



ADDY TIP



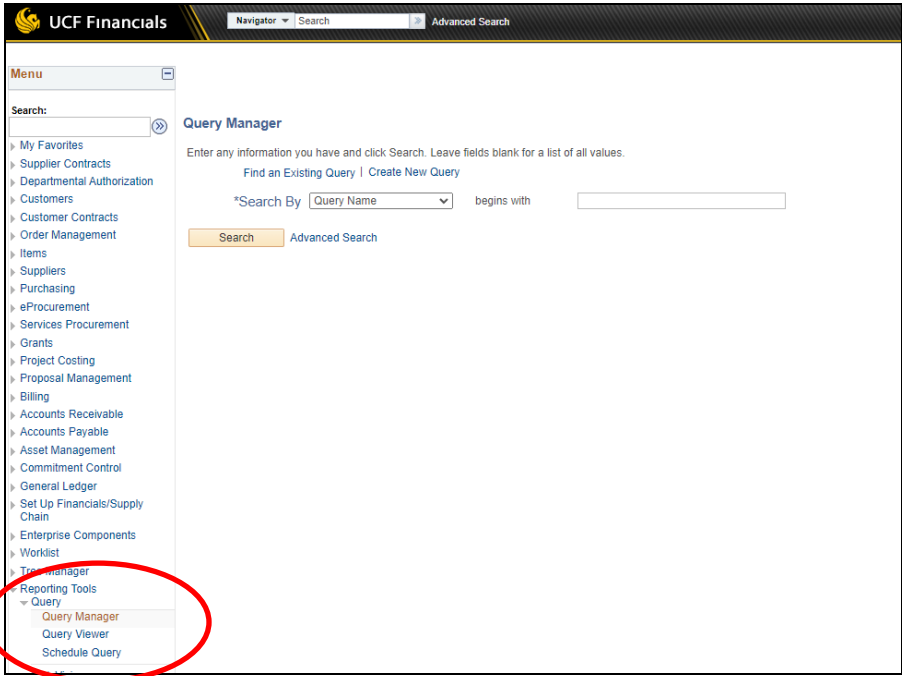
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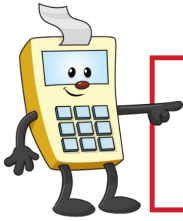
ATTENTION:

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How to Make Changes to a Private Query

Follow these steps to make changes to the field options embedded within a private query.

Step	Action
1.	<p>Navigate to Reporting Tools > Query > Query Manager.</p> 



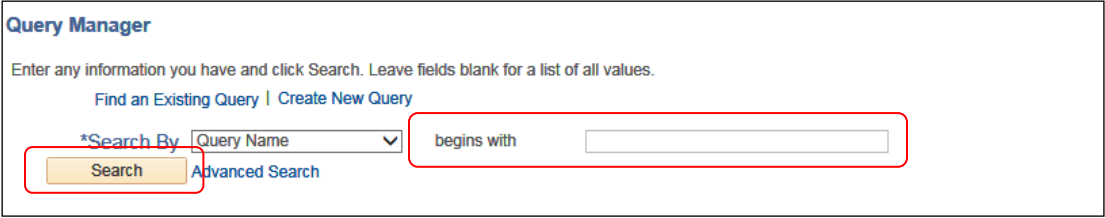
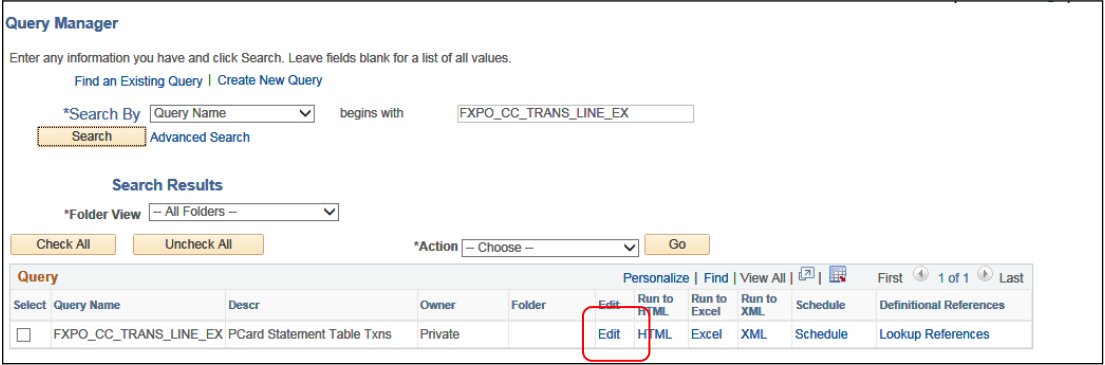
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2.	<p>In the Search By drop-down field select Query Name if it has not defaulted to that option, and enter the query to be updated in the begins with field. Click Search.</p> 
3.	<p>After your query appears in the Query table, click Edit in the Personalize column of the row of your query.</p> 

