

AUTOMATED DATA SYSTEMS MANUAL

STANDARD FINANCE SYSTEM (STANFINS)

DATAQUERY USER MANUAL

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* SYSTEM ANALYST. MANUAL IS INCLUDED IN SOFTWARE *
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* INDIANAPOLIS *
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* INDIANAPOLIS, IN 46249-2140 *

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INDIANAPOLIS, IN 46249-2140

STANDARD FINANCE SYSTEM (STANFINS)

DATAQUERY USER MANUAL

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SECTION 1 GENERAL

THIS MANUAL IS FOR STANFINS DATAQUERY USERS EXPLAINING THE 4.0 VERSION OF DATAQUERY WHICH IS PART OF DATACOM/DB EXECUTIVE SOFTWARE RELEASE 7. ADDITIONAL INFORMATION CAN BE OBTAINED FROM THE ADR(APPLIED DATA RESEARCH)/DATAQUERY USER GUIDE (DQ2G-UG-60) AND THE ADMINISTRATION GUIDE (DQ4G-DQ-00) AVAILABLE THROUGH YOUR LOCAL DOIM (DIRECTORATE OF INFORMATION MANAGEMENT).

THE DATAQUERY IS MENU DRIVEN WITH 'PF' KEYS AND COMMAND PROMPTERS TO AID USERS IN SELECTING AND USING VARIOUS SYSTEM COMMANDS. DATAQUERY PERMITS VARIOUS AUTHORIZATIONS OF END USERS. A USER CAN NOW BE AUTHORIZED AS AN 'ASSOCIATE' USER WITH THE ABILITY TO EXECUTE EXISTING QUERIES OR AS AN 'CONVENTIONAL' USER WITH FULL AUTHORIZATION FOR CREATING AND MAINTAINING QUERIES. THE DATA QUERY ADMINISTRATOR CAN ESTABLISH AND MAINTAIN 'TERMS'(YOUR PICTURE CLAUSE STATEMENTS). SOMEONE WITHIN YOUR FINANCE AND ACCOUNTING NETWORK SHOULD BE DESIGNATED AS A DQ ADMINISTRATOR. CONTACT YOUR REGIONAL DATA CENTER (RDC) FOR AUTHORIZATION.

A DIALOG FUNCTION PROVIDES A METHOD OF CREATING QUERIES WHICH PROMPT FOR INFORMATION AT EXECUTION TIME. CREATION OF A DIALOG IS A SIMPLE PROCESS INVOLVING ENTRY OF PROMPT TEXT, DEFAULT VALUES, AND EDITING CRITERIA FOR VARIABLE VALUES. DURING DIALOG EXECUTION DATAQUERY DISPLAYS INSTRUCTIONS, ALLOWS FOR ENTRY OF VARIABLE SEARCH VALUES, AND EDIT VALUES ENTERED ACCORDING TO THE CRITERIA SPECIFIED BY THE DIALOG AUTHOR.

QUESTIONS CONCERNING CONTENT OR DISTRIBUTION OF THIS USER MANUAL SHOULD BE DIRECTED TO THE DEFENSE FINANCE AND ACCOUNTING SERVICE- INDIANAPOLIS, ATTN: DFAS-I-SAA-F INDIANAPOLIS, IN 46249-2140 OR CALL AV 699-7697.

DATAQUERY WILL ENHANCE YOUR RESOURCE MANAGEMENT CAPABILITY BY ACCESSING THE MOST UP-TO-DATE INFORMATION FROM YOUR STANFINS DATA BASE. STANFINS DATAQUERY FILES MAY BE UPDATED AFTER EACH STANFINS DAILY CYCLE, WEEKLY CYCLE, AND MONTHLY. THIS PROCESS IS CONTROLLED BY YOUR INSTALLATION FINANCE AND ACCOUNTING OFFICE, ACCOUNTING BRANCH. ACCESS TO THESE STANFINS DATAQUERY FILES IS CONTROLLED BY THE ACCOUNTING BRANCH BY THE ASSIGNMENT OF A DATAQUERY PASSWORD. THIS POINT OF CONTACT WILL BE ABLE TO IDENTIFY WHAT YOUR INSTALLATION PROCEDURES ARE FOR DATAQUERY OPERATION AND MANAGEMENT.

THIS MANUAL ADDRESSES:

- PROCEDURES TO SIGN-ON AND OFF OF DATAQUERY
- THE VARIOUS MENU SCREENS WITHIN DATAQUERY
- AVAILABLE STANFINS FILES
- THE COMMANDS TO USE WITH DATAQUERY
- HOW TO WRITE AND EXECUTE QUERIES

SECTION 2 SIGNING ON AND OFF DATAQUERY

2.1 PASSWORD AND AUTHORIZATION REQUIREMENTS

BEFORE YOU AS A USER CAN SIGN ON TO DATAQUERY, YOU MUST HAVE A USER-ID, A PASSWORD, AN ACCOUNTING CODE, AND YOUR INSTALLATION DATA BASE ID. SUBMIT A REQUEST TO YOUR TERMINAL AREA SECURITY OFFICER (TASO) FOR A PASSWORD AND USER-ID. THE REQUEST SHOULD ALSO IDENTIFY WHICH STANFINS FILES YOU WANT TO ACCESS (SEE PARAGRAPH 4.2.7 FOR THE LISTING OF STANFINS FILES).

2.2 SIGNING ON TO DATAQUERY

STEP 1.

YOUR TERMINAL SHOULD BE AT THE SIGN ON OR IDLE SCREEN. THE SCREEN SHOULD SHOW ACROSS THE TOP THE FOLLOWING MESSAGE:

TO GAIN ACCESS TYPE "SIGNON" AND PRESS ENTER KEY (TERM: RTRN9E)

ACTION REQUIRED BY USER:

TYPE 'SIGNON' OR 'S' AND PRESS THE ENTER KEY

STEP 2

THE NEXT SCREEN PROMPTS YOU TO ENTER :

USER-ID

PASSWORD

ACCOUNTING CODE

ACTION REQUIRED BY USER:

ENTER ALL THREE DATA FIELDS AND PRESS THE ENTER KEY

* * W A R N I N G * *

ACCESS RESTRICTED TO AUTHORIZED USERS ONLY

ALL ATTEMPTED UNAUTHORIZED ACCESS IS BEING RECORDED

```
*****  
*PLEASE ENTER REQUESTED ACCESS INFORMATION(FOR HELP PRESS PF KEY 1) *  
*                               HOST: LOUISVILLE                       *  
*USER-ID           SF41CS           TERM: RTRN96                         *  
*PASSWORD           (NOTE 1)        DATE: 04/24/89                       *  
*                               TIME: 11:10:29                           *  
*ACCOUNTING CODE   AJAWDK           HELP: AV 464-8470                     *  
*                               NET: 800-742-7325                         *  
*****
```

ENTER OPTIONAL INITIAL SELECTION BELOW

SELECTION=> (NOTE 2)

NOTE 1:

THE PASSWORD FIELD IS A PROTECTED FIELD AND YOUR ENTRY WILL NOT APPEAR ON THE SCREEN BECAUSE OF SECURITY REASONS. ALSO, YOU HAVE THREE TRIES TO INPUT THIS DATA. AFTER THE THIRD FAILURE THE MACHINE WILL BECOME NON-OPERATIONAL. IF THIS HAPPENS TO YOU, NOTIFY YOUR TASO.

NOTE 2:

ALSO, THE SELECTION=> LINE CAN BE USED TO SHORT CUT THE SYSTEM. FOR EXAMPLE, IF YOU ENTER '03 DQRY' AT THIS POINT YOU WILL BYPASS THE NEXT SCREEN. KEEP THIS IN MIND AS WE REVIEW THE NEXT TWO SCREENS

STEP 3

FIND THE DATQUERY PRODUCTION LINE (DQRY APPLICATION) ON YOUR MENU SCREEN.

ACTION REQUIRED BY THE USER:

ENTER YOUR LINE NUMBER SELECTION ON THE 'SELECTION=>' LINE AND PRESS ENTER. ENTER A '3' OR '03' OR '03 DQRY'. THE COMMAND '03 DQRY' WILL ENTER 'DQRY' ON THE NEXT SCREEN.

TERM: RTRNAF DATE: 04/24/89 HELP: AV 464-8470
LOGMODE: D4C32782 TIME: 9:04:17 NET: 800-742-7325
*****LOUISVIL APPLICATIONS*****
01 CICS PRODUCTION 1 0600/2300 CIP1 13
02 DE II PRODUCTION 0700/1700 DE2P 14
03 DATAQUERY PROD 0700/1700 DQRY 15
04 TAPS STANFINS 0700/1700 TAP2 16
05 TAPS SAILS 0700/1700 TSP2 17
06 18
07 19
08 20
09 21
10 22
11 23
12 24
*****NETWORK CODES*****
25 WASHINGTON DC 29 LOUISVILLE KY 33
26 ATLANTA GA 30 WASHDC DEVEL SDC 34
27 KILLEEN TX 31 35
28 MONTEREY CA 32 36

PLEASE ENTER SELECTION BELOW (PRESS PF KEY 1 FOR HELP)

SELECTION=>

STEP 4

ACTION REQUIRED BY THE USER:

THE CURSOR IS POSITIONED IN THE UPPER LEFT CORNER OF THE SCREEN. TYPE 'DQRY' AND PRESS THE ENTER KEY. AT THIS POINT, RECALL THE SHORT CUT STEPS OUTLINED ON THE PREVIOUS SCREENS. IF '03 DQRY' WAS PREVIOUSLY ENTERED, 'DQRY' WILL APPEAR ON THIS SCREEN AND YOUR ONLY ACTION IS TO PRESS THE ENTER KEY.

ANOTHER SHORT-CUT IS TO ENTER 'DQRY' SPACE AND YOUR USER-ID (IE,SF41CS) ON THIS SCREEN. THIS ACTION WILL MOVE YOU DIRECTLY TO THE MAIN DQ MENU AND BY-PASSING THE DQRY SIGN-ON SCREEN.

DQRY

```
          AAAAAA  SSSSSS   IIIIIII   MMM  MMM  SSSSSS  TERMINAL:
AAAAA      SSSSSSSS  IIIIIII   MMMMMMMMMM SSSSSSSS  RN96
AAA  AAA  SSS  SS   III     MMM MM  MMM  SSS  SS  DATE:
AAAAA      SSS      III     MMM  M  MMM  SSS      04/24/89
AAAAA      SSS      III     MMM  MMM  SSS      TIME:
AAA  AAA  SS   SSS  III     MMM  MMM  SS   SSS  11:13:20
AAA  AAA  SSSSSSSS IIIIIII   MMM  MMM  SSSSSSSS  USER ID:
AAA  AAA  SSSSSS  IIIIIII   MMM  MMM  SSSSSS    - - -
```

KEY IN TRANSACTION CODE AND PRESS ENTER
DFH3504I SIGN ON COMPLETE

STEP 5

ACTION REQUIRED BY USER;
ENTER USER-ID AT THE 'SIGNON' LINE AND PRESS ENTER KEY. YOU DO
NOT HAVE TO ENTER A PASSWORD.

=>

```
          DDDDD      QQQQQ      RRRRRR      YY  YY
        DDDDDDD      QQQQQQQ      RRRRRRR      YY  YY
       DD  DD      QQ  QQ      RR  RR      YY  YY
      DD  DD      QQ  QQ      RR  RR      YY  YY
     DD  DD      QQ  QQ      RRRRRR      YY
    DD  DD      QQ  QQ      RR  RR      YY
   DDDDDDD      QQQQQQQ      RR  RR      YY
  DDDDD      QQQQQ      RR  RR      YY
                Q
```

D A T A Q U E R Y

VERSION: 4.0 TIME: 11:13 DATE: 04/24/89

SIGNON: SF41CS
PASSWORD:
NEW PASSWORD:

USE OF THIS SYSTEM BY UNAUTHORIZED PERSON IS STRICTLY PROHIBITED.
DATAQUERY IS A PRODUCT OF APPLIED DATA RESEARCH, INC.

NOTE '=>' IN THE UPPER LEFT CORNER OF THE SCREEN. THIS IS YOUR
COMMAND LINE IN DATAQUERY. TO MOVE TO THE COMMAND LINE AT ANY POINT
ON THE SCREEN, PRESS THE 'ALT' KEY AND THE BACK TAB KEY.

=>

PRESS THE ENTER KEY TO CONTINUE

-----DQAZ0
DATAQUERY: BULLETIN BOARD

EFFECTIVE 02/10. THE DATAQUERY WRAP AROUND FEATURE WILL BE
INSTALLED AT THIS DATA CENTER. TO INVOKE THIS OPTION, ENTER THE
"WRAP" COMMAND AT THE TOP OF THE DQ REPORT PANEL. THE OPTION WILL
REMAIN IN EFFECT FOR THE ENTIRE DQ SESSION OR UNTIL IT IS TURNED OFF
BY ENTERING "NOWRAP" ON THE COMMAND LINE.

QUESTIONS OR COMMENTS SHOULD BE DIRECTED TO DOLLY KREMERS AT (703)
644-8035.

NOTE:

THIS IS AN INFORMATION SCREEN AND APPEARS IF THE REGIONAL DATA
CENTER HAS ANY INFORMATION.

PRESS 'ENTER' TO CONTINUE

2.3 SIGNING OFF DATAQUERY

STEP 6

AT THIS POINT YOU ARE IN DQ AT THE MAIN MENU AND CAN EITHER EXECUTE EXISTING QUERIES OR CREATE A NEW QUERY. HOWEVER, LET'S GO THROUGH THE STEPS TO GET OUT OF DQ, LET'S LOGOFF.

IN READING THE MENU SCREEN, NOTE THAT SELECTION OF ITEM NUMBER 6 WILL TERMINATE DQ. YOU CAN ALSO ENTER THE COMMAND 'OFF' ON THE COMMAND LINE (=> OFF).

ACTION REQUIRED BY USER:

ENTER SELECTION NUMBER '6' AND PRESS ENTER OR ENTER 'OFF' ON THE COMMAND LINE AND PRESS ENTER KEY.

=>

.....DQZ00
DATAQUERY: MAIN MENU

ENTER THE NUMBER OF THE DESIRED FUNCTION==> _6

- | | | |
|----|----------------|--|
| 1. | DIRECTORIES | --LISTS OF QUERIES, TERMS, FILES, AND SAVED SETS |
| 2. | CREATE | --QUERY, DIALOG OR TERM CREATION |
| 3. | GUIDE | --STRUCTURED QUERY CREATION |
| 4. | ADMINISTRATION | --DATAQUERY SYSTEM MANAGEMENT |
| 5. | HELP | --DISPLAY HELP INFORMATION |
| 6. | OFF | --DATAQUERY SESSION TERMINATION |

STEP 7

TO CONTINUE LOGOFF PROCEDURES RETURNING TO THE CICS MENU

ACTION REQUIRED BY THE USER:

PRESS ERASE EOF KEY TO CLEAR 'DQ194I - DATAQUERY SIGN/OFF
COMPLETE', ENTER 'LOGOFF' AND PRESS ENTER

DQ194I - DATAQUERY SIGN/OFF COMPLETE

```
      DDDDD      QQQQQ      RRRRRR      YY  YY
      DDDDDDD      QQQQQQQ      RRRRRRR      YY  YY
      DD  DD      QQ  QQ      RR  RR      YY  YY
      DD  DD      QQ  QQ      RR  RR      YY  YY
      DD  DD      QQ  QQ      RRRRRR      YY
      DD  DD      QQ  QQ      RR  RR      YY
      DDDDDDD      QQQQQQQ      RR  RR      YY
      DDDDD      QQQQQQ      RR  RR      YY
      Q
```

D A T A Q U E R Y

VERSION: 4.0

TIME: 11:13

DATE: 04/24/89

DATA QUERY IS A PRODUCT OF APPLIED DATA RESEARCH, INC

STEP 7 CONT

LOGOFF

```
      DDDDD      QQQQQ      RRRRRR      YY  YY
      DDDDDDD    QQQQQQQ    RRRRRRR    YY  YY
      DD  DD     QQ  QQ     RR  RR     YY  YY
      DD  DD     QQ  QQ     RR  RR     YY  YY
      DD  DD     QQ  QQ     RRRRRR     YY
      DD  DD     QQ  QQ     RR  RR     YY
      DDDDDDD    QQQQQQQ    RR  RR     YY
      DDDDDDD    QQQQQQQ    RR  RR     YY
      Q
```

D A T A Q U E R Y

VERSION: 4.0

TIME: 11:13

DATE: 04/24/89

DATA QUERY IS A PRODUCT OF APPLIED DATA RESEARCH, INC

STEP 8

TO CONTINUE THE LOGOFF PROCEDURES RETURNING TO THE SIGN ON SCREEN

ACTION REQUIRED BY USER:

PRESS THE 'PF3' KEY OR TYPE 'LOGOFF' ON SELECTION LINE AND PRESS
ENTER.

TERM: RTRNAF DATE: 04/24/89 HELP: AV 464-8470
LOGMODE: D4C32782 TIME: 9:04:17 NET: 800-742-7325

*****LOUISVIL APPLICATIONS*****

01	CICS PRODUCTION 1	0600/2300	CIP1	13
02	DE II PRODUCTION	0700/1700	DE2P	14
03	DATAQUERY PROD	0700/1700	DQRY	15
04	TAPS STANFINS	0700/1700	TAP2	16
05	TAPS SAILS	0700/1700	TSP2	17
06				18
07				19
08				20
09				21
10				22
11				23
12				24

*****NETWORK CODES*****

25	WASHINGTON	DC	29 LOUSIVILLE	KY	33
26	ATLANTA	GA	30 WASHDC DEVEL	SDC	34
27	KILLEEN	TX	31		35
28	MONTEREY	CA	32		36

PLEASE ENTER SELECTION BELOW (PRESS PF KEY 1 FOR HELP)

SELECTION=>

STEP 9 YOU ARE BACK TO THE SIGN ON OR IDLE SCREEN

TO GAIN ACCESS TYPE "SIGNON" AND PRESS ENTER KEY (TERM: RTRN9E)

SECTION 3 HOW TO EXECUTE A QUERY

3.1 EXECUTING AN ESTABLISHED QUERY

STEP 1

FIRST, COMPLETE DATAQUERY SIGNON PROCEDURES IN SECTION 2. WE WILL START FROM THE MAIN MENU.

STEP 2

ACTION REQUIRED BY USER

IF YOU NEED TO REVIEW THE DQ LIBRARY FOR AVAILABLE QUERIES OR YOU JUST CAN'T REMEMBER THE QUERY NAME, USE THESE PROCEDURES TO GET TO THE LIBRARY. FROM THIS MAIN MENU, SELECT THE OPTION 'DIRECTORIES' BY ENTERING A '1' AND PRESS THE ENTER KEY. THE DIRECTORY SELECTION PANEL WILL APPEAR. THIS WILL BE THE LONG WAY OF GETTING THERE, REMEMBER THERE IS A SHORT CUT.

=>

.....DQZ00
DATAQUERY: MAIN MENU

ENTER THE NUMBER OF THE DESIRED FUNCTION===> _1

- 1. DIRECTORIES --LISTS OF QUERIES, TERMS, FILES, AND SAVED SETS
- 2. CREATE --QUERY, DIALOG OR TERM CREATION
- 3. GUIDE --STRUCTURED QUERY CREATION
- 4. ADMINISTRATION --DATAQUERY SYSTEM MANAGEMENT
- 5. HELP --DISPLAY HELP INFORMATION
- 6. OFF --DATAQUERY SESSION TERMINATION

DIRECTORIES DISPLAYS DIRECTORY SELECTION PANEL SHOWING TYPES OF DIRECTORIES YOU CAN DISPLAY

CREATE ACCESS THE DATAQUERY EDITOR TO WRITE A QUERY OR TO CREATE A NEW TERM

GUIDE DISPLAY THE FIRST PANEL FOR IDENTIFYING A NEW QUERY THAT YOU WANT DO TO HELP BUILD

HELP DISPLAY PANEL LISTING 'HELP' TOPICS
OFF EXIT DQ

STEP 3

ACTION REQUIRED BY USER

MARK SELECTION 'QUERIES AND TERMS' AND PRESS ENTER FROM THE
DIRECTORY SELECTION SCREEN WHICH APPEAR AS FOLLOWS:

=>

MARK THE DESIRED DIRECTORY AND PRESS ENTER

-----DQA00
DATAQUERY: DIRECTORY SELECTION

X QUERIES AND TERMS - LIST ALL QUERIES AND TERMS ACCESSIBLE TO YOU
_ QUERIES ONLY - LIST QUERIES ACCESSIBLE TO YOU
_ TERMS ONLY - LIST TERMS ACCESSIBLE TO YOU
_ DIALOGS - LIST DIALOGS ACCESSIBLE TO YOU
_ PUBLIC QUERIES - LIST PUBLIC QUERIES
_ QUERIES AND TERMS - LIST QUERIES AND TERMS CREATED BY OPERATOR:

_ FILES - LIST THE FILES ACCESSIBLE TO YOU.
START FILE DIRECTORY WITH LETTER: _

_ SAVED SETS - LIST THE SAVED SETS

<PF1> HELP <PF2> RETURN

DQ STORES QUERIES, DIALOGS, AND TERMS CREATED BY YOU AND OTHER
USERS IN A PUBLIC LIBRARY THAT IS SHARED BY OTHER USERS OR IN THE
AUTHOR'S PRIVATE LIBRARY.

QUERIES AND TERMS - PUBLIC AND PRIVATE LIBRARY QUERIES AND TERMS
YOU ARE AUTHORIZED TO ACCESS

QUERIES ONLY - PUBLIC AND PRIVATE LIBRARY QUERIES YOU CAN
ACCESS

- TERMS ONLY - PUBLIC AND PRIVATE LIBRARY TERMS YOU CAN ACCESS
- DIALOGS - QUERIES WITH VARIABLES THAT YOU CAN ACCESS
- PUBLIC QUERIES - ALL PUBLIC LIBRARY QUERIES YOU CAN ACCESS
- QUERIES AND TERMS FOR USER - PUBLIC LIBRARY LISTING OF QUERIES AND TERMS CREATED BY AN INDIVIDUAL USER. SHOWS YOUR PRIVATE QUERIES TOO IF YOU ENTER YOUR OWN USER ID
- FILES - ALL DATA BASE FILES YOU ARE AUTHORIZED TO ACCESS
- SAVED SETS - ALL SAVED SETS OF QUERY OUTPUT YOU CAN ACCESS

STEP 4

THIS IS THE FIRST PANEL OF QUERIES ON THE RDC LIBRARY. YOU CAN MOVE TO THE SECTION WITHIN THE LIBRARY THAT CONTAINS REFERENCE TO QUERIES FOR YOUR STATION BY COMPLETING THE 'START WITH:' FOR EXAMPLE, YOUR STATION SHOULD BE USING A NAMING CONVENTION THAT USES AVK*** WITH *** REPRESENTING YOUR DATA BASE FILE ID, IE AVK041.

ACTION REQUIRED BY USER:

TYPE 'AVK041' ON THE START WITH: LINE AND PRESS ENTER.

=>

PLACE THE CURSOR ON THE DESIRED NAME AND PRESS THE APPROPRIATE PFKEY

-----DQA30
DATAQUERY: DIRECTORY OF QUERIES AND TERMS START WITH: _AVK041____

QUERY NAME	TYPE	CREATED	USED	DESCRIPTION
A	TERM	09/28/88	09/28/88	
A&B	QUERY	09/28/88	09/28/88	
AAAA	QUERY	09/28/88	09/28/88	
AAAABG06	QUERY	09/28/88	09/28/88	
AAC-VP	QUERY	09/28/88	09/28/88	
AAC-YP	QUERY	09/28/88	09/28/88	
AACGRCODE	QUERY	09/28/88	09/28/88	
AACMODEL1	QUERY	09/28/88	09/28/88	
AACMPC	QUERY	09/28/88	09/28/88	
AACR025	QUERY	09/28/88	09/28/88	
AACR025A	QUERY	09/28/88	09/28/88	
AACR025B	QUERY	09/28/88	09/28/88	
AACR025D	QUERY	09/28/88	09/28/88	

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> EDIT
<PF5> NOT USED <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> SUBMIT <PF10> EXTENDED DEF <PF11> NOT USED <PF12> RIGHT

PF8 FORWARD PAGE FORWARD A PANEL
PF9 SUBMIT NOT AVAILABLE
PF10 EXTENDED DEF DQ DISPLAYS THE EXTENDED ATTRIBUTES OF THE
SELECTED ITEM
PF11 LEFT DISPLAY PREVIOUS COLUMNS
PF12 RIGHT DISPLAY MORE COLUMNS

ACTION REQUIRED BY USER:

PLACE CURSOR NEXT TO QUERY NAME AND PRESS PF4 KEY. IN THIS
EXAMPLE, THE CURSOR IS PLACED NEXT TO AVK041BXUSCP37 AND THE
FOLLOWING WILL APPEAR.

=>

-----DQD10
DATAQUERY: EDITOR

NAME: AVK041BXUSCP37 TYPE: QUERY STATUS: PUBLIC
DESCRIPTION: TEST1 QUERY
.....1.....2.....3.....4.....5.....6.....+..
..=====T O P=====+..
01 FIND BXU041 WITH LC = '##' AND APC = '####' AND FY = '#'
02 PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
..=====B O T T O M=====+..

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD

3.2 LIST COMMAND (SEE SECTION 7.13)

THE FIRST SHORT CUT IS TO USE THE LIST COMMAND. BY TYPING 'LIST' ON THE COMMAND LINE, YOU WILL RECEIVE THE FOLLOWING PANEL WHICH AIDS YOU IN CONSTRUCTING THE LIST COMMAND STATEMENT.

ACTION REQUIRED BY USER:

TYPE 'LIST' ON THE COMMAND LINE AND PRESS ENTER

=> LIST

.....DQZ00
DATAQUERY: MAIN MENU

ENTER THE NUMBER OF THE DESIRED FUNCTION===> __

- 1. DIRECTORIES --LISTS OF QUERIES, TERMS, FILES, AND SAVED SETS
- 2. CREATE --QUERY, DIALOG OR TERM CREATION
- 3. GUIDE --STRUCTURED QUERY CREATION
- 4. ADMINISTRATION --DATAQUERY SYSTEM MANAGEMENT
- 5. HELP --DISPLAY HELP INFORMATION
- 6. OFF --DATAQUERY SESSION TERMINATION

=>

PLACE THE CURSOR ON THE DESIRED NAME AND PRESS THE APPROPRIATE PFKEY
-----DQA30

DATAQUERY: DIRECTORY OF QUERIES AND TERMS START WITH: _____

QUERY NAME	TYPE	CREATED	USED	DESCRIPTION
AVK041BXUSCP37	QUERY	09/28/88	09/28/88	TEST1 QUERY
AVK041MACCTCLAS	DIALOG	09/28/88	09/28/88	ACCOUNTING CLASS
AVK041MAFCRDA	QUERY	09/28/88	09/28/88	AFCR DAILY AMOUNT
AVK041MAFCRDC	QUERY	09/28/88	09/28/88	AFCR DAILY COUNT
AVK041MAFCRMA	QUERY	09/28/88	09/28/88	AFCR MONTHLY AMOUNT
AVK041MAFCRMC	QUERY	09/28/88	09/28/88	AFCR MONTHLY COUNT
AVK041MAFCRYA	QUERY	09/28/88	09/28/88	AFCR FYTD AMOUNT
AVK041MAFCRYC	QUERY	09/28/88	09/28/88	AFCR FYTD COUNT
AVK041MAPCMSTR	QUERY	09/28/88	09/28/88	APC MASTER
AVK041MARPDET	QUERY	09/28/88	09/28/88	ARP DETAILS
AVK041MARPMSTR	QUERY	09/28/88	09/28/88	ARP MASTER FILE
AVK041MD\$	TERM	09/28/88	09/28/88	DROPS LEADING ZEROES
AVK041MFCMSTR	QUERY	09/28/88	09/28/88	FUND CODE MASTER FILE

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> EDIT
<PF5> NOT USED <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> SUBMIT <PF10> EXTENDED DEF <PF11> NOT USED <PF12> RIGHT

ACTION REQUIRED BY USER

PLACE CURSOR NEXT TO QUERY NAME AND PRESS PF 4 (EDIT) KEY TO OBTAIN
THE QUERY. IN THIS EXAMPLE, THE CURSOR IS PLACED NEXT TO
AVK041BXUSCP37 AND THE FOLLOWING WILL APPEAR:

=>

```
-----DQD10
DATAQUERY:  EDITOR
-----
NAME:          AVK041BXUSCP37          TYPE: QUERY  STATUS: PUBLIC
DESCRIPTION:   TEST1 QUERY
  ....+....1....+....2....+....3....+....4....+....5....+....6....+..
  ..=====T O P=====
01  FIND BXU041 WITH  LC = '##' AND APC = '####' AND FY = '#'
02  PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
  ..=====B O T T O M=====
```

```
-----
<PF1> HELP      <PF2> RETURN  <PF3> EXECUTE  <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE  <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE    <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE
```

3.3 THE EDIT COMMAND (SEE SECTION 7.8)

NOW FOR THE SECOND SHORT CUT TO GET TO THE QUERY. BY USING THE COMMAND 'EDIT' AND THE DQ LIBRARY MEMBER NAME YOU CAN MOVE DIRECTLY TO THE QUERY . FOR EXAMPLE, TYPE 'EDIT AVK041BXUSCP37' ON THE COMMAND LINE AND PRESS ENTER. THIS STEP CAN BE DONE ON ANY PANEL.

