

Running Queries

Overview:

Understanding the Running Queries Process

There are multiple queries available from within OMNI. This guide 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

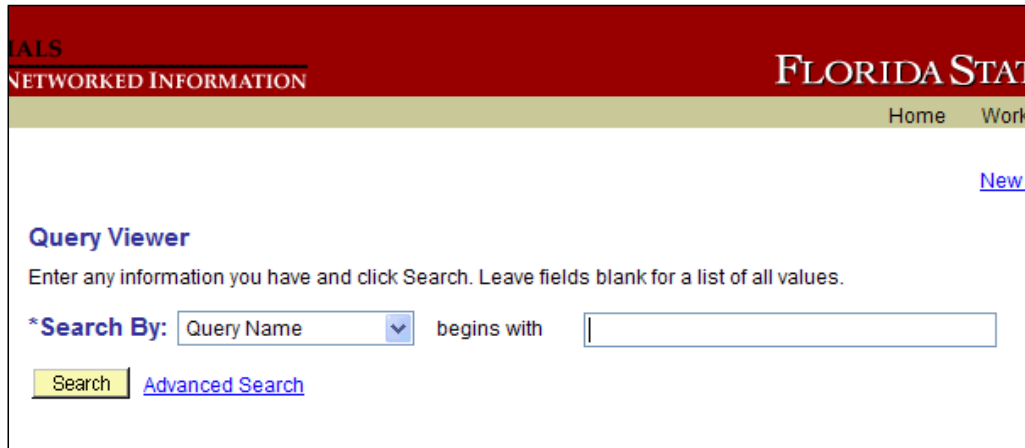
Scenario:



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 link. |
| 2. | Click the Reporting Tools link. NOTE: Navigation to the Query Viewer page is identical in both the Financial and Human Resources modules. |

The screenshot shows the OMNI Financials web application. The top navigation bar includes the OMNI logo and 'FLORIDA STATE UNIVERSITY'. Below the navigation bar, there is a 'Menu' section on the left and a main content area. The 'Menu' section is expanded to show 'Reporting Tools' with sub-items: 'Query', 'Report Search Page', and 'Report Manager'. The main content area displays the 'Reporting Tools' page, which includes a search bar and three main sections: 'Report Search Page' (FSU Report Search Page), 'Report Manager' (Review report list), and 'Query' (Extract information using visual representations of your PS database. Query Viewer).


| Step | Action |
|------|-------------------------------------|
| 3. | Click the Query Viewer link. |





| 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.  |
| 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 |

Dept ID w wildcard %:

Begin PO Date: 

End PO Date: 

Business Unit: 

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 | User Modify | Last Update | Line | |
|--------|------|------|---------|--------|------------|--------------------|------------|---------------|-----------|------|---------|-------------|---------------|-----------|-------------|-------------|-------------|------|--|
| | | | | | | | | | | | | | | | | | | | |

| 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. <div style="text-align: center;">View Results</div> |

Training Guide

Additional Resources Training

Dept ID w wildcard %:
 Begin PO Date:
 End PO Date:
 Business Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

[View All](#)

| | 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. | <p>Query Results will display below the entered search criteria.</p> <p>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.</p> |
| 18. | <p>You may also use the Excel Spreadsheet link to import results into Excel for manipulation.</p> <p>When you have reviewed results as needed, close this pop-up window to return to the Query Viewer page.</p> |

| OMNI FINANCIALS | | | | FLORIDA STATE | | | |
|--|--------------------------------|--------|------------|-----------------------------|-----------------------|--------------------------|--------------------------|
| ONLINE MANAGEMENT OF NETWORKED INFORMATION | | | | | | | |
| Welcome! | | | | Home Worklist | | | |
| Query | | | | Customize Find View All | | First 31-60 of 60 Last | |
| 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 & Jnl Date | Public | DEPARTMENT | HTML | Excel | Schedule | Favorite |
| FSU_DPT_GL_JRNL_WITH_VCHR | Vouchers by CFs, Jnl 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_RECVRVRS_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 jnl 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_RECVRVRS_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. |
| 21. | Congratulations! You have completed this topic. End of Procedure. |