PeopleSoft Financials

Instructions for Using Query Viewer

To run a query for a department or project, navigate as follows:

Reporting Tools > Query > Query Viewer

Type **FSU** in the empty box and click on the Search button.
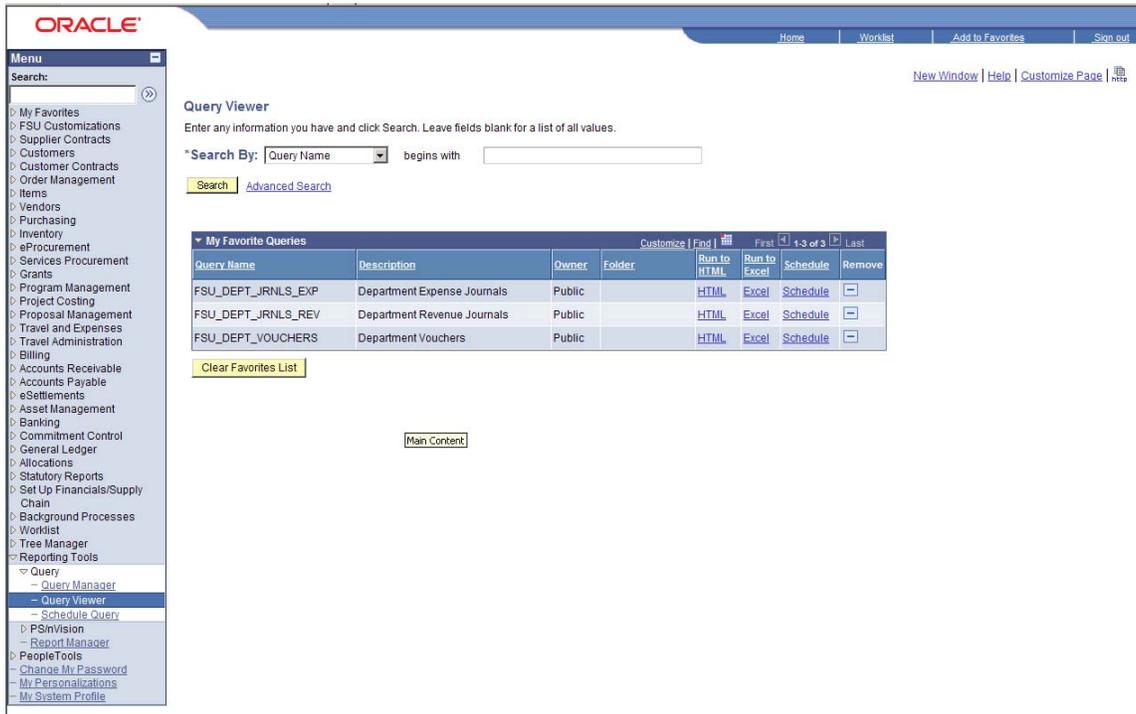
The 'Find an Existing Query" page will be displayed with all queries that begin with FSU (see list below).

To run a query, select the one you want by clicking on the blue hyper-link for either Run to HTML or Run to Excel. You can also click on Add to Favorites if you want to add this item to your "My Favorites" at the top of the menu bar.

ORACLE

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 FSU

[Search] Advanced Search

Search Results

*Folder View: -- All Folders -- ▼

Query							
				Customize | Find | View 30 | ▦	First ◄ 1-66 of 66 ► Last		
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
FSU_DEPT_AR_DTL	Dept A/R Revenue Detail	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_CONTROL_BUDGET	Department Control Budget Jrnl	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_IPO	Department Storeroom Orders	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_JRNLS_ACCT	Dept Journals by Account	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_JRNLS_EXP	Department Expense Journals	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_JRNLS_OBJ	Dept Journals by Object	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_JRNLS_REV	Department Revenue Journals	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_OPEN_ENC	Department Open Purchase Order	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_OPEN_PREENC	Department Open Requisitions	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_PAYROLL_CONT_ACT_DTL	Dept Cont Pay Actuals Details	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_PAYROLL_CONT_ACT_SUM	Dept Cont Pay Actuals Summary	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_PAYROLL_CONT_ENC_BAL	Dept Cont Pay Encumbr Balances	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_PAYROLL_CONT_ENC_DTL	Dept Cont Pay Encumbr Details	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_PAYROLL_REG_ACT_DTL	Dept Reg Pay Actuals Details	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_PAYROLL_REG_ACT_SUM	Dept Reg Pay Actuals Summary	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_PAYROLL_REG_ENC_BAL	Dept Reg Pay Encumbr Balances	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_PAYROLL_REG_ENC_DTL	Dept Reg Pay Encumbr Details	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_SF_DTL	Dept Student Finance Rev Dtl	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_SF_DTL_ACCT	Dept Stdnt Finance Acct Dtl	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_SF_DTL_EXP	Dept Student Finance Exp Dtl	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_VOUCHERS	Department Vouchers	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_VOUCHERS_ACCT	Department Vouchers by Account	Public		HTML	Excel	Schedule	Favorite
FSU_DEPT_VOUCHERS_OBJ	Department Vouchers by Object	Public		HTML	Excel	Schedule	Favorite
FSU_LIST_ACCT_EXP	Expense Account Listing	Public		HTML	Excel	Schedule	Favorite
FSU_LIST_ACCT_EXP_OBJ	Expense Acct Listing by Object	Public		HTML	Excel	Schedule	Favorite
FSU_LIST_ACCT_REV	Revenue Account Listing	Public		HTML	Excel	Schedule	Favorite
FSU_LIST_DEPT	Department Listing by DeptID	Public		HTML	Excel	Schedule	Favorite

