Core-CT STARS Query Introduction FN 101 AP/PO

Description

Pre-Requisites: Access to Core-CT AP/PO Financials tables used in this exercise.

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

These exercises focus on the following topics:

- 1. STARS Reference Materials and Training Tools
- 2. STARS Reporting Tools and Navigation
- 3. Establishing criteria, editing reports, report creation
- 4. Hands on Exercises

Contents

Description	1
Exercise 1: Data Dictionary	2
Exercise 2: Run an Existing Report	
Exercise 3: Create a Payments Analysis	4
Add Prompts	5
Change column heading display and add an aggregate function	7
Review and Save	8
Run Analysis	9
Exercise 4: Export to Excel	0

Exercise 1: Data Dictionary

Scenario: Find all fields available in Financials Accounts Payable.

Skills: Locating a list of fields using the Data Dictionary

Reference: STARS Data Dictionary

Navigation: Core-CT > STARS > Dashboard > X Data Dictionary > Data Dictionary

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



x Data Dictionary Data Dictionary

2. Click on links to further drill down to additional details and/or click on tab options to view different reports



CORE Groups	CORE Sub Groups	Subject Area
Financials	Accounts Payable	Financials - AP Holds
		Financials - AP Voucher Accounting
		Financials - AP Voucher Line Distrib Details
		Financials - AP Voucher XRef Payments
	Accounts Receivable	Financials - AR Invoice Aging
		Financials - AR Item
		Financials - AR Item Activity
		Financials - AR Item Billing
		Financials - AR Item Distribution
		Financials - AR Item Payments
		Financials - AR Overview
		Financials - AR Payments Direct Journals
		Financials - AR Transactions
	Assets	Financials - Asset Acquisition
		Financials - Asset Balance
		Financials - Asset Depreciation
		Financials - Asset Overview
		Financials - Asset Retirement
	Budgetany Control	Financiale - Rudoatany Control - Datail Transactions

Exercise 2: Run an Existing Report

Scenario: Provide list of Agency payments to Accenture for the Year 2024.

Skills: Finding and Running an existing Report

Navigation: Core-CT > STARS > Dashboard > Accounts Payable > Supplier Payments

- 1. Select the Supplier Payments report
- Enter the prompt values as follow: <u>Business Unit:</u> Your agency's DEPT ID <u>Year</u>: 2024. <u>Supplier ID</u>: 0000011737
- 3. Click Apply

Results: The report will return all Agency payments made to Accenture during Year 2024.

Supplier Payments	Home Support Catalog Favorites 🗸 Dashboards 🗸 😫 New 🗸 🍋 Ope
Supplier turning	
Business Unit [OSGM1] W Year [2024	Suppler ID 0000011737 Suppler Name -Select Value- Suppler Entity Type -Select Value-
Ξ	
Payment By Supplier Entity Type Time run: 2/9/2024 11:07:24 AM	
AP Invoice Amount	Supplier Entity Type Partnershp
Supplier Entity Type 2022 2023 2024 Partnershp 1,600,000.00 12,105,000.00 14,708,433.00	AP Invoice Amount
	18.00M 15.00M 15.00M 12.00M 9.00M 0.00M 2022 2023 2023 2024 Amount 2022 2023 2024 Accounting Year
Top 20 Supplier Payments By selected Year	
	Supplier ID Supplier Name AP Invoice Amount 000011737 1 - ACCENTURE LLP 14/708,433.00 Grand Total 14/708,433.00 Analyze - Edit - Refresh - Print - Execut - Conv

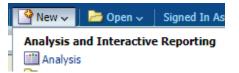
Exercise 3: Create a Payments Analysis

Scenario: Build an analysis to identify all payments to be made for a specified date range, identifying the remit to vendor.

Skills: Creating an analysis, adding criteria, prompts

Navigation: Core-CT > STARS > New > Analysis and Interactive Reporting > Analysis

1. Select the Analysis menu option



2. On the Subject Area results displayed, select the Financials – AP Voucher XRef Payments link

•	🕖 📑 New 🗸 🛛 🗁 Open 🗸 🗍 Signed In As COREPoppelJa	n
	Select Subject Area	
	details (Account, Fund, SID etc).	
	Financials - AP Voucher XRef Payments This will provide cross reference between Vouchers and Payments. The main driving tables are PS_VOUCHER, PS_PYMNT_VCHR_XREF, and PS_PAYMENT_TBL. You can also get information on related attributes like Vendor Details, GL Details, Payment Terms, and Energy Consumption. **This Subject Area does not provide Chartfiled Level Details.	

