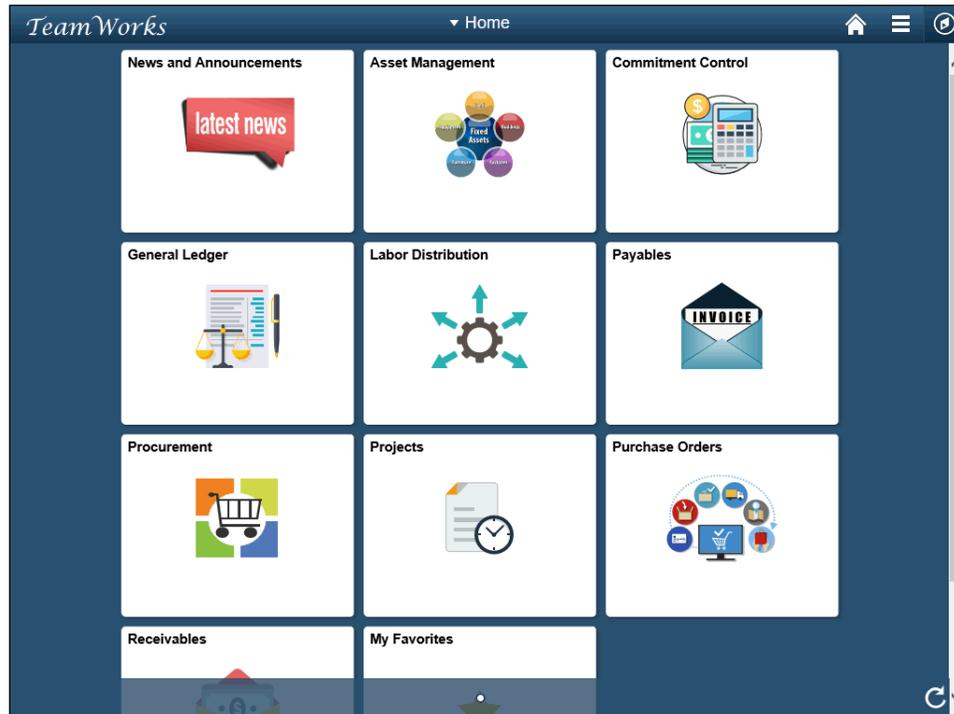
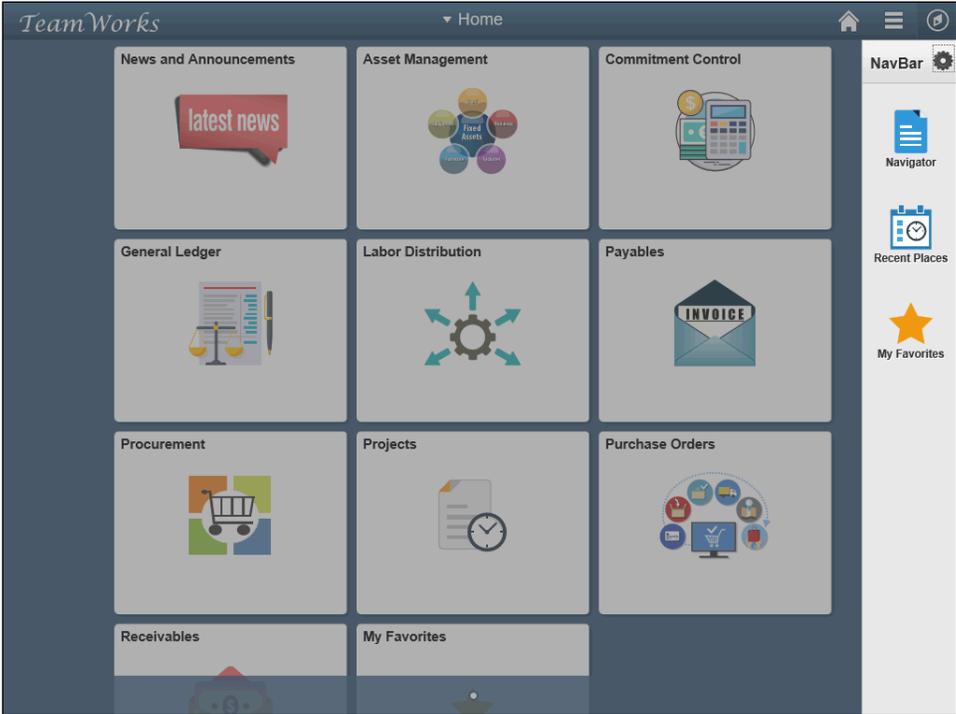


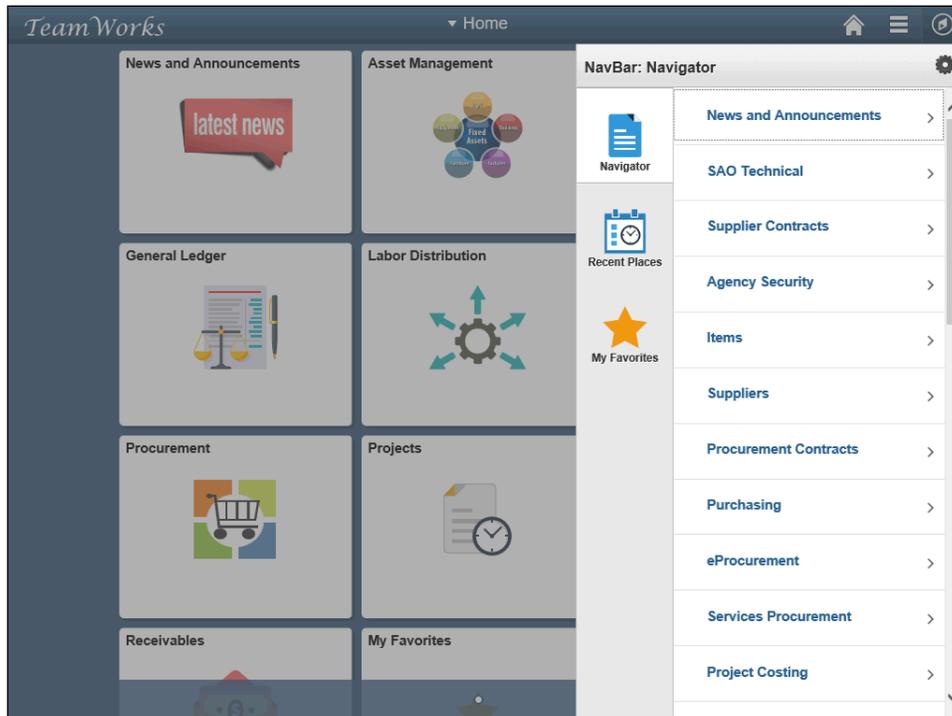
Creating Masked Data Query



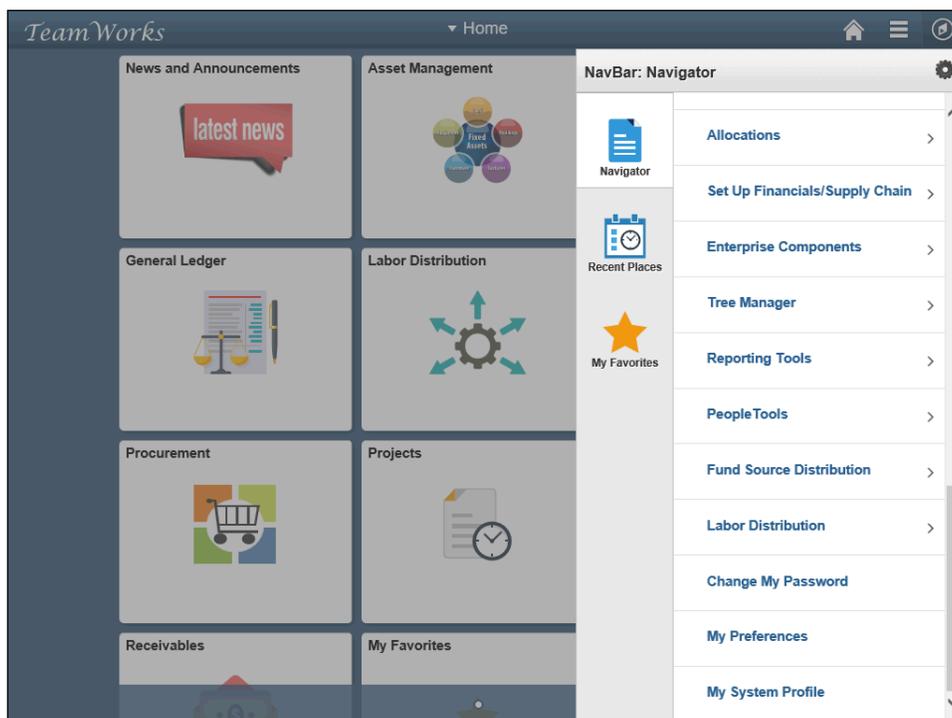
Step	Action
1.	<p>Begin by navigating to the Query Manager page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks FSCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p>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



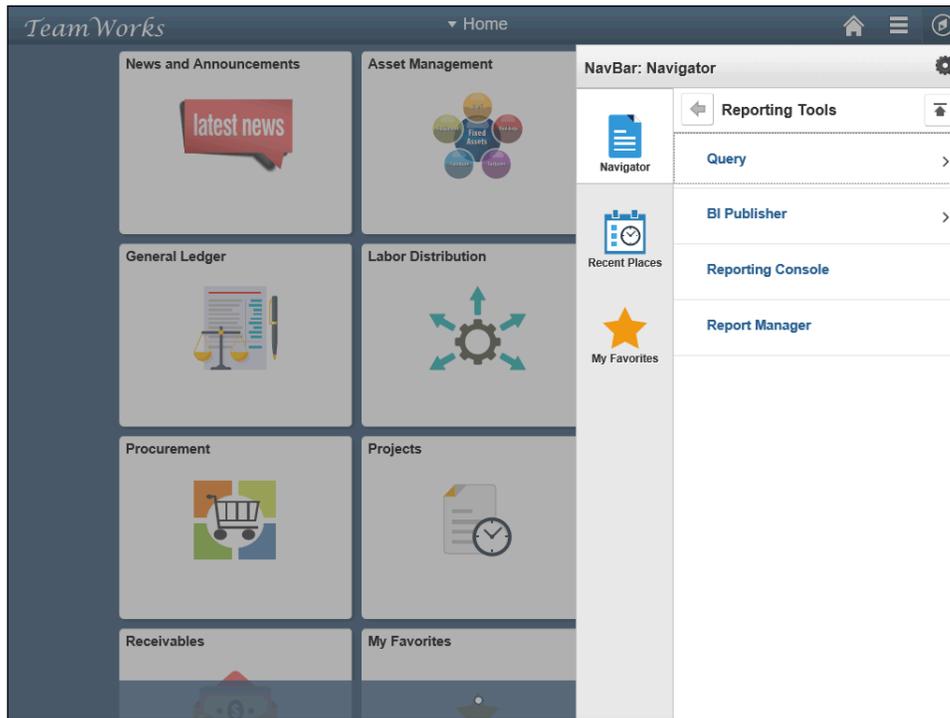
Step	Action
2.	Click the Navigator link. 



