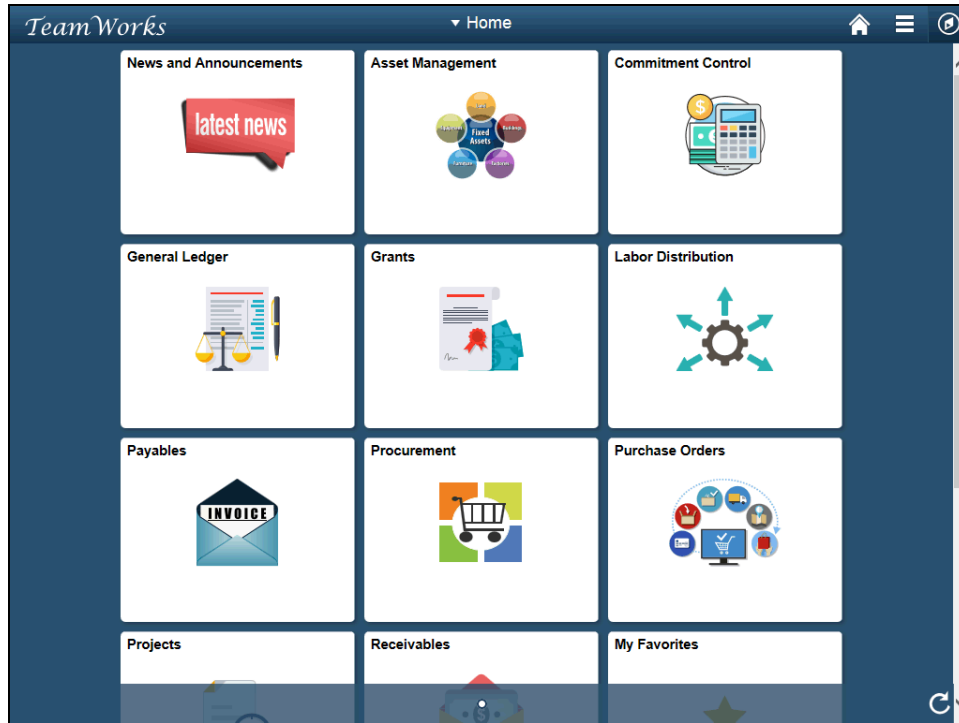

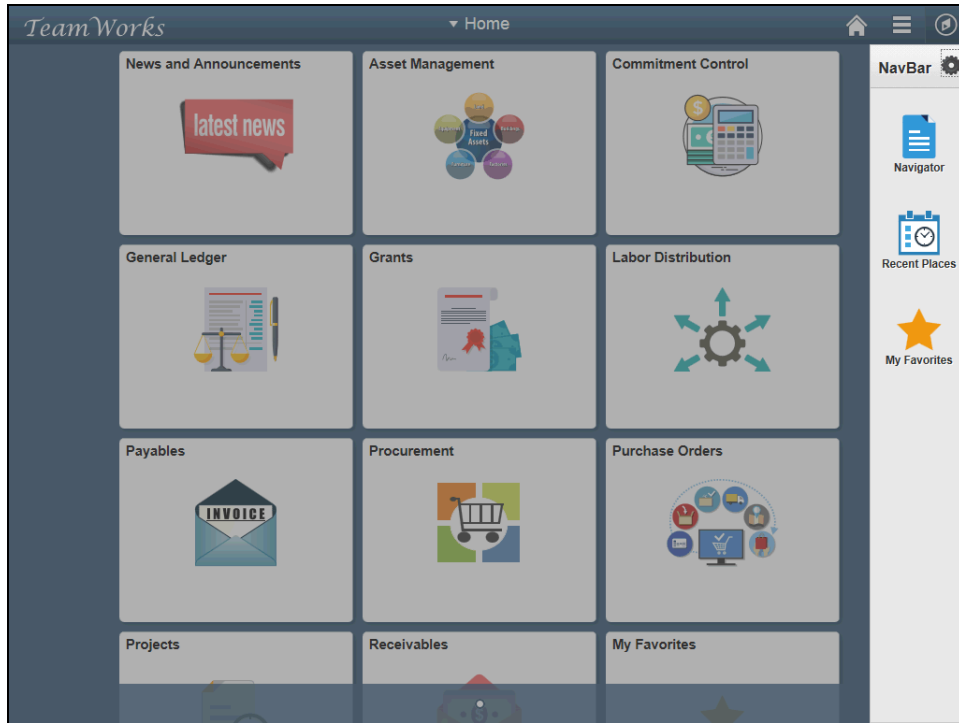
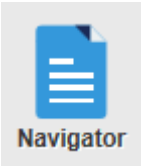


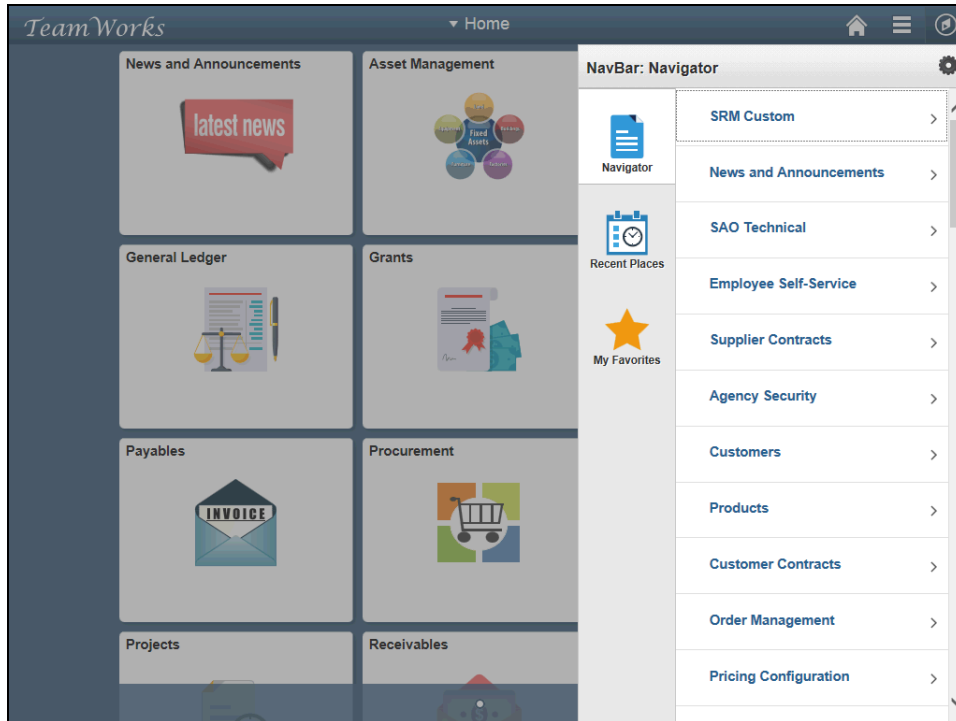
Running the Salary Travel Query



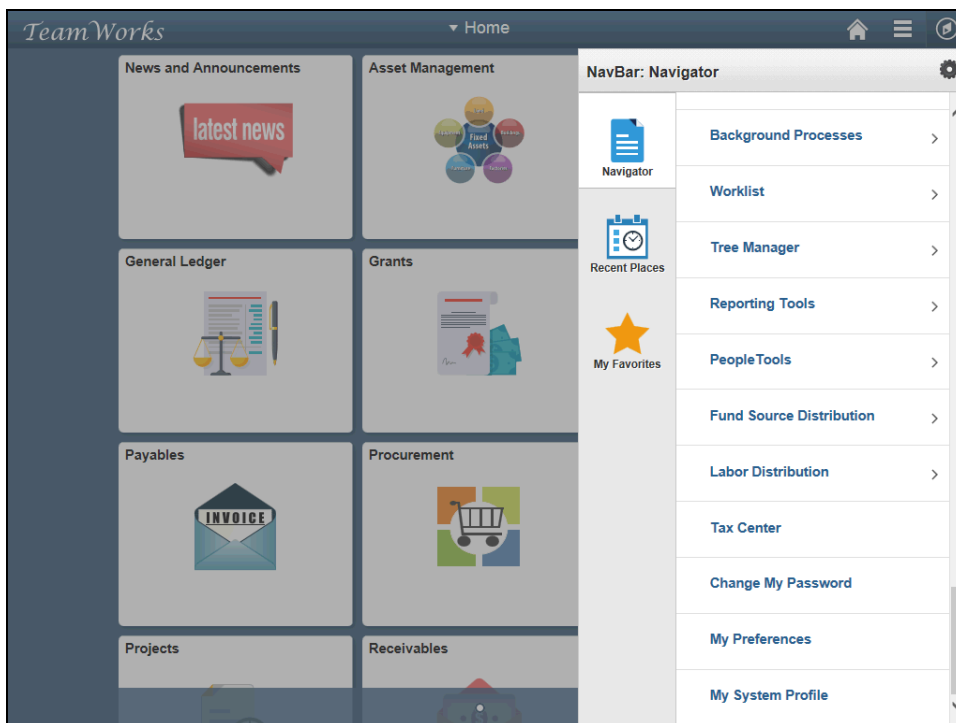
Step	Action
1.	<p>Navigate to the Query Viewer page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click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



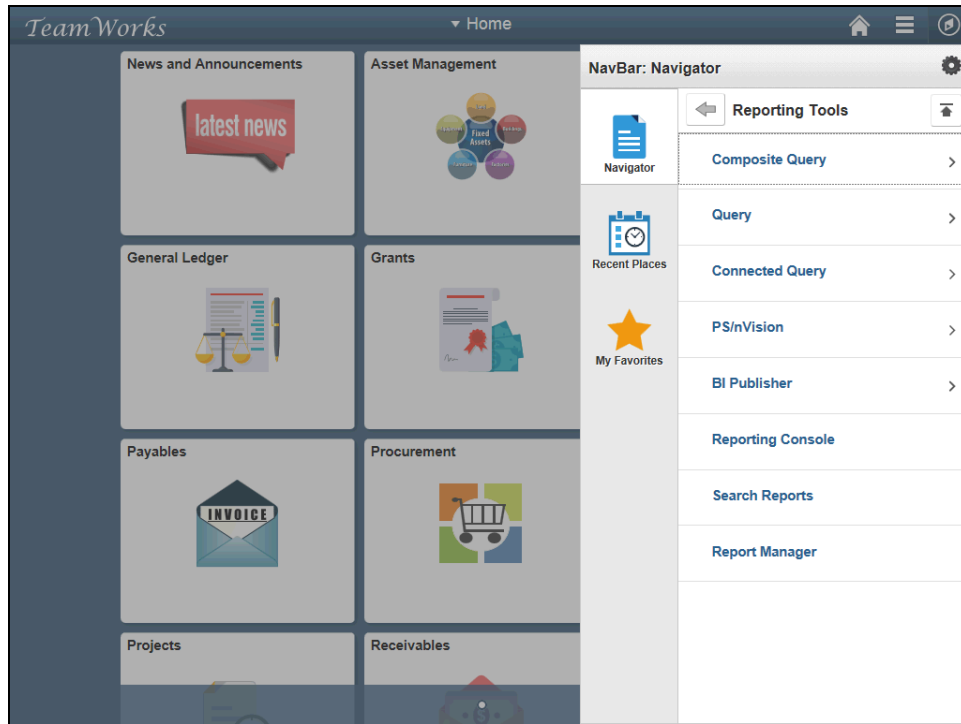
Step	Action
2.	Click the Navigator icon. 



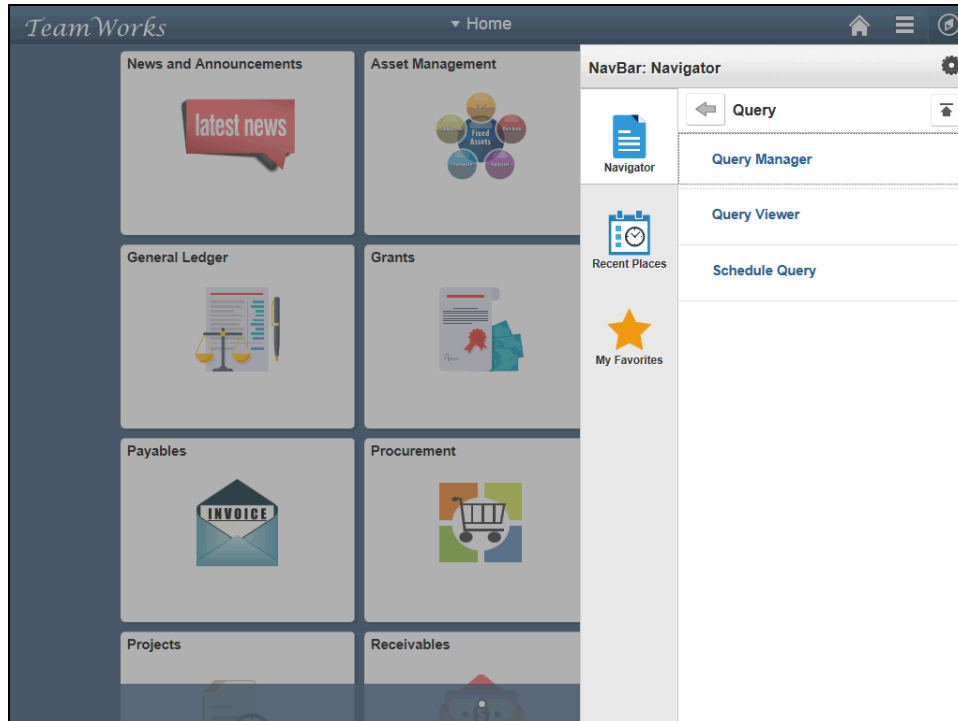
Step	Action
3.	Click the Vertical scrollbar.



