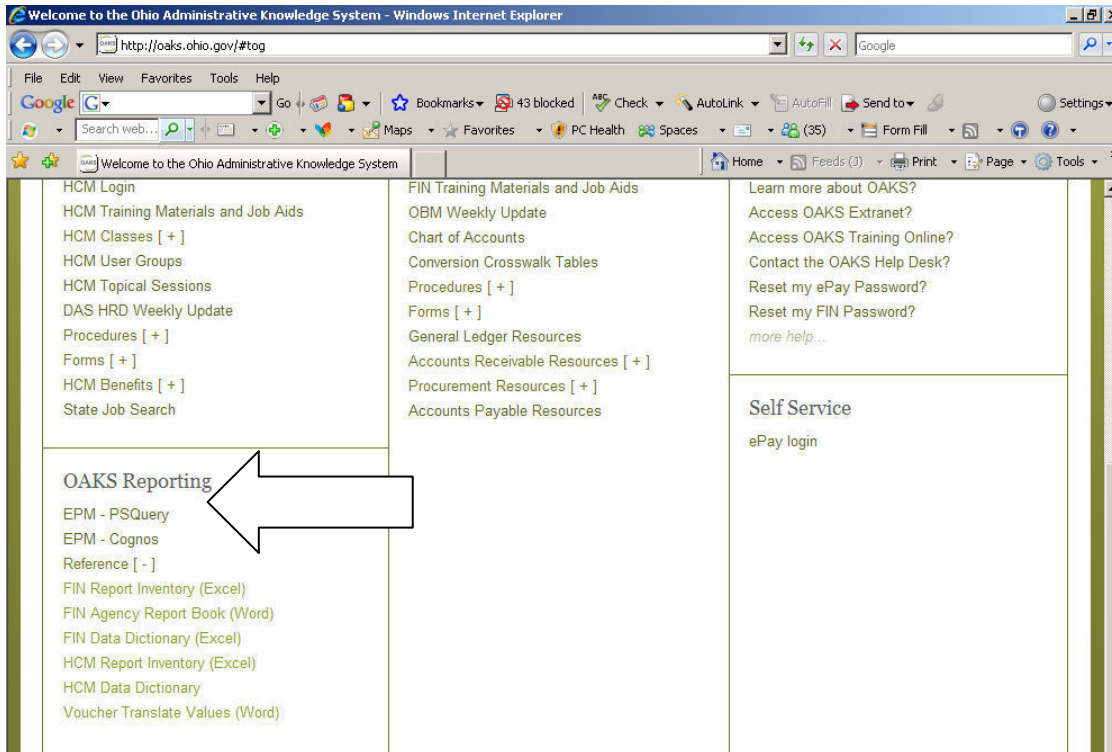


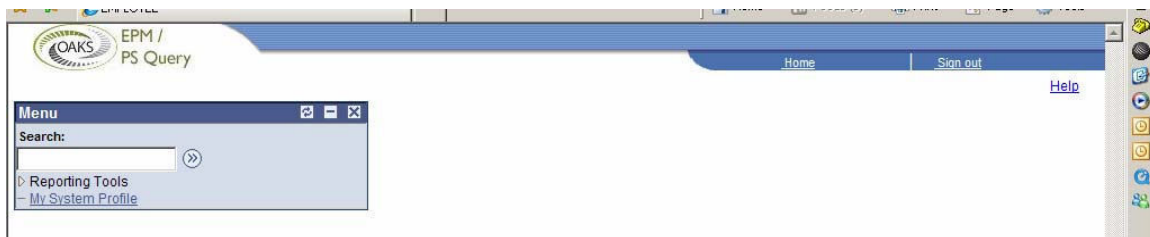
## EPM PS Query:

Go to the OAKS home page at <http://oaks.ohio.gov>.

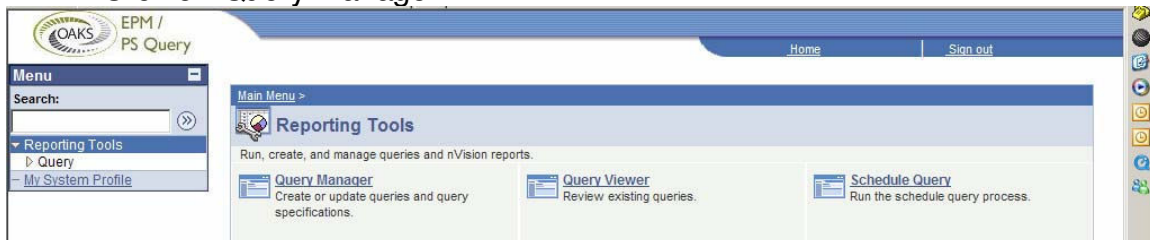
1. Click on the EPM-PSQuery link.
2. Enter you epay user ID and password



3. Click on Reporting Tools



4. Click on Query Manager



5. Click on Create New Query

6. Enter OH\_ECAC in the field
7. Click Search



8. Click Add Record



9. Check all Fields button

10. Click on the BUSINESS\_UNIT criteria button to the far right.

The screenshot shows the 'Fields' tab in the EPM/PS Query application. The 'Query Name' is 'New Unsaved Query'. Below the 'Chosen Records' section, there are two buttons: 'Check All Fields' and 'Uncheck All Fields'. A list of fields is displayed with checkboxes on the left and a 'Hierarchy Join' icon on the right. The 'BUSINESS\_UNIT - Business Unit' field is highlighted, and a white arrow points to it from the right side of the screen.

