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(Updated for Intro to Query – Part 2)

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Using Logical Operators to Relate Multiple Criteria

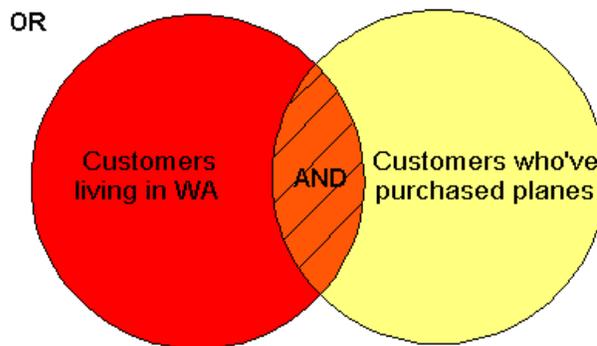
Using PS Query, you can relate multiple criteria in specific ways that you define using these operators:

- AND
- AND NOT
- OR
- OR NOT

When you specify two or more selection criteria for a query, you must tell PS Query how to coordinate the different criteria. For example, suppose you're querying the list of your customers and you've defined two criteria: one that selects customers from the state of Washington and another that selects customers who have purchased airplanes.

You may want PS Query to return only those rows that:

- Meet *both* conditions (customers in Washington who've purchased airplanes) – use **AND**
- Meet *either one* of the conditions (*all* Washington customers plus *all* customers who've purchased airplanes) – use **OR**



Rows returned by AND and OR

When your query includes multiple criteria, link them using either **AND**, **AND NOT**, **OR**, or **OR NOT**. When you link two criteria with **AND**, a row must meet the first *and* second criterion in order for PS Query to return it. When you link two criteria with **OR**, a row must meet the first *or* second criterion, not necessarily both.

Note: By default, PS Query assumes that you want those rows that meet *all* the criteria you specify and displays **AND** in the Logical column on the Criteria tab. Use the drop-down box to change to another operator.

Exercise 9—How to Change Relations between Multiple Criteria

1. Go to **Query Manager**
Find **XXX_CLASS_CRITERIA**
Open it in edit mode (where xxx represent your initials).
2. Click the **Criteria** tab.

3. You should have three or four criteria at this point:

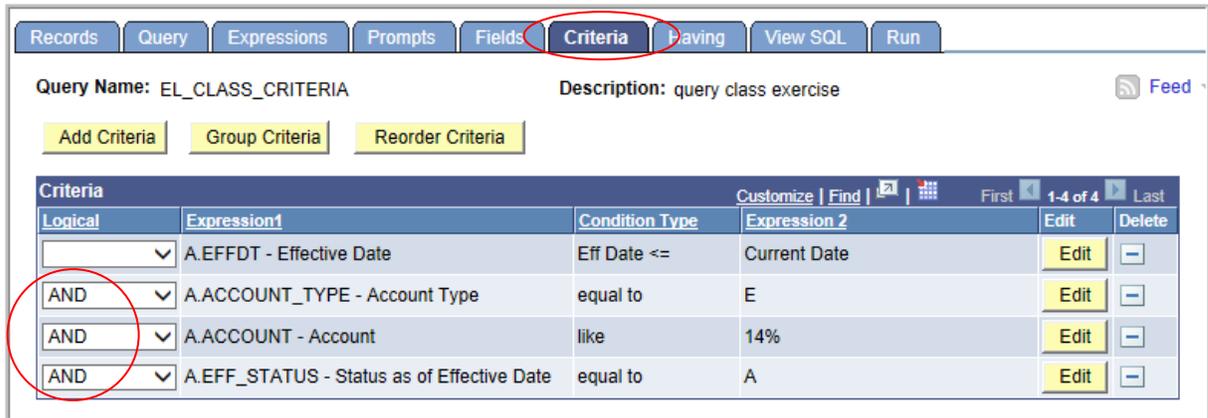
A.EFFDT

A.ACCOUNT_TYPE

A.ACCOUNT

A.EFF_STATUS (if you don't have this criterion, go to the Fields tab and add it)

Both or all **Logical** operators should be set to **AND**. Your page should look like the following:

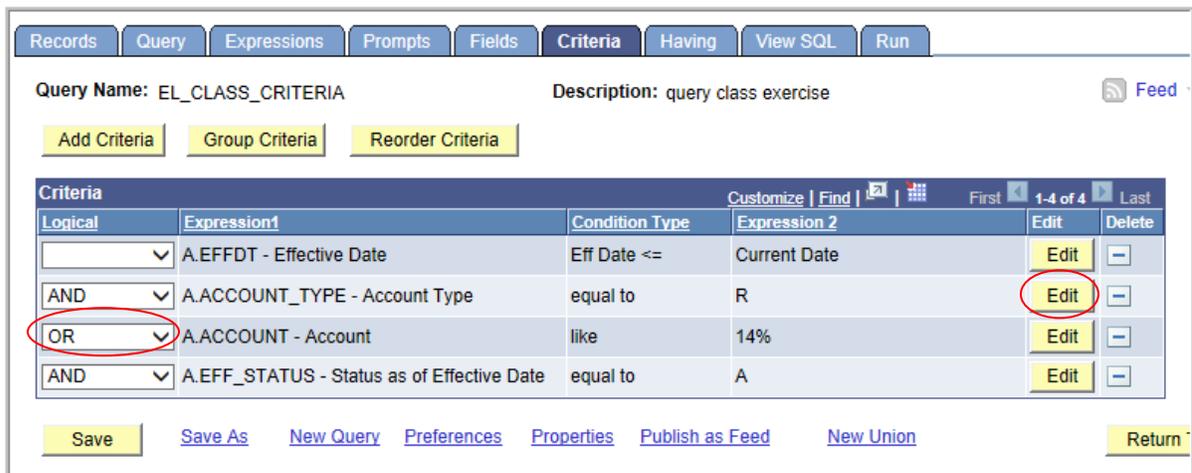


4. Click the **Run** tab and note how many rows are returned.

5. Click the **Criteria** tab.

6. Change the logical operator for **A.ACCOUNT** by choosing **OR** from drop-down list

7. Change the criterion on **A.ACCOUNT_TYPE** to **R** by using the **Edit** button



8. Click the **Save As** link.

9. Click **OK**.

10. Click the **Run** tab.

Note that this time many more rows are returned. You should see a page similar to the following. In this sample page, 405 rows are returned.

