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(Updated for Intro to Query – Part 4)

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Notice only the rows with the Fund Code of **OPBAS** have an amount in the **Basic Budget Amt** column.

Year	Period	Account	Purpose	Ledger	Descr	Purpose 5, 6	Fund	Basic Budget Amt
1	2013	1 146000	UNIV112166	ACTUALS	INDIRECT COST/CASB	11	OPBAS	2500.00
82	2013	1 144300	UNIV112535	ACTUALS	CHRYSLER OPERATIONAL COSTS	11	OPBAS	133.50
83	2013	1 148500	UNIV112535	ACTUALS	CHRYSLER OPERATIONAL COSTS	11	OPBAS	180.04
84	2013	1 151800	UNIV112535	ACTUALS	CHRYSLER OPERATIONAL COSTS	11	OPBAS	188.45
85	2013	1 154800	UNIV112535	ACTUALS	CHRYSLER OPERATIONAL COSTS	11	OPBAS	105.00
86	2013	1 149000	UNIV175181	ACTUALS	SPECIAL TUIT HLDG	17	OPBAL	0.00
87	2013	1 154800	UNIV175191	ACTUALS	DIVERSITY TASK FORCE	17	OPBAL	0.00
88	2013	1 144600	UNIV175216	ACTUALS	R/E FIN OFC YEAR END ENTRIES	17	OPBAL	0.00

8. Click the **Save As** link.
9. In **Query** field, rename this query **xxx\_class\_decode** (where **xxx** represents your initials).
10. Click **OK**.

--End of Exercise--

### ***Decode and Substring used together***

There will be times when you will want to use conditional logic on a portion of the value in a field. Since the “decode” feature does not work with wild card characters, you will need to use a “substring.”

#### **Exercise 21—How to use a Substring in a Decode Expression**

In the following exercise, you will create a new field based on the 5<sup>th</sup> and 6<sup>th</sup> characters (substring feature) in the Purpose chartfield when specific conditions exist (decode feature). Specifics: when the 5<sup>th</sup> and 6<sup>th</sup> characters in a set of Purposes are 1 and 1, the new field’s value will be “basic budget” and when the characters are 2 and 1 the value will be “aux. enterprises,” otherwise no value will be displayed.

1. Open **Query Manager** and click on **Create New Query**
2. In the **Find an Existing Record** search box type: **CHARTFIELD1\_TBL** and click **Search** button
3. Click **Add Record**



- Click **OK** button on the message that tells you that an effective date criteria has been added.



- In the **Query** tab and select the following fields:
  - CHARTFIELD1 – Purpose
  - EFF\_STATUS - Status as of Effective Date
  - DESCR – Description



- Click on the **Fields** tab and add criteria to CHARTFIELD1 – Purpose



7. In the **Edit Criteria Properties**:

- **Condition Type** choose “like”
- **Define Constant** – type: **ARTT%** and then click **OK** button

8. Click on the **Expressions** tab and then the **Add Expressions** button.

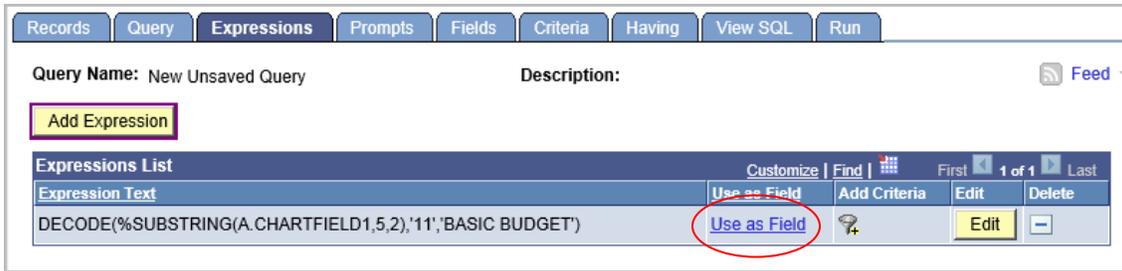
9. In the **Edit Expression Properties**:

- Change **Expression Type** to Character (if not already selected)
- Change **Length** to 15
- Leave **Aggregate Function** and **Decimals** blank
- In **Expression Text**, carefully type: **DECODE(%SUBSTRING(A.CHARTFIELD1,5,2),'11','BASIC BUDGET')**  
Note: there are no spaces in this text.

This expression means look at the field CHARTFIELD1 (Purpose) and go to the 5th character and look at two characters. When these two characters (5th and 6th) have the value of “11” then return a new value “BASIC BUDGET” for the new field, otherwise return no value.

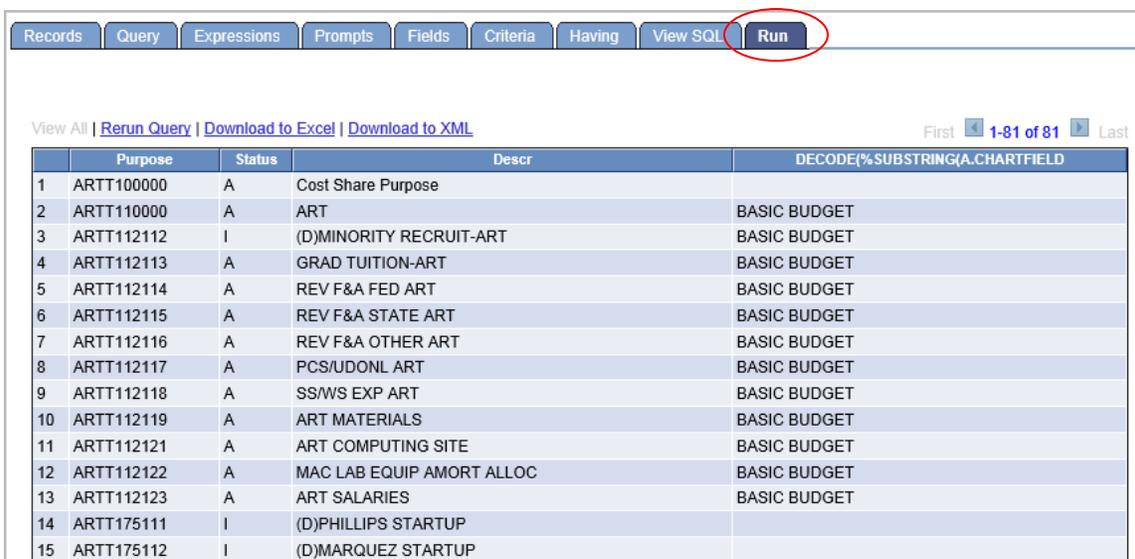
10. Click **OK** button

11. **VERY IMPORTANT** – Click on **Use as Field** to display new value in your query results.



