

FIS 8.4 Public Query

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1.0 Process

Here are steps to be followed in order to make private queries public and to make any permanent changes to an existing query. Our goal in centralizing this process is to limit the amount of duplicate queries and to help produce more efficient queries.

If you have a query that is already in existence and you need to make changes fill out a Public Query request form and submit to Velma Tiberti. Indicate the changes that need to be made on the form and she will contact you with any questions and inform you when the query is revised.

If you want to create a new public query, you should first create it as a private query. You will then need to fill out a Public Query request form and submit it to Denise Fritz. She will then contact you with any questions and then contact you when the query is ready to be made public.

Before submitting the form you will need to have the form signed by an authorized person:

The following people are authorized to sign your query request form:

Scott Cooke (SEC), Brett Holman (BDH), Nancy Reynolds (NJR), Marc Benadiba, Lorie Leetham (LHL), Judy Holloway (JMH), Kathy Anderson (KEA), Debbie Brothwell (DLB), Laurie Borello (LLB) and Velma Tiberti (VT).

These people are also available to help with any questions you may have regarding your queries.

The description of the query should be detailed enough to give a good understanding of the queries purpose. In addition – start all query *short and long descriptions* with the initials of the authorized person.

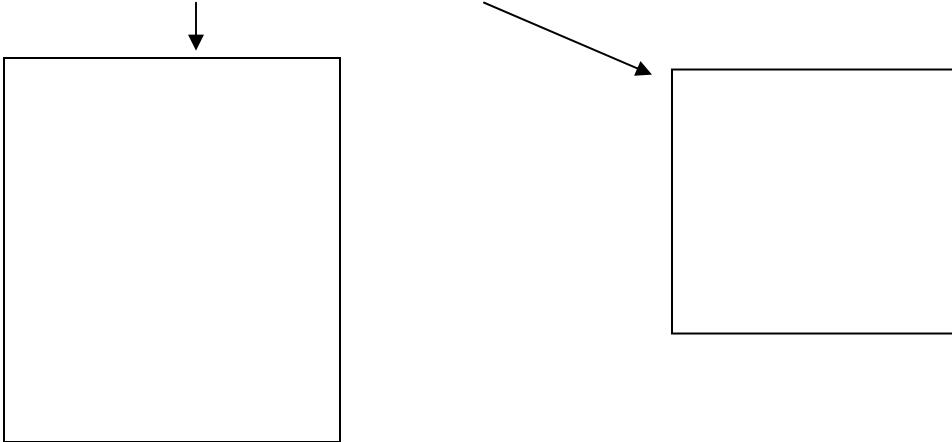
Some things to remember when making a public query are:

1. Use the naming convention detailed below.
2. Run the query to make sure that it works
3. When you have determined that the query is “good” fill out the Public Query Request form.
4. This form then will need to be signed by an authorized person.
5. Submit the request form to the CMS office.
6. Problems with queries should be directed to Kathy Anderson (via an authorized person)

2.0 Naming Convention

NEW NAMING CONVENTION FOR PUBLIC QUERY

SLO_XXX_NAME_X



Sample:

When you create a query go you will need to go to the properties hyperlink to give it a description and an appropriate name.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Preview

Query Name: SLO_AP_NONUSA_VOUCHERS_P Description: KEA-VCHRS FOR NON-USA VENDORS

View field properties, or use field as criteria in query statement.

Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.VENDOR_SETID - Vendor Set ID	Char5				SetID		Edit	-
2	A.VENDOR_ID - Vendor ID	Char10				Vendor		Edit	-
3	C.NAME1 - Name 1	Char40	1			Name		Edit	-
4	B.ADDRESS1 - Address Line 1	Char55				Address 1		Edit	-
5	B.ADDRESS2 - Address Line 2	Char55				Address 2		Edit	-
6	B.CITY - City	Char30				City		Edit	-
7	B.STATE - State	Char6				St		Edit	-
8	B.COUNTRY - Country	Char3				Cntry		Edit	-
9	B.POSTAL - Postal Code	Char12				Postal		Edit	-
10	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	-
11	A.VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	-
12	A.ACCOUNTING_DT - Accounting Date	Date				Acctg Date		Edit	-
13	A.GROSS_AMT - Gross Invoice Amount	SNm25.3				Gross Amt		Edit	-

Save Save As New Query Preferences **Properties** New Union Return to Search



Query Properties

*Query: SLO_AP_NONUSA_VOUCHERS_P
 Description: KEA-VCHRS FOR NON-USA VENDORS
 *Query Type: User
 *Owner: Public Distinct
 Query Definition:
 KEA-PURPOSE-To query AP data for out-of-state vendors
 Last Updated Date/Time: 01/29/2004 1:46:14PM
 Last Update User ID: TEST1
 OK Cancel

Below is a link to the public query request form:



Public Query
Request Form