the enterprise. Information that is key to the operation of a business that does not change very often.

Transaction data are data describing an event (the change as a result of a transaction) and is usually described with verbs. Transaction data always has a time dimension, a numerical value and refers to one or more objects. Changes frequently.

Run Control: When running a report, you must enter the parameters from which the report will be run, and eventually display data for you to view. To aid in running reports, PeopleSoft created a means to allow the user to save search parameters so he/she does not have to perform the same steps each time the report is requested. Run Control ID's are how PeopleSoft identifies saved search parameters for reports or processes.

Roles and Security

There are several types of users that will use query functionality. There are **Query Super Users** who are a specific set of users that develop queries within PeopleSoft for the user community. They have the ability to save Public queries that can be accessed by any user. Then there are **Query Viewers** who only have the ability to run public queries but cannot develop or modify queries.
Users have access to data based on security settings within Panthersoft. Any user with Query Manager Access may save a Public query as Private under a different name.

Choosing a Reporting Tool

Here are some guidelines to consider when determining which interface to display your results.

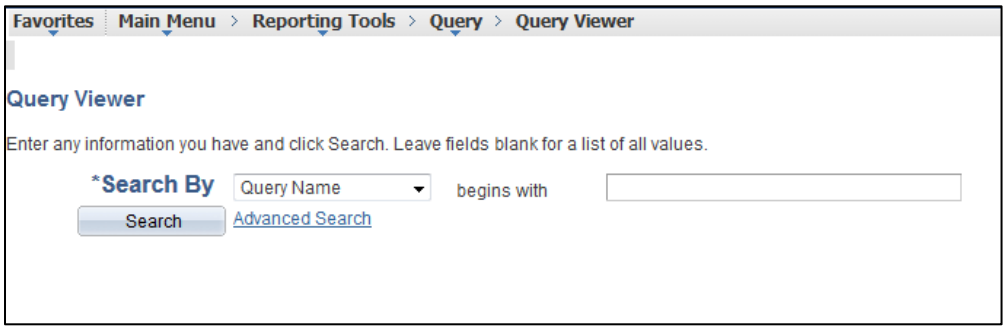
Reporting Tool	Description & Guidelines
HTML	Online ad hoc reporting tool. Create and run queries to retrieve data from the database directly from the web-based Query Manager/Query Viewer applications. This option is useful as you refine your queries. Results display on the screen within PS.
Excel	Query-to-Excel Interface provides the ability to send queries from Query to a Microsoft Excel spreadsheet. Your data is sent directly from your query into a predefined spreadsheet layout. This way you can spend your time analyzing results, not typing data into your spreadsheet **Use a spreadsheet to**: • Generate output for further analysis. • Create charts or graphs of the data. • Work with data in a spreadsheet format. • Quickly display an *ad hoc* query answer with default formats.
XML	Not used at FIU
Schedule	You can choose to schedule queries so that they run in the background as opposed to your desktop. This is helpful if your query is taking too long to run or returns too many rows of data. The results of scheduled queries are routed to PeopleSoft Report Manager

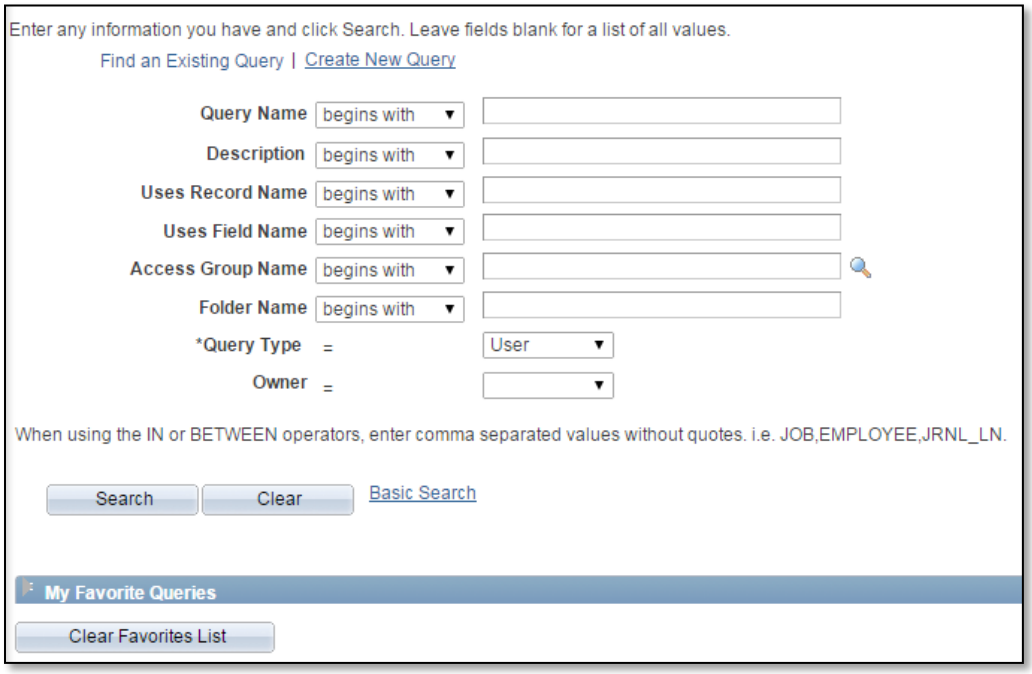
Working With Existing Queries

In *Query Viewer and Query Manager*, the user can **run a query** to different interfaces, **schedule a query** for future use, and **save that query to favorites** for faster retrieval.

Searching for and Running an Existing Query in Viewer

1. If you know the Query Name, enter it in the Search Box. If not, click on Advanced Search to filter your results.





Note: When using, the "IN" or "BETWEEN" operators, enter comma separated values without quotes. I.e. JOB, EMPLOYEE

Field	Description
Query Name	Enter the name of the query.
Description	Enter a description or partial description of the query.
Users Record Name*	Enter the record with which the query is associated.
Uses Field Name*	Enter a field that the query uses.
Access Group Name	Enter the access group with which the query is associated.
Folder Name	Enter the name of the folder that stores the query.
Query Type	Enter the query types: Role, User, Process, or Archive
Owner	Enter whether the query is public or private.

Below is a screen shot when entering just “EX_ER” in the Query Name search box.

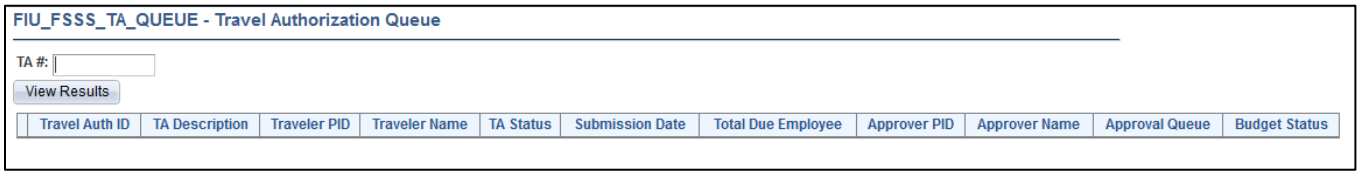
“Run To” options:

a. Run to “HTML” displays the query results on your screen.
b. Run to “Excel” displays the result in an excel spreadsheet.
c. Run to XML, we **do not** use at FIU.

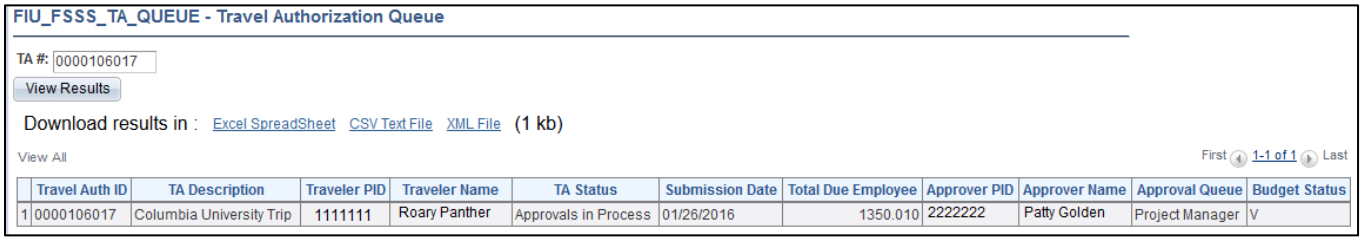
❖ Please search for the Query entitled FIU_FSSS_TA_QUEUE and click "HTML."

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Remove
FIU_SPEEDTYPE_ALL_YR_QT	Query Training	Private	FM	HTML	Excel	XML	Schedule	
FIU_FSSS_ASSOCIATED_TRAVELAUTH	Is TA linked to ER?	Public		HTML	Excel	XML	Schedule	
FIU_FSSS_ER_QUEUE	Expense Report Queue	Public		HTML	Excel	XML	Schedule	
FIU_FSSS_PROXY_PROMPT	People you are proxy of	Public		HTML	Excel	XML	Schedule	
FIU_FSSS_SUPERVISOR_LOOKUP	Lookup HR supervis of traveler	Public		HTML	Excel	XML	Schedule	
FIU_FSSS_TA_QUEUE	Travel Authorization Queue	Public		HTML	Excel	XML	Schedule	
FIU_GL_JRNL_DTL_SMART_BILLING2	Smart Billing Journal Detail 2	Public	INTERNAL_BILLING	HTML	Excel	XML	Schedule	
FSS_APPROVER	Approver lookup	Public		HTML	Excel	XML	Schedule	
SMART_INTERNAL_BILL	Invoices	Public	INTERNAL_BILLING	HTML	Excel	XML	Schedule	

When you click, "HTML" you might have to enter a **prompt.** Prompts are other information needed to narrow down the search. For instance, when performing a search to see whose approval queue a Travel Authorization may be in, that query **prompts** you to enter the TA#, to narrow the results down to that specific authorization. In the below example, the FIU_FSSS_TA_QUEUE requires a TA# as a prompt.



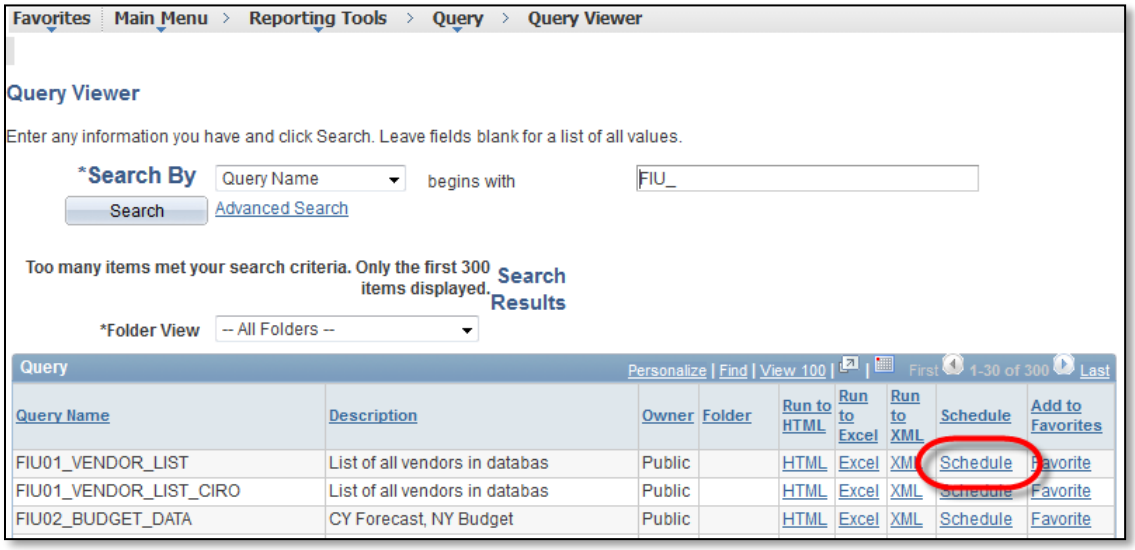
Clicking "HTML" displays the results on your screen. **RESULTS**



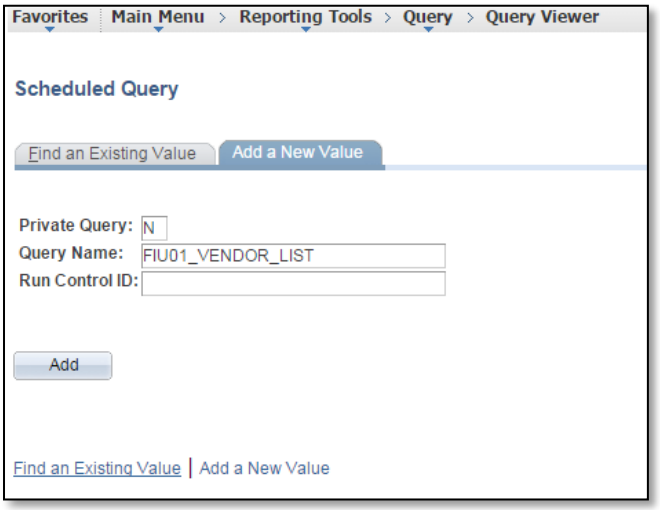
Running a Query Via Schedule

Running a Query via schedule allows you to capitalize on having the query process in the background, while you perform other tasks.

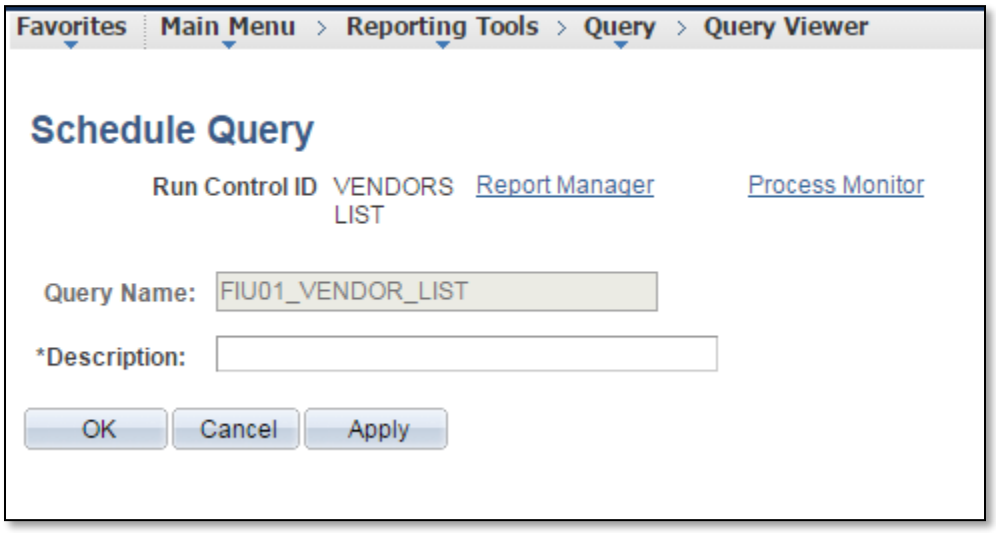
1. From the Query Viewer screen, Click on "Schedule".



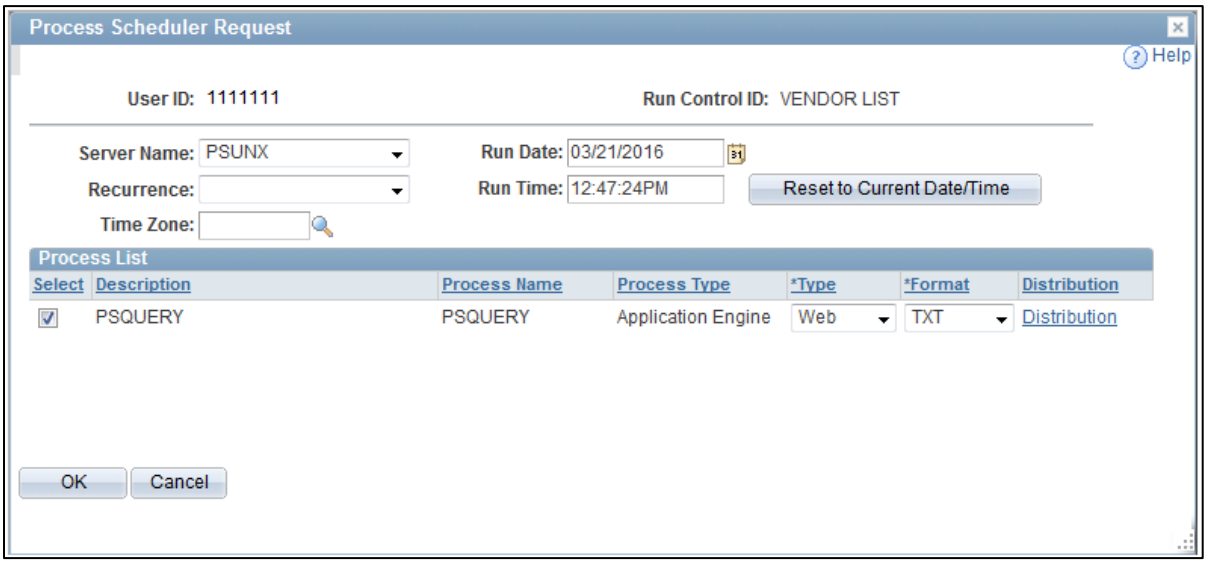
2. Name the Run Control ID



The **Run-Control ID** is the "save name" for the search parameters you have selected; something that briefly explains what the query does. Once you name your query, when choosing "schedule" in the future, you will not have to enter the Run-Control ID again.



3. Write a Description of what the query does. For this example, name it "Vendors List".
4. Click "Apply"

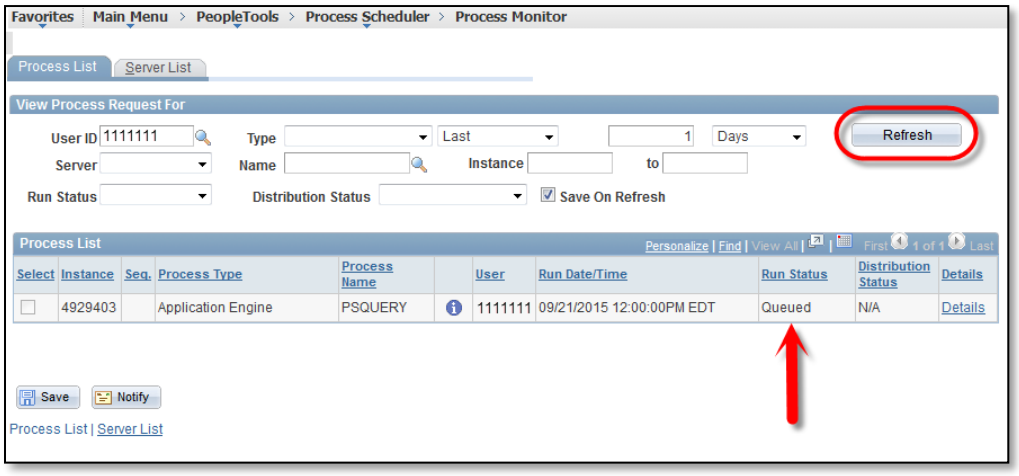


5. Choose PSUNX server
6. Enter the dates you would like the query to run.
7. Choose Run Date
8. Choose Type, Format, and Distribution (WEB, TXT are your standards)
9. Click OK

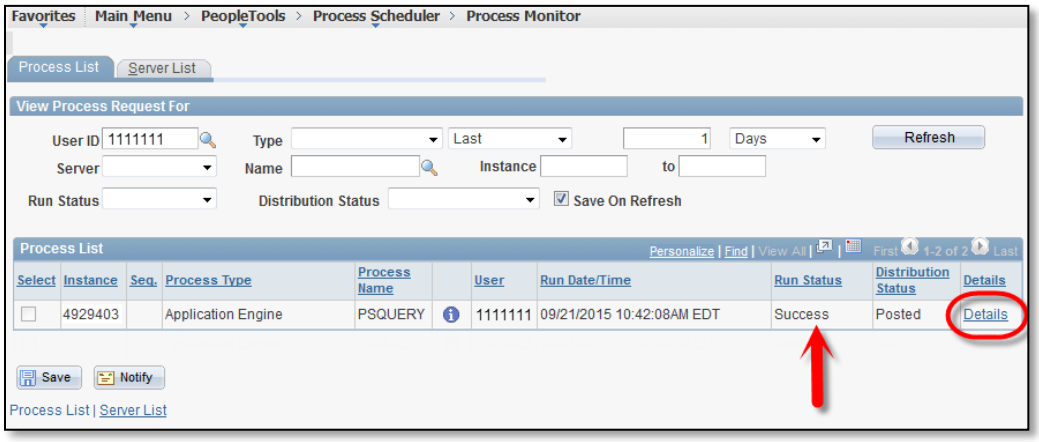
The query will then run in the background at its scheduled date and time. **Do not set recurrences for queries until you have successfully completed Query Manager – Advanced Query.**

Navigate to Process Monitor to view the results of your query.

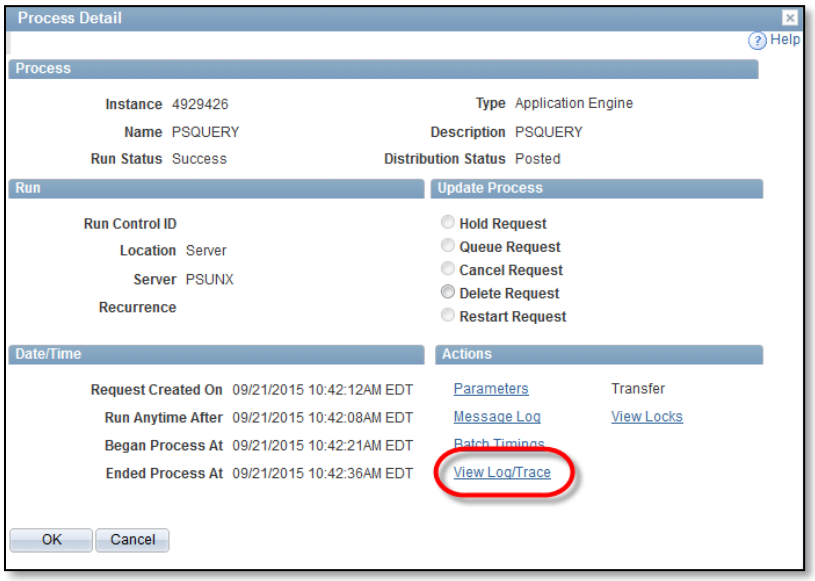
Main Menu>People Tools>Process Scheduler>Process Monitor

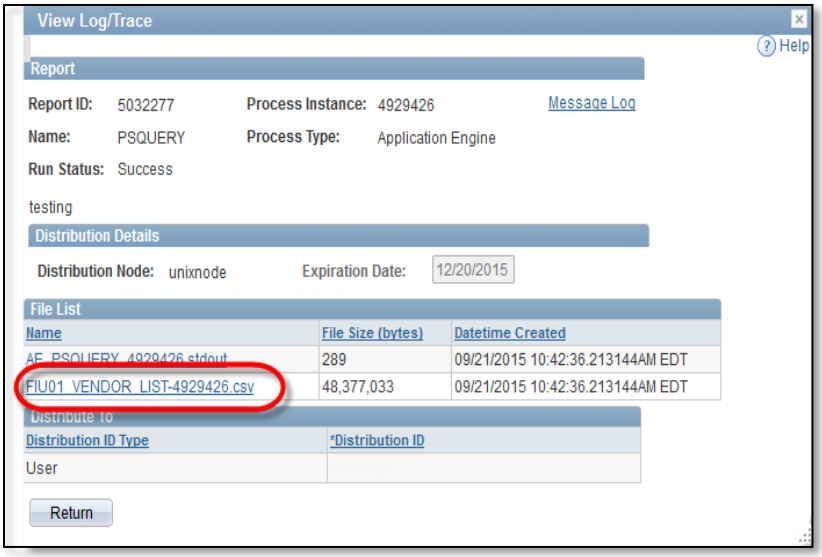


You can click the Refresh button to update the status when the query is running. The query has finished running when the Run Status is "Successful" and the Distribution Status is "Posted."



1. Click on Details.





2. Click View Log/Trace
3. Click the .csv file and open it in Excel to view the results of the query.

Saving an Existing Query as Private

In Query Viewer or Manager, you can take an existing Public query and save it for yourself and to make edits/adjustments.

To save a query via Query Viewer:

1. After retrieving the Query, click edit to view the Save options at the bottom of the screen.
2. Click "Save As" to save a copy of the query.
   Using Save As creates another instance of the query that you can modify and save under a different name. When you select Save As, the Properties page appears, enabling you to change the name, description, and owner of the new query. You cannot save a public and a private query with the same name.
3. In the Query box, enter a short name for the query **(NOTE: query names should begin with FIU_; cannot have spaces. Use underscores _)**
4. In the Description field, enter information that will help you to later identify the query.
5. Create or Select a Folder to file saved queries.
6. Select a Query Type.

   Standard queries are designated as *User* queries. The *Archive, Process,* or *Role* options apply to Workflow queries.

   NOTE: Workflow (which essentially allows you to route information to another user) is not currently implemented by FIU, so select the default option "User."
7. In the Owner field, select *Private.*
   a. *Private* means that only the user ID that created the query can open, run, modify or delete the query.
   b. *Public* means that any user with access to the records used by the query can run, modify, or delete the query.

   NOTE: The ability to save a query as public will vary depending on your level of security.
8. Enter the Query Definition which can be a long description.

To save a Query via Query Manager:

1. After you make your changes in Query Manager, select Save As.
2. In the Query box, enter a short name for the query **(NOTE: query names should begin with FIU_; cannot have spaces. Use underscores _)**
3. In the Description field, enter information that will help you to later identify the query.
4. Select a Query Type.

   Standard queries are designated as *User* queries. The *Archive, Process,* or *Role* options apply to Workflow queries.

   NOTE: Workflow (which essentially allows you to route information to another user) is not currently implemented by FIU, so select the default option "User."
5. In the Owner field, select *Private.*
   - *Private* means that only the user ID that created the query can open, run, modify or delete the query.
   - *Public* means that any user with access to the records used by the query can run, modify, or delete the query.

   NOTE: The ability to save a query as public will vary depending on your level of security.
6. Enter the Query Definition which can be a long description.

Creating Queries

A *Query* is a way to ask the system a question.

Examples

- How many Purchase Orders did I enter between January and February of this year?
- In whose approval queue is Expense Report#0000111111?

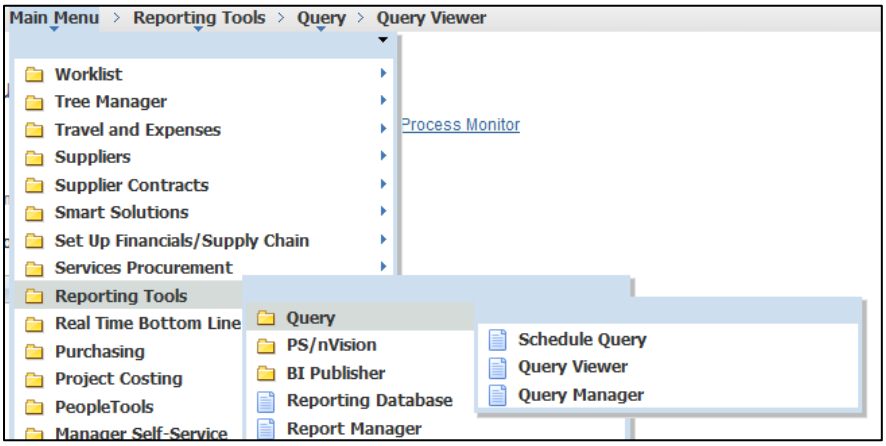
Queries use SQL language to speak to the Peoplesoft database and extract the information from the records/tables, fields, and other criteria set or chosen.

The ability to create or modify a query is done using **Query Manager**, whereas the ability to run/schedule/view pre-defined queries is done through **Query Viewer**.

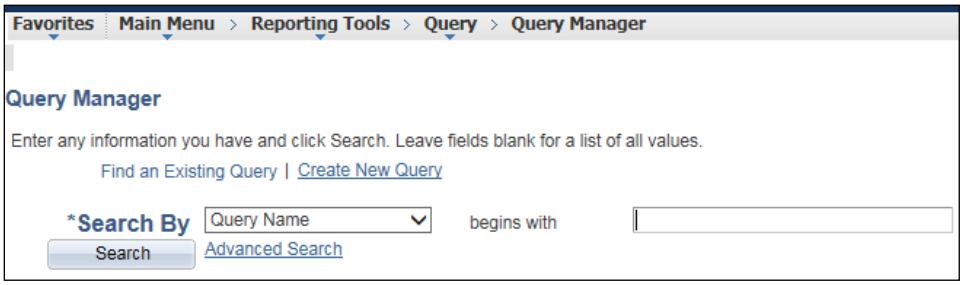
When creating a query, user must navigate to Query Manager to begin adding records.

Creating a New Query

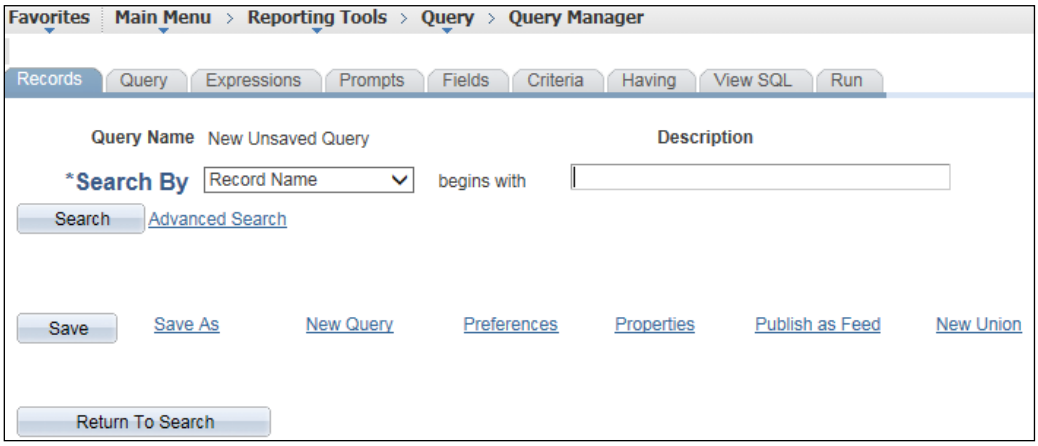
1. Main Menu>Reporting Tools>Query>Query Manager



The Query Manager Search page appears.



1. Click the Create New Query link.



Review Tabs

Records – allows you to add records to the query via query manager

Query Tab – Shows you which records are already selected for this particular query.

Expressions – displays the Expressions if any, that have been added to the query

Prompts – allows user to add, or edit prompts

Fields – allows you to select/deselect or edit fields within a record

Criteria – allows you to edit, view the search criteria

Having – allows you to edit, view the criteria for Aggregated fields

View SQl – displays the SQL language of the query

Run - runs the query according to set criteria, records and fields selected.

Records/Tables

All queries are built from records/tables, fields and data in those fields. “Running” a query asks the system to search the database for an answer.

The database is comprised of records (tables), fields (columns), key fields, and field data (rows).

The results you generate in a query will depend on the records (tables) selected. If you are unsure of a table to use see Appendix in back of this manual, or send an email to controller@fiu.edu.

Example of a Table - EX_TAUTH_HDR - Travel Authorization Header Table

EX_TAUTH_HDR RECORD				
FIELDS	TRAVEL_AUTH_ID	EMPLID	TRAVEL_AUTH_STATUS	SUBMISSION_DATE
Field Data	11111	1234567	APPROVED	10/1/2014
Field Data	22222	7654321	PENDING	10/15/2014

Fields (columns) store single pieces of information for each row. (TRAVEL_AUTH_ID is a field.)

Rows (data in the field) contain all the information for a unique combination of key values on the table. TA#11111 is the data in the field.

For example, in the EX_TAUTH_HDR a row includes the data for these fields: TRAVEL_AUTH_ID, EMPLID, TRAVEL_AUTH_STATUS, and SUBMISSION_DATE.

Within these records are **key fields**. Key fields are fields within a record that holds unique data which identifies that record from all the other records in the file or database. Account number, Transaction IDs, and Name are typical key fields. As an identifier, each key value must be unique in each record. Every record has a key field.

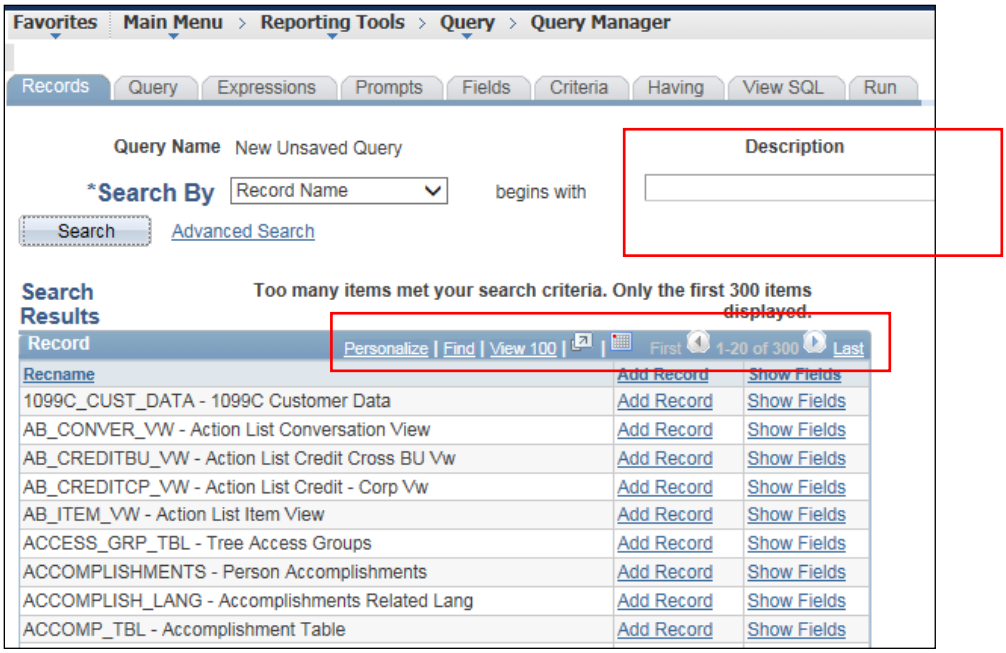
Selecting Records

Selecting the proper record to add to your query involves familiarity with the database and some intuition about the information you are trying to find. To aid with selecting records, there is a list of Frequently Used Records in the Appendix of this document. There are also some helpful hints when using Advanced Search. The same search options, like partial entries and using the wildcard (%) learned in Fundamentals, work within Query as well. User can also perform a partial search by entering part of a record name or description in the Search For field.

Enter your search value in the 'Description' box on the Find Existing Record page, and click the Search button.

If you want to search for any record, leave the field blank and click the Search button to display a list of up to 300 records or enter the name of the required record in the Search For box, and then click the Search button.

By default, only the first 20 records appear on the page. To see more of the list, use the navigation buttons and links located on the header bar. To display all of the records, select the View All link, and use the scrollbar to go through the rest of the list

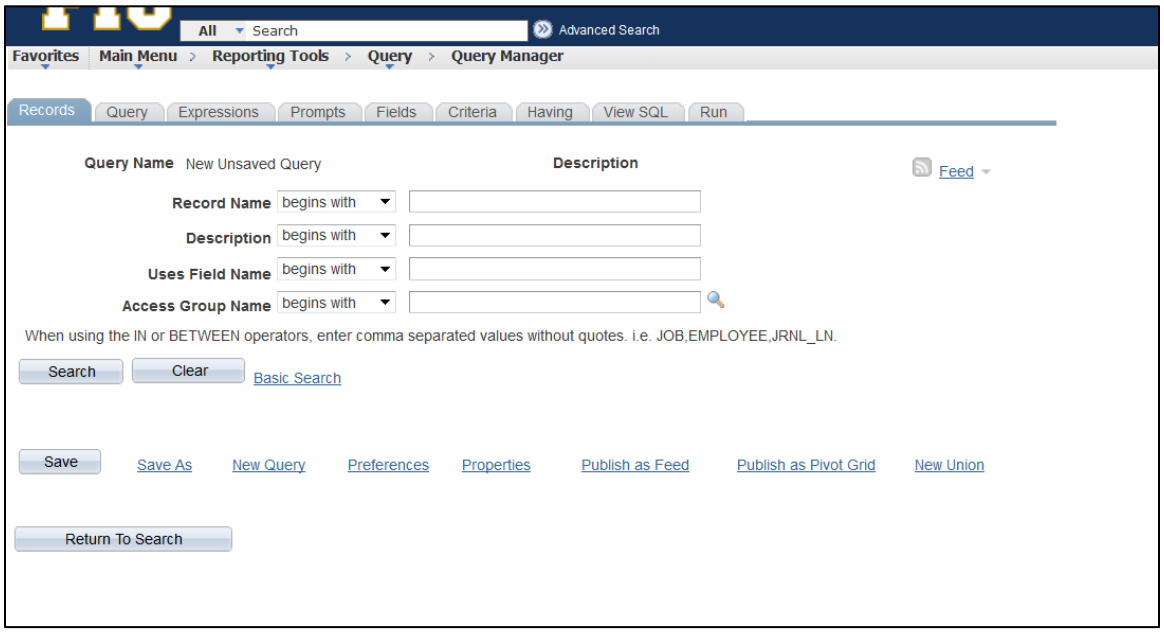


Advanced Search

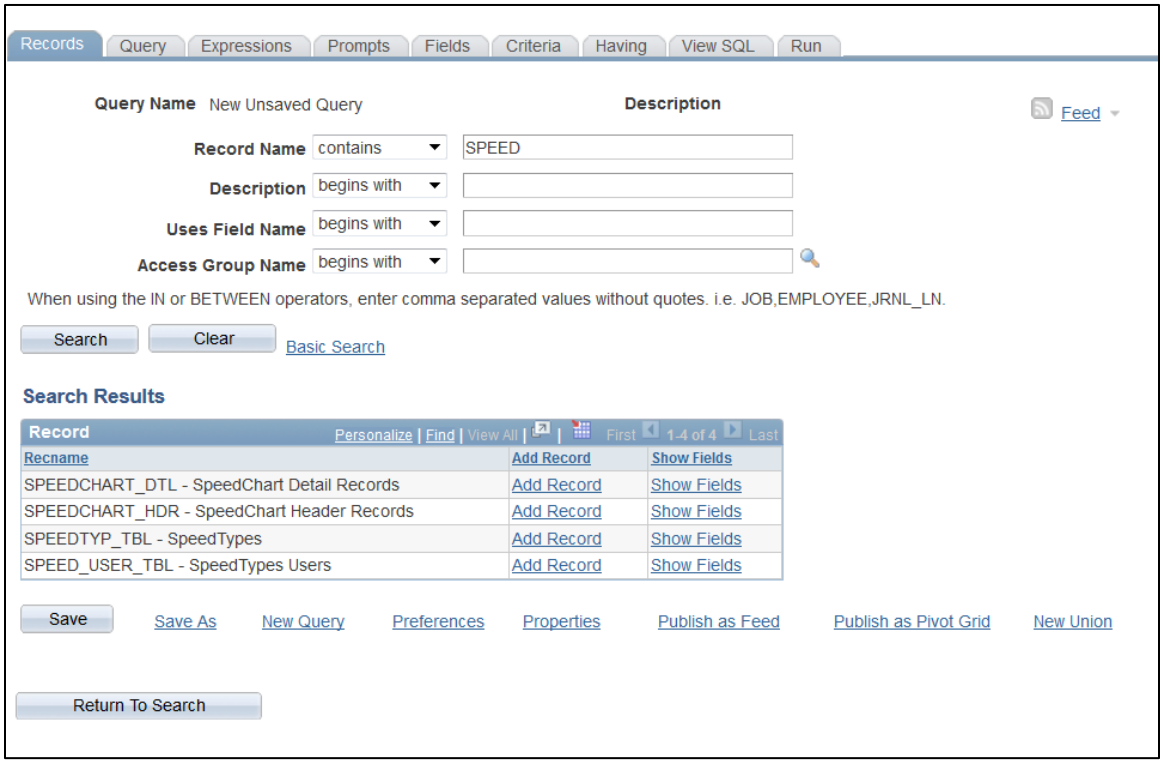
The Advanced Search option allows the user to find a record using additional search parameters.

Search records either by name or description, then further define your search by changing the search conditions from 'begins with' to maybe 'contains' to yield more results.

Always, click the Search button to display a list of records that match your search criteria.

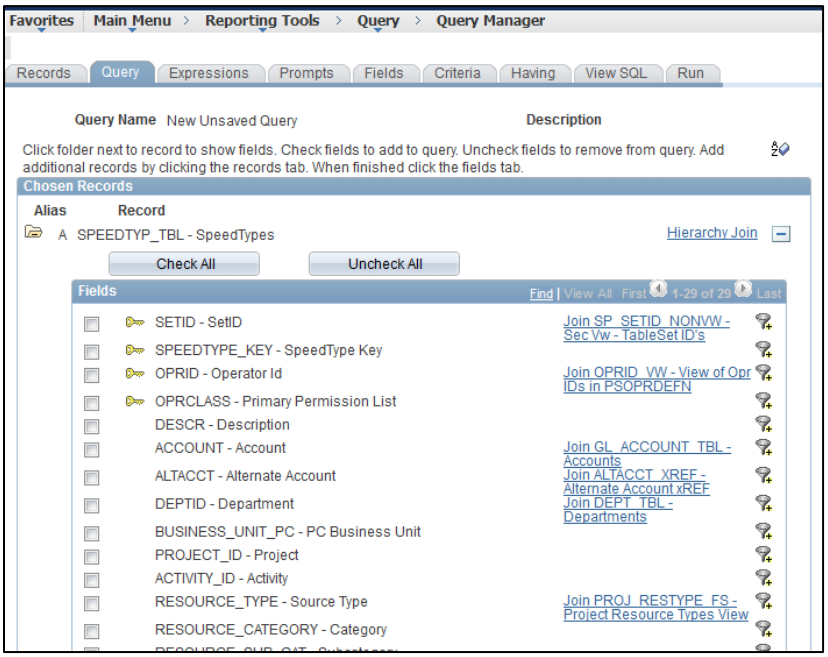


For example: Enter the word *SPEED* to search for the Speed Type Table. Query Manager will display the record(s) at the bottom of the page.



- Click Add Record nest to SPEEDTYP_TBL to select the record (i.e. place it in the Query Tab)
- Use the Show Fields to display a list of all the fields in the record available for selection to preview if the record contains the field data needed.

Note: using check all and running the record is a good way to see what actual data does the record retrieve.



Query Name — *New Unsaved Query* appears in this read-only field until you change it on the Properties page. This field appears on all of the Create New Query pages.

Click the Sort button once to list fields in alphabetical order. Click the button again to return to original sort.

Alias Record — The alias name that the system automatically assigns to the chosen records.

Click the Folder button to view the fields for the chosen record. Query Manager expands the record so that you can see the fields and make sure that this record has the content that you want. Click the Folder button again to hide the fields for a record.

Hierarchy Join

Click this link to join a child table to its parent table.

Click the Delete button to delete the associated record from the query.

Check All

Click this button to check all fields in the record. Once you select a field, the system automatically adds it to the query and you can view it on the Fields page.

Uncheck All

Click this button to clear all fields in the record.

Fields — Select the box located to the left of each field that you want to add to your query content.

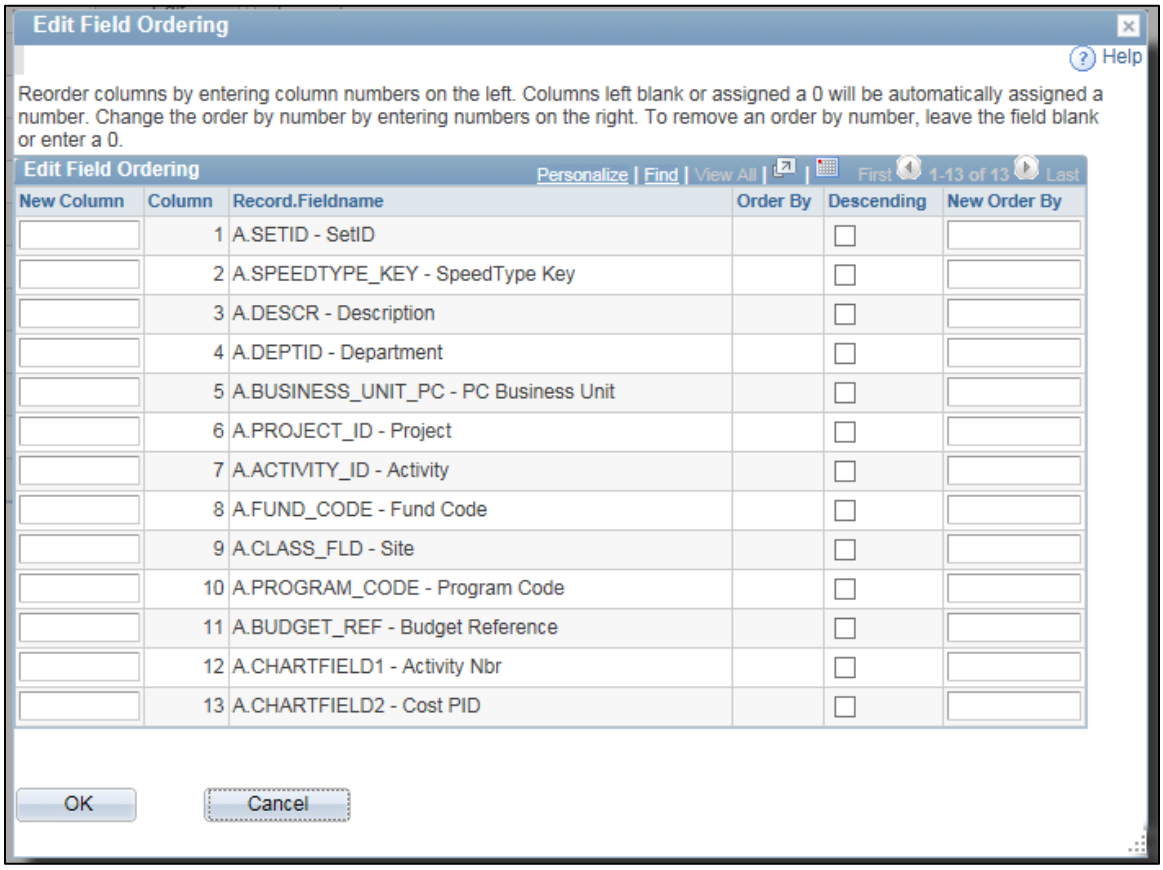
Indicates key fields.

Related Record Join — Click this link to join two records based on a shared field.
For example, in the above screenshot, the SPEEDTYP_TBL record is related to the GL_ACCOUNT_TBL record by the ACCOUNT field.

Click the Use as Criteria button to open the Criteria page, where you can add criteria for the selected field.

Changing Column and Sort Order for Multiple Fields

Access the Edit Field Column Order page by clicking the Reorder/Sort button on the Fields page.



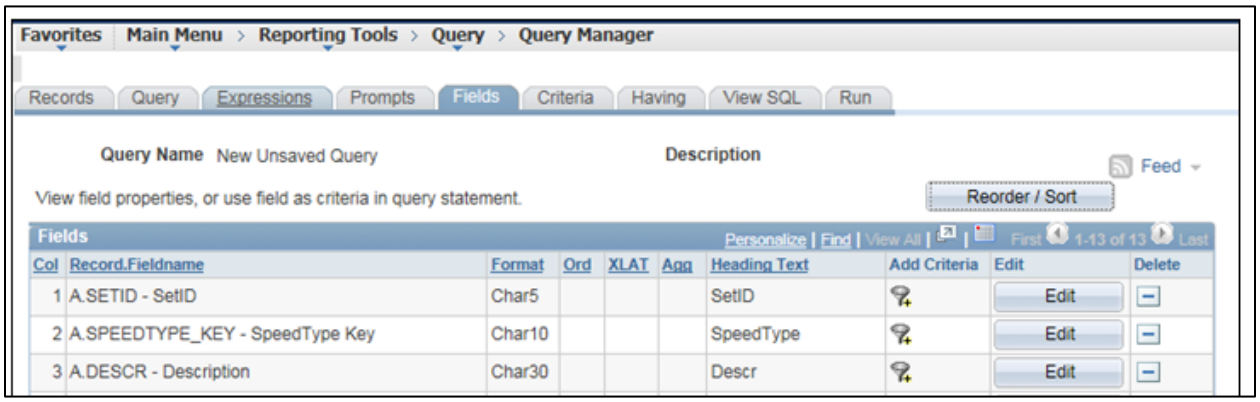
Column Order Enter new column number to reorder columns. Columns left blank are automatically assigned a number. You cannot use the same number on multiple fields.

Sort Order Enter the desired sort order. Enter zero to remove a sort order. If the field is the first sort field, enter *1,* and the system sorts rows based on this field first. To be the second sort field, enter *2,* and so on.