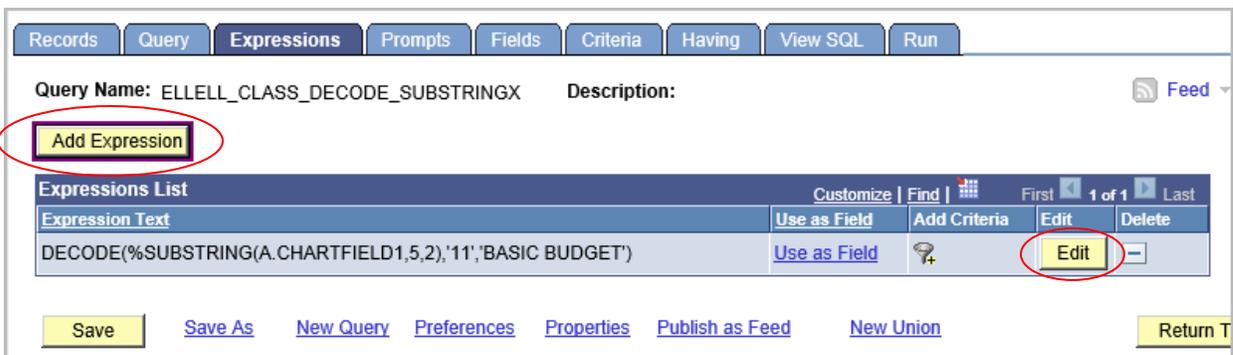
12. Click on **Run** tab to see the results. Yours should be similar to this:

Note: If you get an error message instead of results, go back to **Expressions** tab and **EDIT** your text in the box to *exactly* what is written on page 80. Pay close attention to single quote marks, parentheses and commas.



13. Click on **Fields** tab and then **Save As** and name the query **xxx\_class\_decode\_substring (xxx = your initials)**

14. Click on **Expressions** tab and click on **Edit** button to add the second part of the expression.



15. Delete the last right parenthesis ) after 'BASIC BUDGET'
16. Then carefully type this *additional* text in the **Expression Text** box:

**,DECODE(%SUBSTRING(A.CHARTFIELD1,5,2),'21', 'SELF SUPPORTING'))**

17. Click **OK** button.

The text should look like this box. There are no spaces.

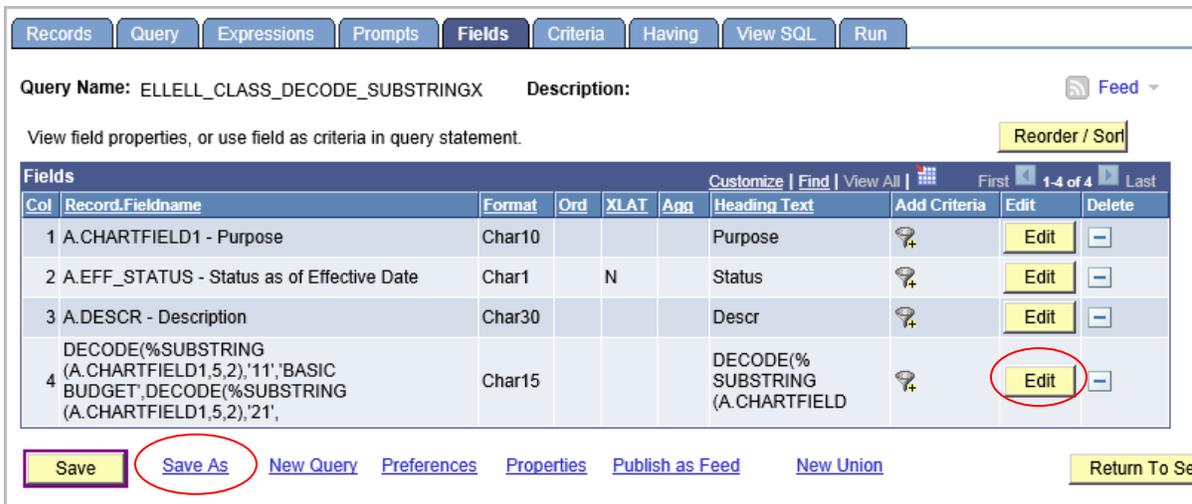
This second part of the expression is exactly like the first part, except the 5<sup>th</sup> and 6<sup>th</sup> characters are 21 and the value is SELF SUPPORTING.

18. Click on **Run** tab to see the results.

Note: If you get an error message instead of results, go back to **Expressions** tab and **EDIT** your text in the box to *exactly* what is written above. Pay close attention to single quote marks, parentheses and commas.

	Purpose	Status	Descr	DECODE(%SUBSTRING(A.CHARTFIELD
1	ARTT100000	A	Cost Share Purpose	
2	ARTT110000	A	ART	BASIC BUDGET
3	ARTT112112	I	(D)MINORITY RECRUIT-ART	BASIC BUDGET
4	ARTT112113	A	GRAD TUITION-ART	BASIC BUDGET
5	ARTT112114	A	REV F&A FED ART	BASIC BUDGET
6	ARTT112115	A	REV F&A STATE ART	BASIC BUDGET
7	ARTT112116	A	REV F&A OTHER ART	BASIC BUDGET
8	ARTT112117	A	PCS/UDONL ART	BASIC BUDGET
9	ARTT112118	A	SS/WS EXP ART	BASIC BUDGET
10	ARTT112119	A	ART MATERIALS	BASIC BUDGET
11	ARTT112121	A	ART COMPUTING SITE	BASIC BUDGET
12	ARTT112122	A	MAC LAB EQUIP AMORT ALLOC	BASIC BUDGET
13	ARTT112123	A	ART SALARIES	BASIC BUDGET
14	ARTT175111	I	(D)PHILLIPS STARTUP	
15	ARTT175112	I	(D)MARQUEZ STARTUP	
45	ARTT175999	I	(D)GUR06-WINN EDWARD	
46	ARTT17S000	A	SF-ART	
47	ARTT212111	I	(D) R/E ART STUDENT SUPPLIES	SELF SUPPORTING
48	ARTT212112	A	REV ART DEPT STUDENT PRINTERS	SELF SUPPORTING
49	ARTT212113	I	(D) ART STUDENT SUPPLIES ALLC	SELF SUPPORTING
50	ARTT212114	A	ART DEPT STUDENT PRINTERS ALLO	SELF SUPPORTING
51	ARTT222111	I	(D)MIN REC - ART	
52	ARTT29ZZZZ	A	Cost Share Purpose	
53	ARTT362111	I	(D)CWSP-ART	

19. Click on **Fields** tab.
20. Change the heading of the new field by using the **Edit** button
  - Change the existing **Heading Text** to **Purpose Type**. Click **OK** button
21. Save your query using **Save As**.



