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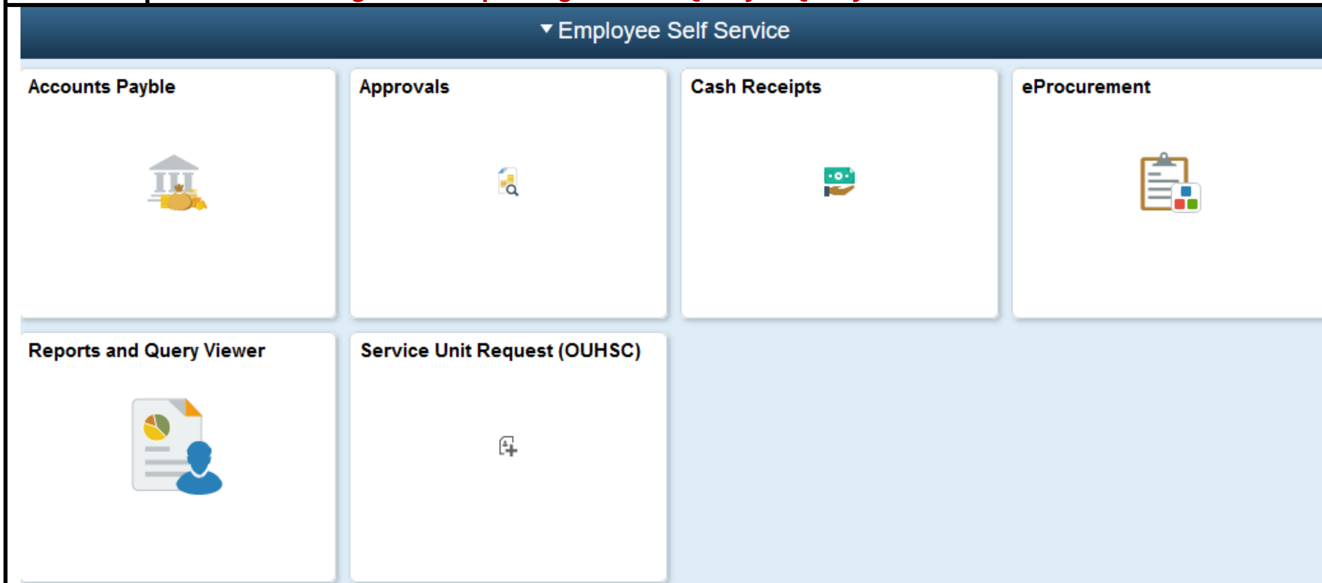
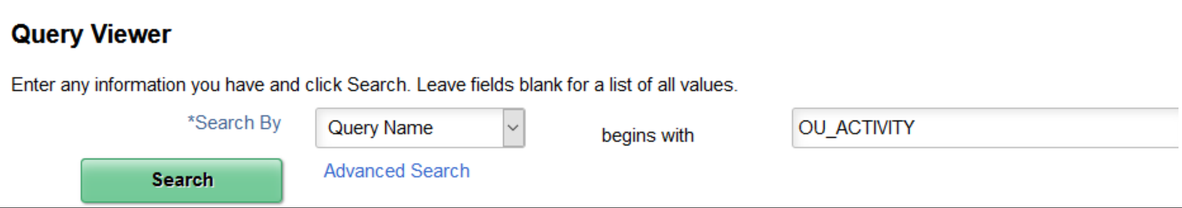
Step	Action
1	After logging into PeopleSoft Financials, you will access Query Viewer via the Home screen under **Reports and Query Viewer** and then click on **Query Viewer**. You can also get to the screen via **Nav Bar > Navigator > Reporting Tools > Query > Query Viewer**

