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Type of Query	Query Name in 8.9	Description	Prompts Required
Accounts Payable	AP_ALL_MTCHG_NO_RECEIVER	list of Pos for which vouchers have been entered but are require receiving; Note that if you have received a PO, it will remain on the list until AP clears the match exception and the voucher is processed	1. Buyer (operator) 2. Department Pick ONE 3. Business Unit
Accounts Payable	AP_AMH_EMPL_REIMB_BY_VNDR_ID	Employee reimbursements; by entering the employee id only, you can go back to reimbursements done prior to the 89 upgrade	1. Accounting Date from 2. Accounting date to Enter the employee id only. Ex: 10032658 3. Employee id
Accounts Payable	AP_AMH_PYMNTS_BY_VNDR_DEPT	All payments to a vendor under a department id	1. Vendor ID 2. OR Vendor tax id number Pick ONE 3. Department id (can use wildcard %) 4. Accounting Date from 5. Accounting date to
Budget	GL_AMH_BUD_JRNLS	Transfers in and out for budgets	Start Date End Date 1. Fund - (Single Fund or % for all. Field cannot be blank) 2a. MBU Level or 2b. DPT Level or Enter an MBU, DPT or DeptID (ONE of them, ex AMBU244000 or A960100000) 2c. DeptID 3. Proj/Grt - (Project ID or % for all. Field cannot be blank)
Budget	GL_AMH_BUD_JRNLS_BY_JRNLID	Budget journals by journal id. This query allows you to view the full journal entry.	1. Business Unit - (UMAMH) 2. Journal ID Like - (Enter a Journal ID or partial journal ID followed by "%" - THIS FIELD CANNOT BE BLANK.) 3. Fiscal Year - (i.e., 2007 for FY 2007)
Budget	GL_AMH_BUDGET_BY_PURPOSE	Budget amounts by Purpose Code (BBA, Base, Non-Base, etc.)	1. Business Unit - (UMAMH) 2. Department - (Enter a Department ID or "%" if selecting by fund. THIS FIELD CANNOT BE BLANK.) 3. Fund - (Enter a fund or "%" if selecting by Department ID. THIS FIELD CANNOT BE BLANK.) 4. Ledger (APPROP or ORG) 5. Budget Period - (i.e., 2007 for FY 2007) 6. Accounting Period Through

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Type of Query	Query Name in 8.9	Description	Prompts Required
Budget	GL_AMH_FY_ASSOC_REV_BUDGET	Budget, expenditures, encumbrances and remaining balance fiscal year funds with Associated Revenue & Appropriation budgets	1. Business Unit - (UMAMH) 2. Department - (Enter a Department ID or "%" if selecting by fund. THIS FIELD CANNOT BE BLANK.) 3. Fund - (Enter a fund or "%" if selecting by Department ID. THIS FIELD CANNOT BE BLANK.) 4. Budget Period - (i.e., 2007 for FY 2007) 5. Accounting Period Through
Budget	GL_AMH_FY_BUDGET_ACCT_ORG	Budget, expenditures, encumbrances and remaining balance by budget account for fiscal year funds with Organization budgets	1. Business Unit - (UMAMH) 2. Department - (Enter a Department ID or "%" if selecting by fund. THIS FIELD CANNOT BE BLANK.) 3. Fund - (Enter a fund or "%" if selecting by Department ID. THIS FIELD CANNOT BE BLANK.) 4. Budget Period - (i.e., 2007 for FY 2007) 5. Period - (Accounting period through) 6. Fiscal Year - (Same as Budget Period)
Budget	GL_AMH_FY_BUDGET_ACT_APPROP	Budget, expenditures, encumbrances and remaining balance by budget account for fiscal year funds with Appropriation budgets	1. Business Unit - (UMAMH) 2. Department - (Enter a Department ID or "%" if selecting by fund. THIS FIELD CANNOT BE BLANK.) 3. Fund - (Enter a fund or "%" if selecting by Department ID. THIS FIELD CANNOT BE BLANK.) 4. Budget Period - (i.e., 2007 for FY 2007) 5. Period - (Accounting period through) 6. Fiscal Year - (Same as Budget Period)
Budget	GL_AMH_FY_BUDGET_TOTAL_APPROP	Total budget, expenditures, encumbrances and remaining balance for fiscal year funds with Appropriation budgets	1. Business Unit - (UMAMH) 2. Department - (Enter a Department ID or "%" if selecting by fund. THIS FIELD CANNOT BE BLANK.) 3. Fund - (Enter a fund or "%" if selecting by Department ID. THIS FIELD CANNOT BE BLANK.) 4. Budget Period - (i.e., 2007 for FY 2007) 5. Period - (Accounting period through) 6. Fiscal Year - (Same as Budget Period)

