HOW WE ARE USING QUERY MANAGER FINANCE

Ron Pantaleon (SDCOE CRC)
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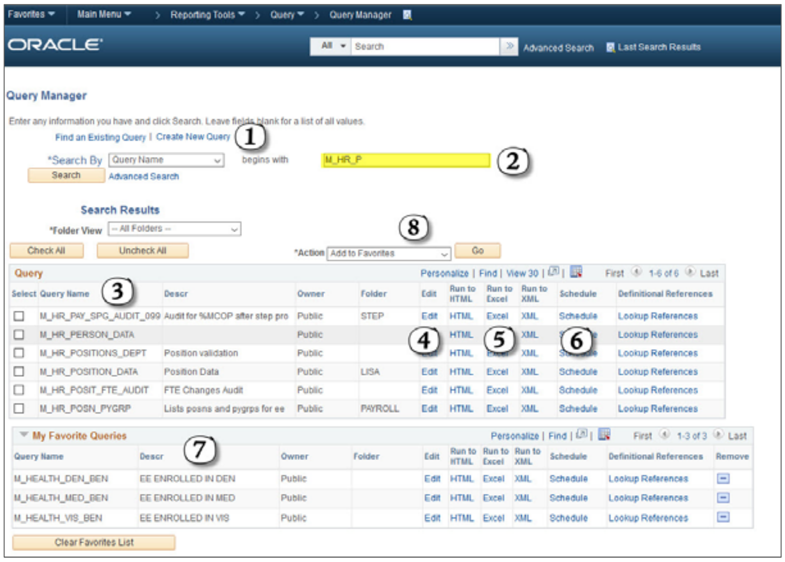
Session Topics

- Welcome & Introductions (5 min)
- Explanation of Query Manager (5 min)
- Demo of Query Manager Finance (15 min)
- Guest speakers (10 min):
  - FAR_PURCHASE_PO_REMAINING_BAL (Elise Marks, Fallbrook Elementary) (5 min)
  - FAR_PURCHASE_PO_REMAINING_BAL (Justine Galura, Oceanside) (5 min)
- Discussion (20 min)
  - What kinds of Finance queries are you editing/creating (or hoping to)?
  - How do (or will) you validate your queries for accuracy?
  - Who is (or should be) a "Q" user within your organization?
  - What ideas do you have for managing requests, workflow, and communicating new queries to your users?
- Wrap up & Closing (5 min)
  - Training Opportunities

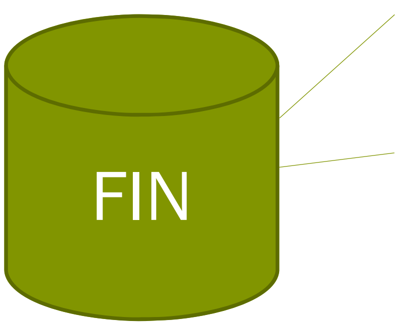
Query Manager Screen



KEY AREAS OF SCREEN:

1. Create a new query
2. Search for a query using the basic or advanced search functions
3. View search results
4. Edit a query
5. Run a query as HTML or Excel (which displays results in a new browser tab or window)
6. Schedule a query
7. Access Favorite queries
8. Copy a query to other users and take other actions

Query Manager users have a second “Q” ID



123456

- Log in with your six-digit ID (123456) as usual to perform tasks.

123456Q – Your “Q” ID

- Log in with your “Q” ID (123456Q) to use Query Manager to edit/create queries.
- You will only have access to Query Manager with this login. You cannot do your regular work with this ID.
- You will have a limited # of records (tables).
  - This is because only a portion of the records are secured (which limit you from seeing other districts’ data).
  - This means you will not be able to find all queries that you can find with your regular login.

Who uses Query Manager Finance?

The table shows the 33 organizations that have Finance "Q" users. There are 84 "Q" users.

