

Core-CT EPM Query Introduction

FN 101 AP/PO

Description

Pre-Requisites: Access to Core-CT EPM and Financials tables used in this exercise.

These hands-on exercises are designed for EPM users to get familiar with a basic understanding of the concepts of Query Reporting in Core-CT EPM.

These exercises focus on the following topics:

1. Core-CT Reference Materials and Training Tools
2. EPM Reporting Tools and Navigation
3. Establishing criteria, editing query display, query creation, joining tables
4. Hands on Exercises

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Exercise 1: Data Dictionary

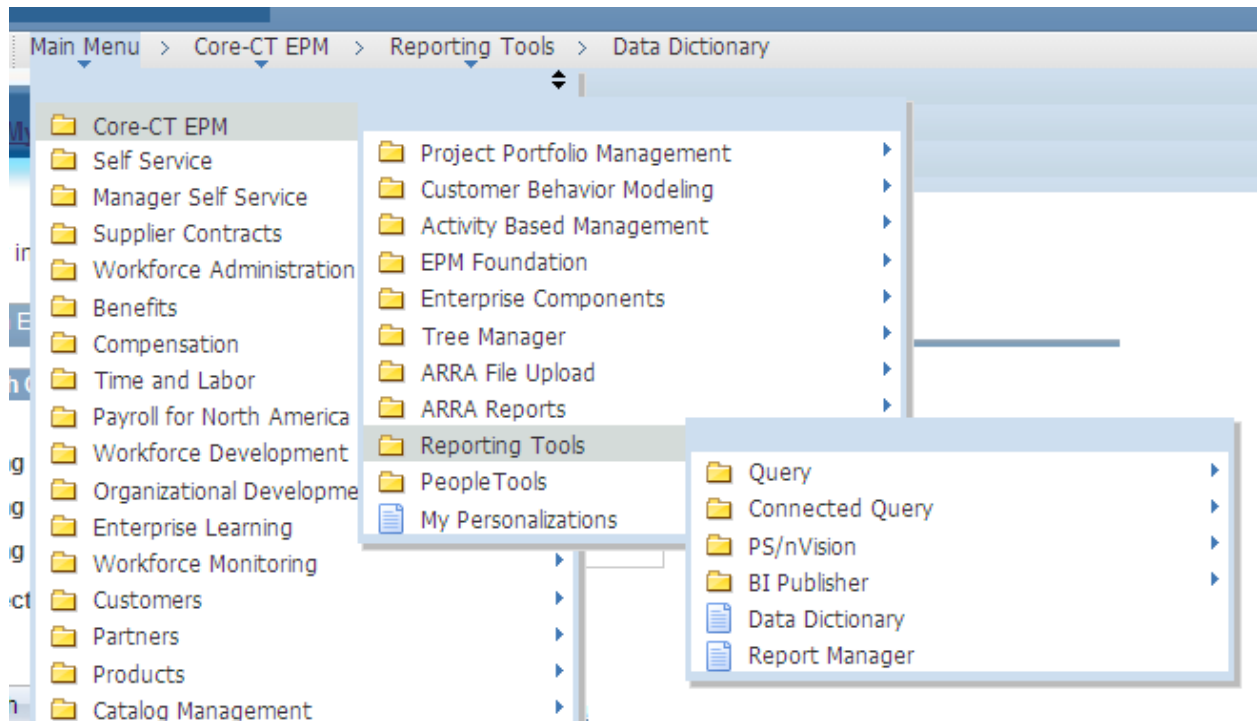
Scenario: Find all tables containing the fields: Fiscal Year, Account, SID, and Department ID.

Skills: Locating a Table using the Data Dictionary

Reference: *EPM Data Dictionary*

Navigation: Core-CT EPM > Reporting Tools > Data Dictionary

1. In the Menu, locate and select the Data Dictionary page link




2. In the Find an Existing Value window
3. Enter **FISCAL** into search field labeled Reporting Table Field Name
4. Select **Search**

Results: Listing of all tables containing the field "fiscal" appears

Find an Existing Value

▼ Search Criteria

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

Recent Searches  Saved Search

Reporting Table Name:

Reporting Table Field Name:

Reporting Field Label Name:

[^ Show fewer options](#)

Case Sensitive

▼ Search Results

37 rows - Reporting Table Field Name "FISCAL"

View All  First  1-10 of 37		
Reporting Table Name	Reporting Table Field Name	Reporting Field Label Name
CTW_AM_ACCT_TBL	FISCAL_YEAR	Fiscal Year

5. Select **Clear**
6. Under the Find an Existing Value tab, enter **ACCOUNT** into search field labeled Reporting Table Field Name
7. Select **Search**

Results: Listing of all tables containing variations of the field, account, appears

Reporting Table Name:

Reporting Table Field Name: **ACCOUNT**

Reporting Field Label Name:

[^ Show fewer options](#)

Case Sensitive

Search

▼ **Search Results**

129 rows - Reporting Table Field Name "ACCOUNT"

Reporting Table Name	Reporting Table Field Name	Reporting Field Label Name	
CTW_ACCT_CD_TBL	ACCOUNT	Account	>
CTW_ACST_NONCAP	ACCOUNTING_DT	Accounting Date	>
CTW_ADDL_PAY	ACCOUNT	Account ChartField	>

Access Field Definitions and Predefined Values

8. Select the Reporting Field Label Name, **Account Chartfield**, link on any of the reporting tables

Results: Listing of all account chartfield values appears

Reporting Table Name: CTW_VC_ACCTG_LN Voucher Accounting Line Rpt

Field Name: ACCOUNT

Account ChartField

Field Definition:

The Account ChartField is used to specify the balance sheet account or operating account for each financial transaction.

Personalize Find View 100				First	1-10 of 1779	Last
	Field Value(s)	Status - Field Value Description(s)				Effective Date
1	00000	A - All Accounts				01/01/1900
2	10111	A - 2601540 CT Agric Exper Sta				01/01/1900
3	10112	A - 8382249 Auditor Of Pub Acc				01/01/1900
4	10113	A - 1835548 Brd-ST Acad Awards				01/01/1900
5	10114	A - 67728745 Board Of Parole P				01/01/1900
6	10115	A - 31006235CT Hist Commission				01/01/1900
7	10116	A - 282619 Chief Med Examiner				01/01/1900
8	10117	A - 1974580 Com Deaf & Hear Im				01/01/1900
9	10118	A - 32018 ST Library & Cmm Art				01/01/1900
10	10119	A - 54233070 Worker Comp Comm				01/01/1900

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Add
 Update/Dis

9. Select **Return to Search**
10. Under the Find an Existing Value tab, select **Clear**
11. Select drop down arrow to access condition type option, **contains**, for the search field labeled Reporting Table Field Name
12. Enter **SID** into search field labeled Reporting Table Field Name
13. Select **Search**

Results: Listing of all tables containing the fields "CT_SID" and "CT_SID_DESCR" appears

Reporting Table Name:

Reporting Table Field Name:

Reporting Field Label Name:

[^ Show fewer options](#)

Case Sensitive

▼ Search Results

62 rows - Reporting Table Field Name "SID"

Reporting Table Name	Reporting Table Field Name	Reporting Field Label Name
CTW_BUD_TRANS	CT_SID	SID ChartField >
CTW_BUD_TRANS	CT_SID_DESCR	SID Description >

Access Field Definitions and Predefined Values

14. Select the Reporting Table Field Name, **CT_SID**, link on any of the reporting tables

Results: Listing of all SID values appears.

EPM Data Dictionary

Reporting Table Name: CTW_VC_ACCTG_LN Voucher Accounting Line Rpt

Field Name: CT_SID

SID ChartField

Field Definition:

SID is used to uniquely define appropriation budgets by tying an accounting transaction back to the appropriations act via a combination of other ChartFields - Fund + Dept + SID. SID also defines the source and use of funds.

Personalize | Find | View 100 | First 1-10 of 12444 Last

	Field Value(s)	Status - Field Value Description(s)	Effective Date
1	10010	A - Personal Services	01/01/1900
2	10020	A - Other Expenses	01/01/1900
3	10050	A - Equipment	01/01/1900
4	10070	A - Minor Capital Projects	01/01/1900
5	10080	A - Highway & Bridge Renewal E	01/01/1900
6	10090	A - Transit Equipment	01/01/1900
7	10100	A - Highway & Bridge Renewal E	01/01/1900
8	12001	A - Refunds Of Payments	01/01/1900
9	12002	A - Refunds Of Escheated Prope	01/01/1900
10	12003	A - Adjudicated Claims	01/01/1900

Save Return to Search Previous in List Next in List Notify Add Update/Di

15. Select **Return to Search**
16. Under the Find an Existing Value tab, select **Clear**
17. Enter **DEPTID** into search field labeled Reporting Table Field Name
18. Select **Search**

Results: Listing of all tables containing the field "DEPTID" appears

Reporting Table Name:

Reporting Table Field Name:

Reporting Field Label Name:

[^ Show fewer options](#)

Case Sensitive

▼ **Search Results**

94 rows - Reporting Table Field Name "DEPTID"

View All i First 31-40 of 94 Last			
Reporting Table Name	Reporting Table Field Name	Reporting Field Label Name	
CTW_DET_PAYROLL	DEPTID	Department	>
CTW_DIR_JRNL_PY	DEPTID	Department ChartField	>

Access Field Definitions and Predefined Values

19. Select the Reporting Field Label Name, **Department Chartfield**, link on any of the reporting tables

Results: Listing of all agency ID's appears. Please observe the data dictionary enhancement. Now displayed are the effective date and status, A-active or I-inactive for all effective dated values.

EPM Data Dictionary

Reporting Table Name: CTW_VC_ACCTG_LN Voucher Accounting Line Rpt

Field Name: DEPTID

Department ChartField

Field Definition:

A Chartfield that defines departments or administrative offices that have operational, fiscal and, or budgetary responsibility for specific sets of activities.

Personalize | Find | View 100 | First 1-10 of 13441 Last

Field Value(s)	Status - Field Value Description(s)	Effective Date
1 00000	A - All Departments	01/01/1900
2 00000	A - All Departments	07/01/2014
3 32616	I - Fleet Admin - CO & Staff	07/01/2006
4 32664	I - CAD/RMS/GIS	07/01/2006
5 AES48000	A - CT Agricultural Experimnt	01/01/1900
6 AES48011	A - Directors Office	01/01/1900
7 AES48012	A - Director - Tech/Lab	01/01/1900
8 AES48013	A - Business Office	01/01/1900
9 AES48014	A - Maintenance Dept	01/01/1900
10 AES48015	A - Editor	01/01/1900

Save Return to Search Previous in List Next in List Notify Add Update/Display

20. Select **Return to Search**
21. Under the Find an Existing Value tab, select **Clear**
22. Select drop down arrow to access condition type option, **contains**, for the search field labeled Reporting Field Label Name
23. Enter **BUDGET** into the search field labeled Reporting Field Label Name
24. Select **Search**

Results: All fields containing the word, budget, are displayed. By using the condition type of contains and being as specific as possible with your choice of words, you can search for data without knowing the People Soft name of the field.

Reporting Table Name:

Reporting Table Field Name:

Reporting Field Label Name:

[^ Show fewer options](#)

Case Sensitive

▼ Search Results

129 rows - Reporting Table Field Name "BUDGET"

View 100 | [\[?\]](#) First 11-20 of 129 Last

Reporting Table Name	Reporting Table Field Name	Reporting Field Label Name	
CTW_BI_ACCTENTR	BUDGET_DT	Budget Date	>
CTW_BI_ACCTENTR	BUDGET_HDR_STATUS	Budget Checking Header Status	>
CTW_BI_ACCTENTR	BUDGET_LINE_STATUS	Budget Checking Line Status	>
CTW_BI_ACCTENTR	BUDGET_REF	Budget Reference	>

25. Select **Clear**

Using Search tools for Data Dictionary values

After selecting Reporting Field Label Name, “*the field searched on*”, link on any of the reporting tables:

26. Select the **Find** link on the Field Value Header Tool bar located in the search return table.
27. Type in the first three letters of your agency and click **OK**. The **Find** functionality works similar to Excel and will display requested values

Changing Page Display Functionality

28. Select **View 100** link on the Field Value Header Tool bar to view 100 values at a time.

EPM Data Dictionary

Reporting Table Name: CTW_VC_ACCTG_LN Voucher Accounting Line Rpt

Field Name: CT_SID SID ChartField

Field Definition:
SID is used to uniquely define appropriation budgets by tying an accounting transaction back to the appropriations act via a combination of other ChartFields - Fund + Dept + SID. SID also defines the source and use of funds.

Personalize | Find | View 100 | [Print] | [Refresh] First 1-10 of 12444 Last

	Field Value(s)	Status - Field Value Description(s)	Effective Date
1	10010	A - Personal Services	01/01/1900

Exercise 2: Run an Existing Query

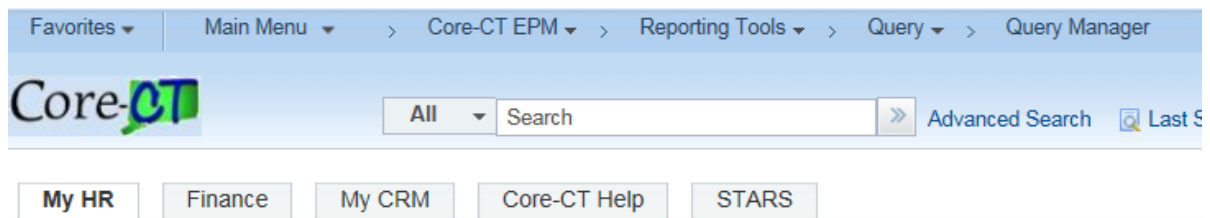
Scenario: Provide energy consumption information using voucher data.

