Contents

How to Use metaLink

What is the metaLink?

With any PeopleSoft implementation one of the most difficult things for users responsible for Query and Report development is to determine what data lives where and/or to understand the meaning and usage of each record and field. The sheer number of available tables and fields can be overwhelming for anyone attempting to learn the data structure. In addition, end users reading reports may have questions about the exact nature of the data they are looking at. What each date field means, for example.

The obvious answer to this challenge is, of course, a Data Dictionary. A Data Dictionary is a repository of detailed information about the data itself such as relationships to other data, definitions, usage, format, etc. Oracle defines it as a collection of tables with metadata. What is metadata? It is data about data. An example would be the field EMPLID. What type of field is it? Is it a character field, a numeric field? How many characters can it contain? What are valid entries into the field? The Data Dictionary gives users a place to search for all that information and more regarding the data that they use daily. In addition, the Data Dictionary also provides a place for information regarding data relationships.

To meet the need for a Data Dictionary for our Query Developers and end users to have access to the information they need regarding PeopleSoft data structure and metadata, Greg Gamble, of the Application Development team at the State Board developed a web application called metaLink. It is a .Net site on Framework 4.0, using C sharp on code pages. SQL Server is the Database. Having the web app developed in house allows us amazing flexibility.

The MetaLink app will support the college system by providing key information about the data stored within the tables and columns in Golden Gate, which are replicated from the ctcLink production database. The key information is critical to the accurate use of PeopleSoft data for reporting and/or analysis.

- Key Features
  - Allows designated users to document structures and properties for a given record or field.
  - Track and record changes by user, date, and what was changed.
  - Allow users to view completed data dictionary reports.
  - Allow users to view the ctcLink reporting catalog.
  - Allow users to search for available PeopleSoft reporting objects.

MetaLink does not stop at being just a data dictionary. It is also a powerful search tool where users can search all reporting objects in ctcLink as well as the SQL scripts used in Views. The powerful search capabilities enable end users and query developers to search for existing queries and reports easily and efficiently. This helps us to minimize the number of new queries and reports.

The metaLink Data Dictionary

The metaLink data dictionary stores metadata about the records, views and fields used in queries and reports. Much of this is proprietary PeopleSoft information and requires a login to view.

metaLink Login

The Data Dictionary provides the ability to display records and fields by pillar.

To gain access to all aspects of MetaLink you must first request a password. Please submit all requests for MetaLink passwords to Data Services. dataservices@sbctc.edu

Users without a password will still be able to use metaLink for searching but with limited capabilities.

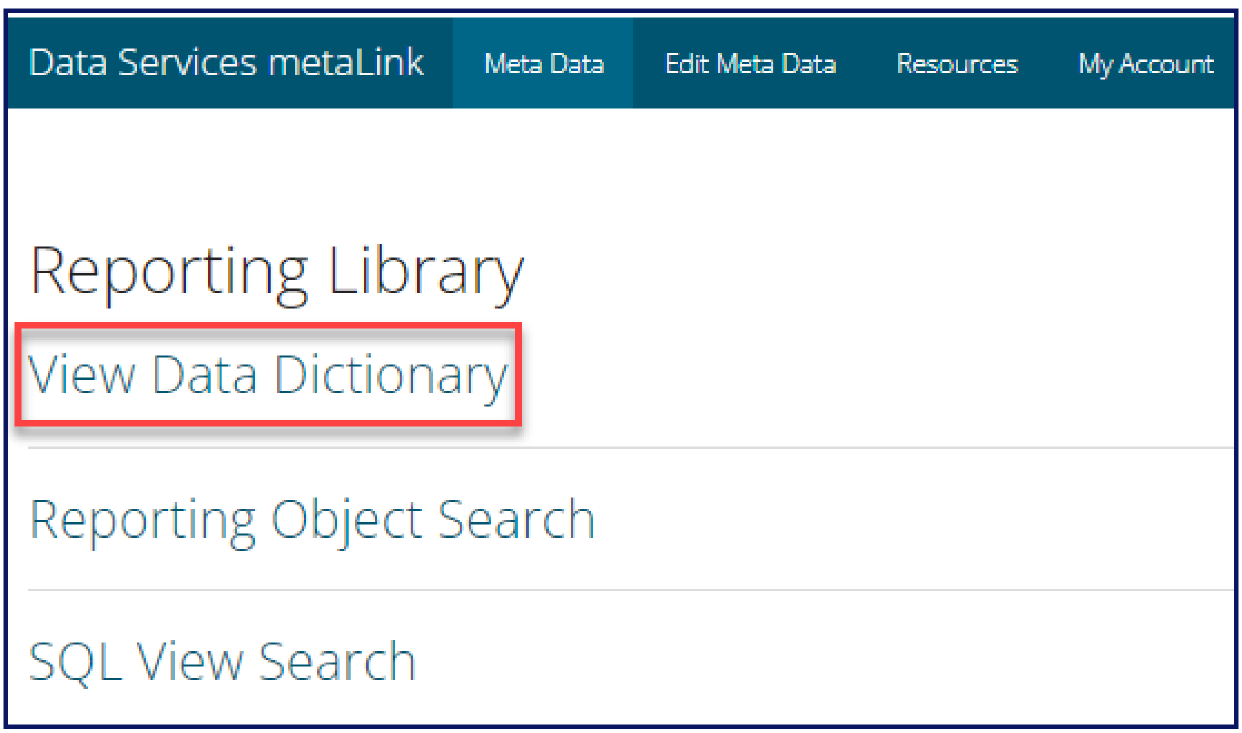
Navigate to http://dataservicesmetalink.sbctc.edu

Click on Login in the upper right hand corner of the screen and enter in your login credentials.

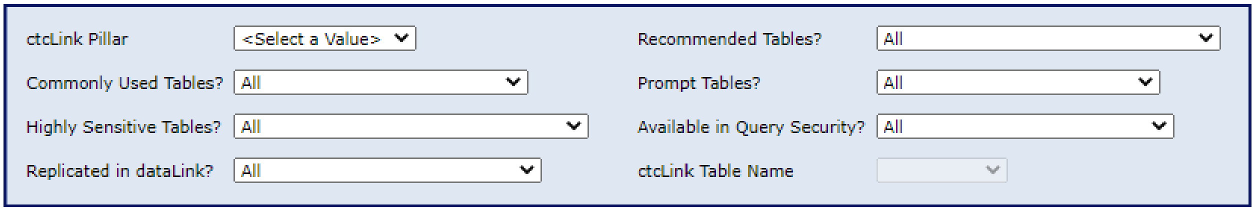
You will now be able to view metadata, edit metadata or edit your account information. Click on Meta Data to go to the Reporting Library.

Using the metaLink Data Dictionary

To view table and column information, click on View Current Data Dictionary.



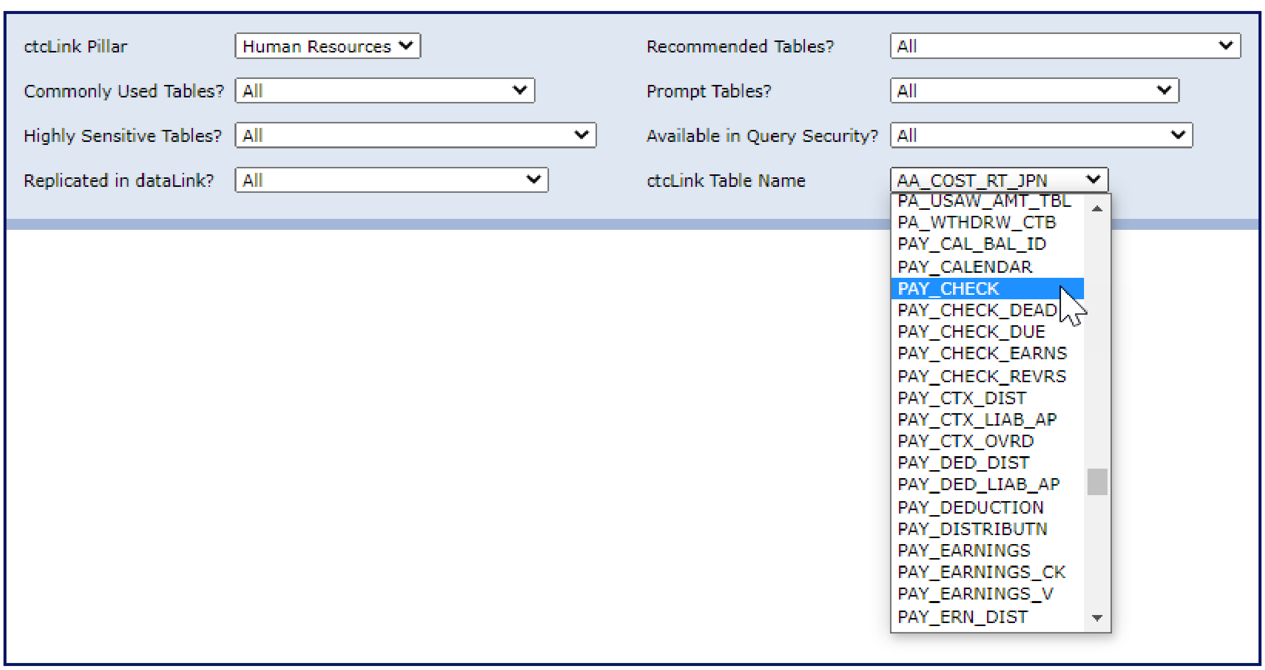
Filtering Data Dictionary Tables



Select a pillar then filter by:

- ctcLink Pillar
  - ctcLink Pillar must be selected as a filter.
- Commonly Used Tables
  - The table has been selected as commonly used and is used in many queries and reports.
- Highly Sensitive Tables
  - The table contains a highly sensitive field.
- Replicated in dataLink
  - The table has been replicated in dataLink.
- Recommended Tables
  - The table has been designated by the Data Services Reporting Team as a recommended table.
- Prompt Tables
  - The table is appropriate for use as a prompt table in query development.
- Available in Query Security
  - The table is included in an access group in a Data Services Query Tree.

