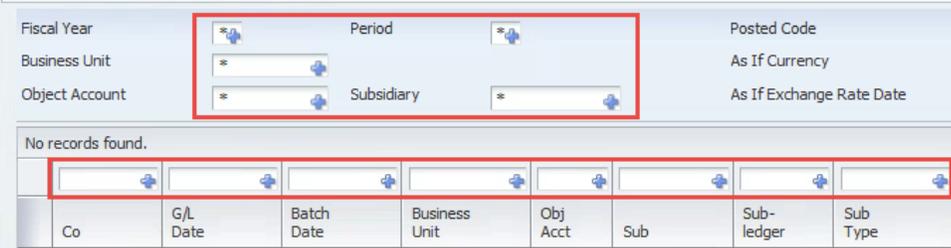
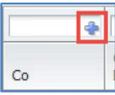
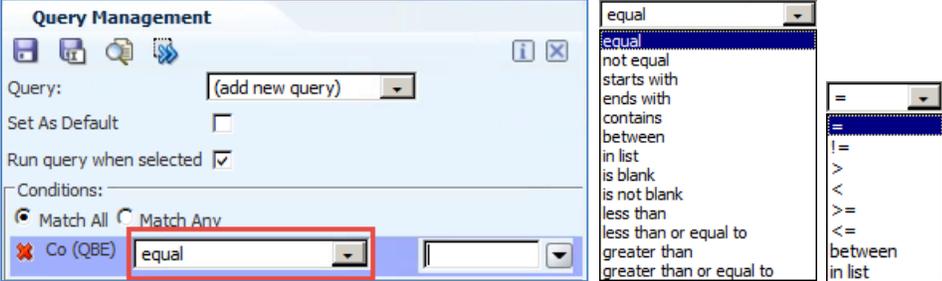
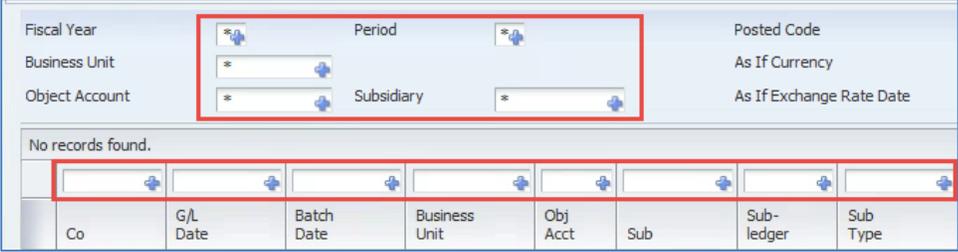
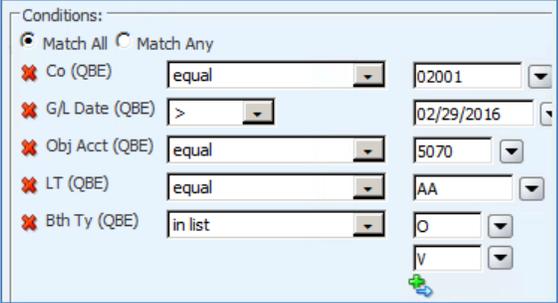


## Creating and Using Custom Queries

Step	Action
	<p>Clicking Find in an Inquiry in JDE sends a query to the database to return the information requested, according to the parameters provided. Parameters are provided by entering a Business Unit, Document Number, G/L Date or Company (for example) in either the Inquiry Header or applicable QBE fields.</p> <p>Queries that are run often, using the same parameters, can be saved so they can be accessed and run quickly, or even set as the default inquiry to run as soon as the program is accessed.</p>
1.	<p>In the top right of any Inquiry that contains a JDE Grid, click the <b>Add, Edit Queries</b> button. The button is just to the right of the Query dropdown menu and looks like a funnel. </p> 
2.	<p>Clicking the <b>Add, Edit Queries</b> will open the Query Management window to the right of the screen.</p>  <p>In addition, each of the fields that can be made parameters in the query will have a blue add button in the field. </p> 
3.	<p>Click the <b>Add</b> button in one of the fields you would like to add to the custom query. When you click the <b>Add</b> button, the field will appear in the Query Management window to the right of the screen.</p>  

