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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.

ecoro	is Q	uery Express	sions Prom	pts Fiel	ds Criteria Having View SQL	Run		
/iew	All   <u>Reru</u>	n Query   Downlo	oad to Excel   D	ownload to >	<u>(ML</u>		First 🔳	-100 of 122 🕨 Last
	Year P	Period Account	Purpose	Ledger	Descr	Purp	ose 5, 6 Fund	Basic Budget Ant
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
33	2013	1 148500	UNIV112535	ACTUALS	CHRYSLER OPERATIONAL COSTS	11	OPBAS	180.04
34	2013	1 151800	UNIV112535	ACTUALS	CHRYSLER OPERATIONAL COSTS	11	OPBAS	188.45
35	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
37	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 6th 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



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



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

Records 0	Query Expressions	Prompts Fields	Criteria	Having	ew SQL Run	
uery Name:	New Unsaved Query		Desc	ription:		
lick folder ner cords by click	t to record to show fields	s. Check fields to add to en finished click the fiel	o query. Unche ds tab	ck fields to remo	we from query. Add a	dditional
hosen Reco	rds					
Alias Record	E					
a CHART	FIELD1_TBL - Chartfield	11			Hierarchy Join	
	Check All	U	ncheck All			_
Fields				End   View Alt	First 🖾 1-10 of 10	Lest.
	De SETID - SetID			Join S Sec Vi	P SETID NONVW - w - TableSet ID's	8
	CHARTFIELD1 - P	urpose				8
	🖙 EFFDT - Effective i	Date				8
	EFF_STATUS - St	atus as of Effective Dat	e			8
	DESCR - Descripti	on				8
	DESCRSHORT - S	Short Description				8

6. Click on the Fields tab and add criteria to CHARTFIELD1 – Purpose

erv Name: New Unsaved Overv	De	scripti	on:					6	Feed
w field properties, or use field as criteria in query st	latement.						1	Reorder	/ Sort
ilds I Decord Clabbama	Format	Ont	XLAT /	S Aug	Sustemize   Find   Vi Heading Text	mv: A8   11 Add	E Fe Criteria	edit	Delete
A COMPANY AND CONTRACTOR									
1 A CHARTFIELD1 - Purpose	Char10				Purpose	2	)	Edit	Ξ
1 A CHARTFIELD1 - Purpose 2 A.EFF_STATUS - Status as of Effective Date	Chart0 Char1		N		Purpose Status	(% %	)	Edit Edit	

- 7. In the Edit Criteria Properties:
  - Condition Type choose "like"
  - Define Constant type: ARTT% and then click OK button

Edit Criteria Properties Choose Expression 1 Type © Field ○ Expression	Expression 1 Choose Record and Field Record Alias.Fieldname: A.CHARTFIELD1 - Purpose
*Condition Type: Choose Expression 2 Type Constant O Prompt	like   Expression 2   Define Constant   Constant     ARTT%
OK	

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

Records Query Expre	ssions Pro	ompts Field	s Criteria	Having View	SQL Run
Query Name: New Unsaved Query Description:					
Add Expression No expressions have been defined yet.					
Save Save As	New Query	Preferences	Properties	Publish as Feed	New Union

- 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.

Edit Expression Properties					
*Expression Type:					
Character	Length:	15			
Aggregate Function	Decimals:				
Expression Text:					
DECODE(%SUBSTRING(A.CHARTFIEL BUDGET')	D1,5,2),'11','BASIC	;			
Add Prompt Add Field					
OK Cancel					

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 <u>Use as Field</u> to display new value in your query results.

Records Query Expressions	Prompts Fields Criteria Having	View SQL Run		
Query Name: New Unsaved Query	Description:			Feed -
Add Expression				
Expressions List		Customize   Find	🛓 🛗 🛛 First 🗹	1 of 1 🕨 Last
Expression Text		Use as Field Ad	d Criteria Edit	Delete
DECODE(%SUBSTRING(A.CHARTFIE	LD1,5,2),'11','BASIC BUDGET')	Use as Field	Ed	<mark>jit</mark> –

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.