=> EDIT AVK041BXUSCP37

.....DQZ00
DATAQUERY: MAIN MENU

ENTER THE NUMBER OF THE DESIRED FUNCTION===> _

- | | | |
|----|----------------|--|
| 1. | DIRECTORIES | --LISTS OF QUERIES, TERMS, FILES, AND SAVED SETS |
| 2. | CREATE | --QUERY, DIALOG OR TERM CREATION |
| 3. | GUIDE | --STRUCTURED QUERY CREATION |
| 4. | ADMINISTRATION | --DATAQUERY SYSTEM MANAGEMENT |
| 5. | HELP | --DISPLAY HELP INFORMATION |
| 6. | OFF | --DATAQUERY SESSION TERMINATION |

THIS IS THE RESULT OF THE ABOVE EDIT COMMAND

=>

```
-----DQD10
DATAQUERY:  EDITOR
-----
NAME:          AVK041BXUSCP37          TYPE: QUERY  STATUS: PUBLIC
DESCRIPTION:   TEST1 QUERY
  ....+....1....+....2....+....3....+....4....+....5....+....6....+..
..=====T O P=====
01  FIND BXU041 WITH  LC = '##' AND APC = '####' AND FY = '#'
02  PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
..=====B O T T O M=====
```

```
-----
<PF1> HELP      <PF2> RETURN  <PF3> EXECUTE  <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE  <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE    <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE
```

PF4 SAVE TO SAVE NEW QUERIES ON THE LIBRARY

PF5 DIALOG DEF TO BUILD DIALOG QUERIES TO IDENTIFY THE PROMPTS

PF9 UPDATE TO CHANGE OR MODIFY CURRENT QUERY ON LIBRARY

PF10 VALIDATE TO EDIT QUERY FOR POSSIBLE ERRORS BEFORE IT IS
SAVE, UPDATED, OR EXECUTED

PF12 CREATE MODE TO MOVE TO THE CREATE MODE FROM THE PROCESS MODE

3.4 EXECUTE THE QUERY

ACTION REQUIRED BY USER:

TO CONTINUE, ENTER YOUR VARIABLE SELECTION DATA AND PRESS PF3 KEY TO EXECUTE THE QUERY OR TYPE THE COMMAND 'EXECUTE'.

IF A QUERY DOES NOT REQUIRE YOU TO ENTER VARIABLE DATA OR THE QUERY IS A DIALOG, YOU CAN TYPE THE COMMAND EXECUTE AND THE QUERY-NAME, FOR EXAMPLE, 'EXECUTE AVK041BXU', ON ANY PANEL.

THE FOLLOWING EXECUTION PANEL WILL APPEAR FOR QUERIES. FOR DIALOGS, THE VARIABLE SELECTION WILL APPEAR FIRST.

=>

ENTER THE DESIRED OPTIONS AND PRESS PF3 EXECUTE

DATAQUERY: ONLINE EXECUTION

EXECUTE QUERY NAMED => ACTIVE-QUERY

EXECUTE STEP	THE FIRST QUERY STEP TO EXECUTE
X SELECTION	- READ AND COLLECT THE DATA
_ COMPUTATION	- PERFORM THE USER DEFINED CALCULATIONS
_ SORTING	- ORDER THE COLLECTED DATA
_ REPORTING	- PRODUCE THE REPORT
REPORT FORMAT	THE REPORT FORMAT
_ COLUMNAR	- SHOW THE DATA ARRANGED ONE RECORD PER LINE
_ LIST	- SHOW THE DATA ARRANGED ONE RECORD PER PAGE
REPORT DESTINATION	THE DESTINATION FOR THE REPORT
X VIDEO TERMINAL	- PRODUCE THE REPORT ON THE TERMINAL
_ NETWORK PRINTER	- PRODUCE THE REPORT ON A NETWORK PRINTER
_ SYSTEM PRINTER	- PRODUCE THE REPORT ON THE SYSTEM PRINTER

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> TOTALING OPTIONS

THIS PANEL IS HARD-CODED. AT INITIAL EXECUTION OF A QUERY, YOU NEED

THE PF4 KEY CAN BE USED TO CHANGE TOTALING FUNCTIONS. BUT IT IS RECOMMENDED TO USE COMMANDS (TOTALS AND DETAIL) TO ACCOMPLISH THIS REQUIREMENT.

ACTION REQUIRED BY THE USER:

TO CONTINUE, PRESS THE PF3 TO EXECUTE QUERY. THE SYSTEM WILL EDIT THE QUERY FOR ERRORS AND WILL RETURN YOU TO THE QUERY IF ERRORS ARE FOUND FOR YOU TO MAKE CORRECTIONS. IF QUERY IS ACCEPTED, IT WILL CONTINUE EXECUTION AND PROVIDE YOU THE RESULTS.

COMMANDS AVAILABLE TO BE USED WITH THE RESULTS ARE: TOTALS OR 'T' FOR THE SUBTOTAL VALUES ONLY, DETAIL OR 'D' FOR EACH DETAIL RECORD, WRAP TO PLACE DATA ALL ON ONE SCREEN, AND NOWRAP TO RETURN TO NORMAL PRINT SCREEN.

3.5 EXECUTION PANEL

DATAQUERY RESULTS CAN BE MODIFIED BY USING THE EXECUTION PANEL. IN REVIEWING EXECUTED QUERY RESULTS, YOU MAY DETERMINE THAT (1) YOU NEED TO CHANGE THE SORT OR (2) YOU DIDN'T PRINT THE CORRECT DATA FIELDS. BY USING THE EXECUTE PANEL, YOUR RESULTS CAN BE CHANGED WITHOUT EXECUTING THE 'FIND' AGAIN. THE PROCEDURES TO ACCOMPLISH CHANGES ARE:

STEP 1

TYPE 'EDIT *' OR 'EDIT' ON THE COMMAND LINE OR PRESS PF2(RETURN) TO RETURN TO THE QUERY STATEMENT PANEL.

=> EDIT *
08/29/89
12:23:38

PAGE 1
DETAIL

FY	APC	EOR	RT	PD-MAJ	PD-MIN	OBLIG-CM	MDEP
9	AAC0	11BB	D		A	00000014792.96-	DPGA
9	AAC0	11DB	D		A	00000000000.00-	DPGA
9	AAC0	12KB	D		A	00000000038.86-	DPGA
9	AAC0	12LB	D		A	000000000811.41-	DPGA
9	AAC0	12NB	D		A	000000000631.20-	DPGA
9	AAC0	12QB	D		A	000000000418.32-	DPGA
9	AAC0	12XB	D		A	000000000411.65-	DPGA
9	AAC0	12YB	D		A	000000000160.04-	DPGA
9	AAC0	211A	D		A	000000000000.00-	DPGA
9	AAC0	211E	D		A	000000000000.00-	DPGA
9	AAC0	219E	D		A	000000000000.00-	DPGA
9	AAC0	2572	D		A	000000000000.00-	DPGA
9	AA01	211E	D		A	000000000000.00-	DPGA

-----MORE . . .-----

<PF1> HELP <PF2> RETURN <PF3> TOTALS ONLY <PF4> DETAIL
<PF5> NO TOTALS <PF6> STATS <PF7> BACKWARD <PF8> FORWARD
<PF9> GRAPH <PF10>NOT USED <PF11> LEFT <PF12> RIGHT

STEP 2
RESULTS OF THE 'EDIT * ' COMMAND

=>

-----DQD10
DATAQUERY: EDITOR

NAME: AVK041BXUSCP37 TYPE: QUERY STATUS: PUBLIC
DESCRIPTION: TEST1 QUERY
.....1.....2.....3.....4.....5.....6.....
..=====T O P=====

01 FIND BXU041 WITH LC = '##' AND APC = '####' AND FY = '#'
02 PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
..=====B O T T O M=====

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE

NOTE THE QUERY DOES NOT HAVE A SORT STATEMENT, SO LET'S ADD A SORT BY
MDEP. SEE SECTION 8 FOR EDIT COMMANDS TO CHANGE QUERY.

=>

-----DQD10
DATAQUERY: EDITOR

NAME: AVK041BXUSCP37 TYPE: QUERY STATUS: PUBLIC
DESCRIPTION: TEST1 QUERY
.....1.....2.....3.....4.....5.....6.....
..=====T O P=====

01 FIND BXU041 WITH LC ='##' AND APC ='####' AND FY ='#'
02 SORT BY MDEP
03 PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
..=====B O T T O M=====

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE

STEP 3
PRESS PF3 (EXECUTE)

STEP 4 CHANGE EXECUTE STEP FROM SELECTION TO SORTING AND PRESS PF3
TO CONTINUE
=>

ENTER THE DESIRED OPTIONS AND PRESS PF3 EXECUTE

DATAQUERY: ONLINE EXECUTION

EXECUTE QUERY NAMED => ACTIVE-QUERY

EXECUTE STEP	THE FIRST QUERY STEP TO EXECUTE
_ SELECTION	- READ AND COLLECT THE DATA
_ COMPUTATION	- PERFORM THE USER DEFINED CALCULATIONS
X SORTING	- ORDER THE COLLECTED DATA
_ REPORTING	- PRODUCE THE REPORT

REPORT FORMAT	THE REPORT FORMAT
_ COLUMNAR	- SHOW THE DATA ARRANGED ONE RECORD PER LINE
_ LIST	- SHOW THE DATA ARRANGED ONE RECORD PER PAGE

REPORT DESTINATION	THE DESTINATION FOR THE REPORT
X VIDEO TERMINAL	- PRODUCE THE REPORT ON THE TERMINAL
_ NETWORK PRINTER	- PRODUCE THE REPORT ON A NETWORK PRINTER
_ SYSTEM PRINTER	- PRODUCE THE REPORT ON THE SYSTEM PRINTER

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> TOTALING OPTIONS

NOTE THE CHANGE IN THE MDEP SEQUENCE

=>
08/29/89
12:24:40

PAGE 1
DETAIL

FY	APC	EOR	RT	PD-MAJ	PD-MIN	OBLIG-CM	MDEP
9	AV03	1010	F		X	000000000000.00-	
9	AU30	26CD	D		U	000000000000.00-	CDMG
9	AU30	219E	D		U	000000000013.46-	CDMG
9	AU31	12KG	D		U	000000005355.84-	CDMG
9	AU31	11BG	D		U	000000000266.64-	CDMG
9	AU31	12NG	D		U	000000000000.00-	CDMG
9	AU30	211E	D		U	000000000077.67-	CDMG
9	AU31	12QG	D		U	000000000374.92-	CDMG
9	AU31	12LG	D		U	000000000041.18-	CP4B
9	AU16	12KB	D		U	000000000000.00-	CP4B
9	AU03	219A	D		U	000000000000.00-	CP4B
9	AU16	11BG	D		U	000000004412.80-	CP4B
9	AU16	12LG	D		U	000000000308.89-	CP4B

-----MORE . . .-----

<PF1> HELP <PF2> RETURN <PF3> TOTALS ONLY <PF4> DETAIL
<PF5> NO TOTALS <PF6> STATS <PF7> BACKWARD <PF8> FORWARD
<PF9> GRAPH <PF10>NOT USED <PF11> LEFT <PF12> RIGHT

NOTE THE ORIGINAL QUERY PRODUCES LEADING ZEROS IN THE AMOUNT FIELD.
LET'S CHANGE THE PRINT STATEMENT BY ADDING A PICTURE CLAUSE. RETURN TO
THE QUERY STATEMENT WITH THE EDIT COMMAND.

=>

```
-----DQD10
DATAQUERY:  EDITOR
-----
NAME:          AVK041BXUSCP37          TYPE: QUERY  STATUS: PUBLIC
DESCRIPTION:   TEST1 QUERY
  ....+....1....+....2....+....3....+....4....+....5....+....6....+..
..=====T O P=====
01 FIND BXU041 WITH  LC ='##' AND APC ='####' AND FY ='#'
02 SORT BY MDEP
03 PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM PIC '$$$,$$$,$$9.99-'MDEP
..=====B O T T O M=====
```

```
-----
<PF1> HELP      <PF2> RETURN  <PF3> EXECUTE  <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE  <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE    <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE
```

STEP 5 CHANGE THE EXECUTE STEP FROM SELECTION TO REPORTING AND PRESS
PF3 TO CONTINUE

=>

ENTER THE DESIRED OPTIONS AND PRESS PF3 EXECUTE

DATAQUERY: ONLINE EXECUTION

EXECUTE QUERY NAMED => ACTIVE-QUERY

EXECUTE STEP	THE FIRST QUERY STEP TO EXECUTE
_ SELECTION	- READ AND COLLECT THE DATA
_ COMPUTATION	- PERFORM THE USER DEFINED CALCULATIONS
_ SORTING	- ORDER THE COLLECTED DATA
X REPORTING	- PRODUCE THE REPORT
REPORT FORMAT	THE REPORT FORMAT
_ COLUMNAR	- SHOW THE DATA ARRANGED ONE RECORD PER LINE
_ LIST	- SHOW THE DATA ARRANGED ONE RECORD PER PAGE
REPORT DESTINATION	THE DESTINATION FOR THE REPORT
X VIDEO TERMINAL	- PRODUCE THE REPORT ON THE TERMINAL
_ NETWORK PRINTER	- PRODUCE THE REPORT ON A NETWORK PRINTER
_ SYSTEM PRINTER	- PRODUCE THE REPORT ON THE SYSTEM PRINTER

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> TOTALING OPTIONS

NOTE THE CHANGE IN COLUMN 'OBLIG-CM' PRINT OUTPUT

=>
08/29/89
12:24:40

PAGE 1
DETAIL

FY	APC	EOR	RT	PD-MAJ	PD-MIN	OBLIG-CM	MDEP
9	AV03	1010	F		X	\$0.00-	
9	AU30	26CD	D		U	\$0.00-	CDMG
9	AU30	219E	D		U	\$13.46-	CDMG
9	AU31	12KG	D		U	\$5355.84-	CDMG
9	AU31	11BG	D		U	\$266.64-	CDMG
9	AU31	12NG	D		U	\$0.00-	CDMG
9	AU30	211E	D		U	\$77.67-	CDMG
9	AU31	12QG	D		U	\$374.92-	CDMG
9	AU31	12LG	D		U	\$41.18-	CP4B
9	AU16	12KB	D		U	\$0.00-	CP4B
9	AU03	219A	D		U	\$0.00-	CP4B
9	AU16	11BG	D		U	\$4412.80-	CP4B
9	AU16	12LG	D		U	\$308.89-	CP4B

-----MORE . . .-----

<PF1> HELP <PF2> RETURN <PF3> TOTALS ONLY <PF4> DETAIL
<PF5> NO TOTALS <PF6> STATS <PF7> BACKWARD <PF8> FORWARD
<PF9> GRAPH <PF10>NOT USED <PF11> LEFT <PF12> RIGHT

SECTION 4 WRITING A BASIC QUERY

4.1 BUILDING A QUERY

YOU CAN USE THE STANDARD QUERY CREATION FUNCTION TO WRITE YOUR QUERIES. THE CREATION FUNCTION ALLOWS YOU TO USE THE DATAQUERY EDITOR AND YOUR KNOWLEDGE OF THE DATAQUERY LANGUAGE TO BUILD QUERIES RANGING FROM SIMPLE TO COMPLEX. YOU CAN BRING UP THE DATAQUERY EDITOR IN SEVERAL DIFFERENT WAYS. YOU CAN:

1. SELECT 'CREATE' FROM THE MAIN MENU, THIS PUTS YOU DIRECTLY INTO THE CREATE MODE OR
2. TYPE 'CREATE' ON THE COMMAND LINE ON ANY PANEL, THIS PUTS YOU DIRECTLY INTO THE CREATE MODE OR
3. USE THE EDIT PF KEY (<PF4> EDIT) ON ANY PANEL WHICH DISPLAYS THIS OPTION, THIS PUTS YOU INTO THE PROCESS MODE OR
4. TYPE 'EDIT' AND 'QUERY-NAME' OF EXISTING QUERY OR DIALOG IN THE COMMAND LINE ON ANY PANEL, THIS PUTS YOU INTO THE PROCESS MODE OR
5. TYPE 'EDIT' TO DISPLAY THE ACTIVE QUERY, THIS PUTS YOU INTO THE PROCESS MODE.

WHEN YOU ARE USING THE CREATION MODE FUNCTION, THE EDITOR PANEL PROVIDES YOU WITH A CREATE MODE WHERE YOU BUILD YOUR QUERY AND A PROCESS MODE WHERE YOU CAN PERFORM SUCH FUNCTIONS AS EXECUTING, SAVING, AND DELETING QUERIES. A SPECIAL PF KEY ALLOWS YOU TO SWITCH BACK AND FORTH BETWEEN THESE MODES.

THE SELECTION 'CREATE' OR COMMAND CREATE WILL GIVE YOU THE FOLLOWING PANEL:

PF10 VALIDATE TO CHECK FOR ERRORS IN FILE, FIELD AND KEY
NAMES AND LANGUAGE SYNTAX

PF11 RIGHT/LEFT TO MOVE THE PANEL TO THE RIGHT OR TO THE LEFT

PF12 PROCESS MODE TO MOVE FROM CREATE MODE TO PROCESS MODE TO
SAVE, EXECUTE, DELETE QUERY, OR SELECT DIALOG
DEFINITION OPTION.

4.1.1 CONCEPTS TO QUERY IDENTIFICATION

CREATE MODE YOU USE THE EDITOR: CREATE MODE PANEL TO CREATE A QUERY
USING STANDARD QUERY. AT THE TOP OF THE CREATE MODE PANEL
USE THE DISPLAY FIELDS TO NAME YOUR QUERY, SPECIFY TYPE
OF QUERY, DESIGNATE THE LIBRARY(PUBLIC OR PRIVATE), AND
PROVIDE A SHORT DESCRIPTION FOR THE LIBRARY DIRECTORY. IF
YOU KNOW THE NAME OF THE FIRST(OR ONLY) FILE YOU ARE GOING
TO SEARCH, YOU CAN ALSO SPECIFY THE NAME OF THAT FILE. YOU
USE THE PANEL AREA BELOW THE LINE MARKED 'TOP' TO ACTUALLY
CONSTRUCT THE STATEMENTS IN YOUR QUERY.

CURRENT FILE A QUERY MUST SEARCH AT LEAST ONE DATA BASE FILE. THE
CURRENT FILE IS USED WHEN YOU MAKE REQUESTS FOR
DATADITIONARY INFORMATION ABOUT KEYS OR FIELDS

NAME A QUERY NAME MUST BE UNIQUE WITHIN ITS ASSIGNED LIBRARY
AND MUST BE ONE WORD OF 1 TO 15 ALPHABETIC CHARACTERS,
NUMBERS, DASHES OR SPECIAL CHARACTERS. RECOMMEND YOU USE
A NAMING CONVENTION THAT USES AVK*** WITH *** REPRESENTING
YOUR DATA BASE FILE ID, I.E. AVK041 IN THE FIRST SIX
POSITIONS.

TYPE VALID ENTRIES ARE 'QUERY', 'DIALOG' AND 'TERM'. A DIALOG
ALLOWS USERS TO SUBSTITUTE VARIABLES IN A QUERY. A TERM
IS A SHORTHAND WORD YOU CREATE TO REPLACE FREQUENTLY USED
PARTS OF A QUERY.

STATUS VALID ENTRIES ARE 'PRIVATE' AND 'PUBLIC'. YOU CAN UPDATE
AND DELETE QUERIES SAVED IN YOUR PRIVATE LIBRARY. IF YOU
ASSIGN A QUERY TO THE PUBLIC LIBRARY,THE AUTHOR ONLY CAN
CHANGE OR DELETE IT

DESCRIPTION A DESCRIPTION SHOULD TELL THE QUERY'S PURPOSE AND NOTE
ANYTHING THAT MAKES IT UNTOUHE. IT CANNOT EXCEED

THE COMMAND 'EDIT' OR 'EDIT *' OR 'EDIT AND QUERY-NAME' OR PF4(EDIT) KEY WILL BRING A QUERY ON LINE WHICH YOU CAN MODIFY TO A NEW QUERY BY CHANGING THE NAME FOR EXAMPLE:

=>

```
-----DQD10
DATAQUERY:  EDITOR
-----
NAME:          AVK041BXUSCP37          TYPE: QUERY  STATUS: PUBLIC
DESCRIPTION:   TEST1 QUERY
  ....+....1....+....2....+....3....+....4....+....5....+....6....+..
  ..=====T O P=====
01  FIND BXU041 WITH  LC = '##' AND APC = '####' AND FY = '#'
02  PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
  ..=====B O T T O M=====
```

```
-----
<PF1> HELP      <PF2> RETURN  <PF3> EXECUTE  <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE  <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE    <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE
```

COMMANDS THAT CAN BE ENTERED OVER THE LINE NUMBER

D DELETES A SINGLE LINE

Dn DELETES A SPECIFIED NUMBER OF LINES INCLUDING THE ONE ON WHICH YOU ENTER THE COMMAND

I INSERTS A BLANK LINE AFTER THE LINE WITH THE 'I' COMMAND

In INSERTS THE SPECIFIED NUMBER OF LINES AFTER THE LINE WITH 'In'

FOR ADDITIONAL DATAQUERY EDIT COMMANDS SEE SECTION 8.

EXAMPLE: LINE NUMBER 01 IS OVERLAID WITH THE COMMAND 'I3' TO INSERT
THREE LINES
=>

```
-----DQD10
DATAQUERY:  EDITOR
-----
NAME:          AVK041BXUSCP37          TYPE: QUERY  STATUS: PUBLIC
DESCRIPTION:   TEST1 QUERY
  ....+....1....+....2....+....3....+....4....+....5....+....6....+..
..=====T O P=====
I3  FIND BXU041 WITH  LC = '##' AND APC = '####' AND FY = '#'
02  PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
..=====B O T T O M=====
```

```
-----
<PF1> HELP      <PF2> RETURN  <PF3> EXECUTE  <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE  <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE    <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE
```

RESULTS ARE:

=>

-----DQD10
DATAQUERY: EDITOR

NAME: AVK041BXUSCP37 TYPE: QUERY STATUS: PUBLIC
DESCRIPTION: TEST1 QUERY
.....1.....2.....3.....4.....5.....6.....
..=====T O P=====

01 FIND BXU041 WITH LC = '##' AND APC = '####' AND FY = '#'
02
03
04
05 PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
..=====B O T T O M=====

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE

ENCLOSED COMMENTS WITHIN THE QUERY:

YOU CAN ENTER SPECIAL CHARACTERS BEFORE AND AFTER ANY TEXT YOU WANT TO EXCLUDE FROM VALIDATION AND PROCESSING. THE DATAQUERY SYSTEM OPTION DEFAULT FOR 'BEGIN COMMENT' IS '*/' AND THE DEFAULT FOR ENDING A COMMENT IS '/*'.

THE BEGIN COMMENT COMMAND PRECEDES ANY COMMENT YOU WANT TO ADD TO A QUERY WITHOUT HAVING IT READ BY DATAQUERY DURING QUERY EXECUTION. THE END COMMENT COMMAND FOLLOWS THE TEXT TO BE EXCLUDED.

=>

-----DQD10

DATAQUERY: EDITOR

NAME: AVK041BXUSCP37 TYPE: QUERY STATUS: PUBLIC
DESCRIPTION: TEST1 QUERY
.....1.....2.....3.....4.....5.....6.....
..=====T O P=====

```
*/ THIS IS A PA SAMPLE QUERY FOR INSTRUCTION ONLY/*
01 FIND BXU041 WITH LC = '##' AND APC = '####' AND FY = '#'
02 PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
..=====B O T T O M=====
```

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE

4.2 DATAQUERY STATEMENTS

4.2.1 GENERAL

YOUR QUERY USES THE DATAQUERY LANGUAGE STATEMENTS. THESE STATEMENTS INSTRUCT DATAQUERY TO SEARCH A FILE, LIMIT THE SEARCH, RELATE TWO OR MORE FILES TO THE FIRST FILE, CREATE TEMPORARY RESULT FIELDS, SORT THE DATA, DETERMINE THE FORMAT OF THE REPORT AND PERFORM MATHEMATICAL FUNCTIONS. DATAQUERY LANGUAGE STATEMENTS ARE ENGLISH-LIKE SENTENCES AND CLAUSES WHOSE KEY WORDS ARE VERBS LIKE FIND, SORT, OR PRINT. THIS SECTION PROVIDES DETAILED INFORMATION ON THE DATAQUERY LANGUAGE.

THE FOLLOWING DATAQUERY STATEMENTS ARE AVAILABLE FOR FORMATTING QUERIES:

FIND STATEMENT

THE FIND STATEMENT SPECIFIES WHICH INFORMATION IS TO BE RETRIEVED FROM THE DATA BASE. IT MUST BE THE FIRST STATEMENT IN A QUERY. THE STATEMENT MAY CONTAIN THREE MAJOR PARTS: THE FIND, THE SELECTION CRITERIA, AND THE RELATIONSHIP CRITERIA.

WITH STATEMENT

THE WITH CLAUSE OF THE FIND STATEMENT CONTAINS THE SELECTION CRITERIA TO QUALIFY A RECORD FOR SELECTION. THIS SELECTION CRITERIA IS EXPRESSED AS ONE OR MORE LOGICAL EXPRESSIONS THAT DATAQUERY EVALUATES DURING THE SELECTION PROCESS.

RELATED STATEMENT

THIS CLAUSE MUST APPEAR IN THE FIND STATEMENT WHEN MORE THAN ONE FILE IS REFERENCED IN THE QUERY. THE KEY OR FIELD SPECIFIED IN THE RELATED BY CLAUSE DEFINES HOW TO LINK THE TWO FILES.

SET STATEMENT

THE SET STATEMENT IS USED IN A QUERY TO PERFORM ARITHMETIC CALCULATIONS ON THE DATA FOUND BY A QUERY, ACCESS USER DEFINED FUNCTIONS, AND ARRANGE GROUPS OR EQUATIONS TO USE CALCULATIONS PREVIOUSLY COMPUTED BY OTHER SET STATEMENTS. MULTIPLE SET STATEMENTS MAY BE INCLUDED WITHIN A QUERY. SET STATEMENTS MUST IMMEDIATELY FOLLOW THE FIND STATEMENT.

SORT STATEMENT

THE SORT STATEMENT IS USED TO ORGANIZE THE RECORDS SELECTED WITH THE FIND STATEMENT. A SORT STATEMENT CAN BE USED IN YOUR QUERY TO LIST THE SELECTED RECORDS IN A SPECIFIC ORDER BASED UPON THE VALUES CONTAINED IN THE FIELDS USED AS THE SORT CRITERIA. RECORDS IN A

DISPLAY STATEMENT

USE THIS STATEMENT TO PRESENT THE INFORMATION PRODUCED FROM THE QUERY ONE RECORD AT A TIME AS A LIST OF FIELDS. THE DISPLAY STATEMENT PRESENTS FIELD AND KEY NAMES IN A LIST FORMAT, SPECIFIES ALTERNATE HEADINGS TO REPRESENT FIELD AND KEYS, DESIGNATES HOW NUMERIC FIELD VALUES APPEAR IN THE REPORT.

PRINT STATEMENT

USE THE PRINT STATEMENT TO SHOW THE INFORMATION PRODUCED FROM THE QUERY IN A REPORT-LIKE FORMAT. THE VALUES OF THE FIELDS AND KEYS SPECIFIED IN THE PRINT STATEMENT APPEAR IN COLUMNS.

WHEN/DO STATEMENT

THE WHEN/DO STATEMENT SPECIFIES WHEN A MATHEMATICAL FUNCTION OR PAGE BREAK IS TO BE PERFORMED AND WHAT FIELD WILL BE OBJECT OF THE MATHEMATICAL FUNCTION. THE PRINT STATEMENT MUST BE COMPLETED BEFORE THE WHEN/DO STATEMENT IS GIVEN.

EXAMPLES OF THESE STATEMENTS CAN BE FOUND BY USING THE HELP COMMAND AND CHOOSING THE 'QUERY LANGUAGE SYNTAX' TOPIC.

4.2.1.1 BASIC DATA CONCEPTS

DATAQUERY CAN BE MORE EFFECTIVELY USED WHEN YOU UNDERSTAND THE FOLLOWING BASIC CONCEPTS REGARDING THE TYPES OF DATA ARRANGEMENTS IN A DATA BASE AND PERTINENT DATA TERMS:

DATA BASE ID

EACH INSTALLATION IS ASSIGNED A THREE-DIGIT NUMBER TO SEGREGATE ITS FILES, RECORDS, AND QUERIES FROM OTHER INSTALLATIONS. THE NUMBER IS RELECTED AS 'NNN'.

FILE

A FILE IS A LOGICALLY RELATED GROUP OF DATA ORGANIZED AS A COLLECTION OF RECORDS WHICH HAVE SIMILAR ATTRIBUTES. FOR EXAMPLE, AN AJUNNN (GENERAL LEDGER DETAILS) FILE CONTAINS A GROUP OF TRANSACTIONS AFFECTING THE GENERAL LEDGER FOR A GIVEN MONTH. SEE 4.2.8 FOR STANFINS FILES.