	SetID	Account	Eff Date	Status	Type	Descr	Short Desc
1	UOD01	140000	01/01/1951	A	E	(BUDGET ONLY) SUPPLIES & EXP	S & E BUD
2	UOD01	140000	12/07/2012	A	E	BUDGETING ONLY-SUPPLIES & EXP	BUDG ONLY
3	UOD01	140100	01/01/1951	A	E	ATHLETIC SUPPLIES	ATHL SUP
4	UOD01	140101	01/01/1951	A	E	(D)DO NOT USE, USE 140100	ATHL SUP
5	UOD01	140102	01/01/1951	A	E	ATHLETIC APPAREL	APPAREL
6	UOD01	140110	01/01/1951	A	E	CHEMISTRY STOREROOM EXPENSE	CHEM STRM
7	UOD01	140120	01/01/1951	A	E	CHEMISTRY-GLASS BLOWING EXPENS	CHEM GLS
8	UOD01	140130	01/01/1951	A	E	ELECTRONICS SHOP EXPENSE	ELECTR SHP
9	UOD01	140140	01/01/1951	A	E	STUDENT CENTER EXPENSE	STDT CTR E

--End of Exercise--

Using Prompts

Queries can be designed to prompt you for information when you select to run them. Therefore, the results of your query are narrowed to only the data matching the information you entered, rather than data from all records.

For example, the **TRAINING1** query (created for this training class) prompts you for a specific User ID. In the following exercise, you will run this query to see how a prompt works.

Exercise 10—How to Run an Existing Query That Uses a Prompt

1. Navigate to the **Query Manager** with the **Navigation bar** at the top of the page.
2. In the **begins with** field, type: **train**
3. Click **Search**

The screenshot shows the Query Manager interface. At the top, there are navigation tabs: Records, Query, Expressions, Prompts, Fields, Criteria, Having, View SQL, and Run. Below these are links for View All, Rerun Query, Download to Excel, and Download to XML. A pagination bar shows 'First 1-100 of 405 Last'. The main table displays query results with columns: SetID, Account, Eff Date, Status, Type, Descr, and Short Desc. Below the table, there are buttons for Search and Advanced Search. The Search Results section includes a 'Folder View' dropdown set to '-- All Folders --', 'Check All' and 'Uncheck All' buttons, and an 'Action' dropdown set to '-- Choose --' with a 'Go' button. The search criteria is set to 'Search By: Query Name' and 'begins with' with the value 'TRAIN' entered in a text box. The search results table has columns: Select, Query Name, Descr, Owner, Folder, Edit, Run to HTML, Run to Excel, and Run to XML. Two queries are listed: TRAINING1 (translate user id to Name) and TRAINING2 (Prompt exercise). The 'TRAINING1' query name and its 'Run to HTML' button are circled in red.

4. Click **HTML** on the query named **TRAINING1**.

You should see a page similar to the following:

5. In the **Enter user id or partial w/ %** prompt field, type:
 - Your User ID (or any other person’s User ID).
 - You may want to use the wildcard (%) with just the first few letters of a User ID

For this example, **pat%** was entered.

6. Click the **View Results** button

	Description	User
1	Hollobaugh, Patricia	pattih
2	Lesniczak, Patricia	paties

7. Close the extra browser window that opened.

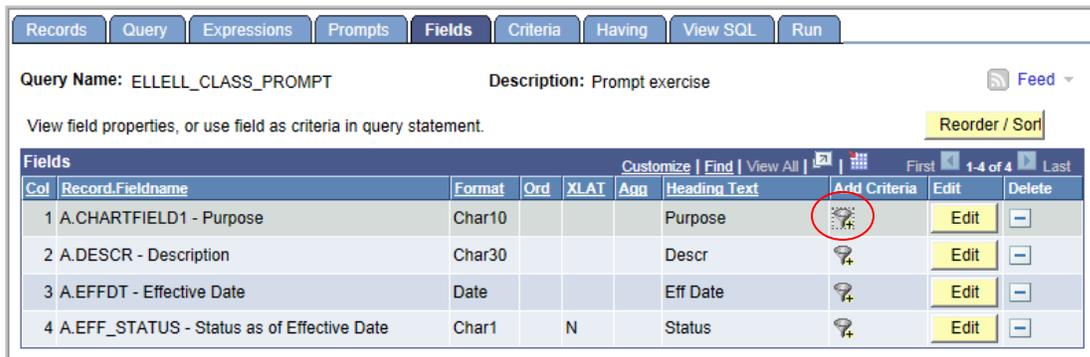
--End of Exercise--

Exercise 11—How to Insert a Prompt into a Query

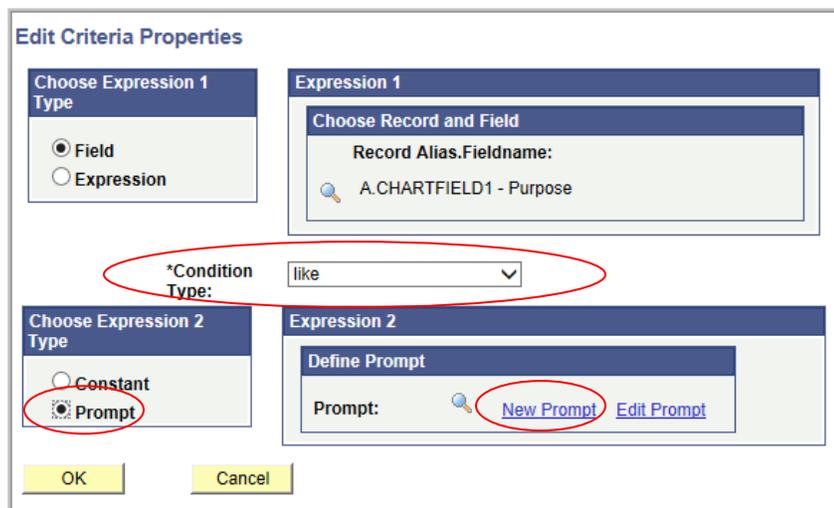
8. Open **Query Manager** from the Navigation bar and type **TRAIN** in the “begins with” field
9. You should see a page similar to this. Click **Edit** on the query named **TRAINING2**.

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML
<input type="checkbox"/>	TRAINING1	translate user id to Name	Public		Edit	HTML	Excel	XML
<input type="checkbox"/>	TRAINING2	Prompt exercise	Public		Edit	HTML	Excel	XML

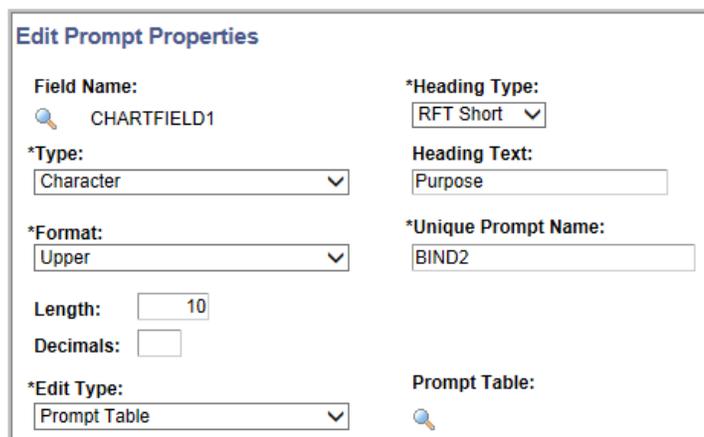
10. You will be in the **Fields** tab, click the **Save As** link.
11. In the **Query** name field, type: **xxx_class_prompt** (xxx are your initials). Click **OK**.
12. Click the **Add Criteria** button  on the **CHARTFIELD1-Purpose** line.



