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

Contents

Exercise 1: Data Dictionary

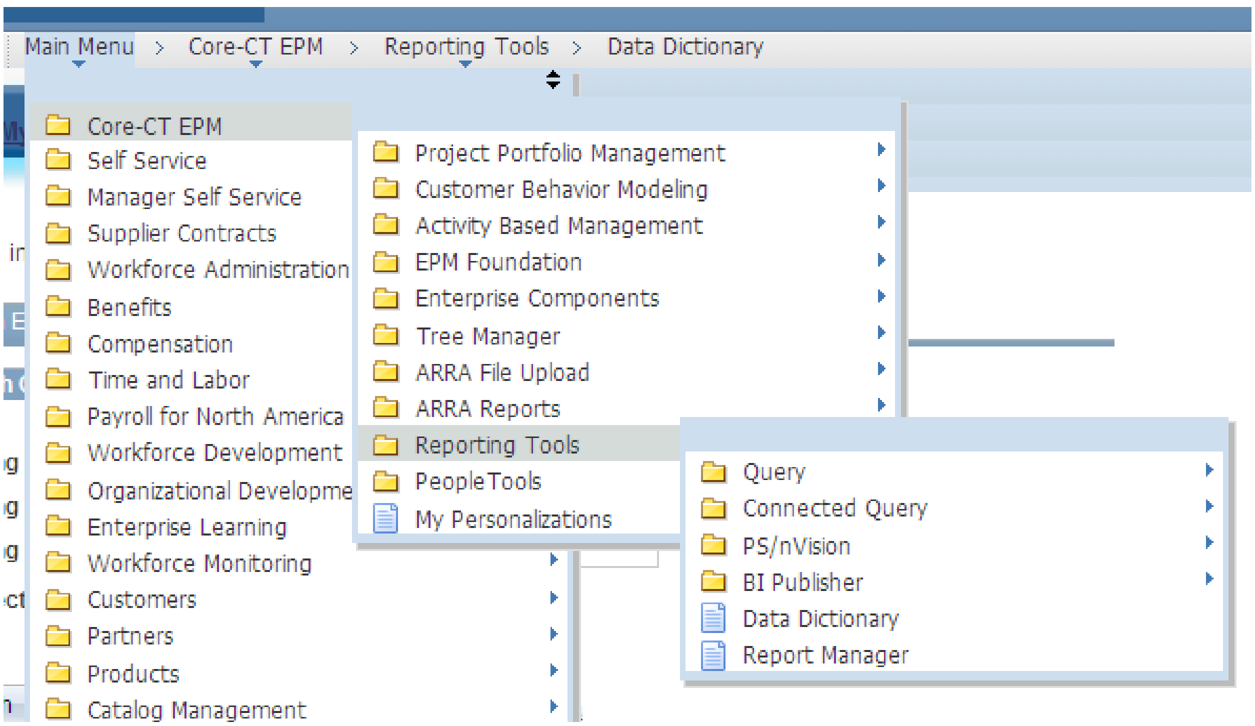
Scenario: Find all tables containing the fields: Fiscal Year, Account, SID, and Department ID.

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

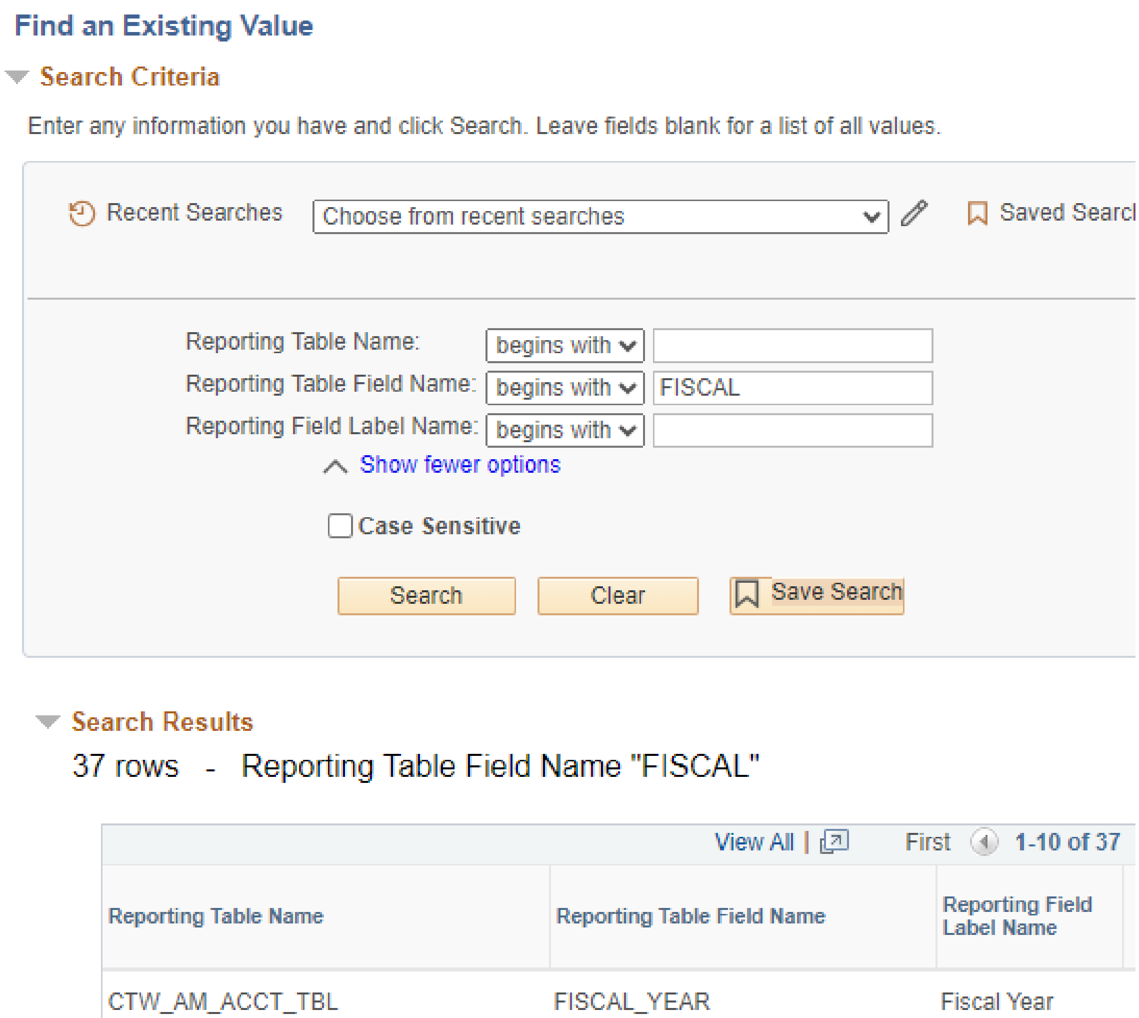


2. In the Find an Existing Value window

3. Enter **FISCAL** into search field labeled <u>Reporting Table Field Name</u>

4. Select **Search**

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

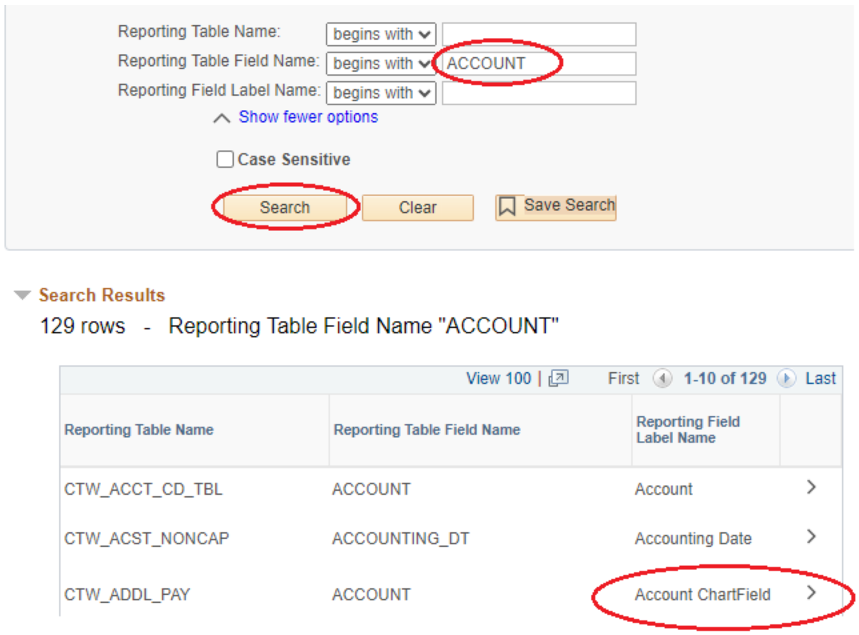


5. Select **Clear**

6. Under the Find an Existing Value tab, enter **ACCOUNT** into search field labeled <u>Reporting Table Field Name</u>

7. Select **Search**

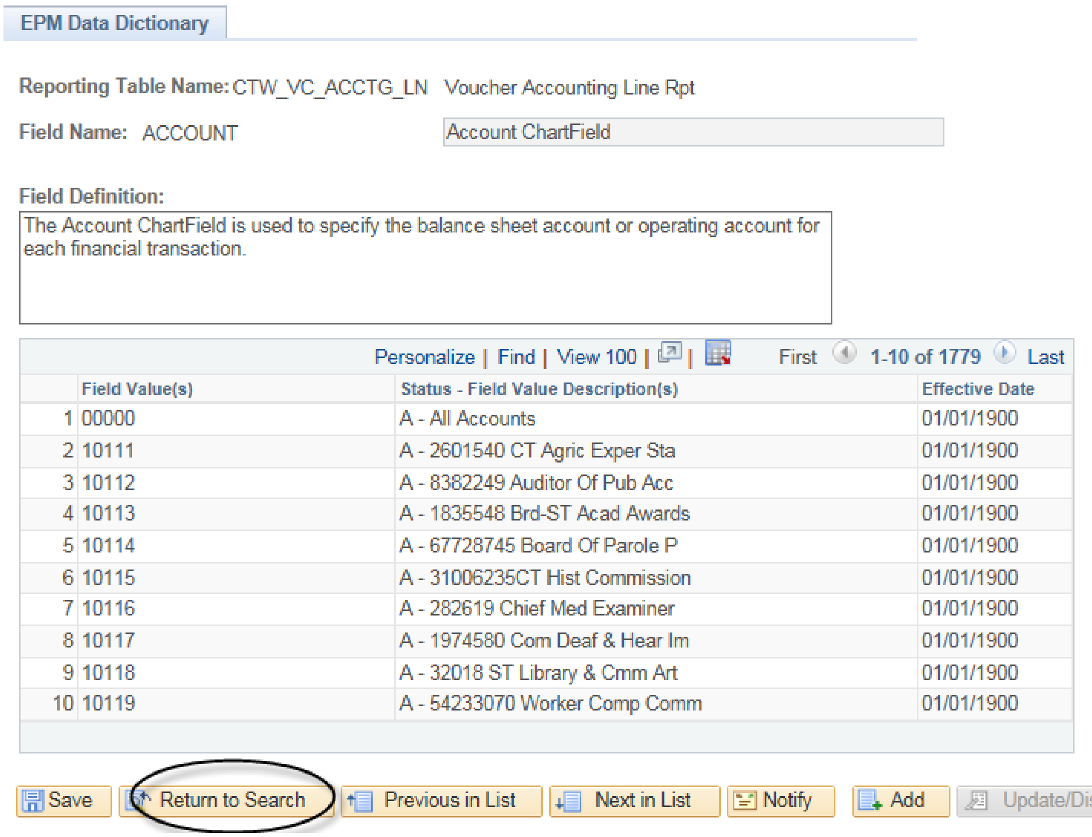
Results: *Listing of all tables containing variations of the field, account, appears*



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*



EPM Data Dictionary

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**

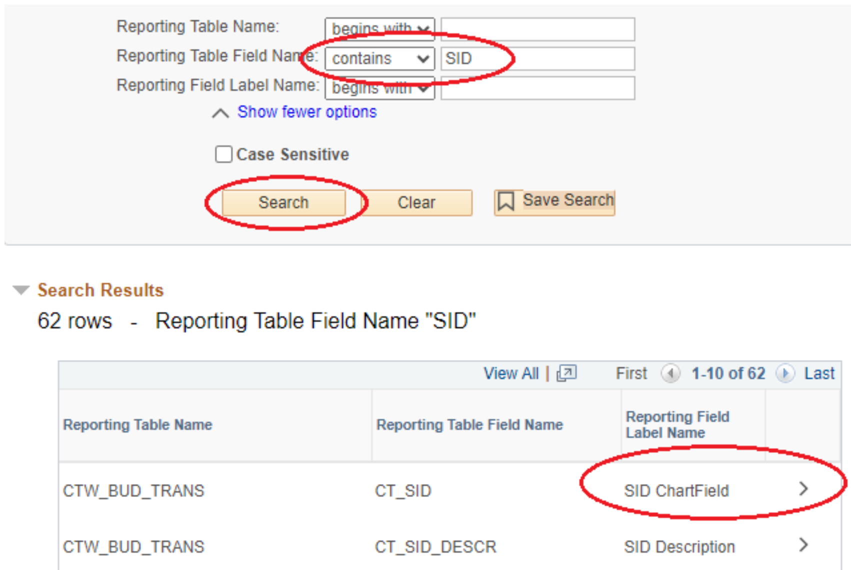
10. Under the Find an Existing Value tab, select **Clear**

11. Select drop down arrow to access condition type option, **contains,** for the search field labeled <u>Reporting Table Field Name</u>

12. Enter **SID** into search field labeled <u>Reporting Table Field Name</u>

13. Select **Search**

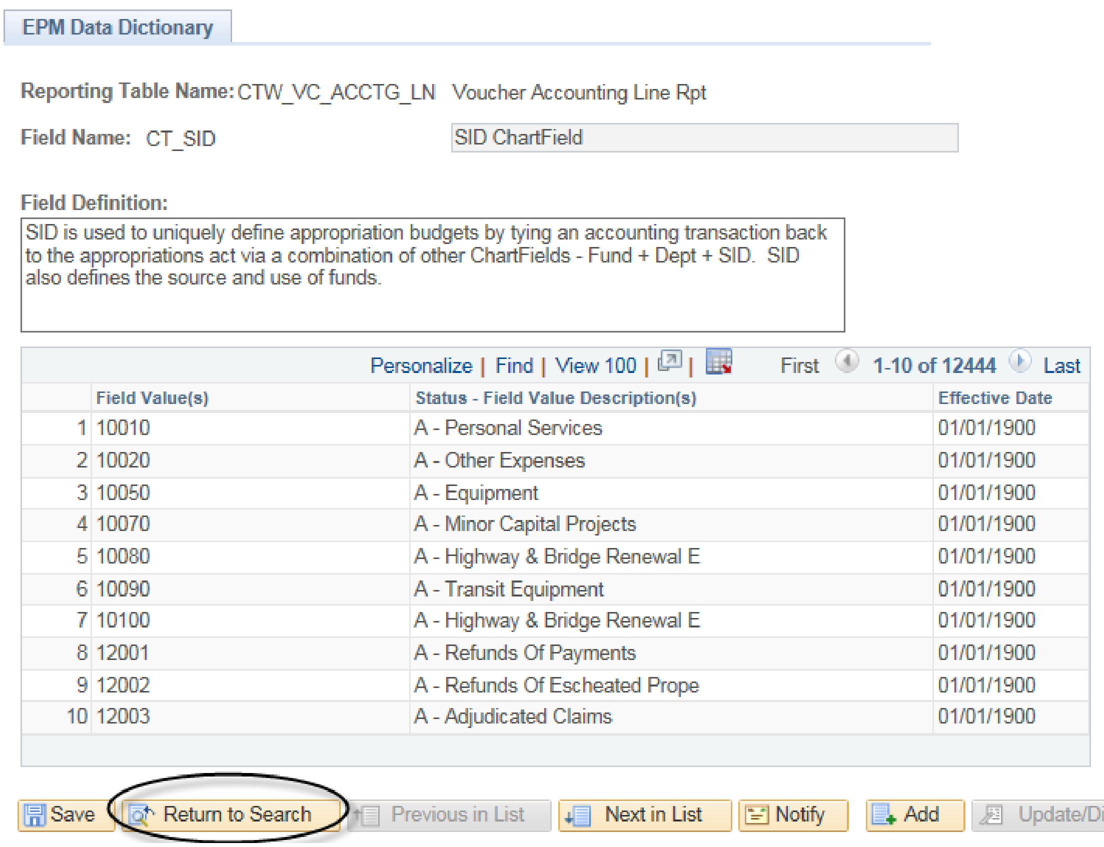
***Results**: Listing of all tables containing the fields "CT_SID" and "CT_SID_DESCR" appears*



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

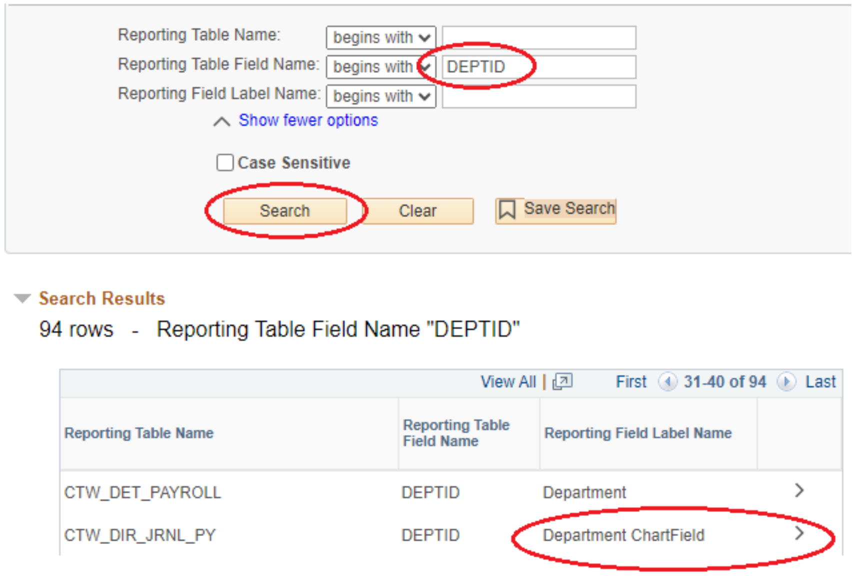
15. Select **Return to Search**

16. Under the Find an Existing Value tab, select **Clear**

17. Enter **DEPTID** into search field labeled Reporting Table Field Name

18. Select **Search**

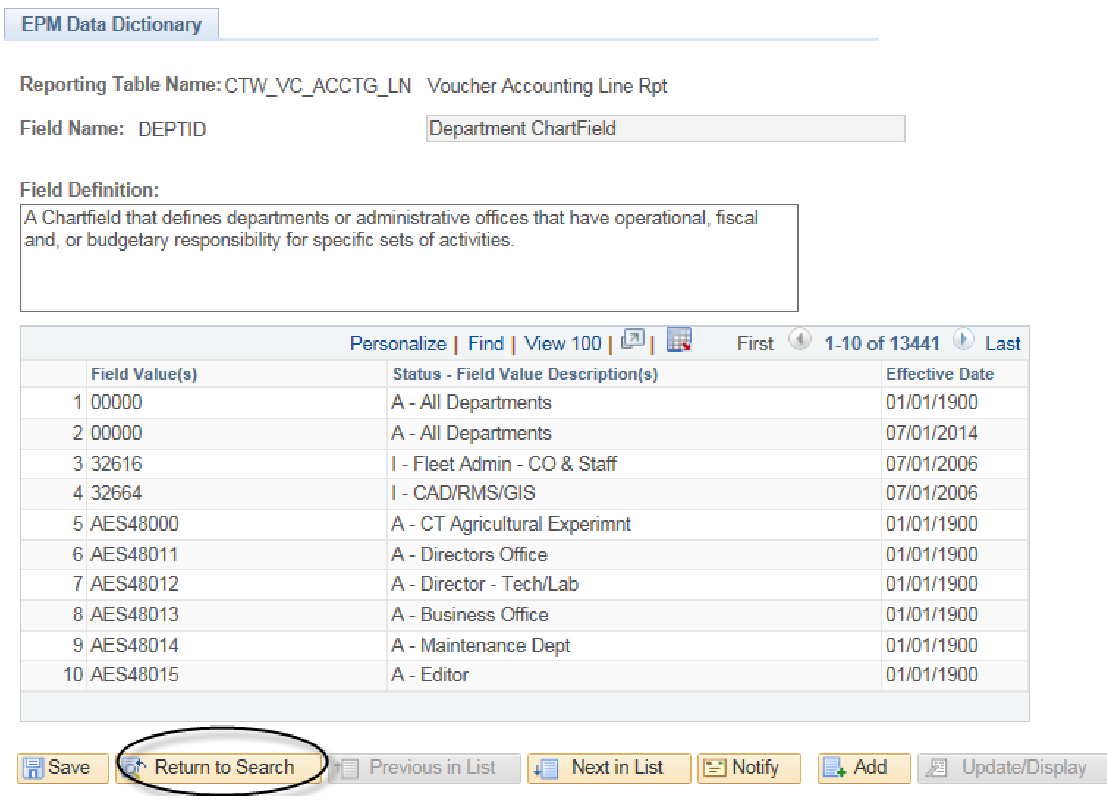
Results*: Listing of all tables containing the field "DEPTID" appears*



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**

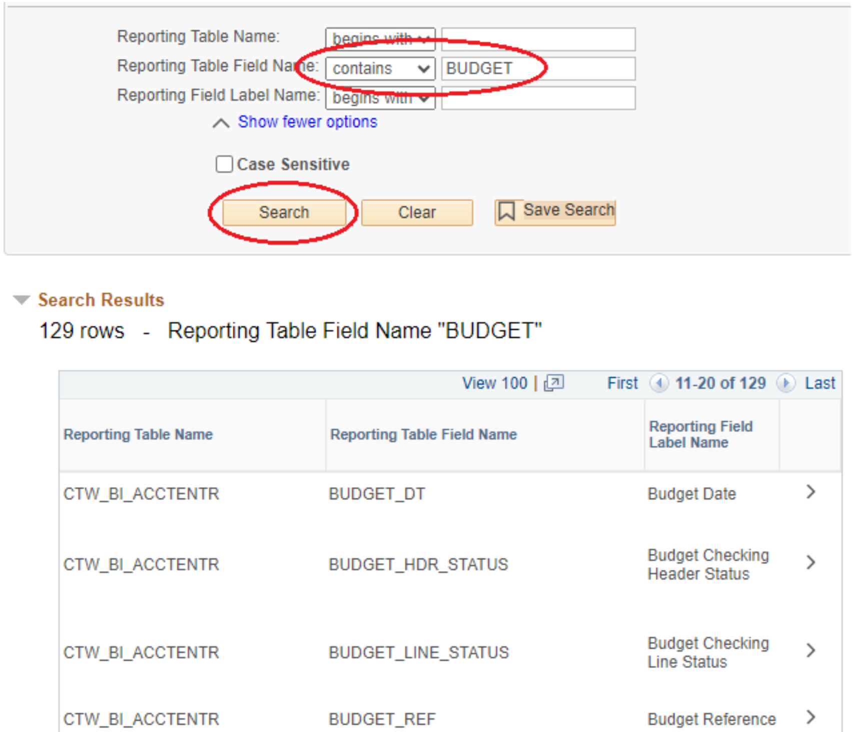
21. Under the Find an Existing Value tab, select **Clear**

22. Select drop down arrow to access condition type option, **contains,** for the search field labeled <u>Reporting Field Label Name</u>

23. Enter **BUDGET** into the search field labeled <u>Reporting Field Label Name</u>

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.*



25. Select **Clear**

Using Search tools for Data Dictionary values

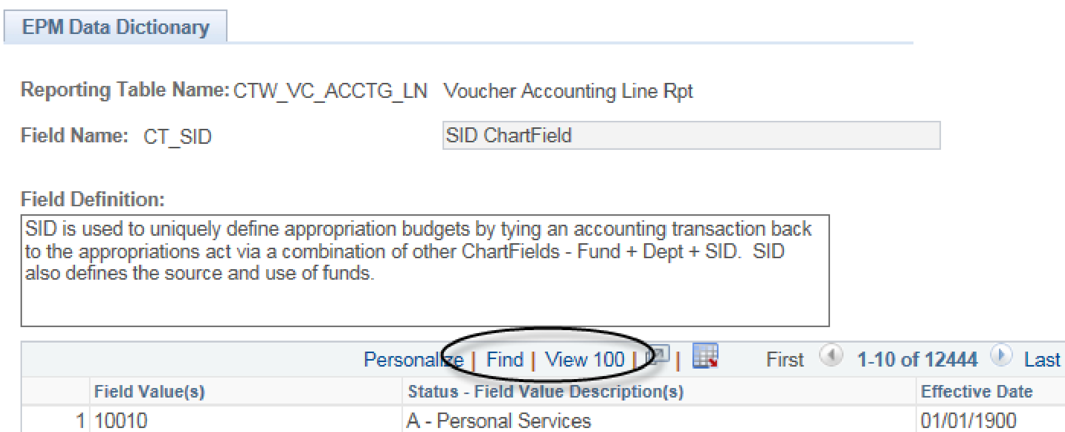
After selecting Reporting Field Label Name, "*the field searched on*"**,** link on any of the reporting tables:

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.



