EPM Query Introduction Financials Focus—AP/PO
Course Number: FRP 101

Description

This full-day course is hands-on and is designed for EPM users with a basic understanding of the concepts of Query in Core-CT EPM.

The class focuses on the following topics:

Core-CT Reference Materials and Training Tools
EPM Reporting Tools and Navigation
Establishing criteria, editing query display, query creation, joining tables

Hands-on Exercises:

Exercise 1: Data Dictionary
Exercise 2: Execute an existing query
Exercise 3 & 4: Modify an existing query
Exercise 5-8: Create a simple query, prompts, criteria, edits
Exercise 9 & 10: Join tables
Exercise 11: Query Maintenance

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

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Exercise 1:

Data Dictionary

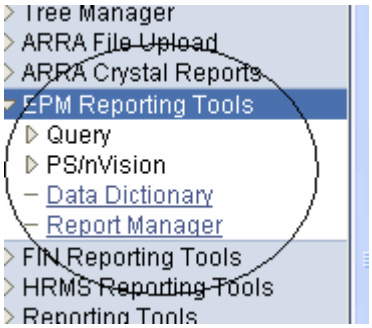
Scenario: You have been tasked with finding all tables containing the fields: fiscal year, account, SID, and Department ID.

Skills: Locating a Table using the Data Dictionary

Reference: EPM Data Dictionary

Navigation: EPM Reporting Tools > Query > Data Dictionary

1. In the Left-Hand Navigation Menu, locate and select the Data Dictionary page link

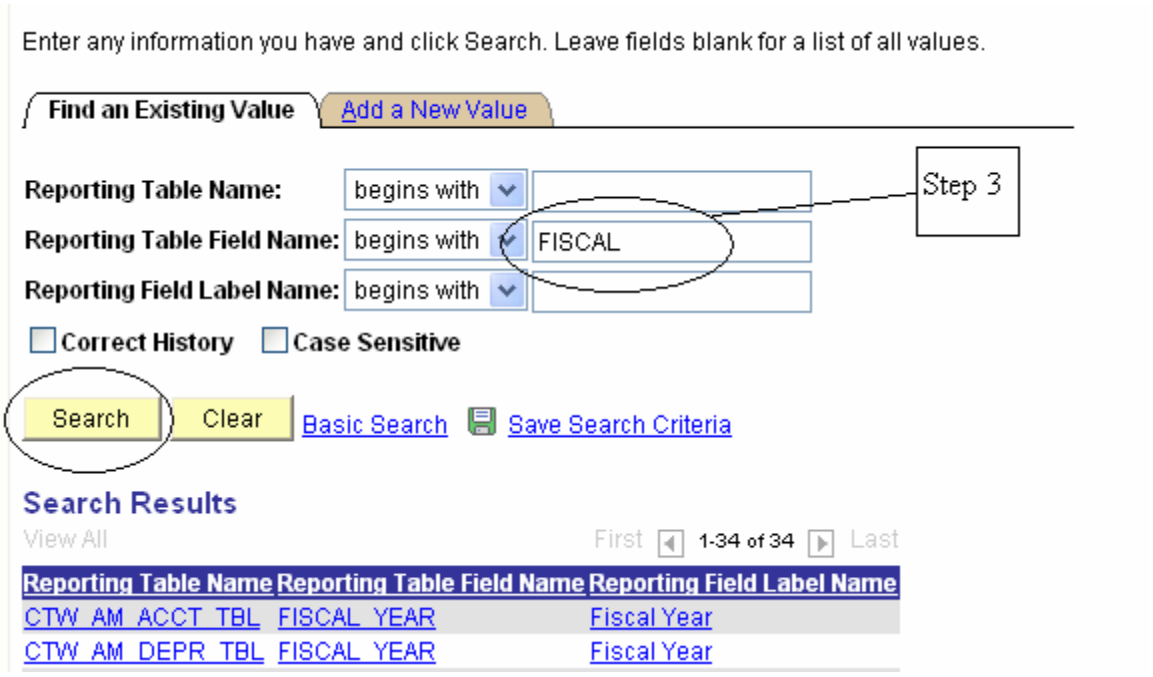


2. Locate the Find an Existing Value tab

3. Enter **fiscal** into search field labeled Reporting Table Field Name

4. Select **Search**

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



5. Return to the Find an Existing Value tab

6. Enter **account** into search field labeled Reporting Table Field Name

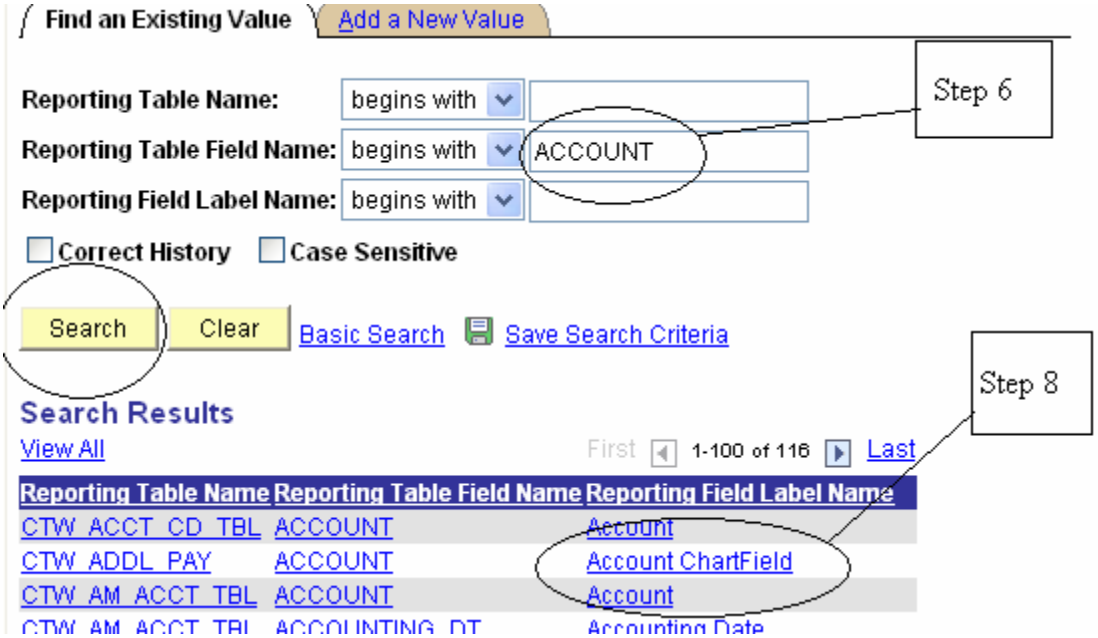
7. Select **Search**

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

Access Field Definitions and Predefined Values

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

***Results**: Listing of all account chartfield values appears*



9. Return to the Find an Existing Value tab

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

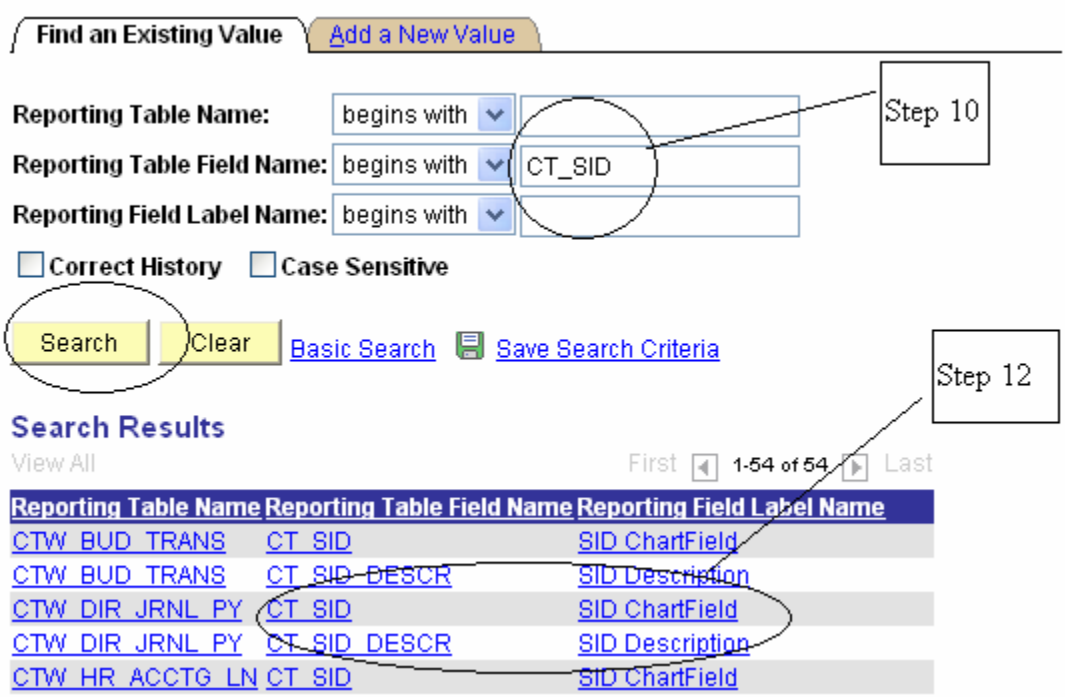
11. Select **Search**

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

Access Field Definitions and Predefined Values

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 Reporting Table Field Name

15. Select **Search**

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

Access Field Definitions and Predefined Values

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

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

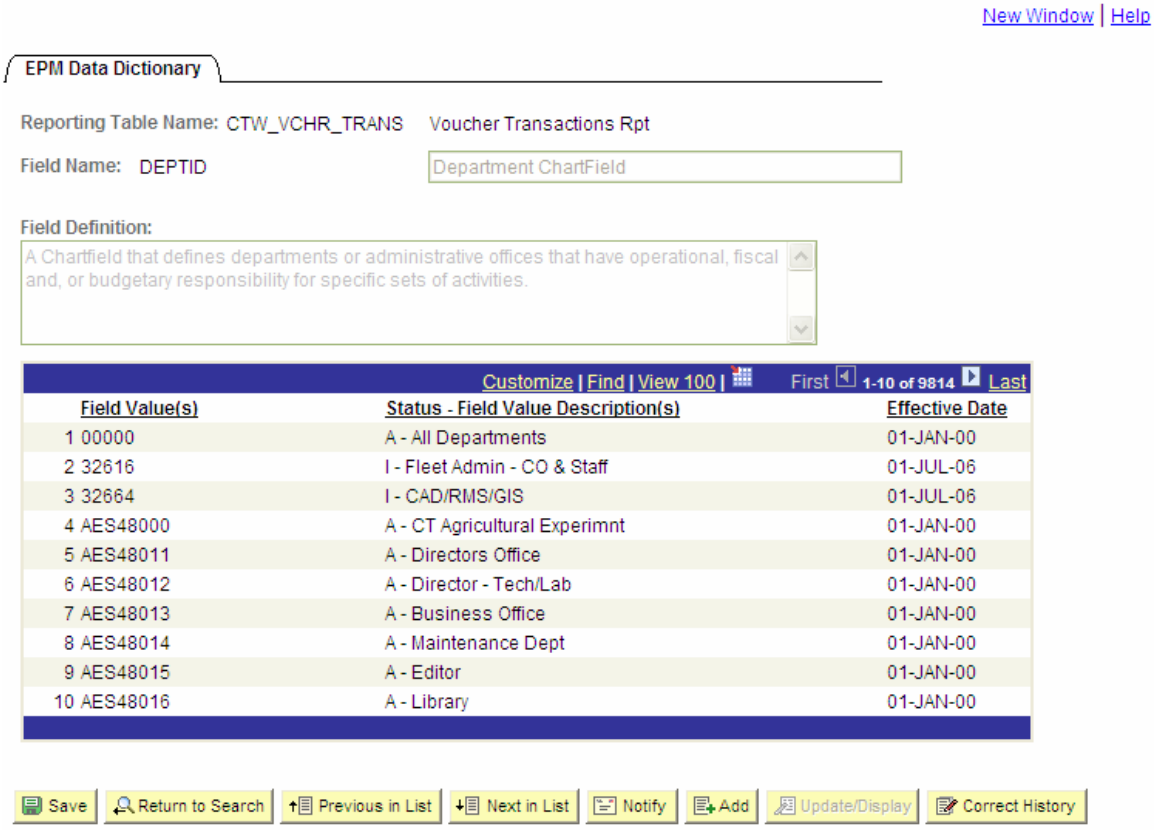
Using Search tools for Data Dictionary values

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.



Other Search Options

To find Fields that contain keywords

20. Return to the Find an Existing Value tab

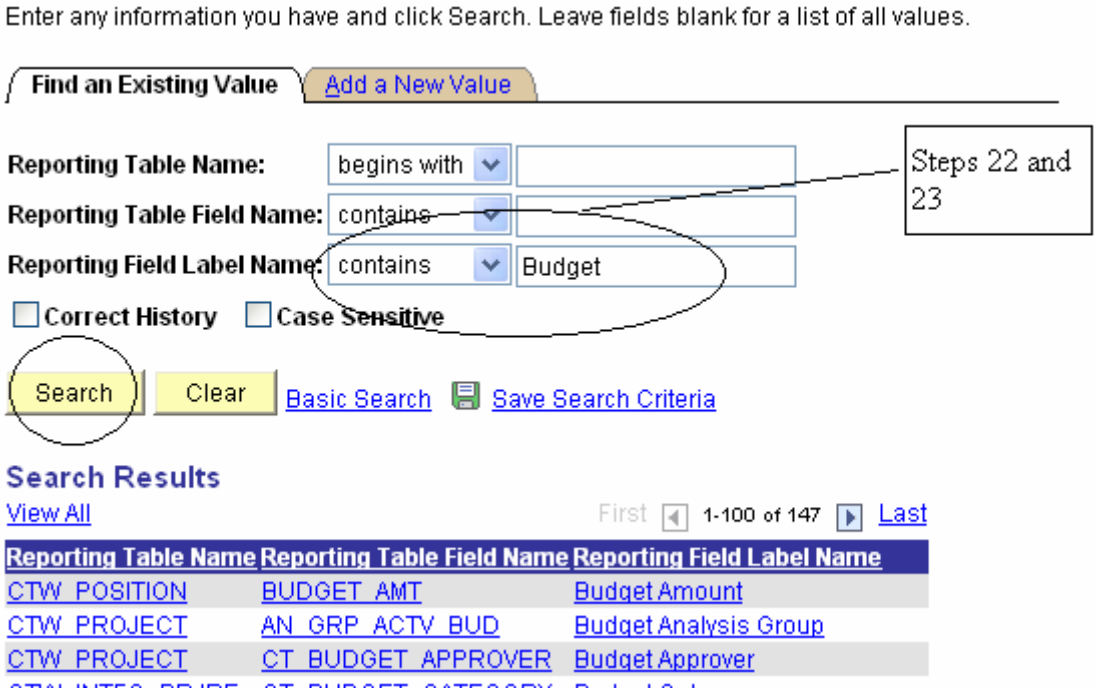
21. Select drop down arrow to access condition type options for the search field labeled Reporting Field Label Name

22. Select **contains** option

23. Enter **Budget** into the search field labeled Reporting Field Label Name

24. Select **Search**

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



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Exercise 2:

Run an Existing Query

Scenario: You have been asked to provide energy consumption information using voucher data.

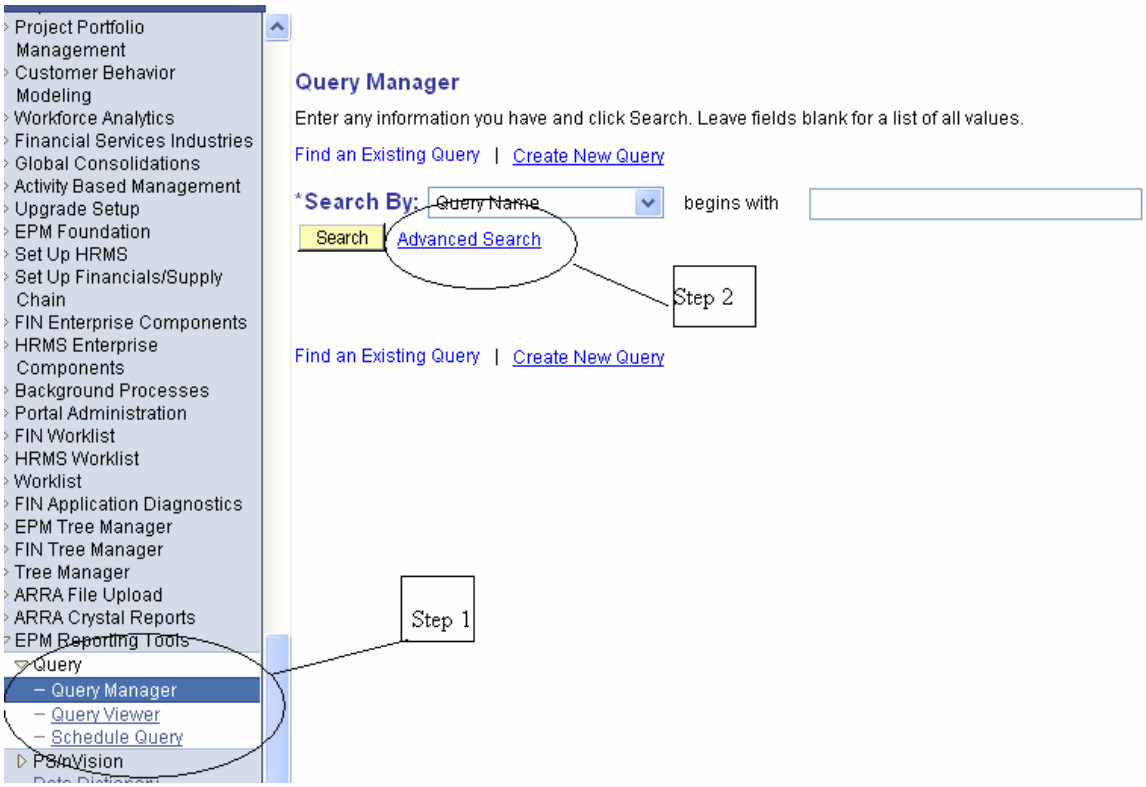
Skills: Finding and Running an existing Query

Reference: Catalog of Online Financial Reports and EPM Queries

Navigation: EPM Reporting Tools > Query > Query Manager

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

2. Select the Advanced Search tab



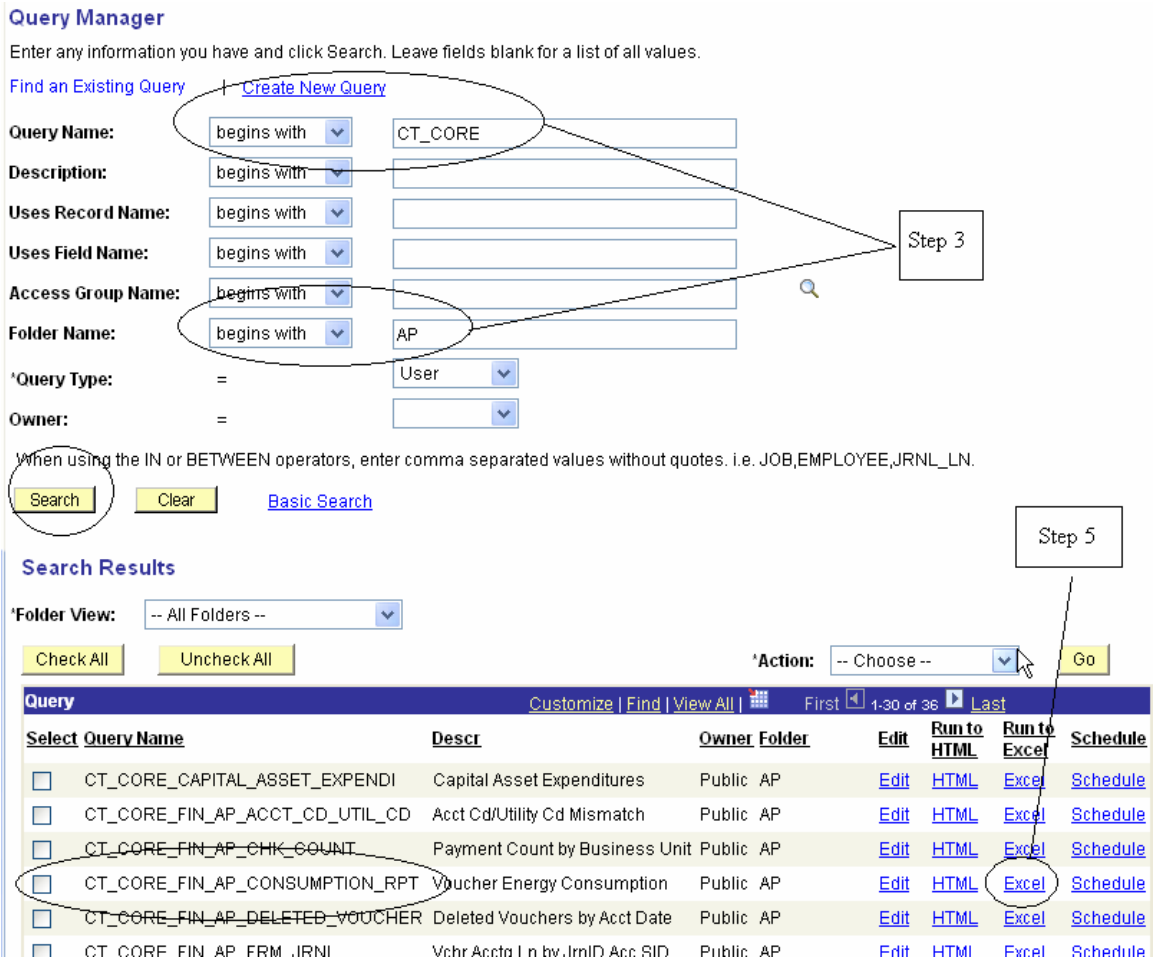
3. Enter Query Names begins with **CT_CORE** in the search field labeled, **Query Name** and **AP** in the search field labeled, **Folder Name**

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

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

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

***Results**: Run time prompts appear*

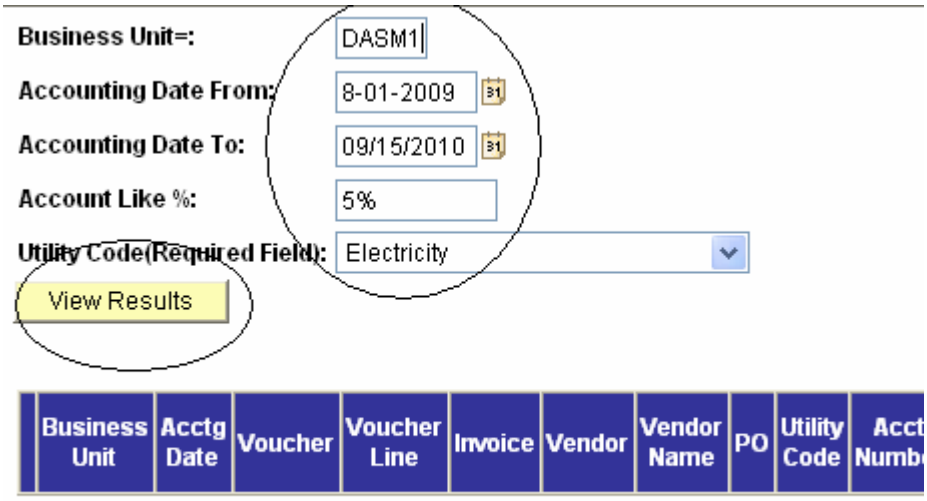


6. To execute query, enter the following values in the run time prompts that appear: Business Unit, Accounting Date, Account and Utility Code

7. Enter for : Business Unit the first three letters of your agency's DEPT ID followed by M1. Enter for Accounting Date: between 9/01/2010 and the current date. Enter 5% for Account. Finally, choose Electricity from the drop down menu for Utility Code. The values displayed in the Utility Code drop down list are called translate values.

8. Select **View Results**

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



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Exercise 3:

Modifying an Existing Query

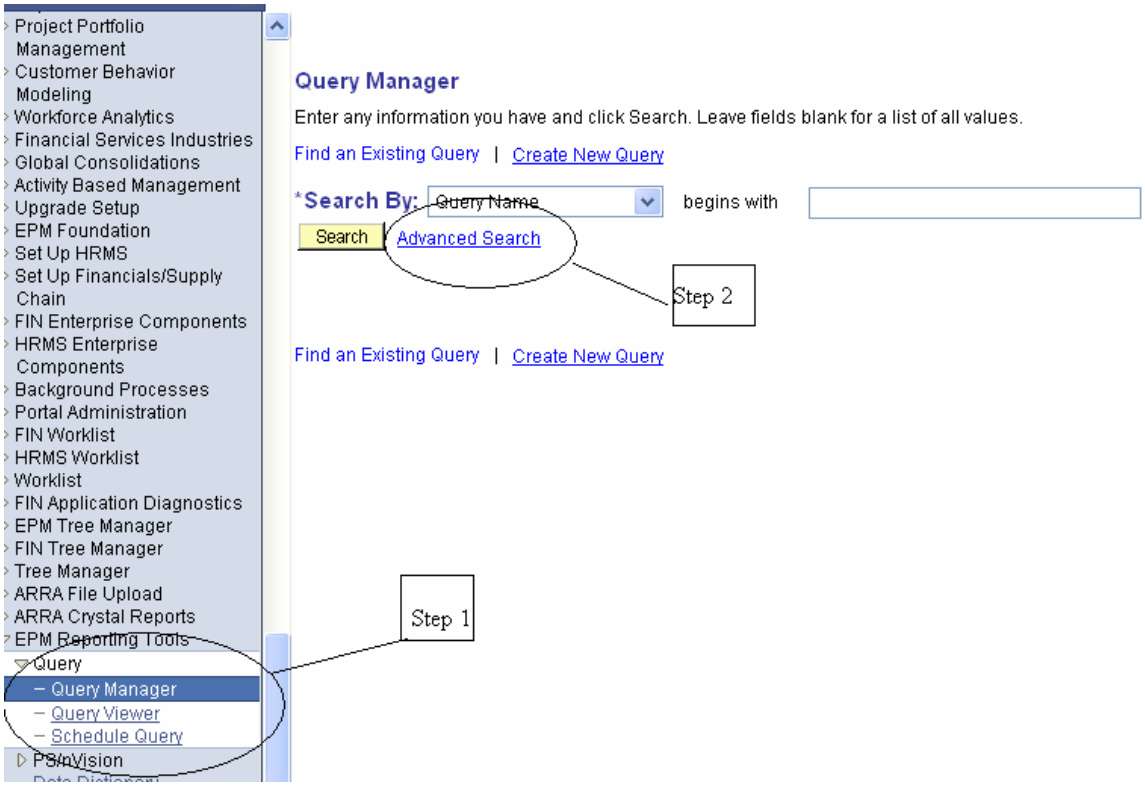
Scenario: You have been asked to modify the query, CLASS_FIN_AP_NON_PO_VOUCHERS, to include the vendor ID, vendor name, and AP posting status. We also will add an aggregate value of sum to the field MONETARY_AMOUNT and display the "English translation" for the field POST_STATUS_AP.

Skills: Modifying an Existing Query, prompts

Navigation: EPM Reporting Tools > Query > Query Manager

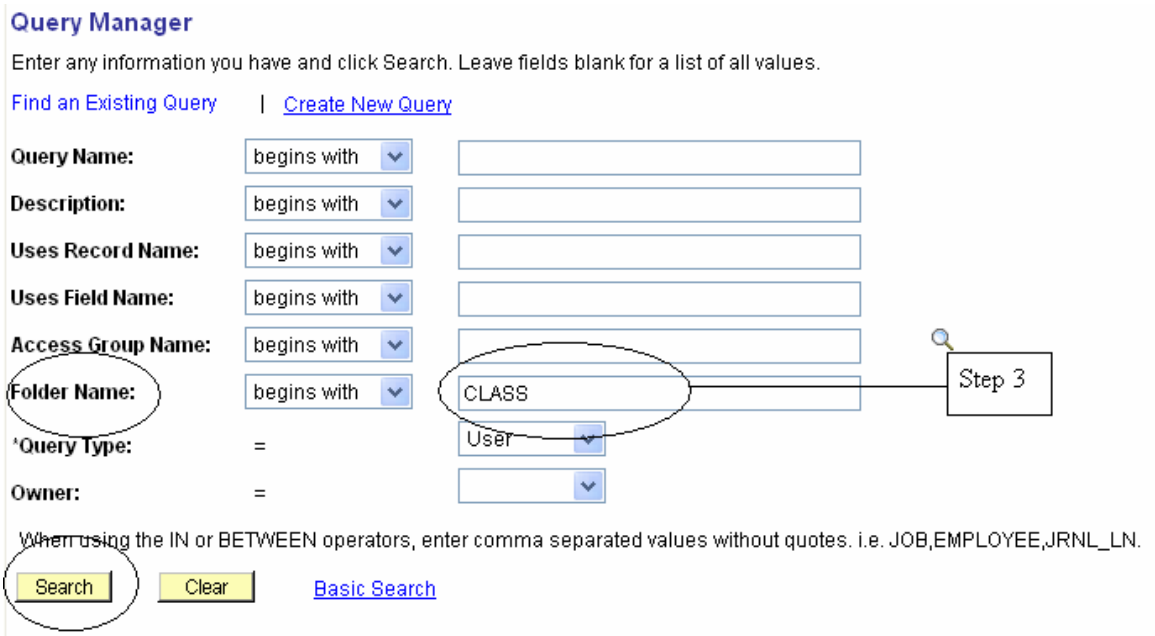
1. Locate in the Left-Hand Navigation Menu the Query Manager page

2. Select the Advanced Search tab



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

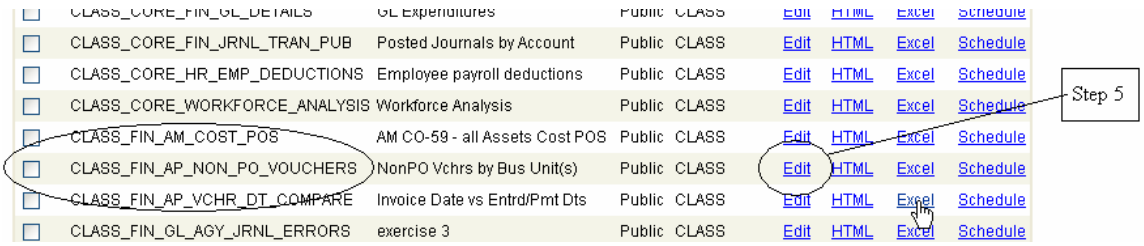
***Results**: Listing of all queries in the CLASS folder appears*



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

5. Select the **Edit** hyperlink located to the right of the name of the report

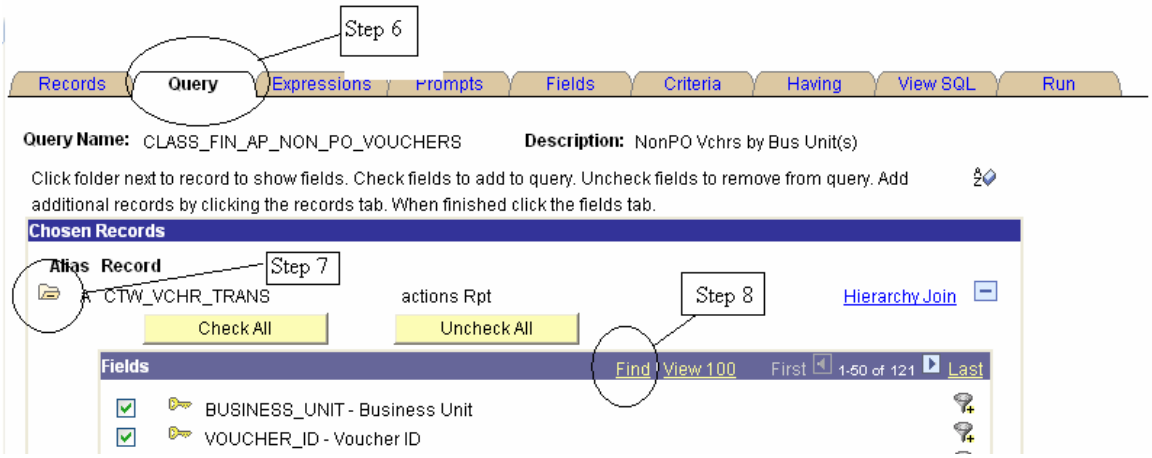
***Results**: The query will open to the Fields tab and a listing of the fields being utilized will appear*



6. Select the **Query** tab

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

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



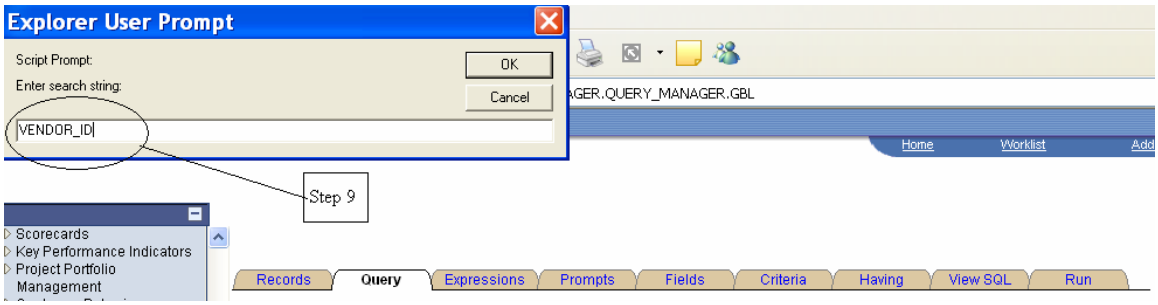
Using Search tools for fields contained in the chosen record

8. Select the **Find** link on the Record/Field Header Tool bar

9. Enter **VENDOR_ID** in the search field

10. Select **OK**

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



Changing Page Display Functionality

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

12. Select the A/Z button just below the subquery/union navigation hyperlink to alphabetically sort fields.

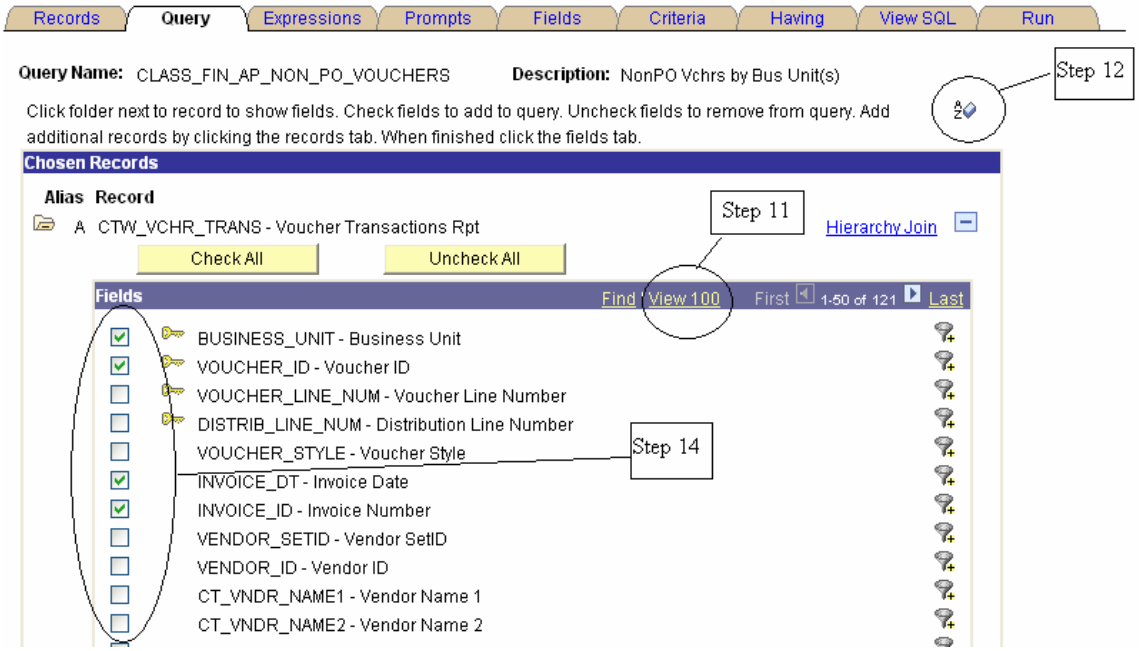
***Results**: The page now displays 100 values at a time and in alphabetical order.*

To add a field to the query report

13. Locate the Fields titled, **VENDOR_ID, CT_VNDR_NAME1** and **POST_STATUS_AP.**

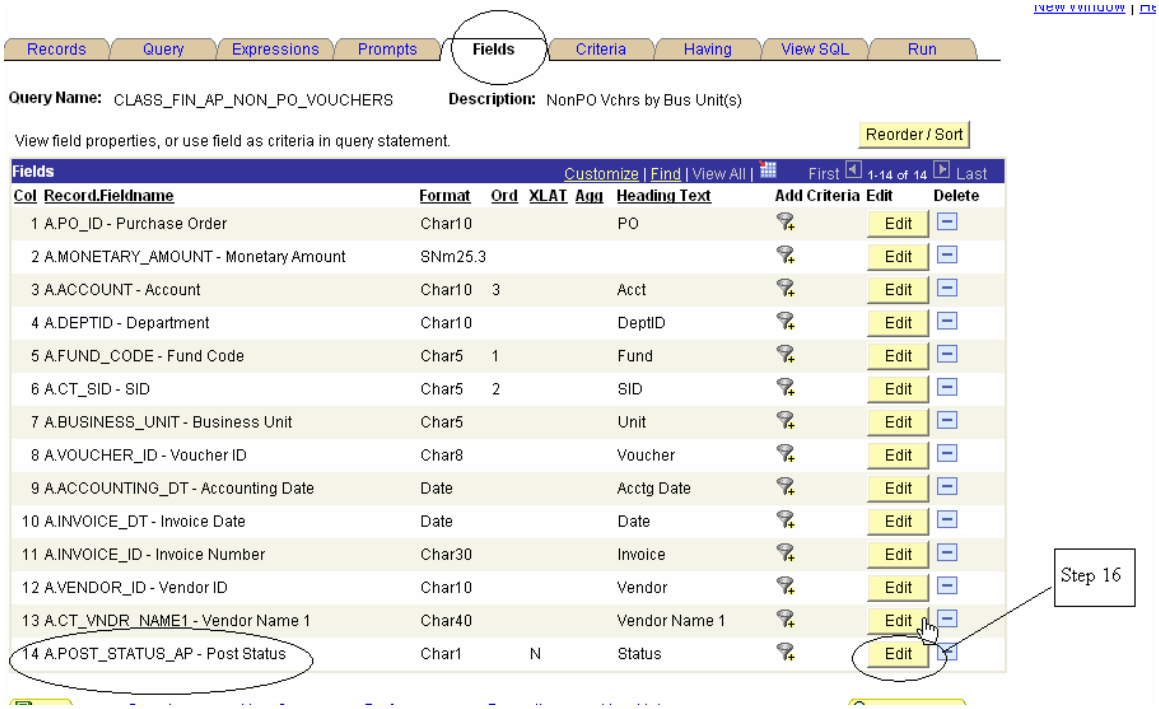
14. Check the box next to the Field names

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



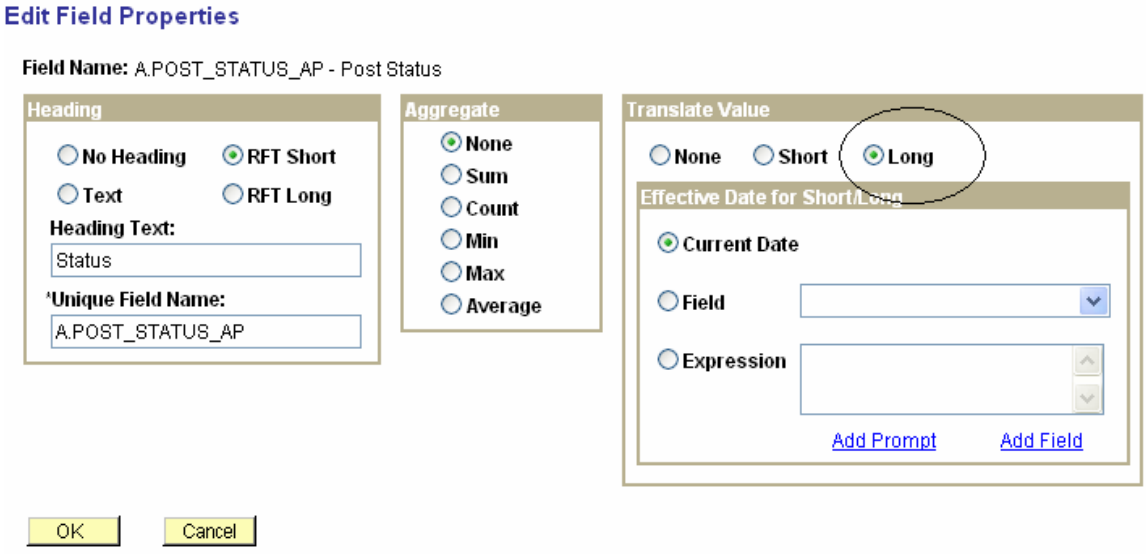
15. Select the Fields tab and locate the Field titled, **POST_STATUS_AP**