Reco	ords Query	Expressions	Prompts Fields Criteria Having View SQL	Run
Vie	w All   <u>Rerun Quer</u>	y   <u>Download to</u>	Excel   Download to XML	First 🖪 1-81 of 81 🕨 Last
	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	1	(D)PHILLIPS STARTUP	
15	ARTT175112	I	(D)MARQUEZ STARTUP	

- 13. Click on Fields tab and then <u>Save As</u> 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.

	Records Query Expressions Prompts Fields Criteria Having View SQL Run	
l	Query Name: ELLELL_CLASS_DECODE_SUBSTRINGX Description:	🔊 Feed 🗸
$\langle$	Add Expression	
l	Expressions List Customize   Find	irst 🚺 1 of 1 🕨 Last
L	Expression Text Use as Field Add Criteria	Edit Delete
l	DECODE(%SUBSTRING(A.CHARTFIELD1,5,2),'11','BASIC BUDGET')	Edit –
	Save Save As New Query Preferences Properties Publish as Feed New Union	Return T

- 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.

Edit Expression Properties	
*Expression Type:	
Character  Length:	15
Aggregate Function Decimals:	
Expression Text:	
DECODE(%SUBSTRING(A.CHARTFIELD1,5,2),'11','BASIC	The text should look like this box.
(A.CHARTFIELD1,5,2),'21', 'SELF SUPPORTING'))	There are no spaces.
	This second part of the expression
Add Prompt Add Field	is exactly like the first part, except
OK	the 5 <sup>th</sup> and 5 <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.

Recor	ds Query	Expressions	Prompts Fields Criteria Having	View SQL Run
View	All Rerun Query	Download to	Excel   Download to XML	First 🔳 1-81 of 81 🕨 Last
	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.

Records Query Expressions Prompts Fi	elds (	Criteria	a H	laving	View SQL Run	<u> </u>		
Query Name: ELLELL_CLASS_DECODE_SUBSTRING	X De	script	ion:				6	Feed -
View field properties, or use field as criteria in query state	ement.						Reorder	/ Sorl
Fields					Customize   Find   View /	All 🔠 🛛 Fir	rst 🚺 1-4 o	f 4 💵 Last
Col Record.Fieldname	Format	<u>Ord</u>	<u>XLAT</u>	<u>Agg</u>	Heading Text	Add Criteria	Edit	Delete
1 A.CHARTFIELD1 - Purpose	Char10				Purpose	94	Edit	-
2 A.EFF_STATUS - Status as of Effective Date	Char1		N		Status	9 <mark>4</mark>	Edit	-
3 A.DESCR - Description	Char30				Descr	P.	Edit	-
DECODE(%SUBSTRING (A.CHARTFIELD1,5,2),'11','BASIC BUDGET',DECODE(%SUBSTRING (A.CHARTFIELD1,5,2),'21',	Char15				DECODE(% SUBSTRING (A.CHARTFIELD	9 <sub>4</sub> (	Edit	
Save Save As New Query Preferences	<u>Prope</u>	rties	Publis	sh as l	Feed New Union		I	Return To Se