## Running Query Results to Excel

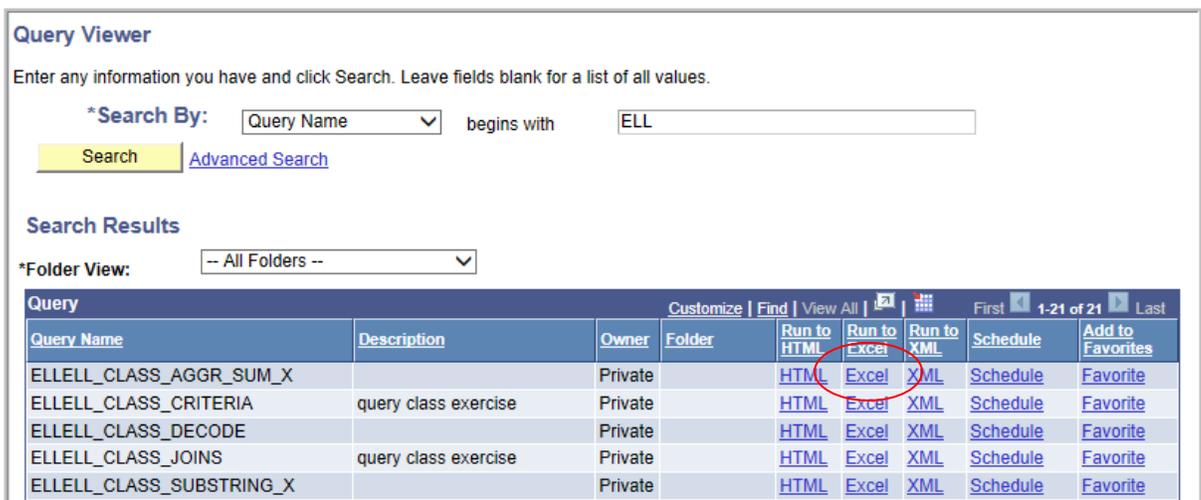
You can run results from queries to Microsoft Excel. In the next exercise, you will run your query results from the previous exercise to Excel. There are three ways to download query results to Excel:

- Query Viewer search page
- Query Manager search page
- Run tab in Query Manager

### Exercise 22—How to Run Query Results to Excel from Query Viewer or Query Manager

1. Open **Query Manager** or **Query Viewer**
2. Find the query you want to download and click the Excel link

This is the **Query Viewer** search page:



This is the **Query Manager** search page:

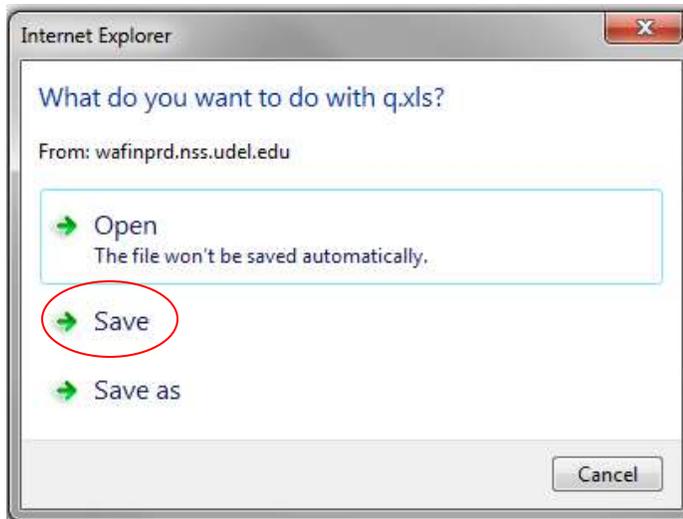
**Query Manager**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with   
 [Advanced Search](#)

**Search Results**  
 \*Folder View:   
  \*Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	ELLELL_CLASS_AGGR_SUM_X		Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	ELLELL_CLASS_CRITERIA	query class exercise	Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	ELLELL_CLASS_DECODE		Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	ELLELL_CLASS_JOINS	query class exercise	Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	ELLELL_CLASS_SUBSTRING_X		Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>

- When this dialog box appears, click **Save**



- Click **Open** when this message appears at the bottom of your screen:



- Save this new Excel document and rename it something meaningful to you.

**Run tab in Query Manager:**

1. From the Query Manager search page, click the **Edit** link on the query you want to download

**Query Manager**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)  
 \*Search By: Query Name begins with ELL  
 Search [Advanced Search](#)

**Search Results**  
 \*Folder View: -- All Folders --  
 Check All Uncheck All \*Action: -- Choose -- Go

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	ELLELL_CLASS_AGGR_SUM_X		Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	ELLELL_CLASS_CRITERIA	query class exercise	Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	ELLELL_CLASS_DECODE		Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>

2. Click the **Run** tab and then click the **Download to Excel** link

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

View All [Rerun Query](#) [Download to Excel](#) | [Download to XML](#) First 1-94 of 94 Last

	Year	Period	Account	Purpose	Ledger	Sum Amount	Descr
1	2013	1	144300	STGP912111	ACTUALS	1258.890	STUDENT GOVERNMENT ASSOCIATION
2	2013	1	154800	STGP912111	ACTUALS	30.000	STUDENT GOVERNMENT ASSOCIATION
3	2013	1	R17900	STGP912111	ACTUALS	-675.020	STUDENT GOVERNMENT ASSOCIATION
4	2013	1	R17900	STGP912112	ACTUALS	-66.000	AM SOC MECH ENGINEERS
5	2013	1	145000	STGP912113	ACTUALS	1225.000	DE RUGBY CLUB

3. When this dialog box appears, click **Save**



4. Click Open when this message appears at the bottom of your screen:

The q (7).xls download has completed. Open Open folder View downloads

5. Save this new Excel document and rename it something meaningful to you.

--End of Exercise--

## Using the Query Viewer

The **Query Viewer** is a read-only version of the **Query Manager**. It allows Security Administrators to provide read-only access to users who only need to view or print queries.

The **Query Viewer** enables you to do the following:

- Search for a query
- Preview a query
- Run a query
- Print a query

### To Use the Query Viewer to Search for a Query

Log in to PS as you normally do.

From the **Menu** box, click **Reporting Tools**.

Click **Query**.

Click **Query Viewer**.

In the **Search For** field, type the name of the query you want to find.

### To Use the Query Viewer to Preview a Query

When you preview a query, the results are displayed in the current browser window.

Log in to PS as you normally do.

From the **Menu** box, click **Reporting Tools**.

Click **Query**.

Click **Query Viewer**.

In the **Search For** field, type the name of the query you want to find.

Click the name of the query you want to view.

Download the results to an Excel spreadsheet.

### To Use the Query Viewer to Run a Query

When you run a query, the results are displayed in a new browser window.

Log in to PS as you normally do.

From the **Menu** box, click **Reporting Tools**.

Click **Query**.

Click **Query Viewer**.

In the **Search For** field, type the name of the query you want to find.

Click the **Run** link to run the query.

Download the results to an Excel spreadsheet.

### To Use the Query Viewer to Print a Query

Log in to PS as you normally do.

From the **Menu** box, click **Reporting Tools**.

Click **Query**.

Click **Query Viewer**.

In the **Search For** field, type the name of the query you want to find.

Run the query.

Click the **Print** button for the browser program you use. (Or, select **File | Print** from the browser's **Menu** bar.) The query will print on your default printer.

If you choose to download the query to Excel or another program, you can print the query using that program's print functions.

## Outer Joins vs. Standard (Inner) Joins

The first step in querying any database is the selection of the primary table - the one whose rows contain the fundamental information being sought. In this example, let's say we want to report some facts about Purpose Codes. Every Purpose Code has a row in the CHARTFIELD1\_TBL, so that would be our primary record or table.