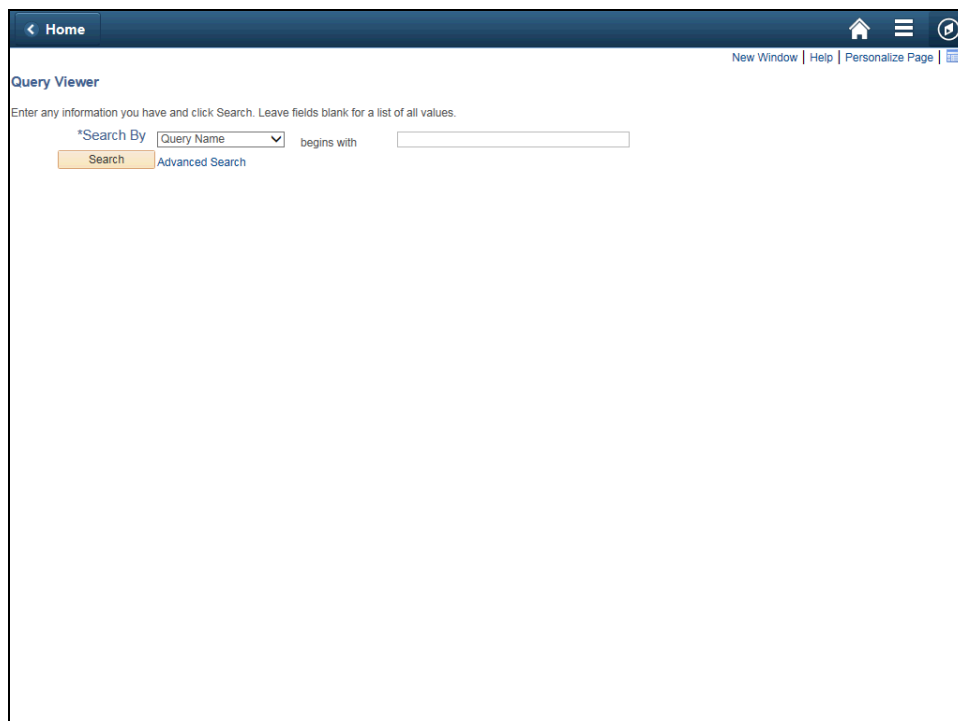
Step	Action
4.	Click the Reporting Tools link. Reporting Tools



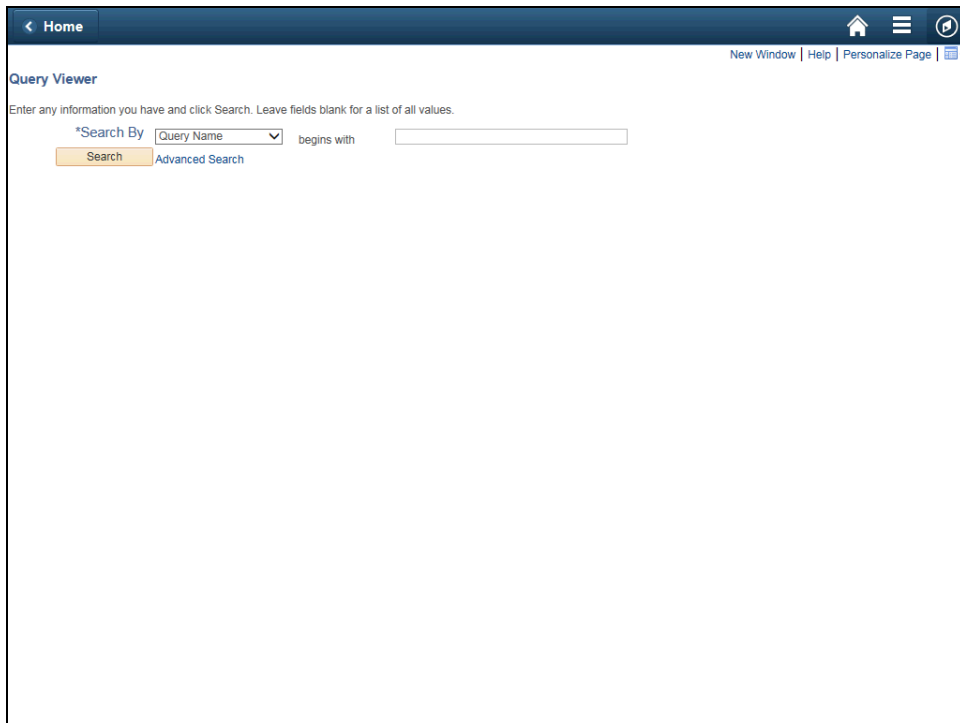
Step	Action
5.	Click the Query link. Query



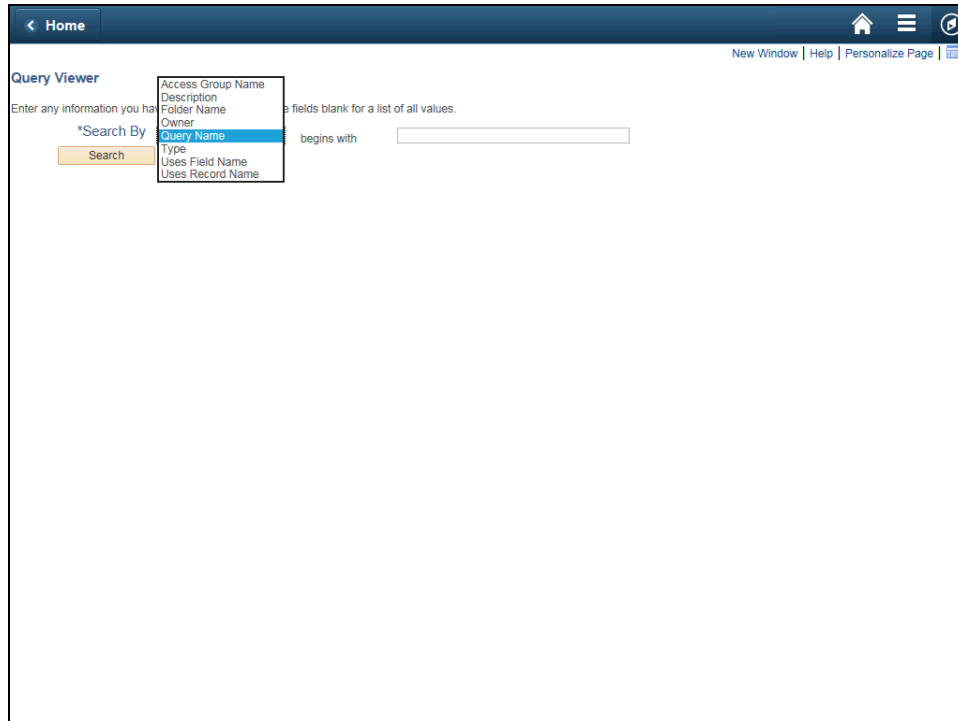
Step	Action
6.	Click the Query Viewer link. Query Viewer

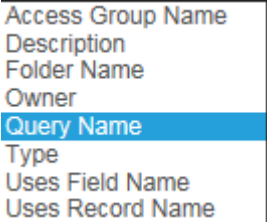


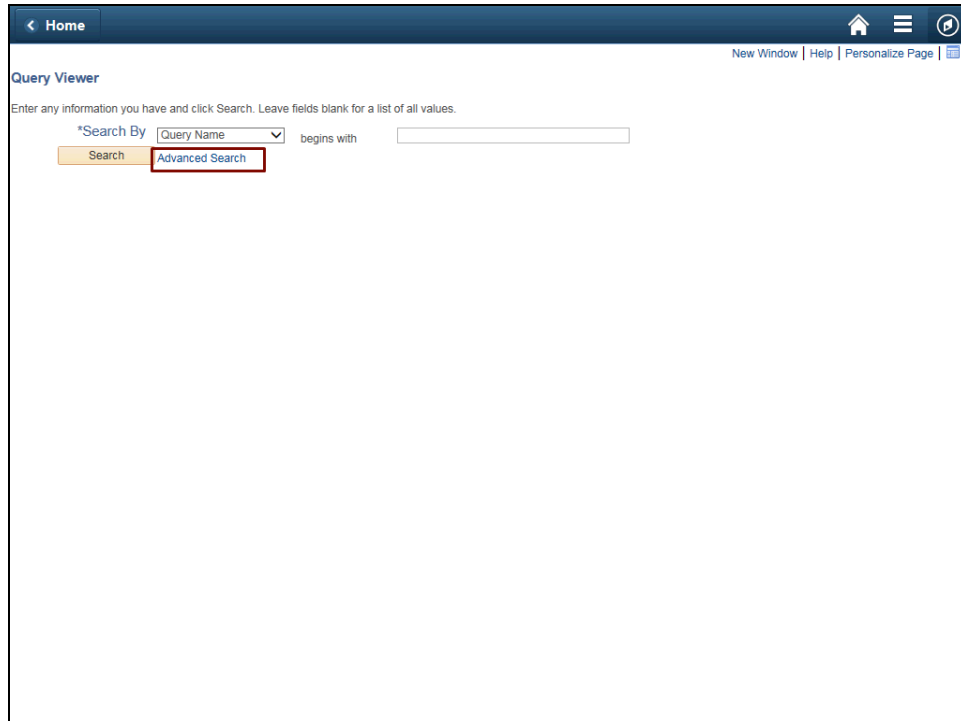
Step	Action
7.	<p>Query Viewer is a search page that provides users with the ability to search for public queries using various search criteria. Once the query is found users can:</p> <ul style="list-style-type: none"> • Search for an existing query • Preview a query in an active browser window • Run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



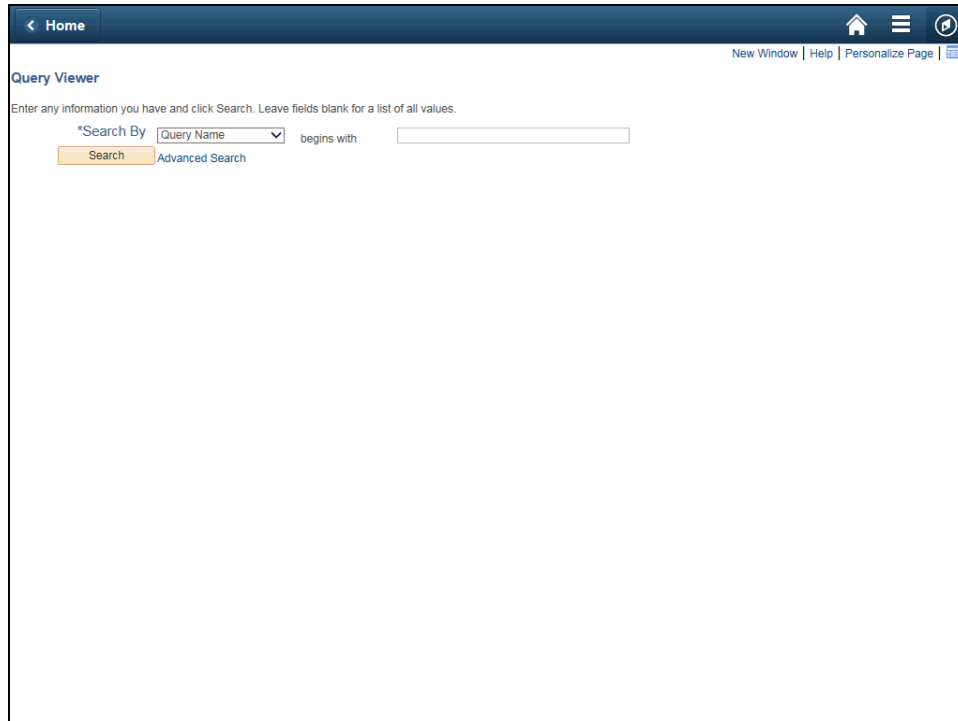
Step	Action
8.	<p>Click the Search By list.</p> <p>*Search By <input type="text" value="Query Name"/> ▼</p>




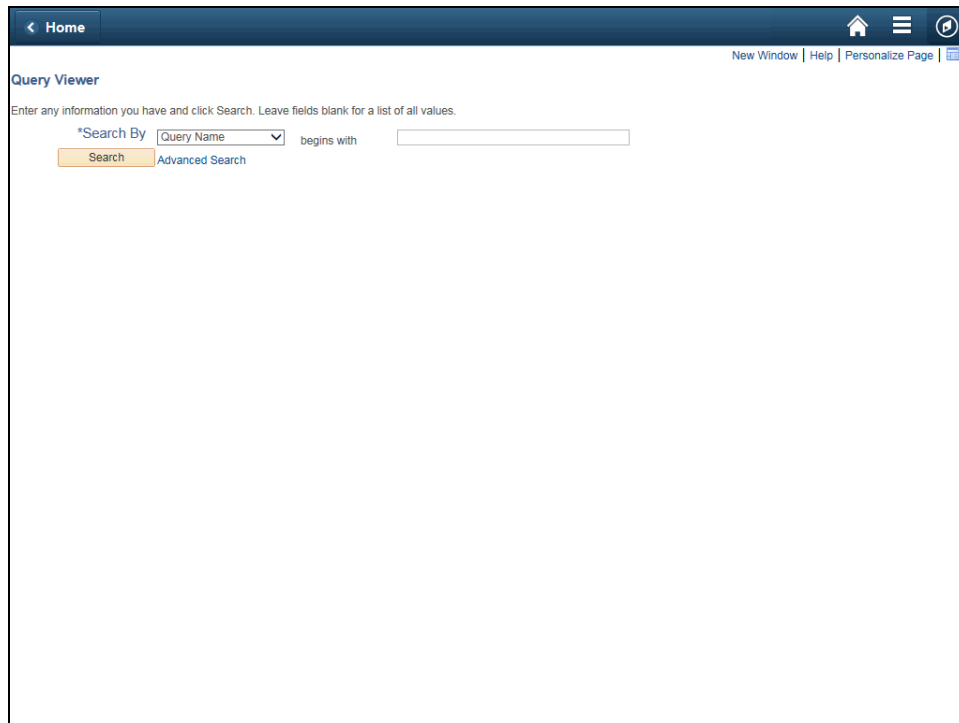
Step	Action
9.	<p>The system displays eight ways a user can search for a query.</p> <ul style="list-style-type: none"> • Access Group Name - Search for a query or queries in a particular access group • Description - Search for a query or queries based on description • Folder Name - Search for a query 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> 



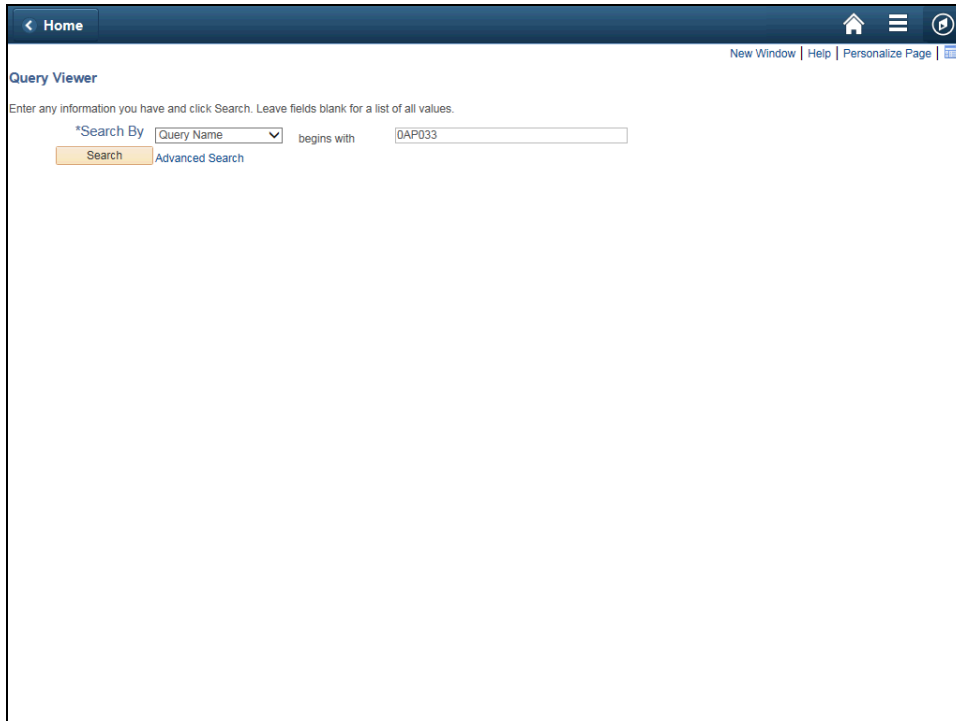
Step	Action
10.	<p>The Advanced Search option provides users with the ability to search for a query using multiple search criteria in combination.</p> <p>For this example the user searches for a query using Basic Search functionality.</p>



