CatalogOfQueries3

User Query Listing	Target User	Prompts	Info	Database
ACCOUNTS_LIST_ALL	PeopleSoft Financials Users		Provides a listing of all Account Codes with the description, effective date, effective status and Account Type.	RPT
CLASS_LIST_ALL	PeopleSoft Financials Users		Provides a listing of all Class Codes with the description, effective date, and effective status.	RPT
DEPARTMENT_LIST_SHARE	PeopleSoft Financials Users		Provides a listing of all Department IDs with the description, effective date, and effective status for the SHARE setid.	RPT
FUND_LIST_ALL	PeopleSoft Financials Users		Provides a listing of all Fund Codes with the description, effective date, and effective status.	RPT
LOCATION_SETID_PROMPT	PeopleSoft Financials Users	Setid	Lists all of the locations for the prompted setid with address info. For LSUSH, enter SHVAM. All other campuses, enter the bu.	RPT
PROGRAM_LIST_ALL	PeopleSoft Financials Users		Provides a listing of all Program Codes with the description, effective date, and effective status.	RPT
SPEEDTYPE_LOOKUP	PeopleSoft Financials Users	Department ID, Fund Code, Program, Class, or Project	Provides a listing of all speedtypes for the prompted chartfield information	RPT
ZZSPEEDTYPE_INFO	PeopleSoft Financials Users	Department ID and Business Unit Setid	Provides a listing of all speedtypes for a prompted department id.	RPT

Acct Pay

User Query Listing	Target User	Prompts	Info	Database
ACCESS_AP_PMT_PERIOD_LSUSE	A/P	Date Range	All payments made by Direct Pay and Travel during a specified time frame	RPT
ACCESS_AP_PMT_REG_LSUSE	A/P	Date	All payments made by Direct Pay and Travel for a certain day	RPT
ACCESS_AP_PMT_REG_LSUSH	A/P	Date	All payment made by Accounts Payable for a certain date	RPT
ACCESS_AP_VCHR_PERIOD_LSUSE	A/P	Date Range	All vouchers keyed by Direct Pay and Travel for a specified time frame	RPT
ACCESS_AP_VCHR_REG_LSUSE	A/P	Date	All vouchers keyed by Direct Pay and Travel for a certain date	RPT
ACCESS_AP_VCHR_REG_LSUSH	A/P	Date	All vouchers keyed by Accounts Payable for a certain date	RPT
AP_APM94	General Acctg, A/P	Payment Date Range, Bank Setid, Bank Code, Bank Account Key	A Listing of all unreconciled checks through a prompted period of time. Used for reconciling bank accounts	RPT
AP_CHECK_AMT	Business Managers, General Acctg, A/P	Dollar Amount	Query to search for a check by amount for DP or AP for LSUSH	RPT
AP_CLOSE_REG_DATE_RANGE	General Acctg, A/P	Business Unit, Vendor Setid	To ensure all vouchers for a certain date are keyed to the appropriate FY for LSUSH	RPT
AP_CLOSEOUT_REGISTER	AP Managers	Business Unit, Vendor Setid, Entered Date	This query provides a quick snapshot of voucher lines entered into the system after a prompted date.	PRD
AP_EACMC_BKEC_WIRE	General Acctg, A/P		Payments made by wire for EACMC on a certain date	RPT
AP_EXPENDITURES_BY_PROJECT	Business Managers, General Acctg	Business Unit, Journal Date Range, Project Id	Prompts for Business Unit, Journal Date Range and Project ID. Provides a listing of all AP expenditures for a project ID within a date range. Includes voucher, vendor, PO number and description of items purchased.	RPT
AP_GROUPS_NOT_VERIFIED	A/P	Business Unit	Query list of all AP work assignment (control groups) at a Business Unit that have not been verified.The Query will list the group number, the date the group was assigned, the status of the group (if it is open, assigned, or ready for review) the total dollar amount of the group, the number of vouchers in the group, who assigned the group and who the group was assigned to, and the date/time stamp of when the group was assigned and when it was completed.	RPT

AP_JOURNAL_DRILL	Business Managers, Purchasing Mgrs, General Acctg and A/P	Business Unit, Journal ID, Journal Line	Prompts for Business Unit, Journal ID, Journal Line Number. Provides the detail for any G/L Journal Line generated from Accounts Payable. Includes Vendor name, invoice, voucher, payment date and chart field.	RPT
AP_MTCH_EXCEP_AMT_BU	AP Managers	Match Status, BU	Details vouchers with Amount exceptions generally caused by blanket PO's where additional funds are required.	PRD
AP_MTCH_EXCEP_RECPT_BU	AP Managers	Match Status, BU	Details vouchers with Amount exceptions caused by missing receipts when receiving is required.	PRD
AP_PAYMENT_REGISTER	AP Managers	Bank Setid, Payment Date, Paycycle	Documentation for each paycycle	PRD
AP_PAYMENT_REGISTER_2023	AP Managers	Bank Setid, Payment Date, Paycycle	Documentation for each paycycle with PAY_CYCLE_SEQ_NUM	PRD
AP_PAYMENTS_NOT_POSTED_DT_RANG	A/P	Date Range	AP payments not posted date range, for LSUSH	RPT
AP_PMTS_BY_VENDOR_W_DATE_RANGE	Business Managers, General Acctg, A/P	Payment Date Range, Vendor Id	All payments to a certain vendor in a specified time frame, for LSUSH	RPT
AP_PO_TRAVEL_ENC_LSUSE	Business Managers, Purchasing Mgrs	Business Unit, Vendor Setid	Listing of all travel POs set up for LSUSE	RPT
AP_PR_CHECK_REG_BY_CHK_NUMBER	A/P & Payroll	Bank Setid, Payment Date	A listing of all payroll payable checks issued for HCSD by date.	RPT
AP_PR_VOUCHERS_BY_DT_ENT	A/P & Payroll	Date Entered, Setid	A listing of all payroll payable vouchers for HCSD loaded by date entered. This query is used to reconcile payroll payables loaded to checks produced for payroll payables.	RPT
AP_PRQST_VCHR_BUILD_RESULT_BU	AP Managers and GL Managers	Business Unit and Accounting Date	Query lists the payment requests that have gone through the voucher build process by business unit amd accounting date. The query lists the status of the payment request.	PRD
AP_RECYCLED_VOUCHERS	A/P		A listing of all vouchers that were externally loaded that are in status of "recycled." These vouchers must be corrected prior to check being issued. This query is for all HCSD units, EACMC, and HPLMC	RPT
AP_VCHR_BCM_BY_BU	A/P	Business Unit, Vendor Setid	Budget Check Errors for LSUSH or LSUSE	RPT
AP_VOID_CHKS_RECONCILED	General Acctg, A/P	Payment Date Range, Bank Setid, Bank Code, Bank Account Key	A Listing of all void/stop pay checks through a prompted period. Used for reconciling bank accounts.	RPT

