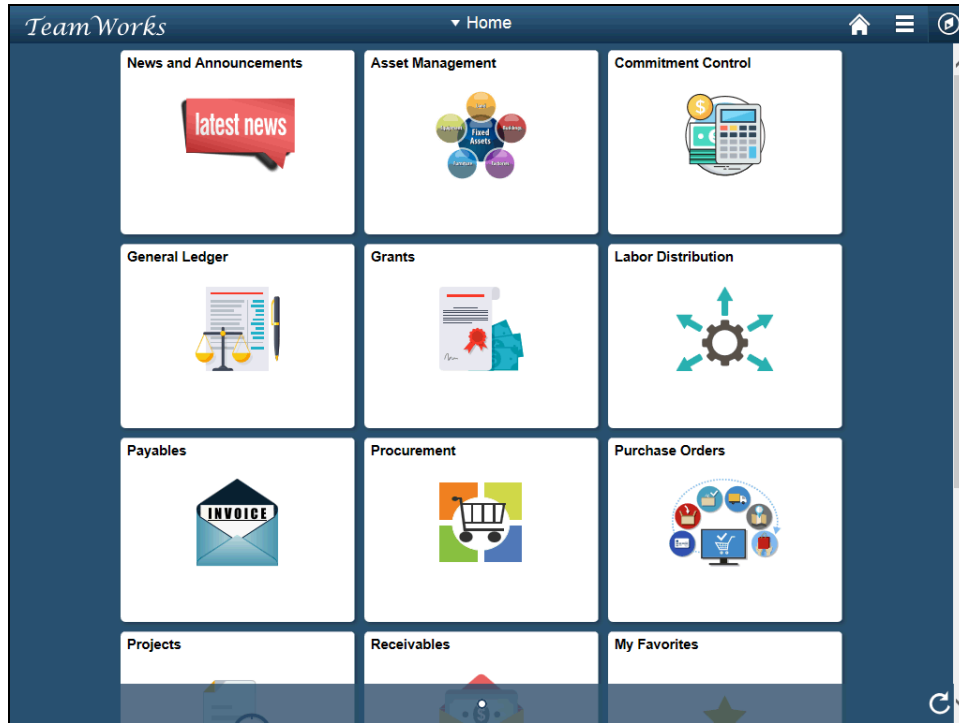

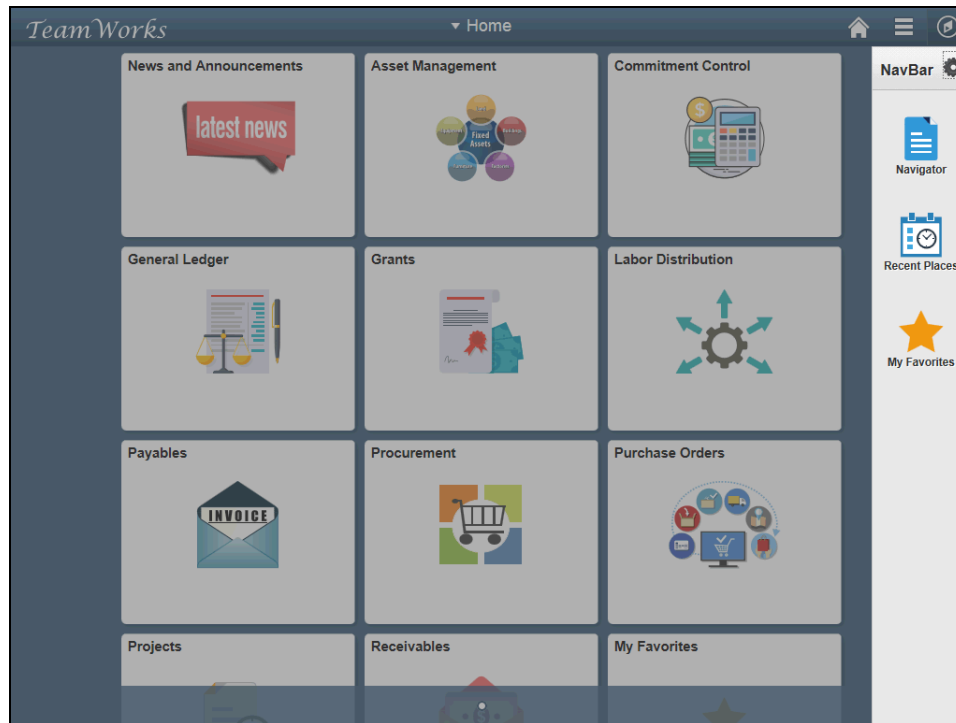
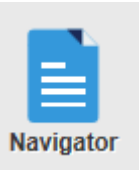


