Update Query Decision Spreadsheet

Introduction

The project to separate the PeopleSoft CSS/HCM environment into two separate environments during the July 19th, 2014 cutover will impact queries. This document provides an overview of the spreadsheet that will identify those impacts and capture the associated action from functional users.

Overview of workbook

The "Query Decision.xls" document is intended to list all of the PeopleSoft queries, identify all of the impacted records, and identify the reason for the impact. The workbook has the following three tabs:

- **Queries**: Provides a list of all queries and the statistics of when they were last run, who created the query and if there is an impact to the query.
- **Tables**: Provides a listing of all tables that will be truncated in the CSS or HCM environment. Note: a truncated table will still exist in the environment, but no rows of data should exist on the table.
- **Reason**: Provides a listing of the query and any records used in the query with an impact identified. This will allow a user to identify which record in a multi record query will not contain data after the split.

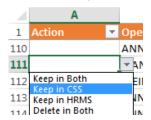### Steps to update the Queries tab

While in the Queries Tab, Column A "Action" and Column B "Owner" will both need to be updated. For the Action, the following values are provided in a drop down menu for the functional user to select. This will determine the direction taken on each individual query during the CSS/HCM Split.

- **Keep in Both**: Query is not impacted by the split and should remain in the CSS and HCM environments after the split.
- **Keep in CSS**: Query should be kept in CSS and removed from the HCM environment during the split.
- **Keep in HCM**: Query should be kept in HCM and removed from the CSS environment during the split.
- **Delete in Both**: Query is no longer needed.

- **Migrate from CSS**: Query changes have been made in the CSS split environment and during go-live we will use the query from the split environment. The query will be removed from the HCM split environment.
- **Migrate from HCM**: Query changes have been made in the HCM split environment and during go-live we will use the query from the split environment. The query will be removed from the CSS split environment.

The name of the person making the decision on the action should go in Column B as the Owner of the decision. The remaining columns are provided to assist with filtering and identifying a grouping of queries.

Query Deletion

This workbook will be used to identify which queries can be removed from production during the go-live weekend for the CSS/HCM Split. Queries that have not been run in production after 1/1/2013 and have not been classified with an 'Action' on the Query tab will be deleted from the production split environments.

Spreadsheet Ownership

The workbook is collectively owned by the CHESS (CSS HCM Enterprise System Split) project team. As such many updates will need to be made by many people. Please remember the following:

- If you do not need to make an update to the document, open as read only.
- When you open the document make sure to remove any filters applied so that you get the data rows you expect.
- Functional Leads are responsible for updating the Action column for the queries in their respective areas. This includes public and private queries.
- If the Operator ID is blank it means this is a public query.
- Remember to close the document when you are done updating.