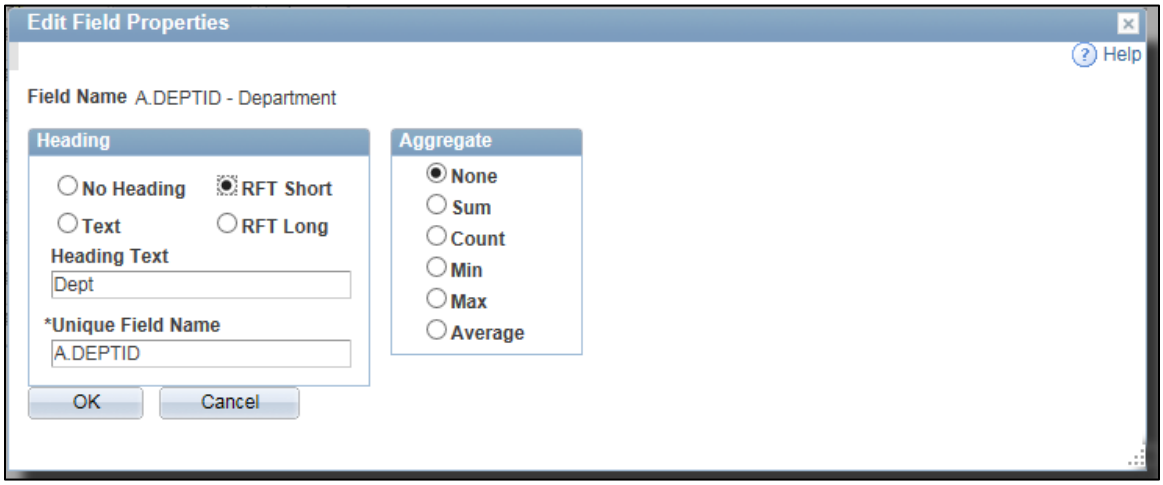
Direction Select *Descending* to sort fields in descending order or leave blank for Ascending

Editing Field Properties

Access the Edit Field Properties page by clicking the **Edit** button on the Fields page next to the desired field you would like to edit.



The below screen appears.



Heading — Choose a column heading from the following:

No Heading: The column does not have a heading.

Text: The column heading is the text you've entered in the text box.

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.

Unique Field Name — Used for translations. There is no need to change the default value, which is a single-letter alias for the record followed with the record field name (for example A.NAME or B.EMPLID).

Aggregate — If you are using aggregate values, select the aggregate function value for this field.

An aggregate function is a special type of operator that returns a single value based on multiple rows of data. When your query includes one or more aggregate functions, PeopleSoft Query collects related rows and displays a single row that summarizes their contents.

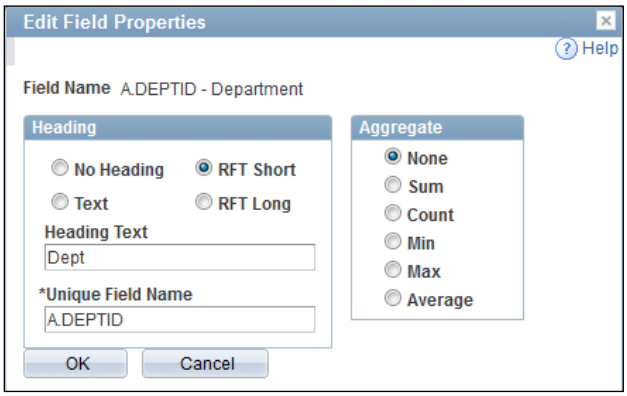
Changing Field Labels

When you add a field to your query, the default name will be displayed in your results when you run it.

To change the name of the field displayed in your query:

1. In Query Manager, click the Fields tab.
2. Click the **Edit** button associated with the appropriate field.

The Edit Field Properties page appears.

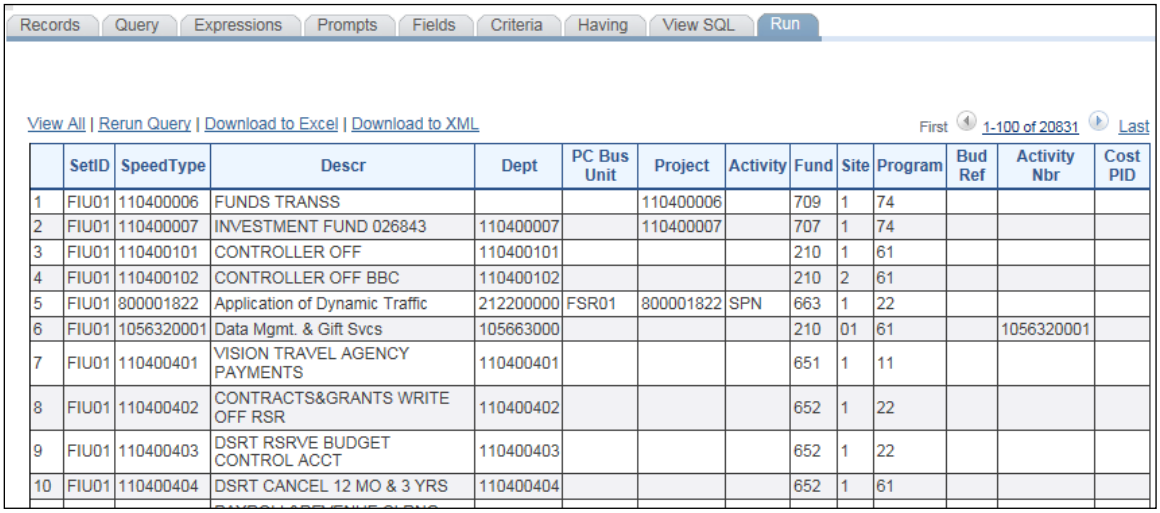


3. Over-write the value in the Heading text box and click OK.

Once the query is run, the value entered above will be displayed in your query results.

Previewing Query Results

Click on the *Run* Tab to access the query results.



	SetID	SpeedType	Descr	Dept	PC Bus Unit	Project	Activity	Fund	Site	Program	Bud Ref	Activity Nbr	Cost PID
1	FIU01	110400006	FUNDS TRANSS			110400006		709	1	74			
2	FIU01	110400007	INVESTMENT FUND 026843	110400007		110400007		707	1	74			
3	FIU01	110400101	CONTROLLER OFF	110400101				210	1	61			
4	FIU01	110400102	CONTROLLER OFF BBC	110400102				210	2	61			
5	FIU01	800001822	Application of Dynamic Traffic	212200000	FSR01	800001822	SPN	663	1	22			
6	FIU01	1056320001	Data Mgmt. & Gift Svcs	105663000				210	01	61		1056320001	
7	FIU01	110400401	VISION TRAVEL AGENCY PAYMENTS	110400401				651	1	11			
8	FIU01	110400402	CONTRACTS&GRANTS WRITE OFF RSR	110400402				652	1	22			
9	FIU01	110400403	DSRT RSRVE BUDGET CONTROL ACCT	110400403				652	1	22			
10	FIU01	110400404	DSRT CANCEL 12 MO & 3 YRS	110400404				652	1	61			

View All — Click this link to view all rows and use scroll bar to navigate.

Rerun Query — Click this link to rerun your query in the preview pane. If you have made changes to your query since the last preview, you must rerun the query to see the effect of your changes.

Download to Excel — Click this link to download your query to Excel.

Defining Selection Criteria

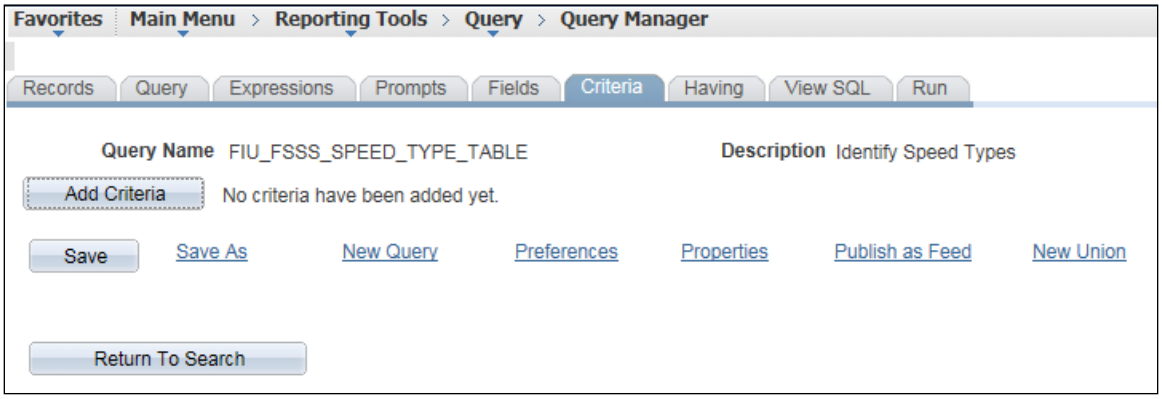
In this chapter, you will learn how to add criteria clauses to a query to return specific rows of data. Within these criteria clauses, you will learn how to compare fields to find data of equal values, values greater or less than the field, values in a list, values in a range, and much more. You will also learn how to use effective dates when specifying criteria.

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 the data from every row in the table or tables. This might be much more data than you want or need. You select which rows of data you want by adding selection criteria to the query.

Criteria View

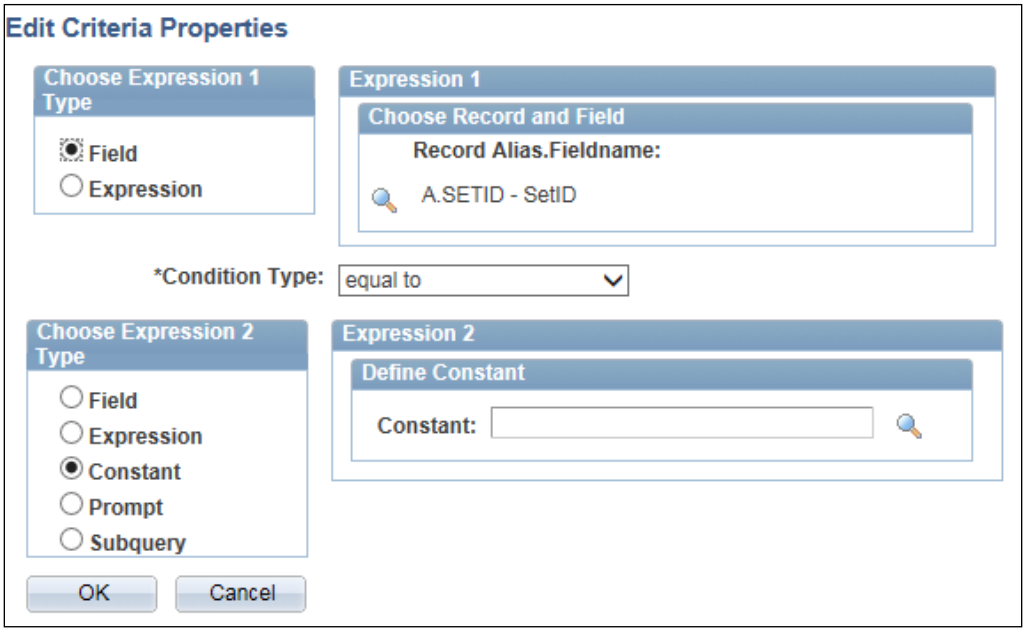
In most cases, you don't want to retrieve every row of data in a table. Your database contains a lot of information, and a complete list of entries is unlikely to answer the question that's motivating you to write a query.
To selectively retrieve just the data you want, define selection criteria. Selection criteria refine your query by specifying conditions that the retrieved data must meet.

Define selection criteria using the *Criteria* Tab



To create criteria based on a field:

1. Click the Add Criteria icon next to the desired field, on the Fields or Query page. Query Manager opens the Edit Criteria Properties page with the selected field entered as Expression 1.



2. Specify the criteria for that field, and then click OK to return to the Fields or Query page.

Selecting Condition Types

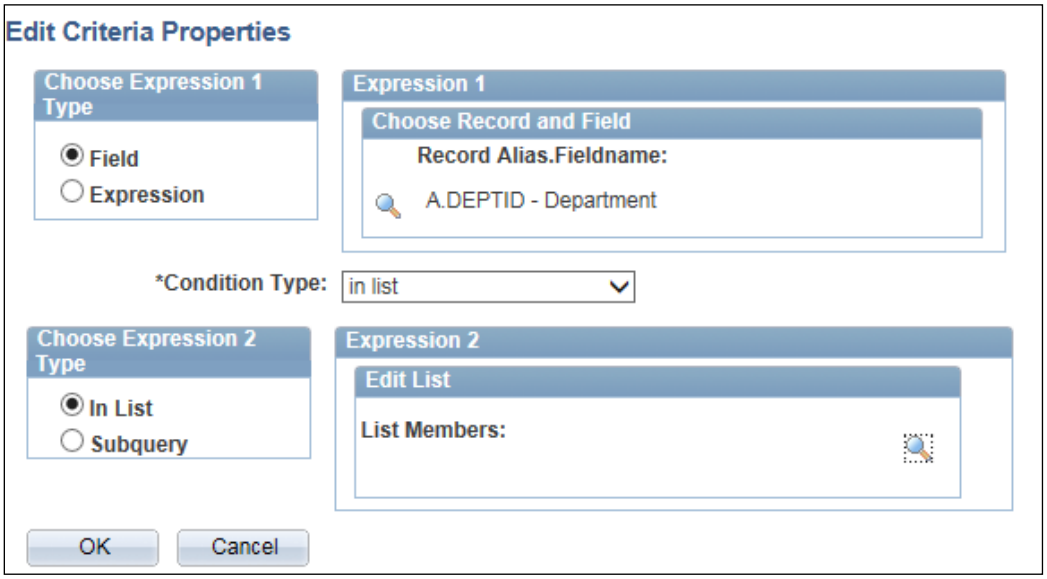
The condition type determines how Query Manager compares the values of the first (left-hand) expression to the second (right-hand) expression.

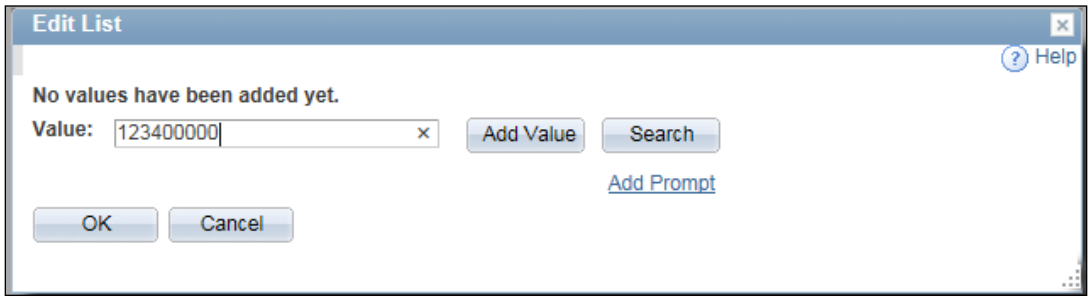
The following table describes the available condition types. For each of the condition types, Query Manager offers a "not" option that reverses its effect. For example, *not equal to* returns all rows that *equal to* would not return.

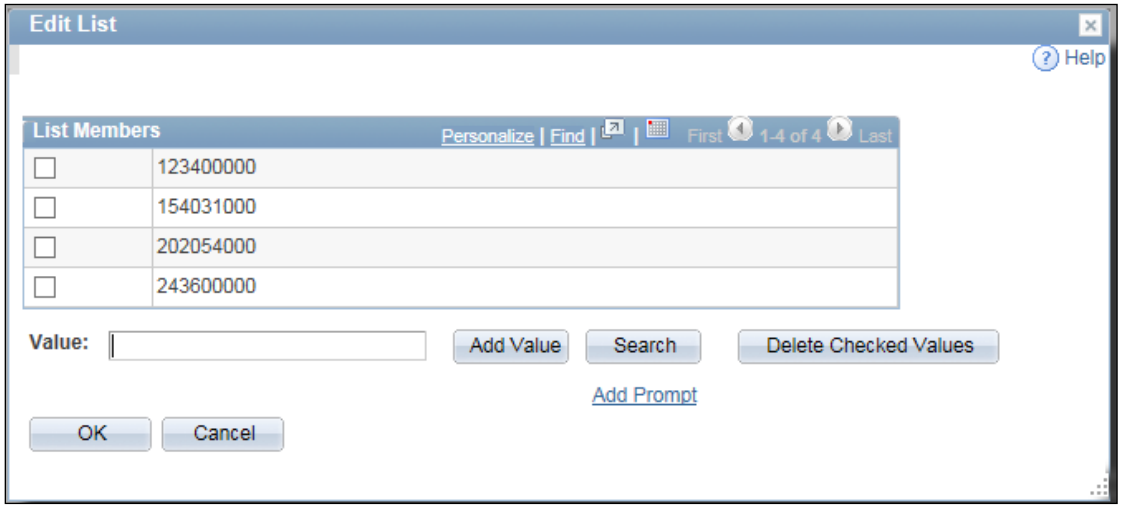
Condition Types	When It Returns a Row
between	The value in the selected record field falls between two comparison values. The range is inclusive.
equal to	The value in the selected record field exactly matches the comparison value.
exists	This condition is different from the others, in that it doesn't compare a record field to the comparison value. The comparison value is a subquery. If the subquery returns any data, PeopleSoft Query returns the corresponding row.
greater than	The value in the record field is greater than the comparison value.
in list	The value in the selected record field matches one of the comparison values in a list.
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 condition is a tree or branch of a tree that you want PeopleSoft Query to search.
is null	The selected record field doesn't have a value in it. You don't specify a comparison value for this condition. Key fields, required fields, character fields, and numeric fields do not allow null values.
less than	The value in the record field is less than the comparison value.
like	The value in the selected field matches a specified string pattern. The comparison value may be a string that contains wildcard characters. The wildcard characters that PeopleSoft Query recognizes are % and _. % matches any string of zero or more characters. For example, C% matches any string starting with C, including C alone. _ matches any single character. For example, _ones matches any five-character string ending with *ones,* such as Jones or Cones.

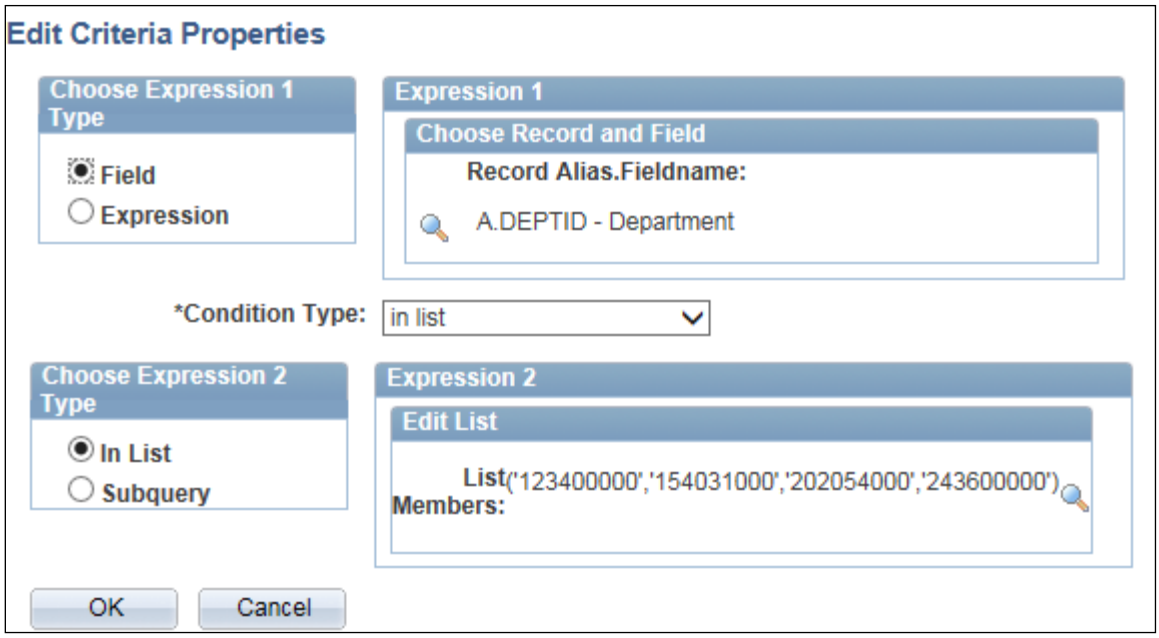
In List

The **In List condition** finds fields having a value that matches any one of the values in a list of values. With this option, you are prompted to create a list with the Edit List dialog box.









To build a list of values:

1. For each value you want to add, manually enter a value in the *Value* text box and click the Add Value button. The List Member grid, containing the selected value, appears when a value is selected.

2. To select from a list of values, click the Search button to display the Select a Constant page. Click the Lookup button to display the Look Up page. Enter part of a value in the text box. The system automatically adds a wildcard to the end of the entry, which enables you to do a partial search.

3. To delete a value, select the check box to the left of the appropriate List Members value and click the Delete Checked Values button.

In Tree

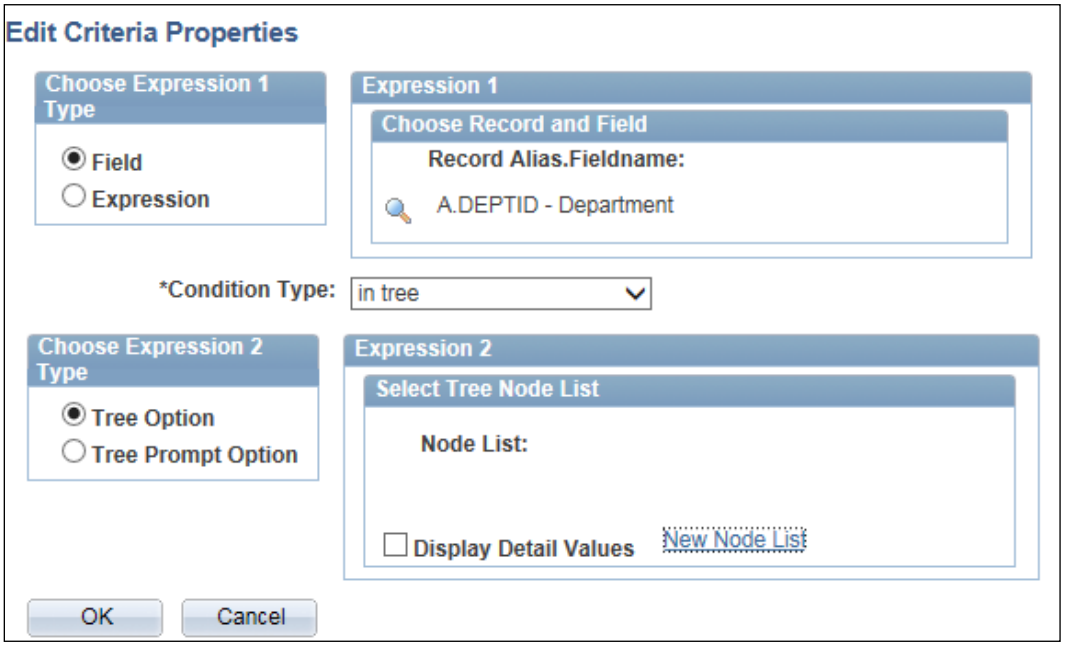
The **In Tree condition** type enables you to specify a tree, and within the tree, the nodes containing specific values. In Tree is used to return the records that match, or appear underneath the specified tree.

Trees are used to create hierarchical structures that visually represent a set of summarization rules for a particular field. For example, a tree specifies how your manufacturing locations are summarized or rolled up for reporting purposes. Similarly, a tree shows the reporting relationships within an organization by specifying, for example, how individual departments are summarized into territories, territories into regions, and regions into countries. The summarization rules depicted in a tree apply to the detail values of a particular field – departments, vendors, customers, or other values you define. These detail values are summarized into nodes on the tree. The nodes may also be organized into levels to logically group nodes that represent the same type of information or level of summarization.

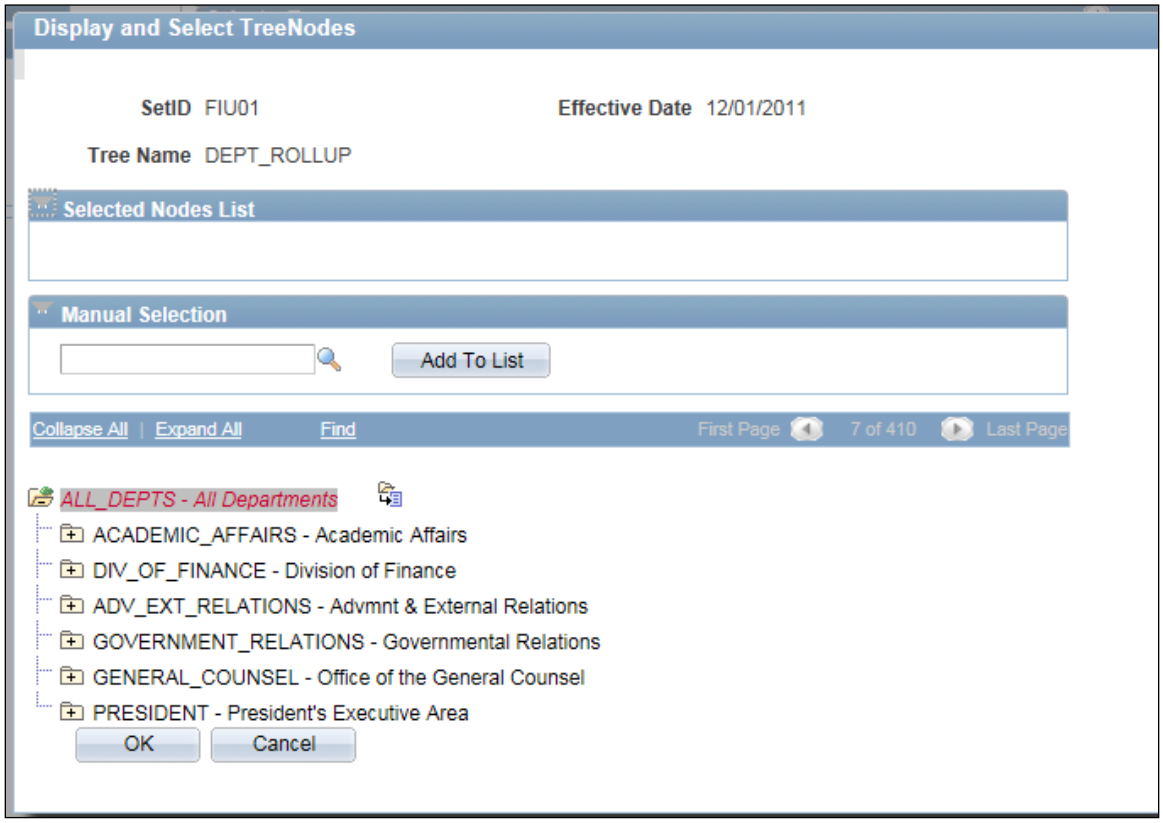
Some of the most commonly used trees by FIU are:

- ACCOUNTROLLUP
- ACTIVITY_HIERARCHY
- DEPT_ROLLUP
- STUFINANCIALS – Student Financials in Campus Solutions

Click the New Node List link in the Criteria Dialog Box to display the Select Tree page.



Click on Search or type in the Tree name. Only trees to which you have access are listed. Click the name of the desired tree to display the *Display and Select TreeNodes* page.



To select tree nodes:

1. Highlight the desired tree node, and click the Add Node icon.
2. If you know the name of the desired node, enter the name of the desired node in the Manual Selection list box.
3. Remove nodes from the list by clicking the corresponding icon.
4. Display the selected tree branch by clicking the corresponding icon. This is applicable only when the tree has been branched.
5. Click OK. The selected tree SetID, tree name, effective date, and selected nodes appear in the Select Tree dialog box.

Entering Comparison Values

The procedure for entering comparison values differs depending on what kind of value you're entering. If you're comparing one field to another, pick the second record field; if you're comparing the rows to a constant value, enter the constant.

The following table describes all the available value types, the dialog boxes that appear based on each comparison type, and the fields you must complete in those dialog boxes.

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. When you've selected Field as the comparison value, the Select Field dialog box appears. The Record Alias field lists all the records that are part of the current query. Select the record and the field. The selected field name appears in the second Expression column of that field's row.
Expression	The value in the selected field is compared to an expression you enter, which PeopleSoft Query evaluates once for each row before comparing the result to the value in the selected field. When you've selected Expression as the comparison value, the Edit Expression dialog box appears. In the text box, enter a valid SQL expression. To add a field or user prompt to the expression, click the Add Prompt link or the Add Field link. These links display the same dialog boxes that you see when adding a field or prompt as a comparison value: the Add Prompt displays the Run-time Prompt dialog box; the Add Field link displays the Select Field dialog box. The only difference is that PeopleSoft Query adds the field or prompt to your expression rather than using it directly as the comparison value.
Constant	The value in the selected field is compared to a single fixed value. When you select Constant as the comparison value the Edit Constant Value dialog box appears. In the text box, enter the value you want to compare to the first expression.
Subquery	The value in the selected field is compared to the data returned by a subquery. When you select Subquery as the comparison value, the Define Subquery dialog box appears. Click the Define/Edit Subquery link to move to the Records tab to start a new query.
Prompt	The value in the selected field is compared to a value that you enter when running the query. When you select Prompt as the comparison value, the Define Prompt dialog box appears. Click the New Prompt link to move to the Edit Prompt Properties page.

Understanding Effective Dates

When you update existing information, you do not want to lose or overwrite the data already stored in the database. To retain history, you can add a new data row identified by the date when the information goes into effect: an effective date. Effective dates allow you to keep history, current, and future information in tables. The system categorizes effective-dated rows into three basic types:

Future	Data rows that have effective dates greater than the system date—usually today's date. There can be more than one.
Current	The data row with the greatest effective date less than or equal to today's (system) date. Only one row is the current row.
History	Data rows that have effective dates less than the effective date of the current data row. There can be more than one.

Specifying Effective Date Criteria

Effective-dated tables have record definitions that include the Effective Date (EFFDT) field. This field, used throughout the PeopleSoft applications, provides a historical perspective, allowing you to see how the data has changed over time. Whenever a row of data is added to the table, you specify the date on which that data becomes effective; whenever a row of data is changed, you specify a new effective date, and the system retains the previous version of the row as history.

When you're using a PeopleSoft application for day-to-day processing, you usually want the system to give you the *currently effective* rows of data—the row where the effective date is less than or equal to today's date. You don't want to see the historic rows, which are no longer accurate, nor do you want to see future-dated rows, which aren't yet in effect.

When you're querying an effective-dated table, though, you may well want to see some rows that aren't currently in effect. You might want to see all the rows, regardless of their effective dates. Alternatively, you might want to see the rows that were effective as of some date in the past.

To specify effective date criteria:

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

   These criteria are used to specify which row of data PeopleSoft Query retrieves for each item in the table. The default is the currently effective row. Defaults are as follows:

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

2. If you choose one of the comparison options, choose to compare each row's effective date against today's date or a date other than today.

   - Select *Current Date* to compare each row's effective date against today's date.
   - Select *Constant* to display the Constant box so that you can enter a date.

     Select this option when you want to see the rows that were effective as of a past date or that will be effective on some future date.
   - Select *Expression* to display the Edit Expression box so that you can enter a SQL expression that evaluates the date entered.

     Select this option if you want to prompt users for an effective date when they run the query. You can add a prompt to the expression you define in the Edit Expression box.
   - Select *Field* to display the Select Field box so that you can select the record field that holds the date to which you want to compare effective dates.

     Select this option when you want to see the rows that were effective at the same time as some other record. For example, if you're reviewing the list of products on a customer order, you'll want to see the products that were effective on the date of the order.
   - Select *First Effective Date* to return the row with the oldest effective date, usually the first row entered for an item.
   - Select *Last Effective Date* to return the row with the latest effective date, even if that date is still in the future.
   - Select *No Effective Date* to return all rows, regardless of their effective dates.

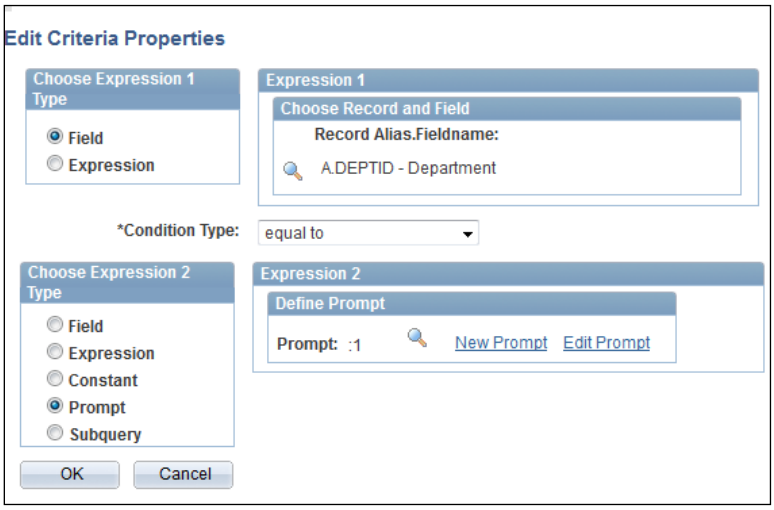
Note: All options (except *No Effective Date*) return a single row for each item on the table. If you want a subset of the rows (say, all future-dated rows or all history rows), select *No Effective Date,* then enter a selection criterion on the Effective Date field. Use the standard comparison operators rather than the Effective Date comparison operators. Keep in mind that the effective date operators work differently than the standard comparison operators: they always return a single effective-dated row. For example, Eff Date <= returns the one row whose EFFDT value is most recent, whereas not greater than would return the currently active row *and* all history rows.

Adding Run-Time Prompts

A run-time prompt allows you to enter values for a specific field at the time the report is executed. The report will display only those rows of information that match the value entered at the prompt.

Prompts make reports more flexible. Prompt reports can be used by different departments, or individuals within the same department with different responsibilities.
To define prompts:

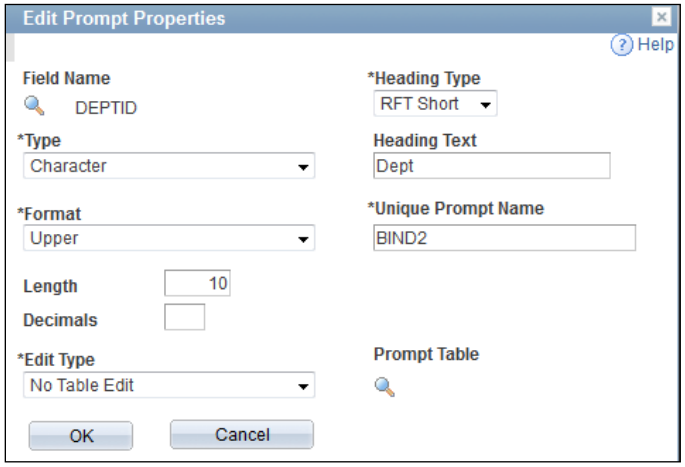
1. Click the Add Criteria icon  associated with the required field, on the *Fields* or *Query* page. Query Manager opens the Edit Criteria Properties page with the selected field entered as Expression 1.



2. From the 'Choose Expression 2 Type' box, select **Prompt**.

3. In the 'Define Prompt' box, click the New Prompt link

The Edit Prompt Properties page will appear.



After you select a prompt field, the name of the field appears. PeopleSoft Query looks to the record definition for information about this field and completes the rest of the dialog box based on its properties.

Heading Type	*RFT Long* The long field name from the Record Editor. *RFT Short* The short field name from the Record Editor. *Text* Anything you want - you make up the label.
Heading Text	Displays the label for the text box where you enter the comparison value. To change the text, select Text from the Heading Type list box, then enter the new label in the Heading Text box.
Unique Prompt Name	A default value generated by Query Manager for globalization.
Edit Type	Defines the type of field edit for the specified field.
Prompt Table	If the edit type is *Prompt Table,* the value in the Field list box specifies the prompt table to use. If the edit type is *Translate Table,* the value in the list box determines the values used.

Adding a prompt allows you to further refine a query when you run it. When you run a query with a prompt, a dialog box appears for you to specify the required value. Enter the value into the text box.

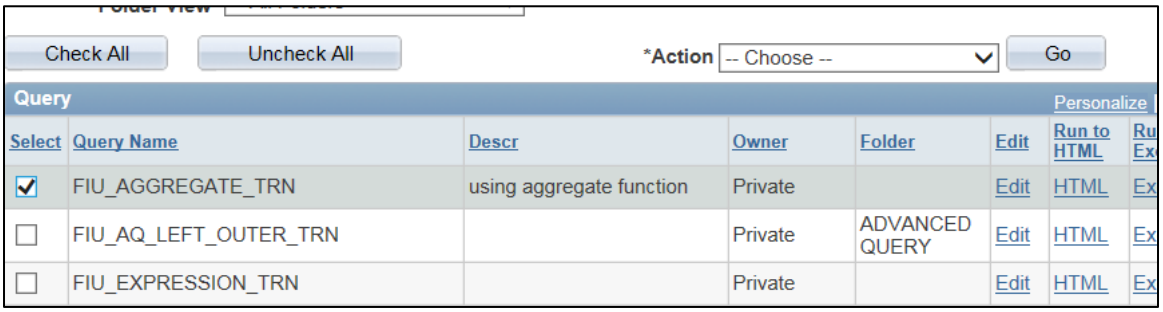
Organizing Queries

Adding Queries to the My Favorite Queries List

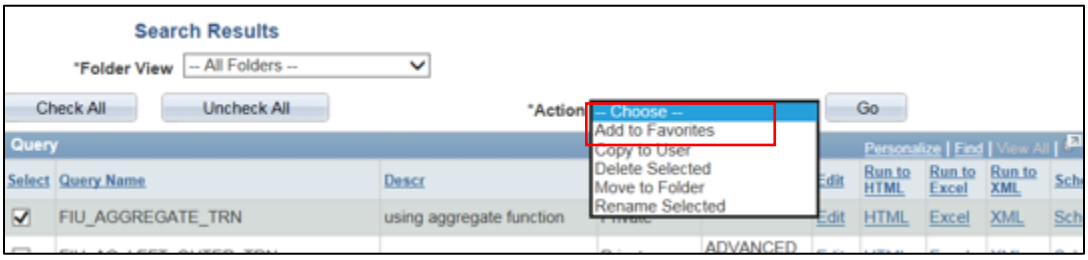
If you use certain queries often, you can put them in your *My Favorite Queries* list for easy access. This option is available through Query Manager as well as Query Viewer.

To add a query to the My Favorite Queries list:

1. On the Query Manager Search Results page, select the query that you want to add to the My Favorite Queries list (click the box to the left of the query). It will appear as follows:

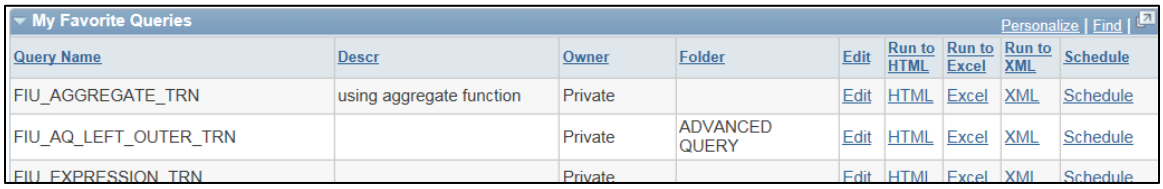


2. Select *Add to Favorites* from the Action drop-down list box.



3. Click Go.

The query appears in the My Favorite Queries list group box.



Copying a Query to Another User's List of Queries

The Query Manager allows you to copy a query from your list of queries to another user's list of queries.

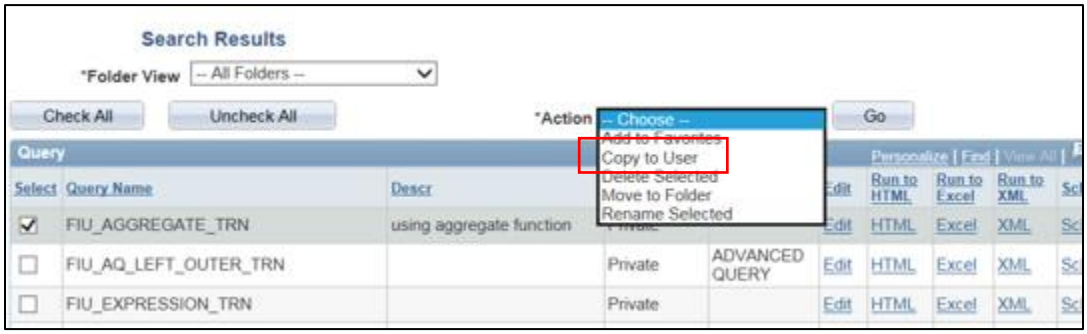
You can only copy ***Private*** queries to another user's list of queries.

If the target user does not have permission to access all of the records in a copied query, that query will not appear in the target user's list of queries. Once permission has been granted, the query will then appear in the list.

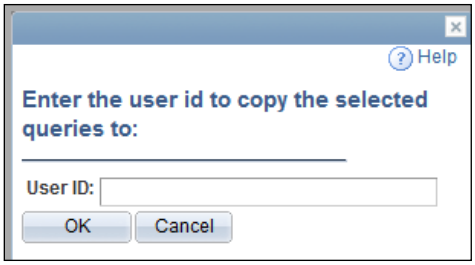
Navigation: **Main Menu>Reporting Tools>Query>Query Manager**

To copy a query to another user's list of queries:

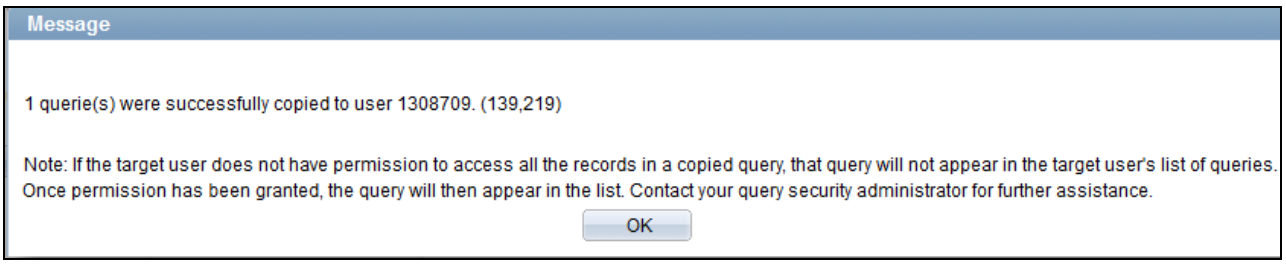
1. On the Query Manager Search Results page, select the query or queries that you want to copy.
2. Select *Copy to User* from the Action drop-down list box.



3. Click Go.



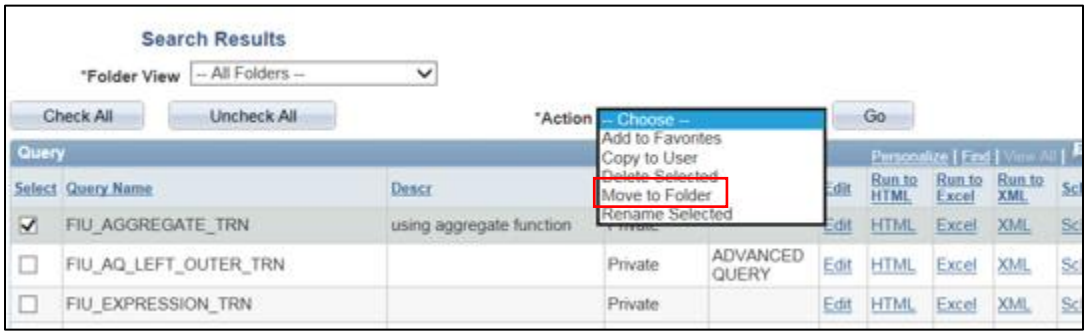
4. Enter the user ID of the user to whom you would like to copy the query.
5. Click OK. You will receive a message indicating the query was successfully copied to the designated user


Message
1 querie(s) were successfully copied to user 1308709. (139,219)
Note: If the target user does not have permission to access all the records in a copied query, that query will not appear in the target user's list of queries. Once permission has been granted, the query will then appear in the list. Contact your query security administrator for further assistance.
OK

Moving a Query to an Organization Folder

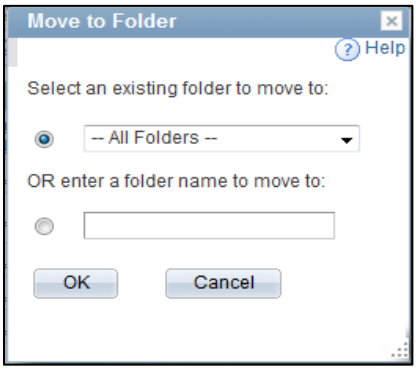
Folders enable you to organize queries under a common heading. To move a query to an organization folder:

1. On the Query Manager Search Results page, select the query or queries that you want to move to an organization folder.
2. Select *Move to Folder* from the Action drop-down list box.



3. Click Go.

The Move to Folder dialog box appears.

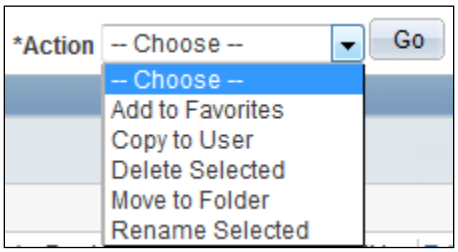


4. Select one of the following:
   - *Select an existing folder to move to:* Select the folder from the drop-down list box to which you would like to move the queries.
   - *OR enter a folder name to move to:* Enter the name for a new folder to which you would like to move the queries.
5. Click OK.

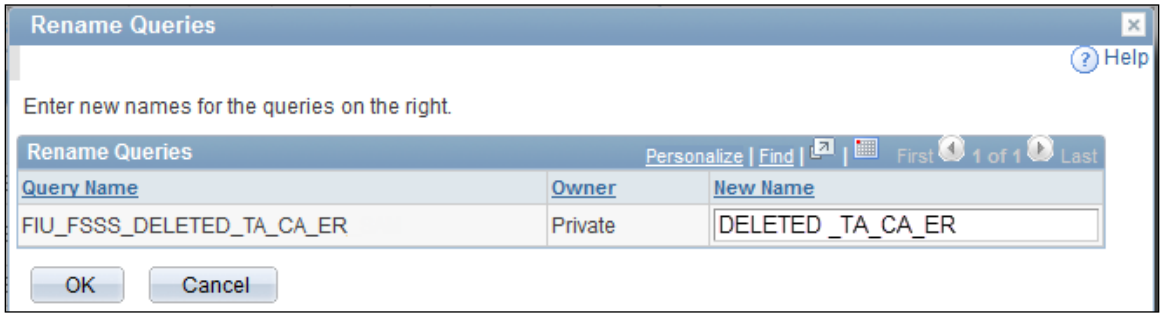
Renaming a Query

To rename an existing query, refer to the instructions below:

1. On the Query Manager Search Results page, select the query or queries that you want to rename.
2. Select *Rename Selected* from the Action drop-down list box.



3. Enter the desired name of the query in the New Name box
4. Click OK



You will be taken back to the Query Manager page.

Working with Multiple Tables

In many cases, the desired output data comes from at least two different tables. In these cases, you must link the tables together to retrieve the correct output.

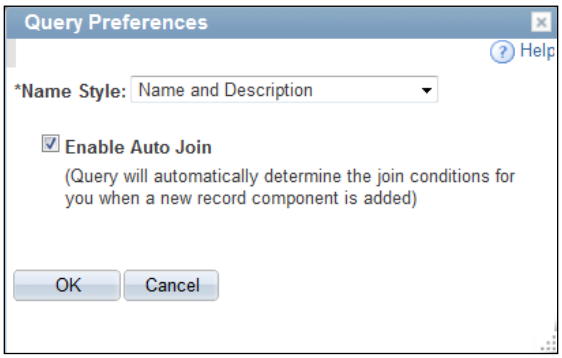
Adding and Joining Multiple Records to a Query

PeopleSoft Query enables you to create queries that include multiple-table joins. Joins allow you to retrieve data from more than one underlying table, presenting the data as if it came from one. Whenever you perform a join, the records involved are linked based on common fields. The procedure for joining tables differs depending on how the tables being joined are related to each other. PeopleSoft Query recognizes four types of joins:

- **Record Hierarchy Join**, which joins a parent table to a child table. (A child table is a table that uses all the same key fields as its parent, plus one or more additional keys).
- **Related Record Join**, which joins records from non-hierarchical records that are related by common fields. For example, description tables for common codes are related records.
- **Any Record Join (Standard Inner Join),** which joins any two tables in the database.
- **Left Outer Join,** which joins any two tables in the database similar to an 'Any Record Join'. However, in a left outer join, all rows of the first (left) record are present in the result set, even if there are no matches in the joining record.

In Query, predefined joins can be generated as a *Record Hierarchy Join* or a *Related Record Join*. Since these types of joins are predefined, **you do not have to add any criteria to manually link the records.**

If you have the Auto Join Wizard option enabled in Query Preferences, then PeopleSoft Query automatically attempts to join the new record to the existing record by looking for matching columns on the two records when you do *Any Record Join or Left Outer Join*.



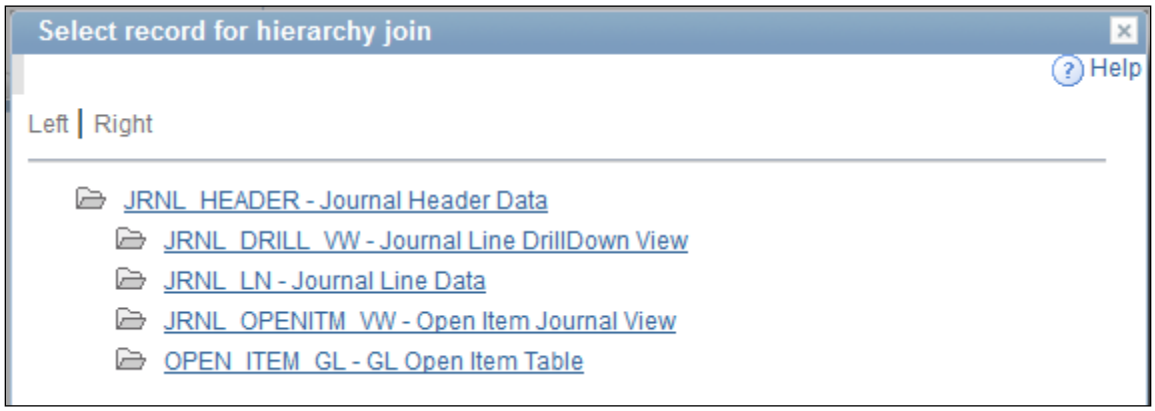
Record Hierarchy Join

A record hierarchy joins a parent table to a child table. (A *child table* is a table that uses all the same key fields as its parent, plus one or more additional keys.)

