PeopleSoft Queries

What they can do for you!!

Let's get started!

What is a query?

A query is a request for information.
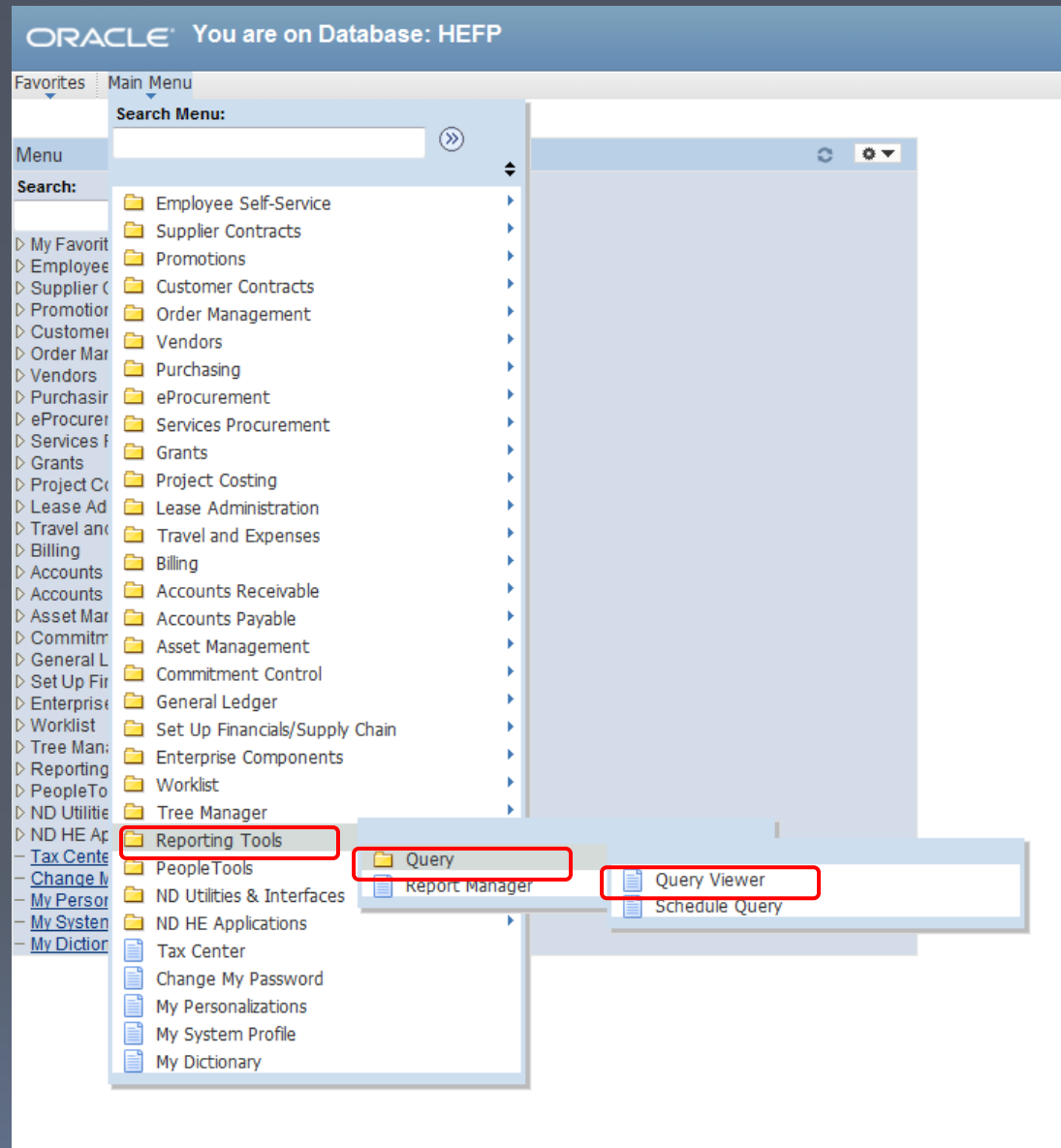
What does a query in PeopleSoft do?