Once filters have been selected, the ctcLink Table Name field will become selectable.



Select the table. The table name will be in the ctcLink format for searching, however, if the table has been replicated to dataLink both table names will appear in the Table Information section of the data dictionary.

Click on View Report in the upper right corner of the screen.

The Data Dictionary Report contains two main sections: Table Information and Column Information. Table Information holds details about the record while column Information holds details about the fields in the table.

Viewing the metaLink Data Dictionary

Table Information

Record details are found under the header TABLE INFORMATION. Table information is either sourced from system tables or it is crowd sourced from metaLink users.

Sourced Systematically

- Table Name – Name of the record. If the table has been replicated both the ctcLink and dataLink naming schema will display. If the table has not been replicated, only the ctcLink name will display.
- Friendly Name – The laymen name for the record. For example, the record STDNT_ENRL is commonly referred to as the Student Enrollment table.
- Description – System description of the record.
- Record Type – The type of record.
- Parent Records – Name of the parent records, if applicable.
- Child Records – Names of child records, if applicable.
- Query Record Security – Secure view entered in the Query Security Record field in the record properties that will enforce row level security.
- Query Roles – Roles that grant access to the record.
- Pillar – The record's pillar.
- Module – The record's module.
- Primary Keys – Fields designated as Primary Keys in the record.
- Recommended Table? – indicates if the record has been flagged as recommended.
- Commonly Used Table? – indicates if the record has been flagged as commonly used.
- Prompt Table? – indicates if the record is used as a prompt table.
- Effective Dated Table? – indicates if the record contains the EFFDT field.
- Highly Sensitive Table? – indicates if the record contains a highly sensitive field.
- Available in Query Security? – indicates if the record has been added to an access group in a Data Services Query Tree.
- Replicated Table? – indicates if the record has been replicated to dataLink.

Sourced from metaLink Users

- Record Notes – Notes regarding the record
- Business Use Description – Description of the business use of the record.
- Parent Child Business Rules – A parent-child hierarchy is a hierarchy in a standard dimension that contains a parent attribute. A parent attribute describes a self-referencing relationship, or self-join, within a dimension main table. Parent-child hierarchies are constructed from a single parent attribute.

metaLink Data Dictionary
Pillar: HCM
Table: JOB

Page 1 of 1

TABLE INFORMATION	
Table Name	ctcLink = JOB ; dataLink = PS_JOB
Friendly Name	EE Job History
Description	JOB is one of the core records in the database. Use it to record an employee's job history data such as actions taken, department, job code, location, and salary history. You can create multiple JOB records for an employee. /***/ /* Project: CTC_98427_JOB_DEFAULT_VALUE */ /* Date: 05/05/2021 */ /* Developer: MPorter */ /* added Default 'W' to STD_HRS_FREQUENCY */ /***/
User Record Notes	JOB is one of the core records in the database. Use it to record an employee's job history data such as actions taken, department, job code, location, and salary history. You can create multiple JOB records for an employee.
Record Type	SQL Table
Business Use Description	When joining LIFE_ADD_BEN to JOB PS Query will add the join criteria of EMPL_RCD on both records. The JOB record does not contain any data in this field and so this auto join should be removed.
Parent Child Business Rules	
Parent Record	PER_ORG_ASGN
Child Records	BN_ANNL_BASE_RT, COMPENSATION, CTC_EARNS_DIST, GPGB_EE_LOAN, GPGB_EE_OVRTIME, GPGB_EE_PENSION, GPGB_EE_STKHLD, GPGB_EE_STLOAN, GPGB_EE_TAXCRD, JOB_AUS, JOB_EARNS_DIST, JOB_IND, JOB_JR, JOB_MIL, POSN_EARNS_DIST, VHC_ERN_DIST_NS
Query Record Security	EMPLMT_SRCH_QRY
Query Roles	ZD_DS_QRY_BENEFITS, ZD_DS_QRY_HRCORE, ZD_DS_QRY_PAYROLL, ZD_DS_QRY_TALENT_MGNT, ZD_DS_QRY_TIMELABOR, ZZ Hiring Manager, ZZ Interested Party, ZZ Recruiter, ZZ Recruiting Admin, ZZ Recruiting Admin Local
Pillar	HCM
Module	HR Core Objects
Primary Keys	EFFDT, EFFSEQ, EMPLID, EMPL_RCD
Recommended Table?	No
Commonly Used Table?	Yes
Prompt Table?	Yes
Effective Dated Table?	Yes
Highly Sensitive Table?	No
Available in Query Security?	Yes
Replicated Table?	Yes

Field Information

Field details are found under the header COLUMN INFORMATION. Field information is either sourced from system tables or it is crowd sourced from metaLink users.

Sourced Systematically

- Friendly Name – The laymen name for the column. For example, the column name STRM is commonly referred to as Session/Term.
- Primary Key – Indicates if this field is part of the primary key for the record (table). The combination of primary key fields represent the uniqueness of the row in the record.
- Data Type – A classification identifying one of several types of data, such as integer, text or decimal that determines the possible values for that type.
- Size – The length or scale of the field value. Size is related to the Data Type.
- Precision – Indicates the decimal places for numeric fields.
- Nullable – Indicates of the field can contain null or blank values.
- Data Classification – The field is considered highly-sensitive if this field is populated with "Category 4 Data is considered highly-sensitive data requiring special handling."
- Valid Values – Field values and their meanings. Valid values can be sourced both systematically and from end users. When sources systematically the values come from the PSXLATITEM table.

Sourced from metaLink Users

- Description – The description of the field and what it is used for. Any pertinent information regarding the field should be included.
- History – Includes any historical changes to the field such as inclusions or exclusions of values.
- Examples of Use – Provides examples of how/when to use the field. Information about auto-joins and how they might affect the query, etc.
- Converted – The table and field name of the legacy source record if converted during implementation.
- Notes – Any other notes, pertinent information regarding the field.
- Valid Values – Field values and their meanings. Valid values can be sourced both systematically and from end users.

DEPTID

Friendly Name	Department
Description	A 4 to 6-character alpha value that identifies the organizational unit involved in a transaction. DEPTIDs are assigned to distinctly identifiable units that represent an entity or activity with a defined business objective. The DEPTID is a required field on all transactions. DEPTID is organized into tree levels in PeopleSoft to facilitate reporting and accountability. It is used to establish and set up a budget, and to track expenses and revenue.
Primary Key	No
Data Type	ctcLink = CHAR ; dataLink = VARCHAR2
Size	ctcLink = 10 ; dataLink = 10
Precision	
Nullable	Yes
Data Classification	
History	
Examples of Use	Part of the chart field string ACCOUNT - FUND_CD - DEPTID - CLASS_FLD - PROJECT_ID - ACTIVITY_ID
Converted	
Common Field	No
Notes	The DEPTID in Pay Check is the department that is assigned to the Primary Job and the Empl RCD in Pay Check.
Valid Values	

metaLink Searching

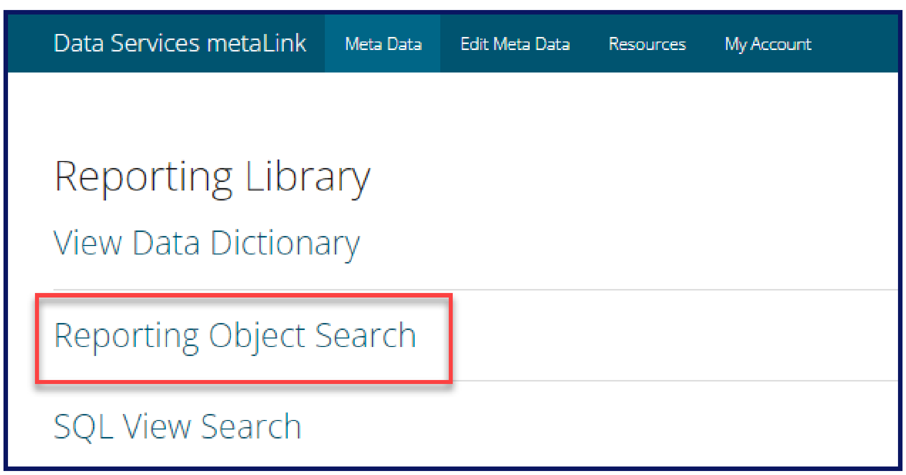
One of the wonderful things about MetaLink is that it allows users to search for reporting objects such as Queries, Pivot Grids and BI Publisher reports across a variety of fields from a single input source. Users can search across all pillars, by field name, record name, description, definition, and folder. The plethora of available options and the ease of searching is one of the best features of MetaLink. In PeopleSoft query for example, the only way to search by query definition is by creating a query to do so, while metaLink allows definition searching with no additional effort required.

