Core-CT EPM Query Introduction
FN 102 AR/GL

Description

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

This hands-on exercise is designed for EPM users to get familiar with a basic understanding of the concepts of Query in Core-CT EPM.

This exercise focuses 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
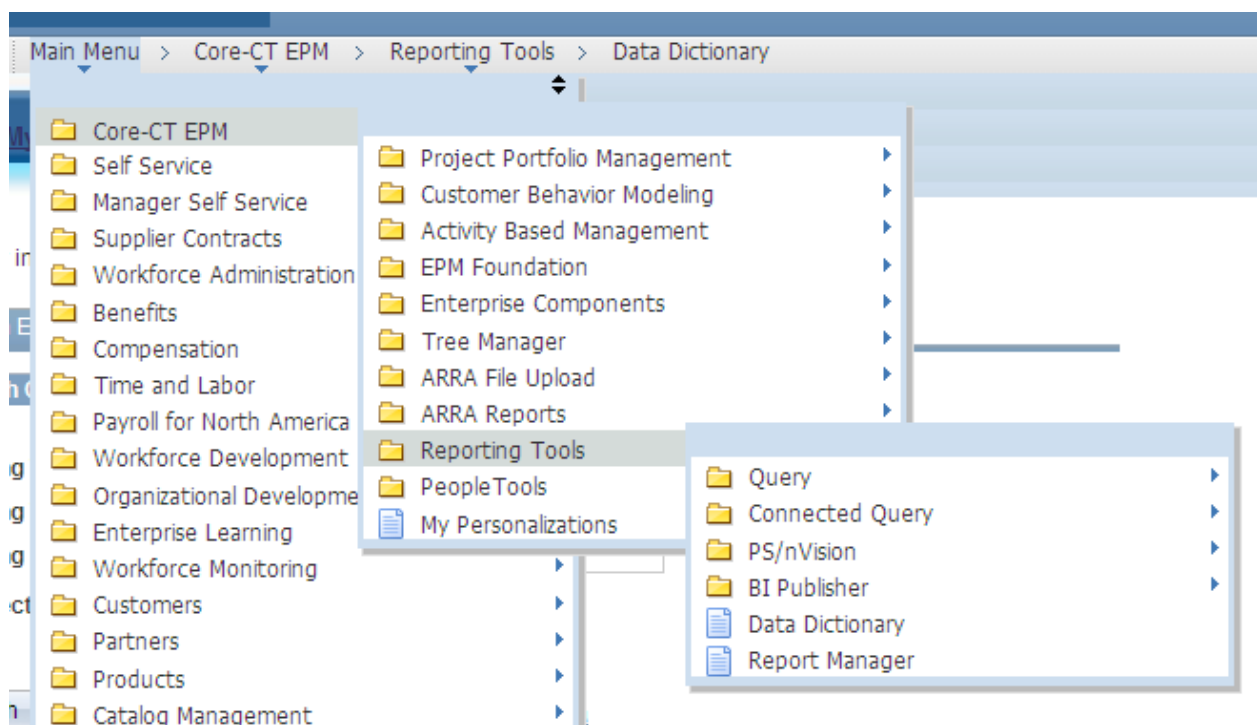
2.   In the Find an Existing Value window

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

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

Find an Existing Value | Add a New Value

Reporting Table Name: begins with ▼ [   ]

Reporting Table Field Name: begins with ✔ [FISCAL   ]   Step 3

Reporting Field Label Name: begins with ▼ [   ]

☐ Correct History ☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

Search Results

View All   First ◄ 1-34 of 34 ► Last

Reporting Table Name	Reporting Table Field Name	Reporting Field Label Name
CTW_AM_ACCT_TBL	FISCAL_YEAR	Fiscal Year
CTW_AM_DEPR_TBL	FISCAL_YEAR	Fiscal Year

5.   Return to the Find an Existing Value tab

6.   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 appear

9. Return to the Find an Existing Value tab

10. Enter **CT_SID** into search field labeled Reporting Table Field Name

11.   Select **Search**

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

12.   Select the Reporting Field Label Name, **CT_SID,** link on any of the reporting tables

Results: Listing of all SID values appears

13.   Return to the Find an Existing Value tab

14.   Enter **DEPTID** into search field labeled <u>Reporting Table Field Name</u>

15.   Select **Search**

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

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

Results: Listing of all agency ID's appears

Using Search tools for Data Dictionary values

17. Select the Find link on the Field Value Header Tool bar located in the search return table.

18. Type in the first three letters of your agency. *The Find functionality works similar to Excel and will display requested values

Changing Page Display Functionality

19. 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_AM_ACCT_TBL   AM Accounting Entries Rpt

Field Name: DEPTID   Department

Field Definition:

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

Customize | Find | View 100 | ▦   First ◀ 1-10 of 9816 ▶ Last

Field Value(s)	Status - Field Value Description(s)	Effective Date
1 00000	A - All Departments	01-JAN-00
2 32616	I - Fleet Admin - CO & Staff	01-JUL-06
3 32664	I - CAD/RMS/GIS	01-JUL-06
4 AES48000	A - CT Agricultural Experimnt	01-JAN-00
5 AES48011	A - Directors Office	01-JAN-00
6 AES48012	A - Director - Tech/Lab	01-JAN-00
7 AES48013	A - Business Office	01-JAN-00
8 AES48014	A - Maintenance Dept	01-JAN-00
9 AES48015	A - Editor	01-JAN-00
10 AES48016	A - Library	01-JAN-00

🖫 Save   🔍 Return to Search   ↑▤ Previous in List   ↓▤ Next in List   ▤ Notify   ▤ Add   ▦ Update/Display   ▦ Correct History

Other Search Options

To find Fields that contain keywords

20. Return to the Find an Existing Value tab

21. Select drop down arrow to access condition type options for the search field labeled Reporting Field Label Name

22. Select **contains** option

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.

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

Find an Existing Value   Add a New Value

Reporting Table Name: begins with ☑ [   ]   Steps 22 and
Reporting Table Field Name: contains   ☑ [   ]   23
Reporting Field Label Name: contains   ☑ Budget

☐ Correct History   ☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

Search Results
View All   First ◄ 1-100 of 147 ► Last

Reporting Table Name	Reporting Table Field Name	Reporting Field Label Name
CTW_POSITION	BUDGET_AMT	Budget Amount
CTW_PROJECT	AN_GRP_ACTV_BUD	Budget Analysis Group
CTW_PROJECT	CT_BUDGET_APPROVER	Budget Approver

Exercise 2: Run an Existing Carry Forward Balances Query

Scenario: Provide the closing and carry-forward balances for your agency by fiscal year and commitment control ledger group.

Skills: Finding and Running an existing Query

Reference: Catalog of Online Reports

<u>**Navigation:**</u> Core-CT EPM> Reporting Tools > Query > Query Manager

1.   Follow the breadcrumbs navigation to the Query Manager page

2.   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   Query Name   begins with

Search   Advanced Search

3.   Enter Folder Name begins with GL in the search field labeled, **Folder Name**

Results: List of all queries in the General Ledger folder is generated.

4.   Within the results displayed, locate the Query titled, **CT_CORE_FIN_GL_BUD_CARRYFRWRD**

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	GL
*Query Type	=	User
Owner	=	Public

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

Search   Clear   Basic Search

Search Results

*Folder View -- All Folders --

Check All   Uncheck All   *Action -- Choose --   Go

Query   Personalize | Find | View All | First 1-30 of 55 Last

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☐	CME_CFSR_EXP	GL Expenditures	Public	GL USERS	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_BUDGET_STATUS_REPORT	GLS8020 (Budget Status)	Public	GL	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_FIN_AP_VCHR_FRM_JRNL	Vchr Acctg Ln by JrnID Acc SID	Public	GL	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_FIN_GL_ACTIVITY	GL Activity by Acctg Period	Public	GL	Edit	HTML	Excel	XML	Schedule

☐	CT_CORE_FIN_GL_BD_STAND_DEVIATION	Budget Details Not Listed	Public	GL	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_FIN_GL_BUDG_DET_INQ	Budget Details Inquiry	Public	GL	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_FIN_GL_BUD_CARRYFRWRD	Budget Lapse and Carry-Forward	Public	GL	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_FIN_GL_BUD_REF_ERR	Budget Ref not equal to FY	Public	GL	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_FIN_GL_BY_EXP	GL Expenditures by FY	Public	GL	Edit	HTML	Excel	XML	Schedule

5. Under the <u>Run to Excel</u> option, select **Excel**

Results: *Run time prompts appear*

6. To execute query, enter the following values in the run time prompts that appear: <u>DEPTID like (%)</u>, <u>Ledger Group</u>

7. Enter for : <u>DEPTID like (%)</u> **the first three letters of your agency's DEPT ID** followed by the percent sign**, %,** and for <u>Ledger Group,</u> **KK_APPROP**