16. Select the Edit button located to the right of the Field name, **POST_STATUS_AP**



17. Select Translate Value Long under the Translate Value box

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

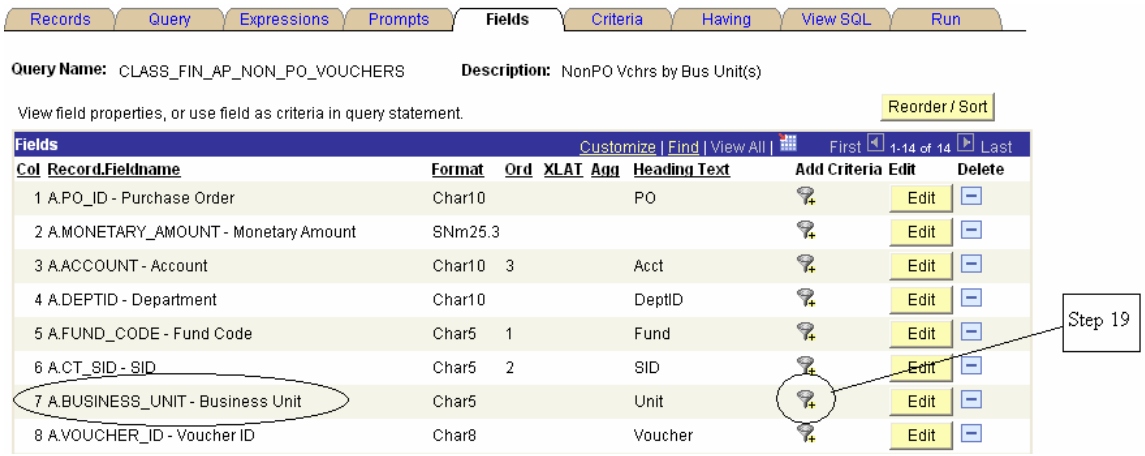


To add criteria/prompt to a reporting Field from the Fields tab

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

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

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

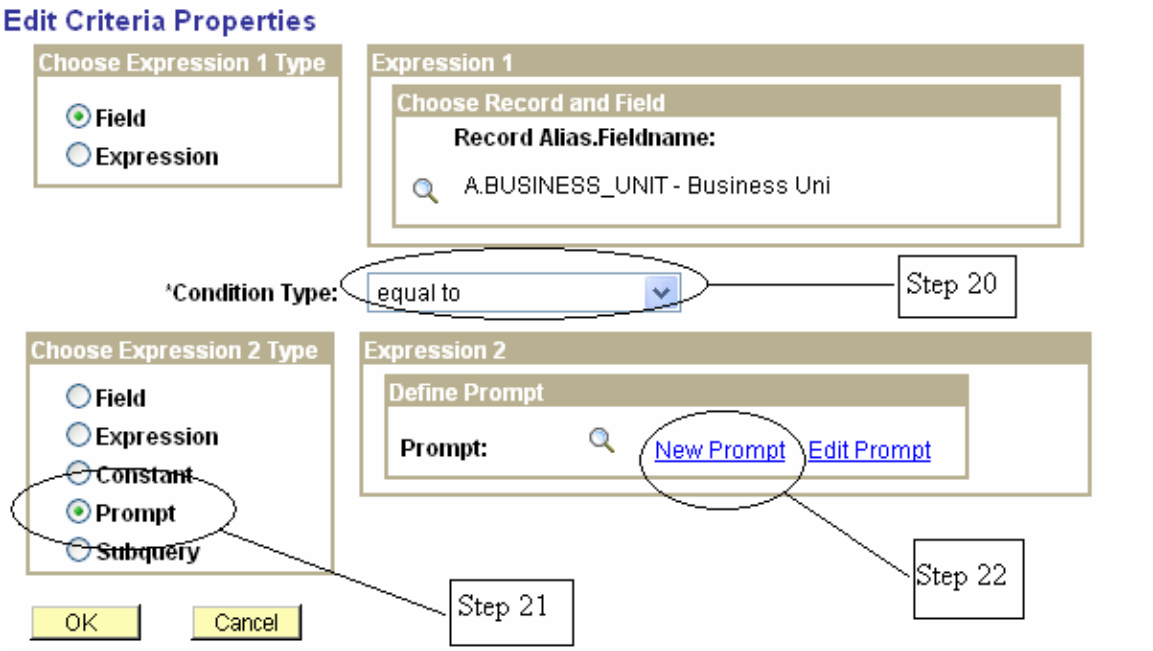


20. Select **equal to** as a condition type from the drop down menu

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

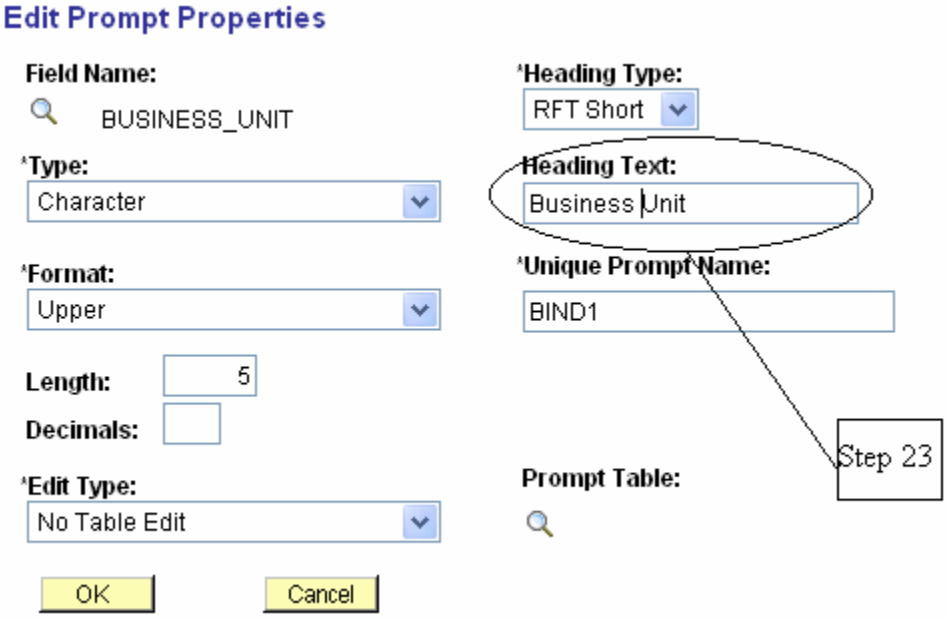
22. Within the Expression 2 box, select the **New Prompt** link

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



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

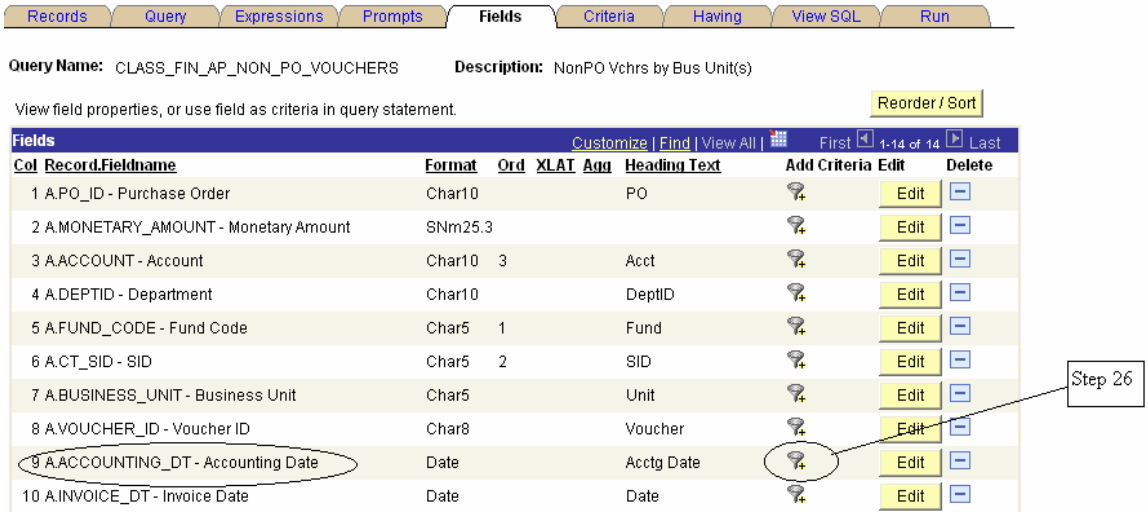
24. Select OK twice



25. Locate the Field titled, **ACCOUNTING_DT,** on the Fields tab

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

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

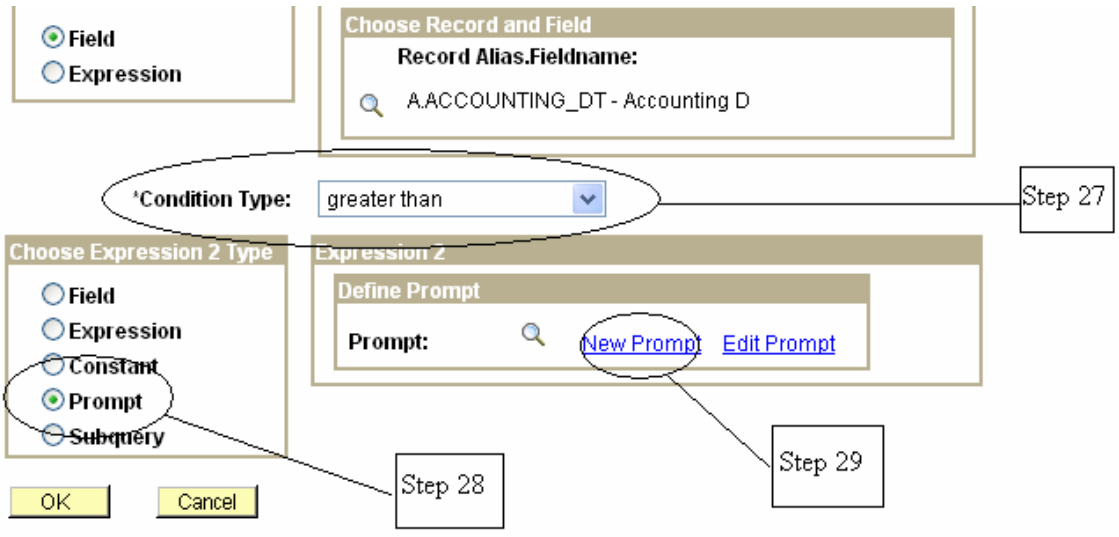


27. Select **greater than** as a condition type from the drop down menu

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

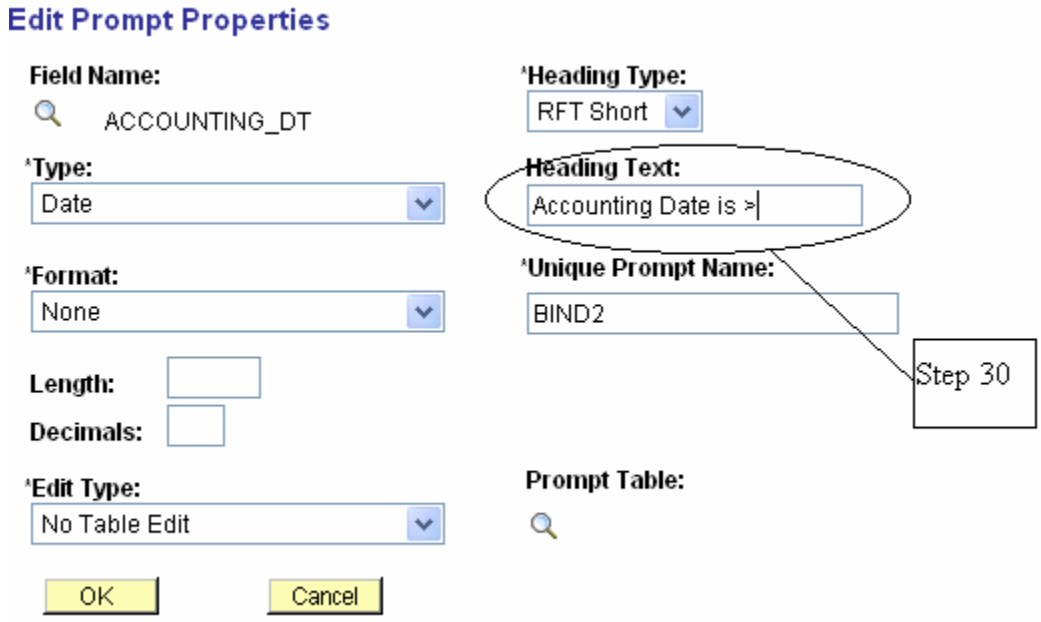
29. Within the Expression 2 box, select the **New Prompt** link

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



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

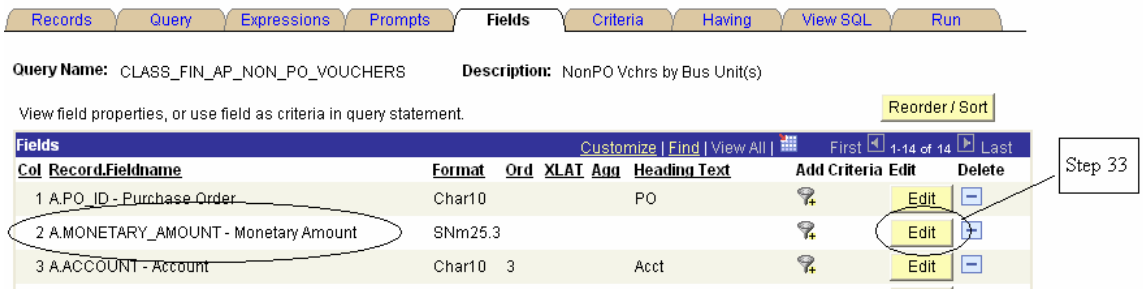
31. Select OK twice



To add an aggregate function

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

33. Select the Edit button located to the right of the Field name, **MONETARY_AMOUNT**

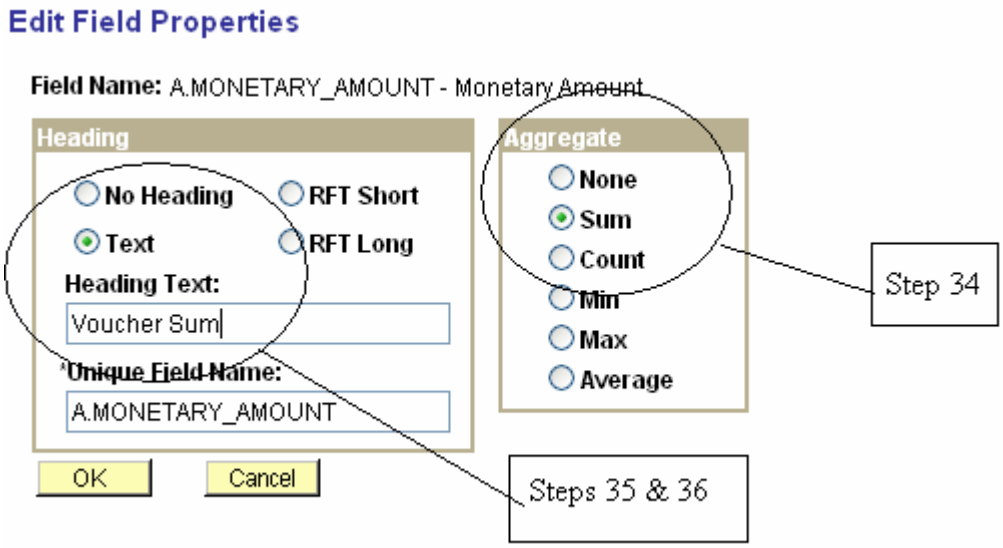


34. In the aggregate box, select the radio button, sum, to get a total of amounts

35. Then select the radio button, text

36. Enter in the Heading Text field, Voucher Sum

37. Select OK



Review and Save

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

39. 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

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

41. Enter run time prompt values: Business Unit=your business unit and Accounting Date > 10-01-2010.

***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.*

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Exercise 4:

Modifying an Existing Query

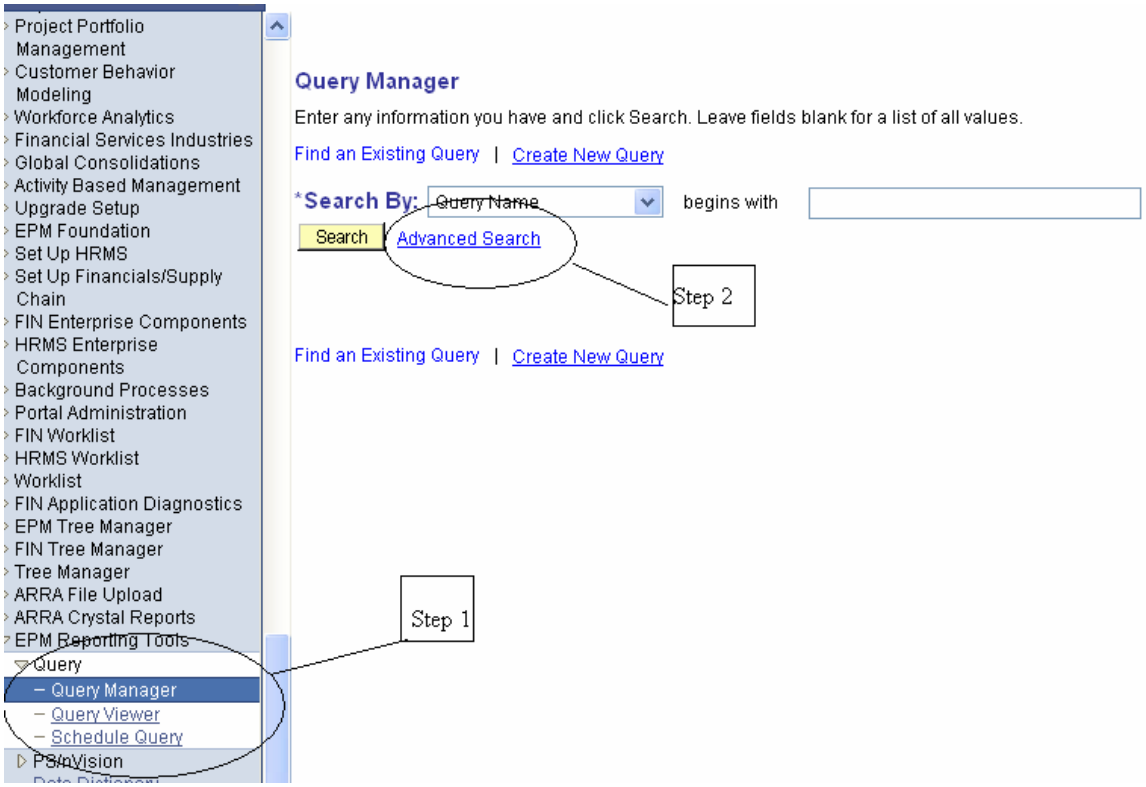
Scenario: An existing query, closely replicating the legacy SAAAS report, 16_5_8, voucher payments, needs to be modified to include PO # and prompts for fund, account, SID and entered date range

Skills: Modifying an Existing Query, adding criteria, prompts

Navigation: EPM Reporting Tools > Query > Query Manager

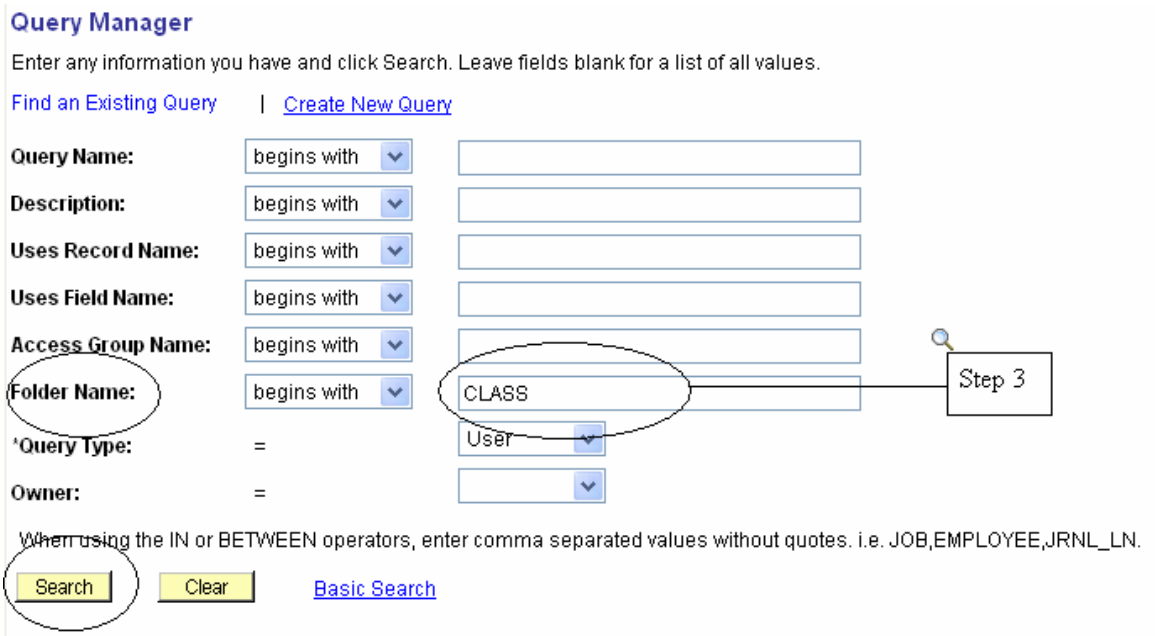
1. Locate in the Left-Hand Navigation Menu the Query Manager page

2. Select the Advanced Search tab



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

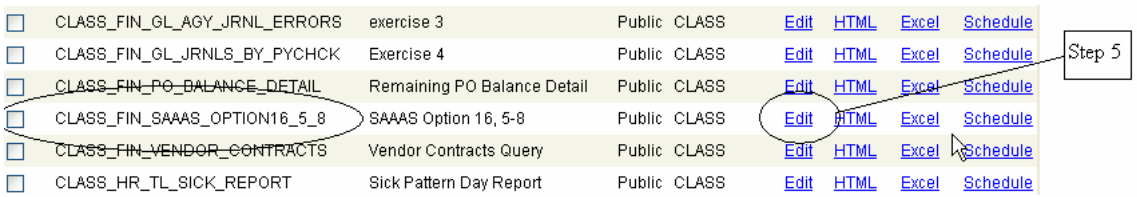
***Results**: Listing of all queries in the CLASS folder appears*



4. Within the results displayed, locate the Query titled, CLASS_FIN_SAAAS_OPTION_16_5_8

5. Select the **Edit** hyperlink located to the right of the name of the report

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



6. Select the **Query** tab

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

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

To remove a field from the query report

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

9. Uncheck the box next to the Field name

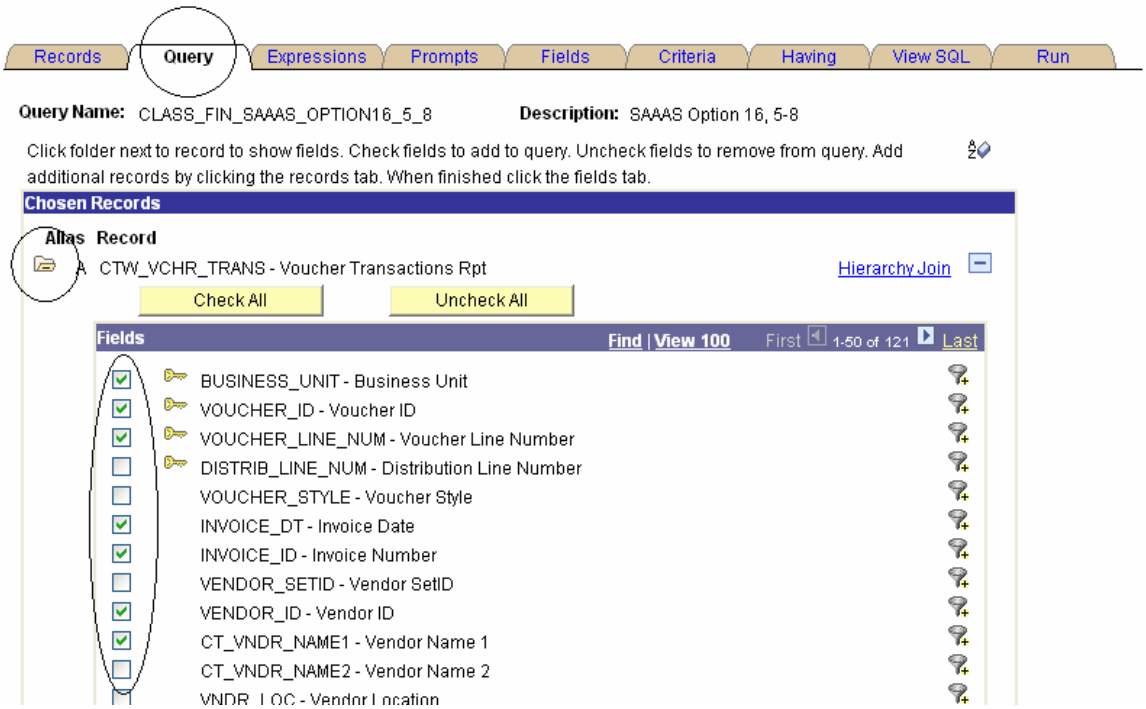
***Results**: The Field,* **DEPTID**, *will not display on the final report*

To add a field to the query report

10. Locate the Field titled, **PO_ID.**

11. Check the box next to the Field names

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

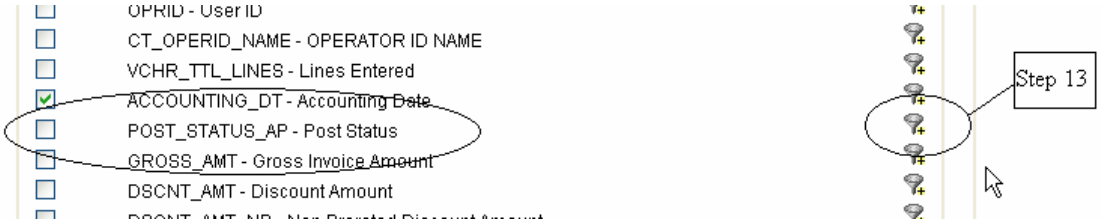


To add criteria to a field without displaying the field on the final report

12. On the Query tab, locate the Field titled, **POST_STATUS_AP**

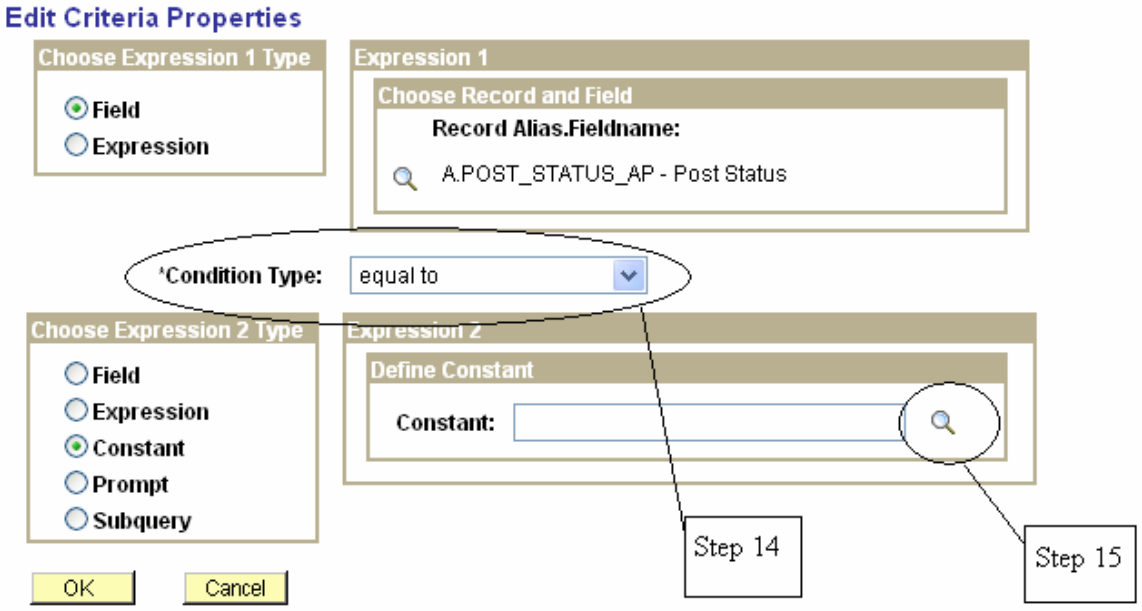
13. Select the Add Criteria icon, funnel, located to the right of the Field name, **POST_STATUS_AP**

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



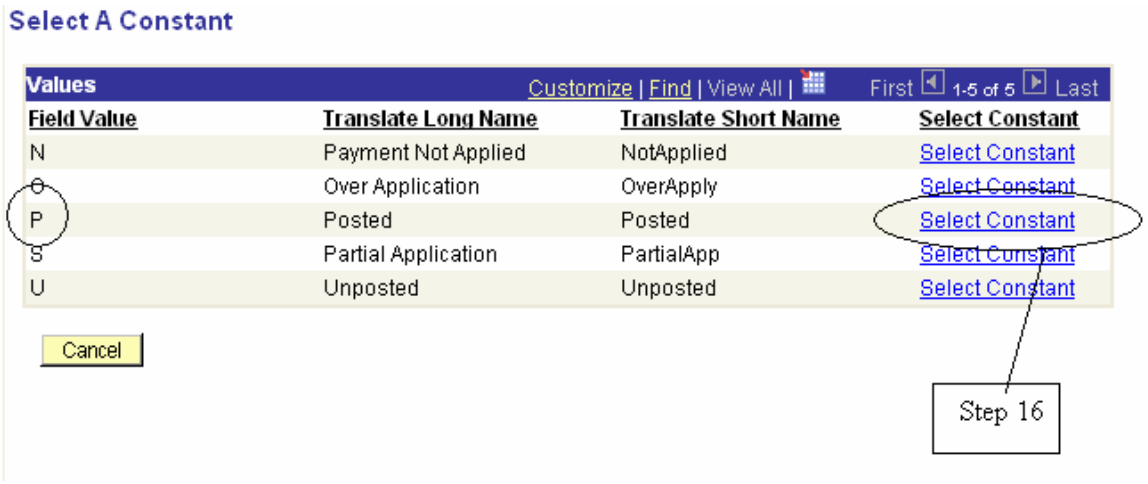
14. Select **equal to** as a condition type from the drop down menu

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



16. Select the add value button for P=posted

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

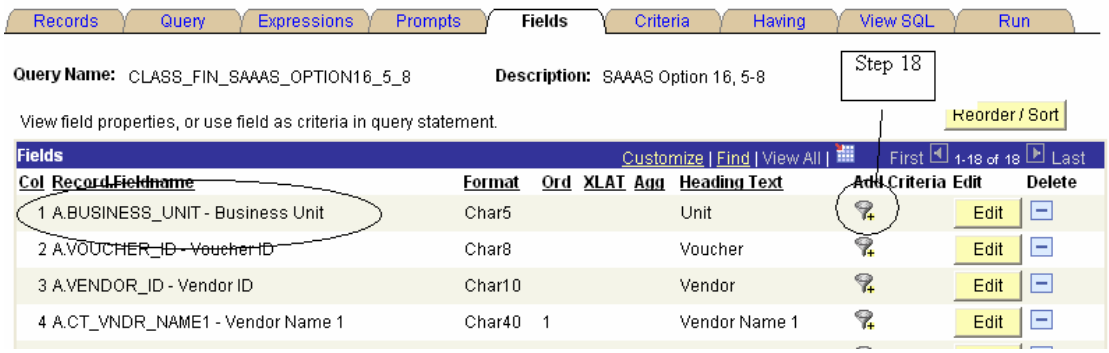


To add criteria/prompt to a reporting Field from the Fields tab

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

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

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

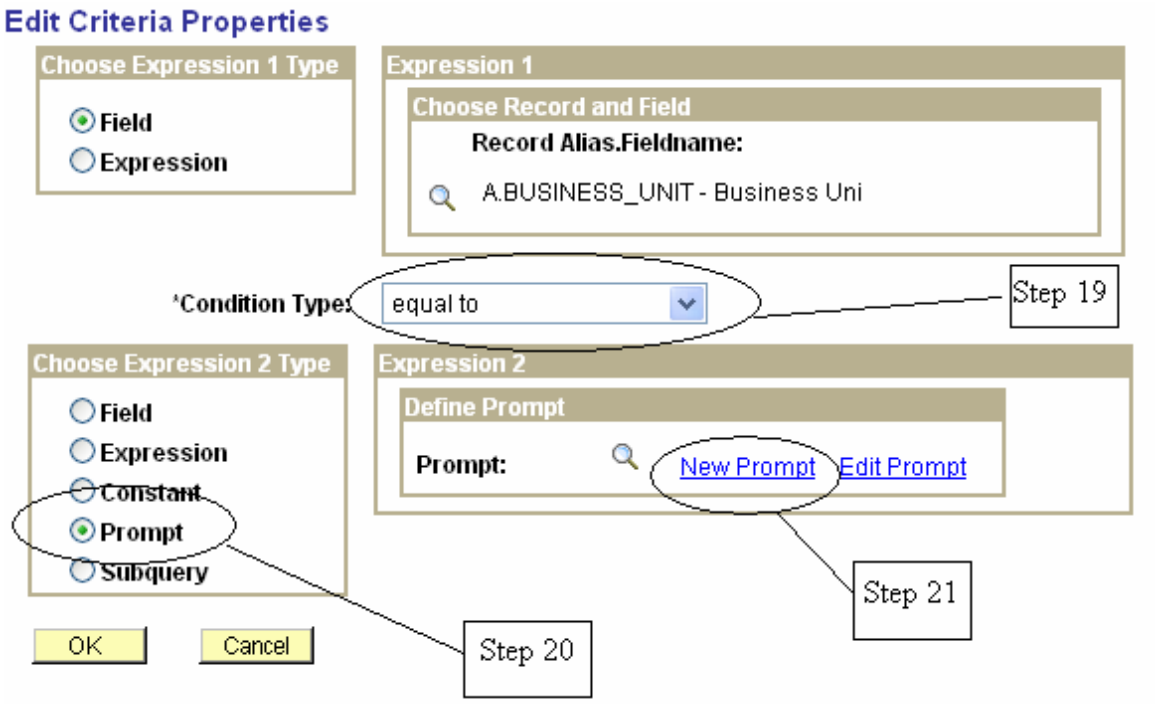


19. Select **equal to** as a condition type from the drop down menu

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

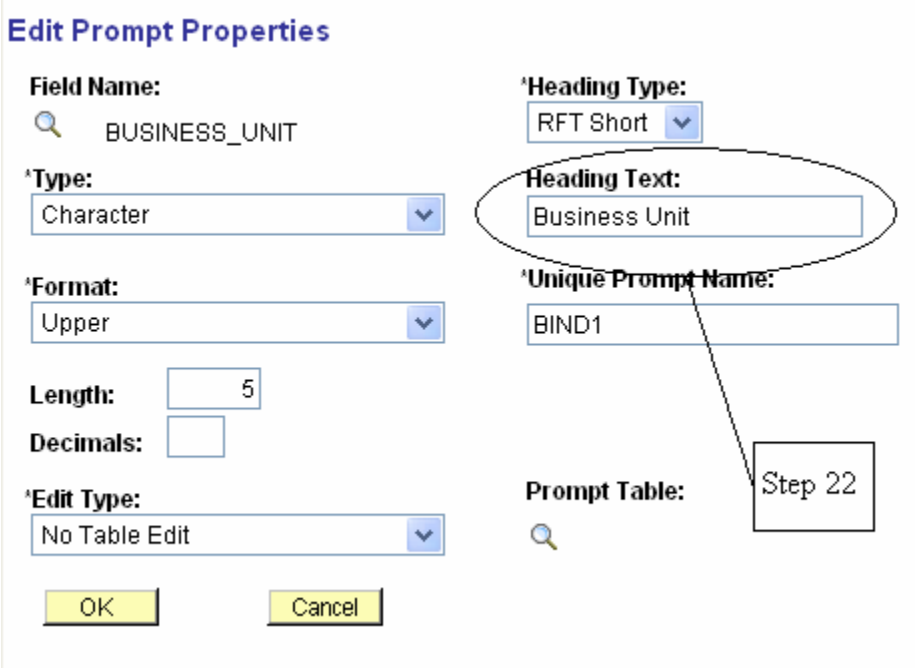
21. Within the Expression 2 box, select the **New Prompt** link

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



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

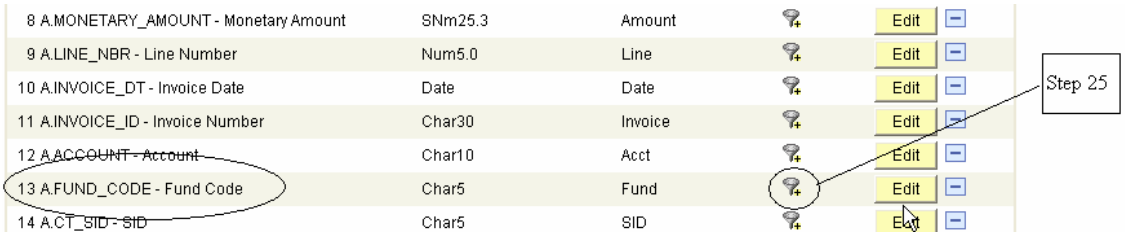
23. Select OK twice



24. Locate the Field titled, **FUND_CODE,** on the Fields tab

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

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

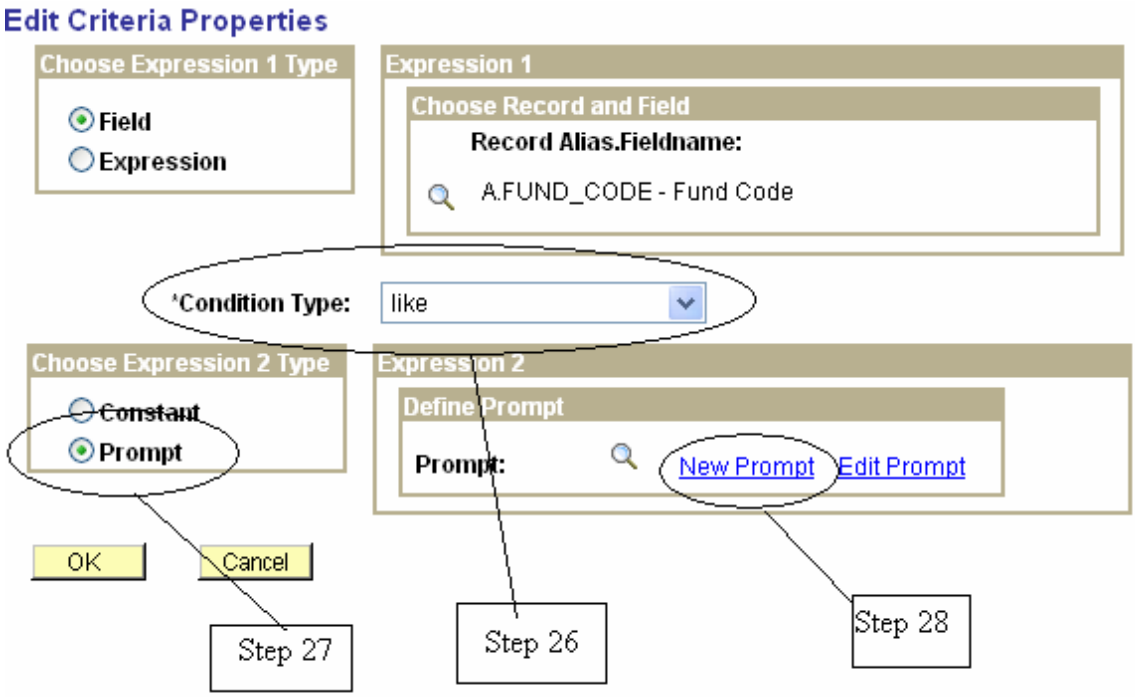


26. Select **like** as a condition type from the drop down menu

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

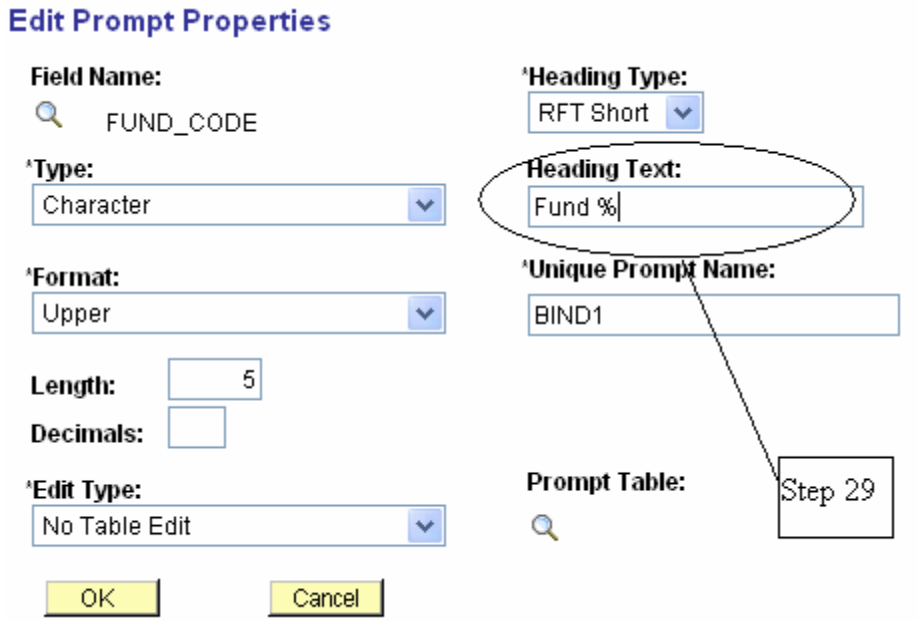
27. Within the Choose Expression 2 Type, select the **prompt** button