Reporting Object Search

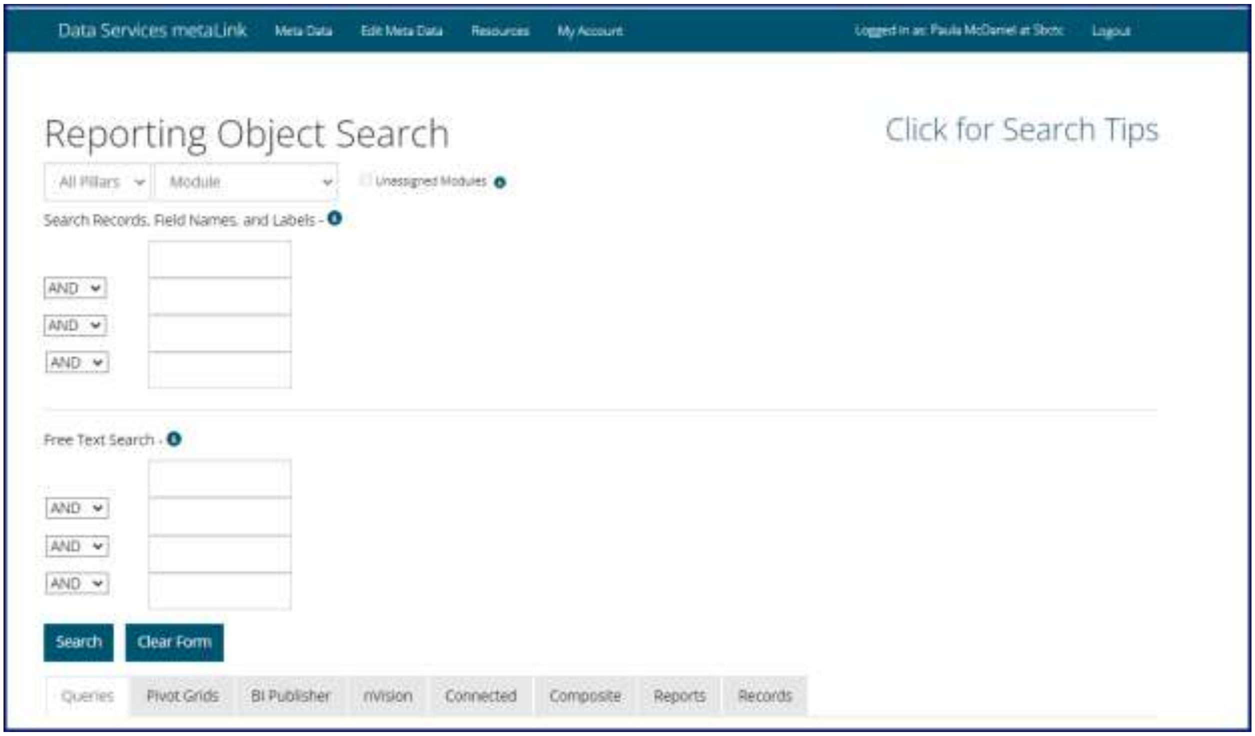
If logged into metalink, click on the MetaData tab to search MetaLink for existing Queries, Pivot Grids, BI Publisher reports, nVision reports, Connected Queries, Composite Queries and Records in Production.

It is not required to log in to search reporting objects and SQL views. If not logged in simply click on Search Tools. Note, searching Records will require the user to be logged in.

Next click on the Reporting Object Search hyperlink.



This will open the Reporting Object Search page where users can search reporting objects by record names and labels, field names and labels, free text, description, long description, label, and folder.



Click for Search Tips

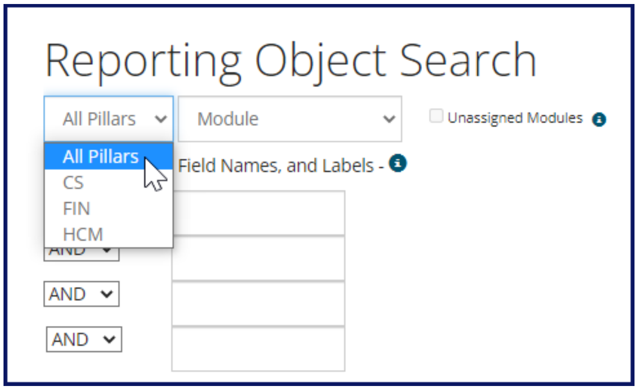
To the right of the screen is a hyperlink titled “Click for Search Tips” that opens general search tips for successful searching when clicked.

Click for Search Tips

- Use **Clear Form** between each search.
- Do not leave blank search boxes in between search terms.
- Use a single word in each search box. Do not use the terms below, unless you want to search on them
  - **AND**: include each search term in the results.
  - **OR**: include any search term in the results.
    - An **AND** attribute used after an OR attribute will be part of the OR statement.
  - **NOT**: disallow search term in the results.
- All searches use partial search terms.
- Search Record and Field Names and Labels will search:
  - Database Field Name
  - Short Field Name
  - Long Field Name
  - Query Field Name Label
  - Field Label
  - Record Name
- Free Text Search will search:
  - Object Name
  - Any Reporting Object Description
  - Any Reporting Object Long Description
  - Query Folder
- If using **NOT**, always use it as the last search option with no blank search boxes in between.
- The **Module** box limits the results to reporting objects that use records that have a module assigned. However, not all records have an assigned module. To include reporting objects that use records with no module assigned, select the **Unassigned Modules** check-box. The **Unassigned Modules** check-box is only available if a **Module** has been selected.

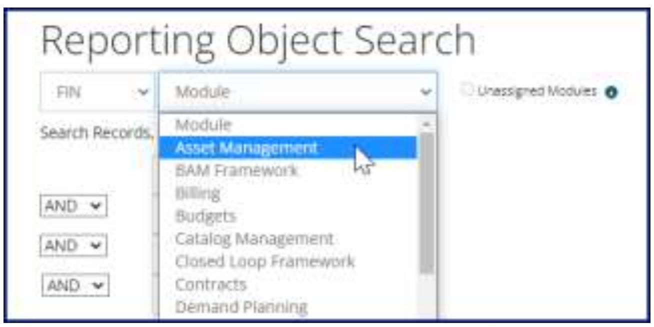
All Pillars

Select CS (Campus Solutions), FS (Financials), HCM (Human Capital Management) or All Pillars to search by one or all pillars.



Module

Module is assigned to most records and reports. The list of available modules will filter based on pillar selection.



Unassigned Modules Checkbox

While most records and reports have an assigned module, not all of them do. To include reporting objects that may not have an assigned module, check the Unassigned Modules checkbox. The Unassigned Module checkbox will only be able to be selected if a module has been selected.

Search Records, Field Names and Labels

Search Record and Field Names and Labels will search:

- Database Field Name
- Short Field Name
- Long Field Name
- Query Field Name Label
- Field Label
- Record Name

Use a single word in each search box. Do not leave search boxes in between search terms and use the **Clear Form** between searches. All searches allow for partial search terms to be entered with no need for a wildcard. Separate search terms by:

- **AND**: include each search term in the results.
- **OR**: include any search term in the results.
    - An AND attribute used after an OR attribute will be part of the OR statement.
- **NOT**: disallow search term in the results. If using NOT, always use it as the last search option with no blank search box in between.

Free Text Search

Free Text will search:

- Object Name
- Any Reporting Object Description
- Any Reporting Object Long Description
- Query Folder

Use a single word in each search box. Do not leave search boxes in between search terms and use the **Clear Form** between searches. All searches allow for partial search terms to be entered with no need for a wildcard. Separate search terms by:

- **AND**: include each search term in the results.
- **OR**: include any search term in the results.
    - An AND attribute used after an OR attribute will be part of the OR statement.
- **NOT**: disallow search term in the results. If using NOT, always use it as the last search option with no blank search box in between.

Search Results

Each tab will display either results or a message saying no results found.

Queries Tab Results

The Queries Tab will show queries that match the search criteria.

The query name will be in the form of a hyperlink, which can be clicked to bring up additional details about the query.

Query Results

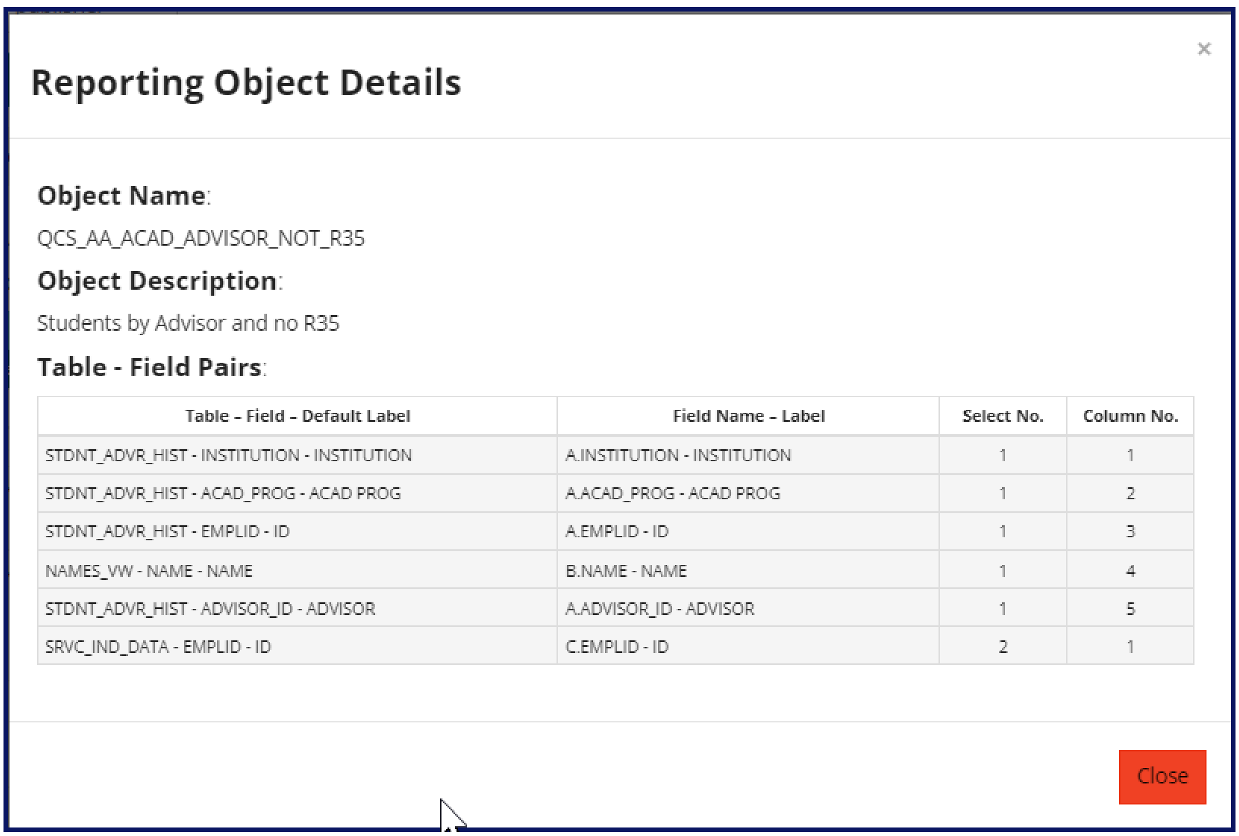
1365 records found

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 ...

