



Technical Course

PeopleSoft 9.2 Query Manager

Financials Supply Chain Management (FSCM)
and Human Capital Management (HCM)

Agenda

The PeopleSoft v9.2 Query Manager course contains the tools needed to learn the foundational concepts and procedures involved in creating and running queries in PeopleSoft Query Manager. Users will learn the basic functions of Query Manager including, searching for predefined queries, creating new queries, managing queries, running queries, and exporting query results.

Prerequisites:

- PeopleSoft v9.2 Foundations (FSCM)
OR
- PeopleSoft v9.2 Foundations (HCM)

Query Manager

- Records Page
- Query Page
- Expressions Page
- Prompts page
- Fields Page
- Criteria Page
- Having Page
- View SQL Page
- Preview Page
- Query Manager Common Actions

Working with Existing Queries

- Searching for Existing Queries
- Managing Queries

Working with Records

- Searching for Records
- Previewing Fields
- Adding Records
- Deleting Records

Working with Fields

- Adding Fields
- Changing Column Display Order
- Defining Sort Order
- Changing Column Heading
- Applying Aggregate Functions
- Deleting Fields

Working with Criteria

- Defining Criteria
- Working with Multiple Criteria
- Defining Distinct Criteria
- Editing Criteria
- Deleting Criteria

Building Prompts

- Creating Prompts
- Building Prompts to Criteria
- Deleting Prompt

Building Expressions

- Defining Expressions
- Defining Aggregate Functions
- Adding Expressions to Criteria
- Deleting Expressions

Building Subqueries

- Defining Subqueries

Building List of Values

- Defining List of Values
- Deleting List of Values

Understanding Joins

- Creating Hierarchy Joins
- Deleting Hierarchy Joins
- Creating Related Record Joins
- Deleting Related Record Joins
- Creating Any Record Joins

Saving Queries

- Saving New Query
- Saving Changes
- Saving A Copy

Running Queries

- Using Prompts
- Running to HTML
- Downloading Results to Excel
- Running to Excel

Desktop Reference

- Defining File Types
- Planning Guide For Rebuilding Queries

Appendix

- Query, Query On The Wall, Who's The Table
Who Can Tell Me All...