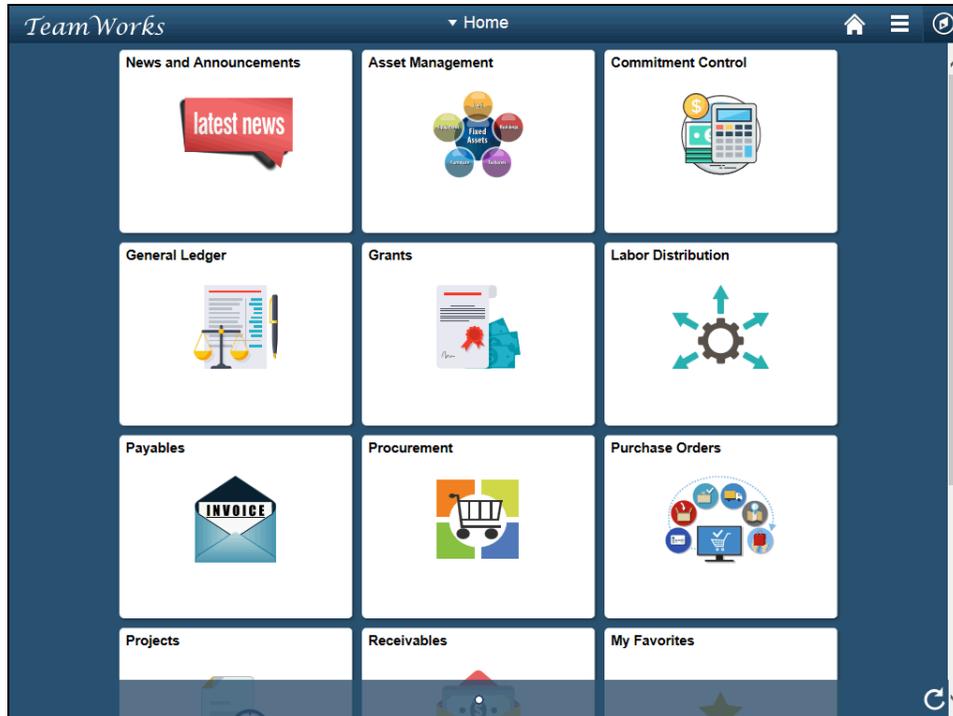
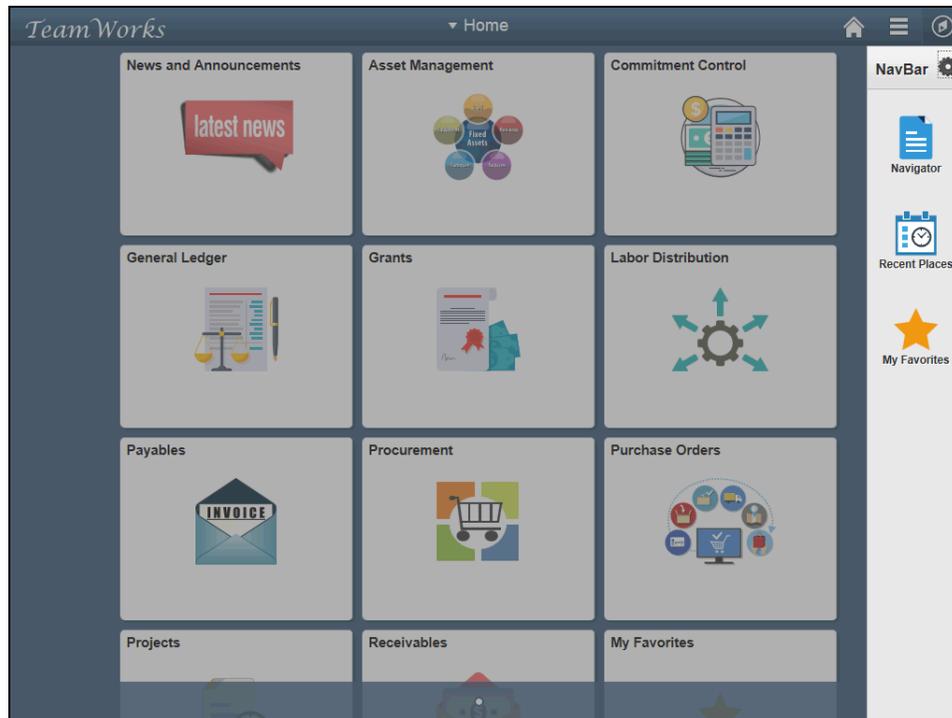


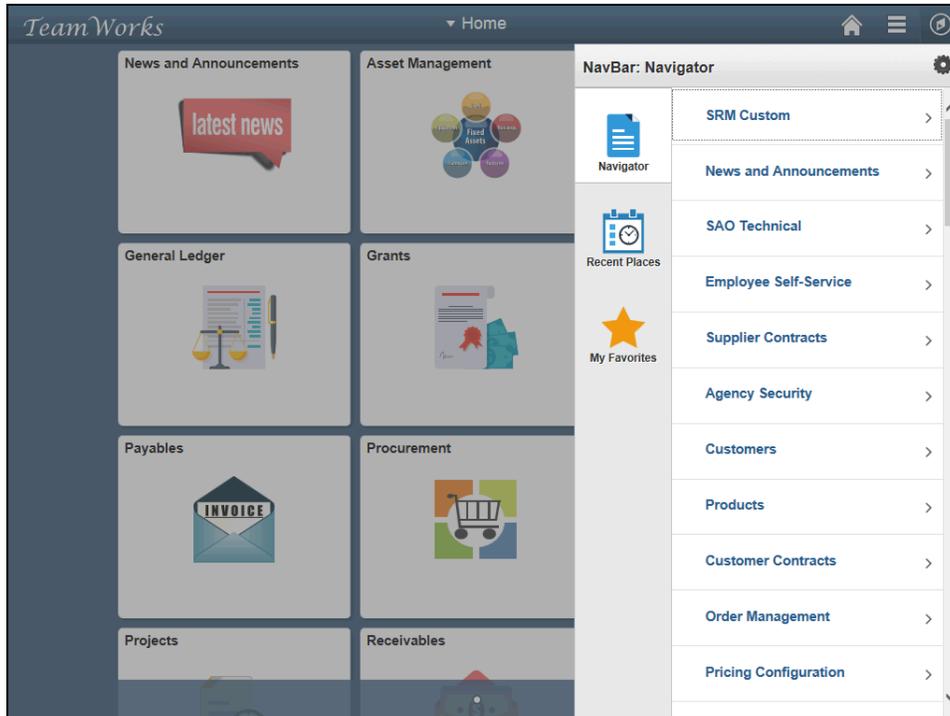
Running the Salary Travel Attached Agency Query