click query name for details

Pillar	Folder	Query Name	Description	Long Description
CS	ADMISSIONS	170_TMP_QCS_RA_ADM_APPLS	Applications to be processed	Applications to be processed. CM 8/31/2015 BF 9/15/2015
CS	POPULATION SELECT	CTC_POP_SR_STUDENT_GRP	Pop Select by Student Grp	Clone of query QCS_POP_SR_STUDENT_GRP. 890:tmorris@sbctc.edu 02/12/2021 Added secure prompt to Student Group so users cannot run query for student group data they are not authorized to view.
CS	POPULATION SELECT	CTC_SR_POPSL_STD_GRP_ACT	Pop Select by Student Grp	890:tpeterson@sbctc.edu 07/10/2018 Rename query CTC_POP_SR_STUDENT_GRP to: CTC_SR_POPSL_STD_GRP_ACT 890:CIBER_CGOEL 09/16/2015 Clone of query QCS_POP_SR_STUDENT_GRP. Includes Active Students only. 890:mjohnson@sbctc.edu 9/15/15 Pop Select by Student Group, prompts by institution and Student Group. Includes all Active and Inactive students by prompted SG.
CS	ACADEMIC ADVISING	QCS_AA_ACAD_ADVISOR_NOT_R35	Students by Advisor and no R35	890:CIBER_BSAMRAJ 12/14/2015 Query to pull all the Students by Advisor ID and who are not assigned to R35 Service Indicators. Updated 220: kerickson@tacomacc.edu 7/26/2017 Added an optional prompt for Advisor ID. Updated 220: kerickson@tacomacc.edu 9/18/2017 Updated prompt.
CS	ACADEMIC ADVISING	QCS_AA_ACAD_PLAN_MISSING	FA Elig Acad Plan Missing AAR	890: jcarl@sbctc.edu 12/4/2018 23h Query returns Academic Plans that have been used by Financial Aid that are missing from the Academic Advisement (Degree Audit) module.

The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the creation of the query. The Select No. Column lists the SELECT statement number that the record and field is included in. In the example below, we see that SRVC_IND_DATA – EMPLID belongs to Select No. 2. This means that the query includes a subquery or a union because the query has two SELECT statements in the SQL code. The field Column No. indicates the column order.



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Reporting Object Details

Object Name:

QCS_AA_ACAD_ADVISOR_NOT_R35

Object Description:

Students by Advisor and no R35

Table - Field Pairs:

Table – Field – Default Label	Field Name – Label	Select No.	Column No.
STDNT_ADVR_HIST - INSTITUTION - INSTITUTION	A.INSTITUTION - INSTITUTION	1	1
STDNT_ADVR_HIST - ACAD_PROG - ACAD PROG	A.ACAD_PROG - ACAD PROG	1	2
STDNT_ADVR_HIST - EMPLID - ID	A.EMPLID - ID	1	3
NAMES_VW - NAME - NAME	B.NAME - NAME	1	4
STDNT_ADVR_HIST - ADVISOR_ID - ADVISOR	A.ADVISOR_ID - ADVISOR	1	5
SRVC_IND_DATA - EMPLID - ID	C.EMPLID - ID	2	1

Close

Pivot Grid Tab Results

The Pivot Grids Tab will show pivot grids that match the search criteria.

The pivot grid name will be in the form of a hyperlink, which can be clicked to bring up additional details about the pivot grid.

Pivot Grid Results

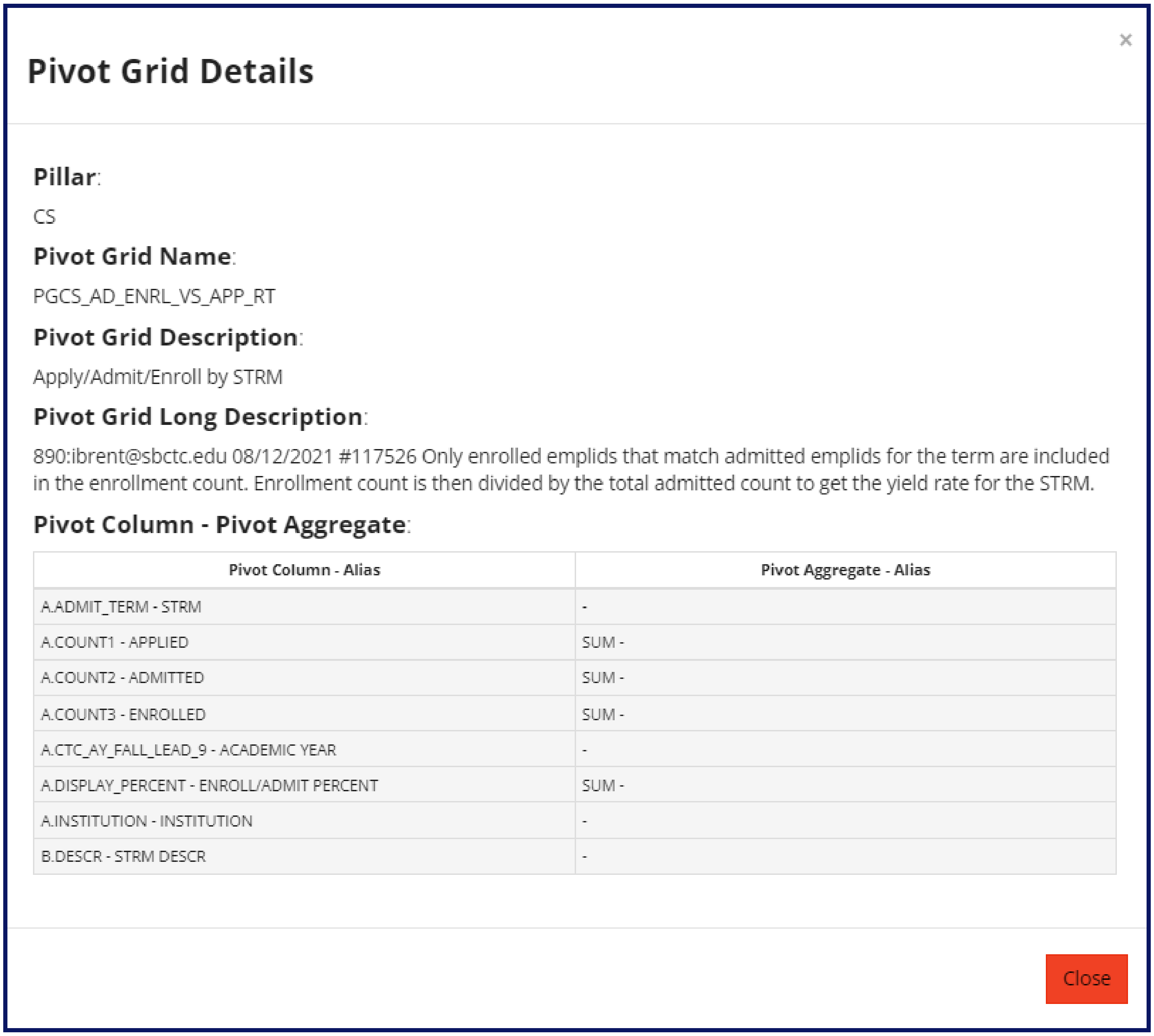
7 records found

1

click query name for details

Pillar	Type	Pivot Grid Name	Description	Long Description	Data Source Name
CS	PSQUERY	PGCS_AD_ENRL_VS_APP_RT	Apply/Admit/Enroll by STRM	890:lbrent@sbctc.edu 08/12/2021 #117526 Only enrolled emplids that match admitted emplids for the term are included in the enrollment count. Enrollment count is then divided by the total admitted count to get the yield rate for the STRM.	QCS_AD_ENRL_VS_APP_RT_PG
CS	PSQUERY	PGCS_CC_COVID_VAX_STNDT_CNT	Student Vaccination Count	890:lbrent@sbctc@edu 08/26/2021 Student Vaccination Count	QCS_CC_COVID_VAX_STNDT_CNT_PG
CS	PSQUERY	PGCS_FA_WORKFORCE	Workforce Budget		QCS_FA_WORKFORCE_BUDGET
CS	PSQUERY	PGCS_SR_STD_FTE_BY_DAY	FTE Total By Registration Day	Unduplicated headcount by funding source and registration day. CTC_FTES_SUMMRY ¿ Unduplicated headcount by funding source and registration day ¿ Counts the student on every day they register by funding source ¿ Duplicated headcount if summed ¿ Totals by registration day count ¿ Sources: CTC_STDNT_FTE and SESSION_TBL	PGCS_SR_STDNT_FTES_BY_DAY
CS	PSQUERY	PGCS_SR_STD_FTE_SUMMARY	FTE Summary	Student FTE Summary with running total for FTE State Supported Funding	QCS_SR_STD_FTE_SUMMARY_PG
CS	PSQUERY	PGCS_SR_STD_HEADCNT_BY_DAY	Headcount Total By Reg Day	Unduplicated headcount by funding source and registration day. CTC_FTES_SUMMRY ¿ Unduplicated headcount by funding source and registration day ¿ Counts the student on every day they register by funding source ¿ Duplicated headcount if summed ¿ Totals by registration day count ¿ Sources: CTC_STDNT_FTE and SESSION_TBL	PGCS_SR_STDNT_HEADCNT_BY_DAY

The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the query data source of the pivot grid. The Pivot Grid Aggregate – Alias column shows the aggregate function applied to each field.



