

## Working with Records

### Overview

You add information to the NIS database by adding or revising a record. For example, when you add a vendor to the Address Book, you create a vendor record that is stored with other vendor records.

Depending on the program, the system might assign a “Next Number” to each new record. This record number is unique, and is used to identify and display a specific record.

Once records have been entered, they can be searched, changed, or deleted.

This work instruction shows how:

[To Search for a Record](#)

[To Add a Record](#)

[To Change a Record](#)

[To Delete a Record](#)

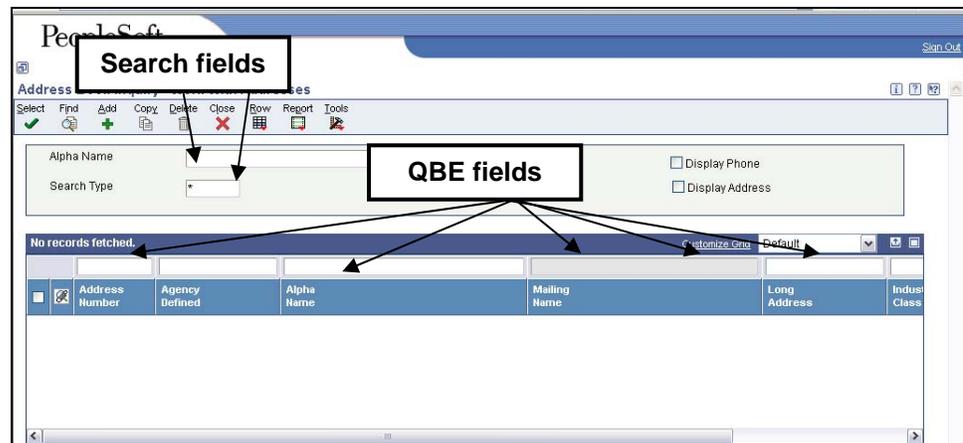
### Steps

#### To Search for a Record

Start this instruction by navigating through the Address Book, then clicking **Address Book Inquiry** to display the Work With Addresses search window.

There are two types of fields presented:

- Search fields, which appear in the header, or
- QBE (query-by-example) fields, which appear above the grid.



In this exercise, you locate one record amid thousands. The scenario is that you need to find a particular vendor. You do not know the full name of this vendor, but you are certain that either the word "Cornhusker" – or maybe just "Husker" – is part of the name. The Tax ID codes for this class of vendor are all nine-digit numbers starting with 47.

1. Refer to this table when completing steps 2 through 12:

To	Do This
Search Using Search Fields.	<ol style="list-style-type: none"> <li>1. Type, or use Visual Assist to select, your search criteria in one or more search fields. Alphabetical search fields <i>are not case-sensitive</i>.</li> <li>2. Click <b>Find</b>.</li> </ol>
Search Using QBE (query-by-example) Fields.	<ol style="list-style-type: none"> <li>1. Type your search criteria in the appropriate QBE field. For example, to search by Alpha Name on the Address Book Revisions window, type your search criteria in the QBE field above the Alpha Name field. Alphabetical QBE fields <i>are case-sensitive</i>.    For a field with a Visual Assist, you must either use the Visual Assist or accurately enter a valid value. In other words, if the Visual Assist prompts for one of three values – <b>a</b>, <b>b</b>, or <b>c</b> – you must select one of those. Otherwise, your search will yield no results.</li> <li>2. Click <b>Find</b>.</li> </ol>
Search Using Wildcards in QBE Fields.	<ol style="list-style-type: none"> <li>1. Type your search criteria in the appropriate QBE field. Type an asterisk (*) before and/or after your search criteria to replace any unknown characters. Type <i>only</i> an asterisk to display all records.    You can use more than one QBE field at a time. For example, to search for records that begin with “B,” type <b>B*</b> in the QBE line in the Alpha Name field on the Address Book Revisions window. To search for records that contain the letters “COM,” type <b>*COM*</b>.</li> <li>2. Click <b>Find</b>.</li> </ol>
Search Using Operators in QBE Fields (< , = , > , !).	<ol style="list-style-type: none"> <li>1. Type &lt; (less than), &gt; (greater than), = (equal to) , or ! (not equal to) before a search criterion in a QBE field.    For example, to find all Address Book records with an Address Book number equal to or greater than 3000, type <b>&gt;3000</b> in the QBE line in the Address Number column on the Address Book Revisions window.</li> <li>2. Click <b>Find</b>.</li> </ol>