13. In the **Edit Criteria Properties** page:
 - **Condition Type** box, choose **like**
 - **Choose Expression 2 Type** box, click the radio button for **Prompt**
 - **Define Prompt** box, click the **New Prompt** link



You should see the **Edit Prompt Properties** page, which looks similar to the following:



14. In the Edit Prompt Properties page:

- **Heading Type**, select **Text**
- **Heading Text** field, type: **Enter Purpose or partial w/%**
- **Edit Type**, select **No Table Edit**

Your page should look similar to the following:

Note: When you create a query with a prompt, create the prompt's name with enough information so that others who use it can easily identify the type of information being requested.

15. Click **OK** to return to the **Edit Criteria Properties** page

16. Click **OK** again

17. Click the **Run** tab.

You will see a prompt requesting you to **Enter Purpose or partial w/ %**:

18. Type: **educ110000** in the blank prompt field

19. Click **OK**

Your results will look similar to the following:

The screenshot shows the Query Tool interface with the following elements:

- Navigation tabs: Records, Query, Expressions, Prompts, Fields, Criteria, Having, View SQL, Run.
- Header: Enter Purpose or partial w/ % = EDUC110000
- View options: View All, **Rerun Query** (circled in red), Download to Excel, Download to XML.
- Page navigation: First, 1-1 of 1, Last.
- Table with columns: Purpose, Descr, Eff Date, Status.

	Purpose	Descr	Eff Date	Status
1	EDUC110000	SCHOOL OF EDUCATION	01/01/1951	A

20. Click **Rerun Query** link

The modal dialog box is titled "ELLELL_CLASS_PROMPT" and contains the following elements:

- Header: ELLELL_CLASS_PROMPT
- Text: Enter Purpose or partial w/ %: educ11%
- Buttons: OK, Cancel

21. This time type: **educ11%** (remember % is a wildcard)

22. Click **OK**

Your results are displayed in a page that should look similar to this:

The screenshot shows the Query Tool interface with the following elements:

- Navigation tabs: Records, Query, Expressions, Prompts, Fields, Criteria, Having, View SQL, Run.
- Header: Enter Purpose or partial w/ % = EDUC11%
- View options: View All, Rerun Query, Download to Excel, Download to XML.
- Page navigation: First, 1-47 of 47, Last.
- Table with columns: Purpose, Descr, Eff Date, Status.

	Purpose	Descr	Eff Date	Status
1	EDUC110000	SCHOOL OF EDUCATION	01/01/1951	A
2	EDUC112111	MATH/SCIENCE ED RESOURCE CENTE	01/01/1951	A
3	EDUC112112	H R SHARP PROFESSOR FUND	01/01/1951	A
4	EDUC112113	H.R. SHARP PROF SUPPORT	01/01/1951	A
5	EDUC112115	STUDENT SERVICES	01/01/1951	A
6	EDUC112121	COLLEGE SCHOOL	01/01/1951	A
7	EDUC112122	EDUC RESEARCH & DEVELOPMENT CE	01/01/1951	A
8	EDUC112124	CNTR MATH & SCIENCE EDUC RESOU	01/01/1951	A

23. Click the **Fields** tab:

- Click the **Save As** link
- Click **OK**

-End of Exercise--

Joining Tables

PS has two kinds of joins for tables (records): a Hierarchical Join and a Related Record Join. If you want to add information to your query that is not in the record you chose (e.g., the description of the PS account), you will need to get this information from another record. PS helps you access this information by identifying joins between records.

Hierarchical Join - A hierarchical join is a predefined PS join that combines two tables that are a parent or children of one another. The child table has all the key fields of the parent tables and at least one more key field. PS identifies other records with common high level key fields that correspond to the fields in the record(s) in your table. On the Query tab page, you will see a “Hierarchy Join” link next to the record. If you click this link, you will see all records that have hierarchy joins to your record. If there are none, you will just see one record.

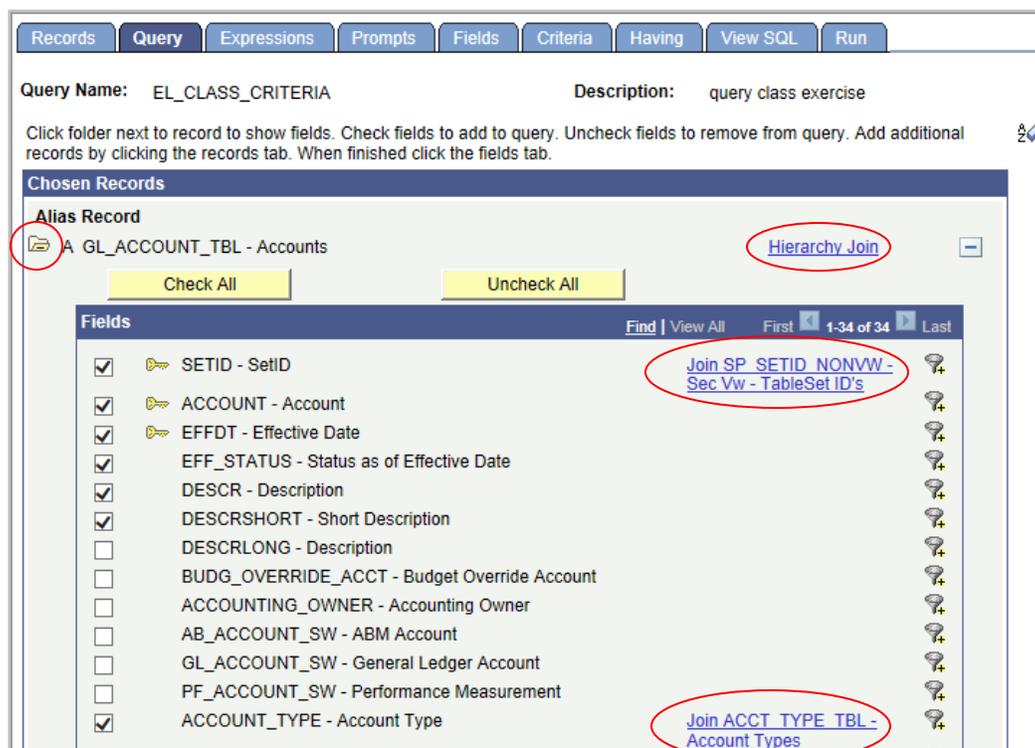
Related Record Join - A Related Record Join is a predefined PS join that uses tables that are related by common fields (non-hierarchical records). This join is often used to retrieve descriptive information about a selected field (i.e., department). Fields within the selected table that have a related table will show a link in blue text to the right of the field name. If you click the link, the tables will join.

