PSFIN V8.9 Training

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

Prepared for University of West Georgia

Participant Guide

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Introduction

Training Focus

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

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

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

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

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

PSFIN Web Query

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

Training Schedule

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

- 9:00 AM – Advanced Selection Criteria
- 10:00 AM – Run-Time Prompts
- 10:30 AM – Morning Break
- 12:00 PM – Lunch
- 1:15 PM – Aggregates
- 2:00 PM – Working with Multiple Records
- 3:15 PM – Afternoon Break
- 4:30 PM – Class Ends

Query Training Topics

This class is a single day. It covers advanced query topics. The following topics are covered in this class:

- Query Advanced Selection Criteria
- Query Run Time Prompts
- Query Aggregate Functions
- Working with Multiple Tables
- Locating Data in PSFIN

Course Objectives

- Execute a query using the "is null" operator
- Execute a query using the "in tree" operator
- Group criteria by using parentheses in expressions
- Reorder expression criteria
- Create a single run-time prompt
- Use multiple prompts in a query
- Use an "in list" expression with a prompt
- Define Aggregate Function Types
- Apply an aggregate function to a query
- Specify Having criteria
- Perform a Record Hierarchy Join
- Perform a Related Record Join
- Perform a Join Any Record
- Identify what Unions are
- Identify what expressions can be used for
- Review different tools you can use to locate data in PSFIN

Notes:

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Advanced Selection Criteria

In the Beginner's query class, we learned how to use basic selection criteria when building queries: Equal To, Boolean Operands, In List, Between, Like, and Effective Date.

The advanced selection criteria includes: Is Null, In Tree, Grouping Criteria, and Reordering Criteria
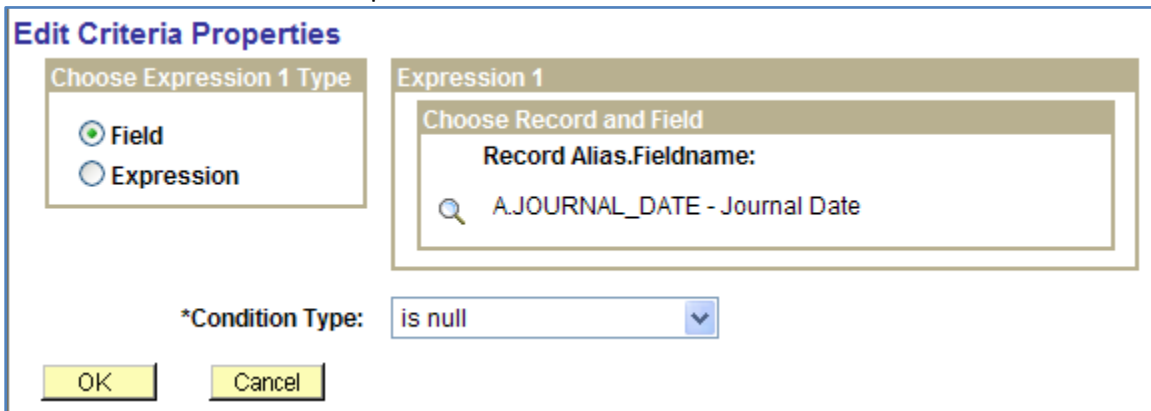
"Is Null" Operator

"**Is Null**" expressions identify fields with no value in the field. Null values are not synonymous with zeros in numeric fields or blanks/spaces in character fields.

Only certain fields accept null as a valid field value: Long Character, Image, Date, Time, and Date/Time.

To use the "Is Null" Operator:

1. On the **Fields** page, click the **funnel icon** (add criteria) for the field you want to specify criteria.
2. The **Edit Criteria Properties** page displays.
3. Leave the **Expression 1 Type** as **Field**. In the Expression 1 – Choose Record and Field group box, you should see the field you want to specify criteria.
4. For Condition Type, select '**is null**'.
5. No value is needed for Expression 2.

Activity 1 – Use "Is Null" Operator

Activity 1A

1. Create a query on the record **PAYMENT_TBL** to show all payments from Bank SetID 54000, with a Payment Date (PYMNT_DT) of January 1, 2010 or later, which do not have a payment reconciliation date listed (PYMNT_RECONCILE_DT).
2. Include the following fields from the PAYMENT_TBL record:
    a. BANK_SETID
    b. PYMNT_ID
    c. REMIT_VENDOR
    d. PYMNT_DT
    e. PYMNT_AMT
    f. PYMNT_METHOD
    g. PYMNT_RECONCILE_DT
3. *Sort* the results by the PYMNT_DT.
4. Change the *Column Heading* for PYMNT_DT to the *RFT Long* value.
5. Change the *Translate Value* for PYMNT_METHOD to the *Long* value.
6. *Check your criteria:* It should include BANK_SETID, PYMNT_DT, and PYMNT_RECONCILE_DT.
7. Run the query.
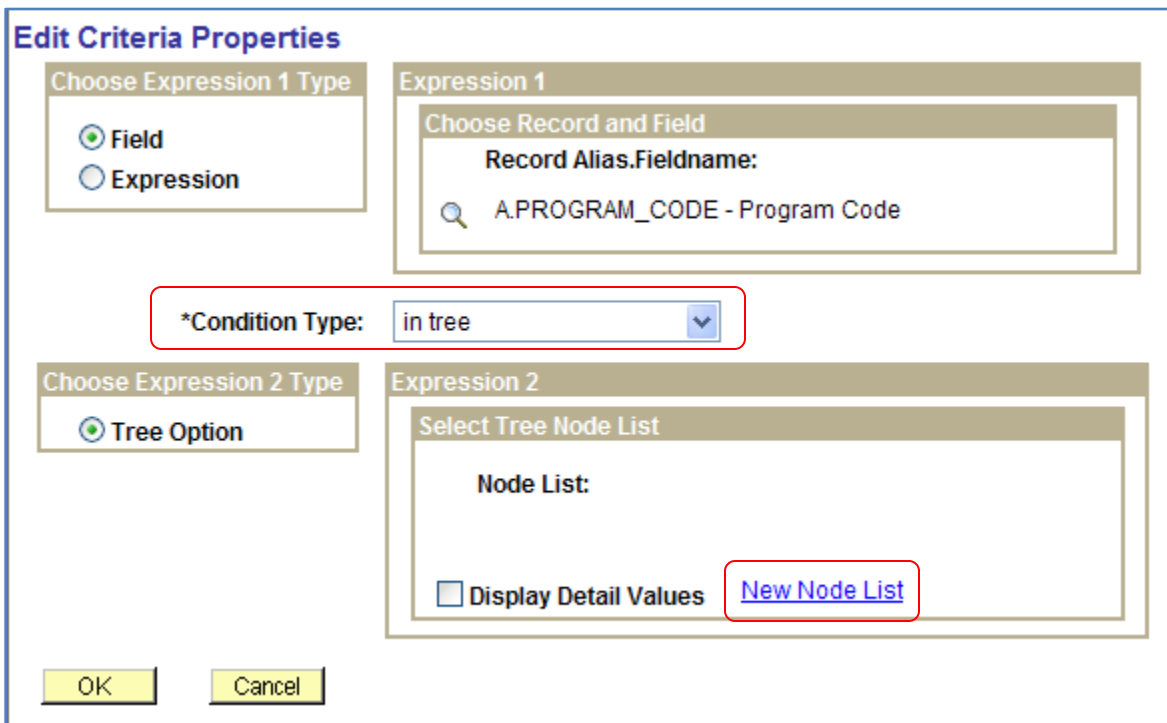
Activity 1B

1. Create a query on the record **RETIREMENT** for all assets in this record for Business Unit 54000 that do not have an End Depreciation Date listed.
2. Include the following fields from the RETIREMENT record:
    a. BUSINESS_UNIT
    b. ASSET_ID
    c. RETIREMENT_DT
    d. END_DEPR_DT
    e. DISPOSAL_CODE
    f. RETIREMENT_TYPE
    g. RETIREMENT_STATUS
3. *Sort* the results by Retirement Date.
4. Display the *Long Translate Values* for DISPOSAL_CODE, RETIREMENT_TYPE, and RETIREMENT_STATUS.
5. Change the *Column Heading* for DISPOSAL_CODE to "Disposal Code."
6. *Check your criteria:* It should include BUSINESS_UNIT and END_DEPR_DT.
7. Run the query.

"In Tree" Operator

In Tree expressions allow the developer to specify a tree name and the names of nodes containing specific field values. This expression type is used to retrieve records that match or appear under the specified tree.

When you select **Tree Option** as the comparison value (available if you select the '**In Tree**' or '**Not in Tree**' condition type), the **Select Tree Node List** page appears. Use this page to create a list of values for Web Query to compare to the value from the first expression. Click the **New Node List** link to display the **Select Tree** page.

If the Selected Nodes List has been previously populated, you can either:
- Change the tree by clicking the **New Nodes List** link, or
- Open the previously selected tree, bypassing the Tree Selection page, by clicking the **Edit Node List** link

On the **Select Tree** page, enter the name of the tree or press the Search button to list all trees.

Tree Name	SetID	SetControlValue	Effective Date	Description	Saved As
BEG_BAL_VAL_ACCT	28000		01/01/1901	Beginnig Bal Validation Tree	Valid Tree
BORWH_PROGRAMS	28000		01/01/1901	Programs	Valid Tree
BU28000_GRANT	28000		01/01/1901	Grant Allocation Tree	Valid Tree
BSONLY_ACCOUNTS	28000		01/01/1901	Balance Sheet Only Accounts	Valid Tree
DEPT_BY_ORG	28000		01/01/1901	Depts Grouped by Organization	Valid Tree
SRECNA_ACCOUNTS	28000		01/01/1901	GASB SRECNA Accounts	Valid Tree
FUNDS	28000		01/01/1901	Fund Tree	Valid Tree
REV_EXP_ACCOUNT	28000		01/01/1901	Revenue and Expense Accounts	Valid Tree
BORWH_CLASSES	28000		01/01/1901	DWH Class tree	Valid Tree
BU28000_REV_EXP	28000		01/01/1901	Revenue and Expense Accounts	Valid Tree
AGENCY_FUND_DEPT	28000		01/01/1901	Agency Funds Departments	Valid Tree
BU28000_FUNDS	28000		01/01/1901	Fund Balance Tree	Valid Tree
CASHFLOW_ACCOUNTS	28000		01/01/1901	CashFlow Accounts	Valid Tree
FUND_BALANCES	28000		01/01/1901	Fund Balance Tree	Valid Tree
IDC_TREE	28000		01/01/1901	Grant Rev Allocation Tree	Valid Tree
NIGP_TREE	28000		01/01/1900	NIGP CODE TREE	Valid Tree
PROGRAMS	28000		01/01/1901	Programs	Valid Tree
AER_FUNDS	28000		01/01/1901	AER Fund Tree	Valid Tree
AER_CLASS	28000		01/01/1901	Classes for the AER	Valid Tree
GRANT_ALLOC_TREE	28000		01/01/1901	Grant Allocation Tree	Valid Tree
REPORT_FUNDS	28000		01/01/1901	GASB Fund Tree	Valid Tree
BUDGET_PERIOD	28000		01/01/1901	Budget Period Tree	Valid Tree
BDXLATE_DEPTID	28000		01/01/1901	Department Translation Tree	Valid Tree
BU28000_CLASS	28000		01/01/1901	Classes for the AER	Valid Tree
BU28000_DEPTID	28000		01/01/1901	Department Translation Tree	Valid Tree
ACCOUNT_REPORTS	28000		01/01/1901	Account Codes for All Reports	Valid Tree
ALL_ACCOUNTS	28000		01/01/1901	All Accounts	Valid Tree
BU28000_ACCOUNT	28000		01/01/1901	Budget Translation - Accounts	Valid Tree
GASB_CAP_ASSETS	28000		01/01/1901	Net Asset Accounts	Valid Tree
DEPT_BY_FUNDS	28000		01/01/1901	Institutional Reporting	Valid Tree
BU28000_PROGRAMS	28000		01/01/1901	Programs	Valid Tree
GASB_NET_ASSETS	28000		01/01/1901	Net Asset Accounts	Valid Tree
PLANT_ALLOC_DEPTS	28000		01/01/1901	Plant Allocations Tree	Valid Tree
CASHFLOW_FUNDS	28000		01/01/1901	CashFlow Funds	Valid Tree
SACS_SRECNA_ACCTS	28000		01/01/1901	SACS SRECNA Accounts	Valid Tree
BDXLATE_ACCOUNT	28000		01/01/1901	Budget Translation - Accounts	Valid Tree
BORWH_ACCOUNTS	28000		01/01/1901	All Accounts	Valid Tree

Click the name of the tree that you want to display on the **Display and Select TreeNodes** page, which you can use to select which element of the tree Web Query will check. If no nodes have been previously selected, the **Selected Nodes List** grid is collapsed.

Display and Select TreeNodes

SetID: 28000   Effective Date: 01/01/1901

Tree Name: BU28000_PROGRAMS

▽ Selected Nodes List

🗀 AUX_ENTERPRISES - Auxiliary Enterprises

▷ Manual Selection

ALL_PROGRAMS >AUX_ENTERPRISES

Collapse All | Expand All   Find   First Page ◀ 4 of False ▶ Last Page

📂 ALL_PROGRAMS - All Program Codes
- ⊞ EDUCATION_GENERAL - All Funds
- ⊞ NON_AUXILIARY - Non-Auxiliary
- ⊞ *AUX_ENTERPRISES - Auxiliary Enterprises*

[OK]   [Cancel]

To Select Tree Nodes:

1. Highlight the desired tree node and click the **Add Node** icon.
   a. If you know the name of the node that you want, you can enter the name of the node in the **Manual Selection** list box.
   b. Alternatively, click the **Look Up** button to select the desired node from a list of available nodes. When you find the node that you're looking for, click the **Add to List** button.
   c. The nodes that you enter or select from the list appear in the **Selected Nodes** list box.
2. Remove nodes from the list by clicking the **Remove from List** icon corresponding to the node to be deleted.
3. Display the selected tree branch by clicking the corresponding icon.

4. When you are done selecting nodes, click **OK**.

5. The selected **Set ID**, **Tree Name**, **Effective Date**, and **Nodes** appear in the Select Tree Node List page.

Activity

Activity 2 – Use in Tree Operator

Activity 2A

1. Create a query on the record **LEDG_KK_VW_BOR**. Retrieve all rows for Business Unit 54000 that are in the DETAIL Ledger Group, for all fund codes that fall under Student Activity (use AER_FUNDS tree with the SHARE Set ID). Limit your results to Accounting Period 5 in Budget Year 2010.
2. Include the following fields from the LEDG_KK_VW_BOR record:
   a. BUSINESS_UNIT
   b. LEDGER_GROUP
   c. BUDGET_REF
   d. ACCOUNTING_PERIOD
   e. FUND_CODE
   f. ACCOUNT
   g. PROGRAM_CODE
   h. PRE_ENCUM_AMOUNT
   i. ENCUMBERED_AMOUNT
   j. EXPENDED_AMOUNT
3. *Sort* the results by Fund, Account, and Program.
4. *Check your criteria:* It should include BUSINESS_UNIT; LEDGER_GROUP; BUDGET_REF; ACCOUNTING_PERIOD; and FUND_CODE.
5. Run the query.

Activity 2B

1. Create a query on the record **DISTRIB_LINE**. Retrieve all rows for Business Unit 54000 and for all Agency Fund Departments (use the AGENCY_FUND_DEPT tree for the SHARE SetID) for Budget Year 2010.
2. Include the following fields from the DISTRIB_LINE record:
   a. BUSINESS_UNIT
   b. VOUCHER_ID
   c. BUDGET_REF
   d. ACCOUNT
   e. DEPTID
   f. MONETARY_AMOUNT
3. *Sort* the results by Department and Account.
4. *Check your criteria:* It should include BUSINESS_UNIT; BUDGET_REF; and DEPTID.
5. Run the query.

Using Boolean Operands in Expressions & Grouping Criteria

When you specify two or more selection criteria for a query, you must tell Web Query how to coordinate the different criteria. For example, suppose you are querying your list of vendors and you have defined two criteria: one selects vendors from the state of Georgia, and the other selects vendors paid via ACH. You may want PeopleSoft Query to return only those rows that meet both conditions (vendors in Georgia that are paid via ACH), or you may want the rows that meet either one of the conditions (all vendors in Georgia, plus all vendors paid via ACH).

When your query includes multiple criteria, link them using '**AND**', '**AND NOT**', '**OR**', or '**OR NOT**'. When you link two criteria with '**AND**', a row must meet the first and second criterion for Web Query to return it. When you link two criteria with '**OR**', a row must meet the first or the second criterion, but not necessarily both.

By default, Web Query assumes that you want rows that meet all of the criteria that you specify. When you add a new criterion, Web 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.

To use Boolean Operands:
1. Add criteria to your query.
2. Go to the **Criteria** page.
3. To change the **Boolean Operand**, change the selection in the **Logical** drop-down box for that field.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

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

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

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
▼	A.BUDGET_REF - Budget Reference	equal to	2009	Edit	−
AND ▼	A.FISCAL_YEAR - Fiscal Year	equal to	2009	Edit	−

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

When your query includes multiple criteria, Web Query checks the criteria according to the rules of logic: it evaluates criteria that are linked by "ANDs" before those that are linked by "ORs". When all the criteria are linked by "ANDs", this order always returns the correct results. When you include one or more "ORs", however, this is not always what you want.

For example, suppose you want to see all employee IDs that are reimbursed for expenses via EFT that are assigned to Fund 10000 or Fund 14000. You would enter the following criteria:
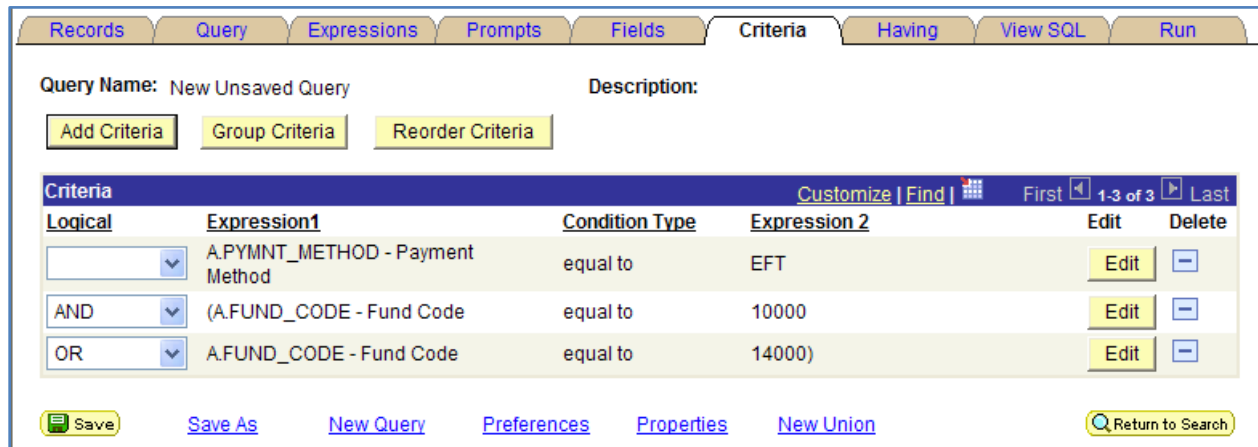
However, this set of criteria returns a list of all employee IDs that belong to Fund Code 10000 (except for those that are not paid via EFT) and all employee IDs that belong to Fund Code 14000 (regardless of payment method). The reasoning for this is that Web Query evaluates criteria in order of appearance. It looks for rows where the employee is paid via EFT and belongs to Fund Code 10000, or rows where the employee belongs to Fund Code 14000.

What you really want Web Query to search for are rows where the Fund Code is 10000 or 14000, and where the employee is paid via EFT. That is, you want Web Query to evaluate the "OR" before the "AND". When a list of criteria includes parentheses, Web Query evaluates the criteria inside the parentheses before the criteria outside the parentheses.

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On the **Criteria** tab, the opening parenthesis appears just before the field name and the closing parenthesis appears just after the comparison value. For example, the following set of criteria returns the result you want:

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

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

Criteria   Customize | Find | First ◄ 1-3 of 3 ► Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
▼	A.PYMNT_METHOD - Payment Method	equal to	EFT	Edit	−
AND ▼	(A.FUND_CODE - Fund Code	equal to	10000	Edit	−
OR ▼	A.FUND_CODE - Fund Code	equal to	14000)	Edit	−

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

To Group Criteria:

1. Click the **Group Criteria** button on the Criteria page. The Edit Criteria Grouping page appears.
2. Use the **edit** boxes to enter parentheses for the criteria needed. A parenthesis appears at the beginning of the Expression 1 column for the first row that you selected and at the end of the Expression 2 column for the last row that you selected.
3. In the example above, notice that the "**AND**" operator precedes the parentheses, while the "**OR**" operator is located within the parentheses. You can add as many parentheses as needed.

Activity 3 – Grouping Criteria

Activity 3A

1. Create a query on the record **PO_HDR** to show all Purchase Orders for Business Unit 54000 with an Accounting Date between 10/1/2009 and 12/31/2009, that have either been Fully Received (RECV_STATUS = R) or Fully Matched (MATCH_STATUS_PO = M).
2. Include the following fields from the PO_HDR record:
   a. BUSINESS_UNIT
   b. PO_ID
   c. ACCOUNTING_DT
   d. MATCH_STATUS_PO
   e. RECV_STATUS
3. *Sort* the results by the PO_ID.
4. Display the *Long Translate Value* and the *RFT Long Field Heading* for MATCH_STATUS_PO and RECV_STATUS.
5. *Check your criteria:* It should include BUSINESS_UNIT; ACCOUNTING_DT; RECV_STATUS; and MATCH_STATUS_PO.
6. Run the query.

Activity 3B

1. Create a query on the record **VENDOR** to show only approved vendors (VENDOR_STATUS = A) for SetID 54000 that either have the word "Software" or the word "Computer" in their Name1 field.
2. Include the following fields from the VENDOR record:
   a. SETID
   b. VENDOR_ID
   c. NAME1
   d. VENDOR_STATUS
   e. VENDOR_CLASS
3. Sort the results by NAME1.
4. Display the *Long Translate Values* for VENDOR_STATUS and VENDOR_CLASS.
5. *Check your criteria:* It should include SETID; VENDOR_STATUS; and NAME1 (twice).
6. Run the query.

Reordering Expression Criteria

It is important to order the criteria for a query correctly to maximize performance. As a general rule, you should enter criteria in the order of the table. However, if you enter your criteria out of order and need to move an expression component, click the **Reorder Criteria** button, enter the new positions for the criteria on the **Edit Criteria Ordering** page, and click **OK**.

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Notes:

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Run Time Prompts

Introduction to Run Time Prompts

Adding a prompt lets you further refine a query when you run it. For example, suppose that you want to change a query so that you could prompt the user to enter a value for the accounting period. Before you add the prompt, the query always retrieves rows for all accounting periods based on a defined constant value on which to make a comparison. Adding a prompt to the query enables the user to enter any accounting period, and then the query's results are based on the value provided when running the query.

When you run a query with a prompt, a prompt page requests the required value. All Date, Time, and DateTime prompt fields are required fields when running query. Enter the value into the field. The query uses the value that you enter as the comparison value for the criterion that is included the prompt.

If the field for which you are prompting has an associated prompt table (even if it is the Translate Table), the Edit Table drop-down list box shows its name.
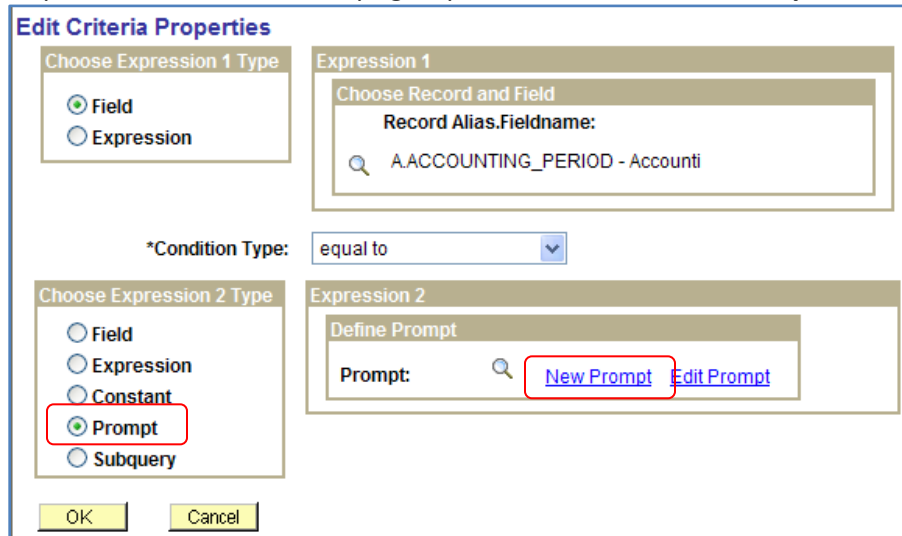
If you want to be able to use wildcards in the prompt boxes when running the query, you need to specify that in the criterion and when defining the prompt. Wildcards only work with the 'like' condition type, and with a prompt edit type of 'No Table Edit', which is explained on page 23.