AP_VOID_STOP_CHECKS	General Acctg, A/P	Payment Date Range, Bank Setid, Bank Code, Bank Account Key	Listing of all checks voided or stopped	RPT
AP_VOUCHER_APPROVE_USER_BU	AP Managers	Accounting Date Range, User ID	This query details vouchers approved by a specific user for a specified accounting date range. Note:The *__Updated By__* column is the approver unless the voucher was saved AFTER it was approved. . In these cases, you will see "***AP Staff***". This will happen if the Location/Address is changed on the Payment tab after approval.	PRD
AP_VOUCHER_BUILD_ERROR_TBL	Accounting, Payables	None	This query details all vouchers with build errors loged in the Voucher Build log table TSE_VCHR_BTF_VW	PRD
AP_VOUCHERS_SCHEDULED_TO_PAY	General Acctg, A/P	Business Unit, Pay Date Range	Prompts for AP Business Unit and Scheduled to Pay date range. Provides listing of all AP Vouchers scheduled to pay within a given date range. Includes voucher, invoice number, vendor, date scheduled to pay, AP clerk to contact. User must specify "AP BU" or "Direct Pay BU."	RPT
BU_TRANSACTION_DETAIL	Business Managers, Purchasing Mgrs, General Acctg and A/P	Account Number Range, Business Unit, Journal Date Range, Deptid	This query lists the expense account transactions for a business unit. Tips: run the query to Excel, sort and summarize by fund and account number, and then verify the numbers against NVision. This query will list every expense account transaction that has taken place in a set time period (using journal dates). The query will tell if the transaction was against a purchase order - if it was, the query provides the PO number, line number, and schedule number. The query tells the voucher number if any, the accounting information (account, department, fund, etc.), and the journal number, journal line, and journal date.	RPT
BU_TRANSACTION_DETAIL_DEPT	Business Managers, Purchasing Mgrs, General Acctg and A/P	Account Number Range, Business Unit, Journal Date	This query lists the expense account transactions for a business unit. Tips: run the query to Excel, sort and summarize by fund and account number, and then verify the	RPT

BU_TRANSACTION_DTL_PROJECT	Business Managers, Purchasing Mgrs, General Acctg and A/P	Account Number Range, Business Unit, Journal Date Range, Project Id	This query lists the expense account transactions for a business unit. Tips: run the query to Excel, sort and summarize by fund and account number, and then verify the numbers against NVision. This query will list every expense account transaction that has taken place in a set time period (using journal dates). The query will tell if the transaction was against a purchase order - if it was, the query provides the PO number, line number, and schedule number. The query tells the voucher number if any, the accounting information (account, department, fund, etc.), and the journal number, journal line, and journal date.	RPT
LSUSH_VENDOR_RANKING_DOLLARS	Business Managers, Purchasing Mgrs, A/P	Accounting Date Range	this query ranks dollars spent with a vendor in order of most to least. You specify the account date range.	RPT
MEASURE_AP_ACTIVITY	Accounting, Payables	Business Unit, Date Range, Department (wildcard)	Measures number of Vouchers created within a prompted time frame by Operator	RPT
MEASURE_AP_ACTIVITY_NO	Accounting, Payables	Business Unit, Date Range, Department (wildcard)	Measures number of Vouchers created within a prompted time frame by Operator	RPT
PAYMENT_HIST_BY_VENDOR_3	Accounting, Payables	Accounting Date Range, Detail/Summary, Business Unit	List paid Vouchers and associated information by voucher line along with PO line information.	PRD
PO_RECEIVED_NO_VOUCHER_BY_DATE	Business Managers, AP Managers	BU, PO Accting Date, Department	PO's for a department that have been fully received or partially received by PO line in PeopleSoft but no voucher has been entered (not paid yet).	PRD
PR_BY_DEPARTMENT	Business Managers, AP Managers	Department, Date Range	Query lists all Payment Requests by business unit by department for a given date range.	PRD
PR_BY_DEPARTMENT_VCHR_JRNL	Business Managers, AP Managers	Department, Date Range	Query lists all Payment Requests by business unit by department for a given date range and includes the journal id, accounting period and posted date in the results.	PRD
PR_VCHR_BUILD_ERROR_BU	AP Managers and GL Managers	Business Unit	Query lists the payment requests with errors in the voucher build process including the job in the process where the error exits.	PRD
PYMNT_REQT_BY_RQSTR_STATUS	Business Managers, AP Managers	Requester ID, Business Unit, Payment Request Status	This query details payment request information for the selected userid, business unit and selected status of the request.	RPT

| PYMNT_RQST_PENDING_DEPT | Business Managers, AP Managers | Business Unit and Deptid | This query details payment requests pending approval. The prompts are business unit and department id. Department id is optional so that the AP manager can get a report of all pending. | RPT |

