

# PeopleSoft Training Activity Sheet

## QY1: QUERY VIEWER (FINANCE)

For use in training. Last updated August 18, 2015

### Activity 1: General Ledger Query #1

**Directions:** Navigate to **Main Menu > Reporting Tools > Query > Query Viewer**. You would like to check 9110000 cash balances by Fund. Do we have enough money to pay vouchers and pay employees? Using PeopleSoft you can see cash as of a particular month. Run the **M\_GL\_DISTRICT\_CASH\_PD (District Cash Thru Period)** query to do this.

- Find **M\_GL\_DISTRICT\_CASH\_PD**. (TIP: Search only M\_GL.) Save it as a favorite query.
- Run as HTML. Enter the following:
  - **Year** = 2015. What does 2015 represent? \_\_\_\_\_
  - **Not Greater Than Period** = 7. Which month does 7 represent? \_\_\_\_\_
- Were you successful in obtaining results onscreen? (Y/N) \_\_\_\_\_ How many rows returned? \_\_\_\_\_
- Where in your browser do the results appear? \_\_\_\_\_

#### Questions:

1. How many columns (fields) are used in this query? \_\_\_\_\_
2. What is the Sum Total Amount for Fund 1400? \_\_\_\_\_
3. How does the query appear to be sorted? \_\_\_\_\_
4. Export the query to Excel. What always appears in Row 1 of the Excel export? \_\_\_\_\_
5. Delete Row 1.
6. Format columns by clicking on triangle in upper left corner to select all. Hover cursor over line between columns and double click.
7. Format the amounts so they appear as currency (with dollar signs). Then sort by the Sum Total Amount (descending). Which Fund has the greatest amount of cash? \_\_\_\_\_ How much is in it? \_\_\_\_\_

**On your own:** Repeat the activity but this time run the query for April 2015. Close the tab/window with your query results. Find this same query in your favorite queries, and run it as HTML for *April 2015*, then export it as Excel.

- What value do you need to enter for “Not Greater Than Period” if you want to see cash as of April?  
\_\_\_\_\_
- How many rows returned? \_\_\_\_\_
- How much cash is in Fund 0100? \_\_\_\_\_

## Activity 2: General Ledger Query #2

**Directions:** You want to see details for all transactions posted to the general ledger for a requested Accounting Period. Run the **FAR\_GL\_DETAILS (Details To All GL Postings)** query. You will see the Source, Journal ID, and ChartString for all transactions that have posted to the General Ledger.

- Find **FAR\_GL\_DETAILS**. (TIP: Search only FAR\_GL.) Save it as a favorite query.
- Run as HTML. Enter the following:
  - **Journal ID % = %**. What does % represent? \_\_\_\_\_
  - **District # % = 00700**
  - **Object From 0000000 To 9999999**  
What is a handy tip for filling in these fields? \_\_\_\_\_
  - **Fiscal Year = 2015**
  - **Accounting Period From 1 To 1**. What is an Accounting Period? \_\_\_\_\_
  - **Fund % = %**
  - **Resource From 0000000 To 9999999**  
Why can't you use the % for these particular fields? \_\_\_\_\_
  - **Site % = %**
  - **Op Unit % = %**
- Were you successful in obtaining results onscreen? (Y/N) \_\_\_\_\_ How many rows returned? \_\_\_\_\_
- How many rows are displayed per page? \_\_\_\_\_
- What can you click to see all results on one page? \_\_\_\_\_
- Export this query to Excel.
- Enable Editing
- Delete Row 1.
- Format columns by clicking on triangle in upper left corner to select all. Hover cursor over line between columns and double click.
- Add Filter

### Questions:

1. How do you know the query returned the desired results? \_\_\_\_\_  
\_\_\_\_\_
2. In which columns do you find the ChartString (Fund, Resource, Goal, etc.)? \_\_\_\_\_
3. What information appears in Column X? \_\_\_\_\_
4. How many records are there for District Office (**Source = DO**)? \_\_\_\_\_
5. Do a Find All on Journal ID #16759. In which row(s) is it listed? \_\_\_\_\_
6. Filter on Journal ID #16759. On which date was it posted? \_\_\_\_\_ What is the JE Header Description? \_\_\_\_\_ What is the associated User Name? \_\_\_\_\_
7. Which Legacy screen is this report similar to? \_\_\_\_\_

**On your own:** Repeat the activity for Accounting Periods 1 to 3. Close the tab/window with your query results. Find this same query in your favorite queries, and run it as HTML, then export it as Excel.