8. Select **View Results**

Results: The query will run to completion and display on the screen. Note the number of rows returned.
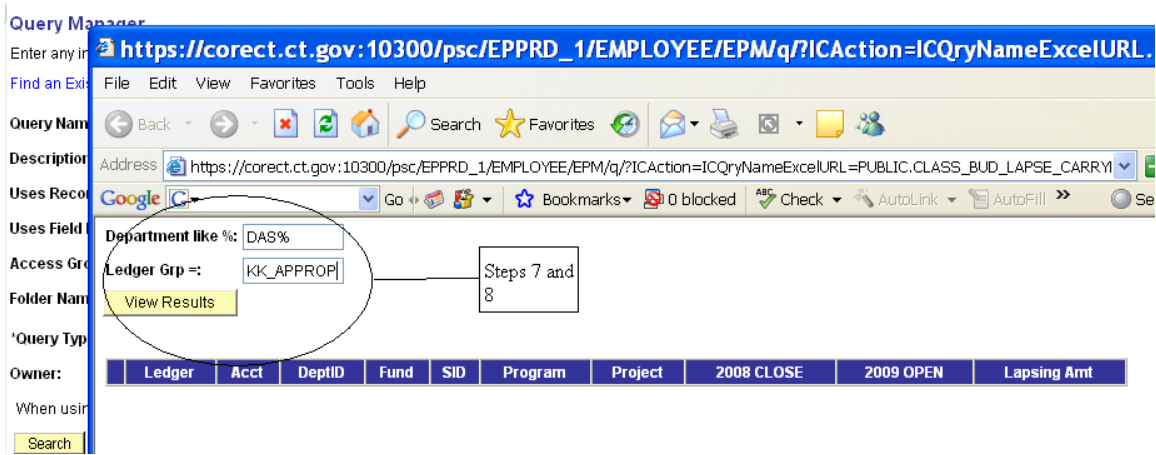
Exercise 3: Modifying an Existing Posted Items Query

Scenario: Modify the query, CLASS_AR_POSTED_ITEMS, to include additional fields. Specifically, add prompts for business unit and posted date to produce a meaningful report.

Skills: Modifying an Existing Query, prompts

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

1. Follow the breadcrumb navigation to the Query Manager page

2. Select the Advanced Search tab

3. Enter in the search field labeled, **Folder Name, begins with: CLASS**

Results: Listing of all the queries in the CLASS folder appears

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

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_POSTED_ITM

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 **FUND_CODE** in the search field

10. Select **OK**

Results: The field FUND_CODE 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 times an din alphabetical order

To add a field to the query report

13.   Locate the Fields titled, **FUND_CODE, ACCOUNT, CT_SID**

14.   Check the box next to the Field names

Results: The fields, FUND_CODE, ACCOUNT, and CT_SID will now display on the final report

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

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

16.   Select the Add Criteria icon, funnel, located to the right of the Field name, BUSINESS_UNIT
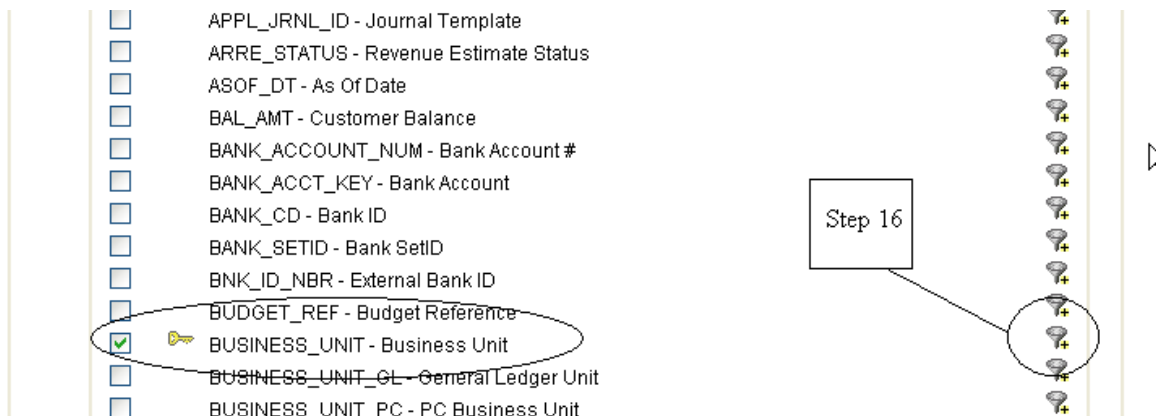
Results: The Edit Criteria Properties page appears for the Field, BUSINESS_UNIT

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

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

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

Results: The Edit Prompt Properties page appears. Remember: Prompts cannot be recorded; 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 ▾ | ——— Step 17

Choose Expression 2 Type
- ○ Field
- ○ Expression
- ○ Constant
- ● Prompt
- ○ Subquery

Expression 2

Define Prompt

Prompt: 🔍 New Prompt Edit Prompt

Step 18

Step 19

[OK]   [Cancel]

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

21. Select OK twice

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

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

23.   Select the Add a Prompt link

24.   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.

Step 24

Edit Prompt Properties

Field Name:
🔍

*Type:
Character

*Format:
Upper

Length: 11
Decimals:

*Edit Type:
No Table Edit

OK   Cancel

*Heading Type:
Text

Heading Text:

*Unique Prompt Name:
BIND1

Prompt Table:
🔍

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

26. Select the link titled, POST_DT under the subheading of Select a Prompt Field

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

Select a Prompt Field

Search by: Fieldname   begins with ▼   POST_DT

[Search]   [Cancel]   [No Value]   Step 25

Search Results

Select a Prompt Field	Customize	Find	View All	▦ First ◄ 1-2 of 2 ► Last
POST_DT	
POST_DT_SW	

Step 26

27.   Locate the Heading Text field and enter, **Posted Date From**

28.   Select OK

Edit Prompt Properties

Field Name:
🔍   POST_DT

'Type:
Date ▼

'Format:
None ▼

Length: 11
Decimals:

'Edit Type:
No Table Edit ▼

[OK]   [Cancel]

'Heading Type:
RFT Short ▼

Heading Text:
Posted Date To

'Unique Prompt Name:
BIND2

Prompt Table:
🔍

Steps 27 & 34

To add the second date prompt to complete the search range

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

30.   Select the Add a Prompt link

31. 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.

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

33. Select the link titled, POST_DT under the subheading of Select a Prompt Field

34. Locate the Heading Text field and enter, **Posted Date To**

35. Select OK

Results: Prompts 2 and 3 have now been defined.

To add criteria to the prompts

36. Select the Criteria tab at the top of the page
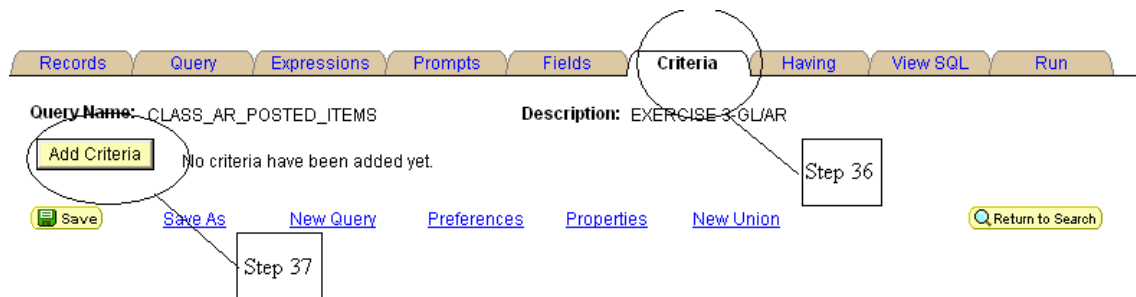
37. Select the Add Criteria button

38. Select the prompts to be used as criteria by selecting the looking glass under Expression 1, Record.Alias Fieldname:

39. Select the field, A.POST_DT, amongst the list of field names

40. Select condition type: between

41. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which will open a new Expression 2 box

42. In Expression 2, Define Expression, Expression, select the Add Prompt link

43. On the Select a Prompt page, select Posted Date From for the first Expression

44. In Expression 2, Define Expression, Expression 2, select the Add Prompt link

45.   On the Select a Prompt page, select Posted Date To for Expression 2

46.   Select OK

Results: Prompts have now been added for a date range

Review and Save

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

48. 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

49. Select **"Run to Excel"** located to the right of your saved query name on the Query Manager page

50. Enter run time prompt values: Business Unit=your business unit; Posted Date from 8-01-21 to 8-15-21.

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

Exercise 4: Modifying an Existing General Ledger Query

Scenario: You have been asked to modify the query, CLASS_CORE_FIN_GL_BY_EXP to include additional fields, prompts for department and fiscal year and to establish criteria to produce a meaningful report.

Skills: Modifying an Existing Query, prompts

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

1.   Follow the breadcrumb navigation to the Query Manager page

2.   Select the Advanced Search tab

3.   Enter **CLASS** in the search field labeled, **Folder Name**

Results: Listing of all queries in the CLASS folder appears

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

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_LED_BAL

Results: CTW_LED_BAL record is the table from which the query generates all its information. All the fields contained in this record/table are displayed. All checked fields will display on the final report.

