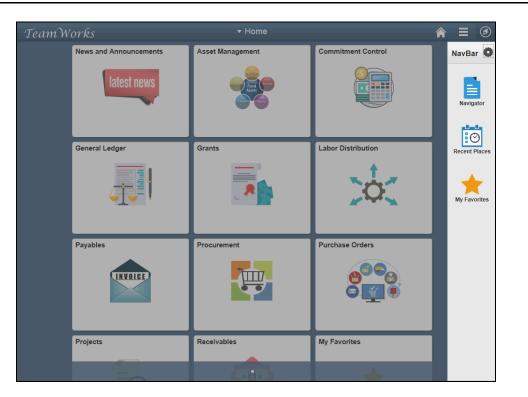


Running the Salary Travel Attached Agency Totals Query



Step	Action
1.	Navigate to the Query Viewer page.
	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.
	Click the NavBar icon.





Step	Action
2.	Click the Navigator icon.
	Navigator



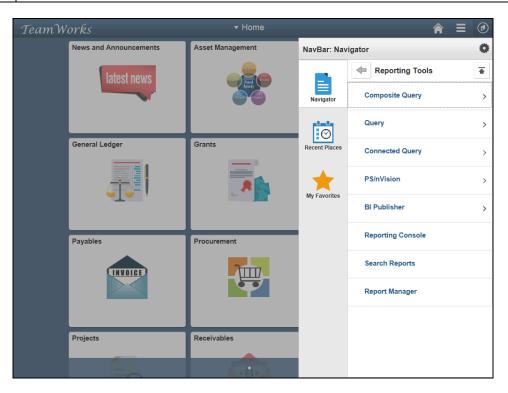
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Step	Action
3.	Click the Vertical scrollbar.

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			My System Profile	



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



Step	Action
5.	Click the Query link.
	Query



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Step	Action
6.	Click the Query link.
	Query Viewer

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Step	Action
7.	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:
	 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

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nter any information you have and click Search. Leave fields blank for a list of all values.	
*Search By Query Name V begins with	
Search Advanced Search	

Step	Action
8.	Click the Search By list.
	*Search By Query Name V



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any information you have Folder Name Fields blank for a list of all values.	
*Search By Owner Ouery Name begins with	
Search Uses Field Name Uses Record Name	

Step	Action
9.	The system displays eight ways a user can search for a query.
	 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 Click the Query Name list item. Access Group Name Description Folder Name Owner Query Name Type Uses Field Name Uses Record Name



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



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Step	Action
11.	In this example, the user is searching for a specific Salary and Travel report. Click in the Search By field. *Search By Query Name begins with



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nter any information you have and click Search. Leave fields blank for a list of all values.	
*Search By Query Name V begins with	
Search Advanced Search	

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



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Query Viewer	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
*Search By Query Name V begins with 0AP033	
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Step	Action
13.	Click the Search button.
	Search

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2033C_SALARY_TRAVEL_ATCH_AGY_0AP033C_SALARY_TRAVEL_ATCH_AGY_Public HTML Excel XML Schedule References	Favorite
P033D_SALARY_TRAVEL_ATCH_TOT 0AP033D_SALARY_TRAVEL_ATCH_TOT Public HTML Excel XML Schedule References	Favorite



Step	Action
14.	The system returns the result that matches the search criteria. The system lists some query reference information:
	 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 id the user wants to search for the query at a later date.

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Query Viewer							New Window	Help Personaliz	e Page 📰
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Step	Action
15.	The system also provides the user with three ways to receive the query results.
	Users can run the query to:
	 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

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AP033B_SALARY_TRAVEL_TOT	0AP033B_SALARY_TRAVEL_TOT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AP033C_SALARY_TRAVEL_ATCH_AGY	0AP033C_SALARY_TRAVEL_ATCH_AGY	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AP033D_SALARY_TRAVEL_ATCH_TOT	0AP033D_SALARY_TRAVEL_ATCH_TOT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Step	Action
16.	The Salary Travel Attached Agency Totals query functions as a control total query that provides summary totals for the detail information from the Salary Travel Attached Agency report. Use the Salary Travel Attached Agency Totals to obtain the summary total for the attached business unit's salary and travel data.



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AP033D_SALARY_TRAVEL_ATCH_TOT	0AP033D_SALARY_TRAVEL_ATCH_TOT	Public	H.	TML	Excel	XML	Schedule	Lookup References	Favorite

Step	Action
17.	Click the Excel link.
	DAP033C_SALARY_TRAVEL_ATCH_AGY_DAP033C_SALARY_TRAVEL_ATCH_AGY_Public HTML Excel XML Schedule Lookup References Favorite

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

Q]		
ENTITIY CODE	Total Salary Amount	Total Travel Amount

Step	Action
19.	Click in the Year field.
	Year 0



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Year 0		
Unit		
View Results		
ENTITIY CODE	Total Salary Amount	Total Travel Amount

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

)17		
ENTITIY CODE	Total Salary Amount	Total Travel Amount
		Date Created: 4/19/2
		Date Oreated. 4/13/2



Step	Action
21.	Click in the Unit field.
	Unit

r 2017			
it	Q		
ew Resu	lts		
	ENTITIY CODE	Total Salary Amount	Total Travel Amount

Step	Action
22.	Enter the appropriate information into the Unit field.
	For this example, type 48400 .



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ENTITIY CODE	Total Salary Amount	Total Travel Amount

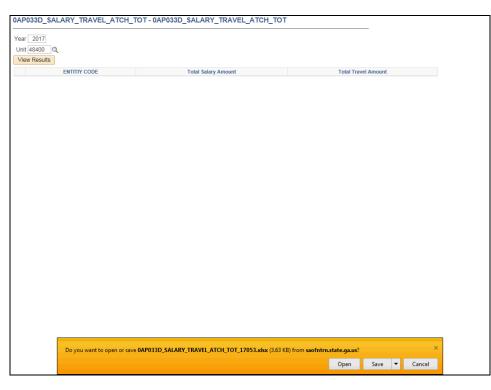
Step	Action
23.	Click the View Results button.
	View Results

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Step	Action
24.	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.
	Users can open the file immediately, save the file to their computer, or cancel the transaction.



Step	Action
25.	In this example, the user opens the document immediately.
	Click the Open button.
	Do you want to open or save 0AP033D_SALARY_TRAVEL_ATCH_TOT_17053.xisx (3.63 KB) from saofntrn.state.ga.us ?



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Step	Action
26.	The systems opens Microsoft Excel and displays the report data in a standard spreadsheet.

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Step	Action
27.	Users can save the file like any other Microsoft Excel file by using the standard Microsoft Excel save functionality.
	Note : The control totals in this report are not uploaded into DOAA TIGA they are entered directly into the TIGA website.

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



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Step	Action
29.	Congratulations! You have completed running the Salary Travel Attached Agency Totals report.
	End of Procedure.