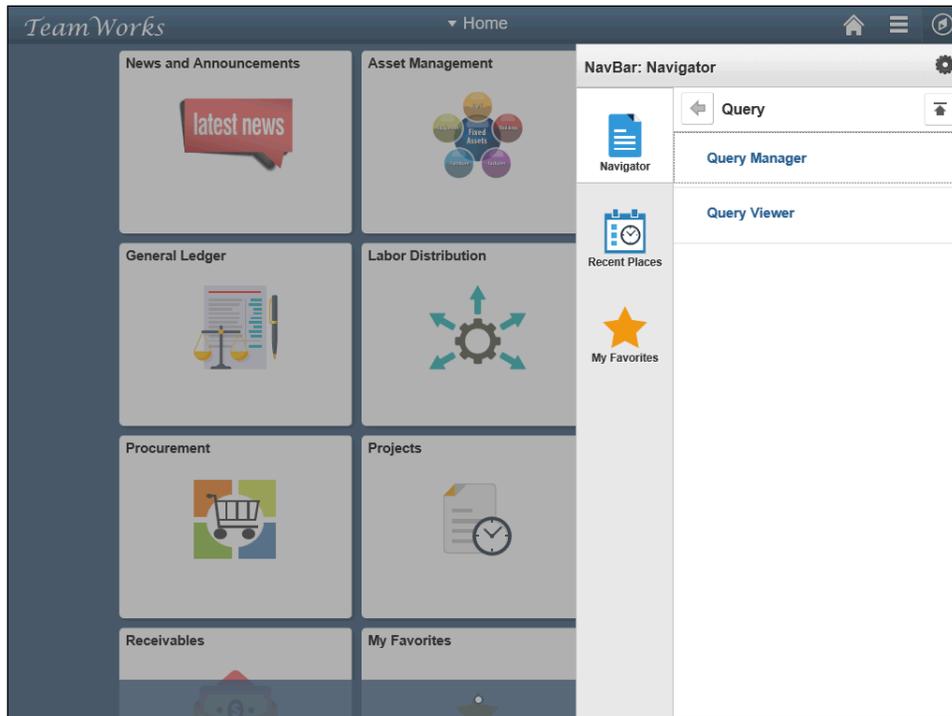
Step	Action
3.	Click the Vertical scrollbar.



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



Step	Action
5.	Click the Query link. Query



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

Home

Query Manager

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

Find an Existing Query | Create New Query

*Search By begins with

Search Advanced Search

My Favorite Queries

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
0AP004A_VERIFY_CASH_DISB_NEW2	0AP004A_VERIFY_CASH_DISB_NEW2	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0AP012B_VCHR_ACCT_LINE	0AP012B_VCHR_ACCT_LINE	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0AP042B_VCHRS_NOT_POSTED_DISTR	VCHRS_NOT_POSTED_DISTRB	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0AR012A_DIR_JRNL_ALL_PGM	0AR012A_DIR_JRNL_ALL_PGM	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL003A_GL_JRNL_DETAIL	GL_JRNL_DETAIL	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL003B_GL_JRNL_DETAIL	GL_JRNL_DETAIL	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL026_FUNDING_SRC_DISTR_MV1	FUNDING_SRC_DISTR_ACTIVE_ONLY	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL026_FUNDING_SRC_DISTR_Z	FUNDING_SRC_DISTR	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL076C2_4092X_TBL_PROJECT	GG Report Qry by PROJECT	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL076C3_4092X_TBL_PROJECT	GG Report Qry by PROJECT	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL076E2_4092X_TBL_FUND_SRC	GG Report by FUNDING SOURCE	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0LD007A_HISTORY_BY_FUNDING_SRC	Labor Hist - Fund Src Wildcard	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0LD007B_HISTORY_BY_FUNDING_SRC	Labor Hist - Fund Src Wildcard	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	

Step	Action
7.	The system displays the users My Favorite Queries list.

Home

Query Manager

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

Find an Existing Query | Create New Query

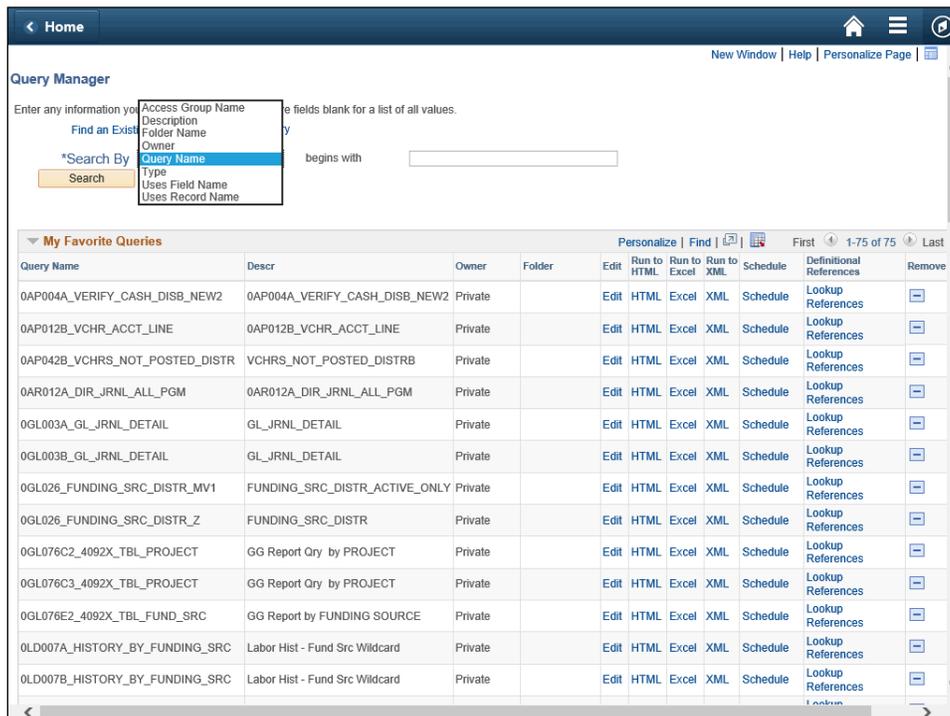
*Search By begins with

Search Advanced Search

My Favorite Queries

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
0AP004A_VERIFY_CASH_DISB_NEW2	0AP004A_VERIFY_CASH_DISB_NEW2	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0AP012B_VCHR_ACCT_LINE	0AP012B_VCHR_ACCT_LINE	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0AP042B_VCHRS_NOT_POSTED_DISTR	VCHRS_NOT_POSTED_DISTRB	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0AR012A_DIR_JRNL_ALL_PGM	0AR012A_DIR_JRNL_ALL_PGM	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL003A_GL_JRNL_DETAIL	GL_JRNL_DETAIL	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL003B_GL_JRNL_DETAIL	GL_JRNL_DETAIL	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL026_FUNDING_SRC_DISTR_MV1	FUNDING_SRC_DISTR_ACTIVE_ONLY	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL026_FUNDING_SRC_DISTR_Z	FUNDING_SRC_DISTR	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL076C2_4092X_TBL_PROJECT	GG Report Qry by PROJECT	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL076C3_4092X_TBL_PROJECT	GG Report Qry by PROJECT	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL076E2_4092X_TBL_FUND_SRC	GG Report by FUNDING SOURCE	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0LD007A_HISTORY_BY_FUNDING_SRC	Labor Hist - Fund Src Wildcard	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0LD007B_HISTORY_BY_FUNDING_SRC	Labor Hist - Fund Src Wildcard	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	

Step	Action
8.	<p>Begin by searching for the appropriate query. By default, the Search By field defaults to Query Name. Users have the option to use this search option or select a different search option.</p> <p>For this example, the user will search for the query using the Unmasked Data Record data.</p> <p>Click the Search By drop-down list option.</p> <p>*Search By <input type="text" value="Query Name"/> ▼</p>



