Historical STIP Information

This job aid will explain:

- How to look up the STIP Attribute on DeptID (Find the Target of STIP) for journals since COA Conversion, but prior to November 2014.

Determining the STIP Attribute on DeptID

If you need to know the value of the STIP Attribute on DeptID in the past or the effective date when it was changed, you can look up the value in ODS, or refer to the tables of source and target DeptIDs at the end of this job aid.

1) There are several ways to look up the STIP Attribute on DeptID in ODS. The following is one way to accomplish this using Excel and Microsoft Query. These instructions assume you have already set up access to ODS on your workstation.

   a) In Excel, choose “From Other Sources” on the Data menu in the ribbon.

   b) From the drop-down menu, choose “From Microsoft Query.”

   c) In the dialog box, choose “SFODSPRD” and click OK.

   d) Log in to ODS when prompted, then in the Query Wizard dialog box, scroll down to the table named PS_ZGL_DEPT_ATTRIB.
Historical STIP Information

e) Click the arrow in the center top button to place all columns in your query.

f) Click Next, and click Next again on the following two dialog boxes until you get the “Query Wizard – Finish” dialog box. It will default to “Return Data to Microsoft Excel.” Click on the Finish button.

h) Add a column with the following formula:

\[ \text{IF}(B2=Q2, "N", "Y") \]

and copy this formula down into all rows of the table.

i) Place a filter on the last column for the letter Y.

j) Now your table will show only the DeptIDs where the Source does not equal the Target. The effective date of the change is shown in column C, “EFFDT.”

k) If you want to find where the STIP from your DeptID is going, sort by the Source and look up the Target.

l) If you want to find all the DeptIDs that are sending STIP to your DeptID, sort by the Target and look up the Sources.

g) You will now have the entire table of DeptID Attributes in Excel.

i) The DeptID is in the column labeled “DEPTID” (column B).

ii) The STIP Attribute is in the column “ZGL_FIELD_C10_A.” (column Q).
### DeptIDs Where the Source and Target for STIP Were Different as of October 2014, Sorted by Source

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### Historical STIP Information

#### DeptIDs Where the Source and Target for STIP Were Different as of October 2014, Sorted by Target

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