

2009

The University of New Orleans

PeopleSoft 9.0: Create a Query

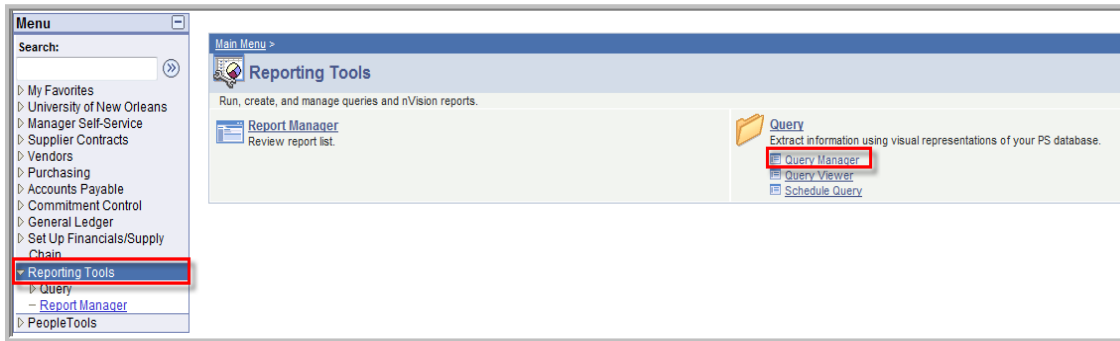


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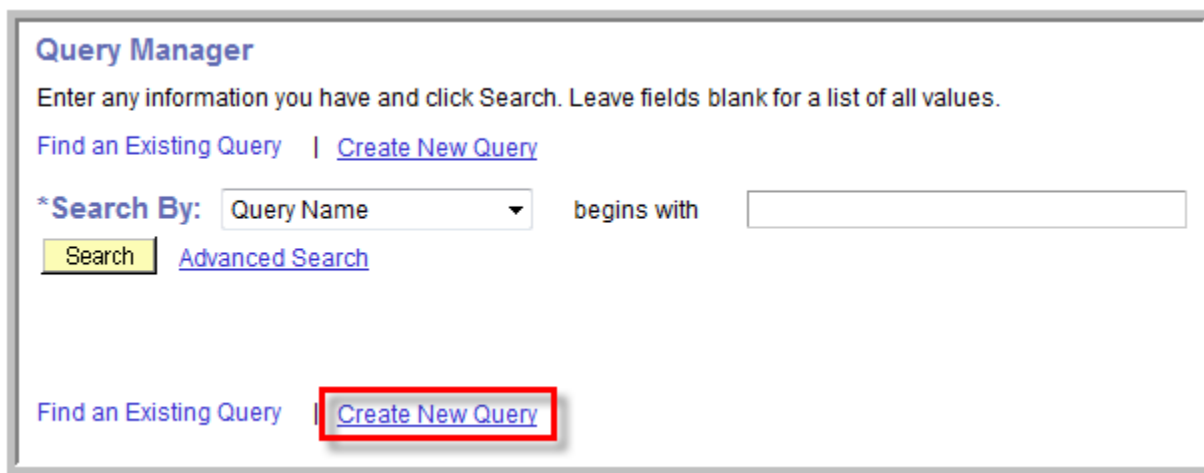


