Tips & Tricks in PeopleSoft
Points covered in this workshop

- How to determine your fund balance
- Existing PeopleSoft Reports
- Helpful PeopleSoft Finance Queries
Why is your fund balance necessary?

• Track not Control budget process as of 07-01-16

• No daily check run

• Payroll and other payables
Determining Fund Balance

- Types of funds
  - 1xxxx – auxiliary fund
  - 2xxxx – local fund
  - 5xxxx – scholarship fund
  - 79xxx – restricted fund

- Fund balance = assets minus liabilities
  - 1xxxxxxx – Asset accounts
  - 2xxxxxx – Liability accounts
Determining Fund Balance

Steps to determine your fund balance

• Run a trial balance

• Subtract credits from debits

• Positive number GREAT!
• Negative indicates a deficit.
Running a Trial Balance

- Navigation
  - Main Menu
  - General Ledger
  - General Reports
  - Trial Balance

- A run control will need to be set up
Running a Trial Balance

- Entry criteria
  - Fiscal Year
  - Period

- Fund
  - Account
Running a Trial Balance

- Additional info
  - Sequence
    - 1 – Fund Code
    - 2 – Account

- Check boxes
  - Include CF
  - Descr
  - Subtotal
Running a Trial Balance

• Don’t forget
  • Click Save
  • Click Run
Running a Trial Balance

• Select output format
  • CSV for excel
  • PDF

Click OK
Running a Trial Balance

• Monitor progress in Process Monitor

• Select Report Manager to retrieve report
Running a Trial Balance

- Debits minus Credits = Fund Balance

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Cur USD</th>
<th>Transaction Debit</th>
<th>Transaction Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>105251</td>
<td>Cash - in BND</td>
<td>55,388.89</td>
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<td>0.00</td>
</tr>
<tr>
<td>124001</td>
<td>Accounts Receivable - Current</td>
<td>1,157.10</td>
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<td>0.00</td>
</tr>
<tr>
<td>124201</td>
<td>Accounts Receivable-Allowances</td>
<td>0.00</td>
<td>0.00</td>
<td>182.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td>56,465.99</td>
<td>182.64</td>
<td>182.64</td>
</tr>
</tbody>
</table>

\[ 56,465.99 - 182.64 = 56,283.35 \]

A positive number is a positive balance
Negative number means deficit to be covered
Local Fund Summary

• Provides a summary of all local funds (2XXXX) for a department

• Details (column headings) include:
  • Beginning Net Position
  • Revenue
  • Transfers In
  • Expenses
  • Transfers Out
  • Other FNA etc.
  • Ending Net Position
Local Fund Summary

- Navigation
  - Main Menu
  - ND HE Applications
  - GL
  - HE Local Fund Summary

- A run control will need to be set up
Local Fund Summary

- Selection Criteria
  - Business unit – UND01
  - Fiscal year – 2017
  - Period – 12
  - Department – 4 digit number (lookup available)