9.	Click the Owner link.
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Query Manager

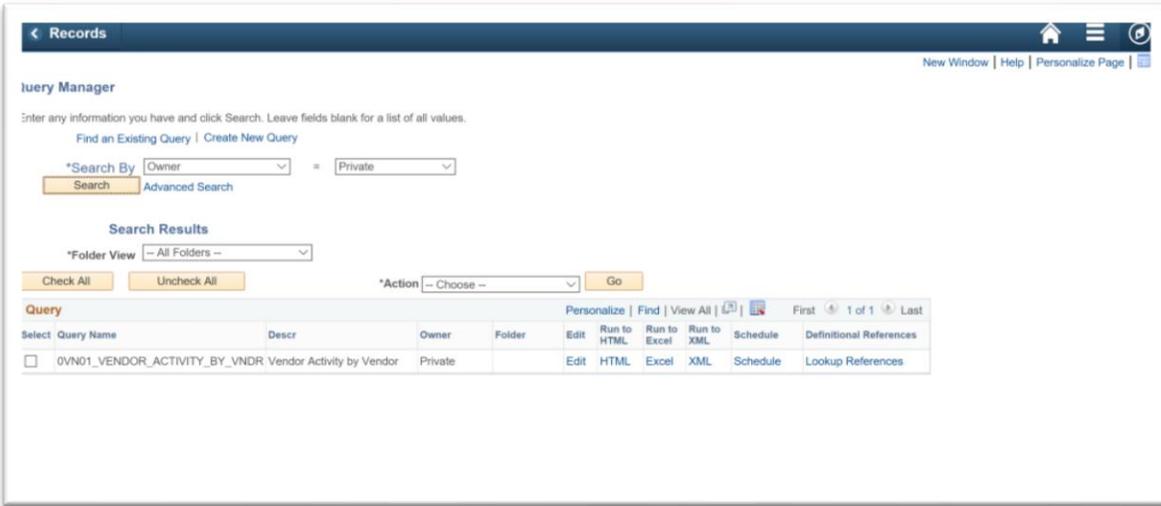
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

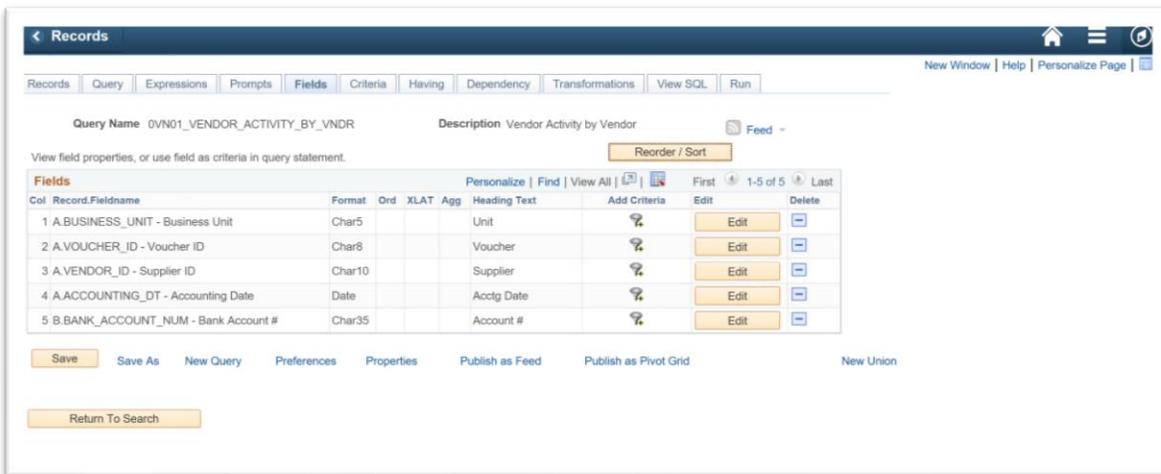
*Search By =
 [Advanced Search](#)

My Favorite Queries										
Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
0AP004A_VERIFY_CASH_DISB_NEW2	0AP004A_VERIFY_CASH_DISB_NEW2	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0AP012B_VCHR_ACCT_LINE	0AP012B_VCHR_ACCT_LINE	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0AP042B_VCHRS_NOT_POSTED_DISTR	VCHRS_NOT_POSTED_DISTRB	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0AR012A_DIR_JRNL_ALL_PGM	0AR012A_DIR_JRNL_ALL_PGM	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL003A_GL_JRNL_DETAIL	GL_JRNL_DETAIL	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL003B_GL_JRNL_DETAIL	GL_JRNL_DETAIL	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL026_FUNDING_SRC_DISTR_MV1	FUNDING_SRC_DISTR_ACTIVE_ONLY	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL026_FUNDING_SRC_DISTR_Z	FUNDING_SRC_DISTR	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL076C2_4092X_TBL_PROJECT	GG Report Qry by PROJECT	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL076C3_4092X_TBL_PROJECT	GG Report Qry by PROJECT	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0GL076E2_4092X_TBL_FUND_SRC	GG Report by FUNDING SOURCE	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0LD007A_HISTORY_BY_FUNDING_SRC	Labor Hist - Fund Src Wildcard	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	
0LD007B_HISTORY_BY_FUNDING_SRC	Labor Hist - Fund Src Wildcard	Private		Edit	HTML	Excel	XML	Schedule	Lookup References	

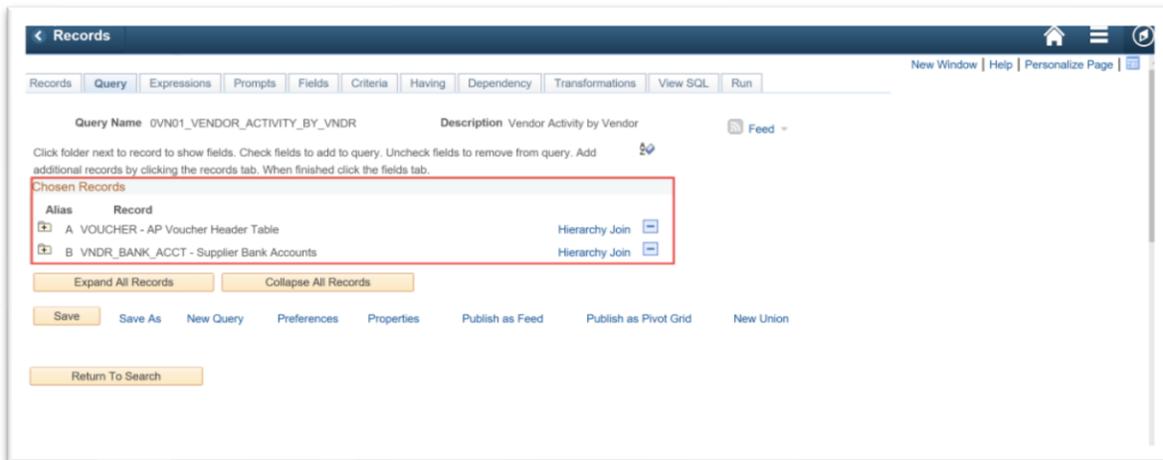
Step	Action
10.	Click the Search button.  Note: A list of Private queries will be available.



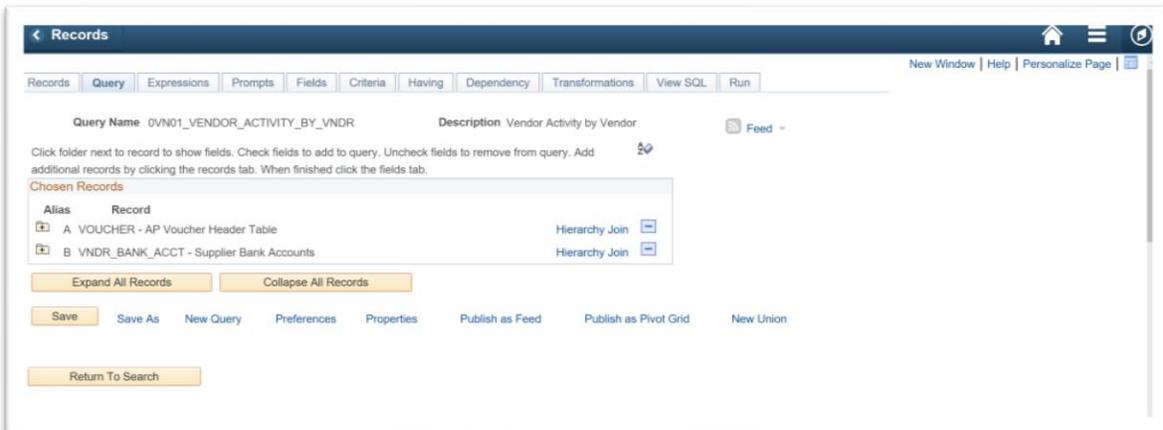
Step	Action
11.	<p>Note: The system displays the queries based on the search criteria. Select the appropriate query. Using the scroll bar search for the appropriate query.</p> <p>For this example, the user is selecting the 0VN01_VENDOR_ACTIVITY_BY_VNDR query.</p> <p>Click the Edit link.</p> <p><input type="checkbox"/> 0AP005_VERIFY_EXP_WITH_EIN_UM Verify Expense w Employee Id_UM Public Edit HTML Excel XML Schedule Lookup References</p>



