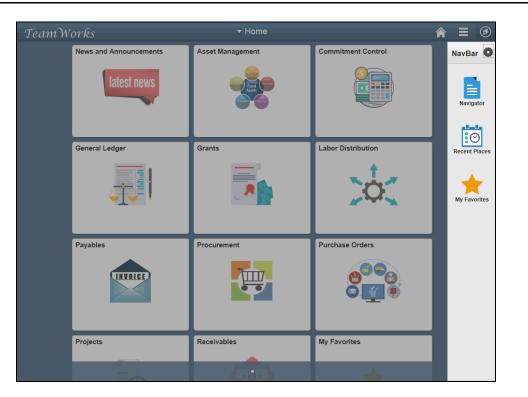


## Running the Salary Travel Attached Agency Totals Query



Step	Action
1.	Navigate to the <b>Query Viewer</b> page.
	<b>Note</b> : 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 <b>NavBar</b> icon.





Step	Action
2.	Click the Navigator icon.
	Navigator



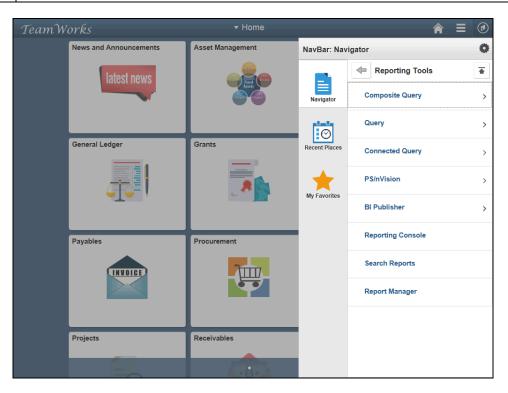
amWorks News and Ann					
News and Ann	ouncements	Asset Management	NavBar: Navi	gator	
late	est news	Fixed States		SRM Custom	>
			Navigator	News and Announcements	>
General Ledge		Grants	0	SAO Technical	>
General Ledge	er === 1	Grants	Recent Places	Employee Self-Service	>
4			My Favorites	Supplier Contracts	>
				Agency Security	>
Payables		Procurement		Customers	>
	IVOICE	<u>`</u>		Products	>
			Customer Contracts	>	
Projects		Receivables	-	Order Management	>
				Pricing Configuration	>

Step	Action
3.	Click the Vertical scrollbar.

TeamWorks	<del>▼</del> Home		Â	∎ Ø
News and Announcements	Asset Management	NavBar: Navig	jator	0
latest news	Tiese Company		Background Processes	>
		Navigator	Worklist	>
General Ledger	Grants	Recent Places	Tree Manager	>
			Reporting Tools	>
	Nor 🔭 🚞	My Favorites	PeopleTools	>
			Fund Source Distribution	>
Payables	Procurement		Labor Distribution	>
INVOICE	<b>e</b>		Tax Center	
			Change My Password	
Projects	Receivables		My Preferences	
			My System Profile	



Step	Action
4.	Click the <b>Reporting Tools</b> link.
	Reporting Tools



Step	Action
5.	Click the <b>Query</b> link.
	Query



TeamW	TeamWorks • Home				Â	≡	۲
	News and Announcements	Asset Management	NavBar: Nav	igator			•
	latest news			Query			
		Anatis Concerne Pracerne	Navigator	Query Manager			
			Ø	Query Viewer			
	General Ledger	Grants	Recent Places	Schedule Query			
			My Favorites				
	Payables	Procurement					
	Projects	Receivables					
	E						

Step	Action
6.	Click the <b>Query</b> link.
	Query Viewer

K Ho	ome				A ≡ @
uery V	iewer				New Window   Help   Personalize Page   🖥
		ave and click Search	Leave fields blank for a lis	t of all values	
nor any		Query Name	begins with		
	Search	Advanced Search	begins with		
		-			



Step	Action
7.	<b>Query Viewer</b> 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:
	<ul> <li>Search for an existing query</li> <li>Preview a query in an active browser window</li> <li>Run a query and display results in a new browser window</li> <li>Print a query</li> <li>Schedule a query to run at another date and time</li> </ul>

