

GeorgiaFIRST Query Training

Using Web Query in PeopleSoft Financials v8.9 for Beginning Users

When:

Tuesday, November 16, 2010; 9:00 a.m. – 4:30 p.m.

Where:

OIIT, 2500 Daniells Bridge Road, Building 300, Athens, GA 30606

Session Description:

This course is an introductory course on how to use Web Query for PeopleSoft Financials v8.9. The Web Query function is accessed through the “BOR Reporting Instance” menu selection in the production database. This course is designed for individuals who are brand new to using PeopleSoft Web Query. This course covers what Web Query does; how to view, run, and schedule predefined queries; and how to create basic queries with basic selection criteria.

Objectives:

- Identify what can be accomplished by using PeopleSoft Web Query
- Search, view, and run pre-defined queries
- Schedule a query
- Create a basic query
- Modify field headings and translate values in a query
- Change the column order in a query
- Place a sort order on a query
- Make a query distinct
- Identify criteria components
- Add basic selection criteria to a query, including “equal to”, “in list”, “between”, and “like”

Prerequisites:

- Participants must be familiar with working in PeopleSoft Financials v8.9.

To Register:

You must register for this class no later than November 9, 2010. All classes have a minimum registration of six participants, and a maximum of 16 participants. All registered participants will receive training materials one week prior to the class.

- Registration Link: <http://nov2010webquerybeginner.eventbrite.com/>