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PeopleSoft Terminology

• Financial Reporting
  – Extraction of financial data from the PeopleSoft Financial application. The extraction of data comes in three forms, inquiry, reports, and query. This data consists of the transactions entered by the end-user during business processes.

• Business Process(es)
  – The daily routines or actions an organization performs in order to maintain the business aspect. This could include both computerized and non-computerized functions.

• HSC Financial Services
  – The HSC department responsible for the overall financial functions of the university. This includes fully supporting the PeopleSoft Financials application.
PeopleSoft Terminology

• Inquire
  – An inquire retrieves a predefined set of information to be viewed only online within the PeopleSoft application. These are referred to as Inquire panels. You navigate to the Inquire panels through the menu navigation.

• Reports
  – Retrieves a predefined set of information, which can be sent to a file, printer, or window to be used outside of the PeopleSoft application.

• Query
  – Allows for customized retrieval of information based on the parameters available. The results can either be viewed online in PeopleSoft or sent outside of the PeopleSoft application.
PeopleSoft Terminology

• **Schedule Query**
  - Allows user to schedule customized retrieval of information based on the parameters available. The results can either be viewed online in PeopleSoft or sent outside of the PeopleSoft application.

• **Run Control ID**
  - A saved set of criteria and printing instructions used to run reports. An end-user can have multiple run control IDs, depending on their reporting needs.

• **Process Monitor**
  - Panel within PeopleSoft which monitors the status of the reports running.
PeopleSoft Terminology

• Chartfield Spread
  – The criteria used to run inquiries, reports, and queries. These are the values used to fill in prompts on each. Includes organization ids, funds, programs, subclasses, and project/grants.

• Sponsor Funds
  – Funds related to grant activity.

• Non-Sponsor Funds
  – All other funds related to non-grant activity

• Period
  – Accounting month in the fiscal year (1-12).

• Other accounting terms
Understanding PeopleSoft Navigation

- Requisitions
- Purchase Orders
- Vouchers
- Cash Receipts (Deposits)
- Sponsor Fund Budgets

OUHSC Main Menu

Inquiries And Reports

- Non-Sponsor Fund Budgets

Commitment Control

- Queries

Expenditures Revenues

Queries
Chartfield Structure

- Budget Date
- Account
- Fund
- Organization
- Program
- SubClass
- Project/Grant

• Note: Transactions will not post without the required fields in the Chartfield Spread.
PeopleSoft 8.9 Reporting

• **Budget Date** - 10/08/2003
  
  This field is used to identify the fiscal year in which a transaction is posted.

  The Budget Year begins on July 1st and continues through the following June 30th.

  The system has been setup to recognize the date and apply the transaction to the correct budget year.

• **Account** - 600100
  
  This field identifies the general ledger accounts that best describes each item in this transaction. The codes are found using the Chart of Accounts. These accounts include assets, liabilities, revenues, and expenses.

  Example: Cash 111701 (Asset), Office Supplies 602700 (Expense)

• **Fund** - State
  
  Basically represents the different checking accounts that we have on the campus. This field identifies the type of source of funds for each transaction.

  Example: State, Clinical Funds, Sponsored Funds, Miscellaneous D
• **Organization** -
  Commonly referred to as the ORG. This field is used to identify the ownership of the transaction.
  
  Example: COM100
  
  College Level – College of Medicine = COM
  
  Department Level – Administration = 100

• **Program** -
  This field is used to identify the purpose or function of a transaction.
  
  Example: Institution Support = 00116

• **Sub-classification** -
  Commonly referred to as SubClass. This field is user-defined. This means that the End User can assign a value to identify a person or activity within their department.
  
  The minimum required entry is 00000 (5 zeroes).

• **Project/Grant** -
  Primarily this field will be used to identify individual grants and contracts. For transactions in funds other than sponsored programs, this will be a user-defined field.
  