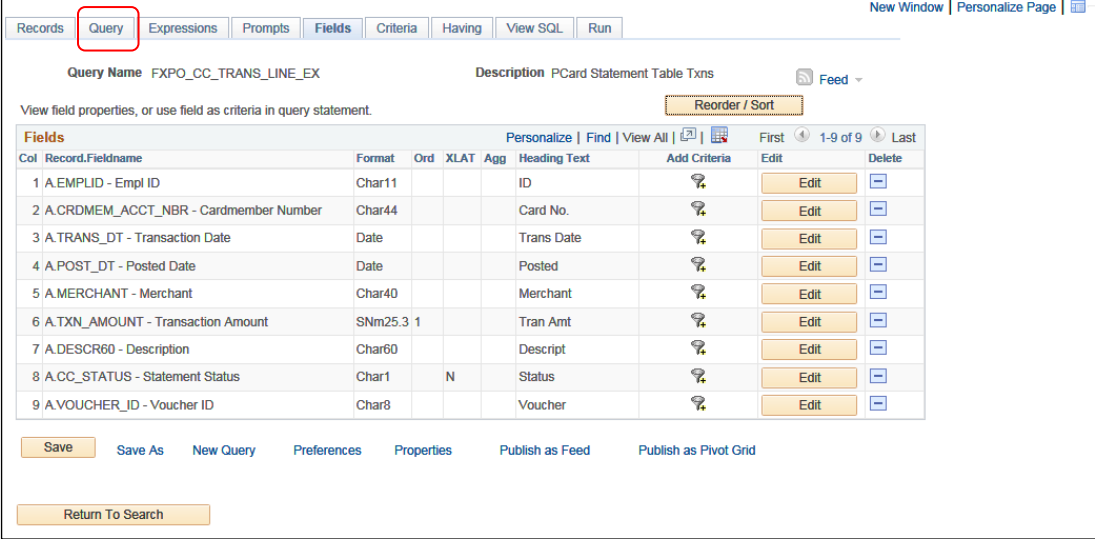

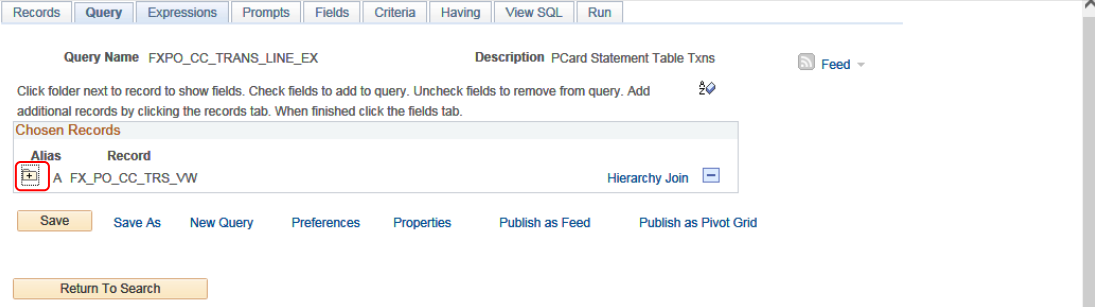


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4.	<p>Select the Query tab.</p>  <p>The screenshot shows the 'Query' tab selected in a software interface. The 'Fields' table is visible with the following data:</p> <table border="1"> <thead> <tr> <th>Col</th> <th>Record.FieldName</th> <th>Format</th> <th>Ord</th> <th>XLAT</th> <th>Agg</th> <th>Heading Text</th> <th>Add Criteria</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A.EMPLID - Empl ID</td> <td>Char11</td> <td></td> <td></td> <td></td> <td>ID</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>A.CRDMEM_ACCT_NBR - Cardmember Number</td> <td>Char44</td> <td></td> <td></td> <td></td> <td>Card No.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>A.TRANS_DT - Transaction Date</td> <td>Date</td> <td></td> <td></td> <td></td> <td>Trans Date</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>A.POST_DT - Posted Date</td> <td>Date</td> <td></td> <td></td> <td></td> <td>Posted</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>A.MERCHANT - Merchant</td> <td>Char40</td> <td></td> <td></td> <td></td> <td>Merchant</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>A.TXN_AMOUNT - Transaction Amount</td> <td>SNm25.3 1</td> <td></td> <td></td> <td></td> <td>Tran Amt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>A.DESCR60 - Description</td> <td>Char60</td> <td></td> <td></td> <td></td> <td>Descript</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>A.CC_STATUS - Statement Status</td> <td>Char1</td> <td></td> <td>N</td> <td></td> <td>Status</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>A.VOUCHER_ID - Voucher ID</td> <td>Char8</td> <td></td> <td></td> <td></td> <td>Voucher</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete	1	A.EMPLID - Empl ID	Char11				ID				2	A.CRDMEM_ACCT_NBR - Cardmember Number	Char44				Card No.				3	A.TRANS_DT - Transaction Date	Date				Trans Date				4	A.POST_DT - Posted Date	Date				Posted				5	A.MERCHANT - Merchant	Char40				Merchant				6	A.TXN_AMOUNT - Transaction Amount	SNm25.3 1				Tran Amt				7	A.DESCR60 - Description	Char60				Descript				8	A.CC_STATUS - Statement Status	Char1		N		Status				9	A.VOUCHER_ID - Voucher ID	Char8				Voucher			
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5.	<p>In the Chosen Records table click the Expand Folder icon ().</p>  <p>The screenshot shows the 'Chosen Records' table with the following data:</p> <table border="1"> <thead> <tr> <th>Alias</th> <th>Record</th> <th>Hierarchy Join</th> </tr> </thead> <tbody> <tr> <td></td> <td>A FX_PO_CC_TRS_VW</td> <td></td> </tr> </tbody> </table>	Alias	Record	Hierarchy Join		A FX_PO_CC_TRS_VW																																																																																															
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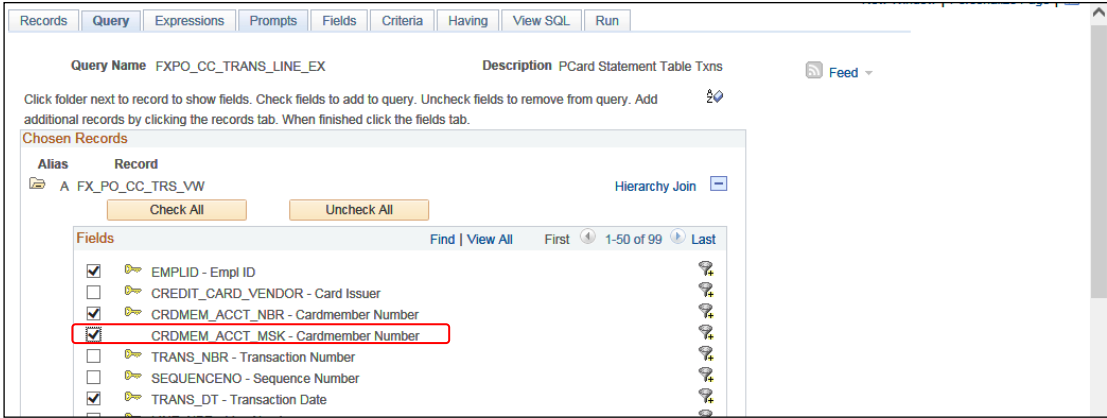
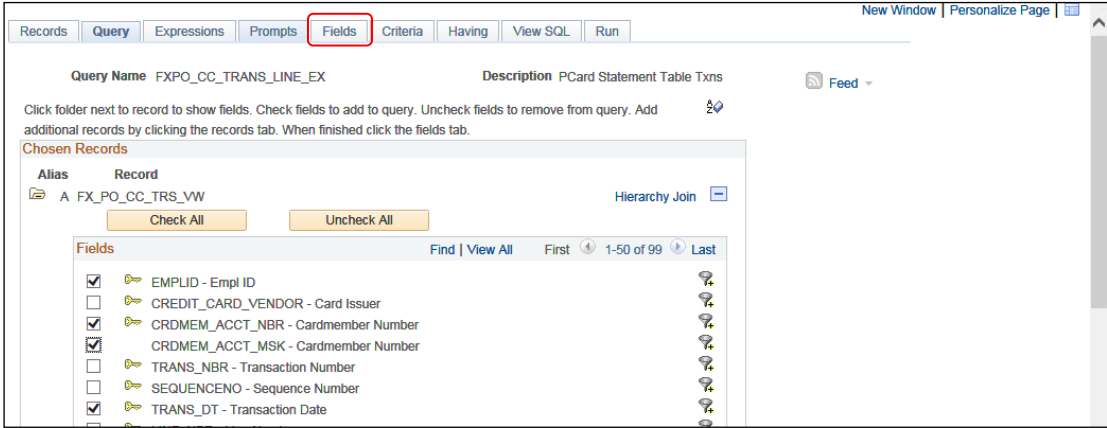
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Step	Action
6.	Select the box beside the CRDMEM_ACCT_MSK field. 
7.	Select the Fields tab. 