Exercise 2: Run an Existing Query

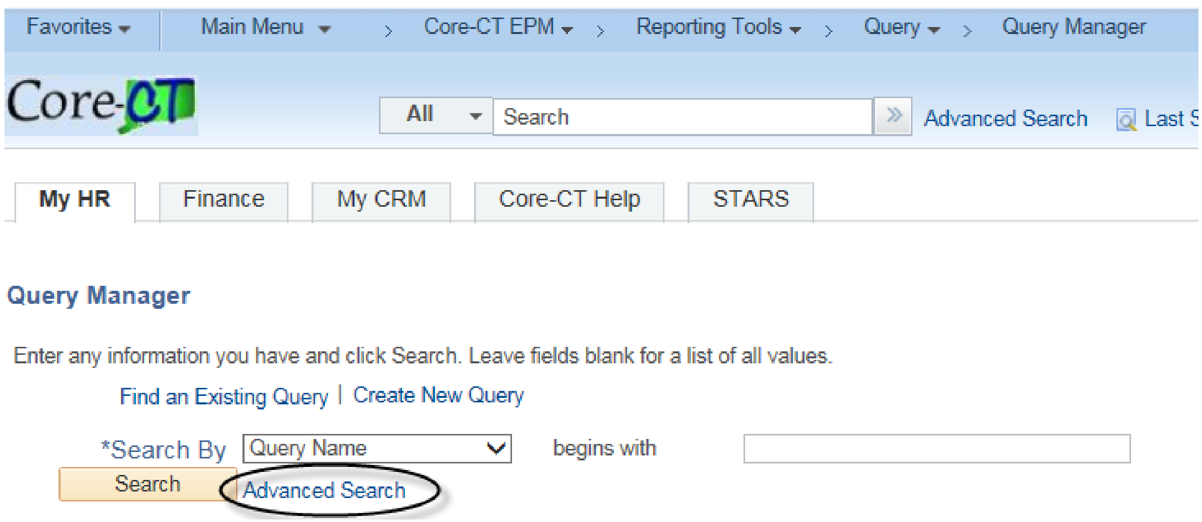
Scenario: Provide energy consumption information using voucher data.

Skills: Finding and Running an existing Query

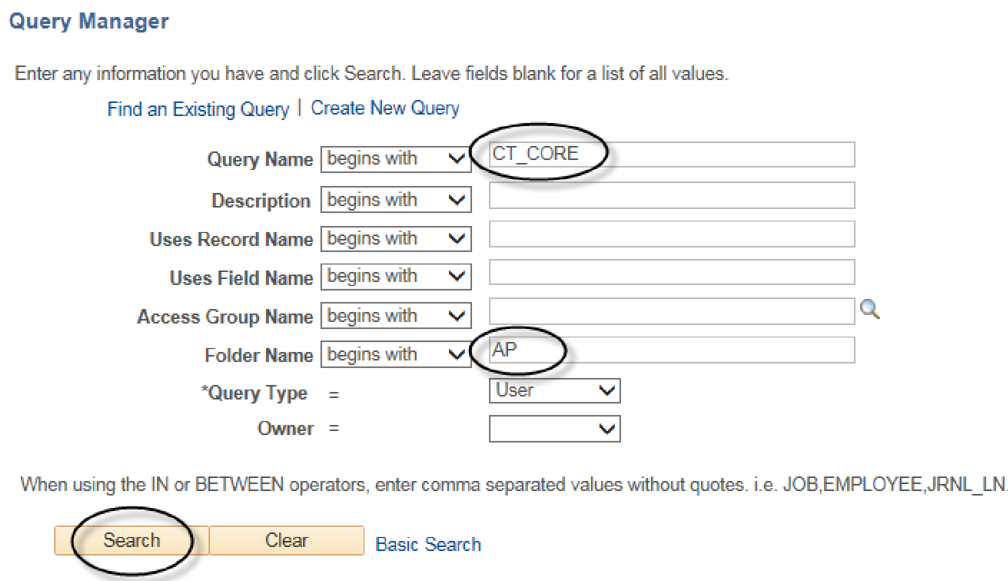
Reference: Catalog of Online Financial Reports and EPM Queries

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

1. Select the Advanced Search tab



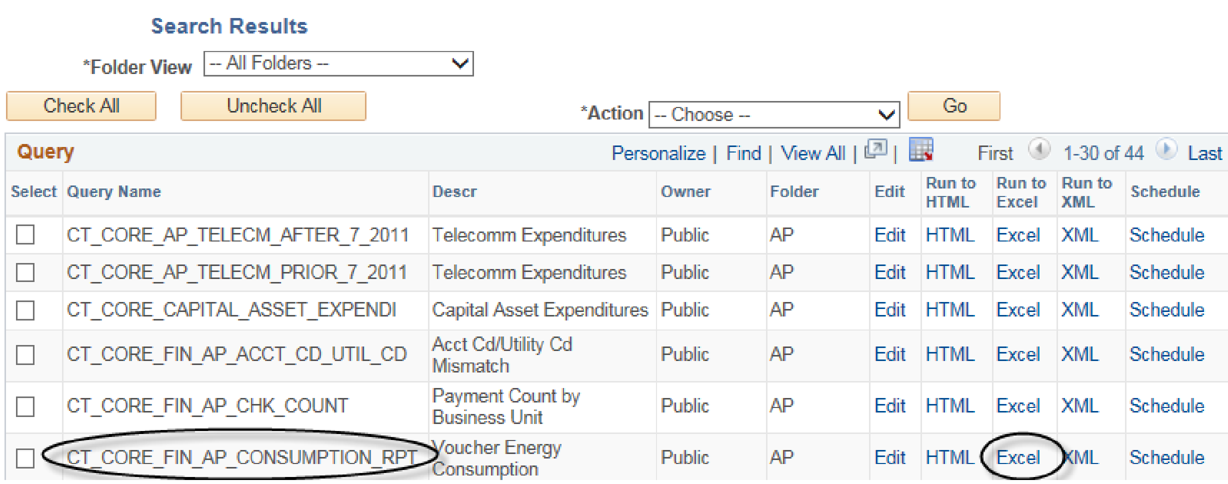
2. Enter Query Names begins with **CT_CORE** in the search field labeled, **Query Name** and **AP** in the search field labeled, **Folder Name**



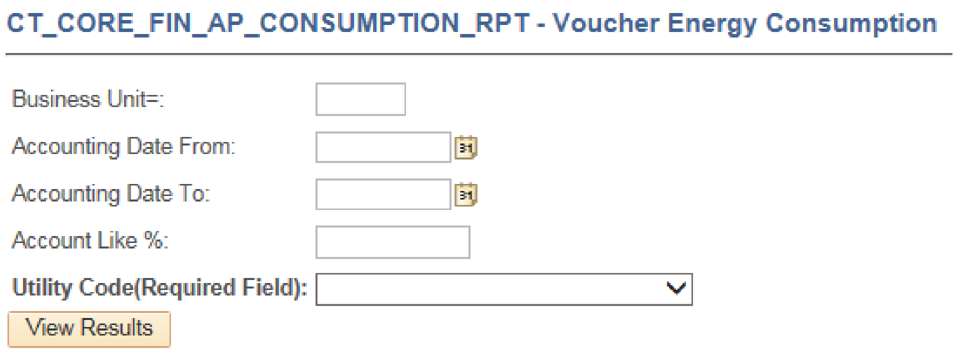
Results: *Listing of all queries in the AP folder beginning with CT_CORE appears*

3. Within the results displayed, locate the Query titled, CT_CORE_FIN_AP_CONSUMPTION_RPT

4. Under the Run to Excel option, select **Excel**



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



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

7. 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.

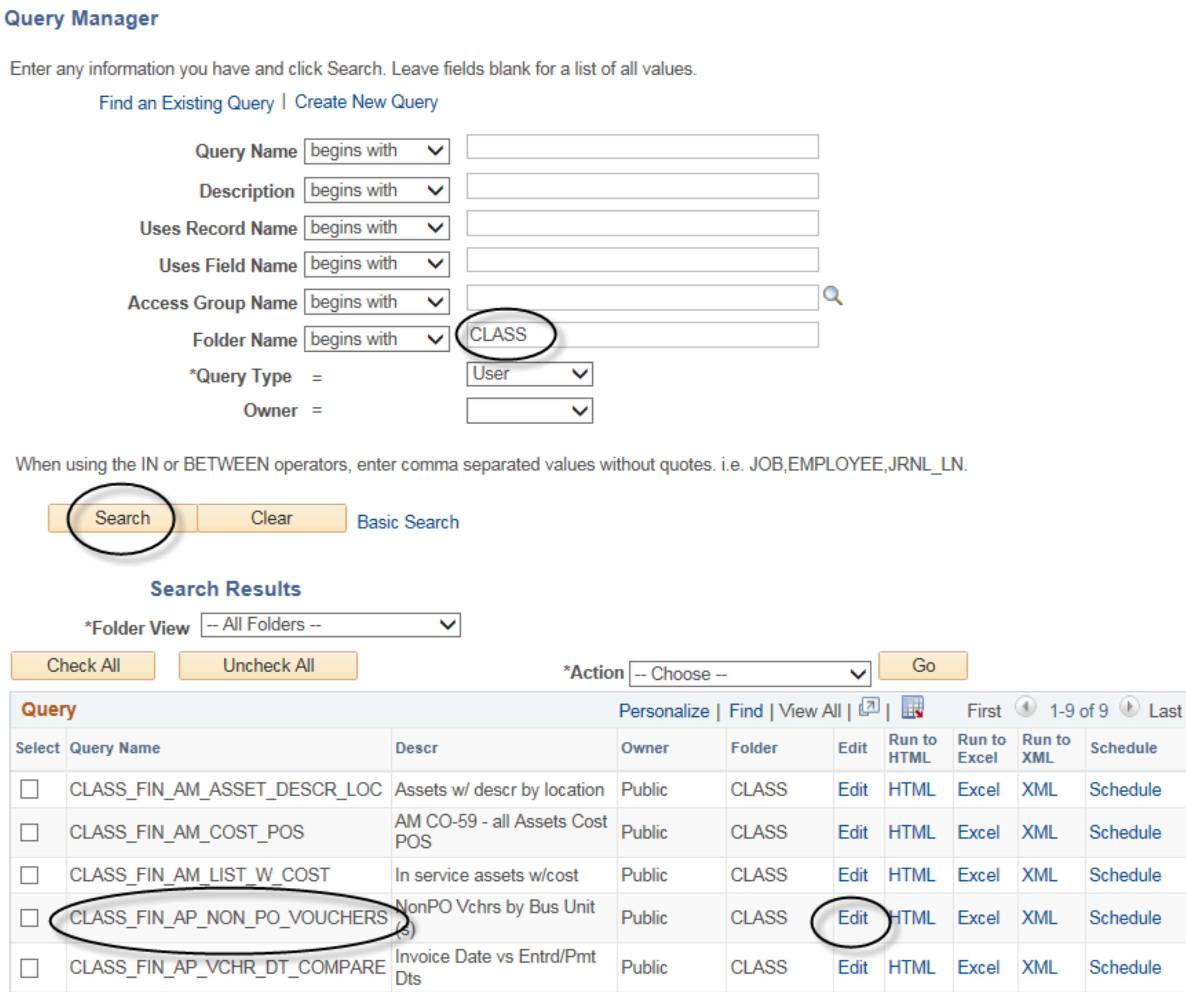
Skills: Modifying an Existing Query

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**



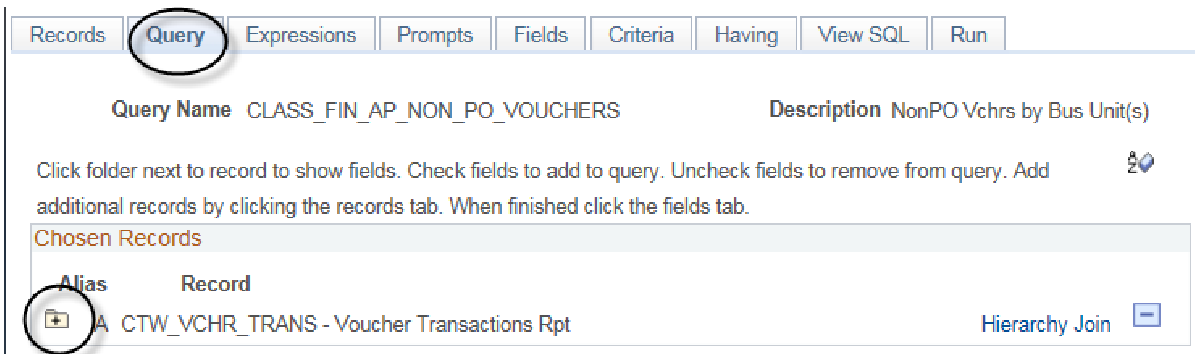
4. Within the results displayed, locate the Query titled, CLASS_FIN_AP_NON_PO_VOUCHERS

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.



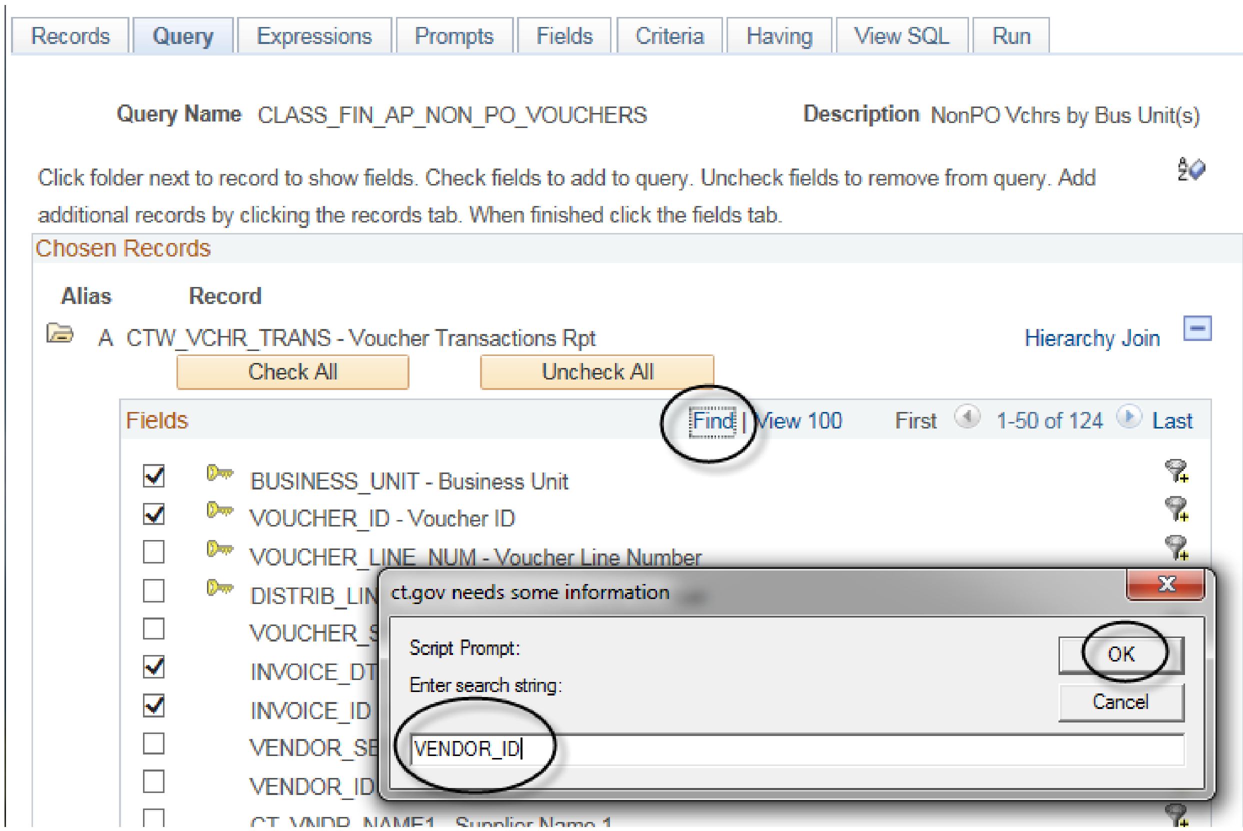
Results*: All the fields contained in this record/table are displayed. All checked fields will display on the final report.*

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**



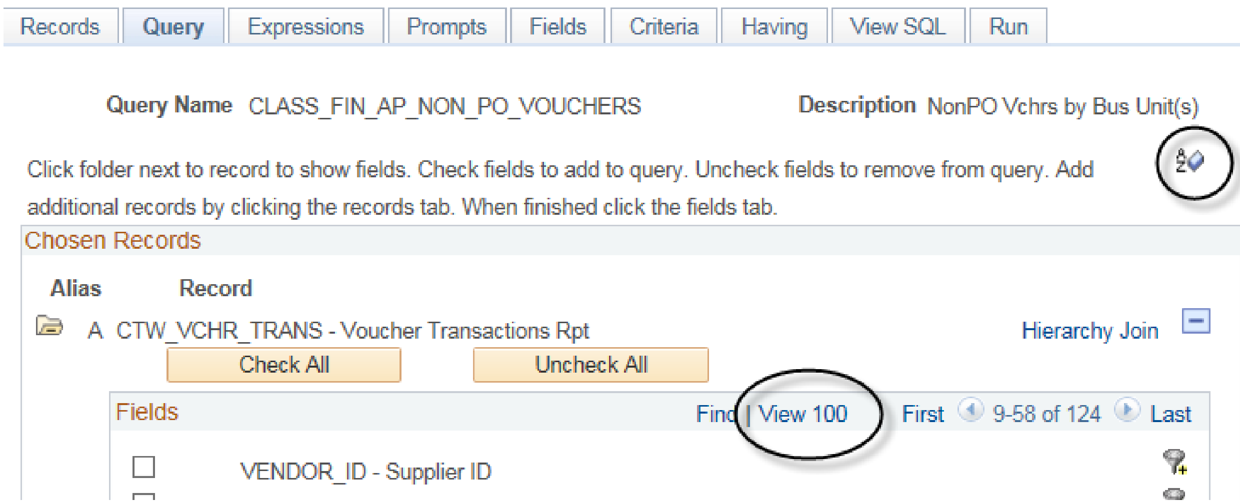
***Results**: The field* **VENDOR_ID** *is now at the top of the list. The Find functionality works similar to Excel and will display the requested values.*

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.*

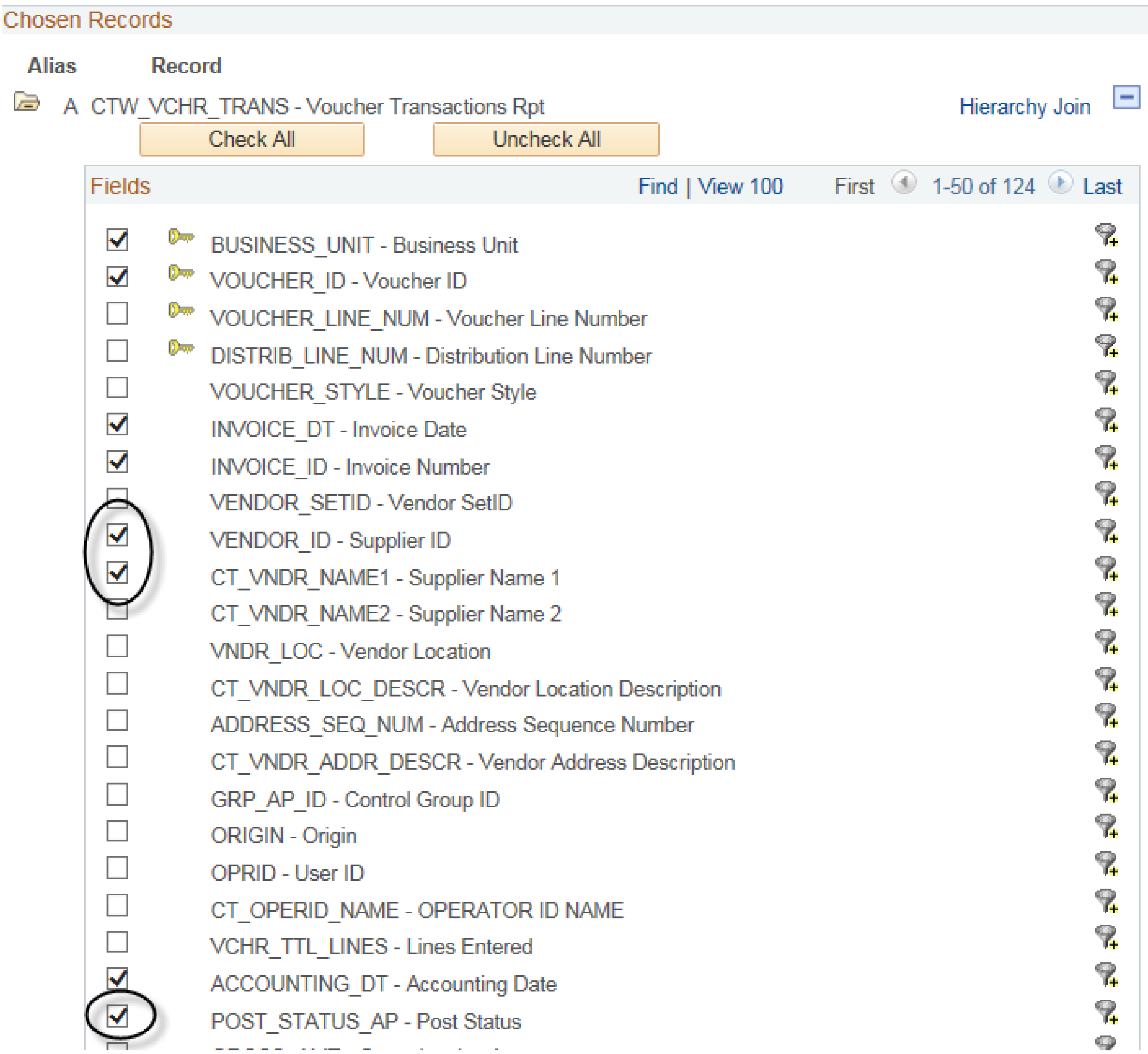


To add a field to the query report

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*



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**

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

Reorder / Sort

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

Fields Personalize | Find | View All | First 1-14 of 14 Last

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 for 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: Status