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



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

30. Select OK twice



31. Locate the Field titled, **ACCOUNT,** on the Fields tab

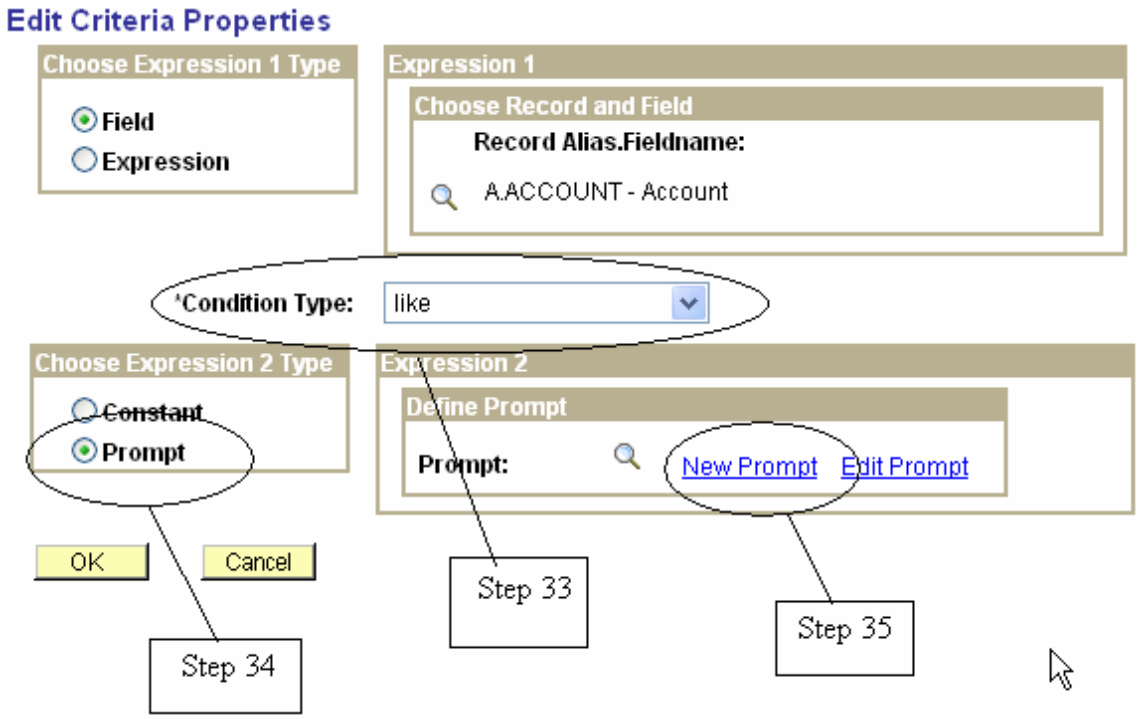
32. Select the Add Criteria icon, funnel, located to the right of the Field name, **ACCOUNT**

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

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

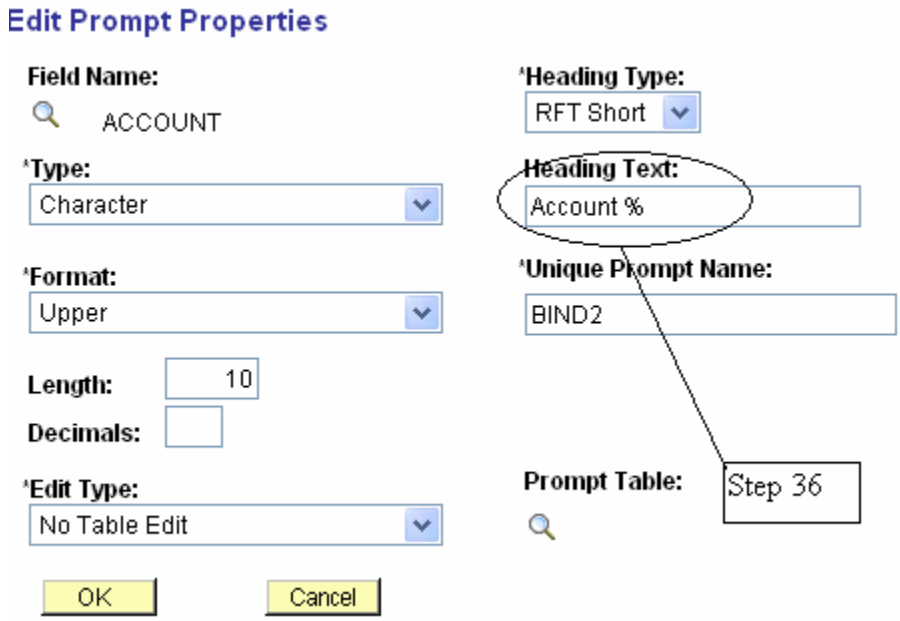
34. Within the Choose Expression 2 Type, select the **prompt** button

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



36. Locate the Heading Text field and enter, **Account %**

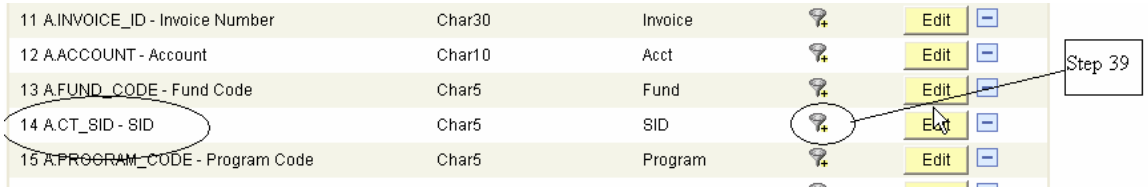
37. Select OK twice



38. Locate the Field titled, **CT_SID,** on the Fields tab

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

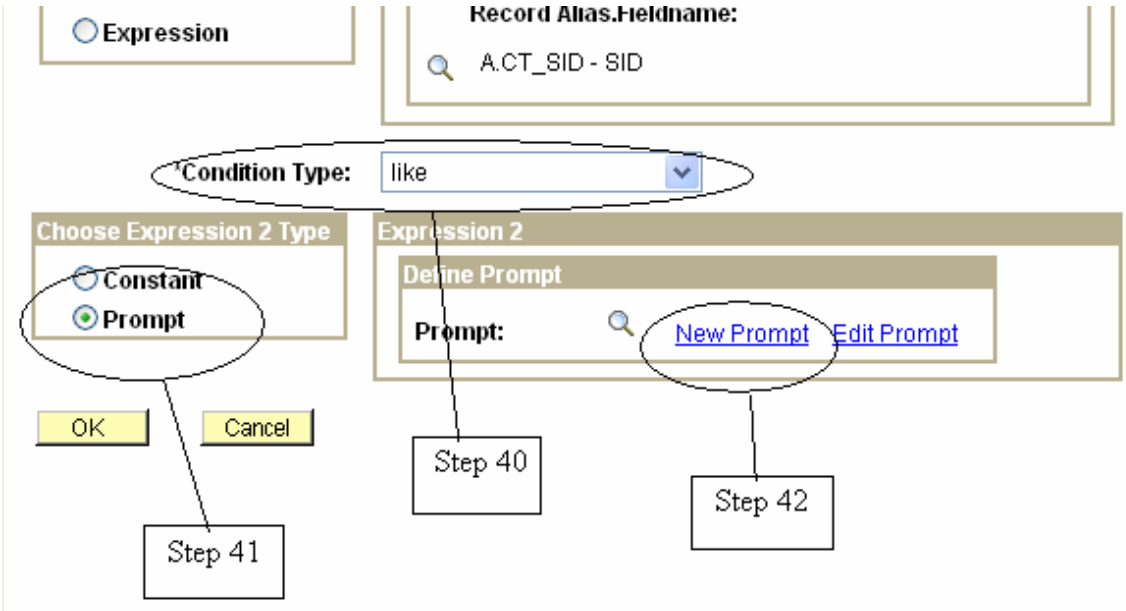
***Results**: The Edit Criteria Properties page appears for the Field,* **CT_SID**



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

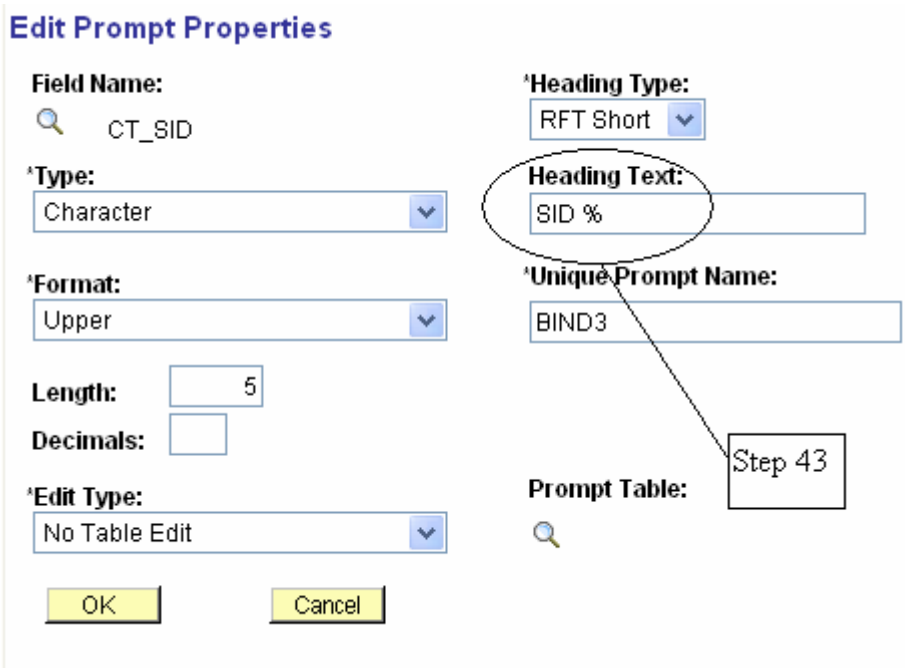
41. Within the Choose Expression 2 Type, select the **prompt** button

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



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

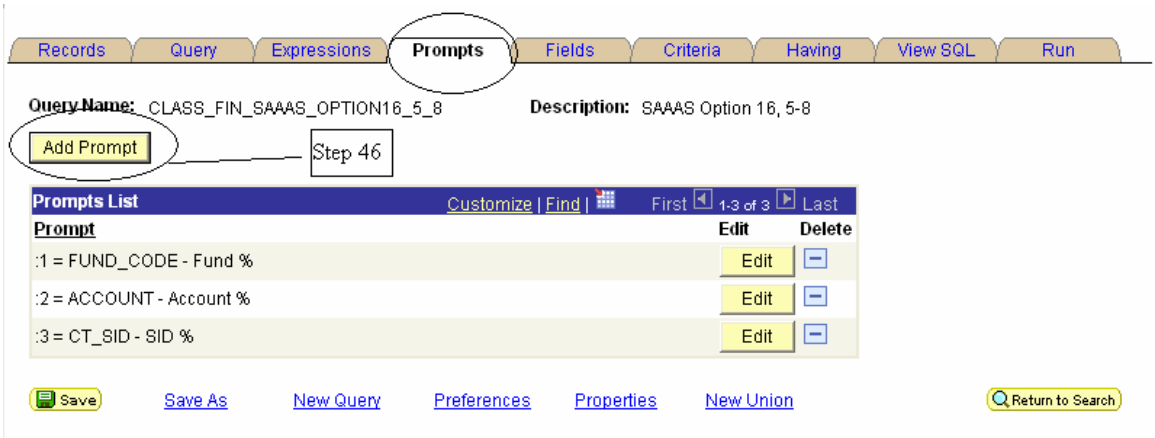
44. Select OK twice



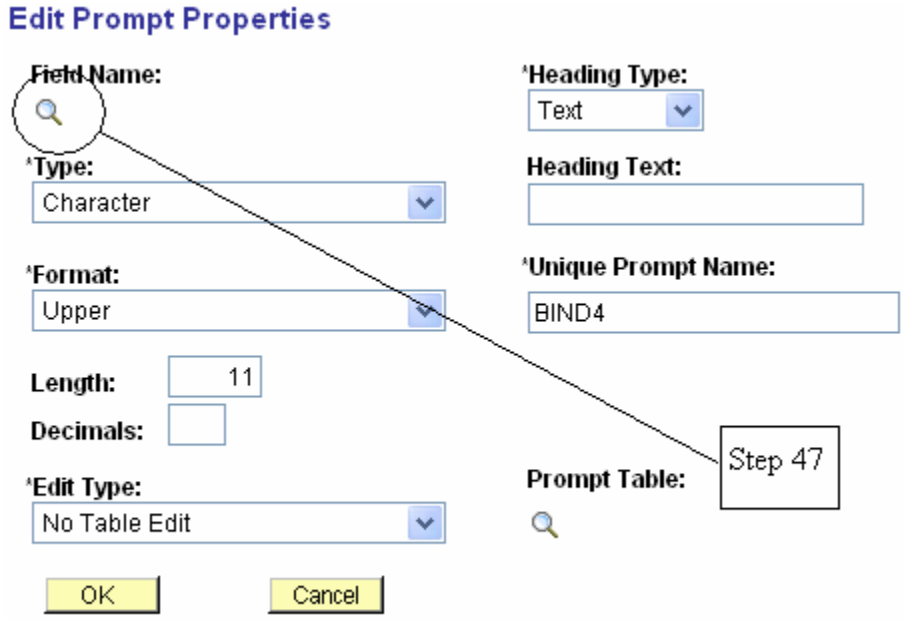
To add a prompt to a non-reporting Field from the Prompts tab

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

46. Select the Add a Prompt link



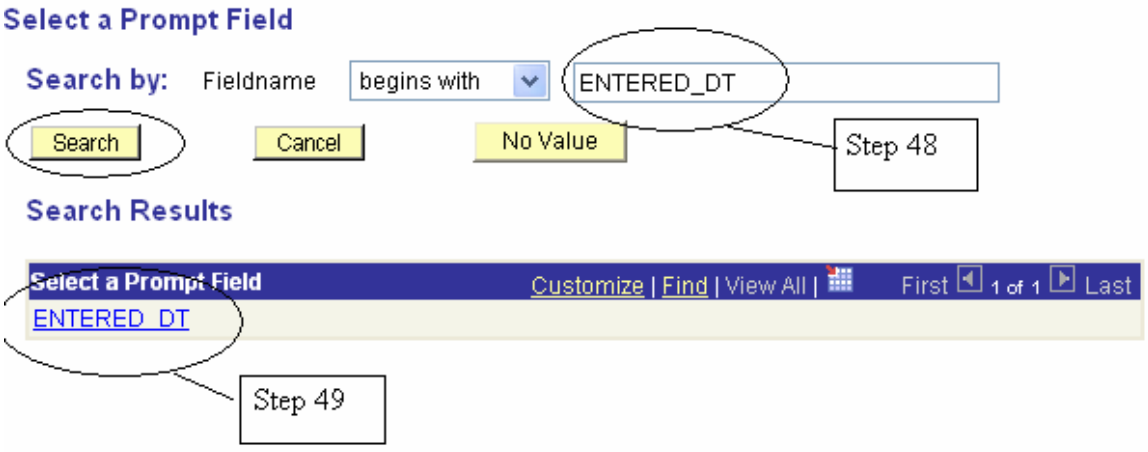
47. To set up the first date prompt, select on the looking glass icon under Field Name, located in the upper left hand corner of the page.



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

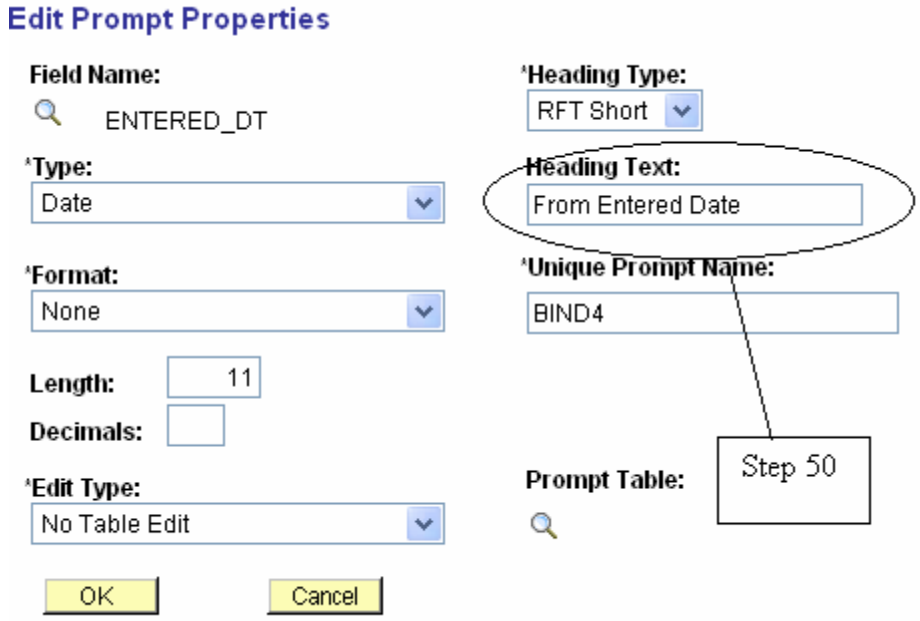
49. Select the link titled, **ENTERED_DT** under the subheading of Select a Prompt Field

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



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

51. Select OK



To add the second date prompt to complete the search range

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

53. Select the Add a Prompt link

54. 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.

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

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

57. Locate the Heading Text field and enter, **To Entered Date**

58. Select OK

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

To add criteria to the prompts

59. Select the Fields tab at the top of the page

60. Select the Add Criteria icon, funnel, located to the right of the Field name, **ENTERED_DT**

61. Select condition type: between

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

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

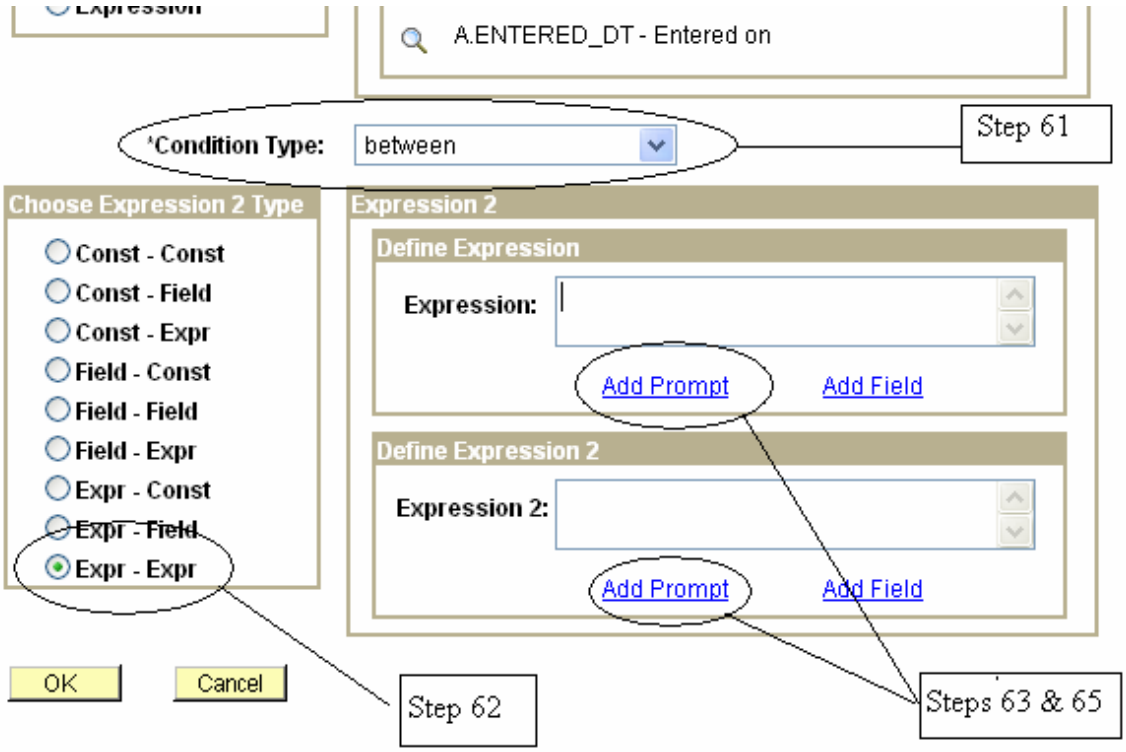
64. On the Select a Prompt page, select **From Entered Date** for the first Expression

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

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

67. Select OK

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



Review and Save

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

69. 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

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

71. Enter run time prompt values: Business Unit=your business unit, SID like 4%, Account like 5% and Entered Date from 9-1-2010 to 10-01-2010

***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.*

EPM AP-PO FRP 101

Exercise 5:

Creating a Query

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

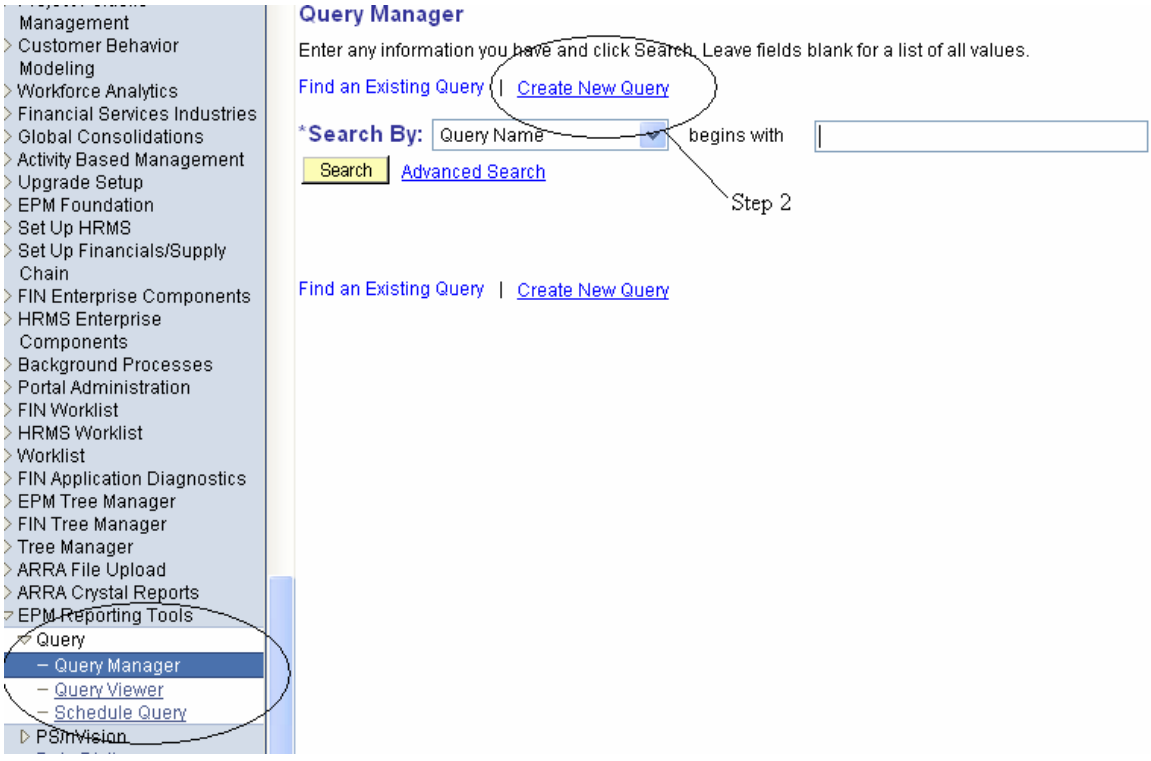
Skills: Creating a Query, data sampling

> *Reference: EPM Data Dictionary, FIN Reporting Table Summary*
> *http://www.core-ct.state.ct.us/epm/docs/fin_reporting_table_summary.doc*

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

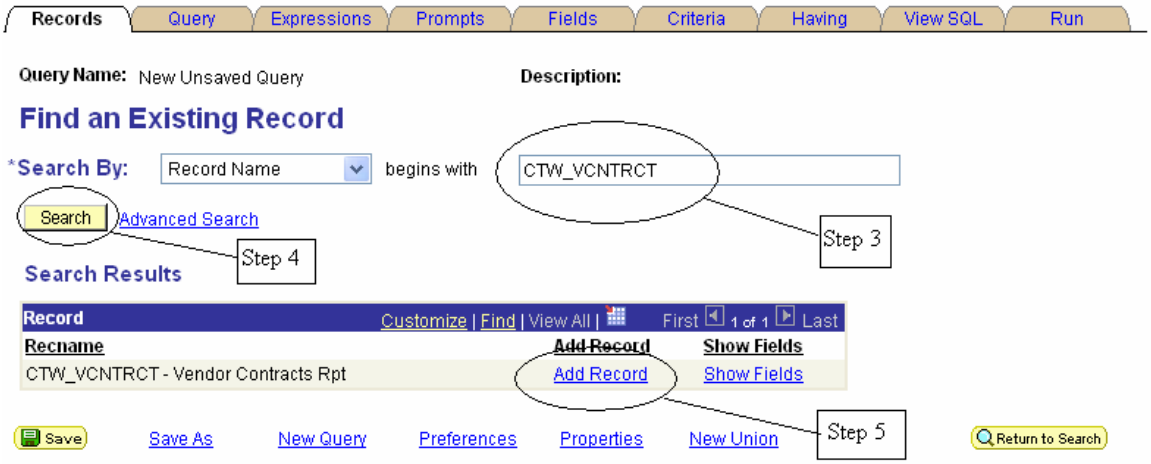
1. Locate in the Left-Hand Navigation Menu the Query Manager page

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



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

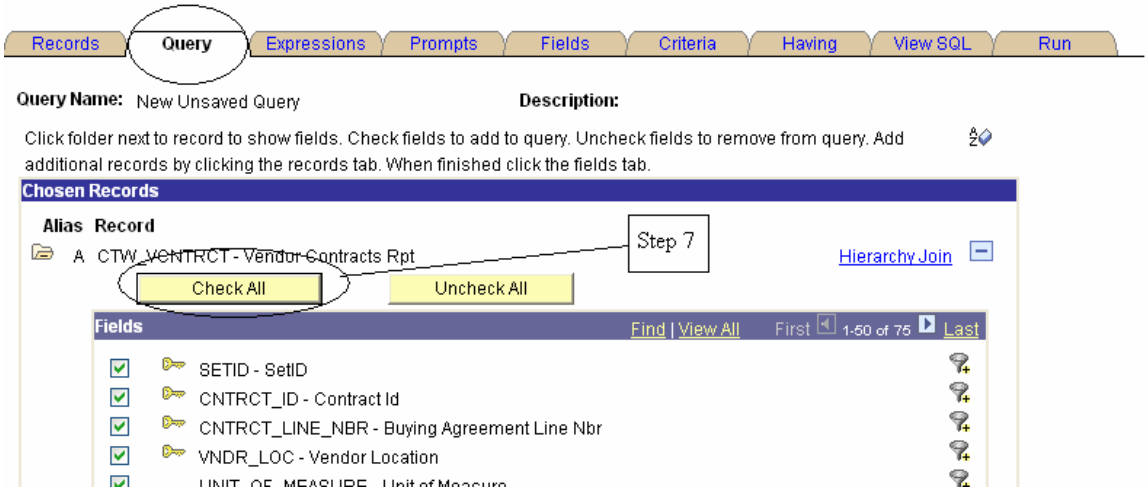
4. Select **Search**



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

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.

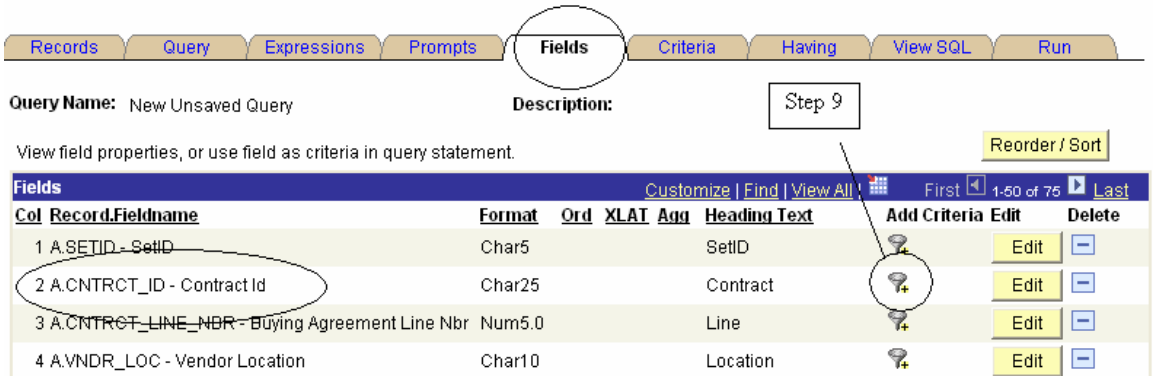


To add criteria to a reporting Field from the Fields tab

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

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

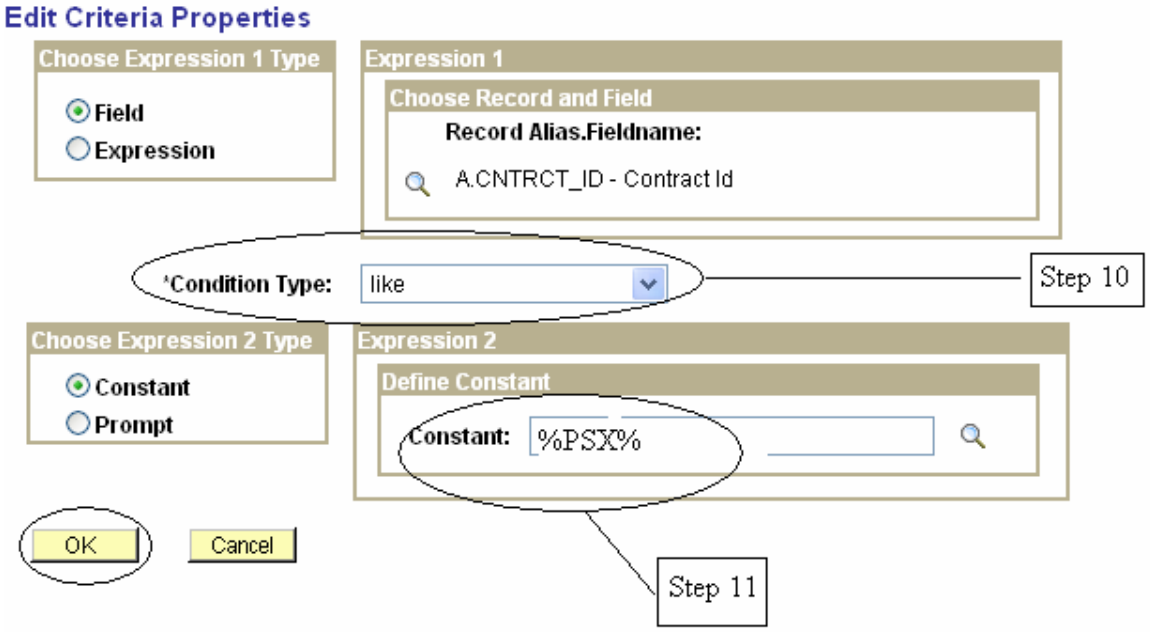
***Results**: The Edit Criteria Properties page appears for the Field,* **CNTRCT_ID**



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

11. Within the Expression 2, Define Constant box, enter either %ITZ% or %PSX%. You must choose only one of these, either ITZ (DOIT contracts) or PSX (DAS contracts).

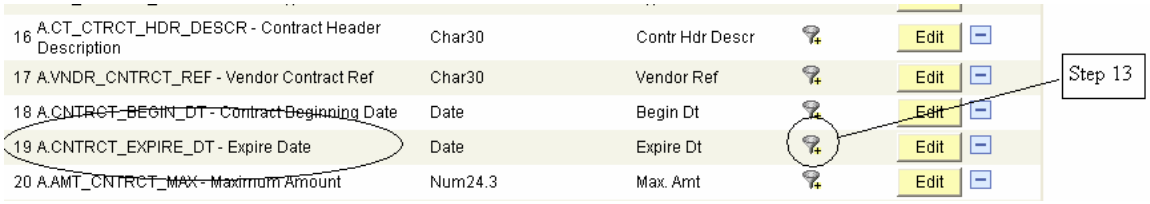
***Results**: You have established selection criteria which limits the query to the specific contract IDs. Make sure you enter all alpha values as capitals.*



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

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

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

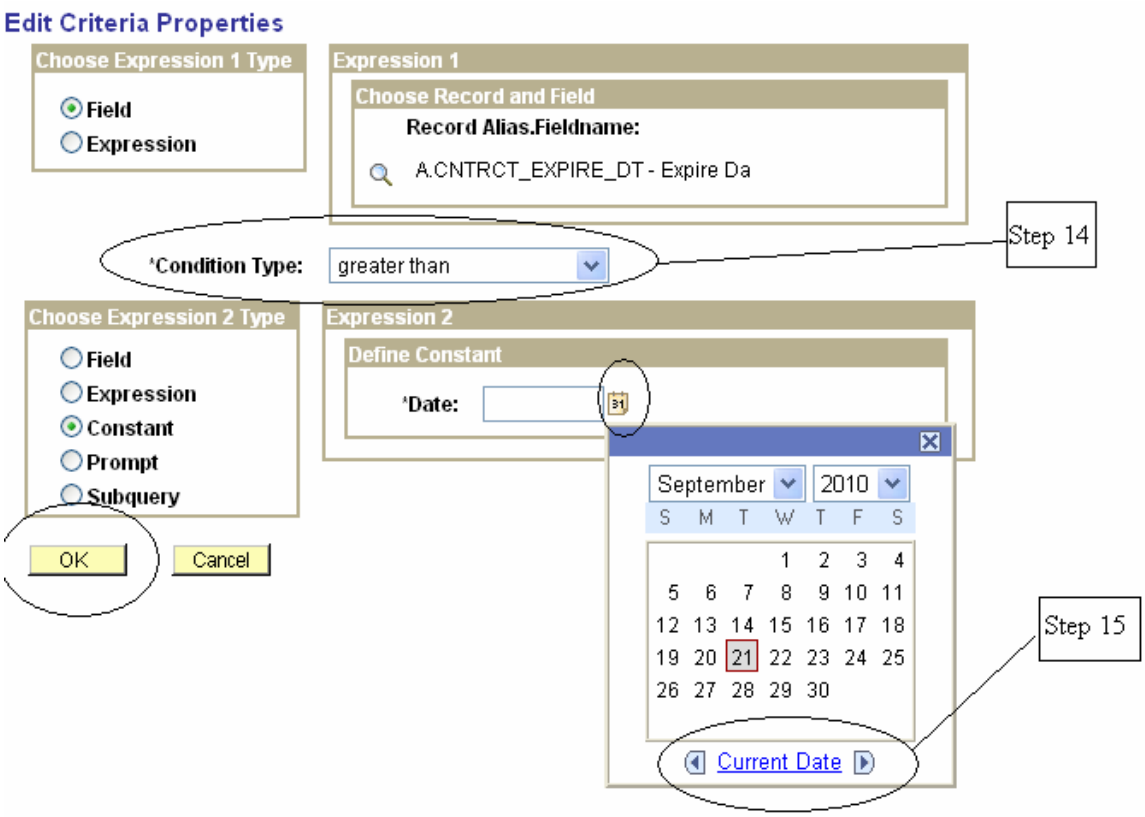


14. Select **greater than** as a condition type from the drop down menu

15. Within the Expression 2, Define Constant box, enter the constant of **today's date**

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

16. Select **Ok**



Review and Save

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

18. Name your query using standard naming conventions, description as well as identify a folder to save in, if appropriate. Note: All queries should be saved as PRIVATE.

Test Query

19. Select the **Run tab** to execute the query through the web to the screen.

***Results**: The results of your query will display. If appropriate, select the download to excel hyperlink and review the data.*

EPM AP-PO FRP 101

Exercise 6:

Creating a Query

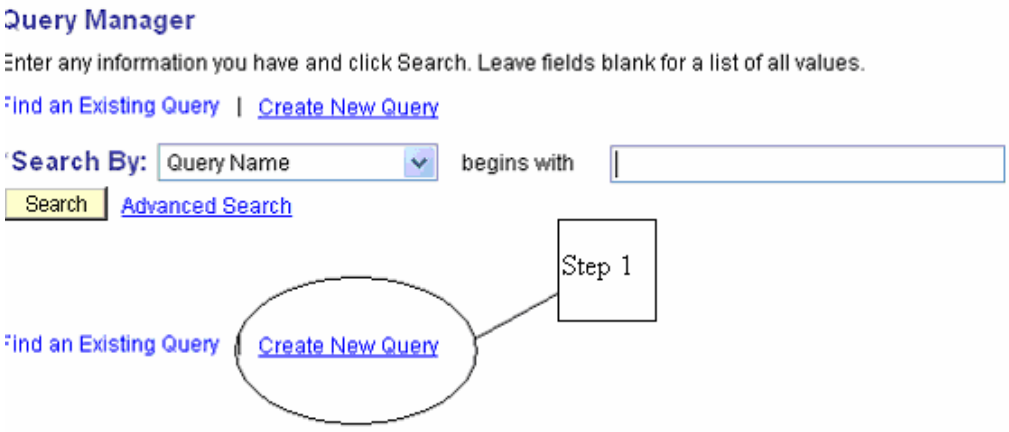
Scenario: Build a query to identify all payments to be made for a specified date range, identifying the remit to vendor.

Skills: Creating a Query, adding criteria, prompts

> *Reference: EPM Data Dictionary, FIN Reporting Table Summary*
> *http://www.core-ct.state.ct.us/epm/docs/fin_reporting_table_summary.doc*

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



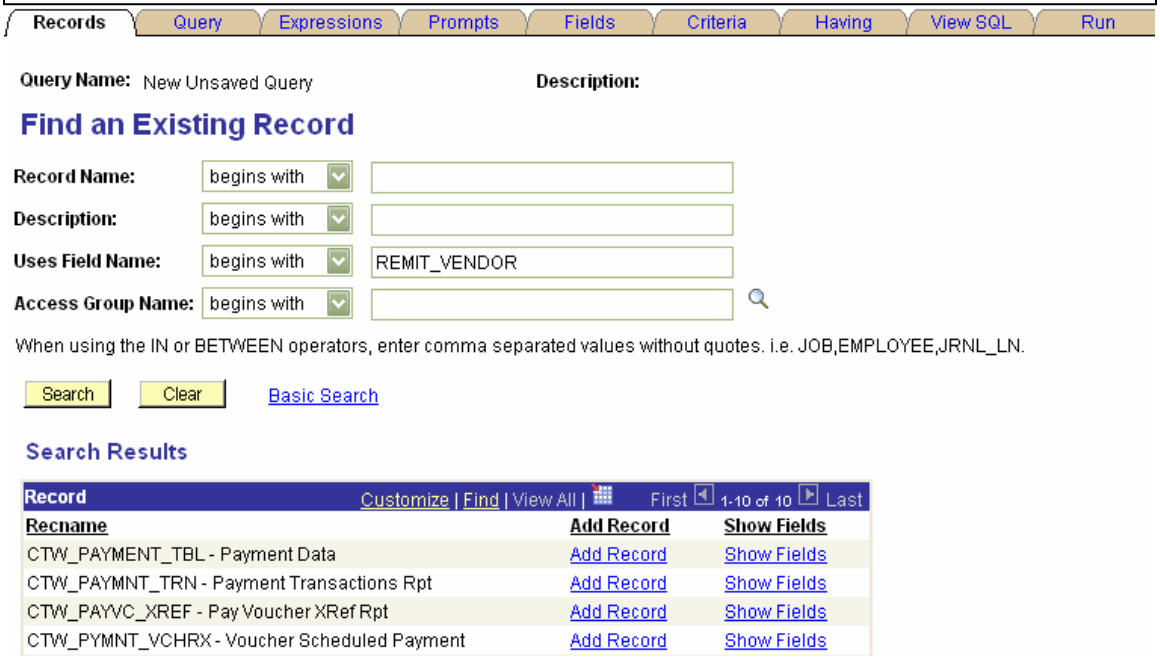
2. Select the Advanced Search Tab, Uses Field Name begins with option.