- Click Save
- Click Run
Local Fund Summary

- Process Monitor to monitor the progress
- Report Manager for output

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Project</th>
<th>Beginning Net Position</th>
<th>Revenue</th>
<th>Transfers In</th>
<th>Expenses</th>
<th>Transfers Out</th>
<th>Other FNA etc.</th>
<th>Ending Net Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>20100 GIS Graduate Certificate</td>
<td>2345 Geography</td>
<td>20100 GIS Graduate Certificate Total</td>
<td>10,999.44</td>
<td>1,937.50</td>
<td>0.00</td>
<td>9,434.87</td>
<td>0.00</td>
<td>0.00</td>
<td>3,502.07</td>
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<tr>
<td>20332 Geography 300</td>
<td>2345 Geography</td>
<td>20332 Geography 300 Total</td>
<td>(785.90)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(785.90)</td>
</tr>
<tr>
<td>20333 Lake Alice Research</td>
<td>2345 Geography</td>
<td>20333 Lake Alice Research Total</td>
<td>1,665.30</td>
<td>135.00</td>
<td>0.00</td>
<td>49.86</td>
<td>0.00</td>
<td>0.00</td>
<td>1,750.44</td>
</tr>
<tr>
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<td>2345 Geography</td>
<td>20342 F&amp;A Distribution-Geog Total</td>
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<td>135.00</td>
<td>0.00</td>
<td>49.86</td>
<td>0.00</td>
<td>0.00</td>
<td>964.54</td>
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<tr>
<td>20335 Geography 900</td>
<td>2345 Geography</td>
<td>20335 Geography 900 Total</td>
<td>(149.53)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(149.53)</td>
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<td>1,372.97</td>
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<tr>
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<td>2345 Geography</td>
<td>20367 Geography 900 Total</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>56.50</td>
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<tr>
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<td>20344 F&amp;A Distribution-Randquist Total</td>
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<td>0.00</td>
<td>0.00</td>
<td>1,030.48</td>
<td>0.00</td>
<td>0.00</td>
<td>144.71</td>
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<td>20116 F&amp;A Distribution-Vandeberg Total</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>47.76</td>
</tr>
<tr>
<td>20116 F&amp;A Distribution-Vandeberg</td>
<td>2345 Geography</td>
<td>20116 F&amp;A Distribution-Vandeberg Total</td>
<td>47.76</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>47.76</td>
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<tr>
<td>21439 Golden Eagle Nest Monitoring</td>
<td>23461 Geographic ARS Lab</td>
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<td>274.29</td>
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<td>0.00</td>
<td>0.00</td>
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<td>23461 Geographic ARS Lab</td>
<td>23461 Geographic ARS Lab</td>
<td>23461 Geographic ARS Lab Total</td>
<td>(5.45)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(5.45)</td>
</tr>
<tr>
<td>Fund 22461 Geographic ARS Lab Total</td>
<td>23461 Geographic ARS Lab</td>
<td>Report Total</td>
<td>20,662.77</td>
<td>2,072.50</td>
<td>0.00</td>
<td>11,216.27</td>
<td>0.00</td>
<td>0.00</td>
<td>11,519.00</td>
</tr>
</tbody>
</table>
Local Fund Summary

• Output options
  • PDF
  • XLS
  • Excel format – all data, no formulas
Biennial Budget Summary

• Provides a snapshot of previous year’s budget
  • Budget
  • Actuals

• Current year’s budget:
  • Beginning Budget
  • Budget Adjustments
  • Current Year Budget
  • YTD Actuals
  • Encumbrances
  • Available Budget
  • Percent Remaining
Biennial Budget Summary

- Navigation
- Main Menu
- ND HE Applications
- KK
- HE Biennial Budget Summary

- A run control will need to be set up
Biennial Budget Summary

- Selection Criteria
  - Business unit – UND01
  - Fiscal year – 2017
  - Period – From & To
  - Division – (lookup available)
  - Fund – From & To
  - Project – Y or N (If Y, select desired project)

