

UW System

**Shared Financial System
(SFS)**

**PeopleSoft Query User Manual
SFS Version 8.9**



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SFS version 8.9

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Background

PeopleSoft Query is an end-user reporting tool that allows users to extract information from SFS easily and efficiently. Queries can be as simple or as complex as needed; and can be one-time queries or saved queries used repeatedly. This manual walks through the steps of creating a query using the web query tool, and also discusses some advanced query topics that aid in creating powerful queries.

To use Query efficiently, you need a basic understanding of the data (that is, in what record is the data stored) the query will be based upon, and relationships to other records within the database. It is fairly simple to create a query, but it takes time and understanding to create a query and bring back accurate data.

PeopleSoft Query has several different ways to do the same task, this manual shows one way. You will likely find different ways to do many items described in this manual. Use the method that works best for you.

Before getting started with Query, remember the following:

- **Use a single mouse click** when working with Query. There is no need to double click on fields or tabs.
- **Do not use the back button** on the browser when navigating through PeopleSoft.
- If the system is processing, **there is not a way for you to stop the processing**. Pressing the stop button on the browser or clicking on another tab will likely cause the system to not respond. You will lose any unsaved data.
- PeopleSoft uses the terms record and tables interchangeably. In this manual, the terms will mean the same thing, which is a two-dimensional arrangement of rows and columns that holds data.

Getting Started

There are the three options for Query from the main menu (Reporting Tools → Query):



Query Manager allows you to create new queries and modify or run existing queries.

Query Viewer allows you only to run existing queries.

Schedule Query allows you to schedule an existing query to run sometime in the future.

Running an existing query

To run an existing query, use Query Viewer. The navigation to Query Viewer is: Reporting Tools→Query→Query Viewer. The following screen is used to find a query.

Query Viewer

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

*Search By: begins with

[Advanced Search](#)

Pressing search here will return the first 300 queries available to you. The private queries will be shown first, followed by public queries. To access additional queries it is necessary to specify search criteria. For additional criteria, click on Advanced Search link, which looks like the following:

Query Viewer

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

Query Name:	<input type="text" value="begins with"/>	<input type="text"/>
Description:	<input type="text" value="begins with"/>	<input type="text"/>
Uses Record Name:	<input type="text" value="begins with"/>	<input type="text"/>
Uses Field Name:	<input type="text" value="begins with"/>	<input type="text"/>
Access Group Name:	<input type="text" value="begins with"/>	<input type="text"/>
Folder Name:	<input type="text" value="begins with"/>	<input type="text"/>
Owner:	=	<input type="text"/>

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

[Basic Search](#)

Enter information needed to limit the results to a manageable set. This search is useful if you do not know the query name, but know a record the query uses.

In this example, I want to run a query that returns a list of valid accounts. The query name is UW_88_NVS_LIST_OF_ACCOUNTS. Type in part or the entire name to get a list of queries. The more of the name entered, the more refined the results will be.

Query Viewer

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

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query								Customize Find View All		First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites					
UW_88_NVS_LIST_OF_ACCOUNTS		Public	NVISION	HTML	Excel	Schedule	Favorite					

There are four options for the query:

Run to HTML – Run this report to a HTML format.

Run to Excel – Run this report to a Microsoft Excel format.

Schedule – Run this report at some time in the future. The results will show up in the Report Manager and can also be e-mailed to you or other users (discussed later.)

Add to Favorites – Add this query to the list of favorite queries. The query will then show up on the bottom of the query search pages to find easily. Below is an example of adding this query to favorites:

Query Viewer

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

*Search By: begins with

[Advanced Search](#)

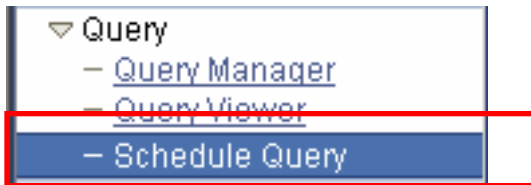
My Favorite Queries								Customize Find View All		First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove					
UW_88_NVS_LIST_OF_ACCOUNTS		Public	NVISION	HTML	Excel	Schedule	<input type="button" value="-"/>					

This report will show up on the query search pages under ‘My Favorite Queries’ until it is removed from the list. To remove a query, click on the – (minus) under the Remove column, or press the ‘Clear Favorites List’ to remove all Favorite Queries from the list.

Scheduling a Query

When scheduling a query, the query will run through process scheduler. You define the time and day to run the query, along with distribution options.

To schedule a query, either click on the Schedule Query menu item, or select the 'Schedule' hyperlink from the Query Viewer.



Schedule Query from Menu

Query Viewer

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

*Search By: begins with

[Advanced Search](#)

Schedule hyperlink from Query Viewer.



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
UW_88_NVS_LIST_OF_ACCOUNTS		Public	NVISION	HTML	Excel	Schedule	<input type="button" value="-"/>

A run control is needed to schedule a query. Either select an existing run control or create a new run control for the query.

After you enter a run control name and click Add, enter a description for the query, and enter a value for any prompts in the query. In this example, there is one, the EFF_STATUS. The EFF_STATUS is set to A.

Schedule Query

Run Control ID: [Report Manager](#) [Process Monitor](#)

Query Name:

Description:

[Update Parameters](#)

Prompt Name	Value
PNLNAME	<input type="text" value="1099_RPT_POST"/>

Press OK when done.

Run the scheduled queries on the PSUNX server. Select the time that PeopleSoft should run the query. .

Process Scheduler Request

User ID: JUK Run Control ID: Schedule_query

Server Name: Run Date: 10/25/2006

Recurrence: Run Time: 12:01:47PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

The query will be sent to the report repository and/or e-mailed, depending on the distribution selected. Click on the Distribution link to set the e-mail options.

Distribution Detail

Process Name: PSQUERY

Process Type: Application Engine

Folder Name:

Distribute To

ID Type	Distribution ID
User	JUK

Email Only

Email Subject: Email With Log Email Web Report

Message Text: Attached is the file you requested

Email Address List: brewcrew17@yahoo.com

The default distribution is only to the user that runs the query. If additional users need to view the query in the Report Manager, add them to the 'Distribute To' section. Any users (or roles) selected here will be able to view the query in the Report Manager. Selecting a role will allow anyone with that role to view the query results.

To e-mail the report to a user, click the 'Email Web Report' checkbox and add an e-mail address to the 'Email Address List'. You can add an e-mail subject and text to add to the results. The e-mail will send a link to the query results in the Report Manager.

Creating a new Query

When creating a new query, plan the query ahead of time. Think about these questions – What records are needed in the query? Which fields should be included in the query? How should the data be limited? Should any amounts be summarized? Queries that are created “on the fly” without planning can give incorrect data due to PeopleSoft’s complex record structure. Poor queries can cause the system to slow down for all users by using excessive database resources.

How to find out what record to use

As most users know, knowing the pages in SFS is not the same as knowing the table structures that store the data. When creating a query, you must know the tables, as that is what you create the query on. So, how do you determine the tables? There is a query to find this information, all you need to know is the page name. The query name is `UW_89_PAGE_TABLES`.