There are two possible joins – inner join, which only joins information where there is a common field in both tables, or an outer join – which selects information from a 2<sup>nd</sup> table *related to all rows* in the first table. In an outer join, some of the data requested from the 2<sup>nd</sup> table will be blank. Example: A Purpose Code that has been deleted and no longer has a Speedtype.

We next want to display the information from the SPEEDTYP\_TBL for each Purpose Code in the table. To add fields from that secondary record to our query, we join the two records using the following steps:

### Exercise 23—Creating an Inner Join with Purpose and Speedtype Tables

**STANDARD (inner) JOIN** - joins tables where there is a common field (with data) in both tables

1. Query Manager – click **Create New Query** link

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query [Create New Query](#)

\*Search By: Query Name  begins with

[Advanced Search](#)

2. Type: **char** in the search box and click **Search** button
3. Click **Add Record** for the **CHARTFIELD1\_TBL**

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

Query Name: New Unsaved Query      Description:

**Find an Existing Record**

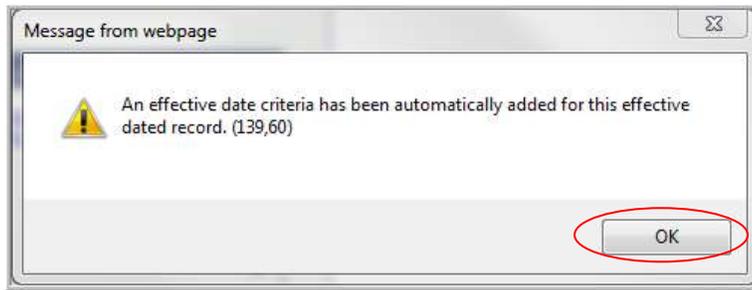
\*Search By: Record Name  begins with

[Advanced Search](#)

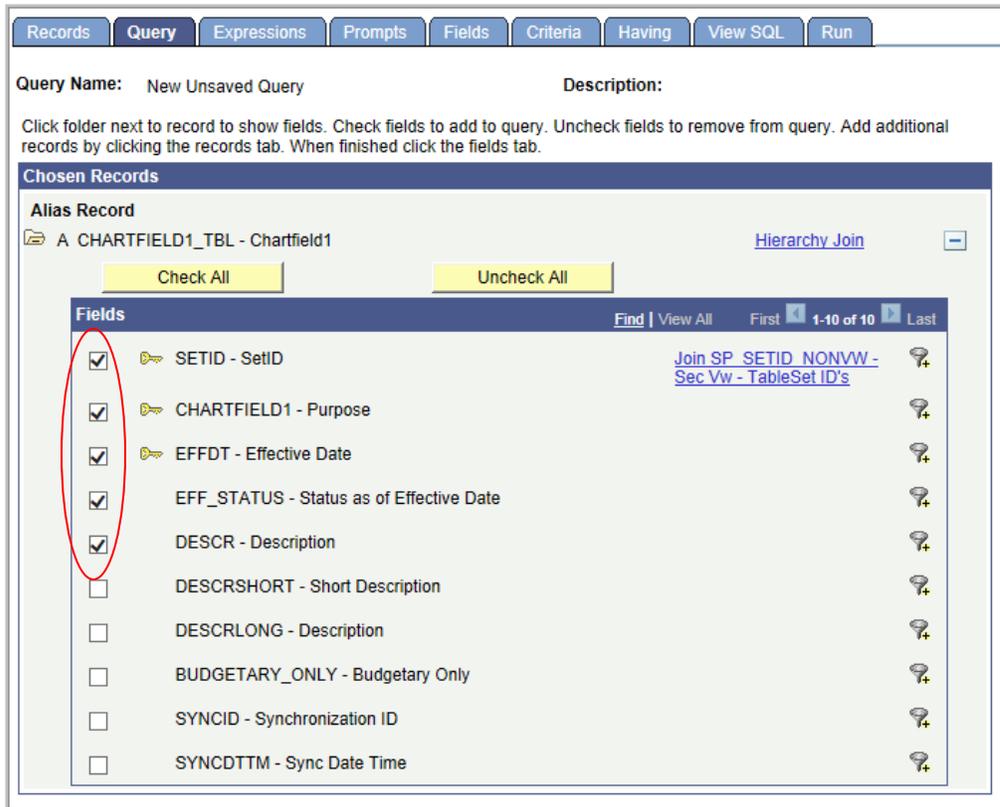
**Search Results**

Record	Customize	Find	View All	First	1-4 of 4	Last
Recname	<a href="#">Add Record</a>	<a href="#">Show Fields</a>				
CHARGE_CODE_INV - Item Charge Codes	<a href="#">Add Record</a>	<a href="#">Show Fields</a>				
CHARTFIELD1_TBL - Chartfield1	<a href="#">Add Record</a>	<a href="#">Show Fields</a>				
CHARTFIELD2_TBL - Chartfield2	<a href="#">Add Record</a>	<a href="#">Show Fields</a>				
CHARTFIELD3_TBL - Chartfield3	<a href="#">Add Record</a>	<a href="#">Show Fields</a>				

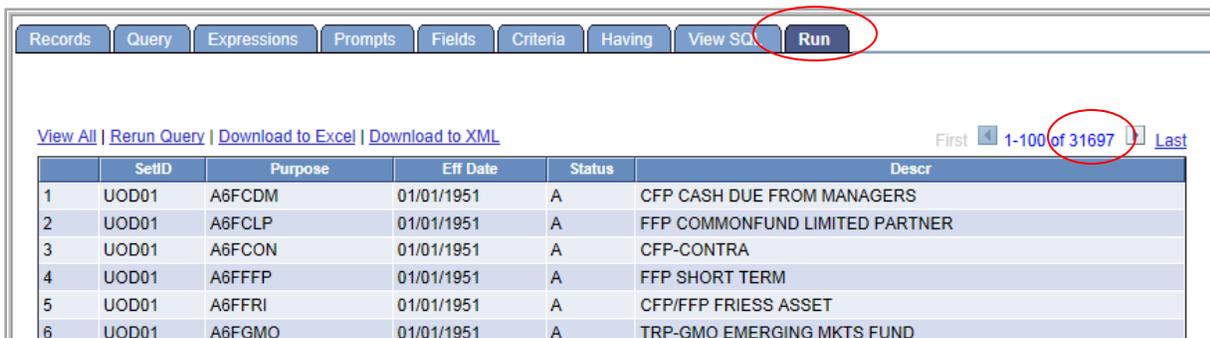
- Click **OK** when pop-up about adding criteria for effective dated record appears