As prompts are defined, they are numbered in the order in which they are built. Your first prompt will be labeled **:1**; the second one will be **:2**; and so on. The prompt numbers also indicate the order in which the prompt boxes will appear on the run page.

Depending on the condition type used in the criterion, prompts can be built through either the Edit Criteria Properties Page, or through the Prompts tab. You can define and apply a prompt through the Edit Criteria Properties page when using 'equal to', 'less than', 'greater than', or 'like'. To use prompts with the 'between' or 'in list' condition types, you must define the prompt on the Prompts tab first, and then apply it when you build your line of criteria.

Defining a Run Time Prompt Through the Edit Criteria Properties Page

1. On the Fields page, click the **funnel icon** (add criteria) for the field you want to specify criteria.
2. The **Edit Criteria Properties** page displays.
3. Leave the Expression 1 Type as **Field**. In the Expression 1 – Choose Record and Field group box, you should see the field you want to specify criteria.
4. For Condition Type, select '**equal to**' (or 'like' if you want the user to be able to use wildcards).
5. In the Choose Expression 2 Type group box, select "**Prompt**".
6. In the Expression 2 – Define Prompt group box, select the **New Prompt** link.

7. The following fields are on the Run Time Prompt Parameter Page:
   a. **Field:** this is the field you are specifying the criteria for
   b. **Type:** this indicates what type of field it is
   c. **Format:** this specifies the field format; over a dozen formats are available including name, phone, SSN, and zip code
   d. **Length:** this indicates the field length
   e. **Decimals:** this defines the number of decimals that are allowed
   f. **Edit Type:** this defines the type of field edit for the specified field. "No Table Edit" is the default.
   g. **Heading Type:** Select a heading type for the prompt from the values in the table below.
   h. **Heading Text:** Displays the label for the text box where you enter the comparison value.
   i. **Unique Prompt Name:** This is a default value that Query Manager generates for globalization
   j. **Prompt Table:** If the edit type is Prompt Table, you can select a prompt table to use. If the edit type is Translate Table, the value in the drop-down list box determines the values used.
8. Click **OK** to return to the Edit Criteria Properties page.
9. Click **OK** to return to the Fields page.

Run Time Prompt Parameter Page

Edit Prompt Properties

Field Name:
🔍 ACCOUNTING_PERIOD

*Heading Type:
RFT Short

*Type:
Number

Heading Text:
Period

*Format:
None

*Unique Prompt Name:
BIND1

Length: 3
Decimals:

*Edit Type:
Prompt Table

Prompt Table:
🔍 CAL_DETP_TBL

OK   Cancel

Run Time Prompt Parameters	Valid Options	Description
Heading Types	Rft Long	Long field name from the record definition
	Rft Short	Short field name from the record definition
	Text	30 character label, entered in the Heading Text field
Edit Type	No Table Edit	Disables validation of value entered in prompt dialog box
	Prompt Table	Enables [F4] prompt table functionality; uses the default if one is defined in the record definition (verify that the prompt table field is referencing the correct record)
	Translate	Enables [F4] prompt table functionality; validates the field value against the translate table
	Yes/No	Enables standard validation of fields represented by check boxes

Hint: If you want your users to be able to use a Wildcard when entering the value in the prompt box, remember to change the Edit Type to "No Table Edit" and use the Condition Type of "like".

Activity 4 – Building Run Time Prompts Through the Edit Criteria Properties Page

Activity 4A

1. Create a query on the record **JRNL_HEADER**, which prompts the user for Business Unit and Journal Date.
2. Include the following fields from the JRNL_HEADER record:
    a. BUSINESS_UNIT
    b. JOURNAL_ID
    c. JOURNAL_DATE
    d. JRNL_HDR_STATUS
    e. SOURCE
    f. DESCR254
3. *Sort* the results by SOURCE and JOURNAL_ID.
4. Display the *Long Translate Value* for JRNL_HDR_STATUS.
5. *Check your criteria:* It should include BUSINESS_UNIT and JOURNAL_DATE.
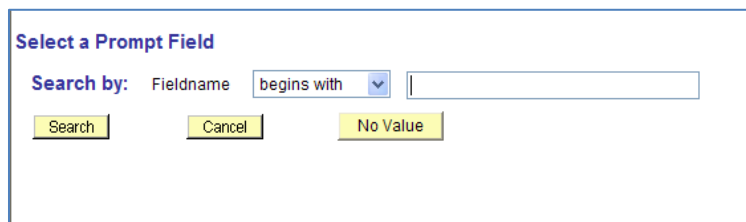6. Run the query.

Activity 4B

1. Create a query on the record LEDGER_KK. Include prompts for Business Unit (Edit Type = Prompt Table), Budget Reference (Edit Type = Prompt Table), Accounting Period (Edit Type = No Table Edit), and Department (Edit Type = No Table Edit). For the Department Prompt, ensure that users can use wildcards in that prompt field.
2. Include the following fields from the LEDGER_KK record:
    a. BUSINESS_UNIT
    b. LEDGER
    c. ACCOUNT
    d. DEPTID
    e. FUND_CODE
    f. CLASS_FLD
    g. PROGRAM_CODE
    h. BUDGET_REF
    i. ACCOUNTING_PERIOD
    j. POSTED_TOTAL_AMT
3. *Sort* the results by DEPTID, FUND_CODE, and then ACCOUNT.
4. *Check your criteria:* It should include BUSINESS_UNIT, BUDGET_REF, ACCOUNTING_PERIOD, and DEPTID
5. Run the Query. You can use the following DeptIDs when running the query: 1001103, 1001104, 1001110, 1001113, 1001146, 1014041, and 1020103.

Building Prompts through the Prompts Tab

When using the condition types of "between" or "in list" with prompts, you need to build your prompts through the Prompts tab and then apply those prompts when building the criteria. To do this, use the Add Prompt button on the Prompts tab. The system then takes you to the Edit Prompt Properties page, where you will first need to select the field you are prompting on.
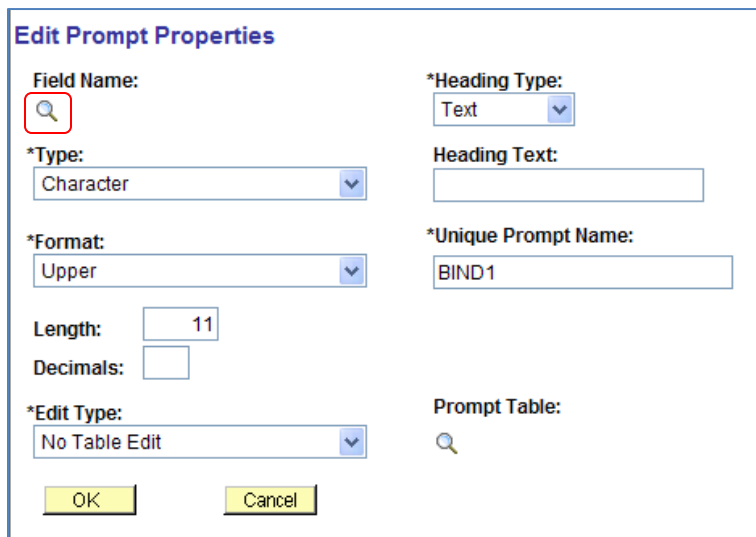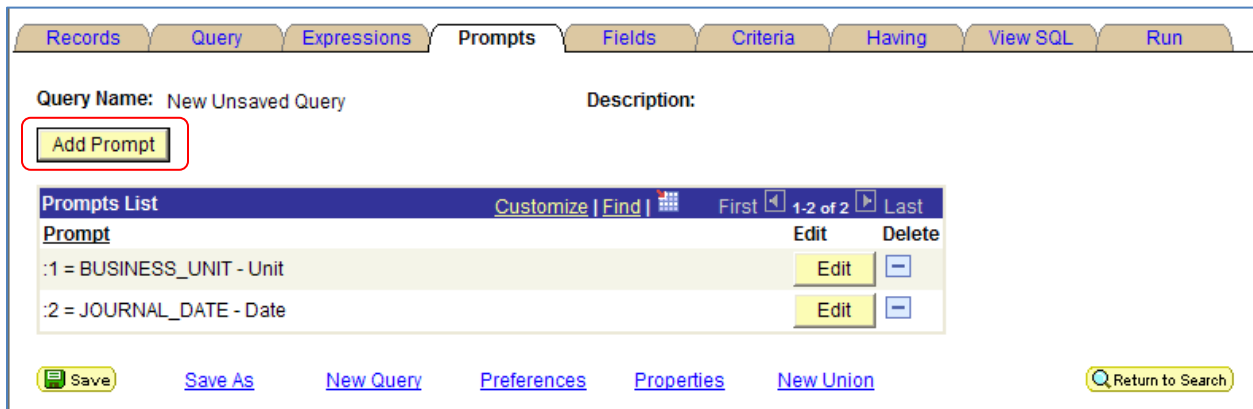
In order to select your field, you need to input the exact field name in the Search field and then click the Search button. Locate the exact field you want to prompt on and select that link.

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Building Prompts to Use with the "Between" Condition Type:

1. On the **Prompts** page, click the **Add Prompt** button.
2. Under Field Name, click the **Select Field** icon (magnifying glass).
3. On the Select a Prompt Field page, enter the field you want to build a prompt for.
    a. Click the **Search** button.
    b. Locate the exact field and select its link.
4. Update the **Heading Type** and **Text** so that it reflects the beginning of your range.
5. Make any other necessary changes to the prompt properties.
6. Click the **OK** button.
7. Repeat steps 1 – 6 to build all necessary prompts. Ensure the Heading reflects the end of your range.
8. Go to the **Fields** tab.
9. Click the **Add Criteria** icon for the field you want to apply your prompts to within the criteria.
10. The **Edit Criteria Properties** page displays.
11. Leave the Expression 1 Type as **Field**. In the Expression 1 – Choose Record and Field group box, you should see the field you want to specify criteria.
12. Change the Condition Type to "**Between**."
13. In the Choose Expression 2 Type group box, select "**Expr-Expr**".
14. In the top Expression 2 – Define Prompt group box, select the **Add Prompt** link.
15. Select the link for the first prompt to specify the beginning of the range.
16. In the bottom Expression 2 – Define Prompt group box, select the **Add Prompt** link.
17. Select the link for the second prompt to specify the beginning of the range.
18. Click **OK** to return to the Fields page.

Building Prompts to Use with the "In List" Condition Type

1. Go to the **Prompts** page.
2. Click the **Add Prompt** button.
3. Choose the field.
4. Update Heading Text as required.
5. Click **OK**.
6. Repeat steps 2 – 5 for each until you have added all prompts.
7. Go to the **Fields** page.
8. Select the **funnel icon** for the field you want to use the "In List" expression with prompts.
9. Change the condition type to "**in list**."
10. In the Expression 2 – Edit List Group box, select the **Look Up** icon for List Members.
11. On the Edit List page, click the **Add Prompt** link.
12. Select the prompt you want to add by clicking on its link.
13. Repeat steps 11 & 12 for each prompt you want to add.
14. Click **OK**.
15. Click **OK** to exit the Edit Criteria Properties page.

Activity 5 – Adding Prompts through the Prompts Tab

Activity 5A
1. Create a query on the record **VOUCHER** for Business Unit 54000 that allows the user to select the Voucher Style, as well as a range of dates for when the voucher is due.
2. Include the following fields from the VOUCHER record:
    a. BUSINESS_UNIT
    b. VOUCHER_ID
    c. VOUCHER_STYLE
    d. VENDOR_ID
    e. POST_STATUS_AP
    f. GROSS_AMT
    g. DUE_DT
3. *Sort* the results by DUE_DT and then by VOUCHER_ID.
4. Display the *Long Translate Values* for VOUCHER_STYLE, and POST_STATUS_AP.
5. *Check your criteria:* It should include BUSINESS_UNIT; VOUCHER_STYLE; and DUE_DT.
6. Run the query.

Activity 5B
1. Create a query for Business Unit 54000 on the record **PYMNT_XREF_VW** that will pull payment information. Write the query so that there will be four prompt boxes that allow the user to input up to four different Voucher IDs when running the query.
2. Include the following fields from the PYMNT_XREF_VW record:
    a. PYMNT_ID_REF
    b. PYMNT_ID
    c. BUSINESS_UNIT
    d. VOUCHER_ID
    e. PAID_AMT_GROSS
    f. INVOICE_DT
    g. VENDOR_ID
3. *Check your criteria:* It should include BUSINESS_UNIT and VOUCHER_ID.
4. Run the query. You can test your query using the following Voucher IDs: 04007614, 04007363, 04007641, 04007654, 04007689, 04007610, 04007470, 04007606.

Notes:

Aggregate Functions

Introduction to Aggregate Functions

In a normal query, each row that Web Query retrieves corresponds to an individual row in the table you are querying. Sometimes though, what you want is a summary of the information in multiple rows.

For example, you might want to know how many vendors are in Georgia. You can query for this kind of summary information using aggregate functions.

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

For example, suppose you would like to know the amount posted to each Asset Account in 1998. You would create a query that selects the Account and Posted Amount fields from the Ledger table. Without aggregate functions, you would most likely retrieve multiple rows for each account. If you use the Sum aggregate function, you will get a single row for each account with the summarized amount for all the rows.

Aggregate Function Types

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

Edit Field Properties

Field Name: A.POSTED_TOTAL_AMT - Posted Total Amount

Heading

○ No Heading   ⦿ RFT Short

○ Text   ○ RFT Long

Heading Text:

Total Amt

*Unique Field Name:

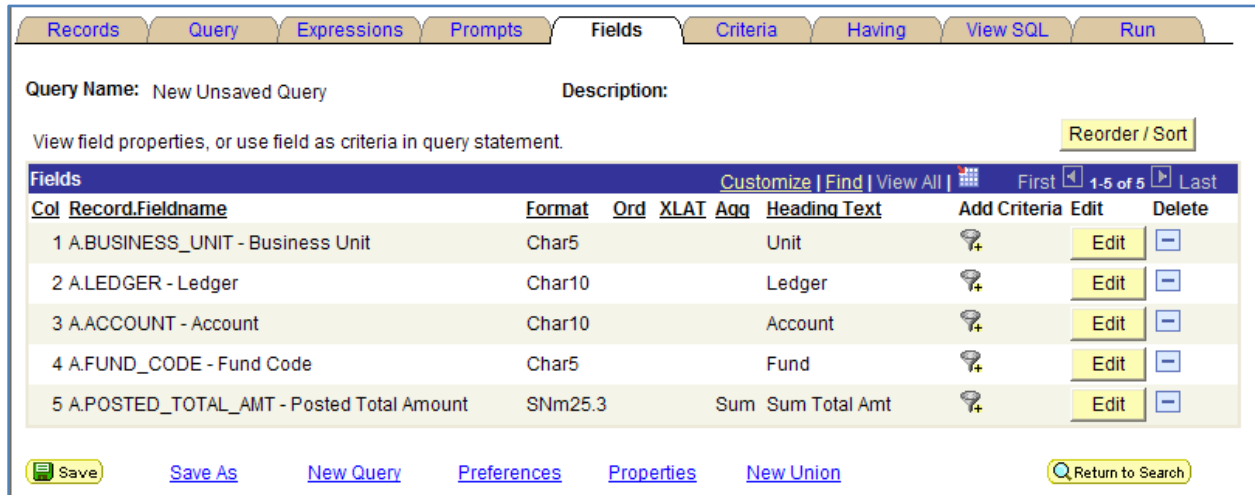A.POSTED_TOTAL_AMT

Aggregate

○ None

⦿ Sum

○ Count

○ Min

○ Max

○ Average

OK   Cancel

To use an aggregate function:

1. Create a new query.
2. Add the record and fields.
3. Click the **Edit** button on the field you want to apply the aggregate to. The **Edit Field Properties** page displays.
4. Select the appropriate **Aggregate** in the Aggregate group box.
5. Click **OK**.
6. Run the query.

Once you have added an aggregate function to a query, you can see the function under the **Agg Column** on the **Fields** page.

Grouping in Aggregate Functions

When using an aggregate function for a field in a query, Web Query automatically groups by all other fields selected for a query.
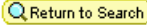
If selecting Business Unit, Ledger, Account, and summing the Posted Total Amount, the query will group the result by the first three fields. Therefore, a row for each unique combination of the first three fields will be retrieved with a summation of posted total amount for each combination.

To see how PeopleSoft performs the grouping, view the SQL created.

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

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

Query SQL:
SELECT A.BUSINESS_UNIT, A.LEDGER, A.ACCOUNT, A.FUND_CODE, SUM(A.POSTED_TOTAL_AMT)
  FROM PS_LEDGER_KK A
  WHERE A.BUSINESS_UNIT = '28000'
  GROUP BY A.BUSINESS_UNIT, A.LEDGER, A.ACCOUNT, A.FUND_CODE

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

Activity 6 – Applying Aggregates

Activity 6A

1. Create a query on the record **ASSET_ALL_VW** for Business Unit 54000, to display a count of assets are in each department (include a count on ASSET_ID).
2. Include the following fields from the ASSET_ALL_VW record:
      a. BUSINESS_UNIT
      b. DEPTID
      c. ASSET_ID
3. Reorder your columns so that ASSET_ID is the last column.
4. Sort the results by DEPTID.
5. *Check your criteria:* It should include BUSINESS_UNIT.
6. Run the query.

Activity 6B

1. Create a query on the record **LEDGER_KK** for the 2010 Budget Year for Business Unit 54000, and retrieve the sum of the posted total amount for each grouping of the fields specified in step 2.
2. Include the following fields from the LEDGER_KK record:
      a. BUSINESS_UNIT
      b. BUDGET_REF
      c. LEDGER
      d. ACCOUNT
      e. FUND_CODE
      f. POSTED_TOTAL_AMT
3. *Sort* the results by LEDGER, FUND_CODE, and ACCOUNT.
4. *Check your criteria:* It should include BUSINESS_UNIT and BUDGET_REF.
5. Run the query.

Applying Aggregate Functions in the Query

When you use an aggregate function for a field, the result of the aggregate function is used throughout the query. This includes what is displayed, how it is ordered, and even whether it is selected by using the "HAVING" criteria.

"HAVING" Criteria

SQL does not support the use of aggregate functions in "WHERE" clauses. Therefore, after you have applied an aggregate function to a field, you cannot use that field in your selection criteria, which corresponds to a SQL WHERE clause. When you want to select rows based on the results of an aggregate function, Query Manager enables you to create "HAVING" criteria. You might use such criteria, for example, when you want a list of the departments whose minimum salary is great than $100,000.

In SQL, a "HAVING" clause is similar to a "WHERE" clause for rows of data that have been aggregated into a single row of output. The system evaluates "WHERE" clauses by looking at the individual table rows before they are grouped by the aggregate function, and then it evaluates "HAVING" clauses after applying the function. So if you want to check the value that is returned by the function, you must define a "HAVING" criterion.

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

Specify HAVING Criteria

If your query includes one or more aggregate functions, first specify the selection criteria for the fields that do not have aggregate functions. Then, specify any "HAVING" criteria for fields with aggregate functions.

View the resulting SQL statement.

Note: Query will be comparing the result of applying the aggregate function to the Expression 2 value.

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Aggregate Functions

Activity 7 – Using Aggregates and Having Criteria

Activity 7A

1. Create a query on the record **LEDGER** that retrieves the sum of the posted total amount, with a balance not equal to $0, for Fiscal Year 2010 and Business Unit 54000.
2. Include the following fields from the LEDGER record:
   a. BUSINESS_UNIT
   b. LEDGER
   c. FISCAL_YEAR
   d. ACCOUNT
   e. FUND_CODE
   f. POSTED_TOTAL_AMT
3. *Sort* the results first be LEDGER, then by ACCOUNT, and then by FUND_CODE.
4. *Check your criteria:*
   a. Your Criteria should include BUSINESS_UNIT and FISCAL_YEAR.
   b. Your Having Criteria should include POSTED_TOTAL_AMT.
5. Run the query.

Activity 7B

1. Create a query on the record **PAYMENT_TBL** to provide a list of vendors from Bank SetID 54000, using payment dates that fall between 7/1/2009 and 12/31/2009 that have been paid at least $10,000 (sum on PYMNT_AMT). (Note: To include criteria for the payment date, build that criterion from the Query tab.)
2. Include the following fields from the PAYMENT_TBL record:
   a. BANK_SETID
   b. REMIT_VENDOR
   c. PYMNT_AMT
3. *Sort* the results by PYMNT_AMT.
4. *Check your criteria:* It should include BANK_SETID, and PYMNT_DT.
5. *Check your having criteria:* It should include PYMNT_AMT.
6. Run the query.

Notes:

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Working with Multiple Tables

Introduction to Queries with Multiple Tables

When writing queries, it is simple to retrieve information from one table. In many cases however, you want to retrieve information from more than one table, or specify criteria in your query from a second table. In those cases, you need to link at least two tables in one query.

There are two methods to selecting data from multiple tables:

- Joins
- Unions

Additionally, data can be manipulated or created from a different source through the use of expressions.

Joins

A join enables you to retrieve data from two or more records, or specify criteria from more than one record. Whenever you perform a join, the records involved are linked based on the common fields, typically the keys to the table.

Query Manager enables you to create queries that include multiple-table joins. Joins retrieve data from more than one table, presenting the data as if it came from one table. PeopleSoft Query links the tables, based on common columns, and links the rows on the two tables by common values in the shared columns.

Joins are what make relational databases relational. Using joins, you define relationships among fields when you query the records, not when you create the records. Because PeopleSoft records are highly normalized (they each describe one type of entity), you can easily use Query Manager to create joins.

The procedure for joining tables differs depending on how the tables that are being joined are related to each other. Query Manager recognizes three types of joins:
- Record Hierarchy
- Related Record
- Any Record

In Web Query, predefined joins can be generated from either a hierarchical or related record. Since the links between these records are predefined, you don't have to link the records manually.

Joins can also be manually created through the Join Any Record menu option. This allows you to join any record to another record, but often you must specify the fields on which the records are joined.

Creating Record Hierarchy Joins

A record hierarchy join joins a parent table to a child table. (A child table is a table that uses all of the same key fields as its parent, plus one or more additional keys.) The parent/child relationship is specified using the Parent Record Name option in PeopleSoft Application Designer.

To create a record hierarchy join:

1. Select the primary record for your query and select the appropriate fields and criteria.
2. Go to the Query page and click the **Hierarchy Join** link.
   a. All of the records that have a parent/child relationship with your selected record appear.
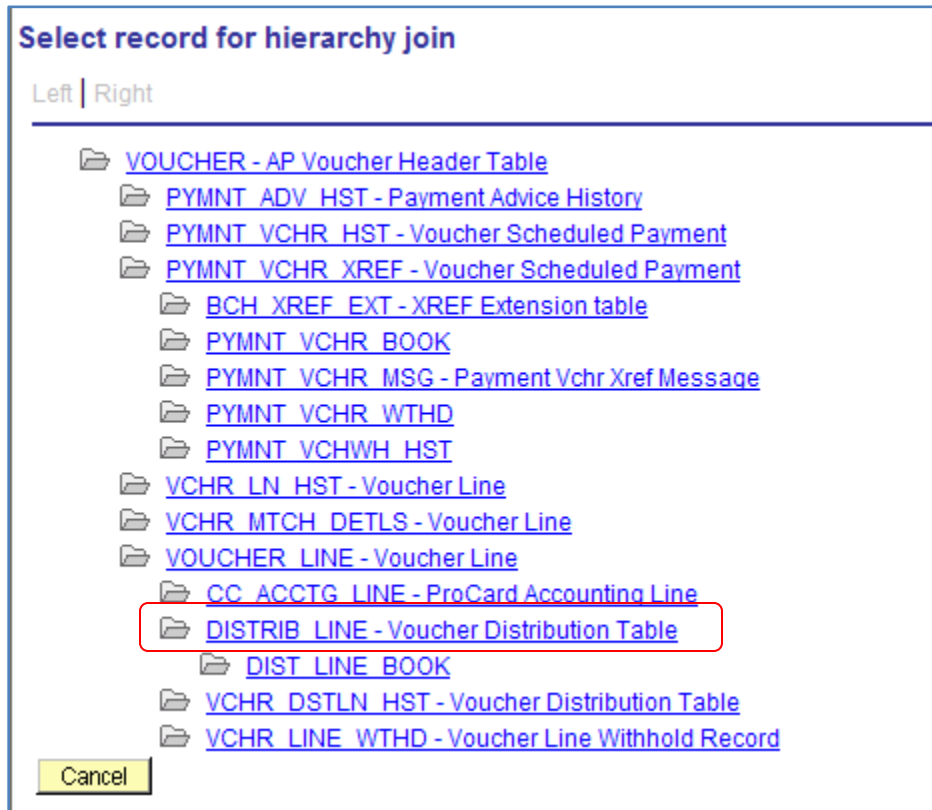
3. Select the second record for the join. The join is reflected on the **Query** page. Notice that your primary record is preceded by "**A**", and the related record is preceded by "**B**".