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Step	Action
8.	Click the Reorder/Sort button.

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

Query Name FXPO_CC_TRANS_LINE_EX Description PCard Statement Table Txns Feed

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

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - Empl ID	Char11				ID		Edit	
2	A.CRDMEM_ACCT_NBR - Cardmember Number	Char44				Card No.		Edit	
3	A.TRANS_DT - Transaction Date	Date				Trans Date		Edit	
4	A.POST_DT - Posted Date	Date				Posted		Edit	
5	A.MERCHANT - Merchant	Char40				Merchant		Edit	
6	A.TXN_AMOUNT - Transaction Amount	SNm25.3 1				Tran Amt		Edit	
7	A.DESCR60 - Description	Char60				Descript		Edit	
8	A.CC_STATUS - Statement Status	Char1		N		Status		Edit	
9	A.VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	
10	A.CRDMEM_ACCT_MSK - Cardmember Number	Char20				Account		Edit	

Save Save As New Query Preferences Properties Publish as Feed Publish as Pivot Grid

Return To Search



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9.	<p>Under New Column enter the column number where the CRDMEM_ACCT_MSK field should be displayed, which in this example is position 2 because the field will replace the current field in position 2 in the next step. Click OK.</p> <p>The screenshot shows the 'Edit Field Ordering' dialog box with the following table:</p> <table border="1"> <thead> <tr> <th>New Column</th> <th>Column</th> <th>Record.Fieldname</th> <th>Order By</th> <th>Descending</th> <th>New Order By</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>A.EMPLID - Empl ID</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>A.CRDMEM_ACCT_NBR - Cardmember Number</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>3</td> <td>A.TRANS_DT - Transaction Date</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>4</td> <td>A.POST_DT - Posted Date</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>5</td> <td>A.MERCHANT - Merchant</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>6</td> <td>A.TXN_AMOUNT - Transaction Amount</td> <td>1</td> <td><input type="checkbox"/></td> <td>1</td> </tr> <tr> <td></td> <td>7</td> <td>A.DESCR60 - Description</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>8</td> <td>A.CC_STATUS - Statement Status</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>9</td> <td>A.VOUCHER_ID - Voucher ID</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>10</td> <td>A.CRDMEM_ACCT_MSK - Cardmember Number</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	New Column	Column	Record.Fieldname	Order By	Descending	New Order By		1	A.EMPLID - Empl ID		<input type="checkbox"/>			2	A.CRDMEM_ACCT_NBR - Cardmember Number		<input type="checkbox"/>			3	A.TRANS_DT - Transaction Date		<input type="checkbox"/>			4	A.POST_DT - Posted Date		<input type="checkbox"/>			5	A.MERCHANT - Merchant		<input type="checkbox"/>			6	A.TXN_AMOUNT - Transaction Amount	1	<input type="checkbox"/>	1		7	A.DESCR60 - Description		<input type="checkbox"/>			8	A.CC_STATUS - Statement Status		<input type="checkbox"/>			9	A.VOUCHER_ID - Voucher ID		<input type="checkbox"/>			10	A.CRDMEM_ACCT_MSK - Cardmember Number		<input type="checkbox"/>	
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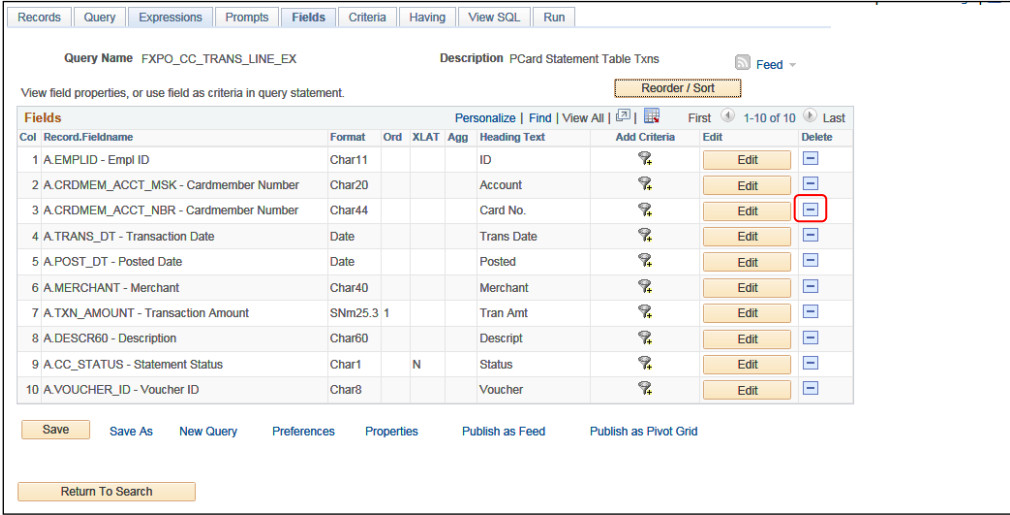
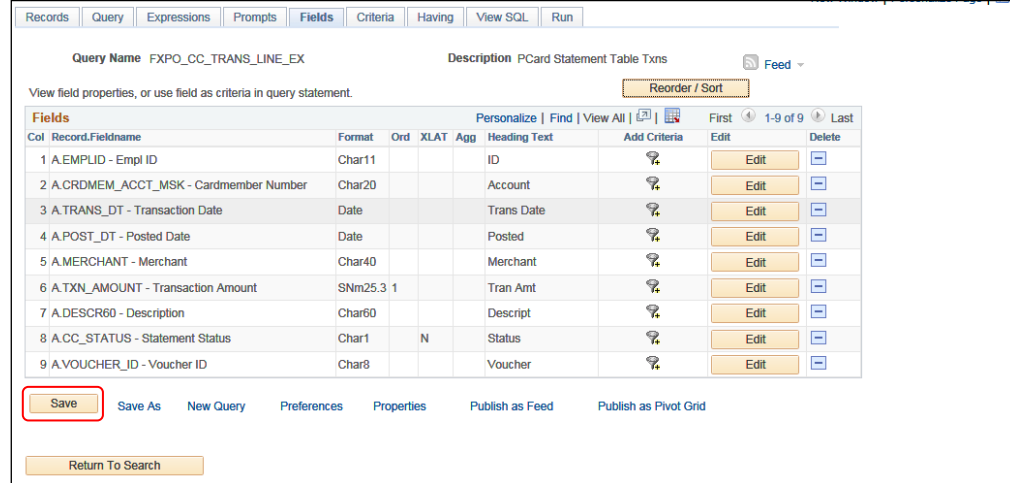