This query will prompt you for a page name, then will display the fields and tables for the page that aren’t work tables or temporary tables. First, navigate to the page where the data is contained and press `CTRL+J` to see the page name:

The screenshot shows the PeopleSoft interface for the 'UW_89_PAGE_TABLES' query. The 'Page' field is highlighted with a red box and labeled 'CTRL+J'. The 'Page' value is 'JOURNAL_ENTRY1'. The 'Component' is 'JOURNAL_ENTRY_IE'. The 'Menu' is 'PROCESS_JOURNALS'. The 'User ID' is 'JUK'. The 'Database Name' is 'SF89TST'. The 'Database Type' is 'ORACLE'. The 'Application Server' is '//cinnamon.doit.wisc.edu:9041'. The 'Component Buffer Size (KB)' is '649'. The 'Page' field is highlighted with a red box and labeled 'CTRL+J'.

Browser	IE/6.0
Operating System	WINXP
Browser Compression	ON (gzip)
Tools Release	8.48.03
Application Release	Financials/SCM 8.90.00.000
Service Pack	0
Page	JOURNAL_ENTRY1
Component	JOURNAL_ENTRY_IE
Menu	PROCESS_JOURNALS
User ID	JUK
Database Name	SF89TST
Database Type	ORACLE
Application Server	//cinnamon.doit.wisc.edu:9041
Component Buffer Size (KB)	649

Note page name (JOURNAL_ENTRY1). Now, navigate to query viewer, and bring up the query `UW_89_PAGE_TABLES` and run it to Excel or HTML. A prompt will come up for the Page Name, enter it or use the lookup feature, and the results will be displayed.

Page Name: 

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (2 kb)

[View All](#)

First  1-14 of 14  Last

	Label Text	Record	Field Name
1	Ledger Group	JRNL_HEADER	LEDGER_GROUP
2	Ledger	JRNL_HEADER	LEDGER
3	Source	JRNL_HEADER	SOURCE
4	Fiscal Year	JRNL_HEADER	FISCAL_YEAR
5	Reference Number	JRNL_HEADER	TRANS_REF_NUM
6	Period	JRNL_HEADER	ACCOUNTING_PERIOD
7	ADB Date	JRNL_HEADER	ADB_DATE
8	Journal Class	JRNL_HEADER	JOURNAL_CLASS
9	Transaction Code	JRNL_HEADER	IU_TRAN_CD
10	Adjustment Type	JRNL_HEADER	GL_ADJUST_TYPE
11	Adjusting Entry	JRNL_HEADER	ADJUSTING_ENTRY
12	SJE Type	JRNL_HEADER	SJE_TYPE
13	Long Description	JRNL_HEADER	DESCR254
14	Auto Generate Lines	JRNL_HEADER	AUTO_GEN_LINES

This will show you the record (table) and field that displays on the page, so keep this information handy when you start building your query.


Building a new query

To create a new query, navigate to Reporting Tools → Query → Query Manager. The following screen will appear:

**H
E
R
E**

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By:  begins with

[Search](#) [Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)

Query Manager defaults to the open an existing query page. To create a new query, click on the “Create New Query” hyperlink, and the window will change to the following:

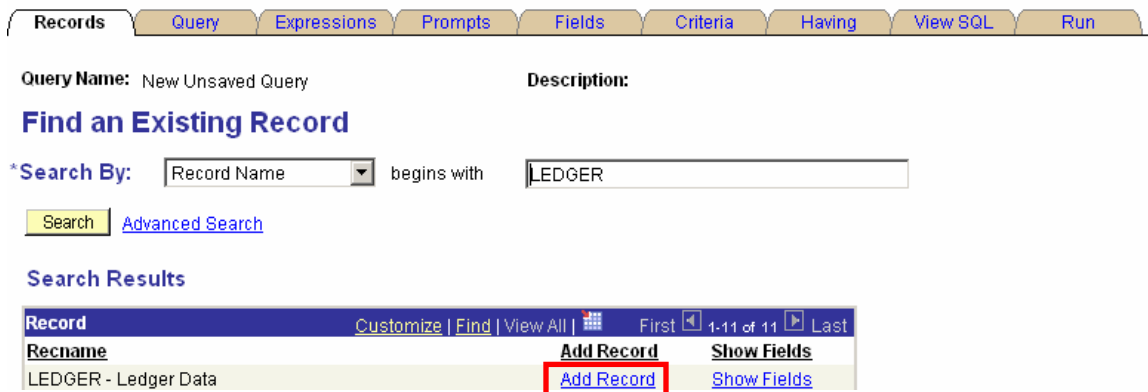


The Query tool shows several Query “tabs” along the top of the Window that are needed to build a new query. The same tabs appear once an existing query has been opened for editing. The tabs perform the following functions:

- Records – Select the records (tables) to use in the query.
- Query – Add fields to the query from the records selected.
- Expressions – Create an expression to use within the query.
- Prompts – Create run-time prompts for the query.
- Fields - Change the heading name, sort order, or create an aggregate field.
- Criteria – Limit the results by creating criteria to get back correct information.
- Having – Limit the results by creating criteria on the aggregate fields.
- View SQL – Review the query SQL.
- Run – View the query results.

Select the records that contain the information for the query. In this example, we will do a query based on one record. **If you have multiple records in the query, the records must be related in a rational manner, or else your results will not be accurate. Typically, Query will try to join the records based on the key fields. Keys are the fields that make each line unique, which may or may not be the proper joins for the query.**

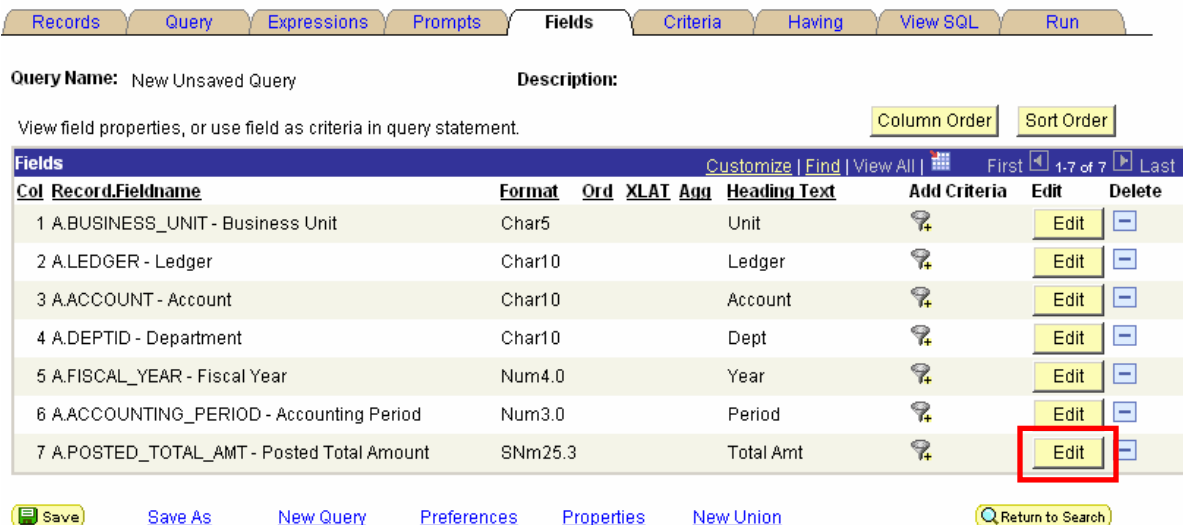
In this example, the query will return all account balances in Period 0 for a specific department. This information is contained in the LEDGER record. This is an ad-hoc query that would not need to be saved. Enter LEDGER in the Search Box to find the record.



