

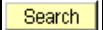

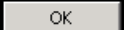









Specifying Effective Date Criteria

1.	Navigate to the Query Manager page. Click the Reporting Tools link. 
2.	Click the Query Manager link. 
3.	You use the Query Manager search page to search for an existing query or navigate to the Find an Existing Record page when creating a new query. In this example, you are going to create a new query. Click the Create New Query link.
4.	The first step in creating a new query is to find an existing record for the query. In this example, you will locate the ADDL_PAY_EFFDT record. Enter the desired information into the Search by field. Enter a valid value e.g. " ADDL_PAY_EFFDT ".
5.	Click the Search button. 
6.	Click the Add Record link. 
7.	A dialog box appears that indicates that the effective date criteria has been automatically added to this effective dated record. Click the OK button. 
8.	The Query page lists all the fields for the selected record. You use this page to select the fields that you want to use in the query. In this example, you want to use the following fields: EMPLID, ERNCD, and EFFDT. Click the EMPLID option. <input type="checkbox"/>
9.	Click the ERNCD option. <input type="checkbox"/>
10.	Click the EFFDT option. <input type="checkbox"/>
11.	You next need to add criteria to the query. Click the Criteria tab. 

<p>12.</p>	<p>When you choose a record that has EFFDT as a key field, Query Manager automatically creates default criteria.</p> <p>You want to edit this field to define specific dates. Click the Edit button.</p> 
<p>13.</p>	<p>You use the Edit Criteria Properties page to enter or modify selection criteria for the query.</p> <p>The Condition Type drop-down lists the operators that are available for the Effective Date field. The value selected for this field determines how PeopleSoft Query is going to compare values for the different expressions.</p> <p>Keep in mind that the effective date operators work differently than the standard comparison operators. These operators always return a single effective-dated row. For example, Eff Date <= returns the one row whose EFFDT value is most recent. Whereas, a not greater than operator returns the currently active row and all history rows.</p>
<p>14.</p>	<p>In this example, you have been asked to see information on employees who have received additional pay between January 1 and January 31, 2000. Click the *Condition Type list.</p> 
<p>15.</p>	<p>Click an entry in the list.</p> 
<p>16.</p>	<p>If you choose one of the comparison options, choose to compare each row's effective date against today's date or a date other than today.</p> <p>Select a Constant option when you want to see the rows that were effective as of a past date or that will be effective on some future date.</p>
<p>17.</p>	<p>Select a Field option when you want to see the rows that were effective at the same time as some other record. For example, if you're reviewing the list of products on a customer order, you'll want to see the products that were effective on the date of the order.</p>
<p>18.</p>	<p>Select an Expression option if you want to prompt users for an effective date when they run the query.</p> <p>For this example, you will use the default Constant-Constant option.</p>
<p>19.</p>	<p>Click in the *Date field.</p> 
<p>20.</p>	<p>Enter the desired information into the *Date field. Enter a valid value e.g. "01/01/2000".</p>
<p>21.</p>	<p>Click in the Date 2 field.</p> 
<p>22.</p>	<p>Enter the desired information into the *Date 2 field. Enter a valid value e.g. "01/31/2000".</p>
<p>23.</p>	<p>Click the OK button.</p> 

24.	<p>Next, view the query results. Click the Run tab.</p> <p><input type="button" value="Run"/></p>
25.	<p>A list of employees who received additional pay between January 1 and January 31, 2000 is displayed.</p> <p>You have created a query that satisfies the effective date criteria. Now, redefine this query so that it includes employees who have received additional pay for all other dates. Click the Criteria tab.</p> <p><input type="button" value="Criteria"/></p>
26.	<p>You can use logical operators to include all dates except the ones specified. To do this, you use the NOT operator. Click the Logical list.</p> <p><input type="text" value=""/></p>
27.	<p>Click an entry in the list.</p> <p><input type="text" value="NOT"/></p>
28.	<p>Preview the query with the new criteria applied. Click the Run tab.</p> <p><input type="button" value="Run"/></p>
29.	<p>Now, the query displays the information for all employees who received additional pay for dates other than January 1 through January 31, 2000.</p> <p>In this topic, you learned to create an effective-dated query. This query is used to retrieve data for a specific period from an effective-dated table. End of Procedure.</p>