By using a query in the PeopleSoft environment, you can extract information from PeopleSoft and export it to a user friendly format – usually Microsoft Excel.
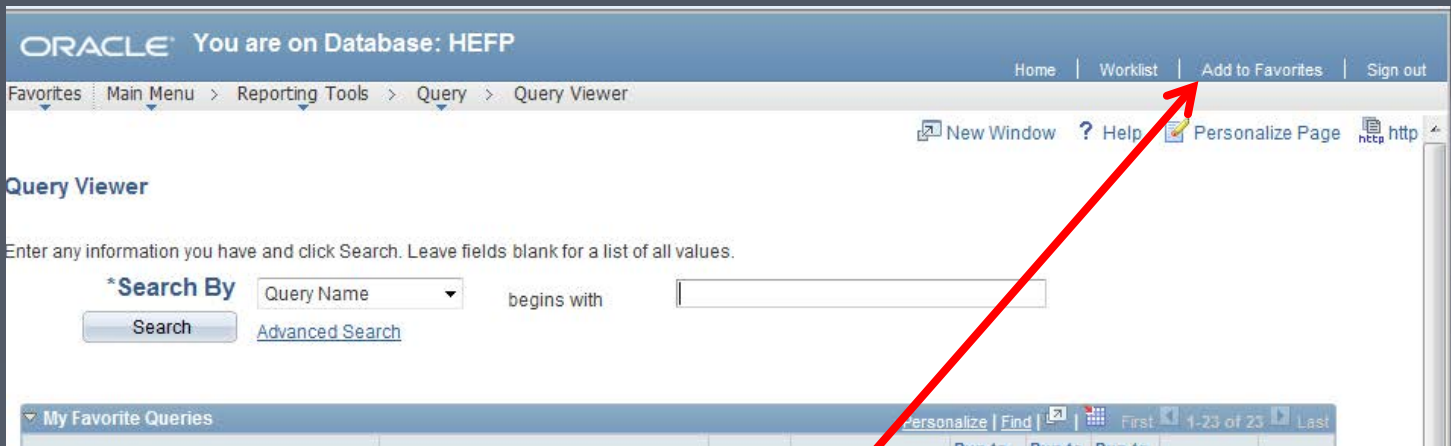
Points covered in this workshop

- How to access queries in PeopleSoft

- How to save these queries to a *Favorites* list

- Examples of helpful queries

- Other finance tips using PeopleSoft

Everyone with access to PeopleSoft (PS) Finance has access to view data in queries.
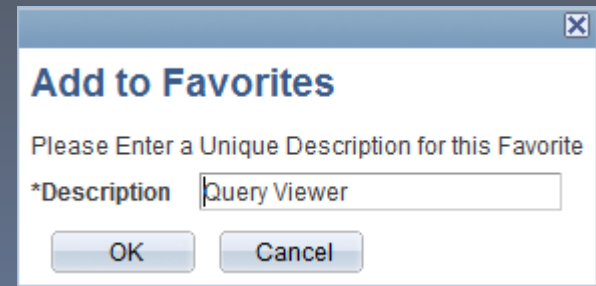
To access the queries in PS, go the Main Menu, Reporting Tools, Query, and Query Viewer.
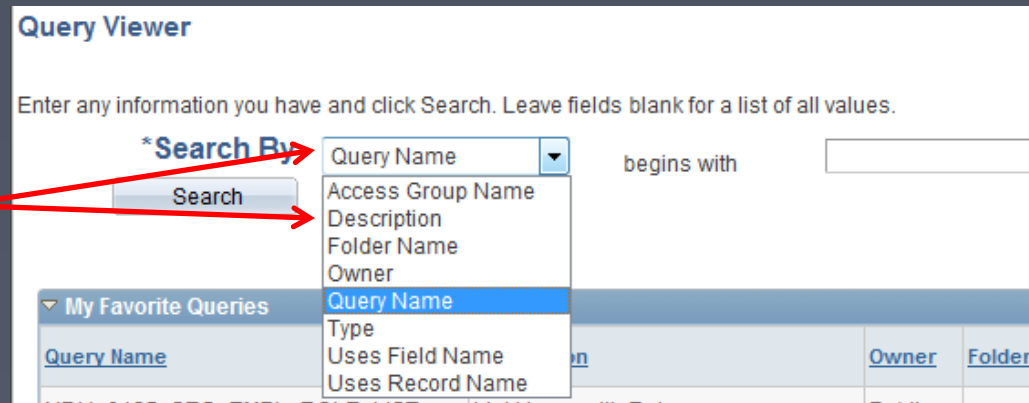
ORACLE® You are on Database: HEFP

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

New Window   ? Help   Personalize Page   http

Query Viewer

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

*Search By   Query Name ▼   begins with [   ]

Search   Advanced Search

▼ My Favorite Queries

Personalize | Find | | First 1-23 of 23 Last

Save the query viewer to your favorites list for easy access.

Use the default name of Query Viewer or key a unique name of your own.

Add to Favorites   ×

Please Enter a Unique Description for this Favorite

*Description   [Query Viewer   ]

OK   Cancel

Searches are most often done by Query Name or Description

Query Viewer

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

*Search By: Query Name ▼ | begins with | [ ]

Search

- Access Group Name
- Description
- Folder Name
- Owner
- Query Name
- Type
- Uses Field Name
- Uses Record Name

▽ My Favorite Queries

Query Name | ...on | Owner | Folder

Query Viewer

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

*Search By: Query Name ▼ | begins with

Search | Advanced Search

You also have the option of selecting an advanced search

An advanced search provides you with these additional fields and also allows you to select "contains" in the criteria dropdown for each field.