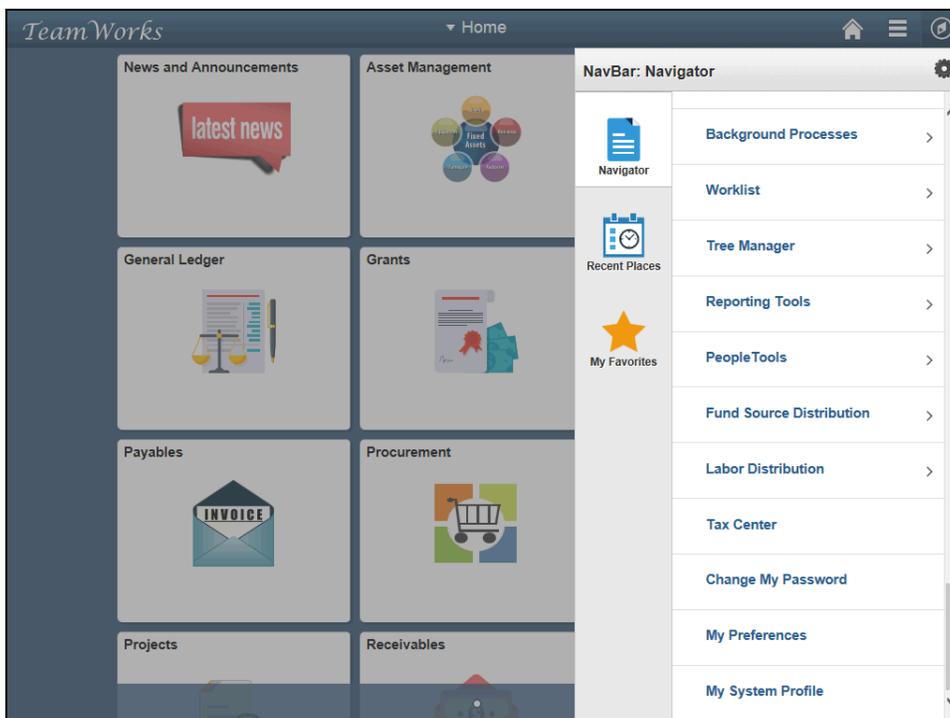
Step	Action
1.	<p>Navigate to the Query Viewer page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar icon.</p> 



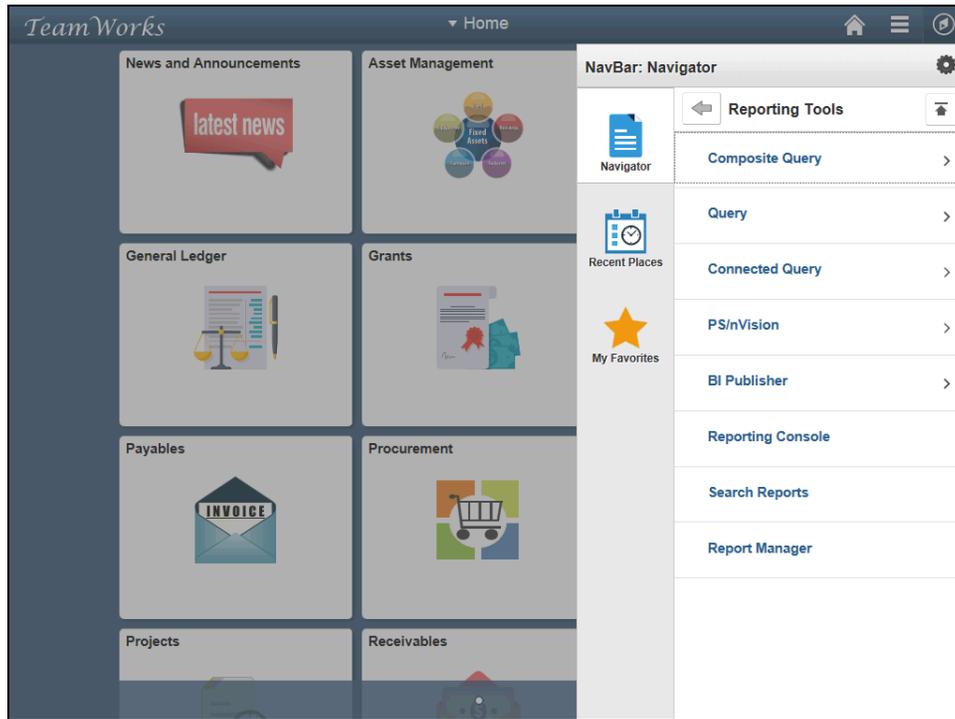
Step	Action
2.	Click the Navigator icon. <div data-bbox="354 1066 516 1234" style="text-align: center;">  <p>Navigator</p> </div>



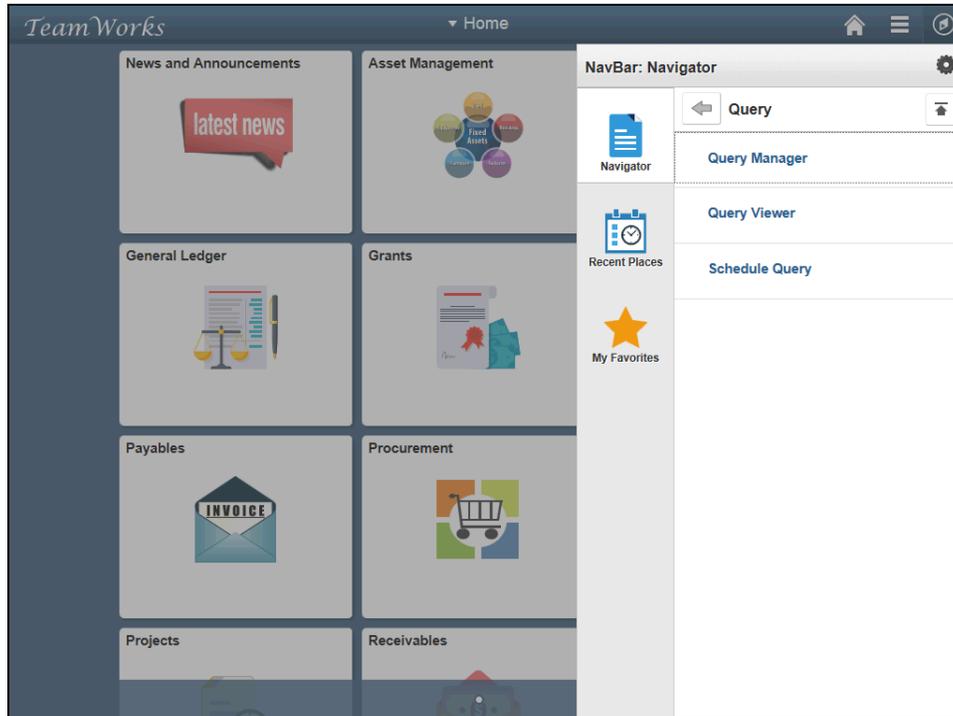
Step	Action
3.	Click the Vertical scrollbar.



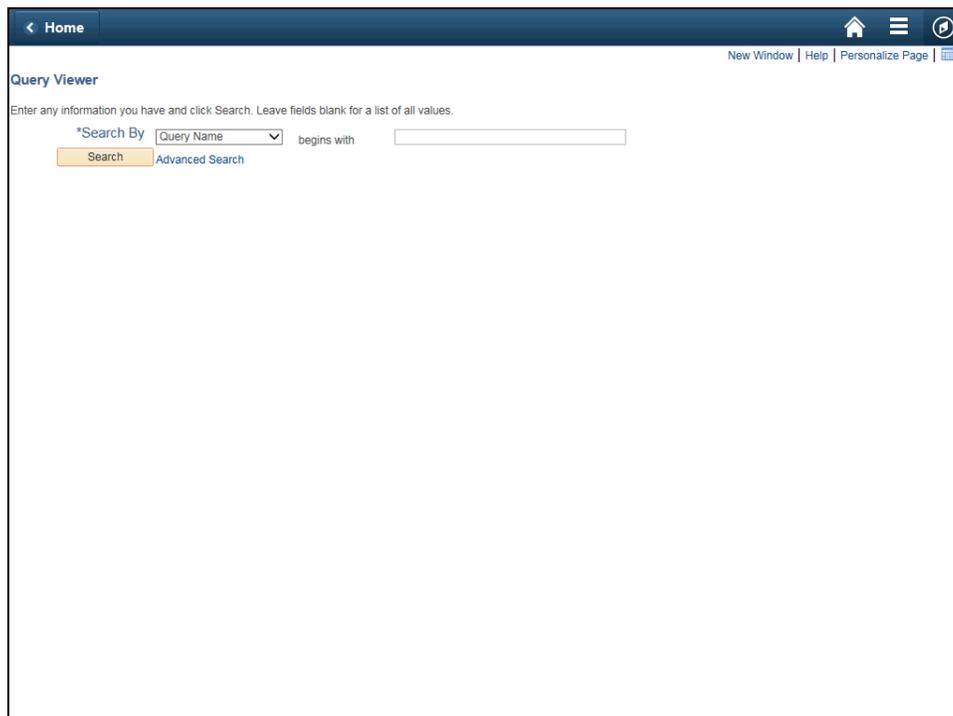
Step	Action
4.	Click the Reporting Tools link. Reporting Tools