4. Select the field and add any criteria for the second record.
5. Run the query.

Look at the SQL statement that is created by joining the two tables:

Hint: With a Record Hierarchy Join…
- Generally is a Parent-Child relationship between the tables
- Use the Hierarchy Join link on the Query page next to the record name
- There is no Join Criteria to edit…only appears in your SQL statement

Activity 8 – Perform a Record Hierarchy Join

Activity 8A

1. Create a query on the record **VENDOR**, and join the record **VENDOR_ADDR_PHN** to it in a **Record Hierarchy Join** so that you can retrieve the different phone numbers for each vendor in the results. Write this query to display all vendors from Business Unit 54000, with a Federal Classification (VENDOR_CLASS = F), and an Approved Status (VENDOR_STATUS = A).

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

3. Join the VENDOR_ADDR_PHN record through a Record Hierarchy Join and include the following fields from the **VENDOR_ADDR_PHN** record:
   a. PHONE
   b. PHONE_TYPE

4. *Sort* the results by VENDOR_ID.

5. Display the *Long Translate Values* for VENDOR_STATUS, VENDOR_CLASS, and PHONE_TYPE.

6. *Check your criteria:* It should include SETID; VENDOR_STATUS; and VENDOR_CLASS.

7. Run the query.
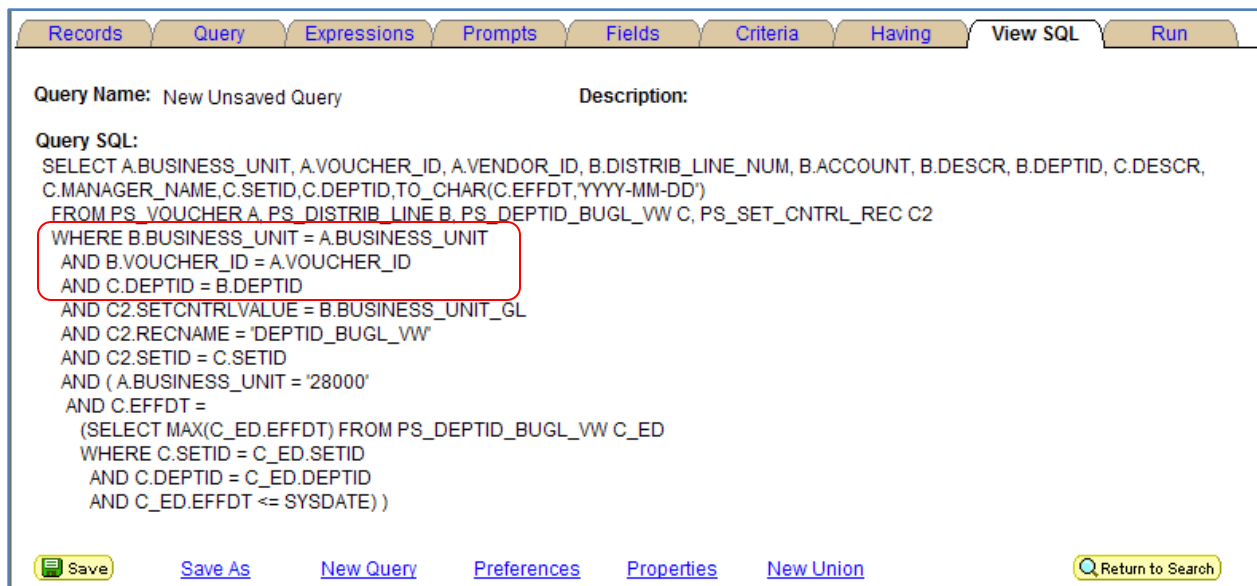
Activity 8B

1. Create a query on the record **PO_HDR**, and join the record **PO_LINE** to it in a **Record Hierarchy Join** so that you can retrieve a comprehensive list of dispatched purchase orders. Write this query to display all purchase orders from Business Unit 54000, with a PO Status of Dispatched (D).
2. Include the following fields from the **PO_HDR** record:
   a. BUSINESS_UNIT
   b. PO_ID
   c. PO_STATUS
   d. VENDOR_ID
3. Join the PO_LINE record through a Record Hierarchy Join and include the following fields form the **PO_LINE** record:
   a. LINE_NBR
   b. CATEGORY_ID
   c. DESCR254_MIXED
4. *Sort* the results by PO_ID and by LINE_NBR.
5. Display the *Long Translate Value* for PO_STATUS.
6. *Reorder* the columns so that PO Line Number is directly below the PO Number.
7. *Check your criteria:* It should include BUSINESS_UNIT and PO_STATUS.
8. Run the query.

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Creating Related Record Joins

In a Related Record Join, you can automatically join two records based on a relationship that has been predefined in the record designer. For example, if a field has a prompt table defined for it, Web Query displays a join link to the right of the shared field.

The following example shows that you can join the VOUCHER table and the DISTRIB_LINE table through a Record Hierarchy Join; and then join the DEPTID_BUGL_VW table to the DISTRIB_LINE table through a Related Record Join.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

Query SQL:
SELECT A.BUSINESS_UNIT, A.VOUCHER_ID, A.VENDOR_ID, B.DISTRIB_LINE_NUM, B.ACCOUNT, B.DESCR, B.DEPTID, C.DESCR,
C.MANAGER_NAME,C.SETID,C.DEPTID,TO_CHAR(C.EFFDT,'YYYY-MM-DD')
FROM PS_VOUCHER A, PS_DISTRIB_LINE B, PS_DEPTID_BUGL_VW C, PS_SET_CNTRL_REC C2
WHERE B.BUSINESS_UNIT = A.BUSINESS_UNIT
AND B.VOUCHER_ID = A.VOUCHER_ID
AND C.DEPTID = B.DEPTID
AND C2.SETCNTRLVALUE = B.BUSINESS_UNIT_GL
AND C2.RECNAME = 'DEPTID_BUGL_VW'
AND C2.SETID = C.SETID
AND (A.BUSINESS_UNIT = '28000'
AND C.EFFDT =
    (SELECT MAX(C_ED.EFFDT) FROM PS_DEPTID_BUGL_VW C_ED
     WHERE C.SETID = C_ED.SETID
     AND C.DEPTID = C_ED.DEPTID
     AND C_ED.EFFDT <= SYSDATE))

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

Hint: Whenever you include GL_ACCOUNT_TBL in a query, you must include criteria for SetID. If you do not, you will most likely get duplicate results due to account numbers being added under both the institution SetID and the SHARE SetID.

To create a Related Record Join:

1. Select the primary record for your query and select the appropriate fields and criteria.
2. From the Query page, click the **related record join link** (if available, to the right of the field name.

3. From the **Select Join Type** page, select the **Standard Join** option and click **OK**.

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

Prepared for the University of West Georgia

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4. The join is reflected on the **Query** page.

Hint: In a Related Record Join…
- The relationship between the records have been predefined in the record designer
- If this type of join is available, the join link sits to the right of the field on the Query page
- There is no Join Criteria to edit, only appears in your SQL statement

Activity 9 – Creating a Related Record Join

Activity 9A

1. Create a query on the record **ASSET_ACQ_DET** and join the **DEPT_TBL** to it in a **Related Record Join**. Write this query so that it will list all capitalized assets (CAPITALIZATION_SW = 2) for Business Unit 54000.
2. Include the following fields from the **ASSET_ACQ_DET** record:
   a. BUSINESS_UNIT
   b. ASSET_ID
   c. DESCR
   d. CAPITALIZATION_SW
   e. DEPTID
3. Join the DEPT_TBL record in a Related Record – Standard Join and include the following field from the **DEPT_TBL**:
   a. DESCR
4. *Sort* the results by ASSET_ID
5. Display the *Long Translate Value* for CAPITALIZATION_SW.
6. Change the *Column Heading* for the Asset Description (from record 'A') to "Asset Description."
7. Change the *Column Heading* for the Department Description (from record 'B') to "Department Name."
8. *Check your criteria:* It should include BUSINESS_UNIT and CAPITALIZATION_SW.
9. Run the query.
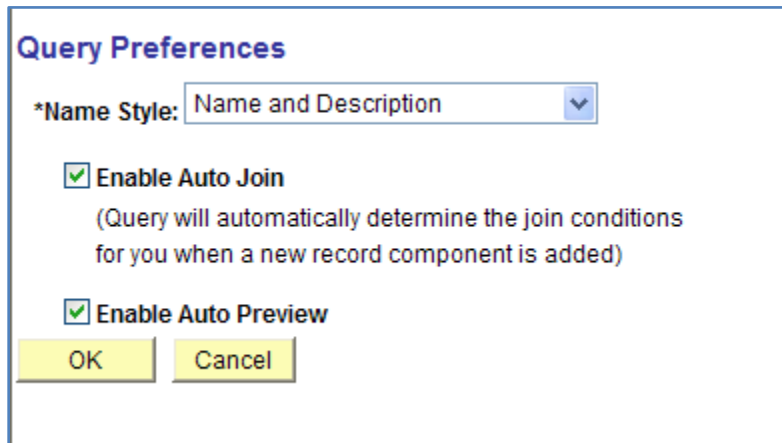
Activity 9B

1. Create a query on the record **LEDGER** and join the records **GL_ACCOUNT_TBL, DEPT_TBL,** and **FUND_TBL** to it in via **Related Record Joins**. Write this query so that is returns data from Business Unit 54000, from the Actuals Ledger, and from Budget Reference 2010. Also limit your results from the GL_ACCOUNT_TBL to SetID 54000 (build the criterion from the Query tab). Include a sum on the POSTED_TOTAL_AMT field, and have it only show amounts that do not equal "0".
2. Include the following fields from the LEDGER record:
    a. BUSINESS_UNIT
    b. LEDGER
    c. ACCOUNT
    d. DEPTID
    e. FUND_CODE
    f. BUDGET_REF
    g. POSTED_TOTAL_AMT
3. From the LEDGER record, join the GL_ACCOUNT_TBL in a related record join and include the following field from the record GL_ACCOUNT_TBL:
    a. DESCR
4. From the LEDGER record, join the DEPT_TBL in a related record join and include the following field from the record DEPT_TBL:
    a. DESCR
5. From the LEDGER record, join the FUND_TBL in a related record join and include the following field from the record FUND_TBL:
    a. DESCR
6. Change the *Heading* for the DESCR field from record B to "Acct Name."
7. Change the *Heading* for the DESCR field from record C to "Dept Name."
8. Change the *Heading* for the DESCR field from record D to "Fund Name."
9. *Reorder* the columns so that each description field falls after its respective ID field.
10. *Sort* the results by DEPTID, ACCOUNT, and then FUND_CODE.
11. *Check your criteria:* It should include BUSINESS_UNIT, LEDGER, BUDGET_REF, and SETID (from GL_ACCOUNT_TBL).
12. *Check your having criteria:* It should include POSTED_TOTAL_AMT.
13. Run the query.

Creating Any Record Joins

Using Query Manager, you can create a join between two records (any record join) by selecting your initial primary record, defining its output fields and associated criteria, and then returning to the **Record** page to select the second record. When you return to the **Records** page, you will see the link **Join Record** rather than Add Record to the right of all listed record names.

If you have the **Enable Auto Join** preference selected in the **Query Preferences** page, Web Query automatically attempts to join the new record to the existing record by looking for matching columns on the two records. To navigate to the Query Preferences dialog, click the **Preferences** link.

Auto Join first checks for a parent-child relationship between the base and join record. If one exists, a hierarchical join will be done. If no parent-child relationship exists, the Auto Join then attempts to join on all matching key fields (excluding EFFDT and EFFSEQ).

Note: This does not always produce a correct join.

> **Hint:** Whenever you include the record VENDOR in a query, you must include criteria for SetID. If you do not, you will most likely get inaccurate results due to your regular SetID and Banner SetID in the Vendor record.

To create an Any Record Join:

1. Add your primary record, select your fields and add any criteria.
2. Go to the **Records** tab.

3. Locate and select the record you want to join to your primary one by clicking the **Join Record** link. The **Select Join Type** page appears.

4. Verify the **Join to filter and get additional fields (Standard Join)** radio button is selected in the Join Type group box.

5. Click the **record link** in the Join Record group box. The **Auto Join Criteria** page displays.

6. Once you select the table to join to, PeopleSoft provides you with automatic join criteria. Most of the time, you will always select the criteria provided. These automatic criteria elements are based upon key fields in each table that is needed to appropriately join the tables. There may be times when the automatic join criteria is not correct or may not produce a correct join. For example, look at the criteria in the picture below. All join criteria is from record A to record B, except the last one. Since this is a little different, you may need to delete this join criteria.

7. Click the **Add Criteria** button. This takes you back to the Query page.
8. Select the fields and add any additional criteria for record you just joined.

The criteria to establish the join can be further modified on the **Criteria** page.

Hint: With an Any Record Join…
- Enable Auto Join through the Preferences link
- Go to the Records tab to find the record to join
- Can add, delete, or edit join criteria

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Activity

Activity 10 – Join Any Record

Activity 10A

1. Create a query on the record **EX_SHEET_HDR** and join the record **EX_SHEET_LINE** to it via an **Any Record – Standard Join**. Join the record **EX_SHEET_DIST** to the record **EX_SHEET_LINE** in an **Any Record – Standard Join**. Limit your results to Business Unit 54000, with an Expense Report Status of "Paid" (SHEET_STATUS = PD), and with an Accounting Date in December 2009.
2. Include the following fields from the **EX_SHEET_HDR** record:
   a. SHEET_ID
   b. EMPLID
   c. SHEET_STATUS
   d. BUSINESS_UNIT_GL
   e. ACCOUNTING_DT
   f. BUSINESS_PURPOSE
3. Join the **EX_SHEET_LINE** record in an Any Record – Standard Join to **EX_SHEET_HDR**, and include the following fields from the **EX_SHEET_LINE** record:
   a. LINE_NBR
   b. EXPENSE_TYPE
   c. MONETARY_AMT
   d. TXN_LOCATION
4. Join the **EX_SHEET_DIST** record in an Any Record – Standard Join to **EX_SHEET_LINE**, and include the following fields from the **EX_SHEET_DIST** record:
   a. DEPTID
5. *Sort* the results by DEPTID, then by SHEET_ID, and then by LINE_NBR.
6. *Reorder* the columns so that LINE_NBR falls directly next to SHEET_ID.
7. Display the *Long Translate Value* for SHEET_STATUS.
8. *Check your criteria:* It addition to your Join Criteria, it should include BUSINESS_UNIT_GL, SHEET_STATUS, and ACCOUNTING_DT.
9. Run the query.

Activity 10B

1. Create a query on the record **VOUCHER** and join the record **VOUCHER_LINE** to it in a **Record Hierarchy Join**. Also, join the **VENDOR** record to the VOUCHER record in an **Any Record – Standard Join**. Write the query to retrieve rows from Business Unit 54000, with a due date in January 2010. Also include criteria from the VENDOR record so that the query only retrieves rows from SetID 54000 (build criterion from the Query tab).
2. Include the following fields from the **VOUCHER** record:
   a. BUSINESS_UNIT
   b. VOUCHER_ID
   c. VENDOR_ID
   d. GROSS_AMT
   e. DUE_DT
3. Join the VOUCHER_LINE record to the VOUCHER record in a Record Hierarchy Join. Include the following fields from the **VOUCHER_LINE** record:
   a. VOUCHER_LINE_NUM
   b. DESCR
   c. MERCHANDISE_AMT
4. Join the VENDOR record to the VOUCHER record in an Any Record – Standard Join.
   a. Remove the BUSINESS_UNIT criteria from the Auto Join Criteria page.
   b. The only Auto Join Criteria that you should accept is the VENDOR_ID criteria.
   c. Include the following field from the **VENDOR** record:
      i. NAME1
5. *Sort* the results by DUE_DT and then by VENDOR_ID.
6. Change the *Column Heading* for DUE_DT to the RFT Long Value.
7. Change the *Column Heading* for MERCHANDISE_AMT to "Voucher Line Amount."
8. Change the *Column Heading* for GROSS_AMT to "Total Voucher Amount."
9. *Reorder* the columns in the following sequence:
   a. BUSINESS_UNIT
   b. VENDOR_ID
   c. NAME1
   d. VOUCHER_ID
   e. VOUCHER_LINE_NUM
   f. DESCR
   g. MERCHANDISE_AMT
   h. GROSS_AMT
   i. DUE_DT
10. *Check your criteria:* In addition to your Join Criteria, it should include BUSINESS_UNIT, DUE_DT, and SETID (from VENDOR).
11. Run the query.

Creating Left Outer Joins

Web 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 no matches are in the joining record.

For example, if you want to see a list of all departments that have SpeedTypes. When performing a standard join of the DEPT_TBL and the SPEEDTYP_TBL, all departments without a SpeedType will be removed from the query results. When performing a Left Outer Join, all departments will be listed; if the department does not have a SpeedType, those fields will simply be blank.

To create a Left Outer Join:
1. Add your primary record, select your fields and add any criteria.
2. Go to the **Records** tab.
3. Locate and select the record you want to join to your primary one by clicking the **Join Record** link. The **Select Join Type** page appears.
4. Verify the **Join to get additional fields only (Left outer Join)** radio button is selected in the Join Type group box
5. Click the **record link** in the Join Record group box. The **Auto Join Criteria** page displays.

6. Once you select the table to join to, PeopleSoft provides you with automatic join criteria.
7. Click the **Add Criteria** button. This takes you back to the **Query** page.
8. Select the fields and add any additional criteria for record you just joined.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

Query SQL:
```
SELECT A.SETID, A.DEPTID, A.DESCR, A.MANAGER_NAME, B.SPEEDTYPE_KEY,TO_CHAR(A.EFFDT,'YYYY-MM-DD')
  FROM (PS_DEPT_TBL A LEFT OUTER JOIN  PS_SPEEDTYP_TBL B ON  A.SETID = B.SETID AND A.DEPTID = B.DEPTID )
  WHERE A.EFFDT =
    (SELECT MAX(A_ED.EFFDT) FROM PS_DEPT_TBL A_ED
      WHERE A.SETID = A_ED.SETID
       AND A.DEPTID = A_ED.DEPTID
       AND A_ED.EFFDT <= SYSDATE)
```

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

Activity 11 – Creating a Left Outer Join

Activity 11A

1. Create a query on the record **LEDG_KK_VW_BOR** and join the record **PROJECT_ALL_VW** to it in an **Any Record – Left Outer Join**. Write the query so that it returns all rows from Business Unit 54000, DETAIL Ledger Group, Budget Reference 2010, and Accounting Period 3. Make the query distinct so that it only returns unique values in the results.
2. Include the following fields from the **LEDG_KK_VW_BOR** record:
   a. BUSINESS_UNIT
   b. LEDGER_GROUP
   c. BUDGET_REF
   d. ACCOUNTING_PERIOD
   e. ACCOUNT
   f. DEPTID
   g. FUND_CODE
   h. CLASS_FLD
   i. PROJECT_ID
   j. POSTED_TOTAL_AMT
   k. ENCUMBERED_AMOUNT
   l. EXPENDED_AMOUNT
3. Join the PROJECT_ALL_VW record to the LEDG_KK_VW_BOR record through an Any Record – Left Outer Join. Accept all Auto Join Criteria.
   a. Include the following field from the **PROJECT_ALL_VW** record:
      i. DESCR
4. *Reorder* the columns so that the DESCR field from the PROJECT_ALL_VW record is directly after the PROJECT_ID field.
5. Change the *Column Heading* of the DESCR field (from the B record) to "Project Name."
6. *Sort* your results by PROJECT_ID (in descending order) and then by DEPTID.
7. *Check your criteria:* Including your Join Criteria, it should include BUSINESS_UNIT; BUDGET_REF; LEDGER_GROUP; and ACCOUNTING_PERIOD.
8. Run the query.

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

Note: Translate values, both the long and short descriptions, cannot be displayed in a union query. Only the code for the field can be selected.

Keep in mind the following points when using unions:
- The sorting and headings are established in the first query
- You cannot retrieve the long and short translate description in a union
- Unions are automatically distinct

To create a union:

This example combines the PYMNT_VCHR_XREF record with the EX_SHEET_PYMNT record in a Union to display all voucher payments made to a vendor, along with all expense payments made to Employees.
1. Click the **Create New Query** link.
2. Locate **PYMNT_VCHR_XREF** and click the **Add Record** link.
3. Select the following fields from PYMNT_VCHR_XREF:
    a. BUSINESS_UNIT
    b. VOUCHER_ID
    c. PYMNT_ID
    d. SCHEDULED_PAY_DT
    e. REMIT_VENDOR
    f. PAID_AMT_GROSS
4. Go to the **Fields** page and make sure the fields are in the exact order as indicated above.
5. Click the **New Union** link.

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Multiple Tables

6. Locate and add your secondary record **EX_SHEET_PYMNT**.
7. Click the **Add Record** link.

8. Select the following fields from EX_SHEET_PYMNT:
   a. BUSINESS_UNIT_GL
   b. SHEET_ID
   c. PYMNT_ID
   d. PYMNT_DT
   e. EMPLID
   f. PYMNT_GROSS_AMT
9. Make sure the fields are in the exact order as indicated above.
10. Click the **Subquery/Union** Navigation link.

11. Choose the **Top Level of Query** link to add criteria to the first part of the query.

12. Build criteria on the Business Unit so that it only returns rows for 54000.
13. Build criteria on the Scheduled Pay Date so that it only returns rows between May 22, 2009 and May 28, 2009.
14. Include a **Sum Aggregate** on the PAID_AMT_GROSS field.
15. Build **Having Criteria** on the PAID_AMT_GROSS field so that it only displays sums greater than $0.
16. Sort by **PYMNT_ID**.
17. Click the **Subquery/Union Navigation** link and choose the **Union 1** link to return to the bottom part of the query.
18. Build criteria on the Business Unit GL so that it only returns rows for 54000.

19. Build criteria on the PYMNT_DT field so that it only returns rows from May 22, 2009 through May 28, 2009.
20. Include a **Sum Aggregate** on the PYMNT_GROSS_AMT field.
21. Building **Having Criteria** on the PYMNT_GROSS_AMT field so that it only displays sums greater than $0.
22. Review the SQL statement.