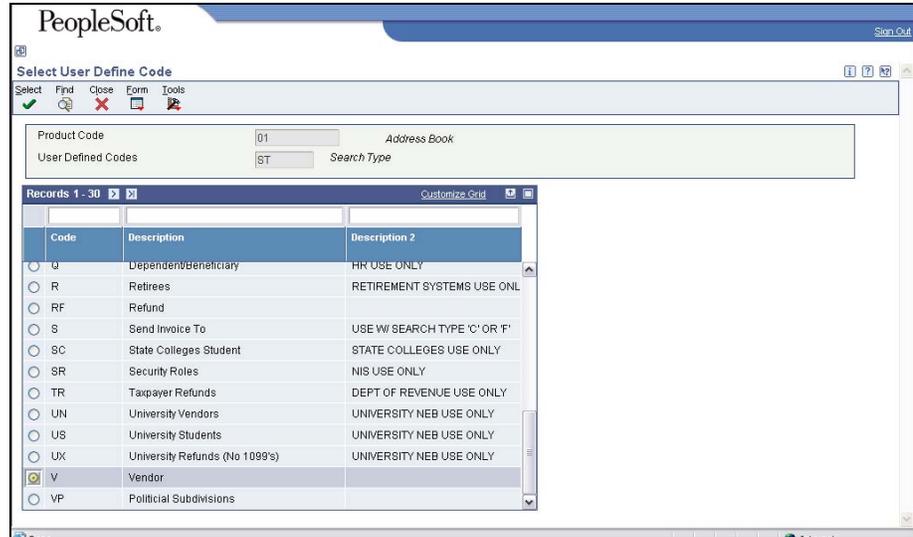
2. Click **Find**.

 All records will display because there is an asterisk (\*) functioning as a wildcard in the Search Type field.

3. At the Search Type field, click **Visual Assist**.

4. At the Select User Defined Code window, choose **V**.

 You will need to use the down arrow to scroll down to the desired row.



5. Click **Select**.

 At the Work with Addresses window, the Search Type field contains a **V**.

6. Click **Find**.

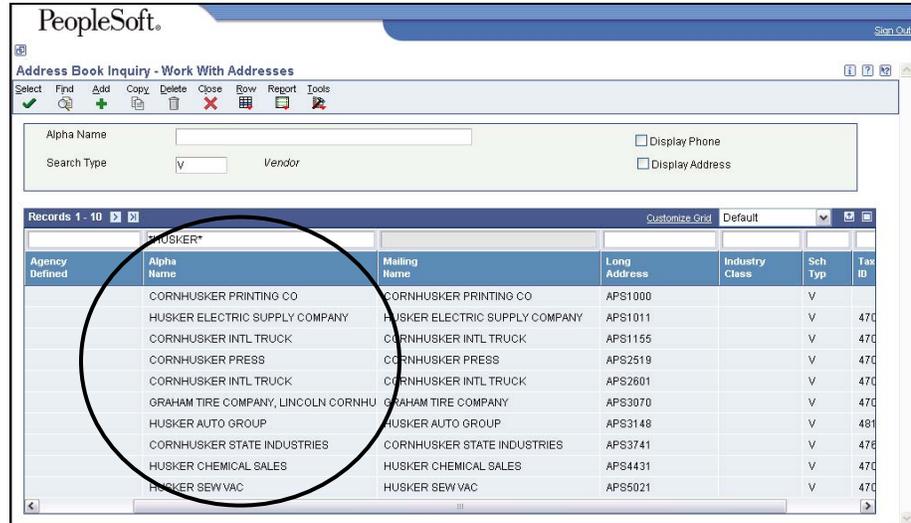
7. Verify that only those records with V in the Sch Typ field populate the grid.



8. At the Alpha Name field in the header, type **\*husker\***.

9. Click **Find**.

10. Verify that all rows represent vendors that have "husker" in the Alpha Name.



11. At the QBE field above the Tax ID column, type >47000000.
  12. Click **Find**.
  13. Verify that all rows represent vendors with "husker" in their Alpha Name and with a Tax ID greater than 47000000.
-  If many records appear in the grid, a Scroll to End option may be available. Click the right arrow end button () to scroll to the end of the records.



14. Choose a record by clicking the checkbox to the left of the grid.
15. Click **Select** to display the record in the Address Book Revision window.



16. Click **Cancel** to return to the Work with Addresses search window.
17. Click **Close**.

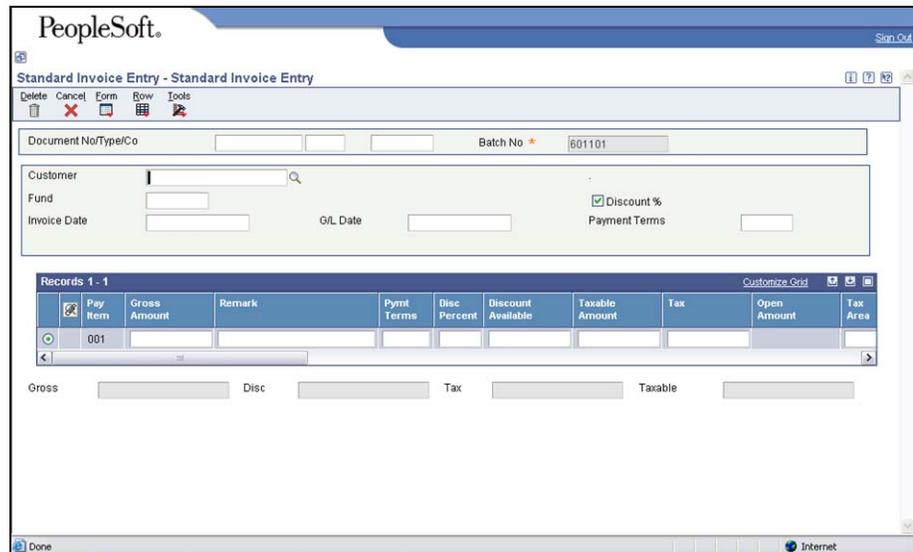
## To Add a Record

To practice adding a record, follow the steps shown below. The menu path to this exercise takes you away from the address book tree and into the Accounting area.