To add reporting fields to the query report

8.   Locate the Fields titled, **BUDGET_REF, PROJECT_ID,** and **FISCAL_YEAR**

9.   Check the box next to the Field names

Results: The fields BUDGET_REF, PROJECT_ID, and FISAL_YEAR will now display on the final report

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

10. Locate the Field titled, **DEPTID,** on the Fields tab

11. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **DEPTID**

Results: The Edit Criteria Properties page appears for the field DEPTID

12. Select **like** as a condition type from the drop down menu

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

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

Result: The Edit Prompt Properties page appears

15. Locate the Heading Text field and enter, **Department is like %**

16. Select **Ok**

17. Return to the Fields Tab and locate the Field titled, **FISCAL_YEAR**

18. Select the Add Criteria icon, funnel, located to the right of the Field name, **FISCAL_YEAR**

Results: The Edit Criteria Properties page appears for the field FISCAL_YEAR

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 Criteria Properties page appears

22. Locate the Heading Text field and enter, **Fiscal Year**

23. Select **Ok twice.**

Results: Two prompts, DEPTID and FISCAL_YEAR, have been successfully added (as confirmed by the : integer in the expression 2 box)

24.   Return to the Fields Tab and locate the Field titled, **FUND_CODE**

25.   Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **FUND_CODE**

Results: The Edit Criteria Properties page appears for the field FUND_CODE

26.   Select **like** as a condition type from the drop down menu

Note: There are two wildcards available for use in EPM. Percent, %, can be used at the beginning, end, or to replace a field and returns any number of characters. The underscore, _, can be used any place in a field and returns one character.

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

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

Result: The Edit Criteria Properties page appears

29.   Locate the Heading Text field and enter, **Fund like (%)**

30.   Select **Ok**

31.   Return to the Fields Tab and locate the Field titled, **CT_SID**

32.   Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **CT_SID**

Results: The Edit Criteria Properties page appears for the field CT_SID

33.   Select **like** as a condition type from the drop down menu

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

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

Result: The Edit Criteria Properties page appears

36.   Locate the Heading Text field and enter, **SID like (%)**

37.   Select **Ok**

Note: The third and fourth prompts, FUND_CODE and CT_SID, have been successfully added

To add criteria to a reporting Field from the Fields tab

38.   Return to the Fields Tab and locate the field titled, **LEDGER**

39.   Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **LEDGER**

Results: The Edit Criteria Properties page appears for the field LEDGER

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

41.   Within the Choose Expression 2 Type, Define Constant, enter the value, **MOD_ACCRL**.

Note: Always use CAPITAL LETTERS when establishing criteria

42.   Select OK

43.   Return to the Fields Tab and locate the Field titled, **ACCOUNT**

44.   Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **ACCOUNT**

Results: The Edit Criteria Properties page appears for the field ACCOUNT

45.   Select **like** as a condition type from the drop down menu

46.   Within the Choose Expression 2 Type, Define Constant, enter the value, 5%

47.   Select OK

Results: Criteria on the field ACCOUNT of like 5%, specifying the wildcard %, has been set up

Review and Save

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

49.   Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. All queries should be named as private.

Test Query

50.   Select **Run to Excel** located to the right of your saved query name on the Query Manager page. When prompted, enter the first three letters of your agency's DEPTID followed by the percent sign (%) as well as enter Fiscal Year = 2021 Fund = 11000 and SID = your choice.

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

Exercise 5: Create a Ledger Balance Query

Scenario: Build a simple query and sample data for further refinement.

Skills: Creating a Query, data sampling

Reference: EPM Data Dictionary, FIN Reporting Table Summary

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

1. Follow the breadcrumb navigation to the Query Manager page

2. Select the **Create New Query** link, which will automatically take you to the records tab

3. Enter **CTW_LEDG_KK_BAL** in the Search By>Record Name search field

4. Select **Search**

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

6. Select **Ok**. You are now on the Query tab.

7. 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

8. Locate the Field titled, **DEPTID,** on the Fields tab

9. Select the Add Criteria icon, funnel, located to the right of the Field name, **DEPTID**

Results: The Edit Criteria Properties page appears for the field DEPTID

10. Select **like** as a condition type from the drop down menu

11. Within the Expression 2, Define Constant box, enter the first three letters of your agency followed by the percent sign (%)

Results: *You have established selection criteria for the Field, DEPTID, using the wildcard (%).*

Note: In the General Ledger Reporting Tables, the Business Unit is STATE. Limit the return to your agency's data using the field DEPTID.

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

13. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **FISCAL_YEAR**

Results: The Edit Criteria Properties page appears for the field FISCAL_YEAR

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

15. Within the Expression 2, Define Constant box, enter the constant of **2013**

Results: Selection criteria for FISCAL_YEAR 2013 has been established.

16. Select **Ok**

17. Return to the Fields tab and locate the Field titled, **ACCOUNTING_PERIOD**

18. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **ACCOUNTING_PERIOD**

Results: The Edit Criteria Properties page appears for the field
ACCOUNTING_PERIOD

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

20.   Within the Expression 2, enter the constants 1 and 12

Results: The selection criteria for field ACCOUNTING_PERIOD, limiting the
accounting periods 1 to 12, has been established

21.   Select **Ok**

22.   Return to the Fields tab and locate the Field titled, **FUND_CODE**

23.   Select the Add Criteria icon represented by the picture of a funnel located to
the right of the Field name, **FUND_CODE**

Results: The Edit Criteria Properties page appears for the field FUND_CODE

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

25.   Within the Expression 2, Define Constant box, enter the constant of **11000 (or
any fund code of your choice)**

Results: The selection criteria for field FUND_CODE, limiting the fund code to 11000
(or any fund code of your choice) has been established

26.   Select **Ok**

Review and Save

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

28.   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

29.   Select **Run to Excel** located to the right of your saved query name on the
Query Manager page

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

Exercise 6: Create a Journal Transaction Query

Skills: Creating a Query, adding criteria, prompts

Reference: EPM Data Dictionary, FIN Reporting Table Summary

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

1.   Select the **Create New Query** link, which will automatically take you to the records tab

2.   Enter **CTW_JRNL_TRN** in the Search By>Record Name search field

3.   Select **Search**

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

Results: Upon added the record, the Query page will appear

5.   Select **Ok**.

6.   From the list of fields, select the following fields: **JOURNAL_ID, CT_HEADER_DESCR, MONETARY_AMOUNT, STATISTIC_AMOUNT, ACCOUNT, DEPTID, FUND_CODE, CT_SID, BUDGET_REF, BUDGET_HDR_STATUS**

7.   Go to the Fields Tab.

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

8.   Locate the Field titled, **DEPTID,** on the Fields tab

9.   Select the Add Criteria icon, funnel, located to the right of the Field name, **DEPTID**

Results: The Edit Criteria Properties page appears for the field DEPTID

10. Select **like** as a condition type from the drop down menu

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

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

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

13. Locate the Heading Text field and enter **Department like**%

14. Select **Ok** twice

15. Return to the Fields tab and locate the Field titled, **ACCOUNT**

16. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **ACCOUNT**

17. Select **like** as a condition type from the drop down menu

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

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

20. Locate the Heading Text field and enter **Account like**%

21. Select **Ok**

To create a prompt from the Prompts tab

Establishing date range prompt criteria require setting up two prompts on the same field. The only way the Query Manager Tool will allow this operation is if the heading text for each prompt is different.

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

23. Select the Add a Prompt link

24. 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.

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

Note: The EPM Reporting Table, CTW_JRNL_TRN is partitioned on the date field, JOURNAL_DATE, which should ALWAYS be used to establish date parameters. For a discussion of partitioned tables: Core-CT EPM Partitioned Tables (state.ct.us)

26. Select the link titled, **JOURNAL_DATE** under the subheading of Select a Prompt Field

27. Locate the Heading Text field and enter, **Journal Date From,** the logical date progression of from date 1 to date 2.

28. Select OK

To add the second date prompt

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

30. Select the Add a Prompt link

31. 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.

32. 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 **JOURNAL_DATE** and select search.

33. Select the link titled, **JOURNAL_DATE** under the subheading of Select a Prompt Field

34. Locate the Heading Text field and enter, **Journal Date To**

35. Select OK

Results: Prompts 3 and 4 have now been defined, but have no effect on limiting the query return until entered into query criteria

To add prompts to the criteria

36. Select the Criteria tab at the top of the page

37. Select the Add Criteria button

38. Select the prompts to be used as criteria by selecting the looking glass under Expression 1, Record.Alias Fieldname:

39. Select the field, A. JOURNAL_DATE, amongst the list of field names

40. Select condition type: between

41. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which allows access to the Add Prompt link.

42. Select the Add Prompt link

43. On the Select a Prompt page, select **Journal Date From** for the first Expression

44. To complete the second half of the between condition, select the Add Prompt link

45. Choose **Journal Date To** for Expression 2

46. Select OK

Results: Prompts for Journal Date range have been added

Review and Save

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

48. 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

49. Select **Run to Excel** located to the right of your saved query name on the Query Manager page

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

To add a field to the query report

50. Return to the Query tab and locate the Field titled, **JOURNAL_DATE**

51. Check the box next to the Field names

Results: The Filed, JOURNAL_DATE, will now display on the final report

To Re-order columns

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

Note: The left-hand column, New Column arranges the column order in the final report. The right-hand column, New Order By, groups the data.

53. Determine the order in which you would like the data grouped. As in Excel, there is a limit to successful data grouping; do not include every field.

53. Renumber the columns in such a manner that JOURNAL_DATE is next to JOURNAL_ID. You do not need to enter a number by each field under the New Column heading. Therefore if you want JOURNAL_DATE and JOURNAL_ID to appear in your report as the third and fourth columns then place the numeral, 3. and the numeral, 4, respectively, before the fields titled, JOURNAL_DATE and JOURNAL_ID.