- How many rows returned? \_\_\_\_\_
- Which Journal ID is for Camp Payment? \_\_\_\_\_ Hint: Use JE Header Description.
- How many *unique* Journal IDs are there for Steve Martin with **Source = AT**? \_\_\_\_\_

# Activity 3: Budget Query #1

**Directions:** You want to see your expense budget. Run the **FAR\_BDGT\_DETAIL\_LEDGERS (All KK\_Detail Expense Ledgers)** query. It totals by full account string for all the ledgers in the Detail ledger group (budget, expenses, pre-encumbrance, & encumbrance). It does not show you your remaining balance.

- Find **FAR\_BDGT\_DETAIL\_LEDGERS**. (TIP: Search only FAR\_B.) Save it as a favorite query.
- Run as HTML. Enter the following:
  - **LEA/BU % = 00700**. What does BU stand for? \_\_\_\_\_
  - **Fund From 0100 To 0100**
  - **Resource From 0000000 To 9999999**
  - **Object From 4300000 To 4300999**
  - **Budget Period = 2015**. For this query, Budget Period means \_\_\_\_\_.
  - **Site % = %**
  - **Oper Unit % = %**
- Were you successful in obtaining results onscreen? (Y/N) \_\_\_\_\_ How many rows returned? \_\_\_\_\_
- Export this query to Excel.
- Enable Editing
- Delete Row 1.
- Format columns by clicking on triangle in upper left corner to select all. Hover cursor over line between columns and double click.
- Add Filter

## Questions:

1. In which column can you find expense budgets, pre-encumbrances, and encumbrances? \_\_\_\_\_  
What is the header name of that column? \_\_\_\_\_
2. What do these query results show you? \_\_\_\_\_
3. Do the results show you the remaining balances? (Y/N) \_\_\_\_\_
4. How many rows are there for just Site 111? \_\_\_\_\_ *Clear this before going to the next question.*
5. Let's find out the remaining balances. Insert a pivot table.
  - a. Click inside data set
  - b. Go to "Insert" then click on Pivot Table
  - **Columns = Ledger**. The Grand Total will show your remaining balance.
  - **Rows = Resource**. This shows you your Resources.
  - **Rows = Object**. Now you see your Resources and all of the Objects.
  - **Values = Total Amount**. This brings your values in. Now you can see your budget, encumbrances, expenses, and pre-encumbrances. You might want to format the cells as currency.
  - **Filters = Site**. This puts a page filter on so you can filter by site. For example, you can change the Filter to Site 111 to see only that site.
  - Filter by Site 111. What is the remaining balance for Resource 6300000? \_\_\_\_\_
  - Filter by Site 222. What is the remaining balance for Resource 6300000? \_\_\_\_\_

## Activity 4: Budget Query #2

**Directions:** You want to pull up the expense budget and the revenue budget at the same time. Run the **FAR\_BUDGET\_COMPARE\_REV\_EXP (Revenue & Expense Bdgt Interim)** query. It totals shows total Revenue & Expense by a particular Accounting Period for a particular Budget or Range.

- Find **FAR\_BUDGET\_COMPARE\_REV\_EXP**. (TIP: Search only FAR\_B.) Save it as a favorite query.
- Run as HTML. Enter the following:
  - **District % = 00700**
  - **Fund % = 0100**
  - **Resource From 0000000 To 9999999**
  - **Site % = %**
  - **Fiscal Year = 2015**
  - **Accounting Period From 1 To 8**
  - **Op Unit % = %**
  - **0 = Og 1 = Adjmt 2= Xfers % = Revised = %.**
    - By entering a %, the query will return \_\_\_\_\_.
- Were you successful in obtaining results onscreen? (Y/N) \_\_\_\_\_ How many rows returned? \_\_\_\_\_
- Export this query to Excel.
- Enable Editing
- Delete Row 1.
- Format columns by clicking on triangle in upper left corner to select all. Hover cursor over line between columns and double click.
- Add Filter

