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.
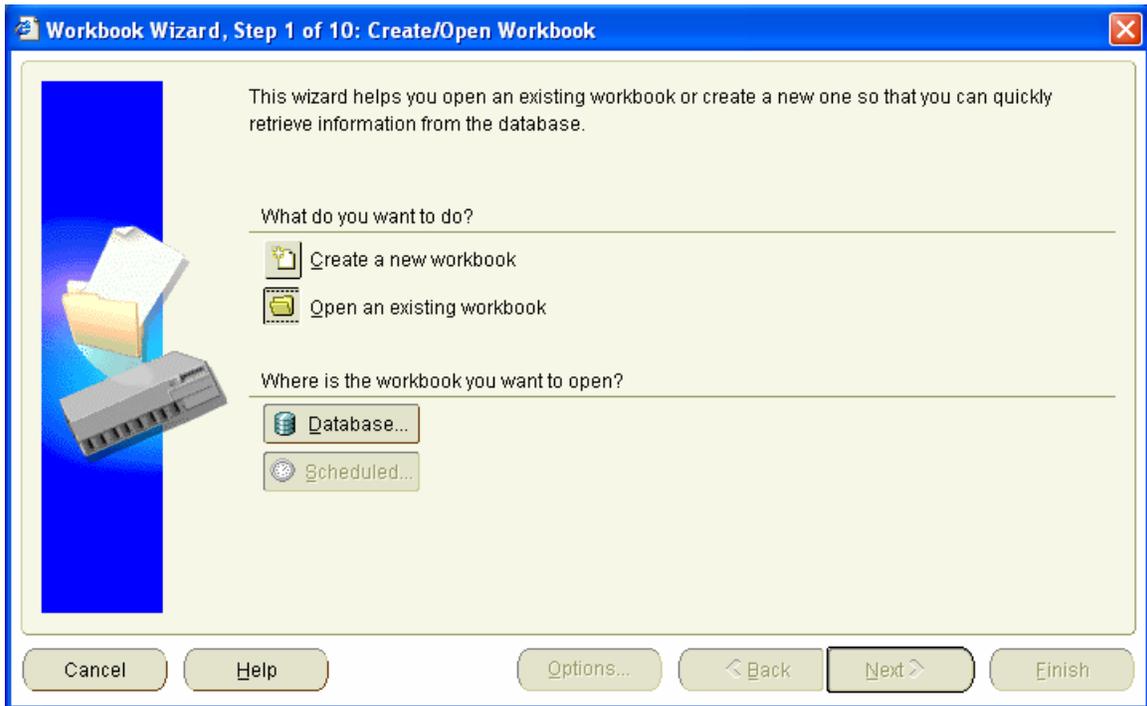
3. Steps to open and use the Stored Accounting Workbook - GSA Motor Pool tab:
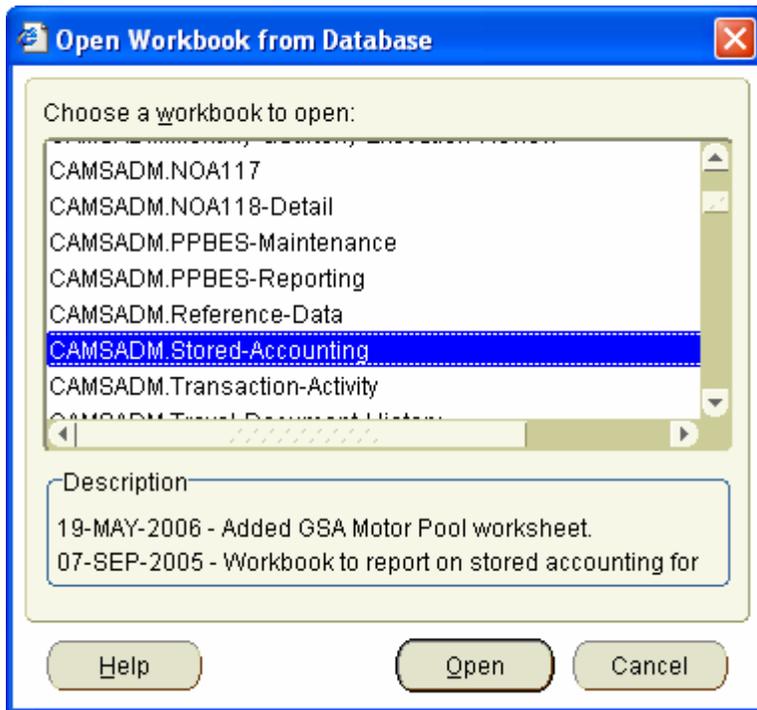
Step 1 – Opening the Workbook:

