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.

Approvers can access the query feature through a link located in the Tasks Section of their home 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.
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, backslashes 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:**

![Query Screen Image]

Once you have selected your criteria and clicked on the “Search” button your query results will appear at the bottom of the screen.
FISCAL SCREEN APPEARS AS:

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 widow display as reimbursements request comments.
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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.