PeopleSoft® Query

What are PeopleSoft® and PeopleSoft® Query?

The University of Maine System houses institutional data—the data the University of Maine System maintains concerning its students, employees, and finances—in three PeopleSoft® databases: Campus Solutions, Financials, and Human Resources. These PeopleSoft databases, within the University of Maine System, are referred to as MaineStreet.

With PeopleSoft Query, you can extract the precise information that you are looking for from our MaineStreet databases. The queries that you write can be as simple or as complex as necessary; they can be one-time queries or queries that you use repeatedly.

Query is NOT:

- A data analysis tool
- Computer programming
- Well suited for summaries or encapsulated looks at data
- Forgiving of a minor typo or logic error

Query is:

- A method to examine and report on data
- A way to get raw data for further analysis
- Very literal in how it processes your requests and what it returns

Click on one of the buttons below to quickly navigate to information based on your learning level.

**Beginner PS Query**
- Query Basics Topics
  - Running Reports with Query Viewer & Query Manager
    - Navigating to Query Viewer & Query Manager
    - Using Query Viewer & Query Manager
    - Searching For Your Query
    - Advanced Search
    - Organizing your Queries
    - Scheduling a Query
  - DARTS website resources
    - DARTS home page
    - UMS Index of Reports
    - Training Materials & Resources
    - PS Query Best Practices

**Intermediate PS Query**
- Query Basics Topics
  - Searching For Your Query
  - Advanced Search
  - Organizing your Queries
  - Scheduling a Query
- Query Manager Topics
  - Saving & Editing Queries using Query Manager
    - Saving & Organizing Queries
    - Deleting Queries
    - Editing Queries
    - Changing a Selection for Variables in a Criteria
    - Prompts
    - Query Fields

**Advanced PS Query**
- Query Basics Topics
  - Advanced Search
  - Organizing your Queries
  - Scheduling a Query
- Query Manager Topics
  - Aggregate and Analytic Functions-Partition Over/Partition By etc.
  - Expression Libraries
  - Flattening a File - Multiple Rows to Single Row
  - Subqueries & Unions

Additional resources

- BGSU PeopleSoft Query Manager Course Manual
- Oracle PSQ Manual
- How To Articles
- Advanced Query for Query Writers
- Excel Tips