< Home	<b>☆</b> ≡ Ø
	New Window   Help   Personalize Page   📰
uery Viewer	
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



Home	
	New Window   Help   Personalize Page
ry Viewer Access Group Name	
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.
	<ul> <li>Access Group Name - Search for a query or queries in a particular access group</li> <li>Description - Search for a query or queries based on description</li> <li>Folder Name - Search for a query or queries saved to a particular folder</li> <li>Query Name - Search for the user defined query name or description</li> <li>Type - Search for a particular type of query to run</li> <li>Uses Field Name - Search for a query or queries that contain a specific field</li> <li>Uses Record Name - Search for a query or queries that uses a specific record such as</li> </ul>
	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



	<b>∧</b> ≡ Ø
	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
10.	The <b>Advanced Search</b> 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.



C Home		★ Ξ Ø
Query Viewer		New Window   Help   Personalize Page   📅
Enter any information you have and click Search. Leave fie	alde black for a list of all values	
to such Du	begins with	
Search Advanced Search	begins with	

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



< Home	♠
	New Window   Help   Personalize Page   📰
luery Viewer	
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 <b>Search By</b> field.
	For this example, type <b>0AP033</b> .



C 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 V begins with 0AP033	
Search Advanced Search	

Step	Action
13.	Click the <b>Search</b> button.
	Search

*Search By Query Name V begins with 0AP033 Search Advanced Search arch Results *Folder View All Folders - V uery Personalize   Find   View All [2] R First @ 1-4 of	
*Folder View All Folders -	
	E4 🛞 Loot
ery Name Description Owner Folder Run to Run	Add to Favorites
P033A_SALARY_TRAVEL 0AP033A_SALARY_TRAVEL Public HTML Excel XML Schedule Lookup References	Favorite
2033B_SALARY_TRAVEL_TOT DAP033B_SALARY_TRAVEL_TOT Public HTML Excel XML Schedule References	Favorite
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:
	<ul> <li>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</li> <li>Description - Is usually what the user would enter as search criteria.</li> <li>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.</li> <li>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.</li> </ul>

K Home								Â	
Query Viewer							New Window	Help Personaliz	e Page   📰
Enter any information you have and click Search. Lea	ave fields blank for a list of all values. begins with 0AP033								
Search Results *Folder View - All Folders	~								
Query		Personal	lize   Fi	ind   Vie	ew All   d	a   🔜	First 🕚 1-	4 of 4 🛞 Last	
Query Name Descrip	iption Own	ner Folder	Run to HTML	Runto	Run to S XML	chedule	Definitional References	Add to Favorites	
0AP033A_SALARY_TRAVEL 0AP03	33A_SALARY_TRAVEL Publ	plic H	HTML	Excel	XML S	chedule	Lookup References	Favorite	
0AP033B_SALARY_TRAVEL_TOT 0AP03	33B_SALARY_TRAVEL_TOT Publ	blic I	HTML	Excel	XML S	chedule	Lookup References	Favorite	
0AP033C_SALARY_TRAVEL_ATCH_AGY 0AP03	33C_SALARY_TRAVEL_ATCH_AGY Publ	blic	HTML	Excel	XML S	chedule	Lookup References	Favorite	
0AP033D_SALARY_TRAVEL_ATCH_TOT 0AP03	33D_SALARY_TRAVEL_ATCH_TOT Publ	blic H	HTML	Excel	XML S	chedule	Lookup References	Favorite	



Step	Action
15.	The system also provides the user with three ways to receive the query results.
	Users can run the query to:
	<ul> <li>HTML - This displays the report online. The user can Review the results and ensure it is the correct report before moving forward.</li> <li>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.</li> <li>XML - The system runs the report in an online format similar to HTML</li> <li>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</li> </ul>

er any information you have and click Sea	rch. Leave fields blank for a list of all values.								
*Search By Query Name	▶ begins with 0AP033								
Search Advanced Search	ch								
earch Results *Folder View - All Folders	×								
Query			Person	alize   F	ind   Vi	ew All	ي الح	First 🕚 1-4 of	4 🕑 Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AP033A_SALARY_TRAVEL	0AP033A_SALARY_TRAVEL	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
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 <b>Salary Travel Attached Agency Totals</b> 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.