Skills: Finding and Running an existing Query

Reference: Catalog of Online Financial Reports and EPM Queries

Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

1. Select the Advanced Search tab



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

2. Enter Query Names begins with **CT_CORE** in the search field labeled, **Query Name** and **AP** in the search field labeled, **Folder Name**

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

Query Name begins with

Description begins with

Uses Record Name begins with

Uses Field Name begins with

Access Group Name begins with

Folder Name begins with

*Query Type =

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

Results: Listing of all queries in the AP folder beginning with CT_CORE appears

3. Within the results displayed, locate the Query titled, CT_CORE_FIN_AP_CONSUMPTION_RPT
4. Under the Run to Excel option, select **Excel**

Search Results

*Folder View


*Action


Query	Personalize	Find	View All	First	1-30 of 44	Last			
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	CT_CORE_AP_TELECM_AFTER_7_2011	Telecomm Expenditures	Public	AP	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_CORE_AP_TELECM_PRIOR_7_2011	Telecomm Expenditures	Public	AP	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_CORE_CAPITAL_ASSET_EXPENDI	Capital Asset Expenditures	Public	AP	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_CORE_FIN_AP_ACCT_CD_UTIL_CD	Acct Cd/Utility Cd Mismatch	Public	AP	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_CORE_FIN_AP_CHK_COUNT	Payment Count by Business Unit	Public	AP	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_CORE_FIN_AP_CONSUMPTION_RPT	Voucher Energy Consumption	Public	AP	Edit	HTML	Excel	XML	Schedule

- To execute query, enter the following values in the run time prompts that appear under a new tab:


CT_CORE_FIN_AP_CONSUMPTION_RPT - Voucher Energy Consumption

Business Unit=:

Accounting Date From: 

Accounting Date To: 

Account Like %:

Utility Code(Required Field): 

- Enter the prompt values as follow:
Business Unit: the first three letters of your agency's DEPT ID followed by M1.
Accounting Date: from 01-01-2024 to the current date.
Account: 5%.
Utility Code: choose Electricity from the drop-down menu. The values displayed in the Utility Code drop down list are called translate values.
- Select **View Results**

Results: *The query will run to completion and display on the screen. Note the number of rows returned.*

Exercise 3: Modify an Existing AP Non-PO Vouchers Query

Scenario: Modify the query, CLASS_FIN_AP_NON_PO_VOUCHERS, to include the vendor ID, vendor name, and AP posting status. Add an aggregate value of sum to the field MONETARY_AMOUNT and display the “translation value” for the field POST_STATUS_AP.

Skills: Modifying an Existing Query

Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

1. Select the Advanced Search tab
2. Enter in the search field labeled, **Folder Name**, begins with: **CLASS**
3. Select **Search**

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](#)

Query Name
 Description
 Uses Record Name
 Uses Field Name
 Access Group Name
 Folder Name **CLASS**
 *Query Type =
 Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

Search Results

*Folder View

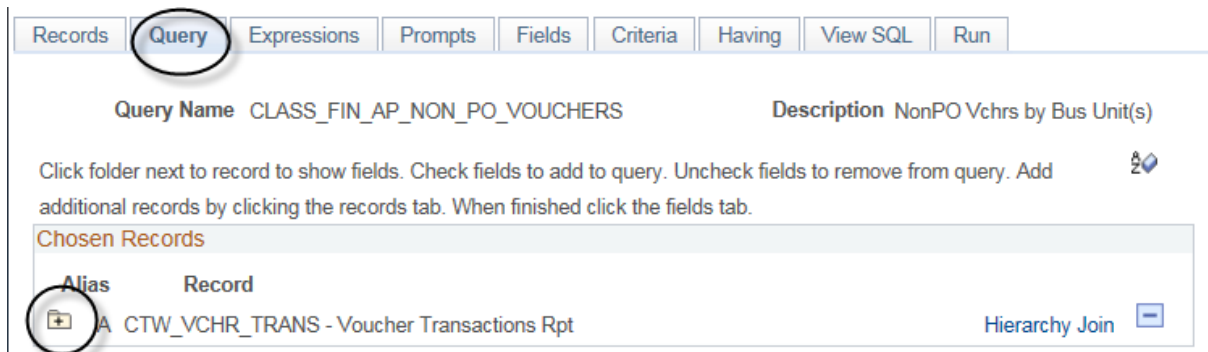
*Action

Query										Personalize	Find	View All	First	1-9 of 9	Last
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule						
<input type="checkbox"/>	CLASS_FIN_AM_ASSET_DESCR_LOC	Assets w/ descr by location	Public	CLASS	Edit	HTML	Excel	XML	Schedule						
<input type="checkbox"/>	CLASS_FIN_AM_COST_POS	AM CO-59 - all Assets Cost POS	Public	CLASS	Edit	HTML	Excel	XML	Schedule						
<input type="checkbox"/>	CLASS_FIN_AM_LIST_W_COST	In service assets w/cost	Public	CLASS	Edit	HTML	Excel	XML	Schedule						
<input type="checkbox"/>	CLASS_FIN_AP_NON_PO_VOUCHERS	NonPO Vchrs by Bus Unit	Public	CLASS	Edit	HTML	Excel	XML	Schedule						
<input type="checkbox"/>	CLASS_FIN_AP_VCHR_DT_COMPARE	Invoice Date vs Entrd/Pmt Dts	Public	CLASS	Edit	HTML	Excel	XML	Schedule						

4. Within the results displayed, locate the Query titled, CLASS_FIN_AP_NON_PO_VOUCHERS
5. Select the **Edit** hyperlink located to the right of the name of the report

Results: The query will open to the Fields tab and a listing of the fields being utilized will appear

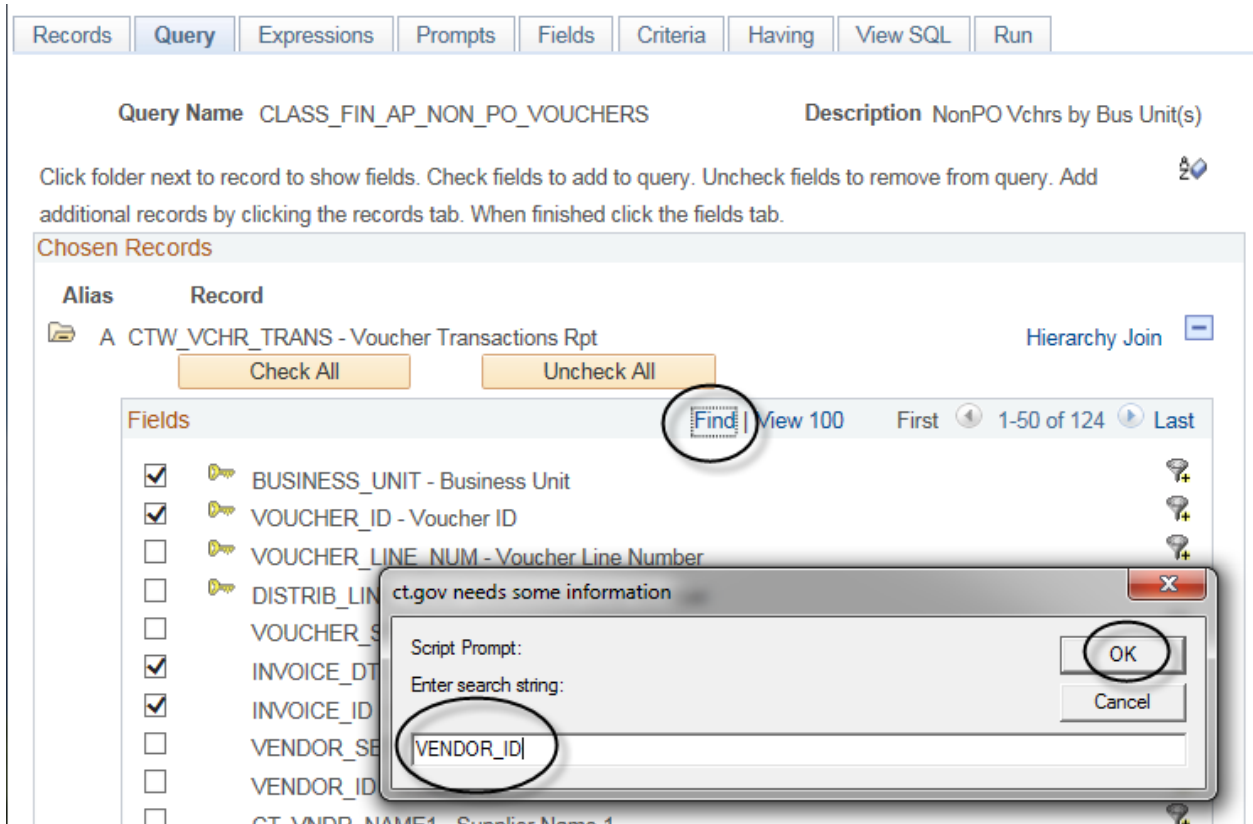
6. Select the **Query** tab
7. Locate the expand option denoted by a plus sign (+) on a folder to the left of a record titled, CTW_VCHR_TRANS.



Results: All the fields contained in this record/table are displayed. All checked fields will display on the final report.

Using Search tools for fields contained in the chosen record

8. Select the **Find** link on the Record/Field Header Tool bar
9. Enter **VENDOR_ID** in the search field
10. Select **OK**



Results: The field **VENDOR_ID** is now at the top of the list. The Find functionality works similar to Excel and will display the requested values.

Changing Page Display Functionality

11. Select View 100 link on the Field Value Header Tool bar to view 100 values at a time.
12. Select the A/Z button just below the subquery/union navigation hyperlink to alphabetically sort fields.

Results: The page now displays 100 values at a time and in alphabetical order.

Records | **Query** | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

Query Name CLASS_FIN_AP_NON_PO_VOUCHERS Description NonPO Vchrs by Bus Unit(s)

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias	Record	
A	CTW_VCHR_TRANS - Voucher Transactions Rpt	Hierarchy Join <input type="checkbox"/>
<input type="checkbox"/> Check All <input type="checkbox"/> Uncheck All		
Fields		Find View 100 First 9-58 of 124 Last
<input type="checkbox"/>	VENDOR_ID - Supplier ID	

To add a field to the query report

13. Locate the Fields titled, **VENDOR_ID**, **CT_VNDR_NAME1** and **POST_STATUS_AP**.
14. Check the box next to the Field names

Results: *The Fields, **VENDOR_ID**, **CT_VNDR_NAME1** and **POST_STATUS_AP**, will now display on the final report*

Chosen Records

Alias Record

A CTW_VCHR_TRANS - Voucher Transactions Rpt Hierarchy Join

Fields Find | View 100 First 1-50 of 124 Last

<input checked="" type="checkbox"/>		BUSINESS_UNIT - Business Unit	
<input checked="" type="checkbox"/>		VOUCHER_ID - Voucher ID	
<input type="checkbox"/>		VOUCHER_LINE_NUM - Voucher Line Number	
<input type="checkbox"/>		DISTRIB_LINE_NUM - Distribution Line Number	
<input type="checkbox"/>		VOUCHER_STYLE - Voucher Style	
<input checked="" type="checkbox"/>		INVOICE_DT - Invoice Date	
<input checked="" type="checkbox"/>		INVOICE_ID - Invoice Number	
<input type="checkbox"/>		VENDOR_SETID - Vendor SetID	
<input checked="" type="checkbox"/>		VENDOR_ID - Supplier ID	
<input checked="" type="checkbox"/>		CT_VNDR_NAME1 - Supplier Name 1	
<input type="checkbox"/>		CT_VNDR_NAME2 - Supplier Name 2	
<input type="checkbox"/>		VNDR_LOC - Vendor Location	
<input type="checkbox"/>		CT_VNDR_LOC_DESCR - Vendor Location Description	
<input type="checkbox"/>		ADDRESS_SEQ_NUM - Address Sequence Number	
<input type="checkbox"/>		CT_VNDR_ADDR_DESCR - Vendor Address Description	
<input type="checkbox"/>		GRP_AP_ID - Control Group ID	
<input type="checkbox"/>		ORIGIN - Origin	
<input type="checkbox"/>		OPRID - User ID	
<input type="checkbox"/>		CT_OPERID_NAME - OPERATOR ID NAME	
<input type="checkbox"/>		VCHR_TTL_LINES - Lines Entered	
<input checked="" type="checkbox"/>		ACCOUNTING_DT - Accounting Date	
<input checked="" type="checkbox"/>		POST_STATUS_AP - Post Status	

15. Select the Fields tab and locate the Field titled, **POST_STATUS_AP**
16. Select the Edit button located to the right of the Field name, **POST_STATUS_AP**

Query Name CLASS_FIN_AP_NON_PO_VOUCHERS

Description NonPO Vchrs by Bus Unit(s)

Feed

Reorder / Sort

View field properties, or use field as criteria in query statement.

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.PO_ID - Purchase Order	Char10				PO		Edit	
2	A.MONETARY_AMOUNT - Monetary Amount	SNm25.3				Monetary Amt		Edit	
3	A.ACCOUNT - Account	Char10	3			Account		Edit	
4	A.DEPTID - Department	Char10				DeptID		Edit	
5	A.FUND_CODE - Fund Code	Char5	1			Fund		Edit	
6	A.CT_SID - SID	Char5	2			SID		Edit	
7	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
8	A.VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	
9	A.ACCOUNTING_DT - Accounting Date	Date				Acctg Date		Edit	
10	A.INVOICE_DT - Invoice Date	Date				Date		Edit	
11	A.INVOICE_ID - Invoice Number	Char30				Invoice		Edit	
12	A.VENDOR_ID - Supplier ID	Char10				Supplier ID		Edit	
13	A.CT_VNDR_NAME1 - Supplier Name 1	Char50				Supplier Name 1		Edit	
14	A.POST_STATUS_AP - Post Status	Char1		N		Status		Edit	

17. Under the Translate Value box, select **Long**

18. Select **OK**

Results: The long version of the predetermined translate value for the field, *POST_STATUS_AP* has been selected. You can view the available values by selecting the looking glass on the edit criteria page, accessed by the Add Criteria Icon next to the field. Translate values are only available for selected fields.

