

Instructions for Query Viewer

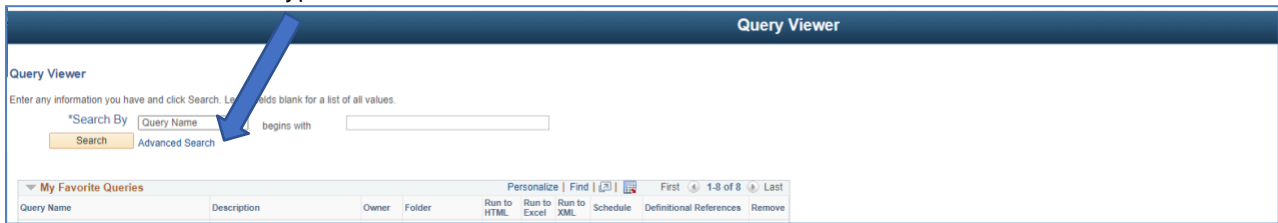
1. Log into ctclink, from <https://ptprd.ctclink.us/psp/ptprd/EMPLOYEE/?&>
2. Select FSCM (The Finance Pillar)
3. Select Navigator Icon
4. Select Navigator box



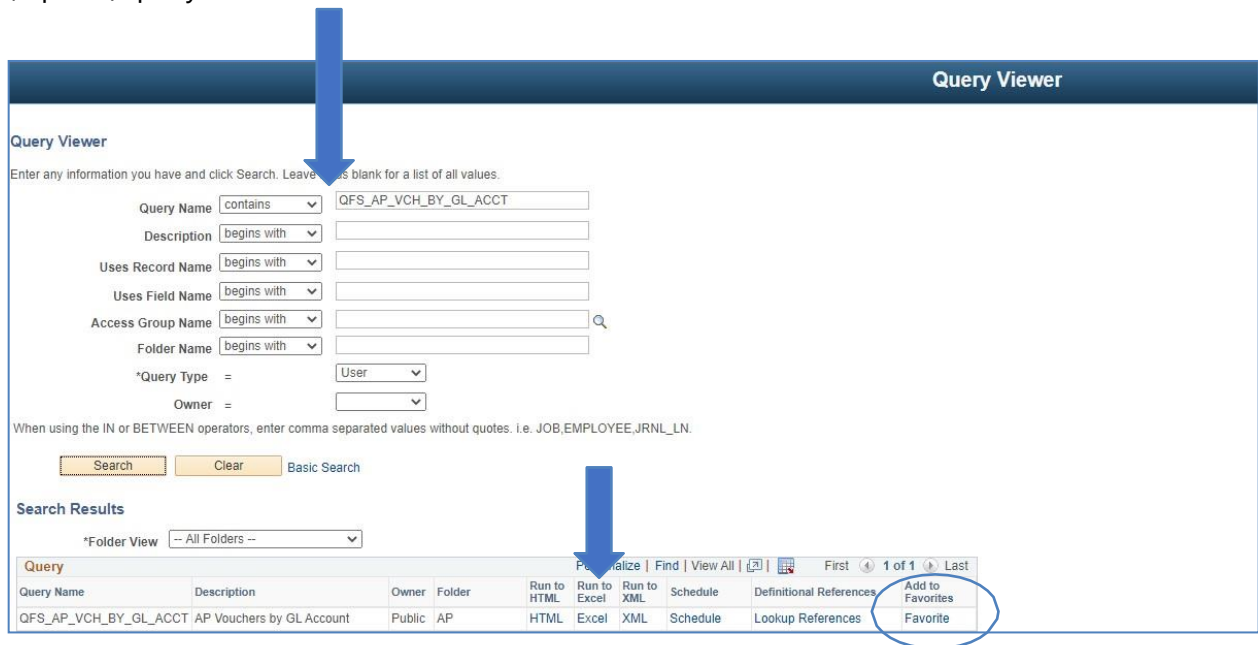
The image shows two screenshots of the ctclink system. The top screenshot is the 'ctcLink GATEWAY' for OLYMPIC COLLEGE. A blue arrow points to the 'FSCM' link in the top navigation bar. The bottom screenshot shows the 'Employee Self Service' interface. A blue arrow points to the 'Navigator' icon in the left sidebar. Another blue arrow points to the 'Reporting Tools' option in the expanded 'NavBar: Navigator' menu. A third blue arrow points to the 'Query Viewer' option within the 'Reporting Tools' menu. Text boxes with blue borders are overlaid on the bottom screenshot: 'Select navigator icon' and 'Select navigator box'.