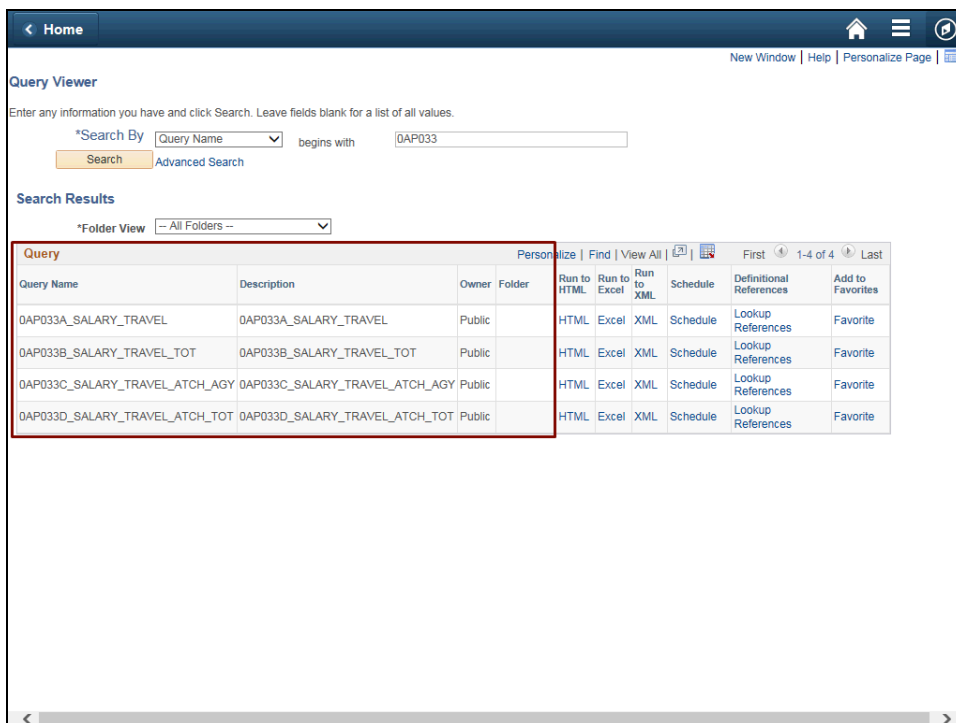
Step	Action
11.	<p>In this example, the user is searching for a specific Salary and Travel report.</p> <p>Click in the Search By field.</p> 



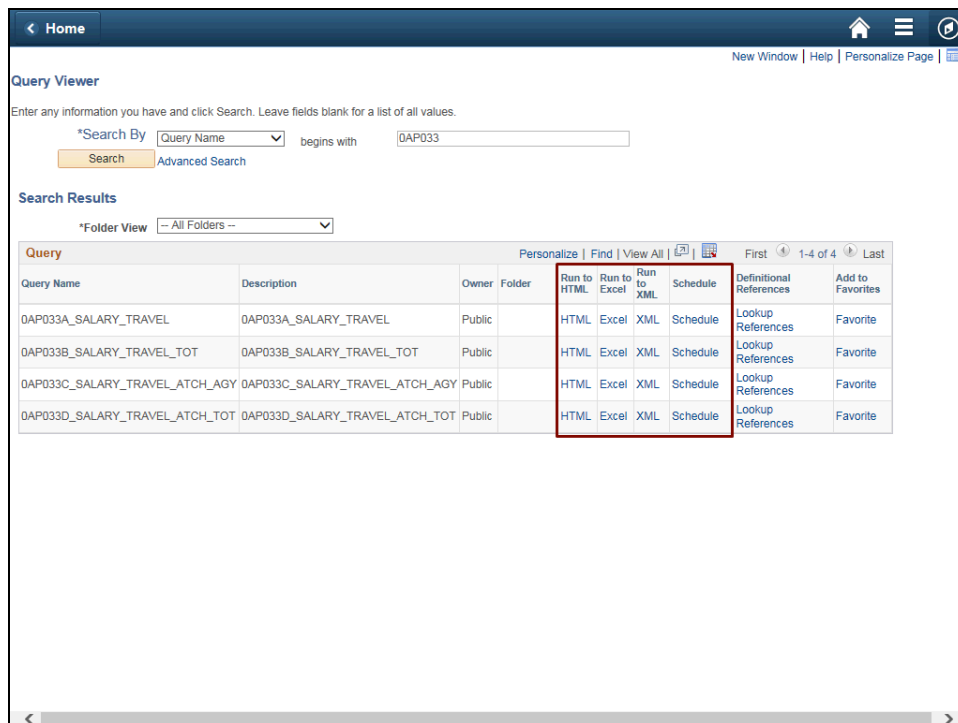
Step	Action
12.	<p>All Salary and Travel reports begin with '0AP033'.</p> <p>Enter the appropriate information into the Search By field.</p> <p>For this example, 0AP033.</p>



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 id 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

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 0AP033

[Search](#) [Advanced Search](#)

Search Results

*Folder View -- All Folders --

Query		Personalize			Find	View All	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
0AP033A_SALARY_TRAVEL	0AP033A_SALARY_TRAVEL	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP033B_SALARY_TRAVEL_TOT	0AP033B_SALARY_TRAVEL_TOT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP033C_SALARY_TRAVEL_ATCH_AGY	0AP033C_SALARY_TRAVEL_ATCH_AGY	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP033D_SALARY_TRAVEL_ATCH_TOT	0AP033D_SALARY_TRAVEL_ATCH_TOT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Step	Action
16.	Click the Excel link.

0AP033A_SALARY_TRAVEL - 0AP033A_SALARY_TRAVEL

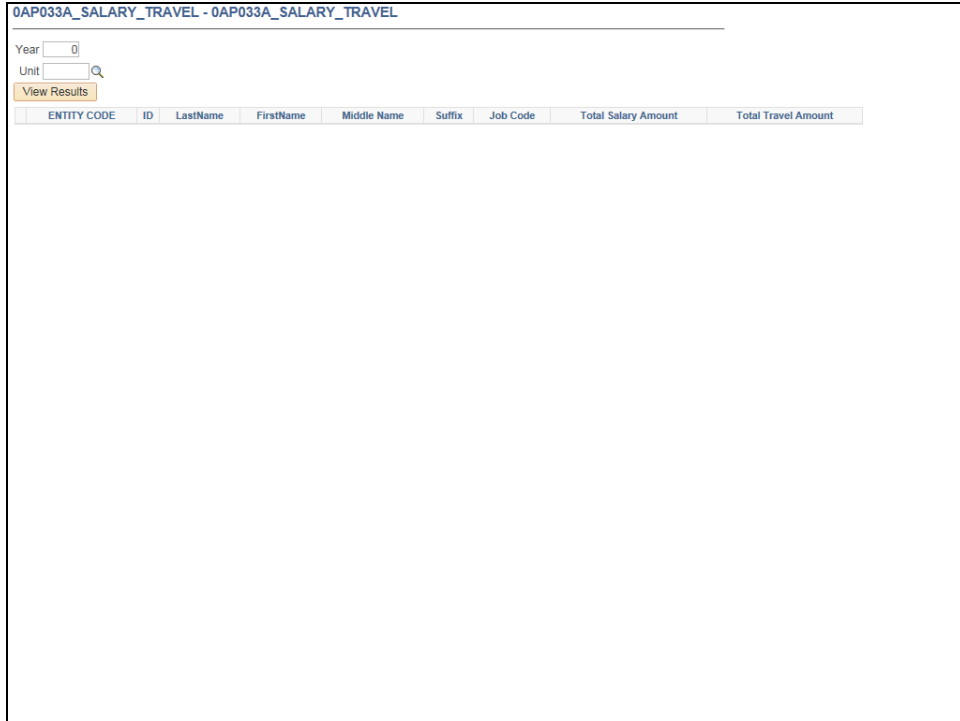
Year

Unit

[View Results](#)

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>



0AP033A_SALARY_TRAVEL - 0AP033A_SALARY_TRAVEL

Year

Unit

View Results

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

Step	Action
18.	<p>Enter the appropriate information into the Year field.</p> <p>For this example, type 2017.</p> <p>Year <input style="border: 2px solid red;" type="text" value="0"/></p>

0AP033A_SALARY_TRAVEL - 0AP033A_SALARY_TRAVEL

Year

Unit

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

Step	Action
19.	Click in the Unit field.

0AP033A_SALARY_TRAVEL - 0AP033A_SALARY_TRAVEL

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 Unit field. For this example, type 46700 .

0AP033A_SALARY_TRAVEL - 0AP033A_SALARY_TRAVEL

Year

Unit

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

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



Step	Action
22.	<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>

0AP033A_SALARY_TRAVEL - 0AP033A_SALARY_TRAVEL

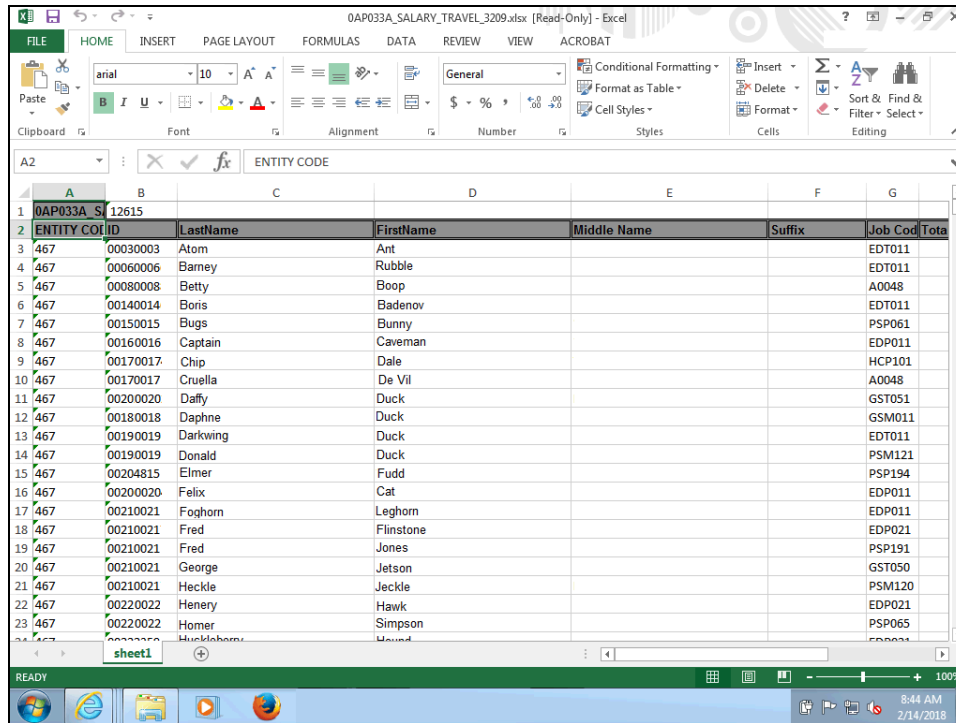
Year

Unit

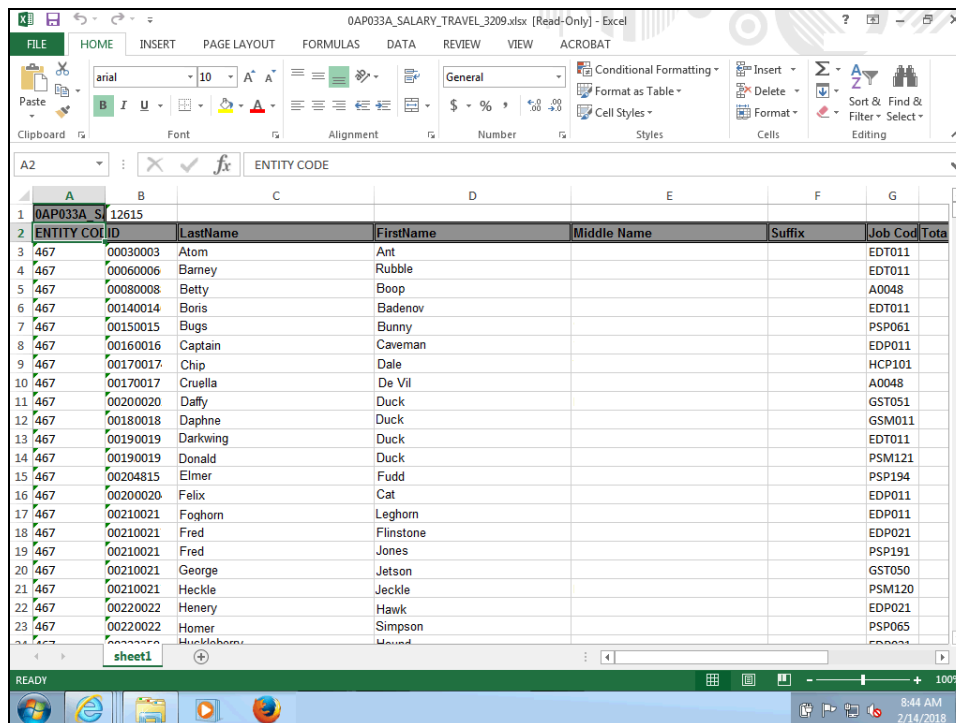
ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount


Do you want to open or save 0AP033A_SALARY_TRAVEL_3209.xlsx (655 KB) from saofntrn.state.ga.us? X

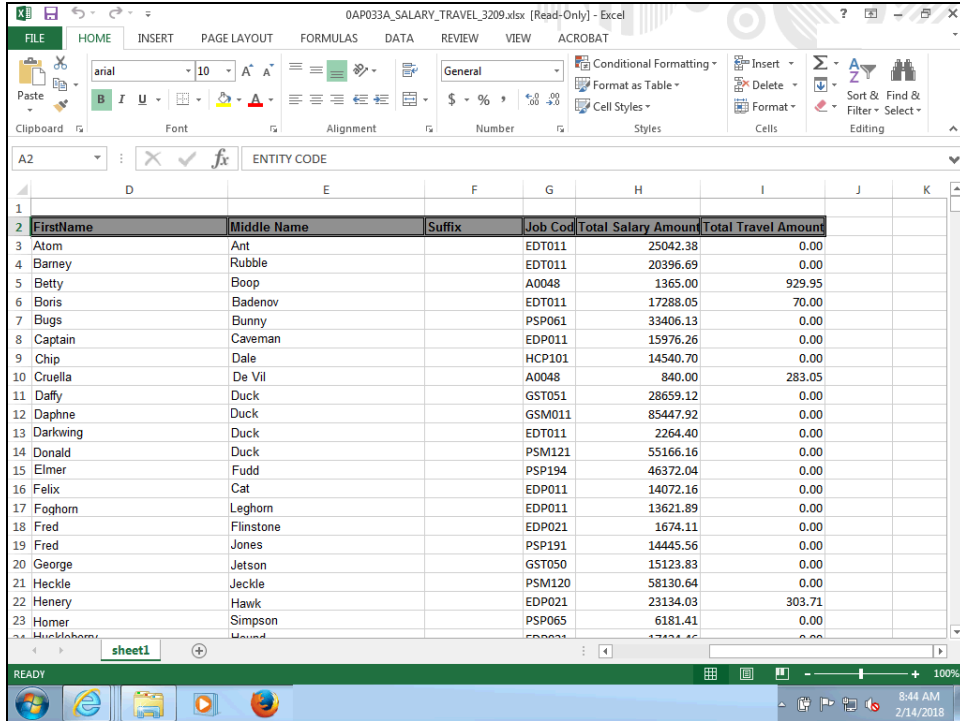
Step	Action
23.	<p>In this example, the user opens the document immediately.</p> <p>Click the Open button.</p> <div style="background-color: #FFD700; padding: 5px; border: 1px solid black; margin-top: 10px;"> <p>Do you want to open or save 0AP033A_SALARY_TRAVEL_3209.xlsx (655 KB) from saofntrn.state.ga.us? X</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>




