

PeopleSoft Training

BRF_Financials_Query_9_1

Version Date: January 2014



COPYRIGHT & TRADEMARKS

Copyright © 1998, 2011, Oracle and/or its affiliates. All rights reserved. Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing. If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services



Table of Contents

BRF_Financials_Query_9_1	
Introduction to Query Navigate to Query Viewer	1
Exercise 1	4
Run a Predefined Query from Query Viewer	4
Exercise 2	9
Run a Predefined Excel Query from Query Viewer	9
Exercise 3	12
Create and Format a Query	12
Exercise 4 Create a Query Using Criteria Components Edit and/or Delete Criteria Create a Run Time Prompt	49
Exercise 5 Hierarchy Joins Standard (Any) Joins Related Record Joins	88
Exercise 6	124
Schedule A Single Query	124
Appendix	131
Copy a Query to Another User	131
Rename a Query	133
Clear, Remove and/or Delete a Query	133



BRF_Financials_Query_9_1

Introduction to Query

PeopleSoft Query is an end user reporting tool used to retrieve selected data from the database. PeopleSoft 9.1 provides query access in the web-based application through the Reporting Tools menu.

NOTE: In Production, query will be accessed using the Reports (PS9FSRPT) database. In this manual, the Training (PS9FSTRN) database is used for <u>training purposes only</u>.

Navigate to Query Viewer

Procedure

In this topic you will learn how to Navigate to Query Viewer.



Step	Action
1.	Double-click the PS9 Launcher button.
	PS9 Launcher

Training Guide BRF_Financials_Query_9_1



Step	Action
2.	Click the button to the right of the Database field.
3.	Click the PS 9 Financials Reports (PS9FSRPT) option. PS 9 Financials Reports (PS9FSRPT)
4.	Click the Start button.
5.	Anytime you enter a non-production database (RPT, SND, TRN, etc), a warning message displays reminding you any information entered into the database will be lost. Click the Yes button.



Step	Action
б.	Press [F11] key on your computer keyboard to hide the browser menu and address bars.



PS9FSTRN 8.51					
PS9FSWEBDEV12 RCB		Home	Worklist Add	to Favorites	<u>Siqn out</u>
ivorites Main Menu					
ersonalize Content Layout					Help
		•		0	
		Local intranet Protec	ted Mode: Off	 4[™] 4[™] 	⊲ 100%

Step	Action
7.	Click the Main Menu button.
8.	Click the Reporting Tools menu.
	Reporting Tools
9.	Click the Query menu.
	Query F



PS9F	STRN 8.51				^ ·
PS9FSW	EBDEV12 RCB			Home Worklist Add to F	avorites Sign out
Favorites	Main Menu				
Personalize	Search Menu:				Help
		»			
		^			
	Accounts Payable	• • • •			
	Allocations	• • • • • • • • • • • • • • • • • • •			
	Background Processes	• • • • • • • • • • • • • • • • • • •			
	🗀 Banking	• • • •			
	🗀 Cash Management	• • • •			
	Commitment Control	• • • •			
	Cost Accounting	• • • • •			
	Customer Contracts	• • • •			
	Enterprise Components	• • • •			
	🗀 General Ledger	• • • •			
	Inventory	• • • • • • • • • • • • • • • • • • •			
	🗀 Items	• • •			
	LSU Processes	*			
	PeopleTools	*			
	Procurement Contracts	• • • •			
	🗀 Purchasing				
	Reporting Tools				
	🗎 Set Up Financials/Supply (PS/nVision	• •		
	Vendors	Query	Cuery Manager		
	🗀 Worklist	Mul Publisher	Ouery Viewer		
	My Personalizations	Keport Manager	Schedule Ouerv		
			Contradit (act)		
					Ŧ
			👊 Loca	al intranet Protected Mode: Off	🖓 🕶 🍕 100% 👻 🖉

Step	Action
10.	Click the Query Viewer link. Query Viewer
11.	 The Query Viewer search page displays. From the Query Viewer search page you can: Search and run existing public or private queries, and/or Add a query to Query Favorites.
12.	This completes <i>Navigate to Query Viewer</i> . End of Procedure.

Exercise 1

Run a Predefined Query from Query Viewer

Procedure

In this topic you will learn how to **Run a Predefined Query from Query Viewer**.



Step	Action
1.	Scenario
	In this example you will run the APY3001 _AP_VENDOR_SUMMAY query to retrieve a list of approved vendors.
2.	You can access existing, predefined queries (Public and/or Private) from the Query Viewer page. Public queries are available to <u>all</u> end users with query access. Private queries are queries associated only with your UserID. Private queries can be created or can be amended Public queries. Creating and amending queries are discussed later in this manual.
3.	You must enter all or part of the query name into the Search By field. The Search By field is <u>not</u> case sensitive. You may enter information in upper, lower or mixed case.
4.	The "wildcard" can be utilized to focus your search. The wildcard is a percent (%) sign. The wildcard may be placed before, in the middle, at the end, or bracket the query name. For example:
	1. If the wildcard is placed at the end of the query name, APY%, the system will retrieve query names that end in APY.
	2. If the wildcard is placed in the middle of the query name, %APY%AP, the system will retrieve query names that contain APY somewhere in the name and ends with AP.
	3. If the wildcard brackets the query name %APY%AP%, the system will retrieve query names that contain APY and AP somewhere in the query name.



	Home Worklist Add to Favorites Sign out
Favorites Main Menu > Reporting Tools > Ouery > Ouery Viewer	
andan kundan sanda sun sadada sun sa	New Window Help Customize Page 📰
Query Viewer	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
*Search By: Query Name begins with	
Search Advanced Search	
Done 💊 Local intra	net Protected Mode: Off 🛛 🖓 👻 🔍 100% 👻

Step	Action
5.	Enter the desired information into the field. Enter "APY%".
6.	Click the Search button.
7.	The system retrieves a list of query names that begins with APY. A total of 102 results were retrieved, with the first 30 displaying at the bottom of the page.
8.	Click the Query Viewer link. Query Viewer
9.	The "begins with" operand cannot be changed on the Query View page, but can be changed using the Advanced Search link. The Advanced Search link offers an alternative method of retrieving information. Click the Advanced Search link. Advanced Search
10.	Click the button to the right of the Query Name field.
11.	Click the contains list item.
12.	Enter the desired information into the Query Name field. Enter "APY".
13.	Click the Search button. Search



Step	Action
14.	A total of 107 options were returned using the Advanced Search method. Click the View All link.
15.	Scroll down through the list of queries to find the APY3001_AP_VENDOR_SUMMARY query.
	Click the Down button of the scrollbar.
16.	Queries can be displayed in two formats: HTML and Excel. Both options will be demonstrated in this example, beginning with the HTML option.
	want to be able to manipulate the results, download your results directly to Excel.
17.	Click the HTML link.
	NOTE: It is recommended that you run your query first to HTML to determine the number of options returned. Running your query to HTML will return <u>all</u> available results. Excel contains a finite number of rows and cannot always display large numbers of results.
18.	All University Health (BRF) facilities use the same SetID for vendor data, which is BRFHH. The SetID is case sensitive and BRFHH <u>must</u> be entered in ALL CAPS. Use the tab key, touch pad or mouse to move between fields. Do <u>not</u> use the Enter key as it acts as a Save option.
	Enter the desired information into the SetID field. Enter " BRFHH ".
19.	Click the button to the right of the Vendor Status field.
20.	Click the Approved option. Approved
21.	Click the View Results button.
	NOTE: A list of approved vendors will be retrieved and displayed below the View
	Results button.
	View Results
22.	The total number of approved vendors retrieved display above the Description column. In this example, 2,909 vendors were retrieved. The first 100 vendors display in ascending order by Vendor ID number.
23.	The right arrow allows you to view the next 100 vendors. The Last link allows you to view the last 100 vendors. The left arrow allows you to navigate to the previous page, and the First link displays the first 100 vendors.

Training Guide BRF_Financials_Query_9_1



Step	Action								
24.	24. The View All link displays all 2,909 vendors at one time.								
	NOTE: It may take a few minutes to process your request when your search has retrieved a large number of results. The Processing indicator will display in the top right corner of the page.								
25.	HTML results can be downloaded to an Excel spreadsheet. Downloading results into an Excel spreadsheet will allow you to manipulate the data, move columns, hide columns, etc.								
	Click the Excel Spreadsheet link. This will open a new window. Excel SpreadSheet								

🔋 PS	Desktop	- Citrix onlin	e plug-in												
APY	3001_A	P_VENDO	R_SUMMAR	r - AP Y30	001-AP	Vendor	Summary								
Setli):	BREHH													
Ven	 Ior Statu	s: Annroved	•	-											
Vi	ew Resu	Its													
		l an ai cha lina i					(4 474 1)								
DC	wnioac	results in .	Excel Spreads	sneet <u>US</u>	VIEXTEN	<u>xmlfi</u>	<u>ie</u> (1471 k	U)							
View	/ All											1	irst 💽 1	-100 of 2	2909 🕟 Last
	SetID	Vendor ID	ShortName	Status	Class	Lifetime	Remit Vndr	Vendor	Customer ID	Entered by	Withholding	AR Number	Old Vendor ID	SetID	Description
1	BRFHH	0000000001	TEST VEND- 001	Approved	Supplier	Regular	0000000001	0000000001		CHAROL	N			BRFHH	BRF Hospital Holding Shared
2	BRFHH	0000000159	MILLIPORE- 001	Approved	Supplier	Regular	0000000159	0000000159		SAUTHE	N			BRFHH	BRF Hospital Holding Shared
3	BRFHH	0000000254	INTERNATIO- 021	Approved	Supplier	Regular	0000000254	0000000254		SAUTHE	N			BRFHH	BRF Hospital Holding Shared
4	BRFHH	0000000285	ARTEL INC	Approved	Supplier	Regular	0000000285	0000000285		POMORO	N			BRFHH	BRF Hospital Holding Shared
5	BRFHH	0000000287	YANKEE BOOK PE	Approved	Supplier	Regular	0000000287	0000000287		SAUTHE	N			BRFHH	BRF Hospital Holding Shared
6	BRFHH	0000000288	ATRIUM MEDICAL	Approved	Supplier	Regular	0000000288	0000000288		ADELAT	N			BRFHH	BRF Hospital Holding Shared
7	BRFHH	0000000291	DATAWATCH CORP	Approved	Supplier	Regular	0000000291	0000000291		LWILLI15	N			BRFHH	BRF Hospital Holding Shared
8	BRFHH	0000000295	DUTCH OPTHALMI	Approved	Supplier	Regular	0000000295	0000000295		SAUTHE	N			BRFHH	BRF Hospital Holding
										📢 Loca	intranet Prol	ected Mod	de: Off	1	na 🔹 🔍 100%

Step	Action
26.	You may change column widths, sort data, add formulas or utilize any other features available in Excel. You may save the query results to a network drive for later use, or you may print the results. Click the Close button.



Step	Action
27.	CSV is an abbreviation for Comma Separated Value file. This type of file is not generally used by end users, but is available.
	The XML option is not available for use at this time.

😴 PS	i Desktop	- Citrix onlin	e plug-in													_15
APY	'3001_A	P_VENDO	R_SUMMAR	(- AP Y3	001-AP	Vendor	Summary									
Setil Ven	D: dor Statu iew Resu	BRFHH s: Approved		•												
Do	ownload	results in :	Excel Spreads	<u>Sheet</u> CS	V Text File	<u>e XMLFi</u>	<u>le</u> (1471 k	b)								
Viev	v All												irst 💽 1	-100 of 2	2909 🗩 Las	t
	SetID	Vendor ID	ShortName	Status	Class	Lifetime	Remit Vndr	Vendor	Customer ID	Entered by	₩ithholding	AR Number	Old Vendor ID	SetID	Description	
1	BRFHH	0000000001	TEST VEND- 001	Approved	Supplier	Regular	0000000001	0000000001		CHAROL	N			BRFHH	BRF Hospital Holding Shared	
2	BRFHH	0000000159	MILLIPORE- 001	Approved	Supplier	Regular	0000000159	0000000159		SAUTHE	N			BRFHH	BRF Hospital Holding Shared	
3	BRFHH	0000000254	INTERNATIO- 021	Approved	Supplier	Regular	0000000254	0000000254		SAUTHE	N			BRFHH	BRF Hospital Holding Shared	
4	BRFHH	0000000285	ARTEL INC	Approved	Supplier	Regular	0000000285	0000000285		POMORO	N			BRFHH	BRF Hospital Holding Shared	
5	BRFHH	0000000287	YANKEE BOOK PE	Approved	Supplier	Regular	0000000287	0000000287		SAUTHE	N			BRFHH	BRF Hospital Holding Shared	
6	BRFHH	0000000288	ATRIUM MEDICAL	Approved	Supplier	Regular	0000000288	0000000288		ADELAT	N			BRFHH	BRF Hospital Holding Shared	
7	BRFHH	0000000291	DATAWATCH CORP	Approved	Supplier	Regular	0000000291	0000000291		LWILLI15	N			BRFHH	BRF Hospital Holding Shared	
8	BRFHH	0000000295	DUTCH OPTHALMI	Approved	Supplier	Regular	0000000295	0000000295		SAUTHE	N			BRFHH	BRF Hospital Holding	

Step	Action
28.	Click the Close button.
29.	This completes <i>Run a Predefined Query from Query Viewer</i> . End of Procedure.

Exercise 2

Run a Predefined Excel Query from Query Viewer

Procedure

In this topic you will learn how to **Run a Predefined Query from Query Viewer**.



					-	Home	Worklist Ade	to Favorites	Sinn out
avorites Main Menu > Reporting Tools	> Query > Query Viewer					<u>Inome</u>	Monada Man		<u>Oigh out</u>
	APV2052 Draft Croate Datail	Public	LITUR	Excel	VM	Schodule	Equarita		
APY2054 DET STAMP TAX SUMMARY	APV2054 Dfl Stomp Tax Summary	Public		Excel	VML	Schodule	E Favorite		
	ADV2055 Depitive Developt	Dublic	LITML	Excel	VIII	Cohodula	E <u>L'avonte</u>		
APV2056 DET OPEATE SUMMARY	APV2056 - Dft Create Summany	Public	LITML	Excel	VML	Schodule	E Equarite		
APY2060 AGENCY LOC CD	Agency Location Codes Listing	Public	LITM	Excel	XMI	Schodule	Eavorite		
APV2100 OPEN PREPAYMENTS	APV2100- Open Prenovments	Public	HTML	Excel	XMI	Schodule	Eavorite		
APV2101 PREPAYMENT SETTIEMENTS	APV2101- Prenzyment Settlement	Public	HTML	Excel	XMI	Schedule	Eavorite		
APY2000 ADDRESS SUBOLIERY	APV2000 Addross Subguon/	Public		Excel	VML	Schodule	E Favorite		
APY2000 VENDOR DETAIL	APV2000-Vendor Detail	Public		Excel	VML	Schodule	E Envorite		
APV2001 AP VENDOR SUMMARY	APV2001-AP Vendor Summary	Public	LITM	Excel	VMI	Schodule	E Equarita		
APY3012_VENDOR_WTHD_BALANCE	APY3012-VENDOR WTHD BALANCE	Public	HTML	Excel	XML	Schedule	e Favorite		
APY3020 VNDR OUTSTANDING BAL	APY3020-Vndr Outstanding Bal	Public	HTML	Excel	XML	Schedule	e Favorite		
APY3200	APY3200	Public	HTML	Excel	XML	Schedule	e Favorite		
APY3200A	APY3200A	Public	HTML	Excel	XML	Schedule	e Favorite		
APY3210	APY3210	Public	HTML	Excel	XML	Schedule	e Favorite		
APY3210A	APY3210A	Public	HTML	Excel	XML	Schedule	e Favorite		
APY6000_PAYMENT_ARCHIVE_REPORT	APY6000-Payment Archive Report	Public	HTML	Excel	XML	Schedule	e Favorite		
APY6001_VOUCHER_ARCHIVE_REPORT	APY6001-Voucher Archive Report	Public	HTML	Excel	XML	Schedule	e Favorite		
APY6002_VENDOR_ARCHIVE_REPORT	APY6002-Vendor Archive Report	Public	HTML	Excel	XML	Schedule	e Favorite		
APY7010_WITHHOLDING_RULES	APY7010-WITHHOLDING RULES	Public	HTML	Excel	XML	Schedule	e Favorite		ſ
APY7020_WITHHOLDING_TYPES	APY7020-WITHHOLDING TYPES	Public	HTML	Excel	XML	Schedule	e <u>Favorite</u>		
APY7030_WITHHOLDING_ENTITIES	APY7030-WITHHOLDING ENTITIES	Public	HTML	Excel	<u>XML</u>	Schedule	e Favorite		
APY7040_WITHHOLDING_CODES	APY7040-WITHHOLDING CODES	Public	HTML	Excel	XML	Schedule	e <u>Favorite</u>		
APY7050	Withholding Calc Report Query	Public	HTML	Excel	<u>XML</u>	Schedule	E Favorite		
APY8025	WithHolding for Japan	Public	HTML	Excel	XML	Schedule	E Favorite		
APY8030	190 Model	Public	HTML	Excel	<u>XML</u>	Schedule	E Favorite		
APY8032_CIS6_PAYMENTS	UK Withholding - CIS6 Payments	Public	HTML	Excel	<u>XML</u>	Schedule	e <u>Favorite</u>		1
APY8035	Withholding France DAS2	Public	HTML	Excel	XML	Schedule	e <u>Favorite</u>		
APY8045_PPS_1	WTHD PPS Remittance Advice	Public	HTML	Excel	XML	Schedule	e <u>Favorite</u>		
APY8048_PPS_2	WTHD PPS Annual Report	Public	HTML	Excel	XML	Schedule	e Favorite		
APY8049_PPS_3	WTHD PPS Payment Summary	Public	HTML	Excel	XML	Schedule	e Favorite		
APY8050	WithHolding for Canada T4A	Public	HTML	Excel	XML	Schedule	E Favorite		

Step	Action
1.	Queries can also be run directly to Excel from the Query Viewer Search page.
	Click the Excel link for query APY3001_AP_VENDOR_SUMMARY.
2.	The SetID is always BRFHH and <u>must</u> be entered in ALL CAPS.
	Enter the desired information into the SetID field. Enter " BRFHH ".
3.	Click the button to the right of the Vendor Status field.
4.	Click the Approved list item. Approved
5.	Click the View Results button.



😇 P9	5 Desktop - Citrix online plug-in						_02
0)		Microsoft Exc	el			_ = = :
	Home Insert Page Javout Formula:	Data R	eview View Add	-Ins			(
- m ²						T A aa	
	🕺 Arial Unicode N 🗸 10 🔹 🗛 👗 🧮	= = 🗞	Text Text	▼	Insert	1 1 2 2 8	
Pas	ite B _ U + A + =	王王注注	- <u>s</u> - % ,	tag .00 Conditional Fi	ormat Cell	Sort & Find &	a
-				Formatting * as	Table - Styles - 📰 Form:	at * 📿 * Filter * Select	*
Clipt	Font IN	Alignment	Number	Styl	es Cells	Editing	
	A1	AP Vendor Sum	mary				
1	[Read-Only] [Compatibility Mode]						_ = x
	A	В	С	D	E	F	
1	APY3001-AP Vendor Summary	2910					
2	SetID	Vendor ID	ShertName	Status	Class	Lifetime	Rer
3	BRFHH	0000000001	TEST VEND-001	Approved	Supplier	Regular	000
4	BRFHH	0000000159	MILLIPORE-001	Approved	Supplier	Regular	000
5	BRFHH	0000000254	INTERNATIO-021	Approved	Supplier	Regular	000
6	BRFHH	0000000285	ARTEL INC	Approved	Supplier	Regular	000
7	BRFHH	0000000287	YANKEE BOOK PE	Approved	Supplier	Regular	000
8	BRFHH	0000000288	ATRIUM MEDICAL	Approved	Supplier	Regular	000
9	BRFHH	0000000291	DATAWATCH CORP	Approved	Supplier	Regular	000
10	BRFHH	0000000295	DUTCH OPTHALMI	Approved	Supplier	Regular	000
11	BRFHH	0000000297	INSTRUMENT-005	Approved	Supplier	Regular	000
12	BRFHH	0000000300	COVIDIEN L-001	Approved	Supplier	Regular	000
13	BRFHH	0000000303	BIO-TEK INSTRU	Approved	Supplier	Regular	000
14	BRFHH	0000000305	VERMONT MEDICA	Approved	Supplier	Regular	000
15	BRFHH	0000000307	DATA INNOVATIO	Approved	Supplier	Regular	000
16	BRFHH	0000000310	STERIS CORP	Approved	Supplier	Regular	000
17	BRFHH	0000000313	AMES COLOR FIL	Approved	Supplier	Regular	000
18	BRFHH	0000000314	NATIONAL FIRE	Approved	Supplier	Regular	000
19	BRFHH	0000000316	CHANNING L BET	Approved	Supplier	Regular	000
20	BRFHH	0000000319	UNIFIRST CORPO	Approved	Supplier	Regular	000
21	BRFHH	0000000320	HARVARD BU-002	Approved	Supplier	Regular	000
22	BRFHH	0000000322	ADVANCED INSTR	Approved	Supplier	Regular	000
23	BRFHH	000000334	RAININ INSTRUM	Approved	Supplier	Regular	000
24	BRFHH	000000336	CODMAN & SHURT	Approved	Supplier	Regular	000
25	BRFHH	000000339	THE KENDALL CO	Approved	Supplier	Regular	000
Edit						I 100% 🕞 —	(

Step	Action
6.	Running the query directly to Excel allows you to manipulate the results. You may perform any function or features available in Excel. You are also able to Save your results to a folder. Click the Close button.



PS Desktop - Citrix online plug-in Chtrix online plug-in Chtrix online plug-in Chtrixs://nsfic.lsubsr.edu/nsr./fxnt =2/EMPLOYEF/RP2/n/2[CArtion=1fOrvName1R1=P1BLICAPY3001_AP_VE - Windows Internet Explorer	
C C C kttps://ps/s.luhsc.edu/ps/s/s/c_2/EMPLOYEE/ERP/q/7/CAction=ICQryNameURL=PLBLIC.APY300	
File Edit View Favorites Tools Help	
😭 Favorites 🍘 https://ps9fs.lsuhsc.edu/psc/fsrpt_2/EMPLOYEE/ERP/	• 🕜 • 👋
APY3001_AP_VENDOR_SUMMARY - APY3001-AP Vendor Summary	<u></u>
SetID: BRFHH 4	
Vendor Status: Approved	
SettD Vendor ID ShortName Status Class Lifetime Remit Vendor Customer Entered by Withholding AR Number ID Description	
Done Microsoft Mode: Off 🖓 🗸 🕅	100% • //
Start C Query Wewer - Wind A (1)	9:37 AM 📃 1/7/14

Step	Action
7.	Click the Close button.
8.	This completes <i>View a Predefined Excel Query from Query Viewer</i> . End of Procedure.

Exercise 3

Create and Format a Query

Procedure

In this topic you will learn how to **Create and Format a Query**.



PS9FSTRN 8.51				
PS9FSWEBDEV12 RCB		Home	Worklist Add to Fa	vorites Sign out
Favorites Main Menu				
Personalize Content Layout				Help
Done		🔹 Local intranet Protec	ted Mode: Off	🖓 🕶 🔍 100% 📼

Step	Action
1.	Click the Main Menu button.
2.	Click the Reporting Tools menu. Reporting Tools
3.	Click the Query menu. Query
4.	Click the Query Manager menu. Query Manager



PS9FSTRN 8.51		Cine and
PS9FSWEBDEV12 RCB	Home Workist Add to Pavorites	<u>Sign out</u>
argites Hair Hend > Reporting roos > Query > Query Hairager	New Window Litels Overlaging Dage	
	New Window Help Customize Page	
uery Manager		
nter 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		
Search Advanced Search		
Find an Existing Query Create New Query		
ne 📢	🖕 Local intranet Protected Mode: Off 🛛 🛛 🖓 🔻 🔍 100)% -

Step	Action
5.	Click the Create New Query link.
6.	The Find an Existing Record page. Across the top of the page are nine tabs that can be used in creating or amending a query. The system defaults you into the Records tab.
7.	 PeopleSoft stores the data entered into the system in tables. The tables are comprised of rows (records) and columns (fields). You will select the various rows (records) and columns (fields) you want the system to retrieve to create your query. When your query is run, the data associated with the selected records and fields will display in your report. In this example you will create a query that generates a list of vendor names, addresses and current status (e.g. Active or Inactive)



PS9FSTRN ₈₅₁	
PS9FSWEBDEV12 RCB	Home Worklist Add to Favorites Sign out
Favorites Main Menu > Reporting Tools > Query > Query Manager	
	<u>New Window Help Customize Page </u> 📰
Records Query Expressions Prompts Fields Criteria Having View SQL Run	
Query Name: New Unsaved Query Description:	S Feed -
Find an Existing Record	
*Search By: Record Name begins with	
Search Advanced Search	
Save Save As New Query Preferences Properties Publish as Feed New Union	Return To Search
4 m	
Done 🗣 Local	intranet Protected Mode: Off 🛛 🖓 👻 🍕 100% 👻

Step	Action
8.	You start by selecting a record. Since you are interested in generating a list of vendors, it makes sense to first determine what vendor records are available.
	You must enter all or part of the Record Name into the Search By field. The wildcard (%) or the Advanced Search link may be utilized to help focus your search.
	Enter the desired information into the Search By field. Enter " VEN ".
9.	Click the Search button.
10.	A list of 20 record options display.
	If you are unsure of which record to use, you can click a record's Show Fields link to view the fields that comprise the record. In this example, you will click the Show fields link for the VENDOR_ADDR record.
	Click the Show Fields link. Show Fields
11.	A list of fields displays for your review.
	If the fields you are interested in are not listed, simply return to your Search Results and click on the Show Fields link for another record.



lc	Iname Customize Find 🔤 🛗 First 🚺 1-27 of 27 🖸 Last				
Y	Description				
	SETID - SetID				
	VENDOR_ID - Vendor ID				
	ADDRESS_SEQ_NUM - Address Sequence Number				
	EFFDT - Effective Date				
	EFF_STATUS - Status as of Effective Date				
	NAME1 - Name 1				
	NAME2 - Name 2				
	EMAILID - Email ID				
	COUNTRY - Country				
	ADDRESS1 - Address Line 1				
	ADDRESS2 - Address Line 2				
	ADDRESS3 - Address Line 3				
	ADDRESS4 - Address Line 4				
	CITY - City				
	NUM1 - Number 1				
	NUM2 - Number 2				
	HOUSE_TYPE - House Type				
	ADDR_FIELD1 - Address Field 1				
	ADDR_FIELD2 - Address Field 2				
	ADDR_FIELD3 - Address Field 3				
	COUNTY - County				
	STATE - State				
	POSTAL - Postal Code				
	GEO_CODE - Tax Vendor Geographical Code				
	IN_CITY_LIMIT - In City Limit				
	NAME1_WTHD - Name 1				
	NAME2_WTHD - Name 2				

Step	Action
12.	Click the Return button.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB			Home Worklist	Add to Favorites Sign out
Favorites Main_Menu > Reporting Tools > Query >	Query Manager			
Records Query Expressions Prompts Field	ls Criteria Hav	ing View SQL	New Window	Help Customize Page 📰 🔺
Query Name: New Unsaved Query	Description:		Solution Feed →	
Find an Existing Record				
*Search By: Record Name	VEN			
Search Advanced Search				
Search Results				
Record Customize Find View	v All 🗾 🔡 First	1-20 of 20 🖸 Last		
Recname	Add Record	Show Fields		
VENDOR - Vendor Header Table	Add Record	Show Fields		=
VENDORCNTCT_LG - Vendor Contact Detail	Add Record	Show Fields		
VENDOR_ADDR - Vendor Address	Add Record	Show Fields		
VENDOR_ADDR_LNG - Vendor Address	Add Record	Show Fields		
VENDOR_ADDR_VW3 - Active Vendor Addresses	Add Record	Show Fields		
VENDOR_AR - PS/AR Vendor View	Add Record	Show Fields		
VENDOR_CNTCT - Vendor Contact Detail	Add Record	Show Fields		
VENDOR_CONTROL - Controls for a set of Vendors	Add Record	Show Fields		
VENDOR_CONVER - Conversations with a Vendor	Add Record	Show Fields		
VENDOR_E - Vendor Header Table	Add Record	Show Fields		
VENDOR_ID_NBRS - Extra Vendor Identifiers	Add Record	Show Fields		
VENDOR_INVOICE - Procurement Defaults	Add Record	Show Fields		
VENDOR_LOC - Vendor Location	Add Record	Show Fields		
VENDOR_M - Vendor Header Table	Add Record	Show Fields		
VENDOR_PAY - Vendor Payment Defaults	Add Record	Show Fields		
VENDOR_SPRO - Services Supplier Info	Add Record	Show Fields		
VENDOR_TYPE - Vendor Type	Add Record	Show Fields		
VENDOR_USER - Vendor User	Add Record	Show Fields		
VENDOR_WTHD - Vendor Withholding Information	Add Record	Show Fields		
VENDOR_WTHD_JUR - Vendor Withhold Jurisdiction	Add Record	Show Fields		-
•	m			F .

Step	Action
13.	For this example, the VENDOR_ADDR - Vendor address record is the record you will use.
	Click the Add Record link for the VENDOR_ADDR record.
	NOTE: Once you select the Add Record option, the system will automatically take you to the Query tab where you will view the available field options for the Vendor_ADDR record.