*Unique Field Name:** A.POST_STATUS_AP

Aggregate
- (•) None
- Sum
- Count
- Min
- Max
- Average

Translate Value
- None
- Short
- (•) Long

Effective Date for Short/Long
- (•) Current Date
- Field
- Expression

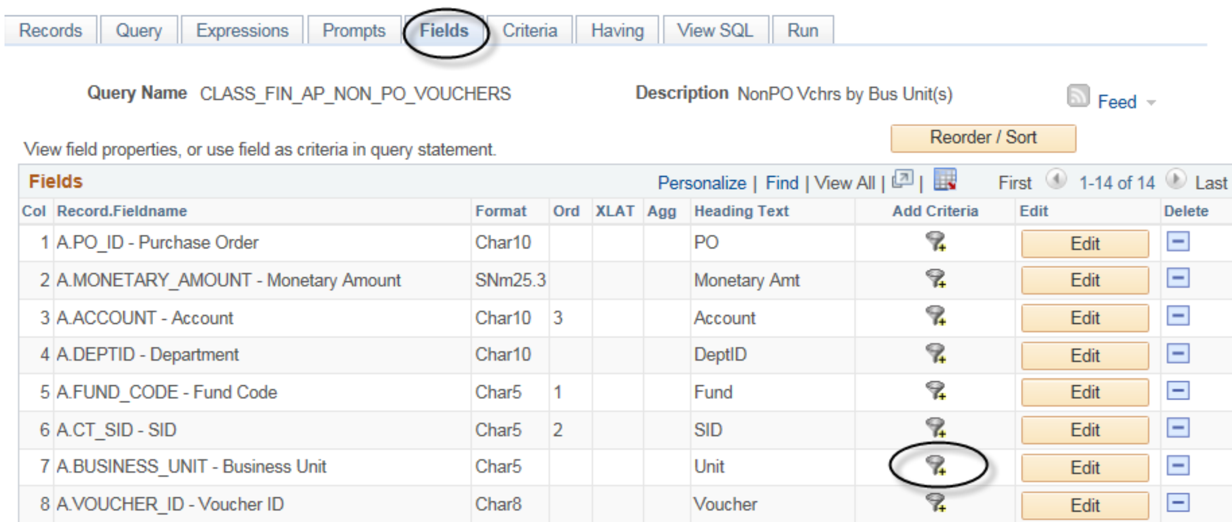
Add Prompt Add Field

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



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	

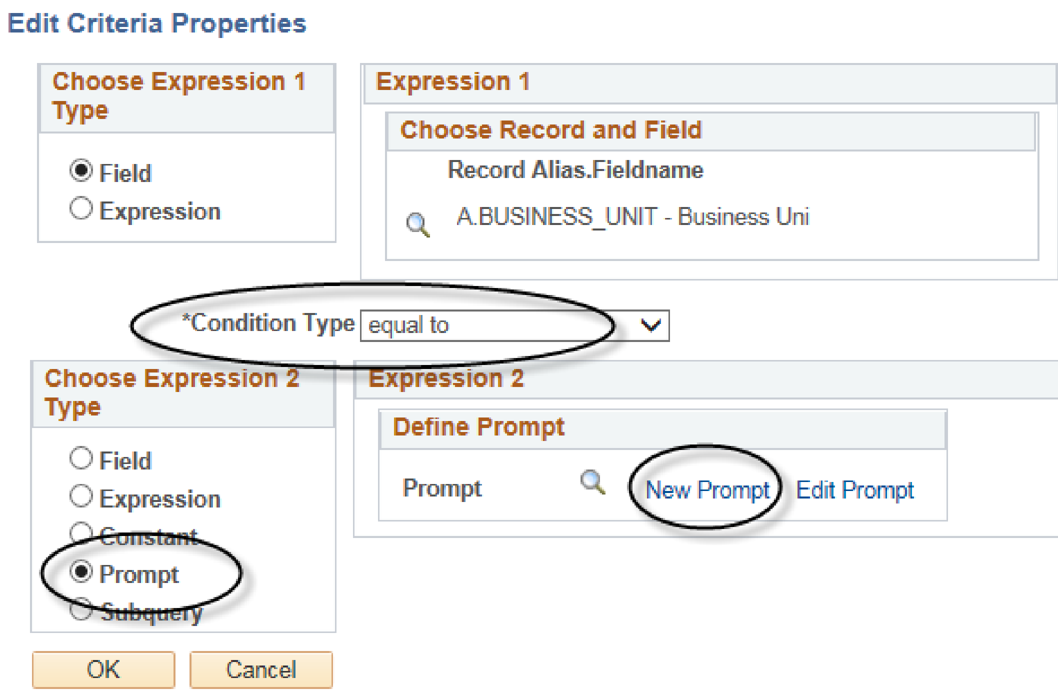
Results**: The Edit Criteria Properties page appears for the Field, **BUSINESS_UNIT

21. Select **equal to** as a condition type from the drop down menu

22. Within the Choose Expression 2 Type, select the **prompt** button

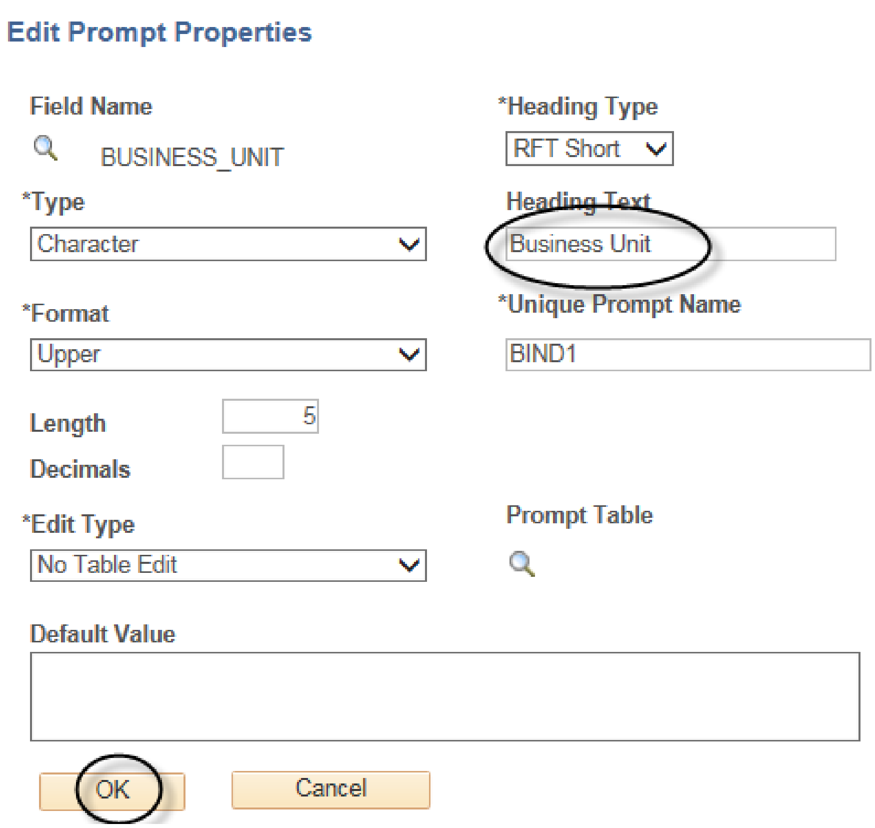
23. Within the Expression 2 box, select the **New Prompt** link

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



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

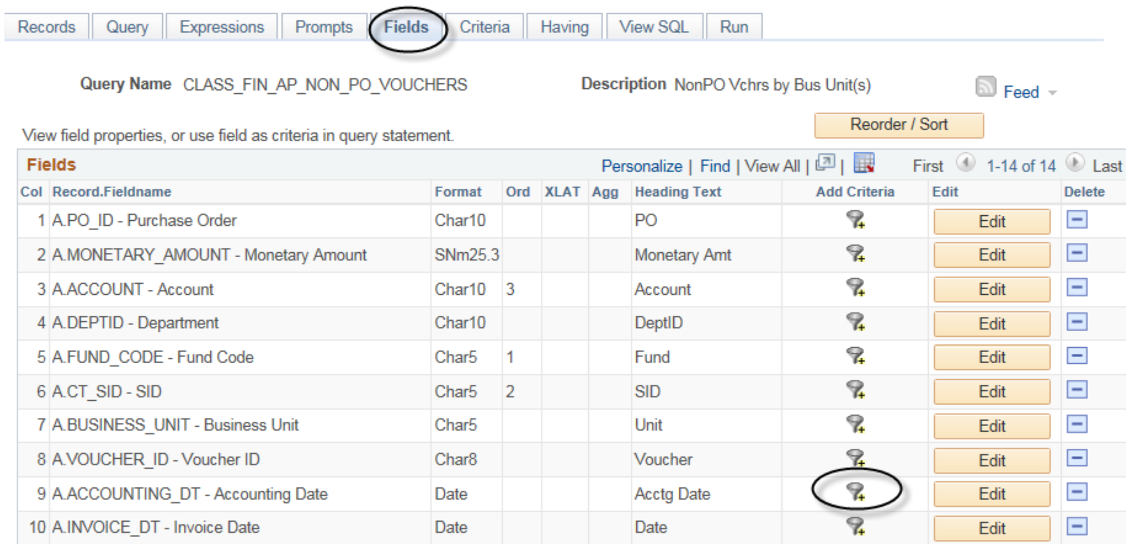
25. Select **OK** twice



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

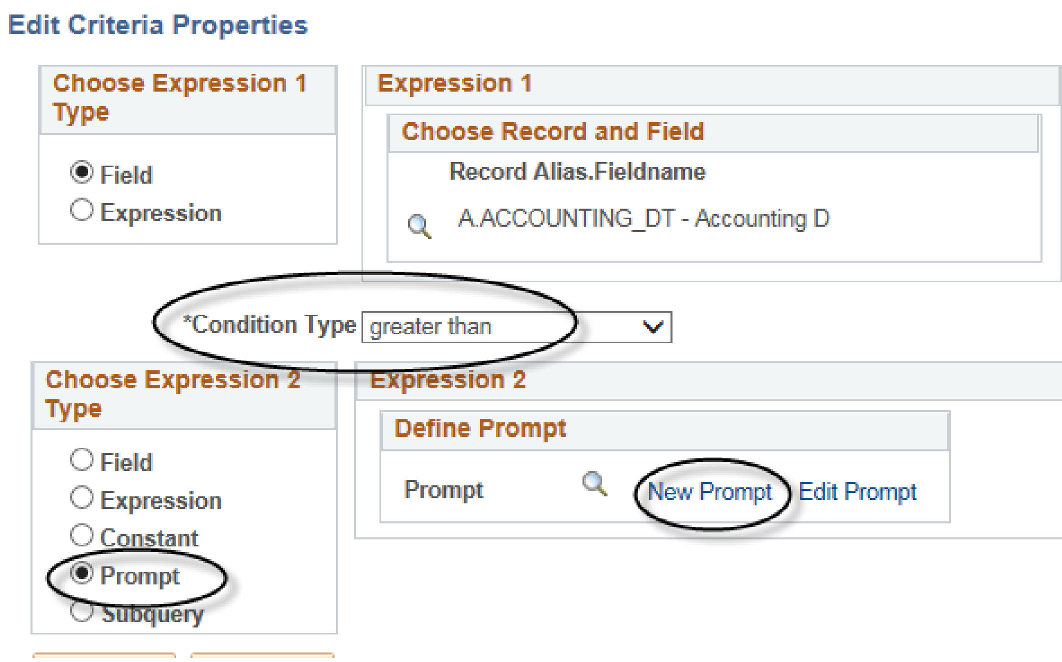
Fields Personalize | Find | View All | First 1-14 of 14 Last

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

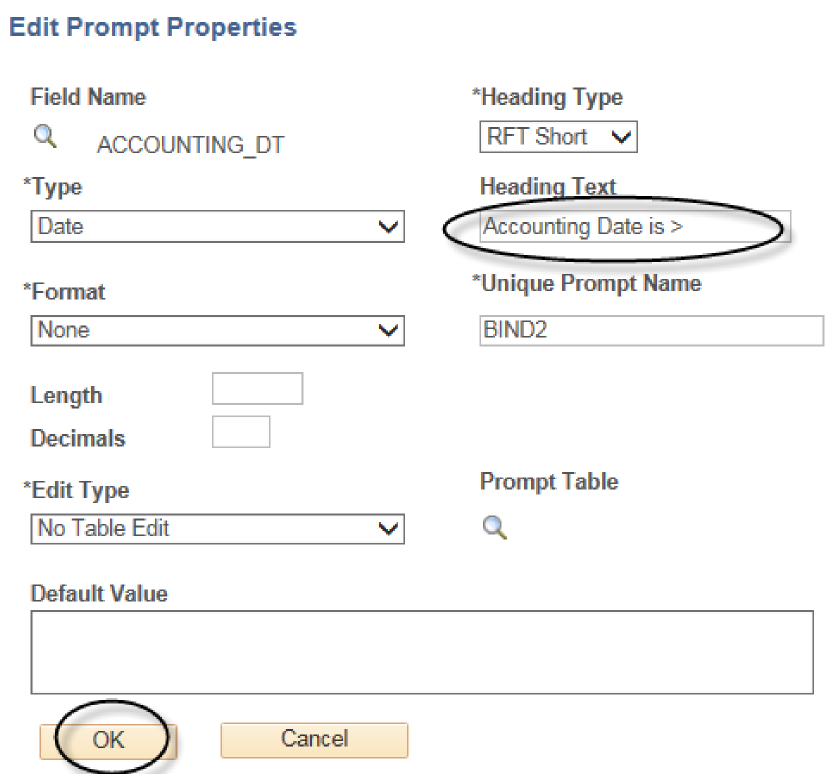
29. Within the Choose Expression 2 Type, select the **prompt** button

30. Within the Expression 2 box, select the **New Prompt** link



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

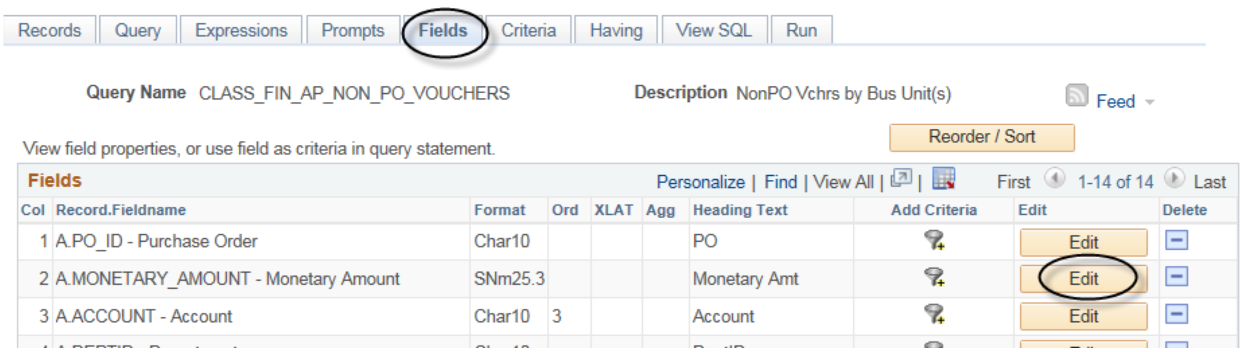
32. Select OK twice



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**

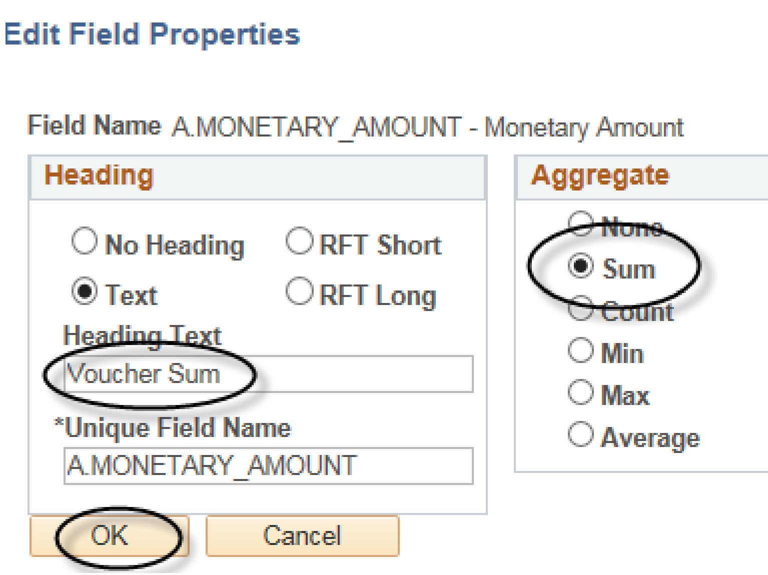


35. In the aggregate box, select the radio button, ***Sum***, to get a total of amounts

36. Then select the radio button, **text**

37. Enter in the Heading Text field, ***Voucher Sum***

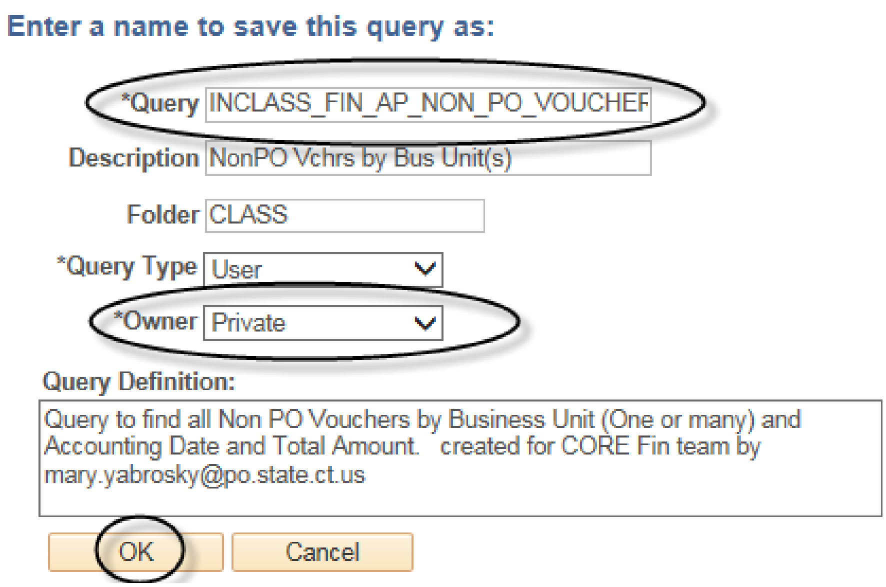
38. Select OK



Review and Save

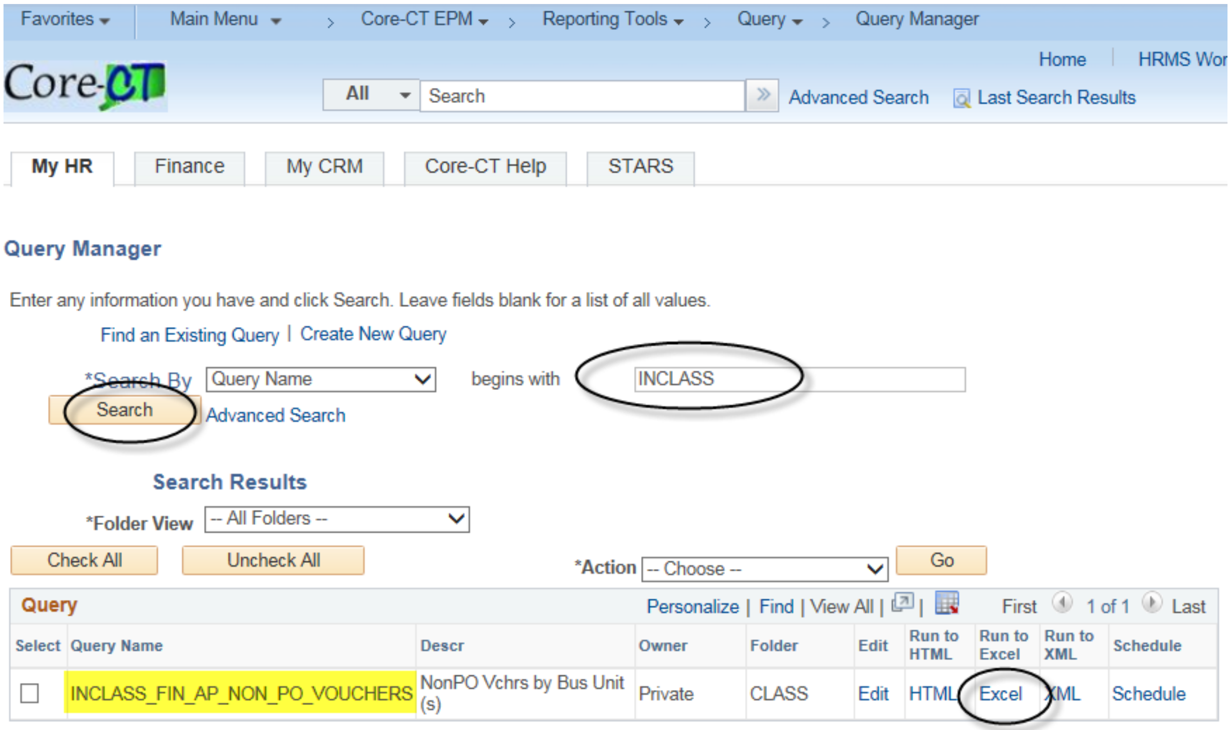
39. Select **Save As** located in the row of links at the bottom of the query page to save your query.

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.

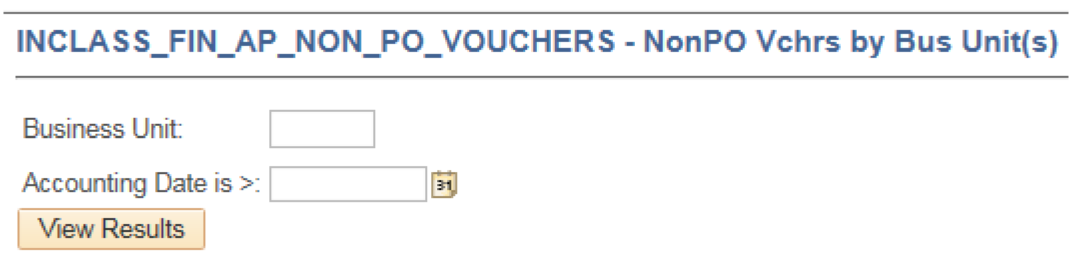


Test Query

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.