Important Note

This exercise is for illustrative purposes ONLY. Joining tables GREATLY slows processing for EVERY ONE using the system. Joins are rarely needed and should be avoided unless absolutely necessary.

Exercise 12—How to Join Tables

1. Open the **XXX_CLASS_CRITERIA** query with the **Edit** link (XXX represents your initials).
2. Click the **Query** tab
3. Click in the open file icon  to reveal all the fields in the GL_ACCOUNT_TBL.
4. To the right of the field names, you will see the joins identified by PS (in underlined blue text).



The screenshot displays the Query Tool interface for the query 'EL_CLASS_CRITERIA'. The 'Query' tab is active, and the 'Chosen Records' section shows the selected record 'GL_ACCOUNT_TBL - Accounts'. A red circle highlights the 'Hierarchy Join' link next to this record. Below the records, the 'Fields' section lists various fields with checkboxes. Two fields are circled in red: 'Join SP_SETID_NONVW - Sec Vw - TableSet ID's' and 'Join ACCT_TYPE_TBL - Account Types'. The interface also includes buttons for 'Check All' and 'Uncheck All', and a 'Fields' tab at the top.

In this exercise, you will add the description of the account type to the query.

- Click the **Join ACCT_TYPE_TBL – Account Types** link (see previous page).
- On the **Select join type** page, accept the default (Standard Join) by clicking **OK**



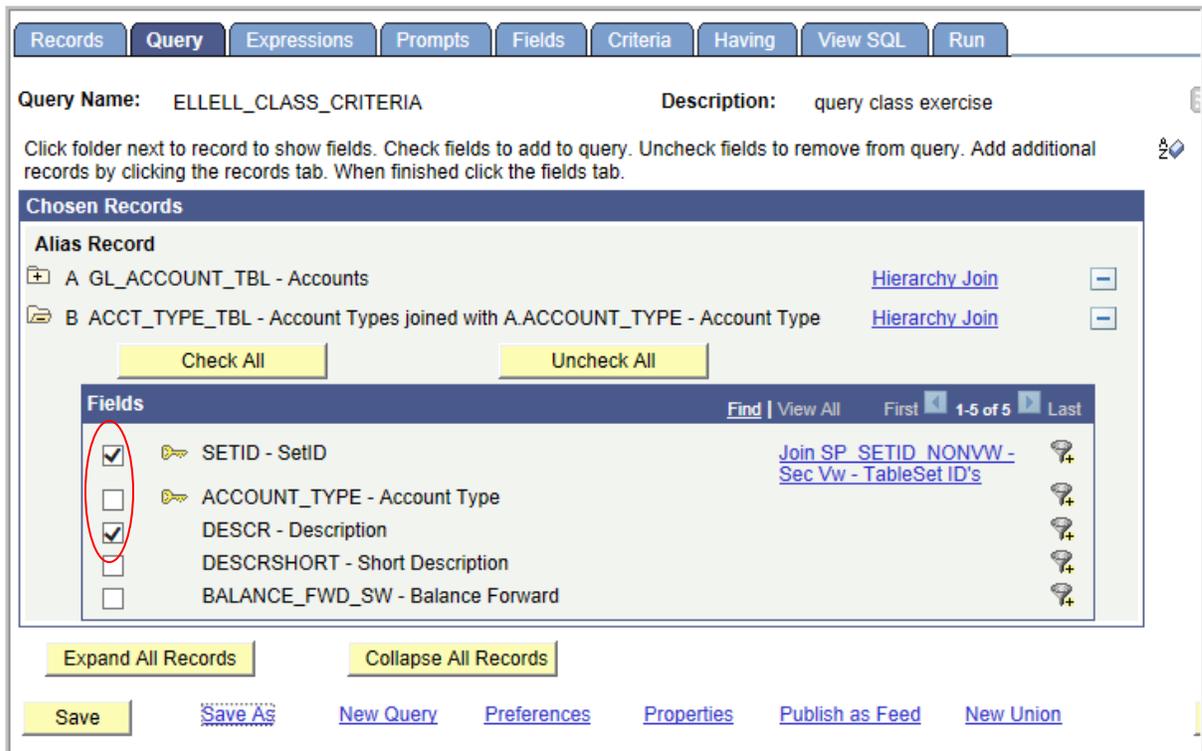
You should now see two tables with aliases “A” and “B” as shown in the following page:

A GL_ACCOUNT_TBL – Accounts

B ACCT_TYPE_TBL – Account Types joined with A.ACCOUNT_TYPE – Account Type.

(The new table is automatically labeled alias “B” by PS)

Note: You cannot see this “join” criterion on the **Criteria** page. The join creates criteria behind the scenes. However, if it is a hierarchical join, it will appear on the **Criteria** page.



- Click the checkboxes next to:

SETID – SetID

DESCR - Description

- Click the **Fields** tab to confirm the new fields were added. You should see a page similar to the following:

Query Name: EBL_CLASS_CRITERIA Description: query class exercise, criteria

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A	SETID - SetID	Char5				SetID		Edit	-
2	A	ACCOUNT - Account	Char10				Account		Edit	-
3	A	EFFDT - Effective Date	Date				Eff Date		Edit	-
4	A	EFF_STATUS - Status as of Effective Date	Char1		N		Status		Edit	-
5	A	DESCR - Description	Char30				Descr		Edit	-
6	A	ACCOUNT_TYPE - Account Type	Char1				Type		Edit	-
7	A	DESCRSHORT - Short Description	Char10				Short Desc		Edit	-
8	B	SETID - SetID	Char5				SetID		Edit	-
9	B	DESCR - Description	Char30				Descr		Edit	-

Save Save As New Query Preferences Properties New Union Return to Search

Note: PS adds “A” or “B” in front of the field names. This is the record alias. Fields starting with “A” came from record “A.” Fields starting with “B” came from record “B.”

- Click the **Run** tab

- Click **OK**

Note how long it takes this query to run compared to the other queries you have run.