PS9FSTRN 8.51			U	Ladda Europas Ladia era
PS9FSWEBDEV12 RCB			Home Workist	Add to Pavorites Sigh out
ravoices Main Mena > Reporting 1005 > C			Name and a second	l Unia I. Quatanzian Dana I. 🚍 🔒
Records Query Expressions Promp	s Fields Criteria Having View S	QL Run	New Window	
Query Name: New Unsaved Query	Description:		🔝 Feed 👻	
Click folder next to record to show fields. Check	ields to add to query. Uncheck fields to remove t	from query. Add 🛛 🖄		
additional records by clicking the records tab. W	nen finished click the fields tab.			
Chosen Records				=
Alias Record				
A VENDOR_ADDR - Vendor Address	Message		×	
Check All				
Fields	An effective date criteria has been automatical	ly added for this effective date	d	
	record. (139,60)			
🖾 🗁 SETID - SetID				
VENDOR_ID - Vendor ID	OK			
ADDRESS_SEQ_NUM - A				
EFFDT - Effective Date			_	
EFF_STATUS - Status as	of Effective Date	¥+		
NAME1 - Name 1		¥+		
NAME2 - Name 2		¥4		
EMAILID - Email ID		Y4		
COUNTRY - Country	Join COL	NIRY IBL - 74		
ADDRESS1 - Address Lin	e 1	- %		
ADDRESS2 - Address Lin	e 2	8		
ADDRESS3 - Address Lin	e 3	8		
ADDRESS4 - Address Lin	e 4	8		
CITY - City		8		
NUM1 - Number 1		94		
NUM2 - Number 2		94		
HOUSE_TYPE - House Ty	pe	94		
ADDR_FIELD1 - Address	Field 1	94		
ADDR_FIELD2 - Address	Field 2	94		
ADDR FIELD3 - Address	Field 3	94		
•	III			F.
Done		👊 Local intrane	et Protected Mode: Off	🖓 🕶 🔍 100% 👻

Step	Action
14.	An Effective Date message will display when a record is selected. This allows you to modify the criteria and retrieve rows of data within a specified time frame. All data will be retrieved with effective dates prior to the current date.
15.	The system takes you to the Query tab.
	From the Query tab you can select individual fields within a record. The fields you select will display as the columns on your report.
16.	Field names do no default in alphabetical order. The system provides a Sort fields alphabetically option to make searching for fields easier.
	Click the Sort fields alphabetically button.
17.	The fields display in alphabetical order. By clicking the Sort fields alphabetically button again, the system returns the fields to the original order.
	Click the Sort fields alphabetically button.



Step	Action
18.	The Check All button is used if you want to use all the fields associated with the record in your query.
	Click the Check All button. Check All
19.	The Uncheck All button deselects all of the fields associated with the record.
	Uncheck All button.
20.	When a field is selected, the system returns <u>all</u> the data for the field. You can narrow your results by specifying criteria for the field. The Use as Criteria (funnel) option allows you to add criteria for a particular field.
	For example if you selected the Vendor ID field for your query, all vendors will be retrieved from the database. If you only wanted to retrieve vendors who have an Active status, you could specify this using criteria.
	Click the Use as Criteria button.

PS9FSTRN.M				
PS9FSWEBDEV12 RCB		Home Worklist Add	to Favorites S	Sign out
Favorites Main Menu > Repor	ting Tools > Query > Query Manager			
		New Window Help	Customize Page	
Edit Criteria Properties				
Choose Expression 1 Type	Expression 1			
Field	Choose Record and Field			
Field	Record Alias Fieldname:			
Expression				
	A VENDOR_ID - Vendor ID			
*Condition Type:	equal to 👻			
Choose Expression 2 Type	Expression 2			
Giold	Define Constant			
C Field	Denne Constant			
Constant	Constant:			
Prompt				
© Subguery				
OK Cancel				
Done		Succel intranet Protected Mode: Off		6 •
				4

Training Guide BRF_Financials_Query_9_1



Step	Action
21.	 From the Edit Criteria Properties page, you can Choose Expression, Choose Record or Field, or Define Constant. <i>NOTE: See Exercise 4 for information on the Using as Criteria feature.</i>
	Click the Cancel button.
22.	Joins are used when creating queries using more than one record. Joins allow you to retrieve data from multiple tables, but present it as if it came from one table. Three types of joins are used in PeopleSoft: Hierarchy Join, Standard (Any) Join and Related Record Join.
	NOTE: Joins are <u>not</u> used when creating a single record query.
	NOTE: See Exercise 5 - Hierarchy Joins for additional information.
23.	Key symbols identify fields found on multiple records. Key fields provide a link when joining multiple records.
24.	Selecting Fields
	Select a field by clicking the checkbox to the left of the Field Name.
	For this example the following fields will be selected: Vendor ID, Effective Status, Name1, Address1, City, State, and Postal.

PS9FSTRN 8.51 PS9FSWEBDEV12 RCB		Home Worklist Add to Favorites Sign out
Favorites Main Menu > Reporting Tools > Query > Query Manager		
Records Query Expressions Prompts Fields Criteria	Having View SQL Run	New Window Help Customize Page 📰 🔺
Query Name: New Unsaved Query Description:		S Feed -
Click folder next to record to show fields. Check fields to add to query. Unche	eck fields to remove from query. Add	
additional records by clicking the records tab. When finished click the fields t	tab.	
Chosen Records		
Alias Record		
A VENDOR ADDR - Vendor Address	Hierarchy Join	
Check All Uncheck All		
Tielde .		
Fields	Find View All First M 1-27 of 27 M Last	
📃 🗁 SETID - SetID	94	
VENDOR_ID - Vendor ID	94	
ADDRESS_SEQ_NUM - Address Sequence Number	94	
EFFDT - Effective Date	94	
EFF_STATUS - Status as of Effective Date	94	
NAME1 - Name 1	8	
NAME2 - Name 2	94	
EMAILID - Email ID	9.	
COUNTRY - Country	Join COUNTRY_TBL -	
	Countries	
ADDRESS1 - Address Line 1	74 G	
ADDRESS2 - Address Line 2	74 G	
ADDRESS3 - Address Line 3	74 G	
ADDRESS4 - Address Line 4	74 9	
CITY - City	74 G	
NUM1 - Number 1	** 9	
NUM2 - NUMBER 2	9	
HOUSE_ITPE - HOUSE Type	9	
ADDK_FIELD1 - Address Field 1	9	
ADDR_FIELD2 - Address Field 2	9	-
ADDK FIELD3 - Address Field 3	III	· · · · · · · · · · · · · · · · · · ·
Done	Sa Local intran	et Protected Mode: Off 🛛 🖓 👻 🔍 100% 👻
		4



Step	Action
25.	Click the VENDOR_ID option.
26.	Click the Sort fields alphabetically button to make field selection easier.
27.	Click the ADDRESS1 option.
28.	Click the CITY option.
29.	Click the EFF_STATUS option.
30.	Click the NAME1 option.
31.	Click the POSTAL option.
32.	Click the STATE option.
33.	After all fields have been selected, click the Fields tab to view the selected fields collectively. Click the Fields tab. Fields
34.	The fields display on the Fields tab in the order in which they were selected. Each field represents a column on your spreadsheet, so this also the order they will display in your report. Often fields will need to be reordered to make query results easier to read.
35.	NOTE: It is recommended the query be saved when any changes are made. The Save As option will be used when first saving your query so that a name can be assigned.
	For training purposes only , you will forgo saving the query at this time.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB							Hor	ne <u>Wor</u>	<u>klist</u>	Add to F	avorites	<u>Siqr</u>	<u>i out</u>
Favorites Main Menu > Reporting Tools > Query >	Query M	anag	er										
Records Query Expressions Prompts Fie	lds C	iteria	На	vina	View SQL Run			New Wi	ndow H	lelp Cu	stomize	Page 🖩	3
		Rona	110	mg	non oue run		_						
Query Name: New Unsaved Query	Desci	iptior					2	Feed 👻					
View field properties, or use field as criteria in query stater	ment.					Re	eorder / S	ort					
Fields				Custor	ize Find View All 🗖	📕 🛛 First 🛙	1-7 of 7	Last					
Col Record.Fieldname	<u>Format</u>	<u>Ord</u>	<u>XLAT</u>	<u>Aqq</u>	Heading Text	Add Criteria	Edit	Delete					
1 A.VENDOR_ID - Vendor ID	Char10				Vendor	4	Edit	-					
2 AADDRESS1 - Address Line 1	Char55				Address 1	8	Edit						
3 A.CITY - City	Char30				City	9	Edit	-					
4 A.EFF_STATUS - Status as of Effective Date	Char1		Ν		Status	94	Edit	-					
5 A.NAME1 - Name 1	Char40				Name	94	Edit	-					
6 A.POSTAL - Postal Code	Char12				Postal	94	Edit	-					
7 A.STATE - State	Char6				St	94	Edit	-					
								Deture Te l	Caarab	1			
Save Save As New Query Preferences	Propertie	<u>es i</u>	UDIISN	<u>as re</u>	ed New Union		_	Return Tos	Search				
•				III									۰.
Done						👊 Local intra	net Prote	ected Mode:	Off	4) - (100%	•

Step	Action
36.	The Reorder/Sort button allows you change the order of the fields and, therefore, the order of your spreadsheet columns.
	Click the Reorder / Sort button. Reorder / Sort
37.	VENDOR_ID will remain as column 1, so no entry will need to be made for this field.



PS9FSTRN 8.51								
PS9FSWEBDEV12 RCB					Home	Worklist	Add to Favorite	<u>s Siqn out</u>
Favorites Main Menu > Reporting Tools > Qu	ery > Query Manager							
						New Window	Help Customiz	e Page
Edit Field Ordering								
Reorder columns by entering column numbers on	the left. Columns left blank or a	assigned a	a 0 will be auto	omatically				
the field blank or enter a 0.	by entening numbers on the hig	nic rorem	ove all order t	ly number, reave				
Edit Field Ordering	Customize Find View A	ալ 🗖 լ 🛅	First 💶 1	7 of 7 🚺 Last				
New Column Column Record.Fieldname		Order By	Descending	New Order By				
1 A.VENDOR_ID - Vendor ID								
2 A.ADDRESS1 - Address Li	ne 1							
3 A.CITY - City								
4 A.EFF_STATUS - Status as	of Effective Date							
5 A.NAME1 - Name 1								
6 A.POSTAL - Postal Code								
7 A.STATE - State								
Done				Local int	ranet Protecte	d Mode: Off	€ •	€100% •

Step	Action
38.	Reorder columns by entering the column number in the New Column field. If a field is left blank, that column will remain as originally indicated.
	In this example, NAME1 is the fourth (4th) column on your spreadsheet. Change NAME1 to column one (2).
	Enter the desired information into the New Column - NAME1 field. Enter "2".
39.	Enter the desired information into the New Column - ADDRESS1 field. Enter "3".
40.	Enter the desired information into the New Column - CITY field. Enter "4".
41.	Enter the desired information into the New Column - STATE field. Enter "5".
42.	Enter the desired information into the New Column - POSTAL field. Enter "6".
43.	Enter the desired information into the New Column - EFF_STATUS field. Enter "7".
44.	Click the OK button.
45.	The Fields are reordered based on the changes you made on the Reorder/Sort panel.
46.	The Heading Text displays the text used for each field (column) on your report. Field titles can be changed using the Edit feature.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB							Hor	<u>ne Wor</u>	<u>klist</u>	Add to Favo	<u>ites Si</u>	<u>an out</u>
Favorites Main Menu > Reporting Tools > Query >	Query M	anage	er					New Wir	ndow He	p Custor	nize Page	
Records Query Expressions Prompts Fie	lds Ci	iteria	На	ving	View SQL Run]						
Query Name: New Unsaved Query	Desci	iptior					2	Feed 👻				
View field properties, or use field as criteria in query stater	ment.					Re	eorder / S	ort				
Fields				Custon	iize Find View All 🗖	📕 🛛 First 🗖	1-7 of 7	Last				
Col Record.Fieldname	<u>Format</u>	<u>Ord</u>	XLAT	<u>Aqq</u>	Heading Text	Add Criteria	Edit	Delete				
1 A.VENDOR_ID - Vendor ID	Char10				Vendor	74	Edit					
2 A.NAME1 - Name 1	Char40				Name	9	Edit	-				
3 AADDRESS1 - Address Line 1	Char55				Address 1	9	Edit	-				
4 A.CITY - City	Char30				City	94	Edit	-				
5 A.STATE - State	Char6				St	9	Edit	-				
6 A.POSTAL - Postal Code	Char12				Postal	9	Edit	-				
7 A.EFF_STATUS - Status as of Effective Date	Char1		N		Status	94	Edit	-				
Save Save As New Query Preferences	Propertie	as F	Publish	as Fe	ed New Union			Return To S	Search			
	1100010	<u></u> .	4011011	4010			_					
1				m								
						🔹 Local intra	net Prote	ected Mode:	Off		€ 100%	-

Step	Action
47.	In this example you will change the VENDOR_ID Heading Text from Vendor to Vendor ID.
	Click the VENDOR_ID Edit button to change the Heading Text (column title).
48.	The system defaults to RFT Short (Record Field Text Short). A RFT Short column title will be up to a 10-character long.
	NOTE: The Heading Text field displays the selected column title. In this example, the column title would display as Vendor since the RFT Short options is selected.
	The RFT Long displays up to a 30-character column title.
	The Text option displays the column title as it is entered in the Heading Text field.
	No Heading will result in the column title being blank.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB	Home Worklist Add	to Favorites Sign of
avorites Main Menu > Reporting Tools > Query > Query Manager		
Areading @ RFT Short Text @ RFT Long Heading % RFT Long Heading % RFT Long Main Menu > RFT Long Count Count	New Window Help	Customize Page 🗐
Vendor ○ Min *Unique Field Name: ○ Max ▲ VENDOR_ID ○ Average		
ne la	6 Local intranet I Protected Moder Off	

Step	Action
49.	Click the RFT Long option.
	© RFI Long
50.	NOTE: The Unique Name Field will always remain as defaulted.
	Click the OK button.
51.	The Heading Text for the VENDOR_ID field has changed from Vendor to Vendor ID.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB							Hor	me <u>Wor</u>	rklist Add to Fa	avorites S	sign out
Favorites Main Menu > Reporting Tools > Query >	Query N	lanage	er								
Records Query Expressions Prompts Fie	lds C	riteria	На	wing	View SQL Run	1		<u>New Wi</u>	ndow Help Cus	tomize Page	
Query Name: New Unsaved Query	Desc	riptior	1:				2	Feed -			
View field properties, or use field as criteria in query state	ment.					R	eorder / S	ort			
Fields				Custon	<u>nize Find </u> View All 🌌	First 🖡	1-7 of 7	Last			
Col Record.Fieldname	<u>Format</u>	<u>Ord</u>	XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete			
1 A.VENDOR_ID - Vendor ID	Char10				Vendor ID	¥	Edit				
2 A.NAME1 - Name 1	Char40				Name	94	Edit	-			
3 A.ADDRESS1 - Address Line 1	Char55				Address 1	9	Edit	-			
4 A.CITY - City	Char30				City	9	Edit				
5 A.STATE - State	Char6				St	9	Edit	-			
6 A.POSTAL - Postal Code	Char12				Postal	94	Edit				
7 A.EFF_STATUS - Status as of Effective Date	Char1		N		Status	8	Edit				
Save Save As New Query Preferences	Properti	<u>es</u> <u>F</u>	Publish	<u>as Fe</u>	ed <u>New Union</u>			Return To	Search		
٢				m							Þ
Done						😭 Local intra	net I Prot	ected Mode:	Off Ga	▼ € 100%	•

Step	Action
52.	Click the NAME1 Edit button.



prites Main Menu > Reporting Tools	> Query > Query Manager		
		New Window	Help Customize Page
t Field Properties			
eld Name: A.NAME1 - Name 1			
eading	Aggregate		
No Heading	None		
© Text © RFT Long	© Sum		
Heading Text:	Count Min		
Name	© Max		
*Unique Field Name:	Average		
A.NAME1			
OK Cancel			

Step	Action
53.	Click the Text option.
54.	Enter the desired information into the Heading Text field. Enter "Vendor Name".
55.	Click the OK button.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB						Hor	me <u>Wor</u>	<u>klist Ad</u>	<u>d to Favorites</u>	Sign out
Favorites Main Menu > Reporting Tools > Query >	Query Mana	ager					New Wi	ndow Help	Customize	Page 📰
Records Query Expressions Prompts Fi	elds Criter	ria Ha	ving	View SQL Run					1	
Query Name: New Unsaved Query	Descripti	ion:				5	Feed -			
View field properties, or use field as criteria in query state	ment.				R	eorder / S	ort			
Fields			Custor	iize Find View All	First K	1-7 of 7	Last			
Col Record.Fieldname	Format Or	d XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete			
1 A.VENDOR_ID - Vendor ID	Char10			Vendor ID	94	Edit	-			
2 A.NAME1 - Name 1	Char40			Vendor Name	94	Edit	-			
3 AADDRESS1 - Address Line 1	Char55			Address 1	9	Edit	-			
4 A.CITY - City	Char30			City	9	Edit	-			
5 A.STATE - State	Char6			St	8	Edit				
6 A.POSTAL - Postal Code	Char12			Postal	9	Edit				
7 A.EFF_STATUS - Status as of Effective Date	Char1	N		Status	8	Edit	-			
Save Save As New Ouery Preferences	Properties	Publish	<u>as Fe</u>	ed New Union		1	Return To :	Search		
•			m		~					,

Step	Action
56.	Click the ADDRESS1 Edit button.



orites Main Menu > Reporting Tools	> Query > Query Manager		
· · · · · · · · · · · · · · · · · · ·		Nev	w Window Help Customize Page
t Field Properties			
eld Name: AADDRESS1 - Address Line 1			
leading	Aggregate		
◎ No Heading	None		
© Text ◎ RFT Long	© Count		
Address 1	O Min		
*Unique Field Name:	© Average		
AADDRESS1			
OK Cancel			

Step	Action
57.	Click the Text option.
58.	Enter the desired information into the Heading Text field. Enter "Address".
59.	Click the OK button.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB Favorites Main Menu > Reporting Tools > Query >	Ouery N	lanad	er				Hor	ne <u>Worl</u>	<u>klist Ad</u>	d to Favori	tes <u>Sig</u> r	n out
Records Query Expressions Prompts Fie	lds C	riteria	На	ving	View SQL Run	1		<u>New Wir</u>	ndow Help	Custom	ize Page	1
Query Name: New Unsaved Query	Desc	riptior	:				5	Feed 👻				
View field properties, or use field as criteria in query stater	ment.					R	eorder / S	ort				
Fields				Custon	iize Find View All 🗖	🔛 🛛 First 🖡	1-7 of 7	Last				
Col Record.Fieldname	Format	<u>Ord</u>	XLAT	<u>Aqq</u>	Heading Text	Add Criteria	Edit	Delete				
1 A.VENDOR_ID - Vendor ID	Char10				Vendor ID	74	Edit					
2 A.NAME1 - Name 1	Char40				Vendor Name	¥.	Edit	-				
3 AADDRESS1 - Address Line 1	Char55				Address	9	Edit	-				
4 A.CITY - City	Char30				City	9	Edit	-				
5 A.STATE - State	Char6				St	94	Edit	-				
6 A.POSTAL - Postal Code	Char12				Postal	%	Edit	-				
7 A.EFF_STATUS - Status as of Effective Date	Char1		N		Status	8	Edit	-				
Save <u>Save As</u> <u>New Oueny</u> <u>Preferences</u>	Properti	<u>es F</u>	Publish	<u>as Fe</u>	ed <u>New Union</u>			Return To S	Search			
4				m								F
Jone						👊 Local intra	anet Prote	ected Mode:	Off	- G -	€ 100%	-

Step	Action
60.	Click the STATE Edit button.



PS9FSWEBDEV12 RCB	<u>Home Worklist Add</u>	to Favorites Sig
nines - Hammerin > Webninin Loop > Grant > Grant Hamata	New Window Help	Customize Page
t Field Properties		
eld Name: A.STATE - State		
leading Aggregate		
No Heading		
Text RFT Long		
Heading Text:		
St O Max		
*Unique Field Name: O Average		
A.STATE		
OK Cancel		

Step	Action
61.	Click the Text option.
62.	Enter the desired information into the Heading Text field. Enter "State".
63.	Click the OK button.



PS9FSTRN 8.51 PS9FSWEBDEV12 RC8 Bome Worklist Add to Favorites Sion out									out		
Records Cuery Expressions Prompts Fields Criteria Having View SOL Run											
Query Name: New Unsaved Query Description:								Feed -			
View field properties, or use field as criteria in query statement.						Re	eorder / S				
Fields		_		Custon	<u>iize Find </u> View All 🗖	📕 🛛 First 🗖	1-7 of 7	Last			
Col Record.Fieldname	<u>Format</u>	<u>Ord</u>	XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete			
1 A.VENDOR_ID - Vendor ID	Char10				Vendor ID	9	Edit	-			
2 A.NAME1 - Name 1	Char40				Vendor Name	9	Edit	-			
3 A.ADDRESS1 - Address Line 1	Char55				Address	9	Edit	-			
4 A.CITY - City	Char30				City	9	Edit	-			
5 A.STATE - State	Char6				State	8	Edit	-			
6 A.POSTAL - Postal Code	Char12				Postal	9	Edit	=			
7 A.EFF_STATUS - Status as of Effective Date	Char1		N		Status	8	Edit	-			
Save <u>Save As</u> <u>New Query</u> Preferences	Properti	<u>es I</u>	Publish	<u>as Fe</u>	ed <u>New Union</u>		1	Return To S	Search		
<u> </u>				m		•					,

Step	Action
64.	You <u>must</u> save your selections prior to running the query. Click the Save As link. Save As
65.	When you save the first time, you will name your query. Any queries you create <u>must</u> be saved as Private queries. If you modify a Public query, and wish to save the changes, it <u>must</u> be saved a Private query.


PS9FSTR	N 8.51					144-145-4			Piere and
PS9FSWEBDEV		Quony Managor			ome	VVOTKIIST	Add to Favori		<u>sign oùt</u>
Enter a name to	o save this query as:	Quelà Hallggel			Ne	w Window	Help Custom	ize Page	
Enter a name to "Query: Description: Folder: 'Query Type: Query Definition OK	Diser Private Cancel								
Done				🗣 Local intranet Pro	otected N	lode: Off		a 1009	6 🔻

Step	Action
66.	Query names <u>must</u> be entered in ALL CAPS. Names can be up to thirty (30) characters long. No spaces or special characters may be used in the name. An underscore can be used to separate words used in the query name. Enter the desired information into the Query field. Enter " VEND_LIST ".
67.	 A Description may be added. The Description is thirty (30) characters long and is not case sensitive. Enter the desired information into the Description field. Enter "VENDOR ADDRESS LIST".
68.	The Folder field is not used. The Query Type is always User. The Owner option defaults as Private and will remain as defaulted so that your query cannot accidentally be saved as a Public query.
69.	 The Query Definition box is used to enter a longer description of the query. The use of Query Definition is optional. You can also enter the date you created your query in the Query Definition box. Enter the desired information into the Query Definition field. Enter "THIS IS A LIST OF VENDOR ADDRESSES".

Training Guide BRF_Financials_Query_9_1



Step	Action
70.	Click the OK button.

PS9FSTRN 8.51 PS9FSWEBDEVI2 RCB	Quant						Hor	ne <u>Work</u>	dist Add	to Favorite	<u>s Sig</u>	in ou
Records Query Expressions Prompts Fie	Ids Cri	iteria	На	ving	View SQL Run			<u>New Win</u>	idow Help	Customiz	e Page	
uery Name: VEND_LIST	Descri	iption:	VEND	OOR A	DDRESS LIST		2	Feed 👻				
iew field properties, or use field as criteria in query state	ment.				ন	Re	order / S	ort				
Ids ol Record Fieldname	Format	Ord V	<u>)</u> TAT	Custom	ize Find View All 124	First	1-7 of 7	Last				
1 AVENDOR ID - Vendor ID	Char10			Mad	Vendor ID	%	Edit					
2 A.NAME1 - Name 1	Char40				Vendor Name	P.	Edit	-				
3 A ADDRESS1 - Address Line 1	Char55				Address	8	Edit					
4 A CITY - City	Char30				City	9	Edit					
5 A STATE - State	Char6				State	8	Edit					
A POSTAL - Postal Code	Char12				Postal	9	Edit					
7 & FEF_STATUS_Status as of Effective Date	Char1	N	1		Status	9	Edit					
Save As New Query Preferences	<u>Propertie</u>	<u>s Put</u>	blish	<u>as Fe</u>	ed <u>New Union</u>			Return To S	Search			
				m								
e						🛍 Local intra	net Prot	ected Mode:	Off	 • • 	100% 🔍	-

Step	Action
71.	The Run tab allows you to preview your query. NOTE: It is recommended the final query be run from the Query Manager than in the Run tab.
	Click the Run tab.
72.	The query results display in HTML format. Data cannot be manipulated in HTML format. You can download the results to an Excel spreadsheet if you wish to make changes to the spreadsheet.
73.	221,149 results have been retrieved for your spreadsheet. The first 100 options display. You can use the arrows to move between pages, or use the Last and First links to view the Last 100 options and return to the First 100 options.
	<i>NOTE: The number of results downloaded into Excel is limited. All 221,149 results will not download into Excel.</i>



5 [esktop - Citrix	online plug-in							
P٥	9FSRPT	8.51				_			
PS9	FSWEB2	DPS					<u>Home</u>	Add to Favorites	
orit	es Main Menu	i > Reporting	Tools > Query > Query Manager						
		· · · · · · · · · · · · · · · · · · ·				New M	/indow He	Ip Customize	Page
(eco	rds Query	Expressions	Prompts Fields Criteria Having	/iew SQL Run					
Viev	/ All Rerun Que	ery Download t	o Excel Download to XML	First	1-1	00 of 221149	E 🗈 Last		
	Vendor ID	Vendor Name	Address	City	State	Postal	Status		
1	NEXT		26297 SEVEN MILE ROAD	ANGIE	LA	70426	A		
2	0000000001		131 ROCLAY	LAFAYETTE	LA	70506	A		
3	STEREOTAXI		4320 FOREST PARK AVENUE	ST LOUIS	MO	63108	A		
4	C102036		3214 BELT LINE ROAD SUITE 440	FARMERS BRANCH	TX	75234	A		
5	960051430		P.O. BOX 417	HAUGHTON	LA	71137	A		
6	800000762		C/O CASHIER'S OFFICE	NEW ORLEANS	LA	70112	1		
7	760094850		441 CUMMINGS ROAD	VA BEACH	VA	23452	A		
8	760050170		2390 W CONGRESS STREET	LAFAYETTE	LA	70506	A		
9	760040470		841 DOLPHIN COURT	KENNER	LA	70065	A		
10	760032710		INACTIVE	NEW ORLEANS	LA	70112	A		
11	760032700		INACTIVE	NEW ORLEANS	LA	70112	A		
12	760032690		INACTIVE	NEW ORLEANS	LA	70119	A		
13	760032680		INACTIVE	MAHWAH	NJ	07430	A		
14	760029570		INACTIVE	BATON ROUGE	LA	70801	A		
15	760029520		INACTIVE	NEW ORLEANS	LA	70118	A		
16	760023970		INACTIVE	METAIRIE	LA	70005	A		
17	760023810		2416 NORTH ATLANTA STREET	METAIRIE	LA	70003	A		
18	760023140		INACTIVE	BATON ROUGE	LA	70816	A		
19	760022580		INACTIVE	DENHAM SPRINGS	LA	70726	A		
20	760022560		INACTIVE	PARADIS	LA	70080	A		
21	760022420		INACTIVE	NEW ORLEANS	LA	70118	A		
22	742052129		ASSIGNEE FOR FLEETWOOD MEDICAL, INC	PASADENA	CA	91189-0305	5 A		
23	720834212		2750 N WESTPORT DR	PORT ALLEN	LA	70767	A		
24	720676264		4400 CYPRESS STREET	WESTMONROE	LA	71291	A		
25	700333800		C/O CELL BIOLOGY & ANATOMY	NEW ORLEANS	LA	70112	1		
				NEW ODLEAND	1.0	70110			

Step	Action
74.	Click the Fields tab.
75.	A value in the XLAT column indicates a Translate Value may be being used. The Translate Value is an abbreviated code for a field's description.
76.	In this example, The EFF_STATUS has a XLAT value of "N". The XLAT column can contain one of the following values:
	 N (None) - Displays in the query results as a single character value and assumes a current date logic (i.e. Effective Date is equal to current date); S (Short) - Displays in the query results as a 10-character value and uses a specified effective date logic (i.e. Effective Date is equal to or less than current date; or L (Long) - Displays in the query results as a 30-character value and uses a specified effective date (i.e. Effective Date is equal to or less than current date).
77.	In this example, the XLAT value is "N", so the value in the column will display as a single letter in your query results: A = Active or I = Inactive.