  Example: Grants, Contracts, Sections within a department (user-defined), academic programs (user-defined)
BUDGET LEDGERS

**OU OP – Org Parent Budget Ledger**: Overall budget of Org. Controlled at this level based on the fund, org and program combination. Everything rolls up to here. Org budgets are used for the AGENC, CLNOP, CLNSP, MISCA, MISCD, RSOKC, RSTUL, and STATE funds.

**OU OC – Org Child Budget Ledger**: Budget detail, i.e. salary, supplies, fringe benefits, operating -- **NOT** controlled at this level. Will allow you to exceed amount budgeted as long as funds are available in Parent Budget. Org budgets are used for the AGENC, CLNOP, CLNSP, MISCA, MISCD, RSOKC, RSTUL, and STATE funds.
BUDGET LEDGERS

**OU PP – Project Parent Budget Ledger:**
Overall budget of Project. Not controlled at this level. Cannot exceed amount budgeted in parent. Org budgets are used for the EDWCH, SUUAX, AND SVCCT.

**OU PC – Project Child Budget Ledger:**
Budget detail, i.e. salary, supplies, fringe benefits, operating -- **NOT** controlled at this level. Will allow you to exceed amount budgeted as long as funds are available in Parent Budget. Org budgets are used for the EDWCH, SUUAX, AND SVCCT.
BUDGET LEDGERS

**OU PRJO** – Optional Project Budget Ledger. Used for tracking expenses based on departmental optional projects. Budgets are **NOT** controlled. Optional project budgets are used for the AGENC, CLNOP, CLNSP, MISCA, MISCD, RSOKC, RSTUL, and STATE funds.
BUDGET LEDGERS

**OU SC – SPNSR Child Budget Ledger:**
Budget detail, i.e. salary, supplies, fringe benefits, operating -- **NOT** controlled at this level, unless such is a requirement of the award (i.e. OCAST awards). Will allow you to exceed amount budgeted as long as funds are available in Parent Budget. This type of budget used for the FEDLN and SPNSR funds.

**OU SP – SPNSR Parent Budget Ledger:**
SPNSR Parent Budget Ledger: Overall budget of project. Controlled at this level. Everything rolls up to this level. This type of budget used for the FEDLN and SPNSR funds.
Ledgers

Parent

Child  Child  Child

All child ledgers roll up to parent.

Examples of Children: Salaries, Fringe, Supplies, Operating, etc.

*** Total expenses for all child ledgers may not exceed budget amount for parent ledger. But expenses for individual child may exceed budgeted amount for itself.
Ledgers

Parent

B = 500  E = 350  A = 150

↓

Salary  Operating  Fringe

B = 100  B = 100  B = 300
E = 200  E = 50   E = 100

*** Total expenses for all child ledgers may not exceed budget amount for parent ledger. But expenses for Child may exceed budgeted amount for each.

B = Budget  E = Expense  A = Available Budget
PeopleSoft 8.9 Reporting

- Begin by accessing the login screen
- Link = http://psfin.ouhsc.edu/
PeopleSoft Menu

Click the OUHSC Main Menu for panels and reports customized for HSC.

Click Reporting Tools to access the query viewer.
Budget Inquiry:

1. Commitment Control
2. Review Budget Activities
3. Budget Details
Fill in appropriate prompts to begin inquiry. If value is unknown, click magnifying glass for options, as shown in example above.

On inquiries, not all prompts need to be filled. But searches are quicker if more prompts are filled.

**If using sponsored funds, remember to leave the Budget Period blank.**
By clicking the magnifying glass, all the values for the prompt will be displayed.

From the list, you can choose the appropriate value.

You can also use the Partial Typing lookup for values to narrow the search results.
Once criteria has been entered, click "Search".
PeopleSoft 8.9 Reporting

The search results will be displayed below the search criteria.

Click the budget line you want to view.
The selected Budget Inquiry will display on screen.
To navigate to the reports, follow the OUHSC Main Menu.

