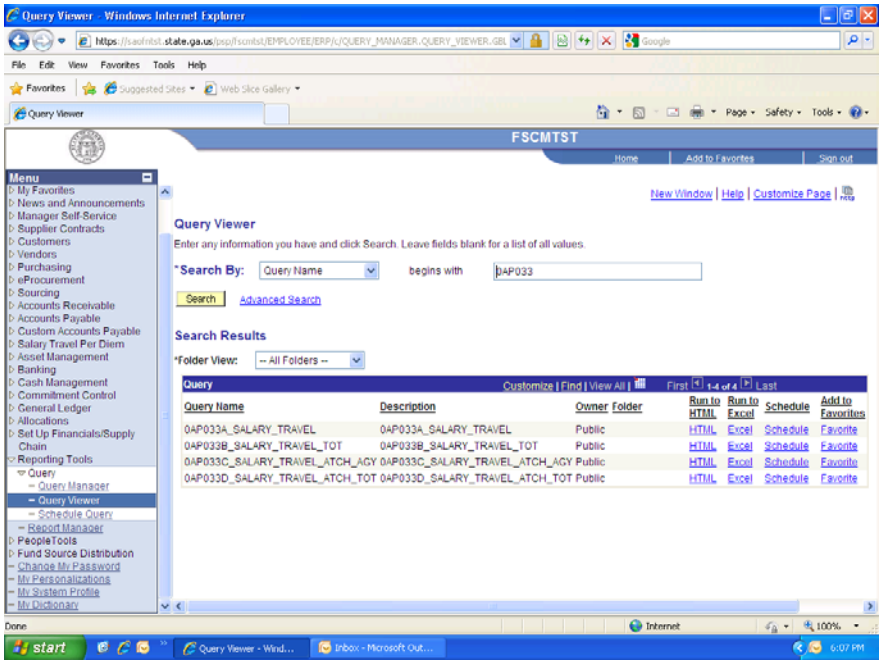
State Accounting Office of Georgia
Fiscal Leadership for Georgia

# Job Aid - Review and Edit Salary and Travel Data: Salary and Travel Queries and CSV Conversion

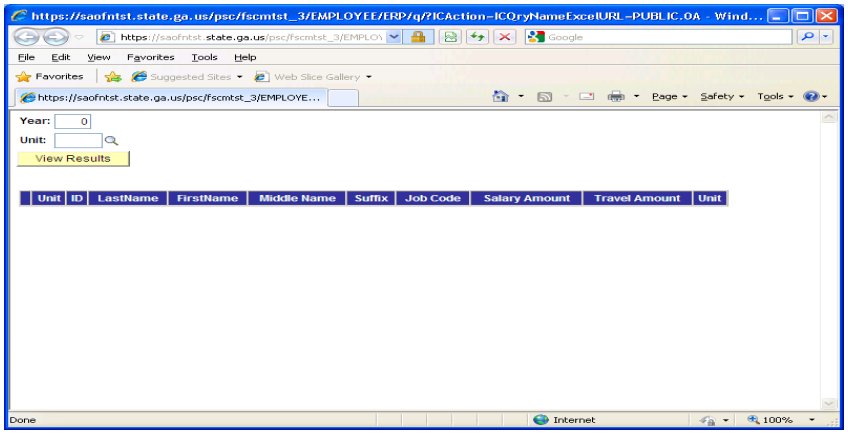
Date Created: 06/29/2010

| | |
|---|---|
| 1. | Click the **Reporting Tools** link. |
| 2. | Click the **Query** link. |
| 3. | Click the **Query Viewer** link. |
| 4. | The **Query Viewer** page displayed. |
| 5. | Enter the Query Name into the **Text Field.**<br><br>Salary and Travel Queries begin with **"0AP033"**<br><br>**1.** 0AP033A_SALARY_TRAVEL – **This query should be used to extract data for uploading to the DOAA TIGA Salary and Travel website. The extracted data represents salary and travel information for the primary PeopleSoft Business Unit and does not include any employee data in which the 'Related BU" field has been populated with a business unit value other than the primary agency BU (e.g, Primary BU = 40700 / Related BU = 40700).**<br><br>**2.** 0AP033B_ SALARY_TRAVEL _TOT- **This query should be used to obtain summary totals for Salary and Travel data for the primary PeopleSoft Business Unit. The amounts are totals of the data from the 0AP033A query.**<br><br>**3.** 0AP033C_ SALARY_TRAVEL _ ATCH _AGY- **This query should be used to extract "Related BU" data for uploading to the DOAA TIGA Salary and Travel website. If an agency has not updated the value in the "Related BU" field (i.e., no Related BU or attached agencies exist), there is no need to run this query. The extracted data represents salary and travel information for any employee/s data in which the 'Related BU" field has been populated with a business unit value other than the primary agency BU (e.g, Primary BU = 48400 / Related BU = 96000).**<br><br>**4.** 0AP033D_ SALARY_TRAVEL _ ATCH_TOT - **This query should be used to obtain summary totals for Salary and Travel data for the attached agencies. The amounts are totals of the data from the 0AP033C query described in step #3 above.** |