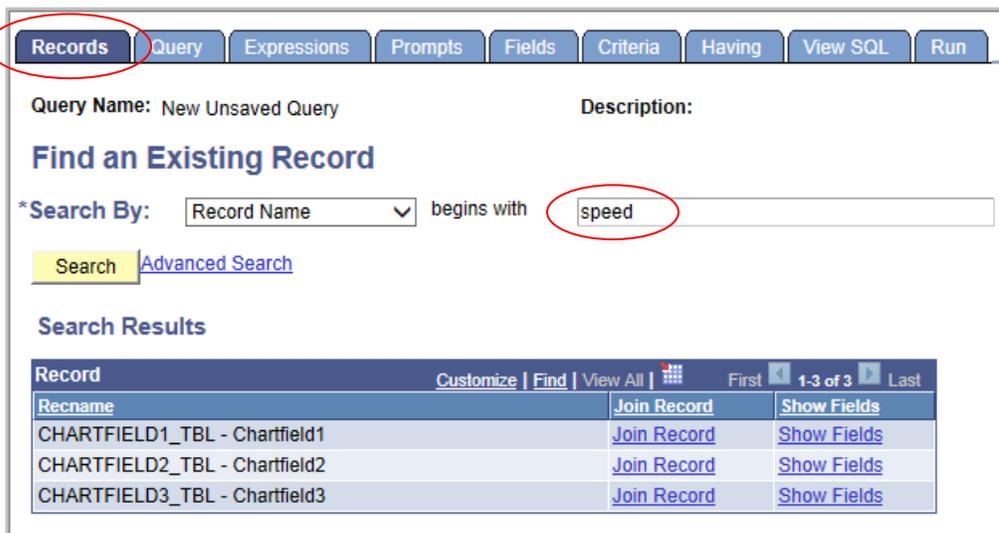
- Select the first five fields



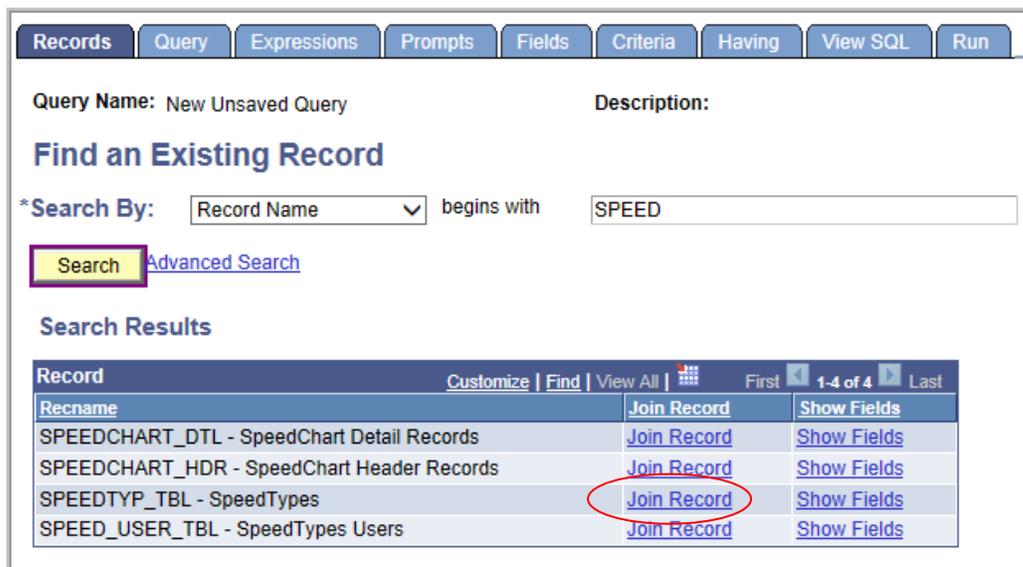
- Click **Run** tab and note the number of rows



7. Click the **Records** tab
8. Type: **speed** in the search box and click **Search** button



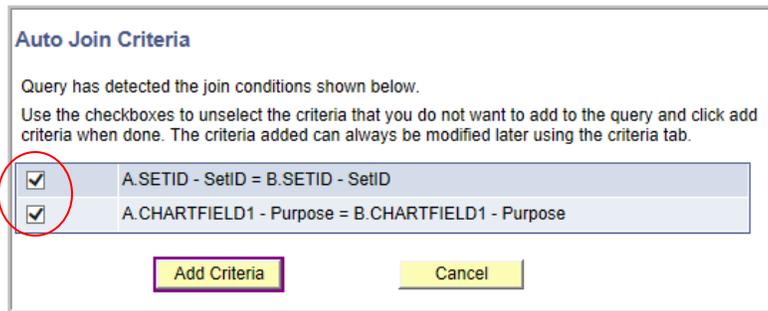
9. Click **Join Record** for **SPEEDTYP\_TBL**



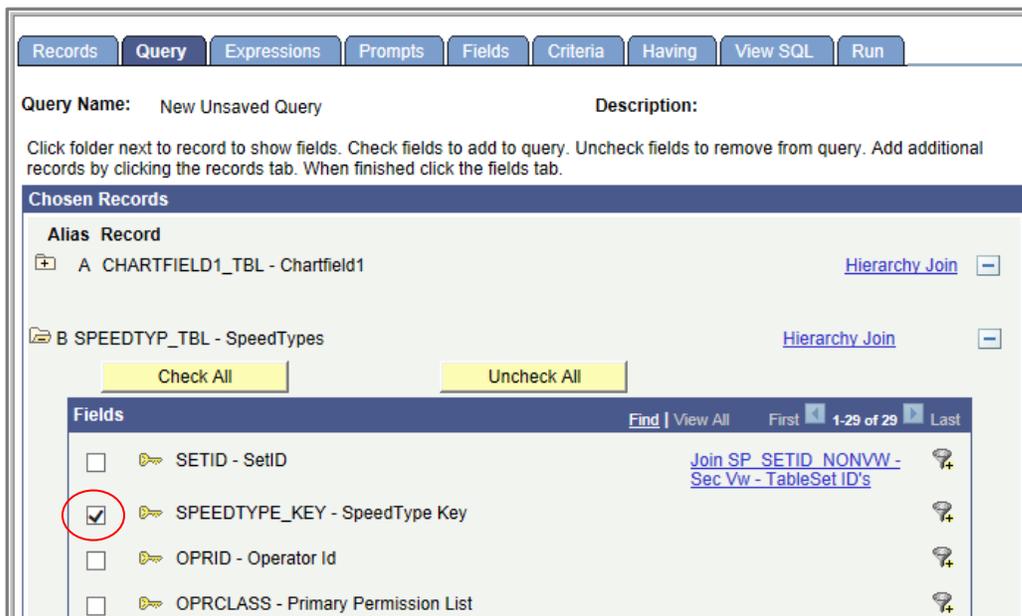
10. Select first radio button - **Join to filter and get additional fields (Standard Join)**
11. Join Record – click **A = CHARTFIELD1\_TBL-Chartfield1**