     A. Click the Open an existing workbook icon .
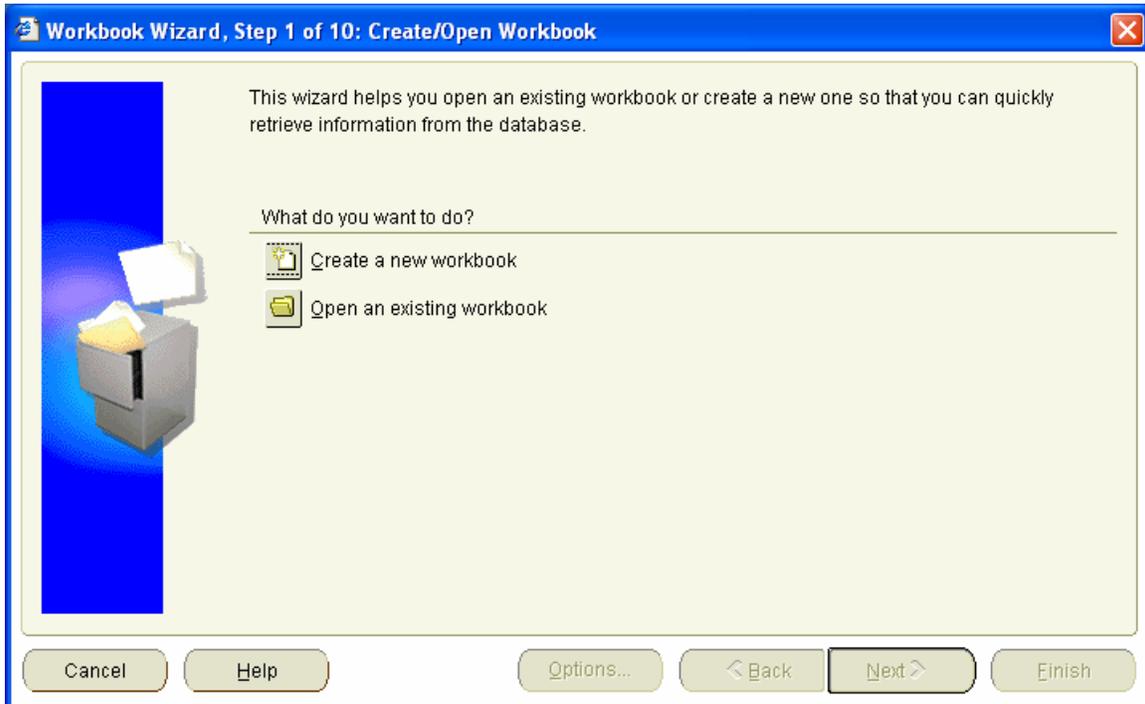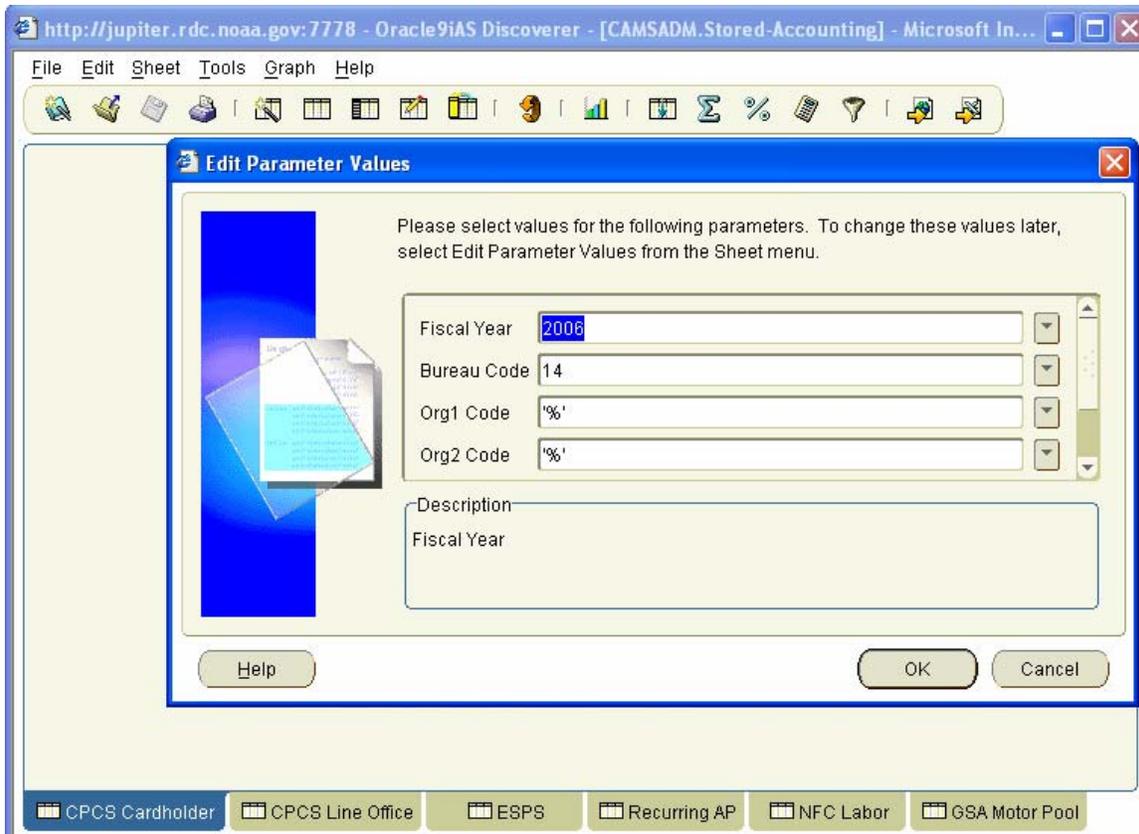
B. Click the Database icon [Database...].
