Discoverer Stored Accounting Workbook GSA Motor Pool tab

1. Background: The new Oracle version of the GSA Motor Pool Interface (GI) has been promoted to Production and fully implemented by the Central Finance Branch (CFB). The GI maintains Stored Accounting information that is linked to the leased vehicle's Tag Number. This Stored Accounting (ACCS) data is located in the GSA_Tag_Control and GSA_Tag_Detail tables. The GSA_Tag_Control includes the Tag Number and Point of Contact information along with the Active Status code. The GSA_Tag_Detail includes the ACCS information and the Prorating Percentage data.

2. Purpose: The GSA Motor Pool tab in the Stored Accounting workbook was developed to provide easy access to the information stored in the two GSA_Tag tables. It is envisioned this tool will provide the Line Office (LO)/Staff Office (SO)/Financial Management Center (FMC) user communities the necessary visibility of the Stored Accounting information linked to their vehicle's tag number. This should help them to manage the distribution of the cost associated with their GSA leased vehicles. The Discoverer workbook provides the ability to query by LO, SO, and/or FMC.

3. Steps to open and use the Stored Accounting Workbook - GSA Motor Pool tab:

Step 1 – Opening the Workbook:

A. Click the Open an existing workbook icon ^[2].

🖆 Workbook Wizard, Step 1 of 10: Create/Open Workbook 🛛 🔀
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B. Click the Database icon **Database**...

🗿 Workbook Wizard, Step 1 of 10: Create/Open Workbook	×
This wizard helps you open an existing workbook or create a new one so that you can quickly retrieve information from the database.	
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C. Select (Click/Highlight) the CAMSADM.Stored-Accounting workbook and click the Open button ______.

🚳 Open Workbook from Database	×
Choose a workbook to open:	
CAMSADM.NOA117	
CAMSADM.NOA118-Detail	
CAMSADM.PPBES-Maintenance	
CAMSADM.PPBES-Reporting	
CAMSADM.Reference-Data	
CAMSADM.Stored-Accounting	
CAMSADM.Transaction-Activity	
Description	1
19-MAY-2006 - Added GSA Motor Pool worksheet.	
07-SEP-2005 - Workbook to report on stored accounting for	
	']
Help Open Cancel)

Step 2 – Edit Parameter Values:

A. The Edit Parameter Values screen will open for the CPCS Cardholder tab. Click the Cancel button Cancel then click the GSA Motor Pool tab

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Edit Parameter Values
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(Help) (Cancel)
CPCS Cardholder CPCS Line Office ESPS ERecurring AP INFC Labor GSA Motor Pool

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🖆 Edit Parameter Value	5	
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Help	Description Specify one or more Bureau Codes for w	hich to select data.
		(25 Rows per Page)
CPCS Cardholder CPCS Line Offi	ce 🗆 ESPS 🖾 Recurring AP	III NFC Labor III GSA Motor Pool

B. The Edit Parameter Values screen will open for the GSA Motor Pool tab.

C. You can type in the Bureau Code and/or Org1 Code and/or Org 2 Code or you can select each one from a List of Values (LOV) by clicking the LOV button select each field.

Note: If you select an item from the LOV don't forget to remove the % (wildcard) or you will receive all data.

Select Values	X
This dialog allows you to select m all values, empty the text field and displayed in groups of 100. Search by: Contains Search for: Case-sensitive	nultiple values from a list. To see a list of click the Go button. The values are <u>G</u> o
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○ 06	
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Previous 1 - 9 Next	
Help	OK Cancel

D. Execute the query clicking the OK button

🕘 Edit Parameter Value	25	×
	Please select values for the following parameters. To change these values later, select Edit Parameter Values from the Sheet menu.	
Dr gar vicinity	Org1 Code (%) [20'	
	Description Specify the Org1 Code for which to select data. Two positions must be entered (e.g., 01). Wildcards permitted.	
Helb	OK Cancel)

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Step 3 – View query results

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Step 4 – Export query results to MS Excel spreadsheet.

- A. Click File/Export.
- B. Step through Export wizard.

Note: You may find that it is better to Export to a Common Separated Variable (CSV) file since the Excel Export formatting can be unusual and difficult to deal with.

Step 5 – Re-query using new parameters.

- A. Click the Refresher icon *s* on the Toolbar.
- B. Enter new parameters and click the OK button .