FSU_LIST_DEPT_MNGR	Department Listing by Manager	Public		HTML	Excel	Schedule	Favorite
FSU_LIST_DEPT_REV	Revenue Only Dept Listing	Public		HTML	Excel	Schedule	Favorite
FSU_LIST_DEPT_REV_ASSOC	Associated Revenue Departments	Public		HTML	Excel	Schedule	Favorite
FSU_LIST_PROJ	Project Listing by ProjectID	Public		HTML	Excel	Schedule	Favorite
FSU_LIST_PROJ_MNGR	Project Listing by Manager	Public		HTML	Excel	Schedule	Favorite
FSU_PROG_FUND_LOOKUP	Dept/Proj Program & Fund	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_AR_DTL	Proj A/R Revenue Detail	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_CONTROL_BUDGET	Project Control Budget Jrnls	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_JRNLS_ACCT	Project Journals by Account	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_JRNLS_ACCT_FY	Project Journals by Acct & FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_JRNLS_EXP	Project Expense Journals	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_JRNLS_EXP_FY	Project Expense Journals by FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_JRNLS_OBJ	Project Journals by Object	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_JRNLS_OBJ_FY	Project Jrnls by Object & FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_JRNLS_REV	Project Revenue Journals	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_JRNLS_REV_FY	Project Revenue Jrnls by FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_OPEN_ENC	Project Open Purchase Orders	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_OPEN_PREENC	Project Open Requisitions	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAYROLL_CONT_ACT_DTL	Proj Cont Pay Actuals Details	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAYROLL_CONT_ACT_SUM	Proj Cont Pay Actuals Summary	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAYROLL_CONT_ENC_BAL	Proj Cont Pay Encumbr Balances	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAYROLL_CONT_ENC_DTL	Proj Cont Pay Encumbr Details	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAYROLL_INDIVIDUAL	Proj Reg Pay Actuals by Emp ID	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAYROLL_REG_ACT_DTL	Proj Reg Pay Actuals Details	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAYROLL_REG_ACT_SUM	Proj Reg Pay Actuals Summary	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAYROLL_REG_ENC_BAL	Proj Reg Pay Encumbr Balances	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAYROLL_REG_ENC_DTL	Proj Reg Pay Encumbr Details	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAY_CONT_ACT_DTL_FY	Proj Cont Pay Actl Dtl by FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAY_CONT_ACT_SUM_FY	Proj Cont Pay Actuals Sum FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAY_REG_ACT_DTL_FY	Proj Reg Pay Actual Details FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_PAY_REG_ACT_SUM_FY	Proj Reg Pay Actuals Sum FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_SF_DTL_EXP	Proj Student Finance Exp Dtl	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_SF_DTL_EXP_FY	Proj Stdnt Fin Exp Dtl by FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_VOUCHERS	Project Vouchers	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_VOUCHERS_ACCT	Project Vouchers by Account	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_VOUCHERS_ACCT_FY	Project Vouchers by Acct & FY	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_VOUCHERS_FY	Project Vouchers by Fiscal Yr	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_VOUCHERS_OBJ	Project Vouchers by Object	Public		HTML	Excel	Schedule	Favorite
FSU_PROJ_VOUCHERS_OBJ_FY	Project Vouchers by Obj & FY	Public		HTML	Excel	Schedule	Favorite

The four different JRNL queries show the transactions that hit your department or project for Revenue or Expenses depending on which query you run.

In the Financials system, all Accounts Payable, Payroll, Accounts Receivable, and Student Finance Journals are summarized. To see detail for Accounts Payable you will need to run the voucher query for either department or project. For payroll detail, you will run either the regular (object 01) or contractual (object 02) queries by either department or project. For Accounts Receivable detail, you will run the Accounts Receivable detail and for Student Finance you would run the Student Finance Revenue or Expense detail queries.

You will be prompted to fill in the four-digit Fiscal Year and your seven-digit Department Number. For a project you will only be prompted for the seven-digit project number. After filling in the Fiscal Year and your Department/Project Number, click on the OK button.

FSU_DEPT_JRNLS_EXP - Department Expense Journals

Fiscal Year: 2010

Department: 1320206

View Results

	Dept ID	Department Name	Account	Account Description	Journal ID	Journal Date	Line #	Line Ref	Line Description	Amount	Prog	Fund	Source	FY	Per	Header Ref	Header Description

Your results should now be displayed (see example below). The sample below is from the FSU_DEPT_JRNLS_EXP. Note the lines that say AP Accruals are the summary information from Accounts Payable. To see the breakdown for these, you will need to run the query FSU_DEPT_VOUCHERS. A summary journal from Payroll would say HR Payroll Journal Lines. To see the breakdown for these, you would need to run the query FSU_DEPT_PAYROLL_REG_ACT_DTL for regular payroll or FSU_DEPT_PAYROLL_CONT_ACT_DTL for contractual payroll.