To create a record hierarchy join:

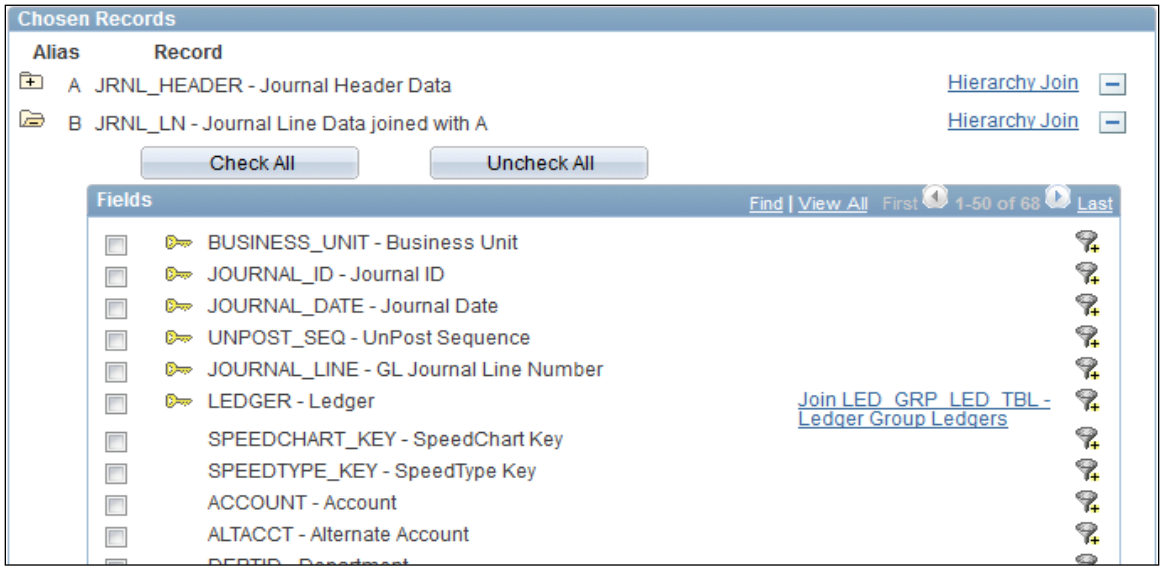
1. Choose the base record for your query and select the appropriate fields and criteria.
2. From the Query page, click the Hierarchy Join link.

All of the records that have a parent/child relationship with your selected record appear.



3. Select the second record for the join. In our example, we are selecting JRNL_LN.

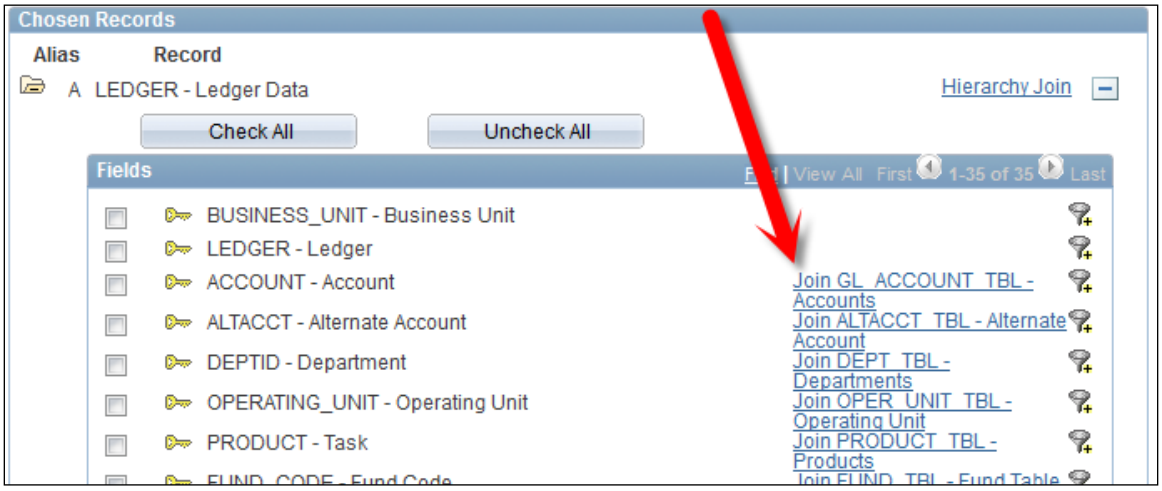
   The join is reflected on the Query page.



At this point, you can select any field from either table into one query.

Related Record Join

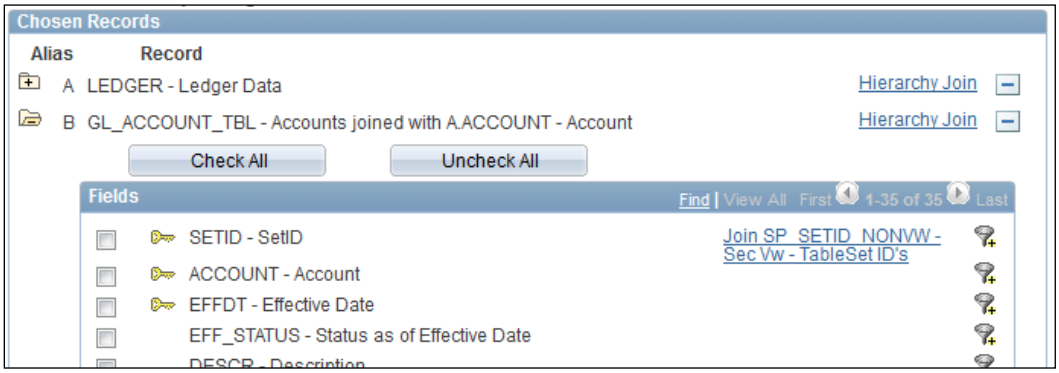
In a related record join, you join two tables based on a shared field that isn't necessarily a key field. For example, if a field has a prompt table defined for it, then PeopleSoft Query displays a join link to the right of the shared field.



To create a related record join:

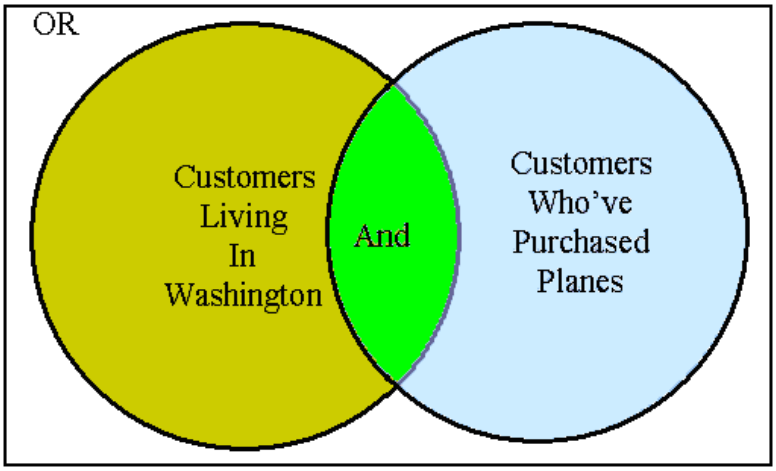
1. Choose the base record for your query and select the appropriate fields and criteria.
2. From the Query page, click the required *Related Record Join link* and select Standard Join

The join is reflected on the Query page.



Standard Join

Performing a join in Query simply means combining columns from one or more tables by using values common to each. An **inner join** (sometimes called a **simple join**) is a linking of two tables on selected field(s) and returns **only those rows where linking values match in both tables**. The two tables are presented as one.



The Standard Join is typically used when you already know the name of the tables you would like to join in your query. Using Query Manager, you can create a join between two records (tables) by selecting your initial base record, select fields, and define criteria, and then returning to the Record page to select the second record.

For most users, the Auto Join Wizard option enabled, and defaults to the Standard Join option.

To create any record join:

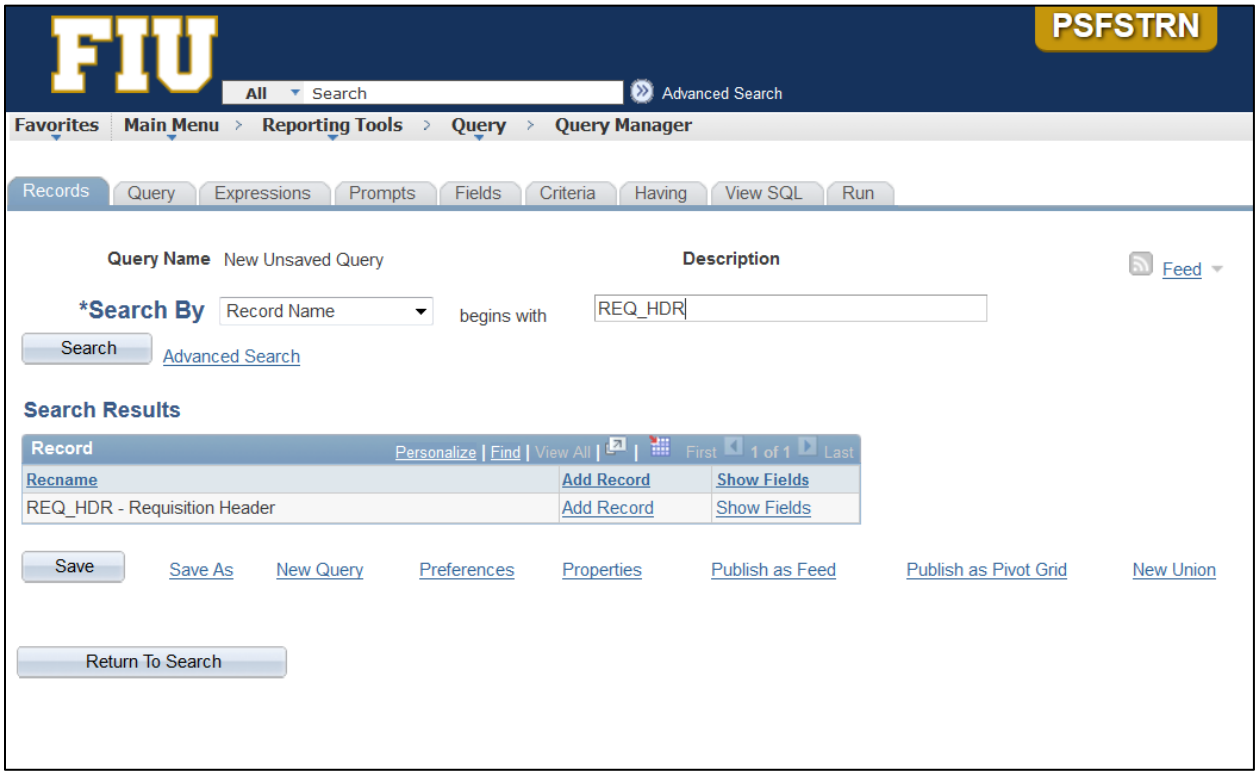
1. Choose the base record for your query and select the appropriate fields and criteria.

2. Return to the Record page to select the second record. The Auto Join Wizard will attempt to join the new record to the existing record by finding matching fields between the two tables.

In this Standard Join example, we are going to Standard Join the REQ_HDR table and the PO_LINE_DISTRIB table to see all the Requisitions that have sourced to a Purchase Order.

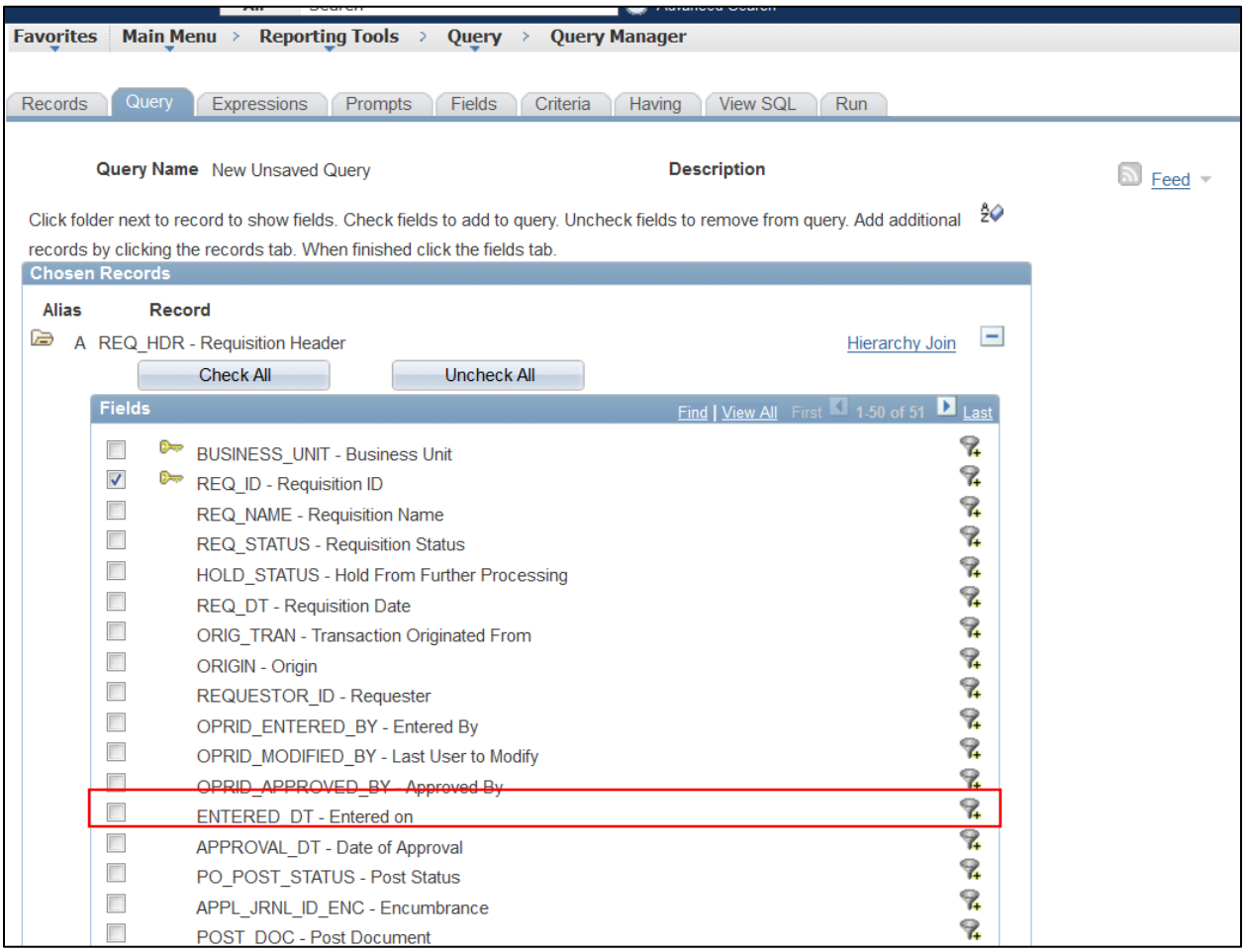
Question: Show me all requisitions that have sourced to a PO.

1. Main Menu>Reporting Tools>Query>Query Manager
2. Click Create a New Query
3. Search for and add REQ_HDR table

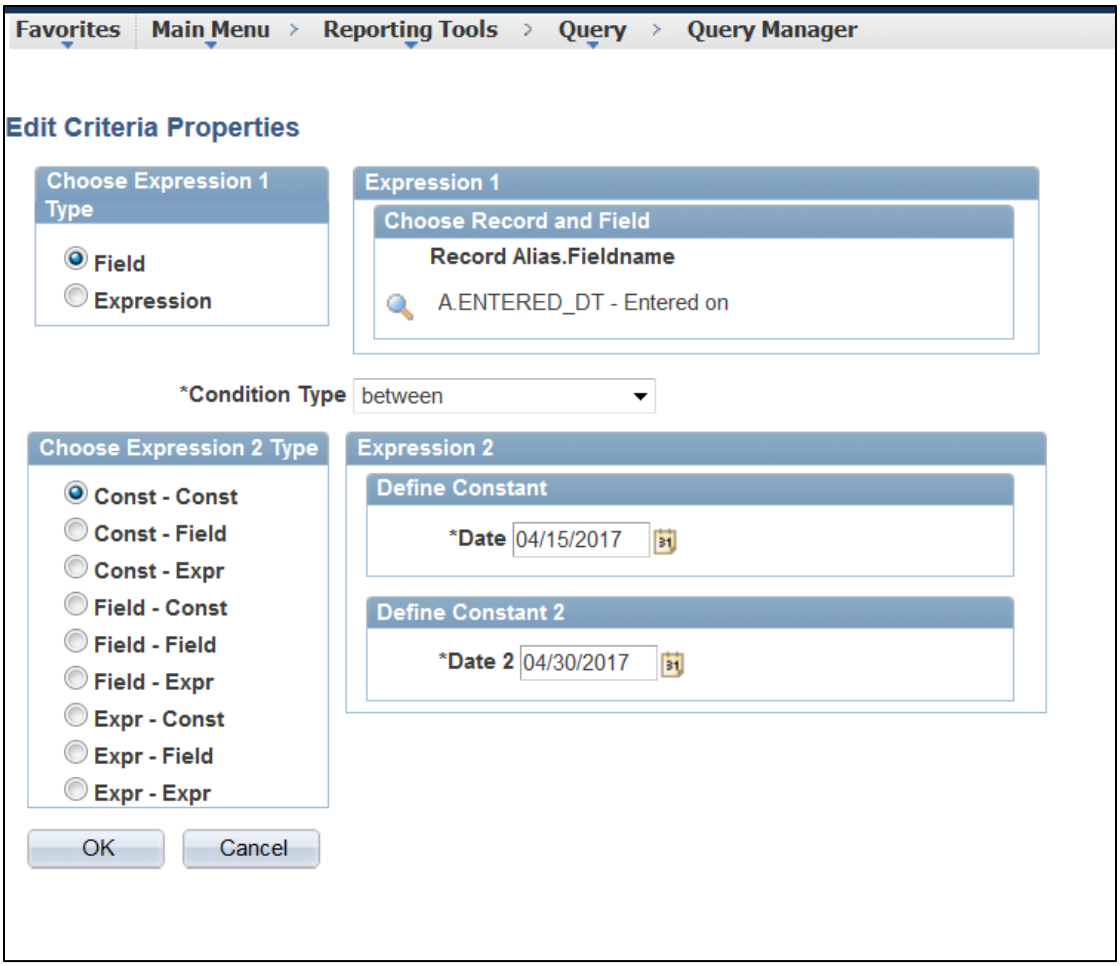


4. Select the REQ_ID field .

While here, we are going to add some criteria regarding date to narrow down the number of requisitions using the criteria funnel next to the ENTERED_DT field.

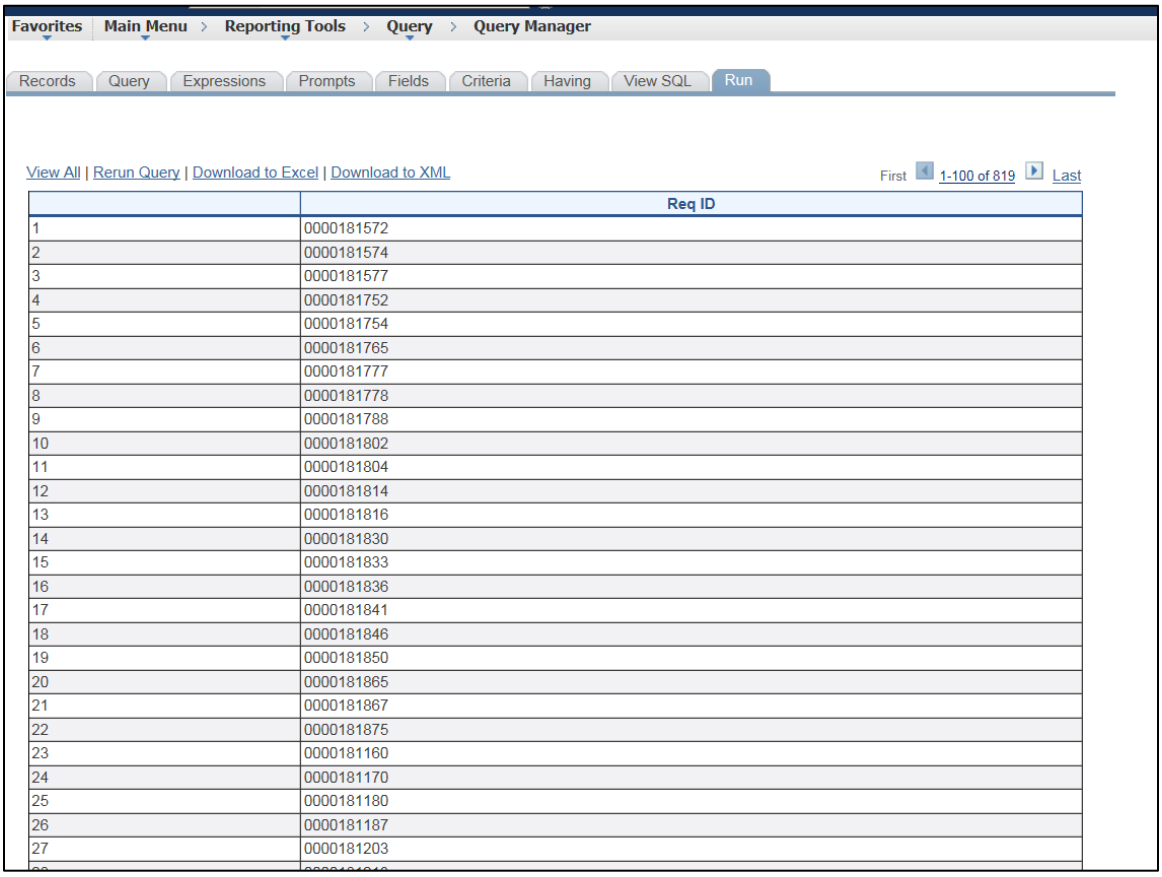


5. Click Criteria Funnel next to ENTERED_DT field (you can add criteria to a field even if it is not selected for view)
6. Change the condition type to “between”
   *Verify your Expression 2 Type Box indicates “Const-Const”
7. Enter “04/15/2017” in the first date box
8. Enter “04/30/2017” in the second date box



9. Click OK
10. Click Save
11. Click Run

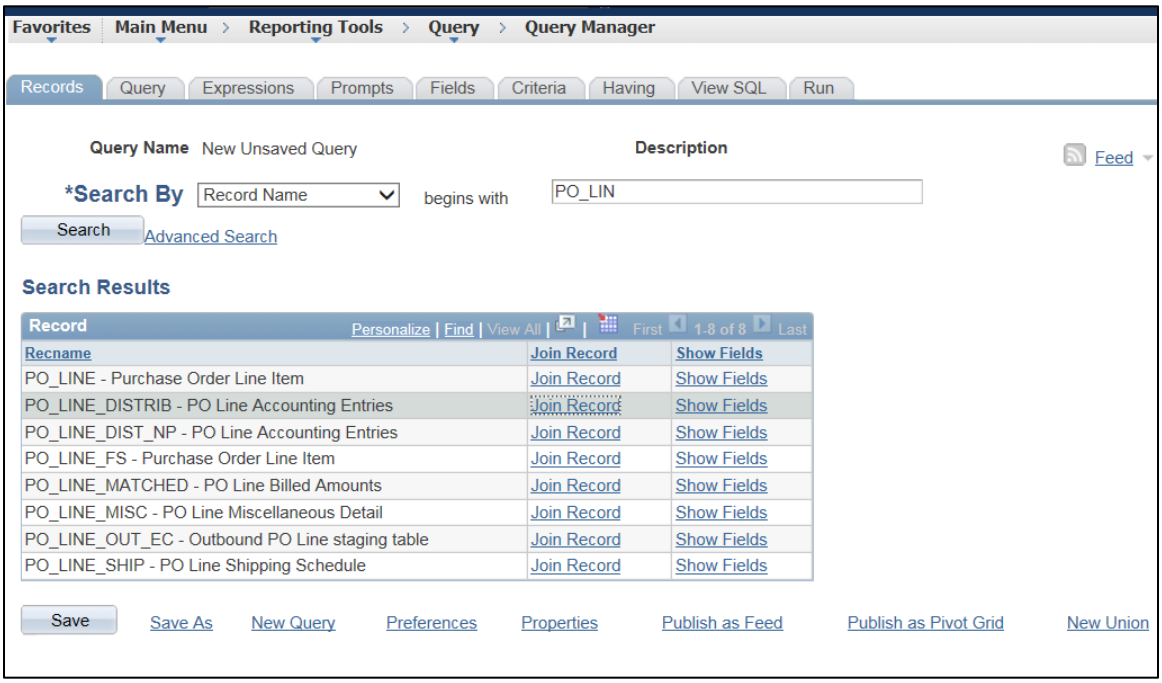
When we first run the query with the date criteria on the REQ_HDR record by itself, we receive 819 results. These results show all Requisitions entered between our date parameters.



	Req ID
1	0000181572
2	0000181574
3	0000181577
4	0000181752
5	0000181754
6	0000181765
7	0000181777
8	0000181778
9	0000181788
10	0000181802
11	0000181804
12	0000181814
13	0000181816
14	0000181830
15	0000181833
16	0000181836
17	0000181841
18	0000181846
19	0000181850
20	0000181865
21	0000181867
22	0000181875
23	0000181160
24	0000181170
25	0000181180
26	0000181187
27	0000181203

Now let's go ahead and STANDARD JOIN with the PO_LINE_DISTRIB table, so we can see the difference in the results. The two tables will link at Business Unit, and REQ_ID and we will select the PO_ID field from the PO_LINE_DISTRIB. Essentially telling the system only bring back where Req=Req and a PO ID is included. If there is no PO_ID, do not show it.

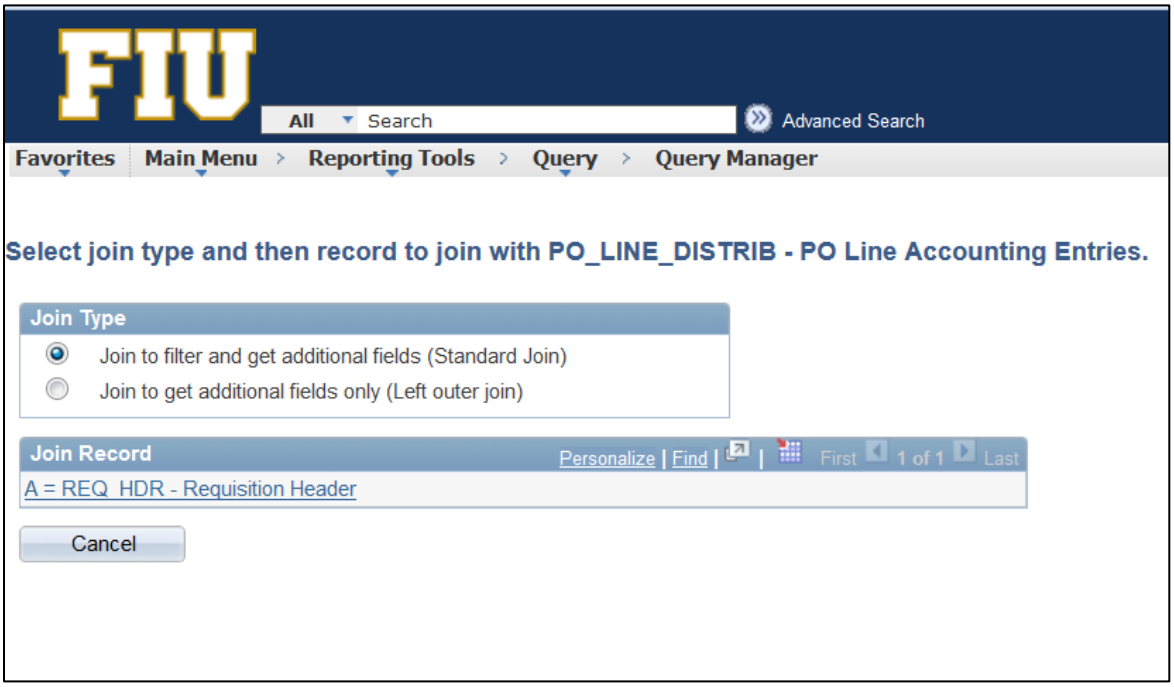
12. Click Records tab
13. Search for PO__LINE_DISTRIB



*By selecting show fields next to the PO_LINE_DISTRIB record, user can see there is a PO_ID and REQ_ID field.

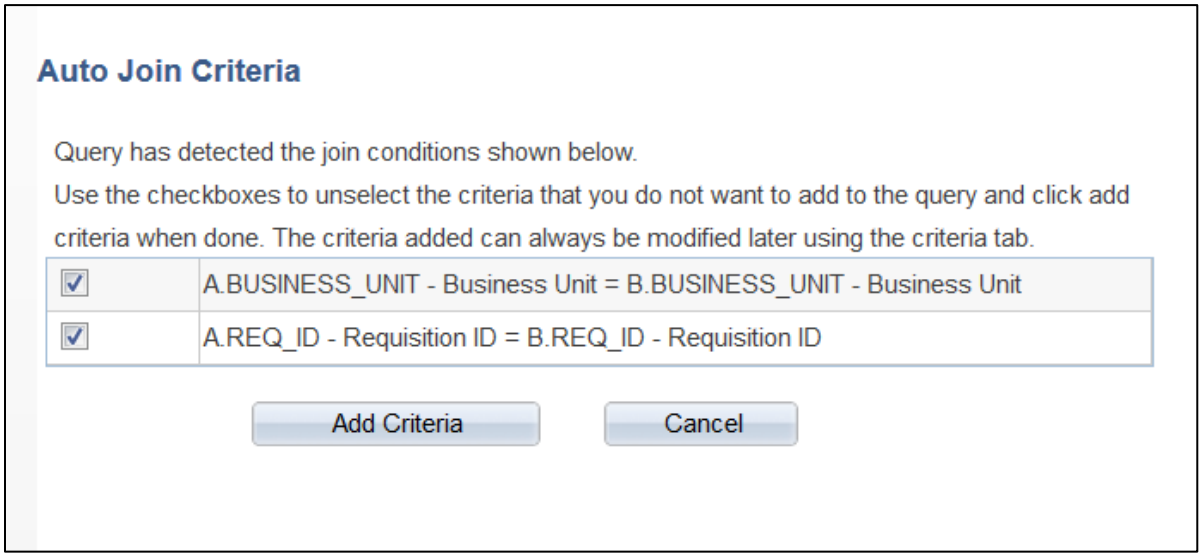
14. Click Join Record

15. System defaults to Standard Join
16. Click the A record link

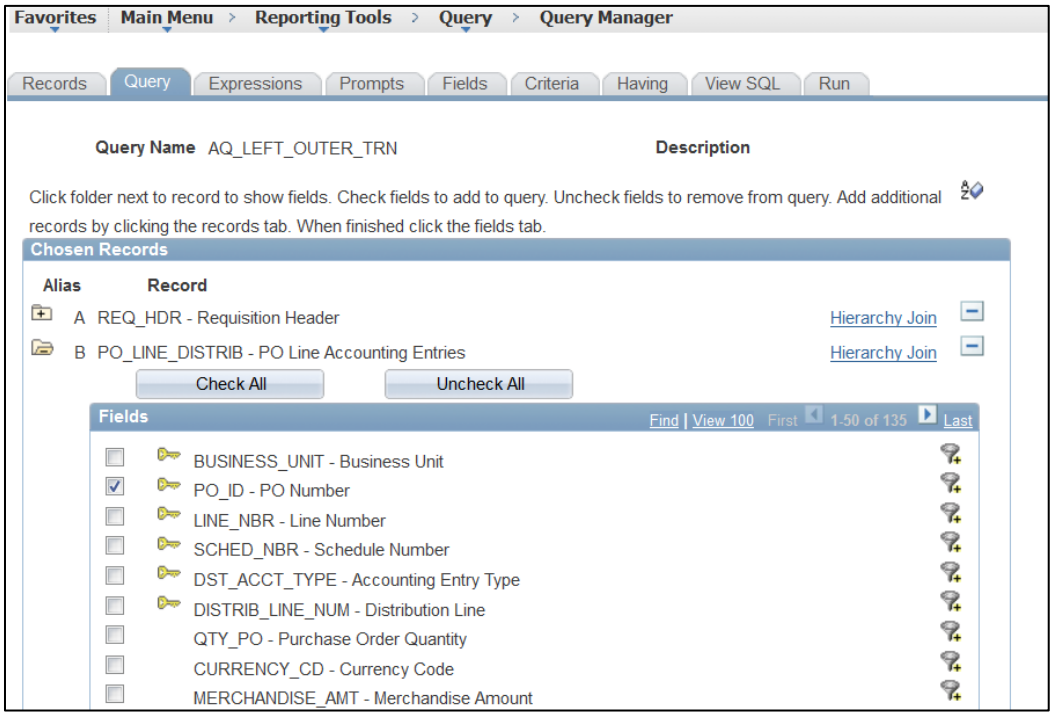


System shows that the two records are going to join at Business Unit and Requisition ID and bring you the results from the additional fields selected, which in this case will be PO_ID.

Results should show all Requisitions that have PO ID's associated. Those that do not, will be filtered out. (Join to filter and get additional fields)

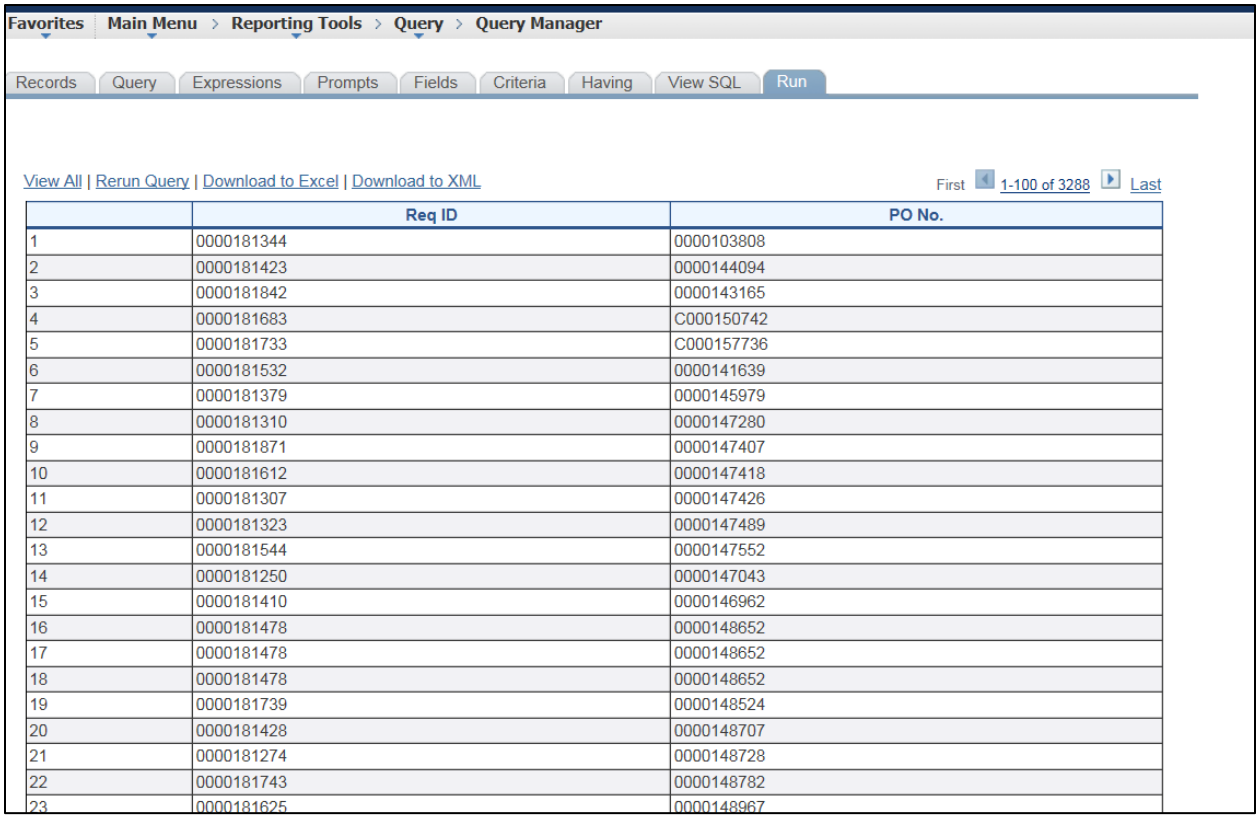


17. Click Add Criteria
18. Choose the PO ID from Record B



19. Click Save
20. Click Run

Performing a standard join yields 3288 results. All of these have PO#s and also includes Change Orders. Now we notice that there is repetition, the same req# repeated with the same PO#. Because we used the PO_LINE_DISTRIB record, the results are by line. If the requisition has multiple lines, the results repeat the PO# according to that # of lines.

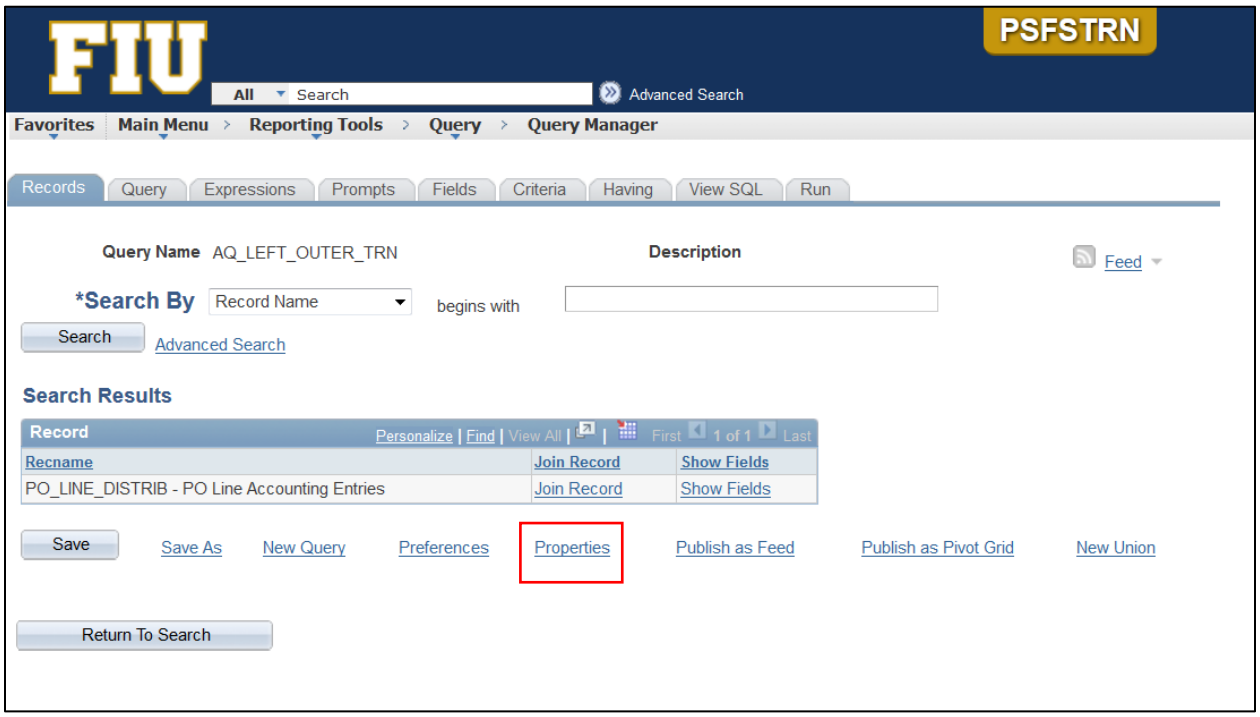


	Req ID	PO No.
1	0000181344	0000103808
2	0000181423	0000144094
3	0000181842	0000143165
4	0000181683	C000150742
5	0000181733	C000157736
6	0000181532	0000141639
7	0000181379	0000145979
8	0000181310	0000147280
9	0000181871	0000147407
10	0000181612	0000147418
11	0000181307	0000147426
12	0000181323	0000147489
13	0000181544	0000147552
14	0000181250	0000147043
15	0000181410	0000146962
16	0000181478	0000148652
17	0000181478	0000148652
18	0000181478	0000148652
19	0000181739	0000148524
20	0000181428	0000148707
21	0000181274	0000148728
22	0000181743	0000148782
23	0000181625	0000148967

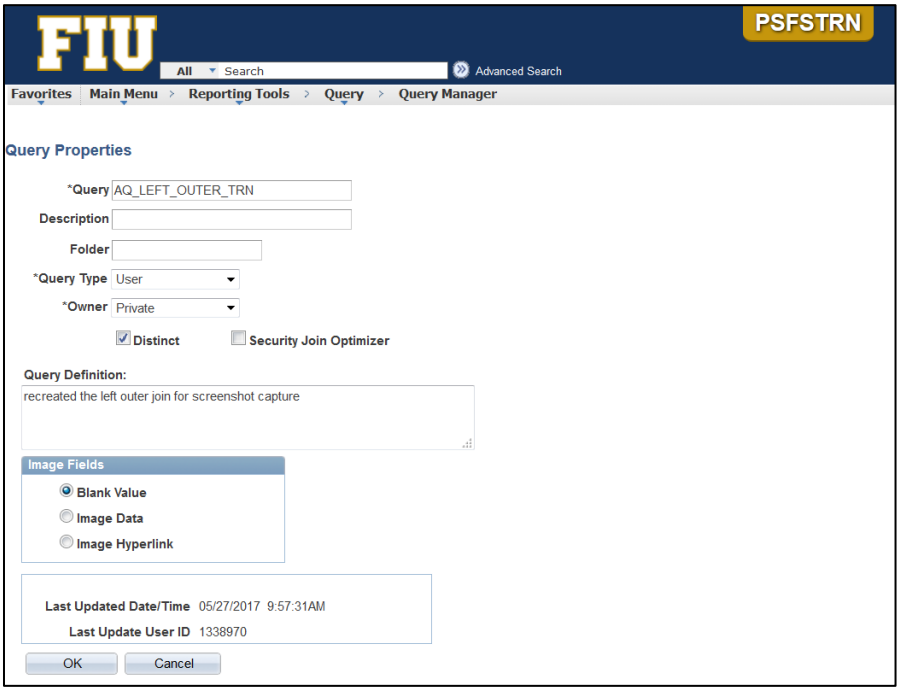
We are going to use **Distinct** to get rid of the duplicates. The distinct feature is intuitive enough to not remove the duplicate requisitions that have sourced to *different* PO#s.

Using Distinct

21. Click any tab except Run
22. Click the Properties link at the bottom of the page



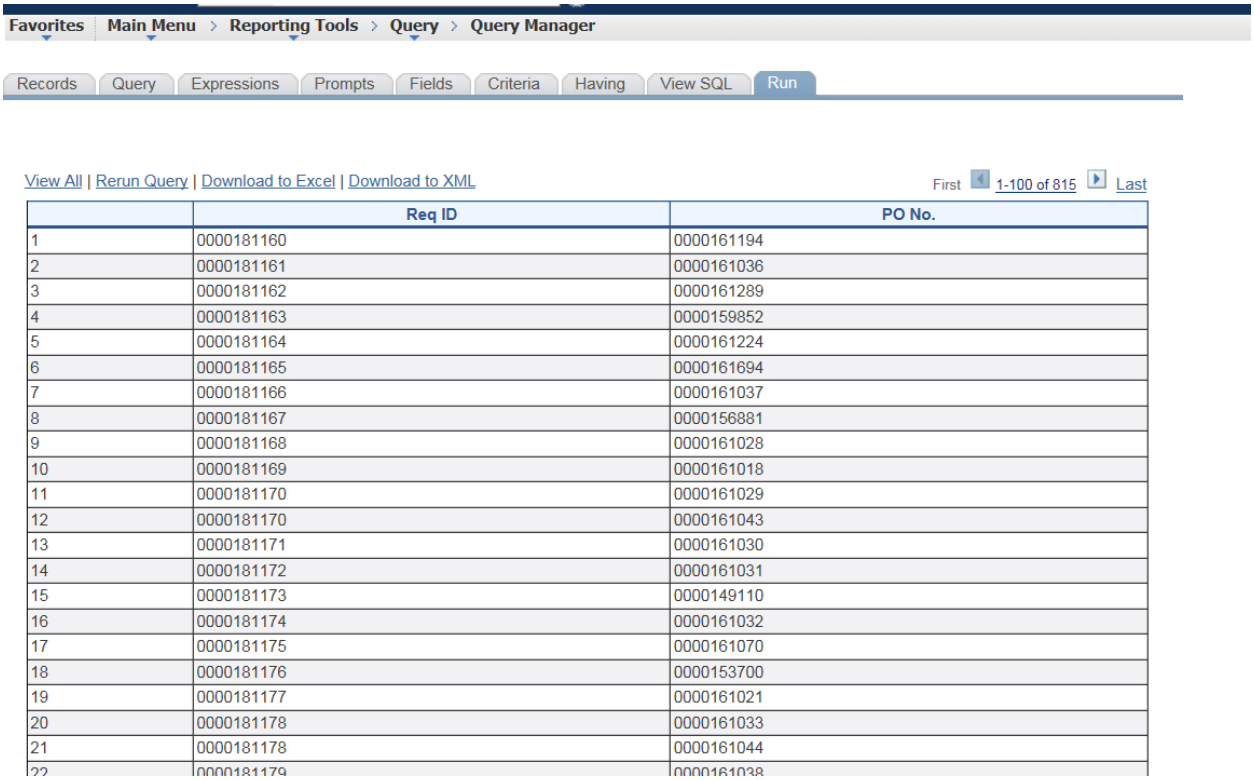
23. Check off the Distinct Box
24. Click OK



25. Click Save

26. Click Run.

When we run the results again, the results decrease to 815 due to no duplicates.



	Req ID	PO No.
1	0000181160	0000161194
2	0000181161	0000161036
3	0000181162	0000161289
4	0000181163	0000159852
5	0000181164	0000161224
6	0000181165	0000161694
7	0000181166	0000161037
8	0000181167	0000156881
9	0000181168	0000161028
10	0000181169	0000161018
11	0000181170	0000161029
12	0000181170	0000161043
13	0000181171	0000161030
14	0000181172	0000161031
15	0000181173	0000149110
16	0000181174	0000161032
17	0000181175	0000161070
18	0000181176	0000153700
19	0000181177	0000161021
20	0000181178	0000161033
21	0000181178	0000161044
22	0000181179	0000161038

Left Outer Join

PeopleSoft Query enables you to easily create a left outer join. In a left outer join, all rows of the first (left) record are present in the result set, **even if there are no matches in the joining record**. This essentially allows you to retain the integrity of the data from the first table though none of those records exist in the secondary tables in your join. Unlike any of the other three joins, **a left outer join will not filter any rows when the query is run.**

We are going to use our same example with the Requisitions and Purchase Orders

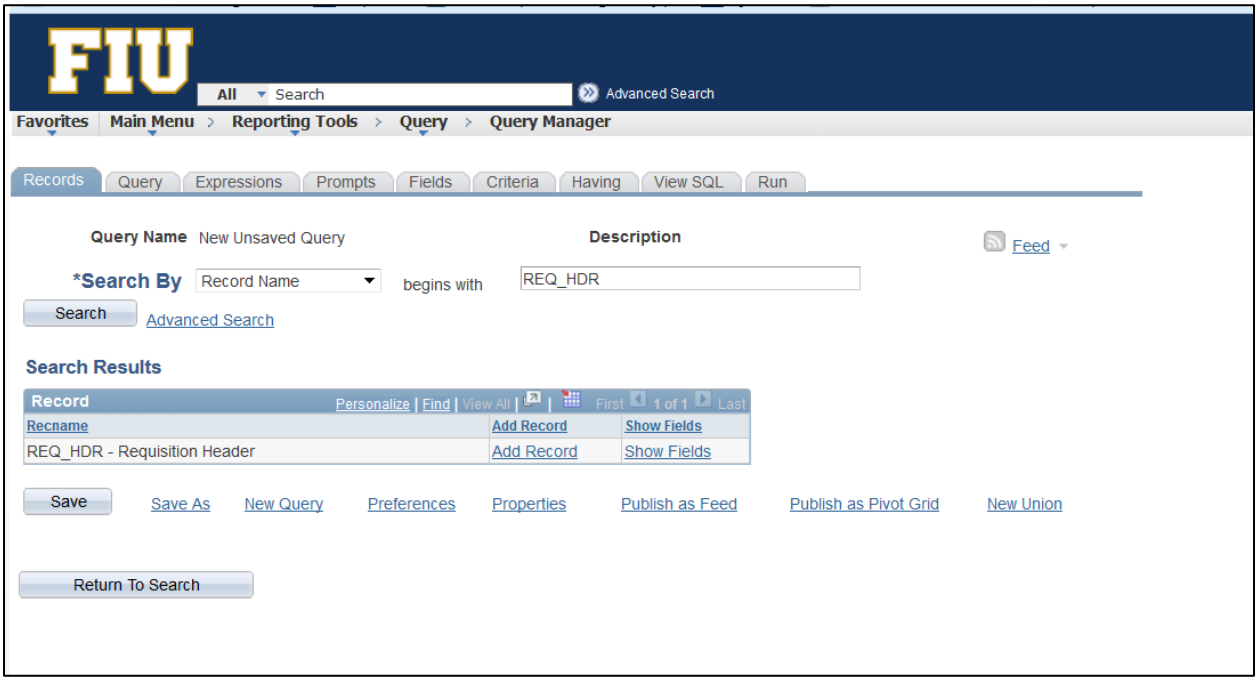
To create left outer joins:

1. Choose the base record for your query and select the appropriate fields and criteria.
2. Return to the Record page to select the second record. Also, you can select a Related Record Join Link. The Auto Join Wizard will attempt to join the new record to the existing record by finding matching fields between the two tables.
3. Click the Join Record link on the same row as the joining record.
4. Select Join to get additional fields only (Left outer join).

