

# Renaming PS Queries

For migration from PeopleSoft v9.1 to v9.2



NYS COMPTROLLER  
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 PayServ Applications

-  PayServ
-  PS Query 

 Reports

-  Control D

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On the PayServ Applications page, choose **PS Query**.

**New York State Office of the State Comptroller**  
 Thomas P. DiNapoli, State Comptroller

**PS Query Bulletin Board**

**Announcements**

Welcome to PS Query! This Bulletin Board will provide you with important information related to PS Query. The most recent notices will be posted at the top of the page. Check the Bulletin Board for new information each time you log in to PS Query.

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Proceed to PS Query

Query Data Dictionary

Locked Generic Queries

Payroll Services Web Page

PS Query Training

Agency Query Request Form

Close Window

For Help With...	Please Contact...
Security Access Rights and Password Resets	Your agency's PayServ Security Coordinator
Developing queries Running queries Troubleshooting queries	<a href="#">Agency Query Liaisons</a>
Technical questions regarding logging in to PayServ (excluding Security Access issues)	OSC - CIO Help Desk (518) 486-6745

On the PayServ Announcements page, choose **Proceed to PS Query**.

**PayServ - The NYS Payroll System**

Navigation: Favorites | Main Menu

Search Menu:

Top Menu: Reporting Tools | Query | Query Manager

The menu is now located across the top of the page. Click on **Main Menu** to get started.

**Highlights**

**Recently Used** pages now appear under the Favorites menu, located at the top left.

**Breadcrumbs** visually display your navigation path and give you access to the contents of subfolders.

**Menu Search**, located under the Main Menu, now supports type ahead which makes finding pages much faster.

From the drop down menu choose:

1. Reporting Tools
2. Query
3. Query Manager

# To Find a PS Query Using Search

PayServ - The NYS Payroll System Thomas P. D

Favorites | Main Menu > Reporting Tools > Query > Query Manager

### Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By Query Name begins with

[Advanced Search](#)

### Search Results

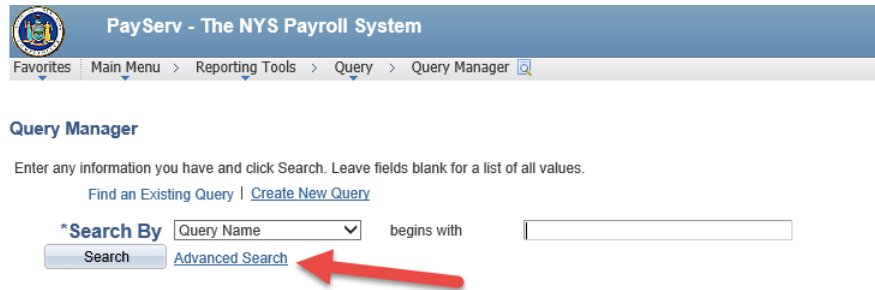
\*Folder View -- All Folders --

\*Action -- Choose --

Query	Personalize	Find	View All	First	1 of 1	Last				
<input type="checkbox"/>	<a href="#">Query Name</a>	<a href="#">Descr</a>	<a href="#">Owner</a>	<a href="#">Folder</a>	<a href="#">Edit</a>	<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Run to XML</a>	<a href="#">Schedule</a>	<a href="#">Definitional References</a>
	<a href="#">JENS_TE</a>		Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>

Type the first part of the query name in the *begins with* search box and click the **Search** button

# To Find a PS Query Using Advanced Search



PayServ - The NYS Payroll System

Favorites | Main Menu > Reporting Tools > Query > Query Manager

### Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By  begins with

[Advanced Search](#)

Choose the **Advanced Search** link

# To Find a PS Query Using Advanced Search

PayServ - The NYS Payroll System Thomas

Favorites | Main Menu > Reporting Tools > Query > Query Manager

### Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

Query Name  JEN

Description

Uses Record Name

Uses Field Name

Access Group Name

Folder Name

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

### Search Results

\*Folder View

\*Action

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	17000_OT_EARNINGS_JEN	OT since a prompted date	Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>
<input type="checkbox"/>	ADDITIONAL_PAY_JEN	ADDITIONAL_PAY	Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>
<input type="checkbox"/>	JENS_TE	AGENCY SPECIFIC TIME	Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>

Enter information in one or more of the search boxes and then click **Search**



# Changing the PS Query Name

PayServ - The NYS Payroll System Thomas P. DiN

Favorites | Main Menu > Reporting Tools > Query > Query Manager

### Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)

\*Search By  begins with   
 [Advanced Search](#)

#### Search Results

\*Folder View

\*Action

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input checked="" type="checkbox"/>	JENS_TE		Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>

1. Select the PS Query to be renamed
2. Click **Edit**



# Changing the PS Query Name

PayServ - The NYS Payroll System Thomas P. DiN

Favorites | Main Menu > Reporting Tools > Query > Query Manager

Records | Query | Expressions | Prompts | **Fields** | Criteria | Having | View SQL | Run