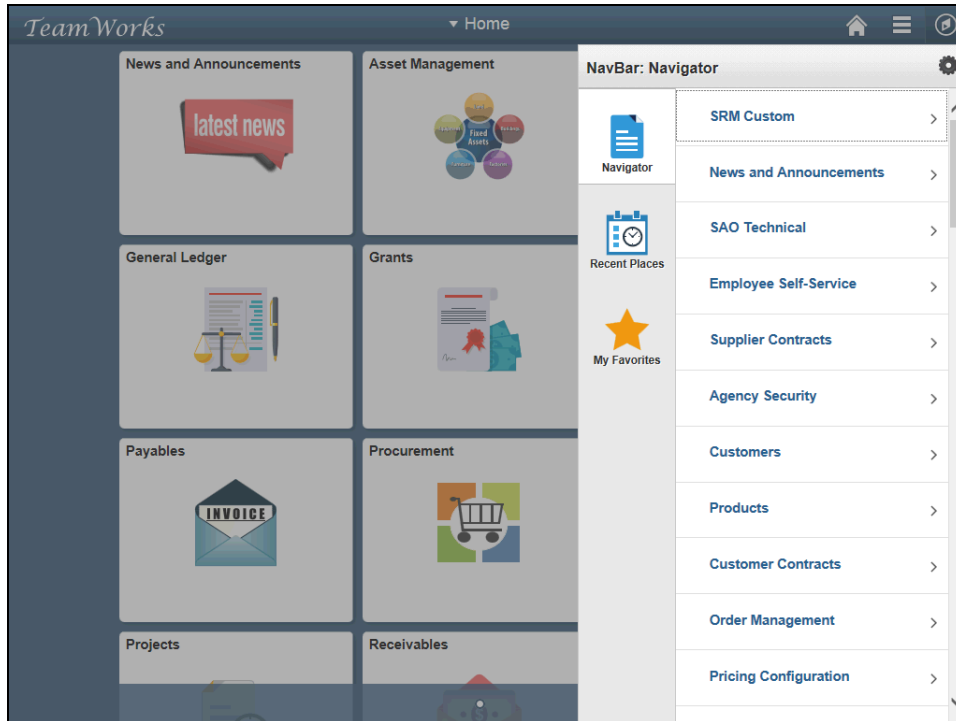
Running the Salary Travel Totals Query



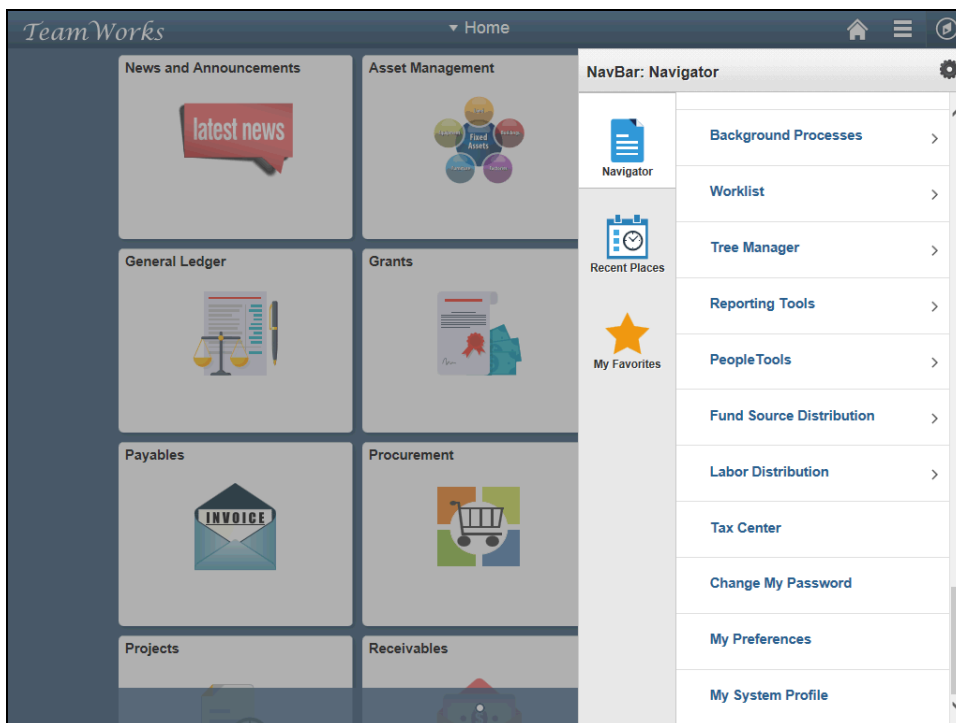
Step	Action
1.	<p>Navigate to the Query Viewer page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click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



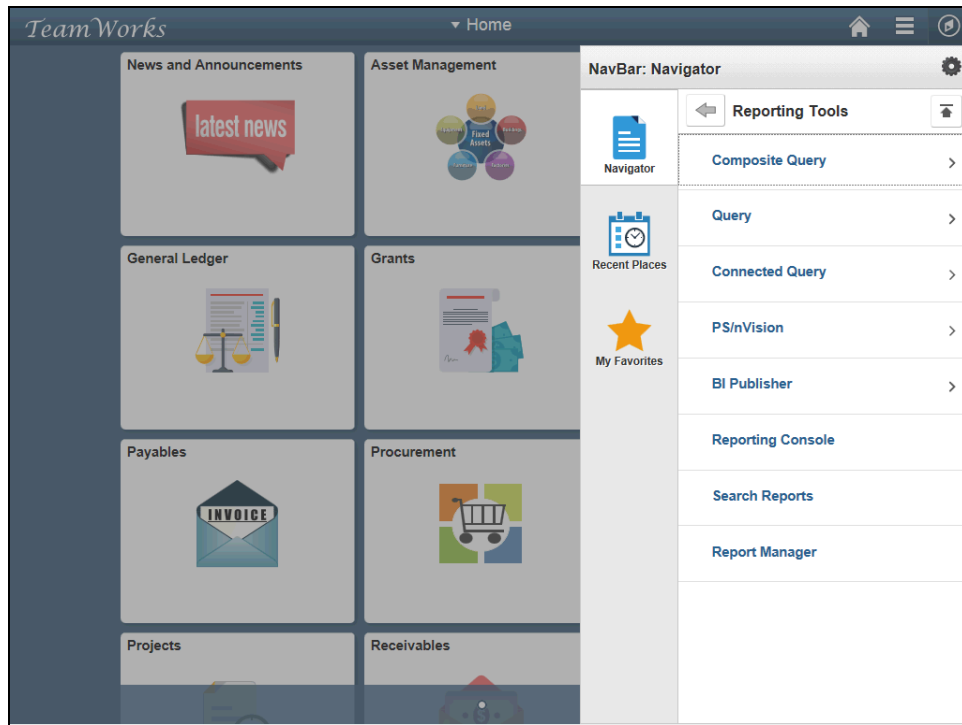
Step	Action
2.	Click the Navigator icon. <div style="text-align: center; margin-top: 10px;">  <p>Navigator</p> </div>



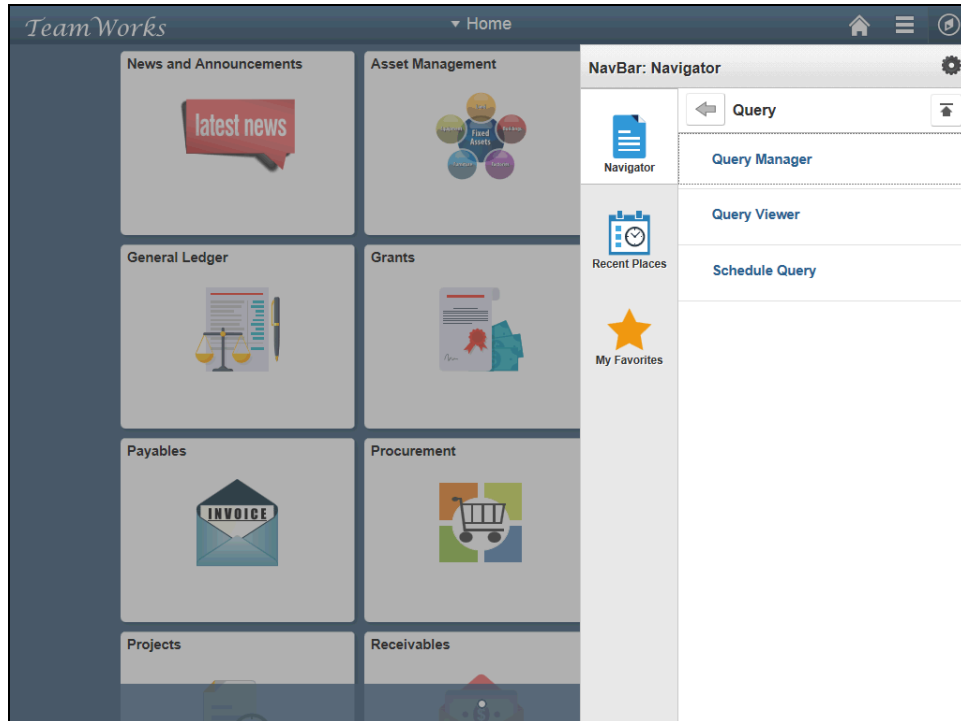
Step	Action
3.	Click the Vertical scrollbar.