Ouery Expressions Prompts Fields Criteria Having View SQL Run vMame: TEST_QUERY_010814 Description: VENDOR LIST Sed ~ r/feld properties, or use field as criteria in query statement. Record Field harme Customize Field View All Fill Field Field - Record Field harme Field - Record Field harme Customize Field View All Fill Field Field - Record Field harme Record Field harme Customize Field View All Fill Field Field - Record Field harme Record Field harme Record Field harme Customize Field View All Fill Field Field - Record Field harme Record Field harme Record Field harme Record Field harme Customize Field View All Fill Field Field - Record Field harme Re	ites Main Menu > Reporting Tools > Query	> Query N	lanage	er					H	ome Addito Favorites Sign o
Wame: TEST_QUERY_010814 Description: VENDOR LIST Seed ~ vrfield properties, or use field as criteria in query statement. Reorder / Sort Second Field manne Customize Field (Ver All) Freed 1 - 7 4 7 Last AVENDOR_D- Vendor ID Chart 0 Vendor ID C ddt Edit ANAME1 - Name 1 Chart 0 Vendor Name Edit Edit Address ADDRESS1 - Address Line 1 Char55 Address Edit Edit Address ASTATE - State Chard 0 City Red tedit Edit Address APOSTAL - Postal Code Char1 2 Postal Red tedit Edit Edit Area Save As New Query Preferences Properties New Union Return to Search	ords Query Expressions Prompts I	ields C	riteria	На	wing	View SQL Run			New Wi	indow Help Customize Page 📰
Value Less: Luberry_010814 Description: Vendor ID Reorder Fast Vield properties, or use field as criteria in query statement. Customze [End] Vew All Fest 1: 7: 7: 7: Lest Second/Fieldaame Format Ord XLAT Adag Heading Test A VENDOR_ID - Vendor ID Charl0 Vendor ID R Edit A NAME1 - Name 1 Charl5 Address R Edit A ADDRESS1 - Address Line 1 Charl5 Address R Edit A CTTY - City Charl30 City R Edit A STATE - State Charl6 State R Edit A POSTAL - Postal Code Charl1 N Status R A Edit Image: Save As New Query Preferences Properties New Union		Deer						5	Feed -	
Second Field has criteria in query statement. Customize [Field] View All] Field Field I.T. or of 7 Lat Second Fieldhamme Format Ord XLAT Aga Iteadina Text Add Criteria Edit Image: Second Fieldhamme AVENDOR_ID - Vendor ID Char10 Char10 Vendor ID R Edit Image: Second Fieldhamme ANAME1 - Name 1 Char40 Vendor ID R Edit Image: Second Fieldhamme AADDRESS1 - Address Line 1 Char55 Image: Second Fieldhamme R Edit Image: Second Fieldhamme ACITY - City Char30 Char6 Image: Second Fieldhamme R Edit Image: Second Fieldhamme ASTATE - State Char6 Image: Second Fieldhamme R Edit Image: Second Fieldhamme APOSTAL - Postal Code Char12 Image: Second Fieldhamme R Edit Image: Second Fieldhamme AREF_STATUS - Status as of Effective Date Char1 N Status R Edit Image: Second Fieldhamme Iawe Save As New Query Preferences Properlies New Union Return To Search	g Name. TEST_WOERY_010814	Desc	npuor	C VEN	DORL	181	P	eorder (S	ort	
Constrained Excenting (Fieldhame Field 17 of 7 Last ARecord.Fieldhame Format Yr XLAT And Hadding (Fieldhame) Format Yr Last AVENDOR_ID - Vendor ID Char10 Char10 Vendor ID Yr Edit Image: Char10 ANAME1 - Name 1 Char40 Char40 Vendor ID Yr Edit Image: Char10 AADDRESS1 - Address Line 1 Char55 Image: Char30 Image: Char30 Image: Char30 Edit Image: Char30 ASTATE - State Char6 Image: Char30 Image: C	w field properties, or use field as criteria in query sta Io	tement.				2				
A VENDOR_ID - Vendor ID Charlo Vendor ID R Edit - A NAME1 - Name 1 Char40 Vendor Name R Edit - A ADDRESS1 - Address Line 1 Char55 Address R Edit - A ADDRESS1 - Address Line 1 Char55 Address R Edit - A CITY - City Char30 City R Edit - A STATE - State Char6 I State R Edit - A POSTAL - Postal Code Char1 N Status R Edit - A EFF_STATUS - Status as or Effective Date Char1 N Status R Edit - ave Save As New Query Preferences Properlies New Union Return To Search	Record.Fieldname	Format	<u>Ord</u>	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete	
A AAME1 - Name 1 Char40 Vendor Name R Edit I A ADDRESS1 - Address Line 1 Char55 A Address R Edit I A CDTY - City Char30 City City R Edit I A STATE - State Char6 I State R Edit I A POSTAL - Postal Code Char12 Postal R Edit I A EFF_STATUS - Status as of Effective Date Char1 N Status R Edit I ave Save As New Query Preferences Properlie New Union Reum To Search Reum To Search	A.VENDOR_ID - Vendor ID	Char10				Vendor ID	9	Edit	-	
AADDRESS1 - Address Line 1 Char55 Address R Edit	A.NAME1 - Name 1	Char40				Vendor Name	9	Edit	-	
A CTTY - City Char30 City R Edit Image: City A STATE - State Char6 Image: City State R Edit Image: City A STATE - State Char6 Image: City State R Edit Image: City Im	A.ADDRESS1 - Address Line 1	Char55				Address	9	Edit	-	
A STATE - State Chan6 State Chan6 Edit A POSTAL - Postal Code Char12 Postal Edit A EFF_STATUS - Status as of Effective Date Char1 N Status Char1 Ave Save As New Query Preferences Properlies New Union	A.CITY - City	Char30				City	%	Edit	-	
A POSTAL - Postal Code Charl 2 Postal Edit A EFF_STATUS - Status as of Effective Date Charl N Status Charl Nave Save As New Query Preferences Properties Publish as Feed New Union	A.STATE - State	Char6				State	9	Edit	-	
A EFF_STATUS - Status as of Effective Date Charl N Status Edit 3ave Save As New Query Preferences Properties Publish as Feed New Union	A.POSTAL - Postal Code	Char12				Postal	9	Edit	-	
Save As New Query Preferences Properties Publish as Feed New Union Return To Search	A.EFF_STATUS - Status as of Effective Date	Char1		N		Status	8	Edit	-	
	Save As New Query Preference	s Properti	es F	Publish	as Fe	ed New Union			Return To	Search
		<u> </u>		Gonori						

Step	Action
78.	Click the EFF_STATUS Edit button.
	Edit



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB Favorites Main Menu > Reporting Too	ıls > Query > Query	/ Manager		<u>Home Worklist</u>	Add to Favorites Sign out
Edit Field Properties Field Name: AEFF_STATUS - Status as of Heading No Heading RFT Short Text RFT Long Heading Text: Status 'Unique Field Name: AEFF_STATUS	of Effective Date Aggregate Sum Count Min Max Average	Translate Value None Short Long Effective Date for Short/Long Current Date Field Expression		New Window	<u>iele Customize Pace</u> 🗐
OK Cancel		Add Prompt	<u>Add Field</u>		
Done			💊 Local intranet	Protected Mode: Off	🖓 🔻 🍭 100% 🔻

Step	Action
79.	Click the Translate Value Long option.
80.	The Effective Date for Short/Long defaults as Current Date and will remain as defaulted.
81.	Click the OK button.
82.	The EFF_STATUS row now displays an "L" in the XLAT column. By changing the Translate Value from "N" to "L", the query results will display "Active" instead of an "A", and "Inactive" instead of an "I" in the Status column.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB							Hor	ne <u>Wor</u>	: <u>Klist A</u> q	dd to Favorit		<u>qn out</u>
-avorites Main Menu > Reporting Tools > Query > Q Records Query Expressions Prompts Fie	uery Mana Ids Ci	ger iteria	На	wing	View SQL Run			<u>New Wi</u>	ndow Help	Custom	ize Page	
Query Name: VEND_LIST	Desci	riptior	: VEN	DOR A	DDRESS LIST		2	Feed 👻				
View field properties, or use field as criteria in query stater	ment.					Re	eorder / S	ort				
Fields				Custom	iize Find View All 🗖	🔠 🛛 First 🗖	1-7 of 7	Last				
Col <u>Record.Fieldname</u>	Format	<u>Ord</u>	XLAT	<u>Aqq</u>	Heading Text	Add Criteria	Edit	Delete	(
1 A.VENDOR_ID - Vendor ID	Char10				Vendor ID	74	Edit					
2 A.NAME1 - Name 1	Char40				Vendor Name	74	Edit					
3 AADDRESS1 - Address Line 1	Char55				Address	9	Edit	-				
4 A.CITY - City	Char30				City	9	Edit	-				
5 A.STATE - State	Char6				State	9	Edit	-				
6 A.POSTAL - Postal Code	Char12				Postal	9 <mark>4</mark>	Edit	-				
7 A.EFF_STATUS - Status as of Effective Date	Char1		L		Status	9	Edit	-				
Save Save As New Query Preferences	<u>Properti</u>	<u>es</u> <u>F</u>	Publish	<u>as Fe</u>	ed <u>New Union</u>		1	Return To :	Search			
/ [m								
ine						😘 Local intra	net Prote	ected Mode:	Off		100%	-

Step	Action
83.	Click the Run tab.
84.	The Status for each Vendor has changed from an "A" or "I" to "Active" or "Inactive".



0	es Mairi Meriu >	Distance while a	Task a Querra A Querra Managera				ionie i <u>Add</u>		
• n		. Kepurung	roois > Query > Query Manager						
TO D						New W	indow Help	Customize Pag	8
	iras Query	Expressions	i Prompts Fields Criteria Having Vie	ew sul Run				-	
					_				
/iev	v All Rerun Query	Download to	o Excel Download to XML	First	1-	100 of 221149	🕑 Last		
	Vendor ID Ve	endor Name	Address	City	State	e Postal	Status		
1	NEXT		26297 SEVEN MILE ROAD	ANGIE	LA	70426	Active		
2	0000000001		131 ROCLAY	LAFAYETTE	LA	70506	Active		
3	STEREOTAXI		4320 FOREST PARK AVENUE	ST LOUIS	MO	63108	Active		
4	C102036		3214 BELT LINE ROAD SUITE 440	FARMERS BRANCH	ΤX	75234	Active		
5	960051430		P.O. BOX 417	HAUGHTON	LA	71137	Active		
6	800000762		C/O CASHIER'S OFFICE	NEW ORLEANS	LA	70112	Inactive		
7	760094850		441 CUMMINGS ROAD	VA BEACH	VA	23452	Active		
8	760050170		2390 W CONGRESS STREET	LAFAYETTE	LA	70506	Active		
9	760040470		841 DOLPHIN COURT	KENNER	LA	70065	Active		
10	760032710		INACTIVE	NEW ORLEANS	LA	70112	Active		
11	760032700		INACTIVE	NEW ORLEANS	LA	70112	Active		
12	760032690		INACTIVE	NEW ORLEANS	LA	70119	Active		
13	760032680		INACTIVE	MAHWAH	NJ	07430	Active		
14	760029570		INACTIVE	BATON ROUGE	LA	70801	Active		
15	760029520		INACTIVE	NEW ORLEANS	LA	70118	Active		
16	760023970		INACTIVE	METAIRIE	LA	70005	Active		
17	760023810		2416 NORTH ATLANTA STREET	METAIRIE	LA	70003	Active		
18	760023140		INACTIVE	BATON ROUGE	LA	70816	Active		
19	760022580		INACTIVE	DENHAM SPRINGS	LA	70726	Active		
20	760022560		INACTIVE	PARADIS	LA	70080	Active		
21	760022420		INACTIVE	NEW ORLEANS	LA	70118	Active		
22	742052129		ASSIGNEE FOR FLEETWOOD MEDICAL, INC	PASADENA	CA	91189-0305	Active		
23	720834212		2750 N WESTPORT DR	PORT ALLEN	LA	70767	Active		
24	720676264		4400 CYPRESS STREET	WEST MONROE	LA	71291	Active		
25	700333800		C/O CELL BIOLOGY & ANATOMY	NEW ORLEANS	LA	70112	Inactive		
26	700333440		C/O CASHIER'S OFFICE	NEW ORLEANS	1 A	70119	Inactive		

Step	Action
85.	Click the Fields tab.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB Home Viorkist Add to Favorites Sion out										
Records Query Expressions Prompts Fie	lds Crit	er teria H	laving	View SQL Run			<u>New Wi</u>	ndow Help Customize Page 📰		
Query Name: VEND_LIST	Descrip	ption: VE	NDOR /	ADDRESS LIST		5	Feed 👻			
View field properties, or use field as criteria in query stater	nent.				R	eorder / S	ort			
Fields			Custor	nize Find View All 🗖	First K	1-7 of 7	🕨 Last			
Col Record.Fieldname	Format 0	Ord XLA	I Agg	Heading Text	Add Criteria	Edit	Delete			
1 A.VENDOR_ID - Vendor ID	Char10			Vendor ID	¥	Edit	-			
2 A.NAME1 - Name 1	Char40			Vendor Name	9	Edit	-			
3 AADDRESS1 - Address Line 1	Char55			Address	9	Edit	-			
4 A.CITY - City	Char30			City	9	Edit	-			
5 A.STATE - State	Char6			State	9	Edit	-			
6 A.POSTAL - Postal Code	Char12			Postal	9	Edit	-			
7 A.EFF_STATUS - Status as of Effective Date	Char1	L		Status	8	Edit	-			
Save Save As New Query Preferences	Properties	<u>s Publis</u>	<u>h as Fe</u>	<u>ed New Union</u>		1	Return To 5	Search		
K Done			m		🚯 Local intra	inet Prot	acted Mode	Off @ + @ 100% +		

Step	Action
86.	Just as you can Reorder the order in which fields (columns) display in your results, you can also Sort the data results for multiple fields.
	Click the Reorder/Sort button. Reorder / Sort
87.	Currently your results display by Vendor ID in ascending order.
	In this example, you will sort results by State and then by City. You will enter a "1" into the New Order box to the right of the State field, and a "2" into the New Order box for City.
	By making these changes, your results will sort first by Vendor Name in ascending order. If there is more than one Vendor with the same name, then the results will sort by City in ascending order.
88.	If you wish to sort your results in descending order, check the box in the Descending checkbox for the desired field. If Descending is selected, the D1 will display in the Ord column on the Field tab to denote results will display in descending order.



PS9FSWEBD	KIN 8.51								
	DEV12 RCB					Home	Worklist	Add to Favorite	s Sign out
Favorites Main	Menu > Reporting Tools > Query	> Query Manager							
							New Window	Help Customi	<u>e Page</u> 📖
Edit Field On	dering								
Reorder colun	nns by entering column numbers on ti	e left. Columns left blank or	assigned a	0 will be auto	omatically				
the field blank	or enter a 0.	rentening numbers on the hy	nic rorem	ove all order t	ly number, reave				
Edit Field Orde	ring	Customize Find View A	ալքալ՝	First 🗹 1-	7 of 7 💵 Last				
New Column	Column Record.Fieldname		Order By	Descending	New Order By				
	1 A.VENDOR_ID - Vendor ID								
	2 A.NAME1 - Name 1								
	3 A.ADDRESS1 - Address Lin	e 1							
	4 A.CITY - City								
	5 A.STATE - State								
	6 A.POSTAL - Postal Code								
	7 A.EFF STATUS - Status as	of Effective Date							
<u></u>	Cancel								

Step	Action
89.	Enter the desired information into the EFF_STATUS - New Order By field. Enter "1".
90.	Click the OK button.
91.	The Ord column now displays a "1" for the EFF_STATUS field. You query results will now sort by whether the vendor is Active or Inactive.



PS9FSTRN 8.51 PS9FSWEBDEV12 RCB	iery Mana	ner					Hor	<u>ne Wor</u>	rklist Add to Favorites Sign out
Records Query Expressions Prompts Field	ds C	riteria	На	ving	View SQL Run			<u>New Wi</u>	indow Help Customize Page 📰
Query Name: VEND_LIST	Desc	riptior	I: VEN	DOR A	DDRESS LIST		5	Feed -	
View field properties, or use field as criteria in query stater	nent.					Re	eorder / S	ort	
Fields				Custor	ize Find View All 🗖	First	1-7 of 7	Last	
Col Record.Fieldname	<u>Format</u>	<u>Ord</u>	XLAT	<u>Aqq</u>	Heading Text	Add Criteria	Edit	Delete	
1 A.VENDOR_ID - Vendor ID	Char10				Vendor ID	74	Edit		
2 A.NAME1 - Name 1	Char40				Vendor Name	94	Edit	-	
3 AADDRESS1 - Address Line 1	Char55				Address	8	Edit	-	
4 A.CITY - City	Char30				City	9	Edit	-	
5 A.STATE - State	Char6				State	94	Edit	-	
6 A.POSTAL - Postal Code	Char12				Postal	9	Edit	-	
7 A.EFF_STATUS - Status as of Effective Date	Char1	1	L		Status	8	Edit	-	
Save Save As New Query Preferences	<u>Properti</u>	<u>es [</u>	Publish	<u>as Fe</u>	ed New Union		1	Return To :	Search
•		_		m		~			

Step	Action
92.	Click the Save button.
93.	Click the Return To Search button. Return To Search



				Home Work	ist Add to Favorites Sinn out
Favorites Main Menu > Reporting Tools > Q	uery > Query Man	ager		10110	
Ť Ť Ť	¥			New Wine	dow Help Customize Page 📰
Query Manager					
Enter any information you have and click Search. Le	ave fields blank for a	list of all values.			
Find an Existing Query Create New Que	ery				
*Search By: Query Name	 begins with 				
Search Advanced Search					
Find an Existing Query 1. Create New Q	100				
Find an Existing duely Create New Q	uery				
Done			🚱 Loca	intranet Protected Mode: ()ff 🕼 ▾ 🖲 100% ▾

Step	Action
94.	Enter the desired information into the Search By field. Enter " VEND ".
95.	Click the Search button. Search
96.	Once all changes have been made to your query, you will run your query from the Query Manager page.
	Any private queries associated with your user id will display first in your search results.
	Click the VEND_LIST HTML link.



😇 PS i	Desktop - Citrix	online plug-in					_ 8 ×
🖉 htt	ps://ps9fs.lsuh	sc.edu/psc/fsrpt_3/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PRIVATE.LI	IST_VENDORS - Windows Inter	net Exp	lorer		_ 8 ×
9	🕥 🗢 🙋 https	://ps9fs. lsuhsc.edu /psc/fsrpt_3/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PRIVATE.L	IST_VE 🔽 🔒 😔 🍫 🗙	P Bin	9		P -
File	Edit View Fa	vorites Tools Help					
🔶 Fa	vorites 🏾 🏉 ht	tps://ps9fs.lsuhsc.edu/psc/fsrpt_3/EMPLOYEE/ERP/	6	• 🔊 ·	- 🚍 -	Page 👻 Safety	🔹 Tools 🔹 🔞 🔹 🎇
1.161							
LI5	VENDOR:	- VENDOR ADDRESS LIST					
Do	wnload resu	Its in : Excel SpreadSheet CSV Text File XML File (88901 kb)					
View	2 All			rst 🗖 1	-100 of 22114	19 🖬 Last	
	Needed ID	Adda	01.	01-1	Dental	Otatura	
4	Vendor ID	Vendor Name Address	City	State	74400	Status	
1	5865496	0917 LINE AVE	SHREVEPURI	LA	71106	Active	
2	5850971	DADU NW 3310 AVE	FILAUDERDALE	FL	33309	Active	
3	522072036	PU BUX 9188	GATTHERSBURG	IND LA	20898-9188	Active	
4	470868936	4808 PAGE DR		LA	20003	Active	
5	440446100		ORLANDO	FL	32886-3094	Active	
5	4404294	120 PEACHTREE CIRCLE NE	ATLANTA	GA	30309	Active	
/	440412800	200 COMPASS CIRCLE	NURTHKINGSTUWN	RI	02852	Active	
8	440411500	P O BOX 6900	CARROLLION NEW ORLEANS	1X	70400 4000	Active	
9	440248800		NEW ORLEANS	LA	70130-4386	Active	
10	436117258	2624 OAKFOREST BLVD	MARRERU	LA	70072	Active	
11	434553718	6311 RIVERBEND LAKES DRIVE	BATUN RUUGE	LA	70820	Active	
12	434459597	44163 WEDGEWOOD COURT	HAMMOND	LA	70403	Active	
13	434060915	2137 SAUVAGE ST	MARRERO	LA	70072	Active	
14	412102104	200 N MORGAN AVE	BROUSSARD	LA	70518	Active	
15	363993392	675 HEATHROW DRIVE	UNCLONSHIRE	IL	60069	Active	
16	331131169	ATTN: LYNNE KINNEY	NEW ORLEANS	LA	70112	Active	
1/	201358787	123 main	BATON ROUGE	LA	70806	Active	
18	200230754	INACTIVE - SEE COMMENTS	AMARILLO	1X	79121	Active	
19	134261182	315 MAGAZINE STREET	NEW ORLEANS	LA	70130	Active	
20	133026534	1620 OCEAN AVE UNIT #3	BOHEMIA	NY	11716	Active	
21	042808709	54A WEST DANE ST	BEVERLY	MA	01915	Active	
22	0000037572	2444 W 16TH ST	CHICAGO	IL	60608	Active	
23	0000037571	4104 OLD JEANERETTE ROAD	NEW IBERIA	LA	70563	Active	
24	0000037570	DBA VIDMAR/STANLEY STORAGE &WORKSPACE SYSTEMS	PITTSBURGH	PA	15251	Active	-
07	0000007670		Contraction Contraction	et Prote	acted Mode: Off	A . Al	• • 100% •

Step	Action
97.	You can download your results into an Excel spreadsheet if you wish to manipulate your query results.
	Excel SpreadSheet
98.	NOTE: A message displays in red on Line 1 stating the query results are too large and not all results were downloaded.



😨 PS	i Desktop - Cil	rix online plug-in									_ 8 ×		
0.	1 🖬 🤊 - 1	(ч ≁) ∓				Microsoft Excel					_ = ×		
	Home	Insert Page I	Layout For	mulas Data	Review	View Add-Ins					0		
Pas	te 🕜 B	I Unicode № * 10	• A * () • A •	= = <mark>=</mark> »·· = = = # #		Text *	Conditional Formatting •	Format Cell as Table * Styles *	G™ Insert ▼ S™ Delete ▼ Delete ▼	Σ *	2		
Clipb	ioard 🗣	Font	G	Alignment	Gi	Number 🕫		Styles	Cells	Editing			
	A1	- (>	<i>f</i> ∗ ∨end	OR ADDRESS LIST							2		
-	[Read-Only] [0	ompatibility Mode]									- = x]		
	A		В			С			D				
1	VENDOR A	DI 221149 :Que	ery Result Set	too Large. (60,646)	Result o	f 'SQL Fetch' is over the	maximum re	esult size specifie	d for the applic	ation server. Modify	/ your		
2	Vendor ID	Vendor Nar	ne		Addre	ess		City			St		
З	5865496				6917	LINE AVE		SHREVEPO	DRT		LA		
3 5865496 691 4 5850971 540			5450	NW 33rd Ave		FT LAUDER	RDALE		FL				
5	522072036				PO B	OX 9188		GAITHERS	BURG		ME		
6	470868936				4808	PAGE DR		METAIRIE	METAIRIE				
7	440446100				POE	3OX 863094		ORLANDO	ORLANDO				
8	4404294				120 P	EACHTREE CIRCLE NE		ATLANTA			GA		
9	440412800				200 C	OMPASS CIRCLE		NORTH KIN					
10	440411500				POE	30X 6900		CARROLLT	UARROLLTON NEW ORLEANS				
11	440248800				1331	PRYTANIA ST		NEW ORLE	NEW ORLEANS				
12	436117258				2624	UAKFUREST BLVD		MARRERO	DATON BOUGE				
13	434003718				03111	RIVERBEND LAKES DF	ave.	BATON RO	BATON ROUGE				
14	404409097				94103	CALIVAGE CT		MARRERO	HAMMOND				
16	412102104				2107 S	MORGAN AVE		BROUSSA	20				
17	363993392				675 H	EATHBOW DRIVE		LINCLONSE	IRE				
18	331131169				ATTN	: LYNNE KINNEY		NEW OBLE	ANS		LA		
19	10 201358787			123 m	ain		BATON RO	UGE		LA			
20	20 200230754			INACT	TIVE - SEE COMMENTS	3	AMARILLO			TX			
21	21 134261182 3			315 M	AGAZINE STREET		NEW ORLE	NEW ORLEANS					
22 133026534 16			1620	OCEAN AVE UNIT #3		BOHEMIA	BOHEMIA						
23	042808709				54A V	VEST DANE ST		BEVERLY			MA		
24	0000037572				2444 1	W 16TH ST		CHICAGO			IL		
25	0000037571				4104	OLD JEANERETTE RO	۹D	NEW IBERI	A		LA		
26	0000037570				DBA	VIDMAR/STANLEY STO	RAGE &WO	RKSIPITTSBURG	ЭН		PA		
Read	ly									100% 😑 — 🛡	+		

Step	Action
99.	Click the Close button.

PS	Desktop - Citrix	online plug-in								-	. 8
htt	ps://ps9fs.lsuhs	sc.edu/psc/fsrpt	=_3/EMPLOYEE/ERP/q/?ICAction=ICQry	iameURL=PRIVATE.LIST_VE	NDORS - Windows Inter	met Exp	orer				. 6
K	🕑 🗢 🙋 https	://ps9fs.lsuhsc.ed	u/psc/fsrpt_3/EMPLOYEE/ERP/q/?ICAction=IC0	QryNameURL=PRIVATE.LIST_VE	🗖 🔒 🗟 🍫 🗙	P Bing	1				2
е	Edit View Fa	vorites Tools	Help								
- EA	vorites 🤏 br	too://pc9fc.leubec	adulors/front 3/EMPLOVEE/EDP/		~	• 🔊 •		age + Sa	efety + 1	fools 🕶	0
		cps//pssis.isdiisc.	edd/psc/rsipt_o/chireOrtec/ckr/		E.		u		,		
.IS	T VENDORS	- VENDOR A	DDRESS LIST								
D	wnload resu	ults in : Excel a	spreadSheet CSV Text File XMI File	(88901 kb)							
		<u></u>				inet a 1	100 07 22114	0 III Loci			
viev	V All	,	,		,		-100 01 22114	5 🕞 Lasi			
	Vendor ID	Vendor Name	Address		City	State	Postal	Status			
1	5865496		6917 LINE AVE		SHREVEPORT	LA	71106	Active			
2	5850971		5450 NW 33rd Ave		FT LAUDERDALE	FL	33309	Active			
3	522072036		P0 B0X 9188		GAITHERSBURG	MD	20898-9188	Active			
4	470868936		4808 PAGE DR		METAIRIE	LA	70003	Active			
5	440446100		P 0 BOX 863094		ORLANDO	FL	32886-3094	Active			
6	4404294		120 PEACHTREE CIRCLE NE		ATLANTA	GA	30309	Active			
7	440412800		200 COMPASS CIRCLE		NORTH KINGSTOWN	RI	02852	Active			
3	440411500		P 0 BOX 6900		CARROLLTON	TX	75011	Active			
3	440248800		1331 PRYTANIA ST		NEW ORLEANS	LA	70130-4386	Active			
10	436117258		2624 OAKFOREST BLVD		MARRERO	LA	70072	Active			
11	434553718		6311 RIVERBEND LAKES DRIVE		BATON ROUGE	LA	70820	Active			
2	434459597		44163 WEDGEWOOD COURT		HAMMOND	LA	70403	Active			
13	434060915		2137 SAUVAGE ST		MARRERO	LA	70072	Active			
14	412102104		200 N MORGAN AVE		BROUSSARD	LA	70518	Active			
15	363993392		675 HEATHROW DRIVE		UNCLONSHIRE	IL	60069	Active			
16	331131169		ATTN: LYNNE KINNEY		NEW ORLEANS	LA	70112	Active			
17	201358787		123 main		BATON ROUGE	LA	70806	Active			
18	200230754		INACTIVE - SEE COMMENTS		AMARILLO	TX	79121	Active			
19	134261182		315 MAGAZINE STREET		NEW ORLEANS	LA	70130	Active			
20	133026534		1620 OCEAN AVE UNIT #3		BOHEMIA	NY	11716	Active			
21	042808709		54A WEST DANE ST		BEVERLY	MA	01915	Active			
22	0000037572		2444 W 16TH ST		CHICAGO	IL	60608	Active			
23	0000037571		4104 OLD JEANERETTE ROAD		NEW IBERIA	LA	70563	Active			
24	0000037570		DBA VIDMAR/STANLEY STORAGE &WO	RKSPACE SYSTEMS	PITTSBURGH	PA	15251	Active			
	0000007770		4000 OTAKE DV DOME		NICLAS DOUTAINS	OT	00070	0.41			

Training Guide BRF_Financials_Query_9_1



Step	Action
100.	Click the Close button.

PS9	SWEBDEV12 RCB							lome	Worklist	Add to Favorites	<u>Si</u>	qn o
avorice	s Main Meriu > Reporting Tools > C	Query > Query Manager						N	ew Window I	Heln Customize	Page I	-
											1 440	
uery	Manager											
iter an	v information you have and click Search.	Leave fields blank for a list of all v	alues.									
	Find an Existing Query Create Ne	<u>w Query</u>										
	*Search By: Query Name	 begins with 	VEND				7					
Se	arch Advanced Search	begins war										
Searc	ch Results											
	*Folder View: All Folders	•										
Ch	eck All Uncheck All			- Cho	050		G	0				
				Action: One	1.			• • •	D			
Select	Query Name	Descr	Owner	Eolder	Edit	Run to	Run to	Run to	Schedule	1		
			Drivete		Edit	HTML	Excel	XML	Cabadula			
	VEND_LIST	VENDOR ADDRESS LIST	Private		Edit		Excel	VML	Schedule			
	VENDOR ADD SEO		Public				Excel	VML	Schedule			
	VENDORS_RU		Public		Edit		Excel	VML	Schedule			
	VENDORS MISSING MATCH RULES		Public		Edit	HTML	Excel	XMI	Schedule			
	VENDORS SEB N SEHI	SEB & SEHI Certified Vendors	Public		Edit	HTML	Excel	XML	Schedule			
	VENDORS W AREA CODE CHANGE		Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR_BY_AGENCY		Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR_COMM_LIST	Vendor Group Quote by Vndr ID.	Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR_COMM_LIST_2	Vendor Group Quote by Vndr ID.	Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR ENTERED BY		Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR_ENTERED_BT					1.075.01	Event	VHI	Schedule		1	
	VENDOR_ENTERED_BY		Public		Edit	HIML	Excel	VIIIL	Concurre		1	
	VENDOR_FAX_NUMB VENDOR_FAX_NUMB_1		Public Public		Edit Edit		Excel	XML	Schedule			

Step	Action
101.	The VENDOR_LIST query can be added to My Favorite Queries for easy access in the future.
	Click the Checkbox to select the VENDOR_LIST option.