Edit Field Properties

Field Name: A.POST_STATUS_AP - Post Status

Heading

No Heading RFT Short

Text RFT Long

Heading Text:

Unique Field Name:

Aggregate

None

Sum

Count

Min

Max

Average

Translate Value

None Short Long

Effective Date for Short/Long

Current Date

Field

Expression

[Add Prompt](#) [Add Field](#)

OK Cancel

To add criteria/prompt to a reporting Field from the Fields tab

19. Locate the Field titled, **BUSINESS_UNIT**, on the Fields tab
20. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **BUSINESS_UNIT**

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name CLASS_FIN_AP_NON_PO_VOUCHERS Description NonPO Vchrs by Bus Unit(s) Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.PO_ID - Purchase Order	Char10				PO		Edit	
2	A.MONETARY_AMOUNT - Monetary Amount	SNm25.3				Monetary Amt		Edit	
3	A.ACCOUNT - Account	Char10	3			Account		Edit	
4	A.DEPTID - Department	Char10				DeptID		Edit	
5	A.FUND_CODE - Fund Code	Char5	1			Fund		Edit	
6	A.ACT_SID - SID	Char5	2			SID		Edit	
7	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
8	A.VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	

Results: The Edit Criteria Properties page appears for the Field, **BUSINESS_UNIT**

21. Select **equal to** as a condition type from the drop down menu
22. Within the Choose Expression 2 Type, select the **prompt** button
23. Within the Expression 2 box, select the **New Prompt** link

Results: The Edit Prompt Properties page appears. **Remember: Prompts cannot be reordered; they must be created in the order they will appear at runtime.**

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname
A.BUSINESS_UNIT - Business Uni

*Condition Type equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Prompt

Prompt

24. Locate the Heading Text field and enter, **Business Unit**

25. Select **OK** twice

Edit Prompt Properties

Field Name
BUSINESS_UNIT

*Heading Type
RFT Short

*Type
Character

Heading Text
Business Unit

*Format
Upper

*Unique Prompt Name
BIND1

Length 5

Decimals

*Edit Type
No Table Edit

Prompt Table

Default Value

26. Locate the Field titled, **ACCOUNTING_DT**, on the Fields tab
27. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **ACCOUNTING_DT**

Results: The Edit Criteria Properties page appears for the Field, **ACCOUNTING_DT**

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name CLASS_FIN_AP_NON_PO_VOUCHERS Description NonPO Vchrs by Bus Unit(s) Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.PO_ID - Purchase Order	Char10				PO		Edit	
2	A.MONETARY_AMOUNT - Monetary Amount	SNm25.3				Monetary Amt		Edit	
3	A.ACCOUNT - Account	Char10	3			Account		Edit	
4	A.DEPTID - Department	Char10				DeptID		Edit	
5	A.FUND_CODE - Fund Code	Char5	1			Fund		Edit	
6	A.CT_SID - SID	Char5	2			SID		Edit	
7	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
8	A.VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	
9	A.ACCOUNTING_DT - Accounting Date	Date				Acctg Date		Edit	
10	A.INVOICE_DT - Invoice Date	Date				Date		Edit	

28. Select **greater than** as a condition type from the drop down menu
29. Within the Choose Expression 2 Type, select the **prompt** button
30. Within the Expression 2 box, select the **New Prompt** link

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname
A.ACCOUNTING_DT - Accounting D

*Condition Type: greater than

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Prompt

Prompt: [Search] **New Prompt** Edit Prompt

31. Locate the Heading Text field and enter, **Accounting Date is >**

32. Select OK twice

Edit Prompt Properties

Field Name: ACCOUNTING_DT

*Heading Type: RFT Short

*Type: Date

Heading Text: Accounting Date is >

*Format: None

*Unique Prompt Name: BIND2

Length: []

Decimals: []

*Edit Type: No Table Edit

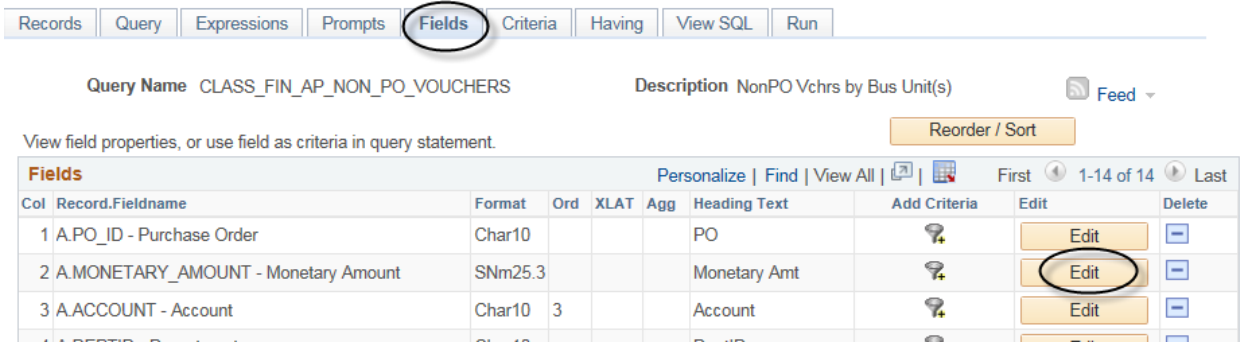
Prompt Table: [Search]

Default Value: []

OK Cancel

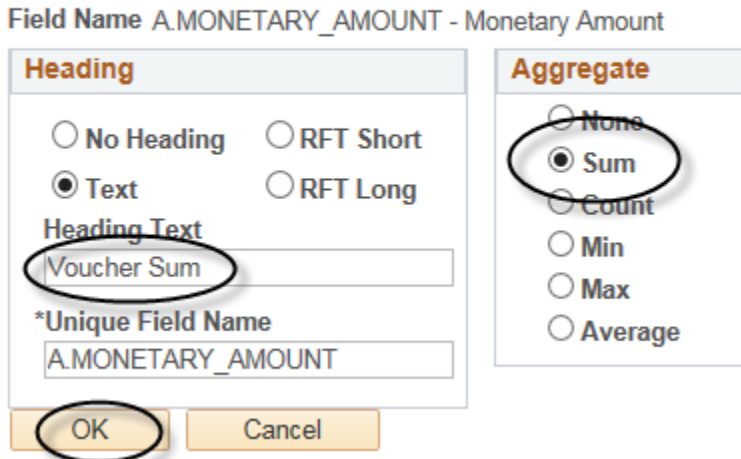
To add an aggregate function

33. Return to the Fields tab and locate the Field titled, **MONETARY_AMOUNT**
34. Select the Edit button located to the right of the Field name, **MONETARY_AMOUNT**



35. In the aggregate box, select the radio button, **Sum**, to get a total of amounts
36. Then select the radio button, **text**
37. Enter in the Heading Text field, **Voucher Sum**
38. Select OK

Edit Field Properties



Review and Save

39. Select **Save As** located in the row of links at the bottom of the query page to save your query.
40. Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. Note: All queries should be saved as PRIVATE.

Enter a name to save this query as:

*Query	<input type="text" value="INCLASS_FIN_AP_NON_PO_VOUCHER"/>
Description	<input type="text" value="NonPO Vchrs by Bus Unit(s)"/>
Folder	<input type="text" value="CLASS"/>
*Query Type	<input type="text" value="User"/>
*Owner	<input type="text" value="Private"/>

Query Definition:

Query to find all Non PO Vouchers by Business Unit (One or many) and Accounting Date and Total Amount. created for CORE Fin team by mary.yabrosky@po.state.ct.us

Test Query

41. Return to the Query Manager page and search the private query you just saved. Select “**Run to Excel**” located to the right of your private query.

The screenshot shows the Query Manager interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Core-CT EPM', 'Reporting Tools', 'Query', and 'Query Manager'. Below this is the 'Core-CT' logo and a search bar with 'All' and 'Search' options. A secondary navigation bar includes 'My HR', 'Finance', 'My CRM', 'Core-CT Help', and 'STARS'. The main section is titled 'Query Manager' and contains instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are links for 'Find an Existing Query' and 'Create New Query'. A search form has '*Search By' set to 'Query Name' and 'begins with' set to 'INCLASS'. A 'Search' button is highlighted. Below the search form is a 'Search Results' section with a '*Folder View' dropdown set to '-- All Folders --'. There are 'Check All' and 'Uncheck All' buttons, and an '*Action' dropdown set to '-- Choose --' with a 'Go' button. A table of search results is displayed with columns: Query, Personalize, Find, View All, First, 1 of 1, Last. The table has one row: 'INCLASS_FIN_AP_NON_PO_VOUCHERS' with description 'NonPO Vchrs by Bus Unit(s)', Owner 'Private', Folder 'CLASS', and actions 'Edit', 'HTML', 'Excel', 'XML', 'Schedule'. The 'Excel' action is circled.

Query	Personalize	Find	View All	First	1 of 1	Last
<input type="checkbox"/> INCLASS_FIN_AP_NON_PO_VOUCHERS						

42. To execute query, enter the prompt values under a new tab as:
Business Unit: the first three letters of your agency’s DEPT ID followed by M1.
Accounting Date is >: 07-01-2023.

INCLASS_FIN_AP_NON_PO_VOUCHERS - NonPO Vchrs by Bus Unit(s)

Business Unit:

Accounting Date is >:

43. Select **View Results**

Results: An Excel spreadsheet will generate and display the results of your query. If appropriate, save to a location of your choice and evaluate the data.

Exercise 4: Modify an Existing Voucher Payments Query

Scenario: Modify an existing voucher payments query (closely replicating the legacy SAAAS report, 16_5_8) to include PO # and prompts for Fund, Account, SID and entered date range.

Skills: Modifying an Existing Query, adding criteria, prompts

Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

1. Select the Advanced Search tab
2. Enter in the search field labeled, **Folder Name**, begins with: **CLASS**

Results: Listing of all queries in the CLASS folder appears

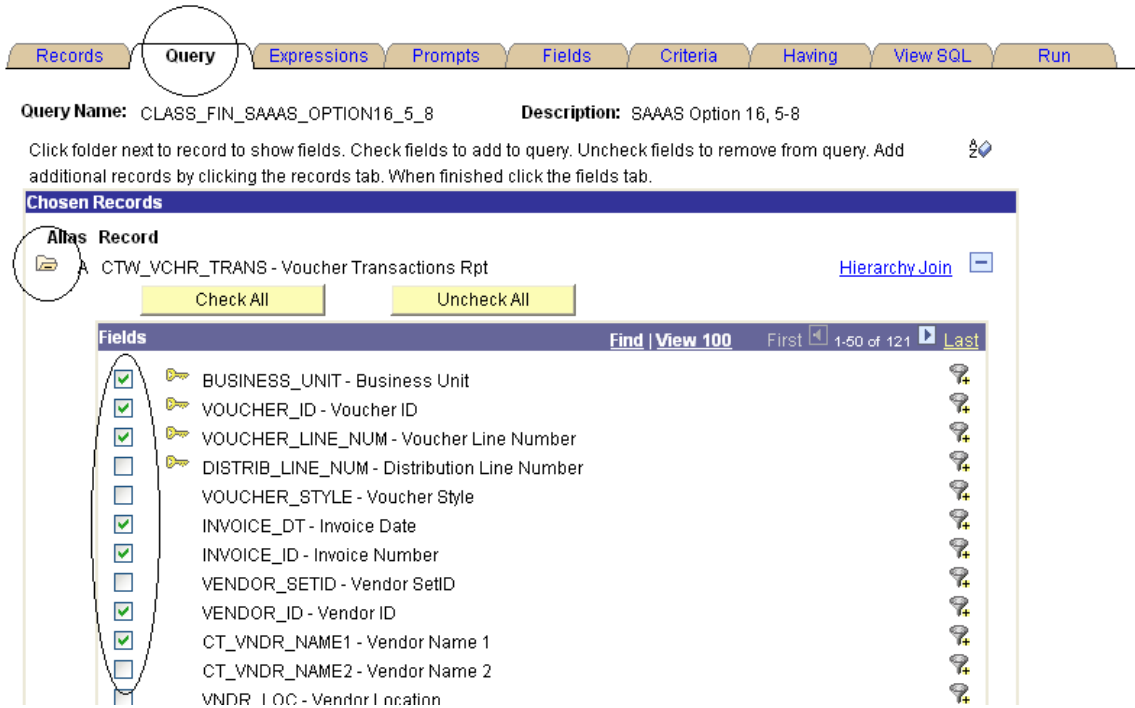
3. Within the results displayed, locate the Query titled, CLASS_FIN_SAAAS_OPTION_16_5_8
4. Select the **Edit** hyperlink located to the right of the name of the report

Results: The query will open to the Fields tab and a listing of the fields being utilized will appear

<input type="checkbox"/>	CLASS_FIN_GL_AGY_JRNL_ERRORS	exercise 3	Public	CLASS	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CLASS_FIN_GL_JRNLS_BY_PYCHCK	Exercise 4	Public	CLASS	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CLASS_FIN_PO_BALANCE_DETAIL	Remaining PO Balance Detail	Public	CLASS	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CLASS_FIN_SAAAS_OPTION16_5_8	SAAAS Option 16, 5-8	Public	CLASS	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CLASS_FIN_VENDOR_CONTRACTS	Vendor Contracts Query	Public	CLASS	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CLASS_HR_TL_SICK_REPORT	Sick Pattern Day Report	Public	CLASS	Edit	HTML	Excel	Schedule

5. Select the **Query** tab
6. Locate the expand option denoted by a plus sign (+) on a folder to the left of a record titled, CTW_VCHR_TRANS.

Results: All the fields contained in this record/table are displayed. All checked fields will display on the final report.