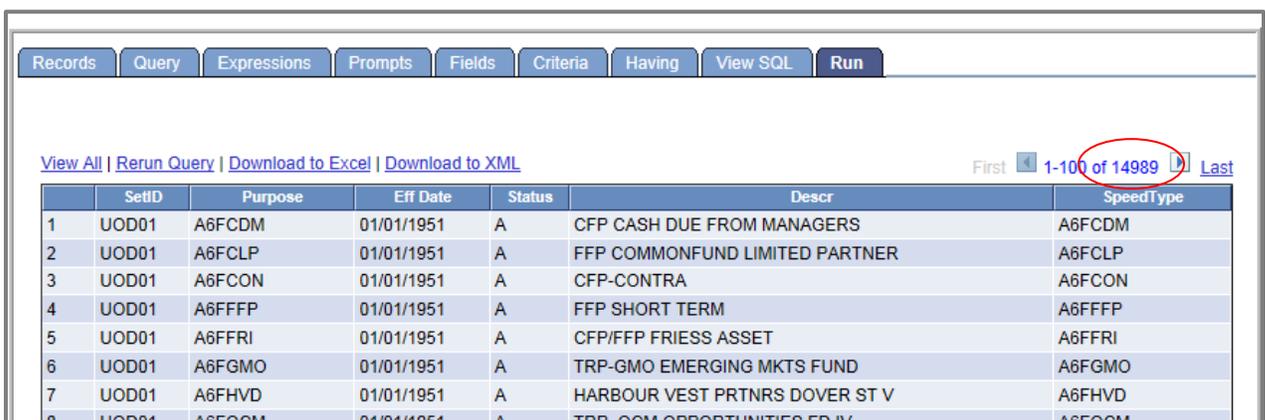
12. **Auto Join Criteria** – accept both fields by clicking Add Criteria



13. Select **SPEEDTYPE\_KEY** field from the B.SPEEDTYP\_TBL



14. Click the **Run** tab



15. Note the number of rows – less than when it was run the first time (without the standard join).

**Why is this?**

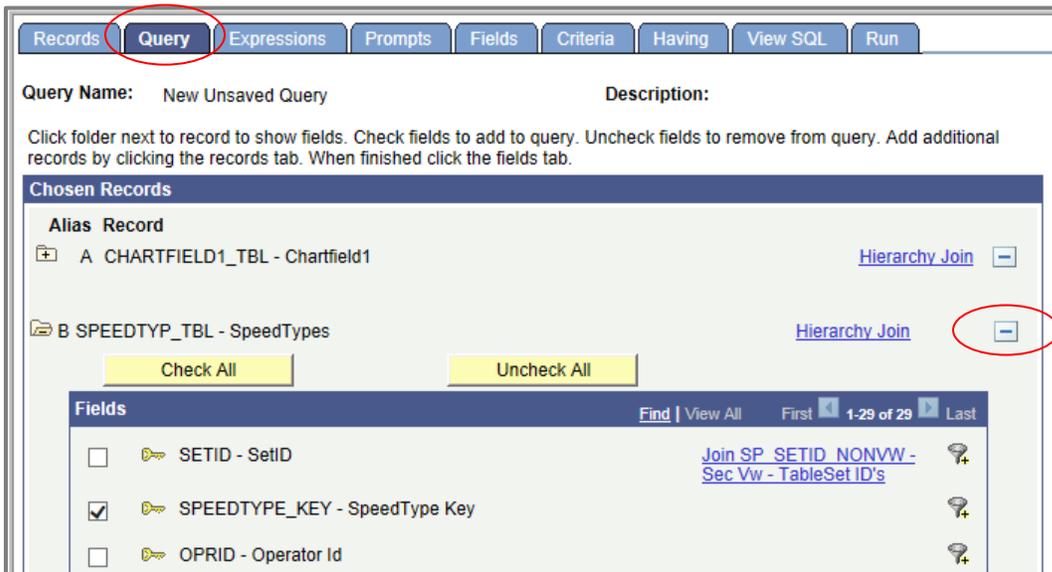
ANSWER: Only *active* Purpose codes have Speedtypes. With the Standard join of these two tables, the results display only Purpose codes that have a Speedtype.

--End of Exercise--

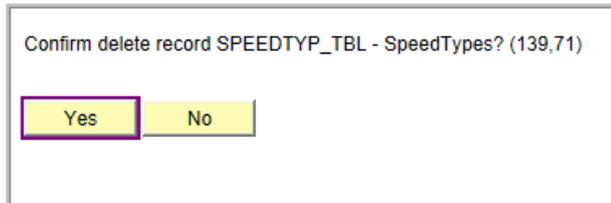
**LEFT OUTER JOIN** - selects information from a 2<sup>nd</sup> table *related to all rows* in the first table, whether or not there is data in the new field(s) from the new joined table or not. In other words, in an outer join, some of the data requested from the 2<sup>nd</sup> table may be blank.

**Exercise 24—Creating an Outer Join with Purpose table and Speedtype Tables**

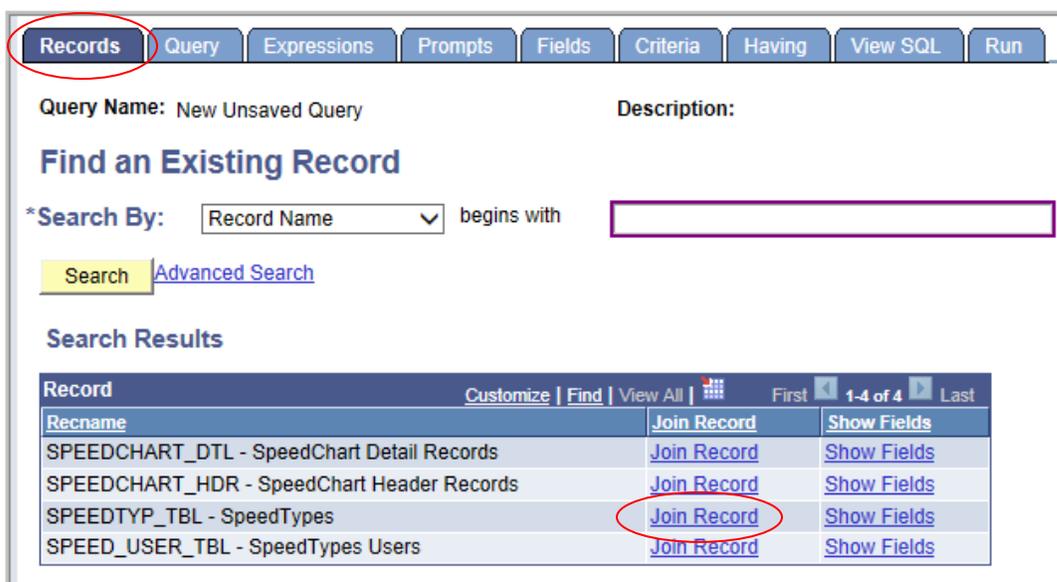
1. Remove the **SPEEDTYP\_TBL** from your query.
  - a. Click **Query** tab
  - b. Delete **B.SPEEDTYP\_TBL** with the  button



