

## Catalog Definitions Documentation

### PeopleSoft Module: Running Financial Reports & Queries

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
<p><b>TH1</b></p>	<p><b>Course Name:</b> Running Existing Reports and Queries</p> <p><b>Course Short Name:</b> TH1</p> <p><b>Course Description:</b> This course explains how users can run existing queries and reports.</p> <p>REPORTS - Users will learn how to run three different types of reports: Crystal, SQR, and PS/nVision. For the nVision reports, the tools Drill Down and Report Scopes will be discussed in detail. Reports contain predefined and formatted (headers, footers, column titles, etc.) information.</p> <p>QUERIES - Queries allow a person to extract information without having to write Structured Query Language (SQL) statements. Also the information can be easily downloaded to Excel.</p> <p><b>Intended Audience:</b> Agency Personnel</p> <p><b>Course Duration:</b> ½ Day</p> <p><b>Prerequisites:</b> Navigation</p> <p><b>Delivery Method:</b> Web Based</p> <p><b>Course Objectives:</b></p> <ul style="list-style-type: none"> <li>• Learn how to run a Query</li> <li>• Learn how to run Reports</li> <li>• Learn about the features of a PS/nVision Report</li> </ul>	<p>Access to Reports and Queries is determined by the Edison Security role(s) assigned to the individual user.</p> <p>A list of State reports and queries will be available for review after go-live and posted on the Edison ERP website: <a href="http://intranet.state.tn.us/erp">http://intranet.state.tn.us/erp</a></p>