ASSOCIATED WITH THE TERM 'STANFINS FILE'. THE TYPES OF DATA RECORDS ARE PHYSICAL AND LOGICAL. DATADICITIONARY DEFINES EACH RECORD AS IT APPEARS PHYSICALLY ON THE DATA BASE. IN DATAQUERY, 'LOGICAL RECORD' IMPLIES A LOGICAL GROUPING OF RELATED FIELDS FROM ONE OR MORE PHYSICAL RECORDS. WHEN DATA IS GATHERED FROM TWO OR MORE DIFFERENT PHYSICAL RECORDS, THE RESULTING PROJECTION IS KNOWN AS A LOGICAL RECORD. 'RECORD COLLECTION' REFERS TO A GROUP OF LOGICAL RECORDS WHICH REPRESENTS A SUBSET OF ONE OR MORE PHYSICAL RECORDS.

FIELD

A FIELD IS THE BASIC UNIT FOR STORING DISCRETE VALUES WITHIN A DATA BASE RECORD. DATAQUERY DEALS WITH TWO TYPES FIELDS: SIMPLE AND COMPOUND.

FIELD NAME

'FIELD NAME' IS AN IMPORTANT TERM FOR ALL QUERIES BECAUSE THE USER INCLUDES FIELD NAMES TO INDICATE EXACTLY WHICH DATA IS TO BE RETRIEVED, MANIPULATED, AND DISPLAYED. EACH FIELD HAS A NAME WHICH IS STORED IN DATADICITIONARY, ALONG WITH A DEFINITION OF THE TYPE AND LENGTH OF DATA THAT MAY APPEAR WITHIN THE FIELD. A FIELD MAY ALSO HAVE ONE OR MORE 'ALIAS' NAMES, LISTED IN THE DISPLAY OR A DATADICITIONARY FIELD REPORT, WHICH CAN BE USED IN QUERIES FOR BREVITY OR EASE OF UNDERSTANDING.

SIMPLE FIELD

A SIMPLE FIELD IS THE UNIT FOR REPRESENTING A SINGLE ITEM OF DATA WITHIN A RECORD. A SIMPLE FIELD CANNOT CONTAIN ANY OTHER FIELD.

COMPOUND FIELD

A COMPOUND (OR GROUP) FIELD REPRESENTS A SET OF TWO OR MORE ADJACENT FIELDS WHICH ARE ARRANGED BY LEVELS. THE SUBFIELDS IN A COMPOUND FIELD ARE GROUPED TOGETHER BECAUSE THEY ARE GENERALLY USED TOGETHER AND ARE OFTEN (BUT NOT ALWAYS) REFERRED TO BY A SINGLE NAME. THE FIELDS WITHIN A COMPOUND FIELD DO NOT NECESSARILY HAVE SIMILAR CHARACTERISTICS BUT ARE USUALLY RELATED TO ONE ANOTHER, AS 'EOE' IS RELATED TO 'OBJ-CLS' AND 'OC-DET'. COMPOUND FIELDS MAY ALSO BE NESTED, THAT IS, A COMPOUND FIELD MAY APPEAR WITHIN A LARGER COMPOUND FIELD.

TWO PURPOSES: TO LOCATE RECORDS QUICKLY AND TO ESTABLISH RELATIONSHIPS BETWEEN RECORDS IN TWO OR MORE DIFFERENT FILES. FIELDS WITHIN LOGICALLY SIMILAR RECORDS CAN BE RELATED BY MEANS OF A COMMON KEY. EACH KEY IS IDENTIFIED BY A KEY NAME RECOGNIZABLE TO DATADICCTIONARY.

LITERAL

A LITERAL IS AN EXACT STRING OF NUMBERS OR CHARACTERS WHICH HAS A FIXED VALUE. LITERALS MAY BE ALPHABETIC, NUMERIC, OR ALPHANUMERIC. A LITERAL MUST BE ENCLOSED IN SINGLE QUOTATION MARKS (APOSTROPHES) WHEN USED IN THE FIND STATEMENT

LITERALS ARE USED WITHIN THE A FIND OR SET STATEMENT TO INDICATE CONSTANT VALUES FOR COMPARISONS OR CALCULATIONS. WHEN USED IN A FIND STATEMENT, A LITERAL TO BE COMPARED WITH A NUMERIC FIELD DOES NOT REQUIRE LEADING ZEROS BUT MAY CONTAIN A DECIMAL POINT AND A LEADING + OR - SIGN. THE \$ CHARACTER CAN PRECEDE NUMERIC LITERALS TO INDICATE MONETARY VALUES.

ALIAS

AN ALIAS IS A ABBREVIATED NAME FOR A FIELD, KEY, OR ELEMENT. IT IS USED IN STANFINS TO SAVE THE USER TIME IN KEYING IN A QUERY. FOR INSTANCE, INSTEAD OF USING THE RECORD NAME 'AXWAVK01-R-NNN', THE ALIAS 'AXWNNN' CAN BE USED IN THE QUERY.

4.2.2 FIND STATEMENT

THE FIND STATEMENT IS USED TO SPECIFY THE INFORMATION TO BE RETRIEVED FROM THE DATA BASE. THE FIND STATEMENT CONSISTS OF SEVERAL PARTS WHICH INCLUDE THE FIND CLAUSE, THE SELECTION CRITERIA, AND THE RELATIONSHIP CRITERIA, USING DATA DEFINITIONS FROM THE FILES.

THE FIND STATEMENT MUST BE THE FIRST ENTRY OF EACH NEW QUERY BECAUSE IT REQUESTS THE DATA WHICH LATER STATEMENTS MANIPULATE AND DISPLAY.

FOLLOWING IS THE FORMAT OF THE FIND STATEMENT.

FIND (COUNT) FILE-NAME (RECORDS) (SELECTION-CRITERIA)
(RELATIONSHIP-CRITERIA)

EXAMPLE:

FIND ALL LXG061 RECORDS WITH FYK = '9' AND (OBLIG - ACCRUAL) NE 0.00
RELATED BY APCK TO AXW061 WITH FY = '9' AND BSN = '####' AND
OA = '##' AND (FAC = '5' OR FAC = '6' OR FAC = '8')

FIND COUNT = ALL REPRESENTS THE MAXIMUM NUMBER OF RECORDS YOU
WANT TO SELECT. YOU CAN SPECIFY 'ALL' OR A
POSITIVE NUMBER. DATAQUERY DEFAULTS TO ALL.

FILE-NAME = LXG061 REPRESENTS THE NAME OF THE FILE FROM
WHICH DATAQUERY IS TO RETRIEVE THE
SPECIFIC DATA.

RECORDS USED FOR READABILITY

SELECTION-CRITERIA WITH FYK = '9'
FISCAL YEAR KEY MUST EQUAL 9

(OBLIG - ACCRUAL) NE 0.00
OBLIGATION AMOUNT MINUS ACCRUAL AMOUNT MUST
NOT EQUAL ZERO

REPRESENTS ONE OR MORE LOGICAL EXPRESSIONS WHICH
SPECIFY THE CRITERIA ON WHICH DATAQUERY IS TO

REPRESENTS A RELATIONSHIP EXPRESSION WHICH JOINS THE DATA IN TWO OR MORE FILES. THE KEY OR COMMON FIELD SPECIFIED IN THE RELATED BY CLAUSE IS THE LINK BETWEEN THE DATA BASE FILES THAT ALLOWS THE JOIN TO OCCUR.

THE RELATIONSHIP BETWEEN THE LXG (NSF) FILE AND THE AXW (APC MASTER) IS THE FIELD 'APC'. THE APC MUST HAVE FAC CODE 5, 6, OR 8. NOTE THAT THIS IS A ONE FOR ONE RELATIONSHIP, THE FY 9 LXGAVK RECORD MUST EQUAL THE FY 9 AXWAVK RECORD.

PERFORMANCE CONSIDERATIONS

USING KEYS IN THE SELECTION CRITERIA FOR YOUR WITH CLAUSE CAN SIGNIFICANTLY IMPROVE THE PERFORMANCE OF YOUR FIND STATEMENT IN ITS SEARCH FOR SPECIFIED RECORDS. THE PURPOSE OF KEYS IS TO EXPEDITE THE SEARCH FOR DATA. IN SOME CASES, SPECIFYING A FIELD IN YOUR SELECTION CRITERIA CAN BE ALMOST AS EFFICIENT AS USING A KEY. USING AN ARITHMETIC EXPRESSION IN YOUR SELECTION CRITERIA WILL NEARLY ALWAYS REQUIRE MORE OVERHEAD THAN SPECIFYING A KEY OR FIELD IN THE WITH CLAUSE. YOUR CHOICE OF COMPARISON OPERATORS WITH THE WITH CLAUSE CAN ALSO AFFECT THE EFFICIENCY OF THE FIND. FOR EXAMPLE, USING A KEY AND EQUAL AS THE OPERATOR FOR YOUR SELECTION CRITERIA CAN BE MORE EFFICIENT THAN CHOOSING THE COMBINATION OF MASKING AND ANOTHER OPERATOR, SUCH AS GREATER THAN.

WHEN YOU SPECIFY RELATIONAL CRITERIA IN A RELATED CLAUSE, AGAIN THE USE OF KEYS CAN BE MORE EFFICIENT THAN SPECIFYING A FIELD OR A LITERAL VALUE TO JOIN THE FILES YOUR QUERY SEARCHES.

4.2.2.1 WITH CLAUSE STATEMENTS (SELECTION-CRITERIA)

FORMAT - (WITH) OPERAND1 COMPARISON-OPERATOR OPERAND2 (AND/OR)

NOTE: ADDITIONAL COMPARISON EXPRESSIONS MAY BE ADDED USING 'AND' AND 'OR'

THE OPTIONAL 'WITH' CLAUSE OF THE FIND STATEMENT CONTAINS SELECTION CRITERIA STATING THE CHARACTERISTICS A RECORD MUST HAVE TO QUALIFY FOR SELECTION. THIS SELECTION CRITERIA IS EXPRESSED AS ONE OR MORE

INDICATE THE BEGINNING OF A QUALIFYING EXPRESSION FOR THE GIVEN FILE.

OPERAND1 - REPRESENTS ANY VALID FIELD OR KEY CONTAINED IN THE SPECIFIED FILE OR AN ARITHMETIC EXPRESSION ENCLOSED WITHIN PARENTHESES. DATAQUERY EVALUATES THE SPECIFIED NAME AS KEY FIRST, THEN AS A FIELD IF NO KEY WITH THAT NAME IS FOUND. DATAQUERY COMPARES THE FIELD, KEY, OR ARTHMETIC EXPRESSION TO THE VALUE OF OPERAND 2.

OPERAND1 ARITHMETIC EXPRESSIONS

IF YOU ARE USING AN ARITHMETIC EXPRESSION TO REPRESENT OPERAND1, YOU MUST ENCLOSE THE EXPRESSION WITHIN PARENTHESES. IN ADDITION, YOU CAN HAVE MULTIPLE EXPRESSIONS WITHIN THE PARENTHESES.

THE FOLLOWING IS A SAMPLE 'WITH' CLAUSE WITH OPERAND1 AS AN ARITHMETIC EXPRESSION

WITH OPERAND1 COMPARISON-OPERATOR OPERAND2

WITH (OBLIG - ACCRUAL) NE 0.00

IF THE SUBJECT OF A 'WITH' CLAUSE IS A SINGLE NUMERIC FIELD, ITS COMPARISON WITH THE OBJECT IS BASED ON THE DECIMAL PRECISION OF THE SUBJECT. IF THE SUBJECT IS AN EXPRESSION, SUCH AS (FLD/A + FLD/B) THE COMPARISON IS BASED ON THE PERCISION OF THE OBJECT AFTER THE NUMBER IS ROUNDED.

COMPARISON-OPERATOR

INDICATES THE TYPE OF COMPARISON TO BE PERFORMED BETWEEN OPERAND1 AND OPERAND2. THE FOLLOWING CHART LISTS THE COMPARISON OPERATORS YOU CAN USE IN A WITH CLAUSE, SHOW ALTERNATE ENTRIES (IF THEY EXIST), AND GIVES EXAMPLES ON HOW TO USE THE OPERATORS.

OPERATOR	ALTERNATE	EXPLANATION/EXAMPLE
EQUAL	EQ, =	DATAQUERY SELECTS ONLY THOSE RECORDS FOR WHICH THE VALUE OF OPERAND1 EQUAL THE VALUE OF OPERAND2
	EXAMPLE:	WITH STATE EQIAT, 'TX'

YOU CAN INCLUDE A SERIES OF VALUES
FOR OPERAND2 IN A LIST FASHION
USING THE COMPARISON OPERATOR
'EQUAL'

EXAMPLE: WITH STATE = 'TX', 'NY', 'CA'

NOT EQUAL NE, ^ DATAQUERY SELECTS ONLY THOSE
RECORDS FOR WHICH OPERAND1 IS NOT
EQUAL TO THE VALUE OF OPERAND2
EXAMPLE: WITH STATE NE 'TX', 'NY', 'CA'

GREATER THAN GT, > DATAQUERY SELECTS ONLY THOSE
FOR WHICH THE VALUE OF OPERAND1
IS GREATER THAN THE VALUE OF
OPERAND2
EXAMPLE: WITH YTD-SALES GT 1000

GREATER THAN
OR EQUAL TO GTE DATAQUERY SELECTS ONLY THOSE
RECORDS FOR WHICH THE VALUE
OF OPERAND1 IS GREATER THAN OR
EQUAL TO THE VALUE OF OPERAND2
EXAMPLE: WITH YTD-SALES GTE 1000

LESS THAN LT, < DATAQUERY SELECTS ONLY THOSE
RECORDS FOR WHICH THE VALUE OF
OPERAND1 IS LESS THAN THE VALUE
VALUE OF OPERAND2.
EXAMPLE: WITH YTD-SALES LT 1000

LESS THAN OR
EQUAL TO LTE DATAQUERY SELECTS ONLY THOSE
RECORDS FOR WHICH THE VALUE OF
OPERAND1 IS LESS THAN OR EQUAL TO
THE VALUE OF OPERAND2.
EXAMPLE: WITH YTD-SALES LTE 1000

CONTAINING DATAQUERY SELECTS ONLY THOSE
RECORDS FOR WHICH THE VALUE OF
OPERAND1 CONTAINS THE VALUE OF
OPERAND2 IN ANY POSITION OF
OPERAND1. THE OPERAND2 VALUE MUST
BE ENCLOSED WITHIN APOSTROPHES('')

WITH A MINUS SIGN (-).

IF OPERAND1 IS A SINGLE-FIELD KEY, THE LITERAL MUST CONFORM TO THE STRUCTURE OF THE FIELD IN THE KEY AND MUST BE ENCLOSED WITH APOSTROPHES(').

IF OPERAND1 IS A MULTI-FIELD OR COMPOUND KEY, YOU CAN SPECIFY A LITERAL VALUE FOR EACH KEY FIELD; HOWEVER, IF YOU SPECIFY ONLY ONE VALUE, DATAQUERY COMPARES THE LITERAL VALUE TO THE HIGH-ORDER FIELD IN THE KEY. IF YOU DO SPECIFY A LITERAL VALUE FOR EACH KEY FIELD, DELIMITERS MUST SEPARATE EACH VALUE. THE ENTIRE LITERAL MUST BE ENCLOSED WITH APOSTROPHES('). THE FOLLOWING IS A SAMPLE FORMAT FOR A LITERAL FOR A MULTI-FIELD KEYS

'/LIT1/LIT2/LIT3'

LITERAL MASKING - YOU CAN USE A LITERAL VALUE WHICH SPECIFIES THAT ONLY CERTAIN POSITIONS WITHIN A FIELD ARE TO BE COMPARED. THIS IS CALLED LITERAL MASKING. A LITERAL MASK DESIGNATES A SET OF CHARACTERS WHICH DATAQUERY COMPARES POSITION BY POSITION TO THE VALUE OF OPERAND1. IN THOSE POSITIONS WHICH YOU DO NOT WANT TO SPECIFY A CHARACTER, USE THE LITERAL MASKING CHARACTER (# - POUND SIGN).

YOU ONLY CAN SPECIFY A LITERAL MASK IF OPERAND1 IS A FIELD AND THE LITERAL MUST BE ENCLOSED WITHIN APOSTROPHES('). IF THE FIELD IS NUMERIC ONLY NUMERIC CHARACTERS OTHER THAN THE LITERAL MASKING CHARACTER CAN BE SPECIFIED IN THE LITERAL. IN ADDITION YOU CANNOT INCLUDE DECIMAL POINTS OR DOLLAR SIGNS IN A LITERAL MASK.

EXAMPLE - IF OPERAND1 IS A FIVE CHARACTER FIELD, AND YOU WANT TO SELECT ALL RECORDS WHICH HAVE A 'C' IN THE SECOND POSITION OF ITS VALUE, YOU CAN SPECIFY THE FOLLOWING LITERAL MASK:

'#C###' OR '#C#'

NOTE '#C#' WHENEVER THE (#) APPEARS AS THE LAST POSITION OF THE MASK, DATAQUERY ASSUMES THE SPECIAL CHARACTER FILLS THE OTHER POSITIONS TO THE PROPER LENGTH OF THE FIELD.

MULTIPLE 'WITH' CLAUSES

A 'WITH' CLAUSE CAN CONTAIN MULTIPLE LOGICAL EXPRESSIONS JOINED BY 'AND' OR 'OR'. DATAQUERY SELECTS THE DATA MEETING THE CONDITIONS STATED IN

YOU CAN GROUP LOGICAL EXPRESSIONS TOGETHER WITHIN PARENTHESES TO CHANGE THE STANDARD ORDER OF EVALUATION. DATAQUERY EVALUATES EXPRESSIONS WITH PARENTHESES BEFORE ANY OTHER EXPRESSIONS. YOU CAN SPECIFY UP TO FIVE LEVELS OF PARENTHESES IN A FIND STATEMENT.

DATAQUERY EVALUATES LOGICAL EXPRESSIONS IN THE FOLLOWING ORDER.

1. EXPRESSIONS CONTAINED WITHIN PARENTHESES
2. EXPRESSIONS WITHIN PARENTHESES PRECEDED BY NOT
3. EXPRESSIONS JOINED WITH 'AND'
4. EXPRESSIONS JOINED WITH 'OR'

THE FOLLOWING ILLUSTRATES HOW DATAQUERY EVALUATES LOGICAL EXPRESSIONS WHICH CONTAIN PARENTHESES OR 'NOT'.

EXAMPLE	EXPLANATION
EXPR1 AND EXPR2 AND EXPR3	DATAQUERY SELECTS ONLY THOSE RECORDS WHICH MEET THE CRITERIA SPECIFIED IN ALL THREE EXPRESSIONS.
EXPR1 AND (EXPR2 OR EXPR 3)	DATAQUERY SELECTS ONLY THOSE RECORDS WHICH MEET THE CRITERIA IN EXPR1 AND THE CRITERIA IN EITHER EXPR2 OR EXPR3.
(EXPR1 AND EXPR2) OR EXPR3	DATAQUERY SELECTS ONLY THOSE RECORDS WHICH MEET THE CRITERIA STATED IN BOTH EXPR1 AND EXPR2 OR JUST THE CRITERIA STATED IN EXPR3.
NOT (EXPR1 AND EXPR2) AND EXPR3	DATAQUERY SELECTS ONLY THOSE RECORDS WHICH DO NOT MEET THE CRITERIA SPECIFIED IN EITHER EXPR1 OR EXPR2 BUT DO MEET THE CRITERIA IN EXPR3

IF YOU DO NOT USE PARENTHESES TO GROUP YOUR LOGICAL EXPRESSIONS, DATAQUERY WILL EVALUATE EXPRESSIONS JOINED BY 'AND' FIRST. FOR EXAMPLE,

EXPR1 AND EXPR2 OR EXPR3 IS EQUIVALENT TO (EXPR1 AND EXPR2) OR EXPR3

THE DATAQUERY 'RELATED BY' CLAUSE ALLOWS YOU TO COMBINE OR JOIN INFORMATION FROM A MAXIMUM OF 17 FILES TO TEMPORARILY CREATE A SINGLE FILE. YOU CAN SEARCH THE TEMPORARY FILE WITH YOUR QUERY OR DIALOG AND PRODUCE OUTPUT CONTAINING DATA FROM EACH RELATED FILE.

WHEN YOU USE A 'RELATED BY' CLAUSE TO SPECIFY A RELATIONSHIP, THE FIND STATEMENT GATHERS INFORMATION FROM ALL RELATED FILES. THE KEY OR COMMON FIELD SPECIFIED IN THE 'RELATED BY' CLAUSE IS THE LINK BETWEEN THE DATA BASE FILES THAT ALLOWS THE JOIN TO OCCUR. DATAQUERY SUPPORTS THE TRADITIONAL EQUIJOIN CONCEPT, MEANING THAT FILES WILL BE JOINED WHEN THE COMMON KEY OR FIELD CONTAINS EQUAL VALUES IN EACH RELATED FILE.

DATAQUERY RETRIEVES ALL ESTABLISHED RELATIONSHIPS WITHIN THE SCOPE OF THE QUERY, WHETHER THE RELATIONSHIPS ARE ONE-TO-ONE, ONE-TO-MANY, MANY-TO-ONE, OR MANY-TO-MANY. A LOGICAL RECORD (THE COMBINED TEMPORARY RECORD) EXISTS WHEN ALL OF THE ESTABLISHED RELATIONSHIPS EXIST AND ALL SELECTION CRITERIA ARE MET.

DATAQUERY SUPPORTS TWO TYPES OF RELATIONSHIP EXPRESSIONS.

1. A BASIC EXPRESSION REQUIRES A COMMON KEY IN EACH FILE.
2. A COMPLEX EXPRESSION ALLOWS THE VALUE OF A FIELD OR LITERAL TO BE COMPARED TO A KEY OR FIELD VALUE OF A SECONDARY FILE.

BASIC EXPRESSION

A BASIC EXPRESSION RELATES DIFFERENT TYPES OF FILES BY A COMMON KEY. FOR TWO FILES TO SHARE A COMMON KEY, THE KEY IN EACH FILE MUST HAVE THE SAME STRUCTURE, INCLUDING NAME, LENGTH, TYPE OF FIELD (NUMERIC OR CHARACTER), ETC. IF THE KEYS ARE MULTI-FIELD KEYS, THE KEY WITH THE FEWEST FIELDS MUST BE STRUCTURED THE SAME AS THE CORRESPONDING FIELDS OF THE OTHER FILE'S KEY.

THE FOLLOWING IS THE FORMAT FOR THE BASIC RELATIONSHIP.

RELATED (BY) KEY-NAME (KEY) (TO) (FIRST) FILE-NAME (RECORD)

RELATED BY APCK TO AXW061

RELATIONSHIP. VERIFY NAMES AND KEY INFORMATION WITH THE EXTENDED KEY DISPLAY OR A DATADictionary REPORT, IF NECESSARY.

KEY USED FOR READABILITY ONLY

TO USED FOR READABILITY ONLY

FIRST SPECIFIES THAT THE FIRST RELATED RECORD SATISFIES THE RELATIONSHIP SEARCH. THIS FEATURE IS USED TO LIMIT THE SCOPE OF A RELATIONSHIP TO A ONE-TO-ONE OR MANY-TO-ONE RELATIONSHIP. FIRST WILL NOT BE SATISFIED UNLESS THE RECORD WILL ALSO SATISFY ANY OTHER RELATIONSHIPS SPECIFIED IN THE QUERY.

FILE-NAME REPRESENTS THE DATADictionary NAME OF THE FILE TO BE RELATED TO THE PRIMARY FILE CONTAINED IN THE FIND CLAUSE BY A COMMON KEY.

RECORD USED FOR READABILITY

EXAMPLE FIND FILE-A RECORDS
RELATED BY KEY-NAME TO FILE-B RECORDS

COMPLEX RELATIONSHIP EXPRESSIONS

YOU CAN USE 'RELATED' CLAUSES TO ESTABLISH A COMPLEX RELATIONSHIP BETWEEN TWO TYPES OF FILES BY RELATING A FIELD, KEY OR VALUE CONTAINED IN THE PRIMARY FILE TO A KEY OR FIELD IN THE SECONDARY FILE.

BEFORE ESTABLISHING A COMPLEX RELATIONSHIP BETWEEN TWO FILES, THE FIELD KEY OR VALUE YOU USE MUST MEET THE FOLLOWING CRITERIA.

1. IF YOU USE A FIELD, THE VALUE OF THE FIELD MUST BE THE SAME AS THE KEY OR FIELD; IF THE KEY IS A MULTI-FIELD KEY, THE VALUE OF THE FIELD MUST EQUAL THE VALUE OF THE HIGH-ORDER KEY FIELD.
2. IF YOU USE A KEY, THE KEY FROM THE PRIMARY FILE MUST HAVE THE SAME ATTRIBUTES AS THE KEY IN THE SECONDARY FILE; HOWEVER, THE NAMES OF THE KEYS CAN BE DIFFERENT.
3. IF YOU USE A VALUE, THE VALUE MUST EQUAL THE VALUE OF THE KEY; IF THE KEY IS MULTI-FIELD KEY. THE VALUE OF THE FIELD MUST EQUAL THE

NOTE: REPEAT THE CLAUSE ONCE FOR EACH KEY USED IN CONSTRUCTING A
RELATIONSHIP

BY USED FOR READABILITY ONLY

LINK-FIELD REPRESENTS EITHER A LITERAL VALUE OR A DATADITIONARY
NAME OF A KEY OR FIELD THAT EXISTS WITHIN THE PRIMARY
FILE. THE LINK-FIELD MUST BE STRUCTURED THE SAME AS THE
FIELD OR KEY IN THE RELATIONSHIP, INCLUDING THE DATA TYPE,
LENGTH, ETC. (REFER TO THE EXTENDED FIELD AND KEY DISPLAYS
FOR INFORMATION ON HOW FIELDS AND KEYS ARE STRUCTURED.)
THE LINK-FIELD CANNOT BE DEFINED AS A SIMPLE FIELD WITHIN
A COMPOUND FIELD.

IF YOU USE A LITERAL VALUE TO SPECIFY A RELATIONSHIP WITH
A MULTI-FIELD KEY, YOU CAN SPECIFY A VALUE FOR EACH KEY
FIELD. YOU MUST ENCLOSE EACH VALUE WITHIN A DELIMITER TO
DESIGNATE EACH KEY FIELD VALUE.

FOR EXAMPLE, IF A KEY IS COMPRISED OF THREE FIELDS, YOU
CAN DEFINE THE LITERAL SPECIFYING VALUE FOR ALL THREE
FIELDS OR JUST THE HIGH-ORDER FIELD (THE FIRST FIELD
NAMED IN THE KEYS). THE FOLLOWING IS THE FORMAT FOR A
LITERAL FOR A MULTI-FIELD KEY.

'LIT1/LIT2/LIT3'

VIA USED FOR READABILITY ONLY

KEY-NAME REPRESENTS THE DATADITIONARY NAME OF A KEY THAT IS
CONTAINED WITHIN THE SECONDARY FILE OF THE RELATIONSHIP.
THE KEY IS THE PRIMARY LINK IN THE RELATIONSHIP. THE KEY
AND LINK-FIELD MUST BE STRUCTURED THE SAME AS DEFINED TO
DATADITIONARY IN ORDER TO HAVE A RELATIONSHIP BETWEEN TWO
FILES. (REFER TO THE EXTENDED KEY DISPLAY OR A DATA-
DICTIONARY REPORT FOR INFORMATION ON KEYS NAMES AND
STRUCTURES.)

FIELD-NAME REPRESENTS THE DATADITIONARY NAME OF A FIELD THAT IS
CONTAINED IN THE SECONDARY FILE OF THE RELATIONSHIP. THIS
FIELD MUST HAVE THE SAME STRUCTURE AS THE KEY OR FIELD
NAMED IN THE PRIMARY FILE. USING A FIELD IN THE SECONDARY
FILE MAY HAVE PERFORMAANCE IMPLICATIONS IF THERE IS NOT
SELECTION CRITERIA ASSOCIATED WITH THE FILE THAT

FIRST SPECIFIES THAT THE FIRST RELATED RECORD SATISFIES THE RELATIONSHIP SEARCH. THIS FEATURE IS USED TO LIMIT THE SCOPE OF A RELATIONSHIP TO A ONE-TO-ONE OR MANY-TO-ONE RELATIONSHIP.

FILE-NAME REPRESENTS THE DATADICIONARY NAME OF THE SECONDARY FILE IN THE RELATIONSHIP. DATAQUERY USES THE KEY OR FIELD FROM THE SECONDARY FILE TO ESTABLISH A RELATIONSHIP WITH THE PRIMARY FILE BY MATCHING THE VALUE SPECIFIED BY THE LINK-FIELD IN THIS EXPRESSION.

EXAMPLE FIND FILE-A RECORDS
RELATED BY FILE-A-KEY
VIA FILE-B-KEY TO FILE-B RECORDS

CONNECTING MULTIPLE FILES

YOU CAN INCLUDE MULTIPLE RELATED CLAUSES WITHIN A FIND STATEMENT TO ACCESS DATA FROM MORE THAN ONE FILE. WHEN YOU ESTABLISH RELATIONSHIPS, THEY CAN BE EITHER CHAINED OR REPEATING, DEPENDING ON HOW THEY ARE SPECIFIED IN THE RELATED CLAUSES.