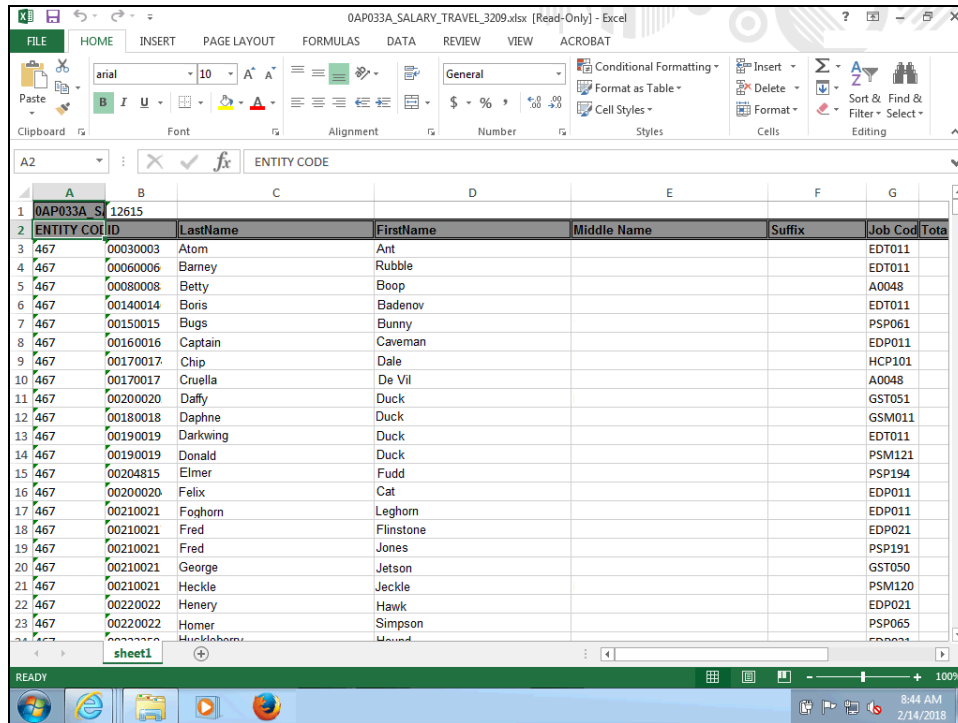
Step	Action
24.	The systems opens Microsoft Excel and displays the report data in a standard spreadsheet.




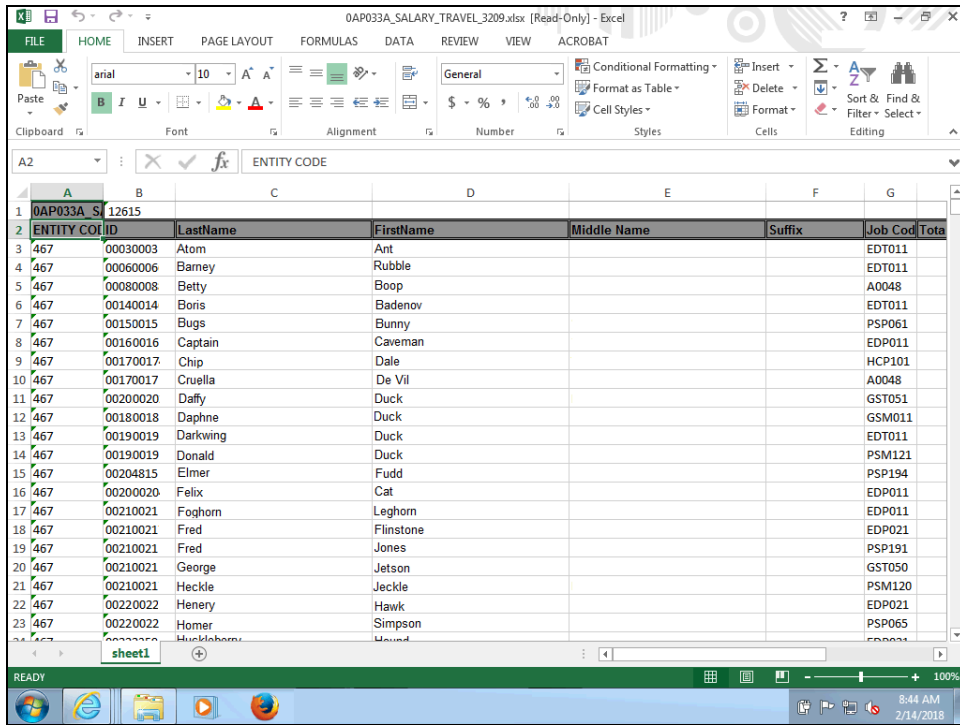
Step	Action
25.	<p>Review the columns to the right.</p> <p>Click the Page right button.</p> 



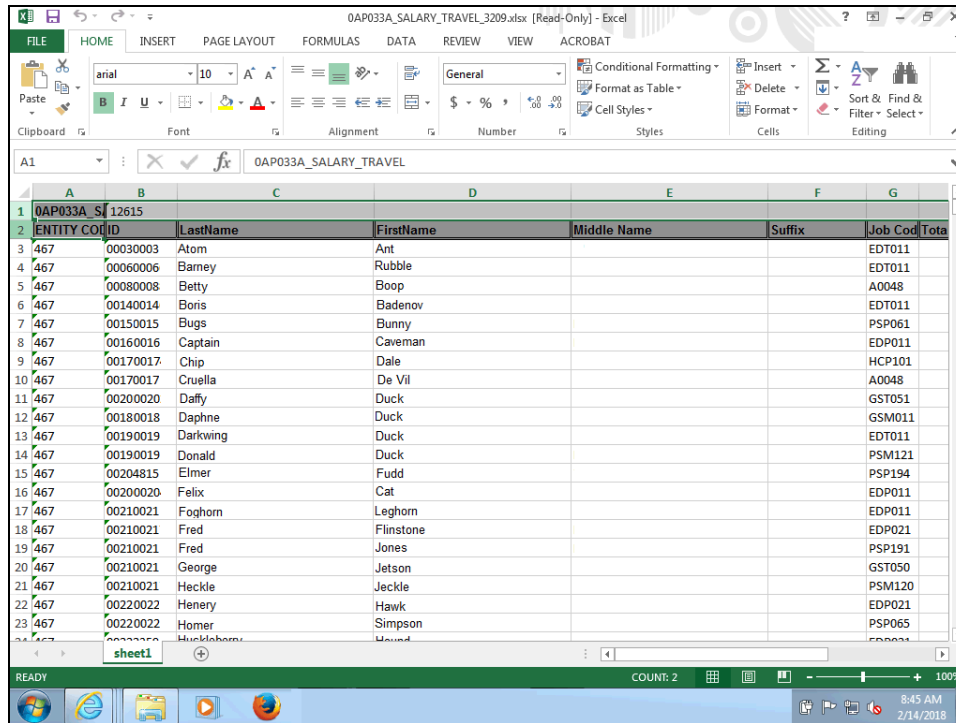
Step	Action
26.	<p>Navigate back to the left side of the page.</p> <p>Click the Page left button.</p> 



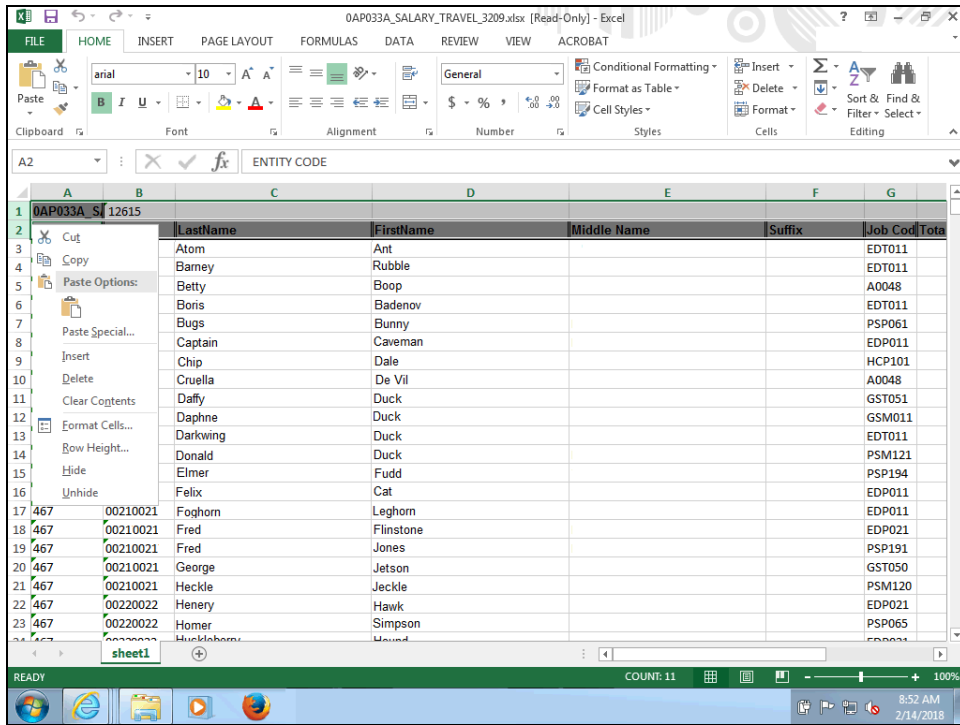
Step	Action
27.	<p>To upload the report to TIGA users must delete the first two header rows of the report.</p> <p>Note: When formatting the report take care not to remove any formatting that removes the leading zeros in the Employee ID column.</p> <p>Click the 1 cell.</p> 

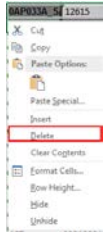


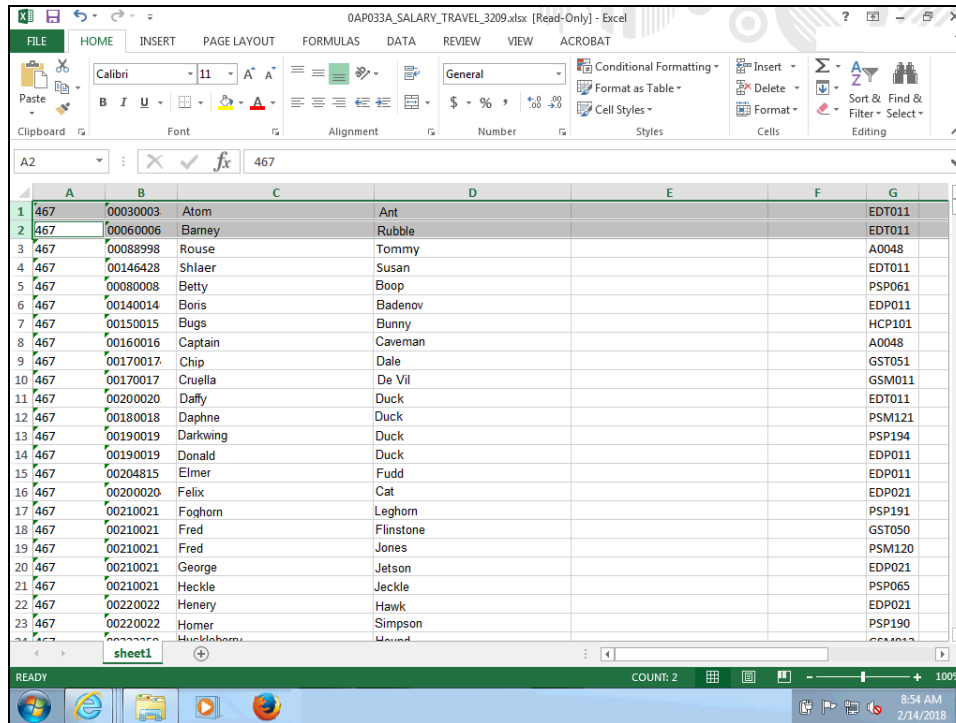
Step	Action
28.	Now, click row 2 to select both rows 1 and 2.



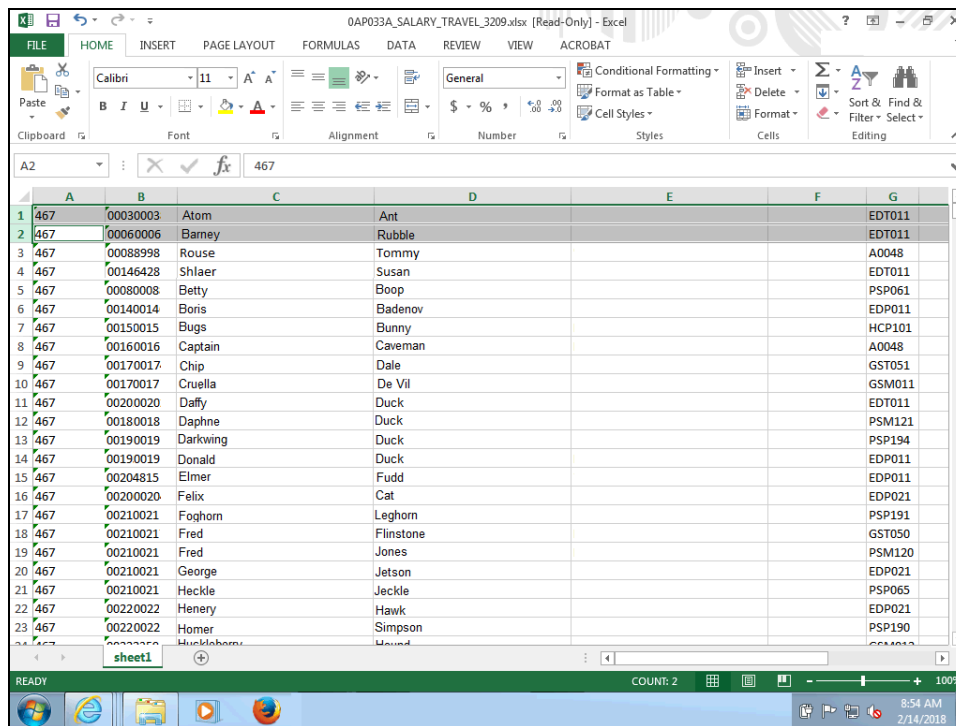
Step	Action
29.	Now, right-click the selected rows.