3. Enter **REMIT_VENDOR** in the search field

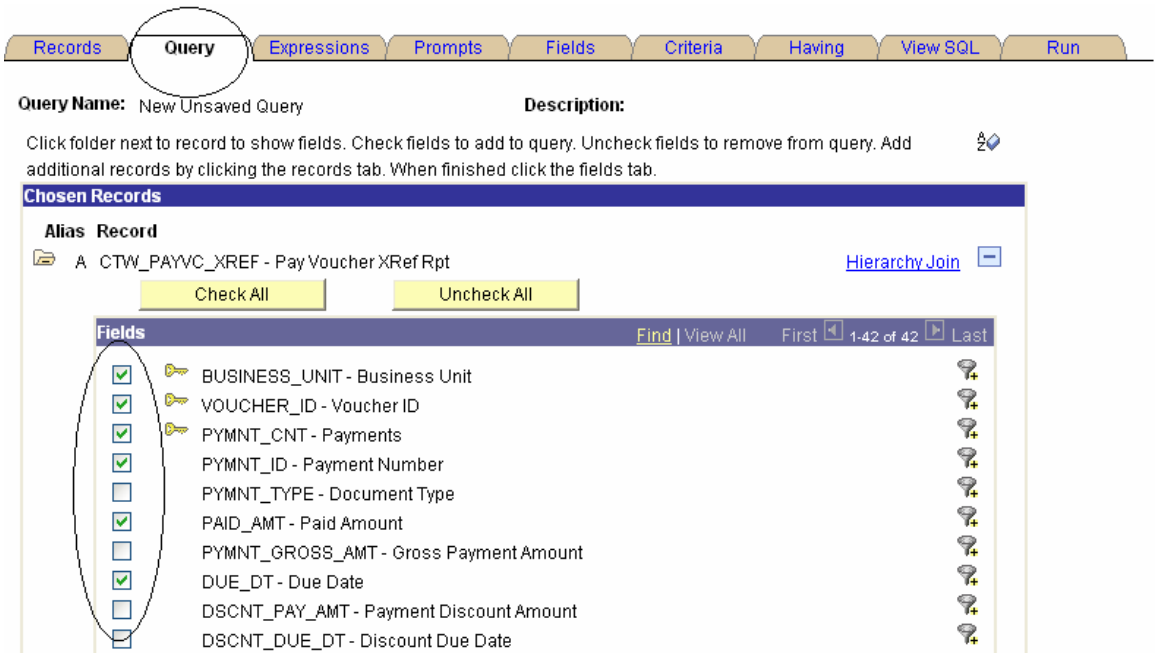
4. Select **Search**

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

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



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



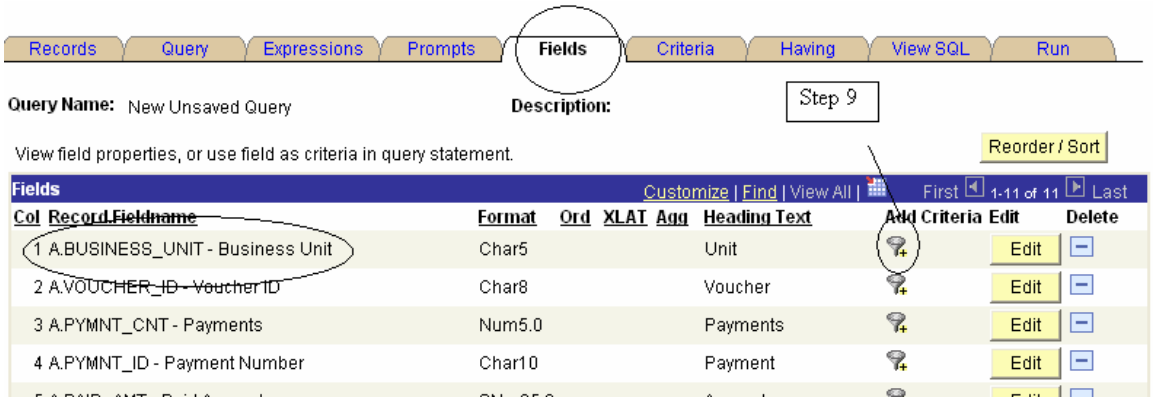
7. Locate and select the **Fields** tab displayed at the top of the screen

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

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

9. 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**

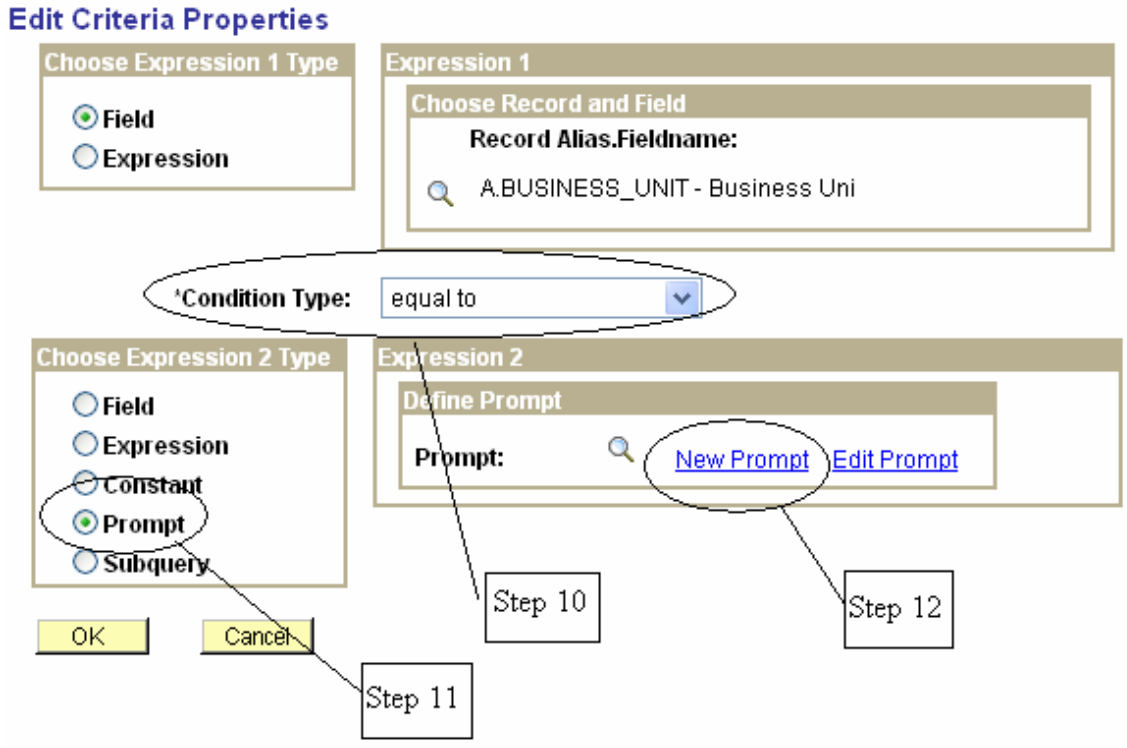


10. Select **equal to** as a condition type from the drop down menu

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

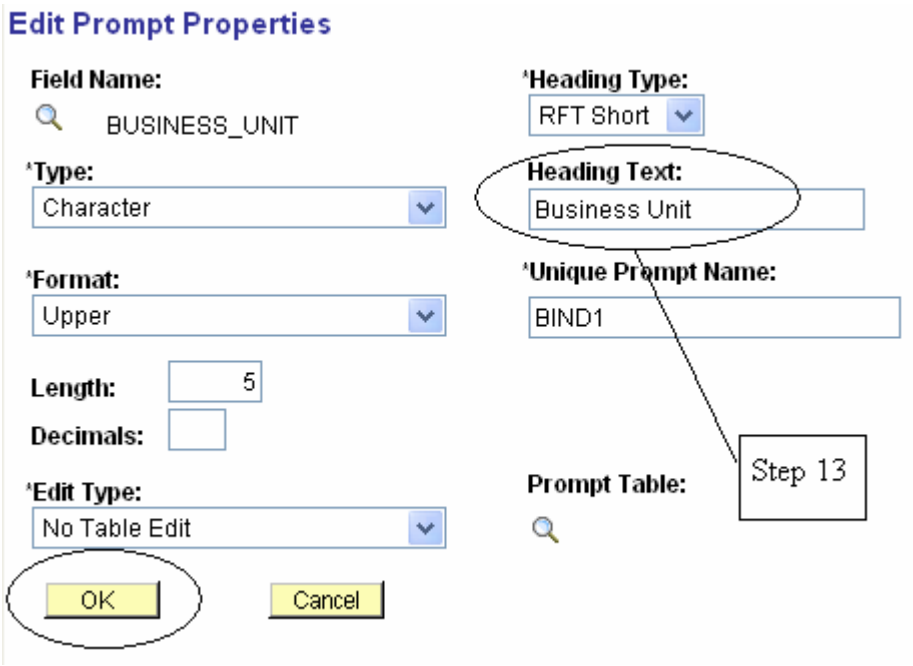
12. Within the Expression 2 box, select the **New Prompt** link

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



13. Locate the Heading Text field and enter **Business Unit**

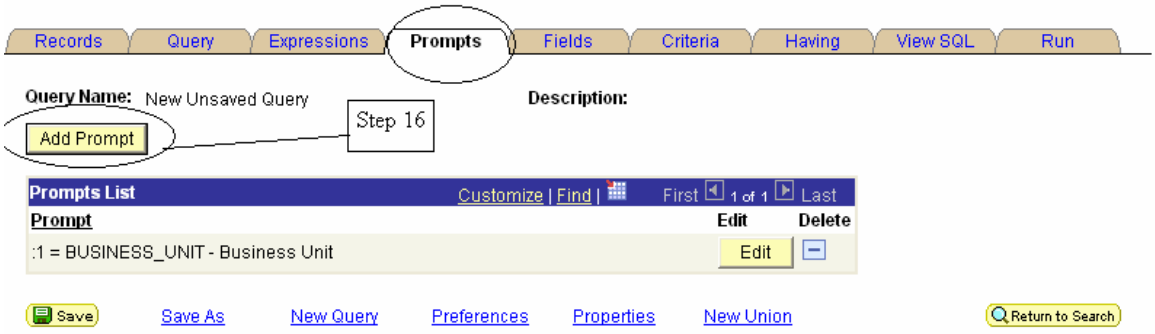
14. Select **Ok** twice



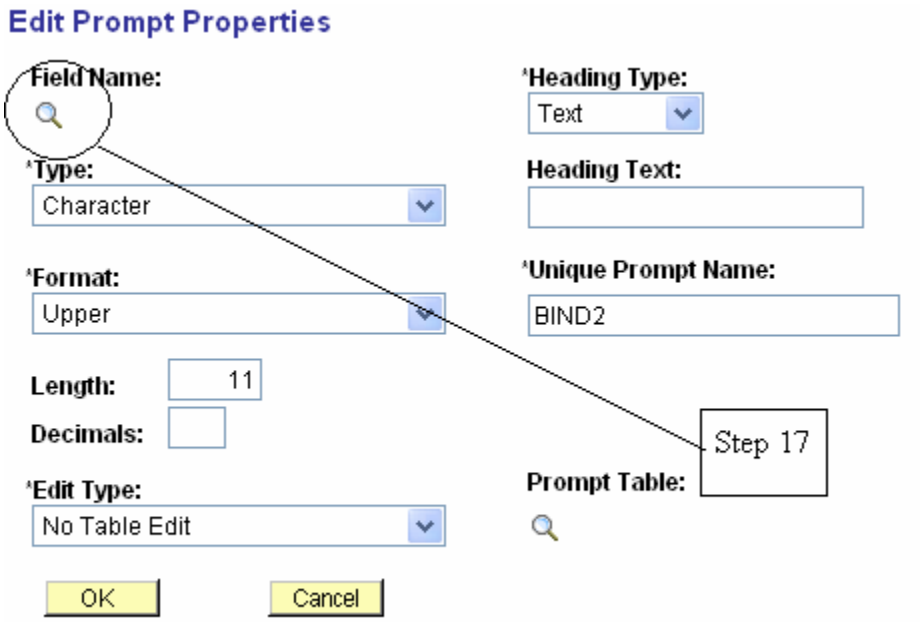
To add a prompt to a non-reporting Field from the Prompts tab

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

16. Select the Add a Prompt link

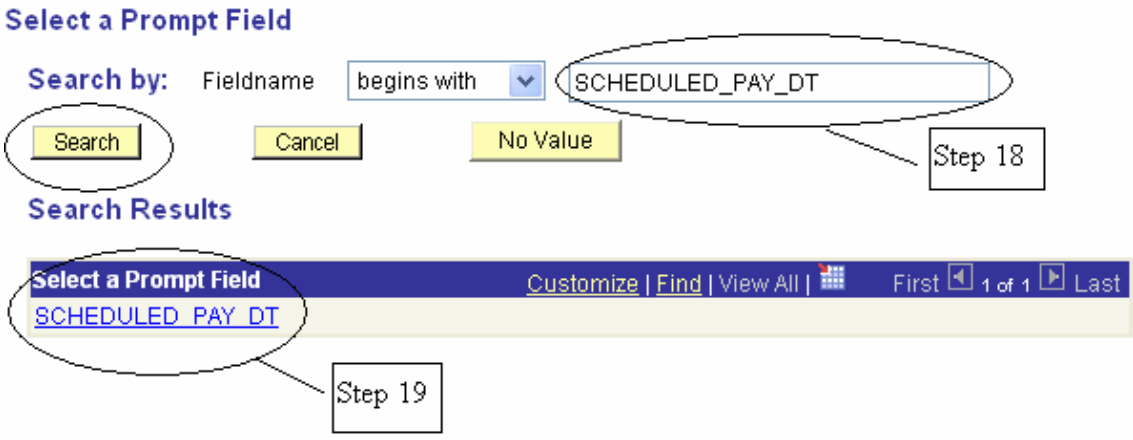


17. To set up the first date prompt, select on the looking glass icon under Field Name, located in the upper left hand corner of the page.



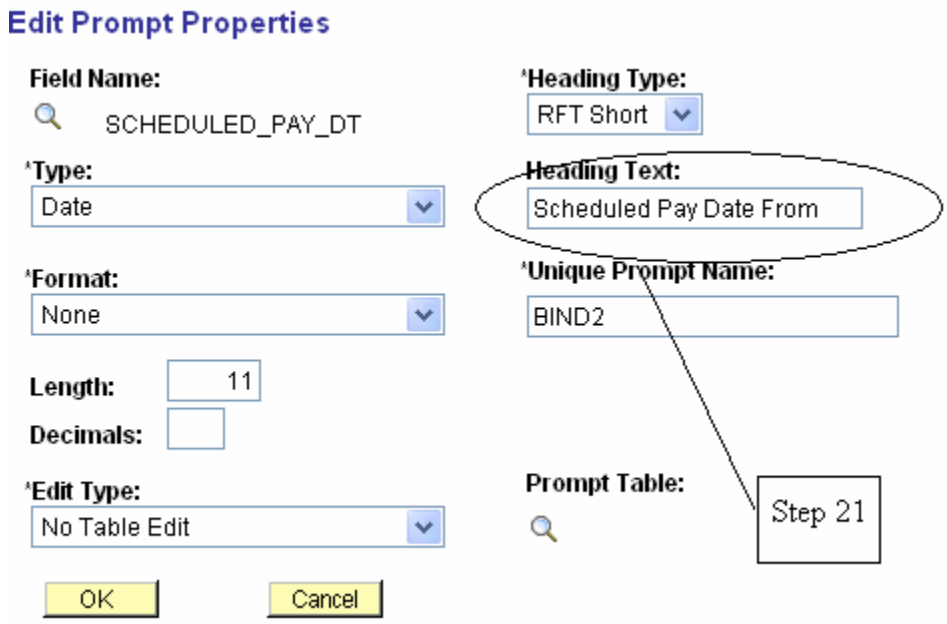
18. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **SCHEDULED_PAY_DT** and select search.

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



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

21. Select OK



To add the second date prompt to complete the search range

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 **SCHEDULED_PAY_DT** and select search.

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

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

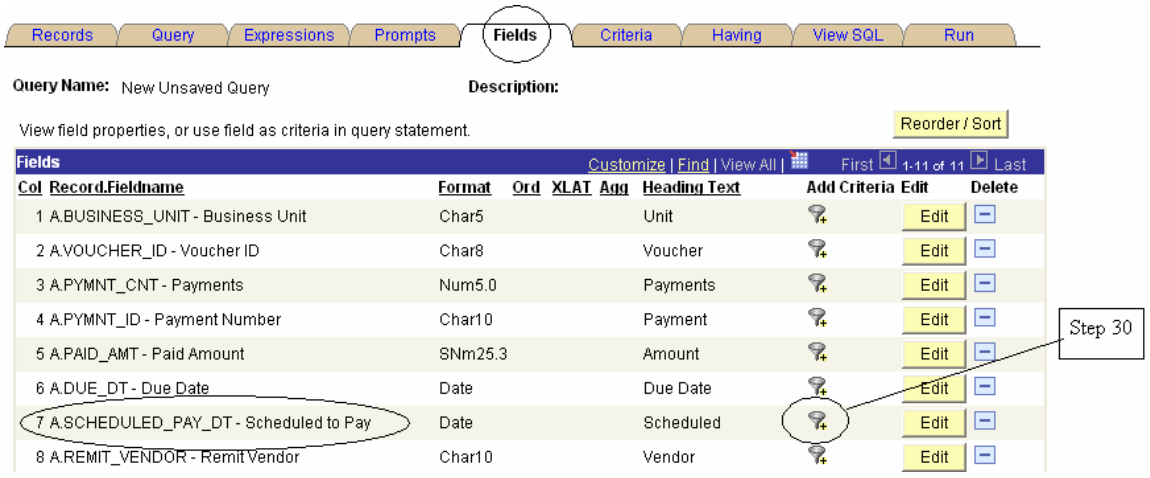
28. Select OK

***Results**: Prompts 2 and 3 have now been defined.*

To add prompts to the criteria

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

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



31. Select condition type: between

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

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

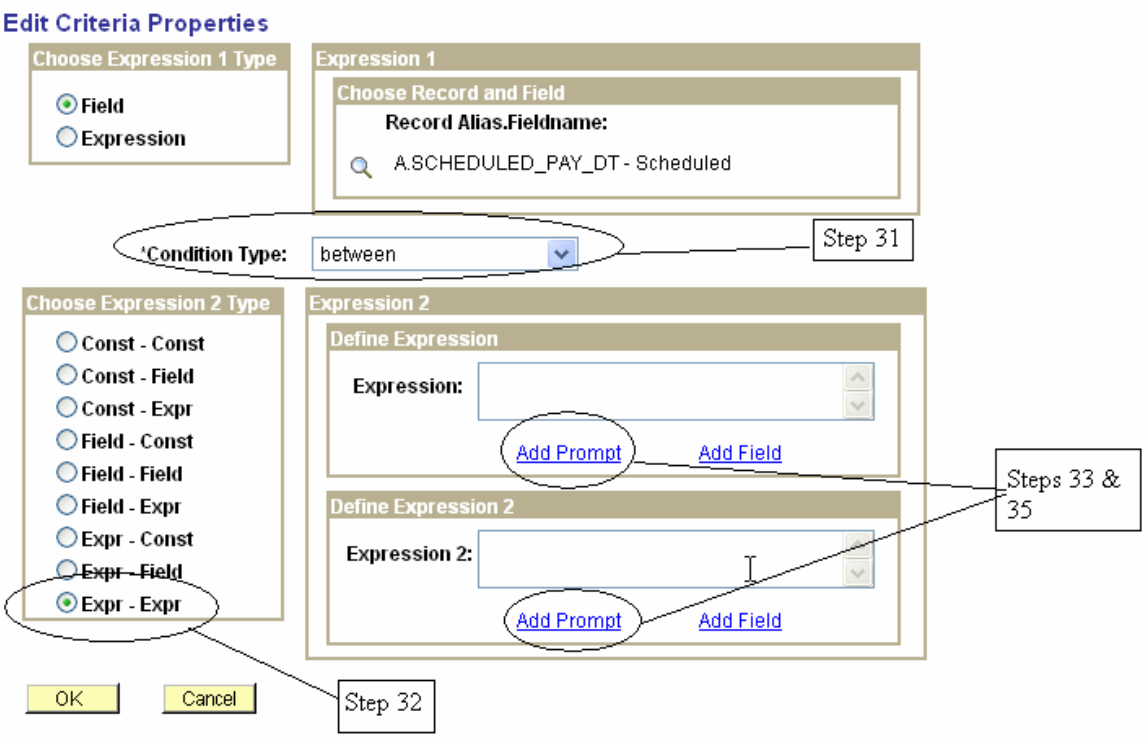
34. On the Select a Prompt page, select **Scheduled Pay Date From** for the first Expression

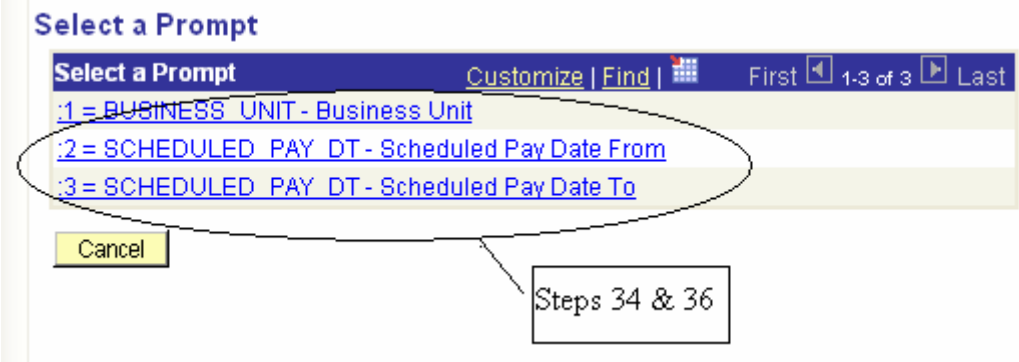
35. In Expression 2, Define Expression, Expression 2, select the Add Prompt link

36. On the Select a Prompt page, select **Scheduled Pay Date To** for Expression 2

37. Select OK

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

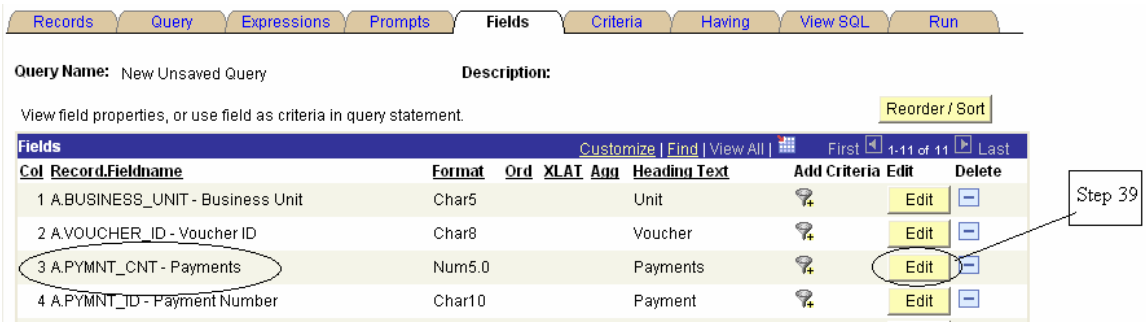




To add an aggregate function

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

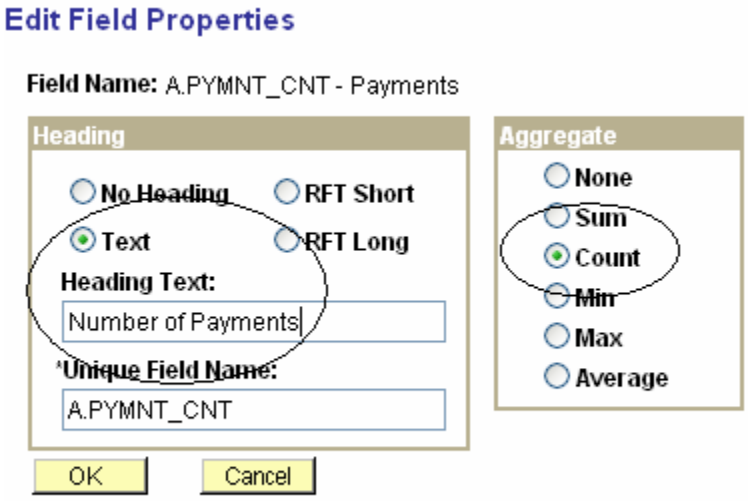
39. Select the Edit button located to the right of the Field name, **PYMNT_CNT**



40. Select both the count aggregate function and the radio button, text

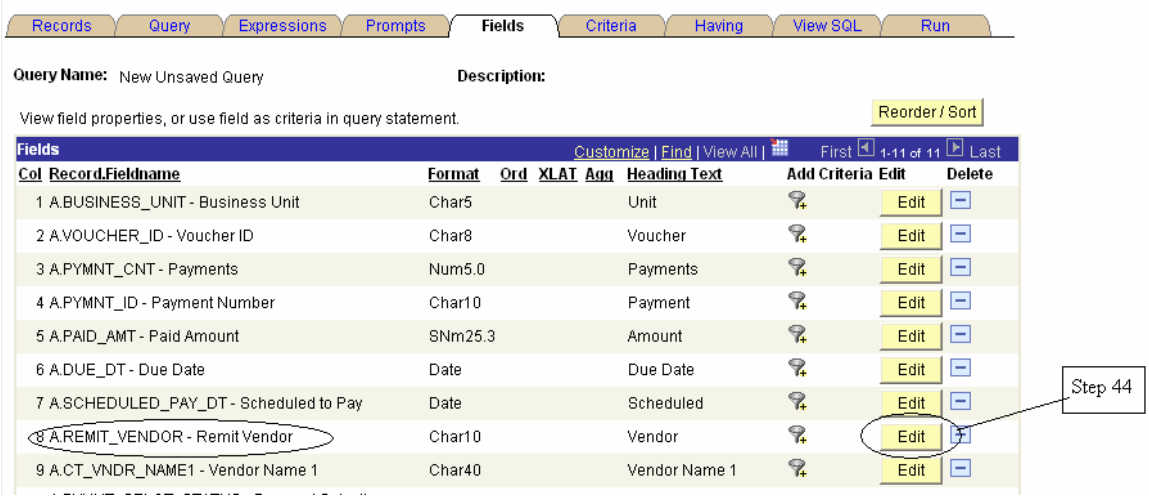
41. Enter in the Heading Text field to the change the column heading to: Number of Payments

42. Select OK



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

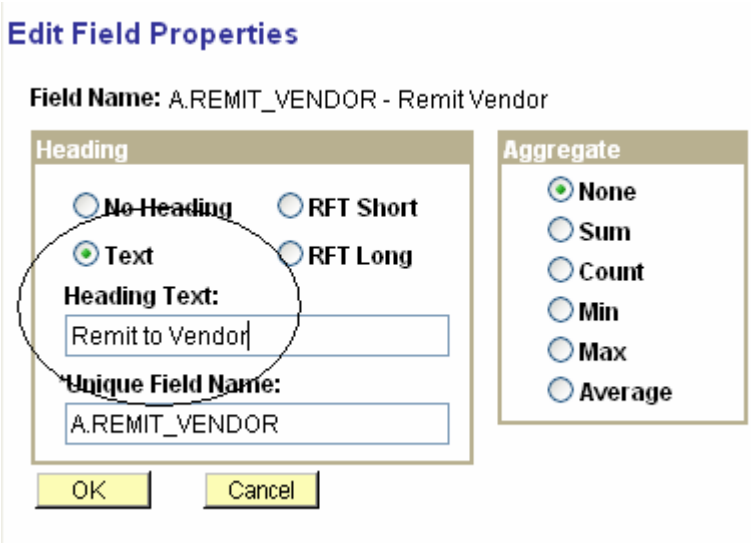
44. Select the Edit button located to the right of the Field name, **REMIT_VENDOR**



45. Select the radio button, text

46. Enter in the Heading Text field to the change the column heading to: Remit to Vendor

47. Select OK



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. Note: All queries should be saved as PRIVATE.

Test Query

50. 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: Business Unit—your business unit, Scheduled Pay Date from 10-01-2010 to today's date

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

EPM AP-PO FRP 101

Exercise 7:

Creating A Query

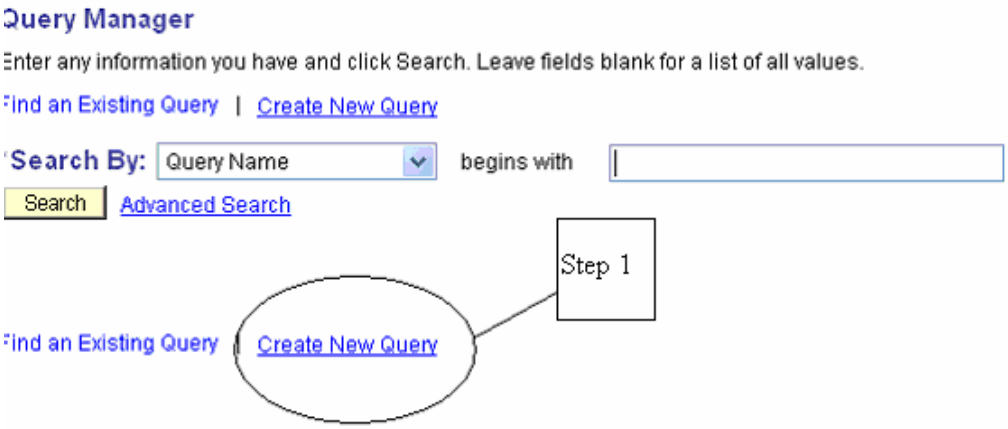
Scenario: Build a query to identify all specific purchase order information including obligated amount.

Skills: Creating a Query, adding criteria, prompts

Reference: EPM Data Dictionary, FIN Reporting Table Summary
http://www.core-ct.state.ct.us/epm/docs/fin_reporting_table_summary.doc

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

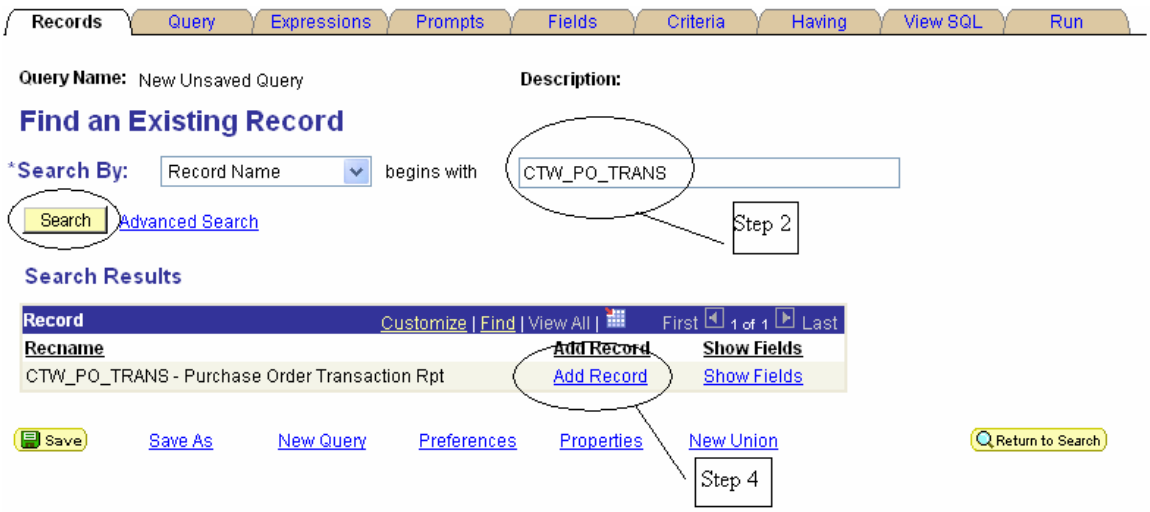


2. Enter **CTW_PO_TRANS** in the Search By>Record Name search field

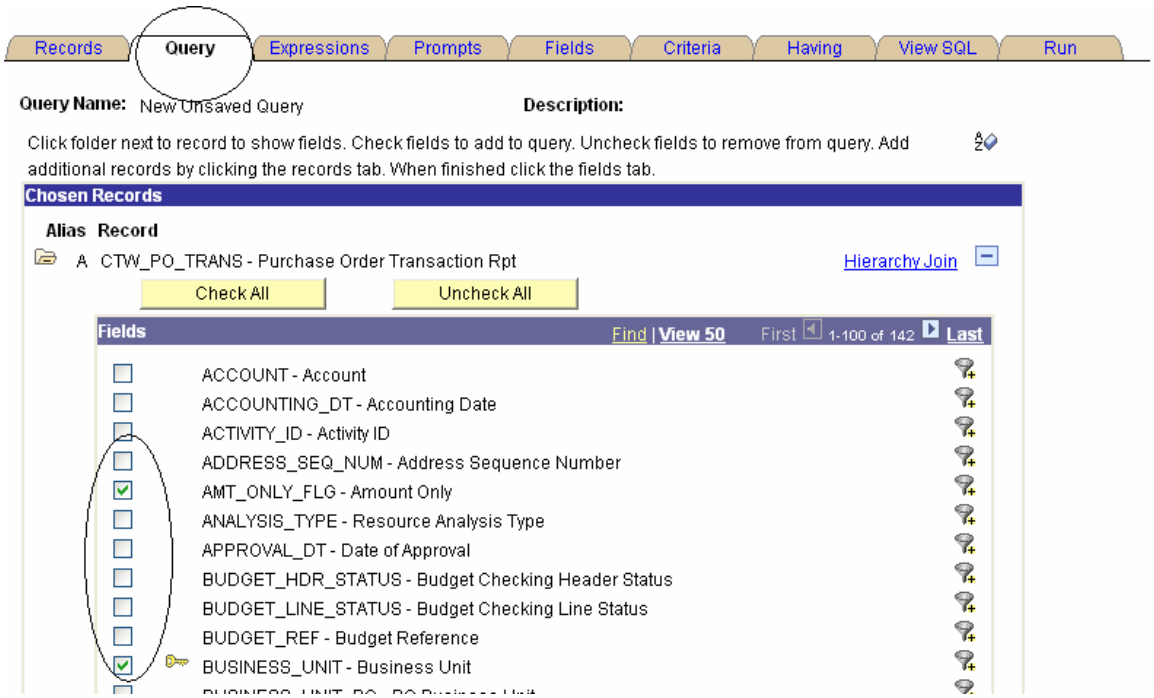
3. Select **Search**

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

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



5. Within the listing of fields, select the following fields by placing a check mark next to: **BUSINESS_UNIT, BUYER_ID, AMT_ONLY_FLG, CNTRCT_ID, CT_PO_LINE_DM254, VENDOR_ID, CT_VNDR_NAME1, INV_ITEM_ID, PO_ID, PO_DT, CT_OBLIGATED_AMT, PO_STATUS, ACCOUNTING_DT, MERCHANDISE_AMT, MONETYARY_AMT**



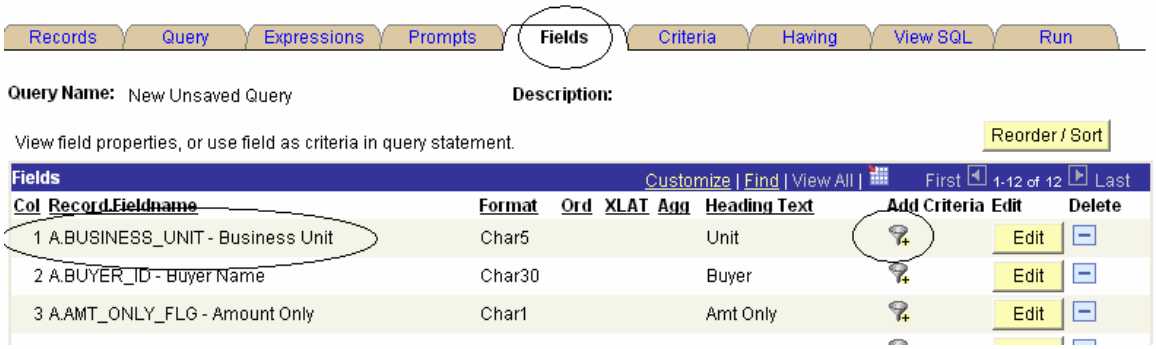
6. Locate and select the **Fields** tab displayed at the top of the screen

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

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

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

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

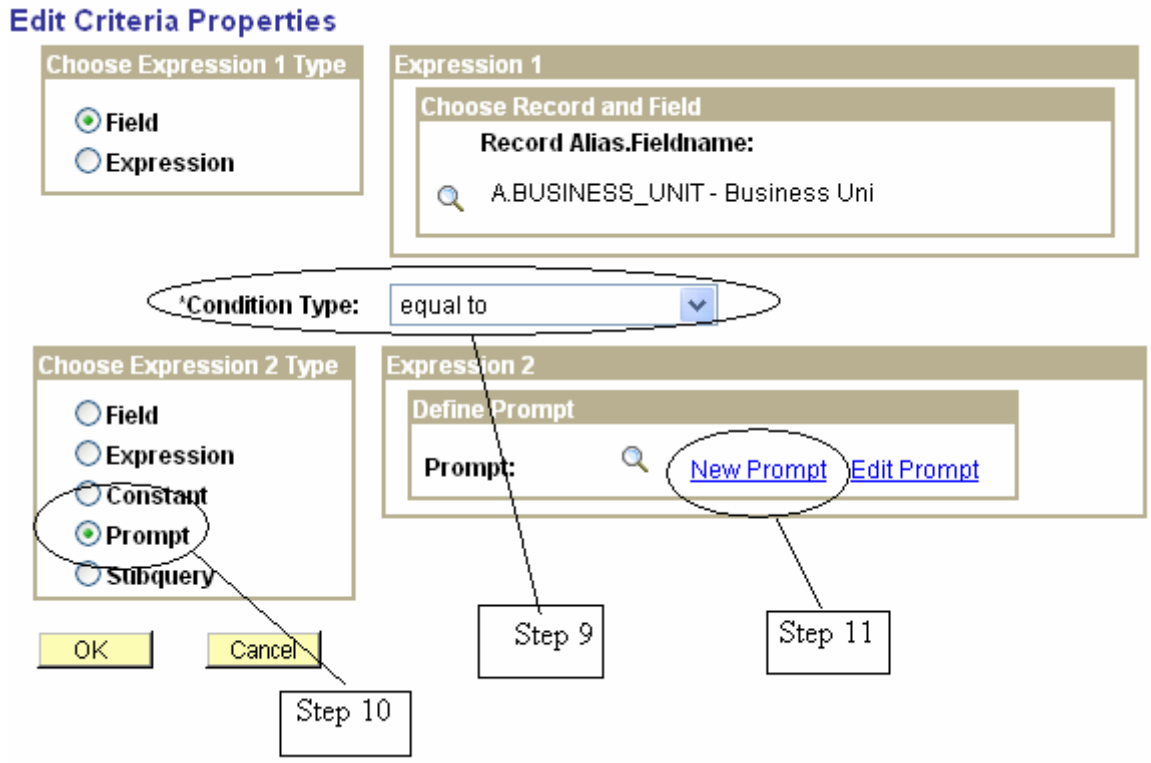


9. Select **equal to** as a condition type from the drop down menu

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

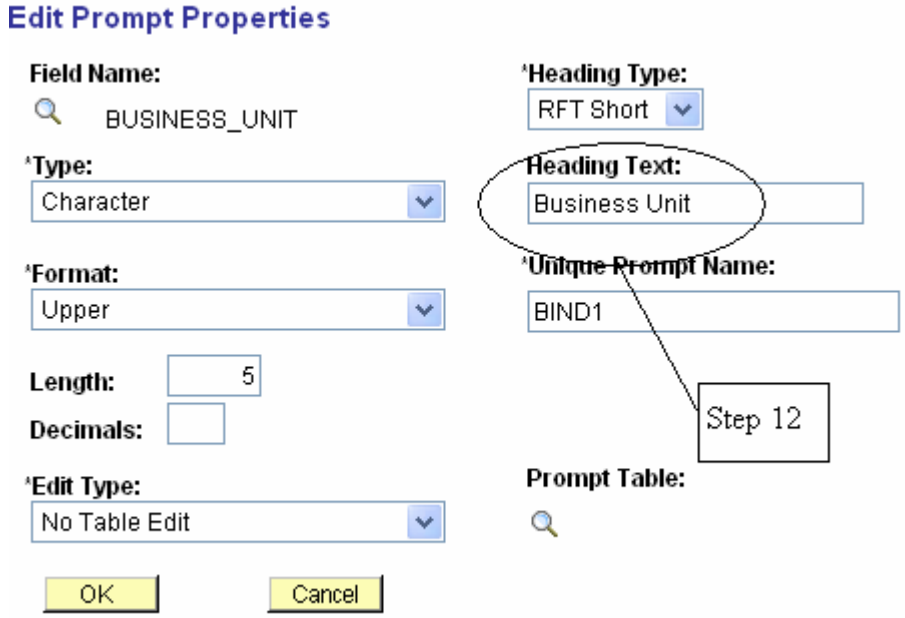
11. Within the Expression 2 box, select the **New Prompt** link

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



12. Locate the Heading Text field and enter **Business Unit**

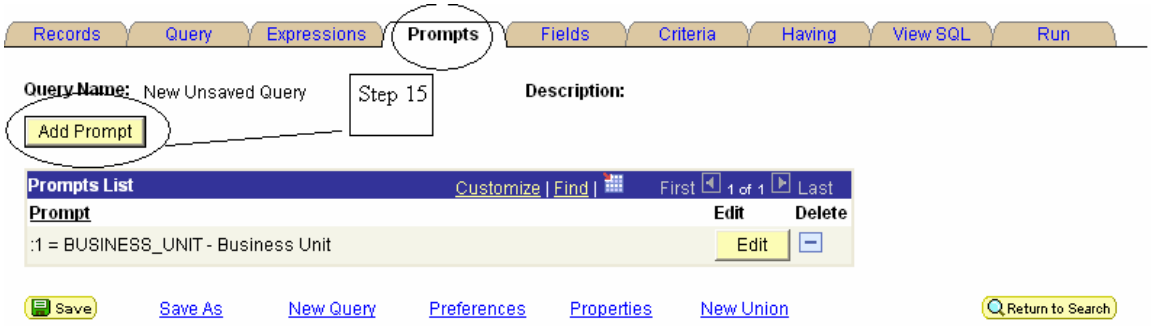
13. Select **Ok** twice



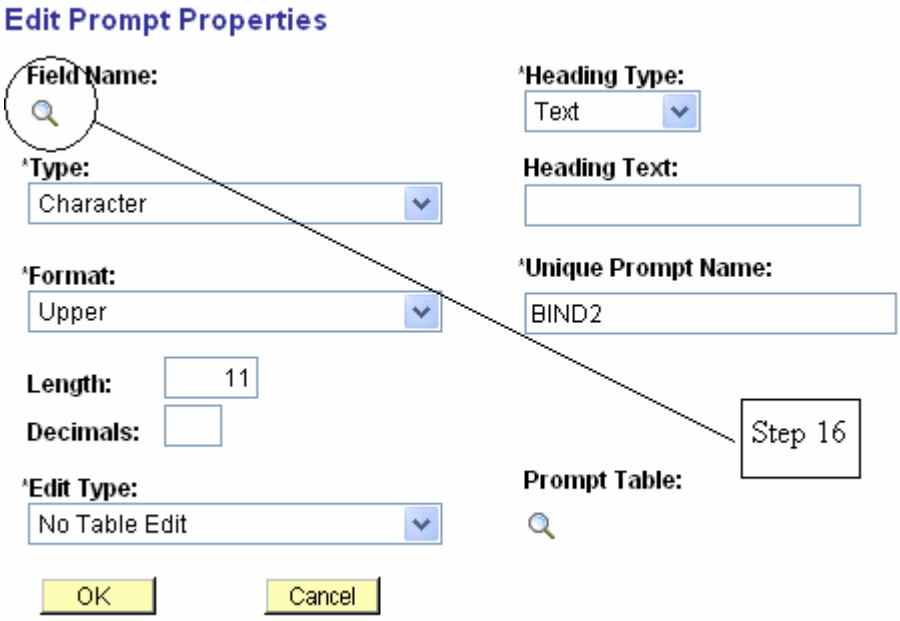
To add a prompt to a non-reporting Field from the Prompts tab

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

15. Select the Add a Prompt link

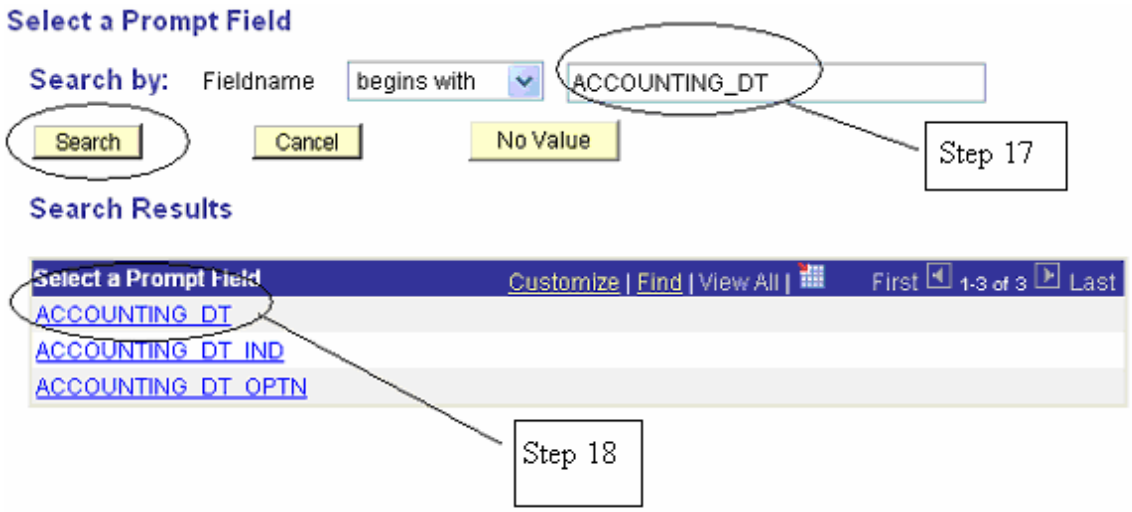


16. To set up the first date prompt, select on the looking glass icon under Field Name, located in the upper left hand corner of the page.