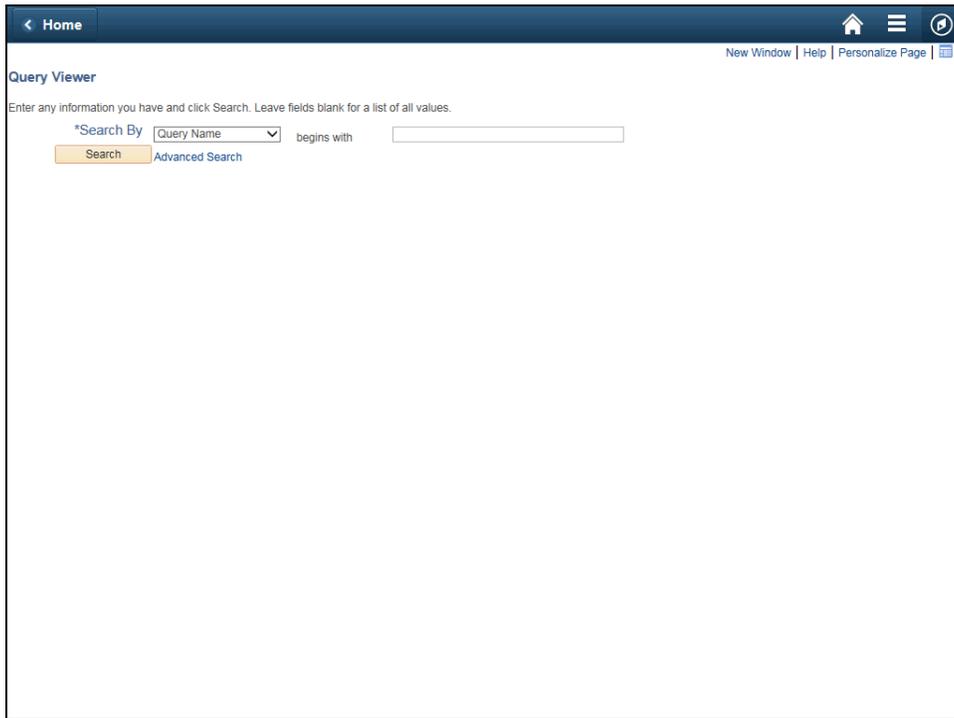
Step	Action
5.	Click the Query link. Query



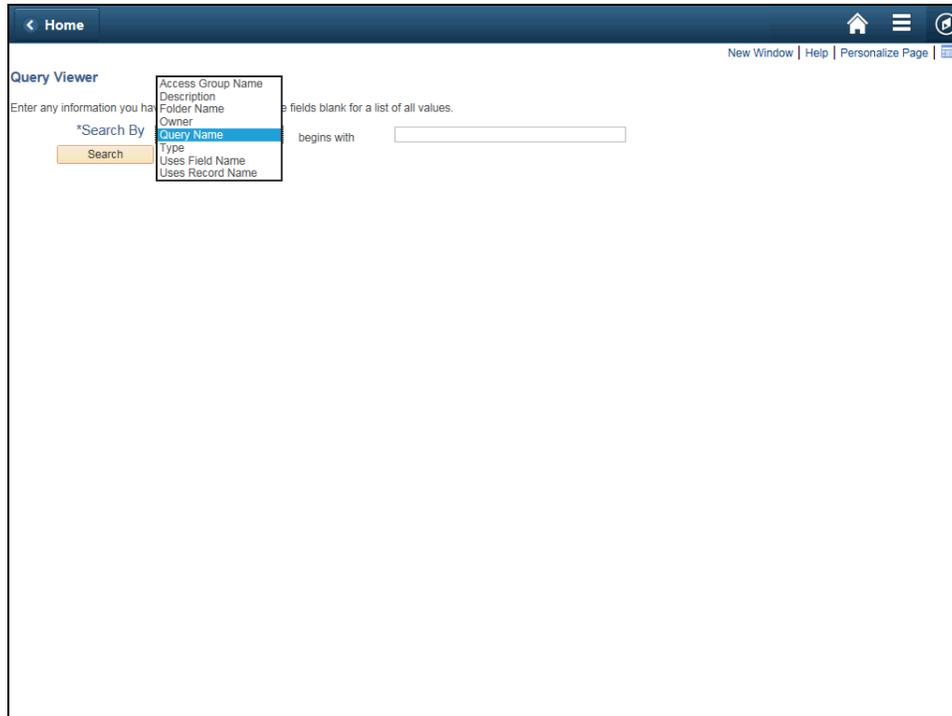
Step	Action
6.	Click the Query Viewer link. Query Viewer

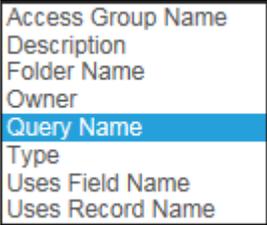


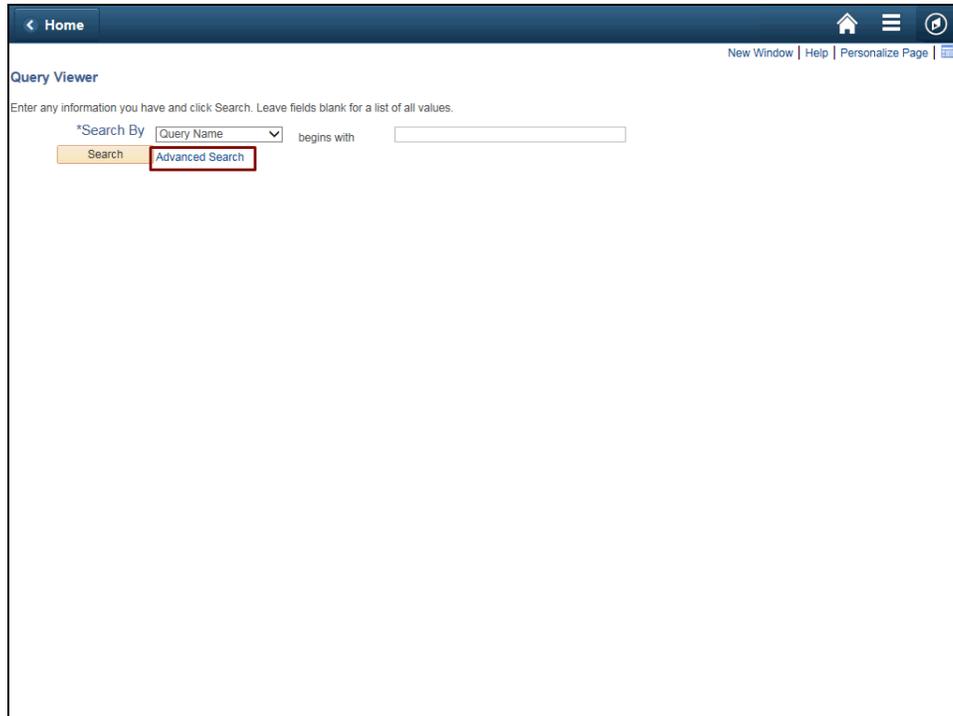
Step	Action
7.	<p>Query Viewer is a search page that provides users with the ability to search for public queries using various search criteria. Once the query is found users can:</p> <ul style="list-style-type: none"> • Search for an existing query • Preview a query in an active browser window • Run a query and display results in a new browser window • Print a query • Schedule a query to run at another date and time