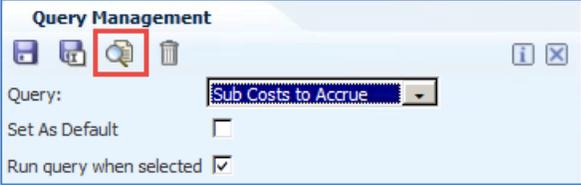
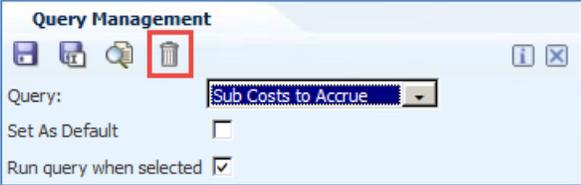
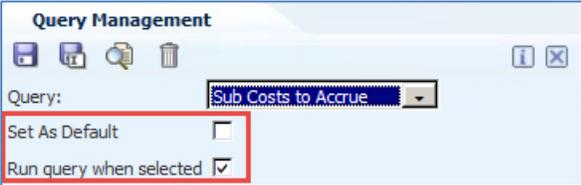
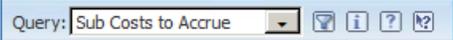
## Creating and Using Custom Queries

Step	Action
4.	<p>Use the drop down menu to select the <b>Comparison</b> for the selected field (i.e. Equal, Not Equal, Between, Contains, Starts With, etc.). The available comparisons will vary depending on the field selected.</p>  <p>In the <b>Right Operand</b>, enter the desired parameter value.</p> 
5.	<p>Repeat Step #3 and #4 to add additional parameters to the query as desired. <u>To decrease the amount of time it takes for a query to run, and to assist in using less system resources, add as many parameters as possible to your query.</u></p> 
6.	<p>The custom query shown below will search for Subcontractor costs posted after the end of the accounting period. When run in the first few days of the month, this could be used to identify Subcontractor costs that need to be accrued.</p> <p>When using the <b>List</b> comparison, use the <b>Add</b> button  to add more values to the List.</p> 

## Creating and Using Custom Queries

Step	Action
7.	<p>If you enter an invalid value in any field, you will see the error below. Correct the value as needed. This error will also appear prior to adding the value to the field, and when you add to a List comparison without populating the field with a value.</p> <div data-bbox="370 401 787 653" data-label="Image"> </div> <p>If the error persists, click the Red X next to the parameter to remove it from the query, then follow Step #3 and #4 to re-add the parameter.</p> <div data-bbox="370 768 943 1125" data-label="Image"> </div>
8.	<p>When complete creating the query, click the <b>Save</b> button within the Query Management window to save the query. The button on the left is <b>Save</b> (i.e. to save a modification to an existing query) and the button on the right is <b>Save As</b> (i.e. to create a new query).</p> <div data-bbox="370 1297 959 1478" data-label="Image"> </div> <p>Clicking <b>Save As</b> will open the <b>Enter Query Name</b> window where you can name the query. If you modify an existing query and click <b>Save</b>, it will Save under the same name.</p> <div data-bbox="370 1629 787 1713" data-label="Image"> </div>

## Creating and Using Custom Queries

Step	Action
9.	<p>Once the query is saved, click the <b>Find</b> button within the Query Management window to run the query.</p> 
10.	<p>To delete a query, click the <b>Delete/Garbage Can</b> button.</p> 
11.	<p>Clicking the <b>Set as Default</b> box will set the query to run as soon as you enter the Inquiry that the query was created in.</p>  <p>Clicking the <b>Run Query when Selected</b> box will set the query to run when you select the query name from the drop down menu at the top right of the screen after you enter the Inquiry.</p>  <p>Leaving both of these options blank will require you to open the Query Management window and click Find within the window to run the query manually (see Step #9).</p>
12.	<p>If you have populated the Header or QBE's with parameters and would like to quickly setup a Custom Query with those parameters in it, click on the <b>Add, Edit Queries</b> button to open the Query Management window to the right of the screen (See Step #1).</p> <p>Now, instead of a Delete button, you will see a <b>Populate Query</b> button. Click this button to add whatever parameters are currently populated in the Header or QBE's to a new Custom Query.</p> 

## Creating and Using Custom Queries

Step	Action
13.	<p>Custom queries are most useful when combined with custom grids. See the document titled “Creating and Modifying Grid Formats” on the <a href="#">Basic Skills and Navigation Training Materials</a> page for additional information on creating custom grids.</p> <p>To publish your custom query to other users, contact the I/S Helpdesk or a Business Analyst.</p> <p><b>End of Procedure.</b></p>