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



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

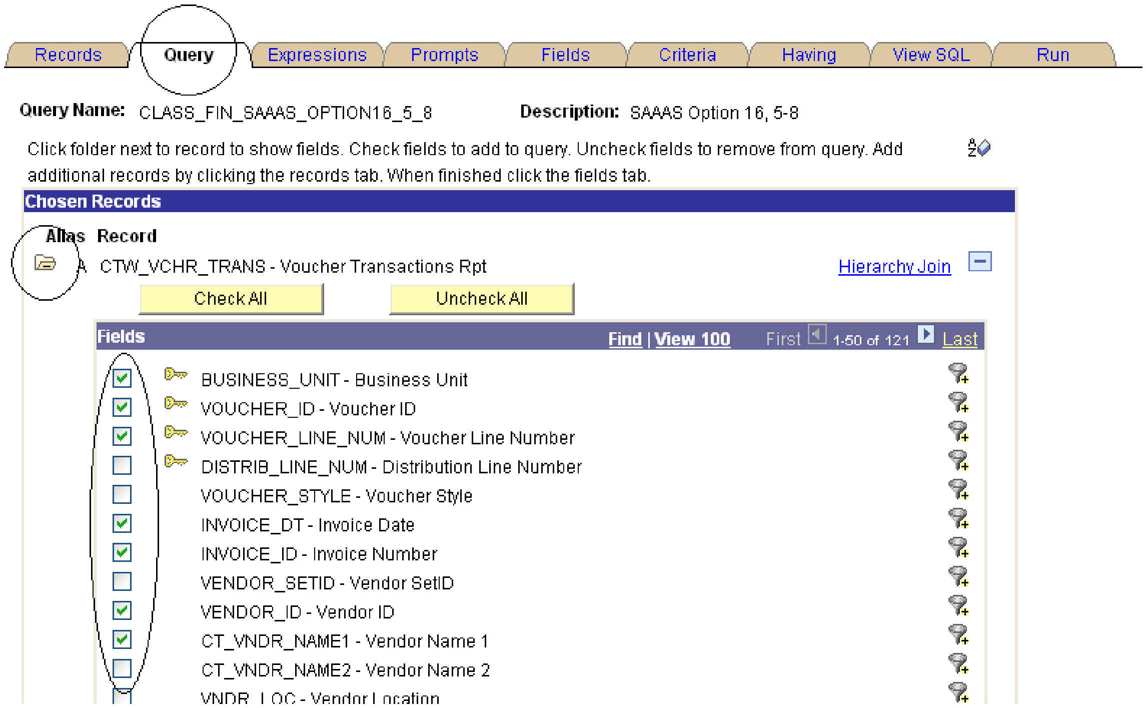
> ***Results***: *The query will open to the Fields tab and a listing of the fields being utilized will appear*

☐	CLASS_FIN_GL_AGY_JRNL_ERRORS	exercise 3	Public	CLASS	Edit	HTML	Excel	Schedule
☐	CLASS_FIN_GL_JRNLS_BY_PYCHCK	Exercise 4	Public	CLASS	Edit	HTML	Excel	Schedule
☐	CLASS_FIN_PO_BALANCE_DETAIL	Remaining PO Balance Detail	Public	CLASS	Edit	HTML	Excel	Schedule
☐	CLASS_FIN_SAAAS_OPTION16_5_8	SAAAS Option 16, 5-8	Public	CLASS	Edit	HTML	Excel	Schedule
☐	CLASS_FIN_VENDOR_CONTRACTS	Vendor Contracts Query	Public	CLASS	Edit	HTML	Excel	Schedule
☐	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

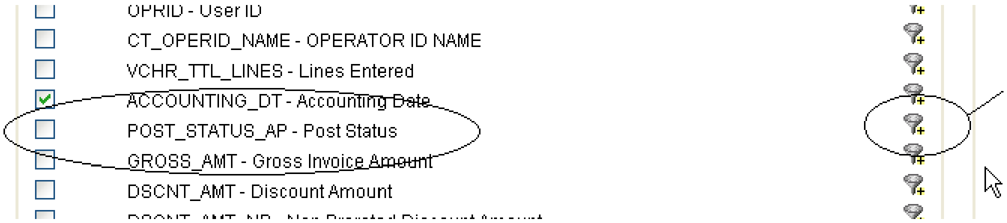
Results: *The Field,* ***PO_ID***, *will now display on the final report*

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**

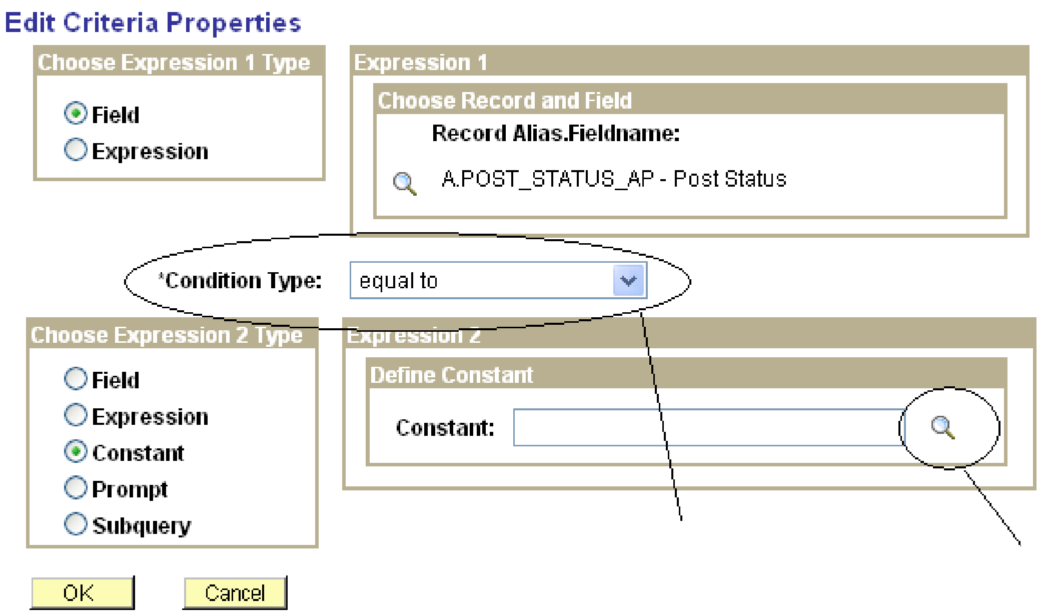
12. Select the Add Criteria icon, funnel, located to the right of the Field name, **POST_STATUS_AP**

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

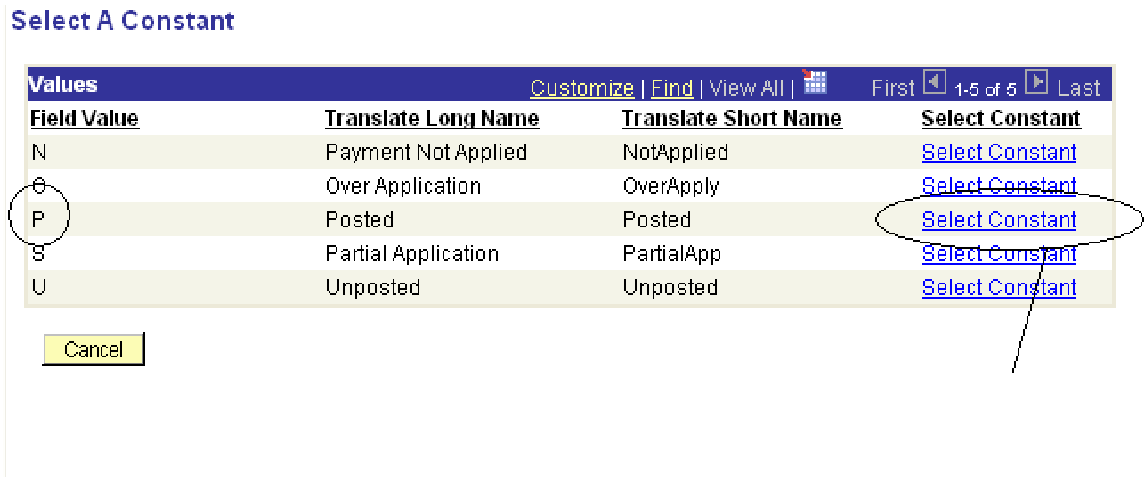
14. Select the looking glass icon to view the predetermined values for this field



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.*

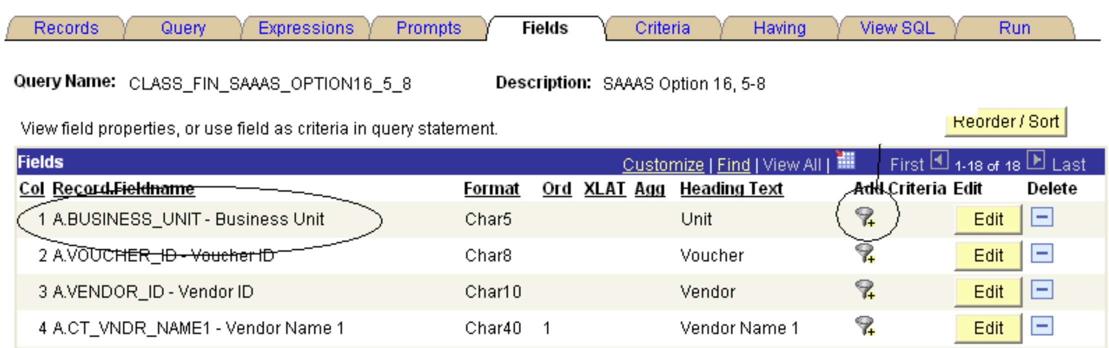


To add a prompt to a reporting Field from the Fields tab

17. Locate the Field titled, **BUSINESS_UNIT,** on the Fields tab

18. 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

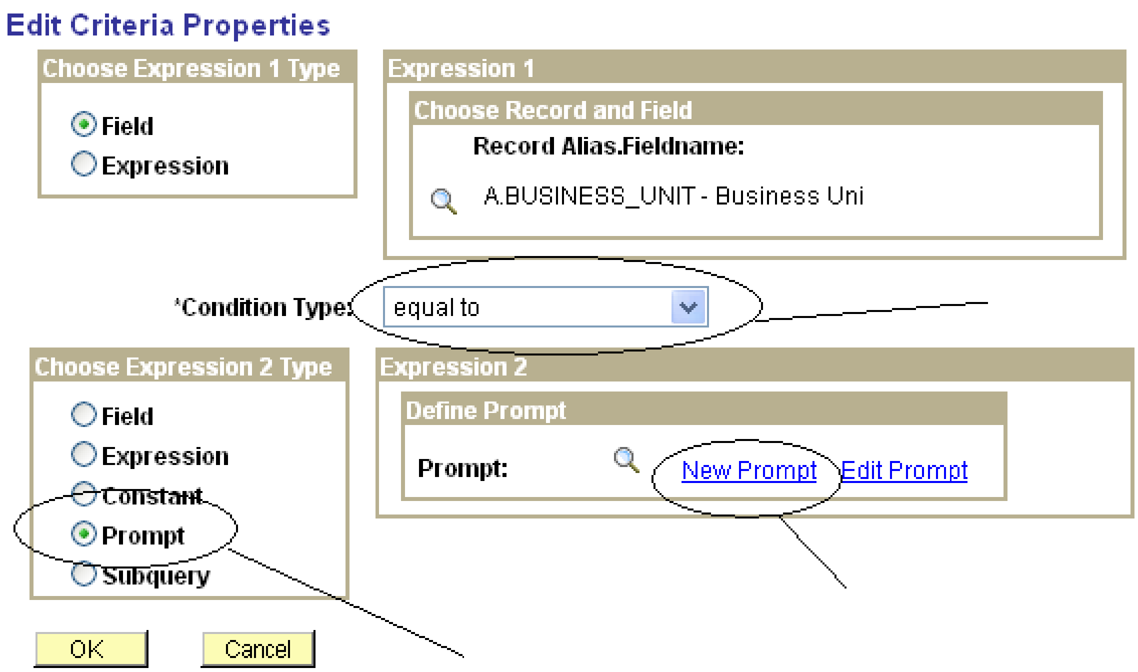


19. Select **equal to** as a condition type from the drop down menu

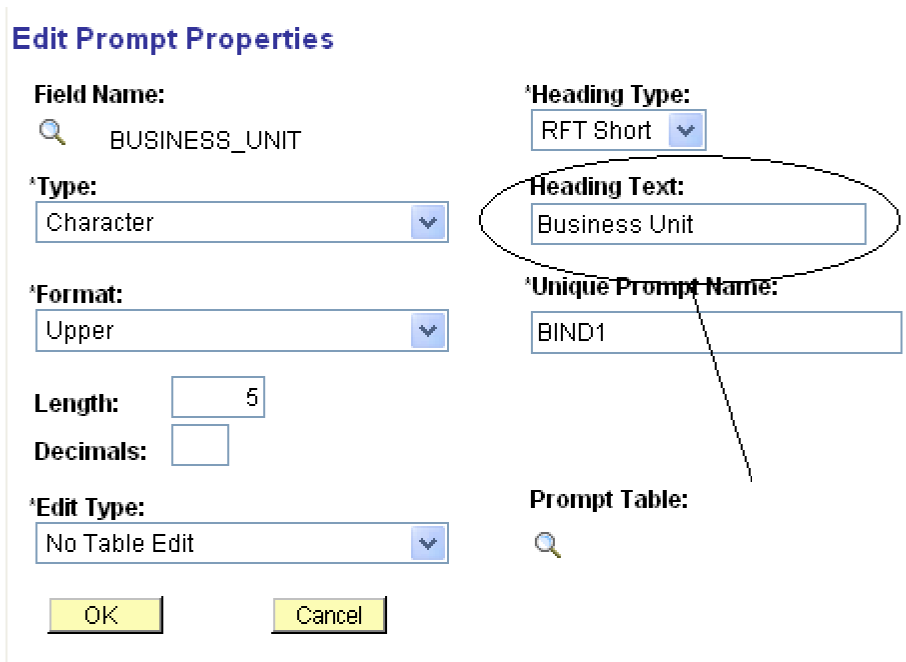
20. Within the Choose Expression 2 Type, select the **prompt** button

21. 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.



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



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

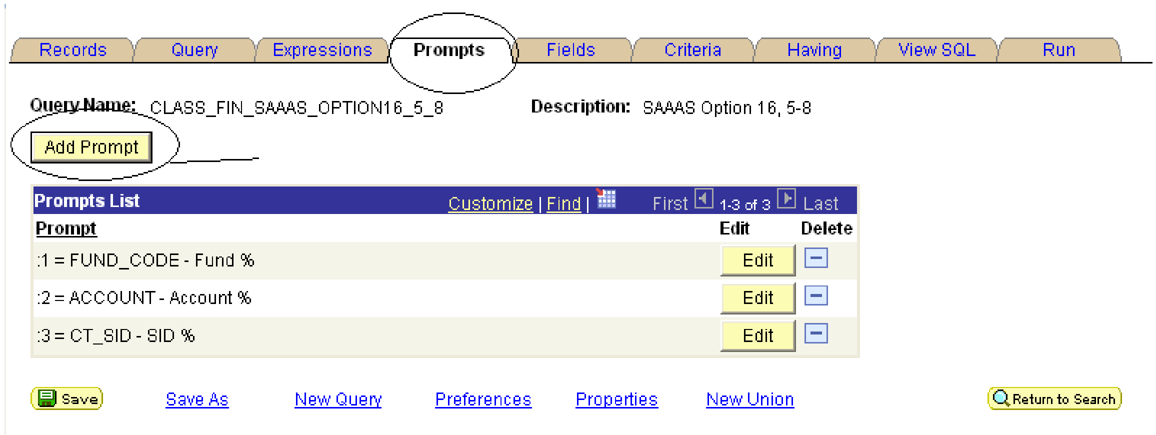
42. Locate the Heading Text field and enter, **SID %**

43. Select **OK** twice

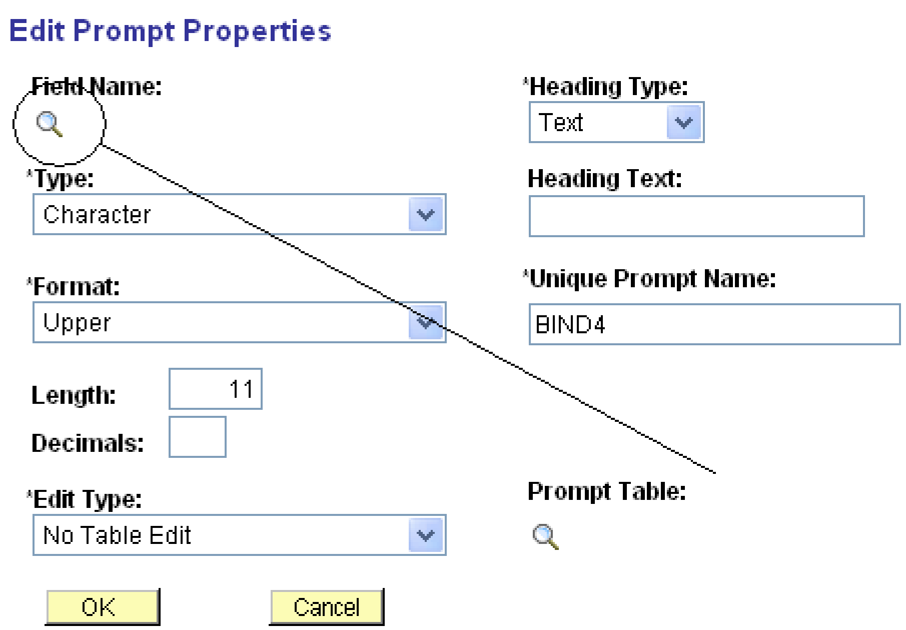
To add a prompt to a non-reporting Field from the Prompts tab

44. Locate and select the Prompts tab at the top of the page

45. Select the ***Add Prompt*** link

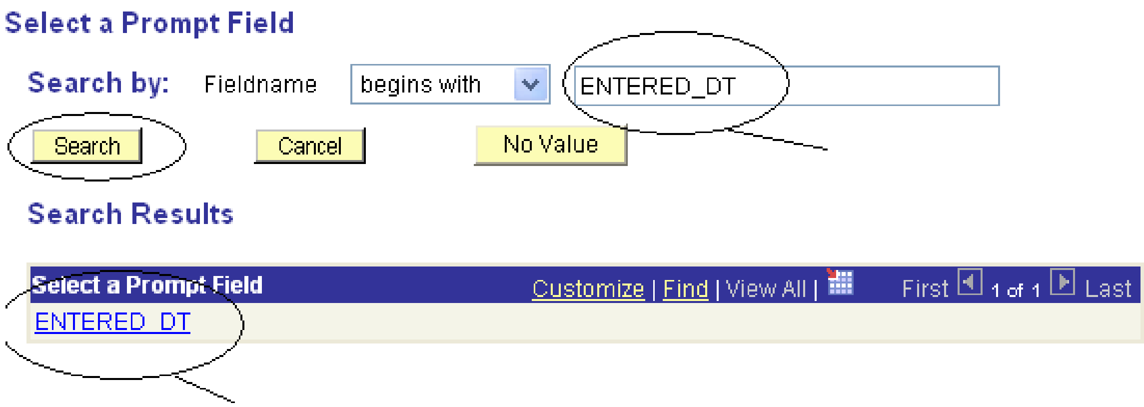


46. To set up the first date prompt, select on the looking glass icon under Field Name, located in the upper left hand corner of the page.



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



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

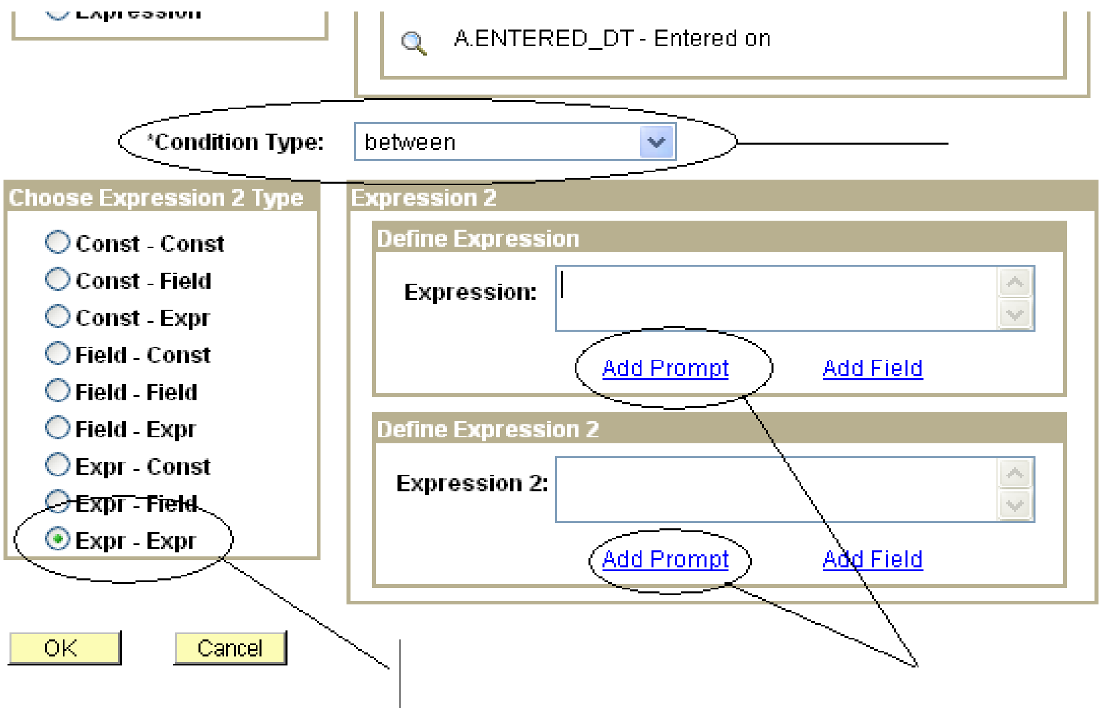
62. In Expression 2, Define Expression, Expression, select the **Add Prompt** link

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

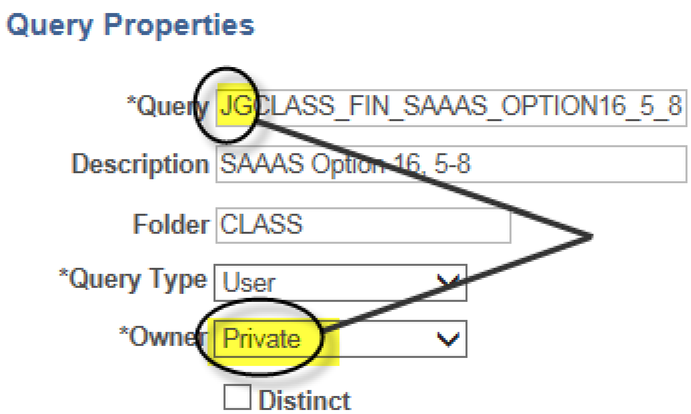


***Results**: You have now added prompts for an Entered Date range.*

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.



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_VCNTRCT, Vendor Contracts Reporting Table.

