Additional Resources Training

Running Queries

Overview:

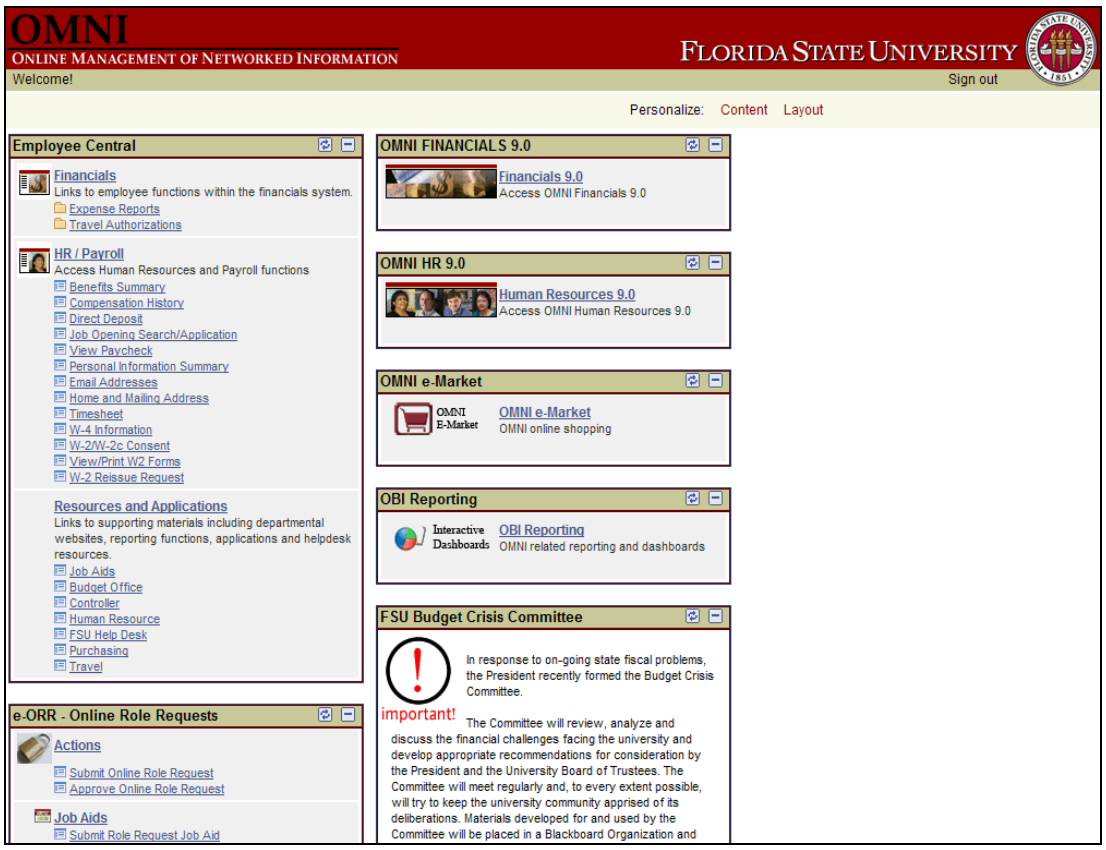
Understanding the Running Queries Process

There are multiple queries available from within OMNI. This tutorial outlines the basic steps to search and run a query. Log into either the Financial or Human Resources respectively, based on the desired query information.