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

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

Working on selection: Union 1   Subquery/Union Navigation

Query SQL:
```
SELECT A.BUSINESS_UNIT, A.VOUCHER_ID, A.PYMNT_ID, TO_CHAR(A.SCHEDULED_PAY_DT,'YYYY-MM-DD'), A.REMIT_VENDOR,
SUM( A.PAID_AMT_GROSS)
  FROM PS_PYMNT_VCHR_XREF A, PS_SP_BU_FS_CLSVW A1
  WHERE A.BUSINESS_UNIT = A1.BUSINESS_UNIT
    AND A1.OPRCLASS = 'BOR_SHARE'
    AND ( A.BUSINESS_UNIT = '36000'
    AND A.SCHEDULED_PAY_DT BETWEEN TO_DATE('2009-05-22','YYYY-MM-DD') AND TO_DATE('2009-05-28','YYYY-MM-DD') )
    GROUP BY A.BUSINESS_UNIT, A.VOUCHER_ID, A.PYMNT_ID, TO_CHAR(A.SCHEDULED_PAY_DT,'YYYY-MM-DD'),
A.REMIT_VENDOR
  HAVING SUM( A.PAID_AMT_GROSS) > 0
UNION
  SELECT B.BUSINESS_UNIT_GL, B.SHEET_ID, B.PYMNT_ID, TO_CHAR(B.PYMNT_DT,'YYYY-MM-DD'), B.EMPLID, SUM(
B.PYMNT_GROSS_AMT)
  FROM PS_EX_SHEET_PYMNT B, PS_BOR_EMP_S_CLSVW B1
  WHERE B.SHEET_ID = B1.SHEET_ID
    AND B1.OPRCLASS = 'BOR_SHARE'
    AND ( B.BUSINESS_UNIT_GL = '36000'
    AND B.PYMNT_DT BETWEEN TO_DATE('2009-05-22','YYYY-MM-DD') AND TO_DATE('2009-05-28','YYYY-MM-DD') )
    GROUP BY B.BUSINESS_UNIT_GL, B.SHEET_ID, B.PYMNT_ID, TO_CHAR(B.PYMNT_DT,'YYYY-MM-DD'), B.EMPLID
  HAVING SUM( B.PYMNT_GROSS_AMT) > 0
  ORDER BY 3
```

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

23. Run the query.

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

View All | Rerun Query | Download to Excel   First ◀ 1-100 of 236 ▶ Last

	Unit	Voucher	Payment	Scheduled	Remit Vndr	Sum Gross
1	36000	36003005	0000175868	05/22/2009	0038545	174.670
2	36000	36003005	0000175869	05/22/2009	0037371	88.710
3	36000	36003005	0000175869	05/22/2009	0037371	14.000
4	36000	36003005	0000175870	05/22/2009	0039141	82.620
5	36000	36003005	0000175871	05/22/2009	0037009	440.000
6	36000	36003005	0000175872	05/22/2009	0039446	610.680
7	36000	36003005	0000175872	05/22/2009	0039446	128.700
8	36000	36003005	0000175873	05/22/2009	0039258	61.000
9	36000	36003005	0000175874	05/22/2009	0039448	111.000
10	36000	36003005	0000175875	05/22/2009	0037356	26.270
11	36000	36003005	0000175876	05/22/2009	0034079	105.920
12	36000	36003005	0000175877	05/22/2009	0035361	73.840
13	36000	36003005	0000175877	05/22/2009	0035361	800.140
14	36000	36003005	0000175877	05/22/2009	0035361	863.600
15	36000	36003005	0000175877	05/22/2009	0035361	3532.310
16	36000	03017675	0000175882	05/22/2009	0000005957	377.810
17	36000	03017671	0000175883	05/22/2009	0000015364	523.750
18	36000	03017697	0000175885	05/22/2009	0000010754	380.000
19	36000	03017673	0000175886	05/22/2009	0000006689	392.000
20	36000	03017672	0000175887	05/22/2009	0000018059	10000.000
21	36000	03017699	0000175888	05/22/2009	0000021402	259.000
22	36000	03017676	0000175890	05/22/2009	0000017777	1164.550

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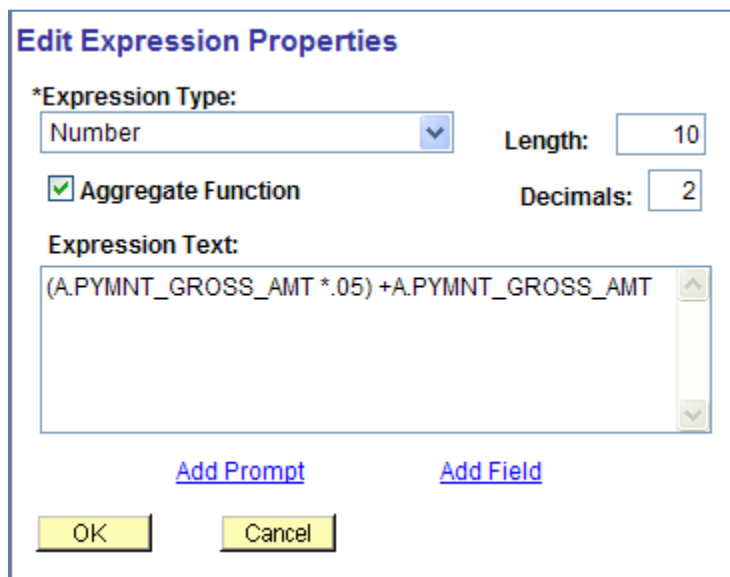
Expressions are calculations that Web Query performs as part of a query. Use them when you must calculate a value that PeopleSoft Query does not provide by default (for example, to add the values from two fields together or to multiply a field value by a constant).

You can work with an expression as if it were a field in the query: select it for output, change its column heading, or choose it as an "order by" column.

In Query Manager you can use expressions in two ways:
- As a comparison value in selection criteria
- As a column in the query output

The **Edit Expression Properties** page:

Field	Description
Expression Type	Identifies the Data Type
Aggregate Function	Select this if there are aggregate functions used in the query
Length/Integer	Length of character field or number of integers in numeric field
Decimals	Number of Decimals for Numeric Field
Expression Definition Text Box	Area where the expression is entered. Text can be entered directly in this field
Add Field	Pushbutton allows fields to be placed in the expression
Add Prompt	Pushbutton allows prompts to be placed in the expression

Once an expression has been defined, it can be treated as any other field. It can be selected for output, the column heading can be modified, or used as an order by column.

Using the example from the previous section on Unions, we can add an expression to show if a row came from an Expense Report or from a Voucher.

1. Ensure you are working on the **Top Level** of the Query.
2. Go to the **Expressions** Tab.
3. Click the **Add Expression** button.

4. Leave the Expression Type as **Character**.
5. Enter "**10**" for length.
6. In the Expression Text, enter **'Voucher'**. (Make sure to include the apostrophe before and after the word.)

7. Click the **OK** button.
8. In the Expressions List, click the **Use as Field** link.

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

Query Name: New Unsaved Query   Description:

Working on selection: Top Level of Query   Subquery/Union Navigation

Add Expression

Expressions List	Customize | Find |	First ◄ 1 of 1 ► Last
Expression Text	Use as Field	Add Criteria	Edit	Delete
'Voucher'	Use as Field	🔍	Edit	▬

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

9. Go to the **Fields** tab.
10. Click the **Edit** button for the field **'Voucher'**.

Edit Field Properties

Field Name: 'Voucher'

Heading	**Aggregate**
○ No Heading ○ RFT Short	⦿ None
⦿ Text ○ RFT Long	○ Sum
Heading Text:	○ Count
Source	○ Min
*Unique Field Name:	○ Max
EXPR13_13	○ Average

OK   Cancel

11. In the Heading Text, change the heading to "**Source**".

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

Query Name: New Unsaved Query   Description:

Working on selection: Top Level of Query   Subquery/Union Navigation

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

Fields						Customize | Find | View All |	First ◄ 1-7 of 7 ► Last
Col Record.Fieldname	**Format**	**Ord**	**XLAT**	**Agg**	**Heading Text**	**Add Criteria**	**Edit**	**Delete**
1 A.BUSINESS_UNIT - Business Unit	Char5				Unit	🔍	Edit	▬
2 A.VOUCHER_ID - Voucher ID	Char8				Voucher	🔍	Edit	▬
3 A.PYMNT_ID - Payment Number	Char10	1			Payment	🔍	Edit	▬
4 A.SCHEDULED_PAY_DT - Scheduled to Pay	Date				Scheduled	🔍	Edit	▬
5 A.REMIT_VENDOR - Remit Vendor	Char10				Remit Vndr	🔍	Edit	▬
6 A.PAID_AMT_GROSS - Gross Paid Amount	SNm25.3			Sum	Sum Gross	🔍	Edit	▬
7 'Voucher'	Char10				Source	🔍	Edit	▬

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

12. Click the **Subquery/Union Navigation** link.
13. Select the **Union 1** link.
14. Go to the **Expressions** tab.
15. Click the **Add Expression** button.

16. Leave the Expression Type as **Character**.
17. Enter "**10**" for length.
18. In the Expression Text, enter **'Exp Report'**. (Make sure to include the apostrophe before and after the words.)
19. Click the **OK** button.
20. In the Expressions List, click the **Use as Field** link.
21. Go to the **Fields** tab.
22. Click the **Edit** button for the field 'Exp Report'.
23. In the Heading Text, change the heading to "**Source**".
24. Run the query.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

View All | Rerun Query | Download to Excel   First ◄ 1-100 of 236 ► Last

	Unit	Voucher	Payment	Scheduled	Remit Vndr	Sum Gross	Source
1	36000	36003005	0000175868	05/22/2009	0038545	174.670	Exp Report
2	36000	36003005	0000175869	05/22/2009	0037371	88.710	Exp Report
3	36000	36003005	0000175869	05/22/2009	0037371	14.000	Exp Report
4	36000	36003005	0000175870	05/22/2009	0039141	82.620	Exp Report
5	36000	36003005	0000175871	05/22/2009	0037009	440.000	Exp Report
6	36000	36003005	0000175872	05/22/2009	0039446	610.680	Exp Report
7	36000	36003005	0000175872	05/22/2009	0039446	128.700	Exp Report
8	36000	36003005	0000175873	05/22/2009	0039258	61.000	Exp Report
9	36000	36003005	0000175874	05/22/2009	0039448	111.000	Exp Report
10	36000	36003005	0000175875	05/22/2009	0037356	26.270	Exp Report
11	36000	36003005	0000175876	05/22/2009	0034079	105.920	Exp Report
12	36000	36003005	0000175877	05/22/2009	0035361	73.840	Exp Report
13	36000	36003005	0000175877	05/22/2009	0035361	800.140	Exp Report
14	36000	36003005	0000175877	05/22/2009	0035361	863.600	Exp Report
15	36000	36003005	0000175877	05/22/2009	0035361	3532.310	Exp Report
16	36000	03017675	0000175882	05/22/2009	0000005957	377.810	Voucher
17	36000	03017671	0000175883	05/22/2009	0000015364	523.750	Voucher
18	36000	03017697	0000175885	05/22/2009	0000010754	380.000	Voucher
19	36000	03017673	0000175886	05/22/2009	0000006689	392.000	Voucher
20	36000	03017672	0000175887	05/22/2009	0000018059	10000.000	Voucher
21	36000	03017699	0000175888	05/22/2009	0000021402	259.000	Voucher
22	36000	03017676	0000175890	05/22/2009	0000017777	1164.550	Voucher

Note: It is important to remember that whatever is entered in the expression will appear exactly as entered in the SQL statement created by the query. It is very important to have some knowledge about SQL syntax when using expressions.

Expressions can be selected for use much like any other field.

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.SHEET_ID - Report ID	Char10				Report ID	🔍	Edit	−
2	A.LINE_NBR - Line Number	Num5.0				Line	🔍	Edit	−
3	A.EX_PYMNT_TYPE - Expenses Payment Type	Char1		N		ExPymntTyp	🔍	Edit	−
4	A.PYMNT_ID - Payment Number	Char10				Payment	🔍	Edit	−
5	A.PYMNT_STATUS - Payment Status	Char1		N		Pay Status	🔍	Edit	−
6	A.PYMNT_DT - Payment Date	Date				Date	🔍	Edit	−
7	A.PYMNT_GROSS_AMT - Gross Payment Amount	SNm25.3				Gross Amt	🔍	Edit	−
8	(A.PYMNT_GROSS_AMT *.05) +A.PYMNT_GROSS_AMT	Num8.2				(A.PYMNT_GROSS_AMT *.05) +A.PY	🔍	Edit	−

Query Name: New Unsaved Query   Description:

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

Reorder / Sort

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

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

Note: Creating an expression, however, does not automatically place it in the query. It must be selected for use in some manner.

> **Hint:** Knowledge of SQL syntax is necessary when writing expressions in a query.

Notes:

Finding Data in PSFIN v8.9

Now that you know how to query for information, let's discuss where your information resides in PeopleSoft Financials.

Key Records in PSFIN v8.9

Remember, there are over 3,000 records in your PeopleSoft Financials Database. Below is a table with the most common key records you will use, categorized by module.

Module	Key Records Used	Description
Accounts Payable	VOUCHER	AP Voucher Header Table
	VOUCHER_LINE	Voucher Line
	DISTRIB_LINE	Voucher Distribution Table
	VCHR_LINE_WTHD	Voucher Line Withhold Record
	VCHR_ACCTG_LINE	AP Accounting Entries
	PAYMENT_TBL	AP Disbursements
	PYMNT_VCHR_XREF	Voucher Scheduled Payment
	PYMNT_VCHR_WTHD	Voucher Withholding Information
	PYCYCL_STAT	Payment Selection Cycle Status
	VENDOR	Vendor Header Table
	VENDOR_LOC	Vendor Location
	VENDOR_ADDR	Vendor Address
	VENDOR_ID_NBRS	Extra Vendor Identifiers
	VENDOR_PAY	Vendor Payment Defaults
	VNDR_BANK_ACCT	Vendor Bank Accounts
	VENDOR_TYPE	Vendor Type
	VENDOR_WTHD	Vendor Withholding Information
	BANK_CD_TBL	Bank Code Table
	BANK_ACCT_DEFN	Bank Accounts
	BANK_STMT_HDR	Bank Statement Header
	BANK_STMT_TBL	Bank Statement Detail Table
Asset Management	COST	Asset Cost Transactions
	DIST_LN	AM Accounting Entries
	BOOK	Financial Book
	DEPRECIATION	Depreciation Transactions
	INTFC_FIN	AM Interface – Financial
	INTFC_PHY_A	Am Interface – Physical A
	OPEN_TRANS	AM Open Transactions
	ASSET	Asset General Information
	ASSET_ACQ_DET	Asset Acquisition Detail
	RETIREMENT	Asset Retirement

Module	Key Records Used	Description
Budget Prep	BUD_PSA_BOR	BOR Budgets PS
	BUD_PSB_BOR	BOR Budgets PS
	BUD_PSC_BOR	BOR Budgets PS Dist
	BUD_PSD_BOR	Position Pool Changes
	BUD_NPSA_BOR	BOR Budgets App/Rev/Grt
	BUD_NPSB_BOR	BOR Budgets Org Budgets
	BUD_AGGDET_BOR	BOR Budgets Aggregate Details
	BUD_JRNLBLD_BOR	BOR Budgets Journal Build
Commitment Control	LEDGER_KK	Ledger Data
	LEDG_KK_VW_BOR	Ledger View with KK Amount Types
	LEDG_KK_VW2_BOR	Recognized Amount/Collected Amount
	LEDG_KK_VW3_BOR	GASB Record View
	LEDG_KK_VW4_BOR	BOR KK All Amounts View
	KKACTSRC_VW_BOR	KK Activity Log/Source Header & Line View
	KK_SOURCE_HDR	KK Source Header Table
	KK_SOURCE_LN	KK Source Line Table
	KK_ACTIVITY_LOG	KK Budget Activity Record
	KK_TRANS_LOG	KK Transaction Log
	KK_LIQUIDATION	KK Liquidation Table
	KK_REFERENCED	Store reference data
	KK_EXCPTN_TBL	KK Transaction Exceptions
	KK_OVERRIDE_TBL	Document/Budget Overrides
	KK_BUDGET_HDR	KK Budget Journal Header
	KK_BUDGET_LN	KK Budget Journal Line
	KK_SOURCE_TRAN	KK Source Transaction Definition
General Ledger	LEDGER	Ledger Data
	JRNL_HEADER	Journal Header Data
	JRNL_LN	Journal Line Data
	JRNL_DRILL_BOR	Journal Line DrillDown View
	PERS_SERV_BOR	Personal Services Data
	PROJ_GRANT_BOR	Project/Grant Record Definition
	HR_ACCTG_LINE	Payroll Accounting Line
	JGEN_PHONE_BOR	DOAS Phone Bill Accounting Entries
	JGEN_PCARD_BOR	Journal Generated Load Recv'd from PCard
	JGEN_BNR_BOR	BOR MOD USF
	COA_COMBO1_BOR	Banner Chartfield Combination Table
	BOR_BNR_SPRID##	View of Banner table SPRIDEN
	BOR_BNR_MISC##	View of Banner table TBBMISC
	BOR_BNR_ MISD##	View of Banner table TRBRMISD
	BOR_BNR_ZUFG##	View of Banner table ZURGFTT
	(## = 1st two characters of Business Unit)	

Module	Key Records Used	Description
Purchasing	PO_HDR	Purchase Order Header
	PO_LINE	Purchase Order Line Item
	PO_LINE_DISTRIB	PO Line Accounting Entries
	PO_LINE_SHIP	PO Line Shipping Schedule
	REQ_HDR	Requisition Header
	REQ_LINE	Requisition Line
	REQ_LINE_DISTRIB	Requisition Distribution
	REQ_LINE_SHIP	Requisition Line Delivery Schedule
Travel and Expenses	EX_SHEET_HDR	Sheet Advance Tracking Table
	EX_SHEET_DIST	Expense Line Distributions
	EX_SHEET_LINE	Expense Report Line
	EX_TAUTH_HDR	Travel Authorization Header
	EX_TAUTH_LINE	Travel Authorization Line Information
	EX_TAUTH_DIST	Travel Authorizations Distribution
	EX_ADV_DIST	Cash Advance Distributions
	EX_ADV_LINE	Cash Advance Line
	EX_ADV_HDR	Cash Advance Header
	EX_ADVNCE_PYMNT	Cash Advance Payment
	EX_SHEET_PYMNT	Sheet Payment
	EX_EE_ORG_DTA	Employee Profile Detail
	EX_EE_PYMNT_DTL	Payee Bank Information
	EX_EE_AUTH_TBL	Employee Authority
	EX_ACCTG_LINE	Expenses Accounting Line
	EX_TYPES_TBL	Expense Types Table
	EX_LOC_AMT_DTL	Expenses Location Amount Table
	EX_LOCATION_TBL	Location Table
	EX_LOC_GRP_TBL	Location Group Table
	EX_TYPE_GRP_TBL	Expense Type Group Table

Module	Key Records Used	Description
Encumbrance Reporting – Key Views & Tables	KKACTSRC_VW_BOR	Join between KK_SOURCE_HDR, KK_SOURCE_LINE, and KK_ACTIVITY_LOG
	LEDG_KK_VW_BOR	Designed to mimic LEDGER_BUDG; selects Budget, Pre-encumbrance, Encumbrance, and Expended amounts from LEDGER_KK
	LEDG_KK_VW2_BOR	Selects same data as LEDG_KK_VW_BOR with the addition of Recognized Revenue and Collected Revenue
	LEDG_KK_VW3_BOR	Used for GASB reporting; selects Pre-Encumbrance and Encumbrance amounts from LEDGER_KK and Expended amounts from LEDGER
	LEDG_KK_VW4_BOR	All Amount fields (Budget, Pre-Encumbrance, Encumbrance, Expenditure, Recognized, Collected, and Actuals)
	KK_EXCPTN_TBL	Stores Commitment Control transaction budget-checking exceptions
	KK_REFERENCED	Stores the reference data between Req to PO, PO to Voucher, and TAuth to Expense Report

Module	Key Queries	Description
Encumbrance Reporting – Key Queries	BOR_BC_PENDING	Transactions not budget checked
	BOR_KK_EXCEPTIONS	Transactions that failed budget checking
	BOR_KK_TRIAL_BALANCE_BUD	Budgetary Trial Balance – All current budget year balances and Open previous budget year balances
	BOR_PO_OPEN_ENCS_KK	Open PO Encumbrance Balances per Commitment Control
	BOR_PO_OPEN_AMOUNT_ALL	Open PO Balances per Purchasing
	BOR_KK_OPEN_TAUTH_ENC	Open TAuth Encumbrance Balances per Commitment Control
	BOR_PAYROLL_ENC_BAL	Net payroll encumbrances per journal detail (future release)
	BOR_KK_TRIAL_BALANCE_BUD_ 381	Net encumbrance balances (future release)

Entity Relationship Diagrams (ERDs)

An ERD is often used as a way to visualize a relational database: each entity represents a database table, and the relationship lines represent the keys in one table that point to specific keys in related tables. PeopleSoft has broken these out by application module, and by process within that module. The type of line and symbol indicate the particulars of a relationship like one to one, one to many, and many to many. PeopleSoft denotes the keys to each table above the brown line in each table box.

As a relationship line is followed from one table to another, symbols can appear near each table.

- A circle indicates that the relationship is optional. The minimum number of relationships between each instance of the first table and instances of the related table is zero. One can think of the circle as a zero, or a letter "O" for optional.
- A stroke (|) indicates that the relationship is mandatory. The minimum number of relationships between each instance of the first table and instances of the related table is one.
- A "crows-foot" indicates that many such relationships between instances of the related tables might exist.

Below are links to the PeopleSoft Financials ERDs by module:

Asset Management: http://www.usg.edu/gafirst-fin/projects/v8/technical/am/

Accounts Payable: http://www.usg.edu/gafirst-fin/projects/v8/technical/ap/

Accounts Receivable: http://www.usg.edu/gafirst-fin/projects/v8/technical/ar/

eProcurement: http://www.usg.edu/gafirst-fin/projects/v8/technical/epro/

Expenses: http://www.usg.edu/gafirst-fin/projects/v8/technical/ex/

General Ledger and Commitment Control: http://www.usg.edu/gafirst-fin/projects/v8/technical/gl/

Purchasing: http://www.usg.edu/gafirst-fin/projects/v8/technical/po/
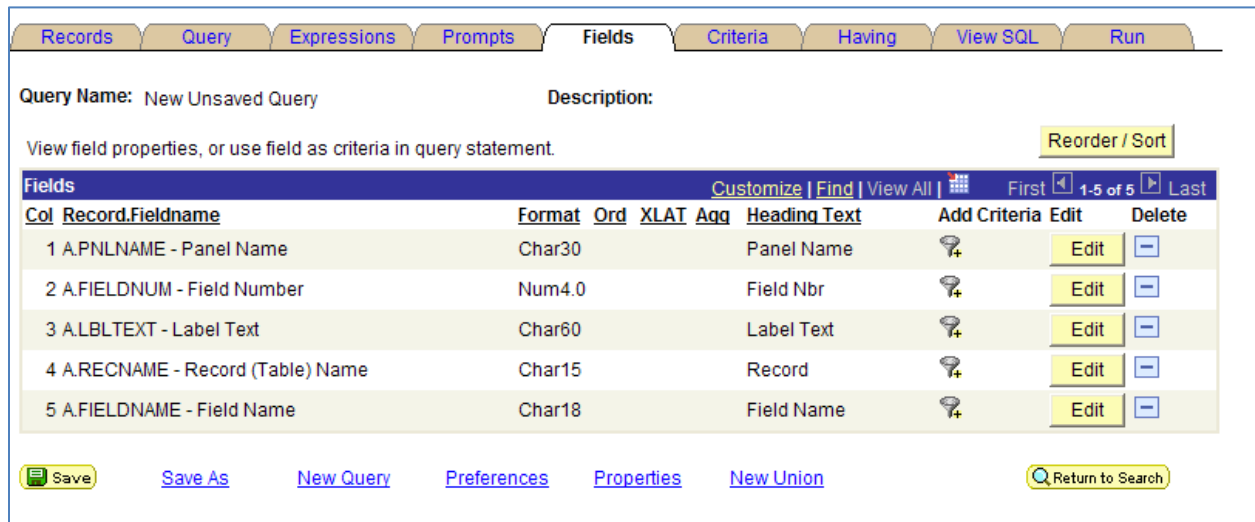
Finding the Records behind a Page

When you are on a transaction page and want to know what records you are hitting when entering data, you can follow these steps to locate the records. Please note that all users may not have security access to this record.

Step 1: Build and save the following query:

1. Use record **PSPNLFIELD**.
2. Add the fields:
   a. PNLNAME
   b. FIELDNUM
   c. LBLTEXT
   d. RECNAME
   e. FIELDNAME
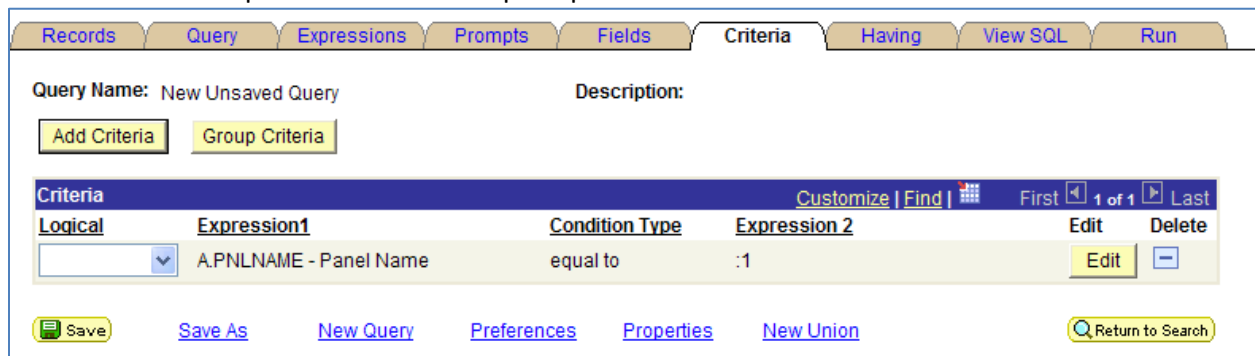
3. Go to the Fields tab and build a prompt criterion on PNLNAME.
   a. Keep all defaults for the prompt from PNLNAME.

4. Save the query.

Step 2: When on a transaction page, i.e., Add a journal, press CTRL + J to get the page information behind the online transaction page. Note (or copy) the exact page. This should be the 7th item in the list.

