

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 here</p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية
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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](#)
- [Queries](#)
- [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. On the left is a 'Menu' sidebar with a search box. The main area is titled 'Query Manager' and contains a search input field with the text '*Search By: Query Name' circled in red. Below the search field is a table of 'My Favorite Queries'. The first row in the table is highlighted and contains the following data:

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	

Below the table is a 'Clear Favorites List' button and a list of query names and descriptions, including 'CU88_REV_BUD_BALANCE', 'CU88_BUDGET_BALANCE', 'CU88_FUND_BALANCE', and 'CU88_PROJ_BUDGET_BALANCE'.

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

This screenshot is identical to the one above, showing the Oracle Query Manager interface. The search input field contains the text '*Search By: Query Name' circled in red. The table of 'My Favorite Queries' is also visible, with the first row highlighted, showing the query name 'MARKETPLACE_TRANSACTIONS_ALL' and its description 'Daily Marketplace Transactions'.

5. Click "Search"

ORACLE Home Worklist Add to Favorites Sign out

Menu
 Search:
 ▸ My Favorites
 ▸ CU CUSTOM
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 ▸ 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: begins with
 [Advanced Search](#)

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

My Favorite Queries [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

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	<input type="button" value="[-]"/>

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

6. Click "Run to Excel"

ORACLE Home Worklist Add to Favorites Sign out

Menu
 Search:
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 ▸ PeopleTools
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 ▸ Journals
 ▸ View Archived Journals
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 ▸ 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: begins with
 [Advanced Search](#)

Search Results

*Folder View:

*Action:

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 [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)



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	<input type="button" value="[-]"/>

Budgets
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Actuals
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 Actuals FY 2011 to Current
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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
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 MARKETPLACE_TRA...xls ↓ Show all downloads... ×