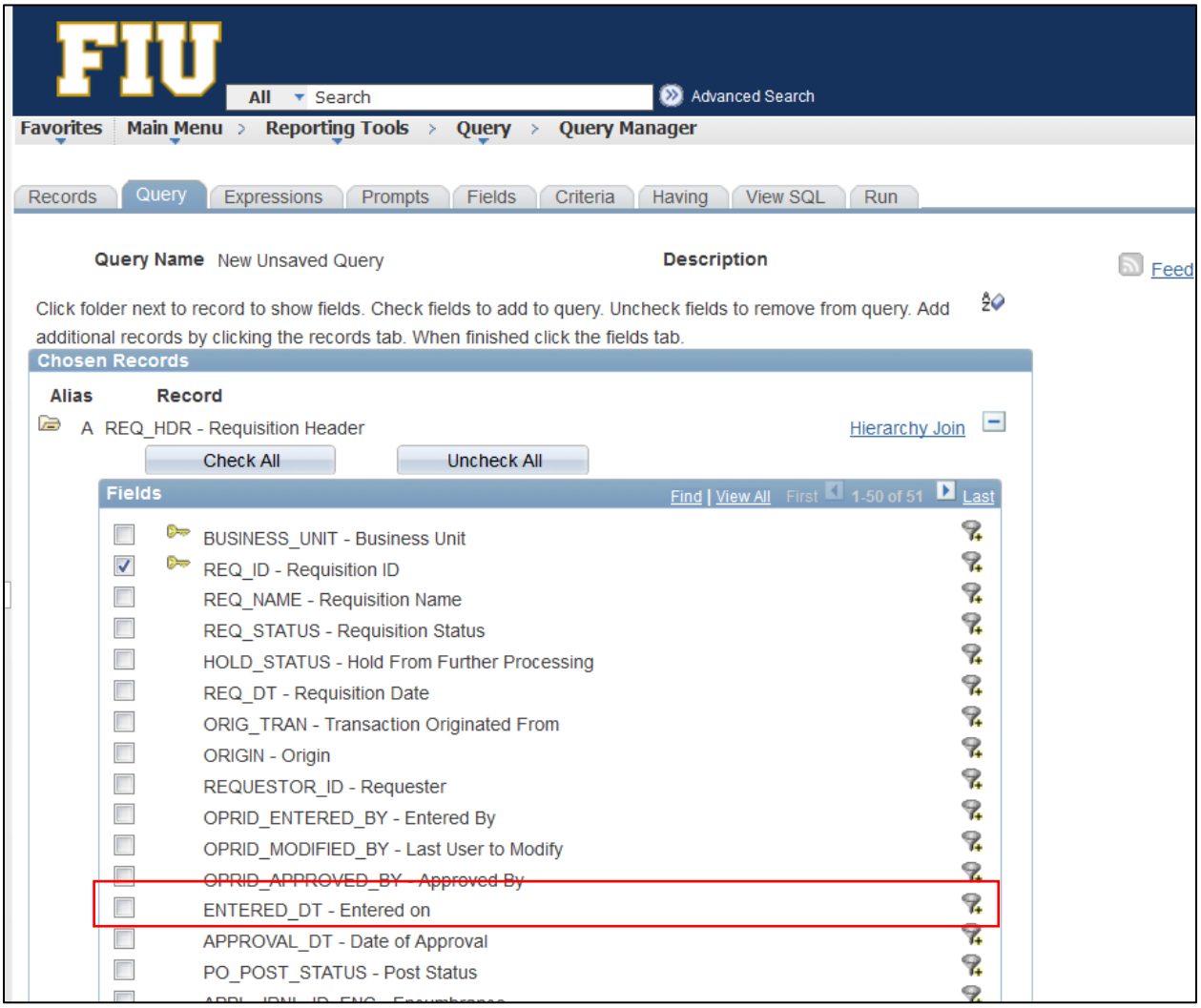
Using the same example from Standard Join, we are going to perform a Left Outer Join instead to see the difference in the functionality.

By performing a LEFT Outer Join, we should keep the integrity of the results of the first table (all requisitions entered between 4/15/2017 and 4/30/2017), however now the results should include all the Requisitions, whether sourced or not sourced to a PO_ID due to the "join to get additional fields only". There is no filter associated with Left Outer Join. We are essentially telling the system: show me all requisitions between 4/15 and 4/30, regardless of whether they are associated to a PO.

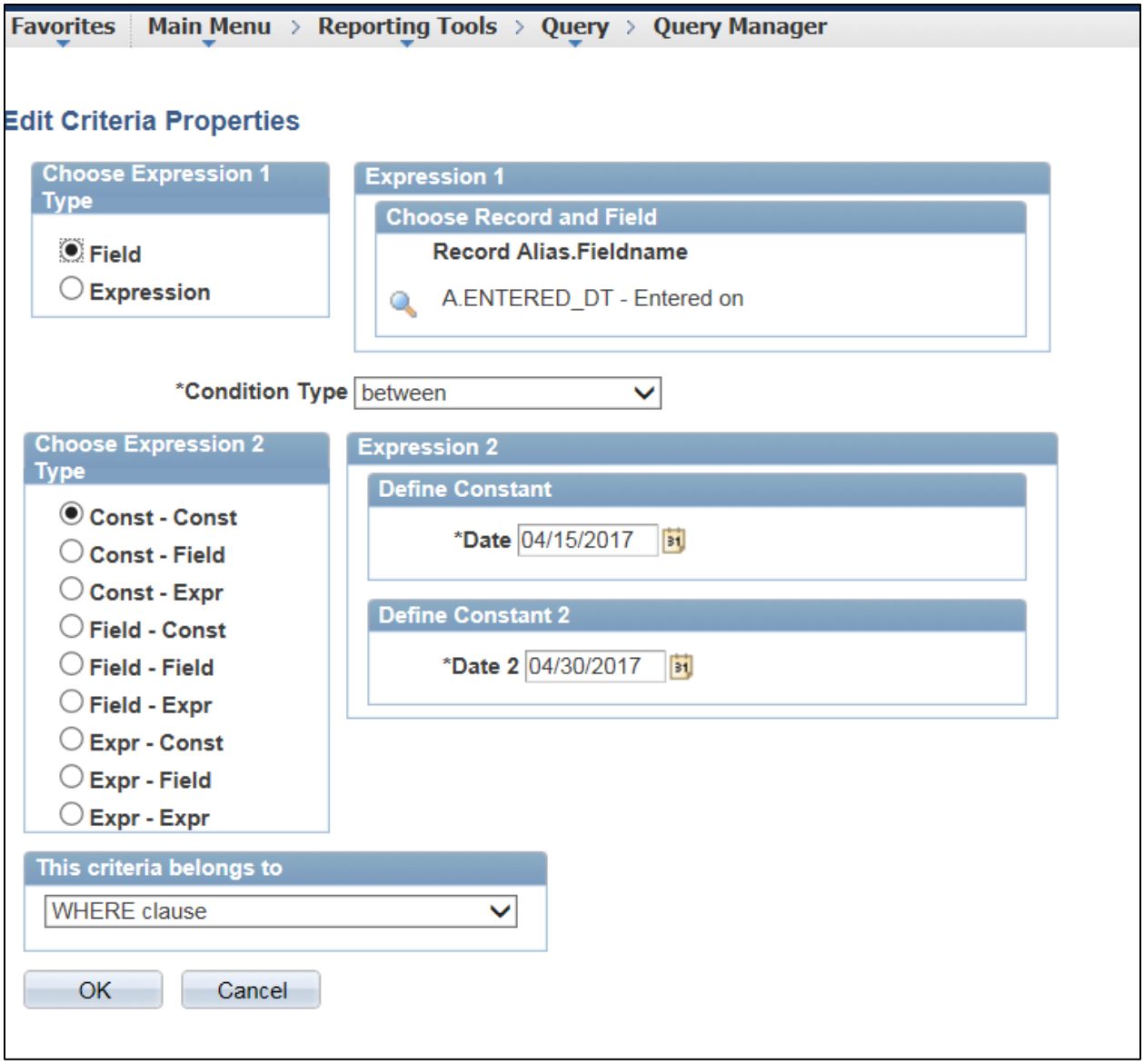
1. Main Menu>Reporting Tools>Query>Query Manager
2. Click Create New Query
3. Search for and Add the REQ_HDR



4. Choose the REQ_ID field
5. Click the Criteria Funnel next to the ENTERED_DT field



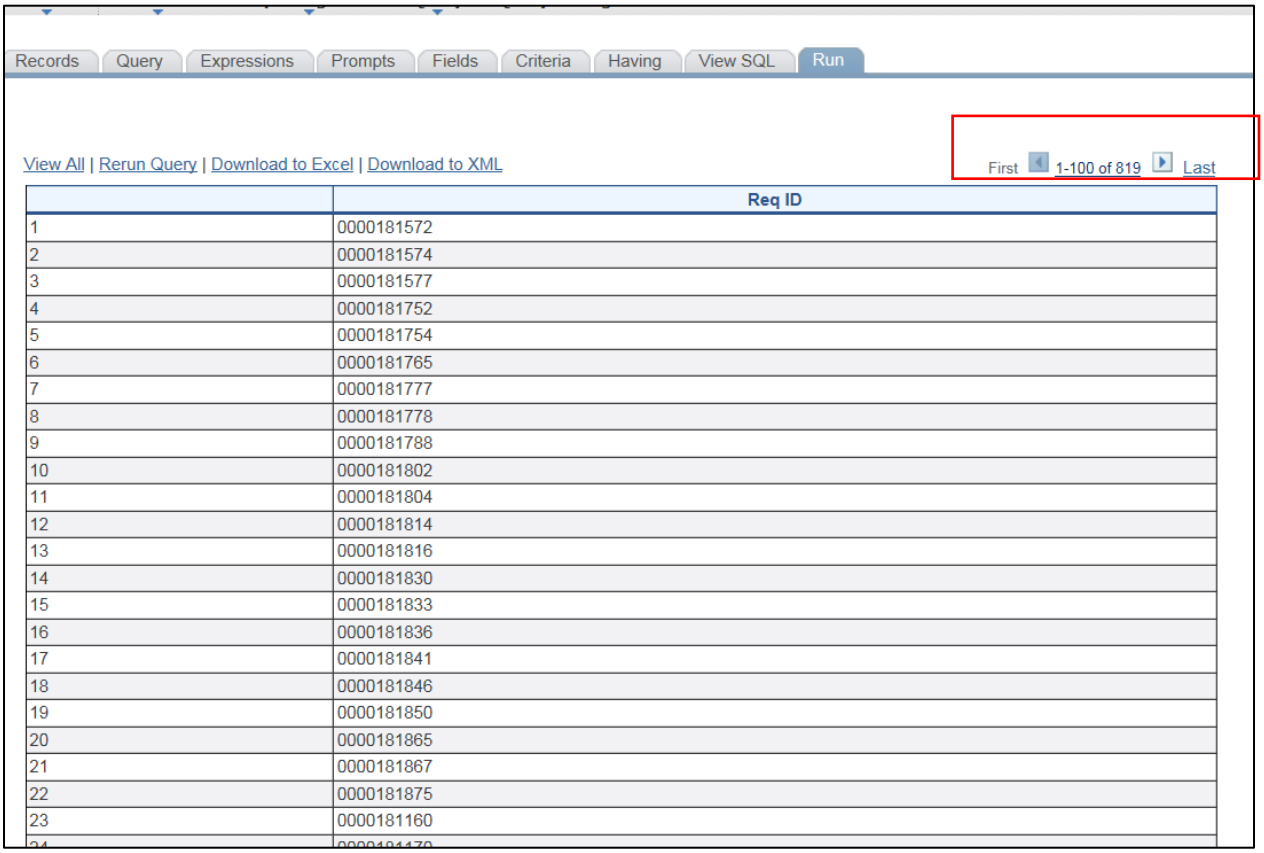
6. Change the condition type to “Between”.
7. Enter “04/15/2017” in Date 1
8. Enter “04/30/2017” in the Date 2 box
9. Click OK



10. Save the Query

11. Click Run

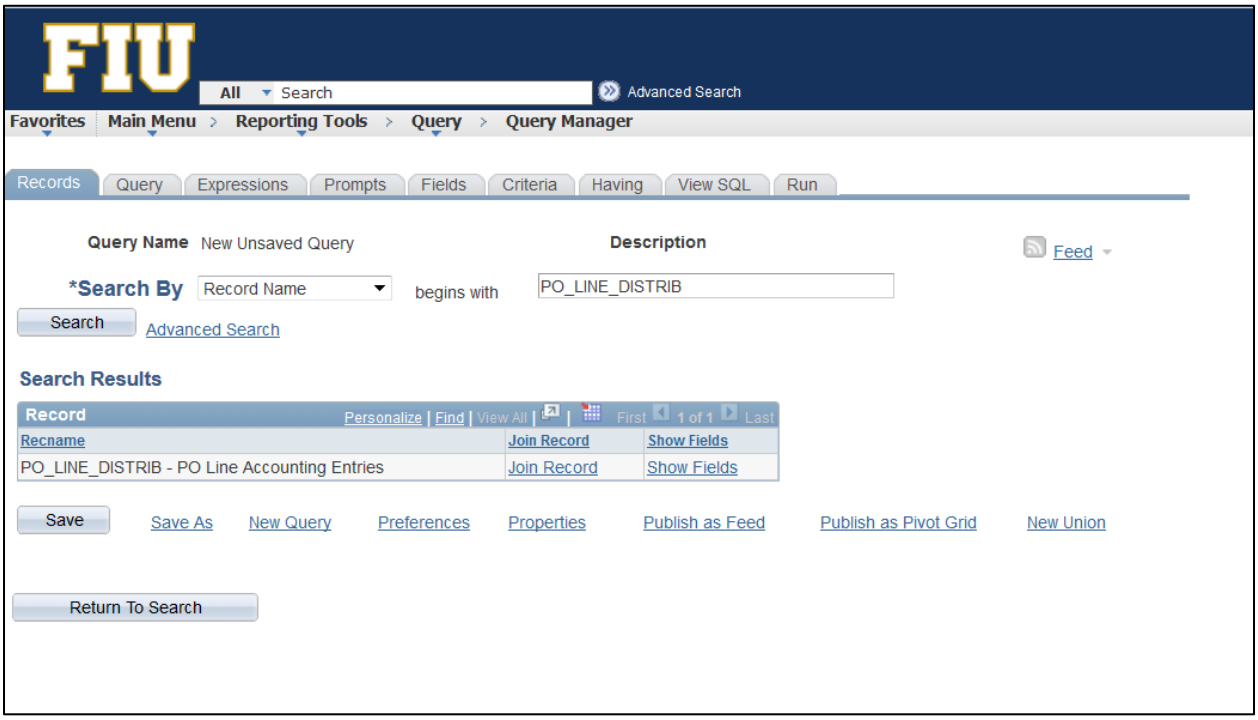
System returns 819 requisitions that were entered between 04/15 and 04/30.



	Req ID
1	0000181572
2	0000181574
3	0000181577
4	0000181752
5	0000181754
6	0000181765
7	0000181777
8	0000181778
9	0000181788
10	0000181802
11	0000181804
12	0000181814
13	0000181816
14	0000181830
15	0000181833
16	0000181836
17	0000181841
18	0000181846
19	0000181850
20	0000181865
21	0000181867
22	0000181875
23	0000181160

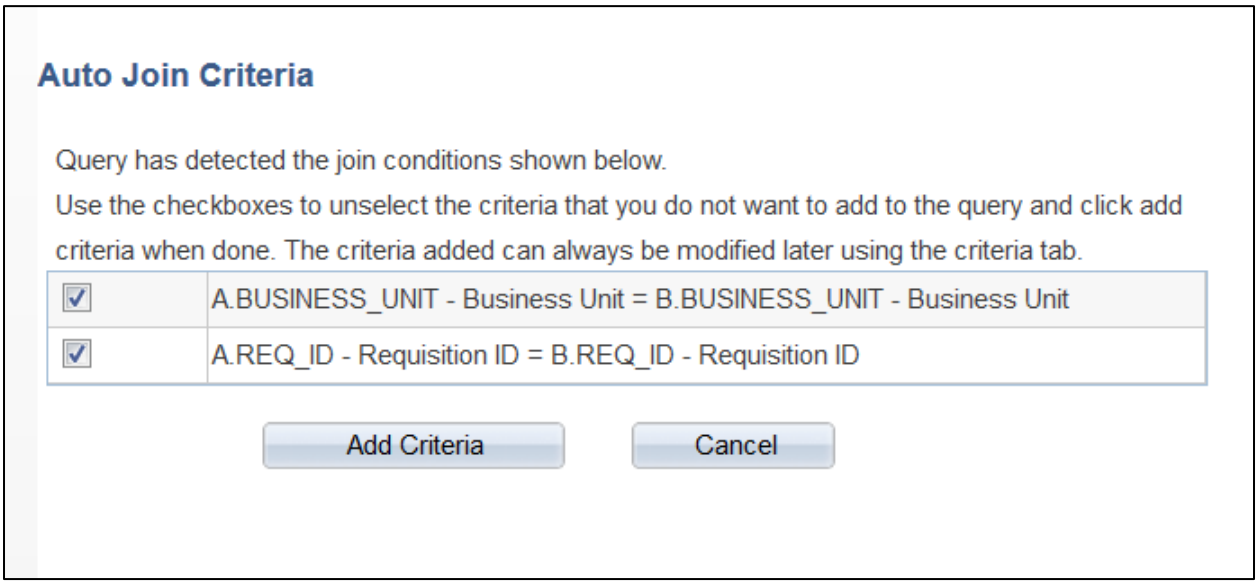
12. Click records to search for and select Join the PO_LINE_DISTRIB table

13. Click Join Record



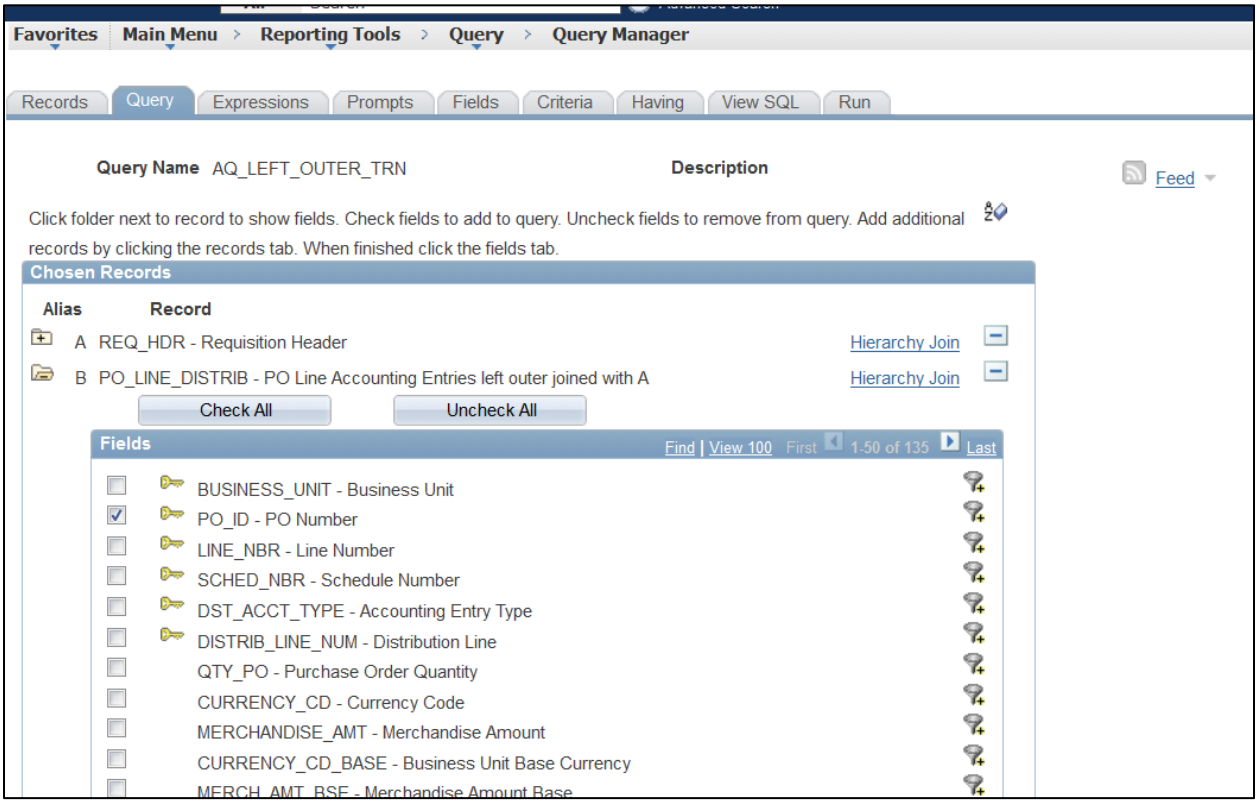
14. Select the Join to get additional fields only (Left Outer Join)
15. Click the A=REQ_HDR link

16. Click Add Criteria

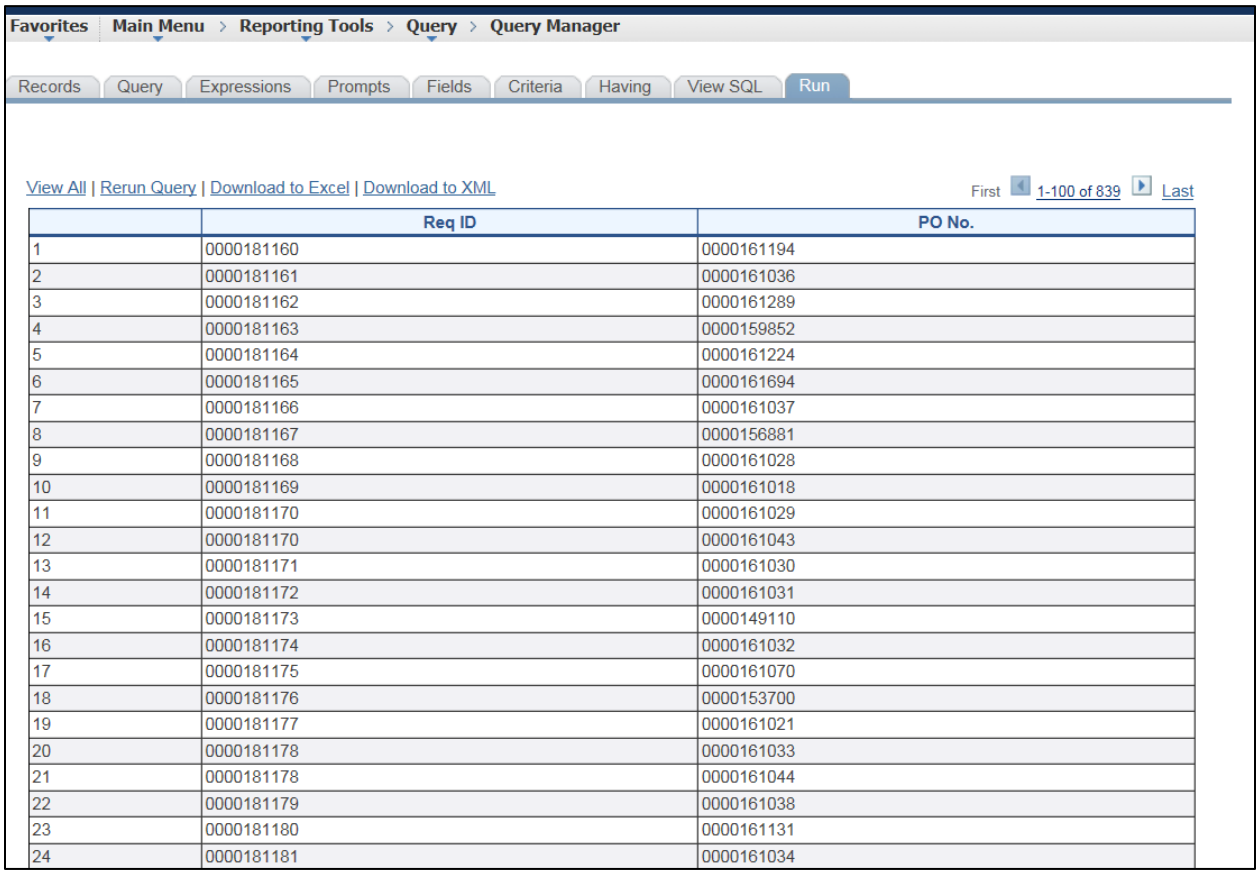


This criteria says that the join will occur where there is a REQ ID field and a REQ ID field.

17. Choose PO ID field
18. Click Properties and choose Distinct Again
19. Click Save
20. Click Run



Your results increase to 836 because now your query results include Requisitions that have and have not sourced to a Purchase Order.



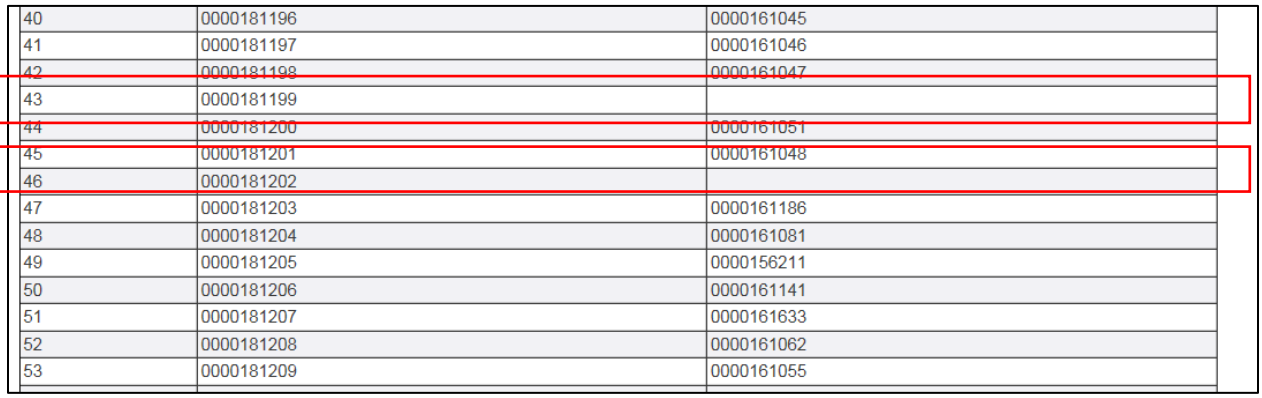
Favorites | Main Menu > Reporting Tools > Query > Query Manager

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

View All | Rerun Query | Download to Excel | Download to XML

First 1-100 of 839 Last

	Req ID	PO No.
1	0000181160	0000161194
2	0000181161	0000161036
3	0000181162	0000161289
4	0000181163	0000159852
5	0000181164	0000161224
6	0000181165	0000161694
7	0000181166	0000161037
8	0000181167	0000156881
9	0000181168	0000161028
10	0000181169	0000161018
11	0000181170	0000161029
12	0000181170	0000161043
13	0000181171	0000161030
14	0000181172	0000161031
15	0000181173	0000149110
16	0000181174	0000161032
17	0000181175	0000161070
18	0000181176	0000153700
19	0000181177	0000161021
20	0000181178	0000161033
21	0000181178	0000161044
22	0000181179	0000161038
23	0000181180	0000161131
24	0000181181	0000161034



40	0000181196	0000161045
41	0000181197	0000161046
42	0000181198	0000161047
43	0000181199	
44	0000181200	0000161051
45	0000181201	0000161048
46	0000181202	
47	0000181203	0000161186
48	0000181204	0000161081
49	0000181205	0000156211
50	0000181206	0000161141
51	0000181207	0000161633
52	0000181208	0000161062
53	0000181209	0000161055

Advanced Query

There are additional query options that allow you to do things like: use **aggregate** functions where instead of returning many rows of data, perhaps you are only interested in a *count* of rows or a *sum* of a numeric field. In addition, you'll learn how to specify **Having Criteria** on aggregate functions, which allow you to use aggregated results to filter your query further.

This section also includes how to set-up runtime prompts, and how to use logical operators when both specifying and grouping criteria.

Aggregate Functions in Query

An aggregate function is a function where the values of multiple rows are grouped together as input on certain criteria to form a single value of more significant meaning or measurement such as a set, a bag, or a list. A list of available aggregate function is below.

For example, suppose you have an Order table that includes (among other fields) a Customer ID and an Amount for each item ordered. You'd like to find out how much each customer has ordered, so you create a query that selects the Customer ID and Amount fields. Without any aggregate functions, this query would return the same number of rows as there were in the table: if Stuart Schumacher ordered 10 items, you'd see 10 rows with his ID in the Customer ID column. On the other hand, if you apply the aggregate function Sum to the Amount field, you'll get just one row for each Customer ID.

Query takes all the rows with the same value in the non-aggregated column (Customer ID) and collapses them into a single row. The value of the Amount field in Stuart Schumacher's row would be the sum of the values from the 10 rows.

The table below lists the aggregate functions you can apply to a field using Query.

Aggregate Function	Action
Sum	Adds the values from each row and displays the total.
Count	Counts the number of rows.
Min	Checks the value from each row and returns the lowest one.
Max	Checks the value from each row and returns the highest one.
Average	Adds the values from each row and divides the result by the number of rows.

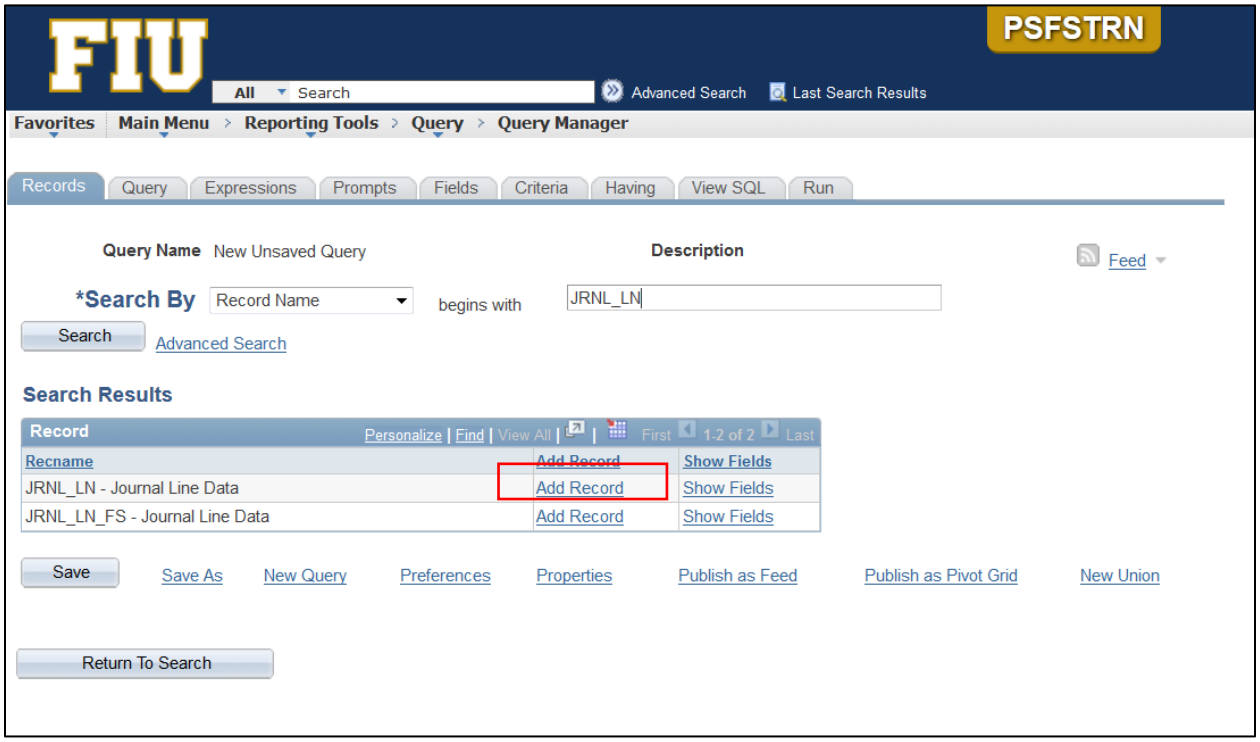
Applying Aggregate Functions to Fields

When you apply an aggregate function to a field, you're redefining how PeopleSoft Query uses the field throughout the query. Essentially, PeopleSoft Query replaces the field, wherever it occurs, with the results of the function.

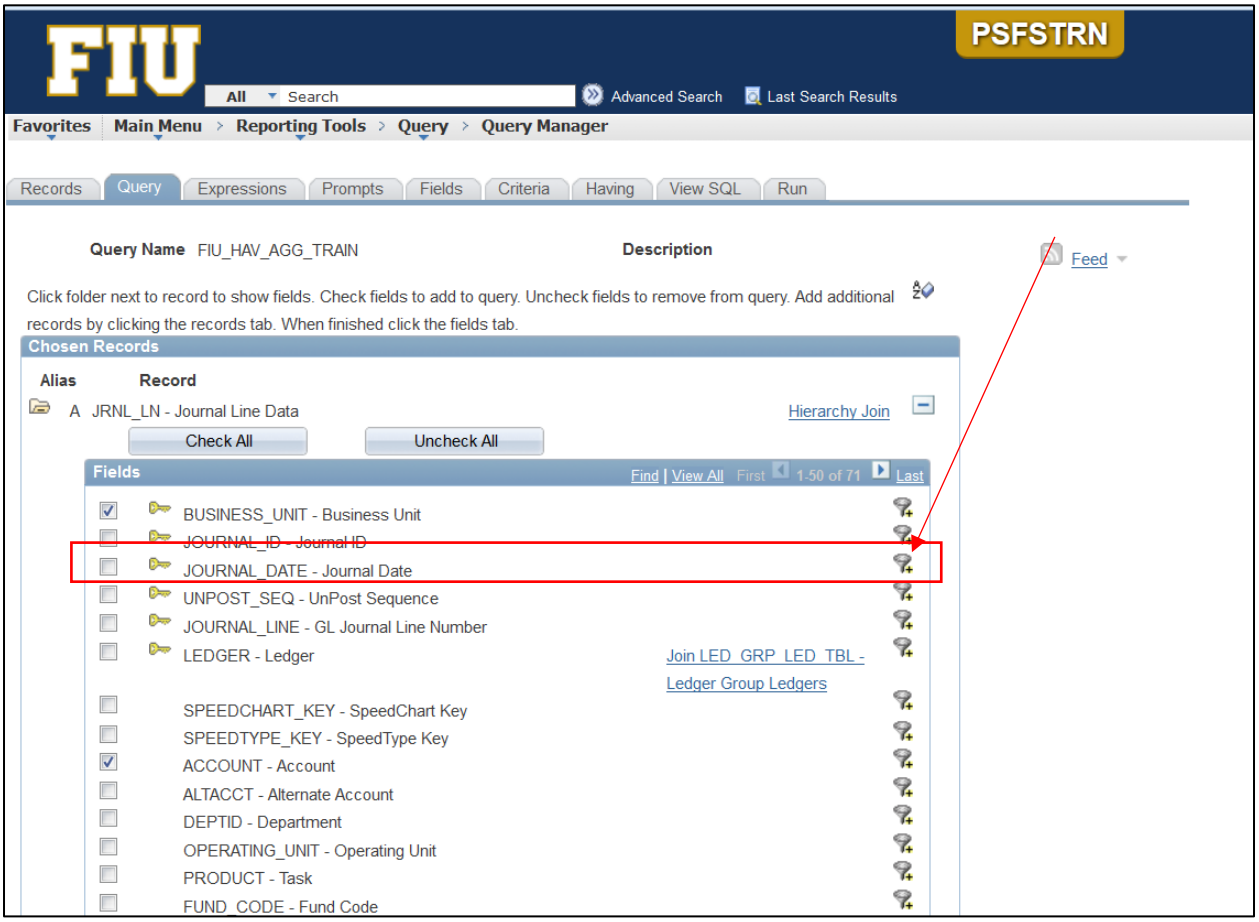
In the below example, we are asking the system to **show all the transactions on the Journal Line (JRNL_LN) table with a date of 4/4/2017.**

Using the Aggregate feature narrows down multiple lines into one row of information. We are going to aggregate, using the sum feature, the individual transactions dated 04-04-2017.

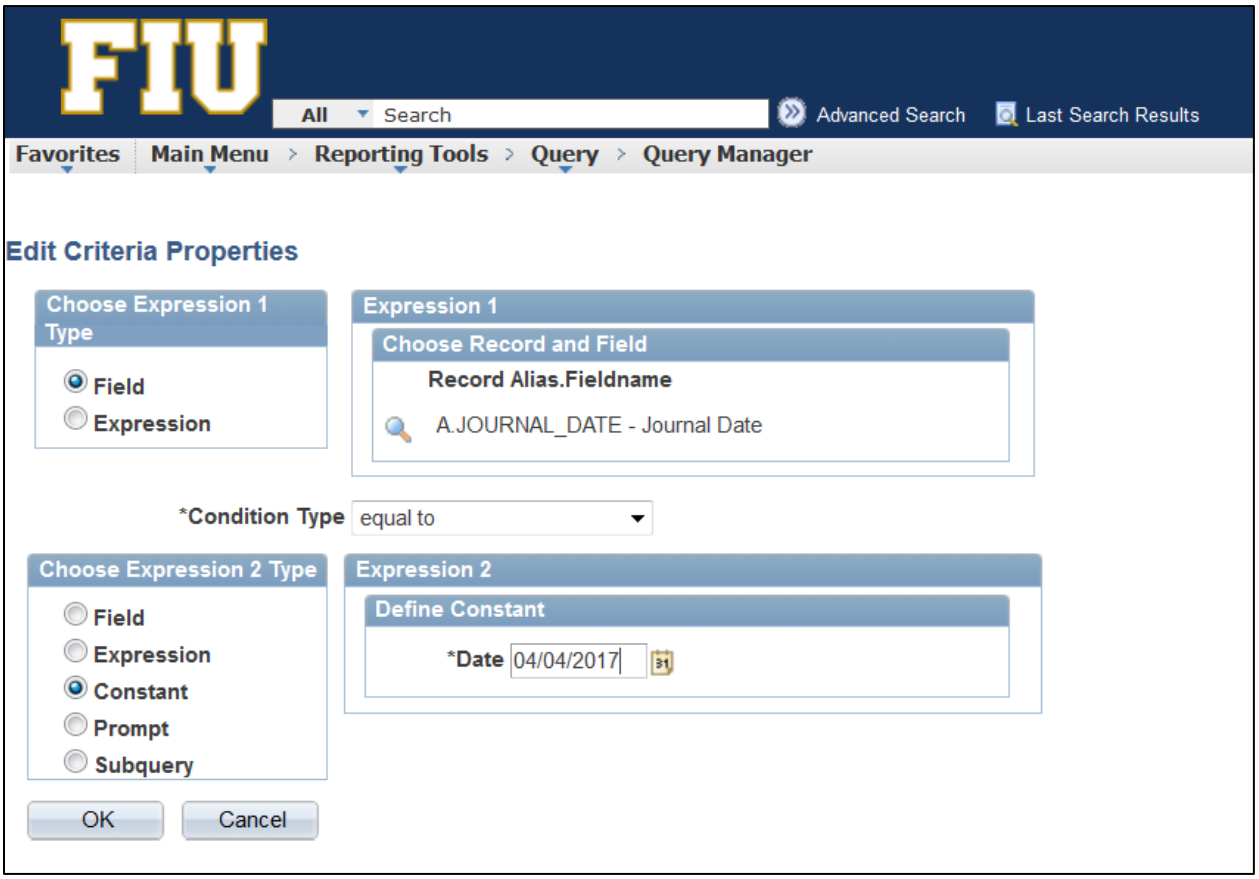
1. Navigate to Query Manager
2. Search and Add the JRNL_LN record



3. Select the Business Unit, Account, and Monetary Amount (further below) fields
4. Click Save (at the bottom of the screen).
5. Click the Criteria Funnel next to JOURNAL_DATE field (to add the 4/4/2017 criteria)

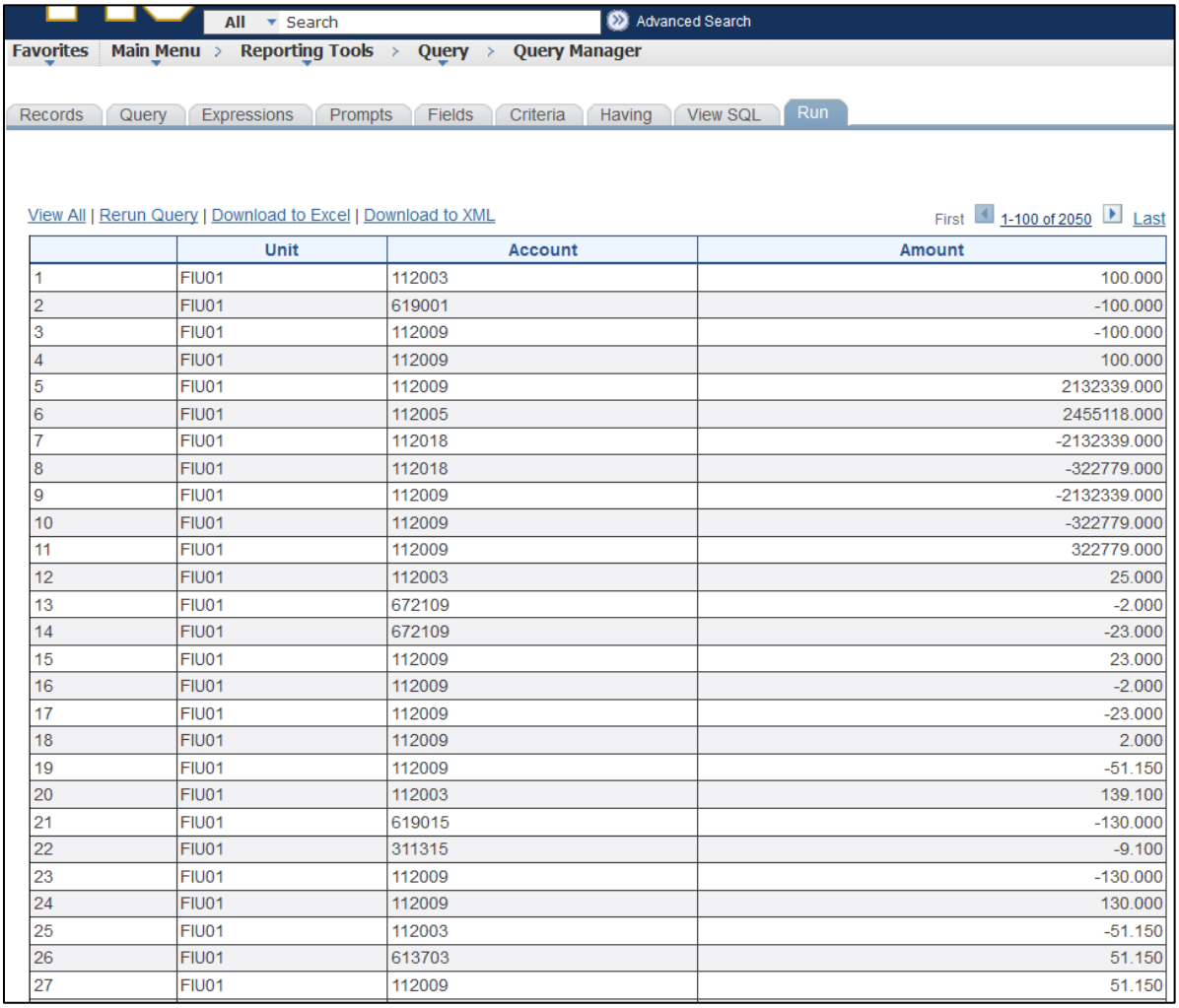


6. Enter 04/04/2017 as the date
7. Click OK



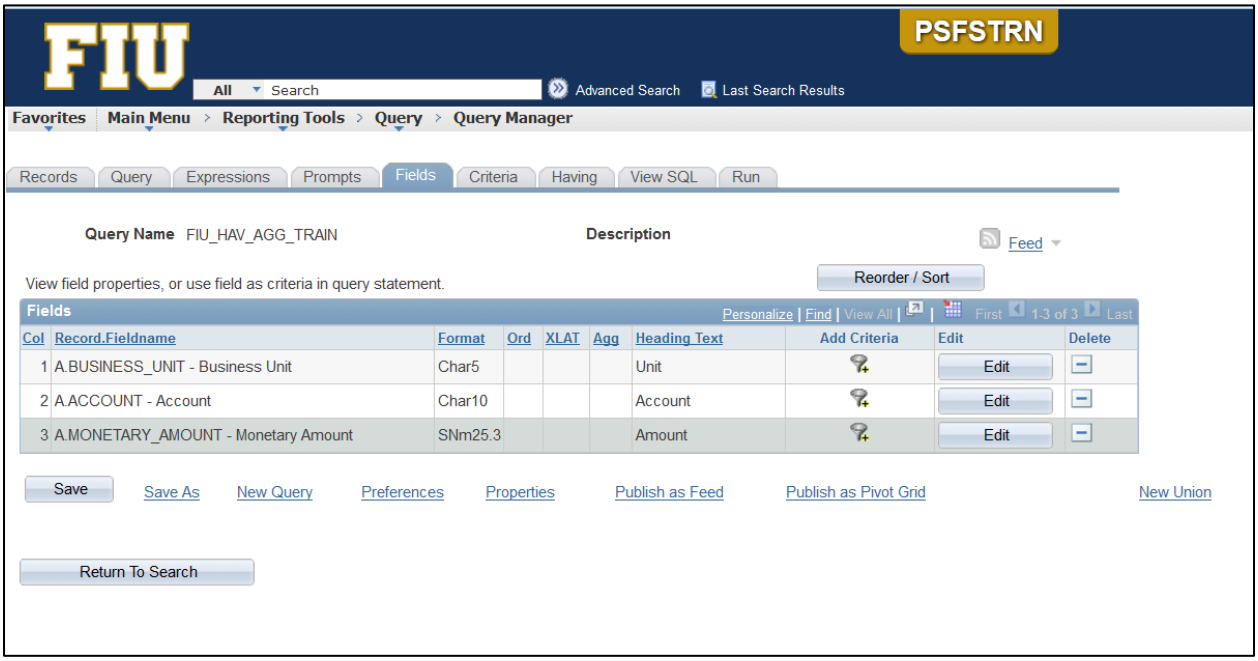
8. Click Run

We end up with 2050 results. Notice that every transaction that went through an account is listed. If we want to see the Monetary Amount total, we group the values to form a single value. In this example, we are going to SUM to a single value.