1 "Q" user	2 "Q" users	3-4 "Q" users	5-7 "Q" users
▪ Dehesa School District (01000) ▪ Escondido Union High (04000) ▪ Fallbrook Union High (04100) ▪ Jamul-Dulzura Union (01700) ▪ Rancho Santa Fe School Distr. (02800) ▪ Valley Center-Pauma Unified (06700)	▪ Bonsall Unified (18900) ▪ DAS (09000) ▪ Del Mar Union School District (01100) ▪ Escondido Charter (07700) ▪ Escondido Union School Dist. (01500) ▪ Heritage Digital Academy (17900) ▪ Julian Charter (02200) ▪ Mt. Empire Unified (04800) ▪ National School District (02300) ▪ San Diego County Office of Ed (09900) ▪ San Pasqual Union (03100) ▪ Santee School District (03200) ▪ Solana Beach (03400)	▪ Carlsbad (06300) ▪ Coronado Unified District (04700) ▪ Encinitas Union School Dist (01400) ▪ Fallbrook Union Elem Sch Dist (01600) ▪ Heritage K8 Charter (03000) ▪ Julian Union Elementary (01800) ▪ Lakeside Union School District (01900) ▪ Oceanside Unified (06400) ▪ Ramona Unified (04900) ▪ SIA Tech (08300) ▪ Vista Unified (05100)	▪ La Mesa-Spring Valley (02000) ▪ Poway Unified School District (06100) ▪ San Marcos Unified (06500)

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DEMO

How to use Query Manager ("Q" login) to create a query

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Records (Tables)

Queries are driven by data that is located in tables. Within the tables are fields that are used to return the requested data. Below is a list of commonly used records.

- DEPT_TBL
- GL_ACCOUNT_TBL
- JRNL_LN
- KK_BUDGET_HDR
- LEDGER
- PAYMENT
- PO_HDR
- PO_LINE_DISTRIB
- REQ_HDR
- REQ_LINE
- VENDOR
- VENDOR_ADDR

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GUEST SPEAKERS (10 MIN)

Two perspectives on modifying FAR_PURCHASE_PO_REMAINING_BAL
Elise Marks, Fallbrook Elementary
Justine Galura, Oceanside

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FAR_PURCHASE_PO_REMAINING_BAL (Elise Marks, Fallbrook Elementary)

- My goal was to create a query for a secretary to easily run and easily read without any unnecessary filtering. Our district also uses operating unit to distinguish between locations, so I wanted a query that could be run by operating unit.
- Added prompts for both operating unit and requester (needed to left join REQ_HDR to PO_LINE_DISTRIB)
- Removed extraneous fields that would not be useful to a secretary – GL Business Unit, Buyer, Project Year, etc.
- The outcome is that we have an easy-to-use query. The secretary can put in her Employee ID and leave all the other parameters open and see all the purchase orders and payment totals for her requisitions in one place.

FAR_PURCHASE_PO_REMAINING_BAL (Justine Galura, Oceanside)

- Sites use the FAR_PURCHASE_PO_REMAINING_BAL query but it doesn't contain the PO Descriptions (just the PO #)
- In Query Manager, added the PO_LINE record
- Added DESCR254_MIXED field
- Did a test query for a short date range and got result with PO descriptions

Terms & Conditions

Terms & Conditions

1. In order to be a user of Query Manager **you must have experience with Excel and database structure** (tables, fields, criteria, joins, etc.).
2. In order to be assigned the M_QUERY_MANAGER_DISTRICT role that grants access to Query Manager, **you must be trained in the use of Query Manager** by the SDCOE Customer Resource Center and/or cross-trained by another staff member within your organization.
3. You will not have permissions to alter an existing public query (M_ or FAR_ for example).
4. You may find an existing public query (M_ or FAR_ for example) and/or create a new query and save it as your own private query. You may share your private query with other users (employees) within your organization.
5. Not all queries available to you under your regular ID are available under your "Q" Query ID.
6. You may schedule a private query to run daily/weekly. Do not schedule a query to run hourly.
7. You may schedule a private query to distribute to other users or email addresses.
8. Use Query Manager at your own risk. It is recommended that you incorporate a process to test and validate a query to confirm that the returned results are accurate.
9. If you create and/or schedule a query that impacts PeopleSoft system performance, the SDCOE reserves the right to remove your access to Query Manager.
10. The SDCOE will not support or troubleshoot a query that you or any district user creates. Only M_ and FAR_ queries are supported and maintained.
11. There are two reasons to submit a HEAT ticket regarding Query Manager:
    a. Primary contact: To request that a user is given the M_QUERY_MANAGER_DISTRICT role with a confirmation that the user has received training (see Item 2).
    b. To request that the CRC uses the Query Administration tool to end a query that is not running to success.