- c. Confirm deletion – click **Yes**



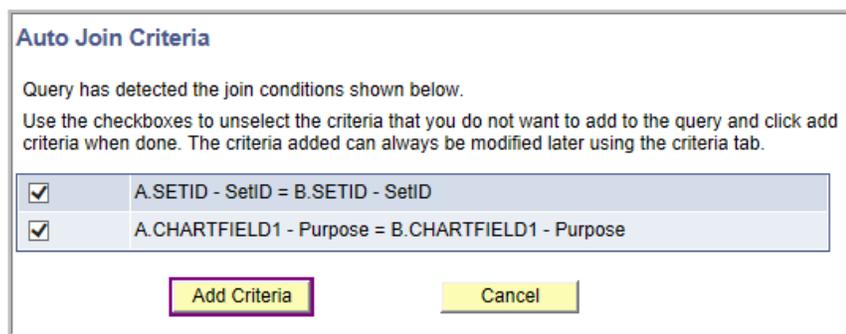
2. Add **SPEEDTYP\_TBL** back to the query
  - a. Click **Records** tab
  - b. Click **Join Record** for **SPEEDTYP\_TBL**



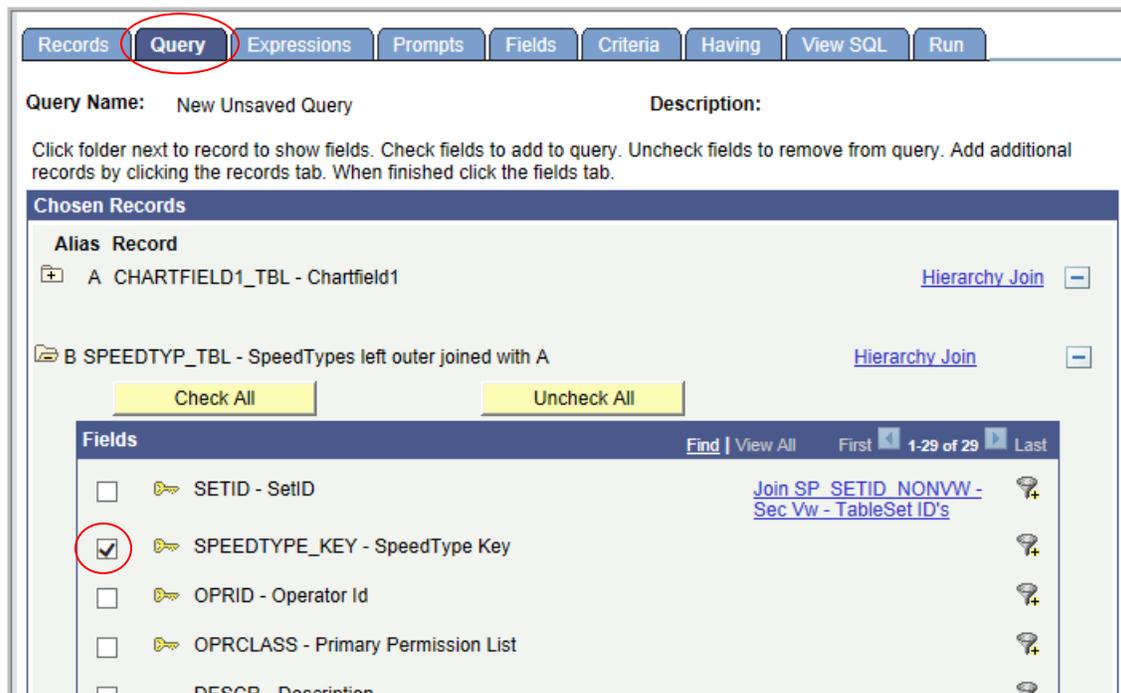
3. Select second radio button - **Join to get additional fields only (Left outer join)**
4. Join Record – click **A = CHARTFIELD1\_TBL-Chartfield1**



5. **Auto Join Criteria** – accept both fields by clicking **Add Criteria**



6. Click **Query** tab and select **SPEEDTYPY\_KEY** field



7. Click the **Fields** tab and click the **Reorder/Sort** button

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

Query Name: ELLELL\_CLASS\_OUTERJOIN Description: 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.CHARTFIELD1 - Purpose	Char10	1			Purpose		Edit	[-]
3	A.EFFDT - Effective Date	Date				Eff Date		Edit	[-]
4	A.EFF_STATUS - Status as of Effective Date	Char1	2	N		Status		Edit	[-]
5	A.DESCR - Description	Char30				Descr		Edit	[-]
6	B.SPEEDTYPE_KEY - SpeedType Key	Char10				SpeedType		Edit	[-]

8. Change the sort order as shown below and click **OK**

**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.CHARTFIELD1 - Purpose		<input type="checkbox"/>	1
	3	A.EFFDT - Effective Date		<input type="checkbox"/>	
	4	A.EFF_STATUS - Status as of Effective Date		<input type="checkbox"/>	2
	5	A.DESCR - Description		<input type="checkbox"/>	
	6	B.SPEEDTYPE_KEY - SpeedType Key		<input type="checkbox"/>	

OK Cancel

9. **Run** the query and note the number of rows.

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

[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First 1-100 of 32452 Last

	SetID	Purpose	Eff Date	Status	Descr	SpeedType
1	UOD01	A6FCDM	01/01/1951	A	CFP CASH DUE FROM MANAGERS	A6FCDM
2	UOD01	A6FCLP	01/01/1951	A	FFP COMMONFUND LIMITED PARTNER	A6FCLP
3	UOD01	A6FCON	01/01/1951	A	CFP-CONTRA	A6FCON
4	UOD01	A6FFFP	01/01/1951	A	FFP SHORT TERM	A6FFFP
5	UOD01	A6FFRI	01/01/1951	A	CFP/FFP FRIESS ASSET	A6FFRI
6	UOD01	A6FGMO	01/01/1951	A	TRP-GMO EMERGING MKTS FUND	A6FGMO
7	UOD01	A6FHVD	01/01/1951	A	HARBOUR VEST PRTNRS DOVER ST V	A6FHVD
8	UOD01	A6FOCM	01/01/1951	A	TRP OCM OPPORTUNITIES FD IV	A6FOCM
9	UOD01	A6FSIL	01/01/1951	A	FFP SILCHESTER	A6FSIL
10	UOD01	A6FTDC	01/01/1951	A	TRP DODGE & COX	A6FTDC

Note that the number of the rows is larger than with the inner join. This is because some Purpose Codes are inactive (blank Speedtypes) and some Purposes have more than one SpeedType. For example: ACCT110000.