Query Viewer

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

Query Name | begins with ▼ | [ ]
Description | begins with ▼ | [ ]
Uses Record Name | begins with ▼ | [ ]
Uses Field Name | begins with ▼ | [ ]
Access Group Name | begins with ▼ | [ ] 🔍
Folder Name | begins with ▼ | [ ]
Owner | = | [▼]

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

Search | Clear | Basic Search
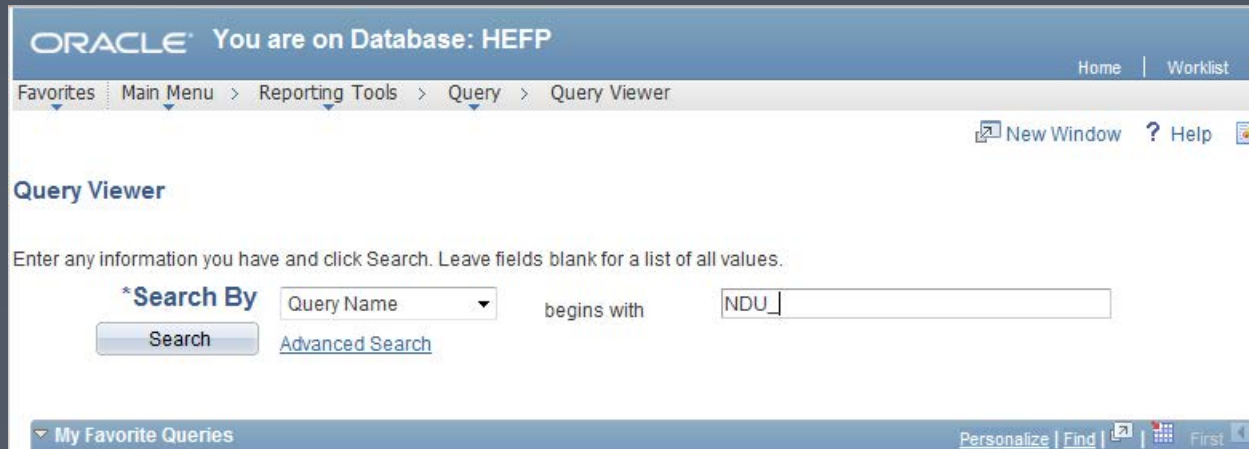
PS queries are shared by the North Dakota University System (NDUS).
All NDUS query names begin with NDU_ and are most often followed by two letters signifying the financial area pertaining to the query. The most common letters for your use:

- AM – Asset Management

- AP – Accounts Payable

- GL – General Ledger

- PO – Purchase Order

Tip: % is a wildcard

When looking at a list of queries, clicking on the "Excel" next to the query will show you the entry criteria fields as well as the output columns. This information opens in another tab on your internet explorer screen so you can easily navigate back to your query list.

Click

Search Results

*Folder View | -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites	Query Download
						Personalize	Find	View All			First	1-30 of 6	Last			
NDU_AP01_PAY_VCHR_EXCEPTIONS	Payroll Vouchers Not Budg Chkd	Public		HTML	Excel		Schedule	Favorite	Query Download
NDU_AP02_VOUCHERS_NOT_POSTED	AP Vouchers not posted	Public		HTML	Excel	XML	Schedule	Favorite	Query Download
NDU_AP03_VOUCHERS_NOT_MATCHED	AP Vouchers Not Matched	Public		HTML	Excel	XML	Schedule	Favorite	Query Download
NDU_AP04_PYMNT_NOT_POSTED	Payments Not Posted	Public		HTML	Excel	XML	Schedule	Favorite	Query Download
NDU_AP05_VCHR_EXCEPTIONS	AP Vouchers Not Budget Checked	Public		HTML	Excel	XML	Schedule	Favorite	Query Download

Entry Criteria

NDU_AP67_VCHR_BY_VNDR_CF - AP Vouchers by Vendor and CF

Business Unit:
Like Vendor:
From Fund:
Through Fund:
From Dept:
Through Dept:
From Acctg Date:
Through Acctg Date:

View Results

Vendor	Name	Location	PO No.	Voucher Description	Voucher	Vchr Ln	Distrib Line Nbr	Monetary Amo

Result Columns

You can also save the queries you use most often to your list of "My Favorite Queries" within query viewer.

Once you have found the query you want to save, simply click the Favorite on the line of that query, and it will save to your "My Favorite Queries" list.

Click

One of our favorites is NDU_AP67_VCHR_BY_VNDR_CF
Or as we refer to it "AP67". This query will provide a list of vouchers by vendor and chart field.

Query Viewer

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

*Search By [Query Name ▼] begins with [NDU_AP67]

[Search] Advanced Search

Search Results

*Folder View [-- All Folders -- ▼]

Query									Personalize	Find	View All	🔲	🏢	First ◀ 1 of 1 ▶ Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites	Query Download
NDU_AP67_VCHR_BY_VNDR_CF	AP Vouchers by Vendor and CF	Public		HTML	Excel	XML	Schedule	Favorite	Query Download

NDU_AP67_VCHR_BY_VNDR_CF - AP Vouchers by Vendor and CF

Business Unit: [   ] 🔍
Like Vendor: [   ] 🔍
From Fund: [   ] 🔍
Through Fund: [   ] 🔍
From Dept: [   ] 🔍
Through Dept: [   ] 🔍
From Acctg Date: [   ] 📅
Through Acctg Date:[   ] 📅
[View Results]

Vendor	Name	Location	PO No.	Voucher Description	Voucher	

Click on excel to see the available data column headers and the criteria entry fields.

NDU_AP67_VCHR_BY_VNDR_CF - AP Vouchers by Vendor and CF

Business Unit:	
Like Vendor:	
From Fund:	
Through Fund:	
From Dept:	
Through Dept:	
From Acctg Date:	
Through Acctg Date:	

View Results

All criteria fields need to be completed for the AP67 query.

Remember - % is a wildcard and the 🔍 is a "lookup" icon and 📅 brings up a calendar for easy date selection.

We're going to run this query using the criteria on the right.

Points to remember for AP67.
- Can be run for one specific vendor or use % for all vendors
- A single fund or range of funds can be selected. To select all funds use "00000" and "89999" in the from and through fields.
- A single department or range of departments may be selected. Use "0000" and "9999" to select all departments.
- Accounting (posting) date can cross fiscal years.

Business Unit:	UND01
Like Vendor:	%
From Fund:	31400
Through Fund:	31400
From Dept:	3130
Through Dept:	3130
From Acctg Date:	08012013
Through Acctg Date:	08312013

View Results

Business Unit: UND01
Like Vendor: %
From Fund: 31400
Through Fund: 31400
From Dept: 3130
Through Dept: 3130
From Acctg Date: 08012013
Through Acctg Date: 08312013
View Results

Using the criteria on the left, AP67 exports the results to an excel spreadsheet. Below is a snapshot of a portion of that exported data. Once the data is in excel, you can easily manipulate the data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	AP Voucher	48																	
2	Vendor	Name	Location	PO No.	Voucher Description	Voucher	Vchr Ln	Distrib L	Monetary Amour	Account	Fund	Dept	Program	Projec	Invoice	Invc Dt	Post St	Entered Date	Acctg Date
3	0000111577	JPMORGAN CHASE BANK, NA	MAIN		OFFICEMAX CT*IN#032767	00086011	437	1	126.430	536015	31400	3130			JP CARD 07-03-13 thru 07-27-1	7/27/2013	P	8/5/2013	8/5/2013
4	0000046505	PERCEPTIVE SOFTWARE INC	REMIT		Annual Licenses etc. for Image	00086313	1	16	1080.000	531015	31400	3130			9005798431	6/24/2013	P	8/7/2013	8/7/2013
5	0000000019	PERS RETIREMENT ND	DEFAULT			P0305255	393	1	133.800	223026	31400	3130			P0305255	8/15/2013	P	8/15/2013	8/15/2013
6	0000000019	PERS RETIREMENT ND	DEFAULT			P0305255	394	1	753.300	223076	31400	3130			P0305255	8/15/2013	P	8/15/2013	8/15/2013
7	0000000003	PERS GROUP INSURANCE, ND	MAIN			P0305256	670	1	3435.880	223051	31400	3130			P0305256	8/15/2013	P	8/15/2013	8/15/2013
8	0000000003	PERS GROUP INSURANCE, ND	MAIN			P0305256	672	1	262.610	223026	31400	3130			P0305256	8/15/2013	P	8/15/2013	8/15/2013
9	0000000003	PERS GROUP INSURANCE, ND	MAIN			P0305256	671	1	7.280	223076	31400	3130			P0305256	8/15/2013	P	8/15/2013	8/15/2013
10	0000001988	RISK MANAGEMENT	MAIN			P0305258	829	1	43.070	223076	31400	3130			P0305258	8/15/2013	P	8/15/2013	8/15/2013
11	0000012525	PERS DEFERRED COMP	MAIN			P0305260	79	1	12.500	223026	31400	3130			P0305260	8/15/2013	P	8/15/2013	8/15/2013
12	0000004971	TIAA-CREF/403	MAIN			P0305266	101	1	375.000	223026	31400	3130			P0305266	8/15/2013	P	8/15/2013	8/15/2013
13	0000002396	UND PAYROLL	MAIN			P0305269	184	1	250.010	223026	31400	3130			P0305269	8/15/2013	P	8/15/2013	8/15/2013
14	0000000559	TIAA-CREF/401	MAIN			P0305278	382	1	283.690	223026	31400	3130			P0305278	8/15/2013	P	8/15/2013	8/15/2013
15	0000000559	TIAA-CREF/401	MAIN			P0305278	383	1	874.420	223076	31400	3130			P0305278	8/15/2013	P	8/15/2013	8/15/2013
16	0000008161	UNITED WAY OF GRAND FORKS	MAIN			P0305280	83	1	2.000	223026	31400	3130			P0305280	8/15/2013	P	8/15/2013	8/15/2013
17	0000002688	STANDARD INSURANCE COMPANY	MAIN			P0305281	195	1	25.560	223076	31400	3130			P0305281	8/15/2013	P	8/15/2013	8/15/2013
18	0000007489	AFLAC WORLDWIDE HQ	MAIN			P0305283	70	1	104.340	223026	31400	3130			P0305283	8/15/2013	P	8/15/2013	8/15/2013
19	0000147528	HARTFORD,THE	MAIN			P0305285	387	1	2.240	223076	31400	3130			P0305285	8/15/2013	P	8/15/2013	8/15/2013
20	0000147528	HARTFORD,THE	MAIN			P0305285	388	1	58.260	223026	31400	3130			P0305285	8/15/2013	P	8/15/2013	8/15/2013
21	0000002404	INTERNAL REVENUE SERVICE	MAIN			P0305383	4035	1	852.410	223026	31400	3130			P0305383	8/15/2013	P	8/15/2013	8/15/2013

AP67 shows the vendor a voucher was issued to, the amount of the voucher, the complete funding source, and other valuable information.