### **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:

*Search By:	Namo Manina with	ELL					_	
Search Advanced S	earch							
earch Results								
older View: All Folde	ers 🗸							
Folder View: All Folde Query	ers 🗸		Customize	Find   View	All J	1	First 🚺 1-2	l of 21 🚺 L
older View: All Fold Query Query Name	Description	Owner	<u>Customize</u>   <u>Folder</u>	Find   View Run to HTML	All   2 Run to	Run to	First <b>1-2</b>	I of 21 D L
Colder View: — All Folds Query Query Name ELLELL_CLASS_AGGR_SUM_2	Description X	Owner Private	<u>Customize</u>   <u>Folder</u>	Find   View Run to HTML HTML	All   Run to Excel	Run to XML	First 1-2 Schedule Schedule	I of 21 L Add to Favorite
Colder View: All Folds Query Query Name ELLELL_CLASS_AGGR_SUM_2 ELLELL_CLASS_CRITERIA	Description X query class exercise	Owner Private Private	<u>Customize</u>   <u>Folder</u>	Find   View Run to HTML HTML HTML	All I ZI Run to Excel Excel	Run to XML XML XML	First 1-2 Schedule Schedule Schedule	Add to Favorite Favorite
Folder View: All Folder Query Query Name ELLELL_CLASS_AGGR_SUM_2 ELLELL_CLASS_CRITERIA ELLELL_CLASS_DECODE	Description     X     query class exercise	Owner Private Private Private	<u>Customize</u>   <u>Folder</u>	Find   View Run to HTML HTML HTML HTML	All   Pal Run to Excel Excel Excel Excel	Run to XML XML XML XML	First 1-2 Schedule Schedule Schedule Schedule	I of 21 D L Add to Favorite Favorite Favorite
Folder View: All Folde Query Query Name ELLELL_CLASS_AGGR_SUM_2 ELLELL_CLASS_CRITERIA ELLELL_CLASS_DECODE ELLELL_CLASS_JOINS	Description     Query class exercise     query class exercise	Owner Private Private Private Private	<u>Customize  </u> Folder	Find   View Run to HTML HTML HTML HTML HTML	All La Run to Excel Excel Excel Excel Excel	Run to XML XML XML XML XML XML	First 1-2 Schedule Schedule Schedule Schedule Schedule	Add to Favorite Favorite Favorite Favorite Favorite

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

Query	Manager							
Enter an	y information you have and click Search. I	Leave fields blank for a list of	all values.					
	Find an Existing Query   Create New Q	uery						
	*Search By: Query Name	➤ begins with	ELL					
Se	arch Advanced Search							
Searc	ch Results							
	*Folder View: All Folders	$\checkmark$						
Ch	Uncheck All		*Action: Che	00se		G	D	
Query			Custon	<u>iize   Fi</u>	nd   View /	AII   🗖	Ш г	First 🚺 1-21 of 21 🕨 Last
<u>Select</u>	Query Name	<u>Descr</u>	Owner Folder	<u>Edit</u>	<u>Run to</u> <u>HTML</u>	Run to	<u>Run to</u> XML	<u>Schedule</u>
	ELLELL_CLASS_AGGR_SUM_X		Private	<u>Edit</u>	HTM	Excel	XIIL	Schedule
	ELLELL_CLASS_CRITERIA	query class exercise	Private	<u>Edit</u>	HTML	Excel	XML	Schedule
	ELLELL_CLASS_DECODE		Private	<u>Edit</u>	<u>HTML</u>	Excel	<u>XML</u>	Schedule
	ELLELL_CLASS_JOINS	query class exercise	Private	<u>Edit</u>	<u>HTML</u>	Excel	<u>XML</u>	Schedule
	ELLELL_CLASS_SUBSTRING_X		Private	<u>Edit</u>	<u>HTML</u>	Excel	<u>XML</u>	Schedule

3. When this dialog box appears, click Save

Internet Explorer	×
What do you want to do with q.xls?	
From: wafinprd.nss.udel.edu	
<ul> <li>Open</li> <li>The file won't be saved automatically.</li> </ul>	
◆ Save	
Save as	
	Cancel

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	×
	<u> </u>	_			

5. 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. I	Leave fields blank for a list of	fall values.				
Find an Existing Query   Create New Q	uery					
*Search By: Query Name	✓ begins with	ELL				
Search Advanced Search						
Search Results *Folder View: All Folders Check All Uncheck All	×	*Action: - Ch	00Se	✓ <u>Go</u>		
Query		Custon	nize   Find   View	AIL 🗖	Ш F	First 🚺 1-21 of 21 🚺 Last
Select Query Name	<u>Descr</u>	Owner Folder	Edit Run to HTML	Run to Excel	Run to XML	<u>Schedule</u>
ELLELL_CLASS_AGGR_SUM_X		Private	Edit HTML	Excel	<u>XML</u>	Schedule
ELLELL_CLASS_CRITERIA	query class exercise	Private	Edit HTML	Excel	<u>XML</u>	Schedule
ELLELL_CLASS_DECODE		Private	Edit HTML	Excel	<u>XML</u>	Schedule

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

Re	cord	ls Qi	uery E	Expressions	Prompts Fi	elds Criteria	Having View	w SQ Run
Vi	iew /	All   <u>Reru</u>	In Query	Download t	o 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	Ļ	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 app	ears,	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.