Skills: Creating a Query, data sampling

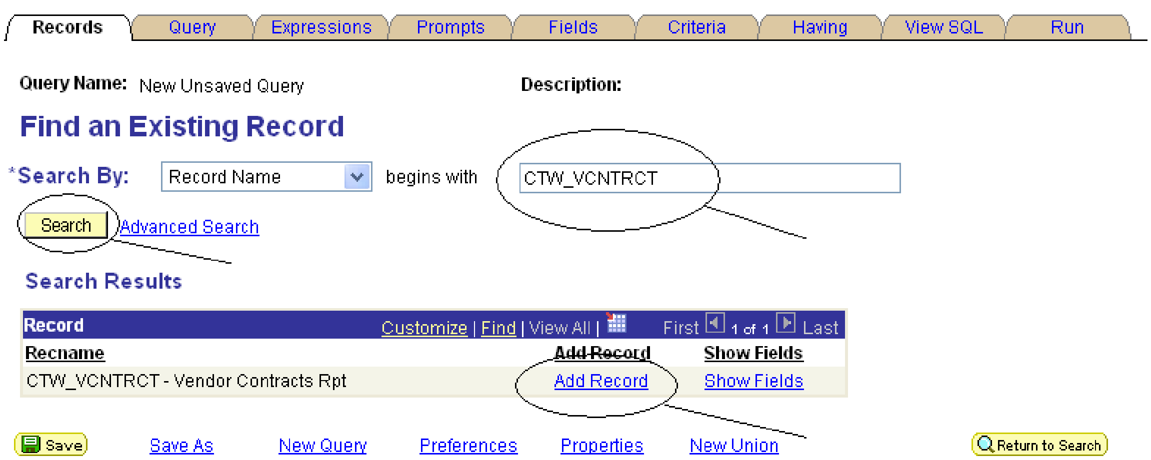
Reference: FIN Reporting Table Summary

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_VCNTRCT** in the ***Search By: Record Name begins with*** field

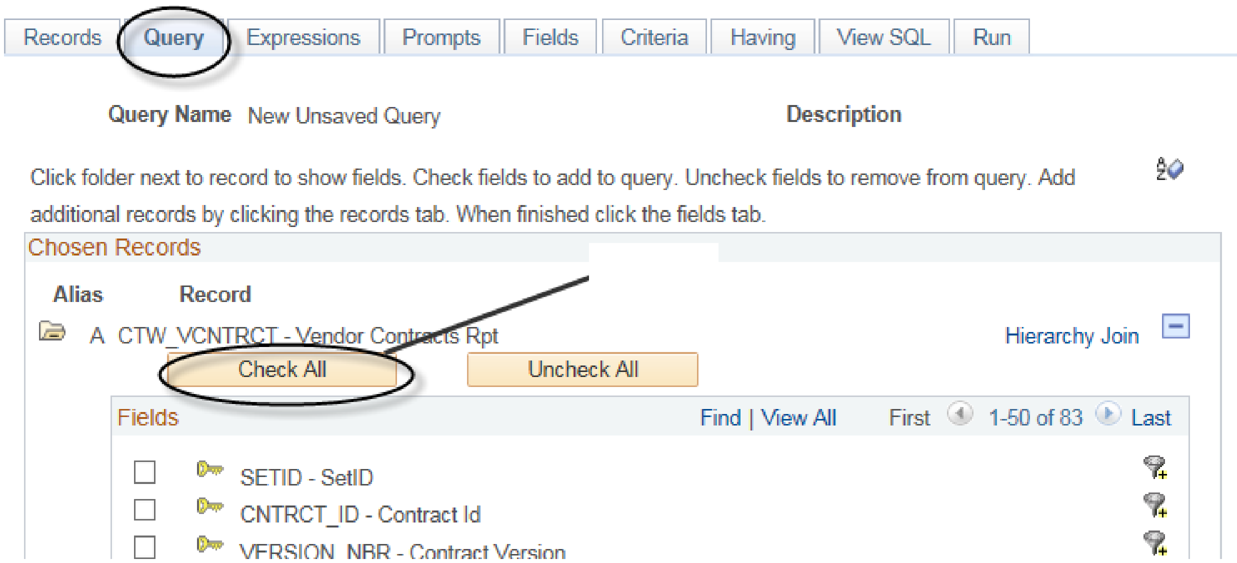
3. Select **Search**



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

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.

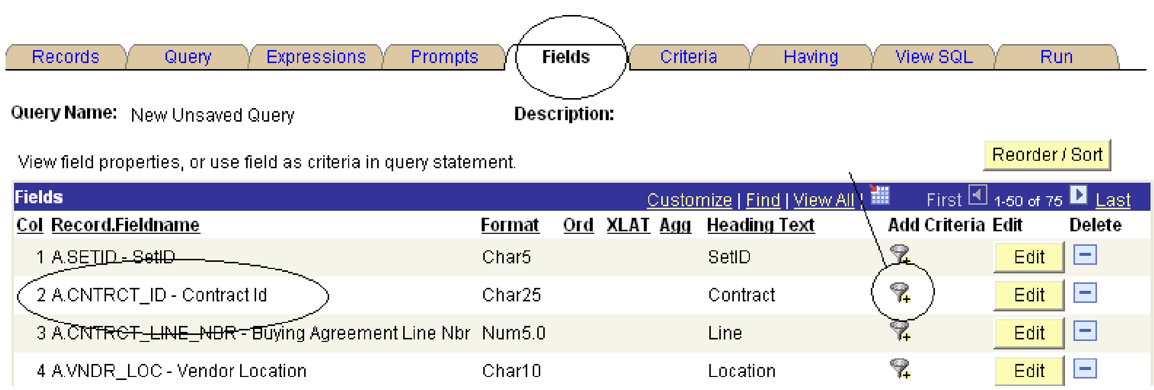


To add criteria to a reporting Field from the Fields tab

7. Locate the Field titled, **CNTRCT_ID,** on the Fields tab

8. Select the Add Criteria icon, funnel, located to the right of the Field name, **CNTRCT_ID**

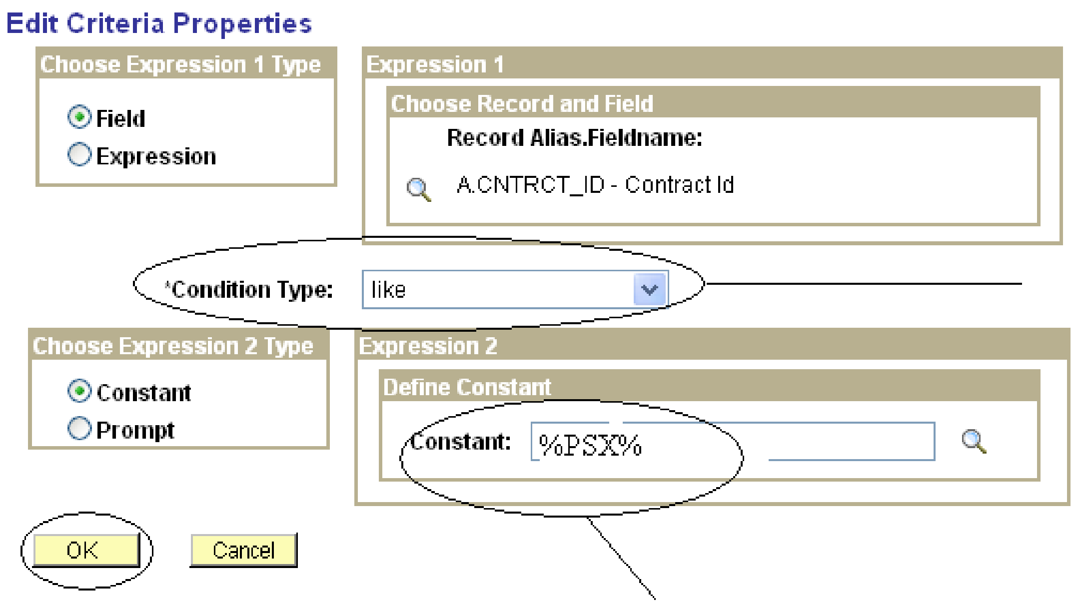
> ***Results**: The Edit Criteria Properties page appears for the Field,* **CNTRCT_ID**



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.*



12. Return to the Fields tab and locate the Field titled, **CNTRCT_EXPIRE_DT**

13. Select the Add Criteria icon, funnel, located to the right of the Field name, **CNTRCT_EXPIRE_DT**

14. Select **greater than** as a condition type from the drop down menu

15. 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.*

16. Select **Ok**

Review and Save

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

18. 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.

19. 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

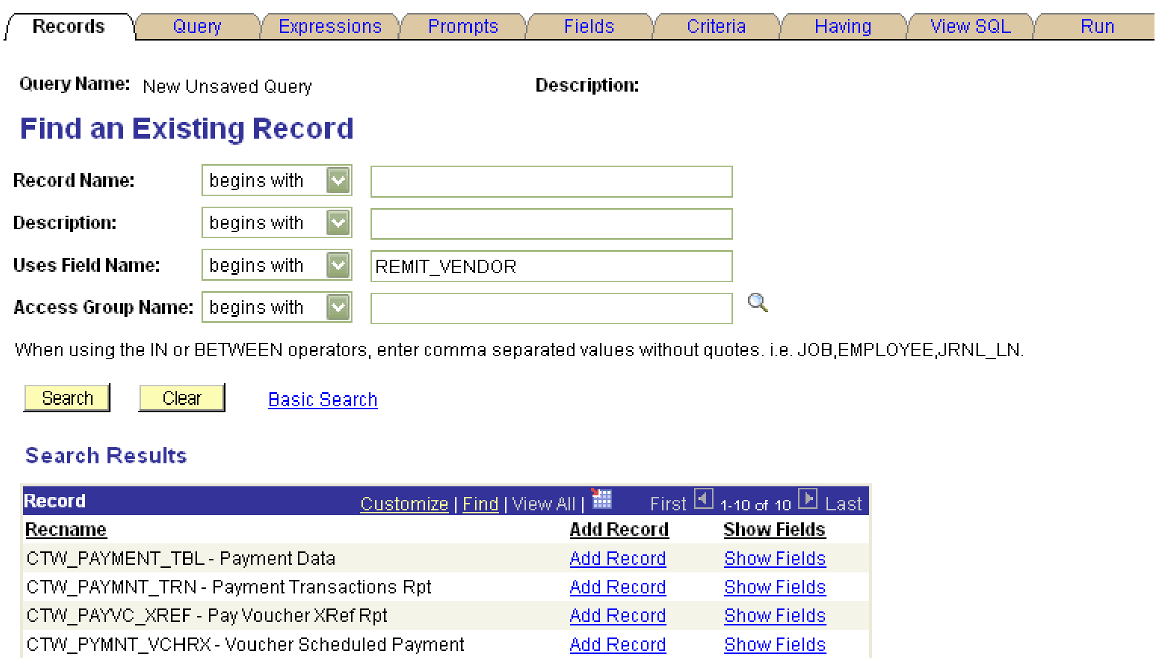
Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

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**



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**

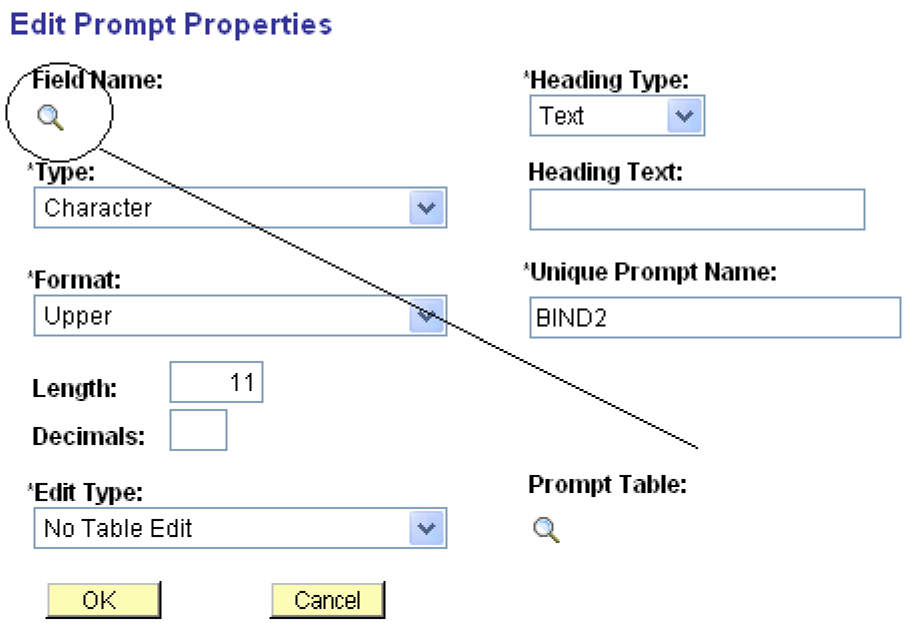
13. Select **Ok** twice

To establish a prompt from the Prompts tab

14. Locate and select the Prompts tab at the top of the page

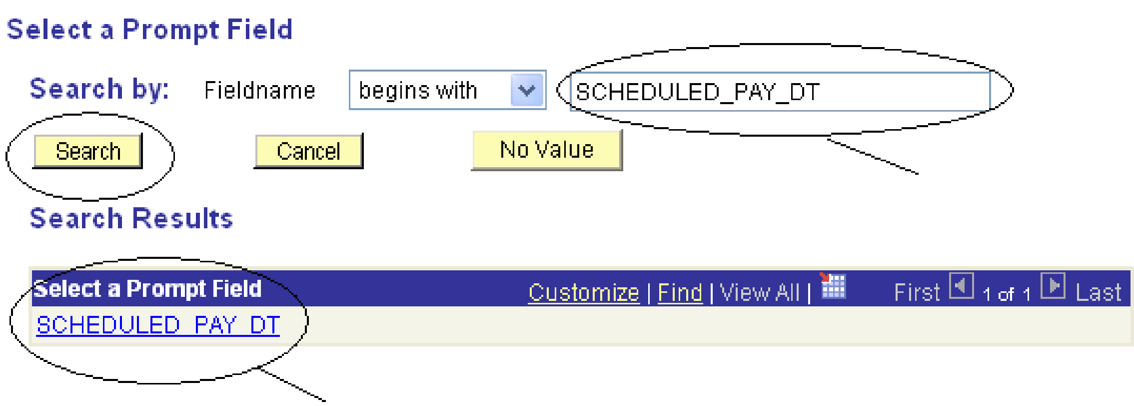
15. Select the **Add Prompt** link

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.



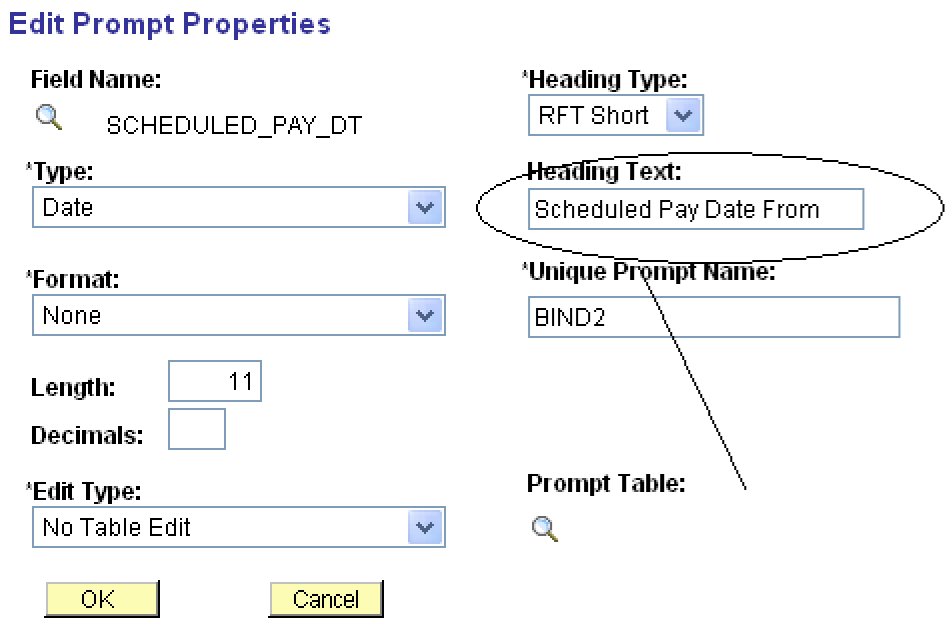
17. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **SCHEDULED_PAY_DT** and select search.

18. Select the link titled, **SCHEDULED_PAY_DT** under the subheading of Select a Prompt Field



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

20. Select **OK**



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**

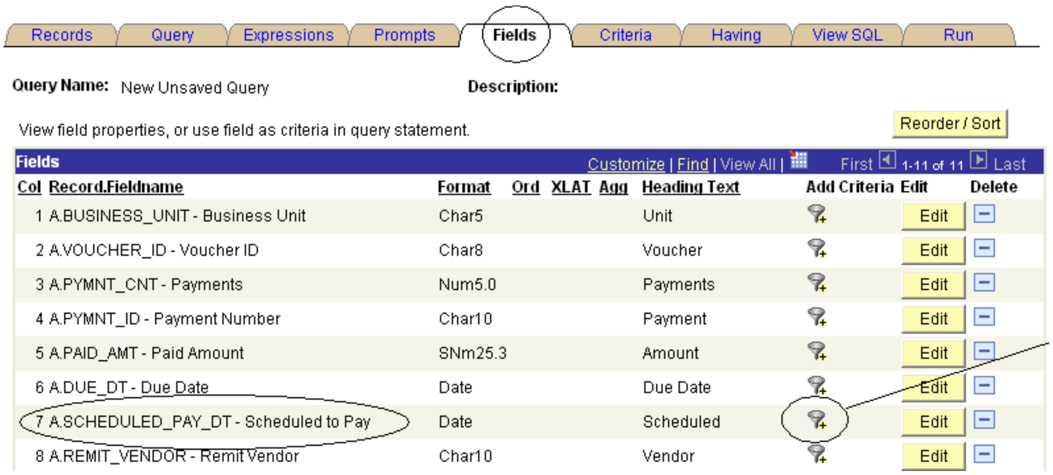
23. Select **OK**

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**



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

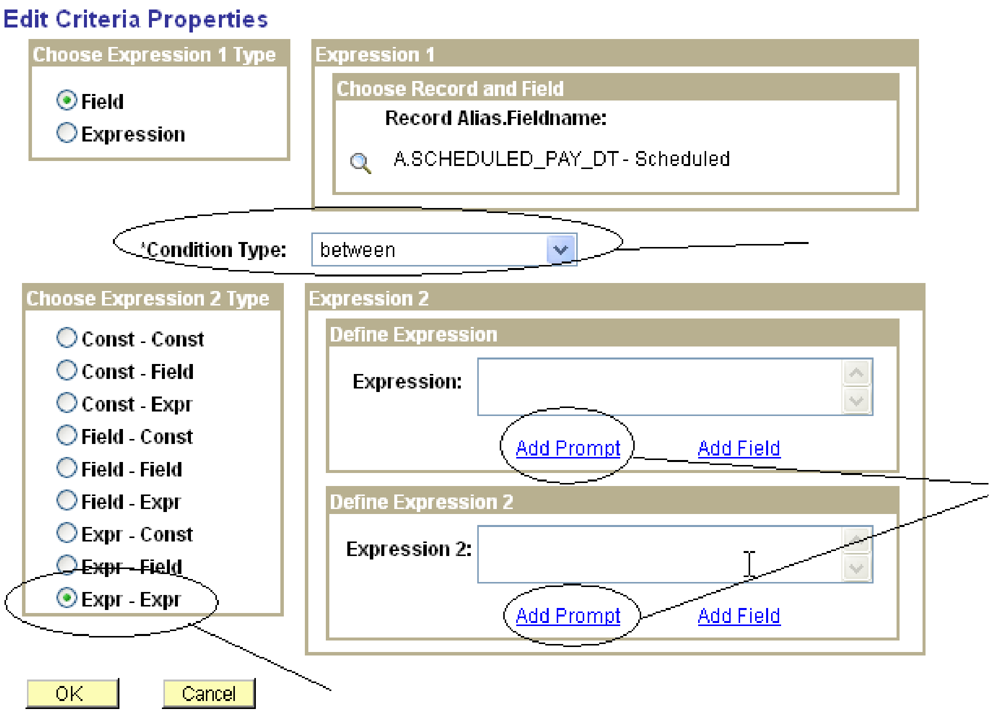
29. On the Select a Prompt page, select **:2 = SCHEDULED_PAY_DT - Scheduled Pay Date From** for the first Expression

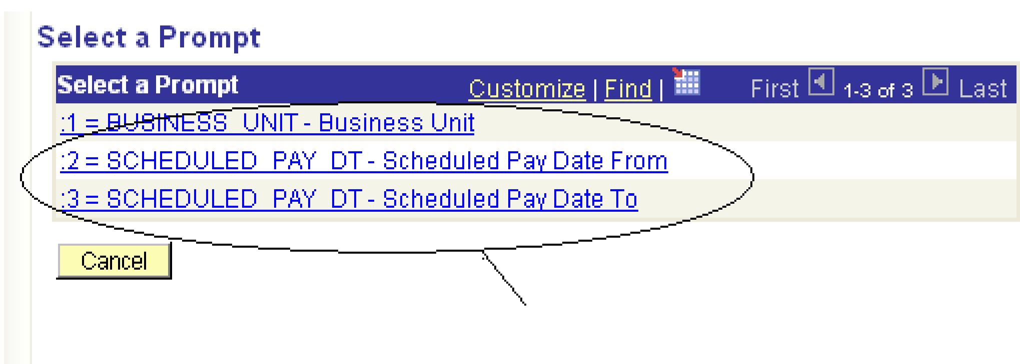
30. In Expression 2, Define Expression, Expression 2, select the **Add Prompt** link

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.*

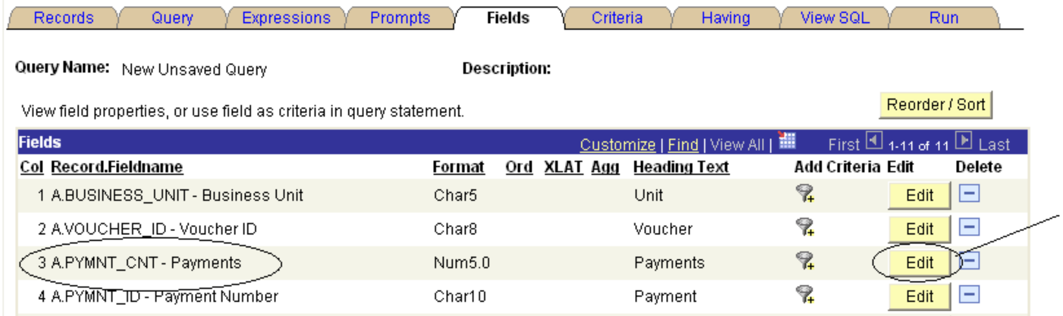




To change the column heading display and add an aggregate function

33. Return to the Fields tab and locate the Field titled, **PYMNT_CNT**

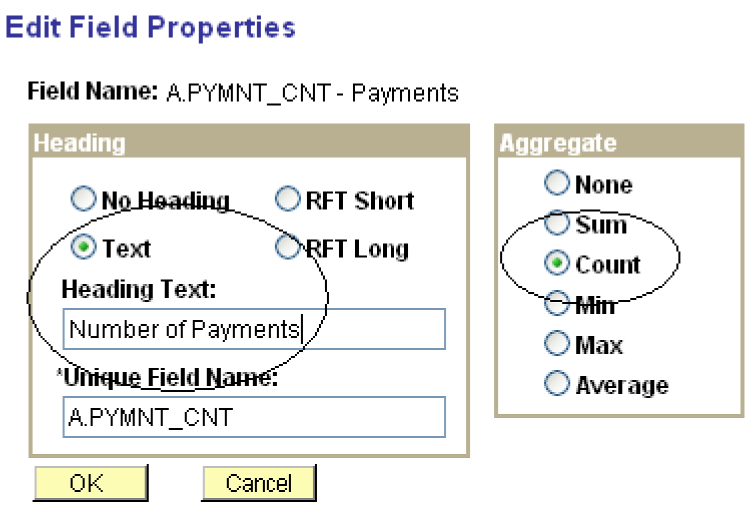
34. Select the Edit button located to the right of the Field name, **PYMNT_CNT**