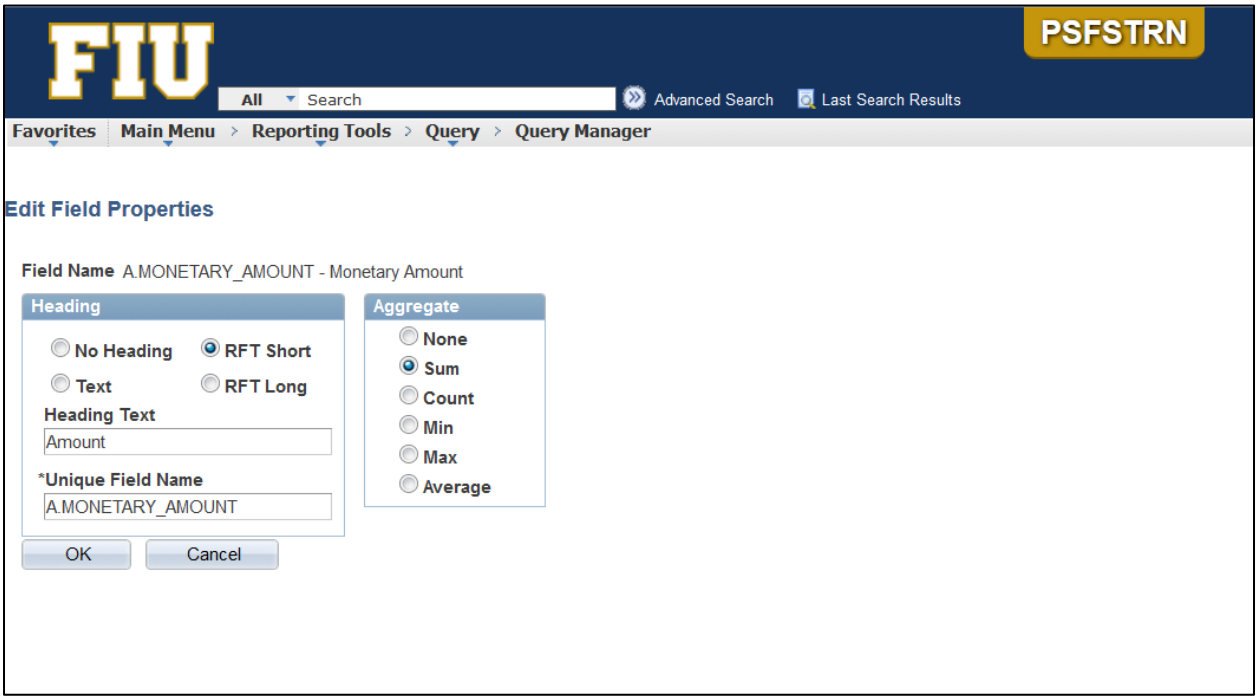


	Unit	Account	Amount
1	FIU01	112003	100.000
2	FIU01	619001	-100.000
3	FIU01	112009	-100.000
4	FIU01	112009	100.000
5	FIU01	112009	2132339.000
6	FIU01	112005	2455118.000
7	FIU01	112018	-2132339.000
8	FIU01	112018	-322779.000
9	FIU01	112009	-2132339.000
10	FIU01	112009	-322779.000
11	FIU01	112009	322779.000
12	FIU01	112003	25.000
13	FIU01	672109	-2.000
14	FIU01	672109	-23.000
15	FIU01	112009	23.000
16	FIU01	112009	-2.000
17	FIU01	112009	-23.000
18	FIU01	112009	2.000
19	FIU01	112009	-51.150
20	FIU01	112003	139.100
21	FIU01	619015	-130.000
22	FIU01	311315	-9.100
23	FIU01	112009	-130.000
24	FIU01	112009	130.000
25	FIU01	112003	-51.150
26	FIU01	613703	51.150
27	FIU01	112009	51.150

9. Click the Fields Tab
10. Click edit next to the Monetary Amount Field

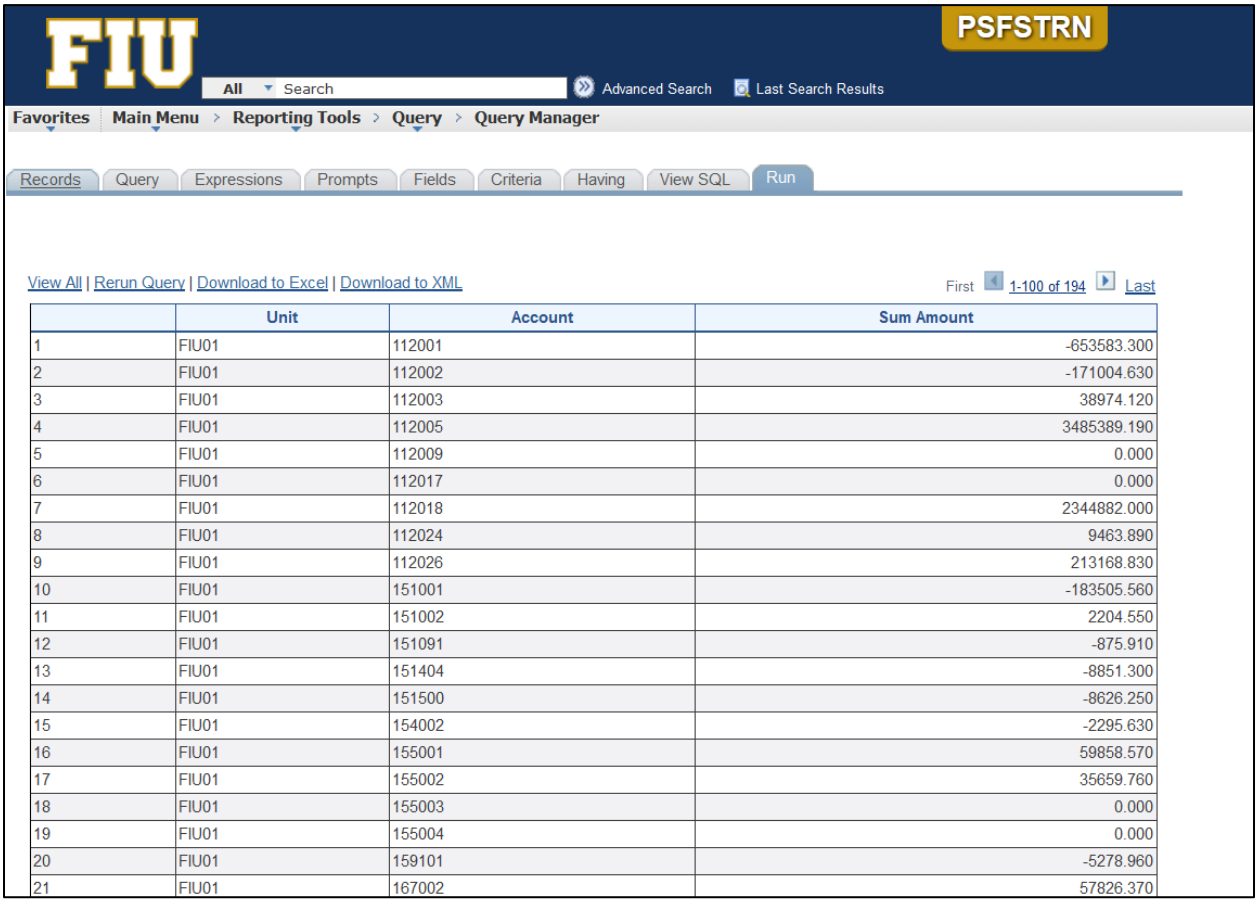


11. In the Aggregate box choose Sum
12. Click OK



13. Click Save
14. Click Run

The account amounts are Summed up into one value.



	Unit	Account	Sum Amount
1	FIU01	112001	-653583.300
2	FIU01	112002	-171004.630
3	FIU01	112003	38974.120
4	FIU01	112005	3485389.190
5	FIU01	112009	0.000
6	FIU01	112017	0.000
7	FIU01	112018	2344882.000
8	FIU01	112024	9463.890
9	FIU01	112026	213168.830
10	FIU01	151001	-183505.560
11	FIU01	151002	2204.550
12	FIU01	151091	-875.910
13	FIU01	151404	-8851.300
14	FIU01	151500	-8626.250
15	FIU01	154002	-2295.630
16	FIU01	155001	59858.570
17	FIU01	155002	35659.760
18	FIU01	155003	0.000
19	FIU01	155004	0.000
20	FIU01	159101	-5278.960
21	FIU01	167002	57826.370

Having Criteria

When you click the Add Criteria icon from the Fields or Query pages for an aggregate field, new criteria is added to the Having page instead of the Criteria page. Add selection criteria using the Having page in the same way that you add selection criteria using the Criteria page.

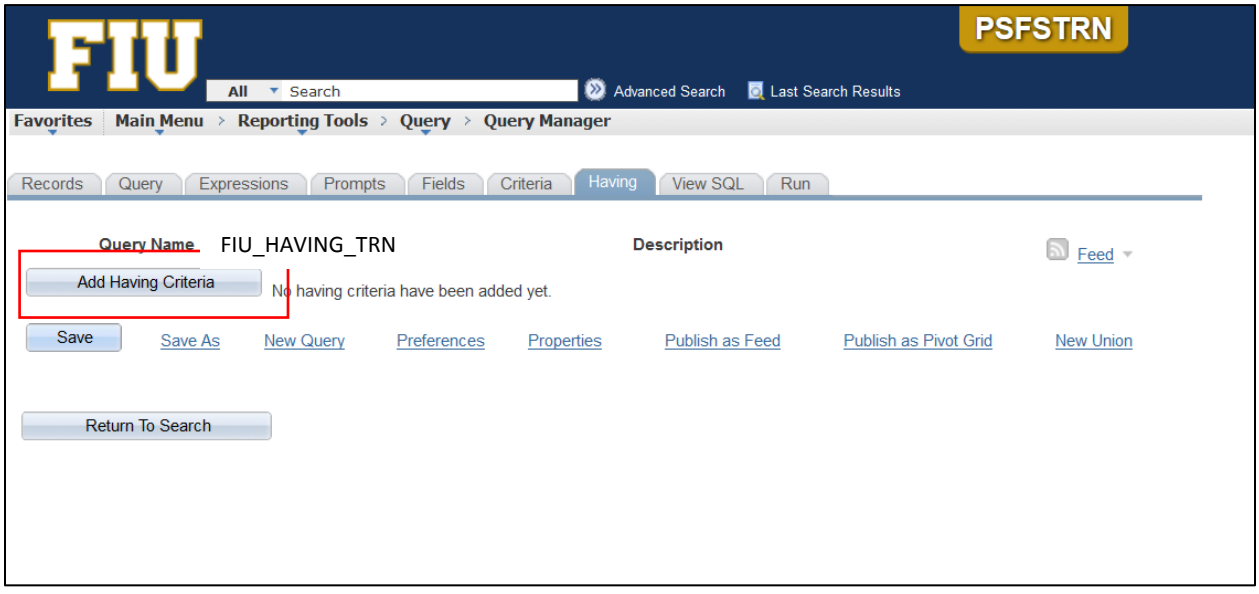
Keep in mind that PeopleSoft Query compares the result of applying the aggregate function to the comparison value.

Using Having Criteria

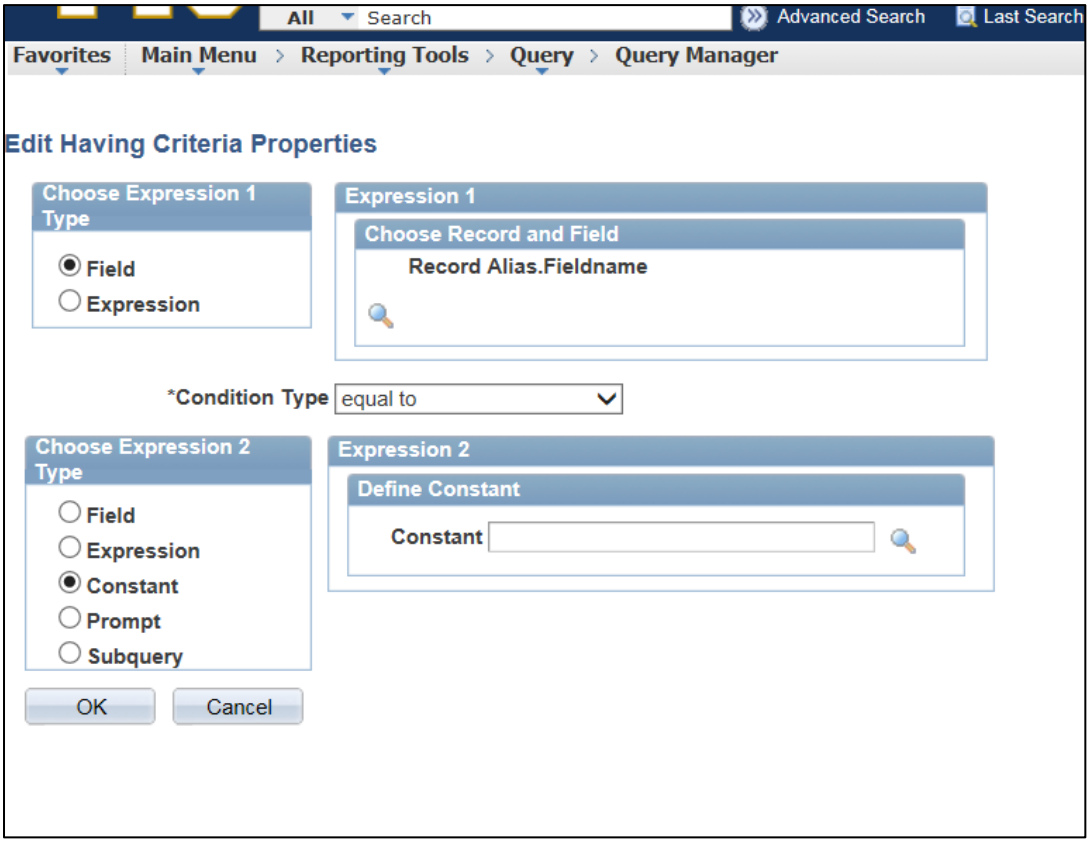
In this example, from the results of our aggregated query, we are now going to refine the query to only bring back accounts that net to zero.

Query101 says we can add criteria to adjust the query to "constantly" yield results "equal to" 0.00. However, because the field we wish to work with (monetary amount) is an aggregated field, we have to use Having criteria to use that field.

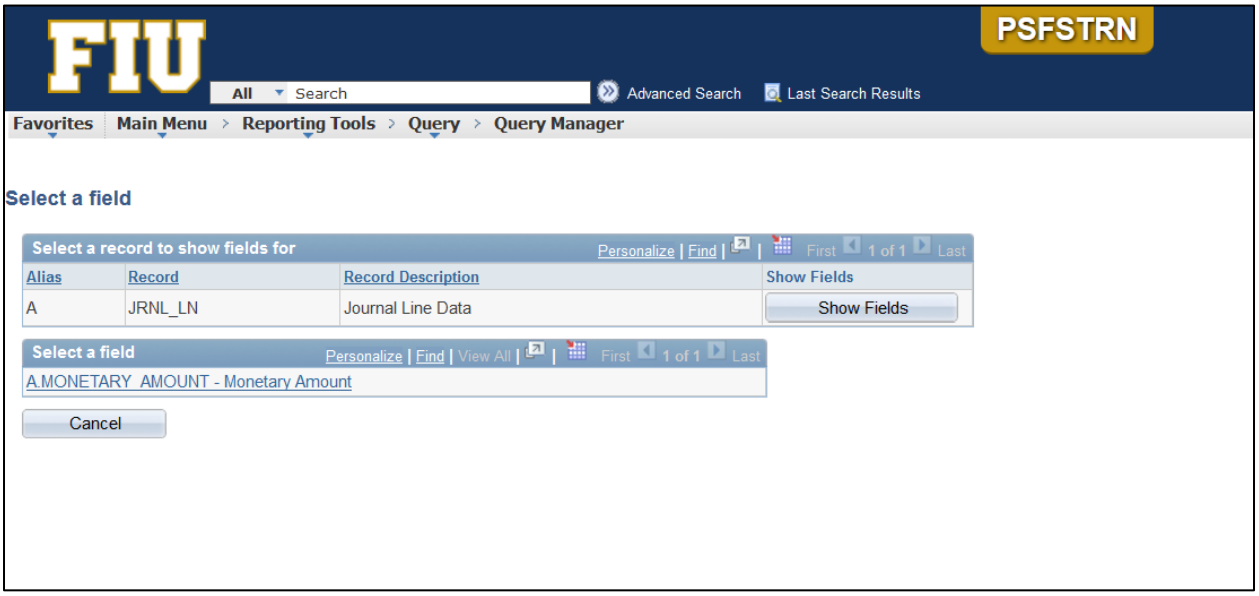
1. Search and find the Query created for the Aggregate function
2. Click the Having tab
3. Choose Add Having Criteria



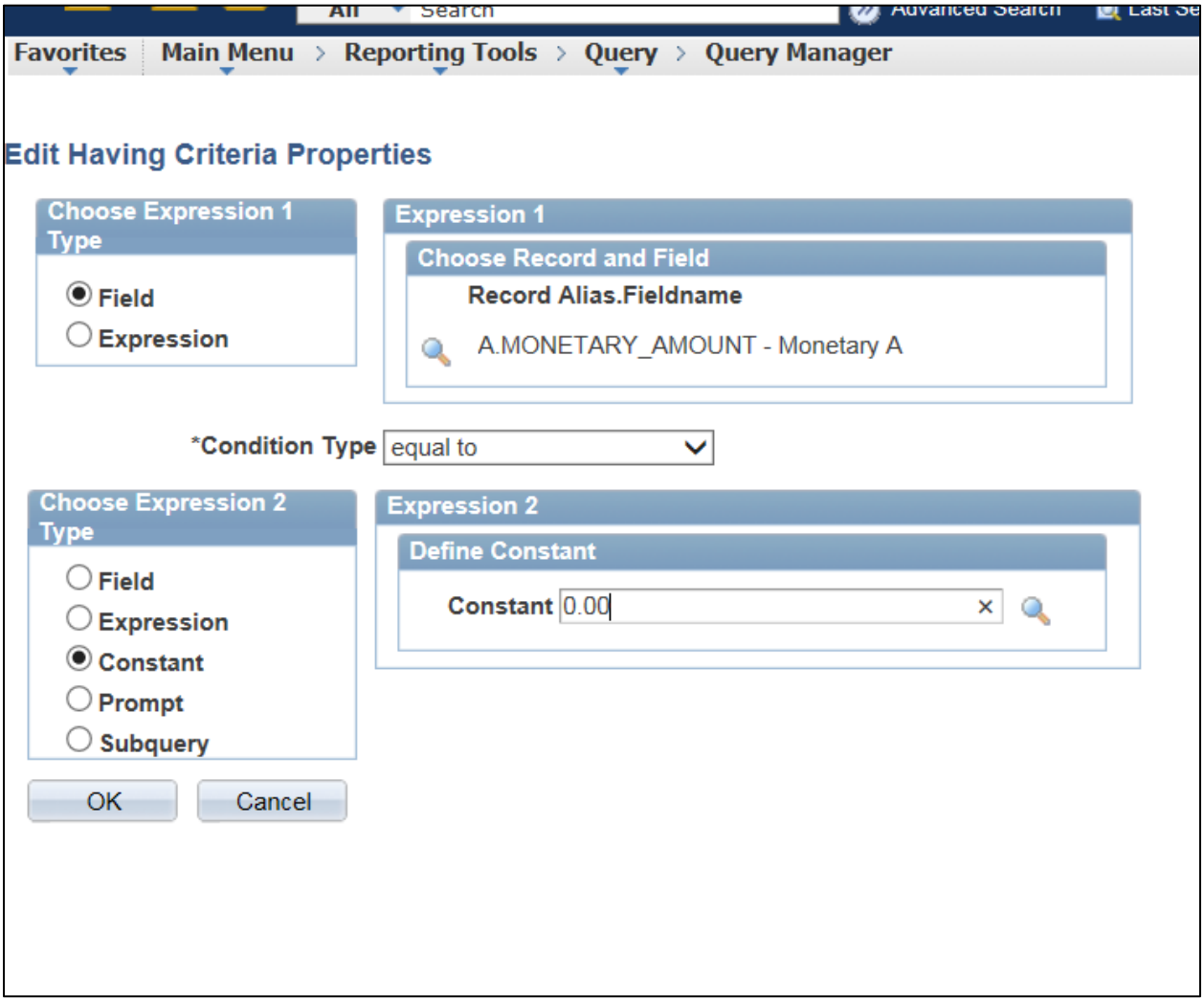
4. Use the lookup glass in the Expression 1 box



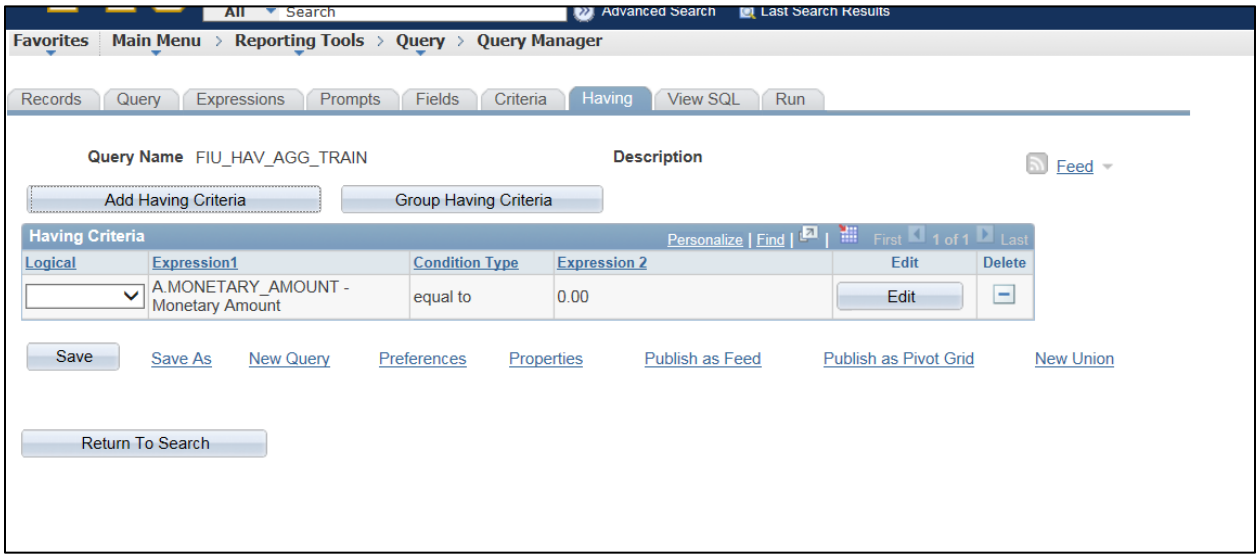
5. Choose the Monetary Amount field (notice it is the only field that shows up, because it is the only 'aggregated' field)



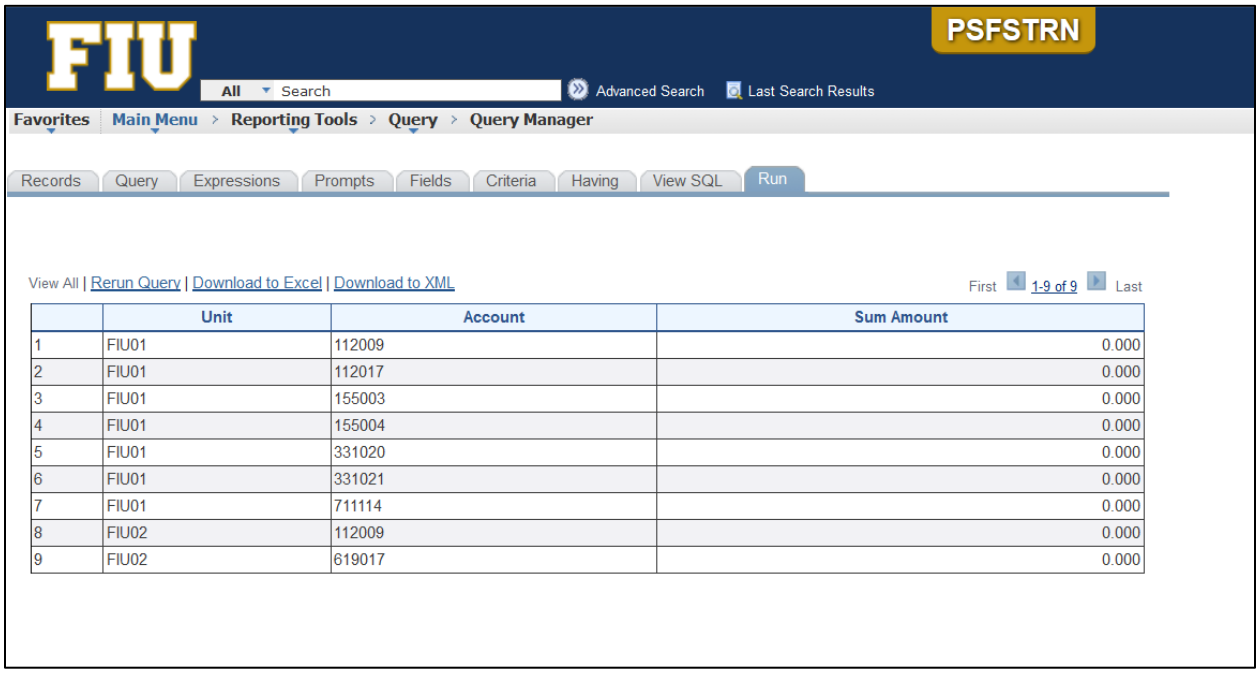
6. Ensure your Condition Type is at “equal to”
7. Constant Value = 0.00
8. Click OK



9. Click Save



10. Click Run



	Unit	Account	Sum Amount
1	FIU01	112009	0.000
2	FIU01	112017	0.000
3	FIU01	155003	0.000
4	FIU01	155004	0.000
5	FIU01	331020	0.000
6	FIU01	331021	0.000
7	FIU01	711114	0.000
8	FIU02	112009	0.000
9	FIU02	619017	0.000

Results show the summed amounts equal to zero.

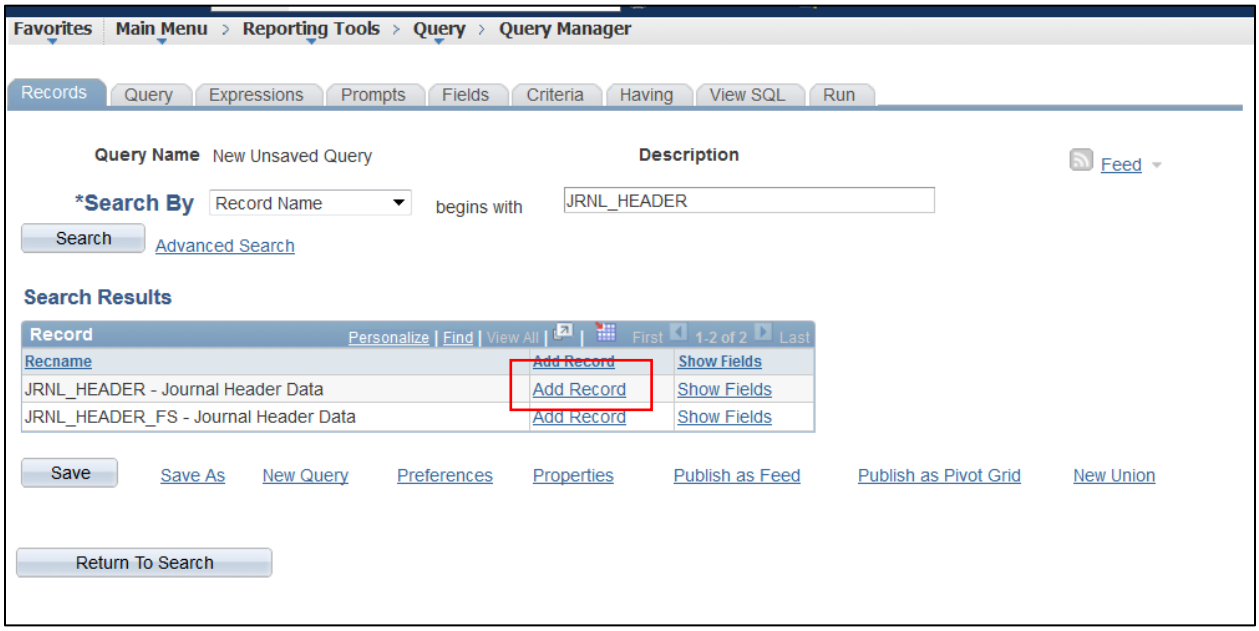
Expressions

In Query Manager, you can use expressions several ways: as comparison values in selection criteria, as columns in the query output, or additional fields to prompt upon**. Use Expressions when you want a value that PS is not delivering, but you have enough data in the table to generate the information**

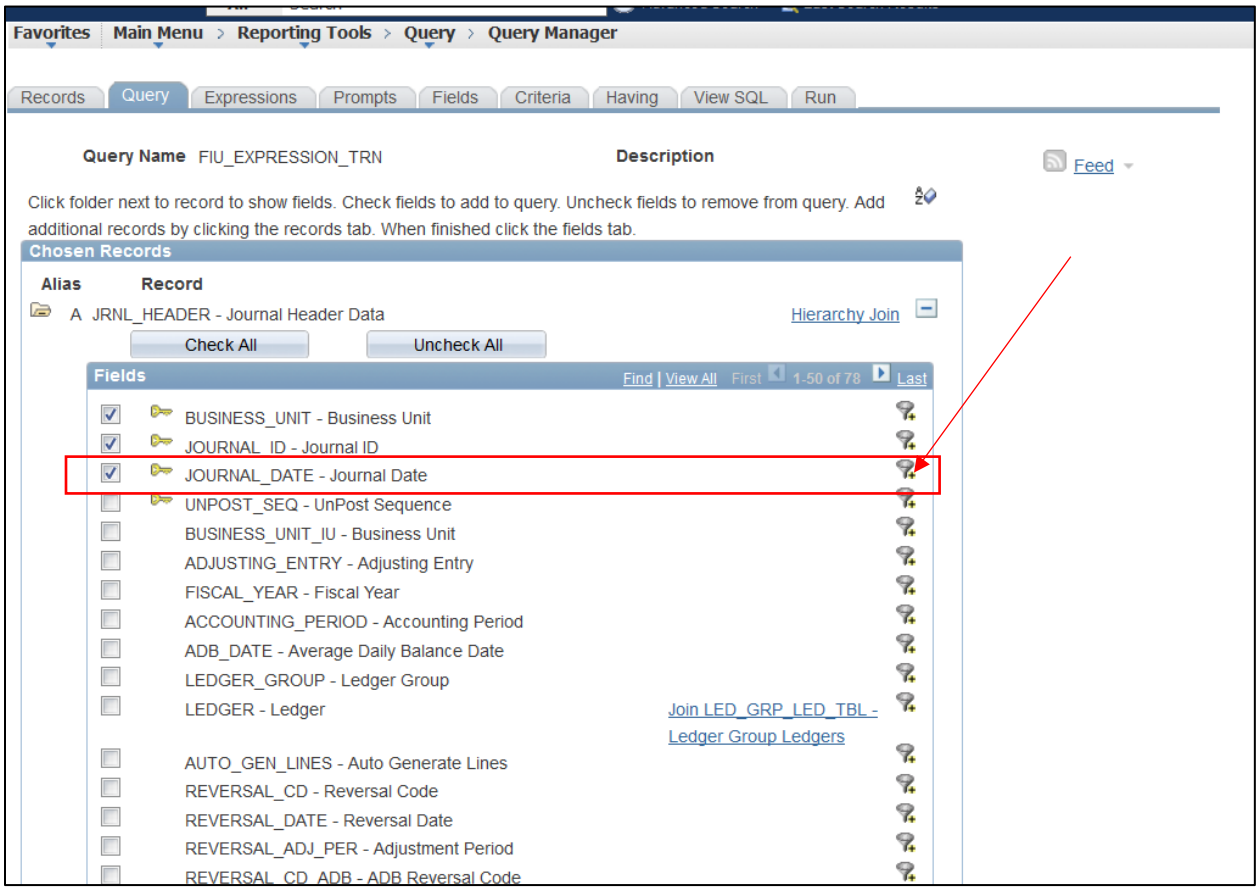
Expressions are calculations that PeopleSoft Query performs as part of a query. Use them when you must calculate a value that PeopleSoft Query does not provide by default—for example, to add the values from two fields together or to multiply a field value by a constant.

Business Scenario: We are going to find the First Name and Last Name of the employees who entered journals on 04-04-2017. Using those values drawn from specific fields (First Name and Last Name), we will add an expression that displays both fields as one field in one separate column we will entitle Full Name.

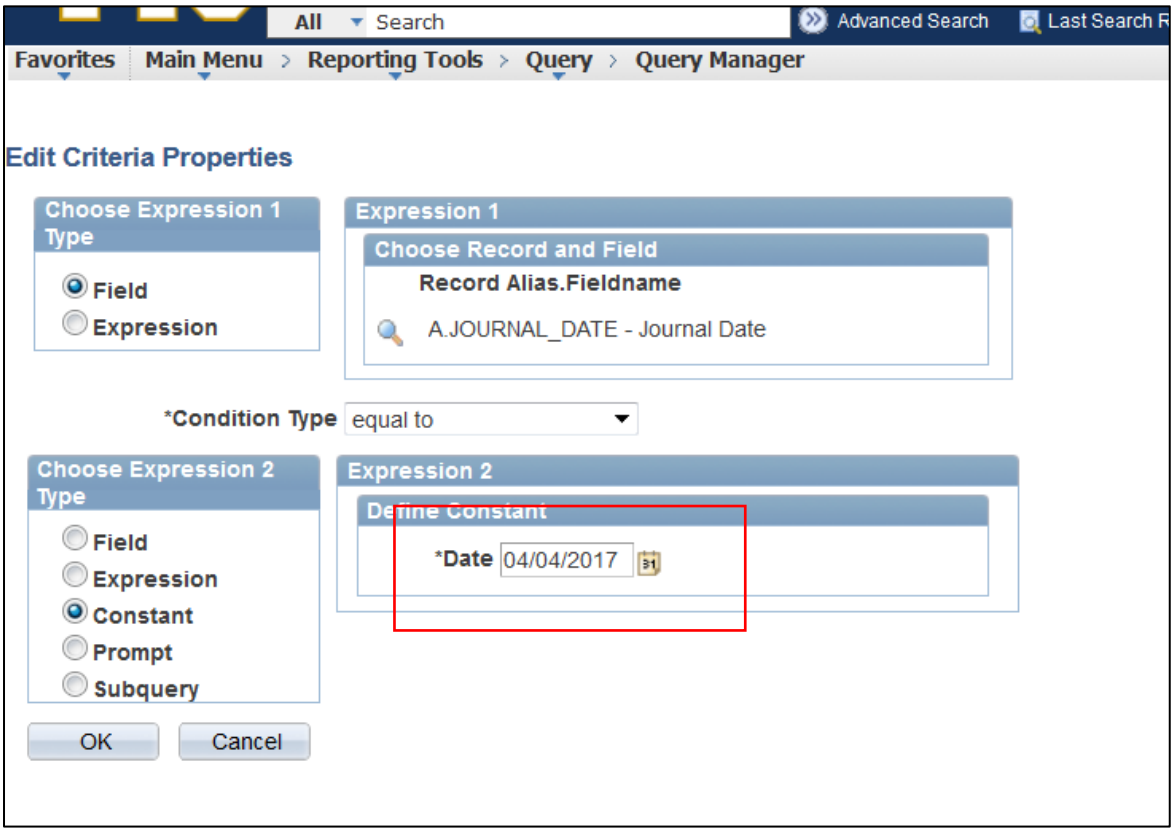
1. Main Menu>Reporting Tools>Query>Query Manager
2. Click Create New Query
3. Search for the JRNL_HEADER record
4. Add record



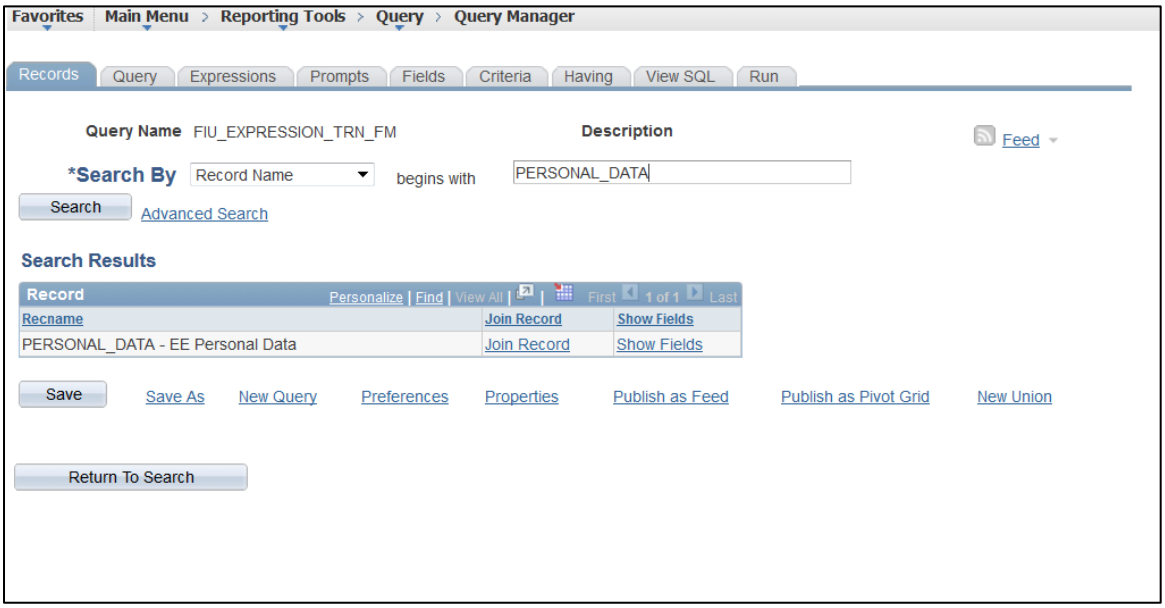
5. Select the BUSINESS_UNIT, JOURNAL_ID, JOURNAL_DATE, and OPR_ID on the next page.
6. Click the Criteria Funnel next to JOURNAL_DATE



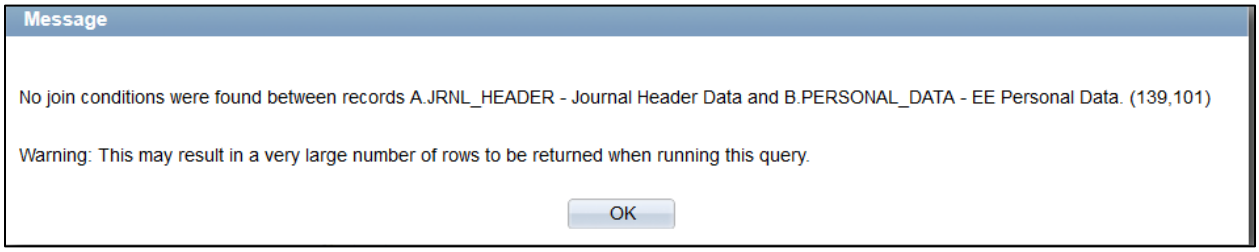
7. Enter the date 04/04/2017 in the Define Constant Field
8. Click OK



9. Click the Query Tab
10. Search for the PERSONAL_DATA table
11. Join Record

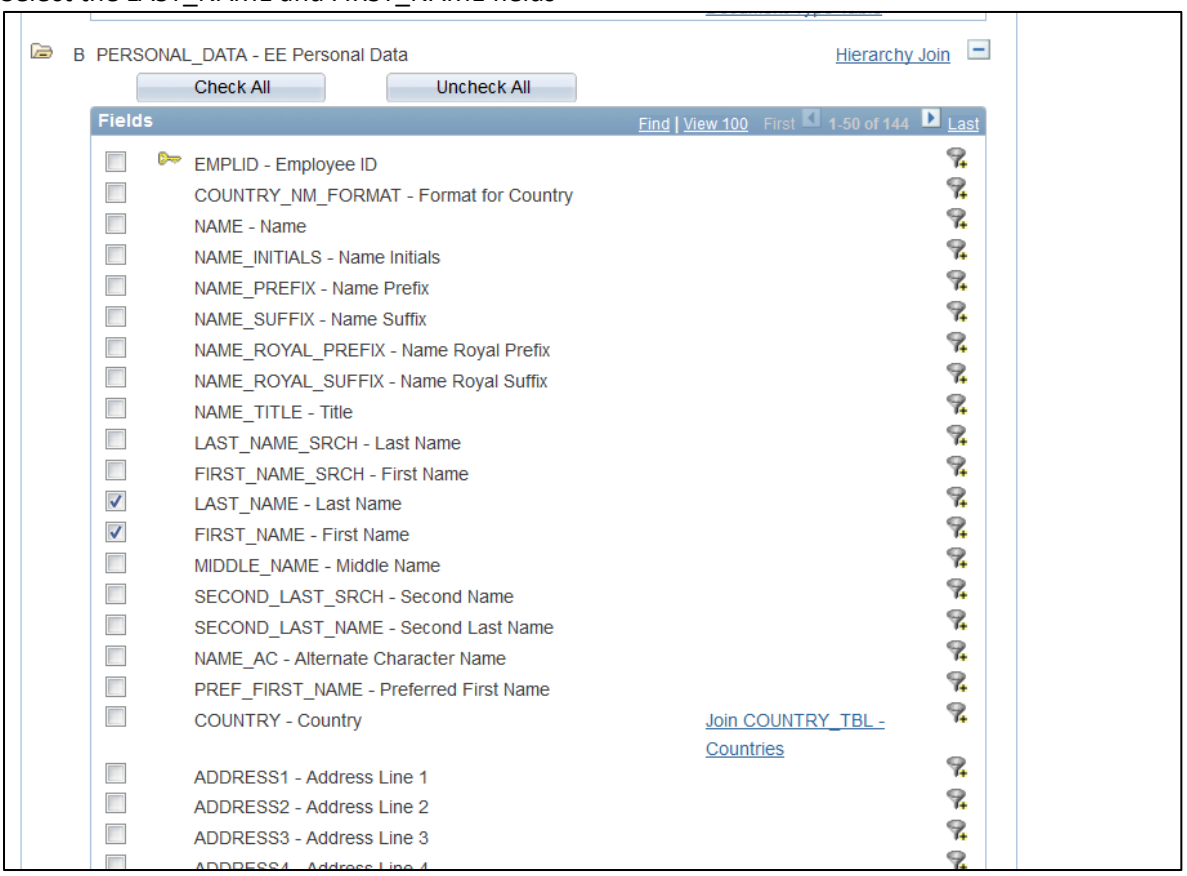


12. Leave default at Standard Join
13. Click the JRNL_HEADER link

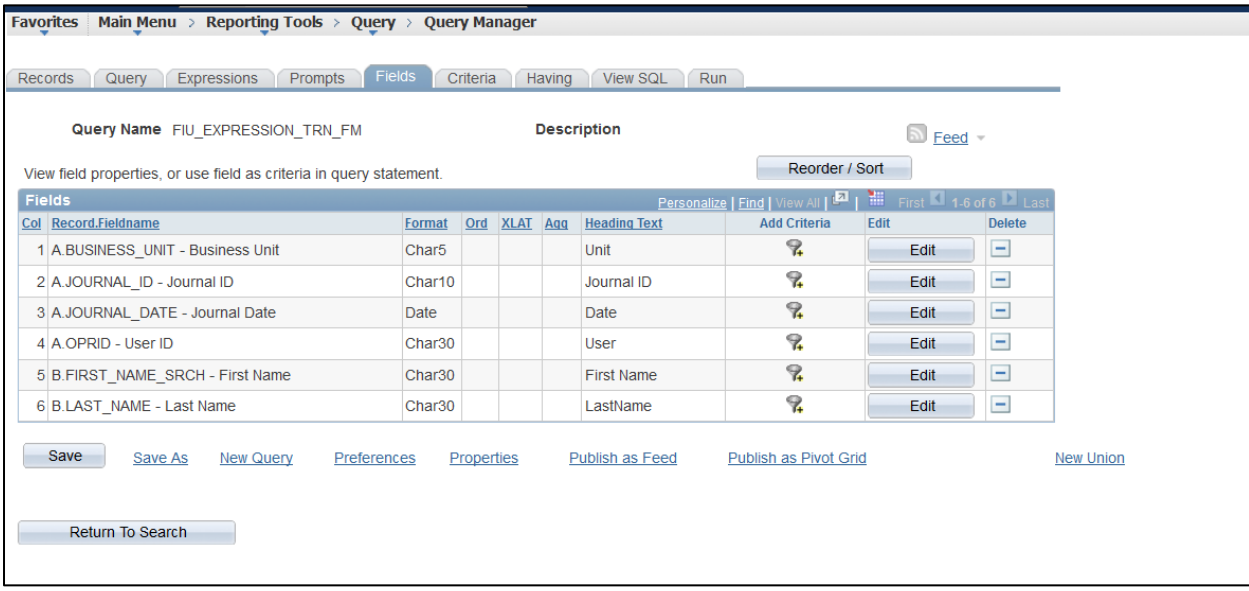


Since there were no join conditions (common fields for the two tables to join), we have to manually create the join. We are going to join equal EMPL ID to OPR ID and the tables will join there.