6. Click the **Search** button.
Verify the Query Name to execute, then click the **Excel Link (Run to Excel).**




7. The **Run** page appears which will be used to define the parameters of the data to the system.



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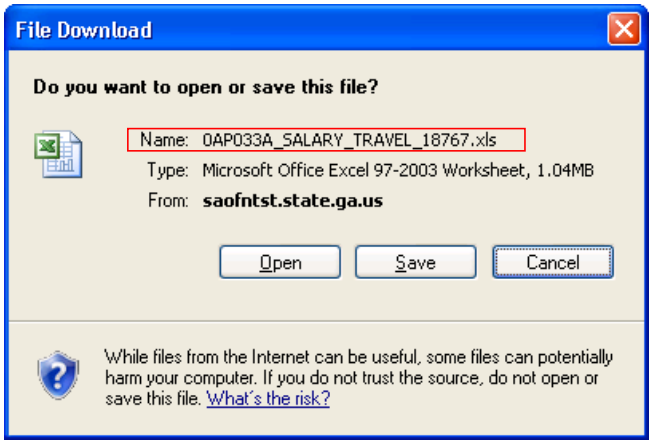
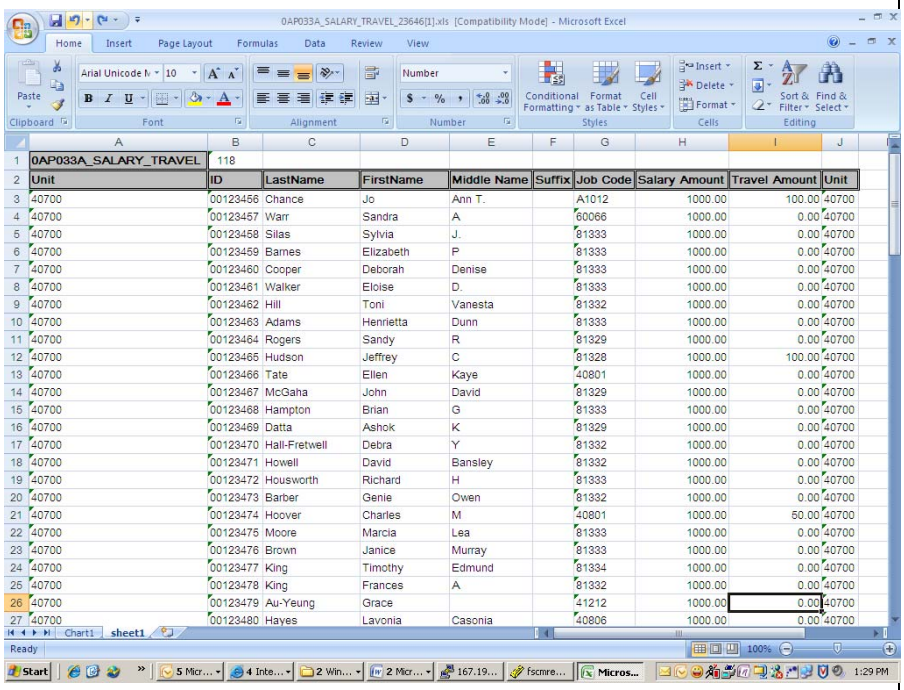
|---|---|
| 8. | Enter the applicable **Fiscal Year** for the desired Salary and Travel data. |
| 9. | Enter the applicable **Business Unit** for Salary and Travel data, or use the prompt icon to verify the desired valid **Business Unit**. |
| 10. | Click **View Results** Link. |
| 11. | The **File Download** page is displayed. Click **Open**   |

12. The File will open in Microsoft Excel.

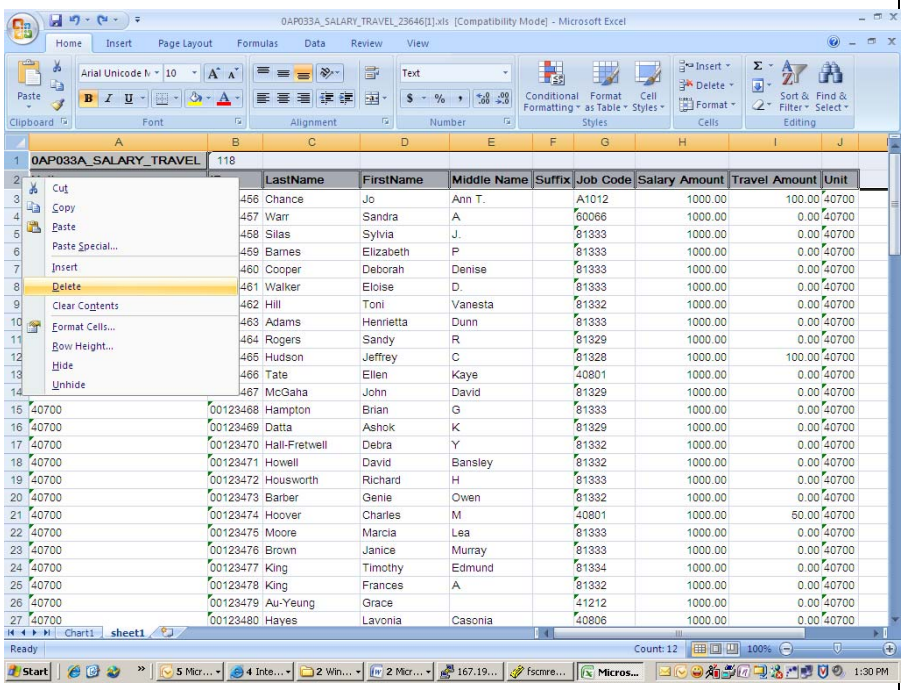
**Note (A): The Employee ID, Job Code, Salary Amount and Travel Amount columns have been altered to prevent the display of sensitive data.**