#### **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 and outer join – which selects information from a  $2^{nd}$  table *related to all rows* in the first table. In an outer join, some of the data requested from the  $2^{nd}$  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 fi	ields blank for a list o	of all values.
Find an Existing Query Create New Query		
*Search By: Query Name V	begins with	
Search Advanced Search		

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

Records Query Expressions Pro	mpts Fields Criteria Having View SQL	Run
Query Name: New Unsaved Query	Description:	
Find an Existing Record		
Search By: Record Name 🗸	begins with CHAR	
Search Advanced Search		
Search Advanced Search Search Results		
Search Advanced Search Search Results Record	Customize   Find   View All   # First 🚺 1-4 of 4 D	.ast
Search Advanced Search Search Results Record Recname	Customize       Find       View All       First       1-4 of 4       1         Add Record       Show Fields	.ast
Search Advanced Search Search Results Record Recname CHARGE_CODE_INV - Item Charge Codes	Customize       Find       View All       First       1-4 of 4       1         Add Record       Show Fields         Add Record       Show Fields	.ast
Search Advanced Search Search Results Record Recname CHARGE_CODE_INV - Item Charge Codes CHARTFIELD1_TBL - Chartfield1	Customize       Find       View All       First       I -4 of 4       I         Add Record       Add Record       Show Fields         Add Record       Show Fields         Add Record       Show Fields         Add Record       Show Fields	.ast
Search Advanced Search Search Results Record Recname CHARGE_CODE_INV - Item Charge Codes CHARTFIELD1_TBL - Chartfield1 CHARTFIELD2_TBL - Chartfield2	Customize       Find       View All       First       1-4 of 4       Item 1         Add Record       Add Record       Show Fields         Add Record       Show Fields	.ast

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



5. Select the first five fields

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run		
Query Name	Nuery Name: New Unsaved Query Description:									
Click folder records by c	next to reco licking the r	ord to show field records tab. Wi	ls. Check fields nen finished clic	to add to q k the fields	uery. Unche tab.	eck fields to r	emove from q	uery. Add	additional	l ĝ
Chosen Re	cords									
Alias Reco	ord									
🗁 а сна	RTFIELD1_	_TBL - Chartfie	ld1				<u>Hiera</u>	rchy Join	[	-
	Chec	k All		Uncl	heck All					
Field	s					Find View	All First	1-10 of 10	🕨 Last	
	⊳ SE	TID - SetID				<u>Jo</u> Se	in SP_SETID ec Vw - TableS	NONVW	- 94	
	🖙 СН	IARTFIELD1 - I	Purpose						94	
	D EF	FDT - Effective	Date						9	
	EF	F_STATUS - S	tatus as of Effe	ctive Date					9	
	DE	SCR - Descrip	lion						9	
	DE	SCRSHORT -	Short Description	on					9	
	DE	SCRLONG - D	escription						9	
	BU	DGETARY_O	NLY - Budgetan	/ Only					94	
	SY	NCID - Synchr	onization ID						9	
	SY	NCDTTM - Syr	nc Date Time						9	

6. Click Run tab and note the number of rows

F	Records Query Expressions Prompts Fields Criteria Having View SQ Run								
	View All	Rerun Query	Download to Excel   Do	wnload to XML		First 🔳 1-100 of 31697 🖵 Last			
		SetID	Purpose	Eff Date	Status	Descr			
	1	UOD01	A6FCDM	01/01/1951	Α	CFP CASH DUE FROM MANAGERS			
	2	UOD01	A6FCLP	01/01/1951	А	FFP COMMONFUND LIMITED PARTNER			
	3	UOD01	A6FCON	01/01/1951	А	CFP-CONTRA			
	4	UOD01	A6FFFP	01/01/1951	Α	FFP SHORT TERM			
	5	UOD01	A6FFRI	01/01/1951	Α	CFP/FFP FRIESS ASSET			
	6	UOD01	A6FGMO	01/01/1951	А	TRP-GMO EMERGING MKTS FUND			