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DISCUSSION (20 MIN)

What kinds of Finance queries are you editing/creating (or hoping to)?
How do (or will) you validate your queries for accuracy?
Who is (or should be) a "Q" user within your organization?
What ideas do you have for managing requests, workflow, and communicating new queries to your users?

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Training Opportunities

- We follow this schedule:
  - Query Manager FIN “QY2” training is offered quarterly
  - Query Manager FIN Workshops are offered 2x per year (Summer, Winter)
- If you are already trained:
  - The Winter Workshop is on 11/30/17 from 9:30-12:30 at SDCOE
- If you need to be trained:
  - Next QY2 Training is on 1/24/18 from 9:30-12:30 at SDCOE (you must have approval by your district to attend)
- Register using GSMU at https://sdcoe.gosignmeup.com.

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SESSION NOTES

These slides and session notes are published on the CRC Website.
http://crc.sdcoe.net/peoplesoftconference

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How We Are Using Query Manager FIN

Justine Galura, Oceanside

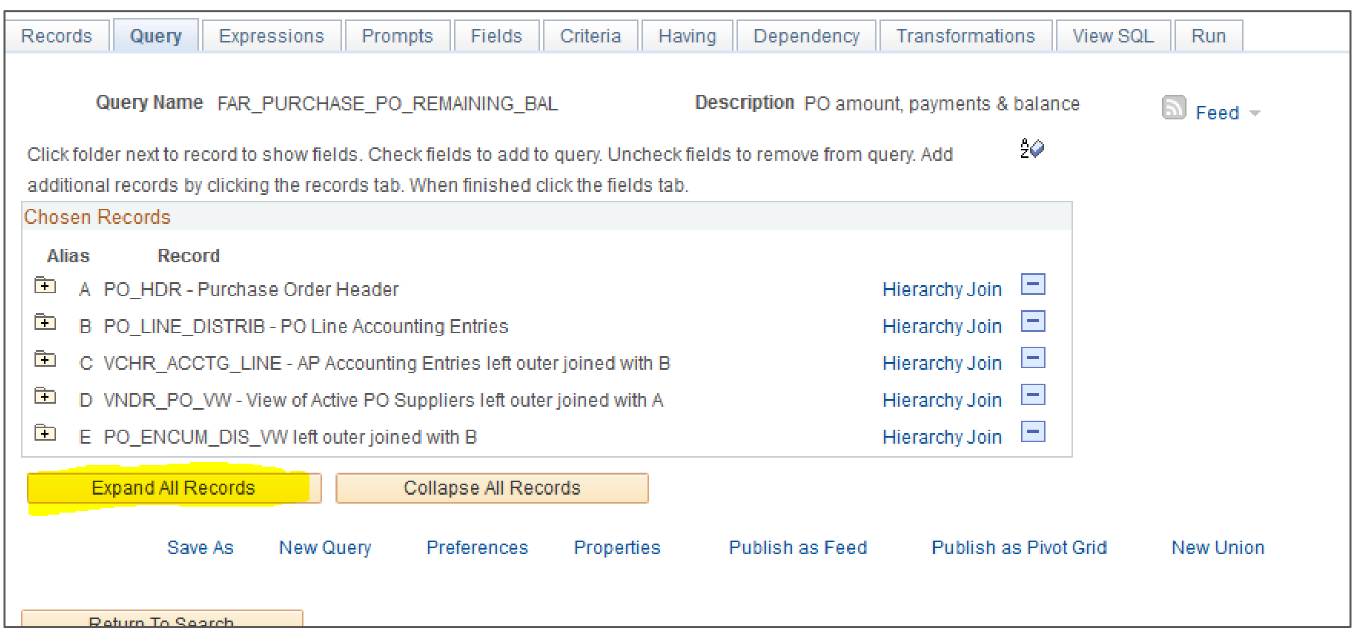
Presented at the PeopleSoft User's Conference on October 12, 2017

We used **FAR_PURCHASE_PO_REMAINING_BAL** query on our budget development as a reference for sites/departments. The query has the following info:

1. Supplier
2. PO#
3. Account Number
4. PO amount
5. Remaining balance

Most likely, the sites will not remember what a PO number is for. Vendor name will help but in most cases, they want descriptions. I used to do a VLOOKUP before query manager and match the PO#s and account numbers to bring up the description.