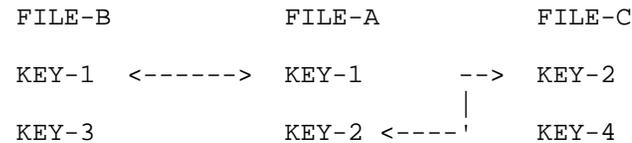
A CHAINED RELATIONSHIP PERTAINS TO SEVERAL FILES RELATED TO EACH OTHER IN A SERIES, FOR EXAMPLE, A RELATED TO B, B RELATED TO C, C RELATED TO D ETC. EACH RELATIONSHIP IS ESTABLISHED THROUGH A COMMON KEY OR FIELD. HOWEVER, THE COMMON KEY USED FOR ONE RELATIONSHIP DOES NOT HAVE TO BE THE SAME FOR ANOTHER RELATIONSHIP.

THE FOLLOWING SHOWS HOW FILE-A COULD BE RELATED TO FILE-D IN A CHAINED RELATIONSHIP.

FIRST FILE	SECOND FILE	RELATED BY
FILE-A	FILE-B	KEY-1
FILE-B	FILE-C	KEY-2
FILE-C	FILE-D	KEY-3

EXAMPLE FIND FILE-A RECORDS

A REPEATING RELATIONSHIP OCCURS WHEN TWO OR MORE UNRELATED FILES ARE RELATED TO EACH OTHER THROUGH THEIR RELATIONSHIP TO SOME OTHER FILE. FOR EXAMPLE, A IS RELATED TO B AND A IS RELATED TO C; THEREFORE, A CONTAINS TWO DIFFERENT KEYS OR FIELDS WHICH ARE COMMON TO EITHER B OR C. THE FOLLOWING EXAMPLE SHOWS HOW FILE-B CAN BE RELATED TO FILE-C THROUGH THEIR RELATIONSHIP TO FILE-A.



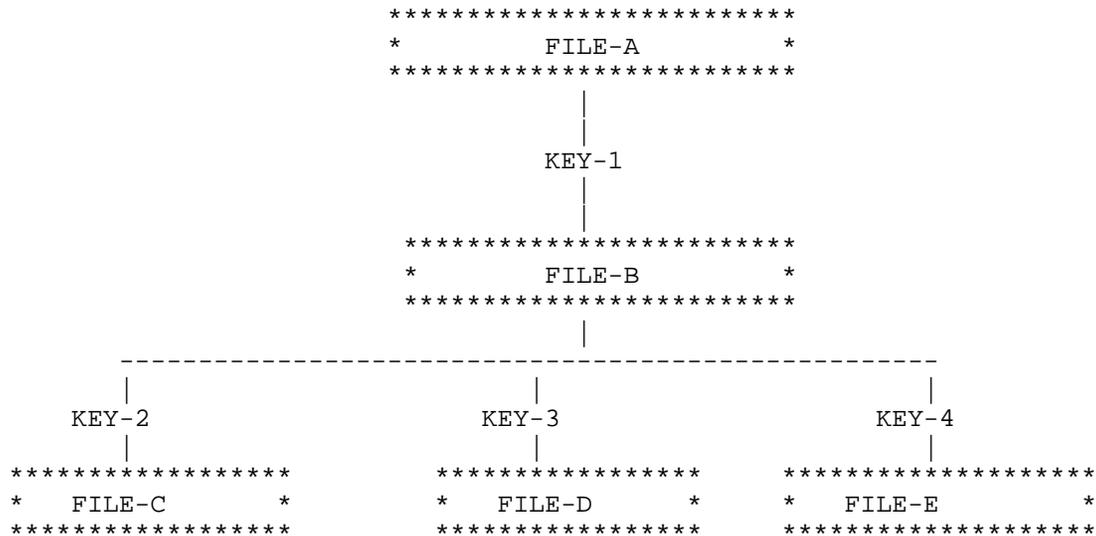
EXAMPLE FIND FILE-A RECORDS
 RELATED BY KEY-1 TO FILE-B AND
 FILE-A RECORDS RELATED BY KEY-2 TO FILE-C RECORDS

THE FOLLOWING ILLUSTRATION SHOWS A REPEATING RELATIONSHIP AMONG FOUR FILES.

FIND FILE-A RECORDS
RELATED BY KEY-1 TO FILE-B RECORDS
AND FILE-A RECORDS RELATED BY KEY-1 TO FILE-C RECORDS
AND FILE-A RECORDS RELATED BY KEY-2 TO FILE-D RECORDS

YOU CAN COMBINE CHAINED AND REPEATING RELATIONSHIPS IN A SINGLE
QUERY. THE FIND STATEMENT USES BOTH RELATIONSHIPS TO JOIN FIVE
DIFFERENT FILES USING FOUR KEYS.

FIND FILE-A RECORDS
RELATED BY KEY-1 TO FILE-B RECORDS AND
RELATED BY KEY-2 TO FILE-C RECORDS
AND FILE-B RECORDS RELATED BY KEY-3 TO FILE-D RECORDS
AND FILE-B RECORDS RELATED BY KEY-4 TO FILE-E RECORDS



4.2.3 SET STATEMENT

YOU CAN USE THE SET STATEMENT IN A QUERY TO DO THE FOLLOWING:

- PERFORM ARITHMETIC CALCULATIONS ON THE DATA FOUND BY A QUERY.
- ACCESS USER-DEFINED FUNCTIONS.
- ARRANGE GROUPS OF EQUATIONS WHICH MAKE USE OF VALUES FROM DATA
BASE FILES AND FROM RESULT-FIELDS CREATED BY OTHER SET STATEMENTS.

YOU CAN INCLUDE MULTIPLE SET STATEMENTS WITHIN A QUERY. A SET STATEMENT
MUST IMMEDIATELY FOLLOW THE FIND STATEMENT

WHEN YOU USE A SET STATEMENT IN A QUERY, YOU CAN CREATE A TEMPORARY
RESULT-FIELD AND ASSIGN THE FIELD A NAME AND A VALUE. YOU CAN USE THE
RESULT-FIELD DURING SORTING OR REPORTING IN THE SAME WAY YOU USE A DATA
BASE FIELD.

TO CREATE A TEMPORARY RESULT-FIELD WITH SET, SPECIFY THE DESIRED NAME
AND ASSIGN A VALUE TO THAT NAME. THE VALUE TO WHICH YOU SET THE RESULT-
FIELD CAN BE A VALUE OF ANOTHER NUMERIC FIELD, THE RESULT OF ONE OR
MORE ARITHMETIC OPERATIONS, A SPECIFIC NUMERIC VALUE, OR ANY
COMBINATION OF THESE.

$$\text{SET RESULT-FIELD (N.D)} = \begin{array}{|c} \text{NUMERIC-FIELD-NAME} \\ \text{ARITHMETIC-EXPRESSION} \\ \text{NUMERIC-LITERAL} \end{array}$$

RESULT-FIELD ASSIGNS A NAME TO THE NEW FIELD. A RESULT-FIELD NAME CAN
BE UP TO 32 ALPHANUMERIC CHARACTERS. THE FIRST CHARACTER
OF THE NAME MUST BE ALPHABETIC.

(N.D) SPECIFIES THE PRECISION (THE SPECIFIC NUMBER OF DIGITS
BEFORE AND AFTER THE DECIMAL) OF THE RESULT-FIELD,
OVERRIDING THE DEFAULT PRECISION OF 13 INTEGERS AND TWO
DECIMAL POSITIONS. (N.D) INDICATES THAT THE FIELD CONTAINS
N INTEGERS AND D DECIMALS. THE TOTAL N + D CANNOT EXCEED
15 DIGITS.

NUMERIC-FIELD-NAME

INDICATES THE NAME OF A RESULT-FIELD IN ANOTHER SET STATEMENT OR A NUMERIC FIELD DEFINED TO DATADictionary AS PART OF A DATA BASE FILE REFERENCED IN YOUR QUERY.

THE LETTERS N, B, AND D IN THE DATADictionary REPORT AND THE LETTER N IN THE TYPE FIELD COLUMN OF THE EXTENDED FIELD DISPLAY INDICATE A NUMERIC FIELD.

IF THE FIELD IS FROM A FILE, AS OPPOSED TO A TEMPORARY (SET-CREATED) RESULT-FIELD, DATAQUERY ASSUMES IT IS CONTAINED WITHIN THE LAST FILE NAMED IN THE QUERY. IF YOU WANT TO SPECIFY A FIELD WITHIN A FILE OTHER THAN THE LAST FILE NAMED, YOU MUST QUALIFY THE FIELD NAME BY PRECEDING IT WITH THE NAME OF THE FILE. DATAQUERY ASSUMES THAT EACH FIELD SPECIFIED AFTER THIS QUALIFYING FILE NAME IS CONTAINED IN THAT FILE.

ARITHMETIC-EXPRESSION

SPECIFIES ONE OR MORE ARITHMETIC OPERATIONS TO BE PERFORMED ON SELECTED DATA. DATAQUERY EVALUATES THE EXPRESSION ACCORDING TO THE HIERARHY OF OPERATIONS.

NUMERIC-LITERAL

ASSIGNS A NUMERIC CONSTANT VALUE TO THE RESULT-FIELD. A UNARY PLUS (+) OR MINUS (-) SIGN CAN PRECEDE THE VALUE. A NUMERIC-LITERAL CAN BE UP TO 15 NUMBERS (INTEGERS AND DECIMALS).

ARITHMETIC EXPRESSIONS IN SET

AN ARITHMETIC EXPRESSION CAN INCLUDE THE FOLLOWING DATA ITEMS.

- NUMERIC FIELDS FROM THE DATA BASE
- RESULT-FIELDS FROM PREVIOUS SET STATEMENTS
- NUMERIC LITERALS

THE FOLLOWING ARE VALID ARITHMETIC OPERATORS:

FUNCTION	ENTRY DESCRIPTION
ADD	+ ADDS THE SPECIFIED NUMERIC OPERANDS

MULTIPLY	*	MULTIPLIES THE SPECIFIED NUMERIC OPERANDS (MULTIPLIER CANNOT BE 0)
PARENTHETICAL EXPRESSION	()	USE TO CLARIFY WHICH OPERATIONS ARE TO BE PERFORMED FIRST IN A COMPLEX CALCULATION (CAN SPECIFY UP TO 5 LEVELS OF NESTED PARENTHESES)
UNARY +	+	INDICATES THAT THE SPECIFIED NUMERIC OPERAND IS A POSITIVE VALUE (MUST PRECEDE THE NUMERIC DATA WITHOUT A SPACE BETWEEN THE SYMBOL AND THE DATA)
UNARY -	-	INDICATES THAT THE SPECIFIED NUMERIC OPERAND IS A NEGATIVE VALUE (MUST PRECEDE THE NUMERIC DATA WITHOUT A SPACE BETWEEN THE SYMBOL AND THE DATA)

A SPACE MUST PRECEDE AND FOLLOW EACH OPERATOR. HOWEVER, NO SPACE FOLLOWS A UNARY ARITHMETIC OPERATOR (AN OPERATOR ACCOMPANYING A SINGLE VALUE). FOR EXAMPLE, IF YOUR DATA INCLUDES NEGATIVE NUMBER, THE MINUS SIGN (-) IN FRONT OF A NUMBER IS THE UNARY OPERATOR, SUCH AS IN -2.

DATAQUERY EVALUATES ARITHMETIC EXPRESSIONS ACCORDING TO THE ARITHMETIC OPERATOR IT FINDS. THIS STANDARD PROCESSING SEQUENCE IS CALLED THE HIERARCHY OF OPERATIONS AND IS PERFORMED IN THE FOLLOWING ORDER

ORDER	WHAT DATAQUERY EVALUATES
1	EXPRESSIONS WITHIN PARENTHESES (INNERMOST PARENTHESES FIRST)
2	EXPRESSIONS WITHIN PARENTHESES (SAME LEVEL OF PARENTHESES, PERFORMING FROM LEFT TO RIGHT)
3	MATHEMATICAL FUNCTIONS
4	UNARY + AND UNARY -
5	* AND /
6	+ AND -

DATAQUERY PROVIDES MATHEMATICAL FUNCTIONS WHICH HELP TO SIMPLIFY CERTAIN ARITHMETIC OPERATIONS. TWO BASIC TYPES OF FUNCTIONS EXIST, STANDARD AND USER-DEFINED. BOTH TYPES WORK WITH FIELD VALUES AT THE RECORD LEVEL AND NOT WITH A MIXTURE OF FIELD VALUES AND COLUMN TOTALS.

DATAQUERY PROVIDES THE FOLLOWING STANDARD FUNCTIONS FOR USE WITHIN A SET STATEMENT OF A QUERY.

MIN(ARG1,ARG2,...,ARGN) RETURNS THE LOWEST VALUE OF A LIST OF ARGUMENTS

AVG(ARG1,ARG2,...,ARGN) RETURNS THE AVERAGE VALUE OF A LIST OF ARGUMENTS

ABS(ARG1) RETURNS THE ABSOLUTE VALUE OF THE ARGUMENT

THE ARGUMENT LIST IN PARENTHESES MUST IMMEDIATELY FOLLOW THE FUNCTION NAME WITH NO INTERVENING BLANKS. AN ARGUMENT CAN BE A LITERAL VALUE, NUMERIC DATA BASE FIELD OR THE RESULT FROM A PREVIOUS SET STATEMENT.

USER-DEFINED FUNCTIONS

IF YOU NEED A SPECIFIC MATHEMATICAL FUNCTION WHICH DATAQUERY DOES NOT PROVIDE AS A STANDARD FUNCTION, SITE MANAGEMENT CAN CREATE A USER-DEFINED FUNCTION(UDF) TO MEET YOUR REQUEST.

THE FORMAT FOR THE USER-DEFINED FUNCTION FOLLOWS

UDF(ARG1,ARG2,...,ARGN)

THE FIRST ARGUMENT(ARG1) IS A NUMERIC VALUE WHICH REPRESENTS THE NUMBER ASSIGNED TO A PARTICULAR MATHEMATICAL FUNCTION BY SITE MANAGEMENT. FOR EXAMPLE, IF 14 FUNCTIONS HAVE BEEN DEFINED, 'AGR1' COULD BE '10' AND THE ARG2 THROUGH ARGN WOULD SPECIFY RESULT-FIELD NAMES, FIELD NAMES OR VALUES FOR NUMERIC LITERALS TO BE USED IN THE SPECIFIED FUNCTION.

EXAMPLE

SET CSR (9.2) = LXG061 OBLIG - ACCRUAL

CSR IS THE RESULT-FIELD

(9.2) IS THE N.D 9 IS N 2 IS D

'OBLIG' IS NUMERIC-FIELD-NAME

'-' IS THE ARITHMETIC-EXPRESSION FOR SUBTRACTION

'ACCRUAL' IS NUMERIC-FIELD-NAME

4.2.4 SORT STATEMENT

AFTER THE FIND STATEMENT HAS BEEN FORMULATED AND ANY DESIRED CALCULATIONS HAVE BEEN PERFORMED WITH SET STATEMENTS, THE INFORMATION CAN BE ORGANIZED BY MEANS OF THE SORT STATEMENT, WHICH INDICATES THE FIELD OR KEYS THAT DATAQUERY IS TO USE IN ARRANGING THE DATA. YOU CAN DESIGNATE CONTROL BREAK FIELDS IN THE SORT STATEMENT TO CAUSE FIELDS DESIGNATED FOR ACCUMULATION IN THE PRINT STATEMENT TO BE SUBTOTALED WHENEVER A VALUE IN A CONTROL BREAK FIELD CHANGES. YOU ONLY CAN SPECIFY ACCUMULATION OF NUMERIC FIELDS IN A PRINT STATEMENT.

THE TOTAL LENGTH OF THE SORT KEY CANNOT EXCEED 100 CHARACTERS. THE SORT KEY LENGTH IS EQUAL TO THE SUM OF:

- NINE FOR EACH TEMPORARY RESULT FIELD NAMED IN THE SORT STATEMENT
- THE LENGTH OF EACH DATA BASE FILE FIELD
- ONE FOR EACH SIGNED DATA BASE FILE FIELD

FORMAT OF SORT STATEMENT

SORT (BY) (FILE-NAME)	KEY-NAME	UP
	FIELD-NAME	DOWN
	RESULT-NAME	

NOTE: REPEAT THE PARAMETERS ONCE FOR EACH SORT KEY OR FIELD NAME.

BY USED FOR READABILITY ONLY

FILE-NAME SPECIFIES THE DATADICTIONARY DEFINED FILE NAME WITH WHICH THE SPECIFIED CONTROL-FIELD IS ASSOCIATED. WHEN THE FIELD TO BE SORTED IS A TEMPORARY RESULT-FIELD FROM A SET STATEMENT, A FILE-NAME SHOULD NOT BE USED SINCE THE RESULT-FIELD IS NOT ASSOCIATED WITH ANY FILE.

IF THE CONTROL-FIELD TO BE SORTED BELONGS TO THE FILE MOST RECENTLY NAMED IN THE QUERY, REPEATING THE FILE NAME IS NOT NECESSARY. HOWEVER, IF THE CONTROL-FIELD BELONGS TO ANOTHER FILE SPECIFIED IN THE QUERY, YOU MUST QUALIFY THE CONTROL-FIELD WITH THE CORRESPONDING FILE NAME.

STATEMENT OF THE QUERY. IF PARENTHESES ENCLOSE THE SORT KEY OR FIELD NAME, A CONTROL BREAK IS TAKEN.

UP INDICATES TO ARRANGE THE RECORD COLLECTION IN AN ASCENDING DIRECTION BASED ON THE VALUE OF THE CONTROL-FIELD, FOR EXAMPLE, A TO Z. IF YOU DO NOT SPECIFY THE DIRECTION, DATAQUERY DEFAULTS TO UP. YOU ALSO CAN USE THE WORK ASCENDING OR ASC TO REPRESENT THIS DIRECTION.

DOWN SAYS TO ARRANGE THE RECORD COLLECTION IN A DESCENDING DIRECTION BASED ON THE VALUE OF THE CONTROL-FIELD, FOR EXAMPLE, Z TO A. YOU ALSO CAN USE THE WORD DESCENDING OR DESC TO INDICATE THIS DIRECTION.

TO SORT A GROUP WITHIN A GROUP, INCLUDE ADDITIONAL SORT CONTROL-FIELDS. THE DATA IS SORTED ACCORDING TO THE ORDER IN WHICH THE SORT FIELDS ARE SPECIFIED.

DESIGNATING CONTROL BREAKS

WHEN A CONTROL FIELD IN A SORT STATEMENT IS ENCLOSED IN PARENTHESES, IT BECOMES A CONTROL BREAK FIELD. WHENEVER THE VALUE CONTAINED IN A CONTROL BREAK FIELD CHANGES, A CONTROL BREAK OCCURS.

THE PRIMARY USE FOR CONTROL BREAKS IS TO SPECIFY WHEN SUBTOTALS WILL BE DISPLAYED FOR FIELDS THAT HAVE BEEN DESIGNATED FOR ACCUMULATION IN THE PRINT STATEMENT AND TO TRIGGER PROCESSING OF SPECIAL FUNCTIONS DEFINED IN THE WHEN/DO CLAUSE. WHEN THE PRINT STATEMENT IS EXECUTED, A SUBTOTAL FOR EACH ACCUMULATION FIELD IS PRESENTED WHENEVER THE VALUE CHANGES IN THE CONTROL BREAK FIELD. AFTER ALL DATA HAS BEEN PRESENTED, A TOTAL APPEARS AS THE LAST LINE OF OUTPUT.

YOU CAN ALSO USE CONTROL BREAKS TO MAKE REPORTS EASIER READING. IF THE SUPPRESS DUPLICATE FIELDS OPTIONS IS SET TO 'YES' IN YOUR USER PROFILE, THE VALUE CONTAINED IN THE CONTROL BREAK FIELD IS DISPLAYED ONLY ONCE ON THE SCREEN. THE VALUE APPEARS ON THE FIRST LINE IN THE COLUMN DESIGNATED FOR THE CONTROL BREAK FIELD. THE COLUMN REMAINS BLANK UNTIL THE VALUE IN THE CONTROL BREAK FIELD CHANGES.

YOU CAN DESIGNATE UP TO TEN CONTROL BREAKS FIELDS IN THE SORT STATEMENT. CONTROL BREAKS FIELDS AND ORDINARY CONTROL-FIELDS CAN BE FREELY INTERMIXED.

RESULTS

 SORT APC MASTER FILE (AXW061) BY CUST-NBR (KEY-NAME) AND APC
 (RECORD-NAME) WITH SUBTOTAL BY CUST-NBR

4.2.5 PRINT STATEMENT

USE THE PRINT STATEMENT TO SHOW THE INFORMATION PRODUCED FROM YOUR QUERY IN A REPORT-LIKE FORMAT. THE VALUES OF THE FIELDS AND KEYS YOU SPECIFY IN THE PRINT STATEMENT APPEAR IN COLUMNS. EACH COLUMN HAS A STANDARD HEADING WHICH CAN BE SPECIFIED BY YOU AS THE NAME OF THE FIELD.

THE PRINT STATEMENT ALLOWS YOU TO:

- PRESENT FIELD AND KEY NAMES OF A FILE IN A COLUMNAR FORMAT.
- SPECIFY ALTERNATE HEADING NAMES TO USE AS COLUMN HEADINGS.
- DESIGNATE A TITLE TO APPEAR AT THE TOP OF THE REPORT.
- DESIGNATE HOW NUMERIC FIELD VALUES APPEAR IN THE REPORT
- NAME A FIELD OR KEY MORE THAN ONCE TO ASSURE THAT IT APPEARS ON EACH PAGE OF A WIDE REPORT THAT REQUIRES MULTIPLE PAGES TO PRINT EACH COLUMN.

DATAQUERY ALSO ALLOWS YOU TO SPECIFY IN THE PRINT STATEMENT THE ACCUMULATION OF NUMERIC FIELDS. FOR THOSE FIELDS WHICH YOU WANT TO ACCUMULATE, ENCLOSE THE FIELD NAME WITHIN PARENTHESSES. THE FIELD TO BE ACCUMULATED CAN BE A SPECIFIC FIELD WITHIN A FILE OR A RESULT-FIELD FROM A SET STATEMENT IN THE QUERY.

IF YOU SPECIFY CONTROL BREAKS IN A SORT STATEMENT WITHIN YOUR QUERY, THE FIELDS YOU WANT TOTALS ON ARE SUBTOTALLED ACCORDING TO THE CONTROL BREAKS DESIGNATED THERE. YOU CAN SPECIFY UP TO TEN LEVELS OF CONTROL BREAK TOTALS IN THE REPORT. A GRAND TOTAL OF THE FIELDS TO BE TOTALLED IS PROVIDED AUTOMATICALLY AT PRINT TIME.

BASIC FORMAT

THE FOLLOWING IS THE FORMAT FOR THE BASIC PRINT STATEMENT:

```
PRINT (FROM) (FILE-NAME) | KEY-NAME | (HEADING1/HEADING2)
                          | FIELD-NAME |
```

NOTE: REPEAT PARAMETERS ONCE FOR EACH KEY OR FIELD.

DATAQUERY OBTAINS THE VALUES OF THE FIELDS AND KEYS INDICATED. YOU ONLY NEED TO INCLUDE THE FILE NAME IF THE FIELD OR KEY IN THE STATEMENT REFERS TO A FILE WHICH IS DIFFERENT THAN THE MOST RECENTLY NAMED FILE IN THE QUERY.

KEY-NAME SPECIFIES THE NAME OF A KEY THAT BELONGS TO THE FILE SPECIFIED IN THE PRINT STATEMENT OR THE MOST RECENTLY NAMED FILE IN A PREVIOUS STATEMENT.

FIELD-NAME SPECIFIES THE NAME OF A FIELD THAT BELONGS TO THE FILE SPECIFIED IN THE PRINT STATEMENT OR THE MOST RECENTLY NAMED FILE. A FIELD ALSO CAN BE A RESULT-FIELD FROM A PREVIOUS SET STATEMENT IN THE QUERY. THE FIELD CANNOT EXCEED 78 CHARACTERS IN LENGTH.

IF A SPECIFIED FIELD IS NUMERIC, YOU CAN DESIGNATE THE ACCUMULATION OF THE VALUES OF THE FIELD BY ENCLOSING THE FIELD NAME WITHIN PARENTHESES.

HEADING1/
HEADING2 ASSIGNS AN ALTERNATE ONE- OR TWO-LINE COLUMN HEADING NAME FOR THE PRECEDING FIELD OR KEY. A HEADING NAME CAN BE UP TO 32 CHARACTERS, INCLUDING BLANKS, AND MUST APPEAR WITHIN APOSTROPHES('). IF YOU DO NOT SPECIFY A HEADING NAME, DATAQUERY PRINTS AN ALTERNATE HEADING WHICH IT FINDS IN DATADICCTIONARY, IF YOUR SITE MANAGEMENT SELECTED THAT CHOICE AS A SYSTEM OPTION (CURRENTLY NOT DEVELOPED WITHIN STANFINS); OTHERWISE, DATAQUERY PRINTS THE DATADICCTIONARY NAME OF THE FIELD OR KEY. A COLUMN HEADING CAN BE TWO LINES LONG, WITH EACH LINE SEPARATED BY A HEADING SEPARATOR CHARACTER.

REPORT TITLE AND ALTERNATE HEADINGS:

YOU ALSO CAN USE THE PRINT STATEMENT TO OVERRIDE STANDARD COLUMN HEADINGS AND TO SPECIFY A ONE- OR TWO-LINE REPORT HEADING TO APPEAR AT THE TOP OF THE REPORT. USE THE FOLLOWING FORMAT TO DESIGNATE SEPARATE HEADINGS.

```
PRINT |TITLE1| 'REPORT-HEADING1'  
      |TITLE |
```

TITLE 'REPORT-HEADING1' SPECIFIES THE ONLY LINE OF THE REPORT HEADING. THE MAXIMUM LENGTH OF THE REPORT HEADING IS 55 CHARACTERS. WHEN USING THIS OPTION, ENCLOSE THE SPECIFIED HEADING WITHIN APOSTROPHES(').

TITLE2 'REPORT-HEADING2' SPECIFIES THE SECOND LINE OF THE REPORT
HEADING. THE MAXIMUM LENGTH OF THE REPORT
HEADING IS 55 CHARACTERS. WHEN USING THIS
OPTION, ENCLOSE THE SPECIFIED HEADING WITHIN
APOSTROPHES(').

EXAMPLE:

PRINT FROM LXG061 FY (CSR) AVK061MD\$ APC DOC-NO FROM AXW061
CUST-NBR

OUTPUT WILL SHOW FY FROM THE LXGAVK FILE

CSR FROM THE SET STATEMENT WITH SUBTOTAL BY
CUST-NBR FROM THE SORT STATEMENT

AVK061MD\$ IS A TERM WHICH CAN ONLY BE
ESTABLISHED BY INDIVIDUAL DESIGNATED
AS DATAQUERY ADMINISTRATOR. TERMS
ARE USED TO ESTABLISH PICTURE CLAUSES
I.E. AVK061MD\$ = PIC '\$\$\$,\$\$\$,\$\$9.99-'

EDIT PATTERNS/PICTURE CLAUSE STATEMENTS

AN EDIT PATTERN ESTABLISHES A FORMAT FOR THE DISPLAY OF NUMERIC DATA.
THE PURPOSE OF AN EDIT PATTERN IS TO CONVERT NUMERIC DATA INTO A MORE
READABLE FORMAT. THIS FORMAT CAN INDICATE A DOLLAR VALUE, A MINUS SIGN,
A CREDIT OR DEBIT, ETC. CHANGE PACKAGE SCP 42 ADDED THE PICTURE CLAUSE
TO THE DATADICITIONARY. THUS THE PRINT OR DISPLAY FORMAT FOR NUMERIC
VALUES HAS BEEN PRE-SET WITHIN STANFINS DQ.

YOU CAN SPECIFY AN EDIT PATTERN IN THE PRINT OR DISPLAY STATEMENT IN
YOUR QUERY. WHEN YOU INCLUDE A PICTURE CLAUSE IN ONE OF THESE STATEMENTS
THIS OVERRIDES THE DEFAULT EDIT PATTERN DEFINED BY DATADICITIONARY OR
THE EDIT PATTERN AS SPECIFIED BY THE DATADICITIONARY.
OVERRIDING A DEFAULT EDIT PATTERN ALLOWS YOU TO MANIPULATE THE FINAL
APPEARANCE OF NUMERIC DATA WITHOUT AFFECTING THE DECIMAL PRECISION
USED IN COMPUTATION.

DATAQUERY SELECTS AN EDIT PATTERN ACCORDING TO THE FOLLOWING ORDER OF
PRECEDENCE:

1. A PICTURE CLAUSE SPECIFIED IN A QUERY.
2. AN EDIT PATTERN AS SPECIFIED IN DATADICITIONARY WHEN SUCH AN OPTION
IS SPECIFIED AT A SITE. CHANGE PACKAGE SCP 42 ADDED THE PICTURE CLAUSE

A NUMERIC VALUE IS SHIFTED TO FIT A PICTURE CLAUSE BY ALIGNING THE DECIMAL POINTS. TRUNCATION(DROPPING ALL DIGITS RIGHT OF THE DECIMAL) OF A NUMERIC VALUE IS PERMITTED WHEN THE VALUE CAN BE ROUNDED AND TRUNCATED TO FIT THE PICTURE CLAUSE. HOWEVER, AN ERROR CONDITION RESULTS IF TRUNCATION IS ATTEMPTED ON THE INTEGERS TO THE LEFT OF THE DECIMAL.

