Running the AP DDR Query in PeopleSoft 8.8

PeopleSoft 8.8 is a web-based system and is accessed using your Internet browser. Open your Internet browser (i.e. Internet Explorer, Mozilla, etc.).

Sign in to PeopleSoft. Enter your login information using your current Novell user ID and password and click the Sign In button.
You are now logged into PeopleSoft and should see a menu to the left of the screen.

Note: In the top border of your window you will see your user Id.
In the menu, click on the BSU Processes and Reports link.
You will be directed to the BSU Processes and Reports Menu. Notice that you now have both the menu to the left and a more expanded version to the right. You may use either menu in navigating through PeopleSoft.

Note: You can also minimize and maximize the menu on the left side using the minimize button to the right.

To maximize the menu out again click on the maximize icon at the top left of your screen.
In the BSU Processes and Reports menu, click on the BSU Accounts Payable link.
Now click on AP DDR Query.
The BSU A/P DDR Query window is now displayed. When running this report for the first time you will need to add a new Run Control ID. To do this, click on the Add a New Value tab.

Note: You will only need to add a Run Control ID once. When running this query in the future you can click on the Find an Existing Value tab and type in the name of your Run Control ID you previously added. You may also press Search, leaving the Find an Existing Value field blank and it will bring up a list of all the Run Control ID’s you have added and you can simply select your ID from the list.
Type in the name of your Run Control ID. Your run control cannot have any spaces. If you wish to separate words use the underscore (_). When naming your run control, make it easy to remember. You will need to know that name when running this query in the future. We have named the report AP_DDR. Now click Add.
To run the AP DDR Query, you will need to know the Department ID and a general date range of the information you are looking up.
Enter in your Department ID and your date range.

Note: You may also run this report using a PO number, Check Number, or Voucher ID. To do this, type in the Dept ID, then click on the Additional Search button.

This will activate the bottom portion of the window that currently is grayed out. You can then enter the PO, check number or voucher ID. To get back to the top section, click on Additional Search again and it will activate the top section.
To generate your report click on the Generate & View Report link.
While the system is processing your request, the word Processing will appear in the upper right hand corner of your window.
When this is finished a new window will appear with the information you requested. This information is placed into an HTML window. You can save this as an Excel file by going to File, Save As in the menu bar.

Note: Notice that most of the columns of information have more data in each cell than is shown. You will need to expand each cell to view all of the information. If you wish to manipulate or format this information, it is best to open it in Excel.

If you plan on running this query multiple times you will need to close this window before running your query again.