
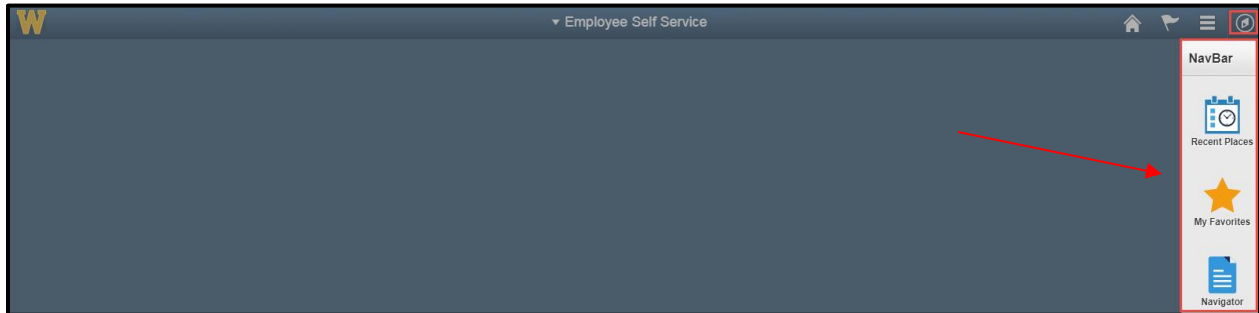

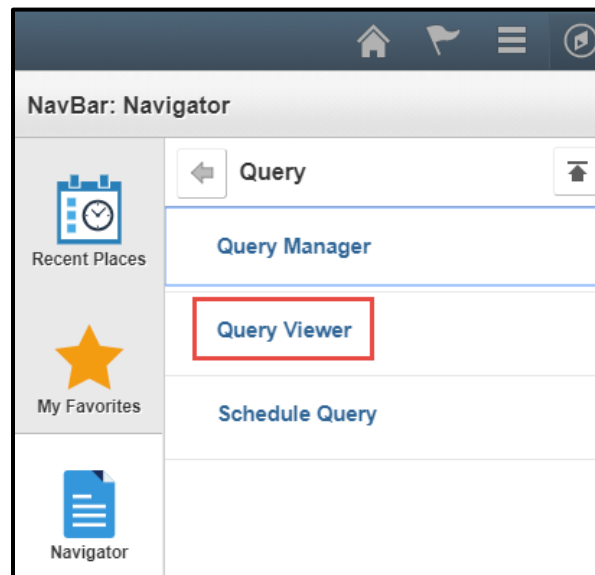


Accessing Travel Authorization Queries

- 1) When you first log into the system, you should see a blue home page. On the top right of the screen, select the  icon and you will see the navigation bar expand.



- 2) On the navigation bar, select the  option **(1)** and another navigation bar will expand. On this new navigation bar, select the **“Reporting Tools”** option, then the **“Query”** option and finally the **“Query Viewer”** option.



- 3) On the search bar, search for “WMU_EX” and then hit the **“Search”** button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

- 4) Look for the “WMU_EX_TAUTH_DEPTID” query and select the “Excel” link to run the report. (Alternatively, you can select the “HTML” or “XML” links if you would prefer to have the data in those formats instead).

WMU_EX_TAUTH_DEPTID	Travel Auths by Department	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
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- 5) On the following screen, enter the cost center and date range that you want to search for and select “View Results”. The browser will download a file that you can select to view the data in Microsoft Excel.

WMU_EX_TAUTH_DEPTID - Travel Auths by Department

Department

Date From

Date To

View Results

Travel Auth ID	TA Description	Traveler	From	To	Purpose	Entered By	TA Status	Updated By
000000062	Alliance Conference	Halseth, Jennifer A	1/23/2017	1/27/2017	Conference	jr2296	Denied	djb6596
000000062	Alliance Conference	Halseth, Jennifer A	1/23/2017	1/27/2017	Conference	jr2296	Denied	djb6596
000000062	Alliance Conference	Halseth, Jennifer A	1/23/2017	1/27/2017	Conference	jr2296	Denied	djb6596
000000062	Alliance Conference	Halseth, Jennifer A	1/23/2017	1/27/2017	Conference	jr2296	Denied	djb6596
000000062	Alliance Conference	Halseth, Jennifer A	1/23/2017	1/27/2017	Conference	jr2296	Denied	djb6596
000000062	Alliance Conference	Halseth, Jennifer A	1/23/2017	1/27/2017	Conference	jr2296	Denied	djb6596
000000062	Alliance Conference	Halseth, Jennifer A	1/23/2017	1/27/2017	Conference	jr2296	Denied	djb6596
000000063	Alliance Conference	Bettis-Cooper, Lisa R	2/26/2017	3/2/2017	Conference	l4bettis	Approved	djb6596
000000063	Alliance Conference	Bettis-Cooper, Lisa R	2/26/2017	3/2/2017	Conference	l4bettis	Approved	djb6596
000000063	Alliance Conference	Bettis-Cooper, Lisa R	2/26/2017	3/2/2017	Conference	l4bettis	Approved	djb6596
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000000063	Alliance Conference	Bettis-Cooper, Lisa R	2/26/2017	3/2/2017	Conference	l4bettis	Approved	djb6596
000000074	Bank of America Conference	Halseth, Jennifer A	2/27/2017	3/2/2017	Conference	jr2296	Denied	djb6596
000000074	Bank of America Conference	Halseth, Jennifer A	2/27/2017	3/2/2017	Conference	jr2296	Denied	djb6596
000000074	Bank of America Conference	Halseth, Jennifer A	2/27/2017	3/2/2017	Conference	jr2296	Denied	djb6596
000000074	Bank of America Conference	Halseth, Jennifer A	2/27/2017	3/2/2017	Conference	jr2296	Denied	djb6596
000000074	Bank of America Conference	Halseth, Jennifer A	2/27/2017	3/2/2017	Conference	jr2296	Denied	djb6596
000000075	Bank of America Conference	Bettis-Cooper, Lisa R	2/27/2017	3/2/2017	Conference	l4bettis	Approved	djb6596
000000075	Bank of America Conference	Bettis-Cooper, Lisa R	2/27/2017	3/2/2017	Conference	l4bettis	Approved	djb6596