- You should see two new columns on the right labeled **SetID** and **Descr**:

View All | Rerun Query | Download to Excel | Download to XML First 1-100 of 100 Last

	SetID	Account	Eff Date	Status	Type	Descr	Short Desc	SetID	Descr
1	UOD01	146900	06/21/2011	A	E	(D)PRT SPT-EMPLOYEE-FICA-NO1099	DON'T USE	UOD01	Expense
2	UOD01	149814	01/01/1951	A	E	1743 FUNDING FOR UD (EXPENSE)	1743 FUND	UOD01	Expense
3	UOD01	142850	01/01/1951	A	E	ACADEMIC TECHNOLOGY SERVICES	ATS	UOD01	Expense
4	UOD01	144000	01/01/1951	A	E	ADVERTISING	ADVERTISIN	UOD01	Expense
5	UOD01	142100	01/01/1951	A	E	ALL OTHER PAPER	OTH PAPER	UOD01	Expense
6	UOD01	140190	01/01/1951	A	E	ANIMAL MAINTENANCE EXPENSE	AN MAINT	UOD01	Expense
7	UOD01	149615	01/01/1951	A	E	APPLE CAMPUS STORE DEMO EXP	DEMO EXP	UOD01	Expense
8	UOD01	144500	01/01/1951	A	E	ARA CONTRACT MANAGEMENT	ARA CONTRA	UOD01	Expense
9	UOD01	140102	01/01/1951	A	E	ATHLETIC APPAREL	APPAREL	UOD01	Expense
10	UOD01	140100	01/01/1951	A	E	ATHLETIC SUPPLIES	ATHL SUP	UOD01	Expense
11	UOD01	148800	01/01/1951	A	E	AUDIT EXPENSE	AUDIT EXPE	UOD01	Expense
12	UOD01	149200	01/01/1951	A	E	AWARDS & PRIZES	AWARDS & P	UOD01	Expense
13	UOD01	146500	01/01/1951	A	E	BAD DEBT EXPENSE	BAD DEBT E	UOD01	Expense
14	UOD01	141900	01/01/1951	A	E	BEVERAGES	BEVERAGES	UOD01	Expense
15	UOD01	140220	01/01/1951	A	E	BIOLOGICAL SERVICES STOCKROOM	BIOL STCK	UOD01	Expense
16	UOD01	148003	01/01/1951	A	E	BOOKING FEES	BOOKING	UOD01	Expense
17	UOD01	140000	12/07/2012	A	E	BUDGETING ONLY-SUPPLIES & EXP	BUDG ONLY	UOD01	Expense
18	UOD01	148002	01/01/1951	A	E	CASH ADVANCE FEES	CASH ADVAN	UOD01	Expense

Adding Criteria for SET ID with Joined Records

When records are joined, it is good practice to add criteria to have the **SETID** fields in both tables equal each other. This will make the query run more efficiently. In addition, if either record includes the field **Business Unit**, criteria should be added making it equal to UOD01.

1. Click the **Criteria** tab and click the **Add Criteria** button.

The screenshot shows the Query Tool interface with the **Criteria** tab selected. The **Add Criteria** button is highlighted with a red circle. Below the tabs, the query name is **ELLELL_CLASS_CRITERIA** and the description is **query class exercise**. The **Add Criteria** button is also highlighted with a red circle. Below the buttons, there is a table of criteria:

Logical	Expression 1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	-
AND	A.ACCOUNT_TYPE - Account Type	equal to	E	Edit	-
OR	A.ACCOUNT - Account	like	14%	Edit	-
AND	A.EFF_STATUS - Status as of Effective Date	equal to	A	Edit	-

2. In the **Edit Criteria Properties** page
 - **Choose Expression 1 Type** - click radio button for **Field**
 - **Choose Expression 2 Type** - click radio button for **Field**
 - **Expression 1** - click the magnifying glass to choose field

The screenshot shows the **Edit Criteria Properties** dialog box. The **Choose Expression 1 Type** section has the **Field** radio button selected. The **Choose Expression 2 Type** section also has the **Field** radio button selected. The ***Condition Type:** dropdown is set to **equal to**. The **Expression 1** and **Expression 2** sections each have a magnifying glass icon next to the **Record Alias.Fieldname:** field.

3. Click the **A.SETID – SetID** link to select this field (the fields from the “A” record display by default)

The screenshot shows the **Select a field** dialog box. The **Select a record to show fields for** section has a table with two records:

Alias	Record	Record Description	Show Fields
A	GL_ACCOUNT_TBL	Accounts	Show Fields
B	ACCT_TYPE_TBL	Account Types	Show Fields

Below this table, the **Select a field** section shows a list of fields. The **A.SETID - SetID** link is highlighted with a red circle.

- In **Expression 2**, click the magnifying glass

- Click **Show Fields** button for record “**B**” **ACCT_TYPE_TBL**
- Click the **B.SETID – SetID** link to select this field

Alias	Record	Record Description	Show Fields
A	GL_ACCOUNT_TBL	Accounts	Show Fields
B	ACCT_TYPE_TBL	Account Types	Show Fields

- B.SETID - SetID
- B.ACCOUNT_TYPE - Account Type
- B.DESCR - Description
- B.DESCRSHORT - Short Description
- B.BALANCE_FWD_SW - Balance Forward

- You should see a page that looks like this. Click the **OK** button.

8. The **Criteria** tab should look like this:

Query Name: ELLELL_CLASS_CRITERIA Description: query class exercise

Buttons: Add Criteria, Group Criteria, Reorder Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	[-]
AND	A.ACCOUNT_TYPE - Account Type	equal to	E	Edit	[-]
OR	A.ACCOUNT - Account	like	14%	Edit	[-]
AND	A.EFF_STATUS - Status as of Effective Date	equal to	A	Edit	[-]
AND	A.SETID - SetID	equal to	B.SETID - SetID	Edit	[-]

Buttons: Save, Save As, New Query, Preferences, Properties, Publish as Feed, New Union, Return To S

9. Click the **Run** tab.

Buttons: View All, Rerun Query, Download to Excel, Download to XML

Page: First 1-100 of 752 Last

	SetID	Account	Eff Date	Status	Type	Descr	Short Desc	SetID	Descr
1	UOD01	120200	01/01/1951	A	E	PROFESSIONAL STAFF FULL-TIME	PROF FT	UOD01	Expense
2	UOD01	120201	11/11/2004	I	E	(D)DO NOT USE, USE 120200	PROF FT	UOD01	Expense
3	UOD01	120299	01/01/1951	A	E	COMPENSATED ABSENCES	COMP ABSEN	UOD01	Expense
4	UOD01	120300	01/01/1951	A	E	PROFESSIONAL STAFF PART-TIME	PROF PT	UOD01	Expense
5	UOD01	120400	01/01/1951	A	E	SUPPLEMENTAL PAY - PROFESSIONA	SUPPL PR	UOD01	Expense
6	UOD01	120500	01/01/1951	A	E	OFF-CAMPUS - PROFESSIONAL	OFF-CMP PR	UOD01	Expense
7	UOD01	120700	01/01/1951	A	E	DISABILITY PAY PROFESSIONALS	DISABILITY	UOD01	Expense
8	UOD01	120800	05/04/2010	A	E	POST DOC/FACULTY FELLOW	POSTDOC	UOD01	Expense

Reordering Criteria

The above results include Accounts with a **Status** of "I", even though one criterion says **EFF_STATUS equal to "A"**. The order of the criteria caused this problem; in this case it was the placement of the "OR condition". The EFF_STATUS criterion must be moved above the ACCOUNT criterion that has the OR condition.

