



Specialized PeopleSoft 9.2

PeopleSoft v9.2

Query Manager Reporting

Training Agenda

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AGENDA

The PeopleSoft v9.2 Query Manager Reporting course introduces participants to basic functions of PeopleSoft Query.

Participants will learn how to use Query Manager, including searching for predefined queries, creating new queries, managing queries, running queries, and exporting query results. Exercises enhance the learning experience and familiarize participants with managing queries.

What Is PeopleSoft Query and Basic Navigation

- What is a Query?
- PeopleSoft Query Tool-Set Overview

PeopleSoft Relational Database Structure

- What is a Relational Database
- Tables, Records and Keys
- Tables and Relationships Example

Creating a Simple Query (Single Record) – Using Query Manager

- Searching and Adding a Record
- Searching and Selecting Fields
- Running Simple Query and Export Results
- Saving Queries and Query Properties

Modifying Results – Criteria and Filters (Simple Query)

- Changing Column order & Sorting Rows, Change Field Names etc
- Simple Filtering (Criteria)

PeopleSoft System Structure – SetIDs and Business Units

- Business Units & SetIDs Explained
- Auto Join of Business Unit & SetIDs

Creating Simple Record Joins (Multiple Records)

- Joins Explained
- Hierarchy Join
- Any Record Join
- Inner Join – Manual

Prompts and Translate Values

- What is a Prompt and Prompt Types
- Building a Prompt
- Translate Values
- Wild Cards

Creating Expressions and Aggregate Functions

- Expressions Explained
- Numerical Expressions
- Text (Character String) Expressions
- Date Expressions

Effective Dating

Creating Left Outer Joins

- What is a Left Outer Join – Example
- Creating a Left Outer Join

Query Viewer, Scheduler and Distributing Results

- Query Viewer
- Scheduling Queries and Recurrences
- Query Security

Suggested Prerequisite:

- PeopleSoft 9.2 Foundations (FSCM or HCM) - Introduction & Basic Navigation Course