### Questions:

1. Does the query return both expense budgets and revenue budgets? (Y/N) \_\_\_\_\_ Side by side for comparison? (Y/N) \_\_\_\_\_
2. What do these query results show you? \_\_\_\_\_
3. Insert a pivot table.
  - a. Click inside data set
  - b. Go to "Insert" then click on Pivot Table
  - **Columns = Ledger.** T/F: The Grand Total will show the difference. \_\_\_\_\_
  - **Rows = Resource.** This shows you your Resources.
  - **Values = Sum Amount.** This brings your values in. You might want to format the cells as currency.
  - For Resource 0000000 (for all sites), what is the expense budget? \_\_\_\_\_  
What is the revenue budget? \_\_\_\_\_  
What is the difference (shown in Grand Total)? \_\_\_\_\_
  - For Resource 4035000 (for all sites), do the expense budget and revenue budget match? (Y/N) \_\_\_\_\_  
If No, how far off are the values? \_\_\_\_\_
4. Modify your pivot table.
  - **Filters = Site, Goal, Function** (add all three)
  - Filter the pivot table by **Site = 111, Goal = 0000, and Function = 2420.**

# Activity 5: Purchasing Query #1

**Directions:** You want to look at your Purchase Orders. Run the **FAR\_PURCHASE\_PO\_INFO (Detailed Purchase Order Info)** query.

- Find **FAR\_PURCHASE\_PO\_INFO**. Save it as a favorite query.
- Run as HTML. Enter the following:
  - **District** = 00700
  - **Fund %** = %
  - **Site %** = %
  - **PO No. %** = *Leave blank*
  - **PO Date From** 01/01/2015 **To** 04/30/2015 (Use calendar or type in the dates)
  - **Supplier %** = %
- Were you successful in obtaining results onscreen? (Y/N) \_\_\_\_\_
- Modify the parameters by entering **PO No** = %. Then click **View Results**.
- Were you successful in obtaining results onscreen? (Y/N) \_\_\_\_\_ How many rows returned? \_\_\_\_\_
- Modify the parameters by entering **Supplier** = A00063. Then click **View Results**.
- How many rows returned? \_\_\_\_\_ For which Supplier are these POs? \_\_\_\_\_
- Export this query to Excel.
- Enable Editing
- Delete Row 1.
- Format columns by clicking on triangle in upper left corner to select all. Hover cursor over line between columns and double click.
- Add Filter

## Questions:

1. What do these query results show you? \_\_\_\_\_
2. Why do some POs appear on multiple rows? \_\_\_\_\_
3. Insert a pivot table.
  - **Rows** = *PO No.* This shows you the POs in a list.
  - **Values** = *Total Amount.* You might want to format the cells as currency.
  - **Filters** = *PO Status*
  - How much has been paid to this Supplier for all Complete POs? \_\_\_\_\_
  - How many POs still have a status of Dispatched? \_\_\_\_\_

**On your own:** Use the Excel export or modify the pivot table to answer these questions.

4. How many lines are on PO #444? \_\_\_\_\_
5. Which PO has glue as a line item? \_\_\_\_\_ Hint: Use Column L.
6. What kind of items did Chrissie Hynde order? \_\_\_\_\_ Hint: Use Columns BS and L.
7. How many POs have a status of *Dispatched* at Site 222? \_\_\_\_\_

# Activity 6: Purchasing Query #2

**Directions:** You want to look at your requisitions. Run the **FAR\_PURCHASE\_REQUISITION\_INFO (Detailed Requisition Info)** query.

- Find **FAR\_PURCHASE\_REQUISITION\_INFO**. Save it as a favorite query.
- Run as HTML. Enter the following:
  - **Business Unit** = 00700
  - **Fund %** = %
  - **Site %** = 000
  - **Resource From** 0000000 **To** 9999999
  - **Req Date From** 07/01/2014 **To** 05/31/2015 (Use calendar or type in the dates)
- Were you successful in obtaining results onscreen? (Y/N) \_\_\_\_\_ How many rows returned? \_\_\_\_\_
- Export this query to Excel.
- Enable Editing
- Delete Row 1.
- Format columns by clicking on triangle in upper left corner to select all. Hover cursor over line between columns and double click.
- Add Filter

## Questions:

1. What do these query results show you? \_\_\_\_\_
2. Why do some Req IDs appear on multiple rows? \_\_\_\_\_
3. Why is this query a good alternative to using the Manage Requisitions screen search results?  
\_\_\_\_\_

**On your own:** Use the Excel export to answer these questions.

4. What kinds of statuses do you see? \_\_\_\_\_ Hint: Use Column I.
5. How many lines are on Requisition # 0000000324? \_\_\_\_\_ What types of items were on this req?  
\_\_\_\_\_ From which Supplier? \_\_\_\_\_  
Which Object is used? \_\_\_\_\_
6. How many reqs have a line item with "glue"? \_\_\_\_\_ Hint: Use Column W.