**Note (B): Please be sure your formatting does not remove the "leading zeros" in the Employee ID column.**

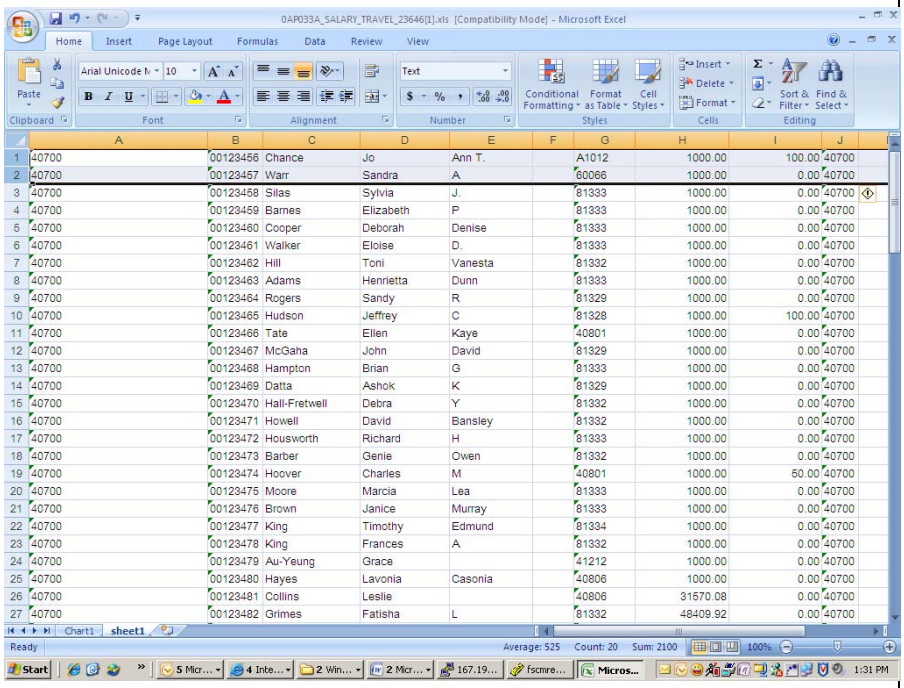



| 0AP033A_SALARY_TRAVEL | 118 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Unit | ID | LastName | FirstName | Middle Name | Suffix | Job Code | Salary Amount | Travel Amount | Unit |
| 40700 | 00123456 | Chance | Jo | Ann T. | | A1012 | 1000.00 | 100.00 | 40700 |
| 40700 | 00123457 | Warr | Sandra | A | | 60066 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123458 | Silas | Sylvia | J. | | 81333 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123459 | Barnes | Elizabeth | P | | 81333 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123460 | Cooper | Deborah | Denise | | 81333 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123461 | Walker | Eloise | D. | | 81333 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123462 | Hill | Toni | Vanesta | | 81332 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123463 | Adams | Henrietta | Dunn | | 81333 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123464 | Rogers | Sandy | R | | 81329 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123465 | Hudson | Jeffrey | C | | 81328 | 1000.00 | 100.00 | 40700 |
| 40700 | 00123466 | Tate | Ellen | Kaye | | 40801 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123467 | McGaha | John | David | | 81329 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123468 | Hampton | Brian | G | | 81333 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123469 | Datta | Ashok | K | | 81329 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123470 | Hall-Fretwell | Debra | Y | | 81332 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123471 | Howell | David | Bansley | | 81332 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123472 | Housworth | Richard | H | | 81333 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123473 | Barber | Genie | Owen | | 81332 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123474 | Hoover | Charles | M | | 40801 | 1000.00 | 50.00 | 40700 |
| 40700 | 00123475 | Moore | Marcia | Lea | | 81333 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123476 | Brown | Janice | Murray | | 81333 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123477 | King | Timothy | Edmund | | 81334 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123478 | King | Frances | A | | 81332 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123479 | Au-Yeung | Grace | | | 41212 | 1000.00 | 0.00 | 40700 |
| 40700 | 00123480 | Hayes | Lavonia | Casonia | | 40806 | 1000.00 | 0.00 | 40700 |

13. **Delete the Header rows** (1and 2) by highlighting the rows and **right** clicking the mouse. See and select the **Delete** option.



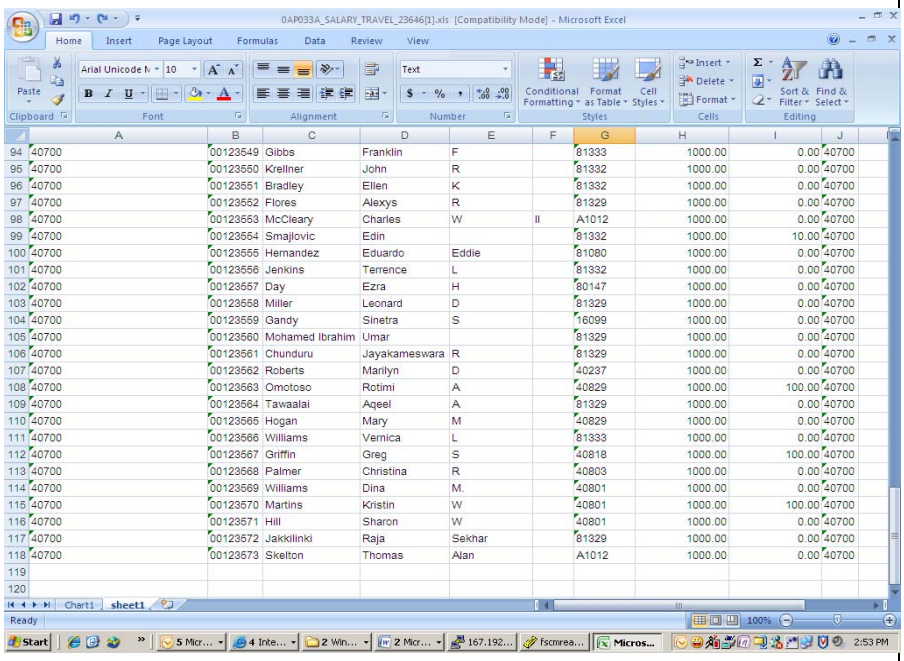
14. The Header rows (1 and 2) are then removed from the file.



| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 40700 | 00123456 | Chance | Jo | Ann T. | | A1012 | 1000.00 | 100.00 | 40700 |
| 2 | 40700 | 00123457 | Warr | Sandra | A | | 60066 | 1000.00 | 0.00 | 40700 |
| 3 | 40700 | 00123458 | Silas | Sylvia | J. | | 81333 | 1000.00 | 0.00 | 40700 |
| 4 | 40700 | 00123459 | Barnes | Elizabeth | P | | 81333 | 1000.00 | 0.00 | 40700 |
| 5 | 40700 | 00123460 | Cooper | Deborah | Denise | | 81333 | 1000.00 | 0.00 | 40700 |
| 6 | 40700 | 00123461 | Walker | Eloise | D. | | 81333 | 1000.00 | 0.00 | 40700 |
| 7 | 40700 | 00123462 | Hill | Toni | Vanesta | | 81332 | 1000.00 | 0.00 | 40700 |
| 8 | 40700 | 00123463 | Adams | Henrietta | Dunn | | 81333 | 1000.00 | 0.00 | 40700 |
| 9 | 40700 | 00123464 | Rogers | Sandy | R | | 81329 | 1000.00 | 0.00 | 40700 |
| 10 | 40700 | 00123465 | Hudson | Jeffrey | C | | 81328 | 1000.00 | 100.00 | 40700 |
| 11 | 40700 | 00123466 | Tate | Ellen | Kaye | | 40801 | 1000.00 | 0.00 | 40700 |
| 12 | 40700 | 00123467 | McGaha | John | David | | 81329 | 1000.00 | 0.00 | 40700 |
| 13 | 40700 | 00123468 | Hampton | Brian | G | | 81333 | 1000.00 | 0.00 | 40700 |
| 14 | 40700 | 00123469 | Datta | Ashok | K | | 81329 | 1000.00 | 0.00 | 40700 |
| 15 | 40700 | 00123470 | Hall-Fretwell | Debra | Y | | 81332 | 1000.00 | 0.00 | 40700 |
| 16 | 40700 | 00123471 | Howell | David | Bansley | | 81332 | 1000.00 | 0.00 | 40700 |
| 17 | 40700 | 00123472 | Housworth | Richard | H | | 81333 | 1000.00 | 0.00 | 40700 |
| 18 | 40700 | 00123473 | Barber | Genie | Owen | | 81332 | 1000.00 | 0.00 | 40700 |
| 19 | 40700 | 00123474 | Hoover | Charles | M | | 40801 | 1000.00 | 50.00 | 40700 |
| 20 | 40700 | 00123475 | Moore | Marcia | Lea | | 81333 | 1000.00 | 0.00 | 40700 |
| 21 | 40700 | 00123476 | Brown | Janice | Murray | | 81333 | 1000.00 | 0.00 | 40700 |
| 22 | 40700 | 00123477 | King | Timothy | Edmund | | 81334 | 1000.00 | 0.00 | 40700 |
| 23 | 40700 | 00123478 | King | Frances | A | | 81332 | 1000.00 | 0.00 | 40700 |
| 24 | 40700 | 00123479 | Au-Yeung | Grace | | | 41212 | 1000.00 | 0.00 | 40700 |
| 25 | 40700 | 00123480 | Hayes | Lavonia | Casonia | | 40806 | 1000.00 | 0.00 | 40700 |
| 26 | 40700 | 00123481 | Collins | Leslie | | | 40806 | 31570.08 | 0.00 | 40700 |
| 27 | 40700 | 00123482 | Grimes | Fatisha | L | | 81332 | 48409.92 | 0.00 | 40700 |