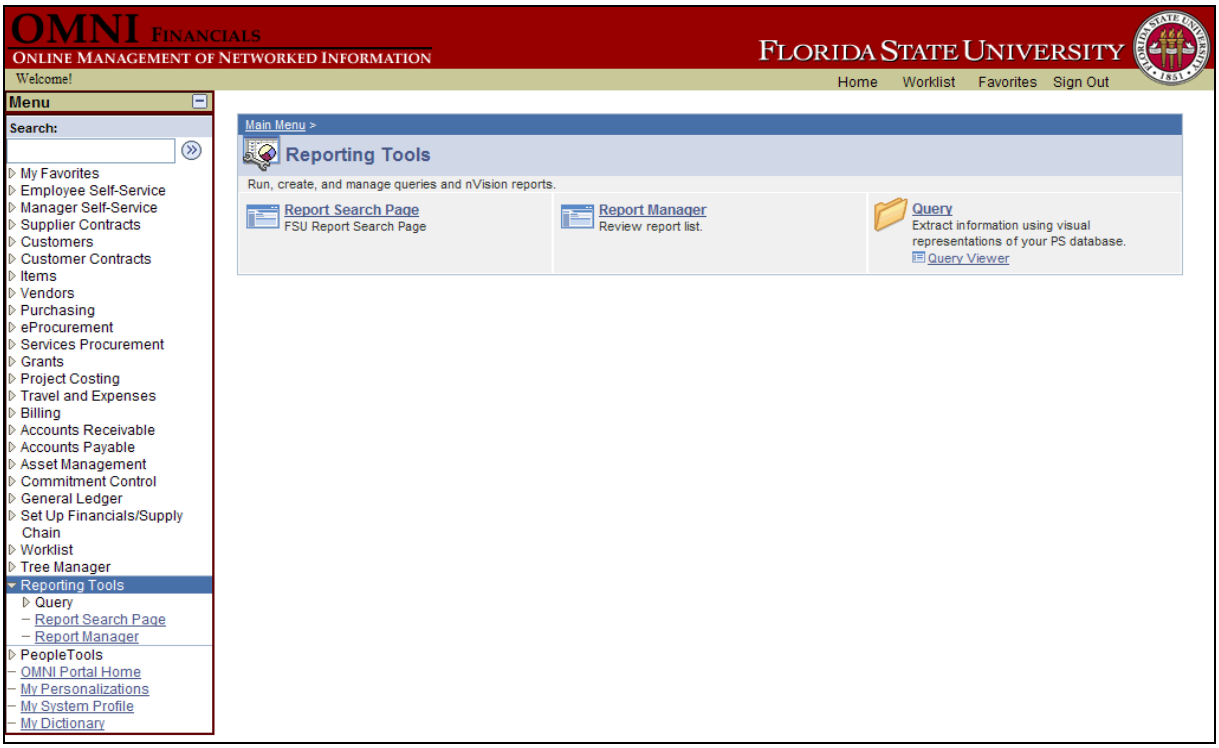
For many Department Reps, search for queries in the "Department" folder. Queries labeled as "Department" are used frequently in management by Department Reps.

Procedure

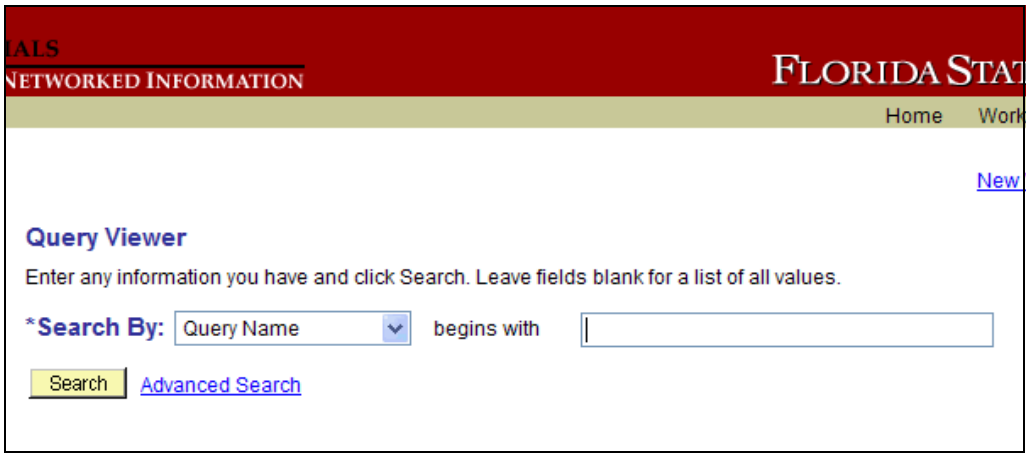
Scenario:
In this topic, you will learn the steps to running a query.



Step	Action
1.	Depending on the information you are looking for, select either Financials for Financial-related information or Human Resources for Human Resources-related data. For the purpose of this example, click the **Financials 9.0** link. Financials 9.0
2.	Click the **Reporting Tools** link. **NOTE:** Navigation to the Query Viewer page is identical in both the Financial and Human Resources modules. ▷ Reporting Tools