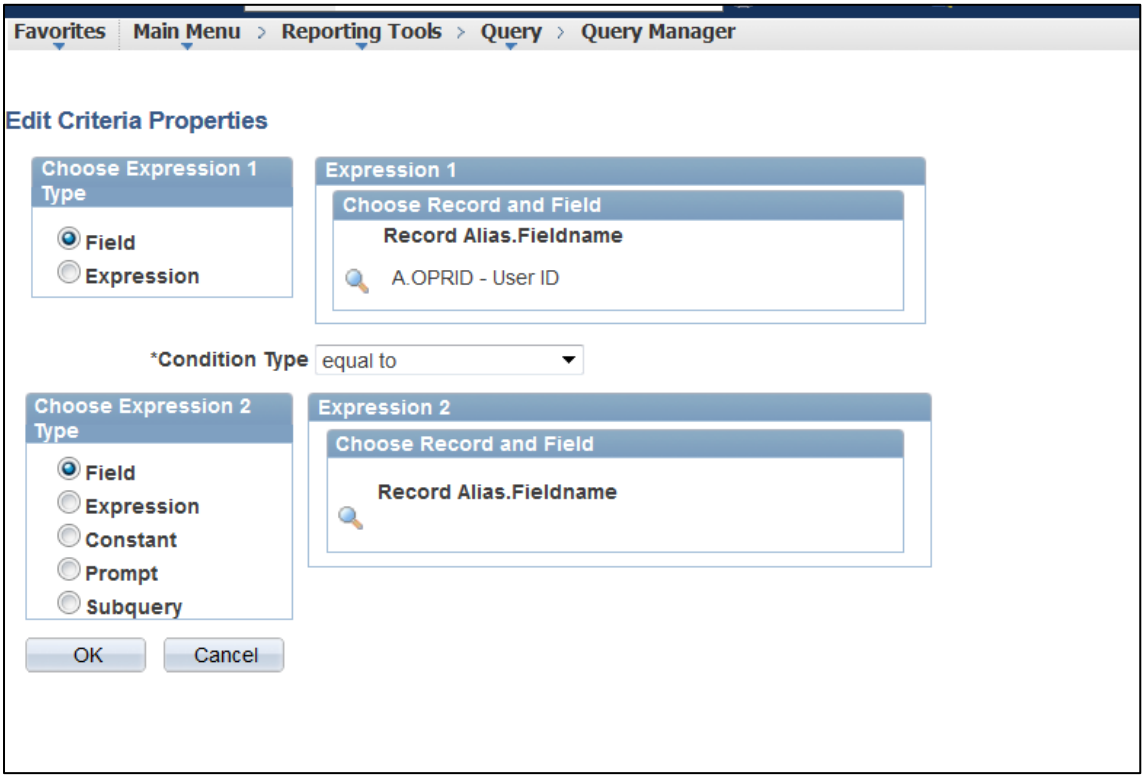
14. Select the LAST_NAME and FIRST_NAME fields



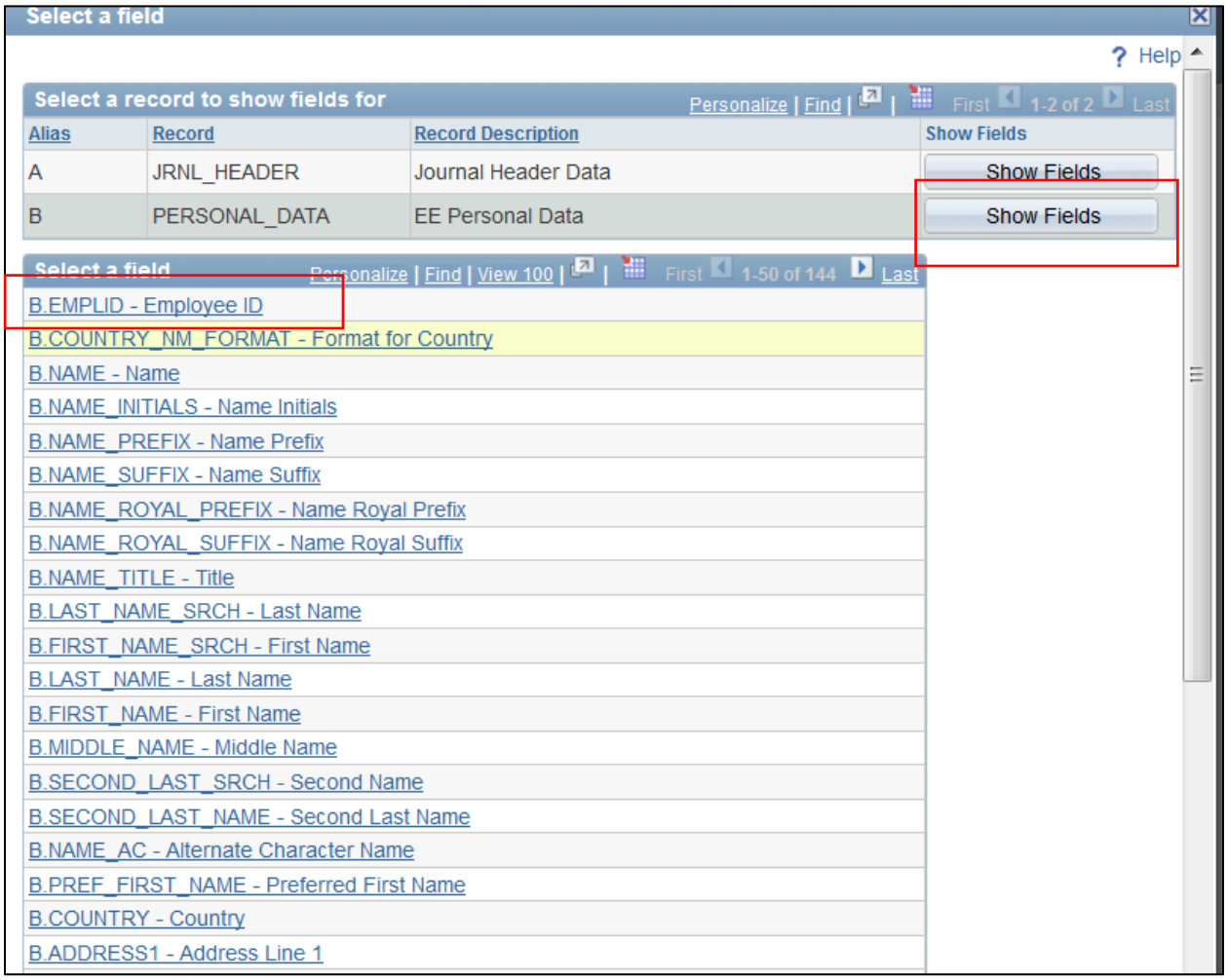
15. Click the Fields Tab
16. Click the Criteria Funnel next to OPR_ID



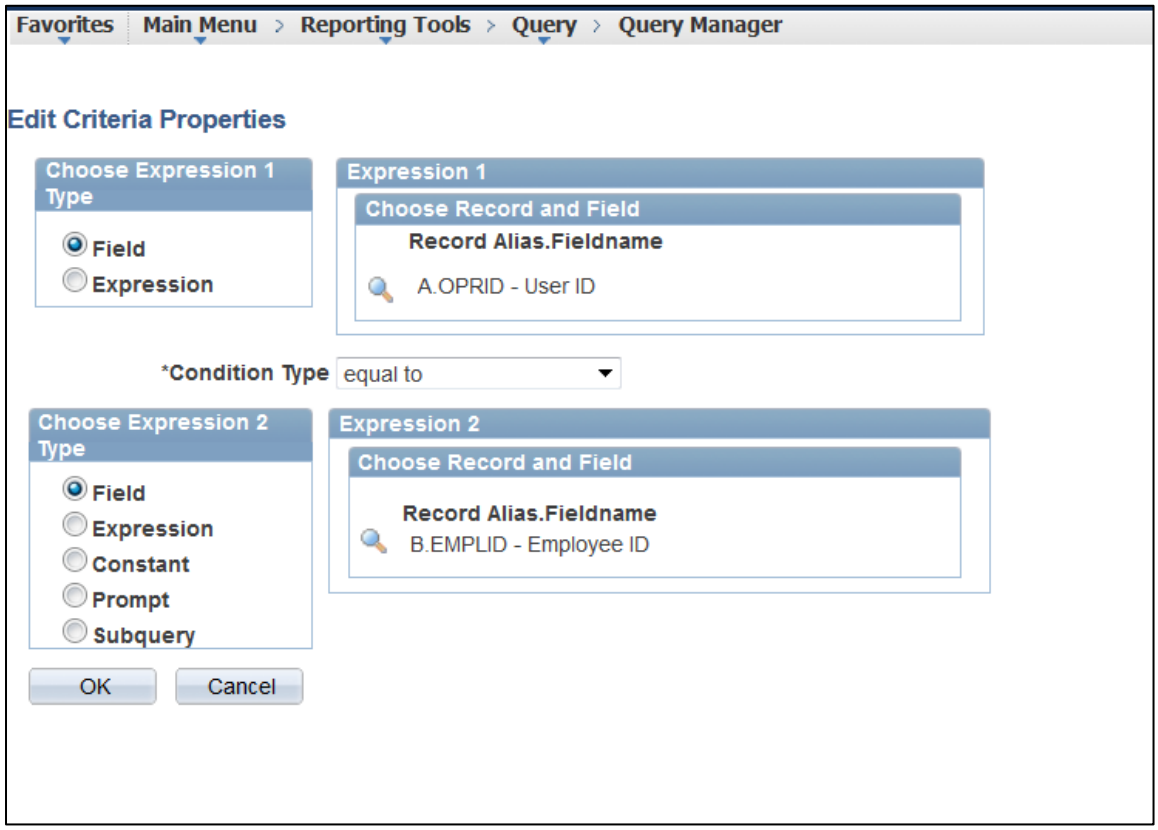
17. Choose Field in the Expression 2 type box

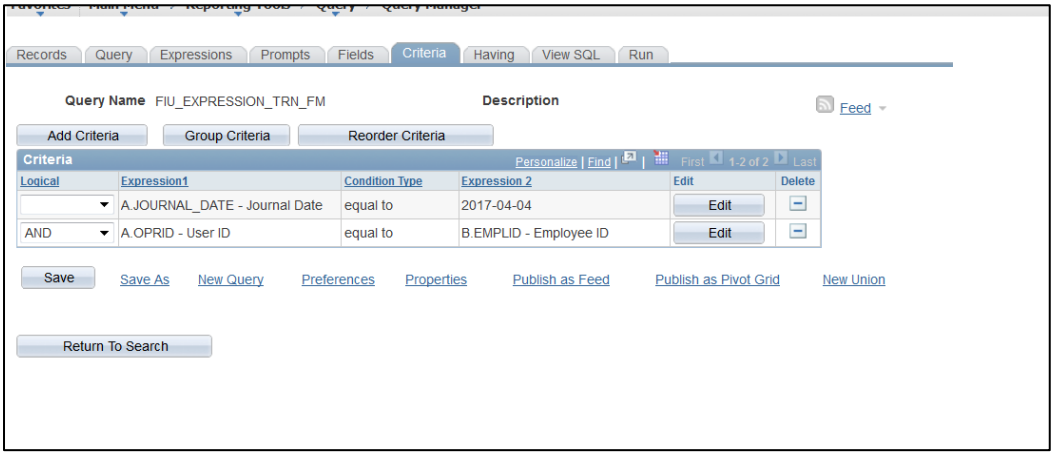


18. Use the Lookup glass to choose the EMPL_ID field from the B record.
19. Click Show Fields next to the EE PERSONAL DATA record
20. Choose the EMPLID link

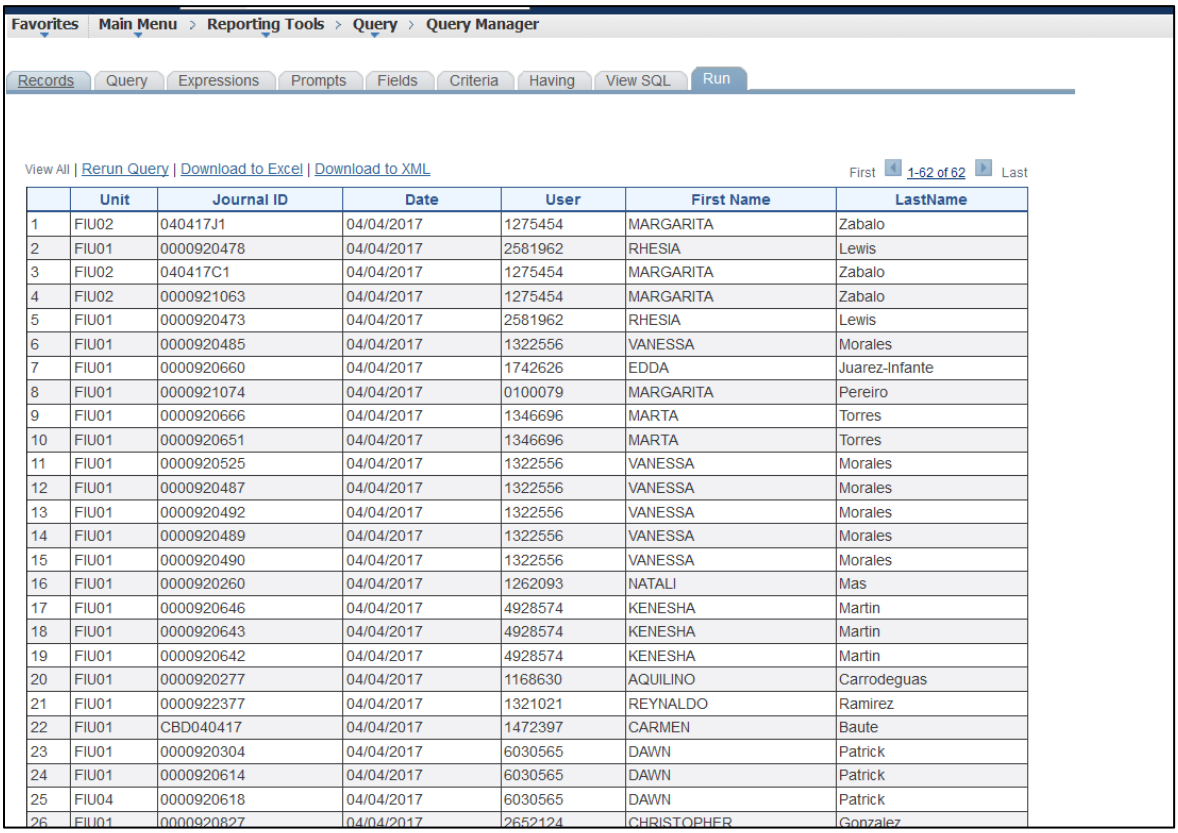


21. Click OK





22. Click Save
23. Click Run

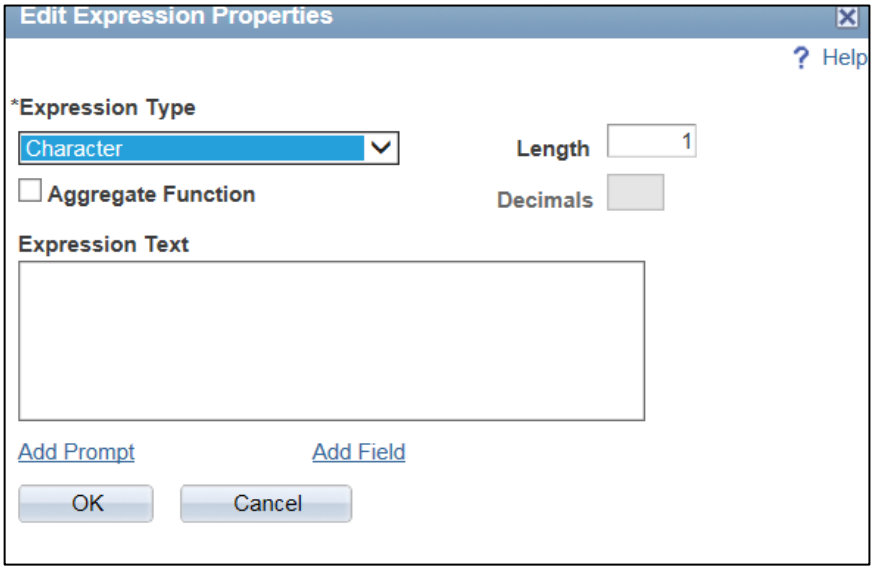


	Unit	Journal ID	Date	User	First Name	LastName
1	FIU02	040417J1	04/04/2017	1275454	MARGARITA	Zabalo
2	FIU01	0000920478	04/04/2017	2581962	RHESIA	Lewis
3	FIU02	040417C1	04/04/2017	1275454	MARGARITA	Zabalo
4	FIU02	0000921063	04/04/2017	1275454	MARGARITA	Zabalo
5	FIU01	0000920473	04/04/2017	2581962	RHESIA	Lewis
6	FIU01	0000920485	04/04/2017	1322556	VANESSA	Morales
7	FIU01	0000920660	04/04/2017	1742626	EDDA	Juarez-Infante
8	FIU01	0000921074	04/04/2017	0100079	MARGARITA	Pereiro
9	FIU01	0000920666	04/04/2017	1346696	MARTA	Torres
10	FIU01	0000920651	04/04/2017	1346696	MARTA	Torres
11	FIU01	0000920525	04/04/2017	1322556	VANESSA	Morales
12	FIU01	0000920487	04/04/2017	1322556	VANESSA	Morales
13	FIU01	0000920492	04/04/2017	1322556	VANESSA	Morales
14	FIU01	0000920489	04/04/2017	1322556	VANESSA	Morales
15	FIU01	0000920490	04/04/2017	1322556	VANESSA	Morales
16	FIU01	0000920260	04/04/2017	1262093	NATALI	Mas
17	FIU01	0000920646	04/04/2017	4928574	KENESHA	Martin
18	FIU01	0000920643	04/04/2017	4928574	KENESHA	Martin
19	FIU01	0000920642	04/04/2017	4928574	KENESHA	Martin
20	FIU01	0000920277	04/04/2017	1168630	AQUILINO	Carrodeguas
21	FIU01	0000922377	04/04/2017	1321021	REYNALDO	Ramirez
22	FIU01	CBD040417	04/04/2017	1472397	CARMEN	Baute
23	FIU01	0000920304	04/04/2017	6030565	DAWN	Patrick
24	FIU01	0000920614	04/04/2017	6030565	DAWN	Patrick
25	FIU04	0000920618	04/04/2017	6030565	DAWN	Patrick
26	FIU01	0000920827	04/04/2017	2652124	CHRISTOPHER	Gonzalez

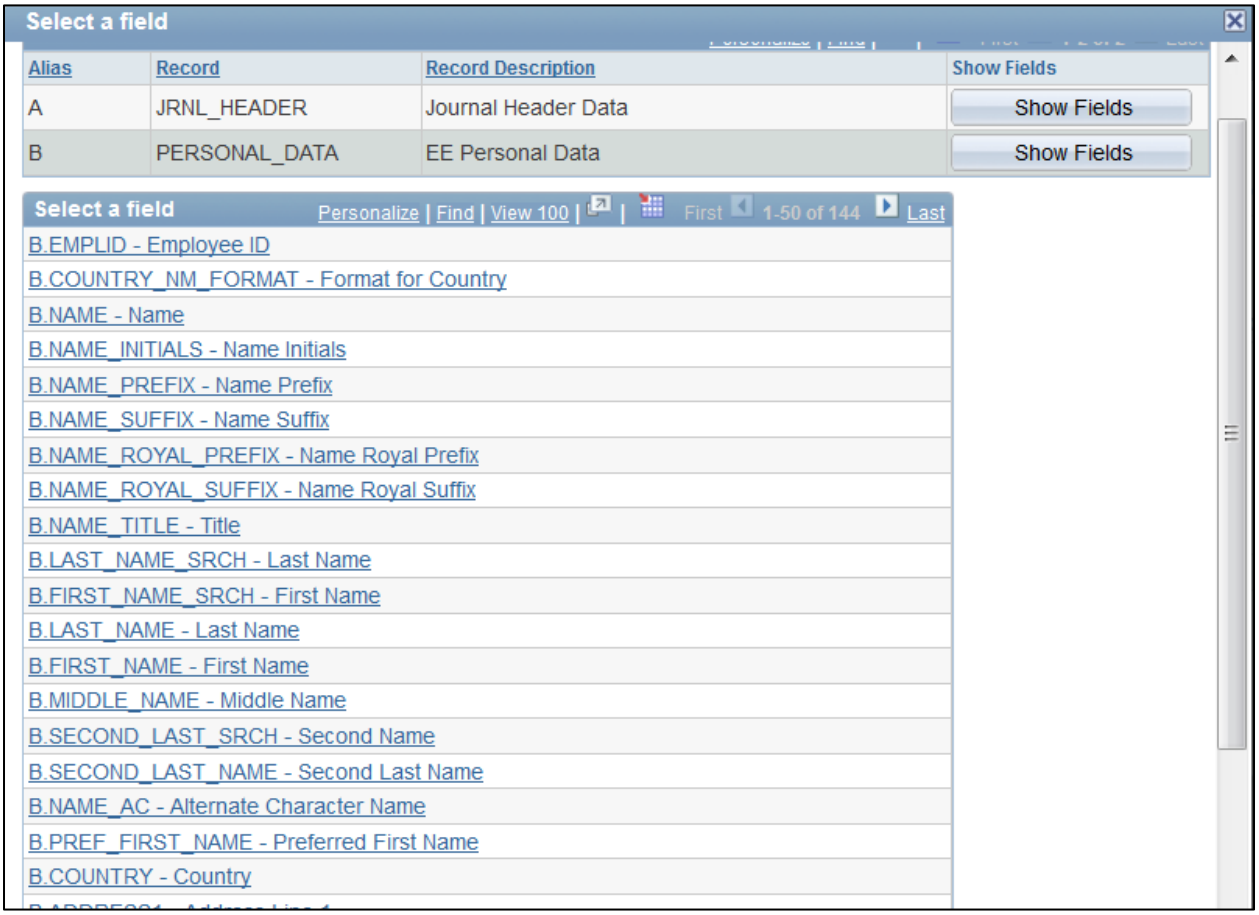
24. Click the Expressions Tab

25. Click Add Expressions

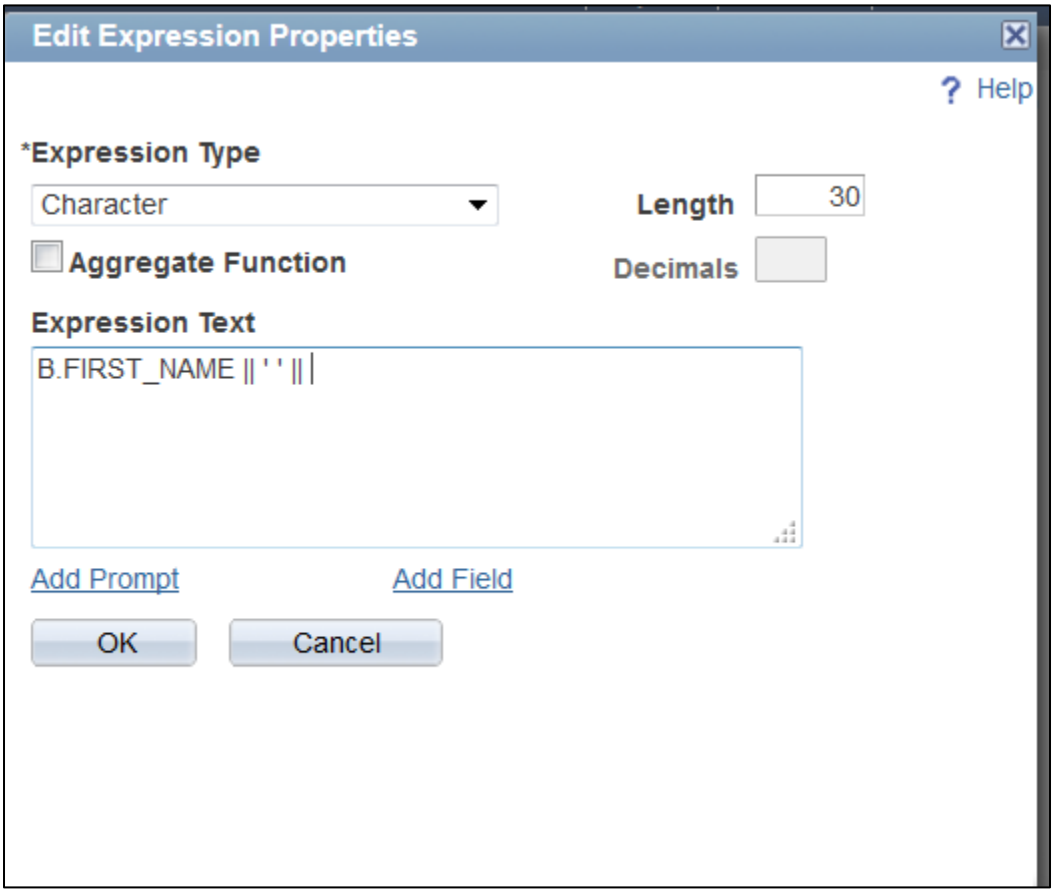
26. Click Add Field



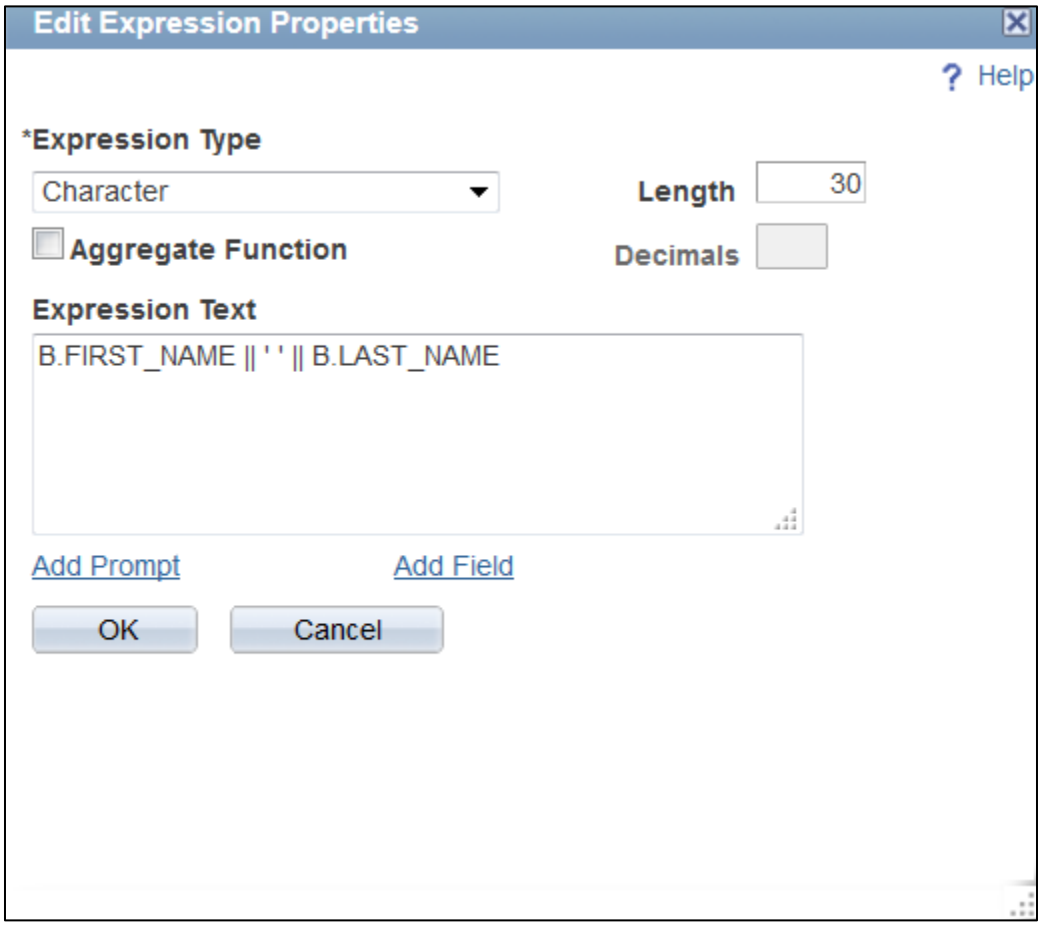
27. Choose the FIRST_NAME field from the PERSONAL_DATA record (click show fields)



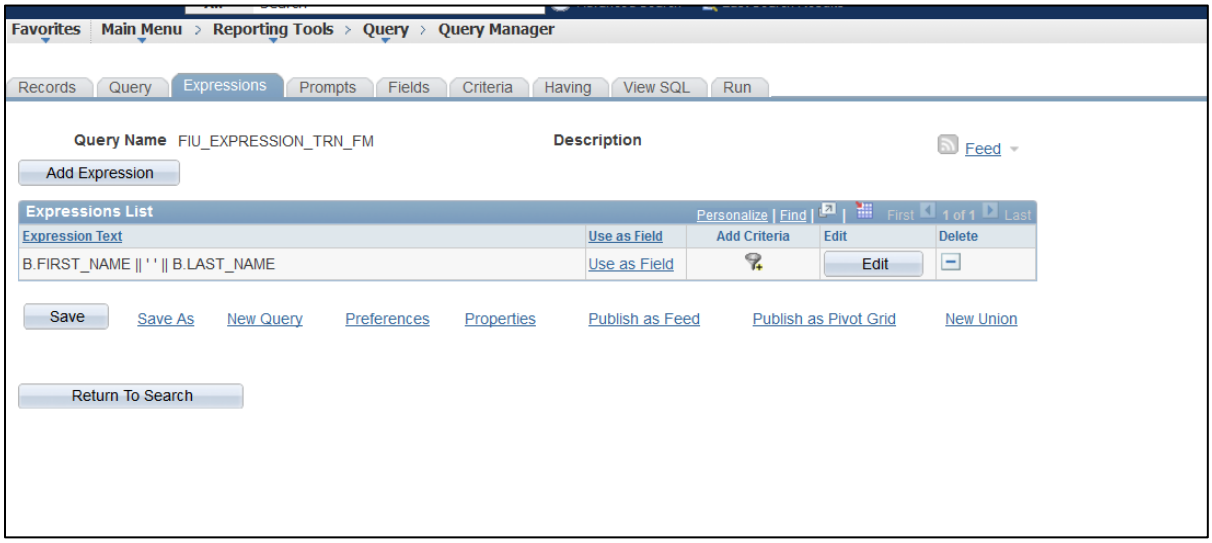
28. Type (space) || (space) '(space)' (space)|| (space)



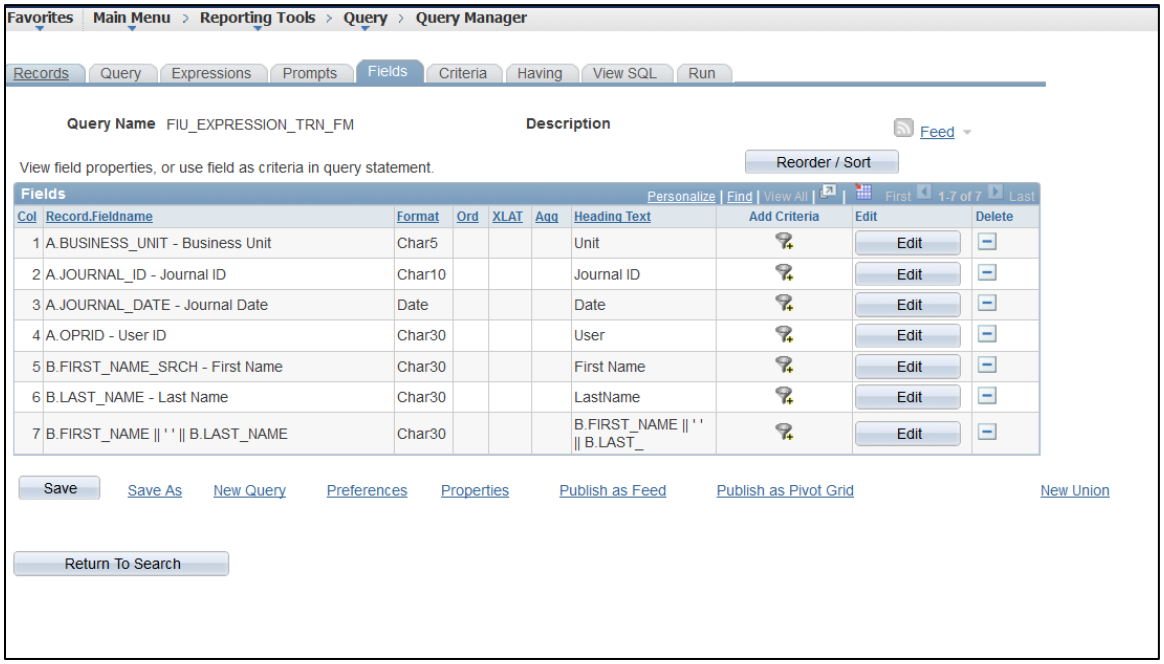
29. Click the Add Field link again and select the LAST_NAME field from the EE EPRSONAL DATA record (ensure the space before the added field)
30. Click OK



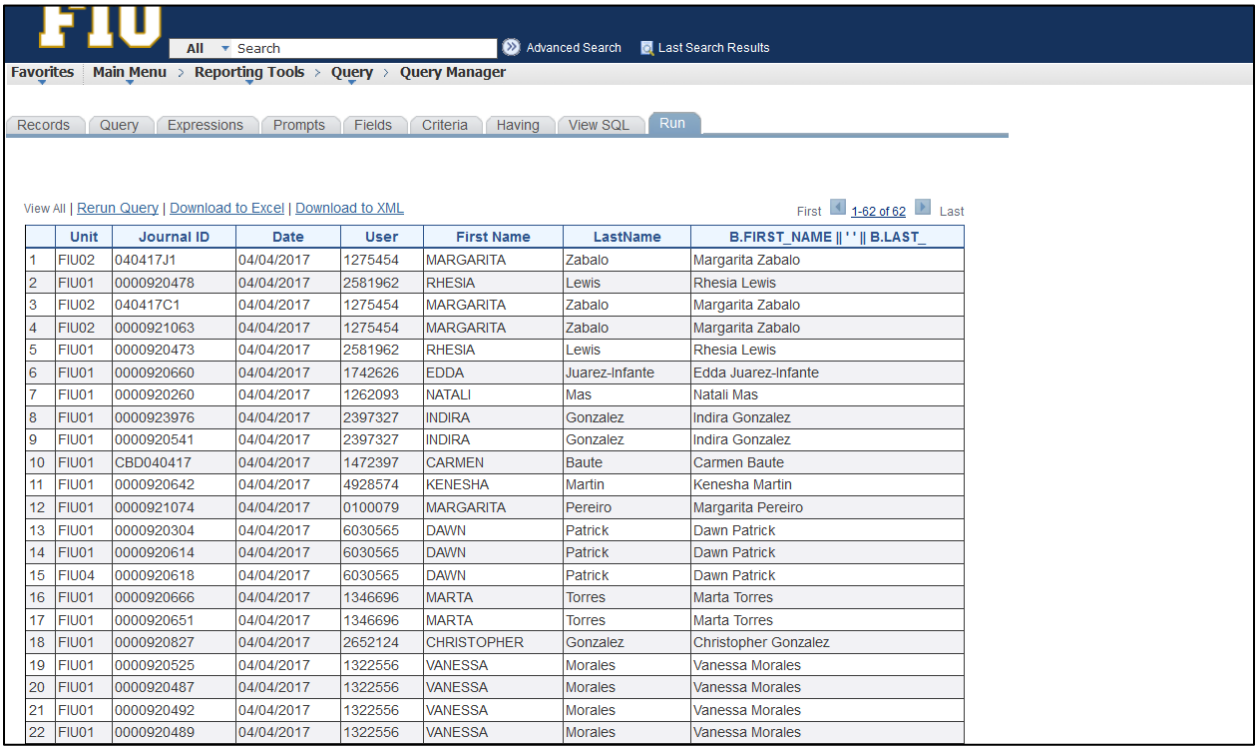
31. Select Use as Field



32. Notice the Field has now been added with the input Expression listed as Heading Text



33. Click Save
34. Click Run



	Unit	Journal ID	Date	User	First Name	LastName	B.FIRST_NAME || ' ' || B.LAST_
1	FIU02	040417J1	04/04/2017	1275454	MARGARITA	Zabalo	Margarita Zabalo
2	FIU01	0000920478	04/04/2017	2581962	RHESIA	Lewis	Rhesia Lewis
3	FIU02	040417C1	04/04/2017	1275454	MARGARITA	Zabalo	Margarita Zabalo
4	FIU02	0000921063	04/04/2017	1275454	MARGARITA	Zabalo	Margarita Zabalo
5	FIU01	0000920473	04/04/2017	2581962	RHESIA	Lewis	Rhesia Lewis
6	FIU01	0000920660	04/04/2017	1742626	EDDA	Juarez-Infante	Edda Juarez-Infante
7	FIU01	0000920260	04/04/2017	1262093	NATALI	Mas	Natali Mas
8	FIU01	0000923976	04/04/2017	2397327	INDIRA	Gonzalez	Indira Gonzalez
9	FIU01	0000920541	04/04/2017	2397327	INDIRA	Gonzalez	Indira Gonzalez
10	FIU01	CBD040417	04/04/2017	1472397	CARMEN	Baute	Carmen Baute
11	FIU01	0000920642	04/04/2017	4928574	KENESHA	Martin	Kenesha Martin
12	FIU01	0000921074	04/04/2017	0100079	MARGARITA	Pereiro	Margarita Pereiro
13	FIU01	0000920304	04/04/2017	6030565	DAWN	Patrick	Dawn Patrick
14	FIU01	0000920614	04/04/2017	6030565	DAWN	Patrick	Dawn Patrick
15	FIU04	0000920618	04/04/2017	6030565	DAWN	Patrick	Dawn Patrick
16	FIU01	0000920666	04/04/2017	1346696	MARTA	Torres	Marta Torres
17	FIU01	0000920651	04/04/2017	1346696	MARTA	Torres	Marta Torres
18	FIU01	0000920827	04/04/2017	2652124	CHRISTOPHER	Gonzalez	Christopher Gonzalez
19	FIU01	0000920525	04/04/2017	1322556	VANESSA	Morales	Vanessa Morales
20	FIU01	0000920487	04/04/2017	1322556	VANESSA	Morales	Vanessa Morales
21	FIU01	0000920492	04/04/2017	1322556	VANESSA	Morales	Vanessa Morales
22	FIU01	0000920489	04/04/2017	1322556	VANESSA	Morales	Vanessa Morales

Writing Expressions

In order to tell the system how to "express" a value, input must be specific.

1. **sub string** +++ **SUBSTR**('ABCDEFG',3,4) → CDEF
   1.1. give me part of the string ABCDEFG which starts in position 3 (C) and is 4 letters long → CDEF

2. **multiply**: +++ A.Cost_per_unit ***** 500 → use as Field
   1.2. give me the total cost and use the total cost as a new column in the query result
   1.3. can use the total cost in a criterion, such as to only show total cost > 5000

3. **concatenate** +++ A.Dept_ID **||** ' - ' **||** A.Description
   1.4. show me the result in the form: 110401000 – Controller

4. **length** +++ **LENGTH**(A.DEPT_ID) → 9

5. **Trim** +++ **Trim**(A.Req_ID) → remove leading zeros

6. **System date** +++ **SYSDATE** – A.APPROVAL_DATE → how many days ago approved

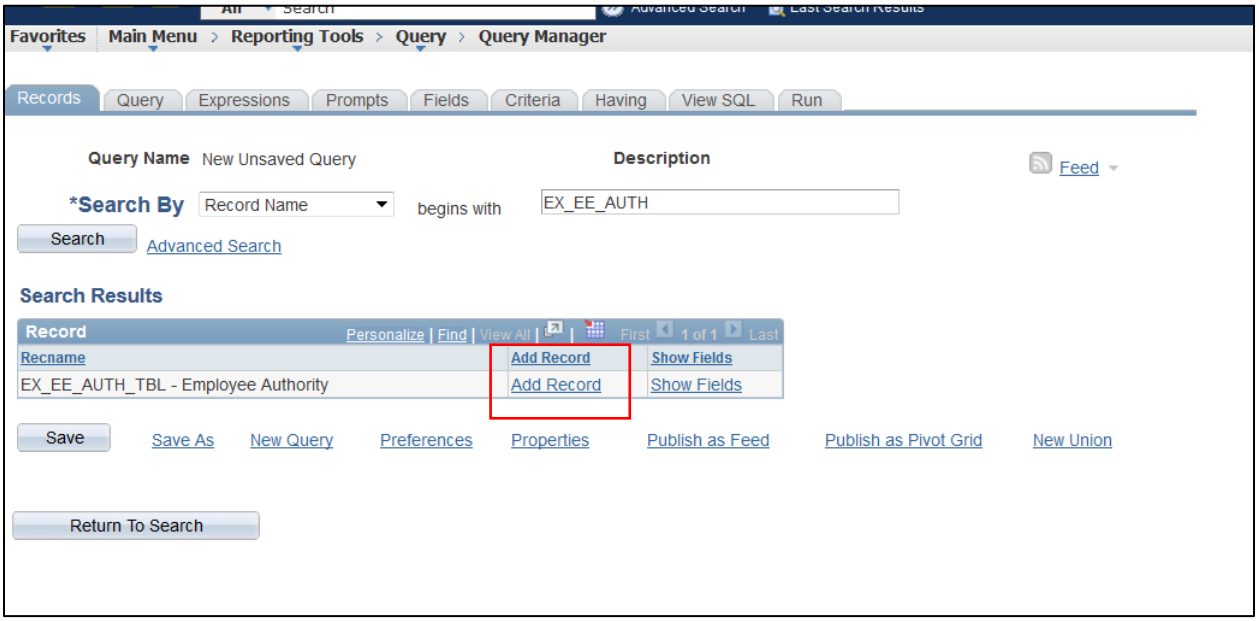
Subqueries

A *subquery,* sometimes called a *sub-SELECT,* is a query whose results are used by another query. The top query uses the subquery's result set as a comparison value for a selection criterion.
You create a subquery when you need to compare a field value to the results of a second query. Suppose, for example, that you want a list of employees who are Expense Managers and travel proxies.

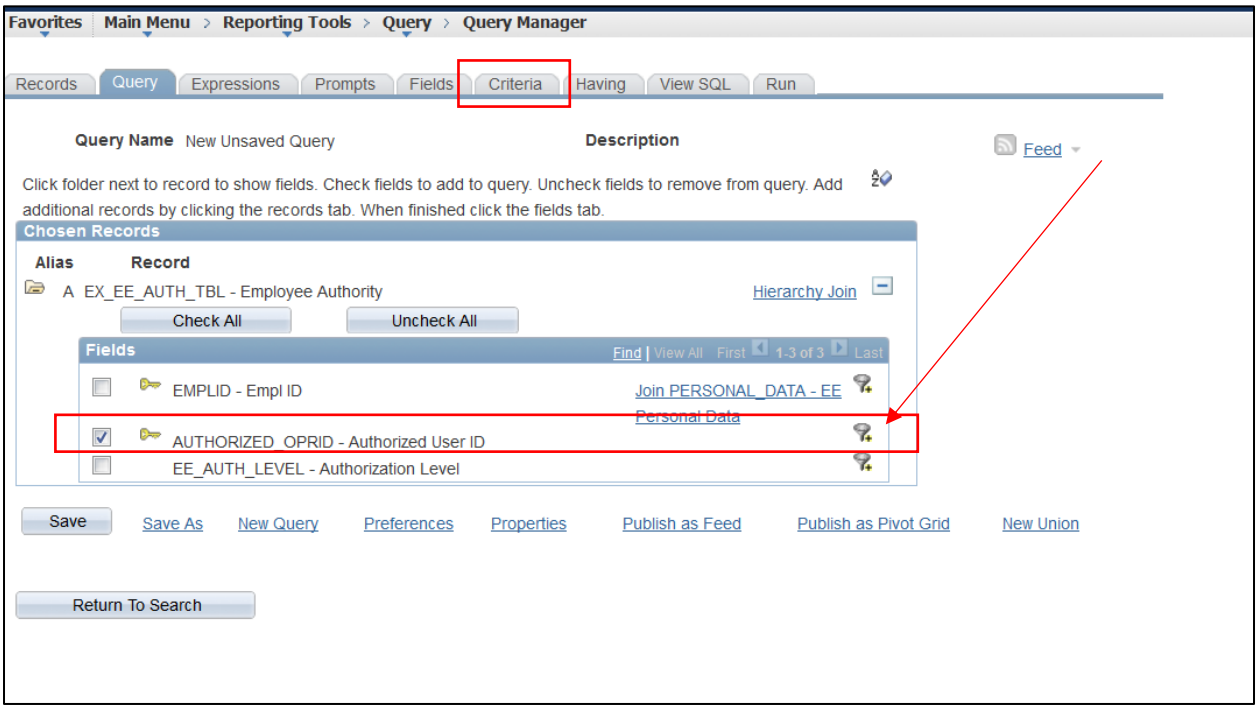
We are going to first find all the employees who are Proxies and of those results which of these proxies are also Expense Managers.

Business Scenario: Who are the Proxies and of those who are proxies for others as well as Expense Managers?

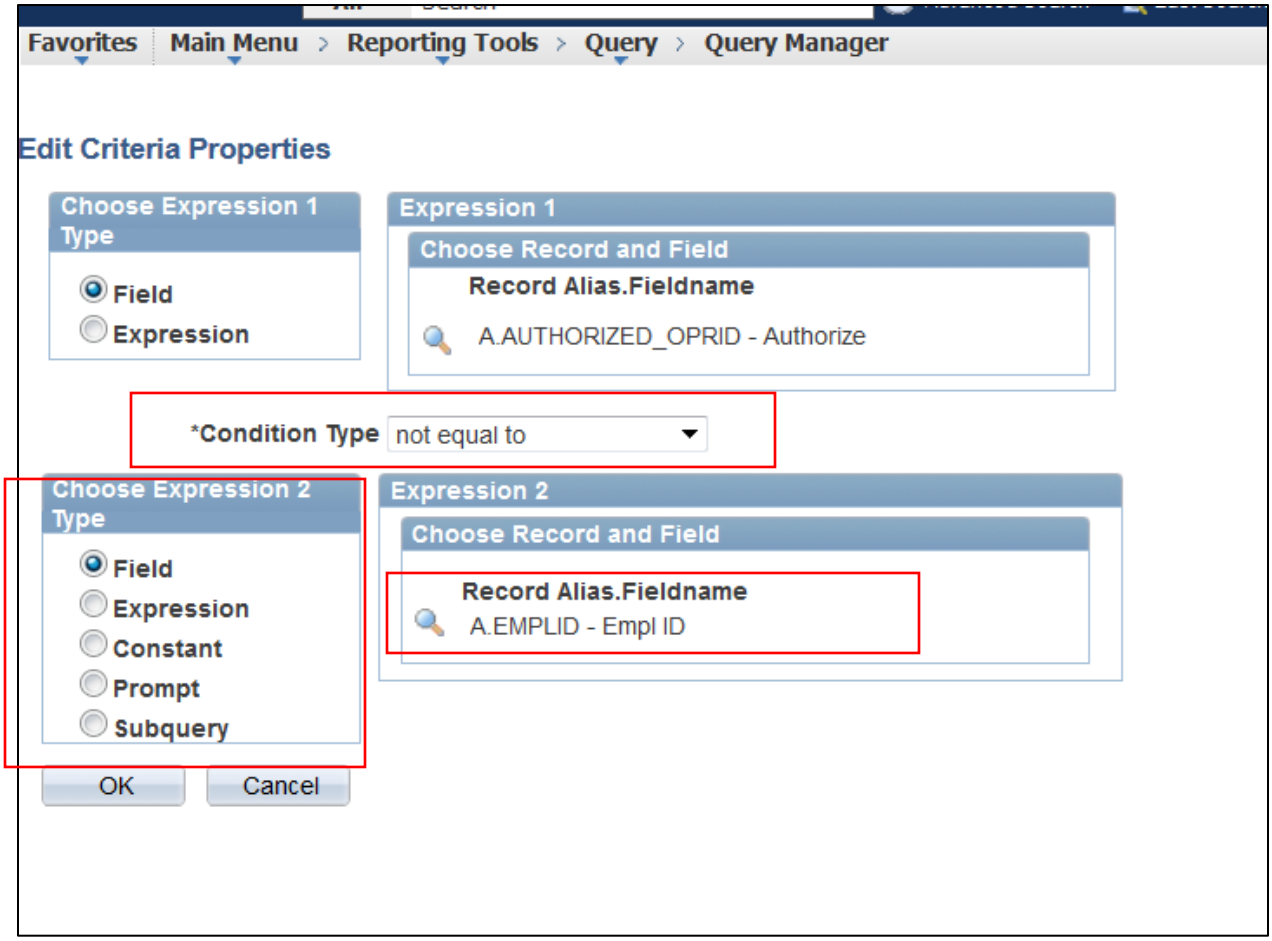
1. Main Menu>Reporting Tools>Query>Query Manager
2. Click Create New Query
3. Search for and Add the EX_EE_AUTH_TBL record



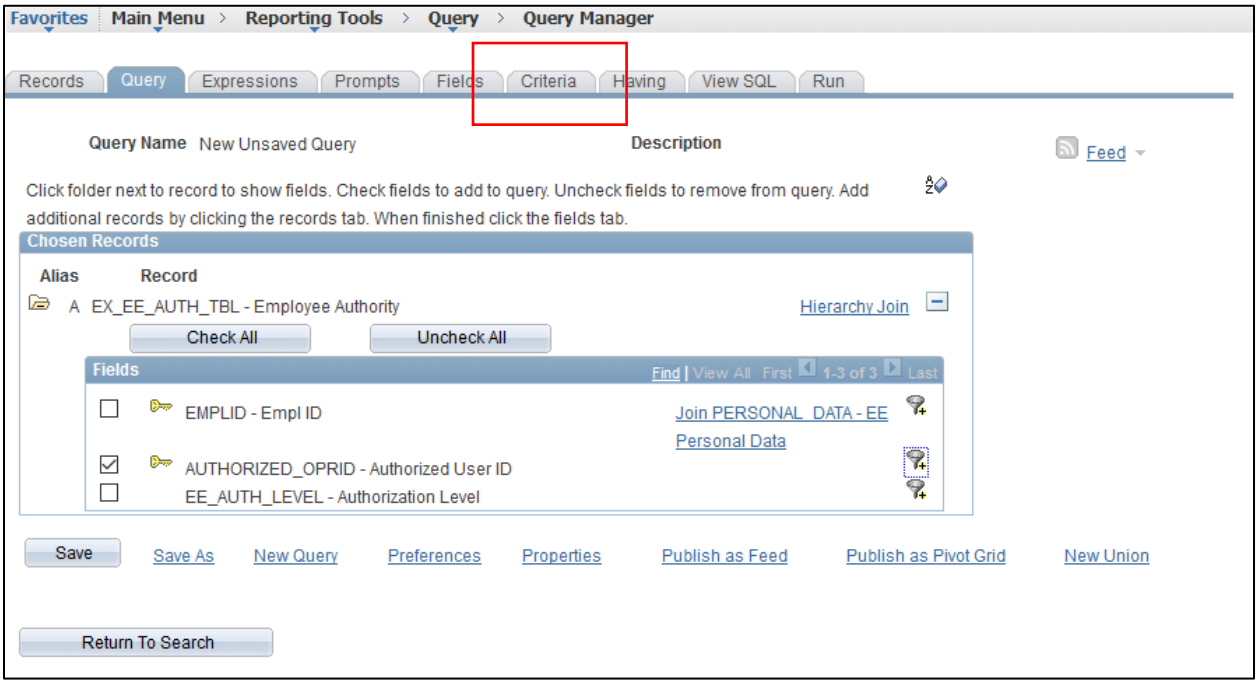
4. Choose the AUTHORIZED_OPRID field
5. Click the funnel next to the AUTHORIZED_OPRID field (you can also choose the Criteria Tab and click Add Criteria)



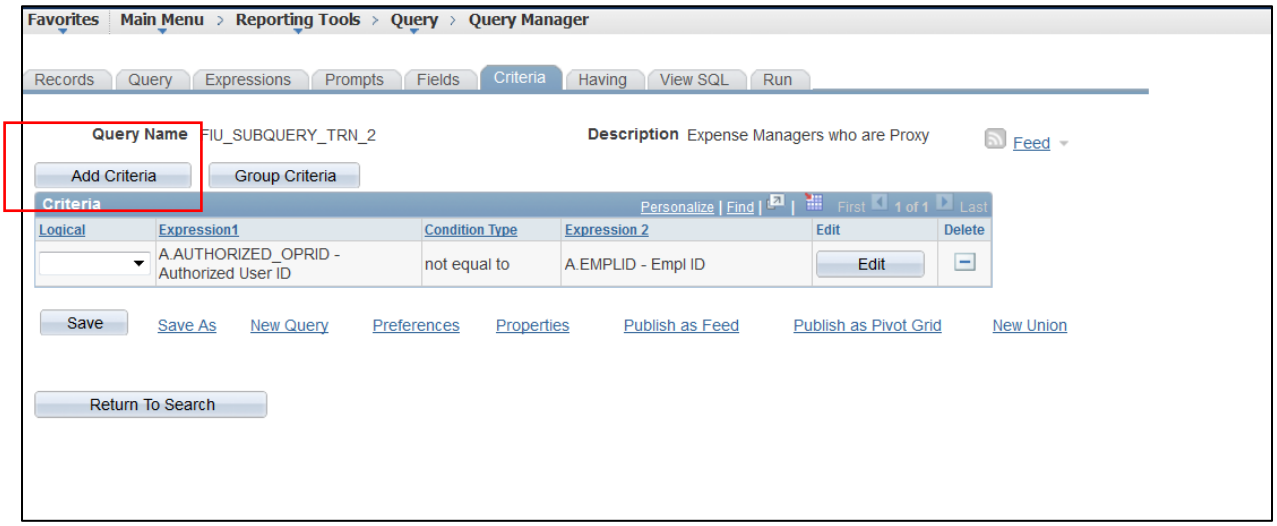
6. Change condition type to “not equal to”. (we do not want anyone who is proxy for themselves)
7. Ensure Field is selected in Expression Type 2
8. Use the lookup glass to select the EMPL_ID field
9. Click OK