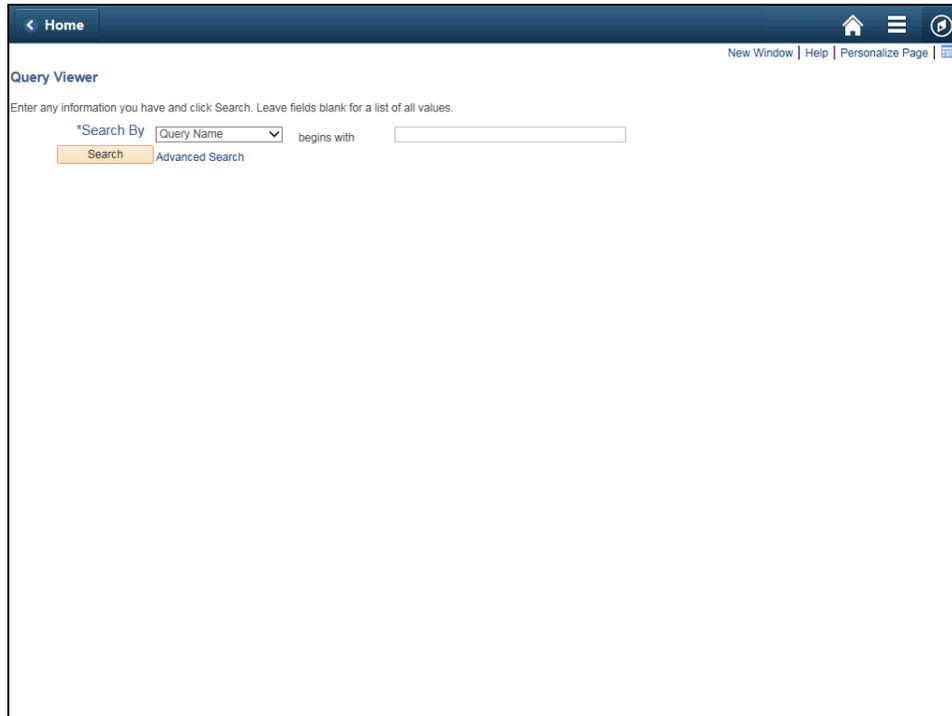
Step	Action
8.	<p>Click the Search By list.</p> <p>*Search By Query Name ▼</p>



Step	Action
9.	<p>The system displays eight ways a user can search for a query.</p> <ul style="list-style-type: none"> • Access Group Name - Search for a query or queries in a particular access group • Description - Search for a query or queries based on description • Folder Name - Search for a query or queries saved to a particular folder • Query Name - Search for the user defined query name or description • Type - Search for a particular type of query to run • Uses Field Name - Search for a query or queries that contain a specific field • Uses Record Name - Search for a query or queries that uses a specific record such as Job Data, Personal Data or Position Data <p>Click the Query Name list item.</p> 



Step	Action
10.	<p>The Advanced Search option provides users with the ability to search for a query using multiple search criteria in combination.</p> <p>For this example the user searches for a query using Basic Search functionality.</p>



Step	Action
11.	<p>In this example, the user is searching for a specific Salary and Travel report.</p> <p>Click in the Search By field.</p> <p>*Search By <input type="text" value="Query Name"/> begins with <input style="border: 2px solid red;" type="text"/></p>

< Home

[New Window](#) | [Help](#) | [Personalize Page](#) |

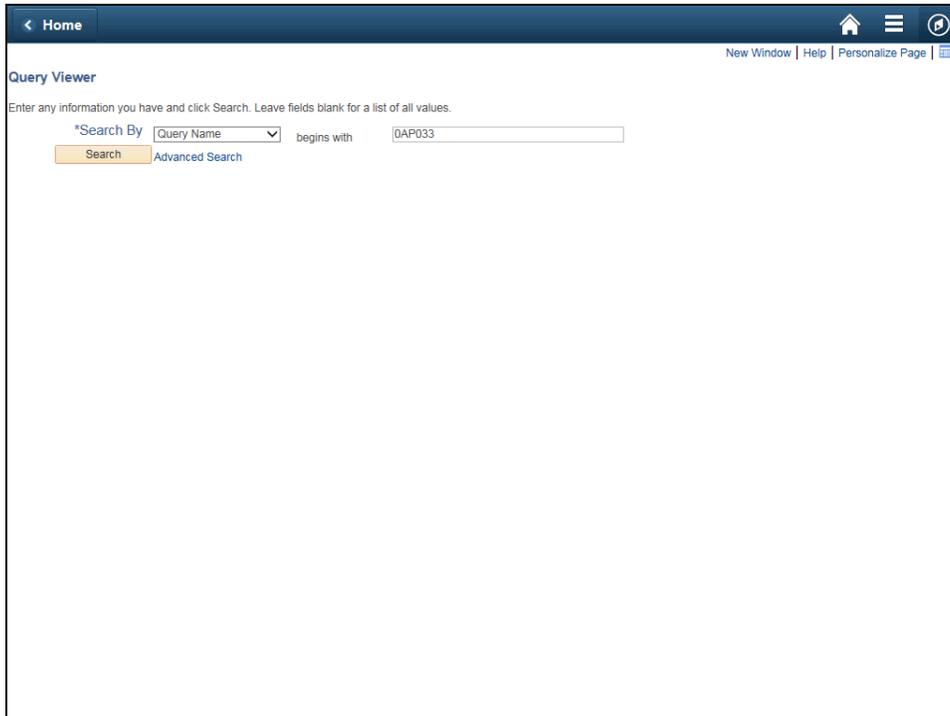
Query Viewer

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

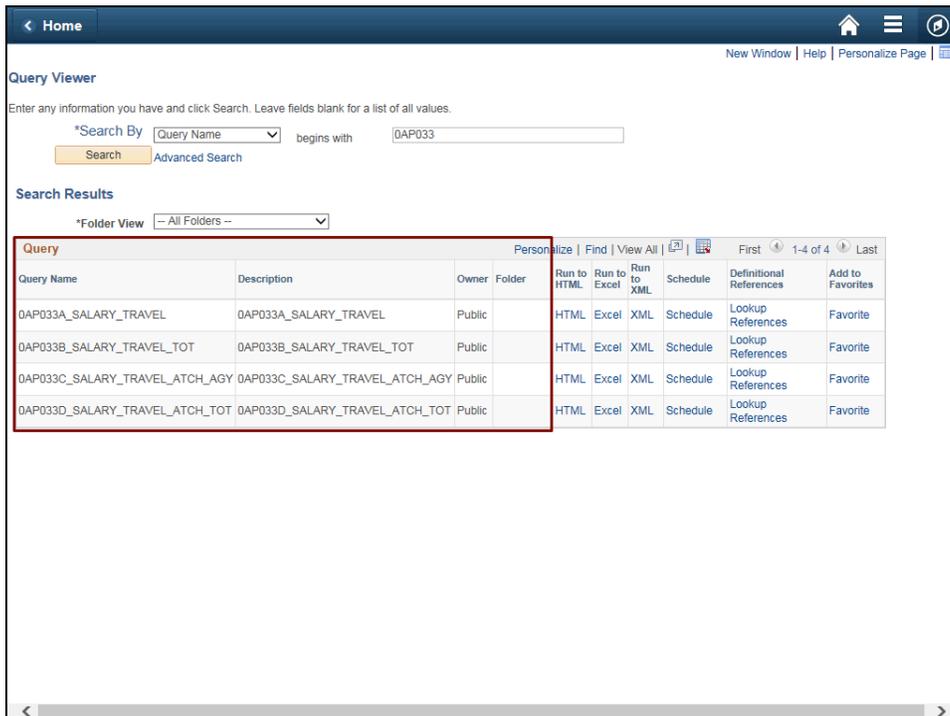
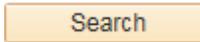
*Search By Query Name ▼ begins with