Pivot Grid Details

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Pillar:

CS

Pivot Grid Name:

PGCS_AD_ENRL_VS_APP_RT

Pivot Grid Description:

Apply/Admit/Enroll by STRM

Pivot Grid Long Description:

890:ibrent@sbctc.edu 08/12/2021 #117526 Only enrolled emplids that match admitted emplids for the term are included in the enrollment count. Enrollment count is then divided by the total admitted count to get the yield rate for the STRM.

Pivot Column - Pivot Aggregate:

Pivot Column - Alias	Pivot Aggregate - Alias
A.ADMIT_TERM - STRM	-
A.COUNT1 - APPLIED	SUM -
A.COUNT2 - ADMITTED	SUM -
A.COUNT3 - ENROLLED	SUM -
A.CTC_AY_FALL_LEAD_9 - ACADEMIC YEAR	-
A.DISPLAY_PERCENT - ENROLL/ADMIT PERCENT	SUM -
A.INSTITUTION - INSTITUTION	-
B.DESCR - STRM DESCR	-

Close

BI Publisher Tab Results

The BI Publisher Tab will show BI Publisher reports that match the search criteria.

The BI Publisher Data Source name will be in the form of a hyperlink, which can be clicked to bring up additional details about the query data source. If the data source is a Connected Query, the name of the Connected Query will display but there will not be a hyperlink to follow.

BI Publisher Results

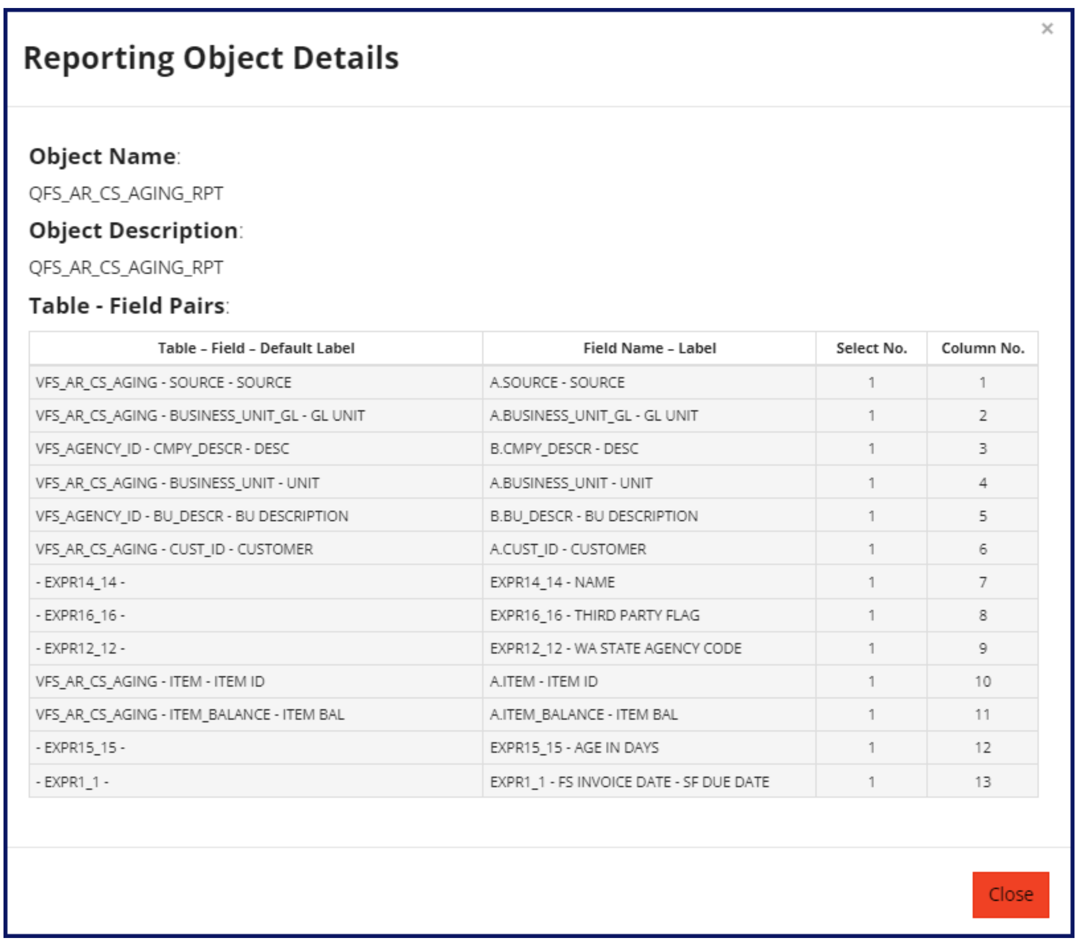
3 records found

1

click query name for details

Pillar	Type	Report ID	Description	Long Description	Burst Field	Template Type	Data Source
FIN	QRY	BFS_AR_00002	QFS_AR_ITEM_DST_GL_BI	AR Sub Ledger Report		RTF	QFS_AR_ITEM_DST_GL_BI
FIN	QRY	BFS_AR_00004	QFS_AR_PAYMENTS_BI	AR Payment Report		RTF	QFS_AR_PAYMENTS_BI
FIN	QRY	BFS_AR_00006	QFS_AR_CS_AGING_RPT	Combined AR/CS Aging Report		RTF	QFS_AR_CS_AGING_RPT

The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the query data source of the BI Publisher report. The Select No. Column lists the SELECT statement number that the record and field is included in. The Column No. field indicates the column order.



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Reporting Object Details

Object Name:

QFS_AR_CS_AGING_RPT

Object Description:

QFS_AR_CS_AGING_RPT

Table - Field Pairs:

Table – Field – Default Label	Field Name – Label	Select No.	Column No.
VFS_AR_CS_AGING - SOURCE - SOURCE	A.SOURCE - SOURCE	1	1
VFS_AR_CS_AGING - BUSINESS_UNIT_GL - GL UNIT	A.BUSINESS_UNIT_GL - GL UNIT	1	2
VFS_AGENCY_ID - CMPY_DESCR - DESC	B.CMPY_DESCR - DESC	1	3
VFS_AR_CS_AGING - BUSINESS_UNIT - UNIT	A.BUSINESS_UNIT - UNIT	1	4
VFS_AGENCY_ID - BU_DESCR - BU DESCRIPTION	B.BU_DESCR - BU DESCRIPTION	1	5
VFS_AR_CS_AGING - CUST_ID - CUSTOMER	A.CUST_ID - CUSTOMER	1	6
- EXPR14_14 -	EXPR14_14 - NAME	1	7
- EXPR16_16 -	EXPR16_16 - THIRD PARTY FLAG	1	8
- EXPR12_12 -	EXPR12_12 - WA STATE AGENCY CODE	1	9
VFS_AR_CS_AGING - ITEM - ITEM ID	A.ITEM - ITEM ID	1	10
VFS_AR_CS_AGING - ITEM_BALANCE - ITEM BAL	A.ITEM_BALANCE - ITEM BAL	1	11
- EXPR15_15 -	EXPR15_15 - AGE IN DAYS	1	12
- EXPR1_1 -	EXPR1_1 - FS INVOICE DATE - SF DUE DATE	1	13

Close

NVision Tab Results

The NVision Tab will show queries that match the search criteria.

The query name will be in the form of a hyperlink, which can be clicked to bring up additional details about the nVision query data source.