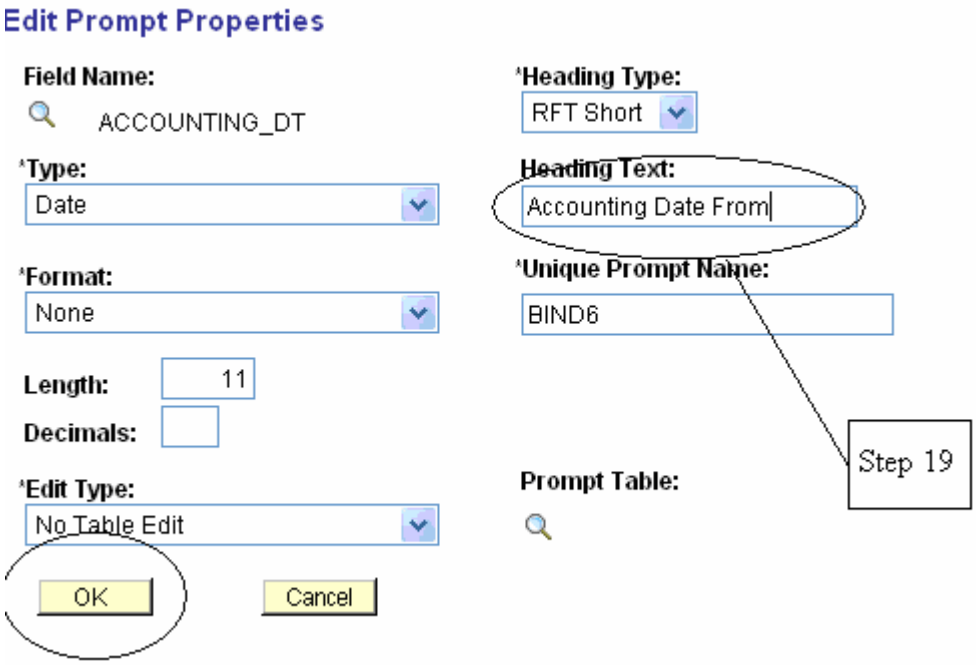
17. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **ACCOUNTING_DT** and select search.

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



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

20. Select OK



To add the second date prompt to complete the search range

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

22. Select the Add a Prompt link

23. 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.

24. 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.

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

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

27. Select OK

***Results**: Prompts 2 and 3 have now been defined.*

To add prompts to the criteria

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

29. Select the Add Criteria icon, funnel, located to the right of the Field name, **ACCOUNTING_DT**

30. Select condition type: between

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

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

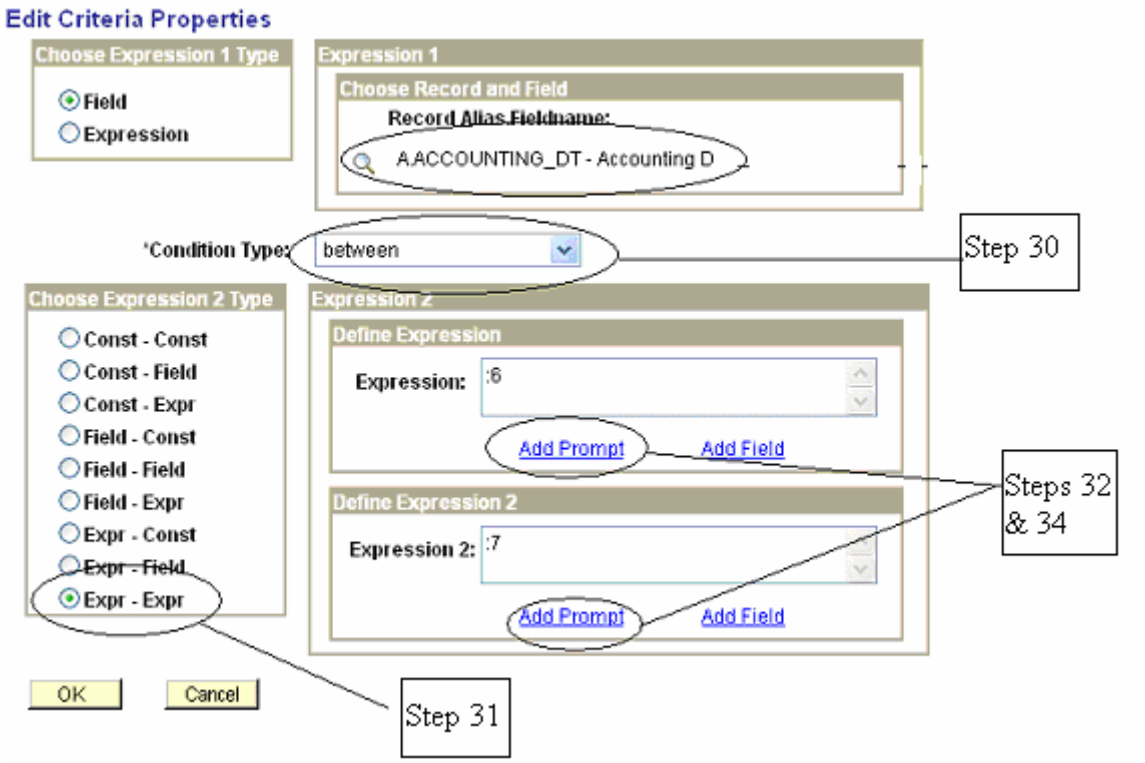
33. On the Select a Prompt page, select **Accounting Date From** for the first Expression

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

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

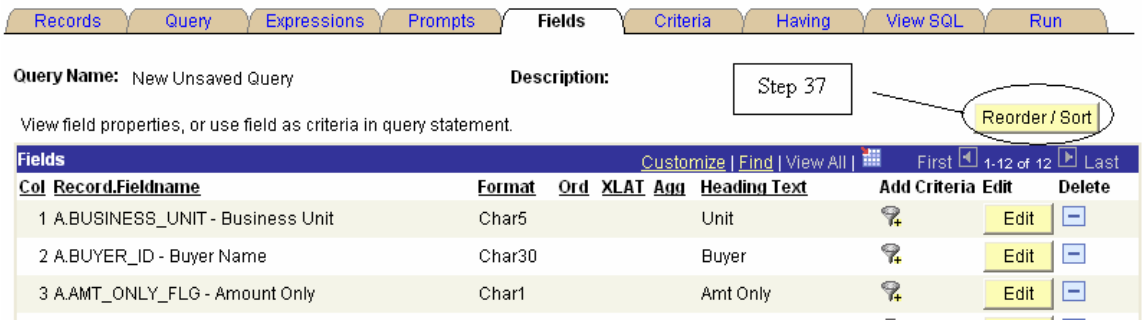
36. Select OK

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



To Re-order columns

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

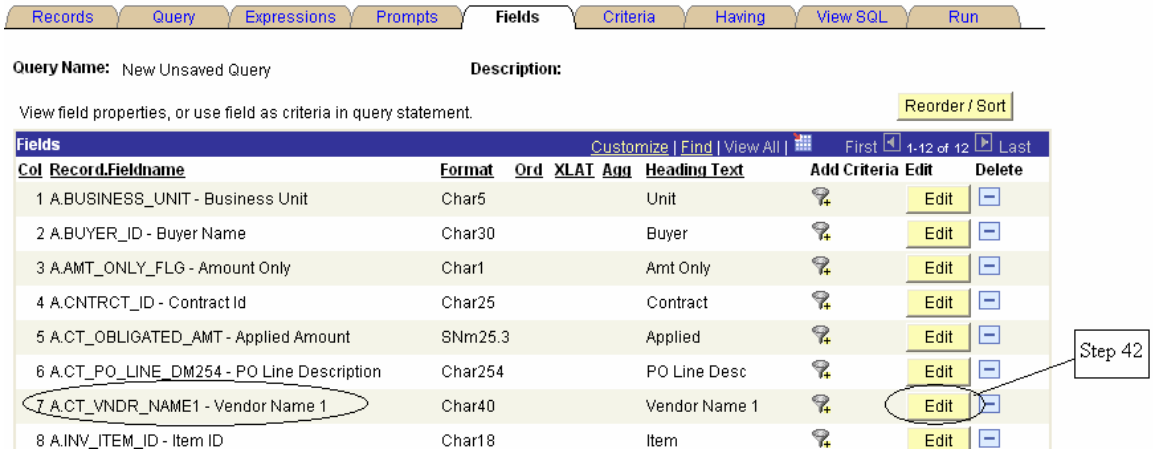


38. Determine the order in which you would like to see the columns displayed

39. Reorder the columns in any manner you would like to see the columns displayed in your report by placing a numeral in the left hand column next to the corresponding field. **NOTE**: you do not need to enter a number by each field under the New Column heading. Select **OK**

40. Return to the Fields tab and locate the Field titled, **CT_VNDR_NAME1**

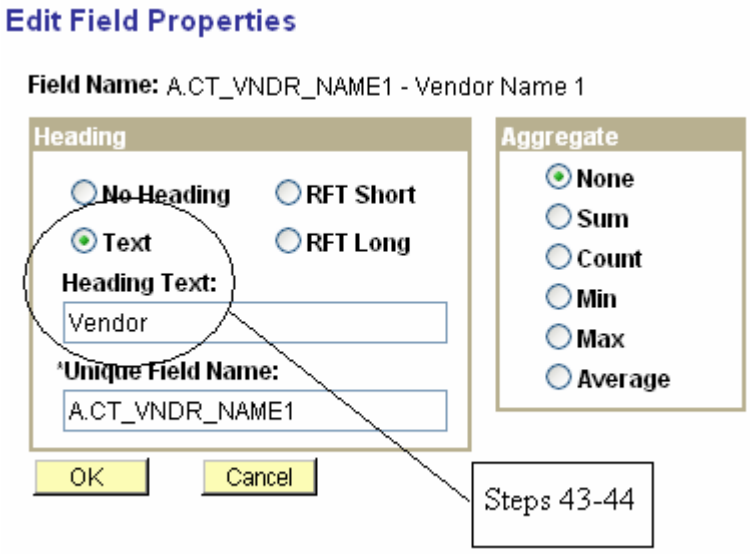
41. To change the column heading display in your report, select the Edit button located to the right of the Field name, **CT_VNDR_NAME1**



42. Select the radio button, text

43. Enter in the Heading Text field to the change the column heading to: Vendor

44. Select OK



Review and Save

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

46. 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

47. 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: Business Unit—your business unit, Purchase Order Date from 9-1-2010 to 10-1-2010

***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.*

EPM AP-PO FRP 101

Exercise 8:

Creating A Query

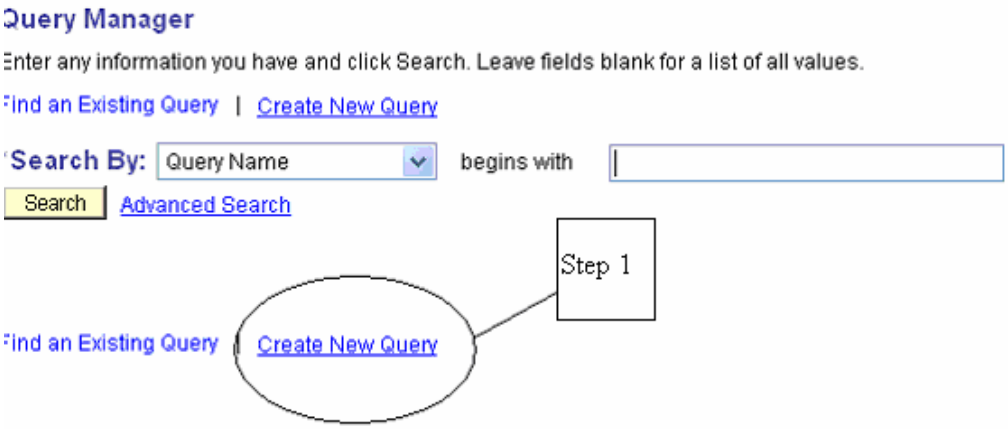
Scenario: Identify all vouchers entered for a certain time frame and the last operator to update the voucher.

Skills: Creating a Query, adding criteria, prompts

> *Reference: EPM Data Dictionary, FIN Reporting Table Summary*
> http://www.core-ct.state.ct.us/epm/docs/fin_reporting_table_summary.doc

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



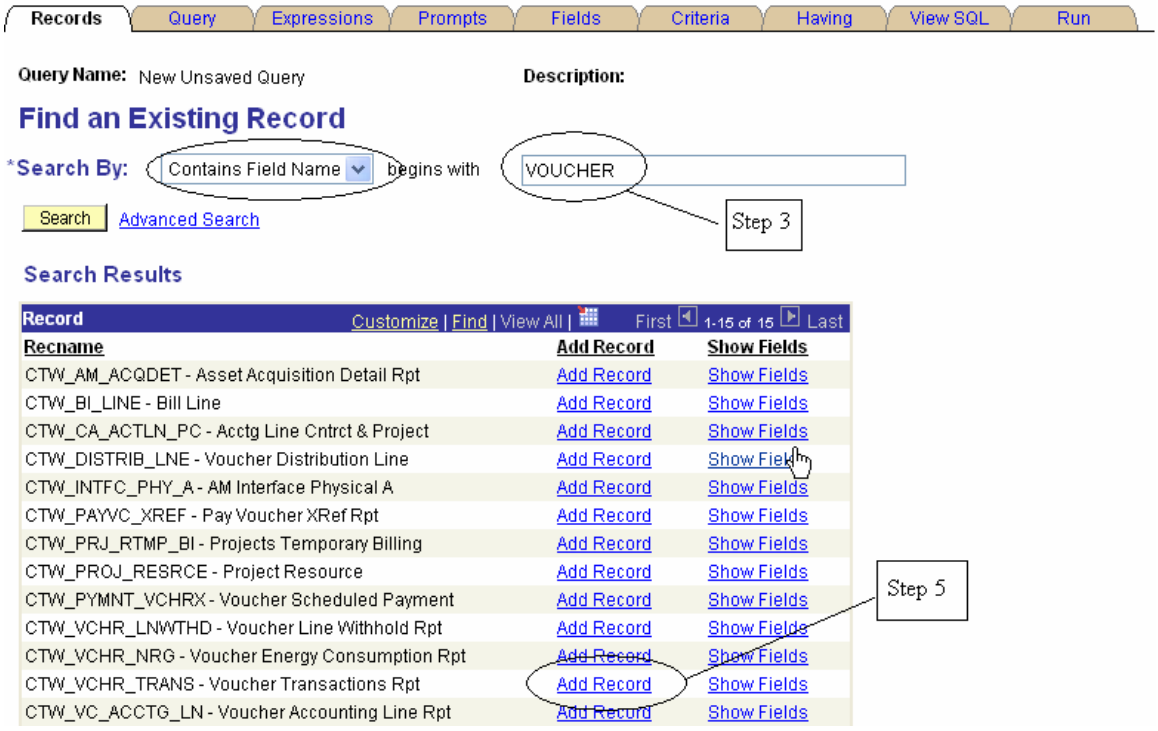
2. Select Contains Field Name from the Search By drop down menu

3. Enter **VOUCHER** in the search field

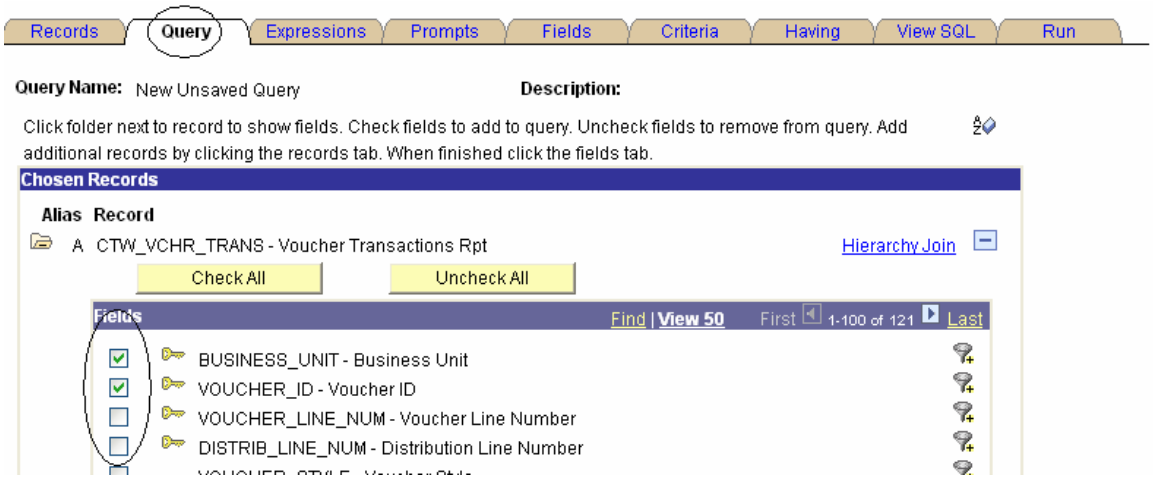
4. Select **Search**

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

***Results**: All tables/records including fields containing VOUCHER are displayed.*



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



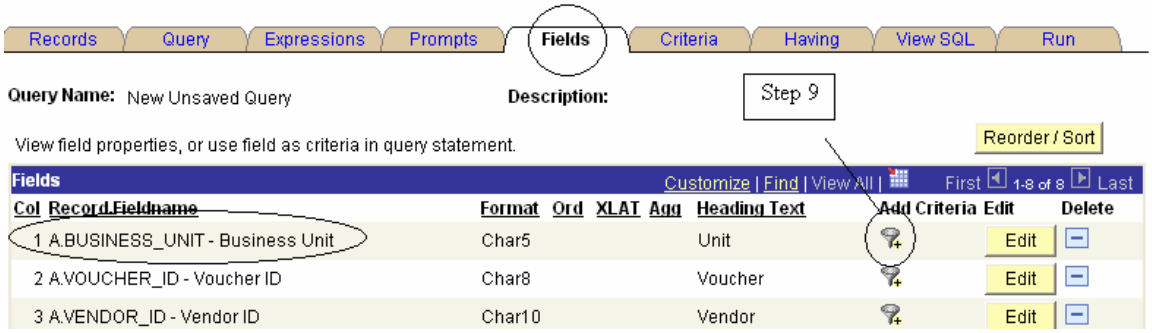
7. Locate and select the **Fields** tab displayed at the top of the screen

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

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

9. 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**

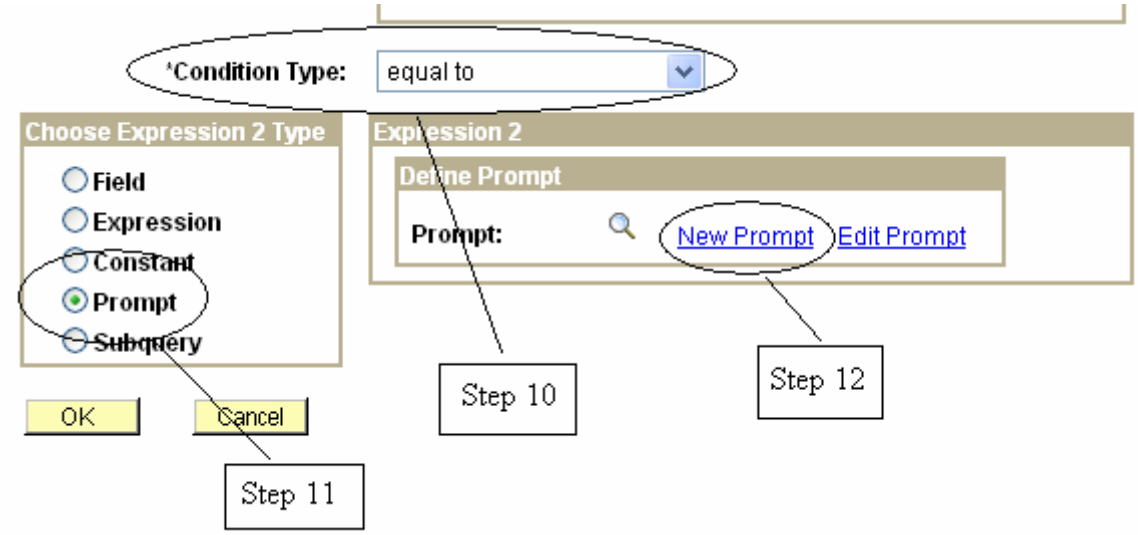


10. Select **equal to** as a condition type from the drop down menu

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

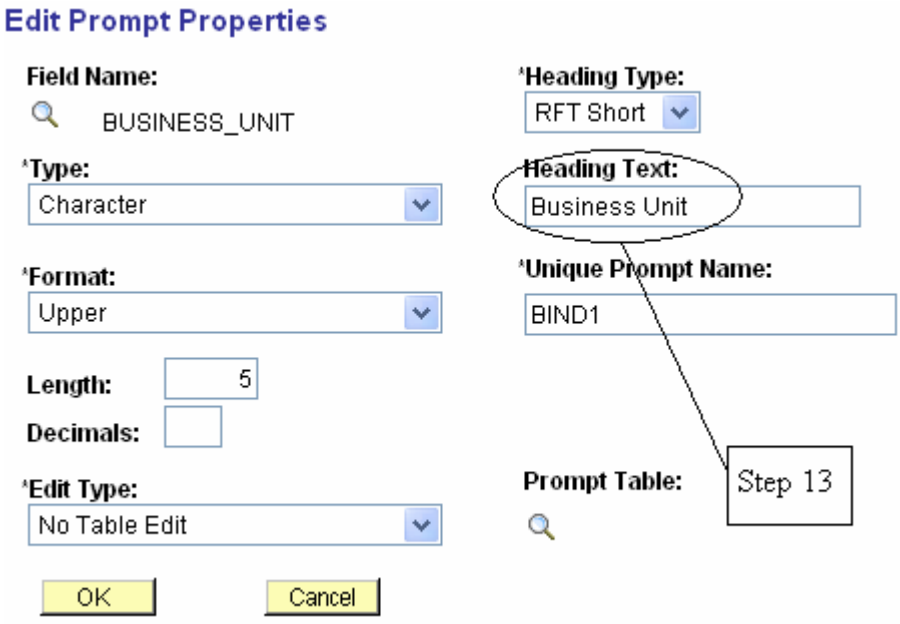
12. Within the Expression 2 box, select the **New Prompt** link

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



13. Locate the Heading Text field and enter **Business Unit**

14. Select **Ok** twice

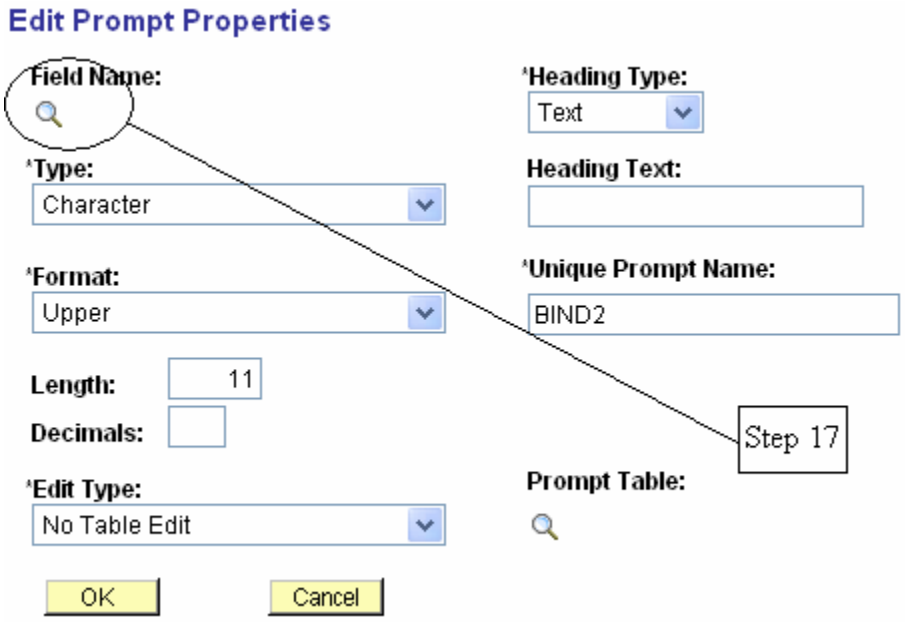


To add a prompt to a Field that will not be displayed in the report from the Prompts tab

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

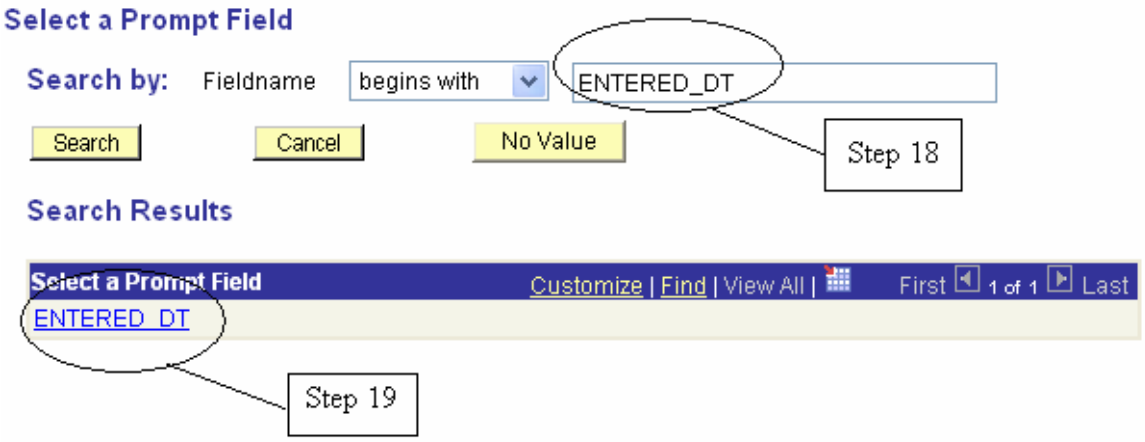
16. Select the Add a Prompt link

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.



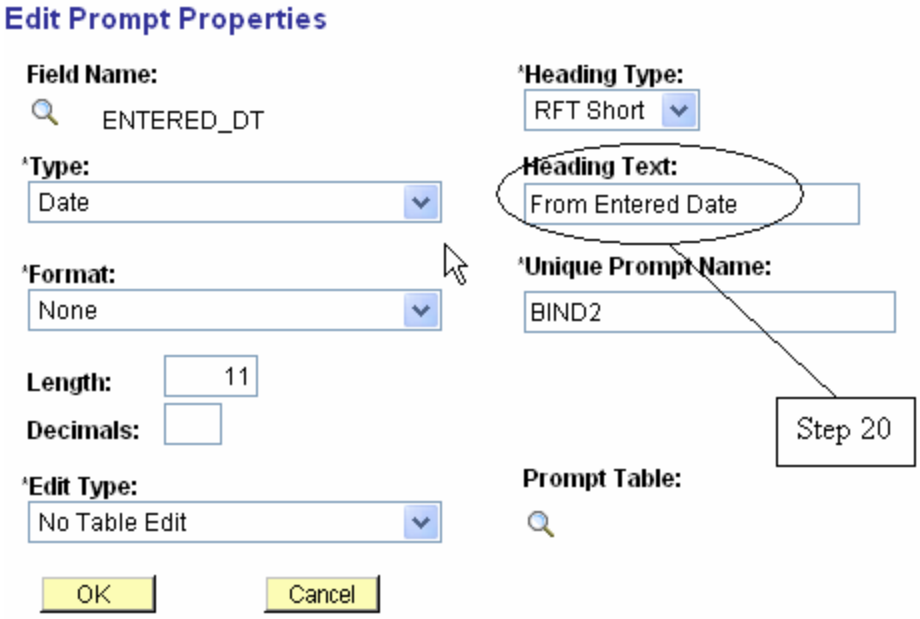
18. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **ENTERED_DT** and select search.

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



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

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 **ENTERED_DT** and select search.

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

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

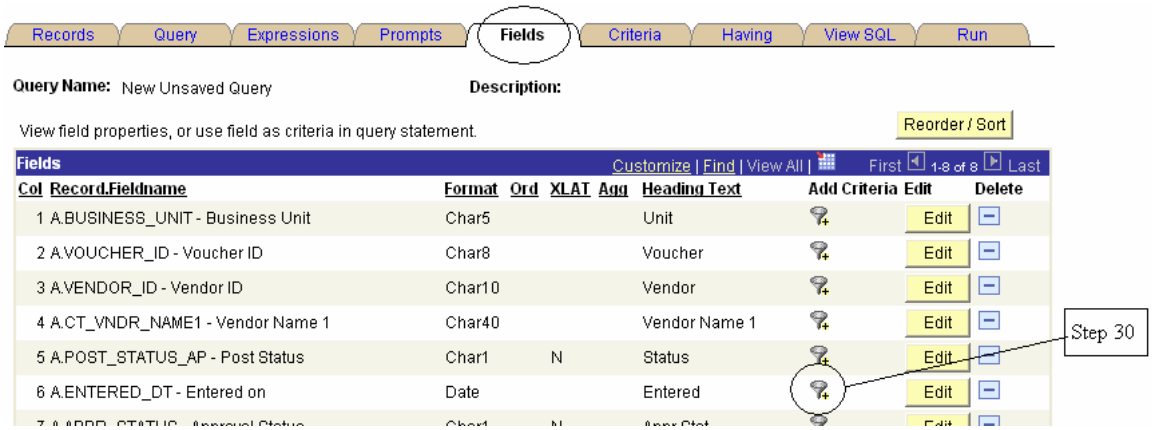
28. Select OK

***Results**: Prompts 2 and 3 have now been defined.*

Add the prompts to criteria

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

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



31. Select condition type: between

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

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

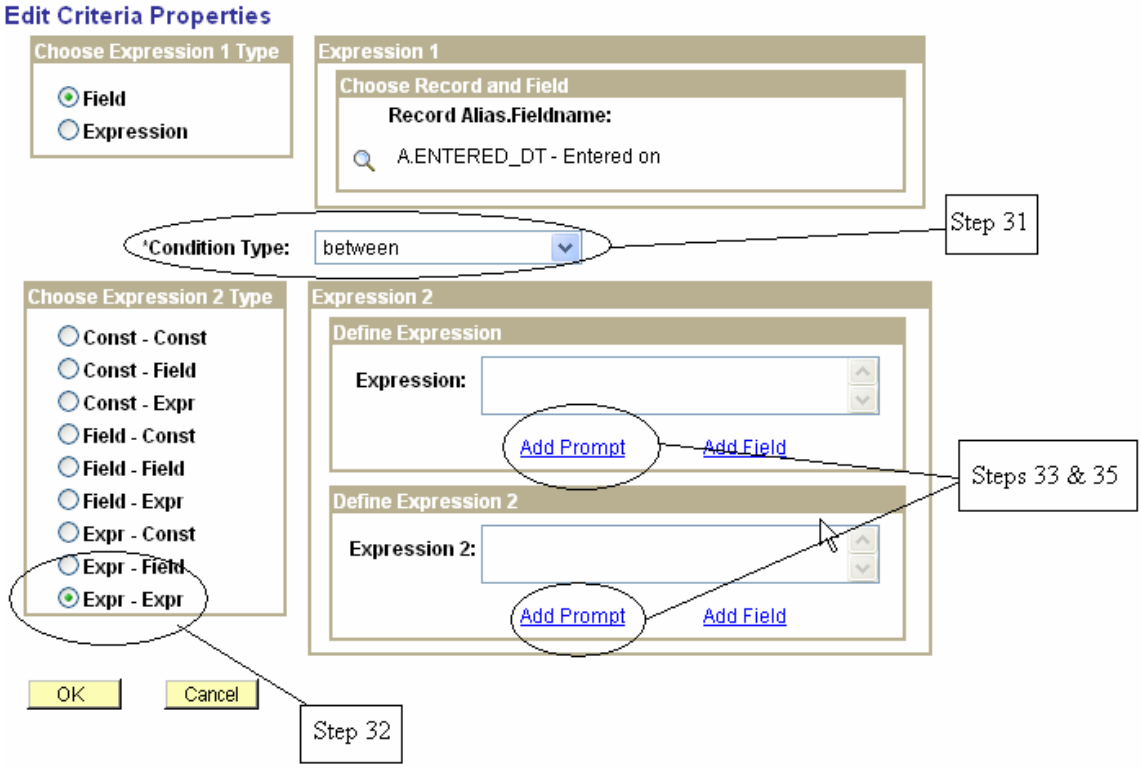
34. On the Select a Prompt page, select **From Entered Date** for the first Expression

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

36. On the Select a Prompt page, select **To Entered Date** for Expression 2

37. Select OK

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



Review and Save

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

39. 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.

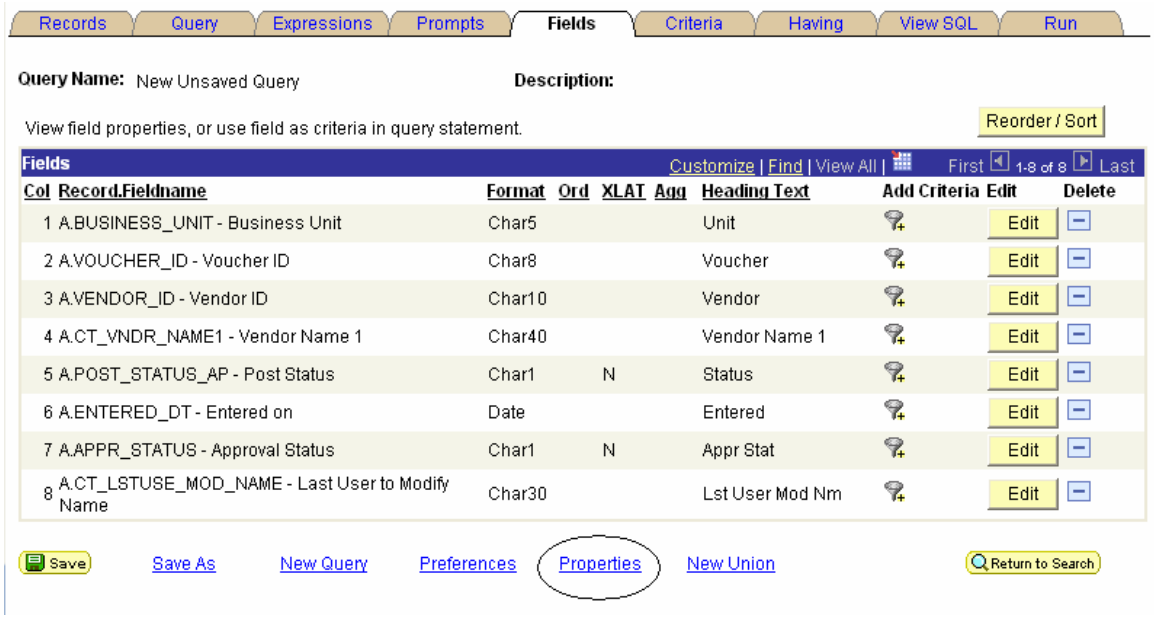
Test Query

40. 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: Business Unit—your business unit, Scheduled Pay Date from 9-1-2010 to 9-16-2010

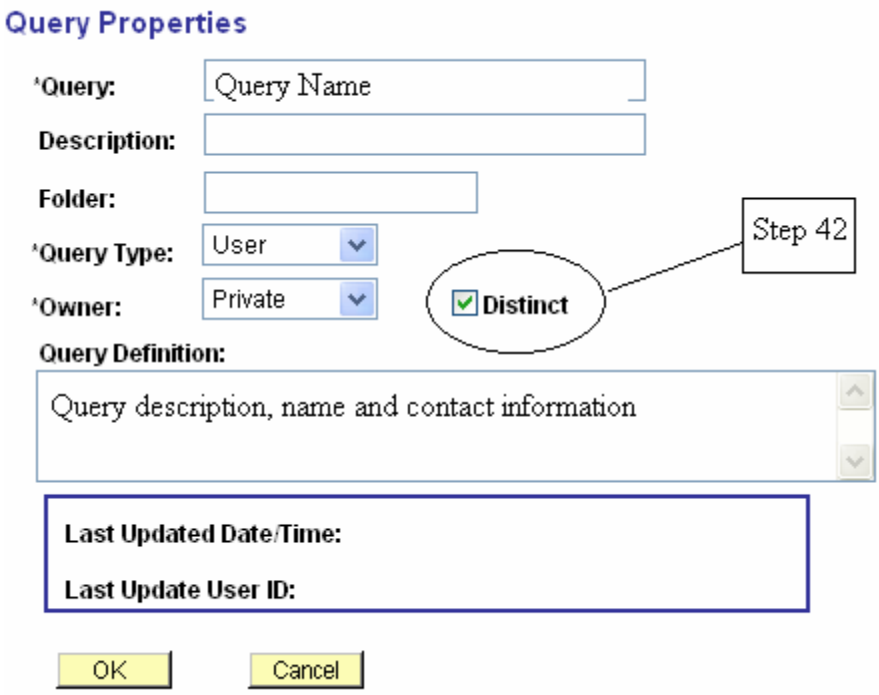
***Results**: An Excel spreadsheet will generate and display the results of your query. If appropriate, save to a location of your choice and evaluate the data. Note the number of rows returned and the format of the report.*

Distinct Feature

41. Return to Fields tab in the query and select the properties link located at the bottom



42. The properties page will display. Check the box labeled distinct.



Test Query

43. 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: Business Unit—your business unit, Scheduled Pay Date from 9-1-2009 to 9-16-2009

***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. Compare the number of rows returned and results from step 40.*

Review and Save

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

45. If necessary, name your modified 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.

EPM AP-PO FRP 101

Exercise 9:

Creating a Query, Joining Tables

Scenario: Create a query to list DAS Certified small business and minority vendors, as well as the certification expiration date.

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

Reference: EPM Data Dictionary, FIN Reporting Table Summary
http://www.core-ct.state.ct.us/epm/docs/fin_reporting_table_summary.doc

EPM Job Aid: Reporting Table Indexes and Join Criteria
http://www.core-ct.state.ct.us/epm/docs/rptng_tbl_ndxs_in_crtr.doc

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

1. To identify DAS Certified small business and minority vendors, as well as the certification expiration date, we will be using the **CTW_VNDR_CERT_V** and **CTW_VNDR_INFO** tables.