Search
Advanced Search

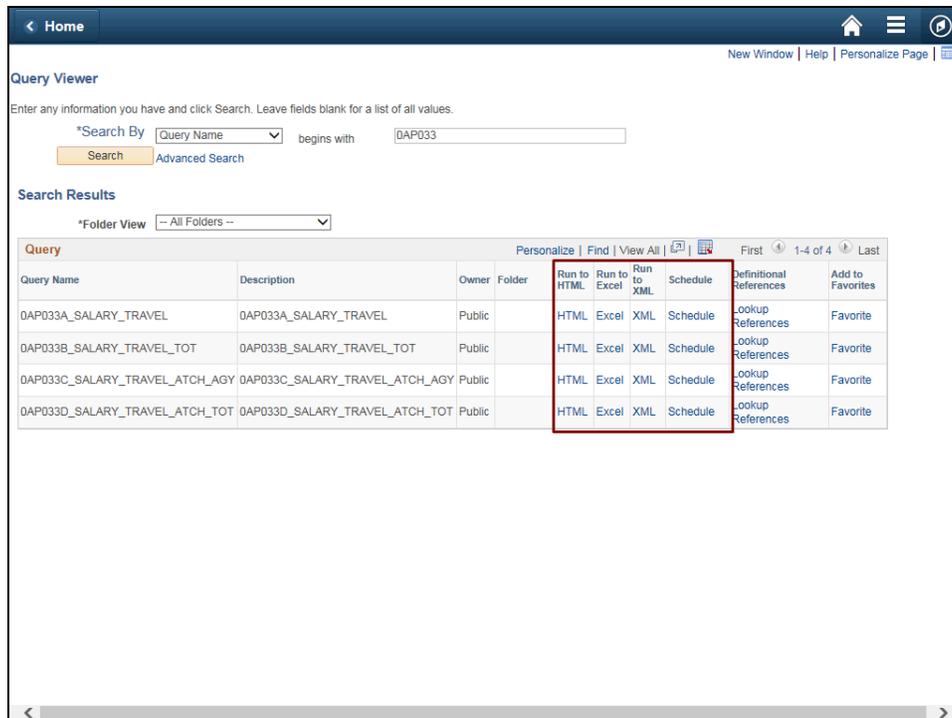
Step	Action
12.	<p>All Salary and Travel reports begin with '0AP033'.</p> <p>Enter the appropriate information into the Search By field.</p> <p>For this example, type 0AP033.</p>



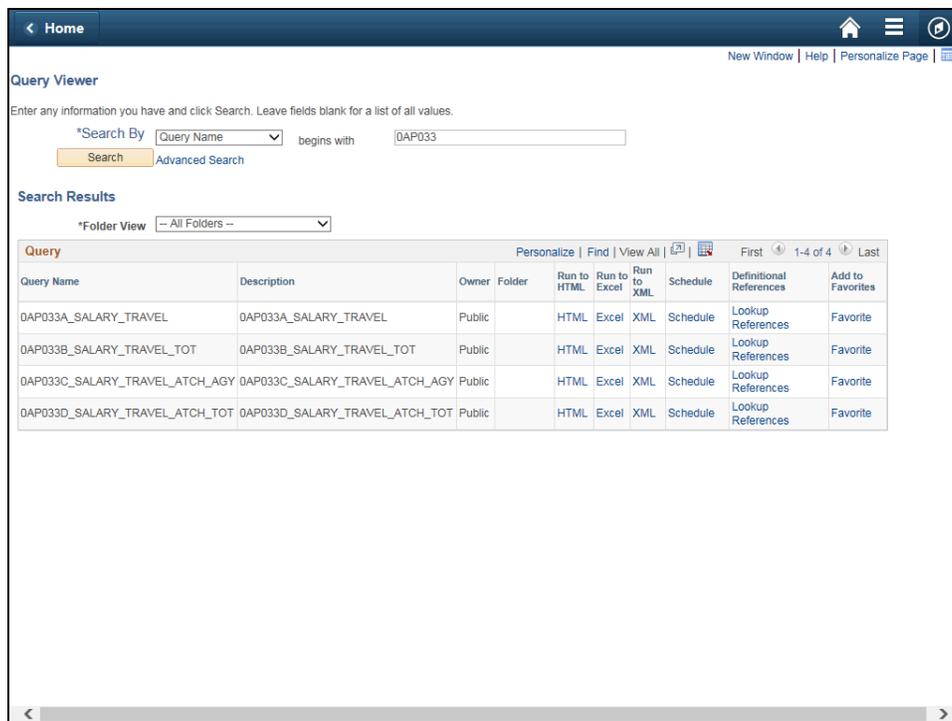
Step	Action
13.	Click the Search button.



Step	Action
14.	<p>The system returns the result that matches the search criteria. The system lists some query reference information:</p> <ul style="list-style-type: none"> • Query Name - This is often the name the system uses for the query. Most users would be unfamiliar with the system Query Name. It is not used often as search criteria • Description - Is usually what the user would enter as search criteria. • Owner - Informs the user who created the query for private use or if it was by the business analyst team for public use. If a query returns errors or has difficulty running users can use the information displayed here for assistance. • Folder - Indicates if the query is stored in a specific location within the system. This information is helpful if the user wants to search for the query at a later date.



Step	Action
15.	<p>The system also provides the user with three ways to receive the query results.</p> <p>Users can run the query to:</p> <ul style="list-style-type: none"> • HTML - This displays the report online. The user can Review the results and ensure it is the correct report before moving forward. • Excel - The system runs the report and then opens a Microsoft Excel spreadsheet and displays the data in a spreadsheet format. This output is helpful if the user wishes to manipulate the data before distribution. • XML - The system runs the report in an online format similar to HTML • Schedule - The user can set the query to run at a later date and time as necessary. Using the scheduler is similar to using the Process Scheduler for running a standard report



Step	Action
16.	<p>Use the Salary Travel Attached Agency report to Review results for employees in an attached agency with a related business unit documented in the Related BU field.</p> <p>Click the Excel link.</p> <p>0AP033C_SALARY_TRAVEL_ATCH_AGY 0AP033C_SALARY_TRAVEL_ATCH_AGY Public</p> <p>HTML Excel XML Schedule Lookup References Favorite</p>

0AP033C_SALARY_TRAVEL_ATCH_AGY - 0AP033C_SALARY_TRAVEL_ATCH_AGY

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount
-------------	----	----------	-----------	-------------	--------	----------	---------------------	---------------------

Step	Action
17.	<p>Use the report parameters page to enter system parameters for running the report.</p> <p>Most reports will request the user enter their specific organizational information such as Business Unit and or a date or year.</p> <p>Note: Security profiles prevent users from running reports for information about business units to which they are not assigned.</p>

0AP033C_SALARY_TRAVEL_ATCH_AGY - 0AP033C_SALARY_TRAVEL_ATCH_AGY

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount
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Step	Action
18.	Although the primary business unit will be used to run the query, the entity code identifier for the attached agency will appear in the query results.