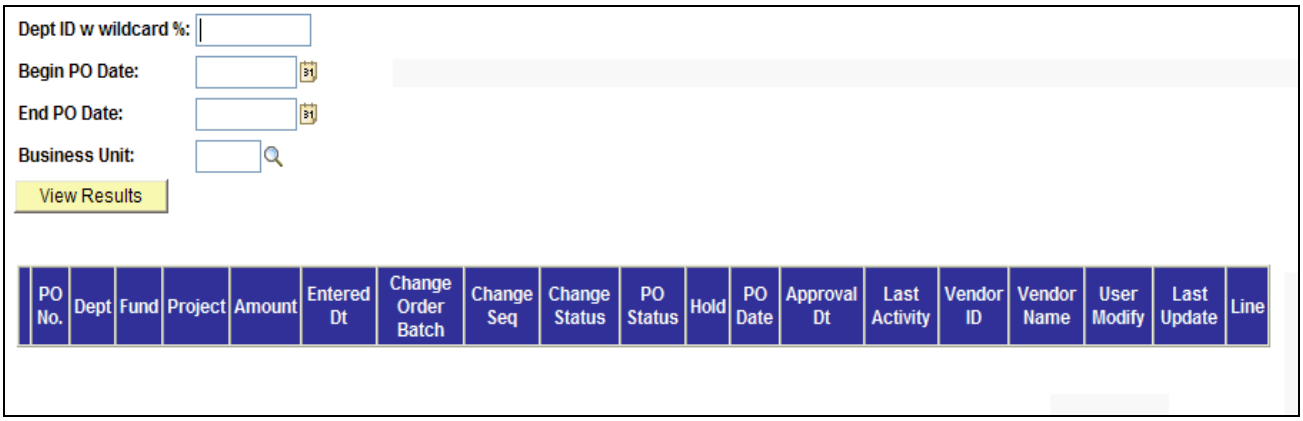


Step	Action
3.	Click the **Query Viewer** link. Query Viewer

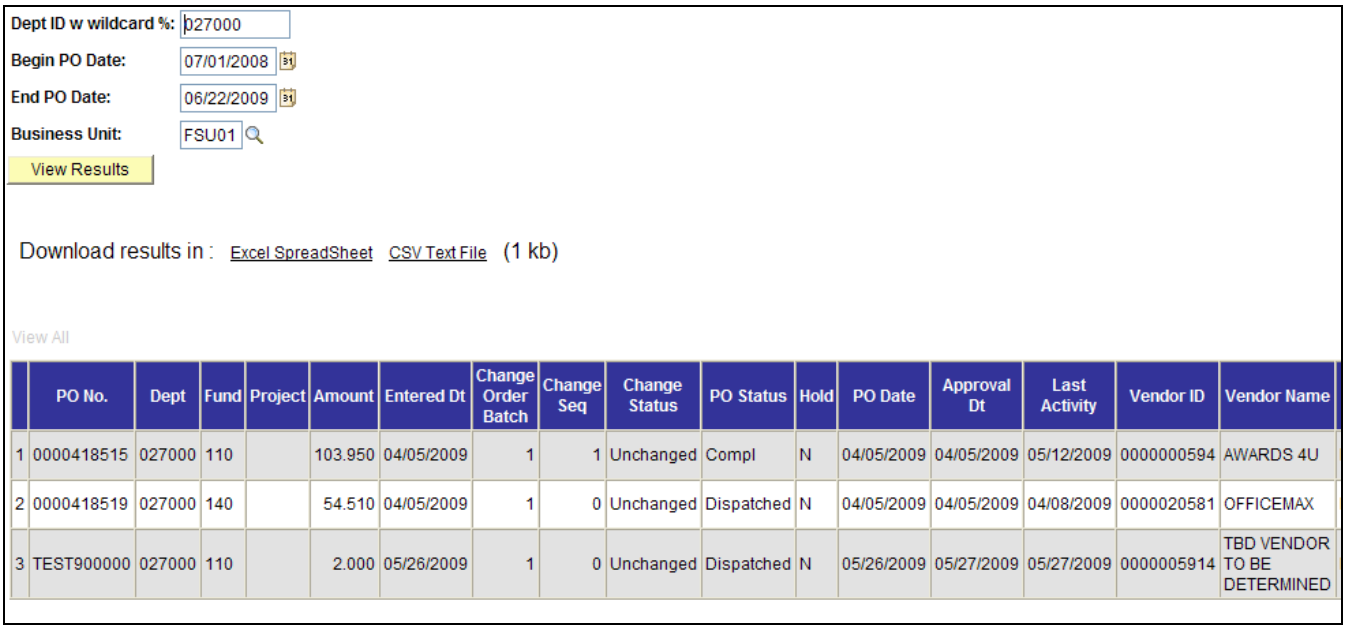


Step	Action
4.	You may search for a query by name using the **Search By** field. **NOTE:** You must enter the Query Name exactly as it appears for the search engine to locate it. Most queries begin with "FSU_."
5.	If you are unsure of a query's name, you may enter "%" on either side of a keyword to search for all queries with that word in the Query Name. You may also change the **Search By** drop-down to "contains" and enter a keyword to perform the same Query Name search.
6.	Generally, the exact name of the desired query is unknown. To display additional search options, click the **Advanced Search** link. Advanced Search
7.	Use any field to search for your desired query. Useful to many Department Representatives are the queries organized in the "Department" Folder. For the purpose of this example, search for all queries in the "Department" folder by entering "**DEP**" into the **Folder Name** field.
8.	Click the **Perform Search** button. Search