Type of Query	Query Name in 8.9	Description	Prompts Required
Budget	GL_AMH_FY_BUDGET_TOTAL_ORG	Total budget, expenditures, encumbrances and remaining balance for fiscal year funds with Organization budgets	1. Business Unit - (UMAMH) 2. Department - (Enter a Department ID or "%" if selecting by fund. THIS FIELD CANNOT BE BLANK.) 3. Fund - (Enter a fund or "%" if selecting by Department ID. THIS FIELD CANNOT BE BLANK.) 4. Budget Period - (i.e., 2007 for FY 2007) 5. Period - (Accounting period through) 6. Fiscal Year - (Same as Budget Period)
Budget	GL_AMH_PG_BUD_JRNLS	Transfers in and out for grant budgets	1. Unit - (UMAMH) Start Date End Date 2. Project ID - (Project ID or % for all. Field cannot be blank) 3. DeptID - (DeptID or % for all. Field cannot be blank)
Budget	GL_AMH_PG_BUDGET_BY_ACCT	Budget, expenditures, encumbrances and remaining balance by budget account for project/grants	1. Business Unit - (UMAMH) 2. Department - (Enter a PI Department ID or "%" if selecting by Project/Grant. THIS FIELD CANNOT BE BLANK.) 3. Project/Grant - (Enter a Project/Grant ID or "%" if selecting by PI Department ID. THIS FIELD CANNOT BE BLANK.) 4. Fiscal Year - (Fiscal Year through which you would like to see data. i.e., 2007 for FY 2007) 5. Accounting Period Through
Budget	GL_AMH_PG_BUDGET_SUMMARY	Budget, expenditures, encumbrances and remaining balance summarized by direct and indirect for project/grants	1. Business Unit - (UMAMH) 2. Department - (Enter a PI Department ID or "%" if selecting by Project/Grant. THIS FIELD CANNOT BE BLANK.) 3. Project/Grant - (Enter a Project/Grant ID or "%" if selecting by PI Department ID. THIS FIELD CANNOT BE BLANK.) 4. Fiscal Year - (Fiscal Year through which you would like to see data. i.e., 2007 for FY 2007) 5. Accounting Period Through

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Type of Query	Query Name in 8.9	Description	Prompts Required
Budget	GL_AMH_PG_DIRECT_BUDGET_BAL	Total remaining direct expense budget balance, direct expense budget, direct expenditures and direct encumbrances by project/grant	1. Business Unit - (UMAMH) 2. Department - (Enter a PI Department ID or "%" if selecting by Project/Grant. THIS FIELD CANNOT BE BLANK.) 3. Project/Grant - (Enter a Project/Grant ID or "%" if selecting by PI Department ID. THIS FIELD CANNOT BE BLANK.)
HR Detail	GL_AMH_HR_BY_CHRTFLD_ERNCD	Payroll amounts by employee, Chartfield string, account code and earnings code for the accounting periods and Chartfield string specified in the criteria.	1. Fund 2. Department 3. Project/Grant 4. Fiscal Year 5. Pay Period End Date From 6. Pay Period End Date To 7. ACCTS (AA, CC, DD, or % for All) 8. Accounting Period From 9. Accounting Period To
HR Detail	GL_AMH_HR_BY_CHRTFLD_PAYPERIOD	Payroll amounts by employee, Chartfield string, account code and pay period for the accounting periods and Chartfield string specified in the criteria.	1. Fund 2. Department 3. Project/Grant 4. Fiscal Year 5. Pay Period End Date From 6. Pay Period End Date To 7. ACCTS (AA, CC, DD, or % for All) 8. Accounting Period From
HR Detail	GL_AMH_HR_BY_EMPL_PAYPERIOD	Payroll amounts by employee, Chartfield string, account code and pay period for the pay periods and Employee ID specified in the criteria. If the employee is payed from multiple Chartfield strings, you will see all distribution for which you have departmental security access.	1. Empl ID - (Employee ID) 2. Fiscal Year 3. Pay Period End Date From 4. Pay Period End Date To 5. ACCTS (AA, CC, DD, or % for All)