Once you locate the correct record, include it in the query by clicking the “Add Record” hyperlink. The screen will change – the record has been added to the query, and a list of fields contained in the record is now seen.



To add fields for the query, check the box to the left of the field name. To add every field in the record to the query, press the **Check All Fields** box. To eliminate a column from the dataset, simply uncheck the corresponding box on the “Query” tab. When the fields are selected for your report, click on the Fields tab.



From this view, we see there are 7 columns in the results, which were added from the Query tab. The Fields tab allows you to change the field to an aggregate field, change the heading text, limit the results, or change the sort and column order. This query should have the Posted Total Amount aggregated, so press the **Edit** button next to the POSTED_TOTAL_AMT column to see the following:

Edit Field Properties

Field Name: A.POSTED_TOTAL_AMT - Posted Total Amount

Heading	Aggregate
<input type="radio"/> No Heading <input checked="" type="radio"/> RFT Short <input type="radio"/> Text <input type="radio"/> RFT Long Heading Text: <input type="text" value="Total Amt"/> Unique Field Name: <input type="text" value="A.POSTED_TOTAL_AMT"/>	<input checked="" type="radio"/> None <input type="radio"/> Sum <input type="radio"/> Count <input type="radio"/> Min <input type="radio"/> Max <input type="radio"/> Average

OK Cancel

Change the Aggregate Column from None to Sum. There are several options on this page that are useful. The left hand section of this page controls the heading text, which can be changed by either typing directly in the Heading Text box, or changing the radio button from the Short name to the Long name. Each field has a short name and a long name. **NOTE – If you change the Heading Text to a custom name, first change the radio button to Text, or else your text will not be saved.** Press OK when done.

Back on the Fields tab, click on the **Sort Order** button to change the sort order. The following screen dictates the sort order.


Edit Field Sort Order

Change sort order by entering sort numbers on the right. Columns left blank or assigned a 0 will not be sorted.

Record.Fieldname	Sort Order	Direction
A.BUSINESS_UNIT - Business Unit	<input type="text"/>	<input type="text"/>
A.LEDGER - Ledger	<input type="text"/>	<input type="text"/>
A.ACCOUNT - Account	<input type="text"/>	<input type="text"/>
A.DEPTID - Department	<input type="text"/>	<input type="text"/>
A.FISCAL_YEAR - Fiscal Year	<input type="text"/>	<input type="text"/>
A.ACCOUNTING_PERIOD - Accounting Period	<input type="text"/>	<input type="text"/>
A.POSTED_TOTAL_AMT - Posted Total Amount	<input type="text"/>	<input type="text"/>

OK Cancel

Place a 1 in the field that should be sorted first, then choose the direction of either Ascending or Descending. Place a 2 in the field that should be sorted second, and so on, until the sort order is defined. A number is not needed in every field. Press OK when done.

Again, on the Fields tab, set limits on the query to filter the information returned. Click on the filter button  next to the field to enter criteria. The Criteria Properties page will open:

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

'Condition Type: equal to

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.BUSINESS_UNIT - Business Uni

Expression 2

Define Constant

Constant:

OK Cancel

For an ad-hoc query, the criteria will likely be where a field is equal to a constant, such as a business unit or department. You can create a prompt for your limit if it is a report that you will rerun with different criteria (such as accounting period or fiscal year).

In our example, we want to limit the Business Unit, Department, Accounting Period, and Fiscal Year to specific limits, namely Business Unit = UWSYS, Department = 101000, Accounting Period = 0, and Fiscal Year = 2003. We will have to create four criteria.

For the Business Unit limit, click on the filter next to Business Unit,

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

'Condition Type: equal to

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.BUSINESS_UNIT - Business Uni

Expression 2

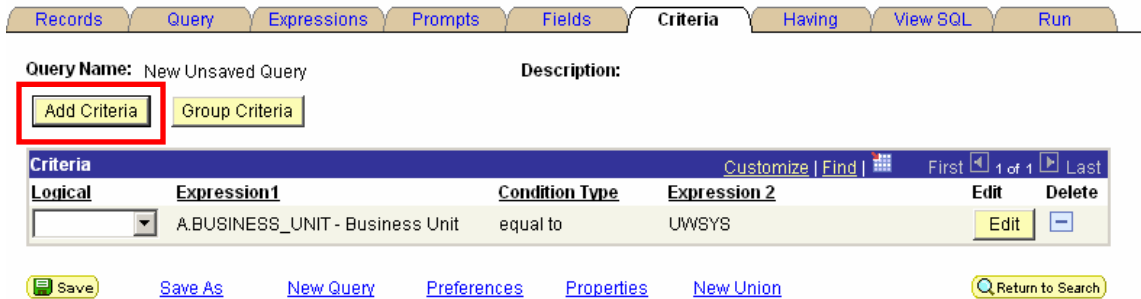
Define Constant

Constant:

OK Cancel

We want this equal to UWSYS. The condition type is correct at equal to, so enter UWSYS in Expression 2 in the Define Constant text box. Either type UWSYS in the text box, or press the magnifying glass and select the value from the list.

Press OK to save the criteria. The criteria entered are seen on the Criteria Tab. (You can also enter criteria by clicking on the Add Criteria button on this page.)



Add additional criteria from either the Fields tab or the Criteria tab until all criteria is entered. If you are going to add criteria on fields that are not included in your results, you will have to add them on the Criteria tab. In this example, I may have added another criteria where LEDGER = ACTUALS to only include actual balances.

When all criteria are entered, the query is ready to be run.

Running the Query

When a query is run, the system looks at all of the rows in the record(s) and returns only those that meet the requirements specified in a query – or all rows if no criteria are specified (this is called a list query since the results are a list of all the data in the record). To run a query, click on the “Run” tab, the Query executes and displays the results. While the query is run, run time prompts may appear if they were built into the criteria, which require user input. Run time prompts may prompt for only a single value such as a date, or may require the user to enter multiple values. The information input by the user completes the query – or the question – being “applied” to the data.

Remember the query results (dataset) are static. If the data in the database changes 5 minutes after the query is run, the query results will remain the same, unless you rerun the query.

Depending upon the data in the system, or the information supplied in the limits or run-time prompts, the dataset may be empty. Empty datasets may also be a result of security restrictions. If you do not have access to view data within the query tool, the dataset may display as empty – even if data is present. This is referred to a “null” query set.