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_VNDR_INFO** in the Search By>Record Name search field

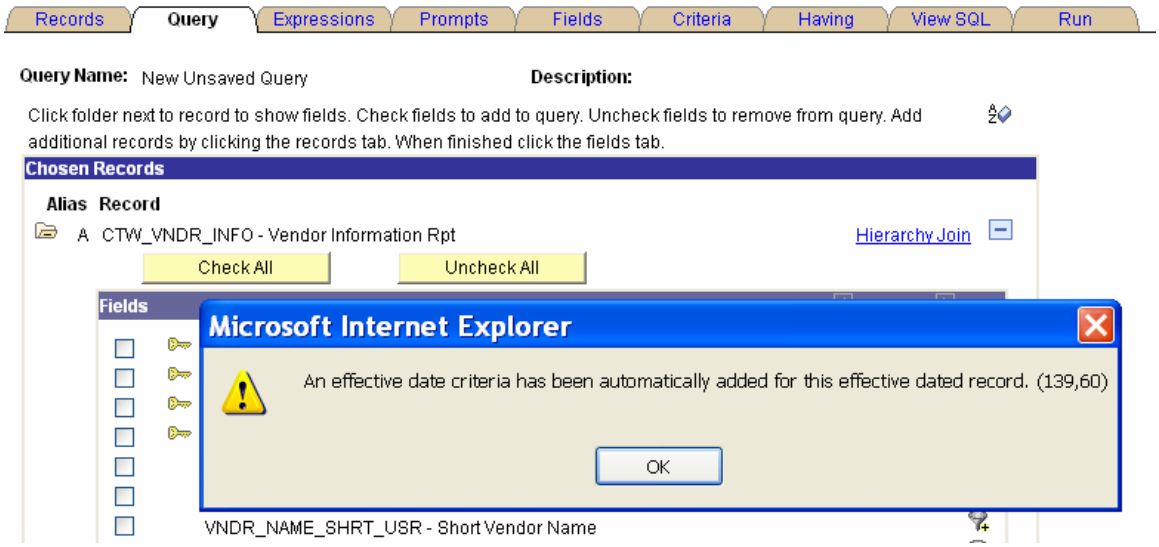
5. Select **Search**

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

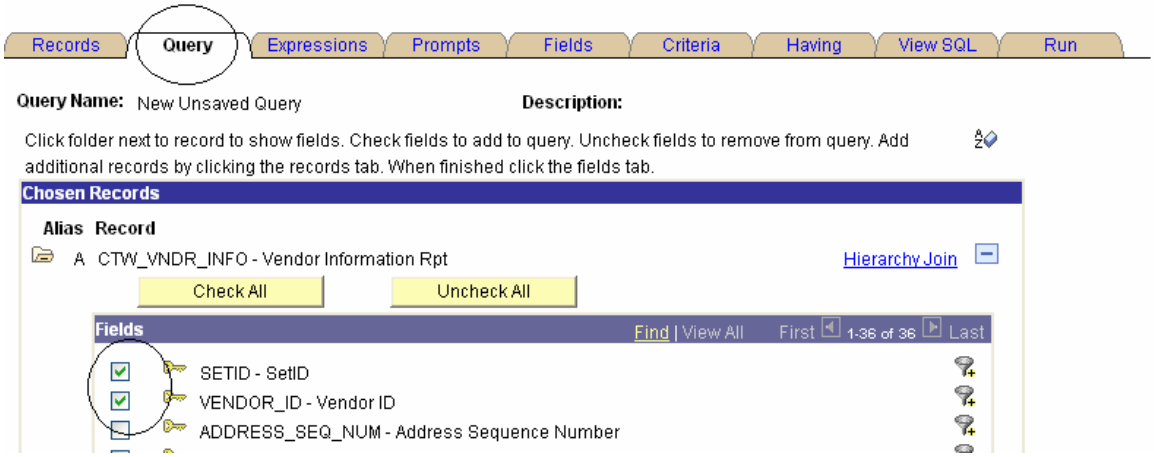
***Results**: Upon adding the record, the effective date pop up notification appears stating, "An effective date criteria has been automatically added for this effective dated record."*

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

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



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



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_VNDR_CERT_V** 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_VNDR_CERT_V**

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

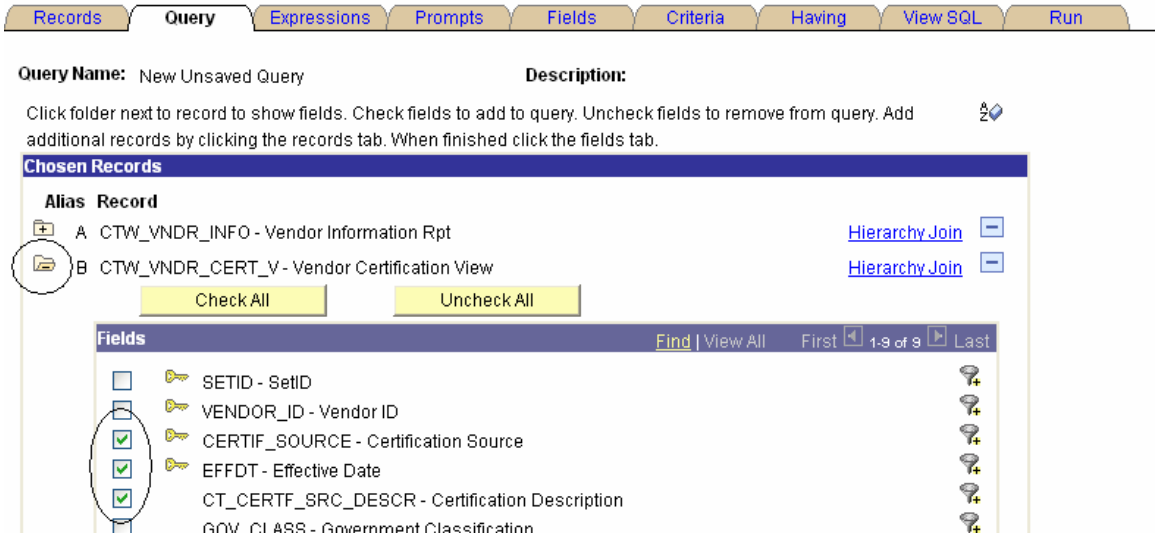
14. Auto Join Criteria page will appear. Accept the join type: **Standard Join**. The two tables can be successfully joined by the fields, **SET_ID** and **VENDOR_ID**

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

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**.

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

17. From the listing of fields, select **CERTIFICATE_BEGIN_DT, CERTIFICATE_EXP_DT, CERTIF_SOURCE, CT-CERTF_SRC_DESCR, EFFDT**

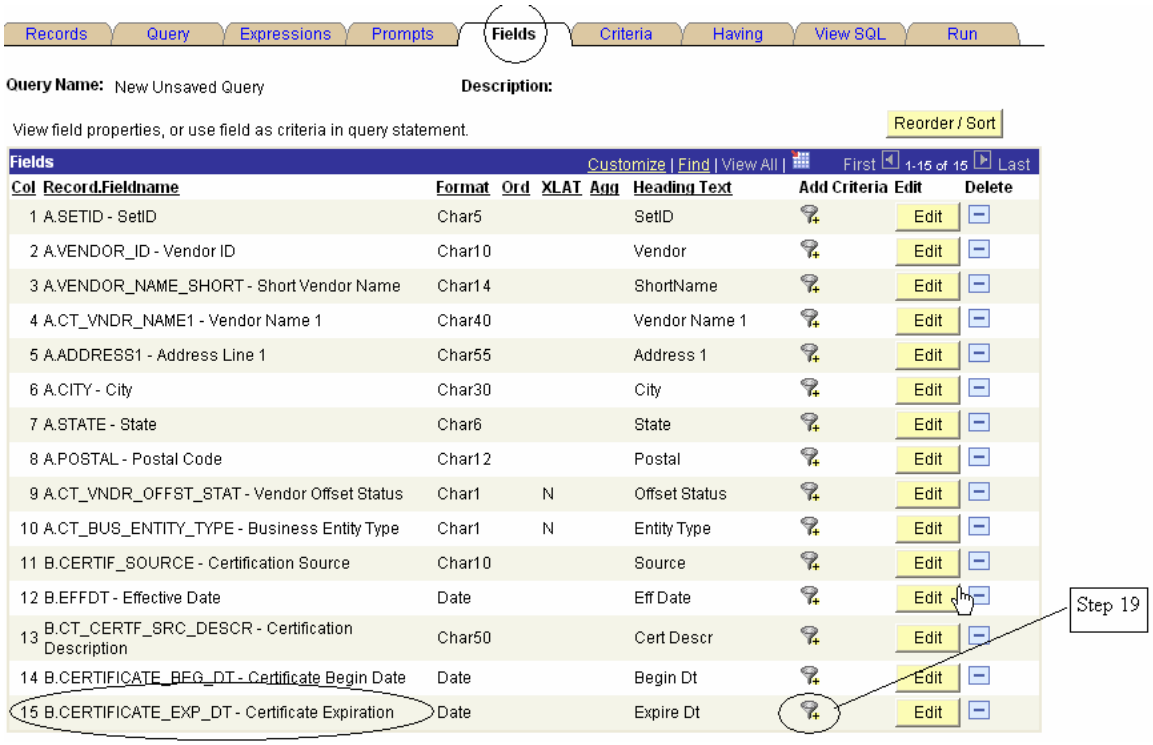


To add criteria to a reporting Field from the Fields tab

18. Return to the Fields tab and locate the Field titled, **B.CERTIFICATE_EXP_DT**

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

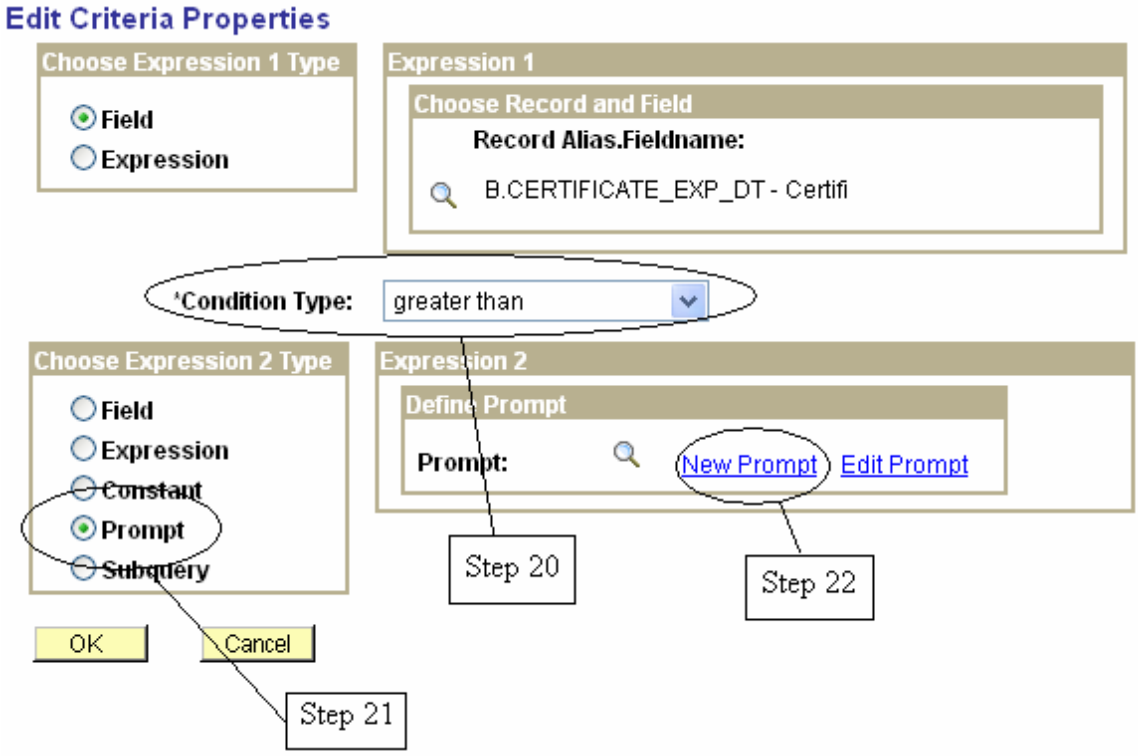
***Results**: The Edit Criteria Properties page appears for the Field,* **B.CERTIFICATE_EXP_DT**



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

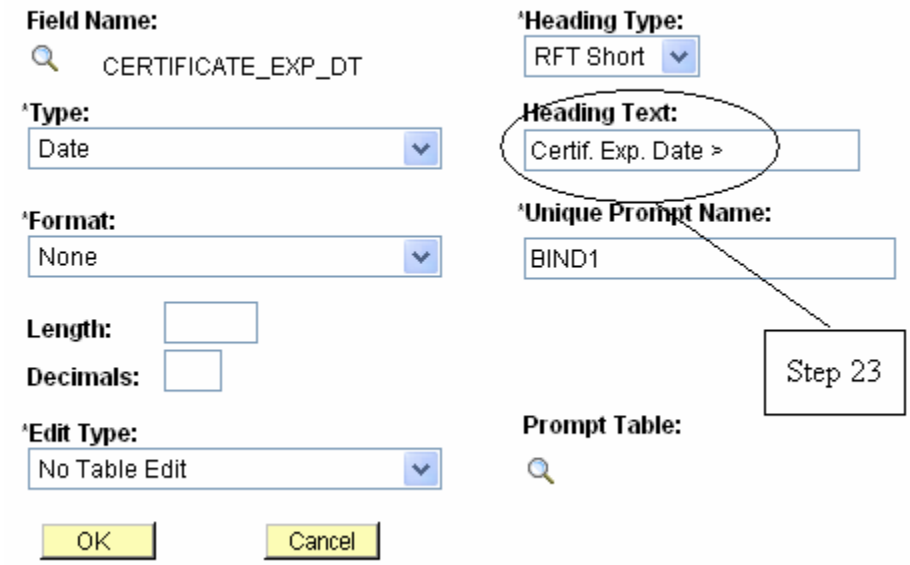
21. Within the Choose Expression 2 Type, select the **prompt** button

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



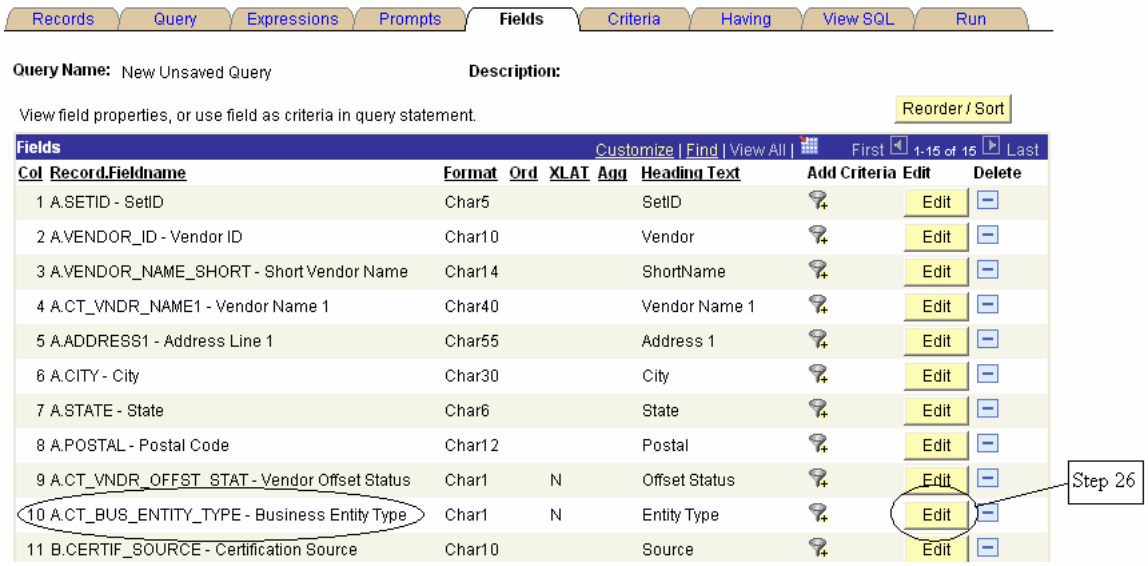
23. Locate the Heading Text field and enter Certif. Exp Date >

24. Select **Ok** twice



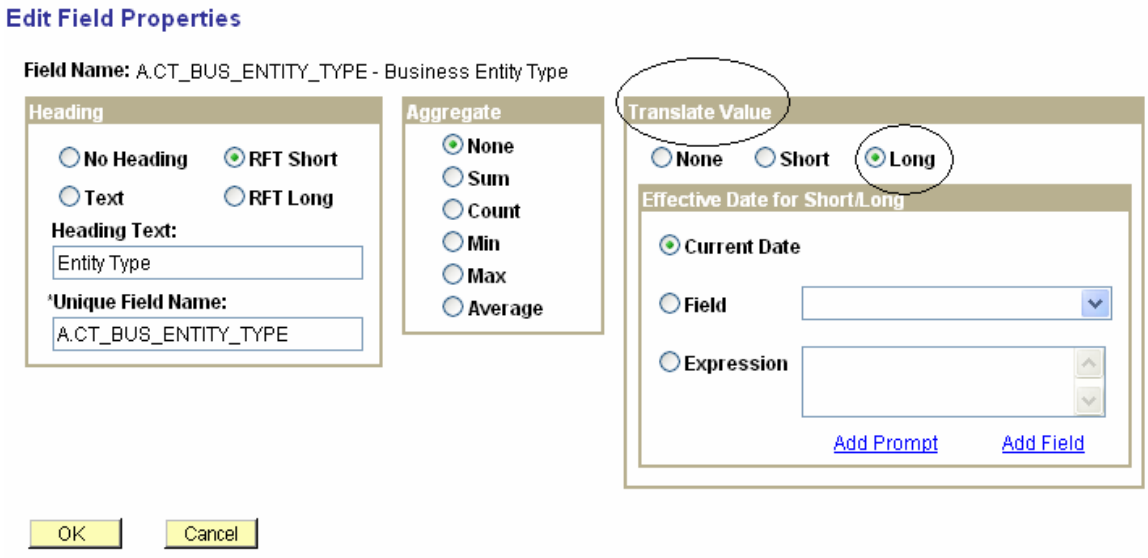
25. Return to the Fields tab and locate the Field titled, **CT_BUS_ENTITY_TYPE**

26. Select the **Edit** button located to the right of the Field name, **CT_BUS_ENTITY_TYPE**



27. Select Translate Value Long under the Translate Value box

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



Review and Save

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

29. 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.

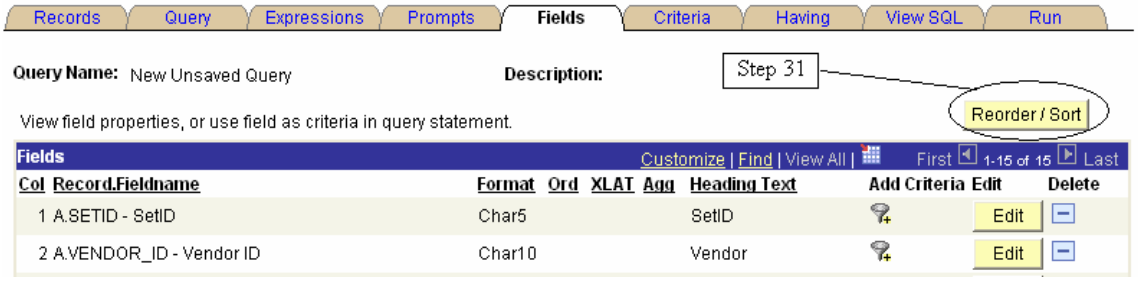
Test Query

30. Select **Run to Excel** located to the right of your saved query name on the Query Manager page. Enter values for run time prompts—Certification expiration date > today's date

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

To Re-order columns

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



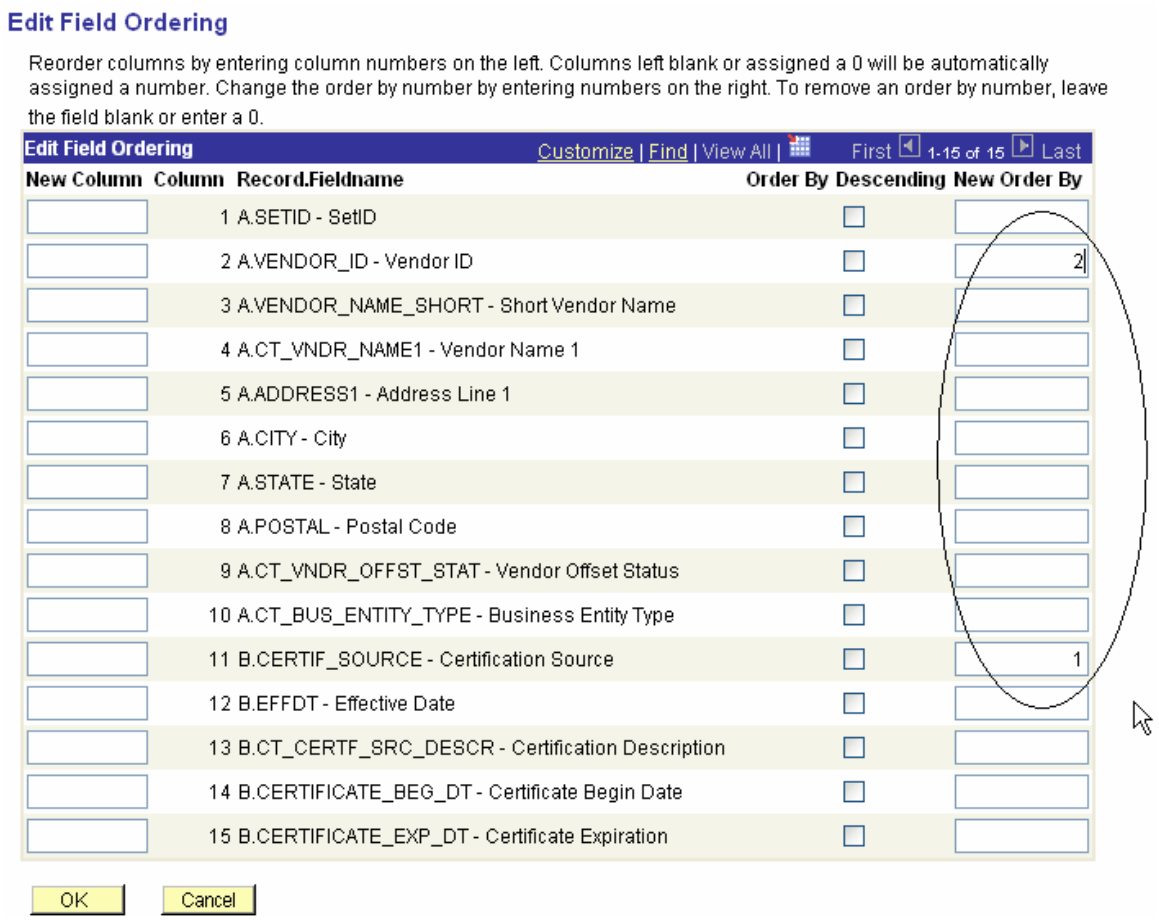
32. Determine the order in which you would like the data ordered

33. Reorder the columns in any manner you would like to see the columns displayed in your report by placing the numeral in the left hand column next to the corresponding field. NOTE: you do not need to enter a number by each field under the New Column heading.

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

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

36. Determine the order in which you want the data sorted. Enter the numeral one (1) next to the field, **CERTIF_SOURCE** and choose ascending which is the default. Enter the numeral two (2) next to the field, **VENDOR_ID** and accept the default ascending.



Review and Save

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

38. 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

39. Select **Run to Excel** located to the right of your saved query name on the Query Manager page. Enter values for run time prompts.

***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.*

EPM AP-PO FRP 101

Exercise 10:

Creating a Query, Joining Tables

Scenario: You need to find all vouchers and related vendor payments by business unit for a specified time frame.

Skills: Creating a New Query, join tables, prompt

Reference: EPM Data Dictionary, FIN Reporting Table Summary
http://www.core-ct.state.ct.us/epm/docs/fin_reporting_table_summary.doc

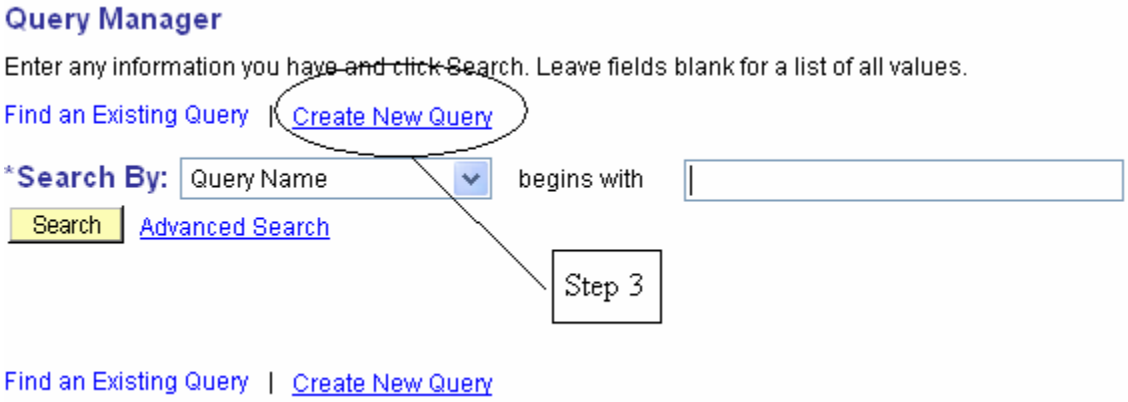
EPM Job Aid: Reporting Table Indexes and Join Criteria
http://www.core-ct.state.ct.us/epm/docs/rptng_tbl_ndxs_in_crtr.doc

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

1. Voucher information is on the table, **CTW_VCHR_TRANS** and payment information on **CTW_PAYMNT_TRN**. However, these tables cannot be directly joined. The only table that can be joined to both of these is **CTW_PAYVC_XREF**.

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

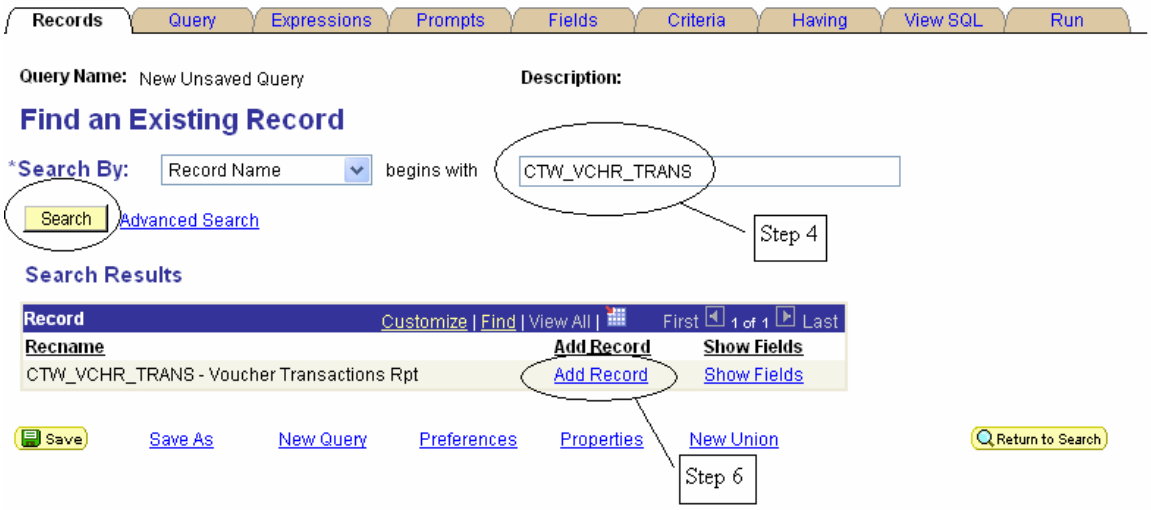


4. Enter the first record for the new query, **CTW_VCHR_TRANS** in the Search By>Record Name search field

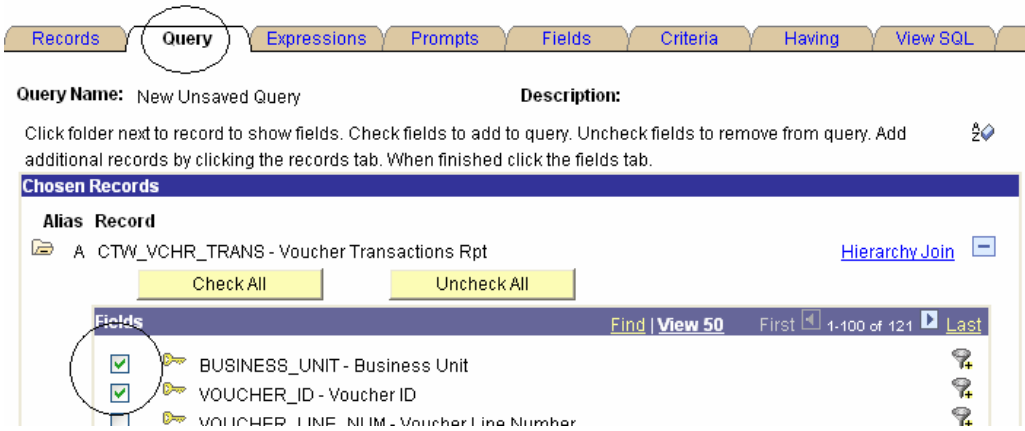
5. Select **Search**

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

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



8. From the listing of fields, select the following fields: **BUSINESS_UNIT, VOUCHER_ID, DISTRIB_LINE_NUM, VENDOR_ID, CT_RECEIPT_DT, PO_ID, ACCOUNT, DEPTID, FUND_CODE, CT_SID, BUDGET_REF**

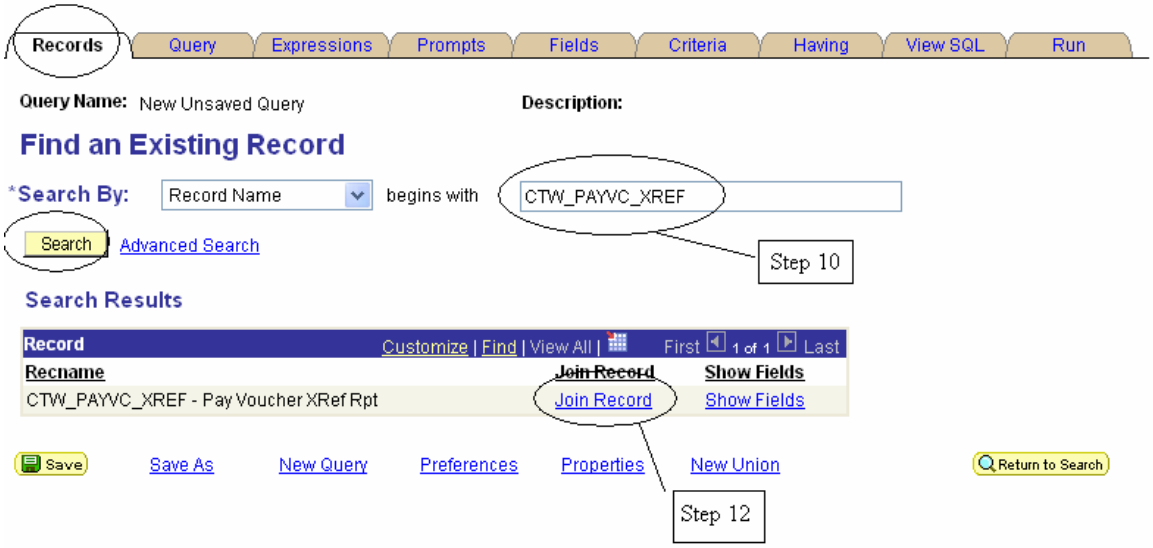


9. Return to the Records Tab to select the second record for the new query

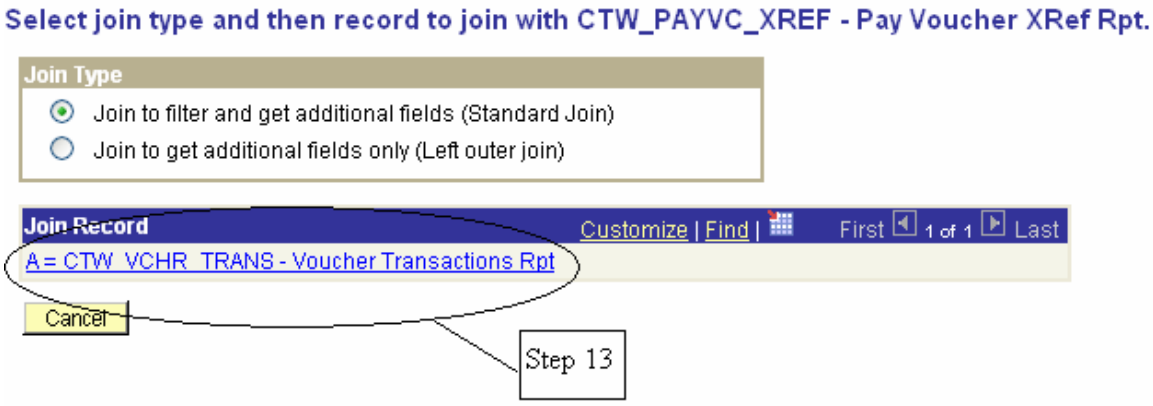
10. Enter the second record for the new query, **CTW_PAYVC_XREF** in the Search By>Record Name search field

11. Select **Search**

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



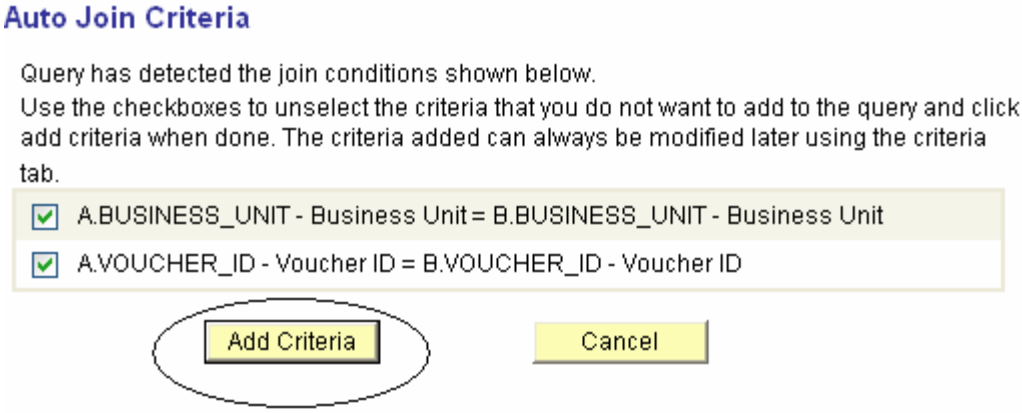
13. Select record to be joined, **CTW_VCHR_TRANS.**



14. Auto Join Criteria page will appear. Accept the join type: **Standard Join**.

15. 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**. While on the Auto Join Criteria page, select the **Add Criteria** button to accept default field joins.

    The Reporting Table Indexes and Join Criteria job aid identifies the correct field joins between these tables as:
    BUSINESS_UNIT and VOUCHER_ID.



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

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

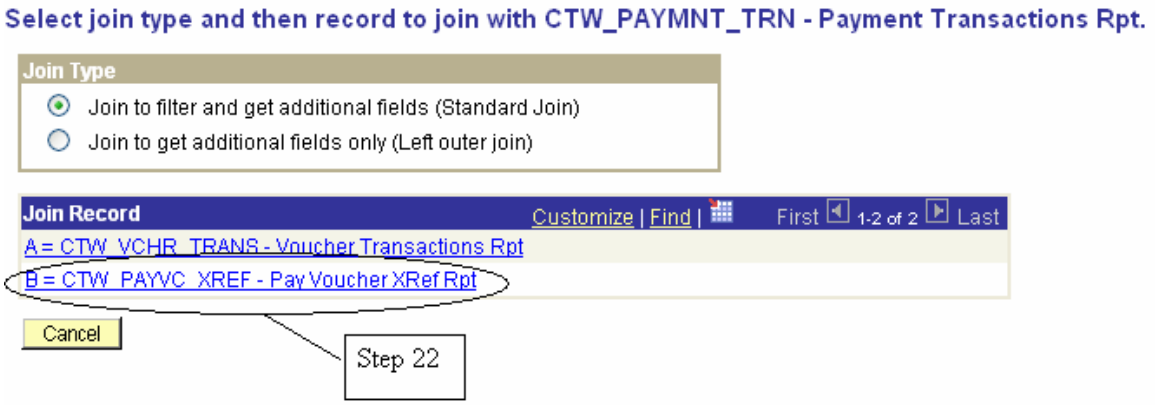
18. Return to the Records tab to select the third record for the new query

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

20. Select **Search**

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

22. Select record to be joined, **CTW_PAYVC_XREF.** Note: you have a choice of two records to be joined.



23. Auto Join Criteria page will appear. Accept the join type: **Standard Join**.

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

24. 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**. While on the Auto Join Criteria page, select the **Add Criteria** button to accept default field joins.

The Reporting Table Indexes and Join Criteria job aid identifies the correct field joins between these tables as:
BANK_SETID, BANK_CD, BANK_ACCT_KEY, and PYMNT_ID

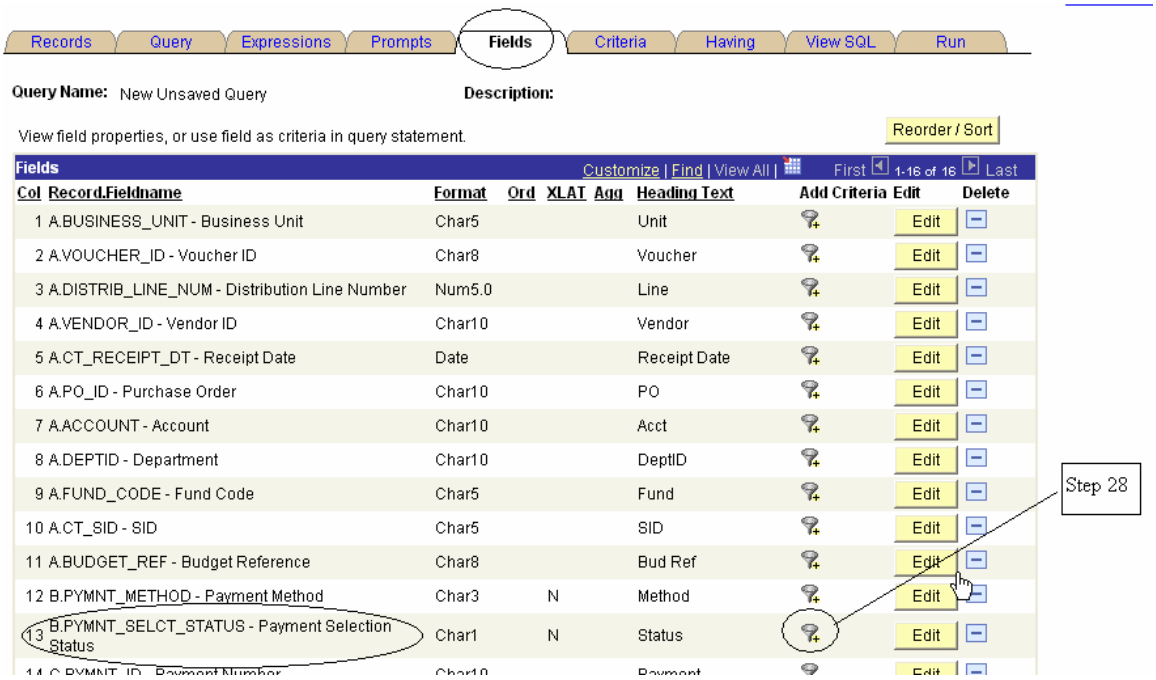
25. Open the **CTW_PAYMNT_TRN** folder by selecting the plus (+) sign located to the left of the table name.