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Type of Query	Query Name in 8.9	Description	Prompts Required
HR Detail	GL_AMH_HR_RETRO_BY_EMPLID	Payroll amounts for retroactive funding swaps by employee, Chartfield string, account code, pay period and earnings begin and end date for the pay periods and Employee ID specified in the criteria. If the employee is payed from multiple Chartfield strings, you will see all distribution for which you have departmental security access.	1. Empl ID - (Employee ID) 2. Fiscal Year 3. Pay Period End Date From 4. Pay Period End Date To
HR Detail	GL_AMH_HR_OVERTIME_BY_EMPLID	Overtime amounts by employee, Chartfield string, account code, pay period and earnings code for the pay periods and Employee ID specified in the criteria. If the employee is payed from multiple Chartfield strings, you will see only the DeptIDs for which you have departmental security access.	1. Empl ID - (Employee ID) 2. Fiscal Year 3. Pay Period End Date From 4. Pay Period End Date To
HR Detail	GL_AMH_HR_ENC_BAL_CHARTFIELD	Remaining encumbrance balances by employee, Chartfield string and account code for the accounting period and Chartfield string specified in the criteria.	1. Fund 2. Department 3. Project/Grant 4. Fiscal Year 5. Accounting Period Through 6. ACCTS (AA, CC, DD, or % for All)
HR Detail	GL_AMH_HR_ENC_BAL_EMPLID	Remaining encumbrance balances by employee, Chartfield string and account code for the accounting period and Employee ID specified in the criteria. If the employee is encumbered on multiple Chartfield strings, you will see all encumbrances for which you have departmental security access.	1. Empl ID - (Employee ID) 2. Fiscal Year 3. Accounting Period Through 4. ACCTS (AA, CC, DD, or % for All)
HR Detail	GL_AMH_HR_ENC_DTL_CHARTFIELD	Detail on encumbrance changes by employee, Chartfield string and account code for the accounting period and Chartfield string specified in the criteria.	1. Fund 2. Department 3. Project/Grant 4. Fiscal Year 5. Accounting Period Through 6. ACCTS (AA, CC, DD, or % for All)

