PeopleSoft Query Basics and Best Practices

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Agenda

• Overview of PeopleSoft Query
• Best Practices
• Training Resources
PeopleSoft Query

• An end-user reporting tool that allows you to retrieve information from the PeopleSoft database tables.

• Instead of writing code (SQL statements), you use a graphical user interface to extract the precise information that you are looking for.
Data Basics

• What is a Table or Record
  – A record is a collection of data items
• Journal Header

• PS_JRNL_HEADER record
### Lines

<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th>SpeedType</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Bud Ref</th>
<th>Budget Date</th>
<th>Amount</th>
</tr>
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<tbody>
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### Totals

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**PS_JRNL_LN record**

### Records

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</table>
Table and Field Names

• Look at an existing query
• List of Commonly Used Tables (Records)
• ERDs
  Entity Relationship Diagram

http://www.usg.edu/gafirst-fin/training
http://www.usg.edu/gafirst-fin/documentation
Table and Field Names

EXISTING QUERIES

• Look at an existing query in Query Manager or Query Viewer
  – Module Specific Queries naming convention
    • BOR_AP_%
    • BOR_GL_%
    • BOR_EX_%
    • Etc.
Table and Field Names

EXISTING QUERIES

• See Module Specific Job Aids
  – Accounts Payable Inquiries, Queries, and Reports
  – General Ledger and Commitment Control Queries
  – PeopleSoft v9.2 Budget Prep Queries and Reports
  – Etc.
Security Roles

• **BOR_PT_QRY_ALLACCGRPS**: You must have this role in order to access the records you need to query.

• And 1 of the following roles *(Only one)*
  - BOR_PT_QRY_VIEWER (Gives a user access to run public queries).
  - BOR_PT_QRY_PRIVATE (Gives a user access to create private queries only, run private and public queries.)
  - BOR_PT_QRY_PUBLIC (Gives a user access to create private and public queries, run private and public queries.)
Security Roles

• Other roles that may be necessary:
  • **BOR_QRY_SENSDATA** (gives query access to sensitive data records that may contain things such as SSN#s, emplids, etc.)
  • **BOR_PT_QRY_BUDPREP** (Gives access to the budget prep records)
  • **BOR_QRY_XXXXX** (each institution has a query specific role that allows access to their banner views)
  • **BOR Reconciliation User** provides access to ADP data (Limit to those only working with ADP data).
Navigation

- Reporting Tools > Query > Query Manager
  
or
  
- Reporting Tools > Query > Query Viewer

Depending on your security roles
Dissecting a query
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 BTF_FUND_CODE

Search Results

*Folder View* -- All Folders --

<p>| Select | Query Name     | Descr                     | Owner | Folder | Edit | Run to HTML | Run to Excel | Run to XML | Schedule |
|--------|----------------|---------------------------|-------|--------|------|-------------|--------------|------------|----------|----------|
|        | BTF_FUND_CODE  | Fund Code ChartField      | Public|        | Edit | HTML        | Excel        | XML        | Schedule |</p>
<table>
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<th>Status</th>
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<th>Short Desc</th>
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<td>I</td>
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<td>I</td>
<td>Auxiliary Enterprises</td>
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<td>234</td>
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</tbody>
</table>
## 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 | BTF_FUND_CODE |

### Search Results

**Folder View**

| Action | Choose |

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Descr</th>
<th>Owner</th>
<th>Folder</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTF_FUND_CODE</td>
<td>Fund Code ChartField</td>
<td>Public</td>
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</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Alias</th>
<th>Record</th>
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</thead>
<tbody>
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<td>FUND_TBL - Fund Table</td>
<td>Hierarchy Join</td>
</tr>
<tr>
<td>Col</td>
<td>Record</td>
</tr>
<tr>
<td>-----</td>
<td>--------</td>
</tr>
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<td>A.SETID</td>
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<td>A.FUND_CODE</td>
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<tr>
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<td>A.EFFDT</td>
</tr>
<tr>
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<td>A.EFF_STATUS</td>
</tr>
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<td>5</td>
<td>A.DESCRIPTION</td>
</tr>
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<td>6</td>
<td>A.DESCRIPTIONSHORT</td>
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<td>7</td>
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<td>A.SYNCID</td>
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<td>A.SYNCDTTM</td>
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### Query Name: BTF_FUND_CODE
#### Description: Fund Code ChartField

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<th>Expression 2</th>
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<td>AND</td>
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- **Save**
- **Save As**
- **New Query**
- **Preferences**
- **Properties**
- **Publish as Feed**
- **New Union**
Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Choose records by clicking the records tab. When finished click the fields tab.