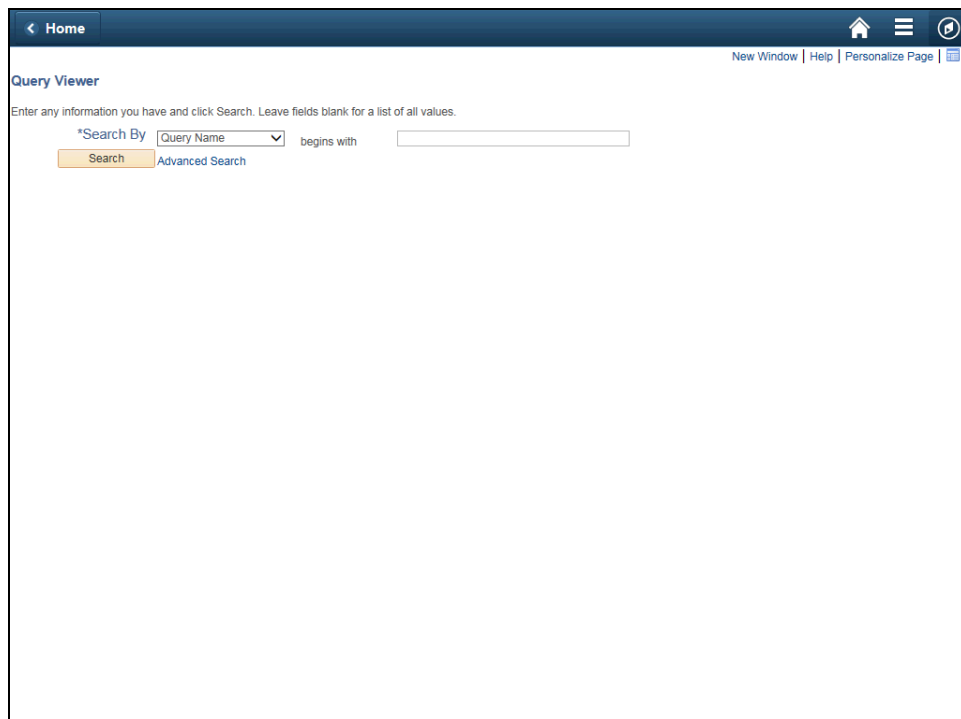
Step	Action
4.	Click the Reporting Tools link. Reporting Tools



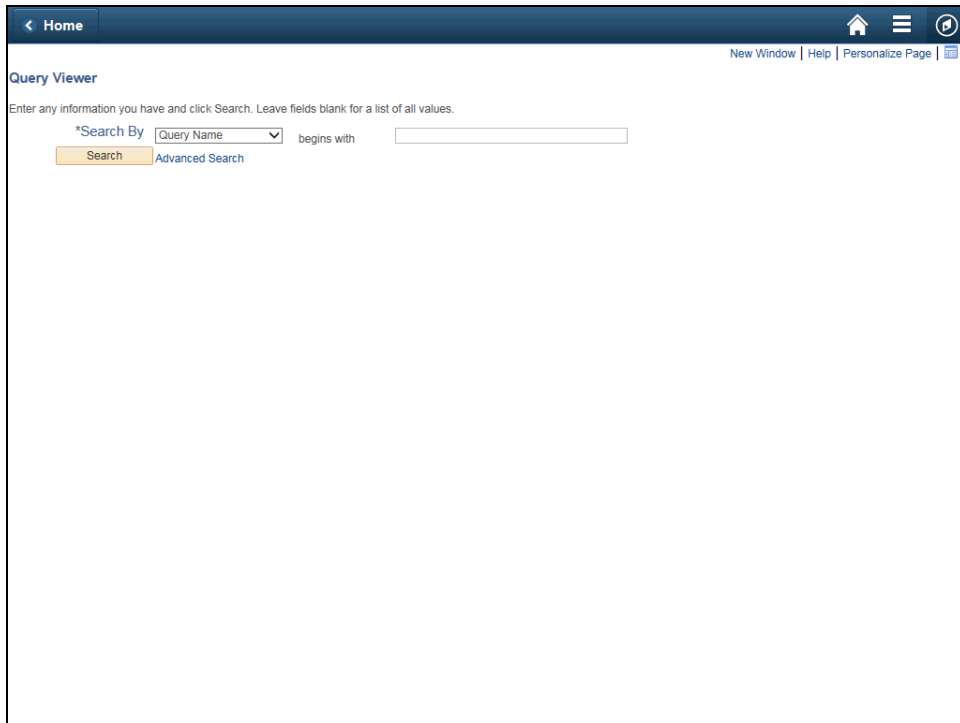
Step	Action
5.	Click the Query link. Query



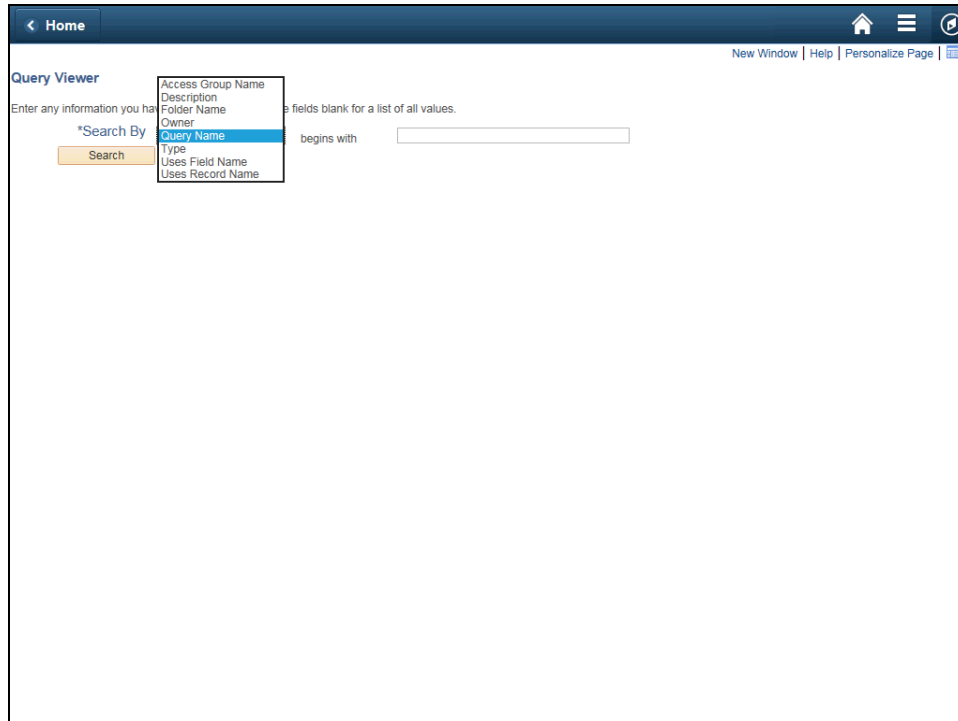
Step	Action
6.	Click the Query Viewer link. Query Viewer