Click Ouhsc Reports. Choose the report you wish to run.

The Ouhsc Reports menu contains all the reports that were modified after delivery from PeopleSoft.
Once you choose which report to run, the area to the right of the menu will populate.

Type in the Run Control you wish to use. Or click “Search” and all your Run Controls will be listed (as in the example on the next page).

If you haven’t created a Run Control to be used with a report, click on the “Add a New Value” tab.

Run Controls are a saved set of criteria and printing instructions used to run reports.
Users may create more than one Run Control ID to use for different reports. Or they may use one Run Control ID for all the reports.

**CAUTION:** Once Run Control IDs are created, they cannot be deleted. Create them wisely.
The prompts on reports must be filled in. You may leave the “From” side blank.

Ex: From “Fund Code” Blank
To “Fund Code” ZZZ

Blank (Null) is a value. Or may use 0 to Z.

On reports, required fields (prompts) must be filled in. When in doubt, use blank to Z.
Make sure to use the Server Name “PSNT”. This server is set to run reports by the end-users.

Remember, after clicking OK, you will return to the report screen.
Once you click OK, you will return to the report screen.

Click the **Process Monitor** link to see the status of your report. You will be taken to another window.
Click Refresh to see the current status of your report.

Once you receive “Success” as the Run Status and “Posted” under the Distribution Status, the report is ready for viewing.

Click the “Details” link.
### Process Detail

**Process**

<table>
<thead>
<tr>
<th>Instance</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7434</td>
<td>SQR Report</td>
<td>STATEMENT OF OPERATION</td>
</tr>
</tbody>
</table>

**Run**

- **Run Control ID:** OU-Update
- **Location:** Server
- **Server:** PSNT
- **Recurrence:**

**Update Process**

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Actions</th>
<th>Parameters</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request Created On:</strong> 07/16/2003 3:03:15PM PDT</td>
<td><strong>Message Log</strong></td>
<td><strong>Parameters</strong></td>
<td><strong>Transfer</strong></td>
</tr>
<tr>
<td><strong>Run Anytime After:</strong> 07/16/2003 3:03:12PM PDT</td>
<td><strong>Message Log</strong></td>
<td><strong>Parameters</strong></td>
<td><strong>Transfer</strong></td>
</tr>
<tr>
<td><strong>Began Process At:</strong> 07/16/2003 3:03:21PM PDT</td>
<td><strong>Batch Timings</strong></td>
<td><strong>Parameters</strong></td>
<td><strong>Transfer</strong></td>
</tr>
<tr>
<td><strong>Ended Process At:</strong> 07/16/2003 3:04:56PM PDT</td>
<td><strong>View Log/Trace</strong></td>
<td><strong>Parameters</strong></td>
<td><strong>Transfer</strong></td>
</tr>
</tbody>
</table>

**Click the "View Log/Trace" link.**
Next, click on the report you want to view.
The report as shown was created as a PDF file which means you can save the file on your computer for later use or attach it to an e-mail message or simply print it using your windows printers.
Navigate to Reporting Tools, choose query, and query viewer.

Type **OU** in the last column of the Search By criteria.

Click **Search**.
You can run your query to either Excel or as a HTML file.

*** Recommend choosing “Run to Excel”

Schedule is covered further in the session.

There is no need to click the name of the query. This will open it, but End-Users do not have access to change the query.
Once you choose the query to run, you will need to fill in the prompts.