Creating a Query

Navigation: Reporting Tools>Query Manager



1. Click the Create a New Query link.



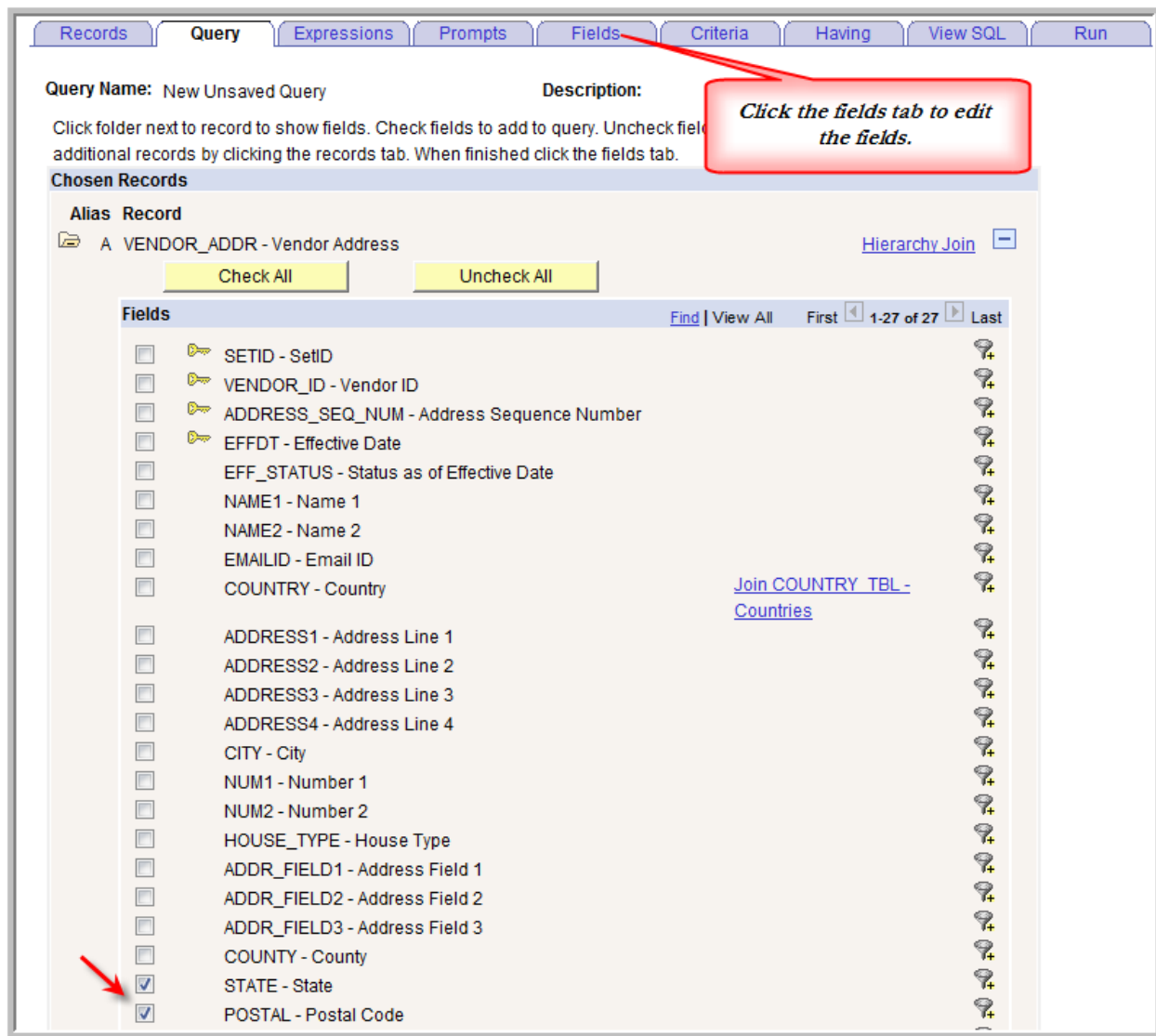
2. Search for an existing record to base your query from by typing a key word into the field.
3. Click the search button.
4. The key word you choose will determine the records in your search results.
5. Click the Add a record link.

The screenshot shows a database query builder interface with the following elements:

- Query Name:** New Unsaved Query
- Description:** (Empty)
- Search Criteria:** Record Name begins with VENDOR
- Search Results Table:**