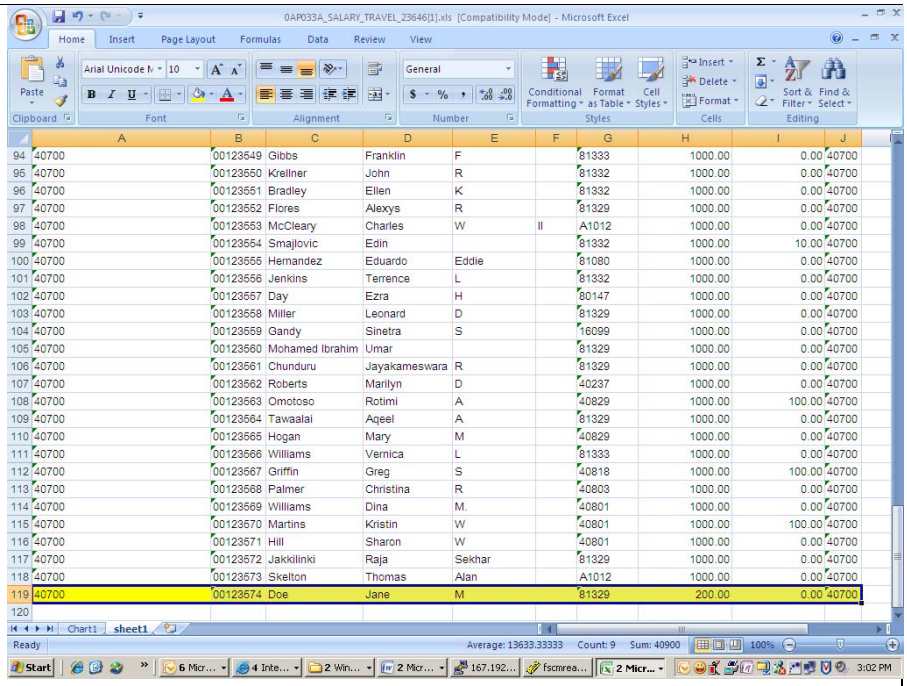
15. If an additional row of data is needed to add employee information for salary or travel data which was not reflected in PeopleSoft, it can be added to the Excel file for TIGA reporting.

Within the Excel file, scroll to the last populated row of data, all new rows should be added at this point.




| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 94 | 40700 | 00123549 | Gibbs | Franklin | F | | 81333 | 1000.00 | 0.00 | 40700 |
| 95 | 40700 | 00123550 | Krellner | John | R | | 81332 | 1000.00 | 0.00 | 40700 |
| 96 | 40700 | 00123551 | Bradley | Ellen | K | | 81332 | 1000.00 | 0.00 | 40700 |
| 97 | 40700 | 00123552 | Flores | Alexys | R | | 81329 | 1000.00 | 0.00 | 40700 |
| 98 | 40700 | 00123553 | McCleary | Charles | W | II | A1012 | 1000.00 | 0.00 | 40700 |
| 99 | 40700 | 00123554 | Smajlovic | Edin | | | 81332 | 1000.00 | 10.00 | 40700 |
| 100 | 40700 | 00123555 | Hernandez | Eduardo | Eddie | | 81080 | 1000.00 | 0.00 | 40700 |
| 101 | 40700 | 00123556 | Jenkins | Terrence | L | | 81332 | 1000.00 | 0.00 | 40700 |
| 102 | 40700 | 00123557 | Day | Ezra | H | | 80147 | 1000.00 | 0.00 | 40700 |
| 103 | 40700 | 00123558 | Miller | Leonard | D | | 81329 | 1000.00 | 0.00 | 40700 |
| 104 | 40700 | 00123559 | Gandy | Sinetra | S | | 16099 | 1000.00 | 0.00 | 40700 |
| 105 | 40700 | 00123560 | Mohamed Ibrahim | Umar | | | 81329 | 1000.00 | 0.00 | 40700 |
| 106 | 40700 | 00123561 | Chunduru | Jayakameswara | R | | 81329 | 1000.00 | 0.00 | 40700 |
| 107 | 40700 | 00123562 | Roberts | Marilyn | D | | 40237 | 1000.00 | 0.00 | 40700 |
| 108 | 40700 | 00123563 | Omotoso | Rotimi | A | | 40829 | 1000.00 | 100.00 | 40700 |
| 109 | 40700 | 00123564 | Tawaalai | Aqeel | A | | 81329 | 1000.00 | 0.00 | 40700 |
| 110 | 40700 | 00123565 | Hogan | Mary | M | | 40829 | 1000.00 | 0.00 | 40700 |
| 111 | 40700 | 00123566 | Williams | Vernica | L | | 81333 | 1000.00 | 0.00 | 40700 |
| 112 | 40700 | 00123567 | Griffin | Greg | S | | 40818 | 1000.00 | 100.00 | 40700 |
| 113 | 40700 | 00123568 | Palmer | Christina | R | | 40803 | 1000.00 | 0.00 | 40700 |
| 114 | 40700 | 00123569 | Williams | Dina | M. | | 40801 | 1000.00 | 0.00 | 40700 |
| 115 | 40700 | 00123570 | Martins | Kristin | W | | 40801 | 1000.00 | 100.00 | 40700 |
| 116 | 40700 | 00123571 | Hill | Sharon | W | | 40801 | 1000.00 | 0.00 | 40700 |
| 117 | 40700 | 00123572 | Jakkilinki | Raja | Sekhar | | 81329 | 1000.00 | 0.00 | 40700 |
| 118 | 40700 | 00123573 | Skelton | Thomas | Alan | | A1012 | 1000.00 | 0.00 | 40700 |
| 119 | | | | | | | | | | |
| 120 | | | | | | | | | | |