54. Select **OK,** which will return you to the **Fields** tab

Review and Save

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

56. Re-name your query, if necessary, 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

57. Select **Run to Excel** located to the right of your saved query name on the Query Manager page

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

Exercise 7: Create a Journal Transaction Query

Skills: Creating a Query, adding criteria, prompts, translate values

Reference: EPM Data Dictionary, FIN Reporting Table Summary

Navigation: EPM Reporting Tools > Query > Query Manager>Create New Query

1. Select the **Create New Query** link, which will automatically take you to the records tab

2. Enter **CTW_JRNL_TRN** in the Search By>Record Name search field

3. Select **Search**

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

Results: Upon adding the record, the Query page will appear

5. Select **Ok**.

6. Within the listing of fields, select the following fields: **JOURNAL_DATE, DEPTID, ACCOUNT, FUND_CODE, CT_SID, PROGRAM_CODE, CT_GL_ACC_DESCR, PROJECT_ID, BUDGET_REF, MONETARY_AMOUNT, SOURCE**

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

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

8. Locate the Field titled, **DEPTID.**
9. Select the Add Criteria icon, funnel, located to the right of the Field name, **DEPTID**

Results: The Edit Criteria Properties page appears for the field DEPTID

10. Select **like** as a condition type from the drop down menu

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

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

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

13. Locate the Heading Text field and enter **Department like**%

14. Select **Ok** twice

Add a prompt from the Prompts tab

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

16. Select the Add a Prompt link

17. 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.

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

19. Select the link titled, **JOURNAL_DATE** under the subheading of Select a Prompt Field

20. Locate the Heading Text field and enter, **Journal Date From**

21. Select OK

Add the second date prompt

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

23. Select the Add a Prompt link

24. 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.

25. 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 **JOURNAL_DATE** and select search.

26. Select the link titled, **JOURNAL_DATE** under the subheading of Select a Prompt Field

27. Locate the Heading Text field and enter, **Journal Date To**

28. Select OK

Results: Prompts 2 and 3 have now been defined.

To add prompts to criteria.

29. Select the Criteria tab at the top of the page

30. Select the Add Criteria button

31. Select the prompts to be used as criteria by selecting the looking glass under Expression 1, Record.Alias Fieldname:

32. Select the field, A. JOURNAL_DATE, amongst the list of field names

33. Select condition type: between

34. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which will open the link to the prompts.

35. In Expression 2, Define Expression, Expression, select the Add Prompt link

36. On the Select a Prompt page, select **Journal Date From** for the first Expression

37. In Expression 2, Define Expression, Expression 2, select the Add Prompt link

38. On the Select a Prompt page, select **Journal Date To** for Expression 2

39. Select OK

Results: Prompts for a Journal Date range have been added.

40. Return to the Fields tab and locate the Field titled, **SOURCE**

41. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **SOURCE**

Results: The Edit Criteria Properties page appears for the field SOURCE

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

43. Within the Choose Expression 2 Type, enter the constant, PAY

Results: A criterion is established limiting the query to the journal source of PAY

44. Return to the Fields tab and locate the Field titled, **ACCOUNT**

45. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **ACCOUNT**

Results: The Edit Criteria Properties page appears for the field ACCOUNT

46. Select **in list** as a condition type from the drop down menu

47. Select the looking class icon located within the Expression 2, Edit List

48. Enter **50410** and select the **add value** button. Continue to enter the following values followed by the add value button for each of the following Account values: **50420, 50430, 50441, 50442, 50460, 50471, 50472, 50473, 50474, 50475, 50511**

Edit List

List Members	Customize | Find |	First ◀ 1-12 of 12 ▶ Last
☑ 50410		
☐ 50420		
☐ 50430		
☐ 50441		
☐ 50442		
☐ 50460		
☐ 50471		
☐ 50472		
☐ 50473		
☐ 50474		
☐ 50475		
☐ 50511		

Value: [ ] Add Value   Search   Delete Checked Values

Add Prompt

OK   Cancel

Step 48

49. After entering all the Account values listed above, then select **OK** twice

Results: Selection criteria has been established that will return values for any of the Accounts listed. **PLEASE NOTE: If you are required to enter alpha values, make sure these are capitalized.**

Review and Save

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

51.   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

52.   Select **Run to Excel** located to the right of your saved query name on the Query Manager page. Enter the values for the run time prompts. For DEPTID enter your agency's three letter code followed by the percent sign, %; Journal Date from 8-20-2021 and Journal Date to 9-04-2021

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

Exercise 8: Create a Journal Pay Query

Skills: Creating a Query, prompts, translate values, column and sort order, rename column headings

Reference: EPM Data Dictionary, FIN Reporting Table Summary

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

1.   Select the **Create New Query** link, which will automatically take you to the records tab

2.   Enter **CTW_DIR_JRNL_PY** in the Search By>Record Name search field

3.   Select **Search**

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

5.   Select **Ok**.

6.   Select the following fields: **DEPOSIT_BU, DEPOSIT_ID, PAYMENT_SEQ_NUM, PAYMENT_METHOD, BUSINESS_UNIT, DEPOSIT_TYPE, BANK_CD, ACCOUNTING_DT, ACCOUNT, FUND_CODE, CT_SID, MONETARY_AMOUNT, LEDGER, JOURNAL_ID, JOURNAL_DATE, DEPTID**

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

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

8.   Locate the Field titled, **DEPTID.**

9.   Select the Add Criteria icon, funnel, located to the right of the Field name, **DEPTID**

10.   Select **like** as a condition type from the drop down menu

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

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

13.   Locate the Heading Text field and enter **Department like** %

14. Select **Ok** twice

15. Return to the Fields tab and locate the Field titled, **FUND_CODE**

16. Select the Add Criteria icon located to the right of the Field name, **FUND_CODE**

17. Select **like** as a condition type from the drop down menu

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

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

20. Locate the Heading Text field and enter **Fund** %

21. Select **Ok**

22. Return to the Fields tab and locate the Field titled, **ACCOUNT**

23. Select the Add Criteria icon located to the right of the Field name, **ACCOUNT**

24. Select **like** as a condition type from the drop down menu

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

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

27. Locate the Heading Text field and enter **Account** %

28. Select **Ok**

29. Return to the Fields tab and locate the Field titled, **CT_SID**

30. Select the Add Criteria icon located to the right of the Field name, **CT_SID**

31. Select **like** as a condition type from the drop down menu

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

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

34. Locate the Heading Text field and enter **SID** %

35. Select **Ok**

36. Return to the Fields tab and locate the Field titled, **JOURNAL_ID**

37. Select the Add Criteria icon located to the right of the Field name, **JOURNAL_ID**

38. Select **like** as a condition type from the drop down menu

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

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

41. Locate the Heading Text field and enter **Journal ID like** %

42. Select **Ok**

Add a prompt from the Prompts tab

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

44. Select the Add a Prompt link

45. 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.

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

47. Select the link titled, **ACCOUNTING_DT** under the subheading of Select a Prompt Field

48. Locate the Heading Text field and enter, **Accounting Date From**

49. Select OK

Add the second date prompt

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

51. Select the Add a Prompt link

52. 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.

53. 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.

54. Select the link titled, **ACCOUNTING_DT** under the subheading of Select a Prompt Field

55. Locate the Heading Text field and enter, **Accounting Date To**

56. Select OK

Results: Prompts 6 and 7 have now been defined.

Add the prompts to criteria

57. Select the Criteria tab at the top of the page

58. Select the Add Criteria button

59. Select the prompts to be used as criteria by selecting the looking glass under Expression 1, Record.Alias Fieldname:

60. Select the field, A. ACCOUNTING_DT, amongst the list of field names

61. Select condition type: between

62. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which will open the link to the prompts.

63. In Expression 2, Define Expression, Expression, select the Add Prompt link

64. On the Select a Prompt page, select **Accounting Date From** for the first Expression

65. In Expression 2, Define Expression, Expression 2, select the Add Prompt link

66. On the Select a Prompt page, select **Accounting Date To** for Expression 2

67. Select OK

68. Return to the Fields tab and locate the Field titled, **PAYMENT_METHOD**

69. Select the Edit button located to the right of the Field name, **PAYMENT_METHOD**

70.   Select Translate Value Long under the Translate Value box

Results: The long version of the predetermined translate value for the field, PAYMENT_METHOD, has been selected. The available values can be viewed 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.

Review and Save

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

72. 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

73. Select **Run to Excel** located to the right of your saved query name on the Query Manager page. Enter the following values for the run time prompts: Department ID-enter the first three letters of your agency ID followed by the percent sign, %; Fund like 12%; Account like 4%; SID like %; Journal_ID like AR%; Accounting Date between 8-01-2013 and 9-01-2013.

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

To Re-order columns

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

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

76. Reorder the columns in any manner you would like to see the columns displayed in your report. NOTE: you do not need to enter a number by each field under the New Column heading.