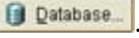
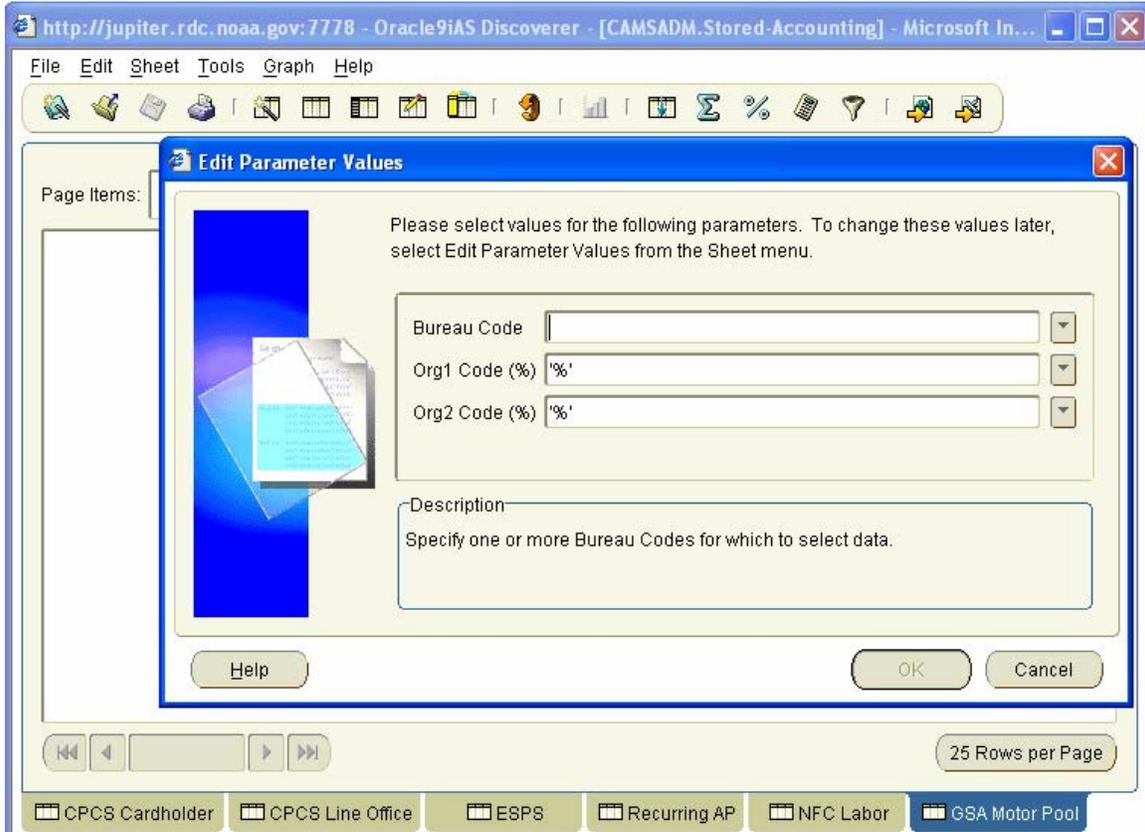C. Select (Click/Highlight) the CAMSADM.Stored-Accounting workbook and click the Open button [Open].