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Query	Target User	Prompts	Info	Database
ACTUALS_REV_EXP_DEPT	Department Manager	BU, Dept, Fund, Program, Class, Project, FY, Period not greater than	This query provides listing of revenue and expenses by account by accounting period for the prompted chartstring information.	RPT
BUDGET_JRNLS_JRNLID_PR	Accounting, Budgets and Reimbursements	Business Unit,Journal ID	Budget Journal details for a prompted business unit and journal id. This produces results that include Valid budget header status posted jpurnal.	RPT
BUDGET_JOURNALS_NOT_POSTED	Accounting, Budgets and Reimbursements	Business Unit,Journal Date From, Journal Date To	Budget Journals that are not posted for a prompted business unit for the journal dates between prompted dates. This produces results that include all budget header statuses whether valid or in error.	RPT
BUDGET_JOURNALS_POSTED	Accounting, Budgets and Reimbursements	Business Unit, Posted Date From, Posted Date To	Budget Journals Posted for a prompted business unit for the posted dates between prompted dates.	RPT
JOURNAL_DETAIL_TRANS_DEPT_DTRN	Accounting, Business Manager	Department, Fund, Program, Class, Project Id, Business Unit, Fiscal Year, Accounting Period range	Journal information Query -- Provides detail of transactions by Journal for the prompted business unit, fiscal year and accounting period range. Department Id, Fund, Program, Class, and Project Id are prompted and can use wildcards.	RPT
JOURNAL_INFO		Journal ID, BU & Fiscal Year	Journal information Query -- Provides detail of all transactions within the Journal Entry	RPT
LSUHSC_PROJECT_BALANCES	Business Managers, Accounting	Project Id and Business Unit	This query provides detailed journal information from the ZZGL_TRANS_DTL for the project and business unit prompt entries. The query allows the user to review the project balances by year and period based on the journal transactions	RPT
NO_TRANS_DTL_QRY	Business Managers, Accounting	Department, Fund, Program, Class, Project Id, Journal Date range	Journal Information Query from the ZZGL_TRANS_DTL table -- Provides detail of transactions for the prompted chartstring data for a journal date range. Department Id, Fund, Program, Class, and Project Id are prompted and can use wildcards.	RPT
SHR_TRANS_DTL_QRY	Business Managers, Accounting	Department, Fund, Program, Class, Project Id, Journal Date range	Journal Information Query from the ZZGL_TRANS_DTL table -- Provides detail of transactions for the prompted chartstring data for a journal date range. Department Id, Fund, Program, Class, and Project Id are prompted and can use wildcards.	RPT

TRANS_DTL_QRY	Business Managers, Accounting	Department, Fund, Program, Class, Project Id, Journal Date range, Business Unit GL	Journal Information Query from the ZZGL_TRANS_DTL table -- Provides detail of transactions for the prompted Business Unit and chartstring data for a journal date range. Department Id, Fund, Program, Class, and Project Id are prompted and can use wildcards.	RPT
TRAVEL_EXP_BY_PAYEE	Business Managers, Accounting	BU, Deptid, Fiscal Year	This query provides a listing of all travel related expenses for a prompted business unit, department and fiscal year sorted by payee id.	RPT
ZZ_BIP_TRANSDETAIL_JRNL_DATES	Any User	BU, Dept, Fund, Program, Class, Project, Journal Date From and To	This is a BI Publisher report query that produces the list of transactions for the prompted chartstring and journal date range	RPT
ZZ_SUMMARY_CHARTSTRING	Department Manager	BU, Dept, Fund, Program, Class, Project, FY, Period	This query is similar to those used in the BI Publisher Reports but is meant for a department manager to use so they can sort and filter the data results	RPT
ZZ_EXP_EXCL_LABOR_TRAVEL	Department Manager	BU, Dept, Project, FY, Period from and period to	This query is may be used for a manager to review expenses outside of labor or travel. Data is sorted by account then journal post date. If an expense is related to a purchase order and voucher, those id are noted.	RPT
ZZLSUSH_REV_JRNL_LN_FY_PROMPT	Accounting	Fiscal Year	ZZ_GL_TRANSACTION_DTL query showing all revenue account (4%) journal lines for a prompted fiscal year	RPT

GL and KK

User Query Listing	Target User	Prompts
AM_DEPR_CLOSE_PEND_LSUHSC	Asset Mgmt and GL	As of Date and AM BU
AM_FULLY_DEPR_END_DEPR_DT	AM and GL	As of Date and AM BU
ASSET_ALL_ACTIVE_BY_DEPTID	Department	Asset Business Unit and Deptid
ASSET_CHARTSTRING_PO_REVIEW	Asset Mgmt, Purchasing, Receiving, GL, Departments	Purchasing Business Unit, PO Accounting Date Greater Than
ASSET_TAG_NUMBER_LOOKUP	Departments, Asset Management	Asset Tag # and AM Business Unit
ASSETS_BY_UNIT_AND_DEPT	Department	Business Unit and Department ID
ASSETS_TAGGABLE_UNTAGGED_BU	Asset Management and GL	Business Unit
NOLAM_ASSET_RECON_CHARTSTRING	Asset Management and GL	
NOLAM_INV_BY_PROJECTID_PROMPT	Asset Management, Department	Project Id
SHVAM_ASSET_NBV	Asset Management and GL	As of Date
SHVAM_ASSET_RECON_CHARTSTRING	Asset Management and GL	
ZZAM_ASSET_UNDERS_REPORT	Asset Management	AM BU, Physical Inventory ID, Asset status, Bldg, Floor, Department
ZZAM_PHYSINV_ASSET_OVERS	Asset Management	AM Business Unit and Physical InventoryID
ZZAM_SUSPENDED_ASSET_BY_UNIT	Asset Management	AM Business Unit and Acquisition Date Greater Than
ASSET_ALL_RETIRE_RECORD_MXDTTM	Asset Management	Business Unit

