

Introduction to Query For Query Developers

Query is an ad-hoc reporting tool that allows you to retrieve data that is stored in the NUFinancials application. You use a series of query pages to specify what data to retrieve and the format in which results will be displayed. Query translates the information that you enter into SQL code to produce results which can be displayed in a browser window or downloaded to your workstation in an Excel spreadsheet.

There are two query access methods. **Query Viewer** allows execution of existing queries. Casual query users will only have access to queries via Query Viewer. **Query Manager** is used to create new queries or edit existing ones. It is also possible to execute queries from Query Manager. Query developers will have access to both query viewer and query manager pages.



Introduction to Query

For Query Developers

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1. Query Viewer

Navigation: Reporting Tools > Query > Query Viewer

Query Viewer is used for executing public queries in HTML or Excel.

A. Executing queries

Steps

- 1. Enter search criteria using **Basic** or **Advanced** Search (ex. **QY_TRN**).
- 2. Click Search.

All queries with names that begin with the search characters that you entered in step a will be displayed in a results grid. You can use the **% wildcard character** to return queries that contain but don't begin with the characters that you entered as search criteria. Private queries will be listed first alphabetically followed by Public queries.

Click on the HTML hyperlink to the right (ex. QY_TRN_04).
 A new browser window will be opened that will display the results.

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4. Click on the **Excel Spreadsheet** hyperlink to download the query results to an Excel spreadsheet.

QY	_TRN_04- Jo	urnals I	Step 1.A.4				h	
D	ownload resu	lts in :	Excel SpreadSheet CSV Text File (2	5 kb)				
Vie	w All						First 💽 1-10	00 of 138 🕞 Last
Vie	w All Journal ID	Source	Descr	Date	User	Workflow Status	First 💽 1-10	00 of 138 💽 Last Budget Status
Viev 1	W All Journal ID 0000005362	Source	Descr fund research from xyz gift	Date 02/03/2009	User PCA751	Workflow Status	First 1-1 Journal Header Status E	00 of 138 🕞 Last Budget Status N
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5. A download window will open providing options to open the Excel file, save it to your workstation or cancel the request. Click **Open**.



6. An Excel workbook will be opened in a new page, displaying your query results. Close the page by clicking on the red **X** icon in the upper right hand corner of the Excel page.

C	http://haggard.itcs.northwestern.edu/psc/fm8	9del_1/E	MPLOYEE/ERP/q/?ICQryName=QY_TRN_04	&ICDummy= - Wind	lows Internet Explorer
G	💽 👻 🙋 http://haggard.itcs.northwestern.edu/psc	/fm89del_1,	/EMPLOYEE/ERP/q/?ICQryName=QY_TRN_04&ICDumn	iy=410638268 💙 😽	X Google
File	Edit View Insert Format Tools Data Go T	o Favorit	es Help		
*	🌸 🌈 http://haggard.itcs.northwestern.edu/psc/fm8	9del_1		110	- 🔂 - 🌧 • 🕞 Page • 🎯 Tools • 🎽
	A1 👻 🏂 Journals not posted		Step	01.A.6	
	A	В	C	D	E
1	Journals not posted	138			
2	Journal ID	Source	Descr	Date	User
3	0000005362	TFR	fund research from xyz gift	2/3/2009	PCA751
4	0000005301	ISJ	Sale of books	1/22/2009	PCA728
5	0000004776	UVS	1VWR International: "invoice nu	1/13/2009	GLBATCH
6	0000003142	UVS	1Copy Center Color Copies:"Job	1/2/2009	GLBATCH
7	EP00005229	ЕX	Expense Payment Journal	1/16/2009	GLBATCH
8	FP00004808	FX	Exnense Payment Journal	1/14/2009	GI BATCH



7. You can also download results to Excel directly from the search page without first displaying them in a browser window. Click on the **Excel** hyperlink to the right.

inter any information yo	u have and click Search. Leave fie	elds blank for a list o	f all values.				
Search By: Query	Name 🔽 begins with	QY_TRN					
Search Advanced S Search Results Folder View: All Fo	Search olders 💌					Step 1	.A.7
						11	
Query		Cus	stomize Find View		First	4 of 4	Last
Query Query Name	Description	<u>Cus</u> Owner	<u>stomize Find View</u> Folder	AIL	First Run to Excel	4 of 4	E Last Add to Favorites
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Query Query Name QY_TRN_04 QY_TRN_01	Description Journals not posted Journal Header Data	<u>Cus</u> Owner Private Public	<u>stomize Find </u> View Folder	AIL IIII	First Run to Excel Excel Excel	Chedule Schedule Schedule	Last Add to Favorites Favorite Favorite
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2. Query Manager

Navigation: Reporting Tools > Query > Query Manager

IMPORTANT NOTE: Query Manager is used for tailoring queries to specific result sets of data. In NUFinancials, there are many existing public queries. These queries are for use by all Query users. When using public queries, do not save any modifications you make as they will become part of the public query. If you want to capture specific modifications to a query, select **Edit** to open the query and then click **Save As** to save the modified query with a new name. You can choose to make the new query public or private.

Records Query Express	ions Prompts Fiel	Ids Criteria	Having	View SQL	Run
Query Name: QY_TRN_04	Descri	iption: Journals not	posted		
Click folder next to record to show field additional records by clicking the record	s. Check fields to add to query ds tab. When finished click the	. Uncheck fields to r e fields tab.	emove from que	ery. Add 👌 🛱	
Chosen Records	Click Sa	ve As to say	/e		
Allas Record	ader Data changes as	s public or pr	ivate _H	ierarchy Join 🕒	3
B PSOPRDEFN - Operator Defi	nition		Н	ierarchy Join	0
Expand All Records Collap	se All Bernard			h	
(B Save) Save As New C	Query Preferences P	roperties <u>New</u>	Union	C	Return to Search
	– .				
TTip! Save your queric at the front of the row	es into a Favorito and using the Ac	es folder by c tion drop	y selectir down me	ng them ir enu.	n the check
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T Tip! Save your queri at the front of the row a <u>Check All</u> <u>Uncheck Al</u>	es into a Favorite and using the Ac Customize Fit Descr Actual	es folder by ction drop of nd View 100 # s into a Favor Public 40000 ed to anoth a save/shar	Action: Add *Action: Add First 1 30 of 1 rites folder a sycs her user. e it with a	to Favorites	n the check
T Tip! Save your queri at the front of the row a CheckAll UncheckAll UncheckAll UncheckAll UncheckAll UncheckAll UncheckAll UncheckAll UncheckAll UncheckAll UncheckAll UncheckAll	es into a Favorite and using the Ac <u>Customize Fi</u> <u>Actual</u> Save queries <u>Actual</u> End Pending Deletion eries can be save one and then can nd User ID.	es folder by ction drop o nd View 100 # s into a Favor Public 400To ed to anoth a save/shar	y selectin down me *Action: Add first 1 1:30 of 1 rites folder a give her user. e it with a *Action: Cop	ng them ir enu. to Favorites	n the check

Query		12		Customize Find Vi	AIL III	First 🖪	1-2 of 2	Last
Select	Query Name	<u>Descr</u>	_	Owner Fold	<u>Edit</u>	<u>Run to</u> <u>HTML</u>	Run to Excel	Schedule
	QY_TRN_04	Journa	Copy a qu	uery to another u	ser	HTML	Excel	Schedul



Navigation: Reporting Tools > Query > Query Manager

A. Working with Queries

Viewing Record Elements

Steps

- 1. Enter search criteria using **Basic** or **Advanced Search** (ex. **QY_TRN**).
- Click Search.
 All queries with names that begin with the search characters that you entered in step a will be displayed in a results grid. You can use the % wildcard character to return queries that contain but don't begin with the characters that you entered as search criteria.
- 3. Click **Edit** to the right (ex. **QY_TRN_01**). (It is **not** recommended to make changes to a public query. It is recommended to select **Save As** and make a public or private copy.)

Menu Cash Management Cash Management Cash Management Risk Management Variancial Gateway VAT and Intrastat Excise and Sales Tax/VAT IND Commitment Control General Ledger Allocations Statutory Reports SCM Integrations Set Up Financials/Supply Chain Enterprise Components Government Resource Directory	Query Manager Enter any information you have ar Find an Existing Query <u>Create</u> *Search By: Query Name Search Advanced Search Search Results *Folder View: - All Folders	nd click Search. Leave fields blank for a New Query begins with QY_TF Step 2.A.2 V	a list of all values.	≥p 2.A.1	w Window Customize Page
D Background Processes	Check All Uncheck All		*Action:	- Choose	GO
D Tree Manager	Query	-	Customize Find View A	All 📕 🛛 Firs	1-4 of 4 🕑 Last
Reporting Tools	Select Query Name	Descr	Owner Folder	Edit R	Run to Excel Schedule
– Query Manager		lournals not posted	Private	Edit HTML	Excel Schedule
- Ouerv Viewer		laural Llaadas Data	Dublia		Excel Ochedule
− Scriedule Query ▷ PS/nVision		Journal Header Data	Public		Excel Schedule
D XML Publisher	QY_TRN_02	Journal Header and Line Data	Public	Edit HTML	Excel Schedule
─ <u>Report Manager</u> ▷ PeopleTools	QY_TRN_03	Journal with prompts	Public	Edit HTML	Excel Schedule



- 4. Click the **Query** tab to view the records that have been added to this query.
- 5. Click the folder(s) to the left of Alias Record (ex. **JRNL_HEADER**) to see the fields that compose this record.

Records Query Expres	ssions Prompts Fields Criteria Having View SQL Run
uery Name: QY_TRN_01	Description: Journal Header Data
lick folder next to record to show fie	lds. Check fields to add to query. Uncheck fields to remove from query. Add 🛛 💈 🧳
ditional reporte by disking the rep	and the Make - Calaba during the Calaba tele
iditional records by clicking the reco	ords tab. When finished click the fields tab.
nosen Records	ords tab. when finished click the fields tab.
Alias Records	ords tab. when finished click the fields tab.
Alias Record JRNL_HEADER - Journal H	eader Data
Alias Records Alias Record Alias Record Alias Record Alias Save As New	eader Data <u>Hierarchy Join</u>

- The fields that have a check mark to the left of them will appear in your query results. Clicking on the checkbox will toggle the selection on and off.
- To select all fields to appear on the report click the Check All Fields.
- To deselect all fields from the report click the Uncheck All Fields.
- **Key fields** are indicated by a key symbol to the left of the field name. The combination of data in all key fields **defines a unique row within a record**. Key fields will be important when linking records together in more advanced queries.
- Field Search tips: Use 20 to alphabetize field names, click a second time to return to original list order. Also note number of fields list and navigation to see more fields.





Joining Records

Often, not all of the information that you need in your query will be stored on a single record. If this is the case you will **join additional records** to your initial record. Once joined, the **data fields on additional records can be selected** in the same way that fields were selected on the initial record.

Joining records is **the most sensitive aspect of query design** as the join conditions **affect the results that you will obtain and query performance**. Up to **five records can be joined** within any query.

Records are joined by identifying common fields on each record and taking into account key fields and parent/child hierarchies between records. To help you identify valid join criteria, the query tool will recommend join conditions when you add a record to a query that already has at least one other associated record.

Records can be joined by <u>Any Record Joins</u>, <u>Hierarchy Joins</u> or <u>Related Record</u> <u>Joins</u>.

Any Record Joins:

- 6. Click on the **Records** tab.
- 7. Enter criteria (ex. JRNL_LN) in the record search criteria field.
- 8. Click Search.
- 9. Click on the Join Record hyperlink to the right of record (ex. JRNL_LN).

Step 2./	A.6	
Records Query Expressions	Prompts Fields	Criteria Having View SQL Run
Query Name: QY_TRN_01	Description:	Journal Header Data Step 2.A.7
Find an Existing Record		
*Search By: Record Name	begins with JRNL_LN	
Search Advanced Search		
Search Results Step 2.4	4.8	
Record	Customize Find View All	First 🖪 1-3 of 3 🕨 Last
Para and a second s		
Recname	Join Reco	ord Show Fields
Recname JRNL_LN - Journal Line Data	Join Reco	ord <u>Show Fields</u>
Recname JRNL_LN - Journal Line Data JRNL_LN_FS - Journal Line Data	Join Reco Join Reco Join Reco	ord Show Fields ord Show Fields ord Show Fields
<u>Recname</u> JRNL_LN - Journal Line Data JRNL_LN_FS - Journal Line Data JRNL_LN_IMP_VW - Journal Line Data	Join Reco Join Reco Join Reco Join Reco	ord Show Fields ord Show Fields ord Show Fields ord Show Fields



10. Keep the **default (Standard Join) Join Type**. 11. Select join record (ex. **JRNL_HEADER**).



12. Query will detect common fields and suggest join conditions. Use check boxes to unselect criteria or criteria can be modified later using the criteria tab. Click on the Add Criteria to accept the proposed join conditions.

If no join condition is found, query did not identify common fields between the records that you are attempting to link. You may need an intermediary record to join the records. If this is the case, contact support for guidance on how to develop a query that will provide you with the information that you require. Attaching records to a query without join criteria can affect application performance and should not be done.



13. Click on the **Query** tab to confirm that the joined record is now available for field selection.



Create a new Query

If you want to create a new query, select the **Create New Query** link and then search and add records, select fields, add prompts and criteria as desired. You can search for records by record name, records containing a Field name, or description using the Search By drop down menu. Make sure when you save the query, you set the properties of for Query name, Description, and Owner as Private. Select the Distinct check box to eliminate duplicate rows in the result set.

Removing Records

14. Click 🖃 to the right of the record name on the **Query** tab to remove a record from the query. (ex. remove the **JRNL_LN** record from your query.) The application will prompt you for confirmation that you wish to delete the record. Click **Yes** to confirm deletion.