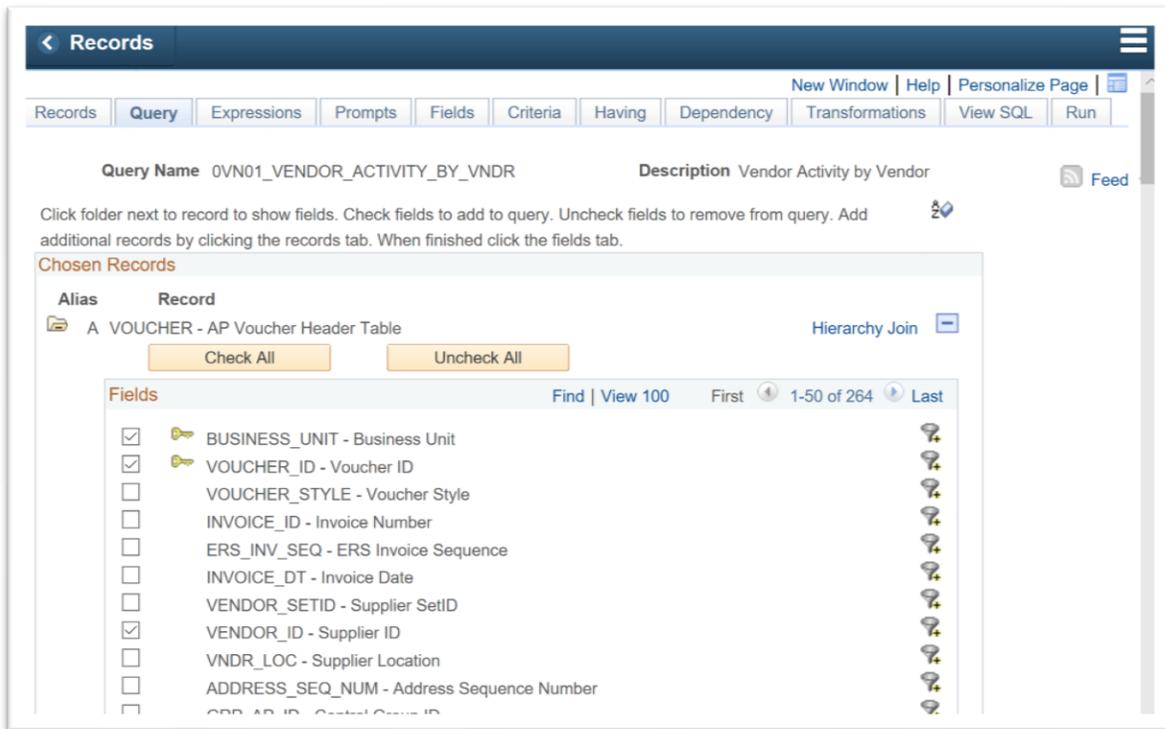
Step	Action
12.	<p>The system opens to the Fields tab.</p> <p>Click the Query tab.</p> <p>Query</p>



Step	Action
13.	<p>The system displays the Chosen Records for the selected query. Based on the list of records, users should identify the records that are required to be masked.</p> <p>For this example, the VNDR_BANK_ACCT – Supplier Bank Account record should be masked.</p>



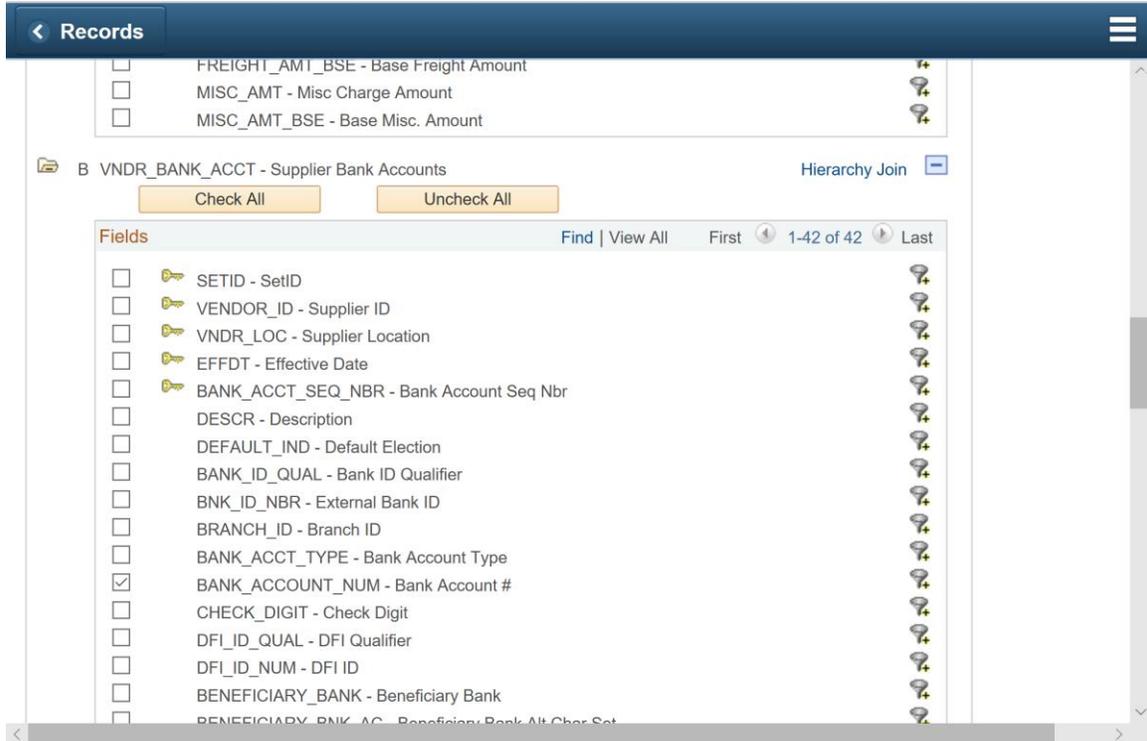
Step	Action
14.	<p>To view the fields associated with each record, users have the option to click on the (+) symbol or the Expand All Record button.</p> <p>For this example, click the Expand All Records button.</p> <div style="text-align: center; margin-top: 10px;"> </div>



Step	Action
15.	Click the Vertical scrollbar to view the associated field for each record.



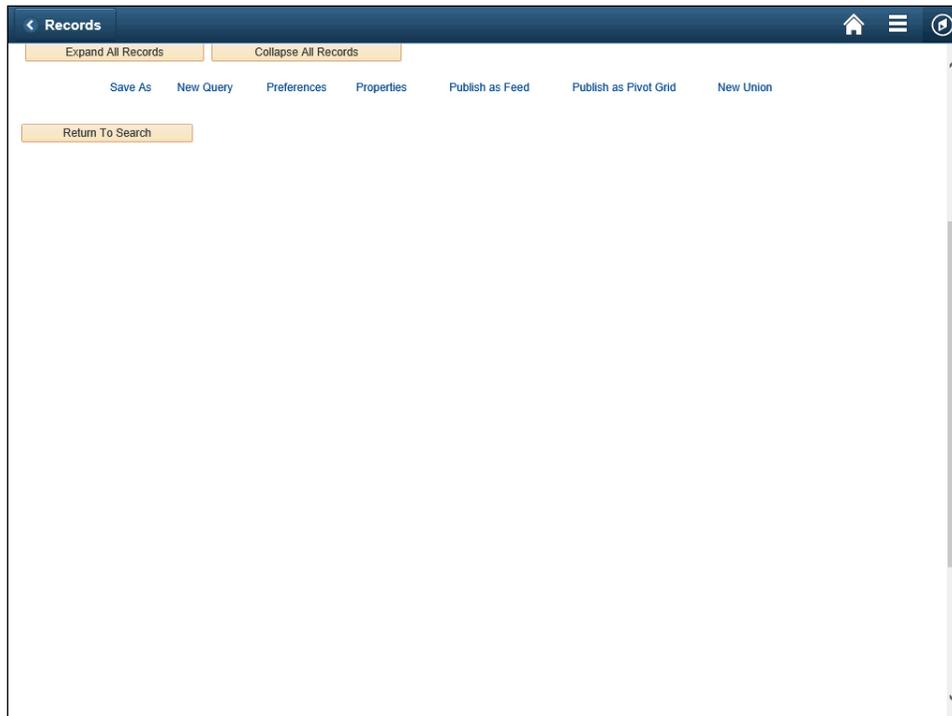
Step	Action
16.	Continue clicking the Vertical scrollbar.



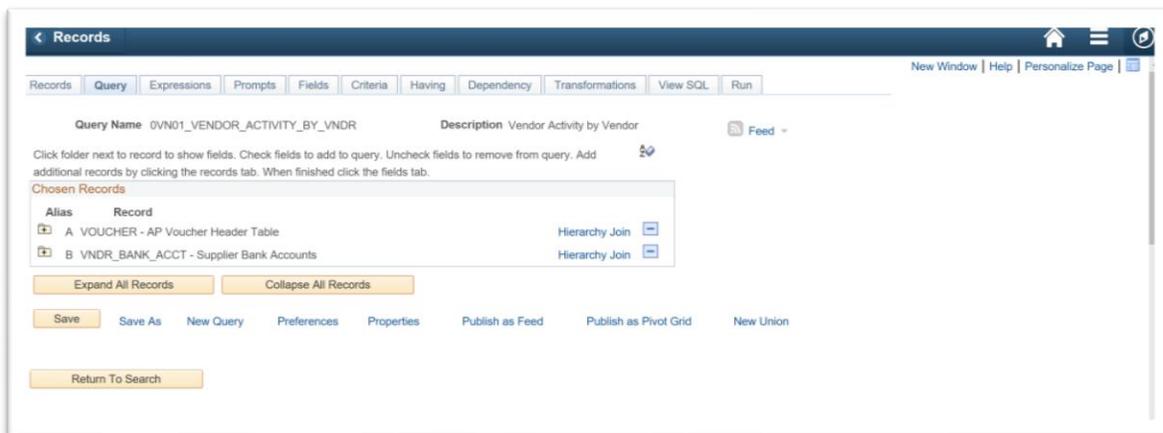
Step	Action
17.	Continue clicking the Vertical scrollbar.

Step	Action
18.	Once the user has viewed all click the Collapse All Records button.

