

## Running the FedEx Billing Detail Query (PQR\_FEDEX\_PYMT\_BY\_ACCT\_JNJ)

**Before one can utilize this query, it must be copied to your Query Reporter profile. To facilitate this, email [fedexrequest@emory.edu](mailto:fedexrequest@emory.edu) requesting the PQR\_FEDEX\_PYMT\_BY\_ACCOUNT\_JNJ query and providing your NetID.**

**Notes:** Data provided by this query is only available after an invoice has been paid by Emory to FedEx. Remember that payment can occur 1 to 1.5 months after a package is shipped, depending on when FedEx submits the invoice and when billing is processed. The query allows for various search types. The search format in each optional field begins and ends with a %, which serves as a wildcard, allowing you to search for partial information, as some fields being searched contain multiple pieces of information.

### QUERY INSTRUCTIONS:

- 1) Login to 'Compass' (PeopleSoft Financials) using your Compass ID (in all caps). Note: login NetId's are only entered in lower case in 'Emory Express' (Jaggaer);
- 2) Navigate to Main Menu>Reporting Tools>Query>Query Viewer;
- 3) Type the query name (PQR\_FEDEX\_PYMT\_BY\_ACCT\_JNJ) into the search box and click search;
- 4) Save the query to your 'Favorites' so that it will be there for future reference;
- 5) Click on the 'HTML' box to obtain the criteria entry page;

### SEARCHES:

- 6) **To search details for all packages billed for a particular account:** enter >starting invoice date in the '\*Invoice Date Greater than' field and enter the desired account number into the '%Invoice Number%' field using this format, '%#####%'. Click 'View Results';
- 7) **To search details for a specific invoice number:** enter >starting invoice date in the '\*Invoice Date Greater than' field and enter the desired invoice number in the '%Invoice Number%' field using one of these formats, '%#####%' or '%##### - #####'. Click 'View Results';
- 8) **Search details for a specific tracking number:** enter the >starting invoice date in the '\*Invoice Date Greater than' field and enter the desired tracking number into the 'TrackingNumber%' field using this format, '%#####%'. Click 'View Results';
- 9) **Search details for shipments using a specific speedtype:** enter the >starting invoice date in the '\*Invoice Date Greater than' field and enter either the full 10 digit speedtype in the '%SpdTyp Ref%' field using the following format, '%#####%'. Click 'View Results'. Note that it can take more time for these results to populate than the other criteria searches;
- 10) Once you receive the desired results, click on 'Excel Spreadsheet' to download the information to an excel spreadsheet that can be further formatted/manipulated, if desired.

**Note:** when query results are received, the information populated in the 'Descr' field is the package tracking number followed by whatever was populated in the 'Shipper' field on the shipping label (if applicable). As most FedEx accounts can be used to both send *and receive* packages, a shipper name other than someone in your department does not necessarily mean that the package was improperly billed. Instead, it may mean that the package was *received* by someone in your department (which can't be seen via the query). Should you need additional details about any specific package for this reason, please email [FedExRequest@emory.edu](mailto:FedExRequest@emory.edu) to make that request.

Fields provided via the query include, PO#, Invoice#, Voucher#, Supplier#, Invoice Date, Invoice Entry Date, Invoice Amount, Payment Ref#, Payment Date, Description (includes tracking# and shipper name, if available), SpdType Ref (ST), Event (will reflect UTBG if ST associated w/a suspense account), PC Bus Unit, Project, and Project Activity.

See applicable print screens on the following pages for each item noted above.

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

\*Search By  begins with  **3)**

**Search**

[Advanced Search](#)

## Search Results

\*Folder View

Query					Personalize		Find	View All	First 1 of 1 Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
PQR_FEDEX_PYMT_BY_ACCT_JNJ	FedEx Payments by account	Private	<b>5)</b>	<b>HTML</b>	Excel	XML	Schedule	Lookup References	<b>Favorite 4)</b>	

Search by Account Number (Remember the % (wildcard) before and after the account number).

### PQR\_FEDEX\_PYMT\_BY\_ACCT\_JNJ - FedEx Payments by account

\*Invoice Date Greater than  **31** **6)**  
 %Invoice Number%   
 %TrackingNumber%   
 %SpdTyp Ref%

**View Results**

Search by Invoice number (remember the % (wildcard) at the end if only searching for part of compound invoice #).

### PQR\_FEDEX\_PYMT\_BY\_ACCT\_JNJ - FedEx Payments by account

\*Invoice Date Greater than  **31** **7)**  
 %Invoice Number%   
 %TrackingNumber%   
 %SpdTyp Ref%

**View Results**

OR

### PQR\_FEDEX\_PYMT\_BY\_ACCT\_JNJ - FedEx Payments by account



\*Invoice Date Greater than  **31** **7)**  
 %Invoice Number%   
 %TrackingNumber%   
 %SpdTyp Ref%

**View Results**

Search by Tracking Number (remember the % (wildcard) at the end)

## PQR\_FEDEX\_PYMT\_BY\_ACCT\_JNJ - FedEx Payments by account

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\*Invoice Date Greater than    8

%Invoice Number%

%TrackingNumber%


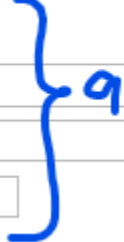
%SpdTyp Ref%

[View Results](#)

Search by Speedtype (remember the % (wildcard) at the beginning and end if attempting to search for a range)

## PQR\_FEDEX\_PYMT\_BY\_ACCT\_JNJ - FedEx Payments by account

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\*Invoice Date Greater than    9

%Invoice Number%



%TrackingNumber%

%SpdTyp Ref%

[View Results](#)

After receiving desired results, which include the following fields, Download Report:

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[View Results](#)  

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (10 kb)

View All First 1-21 of 21 Last

Row	PO No.	Invoice	Voucher	Supplier	Invoice Date	Entered on	Gross Amt	Check Number	Payment Date	Descr	Status	SpdTyp Ref	Event	PC Bus Unit	Project	Activity	Type
		00467074								774005545404							