

**School of Medicine  
Dean's Office  
PAC/QDB Excel Front End**

This tool can be downloaded from <http://www.deans.medsch.ucla.edu/> , click on “Applications”, under “Applications to Download”, click on QDB/PAC Reporting.

**To Load, Modify, Run and Save Existing Queries**

In Excel, under Tools, click on QDB/PAC Reporting. Then click on “Load Query”. At this time, there are about a dozen saved queries which are outlined on the following pages.

- double click on the saved query that you want to run.

You will see a list of the fields that will be displayed in your report. And under “For the following criteria”, you will see the selected criteria.

- **modify the criteria** to match your needs by double clicking on the criteria you need to change, and change it.

Caution: “contains” reverts back to “equals”. Change back to “contains”.

- Click on “Run Query”.
- Once you get the results, it usually helps to use the Excel “**Filtering**” feature to more easily analyze your results. To turn on the filter, in the Excel menu, click on “Data”, then click on “Filter”, then “AutoFilter”. An arrow will appear at the top of each column which will allow you to view filtered data.
- In addition to the data, you will get a sheet showing the explanation of the codes of certain fields. If you don't want to get this sheet every time, you can turn it off by unclicking the “Create a value sheet” box at the bottom of the “Menu” screen.
- You can rename the sheets by double-clicking on the sheet tab name and typing a different name
- To save your revised query, containing your own criteria, under Tools, click on QDB/PAC Reporting. The most recent query you ran will appear. Click on “Save Query”. If the query name looks fine, just click on “Save” and to the override question, say yes. If not, change the query name and then click on “Save”.

## **To Create New Queries**

To create any query, using any tool, you need to specify the fields you want to see in a report and you need to specify the criteria for narrowing down the search, i.e. dept. code and/or time period and/or vendor number, etc. Sometimes you might use a field to specify certain criteria and also display the same field in your report.

For the purposes of this front-end tool, we have grouped the PAC/QDB fields into groups such as Invoice, Order Summary, Order Detail, Vendor, etc. The fields that we thought would not be used as much, were moved to the side and if needed, you can still view them by clicking on “Others”, in the bottom left side of display and/or criteria menu screens. Using your feedback and input we will fine tune the field selections in order to improve the front-end tool.

To build a new query, in Excel, under Tools, click on QDB/PAC Reporting. Then click on “New Query”.

- Click on “Select Display Fields” to see a list of the headings for fields grouped together as described above. Choose the group you are interested in. A list of the related fields will be displayed for you to choose from by clicking on it. You can subsequently move these fields up or down or delete them as needed.
  
- Click either on the “Menu” button and then “Select Criteria Fields” or click on the “Criteria” button to go straight to the criteria screen. You will see the list of the headings for fields grouped together as described. Choose the group you are interested in. A list of the related fields will be displayed for you to choose from by clicking on it. Once you finish specifying your criteria, click on Menu, review the completed query to make sure the criteria is narrowing it enough either by department code and/or date and/or account-fund or other so that you don’t get a run away query, due to accidentally trying to pull down too much data.

(If you switch back and forth between “criteria” and “display” screens, you can tell if you are in the criteria or display screens, by looking at the upper left corner of the screen.)

IT IS A GOOD IDEA to save your query before you run it, so that if it ends up being a run away query, and you end up exiting Excel, you don’t have to start over and build your query again. If that happens and you have saved your query, you can load it again and make modifications to improve it and save it and run it again.

## **To Save a Query**

From the Menu screen, click on Save Query, give it a name and click “Save”.

## Saved Query No. 1 – Payment History by Order Number

If you have an order number on which you have paid several invoices over a long period of time, in order to get a payment history, load this query, modify the order number in the criteria section as explained on the 1<sup>st</sup> page and save (optional) and run the query. Note that the saved query says “Order number BEGINS WITH”. When you want to change the order number, it defaults to EQUAL. Make sure you choose BEGINS WITH, so that if there were payments on a change order (01, 02, etc), you get everything.