77. Select **OK** which will return you to the **Fields** tab

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			Customize | Find | View All |	First ◀ 1-16 of 16 ▶ Last
New Column	Column	Record.Fieldname	Order By Descending	New Order By
	1	A.DEPOSIT_BU - Deposit Unit	☐	
	2	A.DEPOSIT_ID - Deposit ID	☐	
	3	A.PAYMENT_SEQ_NUM - Payment Sequence	☐	
	4	A.BUSINESS_UNIT - Business Unit	☐	
	5	A.DEPOSIT_TYPE - Deposit Type	☐	
	6	A.BANK_CD - Bank ID	☐	
	7	A.ACCOUNTING_DT - Accounting Date	☐	
	8	A.ACCOUNT - Account	☐	
	9	A.DEPTID - Department	☐	
	10	A.FUND_CODE - Fund Code	☐	
	11	A.CT_SID - SID	☐	
	12	A.MONETARY_AMOUNT - Monetary Amount	☐	
	13	A.LEDGER - Ledger	☐	
	14	A.JOURNAL_ID - Journal ID	☐	
	15	A.JOURNAL_DATE - Journal Date	☐	
	16	A.PAYMENT_METHOD - Payment Method	☐	

OK   Cancel

Place the numeric order you would like your data sorted here

Place the numeric order you would like to see your data displayed here

To Rename a Column Heading

78.   Return to the Fields tab, select the **edit** button for the field, **CT_SID**

| 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

Fields						Customize | Find | View All |	First ◀ 1-16 of 16 ▶ Last		
Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.DEPOSIT_BU - Deposit Unit	Char5				Unit	🔍	Edit	⊟
2	A.DEPOSIT_ID - Deposit ID	Char15				Deposit ID	🔍	Edit	⊟
3	A.PAYMENT_SEQ_NUM - Payment Sequence	Num6.0				Seq	🔍	Edit	⊟
4	A.BUSINESS_UNIT - Business Unit	Char5				Unit	🔍	Edit	⊟
5	A.DEPOSIT_TYPE - Deposit Type	Char1		N		Type	🔍	Edit	⊟
6	A.BANK_CD - Bank ID	Char11				Bank ID	🔍	Edit	⊟
7	A.ACCOUNTING_DT - Accounting Date	Date				Acctg Date	🔍	Edit	⊟
8	A.ACCOUNT - Account	Char10				Acct	🔍	Edit	⊟
9	A.DEPTID - Department	Char10				DeptID	🔍	Edit	⊟
10	A.FUND_CODE - Fund Code	Char5				Fund	🔍	Edit	⊟
11	A.CT_SID - SID	Char5				SID	🔍	Edit	⊟
12	A.MONETARY_AMOUNT - Monetary Amount	SNm25.3				Amount	🔍	Edit	⊟

Step 78

79. In the Heading Box, select the **text** button and enter **SID** in the box titled, Heading Text to change the column heading.

80. Select **OK**

Review and Save

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

82. Re-name your query, if necessary, 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

83. Select **Run to Excel** located to the right of your saved query name on the Query Manager page. Enter the following values for the run time prompts: Department ID-enter the first three letters of your agency ID followed by the percent sign, %; Fund like 12%; Account like 4%; SID like %; Journal_ID like AR%; Accounting Date between 8-1-2021 and 9-1-2021.

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

Exercise 9: Creating a Query, Joining Tables

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

Reference: EPM Data Dictionary, FIN Reporting Table Summary
EPM Job Aid: Reporting Table Indexes and Join Criteria

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

1. To provide a list of all recurring billing customers and their current addresses, we will use the following reporting tables, **CTW_BI_INVOICE** and **CTW_CUST_ADDR.**

2. Follow the breadcrumb navigation to the Query Manager page

3. Select the **Create New Query** link, which will automatically take you to the records tab

4. Enter the primary record for the new query, **CTW_BI_INVOICE** in the Search By>Record Name search field

5. Select **Search**

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

7. Select **Ok**. You are now on the Query tab.

8. From the list of fields, select the following fields: **INVOICE, BILL_TYPE_ID, BILLING_FREQUENCY, BILL_TO_CUST_ID, TEMPLATE_IVC_FLG, AMOUNT, ORIG_AMOUNT**

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

10. Enter the secondary record for the new query, **CTW_CUST_ADDR** in the Search By>Record Name search field

11. Select **Search**

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

13. Select record to be joined, **CTW_BI_INVOICE.**

Select join type and then record to join with CTW_CUST_ADDR - Customer Address Rpt.

Join Type
- ⦿ Join to filter and get additional fields (Standard Join)
- ○ Join to get additional fields only (Left outer join)

Join Record	Customize	Find	⊞	First ◄ 1 of 1 ► Last

A = CTW_BI_INVOICE - Bill Invoice Rpt

Cancel

Step 13
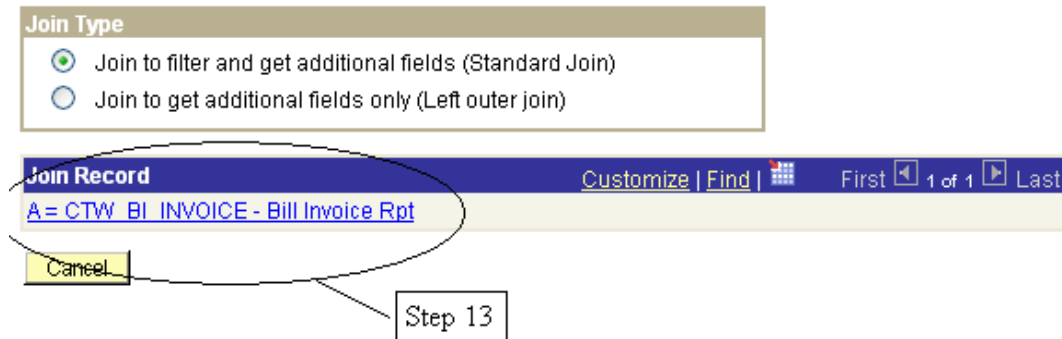
14. Auto Join Criteria page will appear. Accept the join type: **Standard Join**. The two tables can be successfully joined by the field, A**DDRESS_SEQ_NUM**. However, there are additional field joins for these two tables, which we will add. The correct field joins for these two tables is identified in the excel spreadsheet for Financials embedded in the job aid, **Reporting Table Indexes and Join Criteria**.

     A.BUSINESS_UNIT=B.SETID
     A.BILL_TO_CUST_ID=B.CUST_ID

Results: The criteria page shows the fields which are joined from each table. By convention, the tables are assigned a table alias, an A. for the first table selected and a B. for the second. The table alias serves as shorthand. For example the field, BUSINESS_UNIT on the table, CTW_BI_INVOICE is properly identified as CTW_BI_INVOICE.BUSINESS_UNIT. Using the alias shortens this expression to A.BUSINESS_UNIT.

15. 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**.

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.

☑ B.ADDRESS_SEQ_NUM - Address Sequence Number = A.ADDRESS_SEQ_NUM - Address Sequence Number

Add Criteria   Cancel

Step 15

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

Query Name: New Unsaved Query   **Description:**

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_BI_INVOICE - Bill Invoice Rpt   Hierarchy Join ⊟

🗀 B CTW_CUST

Microsoft Internet Explorer   ✕

⚠ An effective date criteria has been automatically added for this effective dated record. (139,60)

Fields   OK

☐
☐
☐   🔑
☐   CITY - City
☐   CR_ANALYST - Credit Analyst
☐   CT_CUST_AD_DESC - Customer Address Description

15.   Open the **CTW_BI_INVOICE** folder by selecting the plus (+) sign located
      to the left of the table name.

16.   Select **BUSINESS_UNIT**

17.   Select the Add Criteria icon, funnel, located to the right of the Field name,
      BUSINESS_UNIT

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

19.   Within the Choose Expression 2 Type, select the **field** option

20.   Within the Expression 2 box, select the looking glass icon

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 ▾ | ⟶ Step 18

Choose Expression 2 Type

- ⦿ Field
- ○ Expression
- ○ Constant
- ○ Prompt
- ○ Subquery

Expression 2

Choose Record and Field

Record Alias.Fieldname:

🔍 ⟶ Step 20

OK   Cancel

Step 19

21. On the Select A Field page, select the **show fields** button located to the right of the table, **CTW_CUST_ADDR**.

22. Select the field, **SETID** from the list of fields for **CTW_CUST_ADDR** table.

Select a field

Select a record to show fields for			Customize | Find | ▦	First ◄ 1-2 of 2 ► Last
Alias	Record	Record Description		Show Fields
A	CTW_BI_INVOICE	Bill Invoice Rpt		Show Fields
B	CTW_CUST_ADDR	Customer Address Rpt		Show Fields

Step 21

Select a field   Customize \| Find \| View All \| ▦   First ◄ 1-26 of 26 ► Last

B.ADDRESS1 - Address Line 1
B.ADDRESS2 - Address Line 2
B.ADDRESS_SEQ_NUM - Address Sequence Number
B.CITY - City
B.CR_ANALYST - Credit Analyst
B.CT_CUST_AD_DESC - Customer Address Description
B.CT_LST_MNT_BY_NAME - Last Maintained by Name
B.CUSTOMER_TYPE - Customer Type
B.CUST_ID - Customer ID
B.CUST_STATUS - Customer Status
B.CUST_STATUS_DT - Customer Status Date
B.DATE_LAST_MAINT - Date Last Maintained
B.EFFDT - Effective Date
B.EFF_STATUS - Status as of Effective Date
B.EXTENSION - Phone Extension
B.FAX - Fax Number
B.LAST_MAINT_OPRID - Last Maintained By Operator ID
B.LOAD_DTTM - Load Date and Time
B.NAME1 - Name 1
B.NAME2 - Name 2
B.NAMESHORT - Short Name
B.PHONE - Telephone
B.POSTAL - Postal Code
B.SETID - SetID
B.STATE - State