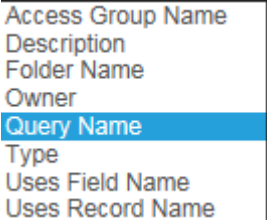


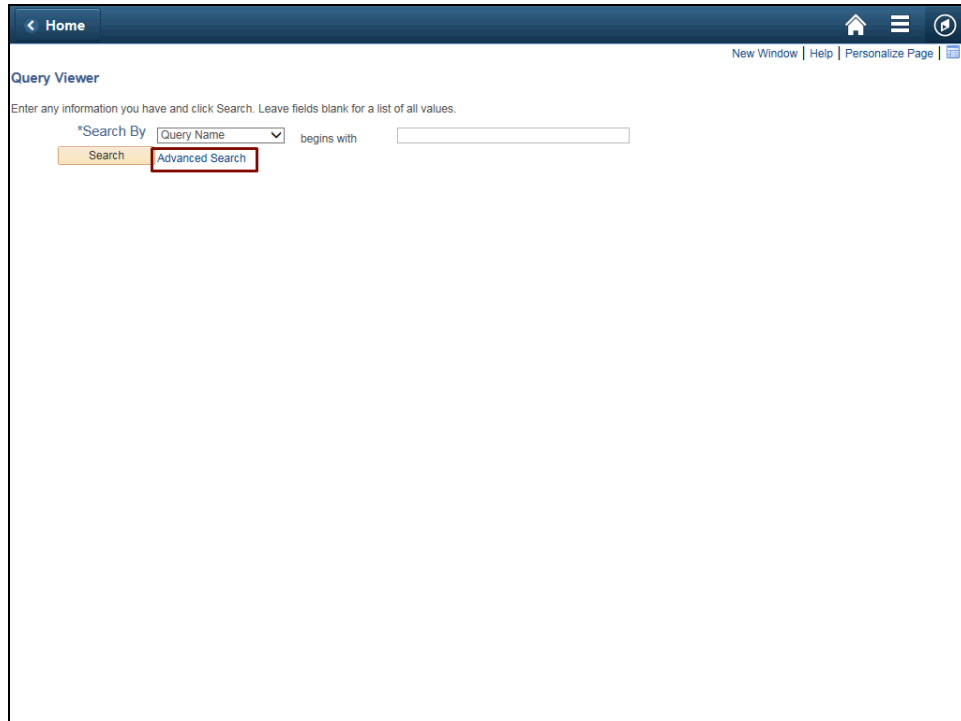
Step	Action
7.	<p>Query Viewer is a search page that provides users with the ability to search for public queries using various search criteria. Once the query is found users can:</p> <ul style="list-style-type: none"> • Search for an existing query • Preview a query in an active browser window • Run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



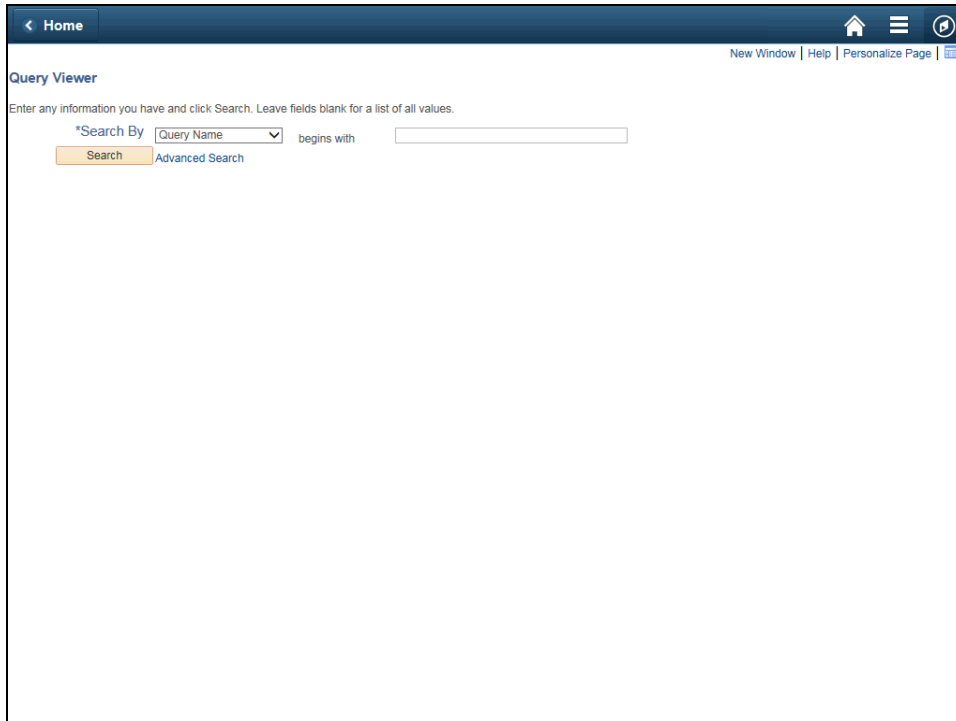
Step	Action
8.	<p>Click the Search By list.</p> <p>*Search By Query Name ▼</p>



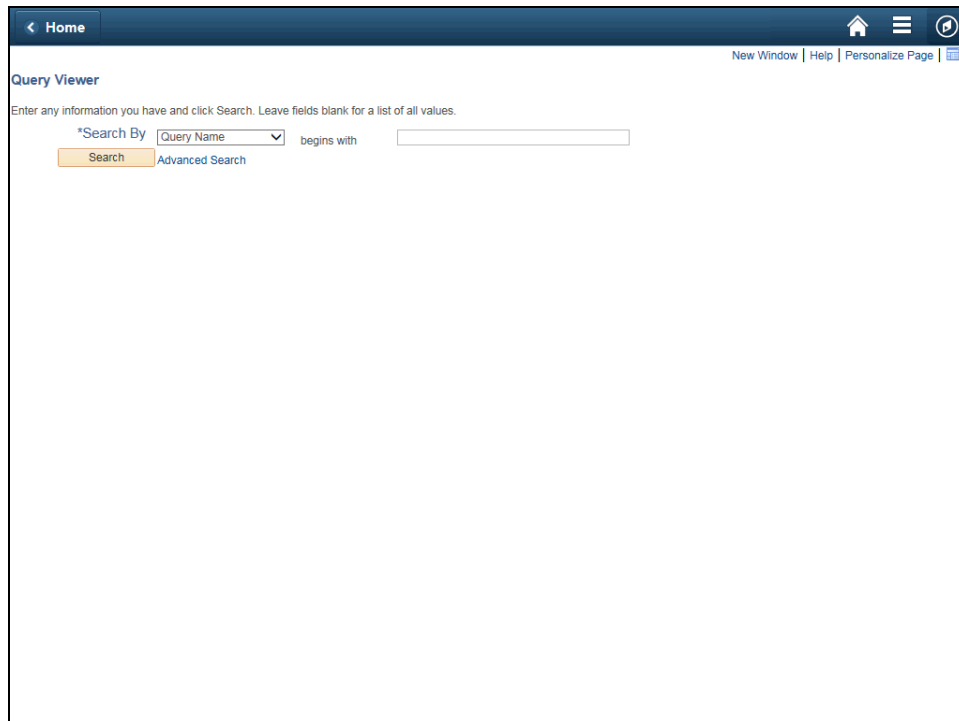
Step	Action
9.	<p>The system displays eight ways a user can search for a query.</p> <ul style="list-style-type: none"> • Access Group Name - Search for a query or queries in a particular access group • Description - Search for a query or queries based on description • Folder Name - Search for a query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