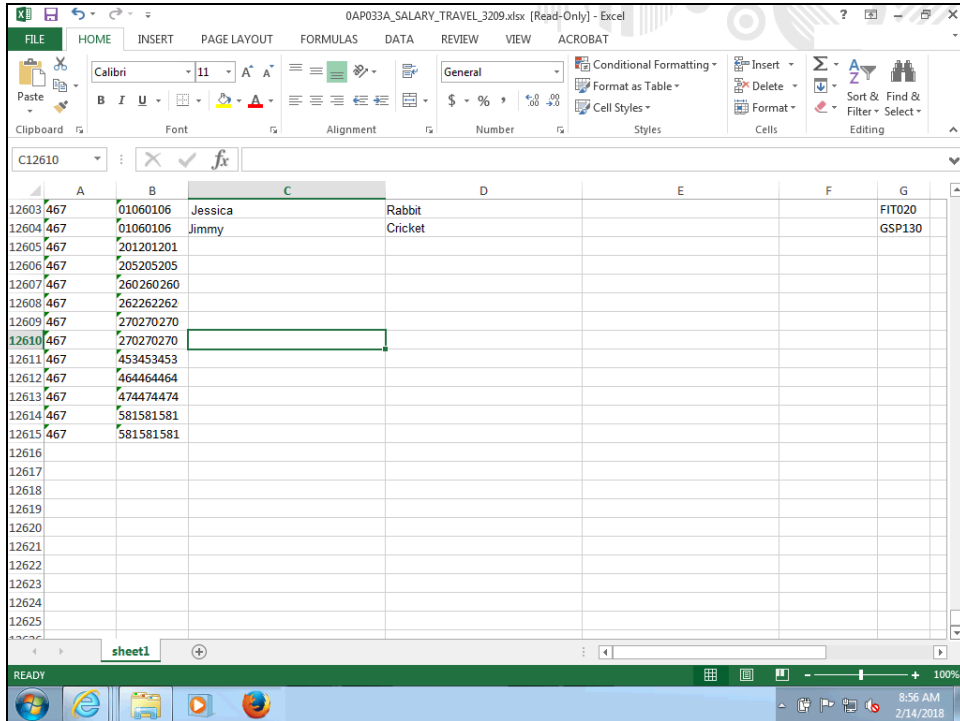
Step	Action
30.	<p>Now, delete the two header rows.</p> <p>Click the Delete menu.</p> 



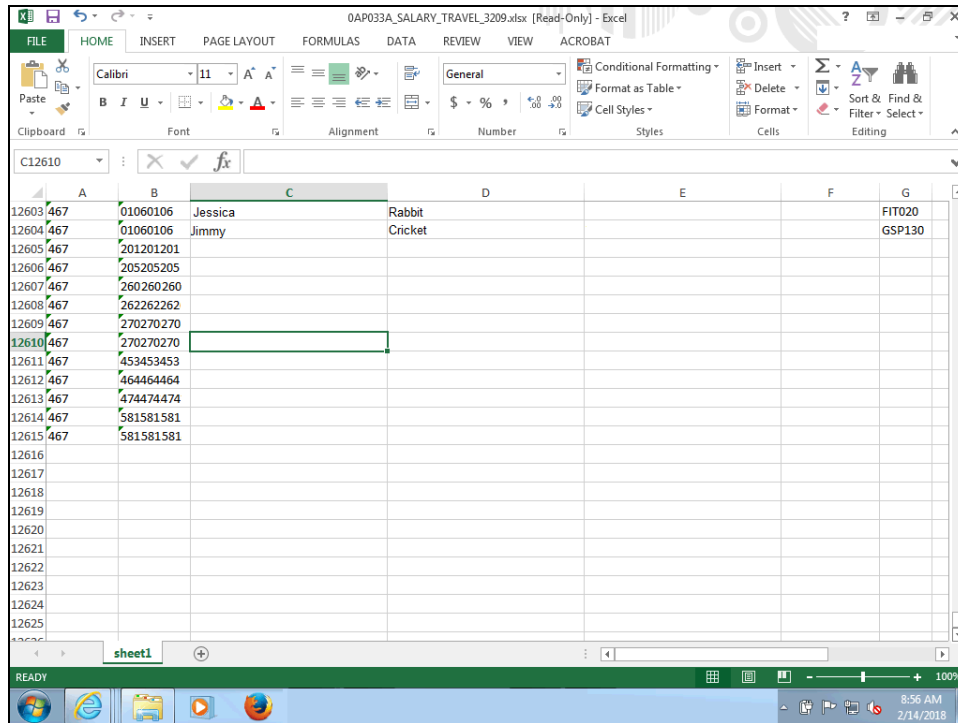
Step	Action
31.	Additional rows of data can be added to the Excel file for TIGA reporting as necessary to reflect salary or travel data that was not reflected in TeamWorks.



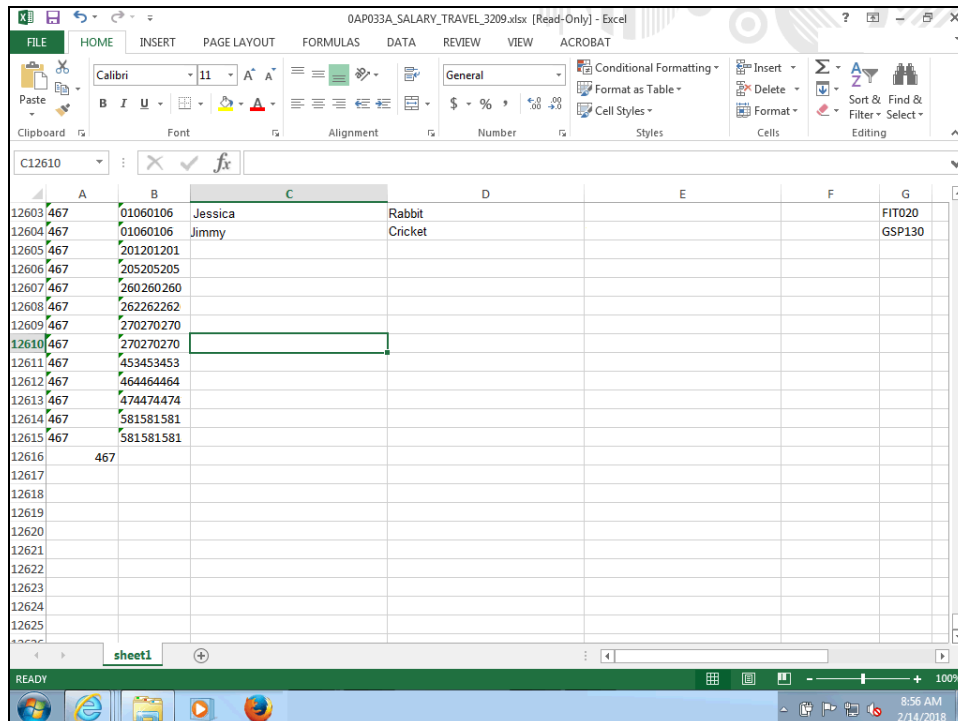
Step	Action
32.	To add additional rows, scroll to the last populated row of data. Press [Page Down] .



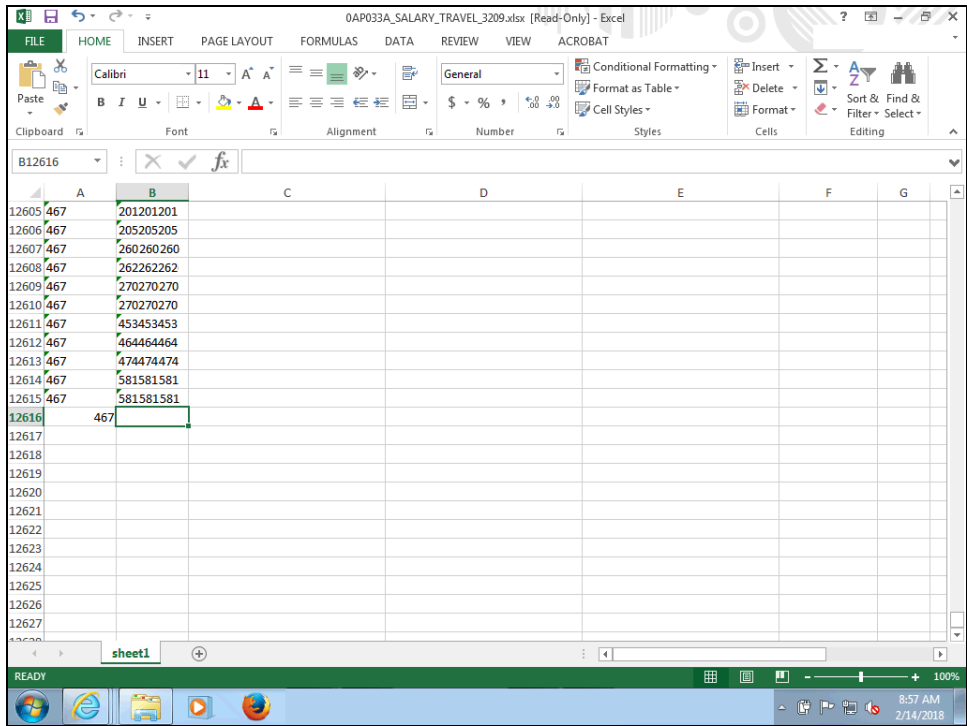
Step	Action
33.	<p>Users can add a new employee line to the spreadsheet. The new row of salary and travel data should be entered by populating all of the fields with the appropriate data. No field should be left blank.</p> <p>Note: Appropriate formatting updates should be applied to ensure the leading zeros are retained for the EMPLID data added.</p> <p>For this example, click the A12616 cell.</p>



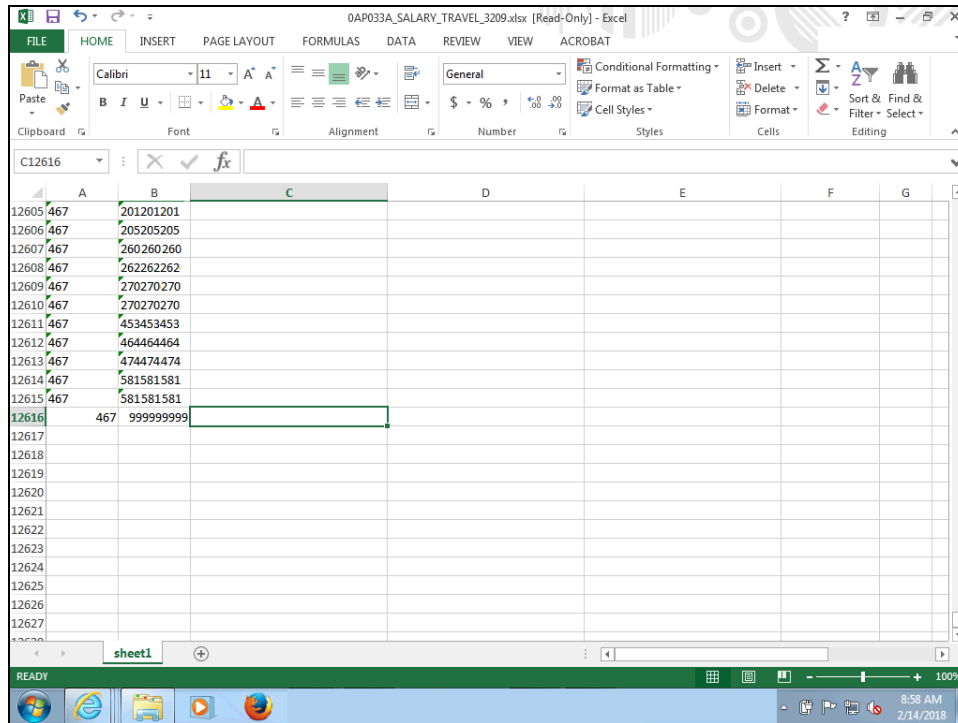
Step	Action
34.	Enter the appropriate information into the field. For this example, type 467 .



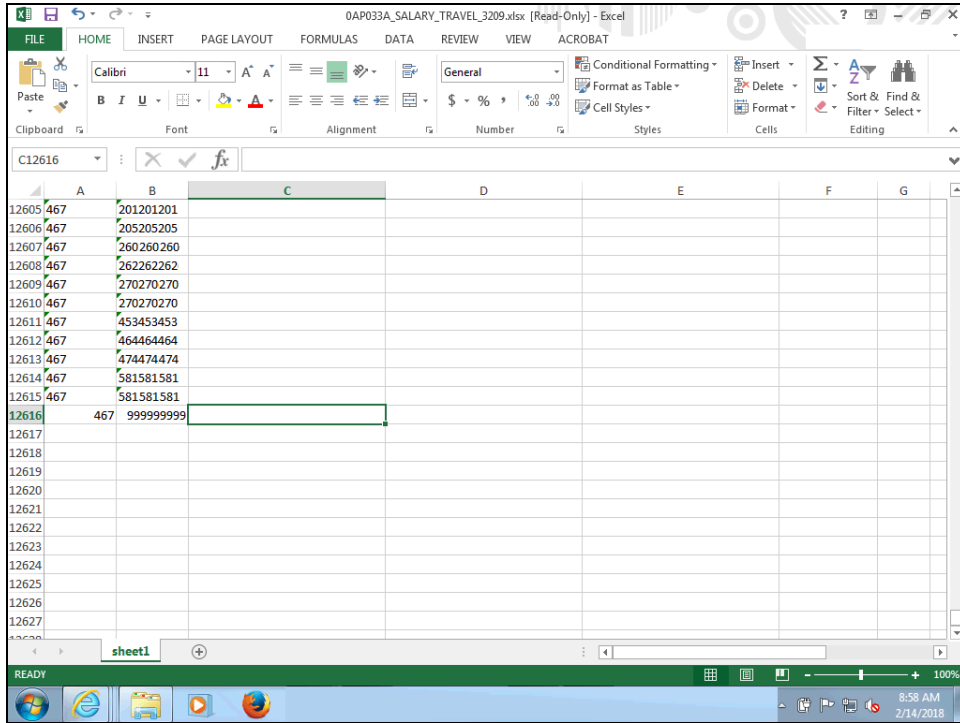
Step	Action
35.	For this example, click the B12616 cell.