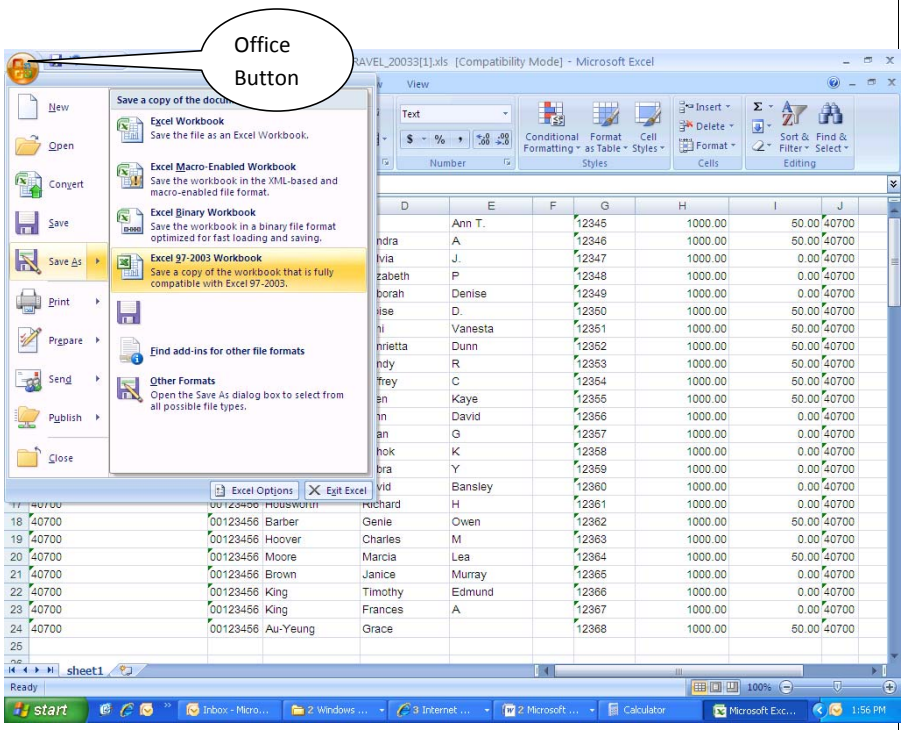
The new row of salary and travel data should be entered by populating all of the fields with the appropriate data. No field should be left blank. **Appropriate formatting updates should be applied** to ensure the leading zeros are retained for the EMPLID data added.



| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 94 | 40700 | 00123549 | Gibbs | Franklin | F | | 81333 | 1000.00 | 0.00 | 40700 |
| 95 | 40700 | 00123550 | Krellner | John | R | | 81332 | 1000.00 | 0.00 | 40700 |
| 96 | 40700 | 00123551 | Bradley | Ellen | K | | 81332 | 1000.00 | 0.00 | 40700 |
| 97 | 40700 | 00123552 | Flores | Alexys | R | | 81329 | 1000.00 | 0.00 | 40700 |
| 98 | 40700 | 00123553 | McCleary | Charles | W | II | A1012 | 1000.00 | 0.00 | 40700 |
| 99 | 40700 | 00123554 | Smajlovic | Edin | | | 81332 | 1000.00 | 10.00 | 40700 |
| 100 | 40700 | 00123555 | Hernandez | Eduardo | Eddie | | 81080 | 1000.00 | 0.00 | 40700 |
| 101 | 40700 | 00123556 | Jenkins | Terrence | L | | 81332 | 1000.00 | 0.00 | 40700 |
| 102 | 40700 | 00123557 | Day | Ezra | H | | 80147 | 1000.00 | 0.00 | 40700 |
| 103 | 40700 | 00123558 | Miller | Leonard | D | | 81329 | 1000.00 | 0.00 | 40700 |
| 104 | 40700 | 00123559 | Gandy | Sinetra | S | | 16099 | 1000.00 | 0.00 | 40700 |
| 105 | 40700 | 00123560 | Mohamed Ibrahim | Umar | | | 81329 | 1000.00 | 0.00 | 40700 |
| 106 | 40700 | 00123561 | Chunduru | Jayakameswara | R | | 81329 | 1000.00 | 0.00 | 40700 |
| 107 | 40700 | 00123562 | Roberts | Marilyn | D | | 40237 | 1000.00 | 0.00 | 40700 |
| 108 | 40700 | 00123563 | Omotoso | Rotimi | A | | 40829 | 1000.00 | 100.00 | 40700 |
| 109 | 40700 | 00123564 | Tawaalai | Aqeel | A | | 81329 | 1000.00 | 0.00 | 40700 |
| 110 | 40700 | 00123565 | Hogan | Mary | M | | 40829 | 1000.00 | 0.00 | 40700 |
| 111 | 40700 | 00123566 | Williams | Vernica | L | | 81333 | 1000.00 | 0.00 | 40700 |
| 112 | 40700 | 00123567 | Griffin | Greg | S | | 40818 | 1000.00 | 100.00 | 40700 |
| 113 | 40700 | 00123568 | Palmer | Christina | R | | 40803 | 1000.00 | 0.00 | 40700 |
| 114 | 40700 | 00123569 | Williams | Dina | M. | | 40801 | 1000.00 | 0.00 | 40700 |
| 115 | 40700 | 00123570 | Martins | Kristin | W | | 40801 | 1000.00 | 100.00 | 40700 |
| 116 | 40700 | 00123571 | Hill | Sharon | W | | 40801 | 1000.00 | 0.00 | 40700 |
| 117 | 40700 | 00123572 | Jakkilinki | Raja | Sekhar | | 81329 | 1000.00 | 0.00 | 40700 |
| 118 | 40700 | 00123573 | Skelton | Thomas | Alan | | A1012 | 1000.00 | 0.00 | 40700 |
| 119 | 40700 | 00123574 | Doe | Jane | M | | 81329 | 200.00 | 0.00 | 40700 |
| 120 | | | | | | | | | | |