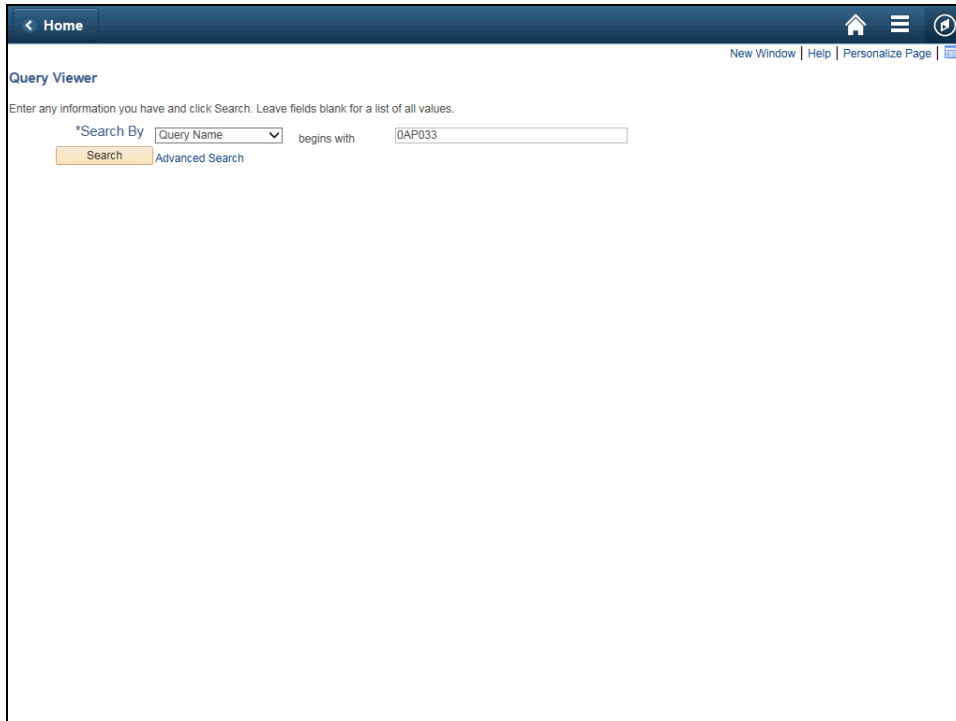
Step	Action
10.	<p>The Advanced Search option provides users with the ability to search for a query using multiple search criteria in combination.</p> <p>For this example the user searches for a query using Basic Search functionality.</p>



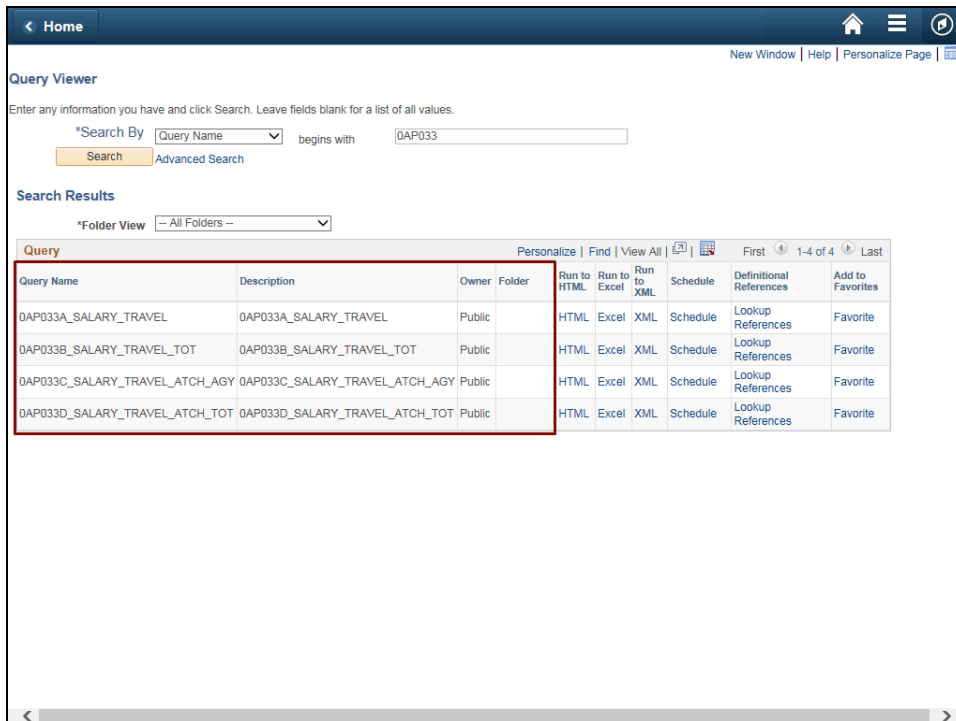
Step	Action
11.	<p>In this example, the user is searching for a specific Salary and Travel report.</p> <p>Click in the Search By field.</p> <p>*Search By <input type="text" value="Query Name"/> begins with <input style="border: 2px solid red;" type="text"/></p>