7. Locate the Field titled, **DEPTID**.
8. Uncheck the box next to the Field name

*Results: The Field, **DEPTID**, will not display on the final report*

To add a field to the query report

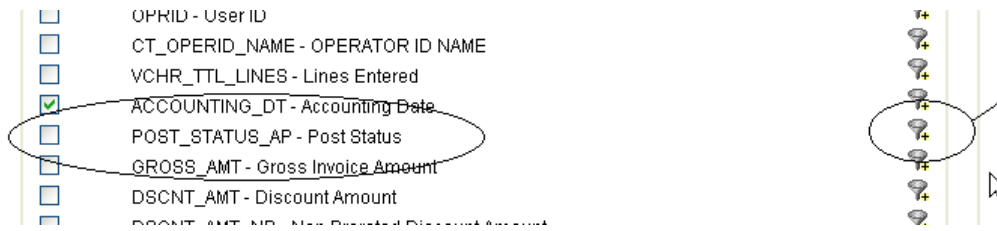
9. Locate the Field titled, **PO_ID**.
10. Check the box next to the Field names

*Results: The Field, **PO_ID**, will now display on the final report*

To add criteria to a field without displaying the field on the final report

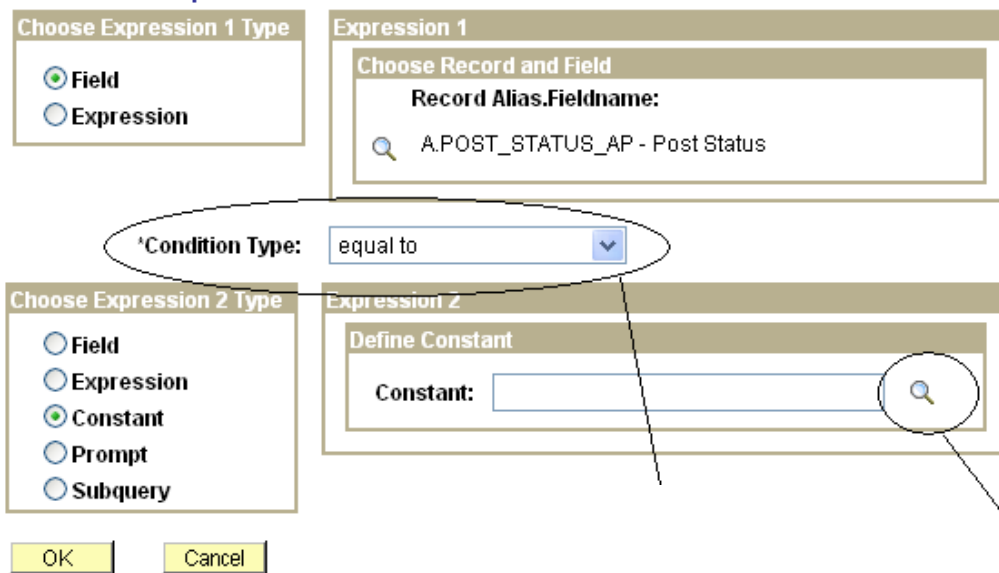
11. On the Query tab, locate the Field titled, **POST_STATUS_AP**
12. Select the Add Criteria icon, funnel, located to the right of the Field name, **POST_STATUS_AP**

*Results: The Edit Criteria Properties page appears for the Field, **POST_STATUS_AP***



13. Select **equal to** as a condition type from the drop down menu
14. Select the looking glass icon to view the predetermined values for this field

Edit Criteria Properties



15. Select the add value button for **P** (translate value: Posted)
16. Select **OK**

Results: You have established selection criteria for the field, *POST_STATUS_AP* without the field displaying on the final report. Please note: If you are required to enter alpha values, make sure these are capitalized.

Select A Constant

Field Value	Translate Long Name	Translate Short Name	Select Constant
N	Payment Not Applied	NotApplied	Select Constant
O	Over Application	OverApply	Select Constant
P	Posted	Posted	Select Constant
S	Partial Application	PartialApp	Select Constant
U	Unposted	Unposted	Select Constant

Cancel

To add a prompt to a reporting Field from the Fields tab

- Locate the Field titled, **BUSINESS_UNIT**, on the Fields tab
- Select the Add Criteria icon, funnel, located to the right of the Field name, **BUSINESS_UNIT**

Results: The Edit Criteria Properties page appears for the Field, **BUSINESS_UNIT**

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: CLASS_FIN_SAAAS_OPTION16_5_8 Description: SAAAS Option 16, 5-8

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.	BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
2	A.	VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	
3	A.	VENDOR_ID - Vendor ID	Char10				Vendor		Edit	
4	A.	CT_VNDR_NAME1 - Vendor Name 1	Char40	1			Vendor Name 1		Edit	

- Select **equal to** as a condition type from the drop down menu
- Within the Choose Expression 2 Type, select the **prompt** button
- Within the Expression 2 box, select the **New Prompt** link

Results: The Edit Prompt Properties page appears. **Remember: Prompts cannot be reordered; they must be created in the order they will appear at runtime.**

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.BUSINESS_UNIT - Business Uni

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Prompt

Prompt: [New Prompt](#) [Edit Prompt](#)

OK Cancel

22. Locate the Heading Text field and enter, **Business Unit**

Edit Prompt Properties

Field Name: BUSINESS_UNIT

*Heading Type: RFT Short

*Type: Character

Heading Text: Business Unit

*Format: Upper

*Unique Prompt Name: BIND1

Length: 5

Decimals:

*Edit Type: No Table Edit

Prompt Table:

OK Cancel

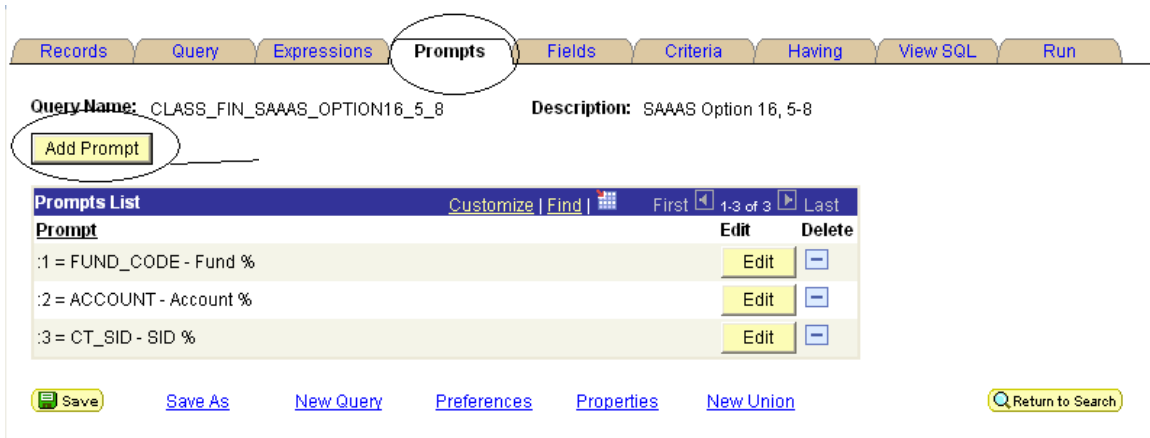
23. Select **OK** twice
24. Select the Add Criteria icon, funnel, located to the right of the Field name, **FUND_CODE**
25. Select **like** as a condition type from the drop down menu

Note: The condition types *like* and *not-like* allow the use of a wildcard in the prompt value entered. There are two wildcards available for use in EPM; %, which returns an unlimited number of characters.

26. Within the Choose Expression 2 Type, select the **prompt** button
27. Within the Expression 2 box, select the **New Prompt** link
28. Locate the Heading Text field and enter, **Fund %**
29. Select **OK** twice
30. Locate the Field titled, **ACCOUNT**, on the Fields tab
31. Select the Add Criteria icon, funnel, located to the right of the Field name, **ACCOUNT**
32. Select **like** as a condition type from the drop down menu
33. Within the Choose Expression 2 Type, select the **prompt** button
34. Within the Expression 2 box, select the **New Prompt** link
35. Locate the Heading Text field and enter, **Account %**
36. Select **OK** twice
37. Locate the Field titled, **CT_SID**, on the Fields tab
38. Select the Add Criteria icon, funnel, located to the right of the Field name, **CT_SID**
39. Select **like** as a condition type from the drop down menu
40. Within the Choose Expression 2 Type, select the **prompt** button
41. Within the Expression 2 box, select the **New Prompt** link
42. Locate the Heading Text field and enter, **SID %**
43. Select **OK** twice


To add a prompt to a non-reporting Field from the Prompts tab

44. Locate and select the Prompts tab at the top of the page
45. Select the *Add Prompt* link



46. To set up the first date prompt, select on the looking glass icon under Field Name, located in the upper left hand corner of the page.

Edit Prompt Properties

Field Name: 

***Type:**

***Format:**

Length:


Decimals:

***Edit Type:**

***Heading Type:**

Heading Text:

***Unique Prompt Name:**

Prompt Table: 

47. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **ENTERED_DT** and select search.

48. Select the link titled, **ENTERED_DT** under the subheading of Select a Prompt Field

Select a Prompt Field

Search by: Fieldname begins with

Search Results

Select a Prompt Field	Customize Find View All First 1 of 1 Last
ENTERED_DT	

49. Locate the Heading Text field and enter, **From Entered Date**
50. Select **OK**

Results: *The Edit Prompt Properties page appears. Remember: Prompts cannot be reordered; they must be created in the order they will appear at runtime.*

51. Return to the Prompts tab at the top of the page
52. Select the **Add Prompt** link
53. To set up the second date prompt, select on the looking glass icon under Field Name, located in the upper left hand corner of the page.
54. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **ENTERED_DT** and select search.
55. Select the link titled, **ENTERED_DT** under the subheading of Select a Prompt Field
56. Locate the Heading Text field and enter, **To Entered Date**
57. Select **OK**

Results: *Prompts 5 and 6 have now been defined.*

To add the prompts to the criteria

58. Select the Fields tab at the top of the page
59. Select the Add Criteria icon, funnel, located to the right of the Field name, **ENTERED_DT**
60. Select condition type: *between*
61. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which will open a new Expression 2 box
62. In Expression 2, Define Expression, Expression, select the **Add Prompt** link
63. On the Select a Prompt page, select **:5 = ENTERED_DT - From Entered Date** for the first Expression
64. In Expression 2, Define Expression, Expression 2, select the **Add Prompt** link
65. On the Select a Prompt page, select **:6 = ENTERED_DT - To Entered Date** for Expression 2
66. Select OK

The screenshot displays a configuration window for a criteria field named 'A. ENTERED_DT - Entered on'. The 'Condition Type' is set to 'between'. Under 'Choose Expression 2 Type', the 'Expr - Expr' option is selected. The 'Expression 2' section contains two 'Define Expression' boxes. The first box has an 'Add Prompt' link circled in red. The second box also has an 'Add Prompt' link circled in red. At the bottom, there are 'OK' and 'Cancel' buttons.

Results: You have now added prompts for an Entered Date range.

Review and Save

67. Select **Save As** located in the row of links at the bottom of the query page to save your query.
68. Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. Note: All queries should be saved as PRIVATE.

Query Properties

*Query JG CLASS_FIN_SAAAS_OPTION16_5_8
Description SAAAS Option 16, 5-8
Folder CLASS
*Query Type User
*Owner Private
 Distinct

69. Select **OK** then **Save**.

Test Query

70. Return to the Query Manager page and search the private query you just saved. Select **“Run to Excel”** located to the right of your private query.
71. To execute query, enter the prompt values under a new tab as:
Business Unit: the first three letters of your agency’s DEPT ID followed by M1.
Fund %: 1%
Account %: 5%
SID %: 4%
From Entered Date: 10/01/2021
To Entered Date: 10/31/2021
72. Select **View Results**

Results: An Excel spreadsheet will generate and display the results of your query. If appropriate, save to a location of your choice and evaluate the data.

Exercise 5: Create a Vendor Contracts Query

Scenario: Build a simple query and sample data as the one of the first steps in query development. Examine the data contained in the EPM table, CTW_VCINTRCT, Vendor Contracts Reporting Table.

Skills: Creating a Query, data sampling

Reference: FIN Reporting Table Summary

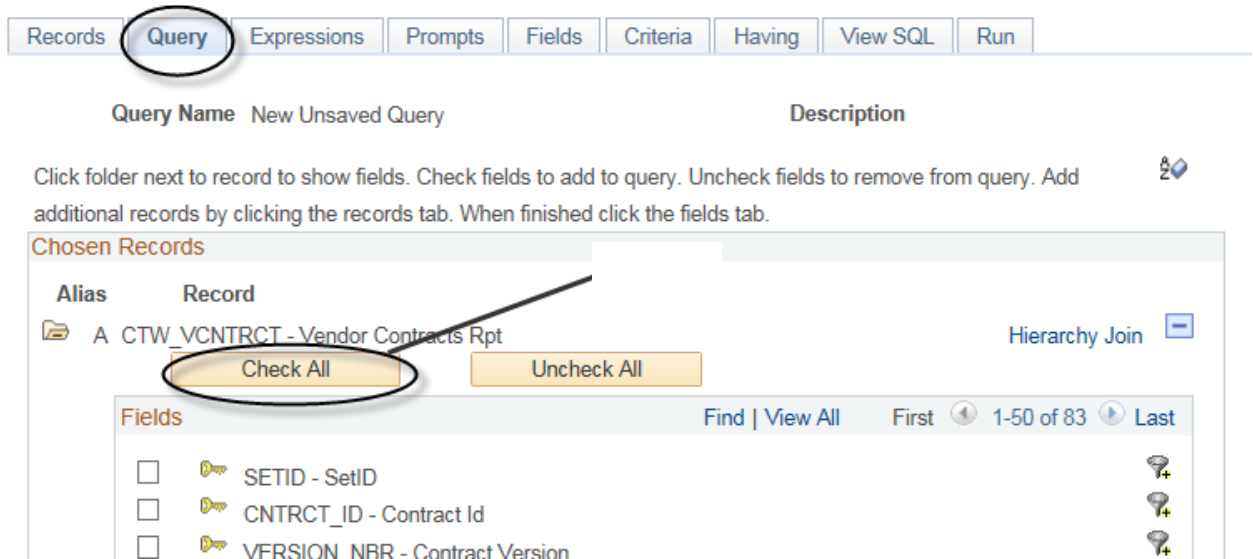
Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

1. Select the **Create New Query** link, which will automatically take you to the records tab
2. Enter **CTW_VCINTRCT** in the *Search By: Record Name begins with* field
3. Select **Search**

The screenshot shows the Query Manager interface with the following elements:

- Navigation tabs: Records, Query, Expressions, Prompts, Fields, Criteria, Having, View SQL, Run.
- Query Name: New Unsaved Query
- Description: (empty)
- Section: Find an Existing Record
- Search By: Record Name (dropdown) begins with CTW_VCINTRCT (input field)
- Buttons: Search, Advanced Search
- Section: Search Results
- Table with columns: Record, Recname, Add Record, Show Fields
- Table content: CTW_VCINTRCT - Vendor Contracts Rpt, Add Record, Show Fields
- Footer buttons: Save, Save As, New Query, Preferences, Properties, New Union, Return to Search

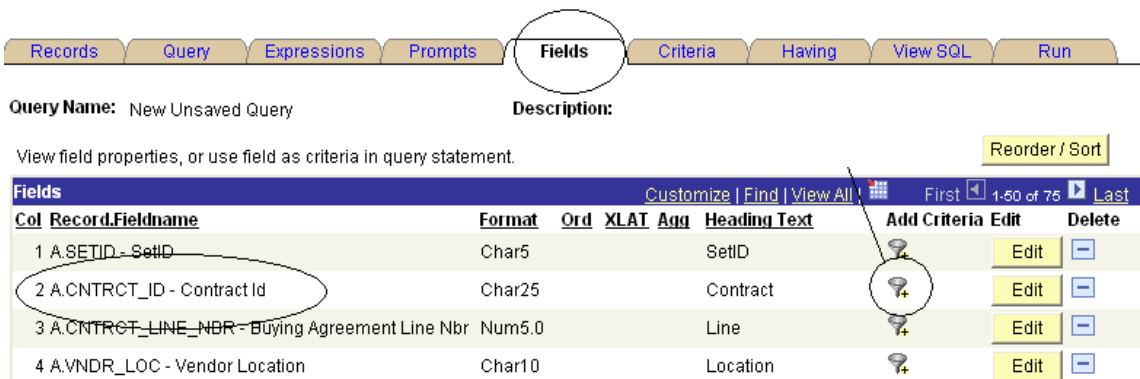
4. On the search results page, select **Add Record** which is located right of the record name, **CTW_VCINTRCT**
5. You are now on the Query tab.
6. Within the listing of fields, select the **CHECK ALL** button and ensure that all fields have been checked.