	Dept ID	Department Name	Account	Account Description	Journal ID	Journal Date	Line #	Line Ref	Line Description	Amount	Prog	Fund	Source	FY	Per	Header Ref	Header Description
140	1320206	Perkins Loan/Acct Payable	030200	Telephone	0000073343	03/31/2010	79		March Office TelephoneCharges	89.500	00601	4010	INT	2010	9	MAR_PHON	March Office TelephoneCharges
141	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	0000064375	07/01/2009	23	V#00077883	CAMPUS PARTNERS	-1028.080	00601	4010	ONL	2010	1	AP_ACCRL	Accrue Accounts Payable transactions for FY09 processed on 7/13/09.
142	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	APA0064345	07/13/2009	20		AP Accruals	1028.080	00601	4010	AP	2010	1	AP ACCRL	Accounts Payable
143	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	APA0065237	08/07/2009	7		AP Accruals	1057.100	00601	4010	AP	2010	2	AP ACCRL	Accounts Payable
144	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	APA0066154	09/04/2009	15		AP Accruals	935.980	00601	4010	AP	2010	3	AP ACCRL	Accounts Payable
145	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	APA0067730	10/13/2009	32		AP Accruals	1105.210	00601	4010	AP	2010	4	AP ACCRL	Accounts Payable
146	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	APA0068604	11/09/2009	96		AP Accruals	1108.510	00601	4010	AP	2010	5	AP ACCRL	Accounts Payable
147	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	APA0069583	12/07/2009	45		AP Accruals	955.780	00601	4010	AP	2010	6	AP ACCRL	Accounts Payable
148	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	APA0070482	01/11/2010	31		AP Accruals	919.900	00601	4010	AP	2010	7	AP ACCRL	Accounts Payable
149	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	APA0071892	02/19/2010	50		AP Accruals	1415.730	00601	4010	AP	2010	8	AP ACCRL	Accounts Payable
150	1320206	Perkins Loan/Acct Payable	089915	Fiscal Services	APA0072494	03/08/2010	25		AP Accruals	1095.590	00601	4010	AP	2010	9	AP ACCRL	Accounts Payable
151	1320206	Perkins Loan/Acct Payable	090200	Office Supplies	APA0067855	10/16/2009	45		AP Accruals	35.100	00601	4010	AP	2010	4	AP ACCRL	Accounts Payable
152	1320206	Perkins Loan/Acct Payable	099500	ProCard - Supplies & Materials	0000064283	07/01/2009	5	PROCARD	Xerox	-100.220	00601	4010	ONL	2010	1	ACCRUAL	ProCard Accruals for June transactions that did not post by 6/30.
153	1320206	Perkins Loan/Acct Payable	099500	ProCard - Supplies & Materials	0000064322	07/01/2009	1	041491580	Xerox	-128.550	00601	4010	ONL	2010	1	ACCRUAL	Accrue June Procard transactions that did not clear the June statement.
154	1320206	Perkins Loan/Acct Payable	099500	ProCard - Supplies & Materials	APA0065413	08/13/2009	154		AP Accruals	800.940	00601	4010	AP	2010	2	AP ACCRL	Accounts Payable
155	1320206	Perkins Loan/Acct Payable	099500	ProCard - Supplies & Materials	APA0066524	09/11/2009	138		AP Accruals	274.030	00601	4010	AP	2010	3	AP ACCRL	Accounts Payable
156	1320206	Perkins Loan/Acct	099500	ProCard - Supplies &	APA0067715	10/13/2009	156		AP Accruals	605.060	00601	4010	AP	2010	4	AP ACCRL	Accounts Payable

You can save your output to an Excel Spreadsheet or Comma Separated Value (CSV) Text File by clicking on the appropriate link.   Available links depend on which way you have chosen to run your query. If you clicked on the query name, you will have the 'Download to Excel' link (see below):

FSU_DEPT_JRNLS_EXP - Department Expense Journals

Fiscal Year: 2010
Department: 1320206
View Results

Download results in   Excel SpreadSheet   CSV Text File   (453 kb)

View All   First ◀ 101-161 of 161 ▶ Last

Dept ID	Department Name	Account	Account Description	Journal ID	Journal Date	Line #	Line Ref	Line Description	Amount	Prog	Fund	Source	FY	Per	Header Ref	Header Description
101 1320206	Perkins Loan/Acct Payable	016200	Employee Pension System	PRL0073320	03/31/2010	705		HR Payroll Journal Lines	419.790	00601	4010	PAY	2010	9	REG 20	HR Payroll Journals - Regular #20

Please note that only the first 100 rows are returned on the page. You can click here to see additional rows.

You may also click here to view all rows.

When you are finished viewing the query, exit the browser page by clicking the "X" in the upper right hand corner of the page.