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**

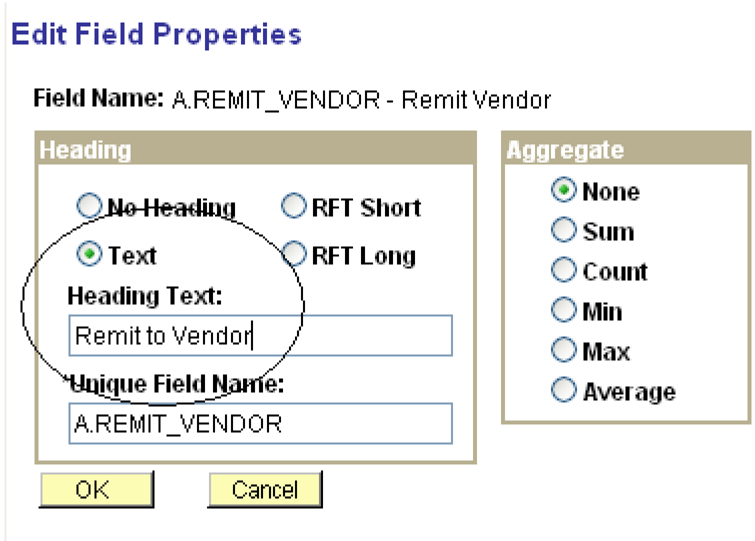


38. Return to the Fields tab and locate the Field titled, **REMIT_VENDOR**

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**



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

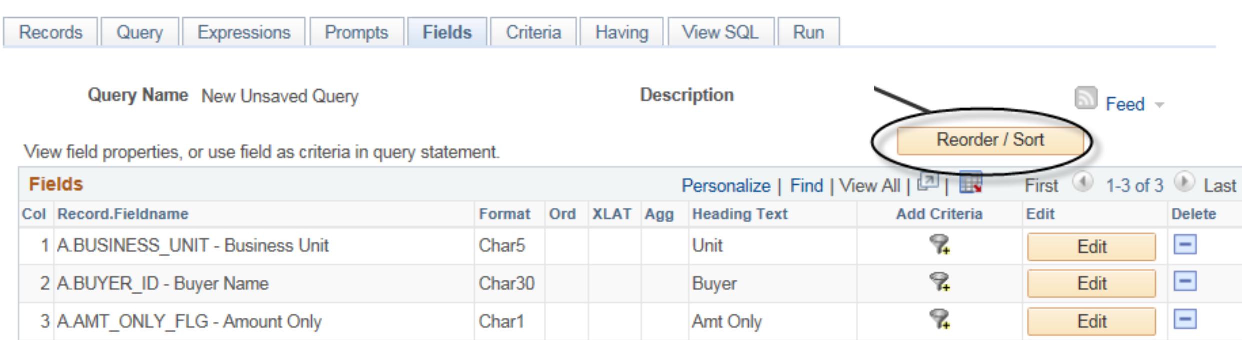
32. On the Select a Prompt page, select **:3 = ACCOUNTING_DT - Accounting Date To** for Expression 2

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



35. Determine the order in which you would like to see the columns displayed

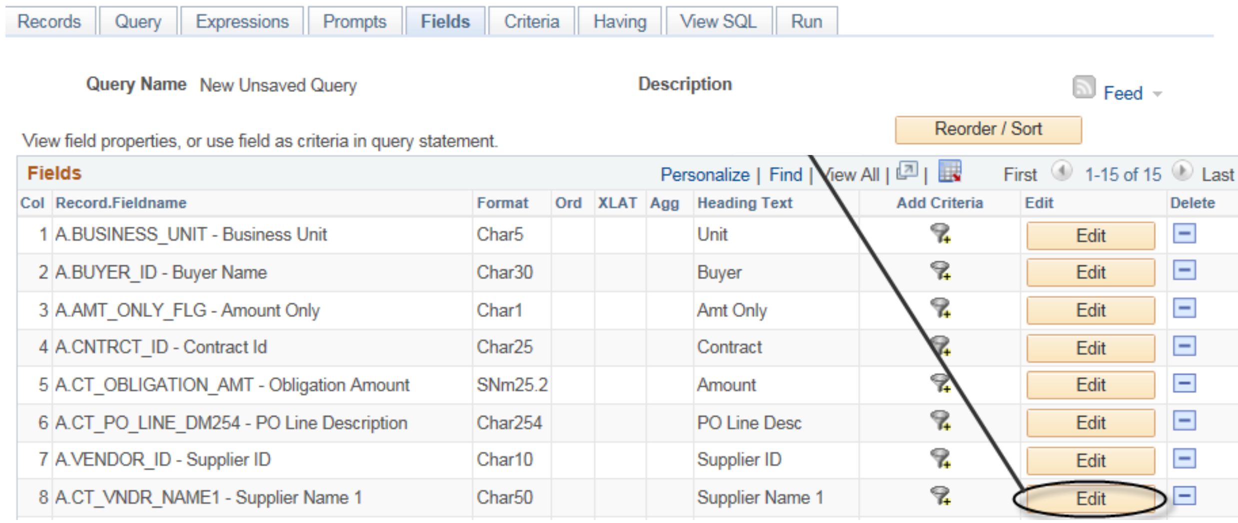
36. Reorder the columns in any manner you would like to see the columns displayed in your report by placing a numeral in the left hand column next to the corresponding field. Select **OK**

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**

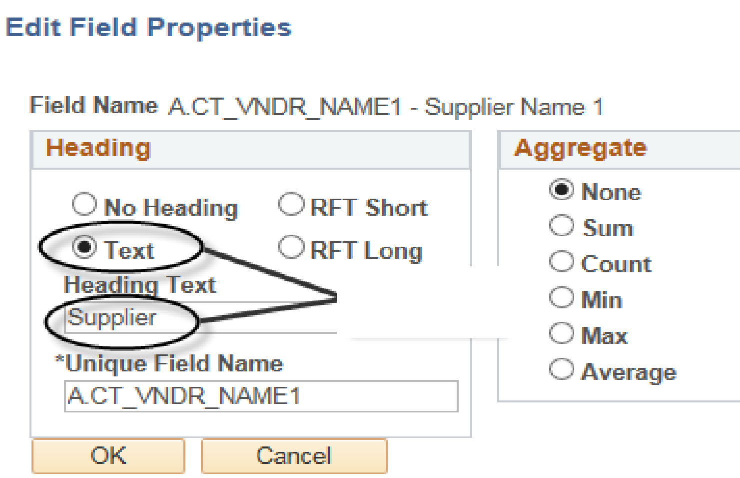
38. Select the Edit button located to the right of the Field name, **CT_VNDR_NAME1**



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.CT_OBLIGATION_AMT - Obligation Amount	SNm25.2				Amount		Edit	
6	A.CT_PO_LINE_DM254 - PO Line Description	Char254				PO Line Desc		Edit	
7	A.VENDOR_ID - Supplier ID	Char10				Supplier ID		Edit	
8	A.CT_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 the change the column heading to: **Supplier**

40. Select **OK**



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

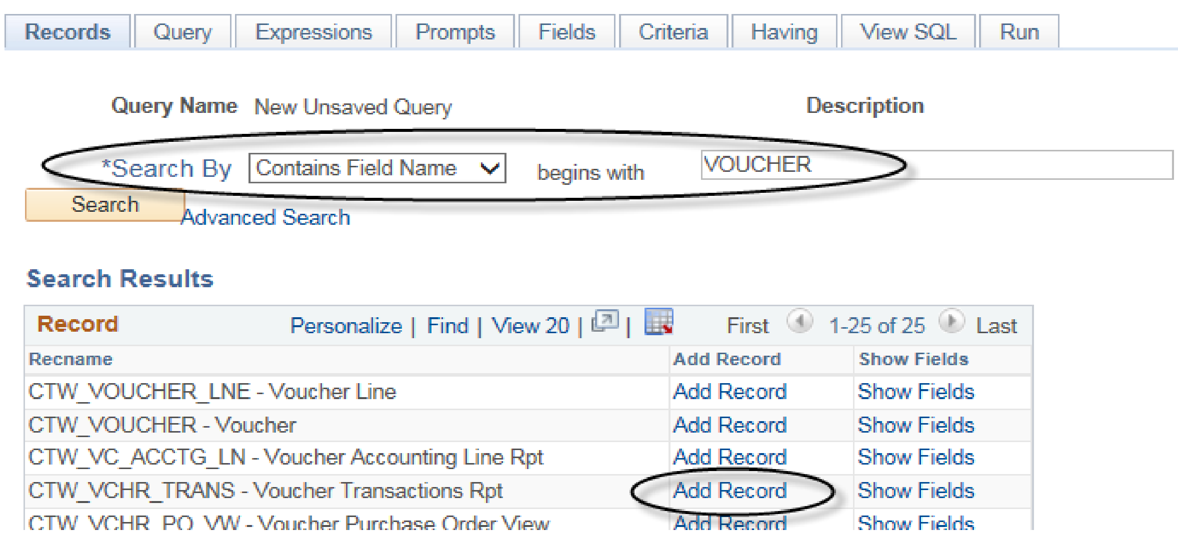
Navigation: Core-CT EPM > Reporting Tools > Query > Query Manager

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**



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

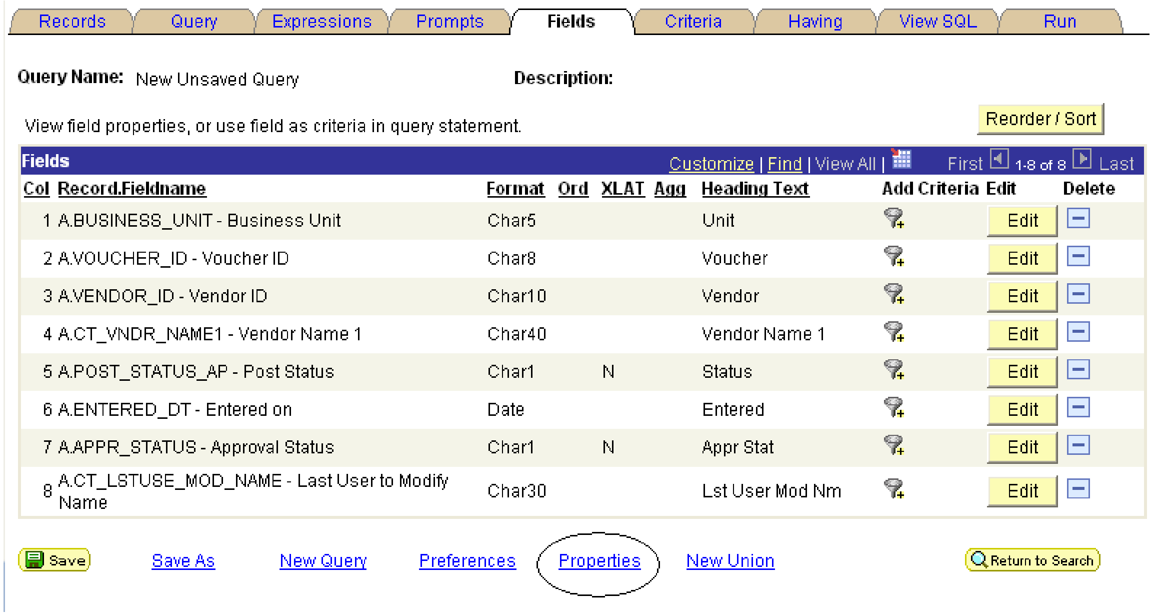
33. Select **OK**

Save As and Distinct Feature

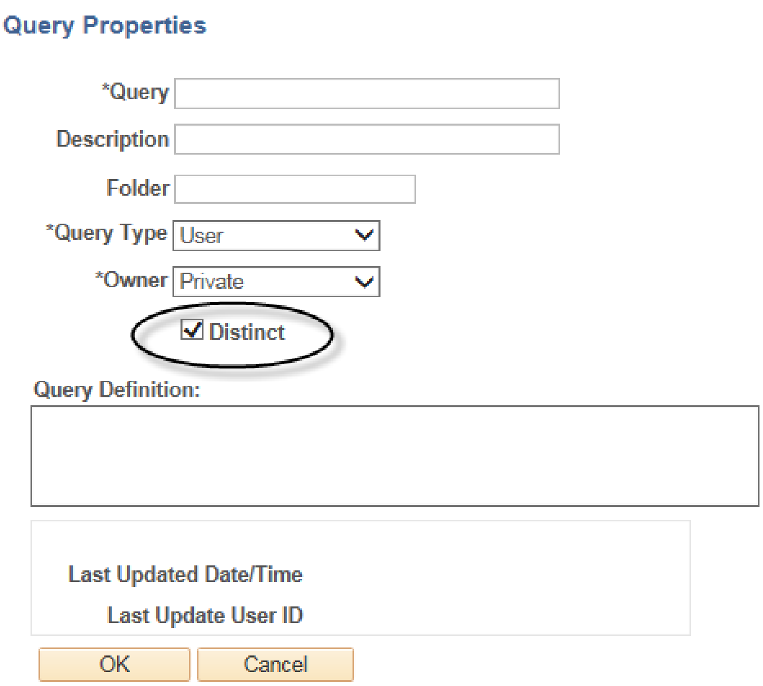
34. Select **Save As** located in the row of links at the bottom of the query page to save your query.

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



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



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

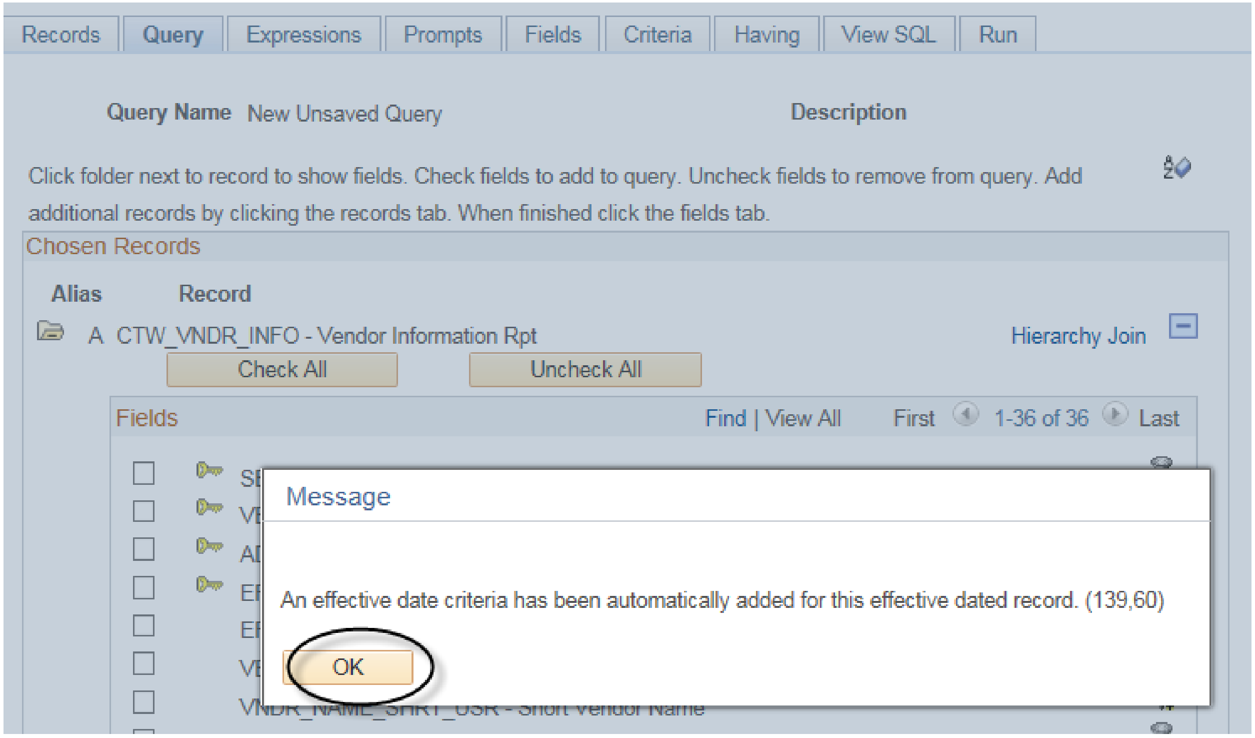
3. Select **Search**

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**

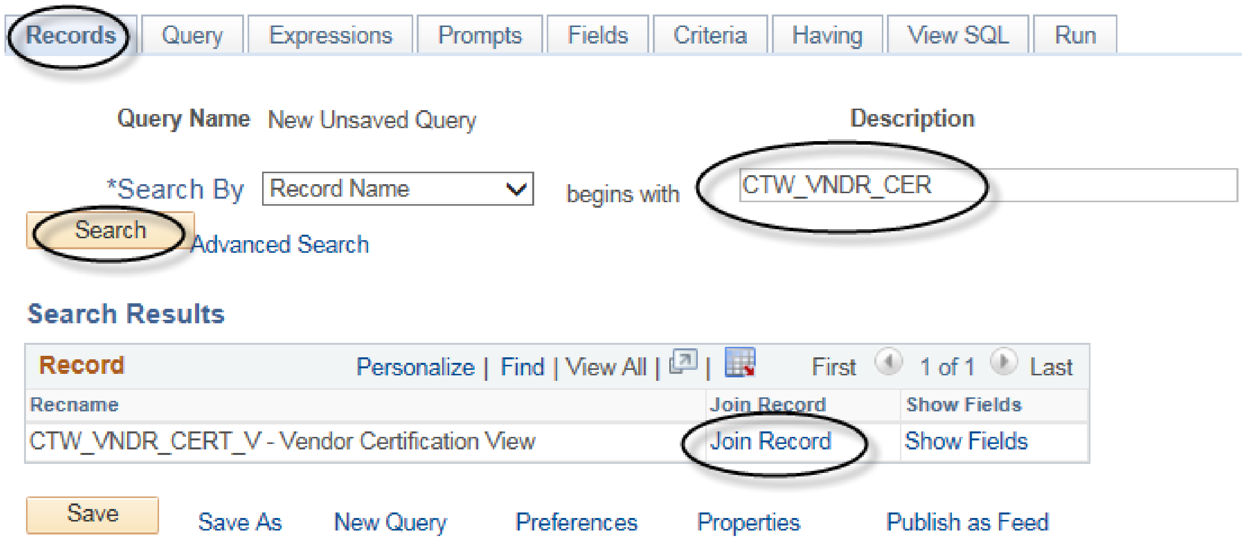
To join the second reporting table from the Records tab

7. Return to the Records Tab to select the second record for the new query

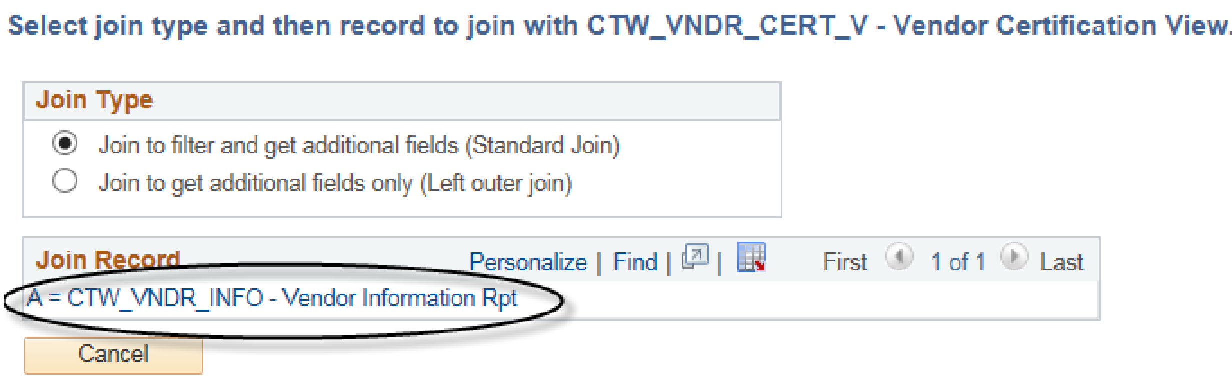
8. Enter the secondary record for the new query, **CTW_VNDR_CERT_V** in the ***Search By Record Name begins with*** field

9. Select **Search**

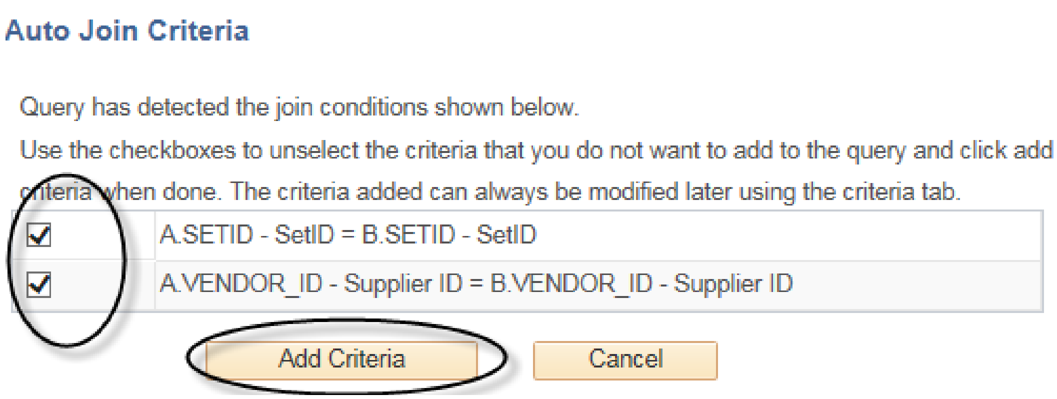
10. On the search results page, select **Join Record** which is located right of the record name, **CTW_VNDR_CERT_V**