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**PAYMENT HISTORY BY ORDER NO.**

**Display these fields on the report**

- Vendor Name
- Order Number
- Invoice Number
- Invoice Status Code
- Invoice Amount Paid
- Cumulative Committed Amt
- Check Date
- Check Amount
- Check Number
- Check Cashing Date
- Ledger Year Month

**For the following criteria**

- Order Number begins with ??????
- Account Number is greater than or equal to 400000

Do not show duplicate records     Create a value sheet

## Saved Query No. 2 – Payment History by Vendor I D and Time Period

This query is very similar to the previous one. Instead of getting payment history by order number, you get it for a particular vendor over a specified period of time. Load this query, modify the Vendor ID and Time Period in the criteria section as explained on the 1<sup>st</sup> page and save (optional) and run the query.

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**PAYMENT HISTORY BY VENDOR ID AND TIME**

**Display these fields on the report**

- Vendor Name
- Order Number
- Invoice Number
- Invoice Status Code
- Invoice Amount Paid
- Cumulative Committed Amt
- Check Date
- Check Amount
- Check Number
- Check Cashing Date
- Ledger Year Month

**For the following criteria**

- Account Number is greater than or equal to 400000
- Vendor Id equals ??????????
- Ledger Year Month from July 1999 to October 2000

Do not show duplicate records       Create a value sheet

### Saved Query No. 3 – Summary Orders by FAU for Time Period

To get a summary list of your orders for an account and fund during a time period, load this query, modify the account and fund in the criteria section as explained on the 1<sup>st</sup> page and save (optional) and run the query.

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**SUMMARY ORDERS BY FAU FOR TIME PERIOD**

**Display these fields on the report**

- Order Number
- Vendor Id
- Vendor Name
- Order Authorization Date
- Order Status Code
- ASAP Subject
- Cumulative Gross Amount
- Cumulative Paid Amount
- Preparer Logon
- Account Number
- Fund Number
- Project
- Sub
- Object

**For the following criteria**

- Account Number equals ??????
- Fund Number equals ?????
- Ledger Year Month from July 2000 to September 2000

Do not show duplicate records       Create a value sheet

### Saved Query No. 4 – Vendor Name (Short) & ID

You know the name of a vendor and you need to get vendor ID to see what has been ordered from that vendor. This query is the 1<sup>st</sup> step to help find vendor ID to be used in the next query. You can accomplish the same thing through OASIS. But if you are not a OASIS PAC user, you can use this query. Modify the criteria as explained on the 1<sup>st</sup> page and save (optional) and run the query.

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**VENDOR NAME (SHORT) & ID**

**Display these fields on the report**

- Vendor Name
- Vendor Id
- Vendor Short Name
- Address Line 1
- Address Line 2
- Address Line 3
- City Name
- Zip Code

**For the following criteria**

- Vendor Name contains OWEIIS

Do not show duplicate records     Create a value sheet

**Saved Query No. 5 – Summary Orders by Vendor for Time Period for Department**

Now that you have the Vendor ID, load this saved query, modify the criteria (vendor ID, dept. code and time period) as explained on the 1<sup>st</sup> page and save (optional) and run the query.

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**SUMMARY ORDERS BY VENDOR FOR TIME**

**Display these fields on the report**

- Order Number
- Vendor Id
- Vendor Name
- Order Authorization Date
- Order Status Code
- ASAP Subject
- Cumulative Gross Amount
- Cumulative Paid Amount
- Preparer Logon
- Account Number
- Cost Center
- Fund Number
- Project
- Object

**For the following criteria**

- Vendor Id equals ??????????
- Order Dept Code equals ????
- Authorized Year Month from January 2000 to March 2000

Do not show duplicate records       Create a value sheet

## Saved Query No. 6 – Detail Orders by Vendor for Time Period for Department

The previous query provides ASAP subject information for the orders. If you wish to obtain detail at the level of order item description, you can run this query. Modify the criteria (vendor ID, dept. code and time period) as explained on the 1<sup>st</sup> page and save (optional) and run the query. By comparing the results of this query to the previous one, you will see that the detail order report does not accurately tie into summary order report. There are several factors that contribute to this and it's too lengthy to explain. Use this query with caution.