**Alias**  **Record**

A  PYMNT_VCHR_XREF - Voucher Scheduled Payment
B  VOUCHER - AP Voucher Header Table
C  VENDOR - Vendor Header Table
D  VENDOR_PAY - Vendor Payment Defaults
### Query Name: BOR_AP_DUE

**Description:** AP Scheduled thru Selected Dt

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

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<th>Record Fieldname</th>
<th>Format</th>
<th>Ord</th>
<th>XLAT</th>
<th>Agg</th>
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<th>Edit</th>
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<td>Gross Amt</td>
<td>+</td>
<td>Edit</td>
<td>-</td>
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<tr>
<td>Logical</td>
<td>Expression1</td>
<td>Condition Type</td>
<td>Expression 2</td>
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<tr>
<td>---------</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.BUSINESS_UNIT - Business Unit</td>
<td>equal to</td>
<td>:1</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.SCHEDULED_PAY_DT - Scheduled to Pay</td>
<td>not greater than</td>
<td>:2</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.PYMNT_METHOD - Payment Method</td>
<td>equal to</td>
<td>:3</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.PYMNT_SELCT_STATUS - Payment Selection Status</td>
<td>in list</td>
<td>('D', 'N', 'R', 'V')</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.BUSINESS_UNIT - Business Unit</td>
<td>equal to</td>
<td>B.BUSINESS_UNIT</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.VOUCHER_ID - Voucher ID</td>
<td>equal to</td>
<td>B.VOUCHER_ID</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>C.SETID - SetID</td>
<td>equal to</td>
<td>A.REMIT_SETID</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>C.VENDOR_ID - Vendor ID</td>
<td>equal to</td>
<td>A.REMIT_VENDOR</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>B.ENTRY_STATUS - Entry Status</td>
<td>not equal to</td>
<td>X</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>AND</td>
<td>B.CLOSE_STATUS - Close Status Indicator</td>
<td>not equal to</td>
<td>C</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>B.PROCESS_MAN_CLOSE - Process Manual Close</td>
<td>not equal to</td>
<td>Y</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.REMIT_SETID - Remit SetID</td>
<td>equal to</td>
<td>D.SETID</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.REMIT_VENDOR - Remit Vendor</td>
<td>equal to</td>
<td>D.VENDOR_ID</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>D.EFFDT - Effective Date</td>
<td>Eff Date &lt;=</td>
<td>Current Date</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>A.VNDR_LOC - Vendor Location</td>
<td>equal to</td>
<td>D.VNDR_LOC</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>B.ENTRY_STATUS - Entry Status</td>
<td>not equal to</td>
<td>T</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Modify an Existing Query
Saving your Query

Enter a name to save this query as:

*Query: 980_MC_BTF_FUND_CODE
Description: Fund Code ChartField
Folder: 
*Query Type: User
*Owner: Public
Query Definition:
MY FUND CODE LIST 09/17/2014

OK  Cancel
Public vs. Private Queries

• **PUBLIC**: Anyone can use a public query.
  – Anyone with public or private query security roles can change that query

• **PRIVATE**: Only the person who created a private query can use it or delete it.
Public vs. Private Queries

• When you create a query
  – Save a private copy for yourself
  – Then save a public version with a unique name for everyone else.
  – If someone changes or deletes the public query you created, you will still have the private version.
Do not make changes to a public query you did not create. Save a copy of the query and make changes to your copy.
Do not make changes to a public query you did not create. Save a copy of the query and make changes to your copy.
Naming Queries

980_JD_OUTSTANDING_CHECKS

- Business Unit
- Your Initials
- Name of Query

- Do NOT use BOR_
- You can rename your queries
Query Properties
Query Properties