Browser	IE/7.0
Operating System	WINXP
Browser Compression	ON (gzip)
Tools Release	8.48.04
Application Release	Financials/SCM 8.90.00.111
Service Pack	0
Page	JOURNAL_ENTRY1
Component	JOURNAL_ENTRY_IE
Menu	PROCESS_JOURNALS
User ID	SUPPORT
Database Name	FTRN89
Database Type	ORACLE
Application Server	//swing.bor.usg.edu:8700
Component Buffer Size (KB)	394

continue

Step 3: Open and run the query you built in step 1.
1. In the Prompt field for page name, enter the page name you retrieved from Step #2.
2. Click the OK button.
3. The query will return the following:
   a. Panel Name = this is the page name you entered into the prompt
   b. Field Number = this is the field number on the transaction page
   c. Label Text = this is what the field name is when you are entering the data
   d. Record = this is the record that stores the information you entered
   e. Field Name = this is the field on that record that holds the data you entered

	Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

Page Name = JOURNAL_ENTRY1

View All | Rerun Query | Download to Excel   First ◄ 1-23 of 23 ► Last

	Panel Name	Field Nbr	Label Text	Record	Field Name
1	JOURNAL_ENTRY1	1		JRNL_HEADER	
2	JOURNAL_ENTRY1	2	Long Description	JRNL_HEADER	DESCR254
3	JOURNAL_ENTRY1	3	Ledger Group	JRNL_HEADER	LEDGER_GROUP
4	JOURNAL_ENTRY1	4	Auto Generate Lines	JRNL_HEADER	AUTO_GEN_LINES
5	JOURNAL_ENTRY1	5	Ledger	JRNL_HEADER	LEDGER
6	JOURNAL_ENTRY1	7	Source	JRNL_HEADER	SOURCE
7	JOURNAL_ENTRY1	8	Fiscal Year	JRNL_HEADER	FISCAL_YEAR
8	JOURNAL_ENTRY1	9	Reference Number	JRNL_HEADER	TRANS_REF_NUM
9	JOURNAL_ENTRY1	10	Period	JRNL_HEADER	ACCOUNTING_PERIOD
10	JOURNAL_ENTRY1	11	SJE Type	JRNL_HEADER	SJE_TYPE
11	JOURNAL_ENTRY1	12	ADB Date	JRNL_HEADER	ADB_DATE
12	JOURNAL_ENTRY1	13	Journal Class	JRNL_HEADER	JOURNAL_CLASS
13	JOURNAL_ENTRY1	14	Save Journal Incomplete Status	JRNL_PANELS_WRK	SAVE_INC_JRNL
14	JOURNAL_ENTRY1	16	Adjustment Type	JRNL_HEADER	GL_ADJUST_TYPE
15	JOURNAL_ENTRY1	18		JRNL_PANELS_WRK	PB_CURRENCY
16	JOURNAL_ENTRY1	19			
17	JOURNAL_ENTRY1	20	Reversal	JRNL_PANELS_WRK	PB_REVERSAL
18	JOURNAL_ENTRY1	21			
19	JOURNAL_ENTRY1	22	SJE Schedule	JRNL_PANELS_WRK	PB_SCHEDULE
20	JOURNAL_ENTRY1	23	Commitment Control	JRNL_PANELS_WRK	PB_COM_CNTL
21	JOURNAL_ENTRY1	15	Transaction Code	JRNL_HEADER	IU_TRAN_CD
22	JOURNAL_ENTRY1	6	Adjusting Entry	JRNL_HEADER	ADJUSTING_ENTRY
23	JOURNAL_ENTRY1	17	Agency Location Code	JRNL_HEADER	ALC

Activity 12 – Creating Advanced Queries

Activity 12A

1. Create a query to see the total of all travel and expense payments by department and expense type during the second quarter of Fiscal Year 2010.
2. Start with the **EX_SHEET_PYMNT** record and include the following field:
   a. PYMNT_GROSS_AMT
3. Join the **EX_SHEET_DIST** record in an **Any Record – Standard Join** to A.EX_SHEET_PYMNT and include the following field:
   a. DEPTID
4. Join the **EX_SHEET_LINE** record in an **Any Record – Standard Join** to B.EX_SHEET_DIST and include the following field:
   a. EXPENSE_TYPE
5. Join the **DEPTID_BUGL_VW** record to the EX_SHEET_DIST record in a **Related Record – Standard Join** and include the following field:
   a. DESCR
6. *Reorder* the columns as follows:
   a. DEPTID
   b. DESCR
   c. EXPENSE_TYPE
   d. PYMNT_GROSS_AMT
7. *Sort* the results by DEPTID and then by EXPENSE_TYPE.
8. *Include criteria* for BUSINESS_UNIT_GL (from record A.EX_SHEET_PYMNT), but do not include it as a field in the query (54000).
9. *Include criteria* for ACCOUNTING_DT (from record A.EX_SHEET_PYMNT), but do not include it as a field in the query (this criteria is for the second quarter of Fiscal Year 2010).
10. *Sum* on PYMNT_GROSS_AMT.
11. *Check your criteria:* Along with the Join Criteria, it should include BUSINESS_UNIT_GL and ACCOUNTING_DT.
12. Run the query.

Activity 12B

1. Create a query to see all payments made for Business Unit 54000, along with their voucher numbers and vendor names that prompts the user to enter a range of payment dates.
2. Start with the **PAYMENT_TBL** record and include the following field:
   a. PYMNT_ID
   b. PYMNT_DT
   c. PYMNT_AMT
   d. PYMNT_STATUS
3. Join the **PYMNT_VCHR_XREF** record in an **Any Record – Standard Join** and include the following field:
   a. BUSINESS_UNIT
   b. VOUCHER_ID
4. Join the **VOUCHER** record in an **Any Record – Standard Join** to the PYMNT_VCHR_XREF record and include the following fields:
   a. VENDOR_ID
5. Join the **VENDOR** record in an **Any Record – Standard Join** to the VOUCHER record and include the following field:
   a. NAME1
6. *Reorder* the columns in the following sequence:
   a. B.BUSINESS_UNIT
   b. C.VENDOR_ID
   c. D.NAME1
   d. B.VOUCHER_ID
   e. A.PYMNT_ID
   f. A.PYMNT_DT
   g. A.PYMNT_STATUS
   h. A.PYMNT_AMT
7. *Sort* the results by VENDOR_ID and by PYMNT_DT.
8. Display the *Long Translate Value* for PYMNT_STATUS.
9. Include selection criteria for A.BANK_SETID = 54000, B.BUSINESS_UNIT = 54000, and D.SETID = 54000.
10. *Check your criteria:* In addition to your Join Criteria, it should include BANK_SETID, BUSINESS_UNIT, SETID, and PYMNT_DT.
11. Run the query.

Activity 12C

1. Create a query to see a list of all in-service assets (ASSET_STATUS = I), along with their cost, department, and location.
2. Start with the **ASSET_ACQ_DET** record and include the following fields:
    a. BUSINESS_UNIT
    b. ASSET_ID
    c. DESCR
    d. AMOUNT
    e. DEPTID
3. Join the **ASSET_ALL_VW** record in an **Any Record – Standard Join** and include the following fields:
    a. TAG_NUMBER
    b. ASSET_STATUS
    c. CUSTODIAN
    d. LOCATION
4. Join the **DEPT_TBL – Departments** record in a **Related Record – Standard Join** to the ASSET_ACQ_DT record and include the following field:
    a. DESCR
5. Join the **LOCATION** record in an **Any Record – Standard Join** to the ASSET_ALL_VW record and include the following fields:
    a. DESCR
    b. BUILDING
    c. FLOOR
6. *Reorder* the columns in the following sequence:
    a. A.BUSINESS_UNIT
    b. A.ASSET_ID
    c. A.DESCR
    d. B.TAG_NUMBER
    e. B.ASSET_STATUS
    f. A.AMOUNT
    g. A.DEPTID
    h. C.DESCR
    i. B.CUSTODIAN
    j. B.LOCATION
    k. D.DESCR
    l. D.BUILDING
    m. D.FLOOR
7. *Sort* the results by DEPTID, then LOCATION, and then ASSET_ID.
8. Change the *Column Heading* of A.DESCR to "Asset Description."
9. Change the *Column Heading* of C.DESCR to "Department Name."
10. Change the *Column Heading* of D.DESCR to "Location Description."
11. *Check your criteria:* Along with the Join Criteria, it should include BUSINESS_UNIT and ASSET_STATUS.
12. Run the query.

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![GEORGIA*FIRST* FINANCIAL INFORMATION & REPORTING SYSTEMS FOR TOMORROW — A Project of the University System of Georgia]

Answer Key

Answer Key to Activities

Activity 1A

1. Click the **Create New Query** link.
2. Locate the **PAYMENT_TBL** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BANK_SETID**, **PYMNT_ID**, **REMIT_VENDOR**, **PYMNT_DT**, **PYMNT_AMT**, **PYMNT_METHOD**, and **PYMNT_RECONCILE_DT.**
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.PYMNT_DT**.
   b. Click the **OK** button.
6. Click the **Edit** button for **A.PYMNT_DT**.
   a. In the **Heading** group box, select the **RFT Long** radio button.
   b. In the **Translate Value** group box, select the **Long** radio button.
   c. Click the **OK** button.
7. Click the **Edit** button for **A.PYMNT_METHOD**.
   a. In the **Translate Value** group box, select the **Long** radio button.
   b. Click the **OK** button.
8. Click the **funnel** icon (Add Criteria) for **A.BANK_SETID**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
9. Click the **funnel** icon (Add Criteria) for **A.PYMNT_DT**.
   a. Change the Condition Type to '**greater than**.'
   b. Enter **12/31/2009** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
10. Click the **funnel** icon (Add Criteria) for **A.PYMNT_RECONCILE_DT**.
    a. Change the Condition Type to '**is null**.'
    b. Click the **OK** button.
11. Click the **Run** tab.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

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

Fields   Customize | Find | View All | First ◄ 1-7 of 7 ► Last

Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.BANK_SETID - Bank SetID	Char5				SetID	🔽	Edit	⊟
2 A.PYMNT_ID - Payment Number	Char10				Payment	🔽	Edit	⊟
3 A.REMIT_VENDOR - Remit Vendor	Char10				Remit Vndr	🔽	Edit	⊟
4 A.PYMNT_DT - Payment Date	Date	1			Payment Date	🔽	Edit	⊟
5 A.PYMNT_AMT - Payment Amount	SNm25.3				Amount	🔽	Edit	⊟
6 A.PYMNT_METHOD - Payment Method	Char3		N		Payment Method	🔽	Edit	⊟
7 A.PYMNT_RECONCILE_DT - Date Reconciled	Date				Reconciled	🔽	Edit	⊟

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

Figure 1 - Activity 1A Fields

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

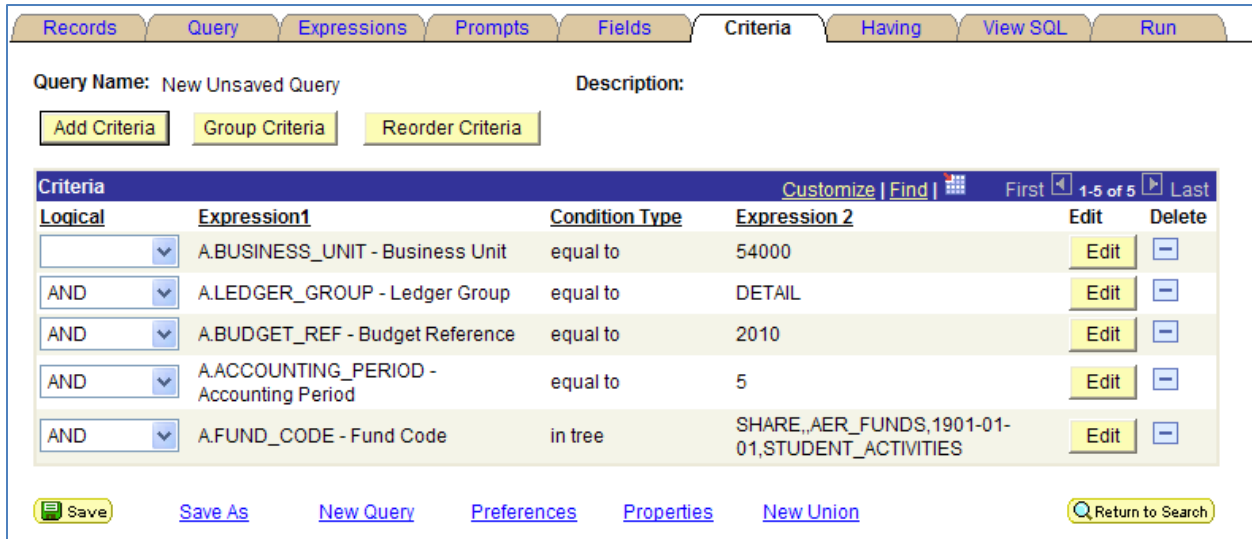# Answer Key

Figure 2 - Activity 1A Criteria

Activity 1B

1. Click the **Create New Query** link.
2. Locate the **RETIREMENT** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **ASSET_ID**, **RETIREMENT_DT**, **END_DEPR_DT**, **DISPOSAL_CODE**, **RETIREMENT_TYPE**, and **RETIREMENT_STATUS**
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.RETIREMENT_DT**.
   b. Click the **OK** button.
6. Click the **Edit** button for **A.DISPOSAL_CODE**.
   a. In the **Heading** group box, select the **Text** radio button and change the Heading Text to **Disposal Code**.
   b. In the **Translate Value** group box, select the **Long** radio button.
   c. Click the **OK** button.
7. Click the **Edit** button for **A.RETIREMENT_TYPE**.
   a. In the **Translate Value** group box, select the **Long** radio button.
   b. Click the **OK** button.
8. Click the **Edit** button for **A.RETIREMENT_STATUS**.
   a. In the **Translate Value** group box, select the **Long** radio button.
   b. Click the **OK** button.
9. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
10. Click the **funnel** icon (Add Criteria) for **A.END_DEPR_DT**.
    a. Change the Condition Type to '**is null**.'
    b. Click the **OK** button.
11. Click the **Run** tab.

Figure 3 - Activity 1B Fields

Figure 4 - Activity 1B Criteria

Activity 2A

1. Click the **Create New Query** link.
2. Locate the **LEDG_KK_VW_BOR** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **LEDGER_GROUP**, **BUDGET_REF**, **ACCOUNTING_PERIOD**, **FUND_CODE**, **ACCOUNT**, **PROGRAM_CODE**, **PRE_ENCUM_AMOUNT**, **ENCUMBERED_AMOUNT**, and **EXPENDED_AMOUNT.**
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.FUND_CODE**.
   b. Place a **2** in the **New Order by** box for **A.ACCOUNT**.
   c. Place a **3** in the **New Order by** box for **A.PROGRAM_CODE**.
   d. Click the **OK** button.
6. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
7. Click the **funnel** icon (Add Criteria) for **A.LEDGER_GROUP**.

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a. Leave the Condition Type as '**equal to**.'
b. Enter **DETAIL** in the Expression 2 – Define Constant field.
c. Click the **OK** button.
8. Click the **funnel** icon (Add Criteria) for **A.BUDGET_REF**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **2010** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
9. Click the **funnel** icon (Add Criteria) for **A.ACCOUNTING_PERIOD**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **5** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
10. Click the **funnel** icon (Add Criteria) for **A.FUND_CODE**.
    a. Change the Condition Type to '**in tree**.'
    b. Click the **New Node List** link.
    c. Enter **'FUNDS'** in the search field and click the **Search** button.
    d. Click the **View All** link.
    e. Select the **AER_FUNDS** link.
    f. On the Display and Select Tree Nodes page, select the **STUDENT ACTIVITIES – Student Activities** link.
    g. Click the **Add to Node Selection List** icon. You should now see **STUDENT ACTIVITIES – Student Activities** listed in the Selected Nodes List.
    h. Click the **OK** button.
    i. Click the **OK** button on the **Edit Criteria Properties** page.
11. Click the **Run** tab.

Figure 5 - Activity 2A Fields

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Answer Key

Figure 6 - Activity 2A Criteria

Activity 2B

1. Click the **Create New Query** link.
2. Locate the **DISTRIB_LINE** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **VOUCHER_ID**, **BUDGET_REF**, **ACCOUNT**, **DEPTID**, and **MONETARY_AMOUNT**.
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.DEPTID**.
   b. Place a **2** in the **New Order by** box for **A.ACCOUNT**.
   c. Click the **OK** button.
6. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
7. Click the **funnel** icon (Add Criteria) for **A.BUDGET_REF**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **2010** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
8. Click the **funnel** icon (Add Criteria) for **A.DEPTID**.
   a. Change the Condition Type to '**in tree**.'
   b. Click the **New Node List** link.
   c. Enter **AGENCY_FUND_DEPT** in the search field and click the **Search** button.
   d. Select the **AGENCY_FUND_DEPT** link (for the SHARE SetID).
   e. On the Display and Select Tree Nodes page, select the **AGENCY_FUND_DEPTS** link.
   f. Click the **Add to Node Selection List** icon. You should now see **AGENCY_FUND_DEPTS** listed in the Selected Nodes List.
   g. Click the **OK** button.
   h. Click the **OK** button on the **Edit Criteria Properties** page.
9. Click the **Run** tab.

Figure 7 - Activity 2B Fields

Figure 8 - Activity 2B Criteria

Activity 3A

1. Click the **Create New Query** link.
2. Locate the **PO_HDR** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **PO_ID**, **ACCOUNTING_DT**, **MATCH_STATUS_PO**, and **RECV_STATUS**.
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.PO_ID**.
6. Click the **OK** button.
7. Click the **Edit** button for **A.MATCH_STATUS_PO**.
   a. In the **Heading** group box, select the **RFT Long** radio button.
   b. In the **Translate Value** group box, select the **Long** radio button.
   c. Click the **OK** button.
8. Click the **Edit** button for **A.RECV_STATUS**.
   a. In the **Heading** group box, select the **RFT Long** radio button.
   b. In the **Translate Value** group box, select the **Long** radio button.
   c. Click the **OK** button.

9. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
10. Click the **funnel** icon (Add Criteria) for **A.ACCOUNTING_DT**.
    a. Change the Condition Type to '**between**.'
    b. Enter **10/1/2009** in the first Expression 2 – Define Constant field.
    c. Enter **12/31/2009** in the second Expression 2 – Define Constant field.
    d. Click the **OK** button.
11. Click the **funnel** icon (Add Criteria) for **A.MATCH_STATUS_PO**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **M** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
12. Click the **funnel** icon (Add Criteria) for **A.RECV_STATUS**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **R** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
13. Go to the **Criteria** tab.
14. Change the **Logical** Operand from **AND** to **OR** for **A.RECV_STATUS**.
15. Click the **Group** Criteria button.
    a. Enter a **beginning parentheses** in the edit box to the left of **A.MATCH_STATUS_PO**.
    b. Enter an **ending parentheses** in the edit box to the right of **A.RECV_STATUS**.
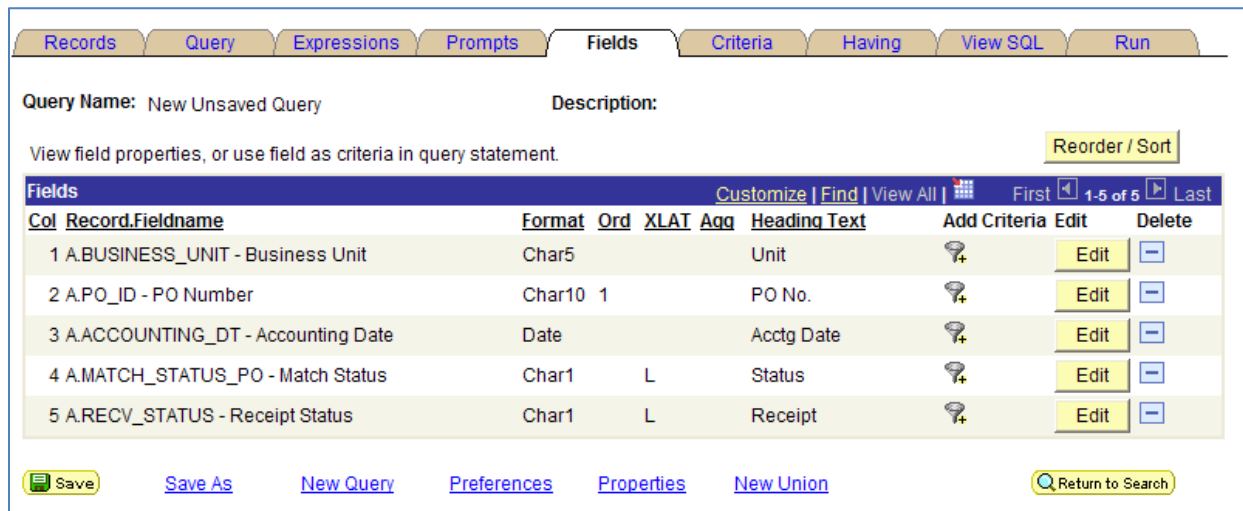   c. Click the **OK** button.
16. Click the **Run** tab.

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

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

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

Fields   Customize | Find | View All | First ◄ 1-5 of 5 ► Last

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit	🔻	Edit	−
2	A.PO_ID - PO Number	Char10	1			PO No.	🔻	Edit	−
3	A.ACCOUNTING_DT - Accounting Date	Date				Acctg Date	🔻	Edit	−
4	A.MATCH_STATUS_PO - Match Status	Char1		L		Status	🔻	Edit	−
5	A.RECV_STATUS - Receipt Status	Char1		L		Receipt	🔻	Edit	−

Save   Save As   New Query   Preferences   Properties   New Union   Return to Search
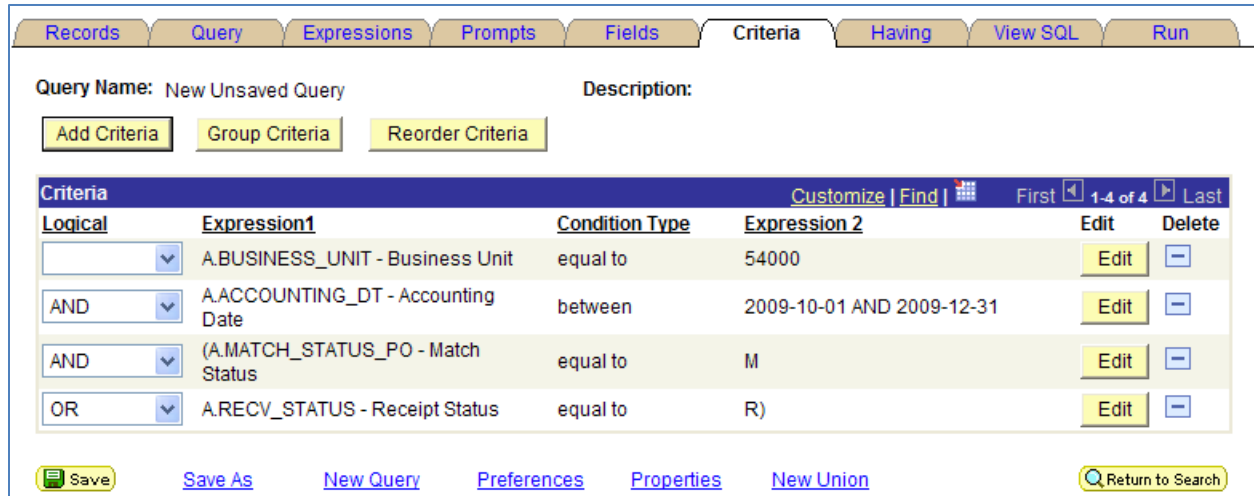
Figure 9 - Activity 3A Fields

Figure 10 - Activity 3A Criteria

Activity 3B

1. Click the **Create New Query** link.
2. Locate the **VENDOR** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **SETID**, **VENDOR_ID**, **NAME1**, **VENDOR_STATUS**, **VENDOR_CLASS**, and **WTHD_SW**
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
    a. Place a **1** in the **New Order by** box for **A.NAME1**.
    b. Click the **OK** button.
6. Click the **Edit** button for **A.VENDOR_STATUS**.
    a. In the **Translate Value** group box, select the **Long** radio button.
    b. Click the **OK** button.
7. Click the **Edit** button for **A.VENDOR_CLASS**.
    a. In the **Translate Value** group box, select the **Long** radio button.
    b. Click the **OK** button.
8. Click the **funnel** icon (Add Criteria) for **A.SETID**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **54000** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
9. Click the **funnel** icon (Add Criteria) for **A.VENDOR_STATUS**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **A** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
10. Click the **funnel** icon (Add Criteria) for **A.NAME1**.
    a. Change the Condition Type to '**like**.'
    b. Enter **%Software%** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
11. Click the **funnel** icon (Add Criteria) for **A.NAME1**.
    a. Change the Condition Type to '**like**.'
    b. Enter **%Computer%** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
12. Go to the **Criteria** tab.
13. Change the **Logical** Operand from **AND** to **OR** for the second criterion for **A.NAME1**.
14. Click the **Group** Criteria button.

     a.   Enter a **beginning parentheses** in the edit box to the left of the first **A.NAME1**.

     b.   Enter an **ending parentheses** in the edit box to the right of the second **A.NAME1**.

     c.   Click the **OK** button.