iery Viewer									
	rch. Leave fields blank for a list of all values.								
*Search By Query Name	<ul> <li>begins with</li> <li>0AP033</li> </ul>								
Search Advanced Search	h								
arch Results									
*Folder View - All Folders	$\checkmark$								
luery			Personaliz	e   Fi			ي ا	First 🕚 1-4 of 4	4 🕑 Last
Jery Name	Description	Owner	Folder Ru	in to TML	Run to Excel	Run to XML	Schedule		Add to Favorites
P033A_SALARY_TRAVEL	0AP033A_SALARY_TRAVEL	Public	H	TML	Excel	XML	Schedule	References	Favorite
P033B_SALARY_TRAVEL_TOT	0AP033B_SALARY_TRAVEL_TOT	Public	н	TML	Excel	XML	Schedule	References	Favorite
AP033C_SALARY_TRAVEL_ATCH_AGY	0AP033C_SALARY_TRAVEL_ATCH_AGY	Public	H	TML	Excel	XML	Schedule	Lookup References	Favorite
AP033D_SALARY_TRAVEL_ATCH_TOT	0AP033D_SALARY_TRAVEL_ATCH_TOT	Public	H.	TML	Excel	XML	Schedule	Lookup References	Favorite

Step	Action
17.	Click the <b>Excel</b> link.
	DAP033C_SALARY_TRAVEL_ATCH_AGY_DAP033C_SALARY_TRAVEL_ATCH_AGY_Public HTML Excel XML Schedule Lookup References Favorite

0AP033D_SALARY_TRAVEL_ATC	CH_TOT-0AP033D_SALARY_TRAVEL_ATCH	1_ТОТ	
Year 0			
Unit Q			
View Results			
ENTITIY CODE	Total Salary Amount	Total Travel Amount	
Exitin CODE	Total outry Anounc	Total Hard Allouit	



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.
	<b>Note</b> : 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 <b>Year</b> field.
	Year 0



0AP033D_SALARY_TRAVEL_ATCH_TC	T-0AP033D_SALARY_TRAVEL_ATCH_TOT	
Year 0		
Unit		
View Results		
ENTITIY CODE	Total Salary Amount	Total Travel Amount

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

)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 <b>Unit</b> 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 <b>Unit</b> field.
	For this example, type <b>48400</b> .



ALARY_TRAVEL_ATCH_TO	T-0AP033D_SALARY_TRAVEL_ATCH_TOT	·
۹		
ENTITIY CODE	Total Salary Amount	Total Travel Amount

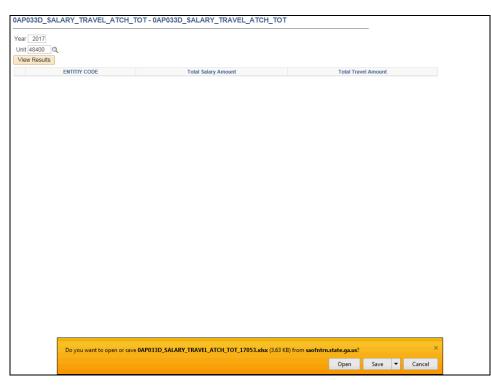
Step	Action
23.	Click the View Results button.
	View Results

0AP033D\_SALARY\_TRAVEL\_ATCH\_TOT - 0AP033D\_SALARY\_TRAVEL\_ATCH\_TOT

						_	
Year 2017							
Unit 48400	<b>`</b>						
	K C						
View Results							
	ENTITIY CODE		Total Salary Amount		Total Trave	Amount	
1							
	Do you want to open or cave	APOSTO SALAR	Y_TRAVEL_ATCH_TOT_17053.xl	kx (3.63 KB) from sacfetre	state na us?		×
	bo you mane to open of save	CON COOD_ONEAN		SX (SIGS RO) HOIT SHOTTER	sureigaius:		
					Open	Save 🔻	Cancel



Step	Action
24.	The <b>File Download</b> 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 <b>Open</b> button.
	Do you want to open or save <b>0AP033D_SALARY_TRAVEL_ATCH_TOT_17053.xisx</b> (3.63 KB) from <b>saofntrn.state.ga.us</b> ?