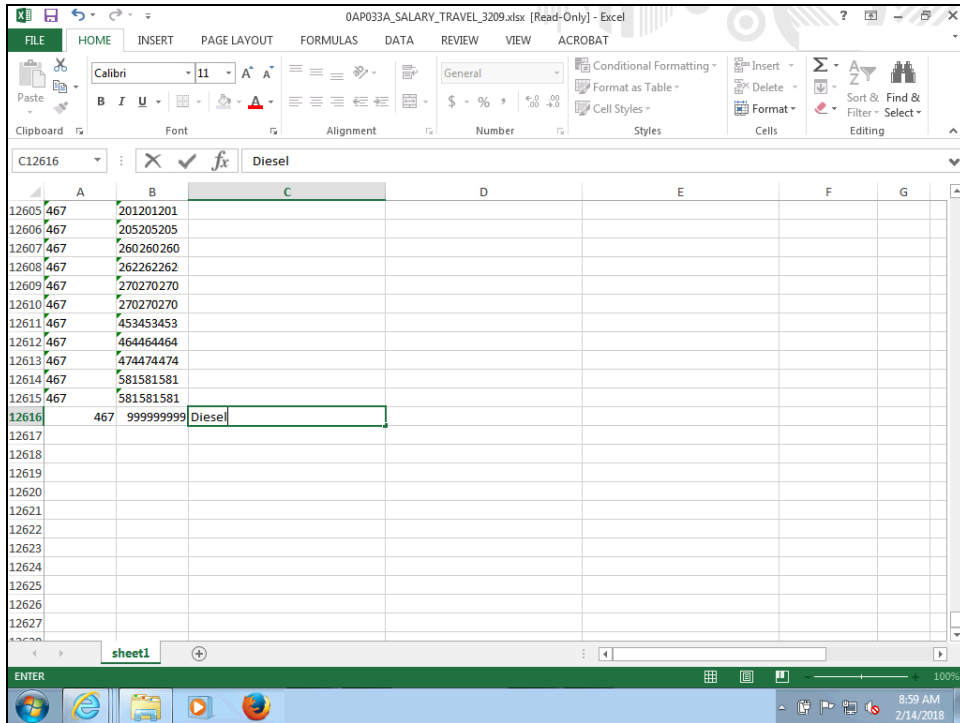
Step	Action
36.	Enter the appropriate information into the field. For this example, type 999999999 .



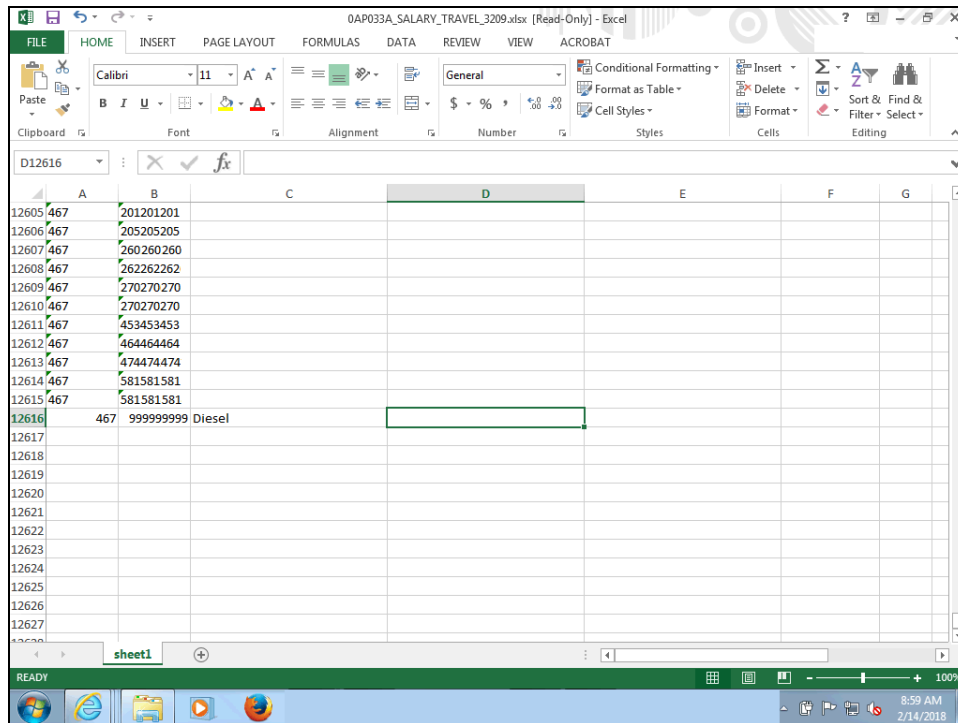
Step	Action
37.	<p>For this example, click the C12616 cell.</p>



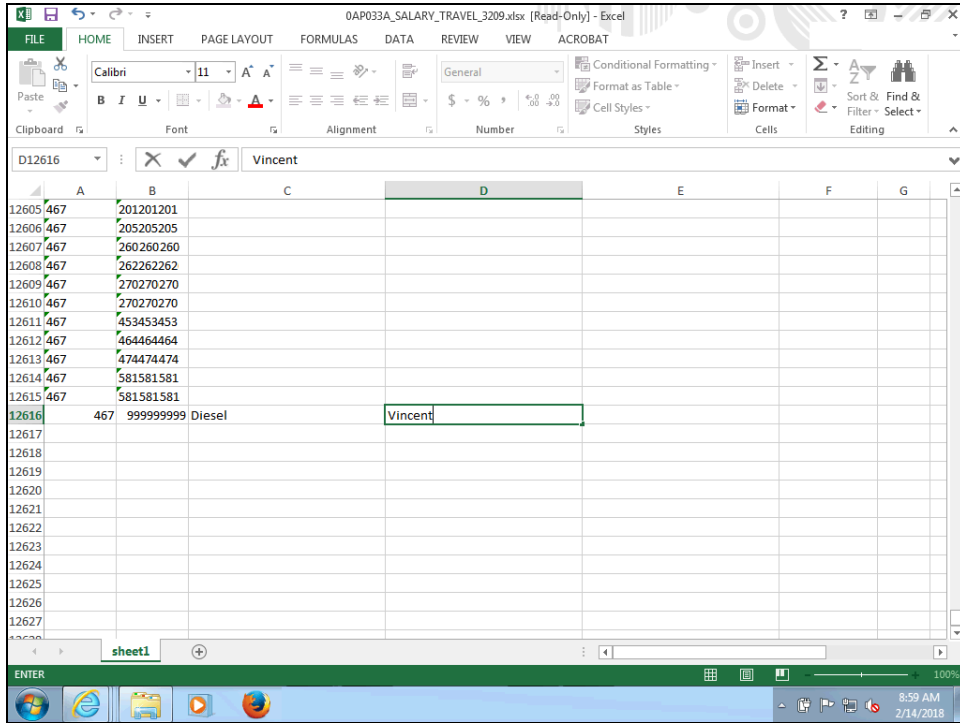
Step	Action
38.	Enter the appropriate information into the field. For this example, type Diesel .



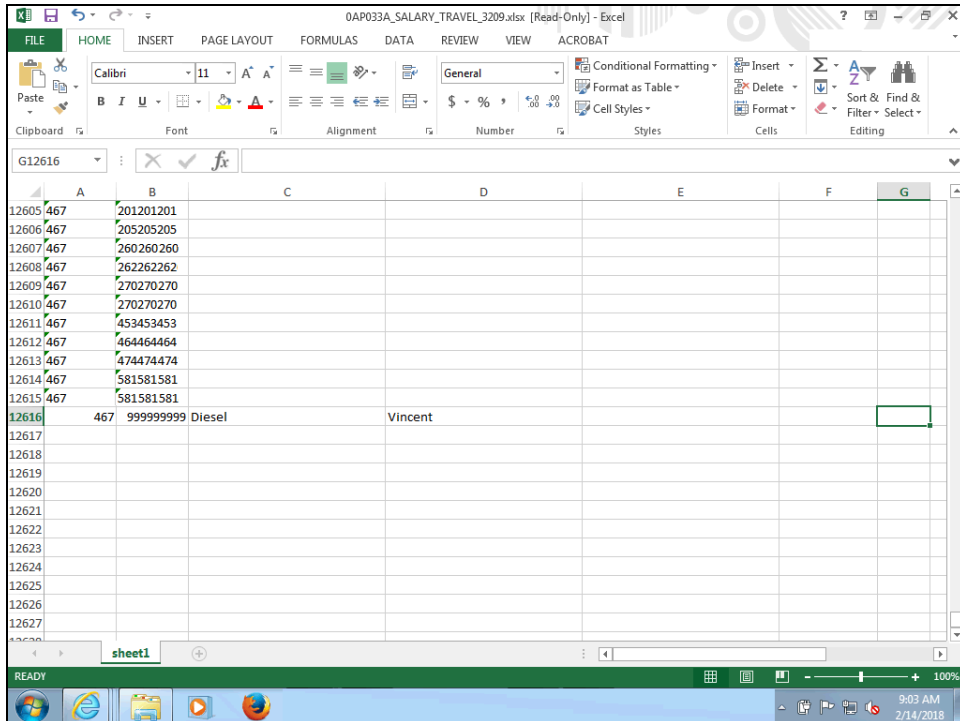
Step	Action
39.	<p>Users can also use the Tab key to navigate to the next cell.</p> <p>Press [Tab].</p>

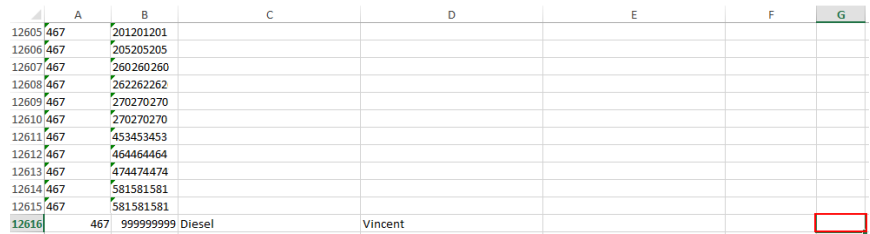


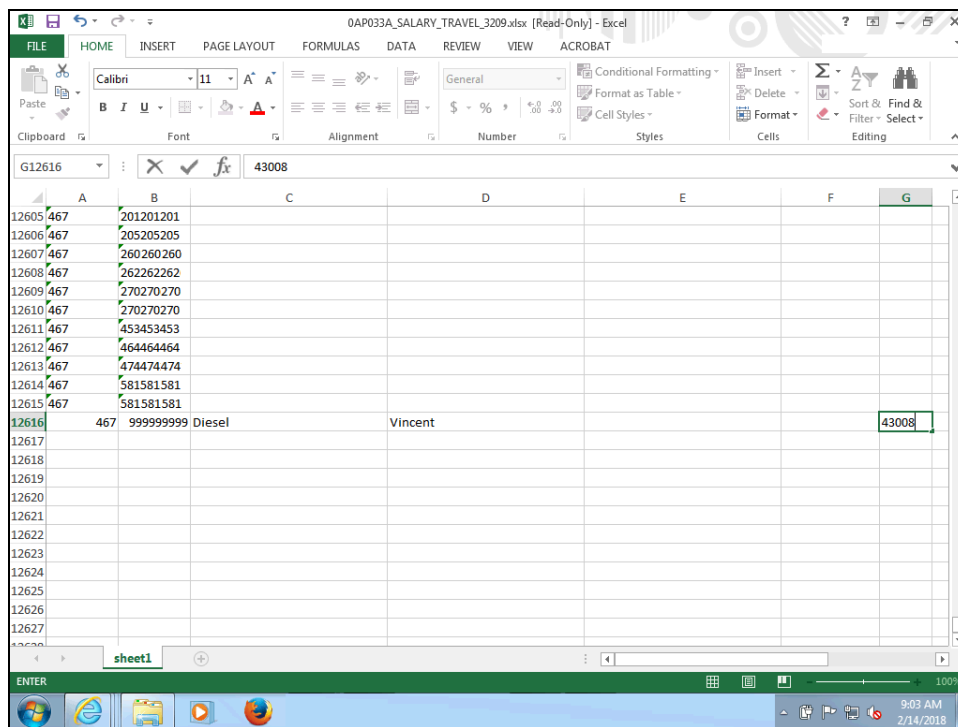
Step	Action
40.	<p>Enter the appropriate information into the D12616 field.</p> <p>For this example, type Vincent.</p>



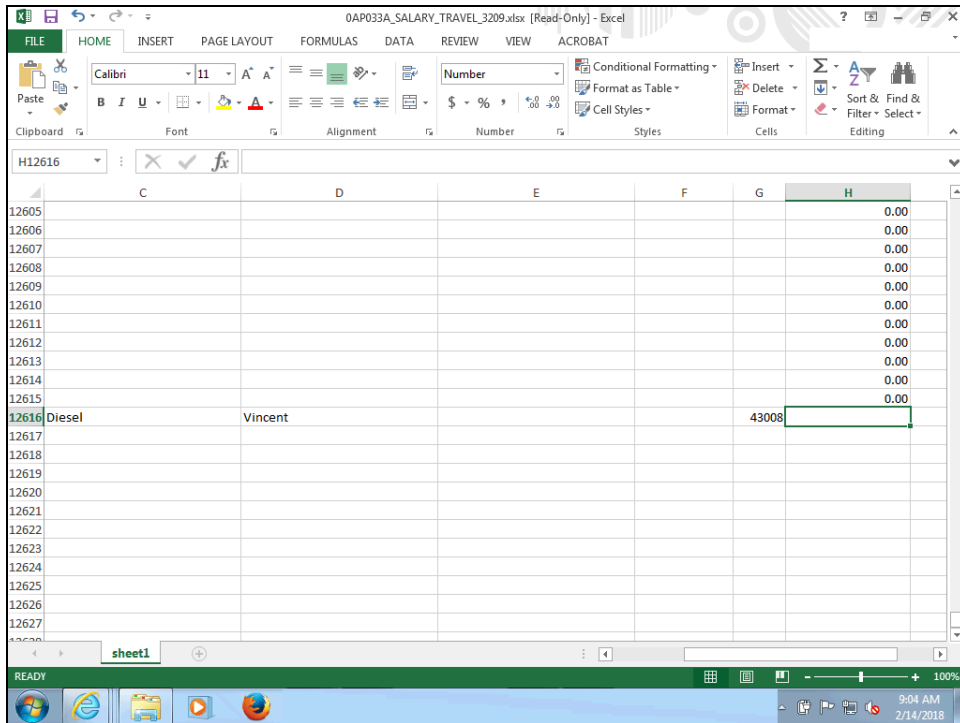
Step	Action
41.	The simulation will skip to the Job Code column. Press [Tab] .