3. Within the listing of Subject Area fields, select the following fields by doubleclicking on the field name to add to the report:

#	Folder	Field	EPM Field
1.	Business Unit	AP Business Unit	BUSINESS_UNIT
2.	AP Details	Voucher ID	VOUCHER_ID
3.	AP Details >	Payment Due	DUE_DT
	Payment Due Date	Fiscal Date	
4.	AP Details >	Payment ID	PYMNT_ID
	Payment Voucher XRef		
5.		Payment Count	PYMNT_CNT
6.		Payment Selection	PYMNT_SELCT_STATUS
		Status	

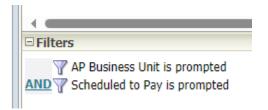
7.		Scheduled to Pay	SCHEDULED_PAY_DT
8.	Supplier Details >	Remit Supplier	REMIT_VENDOR
	Supplier Remit details		
9.		Remit Supplier	CT_VNDR_NAME1
		Name	
10.	Supplier Details >	Supplier Hold	PYMNT_HOLD
	Supplier Payment Default	Payment	
11.	Facts – Voucher XRef	AP Total Payment	PAID_AMT
		Amount	

Add Prompts

- 4. From the Criteria tab, select the Add filter icon \mathbf{P}
- 5. Select AP Business Unit from the list
- 6. In the Operator drop-down, select is prompted

New Filter			×
	AP Business Unit is prompted	52	▼
Help			OK Cancel

- 5. Click OK
- 6. Select the Add filter icon $\boxed{\begin{subarray}{c} \end{subarray}}$ a second time
- 7. Select Scheduled to Pay from the list
- 8. In the Operator drop-down, select is prompted
- 9. Click OK



10. Click on the Prompts tab (located in the upper-left hand area / on top)

11. Click on the add prompt icon and select Column Prompt > AP Business Unit

68	+- = ∭ 🖁 .
AP Business Unit	Column Prompt >
Voucher ID	Variable Prompt
Payment Count	Image Prompt
Payment ID	
Scheduled to Pay	
Payment Selection Status	
AP Total Payment Amount	
Payment Due Fiscal Date	
Remit Supplier	
Remit Supplier Name	
Supplier Hold Payment	
More Columns	

12. Click OK to accept the Operator is equal to / is in list default

- 13. Click on the add prompt icon and select Column Prompt > Scheduled to Pay
- 14. Select is between from Operator drop-down list
- 15. Click OK

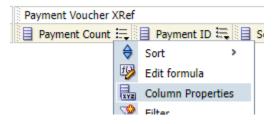
Note: Look at Display area to assure the prompts have been created correctly.

Display Page 1		
AP Business UnitSelect Value	B	
		Apply Reset ✓

Note: When adding prompts: 1) create filters, 2) create prompts, and 3) run analysis through Catalog menu

Change column heading display and add an aggregate function

16. On the Criteria tab, select the drop-down on Payment Count column, and select Column Properties



- 17. Select the Column Format tab
- 18. Check Custom Headings
- 19. Enter "Number of Payments" in the Column Heading

Column Properties		
Style Column Format Data Format Conditional Format Interaction	1	
Headings Folder Heading Payment Voucher XRef Column Heading Number of Payments Custom Headings	Az Az	🗌 Hide
Contains HTML Markup Value Suppression		
XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
🔿 Suppress 🖲 Repeat		
Help		OK Cancel

20. Select OK

21. On the Criteria tab, select the drop-down on Number of Payments column, and select Edit formula

	Payment Voucher XRef			
1	Number of Payments	Ę	Payment	t ID 🗮 📳 S
_		¢	Sort	>
		fØ	Edit formu	la

22. Select Count from the Aggregation Rule (Totals Row)

Edit Column Formula	X
Column Formula Bins	
	ayments Headings : HTML Markup
Aggregation Rule (Totals Row) Count	Column Formula
Subject Areas	"Payment Voucher XRef"."Payment Count"
Help	OK Cancel

23. Select OK

Review and Save

- 24. Click on Save As icon located in upper right-hand area
- 25. Select the folder to Save In, Name of Analysis, and Description

26. Click OK

Run Analysis

- 27. Return to the Catalog menu
- 28. Navigate to the folder where the Analysis was saved and click on the Open link



Payments Report | Last Modified 2/9/2024 3:09:47 PM | Owner COREPoppelJan Return payments for selected Business Unit, Year, and within Scheduled Payment Date Open | Edit | More -

- 29. Enter Business Unit and from/to Schedule to Pay dates
- 30. Click OK

Results: Details from the analysis will display on the screen

Exercise 4: Export to Excel

- 1. Run Analysis
- 2. Click on Export link (at the bottom of the analysis)

007 77.0		
10 🗡	PDF	
10 💌	Excel 2007+	Ŀ.
0	Powerpoint 2007+	ł.
0	Web Archive (.mht)	r.
	Data >	
- Export - Add to Briefing Boo		

- 3. Click on Excel 2007+
- 4. In the displayed downloads window, click on Save as, and navigate to folder of choice to save the Excel file
- 5. In the displayed Confirmation window, click OK