0AP033C_SALARY_TRAVEL_ATCH_AGY - 0AP033C_SALARY_TRAVEL_ATCH_AGY

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount
-------------	----	----------	-----------	-------------	--------	----------	---------------------	---------------------

Step	Action
19.	Click in the Year field. Year <input type="text" value="0"/>

0AP033C_SALARY_TRAVEL_ATCH_AGY - 0AP033C_SALARY_TRAVEL_ATCH_AGY

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount

Step	Action
20.	Enter the appropriate information into the Year field. For this example, type 2017 .

0AP033C_SALARY_TRAVEL_ATCH_AGY - 0AP033C_SALARY_TRAVEL_ATCH_AGY

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount
-------------	----	----------	-----------	-------------	--------	----------	---------------------	---------------------

Step	Action
21.	Click in the Unit field. Unit <input style="border: 2px solid red;" type="text"/>

0AP033C_SALARY_TRAVEL_ATCH_AGY - 0AP033C_SALARY_TRAVEL_ATCH_AGY

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount
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Step	Action
22.	Enter the appropriate information into the Unit field. For this example, type 46700 .

0AP033C_SALARY_TRAVEL_ATCH_AGY - 0AP033C_SALARY_TRAVEL_ATCH_AGY

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount

Step	Action
23.	Click the View Results button. <input type="button" value="View Results"/>

0AP033C_SALARY_TRAVEL_ATCH_AGY - 0AP033C_SALARY_TRAVEL_ATCH_AGY

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount

Do you want to open or save 0AP033C_SALARY_TRAVEL_ATCH_AGY_25085.xlsx (3.69 KB) from saofntrn.state.ga.us?

Step	Action
24.	<p>The File Download dialog box displays. This dialog box functions like any other file download dialog box a windows user might encounter. It is much like saving an email attachment.</p> <p>Users can open the file immediately, save the file to their computer, or cancel the transaction.</p>

0AP033C_SALARY_TRAVEL_ATCH_AGY - 0AP033C_SALARY_TRAVEL_ATCH_AGY

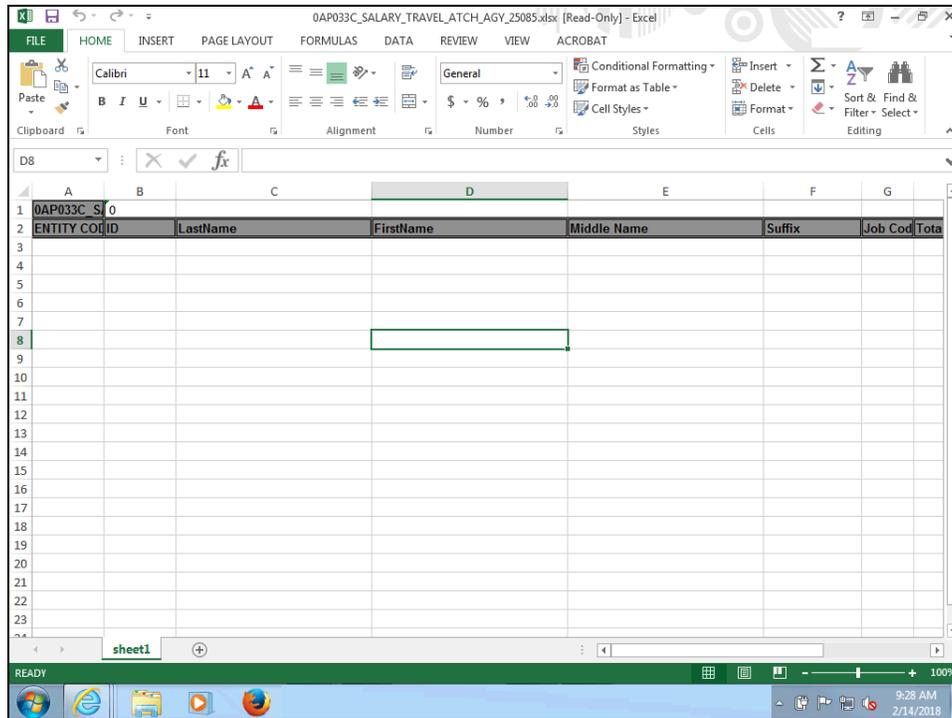
Year

Unit

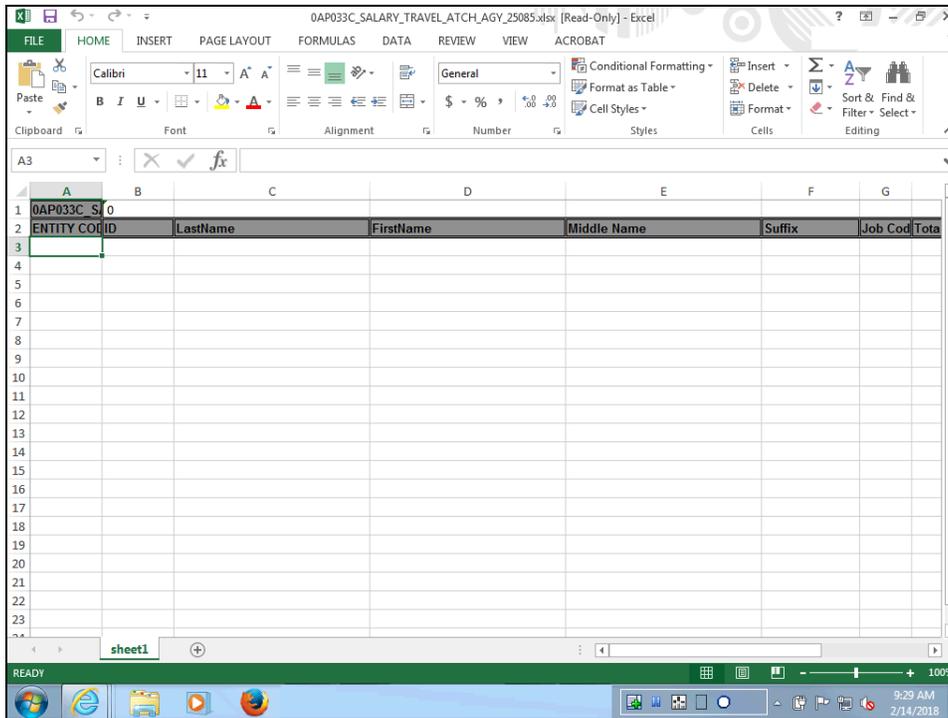
ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount

Do you want to open or save 0AP033C_SALARY_TRAVEL_ATCH_AGY_25085.xlsx (3.69 KB) from saofntrn.state.ga.us? ✕

