Query

Training and Participation Guide

Financials 9.2
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The main reason you store your business data in a database is so you can manipulate it to answer questions and solve business problems. However, getting just the information you're looking for can often be a difficult and time-consuming process. With PeopleSoft Query, you can extract the precise data you want using visual representations of your PeopleSoft database, without having to write SQL statements. The queries can be as simple or as complex as necessary, and they can be one-time ad-hoc queries or queries you'll use repeatedly.

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

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

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

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

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

PeopleSoft Query provides the following different types of queries:

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

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

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

Query Terminology

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

**Prompts:**

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

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

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

**Control vs. Transactional Data**

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

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

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

There are several types of users that will use query functionality. There are **Query Super Users** who are a specific set of users that develop queries within PeopleSoft for the user community. They have the ability to save Public queries that can be accessed by any user. Then there are **Query Viewers** who only have the ability to run public queries but cannot develop or modify queries.

Users have access to data based on security settings within Panthersoft. Any user with Query Manager Access may save a Public query as Private under a different name.
Choosing a Reporting Tool

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

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

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

Searching for and Running an Existing Query in Viewer

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

Note: When using, the “IN” or “BETWEEN” operators, enter comma separated values without quotes. I.e. JOB, EMPLOYEE
Below is a screen shot when entering just “EX_ER” in the Query Name search box.

“Run To” options:

a. Run to “HTML” displays the query results on your screen.
b. Run to “Excel” displays the result in an excel spreadsheet.
c. Run to XML, we do not use at FIU.
Please search for the Query entitled FIU_FSSS_TAQUEUE and click “HTML.”

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

In the below example, the FIU_FSSS_TA_QUEUE requires a TA# as a prompt.

Clicking “HTML” displays the results on your screen.
Running a Query Via Schedule

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

1. From the Query Viewer screen, Click on “Schedule”.

2. Name the Run Control ID

The Run-Control ID is the “save name” for the search parameters you have selected; something that briefly explains what the query does. Once you name your query, when choosing “schedule” in the future, you will not have to enter the Run-Control ID again.
3. Write a Description of what the query does. For this example, name it “Vendors List”.
4. Click “Apply”

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

The query will then run in the background at its scheduled date and time. Do not set recurrences for queries until you have successfully completed Query Manager – Advanced Query.
Navigate to Process Monitor to view the results of your query.

Main Menu>People Tools>Process Scheduler>Process Monitor

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

1. Click on Details.
2. Click View Log/Trace
3. Click the .csv file and open it in Excel to view the results of the query.
Saving an Existing Query as Private

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

To save a query via Query Viewer:

1. After retrieving the Query, click edit to view the Save options at the bottom of the screen.
2. Click “Save As” to save a copy of the query.
   Using Save As creates another instance of the query that you can modify and save under a different name. When you select Save As, the Properties page appears, enabling you to change the name, description, and owner of the new query. You cannot save a public and a private query with the same name.
3. In the Query box, enter a short name for the query (NOTE: query names should begin with FIU_; cannot have spaces. Use underscores _)
4. In the Description field, enter information that will help you to later identify the query.
5. Create or Select a Folder to file saved queries.
6. Select a Query Type.
   Standard queries are designated as User queries. The Archive, Process, or Role options apply to Workflow queries.
   NOTE: Workflow (which essentially allows you to route information to another user) is not currently implemented by FIU, so select the default option “User.”
7. In the Owner field, select Private.
   a. Private means that only the user ID that created the query can open, run, modify or delete the query.
   b. Public means that any user with access to the records used by the query can run, modify, or delete the query.
   NOTE: The ability to save a query as public will vary depending on your level of security.
8. Enter the Query Definition which can be a long description.
To save a Query via Query Manager:

1. After you make your changes in Query Manager, select Save As.
2. In the Query box, enter a short name for the query *(NOTE: query names should begin with FIU_; cannot have spaces. Use underscores _)*
3. In the Description field, enter information that will help you to later identify the query.
4. Select a Query Type.
   - Standard queries are designated as *User* queries. The *Archive, Process, or Role* options apply to Workflow queries.
   *(NOTE: Workflow (which essentially allows you to route information to another user) is not currently implemented by FIU, so select the default option “User.”)*
5. In the Owner field, select *Private*.
   - *Private* means that only the user ID that created the query can open, run, modify or delete the query.
   - *Public* means that any user with access to the records used by the query can run, modify, or delete the query.
   *(NOTE: The ability to save a query as public will vary depending on your level of security.)*
6. Enter the Query Definition which can be a long description.
Creating Queries

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

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

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

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

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

Creating a New Query

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

The Query Manager Search page appears.
1. Click the Create New Query link.

![Query Manager Image]

**Review Tabs**

- **Records** – allows you to add records to the query via query manager
- **Query Tab** – Shows you which records are already selected for this particular query.
- **Expressions** – displays the Expressions if any, that have been added to the query
- **Prompts** – allows user to add, or edit prompts
- **Fields** – allows you to select/deselect or edit fields within a record
- **Criteria** – allows you to edit, view the search criteria
- **Having** – allows you to edit, view the criteria for Aggregated fields
- **View SQL** – displays the SQL language of the query
- **Run** - runs the query according to set criteria, records and fields selected.
**Records/Tables**

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

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

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

**Example of a Table - EX_TAUTH_HDR - Travel Authorization Header Table**

<table>
<thead>
<tr>
<th>EX_TAUTH_HDR RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIELDS</td>
</tr>
<tr>
<td>Field Data</td>
</tr>
<tr>
<td>Field Data</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

The Advanced Search option allows the user to find a record using additional search parameters. Search records either by name or description, then further define your search by changing the search conditions from 'begins with' to maybe ‘contains’ to yield more results.

Always, click the Search button to display a list of records that match your search criteria.
For example: Enter the word *SPEED* to search for the Speed Type Table. Query Manager will display the record(s) at the bottom of the page.

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

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

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

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

Alias Record

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

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

Hierarchy Join

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

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

Check All

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

Uncheck All

Click this button to clear all fields in the record.

Fields

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

Indicates key fields.

Related Record Join

Click this link to join two records based on a shared field.