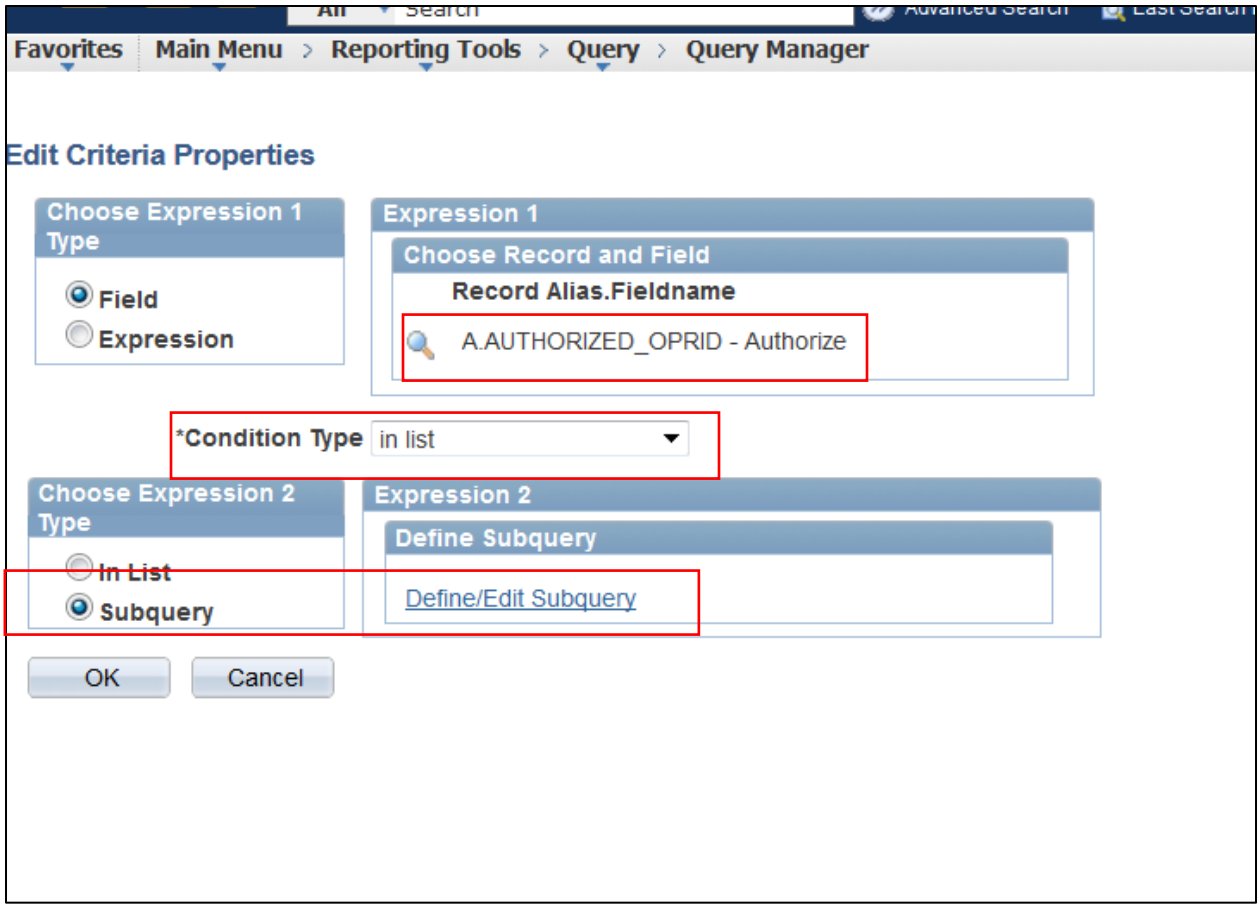
10. Click the Criteria Tab



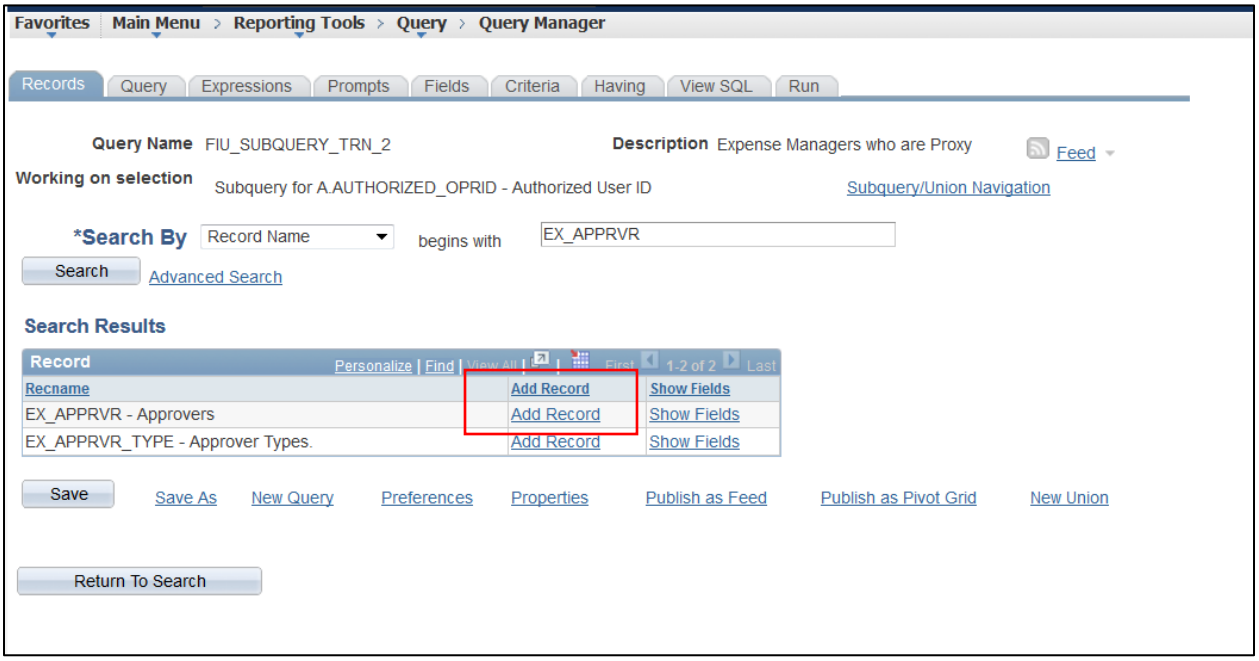
11. Click Add Criteria



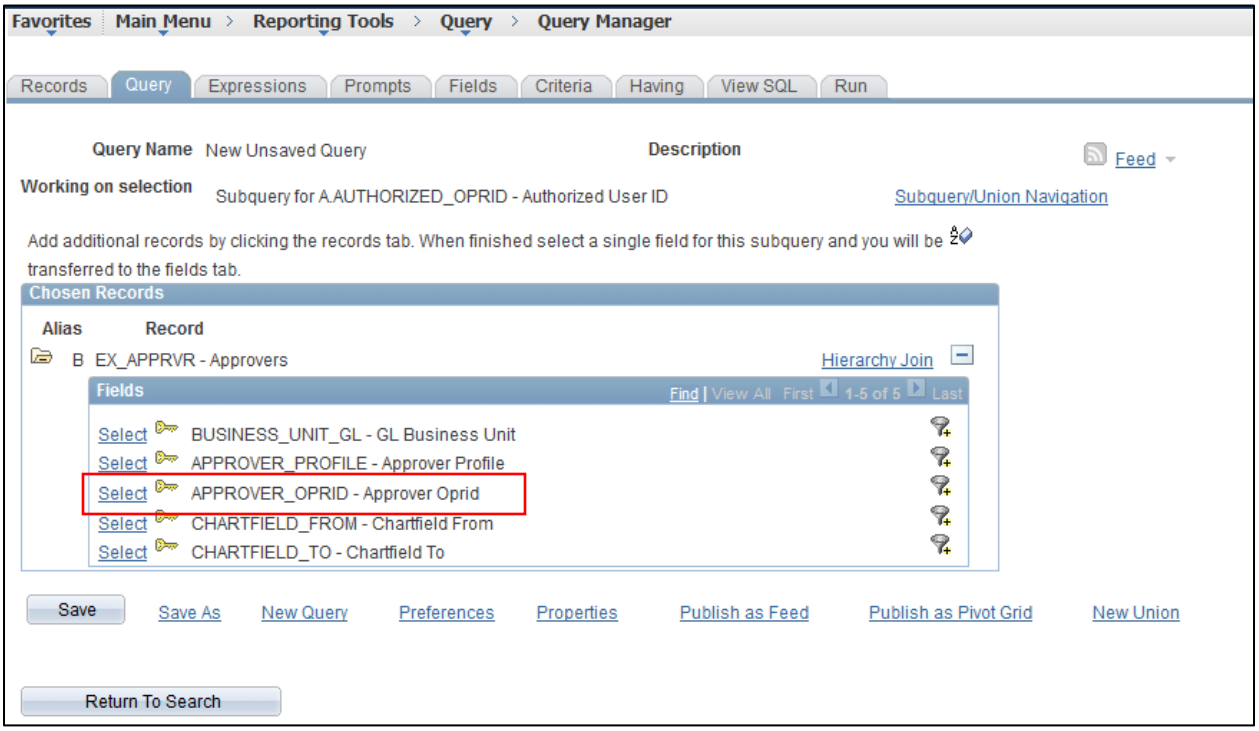
12. Use the lookup glass to select the A.AUTHORIZED_OPRID field in the Expression 1 box.
13. Change the condition type to "in list" - In List condition type finds fields having a value that matches any one of the values in a list of values. With this option, you are prompted to create a list with the Edit List dialog box.
14. Choose Subquery in the Expression 2 type box
15. Click the Define/Edit Subquery link



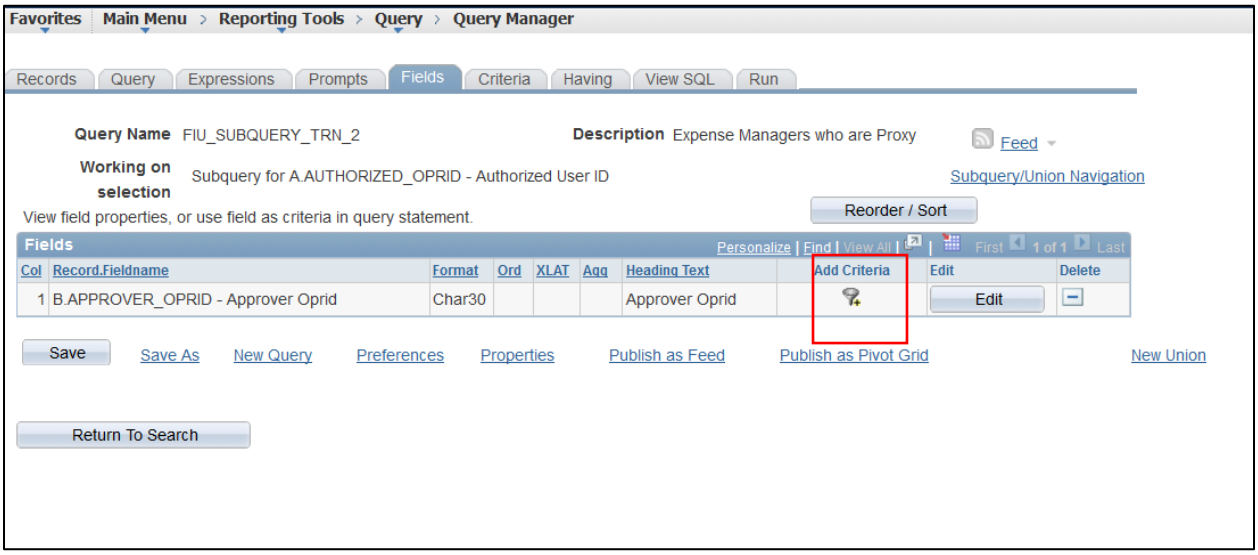
16. Search for and add the EX_APPRVR record



17. Select the APPROVER_OPRID field (insert screenshot)

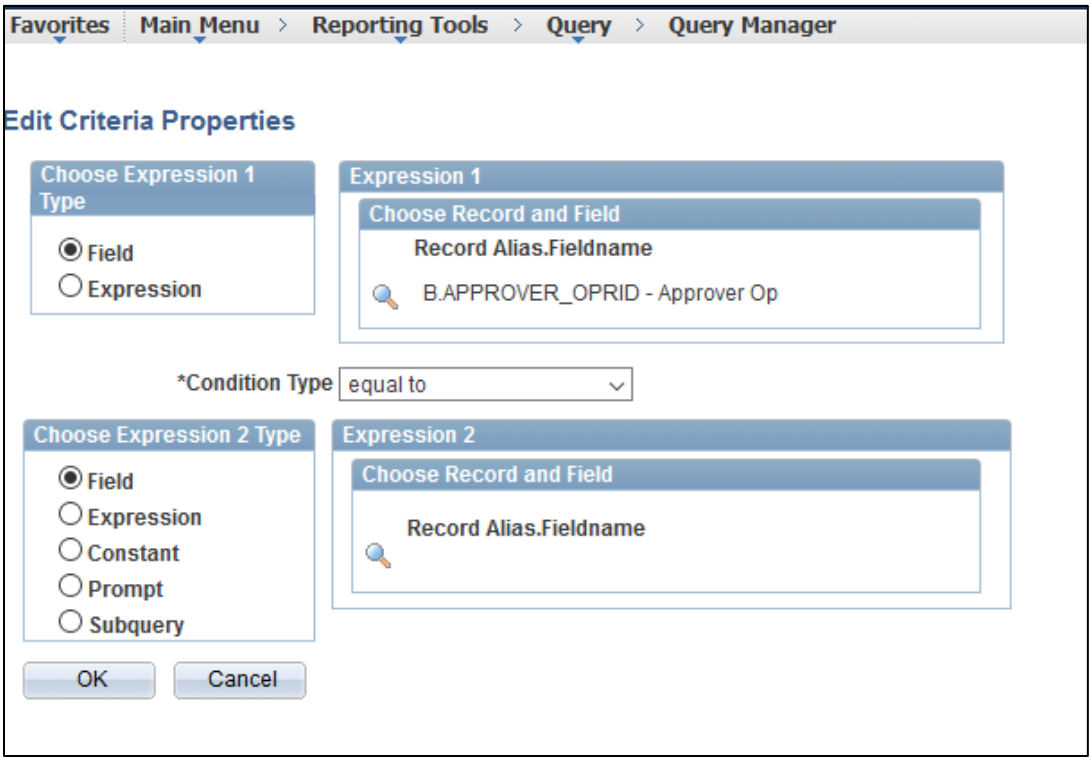


18. Click the Add Criteria funnel

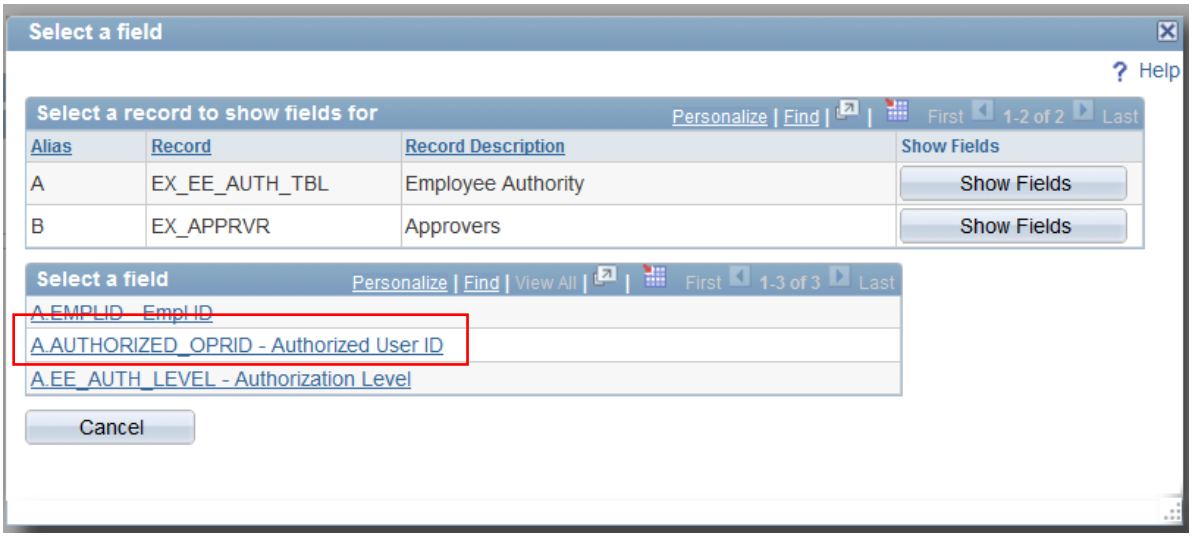


Because we chose Subquery and selected the B. APPROVER_OPRID field, Expression 1 is already pre-populated.

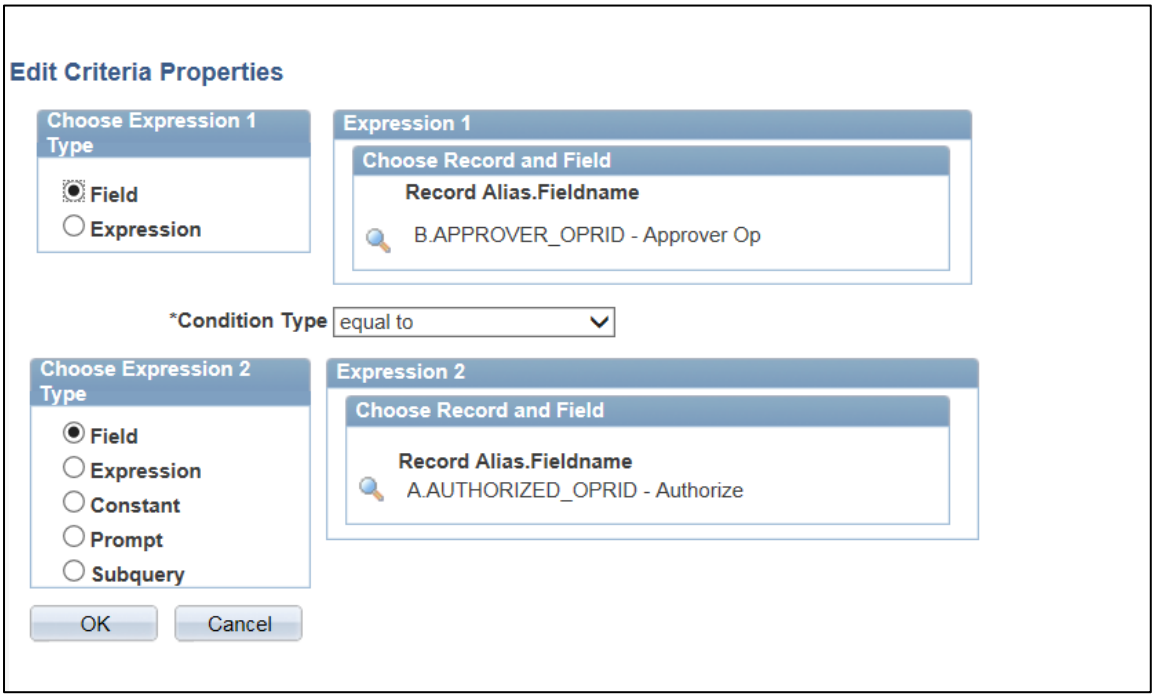
19. Leave condition type at Equal to
20. Choose Field in the Expression 2 type box.



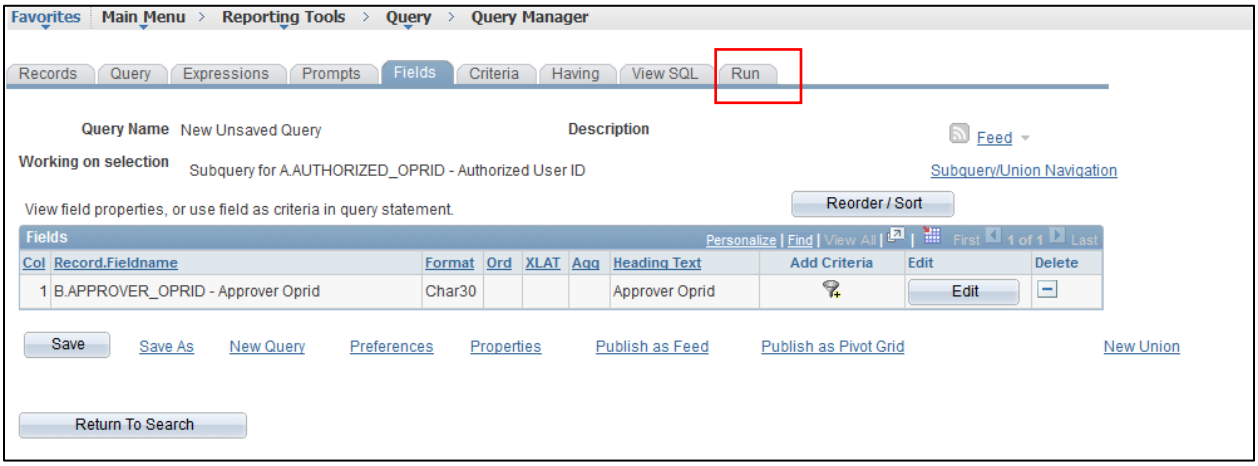
21. Use the lookup glass to select the AUTHORIZED_OPRID field.



22. Click OK

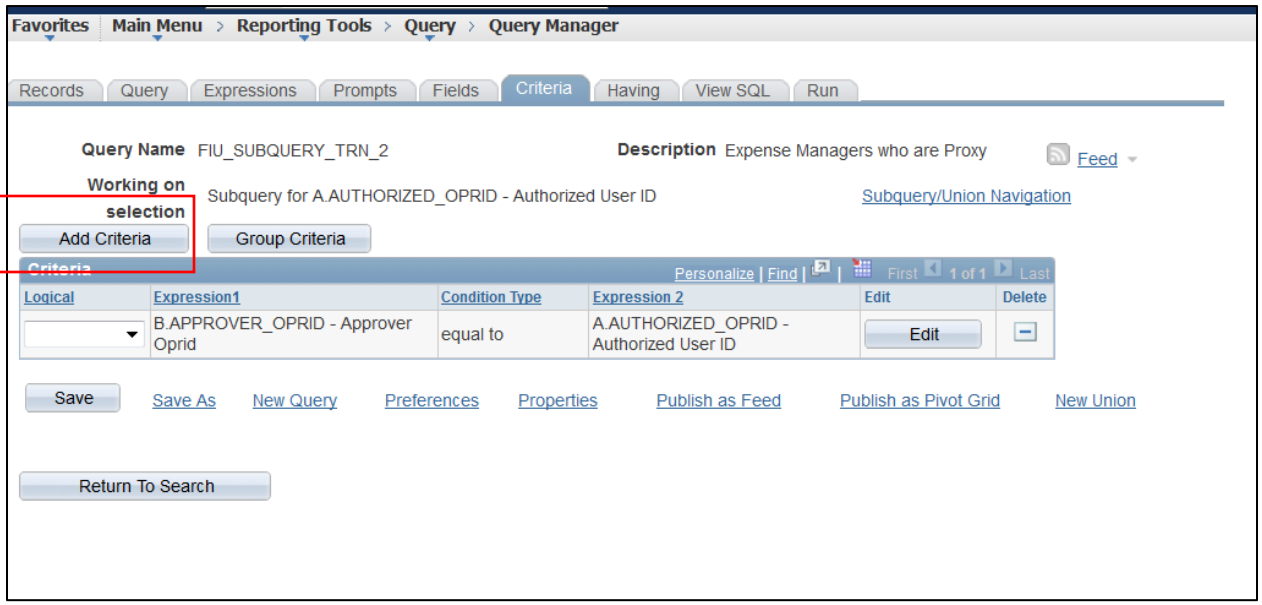


23. Click Run.

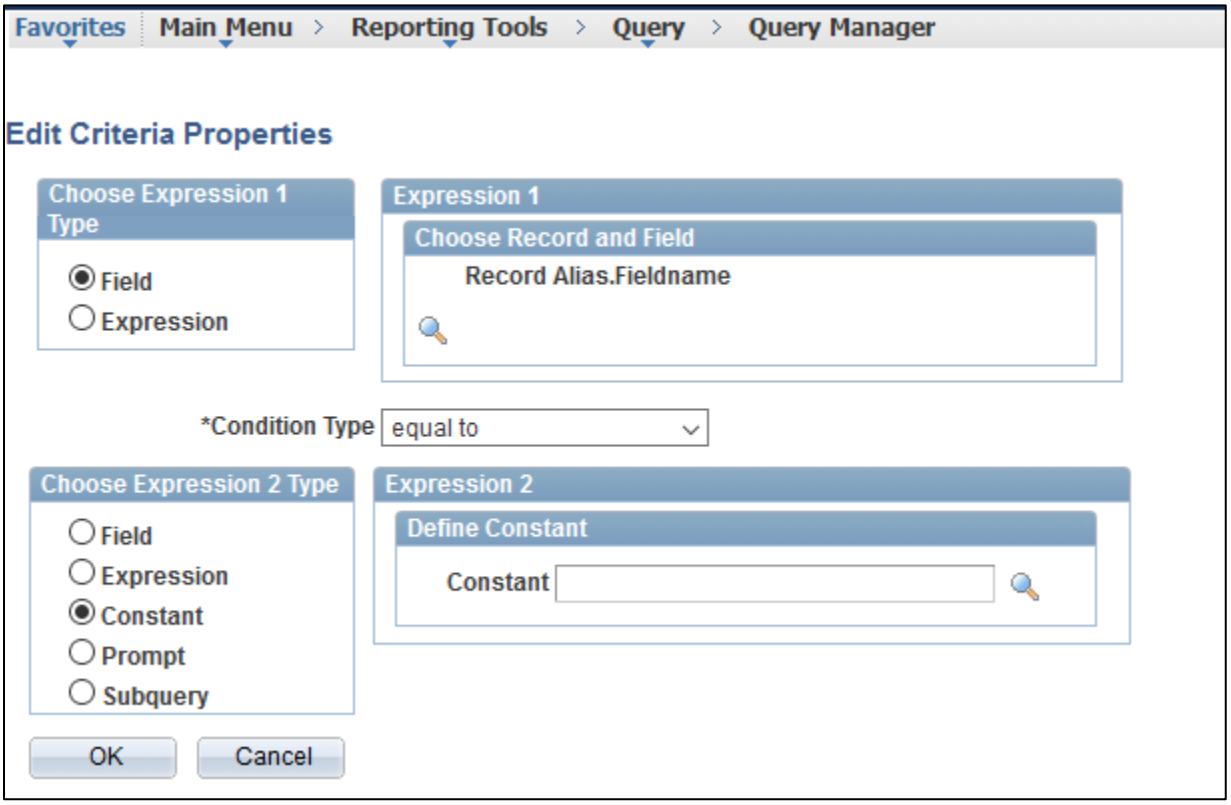


Results show there are 80 employees who are proxies and also Approvers. We are looking specifically for those who are not just approvers, but Expense Managers specifically.

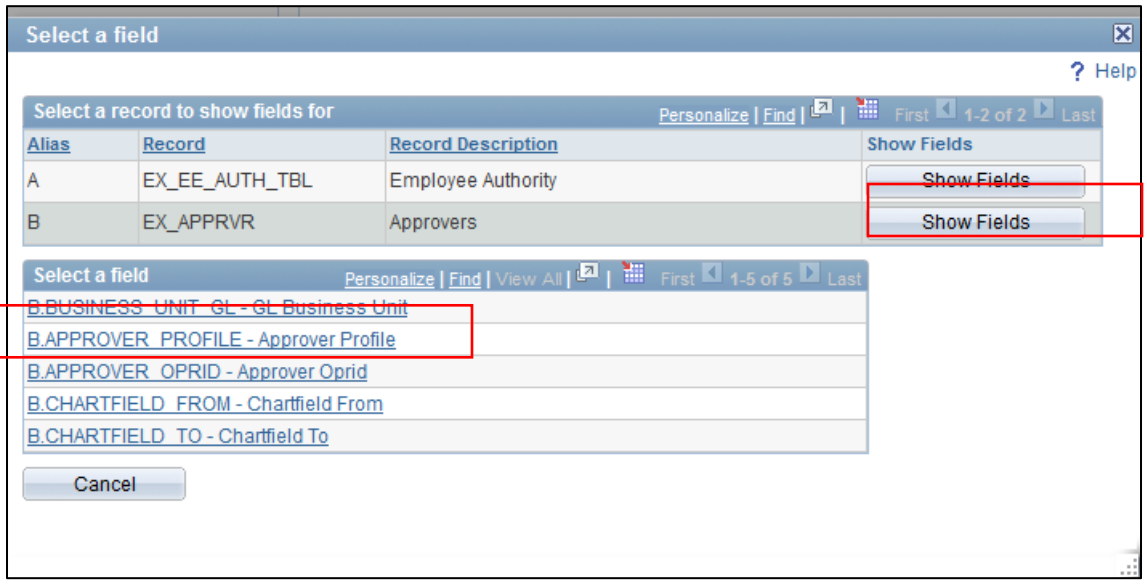
24. Click the Criteria Tab
25. Click Add Criteria



26. Use the lookup glass to view records in the Expression 1 box

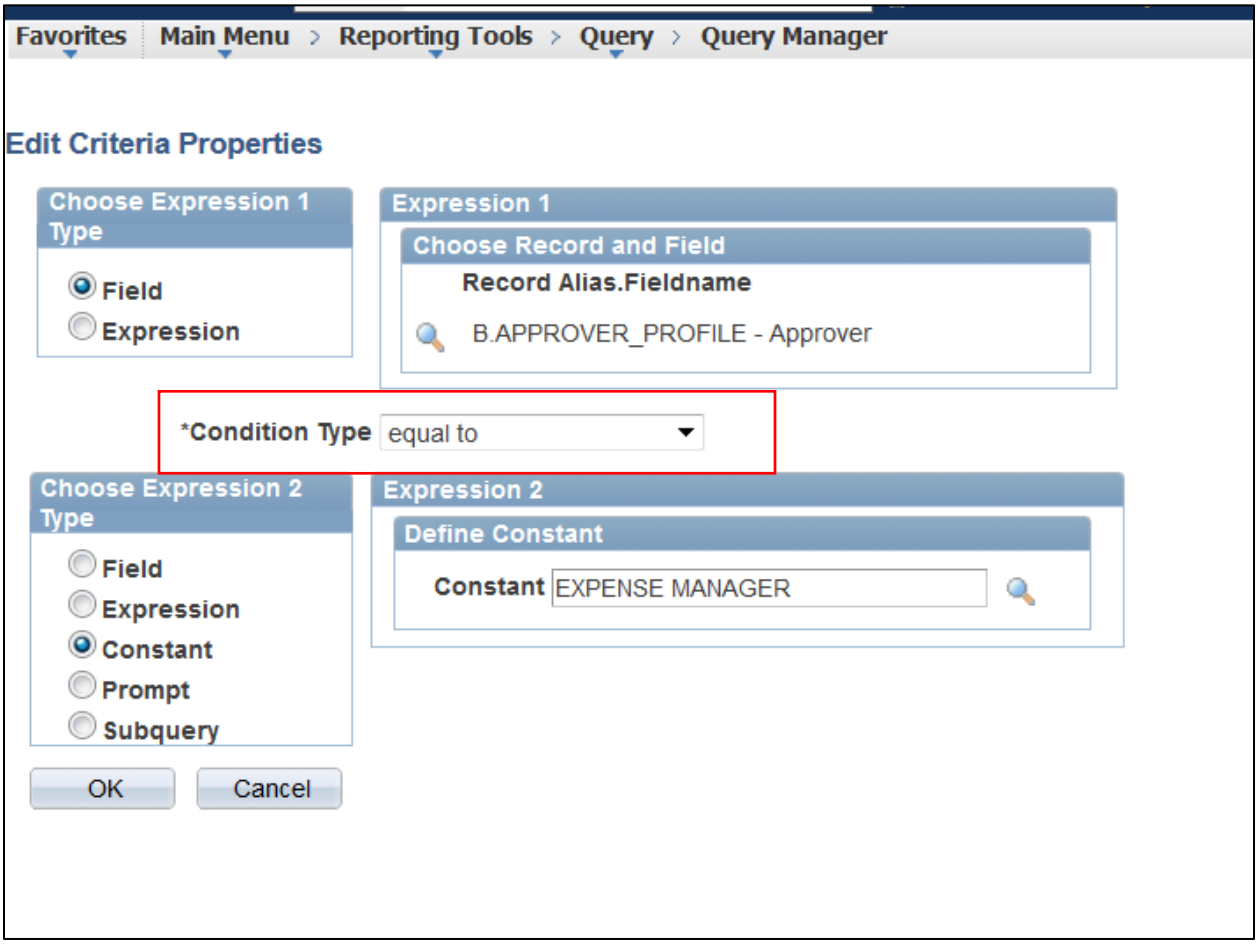


27. Choose Show Fields next to the B record
28. Choose APPROVER_PROFILE



29. Leave Condition type at equal to
30. Type “EXPENSE MANAGER” in the Constant box

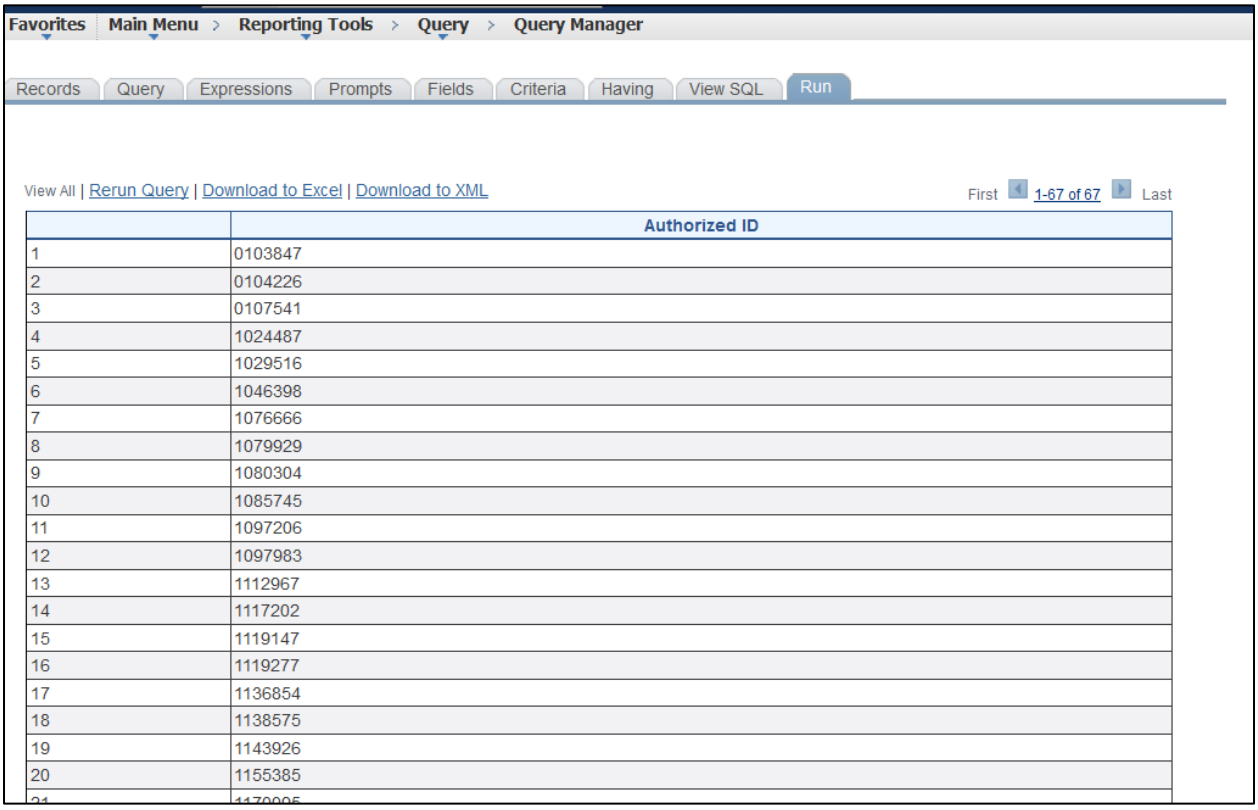
(The reason why we are isolating the Expense Manager approver type is because approvers can be HR Supervisors, Project Managers, etc.



31. Click Ok.

32. Click the Run tab.

Results show that though there are 80 employees who are proxies and approvers, only 67 of the 80 are actually Expense Managers.



	Authorized ID
1	0103847
2	0104226
3	0107541
4	1024487
5	1029516
6	1046398
7	1076666
8	1079929
9	1080304
10	1085745
11	1097206
12	1097983
13	1112967
14	1117202
15	1119147
16	1119277
17	1136854
18	1138575
19	1143926
20	1155385

Unions

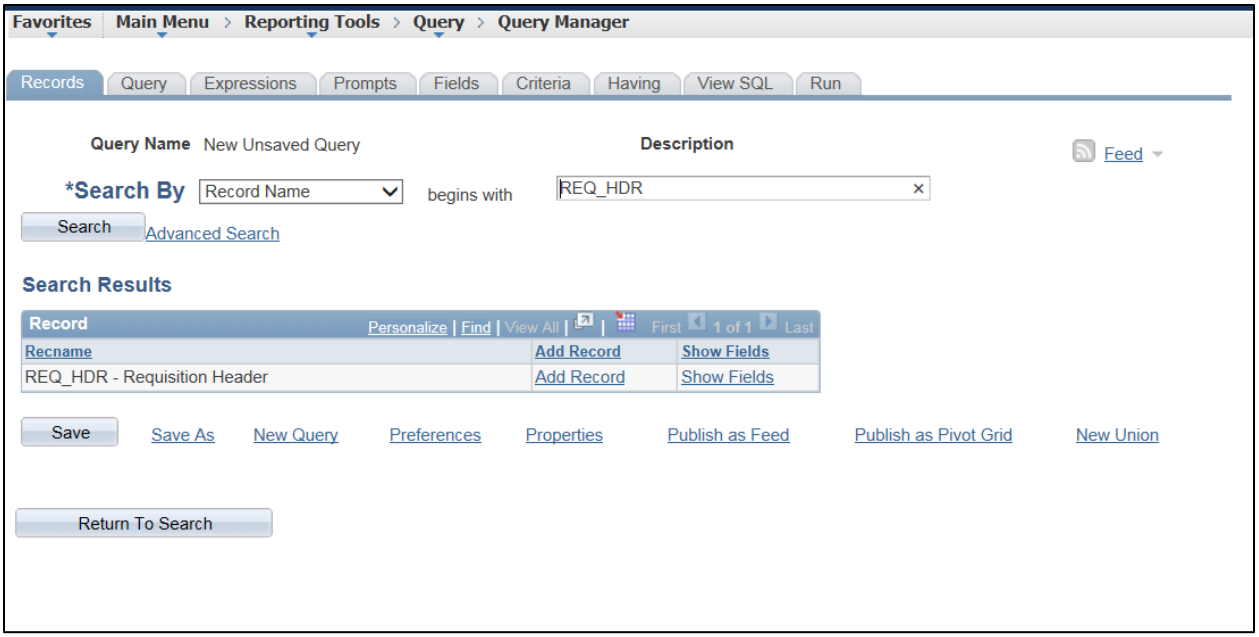
Unions enable you to get the results from two or more separate queries at the same time. You can create a union of multiple queries only when the queries have the following common elements:

- The same number of selected fields.
- The same data types for all fields.
- The same display order for the columns.

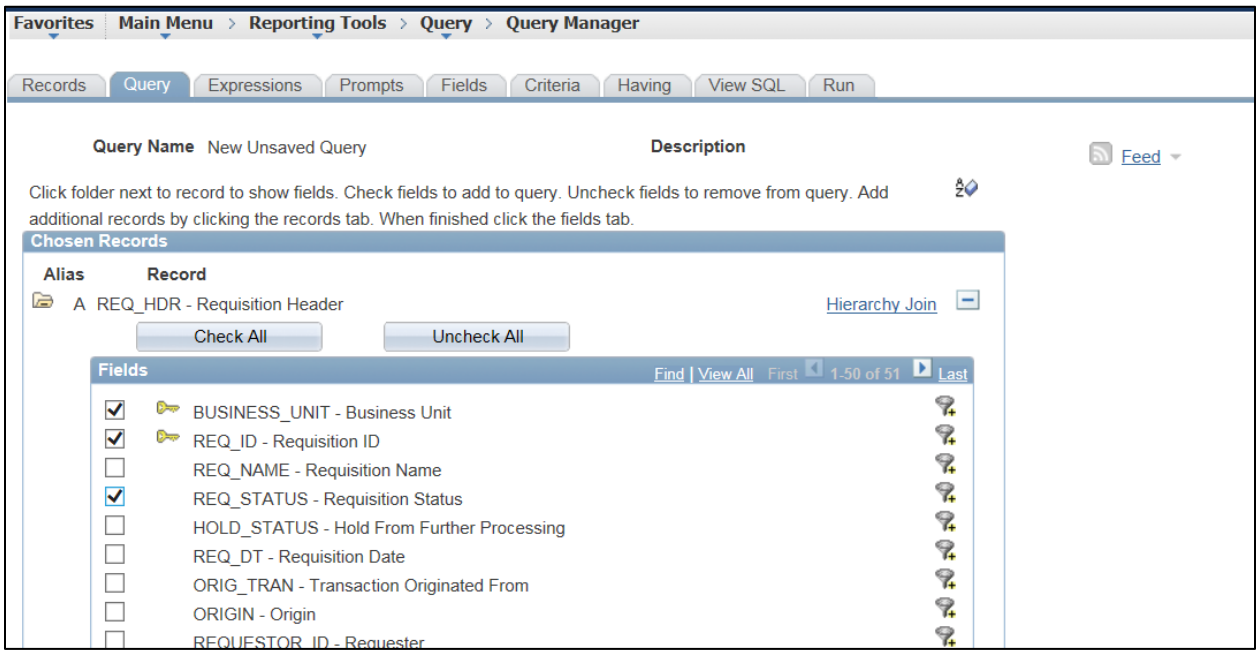
When you're working on a union, each individual selection looks like an independent query, and for the most part they are independent. However, the first selection in the union—the one that you started before clicking the New Union link—has a special status. PeopleSoft Query determines the ordering of the rows and columns based on what you specify for the first selection. It also uses the column headings that you defined for the first selection.

In this example, we are going to look at all Requisitions and their statuses and Purchase Orders and their statuses. Two queries: Req and statuses, PO and statuses.

1. Add REQ_HDR table



2. Choose the BUSINESS _UNIT, REQ_ID, and REQ_STATUS fields



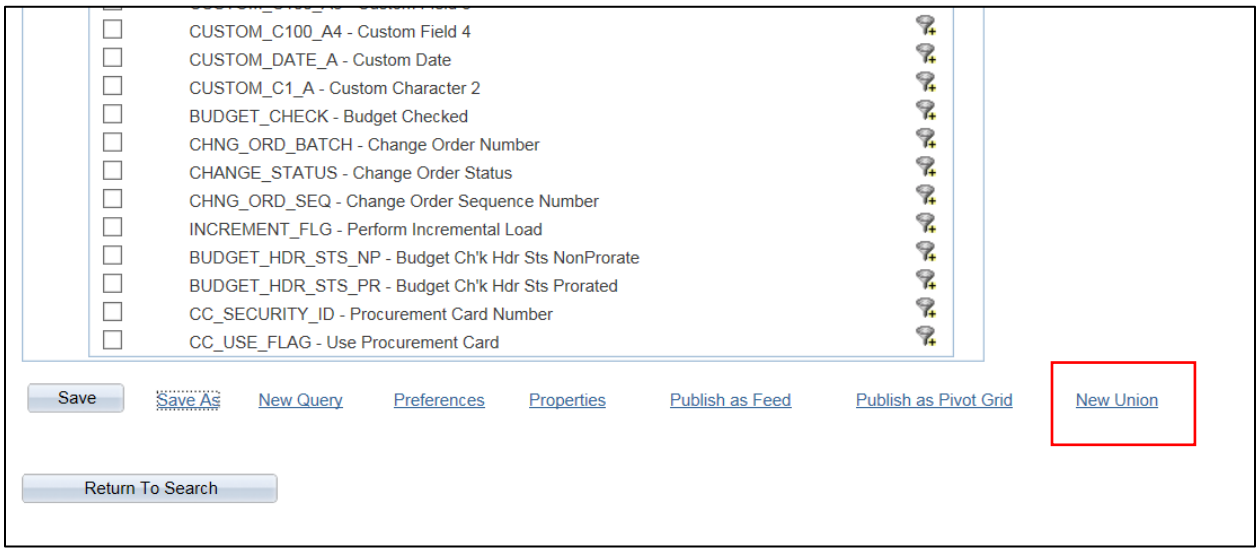
We choose the RQ HDR table first and choose the Unit, ID, and status field. 3 columns. When we UNION with the PO HDR table, we will choose the same number and same Type of columns. Note: enter a date criteria on both records to narrow down your results and for easier validation. In this example we have entered a 5 day range. (do we show again how to apply criteria?)

3. Scroll to the bottom of the screen and Save.

There are three tests before you can use UNION:

1. Do you have the same number of output columns? We do 3 and 3.
2. Do you have the same type? Yes, they are all Character format (ex: Char4)
3. Are they in the same display order? Yes: Business Unit, Doc ID, and Status

4. Click New Union

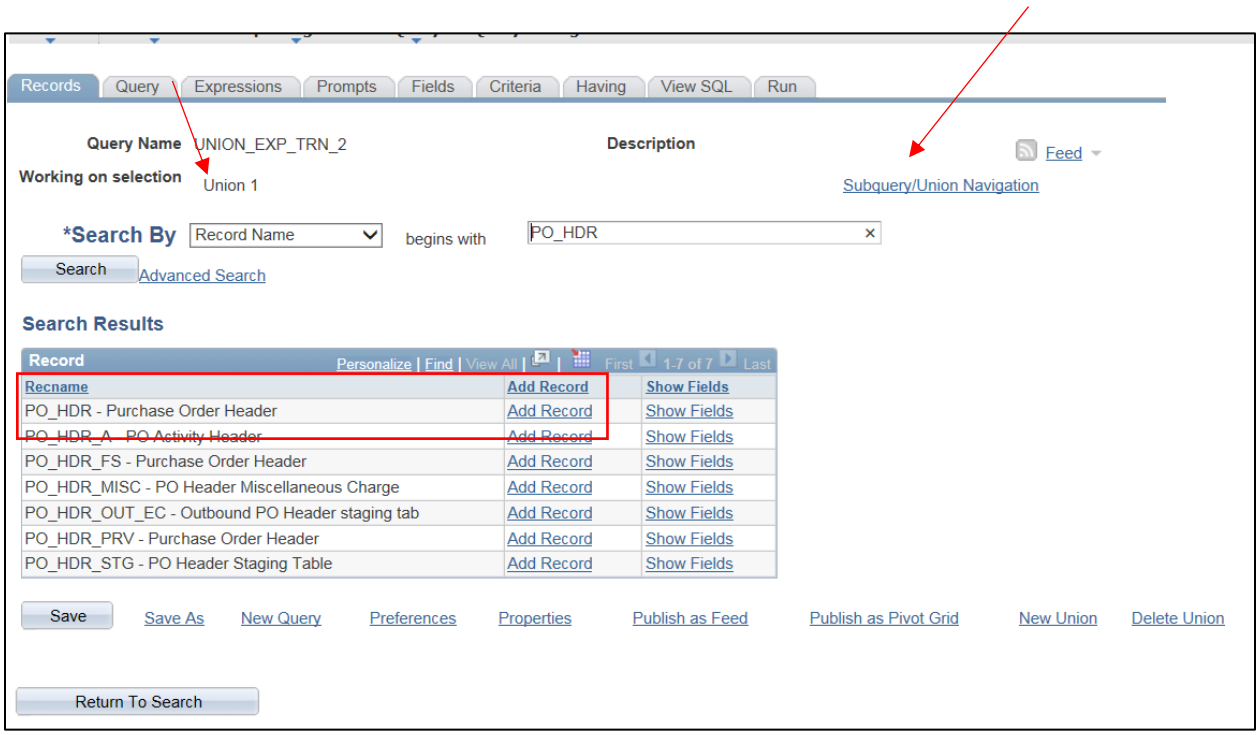


Additional options on the screen since choosing New Union.

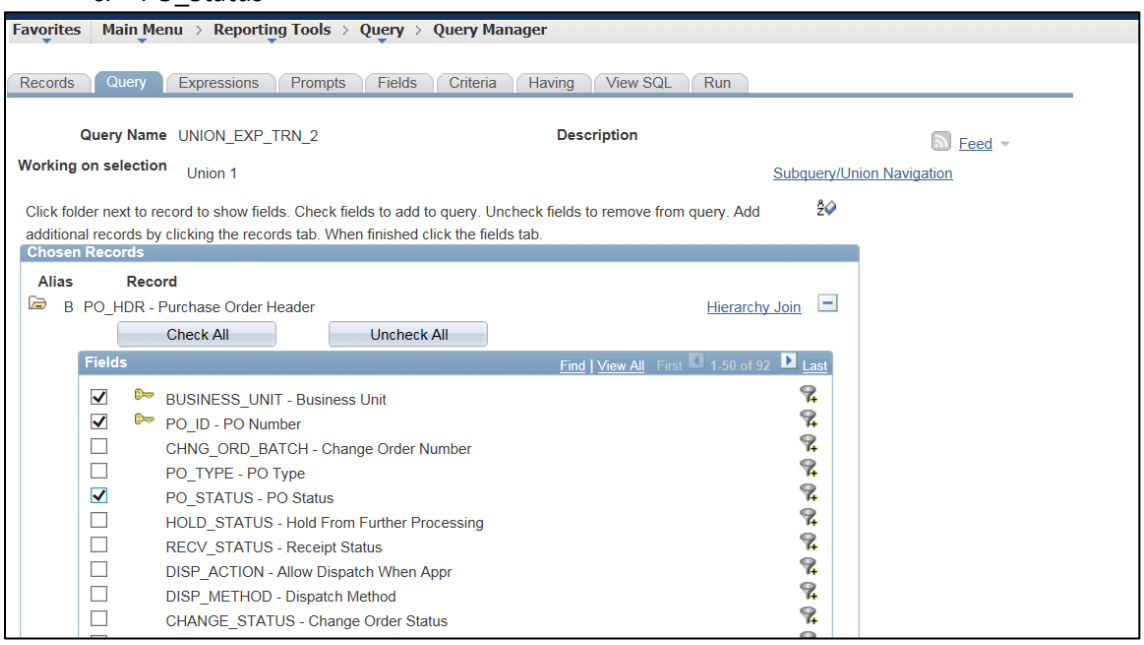
Working on Selection: indicates which record you are currently working.

Subquery/Union Navigation: allows you to toggle between both tables.