nVision Results

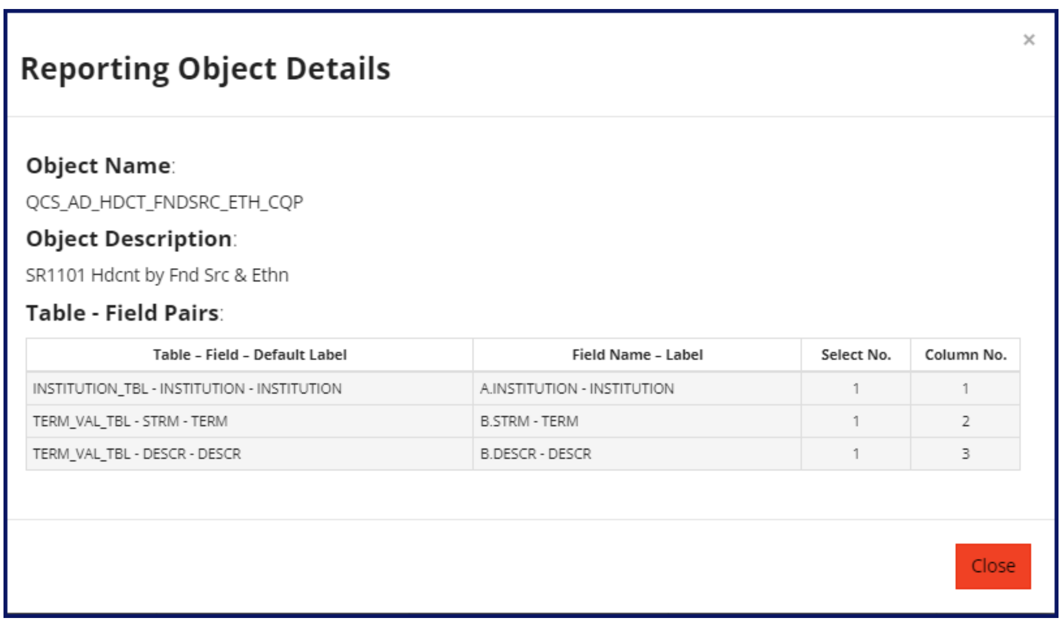
33 records found

1

click query name for details

Pillar	Source	Layout ID	Description	Type	Query Name
HCM	QUERY	HC_PAYREC	PayrollRecon	TABULAR	NVHC_PY_CR_FUND_790_ERR_MAX
HCM	QUERY	HC_PAYREC	PayrollRecon	TABULAR	NVHC_PY_CR7010_FS_8274_COMPARE
HCM	QUERY	HC_PAYREC	PayrollRecon	TABULAR	NVHC_PY_CR7010_JV_STATE_FUNDS
HCM	QUERY	HC_PAYREC	PayrollRecon	TABULAR	NVHC_PY_CR7010_MAX_COLL_FUND
HCM	QUERY	HC_PAYREC	PayrollRecon	TABULAR	NVHC_PY_CR7020_MAX
HCM	QUERY	HC_PAYREC	PayrollRecon	TABULAR	NVHC_PY_CR7030AB_7040AB_MAX
HCM	QUERY	HC_PAYREC	PayrollRecon	TABULAR	NVHC_PY_PAYROLL_RECON_DATE
HCM	QUERY	HC_PAYREC	PayrollRecon	TABULAR	NVHC_PY_PAYROLL_RECON_FUND2
HCM	QUERY	HC_PAYRECON_SC	PayrollRecon	TABULAR	NVHC_PY_CR7010_JV_STATE_FUNDS
HCM	QUERY	HC_PAYRECON_SC	PayrollRecon	TABULAR	NVHC_PY_CR7010_MAX_COLL_FUND
HCM	QUERY	HC_PAYRECON_SC	PayrollRecon	TABULAR	NVHC_PY_CR7020_MAX
HCM	QUERY	HC_PAYRECON_SC	PayrollRecon	TABULAR	NVHC_PY_CR7030AB_7040AB_MAX
HCM	QUERY	HC_PAYRECON_SC	PayrollRecon	TABULAR	NVHC_PY_PAYROLL_RECON_FUND

The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the creation of the query data source. The Select No. Column lists the SELECT statement number that the record and field is included in. The Column No. field indicates the column order.


Reporting Object Details

×

Object Name:

QCS_AD_HDCT_FNDSRC_ETH_CQP

Object Description:

SR1101 Hdcnt by Fnd Src & Ethn

Table - Field Pairs:

Table – Field – Default Label	Field Name – Label	Select No.	Column No.
INSTITUTION_TBL - INSTITUTION - INSTITUTION	A.INSTITUTION - INSTITUTION	1	1
TERM_VAL_TBL - STRM - TERM	B.STRM - TERM	1	2
TERM_VAL_TBL - DESCR - DESCR	B.DESCR - DESCR	1	3

Close

Composite Queries Tab Results

The Composite Queries Tab will show composite queries that match the search criteria.

The base queries names will be in the form of a hyperlink, which can be clicked to bring up additional details about the parent or child query.

The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the creation of the parent or child query data source. The Select No. Column lists the SELECT statement number that the record and field is included in. The Column No. field indicates the column order.

There are currently no composite queries in ctcLink.

Reports Tab Results

The Reports tab links to a manually maintained database that is not currently connected to metaLink. When the connection is made this document will be updated.

Records Tab Results

The Records Tab will only display if the user is logged into metaLink. The Records Tab will show records that match the search criteria. There are checkboxes used to indicate if the record is commonly used, recommended, or available in the Data Services Query Tree.

The record name will be in the form of a hyperlink, which can be clicked to bring up additional details about the record.

Record Results

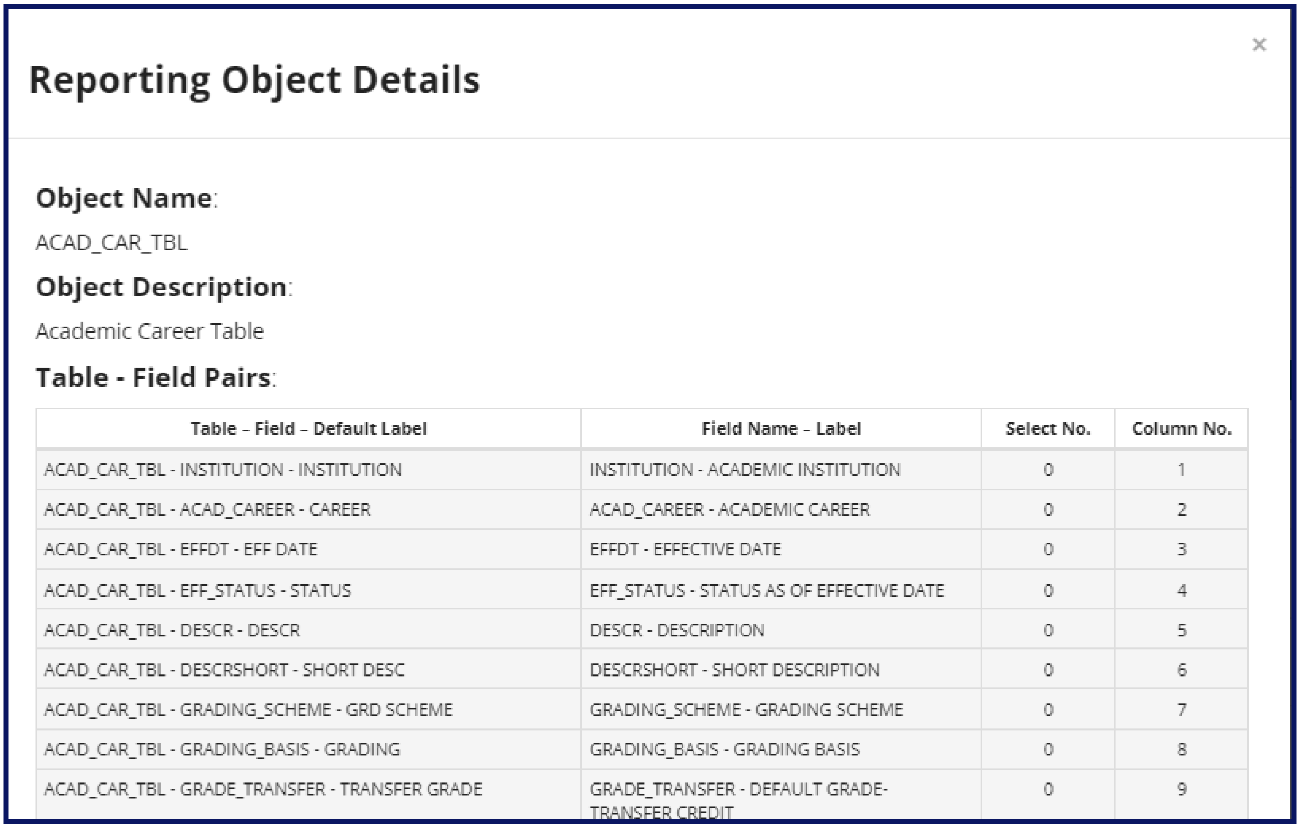
172 records found

1 2 3 4

click query name for details

Pillar	Module	Record Name	Description	Long Description	Commonly Used	Recommended	Available
CS	Student Records	ACAD_CAR_TBL	Academic Career Table	The Academic Career Table defines all Careers that an institution offers and is used to summarize statistics on the academic transcript.		✔	✔
CS	Student Records	ACAD_DEGR_PLAN	Student Degree Plan Table	The Student Degree Plan Table is a list of all Academic Plans in which a student earned a degree at the university.		✔	✔
CS	Student Records	ACAD_DEGR_SPLN	Student Degree Sub-Plan Table	The Student Degree Sub-Plan Table is a list of all Academic Sub-Plans in which a student earned a degree at the university.		✔	✔
CS	Academic Advisement	ACAD_PL_OV_VW	Academic Plan Table View	This view is used as a prompt table that selects all plans associated with an Academic Program. It is used as a prompt in the Transcript Request panel (when a What-if advisement report is also included) to override the current academic plan.			✔
CS	Student Records	ACAD_PLAN	Student Academic Plan Table	This table is used to record the Academic Plans which a student has declared, the declaration dates, the declaration primacy sequence number, and other initial data. To have an entry in this table the student must have been admitted to an Academic Program.		✔	✔

The additional details available via the hyperlink are the table/field pairs that show the record and all the fields available in the record. The field Select No. Contains a 0 for records. The same template is used for records and queries and since there is no SELECT statement for records, the select number will always be 0.



Reporting Object Details

Object Name:

ACAD_CAR_TBL

Object Description:

Academic Career Table

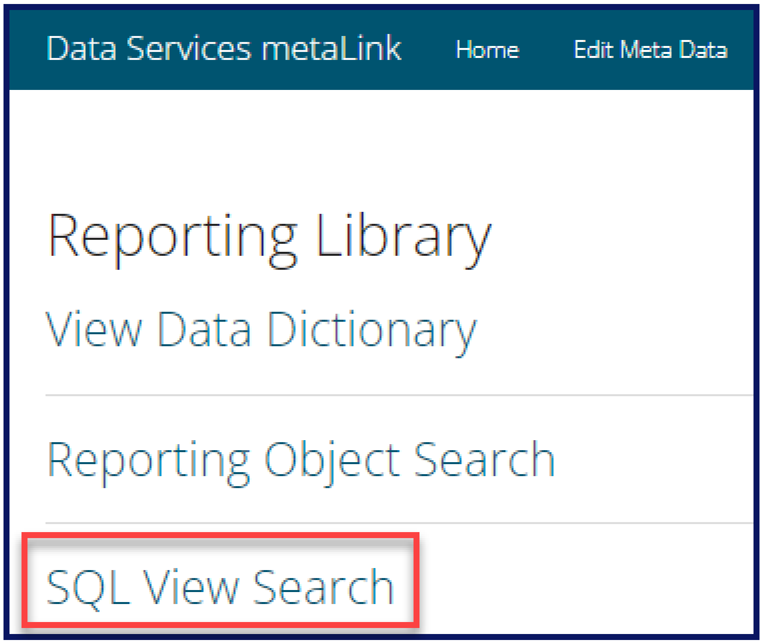
Table - Field Pairs:

Table – Field – Default Label	Field Name – Label	Select No.	Column No.
ACAD_CAR_TBL - INSTITUTION - INSTITUTION	INSTITUTION - ACADEMIC INSTITUTION	0	1
ACAD_CAR_TBL - ACAD_CAREER - CAREER	ACAD_CAREER - ACADEMIC CAREER	0	2
ACAD_CAR_TBL - EFFDT - EFF DATE	EFFDT - EFFECTIVE DATE	0	3
ACAD_CAR_TBL - EFF_STATUS - STATUS	EFF_STATUS - STATUS AS OF EFFECTIVE DATE	0	4
ACAD_CAR_TBL - DESCR - DESCR	DESCR - DESCRIPTION	0	5
ACAD_CAR_TBL - DESCRSHORT - SHORT DESC	DESCRSHORT - SHORT DESCRIPTION	0	6
ACAD_CAR_TBL - GRADING_SCHEME - GRD SCHEME	GRADING_SCHEME - GRADING SCHEME	0	7
ACAD_CAR_TBL - GRADING_BASIS - GRADING	GRADING_BASIS - GRADING BASIS	0	8
ACAD_CAR_TBL - GRADE_TRANSFER - TRANSFER GRADE	GRADE_TRANSFER - DEFAULT GRADE-TRANSFER CREDIT	0	9

SQL View Search

The MetaLink Script Search allows for searching for the underlying SQL script used in the creation of Views and the SBMD (State Board Master Data) views used for the Data Warehouse. Users can search by View Name and/or by Pillar. Click on Meta Data to go to the Reporting Library.

Click on View Script Search.

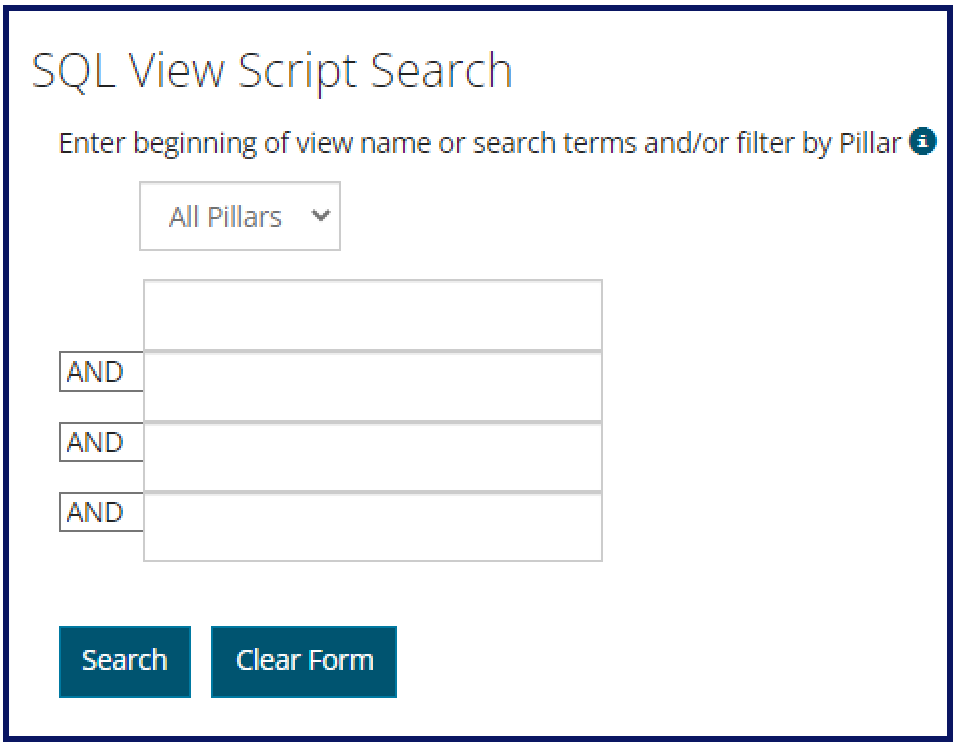


Here you will enter your search terms. To search by pillar, select a pillar. To search all pillars, leave as All Pillars. In addition to the pillar, users may also select to search the SBMD views which are only available in dataLink. There is information to the right of the screen detailing this as well as the naming conventions for views and what they mean.

- The **SBMD** pillar represents views available in data-link only and are considered State Board Master Data views.
- View scripts from any other Pillars are available only in ctcLink.
  - View names that begin with "**CTC**" were developed by ctcLink Project or IT Application Services.
  - View names that begin with "**VCS**", "**VFS**" or "**VHC**" were developed by Data Services.
  - View names that begin with "**GRV**" are row level secure Institution versions of delivered tables in the CS Pillar.
  - All other views were developed by Oracle.

To search the SQL View Script, use a single word in each search box. Do not leave search boxes in between search terms and use the **Clear Form** between searches. All searches allow for partial search terms to be entered with no need for a wildcard. Separate search terms by:

- **AND**: include each search term in the results.
- **OR**: include any search term in the results.
    - An AND attribute used after an OR attribute will be part of the OR statement.
- **NOT**: disallow search term in the results. If using NOT, always use it as the last search option with no blank search box in between.



Click search to view results that match the selection criteria. The View Name will be a hyperlink that will show the SQL script used in the view creation. The field Seq. Num indicates if additional space is needed to see the complete view and the ordering sequence of the script. The field Available indicates if the view is assigned to an access group within a Data Services Query Tree.

315 records found

1 2 3 4 5 6 7 8 9 10 ...

click name for details

Pillar	View Name	Description	Seq Num	Available
FIN	APOD_INVCSUM_MV	Voucher Proc. Detail MV	0	
FIN	APOD_INVCSUM_VW	Voucher Proc. Detail View	0	
FIN	APOP_INVCSM1_VW	Voucher Proc. Summarized MV	0	✔
FIN	APOP_INVCSM2_VW	Voucher Proc. Summarized MV	0	✔
FIN	APOP_INVCSUM_MV	Voucher Proc. Summarized MV	0	
FIN	APOP_VCHRDI1_VW	Invoice Processing Detail VW	0	
FIN	APOP_VCHRDI2_VW	Invoice Processing Detail VW	0	
FIN	CDT_INVCSUM_VW	CDT Invoice Summary	0	
CS	CTC_ACC_DIAGNOS	EE Accommodation Diagnosis	0	✔
CS	CTC_ACCOM_RQ_VW	R-195 ACCOMMODATION LETTER Req	0	✔
CS	CTC_ACCOM_VW	R-195 ACCOMMODATION LETTER	0	✔
CS	CTC_FA_QRY_VW	Estimated FA Loan Aggr	0	✔

Click on the hyperlink of the View Name to see the underlying SQL code.

View Script Details

×

Pillar:

FIN

View Name:

APOP_INVCSM1_VW

Script Description:

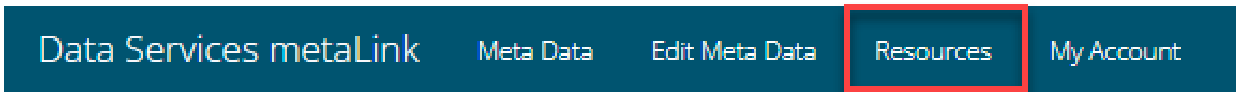
Voucher Proc. Summarized MV

SQL Script:

```
SELECT A.INVOICE_DT , A.BUSINESS_UNIT , A.DISPLAY_ORDER , A.VCHR_SRC , A.VOUCHER_STYLE , A.TXN_CURRENCY_CD ,
A.ENTRY_STATUS , A.ORIGIN , A.AP_TPERIOD_NAME , SUM(A.INVOICE_COUNT) , SUM(A.AP_SUM_AMT) FROM
%Table(APOP_INVCSUM_MV) A GROUP BY A.INVOICE_DT , A.BUSINESS_UNIT , A.DISPLAY_ORDER , A.VCHR_SRC ,
A.VOUCHER_STYLE , A.TXN_CURRENCY_CD , A.ENTRY_STATUS , A.ORIGIN , A.AP_TPERIOD_NAME
```