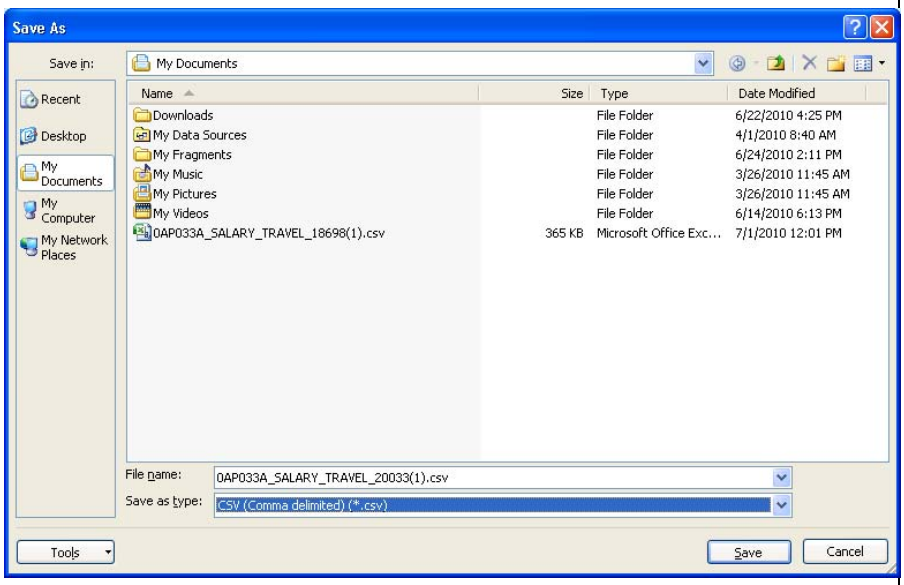
The highlighted row reflects the new row of salary and travel data added. **Additional rows may be added as needed.** Once all information has been added, the file should be saved as a CSV or comma delimited file (instructions follow below). The CSV file will be uploaded to the DOAA Transparency in Government Act (TIGA) Salary and Travel submission website.

16. To save as a CSV file**, Click** the MS **Office Button and navigate to: Save As -> Excel 97-2003 Workbook icon**



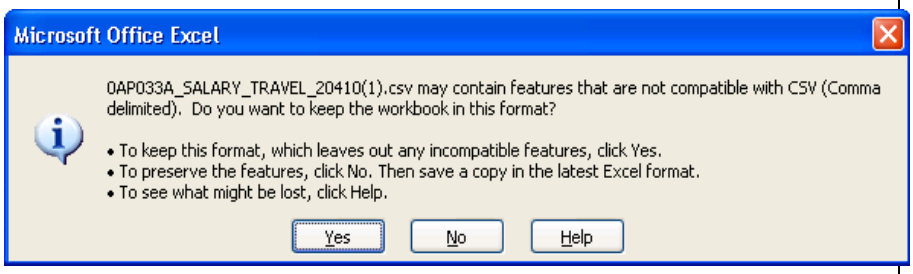

Note: If you have a different version of Excel, use the appropriate navigation to use the **"Save As"** functionality to create a CSV file.

17. The **Save As** dialog page is displayed prompting the user to save the query data in *CSV format.

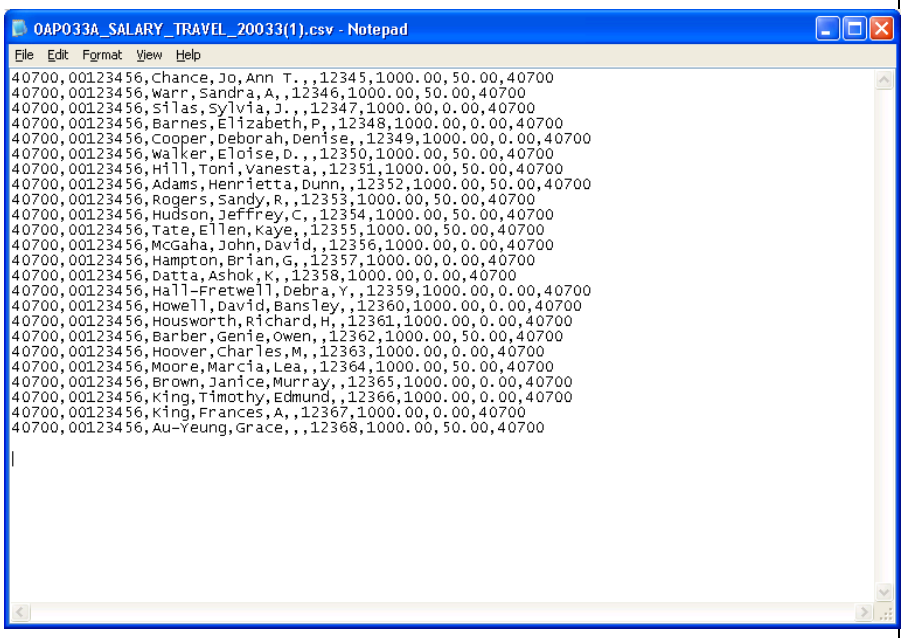



Choose a **folder** where the file will reside and select the **Save As** type = **"CSV (Comma delimited)"** then click **Save.**

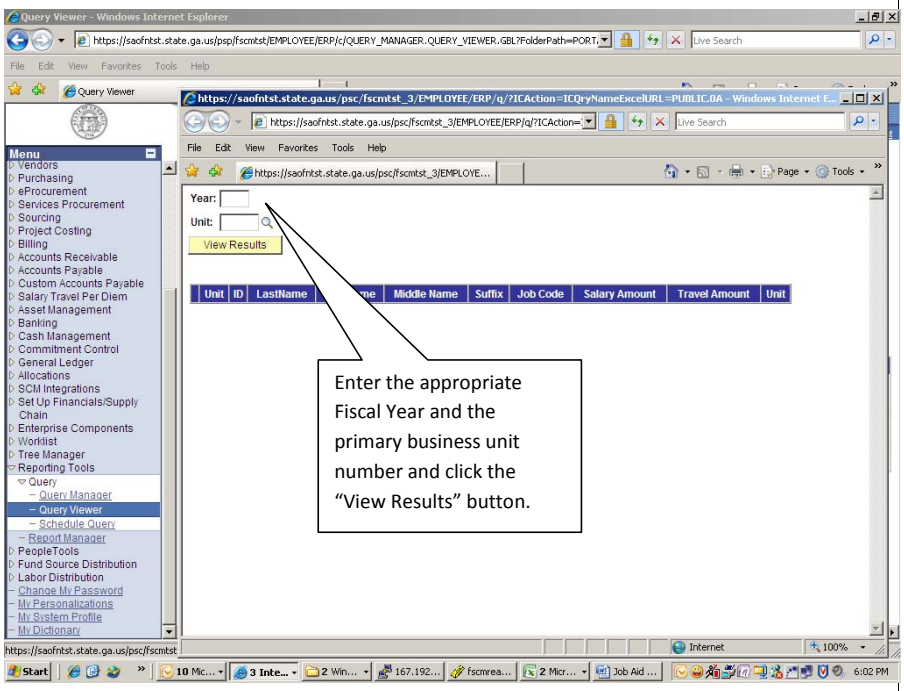
18. The following message box appears. Click **Yes.**