NDU_AP67_VCHR_BY_VNDR_CF - AP Vouchers by Vendor and CF

Examples that AP 67 can be very helpful for:

- If you need to see all payments to a vendor for a specific period of time

- All payments issued from your department for a certain timeframe

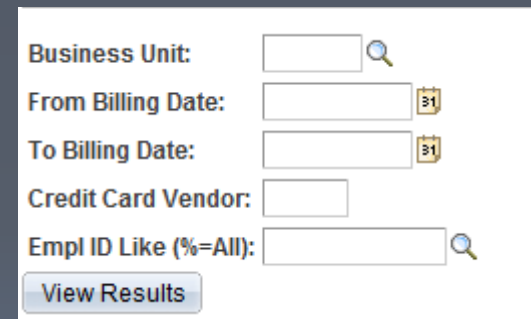- All payments applied to a specific fund or range of funds for specified timeframe

And many others.

Another great query is NDU_PCARD2_REALLOCATION

This query provides purchasing card detail showing the cardholder name, the merchant the purchase was made from, the funding source (chart field) it was posted to in PS, as well as the dollar amount.

The criteria for this query is shown on the right. All fields need to be completed.

- The business unit will be **UND01**

- Billing dates – from & to – can match your statement of account dates, or can span more than one month.

- Credit Card Vendor will be **JP**

- Empl ID can be one individual or % for everyone.

Business Unit:	
From Billing Date:	
To Billing Date:	
Credit Card Vendor:	
Empl ID Like (%=All):	
View Results	

If you are not sure of the Empl ID you can search by the name if you click on the lookup🔍, and select the dropdown in your "Search by:" field.

We entered the criteria below and received the spreadsheet shown.

Business Unit: UND01 🔍
From Billing Date: 08/01/2013
To Billing Date: 08/31/2013
Credit Card Vendor: JP
Empl ID Like (%=All): 0243604 🔍
View Results

The data can now be sorted, filtered, or otherwise manipulated within excel to obtain the best possible view of the information you were looking for.

P-card Rea	7															
Bus Unit	Name	Empl ID	Cardholder Number	Trans Date	Merchant	Sum Amount	Descr	Account	Fund	Dept	Program	Project	Activity	Tran Nbr	Dist Ln	Voucher
UND01	Iseminger,Carl	0243604	02436041085	8/7/2013	LASER SYSTEMS	108.990	Office Supplies	536015	31400	3130				10996932760	1	00088914
UND01	Iseminger,Carl	0243604	02436041085	8/8/2013	OFFICEMAX CT*IN#324644	84.720	Office Supplies	536015	31400	3130				11008449250	1	00088914
UND01	Iseminger,Carl	0243604	02436041085	8/8/2013	OFFICEMAX CT*IN#324801	55.980	Office Supplies	536015	31400	3130				11008449260	1	00088914
UND01	Iseminger,Carl	0243604	02436041085	8/9/2013	OFFICEMAX CT*IN#352984	368.950	Office Supplies	536015	31400	3130				11024501870	1	00088914
UND01	Iseminger,Carl	0243604	02436041085	8/14/2013	LASER SYSTEMS	27.990	Office Supplies	536015	31400	3130				11064233830	1	00088914
UND01	Iseminger,Carl	0243604	02436041085	8/22/2013	LASER SYSTEMS	54.990	Office Supplies	536015	31400	3130				11148532350	1	00088914
~TOTL						701.620									0	

Helpful General Ledger Queries:

NDU_GL48_BUD_FUND_DEPT_PROJ
        Budgets Fund/Dept/Proj Combos

NDU_GL73_JOURNALS_FEW_CHTFLDS
        Journals including Proj Field

Query NDU_GL48_BUD_FUND_DEPT_PROJ will show all funds for a specific budget period along with their department number, department name, any affiliated projects, and the ledger group it belongs to.

Business Unit: [ ] 🔍
Budget Period: [ ]
View Results

Fund

The query criteria is shown on the right.

- Business unit is UND01
- Budget Period is 4 digit fiscal year i.e. 2014

An example of the query results is shown below.