**Query Properties**

- **Query:** BOR_AP_DUE
- **Description:** AP Scheduled thru Selected Dt
- **Folder:**
- **Query Type:** User
- **Owner:** Public
- **Distinct:**
- **Security Join Optimizer:**

**Query Definition:**
BOR Modification, 03/10/09, TSK46759/CHG17840, QRYAPPROACH, Add SETID logic and BUSINESS_UNIT Display
CHG9499/TSK29067 AP Queries 8.9

**Last Updated Date/Time:** 11/07/2009 8:12:30AM
**Last Update User ID:** YHOWINGTON

[OK] [Cancel]
Sharing a Query

• Save it as your private version first
• Save As, change the name, make it a Public Query - Seen by everyone
  OR
• Copy it to a specific user
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 BTF_F

Search Results

*Folder View
-- All Folders --

*Action
BTF_FUND_CODE Fund Code ChartField

[Check All] [Uncheck All] [Go]

[Choose]
-- Choose --
Add to Favorites
Copy to User
Delete Selected
Move to Folder
Rename Selected

[Edit] [HTML] [Excel] [XML] [Schedule]
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 BTF_F

Search Results

*Folder View  -- All Folders --

Check All   Uncheck All

*Action  -- Choose --

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<tr>
<th>Select</th>
<th>Query Name</th>
<th>Descr</th>
<th>Owner</th>
<th>Folder</th>
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<tr>
<td>✓</td>
<td>BTF_FUND_CODE</td>
<td>Fund Code ChartField</td>
<td>Public</td>
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<table>
<thead>
<tr>
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<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
</tr>
</tbody>
</table>
Running Queries

• **Edit**: Review/Change query parameters
• **HTML**: Runs the query to browser window
• **Excel**: Runs the query, results open in Excel
• **XML**: Runs the query, results in XML format
• **Schedule**: Runs the query in the process monitor. Results in XLS, PDF, TXT, XML
Scheduling Queries

• Why?
  – Queries that take a long time to process
  – Queries that return a large number of rows

• See Job Aid: Scheduling a Query
Query Maintenance

Cleanup existing queries

• Deleting a query
  – For cleanup purposes, delete queries you no longer use...get rid of the clutter.

• Renaming a query
  – Make sure all the queries you want to keep have the correct naming convention
New Features

Drilling URLs

• Results show as links that open a new window:
  – A page within PeopleSoft (Voucher Inquiry)
  – Results of another query
  – An external page or attachment
New Features

- Subqueries: A query within a query
- Pivot Grids (similar to Excel Pivot Tables)
- Connected Query (output in structured XML)
Query Resources

• GeorgiaFIRST Online Training
  – [http://www.usg.edu/gafirst-fin/training/online](http://www.usg.edu/gafirst-fin/training/online)
    Complete enrollment form and email to [ITS Helpdesk](mailto:ITS Helpdesk)

• ORACLE University
  – [http://education.oracle.com](http://education.oracle.com)
Query Resources

• Query Maintenance Best Practices
• Query changes in PeopleTools 8.52 and Instructions for Scheduling a Query
• Key records for Queries
• Entity Relationship Diagrams

Query Resources

GeorgiaFIRST Training

The GeorgiaFIRST Training web pages contain information on all training initiatives for GeorgiaFIRST Financials.

- GeorgiaFIRST Upcoming Training Events
  Up-to-date information on training events

- Online GeorgiaFIRST Training
  GeorgiaFIRST Training modules available via GeorgiaVIEW

- GeorgiaFIRST Training Resources
  Training resources developed from upgrade to PSFIN version 9.2

- GeorgiaFIRST Training Archives
  Archives of past GeorgiaFIRST Training Sessions

- Online Travel & Expense Training Modules for Non-Traditional PeopleSoft Users
  Training modules for non-traditional users of Travel and Expenses

- ePro/GeorgiaFIRST Marketplace Training
  Training materials and online lessons for users of ePro and the GeorgiaFIRST Marketplace

- Georgia Summit Presentations
  Presentations from Georgia Summit events
• **Getting Started in PeopleSoft Financials v9.2** *(6:30)*  
  This video provides basic tips to help new users navigate in PeopleSoft.