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

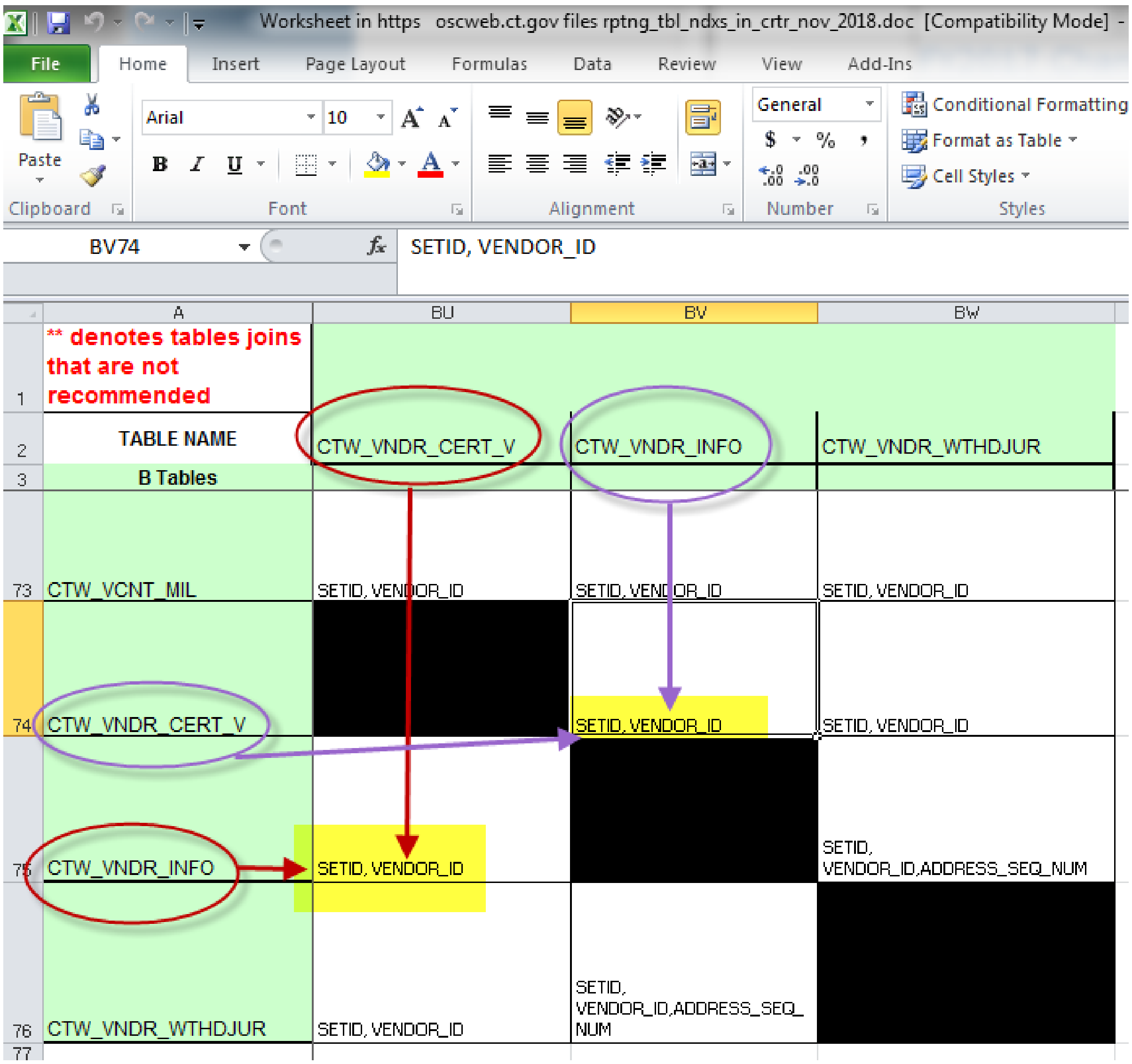


12. On the Auto Join Criteria page, select ***Add Criteria*** button to accept modified default field joins: **A.SET_ID** and **A.VENDOR_ID**

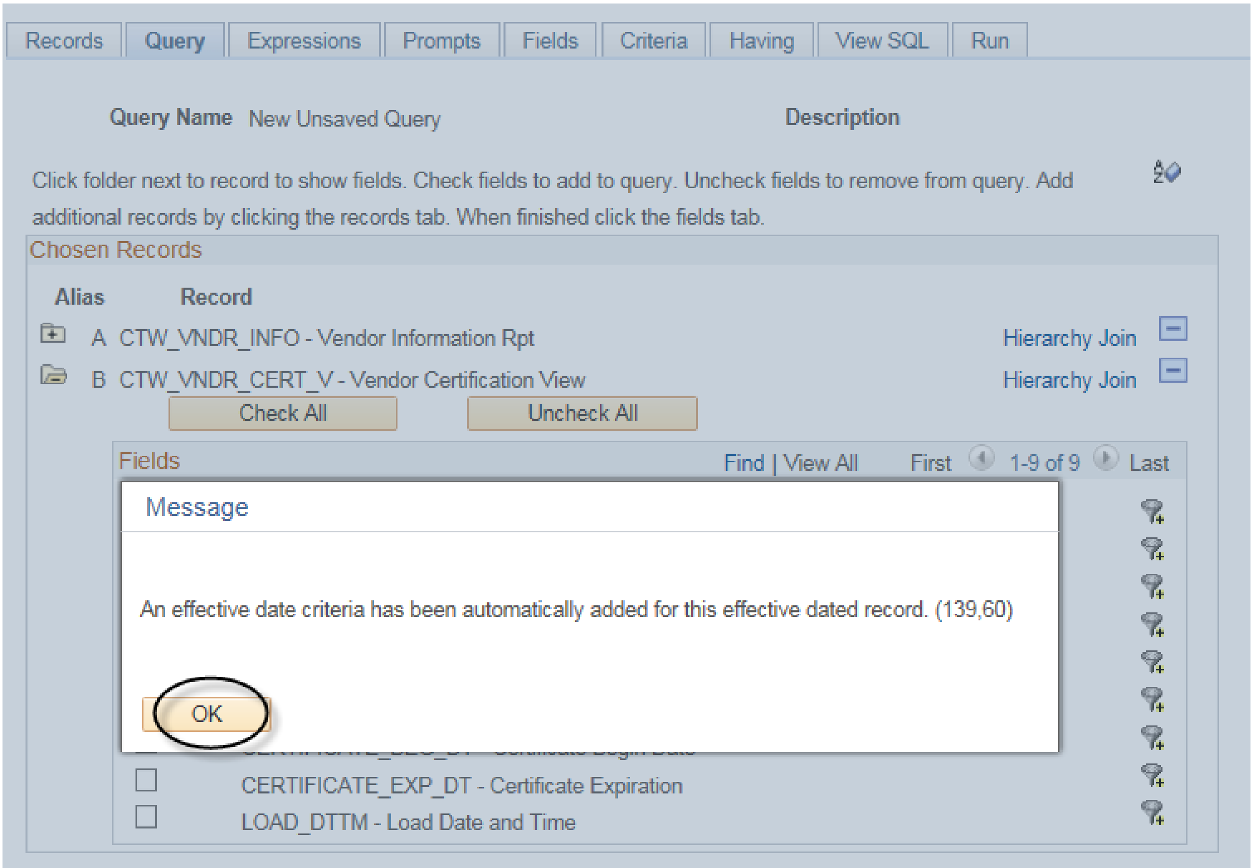


Results*: When selecting multiple tables for a query, the EPM Query Tool “auto-joins” the tables based on key fields of the same name. In many cases, this information is correct. However, in some cases, additional fields (other than key fields) may be used to join tables.*

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.*



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 >**

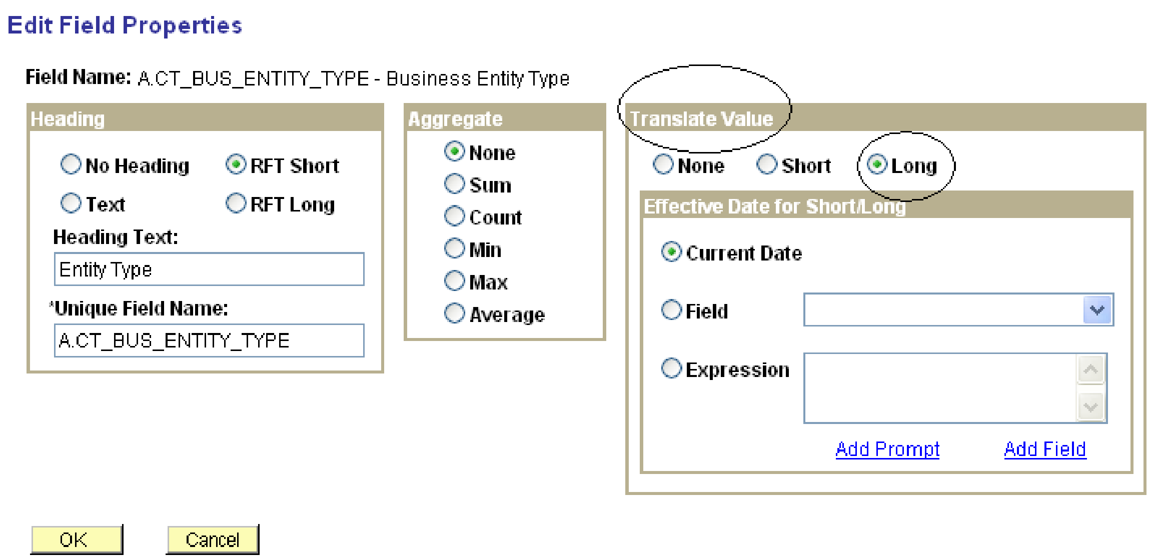
22. Select **OK** twice

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**

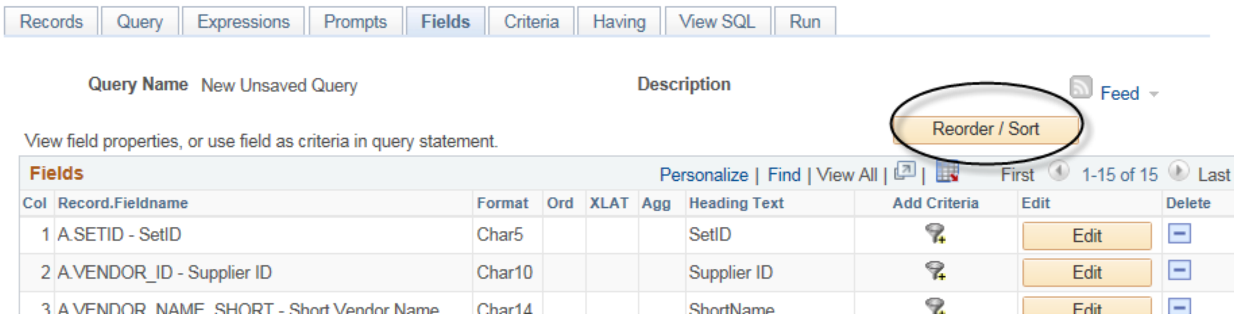
Results: *The long version of the predetermined translate value for the field, CT_BUS_ENTITY_TYPE has been selected. You can view the available values by selecting the looking glass on the edit criteria page, accessed by the Add Criteria Icon next to the field. Translate values are only for available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



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

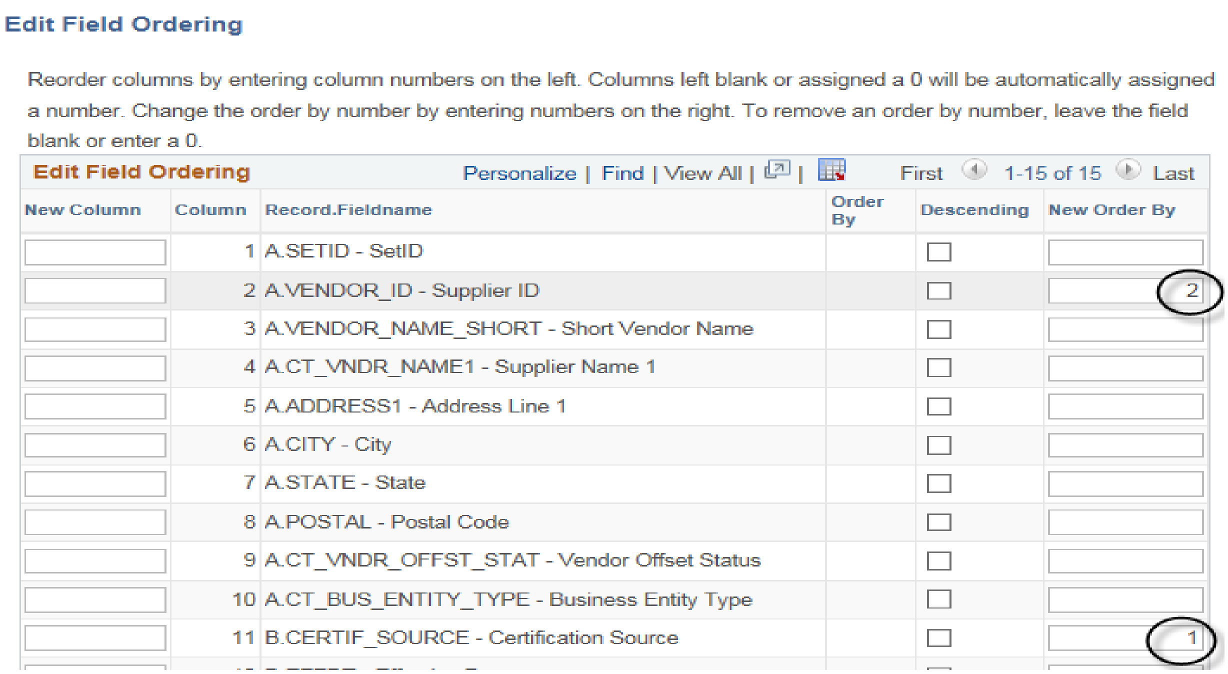


27. Determine the order in which you would like the data ordered

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**.



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**

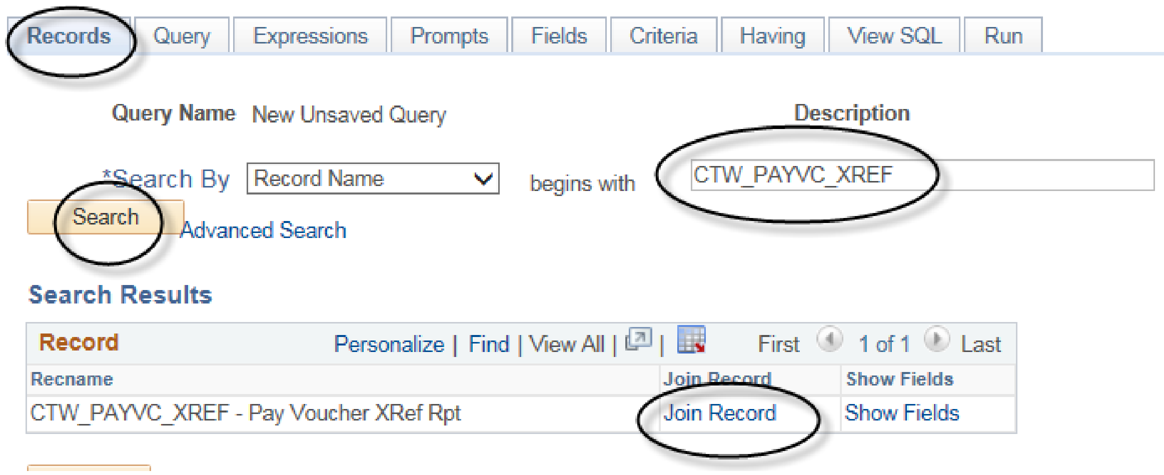
To join the second reporting table from the Records tab

7. Return to the Records Tab to select the second record for the new query

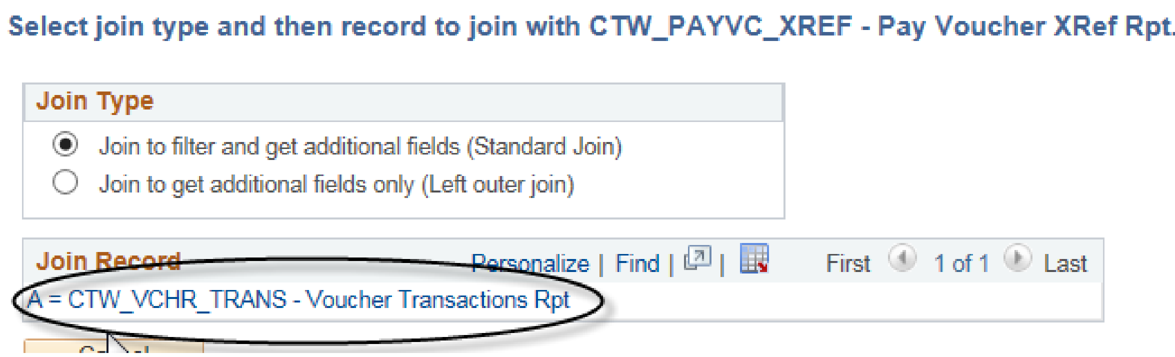
8. Enter the second record for the new query, **CTW_PAYVC_XREF** in the ***Search By Record Name begins with*** field

9. Select **Search**

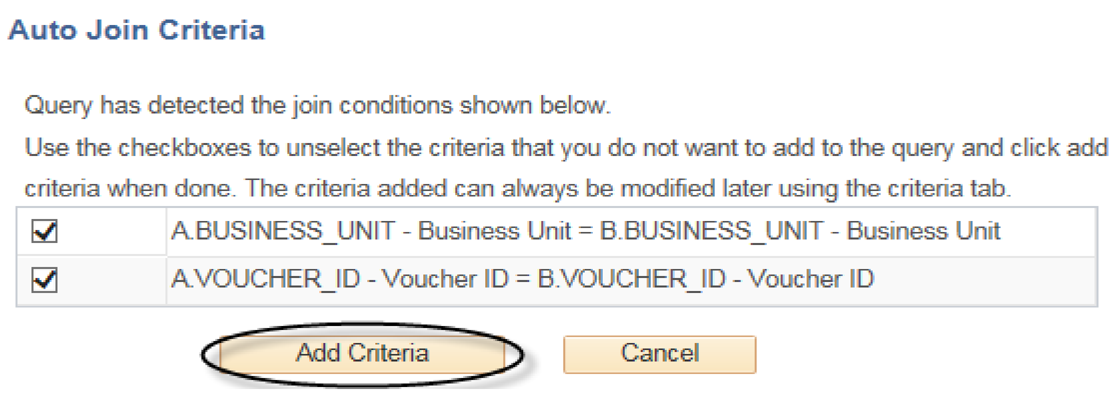
10. On the search results page, select **Join Record** which is located right of the record name, **CTW_PAYVC_XREF**



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



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



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

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

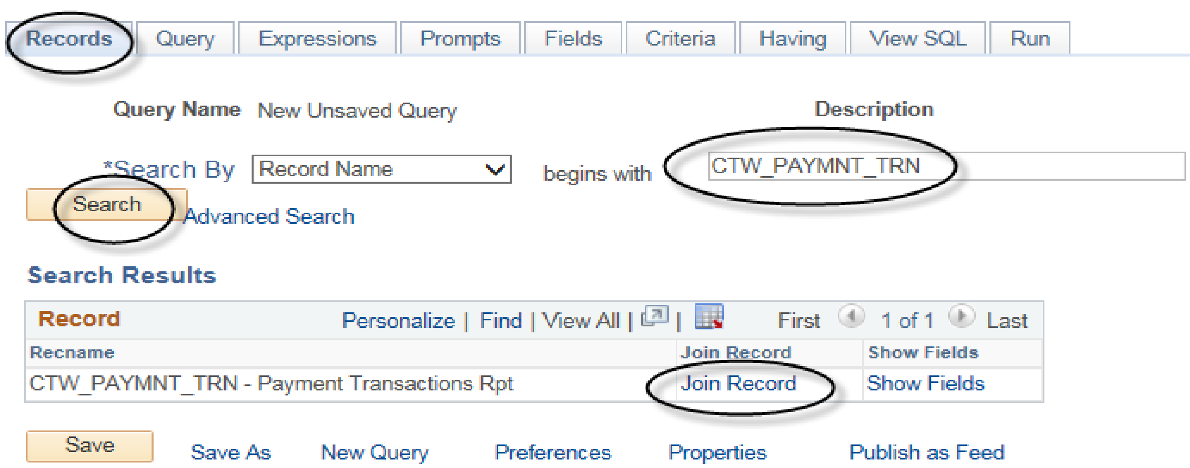
To join the third reporting table from the Records tab

15. Return to the Records tab to select the third record for the new query

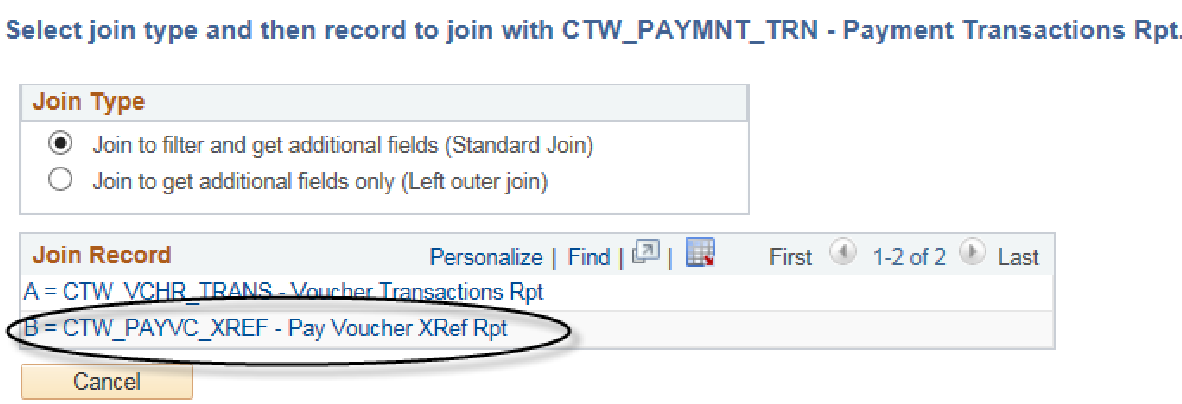
16. Enter the third record for the new query, **CTW_PAYMNT_TRN** in the ***Search By Record Name begins with*** field

17. Select **Search**

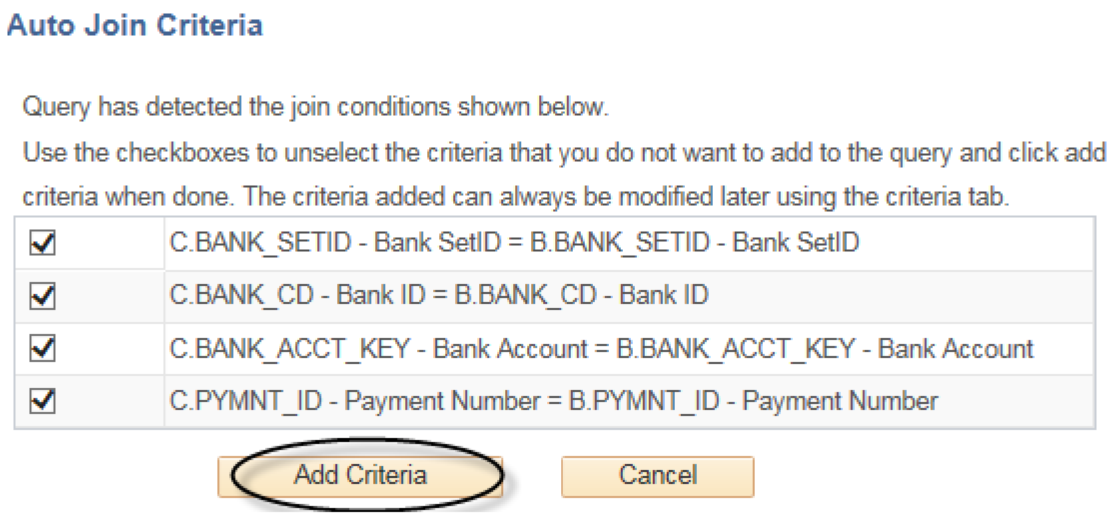
18. On the search results page, select **Join Record** which is located right of the record name, **CTW_PAYMNT_TRN**



19. 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.