Info	Database
The query shows all assets that are pending depreciation close for the as of date. The query is a delivered one that was modified to add additional information fields.	RPT
The query shows all assets by asset id that have reached fully depreciated status.	RPT
Lists all active assets for the prompted asset business unit and department id	RPT
This query lists the po information for any line items with accounts between 540100 and 542899 or 570200 and 574800. If the po has been received, the receiver id is also noted.	RPT
The query provides the asset id, description, acquisition date, and chartsting information for the prompted asset management business unit and tag #.	RPT
List of assets for the prompted business unit and department.	RPT
List of assets marked as taggable but that have no asset tag #	RPT
Asset Cost, Depreciation, and NBV by chartstring for the BU. This includes both In Service and Disposed Assets. The query may be used by the AM and GL teams to review cost and net book value to determine if corrections are required. The Reporting Tables must be loaded for the query to be valid.	RPT
List of assets by prompted project id.	RPT
Asset Depreciation and NBV listing by prompted as of date.	RPT
Asset Cost, Depreciation, and NBV by chartstring for the BU. This includes both In Service and Disposed Assets. The query may be used by the AM and GL teams to review cost and net book value to determine if corrections are required. The Reporting Tables must be loaded for the query to be valid.	RPT
The query may be used as an alternative to the Asset Unders Report	RPT
This query returns scanned assets newly added since the date specified on the PI definition, Scanned assets in a SUSPENDED status (if any), Scanned assets with no asset ID assigned (if any).	PRD and RPT
This query returns assets by Unit, from prompted Acquisition Date to the present which are in a suspended status (M)	PRD and RPT
Lists most recent retirement entries and amounts for all assets in a business unit	RPT

User Query Listing	Target User	Prompts	Info	Database
CART_LIST	IBU Manager, Department Manager	IBU, Cart Name, Item Setid	The query provides a list of the items on the business unit pre-defined ordering carts	PRD
IBU_VALID_ITEMS_ZERO	IBU Manager	IBU	This query is run bi-weekly and is used to review items at zero quantity to either be ordered or removed from the IBU	PRD and RPT
INV_ CANCELLED_MSR_LINES	IBU Manager and staff	IBU, Item Setid, Date range	This query is run daily in RPT and shows all cancelled lines per the parameters	RPT
INV_COMPARE_PICK_PUTAWAY_LOC	IBU Manager	IBU and Item Setid.	Year-end cleanup and review query used to identify discrepancies between the fixed picking location and the default picking location	PRD
INV_EPIC_ITEM_CHECK	IBU Manager, Department Manager	IBU, Setid	Breakdown of information being interfaced from Peoplesoft to EPIC Optime	RPT
INV_FIX_BIN_UOM_VS_QTY_UOM	IBU Manager	IBU and Item Setid.	Year-end cleanup and review query used to identify discrepancies between the fixed bin uom and the physical inv uom	PRD
INV_ITEM_LOC_VS_QTY_LOC	IBU Manager	IBU and Item Setid.	Year-end cleanup and review query used to identify discrepancies between the fixed picking location and the item's actual location	RPT
INV_ITEM_LOCATIONS	IBU Manager	IBU, Setid	Breakdown of all items at the IBU that are Active or on Discontinue. Includes all basic information about the item as well as all IBU specific information	RPT
INV_ITEMS_COUNT_OF_ACTIVE	IBU Manager	IBU	Run monthly at month-end for reporting to HCSDA. The query counts the number of active items for the prompted IBU.	RPT
INV_ITEMS_QTY_INACTIVE_PHYS_LOC	IBU Manager	IBU and Item Setid.	Year-end cleanup and review query used to identify discrepancies where an item is in an inactive physical location	PRD
INV_ITEMS_SLOW_MOVING	IBU Manager	IBU and Item Setid.	Query that identifies items with no activity for the last 6 months. I is run monthly in RPT	RPT
INV_ITEMS_SLOW_MOVING_VALUE	IBU Manager	IBU and Item Setid.	Query that identifies items with no activity for the last 6 months and shows the value of each. It is run monthly in RPT	RPT
INV_TRANS_ADJUSTMENTS	Department Manager, IBU	IBU, Setid, Transaction Date Range	Manual Adjustment transactions for specified time frame by IBU. This query is run monthly in RPT	RPT
INV_TRANS_COST_ADJUSTMENT	Department Manager, IBU	IBU, Setid, Transaction Date Range	Cost Adjustment impact for specified time frame by IBU. This query is run monthly in RPT	RPT