For example, in the above screenshot, the SPEEDTYP_TBL record is related to the GL_ACCOUNT_TBL record by the ACCOUNT field.
Click the Use as Criteria button to open the Criteria page, where you can add criteria for the selected field.
# Changing Column and Sort Order for Multiple Fields

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

![Edit Field Ordering](image)

<table>
<thead>
<tr>
<th>Column Order</th>
<th>Enter new column number to reorder columns. Columns left blank are automatically assigned a number. You cannot use the same number on multiple fields.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort Order</td>
<td>Enter the desired sort order. Enter zero to remove a sort order. If the field is the first sort field, enter 1, and the system sorts rows based on this field first. To be the second sort field, enter 2, and so on.</td>
</tr>
<tr>
<td>Direction</td>
<td>Select <em>Descending</em> to sort fields in descending order or leave blank for <em>Ascending</em></td>
</tr>
</tbody>
</table>

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

The below screen appears.

<table>
<thead>
<tr>
<th>Heading</th>
<th>Choose a column heading from the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Heading</td>
<td>The column does not have a heading.</td>
</tr>
<tr>
<td>Text</td>
<td>The column heading is the text you’ve entered in the text box.</td>
</tr>
<tr>
<td>RFT Short</td>
<td>The column heading is the short name from the record definition.</td>
</tr>
<tr>
<td>RFT Long</td>
<td>The column heading is the long name from the record definition.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Aggregate</th>
<th>If you are using aggregate values, select the aggregate function value for this field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>An aggregate function is a special type of operator that returns a single value based on multiple rows of data. When your query includes one or more aggregate functions, PeopleSoft Query collects related rows and displays a single row that summarizes their contents.</td>
</tr>
</tbody>
</table>
Changing Field Labels

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

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

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

The Edit Field Properties page appears.

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

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

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

<table>
<thead>
<tr>
<th>View All</th>
<th>Click this link to view all rows and use scroll bar to navigate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rerun Query</td>
<td>Click this link to rerun your query in the preview pane. If you have made changes to your query since the last preview, you must rerun the query to see the effect of your changes.</td>
</tr>
<tr>
<td>Download to Excel</td>
<td>Click this link to download your query to Excel.</td>
</tr>
</tbody>
</table>
Defining Selection Criteria

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

Because your PeopleSoft database stores data in tables, you can identify every individual piece of data by saying what *column* (field) and *row* (record) it is in. When you create a query, select the data that you want by specifying which columns and rows you want the system to retrieve. If you run the query after selecting the fields, the system retrieves all the data in those columns; that is, it retrieves the data from every row in the table or tables. This might be much more data than you want or need. You select which rows of data you want by adding selection criteria to the query.

Criteria View

In most cases, you don't want to retrieve every row of data in a table. Your database contains a lot of information, and a complete list of entries is unlikely to answer the question that's motivating you to write a query.

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

Define selection criteria using the *Criteria* Tab
To create criteria based on a field:

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

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

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

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

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

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

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

2. To select from a list of values, click the Search button to display the Select a Constant page. Click the Lookup button to display the Look Up page. Enter part of a value in the text box. The system automatically adds a wildcard to the end of the entry, which enables you to do a partial search.
3. To delete a value, select the check box to the left of the appropriate List Members value and click the **Delete Checked Values** button.

**In Tree**

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

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

Some of the most commonly used trees by FIU are:
- ACCOUNTROLLUP
- ACTIVITY_HIERARCHY
- DEPT_ROLLUP
- STUFINANCIALS – Student Financials in Campus Solutions

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

![Edit Criteria Properties](image-url)
Click on Search or type in the Tree name. Only trees to which you have access are listed. Click the name of the desired tree to display the Display and Select TreeNodes page.

To select tree nodes:

1. Highlight the desired tree node, and click the Add Node icon.

2. If you know the name of the desired node, enter the name of the desired node in the Manual Selection list box.

3. Remove nodes from the list by clicking the corresponding icon.

4. Display the selected tree branch by clicking the corresponding icon. This is applicable only when the tree has been branched.

5. Click OK. The selected tree SetID, tree name, effective date, and selected nodes appear in the Select Tree dialog box.
**Entering Comparison Values**

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

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

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

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

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

Specifying Effective Date Criteria

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

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

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

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

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

<table>
<thead>
<tr>
<th>Expression 1</th>
<th>Condition Type</th>
<th>Expression 2</th>
<th>Effective Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Alias.EFFDT</td>
<td>EffDt &lt;=</td>
<td>Current Date</td>
<td>Last</td>
</tr>
</tbody>
</table>

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

   - Select Current Date to compare each row’s effective date against today’s date.
   - Select Constant to display the Constant box so that you can enter a date.
     Select this option when you want to see the rows that were effective as of a past date or that will be effective on some future date.
   - Select Expression to display the Edit Expression box so that you can enter a SQL expression that evaluates the date entered.
     Select this option if you want to prompt users for an effective date when they run the query. You can add a prompt to the expression you define in the Edit Expression box.
   - Select Field to display the Select Field box so that you can select the record field that holds the date to which you want to compare effective dates.
     Select this option when you want to see the rows that were effective at the same time as some other record. For example, if you’re reviewing the list of products on a customer order, you’ll want to see the products that were effective on the date of the order.
   - Select First Effective Date to return the row with the oldest effective date, usually the first row entered for an item.
   - Select Last Effective Date to return the row with the latest effective date, even if that date is still in the future.
   - Select No Effective Date to return all rows, regardless of their effective dates.
Note: All options (except No Effective Date) return a single row for each item on the table. If you want a subset of the rows (say, all future-dated rows or all history rows), select No Effective Date, then enter a selection criterion on the Effective Date field. Use the standard comparison operators rather than the Effective Date comparison operators. Keep in mind that the effective date operators work differently than the standard comparison operators: they always return a single effective-dated row. For example, Eff Date <= returns the one row whose EFFDT value is most recent, whereas not greater than would return the currently active row and all history rows.

### Adding Run-Time Prompts

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

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

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

2. From the ‘Choose Expression 2 Type’ box, select Prompt.

3. In the ‘Define Prompt’ box, click the New Prompt link

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

**Heading Type**
- **RFT Long** The long field name from the Record Editor.
- **RFT Short** The short field name from the Record Editor.
- **Text** Anything you want - you make up the label.

**Heading Text**
Displays the label for the text box where you enter the comparison value. To change the text, select Text from the Heading Type list box, then enter the new label in the Heading Text box.

**Unique Prompt Name**
A default value generated by Query Manager for globalization.

**Edit Type**
Defines the type of field edit for the specified field.

**Prompt Table**
If the edit type is Prompt Table, the value in the Field list box specifies the prompt table to use. If the edit type is Translate Table, the value in the list box determines the values used.

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

Adding Queries to the My Favorite Queries List

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

To add a query to the My Favorite Queries list:

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

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

3. Click Go.

The query appears in the My Favorite Queries list group box.
Copy a Query to Another User's List of Queries

The Query Manager allows you to copy a query from your list of queries to another user's list of queries. You can only copy *Private* queries to another user's list of queries.