PS PS9	9FSTRN 8.51						tome	Worklist Ad	d to Favorites	Sian (out
Favorite	s Main Menu > Reporting Tools > Q	uery > Query Manager									
Ť	Ť	•					Ne	w Window Help	Customize	Page 🖬	
Query	Manager										
Enter an	y information you have and click Search.	Leave fields blank for a list of all v	alues.								
	Find an Existing Query Create Net	w Query									
	*Search By: Query Name	 begins with 	VEND								
Se	arch Advanced Search										
Sear	ch Results										
	*Folder View: All Folders	•									
Ch	eck All Uncheck All		*Acti	Choose	- 1	- G	0				=
Querv			Custo	mize Find \/ie		Eir	et 🚺 1.17	of 15 🕨 Last			
Select	Query Name	Descr	Owner Folde	er Edit	Run to HTML	Run to Excel	Run to XML	Schedule			
V	VEND_LIST	VENDOR ADDRESS LIST	Private	Edit	HTML	Excel	XML	Schedule			
	VENDOR		Public	Edit	HTML	Excel	XML	Schedule			
	VENDORS_ADD_SEQ		Public	Edit	HTML	Excel	XML	Schedule			
	VENDORS_BU		Public	Edit	HTML	Excel	<u>XML</u>	Schedule			
	VENDORS_MISSING_MATCH_RULES		Public	Edit	HTML	Excel	XML	Schedule			
	VENDORS_SEB_N_SEHI	SEB & SEHI Certified Vendors	Public	Edit	HTML	Excel	<u>XML</u>	Schedule			
	VENDORS_W_AREA_CODE_CHANGE		Public	Edit	HTML	Excel	XML	Schedule			
	VENDOR_BY_AGENCY		Public	Edit	HTML	Excel	XML	Schedule			
	VENDOR_COMM_LIST	Vendor Group Quote by Vndr ID.	Public	Edit	HTML	Excel	XML	Schedule			
	VENDOR_COMM_LIST_2	Vendor Group Quote by Vndr ID.	Public	Edit	HTML	Excel	XML	Schedule			
	VENDOR_ENTERED_BY		Public	Edit	HTML	Excel	XML	Schedule			
	VENDOR_FAX_NUMB		Public	Edit	HTML	Excel	XML	Schedule			
	VENDOR_FAX_NUMB_1		Public	Edit	HTML	Excel	XML	Schedule			-
		DROMBT FOR VENDOR CHORT			A. 1			1- d 0%		● 100% -	

Step	Action
102.	Click the button to the right of the Action field.



PS	9FSTR	N 8.51												
PS9	FSWEBDE	V12 RCB								Home	<u>Worklist</u>	Add to Favori	tes Sign	out
Favorite	es Main M	enu > Reporting Tools > Q	Query > Query Manager											
										<u>N</u> (ew Window	Help Custom	ize Page	^
Querv	Manage	r												
Enter an	ny informatio	on you have and click Search.	Leave fields blank for a list of all va	lues.										
	Find a	an Existing Query Create Nev	w Query											
	*Search	n By: Query Name	 begins with 	VEND					7					
Se	arch	Advanced Search												
Searc	ch Result	ts												
		All Californi												
	*Folder	View: All Folders	•											
Ch	neck All	Uncheck All			*Action:	Cho	ose	•	G	0				Ξ
Query	1				Customi:	Cho Add to	ose Favori	tes	Fir	st 🚺 1-18	5 of 15 🗖 Las	t		
Select	t Query Nar	ne	<u>Descr</u>	<u>Owner</u>	Folder	Copy t Delete	o Usei Seler	ted	<u>Run to</u> Excel	Run to XML	Schedule			
	VEND_LIS	ST	VENDOR ADDRESS LIST	Private		Move t	o Fold	er	Excel	XML	Schedule			
	VENDOR			Public	L	Renar	ne Sel Edit	HTML	Excel	XML	Schedule			
	VENDORS	S_ADD_SEQ		Public			Edit	HTML	Excel	XML	Schedule			
	VENDORS	S_BU		Public			Edit	HTML	Excel	XML	Schedule			
	VENDORS	S_MISSING_MATCH_RULES		Public			Edit	HTML	Excel	XML	Schedule			
	VENDORS	S_SEB_N_SEHI	SEB & SEHI Certified Vendors	Public			Edit	HTML	Excel	XML	Schedule			
	VENDORS	S_W_AREA_CODE_CHANGE		Public			Edit	HTML	Excel	XML	Schedule			
	VENDOR_	BY_AGENCY		Public			Edit	HTML	Excel	XML	Schedule			
	VENDOR	_COMM_LIST	Vendor Group Quote by Vndr ID.	Public			Edit	HTML	Excel	<u>XML</u>	Schedule			
	VENDOR_	_COMM_LIST_2	Vendor Group Quote by Vndr ID.	Public			Edit	HTML	Excel	XML	Schedule			
	VENDOR	_ENTERED_BY		Public			Edit	HTML	Excel	XML	Schedule			
	VENDOR_	FAX_NUMB		Public			Edit	HTML	Excel	XML	Schedule			
	VENDOR_	FAX_NUMB_1		Public			Edit	HTML	Excel	XML	Schedule			
			PROMPT FOR VENDOR CHOPT		ə 🗌		6	Localin	tranet D	notected !	Mode: Off	6-	100%	

Step	Action
103.	Click the Add to Favorites option.
	<i>NOTE: Your security permissions will determine the options available in the Action list.</i> Add to Favorites



PS9E							-	Home	Worklist Ad	ld to Favorites	Sian (out
Favorites	Main Menu > Reporting Tools > Q	uery > Query Manager					_					
Ť	· · · ·	•						Ne	w Window Help	Customize	Page 📰	^
Query I	Manager											
Enter any	information you have and click Search.	Leave fields blank for a list of all v	alues.									
	Find an Existing Query Create Nev	w Query										
	*Search By: Query Name	 begins with 	VEND									
Sea	arch Advanced Search											
Searc	h Results											
	*Folder View: All Folders	•										
Che	eck All Uncheck All			*Action: Add	o Favo	rites	-	0				Ε
Query				Customize Fine	d View		Fir	st 🚺 1-15	of 15 🚺 Last			
Select	Query Name	Descr	Owner	Folder	<u>Edit</u>	Run to HTML	Run to Excel	Run to XML	Schedule			
	VEND_LIST	VENDOR ADDRESS LIST	Private		Edit	HTML	Excel	XML	Schedule			
	VENDOR		Public		Edit	HTML	Excel	XML	Schedule			
	VENDORS_ADD_SEQ		Public		Edit	HTML	Excel	XML	Schedule			
	VENDORS_BU		Public		Edit	HTML	Excel	<u>XML</u>	Schedule			
	VENDORS_MISSING_MATCH_RULES		Public		Edit	HTML	Excel	XML	Schedule			
	VENDORS_SEB_N_SEHI	SEB & SEHI Certified Vendors	Public		Edit	HTML	Excel	<u>XML</u>	Schedule			
	VENDORS_W_AREA_CODE_CHANGE		Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR_BY_AGENCY		Public		Edit	HTML	Excel	<u>XML</u>	Schedule			
	VENDOR_COMM_LIST	Vendor Group Quote by Vndr ID.	Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR_COMM_LIST_2	Vendor Group Quote by Vndr ID.	Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR_ENTERED_BY		Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR_FAX_NUMB		Public		Edit	HTML	Excel	XML	Schedule			
	VENDOR_FAX_NUMB_1		Public		Edit	HTML	Excel	XML	Schedule			
		BROWRT FOR VENDOR CHORT		T	•	localin	tranet I P	rotected N	Ande: Off		€ 100% ·	•

Step	Action
104.	Click the Go button.
105.	Your query is added to My Favorite Queries and displaces at the bottom of the page. When you next navigate to Query, the My Favorite Queries section will display automatically on the Query Manager Search page. You will not need to use the Search By option to run this query in the future.
106.	This completes <i>Create and Format a Query</i> . End of Procedure.

Exercise 4

Create a Query Using Criteria Components

Procedure

In this topic you will learn how to Create a Query Using Criteria Components.



rices	Main Menu		
onalize	Search Menu:		He
		° .	
	Co. A security Develop	_	
	Accounts Payable		
	Accounts Receivable		
	Allocations	1	
	Asset Management		
	Background Processes	1	
	Banking	1	
	Billing		
	Cash Management		
	Commitment Control		
	Cost Accounting		
	Customer Contracts		
	Customers		
	Development Utilities	· ·	
	Enterprise Components		
	General Ledger		
	Grants		
	Inventory		
	🗀 Items		
	LSU Processes	F	
	PeopleTools	F	
	Procurement Contracts	F	
	Project Costing	- F	
	Purchasing	- F	
	Reporting Tools	- F	
	SCM Integrations	F	
	Set Up Financials/Supply Chain		
	Tree Manager		
	🗀 Vendors		
	🗀 Worklist		
	My Personalizations		

Step	Action
1.	Select the Main Menu link then click the Reporting Tools menu.
	Reporting Tools
2.	Click the Query menu.
	Carl Query
3.	Click the Query Manager link.
	Query Manager



PS9FSTST _{8.51}				
PS9FSWEBDEV11 RCB	Home	Worklist	Add to Favorit	<u>es Siq</u>
vorites Main Menu > Reporting Tools > Query > Query Manager			Lucia Locations	
		New Window	Help Custom	<u>ze Paqe</u> E
uery Manager				
ter 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				
Search Advanced Search				
Find on Evinting Overst J. Overste New Overst				
Find an Existing duely Create New Quely				

Step	Action
4.	Click the Create New Query link. Create New Query
5.	Defining Criteria allows you to:1. Reduce the number of rows of data returned in your results, and2. Retrieve only the data you need at the time the query runs.
6.	In this exercise, you will create a query listing Average Gross Vouchers for the time period 11/01/2013 through 11/30/2013. The following Criteria will be applied: 1. Business Unit constant; 2. Invoice Date between 11/01/2013 and 11/30/2013; and 3. Post Status AP of Posted.



	Home Workliet Add to Favorites Siao out
Favorites Main Menu > Reporting Tools > Query > Query Manager	Tione Violaist Add to Pavontes Sign out
Records Query Expressions Prompts Fields Criteria Having View SQL Run	<u>New Window Help Customize Page 📰</u>
Query Name: New Unsaved Query Description:	S Feed -
Find an Existing Record	
*Search By: Record Name begins with	
Search Advanced Search	
Save Save As New Query Preferences Properties Publish as Feed New Union	Return To Search
4 [Þ
Done 😪 Local intran	et Protected Mode: Off 🛛 🖓 👻 🔍 100% 💌

Step	Action
7.	Enter the desired information into the begins with field. Enter " VOUCHER ".
8.	Click the Search button.
9.	You are interested in retrieving data on AP vouchers, so the VOUCHER_AP option will be selected. Click the Add Record link. Add Record



PS9FSTST.	
PS9FSWEBDEV11 RCB Home Workist Add to F	avorites Sign out
ravojites main menu > Reporting Tools > Query > Query manager	
New Window Help Cu:	stomize Page
Records Query Expressions Prompts Fields Criteria Having View SQL Run	
E Food -	
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 2ϕ	-
additional records by clicking the records tab. When finished click the fields tab.	-
Chosen Records	
Alias Record	
A VOUCHER - AP Voucher Header Table	
Check All Uncheck All	
Fields Find View 200 First M 1-50 of 251 M Last	
📄 📴 BUSINESS_UNIT - Business Unit	
📄 🄛 VOUCHER_ID - Voucher ID 🔗	
VOUCHER_STYLE - Voucher Style %	
INVOICE_ID - Invoice Number	
ERS_INV_SEQ ERS Invoice Sequence 94	
INVOICE_DT - Invoice Date	
VENDOR_SETID - Vendor SetID	
VENDOR_ID - Vendor ID	
VNDR_LOC - Vendor Location %	
ADDRESS_SEQ_NUM - Address Sequence Number %	
GRP_AP_ID - Control Group ID %	
🔲 ORIGIN - Origin 😚	
OPRID - User ID %	
VCHR_TTL_LINES - Lines Entered	
CLOSE_STATUS - Close Status Indicator	
ENTRY_STATUS - Entry Status	
ACCOUNTING_DT - Accounting Date	
POST_VOUCHER - Post Voucher Now %	
POST_STATUS_AP - Post Status	
PROCESS_INSTANCE - Process Instance %	
Done Que Local intranet Protected Mode: Off	a ▼ € 100% ▼

Step	Action
10.	You are transferred to the Query tab.
	Select a field by clicking the checkbox to the left of the Field Name.
	Click the BUSINESS_UNIT field.
11.	Click the VOUCHER_ID field
12.	Click the INVOICE_DT field.
13.	Click the OPRID field.
14.	Click the POST_STATUS_AP and the GROSS_AMT fields.
15.	Click the Fields tab.
16.	You can return to the Query tab to add or delete field.
	Fields may be deleted on the Fields tab by clicking the Delete button (-). However, fields cannot be added on the Fields tab.



Records Ouery Description: Image: Feed = Contention of the Con	PS9FSTST8.51 PS9FSWEBDEV11 RCB Favorites Main Menu > Reporting Tools > Query >	Query Ma	inager					Home	<u>2 Work</u>	<u>iist Add</u>	to Favorites	Sign ou
der meine wurden zum eine der meine in geuter statentent Excertantial aus citteria in geuter statentent Stedenstellt der	Records Query Expressions Prompts Fie	lds Crit	teria	Hav	ing	View SQL Run			New Win	dow Help	<u>Customize</u>	Page 📰
Recurr Justice of Substrate Recurr Justice of Substrate Condexcord Find I very All PI First Pice of Substrate Add Criteria Edit Condexcord Find I very All PI First Pice of Substrate Add Criteria Edit Condexcord Find I very All PI First Pice of Substrate A dod Criteria Edit Condexcord Find I very All PI First Pice of Substrate 1 ABUSINESS_UNIT - Business Unit Charls Voucher R Edit Condextrate 2 A VOUCHER_ID - Voucher ID Charls Voucher R Edit Condextrate Condextrate 4 AOPRID - User ID Charls N Status R Edit Condextrate Condextrate Condextrate 5 APOST_STATUS_AP - Post Status Charl N Status R Edit Condextrate	Query Name: New Unsaved Query	Descri	ption:					ि F	eed -			
Guttomze Fad View Al Al II Frst I de of II Last Cal Becard Fieldname Farmat Ord XLAT Adag Medding Text Add Criteria Edit Delete 1 ABUSINESS_UNIT - Business Unit Char3 Voucher R Edit Image: Colspan="2">Construction of the second	View field properties, or use field as criteria in query stater	ment.					Re	order / So	rt			
Coll Record Fieldmanne Format Ord XLAT Adg Record Fieldmanne Edit Delete 1 ABUSINESS_UNIT - Business Unit Char5 Unit ? Edit - 2 AVOUCHER_ID - Voucher ID Char3 Voucher ? Edit - 3 AINVOICE_DT - Invoice Date Date ? Edit - - 4 AOPT.JUS_AP - Post Status Char1 N Status ? Edit - 6 A GROSS_ANT - Gross Invoice Amount SNm25.3 Gross Amt ? Edit - Save Save As New Query Preferences Properties Publish as Feed New Union Return To Search	Fields			<u></u>	ustomiz	e Find View All 🗖	First 🚺	1-6 of 6	Last			
1 ABUSINESS_UNIT - Business Unit Char5 Unit 74 Edit - 2 AVOUCHER_ID - Voucher ID Char3 Voucher 74 Edit - 3 AINVOICE_DT - Invoice Date Date Date 74 Edit - 4 A.OPRID - User ID Char30 User 74 Edit - 5 APOST_STATUS_AP - Post Status Char1 N Status 74 Edit - 6 A GROSS_AMT - Gross Invoice Amount SNm25.3 Gross Amt 76 Edit - Save Save As New Query Preferences Properties Publish as Feed New Union Return To Search	Col Record.Fieldname	Format	<u>Ord</u>	<u>XLAT</u>	<u>Aqq</u>	<u>Heading Text</u>	Add Criteria	Edit	Delete			
2 AVOUCHER_ID Char3 Voucher Voucher Edit 3 AINVOICE_DT-Invoice Date Date Date R Edit 4 AOPRID - User ID Char30 User R Edit 5 APOST_STATUS_AP - Post Status Char1 N Status R Edit 6 AGROSS_AMT - Gross Invoice Amount SNm25.3 Gross Amt R Edit Save Save As New Query Preferences Properties Publish as Feed New Union Return To Search	1 A.BUSINESS_UNIT - Business Unit	Char5				Unit	74	Edit				
3 AINVOICE_DT - Invoice Date Date Pate Pate <td>2 A.VOUCHER_ID - Voucher ID</td> <td>Char8</td> <td></td> <td></td> <td></td> <td>Voucher</td> <td>¥.</td> <td>Edit</td> <td></td> <td></td> <td></td> <td></td>	2 A.VOUCHER_ID - Voucher ID	Char8				Voucher	¥.	Edit				
4 AOPRID - User 7 Edit 5 APOST_STATUS_AP - Post Status Char1 N 6 AGROSS_AMT - Gross Invoice Amount SNm25.3 Gross Amt 7 Edit Image: Char1 Image: Char1 8 AGROSS_AMT - Gross Invoice Amount SNm25.3 Gross Amt 7 Save Save As New Query Preferences Properties Publish as Feed New Union Return To Search	3 AINVOICE_DT - Invoice Date	Date				Date	9	Edit	-			
5 A-DOST_STATUS_AP - Post Status Charl N Status P Edit 6 A-GROSS_AMT - Gross Amt P Edit Save Save As New Query Preferences Properties Publish as Feed New Union	4 A.OPRID - User ID	Char30				User	9	Edit	-			
6 AGROSS_ANT - Gross Invoice Amount SNm25.3 Gross Amt ♥ Edt ■ Save Save As New Query Preferences Properties Publish as Feed New Union Return To Search	5 A.POST_STATUS_AP - Post Status	Char1		N		Status	9	Edit	-			
Save Save As New Query Preferences Properties Publish as Feed New Union Return To Search	6 A.GROSS_AMT - Gross Invoice Amount	SNm25.3				Gross Amt	9	Edit	-			
(III	Save Save As New Query Preferences	<u>Propertie</u> :	<u>s</u> <u>P</u> (ublish a	<u>is Fee</u> r	d <u>New Union</u>			Return To S	iearch		
	1				m							

Step	Action
17.	Click the Save button.
	NOTE: The query must be named when saved for the first time. The query <u>must</u> be saved as a Private query. If a Public query is modified, you must save the modified query as a Private query. Save



PS9FSTST _{8.51}	
PS9FSWEBDEV11 RCB	Home Worklist Add to Favorites Sign out
Favorites Main Menu > Reporting Tools > Query > Query Manager	
Favorites Main Menu > Reporting Tools > Query > Query Manager Enter a name to save this query: *Query: Description: Folder: *Query Type: User	New Window Help Customize Page 🗃
*Owner: Private •	
Ouery Definition:	
Dana	🚱 Laural internet Destanted Mader Off 🖉 = 🛞 100% -

Step	Action
18.	Enter the desired information into the Query field. Enter "AVG_GROSS_VCHR".
19.	If desired, enter a longer description of the query in the Query Definition box.
	Enter the desired information into the Query Definition field. Enter " AVERAGE GROSS VOUCHER ".
20.	Click the OK button.
21.	Criteria are added to a query to filter or limit the results bases on specified parameters. There are three (3) methods for adding criteria to a query. Each method will be demonstrated in this topic. The methods are:
	Method 1 - Add criteria from the Fields tab; Method 2 - Add criteria from the Criteria tab; and/or Method 3 - Add criteria from the Query tab.



Courty Expressions Prompts Fields tery Name: AVG_GROSS_VCHR Idex of the second sec	s Criteria								
Name: AVG_GROSS_VCHR iew field properties, or use field as criteria in query stateme fis Image: Comparison of the stateme field stateme Image: Comparison of the stateme field stateme Image: Comparison of the stateme field sta		Hav	ing	View SQL Run			New Wind	ow Help Customize I	Saved
iew field properties, or use field as criteria in query stateme elds of [Record Fieldname F 1 ABUSINESS_UNIT - Business Unit C 2 A VOUCHER_ID - Voucher ID C 3 AINVOICE_DT - Invoice Date D 4 A OPRID - User ID C 5 A POST_STATUS_AP - Post Status C 6 A GROSS_AMT - Gross Invoice Amount S	Description	n:				S Fe	ed -		
elds E al Record Fieldname E 1 ABUSINESS_UNIT - Business Unit C 2 A VOUCHER_ID - Voucher ID C 3 AINVOICE_DT - Invoice Date D 4 A OPRID - User ID C 5 A POST_STATUS_AP - Post Status C 6 A GROSS_AMT - Gross Invoice Amount S	ent.				Rec	rder / Sor	t		
If Record Fieldname F 1 ABUSINESS_UNIT - Business Unit C 2 AVOUCHER_ID - Voucher ID C 3 AINVOICE_DT - Invoice Date D 4 AOPRID - User ID C 5 APOST_STATUS_AP - Post Status C 6 AGROSS_AMT - Gross Invoice Amount S		<u> </u>	ustomiz	e Find View All 🗖	📕 🛛 First	1-6 of 6 🕨	Last		
1 A BUSINESS_UNIT - Business Unit C 2 A VOUCHER_ID - Voucher ID C 3 AINVOICE_DT - Invoice Date D 4 A OPRID - User ID C 5 A POST_STATUS_AP - Post Status C 6 A GROSS_AUT - Gross Invoice Amount S	Format Ord	<u>I XLAT</u>	<u>Aqq</u>	<u>Heading Text</u>	Add Criteria	Edit	Delete		
2 A VOUCHER_ID - Voucher ID C 3 AINVOICE_DT - Invoice Date D 4 A OPRID - User ID C 5 A POST_STATUS_AP - Post Status C 6 A GROSS_AIT - Gross Invoice Amount S	Char5			Unit	74	Edit	-		
3 AINVOICE_DT - Invoice Date D 4 A OPRID - User ID C 5 A POST_STATUS_AP - Post Status C 6 A GROSS_AIT - Gross Invoice Amount S	Char8			Voucher	9.	Edit	-		
4 AOPRID - User ID C 5 APOST_STATUS_AP - Post Status C 6 AGROSS_AMT - Gross Invoice Amount S	Date			Date	9	Edit	-		
5 APOST_STATUS_AP - Post Status C 6 AGROSS_AMT - Gross Invoice Amount S	Char30			User	9	Edit	-		
6 A.GROSS_AMT - Gross Invoice Amount S	Char1	N		Status	9	Edit	-		
	SNm25.3			Gross Amt	9	Edit	-		
Save Save As New Query Preferences E	<u>Properties</u>	Publish a	<u>IS Feed</u>	I <u>New Union</u>		_ !	Return To Se	arch	

Step	Action
22.	Method 1 - Add criteria from the Fields tab
	In this example, Business Unit will be specified using a constant value to filter the query results.
	Click the Add Criteria button to the right of the BUSINESS_UNIT field.
23.	Changes can be made to any of the components on the Edit Criteria Properties panel. For this example, the Choose Expression 1 Type, Choose Expression 2 Type and Expression 1, Condition Type will remain as defaulted.
24.	By selecting the Add Criteria funnel for the BUSINESS_UNIT field on the Fields tab, the fields name defaults into Expression 1.
25.	The Condition Type determines how a query compares values specified in Expression 1 and Expression 2. In this example you want to specify a Business Unit, so the Condition Type will remain "equal to". Other Condition Type options are available and will be demonstrated later in the topic.
26.	Expression 2 defaults to the Constant option. Other options are available for Expression 2 and will be demonstrated later in this topic. For this example a single Business Unit will be specified as the Constant, so the system will retrieve data for the specified Business Unit only. If the Business Unit designation is unknown, click the Select Constant From List (magnifying glass) button.



		Home Workliet Add to Favoritae Sino out
Favorites Main Menu > Report	rting Tools > Ouery > Ouery Manager	TOTRE VIOLASI AUUTOTAVORIOS JAINTON
Edit Criteria Properties	an a	New Window Hele Customize Page 🗐
Choose Expression 1 Type © Field © Expression	Expression 1 Choose Record and Field Record Alias.Fieldname: Choose Record Alias.Fieldname: C	
*Condition Type:	equal to 🔹	
Choose Expression 2 Type Field Expression Constant Prompt Subquery OK Cancel	Expression 2	
		🚱 Lass Linternet I. Destanted Made: Off 🌐 👘 👘 100% 📼

Step	Action
27.	Enter the desired information into the Constant field. Enter " BRFHS ".
28.	Based on the criteria selected in Expression 1, Condition Type and Expression 2, the system will retrieve data for the Business Unit equal to the Constant BRFHS . In other words, only AP voucher data for the Business Unit BRFHS will be retrieved.
29.	Click the OK button.



PS9FSTST 8.51 PS9FSWEBDEV11 RCB							Home	e Workl	ist Ad	d to Favorite	s Sign out
avorites Main Menu > Reporting Tools > Query >	Query Ma	nager	r								
								New Wine	dow Help	Customiz	e Page 📰
Records Query Expressions Prompts Fie	ids Cri	leria	Hav	ing	View SQL Run						
Query Name: AVG_GROSS_VCHR	Descri	ption:					5 F	eed 👻			
View field properties, or use field as criteria in query state	ment.					Re	order / So	rt			
Fields			c	ustomize	E Find View All	First 🚺	1-6 of 6	Last			
Col Record.Fieldname	Format	<u>Ord</u>	XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete			
1 A.BUSINESS_UNIT - Business Unit	Char5				Unit	8	Edit	-			
2 A.VOUCHER_ID - Voucher ID	Char8				Voucher	94	Edit	-			
3 A.INVOICE_DT - Invoice Date	Date				Date	9	Edit	-			
4 A.OPRID - User ID	Char30				User	9	Edit	-			
5 A.POST_STATUS_AP - Post Status	Char1		N		Status	94	Edit	-			
6 A.GROSS_AMT - Gross Invoice Amount	SNm25.3				Gross Amt	%	Edit	-			
Save Save As New Query Preferences	Properties	s Pi	ublish :	as Feed	New Union			Return To S	earch		
							_				
viteria addad successfully		-		m		l ocal intran	et Droter	ted Moder ()#F		100% -

Step	Action
30.	 Method 1 Summary: 1. The Business Unit Add Criteria was selected, and 2. A Constant Business Unit value was specified on the Edit Criteria Properties panel. 3. The system will retrieve AP voucher data for BRFHS only. This completes the discussion of Method 1 - Add criteria from the Fields tab. Click the Save button.
	Save
31.	Method 2 - Add criteria from the Criteria tab
	In this example, you will specify a date range for the INVOICE_DT.
	Click the Criteria tab.



Step	Action
32.	As criteria are added to the query, they are listed on the Criteria tab.
	The system filters data based on the "Logical" order of added criteria. The Logical represents how criteria compare to each other.
	If only one criterion is added, the Logical field will either be left blank, or the option <u>"NOT"</u> may be selected. In this example the field is left blank, so data will be retrieved for BRFHS only. If the <u>"NOT"</u> logical was used, the system would retrieve all Business except BRFHS .

😉 P5 Desktop – Citrix online plug-in				_ @ ×
PS9FSRPT _{8.51}				
PS9FSWEB2 DPS Favorites Main Menu > Reporting Tools > Ouerv >	Query Manager			ome Add to Favorites Sign out
			New W	indow Help Customize Page
Records Query Expressions Prompts Field	ds Criteria H	aving View SQL Run		
Query Name: AVG GROSS VCHR	Description: AV	ERAGE GROSS VOUCHER	🔝 Feed 👻	
Add Criteria Group Criteria	•			
Criteria Logical Expransion4	Condition Type	Customize Find 🖾 📶	First 1 of 1 Last	
ABUSINESS_UNIT - Business Unit	equal to	BRFHS	Edit	
Save Save As New Query Preferences	Properties Publis	sh as Feed New Union	Return T	o Search
•			S Local intranet Protected M	• • • • • • • • • • • • • • • • • • •

Step	Action
33.	Click the Add Criteria button. Add Criteria



PS9FSTST8.51		Home Worklist Add to Favorites Si	ian out
Favorites Main Menu > Repor	ting Tools > Ouery > Ouery Manager		gir out
Edit Criteria Properties	nga conserve i si s	New Window Help Customize Page	
Choose Expression 1 Type © Field © Expression	Expression 1 Choose Record and Field Record Alias.Fieldname:		
*Condition Type:	equal to 👻		
Choose Expression 2 Type Field Expression Constant Prompt Subquery	Expression 2 Define Constant Constant Constant		
Done		💊 Local intranet Protected Mode: Off 🛛 🍕 👻 🍕 100%	-

Step	Action
34.	When selecting Add Criteria on the Fields tab, the Field Name defaulted into Expression 1. When adding criteria from the Criteria tab, the Field must be selected using the Select Record or Field (magnifying glass) button. Click the Select Field button.



PS9FSWE	STST 8.51 EBDEV11 RCB		Home Worklist Add to Favorites Sig
orites N	lain Menu 🚿 Reporting	g Tools > Query > Query Manager	
	*	*	New Window Help Customize Page
ect a fie	eld		
elect a re	ecord to show fields for		First 🚺 1 of 1 🖸 Last
las	Record	Record Description	Show Fields
	VOUCHER	AP Voucher Header Table	Show Fields
lect a fie	eld Cust	omize Find View 200 🎑 🛗 🛛 First 💶 1-50 of 2	a 🖸 Last
BUSINES	SS_UNIT - Business Un	it	
VOUCHE	ER ID - Voucher ID		
/OUCHE	ER STYLE - Voucher Sty	<u>de</u>	
NVOICE	ID - Invoice Number		
ERS INV	/ SEQ - ERS Invoice Se	quence	
NVOICE	DT - Invoice Date		
VENDOR	R SETID - Vendor SetID		
VENDOR	R ID - Vendor ID		
NDR L	OC - Vendor Location		
ADDRES	SS SEQ NUM - Address	Sequence Number	
GRP AP	ID - Control Group ID		
ORIGIN -	- Origin		
OPRID -	User ID		
CHR T	TL_LINES - Lines Enter	ed	
CLOSE	STATUS - Close Status	Indicator	
INTRY	STATUS - Entry Status		
ACCOUN	NTING DT - Accounting	Date	
POST V	OUCHER - Post Vouche	r Now	
POST S	TATUS AP - Post Status	2	
PROCES	SS INSTANCE - Proces	s Instance	
BUSINES	SS_UNIT_GL - GL Busir	ness Unit	
PROCES	SS MAN CLOSE - Proc	ess Manual Close	
CONTRACTOR OF A	TRL ID - Accounting Te	mplate	
DST CN	COLOR OTATILO DUNI	and the second	

Step	Action
35.	Click the A.INVOICE_DT - Invoice Date link.
	A.INVOICE_DT - Invoice Date

PS9FSTST8.51		
PS9FSWEBDEV11 RCB		Home Worklist Add to Favorites Sign of
-avorites Main Menu > Repo	rting Tools > Query > Query Manager	
		<u>New Window</u> Help Customize Page
-dit Onitania Deservation		
cuit Criteria Properties		
Change Furneration 4 Trues	European d	
Choose Expression 1 Type	Expression	
Field	Choose Record and Field	
Expression	Record Alias.Fieldname:	
*Condition Type:	equal to 👻	
Choose Expression 2 Type	Expression 2	
Field	Choose Record and Field	
Constant	Record Alias.Fieldname:	
Promot	A.INVOICE_DT - Invoice Date	
Oundary		
OK Cancel		
one	😪 Loc	al intranet Protected Mode: Off 🛛 🛛 😽 🔍 100% 🔫

Training Guide BRF_Financials_Query_9_1



Step	Action
36.	In this example, do not want the INVOICE_DT to equal a specific date. You want the system to retrieve data using a specified range for the INVOICE_DT. Therefore, the Condition Type must be changed.
	Click the Condition Type list. equal to
37.	For this example, you want to specify a range of dates, so the between option will be selected.
	Click the between list item. between
38.	Once the "between" option is selected, the Expression 2 changes from a single Constant field to multiple Constant fields so a date range can be entered.
	Enter the desired information into the Constant field. Enter "11/01/13".
39.	Enter the desired information into the Constant 2 field. Enter "11/30/13".
40.	Based on the criteria selected in Expression 1, Condition Type and Expression 2, the system will retrieve data for vouchers with an INVOICE_DT between 11/01/2013 and 11/30/2013.
41.	Click the OK button.
42.	An additional row displays on the Criteria tab for INVOICE_DT. The Logical field for INVOICE_DT defaults as AND , requiring the system to only retrieve data meeting both criteria. If the Logical had defaulted to OR, the system would have retrieved only data that met either criteria (i.e. the Business Unit does
	not equal BRFHS , or the Invoice Date does not fall within the Invoice Date range). Based on the selected criteria, the system will only retrieve vouchers for the BRFHS
	Business Unit with an Invoice Date between 11/01/2013 and 11/30/2013.