When data meets the requirements of the query, they will be included in the dataset. The upper right hand corner of the dataset will display the number of records returned. Unlike other PeopleSoft search results, Query can display more than 300 rows as a result of a “fetch” on the database.

	UWSYS	ACTUALS	Account	Dept	Year	Period	Sum total amt
1	UWSYS	ACTUALS	1051	101000	2003	0	54333.390
2	UWSYS	ACTUALS	1533	101000	2003	0	38223.140
3	UWSYS	ACTUALS	1534	101000	2003	0	184.470
4	UWSYS	ACTUALS	1542	101000	2003	0	32.190
5	UWSYS	ACTUALS	1543	101000	2003	0	0.450
6	UWSYS	ACTUALS	1601	101000	2003	0	2585.860
7	UWSYS	ACTUALS	1771	101000	2003	0	18993.500
8	UWSYS	ACTUALS	1781	101000	2003	0	1627.500
9	UWSYS	ACTUALS	1903	101000	2003	0	235.470
10	UWSYS	ACTUALS	1905	101000	2003	0	344.820
11	UWSYS	ACTUALS	1906	101000	2003	0	1.460
12	UWSYS	ACTUALS	1907	101000	2003	0	437.370
13	UWSYS	ACTUALS	1975	101000	2003	0	17741.070
14	UWSYS	ACTUALS	1979	101000	2003	0	18506.310
15	UWSYS	ACTUALS	1983	101000	2003	0	628.460
16	UWSYS	ACTUALS	1984	101000	2003	0	446.570

You may want to execute a query again, click on the “Rerun Query” hyperlink from the Run page. The default view is to show the first 100 rows. Press the ‘View All’ hyperlink located on the left hand side to view all the data at once, or use the arrows to navigate the results.

Once a query has been previewed, it can be downloaded to Excel, where all of the functions and features of Excel are available. To download the query to Excel, click the hyperlink “Download to Excel” located at the top left-hand corner of the window. You will be prompted to open or save the query; Excel will open with your query results.

Creating a query with multiple records

Query Manager enables queries with multiple-record joins. Joins retrieve data from more than one record, presenting the data as if it came from one record. PeopleSoft Query links the tables, based on common fields, and links the rows on the two tables by common fields in the shared columns.

Joined records must each include **at least one** field in both records that contain comparable data. For example, if you want to join a Vendor record and a Voucher record, they both must contain a common element, such as a Vendor ID field, to serve as a field on which the data can be matched. Records can be joined on multiple fields so long as the fields have the potential to supply matching information. Typically (but not always) records are joined on key fields. Key fields are essentially the field(s) that make the record unique, and are shown in Query with a KEY symbol next to them. If you have a query with multiple records, and do not add joins, or create incorrect joins, the results will return wrong information.

Using joins, you define relationships among fields when you query the records. The procedure for joining tables differs depending on how the tables being joined are related to each other. Query Manager uses three types of joins: record hierarchy (parent-child relationships), related record (predefined relationships), and any record (relationships the user defines).

Creating Record Hierarchy Joins

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.) An example of this is the Jrnl Header (Parent) and the Jrnl Line (Child). This type of join is the easiest to create in Query.

To create a record hierarchy join, select the base record for your query (parent) then click the Hierarchy Join link.

The screenshot shows the Query tool interface with the following elements:

- Navigation tabs: Records, Query, Expressions, Prompts, Fields, Criteria, Having, View SQL, Run.
- Query Name: New Unsaved Query
- Description: Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.
- Chosen Records section:
 - Alias: A
 - Record: JRNL_HEADER - Journal Header Data
 - Buttons: Check All Fields, Uncheck All Fields
 - Link: HierarchyJoin (highlighted in a red box)
- Fields section:
 - Fields list:
 - BUSINESS_UNIT - Business Unit
 - JOURNAL_ID - Journal ID
 - JOURNAL_DATE - Journal Date
 - UNPOST_SEQ - UnPost Sequence
 - Key symbols (KEY) are present next to JOURNAL_ID and JOURNAL_DATE.
 - A box labeled "KEY FIELDS (note KEY symbol)" points to these key symbols.

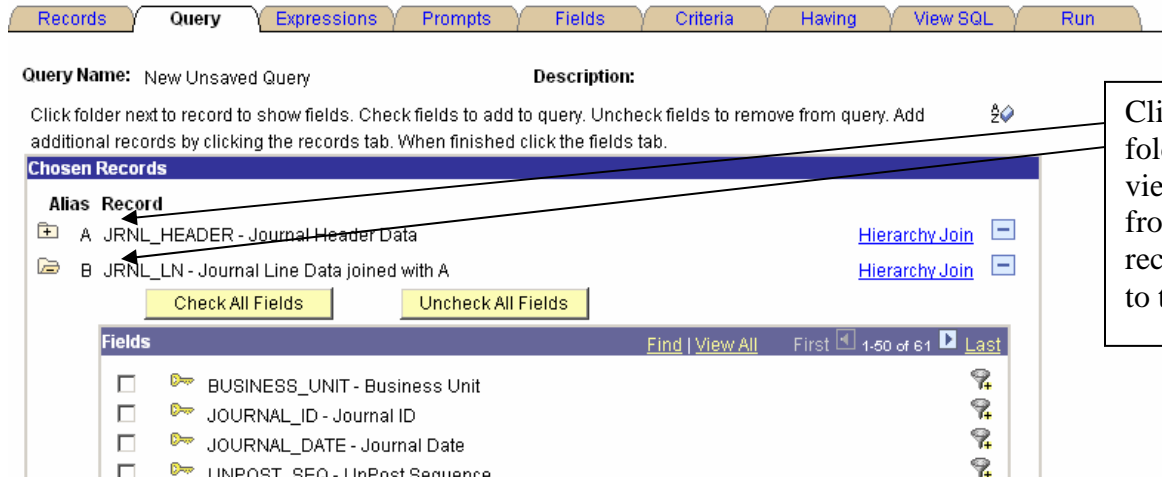
Records that have a parent/child relationship with the record appear.

Select record for hierarchy join

Left | Right

- JRNL_HEADER - Journal Header Data
 - JRNL_DRILL_VW - Journal Line DrillDown View
 - JRNL_LN - Journal Line Data
 - JRNL_LN_BUDG - Journal Line Data - Budgets
 - JRNL_OPENITM_VW - Open Item Journal View
 - OPEN_ITEM_GL - GL Open Item Table
 - UW_AP_JRNL_LN - Journal Line Data
 - UW_PO_JRNL_LN - Journal Line Data

Select the record to join to the parent record. In the example, select the JRNL_LN record. The join is reflected on the Query page. Query automatically creates the necessary joins needed between the two records.