To add criteria to a reporting Field from the Fields tab

7. Locate the Field titled, **CNRCT_ID**, on the Fields tab
8. Select the Add Criteria icon, funnel, located to the right of the Field name, **CNRCT_ID**

Results: *The Edit Criteria Properties page appears for the Field, CNRCT_ID*



9. Select **like** as a condition type from the drop down menu
10. Within the Expression 2, Define Constant box, enter **%PSX%**

Results: *You have established selection criteria which limits the query to the specific contract IDs. Make sure you enter all alpha values as capitals.*

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.CNTRCT_ID - Contract Id

Condition Type: like

Choose Expression 2 Type

Constant
 Prompt

Expression 2

Define Constant

Constant: %PSX%

OK Cancel

- Return to the Fields tab and locate the Field titled, **CNTRCT_EXPIRE_DT**
- Select the Add Criteria icon, funnel, located to the right of the Field name, **CNTRCT_EXPIRE_DT**
- Select **greater than** as a condition type from the drop down menu
- Within the Expression 2, Define Constant box, enter the constant of **today's date**

Results: You have established selection criteria for the Field, **CNTRCT_EXPIRE_DT**, limiting the data to contracts with an expiration date of greater than today's date.

- Select **Ok**

Review and Save

- Select **Save As** located in the row of links at the bottom of the query page to save your query.
- Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. Note: All queries should be saved as PRIVATE.
- Select **OK** then **Save**

Test Query

20. Return to the Query Manager page and search the private query you just saved. Select “**Run to Excel**” located to the right of your private query.

***Results:** An Excel spreadsheet will generate and display the results of your query. Review and evaluate the data sample you just retrieved from the EPM reporting table – CTW_VCNTRCT.*

Exercise 6: Create a Payments Query

Scenario: Build a query to identify all payments to be made for a specified date range, identifying the remit to vendor. Retrieve the data contained in the EPM reporting table, CTW_PAYVC_XREF, Payment/Voucher X-ref Table.

Skills: Creating a Query, adding criteria, prompts

Reference: FIN Reporting Table Summary

Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

1. Select the **Create New Query** link, which will automatically take you to the records tab
2. Select the *Advanced Search* link
3. Enter **REMIT_VENDOR** in the search *Uses Field Name begins with* field
4. Select **Search**

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Find an Existing Record

Record Name: begins with

Description: begins with

Uses Field Name: begins with

Access Group Name: begins with

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

Search Results

Record	Customize	Find	View All	First	1-10 of 10	Last
Recname	Add Record	Show Fields				
CTW_PAYMENT_TBL - Payment Data	Add Record	Show Fields				
CTW_PAYMENT_TRN - Payment Transactions Rpt	Add Record	Show Fields				
CTW_PAYVC_XREF - Pay Voucher XRef Rpt	Add Record	Show Fields				
CTW_PYMNT_VCHRX - Voucher Scheduled Payment	Add Record	Show Fields				

5. On the search results page, select **Add Record** which is located right of the record name, **CTW_PAYVC_XREF**

Results: All tables/records including fields containing REMIT-VENDOR are displayed.

6. Within the listing of fields, select the following fields by placing a check mark next to: **BUSINESS_UNIT, VOUCHER_ID, PYMNT_CNT, PYMNT_ID, PAID_AMT, DUE_DT, SCHEDULED_PAY_DT, REMIT_VENDOR, CT_VNDR_NAME1, PYMNT_SELCT_STATUS, PYMNT_HOLD**

Results: These are the fields which will display on the report.

7. Go to the **Fields** tab.

To add a prompt to a reporting Field from the Fields tab

8. Select the Add Criteria icon, funnel, located to the right of the Field name, **BUSINESS_UNIT**
9. Select **equal to** as a condition type from the drop down menu
10. Within the Choose Expression 2 Type, select the **prompt** button
11. Within the Expression 2 box, select the **New Prompt** link
12. Locate the Heading Text field and enter **Business Unit**
13. Select **Ok** twice

To establish a prompt from the Prompts tab

14. Locate and select the Prompts tab at the top of the page
15. Select the **Add Prompt** link



16. To set up the first date prompt, select on the looking glass icon under Field Name, located in the upper left hand corner of the page.

Edit Prompt Properties

Field Name:

'Type:

'Format:

Length:

Decimals:

'Edit Type:

'Heading Type:

Heading Text:

'Unique Prompt Name:

Prompt Table:

17. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **SCHEDULED_PAY_DT** and select search.
18. Select the link titled, **SCHEDULED_PAY_DT** under the subheading of Select a Prompt Field

Select a Prompt Field




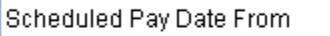

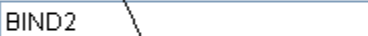


Search by: Fieldname

Search Results

Select a Prompt Field
SCHEDULED_PAY_DT

19. Locate the Heading Text field and enter, **Scheduled Pay Date From**
20. Select **OK**

Edit Prompt Properties

Field Name:  SCHEDULED_PAY_DT	Heading Type: RFT Short 
Type: Date 	Heading Text: Scheduled Pay Date From 
Format: None 	Unique Prompt Name: BIND2 
Length: <input type="text" value="11"/>	Prompt Table: 
Decimals: <input type="text"/>	
Edit Type: No Table Edit 	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

To establish the second date prompt to complete the search range

21. Repeat steps 15 through 18
22. Locate the Heading Text field and enter, **Scheduled Pay Date To**
23. Select **OK**

Results: Prompts 2 and 3 have now been defined.

To add prompts to the criteria

24. Select the Fields tab at the top of the page
25. Select the Add Criteria icon, funnel, located to the right of the Field name, **SCHEDULED_PAY_DT**

Query Name: New Unsaved Query

Description:

View field properties, or use field as criteria in query statement.

Reorder / Sort

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
2	A.VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	
3	A.PYMNT_CNT - Payments	Num5.0				Payments		Edit	
4	A.PYMNT_ID - Payment Number	Char10				Payment		Edit	
5	A.PAID_AMT - Paid Amount	SNm25.3				Amount		Edit	
6	A.DUE_DT - Due Date	Date				Due Date		Edit	
7	A.SCHEDULED_PAY_DT - Scheduled to Pay	Date				Scheduled		Edit	
8	A.REMIT_VENDÖR - Remit Vendor	Char10				Vendor		Edit	

26. Select condition type: **between**
27. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which will open a new Expression 2 box
28. In Expression 2, Define Expression, Expression, select the **Add Prompt** link
29. On the Select a Prompt page, select **:2 = SCHEDULED_PAY_DT - Scheduled Pay Date From** for the first Expression
30. In Expression 2, Define Expression, Expression 2, select the **Add Prompt** link
31. On the Select a Prompt page, select **:3 = SCHEDULED_PAY_DT - Scheduled Pay Date To** for Expression 2
32. Select **OK**

Results: You have now added prompts for a Scheduled Pay Date range.

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.SCHEDULED_PAY_DT - Scheduled

Condition Type: between

Choose Expression 2 Type

Const - Const
 Const - Field
 Const - Expr
 Field - Const
 Field - Field
 Field - Expr
 Expr - Const
 Expr - Field
 Expr - Expr

Expression 2

Define Expression

Expression:

Add Prompt Add Field

Define Expression 2

Expression 2:

Add Prompt Add Field

OK Cancel

Select a Prompt

Customize | Find | First 1-3 of 3 Last

:1 = BUSINESS UNIT - Business Unit

:2 = SCHEDULED_PAY_DT - Scheduled Pay Date From

:3 = SCHEDULED_PAY_DT - Scheduled Pay Date To

Cancel

To change the column heading display and add an aggregate function

33. Return to the Fields tab and locate the Field titled, **PYMNT_CNT**
34. Select the Edit button located to the right of the Field name, **PYMNT_CNT**

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
2	A.VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	
3	A.PYMNT_CNT - Payments	Num5.0				Payments		Edit	
4	A.PYMNT_ID - Payment Number	Char10				Payment		Edit	

35. Under Heading section, select the radio button, **Text**, and enter in the Heading Text field to the change the column heading to: **Number of Payments**
36. Under the Aggregate section, select the function, **Count**
37. Select **OK**

Edit Field Properties

Field Name: A.PYMNT_CNT - Payments

Heading

No Heading RFT Short
 Text RFT Long

Heading Text:

Unique Field Name:

Aggregate

None
 Count
 Min
 Max
 Average

38. Return to the Fields tab and locate the Field titled, **REMIT_VENDOR**
39. Select the Edit button located to the right of the Field name, **REMIT_VENDOR**
40. Under Heading section, select the radio button, **Text**, and enter in the Heading Text field to the change the column heading to: **Remit to Vendor**
41. Select **OK**

Edit Field Properties

Field Name: A.REMIT_VENDOR - Remit Vendor

Heading	Aggregate
<input type="radio"/> No Heading	<input checked="" type="radio"/> None
<input checked="" type="radio"/> Text	<input type="radio"/> Sum
<input type="radio"/> RFT Short	<input type="radio"/> Count
<input type="radio"/> RFT Long	<input type="radio"/> Min
Heading Text: <input type="text" value="Remit to Vendor"/>	<input type="radio"/> Max
Unique Field Name: <input type="text" value="A.REMIT_VENDOR"/>	<input type="radio"/> Average

OK Cancel

Review and Save

42. Select **Save As** located in the row of links at the bottom of the query page to save your query.
43. Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. Note: All queries should be saved as PRIVATE.
44. Select **OK** then **Save**

Test Query

45. Return to the Query Manager page and search the private query you just saved. Select **“Run to Excel”** located to the right of your private query.
46. To execute query, enter the prompt values under a new tab as:
Business Unit: the first three letters of your agency’s DEPT ID followed by M1.
Scheduled Pay Date From: 10/01/2021
Scheduled Pay Date To: today’s date

Results: An Excel spreadsheet will generate and display the results of your query. Review and evaluate the data sample you just retrieved from the EPM reporting table – CTW_PAYVC_XREF

Exercise 7: Create a Purchase Order Query

Scenario: Build a query to identify all specific purchase order information including obligated amount. Retrieve the data contained in the EPM reporting table, CTW_PO_TRANS, Purchase Order Transaction Rpt Table.

Skills: Creating a Query, adding criteria, prompts

Reference: FIN Reporting Table Summary

Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

1. Select the **Create New Query** link, which will automatically take you to the records tab
2. Enter **CTW_PO_TRANS** in the *Search By Record Name begins with* field
3. Select **Search**
4. On the search results page, select **Add Record** which is located right of the record name, **CTW_PO_TRANS**
5. Within the listing of fields, select the following fields by placing a check mark next to: **BUSINESS_UNIT, BUYER_ID, AMT_ONLY_FLG, CNTRCT_ID, CT_PO_LINE_DM254, VENDOR_ID, CT_VNDR_NAME1, INV_ITEM_ID, PO_ID, PO_DT, CT_OBLIGATION_AMT, PO_STATUS, ACCOUNTING_DT, MERCHANDISE_AMT, MONETYARY_AMT**
6. Go to the **Fields** tab.

To add criteria/prompt to a reporting Field from the Fields tab

7. Locate the Field titled, **BUSINESS_UNIT**, on the Fields tab
8. Select the *Add Criteria* icon, funnel, located to the right of the Field name, **BUSINESS_UNIT**
9. Select **equal to** as a condition type from the drop down menu
10. Within the Choose Expression 2 Type, select the **prompt** button
11. Within the Expression 2 box, select the **New Prompt** link
12. Locate the Heading Text field and enter **Business Unit**

13. Select **Ok** twice

To add a prompt from the Prompts tab

14. Locate and select the Prompts tab at the top of the page
15. Select the *Add Prompt* link
16. To set up the first date prompt, select on the looking glass icon under Field name, located in the upper left hand corner of the page.
17. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **ACCOUNTING_DT** and select search.
18. Select the link titled, **ACCOUNTING_DT** under the subheading of Select a Prompt Field
19. Locate the Heading Text field and enter, **Accounting Date From**
20. Select **OK**

To add the second date prompt to complete the search range

21. Return to the Prompts tab at the top of the page
22. Repeat Steps 15 through 18
23. Locate the Heading Text field and enter, **Accounting Date To**
24. Select **OK**

Results: Prompts 2 and 3 have now been defined.

To add prompts to the criteria

25. Select the Field tab at the top of the page

26. Select the Add Criteria icon, funnel, located to the right of the Field name, **ACCOUNTING_DT**
27. Select condition type: **between**
28. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which will open a new Expression 2 box
29. In Expression 2, Define Expression, Expression, select the **Add Prompt** link
30. On the Select a Prompt page, select **:2 = ACCOUNTING_DT - Accounting Date From** for the first Expression
31. In Expression 2, Define Expression, Expression 2, select the **Add Prompt** link
32. On the Select a Prompt page, select **:3 = ACCOUNTING_DT - Accounting Date To** for Expression 2
33. Select **OK**

Results: You have now added prompts for a Accounting Date range.