Pa	· • •	I <u>U</u> - 🖽 -		≡ = <b>€</b> 89 •		General \$~%	00, 0, <b>•</b>	Conditiona Format as Cell Styles	Fable ▼	Tinsert •	• <b>₩</b> • 5 • <b>≪</b> • F	Filter * Select *	-
li	board 🕞	Font	5	Alignment	Es.	Number	G.	Sty	les	Cells		Editing	
A:	L Ŧ	: 🗙 🗸	$f_x$ oapo	33D_SALARY_TRA	VEL_ATCH	TOT							
4	Α		В		С		D	E	F	G	н	1	ļ
	0AP033D_SA			1									
2	960	Total Salary A		Total Trave	el Amount	0.00							
4	500		257.	37.20		0.00							
5													
6													
7													
B													
9													
10													
1													
2													
.3													
15													
6													
7													
8													
19													
0													
1													
22													
3													
	• • • • • • • • • • • • • • • • • • •	sheet1 (-	÷										Þ

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

A1       I       A       B       C       D       E       F       G       H       I         A       B       C       D       E       F       G       H       I         1       DAP033D_SALARY_TRAVEL_ATCH_TOT       Image: Construction of the state of the	- L 🖻 - L	ial + 10 + I ∐ +   Ⅲ +   22 Font	-	E = <b></b>		neral • % • Number		Conditiona Format as T Cell Styles • Sty	able -	Ernsert • Cells	🔍 🔨 🕹 Fi	ort & Find & ilter - Select -	
A         B         C         D         E         F         G         H         I           0AP033D_SA         1         -	A1 ¥		040022			т							
0 AP0330_SA       1       Image: Control Salary Amount       Total Travel Amount         9 600       29737.20       0.00       Image: Control Salary Amount       Image: Control Salary Amount         9 600       29737.20       0.00       Image: Control Salary Amount       Image: Control Salary Amount       Image: Control Salary Amount         9 600       29737.20       0.00       Image: Control Salary Amount       Image: Contr			UAPUSSI	D_SALART_TRAVE		1							
INTITY COL Total Salary Amount       Total Travel Amount       Image: Solar S					С		D	E	F	G	н	1	
960         29737.20         0.00         Image: Constraint of the second of t			•	Total Travel /	mount		1						
Image: sector		Total Salary Allount			anount	0.00	<u>]</u>						
Image: state stat													
Image: state stat													
Image: state stat													
Image: sector													
Image: state stat	-												
Image: state stat													
2       Image: state													
3													
4													
3													
6													
1       1													
9													
0	в												
1													
3													
sheet1 (+)		sheet1 (+)											Þ



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

Paste v IIIpboard 5		===	General		Conditiona Format as T Cell Styles • Sty	able -	This Point The P	🔍 🍢 Fil	ort & Find & Iter - Select - diting	
×1 •	: 🗙 🗸 🏂 0AP	033D_SALARY_TRAV	EL ATCH TOT							
A	B		с	D	E	F	G	н	L	
0AP033D SA			C	U	C	F	0			
	Total Salary Amount	Total Travel	Amount							
960	29	737.20	(	.00						
)										
•										
	sheet1 (+)									Þ
ADY					. []	⊞			+	10

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



Paste	- 10 - A A A I U - □ - △ - ▲ -	== <b>_</b> ≫. ₽ ===€€ <b>⊡</b> .	General	Conditiona Format as 1 Cell Styles	able *	Thisert • Delete •	∑ · Z · Ž · Ž · Šort & Find & Filter • Select •	
lipboard 🕞	Font 🖓	Alignment 🕠	Number 5	Sty	les	Cells	Editing	^
A1 *	$X \checkmark f_x$ oapos	3D_SALARY_TRAVEL_ATCH	тот					~
Α	В	С	D	E	F	G	н	4
1 0AP033D_SA 1								
	otal Salary Amount	Total Travel Amount						
3 960 4	2973	7.20	0.00					
5								
5								
7								
8								
9								
.0								
1								
.2								
.3								
4								
.5								
.7								
.8								
.9								
.0								
1								
12								
!3								
	heet1 (+)			: •				

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