Step 22

23.   Return to the **CTW_BI_INVOICE** folder on the Query tab

24.   Select **BILL_TO_CUST_ID**.

Chosen Records

Alias Record

A CTW_BI_INVOICE - Bill Invoice Rpt — Hierarchy Join

Check All | Uncheck All

Fields — Find | View 50 — First 1-100 of 156 Last

- [ ] ACCOUNT - Account
- [ ] ACCOUNTING_DT - Accounting Date
- [ ] ACTIVITY_ID - Activity ID
- [ ] ADDRESS_SEQ_NUM - Address Sequence Number
- [ ] ADJUSTED_FLAG - Adjusted Flag
- [ ] ADJ_LINE_TYPE - Adjustment Line Type
- [x] AMOUNT - Amount
- [ ] ANALYSIS_TYPE - Resource Analysis Type
- [ ] AR_ENTRY_CREATED - AR Accounting Entry Created
- [ ] BANK_ACCT_KEY - Bank Account
- [ ] BANK_CD - Bank ID
- [x] BILLING_FREQUENCY - Billing Frequency
- [ ] BILLING_SPECIALIST - Billing Specialist
- [ ] BILL_BY_ID - Bill By Identifier
- [ ] BILL_CYCLE_ID - Billing Cycle Identifier
- [ ] BILL_INQUIRY_PHONE - Bill Inquiry Phone
- [ ] BILL_PLAN_ID - Billing Plan ID
- [ ] BILL_SOURCE_ID - Bill Source
- [ ] BILL_STATUS - Bill Status
- [ ] BILL_TO_COPIES - Number of Copies
- [x] BILL_TO_CUST_ID - Customer

Step 25

25. Select the Add Criteria icon, funnel, located to the right of the Field name, **BILL_TO_CUST_ID**

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

27. Within the Choose Expression 2 Type, select the **field** option

28. Within the Expression 2 box, select the looking glass icon

29. On the Select A Field page, select the **show fields** button located to the right of the table, **CTW_CUST_ADDR**.

30. Select the field, **CUST_ID** from the list of fields for **CTW_CUST_ADDR** table.

Edit Criteria Properties
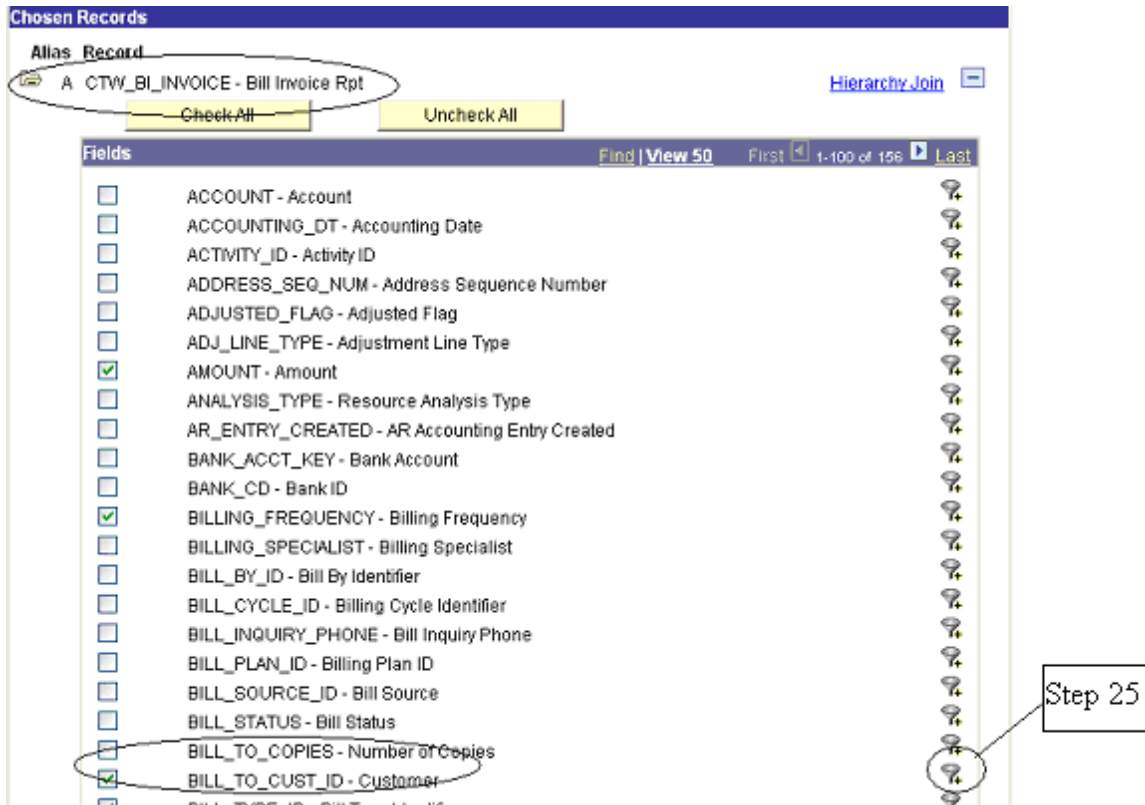
Choose Expression 1 Type

- ⦿ Field
- ◯ Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

🔍 A.BILL_TO_CUST_ID - Customer

'Condition Type: | equal to ▾ |

Choose Expression 2 Type

- ⦿ Field
- ◯ Expression
- ◯ Constant
- ◯ Prompt
- ◯ Subquery

Expression 2

Choose Record and Field

Record Alias.Fieldname:

🔍 B.CUST_ID - Customer ID

[OK]   [Cancel]

31. Returning to the Query Tab, select the following fields from the **CTW_CUST_ADDR** table by placing a check mark next to the field name for **NAME1, ADDRESS1, CUST_STATUS, SETID**

To add criteria to a reporting Field from the Fields tab

32. Return to the Fields tab and locate the Field titled, **A.TEMPLATE_IVC_FLG**

33. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **A.TEMPLATE_IVC_FLG**

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

35. Within the Choose Expression 2 Type, enter the constant, **R**

Results: A criterion is established limiting the query to recurring bills.

36. Return to the Fields tab and locate the Field titled, **A.TEMPLATE_IVC_FLG**

37. Select the **Edit** button located to the right of the Field name, **A.TEMPLATE_IVC_FLG**

38.   Select Translate Value Long under the Translate Value box

Results: The long version of the predetermined translate value for the field, A.TEMPLATE_IVC_FL 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.

Select A Constant

Field Value	Translate Long Name	Translate Short Name
I	Installment Bill	Installmnt
N	No	No
R	Recurring Bill	Recurring
Y	Yes	Yes

Cancel

39.   Return to the Fields tab and locate the Field titled, **B.SETID**

40.   Select the Add Criteria icon, funnel, located to the right of the Field name, **B.SETID**

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

42.   Within the Choose Expression 2 Type, enter the constant, your agency's billing business unit.

Results: A criterion is established limiting the query to only those customers of your agency.

Review and Save

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

44.   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

45.   Select **Run to Excel** located to the right of your saved query name on the Query Manager page.

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.

To Re-order columns

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

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

48.   Renumber the columns in any manner you would like to see the columns ordered in your report by placing the numeral in the left hand column next to the corresponding field. NOTE: you do not need to enter a number by each field under the New Column heading. You only need to place consecutive numbers next to the fields that you want ordered consecutively.

49.   Select **OK** which will return you to the **Fields** tab

50.   Once again, select the **Reorder/Sort** button, which will bring you to the Edit Field Ordering page

51.   Determine the order in which you want the data sorted. Order in the Query Manager Tool functions like data order in Excel. Enter the numeral one (1) next to the field, **BILL_TO_CUST_ID** and accept the default, ascending.

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		Customize | Find | View All |	First ◄ 1-11 of 11 ► Last		
New Column	Column	Record.Fieldname	Order By	Descending	New Order By
		1 A.INVOICE - Invoice		☐	
		2 A.BILLING_FREQUENCY - Billing Frequency		☐	
		3 A.BILL_TO_CUST_ID - Customer		☐	
		4 A.BILL_TYPE_ID - Bill Type Identifier		☐	
		5 A.ORIG_AMOUNT - Original Amount		☐	
		6 A.TEMPLATE_IVC_FLG - Template Invoice Flag		☐	
		7 A.AMOUNT - Amount		☐	
		8 B.ADDRESS1 - Address Line 1		☐	
		9 B.CUST_STATUS - Customer Status		☐	
		10 B.NAME1 - Name 1		☐	
		11 B.SETID - SetID		☐	

Enter here the numeric order that you would like the data to be sorted in

[OK]   [Cancel]

Enter here the numeric order that you would like for the data to be displayed

Review and Save

52.   Select **Save** or **Save As** to rename the query, if desired, located in the row of links at the bottom of the query page to save your query.

53.   If desired, rename 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

54.   Select **Run to Excel** located to the right of your saved query name on the Query Manager page.

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 10: Creating a Query, Joining Tables

Scenario: Build a query to identify all open and partial payments received by the billing agency.