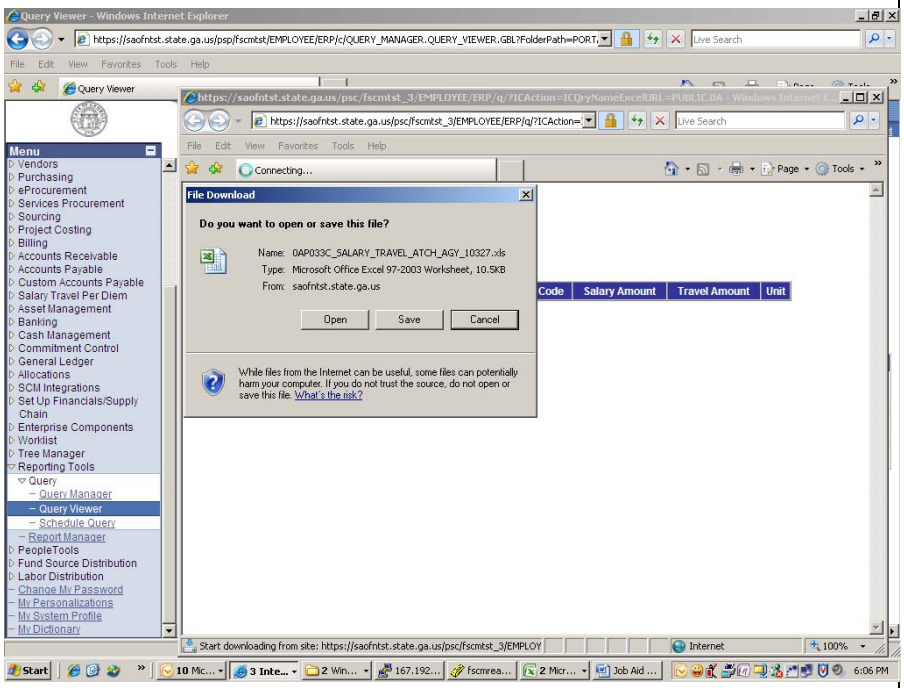

19. **Verify CSV file saved** by locating the file in the folder where it was saved and open it. The file should be similar to the sample below.



20. **If a business unit has been identified in the "Related BU" field for an employee of an attached agency, a separate query (0AP033C_ SALARY_TRAVEL_ATCH_AGY) has been created and must be run to extract the attached agency data separately**. Please note that the query results will reflect the primary business unit in the "Unit" column. This field will need to be updated to agree with the value in the "Related BU" column (See Step 22 below).



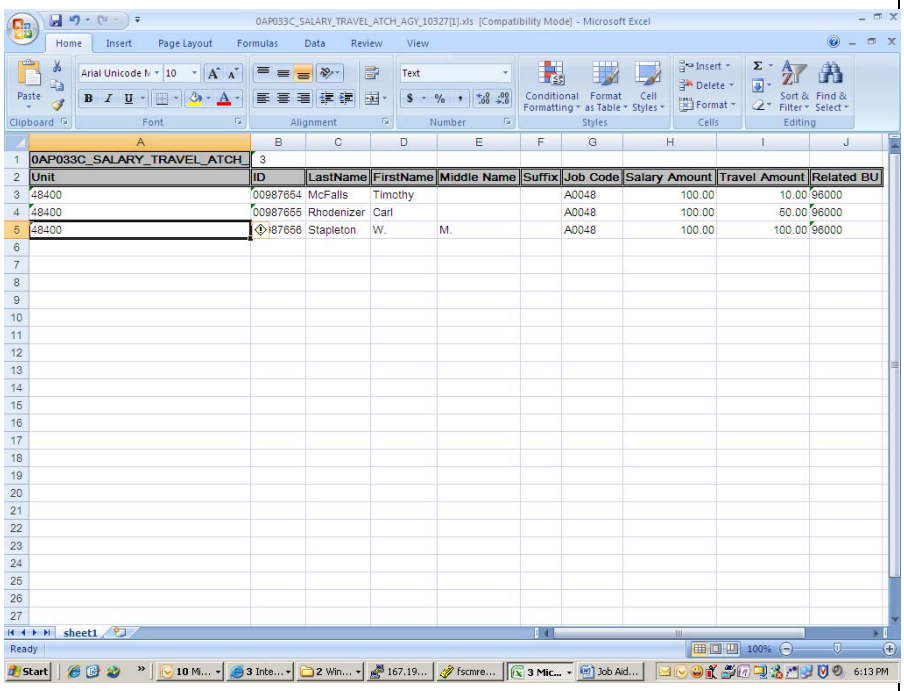
21. The File Download message will then appear. Select the option to ”Open” the file.



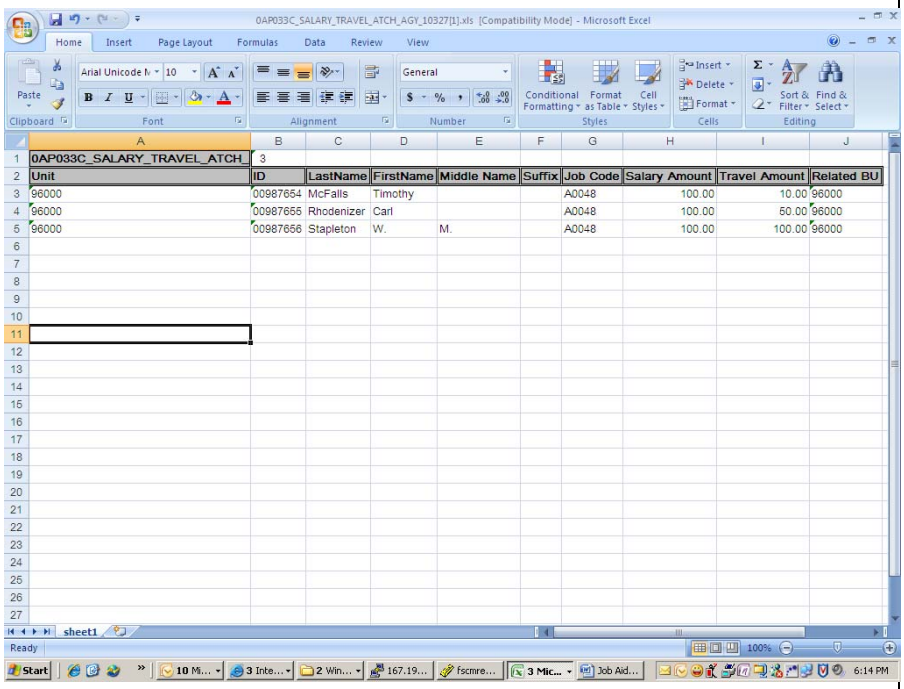
22. The File will open in Microsoft Excel.