Budget	2602					
Fund	**Fund Descr**	**Dept**	**Dept Descr**	**Project**	**Project Descr**	**Ledger**
10379	Bookstore/Follett SFA Charging	3320	University Bookstore			FUND_BUD
10380	Follett One Time Payment	3000	VP Finance & Operations			FUND_BUD
10505	Concession Sales @ Golf Course	3420	Golf Course			FUND_BUD
10506	Ray Richards Golf Course	3420	Golf Course			FUND_BUD
14005	Athletics	1040	Athletic Total	UNDA000248	BASEBALL	PROJ_BUD
14005	Athletics	1040	Athletic Total	UNDA000249	CHEERTEAM	PROJ_BUD
14005	Athletics	1040	Athletic Total	UNDA000250	BASKETBALL - MEN	PROJ_BUD
14005	Athletics	1040	Athletic Total	UNDA000253	Strength Conditioning	PROJ_BUD
14005	Athletics	1040	Athletic Total	UNDA000254	GOLF (M)	PROJ_BUD
14005	Athletics	1040	Athletic Total	UNDA000255	GOLF (W)	PROJ_BUD
14005	Athletics	1040	Athletic Total	UNDA000256	FOOTBALL	PROJ_BUD

Query NDU_GL73_JOURNALS_FEW_CHTFLDS will show Journal Entry detail.
Some data results include:

- Journal ID

- Journal Date

- Journal Description

- Funding Chart Fields

Business Unit:		
Journal ID Like:		
Journal Date From:		📅
Journal Date Through:		📅
Fund From:		
Fund Through:		
Project Like:		
View Results		

The criteria for this query is:

- Business Unit UND01

- Journal ID Like %

- Journal Date (from and through)

- Fund (from and through)

- Project Like

An example of completed criteria and the resulting output is shown below

Business Unit:	UND01
Journal ID Like:	%
Journal Date From:	08/13/2013
Journal Date Through:	08/15/2013
Fund From:	31400
Fund Through:	31400
Project Like:	

View Results

Journals including 277

Journal ID	Journal Date	Jrnl Line Number	Journal Description	Account	Dept	Fund	Project	Amount	PC Status
AP01289023	8/13/2013	105	Accounts Payable	201001		31400		-241.840	I
AP01289023	8/13/2013	123	Accounts Payable	521005	3120	31400		100.000	I
AP01289023	8/13/2013	193	Accounts Payable	533005	1000	31400		57.600	I
AP01289023	8/13/2013	197	Accounts Payable	533005	3000	31400		37.440	I
AP01289023	8/13/2013	200	Accounts Payable	533005	6000	31400		46.800	I
AP01289272	8/14/2013	65	Accounts Payable	201001		31400		-324.000	I
AP01289272	8/14/2013	285	Accounts Payable	623155	1000	31400		324.000	I
AP01289459	8/15/2013	427	Accounts Payable	201001		31400		-161920.620	I

Other queries you may find helpful:

- **NDU_GL61_TRIALBAL_SUMS_ACCTG**

  Result columns include:

Ledger	Fund
Project	Dept
Account	Acct Description
Fiscal Year	Amount

- **NDU_PO12_SUM_BY_DEPT**

  This query is a list of all purchase orders for a department for a specific period of time and the status of each purchase order.

- **NDU_PO23_DETAIL_BY_PROJECT**

  This query also lists purchase orders and their status, but allows you to narrow your search by fund and/or project number as well.

Other helpful PeopleSoft tools

- Budget to Actuals

- Cash (Ledger) Inquiry

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Instructions for the Budget to Actuals report can be located on the Connect UND web page

The path for the Budget to Actuals Report is as follows:

- Main menu

- ND HE Applications

- GL

- Budget to Actuals Report

You will have to set up a run control to run the report.

This is what the report criteria screen looks like.

Complete the information in the run control

- Business Unit UND01

- Ledger   (Choose from dropdown list)

- Fiscal Year

- From & to Periods: one or more financial months

- Department

- Fund Code

- Project (optional)

When all information is entered, click Run.

The Process Scheduler screen appears – click OK.

That will take you back to the Run control screen – click Process Monitor to watch as your job is processed. Click Refresh until your status is Success and Posted

Now click on the Details.

Once on the Process Detail screen, click the View Log/Trace and on the next screen click the .PDF to see your report.

Process Detail

? Help

Process

Instance	7849027	Type	SQR Report
Name	NDUG3090	Description	Budget to Actuals Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID   Budget_To_Actuals
Location   Server
Server   PSNT
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

Date/Time

Request Created On   11/18/2013 1:53:12PM CST
Run Anytime After   11/18/2013 1:51:25PM CST
Began Process At   11/18/2013 1:53:27PM CST
Ended Process At   11/18/2013 1:53:48PM CST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

[OK]   [Cancel]

View Log/Trace

? Help

Report

Report ID: 6191412   Process Instance: 7849027   Message Log
Name: NDUG3090   Process Type: SQR Report
Run Status: Success

Budget to Actuals Report

Distribution Details

Distribution Node: NDUSXCOPY   Expiration Date: 11/25/2013

File List

Name	File Size (bytes)	Datetime Created
NDUG3090_7849027.PDF	8,492	11/18/2013 1:53:48.410000PM CST
NDUG3090_7849027.out	688	11/18/2013 1:53:48.410000PM CST
SQR_NDUG3090_7849027.log	1,642	11/18/2013 1:53:48.410000PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	eileen.l.johnson

Budget to Actuals Report Results

Budget to Actuals Report

Page No. 2
Run Date 11/18/2013
Run Time 13:53:27

BU:UND01   FY:2014   Period:2 To 2   Ledger:FNDDTL   Fund:31400   Dept:3130   Project:

Budget Account Code	Budget Post Date	Account Code	Transaction Type	Document ID	Reference	Budget	Year to Date Expenses	Current Expenses	Year to Date Encumbrance	Current Encumbrance	Available Budget	Percent Available
	08/27/2013	516210	GL_JOURNAL	PAY1291456	08/30/2013/PPE 08/15/13			44.71				
Total - Fringe Benefits						46,800.00	21,115.22	12,428.66	0.00	0.00	25,684.78	54.88
Total Personnel Expenses						406,045.00	65,297.27	41,692.82	0.00	0.00	340,747.73	83.92
Operating Expenses												
Travel	521000	06/20/2013		GL_BD_JRNL	0001280296	5,000.00						
Total - Travel						5,000.00	0.00	0.00	0.00	0.00	5,000.00	100.00
Supplies - IT Software	531000	06/20/2013		GL_BD_JRNL	0001280296	140.00						
	08/07/2013	531015	AP_VOUCHER	00086313	PERCEPTIVE SOFTWARE INC/Annual Lice			1,080.00				
Total - Supplies - IT Software						140.00	1,080.00	1,080.00	0.00	0.00	(940.00)	0.00
Food and Clothing	533000	06/20/2013		GL_BD_JRNL	0001280296	150.00						
Total - Food and Clothing						150.00	0.00	0.00	0.00	0.00	150.00	100.00
Office Supplies	536000	06/20/2013		GL_BD_JRNL	0001280296	5,508.00						
	08/05/2013	536015	AP_VOUCHER	00086011	JPMORGAN CHASE BANK, NA/OFFICEMAX C			126.43				
Total - Office Supplies						5,508.00	126.43	126.43	0.00	0.00	5,381.57	97.70
Postage	541000	06/20/2013		GL_BD_JRNL	0001280296	18,000.00						
	08/29/2013	541030	GL_JOURNAL	MAILAUG13	08/29/2013/Postage Stamps			1,110.92				
Total - Postage						18,000.00	2,681.08	1,110.92	0.00	0.00	15,318.92	85.11
Printing	542000	06/20/2013		GL_BD_JRNL	0001280296	6,200.00						
	08/29/2013	542040	GL_JOURNAL	DUP0813	08/29/2013/Recharge - Copying			195.52				
Total - Printing						6,200.00	363.14	195.52	0.00	0.00	5,836.86	94.14
IT Equipment under $5,000	551000	06/20/2013		GL_BD_JRNL	0001280296	300.00						
Total - IT Equipment under $5,000						300.00	0.00	0.00	0.00	0.00	300.00	100.00
Other Equipment under $5,000	552000	06/20/2013		GL_BD_JRNL	0001280296	300.00						
Total - Other Equipment under $5,000						300.00	0.00	0.00	0.00	0.00	300.00	100.00
Repairs	591000	06/20/2013		GL_BD_JRNL	0001280296	900.00						
Total - Repairs						900.00	0.00	0.00	0.00	0.00	900.00	100.00
IT - Communications	602000	06/20/2013		GL_BD_JRNL	0001280296	500.00						
	08/21/2013	602035	GL_JOURNAL	TEL081513	08/21/2013/Recharge - Long Distance			4.45				
Total - IT - Communications						500.00	9.78	4.45	0.00	0.00	490.22	98.04
Professional Development	611000	07/16/2013		GL_BD_JRNL		0.00						
Total - Professional Development						0.00	225.00	0.00	0.00	0.00	(225.00)	0.00
Operating Fees and Services	621000					0.00						
	08/13/2013	621400	GL_JOURNAL	FACJUL14B	08/13/2013/Recharge - Fees			102.20				
	08/13/2013	621400	GL_JOURNAL	FACJUL14B	08/13/2013/Recharge - Fees			121.50				

Another helpful tool – Ledger Inquiry on your cash.

This simple report will provide you with your cash balance with a few simple clicks

Instructions for running Ledger Inquiry are also on the Connect UND webpage.

▫ Finance
- Finance Home
- Forms
- Links
- Access
- Tip Sheets
- Job Aids
- Asset Management

▫ HRMS

▫ Campus Solutions

▫ Ancillary Systems

▫ Campus Advisory Committee

Log on to People Soft

Finance Tip Sheets

Finance Tip Sheets detail the steps involved in running common processes within UND Financials. The Tip Sheets are grouped by category below. Click the links below to see the Tip Sheets applicable to the category.

Many of the files are in Adobe PDF format. You must have Adobe Reader installed to download these documents.