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

Reference: EPM Data Dictionary, FIN Reporting Table Summary
EPM Job Aid: Reporting Table Indexes and Join Criteria

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

1. To provide a list of all open and partial payments received by the billing agency, we will use the following reporting tables, **CTW_POSTED_ITM** and **CTW_BI_INVOICE.**

2. Locate in the Left-Hand Navigation Menu the Query Manager page

3. Select the **Create New Query** link, which will automatically take you to the records tab

4. Enter the primary record for the new query, **CTW_POSTED_ITM** in the Search By>Record Name search field

5. Select **Search**

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

7. Select **Ok**. You are now on the Query tab.

8. Within the listing of fields, select the following fields: **PAYMENT_AMT, BAL_AMT, ORIG_ITEM_AMT, ITEM_STATUS, LEDGER, CT_SID, ACCOUNTING_DT, PAYMENT_ID, ITEM_LINE.**

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

10. Enter the secondary record for the new query, **CTW_BI_INVOICE** in the Search By>Record Name search field

11. Select **Search**

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

13. Select record to be joined, **CTW_POSTED_ITM.** Note: the FIN Table Joins spreadsheet indicates that these two tables can be successfully joined by the field, BUSINESS_UNIT

Select join type and then record to join with CTW_BI_INVOICE - Bill Invoice Rpt.

Join Type
- ⊙ Join to filter and get additional fields (Standard Join)
- ○ Join to get additional fields only (Left outer join)

Join Record   Customize | Find | First ◄ 1 of 1 ► Last
A = CTW_POSTED_ITM - Posted Item Transaction Rpt

Cancel

14. Auto Join Criteria page will appear.

15. Accept the join type: **Standard Join**. The two tables can be successfully joined by the field, BUSINESS_UNIT. However, there are two additional field joins for these two tables, which we will add.

Results: The criteria page shows the fields which are joined from each table. By convention, the tables are assigned a table alias, an A. for the first table selected and a B. for the second. The table alias serves as shorthand.

16. While on the Auto Join Criteria page, select the **Add Criteria** button.

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.

☑ A.BUSINESS_UNIT - Business Unit = B.BUSINESS_UNIT - Business Unit

Add Criteria   Cancel
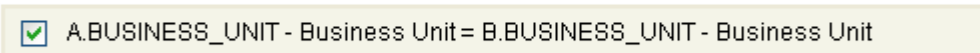
17. Open the **CTW_POSTED_ITM** folder by selecting the plus (+) sign located to the left of the table name.

18. Within the listing of fields, select **ITEM_ID**.

19. Select the Add Criteria icon, funnel, located to the right of the Field name, **ITEM_ID**

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

21. Within the Choose Expression 2 Type, select the **field** option

22. Within the Expression 2 box, select the looking glass icon
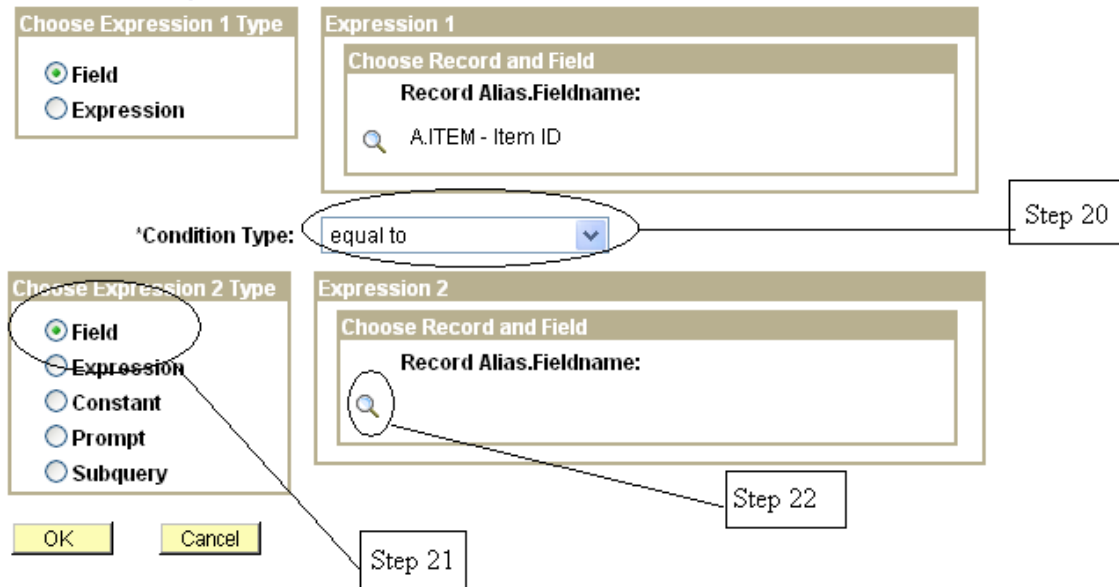
23. On the Select A Field page, select the **show fields** button located to the right of the table, **CTW_BI_INVOICE**.

24. Select the field, **INVOICE** from the list of fields for **CTW_BI_INVOICE** table.

Select a field

Select a record to show fields for			Customize | Find | 🏢	First ◀ 1-2 of 2 ▶ Last
Alias	**Record**	**Record Description**		**Show Fields**
A	CTW_POSTED_ITM	Posted Item Transaction Rpt		Show Fields
B	CTW_BI_INVOICE	Bill Invoice Rpt		Show Fields

Select a field   Customize \| Find \| View 100 \| 🏢   First ◀ 79-128 of 156 ▶ Last

B.INVOICE - Invoice
B.INVOICE_AMOUNT - Invoice Amount
B.INVOICE_AMT_PRETAX - Pretax Invoice Amount
B.INVOICE_DT - Invoice Date
B.INVOICE_FORM_ID - Invoice Form
B.INVOICE_LINE - Invoice Line

Step 23

Step 24

25.   Return to the Criteria tab located at the top of the page, select the **Add Criteria** button.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

Query Name: New Unsaved Query   **Description:**

Add Criteria   Group Criteria   Reorder Criteria

Criteria			Customize | Find | 🏢	First ◀ 1-2 of 2 ▶ Last	
Logical	**Expression1**	**Condition Type**	**Expression 2**	**Edit**	**Delete**
▼	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	Edit	▬
AND ▼	A.ITEM - Item ID	equal to	B.INVOICE - Invoice	Edit	▬

💾 Save   Save As   New Query   Preferences   Properties   New Union   🔍 Return to Search

Step 25

26.   In Expression 1, select the looking glass icon

27. On the Select A Field page, select the **show fields** button located to the right of the table, **CTW_POSTED_ITM**

28. Within the listing of fields, select **ITEM_SEQ_NUM**.

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

30. Within the Choose Expression 2 Type, select the **field** option

31. Within the Expression 2 box, select the looking glass icon

32.   On the Select A Field page, select the **show fields** button located to the right of the table, **CTW_BI_INVOICE**.

33.   Select the field, **LINE_SEQ_NUM** from the list of fields for **CTW_BI_INVOICE** table.

Results: You have now established additional table join criteria such that ITEM_ID equals INVOICE and ITEM_SEQ_NUM equals LINE_SEQ_NUM.

Select a field

Select a record to show fields for			Customize | Find | ▦ First ◄ 1-2 of 2 ► Last	
Alias	**Record**	**Record Description**		**Show Fields**
A	CTW_POSTED_ITM	Posted Item Transaction Rpt		[Show Fields]
B	CTW_BI_INVOICE	Bill Invoice Rpt		[Show Fields]

Select a field Customize | Find | View 100 | ▦ First ◄ 88-137 of 156 ► Last
B.LAST_LINE_SEQ_NUM - Last Line Sequence Number
B.LAST_NOTE_SEQ_NUM - Last note sequence number
B.LATEST_INVOICE - Latest Invoice
B.LATEST_LINE_SEQ - Latest Line Sequence
B.LINE_DST_SEQ_NUM - Revenue Sequence Number
B.LINE_SEQ_NUM - Sequence
B.LINE_TYPE - Line Type 1
B.LOAD_DTTM - Load Date and Time

Step 32

Step 33

34. Returning to the Query Tab, select the following fields from the **CTW_BI_INVOICE** table by placing a check mark next to the field name for **BUSINESS_UNIT, INVOICE, INVOICE_AMOUNT, ACCOUNT, FUND_CODE.**

To add criteria to a reporting Field from the Fields tab

35. Return to the Fields tab and locate the Field titled, **A.ITEM_STATUS**

36. Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **A.ITEM_STATUS**

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

38. Within the Choose Expression 2 Type, enter the constant, **O**

Results: A criterion is established limiting the query to only those items with a status of open.

39. Return to the Fields tab and locate the Field titled, **A.ITEM_STATUS**

40. Select the **Edit** button located to the right of the Field name, **A.ITEM_STATUS**

41. Select Translate Value Long under the Translate Value box

Results: The long version of the predetermined translate value for the field, A.ITEM_STATUS 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.ITEM_STATUS - Item Status

Heading
- ○ No Heading ⊙ RFT Short
- ○ Text ○ RFT Long

Heading Text:
Status

'Unique Field Name:
A.ITEM_STATUS

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

---

42.   Return to the Fields tab and locate the Field titled, **BUSINESS_UNIT**

43.   Select the Add Criteria icon represented by the picture of a funnel located to the right of the Field name, **BUSINESS_UNIT**

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

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

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

47.   Locate the Heading Text field and enter **Business Unit =**

48.   Select **Ok** twice

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

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

50.   Select the Add a Prompt link
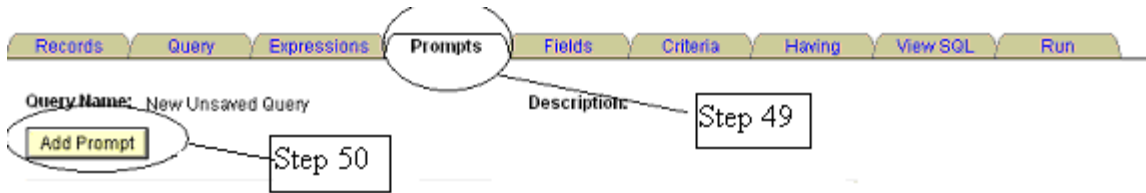
Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run

Query Name: New Unsaved Query   Description: ⎤ Step 49

[Add Prompt] — Step 50

51.   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.