To Re-order columns

34. Return to the Fields tab, select the **Reorder/Sort** button, which will bring you to the Edit Field Ordering page

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name New Unsaved Query Description Feed

View field properties, or use field as criteria in query statement.

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
2	A.BUYER_ID - Buyer Name	Char30				Buyer		Edit	
3	A.AMT_ONLY_FLG - Amount Only	Char1				Amt Only		Edit	

35. Determine the order in which you would like to see the columns displayed
36. Reorder the columns in any manner you would like to see the columns displayed in your report by placing a numeral in the left hand column next to the corresponding field. Select **OK**

NOTE: you do not need to enter a number by each field under the New Column heading.

To change the column heading display

37. Return to the Fields tab and locate the Field titled, **CT_VNDR_NAME1**
38. Select the Edit button located to the right of the Field name, **CT_VNDR_NAME1**

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run	
Query Name		New Unsaved Query		Description			Feed		
View field properties, or use field as criteria in query statement.									
Reorder / Sort									
Fields									
Personalize Find View All First 1-15 of 15 Last									
Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
2	A.BUYER_ID - Buyer Name	Char30				Buyer		Edit	
3	A.AMT_ONLY_FLG - Amount Only	Char1				Amt Only		Edit	
4	A.CNTRCT_ID - Contract Id	Char25				Contract		Edit	
5	A.ACT_OBLIGATION_AMT - Obligation Amount	SNm25.2				Amount		Edit	
6	A.ACT_PO_LINE_DM254 - PO Line Description	Char254				PO Line Desc		Edit	
7	A.VENDOR_ID - Supplier ID	Char10				Supplier ID		Edit	
8	A.ACT_VNDR_NAME1 - Supplier Name 1	Char50				Supplier Name 1		Edit	

39. Under Heading section, select the radio button, *text*, and enter in the Heading Text field to change the column heading to: **Supplier**
40. Select **OK**

Edit Field Properties

Field Name A.ACT_VNDR_NAME1 - Supplier Name 1

Heading	Aggregate
<input type="radio"/> No Heading <input type="radio"/> RFT Short <input checked="" type="radio"/> Text <input type="radio"/> RFT Long Heading Text <input type="text" value="Supplier"/> *Unique Field Name <input type="text" value="A.ACT_VNDR_NAME1"/>	<input checked="" type="radio"/> None <input type="radio"/> Sum <input type="radio"/> Count <input type="radio"/> Min <input type="radio"/> Max <input type="radio"/> Average

OK Cancel

Review and Save

41. Select **Save As** located in the row of links at the bottom of the query page to save your query.

42. Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. Note: All queries should be saved as PRIVATE.
43. Select **OK** then **Save**

Test Query

44. Return to the Query Manager page and search the private query you just saved. Select “**Run to Excel**” located to the right of your private query.
45. To execute query, enter the prompt values under a new tab as:
Business Unit: the first three letters of your agency’s DEPT ID followed by M1.
Accounting Date From: 10/01/2021
Accounting Date To: today’s date

***Results:** An Excel spreadsheet will generate and display the results of your query. Review and evaluate the data sample you just retrieved from the EPM reporting table – CTW_PO_TRANS*

Exercise 8: Create a Voucher Query

Scenario: Identify all vouchers entered for a certain time frame and the last operator to update the voucher. Retrieve the data contained in the EPM reporting table, CTW_VCHR_TRANS, Voucher Transactions Rpt Table.

Skills: Creating a Query, adding criteria, prompts, distinct

Reference: FIN Reporting Table Summary

Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

1. Select the **Create New Query** link, which will automatically take you to the records tab
2. Select **Contains Field Name** from the Search By drop down menu, then enter **VOUCHER** in the search field
3. Select **Search**
4. On the search results page, select **Add Record** which is located right of the record name, **CTW_VCHR_TRANS**

The screenshot shows the Query Manager interface. At the top, there are tabs for Records, Query, Expressions, Prompts, Fields, Criteria, Having, View SQL, and Run. Below the tabs, the Query Name is "New Unsaved Query" and the Description is empty. The search criteria are set to "Search By" with a dropdown menu showing "Contains Field Name" and a text input field containing "VOUCHER". The search button is highlighted in orange. Below the search criteria, there are two buttons: "Search" and "Advanced Search".

Search Results

Record	Personalize Find View 20 [?] [x]	First	1-25 of 25	Last
Recname		Add Record	Show Fields	
CTW_VOUCHER_LNE - Voucher Line		Add Record	Show Fields	
CTW_VOUCHER - Voucher		Add Record	Show Fields	
CTW_VC_ACCTG_LN - Voucher Accounting Line Rpt		Add Record	Show Fields	
CTW_VCHR_TRANS - Voucher Transactions Rpt		Add Record	Show Fields	
CTW_VCHR_PO_VW - Voucher Purchase Order View		Add Record	Show Fields	

5. From the listing of fields, select the following fields by placing a check mark next to: **BUSINESS_UNIT, VOUCHER_ID, VENDOR_ID, CT_VNDR_NAME1, POST_STATUS_AP, ENTERED_DT, APPR_STATUS, CT_LSTUSE_MOD_NAME**

6. Locate and select the **Fields** tab displayed at the top of the screen

To add criteria/prompt to a reporting Field from the Fields tab

7. Locate the Field titled, **BUSINESS_UNIT**, on the Fields tab
8. Select the Add Criteria icon, funnel, located to the right of the Field name, **BUSINESS_UNIT**
9. Select **equal to** as a condition type from the drop down menu
10. Within the Choose Expression 2 Type, select the **prompt** button
11. Within the Expression 2 box, select the **New Prompt** link
12. Locate the Heading Text field and enter **Business Unit**
13. Select **OK** twice

To add a prompt from the Prompts tab

14. Locate and select the Prompts tab at the top of the page
15. Select the **Add Prompt** link
16. To set up the first date prompt, select on the looking glass icon under Field Name, located in the upper left hand corner of the page.
17. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **ENTERED_DT** and select search.
18. Select the link titled, **ENTERED_DT** under the subheading of Select a Prompt Field
19. Locate the Heading Text field and enter, **From Entered Date**
20. Select **OK**

Add the second date prompt

21. Return to the Prompts tab at the top of the page
22. Repeat Steps 15 through 18

23. Locate the Heading Text field and enter, **To Entered Date**
24. Select **OK**

Add the prompts to criteria

25. Select the Fields tab at the top of the page
26. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **ENTERED_DT**
27. Select condition type: **between**
28. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which will open a new Expression 2 box
29. In Expression 2, Define Expression, Expression, select the Add Prompt link
30. On the Select a Prompt page, select **:2 = ENTERED_DT - From Entered Date** for the first Expression
31. In Expression 2, Define Expression, Expression 2, select the Add Prompt link
32. On the Select a Prompt page, select **:3 = ENTERED_DT - To Entered Date** for Expression 2
33. Select **OK**

Save As and Distinct Feature

34. Select **Save As** located in the row of links at the bottom of the query page to save your query.
35. Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. Note: All queries should be saved as PRIVATE.
36. Select **OK**
37. Return to Fields tab in the query and select the *Properties* link located at the bottom

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
2	A.VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	
3	A.VENDOR_ID - Vendor ID	Char10				Vendor		Edit	
4	A.ACT_VNDR_NAME1 - Vendor Name 1	Char40				Vendor Name 1		Edit	
5	A.POST_STATUS_AP - Post Status	Char1		N		Status		Edit	
6	A.ENTERED_DT - Entered on	Date				Entered		Edit	
7	A.APPR_STATUS - Approval Status	Char1		N		Appr Stat		Edit	
8	A.ACT_LSTUSE_MOD_NAME - Last User to Modify Name	Char30				Lst User Mod Nm		Edit	

Save Save As New Query Preferences **Properties** New Union Return to Search

38. On the properties page, check the box labeled distinct, then select **OK**.

Query Properties

*Query

Description

Folder

*Query Type

*Owner

Distinct

Query Definition:

Last Updated Date/Time

Last Update User ID

OK Cancel

39. Return to Fields tab in the query and select **Save**.

Test Query

40. Return to the Query Manager page and search the private query you just saved. Select “**Run to Excel**” located to the right of your private query.

41. To execute query, enter the prompt values under a new tab as:
Business Unit: the first three letters of your agency’s DEPT ID followed by M1.
From Entered Date: 10/01/2021
To Entered Date: today’s date

Results: *An Excel spreadsheet will generate and display the results of your query. Review and evaluate the data sample you just retrieved from the EPM reporting table – CTW_VCHR_TRANS*

Exercise 9: Creating a Query, Joining Vendor Tables

Scenario: Create a query to list DAS Certified small business and minority vendors, as well as the certification expiration date, from the **CTW_VNDR_INFO** (Vendor Information Rpt) and **CTW_VNDR_CERT_V** (Vendor Certification View) tables.

Skills: Creating a New Query, join tables, translate values, re-order and sort

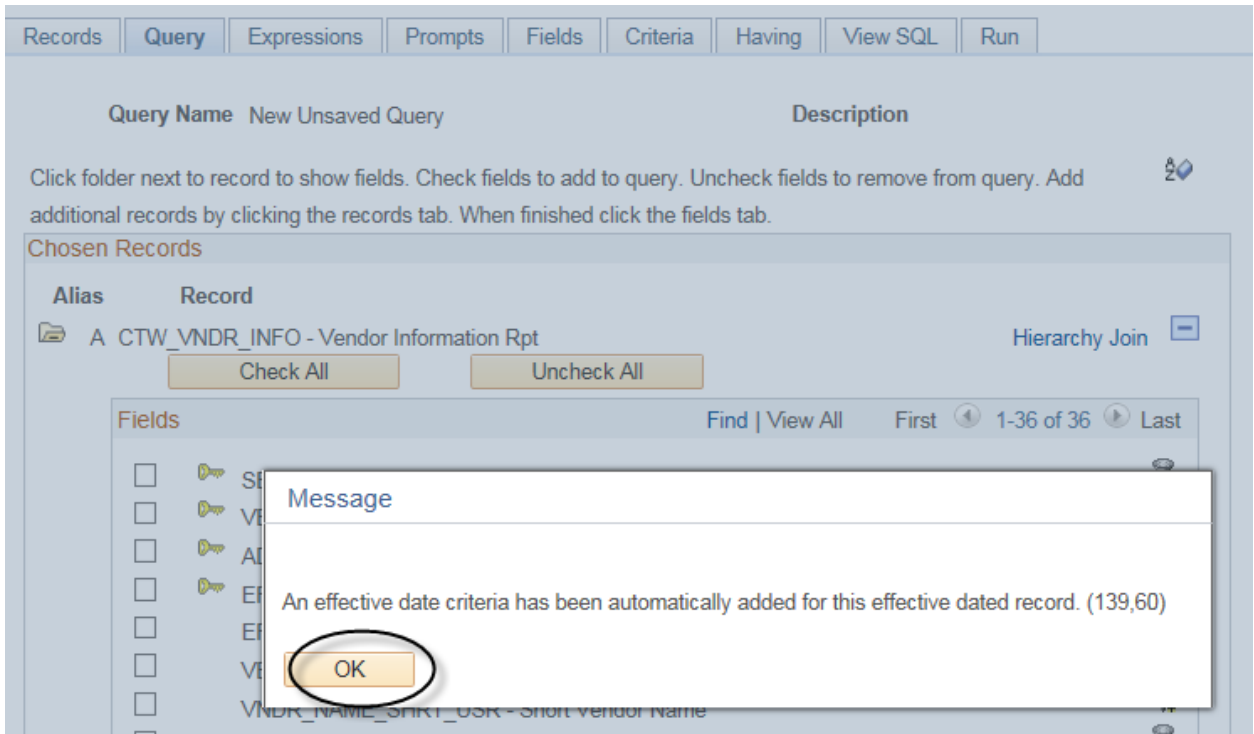
*Reference: FIN Reporting Table Summary
Reporting Table Indexes and Join Criteria*

Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

1. Select the **Create New Query** link, which will automatically take you to the records tab
2. Enter the primary record for the new query, **CTW_VNDR_INFO** in the **Search By Record Name begins with** field
3. Select **Search**
4. On the search results page, select **Add Record** which is located right of the record name, **CTW_VNDR_INFO**
5. Select **OK** to proceed on the Query tab

Results: Upon adding the record, the effective date pop up notification appears stating, "An effective date criteria has been automatically added for this effective dated record."

Note: When data is updated by adding a row, there is a date associated with each row; the system retains the previous row as history. Effective date logic is built into the design of the record/table to retrieve the most current information from the most current row less than or equal to today. Effective date logic can be lift to provide historical or future dated rows.



6. From the listing of fields, select the following fields: **SET_ID, VENDOR_ID, VENDOR_NAME_SHORT, CT_VNDR_NAME1, ADDRESS1, CITY, STATE, POSTAL, CT-VNDR-OFFST_STAT, CT_BUS_ENTITY_TYPE**

To join the second reporting table from the Records tab

7. Return to the Records Tab to select the second record for the new query
8. Enter the secondary record for the new query, **CTW_VNDR_CERT_V** in the *Search By Record Name begins with* field
9. Select **Search**
10. On the search results page, select **Join Record** which is located right of the record name, **CTW_VNDR_CERT_V**

Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

Query Name: New Unsaved Query Description:

*Search By: Record Name (v) begins with: CTW_VNDR_CER

Search Advanced Search

Search Results

Record	Personalize	Find	View All	First	1 of 1	Last
Recname						
CTW_VNDR_CERT_V - Vendor Certification View						

Join Record Show Fields

Join Record Show Fields

Save Save As New Query Preferences Properties Publish as Feed

11. The join type: **Standard Join** has been pre-determined. Select record to be joined, A = **CTW_VNDR_INFO**.

Select join type and then record to join with **CTW_VNDR_CERT_V - Vendor Certification View**.

