

RELATED MODULE	QUERY DESCRIPTION	QUERY NAME	DATA TO BE SUPPLIED BY USER
Pcard	Use this query to produce a list of transactions that will match your monthly bank statement. It shows the chartstring allocated to, and the distrib line amounts. It is sorted by billing date, then by Merchant Name. It will show all transactions within a specified billing date range, regardless of their status on PeopleSoft.	UM_PCARD_ALLOCATION	Billing Date Range Card Number
Pcard	See all transactions within a specified billing date range, regardless of their status on PeopleSoft. This is sorted by Department, then Fund, then the other chartfields. It also shows distrib lines for split distributions.	UM_PCARD_CSTRING	Billing Date Range Card Number
Pcard	See all Approved and Closed transactions for a given card number and billing date range. This query can be run to match the beginning and ending dates on your Pcard Bank Statemen, but will not produce a complete match to your bank statement if you have any UNapproved transactions in the billing date range.	UM_PCARD_APPROVED_OR_CLOSED	Card Number Billing Date Range
Pcard	See all UNapproved transactions for a given card number. Use this query to see if you have Pcard transactions that need to be approved.	UM_PCARD_NOT_APPROVED_YET	Card Number
Pcard	If you see a Pcard charge on Retriever and you don't think it is yours, use this query to see who approved it and the last 4 digits of the Pcard Number on which it was charged.	UM_PCARD_VERIFY_CHARGE_TO_CARD	Doc ID shown on Retriever
Purchasing	Determine the remaining funding on a blanket PO. Shows the balance by PO Line. This query will work on any PO, but is most useful for blanket POs.	UM_AP_BLANKET_PO_BALANCE	Business Unit PO Number
Purchasing	PeopleSoft captures a "date of receipt" as well as the date the user entered and saved the receipt. The two dates can be different, and should be, if the receiver was entered after the day we got the goods or services.	UM_AP_RECEIPT_DATE	Business Unit (5 digits), Receipt ID (10 digits)
Purchasing	Determine which user entered a receipt and on what date they created the receipt.	UM_AP_RECEIPT_INFO	Receipt ID (10 digits)
Purchasing	See if a PO is not received, partially received or fully received.	UM_AP_RECEIPT_STATUS_BY_PO	PO ID (10 digits) Business Unit (5 digits)

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Purchasing	You can produce a listing of all POs for one Department ID and limit it by PO date range. Shows Project ID if one exists	UM_PO_PURCHASE_ORDERS_BY_DEPT	Date Range Project ID
Purchasing	You can produce a listing of all POs for one Project ID and limit it by PO date range.	UM_PO_PURCHASE_ORDERS_BY_PROJECT	Dept ID Date Range
Purchasing	You can produce a listing of all POs related to Contract & Grant Subrecipients, for one Department ID, and limit it by PO date range.	UM_PO_CG_ORDERS_BY_DEPT	Dept ID Date Range
Purchasing	You can produce a listing of all POs related to Contract & Grant Subrecipients, for one Project ID, and limit it by PO date range.	UM_PO_CG_ORDERS_BY_PROJECT	Project ID Date Range
Purchasing	You can produce a listing of all Requisitions for one Department ID and limit it by Requisition date range. Shows Project ID if one exists.	UM_PO_REQS_BY_DEPT_DATE_RANGE	PO ID (10 digits) Business Unit (5 digits)
Purchasing	You can produce a listing of all Requisitions for one Project ID and limit it by Requisition date range.	UM_PO_REQS_BY_PROJ_DATE_RANGE	Dept ID Date Range