Records Query	Expressions	Prompts	Fields	Criteria 📔 Ha	aving 👖 View SC	QL Run
Click folder next to record t additional records by click	o show fields. Chec ing the records tab. ¹	k fields to add to q When finished clic	uery. Uncheck fi k the fields tab.	nal Header Data elds to remove fro	m query. Add	² Step 2.A.14
Alias Record Alias Record A JRNL_HEADER - B JRNL_LN - Journ	Journal Header Da al Line Data	а			<u>Hierarchy Join</u> <u>Hierarchy Join</u>	
Expand All Records	Collapse All R	ecords Preferences	Properties	New Union		(QReturn to Search)



Quick Join Options

Hierarchy Joins:

There is a **pre-established hierarchy** between some records within the NUFinancials application. A **Record Hierarchy Join** joins a parent table to a child table. (A child table is a table that uses all the same key fields as its parent, plus one or more additional keys.) As an example, there is a hierarchy between the Journal Header and Journal Line tables. For each row of data in the Journal Header table there must be one or more rows of corresponding data in the Journal Line table.

15. To facilitate joining records that have a hierarchy, Query provides a Hierarchy Join hyperlink on the Query tab. (ex. create a hierarchy join from the JRNL_HEADER table by clicking the Hierarchy Join hyperlink to the right of the record name.)

uery Name: QY_TRN_01	Description: Journal Header Data	Step 2.A.15
Click folder next to record to show fields. Ch	eck fields to add to query. Uncheck fields to remove from que	ery. Add
Chosen Records	b. When ministred click the helds tab.	
Alias Record	Data <u>Hi</u>	erarchy Join
	A 2 4 1 4 1	

16. A listing of all **tables that have a pre-established hierarchy** with your initial table will be displayed. (ex. the **JRNL_LN** hyperlink to join this table to your query.)

Select record for hierarchy join	
 JRNL HEADER - Journal Header Data JRNL CFB IMP VW - Journal Balances Table JRNL DRILL VW - Journal Line DrillDown View JRNL LN - Journal Line Data JRNL LN IMP VW - Journal Line Data JRNL OPENITM VW - Open Item Journal View NU JRNL DRL VW - Journal Line DrillDown View NU JRNL RDX VW - RDX Journals View OPEN ITEM GL - GL Open Item Table 	Step 2.A.16



Join criteria for hierarchy joins are pre-established and **do not allow for modification**. The join criteria between the records will be applied to the query and you will be brought back to the Query Manager Query tab.



Related Record Joins:

In addition to hierarchy relationships between tables, the NUFinancials application contains **pre-defined relationships between fields that hold control codes on transaction tables and the records that contain identifying data about the control codes.**

17. Click the file folder to the left of the record on a query to display the fields in the record (ex. **JRNL_HEADER**).

Name: OV TEN 01	Description: lo	urnal Header D	ata		0.000000
	e. Check fields to add to query Llochack	fields to romo	ald ve from query Ad	a 60	
tional reco	ds tab. When finished click the fields tab		e ironn query. Au	u zv	
sen Reco					
as					
A JRNL_HEADER - Journal Hea	ader Data		Hierarch	ny Join 🖃	
A JRNL_HEADER - Journal Hea	ader Data		<u>Hierarc</u>	ny Join 🖃	
A JRNL_HEADER - Journal Hea Check All Fields Fields	ader Data Uncheck All Fields	ind <u>View Al</u>	Hierarch	ny Join 🖃	
A JRNL_HEADER - Journal Hea Check All Fields Fields	ader Data Uncheck All Fields - Business Unit	ind <u>View All</u>	Hierarci	ny Join 🖃	
A JRNL_HEADER - Journal Hea Check All Fields Fields BUSINESS_UNIT	ader Data Uncheck All Fields Business Unit purnal ID	ind <u>View All</u>	Hierarci	ny Join 🖃 74 🖸 <u>Last</u> 94 94	



18. Scroll down and select a Lookup table hyperlink. (ex. the **SOURCE** field to link to the **Join SOURCE_TBL –Journal Sources**)

	UNPOST_JRNL_DATE - Unpost Date	¥
	JRNL_TOTAL_LINES - Journal Total Lines Ste	ep 2.A.18
	JRNL_TOTAL_DEBITS - Journal Total Debits	
	JRNL_TOT_CREDITS - Journal Total Credits	94
	JRNL_NET_UNITS - Journal Net Statistical Units	\ ?
	SOURCE - Source	Join SOURCE TBL - Journal 🐕
		Sources
	TRANS_REF_NUM - Reference Number	74
	JRNL_BALANCE_STAT - Journal Balance Status	94 -
	CONTROL TOTAL STAT - Control Total Status	94
		Q

19. Accept the Standard Join default option by clicking OK.



20. You will get a popup message that **effective date criteria** have been added to your query. Effective dates are associated with records that allow users to modify values over time. The effective date on the row identifies the date that the row becomes active. The row is active through the date that another row of data with the same key values but a later effective date is added. Query automatically creates join criteria to pull the active effective dated record for the date that the query is executed. Click OK to acknowledge that the effective dated criteria has been added to the query.





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You will be brought back to the Query Manager Query tab where you can confirm that the Lookup table has now been added to your query. (ex. **SOURCE_TBL**)

Records Query Expressions Prompts Fields	Criteria Having View SQL Run
Query Name: QY_TRN_01 Description: Click folder next to record to show fields. Check fields to add to query. Unche additional records by clicking the records tab. When finished click the fields. Chosen Records Alias Record Image: A JRNL_HEADER - Journal Header Data B SOURCE_TBL - Journal Sources joined with A.SOURCE - Source	Journal Header Data eck fields to remove from query. Add 20 tab. Joined Records Hierarchy Join Hierarchy Join
Check All Fields Uncheck All Fields	Find Mieur All First 1 4 24 of 24 P Last
SETID - SettD	Join SP SETID NONW- Sec Vw - TableSet ID's



B. Working with Data Fields

Once you have joined records and selected the fields that will be included in your query there are several **options for formatting** results.

Reordering Fields

Steps

- 1. Click on the **Fields** tab to modify field formats.
- 2. By default, fields are ordered according to order that you join records and their respective order within those records. To modify the order of fields click **Reorder/Sort**.

iew field properties, or use field as criteria in query sta	tement.	npuor			eader and Line Da	na	Reorder /	Sort
elds				<u>Custo</u>	mize Find View A		1-11 of 11	Last
ol <u>Record.Fieldname</u>	Format	<u>Ord</u>	<u>XLAT</u>	Agg	Heading Tout	Crite	ria Edit	Delete
1 A.JOURNAL_ID - Journal ID	Char10				Journa Step	2.B.2	Edit	-
2 A.JOURNAL_DATE - Journal Date	Date				Date	9.	Edit	Ξ
3 A.JRNL_HDR_STATUS - Journal Header Status	Char1		N		Status	94	Edit	Ξ
4 A.DESCR - Description	Char30				Descr	%	Edit	Ξ
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0				Line #	9.	Edit	-
6 B.ACCOUNT - Account	Char10				Account	9.	Edit	Ξ
7 B.DEPTID - Department	Char10				Dept	94	Edit	-
8 B.FUND_CODE - Fund Code	Char5				Fund	9.	Edit	Ξ
9 B.PROJECT_ID - Project	Char15				Project	9.	Edit	-
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3				Amount	94	Edit	-
11 BLINE DESCR - Journal Line Description	Char30				Line Descr	2	Edit	



Specifying Column Order

 To change the order of fields, designate the modified field sequence number under the New Column header on the left side of the page.
 Specify a New Column value for all fields, not just those that you wish to modify.

Specifying Sort Order

4. If the query already has a sort order specified, the existing field sort priority will be specified under the New Order By column. A query may not have a sort order specified, so the column is blank. To specify a new sort order or to modify an existing one, indicate the priority of the sort for one or more fields in the New Order By column. (1 is the first priority sort followed by 2, etc., namely sort this column first, this column second.) By default, the sort will display results from lowest to highest value for each sort field.

To order results from highest to lowest value for a field, click the checkbox to the right of the field in the **Descending** column. (ex. sort the query on **JOURNAL_ID, JOURNAL_DATE** and **JRNL_HDR_STATUS** in that order of priority. Click the **Descending** checkbox for **JRNL_HDR_STATUS**.)



5. Click **OK**.



Changing Field Headers

6. Several records contain fields with default headers that are not sufficiently descriptive when combined with data from other records. To modify the column header for a field, click Edit to the right of the field. (ex. edit the DESCR field.)

ields				Custo	mize Find View All	🚻 🛛 First 🗹 1-	11 of 11 🕩 Last
Col Record.Fieldname	<u>Format</u>	Ord	XLAT	Aqq	Heading Text	Add Criteria	Edit Delete
1 A.JOURNAL_ID - Journal ID	Char10	1			Journal ID	94	Edit
2 A.JOURNAL_DATE - Journal Date	Date	2			Date	94	Edit 🖃
3 A.JRNL_HDR_STATUS - Journal Header Status	Char1	3D	N		Status	94	Edit
4 A.DESCR - Description	Char30				Descr	9.	Edit
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0				Line #	94	Edit
6 B.FUND_CODE - Fund Code	Char5				Fund	94	
7 B.DEPTID - Department	Char10				Dept	R Sie	р 2.В.О
8 B.PROJECT_ID - Project	Char15				Project	%	Edit 📃
9 B.ACCOUNT - Account	Char10				Account	94	Edit
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3	3			Amount	9 <mark>4</mark>	Edit 🖃
11 B.LINE_DESCR - Journal Line Description	Char30				Line Descr	9	Edit 🗐

Column headers default to a short description stored in the application. This description is displayed on the **Edit Field Properties** page.

iding	Aggregate
No Heading RFT Short Text RFT Long eading Text:	 None Sum Count Min
nique Field Name:	O Max O Average



7. The application also stores a long description for each field. To use the long description for your query column heading, select the **RFT Long** radio button and click **OK**.

ading	Aggregate
 ○ No Heading ○ RFT Short ○ Text ○ RFT Long Heading Text: Descr Unique Field Name: 	 None Sum Count Min Max Average

- 8. Confirm that the Heading Text has been modified. (ex. the **DESCR** field which was originally <u>Descr</u> has been modified to <u>Description</u>. In this case, the column heading is longer but not more descriptive.)
- 9. To customize field text, click on **Edit** to the right of the field (ex. use **DESCR** field).

ields				Custo	mize Find Vie	ew All 🔛 🛛 First 🗹	1-11 of 11 🕨 Last
Col Record.Fieldname	<u>Format</u>	Ord	XLAT	Aqq	Heading Tex	t Add Criteri	a Edit Delete
1 A.JOURNAL_ID - Journal ID	Char10	1			Journal ID	Step 2.B.8	Edit
2 A.JOURNAL_DATE - Journal Date	Date	2			Date	14	Edit
3 A.JRNL_HDR_STATUS - Journal Header Status	Char1	3D	Ν		Status	9.	Edit 📃
4 A.DESCR - Description	Char30				Description	94	Edit 📃
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0				Line #	94	Edit
6 B.FUND_CODE - Fund Code	Char5				Fund	94	Edit
7 B.DEPTID - Department	Char10				Dept	94	Step 2 B
8 B.PROJECT_ID - Project	Char15				Project	94	Eur
9 B.ACCOUNT - Account	Char10				Account	94	Edit
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3				Amount	94	Edit
11 B.LINE_DESCR - Journal Line Description	Char30				Line Descr	94	Edit 📘



- 10. Select the **Text** radio button to specify a custom header description (ex. enter **Header Descr** in the **Heading Text** field).
- 11. Click **OK** to save your changes.

No Heading RFT Short Text RFT Long leading Text: Header Description Inique Field Name: A.DESCR	 None Sum Count Min Max Average
---	---

12. Confirm that the Heading Text for the field has been modified (ex. DESCR field which was set to <u>Description</u> has now been modified to <u>Header</u> <u>Descr</u>).

ields				Custo	omize Find View All	First 🛃 1.	11 of 11	Last
Col Record.Fieldname	Format	Ord	XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete
1 A.JOURNAL_ID - Journal ID	Char10	1			Journal ID	94	Edit	-
2 A.JOURNAL_DATE - Journal Date	Date	2			Date	9 <mark>.</mark>	Edit	Ξ
3 AJRNL_HDR_STATUS - Journal Header Status	Char1	3D	Ν		Status	9	Edit	Ξ
4 A.DESCR - Description	Char30				Header Description	9.	Edit	-
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0				Line #	9	Edit	-
6 B.FUND_CODE - Fund Code	Char5				Fund	P +	Edit	Ξ
7 B.DEPTID - Department	Char10				Dept		Fait	-
8 B.PROJECT_ID - Project	Char15				Project	Step2.B.1	2 it	Ξ
9 B.ACCOUNT - Account	Char10				Account	8	Edit	-
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3	3			Amount	%	Edit	Ξ
11 B.LINE_DESCR - Journal Line Description	Char30				Line Descr	9	Edit	-



Translate Value Fields

An **N** in the **XLAT column** indicates that the no translation table description has been selected. The code value held in the record field will appear in the result set. This is the **default format setting** for XLAT fields. The edit options on XLAT fields allow you to select an application maintained short or long description instead of the default code.

	13. Click the Edit to the right in the row (ex. use	JRNL	_HDR_	STATUS	row).
_					

ields				Custo	omize Find View All	First 🛃 1-	11 of 11 🚺	Last
Col Record.Fieldname	Format	Ord	XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete
1 A.JOURNAL_ID - Journal ID	Char10	1			Journal ID	94	Edit	Ξ
2 A.JOURNAL_DATE - Journal Date	Date	2			Date	9 <mark>4</mark>	Edit	Ξ
3 AJRNL_HDR_STATUS - Journal Header Status	Char1	3D	N		Status	9	Edit	Ξ
4 A.DESCR - Description	Char30				Header Description	9.	Edit	Ξ
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0				Line #	9	A	Ξ
6 B.FUND_CODE - Fund Code	Char5				Fund	P+ Stop		5
7 B.DEPTID - Department	Char10				Dept	& Step	Z.D.1	
8 B.PROJECT_ID - Project	Char15				Project	9.	Edit	Ξ
9 B.ACCOUNT - Account	Char10				Account	94	Edit	Ξ
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3	3			Amount	9 <mark>4</mark>	Edit	Ξ
11 B.LINE_DESCR - Journal Line Description	Char30				Line Descr	9	Edit	-

14. Click the radio button in the **Translate Value** box to replace the code for this field with a long or short description.15. Click **OK** to accept the changes.

ading	Aggregate	Translate Value	
No Heading RFT Short Text RFT Long Heading Text: Status Unique Field Name: AJRNL_HDR_STATUS	 None Sum Count Min Max Average 	 None Short Stort/Long Current Date Field 	*
Step 2.B.15		Add Prompt Add F	ield



Note that the **XLAT value** for this field indicates what query results will include for this field.