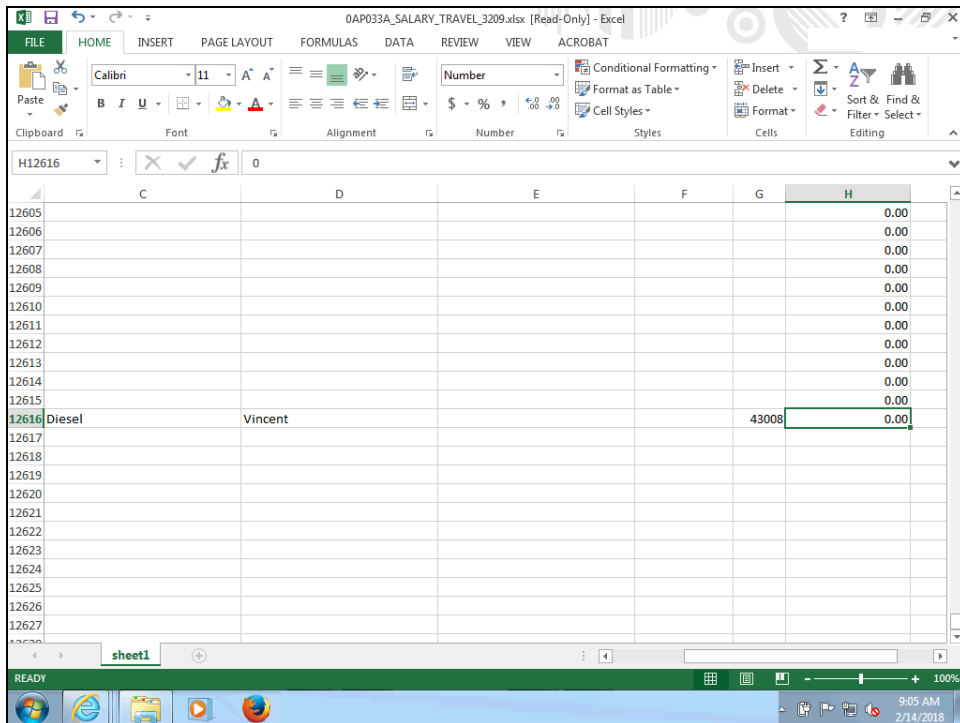
Step	Action
42.	<p>Enter the appropriate information into the G12616 field.</p> <p>For this example, type 43008.</p> 




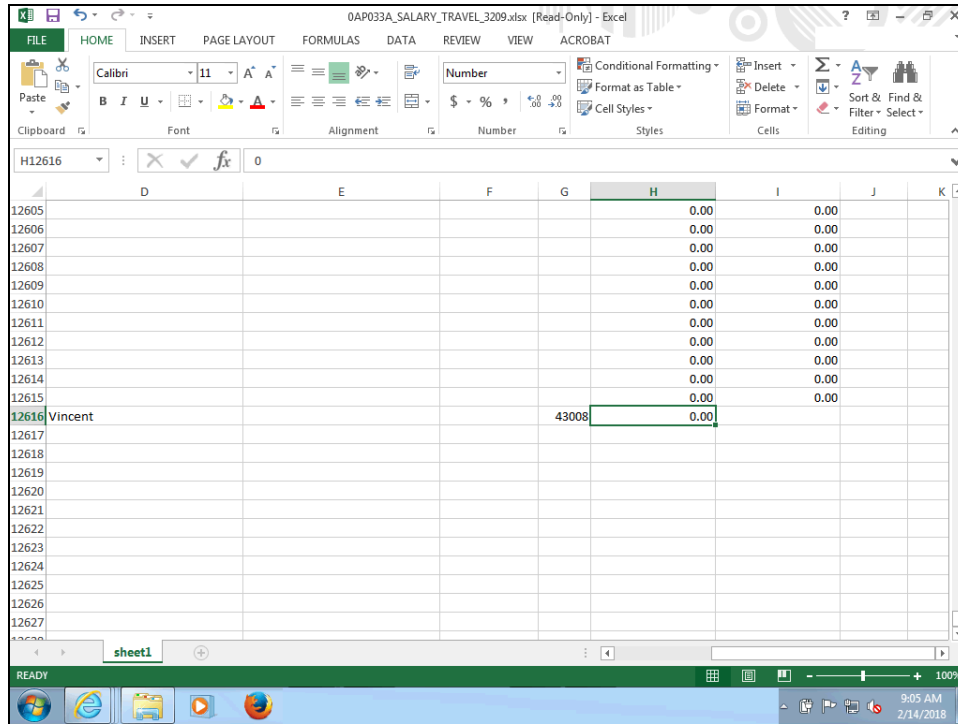
Step	Action
43.	Press [Tab] .

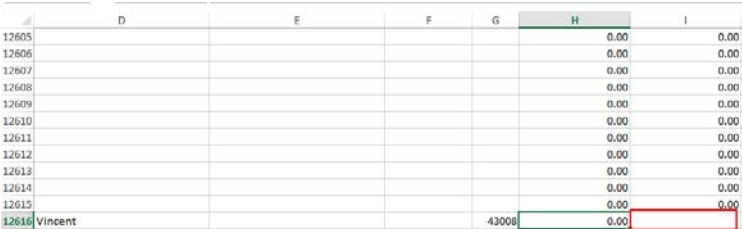


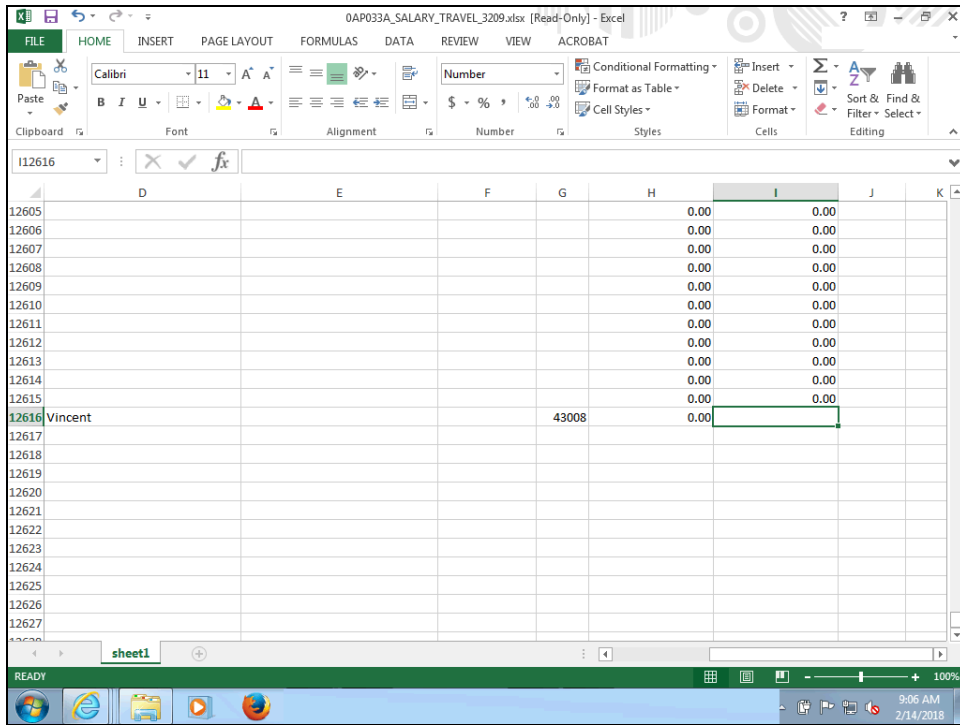
Step	Action
44.	Enter the appropriate information into the H12616 field. For this example, type 5027.20 .



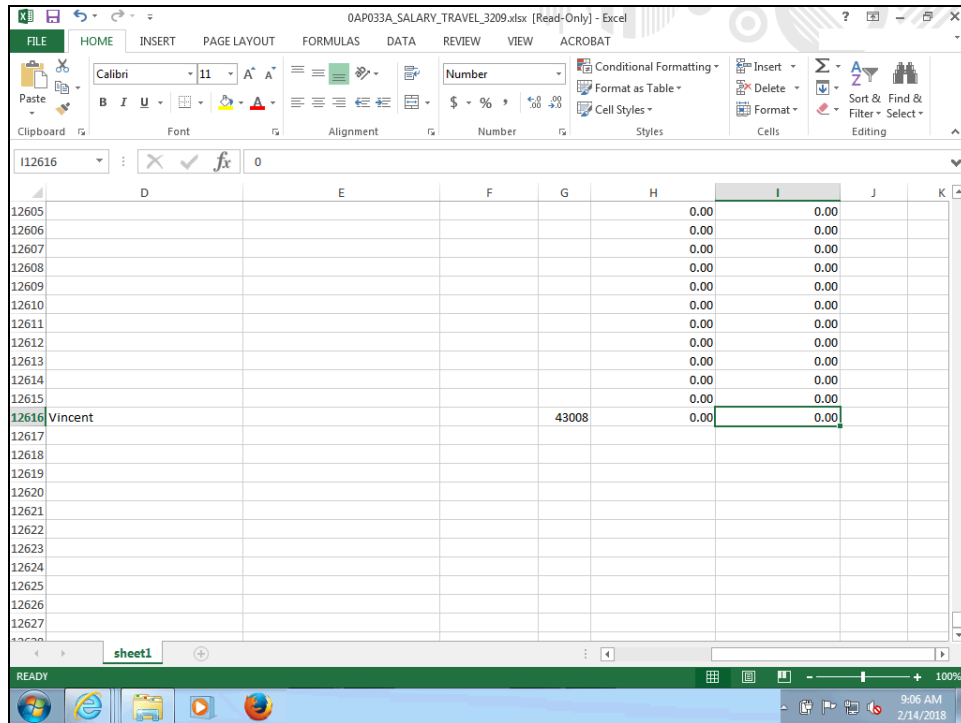
Step	Action
45.	Click the Column right button. 




Step	Action
46.	Click the I12616 cell. 

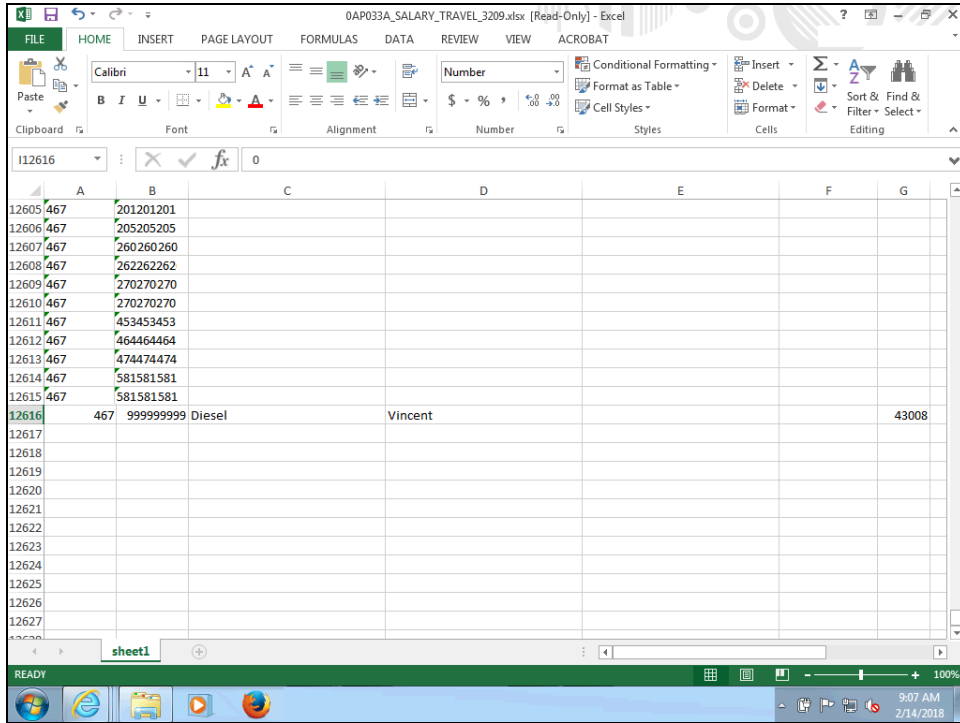


Step	Action
47.	<p>Enter the appropriate information into the I12616 field.</p> <p>For this example, type 89.03.</p>

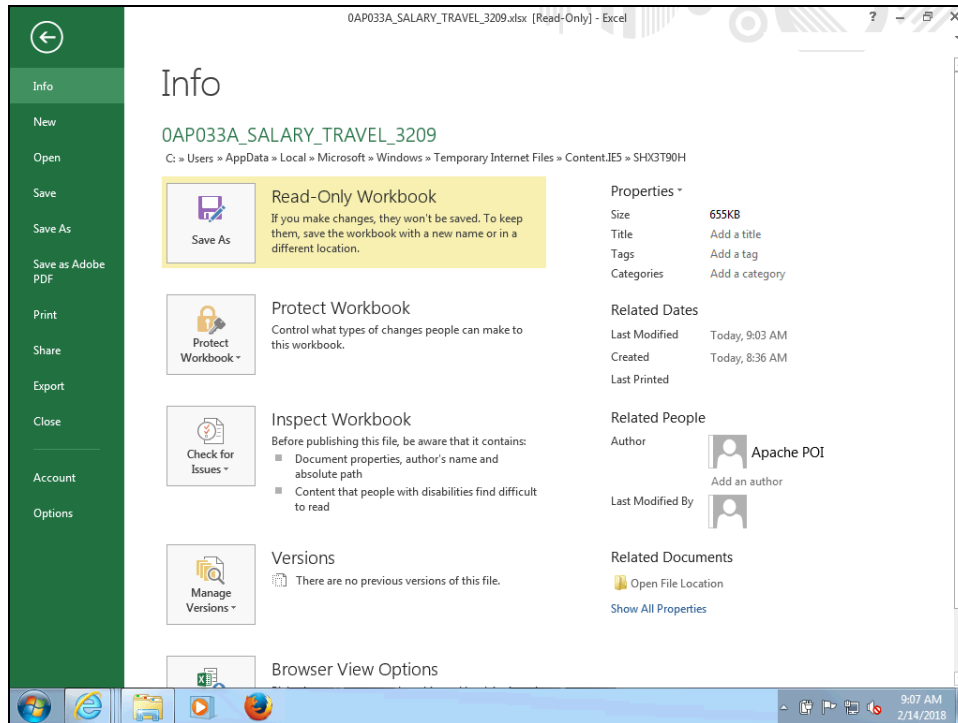


Step	Action
48.	Click the Page left button.