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Type of Query	Query Name in 8.9	Description	Prompts Required
HR Detail	GL_AMH_HR_ENC_DTL_EMPLID	Detail of encumbrance changes by employee, Chartfield string and account code for the accounting period and Employee ID specified in the criteria. If the employee is encumbered on multiple Chartfield strings, you will see all encumbrances for which you have departmental security access.	1. Empl ID - (Employee ID) 2. Fiscal Year 3. Accounting Period Through 4. ACCTS (AA, CC, DD, or % for All)
HR Detail	GL_AMH_HR_PTD_BY_CHARTFIELD	Similar information to the query GL_AMH_HR_BY_CHRTFLD_PAYPERIOD except the payroll amounts are summed by employee, Chartfield string and account code for the accounting periods specified in the criteria (there is no pay period detail).	1. Fund 2. Department 3. Project/Grant 4. Fiscal Year 5. Pay Period End Date From 6. Pay Period End Date To 7. ACCTS (AA, CC, DD, or % for All) 8. Accounting Period From 9. Accounting Period To
Journal Detail	GL_AMH_CR_DETAIL	Detail of the cash receipts (deposits) made at Bursar's Office by chartfield distribution	Start Date End Date 1. Fund - (Single Fund or % for all. Field cannot be blank) 2a. MBU Level or 2b. DPT Level or 2c. DeptID Enter an MBU, DPT or DeptID (ONE of them, ex AMBU244000 or A960100000) 3. Proj/Grt - (Project ID or % for all. Field cannot be blank)
Journal Detail	GL_AMH_CR_DETAIL_JE	Detail of the cash receipts (deposits) made at Bursar's Office by chartfield distribution and journal id	Start Date End Date 1. Fund - (Single Fund or % for all. Field cannot be blank) 2a. MBU Level or 2b. DPT Level or 2c. DeptID Enter an MBU, DPT or DeptID (ONE of them, ex AMBU244000 or A960100000) 3. Proj/Grt - (Project ID or % for all. Field cannot be blank) 4. GL Journal ID

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Type of Query	Query Name in 8.9	Description	Prompts Required
Journal Detail	GL_AMH_EXT_ACTGLN	Detail of recharge journal entries by chartfield distribution. Detail on deposits made through Development Office found here.	Business Unit - (UMAMH) Start Date End Date 1. Fund - (Single Fund or % for all. Field cannot be blank) 2a. MBU Level or 2b. DPT Level or Enter an MBU, DPT or DeptID (ONE of them, ex AMBU244000 or A960100000) 2c. DeptID 3. Proj/Grt - (Project ID or % for all. Field cannot be blank)
Journal Detail	GL_AMH_EXT_ACTGLN_JE	Detail of recharge journal entries by chartfield distribution and journal id. Detail on deposits made through Development Office found here.	Business Unit - (UMAMH) Start Date End Date 1. Fund - (Single Fund or % for all. Field cannot be blank) 2a. MBU Level or 2b. DPT Level or Enter an MBU, DPT or DeptID (ONE of them, ex AMBU244000 or A960100000) 2c. DeptID 3. Proj/Grt - (Project ID or % for all. Field cannot be blank) 4. Journal ID
Journal Detail	GL_AMH_JRNL_DETAIL	Detail of Journal Entries by Chartfield	1. Business Unit - (UMAMH) 2. Fund 3. DeptID 4. Project/Grant 5. Fiscal Year 6. Accounting Period Through 7. Account From - (Field cannot be left blank.) 8. Account To - (Field cannot be left blank.)
Journal Detail	GL_AMH_JRNL_DETAIL_JE	Detail of Journal Entries by Journal Entry Number	1. Business Unit - (UMAMH) 2. Fund 3. DeptID 4. Project/Grant 5. Account From - (Field cannot be left blank.) 6. Account To - (Field cannot be left blank.) 7. Journal ID

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Type of Query	Query Name in 8.9	Description	Prompts Required
Journal Detail	GL_AMH_SF_DETAIL	Student Accounting Line Detail	1. Start Date 2. End Date 3. Fund 4. Department 5. Project/Grant
Ledger Balance	GL_AMH_ACCOUNT_INQUIRY	Ledger balances by account and chartfield string.	1. Business Unit - (UMAMH) 2. Fund 3. DeptID 4. Project/Grant 5. Fiscal Year 6. Accounting Period From 7. Accounting Period To 8. Account From - (Field cannot be left blank.) 9. Account To - (Field cannot be left blank.)
Ledger Balance	GL_AMH_FUND_SUMMARY_DEPT	Beginning fund balance, revenue and transfers in, expenses and transfers out and ending fund balance by department and fund. For use with Funds that carry a fund balance. Do not use for Funds that track balance with Budget (State, GOF, etc.)	1. Business Unit - (UMAMH) 2. Fund - (Field cannot be left blank.) 3. DeptID - (Field cannot be left blank.) 4. Fiscal Year
Ledger Balance	GL_AMH_RTF_REVENUE_BY_DEPT	RTF Percent Revenue (Fund 21640) by Department ID and Accounting Period	1. Business Unit - (UMAMH) 3. DeptID - (Field cannot be left blank.) 4. Fiscal Year 5. Accounting Period From 6. Accounting Period To
PO and Procard	PO_ALL_PO_BAL_BY_DISTRIB_SUM	PO and Requisition balances for POs not Cancelled but where the voucher has Posted.	1. Business Unit - (UMAMH) 2. PO Date - (Query will return PO's with a PO date equal to or greater than this value.) 3. DeptID 4. Fund 5. Class 6. Project/Grant