# Activity 7: Accounts Payable Query #1

**Directions:** You need to provide information to the Board. Run the **FAR\_AP\_WARRANT\_BOARD\_LIST\_OBJ (Warrant Info, Fund and Object)** query. It is a summary level Board report that shows vendor payments and funds charged.

- Find **FAR\_AP\_WARRANT\_BOARD\_LIST\_OBJ**. Save it as a favorite query.
- Run as HTML. Enter the following:
  - **Business Unit** = 00700
  - **From Payment Date** 030115 **To** 033115 (Use calendar or type in the dates)
- Were you successful in obtaining results onscreen? (Y/N) \_\_\_\_\_ How many rows returned? \_\_\_\_\_
- Export this query to Excel.
- Enable Editing
- Delete Row 1.
- Format columns by clicking on triangle in upper left corner to select all. Hover cursor over line between columns and double click.
- Add Filter

## Questions:

1. Fill in the blanks. Some Warrant IDs appear on multiple lines because it is a combination of multiple \_\_\_\_\_ or a combination of different \_\_\_\_\_.
2. Why are some Invoice Item Descriptions (column D) populated? \_\_\_\_\_
3. Insert a pivot table.
  - **Rows** = *Object*. This shows you the Objects in a list.
  - **Rows** = *Object*. This shows you the Object Descriptions in a list.
  - **Values** = *Amount Charged to Fund*. You might want to format the cells as currency.
  - **Filters** = *Payment Date*

**On your own:** Use the Excel export or create and manipulate a pivot table to answer these questions.

4. How many warrants have a Payment Date of 3/6/15? \_\_\_\_\_
5. Which Warrant ID is for beads? \_\_\_\_\_
6. How much was paid for just Materials and Supplies? \_\_\_\_\_
7. What is the total amount for all warrants for the month of March? \_\_\_\_\_
8. From which Object were most warrants paid? Write down the Object and Object Description.  
\_\_\_\_\_ How much was paid? \_\_\_\_\_

## Activity 8: Accounts Payable Query #2

**Directions:** Some districts pay Use Tax on a monthly basis, others do quarterly, and some do semi-annually or an entire year. You want to look at Use Tax (automatically accrued to Object 9510 in PeopleSoft) for a quarter. Run the **M\_AP\_USE\_TAX\_ACCRUED (Voucher Use Tax Accrued)** query.

- Find **M\_AP\_USE\_TAX\_ACCRUED**. Save it as a favorite query.
- Run as HTML. Enter the following:
  - **Business Unit** = 00700
  - **From Acctg Date** 010115 **To** 033115 (Use calendar or type in the dates)
- Were you successful in obtaining results onscreen? (Y/N) \_\_\_\_\_ How many rows returned? \_\_\_\_\_
- Export this query to Excel.
- Enable Editing
- Delete Row 1.
- Format columns by clicking on triangle in upper left corner to select all. Hover cursor over line between columns and double click.
- Add Filter

### Questions:

1. In which column does the **Total Use Tax** appear? \_\_\_\_\_ **Distributed Use Tax?** \_\_\_\_\_
2. In which column can you verify that the Use Tax was accrued to Object 9510? \_\_\_\_\_
3. Do a custom sort. Sort by Fund, then Resource. Were you successful in sorting the results by Fund (0100) and Resource (0000000)? (Y/N) \_\_\_\_\_

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## Activity 9: Schedule a Query

**Directions:** You want to schedule the **M\_GL\_DISTRICT\_CASH\_PD (District Cash Thru Period)** query from Activity 1 to run every morning. Follow the step-by-step instructions in the guide for scheduling a query.

- Find **M\_GL\_DISTRICT\_CASH\_PD** in your query favorites. Click **Schedule**.
- Add **Run Control ID** = *GL\_DistrictCash\_XX* (where *XX* = your initials)
  - **Year** = 2015
  - **Not Greater Than Period** = 11
- Schedule it to run *M-F at 7:30 am* as *XLS* (Excel).
- For the distribution, select **Email Web Report**.
  - **Email Subject:** District Cash Query (Daily at 7:30 am)
  - **Message Text:** This is the District Cash Query in Excel, run M-F at 7:30 am.

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## Activity 10: Clear the Query Favorites List

**Directions:** Go to the Query Favorites area. Clear the list.

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