- Click Save
- Click Run
Biennial Budget Summary

- Process Monitor to monitor the progress
- Report Manager for output

### 2016 - 2017 Budget to Actuals Summary

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Previous Year Budget</th>
<th>Previous Year Actuals</th>
<th>Budget Year: 2017</th>
<th>Period: 1 to 12</th>
<th>Division: Athletic Total</th>
<th>Fund Code: 00000 - 29999</th>
<th>Division: 1040C Athletic Total</th>
<th>Project: UNDA000275 VOLLEYBALL-WOMEN</th>
<th>Division: 1040C Athletic Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>521000</td>
<td>Travel</td>
<td>$133,000.00</td>
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<tr>
<td>532000</td>
<td>Supply/Material - Professional</td>
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<td>$16,660.00</td>
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<td>533000</td>
<td>Food and Clothing</td>
<td>$6,500.00</td>
<td>$7,032.71</td>
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<td>$8,330.00</td>
<td>$8,330.00</td>
<td>$6,740.60</td>
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<tr>
<td>535000</td>
<td>Miscellaneous Supplies</td>
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<td>$998.00</td>
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<td>Postage</td>
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<td>$500.00</td>
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<td>542000</td>
<td>Printing</td>
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<td>$500.00</td>
<td>$0.00</td>
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<td>$500.00</td>
<td>100.00%</td>
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</tr>
<tr>
<td>551000</td>
<td>IT Equipment under $5,000</td>
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<td>$1,899.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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</tr>
<tr>
<td>591000</td>
<td>Repairs</td>
<td>$150.00</td>
<td>$125.65</td>
<td>$160.00</td>
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<td>$150.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>602000</td>
<td>IT - Communications</td>
<td>$2,750.00</td>
<td>$2,501.68</td>
<td>$2,695.00</td>
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<td>$2,695.00</td>
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<tr>
<td>611000</td>
<td>Professional Development</td>
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<td>$4,025.00</td>
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<tr>
<td>621000</td>
<td>Operating Fees and Services</td>
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<td>$1,470.00</td>
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<td>$1,470.00</td>
<td>100.00%</td>
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</tr>
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<td>($46.66)</td>
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<tr>
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<td>Miscellaneous Expenses</td>
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<td>$0.00</td>
<td>$1,100.00</td>
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<td>$1,100.00</td>
<td>100.00%</td>
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</tr>
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<td>Operating Expenses Subtotal</td>
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<td>$169,753.78</td>
<td>$171,030.00</td>
<td>$0.00</td>
<td>$171,030.00</td>
<td>$106,241.07</td>
<td>$85,688.93</td>
<td>38.21%</td>
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</tr>
<tr>
<td></td>
<td>Project Total - VOLLEYBALL-WOMEN</td>
<td>$171,025.00</td>
<td>$169,753.78</td>
<td>$171,030.00</td>
<td>$0.00</td>
<td>$171,030.00</td>
<td>$106,241.07</td>
<td>$85,688.93</td>
<td>38.21%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fund Total - Athletics</td>
<td>$171,025.00</td>
<td>$169,753.78</td>
<td>$171,030.00</td>
<td>$0.00</td>
<td>$171,030.00</td>
<td>$106,241.07</td>
<td>$85,688.93</td>
<td>38.21%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Previous Year Budget</th>
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<tbody>
<tr>
<td></td>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>521000</td>
<td>Travel</td>
<td>$7,500.00</td>
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<td>100.00%</td>
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</tr>
<tr>
<td>532000</td>
<td>Supply/Material - Professional</td>
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<td>$750.00</td>
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<td>$750.00</td>
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<td>$750.00</td>
<td>100.00%</td>
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</tr>
<tr>
<td>534000</td>
<td>Bidq, Grounds, Vehicle Supply</td>
<td>$3,000.00</td>
<td>$2,800.00</td>
<td>$2,800.00</td>
<td>$0.00</td>
<td>$2,800.00</td>
<td>$0.00</td>
<td>$2,800.00</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>502000</td>
<td>IT - Communications</td>
<td>$2,750.00</td>
<td>$2,249.94</td>
<td>$2,550.00</td>
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<td>$2,550.00</td>
<td>$829.97</td>
<td>$1,920.03</td>
<td>75.30%</td>
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</tr>
</tbody>
</table>
Budget to Actuals Report

Instructions for the Budget to Actuals report can be located on the Connect UND web page.
Budget to Actuals Report

Path for the Budget to Actuals Report:

- Main Menu
- ND HE Applications
- GL
- Budget to Actuals Report

You will need to set up a run control to run the report.
Budget to Actuals Report

Report Criteria:

- **Business Unit**: UND01
- **Ledger** (Choose from list)
- **Fiscal Year**
- **From & to Periods**: one or more financial months
- **Department**
- **Fund Code**
- **Project** (optional)
### Budget to Actuals Report

- Process Monitor to monitor the progress
- Report Manager for output

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget Code</th>
<th>Budget Code</th>
<th>Account Post Code</th>
<th>Reference</th>
<th>Budget</th>
<th>Year to Date</th>
<th>Current</th>
<th>Year to Date</th>
<th>Current</th>
<th>Year to Date</th>
<th>Current</th>
<th>Year to Date</th>
<th>Current</th>
<th>Percent</th>
<th>Available</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries - Regular - Benefitted</td>
<td>511000</td>
<td>511000</td>
<td>GL_JOURNAL</td>
<td>0001464254</td>
<td>132,661.00</td>
<td>23,860.87</td>
<td>10,452.43</td>
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<tr>
<td>Salaries - Regular - Benefitted</td>
<td>511000</td>
<td>511000</td>
<td>GL_JOURNAL</td>
<td>0001464254</td>
<td>132,661.00</td>
<td>23,860.87</td>
<td>10,452.43</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>237,122.41</td>
<td>71.28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries - Other</td>
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<td>512000</td>
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<td>0001464254</td>
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<td>0.00</td>
<td>0.00</td>
<td>15,248.74</td>
<td>97.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries - Other</td>
<td>512000</td>
<td>512000</td>
<td>GL_JOURNAL</td>
<td>0001464254</td>
<td>22,935.00</td>
<td>685.48</td>
<td>526.83</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>15,248.74</td>
<td>97.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>514000</td>
<td>514000</td>
<td>GL_JOURNAL</td>
<td>0001464254</td>
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<td>5,444.82</td>
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<td>15,248.74</td>
<td>97.75</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Insurance</td>
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<td>514000</td>
<td>GL_JOURNAL</td>
<td>0001464254</td>
<td>22,212.62</td>
<td>5,444.82</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>15,248.74</td>
<td>97.75</td>
<td></td>
<td></td>
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<td></td>
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</table>
What is a query?