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

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

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

1. On the Query Manager Search Results page, select the query or queries that you want to copy.
2. Select *Copy to User* from the Action drop-down list box.
3. Click Go.
4. Enter the user ID of the user to whom you would like to copy the query.
5. Click OK. You will receive a message indicating the query was successfully copied to the designated user.
<table>
<thead>
<tr>
<th>Message</th>
</tr>
</thead>
</table>

1 query(s) were successfully copied to user 1308709. (139219)

Note: If the target user does not have permission to access all the records in a copied query, that query will not appear in the target user's list of queries. Once permission has been granted, the query will then appear in the list. Contact your query security administrator for further assistance.

[OK]
Moving a Query to an Organization Folder

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

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

The Move to Folder dialog box appears.

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

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

1. On the Query Manager Search Results page, select the query or queries that you want to rename.
2. Select *Rename Selected* from the Action drop-down list box.
3. Enter the desired name of the query in the New Name box.
4. Click OK

You will be taken back to the Query Manager page.
Working with Multiple Tables

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

Adding and Joining Multiple Records to a Query

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

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

- **Related Record Join**, which joins records from non-hierarchical records that are related by common fields. For example, description tables for common codes are related records.

- **Any Record Join (Standard Inner Join)**, which joins any two tables in the database.

- **Left Outer Join**, which joins any two tables in the database similar to an ‘Any Record Join’. However, in a left outer join, all rows of the first (left) record are present in the result set, even if there are no matches in the joining record.

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

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

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

To create a record hierarchy join:

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

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

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

The join is reflected on the Query page.

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

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

To create a related record join:

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

The join is reflected on the Query page.
Standard Join

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

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

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

**To create any record join:**

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

2. Return to the Record page to select the second record. The Auto Join Wizard will attempt to join the new record to the existing record by finding matching fields between the two tables.
In this Standard Join example, we are going to Standard Join the REQ_HDR table and the PO_LINE_DISTRIBUTION table to see all the Requisitions that have sourced to a Purchase Order.

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

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

While here, we are going to add some criteria regarding date to narrow down the number of requisitions using the criteria funnel next to the ENTERED_DT field.
5. Click Criteria Funnel next to ENTERED_DT field (you can add criteria to a field even if it is not selected for view)

6. Change the condition type to “between”
   *Verify your Expression 2 Type Box indicates “Const-Const”

7. Enter “04/15/2017” in the first date box

8. Enter “04/30/2017” in the second date box

9. Click OK

10. Click Save

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

<table>
<thead>
<tr>
<th>Req ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000101572</td>
</tr>
<tr>
<td>0000101574</td>
</tr>
<tr>
<td>0000101577</td>
</tr>
<tr>
<td>0000101752</td>
</tr>
<tr>
<td>0000101754</td>
</tr>
<tr>
<td>0000101795</td>
</tr>
<tr>
<td>0000101777</td>
</tr>
<tr>
<td>0000101779</td>
</tr>
<tr>
<td>0000101788</td>
</tr>
<tr>
<td>0000101802</td>
</tr>
<tr>
<td>0000101804</td>
</tr>
<tr>
<td>0000101814</td>
</tr>
<tr>
<td>0000101816</td>
</tr>
<tr>
<td>0000101830</td>
</tr>
<tr>
<td>0000101833</td>
</tr>
<tr>
<td>0000101836</td>
</tr>
<tr>
<td>0000101841</td>
</tr>
<tr>
<td>0000101846</td>
</tr>
<tr>
<td>0000101850</td>
</tr>
<tr>
<td>0000101865</td>
</tr>
<tr>
<td>0000101867</td>
</tr>
<tr>
<td>0000101875</td>
</tr>
<tr>
<td>0000101160</td>
</tr>
<tr>
<td>0000101170</td>
</tr>
<tr>
<td>0000101180</td>
</tr>
<tr>
<td>0000101187</td>
</tr>
<tr>
<td>0000101203</td>
</tr>
</tbody>
</table>
Now let’s go ahead and STANDARD JOIN with the PO_LINE_DISTRIB table, so we can see the difference in the results. The two tables will link at Business Unit, and REQ_ID and we will select the PO_ID field from the PO_LINE_DISTRIB. Essentially telling the system only bring back where Req=Req and a PO ID is included. If there is no PO_ID, do not show it.

12. Click Records tab
13. Search for PO_LINE_DISTRIB

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

14. Click Join Record
15. System defaults to Standard Join
16. Click the Record link

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

Results should show all Requisitions that have PO ID’s associated. Those that do not, will be filtered out. (Join to filter and get additional fields)
17. Click Add Criteria
18. Choose the PO ID from Record B
19. Click Save
20. Click Run
Performing a standard join yields 3288 results. All of these have PO#s and also includes Change Orders. Now we notice that there is repetition, the same req# repeated with the same PO#.

Because we used the PO_LINE_DISTRIB record, the results are by line. If the requisition has multiple lines, the results repeat the PO# according to that # of lines.

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

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

23. Check off the Distinct Box
24. Click OK

25. Click Save
26. Click Run.

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

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

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

**To create left outer joins:**

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

2. Return to the Record page to select the second record. Also, you can select a Related Record Join Link. The Auto Join Wizard will attempt to join the new record to the existing record by finding matching fields between the two tables.

3. Click the Join Record link on the same row as the joining record.

4. Select Join to get additional fields only (Left outer join).
Using the same example from Standard Join, we are going to perform a Left Outer Join instead to see the difference in the functionality.

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

1. Main Menu>Reporting Tools>Query>Query Manager
2. Click Create New Query
3. Search for and Add the REQ_HDR
4. Choose the REQ_ID field
5. Click the Criteria Funnel next to the ENTERED_DT field
6. Change the condition type to “Between”.
7. Enter “04/15/2017” in Date 1
8. Enter “04/30/2017” in the Date 2 box
9. Click OK

10. Save the Query
11. Click Run

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

12. Click records to search for and select Join the PO_LINE_DISTRIBUTION table
13. Click Join Record

14. Select the Join to get additional fields only (Left Outer Join)

15. Click the A=REQ_HDR link

16. Click Add Criteria
This criteria says that the join will occur where there is a REQ ID field and a REQ ID field.
17. Choose PO ID field
18. Click Properties and choose Distinct Again
19. Click Save
20. Click Run