Type of Query	Query Name in 8.9	Description	Prompts Required
PO and Procard	PO_ALL_PO_BAL_BY_DISTRIBUTION	PO and Requisition balances for POs not Cancelled.	1. Business Unit - (UMAMH) 2. PO Date - (Query will return PO's with a PO date equal to or greater than this value.) 3. DeptID 4. Fund 5. Class 6. Project/Grant
PO and Procard	PO_ALL_PO_BAL_BY_OPERATOR	PO and Requisition balances for POs not Cancelled by Buyer ID.	1. Business Unit - (UMAMH) 2. PO Date - (Query will return PO's with a PO date equal to or greater than this value.) 3. Buyer - (Buyer's PeopleSoft Operator ID, i.e, AXSMITH)
PO and Procard	PO_ALL_PO_BAL_BY_OPERATOR_SUM	PO and Requisition balances for POs not Cancelled by Buyer ID in summary.	1. Business Unit - (UMAMH) 2. PO Date - (Query will return PO's with a PO date equal to or greater than this value.) 3. Buyer - (Buyer's PeopleSoft Operator ID, i.e, AXSMITH)
PO and Procard	PO_ALL_PO_BAL_BY_PO_NUMBER	PO and Requisition balances for POs not Cancelled by PO number.	1. Business Unit - (UMAMH) 2. PO Number
PO and Procard	PO_ALL_PO_BAL_BY_PO_NUMBER_SUM	PO and Requisition balances for POs not Cancelled by PO number in summary.	1. Business Unit - (UMAMH) 2. PO Number
PO and Procard	PO_AMH_CANCEL_CLOSE	Canceled and Closed Pos by Operator ID.	1. Business Unit - (UMAMH) 2. Buyer - (Buyer's PeopleSoft Operator ID, i.e, AXSMITH) 3. Cancel/Close Date Greater Than
PO and Procard	PO_AMH_PCD_DISTRIB	Amherst Procard Detail by Distribution.	1. Start Date 2. End Date 3a. Exec Level or 3b. MBU Level or Enter an EXE, MBU, DPT or DeptID (ONE of them, ex AMBU244000 or A960100000) 3c. DPT Level or 3d. Detail Department 4. Fund - (Fund Code or % for all. Field cannot be blank.) 3. Proj/Grt - (Project ID or % for all. Field cannot be blank.)
PO and Procard	PO_AMH_PCD_EMPLID	Amherst Procard Detail by Employee ID.	1. Start Date 2. End Date 3. Employee ID 4. Employee ID 5. Employee ID

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Type of Query	Query Name in 8.9	Description	Prompts Required		
Requisition	REQ_ALL_REQ_TO_PO_XREF	list of requisitions and their associated PO numbers and line detail	1. Business Unit 2. Requestor ID 3. Req date between 4. and	enter requisition date range	
Requisition	REQ_ALL_REQ_TO_PO_XREF_QUICK	list of requisitions and their associated PO numbers only	1. Business Unit 2. Requestor ID 3. Req date between 4. and	enter requisition date range	
Requisition	WF_REQ_APPROVAL_HISTORY	List all approvals for a requisition including prior approvals if the req was denied or superapproved	1. Business Unit 2. Purchase order id		