9.	Scroll down to review the list of queries labeled as "Department."
10.	Read the **Description** column to explain the purpose of each query. Notice there are 60 queries in this folder, yet only 30 appear on this page. To see the next page of queries, click the **Show next row** button.

Step	Action
11.	To run a query from the list, select the **HTML** link associated with the desired query. HTML

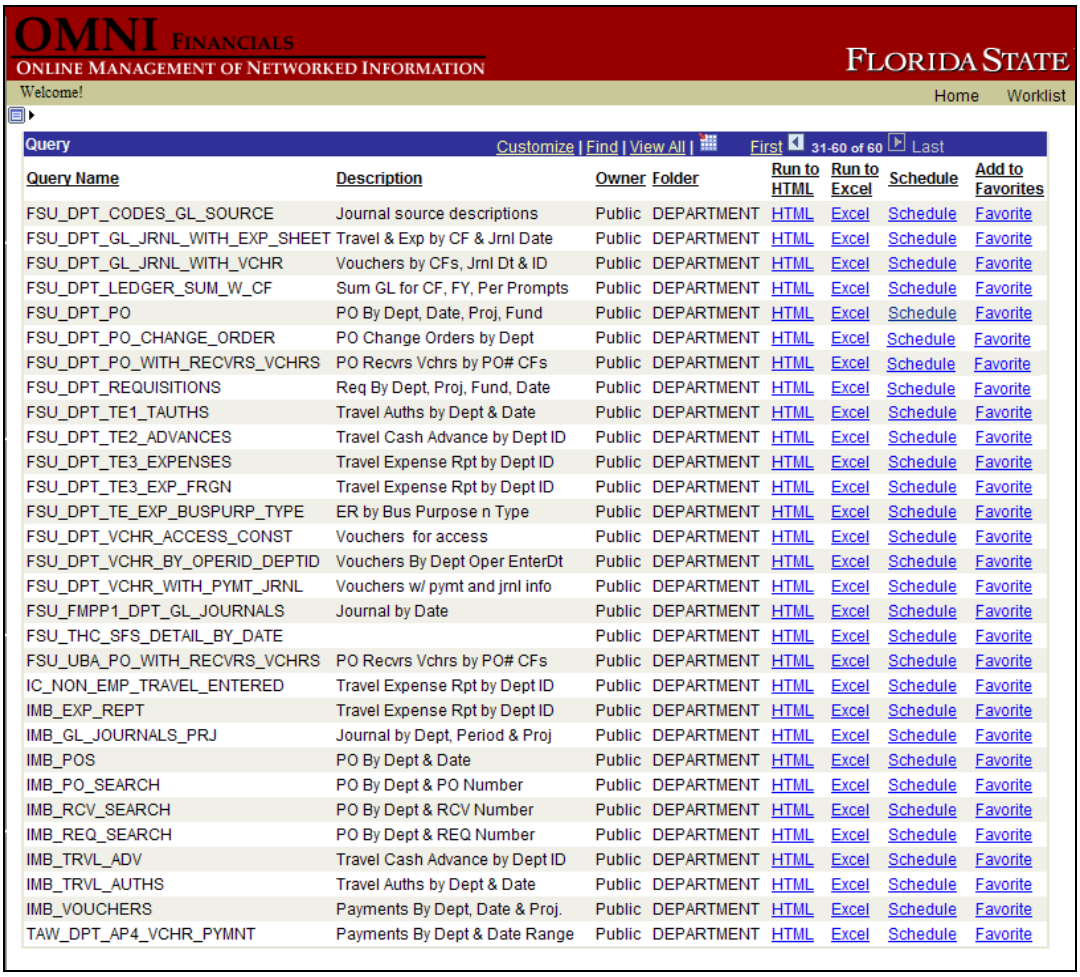


Step	Action
12.	When the query appears, it will prompt you to enter search criteria from which results will be pulled. Enter information appropriate to your desired search, using "%" as a wildcard if needed.
13.	Enter the appropriate search criteria. . **NOTE:** Each query will prompt a different set of search criteria. If you are unsure what to enter into a field, simply enter % to search all possible values.
14.	Entering the letter "**T**" in Date Fields acts as Today's Date. Use this shortcut in any Date Field in OMNI.
15.	Always enter "**FSU01**" into the **Business Unit** field in OMNI unless otherwise specified.
16.	Click the **View Results** button to run the query according to the above criteria. View Results