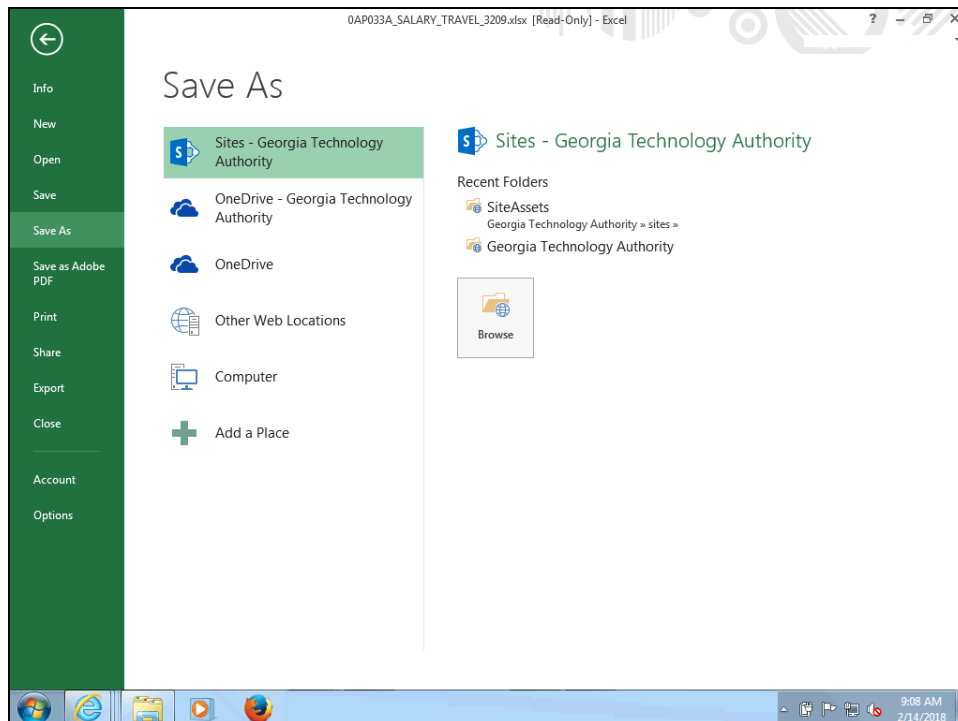





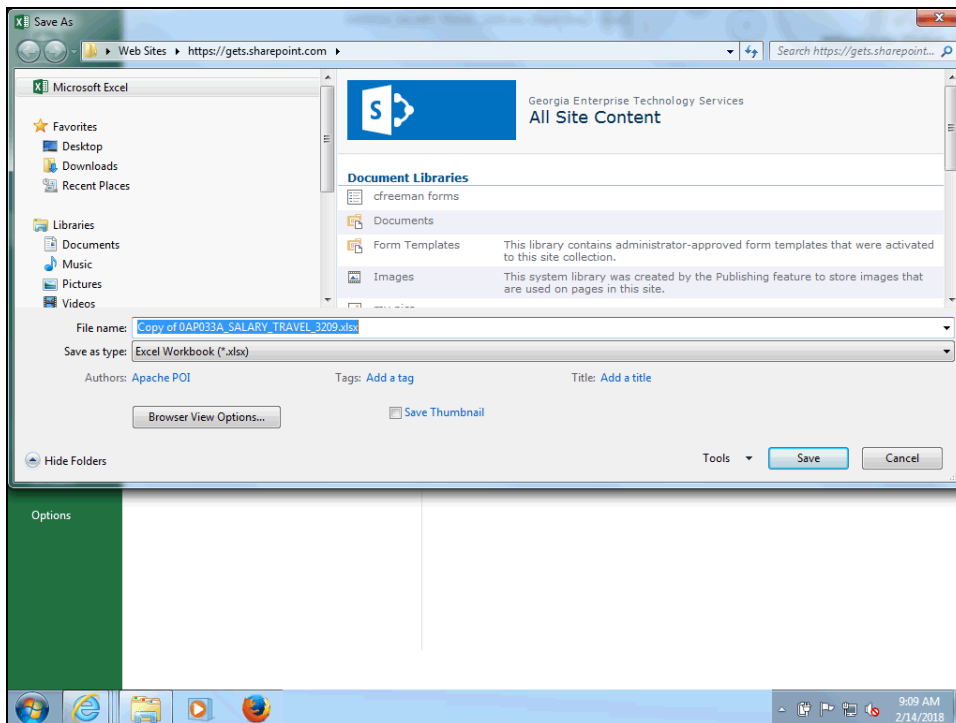
Step	Action
49.	<p>Additional rows may be added as needed. Once all information entered, save the file as a CSV or comma delimited file. The CSV file will be uploaded to the DOAA Transparency in Government Act (TIGA) Salary and Travel submission website.</p> <p>Note: If additional rows are added to the spreadsheet to accommodate data not reflected in TeamWorks the Salary Travel 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> <p>Click the File Tab button.</p> <div style="background-color: #2e7d32; color: white; padding: 5px; display: inline-block; margin-top: 10px;">FILE</div>

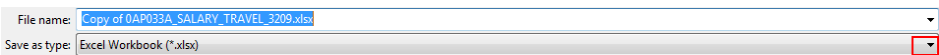


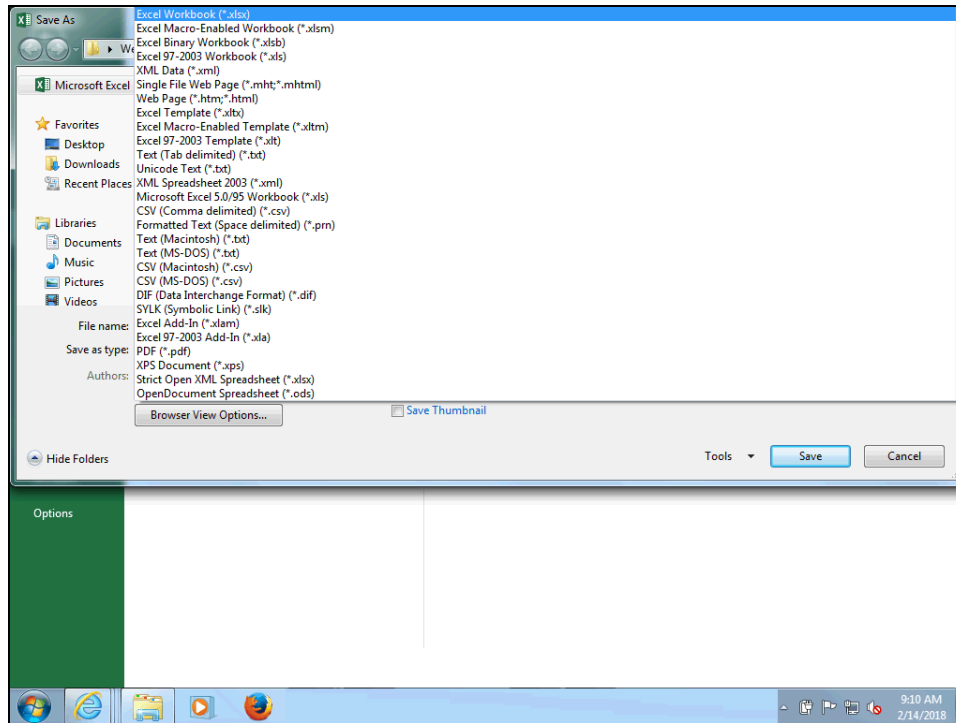
Step	Action
50.	Click the Save As link. <div data-bbox="354 1066 592 1121" style="background-color: #007060; color: white; padding: 5px; text-align: center; margin-top: 10px;">Save As</div>

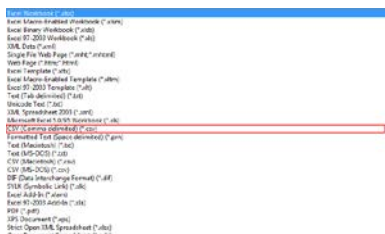


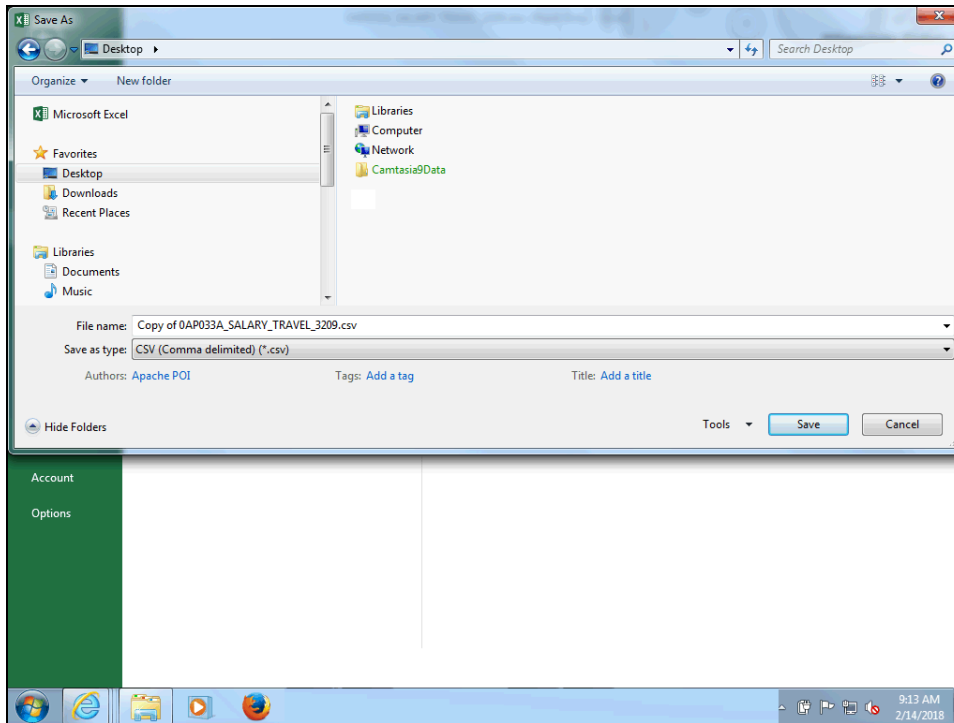
Step	Action
51.	Click the Browse button. <div style="text-align: center; margin-top: 10px;">  <p data-bbox="397 462 479 493">Browse</p> </div>



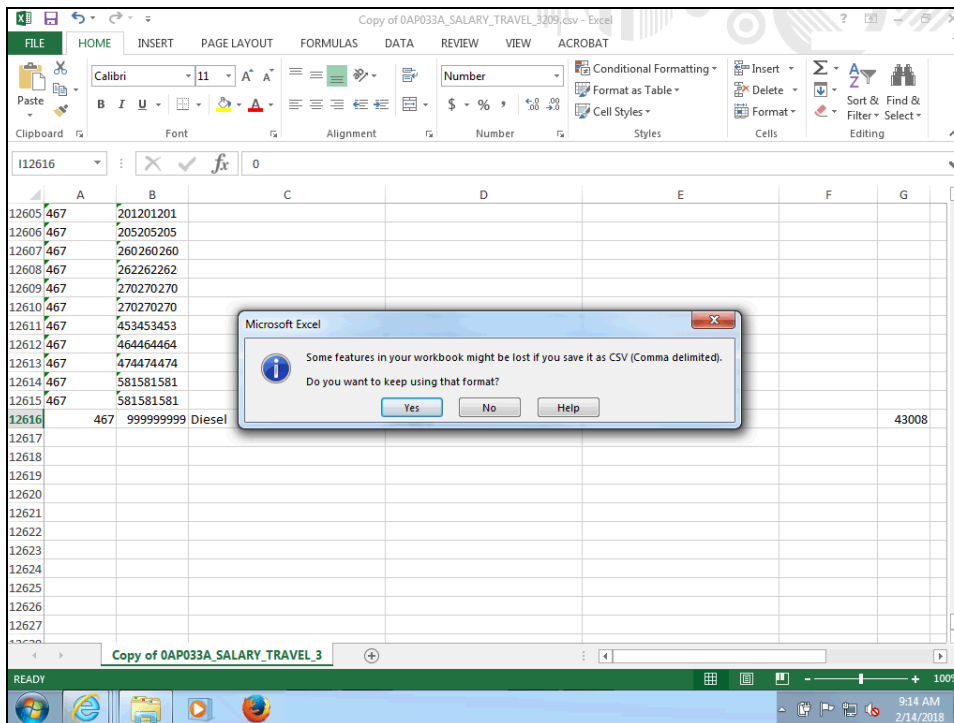
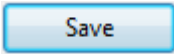
Step	Action
52.	Click the Save as Type list item. <div style="margin-top: 10px;">  </div>

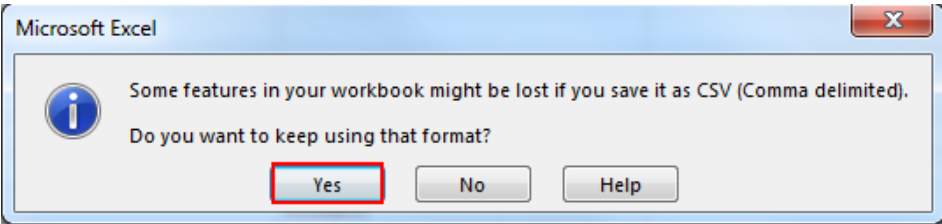


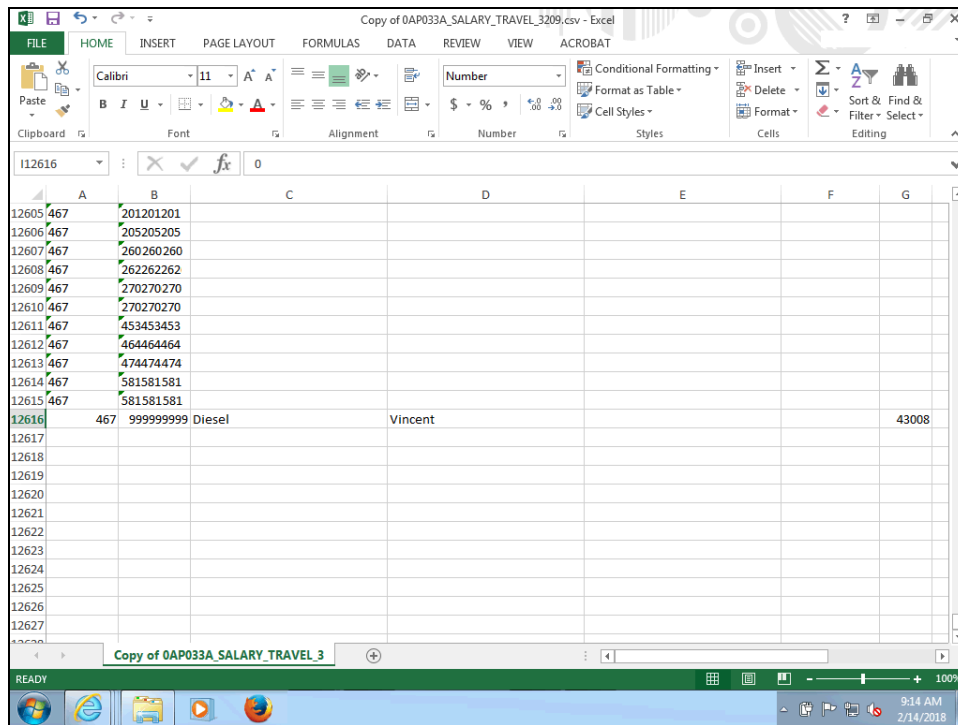
Step	Action
53.	<p>Click the CSV (Comma delimited) (*.csv) list item.</p> 




Step	Action
54.	Click the Save button.



Step	Action
55.	<p>Click the Yes button.</p> 



Step	Action
56.	<p>To return to TeamWorks minimize or close the Microsoft Excel window.</p> <p>Click the Minimize button.</p> 

0AP033A_SALARY_TRAVEL - 0AP033A_SALARY_TRAVEL

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount
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Step	Action
57.	Users can change the parameters and run the report again or click on the tabs at the top of their web browser window to run a different report.

0AP033A_SALARY_TRAVEL - 0AP033A_SALARY_TRAVEL

Year

Unit

ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount
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Step	Action
58.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

0AP033A_SALARY_TRAVEL - 0AP033A_SALARY_TRAVEL

Year

Unit

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

Step	Action
59.	Congratulations! You have completed running the Salary Travel report. End of Procedure.