Your results increase to 836 because now your query results include Requisitions that have and have not sourced to a Purchase Order.
<table>
<thead>
<tr>
<th>Req ID</th>
<th>PO No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000181160</td>
<td>0000161164</td>
</tr>
<tr>
<td>0000181161</td>
<td>0000161165</td>
</tr>
<tr>
<td>0000181162</td>
<td>0000161166</td>
</tr>
<tr>
<td>0000181163</td>
<td>0000161167</td>
</tr>
<tr>
<td>0000181164</td>
<td>0000161168</td>
</tr>
<tr>
<td>0000181165</td>
<td>0000161169</td>
</tr>
<tr>
<td>0000181166</td>
<td>0000161170</td>
</tr>
<tr>
<td>0000181167</td>
<td>0000161171</td>
</tr>
<tr>
<td>0000181168</td>
<td>0000161172</td>
</tr>
<tr>
<td>0000181169</td>
<td>0000161173</td>
</tr>
<tr>
<td>0000181170</td>
<td>0000161174</td>
</tr>
<tr>
<td>0000181171</td>
<td>0000161175</td>
</tr>
<tr>
<td>0000181172</td>
<td>0000161176</td>
</tr>
<tr>
<td>0000181173</td>
<td>0000161177</td>
</tr>
<tr>
<td>0000181174</td>
<td>0000161178</td>
</tr>
<tr>
<td>0000181175</td>
<td>0000161179</td>
</tr>
<tr>
<td>0000181176</td>
<td>0000161180</td>
</tr>
<tr>
<td>0000181177</td>
<td>0000161181</td>
</tr>
<tr>
<td>0000181178</td>
<td>0000161182</td>
</tr>
<tr>
<td>0000181179</td>
<td>0000161183</td>
</tr>
<tr>
<td>0000181180</td>
<td>0000161184</td>
</tr>
<tr>
<td>0000181181</td>
<td>0000161185</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Req ID</th>
<th>PO No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000181196</td>
<td>0000161045</td>
</tr>
<tr>
<td>0000181197</td>
<td>0000161046</td>
</tr>
<tr>
<td>0000181198</td>
<td>0000161047</td>
</tr>
<tr>
<td>0000181199</td>
<td>0000161051</td>
</tr>
<tr>
<td>0000181200</td>
<td>0000161048</td>
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<tr>
<td>0000181201</td>
<td>0000161049</td>
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<td>0000181202</td>
<td>0000161050</td>
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<tr>
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</tr>
<tr>
<td>0000181207</td>
<td>0000161333</td>
</tr>
<tr>
<td>0000181208</td>
<td>0000161322</td>
</tr>
<tr>
<td>0000181209</td>
<td>0000161055</td>
</tr>
</tbody>
</table>
Advanced Query

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

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

Aggregate Functions in Query

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

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

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

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

<table>
<thead>
<tr>
<th>Aggregate Function</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum</td>
<td>Adds the values from each row and displays the total.</td>
</tr>
<tr>
<td>Count</td>
<td>Counts the number of rows.</td>
</tr>
<tr>
<td>Min</td>
<td>Checks the value from each row and returns the lowest one.</td>
</tr>
<tr>
<td>Max</td>
<td>Checks the value from each row and returns the highest one.</td>
</tr>
<tr>
<td>Average</td>
<td>Adds the values from each row and divides the result by the number of rows.</td>
</tr>
</tbody>
</table>
Applying Aggregate Functions to Fields

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

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

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

1. Navigate to Query Manager
2. Search and Add the JRNL_LN record
3. Select the Business Unit, Account, and Monetary Amount (further below) fields
4. Click Save (at the bottom of the screen).
5. Click the Criteria Funnel next to JOURNAL_DATE field (to add the 4/4/2017 criteria)
6. Enter 04/04/2017 as the date
7. Click OK
8. Click Run

We end up with 2050 results. Notice that every transaction that went through an account is listed. If we want to see the Monetary Amount total, we group the values to form a single value. In this example, we are going to SUM to a single value.
9. Click the Fields Tab
10. Click edit next to the Monetary Amount Field
11. In the Aggregate box choose Sum
12. Click OK
13. Click Save
14. Click Run
The account amounts are Summed up into one value.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Account</th>
<th>Sum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU01</td>
<td>112001</td>
<td>-653583.300</td>
</tr>
<tr>
<td>FIU01</td>
<td>112002</td>
<td>-171004.030</td>
</tr>
<tr>
<td>FIU01</td>
<td>112003</td>
<td>38974.120</td>
</tr>
<tr>
<td>FIU01</td>
<td>112005</td>
<td>3485359.190</td>
</tr>
<tr>
<td>FIU01</td>
<td>112009</td>
<td>0.000</td>
</tr>
<tr>
<td>FIU01</td>
<td>112017</td>
<td>0.000</td>
</tr>
<tr>
<td>FIU01</td>
<td>112018</td>
<td>2344892.000</td>
</tr>
<tr>
<td>FIU01</td>
<td>112024</td>
<td>9453.880</td>
</tr>
<tr>
<td>FIU01</td>
<td>112026</td>
<td>213168.310</td>
</tr>
<tr>
<td>FIU01</td>
<td>151001</td>
<td>-183505.560</td>
</tr>
<tr>
<td>FIU01</td>
<td>151002</td>
<td>2204.550</td>
</tr>
<tr>
<td>FIU01</td>
<td>151009</td>
<td>.875.910</td>
</tr>
<tr>
<td>FIU01</td>
<td>151014</td>
<td>.885.130</td>
</tr>
<tr>
<td>FIU01</td>
<td>151500</td>
<td>.8620.250</td>
</tr>
<tr>
<td>FIU01</td>
<td>154002</td>
<td>-2296.630</td>
</tr>
<tr>
<td>FIU01</td>
<td>155001</td>
<td>588385.570</td>
</tr>
<tr>
<td>FIU01</td>
<td>155002</td>
<td>35859.780</td>
</tr>
<tr>
<td>FIU01</td>
<td>155003</td>
<td>0.000</td>
</tr>
<tr>
<td>FIU01</td>
<td>155004</td>
<td>0.000</td>
</tr>
<tr>
<td>FIU01</td>
<td>155101</td>
<td>-5270.860</td>
</tr>
<tr>
<td>FIU01</td>
<td>167002</td>
<td>57806.320</td>
</tr>
</tbody>
</table>
Having Criteria

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

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

Using Having Criteria

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

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

1. Search and find the Query created for the Aggregate function
2. Click the Having tab
3. Choose Add Having Criteria
4. Use the lookup glass in the Expression 1 box

5. Choose the Monetary Amount field (notice it is the only field that shows up, because it is the only 'aggregated' field)
6. Ensure your Condition Type is at “equal to”
7. Constant Value = 0.00
8. Click OK
9. Click Save