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**DETAIL ORDERS BY VENDOR FOR TIME PERIOD**

Order Number  
Vendor Id  
Vendor Name  
Order Authorization Date  
Order Status Code  
Order Item Description  
Current Committed Amt  
Vendor Invoiced Amt  
Order Invoiced Amt  
Sales Tax Invoiced Amt  
Preparer Logon  
Account Number  
Cost Center  
Fund Number  
Project  
Object

For the following criteria  
Vendor Id equals ??????????  
Authorized Year Month from January 2000 to March 2000  
Order Dept Code equals ????

Do not show duplicate records     Create a value sheet

### **Saved Query No. 7 – Order Status by Dept & Time & Preparer**

If you want to review the order status of orders placed for your department, for a time period, by a particular preparer, load this query, modify the criteria (dept. code, time period & preparer logon) as explained on the 1<sup>st</sup> page and save (optional) and run the query.

Note: Even though the “Committed Amount” column shows duplicates, we are showing it because sometimes it helps detect items that are not invoiced yet. Suggestion: you can sort and subtotal on order number, then roll up the subtotals and sort on “Vendor Invoiced Amount”. Look at the detail of the ones that have a dollar amount in the “Current Committed Amount” column and \$0 in the “Vendor Invoiced Amount” column. This might help detect invoices that should have been paid.

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**ORDER STATUS BY DEPT&TIME&PREPARER**

**Display these fields on the report**

- Order Number
- Order Class Code
- Order Authorization Date
- Vendor Name
- Vendor Id
- Order Item Description
- Order Status Code
- Current Committed Amt
- Order Line Amt
- Vendor Invoiced Amt
- Receipt Required Flag
- Preparer Logon

**For the following criteria**

- Order Dept Code equals ????
- Order Creation Date between 7/1/00 and 9/30/00
- Preparer Logon equals ?????

Do not show duplicate records     Create a value sheet

## Saved Query No. 8 – Invoice Status Code by FAU and Time

If you are interested in this information, load this saved query, modify the criteria (FAU and time period) as explained on the 1<sup>st</sup> page and save (optional) and run the query..

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**INVOICE STATUS CODE BY FAU & TIME**

**Display these fields on the report**

- Vendor Name
- Order Number
- Invoice Number
- Invoice Status Code
- Hold Reason
- Invoice Line Desc
- Invoice Line Amount
- Invoice Gross Amt
- Invoice Creator Logon ID
- Order Exist Flag

**For the following criteria**

- Account Number equals ??????
- Fund Number equals ?????
- Ledger Year Month from August 2000 to September 2000

Do not show duplicate records     Create a value sheet

### Saved Query No. 9 – Payment by Cost Center by Time & Department

This query takes several minutes to run and the results have not been validated. If you are interested and patient, load this saved query, modify the criteria (cost center and dept. code) as explained on the 1<sup>st</sup> page and save (optional) and run the query.

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**PAYMENT BY CC BY TIME BY DEPT**

**Display these fields on the report**

- Vendor Name
- Vendor Id
- Order Number
- Invoice Number
- Invoice Status Code
- Ledger Year Month
- Transaction Amount
- Account Number
- Cost Center
- Fund Number
- Project
- Sub
- Object
- Cost Center
- Ledger Year Month

**For the following criteria**

- Cost Center equals ??
- Ledger Year Month from April 2000 to June 2000
- Order Dept Code equals ????

Do not show duplicate records     Create a value sheet

Try out the remaining 4 queries and hopefully you will find them useful.  
GOOD LUCK!!>>>>