- L to indicate the XLAT table long description.
- **S** to indicate the XLAT table short description.
- **N** to indicate no XLAT table description.

ields				Custo	omize Find View All 🛗	First 🛃 1-	11 of 11	Last
Col Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.JOURNAL_ID - Journal ID	Char10	1			Journal ID	94	Edit	-
2 A.JOURNAL_DATE - Journal Date	Date	2	_		Date	9.	Edit	-
3 A.JRNL_HDR_STATUS - Journal Header Status	Char1	3D	L		Status	9.	Edit	Ξ
4 A.DESCR - Description	Char30			-	Header Description	%	Edit	
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0				Line #	%	Edit	Ξ
6 B.FUND_CODE - Fund Code	Char5				Fund	9.	Edit	
7 B.DEPTID - Department	Char10				Dept	9.	Edit	
8 B.PROJECT_ID - Project	Char15				Project	%	Edit	
9 B.ACCOUNT - Account	Char10				Account	94	Edit	-
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3	3			Amount	9.	Edit	
11 B.LINE_DESCR - Journal Line Description	Char30				Line Descr	8	Edit	-

16. Click on the **Run** tab to execute the query.

Re	ecords	Query	Expressions	Prompts Fields	Crite	eria	Havi	ng YV	ew SQL	Run	n
Vie	w All <u>Rerun Q</u>	uery Down	load to Excel			1	Step	2.B.16	1	First 🖪	1-81 of 81 🖹 La
	Journal ID	Date	Status	Header Description	Line #	Fund	Dept	Project	Account	Amount	Line Descr
1	0000000415	12/11/2008	Posted to Ledger	FY09 Close L Dumas discretiona	1	110	4001210		88802	- 19 <mark>518.220</mark>	TFR; ;
2	0000000476	12/11/2008	Posted to Ledger	1Pitney Bowes Evanston Mail:"J	545	172	4001230	10008318	75510	21.500	US Mail 11/24
3	0000000476	12/11/2008	Posted to Ledger	1Pitney Bowes Evanston Mail:"J	544	172	4001230	10008318	75510	7.850	US Mail 11/24
4	0000000476	12/11/2008	Posted to Ledger	1Pitney Bowes Evanston Mail:"J	543	172	4001230	10008318	75510	23.000	US Mail 11/24
5	000000476	12/11/2008	Posted to Ledger	1Pitney Bowes Evanston Mail:"J	542	172	4001230	10008318	75510	43.600	US Mail 11/21

17. The status field that previously contained a single letter code now contains the selected description associated with that code.



Aggregating Data

Aggregation functions allow you to consolidate multiple rows of data to get summary information. Query allows several options for aggregating field values across multiple rows of data. When aggregation options are indicated for one or more fields in a query **a single result row will appear for each unique combination of non-aggregated field values.** Aggregation is only performed on rows where all non-aggregated fields share **identical values**.

A recommendation would be to <u>find and Save As</u> or <u>build</u> a query that captures the desired data fields in raw form. Then save that raw data query as a new query to add aggregation summary criteria.

The strategy for adding aggregation is to review the raw data fields and remove extraneous fields (unselect in **Query** tab or delete in **Fields** tab) to just the ones needed to define the aggregation. Add the aggregation to the appropriate germane field(s). Then add back any fields as desired to enhance the aggregation. <u>Remember</u>: a single result row will appear for each unique combination of non-aggregated field values.

Below are the steps for reviewing and adding aggregation to a query, followed by a specific example:

18. Search and locate a query to which to apply aggregation. Click **Edit.** (It is **not** recommended to make changes to a public query. It is recommended to select **Save As** and make a public or private copy.)

older	View: All Folders	~					
Che	Ck All Uncheck All		*Action:	Cho)ose	*	Go
Query	<u> </u>	4	Customize Find View A	a j 🖩	First 🖪	1-4 of 4	Last
Select	Query Name	Descr	Owner Folder	<u>Edit</u>	Run to HTML	Run to Excel	Schedul
	QY_TRN_04	Journals not posted	Private	Ed	Step	2.B.18	nedul
	QY_TRN_01	Journal Header Data	Public	Edit	HTW	Excel	Schedul
	QY_TRN_02	Journal Header and Line Data	Public	Edit	1	Excel	Schedul
	QY_TRN_03	Journal with prompts	Public	Edit	HTML	Excel	Schedul



19. Click the **Run** tab on the query definition page to see current query results.

Re	cords 📔 Q	uery E	xpressi	ions Prompts Fi	elds	Cri	teria 🎽	Hav	ving V	iew SQL	Run
ro	m Date = 20	09-01-01,7	o Dat	e=2009-03-30							13
/iev	v All Rerun Qu	ery Downloa	ad to Ex	cel						First 🖪	1-100 of 15148 🕨 Las
	Journal ID	Date	Status	Descr	Line #	Account	Dept	Fund	Project	Amount	Line Descr
1	HRB0004055	01/08/2009	Ρ	Transfer to HMO	5	10101		120		-140855.320	Cash-Due To-From Offset
2	HRB0004055	01/08/2009	P	Transfer to HMO	6	10101		131		140855.320	Cash-Due To-From Offset
3	BUR0004065	01/08/2009	P	9-PAY Lockbox 01/07/09	1	11258		132		-71185.000	9-PAY Lockbox 01/07/09
4	BUR0004065	01/08/2009	Р	9-PAY Lockbox 01/07/09	2	10105		132		71185.000	9-PAY Lockbox 01/07/09
5	0000003081	01/02/2009	Ρ	The transactions on the ProCar	1	75695	5326000	171	10006434	-2580.960	Corr Exp; 11/26/2008; CNV
6	000003542	01/07/2009	P	I was out of the office and mi	1	75695	5310000	110		-150.000	Corr Exp; 11/28/2008; CNV
7	0000005129	01/16/2009	v	Initial use of NUFinancials	1	76767	4034900	110		24.070	Corr Exp; 12/16/2008; EX
8	0000004532	01/13/2009	Ρ	Adjust converted PS revenue-TM	1	11148		640	60000075	4097.180	AR-Automated Rev Recognition
9	0000003351	01/06/2009	Ρ	ITI Yr 2 Funding for the Resea	3	10101		610	60020777	1940.000	Cash-Due To-From Offset
10	0000003351	01/06/2009	Ρ	ITI Yr 2 Funding for the Resea	4	10101		610	60022752	-1940.000	Cash-Due To-From Offset



- 20. Click on the **Fields** tab. Field aggregation will be indicated in the **Agg column** on this tab.
- 21. Click **Edit** to the right of the field to apply aggregation.

Records Query Expressions Prom Query Name: QY_TRN_03 View field properties, or use field as criteria in query statements View field as criteria in query statements	pts Fie Desc tement.	lds ription	Criteri Journal	a Having Step 2.B.20	View SQL	Run Reorder /	Sort
Fields			<u></u>	nize Find View All	First 🗹 1.	11 of 11 🗍	Last
Col Record.Fieldname	Format	Ord	KLAT Agg	Heading Text	Add Criteria	Edit	Delete
1 A.JOURNAL_ID - Journal ID	Char10			Journal ID	94	Edit	Ξ
2 A.JOURNAL_DATE - Journal Date	Date			Date	94	Edit	-
3 A.JRNL_HDR_STATUS - Journal Header Status	Char1	1	1	Status	8	Edit	
4 A.DESCR - Description	Char30			Descr	94	Edit	-
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0			Line #	94	Edit	-
6 B.ACCOUNT - Account	Char10			Account	94	Edit	
7 B.DEPTID - Department	Char10			Dept	94	Step	2.B.21
8 B.FUND_CODE - Fund Code	Char5			Fund	94	Edit	
9 B.PROJECT_ID - Project	Char15			Project	94	Edit	=
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3			Amount	9	Edit	Ξ
11 B.LINE_DESCR - Journal Line Description	Char30			Line Descr	94	Edit	-

If the aggregate box option is set to **None**, Individual row detail is displayed in the query result set since aggregation is not indicated.

22. Click a radio button in the **Aggregate** box for the appropriate type.

Edit Field Properties	onetary Amount Step 2.B.22
Heading	Aggregate
 No Heading RFT Short Text RFT Long Heading Text: Amount 	 None Sum Count Min Max
*Unique Field Name:	O Average
B.MONETARY_AMOUNT	2.B.23



The following provides a description of all aggregation options.

- None Will not use aggregate functions.
- **Sum** Adds the values from each row and displays the total. (individual field value if no agg.)
- **Count** Counts the number of rows. (individual field value if no agg.)

Min Checks the value from each row and returns the lowest value. (individual (minimum) field value if no agg.)

Max Checks the value from each row and returns the highest value. (individual (maximum) field value if no agg.)

Average Adds the values from each row and divides the result by the number of rows. (individual field value if no agg.)

23. Click **OK** to select the aggregate setting.

24. Review the **Agg column** to see that it now indicates a setting for the field. 25. Click the **Run** tab to generate query results.

Records Query Expressions Promp Query Name: QY_TRN_03 View field properties, or use field as criteria in query statements View field properties, or use field as criteria in query statements	ots Fie Desc tement.	elds cription	Crite I: Journa	vith promote Step 2	View SQL .B.25	Run Reorder / Sort
Fields			<u>Cu</u>	<u>ston ize Find </u> View All	First 🗹 1	I-11 of 11 🕨 Last
Col Record.Fieldname	Chor10	Ord	XLA1 Ag	g leading Text	Add Criteria	Edit Delete
	Data			Journal ID	1 4	
2 A.JOURNAL_DATE - Journal Date	Date			Date	74	Edit
3 AJRNL_HDR_STATUS - Journal Header Status	Char1		N	Status	74	Edit
4 A.DESCR - Description	Char30			Descr	94	Edit
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0			_ine #	94	Edit 📃
6 B.ACCOUNT - Account	Char10			Account	9.	Edit 📃
7 B.DEPTID - Department	Char10			Dept	94	Edit
8 B.FUND_CODE - Fund Code	Char5			Fund	94	Edit 📃
9 B.PROJECT_ID - Project	Char15			Project	94	Edit
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3		Su	m Bum Amount	94	Edit
11 B.LINE_DESCR - Journal Line Description	Char30			ine Descr	9	Edit 📃



Here is a specific example to demonstrate the aggregation strategy and implementation:

• Search and locate a query to which to apply aggregation. Click **Edit.** (Remember to save a query before making modifications!)

Query			Customize Find Vi	ew All I 📶	First 🗹	1-4 of 4	Last
<u>Select</u>	Query Name	Descr	Owner Folder	<u>Edit</u>	Run to HTML	Run to Excel	<u>Schedule</u>
	QY_TRN_04	Journals not posted	Click Edit	Edit	HTML	Excel	Schedule
	QY_TRN_01	Journal Header Data	PUBIC	Edit	HTML	Excel	Schedule
	QY_TRN_02	Journal Header and Line Data	Public	<u>Edit</u>	HTML	Excel	Schedule
	QY_TRN_03	Journal with prompts	Public	Edit	HTML	Excel	Schedule

• Click the **Run** tab on the query definition page. (ex. this query has a date prompt).

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run
Query Name:	QY_TRN_03			Description:	Journal with pr	ompts	Click Run	

• Click **OK** to execute the query.



а



• The result set for this sample query is limited to journals with journal dates within the selected date range. In addition, this query limits results to Valid and Posted journals. Thirteen rows of data meet these criteria.

Re	cords	Query	Expres	sions Prompts Fiel	ds C	riteria	Havin	g)	View S	QL	Run
	m Date = 2	009-01-01	ToD	ate=2009-03-30							
1	nii Date - 2	000-01-01	, 10 0	ate=2003-00-00						-	
/ie	w All <u>Rerun C</u>	uery Down	load to	Excel						Firs	1-13 of 13 🗈 La
	Journal ID	Date	Status	Descr	Line #	Account	Dept	Fund	Project	Amount	Line Descr
1	0000003184	01/05/2009	Р	FY09 discretionary funds from	2	88801	4001210	110		20000.000	TFR;;
2	EV00004090	01/05/2009	Р	Expense Accrual Journal	18	76735	4001220	110		3013.230	Expense Accruals
3	0000004777	01/13/2009	Ρ	1Pitney Bowes Chicago Mail:".	Jo 401	75510	4001220	110		0.420	12/02 Chicago US Mai
4	0000004777	01/13/2009	Р	1Pitney Bowes Chicago Mail:".	Jo 402	75510	4001220	110		6.060	12/02 Chicago US Mai
5	0000005416	02/17/2009	٧	Reimbursement for copies	1	50881	4001210	110		-100.000	New Sale; 11/17/2009
6	0000005418	02/17/2009	V	Reimbursement for copies	1	50881	4001210	110		-100.000	New Sale; 02/17/2009
7	0000005331	01/23/2009	V	test	1	50881	4001210	110		-100.000	New Sale; 01/23/2009
8	0000005294	01/22/2009	V	Reimbursement for copies	1	50881	4001210	110		-100.000	New Sale; 01/22/2009
9	0000005328	01/23/2009	٧	test	1	50881	4001210	110		-100.000	New Sale; 01/23/2009
10	0000005325	01/23/2009	V	test	1	50881	4001210	110		-100.000	New Sale; 01/23/2009
11	0000005334	01/23/2009	٧	test	1	50881	4001210	110		-100.000	New Sale; 01/23/2009
12	0000005349	01/27/2009	V	Name Badges and parking pa	sses 1	50881	4001210	110		-100.000	New Sale; 01/27/2009
13	0000005381	02/05/2009	V	reimbursement for copies	1	50881	4001210	110		-100.000	New Sale: 09/03/2008

- Click on the **Fields** tab. Field aggregation will be indicated in the **Agg** column on this tab. Currently there is no aggregation within this query so the column is blank for all fields.
- Click Edit to the right of the MONETARY_AMOUNT Field.

iow field properties, or use field as criteria in query sta	toment	npuo	n. Juu	imai w			Reorder / Sort
elds	terment			Custo	nize Find View All	First 🗹 1	-11 of 11 🕑 Last
ol Record.Fieldname	Format	<u>Ord</u>	XLAT	Agg	leading Text	Add Criteria	Edit Delete
1 A.JOURNAL_ID - Journal ID	Char10				lournal ID	94	Edit 🖃
2 A.JOURNAL_DATE - Journal Date	Date				Date	%	Edit 📃
3 AJRNL_HDR_STATUS - Journal Header Status	Char1		N		Status	9.	Edit 📃
4 A.DESCR - Description	Char30				Descr	94	Edit 📃
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0				_ine #	9.	Edit 📃
6 B.ACCOUNT - Account	Char10				Account	9.	Edit 📃
7 B.DEPTID - Department	Char10				Dept	۹ ۲	Click Edit
8 B.FUND_CODE - Fund Code	Char5				Fund	9 <u></u>	
9 B.PROJECT_ID - Project	Char15				Project	94	Edit
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3				Amount	94	Edit 🖃
11 B.LINE DESCR - Journal Line Description	Char30				ine Descr	8	Edit 📃



The aggregate box option is currently set to **None**. Individual row detail is displayed in the query result set since aggregation is not indicated.

