



















Toolbar and Keyboard Shortcuts

Description	Button	Shortcut	Description	Button	Shortcut
Save		Enter	Next Panel		F6
Run (Reports)			Previous Panel		Shift + F6
Run with Defaults (Reports)			Insert Row		F7
Cancel		Esc	Delete Row		F8
Next in List		F9	Back		
Previous in List		Shift + F9	Forward		
List		Ctrl + F9	Add		
Next Panel Group		F2	Update/ Display		
Previous Panel Group		Shift + F2	Update/ Display All		


Queries

Queries are online ad hoc inquiries. You can view a query online or run it directly from the PeopleSoft Query window to an Excel spreadsheet.

APVENDOR_ONHOLD	Lists vendors with Hold Payments status
REMIT_VENDORS	Lists vendors with Remit Vendor field selected
APVOUCHER_ONHOLD	Lists vouchers with holding status
VP_ACCOUNT VP_CENTER VP_PROJECT VP_VENDOR	Used for inquiry only on vouchers and payments for a specified range of account numbers, centers, Project IDs, or Vendor IDs

Accessing and Running Queries

- Access Query. Select **View** → **Navigator Display** → **Query**.
- Run a query.
1. Right-click the query from the **Name** list.
 2. Select **Run** or **Run to Excel**. **Run to Excel** allows you to save results.
 3. If an Enter Value(s) box appears, type or select the values and click **OK**.

 Use restrictive parameters when running queries, as broad parameters may adversely affect system performance.