5. Search for the PO_HDR record
6. Choose Add Record next to PO_HDR

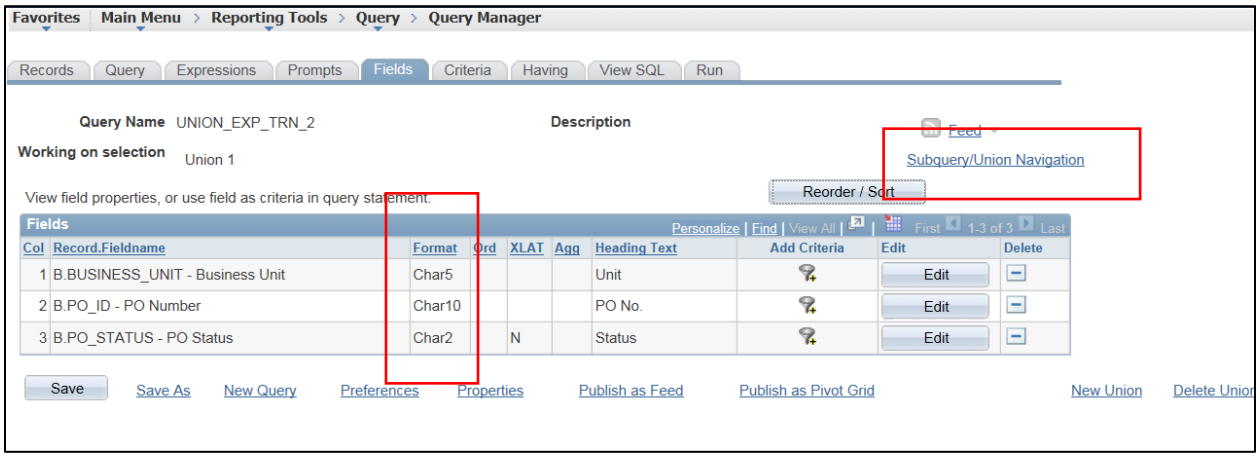


7. Select the same field types and in the same order.
    a. Choose Business Unit
    b. PO ID
    c. PO_Status

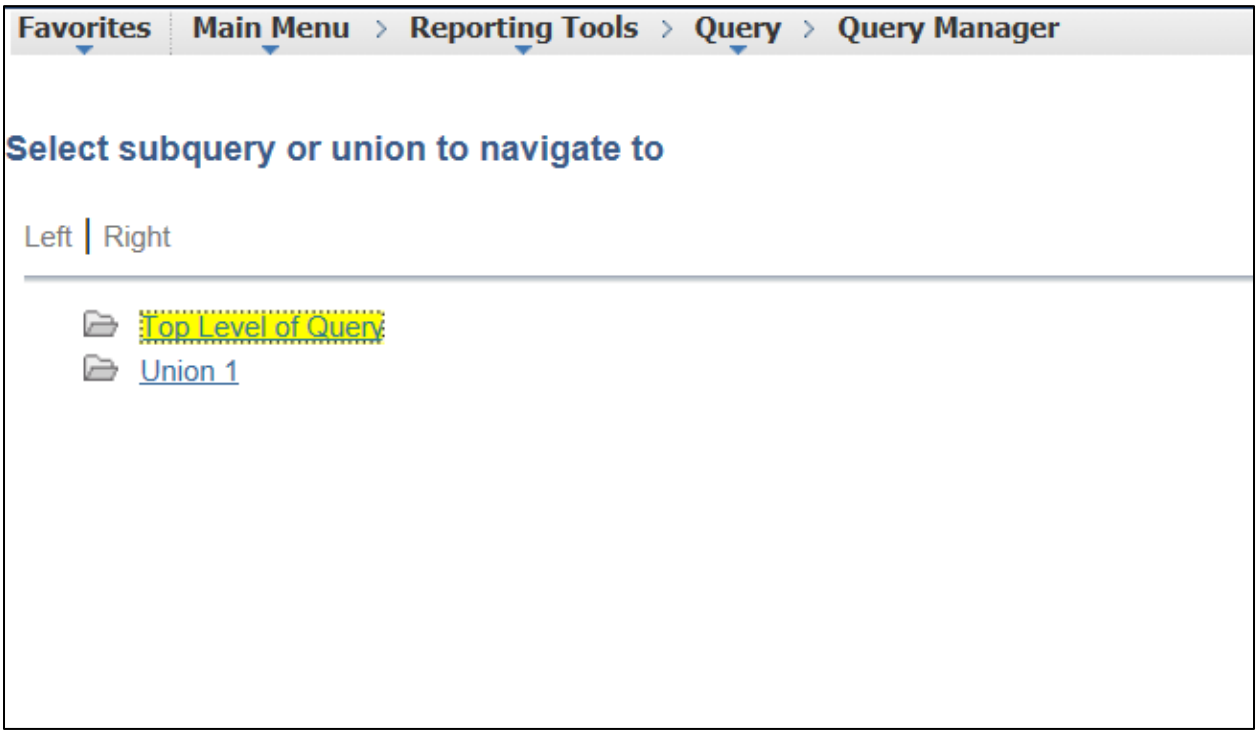


Each corresponding column must be of the same data.

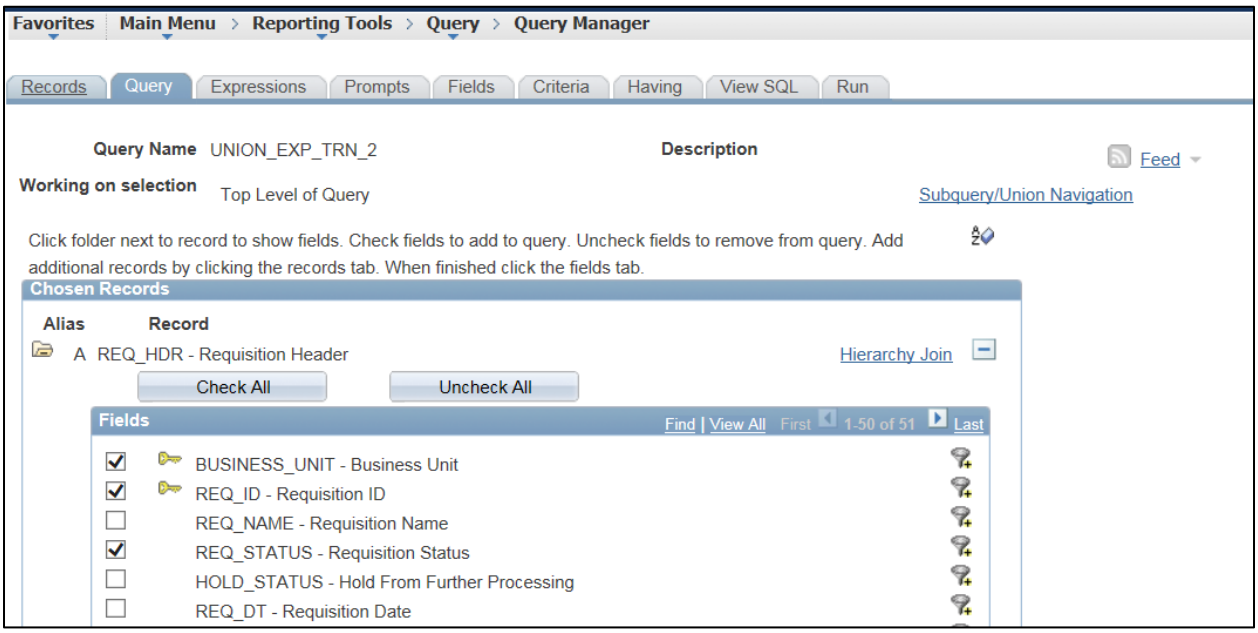
8. Choose the ENTERED_DT field and add the 5 day date range criteria
9. Click the Fields Tab to see the format of the fields on Record B (PO_HDR)

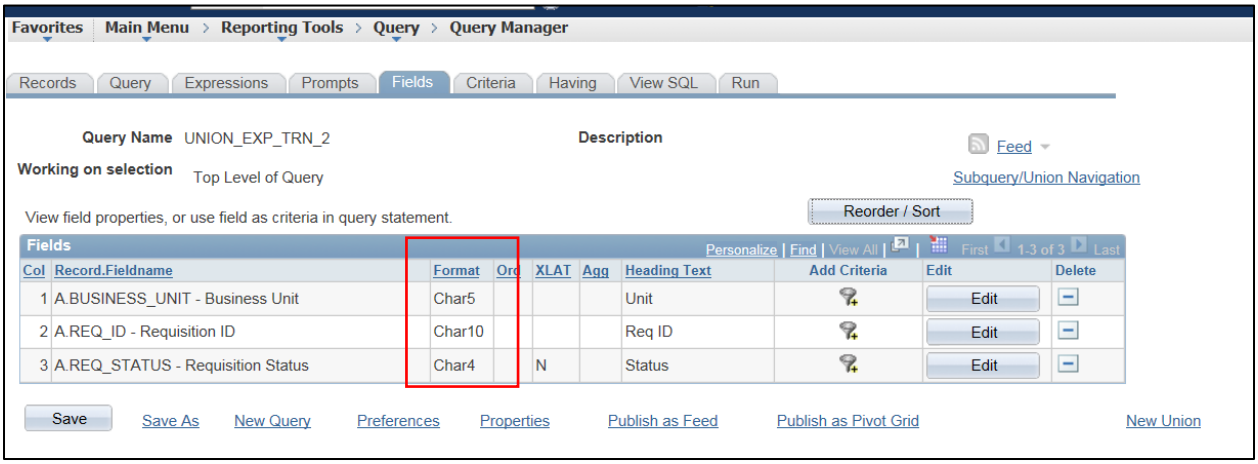


10. To view the format of Record A (REQ_HDR), click Subquery/Union Navigation.
11. Click Top Level of Query to see Record A.


Favorites
Main Menu
Reporting Tools
Query
Query Manager
Select subquery or union to navigate to
Left
Right
Top Level of Query
Union 1

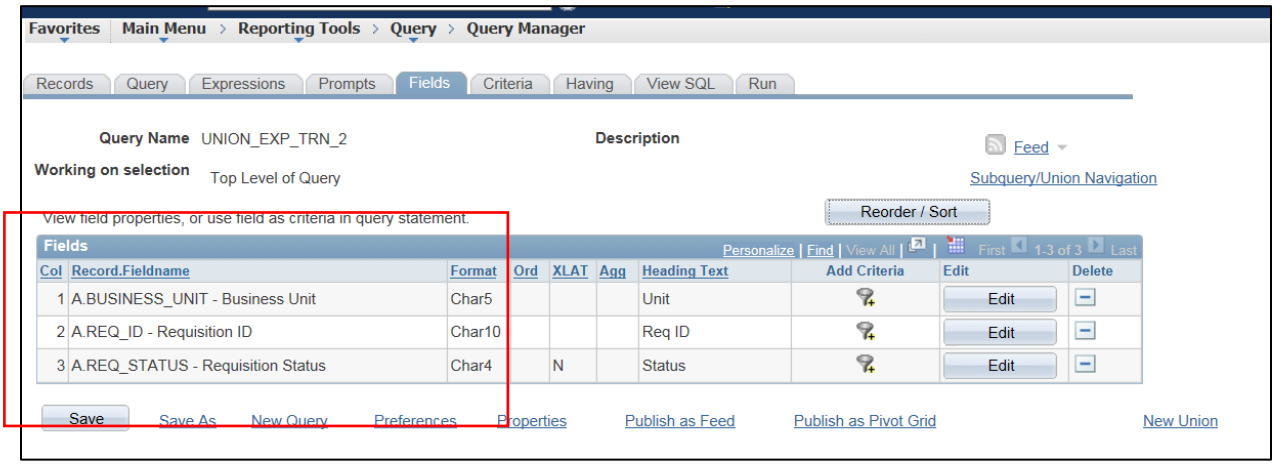
12. Record appears with Fields exposed. Click the Fields tab.



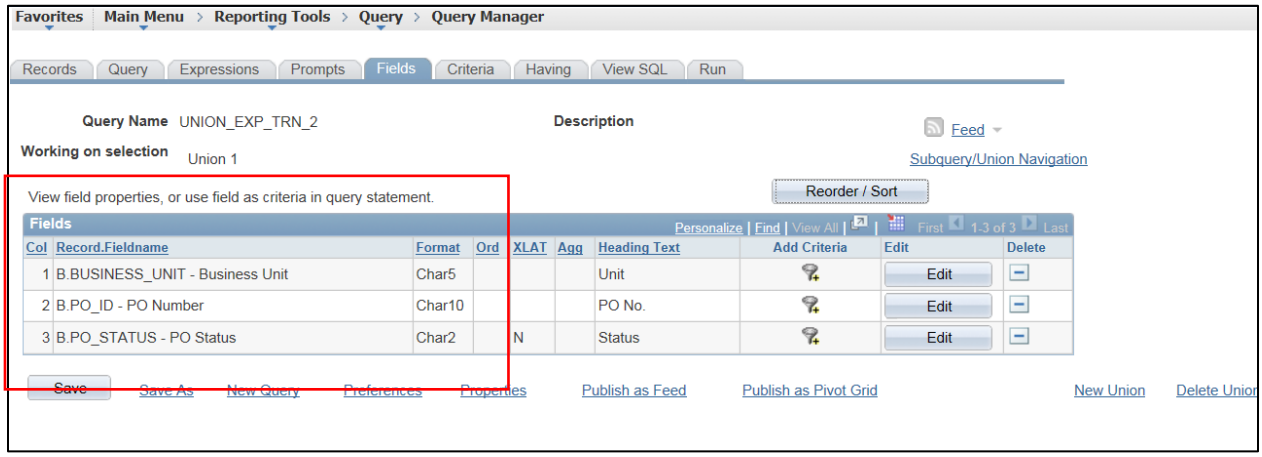


Let's look at both our fields tab together. Both tables' fields are using Character format (Char). The columns are in the same display order: Column 1 is Unit on both, 2 is ID on both, 3 is Status on both, and three fields have been selected on both records. .

RECORD A

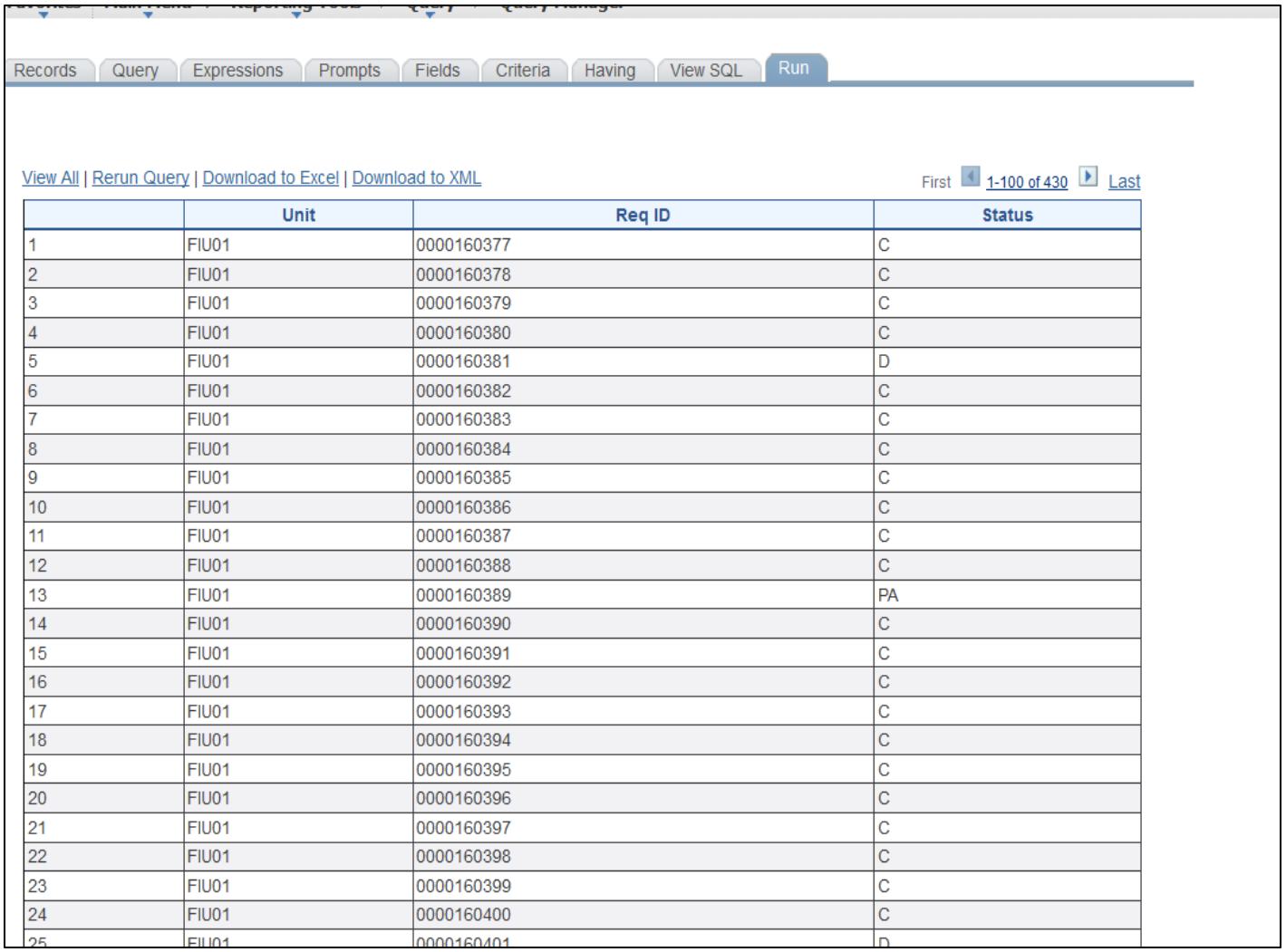


RECORD B

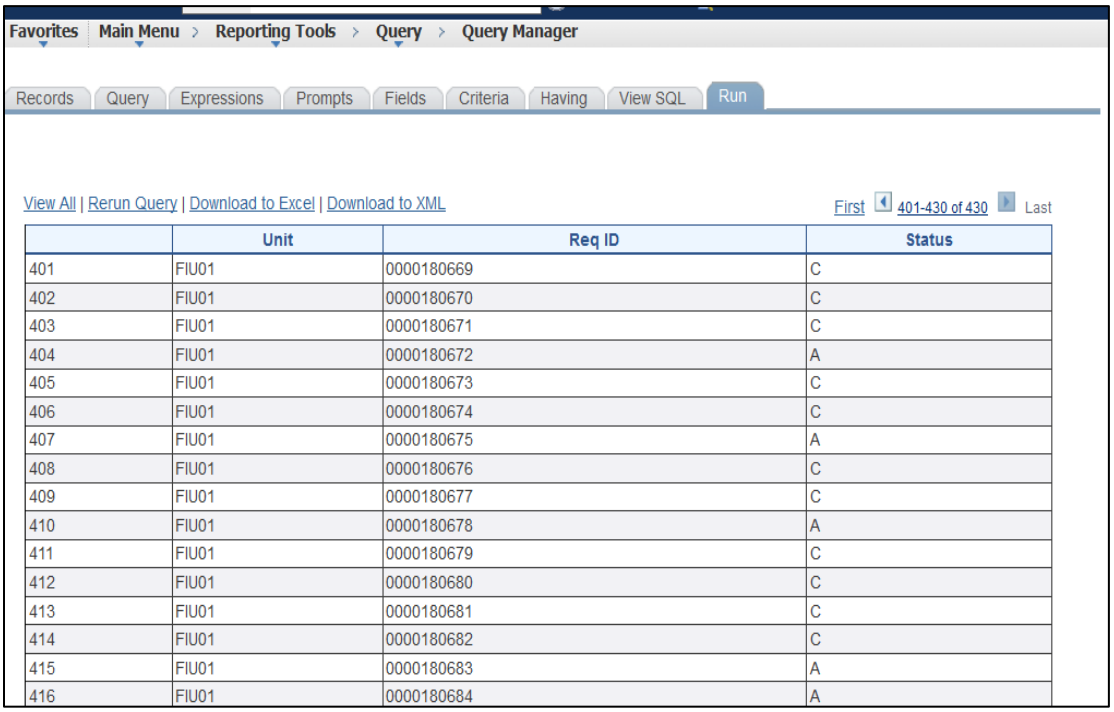


13. Click Run

Our results show 430 documents have been entered between our date parameters. Remember Union rules say that only the headings from the first record will appear. This is why Req ID remains as a heading throughout the results. (Should we mention that an Expression can solve that?)



	Unit	Req ID	Status
1	FIU01	0000160377	C
2	FIU01	0000160378	C
3	FIU01	0000160379	C
4	FIU01	0000160380	C
5	FIU01	0000160381	D
6	FIU01	0000160382	C
7	FIU01	0000160383	C
8	FIU01	0000160384	C
9	FIU01	0000160385	C
10	FIU01	0000160386	C
11	FIU01	0000160387	C
12	FIU01	0000160388	C
13	FIU01	0000160389	PA
14	FIU01	0000160390	C
15	FIU01	0000160391	C
16	FIU01	0000160392	C
17	FIU01	0000160393	C
18	FIU01	0000160394	C
19	FIU01	0000160395	C
20	FIU01	0000160396	C
21	FIU01	0000160397	C
22	FIU01	0000160398	C
23	FIU01	0000160399	C
24	FIU01	0000160400	C
25	FIU01	0000160401	D



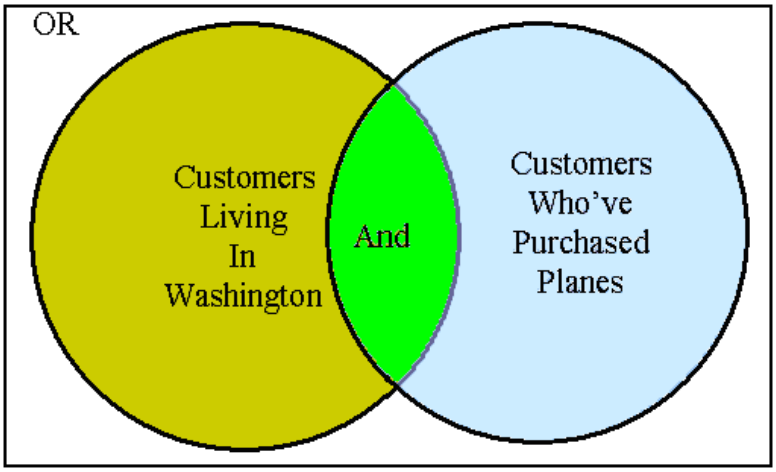
	Unit	Req ID	Status
401	FIU01	0000180669	C
402	FIU01	0000180670	C
403	FIU01	0000180671	C
404	FIU01	0000180672	A
405	FIU01	0000180673	C
406	FIU01	0000180674	C
407	FIU01	0000180675	A
408	FIU01	0000180676	C
409	FIU01	0000180677	C
410	FIU01	0000180678	A
411	FIU01	0000180679	C
412	FIU01	0000180680	C
413	FIU01	0000180681	C
414	FIU01	0000180682	C
415	FIU01	0000180683	A
416	FIU01	0000180684	A

Relating Multiple Criteria

Using PeopleSoft Query, you can relate multiple criteria in specific ways that you define using the AND, AND NOT, OR, and OR NOT operators. You can also group criteria using parentheses

Using "AND" "OR" Logical Operators

When you specify two or more selection criteria for a query, you must tell PeopleSoft Query how to coordinate the different criteria. For example, suppose you're querying the list of your customers and you've defined two criteria: one that selects customers from the state of Washington and another that selects customers who have purchased airplanes. You may want PeopleSoft Query to return only those rows that meet *both* conditions (customers in Washington who've purchased airplanes), or you may want the rows that meet *either one* of the conditions (*all* Washington customers plus *all* customers who've purchased airplanes).



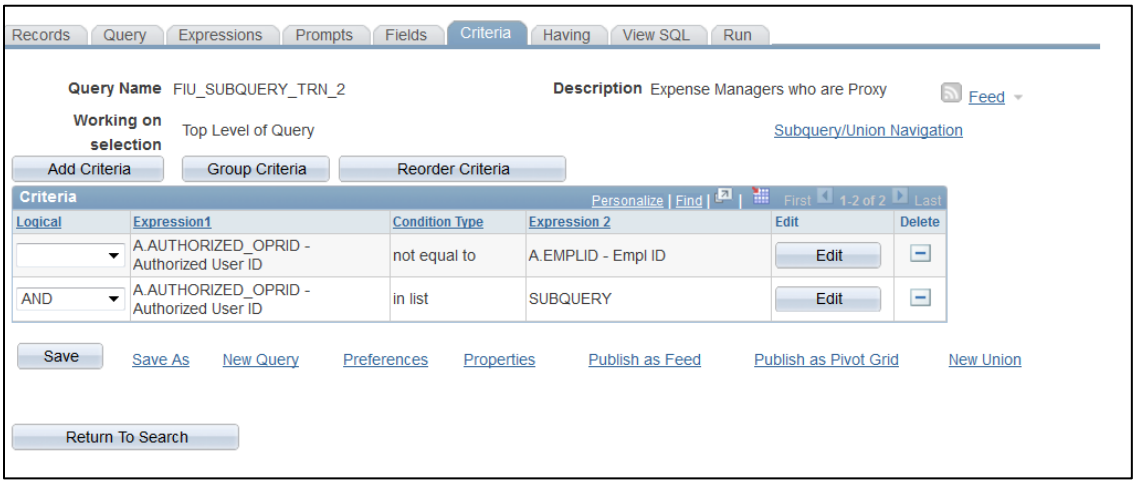
Rows returned by "AND" "OR"

When your query includes multiple criteria, link them using either AND, AND NOT, OR, or OR NOT. When you link two criteria with AND, a row must meet the first *and* second criterion in order for PeopleSoft Query to return it. When you link two criteria with OR, a row must meet the first *or* second criterion, not necessarily both. The AND NOT operator will return results on those rows that meet the first criteria and "exclude" the second criteria. The OR NOT operator will return results on rows that meet both criteria along with all rows that meet the second criteria.

By default, PeopleSoft Query assumes that you want those rows that meet all the criteria you specify. When you add a new criterion, PeopleSoft Query displays AND in the Logical column on the Criteria tab. To link the criterion using one of the other options instead, select the required option from the drop-down list.

In looking at the criteria relation of our Subquery example, we can 'read' the logic:

This query is looking for an Authorized ID that is not equal to the same value in the EMPL ID field and after meeting that first criteria, those Authorized IDs are in the same list of our subquery.



Validating Results

A query is defined as a request for information from a database. The queries and query types mentioned in this manual are **'select'** queries; select queries are data retrieval queries. When data is retrieved and results are displayed, the results should be validated.

While there is no defined step-by-step method of validation, there are a couple of things that a user can do to determine if the results are accurate.

Some helpful validation tips can be found below:

- Sometimes some queries should not have results but if there are a results it means that you have to run some process in order for the query not to have any results or change the results of the query. Example: Running Budget Checking, Voucher Posting, Payment Posting, Combo Build, Journal Edit.
- Sometimes some queries will tell you that there is an error and that a correction is needed in order to clear the results of the query, after correcting the error, re-run the query and it should yield different or no results. Example: correcting a Journal Entry that is in error status and changing the status to 'Valid'.

- Reconcile the accuracy of the query with the delivered pages where you know the data is accurate
- Reconcile the data with standard reports were you know the data is accurate (running delivered reports Ex :AP-Voucher Reports)

- If planning to combine two tables, run each table separately, for maybe one department, or an account, filter in Excel or v-lookup to compare the two, estimate how many rows to expect, and make sure that is what they get after they combine the tables

- Use one chartfield an follow it through the queries, when joining new tables, make sure all the data is there and nothing missing (for example same number of rows), and check which lines are missing and validate that the query is correct to exclude those lines

- Validate some transactions from query results comparing them with what is in PeopleSoft, making sure the fields match, for example that the PO line is open

Helpful Query Tips

- Use the Show Fields option
- Check all the fields and see what the output is by running the query
    - Which fields actually display data
    - What data is actually displayed
- Look at the Criteria, Records, and SQL language of another query that might do the same thing but with different documents
    - EX: If I have to build a query that answers: In whose queue is my Cash Advance? I will look at a “queue” query in the same module. Do we already have an Expense Report queue query?

APPENDIX

Frequently Used Records

VENDORS

VENDOR	**Vendor Header Table** - Main Vendor table which contains many important fields related to the vendor. (i.e. Vendor ID, Name, Address)
VENDOR_ADDR	**Vendor Address** - Address Information for each Vendor
VENDOR_LOC	**Vendor Location** - Location Information for each Vendor
VENDOR_WTHD_JUR	**Vendor Withhold Jurisdiction** - Withholding Information Populated (Important in 1099 Processing)

REQUISITIONS

REQ_HDR	**Requisition Header** - Header Record for Requisition
REQ_LINE	**Requisition Line** - Line Record for Requisition
REQ_LINE_DISTRIB	**Requisition Line Distribution** - Accounting Distribution for Requisition
REQ_LINE_SHIP	**Requisition Line Delivery Schd** - Shipment Details for Requisition
REQ_APPROVAL	**Requisition Approval** - Approval Information for Requisition
REQUESTOR_TBL	**Master Requester Table** - Requester Information

PURCHASE ORDERS

PO_HDR	**Purchase Order Header** - Header Record for Purchase Order
PO_LINE	**Purchase Order Line** - Line Record for Purchase Order
PO_LINE_DISTRIB	**PO Line Accounting Entries** - Accounting Distribution for Purchase Order
PO_LINE_MATCHED	**PO Line Billed Amounts** - Match Information for PO (Voucher, Receipt, PO)
PO_APPROVAL	**Purchase Order Approval** - Approval Information for Purchase Order
PO_LINE_SHIP	**PO Line Shipping Schedule** - Shipment Details for Purchase Order

RECEIPTS

RECV_HDR	**Receiver Header** - Receipt Header Table
RECV_LN_DISTRIB	**Receipt Accounting Entries** - Receipt Distribution Line
RECV_LN_ASSET	**Receiving Asset Interface Scrl** - Receipt Line Asset Information
RECV_LN_SHIP	**Receipt Shipping Schedule** - Receipt Shipment Information

ACCOUNTS PAYABLE

VOUCHER	**AP Voucher Header Table** - Header Record for Voucher
VOUCHER_LINE	**Voucher Line** - Line Record for Voucher
VCHR_ACCTG_LINE	**AP** Accounting Entries
DISTRIB_LINE	**Voucher Distribution Table** - Accounting Distribution for Voucher
GRP_AP	**AP Control Group Table** - AP Control Group Data

TRAVEL AUTHORIZATIONS

EX_TAUTH_HDR	**Travel Authorization Header** - Header Record for TA
EX_TAUTH_LINE	**Line Information** - Line Record for TA
EX_TAUTH_DIST	**Travel Authorization Dist** - Accounting Distribution for TA

EXPENSE REPORTS

EX_ACCTG_LINE	**Expenses Accounting Line –** expenses by accounting lines
EX_SHEET_HDR	**Expense Sheet Header** - Header Record for Expense Report
EX_SHEET_LINE	**Expense Report Line** - Line Record for Expense Report
EX_SHEET_DIST	**Expense Line Distributions** - Accounting Distribution for Expense Report

CASH ADVANCES

EX_ADV_HDR	**Advance Header** - Header Record for Advances
EX_ADV_LINE	**Advance Line** - Line Record for Advances
EX_ADV_DIST	**Cash Advance Distribution** - Accounting Distribution for Advances
EX_ADV_APPRVR	**Approvers** - Approval Information Related to Advances

EXPENSE APPROVERS

EX_ADV_HDR	**Advance Header** - Header Record for Advances
JOB	**EE Job History** - HR Manager Information

PAYMENTS

PAYMENT_TBL	**AP Disbursements** - Detail of each payment generated from the Accounts Payable Pay Cycle. Includes fields such as Check #, Payment #, Vendor Paid, Employee ID Paid (From Expenses), Address and Method of Payment, Payment Status (i.e. Cancelled, Scheduled)
PYMNT_VCHR_XREF	**Voucher Scheduled Payment** - Accounts Payable Detail (i.e. Voucher ID) related to a
EX_ADVNCE_PYMNT	**Advance Payment** - Cash Advance Detail related to a specific payment.
EX_SHEET_PYMNT	**Sheet Payment** - Expense Report Detail related to a specific payment.

GENERAL LEDGER (Ledger populated by GL Posting Process)

JRNL_HEADER	**Journal Header Data** - Header Record fo Important Fields include the following:JOU JOURNAL_DATE, JRNL_HDR_STATUS,BUDGET_HDR_ST DESCR254
JRNL_LN	**Journal Line Data** - Line Record for Jourr Important fields include the following: Jour Journal Line #, Department ID and Accour Other Chartfields), Budget Line Status, Dis Amounts, Budget Dates, Close Flag
LEDGER	**Ledger Data** - Summary of Balances by C by Fiscal Year, Accounting Period

STUDENT FINANCIALS

ITEM_SF	**Item Record**
ITEM_LINE_SF	**Line Items** Student Financials
ACCOUNT_SF	**Account Student Financials**
SF_ACCTG_LN	**Student Financials** Accounting Line
ITEM_TYPE_TBL	Item Type Table
GL_INTERFACE	**General Ledger** values for item types

COMMITMENT CONTROL (Populated by Budget Check process)

LEDGER_KK	**Ledger Data** - Summary of Balances by Chartfields by Fiscal Year, Accounting Period. Similar to LEDGER table with the additional field, for Budget Period.
KK_BUDGET_LN	**KK Budget Journal Line** - Budget Transfer and Budget Entry Journal Lines
KK_BUDGET_HDR	**KK Budget Journal Header** - Budget Transfer and Budget Entry Journal Header
KK_ACTIVITY_LOG	**KK budget activity record** - Transaction Accounting Details populated on this record when an Item is 'Budget Checked'.Each transaction is identified by KK Transaction ID
KK_SOURCE_HDR	**Comm. Cntrl. Source Hdr Table** - Associates the KK Transaction ID's with a more module specific Identifier, like a specific Voucher ID
KK_LIQUIDATION	**Comm. Cntrl. Liquidation Table** - For each KK Transaction ID, the amount remaining to be liquidated. (i.e. Amount of encumbrance remaining to be released for PO or TA)

BUDGET PREPARATION

FIU_POSTN_BUDGT	**Position Budget Reporting** - Position Budgets (Unique to FIU)
LEDGER_BUDG	**Budget Ledger Data** - Ledger for Last Year's Budget, Forecast and Requested budgets

CHARTFIELD TABLES

DEPT_TBL	**Departments** - Department Ids
PROJECT	**Projects** - Stores the Project information when a new Project is created, keyed by Business Unit (FIU01 - Grants & Construction only as of 7/1/12; FIU02 - Various)
GL_ACCOUNT_TBL	**Accounts - Accounts**
SPEEDTYP_TBL	**SpeedTypes -** Speedtypes
FUND_TBL	**Fund Table** - Fund Codes:E&G, AUX, C&G, Agencies, FA, Student Related Activities, and Concessions
CLASS_CF_TBL	**Class of Trade Table** - Class (Campus / Location) Codes: 1. Modesto A. Madique Campus 2. Biscayne Bay Campus 3. Broward 4. Pembroke Pines 5. Wolfsonian
PROGRAM_TBL	**Program Table** - PCS Codes \ Functional Component \ Program Codes
BUD_REF_TBL	**Budget Reference Table** - Budget Reference (Used by Construction ONLY as of 7/1/12)

ALTACCT_TBL	**Alternate Account** - Alternate Accounts established by the State of Florida for state accounting
COMBO_DATA_TBL	**ChartField Combo Data Tbl** - Contains Valid CF Combinations (or Invalid depending on Rule Definition)
CHARTFIELD1_TBL	**Activity Numbers**
CHARTFIELD2_TBL	**Cost PID**

ASSETS

BOOK	**Financial Book** - The table has the Financial Asset Book transactions. Important fields include BU, Asset #, Book, Begin_Depr_Dt
COST	**Asset Cost Transactions** - The table has the Asset Cost transactions Important fields include Asset #, Book, Group_Asset_ID, Category, Cost Type, Cost
INTFC_PRE_AM	**Pre-Interface Table to AM** - Table initially loaded with asset detail from other system. (i.e. Accounts Payable)
INTFC_FIN	**AM Interface-Financial** - Accounting Detail associated with asset initially loaded into Asset Management
ASSET	**Asset General Information** - The primary Asset table populated when an asset is created. Important fields include: Asset #, Tag, Description, Acquisition dates, Serial #, Profile
DEPRECIATION	**Depreciation Transactions** - The table has the Depreciation transactions. Important fields include the following:BU, Asset #, Book, Start_PD, End_PD, Trans_Dt
ASSET_ACQ_DET	**Asset Acquisition Detail** - Asset Acquisition Detail
ASSET_NBV_TBL	**Asset NBV Reporting Table** - Asset Net Book Value Detail

SUB-MODULE INTERFACE TABLES (STAGING TABLES) - Prior to Journal Generation

VCHR_ACCTG_LN	**AP Accounting Entries** - Accounts Payables (Vouchers)
EX_ACCTG_LINE	**Expense Accounting Line** - Travel & Expenses (Cash Advances \ Expense Reports)
DIST_LN	**AM Accounting Entries** - Asset Management (Assets)
CA_ACCTG_LN_PC	**Accounting line tbl for CA/PC** - Contracts (Grants Billing)
BI_ACCT_ENTRY	**Billing Account Entry table** - Billing (Grants Billing)
ITEM_DST	**Customer Item Distribution** - Receivables (Grants Receivables \ Payments)
PAY_MISC_DST	**Non Customer Payment Distrib** - Receivables (Grants Payments)
SF_ACCTG_LN	**Student Financials Acctg Line** - Student Financials (including Cashiering)
HR_ACCTG_LINE	**Payroll Accounting Line** - Payroll (PSFT HR\Payroll on 1/1/2012)
JGEN_ACCT_ENTRY	**JrnlGen Accounting Entry Table** - Pinnacle (Telecommunications)

GRANTS SPECIFIC

CONTRACTS \ GRANTS

CA_DETAIL_DST	**Contract Distribution Detail** - Links Projects to Contracts/"Awards"
CA_CONTR_HDR	**Contract Header** - Line Record for Purchase Order
PROJECT	**Projects** - Stores the Project information when a new Project is created, keyed by Business Unit (FIU01 - Grants & Construction only as of 7/1/12; FIU02 - Various)
PROJ_RESOURCE	**Project Resources** - Gives the Budget and expense Information for every project in the system
GM_AWARD	**Award Parent Record** - Header Record for Award
GM_PROPOSAL	**Grants Proposal** - Header Record for Proposal

BILLING

BI_HDR	**Bill Header** - Header record for Customer Bill
BI_LINE	**Bill Lines** - Line Information for customer bills

RECEIVABLES

ITEM	**Customer Items** - Header Record for Receivables Items
ITEM_ACTIVITY	**Customer Item Activity** - Detail Line information for Receivables Items
ITEM_DST	**Customer Item Distribution** - Item Chartfield Distribution

PAYMENTS

DEPOSIT_CONTROL	**Deposit Control Information** - List the Customer Deposit Information (Deposit BU and Deposit ID are Keys)
PAYMENT	**Payments** - Payment information for the Customers (Customer Payments\Receipts)
PAYMENT_ID_CUST	**Payment Customer Identification** - Payment Customer Information
PAYMENT_ID_ITEM	**Payment Item Identification** - Payment Item Identification

CUSTOMERS

CUSTOMER	**Customer Header Information** - Header for Customer Data
CUST_ADDRESS	**Customer Address Detail** - Customer Address Information
CUST_CONTACT	**Customer Contact Detail** - Customer Contact Information
CUST_DATA	**Customer Info / Balances** - Customer Details such as Customer Balance, Last Payment, Last Aged
CUST_AGING	**Customer Aging** - Customer Details such as Aging Id, Aging Amount, Count, etc.

Useful Queries by Module

Purchasing Requisitions

Query Name	Description
FIU_REQ_ENTERED_BY	Requistion list by Userid
REQUISITION_WORKFLOW_ROUTING	Requisition Routing
FIU_REQ_APPROVER_LISTING	All Approvers Assoc. To A Req
FIU_REQ_APPROVAL_HIST_BY_DEPT	Req. appr hist sourced to POs
FIU_PO_CATEGORY_LIST2	PO CATEGORY LIST (Eff/Acct)
FIU_PO_DEPT_PYMNT_VENDOR	Total paid by a dept by Catego
FIU_PO_LIST_BY_VENDOR	List of PO's Prompt by Vendor
FIU_PO_TO_VENDOR	PO's ISSUED TO A GIVEN VENDOR

Purchasing – Purchase Orders

Query Name	Description
FIU_FSSS_APPR_REQ_NOT_SOURCED	Requisition that has not sourced to an approver
FIU_FSSS_APPROVED_REQUISITIONS	List of Appr Reqs by Approver
FIU_FSSS_APPROVERS_FOR_REQS	Reqs Approvers and Requestors
FIU_FSSS_MULTIPLE_PO_SRC_ISSUE	Requisitions to many POs
FIU_FSSS_OPEN_PO_BY_ACT_PROJ	POs by Dept or Activity or Proj
FIU_FSSS_OPEN_REQS	Open Reqs within specific date
FIU_FSSS_PO_BLANK_CF2	PO for 651,652 blank CF2
FIU_FSSS_PO_BY_FUND	View PO by FUND
FIU_FSSS_PO_BY_MDC_ZIP_CODE	View PO by Miami Dade County Zip code
FIU_FSSS_PO_CAT_ASSIGNED_BUYER	PO Category - Assigned Buyers
FIU_FSSS_PO_CATEGORY_LIST	PO CATEGORY LIST
FIU_FSSS_PO_CF_FIU_DEACTIVATIO	
FIU_FSSS_PO_CORRECT_CF	List of POs with correct CF
FIU_FSSS_PO_CYCLE_TIME	
FIU_FSSS_PO_DIST	List of POs by Status
FIU_FSSS_PO_DISTRIB_SCHEDULE	PO_DISTRIBUTION_SCHEDULE
FIU_FSSS_PO_NON_US_SUPPLIERS	Vndrs Classified as Foreign
FIU_FSSS_PO_REPORT_COMM_2	
FIU_FSSS_PO_REPORT_COMMENTS	
FIU_FSSS_PO_REQUESTOR_ISSUE	Location set to SEE BELOW
FIU_FSSS_PO_REV_CONTRACT	Productivity by Fund
FIU_FSSS_PO_REV_CONTRACT2	Productivy by Fund - Voucher
FIU_FSSS_PO_SPEND_MARKETING	
FIU_FSSS_PO_VNDR_OVER_2	Specific Vendors - Catering
FIU_FSSS_REQ_AUTO_APPR_ISSUE	
FIU_FSSS_REQ_BUDGET_BP	List of negative pre-enc
FIU_FSSS_REQ_BUDGET_ISSUES	Reqs not captured in req roll
FIU_FSSS_REQ_DIST	List of Requisitions by Status
FIU_FSSS_REQ_SOURCE_STATUS	Stuck Reqs in Sourcing WB
FIU_FSSS_REQ_WF_ORG_DEPT	Requisition Routing By Dept ID
FIU_FSSS_REQ_WF_ORG_PID	Requisition Routing By Userid
FIU_FSSS_REQ_WF_ROUT_BY_APPROV	Requisition Routing by User ID
FIU_FSSS_REQS_BLANK_CF2	Apr Reqs for 651,652 blank CF2
FIU_FSSS_REQS_BUDG_ERRORS	To Identify Req in Budg Error
FIU_FSSS_REQS_DISTRIB_LINE	Reqs-GL unit other than FIU01
FIU_FSSS_REQS_ISSUE	Reqs missing GL Account
FIU_FSSS_REQS_ROLL_2014	List of Req Distribution Lines
FIU_FSSS_REQS_STUCK_IN_WF	Requisition Routing to POTIDAL
FIU_FSSS_STUCK_PO	POs stuck in batch process

Purchase Orders cont.

Query Name	Description
FIU_COB_REQ_PO_VOUCHER	REQ workflow
FSSS_REQ_AUTO_APPR_ISSUE	
FIU_COB_REQ_PO_VOUCHER3	REQ workflow
FIU_KK3_REQ_ISSUES	REQs with Duplicate Activity
FIU_KK4_PO_ISSUES	POs with Duplicate Activity
FIU_KK5_REQ_STUCK_IN_PROCESS	Requisitions Stuck In Process
FIU_KK6_PO_STUCK_IN_PROCESS	Purchase Ord Stuck In Process
FIU_OPEN_ENC_BY_PO	Open Encumbrances Prompt by PO
FIU_OPEN_ENC_RPT_PO	Open Encumbrance Rpt by PO
FIU_ORIGINAL_BUYER_ON_PO	Original Buyer Assigned to PO
FIU_PENDING_REQS_FRGN_VENDORS	Pending reqs with foreign suppliers
FIU_PO_ALL	All PO's entered in PS
FIU_PO_APPROVAL_HISTORY	Approval Instance by PO
FIU_PO_APPROVAL_TIME	TIME IT TAKES TO APPROVE A PO
FIU_PO_APPROVED_VENDORS	VENDORS THAT ARE APPROVED
FIU_PO_APPROVED_VENDS_ALL	ALL VENDORS THAT ARE APPROVED
FIU_PO_APPROVER_SEC_ROLES	PO Approver Roles for PS Users
FIU_PO_AUTHS_NOT_REQUESTERS	Apprs not setup as Requesters
FIU_PO_BUDGETERRORS	POS WITH BUDGET ERRORS
FIU_PO_CANCELLED	PO THAT ARE IN CANCELLED STATU
FIU_PO_CATEGORY_ACCOUNT	Category / Account Listing
FIU_PO_CATEGORY_ACCOUNT_PROMPT	Category / Account Listing
FIU_PO_CATEGORY_LIST	PO CATEGORY LIST
FIU_PO_CATEGORY_LIST2	PO CATEGORY LIST (Eff/Acct)
FIU_PO_CLOSE_CANCEL_BGT_ISSUES	PO IS CLOSE,CANCEL & BGT ISSUE
FIU_PO_CO_OPEN_OR_PENDING_APPR	CO THAT ARE OPEN OR PENDING AP
FIU_PO_CO_TO_BE_WORKED_ON	CO THAT NEED TO BE WORKED ON
FIU_PO_DEPT_PAY_VENDOR	Total paid by a dept to vendor
FIU_PO_DEPT_PYMNT_VENDOR	Total paid by a dept by Category #

Accounts Payable

Query Name	Description
FIU_AP_FOREIGN_VENDORS	FIU_Foreign Vendors
FIU_AP_VOUCHER_SEARCH	FIU_AP_VOUCHER_SEARCH
FIU_PO_LOOKUP_BY_VCHR	FIND A PO USING VCHR NO
FIU_PO_APPROVED_VENDORS	VENDORS THAT ARE APPROVED
FIU_VENDOR_LOOKUP	Vendor Lookup
AP_VOUCHER_LOOKUP	AP voucher entry status
VOUCHER_RECEIPT	List Receipts per Voucher
VCHRS_ENTERED_BY_DATE	Vourcher prompts by Acctg date
FIU_FS_AP_LIAB	Financial Statement AP Liabili
FIU_FSSS_AP_BUDG_ISSUE	
FIU_FSSS_AP_DIST	
FIU_FSSS_AP_DSO_PYMT_HANDLING	
FIU_FSSS_AP_ERROR_ENTRY_ST_REP	AP Entry Status Error Report
FIU_FSSS_AP_JRNL_LINES_IN_ERR	AP Journal lines in error
FIU_FSSS_AP_OUTSTANDING_VCHRS	Unpaid Vouchers by GL BU
FIU_FSSS_AP_PYMT_FLAGS	
FIU_FSSS_AP_PYMT_REGISTER_UNIT	AP_Payment Register _FIU_Unit
FIU_FSSS_AP_UNPOSTED_VCHRS	Vouchers Unposted by Bus Unit
FIU_FSSS_AP_VCHR_ACCTG_LN	
FIU_FSSS_AP_VCHR_ACCTG_LN_FSSS	
FIU_FSSS_AP_VCHRS_NOT_BUDGCHEC	AP Vouchers not budget checked by BU# within a cretian date range
FIU_FSSS_AP_VCHRS_NOT_IN_GL	Vouchers using Fund 651, 652
FIU_FSSS_AP_VCHRS_NOT_POSTED	Vourchers using Fund 651,652
FIU_FSSS_AP_VCHRS_NOTPOSTED	
FIU_FSSS_AP_VNDR_DUP_INVOICE	DRAFTING QUERY IN PROGRESS
FIU_FSSS_DSO_AP_PYMT_REGISTER	List for specific Projects
FIU_FSSS_STUCK_VCHR	Voucher in Batch Process
FIU_FSSS_VCHR_APPL_TO_PREPAY	
FSSS_APVOUCHER	

Smart Billing

Query Name	Description
FIU_SB_JOURNAL_LOOKUP	SMB Journal by invoice #
FIU_SB_LOOKUP_BY_JOURNAL_ID	Invoice look-up by Journal ID
FIU_SMARTBILLS	View SMB status

Asset Management

Query Name	Description
ASSETS_BY_UNIT_AND_DEPT	List My Department's Assets

Travel and Expense

Query Name	Description
FIU_FSSS_ASSOCIATED_TRAVELAUTH	provides the Expense Report number that was attached to a Travel Authorization, includes prompt that requires a TA#.
FIU_FSSS_ER_QUEUE	provides in who's queue Expense Report is residing for approval, includes prompt that requires an ER#.
FIU_FSSS_TE_KK_BDGT_EXCEPTIONS	provides a list of TA and ERs with budget exceptions and type of budget error.

Credit Card Solutions

Query Name	Description
FIU_FSSS_CC_DATA_BY_DEPT	cardholders by department ID
FIU_FSSS_CC_PCARD_STATEMENTS	statements by cardholder ID
FIU_ADV_PCARD_BY_ACT	view Pcard details by Activity
FIU_FSSS_PCARD_DETAILS	detail transactions by cardholder ID
FIU_FSSS_PCARD_DIST	List of CC by status
PCARD_HOLDER_APPROVERS	list of CC holders and their approvers

General Ledger & Reporting

Query Name	Description
FIU_SPEEDTYPE_COSTPID	Enter account Number get Cost PID associated
FIU_CF1_DEPT_EXPMGR	Activity numbers with expense managers
FIU_ACTIVITIES_IN_DEPT	Activity numbers rolling into department
FIU_GL_ACTIVE_SPDTP_CF1_PROJ	SpeedType/Active CF1&Project
FIU_GL_ACCOUNT_LIST	List of FIU Accounts
FIU_BUDGETARY_ACCOUNT_ROLLUP	ACTUALS – EXPENSE Accounts mapped to BUDGET Accounts and the Category the accounts fall under in the DT Report.