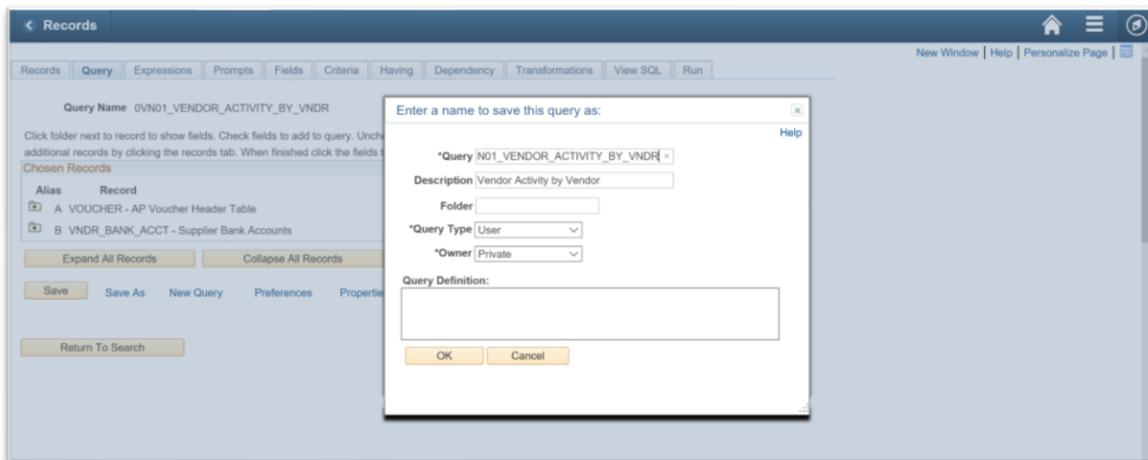
Collapse All Records



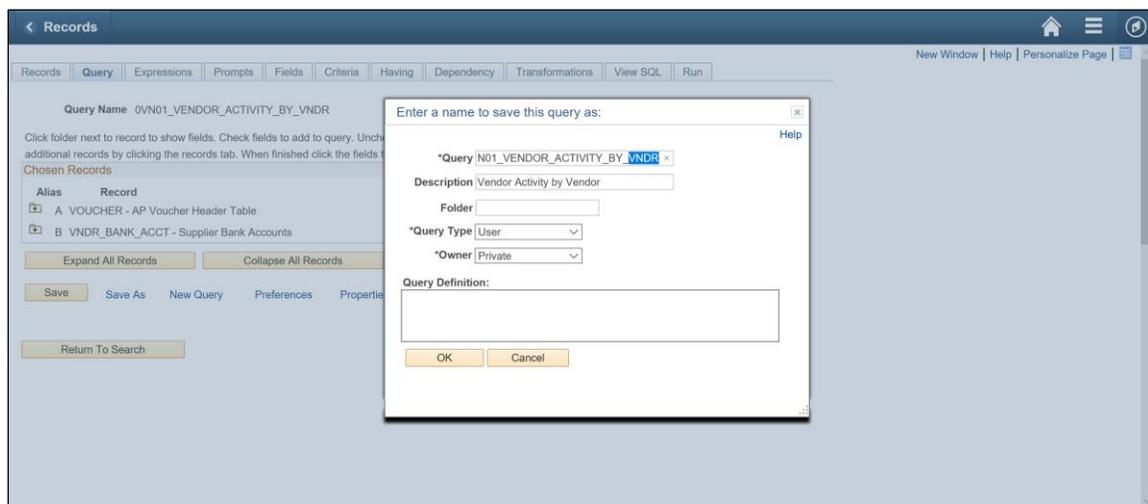
Step	Action
19.	Click the Vertical scrollbar to return to the top of the page.



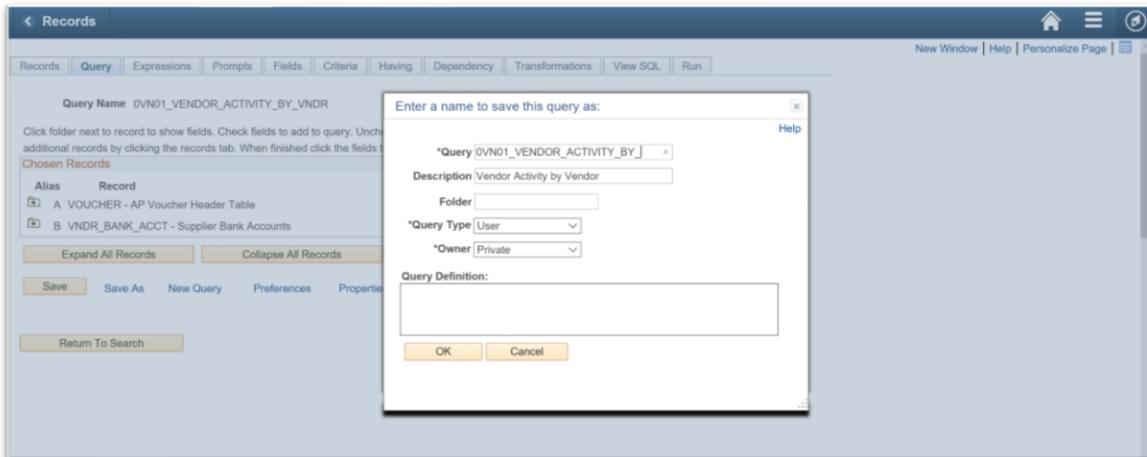
Step	Action
20.	<p>Note: Before creating a new query users should save the existing query using a unique identifier.</p> <p>Click the Save As button.</p> <p>Save As</p>



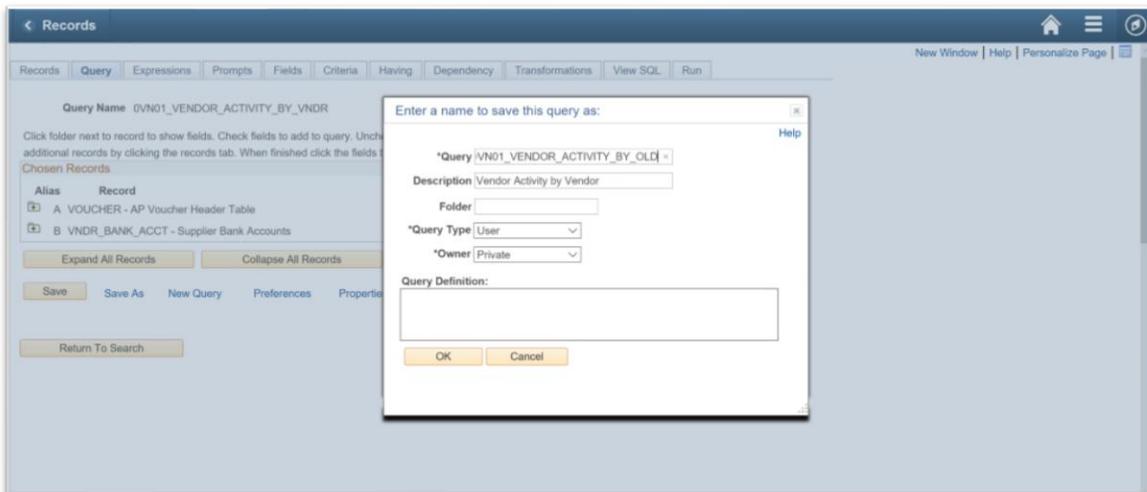
Step	Action
21.	<p>Users have the option to completely rename the query or a portion of current query name.</p> <p>For this example, the user will change a portion of the query name.</p> <p>Click in the Query field.</p>



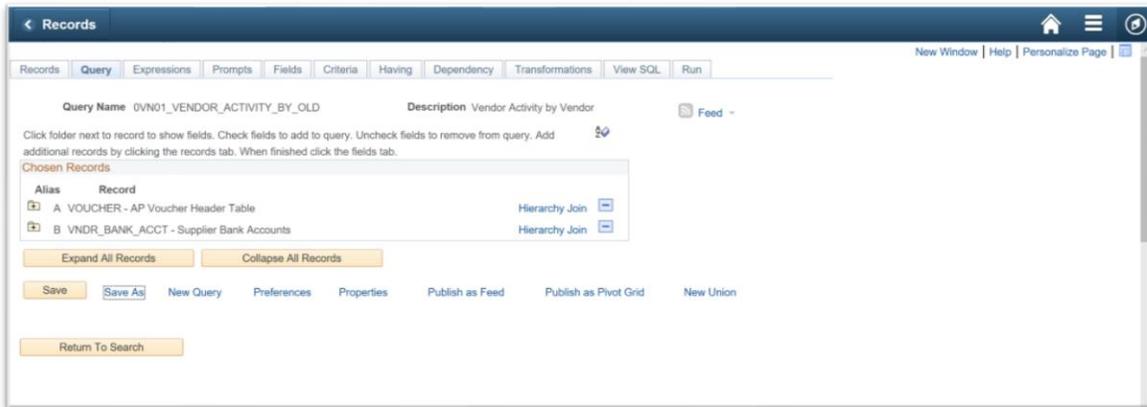
Step	Action
22.	<p>Press [Delete] to delete out a portion of the name.</p>



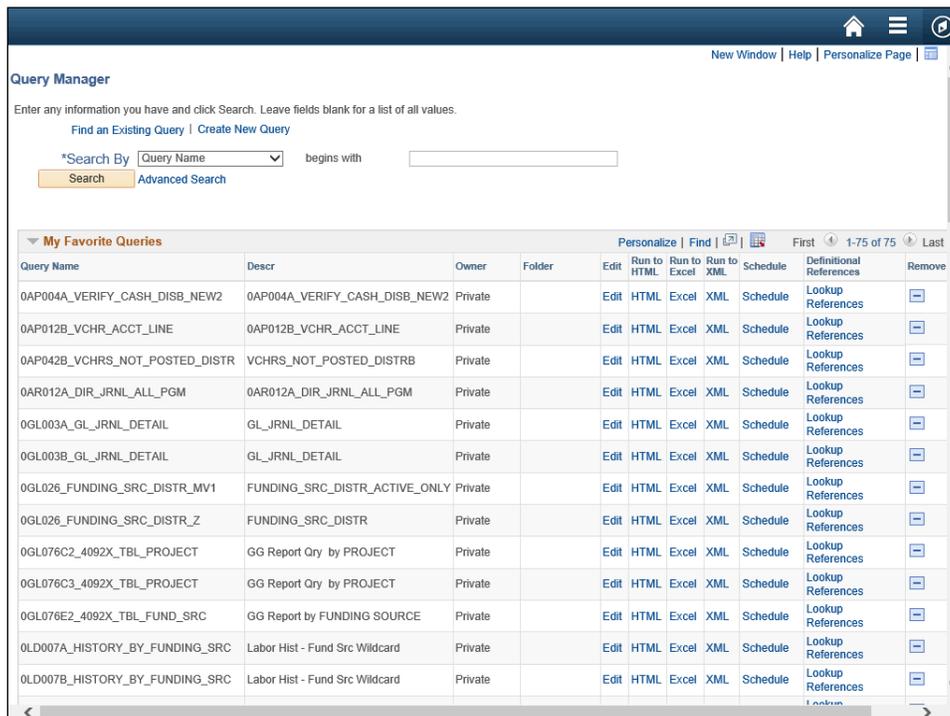
Step	Action
23.	Enter the appropriate information into the Query field. For this example, type OLD .