😨 PS Desktop - Citr	rix online plug-in					. 8 ×
PS9FSRP	T8.51					
PS9FSWEB2	DPS				Home Add to Favorites Si	<u>an out</u>
Favorites Main Me	nu > Reporting Tools > Query > Que	ery Manager				_
Becords Ouer		to Critoria Ha		N	lew Window Help Customize Page	
Records Gder	y Expressions Frompts Freit		ang areasan kun			
Query Name: AV	G_VCHR_GRSS	Description: AVE	RAGE GROSS VOUCHER	S Fee	d -	
Add Criteria	Group Criteria Reorder Criteria					
Critoria		-				
Logical	Expression1	Condition Type	Customize Find P IIII	First 1-2 of 2 Last		
-	A.BUSINESS_UNIT - Business Unit	equal to	BRFHS	Edit 📃		
AND 🔻	AINVOICE DT - Invoice Date	between	2013-11-01 AND 2013-11-30	Edit 📃		
Save	Save As New Query Preferences	Properties Publish	n as Feed New Union	Re	turn To Search	
4						•
			121	Local intranet Prote	cted Mode: Off 🛛 🛛 🖓 👻 🔍 100%	//

Step	Action
43.	 Method 2 Summary: 1. Clicked the Add Criteria button on the Criteria tab; 2. Selected INVOICE_DT as the Field Name for Expression 1; 3. Changed the Condition Type from "equal to" to "between"; 4. Entered the Invoice Date range 11/01/2013 through 11/30/2013; 5. The system will retrieve vouchers with an Invoice Date between 11/01/2013 and 11/30/2013. This completes the discussion of Method 2 - Add criteria from the Criteria tab.
	Click the Save button.
44.	Method 3 - Add criteria from the Query tab
	Click the Query tab.



PS9F	STST	51		,		1441-5-4	A 44 44 5	Cine and
PS9FSW Envoritor	Main Monu	RCB			nome	VVOTKISL	Add to Pavonies	<u>i siqii out</u>
Tuvojicos	Picita	ACCOUNTING DT - Accounting Date		¥+	1			
		POST_VOUCHER - Post Voucher Now		8				^
	V	POST_STATUS_AP - Post Status		8				_
		PROCESS INSTANCE - Process Instance		9				_
		BUSINESS UNIT GL - GL Business Unit		9				_
		PROCESS MAN CLOSE - Process Manual Close		9				_
		DST_CNTRL_ID - Accounting Template		9				_
		DUP INVOICE STATUS - Duplicate Invoice Status		9				_
		VOUCHER ID RELATED - Related Voucher		9				_
	V	GROSS AMT - Gross Invoice Amount		9				
		GROSS_AMT_BSE - Base Gross Amount		%				
		TXN_CURRENCY_CD - Transaction Currency	Join CURR TXN VW - View	9				
		RT_TYPE - Rate Type	built over currency codes Join RT TYPE TBL - Market Rate Data Types	%				E
		RATE_MULT - Rate Multiplier		9				
		RATE_DIV - Rate Divisor		%				
		BASE_CURRENCY - Base Currency		%				
		DSCNT_AMT - Discount Amount		9				
		DSCNT_AMT_BSE - Base Discount Amount		9				_
		DSCNT_PRORATE_FLG - Prorate Discount		° 4				_
		TAX_EXEMPT - Tax Exempt Flag		9				_
		USETAX_AMT - Amount		9				_
		USETAX_AMT_BSE - Use Tax Amt Base Curr		9				_
		USETAX_PRORATE_FLG - Prorate Use Tax		8				_
		SALETX_AMT - Sales Tax Amount		%				_
		SALETX_AMT_BSE - Base Sales Tax Amount		¥				_
		SALETX_PRORATE_FLG - Prorate Sales Tax		¥				_
		VAT_INV_AMT - VAT Invoice Amount		4				_
		VAT_INV_AMT_BSE - VAT Invoice Amt Base Curr		8				_
		VAT_NONINV_AMT - VAT Non-Invoice Amount		¥				_
		VAT_NONINV_AMT_BSE - VAT Non-Invoice Amt Base Curr		8				_
		FREIGHT_AMT - Freight Amount		¥				_
		FREIGHT_AMT_BSE - Base Freight Amount		¥				-
•		III						F
			👊 Lo	cal intra	net Protected	Mode: Off	🖓 🔻 🍕	100% 👻

Step	Action
45.	Click the Open Folder button next to A. VOUCHER if the fields are not displayed.
	Click the Use as Criteria button located to the right of the POST_STATUS_AP field



PS9FSTST8.51		Home Worklist Add to Favorites Sign out
Favorites Main Menu > Repo	orting Tools > Ouery > Ouery Manager	
Edit Criteria Properties		<u>New Window Help Customize Page </u>
Choose Expression 1 Type © Field © Expression	Expression 1 Choose Record and Field Record Alias.Fieldname: APOST_STATUS_AP - Post Status	
*Condition Type:	equal to 👻	
Choose Expression 2 Type Field Expression Constant Subquery OK Cancel	Expression 2	
Done		🖕 Local intranet Protected Mode: Off 🛛 🛛 🖓 👻 🍭 100% 👻

Step	Action
46.	You clicked the Add Criteria (funnel) on the Query tab for a specific field, therefore, the field name defaults into the Expression 1 box. You want the POST_STATUS_AP to equal a specific value, so the Condition Type will remain "equal to". You will identify the POST_STATUS_AP value in Expression 2. POST_STATUS_AP has several predefined value options.



PS9FSTST8.51				Home Workliet /	udd to Feworites Sign out
Favorites Main Menu > Re	norting Tools > Query >	Query Manager			Rud to ravorites <u>Sigirout</u>
Tavorices Huilinena > Re	polary (actions)	Query Hanager		New Window Hel	p <u>Customize Page</u> 📰
Select A Constant					
Values	Customi	ze Find View All 🔎 🏙	First 💶 1-3 of 3 🕨 Last		
Field Value	Translate Long Name	Translate Short Name	Select Constant		
N	Payment Not Applied	NotApplied	Select Constant		
P	Posted	Posted	Select Constant		
U	Unposted	Unposted	Select Constant		
Done			な Local in	tranet Protected Mode: Off	4 + 100% +

Step	Action
47.	In this example, you want the POST_STATUS_AP value to be Posted, so the "P" value will be selected. Click the Select Constant link. Select Constant



PS9FSTST _{8.51}		
PS9FSWEBDEV12 RCB	ting Tools > Ouepr Appager	Home Worklist Add to Favorites Sign
dit Criteria Properties	aly roos / Query / Query manager	New Window Help Customize Page
Choose Expression 1 Type Field Expression	Expression 1 Choose Record and Field Record Alias.Fieldname: APOST_STATUS_AP - Post Status	
*Condition Type:	equal to 🔹	
Choose Expression 2 Type Field Expression Constant Prompt Subquery OK Cancel	Expression 2 Define Constant Constant P Q	
one		Subscription of the second

Step	Action
48.	Click the OK button.
49.	Click the Criteria link.
50.	An additional row displays on the Criteria tab for POST_STATUS_AP. The Logical field for POST_STATUS_AP defaults as AND, requiring the system to only retrieve data meeting <u>all</u> three criteria. If the Logical had defaulted to OR, the system would have retrieved only data meeting one of the criteria (i.e. the Business Unit does not equal BRFHS or the Invoice Date does not fall within the specified date range, or the Post Status does not equal Posted). Based on the selected criteria, the system will only retrieve vouchers for the BRFHS Business Unit, with an Invoice Date between 11/01/2013 and 11/30/2013 , and having a Post Status of Posted .



🗣 P5 Desktop - Citrix online plug-in					_ <u>8 ×</u>
PS9FSRPT 8.51				User L e	lite Foundate Ciment
Favorites Main Menu > Reporting Tools > Query > C	uery Manager			Home A	<u>aa to Favorites</u> <u>Sign out</u>
				New Window Help	Customize Page 🔚
Records Query Expressions Prompts Fi	elds Criteria H	aving View SQL Run			
Query Name: AVG_VCHR_GRSS	Description: AV	ERAGE GROSS VOUCHER	2	Feed -	
Add Criteria Group Criteria Reorder Criteria					
Criteria		Customize Find 🗖	First 🚺 1-3 of 3 🚺 L	ast	
Logical Expression1	Condition Type	Expression 2	Edit Del	lete	
ABUSINESS_UNIT - Business Unit	equal to	BRFHS	Edit]	
AND AINVOICE_DT - Invoice Date	between	2013-11-01 AND 2013-11-30	Edit 📃]	
A.POST_STATUS_AP - Post Status	equal to	Р	Edit 📃]	
Save Save As New Query Preference	s Properties Publis	sh as Feed New Union		Return To Search	
• I			🚯 Local intranet I	Protected Mode: Off	

Step	Action
51.	Method 3 Summary: 1. Clicked the Query tab; 2. Clicked the Add Criteria button on the Query tab for POST_STATUS_AP; 3. Selected "P" for Posted for Expression 2; 4. The system will retrieve vouchers with a Post Status of Posted. If desired, you may navigating to the Run Tab to run your query. Click Run. This completes the discussion of Method 3 - Add criteria from the Query tab. Click the Save button. Save
52.	This completes Create a Query Using Criteria Components . End of Procedure.

Edit and/or Delete Criteria

Procedure

In this topic you will learn how to **Edit and/or Delete Criteria**.


Step	Action
1.	You can Edit and/or Delete Criteria from your query by utilizing the Edit link. In this example, you will retrieve all vouchers regardless of whether the voucher has, or has not, been Posted for BRFHS with an INVOICE_DT range of 11/01/2013
	through 11/30/2013 .

P 391	SWEBDEV11 RCB	o					Hom		<u>Vorklist</u>	Add to Favorites	Sigr
vorite	s Main Menu > Reporting Tools > Qu	iery > Query Manager									
,											
er an	y information you have and click Search. Lea	we fields blank for a list of all valu	les.								
	Find an Existing Query Create New O	Query									
	*Search By: Query Name	 begins with 	AVG%								
Se	arch Advanced Search	begins with									
eard	h Results Too many i	tems met your search criteria. (Only the fir	st 300 items d	lisplay	ed.					
	All Foldero	_									
	*Folder View: All Folders	•						_			
Ch	eck All Uncheck All		*/	Action: - Choo	ose	•	G				_
uery			Custo	<u>mize Find Viev</u>	<u>w 200 </u>	<u>ه</u> ا	First 🗹	1-30 of 3	00 본 <u>Last</u>		
elect	Query Name	<u>Descr</u>	<u>Owner</u>	<u>Folder</u>	<u>Edit</u>	Run to HTML	Run to Excel	Run to XML	<u>Schedule</u>		
	AVG_GROSS_VCHR		Private		Edit	HTML	Excel	XML	Schedule		
	ABARAT_BCCY_OVERTIME	copy of private query	Public		Edit	HTML	Excel	XML	Schedule		
	ABARAT_EQUIPMENT_PO	copy of private query	Public		Edit	HTML	Excel	XML	Schedule		
	ABARAT_PAYMENTS_BY_PO	copy of private query	Public		Edit	HTML	Excel	XML	Schedule		
	ABARAT_PROCUREMENT_REPORT	PO Activity Report/Analysis	Public		Edit	HTML	Excel	XML	Schedule		
	ABARAT_PROFESS_SVC_INV_PYMT	copy of private query	Public		Edit	HTML	Excel	XML	Schedule		
	ABARAT_TRAV_AND_DIR_PAY_VCHRS	copy of private query	Public		Edit	HTML	Excel	XML	Schedule		
	ABARAT_VENDOR_ID_TRAVEL	COPY OF PRIVATE QUERY	Public		Edit	HTML	Excel	<u>XML</u>	Schedule		
	ACASE2_AC_JOURNAL_TABLES_REVEN	COPY OF PRIVATE QUERY	Public		Edit	HTML	Excel	XML	Schedule		
	ACCESS_AP_PMT_PERIOD_LSUSE	Pmts for LSUSE by date range	Public		Edit	HTML	Excel	XML	Schedule		
	ACCESS AP PMT REG LSUSE	Pmts for LSUSE by date	Public		Edit	HTML	Excel	XML	Schedule		
			Public		Edit	HTML	Excel	XML	Schedule		
	ACCESS_AP_PMT_REG_LSUSH	Pmts for LSUSH by date	i ubiio								1.1
	ACCESS_AP_PMT_REG_LSUSH ACCESS_AP_STATS_W_DATE_RANGE	Pmts for LSUSH by date AP Vouchers by OPER date range	Public		Edit	<u>HTML</u>	Excel	<u>XML</u>	Schedule		

Step	Action
2.	Click the Edit link.



PS9FSTST _{8.51} PS9FSWEBDEV11 RCB							Home	: Workl	ist Add to Favorites Sign out
Favorites Main Menu > Reporting Tools > Query >	Query Ma	nager						New Wind	dow Help Customize Page 📰
Records Query Expressions Prompts Fiel	ds Crit	eria	Hav	ing Vi	ew SQL Run				
Query Name: AVG_GROSS_VCHR	Descrip	otion:					S Fe	eed 👻	
View field properties, or use field as criteria in query staten	nent.					Re	order / Sor	t	
Fields			<u>c</u>	ustomize	Find View All 🗖	First 🚺	1-6 of 6	Last	
Col Record.Fieldname	Format	<u>Ord</u>	<u>XLAT</u>	Agg He	ading Text	Add Criteria	Edit	Delete	
1 A.BUSINESS_UNIT - Business Unit	Char5			Un	hit	74	Edit	-	
2 A.VOUCHER_ID - Voucher ID	Char8			Vo	ucher	74	Edit		
3 A.INVOICE_DT - Invoice Date	Date			Da	ite	%	Edit		
4 A.OPRID - User ID	Char30			Us	ser	9	Edit	-	
5 A.POST_STATUS_AP - Post Status	Char1	1	N	Sta	atus	9	Edit	-	
6 A.GROSS_AMT - Gross Invoice Amount	SNm25.3			Gr	oss Amt	9	Edit	-	
Save Save As New Query Preferences	Properties	<u>Pul</u>	blish a	<u>is Feed</u>	New Union			Return To Si	earch
*				III			at Drates	ted Meder (×μ Ω τ ® 100% τ

Step	Action
3.	In this example you want to retrieve all vouchers, not just those with a Post Status of Posted. You will, therefore, delete the criteria for the POST_STATUS_AP field. Click the Criteria tab.



😨 PS Desktop - Citr	rix online plug-in				_ <u>-</u>
PS9FSRP	T 8.51				
PS9FSWEB2	DPS	O come Management			Home Add to Favorites Sign out
Favorites Main Me	ria > Reporting Tools > Query >	Query Manager		Navel	Vieden Hele Oustaning Ress
Records Quer	V Expressions Prompts Fiel	ts Criteria Ha	wing View SQL Run	INBW V	VINDOW Help Customize Fage Ha
Query Name: AV	G_GROSS_VCHR	Description: AVE	RAGE GROSS VOUCHER	ji Feed ▼	
Add Criteria	Group Criteria Reorder Criteria]			
Criteria			Oustamiza Eind 🔟 🐫	Eixet 🚺 4 0 44 0 🖸 Loct	
Logical	Expression1	Condition Type	Expression 2	Edit Delete	
-	A.BUSINESS_UNIT - Business Unit	equal to	BRFHS	Edit 📃	
AND 💌	A.INVOICE_DT - Invoice Date	between	2013-11-01 AND 2013-11-30	Edit 🖃	
AND -	A.POST_STATUS_AP - Post Status	equal to	P	Edit 📃	
Save	Save As New Query Preferences	Properties Publis	h as Feed New Union	Return	To Search
1					
•				A Least intransk Destasted b	tada: 0ff

Step	Action
4.	Click the Delete (-) button for the POST_STATUS_AP criteria.
5.	Click the Save button.
6.	Click the Run link to preview the query.



9FSW	VEB2 DP	S Reporting Tools - Ou	ery N Ouery Marager			Home Add	to Favorite's Si
.05		reporting roos > Qu	ery / Query Manager			New Window Hole	Customiza Baga
arde			Fields Criteria	Having View SOL	Run	New Window Help	Customize Hade
103	addiy Ex	pressions intempts	Theids Officina	Having Herrow	run		_
		ounload to Evol I Dour	lood to VMI				
<u>ar An</u> (Kerun query [D.	Windad to Excer Down	Date Date	lless	First		
	BDEUS	00000297	11/01/2012	VOLIET	P	601975 000	
	BREHS	00000307	11/01/2013	CEDIMAR3	P	487 500	
	BREHS	00000416	11/03/2013	VOLIET	P	222.990	
	BREHS	00000424	11/06/2013	VCLIFT	P	2950.000	
	BREHS	00000477	11/07/2013	VCLIFT	P	218.590	
	BRFHS	00000487	11/04/2013	LGARC1	P	14682.000	
	BRFHS	00000488	11/04/2013	LGARC1	P	3857.110	
	BRFHS	00000489	11/04/2013	LGARC1	P	376.910	
	BRFHS	00000490	11/04/2013	LGARC1	P	31254.610	
	BRFHS	00000491	11/04/2013	LGARC1	P	38325.680	
	BRFHS	00000492	11/04/2013	LGARC1	Р	30964.140	
	BRFHS	00000494	11/04/2013	LGARC1	P	124032.010	
	BRFHS	00000495	11/04/2013	LGARC1	P	53586.010	
	BRFHS	00000503	11/04/2013	LGARC1	P	6749.550	
	BRFHS	00000504	11/04/2013	LGARC1	P	7496.840	
	BRFHS	00000505	11/04/2013	LGARC1	P	7505.950	
	BRFHS	00000506	11/04/2013	LGARC1	P	3311.430	
	BRFHS	00000507	11/04/2013	LGARC1	P	3609.990	
	BRFHS	00000508	11/04/2013	LGARC1	Р	95.670	
	BRFHS	00000510	11/04/2013	LGARC1	Р	4697.040	
	BRFHS	00000511	11/04/2013	LGARC1	P	1918.210	
	BRFHS	00000512	11/04/2013	LGARC1	Р	14443.460	
	BRFHS	00000513	11/04/2013	LGARC1	Р	364.980	
	BRFHS	00000514	11/04/2013	LGARC1	P	18375.220	
				LOADOA	-	111507.000	

Step	Action
7.	The first 100 options include only Posted vouchers.
	Click the Last link to view additional results. \boxed{Last}
8.	The last 100 options includes Posted vouchers, but also included vouchers that are Unposted as well. The Unposted vouchers have a Status of "U".
	Click the Criteria tab.



🔄 PS Desktop - Citrix online plug-in				_ & ×
PS9FSRPT _{8.51}				
PS9FSWEB2 DPS	One was blocked		Home	Add to Favorites Sign out
Pavontes Mainmenu > Reporting roos > Query >	Query Manager		Now Window 1	Join Customito Baga 📼
Records Query Expressions Prompts Fiel	ds Criteria Ha	wing View SQL Run	INEW WINDOW	Help Customize Hade illi
Query Name: AVG_GROSS_VCHR	Description: AVE	RAGE GROSS VOUCHER	Feed -	
Add Criteria Group Criteria Reorder Criteria				
Criteria		Oustamiza Find 🗖 🐫	Elect 4 a ref a D L ant	
Logical Expression1	Condition Type	Expression 2	Edit Delete	
ABUSINESS_UNIT - Business Unit	equal to	BRFHS	Edit	
AND AINVOICE_DT - Invoice Date	between	2013-11-01 AND 2013-11-30	Edit	
Save Save As New Query Preferences	Properties Publis	h as Feed New Union	Return To Search	
•				•
Done			६ Local intranet Protected Mode: Off	🖓 🔹 🔍 100% 🔹 🏑

Step	Action
9.	Criteria can be Edited as well as Deleted. In this example, you will Edit the Business Unit criteria to include BRFHS and BRFHM.
	Click the Edit button.



🕞 PS Desktop - Citrix online plug-in				_ 8 ×
PS9FSRPT _{8.51}				
PS9FSWEB2 DPS	o		Home Add1	to Favorites Sign out
Favorites Main Menu > Reporting Tools > Query >	Query Manager			
			New Window Help	Customize Page
Edite Onitantia Base anti-a				
Edit Criteria Properties				
Change European 4 Tures European 4				
Choose Expression 1 Type Expression 1				
Field Choose Record and Field	ld			
C Expression Record Alias.Field	name:			
A BUSINESS UP	IT - Business Uni			
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	n Baoinese enn			
		J		
*Condition Type: equal to	•			
Choose Expression 2 Type Expression 2				
C Field Define Constant				
C Expression				
Constant Constant: BRFHS	Q			
C Prompt				
C Subquery				
OK Cancel				
•				
Done	<u>11</u>	📢 Local intran	et   Protected Mode: Off	

Step	Action
10.	The Condition Type must be changed so the system will retrieve vouchers for BRFHS and BRFHM.
	Click the Condition Type list. equal to
11.	The "in list" option allows you to specify multiple values for a field, in this case the Business Unit field, rather than a single value. The system will match the comparison values in the list when compiling results. Click the <b>in list</b> option.
12.	Expression 2 is no longer a Constant value and will identify the comparison values the system will match when compiling results. Click the <b>Select List Members</b> button.



PS9FSTST 8.51 PS9FSWEBDEV11 RCB	<u>Home</u>   <u>Worklist</u>   <u>Add</u>	to Favorites   Sign out
Favorites Main Menu > Reporting Tools > Query > Query Manager		
Edit List	New Window   Help	Customize Page   📰
No values have been added yet. Value Search		
OK Cancel		
Done	🗣 Local intranet   Protected Mode: Off	4 + @ 100% +

Step	Action
13.	On the Edit List page, you will add the values to be included in your list. In this example, you are creating a list of Business Units. You <u>must</u> enter the Business Unit identifier into the Value field in ALL CAPS. Click in the Value field.
14.	Click the Add Value button to add the BRFHS Business Unit to your list. Add Value
15.	You will repeat steps 14 and 15 until all Business Units have been added to your list. Enter the desired information into the <b>Value</b> field. Enter " <b>BRFHS</b> ".
16.	Click the Add Value button. Add Value
17.	Enter the desired information into the Value field. Enter "BRFHM".
18.	Click the Add Value button.
19.	Click the <b>OK</b> button.



🕞 PS Desktop - Citrix online plug-in					_ 8 ×
PS9FSRPT _{8.51}					
PS9FSWEB2 DPS			<u>Home</u>	Add to Favorites	<u>Sign out</u>
Favorites Main Menu > Reporting Tools > Query > Query f	lanager				
		Net	w Window H	elp Customize Pa	ige 📰
Edit Cuitovia Buon ortica					
Edit Criteria Properties					
Choose Everencesion 4 Type Everencesion 4					
© Field Choose Record and Field					
C Expression Record Alias.Fieldname:					
A.BUSINESS_UNIT - Bus	iness Uni				
*Condition Type: In list					
Choose Expression 2 Type Expression 2					
€ In List					
C Subguery					
List Members: (','BRFHS','BR	:HM) 🧕				
	•				
OK Cancel					
		 -			
Done		👊 Local intranet   Protecte	ed Mode: Off		100% • //

Step	Action
20.	Expression 2 now contains a list of Business Units values: <b>BRFHS</b> and <b>BRFHM</b> . The system will retrieve vouchers associated with each of these Business Units.
	Click the <b>OK</b> button.



	8.51										1		
Main Mer	DPS nu > Reportina Tools > 0	Juerv >	Ouery Manader	r						Home	Add	to Favorites	
				_					N	lew Window	Help	Customize	Pa
s Query	/ Expressions Prompt	ts Field	is Criteria	Ha	ving View S	iQL Run					_		
Name: AVC	3_GROSS_VCHR		Description	n: AVE	RAGE GROSS \	VOUCHER			S Fee	d 👻			
Criteria	Group Criteria Reorde	r Criteria											
							_		-				
a 1	Expression1		Condition Trm	P	Customize   F	Find   💷   🎫	First K	1-2 of 2	Last Delete				
-	ABUSINESS UNIT - Busines	ss Unit	in list	<u> </u>	(''.'BRFHS.'BRI	EHM')		Edit	E				
-	- A INVOICE DT - Invoice Date	2	between		2013-11-01 AN	D 2013-11-30		Edit	-				
	-												

Step	Action
21.	Click the Save button.
22.	Click the <b>Return To Search</b> button. Return To Search



PS9FSTST _{8.51}		
PS9FSWEBDEV11 RCB	Home Worklist Add to Favorites	<u>Sign out</u>
Favorites Main Menu > Reporting Tools > Query > Query Manager		
	New Window Help Customize Pa	ge 📰
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		
Search Advanced Search		
Find an Existing Query   Create New Query		
Done 📢 Local int	ranet   Protected Mode: Off 🛛 🖓 👻 🔍 1	• %00

Step	Action
23.	Enter the desired information into the <b>Search By</b> field. Enter "AVG%".
24.	Click the Search button. Search
25.	Click the <b>HTML</b> link. This will open a new window.
26.	Your results include vouchers for BRFHS and BRFHM with Invoice Dates between 11/01/2013 through 11/30/2013.
27.	This completes <b>Edit and/or Delete Criteria</b> . <b>End of Procedure.</b>

# Create a Run Time Prompt

### Procedure

In this topic you will learn how to **Create a Run Time Prompt**.



Step	Action
1.	Run Time Prompts allow you to further refine your query results. When running your query, the system will "prompt" you to enter a value prior to retrieving results. In this example, you wish to view results for each Business Unit separately and determine the order in which you view them.

PS9FSWEBDEV12 RCB								Home	Worklist	Add t	o Favorites	Sign	out
Favorites Main Menu > Reporting	Tools > Query >	<ul> <li>Query Manage</li> </ul>	r										
								1	New Window	Help (	Customize F	Page	
Query Manager													
Enter any information you have and clic	ck Search. Leave field	ds blank for a list	of all values.										
Find an Existing Query   Cri	eate New Query												
*Search By: Query Name	• •	begins with	AVG										
Search Advanced Search													
Search Results													
*Folder View All Folders -													
Folder View:	1						0						
Check All Uncheck All			*Action:	Choo	se	•	GO						
Query				Custor	nize   Find	View All		First	1 of 1 💵 L	ast			
Select Query Name	Descr	Ow	ner Folder	Edit	Run to	Run to	Run to	Schedu					
						LACCI	ANIL						
AVG_GROSS_VCHR		Priv	vate	Edit	HTML	Excel	XML	Schedu	le				
AVG_GROSS_VCHR	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	le				
AVG_GROSS_VCHR	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	le				
AVG_GROSS_VCHR	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	le				
AVG_GROSS_VCHR  Find an Existing Query   Q	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	<u>le</u>				
AVG_GROSS_VCHR  Find an Existing Query   0	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	le				
AVG_GROSS_VCHR	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	le				
AVG_GROSS_VCHR	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	<u>le</u>				
AVG_GROSS_VCHR	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	<u>le</u>				
AVG_GROSS_VCHR	Zreate New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	<u>le</u>				
AVG_GROSS_VCHR	Zreate New Guery	Pri	vate	Edit	HTML	Excel	XML	Schedu	le				
AVG_GROSS_VCHR	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	le				
AVG_GROSS_VCHR	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	<u>le</u>				
AVG_GROSS_VCHR	Create New Query	Pri	vate	Edit	HTML	Excel	XML	Schedu	le				

Step	Action
2.	Click the <b>Edit</b> link.



PS9FSTST 8.51 PS9FSWEBDEV12 RCB	Query Ma	nader					Hom	<u>e   Work</u>	dist   Ad	ld to Favori	<u>es   Sigr</u>	n out
Records Query Expressions Prompts Fie	Ids Crit	teria	Hav	ing	View SQL Run	[		<u>New Win</u>	idow Help	Custom	ize Page	3
Query Name: AVG_GROSS_VCHR	Descri	ption:					5 F	eed -				
View field properties, or use field as criteria in query stater	ment.					Rec	order / So	rt				
Fields	,		<u></u>	ustomia	ze   Find   View All   🗖	First 🗹	1-6 of 6	Last				
Col Record.Fieldname	Format	<u>Ord</u>	<u>XLAT</u>	<u>Aqq</u>	<u>Heading Text</u>	Add Criteria	Edit	Delete				
1 A.BUSINESS_UNIT - Business Unit	Char5				Unit	9	Edit	-				
2 A.VOUCHER_ID - Voucher ID	Char8				Voucher	94	Edit	-				
3 A.INVOICE_DT - Invoice Date	Date				Date	9	Edit	-				
4 A.OPRID - User ID	Char30				User	9	Edit	-				
5 A.POST_STATUS_AP - Post Status	Char1		N		Status	9	Edit	-				
6 A.GROSS AMT - Gross Invoice Amount	SNm25.3				Gross Amt	9	Edit					
Jave <u>Jave As</u> <u>New Usery</u> <u>Preferences</u>	Propertie	<u>s</u> <u>P</u>	<u>uolisn a</u>	<u>15 Fee</u>	a <u>NewUnion</u>		-	Return 103	yearur -			
				m								
lone						Local intran	et   Prote	cted Mode: (	Off		100%	-

Step	Action
3.	Click the Criteria tab.