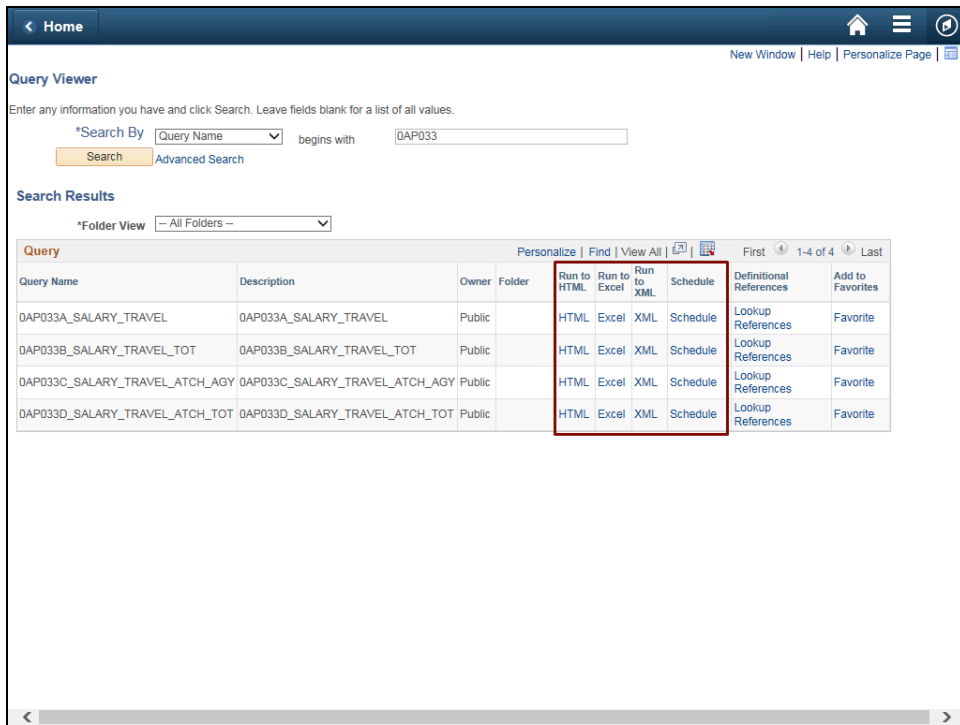
Step	Action
12.	All Salary and Travel reports begin with '0AP033'. Enter the appropriate information into the Search By field. For this example, type 0AP033 .



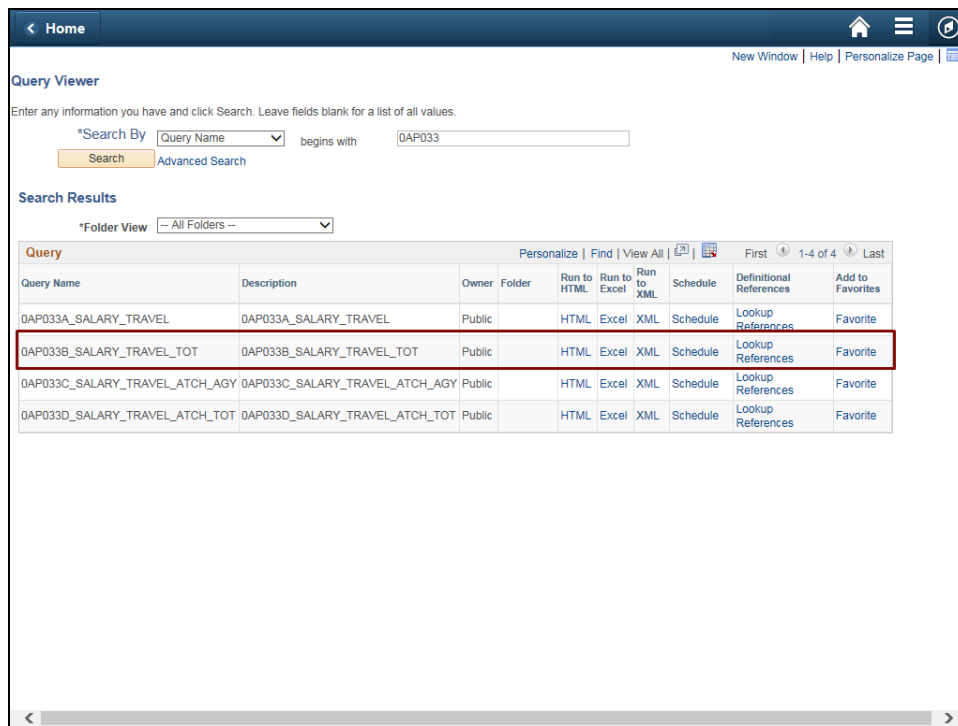
Step	Action
13.	Click the Search button.



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>The Salary Travel Totals query functions as a control total query that provides summary totals for the detail information from the Salary Travel report. Use the Salary Travel Totals query obtain the summary total for the primary business unit.</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 begins with

Search Results

*Folder View

Query		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
17.	Click the Excel link.

0AP033B_SALARY_TRAVEL_TOT	0AP033B_SALARY_TRAVEL_TOT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
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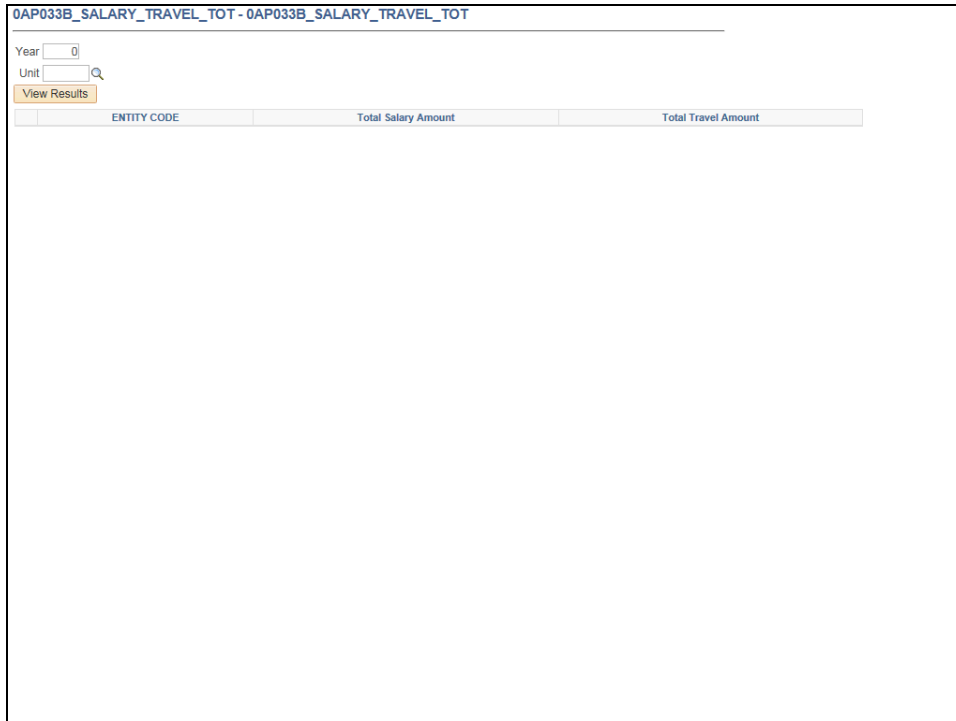
0AP033B_SALARY_TRAVEL_TOT - 0AP033B_SALARY_TRAVEL_TOT

Year

Unit

ENTITY CODE	Total Salary Amount	Total Travel Amount

Step	Action
18.	<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>



Step	Action
19.	<p>Click in the Year field.</p> <p>Year <input style="border: 1px solid red;" type="text" value="0"/></p>

0AP033B_SALARY_TRAVEL_TOT - 0AP033B_SALARY_TRAVEL_TOT

Year

Unit

ENTITY CODE	Total Salary Amount	Total Travel Amount
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Step	Action
20.	<p>Enter the appropriate information into the Year field.</p> <p>For this example, type 2017.</p>

0AP033B_SALARY_TRAVEL_TOT - 0AP033B_SALARY_TRAVEL_TOT

Year

Unit

ENTITY CODE	Total Salary Amount	Total Travel Amount
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Step	Action
21.	Click in the Unit field. 

