

## PeopleSoft 9.2 Query Basic & Intermediate 1 Day Course

Financials Supply Chain Management (FSCM)

The PeopleSoft 9.2 Query Basic and Intermediate for FSCM 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 creating new queries, managing queries, working with criteria and joins, running queries, and exporting query results.

## Prerequisites:

- n/a

## 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

## Working with Fields

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

## 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

## Understanding Joins

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

## Building Basic Expressions

- Defining Expressions