20. 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**

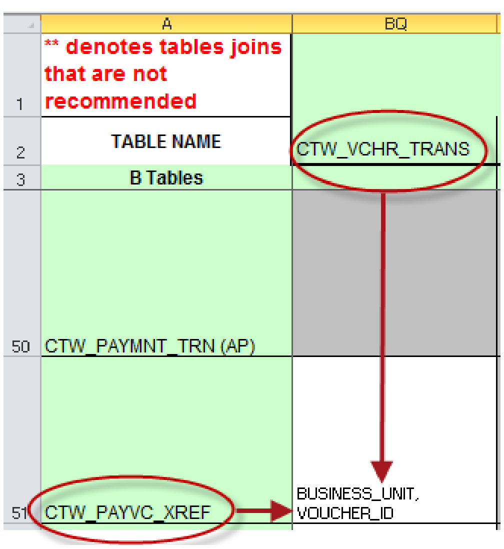


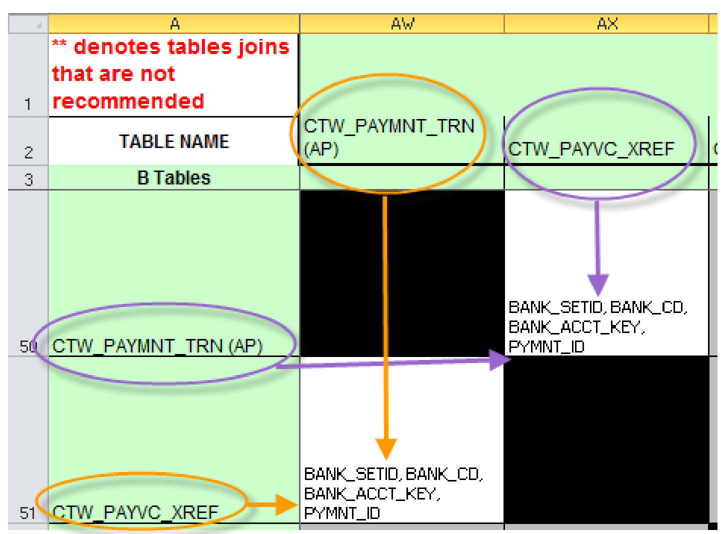
21. Open the **C CTW_PAYMNT_TRN** folder by selecting the plus (+) sign located to the left of the table name.

22. 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

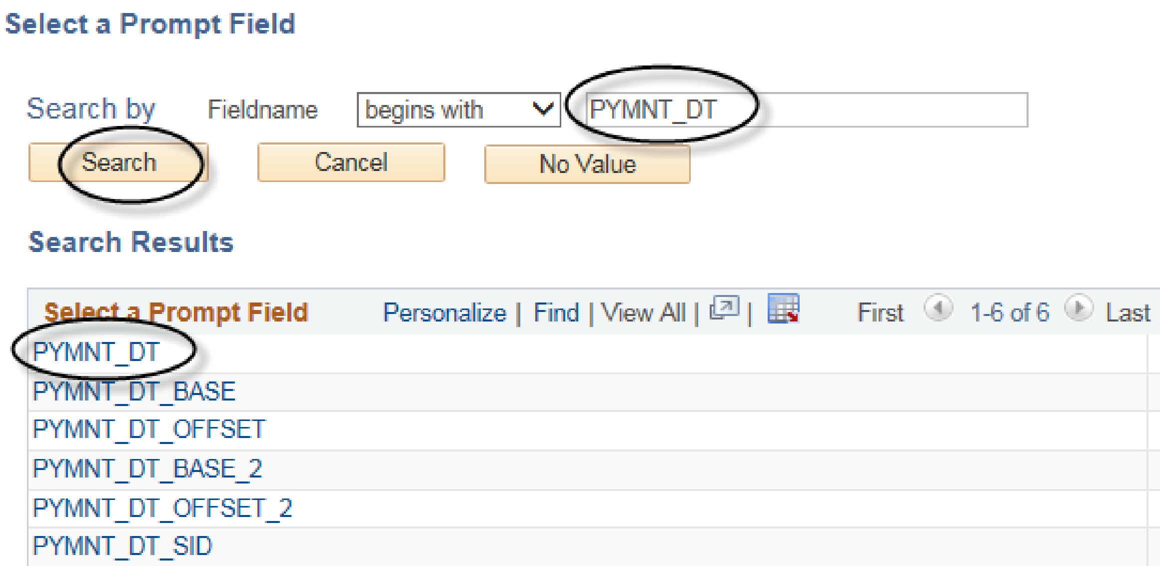
33. Locate and select the Prompts tab at the top of the page

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



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

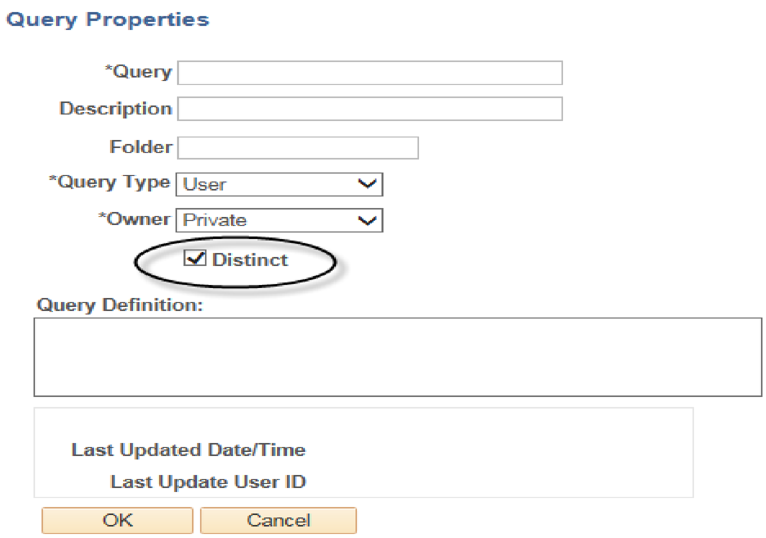
53. Select **Save As** located in the row of links at the bottom of the query page to save your query.

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**.



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.

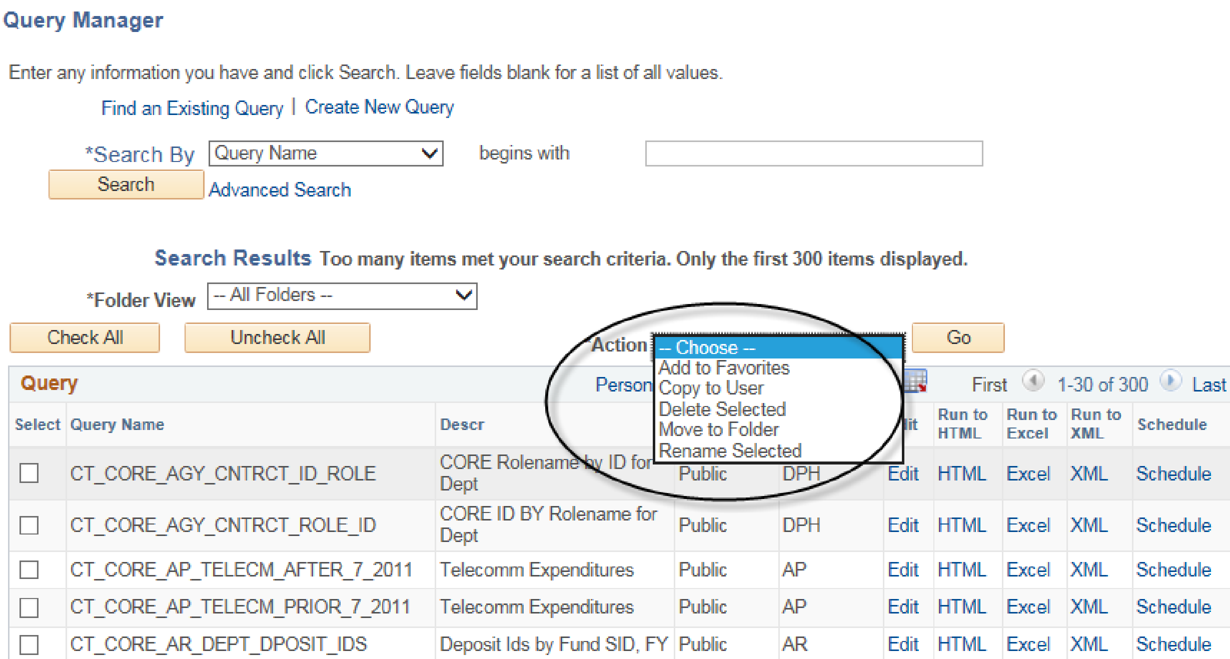
30. To execute query, enter the prompt values under a new tab as:
Business Unit: the first three letters of your agency’s DEPT ID followed by M1.
Payment Date From: 10/01/2021
Payment Date To: today’s date

> ***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



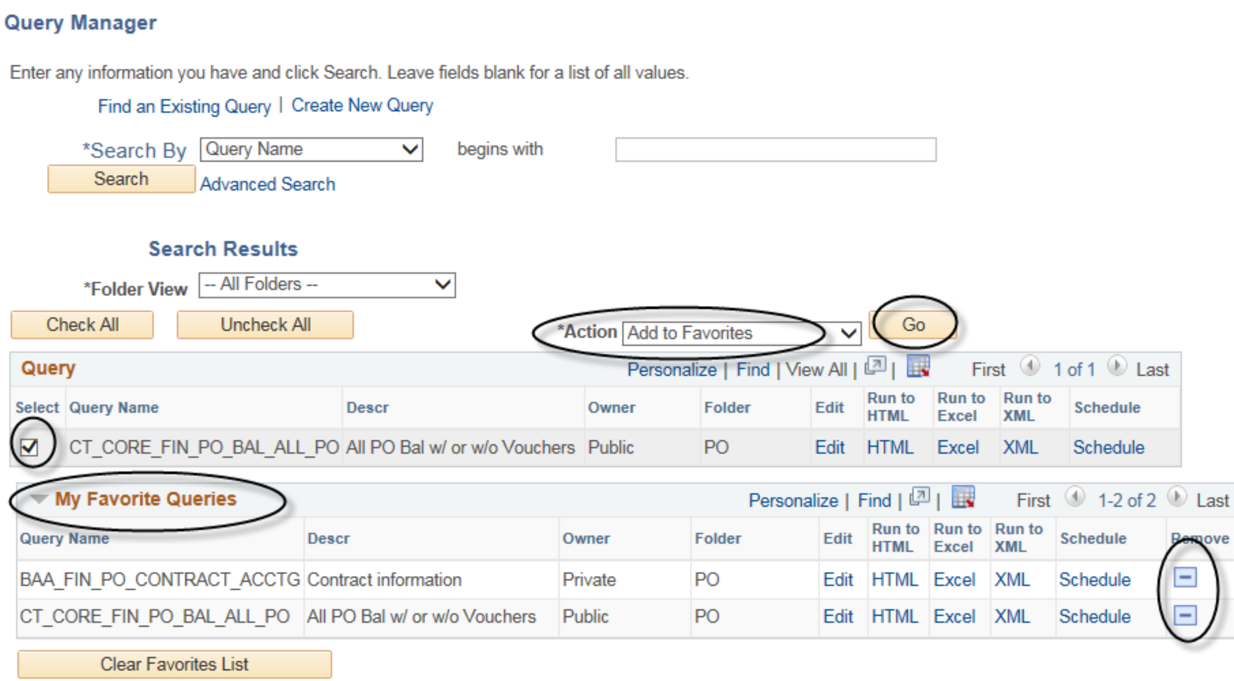
To add a query to My Favorite Queries

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.

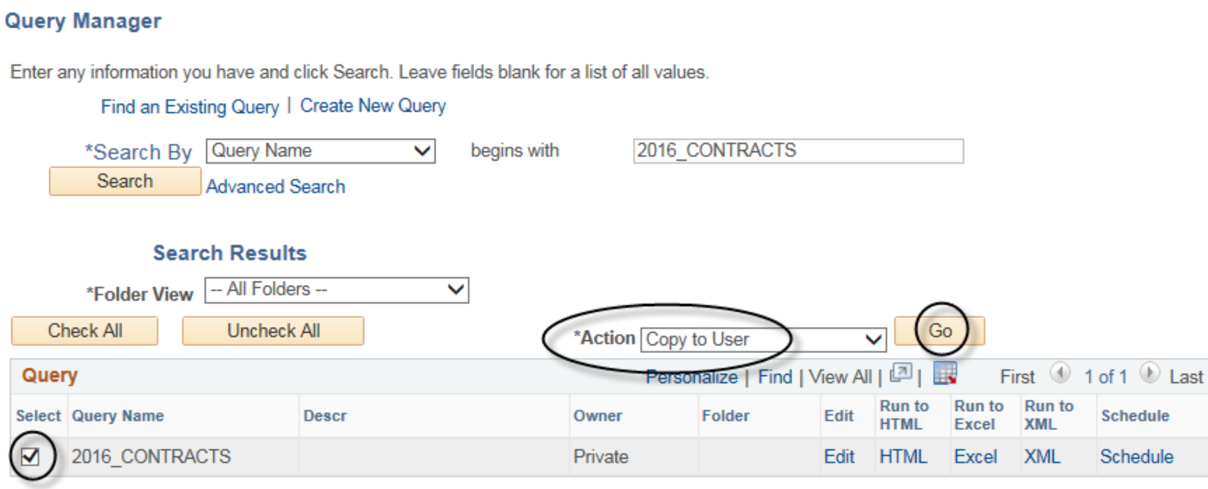


To copy a <u>private</u> query to another user

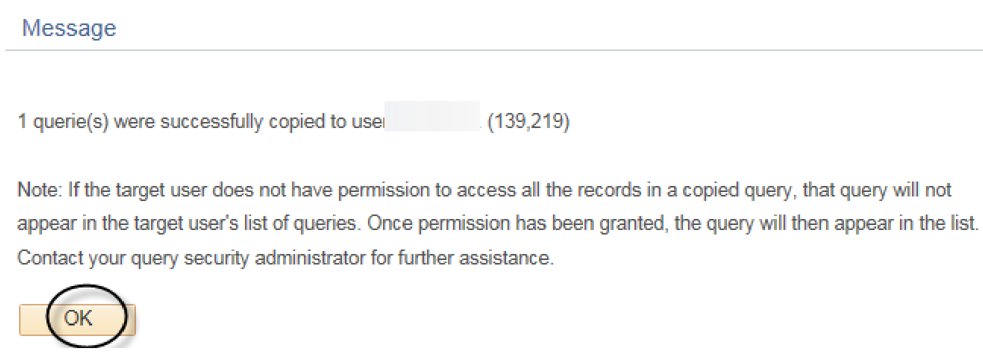
1. Select the box(es) to the left of the private query name(s)

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**.



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.



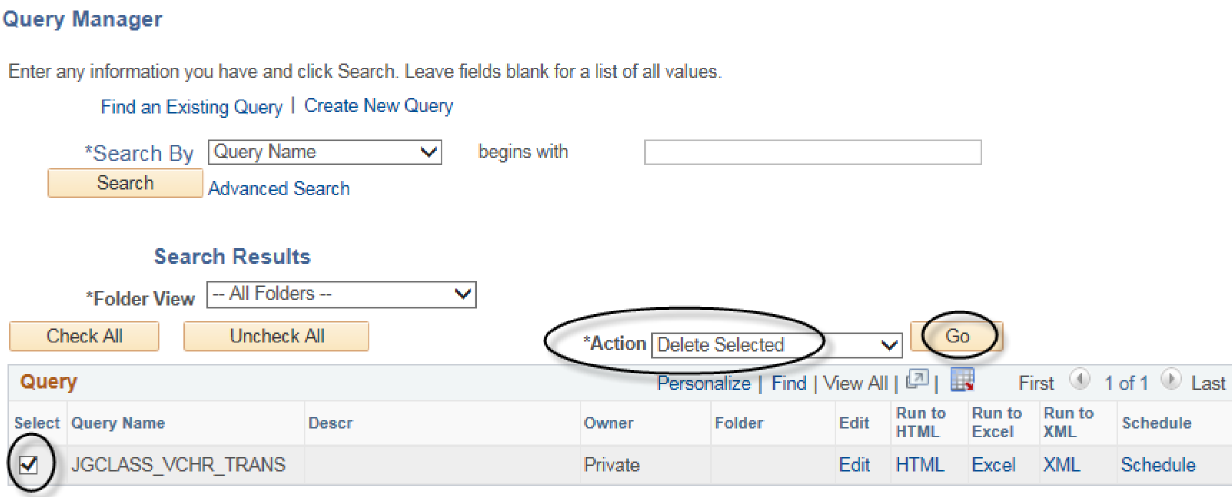
Note: The recipient of the query must have the appropriate security access to be able to view and run the query.

To delete a <u>private</u> query

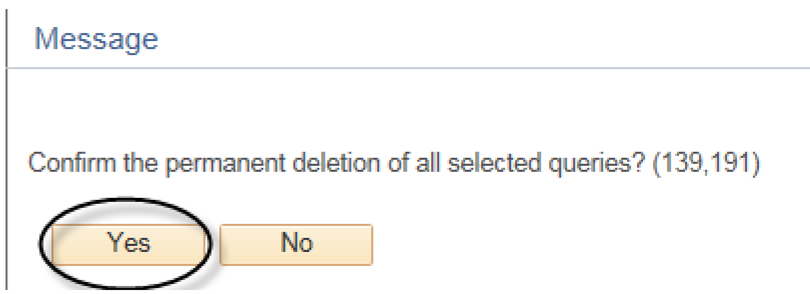
1. Select the box(es) to the left of the private query name(s)

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**.



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.



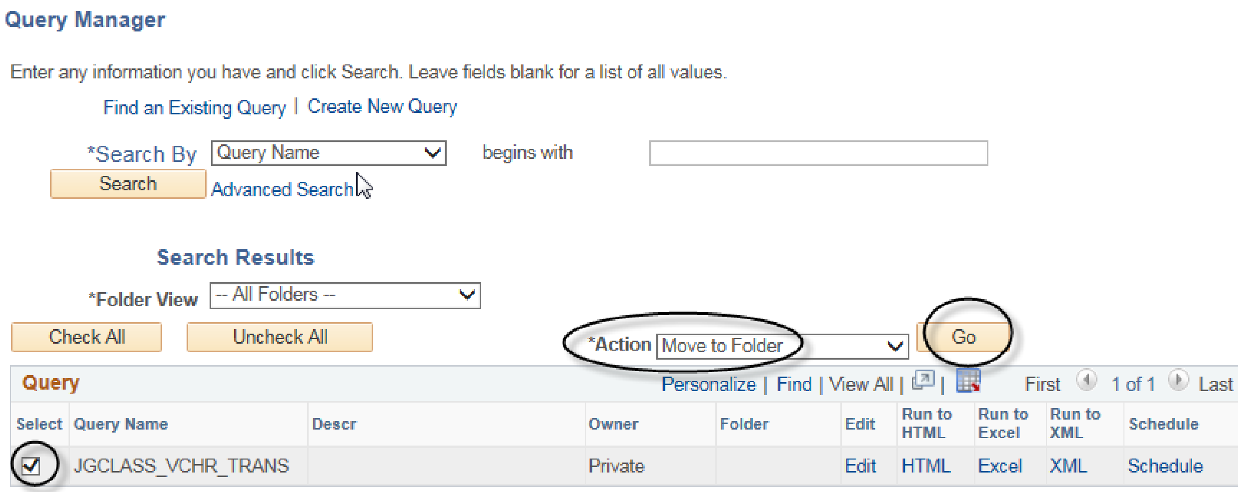
Important Note: No list of queries selected to be deleted appears! Be very careful with this function!

To move a query to a designated folder

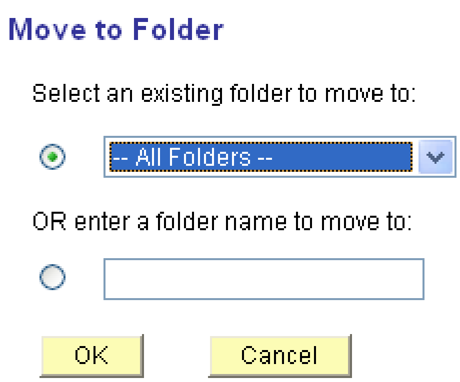
1. Select the box(es) to the left of the private query name(s)

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**.

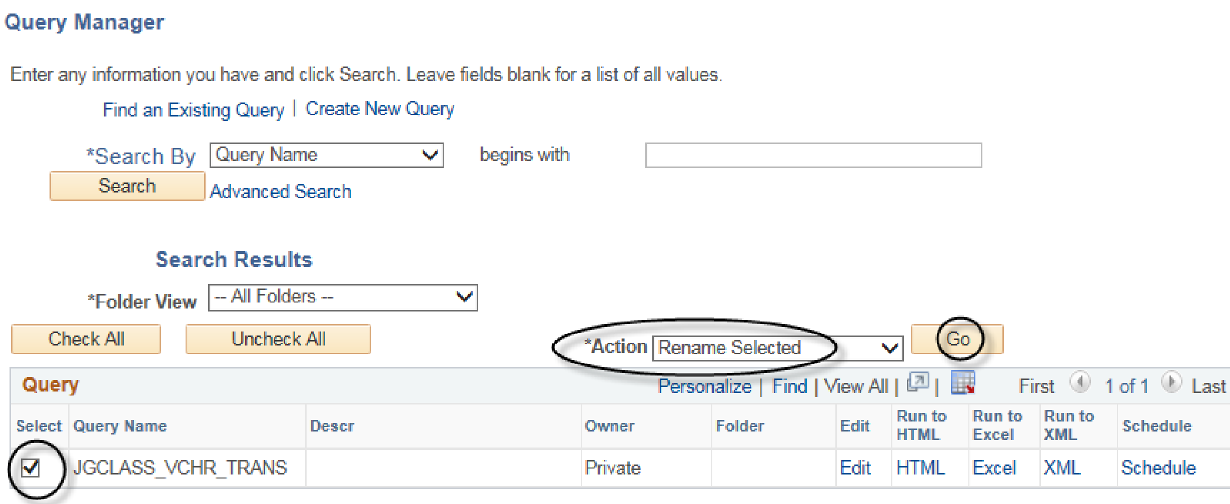


4. Select an existing folder option by selecting the drop down menu to see a list of available folders. Or enter a folder name of your choice. Select **OK**. Query has been moved to a folder for ease of search.

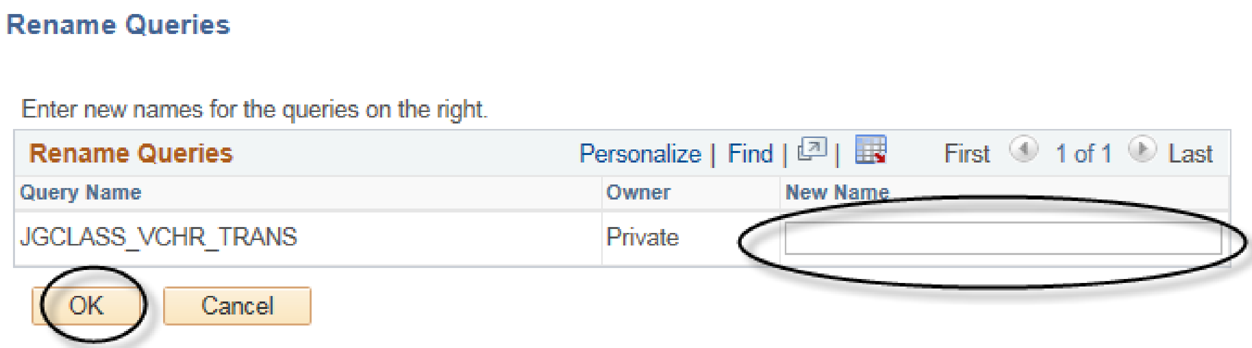


To rename a <u>private</u> query

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**.



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



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