

# Running a PeopleSoft Query

1. Navigate to [PeopleSoft](#)

**ORACLE**  
**PEOPLESOFT ENTERPRISE**

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p>To set trace flags, click <a href="#">here</a></p>	<p>Select a Language:</p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
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2. Click “Query”

Home    Worklist    Add to Favorites    Sign out

Personalize [Content](#) | [Layout](#)

**Menu**

Search:

- ▷ My Favorites
- ▷ CU\_CUSTOM
- ▷ Vendors
- ▷ Purchasing
- ▷ Accounts Payable
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- [Budget Journals](#)
- [Journals](#)
- [View Archived Journals](#)
- [Payroll Corrections](#)
- [Project Information](#)
- [Purchase Orders](#)
- [Vendor](#)
- [Query](#)

Note: If you do not see “Query” in you navigation pane, please contact your college Business Officer for query access.

### 3. Search By Query Name

The screenshot shows the Oracle Query Manager interface. The search criteria are set to "Query Name" and "begins with" "MARKETPLACE\_TRANSACTIONS\_DEPT". The search results are displayed in a table under "My Favorite Queries".

Query Name	Descr	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
<a href="#">MARKETPLACE_TRANSACTIONS_ALL</a>	Daily Marketplace Transactions	Private		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Remove</a>

Below the table, there are sections for "Clear Favorites List", "Budgets", "Actuals", and "AP/PO".

**Budgets**

- [CU88\\_REV\\_BUD\\_BALANCE](#): Shows Budget, Revenues and Balance
- [CU88\\_BUDGET\\_BALANCE](#): Shows Budget, Expenditures and Balance
- [CU88\\_FUND\\_BALANCE](#): Shows Fund Balance Info. from the Ledger
- [CU\\_BUDGET\\_BALANCE\\_DEPTID\\_FY](#): Shows Budget, Expenditures and Balance for a Deptid by Year
- [CU88\\_PROJ\\_BUDGET\\_BALANCE](#): Shows Budget, Expenditures and Balance for Project by FY

**Actuals**

- [CU88\\_CHARTFIELD\\_STRING\\_DRILL](#): Actuals FY 2011 to Current
- [ARC\\_CHARTFIELD\\_STRING\\_DRILL](#): Actuals Prior to FY 2011
- [CU88\\_CHARTFIELD\\_STRING\\_BALANCE](#): Shows Chartfield Balance Info. in the Ledger

**AP/PO**

- [CU88\\_PO\\_ENC\\_VCHR\\_VNDR](#): Shows Enc., change orders and vouchers against a PO
- [CU88\\_REQ\\_STATUS\\_PROC](#): Shows Requisition, approval, buyer, BCM status, etc.
- [CU88\\_VOUCHER\\_BUD\\_ERRORS](#): Shows Voucher Budget Check Errors by Business Unit

### 4. Type "Marketplace" without quotation marks in the search box

The screenshot shows the Oracle Query Manager interface. The search criteria are set to "Query Name" and "begins with" "MARKETPLACE\_TRANSACTIONS\_DEPT". The search results are displayed in a table under "My Favorite Queries".

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**Budgets**

- [CU88\\_REV\\_BUD\\_BALANCE](#): Shows Budget, Revenues and Balance
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**Actuals**

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## 5. Click "Search"

**ORACLE** Home Worklist Add to Favorites Sign out

**Menu**  
 Search:   
 My Favorites  
 CU CUSTOM  
 Vendors  
 Purchasing  
 Accounts Payable  
 Commitment Control  
 General Ledger  
 Set Up Financials/Supply Chain  
 Tree Manager  
 Reporting Tools  
 PeopleTools  
 Budget Journals  
 Journals  
 View Archived Journals  
 Payroll Corrections  
 Project Information  
 Purchase Orders  
 Vouchers  
 Query

**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: Query Name begins with MARKETPLACE\_TRANSACTIONS\_DEPT  
 [Advanced Search](#)

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

**My Favorite Queries**

Query Name	Descr	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
MARKETPLACE_TRANSACTIONS_ALL	Daily Marketplace Transactions	Private		Run to HTML	Run to Excel	Schedule	

**Budgets**  
[CU88\\_REV\\_BUD\\_BALANCE](#)  
 Shows Budget, Revenues and Balance  
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 Shows Budget, Expenditures and Balance for a Deptid by Year  
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**AP/PO**  
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 Shows Requisition, approval, buyer, BCM status, etc.  
[CU88\\_VOUCHER\\_BUD\\_ERRORS](#)  
 Shows Voucher Budget Check Errors by Business Unit

## 6. Click "Run to Excel"

**ORACLE** Home Worklist Add to Favorites Sign out

**Menu**  
 Search:   
 My Favorites  
 CU CUSTOM  
 Vendors  
 Purchasing  
 Accounts Payable  
 Commitment Control  
 General Ledger  
 Set Up Financials/Supply Chain  
 Tree Manager  
 Reporting Tools  
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 Budget Journals  
 Journals  
 View Archived Journals  
 Payroll Corrections  
 Project Information  
 Purchase Orders  
 Vouchers  
 Query

**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: Query Name begins with MARKETPLACE\_TRANSACTIONS\_DEPT  
 [Advanced Search](#)

**Search Results**

\*Folder View: -- All Folders --  
  \*Action: -- Choose --

Query	Query Name	Descr	Owner	Folder	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	MARKETPLACE_TRANSACTIONS_DEPT	Marketplace Trans. By Dept	Public		Run to HTML	Run to Excel	Schedule

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

**My Favorite Queries**



Query Name	Descr	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
MARKETPLACE_TRANSACTIONS_ALL	Daily Marketplace Transactions	Private		Run to HTML	Run to Excel	Schedule	

**Budgets**  
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 Shows Budget, Revenues and Balance  
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 Actuals Prior to FY 2011  
[CU88\\_CHARTFIELD\\_STRING\\_BALANCE](#)  
 Shows Chartfield Balance Info. in the Ledger

### 7. Enter the desired date range



MARKETPLACE\_TRANSACTIONS\_DEPT - Marketplace Trans. By Dept.

From:    
To:    
Dept:   
[View Results](#)

Journal ID	Date	Account	Dept	Fund	Class	Program	Project	Amount	Line Descr
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### 8. Enter your department number



MARKETPLACE\_TRANSACTIONS\_DEPT - Marketplace Trans. By Dept.

From:    
To:    
Dept:   
[View Results](#)

Journal ID	Date	Account	Dept	Fund	Class	Program	Project	Amount	Line Descr
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### 9. Click "View Results"



MARKETPLACE\_TRANSACTIONS\_DEPT - Marketplace Trans. By Dept.

From:    
To:    
Dept:   
[View Results](#)

Journal ID	Date	Account	Dept	Fund	Class	Program	Project	Amount	Line Descr
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### 10. Open the excel document

MARKETPLACE\_TRANSACTIONS\_DEPT - Marketplace Trans. By Dept.

From:    
To:    
Dept:   
[View Results](#)

Journal ID	Date	Account	Dept	Fund	Class	Program	Project	Amount	Line Descr
------------	------	---------	------	------	-------	---------	---------	--------	------------