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

To add criteria to a Field from the Fields tab

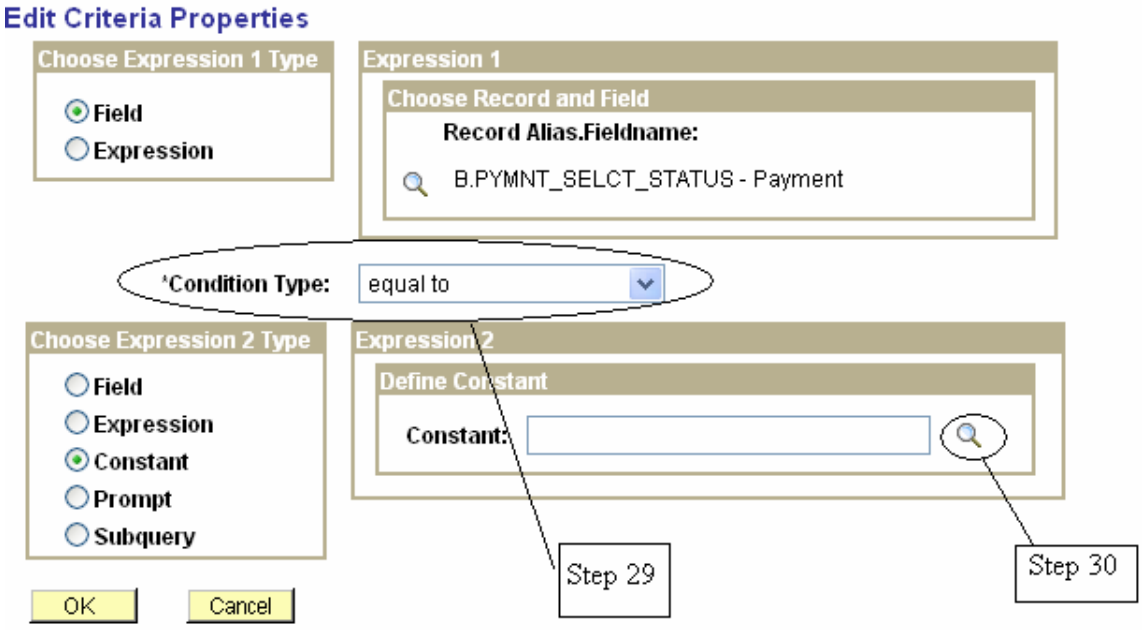
27. Select the Fields tab and locate the field labeled, **B.PYMNT_SELCT_STATUS**

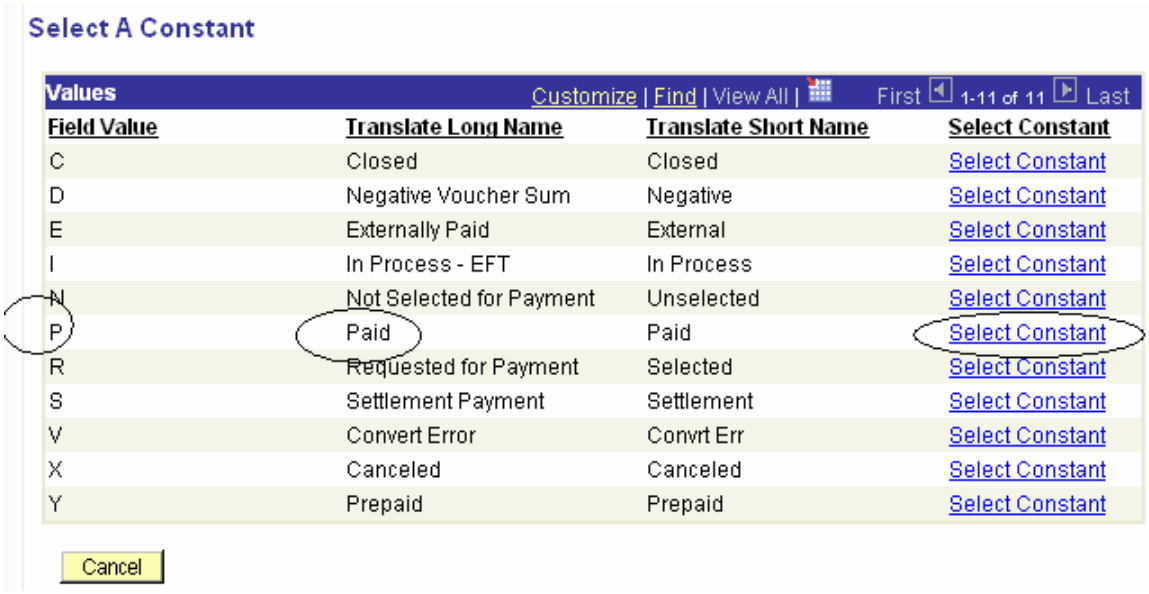
28. Select the Add Criteria icon, funnel, located to the right of the Field name, **B.PYMNT_SELCT_STATUS**



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

30. Within the Choose Expression 2 Type, either enter the **constant**, **P,** for paid, or select the looking glass icon to generate a list of predetermined values, if available, which the **constant, P**, for paid, can be added..





Select A Constant

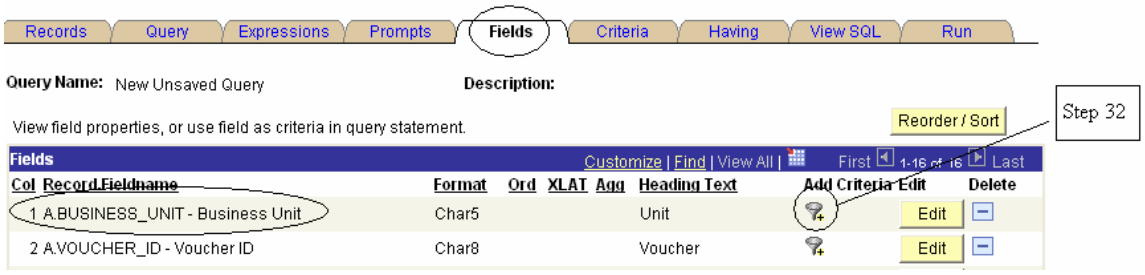
Values — Customize | Find | View All | First 1-11 of 11 Last

Field Value	Translate Long Name	Translate Short Name	Select Constant
C	Closed	Closed	Select Constant
D	Negative Voucher Sum	Negative	Select Constant
E	Externally Paid	External	Select Constant
I	In Process - EFT	In Process	Select Constant
N	Not Selected for Payment	Unselected	Select Constant
P	Paid	Paid	Select Constant
R	Requested for Payment	Selected	Select Constant
S	Settlement Payment	Settlement	Select Constant
V	Convert Error	Convrt Err	Select Constant
X	Canceled	Canceled	Select Constant
Y	Prepaid	Prepaid	Select Constant

Cancel

31. Locate the Field titled, **A.BUSINESS_UNIT,** on the Fields tab

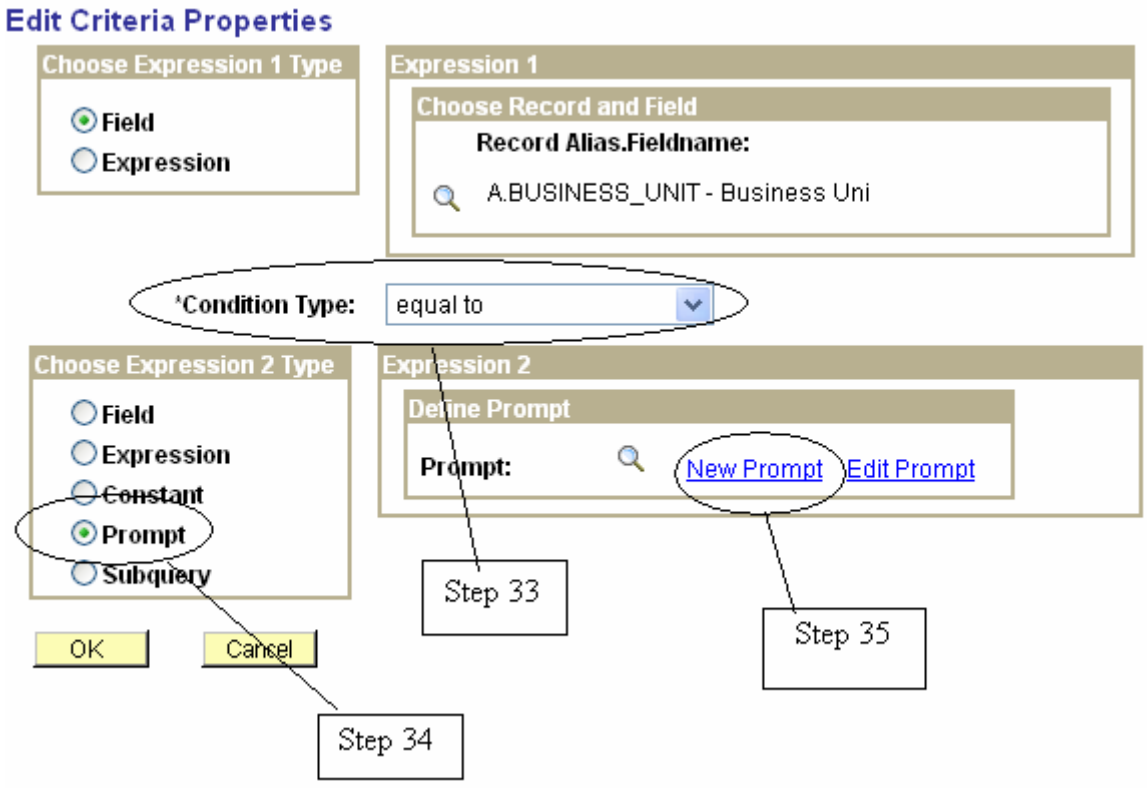
32. Select the Add Criteria icon, funnel, located to the right of the Field name, **A.BUSINESS_UNIT**



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

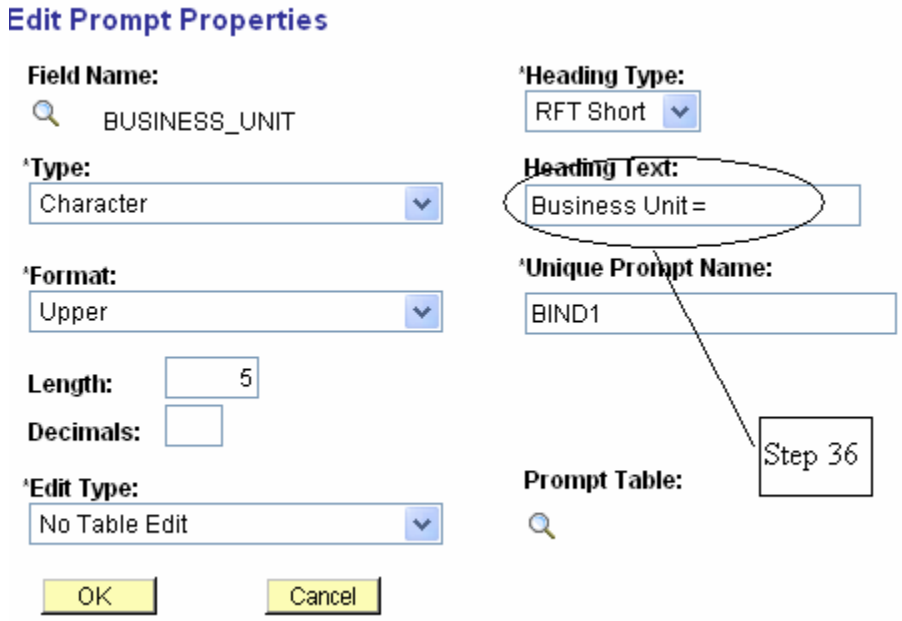
34. Within the Choose Expression 2 Type, select the **prompt** button

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



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

37. Select **Ok** twice

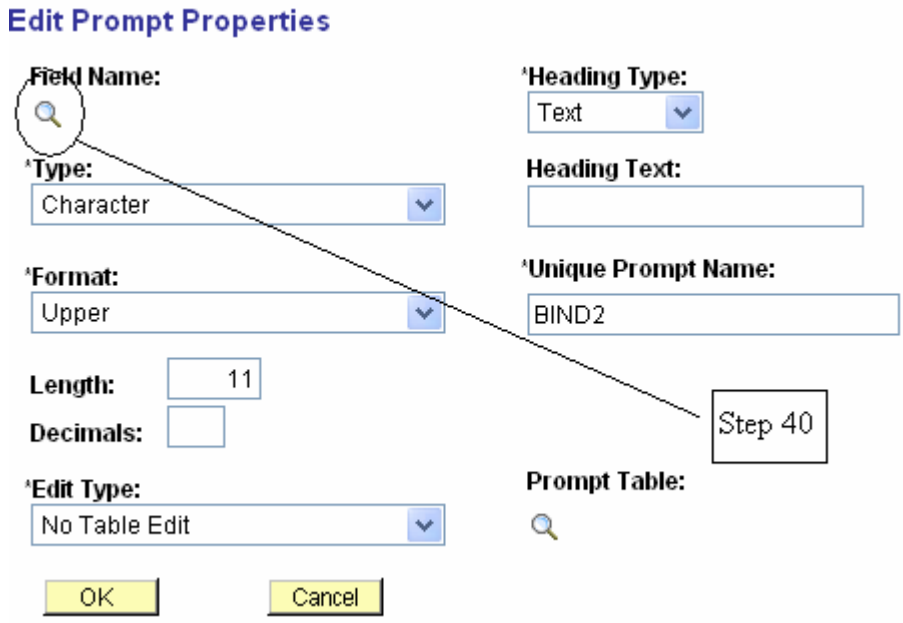


Create a prompt from the Prompts tab

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

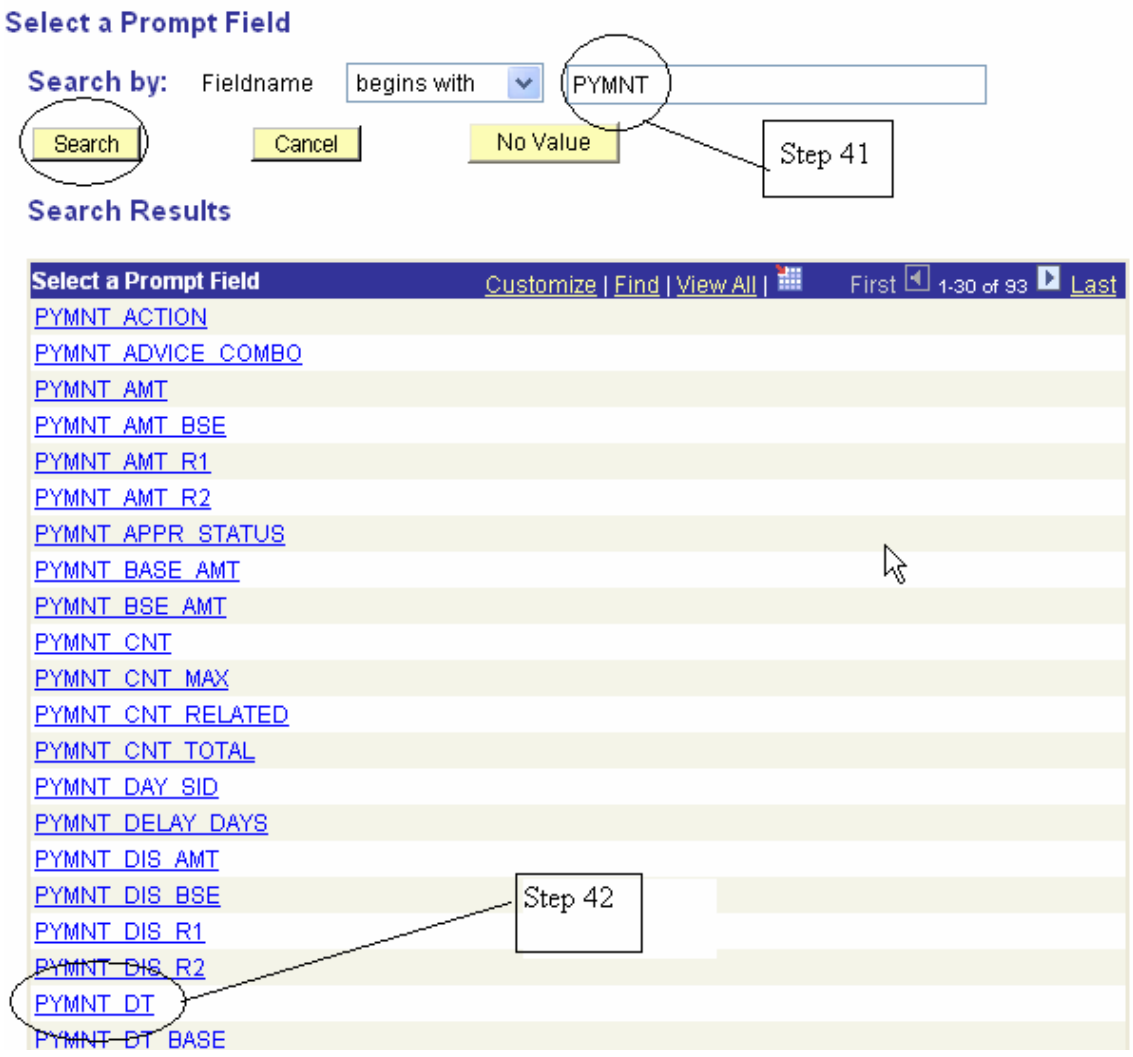
39. Select the Add a Prompt link

40. 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.



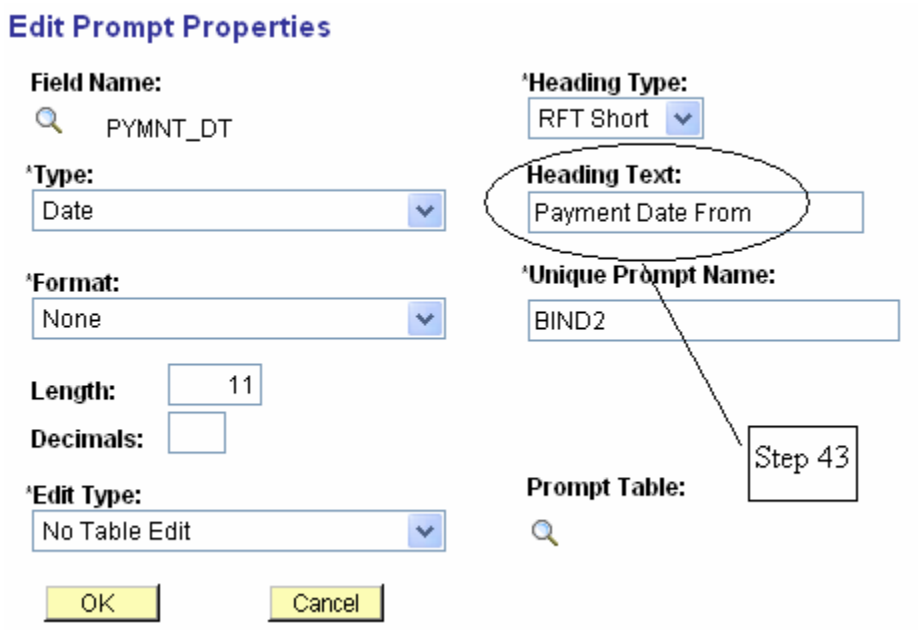
41. Select the field you wish to use as a runtime prompt by entering in the search field the specific field name or by selecting search to generate a list of field names. In this case, enter **PYMNT** and select search.

42. Select the link titled, **PYMNT_DT** under the subheading of Select a Prompt Field



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

44. Select OK



Add the second date prompt

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

46. Select the Add a Prompt link

47. 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.

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

49. Select the link titled, **PYMNT_DT** under the subheading of Select a Prompt Field

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

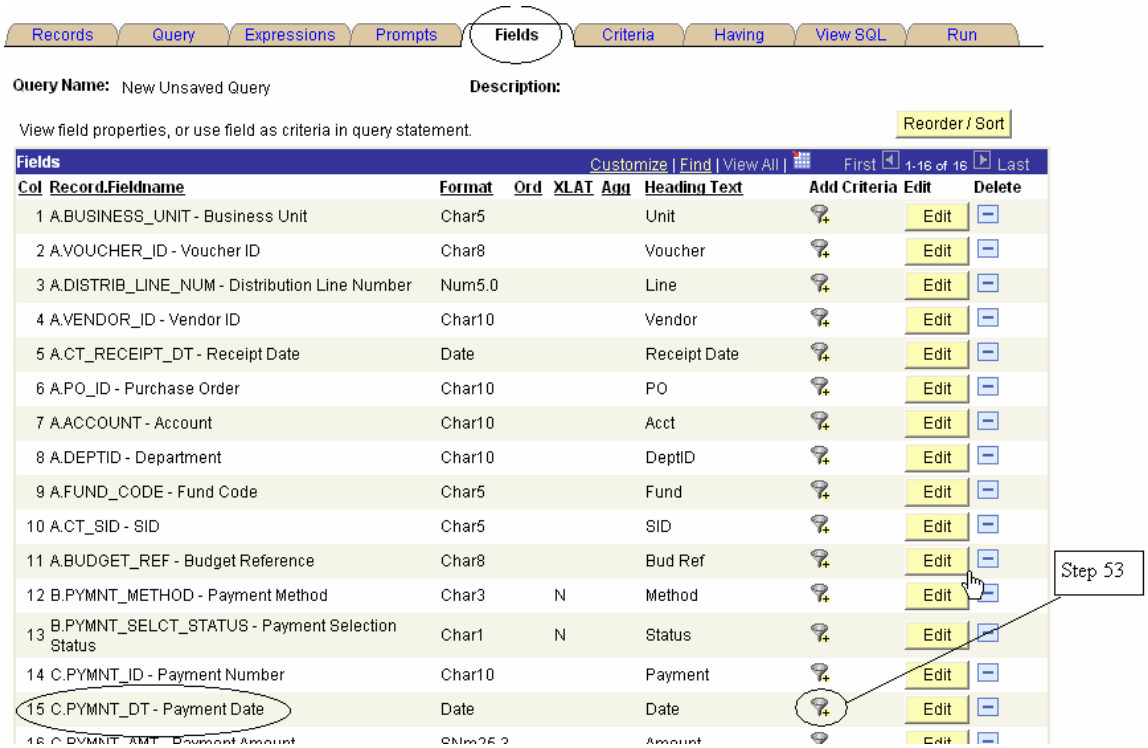
51. Select OK

***Results**: Prompts 2 and 3 have now been defined.*

To add prompts to the criteria

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

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



54. Select condition type: between

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

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

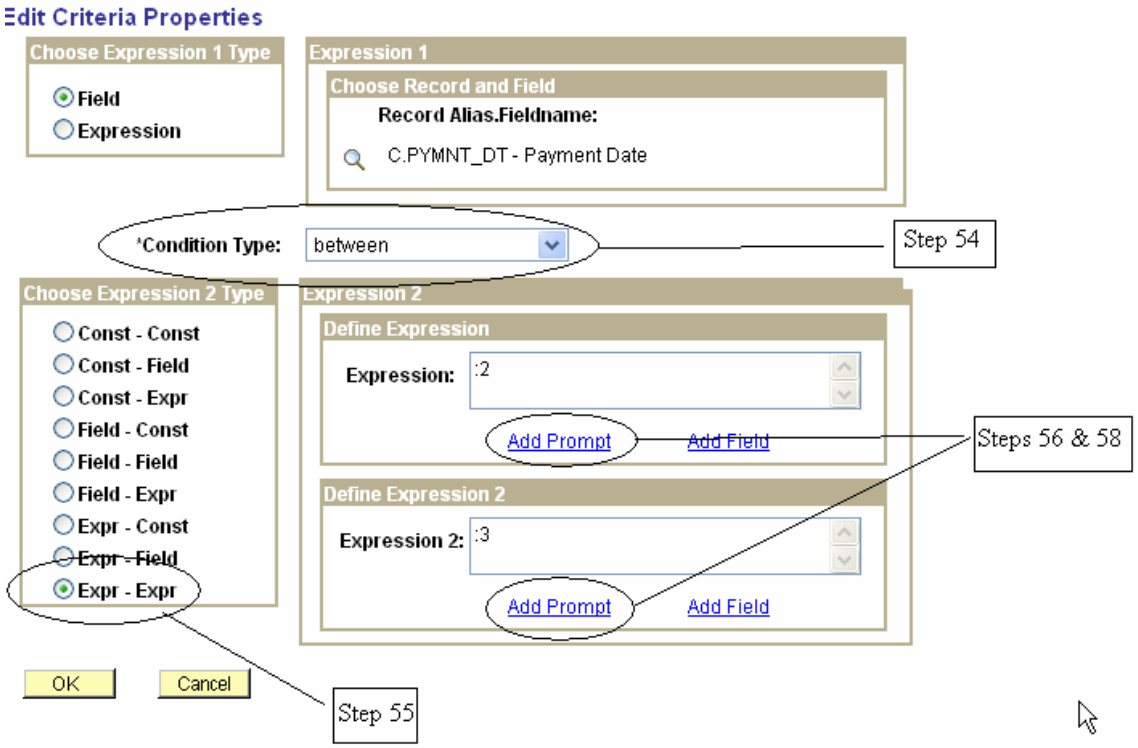
57. On the Select a Prompt page, select **Payment Date From** for the first Expression

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

59. On the Select a Prompt page, select **Payment Date To** for Expression 2

60. Select OK

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



Review and Save

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

62. 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.

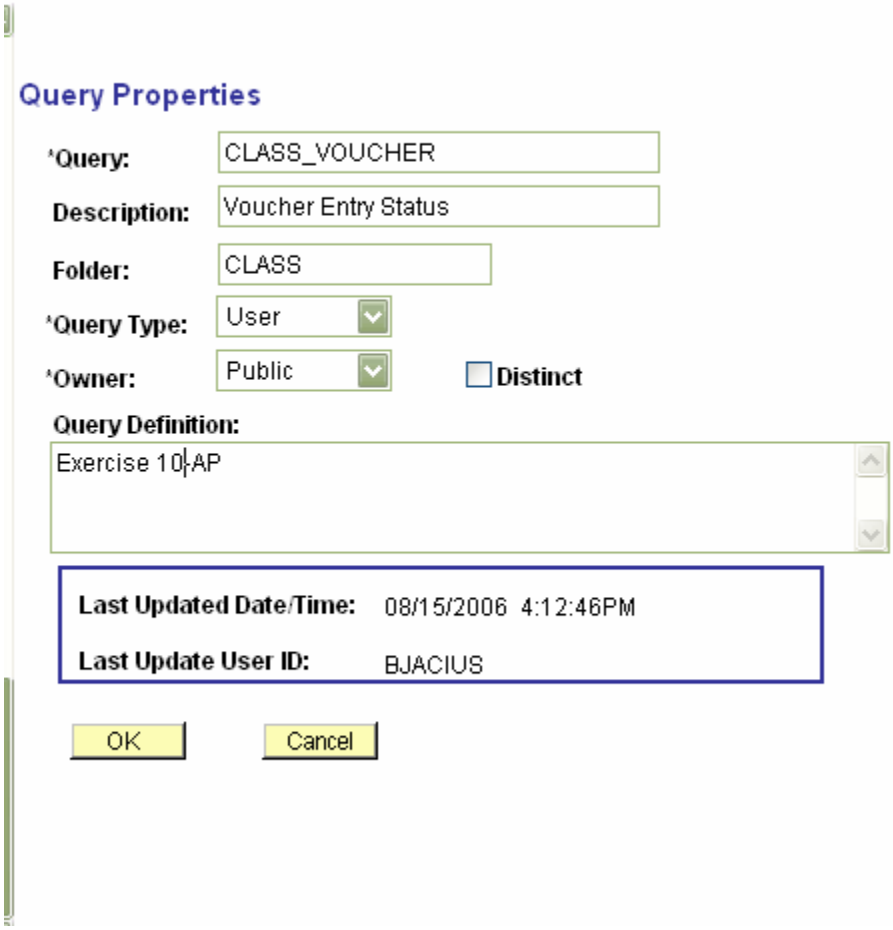
Test Query

63. 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); Payment Date from 09-15-2010 to 10-15-2010

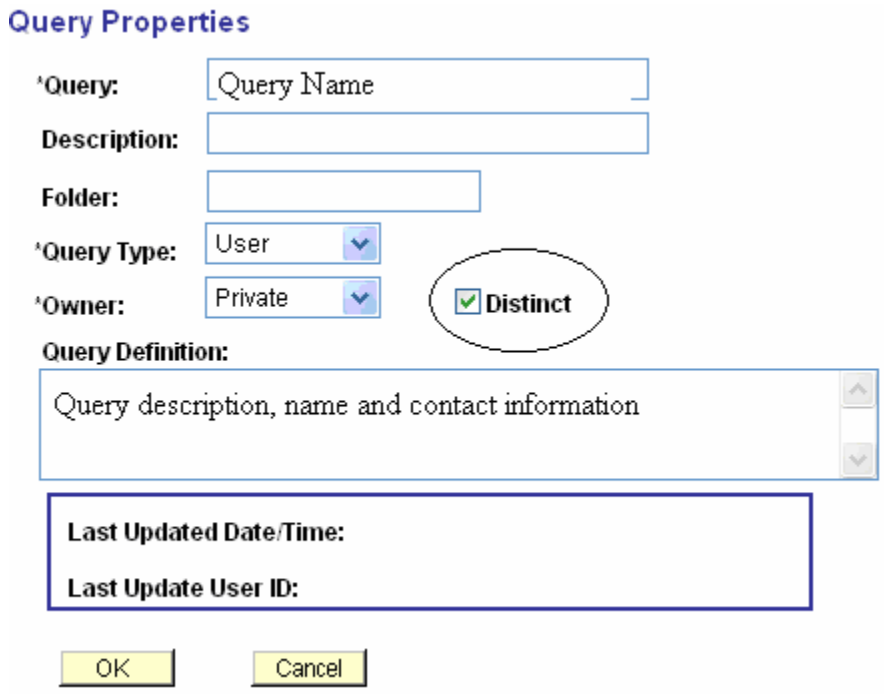
***Results**: An Excel spreadsheet will generate and display the results of your query. If appropriate, save to a location of your choice and evaluate the data.*

Distinct Feature

64. Return to Fields tab in the query and select the properties link located at the bottom



65. The properties page will display. Check the box labeled distinct



Review and Save

66. 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.

67. 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

68. Select **Run to Excel** located to the right of your saved query name on the Query Manager page. Enter same values for run time prompts as in step 63.

***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. Note the number of returned and compare it to the results from step 63.*

EPM AP-PO FRP 101

Exercise 11:

Query Maintenance

Skills: Scheduling, use of folders, favorites, delete, copying functions.

Maintaining your queries

Reference: EPM Job Aid, Scheduling Queries

Navigation: EPM Reporting Tools > Query > Query Manager>Search for an existing Query > Advanced Search > folder: Class

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

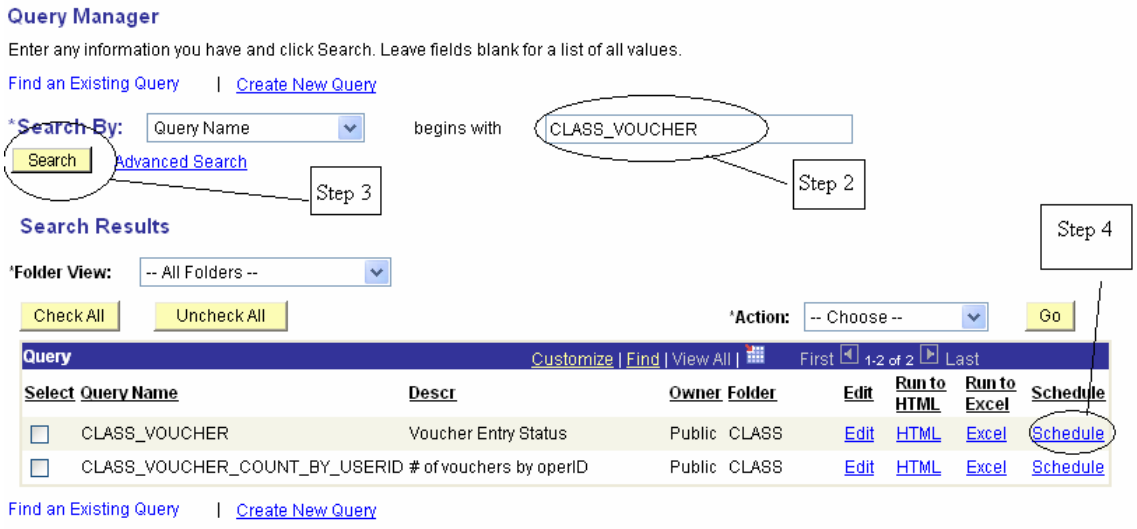
2. Enter **CLASS_VOUCHER** in the Search By>Record Name search field

To schedule a query using Query Manager

3. Select **Search**

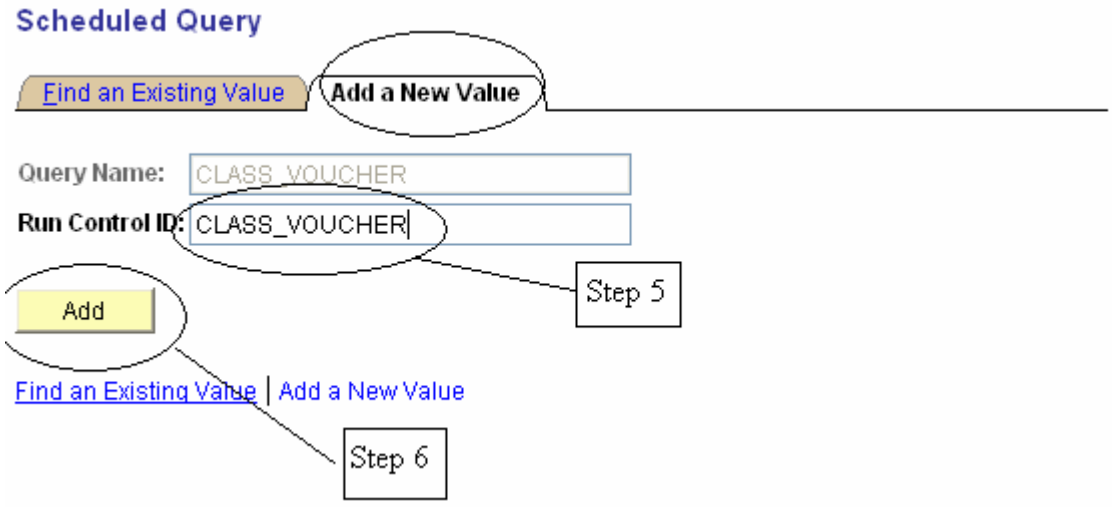
4. Select the Schedule link located to the right of the query name, **CLASS_VOUCHER**

***Results**: The Schedule Query Page will appear*

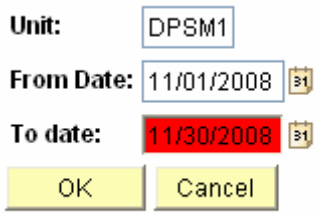


5. To add a **Run Control ID**, select on **Add a new value**. Enter a Run Control ID and record the ID. Best practice is to use the query name as the Run Control ID.

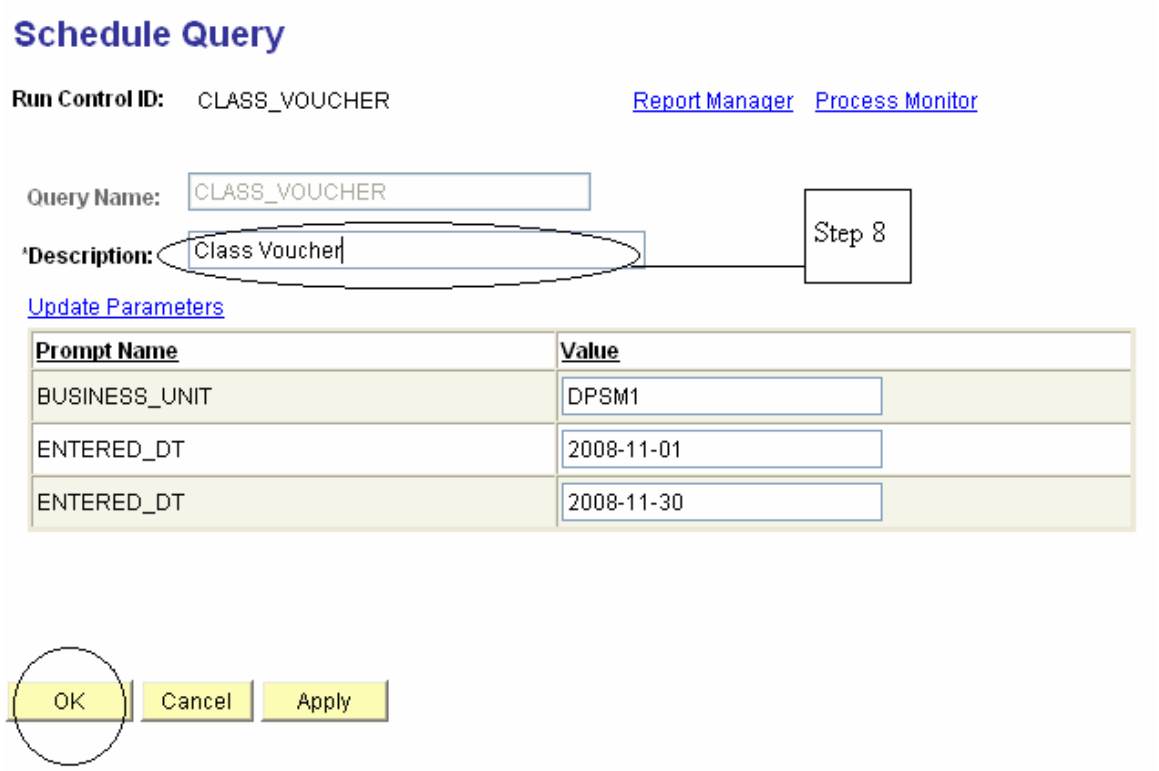
6. Select the **Add** button.



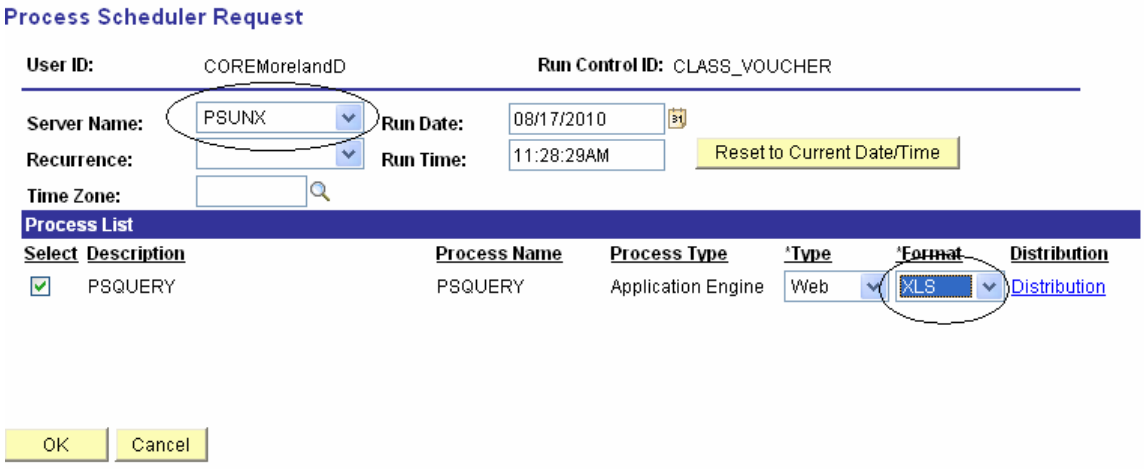
7. Report prompts will appear. Enter your Business Unit and From Date of 11/01/2008 and To Date of 11/30/2008.



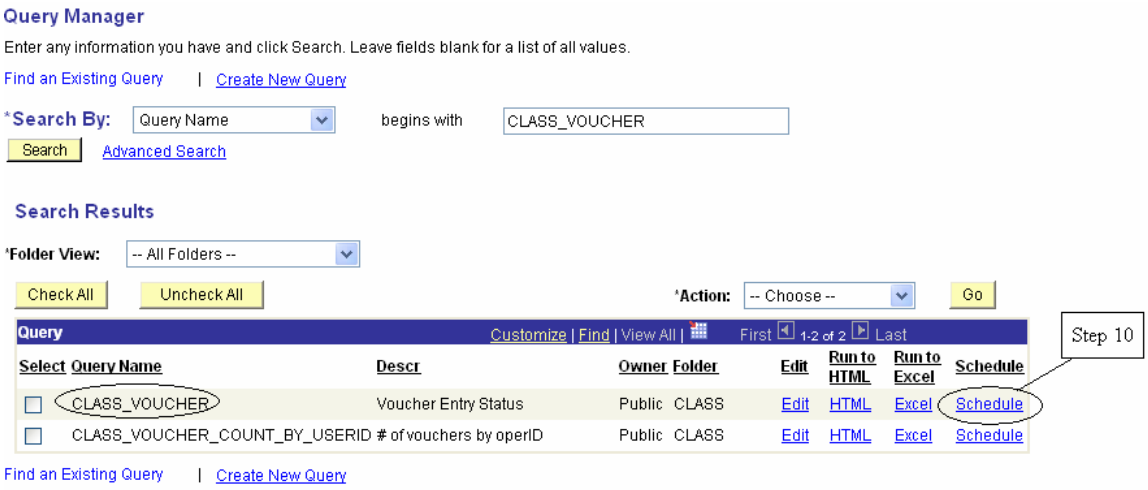
8. Enter a description of the query, which is a required field and select **OK**. Best practice is to use the query names as the description.



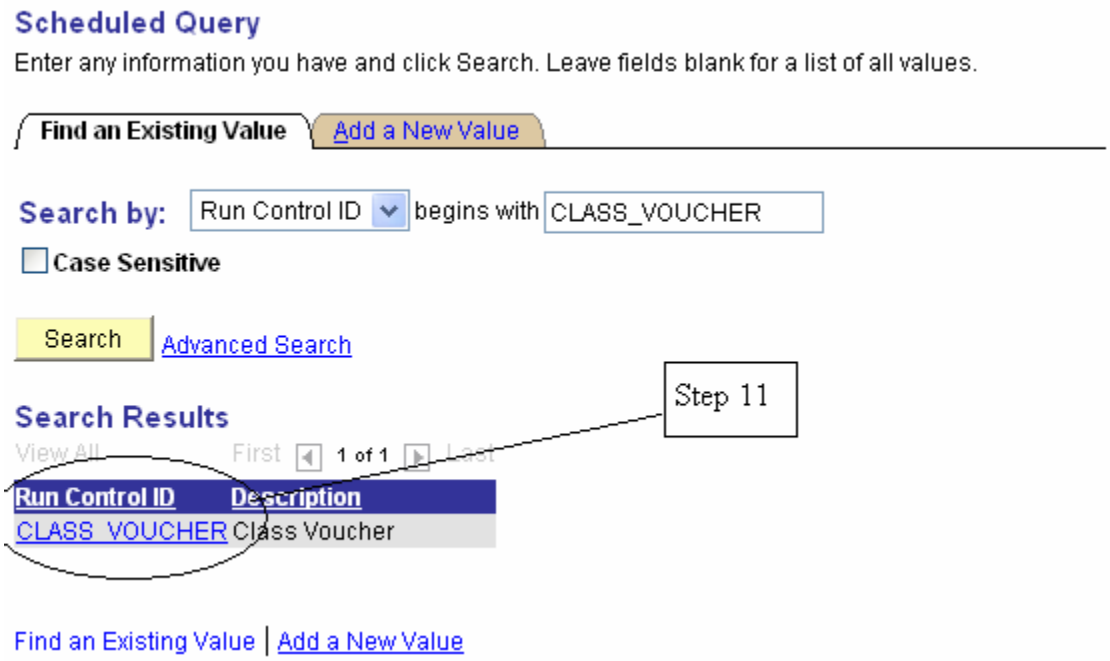
9. On the Process Scheduler Request Page, select the server name, **PSUNX**, which is a **mandatory server choice**, from the drop down menu. If you wish, change the format of the report to XLS for excel. No other entries are necessary. Select **OK**.