5. Select Reporting Tools/Query/Query Viewer

6. Select Advance Search hyperlink



7. Next to Query Name field, change drop down from "begins with" to "contains" and in the next field type (orpaste) query name



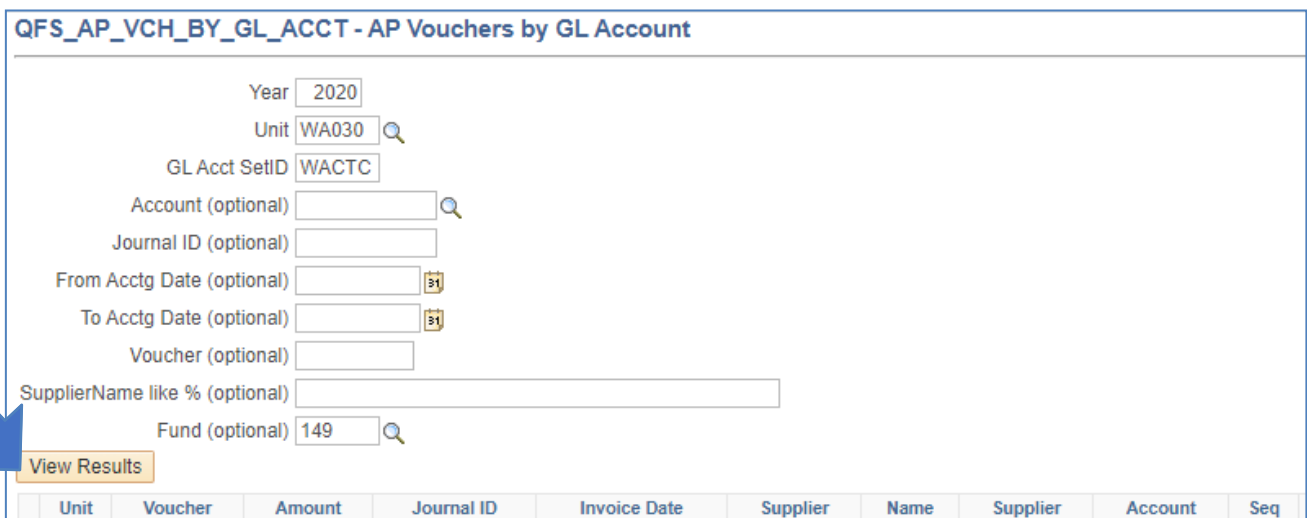
8. Select search button

- a. Note: there is an "Add to Favorites" button

9. Select Excel hyperlink under "Run to Excel"

10. Enter parameters for report

- a. Depending on the query there is multiple parameters to extract financial data. Please use the Chartstring Lookup for Campus on Sharepoint site or X:\Shared Documents and Forms\Departments\Financial Services\ctcLink

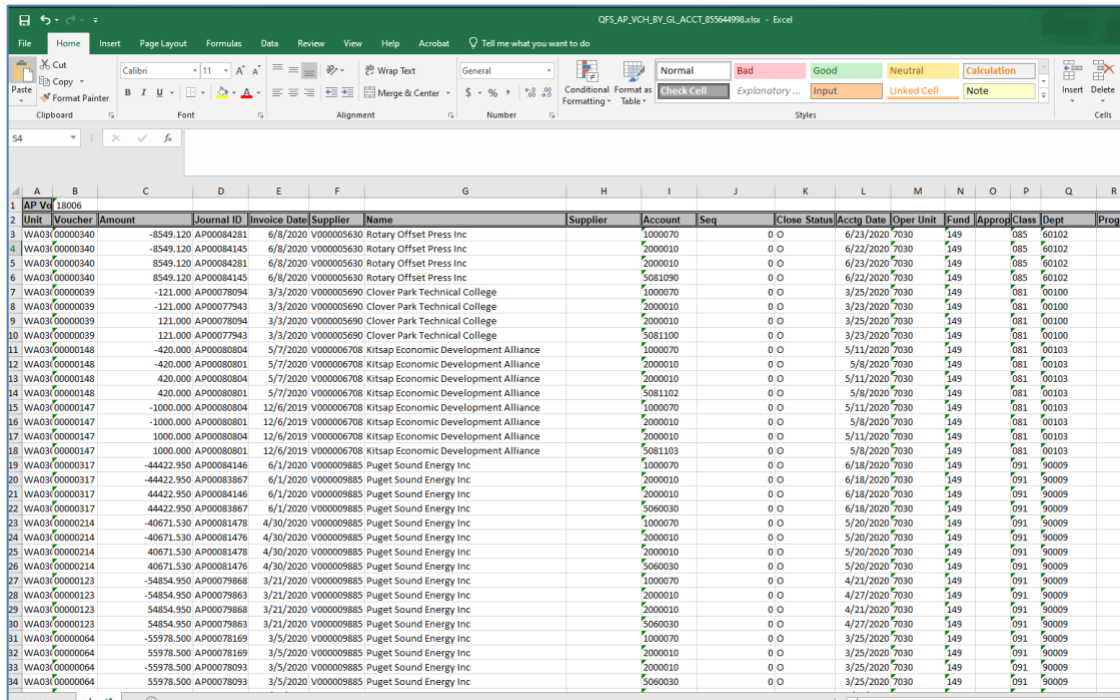


11. Select View Results button

a. You will see Excel report in bottom left corner:



12. Report available in Excel



Unit	Voucher	Amount	Journal ID	Invoice Date	Supplier	Name	Supplier	Account	Seq	Close Status	Accty Date	Oper Unit	Fund	Approp	Class	Dept	Progr
WA03	00000340	-8549.120	AP00084281	6/8/2020	V000005630	Rotary Offset Press Inc		1000070	0	0	6/23/2020	7030	149	085	60102		
WA03	00000340	-8549.120	AP00084145	6/8/2020	V000005630	Rotary Offset Press Inc		2000010	0	0	6/22/2020	7030	149	085	60102		
WA03	00000340	8549.120	AP00084281	6/8/2020	V000005630	Rotary Offset Press Inc		2000010	0	0	6/23/2020	7030	149	085	60102		
WA03	00000340	8549.120	AP00084145	6/8/2020	V000005630	Rotary Offset Press Inc		5081090	0	0	6/22/2020	7030	149	085	60102		
WA03	00000039	-121.000	AP00077943	3/3/2020	V000005690	Clover Park Technical College		1000070	0	0	3/25/2020	7030	149	081	00100		
WA03	00000039	-121.000	AP00077943	3/3/2020	V000005690	Clover Park Technical College		2000010	0	0	3/23/2020	7030	149	081	00100		
WA03	00000039	121.000	AP00077943	3/3/2020	V000005690	Clover Park Technical College		2000010	0	0	3/25/2020	7030	149	081	00100		
WA03	00000039	121.000	AP00077943	3/3/2020	V000005690	Clover Park Technical College		5081100	0	0	3/23/2020	7030	149	081	00100		
WA03	00000148	-420.000	AP00080804	5/7/2020	V000006708	Kitsap Economic Development Alliance		1000070	0	0	5/11/2020	7030	149	081	00103		
WA03	00000148	-420.000	AP00080801	5/7/2020	V000006708	Kitsap Economic Development Alliance		2000010	0	0	5/8/2020	7030	149	081	00103		
WA03	00000148	420.000	AP00080804	5/7/2020	V000006708	Kitsap Economic Development Alliance		2000010	0	0	5/11/2020	7030	149	081	00103		
WA03	00000148	420.000	AP00080801	5/7/2020	V000006708	Kitsap Economic Development Alliance		5081102	0	0	5/8/2020	7030	149	081	00103		
WA03	00000147	-1000.000	AP00080804	12/6/2019	V000006708	Kitsap Economic Development Alliance		1000070	0	0	5/11/2020	7030	149	081	00103		
WA03	00000147	-1000.000	AP00080801	12/6/2019	V000006708	Kitsap Economic Development Alliance		2000010	0	0	5/8/2020	7030	149	081	00103		
WA03	00000147	1000.000	AP00080804	12/6/2019	V000006708	Kitsap Economic Development Alliance		2000010	0	0	5/11/2020	7030	149	081	00103		
WA03	00000147	1000.000	AP00080801	12/6/2019	V000006708	Kitsap Economic Development Alliance		5081103	0	0	5/8/2020	7030	149	081	00103		
WA03	00000317	-44422.950	AP00084146	6/1/2020	V000009885	Puget Sound Energy Inc		1000070	0	0	6/18/2020	7030	149	091	50009		
WA03	00000317	-44422.950	AP00083867	6/1/2020	V000009885	Puget Sound Energy Inc		2000010	0	0	6/18/2020	7030	149	091	50009		
WA03	00000317	44422.950	AP00084146	6/1/2020	V000009885	Puget Sound Energy Inc		2000010	0	0	6/18/2020	7030	149	091	50009		
WA03	00000317	44422.950	AP00083867	6/1/2020	V000009885	Puget Sound Energy Inc		5060030	0	0	6/18/2020	7030	149	091	50009		
WA03	00000214	-40671.530	AP00081478	4/30/2020	V000009885	Puget Sound Energy Inc		1000070	0	0	5/20/2020	7030	149	091	50009		
WA03	00000214	-40671.530	AP00081476	4/30/2020	V000009885	Puget Sound Energy Inc		2000010	0	0	5/20/2020	7030	149	091	50009		
WA03	00000214	40671.530	AP00081478	4/30/2020	V000009885	Puget Sound Energy Inc		2000010	0	0	5/20/2020	7030	149	091	50009		
WA03	00000214	40671.530	AP00081476	4/30/2020	V000009885	Puget Sound Energy Inc		5060030	0	0	5/20/2020	7030	149	091	50009		
WA03	00000123	-54854.950	AP00079868	3/21/2020	V000009885	Puget Sound Energy Inc		1000070	0	0	4/21/2020	7030	149	091	50009		
WA03	00000123	-54854.950	AP00079863	3/21/2020	V000009885	Puget Sound Energy Inc		2000010	0	0	4/27/2020	7030	149	091	50009		
WA03	00000123	54854.950	AP00079868	3/21/2020	V000009885	Puget Sound Energy Inc		2000010	0	0	4/21/2020	7030	149	091	50009		
WA03	00000123	54854.950	AP00079863	3/21/2020	V000009885	Puget Sound Energy Inc		5060030	0	0	4/27/2020	7030	149	091	50009		
WA03	00000064	-55978.500	AP00078169	3/5/2020	V000009885	Puget Sound Energy Inc		1000070	0	0	3/25/2020	7030	149	091	50009		
WA03	00000064	-55978.500	AP00078169	3/5/2020	V000009885	Puget Sound Energy Inc		2000010	0	0	3/25/2020	7030	149	091	50009		
WA03	00000064	-55978.500	AP00078093	3/5/2020	V000009885	Puget Sound Energy Inc		2000010	0	0	3/25/2020	7030	149	091	50009		
WA03	00000064	55978.500	AP00078093	3/5/2020	V000009885	Puget Sound Energy Inc		5060030	0	0	3/25/2020	7030	149	091	50009		

Further Information

Olympic College has a video on this process as well:

https://olympic0.sharepoint.com/v:g/ctcLinkProjectTeam/ET7hkqCkmztJqYjX_mlAXD0BLc4A9pSwr8sgOf0mbF_yyA?e=9OcPqc