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

Duent Name: New Unserved Over	Description
Query Name. New Unsaved Query	Description:
Find an Existing Record	
Search By: Record Name	✓ begins with speed
Secret Advanced Search	
SHALL INVOLUCU JEOLUI	
Search ravanced Search	
Search Results	
Search Results Record	Customize   Find   View All   🗰 First 💶 1-3 of 3 D Last
Search Results Record Recname	Customize       Find       View All       First       I-3 of 3       Last         Join Record       Show Fields
Search Results Record Recname CHARTFIELD1_TBL - Chartfield1	Customize       Find       View All       First       I-3 of 3       Last         Join Record       Show Fields         Join Record       Show Fields
Search Results Record Recname CHARTFIELD1_TBL - Chartfield1 CHARTFIELD2_TBL - Chartfield2	Customize       Find       View All       First       I-3 of 3       Last         Join Record       Show Fields         Join Record       Show Fields         Join Record       Show Fields         Join Record       Show Fields

9. Click Join Record for SPEEDTYP\_TBL

Records Query Expressions Pr	rompts	Fields	Criteria	a 🗍 H	aving	View SQL	Run
Query Name: New Unsaved Query			Descrip	tion:			
Find an Existing Record							
Search By: Record Name 🗸	begins	with	SPEED				
Search Advanced Search							
Search Results							
Record	Custor	<u>mize   Find</u>	View All		First	1-4 of 4 🖸 Las	;t
Recname			Join	Record	-	Show Fields	
SPEEDCHART_DTL - SpeedChart Detail R	ecords		Join	Record	5	Show Fields	
SPEEDCHART_HDR - SpeedChart Header	r Records	;	Join	Record	5	Show Fields	
			Join	Record	$\sum$	Show Fields	
SPEEDIYP_IBL - Speediypes					-		

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

Select join type and then record to join v	with SPEEDTYP_TBL - S	peedTypes.
Join Type Join to filter and get additional fields (Stand Join to get additional fields only (Left outer	dard Join) join)	
Join Record	Customize   Find	First 🚺 1 of 1 D Last
Cancel		

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



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

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 fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.									
Chosen Records									
Alias Record	Hierarchy Join –								
B SPEEDTYP_TBL - SpeedTypes	Hierarchy Join –								
Check All Un	check All								
Fields	Find   View All First <b>I 1-29 of 29 </b> Last								
🔲 🖙 SETID - SetID	Join SP_SETID_NONVW - %								
🕢 🖙 SPEEDTYPE_KEY - SpeedType Key	9								
🕞 🕞 OPRID - Operator Id	9.								
OPRCLASS - Primary Permission List	9.								

#### 14. Click the Run tab

Records Query Expressions Prompts Fields Criteria Having View SQL Run								
View All   Rerun Query   Download to Excel   Download to XML First 1-10 of 14989 Last								
1	UOD01	A6FCDM	01/01/1951	A	CFP CASH DUE FROM MANAGERS	A6FCDM		
2	UOD01	A6FCLP	01/01/1951	А	FFP COMMONFUND LIMITED PARTNER	A6FCLP		
3	UOD01	A6FCON	01/01/1951	Α	CFP-CONTRA	A6FCON		
4	UOD01	A6FFFP	01/01/1951	Α	FFP SHORT TERM	A6FFFP		
5	UOD01	A6FFRI	01/01/1951	А	CFP/FFP FRIESS ASSET	A6FFRI		
6	UOD01	A6FGMO	01/01/1951	Α	TRP-GMO EMERGING MKTS FUND	A6FGMO		
7	UOD01	A6FHVD	01/01/1951	А	HARBOUR VEST PRTNRS DOVER ST V	A6FHVD		
0	LIOD01	ASEOCM	01/01/1051	Δ	TRP. OCM OPPORTUNITIES ED IV	ASEOCM		

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  $2^{nd}$  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  $2^{nd}$  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