10. Click on **Criteria** tab and click **Reorder Criteria** button

Query Name: ELLELL_CLASS_CRITERIA Description: query class exercise

Buttons: Add Criteria, Group Criteria, Reorder Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	[-]
AND	A.ACCOUNT_TYPE - Account Type	equal to	E	Edit	[-]
OR	A.ACCOUNT - Account	like	14%	Edit	[-]
AND	A.EFF_STATUS - Status as of Effective Date	equal to	A	Edit	[-]
AND	A.SETID - SetID	equal to	B.SETID - SetID	Edit	[-]

11. In the **Edit Criteria Ordering** page, move the **A.EFF_STATUS** criterion by typing **2** in **New Position**

12. Click **OK**

Edit Criteria Ordering

Reorder criteria by entering position numbers on the left. Rows left blank or assigned a 0 will be automatically assigned a position.

New Position	Position	Expression1	Condition Type	Expression 2
	1	A.EFFDT - Effective Date	Eff Date <=	Current Date
	2	A.ACCOUNT_TYPE - Account Type	equal to	E
	3	A.ACCOUNT - Account	like	14%
2	4	A.EFF_STATUS - Status as of Effective Date	equal to	A
	5	A.SETID - SetID	equal to	B.SETID - SetID

OK Cancel

13. The **Criteria** tab should look like this:

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: ELLELL_CLASS_CRITERIA Description: query class exercise Feed

Add Criteria Group Criteria Reorder Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	-
AND	A.EFF_STATUS - Status as of Effective Date	equal to	A	Edit	-
AND	A.ACCOUNT_TYPE - Account Type	equal to	E	Edit	-
OR	A.ACCOUNT - Account	like	14%	Edit	-
AND	A.SETID - SetID	equal to	B.SETID - SetID	Edit	-

Save Save As New Query Preferences Properties Publish as Feed New Union Return To

14. Click the **Run** tab (compare with results on page 40, #9)

Records Query Expressions Prompts Fields Criteria Having View SQL **Run**

View All | Rerun Query | Download to Excel | Download to XML First 1-100 of 579 Last

	SetID	Account	Eff Date	Status	Type	Descr	Short Desc	SetID	Descr
1	UOD01	120200	01/01/1951	A	E	PROFESSIONAL STAFF FULL-TIME	PROF FT	UOD01	Expense
2	UOD01	120299	01/01/1951	A	E	COMPENSATED ABSENCES	COMP ABSEN	UOD01	Expense
3	UOD01	120300	01/01/1951	A	E	PROFESSIONAL STAFF PART-TIME	PROF PT	UOD01	Expense
4	UOD01	120400	01/01/1951	A	E	SUPPLEMENTAL PAY - PROFESSIONA	SUPPL PR	UOD01	Expense
5	UOD01	120500	01/01/1951	A	E	OFF-CAMPUS - PROFESSIONAL	OFF-CMP PR	UOD01	Expense
6	UOD01	120700	01/01/1951	A	E	DISABILITY PAY PROFESSIONALS	DISABILITY	UOD01	Expense
7	UOD01	120800	05/04/2010	A	E	POST DOC/FACULTY FELLOW	POSTDOC	UOD01	Expense
8	UOD01	121000	01/01/1951	A	E	CHAIRPERSONS	CHAIRPERSO	UOD01	Expense
9	UOD01	121100	01/01/1951	A	E	FACULTY FULL-TIME (BARGAINING	FACULTY FT	UOD01	Expense
10	UOD01	121200	01/01/1951	A	E	FACULTY PART-TIME	FACULTY PT	UOD01	Expense
11	UOD01	121300	01/01/1951	A	E	FACULTY SUMMER SUPPLEMENT	FAC SMR	UOD01	Expense
12	UOD01	121400	01/01/1951	A	E	SUPPLEMENTAL PAY-FACULTY	SUPPLI FAC	UOD01	Expense

Changing a Column Label

15. Click the **Fields** tab.
16. Click the **Edit** button across from the **A.DESCR - Description** entry.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: ELLELL_CLASS_CRITERIA Description: query class exercise Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.SETID - SetID	Char5				SetID		Edit	
2	A.ACCOUNT - Account	Char10	1			Account		Edit	
3	A.EFFDT - Effective Date	Date				Eff Date		Edit	
4	A.EFF_STATUS - Status as of Effective Date	Char1		N		Status		Edit	
5	A.ACCOUNT_TYPE - Account Type	Char1				Type		Edit	
6	A.DESCR - Description	Char30				Descr		Edit	
7	A.DESCRSHORT - Short Description	Char10				Short Desc		Edit	
8	B.SETID - SetID	Char5				SetID		Edit	
9	B.DESCR - Description	Char30				Descr		Edit	

17. On the **Edit Field Properties** page:
 - **Heading** box - click the radio button for **Text**
 - **Heading Text** field - delete the existing text and type: **Account Description**
 - Click **OK**

Edit Field Properties

Field Name: A.DESCR - Description

Heading

No Heading RFT Short
 Text RFT Long

Heading Text:

*Unique Field Name:

Aggregate

None
 Sum
 Count
 Min
 Max
 Average

18. Click the **Run** tab.
- Note how long it takes the query to run.

You should see a page similar to the following:

Records Query Expressions Prompts Fields Criteria Having View SQL **Run**

[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First 1-100 of 579 Last

	SetID	Account	Eff Date	Status	Type	Account Description	Short Desc	SetID	Descr
1	UOD01	120200	01/01/1951	A	E	PROFESSIONAL STAFF FULL-TIME	PROF FT	UOD01	Expense
2	UOD01	120299	01/01/1951	A	E	COMPENSATED ABSENCES	COMP ABSEN	UOD01	Expense
3	UOD01	120300	01/01/1951	A	E	PROFESSIONAL STAFF PART-TIME	PROF PT	UOD01	Expense
4	UOD01	120400	01/01/1951	A	E	SUPPLEMENTAL PAY - PROFESSIONA	SUPPL PR	UOD01	Expense
5	UOD01	120500	01/01/1951	A	E	OFF-CAMPUS - PROFESSIONAL	OFF-CMP PR	UOD01	Expense
6	UOD01	120700	01/01/1951	A	E	DISABILITY PAY PROFESSIONALS	DISABILITY	UOD01	Expense
7	UOD01	120800	05/04/2010	A	E	POST DOC/FACULTY FELLOW	POSTDOC	UOD01	Expense
8	UOD01	121000	01/01/1951	A	E	CHAIRPERSONS	CHAIRPERSO	UOD01	Expense
9	UOD01	121100	01/01/1951	A	E	FACULTY FULL-TIME (BARGAINING	FACULTY FT	UOD01	Expense