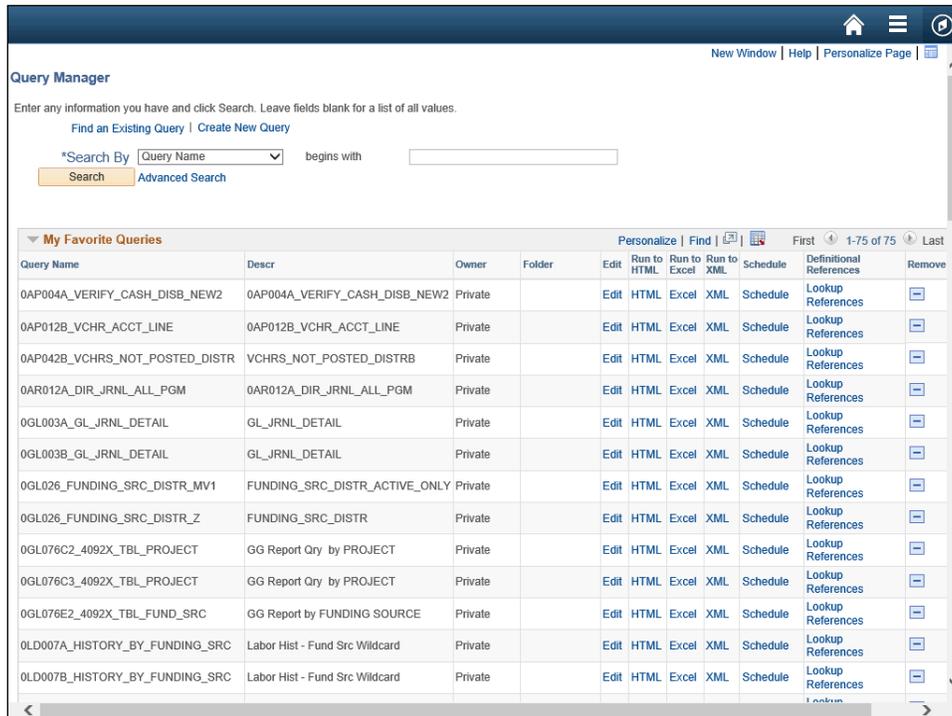
Step	Action
24.	Note: Users have the option to modify the Description field. Click the OK button.



Step	Action
25.	<p>Notice the Query Name has now been renamed.</p> <p>Click the New Window link.</p> <p>New Window </p>



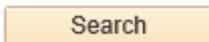
Step	Action
26.	<p>Using the new window, search for the Query that was recently renamed.</p> <p>Click the begins with button.</p> <p>begins with <input style="border: 2px solid red; width: 200px; height: 15px;" type="text"/></p>



Step	Action
27.	<p>Enter the appropriate information into the begins with field.</p> <p>For this example, type 0VN01_VENDOR_ACTIVITY_BY_VNDR.</p>

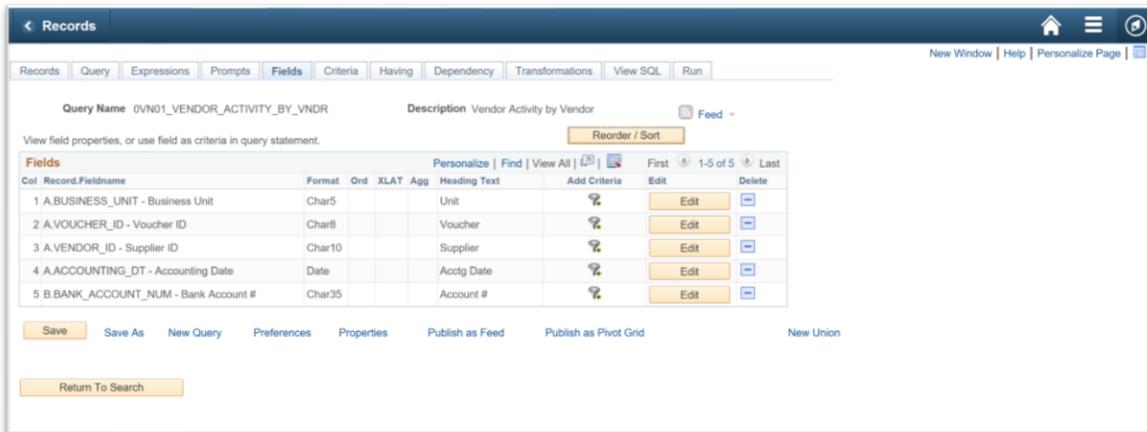


Step	Action
28.	Click the Search button.

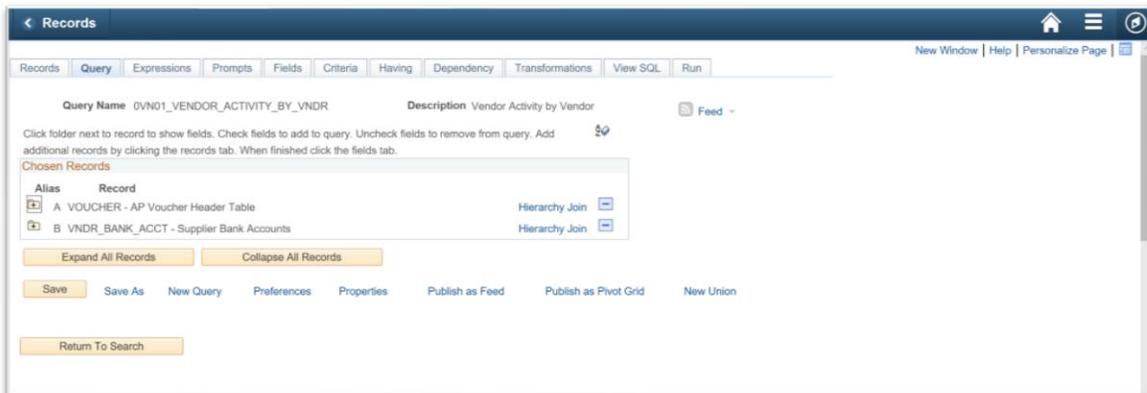


Step	Action
29.	Click the Edit link.





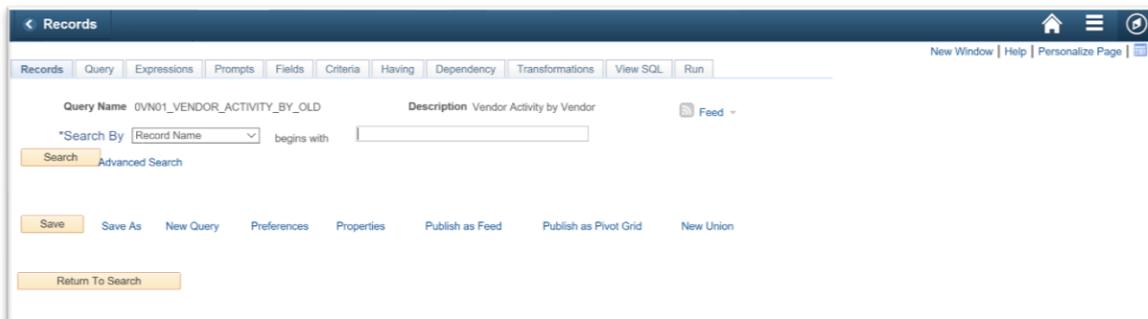
Step	Action
30.	<p>Note: The system defaults to the Fields tab.</p> <p>Click the Query tab.</p> <p></p>



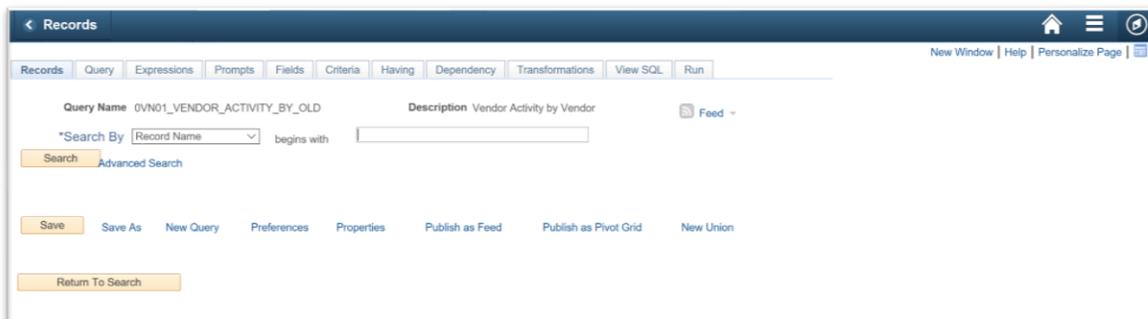
Step	Action
31.	<p>Click Delete Record button to remove unmasked record that will be replaced.</p> <p></p>

Step	Action
32.	<p>Note: View the warning message before deleting the record.</p> <p>For this example, click the Yes button to confirm if the record should be deleted.</p> 