Close

Resources



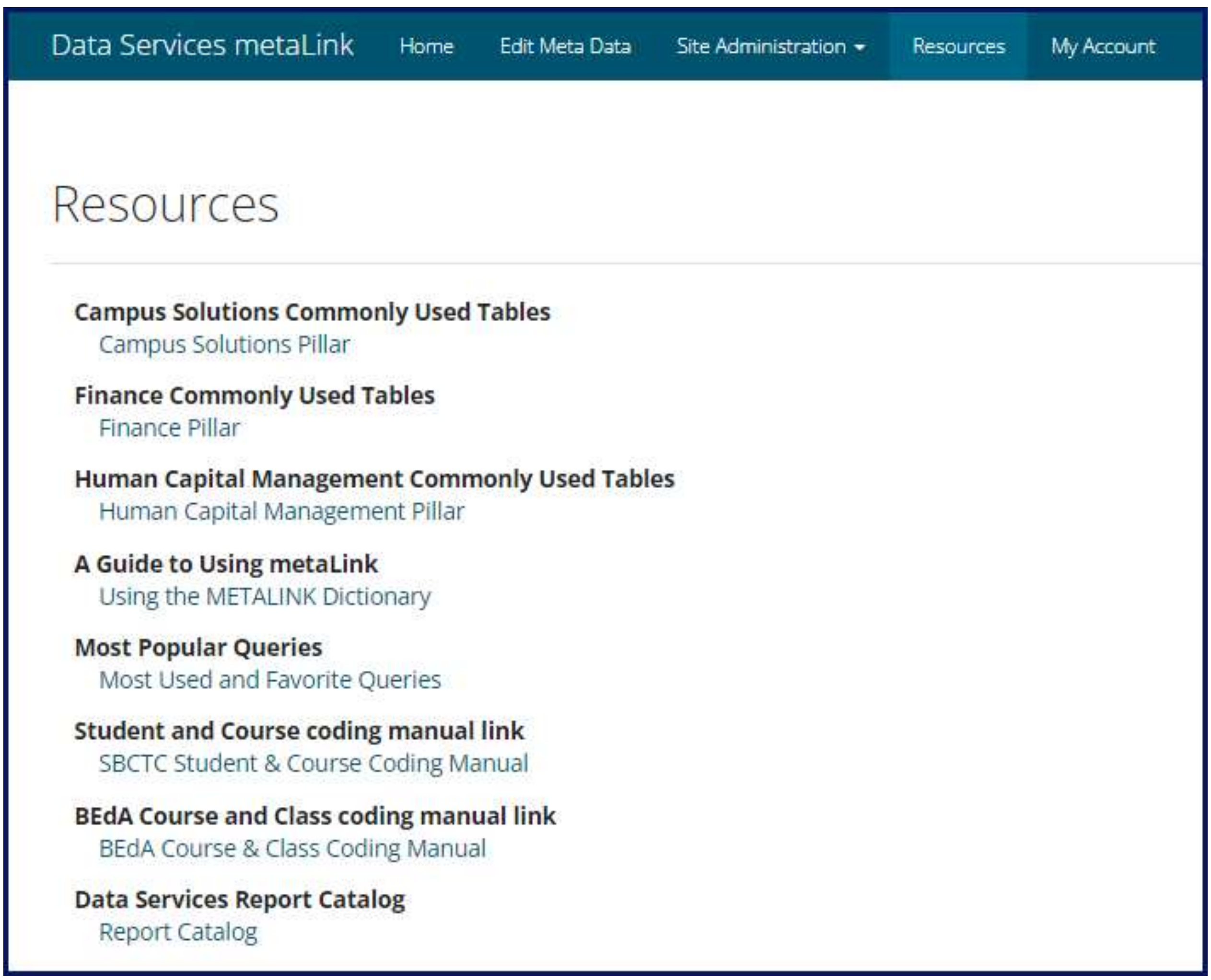
The Resources Tab contains a list of valuable resources to use in conjunction with metaLink.

While it is now possible to search commonly used tables in metaLink there is also a Resources page where the full documents of commonly used tables are available by pillar.

The link to this document on how to use metalink is also included.

Additionally, find a list of the most used and favorited queries as well links to the Data Services Coding Manuals and the Report Catalog.

To access these documents simply click on the Resources the select the hyperlink of the document.



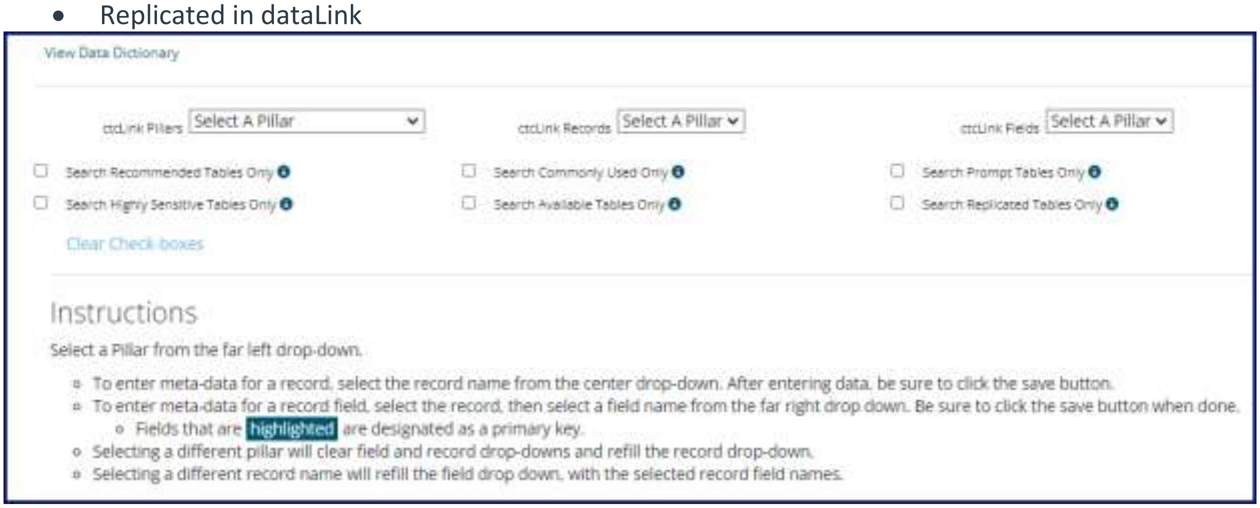
Edit Meta Data - Adding Information to MetaLink

How is it populated? Well, while Data Services is the responsible party for making sure it is populated, we are also harnessing the knowledge and expertise of our users… all our users, not just Query Developers. The app is a wiki utilizing crowdsourcing as its source of information. We leverage our communities of practice, functional analysts, project staff… anyone who knows (or finds out something interesting) about the data can share their knowledge. As we gain information about data structure and business uses of different fields and records we have an obligation to all our fellow users to share it. It is quick and easy to add information.

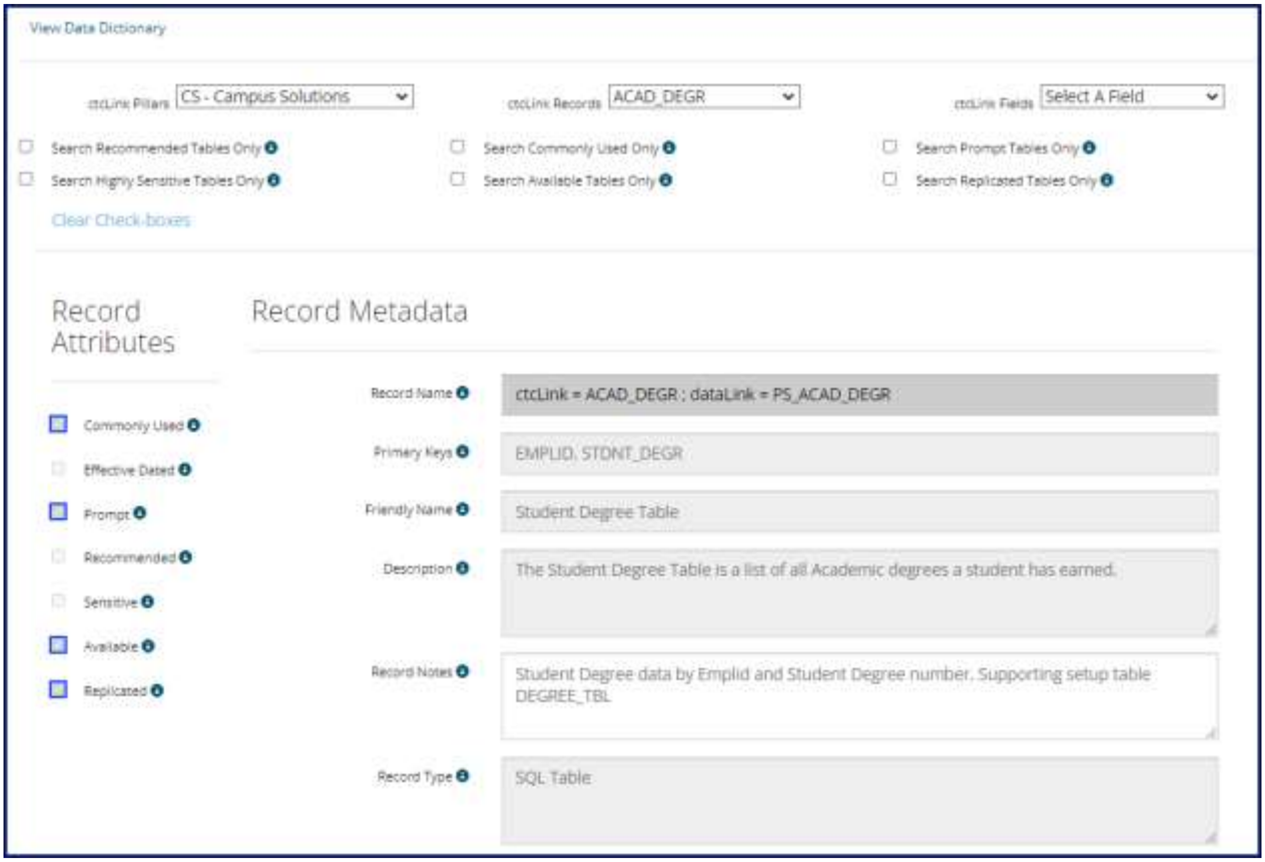
To add information to metaLink, click on Edit Meta Data.

To update the record – select only the Pillar and record. To update a field within a record – select the Pillar, record, and field to modify. Click on the corresponding checkbox to narrow the list of available records by:

- Recommended
- Highly Sensitive
- Commonly Used
- Available (assigned to a Data Services Query Tree)
- Prompt Tables
- Replicated in dataLink



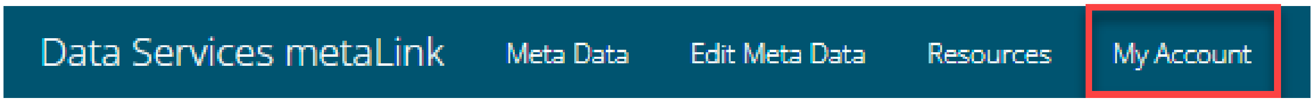
Type in the added information. Fields which are greyed out are updated systematically and may not be changed by users. Checkboxes that are bordered in blue indicate the checkbox applies to the record or field. If the checkbox remains unchecked with no blue border, it does not apply to the selected record.



Scroll to the bottom of the screen when finished and click Save Data.

My Account

Update account details in the My Account Tab. Users may not update their User Name however, Name, Email and Phone Number can be changed. To update account details, click on My Account.



Enter the updated information.