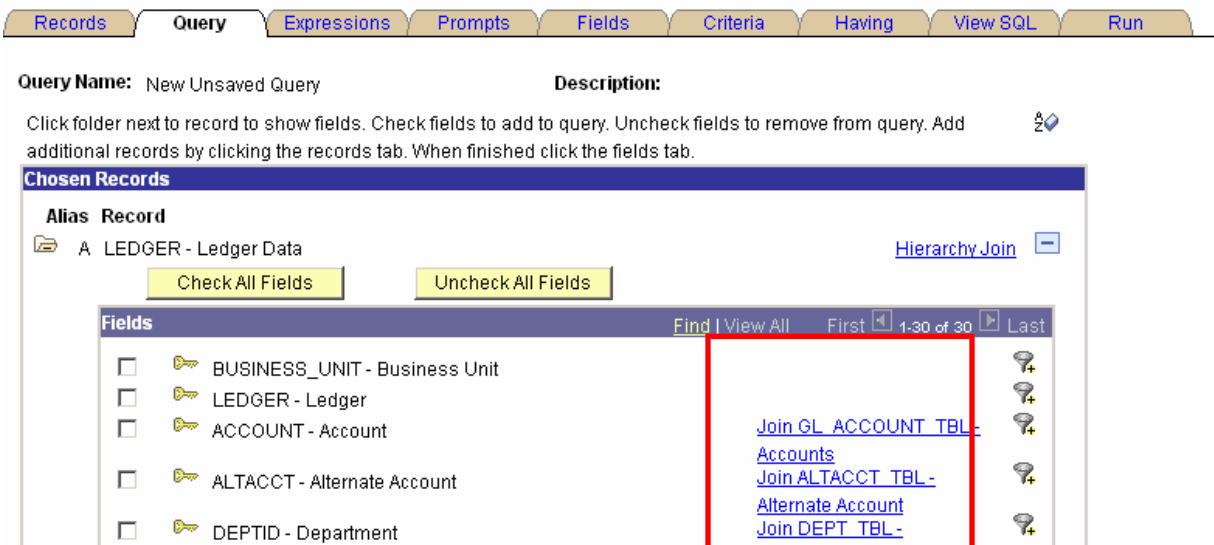


You can select records from either record to be included in the results, the same as a query with only one record. Click on the folder next to the record name to view the fields from that record.

Creating Related Record Joins

In a related record join, you can automatically join two records based on a relationship that is predefined in the record design.

In the example below, the LEDGER record is used in the query. Notice there are several links on the right hand side that say “Join...” Clicking on one of these hyperlinks will join the record automatically to the record listed. For example, to include the department description or account name, link the appropriate record and include this information in the query. You navigate between the records the same way as the hierarchy joins above, by clicking on the folder next to the record name on the Query tab.



Creating Any Record Joins

Query Manager allows the creation of a join between two records (any record join) by selecting your initial base record, then returning to the Record page to select the second record.

Query will attempt to automatically join the records based on the keys on each record, which may or may not be correct. It is very important to understand the record structure to ensure the links created are appropriate. Additional joins may need to be added that Query does not create. Planning the query becomes important the more complex the query becomes.

In this example, two records from the Payroll Interface bolt-on are used in the query, the UW_SFD_APPT, and UW_SFD_APPT_PMT. First, select the UW_SFD_APPT record.

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

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

Chosen Records

Alias Record

A UW_SFD_APPT - SFD Appointment Table [Hierarchy Join](#)

[Check All Fields](#) [Uncheck All Fields](#)

Fields Find | View All First 1-17 of 17 Last

<input type="checkbox"/>		BUSINESS_UNIT - Business Unit	
<input type="checkbox"/>		APPT_ID - Appointment ID	
<input type="checkbox"/>		CALC_ID - Calculation Number	
<input type="checkbox"/>		UNIT_CD - Unit Code (Campus Code)	
<input type="checkbox"/>		EMPLOYEE_NAME - Employee	

Next, go back to the Records tab and select the UW_SFD_APPT_PMT record by clicking on the Join Record hyperlink:

Record	Join Record	Show Fields
UW_SFD_APPT - SFD Appointment Table	Join Record	Show Fields
UW_SFD_APPT_PMT - SFD Payment Detail	Join Record	Show Fields

The following screen appears to determine what type of join you want to create:

Select join type and then record to join with UW_SFD_APPT - SFD Appointment Table.

Join Type

Join to filter and get additional fields (Standard Join)

Join to get additional fields only (Left outer join)

Join Record Customize | Find | First 1 of 1 Last

A= UW_SFD_APPT - SFD Appointment Table

[Cancel](#)

A standard join will return data only if data is present that matches your criteria in both records.

A left outer join will return all data from the first table and additional data where the criteria is met on the second record. It will not filter the results to where the conditions are met on both records.

In our example, we will use a standard join, because we want data from the records where data is present in both records. Click on the appropriate join record to add the second record to the query. In this example, there is only one additional record, the UW_SFD_APPT record. Click on the UW_SFD_APPT record. PeopleSoft will create criteria based on the similar keys between each record.

Auto Join Criteria

Query has detected the join conditions shown below.

Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.

<input checked="" type="checkbox"/>	A.BUSINESS_UNIT - Business Unit = B.BUSINESS_UNIT - Business Unit
<input checked="" type="checkbox"/>	A.APPT_ID - Appointment ID = B.APPT_ID - Appointment ID
<input checked="" type="checkbox"/>	A.CALC_ID - Calculation Number = B.CALC_ID - Calculation Number

Add Criteria

Cancel

Press the 'Add Criteria' button to add these criteria to the query. If additional criteria needs to be entered, navigate to the Criteria tab and add appropriate criteria, with the Expression Types both being 'Fields', and would look like the following:

Edit Criteria Properties

Choose Expression 1 Type <input checked="" type="radio"/> Field <input type="radio"/> Expression	Expression 1 Choose Record and Field Record Alias.Fieldname: A.BUSINESS_UNIT - Business Uni
Condition Type: equal to	
Choose Expression 2 Type <input checked="" type="radio"/> Field <input type="radio"/> Expression <input type="radio"/> Constant <input type="radio"/> Prompt <input type="radio"/> Subquery	Expression 2 Choose Record and Field Record Alias.Fieldname: B.BUSINESS_UNIT - Business Uni
OK	Cancel

If you are unsure of the record structures and how the records are related, run the query with only one record at a time and review the information to determine proper relationships.

Left Outer Joins

Query Manager enables you to easily create a left outer join. A left outer join is the same as the regular join above, except you select the left outer join option for the type of join. The query will then bring back all rows of the first (left) record are present in the result set, even if there are no matches in the joining record.

Here is an example, following are two sample records and how the different joins would return data

Record 1 – Sample Employee Record

Bus Unit	Appt ID	Employee Name
UWADM	1000	Smith, Steve
UWADM	5000	Jones, John
UWADM	8000	Adams, Alan
UWADM	9000	Williams, Walter

Record 2- Sample Transactional Record

Bus Unit	Appt ID	Date	Amount
UWADM	1000	06/30/05	500.00
UWADM	1000	07/31/05	500.00
UWADM	8000	06/30/05	800.00
UWADM	9000	07/31/05	300.00

Provided that you are linking record 2 to record 1, and the query was bringing back the following:

Business Unit, Appt ID, Employee Name, sum (Amount)

A simple join brings back data only if the same information is in each record, so the results would be the following:

Bus Unit	Appt ID	Employee Name	Sum(Amount)
UWADM	1000	Smith, Steve	1000.00
UWADM	8000	Adams, Alan	800.00
UWADM	9000	Williams, Walter	300.00

A left outer join will bring back all the results from the first table, and then and matching records from the second record, it will not limit the results, and will be the following:

Bus Unit	Appt ID	Employee Name	Sum(Amount)
UWADM	1000	Smith, Steve	1000.00
UWADM	5000	Jones, John	
UWADM	8000	Adams, Alan	800.00
UWADM	9000	Williams, Walter	300.00

Notice the additional row of data in the results for Jones, John, with no amount in the sum (Amount) column.