Inventory

Query	Role	Parameters	Description	Env
INV_TRANS_COUNT_ADJUSTMENTS	Department Manager, IBU	IBU, Setid, Transaction Date Range	Adjustments from Cycle and Physical Counts for specified time frame by IBU. Iit is run monthly in RPT	RPT
INV_TRANS_INTERUNIT_RECEIPTS	Department Manager, IBU	IBU, Transaction Date Range	Receipts from Interunit Transfers for a specified time frame by IBU	RPT
INV_TRANS_INTERUNIT_TRANSFERS	Department Manager, IBU	IBU, Setid, Transaction Date Range	Interunit Transfer Issues for specified time frame by IBU. It is run monthly in RPT	RPT
INV_TRANS_ISSUE	Department Manager, IBU	IBU, Setid, Transaction Date Range	Issue Transactions for specified time frame by IBU	RPT
INV_TRANS_ISSUE_BY_ITEM	IBU Manager	IBU, Date Range, Item Setid, and Item ID	The IBU manager uses this query to review products and issues costed as well as item usage.	RPT
INV_TRANS_IUT_ISSUE	Department Manager, IBU	IBU, Setid, Transaction Date Range	Interunit Transactions group 031 for specified time frame by IBU	PRD
INV_TRANS_MANUAL_STAGING	Department Manager, IBU	IBU, Setid, Transaction Date Range	Receipts from Manual Staging for a specified time frame by IBU. The IBU runs it monthly in PRD for report to HCSDA from LAKMC	PRD and RPT
INV_TRANS_RECEIPTS_PO	IBU Manager	IBU, item Setid, Transaction Date Range, Vendor Setid	This is run daily in PRD by LKWHS to review all receipts, transaction group 020 for the prompted date range. The report is run regularly by the IBU and monthly for reporting	PRD and RPT
INV_TRANS_RMA	Department Manager, IBU	IBU, Setid, Transaction Date Range	RMA transactions for specified time frame by IBU. The report is shared monthly with HCSDA by LAKMC	RPT
INV_VALUE_W_QTY_PHYS_LOC	IBU Manager	IBU, Setid	This is run each morning in PRD by the LKWHS IBU staff to value the unit.	PRD and RPT
ITEM_RESERVATIONS	Inventory Manager	IBU	Reservations occur to items when queried for depletion. Once depletion is run the reservation is usually removed but occasionally a small balance remains. This query identifies these by IBU.	RPT
ITEM_RESERVATIONS_ITEMID	Inventory Manager	IBU	Reservations occur to items when queried for depletion. Once depletion is run the reservation is usually removed but occasionally a small balance remains. This query identifies this by IBU for a prompted item id.	RPT
ITEMS_BY_BU_WITH_COST_LOC_QTY	Inventory Manager	IBU	Lists items in a promted IBU.	RPT
UNITS_OF_MEASURE	IBU Manager, PO Teams		Listing of all units of measure in the system	RPT
UNITS_OF_MEASURE_W_CONV	IBU Manager, PO Teams		Listing of all units of measure in the system with conversion rates excluding uoms with Invalid in the description	RPT

Old Queries from LSU Shreveport IBUs that may be useful to the LAKMC IBU units

ACCESS_INV_LSCS_DPL	Inventory Staff	None	Retreives all Items and respective LSCS Default Putaway Locations	YES
ACCESS_INV_LSCS_FPL	Inventory Staff	None	Retreives all Items and respective LSCS Fixed Picking Locations and Optimum Quantity	YES
ACCESS_INV_LSCS_FPL_UOM_CONV	Inventory Staff	None	Retreives all Fixed Picking Locations with UOM and Conversion Rate for Inventory items in LSCS Business units	YES
ACCESS_INV_LSCS_QTYAVAIL	Inventory Staff	None	Retreives all Items in LSCS with FPL and Quantity available in assigned location	YES
ACCESS_INV_LSWHS_DPL	Inventory Staff	None	Retreives all Items and respective LSWHS Default Putaway Locations	YES
ACCESS_INV_LSWHS_FPL	Inventory Staff	None	Retreives all Items and respective LSWHS Fixed Picking Locations	YES
ACCESS_INV_LSWHS_QTYAVAIL	Inventory Staff	None	Retreives all Items in LSWHS with FPL and Quantity available in assigned location	YES
LSUSH_INV_TRANS	General Acctg, A/P	Transaction Date, Transaction Group	This query gives you detail inventory transaction information for a specified transaction date and transaction type	YES
LSUSH_INV_ACCTG_DETAIL_REVISED	General Acctg, A/P, Business Managers	Department, Fund, Program, Class, Project Id, Accounting Date Range	This query gives you detail inventory transaction information for all transactions within a prompted accounting date range. The department, fund, program, class and project id may be entered or a wildcard may be used.	YES
ACCESS_INV_FPL_UOM_CONV	Inventory Staff	None	Retreives all Fixed Picking Locations with UOM and Conversion Rate for Inventory items in LSWHS Business units	YES
ACCESS_INV_ITEM_UOM_CONV	Inventory Staff	None	Retreives all Master Items UOM and Conversion Rate	YES
INV_TRANS_ISSUE		IBU, Transaction Dates, Department	Queries depleted inventory issue transactions (020). Should be run at least monthly, sorted by department, and distributed to department managers. Contains value of transaction, msr number, ps item number, date of transaction.	YES
INV_TRANS_RECEIPTS_PO	Department Manager, IBU	IBU, Setid, Transaction Date Range	Receipts from a PO for specified time frame by IBU	YES

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User Query Listing	Target User	Prompts	Info	Database
COMMODITY_ CODE_SEARCH	Requesters, Bus Mgrs, Purchasing Mgrs	Setid, Commodity Code, Long Description	Lists commodity code. Wild card allows for search by commodity code or partial description	RPT
CONTRACT_SEARCH	Requesters, Bus Mgrs, Purchasing Mgrs	Vendor Setid, Vendor ID, Item ID, Category ID, MFG, Vendor Item ID, Vendor Catalog ID, Master contract ID, or Long Description	Enables user to search for contract information	RPT
CONTRACT_SEARCH_BY_CAT_NO	Requesters, Bus Mgrs, Purchasing Mgrs	Vendor Catalog No	Lists active contracts for a specific catalog number	RPT
CONTRACT_SEARCH_BY_DESCR	Requesters, Bus Mgrs, Purchasing Mgrs	Long Description	Lists active contracts for a specific item by description or partial description	RPT
CONTRACT_USAGE	Purchasing Mgrs	Vendor Contract No, Begin and End Dt	Lists usage for a contract by date range for a specific contract ID and business unit	RPT
CONTRACT_USAGE_ALL	Purchasing Mgrs	Vendor Contract No, begin and end Dt	Lists usage for a contract by date range for all business units	RPT
MASTER_CNTRCT_QRY	Purchasing Mgrs	Expire Dt	Lists all master contracts and corresponding vendor contract number	RPT
MEASURE_PO_ACTIVITY	Purchasing Mgrs	Business Unit, Begin and End Date Entered, and Department	Measures number of PO lines created within a prompted time frame by Business unit, begin and end entered date, and department	RPT
MEASURE_PO_ACTIVITY	Accounting, Purchasing	Business Unit, Date Range, Department (wildcard)	Measures number of PO Lines created within a prompted time frame by Operator	RPT
MEASURE_PO_ACTIVITY_NO	Accounting, Purchasing	Business Unit, Date Range, Department (wildcard)	Measures number of PO Lines created within a prompted time frame by Operator	RPT
PO_BID_AWARDS	Purchasing Mgrs	Business Unit, RFQ ID	Lists awarded RFQ lines by vendor	RPT
PO_BID_TABULATION	Purchasing Mgrs	Business Unit, RFQ ID	Lists all vendor responses fo ran RFQ	RPT