A query is a request for information.

What does a query in PeopleSoft do?

By using a query in the PeopleSoft environment, you can extract information from PeopleSoft and export it to a user friendly format – usually Microsoft Excel.
Everyone with access to PeopleSoft (PS) Finance has access to view data in queries.

Path:
- Main Menu
- Reporting Tools
- Query
- Query Viewer
Save the query viewer to your favorites list for easy access.

Use the default name of Query Viewer or key a unique name of your own.
Most common search options

Additional search options under Advanced search.
PS queries are shared by the North Dakota University System (NDUS).

All NDUS query names begin with NDU_ and are most often followed by two letters signifying the financial area pertaining to the query. The most common letters for your use:

- AM – Asset Management
- AP – Accounts Payable
- GL – General Ledger
- PO – Purchase Order

Tip: % is a wildcard
When looking at a list of queries, clicking on the “Excel” next to the query will show you the entry criteria fields as well as the output columns.
Save to “My Favorite Queries”

On the line of the selected query, click the Favorite

Click
NDU_AP67_VCHR_BY_VNDR_CF

Provides a list of vouchers by vendor and chart field.

Required criteria – all fields must be completed.
All criteria fields need to be completed for the AP67 query.

Tips:
• ![Search icon] is a “lookup” icon
• Business Unit – UND01
• Fund range 00000-89999
• Dept range 0000-9999
• Calendar prompt
• Account range
  • 101001 – 730020

Accounting dates may cross fiscal years
- Completed criteria
- Click “View Results”
- Provides excel spreadsheet.
Examples that AP 67 can be very helpful for:

- All payments to a vendor for a specific period of time
- All payments issued from your department for a certain timeframe
- All payments applied to a specific fund or range of funds for specified timeframe
- Identify voucher # & account # for P-card transactions
  - JP Morgan vendor ID - 0000111577
NDU_PCARD2_REALLOCATION

Provides purchasing card detail including:
• Cardholder name
• Merchant
• Funding source (chart field) posted to in PS
• Dollar amount

Required criteria:
• Business unit - **UND01**
• Billing dates – from & to
• Credit Card Vendor - **JP**
• Empl ID - one individual or % for everyone.
Not sure of Empl ID? Look up by name

Criteria searched provided below spreadsheet
Helpful General Ledger Queries:

NDU_GL48_BUD_FUND_DEPT_PROJ
Budgets Fund/Dept/Proj Combos

NDU_GL73_JOURNALS_FEW_CHTFLDS
Journals including Proj Field
Query NDU_GL48_BUD_FUND_DEPT_PROJ will show all funds for a specific budget period along with their department number, department name, any affiliated projects, and the ledger group it belongs to.

The query criteria is shown on the right.

- Business unit is **UND01**
- Budget Period is 4 digit fiscal year i.e. **2017**
Query NDU_GL73_JOURNALS_FEW_CHTFLDS will show Journal Entry detail. Some data results include:

- Journal ID
- Journal Date
- Journal Description
- Funding Chart Fields

Criteria:

- Business Unit  **UND01**
- Journal ID Like  **%**
- Journal Date  (from and through)
- Fund  (from and through)
- Project Like
An example of completed criteria and the resulting output is shown below
Other Helpful Queries:

• **NDU_GL61_TRIALBAL_SUMS_ACCTG**
  
  Result columns include:
  
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>Fund</td>
</tr>
<tr>
<td>Project</td>
<td>Dept</td>
</tr>
<tr>
<td>Account</td>
<td>Acct Description</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Amount</td>
</tr>
</tbody>
</table>

• **NDU_PO12_SUM_BY_DEPT**
  
  This query is a list of all purchase orders for a department for a specific period of time and the status of each purchase order.
Other Helpful Queries:

• **NDU_PO23_DETAIL_BY_PROJECT**
  
  This query also lists purchase orders and their status, but allows you to narrow your search by fund and/or project number as well.
Questions  ????????????????????
Thanks for coming!!!!