0AP033B_SALARY_TRAVEL_TOT - 0AP033B_SALARY_TRAVEL_TOT

Year

Unit

ENTITY CODE	Total Salary Amount	Total Travel Amount

Step	Action
22.	Enter the appropriate information into the Unit field. For this example, type 46700 .

0AP033B_SALARY_TRAVEL_TOT - 0AP033B_SALARY_TRAVEL_TOT

Year

Unit

ENTITY CODE	Total Salary Amount	Total Travel Amount
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Step	Action
23.	Click the View Results button.

0AP033B_SALARY_TRAVEL_TOT - 0AP033B_SALARY_TRAVEL_TOT

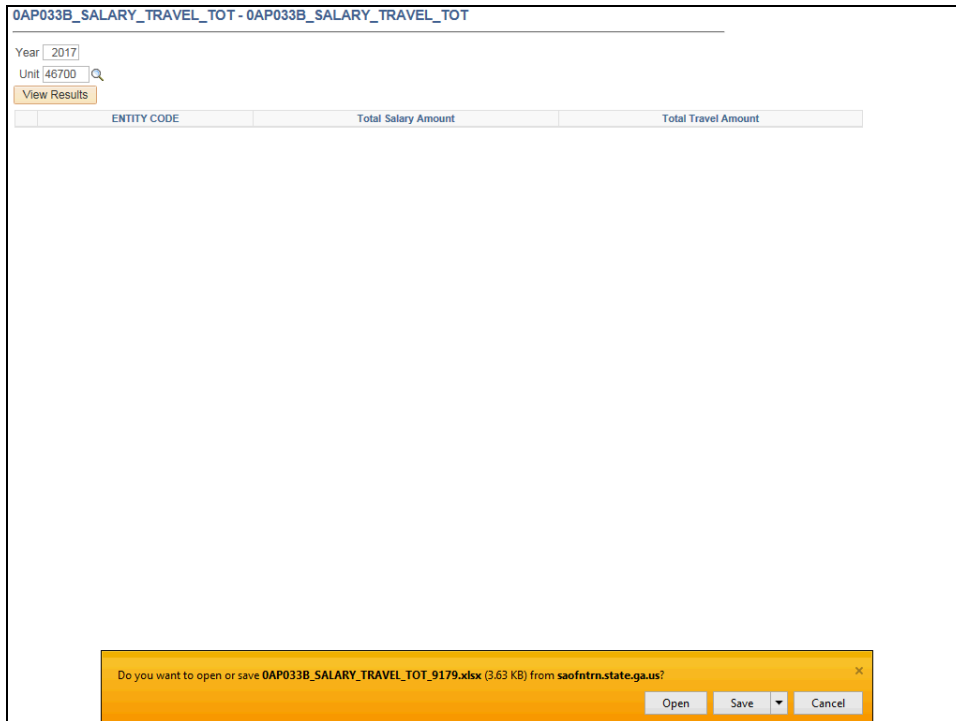
Year

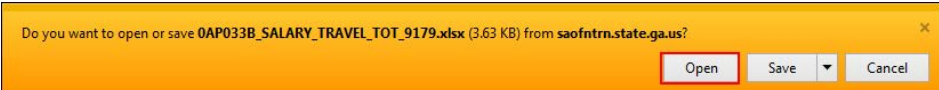
Unit

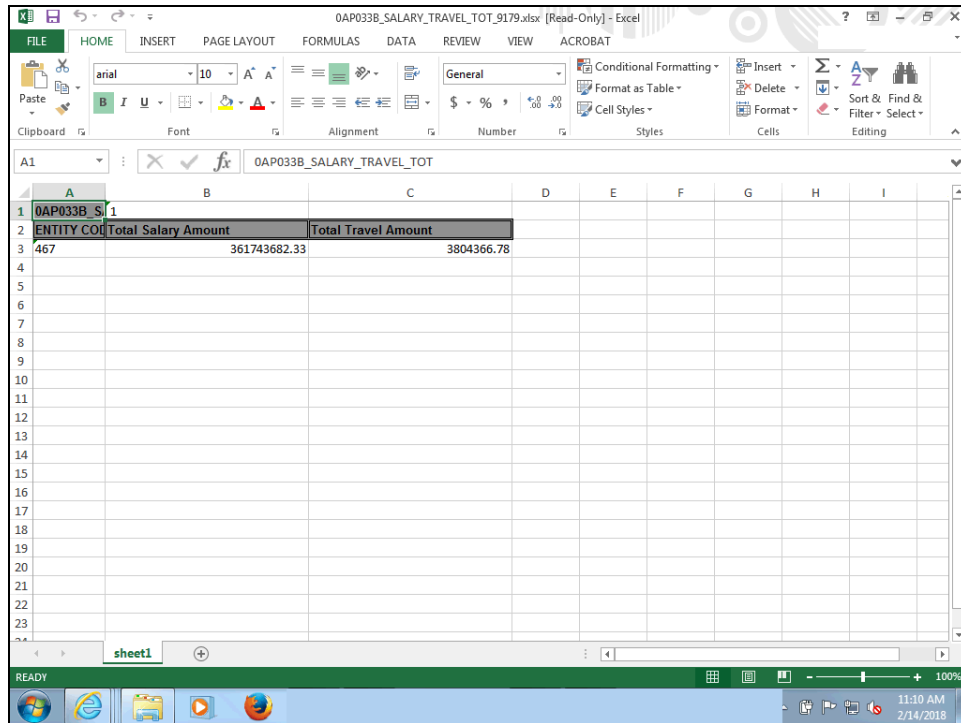
ENTITY CODE	Total Salary Amount	Total Travel Amount
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Do you want to open or save 0AP033B_SALARY_TRAVEL_TOT_9179.xlsx (3.63 KB) from saofntrn.state.ga.us? ✕