10. Click Run

Results show the summed amounts equal to zero.
Expressions

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

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

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

1. Main Menu>Reporting Tools>Query>Query Manager
2. Click Create New Query
3. Search for the JRNL_HEADER record
4. Add record
5. Select the BUSINESS_UNIT, JOURNAL_ID, JOURNAL_DATE, and OPR_ID on the next page.
6. Click the Criteria Funnel next to JOURNAL_DATE
7. Enter the date 04/04/2017 in the Define Constant Field
8. Click OK
9. Click the Query Tab
10. Search for the PERSONAL_DATA table
11. Join Record

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

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

15. Click the Fields Tab

16. Click the Criteria Funnel next to OPR_ID
17. Choose Field in the Expression 2 type box
18. Use the Lookup glass to choose the EMPL_ID field from the B record.
19. Click Show Fields next to the EE PERSONAL DATA record
20. Choose the EMPLID link
21. Click OK

22. Click Save

23. Click Run
24. Click the Expressions Tab
25. Click Add Expressions

![Diagram of Expressions page]

26. Click Add Field

![Diagram of Edit Expression Properties]

Add Prompt  Add Field

OK  Cancel
27. Choose the FIRST_NAME field from the PERSONAL_DATA record (click show fields)
28. Type (space) || (space) ‘(space)’ (space)|| (space)
29. Click the Add Field link again and select the LAST_NAME field from the EE PERSONAL DATA record (ensure the space before the added field)

30. Click OK

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

33. Click Save

34. Click Run
Writing Expressions

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

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

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

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

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

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

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

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

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

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

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

![Query Manager Interface](image)
4. Choose the AUTHORIZED_OPRID field
5. Click the funnel next to the AUTHORIZED_OPRID field (you can also choose the Criteria Tab and click Add Criteria)
6. Change condition type to “not equal to". (we do not want anyone who is proxy for themselves)
7. Ensure Field is selected in Expression Type 2
8. Use the lookup glass to select the EMPL_ID field
9. Click OK
10. Click the Criteria Tab

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

17. Select the APPROVER_OPRID field (insert screenshot)
18. Click the Add Criteria funnel

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

19. Leave condition type at Equal to
20. Choose Field in the Expression 2 type box.
21. Use the lookup glass to select the AUTHORIZED_OPRID field.

22. Click OK
23. Click Run.

Results show there are 80 employees who are proxies and also Approvers. We are looking specifically for those who are not just approvers, but Expense Managers specifically.
24. Click the Criteria Tab
25. Click Add Criteria
26. Use the lookup glass to view records in the Expression 1 box

27. Choose Show Fields next to the B record
28. Choose APPROVER_PROFILE
29. Leave Condition type at equal to
30. Type “EXPENSE MANAGER” in the Constant box

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

31. Click Ok.
32. Click the Run tab.

Results show that though there are 80 employees who are proxies and approvers, only 67 of the 80 are actually Expense Managers.
Unions enable you to get the results from two or more separate queries at the same time. You can create a union of multiple queries only when the queries have the following common elements:

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

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

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

1. Add REQ_HDR table
2. Choose the BUSINESS_UNIT, REQ_ID, and REQ_STATUS fields

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

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

There are three tests before you can use UNION:

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

Additional options on the screen since choosing New Union.
- Working on Selection: indicates which record you are currently working.
- Subquery/Union Navigation: allows you to toggle between both tables.

5. Search for the PO_HDR record
6. Choose Add Record next to PO_HDR
7. Select the same field types and in the same order.
   a. Choose Business Unit
   b. PO ID
   c. PO_Status

Each corresponding column must be of the same data.

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

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

Left | Right

- Top Level of Query
- Union 1
12. Record appears with Fields exposed. Click the Fields tab.
Let’s look at both our fields tab together. Both tables’ fields are using Character format (Char). The columns are in the same display order: Column 1 is Unit on both, 2 is ID on both, 3 is Status on both, and three fields have been selected on both records.

**RECORD A**

**RECORD B**
13. Click Run
Our results show 430 documents have been entered between our date parameters. Remember Union rules say that only the headings from the first record will appear. This is why Req ID remains as a heading throughout the results. (Should we mention that an Expression can solve that?)
### Query Manual 9.2

**Office of the Controller**

---

**Table:**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Req ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL01</td>
<td>000189669</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189670</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189671</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189672</td>
<td>A</td>
</tr>
<tr>
<td>FL01</td>
<td>000189673</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189674</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189675</td>
<td>A</td>
</tr>
<tr>
<td>FL01</td>
<td>000189676</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189677</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189678</td>
<td>A</td>
</tr>
<tr>
<td>FL01</td>
<td>000189679</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189680</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189681</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189682</td>
<td>C</td>
</tr>
<tr>
<td>FL01</td>
<td>000189683</td>
<td>A</td>
</tr>
<tr>
<td>FL01</td>
<td>000189684</td>
<td>A</td>
</tr>
</tbody>
</table>

---

**Images:**

- [Image of the page contents](image-url)

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**Revised 6/2017 Version 5**
Relating Multiple Criteria

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

Using “AND” “OR” Logical Operators

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

Rows returned by “AND” “OR”

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

By default, PeopleSoft Query assumes that you want those rows that meet all the criteria you specify. When you add a new criterion, PeopleSoft Query displays AND in the Logical column on the Criteria tab. To link the criterion using one of the other options instead, select the required option from the drop-down list.
In looking at the criteria relation of our Subquery example, we can ‘read’ the logic:

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

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

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

Some helpful validation tips can be found below:

- Sometimes some queries should not have results but if there are results it means that you have to run some process in order for the query not to have any results or change the results of the query. **Example:** Running Budget Checking, Voucher Posting, Payment Posting, Combo Build, Journal Edit.

- Sometimes some queries will tell you that there is an error and that a correction is needed in order to clear the results of the query, after correcting the error, re-run the query and it should yield different or no results. **Example:** correcting a Journal Entry that is in error status and changing the status to ‘Valid’.

- Reconcile the accuracy of the query with the delivered pages where you know the data is accurate.