10. The list of queries will reappear. To monitor a scheduled query, see next section titled, To Monitor a Scheduled Query. Select the Schedule link located to the right of the query name, **CLASS_VOUCHER**



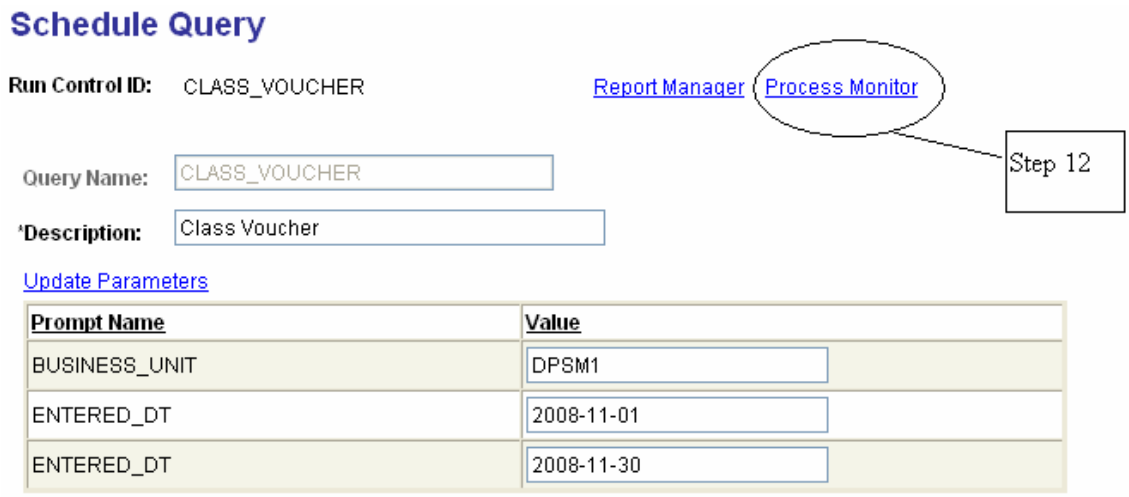
11. Select your **Run Control ID**



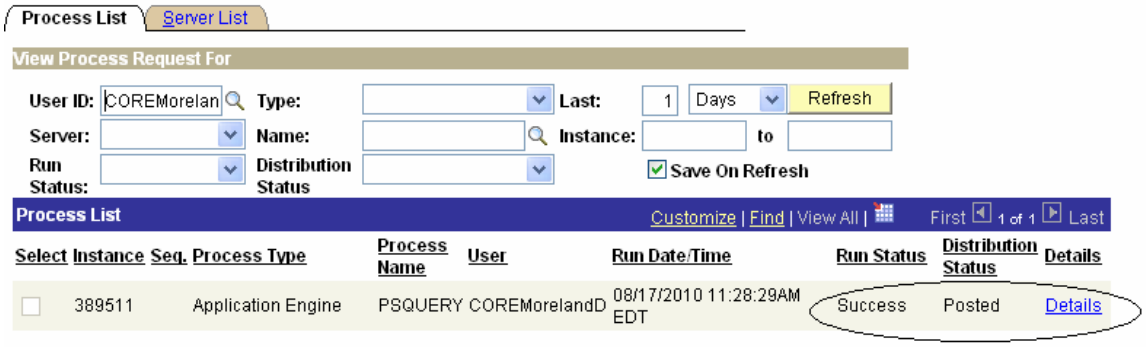
To monitor a scheduled query

12. Select the **Process Monitor** link. The **Process Monitor** page will appear.

***Results**: The Process Monitor page will display whether the run status was successful and the distribution status was posted.*



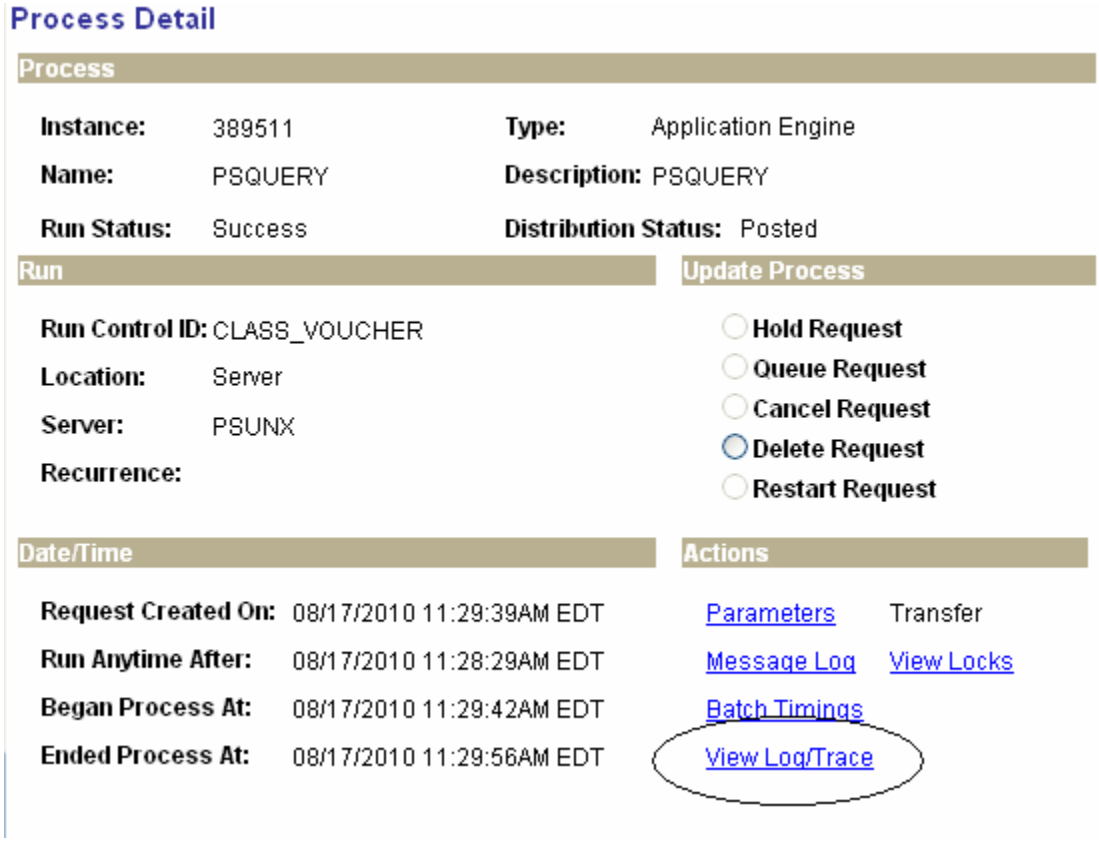
13. Once the run status is successful and the distribution status reflects posted then select on the **Details** link. The Process Details page will appear.

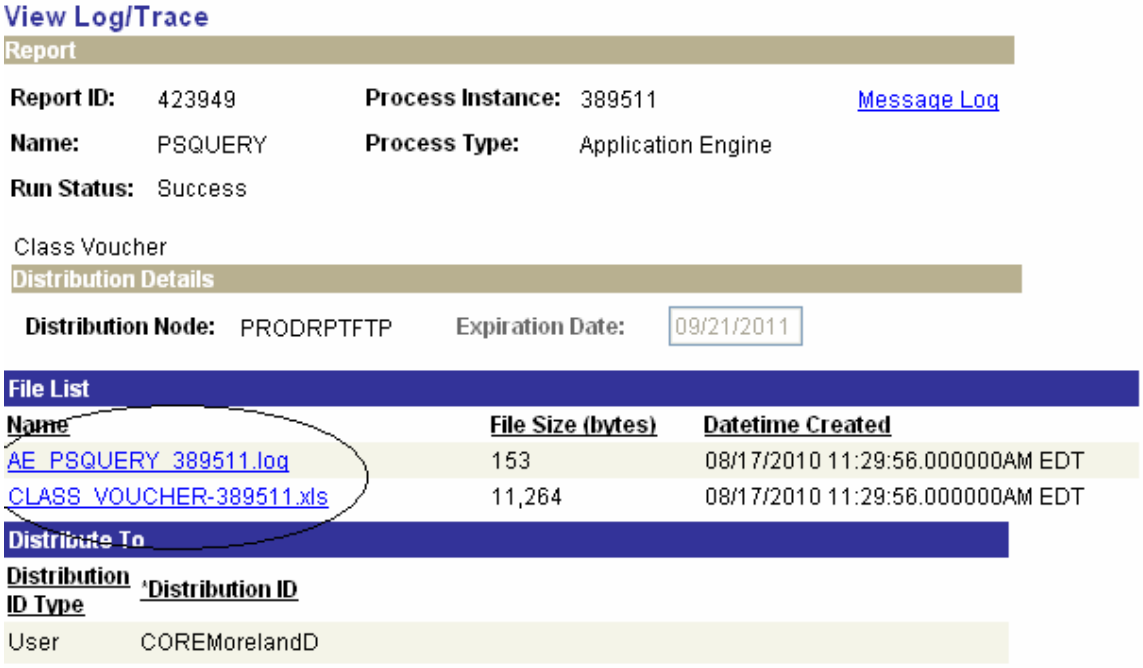


14. To view the query results, select the view log/trace link and then select the name of your query.

***Results**: The results of your query will display on the screen and can be downloaded to Excel.*

*Alternatively, you can also access the Process Monitor link by selecting in the left hand navigation bar EPM People Tools, Process Scheduler, Process Monitor. Upon selecting the Process Monitor link, a listing of your scheduled queries will display and show whether your queries were successful and posted or not.


Process Detail
Process
Instance: 389511
Type: Application Engine
Name: PSQUERY
Description: PSQUERY
Run Status: Success
Distribution Status: Posted
Run
Run Control ID: CLASS_VOUCHER
Location: Server
Server: PSUNX
Recurrence:
Update Process
Hold Request
Queue Request
Cancel Request
Delete Request
Restart Request
Date/Time
Request Created On: 08/17/2010 11:29:39AM EDT
Run Anytime After: 08/17/2010 11:28:29AM EDT
Began Process At: 08/17/2010 11:29:42AM EDT
Ended Process At: 08/17/2010 11:29:56AM EDT
Actions
Parameters
Transfer
Message Log
View Locks
Batch Timings
View Log/Trace


View Log/Trace
Report
Report ID: 423949
Process Instance: 389511
Message Log
Name: PSQUERY
Process Type: Application Engine
Run Status: Success
Class Voucher
Distribution Details
Distribution Node: PRODRPTFTP
Expiration Date: 09/21/2011
File List
Name
File Size (bytes)
Datetime Created
AE_PSQUERY_389511.log
153
08/17/2010 11:29:56.000000AM EDT
CLASS_VOUCHER-389511.xls
11,264
08/17/2010 11:29:56.000000AM EDT
Distribute To
Distribution ID Type
*Distribution ID
User
COREMorelandD

To schedule a query using Query Scheduler

Navigation: EPM Reporting Tools > Query > Schedule Query

15. Select the **Schedule Query** link and add a **Run Control ID**

16. On the Schedule Query page, search for the query you wish to schedule

17. Select the query name

18. Report prompts will appear. Enter your Business Unit and From Date of 11/01/2008 and To Date of 11/30/2008.

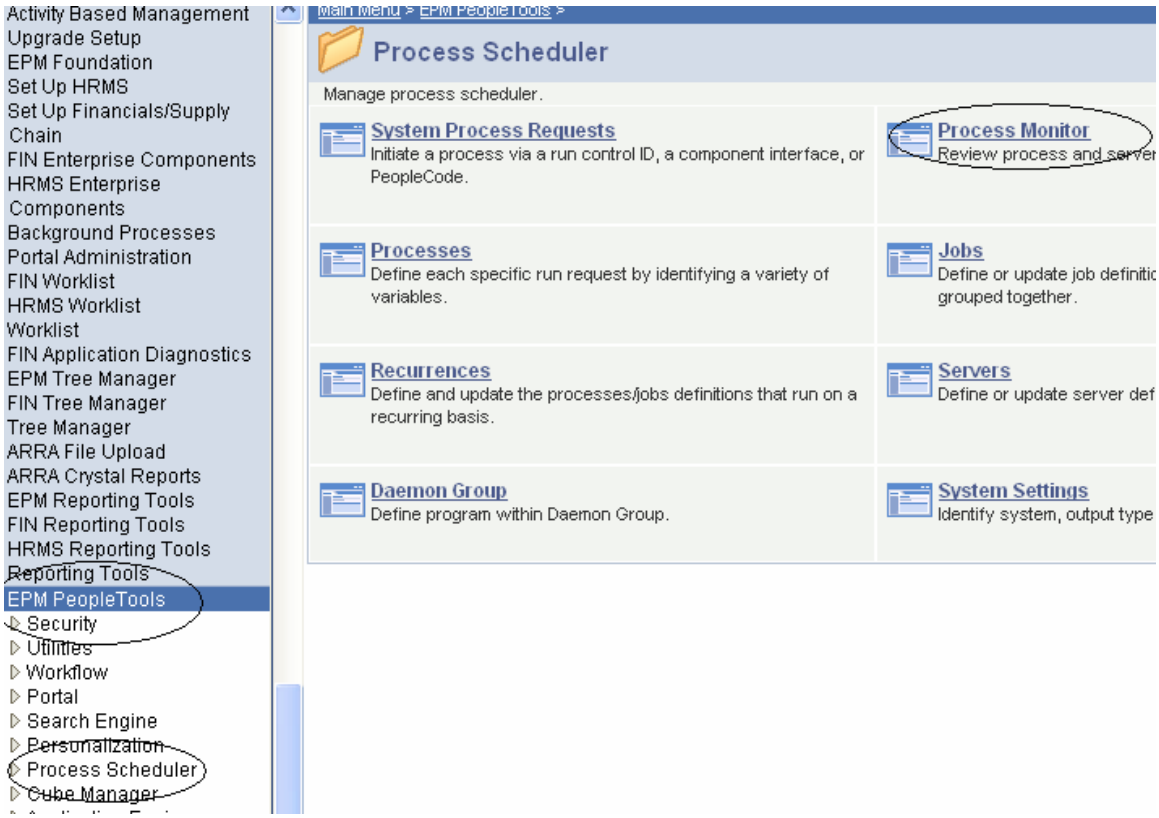
19. To initiate a scheduled query, select **run**. On the Process Scheduler Request Page, select the server name, **PSUNX**, which is a **mandatory server choice**, from the drop down menu. Select **OK**.

20. The Schedule Query page will reappear. Select the Process Monitor link and refresh or just wait until the run status reflects success and the distribution status reflects posted.

21. Once the run status is successful and the distribution status reflects posted then select on the **Details** link. The Process Details page will appear.

22. To view the query results, select the view log/trace link and then select the name of your query.

***Results**: The results of your query will display on the screen and can be downloaded to Excel.*

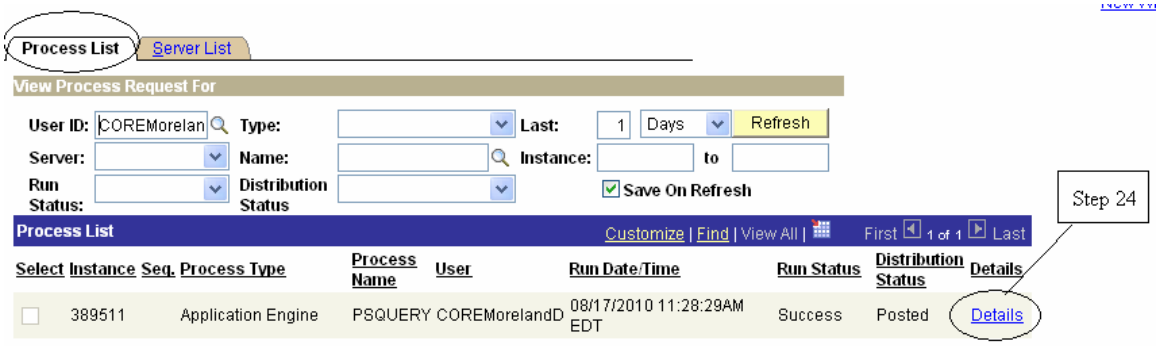


To delete or cancel scheduled queries

Navigation: EPM People Tools > Process Scheduler > Process Monitor

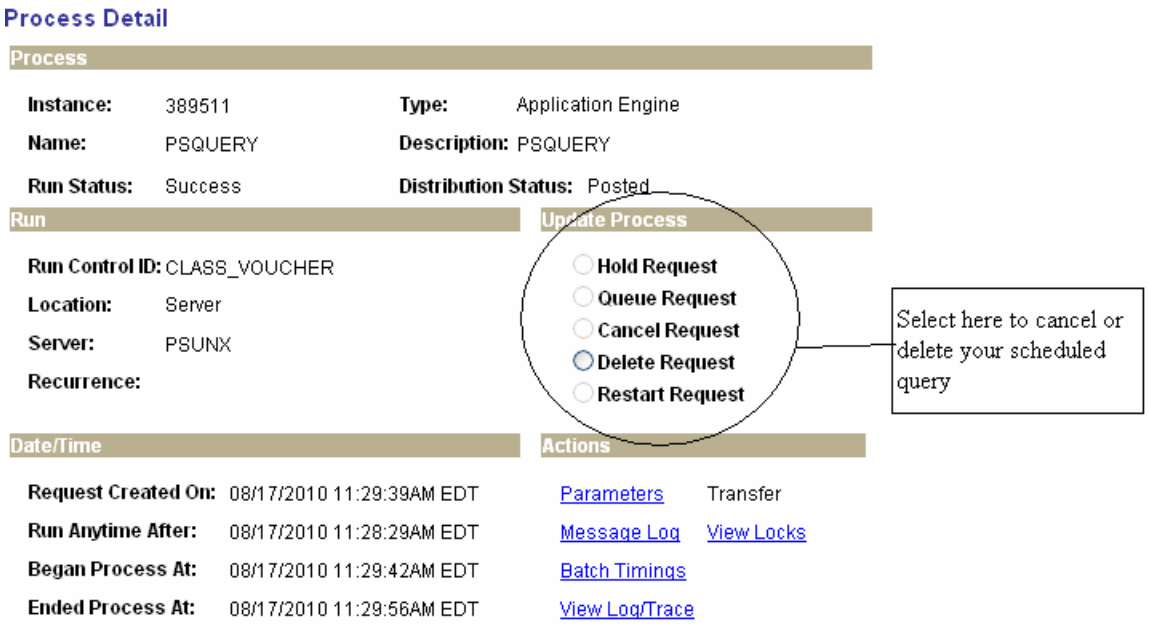
23. Select the **Process List** tab and identify the process instance you wish to delete

24. Select the **Details** link. The **Process Detail** page will appear.



25. Select the Delete button to the delete the request from the queue. Note: selecting cancel will keep the request in the Process Scheduler queue for 30 days. The request can then be restarted by selecting the Restart Request radio button.

Important Note: You should monitor the progress of your scheduled report. If after twenty (20) minutes, you report still has not generated then you should cancel it.



To schedule queries on a recurring basis

26. Select the **Schedule Query** link and add a **Run Control ID**

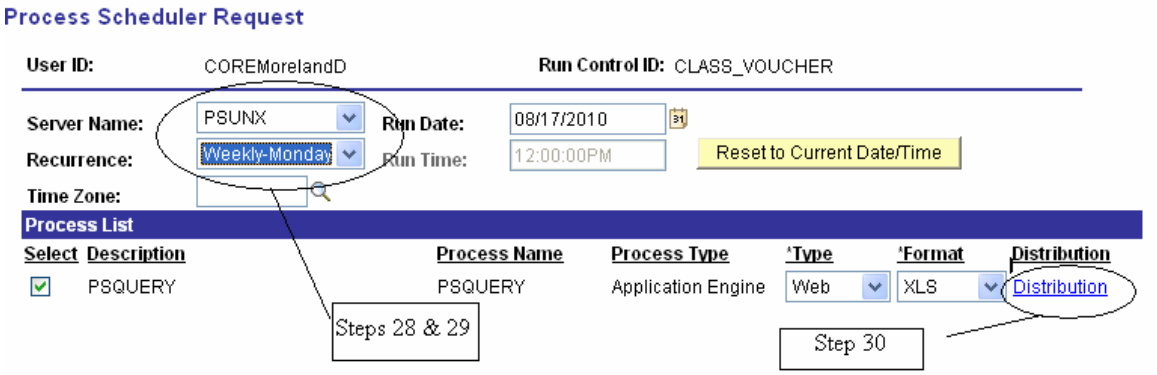
27. On the Schedule Query page, search for the query you wish to schedule

28. To initiate a scheduled query, select **run**. On the Process Scheduler Request Page, select the server name, **PSUNX**, which is a **mandatory server choice**, from the drop down menu.

29. Select the drop down menu below the server menu and choose the time frame for the query to run on a recurring basis. Note: You may also specify a future date for the query to run by choosing a date on this same page.

Important Note: *A query that has prompts cannot be scheduled on a recurring basis. Additionally,* ***DO NOT USE*** *the recurrence options, Dailey Purge or PerfMon Reaper as these are reserved for database administrator functions.*

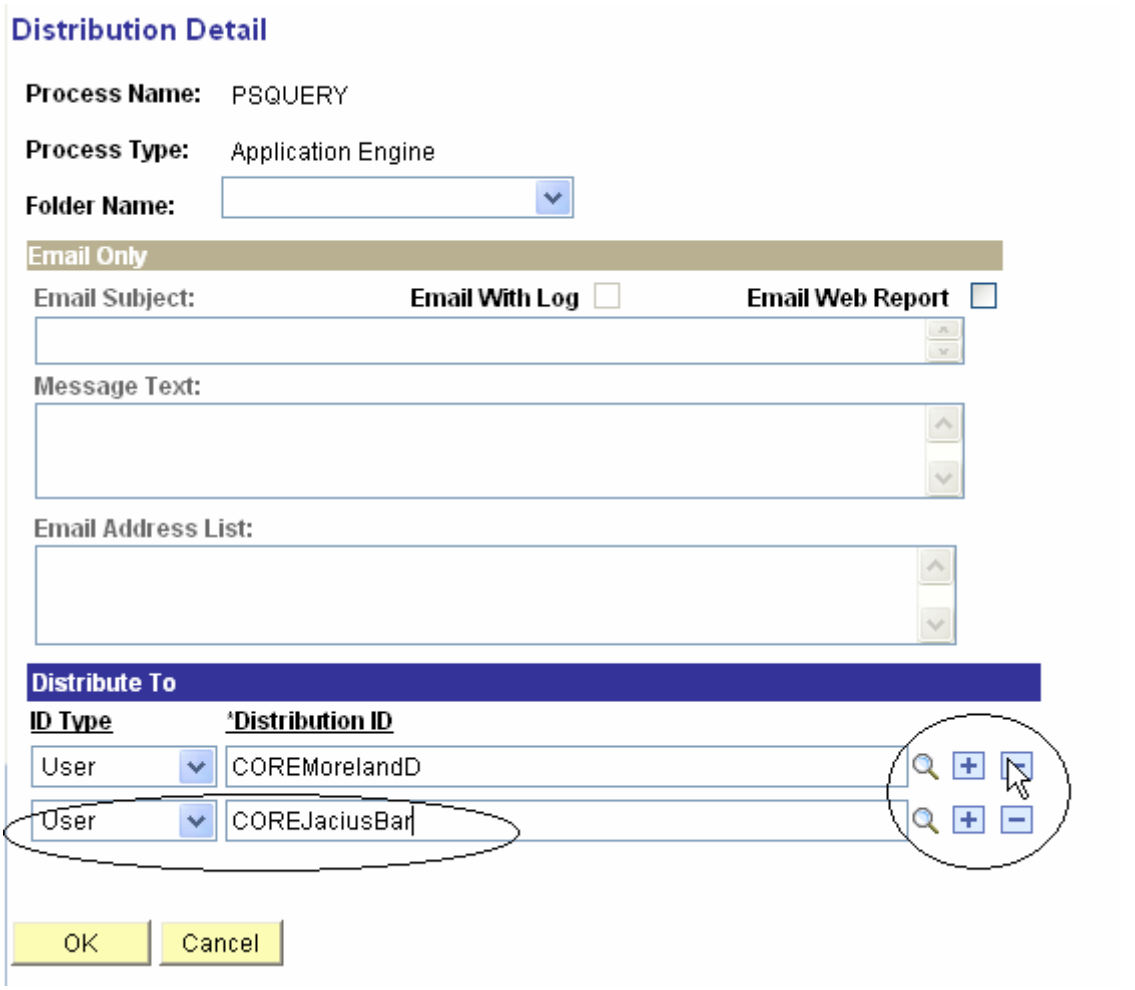
30. A distribution list can be set up by selecting the **Distribution** link located to the lower right. Distribution lists must be defined by CORE UserID.



31. To set up a distribution list, select the plus (+) located to the right of your CORE UserID for each person you wish to add. Enter each person's CORE UserID to receive the results of the query. Then select, **OK.**

Results*: The recipient of a distributed query can find the results by the following navigation path: EPM Reporting Tools > Report Manager > List. Select on the appropriate blue link in the column "report". The recipient of a distributed query via the distribution list receives a spreadsheet, not the query itself. Therefore, the recipient does not need security access to the CORE tables or business units.*

Important Note*: The E-mail notification option is unreliable at best, so we recommend using an alternative notification method.*



To rename a query

Navigation: EPM Reporting Tools > Query > Query Manager>Search for an existing Query > Advanced Search > folder: Class

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

33. Enter **CLASS_ASSET** in the Search By>Record Name search field

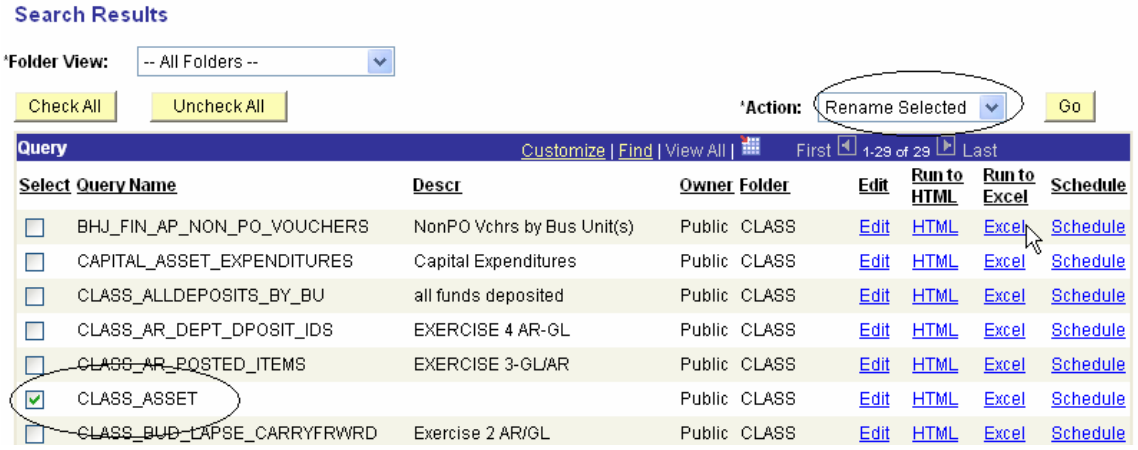
34. select Search

35. Select **CLASS_ASSET** query by checking the box to the left of the query name

36. Select the action button drop down menu located near the middle of the top of the page and choose **Rename Selected**.

37. Select **Go**. The **Rename Queries** page will appear.

38. Enter the new query name in the appropriate box and select **OK**. The query has been renamed. Renaming a query does not create a copy but rather actually changes the name of the existing query.



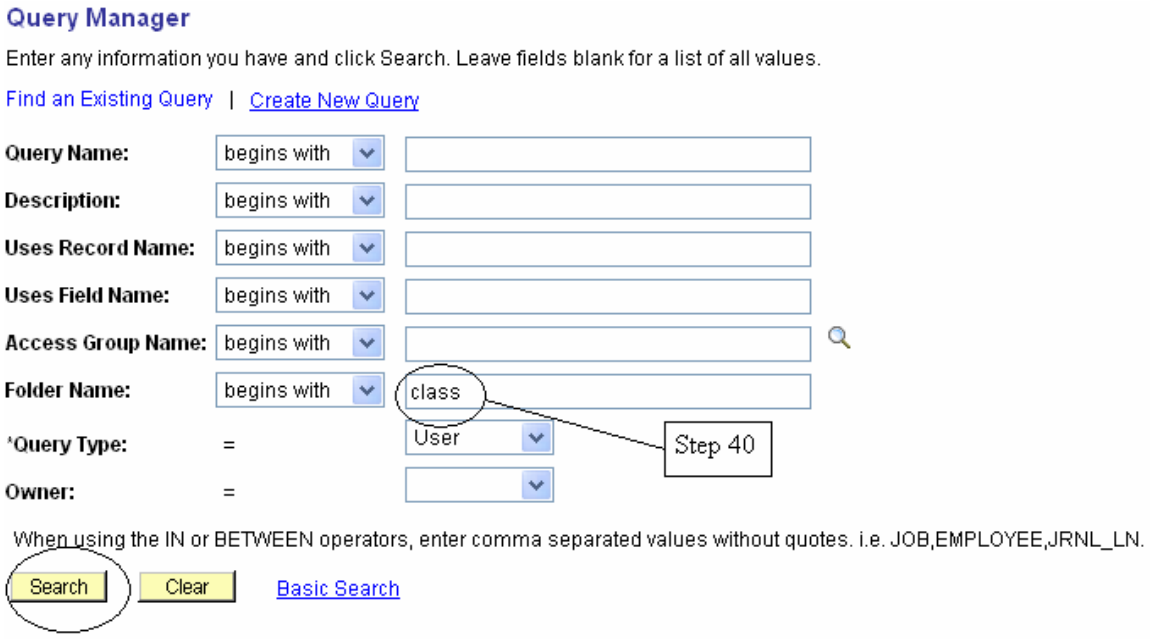
To delete a private query

Navigation: EPM Reporting Tools > Query > Query Manager>Search for an existing Query > Advanced Search > folder: Class

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

40. Enter **CLASS** in the Search By>Folder search field

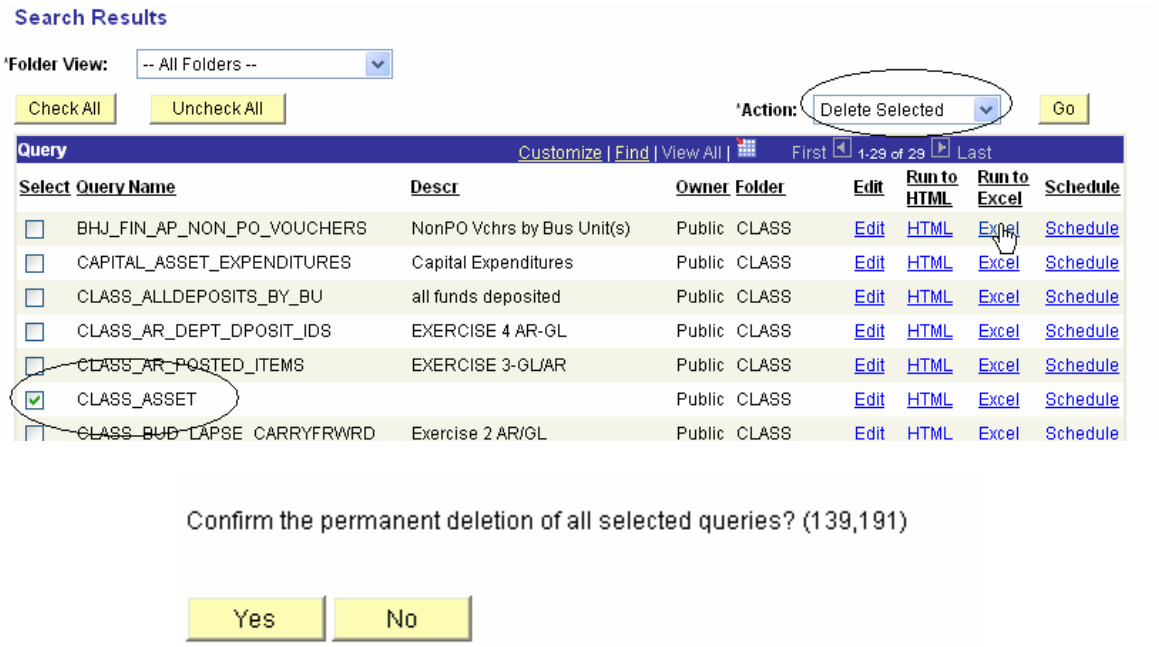
41. select Search



42. Select the query you wish to delete from the list of queries by checking the box to the left of the query name.

43. Select the action button drop down menu located near the middle of the top of the page and choose **Delete**. Select **Go.** Note: A warning/confirmation screen will appear verifying the deletion of the selected query.

44. Verify deletion is the action you wish to perform. Select yes, if this is correct. **Important Note: No list of queries selected to be deleted appears! Be very careful with this function!**

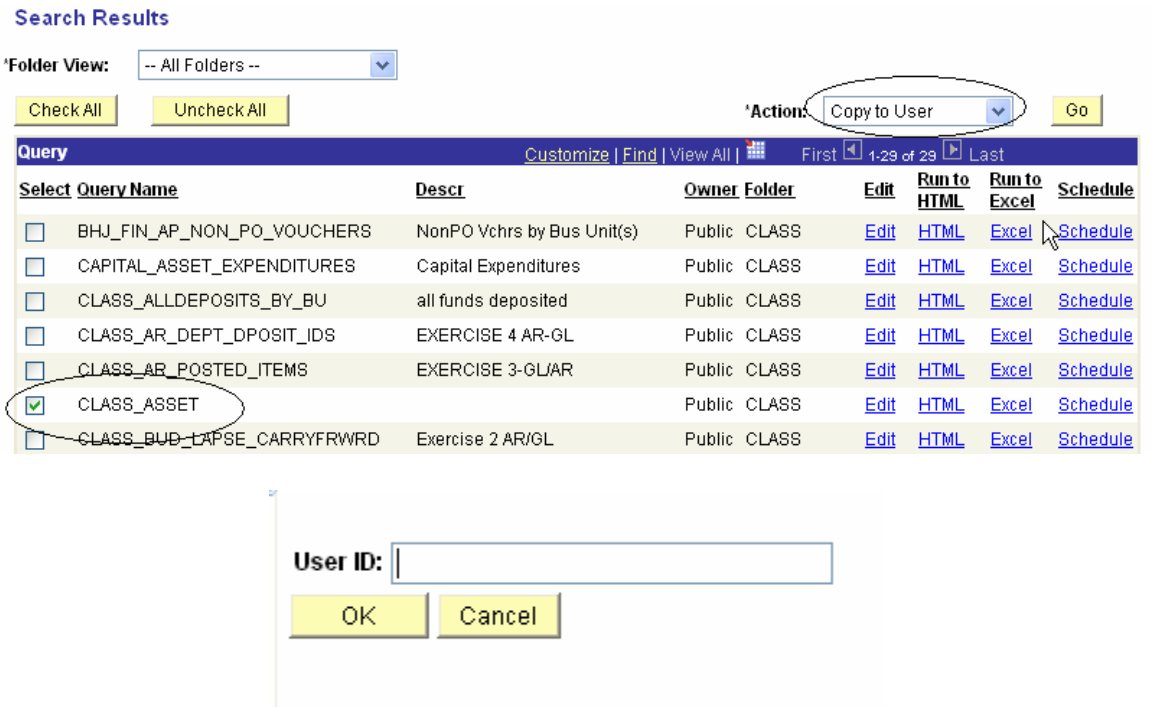


To copy a query to another user

45. Select the query you wish to copy to another user by checking the box to the left of the query name.

46. Select the action button drop down menu located near the middle of the top of the page and choose **Copy to User**. Select **Go.**

47. UserID screen will appear. Enter the UserID of the person to whom you want to send the query. Note: The UserID is the person's CORE UserID. The recipient of the query must have the appropriate security access to be able to run the query. 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.

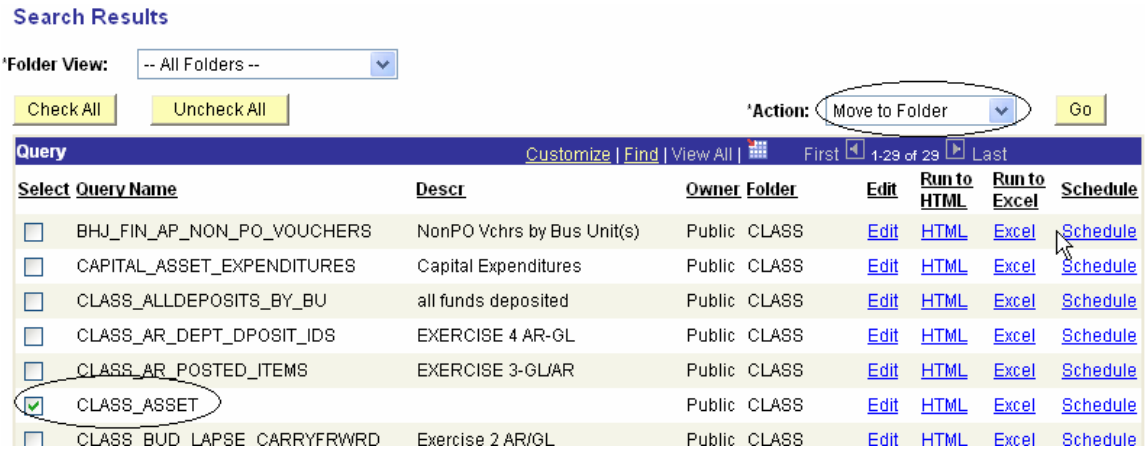


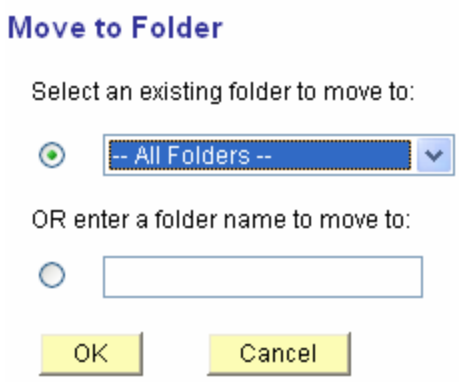
To use folders and favorites

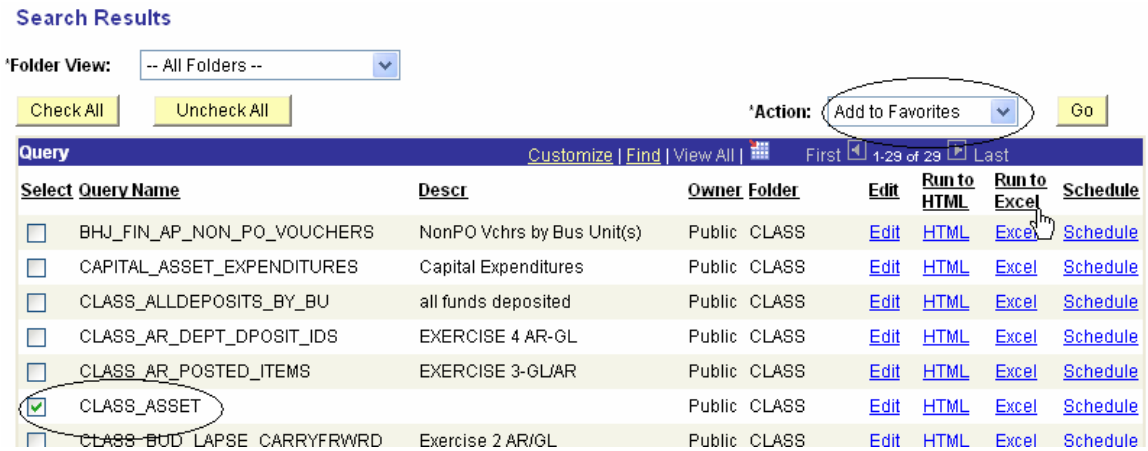
Navigation: EPM Reporting Tools > Query > Query Manager>Search for an existing Query > Advanced Search > folder: Class

48. Select **CLASS_ASSET** by checking the box to the left of the query name

49. Select the action button drop down menu located near the middle of the top of the page and choose **Move to Folder**. Select **Go.** Folder screen will appear.





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

51. To set as a favorite, select the action button drop down menu located near the middle of the top of the page and choose **Add to Favorites**. Select **Go.** Note: Your query will go directly to the on-screen list of favorite queries. To remove, just select the minus (-) button.