Fields	Find	View All	First	1-11 of 11	Last
<input checked="" type="checkbox"/> OH_VNDR_ACCT_NUM - EDI Vendor Account Number					
<input checked="" type="checkbox"/> STD_ID_NUM - ID Number					
<input checked="" type="checkbox"/> ACTIVE_STATUS - Active Status					
<input checked="" type="checkbox"/> ADDRESS_SEQ_NUM - Address Sequence Number					
<input checked="" type="checkbox"/> BUSINESS_UNIT - Business Unit					
<input checked="" type="checkbox"/> LAST_UPDATE_DATE - Last Update Date					
<input checked="" type="checkbox"/> OH_LAST_UPDTD_BY - Last Updated By					
<input checked="" type="checkbox"/> ORIGIN_AP - AP Origin ID					
<input checked="" type="checkbox"/> SPEEDCHART_KEY - SpeedChart Key					
<input checked="" type="checkbox"/> VENDOR_ID - Vendor ID					
<input checked="" type="checkbox"/> VNDR_LOC - Vendor Location					

11. Enter your agencies BU in the Constant field. (Example DNR01)

12. Click OK

The screenshot shows the 'Edit Criteria Properties' dialog box. The 'Condition Type' is set to 'equal to'. The 'Expression 1' is 'A.BUSINESS\_UNIT - Business Uni'. The 'Expression 2' is 'Constant: DNR01'. The 'OK' button is highlighted.

**Edit Criteria Properties**

Choose Expression 1 Type:  Field  Expression

Expression 1: Choose Record and Field  
Record Alias.Fieldname:  
A.BUSINESS\_UNIT - Business Uni

\*Condition Type: equal to

Choose Expression 2 Type:  Field  Expression  Constant  Prompt  Subquery

Expression 2: Define Constant  
Constant: DNR01

OK Cancel

### 13. Click Run

The screenshot shows the EPM/PS Query application interface. On the left is a 'Menu' sidebar with options like 'Reporting Tools', 'Query Manager', 'Query Viewer', and 'Schedule Query'. The main window has a top navigation bar with 'Home' and 'Sign out'. Below that is a secondary navigation bar with tabs: 'Records', 'Query', 'Expressions', 'Prompts', 'Fields', 'Criteria', 'Having', 'View SQL', and 'Run'. The 'Run' tab is highlighted with a white arrow pointing to it. The main content area shows 'Query Name: New Unsavd Query' and 'Description:'. Below this is a 'Chosen Records' section for 'OH\_ECAC\_VW - OAKS ECAC Reporting View'. It includes 'Check All Fields' and 'Uncheck All Fields' buttons. A 'Fields' list is shown with checkboxes for various fields, all of which are checked. The fields include OH\_VNDR\_ACCT\_NUM, STD\_ID\_NUM, ACTIVE\_STATUS, ADDRESS\_SEQ\_NUM, BUSINESS\_UNIT, LAST\_UPDATE\_DATE, OH\_LAST\_UPDTD\_BY, ORIGIN\_AP, SPEEDCHART\_KEY, VENDOR\_ID, and VNDR\_LOC.

### Your results...

The screenshot shows the same EPM/PS Query application interface, but now displaying the results of the query. The 'Run' button in the top navigation bar is highlighted. Below the navigation bar, there are links for 'View All', 'Rerun Query', and 'Download to Excel'. The results are displayed in a table with 17 rows and 10 columns. The columns are: EDI Vendor Acco, ID Num, Status, Addr, Unit, Last Update Dt, Last Updated By, Origin, SpeedChart, and Vendor. The data shows a list of vendors with their respective account numbers, IDs, and other details.

	EDI Vendor Acco	ID Num	Status	Addr	Unit	Last Update Dt	Last Updated By	Origin	SpeedChart	Vendor
1	2003071812515590	311560186	A	5	DNR01	01/01/1901	CNV	433	-	0000062804
2	2003071812515600	311560186	A	5	DNR01	01/01/1901	CNV	433	-	0000062804
3	2003071812515910	311560186	A	5	DNR01	01/01/1901	CNV	350	-	0000062804
4	2003071812520280	311560186	A	5	DNR01	01/01/1901	CNV	391	-	0000062804
5	2003071812520320	311560186	A	5	DNR01	01/01/1901	CNV	391	-	0000062804
6	2003071812520890	311560186	A	5	DNR01	01/01/1901	CNV	369	-	0000062804
7	2003071812521870	311560186	A	5	DNR01	01/01/1901	CNV	391	-	0000062804
8	2003071812522320	311560186	A	5	DNR01	01/01/1901	CNV	366	-	0000062804
9	2003071812522890	311560186	A	5	DNR01	01/01/1901	CNV	399	-	0000062804
10	2003071812523090	311560186	A	5	DNR01	01/01/1901	CNV	359	-	0000062804
11	2005052513584045	311560186	A	5	DNR01	01/01/1901	CNV	359	-	0000062804
12	13991849	841248716	A	9	DNR01	01/01/1901	CNV	391	-	0000086580
13	13991852	841248716	A	9	DNR01	01/01/1901	CNV	405	-	0000086580
14	2003071705435320	311560186	A	5	DNR01	01/01/1901	CNV	397	-	0000062804
15	2003071705435330	311560186	A	5	DNR01	01/01/1901	CNV	397	-	0000062804
16	2003071705435350	311560186	A	5	DNR01	01/01/1901	CNV	376	-	0000062804
17	2003071705435380	311560186	A	5	DNR01	01/01/1901	CNV	411	-	0000062804