	T			
S9FSWEB2	0 8.51 DPS			Home   Add to Favorites   S
ites Main Me	enu > Reporting Tools > Query	> Query Manager		
				New Window Help Customize Page
ords Que	ery Expressions Prompts	Fields Criteria F	laving View SQL Run	
ery Name: AV	VG GROSS VCHR	Description: AV	ERAGE GROSS VOUCHER	🔊 Feed 👻
dd Criteria	Group Criteria Reorder Cri	itoria		
du cinteria	- Reorder Ch	literra		
teria			Customize   Find   🌌   🛗	First 🚺 1-2 of 2 💴 Last
<u>gical</u>	Expression1	Condition Type	Expression 2	Edit Delete
•	A.BUSINESS_UNIT - Business U	Jnit in list	('','BRFHS','BRFHM')	Edit
VD 🔻	A.INVOICE_DT - Invoice Date	between	2013-11-01 AND 2013-11-30	Edit

Step	Action
4.	Click the Edit button for the Business Unit criteria.



🕒 PS Desktop - Citrix online plug-ii	n and a second					_ 8 ×
PS9FSRPT 8.51 PS9FSWEB2 DPS				Home	Add to Favorites	Sign out
Favorites Main Menu > Reportin	g Tools > Query > Query Manager					
	· · · · · ·			New Window	Help Customize P	age   📰
Edit Criteria Properties						
Choose Expression 1 Type	Expression 1					
• Field	Choose Record and Field					
C Expression	Recui d Allas.Heidhame:					
	A.BUSINESS_UNIT - Business Uni					
*Condition Type:	n list					
Choose Expression 2 Type	xpression 2					
In List	Edit List					
C Subquery	List Members: (','BRFHS','BRFHM)	٩				
OK Cancel						
Done			📢 Local intranet   Pro	tected Mode: Off	🖓 🔹 🔍	100% • //

Step	Action
5.	The Condition Type will change to "equal to", so that you can specify, using a prompt, which Business Unit you wish to view. In this example, using a prompt is more efficient than creating a list that includes all Business Units.
	Click the Condition Type list.
6.	Click the <b>equal to</b> option. equal to
7.	On the "equal to" option is selected for the Condition Type, the Expression 2 Type box displays a new list of options. The Expression 2 changes to Define Constant. Click the <b>Prompt</b> option.
8.	When Prompt is selected for Expression 2 Type, the Expression 2 box changes from Define Constant to Define Prompt. Two (2) links have been added as well to the Expression 2 link: New Prompt and Edit Prompt. Currently, there are no Prompts identified, so the Edit Prompt option would not be selected at this time. Click the <b>New Prompt</b> link.
	New Prompt



Step	Action
9.	Edit Prompt Properties
	The Edit Prompt Properties is where you define prompt properties and is comprised of the following fields:
	<ul> <li>Field Name: The name of the field for which you are creating the prompt;</li> <li>Type: Indicates the type of field (i.e. character, date, datetime, number, etc.);</li> <li>Format: Specifies the format (i.e. Upper Case, Social Security Number, Mixed Case, Zip</li> <li>Code, etc.) of the field;</li> <li>Length: The number of available characters;</li> <li>Decimals: The number, if any, of Decimal places allowed;</li> <li>Edit Type: Allows you to evaluate a value against a set of tables to determine if the</li> </ul>
	value is valid;
10.	Edit Prompt Properties (continued)
	<ul> <li>Heading Type: Defines whether the prompt heading is Text, RFT Short, or RFT Long;</li> <li>Heading Text: Displays the label for the prompt box;</li> <li>Unique Prompt Name: A default value generated by the Query Manager; and Prompt Table: This field is not used when creating simple queries.</li> </ul>

		Home	Worklist Add to	Favorites Sinn out
Favorites Main Menu > Reporting Tool	s > Ouery > Ouery Manager		<u>Homes</u> <u>Homes</u>	
Edit Prompt Properties	· · · · ·		New Window   Help   Cu	<u>istomize Page</u>   📰
Field Name: BUSINESS_UNIT *Type: Character *format:	*Heading Type: RFT Short  Heading Text: Unit *Unique Prompt Name:			
Length: 5 Decimals:				
No Table Edit ▼ OK Cancel				
Done		👊 Local intranet   Protec	ted Mode: Off	A ▼ € 100% ▼

## Training Guide BRF_Financials_Query_9_1



Step	Action
11.	For this example, the Edit Prompt Properties page will remain as defaulted.
	Click the <b>OK</b> button.
12.	The Prompt created displays in the Expression 2 box. Prompts are displayed in the Criteria format ":number" (i.e. :1). Additional prompts may be created and would be displayed as :2, :3, etc.

PS9FSWEBDEV12 RCB		Home	Worklist	Add to Favorites	Sign out
vorites Main Menu > Reporting Tools > Q	uery > Query Manager				
		!	New Window	Help Customize	e Page 📰
dit Criteria Properties					
Choose Expression 1 Type Expression 1					
Choose Reco	ord and Field				
© Expression Record	Alias.Fieldname:				
Q ABUSI	NESS UNIT - Business Uni				
*Condition Type: equal to	v				
Choose Expression 2 Type Expression 2					
© Field Define Promp	ot				
© Expression	A New Property Edit Property				
© Constant	<ul> <li><u>New Prompt</u> Edit Prompt</li> </ul>				
Prompt     Subguery					
Oubquery					
OK Cancel					
ne		S Local intranet   Protecter	Mode: Off	46 <b>-</b>	100% •

Step	Action
13.	Click the <b>OK</b> button.
	OK



DESWER2	PT 8.51				Home A	dd to Favorites
es Main M	lenu > Reporting Tools > Query > (	Query Manager				
					New Window Hel	p Customize Page
rds Que	ery Expressions Prompts Fi	ields Criteria H	aving View SQL Run			
y Name: A	VG_GROSS_VCHR	Description: AV	ERAGE GROSS VOUCHER	2	Feed -	
Id Criteria	Group Criteria Reorder Criteria	a				
					_	
eria	Euproceiond	Condition Type	Customize   Find   💷   🎫	First 1-2 of 2 La	st	
	A BUSINESS UNIT - Business Unit	equal to	1	Edit =		
	A INVOICE DT - Invoice Date	hetween	2013-11-01 AND 2013-11-30	Edit		
				-	,	
				-		
				-		
				-		

Step	Action
14.	Click the <b>Save</b> button to save the changes to your query.



PS9FSTST 8.51 PS9FSWEBDEV12 RCB Favorites Main Menu > Reporting Tools > Query >	Query Ma	inagei	ſ				Hom	e   <u>Work</u>	iist Ad	ld to Favorite	<u>s Siqr</u>	<u>ı out</u>
Records Query Expressions Prompts Fie	lds Cri	teria	Hav	ing	View SQL Run			<u>New Win</u>	dow Help	Customiz	e Page   🖬	3
Query Name: AVG_GROSS_VCHR	Descri	ption:					S F	eed 👻				
View field properties, or use field as criteria in query state	ment.					Re	order / So	rt	_			
Fields			<u></u>	ustomiz	ze   Find   View All   🗖	📕 🛛 First	1-6 of 6	Last				
Col Record.Fieldname	Format	<u>Ord</u>	XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete				
1 A.BUSINESS_UNIT - Business Unit	Char5				Unit	74	Edit					
2 A.VOUCHER_ID - Voucher ID	Char8				Voucher	74	Edit					
3 A.INVOICE_DT - Invoice Date	Date				Date	9	Edit	-				
4 A.OPRID - User ID	Char30				User	9	Edit	-				
5 A.POST_STATUS_AP - Post Status	Char1		N		Status	9	Edit	-				
6 A.GROSS_AMT - Gross Invoice Amount	SNm25.3				Gross Amt	9	Edit	Ξ.				
Save Save As New Query Preferences	Propertie	<u>s</u> <u>P</u>	ublish :	<u>as Fee</u>	d New Union		-	Return To S	earch			
٠				m								•
						Local intrar	et   Prote	cted Mode: (	Off	- @-	100% 🔍	-

Step	Action
15.	You will now run the query to test the criteria changes.
	Click the <b>Run</b> tab.



https://ps9fsrcb2.lsuhsc.edu/psc/fstst_1/EMPLOYEE/ERP/	/q/?ICAction=ICQryNameURL=PRIV	ATE.AVG_GROS - Windows Interne	t Explorer		×
https://ps9fsrcb2.lsuhsc.edu/psc/fstst_1/l	EMPLOYEE/ERP/q/?ICAction=ICQry	NameURL=PRI 🔻 🔒 😽 🗙	Ding		• ۹
🗴 🛄 Snagit 🧮 📺					
🚖 Favorites 🛛 👍 📢 LSU Health New Orleans 📢 Peop	oleSoft Support 🚺 Suggested Sites	👻 🙋 LSU Health Sciences Cente	🦻 Bing™ Traffic 👻 🖉	Free Hotmail	
Https://ps9fsrcb2.lsuhsc.edu/psc/fstst_1/EMPLO		🗄 🝷 🗟	🔹 🖃 🖷 💌 Page 🕶	Safety 🔻 Tools 👻 🔞	• ×
AVG_GROSS_VCHR					^
Unit:					
View Results					
Unit Voucher	Date User	Status	Gross Amt		
		🚱 La sel internet I De	the start Marker Off	<b>₽</b> 100%	_
		Local intranet Pr	Directed Mode: Off	<u>≺n</u> → <u>⊲</u> 100%	-
	-		Summer of the local division in which the	▲ 🕨 🙄 🌒 👫	47 AI /6/20

Step	Action
16.	Your Prompt displays. You will enter the Business Unit identifier into the Unit field. The system will retrieve only vouchers for the Unit specified.
	Enter the desired information into the <b>Unit</b> field. Enter <b>DRFHS</b> .
17.	Click the <b>OK</b> button.



59	FSRPT 8.51					Hanna – Adalah Faranikan –	Circ
59FS itoc	WEB∠ DP Main Monu \ R	<b>s</b> enartina Took 🚿 Ouer	/ N Ouery Manager			Home Add to Favorites	<u>Sign</u>
000		oporting roos > Que	2 2 Quory Managor			NeurWindeur Litete LOustenite Re	an I 🖂
ordo				Liquing Migui COL	Dun	New Window   Help   Customize Pa	<u> 16</u>   H
urus	GUERY EX	pressions Frompts	rielus Citteria	Having View SQL	run		
nit =	BRFHS						
						_	
ew All	Rerun Query   D	ownload to Excel   Down	load to XML		Fin	st 🔟 1-100 of 1077 🕑 Last	
	Unit	Voucher	Date	User	Status	Show previous row (inactive button) (Alt+,)	
	BRFHS	00000387	11/01/2013	VCLIFT	Р	691875.000	
	BRFHS	00000400	11/01/2013	CEDWAR3	P	487.500	
	BRFHS	00000416	11/03/2013	VCLIFT	P	222.990	
	BRFHS	00000424	11/06/2013	VCLIFT	P	2950.000	
	BRFHS	00000477	11/07/2013	VCLIFT	Р	218.590	
	BRFHS	00000487	11/04/2013	LGARC1	P	14682.000	
	BRFHS	00000488	11/04/2013	LGARC1	P	3857.110	
	BRFHS	00000489	11/04/2013	LGARC1	P	376.910	
	BRFHS	00000490	11/04/2013	LGARC1	P	31254.610	
	BRFHS	00000491	11/04/2013	LGARC1	P	38325.680	
	BRFHS	00000492	11/04/2013	LGARC1	P	30964.140	
	BRFHS	00000494	11/04/2013	LGARC1	P	124032.010	
	BRFHS	00000495	11/04/2013	LGARC1	P	53586.010	
	BRFHS	00000503	11/04/2013	LGARC1	P	6749.550	
	BRFHS	00000504	11/04/2013	LGARC1	P	7496.840	
	BRFHS	00000505	11/04/2013	LGARC1	P	7505.950	
	BRFHS	00000506	11/04/2013	LGARC1	Р	3311.430	
	BRFHS	00000507	11/04/2013	LGARC1	P	3609.990	
	BRFHS	00000508	11/04/2013	LGARC1	Р	95.670	
	BRFHS	00000510	11/04/2013	LGARC1	P	4697.040	
	BRFHS	00000511	11/04/2013	LGARC1	P	1918.210	
	BRFHS	00000512	11/04/2013	LGARC1	P	14443.460	
	BRFHS	00000513	11/04/2013	LGARC1	Р	364.980	
	BRFHS	00000514	11/04/2013	LGARC1	P	18375.220	
	BRFHS	00000515	11/04/2013	LGARC1	Р	111527.960	

Step	Action
18.	The <b>BRFHS</b> query results display.
	Click the Close button.
19.	This completes <b>Create a Run Time Prompt</b> . <b>End of Procedure.</b>

## Exercise 5

Query Manager enables you to create queries that include multiple-table joins. Joins retrieve data from more than one record (table), presenting the data as if it came from one record. PeopleSoft Query links the records, based on common columns, and links the rows to the two records by common values in the shared columns.

Joined records must each include at least one field in both records that contain comparable data. For example, if you want to join a Vendor record and a Voucher record, they both must contain a common element, such as a Vendor ID field, to serve as a field on which the data can be matched. Records can be joined on multiple fields so long as the fields have the potential to supply matching information. Typically, but not always, records are joined on key fields. Key fields are essentially the field(s) that make the record unique, and are shown in Query with a KEY symbol next to them.

Using joins, you define relationships among fields when you query the records. The procedure for joining records differs depending on how the records being joined are related to each other. Query Manager uses three types of Joins:



- Hierarchy Joins,
- Standard (Any) Joins, and/or
- Related Record Joins

## **Hierarchy Joins**

#### Procedure

In this topic you will learn how to create **Hierarchy Joins**.

Step	Action
1.	A Hierarchy Join uses tables/records that are related through a parent-child relationship. A child table is a table that uses all the same key fields as its parent, plus one or more additional keys. Hierarchy Joins are the strongest of the three joins, and are predefined in the system. This means the parent-child relationships are already identified and defined within the system.
	In this example, you will create a Hierarchy Join when the VENDOR_ADDR record (child) is joined to the VENDOR table (parent).

PS9FSTRN ₈₅₁	Financials Rel 9.1		~
PS9FSWEBDEV11 RCB	Home	Worklist Add to Favorites Sign out	
Favorites Main Menu			- 1
Personalize Content   Layout		Help	
			-
	👊 Local intranet   Protected	Mode: Off 🛛 🖓 🔻 🔍 100%	•

Step	Action
2.	Click the Main Menu button.
	Main Menu

## Training Guide BRF_Financials_Query_9_1



Step	Action
3.	Click the <b>Reporting Tools</b> menu.
	Reporting Tools
4.	Click the <b>Query</b> menu.
	Cuery •
5.	Click the Query Manager menu.
	Query Manager

PS9FSWEBDE	V11 RCB					Home Worklist	Add to Favorites	Sign out
avorites Main [	Menu > Reporting	) Tools > Que	ry > Query Mana	iger				
						New Window	Help Customize P	age 📰
uery Manage	er							
nter any informat	ion you have and cl	ick Search. Leave	e fields blank for a l	ist of all values.				
Find an	Existing Query   Cr	eate New Query						
*Search	By: Query Nam	e 🔻	begins with					
Search	Advanced Search							
Find an	Existing Query 1. (	Create New Quer						
r mu all	Evidencia directa 1 7	Predite INEW QUEL	I					

Step	Action
6.	Click the Create New Query link.



PS9FSTRN 8.51		
PS9FSWEBDEV11 RCB		Home   Worklist   Add to Favorites   Sign out
Favorites Main Menu > Reporting Tools > Query >	Query Manager	
Records Quant Exprassions Brompts Field	de Criteria Having Minur SOL Run	<u>New Window</u>   <u>Help</u>   <u>Customize Page</u>   🔤
Records query Expressions Frompts Free	us Cilteria Having View SQL Kun	
Query Name: New Unsaved Query	Description:	Feed -
Find an Existing Record		
*Search By: Record Name		
Search Advanced Search		
Save Save As New Query Preferences	Properties Publish as Feed New Union	Return To Search
•	m	
Done	👊 Local intr	anet   Protected Mode: Off 🛛 🖓 🔻 🔍 100% 🔻

Step	Action
7.	You will first search for the parent table/record.
	Enter the desired information into the <b>begins with</b> field. Enter " <b>VENDOR</b> ".
8.	Click the Search button.
9.	Click the Add Record link for the VENDOR - Vendor Header Table option.
10.	When a record is selected, the system assigns an alias name to the record. When using joins, the alias name determines the order of the joins. In this example, the VENDOR table is given the alias "A" because it is the first record used.



PS9FSTRN 8.51		
PS9FSWEBDEV11 RCB	Home Vvorkiist	Add to Favorites   Sign out
Tavojices Malinghenu / Reporting Tools / Query Manager	a tanu tana atau d	uuu lauteete neel 🚍 🗼
Deserte Austri Successions Brownts Sister Oritoria Ulavian View COL Due	New Window	Help   Customize Page   III -
Records Query Expressions Prompts Freids Cinterna Having View SQL Run		
Query Name: New Unsaved Query Description:	S Feed -	
Click folder next to record to show fields. Check fields to add to query. Lincheck fields to remove from query Add		
additional records by clicking the records tab. When finished click the fields tab.		E
Chosen Records		
Alian Benerd		
A VENDOR - Vendor Header Table		
Check All Uncheck All		
Fields Find   View All First 🖬 1-50 of 63 🕨 Last		
🔲 🖙 SETID - SetID 🔤 Join SETID TBL - TableSet 😵		
VENDOR_ID - Vendor ID		
VENDOR_NAME_SHORT - Short Vendor Name		
VNDR_NAME_SHRI_USR - Short Vendor Name 74		
VNDR_NAME_SEQ_NUM - Sequence Number 14		
NAME1 - Name 1		
NAME2 - Name 2		
VENDOR_STATUS - Vendor Status		
VENDOR_CLASS - Classification 14		
VENDOR_PERSISTENCE - Persistence		
REMIT_ADDR_SEQ_NUM - Remitting Address		
PRIM_ADDR_SEQ_NUM - Invoicing Address		
ADDR_SEQ_NUM_ORDR - Ordering Address		
REMIT_SETID - Remit SetID		
REMIT_VENDOR - Remit Vendor		
CORPORATE_SETID - SetID Join SETID THE - TableSet		
CORPORATE VENDOR - Corporate Vendor		
CLIST_SETID - Customer SetID Join SETID_TBL - TableSet		
		· ·
Done Statistical intranet	Protected Mode: Off	√a <b>▼</b> € 100% <b>▼</b>

Step	Action
11.	From the VENDOR table, you will select the <b>VENDOR_ID</b> , <b>NAME1</b> and <b>VENDOR_STATUS</b> fields.
	Click the <b>Select</b> option.
12.	Click the checkbox in front of the <b>VENDOR_ID</b> field.
13.	Click the checkbox in front of the <b>NAME1</b> and the <b>VENDOR_STATUS</b> fields.
14.	By clicking the Hierarchy Join link, all of the records that have a parent/child relationship with the VENDOR table display. Click the <b>Hierarchy Join</b> link. <u>Hierarchy Join</u>



PS9FSTRN ₈₅₁							
PS9FSWEBDEV11 RCB			Home	Worklist	Add to Favor	ites Si	iqn out
Favorites Main Menu > Reporting Tools > Query > Query Manager							
				New Window	Help Custon	nize Page	
Select record for hierarchy join							
Lott Right							
	 -						
VENDOR - Vendor Header Table							
BIDDER ID NBRS - Extra Bidder Identifiers							
VENDOR CONVER - Conversations with a Vendor							
VENDOR ID NBRS - Extra Vendor Identifiers							
VENDOR INVOICE - Procurement Defaults							
VENDOR SPRO - Services Supplier Info							
VNDR ADDR SCROL - Vendor Address Sequence							
VENDOR ADDR - Vendor Address							
VNDR CNTCT SCR - Vendor Contact							
VENDORCNTCT LG - Vendor Contact Detail							
VENDOR CNTCT - Vendor Contact Detail							
VNDR_CNTCT_PHN - Vendor Contact Telephone Nbrs							
VNDR LOC SCROL - Vendor Location Sequence							
VENDOR LOC - Vendor Location							
VENDOR PAY - Vendor Payment Defaults							
VENDOR TYPE - Vendor Type							
VENDOR WTHD - Vendor Withholding Information							
VENDOR WTHD JUR - Vendor Withhold Jurisdiction							
VNDR BANK ACCT - Vendor Bank Accounts							
VNDR HDR IND CL - Vendor Header Ind Class, Codes							
VNDR IBANK ACCT - Vendor Intermediary Bank Accts							
VNDR IND CLASS - Vendor Industry Class, Codes							
VNDR LOC ID NBR - Vendor Loc ID Numbers							
VNDR URL - Vendor URLs							
Cancel							
		🚯 Local intran	et I Protecte	d Mode: Off	<i>(</i> <b>a -</b>	100%	-
		- Local intrant	er protecte	a model off	· 107	- 100 /0	

Step	Action
15.	The VENDOR table is the parent record. The VENDOR_ADDR record is a child of the VNDR_ADDR_SCROL record. The VNDR_ADDR_SCROL record is a child of the parent record VENDOR table.
	Click the VENDOR_ADDR - Vendor Address link. VENDOR ADDR - Vendor Address



PS9FSTRN 8.51					
PS9FSWEBDEV11 RCB			_	Home <u>worklist</u>	Add to Favorites Sign out
Tavonces Main Mena / Reporting Tools / C	Zuery Manager				luur lauterin per l 🚍 🛛
Records Query Expressions Promp	ts Fields Criteria Ha	aving View SQL Run		New Window	Help   Customize Page   =
Query Name: New Unsaved Query	Description:		1	🔊 Feed 👻	
Click folder payt to record to show fields. Check	fields to add to query Lincheck f	ields to remove from query. Add	80		
additional records by clicking the records tab. W	hen finished click the fields tab	leida to remove nom query. Add	2.*		
Chosen Records					
Allas Record	Morrago				
A VENDOR - Vendor Header Table	messaye		×		
B VENDOR_ADDR - Vendor Address joir					
Check All	An effective date criteria has be record, (129,60)	een automatically added for this	effective dated		
Fields	Tecora. (158,00)				
E SETID - SetID		OK			
VENDOR_ID - Vendor ID					
ADDRESS_SEQ_NUM - A			0		
EFFDT - Effective Date			74		
EFF_STATUS - Status as	of Effective Date		74		
NAME1 - Name 1			74		
NAME2 - Name 2			74		
EMAILID - Email ID			74		
COUNTRY - Country		Join COUNTRY TBL -	74		
ADDDDDDD2021 Address Lin	o.1	Countries	2		
ADDRESST - Address Lin	e I		2		
ADDRESS2 - Address Lin	e 2		9		
	e J		9		
			9		
NI IM1 - Number 1			9		
NUM2 - Number 2			9		
	/ne		9		
	Field 1		8		
	Field 2		92		
•	II	1			F
Done			Local intranet   Pr	rotected Mode: Off	🖓 🔻 🔍 100% 🔻

Step	Action
16.	An Effective Date message will display when a record is selected. This allows you to modify the criteria and retrieve rows of data within a specified time frame. All data will be retrieved with effective dates prior to the current date.
	Click the <b>OK</b> button.
17.	The "B" alias has been assigned for the VENDOR_ADDR record. The system will first retrieve data for the "A" record and then the data for the "B" record.
18.	Select the following fields from the VENDOR_ADDR record: ADDRESS1 CITY STATE POSTAL



PS9FSTRN 8.51 PS9FSWEBDEV11 RCB							Hon	ne   <u>Wor</u>	orklist Add to Favorites Sign	<u>i out</u>
Favorites Main Menu > Reporting Tools > Query >	Query M	anage	er					N	in daw I Hala I Quatanzina Dana I 🗖	
Records Query Expressions Prompts Field	ds Ci	iteria	На	ving	View SQL Run			New Wil	indow   Help   Customize Page   ill	
Query Name: New Lineared Query	Query Name: New Linsaved Query Description: S Feed -									
		ipuoi				R	eorder / Se	ort		
Fields	nent			Custor	ize Find View All 🗖	First	1-7 of 7	I ast		
Col Record.Fieldname	Format	<u>Ord</u>	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete		
1 A.VENDOR_ID - Vendor ID	Char10				Vendor	9	Edit	-		
2 A.NAME1 - Name 1	Char40				Name	9	Edit	-		
3 A.VENDOR_STATUS - Vendor Status	Char1		N		Status	9	Edit	_		
4 B.ADDRESS1 - Address Line 1	Char55				Address 1	9	Edit	-		
5 B.CITY - City	Char30				City	9	Edit	_		
6 B.STATE - State	Char6				St	9	Edit	-		
7 B.POSTAL - Postal Code	Char12				Postal	9	Edit	-		
Cave As New Owner, Destances	Desert				ad Manuffalaa			Poturo To 1	Saarch	
Save As New Query Preferences	Propertie	<u>es r</u>	ublish	<u>as re</u>	ed <u>New Union</u>			Return 103	Search	
<ul> <li>✓</li> <li>Done</li> </ul>		-	-	m		👊 Local intra	net   Prote	cted Mode:	e: Off 🏾 🍕 🔻 🍕 100%	+ +

Step	Action
19.	The Fields tab displays all the records and fields that are part of the current query. <b>Fields</b>



						Hor	na I Wor	kliet   Ada	to Favoritae	Sign out
Favorites Main Menu > Reporting Tools > Query >	Query Mana	ager				1101	<u>10   1101</u>		toravonics	1 <u>Juli Out</u>
Records Query Expressions Prompts Fie	Ids Criter	ia Ha	wing	View SQL Run			<u>New Wir</u>	ndow Help	Customize F	Page   📰
Query Name: HIERARCHY_JOIN	Descript	ion:			_	2	Feed -			
View field properties, or use field as criteria in query state	View field properties, or use field as criteria in query statement						ort			
Fields			Custor	ize   Find   View All   🗖	First K	1-7 of 7	Last			
Col Record.Fieldname	Format Or	d XLAT	Aqq	Heading Text	Add Criteria	Edit	Delete			
1 A.VENDOR_ID - Vendor ID	Char10			Vendor	9	Edit	-			
2 A.NAME1 - Name 1	Char40			Name	9	Edit	Ξ			
3 A.VENDOR_STATUS - Vendor Status	Char1	N		Status	9	Edit	-			
4 B.ADDRESS1 - Address Line 1	Char55			Address 1	9	Edit	-			
5 B.CITY - City	Char30			City	9	Edit	-			
6 B.STATE - State	Char6			St	9	Edit	-			
7 B.POSTAL - Postal Code	Char12			Postal	94	Edit	-			
1										
Save Save As New Query Preferences	Properties	Publish	as Fe	ed New Union		_	Return To S	Search		
٠ [			III		~					Þ
					👊 Local intra	net   Prote	ected Mode:	Off	4 4	100% -

Step	Action
20.	Click the Save As link. Save As

PS9FSWEBD		Home   Worklast   Add to Favorites   Sign out
Tavoites Main	menu > Reputting toos > Query > Query manager	New Window   Help   Customize Rece   📼
Enter a name	to save this query as:	
*Query:	HIERARCHY_JOIN	
Description:		
Folder:		
*Query Type:	User -	
*Owner:	Private •	
Query Definition	on:	_
ОК	Cancel	· ·
_		
Done		🐛 Local intranet   Protected Mode: Off 🦷 👻 👯 100% 👻



Step	Action
21.	Enter the name of your query. In this example we named the query HIERARCHY_JOIN, you may what to add a Query Definition, such as TEST FOR CLASS.

PS9FSTRN 8.51 PS9FSWEBDEV11 RCB				,	Horr	ne   <u>Wor</u>	rklist Add to Favorites	Sign out
Records Query Expressions Prompts Fie	Query Mana	ger ia Ha	ving View SQL Run			<u>New Wi</u>	ndow   Help   Customize	Page   📰
Query Name: HIERARCHY_JOIN	Descripti	on:			<b>N</b> F	Feed -		
View field properties, or use field as criteria in query state	ment.			Re	order / So	ort		
Fields			Customize   Find   View All	📕 First 🛙	1-7 of 7	Last		
Col Record.Fieldname	Format Ore	<u>XLAT</u>	Agg Heading Text	Add Criteria	Edit	Delete		
1 A.VENDOR_ID - Vendor ID	Char10		Vendor	74	Edit	-		
2 A.NAME1 - Name 1	Char40		Name	74	Edit			
3 A.VENDOR_STATUS - Vendor Status	Char1	N	Status	4	Edit	_		
4 B.ADDRESS1 - Address Line 1	Char55		Address 1	94	Edit	-		
5 B.CITY - City	Char30		City	9	Edit	-		
6 B.STATE - State	Char6		St	9	Edit	_		
7 B.POSTAL - Postal Code	Char12		Postal	94	Edit	-		
Save As New Query Preferences	Properties	Publish	as Feed New Union		1	Return To :	Search	
•			m					
				👊 Local intra	net   Prote	cted Mode:	: Off 🖓 👻 🤨	100% -

Step	Action
22.	Click the <b>Run</b> tab to run and test your Hierarchy Join.
23.	This completes <b>Hierarchy Joins</b> . <b>End of Procedure.</b>

# Standard (Any) Joins

#### Procedure

In this topic you will learn how to create a **Standard (Any) Join**.

Г



Step	Action
1.	Query Manager allows the creation of a join between two records (any record join) by selecting your initial base record, then returning to the Record page to select the second record.
	Unlike Hierarchy Joins, Standard (Any) joins are not predefined in the system. You must manually join the tables/records when using a Standard (any) Join.
	When creating a Standard Join, the records you wish to join <b>must</b> have a <b>common key field</b> for joining. Query will attempt to automatically join the records based on the keys in each record.
2.	In this example, you will join the PO_HDR record and the PO_LINE_DISTRIB record to retrieve Purchase orders between a date range for a specific business unit and find the merchandise amount and the department ID number.