Start this instruction by clicking: Accounts Receivables > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > Standard Invoice Entry

Start this instruction from the Standard Invoice Entry – Work with Customer Ledger Inquiry window.

1. Click **Add**. The Standard Invoice Entry – Standard Invoice Entry window appears.



2. Enter the following information in the header:
  - Customer – 302210
  - Fund – 20940
  - Invoice Date – today's date
  - G/L Date – today's date
3. Click the cursor in the Gross Amount field in the grid to refresh the window.
4. Enter the following information in the grid:
  - Gross Amount - 150.00
  - Remark – General Business Fees
5. Click **OK**. The Standard Invoice Entry – G/L Distribution window appears.

6. Enter the following information in the grid:
  - Account Number – 22.474100
  - Amount – -150.00
  - Explanation -Remark- – will default to the same as above or can be modified
  - Press the down arrow on the keyboard to accept the data entered.
  - Add additional line(s) as needed, arrow down after each line.
  - Amount field should show entire amount as distributed, Remaining field should be blank before moving to Step 7.
-  If the General Ledger distribution involves more than one fund, be sure the distribution is consistent with the invoice grid information and the G/L Class codes used.
7. Click **OK**. The Standard Invoice Entry – Standard Invoice Entry window appears.
8. Repeat steps 2 – 8 as needed if multiple invoices are being prepared in this batch.
9. Record the batch number.
10. Click **Cancel**.

## To Change a Record

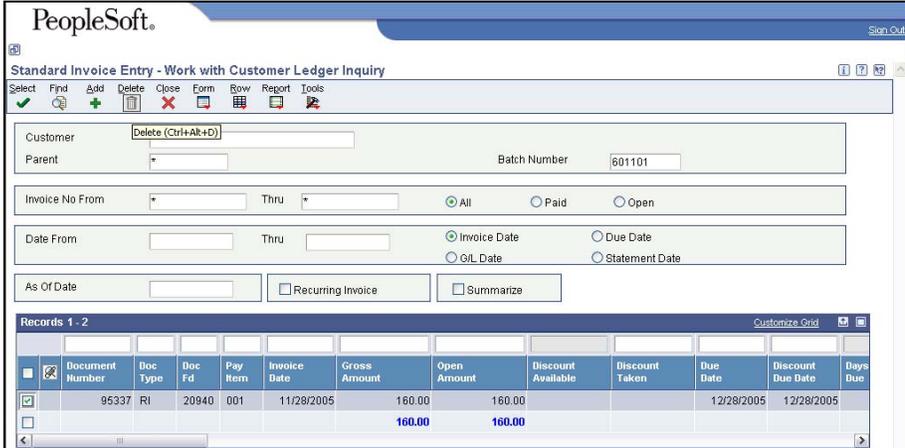
1. At the Standard Invoice Entry - Work with Customer Ledger window, display the record you created under [To Add a Record](#) by clicking **Find**.
2. Choose the **record**.
3. Click **Select**.
4. Change the Gross Amount to "\$160.00."
5. Click **OK** to accept your revisions. The G/L Distribution window appears.
6. Change the Amount to "\$-160.00."
7. Click **OK** to accept the changes and return to Work with Customer Ledger window.

## To Delete a Record

You will not delete records often. NIS will not grant most end users authority to do so. Instead, you are more likely to change an existing record, or add a new record to offset the record in error. These steps provide an audit trail.

 You cannot delete a record that has other records linked to it. For example, you cannot delete a Business Unit record that has transactions linked to it. This is because NIS is an integrated system, and security may prevent you from deleting records.

1. On any search window, click **Find** to display records.
2. Choose the record(s) to delete.
3. Click **Delete** to display the Confirm Delete dialog box.



PeopleSoft. Standard Invoice Entry - Work with Customer Ledger Inquiry

Customer: [Delete (Ctrl+Alt+D)] Batch Number: 6011101

Invoice No From: [ ] Thru: [ ]  All  Paid  Open

Date From: [ ] Thru: [ ]  Invoice Date  Due Date  
 G/L Date  Statement Date

As Of Date: [ ]  Recurring Invoice  Summarize

Document Number	Doc Type	Doc Fd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Days Due
95337	RI	20940	001	11/28/2005	160.00	160.00			12/28/2005	12/28/2005	
					160.00	160.00					

4. Click **OK** to confirm the deletion.
5. Click **Close**.