- Click the **Sum** radio button in the Aggregate box.
- Click **OK** to save the aggregate setting.

No Heading No Heading No Heading RFT Short O RFT Long Heading Text: Amount Unique Field Name: B.MONETARY_AMOUNT	Aggregate Cr None Sum Count Min Max Average	
---	---	--

• Note: the Agg column now indicates **Sum** for the **MONETARY_AMOUNT** field. Click on the **Run** tab to generate query results.

w field properties, or use field as criteria in query sta	tement.				1		Reorder /	Sort
Ids	Format	Ord		Custor	t <u>ize Find </u> View All Heading Text	First 1-	11 of 11	Last
1 A.JOURNAL_ID - Journal ID	Char10	010	ALAL	Add	Journal ID	%	Edit	
2 A.JOURNAL_DATE - Journal Date	Date				Date	94	Edit	Ξ
3 A.JRNL_HDR_STATUS - Journal Header Status	Char1		N		Status	8	Edit	
4 A.DESCR - Description	Char30				Descr	94	Edit	
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0				₋ine #	94	Edit	Ξ
6 B.ACCOUNT - Account	Char10				Account	94	Edit	Ξ
7 B.DEPTID - Department	Char10				Dept	94	Edit	Ξ
8 B.FUND_CODE - Fund Code	Char5				Fund	94	Edit	Ξ
9 B.PROJECT_ID - Project	Char15				Project	94	Edit	
0 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3			Sum	Sum Amount	94	Edit	Ξ
11 B.LINE_DESCR - Journal Line Description	Char30				_ine Descr	9	Edit	



• Note: there is no change in the result set that was returned. Aggregation had no impact on query results because each of the rows contains a unique combination of values in non-aggregated fields.

Re	cords	Query	Expres	ssions Prompts	Fields	(Criteria	Havi	ng	View	SQL	Run
Fro	om Date = 2	009-01-01	.To D	ate=2009-03-30								
											_	
	w All <u>Rerun C</u>	luery Down	load to	Excel							First	🔳 1-13 of 13 🕨 Last
	Journal ID	Date	Status	Descr	Line	e #	Account	Dept	Fund	Project	Sum Amount	Line Descr
1	0000005325	01/23/2009	V	test		1	50881	4001210	110		-100.000	New Sale; 01/23/2009;
2	0000005294	01/22/2009	V	Reimbursement for c	opies	1	50881	4001210	110		-100.000	New Sale; 01/22/2009;
3	0000003184	01/05/2009	Р	FY09 discretionary fur	ids from	2	88801	4001210	110		20000.000	TFR;;
4	EV00004090	01/05/2009	Р	Expense Accrual Jour	nal	18	76735	4001220	110		3013.230	Expense Accruals
5	0000004777	01/13/2009	Р	1Pitney Bowes Chica	go Mail:"Jo 4	02	75510	4001220	110		6.060	12/02 Chicago US Mail
6	0000005418	02/17/2009	V	Reimbursement for c	opies	1	50881	4001210	110		-100.000	New Sale; 02/17/2009;
7	0000005328	01/23/2009	٧	test		1	50881	4001210	110		-100.000	New Sale; 01/23/2009;
8	0000004777	01/13/2009	Р	1Pitney Bowes Chicag	go Mail:"Jo 4	01	75510	4001220	110		0.420	12/02 Chicago US Mail
9	0000005334	01/23/2009	V	test		1	50881	4001210	110		-100.000	New Sale; 01/23/2009;
10	0000005349	01/27/2009	V	Name Badges and pa passes	arking	1	50881	4001210	110		-100.000	New Sale; 01/27/2009;
11	0000005331	01/23/2009	V	test		1	50881	4001210	110		-100.000	New Sale; 01/23/2009;
12	0000005381	02/05/2009	V	reimbursement for co	pies	1	50881	4001210	110		-100.000	New Sale; 09/03/2008;
13	0000005416	02/17/2009	V	Reimbursement for co	opies	1	50881	4001210	110		-100.000	New Sale; 11/17/2009;

- Click the Fields tab.
- Click I to the right of the **JOURNAL_LINE** to delete the field from the result set.
- Delete ACCOUNT, DEPTID, DESCR, LINE_DESCR, JOURNAL_ID and JOURNAL_DATE fields.

iew field properties, or use field as criteria in query sta	tement.					-	Reorder	SUIL
lelds Col Record.Fieldname	Format	Ord	XLAT	Custo Agg	mize Find View All Heading Text	Add Criteria	11 of 11	Last Delete
1 A.JOURNAL_ID - Journal ID	Char10				Journal ID	9	Edit	-
2 A.JOURNAL_DATE - Journal Date	Date				Date	9.	Edit	-
3 AJRNL_HDR_STATUS - Journal Header Status	Char1		Ν		Status	94	Edit	Ξ
4 A.DESCR - Description	Char30				Descr	94	Edit	Ξ
5 B.JOURNAL_LINE - GL Journal Line Number	Num9.0				Line #	9	Edit	Ξ
6 B.ACCOUNT - Account	Char10				Account	9	Edit	Ξ
7 B.DEPTID - Department	Char10				Dept	9	Edit	Ξ
8 B.FUND_CODE - Fund Code	Char5				Fund	94	Edit	-
9 B.PROJECT_ID - Project	Char15				Project	94	Edit	Ξ
10 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3			Sum	Sum Amount	9.	Edit	Ξ
11 B.LINE_DESCR - Journal Line Description	Char30				Line Descr	2	Edit	



• You will have four fields after completing deletions.

Records Query Expressions Prom	ots Fie	lds		Criteria	i Having	View SQL	Run	
Query Name: QY_TRN_03	Desc	riptio	n: Jou	rnal w	ith prompts			
View field properties, or use field as criteria in query stat	ement.						Reorder	Sort
Fields				Cu	stomize Find View A	II 📕 🛛 First 🗹	1-4 of 4	Last
Col Record.Fieldname	<u>Format</u>	<u>Ord</u>	<u>XLAT</u>	<u>Aqq</u>	Heading Text	Add Criteria	Edit	Delete
1 AJRNL_HDR_STATUS - Journal Header Status	Char1		N		Status	94	Edit	Ξ
2 B.FUND_CODE - Fund Code	Char5				Fund	94	Edit	
3 B.PROJECT_ID - Project	Char15				Project	94	Edit	-
4 B.MONETARY_AMOUNT - Monetary Amount	SNm25.3			Sum	Sum Amount	94	Edit	Ξ

• Click the **Run** tab to execute the query again. **Note** that only **two lines are now returned** in the result set. They represent the **unique combinations of nonaggregated field values**. The **MONETARY_AMOUNT field shows the sum** of the underlying lines for each combination.

Reco	ords Query E	xpressions Prompts	Fields Criteria H	Having View SQL Run
rom	Date = 2009-01-01,T	o Date=2009-03-30		
	All I Rerun Query I Downloa	ad to Excel		First 1-2 of 2 F
lew.	All <u>Rerun Query Downloa</u> Status	ad to Excel Fund	Project	First 🚺 1-2 of 2 🕨 L Sum Amount
/iew: 1	All <u>Rerun Query</u> <u>Downlos</u> Status V	ad to Excel Fund 110	Project	First 🗹 1-2 of 2 🗈 L Sum Amount -900.0

- Click the Fields tab.
- Click Edit to the right of the MONETARY_AMOUNT field.

Iery Name: QY_TRN_03	Desc	riptio	n: Jou	rnal w	ith prompts			
'iew field properties, or use field as criteria in query sta	tement.						Reorder	/ Sort
ields				Cus	<u>stomize Find</u> View A	dl 📔 🛛 First 🗹	1-4 of 4	Last
Col Record.Fieldname	<u>Format</u>	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1 A.JRNL_HDR_STATUS - Journal Header Status	Char1		Ν		Status	9 4		
2 B.FUND_CODE - Fund Code	Char5				Fund	%		
3 B.PROJECT_ID - Project	Char15				Project	94	Edit	IA
A R MONETARY, AMOUNT - Monetary Amount	SNm25.3			Sum	Sum Amount	9	Edit	F



- Change the Aggregate radio button to Count.
- Click **OK**.

No Heading No Heading RFT Short Text RFT Long Heading Text: Amount Unique Field Name: RMONETARY, AMOUNT	Aggregate None Sum Count Min Max Average	Coun
---	--	------

 Click the Run tab to execute the query. Note: your result set still aggregated data based on unique combinations of non-aggregated fields. However, the MONETARY_AMOUNT field now contains a <u>count</u> of the rows that are included in each aggregated line.

Reco	ords 🚺 Query 🕇 E	Expressions Prompts	Fields Criteria	Having View SQL Run	
Fron	Date = 2009-01-01,	To Date=2009-03-30			
				The second se	7
	All Rerun Query Downlo	ad to Excel		First	1-2 of 2 🕒 Last
	Status	Fund	Project	Count Amount	
1	V	110			9
2	P	110			4

UIT Administrative Systems

C. Working with Query Criteria

When you execute a query, the result set will include data for all rows in the record that you have selected. If multiple tables have been joined, the tool will return data for all rows that have an associated record in each joined table.

In most cases, you will want to filter your results to a subset of data. To accomplish this task, the query tool allows you to **define criteria** that define what data will be returned upon execution. **To establish criteria, you will select a data field and indicate a range of values.** Only rows of data where field values fall within this range will be returned when the query is executed. You can establish multiple criteria to limit results based on values in multiple fields.

Adding an expression

Steps

 Search and locate a query (ex. QY_TRN_02) Click Edit to the right of query name to open. (It is not recommended to make changes to a public query. It is recommended to select Save As and make a public or private copy.)

Query	Manager						
Enter ar	ny information you have and	d click Search. Leave fields blank for	a list of all values.				
ind an	Existing Query Create	New Query					
Sear	ch By: Query Name	begins with QY					
Searc	h Advanced Search						
Sear	ch Results						
Folder	View: All Folders	*					
Folder	View: All Folders ck All Uncheck All		*Ac	tion: Cho	ose	~	Go
Folder Cher Query	View: All Folders ck All Uncheck All		*Ac	ction: Choo	ose First 🗹	▼ 1-4 of 4	Go Last
Folder Che Query <u>Selec</u>	View: All Folders ck All Uncheck All / / ut Query Name	Descr	*Ac Customize Find \ Owner Folder	ction: Choo View All ## Edit	ose First Run to HTML	1-4 of 4	Go Last Schedule
Folder Che Query Selec	View: All Folders ck All Uncheck All / t Query Name QY_TRN_04	Descr J Journals not posted	*Ac Customize Find \ Owner Folder Step 2.C.1	ction: Chor View All III Edit Edit	DSE First ब Run to HTML HTML	1-4 of 4 Run to Excel Excel	Go Last Schedule Schedule
Folder Che Query Selec	View: All Folders ck All Uncheck All / t Query Name QY_TRN_04 QY_TRN_01	Descr Journals not posted Journal Header Data	*Ac Customize Find \ Owner Folder Step 2.C.1 Public	ction: Chor View All ## Edit Edit Edit	DSE First Run to HTML HTML HTML	I-4 of 4 Run to Excel Excel Excel	Go Last Schedule Schedule
Folder Che Query Selec	View: All Folders ck All Uncheck All / / auery Name ////////////////////////////////////	Descr Journals not posted Journal Header Data Journal Header and Line Data	*Ac Customize Find \ Owner Folder Step 2.C.1 Public Public	ction: Chool View All Edit Edit Edit Edit Edit	DSE First Run to HTML HTML HTML	La of 4 Run to Excel Excel Excel Excel	Go Last Schedule Schedule Schedule Schedule



2. Click on the **Run** tab to execute the query and review any criteria. (ex. this result set contains 81 rows of data as indicated above the query results.)