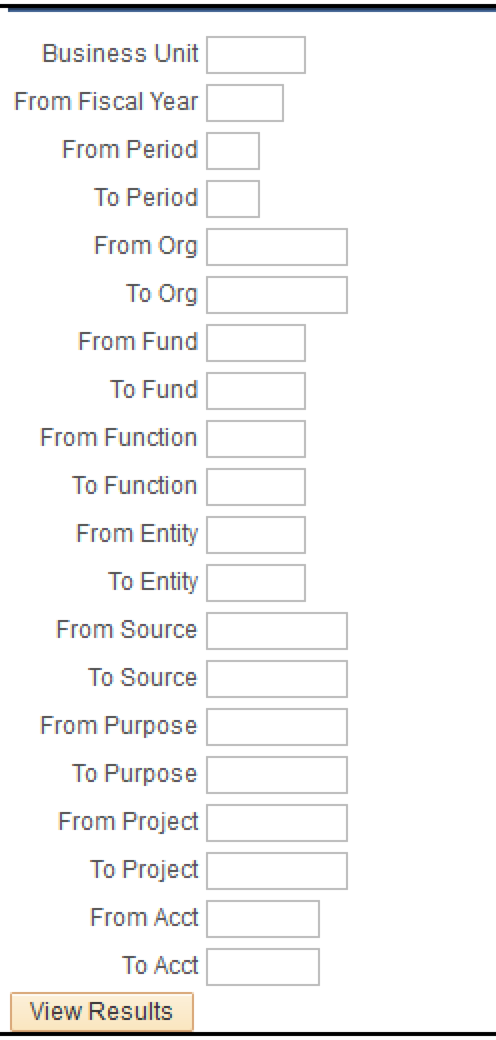




Step	Action
2	In Query Viewer, you can search for the **OU_ACTIVITY** query simply by typing in the query name, then click **Search**. The **OU_ACTIVITY** query is used to review every type of transaction that hits the general ledger including assets, expenses, liabilities, and revenue.

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel
OU_ACTIVITY	OU Activity Detail	Public		Edit	HTML	Excel

The **Query Name** is the name of the Query. The **Description** gives you what information is contained in the query. The **Owner** field is used to store who can see the query. Public means that anyone who has access to queries can run a Public query. The **Folder** field is used to show what “Subject” this query is related to. **Run to HTML** means that the user can run this query to the screen after all the prompts have been properly filled out and review it. Once reviewed, the user has the options to download the results to Excel. **Run to Excel** runs the query directly to Excel after all the prompts have been properly filled out.



3

In its simplest form a query is basically a compilation of data from certain fields displayed in the way the user has selected. By having prompts on queries, each end user can run the query based on their own specific needs.

On the **OU_ACTIVITY** query, the only fields that can be left blank are the **From Source**, **From Purpose** and **From Project**. When a user wants to see all data that they have organizational access to, they will use the **0 (zero)** to **Z** functionality.

Business Unit – **OUHSC** or **NORMN**

From Fiscal Year – example is 2020 for fiscal year FY2020

From Period To Period – period 0 includes the beginning balance from the previous fiscal year. July starts with Period 1 and June ends with Period 12.

From Org To Org – users will put the organization or the range of organizations that they want to see financial information for into the fields. If you want to see financial information for all orgs that you have access to, you will put **0 (zero)** in the From Org and **Z** in the To Org. As an example, if the user wanted to see information for org **CAS01001** then the user would put **CAS01001** in the From Org and To Org fields.

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	From Fund To Fund - users will put the fund or the range of funds that they want to see financial information for into the fields. If you want to see financial information for all funds, you will put **0 (zero)** in the From Fund and **Z** in the To Fund. As an example, if the user wanted to see information for fund **EDGEN** then the user would put **EDGEN** in the From Fund and To Fund fields. From Entity To Entity - users will put the entity or the range of entities that they want to see financial information for into the fields. If you want to see financial information for all entities, you will put **0 (zero)** in the From Entity and **Z** in the To Entity. As an example, if the user wanted to see information for entity **M1234** then the user would put **M1234** in the From Fund and To Fund fields. Remember that entity has a minimum requirement of 00000. From Source To Source - users will put the source or the range of sources that they want to see financial information for into the fields. If you want to see financial information for all sources, you will leave the From Source **BLANK** and put **Z** in the To Source. As an example, if the user wanted to see information for source **ALH10000** then the user would put **ALH1000** in the From Source and To Source fields. Remember that some funds have required sources. From Purpose To Purpose - users will put the purpose or the range of purposes that they want to see financial information for into the fields. If you want to see financial information for all purposes, you will leave the From Purpose **BLANK** and put **Z** in the To Purpose. As an example, if the user wanted to see information for purpose **ACEVP135** then the user would put **ACEVP135** in the From Purpose and To Purpose fields. From Project To Project - users will put the source or the range of projects that they want to see financial information for into the fields. If you want to see financial information for all projects, you will leave the From Project **BLANK** and put **Z** in the To Project. As an example, if the user wanted to see information for project **00000003** then the user would put **00000003** in the From Project and To Project fields. Remember that some funds have required projects. From Acct To Acct - users will put the account or the range of accounts that they want to see financial information for into the fields. If you want to see financial information for all accounts, you will put **0 (zero)** in the From Acct and **Z** in the To Acct. As an example, if the user wanted to see information for fund **111700** then the user would put **111700** in the From Acct and To Acct fields.

