



Campus Information System

THE UNIVERSITY OF UTAH

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Select 'PeopleSoft'

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How to return to CIS from a
PeopleSoft application



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Access the PeopleSoft content providers

FS

FS 8.4 DATABASE
PRODUCTION

FSWILD

FSWILD 8.4 DATABASE SSO
LINK

HE

Access to HE Production
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My Reports

Select 'Reporting Tools'

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[Main Menu >](#)**Reporting Tools**

Run, create, and manage queries and nVision reports.

[Report Manager](#)

Review report list.

[Query](#)

Extract information using visual representations of your PS database.

[Query Manager](#)

Select either 'Query Viewer' or 'Query Manager'

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Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

***Search By:** begins with

[Advanced Search](#)

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1) Enter 'AP_V' then 2)
click on 'Search'

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Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

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*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

*Action:

Query							
				Customize	Find	View All	
				First	1-3 of 3	Last	
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel
	APYVR_LC	APYVR_LC	Public		Edit	HTML	Excel
	AP_VENDOR_NAME_SEARCH	Find vndrs using partial name	Public		Edit	HTML	Excel
	AP_VOUCHER_ACCTG__PS_NVISION_	AP Voucher Acctg (PS/nVision)	Public		Edit	HTML	Excel

[Find an Existing Query](#) | [Create New Query](#)

Click on '[HTML](#)'

AP_VENDOR_NAME_SEARCH - Find vndrs using partial name

Vendor Name:

	Source	SetID	Vendor	Vndr TIN	Name	Name 2
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- If you enter the whole name of the vendor in the ‘Vendor Name’ box the system will look for an exact match. A name of ‘JOANNE BROWN’ will only return names that look exactly like ‘JOANNE BROWN’. *Always type the 'Vendor Name' in UPPER CASE!*
- If you put a ‘%’ in front of your data the system will look for any name ending in what follows the ‘%’ sign. A name entered as ‘%ANNE BROWN’ will return ALL names that contain ‘ANNE BROWN’ like ‘ANNE BROWN’ or ‘JOANNE BROWN’
- If you put the ‘%’ sign before and after your data, the system will look for any name that contains what is between the ‘%’ signs. ‘%BROWN%’ will return all names that contain ‘BROWN’ like ‘ANNE BROWN, JOANNE BROWN, or JAMES BROWNING’
- If you want all versions of ‘OLSON’ enter ‘OLS_N’. This will return all names that include any value for the underscore like ‘O’ or ‘E’ in ‘OLSON’ or ‘ORSEN’
- Abbreviations are likely alternatives in long vendor names

Look at the sample check request below...

<p>SEND TO: Accounts Payable Department 201 S PRESIDENTS CIR RM 145 SALT LAKE CITY, UTAH 84112-9024 Tel: 581-6976</p>	<p>UNIVERSITY OF UTAH CHECK REQUEST INSTRUCTIONS ON TEMPLATE</p>	<p style="text-align: right;"><i>To: RC</i></p> <p>FROM: Carrie Flamm Department: Utah Campus Compact Room/Building: 60 S. 400 W. Telephone: 801-366-8495</p> <p style="text-align: right; font-size: 1.2em;"><i>84101</i></p>
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ANSWER EVERY QUESTION AND FILL IN THE APPROPRIATE BOXES BELOW

<p>Is this payment being made to or in behalf of an individual or organization who or which is a non-resident alien? No</p> <p>If Yes, give country of residence: SEE CHECK REQUEST TEMPLATE FOR FURTHER INSTRUCTIONS</p> <p><small>Note: If the Non Resident Information is not complete, the check request will be returned, resulting in unnecessary delays.</small></p>	<p>Is Payment for: Reimbursement Payee is: Employee</p>
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PAYEE NAME (40)	STREET ADDRESS (35)	CITY (30)	STATE (2)	ZIP CODE (9)
Community College National Center for Community Engagement	145 N Centennial Way, Suite 201	Mesa	AR Arkansas AZ Arizona	85201

MAILING POLICY: Home addresses are required for consultants, independent contractors and honoraria. If the payment represented by the check request is for services yet to be performed, you may request the check be sent to the department. All other checks will be mailed to the payee.

INVOICE NUMBER (16)	HDLG	SOURCE DOCUMENT NUMBER	DOCUMENT CONTROL NUMBER
	US US Mail	CQ-00279771	

Note: the SOURCE DOCUMENT NUMBER above will appear on your financial statements.

In the example above, the payee is 'Community College National Center for Community Engagement.' This name is too long for the vendor master. Look at the invoice or other documentation to see if this organization might go by a different name. In this example the payee name agrees with the name in the Purpose/Explanation section of the Check Request (see the next page).

Purpose/Explanation:

Payment for Community College National
Center for Community Engagement
Conference.

Date Prepared: May 18, 2006

Prepared By: Carrie Flamm

Printed Name(s) and Title(s) of Approval Signatory(ies)

Linda Dunn, Executive Director

Approval Policy: Principal Investigator, Department Chairman, or other authorized alternate signature (P&PM 3.2-1). Personal reimbursement requires the signature of the next higher supervisory authority (P&PM 3.7).