	PO No.	Dept	Fund	Project	Amount	Entered Dt	Change Order Batch	Change Seq	Change Status	PO Status	Hold	PO Date	Approval Dt	Last Activity	Vendor ID	Vendor Name
1	0000418515	027000	110		103.950	04/05/2009	1	1	Unchanged	Compl	N	04/05/2009	04/05/2009	05/12/2009	0000000594	AWARDS 4U
2	0000418519	027000	140		54.510	04/05/2009	1	0	Unchanged	Dispatched	N	04/05/2009	04/05/2009	04/08/2009	0000020581	OFFICEMAX
3	TEST900000	027000	110		2.000	05/26/2009	1	0	Unchanged	Dispatched	N	05/26/2009	05/27/2009	05/27/2009	0000005914	TBD VENDOR TO BE DETERMINED

Step	Action
17.	Query Results will display below the entered search criteria. **NOTE:** It may be necessary to scroll right to view all results. On larger queries, there might also be multiple pages. Use the Show Next Row or View All link to see more pages.
18.	You may also use the **Excel Spreadsheet** link to import results into Excel for manipulation. When you have reviewed results as needed, close this pop-up window to return to the Query Viewer page.



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
FSU_DPT_CODES_GL_SOURCE	Journal source descriptions	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_GL_JRNL_WITH_EXP_SHEET	Travel & Exp by CF & Jrnl Date	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_GL_JRNL_WITH_VCHR	Vouchers by CFs, Jrnl Dt & ID	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_LEDGER_SUM_W_CF	Sum GL for CF, FY, Per Prompts	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_PO	PO By Dept, Date, Proj, Fund	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_PO_CHANGE_ORDER	PO Change Orders by Dept	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_PO_WITH_RECVRS_VCHRS	PO Recvrs Vchrs by PO# CFs	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_REQUISITIONS	Req By Dept, Proj, Fund, Date	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_TE1_TAUTHS	Travel Auths by Dept & Date	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_TE2_ADVANCES	Travel Cash Advance by Dept ID	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_TE3_EXPENSES	Travel Expense Rpt by Dept ID	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_TE3_EXP_FRGN	Travel Expense Rpt by Dept ID	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_TE_EXP_BUSPURP_TYPE	ER by Bus Purpose n Type	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_VCHR_ACCESS_CONST	Vouchers for access	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_VCHR_BY_OPERID_DEPTID	Vouchers By Dept Oper EnterDt	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_DPT_VCHR_WITH_PYMT_JRNL	Vouchers w/ pymt and jrnl info	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_FMPP1_DPT_GL_JOURNALS	Journal by Date	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_THC_SFS_DETAIL_BY_DATE		Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
FSU_UBA_PO_WITH_RECVRS_VCHRS	PO Recvrs Vchrs by PO# CFs	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IC_NON_EMP_TRAVEL_ENTERED	Travel Expense Rpt by Dept ID	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IMB_EXP_REPT	Travel Expense Rpt by Dept ID	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IMB_GL_JOURNALS_PRJ	Journal by Dept, Period & Proj	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IMB_POS	PO By Dept & Date	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IMB_PO_SEARCH	PO By Dept & PO Number	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IMB_RCV_SEARCH	PO By Dept & RCV Number	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IMB_REQ_SEARCH	PO By Dept & REQ Number	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IMB_TRVL_ADV	Travel Cash Advance by Dept ID	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IMB_TRVL_AUTHS	Travel Auths by Dept & Date	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
IMB_VOUCHERS	Payments By Dept, Date & Proj.	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite
TAW_DPT_AP4_VCHR_PYMNT	Payments By Dept & Date Range	Public	DEPARTMENT	HTML	Excel	Schedule	Favorite

Step	Action
19.	Choose another query to run or scroll up to enter new search criteria. **NOTE:** Use the **Favorite** link to add a query to your list of favorites and avoid searching next time. All Favorites will display automatically on the Query Viewer Search page.
20.	Click the **Home** link to return to the main page. Home
21.	**Congratulations!** You have completed this topic. **End of Procedure.**