Record	Add Record	Show Fields
VENDOR - Vendor Header Table	Add Record	Show Fields
VENDORCNTCT_LG - Vendor Contact Detail	Add Record	Show Fields
VENDOR_ADDR - Vendor Address	Add Record	Show Fields
VENDOR_ADDR_LNG - Vendor Address	Add Record	Show Fields
VENDOR_ADDR_PHN - Vendor Address Telephone Nbrs	Add Record	Show Fields
VENDOR_AR - PS/AR Vendor View	Add Record	Show Fields
VENDOR_CNTCT - Vendor Contact Detail	Add Record	Show Fields
VENDOR_CONTROL - Controls for a set of Vendors	Add Record	Show Fields
VENDOR_CONVER - Conversations with a Vendor	Add Record	Show Fields
VENDOR_E - Vendor Header Table	Add Record	Show Fields
VENDOR_ID_NBRS - Extra Vendor Identifiers	Add Record	Show Fields
VENDOR_INVOICE - Procurement Defaults	Add Record	Show Fields
VENDOR_LOC - Vendor Location	Add Record	Show Fields
VENDOR_M - Vendor Header Table	Add Record	Show Fields
VENDOR_PAY - Vendor Payment Defaults	Add Record	Show Fields
VENDOR_TYPE - Vendor Type	Add Record	Show Fields
VENDOR_USER - Vendor User	Add Record	Show Fields
VENDOR_WTHD - Vendor Withholding Information	Add Record	Show Fields
VENDOR_WTHD_JUR - Vendor Withhold Jurisdiction	Add Record	Show Fields

6. Several fields will be displayed. Add fields to your query by clicking the fields option next to the field name.
7. Click the fields tab to edit the fields.



- To reorder the field columns click the reorder/short button. Once you have set the order click the ok button.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

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

Col	Record.FieldName	Format	Ord	XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete
1	A.STATE - State	Char6				St		Edit	
2	A.POSTAL - Postal Code	Char12				Postal		Edit	

Save Save As New Query Preferences Properties New Union Return to Search

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

New Column	Column	Record.FieldName	Order By	Descending	New Order By
<input type="text"/>	1	A.STATE - State		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	2	A.POSTAL - Postal Code		<input type="checkbox"/>	<input type="text"/>

OK Cancel

- To change the column heading click the edit button.

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Query Name: New Unsaved Query Description:

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

Col	Record.FieldName	Format	Ord	XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete
1	A.STATE - State	Char6				St		Edit	
2	A.POSTAL - Postal Code	Char12				Postal		Edit	

Save Save As New Query Preferences Properties New Union Return to Search

10. Click the text option.
11. Click on the heading field.
12. Enter desired information in the field and click ok.

Edit Field Properties

Field Name: A.CITY - City

Heading 10

No Heading RFT Short
 Text RFT Long

Heading Text:

City 11

*Unique Field Name:

A.CITY

OK 12

Aggregate

None
 Sum
 Count
 Min
 Max
 Average

13. Click the save button.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

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

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.STATE - State	Char6				St		Edit	
2	A.POSTAL - Postal Code	Char12				Postal		Edit	

Save
 [Save As](#)
 [New Query](#)
 [Preferences](#)
 [Properties](#)
 [New Union](#)
 Return to Search

14. Specify a name and description for your query.(The payment name may only contain letters, numbers and underscores.)
15. Click the ok button.

Enter a name to save this query:

*Query:

Description:

Folder:

*Query Type:

*Owner:

Query Definition:

16. Click the run tab to run the query. To view the SQL click the View SQL tab.

Records Query Expressions Prompts **Fields** Criteria Having View SQL

Query Name: VENDOR_POSTAL Description: View Vendor Postal Information

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

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.STATE - State	Char6				St		<input type="button" value="Edit"/>	<input type="button" value="-"/>
2	A.POSTAL - Postal Code	Char12				Postal		<input type="button" value="Edit"/>	<input type="button" value="-"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

17. To download the queries select the Download to Excel link.

Records Query Expressions Prompts Fields Criteria Having View SQL **Run**

[View All](#) | [Rerun Query](#) | [Download to Excel](#) To download the query to an Excel spreadsheet, click the Download to Excel link. |

	St	Postal
1	LA	70130
2	MS	38655
3	CH	
4	LA	70003
5	LA	70065
6	LA	70002
7	LA	70117
8	LA	70094
9	LA	70127
10	LA	70065
11	LA	70124