15. Click the **Run** tab.

Figure 11 - Activity 3B Fields

Figure 12 - Activity 3B Criteria

Activity 4A

1. Click the **Create New Query** link.

2. Locate the **JRNL_HEADER** table, and click its **Add Record** link.

3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **JOURNAL_ID**, **JOURNAL_DATE**, **JRNL_HDR_STATUS**, **SOURCE**, and **DESCR254**

4. Click the **Fields** tab.

5. Click the **Reorder/Sort** button.

     a.   Place a **1** in the **New Order by** box for **A.SOURCE**.

     b.   Place a **2** in the **New Order by** box for **A.JOURNAL_ID**.

     c.   Click the **OK** button.

6. Click the **Edit** button for **A.JRNL_HDR_STATUS**.

     a.   In the **Translate Value** group box, select the **Long** radio button.

     b.   Click the **OK** button.

![GEORGIA*FIRST* FINANCIAL INFORMATION & REPORTING SYSTEMS FOR TOMORROW — A Project of the University System of Georgia]

Answer Key

7. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
    a. Leave the Condition Type as '**equal to**.'
    b. In the **Choose Expression 2 Type** group box, select **Prompt**.
    c. Click the **New Prompt** link in the Expression 2 – Define Prompt group box.
    d. Click the **OK** button on the Edit Prompt Properties page.
    e. Click the **OK** button on the Edit Criteria Properties page.
8. Click the **funnel** icon (Add Criteria) for **A.JRNL_DATE**.
    a. Leave the Condition Type as '**equal to**.'
    b. In the **Choose Expression 2 Type** group box, select **Prompt**.
    c. Click the **New Prompt** link in the Expression 2 – Define Prompt group box.
    d. Click the **OK** button on the Edit Prompt Properties page.
    e. Click the **OK** button on the Edit Criteria Properties page.
9. Click the **Run** tab.

Figure 13 - Activity 4A Fields

Figure 14 - Activity 4A Criteria

Activity 4B

1. Click the **Create New Query** link.
2. Locate the **LEDGER_KK** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **LEDGER**, **ACCOUNT**, **DEPTID**, **FUND_CODE**, **CLASS_FLD**, **PROGRAM_CODE**, **BUDGET_REF**, **ACCOUNTING_PERIOD**, and **POSTED_TOTAL_AMT**

4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
    a. Place a **1** in the **New Order by** box for **A.DEPTID**.
    b. Place a **2** in the **New Order by** box for **A.FUND_CODE**.
    c. Place a **3** in the **New Order by** box for **A.ACCOUNT**.
    d. Click the **OK** button.
6. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
    a. Leave the Condition Type as '**equal to**.'
    b. In the **Choose Expression 2 Type** group box, select **Prompt**.
    c. Click the **New Prompt** link in the Expression 2 – Define Prompt group box.
    d. Ensure the Edit Type is Prompt Table and click the **OK** button on the Edit Prompt Properties page.
    e. Click the **OK** button on the Edit Criteria Properties page.
7. Click the **funnel** icon (Add Criteria) for **A.BUDGET_REF**.
    a. Leave the Condition Type as '**equal to**.'
    b. In the **Choose Expression 2 Type** group box, select **Prompt**.
    c. Click the **New Prompt** link in the Expression 2 – Define Prompt group box.
    d. Ensure the Edit Type is Prompt Table and click the **OK** button on the Edit Prompt Properties page.
    e. Click the **OK** button on the Edit Criteria Properties page.
8. Click the **funnel** icon (Add Criteria) for **A.ACCOUNTING_PERIOD**.
    a. Leave the Condition Type as '**equal to**.'
    b. In the **Choose Expression 2 Type** group box, select **Prompt**.
    c. Click the **New Prompt** link in the Expression 2 – Define Prompt group box.
    d. Under Prompt Table, click the **Select a Prompt Table** icon (magnifying glass).
    e. Click the **No Value** button.
    f. In the Edit Type drop down list, select **No Table Edit**.
    g. Click the **OK** button on the Edit Prompt Properties page.
    h. Click the **OK** button on the Edit Criteria Properties page.
9. Click the **funnel** icon (Add Criteria) for **A.ACCOUNTING_PERIOD**.
    a. Change the Condition Type to '**like**.'
    b. In the **Choose Expression 2 Type** group box, select **Prompt**.
    c. Click the **New Prompt** link in the Expression 2 – Define Prompt group box.
    d. Under Prompt Table, click the **Select a Prompt Table** icon (magnifying glass).
    e. Click the **No Value** button.
    f. In the Edit Type drop down list, select **No Table Edit**.
    g. Click the **OK** button on the Edit Prompt Properties page.
    h. Click the **OK** button on the Edit Criteria Properties page.
10. Click the **Run** tab.

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Answer Key

Figure 15 - Activity 4B Fields

Figure 16 - Activity 4B Criteria

Activity 5A

1. Click the **Create New Query** link.
2. Locate the **VOUCHER** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **VOUCHER_ID**, **VOUCHER_STYLE**, **VENDOR_ID**, **POST_STATUS_AP**, **GROSS_AMT**, and **DUE_DT**
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.DUE_DT**.
   b. Place a **2** in the **New Order by** box for **A.VOUCHER_ID**.
   c. Click the **OK** button.
6. Click the **Edit** button for **A.VOUCHER_STYLE**.

    a.   In the **Translate Value** group box, select the **Long** radio button.

    b.   Click the **OK** button.

7. Click the **Edit** button for **A.POST_STATUS_AP**.

    a.   In the **Translate Value** group box, select the **Long** radio button.

    b.   Click the **OK** button.

8. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.

    a.   Leave the Condition Type as '**equal to**.'

    b.   Enter **54000** in the Expression 2 – Define Constant field.

    c.   Click the **OK** button.

9. Click the **funnel** icon (Add Criteria) for **A.VOUCHER_STYLE**.

    a.   Leave the Condition Type as '**equal to**.'

    b.   In the **Choose Expression 2 Type** group box, select **Prompt**.

    c.   Click the **New Prompt** link in the Expression 2 – Define Prompt group box.

    d.   Leave the Edit Type as **Translate Table**

    e.   Click the **OK** button on the Edit Prompt Properties page.

    f.   Click the **OK** button on the Edit Criteria Properties page.

10. Go to the **Prompts** page.

11. Click the **Add Prompt** button.

    a.   Click the **Look Up** icon under Field Name.

    b.   Enter **DUE_DT** in the begins with field and click the **Search** button.

    c.   Select the **DUE_DT** link.

    d.   Under **Heading Type**, select **Text**.

    e.   In the Heading Type field, enter "**From Due Date**:".

    f.   Click the **OK** button.

12. Click the **Add Prompt** button.

    a.   Click the **Look Up** icon under Field Name.

    b.   Enter **DUE_DT** in the begins with field and click the **Search** button.

    c.   Select the **DUE_DT** link.

    d.   Under **Heading Type**, select **Text**.

    e.   In the Heading Type field, enter "**To Due Date:**".

    f.   Click the **OK** button.

13. Go to the **Fields** tab.

14. Click the **funnel** icon (Add Criteria) for **A.DUE_DT**.

    a.   Change the Condition Type to '**between**.'

    b.   Change the **Choose Expression 2 Type** to **Expr – Expr**.

    c.   In the Expression 2 – Define Expression group box, select the **Add Prompt** link.

    d.   Select the **:1 = DUE_DT = From Due Date:** link.

    e.   In the Expression 2 – Define Expression 2 group box, select the **Add Prompt** link.

    f.   Select the **:2 = DUE_DT = To Due Date: l**ink.

    g.   Click the **OK** button.

15. Click the **Run** tab.

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Answer Key

Figure 17 - Activity 5A Fields

Figure 18 - Activity 5A Criteria

Activity 5B

1. Click the **Create New Query** link.
2. Locate the **PYMNT_XREF_VW** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **PYMNT_ID_REF**, **PYMNT_ID**, **BUSINESS_UNIT**, **VOUCHER_ID**, **PAID_AMT_GROSS**, **INVOICE_DT**, and **VENDOR_ID**
4. Click the **Fields** tab.
5. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
6. Go to the **Prompts** page.
7. Click the **Add Prompt** button.
   a. Click the **Look Up** icon under Field Name.
   b. Enter **VOUCHER_ID** in the begins with field and click the **Search** button.
   c. Select the **VOUCHER_ID** link.
   d. Under **Heading Type**, select **Text**.

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e. In the Heading Type field, enter "**Voucher ID #1**:".
f. Click the **OK** button.
8. Click the **Add Prompt** button.
a. Click the **Look Up** icon under Field Name.
b. Select the **VOUCHER_ID** link.
c. Under **Heading Type**, select **Text**.
d. In the Heading Type field, enter "**Voucher ID #2**:".
e. Click the **OK** button.
9. Click the **Add Prompt** button.
a. Click the **Look Up** icon under Field Name.
b. Select the **VOUCHER_ID** link.
c. Under **Heading Type**, select **Text**.
d. In the Heading Type field, enter "**Voucher ID #3**:".
e. Click the **OK** button.
10. Click the **Add Prompt** button.
a. Click the **Look Up** icon under Field Name.
b. Select the **VOUCHER_ID** link.
c. Under **Heading Type**, select **Text**.
d. In the Heading Type field, enter "**Voucher ID #4**:".
e. Click the **OK** button.
11. Go to the **Fields** tab.
12. Click the **funnel** icon (Add Criteria) for **A.VOUCHER_ID**.
a. Change the Condition Type to '**in list**.'
b. In the **Choose Expression 2 Type** group box, select **In List**.
c. Click the **Look Up** icon in the Expression 2 – Edit List group box.
d. Click the **Add Prompt** link.
    i. Select the **:1 = VOUCHER_ID – Voucher ID #1** link.
e. Click the **Add Prompt** link.
    i. Select the **:2 = VOUCHER_ID – Voucher ID #2** link.
f. Click the **Add Prompt** link.
    i. Select the **:3 = VOUCHER_ID – Voucher ID #**3 link.
g. Click the **Add Prompt** link.
    i. Select the **:4 = VOUCHER ID – Voucher ID #4** link.
h. Click the **OK** button.
i. Click the **OK** button on the Edit Criteria Properties page.
13. Click the **Run** tab.

Figure 19 - Activity 5B Fields

Figure 20 - Activity 5B Criteria

Activity 6A

1. Click the **Create New Query** link.
2. Locate the **ASSET_ALL_VW** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **DEPTID**, and **ASSET_ID**.
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. In the **New Column** field for ASSET_ID, enter a '**2**'.
   b. In the **New Order** field for DEPTID, enter a '**1**'.
   c. Click the **OK** button.
6. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
7. Click the **Edit** button for **A.ASSET_ID**.
   a. In the **Aggregate** group box, select the **Count** radio button.
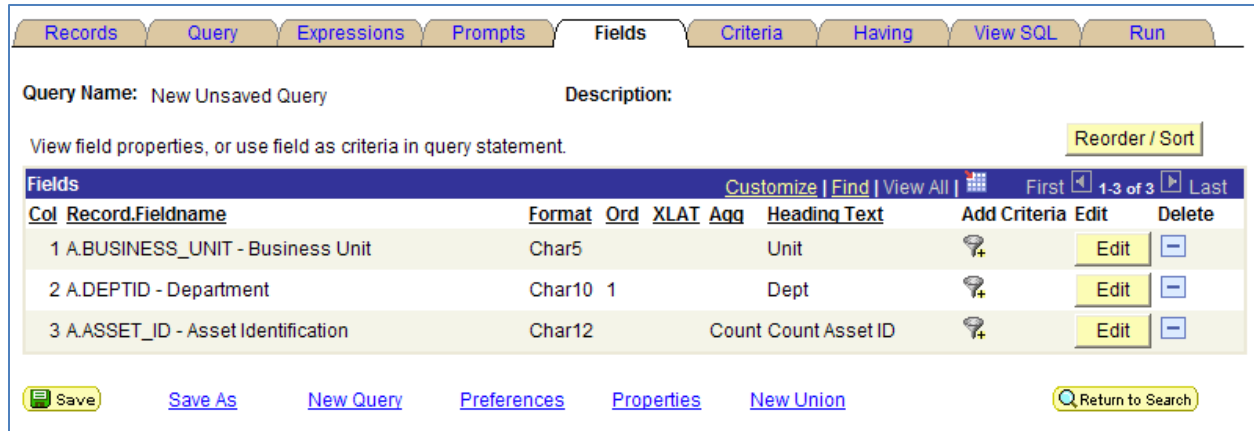   b. Click the **OK** button.
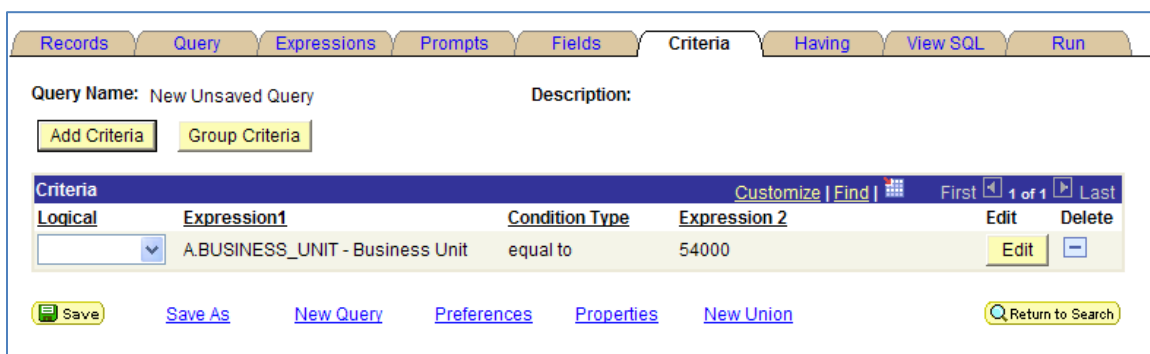8. Click the **Run** tab.

Figure 21 - Activity 6A Fields

Figure 22 - Activity 6A Criteria

Activity 6B

1. Click the **Create New Query** link.
2. Locate the **LEDGER_KK** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **BUDGET_REF**, **LEDGER**, **ACCOUNT**, **FUND_CODE**, and **POSTED_TOTAL_AMT**
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.LEDGER**.
   b. Place a **2** in the **New Order by** box for **A.FUND_CODE**.
   c. Place a **3** in the **New Order by** box for **A.ACCOUNT**.
   d. Click the **OK** button.
6. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
7. Click the **funnel** icon (Add Criteria) for **A.BUDGET_REF**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **2010** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
8. Click the **Edit** button for **A.POSTED_TOTAL_AMT**.
   a. In the **Aggregate** group box, select the **Sum** radio button.
   b. Click the **OK** button.
9. Click the **Run** tab.

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Figure 23 - Activity 6B Fields

Figure 24 - Activity 6B Criteria

Activity 7A

1. Click the **Create New Query** link.
2. Locate the **LEDGER** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **LEDGER**, **FISCAL_YEAR**, **ACCOUNT**, **FUND_CODE**, and **POSTED_TOTAL_AMT**.
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.LEDGER**.
   b. Place a **2** in the **New Order by** box for **A.ACCOUNT**.
   c. Place a **3** in the **New Order by** box for **A.FUND_CODE**.
   d. Click the **OK** button.
6. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
7. Click the **funnel** icon (Add Criteria) for **A.FISCAL_YEAR**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **2010** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.

8. Click the **Edit** button for **A.POSTED_TOTAL_AMT**.
   a. In the **Aggregate** group box, select the **Sum** radio button.
   b. Click the **OK** button.
9. Click the **funnel** icon (Add Criteria) for **A.POSTED_TOTAL_AMT**.
   a. Change the Condition Type to '**not equal to**.'
   b. Enter **0** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
10. Click the **Run** tab.

Figure 25 - Activity 7A Fields

Figure 26 - Activity 7A Criteria

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

[Add Having Criteria]   [Group Having Criteria]

Having Criteria   Customize | Find | First ◄ 1 of 1 ► Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
[▼]	A.POSTED_TOTAL_AMT - Posted Total Amount	not equal to	0	[Edit]	[−]

[💾 Save]   Save As   New Query   Preferences   Properties   New Union   [🔍 Return to Search]
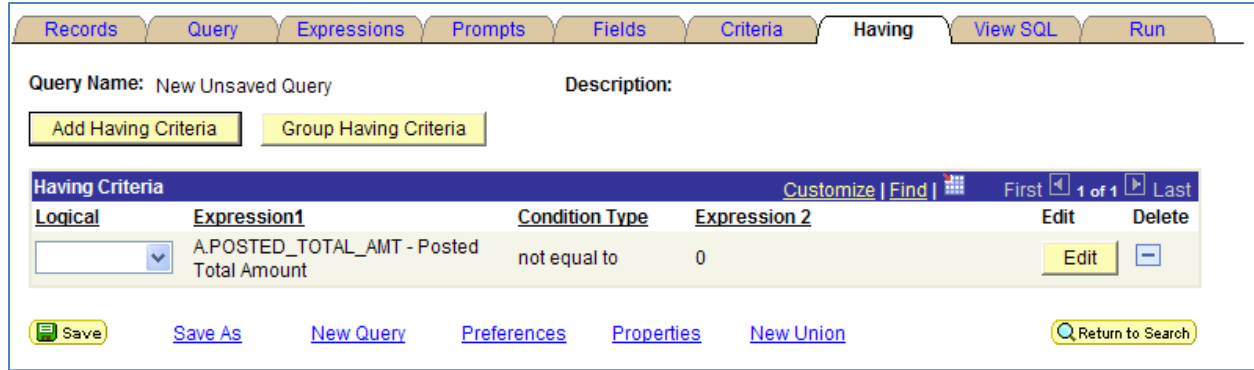
Figure 27 - Activity 7A Having Criteria

Activity 7B

1. Click the **Create New Query** link.
2. Locate the **PAYMENT_TBL** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BANK_SETID, REMIT_VENDOR,** and **PYMNT_AMT**
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.PYMNT_AMT**.
   b. Click the **OK** button.
6. Click the **funnel** icon (Add Criteria) for **A.BANK_SETID**.
   a. Leave the Condition Type as '**equal to**.'
   b. Enter **54000** in the Expression 2 – Define Constant field.
   c. Click the **OK** button.
7. Click the **Query** tab.
8. Click the **funnel** icon (Add Criteria) for **A.PYMNT_DT**.
   a. Change the Condition Type to '**between**.'
   b. In the Expression 2 – Define Constant field, enter **7/1/2009**.
   c. In the Expression 2 – Define Constant 2 field, enter **12/31/2009**
   d. Click the **OK** button.
9. Click the **Fields** tab.
10. Click the **Edit** button for **A.PYMNT_AMT**.
    a. In the **Aggregate** group box, select the **Sum** radio button.
    b. Click the **OK** button.
11. Click the **funnel** icon (Add Criteria) for **A.PYMNT_AMT**.
    a. Change the Condition Type to '**greater than**.'
    b. Enter **9999.99** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
12. Click the **Run** tab.

Figure 28 - Activity 7B Fields

Figure 29 - Activity 7B Criteria

Figure 30 - Activity 7B Having Criteria

Activity 8A

1. Click the **Create New Query** link.
2. Locate the **VENDOR** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **SETID**, **VENDOR_ID**, **NAME1**, **VENDOR_STATUS**, and **VENDOR_CLASS**
4. Click the **Hierarchy Join** link.
    a. Select the **VENDOR_ADDR_PHN – Vendor Address Telephone Nbrs** link.
    b. Click **OK** to accept the Effective Date Criteria.
5. From **B VENDOR_ADDR_PHN**, select the following field by placing a **check mark** in its Fields box: **PHONE** and **PHONE_TYPE**

6. Click the **Fields** tab.
    a. Click the **Reorder/Sort** button.
    b. Place a **1** in the **New Order by** box for **A.VENDOR_ID**.
    c. Click the **OK** button.
7. Click the **Edit** button for **A.VENDOR_STATUS**.
    a. In the **Translate Value** group box, select the **Long** radio button.
    b. Click the **OK** button.
8. Click the **Edit** button for **A.VENDOR_CLASS**.
    a. In the **Translate Value** group box, select the **Long** radio button.
    b. Click the **OK** button.
9. Click the **Edit** button for **B.PHONE_TYPE**.
    a. In the **Translate Value** group box, select the **Long** radio button.
    b. Click the **OK** button.
10. Click the **funnel** icon (Add Criteria) for **A.SETID**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **54000** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
11. Click the **funnel** icon (Add Criteria) for **A.VENDOR_STATUS**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **A** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
12. Click the **funnel** icon (Add Criteria) for **A.VENDOR_CLASS**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **F** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
13. Click the **Run** tab.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias Record

⊞ A VENDOR - Vendor Header Table   Hierarchy Join ⊟

⊞ B VENDOR_ADDR_PHN - Vendor Address Telephone Nbrs joined with A   Hierarchy Join ⊟

[Expand All Records]   [Collapse All Records]

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

Figure 31 - Activity 8A Records

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Answer Key
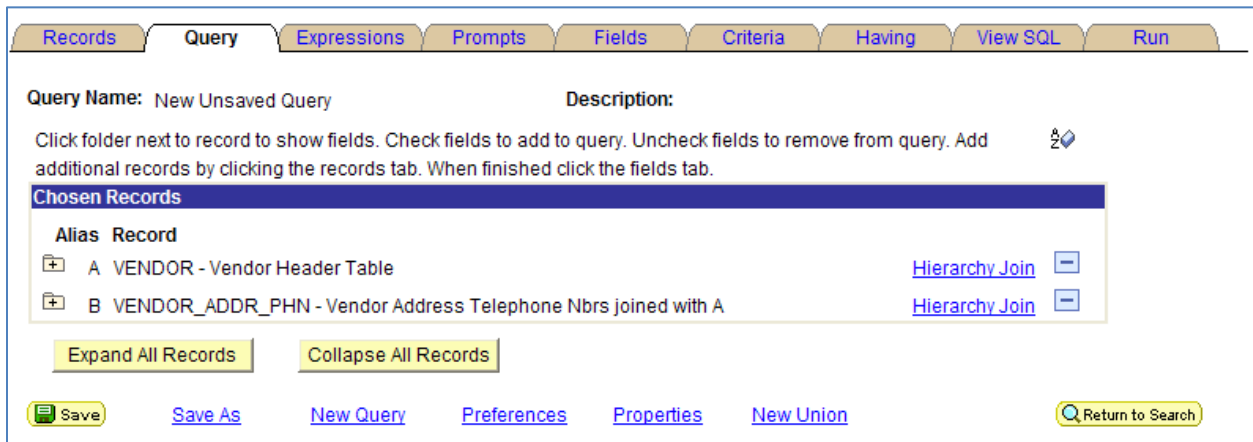
Figure 32 - Activity 8A Fields

Figure 33 - Activity 8A Criteria

Activity 8B

1. Click the **Create New Query** link.
2. Locate the **PO_HDR** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **PO_ID**, **PO_STATUS**, and **VENDOR_ID**
4. Click the **Hierarchy Join** link.
   a. Select the **PO_LINE – Purchase Order Line Item** link.
   b. From **B PO_LINE – Purchase Order Line Item**, select the following fields by placing a **check mark** in their **Fields** box: **LINE_NBR**, **CATEGORY_ID**, and **DESCR254_MIXED**
5. Click the **Fields** tab.
6. Click the **Reorder/Sort** button.
   a. Place a **1** in the **New Order by** box for **A.PO_ID**.
   b. Place a **2** in the **New Order by** box for **B.LINE_NBR**.
   c. Place the appropriate number in the **New Column** box for **B.LINE_NBR** to fall directly under **A.PO_ID**.

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

Answer Key

       d.   Click the **OK** button.

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

8.   Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
       a.   Leave the Condition Type as '**equal to**.'
       b.   Enter **54000** in the Expression 2 – Define Constant field.
       c.   Click the **OK** button.

9.   Click the **funnel** icon (Add Criteria) for **A.PO_STATUS**.
       a.   Leave the Condition Type as '**equal to**.'
       b.   Enter **D** in the Expression 2 – Define Constant field.
       c.   Click the **OK** button.