Re	ecords	Query	Expres	sions Prompts Fields		Criteria	Hav	ing	View S	QL R	tun
	w All <u>Rerun</u> C	uery Down	load to	Excel		(Step 2	2.C.2	2]	First	1-81 of 81 Ⅰ 1
	Journal ID	Date	Status	Descr	Line #	Account	Dept	Fund	Project	Amount	Line Descr
1	0000000415	12/11/2008	Р	FY09 Close L Dumas discretiona	1	88802	4001210	110		-19518.220	TFR;;
2	0000000476	12/11/2008	Ρ	1Pitney Bowes Evanston Mail:"J	546	75510	4001230	172	10008318	55.350	US Mail 11/20
3	0000000476	12/11/2008	Ρ	1Pitney Bowes Evanston Mail:"J	545	75510	4001230	172	10008318	21.500	US Mail 11/24
4	000000476	12/11/2008	P	1Pitney Bowes Evanston Mail:"J	544	75510	4001230	172	10008318	7.850	US Mail 11/24
5	0000000476	12/11/2008	Р	1Pitney Bowes Evanston Mail:"J	543	75510	4001230	172	10008318	23.000	US Mail 11/24
6	0000000476	12/11/2008	Р	1Pitney Bowes Evanston Mail:"J	542	75510	4001230	172	10008318	43.600	US Mail 11/21
7	0000000476	12/11/2008	Р	1Pitney Bowes Evanston Mail:"J	541	75510	4001230	172	10008318	29.950	US Mail 11/24
8	000000476	12/11/2008	P	1Pitney Bowes Evanston Mail:"J	540	75510	4001230	172	10008318	8.750	US Mail 11/24
9	0000000476	12/11/2008	Р	1Pitney Bowes Evanston Mail:"J	539	75510	4001230	172	10008318	13.800	US Mail 11/25
10	0000000476	12/11/2008	P	1Pitney Bowes Evanston Mail:"J	538	75510	4001230	172	10008318	27.200	US Mail 11/25
11	0000000476	12/11/2008	Р	1Pitney Bowes Evanston Mail:"J	537	75510	4001230	172	10008318	50.750	US Mail 11/26
12	000000476	12/11/2008	P	1Pitney Rowee Evaneton Mail ¹⁸	536	75510	4001230	179	10008318	18 /00	LIS Mail 11/26

Specific Date Range as Criteria

- 3. Click the **Criteria** tab. (ex. The journal header and journal line tables have been selected and joined. Query results include all data from these tables.) To limit the results to a **specific date range**, a specific range can be selected.
- 4. Click Add Criteria.

Records Query Expressions Prompts	Fields	Criteria	Having	View SQL	Run
Query Name: QY_TRN_02	Description:	Journal Header	and Lin Da	ta	
Add Criteria Group Criteria Reorder Criteria			C	Step 2.C.3	
Step 2.C.4					



- 5. In this course we will work with field based criteria. Confirm that the expression type is **Field.**
- 6. In the **Expression 1** box, click the icon in the **Choose Record and Field** box to select the field against which the criteria will be applied (ex. this is an example of adding a range of dates as criteria).

loose Expression	pe Expression 1	
 Field Expression 	Choose Record and Field Record Alias.Fieldname:	
*Condition T	ype: equal to	
○ Field	Define Constant	
 Expression Constant 	Constant:	Q
O Prompt		

 A listing of the records that you have added to your query and associated fields will be displayed. By default the fields for the first record added to the query will be displayed. Click on the field name to select (ex. JOURNAL_DATE field).

elect a	field		
Select a	record to show fields for	Customize Find	🖩 🛛 First 🗹 1-2 of 2 🕑 Last
Alias	Record	Record Description	Show Fields
A	JRNL_HEADER	Journal Header Data	Show Fields
в	JRNL_LN	Journal Line Data	Show Fields
A.BUSIN A.JOURI A.JOURI A.UNPO:	IESS_UNIT - Business Unit NAL_ID - Journal ID NAL_DATE - Journal Date ST_SEQ - UnPost Sequenc	Step 2.C.7	
A.BUSIN	ESS_UNIT_IU - Business U	<u>Jnit</u>	



8. You will be returned to the criteria definition page. (ex. **Note** that **JOURNAL_DATE** has now been identified as the active field for this criteria.)

HOT Tip! Here's another way of navigating to the **Edit Criteria Properties** page and selecting the field name. From the **Fields** tab, click on **G** to go directly to the **Edit Criteria Properties** page with the field name already entered.

 The Condition Type defines how valid values will be indicated. Click on the drop down box to select the condition type (ex. between). See Appendix A for definitions of condition types.

Edit Criteria Properties Choose Expression 1 Type Field Expression	Expression 1 Step 2.C.8 Choose Record and Field Record Alias.Fieldname: A.JOURNAL_DATE - Journal Date
*Condition Type: Choose Expression 2 Type	equal to Step 2.C.9 Expression 2
 Field Expression Constant Prompt Subgroups 	Define Constant *Date:
OK Cancel	

Note: Parameter fields for **Expression 2** have been modified to reflect that the between condition type requires an upper and lower limit to define a valid data range for the field specified in **Expression 1**.



10. In the **Expressions 2** box, click on ¹³ in **Define Constant** and use the calendar to navigate to a specific date as the lower range of valid date values for these criteria.

loose Expression 1 Type	Expression 1
 ● Field ○ Expression 	Choose Record and Field Record Alias.Fieldname: Q A.JOURNAL_DATE - Journal Date
*Condition Type:	between
ose Expression 2 Type	Expression 2 Step 2.C.1
Const - Const	Define Constant
Const - Field	*Date:
Const - Expr	
Field Const	Dofine Constant 2
J Tield - Collar	Define Constant Z March V 2009 V
Field - Field	March V 2009 V
) Field - Field) Field - Expr	★Date 2: March 2009 * Date 2: 5 M T W T F S
) Field - Field) Field - Expr) Expr - Const	▲Date 2: March ✓ 2009 * Date 2: 5 M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14
) Field - Field) Field - Expr) Expr - Const) Expr - Field	★Date 2: March 2009 *Date 2: 5 M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21
) Field - Field) Field - Expr) Expr - Const) Expr - Field) Expr - Expr	★Date 2: March 2009 *Date 2: 5 M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
) Field - Field) Field - Expr) Expr - Const) Expr - Field) Expr - Expr	March 2009 ♥ *Date 2: S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 31

- 11. In the **Expressions 2** box, click on in **Define Constant 2** and use the calendar to navigate to a specific date as the upper range of valid date values for these criteria.
- 12. Click **OK** to select the criteria.

oose Expression 1 Type	Expression 1			
Field	Choose Record and Field			
Exprossion	Record Alias.Fieldname:			
Expression	Q AJOURNAL_DATE - Journal Date			
*Condition Type:	between 💌			
ose Expression 2 Type	Expression 2			
Const - Const	Define Constant			
Const - Field	Step 2.C.11			
O Const - Expr	Date. 0 110 112003			
O Field - Const	Define Constant 2			
🔿 Field - Field	Denne Constant 2			
O Field - Expr	*Date 2: 03/30/2009 🛐			
Expr - Const				
CExpr - Field Step 2	2.C.12			
O Expr - Expr				



Note: a criteria line has now been added to your query.

Reference:

- You can **add** a criteria line by clicking **Add Criteria**.
- You can edit a criteria line by clicking Edit to the right of the criteria line.
- You can **delete** a criteria line by clicking the 🗀 delete symbol to the right of the line.

Define Constant Values as Criteria

13. Click Add Criteria to add another criteria line.

Records Query Expressions Prompts	Fields Criteria Having View SQL Run
Query Name: QY_TRN_02	Description: Journal Header and Line Data
Add Criteria Group Criteria Reorder Criteria	
Step 2.C.13	

- 14. In the **Expression 1** box, in the **Choose Record and Field** box, select the field against which the criteria will be applied (ex. this is an example of adding a constant value as criteria for **JRNL_HDR_STATUS** field).
- 15. In the **Expression 2** box, in the **Define Constant** box, click the icon to get a list of the valid values for the Constant.

Choose Expression 1 Type	Expression 1	Step 2.C.14
 Field Expression 	Choose Record and Field Record Alias.Fieldname: Q A.JRNL_HDR_STATUS - Journal He	
*Condition Type:	equal to	Step 2.C.15
 Field Expression Constant Prompt 	Define Constant Constant:	_ a



16. Click **Select Constant** to the right of the value to filter query results (ex. P, Posted to Ledger, Posted).

Values	Custon	nize Find View All 🖩 🛛 Firs	t 🗹 1-11 of 11 🕩 Las
Field Value	Translate Long Name	Translate Short Name	Select Constant
D	Deleted - anchor jrnl unposted	Deleted	Select Constant
I	Posting Error - Repost	Post Error	Select Constant
м	Valid SJE Model – Do Not Post	SJE Model	Select Constant
N	Edit Required - No Status	Edit Req'd	Select Constant
E	Errors on Journal	Errors	Select Constant
F	Header Error	Step 2 C 16	Select Constant
U	Unposted	10 2.0.10	Select Constant
V	Valid - Edits Complete	Valid	Select Constant
т	Incomplete	Incomplete	Select Constant
P	Posted to Ledger	Posted	Select Constant
z	Upgrade Journal - Can't Unpost	Cant Unpst	Select Constant

Note: that the single constant value is now indicated as the valid range in **Define Constant** (ex. **P** is for the **JRNL_HDR_STATUS**).

17. Click **OK**. The additional criteria line has now been added to your query.

hoose Expression 1 Type	Expression 1
Field	Choose Record and Field
O Expression	Record Alias.Fieldname:
*Condition Type:	equal to
oose Expression 2 Type	Expression 2
O Field	Define Constant
Constant	Constant: P
O Prompt Step 2 O Subquery	.C.17



uery Name: C Add Criteria	Y_TRN_02 Group Criteria Reorder Criteria	Description: J	ournal Header and Line Data	
riteria			Customize Find	st 🕙 1-7 of 7 🕨 Last
oqical	Expression1	Condition Type	Expression 2	Edit Delete
~	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	Edit
AND 🔽	A.JOURNAL_ID - Journal ID	equal to	B.JOURNAL_ID - Journal ID	Edit
AND 🔽	A.UNPOST_SEQ - UnPost Sequence	equal to	B.UNPOST_SEQ - UnPost Sequence	Edit
AND 🗸	A.DESCR - Description	not equal to	Conversion Journals	Edit 📃
	B.DEPTID - Department	between	4001210 AND 4001230	Edit 📃
	A.JOURNAL_DATE - Journal Date	between	2009-01-01 AND 2009-03-31	Edit
AND 🗸	AJRNL_HDR_STATUS - Journal Header Status	equal to	P	Edit

18. Click the **Run** tab to execute the query with criteria (ex. with journal date and header status criteria).

Re	ecords	Query	Expres	sions Prompts Fields	Criteria	Having	View SC	AL Run
Vie	View All Rerun Query Download to Excel							
	Journal ID	Date	Status	Descr	Line # Account	Dept Fund	Project	Amount Line Descr
1	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	301 75510	4001230 172	10008318	23.900 US Mail 12/04
2	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	295 75510	4001230 172	10008318	5.200 US Mail 12/03
3	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	296 75510	4001230 172	10008318	54.000 US Mail 12/03
4	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	297 75510	4001230 172	10008318	11.600 US Mail 12/04
5	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	298 75510	4001230 172	10008318	23.900 US Mail 12/04
6	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	299 75510	4001230 172	10008318	20.200 US Mail 12/04
7	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	300 75510	4001230 172	10008318	11.950 US Mail 12/04
8	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	291 75510	4001230 172	10008318	14.400 US Mail 12/02
9	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	292 75510	4001230 172	10008318	29.300 US Mail 12/02
10	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	293 75510	4001230 172	10008318	28.600 US Mail 12/02
11	0000003133	01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	294 75510	4001230 172	10008318	23.900 US Mail 12/02
12	0000003140	01/02/2009	Р	1Copy Center Evanston:"Job num	1 75120	4001230 172	10008318	153.200 11/20 E Berry
13	0000003140	01/02/2009	P	1Conv Center Evanston:" Joh num	24 75120	4001230 172	10008318	92 500 12/01 Emily Berry

Note: the query that produced a result set that contained many rows of raw data, now has the aggregated summary rows (ex. for this example, 81 rows before applying criteria now contains only 28 rows of data).



Define a Constant List of Values as Criteria

- 19. Click the Criteria tab (ex. this is an example of adding a list of constant values as criteria for JRNL_HDR_STATUS field).
 20. Click Edit to add criteria (ex. JRNL HDR STATUS).
- Query Expressions Prompts Criteria Query Name: QY_TRN_02 Description: Journal Header an Step 2.C.19 Add Criteria Group Criteria Reorder Criteria Criteria First 1-7 of 7 🕨 Last Customize | Find | Logical Edit Delete Expression1 Condition Type Expression 2 B.BUSINESS_UNIT - Business -A.BUSINESS_UNIT - Business Unit equal to Edit Y Unit -AND A.JOURNAL_ID - Journal ID equal to B.JOURNAL_ID - Journal ID Edit A.UNPOST_SEQ - UnPost B.UNPOST SEQ - UnPost -AND equal to Edit Y Sequence Sequence AND A.DESCR - Description not equal to Conversion Journals Edit -¥ **B.DEPTID** - Department 4001210 Step 2.C.20 -Edit AND ¥ between 2009-01-01 AND 2009-0 -A.JOURNAL DATE - Journal Date Edit AND between × A.JRNL_HDR_STATUS - Journal P Edit -AND * equal to Header Status
 - 21. In the **Condition Type** drop down menu, select the **in list** option.
 - 22. In the **Expression 2** box, click the sile icon to select the values that will compose the list of valid values for inclusion on the query result set.

Choose Exp	ression 1 Type	Expression 1	
 Field Express 	sion	Choose Record and Field Record Alias.Fieldname: Q A.JRNL_HDR_STATUS - Step	2.C.21
	*Condition Type:	in list	
hoose Exp	ression 2 Type	Expression 2	Step 2.C.22
💿 In List		Edit List	
O Subque	ery	List Members:	٩



23. Click Add Value next to each value to be added to the Contant list (ex. V, Valid-Edits Complete, Valid or P, Posted to Ledger, Posted). You can also add values by typing them into the Value field at the top of the page and clicking Add Value to the right of that field.

alue:	Add Value		
		Add Prompt	10 5540
alues	Customize	<u>Find</u> View All 🏭 First 🗹	1-11 of 11 🕑 Last
ield Value	Translate Long Name	Translate Short Name	Add Value
)	Deleted - anchor jrnl unposted	Deleted	Add Value
	Posting Error - Repost	Post Error	Add Value
1	Valid SJE Model Do Not Post	SJE Model	Add Value
1	Edit Required - No Status	Edit Req'd	Add Value
:	Errors on Journal	Errors	Add Value
	Header Error		Add Value
J	Unposted	tep 2.C.23	Add Value
1	Valid - Edits Complete	Valid	Add Value
	Incomplete	Incomplete	Add Value
	Posted to Ledger	Posted	Add Value
Step 2.C.	24 Upgrade Journal - Can't Unpost	Cant Unpst	Add Value

Note: the constant values have been added as to the list of valid list members. Also, you can select and delete list members with **Delete Checked Values**.

dit List		
List Members	Customize Find	First 🗹 1-2 of 2 🕨 Last
P		
V		
Value:	Add Value	Delete Checked Values

24. Click **OK** to select the list.



25. Click **OK** to select Criteria Properties.

bose Expression 11	Charge Decend and Field	
Field	Choose Record and Field	
Expression	Record Allas.Fieldname.	0-18-18-
	A.JRNL_HDR_STATUS - Journa	l He
*Condition Tr	vpe: in list	
ose Expression 2 Typ	e Expression 2	
In List	Edit List	
Subquery	List Members: (V/ 'P')	
Stop 2 C 2		Q
01ep 2.0.2		

Criteria tab now contains a list of values for the field.