The left outer join is defined when the records are joined.

Saving a query

Remember these naming conventions when saving a query.

- Letters, numbers and underscores may be included in query names
- Symbols (i.e. *&^ %) may not be included in query names
- Query names can be up to 30 characters long
- Query descriptions can be up to 30 characters long, including spaces

The name is the key item used when you or someone else searches for a query. Within the UW-System, the naming convention is to use the 3 letter campus designation in the beginning of the query name to show the query was not delivered by PeopleSoft. Another useful addition to the name is to embed your user ID, which will assist you when searching for queries you (or someone else) created.

To save a query, simply press Save from any panel in Query Manager except the Run panel. The save box will appear for you to complete.

Enter a name to save this query:

*Query:

Description:

Folder:

*Query Type:

*Owner:

Query Definition:

The folder name is another way to search queries. Similar queries can be added to the same folder to find easier. A folder is not required.

Your security will define whether you can save a query as a private query (only seen by you), and a public query (seen by everyone).

The “Query Definition” box is an additional area to document the query. This area can be used to provide a complete description of the query, or other information that a user should know about the query. Click OK to save the query.

Advanced Query Functions

Creating Prompts in Queries

Adding a prompt lets you refine a query when it is run. For example, suppose you want to change a query so that you can prompt the user to enter a business unit. Before you added the prompt, the query always retrieved rows for a specific business unit. Adding a prompt to the query enables the user to enter any business unit, and then the query can return results based on the value provided when running the query.

When you run a query with a prompt, the prompts must be entered when the query is run. Enter the value into the field. The query uses the value that you enter as the comparison value for the criterion that included the prompt. To create a prompt, change the criteria type to 'Prompt'.

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.BUSINESS_UNIT - Business Uni

Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Constant

Constant:

OK Cancel

The Expression 2 Box will change as seen here:

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Prompt

Prompt: [New Prompt](#) [Edit Prompt](#)


OK Cancel

Click on New Prompt to create the prompt. For most fields, the information will be defaulted in by PeopleSoft.

Edit Prompt Properties

Field Name: BUSINESS_UNIT	'Heading Type: RFT Short
'Type: Character	Heading Text: Unit
'Format: Upper	'Unique Prompt Name: BIND1
Length: 5	Prompt Table: SP_BU_GL_NONWW
Decimals:	
'Edit Type: Prompt Table	
OK	Cancel

You may want to change the Heading Type to 'Text' and type additional Heading Text to better describe the prompt field. Press OK to save the prompt properties. When the query is run, a prompt box will appear before the results are run:

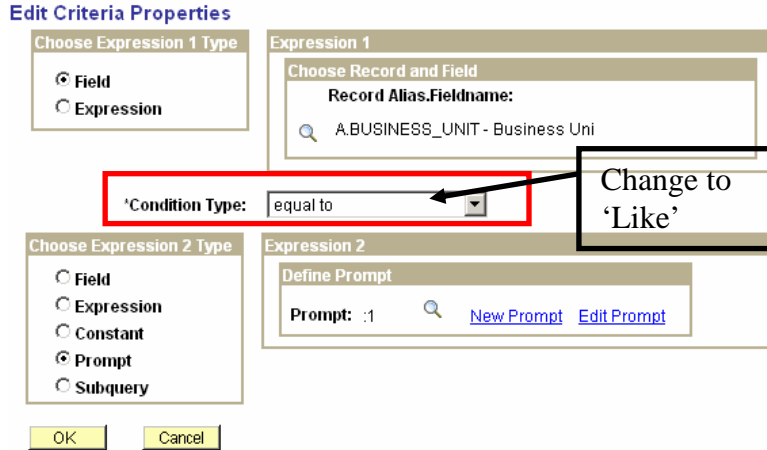
Unit: 

OK Cancel

Tip – If you want to use a wildcard in the criteria (% to return all values), change the Edit Type to No Prompt Table, as seen here (make sure to change the heading text to let users know they can use a wildcard):

Edit Prompt Properties	
Field Name: BUSINESS_UNIT	'Heading Type: Text
'Type: Character	Heading Text: Business Unit (use % for all)
'Format: Upper	'Unique Prompt Name: BIND2
Length: 5	Prompt Table: SP_BU_GL_NONWW
Decimals:	
'Edit Type: No Table Edit	
OK	Cancel

Leave the Prompt table populated. Back on the criteria page, change condition type from 'Equals to' to 'Like'.



When the query is run, a user can use a % to bring back all the data for those criteria. This is used in many of the shared nVision reports the same report can be run for any department which the user will be asked to enter when the report is run, or else they enter a % to bring back all departments.

Using Having Criteria

SQL does not support the use of aggregate functions in WHERE clauses. When an aggregate function is applied to a field (i.e. sum, count, etc.), you cannot add a typical limit to it. To limit rows based on the results of an aggregate function, Query Manager creates HAVING criteria. An example of using a HAVING criteria would be to create a list of departments that have at least \$10,000 posted to a particular account during a fiscal year.

When you click the Add Criteria icon from the Fields tabs for an aggregate field, new criteria is added to the Having Criteria tab instead of the Criteria tab. The selection criteria using the Having Criteria tab in the same way you add selection criteria using the Criteria tab. Shown here, the Posted Total Amount column is summed, then criteria is added.

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

Query Name: New Unsavd Query Description:

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

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
2	A.LEDGER - Ledger	Char10				Ledger		Edit	
3	A.ACCOUNT - Account	Char10				Account		Edit	
4	A.DEPTID - Department	Char10				Dept		Edit	
5	A.FISCAL_YEAR - Fiscal Year	Num4.0				Year		Edit	
6	A.ACCOUNTING_PERIOD - Accounting Period	Num3.0				Period		Edit	
7	A.POSTED_TOTAL_AMT - Posted Total Amount	SNm25.3			Sum	Sum Total Amt		Edit	

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

When you add criteria to this (greater than 10,000 in this example), the criteria is entered the same way as any other criteria is entered.

Edit Having Criteria Properties

Choose Expression 1 Type

Field

Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.POSTED_TOTAL_AMT - Posted To

*Condition Type: greater than

Choose Expression 2 Type

Field

Expression

Constant

Prompt

Subquery

Expression 2

Define Constant

Constant:

OK
Cancel

The only difference is that it now shows up on the 'Having' tab as opposed to the 'Criteria' tab.