19. Click the **Fields** tab and click the **Save As** link.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: ELLELL_CLASS_CRITERIA Description: query class exercise Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.SETID - SetID	Char5				SetID		Edit	
2	A.ACCOUNT - Account	Char10	1			Account		Edit	
3	A.EFFDT - Effective Date	Date				Eff Date		Edit	
4	A.EFF_STATUS - Status as of Effective Date	Char1		N		Status		Edit	
5	A.ACCOUNT_TYPE - Account Type	Char1				Type		Edit	
6	A.DESCR - Description	Char30				Account Description		Edit	
7	A.DESCRSHORT - Short Description	Char10				Short Desc		Edit	
8	B.SETID - SetID	Char5				SetID		Edit	
9	B.DESCR - Description	Char30				Descr		Edit	

Save As [New Query](#) [Preferences](#) [Properties](#) [Publish as Feed](#) [New Union](#) Return To Search

20. Highlight the existing text in the **Query** name field. Type: **xxx_class_joins** (where **xxx** represents your initials).

21. Click **OK**.

--End of Exercise--

Reordering Fields

You can easily arrange the order of rows and columns as you would like them to appear when you run a query. In the following exercise, you will follow steps to reorder fields in the query you are creating.

Exercise 13—How to Reorder Fields

1. If necessary, click the **Fields** tab. You should see a page similar to the following:

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: ELLELL_CLASS_JOINS Description: query class exercise Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.SETID - SetID	Char5				SetID	+	Edit	-
2	A.ACCOUNT - Account	Char10	1			Account	+	Edit	-
3	A.EFFDT - Effective Date	Date				Eff Date	+	Edit	-
4	A.EFF_STATUS - Status as of Effective Date	Char1		N		Status	+	Edit	-
5	A.ACCOUNT_TYPE - Account Type	Char1				Type	+	Edit	-
6	A.DESCR - Description	Char30				Account Description	+	Edit	-
7	A.DESCRSHORT - Short Description	Char10				Short Desc	+	Edit	-
8	B.SETID - SetID	Char5				SetID	+	Edit	-
9	B.DESCR - Description	Char30				Descr	+	Edit	-

Save Save As New Query Preferences Properties Publish as Feed New Union Return To Set

2. Click the **Reorder/Sort** Reorder / Sort button.

You should see the **Edit Field Ordering** page similar to the following:

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

New Column	Column	Record.FieldName	Order By	Descending	New Order By
	1	A.SETID - SetID		<input type="checkbox"/>	
	2	A.ACCOUNT - Account	1	<input type="checkbox"/>	1
	3	A.EFFDT - Effective Date		<input type="checkbox"/>	
	4	A.EFF_STATUS - Status as of Effective Date		<input type="checkbox"/>	
	5	A.ACCOUNT_TYPE - Account Type		<input type="checkbox"/>	
	6	A.DESCR - Description		<input type="checkbox"/>	
	7	A.DESCRSHORT - Short Description		<input type="checkbox"/>	
	8	B.SETID - SetID		<input type="checkbox"/>	
	9	B.DESCR - Description		<input type="checkbox"/>	

OK Cancel

The first column labeled **New Column** determines the left to right order of the columns.

3. Type the values 1, 2 and 3 in this column as shown in the following sample page:

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

New Column	Column	Record.Fieldname	Order By	Descending	New Order By
	1	A.SETID - SetID		<input type="checkbox"/>	
1	2	A.ACCOUNT - Account	1	<input type="checkbox"/>	1
	3	A.EFFDT - Effective Date		<input type="checkbox"/>	
	4	A.EFF_STATUS - Status as of Effective Date		<input type="checkbox"/>	
	5	A.ACCOUNT_TYPE - Account Type		<input type="checkbox"/>	
	2	A.DESCR - Description		<input type="checkbox"/>	
3	7	A.DESCRSHORT - Short Description		<input type="checkbox"/>	
	8	B.SETID - SetID		<input type="checkbox"/>	
	9	B.DESCR - Description		<input type="checkbox"/>	

OK Cancel

The right column labeled **New Order By** determines how to sort *rows of data*.

(Note: PS sorts numbers before alpha characters.)

4. Sort the rows so that is **A.EFF_STATUS – Status as of Effective Date** the first row and **A.ACCOUNT - Account** is the second row by typing the values as shown below:

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

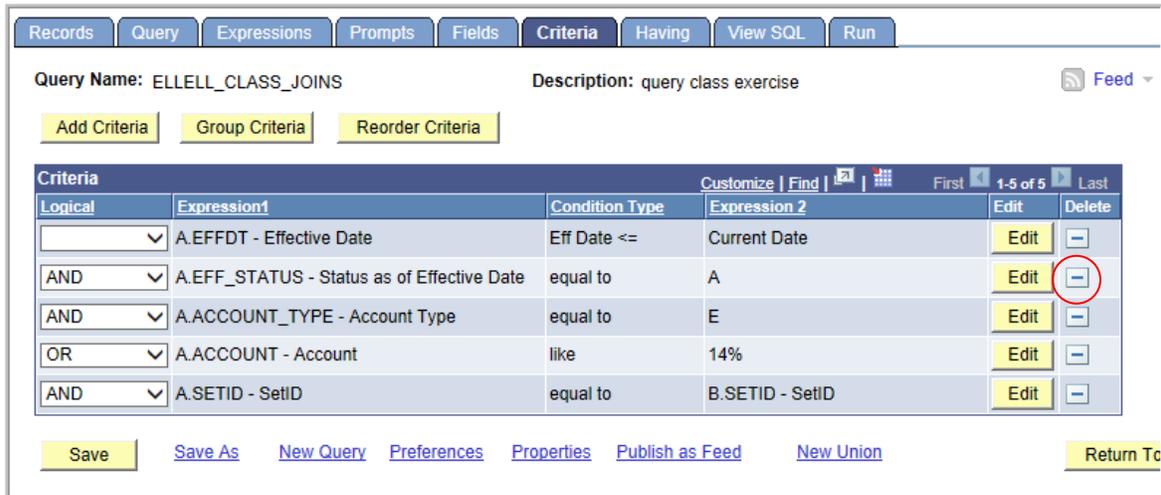
New Column	Column	Record.Fieldname	Order By	Descending	New Order By
	1	A.SETID - SetID		<input type="checkbox"/>	
1	2	A.ACCOUNT - Account	1	<input type="checkbox"/>	2
	3	A.EFFDT - Effective Date		<input type="checkbox"/>	
	4	A.EFF_STATUS - Status as of Effective Date		<input type="checkbox"/>	1
	5	A.ACCOUNT_TYPE - Account Type		<input type="checkbox"/>	
2	6	A.DESCR - Description		<input type="checkbox"/>	
3	7	A.DESCRSHORT - Short Description		<input type="checkbox"/>	
	8	B.SETID - SetID		<input type="checkbox"/>	
	9	B.DESCR - Description		<input type="checkbox"/>	

