QUICK START FOR QUERIES

Quick Start for Queries

Queries have been created to help you retrieve information from the UGA Financial Management System. All employees with View Only roles can access queries. If you don't have access to Query Viewer, your supervisor can request access for you using the Access Request Form.

Where Can I Find the Queries I Need?

- Queries continue to be created as needs are identified. There are currently over 1000 queries developed exclusively for UGA use, in addition to PeopleSoft default queries.
- UGA Financials has many commonly used reports and queries in the Business Management Workcenter.
    - The Business Management Workcenter is accessed by clicking the Business Management Workcenter tile on the [UGA Financials homepage](#).
    - Log in using your MyID and password to access.
- Cube reports are available through the [UGA Data Warehouse](#)
    - Log in using your MyID and password to access.

Business Management Workce...

What Queries are Available?

- You can use [reports.uga.edu](#) to find a listing and descriptions of queries and reports that have been created to use within the OneSource systems (UGA Financial Management, UGA Budget Management, Data Warehouse, Simpler [Decommissioned 05/21], and OneUSG Connect). You can click on any of the drop-down arrows on that page to see a list of reports available by topic.

Commonly Used Queries

Name	Description	System
UGA_KK_DEPT_EXP_REV_BALS	Departmental Budget Balances	UGA Fin Mgmt
UGA_KK_PROJECT_BUDGET_BALANCE	Project Budget Balances	UGA Fin Mgmt
UGA_GL_LEDGER_DETAIL	Journal Details by Account	UGA Fin Mgmt
UGA_GL_TRANSACTIONS	All Actuals Trans for Selected	UGA Fin Mgmt
UGA_GM_OP_EXP_DETAIL	Detail Exp by Project	UGA Fin Mgmt
UGA_KK_DEPT_BUDGET_BALANCE	Departmental Budget Balances	UGA Fin Mgmt
UGA_KK_PARENT_EXP_REV_BALS_SUM	Dept Parent Budget Balances	UGA Fin Mgmt
UGA_GL_SPEEDTYPES	Lists General Ledger SpeedTypes	UGA Fin Mgmt
UGA_KK_BUDGET_BALANCE	Budget Balances by selected	UGA Fin Mgmt
UGA_CF_RQST_INITIATOR	List ChartField Request Initiator	UGA Fin Mgmt
UGA_GM_OP_EXPENDITURE_DETAIL	Detail Listing of Actuals Tran	UGA Fin Mgmt
UGA_AP_PR_DETAIL_LOOKUP	Pymt Req - Detail Data	Bus Mgmt Wrkctr
UGA_AP_PAYMENT_REQ_DEPARTMENT	Payment Request by Department	UGA Fin Mgmt
UGA_GM_BUDGET_BY_CFS	Grant Budget By Chartfields	UGA Fin Mgmt
Budget_Status_Cube	Budget-to-actual Excel Pivot Table	Data Warehouse
UGA_USERS_ROLES	Users and roles (prompts)	UGA Fin Mgmt

UGA_TE_ER_PENDING_SUBMISSION	Pending Exp Rpt by Dept	Bus Mgmt Wrkctr
UGA_TE_DEPARTMENT_REPORT	Travel and Expense by Deptid	UGA Fin Mgmt
UGA_USERS_ROLES_ROUTINGS	User Approver Roles (prompts)	UGA Fin Mgmt
UGA_KKEM_CONTACTS	Dept Contact Info	UGA Fin Mgmt
UGA_GM_BUDGET_BY_CFS_AWD	Grant Budget By Charts/ Dates	UGA Fin Mgmt
UGA_AM_SEARCHBYDEPTID	Assets by Custodial Dept ID	Bus Mgmt Wrkctr
Position_Funding_Cube	Payroll Expense Excel Pivot Table	Data Warehouse
UGA_AP_UGAMART_VOUCHER	UGAmart Invoices/Vouchers	UGA Fin Mgmt
UGA_PO_SUPPLIER_SYNC_READY	Supplier to Sync - Full Data	UGA Fin Mgmt
UGA_PO_OPEN_AMOUNT	Purchase Orders w/ Open Amount	Bus Mgmt Wrkctr
UGA_TE_EXPENSES_BY_LINE	Expense lines by prompts	UGA Fin Mgmt
UGA_KKE_BUDGET_CK_ERRORS	Budget Checking Errors	UGA Fin Mgmt
UGA_TE_ER_WORKFLOW_PENDING	Exp Rpt - Approvals in Process	UGA Fin Mgmt
UGA_GL_LEDGER_DETAIL_POST_DT	Journal Details by Acct Posted Date	UGA Fin Mgmt
UGA_TE_ER_BUDGET_ERRORS	Exp Rpt-Bdgt Chk Error by Dept	UGA Fin Mgmt
UGA_AP_PR_BUDGET_ERRORS	Pymt Req - Budget Errors	Bus Mgmt Wrkctr
UGA_AM_EQ_NOT_SCANNED	UGA Equipment not scanned	Bus Mgmt Wrkctr
UGA_AP_PR_WORKFLOW_PENDING	Pymt Req-Approvals in Process	Bus Mgmt Wrkctr
UGA_KK_BUDGET_TRANSACTIONS_2	Budget Jrnls/Xfers by CField	UGA Fin Mgmt
UGA_GL_JRNL_WORKFLOW_PENDING	GL Journals Workflow Pending	Bus Mgmt Wrkctr
UGA_AP_SUPPLIER_ADDRESS	SUPPLIER ADDRESSES	UGA Fin Mgmt
Project_Status_Report	Proj bud-to-act w/ BR and Expense	Data Warehouse
UGA_KK_DEPT_EXP_REV_BALS_SUM	Dep Budget Bals - Summarized	UGA Fin Mgmt

Running Queries

Queries are run using the Query Viewer in the UGA Financial Management system.

Use the Employee Self-Service drop-down list to select the UGA Financials homepage.

- On the UGA Financials homepage, click the **Query Viewer** tile.
- The Query Viewer Search Page allows you to search for a query by name. The naming convention begins with UGA_XX_Description, where XX = the name of the module for which the query was developed.
- Query names cannot contain spaces. You can also type "UGA" to see a list of all UGA queries, or "UGA_XX" for all queries associated with a particular module.

| UGA_KKE_BUDGET_CK_ERRORS_AP | Budget Checking Errors | Public | KK_ERRORS | HTML | Excel | XML | Schedule | Lookup References | Favorite |

- Routinely used Queries can be added to a personal list by clicking the Favorite link.

Additional Information

- You can find tutorials on how to run queries in the OneSource Training Library (https://training.onesource.uga.edu/)
- You can access descriptions of queries and reports you may need from reports.uga.edu