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

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

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

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

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

## Frequently Used Records

### VENDORS

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR</td>
<td>Vendor Header Table - Main Vendor table which contains many important fields related to the vendor. (i.e. Vendor ID, Name, Address)</td>
</tr>
<tr>
<td>VENDOR_ADDR</td>
<td>Vendor Address - Address Information for each Vendor</td>
</tr>
<tr>
<td>VENDOR_LOC</td>
<td>Vendor Location - Location Information for each Vendor</td>
</tr>
<tr>
<td>VENDOR_WTHD_JUR</td>
<td>Vendor Withhold Jurisdiction - Withholding Information Populated (Important in 1099 Processing)</td>
</tr>
</tbody>
</table>

### REQUISITIONS

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ_HDR</td>
<td>Requisition Header - Header Record for Requisition</td>
</tr>
<tr>
<td>REQ_LINE</td>
<td>Requisition Line - Line Record for Requisition</td>
</tr>
<tr>
<td>REQ_LINE_DISTRIB</td>
<td>Requisition Line Distribution - Accounting Distribution for Requisition</td>
</tr>
<tr>
<td>REQ_LINE_SHIP</td>
<td>Requisition Line Delivery Schd - Shipment Details for Requisition</td>
</tr>
<tr>
<td>REQ_APPROVAL</td>
<td>Requisition Approval - Approval Information for Requisition</td>
</tr>
<tr>
<td>REQUESTOR_TBL</td>
<td>Master Requester Table - Requester Information</td>
</tr>
</tbody>
</table>

### PURCHASE ORDERS

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO_HDR</td>
<td>Purchase Order Header - Header Record for Purchase Order</td>
</tr>
<tr>
<td>PO_LINE</td>
<td>Purchase Order Line - Line Record for Purchase Order</td>
</tr>
<tr>
<td>PO_LINE_DISTRIB</td>
<td>PO Line Accounting Entries - Accounting Distribution for Purchase Order</td>
</tr>
<tr>
<td>PO_LINE_MATCHED</td>
<td>PO Line Billed Amounts - Match Information for PO (Voucher, Receipt, PO)</td>
</tr>
<tr>
<td>PO_APPROVAL</td>
<td>Purchase Order Approval - Approval Information for Purchase Order</td>
</tr>
<tr>
<td>PO_LINE_SHIP</td>
<td>PO Line Shipping Schedule - Shipment Details for Purchase Order</td>
</tr>
</tbody>
</table>
## RECEIPTS

<table>
<thead>
<tr>
<th>RECEIPT ENTRY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECV_HDR</td>
<td>Receiver Header - Receipt Header Table</td>
</tr>
<tr>
<td>RECV_LN_DISTRIBUT</td>
<td>Receipt Accounting Entries - Receipt Distribution Line</td>
</tr>
<tr>
<td>RECV_LN_ASSET</td>
<td>Receiving Asset Interface Scrl - Receipt Line Asset Information</td>
</tr>
<tr>
<td>RECV_LN_SHIP</td>
<td>Receipt Shipping Schedule - Receipt Shipment Information</td>
</tr>
</tbody>
</table>

## ACCOUNTS PAYABLE

<table>
<thead>
<tr>
<th>ACCOUNT ENTRY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOUCHER</td>
<td>AP Voucher Header Table - Header Record for Voucher</td>
</tr>
<tr>
<td>VOUCHER_LINE</td>
<td>Voucher Line - Line Record for Voucher</td>
</tr>
<tr>
<td>VCHR_ACCTG_LINE</td>
<td>AP Accounting Entries</td>
</tr>
<tr>
<td>DISTRIB_LINE</td>
<td>Voucher Distribution Table - Accounting Distribution for Voucher</td>
</tr>
<tr>
<td>GRP_AP</td>
<td>AP Control Group Table - AP Control Group Data</td>
</tr>
</tbody>
</table>

## TRAVEL AUTHORIZATIONS

<table>
<thead>
<tr>
<th>AUTHORIZATION ENTRY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX_TAUTH_HDR</td>
<td>Travel Authorization Header - Header Record for TA</td>
</tr>
<tr>
<td>EX_TAUTH_LINE</td>
<td>Line Information - Line Record for TA</td>
</tr>
<tr>
<td>EX_TAUTH_DIST</td>
<td>Travel Authorization Dist - Accounting Distribution for TA</td>
</tr>
</tbody>
</table>

## EXPENSE REPORTS

<table>
<thead>
<tr>
<th>REPORT ENTRY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX_ACCTG_LINE</td>
<td>Expenses Accounting Line – expenses by accounting lines</td>
</tr>
<tr>
<td>EX_SHEET_HDR</td>
<td>Expense Sheet Header - Header Record for Expense Report</td>
</tr>
<tr>
<td>EX_SHEET_LINE</td>
<td>Expense Report Line - Line Record for Expense Report</td>
</tr>
<tr>
<td>EX_SHEET_DIST</td>
<td>Expense Line Distributions - Accounting Distribution for Expense Report</td>
</tr>
</tbody>
</table>
## CASH ADVANCES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX_ADV_HDR</td>
<td>Advance Header - Header Record for Advances</td>
</tr>
<tr>
<td>EX_ADV_LINE</td>
<td>Advance Line - Line Record for Advances</td>
</tr>
<tr>
<td>EX_ADV_DIST</td>
<td>Cash Advance Distribution - Accounting Distribution for Advances</td>
</tr>
<tr>
<td>EX_ADV_APPRVR</td>
<td>Approvers - Approval Information Related to Advances</td>
</tr>
</tbody>
</table>

## EXPENSE APPROVERS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX_ADV_HDR</td>
<td>Advance Header - Header Record for Advances</td>
</tr>
<tr>
<td>JOB</td>
<td>EE Job History - HR Manager Information</td>
</tr>
</tbody>
</table>

## PAYMENTS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYMENT_TBL</td>
<td>AP Disbursements - Detail of each payment generated from the Accounts Payable Pay Cycle. Includes fields such as Check #, Payment #, Vendor Paid, Employee ID Paid (From Expenses), Address and Method of Payment, Payment Status (i.e. Cancelled, Scheduled)</td>
</tr>
<tr>
<td>PYMNT_VCHR_XREF</td>
<td>Voucher Scheduled Payment - Accounts Payable Detail (i.e. Voucher ID) related to a</td>
</tr>
<tr>
<td>EX_ADVANCE_PYMNT</td>
<td>Advance Payment - Cash Advance Detail related to a specific payment.</td>
</tr>
<tr>
<td>EX_SHEET_PYMNT</td>
<td>Sheet Payment - Expense Report Detail related to a specific payment.</td>
</tr>
</tbody>
</table>

## GENERAL LEDGER (Ledger populated by GL Posting Process)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JRNL_HEADER</td>
<td>Journal Header Data - Header Record for Journal Important Fields include the following: JOURNAL_DATE, JRNL_HDR_STATUS, BUDGET_HDR_STATUS, DESCRIPT254</td>
</tr>
<tr>
<td>JRNL_LN</td>
<td>Journal Line Data - Line Record for Journal Important fields include the following: Journal Line #, Department ID and Account Other Chartfields), Budget Line Status, Distribution Amounts, Budget Dates, Close Flag</td>
</tr>
<tr>
<td>LEDGER</td>
<td>Ledger Data - Summary of Balances by Chartfields by Fiscal Year, Accounting Period</td>
</tr>
</tbody>
</table>
## STUDENT FINANCIALS