THE PICTURE CLAUSE CONSISTS OF THE WORD PICTURE FOLLOWED BY A SEQUENCE OF CHARACTERS, CALLED AN EDIT PATTERN, WHICH IS ENCLOSED WITHIN APOSTROPHES(').

AN EDIT PATTERN CAN CONTAIN SEVERAL TYPES OF CHARACTERS THAT ARE USED TO SPECIFY THE WAY IN WHICH EACH DIGIT OF THE NUMERIC FIELD APPEARS WHEN DISPLAYED. THE TYPES OF CHARACTERS WHICH YOU CAN INCLUDE IN AN EDIT PATTERN ARE REPLACEMENT CHARACTERS, INSERTION CHARACTERS, SIGN AND CURRENCY SYMBOLS.

THE FOLLOWING IS A LIST OF THE VALID REPLACEMENT CHARACTERS YOU CAN INCLUDE IN AN EDIT PATTERN. YOU MUST SPECIFY THE SAME NUMBER OF REPLACEMENT CHARACTERS AS DESIGNATED BY THE NUMBER OF DIGITS IN THE SPECIFIED FIELD. VIEW THE EXTENDED FIELD DISPLAY TO DETERMINE THE NUMBER OF DIGITS IN THE SPECIFIED FIELD.

CHARACTER	DESCRIPTION
9	SPECIFIES THAT THE CORRESPONDING DIGIT POSITION IN THE VALUE OF THE FIELD IS TO CONTAIN A DECIMAL DIGIT
Z	INDICATES THAT IF A LEADING ZERO APPEARS IN THE CORRESPONDING POSITION IN THE VALUE OF THE FIELD, A BLANK CHARACTER REPLACES THE ZERO WHEN THE VALUE IS DISPLAYED. IF A DIGIT APPEARS IN THE CORRESPONDING POSITION IN THE VALUE, THE DIGIT IS DISPLAYED.
*	INDICATES THAT IF A LEADING ZERO APPEARS IN THE CORRESPONDING POSITION IN THE VALUE OF THE FIELD, AN ASTERISK REPLACES IT WHEN THE VALUE IS DISPLAYED. IF A DIGIT APPEARS IN THE CORRESPONDING POSITION, THE DIGIT IS DISPLAYED.

INSERTION CHARACTERS CAUSE THE SPECIFIED CHARACTER TO BE INSERTED INTO THE CORRESPONDING POSITION OF THE VALUE OF THE SPECIFIED FIELD. AN INSERTION CHARACTER INDICATES THAT A CHARACTER IS TO BE INSERTED BETWEEN DIGIT POSITIONS; IT IS NOT A DIGIT POSITION ITSELF.

TRUNCATES DECIMAL PLACES OF THE VALUE BEING
EDITED TO MATCH THE SPECIFIED EDIT PATTERN.

COMMA (,) INDICATES THAT THE CHARACTER IS TO BE INSERTED
 INTO THE DECIMAL POINT CORESPONDING POSITION OF
 THE VALUE. IF THE EDIT PATTERN REQUEST ZERO
 SUPPRESSION, THE NUMBER GROUPING CHARACTER IS
 ALSO SUPPRESSED. THIS CHARACTER IS INSERTED
 ONLY WHEN AN UNSUPPRESSED DIGIT APPEARS TO ITS
 LEFT.

YOU CAN SPECIFY ONLY ONE TYPE OF SIGN CHARACTER OR CURRENCY SYMBOL IN AN
EDIT PATTERN. YOU CAN SPECIFY A SIGN ONLY IN THE RIGHTMOST POITION OF
THE EDIT PATTERN. A CURRENCY SYMBOL CAN BE ONLY IN THE LEFTMOST POSITION
OF THE EDIT PATTERN.

CHARACTER	DESCRIPTION
\$	SPECIFIES A DOLLAR SIGN IS TO APPEAR WITH THE VALUE WHEN DISPLAYED. IF YOU USE THIS SYMBOL MORE THAN ONCE IN SUCCESSION, IT BECOMES A FLOATING CHARACTER. A FLOATING CHARACTER SPECIFIES THAT THE DOLLAR SIGN IS TO APPEAR LEFT OF THE LEFTMOST DIGIT IN THE VALUE. TO SPECIFY A FLOATING CHARACTER, USE MULTIPLE '\$' IN THE EDIT PATTERN IN EACH DIGIT POSITION THROUGH WHICH IT CAN FLOAT.
-	SPECIFIES THE MINUS SIGN IS TO APPEAR ONLY IF THE VALUE OF THE FIELD IS LESS THAN ZERO. IF THE VALUE IS GREATER THAN ZERO, NO SIGN APPEARS.
CR	SPECIFIES THE CREDIT SYMBOL IS TO APPEAR ONLY IF THE VALUE IS LESS THAN ZERO.
DB	SPECIFIES THE DEBIT SYMBOL IS TO APPEAR ONLY IF THE VALUE IS GREATER THAN ZERO.

THE FOLLOWING EXAMPLES ILLUSTRATE THE USE OF A PICTURE CLAUSE.
THESE EDIT PATTERNS REFER TO NUMERIC FIELDS WITH A LENGTH OF FIVE
DIGITS . IN THE FIRST COLUMN ARE SAMPLE PICTURE CLAUSES. THE
OTHER THREE COLUMNS SHOW WHAT THE OUTPUT LOOKS LIKE USING THE
PICTURE CLAUSE IN THE FIRST COLUMN AND THE DATA APPEARING AT THE
TOP OF EACH COLUMN.

PIC 'ZZZ9.9'	9876.5	12.3	0.9
PIC '****.*CR'	9876.5	**12.3CR	****.9
PIC '\$\$\$\$.\$CR'	\$9876.5	\$12.5CR	\$.9
PIC '\$\$\$9.9CR'	\$9876.5	\$12.5CR	\$0.9
PIC '\$,\$\$9.9-'	\$9,876.5	\$12.5-	\$0.9

STANFINS DEFINED TERMS FOR PICTURE CLAUSES

TERM	VALUE	DESCRIPTION
AVKNNNMD\$	PIC '\$\$\$,\$\$\$,\$\$9.99-'	DROPS LEADING ZEROS ON AMOUNT FIELDS, INSERTS COMMAS, DECIMALS DOLLAR SIGN AND SIGNS THE VALUE
AVKNNNMO\$	PIC 'ZZZZZZ9-'	DROPS LEADING ZEROS ON THE QUANTITY FIELDS AND SIGNS THE VALUE
AVKNNMRC	PIC 'Z,ZZZ,ZZ9-'	DROPS LEADING ZEROS AND INSERTS COMMAS AND SIGNS THE VALUE

NOTE: 'NNN' IS AN INSTALLATION UNIQUE DATABASE ID

PRINT TOTALS AND SUBTOTALS

THE PRINT STATEMENT CAN BE USED TO ACCUMULATE SUBTOTALS AND TOTALS FOR SPECIFIED NUMERIC FIELDS. YOU CAN USE THE BASIC PRINT FORMAT TO ACCUMULATE TOTALS. THE FIELD OR FIELDS TO BE ACCUMULATED MUST BE ENCLOSED IN PARENTHESES.

YOU DO NOT NEED TO INCLUDE THE CONTROL BREAK FIELD (FROM THE SORT STATEMENT) IN THE PRINT STATEMENT TO DISPLAY THE TOTALS FOR ACCUMULATED FIELDS. IF YOU SPECIFY MORE THAN ONE CONTROL BREAK FIELD IN THE SORT STATEMENT, YOUR OUTPUT WILL INCLUDE A SUBTOTAL FOR EACH SPECIFIED FIELD.

4.2.6 DISPLAY STATEMENT

USE THE DISPLAY STATEMENT TO PRESENT THE INFORMATION PRODUCED FROM YOUR QUERY ONE RECORD AT A TIME AS A LIST OF FIELDS.

EACH REPORT PAGE HAS A STANDARD HEADING THAT INCLUDES THE RECORD NUMBER BEING VIEWED AND THE PAGE WITHIN THE RECORD. WHEN YOU SPECIFY A LARGE NUMBER OF FIELDS TO BE DISPLAYED, DATAQUERY PROVIDES ADDITIONAL PAGES FOR EACH RECORD. FIELD HEADINGS APPEAR ON THE LEFT SIDE OF THE PAGE WITH THE DATA ON THE RIGHT SIDE.

THE DISPLAY STATEMENT ALLOWS YOU TO:

- PRESENT FIELD AND KEY NAMES OF A FILE IN A LIST FORMAT.
- SPECIFY ALTERNATE HEADINGS NAMES TO REPRESENT FIELDS AND KEYS.
- DESIGNATE HOW NUMERIC FIELD VALUES APPEAR IN THE REPORT.

AFTER EXECUTING A QUERY CONTAINING A DISPLAY STATEMENT, YOU CAN PAGE THROUGH EACH RECORD. MOST QUERIES USE THE PRINT STATEMENT TO HAVE MORE INFORMATION PER SCREEN.

THE FOLLOWING IS THE BASIC FORMAT FOR DISPLAY:

```
DISPLAY (FROM) (FILE-NAME) | KEY-NAME |  
                           | FIELD-NAME |
```

NOTE: REPEAT PARAMETERS ONCE FOR EACH KEY OR FIELD.

FROM USED FOR READABILITY ONLY.

FILE-NAME SPECIFIES THE DATADictionary NAME OF THE FILE WHERE DATAQUERY OBTAINS THE VALUES OF THE FIELDS AND KEYS INDICATED. YOU ONLY NEED TO INCLUDE THE FILE NAME IF THE FIELD OR KEY IN THE STATEMENT REFERS TO A FILE WHICH IS DIFFERENT THAN THE MOST RECENTLY NAMED FILE IN QUERY.

KEY-NAME SPECIFIES THE NAME OF A KEY CONTAINED IN THE FILE SPECIFIED IN THE DISPLAY STATEMENT OR THE MOST RECENTLY NAMED FILE IN A PREVIOUS STATEMENT.

FIELD-NAME SPECIFIES THE NAME OF A FIELD CONTAINED IN THE FILE

ALTERNATE HEADINGS

THE DISPLAY STATEMENT ALSO ALLOWS YOU TO SPECIFY ALTERNATE HEADINGS FOR THE DISPLAY OUTPUT. SEE PRINT STATEMENT FOR PROCEDURES.

PICTURE CLAUSE

WHEN DATAQUERY PROCESSES A QUERY, IT PRESENTS THE VALUE OF NUMERIC FIELDS OR KEYS AS SPECIFIED IN THE PICTURE CLAUSE OF THE PRINT OR DISPLAY STATEMENT OF THE QUERY. SEE PRINT STATEMENT FOR PICTURE CLAUSE STRUCTURE.

4.2.7 WHEN/DO STATEMENT

THE WHEN/DO STATEMENT SPECIFIES WHEN A MATHEMATICAL FUNCTION OR PAGE BREAK IS TO BE PERFORMED AND WHAT FIELD WILL BE THE OBJECT OF THE MATHEMATICAL FUNCTION.

SINCE ONLY ONE PRINT STATEMENT CAN BE PRESENT IN THE QUERY, THE PRINT STATEMENT MUST BE COMPLETED BEFORE THE WHEN/DO STATEMENT IS GIVEN. THERE CAN BE MULTIPLE WHEN STATEMENTS IN THE QUERY, AND THERE MAY BE MULTIPLE DO STATEMENTS FOR ANY WHEN STATEMENT.

THE BASIC FORMAT OF A WHEN/DO STATEMENT:

```
WHEN (FILE-NAME) | NAMED-CONTROL-BREAK | (BREAKS)
                  | FINISHED                |
DO ('REPORT-LEGEND') | FUNCTION          | (FILE-NAME) | FIELD-NAME |
                    | PAGE-BREAK        |             | RESULT-FIELD |
                    (PICTURE 'EDIT-PATTERN')
```

FILE-NAME REFERS TO THE SPECIFIC FILE WHICH CONTAINS THE DESIGNATED FIELD OR KEY WHICH FOLLOWS. IT IS NOT NEEDED IF IT IS THE SAME AS THE MOST RECENTLY NAMED FILE IN THE QUERY.

NAME-CONTROL-BREAK SPECIFIES THE NAME OF A FIELD OR KEY WHICH WAS DESIGNATED AS A CONTROL-BREAK IN A SORT STATEMENT

FINISHED REFERS TO END OF REPORT AND IMPLIES GRAND TOTALS ON SUMS AND OVERALL AVERAGES, MAXIMUMS, AND MINIMUMS.

BREAKS USED ONLY FOR READABILITY

'REPORT-LEGEND' SPECIFIES A LEGEND TO BE PRINTED BESIDE THE RESULTS OF THE FUNCTION CALCULATION. CAN BE UP TO 64 CHARACTERS IN LENGTH. IT CAN CONTAIN A HEADING SUBSTITUTION STRING WHICH WILL RESULT IN THE VALUE OF THE BREAK FIELD BEING SUBSTITUTED IN THE LEGEND AT THE INDICATED PLACE WHEN IT IS PRINTED. IT MUST BE ENCLOSED WITHIN SINGLE APOSTROPHES. IF NO REPORT LEGEND IS GIVEN, THE DEFAULT WILL BE THE FUNCTION FOLLOWED BY THE NAME OF THE FUNCTION FIELD.

FUNCTION SPECIFIES THE MATHEMATICAL FUNCTION TO BE PERFORMED. THE FOLLOWING CHART DESCRIBES EACH FUNCTION YOU CAN PERFORM AND THE ENTRY FOR YOUR QUERY.

FUNCTION	ENTRY	AT DESIGNATED CONTROL BREAK
AVERAGE	AVG	AVERAGES THE VALUES FOR THE SPECIFIED NUMERIC FIELD
COUNT	CNT	COUNTS THE NUMBER OF OCCURRENCES OF THE SPECIFIED FIELD
MAXIMUM	MAX	FINDS THE MAXIMUM VALUE FOR THE SPECIFIED NUMERIC FIELD
MINIMUM	MIN	FINDS THE MINIMUM VALUE FOR THE SPECIFIED NUMERIC FIELD
SUM	SUM	SUMS THE VALUES FOR THE SPECIFIED NUMERIC FIELD

PAGE-BREAK SPECIFIES THAT DATAQUERY SHOULD START A NEW PAGE OR NEW SCREEN WHEN THE VALUE OF THE CONTROL BREAK CHANGES.

FIELD-NAME SPECIFIES THE NAME OF THE FIELD ON WHICH TO PERFORM THE SPECIFIED FUNCTION. THE NAMED FIELD MUST BE DEFINED IN DATADICIONARY AS A VALID NUMERIC TYPE.

RESULT-FIELD SPECIFIES THE NAME OF THE TEMPORARY RESULT FIELD ON WHICH TO PERFORM THE SPECIFIED FUNCTION.

PICTURE SPECIFIES HOW THE DATA APPEARS WHEN PRINTED. THE EDIT 'EDIT PATTERN' PATTERN ITSELF MUST BE SPECIFIED WITHIN APOSTROPHES. IF NO EDIT PATTERN IS GIVEN, THE DEFAULT WILL BE AN EDIT PATTERN FOR THE FIELD IF ONE IS SPECIFIED IN THE PRINT STATEMENT, OR THE DATADICIONARY EDIT PATTERN IF ONE EXISTS , OR THE DATAQUERY DEFAULT EDIT.

SAMPLE QUERY

```
FIND BXU041 WITH LC ='01' AND APC ='A###' AND FY ='9'  
SORT BY (APC)  
PRINT FY APC EOR RT PD-MAJ PD-MIN (OBLIG-CM) MDEP
```

```
WHEN APC BREAKS  
DO 'RECORD COUNT' CNT OBLIG-CM  
DO PAGE-BREAK  
WHEN FINISHED  
DO 'RECORD COUNT' CNT OBLIG-CM
```

4.2.8 STANFINS DATA FILES

STANFINS DATAQUERY FILES ARE BUILT FROM STANFINS MASTER FILES. THE INFORMATION IS COPIED STRAIGHT FROM THESE MASTER FILES. HOWEVER, WE COMBINE INFORMATION IN THE BXU (AXW DATA ELEMENTS ADDED TO THE BXU) AND WE SPLIT LARGE FILES INTO SMALLER FILES (JXG, EXG, AX2, AND CXL) IN THE DATAQUERY LOAD PROGRAMS. THE FILES AVAILABLE FOR DATAQUERY LOAD BY YOUR INSTALLATION ARE LISTED BELOW. THE RECORD LAYOUT FOR EACH FILE IS AVAILABLE BY USING THE DIRECTORY SELECTION MENU (FILES) OR BY THE COMMAND 'DISPLAY' (SEE 4.2.9). EACH FILE RECORD LAYOUT SHOWS YOU THE FIELD NAMES AS DEFINED WITHIN THE DATADICTIONARY. BECOME FAMILIAR WITH THESE FILES AND FIELD NAMES BECAUSE YOU MUST USE THEM AS THEY APPEAR IN THE DATADICTIONARY TO WRITE OR MODIFY QUERIES.

4.2.8.1 STANFINS-NONSTOCK FUND FILES

STANFINS FILE ID	DQ FILE ID	DESCRIPTION	REMARKS
BXUNNN	BBU	SUBSIDIARY LEDGERS ML01-29	CURRENT MONTH/FYTD TOTALS BY APC/EOR OBL/EXP/DISB
AXZNNN	BAZ	WEEKLY DETAILS	THE DETAIL TRANSACTIONS WHICH POST TO EACH DETAIL OBLIGATION REPORT/OR ACTIVITY DETAIL COST REPORT.
AXWNNN	BAW	APC MASTER	EACH APC LOADED INTO STANFINS SYSTEM
LXGNNN	BAB	NSF ORDERS AND PAYABLE	SUMMARY LEVEL TOTALS BY DOC NUMBER/MK
NXGNNN	BNG	CURRENT MONTH DETAIL	80 CARD IMAGE OF ACTUAL CURRENT MONTH INPUT
AX5NNN	BA5	PRIOR MONTH DETAIL	80 CARD IMAGE OF ACTUAL PRIOR MONTH INPUT SUPPORTING OPEN LINES ON NSF/MK PLUS SIX MONTH HISTORY
LXGNNN (SUMMARY)	=	NXGNNN (CURRENT MONTH)	+ AX5NNN (PRIOR MONTH)
FXWNNN	BFW	REIMBURSEMENT CUSTOMER MASTER	SUMMARY BY CUSTOMER NUMBER ORDERS, EARNINGS AND COLLECTION
HXGNNN	BHG	CURRENT MONTH REIMB DETAIL INPUT	80 CARD IMAGE OF CURRENT MONTH TRANSACTIONS
AJUNNN	BAJ	GENERAL LEDGER	PRIOR MONTH INPUT

JXG2NNN	BJ2	TBO'S	TBO KC RECORDS
BXWNNN	BBW	FUND CODE MASTER	
EXG1NNN	BE1	BLOCK BALANCE	SUSPENSE DETAIL DETAIL RECORDS THAT HAVE NOT BEEN PROCESSED INTO THE DAILY CYCLE DUE TO EDIT OR BALANCING
EXG2NNN	BE2	BLOCK BALANCE	SUSPENSE TOTAL TOTAL CARD RECORDS THAT HAVE NOT BEEN PROCESSED INTO THE DAILY CYCLE DUE TO BALANCING ERRORS
EXWNNN	BEW	MILITARY LABOR	MASTER RECORD
FXUNNN	BFU	IBOP	DISBURSEMENTS/COLLECTIONS
KXUNNN	BKU	AFCR	AUTOMATED FINANCIAL CONTROL REGISTER

4.2.8.2 STANFINS-STOCK FUND FILES

STANFINS FILE ID	DQ FILE ID	DESCRIPTION	REMARKS
AXLNNN	BAL	ARMY STOCK FUND	UNDELIVERED ORDERS FILE
AX21NNN	BA1	SF CLOSED HISTORY	TA B0, B1, B2, D0, AND D1
AX22NNN	BA2	SF CLOSED HISTORY	TA B3, B4, B5, B8, C1, C3, C4, AND 6A
AX23NNN	BA3	SF CLOSED HISTORY	TA FA, FB, FC, FD, FF, FK, AND F5
CXUNNN	BCU	ARMY STOCK FUND	REIMBURSABLE ACTIVITY
CXL1NNN	BC1	SF CURRENT MONTH	
CXL2NNN	BC2	SF CURRENT MONTH	TA W0, F6, F8, F9, FA1, FA2, FA5, FA7, FA8, FB1, FB2, FK1, FB7, FB8, FC2, FD1, FD2, FE3, FE4, FF1, FF2, AND FK2
CXL3NNN	BC3	SF CURRENT MONTH	TA FS1, FS2, FS3, FS4, FKS
CXL4NNN	BC4	SF CURRENT MONTH	TA B3, B5, B7, B8, B9, C1, C3, C5, C9, AA, AC, B4, AND C4
CXL5NNN	BC5	SF CURRENT MONTH	TA FTE, FTF, ZCA, FTR, FTS, FTC, FTZ, FAR.

4.2.8.3 STANFINS-DEBT MANAGEMENT FILES

STANFINS FILE ID	DQ FILE ID	DESCRIPTION	REMARKS
BARNNN	BBR	NONSTOCK FUND ACCTS REC/BILL MASTER FILE	ACCTS REC BY CUSTOMER NUMBER/BILL NUMBER
BATNNN	BBT	STOCK FUND ACCT REC MASTER FILE	CHARGE SALE CUSTOMERS
CAPNNN	BCP	STOCK FUND BAD CHECK MASTER	BAD CHECKS RECEIVED, ALL CHARGES ASSESSED, AND COLLECTIONS
CARNNN	BCR	ACCT REC ADDRESS MASTER FILE	CUSTOMER BILLING ADDRESS
CATNNN	BCT	STOCK FUND CASH	CASH SALES AND COLLECTIONS
DARNNN	BDR	TRAVEL/CONTRACTOR ADVANCE MASTER FILE	ADVANCES

NNN EQUALS INSTALLATION DATA BASE FILE IDENTIFICATION

4.2.9 TO VIEW THE STANFINS FILES

STEP 1 SELECT FILES AND PRESS ENTER OR TYPE 'DISPLAY'

=>

MARK THE DESIRED DIRECTORY AND PRESS ENTER

-----DQA00

DATAQUERY: DIRECTORY SELECTION

- _ QUERIES AND TERMS - LIST ALL QUERIES AND TERMS ACCESSIBLE TO YOU
- _ QUERIES ONLY - LIST QUERIES ACCESSIBLE TO YOU
- _ TERMS ONLY - LIST TERMS ACCESSIBLE TO YOU
- _ DIALOGS - LIST DIALOGS ACCESSIBLE TO YOU
- _ PUBLIC QUERIES - LIST PUBLIC QUERIES
- _ QUERIES AND TERMS - LIST QUERIES AND TERMS CREATED BY OPERATOR:

X FILES - LIST THE FILES ACCESSIBLE TO YOU.
START FILE DIRECTORY WITH LETTER: _

_ SAVED SETS - LIST THE SAVED SETS

<PF1> HELP <PF2> RETURN

STEP 2 PLACE CURSOR NEXT TO BXUAVK01-R-041 PRESS PF3 (DISPLAY FIELDS)

=>

PLACE THE CURSOR ON THE DESIRED NAME AND PRESS THE APPROPRIATE PFKEY.

DATAQUERY: DIRECTORY OF FILES DICTIONARY DATABASE ID: 002

FILE NAME	STATUS	DESCRIPTION
AJUAVK01-R-041	0	
AXLAVK01-R-041	0	
AXWAVK01-R-041	0	
AXZAVK01-R-041	0	
AX21AVK01-R-041	0	
AX22AVK01-R-041	0	
AX23AVK01-R-041	0	
AX5AVK01-R-041	0	
BXUAVK01-R-041	0	
BXWAVK01-R-041	0	
CXL1AVK01-R-041	0	
CXL2AVK01-R-041	0	
CXL3AVK01-R-041	0	
CXL4AVK01-R-041	0	

<PF1>HELP <PF2>RETURN <PF3>DISPLAY FIELDS<PF4>DISPLAY KEYS
<PF5>DISPLAY ALL<PF6>DISPLAY TEXT<PF7> BACKWARD <PF8> FORWARD

TO SEE EXTENDED DEFINITION OF THE FIELDS PRESS THE PF5 KEY

=>

PLACE THE CURSOR ON THE DESIRED NAME AND PRESS THE APPROPRIATE PFKEY.

-----DQB30

DATAQUERY: EXTENDED FIELD DISPLAY FILE: BXUAVK01-R-041

FIELD NAME	TYPE	LEN	DEC	SIGN	OCC	CLASS
BXU-REC	C	270		N	1	C
LC	C	2		N	1	S
RT	C	1		N	1	S
BXU-KEY	C	10		N	1	C
FY	C	1		N	1	S
APC	C	4		N	1	S
EOR	C	4		N	1	C
EOR4	C	4		N	1	C
EOR3	C	3		N	1	C
EOR2	C	2		N	1	C
EOR-POS-1	C	1		N	1	S
EOR-POS-2	C	1		N	1	S

<PF1> HELP <PF2> RETURN <PF3> NOT USED <PF4> DISPLAY KEYS
<PF5> NOT USED <PF6> TEXT <PF7> BACKWARD <PF8> FORWARD

SECTION 5 UPDATE USER PROFILE

YOU CAN CHANGE ANY PROFILE ITEM, BUT YOU SHOULD BE SURE THAT THE VALUES MEET SITE STANDARDS. IF YOU ARE CHANGING YOUR OWN PROFILE, THE CHANGES TAKE EFFECT IMMEDIATELY. THE THREE COMMON STANFINS PROFILES ARE CHANGING USER PROFILE TO SUPPRESS THE 'PF KEYS' ON THE PRINT, TO SUPPRESS THE EXECUTE PANEL, AND TO SUPPRESS DUPLICATE FIELDS ON THE PRINT.

STEP 1 RETURN TO MAIN MENU AND SELECT ADMINISTRATION OR TYPE ADMIN OR TYPE PROFILE

=>

.....DQZ00
DATAQUERY: MAIN MENU

ENTER THE NUMBER OF THE DESIRED FUNCTION===> 4

- 1. DIRECTORIES --LISTS OF QUERIES, TERMS, FILES, AND SAVED SETS
- 2. CREATE --QUERY, DIALOG OR TERM CREATION
- 3. GUIDE --STRUCTURED QUERY CREATION
- 4. ADMINISTRATION --DATAQUERY SYSTEM MANAGEMENT
- 5. HELP --DISPLAY HELP INFORMATION
- 6. OFF --DATAQUERY SESSION TERMINATION

STEP 2 ENTER 1 FOR PROFILE

=>

-----DQKE0
DATAQUERY: ADMINISTRATIVE MENU

ENTER DESIRED OPTION NUMBER ==> 1

1. PROFILE DISPLAY AND UPDATE USER PROFILE

<PF1> HELP <PF2> RETURN

```
=>
OVERTYPE THE VALUES TO BE MODIFIED AND PRESS PF4 TO COMPLETE UPDATE
-----DQK10
DATAQUERY:   USER PROFILE           FOR => D11732
-----
          PROFILE ITEM                EXPLANATION
-----
DATADICIONARY DATABASE ID=>002 THREE DIGIT DB ID NUMBER FOR DD
LIST AND DISPLAY ALIASES   =>NO YES SHOW ALIASES, NO SUPPRESS ALIAS
GROUP DISPLAY              =>NO YES BREAK OUT SIMPLE FIELDS,NO DO NOT
SUPPRESS DUPLICATE FIELDS =>NO YES TURN ON SUPPRESSION, NO TURN OFF
SUPPRESS PFKEYS ON PRINT  =>NO YES TURN ON SUPPRESSION, NO TURN OFF
SUPPRESS EXECUTE PANEL    =>NO YES TURN ON SUPPRESSION, NO TURN OFF
PRIMARY LANGUAGE           =>AE TWO CHARACTER PRIMARY LANGUAGE ID
SECONDARY LANGUAGE        =>AE TWO CHARACTER SECONDARY LANUAGE ID
NETWORK PRINT OPTIONS:
  NETWORK PRINTER-ID       =>NONE FOUR CHAR ID OF NETWORK PRINTER
  PRINT QUERY TEXT        =>YES YES PRINT THE QUERY TEXT, NO DO NOT
  PRINT STATISTICS        =>YES YES PRINT THE QUERY STATS, NO DO NOT
  PRINT PAGES TOGETHER    =>NO YES USE PAGE FORMAT, NO USE WINDOWING
  PRINT NUMBER OF COLUMNS =>000 THREE DIGIT COLUMN WIDTH OF HARDCOPY
  PRINT NUMBER OF ROWS    =>000 THREE DIGIT PAGE LENGTH IN ROWS
-----
<PF1> HELP   <PF2> RETURN  <PF3> DISP GROUPS  <PF4> UPDATE
```

PROFILE ITEM DESCRIPTION

DATADICIONARY DATABASE ID A DATADICIONARY IS A DATA BASE ON THE MAINFRAME THAT CONTAINS ALL THE FILE AND DATA BASE DEFINITIONS THAT EXIST ON THE MAINFRAME. IN MOST CASES THERE IS ONLY ONE DATADICIONARY. IF THERE IS MORE THAN ONE ON YOUR SYSTEM AND THE DEFAULT DATADICIONARY IS NOT THE ONE YOU WANT TO USE FOR THIS DATAQUERY SESSION, YOU CAN ENTER THE BASE ID OF THE DATADICIONARY YOU WANT, PROVIDED YOU ARE AUTHORIZED TO ACCESS IT.