PO_BY_BU_BY_DEPT_VENDOR	Department Managers	Business Unit, PO from and to dates, Deptid, Vendor ID	Lists Pos by business unit for a specific accounting date range, by prompted vendor id and optional prompt department id. It lists the PO, line, quantity, amount and vendor information.	RPT
PO_BY_BU_DATE_DEPT_PROMPT	Department Managers	Business Unit, PO from and to dates, Deptid	Lists Pos by business unit for a specific accounting date range, by prompted department id. It lists the PO, line, quantity, amount and vendor information.	RPT
PO_BY_BU_DATE_RANGE	Purchasing Mgrs	Business Unit, PO from and to dates	Lists Pos by business unit for a specific accounting date range	RPT
PO_BY_BU_DATE_RANGE_LINES	Purchasing Mgrs	Business Unit, PO from and to dates	Lists Pos by business unit for a specific accounting date range. The details include the line description.	RPT
PO_BY_BU_DATE_RANGE_PROJ	Department Managers, Purchasing Users	Business Unit, PO from and to accounting dates, Project Id (like)	Lists Pos by business unit for a specific accounting date range for a given project id.	RPT
PO_BY_DATE_ENTERED	Purchasing Mgrs	Business Unit, Begin and End Entered Date	Lists Pos entered for a business unit and specific date range	RPT
PO_DIST_METHOD	Purchasing Mgrs	Business Unit, PO ID	Lists distribution method for associated PO	RPT
PO_INV_BY_BU_BY_DATE	Purchasing Mgrs	PO, Accounting Date	List of Pos for inventory items by accounting date	RPT
PO_ITEM_NUMBER	Purchasing Mgrs	Business unit, Item ID	List of Pos for inventory items by BU and Item ID	RPT
PO_LIST_BU_BY_VENDOR	Purchasing Mgrs	Business Unit, PO from and to dates	Lists purchase orders by business unit for a specified PO date range	RPT
PO_LIST_BU_BY_VENDOR	Purchasing Mgrs	Business Unit, Vendor ID, Accounting Dates, Dept ID	Lists purchase orders by business unit for a specified vendor, accounting date range, and department	RPT
PO_NON_CONTRACT_ITEMS	Purchasing Mgrs	Business unit, PO Begin and end Date	List of Pos by business unit for non-contract purchases	RPT
PO_OPER_BUD_NOT_RECVD	Purchasing Mgrs	Business Unit	Lists Purchase orders for funds 111, 114, 115 that have not been received.	RPT
PO_REQ_INFORMATION	Departments, Business Managers, Purchasing	Business unit, Deptid, Project id (optional), Accounting Date Range	Provides a list of purchase order line information and the associated requisition information	RPT

PO_REQ_RECEIVER_INFORMATION	Departments, Business Managers, Purchasing	Business unit, Deptid, Project id (optional), Accounting Date Range	Provides a list of purchase order line information, the associated requisition information and if applicable, the receiver id for lines received.	RPT
PO_REQ_TO_RFQ_XREF	Purchasing Mgrs	Business unit, Req ID	Retrieves RFQ number associated with a requisition	RPT
PO_RFQ_BID_LIST	Purchasing Mgrs	Business Unit, RFQ ID	Lists vendor list associated with an RFQ	RPT
PO_RFQ_BID_OPENING_DATE	Purchasing Mgrs	Business Unit	Lists all RFQS for a business unit with bid opening date	RPT
PO_RFQ_DISPATCH_LIST	Purchasing Mgrs	Business Unit, RQQ ID	List of vendors RFQ was dispatched to	RPT
PO_RFQ_PO_XREF	Purchasing Mgrs	Business Unit, RFQ ID	Lists PO number associated with an RFQ	RPT
PO_RFQ_REQ_NOT_AWARDED	Purchasing Mgrs	Business Unit	Lists all RFQS not awarded. Lists Business unit, RFQ ID, Bid Opening Date and time, Entered by, Buyer, Req ID, and Req status	RPT
PO_RFQ_TO_REQ_XREF	Purchasing Mgrs	Business Unit, RFQ ID	Lists RFQ with corresponding requisition no	RPT
PO_RFQ_TRACKING	Purchasing Mgrs	Business Unit, RFQ ID	Lists PO number associated with an RFQ	RPT
POS_VENDOR_CONTRACT	Purchasing Mgrs	Buying Agreement ID	Lists all purchase orders for all business unit for a specific vendor contract	RPT
REQS_APPROVED_BY_DATE	Purchasing Mgrs	Date of Approval, Business Unit	Lists all requisitions by business unit which were approved on a specified date	RPT
REQUISITION_TRACKING	Requesters, Bus Mgrs, Purchasing Mgrs	Business unit, Req ID	Lists PO number, PO entered date, and buyer	RPT
SPEND_CF_FY_PROMPT_SUPPLIER	Requesters, Bus Mgrs, Purchasing Mgrs, Aaccounting	Fiscal Year, GL Business Unit, Accounting Period range, optional vendor id and project id	Lists the journal id, chartstring, vendor, journal amount, purchase order number, voucher number for the prompted values. This query lists the journals to calculate how much was spent with a vendor by project or chartstring.	RPT
SUPPLIER_CERT_OF_INSUR	Purchasing Mgrs		Shows expirations for Certificates of Insurance that the managers need to be aware of	PRD
SUPPLIER_DIVERSITY_ADD_RPTING	Purchasing Mgrs		Quarterly Report used for the Supplier Diversity project with LSU Baton Rouge	PRD
SUPPLIER_DIVERSITY_SPEND	Purchasing Mgrs		Spend review	PRD

