

# Query Help Document

## Query Feature

The Query is used to search and for trips and reimbursement requests that have been approved by Fiscal for payment to the accounting system. Trips and reimbursement requests can be displayed on this screen, but no changes can be made to the data.

Fiscal reviewers can access this feature from the Query Tab on the Fiscal Suite home screen.

The screenshot shows the 'Office of Financial Management STATE OF WASHINGTON' header. Below it is the 'Travel and Expense Management System' navigation bar with five tabs: 1 Review, 2 Batch, 3 Query, 4 Batch Report, and 5 Returned. The 'Query' tab is highlighted. A callout box points to the tabs with the text: 'Contains five Tabs: (1) Review (2) Batch (3) Query (4) Batch Report (5) Returned'. Another callout box points to the 'Query' tab with the text: 'Fiscal Users access the query feature from the Query Tab on the Fiscal Suite Homepage'. Below the navigation bar is a table titled 'Reimbursement Requests to Review for Jane Fiscal'.

RR Id	Requestor	Date	Description	Amount	Approved By	Review
1166	Adam Traveler	05/28/2008	Reroute comments	\$64.32	Approved By (Betty Manager)	
1522	Adam Traveler	05/28/2008	Verify Reroute and History	\$1,643.51	Approved By (Mike Manager)	

Approvers can access the query feature through a link located in the Tasks Section of their home screen.

The screenshot shows the 'Office of Financial Management STATE OF WASHINGTON' header. Below it is the 'Travel and Expense Management System' navigation bar with tabs: Home, Trips, Reimbursements, Profile, and Review. The 'Home' tab is selected. Below the navigation bar is a 'Welcome to the Travel and Expense Management System!' message. There are two main sections: 'System News' and 'Agency News'. To the right is a 'Tasks' section with a list of links: Change Your Profile, Switch Approver, Create Trip Pre-Approval, Create New Trip, Create Reimbursement Request, Query, and View Returned Reimbursement Requests. A callout box points to the 'Query' link with the text: 'Approvers access the Query feature from this link on their Main Menu screen'.

Using either method you will be directed to a variation of the following screen. The Approvers will not see the tabs on their screen. But everything else will be the same.

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The screenshot shows a web interface for a query system. At the top, there is a navigation bar with links for Home, Per Diem Rates, Travel Regulations, Help, and Logoff. Below this is a search criteria form. The form is divided into three sections: Reimbursement Request Data, Batch Data, and Vendor/Document Numbers. Each section contains several input fields and checkboxes, with numbered callouts (1-14) pointing to each field. The Reimbursement Request Data section includes fields for RR ID (1), Trip ID (2), Start Date (3), End Date (4), Requestor (5), Official Station (6), Description (7), and a checkbox for Taxable Meals (8). The Batch Data section includes fields for Batch Number (9), Batch Type (10), Fiscal Month (11), and Biennium (12). The Vendor/Document Numbers section includes fields for Vendor Number/Suffix (13) and Document Number/Suffix (14). At the bottom of the form are buttons for Search, Clear, and a link for Query Help.

Trips and reimbursement requests can be selected using one or more of the following criteria:

1. RR ID (Reimbursement Request ID)
2. Trip ID
3. Start Date
4. End Date
5. Requestor
6. Official Station
7. Description
8. Taxable Meals
9. Batch Number
10. Batch Type
11. Fiscal Month
12. Biennium
13. Vendor Number/Suffix
14. Document Number/Suffix

**Note:** Query results can be refined by using more than one selection criteria.

## ***Recommendations for using the above criteria or fields:***

**RR ID**      TBD

**Trip ID**      TBD

**Start and End Dates**

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- The query allows you to select a range of dates or a single date.
- Dates must be in the following format: mm/dd/yyyy, where mm=Month, dd=Day, and yyyy=Year (2008).  
Delimiters are not necessary (i.e. '/')'. Note – Two characters are required for the Month (i.e. 01).
- The Start date must be chronologically before the End Date, or an error message will appear.
- You must enter a valid date.
- If a date is entered into only one of the date fields (start date or end date), the other date field must also be completed or an error message will appear.
- Only dates of July 1, 2006 and after can be used.

**Requestor**     TBD

## Official Station

- Type in a portion or all of the location desired. All locations containing the information entered will appear. (Example – typing Oly would result in Olympia appearing).

## Description

- Type in a portion or all of the description desired. All descriptions containing the information entered will appear. (Example – typing Oct would result in October appearing).

## Taxable Meals

- Check the taxable meals box to display trips and reimbursement requests that contain taxable meals.

**Note:** Remember to uncheck taxable meals to include all trips and reimbursement requests in the query.

## Batch Number

- The batch number is a 3 digit numeric field.

## Batch Type

- The batch type is a 2 digit alphanumeric field with no special characters allowed. Those characters not allowed are – !@#\$\$%&\*.

## Fiscal Month

- Fiscal month is a 2 digit numeric field. Valid numbers are 01 – 25 or 99.

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## Biennium

- The biennium field must be 4 digits and odd numbered years (for example. 2007).