Add Criteria	Group Criteria Reorder Criteria		ournal Header and Line Data	
riteria		_	Customize Find I First	I-7 of 7 ▶ Last
oqical	Expression1	Condition Type	Expression 2	Edit Delete
~	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	Edit
AND 🖌 🖌	A.JOURNAL_ID - Journal ID	equal to	B.JOURNAL_ID - Journal ID	Edit 📃
AND 💌	A.UNPOST_SEQ - UnPost Sequence	equal to	B.UNPOST_SEQ - UnPost Sequence	Edit
AND 🗸	A.DESCR - Description	not equal to	Conversion Journals	Edit 📃
AND 🔽	B.DEPTID - Department	between	4001210 AND 4001230	Edit
AND 🗸	A.JOURNAL_DATE - Journal Date	between	2009-01-01 AND 2009-03-31	Edit 📃
AND 💌	AJRNL_HDR_STATUS - Journal Header Status	in list	(V,'P')	Edit



26. Click on the **Run** tab to execute the query with the modified criteria.

Records Query	Expres	ssions T Prompts T Fields	Y Criteria	Having	Y View SI	2L Run
New All I Rerun Query I Down	nload to	Excel		Ste	0 2.C.2	
Journal ID Date	Status	Descr	Line # Account	t Dept Fund	Project	Amount Line Descr
1 0000003133 01/02/200	Р	1Pitney Bowes Evanston Mail:"J	301 75510	4001230 172	10008318	23.900 US Mail 12/04
2 0000003133 01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	295 75510	4001230 172	10008318	5.200 US Mail 12/03
3 0000003133 01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	296 75510	4001230 172	10008318	54.000 US Mail 12/03
4 0000003133 01/02/2009	Ρ	1Pitney Bowes Evanston Mail:"J	297 75510	4001230 172	10008318	11.600 US Mail 12/04
5 0000003133 01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	298 75510	4001230 172	10008318	23.900 US Mail 12/04
5 0000003133 01/02/2009	Ρ	1Pitney Bowes Evanston Mail:"J	299 75510	4001230 172	10008318	20.200 US Mail 12/04
7 0000003133 01/02/2009	Р	1Pitney Bowes Evanston Mail:"J	300 75510	4001230 172	10008318	11.950 US Mail 12/04
3 0000003133 01/02/2009	Ρ	1Pitney Bowes Evanston Mail:"J	291 75510	4001230 172	10008318	14.400 US Mail 12/02
0000003133 01/02/200	Р	1Pitney Bowes Evanston Mail:"J	292 75510	4001230 172	10008318	29.300 US Mail 12/02
0 0000003133 01/02/200	Р	1Pitney Bowes Evanston Mail:"J	293 75510	4001230 172	10008318	28.600 US Mail 12/02
1 0000003133 01/02/2009	P	1Pitney Bowes Evanston Mail."J	294 /5510	4001230 172	10008318	23.900 US Mail 12/02
2 0000003140 01/02/2009	P	1Copy Center Evanston: Job num	1 /5120	4001230 172	10008318	153.200 11/20 E Berry
4 0000003140 01/02/200	P	1Copy Center Evanston:" Job num	24 75120	4001230 172	10008318	36 300 12/01 Emily Berry
5 0000003140 01/02/200	P	1Copy Center Evanston," Job num	43 75120	4001230 172	10008318	103 320 12/11 Emily Berry
6 0000003184 01/05/200	P	EV09 discretionary funds from	2 88801	4001210 110	10000010	20000.000 TER: -
7 EV00004090 01/05/2009	P	Expense Accrual Journal	18 76735	4001220 110		3013.230 Expense Accruals
		101 0 011 11 11		1001000 170		12/02 Chicago US
8 000004777 01/13/200	P	TPitney Bowes Chicago Mail: Jo	398 /5510	4001230 172	10008318	6.450 Mail
9 0000004777 01/13/200	Ρ	1Pitney Bowes Chicago Mail:"Jo	399 75510	4001230 172	10008318	12.200 12/03 Chicago US Mail
0 0000004777 01/13/200	Р	1Pitney Bowes Chicago Mail:"Jo	400 75510	4001230 172	10008318	24.000 12/03 Chicago US Mail
1 0000004777 01/13/200	Р	1Pitney Bowes Chicago Mail:"Jo	401 75510	4001220 110		0.420 Mail
2 0000004777 01/13/200	P	1Pitney Bowes Chicago Mail." Io	402 75510	4001220 110		6.060 12/02 Chicago US
	2					Mail
3 0000004778 01/13/200	٧	1Pitney Bowes Chicago Mail:"Jo	530 75510	4001230 172	10008318	22.350 12/09 Chicago US Mail
4 0000004778 01/13/2009	v	1Pitney Bowes Chicago Mail:"Jo	531 75510	4001230 172	10008318	11.950 12/09 Chicago US
5 0000004778 01/13/200	v	1Pitney Bowes Chicago Mail:"Jo	532 75510	4001230 172	10008318	32.900 12/09 Chicago US
6 0000004778 01/13/200	v	1Pitney Bowes Chicago Mail:" In	533 75510	4001230 172	10008318	Mail 4 800 12/12 Chicago US
7 0000004778 01/13/200	v	1Pitney Bowes Chicago Mail:" In	524 75510	4001230 172	10009319	Mail 4 900 12/10 Chicago US
		in they bowes chicago wait. So	505 75510	4001230 172	10000310	4.000 Mail
8 0000004778 01/13/200	v	1Pitney Bowes Chicago Mail: Jo	535 /5510	4001230 172	10008318	32.700 Mail
9 0000004778 01/13/200	V	1Pitney Bowes Chicago Mail:"Jo	536 75510	4001230 172	10008318	44.000 Mail
0 0000004778 01/13/200	v	1Pitney Bowes Chicago Mail:"Jo	537 75510	4001230 172	10008318	35.950 Mail
1 0000004778 01/13/200	V	1Pitney Bowes Chicago Mail:"Jo	538 75510	4001230 172	10008318	6.800 Mail
2 0000004778 01/13/200	V	1Pitney Bowes Chicago Mail:"Jo	539 75510	4001230 172	10008318	17.000 Mail
3 0000004778 01/13/200	V	1Pitney Bowes Chicago Mail:"Jo	540 75510	4001230 172	10008318	24.000 Mail
4 0000004778 01/13/200	v	1Pitney Bowes Chicago Mail:"Jo	541 75510	4001230 172	10008318	23.900 Mail
5 0000004778 01/13/200	V	1Pitney Bowes Chicago Mail:"Jo	543 75510	4001230 172	10008318	12.400 Mail
6 0000004778 01/13/200	V	1Pitney Bowes Chicago Mail:"Jo	544 75510	4001230 172	10008318	11.500 12/18 Chicago US Mail
7 0000004778 01/13/200	V	1Pitney Bowes Chicago Mail:"Jo	545 75510	4001230 172	10008318	17.850 Mail
8 0000004778 01/13/200	v	1Pitney Bowes Chicago Mail:"Jo	546 75510	4001230 172	10008318	19.500 12/17 Chicago US Mail
9 0000004778 01/13/200	v	1Pitney Bowes Chicago Mail:"Jo	547 75510	4001230 172	10008318	21.200 Mail
0 0000004778 01/13/200	V	1Pitney Bowes Chicago Mail:"Jo	548 75510	4001230 172	10008318	39.500 Hail
1 0000004778 01/13/200	۷	1Pitney Bowes Chicago Mail:"Jo	569 75510	4001230 172	10008318	0.840 12/09 Chicago US Mail
2 0000004778 01/13/200	v	1Pitney Bowes Chicago Mail:"Jo	570 75510	4001230 172	10008318	6.230 12/09 Chicago US Mail
3 0000004777 01/13/200	Р	1Pitney Bowes Chicago Mail:"Jo	61 75510	4001230 172	10008318	28.800 12/04 Chicago US Mail
4 0000004777 01/13/2009	Ρ	1Pitney Bowes Chicago Mail:"Jo	62 75510	4001230 172	10008318	4.800 12/04 Chicago US Mail
5 0000004777 01/13/200	Ρ	1Pitney Bowes Chicago Mail:"Jo	63 75510	4001230 172	10008318	33.750 12/04 Chicago US Mail
6 0000004777 01/13/200	Ρ	1Pitney Bowes Chicago Mail:"Jo	64 75510	4001230 172	10008318	16.400 12/05 Chicago US Mail
7 0000004777 01/13/200	Ρ	1Pitney Bowes Chicago Mail:"Jo	65 75510	4001230 172	10008318	64.650 12/05 Chicago US Mail
8 0000004777 01/13/200	P	1Pitney Bowes Chicago Mail:"Jo	66 75510	4001230 172	10008318	33.850 12/05 Chicago US Mail
9 0000005416 02/17/200	٧	Reimbursement for copies	1 50881	4001210 110		-100.000 New Sale; 11/17/200
0 0000005418 02/17/2009	V	Reimbursement for copies	1 50881	4001210 110		-100.000 New Sale; 02/17/200
1 0000005331 01/23/200	V	test	1 50881	4001210 110		-100.000 New Sale; 01/23/200
2 0000005294 01/22/2009	V	Reimbursement for copies	1 50881	4001210 110		-100.000 New Sale; 01/22/200
3 0000005295 01/22/200	V	Move funds from xyz endowment	1 88801	4001210 450	40000197	1000.000 TFR; ;
4 0000005328 01/23/200	V	test	1 50881	4001210 110		-100.000 New Sale; 01/23/200
5 0000005325 01/23/200	V	test	1 50881	4001210 110		-100.000 New Sale; 01/23/200
0 0000005334 01/23/200	v	lesi Name Radges and parking	1 50881	4001210 110		-100.000 New Sale; 01/23/200
7 0000005349 01/27/200	V	passes	1 50881	4001210 110		-100.000 New Sale; 01/27/200
8 0000005381 02/05/200	۷	reimbursement for copies	1 50881	4001210 110		-100.000 New Sale; 09/03/200

Note: the query result set now includes the Constant List of values.



Other filters on Criteria tab:

Logical Operator: You can use the **Logical** column to further define the rows of criteria. The **Logical Operator** always defaults to <u>AND</u>. The first row of criteria will have a blank operator.

Group Criteria: You can use **Group Criteria** to control the order in which Query executes the criteria rows. To group criteria, select **Group Criteria** and type and open and close parenthesis into the columns surrounding the criteria. Click **OK**.

Adding a prompt

Query criteria that are defined with constants allow you to filter a query result set, but the criteria must be updated each time that the parameters change. To eliminate the need for frequent design changes and multiple variations of a single query, the query tool allows the creation of prompts. **Prompts are variables that accept values from the user at the time of execution.**

27. Click on the **Prompts** tab.

28. Click Add Prompt to create a new prompt

Records	Query Expressions	Prompts	Fields C	Criteria Havii	ng View SQL	Run
Query Name:	QY_TRN_02	D	escrit Step	2.C.27 d Line	e Data	
Add Prompt	No prompts have been d	efined yet.				
Save)	Save As Step 2.C.2	B Preferences	Properties	New Union	Q	Return to Search)



29. The easiest way to **define a prompt** is by selecting the field that the

criteria will be based upon and **update heading text.** Click icon under **Field Name** to select a prompt field from **Edit Prompt Properties**.

		Text 🖌
ype:		Heading Text:
Character	~	
ormat:		*Unique Prompt Name:
Jpper	~	BIND1
ength: 11 ecimals:		
dit Type:		Prompt Table:
lo Table Edit	~	0

30. In **Search by: Field Name**, search for prompt field (ex **JOURNAL_DATE**) 31. Click **Search** to retrieve field options.

32. Click on **Prompt Field** selection link (ex. **JOURNAL_DATE**).

elect a Prompt Field		Step 2.C
Search by: Fieldname be	gins with 🔽 JOURNAL_DATE	
Search Cancel	No Value	100
Search Results	0.04	
Step	2.0.31	
Select a Prompt Field	Customize Find View All	First 🛃 1-8 of 8 🕒 Last
JOURNAL DATE		
JOURNAL DATE CD		
JOURNAL DATE FROM		
JOURNAL DATE NEW	Step 2.C.32	
JOURNAL DATE OPTN		
JOURNAL DATE ORIG		
JOURNAL DATE R		



You will be returned to **Edit Prompt Properties**. The field type, format, length and heading will default from the field that you selected. **A Unique Prompt Name will be automatically assigned.**

- 33. Modify the heading by selecting the **Heading Type** as **Text** from the drop down menu.
- 34. Enter heading text in the **Heading Text:** field (ex. **From Date**) and modify the **Unique Prompt Name** to make it more descriptive (ex. **FROM_DT**).
- 35. Click **OK** to select the prompt settings.

Field Name:	*Heading Type: Text	
*Type:	Heading Text:	Step 2.C.34
Date 🗸	From Date	
*Format:	*Unique Prompt Name:	
None	FROM_DT	
Length: 10 Decimals: *Edit Type: Step 2.C.35 No Table Edit OK Cancel	Prompt Table: Q	_

In this example, you would repeat steps 2.C.29 through 2.C.35 to add a second **JOURNAL_DATE** prompt for To Date.