ENTER A THREE-DIGIT DATACOM/DB DATA BASE ID THAT SPECIFIES THE DATADICIONARY DATA BASE TO BE ACCESSED. THE DATA BASE SPECIFIED MUST BE A DATADICIONARY DATA BASE ACCESSIBLE TO DATAQUERY. THE DATADICIONARY DATA BASE ID ALWAYS REVERTS TO THE SITE DEFAULT WHEN YOU STGN OFF.

ALIASES FROM THESE DISPLAY PANELS.

GROUP DISPLAY DETERMINES THE MANNER IN WHICH A COMPOUND FIELD IS REPRESENTED WHEN DISPLAYED ON A REPORT. WHEN YOU SPECIFY 'NO', A COMPOUND FIELD IS SHOWN AS THOUGH IT WERE A SINGLE ALPHANUMERIC FIELD, EVEN THOUGH ONE OR MORE OF THE SIMPLE FIELDS CONTAINED IN THE COMPOUND FIELD IS A NUMERIC FIELD WHICH CANNOT BE PRINTED. IF YOU SPECIFY 'YES' FIELDS COMPRISING THE COMPOUND FIELD ARE SHOWN AS INDIVIDUAL FIELDS. IF AN INVALID VALUE IS ENTERED, THE PARAMETER DEFAULTS TO 'NO'.

SUPPRESS Duplicates of CONTROL BREAK FIELDS WILL BE SUPPRESSED IN THE GENERAL REPORT. IF YOU SPECIFY 'YES', THE VALUE CONTAINED IN A CONTROL BREAK FIELD WILL BE DISPLAYED ONLY ONCE. EACH TIME THE VALUE IN THE CONTROL BREAK FIELD CHANGES, THE NEW VALUE IS DISPLAYED. IF THE OUTPUT CONTINUES TO THE TOP OF A NEW PAGE, THE CURRENT VALUE IN THE CONTROL BREAK FIELD IS DISPLAYED AT THE TOP OF THE NEW PAGE. IF YOU SPECIFY 'NO', THE VALUE OF THE BREAK FIELD PRINTS ON EACH REPORT LINE.

SUPPRESS PFKEYS ON PRINT SPECIFY 'YES' TO SUPPRESS THE PF KEY DESCRIPTIONS ON THE PRINT PANEL THAT DISPLAY THE REPORT. 'NO' CAUSES THE PF KEYS DESCRIPTIONS TO BE DISPLAYED.

EXECUTE QUERY PANEL SPECIFY 'YES' TO SUPPRESS THE DISPLAY OF THE ONLINE EXECUTION PANEL IF THE EXECUTION DEFAULTS ARE USUALLY ACCEPTABLE. THE ONLINE EXECUTION PANEL CAN STILL BE DISPLAYED WITH THE EXECUTE COMMAND. 'NO' CAUSES THE ONLINE EXECUTE QUERY PANEL TO BE DISPLAYED WHEN INITIATED BY PF KEY. OTHERWISE EXECUTION PF KEYS INITIATE ONLINE EXECUTION.

PRIMARY LANGUAGE IF YOUR SITE HAS CUSTOMIZED THE DATAQUERY PANELS AND MESSAGES, A CODE IS ENTERED HERE TO DENOTE THE LANGUAGE. A VALID TWO CHARACTER ENTRY OVERRIDES THE LANGUAGE SPECIFIED IN THE SITE OPTION TABLE. AE (AMERICAN ENGLISH) IS THE DEFAULT IF NO OTHER LANGUAGE IS ENTERED IN THE SYSTEM OPTION TABLE.

SECONDARY LANGUAGE A CODE APPEARS HERE IF YOUR SITE HAS TRANSLATED AND CUSTOMIZED DATAQUERY PANELS AND MESSAGES. A VALID TWO CHARACTER ENTRY OVERRIDES THE LANGUAGE SPECIFIED IN THE IN THE SITE OPTION TABLE. AE (AMERICAN ENGLISH) IS THE DEFAULT.

PRINT QUERY TEXT SPECIFY 'YES' IF YOU WANT TO PRINT THE TEXT OF THE QUERY WITH PRINTED OUTPUT. 'NO' SUPPRESSES THE PRINTING OF THE QUERY TEXT.

PRINT STATISTICS INDICATE 'YES' IF YOU WANT THE QUERY RUN STATISTICS PRINTED OUTPUT. 'NO' SUPPRESSES THE QUERY RUN STATISTICS.

PRINT PAGES REQUIRED. USE THIS FIELD WHEN PRINTING A REPORT COMPOSED OF MULTIPLE ADJACENT PAGE SEGMENTS. IF THE FIRST PAGE(LEFT HAND PAGE) IS LABELLED A AND THE SECOND PAGE(RIGHT HAND PAGE) IS LABELLED B AND THE REPORT IS 3 PAGES IN LENGTH, SPECIFYING 'YES', THE DEFAULT, WOULD RESULT IN THESE PAGES BEING PRINTED IN THE ORDER OF 1A,2A,3A,1B,2B,3B. USING THE SAME EXAMPLE, SPECIFYING 'NO' RESULTS IN PRINTING ORDER 1A,1B,2A,2B,3A,3B.

PRINT NUMBER OF COLUMNS ENTER A THREE-DIGIT VALUE SPECIFYING THE COLUMN WIDTH OF YOUR HARDCOPY NETWORK PRINTOUT.

PRINT NUMBER OF ROWS INDICATE THE PAGE LENGTH OF YOUR NETWORK HARDCOPY PRINTOUT BY SPECIFYING A THREE-DIGIT VALUE FOR THE NUMBER OF ROWS PER PAGE.

SECTION 6 UPDATE A QUERY TO DIALOG

YOU CAN CREATE A QUERY THAT CONTAINS VARIABLES FOR WHICH VALUES CAN BE SUBSTITUTED WHEN THE QUERY IS EXECUTED. ALL YOU DO IS CREATE A REGULAR QUERY WITH CREATE OPTION, MODIFY IT WITH SPECIAL SYMBOLS AND RESPOND TO DIALOG CREATION PANELS THAT YOU ACCESS FROM THE EDITOR PANEL.

DIALOGS SERVE A VARIETY OF FUNCTIONS. YOU MIGHT NEED SEVERAL QUERIES THAT READ THE SAME FILE(S) AND HAVE THE SAME SELECTION CRITERIA, BUT SORT AND PRINT DIFFERENT FIELDS. OR, YOU MIGHT WANT TO HAVE SEVERAL QUERIES THAT READ THE SAME FILE(S) WITH DIFFERENT SELECTION CRITERIA. YOU MIGHT BE RESPONSIBLE FOR CREATING QUERIES FOR A PARTICULAR GROUP OF USERS WITH VARYING REPORTING NEEDS. FOR EACH OF THESE REQUIREMENTS, YOU CAN CREATE ONE DIALOG WITH SUBSTITUTABLE VALUES.

AS YOU LEARN ABOUT DATAQUERY AND CREATE A FEW DIALOGS OF YOUR OWN, YOU'LL THINK OF MANY MORE USES FOR THEM. SINCE YOU CAN LIST VALID VALUES AND SPECIFY RANGES FOR NUMERIC VARIABLES, YOU CAN MAKE SURE THAT ONLY THE AUTHORIZED VALUES ARE USED IN YOUR DIALOGS.

IT'S ADVISABLE TO CREATE A WORKING QUERY, SAVE IT, VALIDATE IT, AND EXECUTE IT BEFORE MAKING IT INTO A DIALOG. THAT WAY, YOU KNOW THE QUERY WORKS. IF ERRORS OCCUR AFTER YOU MAKE IT INTO A DIALOG, IT'S EASIER TO DETERMINE WHERE THE PROBLEMS MIGHT BE.

STEP 1

WE WANT TO MAKE A DIALOG FROM AN EXISTING QUERY. WE COULD HAVE CREATED A QUERY, VALIDATED AND EXECUTED IT, AND THEN CONTINUED WITH ITS DEFINITION TO MAKE IT A DIALOG. BUT WE'VE DECIDED TO USE AN EXISTING PUBLIC QUERY INSTEAD.

PLACE CURSOR BY THE DESIRED QUERY NAME AND PRESS PF4 OR TYPE EDIT AND QUERY NAME ON THE COMMAND LINE. WE WILL USE QUERY AVK041BXUSCP37 AS THE BASIS FOR OUR DIALOG.

=>

PLACE THE CURSOR ON THE DESIRED NAME AND PRESS THE APPROPRIATE PFKEY

-----DQA30
DATAQUERY: DIRECTORY OF QUERIES AND TERMS START WITH: _____

QUERY NAME	TYPE	CREATED	USED	DESCRIPTION
AVK041BXUSCP37	QUERY	09/28/88	09/28/88	TEST1 QUERY
AVK041MACCTCLAS	QUERY	09/28/88	09/28/88	ACCOUNTING CLASS
AVK041MAFCRDA	QUERY	09/28/88	09/28/88	AFCR DAILY AMOUNT
AVK041MAFCRDC	QUERY	09/28/88	09/28/88	AFCR DAILY COUNT
AVK041MAFCRMA	QUERY	09/28/88	09/28/88	AFCR MONTHLY AMOUNT
AVK041MAFCRMC	QUERY	09/28/88	09/28/88	AFCR MONTHLY COUNT
AVK041MAFCRYA	QUERY	09/28/88	09/28/88	AFCR FYTD AMOUNT
AVK041MAFCRYC	QUERY	09/28/88	09/28/88	AFCR FYTD COUNT
AVK041MAPCMSTR	QUERY	09/28/88	09/28/88	APC MASTER
AVK041MARPDET	QUERY	09/28/88	09/28/88	ARP DETAILS
AVK041MARPMSTR	QUERY	09/28/88	09/28/88	ARP MASTER FILE
AVK041MD\$	TERM	09/28/88	09/28/88	DROPS LEADING ZEROES
AVK041MFCMSTR	QUERY	09/28/88	09/28/88	FUND CODE MASTER FILE

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> EDIT
<PF5> NOT USED <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> SUBMIT <PF10> EXTENDED DEF <PF11> NOT USED <PF12> RIGHT

STEP 2

CHANGE 'TYPE' FROM QUERY TO DIALOG AND TAB TO EACH VARIABLE
AND INSERT A VARIABLE NUMBER AND QUESTION MARK(?) IMMEDIATELY
TO THE LEFT OF EACH PARAMETER WITH NO SPACE BETWEEN,

=>

-----DQD10
DATAQUERY: EDITOR

NAME: AVK041BXUSCP37 TYPE: QUERY STATUS: PUBLIC
DESCRIPTION: TEST1 QUERY
.....1.....2.....3.....4.....5.....6.....
..=====T O P=====

01	FIND BXU041 WITH	LC = '##'	AND	APC = '####'	AND	FY = '#'
02	PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP					

..=====B O T T O M=====

LC = '##'	BECOMES	LC = 1?'##'
APC = '####'	BECOMES	APC = 2?'####'
FY = '#'	BECOMES	FY = 3?'#'

<PF1> HELP	<PF2> RETURN	<PF3> EXECUTE	<PF4> SAVE
<PF5> DIALOG DEF	<PF6> DELETE	<PF7> BACKWARD	<PF8> FORWARD
<PF9> UPDATE	<PF10> VALIDATE	<PF11> RIGHT/LEFT	<PF12> CREATE MODE

ANY PART OF A QUERY CAN BE A VARIABLE FOR WHICH THE PERSON EXECUTING THE
QUERY CAN SUBSTITUTE ANOTHER VALUE. YOU CAN DESIGNATE ANY PART OF THE
DATAQUERY LANGUAGE, A TERM, A VALUE, OR A FIELD NAME AS VARIABLE.

ANY ITEM THAT IS TO BE A VARIABLE MUST HAVE A ONE OR TWO DIGIT NUMBER
AND A QUESTION MARK (?) PRECEDING IT. YOU CAN USE ANY NUMBER BETWEEN
1 AND 25.

STEP 3 PRESS PF9 (UPDATE) AND THIS IS THE RESULTS

=>

DQ4951 - REQUESTED MEMBER WAS UPDATED

-----DQD10

DATAQUERY: EDITOR

NAME: AVK041BXUSCP37 TYPE: DIALOG STATUS: PUBLIC

DESCRIPTION: TEST1 QUERY

.....1.....2.....3.....4.....5.....6.....+..
..=====T O P=====

01 FIND BXU041 WITH LC = 1?'##' AND APC = 2?'####' AND FY = 3?'#'
02 PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP

..=====B O T T O M=====

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE

STEP 4

THE DEFINE DESCRIPTIVE TEXT PANEL ALLOWS YOU TO EXPLAIN THE
PURPOSE AND OPERATION OF THE DIALOG YOU CREATE.
PRESS PF5 (DIALOG DEF) AND WE WILL ENTER A DESCRIPTION TEXT.
THIS DATA WILL APPEAR ON THE SCREEN WHEN THE USER EXECUTES THE
QUERY.

=>

-----DQDP0
DATAQUERY: DEFINE DESCRIPTIVE TEXT NAME: AVK041BXUSCP37

DESCRIPTION: TEST1 QUERY
STATUS: INCOMPLETE

ENTER THE DESCRIPTIVE TEXT TO BE USED AS A TITLE AND SAVE IT

_DIALOG EXAMPLE FOR INSTALLATIONS

<PF1> HELP <PF2> RETURN <PF3> CONTINUE <PF4> SAVE
<PF5> NOT USED <PF6> NOT USED <PF7> LAST VARIABLE <PF8>FIRST VARIABLE

STEP 4 (CONT)

PRESS PF3 (CONTINUE) AND ENTER THE PROMPT STATEMENT AND
VARIABLE TYPE FOR VARIABLE ID '1'

=>

DQ476I-TEXT SAVED-SCROLL THRU VARIABLES, SAVING DEFINITIONS FOR EACH
-----DQDV0

DATAQUERY: DEFINE VARIABLE NAME: AVK041BXUSCP37

DESCRIPTION: TEST1 QUERY
STATUS: INCOMPLETE

FIND BXU041 WITH LC = 1?'###' AND APC = 2?'####' AND FY = 3?'#'
PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP

VARIABLE ID: 1 ?

ENTER THE PROMPT TO BE DISPLAYED FOR THIS VARIABLE:

ENTER LEDGER CODE PRESS <PF5> TO VIEW VALID LIST OF LEDGER CODES_____

VARIABLE TYPE: C C - CHARACTER N - NUMERIC A - ALPHABETIC

VARIABLE LENGTH: 04

VARIABLE DEFAULT VALUE:

'###'

<PF1> HELP <PF2> RETURN <PF3> CONTINUE <PF4> SAVE
<PF5>RANGE/LIST<PF6> NOT USED <PF7> PREV VARIABLE <PF8> NEXT VARIABLE

STATUS: UNTIL YOUR DIALOG IS COMPLETELY DEFINED (ALL REQUIRED
PANELS ARE COMPLETED AND SAVED) ITS STATUS IS INCOMPLETE.
THE STATUS CHANGES TO COMPLETE WHEN ALL REQUIRED DEFINE
VARIABLE PANELS ARE CORRECT AND COMPLETE.

PROMPT: YOU ENTER A ONE LINE PROMPT THAT DESCRIBES THE VARIABLE
AND TELLS A USER EXECUTING THE DIALOG IMPORTANT FACTS
ABOUT IT.

VARIABLE NUMERIC -ALLOWS ONLY NUMBERS TO BE ENTERED AS A SUBSTITUTE
FOR THE VARIABLE
CHARACTER - ALLOWS ANY DISPLAYABLE CHARACTER TO BE ENTERED
AS A SUBSTITUTE FOR THE VARIABLE.
ALPHABETIC - ALLOWS ONLY LETTERS A-Z TO BE ENTERED AS A
SUBSTITUTE FOR THE VARIABLE

- <PF3> CONTINUE IF YOU HAVE COMPLETED THIS DIALOG DEFINITION STEP, PRESSING <PF3> SAVES THE DEFINITION AND TAKES YOU TO THE NEXT REQUIRED STEP
- <PF4> SAVE YOU MUST SAVE EACH PANEL OF A DIALOG DIFINITION ONCE YOUR ENTRIES ARE COMPLETE AND ACCURATE
- <PF6> DELETE IF YOU RETURN TO THE EDITOR PANEL TO CHANGE THE VARIABLE IN ANY WAY, YOU MUST DELETE THE EXISTING VARIABLE DEFINITION BEFORE REDEFINING THE DIALOG VARIABLE
- <PF8> NEXT VARIABLE IF YOU FINISHED THIS PANEL OR IF YOU WANT TO COME BACK TO IT LATER, PRESS <PF8> TO DEFINE THE NEXT VARIABLE. YOUR ENTRIES WILL NOT BE SAVED UNTIL <PF3> OR <PF4> IS PRESSED
- <PF7> PREV VARIABLE PRESS <PF7> IF YOU WANT TO DISPLAY, DELETE, OR CHANGE THE THE PROMPT AND/OR TYPE OF THE PRECEDING VARIABLE DEFINITION. IF YOU HAVE RETURNED TO THE EDITOR PANEL AND CHANGED THE LENGTH OF THE PREVIOUSLY DEFINED VARIABLE, YOU MUST REDISPLAY THE DEFINE VARIABLE PANEL FOR IT DELETE THE DEFINITION, AND REDEFINE IT.

PRESS PF3 (CONTINUE) FOR NEXT VARIABLE OR THE OPTIONAL DEFINE VARIABLE LIST PANEL PERMITS YOU TO PROVIDE A LIST OF VALID SUBSTITUTES FOR A CHARACTER OR ALPHABETIC DIALOG VARIABLE. TO DO THIS, PRESS <PF4>(SAVE) AND <PF5>(RANGE/LIST) TO ESTABLISH THE VALID LIST.

=>

ENTER THE VALID VALUES FOR THE VARIABLE BELOW

-----DQDL0

DATAQUERY: DEFINE VARIABLE LIST

NAME AVK041BXUSCP37

VARIABLE ID: 1 ?

PROMPT FOR VARIABLE:

ENTER LEDGER CODE PRESS <PF5> TO VIEW VALID LEDGER CODES

'##'

<PF1> HELP <PF2> RETURN <PF3> DELETE <PF4> SAVE
<PF5> NOT USED <PF6> NOT USED <PF7> BACKWARD <PF8> FORWARD

ENTER VALUES (INCLUDE APOSTROPHES (')) AND PRESS <PF4> SAVE

=>

DQ255I - YOU HAVE SUCCESSFULLY SAVED THE DIALOG VARIABLE LIST

-----DQDL0

DATAQUERY: DEFINE VARIABLE LIST

NAME AVK041BXUSCP37

VARIABLE ID: 1 ?

PROMPT FOR VARIABLE:

ENTER LEDGER CODE PRESS <PF5> TO VIEW VALID LEDGER CODES

'##'

'01'
'02'
'03'
'05'
'19'
'23'
'24'
'25'
'26'

IF YOU DEFINE A LIST FOR ANY VARIABLE, DATAQUERY CHECKS THE VALUE ENTERED BY THE USER DURING EXECUTION AGAINST THE LIST. IF THE VALUE IS NOT ON THE LIST, DATAQUERY REJECTS IT.

THE OPTIONAL DEFINE RANGE PANEL APPEARS AFTER YOU SAVE A VARIABLE WHOSE TYPE YOU DEFINED AS 'NUMERIC' (N) AND PRESS <PF5> RANGE/LIST. IT ALLOWS YOU TO DESCRIBE THE LOWER AND UPPER VALUES OF A RANGE OF NUMBERS THAT CAN BE ENTERED AS SUBSTITUTES FOR THE VARIABLE.

=>

-----DQDL0
DATAQUERY: DEFINE VARIABLE RANGE

NAME AVK041BXUSCP37
VARIABLE ID: 4 ?
PROMPT FOR VARIABLE:
ENTER GREATER THAN VALUE <PF5> TO VIEW VALID RANGE

RANGE FROM 0
TO 0

<PF1> HELP <PF2> RETURN <PF3> DELETE <PF4> SAVE

STEP 4 (CONT) ENTER PROMPT STATEMENT AND VARIABLE TYPE FOR VARIABLE 2

=>

DQ249I-YOU HAVE SUCCESSFULLY SAVED THE DIALOG VARIABLE

-----DQDV0
DATAQUERY: DEFINE VARIABLE NAME: AVK041BXUSCP37

DESCRIPTION: TEST1 QUERY
STATUS: INCOMPLETE

FIND BXU041 WITH LC = 1?'##' AND APC = 2?'####' AND FY = 3?'#'
PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP

VARIABLE ID: 2 ?

ENTER THE PROMPT TO BE DISPLAYED FOR THIS VARIABLE:

ENTER ACCOUNTING PROCESSING CODE _____

VARIABLE TYPE: C C - CHARACTER N - NUMERIC A - ALPHABETIC

VARIABLE LENGTH: 06

VARIABLE DEFAULT VALUE:

'####'

SP 2

<PF1> HELP <PF2> RETURN <PF3> CONTINUE <PF4> SAVE
<PF5>RANGE/LIST<PF6> NOT USED <PF7> PREV VARIABLE <PF8> NEXT VARIABLE

PRESS PF3 (CONTINUE) AND ENTER PROMPT STATEMENT AND VARIABLE
TYPE FOR VARIABLE ID 3

=>

DQ249I-YOU HAVE SUCCESSFULLY SAVED THE DIALOG VARIABLE

-----DQDV0

DATAQUERY: DEFINE VARIABLE NAME: AVK041BXUSCP37

DESCRIPTION: TEST1 QUERY

STATUS: INCOMPLETE

FIND BXU041 WITH LC = 1?'##' AND APC = 2?'####' AND FY = 3?'#'
PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP

VARIABLE ID: 3 ?

ENTER THE PROMPT TO BE DISPLAYED FOR THIS VARIABLE:

ENTER FISCAL YEAR _____

VARIABLE TYPE: C C - CHARACTER N - NUMERIC A - ALPHABETIC

VARIABLE LENGTH: 03

VARIABLE DEFAULT VALUE:

'#'

<PF1> HELP <PF2> RETURN <PF3> CONTINUE <PF4> SAVE
<PF5>RANGE/LIST<PF6> NOT USED <PF7> PREV VARIABLE <PF8> NEXT VARIABLE

PRESS PF3 (CONTINUE)

=>
DQ4991 - YOUR DIALOG IS COMPLETE AND READY FOR VALIDATION
-----DQD10

DATAQUERY: EDITOR

NAME: AVK041BXUSCP37 TYPE: DIALOG STATUS: PUBLIC
DESCRIPTION: TEST1 QUERY
.....1.....2.....3.....4.....5.....6.....
..=====T O P=====

01 FIND BXU041 WITH LC = 1?'##' AND APC = 2?'####' AND FY = 3?'#'
02 PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
..=====B O T T O M=====

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE

STEP 5 PRESS PF10 (VALIDATE) TO VALIDATE DIALOG QUERY FOR ERRORS

=>

SCROLL VALUES WITH PF7 OR PF8 AND CHANGE THEM IF DESIRED FOR THIS
VALIDATION

-----DQEV0

DIALOG EXAMPLE FOR INSTALLATIONS

ENTER LEDGER CODE PRESS <PF5> TO VIEW VALID LEDGER CODES
'##'

ENTER ACCOUNTING PROCESSING CODE
'####'

ENTER FISCAL YEAR
'#'

-LAST PAGE-----
<PF1> HELP <PF2> RETURN <PF3> CONTINUE <PF4> NOT USED
<PF5> RANGE/LIST<PF6> NOT USED <PF7> BACKWARD <PF8> FORWARD

STEP 6 PRESS PF3 (CONTINUE)

=>

DQ214I - QUERY VALIDATION WAS SUCCESSFUL AND NO ERRORS WERE FOUND

-----DQD10

DATAQUERY: EDITOR

NAME: AVK041BXUSCP37 TYPE: DIALOG STATUS: PUBLIC
DESCRIPTION: TEST1 QUERY
.....1.....2.....3.....4.....5.....6.....
..=====T O P=====

01 FIND BXU041 WITH LC = 1?'##' AND APC = 2?'####' AND FY = 3?'#'
02 PRINT FY APC EOR RT PD-MAJ PD-MIN OBLIG-CM MDEP
..=====B O T T O M=====

<PF1> HELP <PF2> RETURN <PF3> EXECUTE <PF4> SAVE
<PF5> DIALOG DEF <PF6> DELETE <PF7> BACKWARD <PF8> FORWARD
<PF9> UPDATE <PF10> VALIDATE <PF11> RIGHT/LEFT <PF12> CREATE MODE

YOU HAVE JUST COMPLETED UPDATING A QUERY TO DIALOG. IT IS READY FOR EXECUTION.

IF YOU PRESS <PF3> CONTINUE AFTER DEFINING THE LAST VARIABLE FOR YOUR DIALOG AND DATAQUERY RETURNS YOU TO THE DEFINE DESCRIPTIVE TEXT PANEL WITH A STATUS OF 'INCOMPLETE', IT MEANS YOU FORGOT TO SAVE A VARIABLE DEFINITION, OR YOU BYPASSED A STEP. REVIEW YOUR DEFINITIONS BEFORE GOING ON.

WHEN DATAQUERY RETURNS YOU TO THE EDITOR AFTER YOU PRESS <PF3> CONTINUE ON THE LAST VARIABLE DEFINITION PANEL, IT MEANS THAT EVERY REQUIRED DIALOG DEFINITION PANEL HAS BEEN COMPLETED AND SAVED AND ANY OPTIONAL PANELS YOU ENDED HAVE BEEN COMPLETED CORRECTLY AND SAVED.

SECTION 7 DATAQUERY OPERATION COMMANDS

COMMANDS CAN BE USED IN PLACE OF MAKING SELECTIONS FROM MENU THUS INCREASING SPEED OF THE DQ OPERATION. COMMANDS ARE VERY EASY TO USE, SIMPLY TYPE THE COMMAND OR ABBREVIATED FORM OF THE COMMAND ON THE COMMAND LINE OF ANY MENU OR PANEL, AND PRESS ENTER. YOU CAN ENTER A COMMAND LINE AT THE TOP OF ANY PANEL AND PRESS ENTER TO PROCEED DIRECTLY TO ANY AUTHORIZED FUNCTION OR PANEL. SOME DATAQUERY COMMANDS REQUIRE YOU TO ENTER ADDITIONAL INFORMATION CALLED 'OPERANDS' AFTER THE COMMAND. YOU CAN ABBREVIATE ANY COMMAND BY TYPING THE FEWEST CHARACTERS THAT UNIQUELY IDENTIFY IT TO DATAQUERY, AS IN EXE FOR EXECUTE. HERE IS THE LIST OF COMMANDS:

COMMAND	DESCRIPTION
+NNNN	(WHERE NNNN REPRESENTS A NUMBER) SCROLLS FORWARD NNNN PAGES ON A MULTI-SCREEN PANEL.
-NNNN	(WHERE NNNN REPRESENTS A NUMBER) SCROLLS BACKWARD NNNN PAGES ON A MULTI-SCREEN PANEL.
ADMIN	DISPLAYS ADMINISTRATIVE MENU
BOTTOM	SCROLLS TO BOTTOM OF MULTI-SCREEN PANEL
CREATE	DISPLAYS DATAQUERY EDITOR PANEL
DIRECTORY	DISPLAYS DIRECTORY SELECTION PANEL
DISPLAY	DISPLAYS KEY AND FIELDS DISPLAY PANEL FOR NAMED DATA BASE FILE
EDIT	WITH OPERAND, DISPLAYS EDITOR PANEL CONTAINING QUERY, TERM, OR DIALOG TEXT
EXECUTE	DISPLAY ONLINE EXECUTION PANEL FOR QUERY NAMED IN COMMAND
EXTRACT	DISPLAYS EXTRACT ACTIVE FOUND SET PANEL TO SAVE SET OF DATA FOUND BY A QUERY
GRAPH	DISPLAYS GRAPH SELECTION MENU
GUIDE	DISPLAYS THE FIRST PANEL FOR CONSTRUCTING A QUERY WITH THE

KEEP	DISPLAYS PANEL FOR SAVING QUERY OUTPUT
LIST	WITH OPERANDS, DISPLAYS DIRECTORY OF QUERIES, TERMS, DIALOGS, FILES, OR SAVED FOUND DATA SETS.
MENU	DISPLAYS MAIN MENU
MSG	WITH OPERANDS, SENDS A MESSAGE TO DESIGNATED USER
OFF	SIGNS DATAQUERY OFF AND RETURNS TO MONITOR
PFn	WHERE N IS A NUMBER FROM 1 TO 12, ACTS AS A NUMBERED PF KEY
PROFILE	DISPLAYS PROFILE MAINTENANCE PANEL
STATS	DISPLAYS EXECUTION STATISTICS PANEL FOR CURRENT QUERY
SUBMIT	WITH QUERY NAME, DISPLAYS BATCH EXECUTION PANEL FOR QUERY NAMED
TIME	DISPLAYS CURRENT TIME AND DATE
TOP	SCROLLS TO THE TOP OF A MULTI-SCREEN PANEL
TOTALS	EXECUTES TOTAL ONLY FUNCTION ON FOUND QUERY DATA
DETAIL	EXECUTES DETAIL ONLY FUNCTION ON FOUND QUERY DATA
WRAP	DISPLAYS ALL PRINT COLUMNS ON A SINGLE SCREEN
NOWRAP	TO RETURN TO NORMAL PRINT DISPLAY

7.1 +NNNN - SCROLL FORWARD TO A PAGE

PURPOSE USE THIS COMMAND TO PAGE FORWARD DURING DISPLAY OF A PANEL WHICH CAN BE SCROLLED FORWARD. THE NUMBER YOU ENTER FOLLOWING THE PLUS SIGN (+) IS THE NUMBER OF SCREENS YOU WANT TO SKIP.

