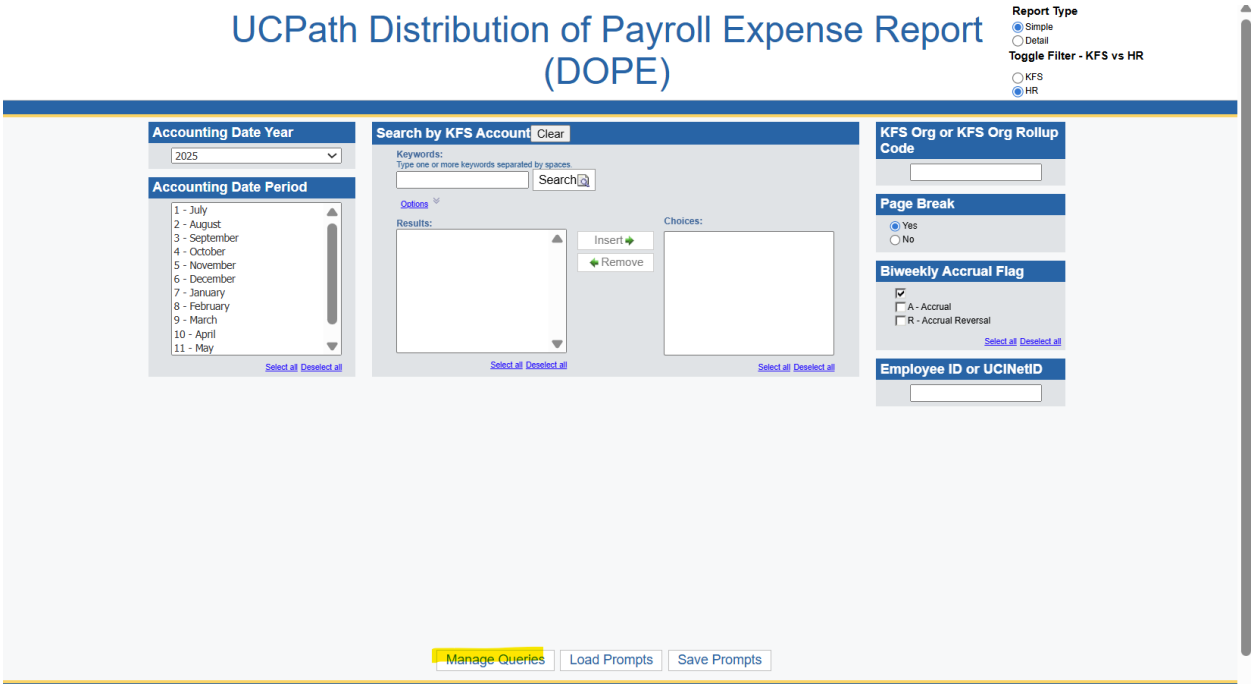
DECISION SUPPORT QUERIES

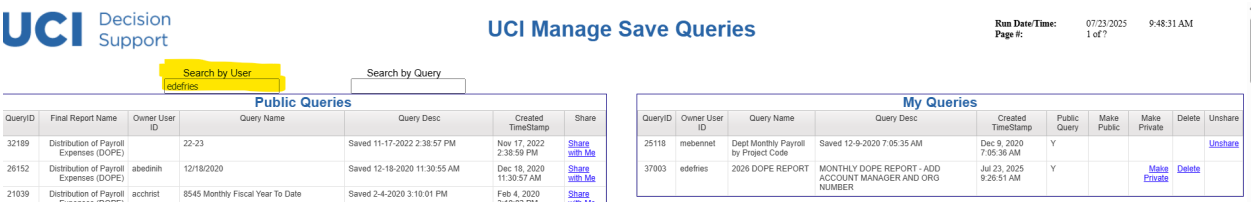
Decision Support has the ability to create/save queries for routinely used reports. I have created queries for both the monthly DOPE and Account Transactions that are downloaded monthly.