Join Type

Join to filter and get additional fields (Standard Join)

Join to get additional fields only (Left outer join)

Join Record Personalize | Find | View All | First | 1 of 1 | Last

A = CTW_VNDR_INFO - Vendor Information Rpt

Cancel

12. On the Auto Join Criteria page, select **Add Criteria** button to accept modified default field joins: **A.SET_ID** and **A.VENDOR_ID**

Auto Join Criteria

Query has detected the join conditions shown below.

Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.

<input checked="" type="checkbox"/>	A.SETID - SetID = B.SETID - SetID
<input checked="" type="checkbox"/>	A.VENDOR_ID - Supplier ID = B.VENDOR_ID - Supplier ID

Add Criteria Cancel

Results: When selecting multiple tables for a query, the EPM Query Tool “auto-joins” the tables based on key fields of the same name. In many cases, this information is correct. However, in some cases, additional fields (other than key fields) may be used to join tables.

Note: EPM online job aids – Reporting Table Indexes and Join Criteria provides a cross-reference spreadsheet showing the correct fields that can be used as join criteria between all major EPM reporting tables.

The screenshot shows an Excel spreadsheet with the following data:

TABLE NAME	CTW_VNDR_CERT_V	CTW_VNDR_INFO	CTW_VNDR_WTHDJUR
CTW_VCNT_MIL	SETID, VENDOR_ID	SETID, VENDOR_ID	SETID, VENDOR_ID
CTW_VNDR_CERT_V		SETID, VENDOR_ID	SETID, VENDOR_ID
CTW_VNDR_INFO	SETID, VENDOR_ID		SETID, VENDOR_ID, ADDRESS_SEQ_NUM
CTW_VNDR_WTHDJUR	SETID, VENDOR_ID	SETID, VENDOR_ID, ADDRESS_SEQ_NUM	

Annotations in the image include:

- Red circles around **CTW_VNDR_CERT_V** and **CTW_VNDR_INFO** in the header row.
- Red circles around **CTW_VNDR_CERT_V** and **CTW_VNDR_INFO** in the data rows.
- Red arrows pointing from the red-circled header cells to the red-circled data cells.
- Purple circles around **CTW_VNDR_INFO** in the header row and **SETID, VENDOR_ID** in the data row for CTW_VNDR_CERT_V.
- Purple arrows pointing from the purple-circled header cell to the purple-circled data cell.
- A red note in the top left: **** denotes tables joins that are not recommended**.

13. While on the Auto Join Criteria page, select the **Add Criteria** button. A pop up notification will appear indicating that an “Effective date criteria has been automatically added to this effective dated record.” Select **OK**.



14. Open the **CTW_VNDR_CERT_V** folder by selecting the plus (+) sign located to the left of the table name.
15. From the listing of fields, select **CERTIFICATE_BEGIN_DT**, **CERTIFICATE_EXP_DT**, **CERTIF_SOURCE**, **CT-CERTF_SRC_DESCR**, **EFFDT**

To add criteria to a reporting Field from the Fields tab

16. Return to the Fields tab and locate the Field titled, **B.CERTIFICATE_EXP_DT**
17. Select the Add Criteria icon, funnel, located to the right of the Field name, **B.CERTIFICATE_EXP_DT**
18. Select **greater than** as a condition type from the drop down menu

19. Within the Choose Expression 2 Type, select the **prompt** button
20. Within the Expression 2 box, select the **New Prompt** link
21. Locate the Heading Text field and enter **Certif. Expire Date >**
22. Select **OK** twice

To translate the value in a reporting Field from the Fields tab

23. Return to the Fields tab and select the **Edit** button located to the right of the Field name, **A.CT_BUS_ENTITY_TYPE**
24. Under Translate Value section, select the radio button, **Long**

***Results:** The long version of the predetermined translate value for the field, CT_BUS_ENTITY_TYPE has been selected. You can view the available values by selecting the looking glass on the edit criteria page, accessed by the Add Criteria Icon next to the field. Translate values are only for available for selected fields.*

Edit Field Properties

Field Name: A.CT_BUS_ENTITY_TYPE - Business Entity Type

The screenshot shows the 'Edit Field Properties' dialog box for the field 'A.CT_BUS_ENTITY_TYPE - Business Entity Type'. It is divided into three main sections: 'Heading', 'Aggregate', and 'Translate Value'.
 - The 'Heading' section has radio buttons for 'No Heading', 'RFT Short', 'Text', and 'RFT Long'. The 'RFT Short' option is selected. Below these is a text field for 'Heading Text' containing 'Entity Type' and a text field for '*Unique Field Name:' containing 'A.CT_BUS_ENTITY_TYPE'.
 - The 'Aggregate' section has radio buttons for 'None', 'Sum', 'Count', 'Min', 'Max', and 'Average'. The 'None' option is selected.
 - The 'Translate Value' section has radio buttons for 'None', 'Short', and 'Long'. The 'Long' option is selected and circled in red. Below this is a section titled 'Effective Date for Short/Long' with a radio button for 'Current Date' selected, and two other options: 'Field' (with a dropdown menu) and 'Expression' (with a text area). At the bottom of this section are two links: 'Add Prompt' and 'Add Field'.
 At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

25. Select **OK**

To Re-order and Sort columns

26. Return to the Fields tab, select the **Reorder/Sort** button, which will bring you to the Edit Field Ordering page

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name New Unsaved Query Description Feed

View field properties, or use field as criteria in query statement.

Fields Personalize Find View All First 1-15 of 15 Last

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.SETID - SetID	Char5				SetID		Edit	
2	A.VENDOR_ID - Supplier ID	Char10				Supplier ID		Edit	
3	A.VENDOR_NAME_SHORT - Short Vendor Name	Char14				ShortName		Edit	

27. Determine the order in which you would like the data ordered
28. Reorder the columns in any manner you would like to see the columns displayed in your report by placing the numeral in the left hand column next to the corresponding field. Select **OK**.
29. Once return to the Fields tab, select the **Reorder/Sort** button, which will bring you to the Edit Field Ordering page
30. Determine the order in which you want the data sorted. In this exercise, enter the numeral one (1) next to the field, **B.CERTIF_SOURCE** and the numeral two (2) next to the field, **A.VENDOR_ID**.

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

Edit Field Ordering Personalize Find View All First 1-15 of 15 Last

New Column	Column	Record.Fieldname	Order By	Descending	New Order By
	1	A.SETID - SetID		<input type="checkbox"/>	
	2	A.VENDOR_ID - Supplier ID		<input type="checkbox"/>	2
	3	A.VENDOR_NAME_SHORT - Short Vendor Name		<input type="checkbox"/>	
	4	A.ACT_VNDR_NAME1 - Supplier Name 1		<input type="checkbox"/>	
	5	A.ADDRESS1 - Address Line 1		<input type="checkbox"/>	
	6	A.CITY - City		<input type="checkbox"/>	
	7	A.STATE - State		<input type="checkbox"/>	
	8	A.POSTAL - Postal Code		<input type="checkbox"/>	
	9	A.ACT_VNDR_OFFST_STAT - Vendor Offset Status		<input type="checkbox"/>	
	10	A.ACT_BUS_ENTITY_TYPE - Business Entity Type		<input type="checkbox"/>	
	11	B.CERTIF_SOURCE - Certification Source		<input type="checkbox"/>	1

Review and Save

31. Select **Save As** located in the row of links at the bottom of the query page to save your query.
32. Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. Note: All queries should be saved as PRIVATE.
33. Select **OK** then **Save**

Test Query

34. Return to the Query Manager page and search the private query you just saved. Select **“Run to Excel”** located to the right of your private query.
35. To execute query, enter the prompt values under a new tab as:
Certif. Expire Date >: today's date

***Results:** An Excel spreadsheet will generate and display the results of your query. If appropriate, save to a location of your choice and evaluate the data. Review and evaluate the data sample you just retrieved from the CTW_VNDR_INFO and CTW_VNDR_CERT_V tables.*

Exercise 10: Creating a Query, Joining Voucher and Payment Tables

Scenario: Find all vouchers and related vendor payments by business unit for a specified time frame. Voucher information is on the table, **CTW_VCHR_TRANS** and payment information on **CTW_PAYMNT_TRN**. However, these tables cannot be directly joined. The only table that can be joined to both of these is **CTW_PAYVC_XREF**.

Skills: Creating a New Query, join tables, prompts, distinct

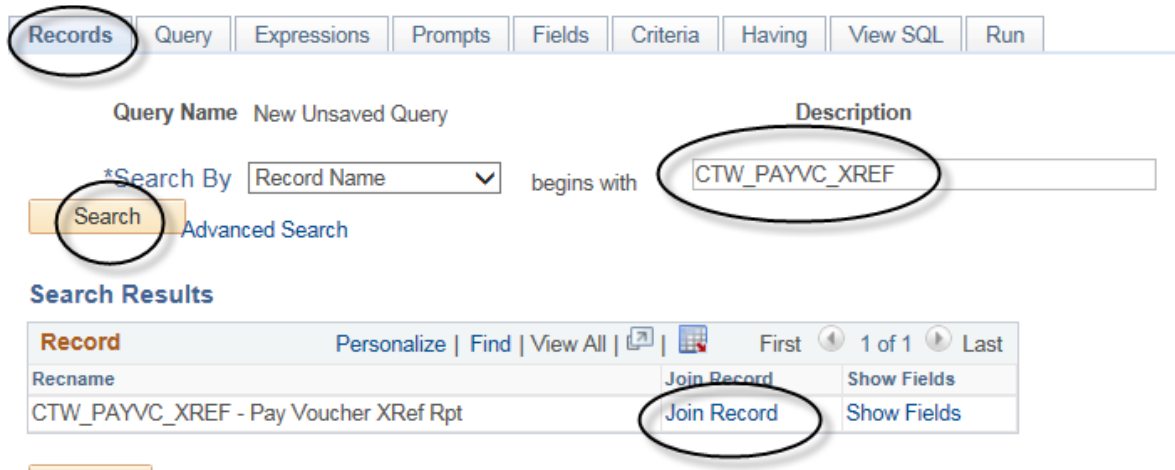
*Reference: FIN Reporting Table Summary
Reporting Table Indexes and Join Criteria*

Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

1. Select the **Create New Query** link, which will automatically take you to the records tab
2. Enter the first record for the new query, **CTW_VCHR_TRANS** in the *Search By Record Name begins with* field
3. Select **Search**
4. On the search results page, select **Add Record** which is located right of the record name, **CTW_VCHR_TRANS**
5. Select **OK** to proceed on the Query tab.
6. From the listing of fields, select the following fields: **BUSINESS_UNIT, VOUCHER_ID, DISTRIB_LINE_NUM, VENDOR_ID, CT_RECEIPT_DT, PO_ID, ACCOUNT, DEPTID, FUND_CODE, CT_SID, BUDGET_REF**

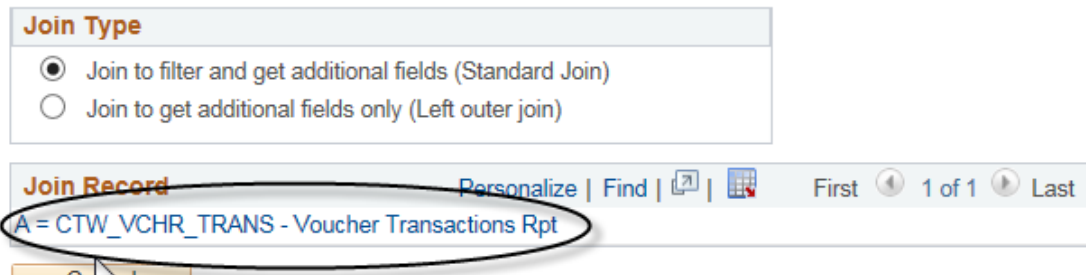
To join the second reporting table from the Records tab

7. Return to the Records Tab to select the second record for the new query
8. Enter the second record for the new query, **CTW_PAYVC_XREF** in the *Search By Record Name begins with* field
9. Select **Search**
10. On the search results page, select **Join Record** which is located right of the record name, **CTW_PAYVC_XREF**



- The join type: **Standard Join** has been pre-determined. Select record to be joined, A = **CTW_VCHR_TRANS**.

Select join type and then record to join with **CTW_PAYVC_XREF - Pay Voucher XRef Rpt**.



- On the Auto Join Criteria page, select **Add Criteria** button to accept modified default field joins: **A.BUSINESS_UNIT** and **A.VOUCHER_ID**.

Auto Join Criteria

Query has detected the join conditions shown below.

Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.

<input checked="" type="checkbox"/>	A.BUSINESS_UNIT - Business Unit = B.BUSINESS_UNIT - Business Unit
<input checked="" type="checkbox"/>	A.VOUCHER_ID - Voucher ID = B.VOUCHER_ID - Voucher ID

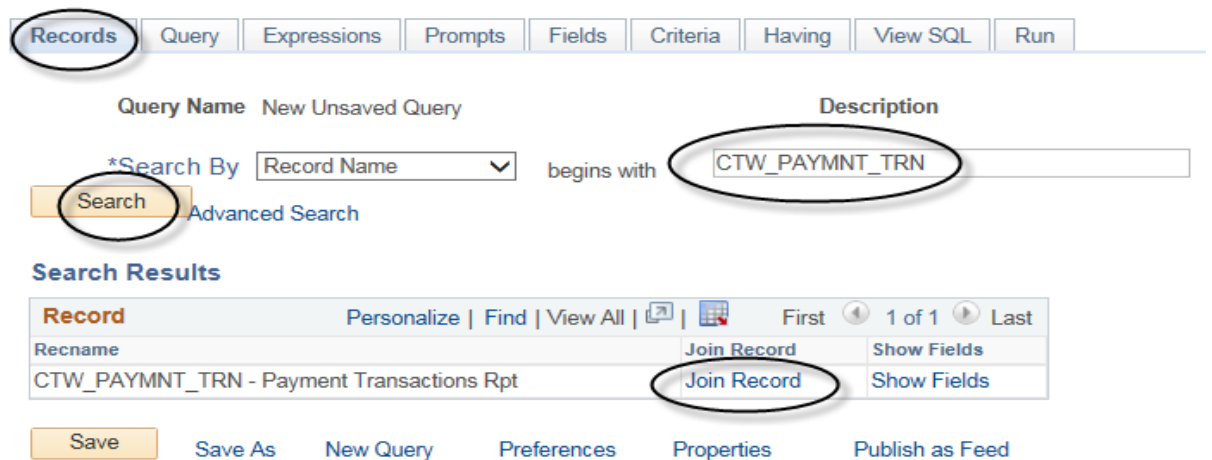


- Open the **B CTW_PAYVC_XREF** folder by selecting the plus (+) sign located to the left of the table name.