Approval Signatures:

Linda Dunn

RECEIVED
ACCOUNTS PAYABLE
06 JUN - 1 PM 3:23

THIS SECTION IS RESERVED FOR ACCOUNTS PAYABLE USE ONLY – DO NOT WRITE BELOW HERE

VOUCHER NO. (8) GROUP NO. (6) VENDOR NO. (10) LOC (3) 10XX TERMS (5) INV. DATE (6) INVOICE NO. (16)

60034 2X

ORIGINAL TO ACCOUNTS PAYABLE PARK BUILDING ROOM 145

SEE CHECK REQUEST TEMPLATE FOR COMPLETE INSTRUCTIONS REV Mar 2004

AP_VENDOR_NAME_SEARCH - Find vndrs using partial name

Vendor Name: %COMMUNITY COLLEGE%

View Results

I have put the first two words of the vendor name between '%s' in the text box. The next step is to Click 'View Results'

	Source	SetID	Vendor	Vndr TIN	Name	Name 2
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	Source	SetID	Vendor	Vndr TIN	Name	Name 2
1	PAYMENT 1	HOSP	256347	000000000	SALT LAKE COMMUNITY COLLEGE	CASHIER
2	PAYMENT 1	HOSP	507690	000000000	SALT LAKE COMMUNITY COLLEGE DISNEY CON.	
3	PAYMENT 1	HOSP	518133	000000000	SALT LAKE COMMUNITY COLLEGE	
4	PAYMENT 1	HOSP	518273	000000000	SALT LAKE COMMUNITY COLLEGE	
5	PAYMENT 1	HOSP	531092	000000000	SALT LAKE COMMUNITY COLLEGE	
6	PAYMENT 1	HOSP	531092	000000000	SALT LAKE COMMUNITY COLLEGE	
7	PAYMENT 1	UNIV	0000006140	000000000	SALT LAKE COMMUNITY COLLEGE/SLCC	
8	PAYMENT 1	UNIV	0000008990	000000000	SALT LAKE COMMUNITY COLLEGE	
9	PAYMENT 1	UNIV	0000009928	000000000	SALT LAKE COMMUNITY COLLEGE	
10	PAYMENT 1	UNIV	0000009928	000000000	SALT LAKE COMMUNITY COLLEGE	
11	PAYMENT 1	UNIV	0000009928	000000000	SALT LAKE COMMUNITY COLLEGE	WORKSHOPS SEMINAR & CONFERENCE
12	PAYMENT 1	UNIV	0000027783	000000000	COASTLINE COMMUNITY COLLEGE	
13	PAYMENT 1	UNIV	0000032179	000000000	AMERICAN ASSOC OF COMMUNITY COLLEGES	
14	PAYMENT 1	UNIV	0000035367	000000000	FRONT RANGE COMMUNITY COLLEGE	
15	PAYMENT 1	UNIV	0000060834	000000000	COMMUNITY COLLEGE NAT'L CTR COMM ENGMT	
16	PAYMENT 1	UNIV	0000060834	000000000	MESA COMMUNITY COLLEGE	
17	PAYMENT 1	UNIV	0000062692	000000000	EL PASO COMMUNITY COLLEGE	
18	PAYMENT 1	UNIV	0000063491	000000000	GLENDALE COMMUNITY COLLEGE	
19	PAYMENT 1	UNIV	0000079659	000000000	CHEMEKETA COMMUNITY COLLEGE	
20	PAYMENT 1	UNIV	0000079873	000000000	COASTLINE COMMUNITY COLLEGE	
21	PAYMENT 1	UNIV	0000085570	000000000	SPOKANE FALLS COMMUNITY COLLEGE	
22	PAYMENT 1	UNIV	0000089883	000000000	NORTHWESTERN COMMUNITY COLLEGE	
23	PAYMENT 1	UNIV	0000095821	000000000	MIAMI DADE COMMUNITY COLLEGE	
24	PAYMENT 1	UNIV	0000110827	000000000	OKLAHOMA CITY COMMUNITY COLLEGE	
25	PAYMENT 1	UNIV	0000119100	000000000	BROWARD COMMUNITY COLLEGE	
26	PAYMENT 1	UNIV	0000136329	000000000	DODGE CITY COMMUNITY COLLEGE	
27	PAYMENT 2	HOSP	531092	000000000	SALT LAKE COMMUNITY COLLEGE	SALT LAKE COMMUNITY COLLEGE
28	PAYMENT 2	UNIV	0000054961	000000000	DESERT RESEARCH INSTITUTE	UNIVERSITY AND COMMUNITY COLLEGE NEVADA
29	Pymnt Alt	HOSP	531092	000000000	SALT LAKE COMMUNITY COLLEGE	SALT LAKE COMMUNITY COLLEGE
30	Pymnt Alt	UNIV	0000060834	000000000	COMMUNITY COLLEGE NAT'L CTR COMM ENGMT	
31	Pymnt Alt	UNIV	0000060834	000000000	COMMUNITY COLLEGE NATL CENTER FOR	COMMUNITY ENGAGEMENT
32	Pymnt Alt	HOSP	531092	000000000	SALT LAKE COMMUNITY COLLEGE	SALT LAKE COMMUNITY COLLEGE

Note the abbreviations in the vendor name. You may have to use your imagination to decrypt these values. This query returned fifty seven names that included three matches to the vendor. There is one from the Payment table and two from Payment Alternate Names in the Vendor Address table.

These lists can get long, especially if more than one-hundred names are returned. Try these HINTS:

≡ Click on the 'View All' link in the upper left hand corner of your result screen. This will display all of the results rather than 100 at a time.

≡ Use your browser's 'Find' function to reduce the number of results (usually pressing 'Ctrl' and 'f' keys simultaneously). For example, using "natl" (abbreviation for 'National') in the browser's find function immediately brought up line 31 in the results. A quick review and interpretation confirmed that this was the vendor that I was looking for.