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10.	<p>Click the Delete icon () next to CRDMEM_ACCT_NBR to delete the field.</p>  <p>Records Query Expressions Prompts Fields Criteria Having View SQL Run</p> <p>Query Name FXPO_CC_TRANS_LINE_EX Description PCard Statement Table Txns Feed</p> <p>View field properties, or use field as criteria in query statement. Reorder / Sort</p> <table border="1"><thead><tr><th>Col</th><th>Record</th><th>Fieldname</th><th>Format</th><th>Ord</th><th>XLAT</th><th>Agg</th><th>Heading Text</th><th>Add Criteria</th><th>Edit</th><th>Delete</th></tr></thead><tbody><tr><td>1</td><td>A</td><td>EMPLID - Empl ID</td><td>Char11</td><td></td><td></td><td></td><td>ID</td><td></td><td>Edit</td><td></td></tr><tr><td>2</td><td>A</td><td>CRDMEM_ACCT_MSK - Cardmember Number</td><td>Char20</td><td></td><td></td><td></td><td>Account</td><td></td><td>Edit</td><td></td></tr><tr><td>3</td><td>A</td><td>CRDMEM_ACCT_NBR - Cardmember Number</td><td>Char44</td><td></td><td></td><td></td><td>Card No.</td><td></td><td>Edit</td><td></td></tr><tr><td>4</td><td>A</td><td>TRANS_DT - Transaction Date</td><td>Date</td><td></td><td></td><td></td><td>Trans Date</td><td></td><td>Edit</td><td></td></tr><tr><td>5</td><td>A</td><td>POST_DT - Posted Date</td><td>Date</td><td></td><td></td><td></td><td>Posted</td><td></td><td>Edit</td><td></td></tr><tr><td>6</td><td>A</td><td>MERCHANT - Merchant</td><td>Char40</td><td></td><td></td><td></td><td>Merchant</td><td></td><td>Edit</td><td></td></tr><tr><td>7</td><td>A</td><td>TXN_AMOUNT - Transaction Amount</td><td>SNm25.3 1</td><td></td><td></td><td></td><td>Tran Amt</td><td></td><td>Edit</td><td></td></tr><tr><td>8</td><td>A</td><td>DESCR60 - Description</td><td>Char60</td><td></td><td></td><td></td><td>Descript</td><td></td><td>Edit</td><td></td></tr><tr><td>9</td><td>A</td><td>CC_STATUS - Statement Status</td><td>Char1</td><td></td><td>N</td><td></td><td>Status</td><td></td><td>Edit</td><td></td></tr><tr><td>10</td><td>A</td><td>VOUCHER_ID - Voucher ID</td><td>Char8</td><td></td><td></td><td></td><td>Voucher</td><td></td><td>Edit</td><td></td></tr></tbody></table> <p>Save Save As New Query Preferences Properties Publish as Feed Publish as Pivot Grid</p> <p>Return To Search</p>	Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete	1	A	EMPLID - Empl ID	Char11				ID		Edit		2	A	CRDMEM_ACCT_MSK - Cardmember Number	Char20				Account		Edit		3	A	CRDMEM_ACCT_NBR - Cardmember Number	Char44				Card No.		Edit		4	A	TRANS_DT - Transaction Date	Date				Trans Date		Edit		5	A	POST_DT - Posted Date	Date				Posted		Edit		6	A	MERCHANT - Merchant	Char40				Merchant		Edit		7	A	TXN_AMOUNT - Transaction Amount	SNm25.3 1				Tran Amt		Edit		8	A	DESCR60 - Description	Char60				Descript		Edit		9	A	CC_STATUS - Statement Status	Char1		N		Status		Edit		10	A	VOUCHER_ID - Voucher ID	Char8				Voucher		Edit	
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