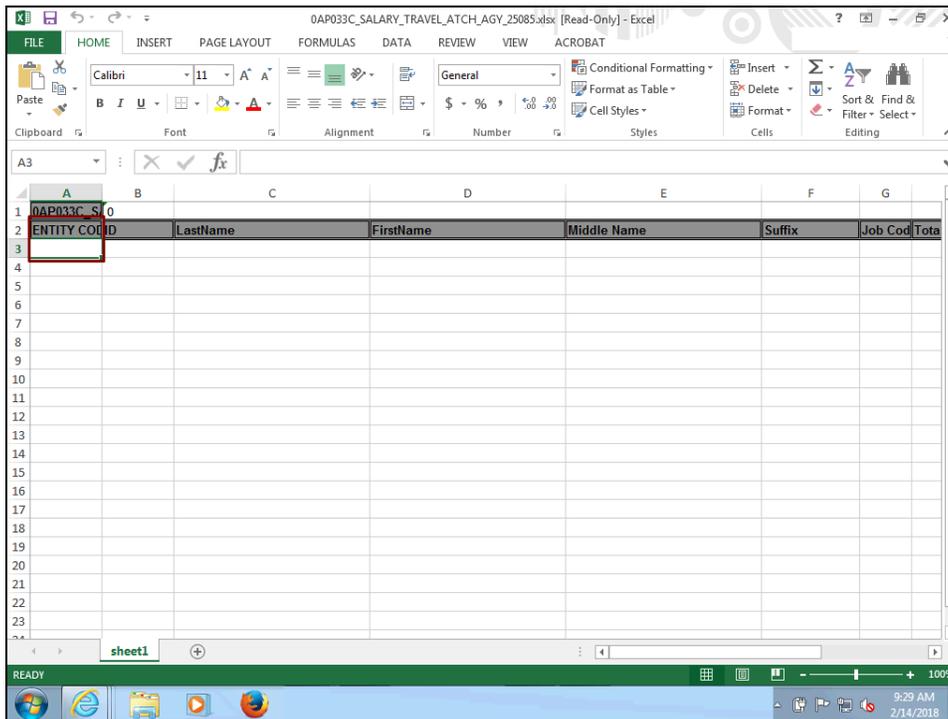
Step	Action
25.	<p>In this example, the user opens the document immediately.</p> <p>Click the Open button.</p> <div style="background-color: #FFD700; padding: 5px; border: 1px solid black; margin-top: 10px;"> <p>Do you want to open or save 0AP033C_SALARY_TRAVEL_ATCH_AGY_25085.xlsx (3.69 KB) from saofntrn.state.ga.us? ✕</p> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>



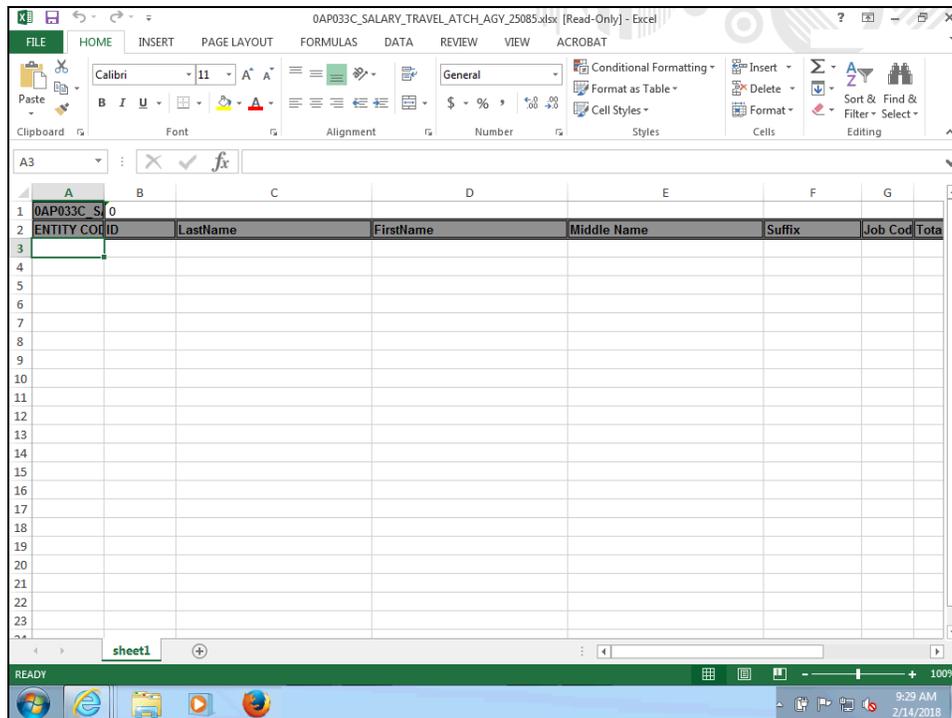
Step	Action
26.	<p>The systems opens Microsoft Excel and displays the report data in a standard spreadsheet.</p> <p>Note: This information will only be displayed if the agency has updated the value in the <i>Related BU</i> field on the <i>Salary Travel</i> page.</p> <p>For this example, no data is displayed.</p>



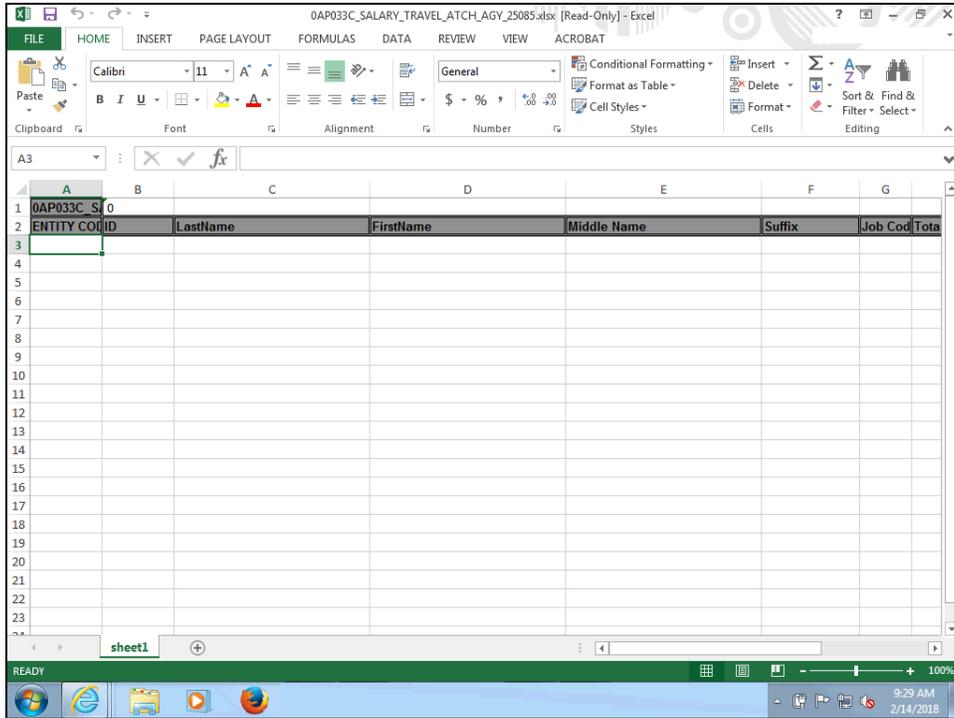
Step	Action
27.	Note: When formatting the report take care not to remove any formatting that removes the leading zeros in the Employee ID column.