VENDOR_TELEPHONE_INFO	Requesters, Bus Mgrs, Purchasing Mgrs	Vendor Setid, Vendor ID	Lists vendor telephone number information for a specific vendor	RPT
ZZ_PO_NOT_VOUCHERED	PO Teams, Accounting, Business Managers	Business Unit	Provides a list of purchase orders(excludes closed and cancelled) that have not been vouchered.	PRD/RPT
ZZ_PO_NOT_VOUCHERED_ENC_BAL	PO Teams, Accounting, Business Managers	Business Unit	Provides a list of purchase orders(excludes closed and cancelled) with the remaining encumbrance balance for those that have not been vouchered.	PRD/RPT
ZZCLEANUP_PO_ACTIVITY	Business Mgrs, Purchasing Mgrs	Business Unit, Dept ID, Begin and End Accounting Dt	Lists all information contained in PO budgetary Activity Report and any payment information for a PO line.	RPT
ZZCLEANUP_REQ_ACTIVITY	Business Mgrs, Purchasing Mgrs	Business Unit, Dept ID, Begin and End Accounting Dt	Lists all information contained in Req Budgetary Activity Report, original pre-encumbrance, and any liquidated amounts	RPT
PO_AMOUNT_DATE_RANGE	Accounting, Purchasing	Date Range	List of Purchase orders for LSUNA and LSUNO with amount and vendor name for a prompted date range.	RPT
LSUNO_REQ_APPROVE_BUT_NO_PO	PO Teams	Business Unit	Lists all approved requisitions and req lines that are still available for sourcing to a PO	PRD
PO_RECEIVED_NO_VOUCHER_BY_DATE	Business Managers, AP Managers	BU, PO Accting Date	PO's for a department that have been fully received or partially received by PO line in PeopleSoft but no voucher has been entered (not paid yet).	PRD
PO_RECEIVED_NO_VOUCHER_BY_DEPT	Business Managers, AP Managers	BU, PO Accting Date, Department	PO's for a department that have been fully received or partially received by PO line in PeopleSoft but no voucher has been entered (not paid yet).	PRD
PO_CHANGES_AMOUNT_SCHED	Accounting, Purchasing		Lists Pos with a change order for amount or price in the last day.	PRD/RPT

User Query Listing	Target User	Prompts
CLINCARD_DEPT_APPROVERS	AP Manager, Sponsored Projects Manager, Support	
CLINCARDS_FORM_DATA	AP Manager, Sponsored Projects Manager, Support	
INTERNAL_TRANS_DEPT_APPROVER	GL Staff	Business Unit
INTERNAL_TRANSACTION_FORM_CR	GL Staff	Business Unit
INTERNAL_TRANSACTION_FORM_DATA	GL Staff, Department Managers	Business Unit
INTERNAL_TRANSACTION_FORM_DB	GL Staff	Business Unit
PR_BY_DEPARTMENT	AP Staff, Department Managers	LSUNE or LSUSE Business Unit, Department ID, Entered Date Range
PR_BY_DEPARTMENT_EMPLID	AP Staff, Department Managers	LSUNE or LSUSE Business Unit, Department ID, Entered Date Range
PR_BY_DEPARTMENT_PENDING	AP Staff, Department Managers	LSUNE or LSUSE Business Unit, Department ID, Entered Date Range

Info	Database
This query uses the ZZGT_DEPTHEAD2 record to provide the listing of approvers for clincard requests assigned by department	PRD
This query uses the GQCLINCAPAGE_VW to provide data about Clincard request forms	PRD
The query lists the user ids , names, and departments for those users assigned as internal transaction form approvers.	PRD
The query lists the details of the internal transaction form for the credit side of the transaction	PRD
The query lists the details of the internal transaction form including all line information	PRD
The query lists the details of the internal transaction form for the debit (sold to)side of the transaction.	PRD
The query provides a listing of payment requests for the prompted business unit and department within the date range entered. The vendor information, chartstring information, the payment request status and voucher id if the status is vouchered.	PRD/RPT
The query provides a listing of payment requests for the prompted business unit, department, and EMPLID (department or emplid may be wildcards) within the date range entered. The vendor information, chartstring information, the payment request status and voucher id if the status is vouchered.	PRD/RPT
The query provides a listing of pending payment requests for the prompted busines unit and department within the date range entered.	PRD