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Business Unit	NORMN
From Fiscal Year	2020
From Period	11
To Period	11
From Org	CAS01001
To Org	CAS01001
From Fund	0
To Fund	Z
From Function	0
To Function	Z
From Entity	0
To Entity	Z
From Source	
To Source	Z
From Purpose	
To Purpose	Z
From Project	
To Project	Z
From Acct	0
To Acct	Z

View Results

In the above example, the user is asking to see financial information for the **NORMN** Business Unit, for fiscal year **2020**, for period **11** (which is May), for org **CAS01001**, for all funds, for all functions, for all entities, for all sources, for all purposes, for all projects, and for all accounts.

After putting in all of criteria, click on **View Results**.

Row	Org	Fund	Function	Entity	Source	Purpose	Project	Account	Descr	Journal ID	Vendor	Invoice#	Ref	Line Descr	Req#	PO#	Voucher#	Payment ID	Type	Date	Budg Dt	Budget Period	Amount
1	CAS01001	EDGEN	00014	00000				650350	SOFTWARE-C	AP00000847	4IMPRINT-001	SVAHAMINV003		SV-AH-AM-INV-003			50000033		EXPENDITURE	05/18/2020	05/18/2020	2020	6000.00
2	CAS01001	EDGEN	00014	00000				650350	SOFTWARE-C	AP00000847	AAOMS-001	SVAHAMINV001		SV AH AM INV 001			50000031		EXPENDITURE	05/18/2020	05/18/2020	2020	15003.00
3	CAS01001	EDGEN	00014	00000				651800	EQUIPMENT-	AP00000847	BULLDOG TO-002	EQUIPHOCKETT		Expense Distribution			50000025		EXPENDITURE	05/18/2020	05/18/2020	2020	50000.00
4	CAS01001	MISCA	00014	00000				600100	SUPP-LABOR	AP00000847	ALMORE INT-002	AP1004AP42		Expense Distribution			50000116		EXPENDITURE	05/18/2020	05/18/2020	2020	60.00
5	CAS01001	MISCA	00014	00000				600100	SUPP-LABOR	AP00000847	DAUGHETY B-002	AP1003AP24AP25		Expense Distribution			50000066		EXPENDITURE	05/18/2020	05/18/2020	2020	500.00
6	CAS01001	MISCA	00014	00000				600100	SUPP-LABOR	AP00000847	KENNER,CAR-001	AP1002AP19		Expense Distribution			50000077		EXPENDITURE	05/18/2020	05/18/2020	2020	999.00
7	CAS01001	MISCA	00014	00000				602200	SUPP-OTHER	AP00000847	BUSINESS M-003	SLEEPY1234		Expense Distribution			50000051		EXPENDITURE	05/18/2020	05/18/2020	2020	900.00
8	CAS01001	MISCA	00014	00000				650350	SOFTWARE-C	AP00000847	AAOMS-001	SVSRAMINV001		SV SR AM INV 001			50000032		EXPENDITURE	05/18/2020	05/18/2020	2020	10100.00
9	CAS01001	MISCA	00014	00000				650350	SOFTWARE-C	AP00000847	ARKANSAS O-002	SVAHAMINV004		Expense Distribution			50000034		EXPENDITURE	05/18/2020	05/18/2020	2020	15003.00
10	CAS01001	MISCA	00014	00000				830600	SUBSCRIPTI	AP00000847	ROCKET MED-002	1234581		Expense Distribution			50000050		EXPENDITURE	05/18/2020	05/18/2020	2020	10.00
11	CAS01001	EDGEN	00014	00000				210100	ACCOUNTS P	AP00000847	4IMPRINT-001	SVAHAMINV003		Accounts Payable			50000033		LIABILITY	05/18/2020	05/18/2020	2020	-6000.00
12	CAS01001	EDGEN	00014	00000				210100	ACCOUNTS P	AP00000847	AAOMS-001	SVAHAMINV001		Accounts Payable			50000031		LIABILITY	05/18/2020	05/18/2020	2020	-15003.00
13	CAS01001	EDGEN	00014	00000				210100	ACCOUNTS P	AP00000847	BULLDOG TO-002	EQUIPHOCKETT		Accounts Payable			50000025		LIABILITY	05/18/2020	05/18/2020	2020	-50000.00
14	CAS01001	MISCA	00014	00000				210100	ACCOUNTS P	AP00000847	AAOMS-001	SVSRAMINV001		Accounts Payable			50000032		LIABILITY	05/18/2020	05/18/2020	2020	-10100.00
15	CAS01001	MISCA	00014	00000				210100	ACCOUNTS P	AP00000847	ALMORE INT-002	AP1004AP42		Accounts Payable			50000116		LIABILITY	05/18/2020	05/18/2020	2020	-60.00
16	CAS01001	MISCA	00014	00000				210100	ACCOUNTS P	AP00000847	ARKANSAS O-002	SVAHAMINV004		Accounts Payable			50000034		LIABILITY	05/18/2020	05/18/2020	2020	-15003.00
17	CAS01001	MISCA	00014	00000				210100	ACCOUNTS P	AP00000847	BUSINESS M-003	SLEEPY1234		Accounts Payable			50000051		LIABILITY	05/18/2020	05/18/2020	2020	-900.00
18	CAS01001	MISCA	00014	00000				210100	ACCOUNTS P	AP00000847	DAUGHETY B-002	AP1003AP24AP25		Accounts Payable			50000066		LIABILITY	05/18/2020	05/18/2020	2020	-500.00
19	CAS01001	MISCA	00014	00000				210100	ACCOUNTS P	AP00000847	KENNER,CAR-001	AP1002AP19		Accounts Payable			50000077		LIABILITY	05/18/2020	05/18/2020	2020	-999.00
20	CAS01001	MISCA	00014	00000				210100	ACCOUNTS P	AP00000847	ROCKET MED-002	1234581		Accounts Payable			50000050		LIABILITY	05/18/2020	05/18/2020	2020	-10.00