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM_SF</td>
<td>Item Record</td>
</tr>
<tr>
<td>ITEM_LINE_SF</td>
<td>Line Items Student Financials</td>
</tr>
<tr>
<td>ACCOUNT_SF</td>
<td>Account Student Financials</td>
</tr>
<tr>
<td>SF_ACCTG_LN</td>
<td>Student Financials Accounting Line</td>
</tr>
<tr>
<td>ITEM_TYPE_TBL</td>
<td>Item Type Table</td>
</tr>
<tr>
<td>GL_INTERFACE</td>
<td>General Ledger values for item types</td>
</tr>
</tbody>
</table>
### COMMITMENT CONTROL (Populated by Budget Check process)

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

### BUDGET PREPARATION

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU_POSTN_BUDGT</td>
<td><strong>Position Budget Reporting</strong> - Position Budgets (Unique to FIU)</td>
</tr>
<tr>
<td>LEDGER_BUDG</td>
<td><strong>Budget Ledger Data</strong> - Ledger for Last Year's Budget, Forecast and Requested budgets</td>
</tr>
</tbody>
</table>

### CHARTFIELD TABLES

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

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTACCT_TBL</td>
<td>Alternate Account - Alternate Accounts established by the State of Florida for state accounting</td>
</tr>
<tr>
<td>COMBO_DATA_TBL</td>
<td>ChartField Combo Data Tbl - Contains Valid CF Combinations (or Invalid depending on Rule Definition)</td>
</tr>
<tr>
<td>CHARTFIELD1_TBL</td>
<td>Activity Numbers</td>
</tr>
<tr>
<td>CHARTFIELD2_TBL</td>
<td>Cost PID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOK</td>
<td><strong>Financial Book</strong> - The table has the Financial Asset Book transactions. Important fields include BU, Asset #, Book, Begin_Depr Dt</td>
</tr>
<tr>
<td>COST</td>
<td><strong>Asset Cost Transactions</strong> - The table has the Asset Cost transactions Important fields include Asset #, Book, Group_Asset_ID, Category, Cost Type, Cost</td>
</tr>
<tr>
<td>INTFC_PRE_AM</td>
<td><strong>Pre-Interface Table to AM</strong> - Table initially loaded with asset detail from other system. (i.e. Accounts Payable)</td>
</tr>
<tr>
<td>INTFC_FIN</td>
<td><strong>AM Interface-Financial</strong> - Accounting Detail associated with asset initially loaded into Asset Management</td>
</tr>
<tr>
<td>ASSET</td>
<td><strong>Asset General Information</strong> - The primary Asset table populated when an asset is created. Important fields include: Asset #, Tag, Description, Acquisition dates, Serial #, Profile</td>
</tr>
<tr>
<td>DEPRECIATION</td>
<td><strong>Depreciation Transactions</strong> - The table has the Depreciation transactions. Important fields include the following:BU, Asset #, Book, Start_PD, End_PD, Trans_Dt</td>
</tr>
<tr>
<td>ASSET_ACQ_DET</td>
<td><strong>Asset Acquisition Detail</strong> - Asset Acquisition Detail</td>
</tr>
<tr>
<td>ASSET_NBV_TBL</td>
<td><strong>Asset NBV Reporting Table</strong> - Asset Net Book Value Detail</td>
</tr>
</tbody>
</table>
### SUB-MODULE INTERFACE TABLES (STAGING TABLES) - Prior to Journal Generation

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCHR_ACCTG_LN</td>
<td>AP Accounting Entries - Accounts Payables (Vouchers)</td>
</tr>
<tr>
<td>EX_ACCTG_LINE</td>
<td>Expense Accounting Line - Travel &amp; Expenses (Cash Advances \ Expense Reports)</td>
</tr>
<tr>
<td>DIST_LN</td>
<td>AM Accounting Entries - Asset Management (Assets)</td>
</tr>
<tr>
<td>CA_ACCTG_LN_PC</td>
<td>Accounting line tbl for CA/PC - Contracts (Grants Billing)</td>
</tr>
<tr>
<td>BI_ACCT_ENTRY</td>
<td>Billing Account Entry table - Billing (Grants Billing)</td>
</tr>
<tr>
<td>ITEM_DST</td>
<td>Customer Item Distribution - Receivables (Grants Receivables \ Payments)</td>
</tr>
<tr>
<td>PAY_MISC_DST</td>
<td>Non Customer Payment Distrib - Receivables (Grants Payments)</td>
</tr>
<tr>
<td>SF_ACCTG_LN</td>
<td>Student Financials Acctg Line - Student Financials (including Cashiering)</td>
</tr>
<tr>
<td>HR_ACCTG_LINE</td>
<td>Payroll Accounting Line - Payroll (PSFT HR\Payroll on 1/1/2012)</td>
</tr>
<tr>
<td>JGEN_ACCT_ENTRY</td>
<td>JrnGen Accounting Entry Table - Pinnacle (Telecommunications)</td>
</tr>
</tbody>
</table>
# GRANTS SPECIFIC

## CONTRACTS \ GRANTS

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

## BILLING

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI_HDR</td>
<td><strong>Bill Header</strong> - Header record for Customer Bill</td>
</tr>
<tr>
<td>BI_LINE</td>
<td><strong>Bill Lines</strong> - Line Information for customer bills</td>
</tr>
</tbody>
</table>

## RECEIVABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td><strong>Customer Items</strong> - Header Record for Receivables Items</td>
</tr>
<tr>
<td>ITEM_ACTIVITY</td>
<td><strong>Customer Item Activity</strong> - Detail Line information for Receivables Items</td>
</tr>
<tr>
<td>ITEM_DST</td>
<td><strong>Customer Item Distribution</strong> - Item Chartfield Distribution</td>
</tr>
</tbody>
</table>
### PAYMENTS

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPOSIT_CONTROL</td>
<td>Deposit Control Information - List the Customer Deposit Information (Deposit BU and Deposit ID are Keys)</td>
</tr>
<tr>
<td>PAYMENT</td>
<td>Payments - Payment information for the Customers (Customer Payments\Receipts)</td>
</tr>
<tr>
<td>PAYMENT_ID_CUST</td>
<td>Payment Customer Identification - Payment Customer Information</td>
</tr>
<tr>
<td>PAYMENT_ID_ITEM</td>
<td>Payment Item Identification - Payment Item Identification</td>
</tr>
</tbody>
</table>