Download Adobe Acrobat Reader

General Tip Sheets

Clear Cache and Cookies	⌄
Opening A File In Its Associated Program	⌄
Setting Favorites	⌄
Turn off Pop-up Blocker	⌄
Using the Query Download Feature	⌄
Utilizing the "Download to Excel" Feature in PeopleSoft	⌄

Inquiry Tip Sheets

Finance Inquiry Navigations	⌄
Budget to Actuals	⌄
Budgets Overview Inquiry	⌄
Budgets Overview Inquiry for Encumbrances	⌄
Budget Journal Inquiry	⌄
Health Insurance Premium Year-End Reversal Inquiry	⌄
Journal Inquiry	⌄
Ledger Inquiry	⌃

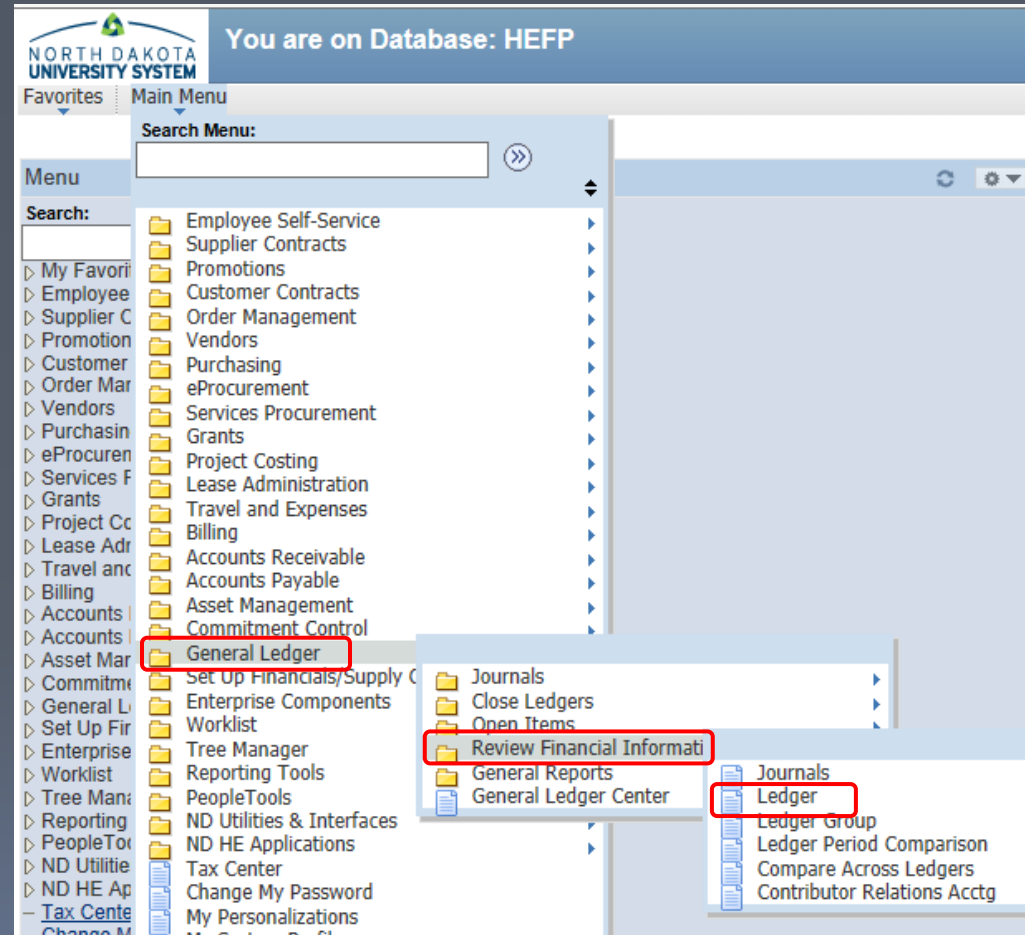🅟 Download (Adobe PDF, 10.02.08)

Description: The General Ledger Inquiry screens will give actual general ledger data summarized in various formats.

The path to find the Ledger Inquiry is:

- Main Menu

- General Ledger

- Review Financial Information

- Ledger

You will also need to set up a run control for a Ledger Inquiry.

Complete the criteria screen for the Ledger Inquiry as shown below. You can run the report for one financial period (month) or a range of months. Remember – period 1 = July.

Key in the Cash Account code (105251) and your fund number. Click Search and wait for the Ledger Summary screen to appear.

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	UND01	ACTUALS	2014	1	12		

☑ Show YTD Balance   ☑ Include Closing Adjustments

☐ Show Transaction Details   ☐ Only in Base Currency   Max Ledger Rows: 100

Go To: Inquiry Criteria   Ledger Detail Drill-Down Chartfield Display

Find | View All   First ◄ 1 of 1 ► Last

Ledger Amount by Currency

Personalize | Find | 🗗 | 🔳   First ◄ 1-5 of 5 ► Last

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)	Base Currency
0		Detail	105251	Cash - in BND	32,022.80	32,022.80	USD	32,022.80	32,022.80	USD
1	Activity	Detail	105251	Cash - in BND	-58.02	31,964.78	USD	-58.02	31,964.78	USD
2	Activity	Detail	105251	Cash - in BND	-26.64	31,938.14	USD	-26.64	31,938.14	USD
3	Activity	Detail	105251	Cash - in BND	-359.77	31,578.37	USD	-359.77	31,578.37	USD
4	Activity	Detail	105251	Cash - in BND	-1.48	31,576.89	USD	-1.48	31,576.89	USD

Currency Totals

Amount (in Transaction Currency):   31,576.89   USD   Amount (in Base Currency):   31,576.89   USD

[Save] [Return to Search] [Notify]   [Add] [Update/Display]

You now have the Cash balance in your fund.

Questions ???????????????

Thanks for coming!!!!