Values are required on all prompts. 0 to Z can be used to request the entire range of values in the results. The exception is on this example, OU_ACTIVITY, where the Project values can be left blank.
Your query will open as an temporary Excel file.
# PeopleSoft 8.9 Reporting

**NOTE:** This is an example of the results running as Excel file. The file will open your web browser.
To save as an Excel file:
1. File
2. Save As
3. Choose appropriate directory
4. Change the type to Excel (.xls)
5. Click OK

Your file will now open through Excel.
Notice that Schedule Query requires a Run Control ID.
Notice that Schedule Query requires a Run Control ID.
PeopleSoft 8.9 Reporting

**Schedule Query**

Run Control ID: Schedule

Query Name: OU

*Description:*

**Update Parameters**

<table>
<thead>
<tr>
<th>Prompt Name</th>
<th>Value</th>
</tr>
</thead>
</table>

Begin by typing “OU” in the Query Name field.

Just like the Query Viewer, OU queries are the only queries you will be using.

Click **Search**.
Scheduled Query Search Page

- Query Type: Queries
  - Query: OU

### Queries

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
<th>Visibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUAP1010</td>
<td>OUAP1010-Voucher Register</td>
<td>Public</td>
</tr>
<tr>
<td>OU_ACTIVITY</td>
<td>OU Activity Detail Transaction</td>
<td>Public</td>
</tr>
<tr>
<td>OU_ACTIVITY_OLD</td>
<td>7.02 OU Activity Detail</td>
<td>Public</td>
</tr>
<tr>
<td>OU_LEASE</td>
<td>PO Lease Report</td>
<td>Public</td>
</tr>
<tr>
<td>OU_LOCATION</td>
<td>OU Location Table Information</td>
<td>Public</td>
</tr>
<tr>
<td>OU_MINORITYVNDR</td>
<td>Minority Vendor Payment Report</td>
<td>Public</td>
</tr>
<tr>
<td>OU_PPVCHRG2500</td>
<td>Please Pay Voucher &gt; 2500</td>
<td>Public</td>
</tr>
<tr>
<td>OU_REGENTS</td>
<td>PO Regents Report</td>
<td>Public</td>
</tr>
<tr>
<td>OU_VENDOR</td>
<td>List of vendors &gt; 9000000000</td>
<td>Public</td>
</tr>
</tbody>
</table>

Choose which query from the list above you wish to schedule.
### OU_ACTIVITY - OU Activity Detail Transaction

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>2006</td>
</tr>
<tr>
<td>From Period</td>
<td>0</td>
</tr>
<tr>
<td>To Period</td>
<td>5</td>
</tr>
<tr>
<td>From Org</td>
<td>TRN</td>
</tr>
<tr>
<td>To Org</td>
<td>TRN</td>
</tr>
<tr>
<td>From Fund</td>
<td>0</td>
</tr>
<tr>
<td>To Fund</td>
<td>Z</td>
</tr>
<tr>
<td>From Program</td>
<td>0</td>
</tr>
<tr>
<td>To Program</td>
<td>Z</td>
</tr>
<tr>
<td>From SubClass</td>
<td>0</td>
</tr>
<tr>
<td>To SubClass</td>
<td>Z</td>
</tr>
<tr>
<td>From Project</td>
<td></td>
</tr>
<tr>
<td>To Project</td>
<td>Z</td>
</tr>
<tr>
<td>From Account</td>
<td>0</td>
</tr>
<tr>
<td>To Account</td>
<td>Z</td>
</tr>
</tbody>
</table>

[View Results]
Once you fill in the prompts requested on the previous screen, it will bring you back to this point. It is verifying your values on the prompts.

Now click Run.
Once at the Process Scheduler Request:

- Decide what date and time to run the query.
- Change the format to “XLS”
- Click OK
Just like the reports, once you fill in the prompts requested on the previous screen, it will bring you back to this point.

To begin tracking the status of your schedule query, click on Process Monitor.
On the Process List, your request will remain “Queued” until the designated date and time to run.
Navigate to PeopleTools.
Next, go to Process Scheduler.
Then click on Process Monitor.
Once the Run Status = “Success” and Distribution Status = “Posted”, click “Details”.