### CUSTOMERS

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER</td>
<td>Customer Header Information - Header for Customer Data</td>
</tr>
<tr>
<td>CUST_ADDRESS</td>
<td>Customer Address Detail - Customer Address Information</td>
</tr>
<tr>
<td>CUST_CONTACT</td>
<td>Customer Contact Detail - Customer Contact Information</td>
</tr>
<tr>
<td>CUST_DATA</td>
<td>Customer Info / Balances - Customer Details such as Customer Balance, Last Payment, Last Aged</td>
</tr>
<tr>
<td>CUST_AGING</td>
<td>Customer Aging - Customer Details such as Aging Id, Aging Amount, Count, etc.</td>
</tr>
</tbody>
</table>
## Useful Queries by Module

### Purchasing Requisitions

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

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

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU_COB_REQ_PO_VOUCHER</td>
<td>REQ workflow</td>
</tr>
<tr>
<td>FSSS_REQ_AUTO_APPR_ISSUE</td>
<td>REQ workflow</td>
</tr>
<tr>
<td>FIU_COB_REQ_PO_VOUCHER3</td>
<td>REQ workflow</td>
</tr>
<tr>
<td>FIU_KK3_REQ_ISSUES</td>
<td>REQs with Duplicate Activity</td>
</tr>
<tr>
<td>FIU_KK4_PO_ISSUES</td>
<td>POs with Duplicate Activity</td>
</tr>
<tr>
<td>FIU_KK5_REQ_STUCK_IN_PROCESS</td>
<td>Requisitions Stuck In Process</td>
</tr>
<tr>
<td>FIU_KK6_PO_STUCK_IN_PROCESS</td>
<td>Purchase Ord Stuck In Process</td>
</tr>
<tr>
<td>FIU_OPEN_ENC_BY_PO</td>
<td>Open Encumbrances Prompt by PO</td>
</tr>
<tr>
<td>FIU_OPEN_ENC_RPT_PO</td>
<td>Open Encumbrance Rpt by PO</td>
</tr>
<tr>
<td>FIUORIGINAL_BUYER_ON_PO</td>
<td>Original Buyer Assigned to PO</td>
</tr>
<tr>
<td>FIU_PENDING_REQS_FRGN_VENDORS</td>
<td>Pending reqs with foreign suppliers</td>
</tr>
<tr>
<td>FIU_PO_ALL</td>
<td>All PO’s entered in PS</td>
</tr>
<tr>
<td>FIU_PO_APPROVAL_HISTORY</td>
<td>Approval Instance by PO</td>
</tr>
<tr>
<td>FIU_PO_APPROVAL_TIME</td>
<td>TIME IT TAKES TO APPROVE A PO</td>
</tr>
<tr>
<td>FIU_PO_APPROVED_VENDORS</td>
<td>VENDORS THAT ARE APPROVED</td>
</tr>
<tr>
<td>FIU_PO_APPROVED_VENDS_ALL</td>
<td>ALL VENDORS THAT ARE APPROVED</td>
</tr>
<tr>
<td>FIU_PO_APPROVER_SEC_ROLES</td>
<td>PO Approver Roles for PS Users</td>
</tr>
<tr>
<td>FIU_PO_AUTHS_NOT_REQUESTERS</td>
<td>Apprs not setup as Requesters</td>
</tr>
<tr>
<td>FIU_PO_BUDGETERRORS</td>
<td>POS WITH BUDGET ERRORS</td>
</tr>
<tr>
<td>FIU_PO_CANCELLED</td>
<td>PO THAT ARE IN CANCELLED STATU</td>
</tr>
<tr>
<td>FIU.PO_CATEGORY_ACCOUNT</td>
<td>Category / Account Listing</td>
</tr>
<tr>
<td>FIU.PO_CATEGORY_ACCOUNT_PROMPT</td>
<td>Category / Account Listing</td>
</tr>
<tr>
<td>FIU.PO_CATEGORY_LIST</td>
<td>PO CATEGORY LIST</td>
</tr>
<tr>
<td>FIU.PO_CATEGORY_LIST2</td>
<td>PO CATEGORY LIST (Eff/Acct)</td>
</tr>
<tr>
<td>FIU.PO_CLOSE_CANCEL_BGT_ISSUES</td>
<td>PO IS CLOSE,CANCEL &amp; BGT ISSUE</td>
</tr>
<tr>
<td>FIU.CO_OPEN_OR_PENDING_APPR</td>
<td>CO THAT ARE OPEN OR PENDING AP</td>
</tr>
<tr>
<td>FIU.PO_TO_BE_WORKED_ON</td>
<td>CO THAT NEED TO BE WORKED ON</td>
</tr>
<tr>
<td>FIU.PO_DEPT_PYMNT_VENDOR</td>
<td>Total paid by a dept to vendor</td>
</tr>
<tr>
<td>FIU.PO_DEPT_PYMT_VENDOR</td>
<td>Total paid by a dept by Category #</td>
</tr>
</tbody>
</table>
## Accounts Payable

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

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU_SB_JOURNAL_LOOKUP</td>
<td>SMB Journal by invoice #</td>
</tr>
<tr>
<td>FIU_SB_LOOKUP_BY_JOURNAL_ID</td>
<td>Invoice look-up by Journal ID</td>
</tr>
<tr>
<td>FIU_SMARTBILLS</td>
<td>View SMB status</td>
</tr>
</tbody>
</table>

## Asset Management

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSETS_BY_UNIT_AND_DEPT</td>
<td>List My Department's Assets</td>
</tr>
</tbody>
</table>

## Travel and Expense

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

## Credit Card Solutions

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU_FSSS_CC_DATA_BY_DEPT</td>
<td>cardholders by department ID</td>
</tr>
<tr>
<td>FIU_FSSS_CC_PCARD_STATEMENTS</td>
<td>statements by cardholder ID</td>
</tr>
<tr>
<td>FIU_ADV_PCARD_BY_ACT</td>
<td>view Pcard details by Activity</td>
</tr>
<tr>
<td>FIU_FSSS_PCARDDETAILS</td>
<td>detail transactions by cardholder ID</td>
</tr>
<tr>
<td>FIU_FSSS_PCARD_DIST</td>
<td>List of CC by status</td>
</tr>
<tr>
<td>PCARD_HOLDER_APPROVERS</td>
<td>list of CC holders and their approvers</td>
</tr>
</tbody>
</table>
## General Ledger & Reporting

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