Step 2 – Edit Parameter Values:

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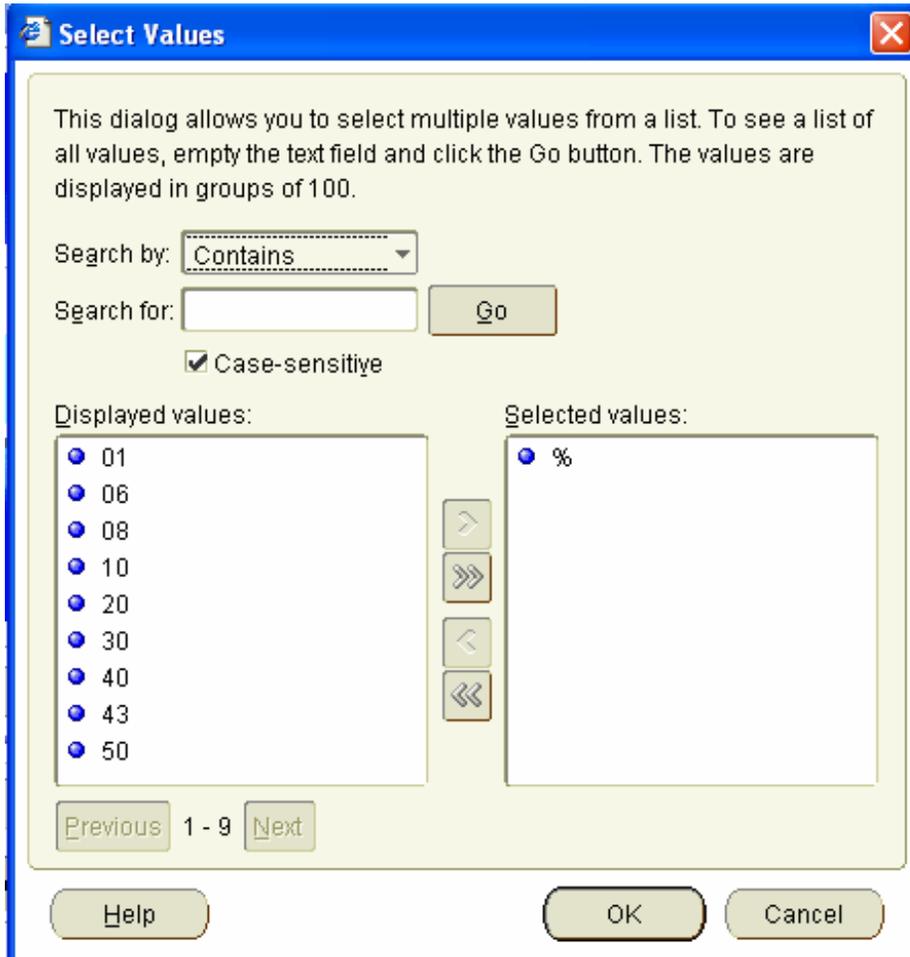Click the Cancel button [Cancel] then click the GSA Motor Pool tab [GSA Motor Pool].
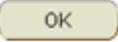
B. The Edit Parameter Values screen will open for the GSA Motor Pool tab.

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 ▾ beside each field.

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

D. Execute the query clicking the OK button [OK] .

Step 3 – View query results

Step 4 – Export query results to MS Excel spreadsheet.

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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 on the Toolbar.

B. Enter new parameters and click the OK button .