### Process List

<table>
<thead>
<tr>
<th>Select</th>
<th>Instance</th>
<th>Seq</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1783859</td>
<td></td>
<td>SQR Report</td>
<td>OUSOO</td>
<td>MBORCHAR</td>
<td>11/06/2007 2:35:17PM CST</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1783858</td>
<td></td>
<td>SQR Report</td>
<td>OUSOO</td>
<td>MBORCHAR</td>
<td>11/06/2007 11:38:50AM CST</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1783854</td>
<td></td>
<td>SQR Report</td>
<td>OACTIVE</td>
<td>MBORCHAR</td>
<td>11/05/2007 3:25:49PM CST</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
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<tr>
<td></td>
<td>1783851</td>
<td></td>
<td>Application Engine</td>
<td>GL_JRNL_IMP</td>
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<td>11/05/2007 3:15:37PM CST</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1783850</td>
<td></td>
<td>SQR Report</td>
<td>OACTIVE</td>
<td>MBORCHAR</td>
<td>11/05/2007 3:01:11PM CST</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1783849</td>
<td></td>
<td>SQR Report</td>
<td>OACTIVE</td>
<td>MBORCHAR</td>
<td>11/05/2007 2:59:07PM CST</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
</tbody>
</table>
PeopleSoft 8.9 Reporting

Process Detail

<table>
<thead>
<tr>
<th>Instance</th>
<th>7434</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>SQR Report</td>
</tr>
<tr>
<td>Name</td>
<td>OUS00</td>
</tr>
<tr>
<td>Description</td>
<td>STATEMENT OF OPERATION</td>
</tr>
</tbody>
</table>

Run Control ID: OUS-Update
Location: Server
Server: PSINT
Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

- Request Created On: 07/18/2003 3:03:15PM PDT
- Run As Needed After: 07/18/2003 3:03:12PM PDT
- Began Process At: 07/18/2003 3:03:22PM PDT
- Ended Process At: 07/18/2003 3:04:58PM PDT

Actions

- Parameters
- Transfer
- Message Log
- Batch Timings
- View Log/Trace

Click the "View Log/Trace" link.

Report Detail

<table>
<thead>
<tr>
<th>Report ID</th>
<th>11114</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>PSQUERY</td>
</tr>
<tr>
<td>Process Type:</td>
<td>Application Engine</td>
</tr>
</tbody>
</table>

OU Activity Detail Transaction

Click on the query name to open.

Return
Query Results will open through the browser.

Must do a “File Save As” to Excel in order to have full capabilities of Excel.
Exercise: Inquiry – Budget Details

Fill in appropriate prompts to begin inquiry.

If value is unknown, click magnifying glass for options, as shown in example above.
Exercise Inquiry – Budget Details cont.

The search results will be displayed below the search criteria.

Click the budget line you want to view.
Exercise Inquiry – Budget Details (Sponsored Funds)

Fill in appropriate prompts to begin inquiry.

If value is unknown, click magnifying glass for options, as shown in example above.

REMINDER: Projects using sponsor funds are not linked to a specific Budget Period.
Exercise Inquiry – Budget Details (Sponsored Funds) cont.

The search results will be displayed below the search criteria.

Click the budget line you want to view.
### Exercise: Inquiry – Transactions By Date & Org

#### PeopleSoft 8.9 Reporting

![PeopleSoft 8.9 Reporting](http://purl.ouhsc.edu/psp/pspيمي/PP_OBJECTS/OUHSC_CASH_BKUP.CD)

#### Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>OU_Transaction_Id</th>
<th>OU_Transaction_Date</th>
<th>OU_Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUHSC</td>
<td>00011938801</td>
<td>1401022004</td>
<td>ACM501</td>
</tr>
<tr>
<td>OUHSC</td>
<td>00011938819</td>
<td>1401022004</td>
<td>ACM501</td>
</tr>
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<td>OUHSC</td>
<td>00011938827</td>
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<td>OUHSC</td>
<td>00011938841</td>
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<td>00011938862</td>
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<td>OUHSC</td>
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<td>OUHSC</td>
<td>00011938976</td>
<td>1401022004</td>
<td>ACM501</td>
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<tr>
<td>OUHSC</td>
<td>00011938977</td>
<td>1401022004</td>
<td>ACM501</td>
</tr>
<tr>
<td>OUHSC</td>
<td>00011938989</td>
<td>1401022004</td>
<td>ACM501</td>
</tr>
<tr>
<td>OUHSC</td>
<td>00011938991</td>
<td>1401022004</td>
<td>ACM501</td>
</tr>
</tbody>
</table>
Exercise: Inquiry – Vendor Information

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

Find an Existing Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SetID:</td>
<td>MOCTR</td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Short Vendor Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>Our Customer Number:</td>
<td>begins with</td>
</tr>
<tr>
<td>Name 1:</td>
<td>begins with</td>
</tr>
<tr>
<td>Name 2:</td>
<td>begins with</td>
</tr>
<tr>
<td>ID Number:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Include History  Case Sensitive

Search  Clear  Basic Search  Saved Search Options

Search Results

<table>
<thead>
<tr>
<th>SetID</th>
<th>Vendor ID</th>
<th>Short Vendor Name</th>
<th>Our Customer Number</th>
<th>Name 1</th>
<th>Name 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOCTR</td>
<td>1010909130</td>
<td>BILL EISEN-081</td>
<td>BILL EISEN-HOURL HOMES (BILL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOCTR</td>
<td>1011025300</td>
<td>BILL VEZEY-001</td>
<td>BILL VEZEYS BEST RENTS (BILL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOCTR</td>
<td>1009109130</td>
<td>BILL VEZEY 3532 Ø</td>
<td>BILL VEZEYS PARTY STORE (BILL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOCTR</td>
<td>1009109131</td>
<td>BILL VEZEY 3532 Ø</td>
<td>BILL VEZEYS PARTY STORE (BILL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOCTR</td>
<td>1011039800</td>
<td>BILL VEZEY 3532 Ø</td>
<td>BILL VEZEYS PARTY STORE (BILL)</td>
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<tr>
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<td>BILL VEZEYS PARTY STORE (BILL)</td>
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<td>BILL VEZEYS PARTY STORE (BILL)</td>
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<td></td>
</tr>
<tr>
<td>MOCTR</td>
<td>1011052000</td>
<td>BILL VEZEY 3532 Ø</td>
<td>BILL VEZEYS PARTY STORE (BILL)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Exercise: Report – Voucher Register

REMINDER: A Run Control ID must be first set-up to run any report.

You may use different Run Control IDs for different reports. Or you may use one Run Control ID for all reports.
Exercise: Report – Statement of Operations

REMINDER: A Run Control ID must be first set-up to run any report.

You may use different Run Control IDs for different reports. Or you may use one Run Control ID for all reports.
REMINDER: A Run Control ID must be first set-up to run any report.

You may use different Run Control IDs for different reports. Or you may use one Run Control ID for all reports.
Exercise: Report – SPNSR Budget Status

REMINDER: A Run Control ID must be first set-up to run any report.

You may use different Run Control IDs for different reports. Or you may use one Run Control ID for all reports.
Exercise: Query – OU_ACTIVITY

REMINDER: Choose “Run to Excel”
Once clicked, the prompts to fill in will appear.
Exercise: Query – OU_CASH

REMINDER: Choose “Run to Excel”
Once clicked, the prompts to fill in will appear.
Exercise: Query – OU_UNPOSTED_VCHR

REMINDER: Choose “Run to Excel”
Once clicked, the prompts to fill in will appear.
Exercise: Query – OU_SPNSR_EXP

REMINDER: Choose “Run to Excel”
Once clicked, the prompts to fill in will appear.
PeopleSoft 8.9 Reporting

Participant Notes:
Participant Notes: