Online Georgia*FIRST* Training

Query Course 2: Creating a Basic Query

Session Description:

This is the second course in the series of PeopleSoft Financials Web Query courses. This course details the steps that are required to begin building a basic query. It details the foundation of building queries, which is selecting a primary record and its fields, as well as how to edit how the results look after running the query. In order to listen to the audio portions of this course, headphones are required.

To enroll, complete the **Online GeorgiaFIRST Training Enrollment Form** and email to helpdesk@usg.edu. Once enrolled, you will receive login and course access instructions.

Objectives:

- Identify the steps for creating a basic query
- Define where a new query is created
- Identify how to select the primary record for a query
- Identify how to select fields for a query
- Identify how to select all fields in a record for a query
- Define how to remove fields from a query
- Identify how to change field headings in a query
- Identify how to modify translate values
- Identify how to set and change the sort order in a query
- Identify how to change the column order in a query
- Define what the "distinct" option does for a query
- Identify how to make a query distinct
- Define where to review the SQL statement your query creates
- Define how to save a query
- Identify how to run a query

Lessons:

- Lesson 1: Overview of Creating a Basic Query
- Lesson 2: Create a New Query
- Lesson 3: Looking for the Primary Record and Selecting Fields
- Lesson 4: Changing Field Headings
- Lesson 5: Changing Translate Values
- Lesson 6: Changing the Sort/Output Order
- Lesson 7: Changing the Column Order
- Lesson 8: Using the Distinct Option
- Lesson 9: Viewing the SQL Statement, Saving the Query, and Running the Query

Training Hours:

- 2 Training Hours

Prerequisites:

- Introduction to PeopleSoft Financials Web Query

Course Number:

- PSFIN8.9QY10-003