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

Query Name: New Unsaved Query Description:

Add Having Criteria Group Having Criteria

Having Criteria					
Logical	Expression 1	Condition Type	Expression 2	Edit	Delete
▼	A.POSTED_TOTAL_AMT - Posted Total Amount	greater than	10000	Edit	[-]

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

The limit setup is the same as a traditional limit; however, the SQL written behind the scenes is different.

Using Subqueries

A subquery is a query where the results are used by another query. The main query uses the subquery's results as a limit for the results.

Use a subquery to compare a field value to the results of a second query. Suppose, for example, that you want a list of employees that have been terminated, or did not have any entries in the most recent payroll calcs. For each Appointment ID in the UW_SFD_APPT record, you must find out whether their Appointment ID is in the UW_SFD_APPT_PMT table. In other words, compare the value in the UW_SFD_APPT.APPT_ID field to the results of a subquery that selects the APPT_ID values from the UW_SFD_APPT_PMT table. Following are examples of the Criteria page when creating and using a subquery:

(When entering criteria, change Expression 2 to Subquery, and then click on Define/Edit Subquery.)

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.APPT_ID - Appointment ID

Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Subquery

[Define/Edit Subquery](#)

OK Cancel

Enter the record name, and then select the field to be included in the subquery. A subquery only has one field, and the criteria are either 'exists in the subquery' or it 'does not exist in the subquery'.

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

Query Name: New Unsaved Query Description:

Working on selection: Subquery for A.APPT_ID - Appointment ID [Subquery/Union Navigation](#)

View field properties, or use field as criteria in query statement. [Column Order](#) [Sort Order](#)

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	B.APPT_ID - Appointment ID	Char8				Appt ID		Edit	-

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

Note the Subquery/Union Navigation link that is now available. This will allow you to navigate between the two:

Select subquery or union to navigate to

Left | Right

- [Top Level of Query](#)
- [Subquery for does not exist](#)

The criteria now look like the following:

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

Query Name: New Unsaved Query Description:

Working on selection: Top Level of Query [Subquery/Union Navigation](#)

Add Criteria Group Criteria Reorder Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.CALC_ID - Calculation Number	in list	('200503100','200503200','200503500','200504000')	Edit	
AND		does not exist	SUBQUERY	Edit	

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

The query, when run, will bring back all the appt ID's in the UW_SFD_APPT_PMT and match those against the UW_SFD_APPT record to see where there are records in the UW_SFD_APPT that did not receive a payment for the calcs specified.

Unions

Unions allow you to execute two or more separate queries and consolidate the results into one dataset. Both queries must have the same number of selected fields, in the same order, with the same data type.

In this example, we need a query that includes both the salary and fringe amounts from the SFD tables into one result set. With a union query, you create two separate select statements (one for salary, one for fringe.) The two queries would have to have the same number of columns, the columns would have to be in the same order, and the data type for each column would have to be the same.

To create a union:

On the bottom of each Query Manager page, click the New Union link.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Find an Existing Record

*Search By: Record Name begins with

Search Advanced Search

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

PeopleSoft Query automatically switches to the record tab of the Query Manager to start defining the second query. Define the query the same other queries are defined. However, the first query in the union—the top level of query—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 defined for the first selection in the results.



When you're working on a union, each individual selection looks like an independent query. To navigate between the main query, subqueries, and unions, use the Subquery/Union Navigation link.

Select subquery or union to navigate to

Left | Right

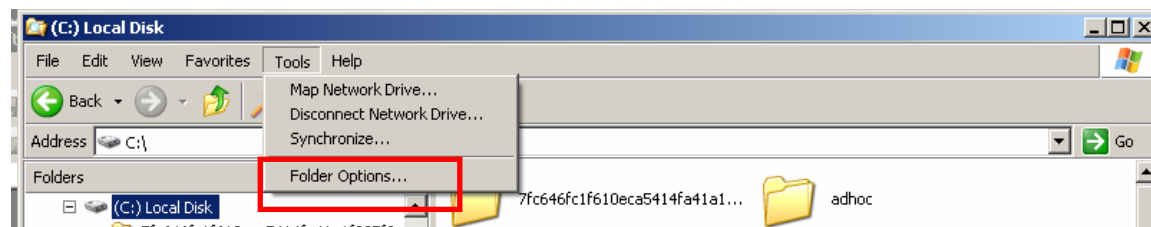
- Top Level of Query
- Union 1

When you have set up your query, run the query, and the results will be the combination of the two statements entered.

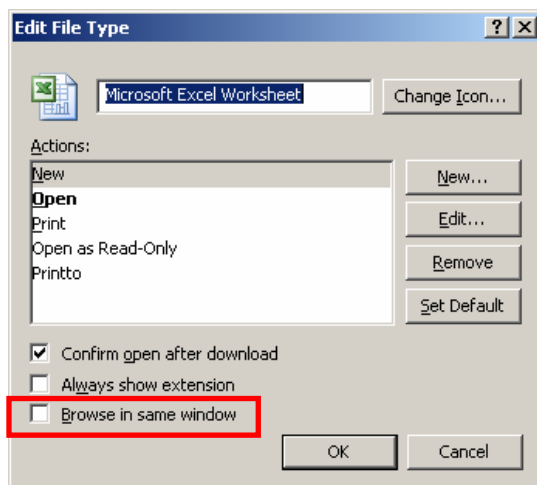
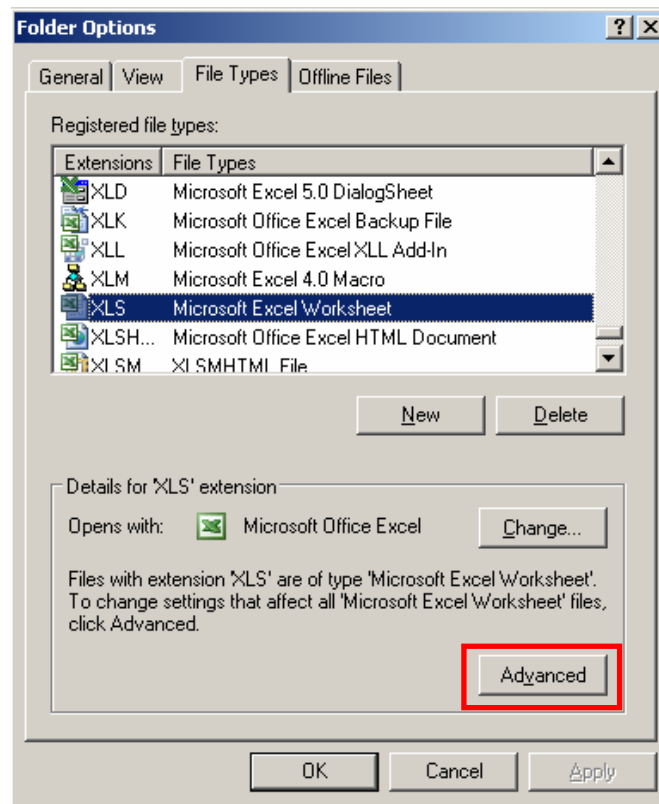
Excel Settings for Query

Depending on the settings on your computer, when you run a query to Excel, it may or may not open in the browser window. If Excel does open in the browser window, Excel functionality is not available.