- 36. Modify the heading by selecting the **Heading Type** as **Text** from the drop down menu.
- 37. Enter heading text in the **Heading Text:** field (ex. **To Date**) and modify the **Unique Prompt Name** to make it more descriptive (ex. **TO_DT**).
- 38. Click **OK** to select the prompt settings.

Field Name:	*Heading Type: Text	Step 2.C.3
Type:	Heading Text:	
Date	To Date	
*Format:	*Unique Prompt Name:	
None	TO_DT	
Length: 11 Decimals: Step 2.C.3	8 Prompt Table:	
Contraction of the second s		



18

39. To apply the new prompts, click the **Criteria** tab.

Query Name: QY_TRN_02	Description: Journal H	Header and Date to Step 2.C.39
Prompts List	Customize Find 🗯 First 🗹	1-2 of 2 🕒 Last
Prompt	10 - 100 - 10 	Edit Delete
:1 = JOURNAL_DATE - From Date		Edit
:2 = JOURNAL_DATE - To Date		Edit
Save As New Query	Preferences Properties N	New Union Q Return to Search

40. To apply the new prompts, click **Edit** to the right of the criteria (ex. **JOURNAL_DATE**).

Add Criteria	Group Criteria Reorder Criteria	Description: J	ournal Header and Line Data	
Criteria	14-1	<u> </u>	<u>Customize Find</u> 🗰 First	1-7 of 7 🕑 Last
oqical	Expression1	Condition Type	Expression 2	Edit Delete
~	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	Edit
AND 💌	A.JOURNAL_ID - Journal ID	equal to	B.JOURNAL_ID - Journal ID	Edit 📃
	A.UNPOST_SEQ - UnPost Sequence	equal to	B.UNPOST_SEQ - UnPost Sequence	Edit
AND 🗸	A.DESCR - Description	not equal to	Co Step 2 C 40	Edit 📃
AND 🔽	B.DEPTID - Department	between	4001210 AND	Edit 📃
AND 🗸	A.JOURNAL_DATE - Journal Date	between	2009-01-01 AND 2009-03-31	Edit 📃
AND 💌	A.JRNL_HDR_STATUS - Journal Header Status	in list	(V,'P')	Edit



Note: For the example, the **JOURNAL_DATE** criterion was previously set as set specific dates. In the **Edit Criteria Properties** page, **Field** is already selected as **Expression 1 Type** and **JOURNAL_DATE** is already selected as **Record Alias.Fieldname**. Also, the **Condition Type** was previously set as **between**. If you are creating a prompt for the first time, you would need to make selections for **Expression 1 Type**, **Record and Field**, **and Condition Type**.

- 41. In the Choose Expression 2 Types box, select Expr Expr.
- 42. In the Expression 2 box, in the Define Expression box, click Add Prompt and select the prompt (ex. From Date). You will be returned to the Edit Criteria Properties page and the prompt sequence number (:1) will be added to the Expression definition.
- 43. In the **Expression 2** box, in the **Define Expression 2** box, click **Add Prompt** and select the prompt (ex. **To Date**). You will be returned to the **Edit Criteria Properties** page and the prompt sequence number (:2) will be added to the Expression 2 definition.

Edit Criteria Properties Choose Expression 1 Type Field Expression 	Expression 1 preprevious previous previ	set from ous set up	
*Condition Type:	between 👻		
Choose Expression 2 Type	Expression 2	Step 2 C 42	
O Const - Const	Define Expression		
Const - Field	Expression: 1		
O Field - Char D O 4	1 Add Brompt Add Sield		
O Field - Step 2.C.4		Step 2 C 43	
Field - Expr	Define Expression 2	7	
O Expr-Field	Expression 2: 2	· ·	
Expr - Expr	Add Prompt Add Field		
	L		
		Select a Prompt	
Step 2.C.4	4	Select a Prompt	Customize Find First 🗹 1-2 of 2 🕨 Last
	_	:2 = JOURNAL DATE - From Date :2 = JOURNAL DATE - To Date	
		Cancel	

44. Click **OK** select criteria changes.



45. Click the **Run** tab to execute the query.

Add Criteria	Y_TRN_02 Group Criteria Reorder Criteria	Description: J	ournal Header and Line Data	2.C.45
riteria	4		Customize Find III First	st 🖪 1-7 of 7 🕩 Last
oqical	Expression1	Condition Type	Expression 2	Edit Delete
~	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	Edit
AND 🔽	A.JOURNAL_ID - Journal ID	equal to	B.JOURNAL_ID - Journal ID	Edit
AND 🗸	A.UNPOST_SEQ - UnPost Sequence	equal to	B.UNPOST_SEQ - UnPost Sequence	Edit
AND 🗸	A.DESCR - Description	not equal to	Conversion Journals	Edit
AND 🔽	B.DEPTID - Department	between	4001210 AND 4001230	Edit
AND 🗸	A.JOURNAL_DATE - Journal Date	between	:1 AND :2	Edit
AND 💌	AJRNL_HDR_STATUS - Journal Header Status	in list	(V,'P')	Edit

You will be prompted to enter a value for each prompt that is used within query criteria.

- 46. Enter a date as the **From Date** using the calendar drop down or by typing directly into the field.
- 47. Enter a date as the **To Date** using the calendar drop down or by typing directly into the field.
- 48. Click **OK** to execute the query.





Query results match the results from the previous execution where constants were used instead of prompts. However, the **query can now support reporting for any time period without modification**.

Ð	ocorde Y	Ouer Y	Evores	sions Promote	Fields	1	Pritoria	Havi	na	View SC		Run
17.0	COLUS	Query	Expres	Sions Frompts	FIElds	1	Jillena	Пач	ng	VIEW OG	κ <u> </u>	
r	om Date = 2	2009-01-01	, To Da	ate=2009-03-31								
	w All Rerun C	Query Down	load to	Excel							First	🕙 1-58 of 58 🗈 Last
	Journal ID	Date	Status	Descr		Line #	Account	Dept	Fund	Project	Amount	Line Descr
1	0000003133	01/02/2009	Ρ	1Pitney Bowes Evansto	on Mail:"J	301	75510	4001230	172	10008318	23.900	US Mail 12/04
2	0000003133	01/02/2009	Р	1Pitney Bowes Evansto	on Mail:"J	295	75510	4001230	172	10008318	5.200	US Mail 12/03
3	0000003133	01/02/2009	Ρ	1Pitney Bowes Evansto	on Mail:"J	296	75510	4001230	172	10008318	54.000	US Mail 12/03
4	0000003133	01/02/2009	Ρ	1Pitney Bowes Evansto	on Mail:"J	297	75510	4001230	172	10008318	11.600	US Mail 12/04
5	0000003133	01/02/2009	Р	1Pitney Bowes Evansto	n Mail:"J	298	75510	4001230	172	10008318	23.900	US Mail 12/04
6	0000003133	01/02/2009	Р	1Pitney Bowes Evansto	on Mail:"J	299	75510	4001230	172	10008318	20.200	US Mail 12/04
7	0000003133	01/02/2009	Р	1Pitney Bowes Evansto	on Mail:"J	300	75510	4001230	172	10008318	11.950	US Mail 12/04
8	0000003133	01/02/2009	Р	1Pitney Bowes Evansto	on Mail:"J	291	75510	4001230	172	10008318	14.400	US Mail 12/02
9	0000003133	01/02/2009	Р	1Pitney Bowes Evansto	n Mail:"J	292	75510	4001230	172	10008318	29.300	US Mail 12/02
10	0000003133	01/02/2009	Р	1Pitney Bowes Evansto	on Mail:"J	293	75510	4001230	172	10008318	28.600	US Mail 12/02
11	0000003133	01/02/2009	Р	1Pitney Bowes Evansto	on Mail:"J	294	75510	4001230	172	10008318	23.900	US Mail 12/02
12	0000003140	01/02/2009	Р	1Copy Center Evanstor	:"Job num	1	75120	4001230	172	10008318	153.200	11/20 E Berry
13	0000003140	01/02/2009	P	1Copy Center Evanstor	:"Job num	24	75120	4001230	172	10008318	92.500	12/01 Emily Berry
14	0000003140	01/02/2009	P	1Conv Center Evanstor	n." Joh num	22	75120	4001230	172	10008318	36 390	12/05 Emily Berry



D. Organizing Queries

Query Properties

Query properties define how a query is identified, where it is stored and who has access to view, modify and execute the query. Properties are initially set when a query is saved. However, it is possible to modify all properties other than the query name at a later date.

Steps

- 1. To access query properties for an existing query, search and click **Edit** to open query.
- 2. On any tab except the **Run** tab, note and click **Properties** at the bottom of the page.

v field properties, or use field as criteria in query stat	ement.						Reorder	Sort
ls		1		<u>c</u>	ustomize Find View Al	I 📕 🛛 First 🛛	1-8 of 8	E Last
Record.Fieldname	<u>Format</u>	Ord	<u>XLAT</u>	Agg	Heading Text	Add Criteria	Edit	Delete
A.JOURNAL_ID - Journal ID	Char10	4D			Journal ID	9 <mark>4</mark>	Edit	
A.SOURCE - Source	Char3				Source	94	Edit	Ξ
A.DESCR - Description	Char30				Descr	94	Edit	Ξ
A.JOURNAL_DATE - Journal Date	Date				Date	94	Edit	Ξ
A.OPRID - User ID	Char30				User	94	Edit	-
A.JRNL_PROCESS_REQST - Workflow Status	Char1	3	N		Workflow Status	94	Edit	Ξ
AJRNL_HDR_STATUS - Journal Header Status	Char1	1	Ste	p 2.	D.2 Header	94	Edit	Ξ
A.BUDGET_HDR_STATUS - Budget Checking Header Status	Char1	2	N		Budget Status	94	Edit	



In order to save a query you must **specify three mandatory field values: Query** (Name), Query Type, and Owner.

- The **Query** field stores the query name which may be up to 30 characters. Please adhere to the custom query naming conventions in Appendix A.
- Query Type will always be 'User'
- **Owner** will be either Private or Public. If you specify Private you are the only person who will be able to access the query. If you specify Public all users with access to the query tool will be able to access the query.

*Query:	QY_TRN_04	
Description:	Journals not posted	
Folder:		
*Query Type:	User 👻	
*Owner:	Private V Distinct	
Query Definit	on:	
training exam	ple of Journals not posted query	~
		~
Last Updat	ed Date/Time: 03/16/2009 11:30:26AM	
Last Updat	e User ID: VLR	

In addition to the mandatory fields, it is recommended that you enter the following optional descriptive fields.

- **Description** is a 30 character short description
- Query Definition provides a place to store an extended description. It is recommended that you include the developer's name and the date that the query was last modified as well a brief description of the query including its intended use.



The following fields are also available on the Query Properties page:

- Distinct is a formatting setting which will eliminate duplicate rows of data in your query result set when checked. Distinct queries provide a listing of unique field combinations that meet your query criteria. This option is similar to aggregation in that multiple rows returned by the query are presented as a single row in the query result set.
- Folder is an organizational field that allows you to group related queries and to identify your queries from those created by other users. To place a query in a folder, enter the folder name in the Folder field. If the folder exists, the query will be added to it. If the folder does not exist, it will be created. Folders stay in existence as long as they contain at least one query.

Query Manager and Query Viewer search pages allow you to limit search results to a single folder or to search all folders.

Query I Enter any Find an E	Manag o y informa Existing C	e r tion you have and clic Query <u>Create Ne</u>	ck Search <u>ew Query</u>	. Leave fields blank for a list of all	values.	s	earch	criterio	on	
*Searcl	h By:	Query Name	~	begins with NU						
Search	Adva	anced Search								
Search Results										
*Folder V	/iew:	ACCTG_SVCS	1	~						
Check	k All	Uncheck All				*Action:	- Choos	e	*	Go
Query			15	Customize	Find V	iew All 📶	First 🗹	1-9 of 9	Last	
<u>Select</u>	Query N	<u>ame</u>		Descr	<u>Owner</u>	<u>Folder</u>	<u>Edit</u>	Run to HTML	Run to Excel	<u>Schedule</u>
	NU_ACT	TUALS_PTRL_DEL_/	PPRVD	Actuals Jrnl Apprvd Deletion	Public	ACCTG_SV	S Edit	HTML	Excel	<u>Schedule</u>
	NU_ACT	TUALS_PTRL_DEL_F	REQST	Actuals Jrnl Pending Deletion	Public	ACCTG_SVC	S <u>Edit</u>	HTML	Excel	Schedule
	NU_AS_	CASH_JRNLS		Cash Journals	Public	ACCTG_SVG	S <u>Edit</u>	HTML	Excel	Schedule
	NU_AS_	CASH_RECON		Query for Cash Reconciliation	Public	ACCTG_SVG	S <u>Edit</u>	HTML	Excel	Schedule
	NU_AS_	ENDOW_CASH		Endowment Cash Balances	Public	ACCTG_SVG	S <u>Edit</u>	HTML	Excel	Schedule
	NU_AS_	FINAL_GM_ENTRIE	S	Grant Entries on Closing Day	Public	ACCTG_SV	S Edit	HTML	Excel	Schedule
	NU_AS_	VCHRS_ENTERED_	DAILY	ACS AP Vouchers by Date	Public	ACCTG_SVC	S <u>Edit</u>	HTML	Excel	Schedule
	NU_BU	DGET_PTRL_DEL_R	EQST	Budget Jrnl Pending Deletion	Public	ACCTG_SVC	S Edit	HTML	Excel	Schedule
	NU_CF_	GL_FUND_DRIVER	QUERY	Fund Driver Query	Public	ACCTG_SV	S Edit	HTML	Excel	Schedule
Find an E	Existing C	Query <u>Create Ne</u>	ew Query							10



Query Actions

There are several query maintenance actions that you can perform from the Query Manager search page.

• Add to Favorites

Adds query to Favorite queries list, shown at the bottom of the query search page.

- Copy to User (limited to private queries) Copies private queries to another user allowing them to manipulate and execute the copy without affecting the original query.
- Delete Selected Removes obsolete queries. You should only delete your private queries or public queries over which you have maintenance authority.
- Move to Folder Moves queries to the folder specified.
- Rename Selected Allows renaming of selected queries.

