WESLEYAN
UNIVERSITY

Student/Faculty Information System

SFIS Blog

http://sfis.blogs.wesleyan.edu/

Student/Faculty Information System

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PeopleSoft Campus Solutions Version 9.0, *Query Rel 8.52*

Overview

The SFIS blog contains information about working with the SFIS PeopleSoft system.

- **SFIS (Student Faculty Information System)** is the University's comprehensive system to support student service offices.

- The software for SFIS is PeopleSoft Campus Solutions (CS).

- SFIS is the primary system for the Registrar, Dean's, Academic Affairs, Student Accounts, Graduate Liberal Studies, Public Safety, Residential Life, Office of International Studies, Wesleyan Station and the Graduate Student Services office.

- Wesleyan currently uses **PeopleSoft CS Version 9.0**. If any article in the Blog references a previous version, that is noted in the title or text. In general, the version should not affect the accuracy of the information. These articles are being updated.

- **SFIS** is one of these three PeopleSoft Databases currently in use at Wesleyan.

    - SFIS (PeopleSoft Campus Solutions)
    - HRMS (Human Resources Management System)
    - WFS (Wesleyan Financial System)

You can reach the SFIS Blog in two ways:

- Type in the URL http://sfis.blogs.wesleyan.edu/
- In Portfolio, under Administration Applications, click on the **SFIS – Blog** link

SFIS Blog - Outline

The SFIS blog is divided into these main areas:

- **UPDATES:** Information about new developments and enhancements (posts)
- **DOCUMENTATION** (Presentations)
  - **SFIS Access**
  - **INTRODUCTION:** Overview of contents and links; articles
  - **PROCEDURES:** Documentation in a number of areas, including navigation
  - **QUERY**
    - QUERY INSTRUCTION: Documentation of Query instruction with comprehensive demonstrations, activity outlines and notes
    - QUERY PRESENTATIONS/ DEMOS: Step-by-step illustrations for working with query, including effective dating and prompts
    - QUERY TOOLS AND REFERENCES: Links to some useful Query tools and lists such as Expressions, Wes Functions, Data Structure Tool, and Query terminology
  - **LINKS:** References from other sites; many have to do with working with Query. There are also some presentations from other institutions on using PS Campus Solutions. (More outside links can be found at Query External References). NOTE: If you choose to use the information in these links, please do so with the understanding that some of the elements described may not be applicable to SFIS.
  - **WESLEYAN LINKS:** Links to some Wesleyan sites
  - **ARCHIVES:** Select Updates by month
  - **UPDATE CATEGORIES:** Select Update categories
  - **TAGS:** Select Documentation tags

SFIS Blog – Home Page

- On the SFIS Blog Home Page is displayed the newest Update/Post.
- In the upper right you can run a search in the Search box.
- Below that are listed the most recent **UPDATES**.
- Following that are the main topics listed above with subcategories where you can drill down to see more detailed information.
- To navigate back to a previous page, use your browser's back arrow.

SFIS Blog – Where to Start

DOCUMENTATION:

- If there is a new employee in your area or if there is a change that needs to be made to a user's security, take a look at the SFIS Access section.

- While you receive most of your information about SFIS within your individual office or department, there are some general areas that you can reference in the SFIS Blog under INTRODUCTION and PROCEDURES.   Examples of these are:

  - Glossary – PS Campus Solutions
  - SFIS FAQs
  - User Defaults
  - Web Browsers and PeopleSoft

  - Committees
  - Duplicate Records and Search/Match
  - Error Messages
  - External Organizations
  - Navigation (PS 8.9)
  - Service Indicators (Holds)

- Under the QUERY section, there are many articles, charts and other references to help you in working with the Query tool. The general topics includes:

  - QUERY INSTRUCTION
    - 1 – Basic Query Concepts and Query Viewer
    - 2 – Query Manager
    - 3 – Advanced Concepts
  - QUERY PRESENTATIONS/DEMOS
    - Counts, Sums and Conditions – Criteria and Having Pages
    - Dates in Query
    - Effective Dates in Query
    - Expressions and Wesleyan Functions
    - Prompts in Query

  - QUERY TOOLS AND REFERENCES
    - Annotated Visual Demonstration
    - Criteria Properties
    - Encyclopedia/Glossary
    - Expressions
    - Query Manager Pages
    - Query Viewer
    - Records Commonly Use
    - Tip Sheet
    - Wesleyan Functions

SFIS Blog - A Typical Page

Effective Dates in Query

EFFECTIVE DATING

Effective-dated records/tables contain the field EFFDT. The effective date field is used throughout PeopleSoft applications to give data a historical perspective and allows for the viewing of data changes over time. Whenever users add a row of data to the table, they specify the date on which that data becomes effective; whenever users change a row of data, they specify a new effective date, and the system retains the previous version of the row as history.With Effective dated queries, rows of data are classified in one of three categories:

1. **Current** – The highest effective date is less than or equal to today's date (system date on server). There can only be one current row

2. **History** – The effective date is less than the current effective date

3. **Future** – The effective date is greater than today's date

You can use effective date fields in criteria to:

- View all rows, regardless of their effective dates
- View rows that aren't currently in effect
- View the rows that were effective as of a particular date

These are illustrations of some methods for working with the Effective Date:

Effective Date – Date Range (Between Criterion)

1. Above is an illustration of how to build a query that finds information effective during a range of time using the Between Criteria.
2. If you need to use these or other dates using Between Criteria with a **prompt**, take a look at this example.

Using the Effective Date Field in Criteria

The effective date (EFFDT) field is used throughout PeopleSoft applications to enable the viewing of data that change over time. Effective date fields are used in PeopleSoft Query's criteria.

Point-in-Time (Historical) Query

This is a demonstration of how to build a query to retrieve data for a date at some point in time in the past

Effective Dates with Multiple Tables

When doing table joins on effective dated information, you will rarely modify the criteria that PeopleSoft automatically creates. If you do need to change the criteria, be certain you're changing the correct rows of criteria. This article shows

This is the start of a typical page from the SFIS Blog.

- Each link will take you to a PDF document or another blog page with more information.
- On this page, for instance, clicking on any of the links would bring you to a PDF document with detailed, step-by-step instructions for the described procedure.

If you have any questions or suggestions about the SFIS Blog, please send an email to Carolyn Pike at cpike01@wesleyan.edu.