

PeopleSoft HCM - Run Only Query User Procedure

Overview and Purpose

“**Run only**” queries are used by agency staff to provide quick and easy access to information stored in PeopleSoft databases. This procedure identifies the steps necessary for agency staff to run queries.

Step	Action
Step 1 - Navigation	Once you have logged into the HCMPROD database, navigate to Administrative Systems, Human Resources Query, HCM Query Viewer .
Step 2 – Finding the right Query	<p>Browse the list of queries and select the appropriate query for your needs based on the name. A description of the naming convention is shown below.</p> <p>The first seven characters of the query name should be as follows:</p> <ul style="list-style-type: none">➤ Position 1 = 0 (zero) - PeopleSoft Query will sort this to the top of the list of public queries. Customers with authority to create queries will see their private queries listed first.➤ Positions 2 and 3 = module identifier in CAPS (examples: BN, HR, PY).➤ Positions 4 through 6 = all numeric (001 through 999)➤ Position 7 = _ (underscore)➤ All other positions are used to describe the query. <p>Sample Query Name: 0HR001_Employee_Status_Info</p> <p>Module Identifier Definitions:</p> <ul style="list-style-type: none">➤ BN = Benefits➤ DD = Data Dictionary➤ HR = Human Resources➤ PY = Payroll➤ SC = Security➤ TR = Training➤ WP = Workforce Planning <p>To obtain detailed information on all available queries, access the SAO website at www.sao.georgia.gov .</p>

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<p>Step 3 – Selecting the query to run to a List Box or to Excel</p>	<p>The query may be run to a list box or to Microsoft Excel.</p> <p>The two ways to run the query to a list box are:</p> <ol style="list-style-type: none"> 1. Click on HTML, or 2. Click on EXCEL <p>To run the query to Microsoft Excel, right click on the query and select Run to Excel.</p>
<p>Step 4 – Entering Selection Criteria at query run time</p>	<p>In order to increase the power of queries, the user is often asked to enter certain parameters at the time the query is executed. A panel is displayed for the user to input the data. The fields listed on that panel are called prompt fields. Some prompt fields are defined so they allow entry of a wildcard character in the field. The percent sign (%) is the wildcard character to use when entering data into query prompt fields. Review the query documentation to determine which fields allow wildcards.</p> <p>The available options for entering data into a prompt field that allows wildcards are:</p> <ul style="list-style-type: none"> ➤ Option 1 - Entry of a specific value without a wildcard character, ➤ Option 2 - Entry of a partial value along with a wildcard character, or ➤ Option 3 - Entry of the wildcard value in the first position of the prompt field. <p>When Option 1 is used, only rows that have an exact match on the data in the prompt field will be returned.</p> <p>When Option 2 is used, any specific values that are entered in the field must match exactly with the rows of data in the table, but the wildcard character means any value can exist in that portion of the field.</p> <ul style="list-style-type: none"> ○ For example: Entry of 40124% into a deptid prompt field, will require the deptid of the employee to begin with 40124 before a row of data will be returned to the query. But characters 6 through 10 of the deptid field can contain any characters (including spaces).

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Step	Action
Step 4 – Entering Selection Criteria at query run time (continued)	<p>When Option 3 is used, you are basically ignoring that particular prompt field. The result will be that regardless of the value of the field in the database, the row of data will be returned to the query unless it is excluded by other prompt values or predefined criteria in the query.</p> <p>There is only one available option for entering data into a prompt field that does not allow wildcards. In that case, a specific value must always be entered.</p>
Step 5 - Manipulating the rows of data returned from the query	<p>If the query was run to a List Box, you can widen or shorten the columns by clicking on the grid line between the column headings and dragging the grid line left or right. If a column disappears because you have dragged the grid line too far, double click on the grid line in between the column headings where the column used to be and it should re-appear.</p> <p>You can also sort the data differently by clicking on the column heading of the field you wish to sort by. The query tool only allows you to sort on one column at a time. If the query was run to Excel, you have the ability to manipulate the query output using the available Excel features.</p>