Running the T&E Expense Report EX_DDR Query in PeopleSoft 8.8

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. Click on BSU Processes and Reports.
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 to the EX_DDR report query. If using the menu on the left, click on BSU Expense. If using the expanded version to the right, click on EX_DDR Query.

The BSU EX DDR Query is now displayed. When running this report for the first time you need to add a new Run Control ID. To do this, click on the **Add a New Value** Tab.

**Note:** You only need to add a Run Control ID once. When running this query in the future you may click on the **Find an Existing Value** tab and type in the name of the 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 IDs you have added and you may select your ID from the list.

Type in the name of your Run Control ID. Your run control cannot have any spaces and is limited to 30 characters. 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 to run this query in the future. We have named our run control EX_DDR. Next, click Add.

The Department ID is required to run the query. You may also use the accounting date range and limit the report to a specific period, or use the Account field to search by a specific account code.
To search by transaction, click on the Additional Search button to enter specific detail of Travel Auth #, Expense Report #, or Check Number.

Click on Additional Search button to return to query the Department ID data.

*Tip*: Use the Additional Search button to switch your query input query screen between department detail information and transaction information.

Click the save button and then click on Generate and View Report to run the query.
While the system is processing your request, the word *Processing* will appear in the upper right hand corner of your window.

When this prompt appears, click on Open to view the DDR query results. Depending on the version of Microsoft you are running, the prompt may look a little different from this picture. Click on the choice that allows you to Open. If you need to choose a program, choose Excel.
Most of the columns 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, you may want to save it as an Excel file first. (It is currently Excel format but Read-Only. You’ll need to use Save As to save it as an Excel file that can be manipulated.)

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

Note: If an ER has not been approved for payment by Travel Services or paid, this query will not pull that transaction. Only ERs that have been approved for payment by Travel Services or paid to the employee will show in the report. If the process returns a blank report as shown below, this means there are no approved or paid ER transactions for the Dept ID.