WHEN TO TO SCROLL FORWARD ON A MULTI-SCREEN PANEL.
USE IT

SYNTAX	ENTER	WITH	WHEN YOU WANT TO
	+2	NO OPERAND	SKIP THE NEXT SCREEN OF A SCROLLING DISPLAY
	+9999	NO OPERAND	SKIP THE NEXT 9,998 SCREENS OF A SCROLLING DISPLAY
	+NNNN (ANY NUMBER FROM 1 TO 9999)	NO OPERAND	SKIP THE NEXT N SCREENS

7.2 -NNNN - SCROLL BACKWARD TO A PAGE

PURPOSE USE THIS COMMAND TO PAGE BACKWARD DURING DISPLAY OF A MULTI-PAGE PANEL. THE NUMBER YOU ENTER FOLLOWING THE MINUS SIGN (-) IS THE NUMBER OF SCREENS YOU WANT TO SKIP BACKWARD.

WHEN TO TO SCROLL BACKWARD ON A MULTI-SCREEN PANEL.
USE IT

SYNTAX	ENTER	WITH	WHEN YOU WANT TO
	-2	NO OPERAND	GO BACK TWO PREVIOUS SCREENS
	-9999	NO OPERAND	GO BACK 9,998 PREVIOUS SCREENS OF A SCROLLING DISPLAY
	-NNNN (ANY NUMBER FROM 1 TO 9999)	NO OPERAND	SKIP BACKWARD OVER N PREVIOUS SCREENS

7.3 ADMIN - DISPLAY ADMINISTRATIVE MENU

PURPOSE THE ADMIN COMMAND DISPLAYS THE ADMINISTRATIVE MENU LISTING
ADMINISTRATIVE TASKS YOU ARE AUTHORIZED TO PERFORM, I.E.
PROFILE UPDATES.

WHEN TO WHEN YOU WANT TO CHANGE YOUR USER PROFILE OR PERFORM ANY OTHER
USE IT AUTHORIZED ADMINISTRATIVE FUNCTION.

SYNTAX	ENTER:	WITH	WHEN YOU WANT TO:
	ADMIN	NO OPERAND	DISPLAY THE ADMINISTRATIVE MENU

7.4 BOTTOM - DISPLAY LAST SCREEN

PURPOSE THE BOTTOM COMMAND DISPLAYS THE LAST SCREEN OF A MULTI-SCREEN DISPLAY.

WHEN TO USE IT TO SEE THE LAST LINE OF A MULTI-SCREEN DISPLAY

SYNTAX	ENTER:	WITH	WHEN YOU WANT TO:
	BOTTOM	NO OPERAND	GO TO THE LAST SCREEN OF A MULTI-SCREEN DISPLAY

7.5 CREATE - DISPLAY EDITOR CREATION PANEL

PURPOSE THE CREATE COMMAND DISPLAYS THE DATAQUERY EDITOR CREATION PANEL FOR BUILDING A QUERY USING THE DATAQUERY LANGUAGE.

WHEN TO ANY TIME YOU WANT TO BUILD A QUERY FROM SCRATCH USING THE USE IT DATAQUERY EDITOR AND THE DATAQUERY LANGUAGE.

SYNTAX	ENTER:	WITH	WHEN YOU WANT TO:
	CREATE	NO OPERAND	CREATE A NEW QUERY

7.6 DIRECTORY - DISPLAY DIRECTORY SELECTION PANEL

PURPOSE ENTERING DIRECTORY OR DIR ON THE COMMAND LINE AND PRESSING ENTER DISPLAYS THE DIRECTORY SELECTION PANEL FROM WHICH YOU CAN SELECT THE TYPE OF DIRECTORY YOU WANT TO DISPLAY. YOU CAN SELECT A LISTING OF QUERIES, TERMS, DIALOGS, PUBLIC LIBRARY, FILES, OR SAVED SETS.

WHEN TO IF YOU WANT TO DISPLAY A LIST OF QUERIES, DIALOGS, TERM, ETC.

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	DIRECTORY OR DIR	NO OPERAND	DISPLAY THE DIRECTORY SELECTION PANEL

7.7 DISPLAY - DISPLAY A DATA BASE FILE

PURPOSE ENTERING THE DISPLAY COMMAND FOLLOWED BY A DATA BASE FILE NAME
YOU ARE AUTHORIZED TO ACCESS DISPLAYS THE KEYS AND FIELDS
DISPLAY PANEL FOR THAT FILE.

WHEN TO USE IT IF YOU NEED TO KNOW ABOUT THE KEYS AND FIELDS IN ANY DATA BASE
FILE, OR SEE THE DEFINITION OF ANY KEY OR FIELD.

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	DISPLAY	FILE-NAME	SEE A LIST AND DESCRIPTION OF EACH KEY AND FIELD FOR THE FILE YOU NAME.
	DISPLAY	NO OPERAND	DISPLAY THE DISPLAY COMMAND PROMPT PANEL TO SEE COMMAND SYNTAX AND/ OR SEE A LIST OF FILES YOU CAN ACCESS.

7.8 EDIT - EDIT OR COPY A QUERY, DIALOG, OR TERM

PURPOSE THE EDIT COMMAND ALLOWS YOU TO EDIT ANY PRIVATE QUERY, DIALOG OR TERM YOU OWN OR COPY AND EDIT ANY QUERY, DIALOG OR TERM YOU CAN ACCESS, IF YOU GIVE THE COPIED VERSION A NEW NAME. YOU BECOME THE NEW MEMBER'S AUTHOR. YOU CAN ENTER THE COMMAND WITH A VALID EXISTING MEMBER NAME AND DISPLAY THE DATAQUERY EDITOR WITH THE CURRENT VERSION OF THE MEMBER. OR, YOU CAN ENTER EDIT * TO EDIT THE ACTIVE QUERY. IF YOU ENTER EDIT WITHOUT AND AN OPERAND AND PRESS ENTER, DATAQUERY PRESENTS THE EDIT COMMAND PROMPT PANEL. FROM THAT PANEL, YOU CAN SEE A LIST OF PUBLIC QUERIES AND TERMS THAT YOU CAN ACCESS.

WHEN TO USE IT WHEN YOU WANT TO COPY AND CHANGE AN EXISTING QUERY OR MAKE CHANGES TO ONE OF YOUR PRIVATE QUERIES.

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	EDIT	*	BRING THE ACTIVE QUERY INTO THE EDITOR. YOU CAN GIVE IT A NEW NAME AND CHANGE IT, IF YOU LIKE.
	EDIT	A QUERY NAME	VIEW AN EXISTING QUERY AND COPY IT BY GIVING IT A NEW NAME OR UPDATE AN EXISTING QUERY WITH CHANGED TEXT.
	EDIT	NO OPERAND	DISPLAY THE EDIT COMMAND PROMPT PANEL

7.9 EXECUTE - EXECUTE A QUERY ONLINE

PURPOSE ENTERING THE EXECUTE COMMAND AND A QUERY NAME ON THE COMMAND LINE AND PRESSING ENTER DISPLAYS THE ONLINE EXECUTION PANEL CONTAINING THE QUERY NAME. YOU CAN USE THAT PANEL TO EXECUTE THE QUERY AND VIEW THE RESULTS. IF YOU ENTER THE EXECUTE COMMAND WITHOUT AN OPERAND AND NO QUERY IS CURRENTLY ACTIVE, DATAQUERY DISPLAYS THE ONLINE EXECUTION PANEL WITH NO ENTRY IN THE EXECUTE QUERY NAMED FIELD. IF YOU HAVE ACCESSED A QUERY DURING THIS DATAQUERY SESSION, AND YOU ENTER EXECUTE *, DATAQUERY DISPLAYS THE ONLINE EXECUTION PANEL WITH ACTIVE-QUERY IN THE EXECUTE QUERY NAMED FIELD, MEANING THE LAST QUERY YOU ACCESSED CAN BE EXECUTED. YOU CAN TYPE OVER ANY ENTRY IN THE EXECUTE QUERY NAMED FIELD.

WHEN TO USE IT TO TELL DATAQUERY TO EXECUTE A QUERY IMMEDIATELY ONLINE. WITH AN ACTIVE FOUND SET QUERY, USE EXECUTE IF YOU WANT TO RE-EXECUTE WITH DIFFERENT EXECUTION SPECIFICATIONS, OR FROM A DIFFERENT EXECUTION STEP, AS YOU MIGHT WANT TO DO AFTER EDITING A PRIVATE QUERY TO SAVE PROCESSING TIME.

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	EXECUTE	*	DISPLAY ONLINE EXECUTION PANEL FOR THE ACTIVE QUERY, IF ANY, SO YOU CAN RE-EXECUTE THE QUERY FROM A DIFFERENT EXECUTION STEP
	EXECUTE	A QUERY NAME	DISPLAY ONLINE EXECUTION PANEL CONTAINING OPERAND QUERY NAME
	EXECUTE	NO OPERAND	IF NO ACTIVE QUERY, DISPLAY ONLINE EXECUTION PANEL CONTAINING NO QUERY NAME. IF A QUERY IS CURRENTLY ACTIVE, DISPLAY ONLINE EXECUTION PANEL FOR THE ACTIVE QUERY.

7.10 GUIDE - BEGIN GUIDED QUERY CREATION

PURPOSE THE GUIDE COMMAND INVOKES THE GUIDE QUERY CREATION FUNCTION THAT LETS YOU BUILD A QUERY BY RESPONDING TO PANELS THAT DATAQUERY PRESENTS.

WHEN TO USE IT WHEN YOU WANT TO BUILD A NEW QUERY AND YOU WANT ASSISTANCE FROM THE DATAQUERY SYSTEM

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	GUIDE	NO OPERAND	BEGIN CREATING A QUERY WITH THE GUIDED QUERY CREATION FUNCTION.

7.11 HELP - VIEW HELP TOPICS

PURPOSE YOU CAN ENTER THE HELP COMMAND AND PRESS ENTER DURING DISPLAY OF ANY DATAQUERY PANEL OR MESSAGE TO DISPLAY A LIST OF TOPICS FOR WHICH YOU CAN GET MORE HELP. YOU CAN POSITION THE CURSOR ON A TOPIC YOU WANT TO KNOW MORE ABOUT AND PRESS THE APPROPRIATE PF KEY.

WHEN TO USE IT WHEN YOU NEED AN EXPLANATION OF A PARTICULAR TOPIC RELATED TO DATAQUERY.

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	HELP	NO OPERAND	KNOW MORE ABOUT A CONCEPT FUNCTION, OR SITE-DEPENDENT SYMBOL.

7.12 KEEP - STORE THE ACTIVE FOUND SET

PURPOSE THE KEEP COMMAND STORES THE ACTIVE FOUND SET IN THE SAVED SET LIBRARY. AN ACTIVE FOUND SET IS A COLLECTION OF INTERNAL DATA BASE DIRECTIONS TO THE DATA FOUND WITH YOUR MOST RECENT QUERY EXECUTION DURING THE CURRENT SESSION. YOU MIGHT WANT TO KEEP A FOUND SET FOR A QUERY THAT REQUIRES A LENGTHY SEARCH FOR DATA. SAVING THE SET ALLOWS YOU TO MINIMIZE PROCESSING TIME THE NEXT TIME YOU EXECUTE THE QUERY WHILE STILL ACCESSING CURRENT DATA. RECOMMEND THAT THE QUERY NAME BE PART OF THE SAVED SET DESCRIPTION. ONLY ONE KEEP COMMAND PER ACTIVE FOUND SET IS PERMITTED.

WHEN TO AFTER EXECUTING A QUERY THAT REQUIRES A LENGTHY SEARCH FOR DATA
USE IT YOU MAY WANT TO CHANGE CERTAIN REPORT CHARACTERISTICS AND RE-EXECUTE THE QUERY AT A LATER TIME. KEEP ALLOWS YOU TO DO THIS WITHOUT DOING FIND PROCESSING AGAIN.

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	KEEP	NO OPERAND	DISPLAY THE SAVE ACTIVE FOUND SET PANEL FOR SAVING THE ACTIVE FOUND SET.

7.13 LIST - DISPLAY A DIRECTORY

PURPOSE ENTERING LIST ON THE COMMAND LINE AND PRESSING ENTER DISPLAYS THE LIST COMMAND PROMPT PANEL THAT PROMPTS YOU FOR THE DIRECTORY TYPE, LIBRARY TYPE(IF A QUERY OR TERM), AND A LIST STARTING POSITION. YOU CAN ENTER LIST FOLLOWED BY OPERANDS AND IMMEDIATELY DISPLAY A DIRECTORY OF QUERIES, TERMS, DIALOGS, FILES, OR SAVED SETS. AN ALTERNATIVE COMMAND IS DIRECTORY WHICH YOU CAN USE TO DISPLAY A LIST OF DIRECTORIES FOR SELECTION. REFER TO 7.6 FOR DIRECTORY COMMAND USAGE.

WHEN TO USE IT IF YOU WANT TO DISPLAY A LIST OF QUERIES, DIALOGS, TERMS, FILES OR SAVED SETS.

SYNTAX THE FULL FORMAT FOR THE LIST PERMITS THREE OPERANDS. NO OPERAND IS REQUIRED BECAUSE ENTERING LIST ALONE DISPLAYS A PROMPT PANEL

LIST (DIRECTORY-TYPE) (MEMBER-TYPE) (STARTING-POSITION)

NOTE: IF NO STARTING-POSITION DESIGNATED, LISTS START AT THE BEGINNING.

ENTER:	WITH:	WHEN YOU WANT TO:
LIST	NO OPERAND	DISPLAY THE LIST COMMAND PROMPT PANEL
LIST	ALL	DISPLAY THE DIRECTORY OF QUERIES AND TERMS LISTING ALL PUBLIC QUERIES AND TERMS FOR YOUR GROUP ASSIGNMENT(IF ANY) AND YOUR OWN PRIVATE QUERIES AND TERMS.

LIST QUERIES

ENTER:	WITH:	WHEN YOU WANT TO:
LIST	QUERIES PUBLIC START-WITH	DISPLAY THE DIRECTORY OF QUERIES LISTING ALL PUBLIC QUERIES STARTING WITH THE LETTERS DESIGNATED, IF ANY
LIST	QUERIES PRIVATE START-WITH	DISPLAY THE DIRECTORY OF QUERIES LISTING ALL YOUR PRIVATE QUERIES STARTING WITH THE LETTERS

LIST DIALOGS USER-ID START-WITH DISPLAY THE DIRECTORY OF DIALOGS
LISTING ANOTHER USER'S PRIVATE
DIALOGS STARTING WITH LETTERS
SHOWN, IF ANY

LIST FILES

ENTER: WITH: WHEN YOU WANT TO:

LIST FILES START WITH DISPLAY THE DIRECTORY OF FILES
PANEL LISTING ALL FILES YOU CAN
ACCESS, BEGINNING WITH THE START
ING CHARACTERS YOU ENTERED, IF
ANY

LIST SET

ENTER: WITH: WHEN YOU WANT TO:

LIST SETS DISPLAY THE DIRECTORY OF SETS
PANEL LISTING ALL SAVED SETS YOU
CAN ACCESS.

7.14 MENU - DISPLAY THE MAIN MENU

PURPOSE ENTERING MENU AND PRESSING ENTER DISPLAYS THE MAIN MENU

WHEN TO YOU WANT TO LIST OR SELECT FROM DATAQUERY'S MAJOR FUNCTIONS
USE IT

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	MENU	NO OPERAND	SEE THE MAIN MENU

7.15 OFF - SIGN OFF FROM DATAQUERY

PURPOSE ENTERING THE OFF COMMAND AND PRESSING ENTER SIGNS YOU OFF
OF DATAQUERY

WHEN TO WHEN YOU FINISH THE CURRENT DATAQUERY SESSION
USE IT

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	OFF	NO OPERAND	EXIT DATAQUERY

7.16 PFN - EXECUTE A PF KEY FUNCTION

PURPOSE ENTERING PF FOLLOWED BY A NUMBER (AS IN PF1) AND PRESSING
ENTER CAUSES DATAQUERY TO PERFORM THE PF KEY FUNCTION AS
INDICATED ON THE PF KEY MENU OF THE CURRENT PANEL.

WHEN TO USE A PF KEY COMMAND WHEN THERE IS NO CORRESPONDING PF KEY ON
USE IT YOUR KEYBOARD.

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	PFN	NO OPERAND	PERFORM A PF KEY FUNCTION FOR THE CURRENT PANEL.

7.17 PROFILE - DISPLAY YOUR USER PROFILE

PURPOSE ENTERING PROFILE AND PRESSING ENTER DISPLAYS THE USER PROFILE
PANEL CONTAINING DATAQUERY OPTIONS YOU CAN CHANGE.

WHEN TO WHEN YOU WANT TO VIEW OR CHANGE YOUR SESSION OPTIONS
USE IT

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	PROFILE	NO OPERAND	DISPLAY OR CHANGE YOUR OPTIONS ON THE USER PROFILE PANEL

7.18 STATS - DISPLAY THE FIND STATISTICS

PURPOSE THE STATS COMMAND DISPLAYS THE FIND STATISTICS PANEL FOR THE ACTIVE QUERY

WHEN TO USE THE STATS COMMAND WHEN YOU WANT TO KNOW HOW MANY RECORDS USE IT WERE FOUND, WHY A QUERY TERMINATED IF NOT DUE TO NORMAL END OF SEARCH, AND SYSTEM STATISTICS ABOUT THE SEARCH FOR DATA

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	STATS	NO OPERAND	DISPLAY FIND STATISTICS PANEL FOR THE ACTIVE QUERY

7.19 TOP - DISPLAY THE FIRST SCREEN

PURPOSE THE TOP COMMAND DISPLAYS THE FIRST SCREEN OF A MULTI-SCREEN
DISPLAY

WHEN TO TO SEE THE FIRST LINES OF A MULTI-SCREEN DISPLAY
USE IT

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	TOP	NO OPERAND	GO TO THE FIRST SCREEN OF A MULTI-SCREEN DISPLAY

7.20 TOTALS - DISPLAY SUBTOTALS ONLY

PURPOSE THE TOTALS COMMAND DISPLAYS THE SUBTOTAL RECORDS AS DEFINED
IN THE SORT STATEMENT ONLY OF A MULTI-SCREEN DISPLAY

WHEN TO TO SEE ONLY SUMMARY TOTAL DATA ON THE SCREEN
USE IT

SYNTAX ENTER: WITH: WHEN YOU WANT TO:
TOTALS OR 'T' NO OPERAND DISPLAY TOTAL RECORDS ONLY

7.21 DETAIL - DISPLAY DETAIL RECORDS

PURPOSE THE DETAIL COMMAND DISPLAYS ALL FOUND DATA RECORDS AND
GENERATED TOTAL RECORDS OF A MULTI-SCREEN DISPLAY.

WHEN TO TO SEE ALL DATA RECORDS ON A SCREEN DISPLAY.
USE IT

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	DETAIL OR 'D'	NO OPERAND	DISPLAY ALL RECORDS AFTER USING THE 'TOTALS' COMMAND

7.22 WRAP - DISPLAY ONE PAGE/SCREEN

PURPOSE THE WRAP COMMAND DISPLAYS ALL COLUMN DATA ON ONE DISPLAY SCREEN. THIS IS THE WRAP AROUND FEATURE.

WHEN TO TO SEE ALL DATA ELEMENTS ON ONE SCREEN DISPLAY. THE OPTION
USE IT WILL REMAIN IN EFFECT FOR THE ENTIRE DQ SESSION OR UNTIL
IT IS TURNED OFF BY THE 'NOWRAP' COMMAND

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	WRAP	NO OPERAND	DISPLAY DATA RECORD ELEMENTS ON ONE SCREEN TO PERFORM A PRINT

7.23 NOWRAP - STOP WRAP COMMAND

PURPOSE THE NOWRAP COMMAND WILL TURN OFF THE WRAP AROUND FEATURE

WHEN TO TO RETURN TO THE STANDARD DQ DISPLAY FEATURES
USE IT

SYNTAX	ENTER:	WITH:	WHEN YOU WANT TO:
	NOWRAP	NO OPERAND	TO DISPLAY DATA RECORDS UNDER STANDARD FORMAT AFTER USING THE 'WRAP' COMMAND

SECTION 8 DATAQUERY EDIT COMMANDS

THESE COMMANDS MAY BE USED IN WRITING OR MODIFYING A QUERY.

8.1 COMMAND SUMMARY - THE FOLLOWING SUMMARIZES THE COMMANDS THAT ARE DISCUSSED IN DETAIL IN THIS SECTION.

COMMAND	DESCRIPTION
A	AFTER - DESTINATION FOR A MOVE OR COPY AFTER LINE A.
B	BEFORE - DESTINATION FOR A MOVE OR COPY BEFORE LINE B
CH /STRING1/STRING2/	CHANGES THE FIRST STRING TO THE SECOND STRING
C	COPIES A SINGLE LINE TO THE SPECIFIED DESTINATION
CN	COPIES THE INDICATED NUMBER OF LINES STARTING WITH THE LINE ON WHICH YOU ENTERED THE COMMAND TO THE SPECIFIED DESTINATION.
CB	COPIES ALL LINES FOLLOWING THE COMMAND THROUGH THE END OF THE FILE TO THE SPECIFIED DESTINATION.
CC	COPIES THE BLOCK YOU DEFINE TO THE SPECIFIED DESTINATION.
CT	COPIES FROM THE FIRST LINE THROUGH THE LINE WITH THE COMMAND.
D	DELETES A SINGLE LINE
DN	DELETES A SPECIFIED NUMBER OF LINES INCLUDING THE ONE ON WHICH YOU ENTER THE COMMAND.
I	INSERTS A BLANK LINE AFTER THE LINE WITH THE I COMMAND
IN	INSERTS THE SPECIFIED NUMBER OF LINES AFTER THE LINE WITH THE IN
NE /STRING/	SEARCHES FORWARD FOR THE SPECIFIED TEXT STRING
PR /STRING/	SEARCHES BACKWARD FOR THE SPECIFIED TEXT STRING

MM	DEFINES AND MOVES A BLOCK OF TEXT TO THE SPECIFIED DESTINATION.
MN	MOVES THE SPECIFIED NUMBER OF LINES TO THE SPECIFIED DESTINATION.
MT	MOVES A BLOCK OF TEXT STARTING WITH LINE 01 AND CONTINUING THROUGH THE LINE ON WHICH YOU ENTER THE COMMAND.
R	REPEATS THE LINE ON WHICH YOU ENTER THE 'R' COMMAND
RN	REPEATS THE LINE WITH THE 'R' COMMAND N TIMES
*	SCROLLS THE LINE ON WHICH YOU ENTER THE '*' TO THE TOP OF THE DISPLAY
T	SCROLLS TO THE TOP OF THE FILE
<N	SHIFTS THE DISPLAY THE SPECIFIED NUMBER OF COLUMNS TO THE LEFT
>N	SHIFTS THE DISPLAY THE SPECIFIED NUMBER OF COLUMNS TO THE RIGHT
SP	SPLITS THE LINE INTO TWO LINES AT THE POINT YOU PLACE YOUR CURSOR
X	ON ANY LINE, CANCELS PENDING COPY, MOVE, BEFORE, OR AFTER

8.2 CHANGE (CH)

THE CHANGE COMMAND LOCATES A STRING AND CHANGES IT TO ANOTHER STRING. DATAQUERY LOCATES AND CHANGES THE FIRST OCCURRENCE OF THE STRING FOUND. YOU ENTER THE CHANGE COMMAND (CH) IN THE FIRST POSITION OF THE LINE NUMBER COLUMN AND TAB OVER TO THE QUERY ENTRY AREA. TYPE YOUR SEARCH STRING AND REPLACEMENT STRING OVER THE EXISTING TEXT. THE TEXT YOU TYPE OVER IS NOT DELETED. SPECIAL CHARACTER (?, @, #, %, /, OR \) IN POSITION 1 (COLUMN 1) OF A QUERY TEXT LINE WHERE 'CH' APPEARS IN THE LINE NUMBER COLUMN IS INTERPRETED AS THE STRING DELIMITER. DATAQUERY CHANGES THE FIRST OCCURENCE OF THE LOCATED STRING. THIS INCLUDES THE CURRENT LINE. TO CHANGE THE NEXT OCCURRENCE PLACE 'CH' IN THE LINE NUMBER COLUMN AND PRESS ENTER. YOU DO NOT NEED TO RE-ENTER THE SEARCH AND REPLACEMENT STRINGS.

COMMAND SUMMARY

FORMAT	DESCRIPTION
CH /STRING1/STRING2/ ?FROM?TO? @STRING1@STRING2@ #STRING1#STRING2# %STRING1%STRING2% \STRING1\STRING2\	ENTER 'CH' IN THE LINE NUMBER COLUMN. ENTER THE STRING YOU WANT TO CHANGE AS STRING1 IN THE NEXT AREA, FOLLOWED BY THE REPLACEMENT STRING AS STRING2. (USE A BACKSLASH, PRINTER DOES NOT WANT TO PRINT THIS CHARACTER)

8.3 COPY (C)

YOU CAN USE THE COPY (C) COMMAND TO DUPLICATE LINES IN THE QUERY TEXT. ENTER THE COMMAND IN THE FIRST POSITION OF THE LINE NUMBER COLUMN IN THE SOURCE AND SPECIFY THE DESTINATION BY ENTERING AN 'A' (AFTER) OR 'B' (BEFORE) IN THE LINE NUMBER COLUMN OF THE DESTINATION. SPECIFYING AN 'A' PLACES THE COPIED LINE(S) AFTER THE LINE ON WHICH THE 'A' IS PLACED. 'B' SPECIFIES THAT THE COPIED LINES ARE PLACED BEFORE THE LINE ON WHICH YOU PLACED THE 'B'.

COMMAND	ACTION	RESULT
C	ENTER A 'C' IN THE LINE NUMBER OF THE LINE YOU WANT TO COPY AND SPECIFY THE NEW DESTINATION WITH AN 'A' OR 'B'	COPIES THE DESIGNATED LINE TO THE DESTINATION YOU INDICATE USING AN 'A' OR 'B' DESTINATION COMMAND
CN	ENTER A 'C' AND THE NUMBER OF LINES YOU WANT TO COPY AND SPECIFY A DESTINATION	COPIES THE INDICATED NUMBER OF LINES INCLUDING THE LINE ON WHICH THE DESTINATION COMMAND WAS ENTERED.
CB	ENTER THE CB COMMAND ON THE LINE WHERE YOU WANT THE COPY TO BEGIN. SPECIFY A DESTINATION. THE DESTINATION CANNOT BE IN THE BLOCK.	COPIES ALL LINES FOLLOWING THE COMMAND THROUGH THE END OF THE TEXT. BLANK LINES FOUND AT THE END OF THE TEXT ARE NOT COPIED TO THE DESTINATION.
CC	ENTER CC IN THE LINE NUMBER COLUMN OF THE FIRST LINE OF THE BLOCK YOU WANT TO COPY. THEN ENTER CC IN THE LINE NUMBER COLUMN OF THE LAST LINE OF THE BLOCK YOU WANT TO COPY. SPECIFY DESTINATION.	COPIES THE DEFINED BLOCK TO THE DESTINATION YOU INDICATE.
CT	ENTER THE CT COMMAND IN THE LINE NUMBER COLUMN OF THE LINE THROUGH WHICH YOU WANT TO COPY. SPECIFY A DESTINATION. THE DESTINATION OF THE COPY CANNOT BE WITHIN THE BLOCK.	COPIES THE FIRST LINE OF THE FILE THROUGH THE LINE ON WHICH THE CT COMMAND IS ENTERED TO THE DESTINATION YOU INDICATE.

8.4 D (DELETE)

YOU CAN USE THE DELETE COMMAND TO DELETE SINGLE LINES OR A SPECIFIED NUMBER OF LINES. TO DELETE LINES ENTER THE DELETE COMMAND IN THE FIRST POSITION OF THE LINE NUMBER COLUMN OF THE LINES YOU WANT TO REMOVE.

COMMAND	ACTION	RESULT
D	ENTER A 'D' IN THE LINE NUMBER COLUMN OF THE LINE YOU WANT TO DELETE.	DELETES THE LINE YOU SPECIFIED
DN	ENTER A 'D' WITH THE NUMBER OF LINES YOU WANT TO DELETE.	DELETES THE SPECIFIED NUMBER OF LINES STARTING WITH THE LINE ON WHICH YOU ENTERED THE THE DELETE COMMAND.

8.5 I (INSERT)

YOU CAN USE THE INSERT COMMAND TO ADD BLANK LINES IN THE QUERY TEXT. ENTER AN I IN THE FIRST OF THE LINE NUMBER COLUMN AND THE NUMBER OF LINES YOU WANT TO ADD. IF YOU DO NOT SPECIFY A NUMBER DATAQAERY DEFAULTS TO ONE. YOU CANNOT SPECIFY MORE THAN 9 LINES AT ONE TIME. THE LINES ARE ADDED IMMEDIATELY BELOW THE LINE ON WHICH YOU ENTER THE COMMAND.