OK Cancel

5. Click **OK**.

6. Click on **Criteria** tab

7. Remove the criterion for **A. EFF_STATUS equal to A** using the delete button 



Query Name: ELLELL_CLASS_JOINS Description: query class exercise

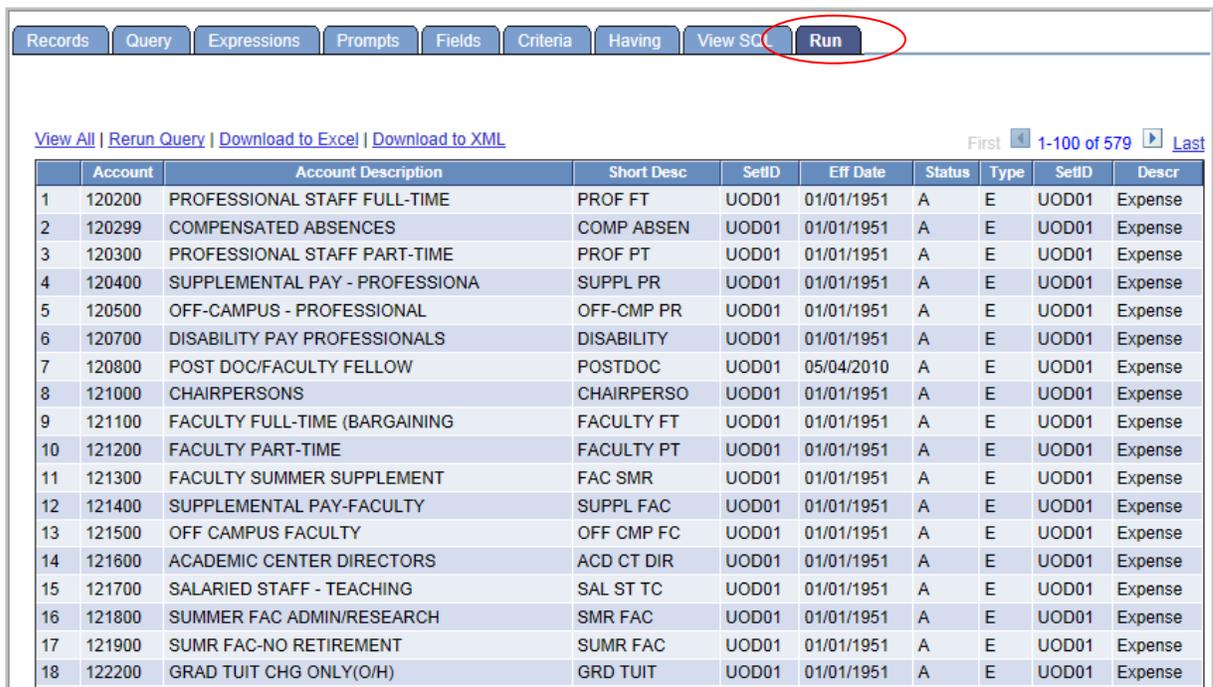
Buttons: Add Criteria, Group Criteria, Reorder Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	-
AND	A.EFF_STATUS - Status as of Effective Date	equal to	A	Edit	-
AND	A.ACCOUNT_TYPE - Account Type	equal to	E	Edit	-
OR	A.ACCOUNT - Account	like	14%	Edit	-
AND	A.SETID - SetID	equal to	B.SETID - SetID	Edit	-

Buttons: Save, Save As, New Query, Preferences, Properties, Publish as Feed, New Union, Return To

8. Click the **Run** tab.

9. You should see a page similar to the following results.



Buttons: Records, Query, Expressions, Prompts, Fields, Criteria, Having, View SQL, Run

View All | Rerun Query | Download to Excel | Download to XML

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	Account	Account Description	Short Desc	SetID	Eff Date	Status	Type	SetID	Descr
1	120200	PROFESSIONAL STAFF FULL-TIME	PROF FT	UOD01	01/01/1951	A	E	UOD01	Expense
2	120299	COMPENSATED ABSENCES	COMP ABSEN	UOD01	01/01/1951	A	E	UOD01	Expense
3	120300	PROFESSIONAL STAFF PART-TIME	PROF PT	UOD01	01/01/1951	A	E	UOD01	Expense
4	120400	SUPPLEMENTAL PAY - PROFESSIONA	SUPPL PR	UOD01	01/01/1951	A	E	UOD01	Expense
5	120500	OFF-CAMPUS - PROFESSIONAL	OFF-CMP PR	UOD01	01/01/1951	A	E	UOD01	Expense
6	120700	DISABILITY PAY PROFESSIONALS	DISABILITY	UOD01	01/01/1951	A	E	UOD01	Expense
7	120800	POST DOC/FACULTY FELLOW	POSTDOC	UOD01	05/04/2010	A	E	UOD01	Expense
8	121000	CHAIRPERSONS	CHAIRPERSO	UOD01	01/01/1951	A	E	UOD01	Expense
9	121100	FACULTY FULL-TIME (BARGAINING	FACULTY FT	UOD01	01/01/1951	A	E	UOD01	Expense
10	121200	FACULTY PART-TIME	FACULTY PT	UOD01	01/01/1951	A	E	UOD01	Expense
11	121300	FACULTY SUMMER SUPPLEMENT	FAC SMR	UOD01	01/01/1951	A	E	UOD01	Expense
12	121400	SUPPLEMENTAL PAY-FACULTY	SUPPL FAC	UOD01	01/01/1951	A	E	UOD01	Expense
13	121500	OFF CAMPUS FACULTY	OFF CMP FC	UOD01	01/01/1951	A	E	UOD01	Expense
14	121600	ACADEMIC CENTER DIRECTORS	ACD CT DIR	UOD01	01/01/1951	A	E	UOD01	Expense
15	121700	SALARIED STAFF - TEACHING	SAL ST TC	UOD01	01/01/1951	A	E	UOD01	Expense
16	121800	SUMMER FAC ADMIN/RESEARCH	SMR FAC	UOD01	01/01/1951	A	E	UOD01	Expense
17	121900	SUMR FAC-NO RETIREMENT	SUMR FAC	UOD01	01/01/1951	A	E	UOD01	Expense
18	122200	GRAD TUIT CHG ONLY(O/H)	GRD TUIT	UOD01	01/01/1951	A	E	UOD01	Expense

Note that the columns are now in a new order and that the rows of data are sorted by Status (A's first and then I's) and then by Account.

10. Click the **Fields** tab.

11. Click the **Save As** link.

12. Click **OK**.

--End of Exercise--