Step 51

Edit Prompt Properties

Field Name:
🔍

*Type:
| Character | ⌄ |

*Format:
| Upper | ⌄ |

Length: [11]
Decimals: [   ]

*Edit Type:
| No Table Edit | ⌄ |

[OK]   [Cancel]

Heading Type:
| Text | ⌄ |

Heading Text:
[   ]

*Unique Prompt Name:
| BIND6 |

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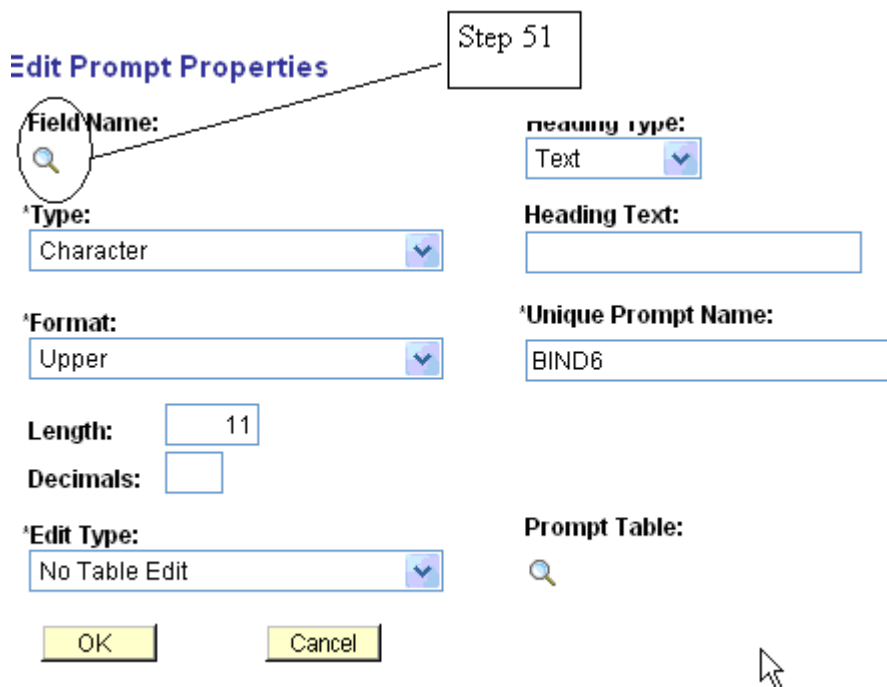
52.   Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **ACCOUNTING_DT** and select search.

53.   Select the link titled, **ACCOUNTING_DT** under the subheading of Select a Prompt Field

Select a Prompt Field

Search by: Fieldname | begins with ⌄ | ACCOUNTING_DT

[Search]   [Cancel]   [No Value]   Step 52

Search Results

Select a Prompt Field	Customize | Find | View All | ⊞	First ◀ 1-3 of 3 ▶ Last
ACCOUNTING_DT		
ACCOUNTING_DT_IND		
ACCOUNTING_DT_OPTN		

Step 53

54.   Locate the Heading Text field and enter, **Accounting Date From**

55.   Select OK

Edit Prompt Properties

Field Name:
🔍   ACCOUNTING_DT

'Heading Type:
RFT Short ⌄

'Type:
Date ⌄

Heading Text:
Accounting Date From|

'Format:
None ⌄

'Unique Prompt Name:
BIND6

Length: 11
Decimals:

Step 54

'Edit Type:
No Table Edit ⌄

Prompt Table:
🔍

[OK]   [Cancel]

To add the second date prompt to complete the search range

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

57.   Select the Add a Prompt link

58.   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.

59. 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.

60. Select the link titled, **ACCOUNTING_DT** under the subheading of Select a Prompt Field

61. Locate the Heading Text field and enter, **Accounting Date To**

62. Select OK

Results: Prompts 2 and 3 have now been defined.

To add criteria to the prompts

63. Select the Criteria tab at the top of the page

64. Select the Add Criteria button

65. Select the prompts to be used as criteria by selecting the looking glass under Expression 1, Record.Alias Fieldname:

66. Select the field, A. ACCOUNTING_DT, amongst the list of field names

67. Select condition type: between

68. In the Choose Expression 2 Type, select **Expr-Expr** (Expression-Expression), which will open a new Expression 2 box

69. In Expression 2, Define Expression, Expression, select the Add Prompt link

70. On the Select a Prompt page, select **Accounting Date From** for the first Expression

71. In Expression 2, Define Expression, Expression 2, select the Add Prompt link

72. On the Select a Prompt page, select **Accounting Date To** for Expression 2

73.   Select OK

Review and Save

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

75.   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

76.   Select **Run to Excel** located to the right of your saved query name on the Query Manager page. Enter values for run time prompts. For Business Unit = (your business unit); Accounting Date between 8-01-2013 and 9-01-2013.

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.

To Re-order columns

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

78.   Determine the order in which you would like the columns displayed.

79.   Re-number the columns to reflect the desired report format. NOTE: you do not need to enter a number by each field under the New Column heading.

80.   Select **OK** which will return you to the **Fields** tab

81.   Once again, select the **Reorder/Sort** button, which will bring you to the Edit Field Ordering page

82.   Determine the order in which you want the data grouped. Enter the numeral one (1) next to the field, **INVOICE** and choose ascending which is the default.

Review and Save

83.   Select **Save** or **Save As** to rename the query, if desired, located in the row of links at the bottom of the query page to save your query.

84. If desired, rename 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

85. Select **Run to Excel** located to the right of your saved query name on the Query Manager page.

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 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 [Query Name ▾] begins with [_____]

[Search] Advanced Search

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

*Folder View [-- All Folders -- ▾]

[Check All] [Uncheck All]   Action [-- Choose -- ▾]   [Go]

Select	Query Name	Descr		Person				Run to HTML	Run to Excel	Run to XML	Schedule

First ◀ 1-30 of 300 ▶ Last

Action dropdown items shown:
-- Choose --
Add to Favorites
Copy to User
Delete Selected
Move to Folder
Rename Selected

Select	Query Name	Descr			Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☐	CT_CORE_AGY_CNTRCT_ID_ROLE	CORE Rolename by ID for Dept	Public	DPH	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_AGY_CNTRCT_ROLE_ID	CORE ID BY Rolename for Dept	Public	DPH	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_AP_TELECM_AFTER_7_2011	Telecomm Expenditures	Public	AP	Edit	HTML	Excel	XML	Schedule
☐	CT_CORE_AP_TELECM_PRIOR_7_2011	Telecomm Expenditures	Public	AP	Edit	HTML	Excel	XML	Schedule
☐	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 [Query Name ⌄] begins with [   ]

[Search] Advanced Search

Search Results

*Folder View [-- All Folders -- ⌄]

[Check All] [Uncheck All]   *Action [Add to Favorites   ⌄] [Go]

Query   Personalize | Find | View All | ⬚ | ▦   First ① 1 of 1 ① Last

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☑	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   Personalize | Find | ⬚ | ▦   First ① 1-2 of 2 ① Last

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	⊟
CT_CORE_FIN_PO_BAL_ALL_PO	All PO Bal w/ or w/o Vouchers	Public	PO	Edit	HTML	Excel	XML	Schedule	⊟

[Clear Favorites List]

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 [Query Name ▾]   begins with   [2016_CONTRACTS]

[Search]   Advanced Search

Search Results

*Folder View [-- All Folders -- ▾]

[Check All]   [Uncheck All]   *Action [Copy to User ▾]   [Go]

Query									
							Personalize | Find | View All | ⬚ | ▦	First ◀ 1 of 1 ▶ Last	
Select	Query Name	Descr		Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☑	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.

[✕]

Help

Enter the user id to copy the selected queries to:

User ID [_____]

[OK]   [Cancel]

Message

1 querie(s) were successfully copied to user _____ (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.

[OK]

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 [Query Name ▼]   begins with   [   ]

[Search]   Advanced Search

Search Results

*Folder View [-- All Folders -- ▼]

[Check All]   [Uncheck All]   *Action [Delete Selected ▼] [Go]

Query							Personalize | Find | View All | ⧉ | 🖩	First ⬤ 1 of 1 ⬤ Last		
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☑	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)

[Yes]   [No]

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 [Query Name ▾]   begins with [_____]

[Search]   Advanced Search

Search Results

*Folder View [-- All Folders -- ▾]

[Check All]   [Uncheck All]   *Action [Move to Folder ▾] [Go]

Query									
						Personalize | Find | View All |		First ◀ 1 of 1 ▶ Last	
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☑	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:

◉   [-- All Folders -- ▾]

OR enter a folder name to move to:

○   [_____]

[OK]   [Cancel]

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 Query Name ⌄   begins with

Search Advanced Search

Search Results

*Folder View -- All Folders -- ⌄

Check All   Uncheck All   *Action Rename Selected ⌄ Go

Query								
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☑	JGCLASS_VCHR_TRANS		Private		Edit	HTML	Excel	XML	Schedule

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

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	

Personalize | Find | First 1 of 1 Last

OK   Cancel

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