10. Click the **Fields** tab and click **Save As** and name the query: **xxx\_class\_outerjoin** (xxx represents your initials)

--End of Exercise--

## Appendix

### Terms and Buttons Used with Fields (from PeopleBooks online documentation)

 <b>Sort button</b>	Click the Sort button once to list fields in alphabetical order. Click the button again to return to original sort.
<b>Alias</b>	The alias name that the program automatically assigns to the chosen records.
<b>Hierarchy Join</b>	Click this link to join a child table to its parent table.
<b>Check All Fields</b>	Click this button to check all fields in the record. Once you select a field, the program automatically adds it to the query and you can view it on the Fields page. This button does not appear when the field names are hidden.
<b>Uncheck All Fields</b>	Click this button to clear all fields in the record.
<b>Field Names</b>	Select the box located to the left of each field that you want to add to your query content.
<b>Related Record Join</b>	Click this link to join two records based on a shared field.
<b>Expand All Records</b>	Click this button to view all fields in the records. This button appears only when there is more than one record listed.
<b>Collapse All Records</b>	Click this button to hide all fields in the records. This button appears only when there is more than one record listed.
<b>Format</b>	Field type and length for each field listed.
<b>Ord (order)</b>	Shows one or more fields selected to sort your query output. If the field is the first sort field, a <i>1</i> appears, and the program sorts rows based on this field first. The second sort field selected is numbered <i>2</i> , and so on. A descending sort order can also be specified. The letter <i>D</i> appears if sorting fields in descending order is selected.
<b>XLAT (translate)</b>	Specifies which translate value you want to appear in the query results: <i>N</i> (none), <i>S</i> (short), or <i>L</i> (long). The table you're querying may include fields that use the Translate table. If so, the field itself contains a short code of some kind, for which the Translate table provides a set of corresponding values. For example, if the table includes an EFF_STATUS field, the value is <i>A</i> or <i>I</i> , which the Translate table translates into <i>Active</i> and <i>Inactive</i> . If a field has values on the Translate table, a letter appears in the XLAT column for that field.  In your query results, you might want to display the translated value rather than the code (for example, <i>Active</i> instead of <i>A</i> ). To tell PS Query to make this substitution specify <i>L</i> as the translate value. Translate tables are effective-dated, so you must select which effective date to use for it. For most tables, PS Query defaults to the current date, meaning that it uses the currently active list of Translate table values. However, if the table you're querying is also effective-dated, PS Query uses the value in the EFFDT field for a row. That is, for each row the query returns, PS Query uses the Translate table values that were active as of that row's effective date.  If neither of these effective date options are what you want, you have two more: <ul style="list-style-type: none"> <li>• If the table you're querying includes another date field, you can use the value in that field as the effective date for Translate table values. Click the Edit button and then select the Field option, and then select the field name from the drop-down list box.</li> <li>• Use an expression to set the effective date for the Translate table. For example, enter a fixed effective date or prompt the user for one.</li> </ul>
<b>Agg (aggregate)</b>	Aggregate function for each field listed.
<b>Heading Text</b>	The heading assigned to appear at the top of the column for the query output for each field listed.
<b>Edit</b>	Click this button to format the query output (for example, to change column headings, display translate table values in place of codes, or specify a sort order).
<b>ReOrder/Sort</b>	Click this button to display the Edit Field Ordering page, which enables you change the column order and/or sort order for multiple fields.

## Standard Criteria used with UOD\_TRANS\_DTL Table

This query, EZQ\_TRANS\_NONBUDPURPNOPO, was written to return transactions for a given Purpose for a range of accounting periods. It *excludes* budget entries and Purchase Order transactions that are not yet expenses.

This is what the prompts look like:

**EZQ\_TRANS\_NONBUDPURPNOPO**

Enter Purpose:

Starting Fiscal Year:

Starting Acctg Period:

Ending Fiscal Year:

Ending Accounting Period:

OK Cancel

Favorites | Main Menu > Reporting Tools > Query > Query Manager

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

Query Name: EZQ\_TRANS\_NONBUDPURPNOPO Description: Non Budget Trans No PO Purp Feed

Add Criteria Group Criteria Reorder Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.BUSINESS_UNIT - Business Unit	equal to	UOD01	Edit	[-]
AND	A.CHARTFIELD1 - Purpose	equal to	:1	Edit	[-]
AND	A.FISCAL_YEAR - Fiscal Year	between	:2 AND :4	Edit	[-]
AND	A.FISCAL_YEAR*1000 +A.ACCOUNTING_PERIOD	not less than	(:2*1000)+:3	Edit	[-]
AND	A.FISCAL_YEAR*1000 +A.ACCOUNTING_PERIOD	not greater than	(:4*1000)+:5	Edit	[-]
AND	A.STATISTICS_CODE - Statistics Code	not in list	('ENU','ENP')	Edit	[-]
AND	A.ACCOUNTING_PERIOD - Accounting Period	not equal to	0	Edit	[-]
AND	A.ACCOUNTING_PERIOD - Accounting Period	not equal to	999	Edit	[-]
AND	(A.LEDGER - Ledger	equal to	ACTUALS	Edit	[-]
OR	A.LEDGER - Ledger	equal to	'')	Edit	[-]
AND	A.JOURNAL_ID - Journal ID	not equal to	'')	Edit	[-]

These are the explanations for the six “standard” criteria:

- **STATISTICS\_CODE not in list 'ENU','ENP'** - This excludes any transaction used to record endowment “units”.
- **ACCOUNTING\_PERIOD not equal to 0** and **ACCOUNTING\_PERIOD not equal to 999** - These two criteria exclude the two accounting periods used in the system fiscal year end close process.
- **LEDGER equal to ACTUALS** or **LEDGER equal to '' (blank)** - These two criteria ensure that the results do not include budget transactions.
- **JOURNAL\_ID not equal to '' (blank)** - This excludes Purchase Order transactions that create just obligations, but not actual expenses. (As a PO is expensed the transactions will be in the results because the Ledger will be ACTUALS.)

## Standard Criteria used with UOD\_BALANCES Table

This query, EZQ\_BAL\_BGT\_QUERY, was written to return detailed transaction activity for a given Basic Budget Purpose as of a certain accounting period and fiscal year.

This is what the prompts look like:

**EZQ\_BAL\_BGT\_QUERY**

---

Enter FISCAL Year:

Enter Period:

Enter Purpose:

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run	
Query Name: EZQ_BAL_BGT_QUERY		Description: View Purpose Bals by Account					Feed		
<input type="button" value="Add Criteria"/>		<input type="button" value="Group Criteria"/>		<input type="button" value="Reorder Criteria"/>					
Criteria		Customize   Find		First	1-7 of 7	Last			
Logical	Expression1	Condition Type	Expression 2	Edit	Delete				
▼	A.FISCAL_YEAR - Fiscal Year	equal to	:4	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				
AND ▼	A.ACCOUNTING_PERIOD - Accounting Period	equal to	:5	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				
AND ▼	A.CHARTFIELD1 - Purpose	like	:6	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				
AND ▼	A.BUSINESS_UNIT - Business Unit	equal to	UOD01	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				
AND ▼	A.STATISTICS_CODE - Statistics Code	not in list	('ENU','ENP')	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				
AND ▼	A.ACCOUNT - Account	not equal to	F12300	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				
AND ▼	B.EFFDT - Effective Date	Last Eff Date		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				

These are the explanations for the two “standard” criteria for BASIC BUDGET or SELF SUPPORTING Purposes:

- **STATISTICS\_CODE not in list 'ENU','ENP'** - This excludes transactions used to record endowment “units”.
- **ACCOUNT not equal to F12300** – This excludes the beginning balance that rolls over from the previous fiscal year since Basic Budget Purpose codes do not have beginning balances.

This is the explanation for the one “standard” criterion for BALANCE Purposes (e.g. Gift, Endowment Income, Allocated , Agency codes):

- **STATISTICS\_CODE not in list 'ENU','ENP'** - This excludes transactions used to record endowment “units”.