• **Overview of the Introduction to Oracle PeopleSoft Financials Online Class** *(5:17)*  
  **Common Definitions in PeopleSoft Handout**  
  This course is designed to introduce a new user to Georgia FIRST and PeopleSoft Financials, including some basic elements in PeopleSoft Financials.

• **Relational Databases** *(8:07)*  
  **Relational Databases Handout.pdf**  
  This course is designed to introduce a new user to relational databases, the structure underpinning PeopleSoft Financials.

• **John Buys a Printer** *(9:57)*  
  **John_Buys_a_Printer_Handout.pdf**  
  **Modules_Handout.pdf**  
  John Buys a Printer walks users through the entire process of purchasing an item in Georgia FIRST PeopleSoft Financials and explains how all of the modules relate to each other.

• **Security Access in PeopleSoft Financials** *(4:28)*  
  This course is designed to introduce a new user to the PeopleSoft Financials security system and to explain how users access the database.

• **Georgia FIRST Website and Releases** *(8:01)*  
  **GeorgiaFIRST_Financials_LISTSERV_Handout.pdf**  
  This course is designed to familiarize users with the Georgia FIRST website and help them understand the purpose of new releases.
Query Resources

The following resources are designed to assist users with PeopleSoft Financials Web Query.

• Introduction to PeopleSoft Query (4:27)
  This series is designed to introduce a new user to PeopleSoft Financials queries. In it, you will learn what a query is, how to find the query you need, and how to run a query. This first course will focus on understanding the background and concept of queries.

• How to Use Query Manager to Find the Query You Need (6:50)
  This course is designed to teach beginning query users how to use Query Manager to find existing queries in PeopleSoft.

• How to Use the GeorgiaFIRST Website to Find the Queries You Need (6:50)
  This course is designed to teach beginning query users how to use the GeorgiaFIRST website to find existing queries.

• Running, Saving and Printing Existing Queries (3:52)
  This course is designed to teach beginning query users how to run, save and print an existing query.

• How to Schedule and Retrieve a Query (3:56)
  This course is designed to teach beginning query users how to schedule queries and then retrieve them after they have run.

Job Aids

9.2 Key Records for Queries
Query Maintenance and Best Practices
Query Changes
Query Viewer Basics
Query Manager Basics
Adding a Query to Favorites
Queries and Reports Job Aids

GeorgiaFIRST Financials

Documentation

PeopleSoft Financial Modules: Asset Management:
- View Announcements for Asset Management
- View Active Known Issues for Asset Management
- View Job Aids and Reference Documents for Asset Management

Business Processes for Asset Management

<table>
<thead>
<tr>
<th>Posted/modified</th>
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<th>Documentation</th>
<th>Active Project</th>
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<td>07.21.16</td>
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<td>![Link](Asset Management (AM) - Integration)</td>
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<tr>
<td>06.07.16</td>
<td>Asset Management Business Process Index</td>
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<td>9.2 Asset Management Queries and Reports</td>
<td>![Link](9.2 Asset Management Queries and Reports)</td>
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« Back to Documentation
## Asset Information Queries:

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOR_AM_ASSET_NO_TAG_NUMBER Assets Missing Tag Numbers Query</td>
<td>List of all assets in the system without a tag number. Run this query prior to performing physical inventory. Returns the following for each asset: • Business Unit, Asset ID, Description, Asset Status, Tag Number</td>
<td>• Unit</td>
</tr>
<tr>
<td>BOR_AM_ASSET_AP_TO_AM_LOAD Assets to Load Query</td>
<td>Returns the identification of the receipts and vouchers that are ready to be interfaced to the AM Module. Returns the following for each asset: • Unit, Voucher, Line, Quantity, Receipt No., Receipt Line, PO No., Line, Profile ID, Amount, Unit Cost, Descr</td>
<td>• AP Unit</td>
</tr>
</tbody>
</table>
2-Day Query Class

Nov. 8\textsuperscript{th}: Query Training for Beginners

- Relational Databases
- Working with Existing Queries
- Creating a Basic Query
- Adding Criteria to a Query
- Query Maintenance Best Practices

Nov. 9\textsuperscript{th}: Query Training for Advanced Users

- Advanced Selection Criteria
- Run Time Prompts
- Aggregate Functions
- Working with Multiple Tables
Demonstration

Changing and saving a query
?