The query that I use doesn't have the description. What I initially did is edit the original query and search if the records used in the query already have the info that I want, but was not just checked. I went to the query tab and clicked the expand records. I then used the CTRL+F function on the browser and search for keywords like "desc" for description, or "info". I used the first words because sometimes, words are truncated in the system. I found one that says "DESCR - Description" under record C - VCHR_ACCTG_LINE. I checked it and run the query.



After running the query, I noticed that not all of the lines have a description. I realized that the lines would only have a description if there is a voucher processed against the PO (probably because it was under the record C - VCHR_ACCTG_LINE). Since I want descriptions for all of the POs, paid or unpaid, I went back to search a query that already has descriptions. I did this on a separate browser. My goal is to use it as a reference since I am not familiar with what record to use. Again I use keywords like purchase order or PO to search a query. I found one that says M_PO_BOARD_REPORT. The difference of this query with FAR_PURCHASE_PO_REMAINING_BAL balance is that M_PO_BOARD_REPORT has PO descriptions but does not have the voucher amount paid and remaining balances.

I run the query and took note of the column heading text for the description, which is "More Info". I went to Fields tab and looked what field name it is using. More Info = D.DESCR254_MIXED. Per Tatiana, you can identify the record name by the first letter of the field name, "D". Now, I went to the query tab and looked for record "D" which is PO_Line. I worked backward, from the actual query result column heading text -> fields tab -> query tab to identify the record name.

M_PO_BOARD_REPORT Query result

Fields Tab

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

Query Name M_PO_BOARD_REPORT **Description** PO Board Report Query Feed

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

Fields Personalize | Find | View All | First 1-21 of 21 Last

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
2	A.PO_ID - PO Number	Char10	1			PO No.		Edit	
3	A.PO_DT - Purchase Order Date	Date				PO Date		Edit	
4	A.VENDOR_ID - Supplier ID	Char10				Supplier		Edit	
5	B.NAME1 - Supplier Name	Char40				Supplier		Edit	
6	A.PO_REF - Purchase Order Reference	Char30				PO Ref		Edit	
7	A.PO_STATUS - PO Status	Char2		S		Status		Edit	
8	C.FUND_CODE - Fund Code	Char5				Fund		Edit	
9	C.PROJECT_ID - Resource	Char15				Resource		Edit	
10	C.CLASS_FLD - Goal	Char5				Goal		Edit	
11	C.PROGRAM_CODE - Function	Char5				Function		Edit	
12	C.ACCOUNT - Object	Char10				Object		Edit	
13	C.DEPTID - Site	Char10				Site		Edit	
14	C.OPERATING_UNIT - Operating Unit	Char8				Oper Unit		Edit	
15	C.MERCHANDISE_AMT	SNm14.2			Sum	Merchandise Amt		Edit	
16	C.SALETX_AMT	SNm14.2			Sum	Sales Tax		Edit	
17	C.USETAX_AMT	SNm14.2			Sum	Use Tax		Edit	
18	C.FREIGHT_AMT	SNm14.2			Sum	Freight		Edit	
19	C.MISC_AMT	SNm14.2			Sum	Miscellaneous		Edit	
20	C.MONETARY_AMOUNT	SNm14.2			Sum	Total by Account		Edit	
21	D.DESCR254_MIXED - More Information	Char254				More Info		Edit	

Query Tab

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

Query Name M_PO_BOARD_REPORT **Description** PO Board Report Query Feed

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	PO_HDR - Purchase Order Header	Hierarchy Join
B	VENDOR - Supplier Header Table	Hierarchy Join
C	PO_LINE_DISTRIB - PO Line Accounting Entries	Hierarchy Join
D	PO_LINE - Purchase Order Line Item left outer joined with C	Hierarchy Join

Expand All Records | Collapse All Records

Now that I found the record that I can use, I went back to FAR_PURCHASE_PO_REMAINING_BAL query and edited the query. I searched for PO_Line record, clicked join record and chose Left Outer Join with PO_LINE_DITRIB. After adding the record, you will be in the query tab. Using CTRL+F, I then looked for DESCR254_MIXED field and checked the box beside it. On the fields tab, I checked if it was added. You will see DESCR254_MIXED on the bottom of the list. I did a test query for a short date range and got a result with PO descriptions.