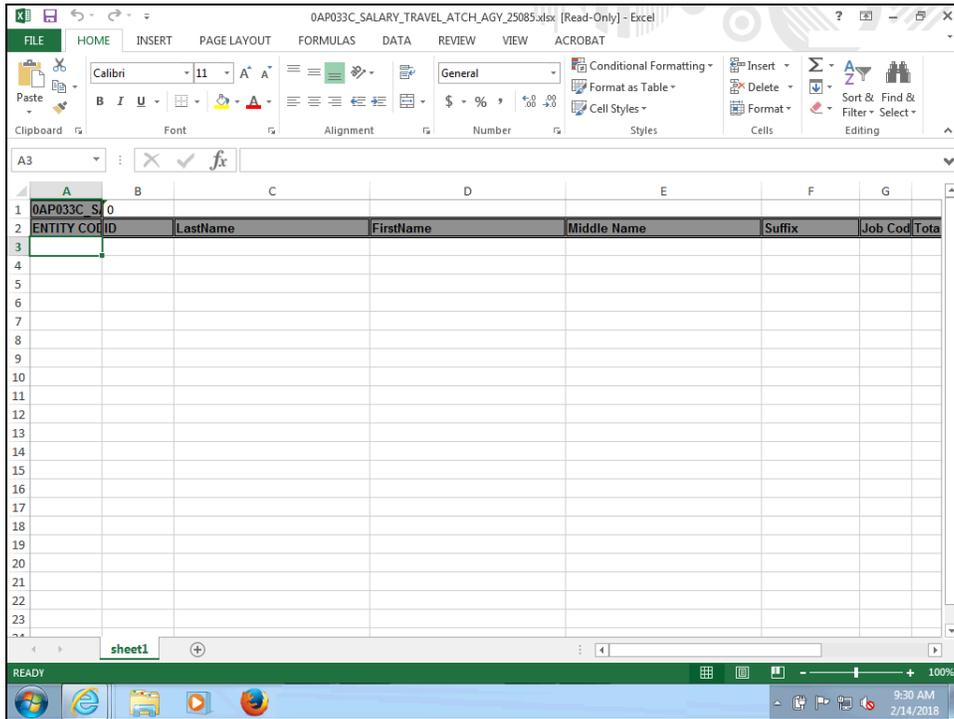
Step	Action
28.	<p>The value entered in the Relate BU field on the Salary and Travel page displays in the ENTITY CODE column.</p> <p>For this example, no search results are displayed</p> <p>Only the data for employees of the attached entity will appear in this query results.</p>



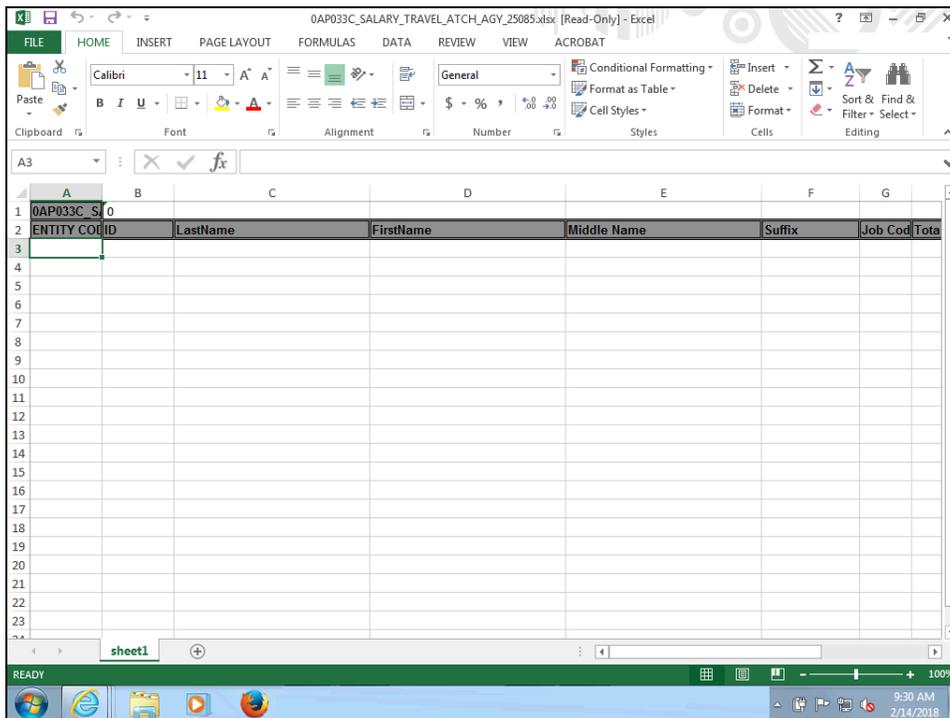
Step	Action
29.	<p>If a primary agency has more than one attached agency to report, the all data for attached agencies will appear in the query; however, the users data must divide the data into separate files for submission to DOAA.</p>



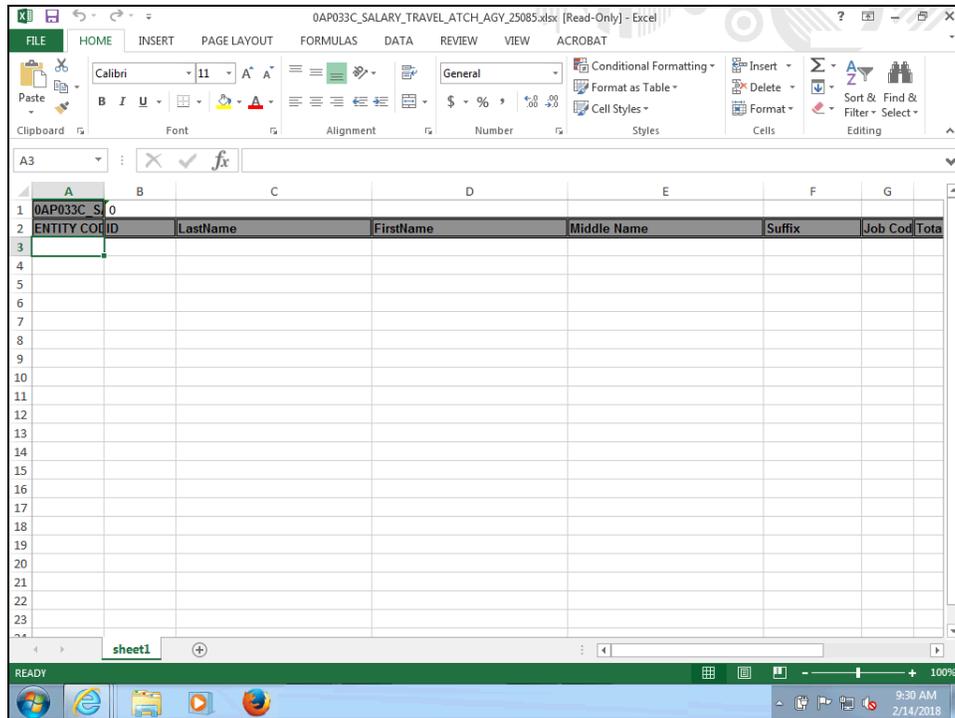
Step	Action
30.	Additional rows of data can be added to the Excel file for TIGA reporting as necessary to reflect salary or travel data that was not reflected in TeamWorks.



Step	Action
31.	<p>If the file must be uploaded to TIGA users must save the file in the CSV format for uploading to the DOAA TIGA Salary and Travel submission website.</p> <p>To save the file in CSV format use the standard Microsoft Excel file save functionality and select the CSV file type.</p> <p>Note: If additional rows are added to the spreadsheet to accommodate data not reflected in TeamWorks the Salary Travel Attached Agency Totals report will not contain the correct control totals. This means the control totals will need to be recalculated by the agency before submitting to DOAA.</p>



Step	Action
32.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.



Step	Action
33.	<p>Congratulations! You have completed running the Salary Travel Attached Agency report.</p> <p>End of Procedure.</p>