Query Name JENS\_TE Description Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.DEPTID - Department	Char10				Dept ID		<input type="button" value="Edit"/>	<input type="button" value="-"/>
2	A.EMPLID - Empl ID	Char11				ID		<input type="button" value="Edit"/>	<input type="button" value="-"/>
3	A.ERNCD - Earnings Code	Char3				Earn Code		<input type="button" value="Edit"/>	<input type="button" value="-"/>
4	A.PAY_END_DT - Pay Period End Date	Date				Pay Period End		<input type="button" value="Edit"/>	<input type="button" value="-"/>
5	A.NY_AMOUNT - Amount	SNm10.2				Amount		<input type="button" value="Edit"/>	<input type="button" value="-"/>

[Preferences](#) [Properties](#) [Publish as Feed](#) [Publish as Pivot Grid](#) [New Union](#)

Click on **Save As**



# Changing the PS Query Name

PayServ - The NYS Payroll System

Favorites > Main Menu > Reporting Tools > Query > Query Manager

**Prefix**

Enter a name to save this query as:

\*Query **Q92\_JEN\_TE\_P1**

Description

Folder

\*Query Type User

\*Owner Private

**Suffix**

Query Definition:

OK Cancel

To the existing PS Query name add:

Prefix **Q92\_**

One of the following Suffixes:


**\_P1** (Critical Priority)

**\_P2** (Medium Priority)

**\_P3** (Low Priority)

Click OK

# Changing the PS Query Name

 PayServ - The NYS Payroll System Thomas P. D

Favorites | Main Menu > Reporting Tools > Query > Query Manager

Records | Query | Expressions | Prompts | **Fields** | Criteria | Having | View SQL | Run

Query Name P92\_JENS\_TE\_P1 Description Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.DEPTID - Department	Char10				Dept ID		<input type="button" value="Edit"/>	<input type="button" value="-"/>
2	A.EMPLID - Empl ID	Char11				ID		<input type="button" value="Edit"/>	<input type="button" value="-"/>
3	A.ERNCD - Earnings Code	Char3				Earn Code		<input type="button" value="Edit"/>	<input type="button" value="-"/>
4	A.PAY_END_DT - Pay Period End Date	Date				Pay Period End		<input type="button" value="Edit"/>	<input type="button" value="-"/>
5	A.NY_AMOUNT - Amount	SNm10.2				Amount		<input type="button" value="Edit"/>	<input type="button" value="-"/>

[New Query](#) [Preferences](#) [Properties](#) [Publish as Feed](#) [Publish as Pivot Grid](#) [New Union](#)

Click **Save**

# Changing Multiple PS Query Names

PayServ - The NYS Payroll System Thomas P. DiNapoli

Favorites | Main Menu > Reporting Tools > Query > Query Manager

Query Name contains JEN  
Description begins with  
Uses Record Name begins with  
Uses Field Name begins with  
Access Group Name begins with  
Folder Name begins with  
Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN

Search Clear Basic Search

Search Results

\*Folder View -- All Folders --

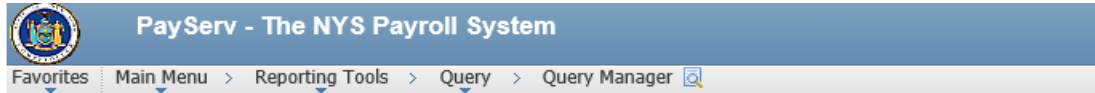
Check All Uncheck All \*Action **Rename Selected** Go

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	17000_OT_EARNINGS_JEN	OT since a prompted date	Private		Edit	HTML	Excel	XML	Schedule	Lookup References
<input checked="" type="checkbox"/>	ADDITIONAL_PAY_JEN	ADDITIONAL_PAY	Private		Edit	HTML	Excel	XML	Schedule	Lookup References
<input checked="" type="checkbox"/>	JENS_TE		Private		Edit	HTML	Excel	XML	Schedule	Lookup References
<input checked="" type="checkbox"/>	P92_JENS_TE_P1		Private		Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	AGENCY_TIME_ENTRY_JEN	AGENCY SPECIFIC TIME ENTRY	Public	JC	Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	Q91_28250_JEN	Curr and Arc	Public		Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	Q91_51250_JENN_ADDRESS_P1	UG_51250_JENN_ADD2	Public		Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	Q91_51250_STAFF_JENN_P1	UG_51250_STAFF_JENN1	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

1. Select PS Queries to be renamed.
2. From \*Action dropdown, choose **Rename Selected**
3. Click **Go**



# Changing Multiple PS Query Names



## Rename Queries

Enter new names for the queries on the right.

Query Name	Owner	New Name
17000_OT_EARNINGS_JEN	Private	Q92_17000_OT_EARNINGS_JEN_P2
AGENCY_TIME_ENTRY_JEN	Public	Q92_AGENCY_TIME_ENTRY_JEN_P1
Q91_28250_JEN	Public	Q92_28250_JEN_P3

OK Cancel

1. Enter updated PS Query Names
2. Click **OK**



# ??? Questions ???

Email the

[PayrollImprovementProject@OSC.NY.GOV](mailto:PayrollImprovementProject@OSC.NY.GOV)

mailbox