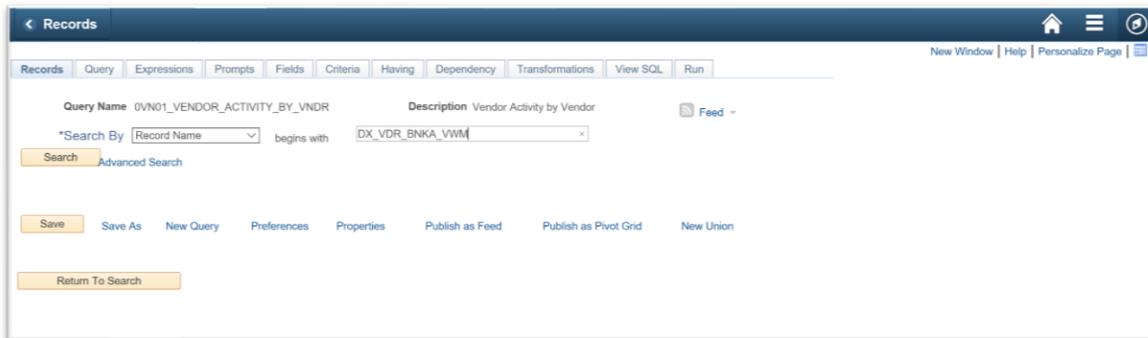
Step	Action
33.	<p>Note: The user should toggle back to the other window to confirm the Chosen Records are the same.</p> <p>Click the Records tab.</p> 



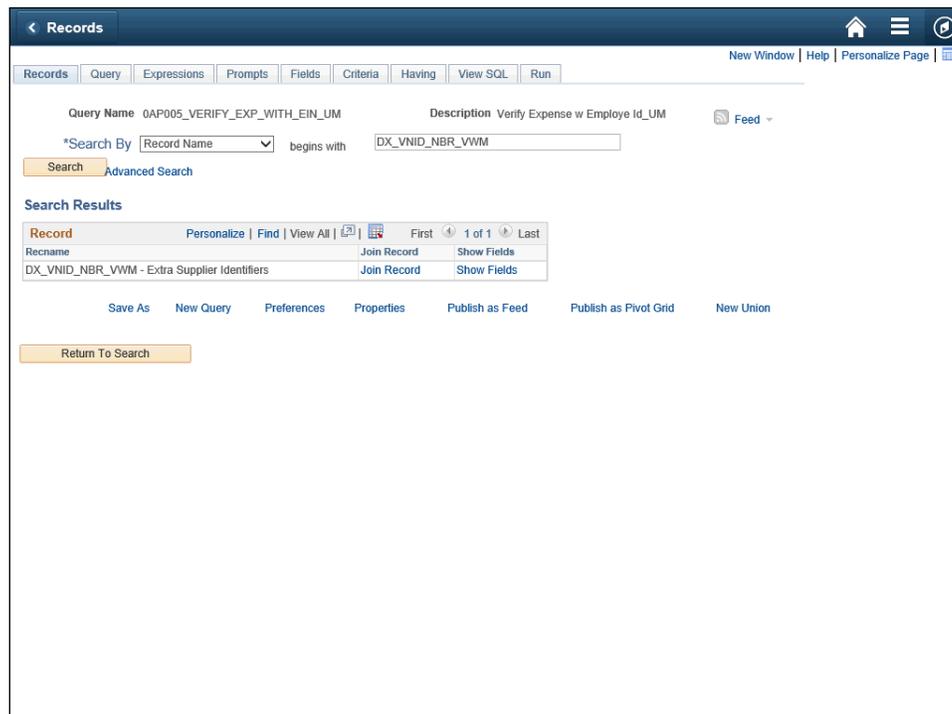
Step	Action
34.	<p>Click in the begins with field.</p> <p>begins with </p>



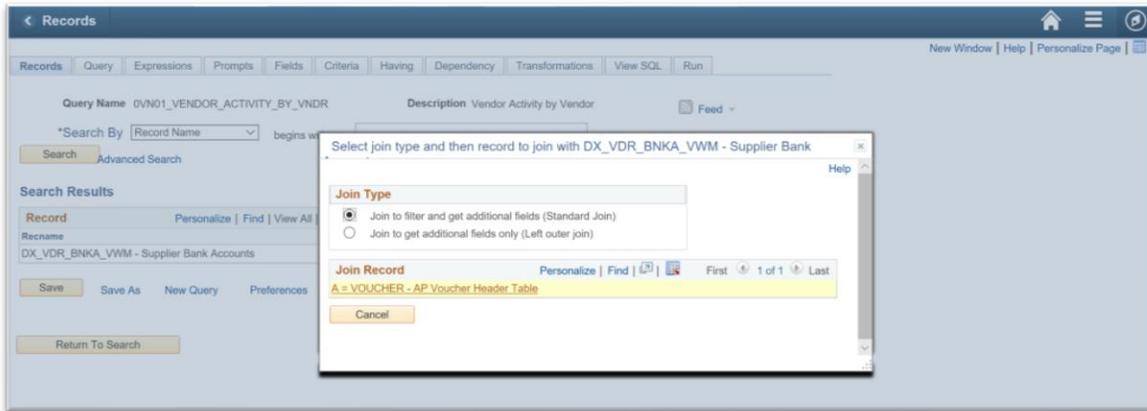
Step	Action
35.	<p>Note: The user should search for the appropriate <i>Masked Data Record</i> that matches the <i>Unmasked Data Record</i> found in the records chart.</p> <p>Enter the appropriate information into the begins with field.</p> <p>For this example, type DX_VDR_BNKA_VWM.</p>



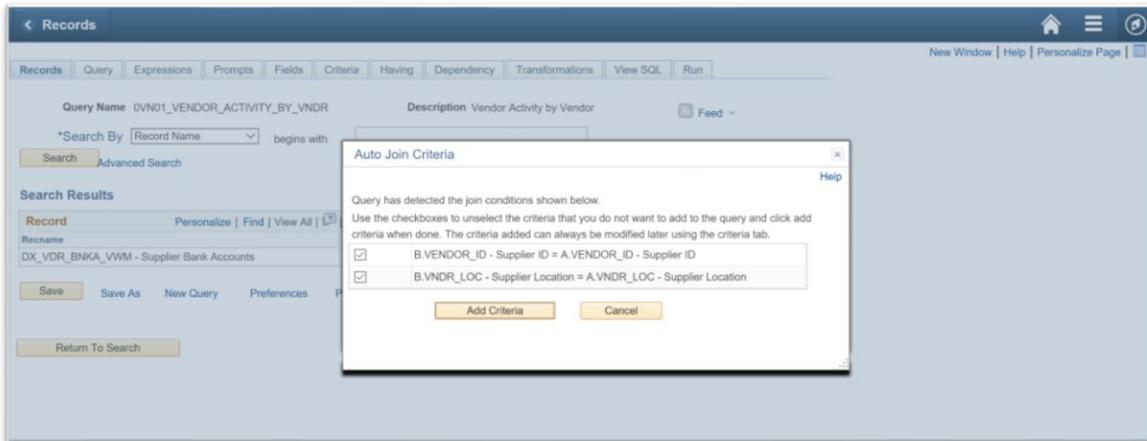
Step	Action
36.	<p>Click the Search button.</p> 

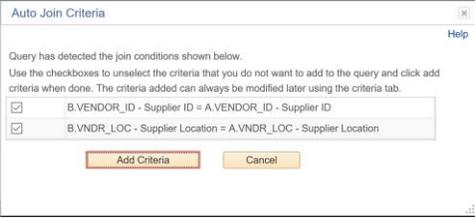


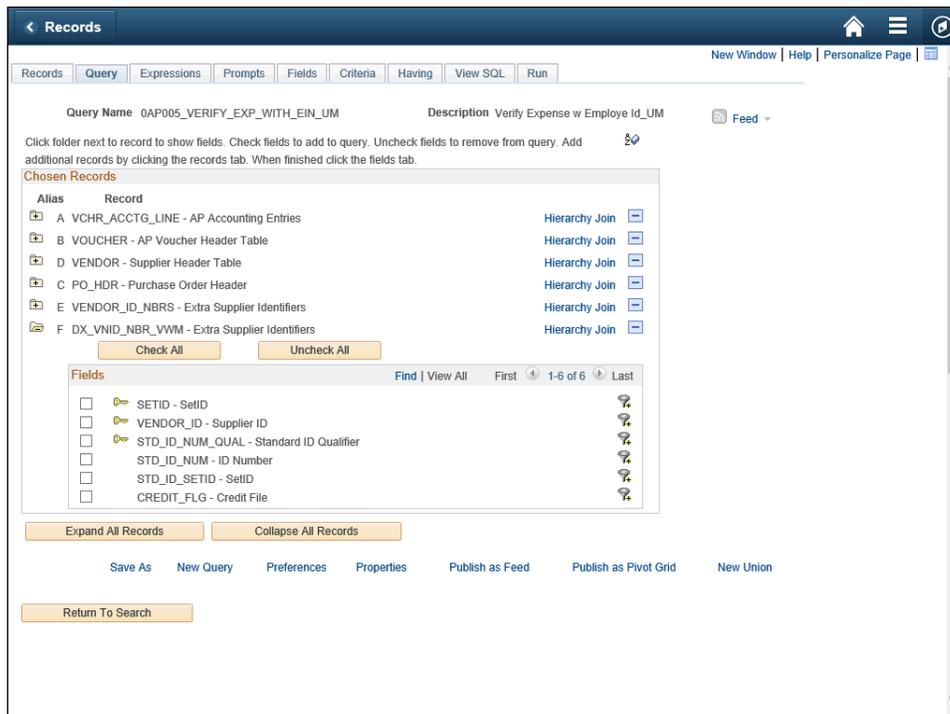
Step	Action
37.	<p>Click the Join Record link.</p>