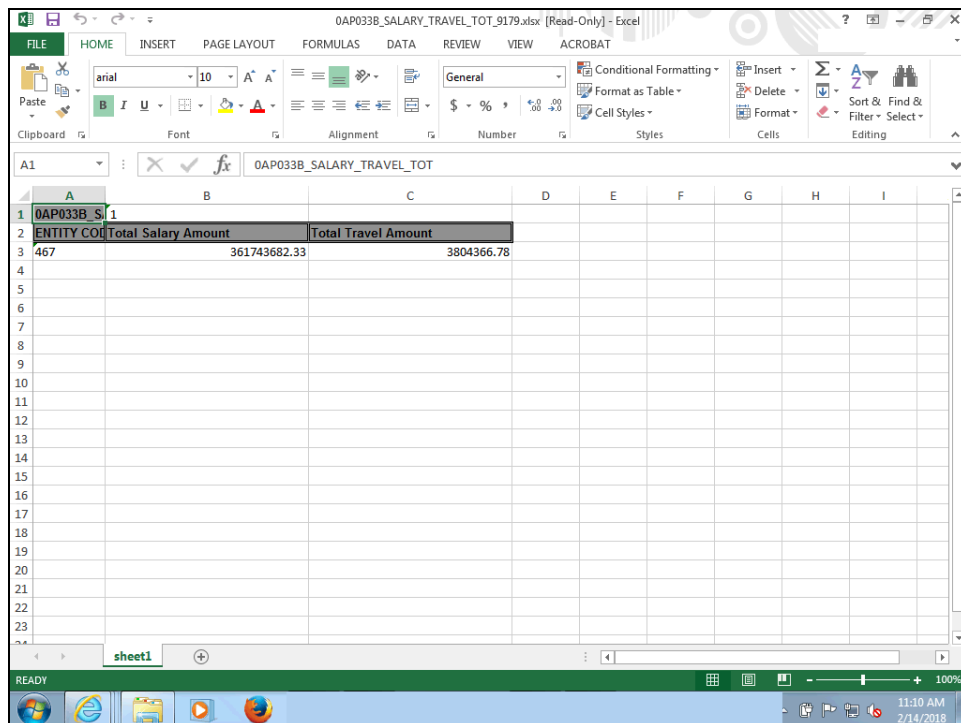
Step	Action
24.	<p>The File Download dialog box displays. This dialog box functions like any other file download dialog box a windows user might encounter. It is much like saving an email attachment.</p> <p>Users can open the file immediately, save the file to their computer, or cancel the transaction.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



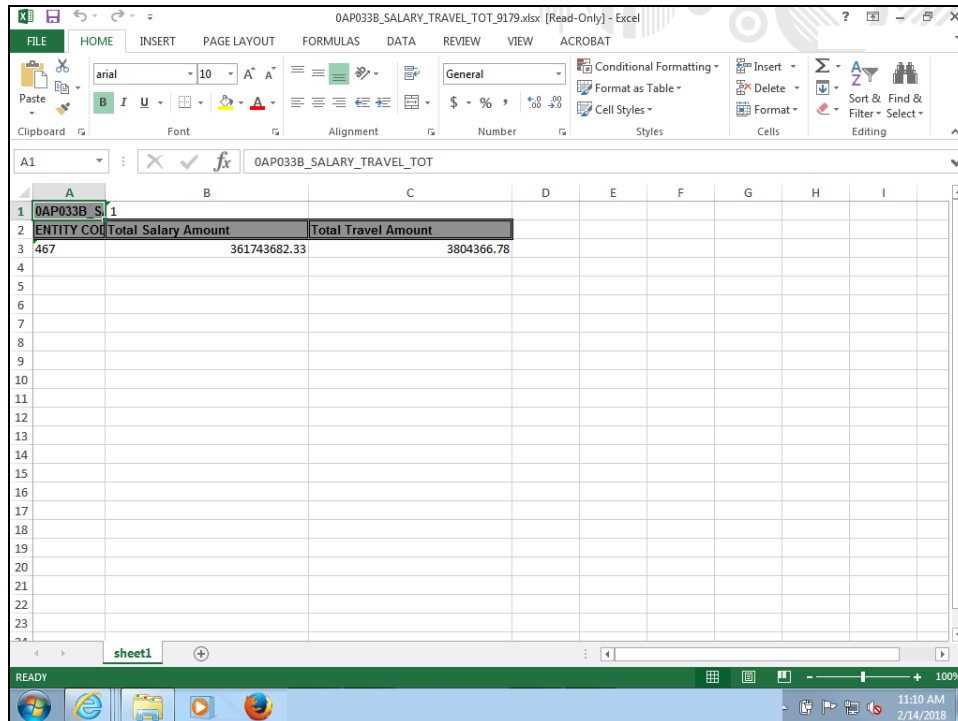
Step	Action
25.	<p>In this example, the user opens the document immediately.</p> <p>Click the Open button.</p> 



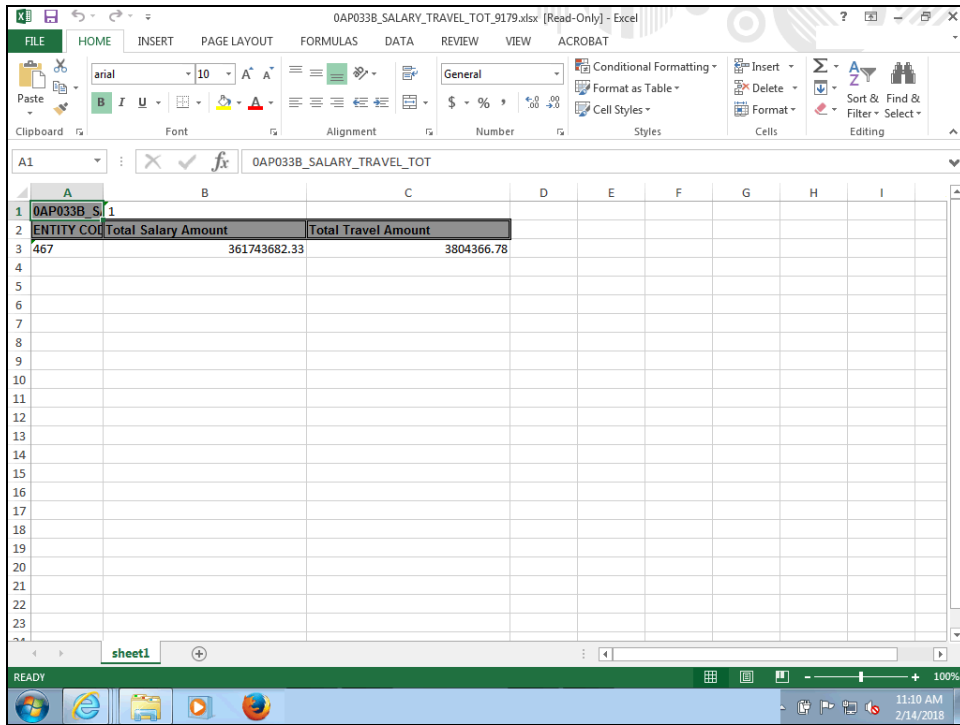
Step	Action
26.	The systems opens Microsoft Excel and displays the report data in a standard spreadsheet.



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



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



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