## Vendor Number/Suffix

- The vendor number is a 10 digit alphanumeric field, suffix is two digits. No special characters are allowed.

## Document Number/Suffix

- The document number is an 8 digit alphanumeric field. Alpha characters will display uppercase. Spaces, dashes, back slashes are allowed. Entry in this field must be identical to the reimbursement request information to achieve successful results.

## Viewing Your Query Results:

Once the criteria have been selected, press the Search button. The results will be displayed on the bottom of the **Query Screen**.

## APPROVERS SCREEN APPEARS AS:

The screenshot displays the 'Query' interface. At the top, there is a navigation bar with links for Home, Per Diem Rates, Travel Regulations, Help, and Logoff. Below this is the 'Search Criteria' section, which includes fields for Reimbursement Request Data (RR ID, Trip ID, Start Date, End Date, Requestor, Official Station, Description, Taxable Meals?) and Batch Data (Batch Number, Batch Type, Fiscal Month, Biennium: 2009). A 'Document Number/Suffix' field is also present. The 'Search' button is highlighted with a yellow starburst, and a callout bubble explains that search results will appear at the bottom. Another callout bubble points to the 'Biennium' field, stating that to open a specific line, one should click on the 'Folder' icon on the desired line. Below the search criteria is the 'Search Results' table.

RR Id	Batch Nbr	Type	Bien	FM	Requestor	Description	Last Activity	Total	Tax Total	View
1938	998	DT	2009	22	Origin.Name	Test of name change.	04/02/2009 11:38 AM	\$55.00	\$0.00	
1959	997	DT	2009	22	Origin.Name	Test of Name change for RRs	04/02/2009 01:35 PM	\$35.20	\$0.00	
1948	001	BB	2009	21	Requestor.Bret	test for travel advance 2	03/26/2009 04:51 PM	\$275.00	\$0.00	
1904	999	DT	2009	21	Traveler.Adam	Test for DEMO	04/02/2009 11:08 AM	\$818.10	\$0.00	

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## FISCAL SCREEN APPEARS AS:

The screenshot displays the 'Travel and Expense Management System' interface. At the top, there is a navigation bar with tabs for 'Review', 'Batch', 'Query', 'Batch Report', and 'Returned'. Below this is a menu with links for 'Home', 'Per Diem Rates', 'Travel Regulations', 'Help', and 'Logoff'. The main content area is titled 'Search Criteria' and contains several input fields for 'Reimbursement Request Data' (RR ID, Trip ID, Start Date, End Date, Requestor, Official Station, Description, and Taxable Meals?) and 'Batch Data' (Batch Number, Batch Type, Fiscal Month, and Biennium: 2009). There are also fields for 'Vendor/Document Numbers' and a 'Document Number/Suffix' field. A 'Search' button is highlighted with a yellow starburst, and a callout bubble explains that search results will appear at the bottom of the screen. Another callout bubble points to the 'Biennium' field, stating 'To open a specific line, click on the "Folder" icon on the desired line'. A third callout bubble points to a folder icon in the 'View' column of the search results table, stating 'Click here to add a comment'. The 'Search Results' table has columns for 'Batch Nbr', 'Type', 'Bia', 'FM', 'Requestor', 'Description', 'Last Activity', 'Total', 'Tax Total', 'View', and 'Comment'. The table contains four rows of data, each with a folder icon in the 'View' column and a comment icon in the 'Comment' column.

Batch Nbr	Type	Bia	FM	Requestor	Description	Last Activity	Total	Tax Total	View	Comment
DT	DT	2009	22	Origin.Name	Test of name change	04/02/2009 11:38 AM	\$55.00	\$0.00	Folder icon	Comment icon
DT	DT	2009	22	Origin.Name	Test of Name change for RRs	04/02/2009 01:35 PM	\$35.20	\$0.00	Folder icon	Comment icon
BB	BB	2009	21	Requestor.Bret	test for travel advance 2	03/26/2009 04:51 PM	\$275.00	\$0.00	Folder icon	Comment icon
DT	DT	2009	21	Traveler.Adam	Test for DEMO	04/02/2009 11:08 AM	\$818.10	\$0.00	Folder icon	Comment icon

You will need to use the scroll bar to far right and then click the folder  in the Open column of the desired row to view the trip or reimbursement request.

Fiscal will have an additional icon that they can click on. Click the  icon in the Comment column to open the Add Reimbursement Comment window. Comments made in this window display as reimbursements request comments.

The screenshot shows a dialog box titled 'Add Reimbursement Comment - Web Page Dialog'. It contains a text area for entering comments, with a note that fields marked with an asterisk must be completed. Below the text area are 'Save & Close' and 'Cancel' buttons. The dialog box is set against a background of the system's main interface.

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Click the Clear button  to clear the current query.

You can change the sort order by clicking on any column heading.

The default sort order is this screen is by Requestor in descending order.

Selective sorting:

- Clicking Last Activity as a primary sort will result in a chronological display, to the minute, with the oldest trip or reimbursement request listed first. Secondary sorts are not available.

The system will display a “No Data to Display” message in the Search Results Section if the search doesn’t find a match.