Records	Livery Expressions Prompt					
Query Name:	New Unsaved Query		Descrip	tion:		
Click folder nex records by click	t to record to show fields. Check fi ing the records tab. When finished ds	elds to add to q I click the fields	uery. Uncheck fi tab.	elds to remove fr	om query. Add a	additional
Alias Recor	rd					
🗈 A CHAR	TFIELD1_TBL - Chartfield1				<u>Hierarch</u>	y Join 🗕
B SPEEDT	YP_TBL - SpeedTypes			1	Hierarchy Join	
	Check All	Unche	eck All			
Fields			Find	View All Fir	st 🚺 1-29 of 29	Last
	- SETID - SetID			Join SP SE	TID NONVW -	94
	SPEEDTYPE KEY - SpeedTy	ne Kev		<u>Sec vw - Ta</u>	DIESELID'S	9
		20110)				
	OPRID - Operator Id					7
c. Cont	Maria di Lanta di Lant	C	onfirm delete re	ecord SPEEDT	<pre>/P TBL - Spee</pre>	dTypes? (139,7)
	rirm deletion – click <b>Ye</b> :	s	Yes	No	_	
d SPEEDT a. Click b. Click	YP_TBL back to the que Records tab	s ery DTYP_TBL Promots	Yes	No Pria Having	a View SC	Run
d SPEEDT a. Click b. Click Records	YP_TBL back to the que Records tab Join Record for SPEED	s ery DTYP_TBL Prompts	Yes	No eria Having	g View SC	۲۲ Run
d SPEEDT a. Click b. Click Records Query Name	YP_TBL back to the que Records tab Join Record for SPEED Query Expressions	s ery DTYP_TBL Prompts	Yes Fields Crit Desci	No eria Having	g View SC	L Run
d SPEEDT a. Click b. Click Records Query Name Find an	YP_TBL back to the que Records tab Join Record for SPEED Query Expressions New Unsaved Query Existing Record	s ery DTYP_TBL Prompts	Yes Fields Crit Desci	No eria Having ription:	g View SC	2L Run
d SPEEDT a. Click b. Click Records Query Name Find an Search By	YP_TBL back to the que Records tab Join Record for SPEED Query Expressions New Unsaved Query Existing Record Record Name	s Prompts	Yes Fields Crit Desci	No eria Having	g View SC	2 Run
d SPEEDT a. Click b. Click Records Query Name Find an Search By Search	YP_TBL back to the que Records tab Join Record for SPEED Query Expressions New Unsaved Query Existing Record Record Name Advanced Search	s Prompts begins with	Yes Fields Crit Desci	No eria Having ription:	g View SC	PL Run
Id SPEEDT a. Click b. Click Records Query Name Find an Search By Search Search R	YP_TBL back to the que Records tab Join Record for SPEED Query Expressions New Unsaved Query Existing Record RECORD Name Advanced Search esults	s Prompts	Yes Fields Crit Desc	No eria Having	g View SC	DL Run
Id SPEEDT a. Click b. Click Records Query Name Find an Search By Search Search R Record	YP_TBL back to the que Records tab Join Record for SPEED Query Expressions New Unsaved Query Existing Record Record Name Advanced Search esults	s Prompts	Yes Fields Crit Desci ith	No eria Having ription:	g View SC	Last
d SPEEDT a. Click b. Click Records Query Name Find an Search By Search Search R Record Record	YP_TBL back to the que Records tab Join Record for SPEED Query Expressions New Unsaved Query Existing Record Record Name Advanced Search esults	s  Prompts  begins with  Customiz	Yes Fields Crit Desc ith	No	g View SC	PL Run
d SPEEDT a. Click b. Click Records Query Name Find an Search By Search By Search R Record Record Record	YP_TBL back to the que Records tab Join Record for SPEED Query Expressions New Unsaved Query Existing Record Record Name Advanced Search esults Advanced Search esults	s  Prompts  Customiz  Records  Records	Yes Fields Crit Desc ith e   Find   View /	No eria Having ription:	y View SC	Last
Id SPEEDT a. Click b. Click Records Query Name Find an Search By Search By Search R Record Record Record Record SPEEDCH/ SPEEDCH/	YP_TBL back to the que Records tab Join Record for SPEED Query Expressions New Unsaved Query Existing Record Record Name Advanced Search esults ART_DTL - SpeedChart Detail RT_HDR - SpeedChart Head TBL - SpeedTypes	s Prompts I Records I Records I	Yes Fields Crit Desci ith e   Find   View / Jo	No eria Having ription:	View SC View SC Show Field Show Field Show Field Show Field	Last

2.