Directions to access my saved DOPE Report query:

1. Login to zot portal and click on Decision Support
2. In the UCPath Decision Support Portlet, expand Payroll
3. Click on Distribution of Payroll Expenses Report (RUCI04)
4. At the bottom of the screen, click on the Manage Queries button



5. Once the manage saved queries screen loads, you'll enter my UCInetID (edefries) into the search by User field and hit enter to pull up my queries

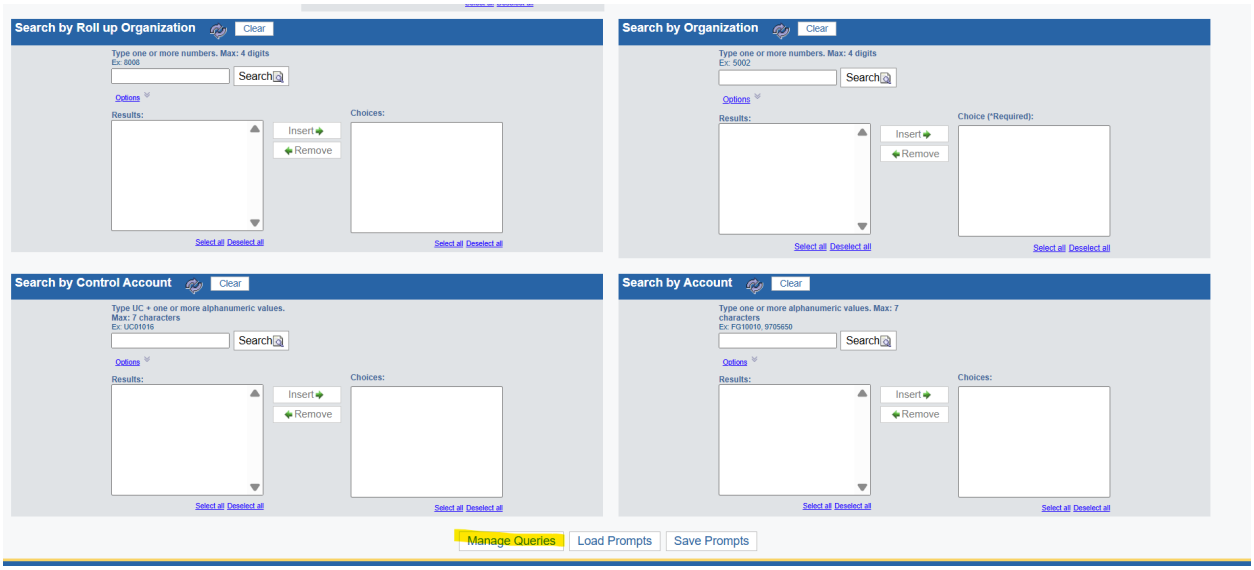


6. My query is 2026 DOPE REPORT. Click on the Share with Me button
7. This saves the query with all the required fields (except account manager and Org) under your UCInetID

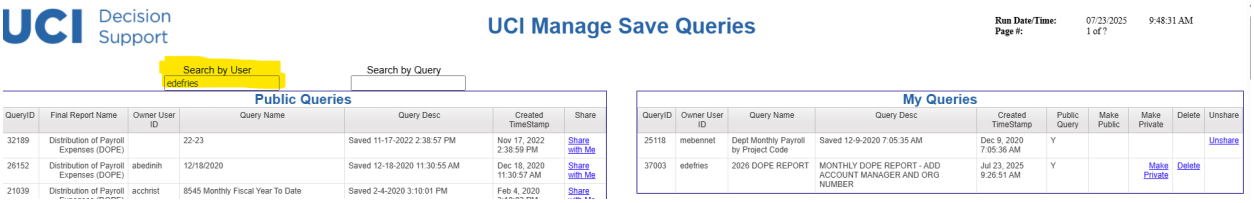
DECISION SUPPORT QUERIES

Directions to access my saved Account Transactions Report query:

8. Login to zot portal and click on Decision Support
9. In the KFS Decision Support Portlet, expand General Ledger – Campus Reports
10. Click on Account Transaction – Income and Expense (FS0100-Detail General Ledger)
11. At the bottom of the screen, click on the Manage Queries button



12. Once the manage saved queries screen loads, you'll enter my UCInetID (edefries) into the search by User field and hit enter to pull up my queries



13. My query is 2026 DEPT REPORT. Click on the Share with Me button
14. This saves the query with all the required fields (except account manager and Org) under your UCInetID