User Query Listing	Target User	Prompts	Info	Database
AR_ITEM_BALANCE_PROJECT	Business Manager, Sponsored Projects, Billing AR	Business Unit, project id	This lists the AR Items with balance for prompted business unit. For LSUNO, the project id may be entered to limit the results by project.	RPT
ARPM_DEPOSIT_PAYMENTS	Business Manager, Sponsored Projects, Billing AR, Accounting	Business Unit, Accounting Date range	This shows payments/deposits for the prompted business unit for a range of accounting dates.	RPT
BILLING_BY_BU_PROJ_INV	Business Managers, Sponsored Projects, Billing	Business Unit and Project ID	This query lists the billing invoices with details for a prompted business unit and project id.	RPT
BILLING_BY_PROJECT	Business Manager, Sponsored Projects, Billing	Business Unit, Accounting Date greater than, Project id and Invoice Id	This lists detailed information for billing invoices for a prompted business unit and greater than the prompted accounting date. The project id and the Invoice Id can be wildcarded or partial wildcard entries.	RPT
GRANTS_FUNDED_PROJ_DET_DPT_PR	Business Manager, Sponsored Projects, Billing	Start Date Greater Than, Business Unit, Department Id	This query lists the funded amounts for projects by department with prompted start date greater than.	RPT
LSU_ALL_SALARY_SPAPROGRAMS	Sponsored Projects, Accounting	Business Unit, Fiscal Year	This query is for use by Sponsored Projects at both LSUNO and LSUSH to review transactions related to salary accounts. The fiscal year and Business Unit are prompts. The query is located in the SPON_PROJ_ACCTG query folder	PRD/RPT
LSU_FED_DIFF_PSTDT_ENDT	Sponsored Projects, Accounting	Business Unit, Fiscal Year	This query is for use by the Sponsored Projects Teams at both LSUNO and LSUSH to review journal entries and compare the posted date difference to the project end date. The fiscal year and Business Unit are prompts. The query is located in the SPON_PROJ_ACCTG query folder.	PRD/RPT
LSU_JOURNALTRANSACTIONS	Sponsored Projects, Accounting	Business Unit, Fiscal Year, project id like	This query is for use by the Sponsored Projects Teams at both LSUNO and LSUSH to review journal entries.The fiscal year, project id like and Business Unit are prompts. The query is located in the SPON_PROJ_ACCTG query folder.	PRD/RPT
LSUSH_PROJECT_BALANCES	Sponsored Projects, Business Manager, Accounting, Billing	Journal Date Range	For LSUSH, the query lists the Inception to date budget and expended amounts plus a calculated balance by project id.	RPT
PROJ_BUDGET_ENTRY_REVIEW	General Accounting	Business Unnit and Project Id	Lists the project budget entries by transaction date and includes user last updates	RPT

PROJ_INFO_DATES_DEPT_PI	Sponsored Projects, Business Manager, Accounting, Billing	Business Unit, Department id, PI Emplid	Listing of projects for a Department or PI. The prompts call for Business Unit, Deptid and PI. The Deptid and PI criteria are "like" meaning that the wildcard or a partial entry can be used in the run-time prompt entry.	RPT
PROJ_INFO_DATES_PI_NAME	Sponsored Projects, Business Manager, Accounting, Billing	Business Unit, Department id, PI Name	Listing of projects for a PI. The prompts call for Business Unit, PI name in the format of LastName,FirstName and an initial if one is entered in the system for the PI. The department id prompt can be a wildcard.	RPT
SHV_SPON_PROJ_BUDG_AND_EXP	Sponsored Projects, Business Manager, Accounting, Billing	Project ID	For LSUSH, this query provides a list of Budget and Expenditure Activty for a prompted project id.	RPT
SPON_PROJ_BUDG_AND_EXP	Sponsored Projects, Business Manager, Accounting, Billing	Project ID	For LSUNO, this query provides a list of Budget and Expenditure Activty for a prompted project id.	RPT

Query	Target User	Prompts
AF	Support and PO Mgr	
REPORT_REQEST_DATA	Support	
REPORT_REQUESTS	Support	
ROUTE_CONTROL_ACTIVE_NOLA	Support	
ROUTE_CONTROL_ACTIVE_SHREV	Support	
ROUTE_CONTROL_DEPARTMENT	Support	
ROUTE_CONTROL_USERID_PROMPT	Support	
ROUTE_CONTROL_VW1_ACTIVE_ALL	Support	
SECURITY_ACTIVE_USER_BY_PERM	Support	Permission List
SECURITY_ACTIVE_USER_BY_ROLE	Support	Role
SECURITY_PERM_PAGES	Support	Role, Permission List
SECURITY_ROLES	Support	Role
SECURITY_ROLES_BY_PAGE_PROMPT	Support	Menu, Page (Like), Role (Like)
SECURITY_ROLES_W_PAGE_ACCESS	Support	Role
WORKFLOW_APPROVAL_STATUS	Support	Business Unit, Req ID
ZZSEL_POS_W_EESEQ_ERROR	Support and Development	

Info	Database
The private query identifies requisitions not routed to the approvers worklist.	PRD
This public query lists the report requests by business unit and also includes output type and status information	PRD and RPT
The public query lists all report requests by business unit	PRD and RPT
The public query lists all active department approvers for LSUNO	PRD and RPT
The public query lists all active department approvers for LSUSH	PRD and RPT
The public query lists all department routecontrol names and departments included	PRD and RPT
The public query lists all route controls assigned to a user by role for a prompted user id.	PRD and RPT
The private query lists all active department approvers	PRD
This private query lists the active users who have roles that contain the prompted permission list.	RPT
This private query lists the active users who have the prompted role assigned to their user id.	RPT
This private query lists all permission lists assigned to a prompted role or all roles assigned to a prompted permission list.	RPT
This private query lists the roles like a prompt with description, purpose and use	RPT
This private query lists the roles, menu and pages for the prompted entries. This allows the user to see the permissions and roles that contain certain pages	RPT
This private query lists the roles prompted and the pages with authorized actions	RPT
This public query provides the approval status of the prompted requisition.	PRD
This query is a pre-check when performing mass close of purchase orders. It specifically checks to see if there is an error in the EE_SEQ that would cause budget checking to fail.	PRD

The **Catalog of Queries** (link) provides users with several useful public queries that were created by the support team or leads of each module. The queries exist in the RPT database and may be saved as a private query for you to make criteria or field changes. The catalog includes pages for Purchasing, Inventory, Accounts Payable, General Ledger and is a "living document" that will be updated as needed. If anyone would like to contribute a public query

Common Tables by Module (link) is a usefool document that provides the most common tables that are queried. This will help you in creating and modifying your private queries.

For detailed information on accessing and creating queries, please refer to the Query Training Manual.
For WBT (web-based training on Query, please refer to the Query Web Based Training Guide

Notes:
 * The file to be used for placement on the web is located in V:\Peoplesoft\Support Organization\Support Team - Fin\Department Procedures\CatalogOfQueries3.xls
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A copy of the file should also be maintained in: V:\Peoplesoft\Support Organization\Support Team - Fin\Training