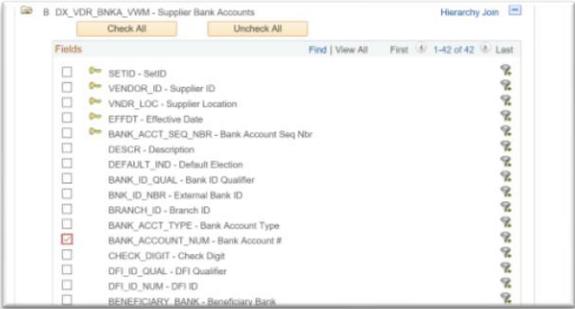


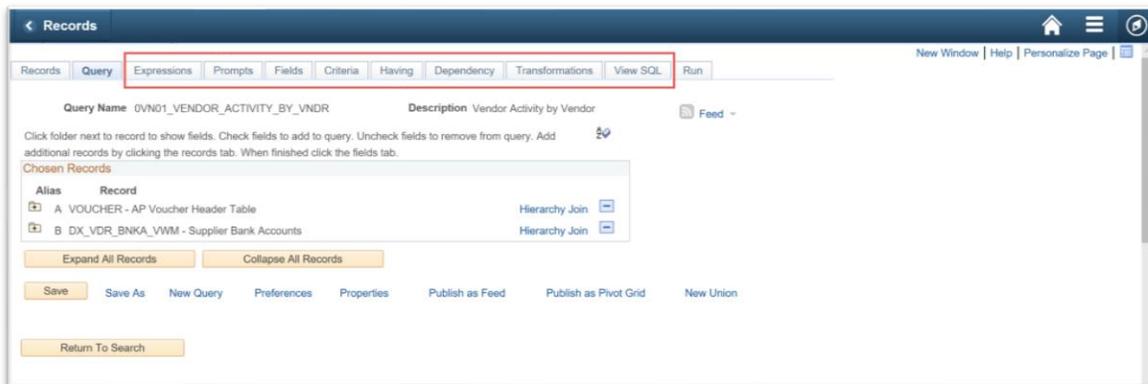
Step	Action
38.	<p>Note: Based on the associate record, the user should select the appropriate Join Record to add to the new query.</p> <p>For this example, click the A = VOUCHER - AP Voucher Header Table link.</p>



Step	Action
39.	<p>Click the Add Criteria button.</p> 



Step	Action
40.	<p>Note: The user should toggle back to the previous window to identify which fields should be included.</p> <p>For this example, click the BANK_ACCOUNT_NUM option.</p> 



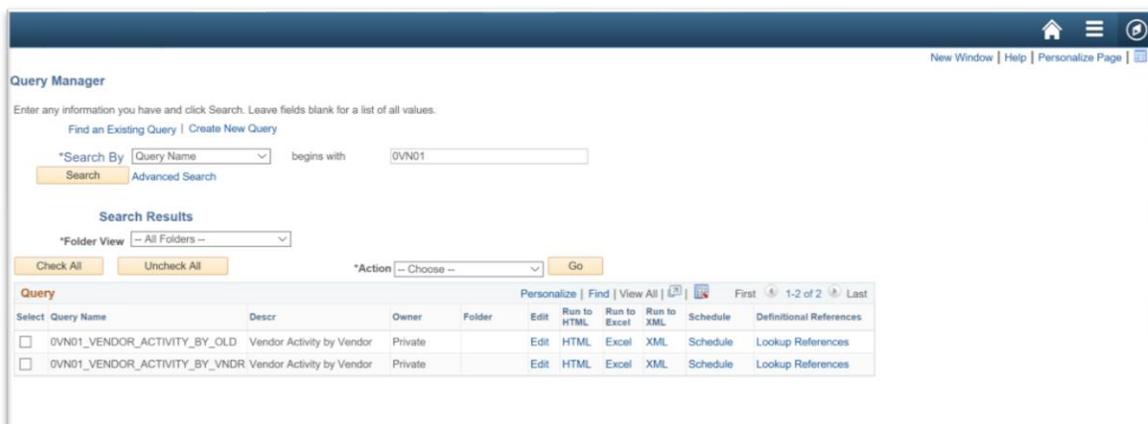
Step	Action
41.	<p>Note: Before saving the new query, users should review all tabs to confirm all tabs match what is currently selected on the old query.</p> <p>Click the Save button.</p> 

Step	Action
42.	<p>Now that the new query has been saved, users should confirm that both query will now run.</p> <p>Click the NavBar button..</p>  <p>NavBar > Navigator > Reporting Tools > Query > Query Manager</p>

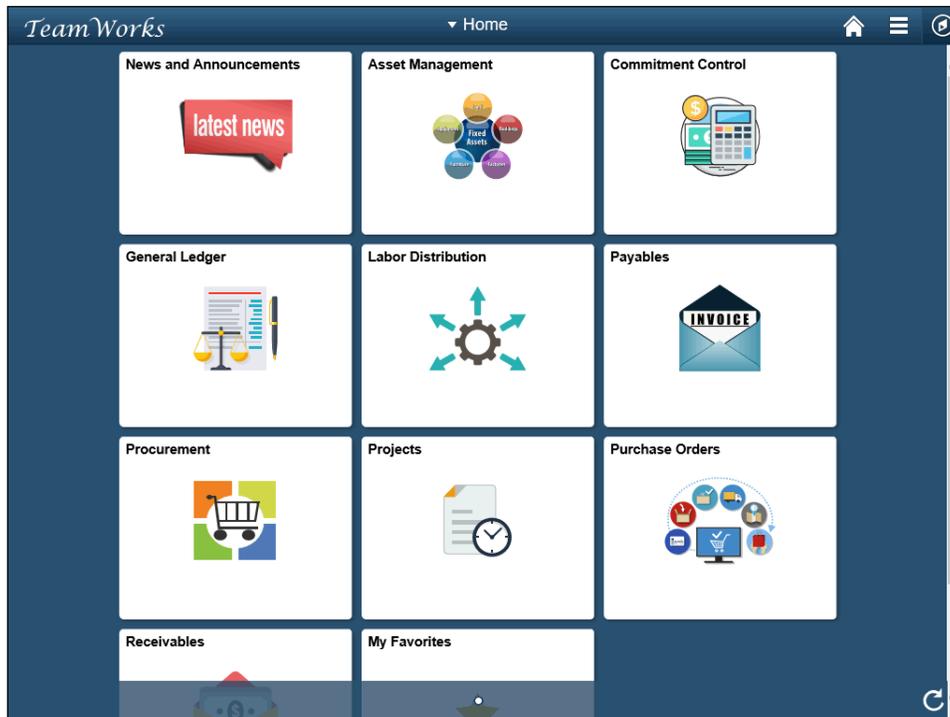
Step	Action
43.	<p>Click in the begins with field.</p> <p>begins with <input style="border: 2px solid red; width: 150px; height: 15px;" type="text"/></p>

Step	Action
44.	<p>Note: The user should run the previous query first.</p> <p>Enter the appropriate information into the begins with field.</p> <p>For this example, type OVN01.</p>

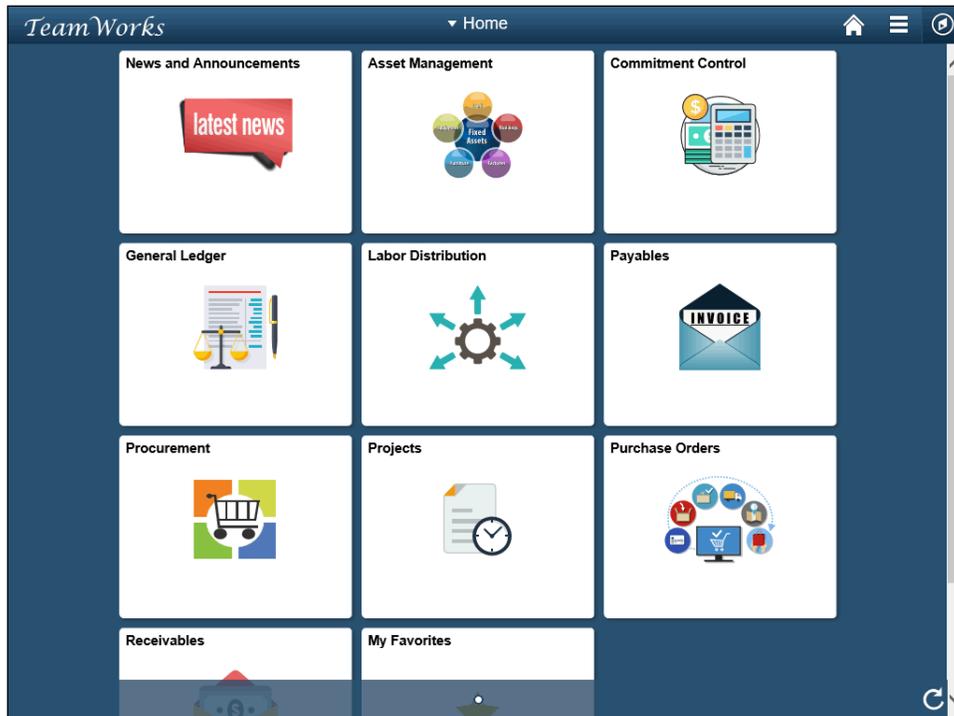
Step	Action
45.	<p>Click the Search button.</p> 



Step	Action
46.	<p>Note: Review the Chosen Record list and notice the new Masked Data Record is in the list.</p> <p>Click the Home button to return to the Home Page.</p> 



Step	Action
47.	<p>Note: The following steps should be repeated if multiple records contain unmasked data.</p> <p>Congratulations! You have completed navigating to the Report Manager. End of Procedure.</p>



Step	Action
48.	<p>Note: The following steps should be repeated if multiple records contain unmasked data.</p> <p>Congratulations! You have completed navigating to the Report Manager.</p> <p>End of Procedure.</p>