

## Frequently used PS Queries

# PS Queries

Query Name	Description
<b>Transactions</b>	
CHEG_TRANS_QUERY_NEW	Purpose transactions for a period of time; prompt on journal ID
GMQ_BUDGETS_OLD	distributed and pending budget
EZQ_TRANS_BUDGET_QUERY2	Purpose budget transactions for a period of time
EZQ_TRANS_NONBUDGETPURP	Transactions for purposes with no budget for a period of time
EZQ_TRANS_ALL_QUERY	Purpose transactions (all ledgers) for a period of time
CHEG_TRANS_PO	Purpose PO transactions for a period of time
CHEG_TRANS_USER_FIELDS	Purpose transactions for a period of time; Prompt on user field
CHEG_TRANS_PRO_CARD	Procard transactions for a period of time; Prompt on purpose and/or last 6 digits of card number
<b>Balances</b>	
EZQ_BAL_TOTAL	Purpose balance for purposes with no budget
EZQ_BAL_BGT_SUMMARY	Account Category balances for block (1-book) purposes
CHEG_BAL_45_PURPOSES	Balance for purposes beginning with 45-temporary investment income
<b>Contract &amp; Grants</b>	
CHEG_TRANS_PURP_PROJ_CONFLICT	Find conflicting purpose/projectid numbers
GMQ_CASH_PS_BILLED	Shows amount billed to & received from sponsor
GMQ_TRANS_UNALLOWABLE	potentially unallowable costs
GMQ_CLOSE_OUT_REPORT	All transactions for projectid
GMQ_PI_PROJECT	Determine award/contract number for purpose

GMQ_PI_GRANT_BALS_CATEGORY	Determine PI budget balances by category-pulled from proj_resource
CHEG_BALS_PTD	Sponsor Budget Balances from proj_resources; search on PI or project code
GMQ_TRANSACTIONS_SALARY_JV	backup to paste in salary JVs
GMQ_PENDING_CLOSEOUT	Determine projects that are nearing end date
<b>Miscellaneous</b>	
EZQ_ACCTPURPCONVERSION	Convert legacy account numbers to current purpose numbers
GRAD_SALARY_BY_ACCOUNT	Pulls All grad Salary
CANR_FIND_GRAD_TUITION_EXP	Grad Tuition - Enter EMPLID
UDQ_REF_PURPS_W_ACTIV_BY_ADM	Identify purposes with activity during a particular acctg. period (useful when viewing web statements)

## ProCard

- Acquire pro-cards, travel & entertainment cards, declining balances cards
- Allocate and review all card activity
- Process vendor payments
- Deposit cash receipts
- Reconcile transactions to statements of activity
- Ensure compliance
- Make corrections of transactions to purpose if needed

## Bank of America Works Frequently Asked Questions

- How to sign off on [Works](#)
- [Procurement](#)

[Travel policy](#) on the UD website

## Financial System Training

- **ACCESS** Use the following spreadsheet for the approvals needed to gain access to PeopleSoft [PeopleSoft access](#)
  - Two different databases
    - Production (FIRPD) [www.udel.edu/grants](http://www.udel.edu/grants)
      - Grants Proposala
      - Labor Allocation Module (LAM)
      - UD Obligations
      - A/R Billing Inquiries, reports and reprinting invoices
    - Reporting (FIRPT) [www.udel.edu/financials](http://www.udel.edu/financials)
      - Query Manager or Viewer (EZQs)
      - Report Manager for Monthly Statements
- **SECURITY**
  - Page Security determines what your PS Menu looks like in each database
    - Based on your User ID and Roles assigned
  - Row Level Security determines data you can view or report on
    - Based on Purposes for most financial data
    - Based on dept ID for grants data
- **MODULES**
  - General Ledger (General Accounting)
  - Purchase Order (Procurement Services)
  - Accounts Payable (Procurement Services)
  - Grants (OVPR)
  - Non-Student Billing (Billing & Collection)
  - Accounts Receivable (Billing & Collection)
  - Cash Receipts (Cashier's Office)
  - Labor Allocation Module (Budget Office)
  - Space Allocation Module (Procurement)
- [Udataglance](#)
- [CANR website](#)