- From the listing of fields, select **PYMNT_METHOD**, **PYMNT_SELCT_STATUS**.

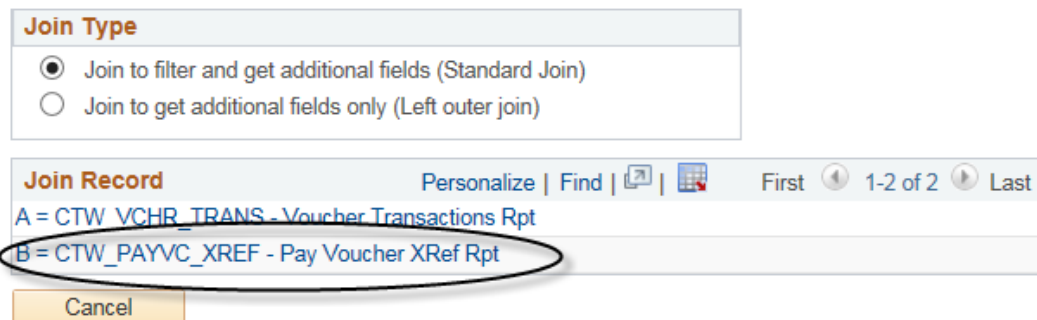
To join the third reporting table from the Records tab

- Return to the Records tab to select the third record for the new query
- Enter the third record for the new query, **CTW_PAYMNT_TRN** in the *Search By Record Name begins with* field
- Select **Search**
- On the search results page, select **Join Record** which is located right of the record name, **CTW_PAYMNT_TRN**



- The join type: **Standard Join** has been pre-determined. Select record to be joined, **B = CTW_PAYVC_XREF**. Note: you have a choice of two records to be joined.

Select join type and then record to join with CTW_PAYMNT_TRN - Payment Transactions Rpt.



- On the Auto Join Criteria page, select **Add Criteria** button to accept modified default field joins: **C.BANK_SETID**, **C.BANK_CD**, **C.BANK_ACCT_KEY**, and **C.PYMNT_ID**

Auto Join Criteria

Query has detected the join conditions shown below.

Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.

<input checked="" type="checkbox"/>	C.BANK_SETID - Bank SetID = B.BANK_SETID - Bank SetID
<input checked="" type="checkbox"/>	C.BANK_CD - Bank ID = B.BANK_CD - Bank ID
<input checked="" type="checkbox"/>	C.BANK_ACCT_KEY - Bank Account = B.BANK_ACCT_KEY - Bank Account
<input checked="" type="checkbox"/>	C.PYMNT_ID - Payment Number = B.PYMNT_ID - Payment Number

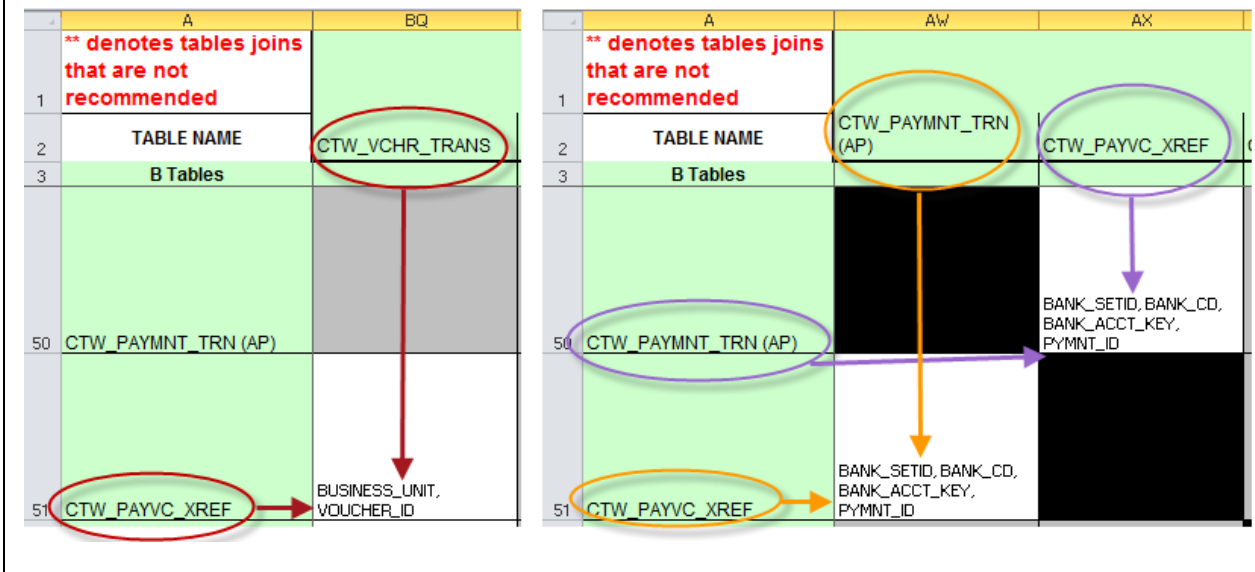


- Open the **C CTW_PAYMNT_TRN** folder by selecting the plus (+) sign located to the left of the table name.

- From the listing of fields, select **PYMNT_ID**, **PYMNT_DT**, **PYMNT_AMT**.

Results: The criteria page shows the fields which are joined from each table. By convention, the tables are assigned an A. for the first table selected, B. for the second and C. for the third table selected. You have now joined two tables which could not be joined to each other by joining each of them to a third “intermediary” table.

The **Reporting Table Indexes and Join Criteria** job aid identifies the correct field joins among these tables as follow:



To add criteria to a Field from the Fields tab

23. Select the Fields tab and select the Add Criteria icon, funnel, located to the right of the Field name, **B.PYMNT_SELCT_STATUS**
24. Select **equal to** as a condition type from the drop down menu
25. Within the Choose Expression 2 Type, either enter the **constant, P**, for paid, or select the looking glass icon to generate a list of predetermined values, if available, which the **constant, P**, for paid, can be added.
26. Select **OK**

To add a prompt to a Field from the Fields tab

27. On the Fields tab, select the Add Criteria icon, funnel, located to the right of the Field name, **A.BUSINESS_UNIT**
28. Select **equal to** as a condition type from the drop down menu
29. Within the Choose Expression 2 Type, select the **prompt** button
30. Within the Expression 2 box, select the **New Prompt** link
31. Locate the Heading Text field and enter **Business Unit =**
32. Select **OK** twice

To create a prompt from the Prompts tab

33. Locate and select the Prompts tab at the top of the page
34. Select the **Add Prompt** link
35. To set up the first date prompt, select on the looking glass icon under Field Name, located in the upper left hand corner of the page.
36. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **PYMNT_DT** and select search.
37. Select the link titled, **PYMNT_DT** under the subheading of Select a Prompt Field

Select a Prompt Field

Search by Fieldname begins with

Search Results

Select a Prompt Field	Personalize	Find	View All	First	1-6 of 6	Last
PYMNT_DT						
PYMNT_DT_BASE						
PYMNT_DT_OFFSET						
PYMNT_DT_BASE_2						
PYMNT_DT_OFFSET_2						
PYMNT_DT_SID						

38. Locate the Heading Text field and enter, **Payment Date From**

39. Select **OK**

To add the second date prompt from the Prompts tab

40. Return to the Prompts tab at the top of the page

41. Repeat Steps 33 through 36

42. Locate the Heading Text field and enter, **Payment Date To**

43. Select **OK**

Results: Prompts 2 and 3 have now been defined.

To add prompts to the criteria

44. Select the Field tab at the top of the page

45. Select the Add Criteria icon, funnel, located to the right of the Field name, **C.PYMNT_DT**

46. Select condition type: **between**

47. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which will open a new Expression 2 box
48. In Expression 2, Define Expression, Expression, select the Add Prompt link
49. On the Select a Prompt page, select **:2 = PYMNT_DT - Payment Date From** for the first Expression
50. In Expression 2, Define Expression, Expression 2, select the Add Prompt link
51. On the Select a Prompt page, select **:3 = PYMNT_DT - Payment Date To** for Expression 2
52. Select **OK**

***Results:** You have now added prompts for a Payment Date range.*

Save As and Distinct Feature

53. Select **Save As** located in the row of links at the bottom of the query page to save your query.
54. Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. Note: All queries should be saved as PRIVATE.
55. Select **OK**
56. Return to Fields tab in the query and select the *Properties* link located at the bottom
57. On the properties page, check the box labeled distinct, then select **OK**.

Query Properties

*Query

Description

Folder

*Query Type

*Owner

Distinct

Query Definition:

Last Updated Date/Time
Last Update User ID

Test Query

29. Return to the Query Manager page and search the private query you just saved. Select **“Run to Excel”** located to the right of your private query.

30. To execute query, enter the prompt values under a new tab as:
Business Unit: the first three letters of your agency’s DEPT ID followed by M1.
Payment Date From: 10/01/2021
Payment Date To: today’s date

Results: An Excel spreadsheet will generate and display the results of your query. Review and evaluate the data sample you just retrieved from the EPM reporting tables – CTW_VCHR_TRANS, CTW_PAYVC_XREF, and CTW_PAYMNT_TRN

Exercise 11: Query Maintenance

Skills: Add to favorites, Copy to User, Delete Selected, Move to Folder, Rename Selected

Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

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

[Advanced Search](#)

Search Results Too many items met your search criteria. Only the first 300 items displayed.

*Folder View

Action

- Choose --
- Add to Favorites
- Copy to User
- Delete Selected
- Move to Folder
- Rename Selected

Select	Query Name	Descr	Public	DPH	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	CT_CORE_AGY_CNTRCT_ID_ROLE	CORE Rolename by ID for Dept	Public	DPH	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_CORE_AGY_CNTRCT_ROLE_ID	CORE ID BY Rolename for Dept	Public	DPH	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_CORE_AP_TELECM_AFTER_7_2011	Telecomm Expenditures	Public	AP	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_CORE_AP_TELECM_PRIOR_7_2011	Telecomm Expenditures	Public	AP	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_CORE_AR_DEPT_DPOSIT_IDS	Deposit Ids by Fund SID, FY	Public	AR	Edit	HTML	Excel	XML	Schedule

To add a query to My Favorite Queries

1. Select the box to the left of the query name
2. Select the action button drop down menu located near the middle of the top of the page and choose **Add to Favorites**.
3. Select **Go**.
4. The selected query will go directly to the on-screen list of favorite queries. To remove, just select the minus (-) button on the right of the query name.

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 Results

*Folder View

*Action

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input checked="" type="checkbox"/>	CT_CORE_FIN_PO_BAL_ALL_PO	All PO Bal w/ or w/o Vouchers	Public	PO	Edit	HTML	Excel	XML	Schedule

My Favorite Queries

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
BAA_FIN_PO_CONTRACT_ACCTG	Contract information	Private	PO	Edit	HTML	Excel	XML	Schedule	<input type="button" value="-"/>
CT_CORE_FIN_PO_BAL_ALL_PO	All PO Bal w/ or w/o Vouchers	Public	PO	Edit	HTML	Excel	XML	Schedule	<input type="button" value="-"/>

To copy a private query to another user

1. Select the box(es) to the left of the private query name(s)
2. Select the action button drop down menu located near the middle of the top of the page and choose **Copy to User**.
3. Select **Go**.

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
 [Advanced Search](#)

Search Results

*Folder View

*Action

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input checked="" type="checkbox"/>	2016_CONTRACTS		Private		Edit	HTML	Excel	XML	Schedule

4. Enter the person's CORE UserID and select **OK**. Upon successful copy, the sender will receive a message indicating that the query had been successfully copied to another user. The sender will then need to notify the recipient.

Enter the user id to copy the selected queries to:

User ID:

Message

1 query(es) were successfully copied to user [redacted] (139,219)

Note: If the target user does not have permission to access all the records in a copied query, that query will not appear in the target user's list of queries. Once permission has been granted, the query will then appear in the list. Contact your query security administrator for further assistance.

Note: The recipient of the query must have the appropriate security access to be able to view and run the query.

To delete a **private** query

1. Select the box(es) to the left of the private query name(s)
2. Select the action button drop down menu located near the middle of the top of the page and choose **Delete Selected**.
3. Select **Go**.

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
 [Advanced Search](#)

Search Results

*Folder View

*Action

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input checked="" type="checkbox"/>	JGCLASS_VCHR_TRANS		Private		Edit	HTML	Excel	XML	Schedule

4. A warning/confirmation screen will appear verifying the deletion of the selected query. Select **yes**, only when validated deletion is the action you wish to perform.

Message

Confirm the permanent deletion of all selected queries? (139,191)

Important Note: No list of queries selected to be deleted appears! Be very careful with this function!

To move a query to a designated folder

1. Select the box(es) to the left of the private query name(s)
2. Select the action button drop down menu located near the middle of the top of the page and choose **Move to Folder**.
3. Select **Go**.

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 Results

*Folder View

*Action

Query									
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input checked="" type="checkbox"/>	JGCLASS_VCHR_TRANS		Private		Edit	HTML	Excel	XML	Schedule

4. Select an existing folder option by selecting the drop down menu to see a list of available folders. Or enter a folder name of your choice. Select **OK**. Query has been moved to a folder for ease of search.

Move to Folder

Select an existing folder to move to:

OR enter a folder name to move to:

To rename a private query

1. Select the box to the left of the private query name
2. Select the action button drop down menu located near the middle of the top of the page and choose **Rename Selected**.
3. Select **Go**.

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 Results

*Folder View

*Action

Query									
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input checked="" type="checkbox"/>	JGCLASS_VCHR_TRANS		Private		Edit	HTML	Excel	XML	Schedule

4. Enter the new query name in the box and select **OK**. The query has been renamed.

Rename Queries

Enter new names for the queries on the right.

Rename Queries		
Query Name	Owner	New Name
JGCLASS_VCHR_TRANS	Private	<input type="text"/>

Note: Renaming a query does not create a copy but rather actually changes the name of the existing query.