This setting is defined in Windows Explorer. From Windows Explorer, select Tools → Folder Options...



Switch to the File Types tab and find XLS. Click on the 'Advanced' button.





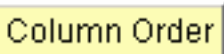
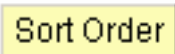

From this window, uncheck 'Browse in same window'. Excel will now open in a new window when opened.

Step by step directions for PeopleSoft Query





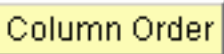
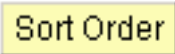

Creating a new query

Navigation is Reporting Tools → Query → Query Manager

Query with only one record

1. Click on [Create New Query](#) Hyperlink.
2. Find Record to use in query and press [Add Record](#)
3. Select Fields to add to query
4. Click on  tab and add criteria to limit query results.
5. Click on  to change any fields to aggregates, or change heading text.
6. Click on  or  if these needed to be changed.
7. Click on  tab to view the results.

Query with two (or more) records.

1. Click on [Create New Query](#) Hyperlink.
2. Find Record to use in query and press [Add Record](#)
3. Find additional record(s) to use in query and press [Join Record](#)
4. Select type of join (standard or left outer) and select record to join record to.
5. Verify joins are correct and press . If additional joins are necessary, click on  tab and add additional criteria between two records. Repeat steps 2-5 until all records are added to query.
6. Click on  tab and add criteria to limit query results.
7. Click on  to change any fields to aggregates, or change heading text.
8. Click on  or  if these needed to be changed.
9. Click on  tab to view the results.

Common PeopleSoft Records

Chartfield Records

GL_ACCOUNT_TBL - Account Table

DEPT_TBL - Department Table

FUND_TBL - Fund Table

PROGRAM_TBL - Program Table

PROJECT or **PROJECT_ALL_VW**- Project Table. The PROJECT record contains many fields SFS currently does not use. The PROJECT_ALL_VW is a list of Project, Descr, and BU.

COMBO_DATA_TBL – Use this table to query for valid combination edits

CLASS_CF_TBL - Class Table (Subclass information)

General Ledger Records

JRNL_HEADER - Contains summary information common to an entire journal.
This record is a parent of **JRNL_LN**.

JRNL_LN - Contains detailed line information for a journal.
This record is a child of **JRNL_HEADER**. Contains both ACTUAL and STD_BUDGET information. (JRNL_LN BUDG is no longer populated in 8.8)

LEDGER - Contains summarized transaction data by Chartfield string and accounting period.

LEDGER_BUDG - Contains summarized budget data by Chartfield string and accounting period.

LEDGER_KK – Contains summarized commitment control (encumbrance) data by Chartfield string and accounting period.

AP Records

DISTRIB_LINE - Contains the voucher accounting distribution entries.
This record is a child of **VOUCHER_LINE**.

PAYMENT_TBL - Contains the AP disbursement information, including check, payment date and remit vendor.

PYMNT_VCHR_XREF - This record is the link between the VOUCHER table and the PAYMENT_TBL. It contains payment due dates and the scheduled payment information. This record is a child of **VOUCHER**.

VCHR_ACCTG_LINE - This record is populated after the AP vouchers are posted. This record contains detailed AP voucher information before it is summarized and posted to the GL.

VENDOR - Contains the vendor information but not the addresses. This record is a parent of **VENDOR_ADDR**.

VENDOR_ADDR - Contains vendor addresses. This record is a child of **VENDOR**.

VOUCHER - This is the main AP voucher header table, it contains invoice number, invoice date, vendor, gross amount. This record is a parent of **PYMNT_VCHR_XREF** and **VOUCHER_LINE**.

VOUCHER_LINE - Contains detailed information for each AP voucher, such as description, quantity, PO ID. This record is a child of **VOUCHER**. This record is a parent of **DISTRIB_LINE**.

PO Records

PO_HDR - This is the main Purchase Order record. It contains information common to the entire PO, such as the PO status, PO date, and Vendor. This record is a parent of **PO_LINE**.

PO_LINE - Contains the PO line item detail. This record is a child of **PO_HDR**. This record is a parent of **PO_LINE_DISTRIB**.

PO_LINE_DISTRIB - Contains the accounting distribution entries when a PO is saved. This record is a child of **PO_LINE**.

UW_KK_POBAL_VW – Use this in lieu of the KK_LIQUIDATION record. The KK_LIQUIDATION record does not contain the PO #. This UW record will be similar to the 7.5 OPEN_ENC record. Query displays the open encumbrance balance for a Purchase Order. There is a column for the original encumbrance, PO activity, and remaining PO balance. Also, includes chartfields, po description and vendor id.

UW_KK_PODTL_VW- Displays both the voucher and po_id for a row of liquidation activity. If you specify a po_id a row will be returned for all activity against the po as well as the encumbrance amount. The liquidation activity rows will display the related voucher id. Chartfields are also included.

Commitment Control Records

Listed below are the commitment control records, however, it is recommended that you stick to using the UW views to create queries.

KK_SOURCE_HDR - One row is inserted for each document, the first time it's processed
Data remains unless the document is deleted

KK_SOURCE_LN - Child to KK_SOURCE_HDR

Stores source transaction line keys

If a document passes, one row per line that impacted ledger kk is added

If the document is deleted all rows for it are deleted

KK_ACTIVITY_LOG - KK_ACTIVITY_LOG This serves as Commitment Control's primary
JE transaction table

If the document is deleted all rows for it are deleted

KK_LIQUIDATION - KK_LIQUIDATION is a control table that limits the amount a
document can be liquidated – It prevents over liquidation (This has similar data to what
OPEN_ENC had in 7.5)

Stores & tracks open balances for documents that are referenced by subsequent transactions

LEDGER_KK - Stores commitment control budgets and their associated activity.

If a document passes budget checking and is subject to commitment control, the ledger is
updated to reflect the activity

If the source document is deleted all impacts to the ledger are reversed

Recommended Records to use for Commitment Control Related Queries:

UW_KK_JOINED_VW - The above query joins the three main KK records
(KK_SOURCE_HDR, KK_SOURCE_LN, KK_ACTIVITY_LOG) together.. Much easier than
having three records to deal with and trying to figure out which field is correct on which record.
For example there may be an acctg_dt field on 2 records but only data populated on one.

UW_KK_POBAL_VW – Use this in lieu of the KK_LIQUIDATION record. The
KK_LIQUIDATION record does not contain the PO #. This UW record will be similar to the
7.5 OPEN_ENC record. Query displays the open encumbrance balance for a Purchase Order.
There is a column for the original encumbrance, PO activity, and remaining PO balance. Also,
includes chartfields, po description and vendor id.

UW_KK_PODTL_VW- Displays both the voucher and po_id for a row of liquidation activity.
If you specify a po_id a row will be returned for all activity against the po as well as the
encumbrance amount. The liquidation activity rows will display the related voucher id.
Chartfields are also included.