

PeopleSoft 9.2 Query Basic & Intermediate 1 Day Course

Human Capital Management (HCM)

The PeopleSoft 9.2 Query Basic and Intermediate for HCM 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