

Information Technology and Computer Skills Training

SAM II - FINANCIAL DATA WAREHOUSE USING ACCESS

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. – 4:00 p.m.

Investment: \$95.00

Prerequisite: You must already have detail access to the Data Warehouse and experience with SAM II Financial and Microsoft Access. Participants will be using their own user ID for this class. It is strongly recommended that you have knowledge of Access 2007; if not participants are encouraged to take the Introduction to Access 2007 program prior to attending this workshop.

COURSE OUTLINE:

USING ACCESS 2007

CREATING TABLE RELATIONSHIPS

- UNDERSTANDING, CREATING, EDITING, AND DELETING TABLE RELATIONSHIPS

UNDERSTANDING QUERIES

- CREATING A QUERY USING THE SIMPLE QUERY WIZARD
- CREATING A QUERY IN DESIGN VIEW
- CUSTOMIZING AND EDITING A QUERY
- WORKING WITH AND USING QUERY EXPRESSIONS
- SPECIFYING MULTIPLE CRITERIA
- CREATING CALCULATED FIELDS

DB2 CONNECTION

- ATTACHING AND LOGGING ON TO THE DATA WAREHOUSE
- LINKING TABLES INTO ACCESS

DATA WAREHOUSE

- UNDERSTANDING THE DATA MODEL
- UNDERSTAND THE REPORTING ELEMENTS OF THE SAM II DATA WAREHOUSE
- DATA MODEL LEDGER, REFERENCE, DOCUMENT, AND SUMMARY TABLES
- IDENTIFY THE APPROPRIATE REPORTING FIELDS OF THE DATA MODEL
- SELECT AND ORGANIZE TABLES FOR AD HOC REPORTING ANALYSIS

AD HOC REPORTS

- CREATE AD HOC REPORTS
- FINDING THE FIELD
- DEVELOPING THE QUERY
- PULLING REPORTS OFF THE WEB
- HOW TO DOWNLOAD QUERIES
- STOPPING RUNAWAY TRANSACTIONS

Visit our website
to find other
technical and
computer training
programs.

www.training.oa.mo.gov