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

Select join type and then record to join with SPEEDTYP_TBL - SpeedTypes.								
First 🚺 1 of 1 🗋 Last								

5. Auto Join Criteria - accept both fields by clicking Add Criteria

Auto J	Auto Join Criteria							
Query h	Query has detected the join conditions shown below.							
Use the criteria v	Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.							
<ul><li>✓</li></ul>	A.SETID - SetID = B.SETID - SetID							
	A.CHARTFIELD1 - Purpose = B.CHARTFIELD1 - Purpose							
	Add Criteria Cancel							

6. Click Query tab and select SPEEDTYPY\_KEY field

Records Query Expressions Prompts Fields Criteria H	laving View SQL Run								
Query Name: New Unsaved Query Description	ption:								
Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.									
Chosen Records									
Alias Record									
A CHARTFIELD1_TBL - Chartfield1	Hierarchy Join –								
B SPEEDTYP_TBL - SpeedTypes left outer joined with A	Hierarchy Join –								
Check All Uncheck All									
Fielde	···· · · · · · · · · · · · · · · · · ·								
Find Find	d View All First <b>N 1-29 of 29 M</b> Last								
📄 🕬 SETID - SetID	Join SP_SETID_NONVW - 🧏 Sec Vw - TableSet ID's								
SPEEDTYPE_KEY - SpeedType Key	9.								
OPRID - Operator Id	94								
OPRCLASS - Primary Permission List	94								
DESCR - Description	9								

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:									
View field properties, or use field as criteria in query statement.									
Fields					Customize   Find   View A	I I Firs	st 🚺 1-6 of	6 🕨 Last	
Col Record.Fieldname	Format	Ord	<u>XLAT</u>	<u>Agg</u>	Heading Text	Add Criteria	Edit	Delete	
1 A.SETID - SetID	Char5				SetID	94	Edit	-	
2 A.CHARTFIELD1 - Purpose	Char10	1			Purpose	9	Edit	-	
3 A.EFFDT - Effective Date	Date				Eff Date	94	Edit	-	
4 A.EFF_STATUS - Status as of Effective Date	Char1	2	Ν		Status	94	Edit	-	
5 A.DESCR - Description	Char30				Descr	94	Edit	-	
6 B.SPEEDTYPE_KEY - SpeedType Key	Char10				SpeedType	9	Edit	-	

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

number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blan or enter a 0.								
Edit Field Ord	dering	<u>Customize</u>   <u>Fi</u>	nd   View All   🖥	🛛 🛛 First 🗹	1-6 of 6 🚺 Last			
New Column	Column	Record.Fieldname	Order By	Descending	New Order By			
	1	A.SETID - SetID						
	2	A.CHARTFIELD1 - Purpose			1			
	3	A.EFFDT - Effective Date						
	4	A.EFF_STATUS - Status as of Effective Date			2			
	5	A.DESCR - Description						
	6	B.SPEEDTYPE_KEY - SpeedType Key						

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

F	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			
		SetID	Purpose	Eff Date	Status	Descr	SpeedType		
	1	UOD01	A6FCDM	01/01/1951	Α	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	Α	FFP SHORT TERM	A6FFFP		
	5	UOD01	A6FFRI	01/01/1951	Α	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	А	TRP_OCM OPPORTUNITIES FD IV	A6FOCM		
	9	UOD01	A6FSIL	01/01/1951	A	FFP SILCHESTER	A6FSIL		
	10	UOD01	A6FTDC	01/01/1951	А	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 <u>Save As</u> and name the query: **xxx\_class\_outerjoin** (xxx represents your initials)