**Note (A): The Employee ID, Job Code, Salary Amount and Travel Amount columns have been altered to prevent the display of sensitive data.**

**Note (B): Please be sure your formatting does not remove the "leading zeros" in the Employee ID column.**



The **"Unit"** column should be updated to reflect the value in the **"Related BU"** field.



| 0AP033C_SALARY_TRAVEL_ATCH_ | 3 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Unit | ID | LastName | FirstName | Middle Name | Suffix | Job Code | Salary Amount | Travel Amount | Related BU |
| 96000 | 00987654 | McFalls | Timothy | | | A0048 | 100.00 | 10.00 | 96000 |
| 96000 | 00987655 | Rhodenizer | Carl | | | A0048 | 100.00 | 50.00 | 96000 |
| 96000 | 00987656 | Stapleton | W. | M. | | A0048 | 100.00 | 100.00 | 96000 |

Note: If a primary agency has more than one attached agency to report, the data will appear in the query for all of the attached agencies; however, the **data must be segregated into separate files for submission to DOAA.**

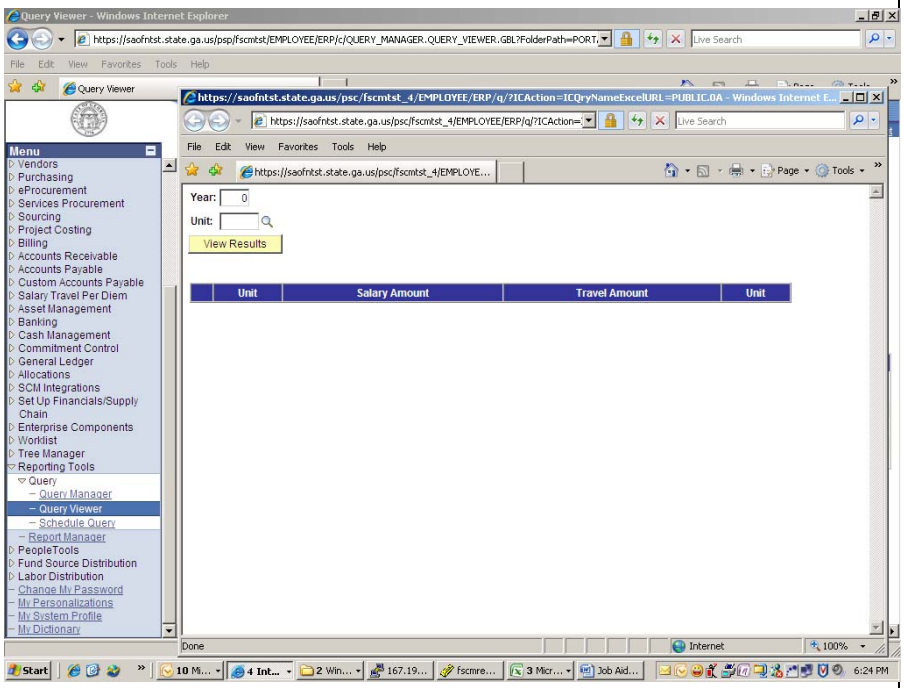
23. If additional rows of data are needed for employee's of an attached agency, follow steps 13 through 19 to add additional rows for salary and travel data for each affected employee, and to convert the file to CSV format for uploading to the DOAA TIGA Salary and Travel submission website.

**Comment [AJ1]:** Need to discuss this.

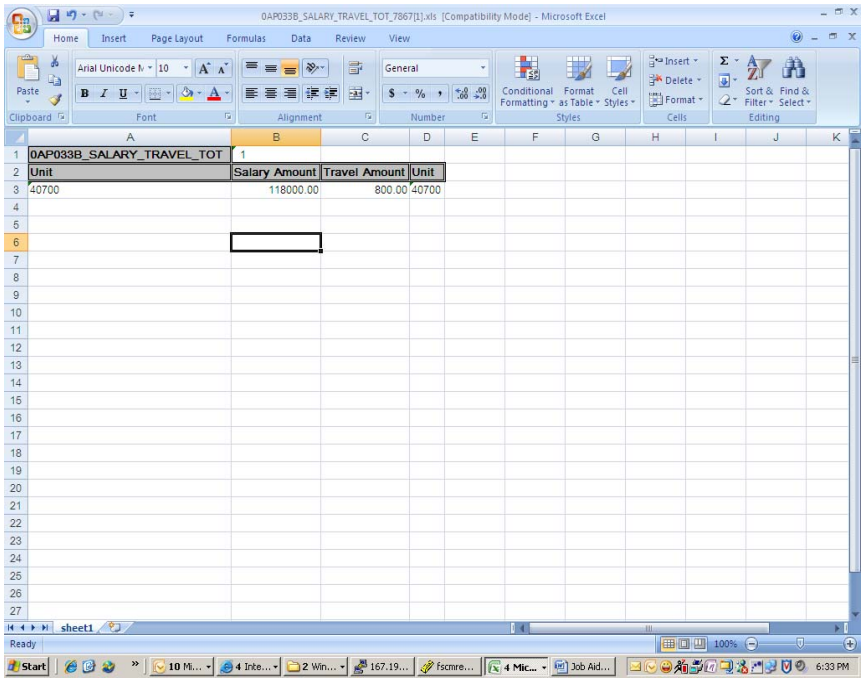
24. Control total queries have been created (0AP033B_ SALARY_TRAVEL_TOT and 0AP033D_ SALARY_TRAVEL_ATCH_TOT) to provide summary totals for the detail information from the 0AP033A_SALARY_TRAVEL and 0AP033C_SALARY_TRAVEL_ATCH_AGY queries. The 0AP033B query should be used to obtain the summary total for the primary business unit, and the 0AP033D query should be used to obtain the summary total for the attached business unit's salary and travel data.

If the results from the 0AP033A_SALARY_TRAVEL and 0AP033C_SALARY_TRAVEL_ATCH_AGY queries are not modified, these summary totals may be used to enter control amounts into the DOAA TIGA Salary and Travel submission website. **If the query results are modified**, the results of queries 0AP033B_ SALARY_TRAVEL_TOT and 0AP033D_ SALARY_TRAVEL_ATCH_TOT will not be valid. Therefore, **the control totals will have to be re-calculated by the agency before submitting to the DOAA.**

**The summary totals are not uploaded into the DOAA TIGA Salary and Travel submission website. Rather, they are entered directly into the DOAA website.**




The **Year** and **Unit** prompts are valid for both of the summary total queries. Click on the "**View Results**" button to view data.

| | |
|---|---|
| 25. | The File will open in Microsoft Excel.<br><br>**Note: The Salary Amount and Travel Amount have been altered to prevent the display of sensitive data.**<br><br>  <br> |
| 26. | You have successfully completed the **Salary and Travel Queries and CSV Conversion** topic.<br><br>**End of Procedure.** |