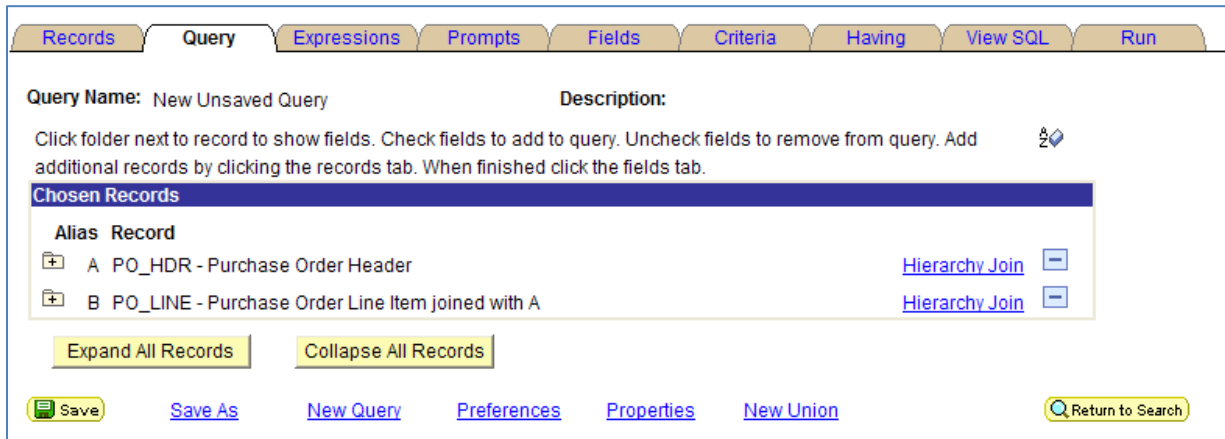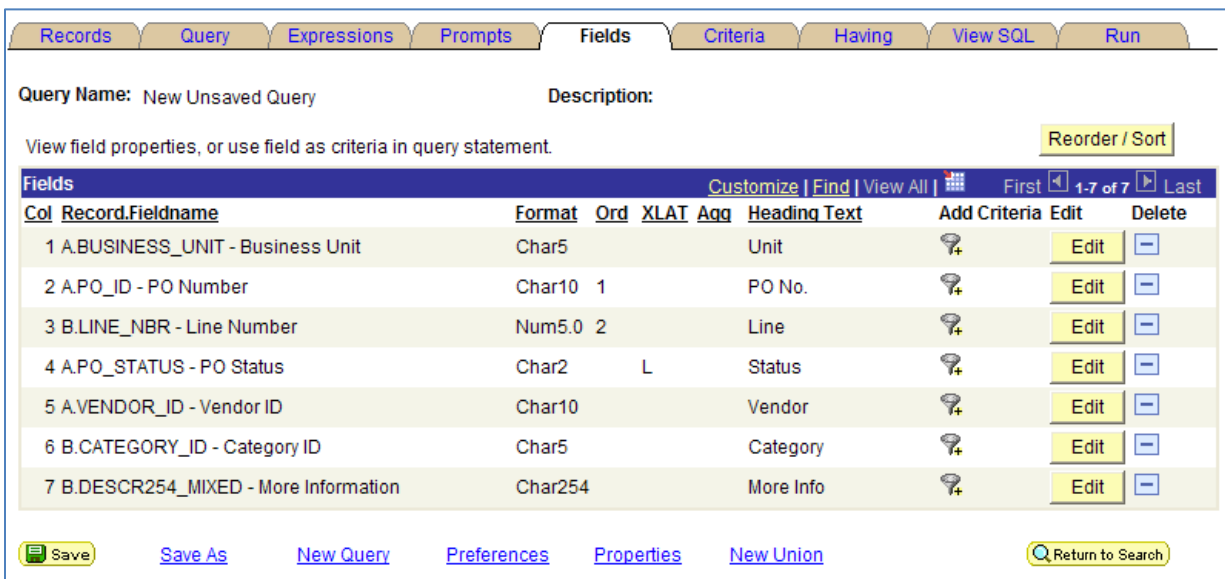10. Click the **Run** tab.

Figure 34 - Activity 8B Records

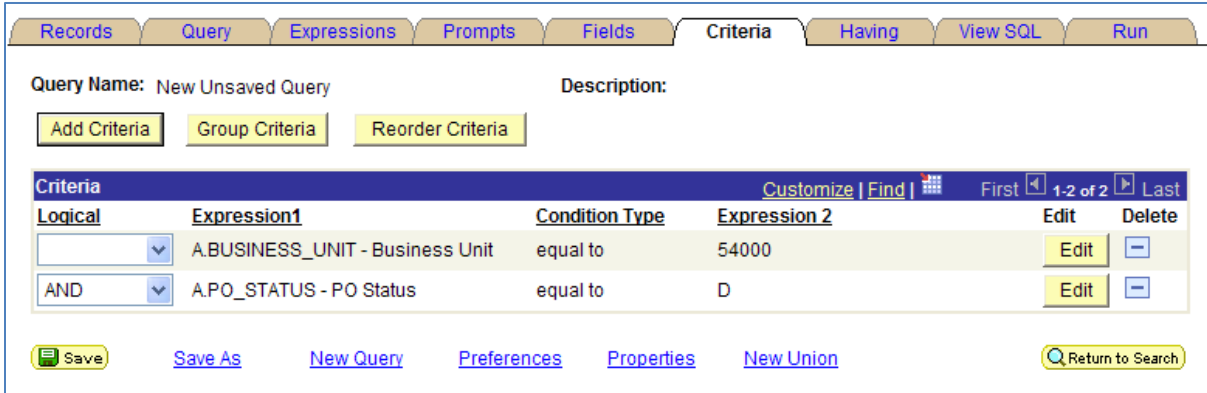**Figure 35 - Activity 8B Fields**

Figure 36 - Activity 8B Criteria

Activity 9A

1. Click the **Create New Query** link.
2. Locate the **ASSET_ACQ_DET** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **ASSET_ID**, **DESCR**, **CAPITALIZATION_SW**, and **DEPT_ID**
    a. Click the **Join DEPT_TBL – Departments** link.
    b. Leave the Join Type as a **Standard Join** (1st choice).
    c. Click the **OK** button.
    d. Click **OK** to accept the Effective Date Criteria.
    e. From **B DEPT_TBL - Departments**, select the following fields by placing a **check mark** in their **Fields** box: **DESCR**
4. Click the **Fields** tab.
5. Click the **Reorder/Sort** button.
    a. Place a **1** in the **New Order by** box for **A.ASSET_ID**.
    b. Click the **OK** button.
6. Click the **Edit** button for **A.CAPITALIZATION_SW**.
    a. In the **Translate Value** group box, select the **Long** radio button.
    b. Click the **OK** button.
7. Click the **Edit** button for **A.DESCR**.
    a. In the **Heading** group box, select the **Text** radio button, and enter **Asset Description** in the text field.
    b. Click the **OK** button.
8. Click the **Edit** button for **B.DESCR**.
    a. In the **Heading** group box, select the **Text** radio button, and enter **Department name** in the text field.
    b. Click the **OK** button.
9. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **54000** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
10. Click the **funnel** icon (Add Criteria) for **A.CAPITALIZATION_SW**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **2** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
11. Click the **Run** tab.

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

Answer Key

Figure 37 - Activity 9A Records

Figure 38 - Activity 9A Fields

Figure 39 - Activity 9A Criteria

Activity 9B

1. Click the **Create New Query** link.

2. Locate the **LEDGER** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **LEDGER**, **ACCOUNT**, **DEPTID**, **FUND_CODE**, **BUDGET_REF**, and **POSTED_TOTAL_AMT**
4. Next to ACCOUNT, click the **Join GL_ACCOUNT_TBL** link.
   a. Leave the Join Type as a **Standard Join** (1st choice).
   b. Click the **OK** button.
   c. From **B GL_ACCOUNT_TBL**, select the following field by placing a **check mark** in its **Fields** box: **DESCR**
5. Expand the record **LEDGER**.
6. Next to **DEPTID**, click the **Join DEPT_TBL** link.
   a. Leave the Join Type as a **Standard Join** (1st choice).
   b. Click the **OK** button.
   c. From **C DEPT_TBL**, select the following field by placing a check mark in its Fields box: **DESCR**.
7. If needed, expand the record **LEDGER**.
8. Next to **FUND_CODE**, click the **Join FUND_TBL** link.
   a. Leave the Join Type as a **Standard Join** (1st choice).
   b. Click the **OK** button.
   c. From **D FUND_TBL**, select the following field by placing a check mark in its Fields box: **DESCR**.
9. Click the **Fields** tab.
10. Click the **Reorder/Sort** button.
    a. Place a **1** in the **New Order by** box for **A.DEPTID**.
    b. Place a **2** in the **New Order by** box for **A.ACCOUNT**.
    c. Place a **3** in the **New Order by** box for **A.FUND_CODE**.
    d. **Reorder** the columns (use the New Column box) so that **B.DESCR** falls directly under **A.ACCOUNT**.
    e. **Reorder** the columns (use the New Column box) so that **C.DESCR** falls directly under **A.DEPTID**.
    f. **Reorder** the columns (use the New Column box) so that **D.DESCR** falls directly under **A.FUND_CODE**.
    g. Click the **OK** button.
11. Click the **Edit** button for **B.DESCR**.
    a. In the **Heading** group box, select the **Text** radio button, and enter **Acct Name** in the text field.
    b. Click the **OK** button.
12. Click the **Edit** button for **C.DESCR**.
    a. In the **Heading** group box, select the **Text** radio button, and enter **Dept Name** in the text field.
    b. Click the **OK** button.
13. Click the **Edit** button for **D.DESCR**.
    a. In the **Heading** group box, select the **Text** radio button, and enter **Fund Name** in the text field.
    b. Click the **OK** button.
14. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **54000** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
15. Click the **funnel** icon (Add Criteria) for **A.LEDGER**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **ACTUALS** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
16. Click the **funnel** icon (Add Criteria) for **A.BUDGET_REF**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **2010** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
17. Go to the **Query** tab.

18. Click the **funnel** icon (Add Criteria) for **B.SETID**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **54000** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
19. Go to the **Fields** tab.
20. Click the **Edit** button for **A.POSTED_TOTAL_AMT**.
    a. In the **Aggregate** group box, select the **Sum** radio button.
    b. Click the **OK** button.
21. Click the **funnel** icon (Add Criteria) for **A.POSTED_TOTAL_AMT**.
    a. Change the Condition Type to '**not equal to**.'
    b. Enter **0** in the Expression 2 – Define Constant field.
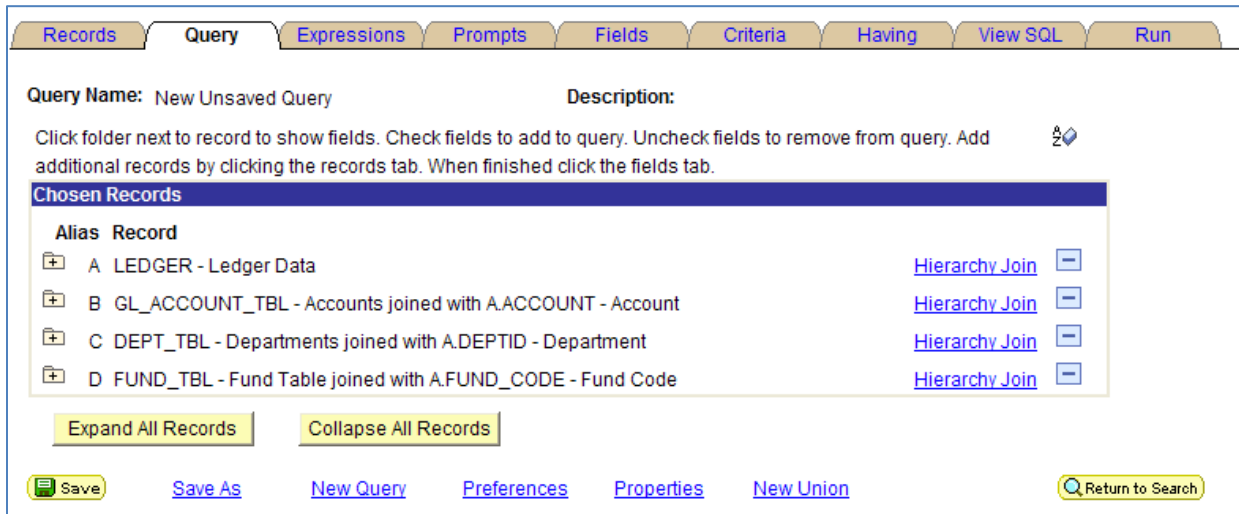   c. Click the **OK** button.
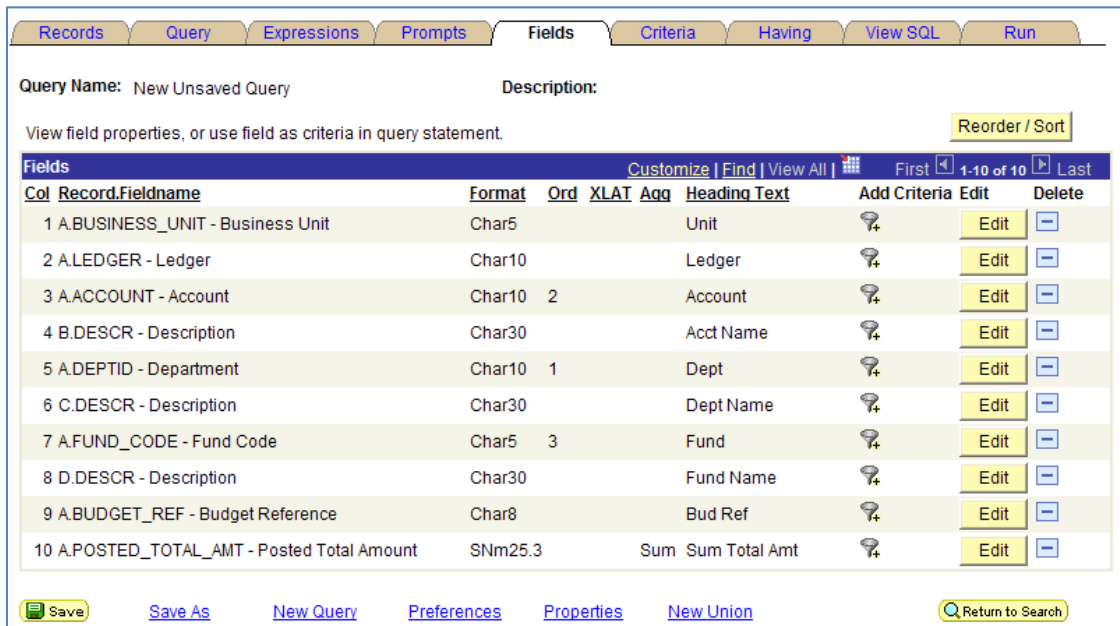22. Click the **Run** tab.

Figure 40 - Activity 9B Records

Figure 41 - Activity 9B Fields

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

Answer Key

Criteria

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

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

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

Criteria   Customize | Find | ▦   First ◄ 1-7 of 7 ► Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	B.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	−
AND	C.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	−
AND	D.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	−
AND	A.BUSINESS_UNIT - Business Unit	equal to	54000	Edit	−
AND	A.LEDGER - Ledger	equal to	ACTUALS	Edit	−
AND	A.BUDGET_REF - Budget Reference	equal to	2010	Edit	−
AND	B.SETID - SetID	equal to	54000	Edit	−

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

Figure 42 - Activity 9B Criteria

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

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

[Add Having Criteria]   [Group Having Criteria]

Having Criteria   Customize | Find | ▦   First ◄ 1 of 1 ► Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.POSTED_TOTAL_AMT - Posted Total Amount	not equal to	0	Edit	−

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

Figure 43 - Activity 9B Having Criteria

Activity 10A

1. Click the **Create New Query** link.
2. Locate the **EX_SHEET_HDR** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **SHEET_ID**, **EMPLID**, **SHEET_STATUS**, **BUSINESS_UNIT_GL**, **ACCOUNTING_DT**, and **BUSINESS_PURPOSE**
4. Click the **Records** tab.
5. Locate the **EX_SHEET_LINE** table, and click its **Join Record** link.
   a. Leave the Join Type as a **Standard Join** (1st choice) and click the **A = EX_SHEET_HDR** link.
   b. On the Auto Join Criteria page, accept by criteria by leaving the selections checked and click the **Add Criteria** button.
   c. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **LINE_NBR**, **EXPENSE_TYPE**, **MONETARY_AMT**, and **TXN_LOCATION**
6. Click the **Records** tab.
7. Locate the **EX_SHEET_DIST** table, and click its **Join Record** link.
   a. Leave the Join Type as a **Standard Join** (1st choice) and click the **B = EX_SHEET_LINE** link.
   b. On the Auto Join Criteria page, accept by criteria by leaving the selections checked and click the **Add Criteria** button.
   c. On the **Query** tab, select the following fields by placing a **check mark** in its Fields box: **DEPTID**

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

Answer Key

8. Click the **Fields** tab.
9. Click the **Reorder/Sort** button.
    a. Place a **1** in the **New Order by** box for **C.DEPTID**.
    b. Place a **2** in the **New Order by** box for **A.SHEET_ID**.
    c. Place a **3** in the **New Order by** box for **B.LINE_NBR**.
    d. Enter the appropriate column number so that the LINE_NBR fields comes after the SHEET_ID field.
    e. Click the **OK** button.
10. Click the **Edit** button for **A.SHEET_STATUS**.
    a. In the **Translate Value** group box, select the **Long** radio button.
    b. Click the **OK** button.
11. Click the **funnel** icon (Add Criteria) for **A.BUSINESS_UNIT_GL**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **54000** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
12. Click the **funnel** icon (Add Criteria) for **A.SHEET_STATUS**.
    a. Leave the Condition Type as '**equal to**.'
    b. Enter **pd** in the Expression 2 – Define Constant field.
    c. Click the **OK** button.
13. Click the **funnel** icon (Add Criteria) for **A.ACCOUNTING_DT**.
    a. Change the Condition Type to '**between**.'
    b. Enter **12/1/2009** in the first Expression 2 – Define Constant field.
    c. Enter **12/31/2009** in the second Expression 2 – Define Constant field.
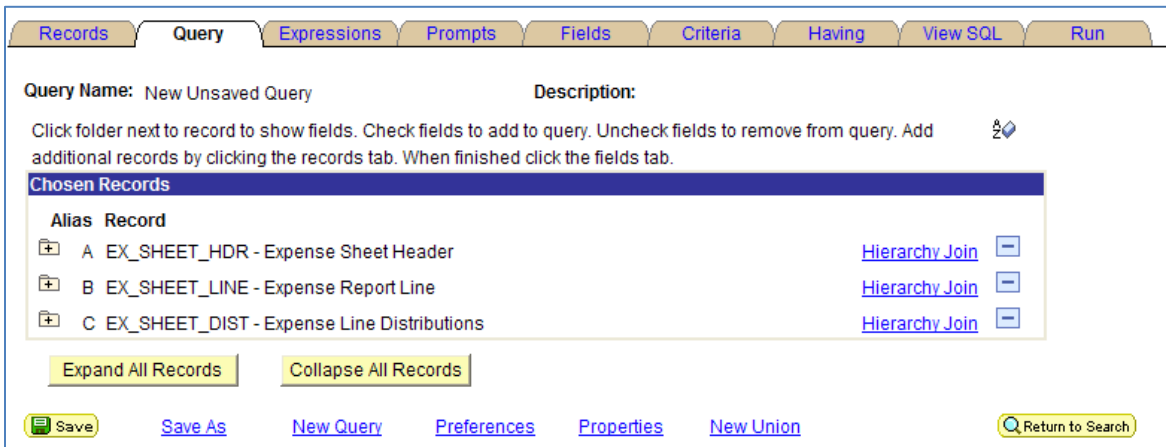   d. Click the **OK** button.
14. Click the **Run** tab.

Figure 44 - Activity 10A Records

Figure 45 - Activity 10A Fields

Figure 46 - Activity 10A Criteria

Activity 10B

1. Click the **Create New Query** link.
2. Locate the **VOUCHER** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **VOUCHER_ID**, **VENDOR_ID**, **GROSS_AMT**, and **DUE_DT**
4. On the **Query** tab, click the **Hierarchy Join** link next to **A VOUCHER – AP Voucher Header** table.
   a. Select the **VOUCHER_LINE – Voucher Line** link.
   b. From the **B VOUCHER_LINE – Voucher Line joined with A** table, select the following fields by placing a check mark in their Fields box: **VOUCHER_LINE_NUM, DESCR** and **MERCHANDISE_AMT**
5. Click on the **Records** tab.

a. Locate the **VENDOR** table and click its **Join Record** link.
b. Leave the first **Join Type** selection enabled (Join to filter and get additional fields – Standard Join).
c. Click the **A = VOUCHER – AP Voucher Header Table** link to join the Vendor table to it.
d. Deselect the **A.BUSINESS_UNIT – Business Unit = C.BUSINESS_UNIT – Business Unit** checkbox.
e. Leave the VENDOR_ID criteria selected and click the **Add Criteria** button.
f. From the **C VENDOR – Vendor Header Table** record, select the following field by placing a check mark in its Field box: **NAME1**.

6. Go to the **Fields** tab.
7. Click on the **Reorder/Sort** button.
   a. Place a **1** in the **New Column** box for **A.BUSINESS_UNIT**.
   b. Place a **2** in the **New Column** box for **A.VENDOR_ID**.
   c. Place a **3** in the **New Column** box for **C.NAME1**.
   d. Place a **4** in the **New Column** box for **A.VOUCHER_ID**.
   e. Place a **5** in the **New Column** box for **B.VOUCHER_LINE_NUM**.
   f. Place a **6** in the **New Column** box for **B.DESCR**.
   g. Place a **7** in the **New Column** box for **B.MERCHANDISE_AMT**.
   h. Place an **8** in the **New Column** box for **A.GROSS_AMT**.
   i. Place a **9** in the **New Column** box for **A.DUE_DT**.
   j. Place a **1** in the **New Order By** box for **A.DUE_DT**.
   k. Place a **2** in the **New Order By** box for **A.VENDOR_ID**.
   l. Click the **OK** button.
8. Click on the **Edit** button for **A.DUE_DT**.
   a. In the **Heading** group box, select the **RFT Long** radio button.
   b. Click the **OK** button.
9. Click on the **Edit** button for **B.MERCHANDISE_AMT**.
   a. In the **Heading** group box, select the **Text** radio button and enter "**Voucher Line Amount**" in the Text field.
   b. Click the **OK** button.
10. Click on the **Edit** button for **A.GROSS_AMT**.
    a. In the **Heading** group box, select the **Text** radio button and enter "**Total Voucher Amount**" in the Text field.
    b. Click the **OK** button.
11. Click the **funnel** icon for **A.BUSINESS_UNIT** to add criteria.
    a. Leave the condition type as "**equal to**".
    b. Enter **54000** in the Constant field.
    c. Click the **OK** button.
12. Click the **funnel** icon for **A.DUE_DT** to add criteria.
    a. Change the Condition Type to '**between**.'
    b. In the Expression 2 – Define Constant field, enter 1/1/2010.
    c. In the Expression 2 – Define Constant 2 field, enter 1/31/2010.
    d. Click the **OK** button.
13. Click the **Query** tab.
14. If necessary, expand the **C VENDOR** record.
15. Click the **funnel** icon for **C.SETID** to add criteria.
    a. Leave the condition type as "**equal to**".
    b. Enter **54000** in the Constant field.
    c. Click the **OK** button.
16. Click the **Run** tab.