--End of Exercise--

# Appendix

2 Sort button	Click the Sort button once to list fields in alphabetical order. Click the button again to return to original sort.					
Alias	The alias name that the program automatically assigns to the chosen records.					
Hierarchy Join	Click this link to join a child table to its parent table.					
Check All Fields	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.					
Uncheck All Fields	Click this button to clear all fields in the record.					
Field Names	Select the box located to the left of each field that you want to add to your query content.					
Related Record Join	Click this link to join two records based on a shared field.					
Expand All Records	Click this button to view all fields in the records. This button appears only when there is more than one record listed.					
Collapse All Records	Click this button to hide all fields in the records. This button appears only when there is more than one record listed.					
Format	Field type and length for each field listed.					
<b>Ord</b> (order)	Shows one or more fields selected to sort your query output. If the field is the first sort field, a 1 appears, and the program sorts rows based on this field first. The second sort field selected is numbered 2, and so on. A descending sort order can also be specified. The letter D appears if sorting fields in descending order is selected.					
<b>XLAT</b> (translate)	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.					
	<ul> <li>If neither of these effective date options are what you want, you have two more:</li> <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>					
Agg (aggregate)	Aggregate function for each field listed.					
Heading Text	The heading assigned to appear at the top of the column for the query output for each field listed.					
Edit	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).					
ReOrder/Sort	Click this button to display the Edit Field Ordering page, which enables you change the column order and/or sort order for multiple fields.					

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

## 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.

	EZQ_TRANS_NONBUDPURPNOF	0							
This is what the prompts look like:	Enter Purpose: Starting Fiscal Year: 0 Starting Acctg Period: 0 Ending Fiscal Year: 0 Ending Accounting Period: 0 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 Seed							
Add Criteria Group Criteria Reorder Crite	ria								
Criteria									
Logical Expression1	Customize   F	ing   ==   === First == 1-11 of 11 == Last on 2 Edit Delete							
A.BUSINESS_UNIT - Business Unit	equal to UOD01	Edit –							
AND  A.CHARTFIELD1 - Purpose	equal to :1	Edit –							
AND V A.FISCAL_YEAR - Fiscal Year	between :2 AND :4	Edit –							
A.FISCAL_YEAR*1000 +A.ACCOUNTING_PERIOD	not less than (:2*1000)	+:3 Edit -							
A.FISCAL_YEAR*1000 +A.ACCOUNTING_PERIOD	not greater than (:4*1000)	+:5 Edit -							
AND A.STATISTICS_CODE - Statistics C	ode not in list ('ENU', 'El	NP') Edit -							
AND A.ACCOUNTING_PERIOD - Accour Period	ting not equal to 0	Edit							
AND A.ACCOUNTING_PERIOD - Accour Period	ting not equal to 999	Edit 🖃							
AND V (A.LEDGER - Ledger	equal to ACTUALS	B 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

ľ

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_B/	AL_BGT_QUEF	RY				
			Enter FIS Enter Per Enter Pur OK	CAL Year: 0 riod: 0 rpose: Cancel					
F	Records Query Expressions Prompts Fields Criteria Having View SQL Run								
Query Name: EZQ_BAL_BGT_QUERY Description: View Purpose Bals by Account							Feed		
	Add Criteria	Group Criteria Reorder Cri	teria						
	Criteria				Customize   Fi	nd   🛗	First 🚺 1-7 of 7	Last	
	Logical	Expression1		Condition Type	Expression 2		Edit	Delete	
	<b>~</b>	A.FISCAL_YEAR - Fiscal Year	equal to	:4		Edit	-		
	AND V	A.ACCOUNTING_PERIOD - Acc Period		equal to	:5		Edit	-	
	AND 🗸	A.CHARTFIELD1 - Purpose		like	:6		Edit	-	
	AND 🗸	A.BUSINESS_UNIT - Business Uni	t	equal to	UOD01		Edit	-	
ſ	AND 🗸	A.STATISTICS_CODE - Statistics	not in list	('ENU','ENP')		Edit	-		
l	AND 🗸	A.ACCOUNT - Account	not equal to	F12300		Edit	-		
	AND V	B.EFFDT - Effective Date		Last Eff Date			Edit	-	

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".