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Column Heading	Description
Org	Organization
Fund	Fund
Function	Function
Entity	Entity
Source	Source
Purpose	Purpose
Project	Project
Account	General Ledger Account
Desc	General Ledger Account Description
Journal ID	Journal ID
Vendor	Vendor Name – If the vendor is blank, no vendor has been assigned.
Invoice #	Invoice # - This number should be the same number as assigned by the vendor on the receipt entered.
Ref	Reference from journal
Line Desc	Line Description from journal
Req #	Requisition # - This is the system assigned number to the requisition when the enterer completed it.
PO #	Purchase Order #
Voucher #	Voucher # - This is the system assigned number to the voucher when the enterer completed it.
Payment ID	Payment ID
Type	Asset, Expenditure, Liability, or Revenue

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Date	Date of journal
Budg Dt	Date of budget
Budget Period	Fiscal Year
Amount	Amount

Journal ID	At the beginning of each Journal ID is a two letter code. The below list is a breakdown of those codes and their descriptions.
00	Miscellaneous
AP	Accounts Payable
AR	Grants A/R
BN	Banner student financials
BI	Grants Billing
BU	Cash Receipts
CA	Grants Revenue Recognition
CC	Accounts Payable Cash Clearing
CK	Accounts Payable Paycycle
CT	Cost Transfer
FA	Grants F&A
FB	Fringe Benefit
HR	Payroll
KH	Credit Card - OUHSC
KN	Credit Card - NORMN
OD	OnDemand
OH	Overhead
PC	P-Card
PD	NRSA
PE	NRSA
PR	Payroll Transfers
SF	Student Financials - OUHSC
SU	Service Unit
TE	Concur
TX	Departmental Dean’s Tax
AS	Auxiliary accrual entries – SUAUX Ledger Only