Figure 47 - Activity 10B Records

Figure 48 - Activity 10B Fields

Using Web Query in PeopleSoft Financials v8.9 for Advanced Users
Prepared for the University of West Georgia

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Participant Guide – v2.0
PSFINQW09-016
Page 113

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

Add Criteria   Group Criteria   Reorder Criteria

Criteria   Customize | Find | ▦   First ◀ 1-4 of 4 ▶ Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
▼	C.VENDOR_ID - Vendor ID	equal to	A.VENDOR_ID - Vendor ID	Edit	⊟
AND ▼	A.BUSINESS_UNIT - Business Unit	equal to	54000	Edit	⊟
AND ▼	A.DUE_DT - Due Date	between	2010-01-01 AND 2010-01-31	Edit	⊟
AND ▼	C.SETID - SetID	equal to	54000	Edit	⊟

🖫 Save   Save As   New Query   Preferences   Properties   New Union   🔍 Return to Search
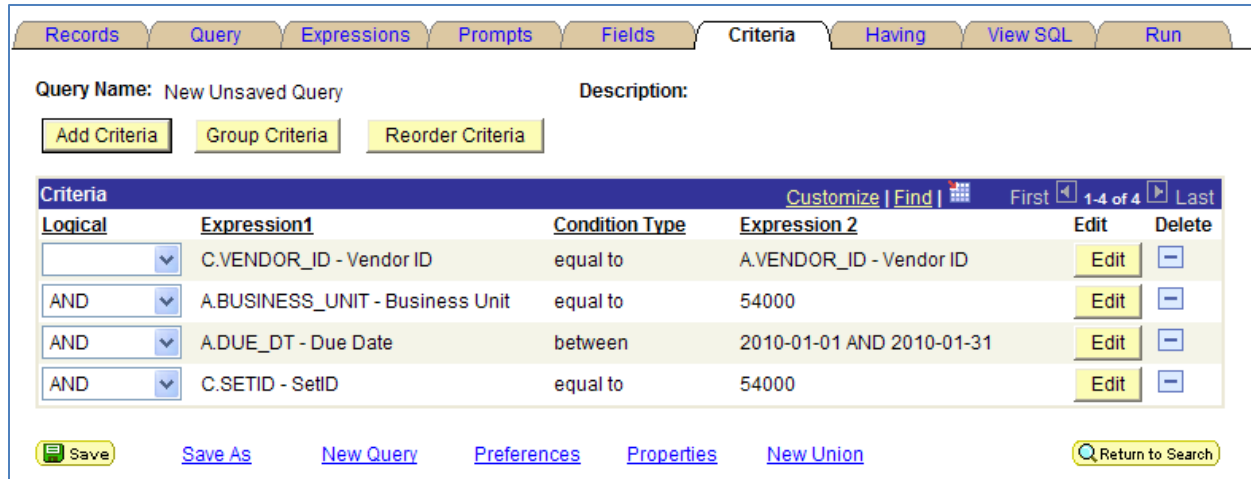
Figure 49 - Activity 10B Criteria

Activity 11A

1. Click the **Create New Query** link.
2. Locate the **LEDG_KK_VW_BOR** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT**, **LEDGER_GROUP**, **BUDGET_REF**, **ACCOUNTING_PERIOD**, **ACCOUNT**, **DEPTID**, **FUND_CODE**, **CLASS_FLD**, **PROJECT_ID**, **POSTED_TOTAL_AMT**, **ENCUMBERED_AMOUNT**, and **EXPENDED_AMOUNT**.
4. Click the **Records** tab.
5. Locate the **PROJECT_ALL_VW** table, and click its **Join Record** link.
   a. Change the Join Type to **Left outer join** (2nd choice) and click the **A = LEDG_KK_VW_BOR** link.
   b. On the Auto Join Criteria page, accept by criteria by leaving the selections checked and click the **Add Criteria** button.
   c. On the **Query** tab, select the following field by placing a **check mark** in its Fields box: **DESCR**
6. Click the **Fields** tab.
7. Click the **Reorder/Sort** button.
   a. Reorder the columns so that **B.DESCR** falls under **A.PROJECT_ID**.
   b. Place a **1** in the **New Order by** box for **A.PROJECT_ID**.
   c. Place a **2** in the **New Order by** box for **A.DEPTID**.
   d. Place a checkmark in the **Descending** selection for **A.PROJECT_ID**.
   e. Click the **OK** button.
8. Click on the **Edit** button for **B.DESCR**.
   a. In the **Heading** group box, select the **Text** radio button and enter "**Project Name**" in the Text field.
   b. Click the **OK** button.
9. Click the **funnel** icon for **A.BUSINESS_UNIT** to add criteria.
   a. Leave the condition type as "**equal to**".
   b. Enter **54000** in the Constant field.
   c. Click the **OK** button.
10. Click the **funnel** icon for **A.BUDGET_REF** to add criteria.
    a. Leave the condition type as "**equal to**".
    b. Enter **2010** in the Constant field.
    c. Click the **OK** button.
11. Click the **funnel** icon for **A.LEDGER_GROUP** to add criteria.
    a. Leave the condition type as "**equal to**".
    b. Enter **DETAIL** in the Constant field.
    c. Click the **OK** button.

12. Click the **funnel** icon for **A.ACCOUNTING_PERIOD** to add criteria.
    a. Leave the condition type as "**equal to**".
    b. Enter **3** in the Constant field.
    c. Click the **OK** button.
13. Click the **Properties** link.
    a. Enter a name in the **Query** field
    b. Select the **Distinct** option
    c. Click the **OK** button.
14. Click the **Run** tab.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

Query Name: TEST   **Description:**

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias Record

⊞ A LEDG_KK_VW_BOR - Ledger View with KK Amt Types   Hierarchy Join ⊟

⊞ B PROJECT_ALL_VW - Operational Projects View left outer joined with A   Hierarchy Join ⊟

[Expand All Records]   [Collapse All Records]

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

Figure 50 - Activity 11A Records

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

Query Name: TEST   **Description:**

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

Fields   Customize | Find | View All | 🔢   First ◄ 1-13 of 13 ► Last

Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.BUSINESS_UNIT - Business Unit	Char5				Unit	🔽	Edit	⊟
2 A.LEDGER_GROUP - Ledger Group	Char10				Ledger Grp	🔽	Edit	⊟
3 A.ACCOUNT - Account	Char10				Account	🔽	Edit	⊟
4 A.DEPTID - Department	Char10	2			Dept	🔽	Edit	⊟
5 A.FUND_CODE - Fund Code	Char5				Fund	🔽	Edit	⊟
6 A.CLASS_FLD - Class Field	Char5				Class	🔽	Edit	⊟
7 A.BUDGET_REF - Budget Reference	Char8				Bud Ref	🔽	Edit	⊟
8 A.PROJECT_ID - Project	Char15	1D			Project	🔽	Edit	⊟
9 B.DESCR - Description	Char30				Project Name	🔽	Edit	⊟
10 A.ACCOUNTING_PERIOD - Accounting Period	Num3.0				Period	🔽	Edit	⊟
11 A.POSTED_TOTAL_AMT - Posted Total Amount	SNm25.3				Total Amt	🔽	Edit	⊟
12 A.ENCUMBERED_AMOUNT - Encumbered Amount	SNm25.3				Encumbered	🔽	Edit	⊟
13 A.EXPENDED_AMOUNT - Expended Amount	SNm15.2				Expended	🔽	Edit	⊟

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

Figure 51 - Activity 11A Fields

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

Answer Key

Figure 52 - Activity 11A Criteria

Activity 12A

1. Click the **Create New Query** link.
2. Locate the **EX_SHEET_PYMNT** table, and click its **Add Record** link.
3. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **PYMNT_GROSS_AMT**
4. Click the **Records** tab.
   a. Locate the **EX_SHEET_DIST** table, and click its **Add Record** link.
   b. Leave the Join Type as a **Standard Join** (1st choice) and click the **A = EX_SHEET_PYMNT – Sheet Payment** link.
   c. On the **Auto Join Criteria** page, accept by criteria by leaving the selections checked and click the **Add Criteria** button.
   d. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **DEPTID**
5. Go to the **Records** tab.
   a. Locate the **EX_SHEET_LINE** table, and click its **Add Record** link.
   b. Leave the Join Type as a **Standard Join** (1st choice) and click the **B = EX_SHEET_DIST – Expense Line Distributions** link.
   c. On the **Auto Join Criteria** page, accept by criteria by leaving the selections checked and click the **Add Criteria** button.
   d. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **EXPENSE_TYPE**
6. Expand **B EX_SHEET_DIST** and click the **Join DEPTID_BUGL_VW – Departments BU GL View** link.
   a. Leave the Join Type as a **Standard Join** (1st choice) and click the **OK** button.
   b. Click **OK** to accept the Effective Date message.
   c. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **DESCR**
7. Click the **Fields** tab.
8. Click the **Reorder/Sort** button.
9. Order the fields in the following sequence:
   a. Enter a **1** in the **New Column** box for **B.DEPTID**
   b. Enter a **2** in the **New Column** box for **C.DESCR**
   c. Enter a **3** in the **New Column** box for **D.EXPENSE_TYPE**
   d. Enter a **4** in the **New Column** box for **A.PAID_AMT**
   e. Enter a **1** in the **New Order By** field for **B.DEPTID**.

   f. Enter a **2** in the **New Order By** field for **D.EXPENSE_TYPE**.

   g. Click the **OK** button.

10. Click the **Query** tab.

11. Expand **A EX_SHEET_PAYMENT**

   a. Locate the field **BUSINESS_UNIT_GL** and click on its **Add Criteria** icon (funnel icon)

     i. Leave the Condition Type as '**equal to**.'

     ii. Enter **54000** in the Expression 2 – Define Constant field.

     iii. Click the **OK** button.

   b. Locate the field **ACCOUNTING_DT** and click on its **Add Criteria** icon (funnel icon)

     i. Change the Condition Type to '**between**.'

     ii. Enter **10/1/2009** in the Expression 2 – Define Constant field.

     iii. Enter **12/31/2009** in the Expression 2 – Define Constant 2 field.

     iv. Click the **OK** button.

12. Click the **Fields** tab.

13. Click the **Edit** button for **A.PYMNT_GROSS_AMT**.

   a. In the **Aggregate** group box, select the **Sum** radio button.

   b. Click the **OK** button.

14. Click the **Run** tab.
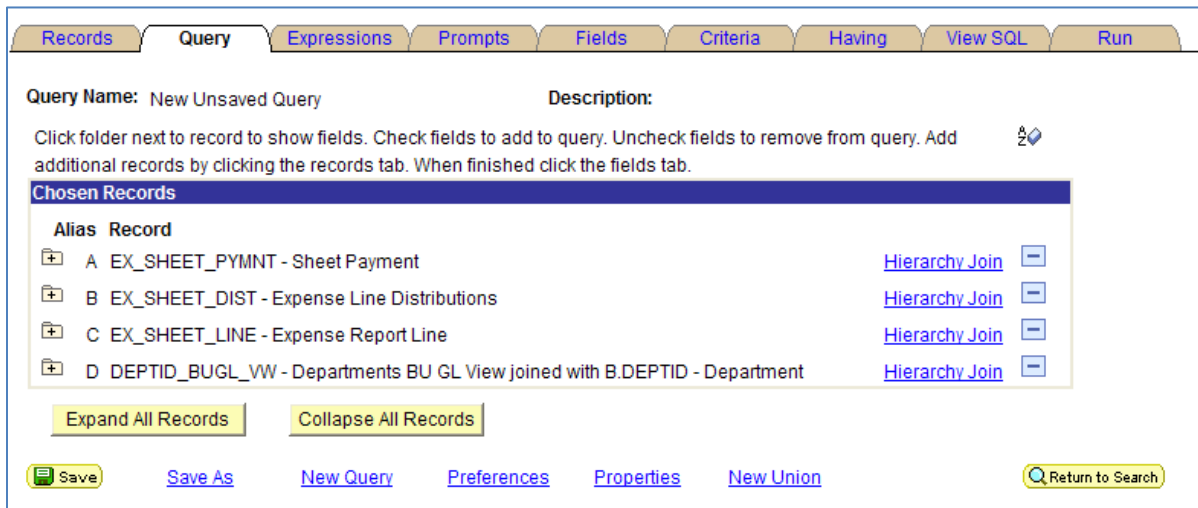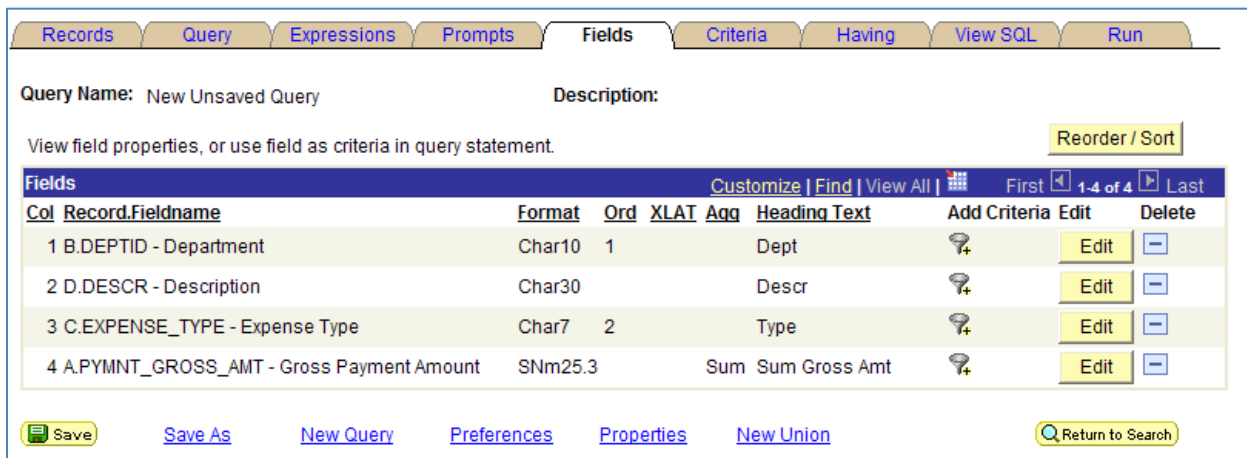

Figure 53 - Activity 12A Records

Figure 54 - Activity 12 Fields

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

Answer Key

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

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

Criteria Customize | Find | ▦ First ◀ 1-7 of 7 ▶ Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
[ ]	A.SHEET_ID - Report ID	equal to	B.SHEET_ID - Report ID	Edit	−
AND	A.LINE_NBR - Line Number	equal to	B.LINE_NBR - Line Number	Edit	−
AND	B.SHEET_ID - Report ID	equal to	C.SHEET_ID - Report ID	Edit	−
AND	B.LINE_NBR - Line Number	equal to	C.LINE_NBR - Line Number	Edit	−
AND	D.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	−
AND	A.BUSINESS_UNIT_GL - GL Business Unit	equal to	54000	Edit	−
AND	A.ACCOUNTING_DT - Accounting Date	between	2009-10-01 AND 2009-12-31	Edit	−

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

Figure 55 - Activity 12A Criteria

Activity 12B

1. Click the **Create New Query** link.
2. Locate the **PAYMENT_TBL** table, and click its **Add Record** link.
   a. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **PYMNT_ID**, **PYMNT_DT**, **PYMNT_AMT**, and **PYMNT_STATUS**
3. Click the **Records** tab.
4. Locate the **PYMNT_VCHR_XREF** table, and click its **Join Record** link.
   a. Leave the Join Type as a **Standard Join** (1st choice) and click the **A = PAYMENT_TBL – AP Disbursements** link.
   b. On the **Auto Join Criteria** page, accept by criteria by leaving the selections checked and click the **Add Criteria** button.
   c. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **BUSINESS_UNIT** and **VOUCHER_ID**
5. Click the **Records** tab.
6. Locate the **VOUCHER** table, and click its **Join Record** link.
   a. Leave the Join Type as a **Standard Join** (1st choice) and click the **B = PYMNT_VCHR_XREF** link.
   b. On the **Auto Join Criteria** page, accept by criteria by leaving the selections checked and click the **Add Criteria** button.
   c. On the **Query** tab, select the following field by placing a **check mark** in its Fields box: **VENDOR_ID**
7. Click the **Records** tab.
   a. Locate the **VENDOR** table, and click its **Join Record** link.
   b. Leave the Join Type as a **Standard Join** (1st choice) and click the **C = VOUCHER – AP Voucher Header Table** link.
      i. **Deselect** the **BUSINESS_UNIT** criteria.
      ii. Leave the **VENDOR_ID** criteria selected
      iii. Click the **Add Criteria** button.
   c. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **NAME1**
8. Click the **Fields** tab.
9. Click the **Reorder/Sort** button.
   a. Enter a **1** in the **New Column** box for **B.BUSINESS_UNIT**

b. Enter a **2** in the **New Column** box for **C.VENDOR_ID**
c. Enter a **3** in the **New Column** box for **D.NAME1**
d. Enter a **4** in the **New Column** box for **B.VOUCHER_ID**
e. Enter a **5** in the **New Column** box for **A.PYMNT_ID**
f. Enter a **6** in the **New Column** box for **A.PYMNT_DT**
g. Enter a **7** in the **New Column** box for **A.PYMNT_STATUS**
h. Enter an **8** in the **New Column** box for **A.PYMNT_AMT**
i. Enter a **1** in the **New Order By** field by for **C.VENDOR_ID**.
j. Enter a **2** in the **New Order By** field by for **A.PYMNT_DT**.
k. Click the **OK** button.

10. Click the **Edit** button for **A.PYMNT_STATUS**.
    a. In the Translate group box, select the **Long** radio button.
    b. Click the **OK** button.

11. Go to the **Query** tab.

12. Expand the record **PAYMENT_TBL**
    a. Click the **funnel** icon for **A.BANK_SETID** to add criteria.
        i. Leave the condition type as "**equal to**".
        ii. Enter **54000** in the Constant field.
        iii. Click the **OK** button.

13. Expand the record **PYMNT_VCHR_XREF**
    a. Click the **funnel** icon for **B.BUSINESS_UNIT** to add criteria.
        i. Leave the condition type as "**equal to**".
        ii. Enter **54000** in the Constant field.
        iii. Click the **OK** button.

14. Expand the record **VENDOR**
    a. Click the **funnel** icon for **D.SETID** to add criteria.
        i. Leave the condition type as "**equal to**".
        ii. Enter **54000** in the Constant field.
        iii. Click the **OK** button.

15. Go to the **Prompts** page.

16. Click the **Add Prompt** button.
    a. Click the **Look Up** icon under Field Name.
    b. Enter **PYMNT_DT** in the begins with field and click the **Search** button.
    c. Select the **PYMNT_DT** link.
    d. Under **Heading Type**, select **Text**.
    e. In the Heading Type field, enter "**Beginning Payment Date**:".
    f. Click the **OK** button.

17. Click the **Add Prompt** button.
    a. Click the **Look Up** icon under Field Name.
    b. Enter **PYMNT_DT** in the begins with field and click the **Search** button.
    c. Select the **PYMNT_DT** link.
    d. Under **Heading Type**, select **Text**.
    e. In the Heading Type field, enter "**Ending Payment Date:**".
    f. Click the **OK** button.

18. Go to the **Fields** tab.

19. Click the **funnel** icon (Add Criteria) for **A.PYMNT_DT**.
    a. Change the Condition Type to '**between**.'
    b. Change the **Choose Expression 2 Type** to **Expr – Expr**.
    c. In the Expression 2 – Define Expression group box, select the **Add Prompt** link.
    d. Select the **:1 = PYMNT_DT = Beginning Payment Date:** link.
    e. In the Expression 2 – Define Expression 2 group box, select the **Add Prompt** link.

f. Select the **:2 = PYMNT_DT = Ending Payment Date:** link.
g. Click the **OK** button.
20. Click the **Run** tab.

Figure 56 - Activity 12B Records

Figure 57 - Activity 12B Fields

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

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

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

Criteria   Customize | Find | ▦   First ◀ 1-11 of 11 ▶ Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.BANK_SETID - Bank SetID	equal to	B.BANK_SETID - Bank SetID	Edit	▬
AND	A.BANK_CD - Bank Code	equal to	B.BANK_CD - Bank Code	Edit	▬
AND	A.BANK_ACCT_KEY - Bank Account	equal to	B.BANK_ACCT_KEY - Bank Account	Edit	▬
AND	A.PYMNT_ID - Payment Number	equal to	B.PYMNT_ID - Payment Number	Edit	▬
AND	B.BUSINESS_UNIT - Business Unit	equal to	C.BUSINESS_UNIT - Business Unit	Edit	▬
AND	B.VOUCHER_ID - Voucher ID	equal to	C.VOUCHER_ID - Voucher ID	Edit	▬
AND	D.VENDOR_ID - Vendor ID	equal to	C.VENDOR_ID - Vendor ID	Edit	▬
AND	A.BANK_SETID - Bank SetID	equal to	54000	Edit	▬
AND	B.BUSINESS_UNIT - Business Unit	equal to	54000	Edit	▬
AND	D.SETID - SetID	equal to	54000	Edit	▬
AND	A.PYMNT_DT - Payment Date	between	:1 AND :2	Edit	▬

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

Figure 58 - Activity 12B Criteria

Activity 12C

1. Click the **Create New Query** link.
2. Locate the **ASSET_ACQ_DET** table, and click its **Add Record** link.
   a. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box:
      BUSINESS_UNIT, **ASSET_ID**, **DESCR**, **AMOUNT** and **DEPTID**
3. Click the **Records** tab.
   a. Locate the **ASSET_ALL_VW** table, and click its **Join Record** link.
   b. Leave the Join Type as a **Standard Join** (1st choice) and click the **A = ASSET_ACQ_DT** link.
   c. On the **Auto Join Criteria** page, accept all criteria by leaving the selections checked and click the **Add Criteria** button.
   d. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box:
      TAG_NUMBER, **ASSET_STATUS**, **CUSTODIAN**, and **LOCATION**
4. Expand **A ASSET_ACQ_DET** and click the **Join DEPT_TBL – Departments** link.
   a. Leave the Join Type as a **Standard Join** (1st choice) and click the **OK** button.
   b. Click **OK** to accept the Effective Date message.
   c. On the **Query** tab, select the following fields by placing a **check mark** in their Fields box: **DESCR**
5. Click the **Records** tab.
   a. Locate the **LOCATION** table, and click its **Join Record** link.
   b. Leave the **Join Type** as a **Standard Join** (1st choice) and click **B = ASSET_ALL_VW**.
   c. On the Auto Join Criteria page, accept all criteria by leaving the selections checked and click the **Add Criteria** button.
   d. On the **Query** tab, select the following fields by placing a check mark in their Fields box: **DESCR**, **BUILDING**, and **FLOOR**.
6. Go to the **Fields** tab.
7. Click the **Reorder/Sort** button.
   a. Enter a **1** in the **New Column** box for **A.BUSINESS_UNIT**

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Answer Key

    b. Enter a **2** in the **New Column** box for **A.ASSET_ID**

    c. Enter a **3** in the **New Column** box for **A.DESCR**

    d. Enter a **4** in the **New Column** box for **B.TAG_NUMBER**

    e. Enter a **5** in the **New Column** box for **B.ASSET_STATUS**

    f. Enter a **6** in the **New Column** box for **A.AMOUNT**

    g. Enter a **7** in the **New Column** box for **A.DEPTID**

    h. Enter an **8** in the **New Column** box for **C.DESCR**

    i. Enter a **9** in the **New Column** box for **B.CUSTODIAN**

    j. Enter a **10** in the **New Column** box for **B.LOCATION**

    k. Enter an **11** in the **New Column** box for **D.DESCR**

    l. Enter a **12** in the **New Column** box for **D.BUILDING**

    m. Enter a **13** in the **New Column** box for **D.FLOOR**.

    n. Enter a **1** in the **New Order** by box for **A.DEPTID**

    o. Enter a **2** in the **New Order** by box for **B.LOCATION**

    p. Enter a **3** in the **New Order** by box for **A.ASSET_ID**

    q. Click the **OK** button.

8. Click the **Edit** button for **A.DESCR**.

    a. In the Heading group box, select the **Text** radio button, and enter "Asset Description" in the Text field.

    b. Click the **OK** button.

9. Click the **Edit** button for **C.DESCR**.

    a. In the **Heading** group box, select the **Text** radio button, and enter "**Department Name**" in the Text field.

    b. Click the **OK** button.

10. Click the **Edit** button for **D.DESCR**.

    a. In the **Heading** group box, select the **Text** radio button, and enter "**Location Description**" in the Text field.

    b. Click the **OK** button.

11. Click the **funnel** icon for **A.BUSINESS_UNIT** to add criteria.

    a. Leave the condition type as "**equal to**".

    b. Enter **54000** in the Constant field.

    c. Click the **OK** button.

12. Click the **funnel** icon for **B.ASSET_STATUS** to add criteria.

    a. Leave the condition type as "**equal to**".

    b. Enter **I** in the Constant field.

    c. Click the **OK** button.

13. Run the query.

Figure 59 - Activity 12C Records

Figure 60 - Activity 12C Fields

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

Participant Guide – v2.0

Prepared for the University of West Georgia

PSFINQW09-016

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Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

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

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

Criteria   Customize | Find | ⊞   First ◄ 1-7 of 7 ► Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
[▼]	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	Edit	−
AND ▼	A.ASSET_ID - Asset Identification	equal to	B.ASSET_ID - Asset Identification	Edit	−
AND ▼	C.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	−
AND ▼	D.LOCATION - Location Code	equal to	B.LOCATION - Location Code	Edit	−
AND ▼	D.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	−
AND ▼	A.BUSINESS_UNIT - Business Unit	equal to	54000	Edit	−
AND ▼	B.ASSET_STATUS - Asset Status	equal to	I	Edit	−

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

Figure 61 - Activity 12C Criteria