	Home Workliet Add to Feynritee Sion out
Favorites Main Menu > Reporting Tools > Query > Query Manager	TONIC   MORRISI   Add to Partonics   Sign but
andren kondonen sonenda one soda da kondonen sonenda.	New Window   Help   Customize Page   🔤
Query Manager	
Enter any information you have and click Search. Leave fields blank for a list of all value	S.
Find an Existing Query   Create New Query	
*Search By: Query Name   begins with	
Search Advanced Search	
Find an Existing Query   Create New Query	
Done	G Local intranet   Protected Mode: Off G v € 100% マ

Step	Action
3.	Click the Create New Query link.
	Create New Query



PS9FSTST _{8.51}		
PS9FSWEBDEV12 RCB	Query Manager	Home Worklist Add to Favorites Sign out
Tavonces Hammend > Reporting tools > Query >	Query manager	New Window   Help   Customize Page   🚃
Records Query Expressions Prompts Fie	Ids Criteria Having View SQL Run	
		East -
Query Name: New Unsaved Query	Description:	a reed +
Find an Existing Record		
*Search By: Record Name		
Search Advanced Search		
Save Save As New Query Preferences	Properties Publish as Feed New Union	Return To Search
<		• • • • • • • • • • • • • • • • • • •
Done		🖬 Local Intranet   Protected Mode: Off 👘 👘 🗮 100% 👻

Step	Action
4.	Enter the desired information into the <b>begins with</b> field. Enter " <b>PO_HDR</b> ".
5.	Click the Search button.
6.	Click the Add Record link. Add Record



PS9FSTRN 8.51 PS9FSWEBDEV11 RCB	Home Worklist Add to Favorites Sign out
Favorites Main Menu > Reporting Tools > Query > Query Manager	
	New Window   Help   Customize Page   📰 🔺
Records Query Expressions Prompts Fields Criteria Having View SQL Run	
Ouer Name: New Leagued Ouer Description	Feed -
duci y nume. New onsaved query Description.	
Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add 29	=
additional records by clicking the records tab. When limitshed click the fields tab.	
Alias Record	
A PO_HDR - Purchase Order Header	
Check All Uncheck All	
Fields Find   View All First 🚺 1-50 of 85 🕨 Last	
9	
BUSINESS_UNIT - Business Unit	
PO_ID-PO Number 14	
CHING_ORD_BATCH - Change Order Number	
PO_STATUS - PO Status Provencian 9	
HOLD_STATUS - Hold From Future Processing	
RECV_STATUS - Receipt status	
DISP_ACTION - Allow Dispatch when Appr	
CLIANCE STATUS, Change Order Status	
DO DT Burghage Order Date	
PO_DT - Fulcitase Order Date	
VENDOR_D-Vendor location	
PRICE SETID - Price From Vandor SetID	
PRICE VENDOR - Price Vendor ID	
PRICE LOC - Price from Location	
PYMNT TERMS CD - Payment Terms ID	
BUYER ID - Buyer 9	
	-
	▲ 🕨 🛱 🌒 4:27 PM 11/2/2012

Step	Action
7.	Click the checkbox for the <b>BUSINESS_UNIT</b> field
8.	Click the checkbox for the <b>PO_ID</b> field.
9.	Click the checkbox for the <b>PO_DT</b> field. Click the <b>Select</b> option.
10.	Click the <b>Fields</b> tab to view the selected fields



PS9FSTRN 8.51					
PS9FSWEBDEV11 RCB			Ho	me <u>Worklist</u>	Add to Favorites Sign out
Favorites Main Menu > Reporting Tools > Query >	Query Manager				loss factoria de 188
Records Query Expressions Promote Fie	Ide Criteria Ha	ing View SOL Rup		New Window	v   Help   Customize Page   📖
Records addry Expressions Frompts Fre		ing new out inter	L		_
Query Name: New Unsaved Query	Description:		2	Feed -	
View field properties, or use field as criteria in query state	ment		Reorder / S	Bort	
Fields	none (	Sustamize   Find   Minur All   2	Einet 🚺 4 2 of 2	Last	
Col Record.Fieldname	Format Ord XLAT	Agg Heading Text	Add Criteria Edit	Delete	
1 A.BUSINESS_UNIT - Business Unit	Char5	Unit	R Edit	<b>Ξ</b>	
2 A.PO_ID - PO Number	Char10	PO No.	😪 Edit	-	
3 A.PO_DT - Purchase Order Date	Date	PO Date	R Edit		
				-	
Save Save As New Query Preferences	Properties Publish	as Feed New Union		Return To Sear	rch
4		m			•
Done			👊 Local intranet   Pro	tected Mode: Off	A +      A 100% +

Step	Action
11.	Click the Add Criteria button for the BUSINESS_UNIT to add criteria.
	9 <del>4</del>



PS9FSTRN 8.51						
PS9FSWEBDEV11 RCB	Quant Manager		Home Worklist	Add to Favori	<u>es Sigr</u>	<u>i out</u>
Favonices Main Menn > Keborung Loois > Query ;	Query Manager		New Window	ielp Custom	ize Page   🖬	3
Edit Criteria Properties						
Choose Expression 1 Type Expression 1						
Field     Choose Record and	Field					
© Expression Record Alias.Fi	eldname: UNIT - Business Uni					
*Condition Type: equal to	•					
Choose Expression 2 Type Expression 2						
Field     Define Constant       © Expression     Constant       © Constant     Constant		۹.				
<ul> <li>Prompt</li> <li>Subquery</li> </ul>						
OK Cancel						
Done			💊 Local intranet   Protected Mode: Off	- G -	<b>a</b> 100%	•

Step	Action
12.	Enter the desired information into the <b>Constant</b> field. Enter " <b>BRFHS</b> ".
13.	Click the <b>OK</b> button.



PS9FSTRN 8.51 PS9FSWEBDEV11 RCB					Home	Worklist	Add to Favorite	<u>s Sign c</u>	ut
Favorites Main Menu > Reporting Tools > Query >	Query Manag	ler							
Records Query Expressions Prompts Field	lds Criteria	a Hav	ving View SQL Run	1		New Window	Help Customi:	ze Page   📰	
Query Name: New Unsaved Query	Descriptio	n:			S Fee	d 👻			
View field properties, or use field as criteria in query stater	nent.			Rec	order / Sort				
Fields		с	ustomize   Find   View All   🗖	🔠 🛛 First 🚺	1-3 of 3 🚺	Last			
Col Record.Fieldname	Format Ord	XLAT	Agg Heading Text	Add Criteria	Edit De	elete			
1 A.BUSINESS_UNIT - Business Unit	Char5		Unit	9	Edit	-			
2 A.PO_ID - PO Number	Char10		PO No.	9	Edit	-			
3 A.PO_DT - Purchase Order Date	Date		PO Date	94	Edit	-			
Save Save As New Query Preferences	Properties	Publish a	as Feed New Union		Re	eturn To Search	1		
•			III						Þ
Criteria added successfully				👊 Local intran	et   Protecte	d Mode: Off	- A -	at 100% 🗣	

Step	Action
14.	Click the Add Criteria button to add a date range.

PS9FSTRN 8.51		
PS9FSWEBDEV11 RCB		Home   Worklist   Add to Favorites   Sign out
Tavojices Halli venu / Reporti	g rous / Query / Query Manager	New Window   Help   Customize Page   🗐
Edit Criteria Properties		
Choose Expression 1 Type © Field © Expression	Expression 1 Choose Record and Field Record Alias.Fieldname: APO_DT - Purchase Order Date	
*Condition Type:	equal to 👻	
Choose Expression 2 Type Field Expression Constant Prompt Subquery OK Cancel	xpression 2 Define Constant *Date:B	· · · · · · · · · · · · · · · · · · ·
Done		🛓 Local intranet   Protected Mode: Off 🛛 🖓 👻 🔍 100% 💌



Step	Action
15.	Click the <b>between</b> option from the drop-down list.
16.	<ul> <li>Enter the following date range: 11/01/13 - 11/30/13</li> <li>Note: When creating queries it is optimal to select a smaller data sample for testing, such as 11/01/13-11/30/13. This will result in a quicker run time, and make it easier to test and troubleshoot your query.</li> <li>Enter the desired information into the Date field. Enter "11/01/13".</li> </ul>
17.	Enter the desired information into the <b>Date 2</b> field. Enter "11/30/13".
18.	Click the <b>OK</b> button.

PS9FSTST8.s1 PS9FSWEBDEV12 RCB ordes Main_Menu > Reporting Tools > Query ecords Query Expressions Prompts	> Query M Fields C	Manag	er				Home	<u>Worklist</u>	Add to Favorit	es   <u>Sign o</u>	_
PS9FSWEBDEV12 RCB orites Main Menu > Reporting Tools > Query ecords Query Expressions Prompts	> Query M Fields C	Manag	er				Home	<u>Worklist</u>	Add to Favorit	es   <u>Signio</u>	
ecords Query Expressions Prompts	Fields C	ndildy	ei								ut
ecords Query Expressions Prompts	Fields C	ritorio									
ecolds Query Expressions Prompts	rielus			. in a			Ne	ew Window	Help Custom	ze Page   💷	
		anterna	па	wing	View SQL Run						
Jery Name: New Unsaved Query	Desc	riptio	n:				Feed	~			
iew field properties, or use field as criteria in query st	itement.					Re	eorder / Sort				
elds				Custom	ize   Find   View All   🗖	First 🛙	1-3 of 3 🚺 Las	at .			
ol Record.Fieldname	Format	Ord	XLAT	Aqq	Heading Text	Add Criteria	Edit Dele	te			
1 A.BUSINESS_UNIT - Business Unit	Char5				Unit	9	Edit 📃				
2 A.PO ID - PO Number	Char10				PO No.	8	Edit -				
2 A POLIDT Rurchage Order Date	Data				PO Data	9	Edit -				
	0000				10000						
				m							Þ
ne						👊 Local intra	net   Protected I	Mode: Off		🔍 100% 🛛	

Step	Action
19.	Click the <b>Run</b> tab.


ites Ma	sz DPS ain Menu > Renarting Taals >	Ouerv > Ouerv Manager		Home Ad	anorravontes   S
1000		Query / Query Humiger		Now Window   Holn	L Customito Rogo I
ords	Query Expressions Prom	nts Fields Criteria Having Via	w SQL Run	INCO VITION   HEID	Customize Fage
w All I Re	erun Query I Download to Excel I Do	woload to XMI		1-100 of 1402 🕨 Loct	
	Ilnit	PO No.	1110	PO Date	
	BRFHS	00000520	11/01/2013		
	BRFHS	00000521	11/01/2013		
	BRFHS	00000522	11/01/2013		
	BRFHS	00000523	11/01/2013		
	BRFHS	00000524	11/01/2013		
	BRFHS	00000525	11/01/2013		
	BRFHS	00000526	11/01/2013		
	BRFHS	00000527	11/01/2013		
	BRFHS	00000528	11/01/2013		
	BRFHS	00000529	11/01/2013		
	BRFHS	00000530	11/01/2013		
	BRFHS	00000531	11/01/2013		
	BRFHS	00000532	11/01/2013		
	BRFHS	06631773	11/01/2013		
	BRFHS	06631784	11/01/2013		
	BRFHS	06631839	11/01/2013		
	BRFHS	06631847	11/01/2013		
	BRFHS	06632110	11/01/2013		
	BRFHS	06632131	11/01/2013		
	BRFHS	06632182	11/01/2013		
	BRFHS	06632183	11/01/2013		
	BRFHS	06632184	11/01/2013		
	BRFHS	06636935	11/01/2013		
	BRFHS	06645321	11/01/2013		
	00000	06645000	11/01/2012		

Step	Action
20.	Click the <b>Records</b> tab to select the other record to join to the PO_HDR record.



PS9FSTRN 8.51 PS9FSWEBDEV11 RCB		Home   Worklist   Add to Favorites   Sign out
Favorites Main Menu > Reporting Tools > Query > Query Manager		
Records Query Expressions Prompts Fields Criteria Hav	ing View SQL Run	<u>New Window   Help   Customize Page  </u>
Query Name: New Unsaved Query Description:		Feed -
Find an Existing Record		
*Search By: Record Name     begins with		
Search Advanced Search		
Search Results		
Record Customize   Find   View All   🕮   🛗 Fire	st 🚺 1-7 of 7 🔟 Last	
Recname Join Record	Show Fields	
PO_HDR - Purchase Order Header Join Record	Show Fields	
PO_HDR_A - PO Activity Header Join Record	Show Fields	
PO_HDR_EC - Purchase Order Header Join Record	Show Fields	
PO_HDR_FS - Purchase Order Header Join Record	Show Fields	
PO_HDR_MISC - PO Header Miscellaneous Charge Join Record	Show Fields	
PO_HDR_PRV - Purchase Order Header Join Record	Show Fields	
PO_HDR_STG - PO Header Staging Table Join Record	Show Fields	
Save Save As New Query Preferences Properties Publish a	is Feed New Union	Return To Search
()	111	
Done		Local intranet   Protected Mode: Off

Step	Action
21.	Enter the desired information into the <b>begins with</b> field. Enter " <b>PO_LINE_DISTRIB</b> ".
22.	Click the Search button.
23.	Click the <b>Join Record</b> link. Join Record



PS9FSTRN 8.51			_	
PS9FSWEBDEV11 RCB	Home	Worklist	Add to Favorite	<u>Siqn out</u>
Favorites Main Menu > Reporting Tools > Query > Query Manager				
	N	lew Window	Help Customiz	e Page 📰
Select join type and then record to join with PO_LINE_DISTRIB - PO_Line Accounting Entries				
Join Type				
<ul> <li>Join to filter and get additional fields (Standard Join)</li> </ul>				
Join to get additional fields only (Left outer join)				
A = PO_HDR - Purchase Order Header				
Cancel				
Done 🚱 Local intra	anet   Protected	Mode: Off		100% -

Step	Action
24.	In the Join Type section, the system defaults to the "Join to filter and get additional fields (Standard Join)". This should remain as defaulted. Click the <b>A</b> = <b>PO_HDR - Purchase Order Header</b> link.
	A = PO_HDR - Purchase Order Header



PS9		House I Headfard I Addie Sauraine I Star and
Favorites	Main Menu > Reporting Tools > Query > Query Manager	Home   Workist   Add to Pavontes   Sign out
	, ແລະເງິດແລ້ງ, ແລະອາດຫຼັງ ເວລະ 3 ຊີຊີກາ 3 ຊີລະນາ ເລແອງດ.	New Window   Help   Customize Page   🗐
Auto Joir	n Criteria	
Query has Use the cl add criteri	: detected the join conditions shown below. heckboxes to unselect the criteria that you do not want to add to the query and click a when done. The criteria added can always be modified later using the criteria tab.	
<b>V</b>	A.BUSINESS_UNIT - Business Unit = B.BUSINESS_UNIT - Business Unit	
	A.PO_ID - PO Number = B.PO_ID - PO Number	
	Add Criteria Cancel	2
Dama		😰 Level internet I Destanted Meder Off 👘 👘 🕀 100% 📼

Step	Action
25.	Click the Add Criteria button. Add Criteria



PS9FSTRN 8.51	Hama   Warkfat   Addita Fayaritaa   Cian aut
P 397 3WEDDEVII AGE	Inone Workist Add to ravorites Sign out
Targites Hair Hera > Reporting 1005 > Query Hairager	New Western Lines Lowelson in Press L
Description Description Description Optimized University Description	New Window   Help   Customize Page   III
Records Query Expressions Prompts Fields Criteria Having View SQL Run	
Query Name: New Unsaved Query Description:	S Feed -
Click folder pert to record to show fields. Check fields to add to query. Lincheck fields to remove from query. Add	
additional records by clicking the records tab. When finished click the fields tab.	=
Chosen Records	
Alian Becard	
B PO_LINE_DISTRIB - PO Line Accounting Entries	
Check All Uncheck All	
Fields Find   View All First 🚺 1-50 of 129 🕨 Last	
BUSINESS_UNIT - Business Unit	
PO_ID - PO Number 74	
LINE_NER - Line Number	
SCHED_NBR - Schedule number	
UST_ACCT_TYPE - Accounting Entry Type	
DISTRIB_LINE_NOM-DISTRIBUTION LINE	
QTY_PO - Purchase Order Quantity 74	
CURRENCT_CD - Currency Code	
MERCHANDISE_AMI - Merchandise Amount	
CORRENCT_CD_BASE - Business Onli Base Currency	
MERCH_AWI_BSE - Merchandise Amount Base	
Location Definition	
ACCOUNT - Account	
ALTACCT - Alternate Account	
DEPTID - Department 🖗	
OPERATING_UNIT - Operating Unit %	
PRODUCT - Product 94	
FUND_CODE - Fund Code 🖗	
	· · · · · · · · · · · · · · · · · · ·
Done 👊 Local intranet	Protected Mode: Uff 🛛 🖓 👻 🔍 100% 👻

Step	Action
26.	Click the checkbox for the <b>MERCANDISE_AMT</b> and the <b>DEPTID</b> fields.
27.	Click the <b>Run</b> tab to see if the join was successful.
28.	The results for the Standard Join query displays.



S9FS	WEB2 DPS	mentione Teals . Other	u . Ouru Maranan	Home Add to Favorites	<u>Sign o</u>
nues	Main Menu > Ke	sporarjų robis > Qaer	y > Quely Manager	New Window   Hein   Customize	Page
cords	Query Expl	ressions Prompts	Fields Criteria Having	View SQL Run	1 440 1 45
aw Al	Rerun Query   Dov	which	ad to XML	First 🖪 1-100 of 6025 💌 Last	
	Unit	PO No.	PO Date	Merchandise Amt Dept	
	BRFHS	00000520	11/01/2013	950.000 2067490	
	BRFHS	00000520	11/01/2013	3800.000 2067490	
	BRFHS	00000521	11/01/2013	0.000 2047100	
	BRFHS	00000521	11/01/2013	0.000 2047100	
	BRFHS	00000522	11/01/2013	326.760 2047100	
	BRFHS	00000522	11/01/2013	440.400 2047100	
	BRFHS	00000523	11/01/2013	234.000 2047100	
	BRFHS	00000523	11/01/2013	227.760 2047100	
	BRFHS	00000524	11/01/2013	132.840 2067490	
	BRFHS	00000524	11/01/2013	0.000 2067490	
	BRFHS	00000524	11/01/2013	2.940 2067490	
	BRFHS	00000524	11/01/2013	9.080 2067490	
	BRFHS	00000524	11/01/2013	20.360 2067490	
	BRFHS	00000525	11/01/2013	168.500 2059460	
	BRFHS	00000525	11/01/2013	167.760 2059460	
	BRFHS	00000525	11/01/2013	167.240 2059460	
	BRFHS	00000525	11/01/2013	150.870 2059460	
	BRFHS	00000525	11/01/2013	3357.120 2059460	
	BRFHS	00000525	11/01/2013	143.520 2059460	
	BRFHS	00000525	11/01/2013	393.120 2059460	
	BRFHS	00000525	11/01/2013	273.300 2059460	
	BRFHS	00000525	11/01/2013	533.520 2059460	
	BRFHS	00000525	11/01/2013	219.590 2059460	
	BRFHS	00000525	11/01/2013	714.900 2059460	
	BREHS	00000525	11/01/2013	1153.520 2059460	

Step	Action
29.	Click the <b>Fields</b> tab.



PS9FSTRN 8.51				
PS9FSWEBDEV11 RCB	Quony Managor		Home Work	list Add to Favorites Sign out
ravolices Main Menu / Reporting room / Query /	Query Manager		New Win	dow Help Customize Page 🗔
Records Query Expressions Prompts Fie	elds Criteria F	Having View SQL Run		
Query Name: STANDARD_JOIN	Description:		S Feed -	
View field properties, or use field as criteria in query state	ment.		Reorder / Sort	
Fields	,,	Customize   Find   View All   💷   🖥	First 🚺 1-5 of 5 🖸 Last	
Col Record.Fieldname	Format Ord XL	LAT Agg Heading Text	Add Criteria Edit Delete	
1 A.BUSINESS_UNIT - Business Unit	Char5	Unit	🐕 🔁 🗖	
2 A.PO_ID - PO Number	Char10	PO No.	👫 📃 🖃	
3 A.PO_DT - Purchase Order Date	Date	PO Date	🐕 🗾 🖃	
4 B.MERCHANDISE_AMT - Merchandise Amount	SNm25.3	Merchandise Amt	🐕 🗾 🖃	
5 B.DEPTID - Department	Char10	Dept	🐕 🗾 Edit 🖃	
Save Save As New Query Preferences	Properties Publis	ish as Feed New Union	Return To S	earch
				÷
7				
•				•
		•	Local intranet   Protected Mode: 0	Off 🛛 🖓 🔻 🔍 100% 💌 🖉

Step	Action
30.	Click the Save As link to save your query. Save As

PS9FSTF PS9FSWEBDE	RN 8.51 EV11 RCB	Home Worklist	Add to Favorites Sign out
Favorites Main	Menu > Reporting Tools > Query > Query Manager		
		New Window	telp Customize Page
Enter a name t	to save this query as:		
*Query:	STANDARD_JOIN		
Description:			
Folder:			
*Query Type:	User •		
*Owner:	Private •		
Query Definitio	on:		
OK	Cancel		
Done		🗣 Local intranet   Protected Mode: Off	<i>4</i> ₂ <b>▼</b> € 100% <b>▼</b>



Step	Action
31.	Enter the name of your query and if desired, enter a longer description of the query in the Query Definition box.
	Click the <b>OK</b> button.
32.	This completes <b>Standard (Any) Joins</b> . <b>End of Procedure.</b>

### Related Record Joins

#### Procedure

In this topic you will learn how to create **Related Record Joins**.

### Navigation: Click the Main Menu link>Reporting Tools>Query>Query Manager

Step	Action
1.	In a related join, you can automatically join two records based on a relationship that has been predefined in the record designer. The Related Record Joins displays as a link to the right of the field. The relationship between the fields has already been identified, so no criteria needs be added. Click the <b>Create New Query</b> link
2.	In this example you will create a query to retrieve Inventory item ID, Manufacturer's ID, and the Manufacturer's name. In order to retrieve our data, we will need to join two records, the ITEM_MFG and the MANUFACTURER.



🕞 PS Desktop - Citrix online plug-in	
PS9FSRPT 8.51	
PS9FSWEB1 DPS Favorites Main Menu > Reporting Tools > Query > Query Manager	Home   Add to Favorites   Sign out
	New Window   Help   Customize Page   📰
Records Query Expressions Prompts Fields Criteria Having View SQL Run	n
Query Name: New Unsaved Query Description:	S Feed -
Find an Existing Record	
*Search By: Record Name 💌 begins with	
Search Advanced Search	
Save Save As New Query Preferences Properties Publish as Feed New Union	Return To Search
٩	
	💊 Local intranet   Protected Mode: Off 🛛 🖓 👻 🔍 100% 👻

Step	Action
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>ITEM_MFG</b> ".
4.	Click the Search button.
5.	Click the <b>Add Record</b> link. Add Record



😉 PS Desktop - Citrix online plug-in	×
PS9FSRPT _{8.51}	
PS9FSWEB1 DPS Eavorities Main Manu & Reporting Tools & Ouery Manager	Home Add to Favorites Sign out
ravojites mainimenti / Reputring rous / Query / Query manager	New Window   Help   Customize Page   🔤 🔺
Records Query Expressions Prompts Fields Criteria Having View SQL Run	
Query Name: New Unsaved Query Description:	S Feed ▼
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	
Aliae Record	
A ITEM MFG- Item Manufacturer Table	
Check All Uncheck All	
Fields Find   View All First 🖬 1-5 of 5 🔝 Last	
🗖 🄛 INV ITEM ID- Item ID	
🗖 📴 MFG_ID - Manufacturer ID Join MANUFACTURER - 😵	
Manufacturer Table	
PREFERRED_MFG - Item's Preferred Manufacturer	
Save Save As New Query Preferences Properties Publish as Feed New Union	Return To Search
	_
4	
Done Contraction Contra	ranet   Protected Mode: Off 🛛 🖓 👻 🔍 100% 👻 🏿

Step	Action
6.	Select the following fields in the <b>ITEM_MFG</b> record:
	SETID INV_ITEM_ID MFG_ID
7.	Click the <b>Fields</b> tab.



👺 PS Desktop - Citrix online plug-in												_ 8 ×
PS9FSRPT _{8.51}												
PS9FSWEB1 DPS									Home	Add to Favo	<u>rites</u>	<u>Sign out</u>
Favorites Main Menu > Reporting Tools > Query >	Query Ma	anagi	er									
Descrite Query Everyneiters Drownto Fie		torio	)	uin a	New Col Due			New	Nindow	Help   Custo	mize Pac	10
Records duery Expressions Prompts Pie	ius on	tena	n a	ving	VIEW SQL Run							
Query Name: New Unsaved Query	Descr	iptio	n:				5	Feed -				
							Reorder ( S	ort				
View field properties, or use field as criteria in query stater	ment.				E	<b>M</b> 111						
Fields Col Record Fieldname	Format	Ord	VI AT	Custom	ize   Find   View All   IIII	F Red Crit	irst 🔛 1-3 of 3   teria Edit	Last	-			
1 A SETID - SetID	Char5	010			SetID	9	Edit					
2 A INDUITEM ID Hom ID	Char19				Itom	9	Edit					
	Charro				iterri	*	Euli					
3 A.MFG_ID - Manufacturer ID	Char50				Mfg ID	74	Edit					
Save Save As Now Query Proferences	Proportio		Publich		ad Now Union			Return T	n Search			
Save As New Guery Preferences	Fropertie	5 1	ruuiisn	asre	ed <u>New Onion</u>		_	Return	o osarch			
1												
·							Local intranet	Protected I	Mode: Off	4	• 🔍 10	

Step	Action
8.	<b>Note:</b> Add Criteria to the SETID and INV_ITEM_ID fields to retrieve a small data sample for testing.
	Click the Add Criteria button for the SETID field.



婱 PS Desktop - Citrix online plu	ıg-in			_ <del>_</del>
PS9FSRPT 8.51 PS9FSWEB1 DPS			Home A	id to Favorites Sign out
Favorites Main Menu > Rep	orting Tools > Query > Query Manager			
			New Window Help	Customize Page 🖬
Edit Criteria Properties				
Choose Expression 1 Type	Expression 1	l		
Field	Choose Record and Field			
CExpression	Record Alias.Fieldname:			
	A.SETID - SetID			
*Condition Type:	equal to			
Choose Expression 2 Type	Expression 2			
C Field	Define Constant			
C Expression				
Constant	Constant:			
C Prompt				
C Subquery				
Ol/ Cancel				
OK Cancer				
<b>D</b>				A 10001
Loue			Local Intranet   Protected Mode: Off	VA V 100% V

Step	Action
9.	Enter the desired information into the <b>Constant</b> field. Enter " <b>BRFHS</b> ".
10.	Click the <b>OK</b> button.
11.	Click the add Criteria Button.
12.	Select <b>between</b> from the Conditions Type drop-down list.
13.	Enter the constants for Inventory items. In this example you are looking for inventory item ID's between: 600000 - 600600.
14.	Click the <b>OK</b> button.



S9FSWEB1 DPs								Home	Add to Favo	rites	Sid
rites Main Menu > Reporting Tools > Query	> Query M	1anager									
cords Query Expressions Prompts	Fields C	riteria	Having	g View SQL Run	1		<u>New W</u>	/indow   H	lelp Custo	mize Page	
ery Name: New Unsaved Query	Desc	ription:				5	Feed -				
ew field properties, or use field as criteria in query st	atement.				R	eorder/S	ort				
lds			Cust	tomize   Find   View All   🗖	First	1-3 of 3	Last				
I <u>Record.Fieldname</u>	Format	<u>Ord</u>	XLAT Ag	g Heading Text	Add Criteria	Edit	Delete				
1 A.SETID - SetID	Char5			SetID	74	Edit	-				
2 A.INV_ITEM_ID - Item ID	Char18			Item	4	Edit					
3 A.MFG_ID - Manufacturer ID	Char50			Mfg ID	9	Edit	-				
				<u>read</u> <u>read</u>		_		Courter	1		
						1		Couldin			
						-			J		
						-			1		
						-			1		
						-			1		
						-			1		
						-			J		
						-			_		
						-			_		

Step	Action
15.	Click the <b>Run</b> tab.



<b>S</b> 91	FSRPT 8.51				
S9FS	WEB1 DP	s		Home Adv	d to Favorites   Sign (
rites	Main Menu > P	Reporting Tools ->	Query > Query Manager		
				New Window Help	Customize Page
cords	│ Query │ Exp	oressions   Pror	npts Fields Criteria Having View SQL Run		
ew All	Rerun Query   Di	ownload to Excel   [	Jownload to XML	First 🖪 1-100 of 146 🕑 Last	
	SetID	Item	Mfg ID		
_	BRFHS	600008	KENDALL HEALTHCARE		
	BRFHS	600009	TYCO / KENDALL HEALTHCARE PRODUCTS		
	BRFHS	600010	BAXTER HEALTHCARE		
	BRFHS	600037	TYCO / KENDALL HEALTHCARE PRODUCTS		
	BRFHS	600074	TYCO / KENDALL HEALTHCARE PRODUCTS		
	BRFHS	600116	ETHICON		
	BRFHS	600234	TYCO / KENDALL HEALTHCARE PRODUCTS		
	BRFHS	600266	BARD UROLOGICAL		
	BRFHS	600268	BARD UROLOGICAL		
0	BRFHS	600272	J&J / ETHICON WOUNDCARE		
1	BRFHS	600275	J&J / ETHICON WOUNDCARE		
2	BRFHS	600275	J&J / ETHICON WOUNDCARE		
3	BRFHS	600276	GISH BIOMEDICAL		
4	BRFHS	600277	COOK MEDICAL, INC		
5	BRFHS	600278	ALLEGIANCE		
6	BRFHS	600279	COOKINC		
7	BRFHS	600280	VYGON		
8	BRFHS	600282	J&J / ETHICON WOUNDCARE		
9	BRFHS	600286	COOK MEDICAL, INC		
0	BRFHS	600293	ETHICON		
1	BRFHS	600312	FRESENIUS, USA		
2	BRFHS	600324	FRESENIUS, USA		
3	BRFHS	600348	ALCON LABS		
4	BRFHS	600349	J&J / ADVANCED STERILIZATION PRODUCTS		
5	BRFHS	600354	J&J / ADVANCED STERILIZATION PRODUCTS		

Step	Action
16.	Click the <b>Query</b> tab to Join the MANUFACTURER record.