COMMAND	ACTION	RESULT
I	PLACE AN 'I' IN THE LINE NUMBER COLUMN AND PRESS ENTER	INSERTS A BLANK LINE IMMEDIATELY AFTER THE LINE ON WHICH YOU SPECIFIED THE 'I' COMMAND
IN	ENTER AN 'I' ALONG WITH THE NUMBER OF LINES YOU WANT TO INSERT AND PRESS ENTER	INSERTS THE SPECIFIED LINES IMMEDIATELY AFTER THE LINE ON WHICH YOU SPECIFIED THE 'I' COMMAND.

8.6 NE (LOCATE NEXT)

USE THE NE COMMAND TO LOCATE CHARACTER STRINGS BY SEARCHING FORWARD. TO SEARCH FOR CHARACTER STRINGS, ISSUE THE COMMAND AND DEFINE THE STRING. YOU ISSUE THE COMMAND IN THE LINE NUMBER COLUMN AND SPECIFY THE STRING IN THE ACTUAL TEXT ENTRY AREA OF THE EDITOR PANEL. TYPE THE SEARCH STRING OVER EXISTING TEXT. DATAQUERY DOES NOT DELETE THE TEXT YOU TYPE OVER. USE SPECIAL CHARACTERS TO DELIMIT THE SEARCH STRING. ANY SPECIAL CHARACTER PLACED IN POSITION 1 (COLUMN 1) OR THE QUERY TEXT LINE WHERE NE APPEARS IN THE LINE NUMBER COLUMN IS INTERPRETED AS THE STRING DELIMITER. FOR EXAMPLE SOME SPECIAL CHARACTERS ARE:

? @ # % / \

TO REPEAT THE SEARCH, RE-ENTER THE COMMAND IN THE LINE NUMBER COLUMN. YOU DO NOT NEED TO RE-ENTER THE SEARCH TEXT.

FORMAT	ACTION	RESULT
NE /STRING/	ENTER NE IN THE LINE NUMBER COLUMN ENTER THE SEARCH STRING IN THE TEXT ENTRY AREA OF THE PANEL. USE A SPECIAL CHARACTER TO DELIMIT THE SEARCH STRING.	LOCATES THE FIRST OCCURRENCE OF THE STRING AFTER THE LINE ON WHICH YOU ENTERED THE COMMAND. DOES NOT FIND A MATCH ON THE CURRENT LINE.

8.7 PR (LOCATE PREVIOUS)

USE THE PR COMMAND TO LOCATE CHARACTER STRINGS BY SEARCHING BACKWARD. TO SEARCH FOR CHARACTER STRINGS, ISSUE THE COMMAND AND DEFINE THE STRING. YOU ISSUE THE COMMAND IN THE LINE NUMBER COLUMN AND SPECIFY THE STRING IN THE ACTUAL TEXT ENTRY AREA OF THE EDITOR PANEL. TYPE THE SEARCH STRING OVER EXISTING TEXT. DATAQUERY DOES NOT DELETE THE TEXT YOU TYPE OVER. USE SPECIAL CHARACTERS TO DELIMIT THE SEARCH STRING. ANY SPECIAL CHARACTER PLACED IN POSITION 1 (COLUMN 1) OR THE QUERY TEXT LINE WHERE PR APPEARS IN THE LINE NUMBER COLUMN IS INTERPRETED AS THE STRING DELIMITER. FOR EXAMPLE SOME SPECIAL CHARACTERS ARE:

? @ # % / \

TO REPEAT THE SEARCH, RE-ENTER THE COMMAND IN THE LINE NUMBER COLUMN. YOU DO NOT NEED TO RE-ENTER THE SEARCH TEXT.

FORMAT	ACTION	RESULT
PR /STRING/	ENTER PR IN THE LINE NUMBER COLUMN ENTER THE SEARCH STRING IN THE TEXT ENTRY AREA OF THE PANEL. USE A SPECIAL CHARACTER TO DELIMIT THE SEARCH STRING.	SEARCHES BACKWARD, LOCATING THE FIRST OCCURRENCE OF THE STRING IT FINDS.

8.8 M (MOVE)

USE THE MOVE COMMAND TO MOVE LINES OF TEXT FROM ONE LOCATION TO ANOTHER. ENTER THE MOVE COMMANDS IN THE LINE NUMBER COLUMN. USE AN 'A' OR 'B' TO SPECIFY THE DESTINATION OF THE MOVE. 'A' PLACES THE MOVED LINES AFTER THE LINE ON WHICH YOU SPECIFY THE 'A'. 'B' PLACES THE MOVED LINES BEFORE THE LINE ON WHICH YOU SPECIFY THE 'B'. THE 'A' OR 'B' MUST BE PLACED IN THE FIRST POSITION OF THE LINE NUMBER COLUMN. THE DESTINATION CANNOT BE INSIDE THE DEFINED BLOCK. TO CANCEL A BLOCK COMMAND, TYPE AN 'X' IN THE FIRST POSITION OF ANY LINE NUMBER COLUMN.

COMMAND	ACTION	RESULT
M	ENTER AN 'M' IN THE LINE NUMBER COLUMN OF THE LINE YOU WANT TO MOVE AND SPECIFY A DESTINATION	MOVES A SINGLE LINE TO THE SPECIFIED DESTINATION
MB	ENTER 'MB' IN THE LINE NUMBER COLUMN OF THE LINE ON WHICH YOU WANT THE COPY TO BEGIN AND SPECIFY A DESTINATION	MOVES THE BLOCK OF TEXT STARTING WITH THE LINE ON WHICH YOU ENTERED THE 'MB' COMMAND THROUGH THE END OF THE FILE. BLANK LINES FOUND AT THE END OF THE FILE ARE NOT MOVED.
MM	ENTER 'MM' IN THE FIRST LINE AND THE LAST LINE OF THE BLOCK YOU WANT TO DEFINE AND SPECIFY A DESTINATION	MOVES THE BLOCK OF TEXT TO A SPECIFIED DESTINATION
MN	ENTER AN 'M' ON THE FIRST LINE OF THE BLOCK WITH THE NUMBER OF LINES YOU WANT TO INCLUDE IN THIS BLOCK AND SPECIFY A DESTINATION	MOVES THE SPECIFIED NUMBER OF LINES STARTING WITH THE LINE ON WHICH YOU ENTERED THE MOVE COMMAND
MT	ENTER THE 'MT' COMMAND IN THE LINE NUMBER COLUMN OF THE LINE ON WHICH YOU WANT THE BLOCK TO END. DATAQUERY ASSUMES THE BLOCK BEGINS WITH LINE 01	MOVES THE BLOCK OF TEXT STARTING WITH LINE 01 AND CONTINUING THROUGH THE TEXT TO THE LINE WHICH CONTAINS THE MT COMMAND THE LINE WHICH CONTAINS THE MT IS INCLUDED

8.9 R (REPEAT)

YOU CAN USE THE REPEAT COMMAND TO REPEAT LINES OF EXISTING TEXT. THE REPEAT LINES ARE INSERTED BELOW THE LINE ON WHICH YOU ENTERED THE REPEAT COMMAND. ENTER AN 'R' IN THE FIRST POSITION OF THE LINE NUMBER COLUMN TO REPEAT A SINGLE LINE. TO REPEAT A SINGLE LINE MULTIPLE TIMES, ENTER AN 'R' IN THE FIRST COLUMN OF THE LINE NUMBER COLUMN AND THE NUMBER OF TIMES YOU WANT THE LINE REPEATED IN THE SECOND COLUMN.

COMMAND	ACTION	RESULT
R	ENTER AN 'R' IN THE LINE NUMBER COLUMN OF THE LINE YOU WANT REPEATED.	REPEATS THE LINE ON WHICH YOU ENTERED THE 'R' COMMAND
RN	ENTER AN 'R' IN THE LINE NUMBER COLUMN OF THE LINE YOU WANT REPEATED AND SPECIFY THE NUMBER OF TIMES YOU WANT THE LINE REPEATED	REPEATS THE LINE THE SPECIFIED NUMBER OF TIMES

8.10 SCROLL

USE THE SCROLL COMMAND TO SCROLL A SPECIFIED LINE TO THE TOP OF THE EDITOR PANEL. YOU ENTER THE SCROLL COMMANDS IN THE FIRST POSITION OF THE LINE NUMBER COLUMN. YOU CAN SPECIFY LINE NUMBER, T, OR * (ASTERISK) IF YOU ENTER A SPECIFIC LINE NUMBER, DATAQUERY SCROLLS THAT LINE TO THE TOP OF THE EDITOR PANEL. PLACING A 'T' IN THE LINE NUMBER COLUMN SCROLLS TO LINE 01. IF YOU PLACE AN '*' (ASTERISK) IN THE LINE NUMBER COLUMN OF A LINE, THAT LINE IS SCROLLED TO THE TOP OF THE DISPLAY

COMMAND	ACTION	RESULT
*	ENTER AN '*' IN THE LINE NUMBER COLUMN OF THE LINE YOU WANT TO SCROLL TO THE TOP OF THE DISPLAY	SCROLLS THE SPECIFIED LINE TO THE TOP OF THE DISPLAY
N OR NN	ENTER THE LINE NUMBER OF THE LINE YOU WANT SCROLLED TO THE TOP OF THE DISPLAY IN ANY LINE NUMBER COLUMN	SCROLLS THE SPECIFIED LINE TO THE TOP OF THE DISPLAY
T	ENTER A 'T' IN THE LINE NUMBER COLUMN OF ANY LINE	SCROLLS TO LINE 01

8.11 SHIFT

THE SHIFT COMMAND ALLOWS YOU TO SHIFT A LINE OF TEXT TO THE RIGHT OR LEFT. YOU CAN SHIFT THE DISPLAY AREA RIGHT OR LEFT BY USING THE < AND > KEYS. '<N' SHIFTS THE DISPLAY THE SPECIFIED NUMBER OF COLUMNS LEFT. '>N' SHIFTS THE DISPLAY THE SPECIFIED NUMBER OF COLUMNS RIGHT. YOU CANNOT SHIFT TO THE LEFT OR THE RIGHT IF IT WOULD CAUSE NON-BLANK CHARACTERS TO BE SHIFTED PAST COLUMN 1 OR COLUMN 80

COMMAND	ACTION	RESULT
<N	ENTER < AND THE NUMBER OF COLUMNS YOU WANT THE DISPLAY TO SHIFT TO THE LEFT	SHIFTS THE DISPLAY THE SPECIFIED NUMBER OF COLUMNS TO THE LEFT
>N	ENTER > AND THE NUMBER OF COLUMNS YOU WANT THE DISPLAY TO SHIFT TO THE RIGHT	SHIFTS THE DISPLAY THE SPECIFIED NUMBER OF COLUMNS TO THE RIGHT

8.12 SP (SPLIT)

USE THE SPLIT LINE COMMAND TO SPLIT TEXT FROM ONE LINE INTO TWO LINES. ENTER THE SPLIT COMMAND IN THE LINE NUMBER COLUMN, MOVE THE CURSOR TO THE POINT YOU WANT THE LINE SPLIT, AND PRESS ENTER. DATAQUERY SPLITS THE TEXT INTO TWO LINES.

COMMAND	ACTION	RESULT
SP	ENTER 'SP' IN THE LINE COLUMN OF THE LINE YOU WANT TO SPLIT	SPLITS THE LINE INTO TWO LINES AS INDICATED BY YOUR CURSOR POSITION

8.13 X (CANCEL)

YOU CAN USE THE 'X' COMMAND TO CANCEL ANY COPY, MOVE, BEFORE, OR AFTER COMMANDS WHICH MIGHT BE PENDING. THE 'X' COMMAND HAS NO EFFECT ON THE INSERT, DELETE, REPEAT, CHANGE, NEXT, PREVIOUS, SPLIT, AND SHIFT COMMANDS, EITHER PREVIOUS OR SUBSEQUENT. ENTER THE 'X' COMMAND IN THE LINE NUMBER COLUMN OF ANY LINE TO CANCEL ANY COPY, MOVE, BEFORE, OR AFTER COMMANDS THAT ARE PENDING.

COMMAND	ACTION	RESULT
X	ENTER THE 'X' COMMAND IN THE LINE NUMBER COLUMN OF ANY LINE	CANCELS ANY COPY, MOVE, BEFORE, OR AFTER COMMAND CURRENTLY PENDING

SECTION 9 CREATING AND USING TERMS

YOU CAN USE THE DATAQUERY EDITOR TO DEFINE YOUR OWN KEY WORDS FOR USE IN BUILDING QUERIES WITH THE MAIN MENU CREATE OPTION. YOU MAY FIND THIS CAPABILITY HELPFUL IF YOU FIND THAT MANY OF YOUR QUERIES CONTAIN THE SAME STATEMENTS, CLAUSES, OR VALUES. BY DEFINING A SINGLE WORD OR 'TERM' TO REPLACE THESE STATEMENTS, CLAUSES, VALUES OR EVEN TO REPLACE A COMPLETE QUERY, YOU CAN SPEED QUERY CREATION AND CREATE EVEN MORE SOPHISTICATED QUERIES.

CREATE TERMS JUST AS YOU CREATE A QUERY WITH THE DATAQUERY EDITOR. ALL YOU DO IS TYPE 'TERM' IN THE TYPE FIELD WHEN YOU IDENTIFY THE QUERY.

SHOULD YOU DECIDE TO CREATE A PUBLIC TERM TO SHARE WITH OTHERS, BE SURE IT DOES NOT ACCESS FILES TO WHICH OTHERS MIGHT NOT BE AUTHORIZED. DO NOT DEFINE IT AS PUBLIC UNTIL IT IS COMPLETE.

TERMS CANNOT BE EXECUTED.

YOU CANNOT DEFINE A COMPLETE QUERY AS A TERM AND EMBED THE TERM IN ANOTHER QUERY, BECAUSE CERTAIN DATAQUERY STATEMENTS, LIKE A 'FIND' STATEMENT, MAY BE USED ONLY ONCE.

DO NOT NAME TERMS WITH NAMES THAT MIGHT BE USED AS FILE FIELD OR KEY NAMES ON THE DATA BASE.

SECTION 10 SAVING AND USING SETS

DATAQUERY LETS YOU SAVE THE LOCATIONS IN THE DATA BASE OF ANY DATA FOUND WITH A QUERY AND IT ALSO LETS YOU SAVE THE FOUND DATA ITSELF.

DEFINITIONS

ACTIVE FOUND SET DIRECTIONS TO THE LOCATION OF DATA BASE INFORMATION FOUND BY THE LAST EXECUTED QUERY DURING THE CURRENT DATAQUERY SESSION. A SET IS ACTIVE UNTIL YOU EXECUTE ANOTHER QUERY OR SIGN OFF.

SAVED SET SAVED SET OF DIRECTIONS TO LOCATION OF DATA FOUND BY AN EXECUTED QUERY. SAVED SETS REMAIN INTACT EVEN AFTER YOU SIGN OFF DATAQUERY. YOU CAN ACCESS A SAVED SET DURING ANOTHER DATAQUERY SESSION.

DIRECTORY OF
SAVED SETS LISTS SAVED SETS BY NAME, TYPE, DESCRIPTION, DATE, AND SIZE. DISPLAY THE DIRECTORY WHEN YOU WANT TO USE A SAVED SET OR WHEN YOU WANT TO DELETE A SAVED SET.

USES FOR SETS

YOU CAN USE SAVED SETS TO SPEED PROCESSING BY PRESSING THE USE PF KEY TO ACTIVATE THE SAVED SET. (IT BECOMES THE ACTIVE FOUND SET.) ONCE A SET IS ACTIVE, THE QUERY THAT FINDS IT CAN BE EXECUTED WITHOUT REFINING THE DATA, SAVING SEARCH AND RETRIEVAL TIME.

BEFORE YOU CAN SAVE A SET, IT MUST BE ACTIVE (ACTIVE FOUND SET). ACTIVATE A SET BY EXECUTING A QUERY OR PRESSING THE USE PF KEY DURING DIRECTORY OF SAVED SET DISPLAY.

SET OPTIONS

KEEP ENTER 'KEEP' ON THE COMMAND LINE AND PRESS ENTER AFTER EXECUTING A QUERY THAT REQUIRES A LENGTHY SEARCH, IF YOU WILL WANT TO EXECUTE THE QUERY AGAIN (OR TO EXECUTE ANOTHER QUERY WHICH WOULD RETRIEVE THE SAME DATA) AND SAVE SEARCH AND RETRIEVAL TIME. ONLY ONE KEEP PER ACTIVE FOUND SET IS ALLOWED

CAUTIONS - REMEMBER THESE FACTS AS YOU SAVE AND USE SETS.

- EACH TIME YOU PRESS <PF4> USE DURING DIRECTORY OF SAVED SETS DISPLAY TO ACTIVATE A SAVED SET, THE DATA MIGHT BE DIFFERENT. THE 'KEEP' COMMAND SAVES THE LOCATION, NOT THE DATA, SO THE DATA MAY HAVE BEEN UPDATED OR DELETED SINCE THE POINTERS WERE SAVED.
- THE AMOUNT OF SPACE ALLOTTED TO YOU FOR SAVING AND EXTRACTING SETS IS LIMITED BY YOUR DATAQUERY ADMINISTRATOR. YOU SHOULD MAINTAIN ONLY THOSE SETS THAT YOU REALLY NEED AND DELETE (FROM THE DIRECTORY OF SAVED SETS) ALL SETS YOU DON'T NEED.
- YOUR DATAQUERY ADMINISTRATOR CAN ALSO MAINTAIN YOUR SETS. CONTACT YOUR DATAQUERY ADMINISTRATOR ABOUT ANY SETS THAT YOU DON'T WANT DELETED.

USING THE DIRECTORY OF SAVED SETS

SELECTING SAVED SETS FROM THE DIRECTORY SELECTION PANEL (MAIN MENU DIRECTORIES OPTION) DISPLAYS A DIRECTORY OF SAVED SETS PANEL.

DISPLAY THE DIRECTORY OF SAVED SETS WHEN YOU NEED TO USE A SAVED SET OR DELETE A SAVED SET. BEFORE YOU CAN SAVE A SET, IT MUST BE ACTIVE (ACTIVE FOUND SET). ACTIVATE A SET BY EXECUTING A QUERY OR PRESSING THE USE PF KEY DURING DIRECTORY OF SAVED SET DISPLAY. WHEN A SET IS ACTIVE, YOU CAN EXECUTE IT WITH EXECUTE * TYPED ON THE COMMAND LINE.

SECTION 11 SAMPLE QUERIES

THE FOLLOWING QUERIES MAY PROVIDE YOU A STRUCTURE TO BUILD YOUR QUERIES OR MAY BE USED AS ACTUAL WORKING QUERIES. ALSO, YOU MAY KNOW, ALREADY, A DIFFERENT METHOD OF PHASING THE STATEMENT, AND IF SO, THAT IS GREAT. THESE ARE SAMPLES TO AID IN THE LEARNING PROCESS.

REMINDER - 'NNN' MUST BE REPLACED BY YOUR INSTALLATION DATAQUERY DATA BASE ID NUMBER, I.E. '041' FOR STANFINS PA FILES.

11.1 NXGNNN FILE - CURRENT MONTH DETAIL TRANSACTIONS

11.1.1 FIND CURRENT MONTH OBLIGATION TRANSACTIONS FOR A SPECIFIC PROGRAM DIRECTOR

FIND ALL NXGNNN RECORDS WITH FY = '?' AND (TA = '23' OR TA = '21' OR TA = '20' OR TA = '29') RELATED BY APCK TO AXWNNN WITH PD-MAJ = '?' AND PD-MIN = '?' AND OA = '??' AND BSN = '????' AND FY = '?'
SORT BY (BSN) AND (OA) AND (PE) AND (FY) AND APC
PRINT BSN OA PE FY APC
FROM NXGNNN DOC-NO BLK (AMOUNT) AVKNNNMD\$ TA

11.1.2 FIND CURRENT MONTH OBLIGATION TRANSACTIONS FOR A SPECIFIC APPROPRIATION, FOR EXAMPLE A PRIOR YEAR ACCOUNT

FIND ALL NXGNNN RECORDS WITH FY = '#' AND BSN = '####' AND OA = '##' AND ODC = '#' AND (TA = '23' OR TA = '21' OR TA = '20' OR TA = '29') AND AMOUNT NE '0.00'
SORT BY APC
PRINT TA FY BLK EOE APC DOC-NO (AMOUNT) AVKNNNMD\$

11.2 BXUNNN FILE - SUBLEDGER FILES 01-27 FOR INFORMATION ON ALLOTMENTS
OBLIGATIONS, EXPENSES, AND DISBURSEMENTS.

11.2.1 FIND OBLIGATIONS BY PROGRAM DIRECTOR AND LIST BY EOR

```
FIND BXUNNN RECORDS WITH FY = '?' AND OA = '##' AND BSN = '####' AND
RT = '#' AND (OBLIG-FYTD NE 0 OR OBLIG-CM NE 0 OR DEOB-FYTD NE 0
OR DEOB-CM NE 0) AND PD-MAJ = '?' AND PD-MIN = '?'
SET OBLIG (11.2) = OBLIG-FYTD + OBLIG-CM + DEOB-FYTD + DEOB-CM
SORT BY (EOR)
PRINT FY RT EOR (OBLIG) PIC '$$, $$$, $$$, $$$9.99-'
```

11.2.2 FIND UNOBLIGATED BALANCE BY PROGRAM DIRECTOR

```
FIND BXUNNN RECORDS WITH FY = '?' AND OA = '??' AND BSN = '????' AND
RT = '?' AND (ALLT-ORD-INC NE 0 OR ALLT-ORD-FYTD NE 0 OR OBLIG-INC NE 0
OR OBLIG-FYTD NE 0 OR OBLIG-CM NE 0 OR DEOB-FYTD NE 0 OR DEOB-CM NE 0)
AND PD-MAJ = '?' AND PD-MIN = '?'
SET ALLOT (11.2) = ALLT-ORD-INC + ALLT-ORD-FYTD - OBLIG-INC
SET OBLIG (11.2) = OBLIG-FYTD + OBLIG-CM + DEOB-FYTD + DEOB-CM
SET BALANCE (11.2) = ALLOT - OBLIG
SORT BY (AMS)
PRINT FY RT AMS (ALLOT) PIC '$$, $$$, $$$, $$$9.99- '
(OBLIG) PIC '$$, $$$, $$$, $$$9.99- '
(BALANCE) PIC '$$, $$$, $$$, $$$9.99- '
```

11.2.3 FIND BASE PAY OBLIGATIONS AND WORKHOURS AND COMPUTE WORKYEARS

```
FIND BXUNNN RECORDS WITH FY = '?' AND OA = '??' AND BSN = '????' AND
RT = '?' AND (EOR = '11##' OR EOR = '14##' OR EOR = '16##') AND
(OBLIG-FYTD NE 0 OR OBLIG-CM NE 0 OR DEOB-FYTD NE 0 OR DEOB-CM NE 0)
AND PD-MAJ = '?' AND PD-MIN = '?'
SET OBLIG (11.2) = OBLIG-FYTD + OBLIG-CM + DEOB-FYTD + DEOB-CM
SET WKHRS (13.0) = WKHRS-FYTD + WKHRS-CM
SET WKYRS (11.2) = WKHRS / 2088
SORT BY (AMS) (EOR)
PRINT FY RT EOR (OBLIG) PIC '$$, $$$, $$$, $$$9.99- '
(WKHRS) PIC 'ZZZZZZZZZZZ9- '
(WKYRS) PIC 'ZZZZZZZZZZ.Z9- '
```

11.2.4 FIND DATA FOR A SPECIFIC FY AND APC

```
FIND BXUNNN RECORDS WITH BXUK ='?????#####'  
SET ALLOT (11.2) = ALLT-ORD-INC + ALLT-ORD-FYTD  
SET OBLIG (11.2) = OBLIG-INC + OBLIG-FYTD + OBLIG-CM  
SET ACCR (11.2) = ACCR-INC + ACCR-FYTD + ACCR-CM  
SET EXP (11.2) = EXP-INC + EXP-FYTD + EXP-CM  
SET DISB (11.2) = DISB-INC + DISB-FYTD + DISB-CM-BY-US + DISB-CM-BY-OTH  
+ DISB-CM-BY-INT  
PRINT APC EOR RT ODC ALLOT PIC '$$, $$$, $$$, $$9.99- '  
OBLIG PIC '$$, $$$, $$$, $$9.99- '  
ACCR PIC '$$, $$$, $$$, $$9.99- '  
EXP PIC '$$, $$$, $$$, $$9.99- '  
DISB PIC '$$, $$$, $$$, $$9.99- '
```

11.3 FXWNNN FILE - REIMBURSEMENT MASTER FILE

11.3.1 FIND UNFILLED ORDERS

```
FIND ALL FXWNNN RECORDS WITH ((ORDERS-CM + ORDERS-FYTD + ORDERS-INC -
    REIMB-CM - REIMB-FYTD - REIMB-CM) > '0.00' OR (ORDERS-CM +
    ORDERS-FYTD + ORDERS-INC - REIMB-CM -REIMB-FYTD -REIMB-CM) < '0.00')
    AND CUST-NBR = '#####?' AND BSN = '?????' AND OA = '???' AND RD = '#'
    AND RSC = '###'
SET TOT-REIMB (9.2) = REIMB-CM + REIMB-FYTD + REIMB-INC
SET TOT-ORDERS (9.2) = ORDERS-CM + ORDERS-FYTD + ORDERS-INC
SET UNFILLED (9.2) = TOT-ORDERS - TOT-REIMB
PRINT CUST-NBR (TOT-ORDERS) AVKNNNMD$ (TOT-REIMB) AVKNNNMD$
    (UNFILLED) AVKNNNMD$
```

11.3.2 FIND ACCOUNTS RECEIVABLE BALANCES

```
FIND ALL FXWNNN RECORDS WITH (ACCT-REC-1OCT + REIMB-FYTD + REIMB-CM +
    COLL-FYTD + COLL-STA-CM + COLL-OTH-CM) NE '0.00' AND BSN = '?????'
    AND OA = '???' AND RD = '#' AND RSC = '###' AND CUST-NBR = '#####?'
SET TOT-REIMB (9.2) = REIMB-INC + REIMB-FYTD + REIMB-CM
SET TOT-COLL (9.2) = COLL-FYTD + COLL-STA-CM + COLL-OTH-CM + COLL-INC
    + TRANS-FYTD + TRANS-CM + COLL-IF-CM
SET ACCTS-REC (9.2) = TOT-REIMB + TOT-COLL
SORT CUST-NBR
PRINT CUST-NBR TOT-REIMB AVKNNNMD$ TOT-COLL AVKNNNMD$
    (ACCTS-REC) AVKNNNMD$
```

11.4 LXGNNN FILE - NONSTOCK FUND ORDERS AND PAYABLE

11.4.1 FIND REIMBURSABLE UNDELIVERED ORDERS

FIND LXGNNN RECORDS WITH FY = '#' AND (OBLIG - ACCRUAL) NE 0.00
RELATED BY APCK TO AXWNNN WITH PD-MAJ = '#' AND PD-MIN = '#' AND
OA = '##' AND BSN = '####' AND FY = '#' AND (FAC = '5' OR FAC = '6' OR
FAC = '8')
SET UDO (9.2) = LXGNNN OBLIG - ACCRUAL
SORT FROM AXWNNN (CUST-NBR) APC
PRINT FROM LXGNNN FY (UDO) AVKNNNMD\$ APC DOC-NO
FROM AXWNNN CUST-NBR

11.4.2 FIND TRAVEL ADVANCES

FIND ALL LXGNNN WITH BSN = '####' AND FY = '#' AND EOE = '41##' AND
LC = '17' AND DISB NE 0
SORT BY (BSN) DOC-NO
PRINT FY BSN DOC-NO APC EOE (DISB) AVKNNNMD\$ DISB-DATE 'DATE'

11.5 AXZNNN FILE - WEEKLY DETAIL TRANSACTIONS

11.5.1 FIND THE DETAIL OBLIGATION RECORDS WHICH WILL APPEAR ON WEEKLY
DETAIL OBLIGATION RECORD

FIND ALL AXZNNN RECORDS WITH
ACCT-CLASS ='###?????#####?#?????#####???????'
AND (TA NE '32' AND TA NE '62' AND TA NE '63')
RELATED BY APCK TO AXWNNN WITH PD-MAJ ='?' AND PD-MIN ='?'
AND FY ='?'
SORT AXZNNN BY (APC) AND DOC-NO AND EOE
PRINT FROM AXZNNN FY APC TA BLK DOC-NO EOE (AMOUNT) AVKNNNMD\$
FAC JUL-CYC-DATE 'DATE'

11.6 JXG1NNN - TBO UNCLEARED

11.6.1 FIND TBO TRANSACTIONS BY TL NUMBER THAT HAVE PROCESSED.

FIND ALL JXG1NNN RECORDS WITH BAL-FLAG NE '1'
SORT BY (DSSN1) AND (TL1) AND (FY1) AND (BSN1) AND (LIMIT1) AND (RD1) AND (DPI)
PRINT DSSN1 TL1 RD1 APC DOV (AMOUNT) PIC '\$\$, \$\$\$, \$\$\$, \$\$\$9.99-'
BSN1 'BSN' BLK FY1