Actions can be performed on one or many queries by executing the following steps and supplying the appropriate parameters for the selected action

- 3. Select the checkbox to the left of the query name for each query affected.
- 4. Select the appropriate action from the Action drop down menu.
- 5. Click Go.

En Fir	nter an nd an	y information you have and click Search. Le Existing Query <u>Create New Query</u>	ave fields blank for a list of all valu	es.					
*9	Searc Search	h By: Query Name Advanced Search	begins with						
\$ *F(Searc	ch Results View: - All Folders - V	1	C	Step 2.D.4)		Ste	p 2.D.5
1	Cheo	CK All Uncheck All	2		*Action:	– Choose –	~		Go
	Query		Customize Find V	iew 100	📕 🛛 First 🗹 1-30	Chaosa			
	Select	Query Name	<u>Descr</u>	<u>Owner</u>	<u>Folder</u>	Add to Fav Copy to Us	orites ser	<u>un to</u> xcel	Schedule
		NU_ACTUALS_PTRL_DEL_APPRVD	Actuals Jrnl Apprvd Deletion	Public	ACCTG_SVCS	Delete Sel	ected	xcel	Schedule
						INIOVE to FI	bider	100000	A CONTRACTOR OF A
		NU_ACTUALS_PTRL_DEL_REQST	Actuals Jrnl Pending Deletion	Public	ACCTG_SVCS	Rename S	elected	xcel	Schedule
		NU_ACTUALS_PTRL_DEL_REQST NU_AP_FINGATE_TRANS_LOOKUP	Actuals Jrnl Pending Deletion Lookup Financial Gateway Trans	Public Public	ACCTG_SVCS SC	Rename S Edit	elected <u>HTML</u>	Excel	Schedule Schedule
		NU_ACTUALS_PTRL_DEL_REQST NU_AP_FINGATE_TRANS_LOOKUP NU_AP_VCHR_MTCH_NT_BDGTCKD	Actuals Jrnl Pending Deletion Lookup Financial Gateway Trans Vchrs mtched not budget chkd	Public Public Public	ACCTG_SVCS SC SC	Rename S Edit Edit	elected <u>HTML</u> <u>HTML</u>	Excel Excel	Schedule Schedule Schedule
		NU_ACTUALS_PTRL_DEL_REQST NU_AP_FINGATE_TRANS_LOOKUP NU_AP_VCHR_MTCH_NT_BDGTCKD	Actuals Jrnl Pending Deletion Lookup Financial Gateway Trans Vchrs mtched not budget chkd	Public Public Public Public	ACCTG_SVCS SC SC	Rename S Edit Edit Edit	elected HTML HTML HTML	Excel Excel Excel	Schedule Schedule Schedule Schedule
	□ □ St	NU_ACTUALS_PTRL_DEL_REQST NU_AP_FINGATE_TRANS_LOOKUP NU_AP_VCHR_MTCH_NT_BDGTCKD ASRSP_AUDIT_EXPENSE_ALL ep 2.D.3	Actuals Jrnl Pending Deletion Lookup Financial Gateway Trans Vchrs mtched not budget chkd	Public Public Public Public Public	ACCTG_SVCS SC SC	Rename S Edit Edit Edit Edit	elected HTML HTML HTML HTML	Excel Excel Excel Excel Excel	Schedule Schedule Schedule Schedule Schedule



E. Creating a Query

What is your question?

Given that question, what fields on what tables will show you the results?

How do they need to be joined together?

Do you need expressions, prompts, sorts, criteria to include/exclude data?

Example: Show me a list of requisitions and their statuses for a range of DeptIDs (4001200 to 4001400) for a specific month (July 2009)

Click Create New Query from Search page:

What tables/records and fields do you need for this? A.REQ_HDR record with the fields: REQ_ID, REQ_STATUS B.REQ_LN_DISTRIB record with the fields: DEPTID

How should these tables be joined?

Standard join on business unit, requisition ID

What expressions, prompts, sorts, criteria do you need?

Create criteria for the department ID range.

Create criteria for the requisition date range.

Change XLAT table to short name.

Run Query!

See screenshots of this query on next pages.



Screenshots for example:

Query tab

Records Query Expressions	Prompts Fields	Criteria	Having	View SQL	Run
Query Name: New Unsaved Query	Description:				
Click folder next to record to show fields. Check additional records by clicking the records tab. W	fields to add to query. Unche hen finished click the fields t	ck fields to remo ab.	ve from query.)	Add ĝ⊘	-
Alias Record					
A REQ_HDR - Requisition Header			<u>Hiera</u>	rchy Join 🖃	

Fields tab

Records Query Expressions	Prompts F	ields	Criter	ia Having	View SQL	Run	
uery Name: New Unsaved Query	Des	cription:					
/iew field properties, or use field as criteria in que	ery statement.				-	Reorder	/ Sort
Fields	-		<u>C</u>	ustomize Find View All	🛄 🛛 First 🖸	1-3 of 3	▶ Last
Col Record.Fieldname	Format	Ord XLA	<u>Aqq</u>	Heading Text	Add Criteria	Edit	Delete
1 A.REQ_ID - Requisition ID	Char10			Req ID	94	Edit	-
2 A.REQ_STATUS - Requisition Status	Char4	S		Requisition Status	94	Edit	Ξ
3 B DEPTID - Department	Char10			Dept	2	Edit	

Criteria tab

				13011
uery Name: Ne	w Unsaved Query	Description:		
Add Criteria	Group Criteria Reorder Criteria			
riteria			Customize Find 🗰 First	1-4 of 4 🕑 Las
<u>oqical</u>	Expression1	Condition Type	Expression 2	Edit Delet
~	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	Edit
AND 🗸	A.REQ_ID - Requisition ID	equal to	B.REQ_ID - Requisition ID	Edit 🖃
	B.DEPTID - Department	between	4001200 AND 4001400	Edit 🖃
AND				



View SQL tab

Records Query Expressio	ns Prompts Fields	Criteria	Having	View SQL	Run
Query Name: New Unsaved Query	Description:				
Query SQL: SELECT A.REQ_ID, A.REQ_STATUS, B. FROM PS_REQ_HDR A, PS_REQ_LN_ WHERE A.BUSINESS_UNIT = B.BUSIN AND A.REQ ID = B.REQ ID	DEPTID, TO_CHAR(SYSDATE, YYYY DISTRIB B ESS_UNIT	'-MM-DD')			
AND B.DEPTID BETWEEN '4001200' AND A.REQ_DT BETWEEN TO_DATE	ND '4001400' ('2009-07-01','YYYY-MM-DD') AND T	O_DATE('2009-07-	-31','YYYY <mark>-</mark> MM	M-DD')	

Run tab (result set)

Recor	ds Query Expressions	Prompts Fields Criteria Having N	/iew SQL Run
View Al	Rerun Query Download to Excel		First 🖪 1-23 of 23 🕨 Last
	Req ID	Requisition Status	Dept
1	REQ0010694	Approved	4001200
2	REQ0010694	Approved	4001200
3	REQ0010694	Approved	4001200
4	REQ0010694	Approved	4001200
5	REQ0010694	Approved	4001200
6	REQ0010694	Approved	4001200
7	REQ0010694	Approved	4001200
8	REQ0010692	Approved	4001200
9	REQ0010644	Approved	4001200
10	REQ0010644	Approved	4001200



APPENDIX A Criteria Condition Types

between	The value in the selected record field falls between two comparison values. The range is inclusive.
not between	The value in the selected record field does not fall between two comparison values. The range is inclusive.
equal to	The value in the selected record field exactly matches the comparison value.
not equal to	The value in the selected record field does not exactly match the comparison value.
greater than	The value in the record field is greater than the comparison value.
not greater than	The value in the record field is not greater than the comparison value.
less than	The value in the record field is less than the comparison value.
not less than	The value in the record field is not less than the comparison value.
in list	The value in the selected record field matches one of the comparison values in a user specified list.
not in list	The value in the selected record field does not match one of the comparison values in a user specified list.
like	The value in the selected field matches a specified string pattern. The comparison value may be a string that contains wildcard characters. The wild-card characters that PeopleSoft Query recognizes are % and
	% matches any string of zero or more characters. For example, C% matches any string starting with C, including C alone.
	_ matches any single character. For example, _ones matches any five-character string ending with <i>ones,</i> such as Jones or Cones.
not like	The value in the selected field does not match a specified string pattern. The comparison value may be a string that contains wildcard characters. The wild-card characters that PeopleSoft Query recognizes are % and
	% matches any string of zero or more characters. For example, C% matches any string starting with C, including C alone.
	_ matches any single character. For example, _ones matches any five-character string ending with <i>ones</i> , such as Jones or Cones.



exists	Using subquery criteria is an advanced topic that will be addressed in supplemental query training. Please do not use the Exists or Does Not Exist condition types at this time.
	This operator is different from the others, in that it does not compare a record field to the comparison value. The comparison value is a subquery. If the subquery returns any data, PeopleSoft Query returns the corresponding row.
does not exist	Using subquery criteria is an advanced topic that will be addressed in supplemental query training. Please do not use the Does Not Exist condition types at this time.
	This operator is different from the others, in that it does not compare a record field to the comparison value. The comparison value is a subquery. If the subquery does not return any data, PeopleSoft Query returns the corresponding row.
in tree	Using tree criteria is an advanced topic that will be addressed in supplemental query training. Please do not use the in tree or not in tree condition types at this time.
	The value in the selected record field appears as a node in a tree created with PeopleSoft Tree Manager. The comparison value for this operator is a tree or branch of a tree that you want PeopleSoft Query to search.
not in tree	Using tree criteria is an advanced topic that will be addressed in supplemental query training. Please do not use the in tree or not in tree condition types at this time.
	The value in the selected record field does not appear as a node in a tree created with PeopleSoft Tree Manager. The comparison value for this operator is a tree or branch of a tree that you want PeopleSoft Query to search.
is null	 Please note, many fields in the Financials application are assigned a default value (0 for numerical fields and a single space for character fields) when an actual value is not specified. Is Null searches for fields hat have no value. Null fields are not the same as zeros or blanks. Null fields have no data, whereas zeros and blanks are considered data. The selected record field does not have a value in it. You do not specify a comparison value for this operator. Key fields, required fields, character fields, and numeric fields do not allow null values.
Is not null	Please note, many fields in the Financials application are assigned a default value (0 for numerical fields and a single space for character fields) when an actual value is not specified.
	The selected record field does not have a value in it. You do not specify a comparison value for this operator. Key fields, required fields, character fields, and numeric fields do not allow null values.



APPENDIX B

Advanced Topics (Will be addressed in an advanced Query course)

Left outer joins

Query limits results to data that has corresponding rows of data in all joined records. If a row of data in record A does not have at least one corresponding row of data in record B (based on record join conditions), results will not contain the data from record A.

Establishing a left outer join between the records allows you to include all rows of data from record A even when there are no corresponding rows in record B. Result fields from record B will be blank. Left outer joins introduce some limitations when establishing field criteria.

Unions

Unions allow the results of two queries to be combined into a single result set. They are useful when you wish to view data that meet either of two distinct criteria conditions.

Subqueries

Subqueries are used within criteria to dynamically identify a valid range of values. Using a subquery you could limit results to rows of data that

Expressions

Expressions allow you to manipulate field data. Expressions require the use of mathematical operators or Oracle commands.

Tree Criteria

Financials uses a structure called a tree to identify hierarchy relationships between data. For example, accounts may be grouped into an account category or departments grouped into divisions. Specifying criteria based on tree values allow you select a range of data that falls within an aggregate tree grouping. Using tree criteria eliminates the need to specify specific data values and to modify the criteria if the data changes

Having Criteria

Query applies criteria on a row by row basis to determine the data that will be included in the query result set. Having criteria allow you to apply criteria based on aggregated data across several rows of data that share a common field value.

Using having criteria you could return a listing of all purchase orders by departments and limiting results to departments that have ordered more than \$50,000 in total purchases within a specified time period.

AND/OR criteria

Logical operators expand criteria development capabilities and introduce a level of complexity based on the grouping and placement of individual criteria.



APPENDIX C Query Naming Convention

Queries names can be up to 30 characters in length and cannot contain spaces. They should adhere to the following nomenclature. Please note that the organizational dispositions listed below are intended to support initial query developer access. Additional designations will be identified as needed. Please contact the help desk at <u>consultant@northwestern.edu</u> if you do not see an appropriately designation.

NU_XX_Y(24)

- Where NU is a constant that identifies the query as a custom object
- XX identifies the organizational disposition of the developer according to the following chart

Organizational Disposition	Code			
Central Office				
Grants (OSR & ASRSP) Budget Office Facilities Management University Services Purchasing Resource Services Financial Operations Accounting Services Accounts Payable Financial Systems Treasury Operations	GM BD FM US PR AS AP FS TR			
Schools/Units Feinberg Kellogg McCormick Medill Weinberg	FB KG MC ME WB			

• Y(24) allows up to 24 characters to enter a meaningful query identifier.

APPENDIX D Query Terminology

Term	Definition
Query	Query gives users the ability to produce a report of information from a database.
Database	A database is a collection of related data.
Record/Table	 Within any database, data is organized into groupings called Records/Tables. The records/tables are the building blocks of the database. Each record contains related information. Examples of records include: Journal information PO information Grant information
	Please Note: The terms records and tables are used interchangeably.
Fields	 Fields are the separate pieces of information contained <i>within</i> a record. Fields are also the column headings of an Excel Spreadsheet. Key Fields uniquely identify a row of data and are identified with a key icon. A key field is also used to join one record to another when both records share the same key field. Some examples include: Journal ID, Budget Status, or Accounting Period
Joins	Joins retrieve data from more than one table, presenting the data as if it came from one.
Criteria	Criteria are used to filter data from the database. Criteria helps to extract the specific information you would like to pull from the database. A criterion can include and/or exclude data.For an example you can specify a criterion to bring back data for a specific department number. This includes data for the desired department number and excludes all the rest.
	When a user saves a query they choose to save their query as either public or private.
Public vs. Private Queries	 Public can be seen by others Private will only be seen by the person who created the query
	We have Public Queries created that users are more than welcome to use. If you do use public query you are REQUIRED to rename and save under your name.