👺 PS Desktop - Citrix online plug-in	X
PS9FSRPT _{8.51}	
PS9FSWEB1 DPS Favorites Main Menu > Reporting Tools > Query > Query Manager	Home   Add to Favorites   Sign out
Records Query Expressions Prompts Fields Criteria Having View SQL Run	New Window   Help   Customize Page   📰 🔺
Query Name: New Unsaved Query Description:	Feed -
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.	
Alias Record	
A ITEM_MFG - Item Manufacturer Table	
Check All Uncheck All	
INV_ITEM_ID- item ID     %	
MFG_ID - Manufacturer ID Join MANUFACTURER - K Manufacturer Table	
MFG_ITM_ID - Manufacturer's Item ID     PREFERRED_MEG-Item's Preferred Manufacturer	
Save Save As New Query Preferences Properties Publish as Feed New Union	Return To Search
	•
	tranet   Protected Mode: Off

Step	Action
17.	Click the Join MANUFACTURER - Manufacturer Table link Note: Like Hierarchy Joins, Related Record Joins are predefined in the system. The relationship between the fields has already been identified, so no criteria needs to be
	added.



😉 PS Desktop - Citrix online plug-in	
PS9FSRPT _{8.51}	
PS9FSWEB1 DPS	Home Add to Favorites Sign out
Favorites Main Menu > Reporting Tools > Query > Query Manager	
	New Window   Help   Customize Page   📰
Salast isin ton a	
Select join type	
Join Type	
<ul> <li>Join to filter and get additional fields (Standard Join)</li> </ul>	
C Join to get additional fields only (Left outer join)	
OK Cancel	
	🚱 Leasel interest   Destanted Marine Off

Step	Action
18.	In the Join Type box, the "Join to filter and get additional fields (Standard Joins) option defaults and should remain as defaulted.
	Click the OK button.



🗣 P5 Desktop - Citrix online plug-in	_ 8 ×
PS9FSRPT _{8.51}	
PS9FSWEB1 DPS Eavorities Main Menu & Reporting Tools & Oueny & Oueny Manager	Home Add to Favorites Sign out
randinan i umuli unu i uaborula i aono i datari i datari unuatari	New Window   Help   Customize Page   📰 🔺
Records Query Expressions Prompts Fields Criteria Having View SQL Run	
	S Food -
Query Name: New Unsaved Query Description:	M Leed +
Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add 29 additional records by clicking the records tab. When finished click the fields tab.	
Chosen Records	
Alias Record	
A ITEM_MFG - Item Manufacturer Table	
B MANUFACTURER - Manufacturer Table joined with A.MFG_ID - Manufacturer ID Hierarchy Join	
Check All Uncheck All	
Fields Eind   View All First 🚺 1-6 of 6 💟 Last	
🗖 📴 SETID - SetID	
MFG_ID - Manufacturer ID 😽	
DESCREMORT - Short Description	
UPN_TYPE_CD - UPN Type Code	
LOCALLY_OWNED_FLG - Locally Owned	
Expand All Records Collapse All Records	
Save Save As New Query Preferences Properties Publish as Feed New Union	Return To Search
•	• •
Done 🤤 🤤 Local intra	anet   Protected Mode: Off 🛛 🖓 👻 🔍 100% 👻 🏾

Step	Action
19.	Note: The (B) alias record has been assigned to the MANUFACTURER record.
	Select the DESCR60 field to display the Manufacturer's name.



👺 PS Desktop - Citrix online plug-in	_ <u>-</u> ×
PS9FSRPT _{8.51}	
PS9FSWEB1 DPS	Home Add to Favorites Sign out
Favorites Main Menu > Reporting Tools > Query > Query Manager	Meuritéindeur I Liele   Queterrite Dese   📼 🔺
Records Query Expressions Prompts Fields Criteria Having View SQL Run	
Query Name: New Unsaved Query Description:	S Feed -
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 ITEM_MFG - Item Manufacturer Table     Hierarchy Join	
B MANUFACTURER - Manufacturer Table joined with A.MFG_ID - Manufacturer ID Hierarchy Join	
Check All Uncheck All	
Fields Eind   View All First 🖬 1-6 of 6 💟 Last	
🗖 🔤 SETID - SetID	
🗖 🔤 MFG_ID - Manufacturer ID 🚏	
DESCRSHORT - Short Description	
DESCR60 - Description 14	
UPN_IYPE_CD-UPN Iype Code	
Expand All Records Collapse All Records	
	Detum To Cooreb
Save As New Query Preferences Properties Publish as Feed New Union	Retuin to Search
	-
	•

Step	Action
20.	Click the Fields tab to view the fields you selected for your query.



PS Desktop - Citrix online plug-in												-	ļ
PS9FSRPT 8.51								_					
S9FSWEB1 DPS	A Ouerv N	lanado	- vr						<u>tome</u>	Add to	<u>Favorites</u>	Sic	<u>ال</u>
ntes Maintend > Neporting roots > Quer	/ / Query II	iai iayo	51					Now M	andow I	Heinlic	Listomiza E	ene l	6
cords Query Expressions Prompts	Fields C	riteria	На	ving	View SQL Run			14044.4	indow	11010 1 0	<u>datornize r</u>	<u>aqo</u> [ 1	
					11	_	_						
ery Name: New Unsaved Query	Desc	riptior	n:				2	eed -					
ew field properties, or use field as criteria in query s	tatement.					R	eorder / So	irt					
ids				Custom	ize   Find   View All   🗖	First	1-4 of 4	Last					
Record.Fieldname	Format	<u>Ord</u>	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete					
A.SETID - SetID	Char5				SetID	9	Edit	-					
2 A.INV_ITEM_ID - Item ID	Char18				Item	9	Edit	-					
3 A.MFG_ID - Manufacturer ID	Char50				Mfg ID	9	Edit	-					
B.DESCR60 - Description	Char60				Descript	9	Edit	-					
													į
						Loca	i intranet	Protected N	lode: Off		19 a - C	100%	

Step	Action
21.	Click the <b>Run</b> tab to view results.
22.	If the query produced the desired results, you would save and name your query. Click the <b>Save As</b> link. Save As



😼 PS Desktop -	Citrix online plug-in						_ 8 ×
PS9FSF	RPT _{8.51}						
PS9FSWEB1	DPS				Home Ac	d to Favorites	<u>Sign out</u>
Favorites Main	Menu > Reporting Tools > Query > Query Manager						
				New	Window Help	Customize P	age 📰
-							
=nter a name	to save this query as:						
*Query:	RELATED_JOIN_TEST						
Description:							
Description							
Folder:							
*Query Type:	User 🔽						
*Owner:	Private						
Query Definit	ion.						
		-					
OK	Cancel						
-	·						

Step	Action
23.	Enter the Query Name and if you like you can enter a Query Definition.
24.	This completes <b>Related Record Joins</b> . <b>End of Procedure.</b>

### **Exercise 6**

## Schedule A Single Query

#### Procedure

In this topic you will learn how to Schedule a Single Query.

NOTE: This topic demonstrates how to schedule one query at a time for view.



Step	Action
1.	Queries may be scheduled through use of the Report Manager. This is a valuable tool when a query is large and takes a long time to run. Scheduling your query allows you to run the query at a time when there is less activity on the system.
	In this exercise, you will schedule the VENDORS_SED_N_SEHI query to run in 5 minutes.

🕞 PS Desktop - Citrix online plug-in					_ 8 ×
PS9FSRPT _{8.51}					<u>^</u>
PS9FSWEB1 DPS			Home Add to Favori	tes S	iqn out
Favorites Main Menu					
Personalize Content   Layout					Help
					Ŧ
Done			💊 Local intranet   Protected Mode: Off	<u>(</u> ) - ()	100% • //

Step	Action
2.	Click the Main Menu button. Main Menu
3.	Click the <b>Reporting Tools</b> menu. Reporting Tools
4.	Click the Query menu.
5.	Click the Query Manager menu.



🖗 PS Desktop - Citrix online plug-in	<u>_ 8 ×</u>
PS9FSRPT _{8.51}	
PS9FSWEB1 DPS	Home Add to Favorites Sian out
Pavointes Main Mento > Reporting Louis > Query > Query Manager	New Mitter to a District Constanting David Land
	New Window   Help   Customize 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: Query Name 💌 begins with VENDORS	
Search Advanced Search	
Find an Existing Query   Create New Query	
	📢 Local intranet   Protected Mode: Off 🛛 🖓 👻 🔍 100% 💌 🏿

Step	Action
6.	Enter the desired information into the <b>begins with</b> field.
	Enter VENDORS.
	Click the <b>Search</b> button.
7.	Click the Schedule link. Schedule
8.	The system defaults you to the Add a New Value tab. A Run Control ID <u>must</u> be added the first time you run a query.
	The Run Control ID is used to access the Report Manager. The Run Control ID is: 1. Specific to the UserID:
	2. Can be entered in upper, lower or mixed case;
	3. Can be up to 30 characters long; and
	4. Must be one continuous string of words. It cannot contain any blank spaces. If you wish to separate two words, connect them using an underscore.



PS Desktop - Citrix online plug-in		_ 8 >
PS9FSRPT.		
PS9FSWEB1 DPs	Home	Add to Favorites Sign out
avontes Mantimenu > Reporting Tools > Query Manager		
		New Window   Help   📖
Scheduled Query		
Find on Evicting Volue Add a New Volue		
Juery Name: VENDORS_SEB_N_SEHI		
Add		
Find an Existing Value   Add a New Value		
	Local intranet   Protected Mode: Of	<u>√</u> 2 <b>▼</b> 100% <b>▼</b>

Step	Action
9.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>SCHED_QUERY</b> ".
10.	Click the Add button.
11.	Enter the desired information into the <b>Description</b> field. Enter " <b>VENDOR ADDRESS LIST</b> ".
12.	Click the <b>OK</b> button.



PSPERPET as     Post Add to Favoration     Very Main Menu > Reporting Tools > Query > Query Manager     rocess Scheduler Request     User ID:     Run Date:     Outrant     Run Date:     Outrant     Note:     Add to Favoration     Networkindow     Hells     Customize Page     Image:     Run Date:     Outrant     Networkindow     Hells     Customize Page     Image:     Run Date:     Process Scheduler Request     Image:     Run Date:     Process Latter     Process Name     Process Name	ទ PS Desktop - Citrix online plug-in								_ 8 ×
PSSYNEBI pes     argitte     Man Menu > Reporting Tools > Query > Query Manager   rocess Scheduler Request   User D:     Ber D:     Run Control ID:   SCHED_QUERY   Server Name:     Run Date:     Otto Target     Run Control ID:     SCHED_QUERY     Run Control ID:     Sched User D:     Run Time:   Process State	PS9FSRPT 8.51								
seques Namework     cocess Scheduler Request     User ID: Run Ontrol ID:     Server Name: Image:     Run Date: Image:     Process List     Run Process List	PS9FSWEB1 DPS						Home	Add to Favorites	Sign out
New Window   Help Customize Pace   Image: Customize	Favorites Main Menu > Reporting Tools > Qu	uery 🔉 Query Mana;	jer						
User ID:       Run Control ID:       SCHED_OUERY         Sever Name:       Image:       Uto092014       Image:         Recurrence:       Image:       Image:       Run Tame:       Z55:56PM         Time Zone:       Image:       Image:       Image:       Image:       Image:       Image:         Process Not       Process Not       Tore Tornat       Bistribution         Image:       PSOUERY       PSOUERY       Application Engine       Image:       Image: <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>New Window</th><th>Help Customize F</th><th>Page 📰</th></td<>							New Window	Help Customize F	Page 📰
User ID:       Rur Control ID: SCHED_QUERY         Server Name:       Run Date:         Control ID:       Run Date:         Divert Name:       Run Date:         Time Zone:       Run Time:         Zescet Description       Process Hame         PSQUERY       PSQUERY         PSQUERY       PSQUERY									
User ID:       Emergence         Server Name:       Image: 1009/2014         Recurrence:       Image: 255:56PFM         Time Zone:       Image: 255:56PFM         Process List       Process List         Sector Description       Process List         PSQUERY       PSQUERY         PSQUERY       PSQUERY         Application Engine       Web         OK       Cancel	Process Scheduler Request								
User ID:       Rum       Rum Catter ID:       ScHen_QUERY         Sever Name:       Image:       Image: <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>									
Server Name: Run Date:   Run Time: 2:55:50PM   Run Time: 2:55:50PM   Process List   Select Description   Process Hame Process Type   * PSQUERY PSQUERY   Application Engine Web   TxT Distribution OK Cancel	User ID:		Run Control ID:	SCHED QU	ERY				
Server Name: Run Date:   Image: Server Name: Run Time:   Time Zone: Run Time:   Process Law: Process Law:   Select Description   PSQUERY PSQUERY   PSQUERY PSQUERY   Application Engine Web   TXT Distribution									
Recurrence:       Run Time:       Resetto Current Date/Time         Time Zone:       Process Live       Format         Setect       Pescurser       Pscurser         Verses Live       Pscurser       Pscurser         V       Pscurser       Pscurser         OK       Cancel	Server Name:	Run Date: U1	/09/2014						
Process Ust       Process Hane       Process Type       Type       Format       Distribution               PSOUERY           PSOUERY           PSOUERY           Application Engine           TxT           Distribution             OK         Cancel           OK         OK           Cancel           OK           Cancel	Recurrence:	Run Time: 2:5	55:56PM	Reset to Cur	rent Date/Time				
Process Name     Process Type     "Format     Distribution       ✓     PSQUERY     PSQUERY     Application Engine     Web     TxT     Plashabution       OK     Cancel	Time Zone:								
Select     Description     Process Hame     Process Type     Type     Tormat     Distribution       V     PSOUERY     Application Engine     Web     TxT     Distribution	Process List								
PSQUERY     PSQUERY     Application Engine     Web     TXT     Distribution	Select Description	Process Name	Process Type	*Туре	*Format	Distribution			
OK Cancel	PSQUERY	PSQUERY	Application Engine	Web	TXT 💌	Distribution			
OK Cancel			- approval of Lights			ACT OF A COLOR			
OK Cancel									
OK Cancel									
OK Cancel									
OK Cancel									
	OK Cancel								
	D					Langel interaction 1.4		« (A)	10001

Step	Action
13.	You must select the Server on which the query will run. The Server is always <b>PSNT</b> .
	Click the Server Name list.
14.	Click the <b>PSNT</b> list item. PSNT
15.	You will schedule the query to run 5 minutes from the time displayed in the Run time field. In this example, you will enter 3:00 PM into the Run Time field. Enter the desired information into the <b>Run Time</b> field. Enter " <b>3:00:56pM</b> ".
16.	Click the <b>OK</b> button.



🕞 PS Desktop - Citrix online plug-in							_ 8 ×
PS9FSRPT _{8.51}							
PS9FSWEB1 DPS	Ourse Anna Maragan				Home	Add to Favorites	Sign out
Pavontes Mani Menu > Reporting Tools >	Query > Query Manager						
					New Window	Help   Customize	<u>rade   Hill</u>
Query Manager							
Enter any information you have and click Search	. Leave fields blank for a list of all '	values.					
to L D	aw GUBIY			_			
Search By: Query Name	begins with	VENDORS					
Advanced Search							
Search Besults							
Search Results							
*Folder View: All Folders	•						
Check All Uncheck All		*Action: C	hoose	▼ Go			
Query		Customize	Find   View All   🖉	a(j <mark>‱</mark> Fi	rst 🚺 1-4 of 4 🚺 Las	st	
Select Query Name	Descr	Owner Folder	Edit Run to	Run to Excel X	<u>kun to</u> <u>Schedule</u>		
VENDORS_ADD_SEQ		Public	Edit HTML	Excel X	ML Schedule		
VENDORS_BU		Public	Edit HTML	Excel X	ML Schedule		
VENDORS_MISSING_MATCH_RULES		Public	Edit HTML	Excel X	ML Schedule		
VENDORS_SEB_N_SEHI	SEB & SEHI Certified Vendors	Public	Edit HTML	Excel X	ML Schedule		
Find an Existing Query   Create f	New Query						
Done				.ocal intranet	Protected Mode: Off	- <u>-</u>	100% • //

Step	Action
17.	Once the scheduled time has elapsed, you can view the query results via the Report Manager.
	Click the <b>Reporting Tools</b> link at the top of the screen. Reporting Tools
18.	Click the <b>Report Manager</b> menu.



😇 PS Desktop	o - Citrix onli	ne plug-in							_ 8	×
PS9FS										
PS9FSWEI	B1 c	OPS	ala i Damant Mana					Home A	dd to Favorites   Sign o	<u>.tt</u>
Havuriues Ma	arri vienu 🔉	Reporting To	iuis > kepurt Maria	yer				Navi Ministeri I. Late	l Oustanina Dana I 📼	
Administrati	ion List	Explorer	Archives					New window   Help	<u>o   Customize Page</u>   iiii	
		Capitoron								
View Report	ts For		_	Ellert		4		Defrech		
User ID:		yr Tri	ie:			T Days	<u> </u>	Reliesi		
status:	· · · · ·	<u> </u>	der:	Instance:	to:					
Report List	Peport	Pree	Custo	mize   Find   View All   Pequest	First 🖬 1	of 1 🛄 Last				
Select		Instance	Description	Date/Time	Format Status	<u>Details</u>				
Г	7651916	9471089	CERTIFIED VEND	01/09/2014 2:59:32PM	Text Files (*.bd)	Details				
~										
Select Al	I ^m Des	electAll								
C	lick the dele	te button to de	lete the selected rep	oort(s)						
Save										
Administration	n   <u>List</u>   <u>Expl</u>	orer   Archives								
•							Contract Sectors	- Data da da off		•
							Local Intran	ec   Protected Mode: Off	Y 100% ▼	11.

Step	Action
19.	Click the <b>CERIFIED VENDOR LIST</b> link in the Description column to view the results. This will open a new window.
	NOTE: If multiple process, queries, and/or reports have been run by the user, the most current will display at the top of the list.



~	Home Insert Page Layout Formulas Data	Review	View	Add-In	s							
aste 1	$\begin{array}{c c} \overleftarrow{b} & c_{\text{alibri}} & \bullet & 11 & \bullet & A^{\bullet} & A^{\bullet} & \equiv = = \bigotimes & \bullet \\ \hline \hline \hline \\ \hline \\$		Gener	al %, *;	•	Condition	al Forma	l 🗾	ans ang De	ert τ Σ lete τ 💽	Sort & I	Find &
*	and G East G Alignment			Number		Formatting	* as Table	e * Styles *	Fo	rmat • 📿	Filter * S	select *
00a	and a ront wagminent			Number			Styles			113	Eurong	
VE	/ENDORS_SEB_N_SEHI-9471089 [Read-Only]											-
1	A B	С	D	E	F		3	н	1	J	К	L
V	Vendor Name	Type										
T	3053 AMERICAN OFFICE MACHINES INC	SEH										
	3098 AMERICAN SUPPLY OF MORGAN CITY INC	SEH										
	3098 AMERICAN SUPPLY OF MORGAN CITY INC	SEH										
	3283 OFFICE PLANNING GROUP INC	SEH										
T	3283 OFFICE PLANNING GROUP INC	SEH										
	3292 AUDIO VISUAL MART INC	SEH										
1	3404 BURNAM INDUSTRIAL CHEMICAL	SEH										
Л	3429 BOUNDS VACUUM SERVICE INC	SEH										
0	3477 TRI-PARISH RADIO COMMUNICATION INC	SEH										
1	3614 NATIONAL AMERICAN SALES CORP	SEH										
2	3614 NATIONAL AMERICAN SALES CORP	SEH										
3	3631 BUSINESS PRODUCTS INC	SEB										
4	3631 BUSINESS PRODUCTS INC	SEH										
5	3639 SOUTHEAST BUSINESS SYSTEMS INC	SEH										
6	3757 TEAL OFFICE PRODUCTS INC	SEH										
7	3778 WAYNE LEBLEU & ASSOCIATES INC	SEH										
8	3805 DAVIS PRODUCTS CO INC	SEH										
9	3908 HAMMOND BUSINESS MACHINES INC	SEH										
0	3970 COMPUTER SALES & SERVICES INC	SEH										
1	3988 MONROE OFFICE EQUIPMENT CO	SEH										
2	3988 MONROE OFFICE EQUIPMENT CO	SEH										
3	4031 ST GABRIEL IND HARDWARE	SEH										
									(IIII)	100 III 100		

Step	Action
20.	Once the results display, you can use any functionality in Excel to manipulate the results.
21.	This completes <b>Schedule Queries</b> . <b>End of Procedure.</b>

# Appendix

Copy a Query to Another User

### Procedure

In this topic you will learn how to Copy a Query to Another User.

## Training Guide BRF_Financials_Query_9_1



Step	Action
1.	Security access permitting, users may:
	1. Add a query to Favorites;
	2. Delete a query;
	3. Copy a query to another user;
	4. Move a query to another folder; and/or
	5. Rename a selected query.
	NOTE: Only Private queries may be Deleted, Copied, Moved, or Renamed. Public queries can also be Added to Favorites.
	In this exercise you will copy the AVG_GROSS_VCHR query to another user.

PS9FSTST 8.51 PS9FSWEBDEV12 F Favorites Main Menu >	RCB Reporting Tools > Quer	y > Query Manager		,	<u>Home   Worklist   Adv</u>	d to Favorites Sign out
Query Manager					<u>New Window</u>   <u>Help</u>	Customize Page 🕅
Enter any information you h	nave and click Search. Leave	fields blank for a list o	of all values.			
*Search By:	Query Name					
Search Advance	ed Search	begins with				
Find an Existing	Query   <u>Create New Query</u>					
Done				🕥 Local intrar	net   Protected Mode: Off	4 + 100% +

Step	Action
2.	Enter the desired information into the <b>Search By</b> field. Enter "A".
3.	Click the Search button. Search
4.	You <u>must</u> select the query you wish to copy. You will check the Select box to the left of the Query Name to select a query. Click the <b>AVG_GROSS_VCHR</b> option.



Step	Action
5.	Click the Action list.
6.	Private queries may be copied to another user and will display at the top of the query search list. Your Private queries will not display in someone else's list.
	Click the <b>Copy to User</b> option.
7.	Click the <b>Go</b> button.
8.	You must enter the UserID ( <b>in uppercase only</b> ) of the person to whom you will copy the query. Enter the desired information into the <b>User ID</b> field. Enter " <b>CHARO1</b> ".
9.	Click the <b>OK</b> button.
10.	A message will display if the query was successfully copied. A message box will also display if the query does not copy correctly.
11.	This completes <b>Copy a Query to Another User</b> . <b>End of Procedure.</b>

## Rename a Query

#### Procedure

In this topic you will learn how to **Rename a Query**.

Step	Action
1.	If your security access permits, you can rename your Private queries. In this exercise, you will rename the AVG_GROSS_VCHR query.



PS					Hom	=   Wo	rklist Ådd i	to Favorites	Sian o	ut
Favorite	es Main Menu > Reporting Tools > Q	uery > Query Manager								-
	Ť	*				New W	indow Help	Customize Par	ge 🖬	-
Query	y Manager									
Enter ar	ny information you have and click Search. Le	ave fields blank for a list of all valu	ies.							
	Find an Existing Query   Create New	Query								
	*Search By: Query Name	<ul> <li>begins with</li> </ul>	A		1					
S	earch Advanced Search									
										1
Sear	rch Results Too many	items met your search criteria. (	Only the first 300 items (	displayed.						
	*Folder View: All Folders	•								
C	Check All Uncheck All		*Action: CODV	to User 👻	Go	1				
Quer	v		Customize   Find   Vie	w 200   🔟	First 🚺	1-30 of 300	▶ Last			
Selec	ct Query Name	Descr	Owner Folder	Edit Run to	Run to Excel	Run to XML	Schedule			_
	AVG_GROSS_VCHR		Private	Edit HTML	Excel	XML	Schedule			
	ABARAT_BCCY_OVERTIME	copy of private query	Public	Edit HTML	Excel	<u>XML</u>	Schedule			
	ABARAT_EQUIPMENT_PO	copy of private query	Public	Edit HTML	Excel	XML	Schedule			
	ABARAT_PAYMENTS_BY_PO	copy of private query	Public	Edit HTML	Excel	<u>XML</u>	Schedule			
	ABARAT_PROCUREMENT_REPORT	PO Activity Report/Analysis	Public	Edit HTML	Excel	XML	Schedule			
	ABARAT_PROFESS_SVC_INV_PYMT	copy of private query	Public	Edit HTML	Excel	<u>XML</u>	Schedule			
	ABARAT_TRAV_AND_DIR_PAY_VCHRS	copy of private query	Public	Edit HTML	Excel	<u>XML</u>	Schedule			
	ABARAT_VENDOR_ID_TRAVEL	COPY OF PRIVATE QUERY	Public	Edit HTML	Excel	<u>XML</u>	Schedule			
	ACASE2_AC_JOURNAL_TABLES_REVEN	COPY OF PRIVATE QUERY	Public	Edit HTML	Excel	<u>XML</u>	Schedule			
	ACCESS_AP_PMT_PERIOD_LSUSE	Pmts for LSUSE by date range	Public	Edit HTML	Excel	<u>XML</u>	Schedule			
	ACCESS_AP_PMT_REG_LSUSE	Pmts for LSUSE by date	Public	Edit HTML	Excel	<u>XML</u>	Schedule			
	ACCESS_AP_PMT_REG_LSUSH	Pmts for LSUSH by date	Public	Edit HTML	Excel	<u>XML</u>	Schedule			
		AP Vouchers by OPER date	Public		Excel	VMI	Schodulo			•
•				😪 Local intra	net i Prote	ted Mode	Off	<i>√</i> Ω <b>▼ ®</b> 10	• 00%	-

Step	Action
2.	Select the query you wish to rename by clicking the checkbox to the left of the Query Name.
	Click the AVG_GROSS_VCHR option.
3.	Click the Action list. Copy to User
4.	Click the <b>Rename Selected</b> option. Rename Selected
5.	Click the Go button.



PS9FSTST _{8.51} PS9FSWEBDEV12 RCB			Home Worklist	Add to Favorites Sign out
Favorites Main Menu > Reporting Tools	> Query > Query Ma	anager		
Ť.Ť.Ť	Ť		New Window	Help   Customize Page   📰
Rename Queries				
Enter new names for the queries on the right	nt.		_	
Rename Queries	Custor	nize   Find   💆   🏭 First 🖾 1 of 1 🔯 Last	<u>1</u>	
Query Name	Owner	New Name	=	
AVG_GROSS_VCHR	Private			
OK Cancel			_	
Done		•	Local intranet   Protected Mode: Off	

Step	Action
6.	Enter the new name for your Private Query in the New Name field.
	Enter the desired information into the <b>New Name</b> field. Enter " <b>AVG_GROSS_VOUCHER</b> ".
7.	Click the <b>OK</b> button.
8.	On the Query Manager page, you may confirm the query name has changed from AVG_GROSS_VCHR to AVG_GROSS_VOUCHER.
9.	This completes <b>Rename a Query</b> . <b>End of Procedure.</b>

# Clear, Remove and/or Delete a Query

### Procedure

In this topic you will learn how to Clear, Remove and/or Delete a Query.

Г



Step	Action
1.	The My Favorite Queries section displays when a query has been added to your favorites. You can remove a single query from the list, or you can clear all queries from the list. Removing or Clearing a query from My Favorite Queries does not delete the query
	out of the system. It simply removes/clears it from My Favorite Queries. The original query can still be found by using the Search By option on the Query Manager page.
2.	You can clear all queries from My Favorite Queries. You simply click the Clear Favorites List button located under the My Favorite Queries section. This will delete the My favorite Queries section from the page.

PS9FSTST8.51					1	1
PS9FSWEBDEV12 RCB				Home	<u>Worklist</u> <u>Add to Favorites</u>	Sign out
Favorites Main Menu > Repo	rcing Iools > Query > Qu	ery Manager				
				4	Vew Window Help Customize F	Page 📰
Query Manager						
Enter any information you have ar	nd click Search. Leave fields bla	nk for a list of all values.				
Find an Existing Quer	V Create New Query					
*Search By: Quard	Namo -			_		
Search by. Query	ivanie • begins	s with				
Advanced Sea	arcn					
Find an Existing Quer	V Create New Query					
▼ My Favorite Queries			Customize   Find   🗖	First 🚺 1-2 of 2	Last	
Query Name	Descr	Owner Folder	Edit Run to Run to HTML Excel	Run to XML Schedule	Remove	
AVG_GROSS_VOUCHER		Private	Edit HTML Excel	XML Schedule	-	
RELATED_JOIN_TEST		Private	Edit HTML Excel	XML Schedule	-	
Clear Favorites List						
Citra Paronico Lior						
Done			😪 L	ocal intranet   Protected	Mode: Off 🛛 🖓 🔻 🥞	100% -

Step	Action
3.	You can remove a single query by clicking the Remove (-) button.
	Click the <b>Remove</b> button.
4.	The My Favorite Queries section was deleted from the page. Had other queries been saved in My Favorite Queries, removing a single query will not delete the section.



Step	Action
5.	From time to time, you should review your Private queries and delete those queries no longer used from the system. If you do not have the proper security to delete a query, contact your SuperUser for assistance.
	Enter the desired information into the <b>Search By</b> field. Enter " <b>AVG</b> ".
6.	Click the Search button.
7.	Private queries will display at the top of the search results list. Click the VENDOR_LIST Checkbox.
8.	Click the Action list. Choose
9.	Click the Delete Selected option. Delete Selected
10.	Click the Go button.
11.	<ul> <li>This warning message displays confirming you wish to delete the selected query.</li> <li>Click "Yes" to delete the query and "No" to keep the query.</li> <li>Note: The query is then deleted and the screen returns to the Query Manager Search page displaying the results for the previous search.</li> </ul>
12.	This completes Clear, Remove and/or Delete a Query. End of Procedure.