

# **Data Access Studio User Manual**

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# Table Of Contents

Overview .....	1
User Guide Structure .....	2
ReportsNow Information .....	3
Office Locations .....	3
Trademarks .....	3
Run Reports Published to You .....	4
Main Window .....	5
Run Reports Published to You .....	7
Change Parameters and Data Selection .....	8
Run the Report .....	9
Export and Print .....	10
Design a Quick Report .....	11
Create a Financial Balances Report .....	12
Specify Financial Source Data .....	13
Specify Financial Periods .....	14
Specify Financial Row Rollup .....	15
Financial Column Rollup - Optional .....	16
Specify Financial Embed Excel - Optional .....	17
Design Ad Hoc Reports .....	18
Get the Data You Need .....	19
Open a Table for First Time .....	20
Open a Table for the Second Time .....	20
See Sample Data .....	21
Filter Your Data .....	22
Filter a Range .....	23
Filter a Range Relative to Today's Date .....	24
Manage Your Layout .....	25
Access Your Saved Layouts .....	26
Publishing Your Layout to Others .....	27
Format Your Layout .....	28
Show Only the Columns You Need .....	29
Place Columns in the Positions You Need .....	30
Get Description for Cryptic JDE Data .....	31
Get Totals by Column .....	33
Show Data in Any Order .....	34
Customize the Look and Colors of Your Layout .....	35
Customize the Look and Colors of Your Layout (continued) .....	36
Add Charts and Advanced Formatting .....	37
Rename a Column .....	38
Prompt for Values .....	39
Prompt for Values (continued) .....	40
Calculate Values Over Your Data .....	41
Make a List .....	42
Add Column Values into a Sum Column .....	46
Calculate Percentage between Two Columns .....	47
Perform Math Operations on Your Data .....	48
Calculate the Date Difference between Two Dates .....	49
Extract Date Information from a Date Column .....	50
Make Multiple Period Amounts Appear as One Period Amount Column .....	51
Show Account Balances by Any Period, Quarter, or Year .....	52
Get Related Data from Another Table .....	53
Conditionally Rollup a Value .....	54
Filter on a Summary Value .....	55
Compare String Values .....	56
Substitute Patterns of Text with a Label .....	57
Combine Several Columns into One Column .....	58
Find Trends in Your Data .....	59
Common Trend Options .....	59
Show Your Top Ten and Bottom Ten Performers .....	60
Show Month Trends .....	61
Show Year Trends .....	62

Organize Your Data into Aging Ranges .....	63
Turn Row Values into Column Values .....	64
Export and Print Results .....	65
Set Default Printing Preferences .....	66
Define Basic Header and Footer .....	67
Specify an Area to Print .....	68
Set export options .....	69
Make Your Report Run Faster .....	70
Index Assistant .....	70
Design Advanced Reports .....	71
Fine Tune Grouping and Summarization .....	72
Create a Table Join from Scratch .....	73
Select Tables to Join .....	74
Select Join .....	75
Define a Join Manually .....	76
Select Columns .....	77
Working with Your Custom Table Join .....	78
Edit Calculations with the Editor .....	79
Connect a Report Parameter to a Calculation .....	80
Troubleshoot Calculation Errors .....	81
Perform Advanced Calculations .....	82
System Calculations .....	83
JDE-Specific Calculations .....	84
Text Calculations .....	85
Show Additional Table Information .....	86
Access Non-JDE Data .....	87
Index .....	89



# Overview

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Data Access Studio is the premium reporting solution for JD Edwards customers. For all those seemingly random report requests and process improvement projects in JDE, Data Access Studio is the ideal choice to solve each problem you will encounter.

ReportsNow created Data Access Studio to:

- Provide the easiest way to visualize and report over JDE data
- Work on every module, table, business view, and custom JDE object
- Support a wide spectrum of users
- Access real time JDE data with the best performance
- Apply all native JDE security and formatting
- Provide the easiest install and ongoing software maintenance
- Work on all JDE EnterpriseOne releases and JDE World releases

The end result is a robust reporting system that easily handles the majority of business challenges.



# User Guide Structure

This User Guide organizes its chapters by the following user spectrum:

User level	JDE Knowledge	Can Design Reports	Technical Knowledge
<b>Subscriber</b>	Not needed	No	Minimal
<b>Quick Report Designer</b>	Minimal	Yes	Minimal
<b>Ad Hoc Designer</b>	Yes	Yes	Some
<b>Advanced Designer</b>	Yes	Yes	High

As you can see, the user spectrum ranges from less technical (Subscriber) to the most technical (Administrator). Refer to the chapters of the manual that best fit your level of JDE knowledge and technical expertise. Refer to the user chapter that best fits your level of JDE knowledge.

Each user section teaches you how to use the software by showing:

- Problems you can solve
- How to solve those problems with Data Access Studio
- Screen shots
- Links to video examples

## ReportsNow Information

ReportsNow is an Oracle Certified Partner that provides the highest quality JDE Software Possible. As you use Data Access Studio, please utilize the following resources from the ReportsNow web site: [www.ReportsNow.com](http://www.ReportsNow.com)

Link	Information
<a href="http://ReportsNow.com">ReportsNow.com</a>	See upcoming events and WebCasts. See what's new and access all resources on the ReportsNow web site.
<a href="#">Video Training</a>	24/7 access to skills-based video training
<a href="#">Email support</a>	Email to send support questions or suggestions for future enhancements
<a href="#">Information</a>	Ask about online or on-site training. Find out more information about ReportsNow or Data Access Studio
<a href="#">Partner Information</a>	Find a quality ReportsNow business partner in your area

Also look for ReportsNow® at your local user groups and [Quest Events](#).

## Office Locations

### North America

ReportsNow  
 Denver Office (Headquarters)  
 6810 S. Tucson Way  
 Centennial, CO 80112, USA  
 Toll Free: 1-877-777-0655  
 Fax: 1-303-693-6995

### EMEA

Zuidzijde 124  
 2411 RX Bodegraven  
 The Netherlands  
 Phone: +31 (0) 653 899 736  
 Email: [eric@reportsnow.com](mailto:eric@reportsnow.com)

## Trademarks

- Data Access Studio and ReportsNow are Trademarks of ReportsNow, Inc.
- JDE, JD Edwards, EnterpriseOne, World Software are Registered trademarks of Oracle Corporation.
- .NET, Excel, Office, Word are registered trademarks of Microsoft Corporation.

# Run Reports Published to You

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User level	JDE Knowledge	Can Design Reports	Technical Knowledge
<b>Subscriber</b>	Not needed	No	Minimal
<b>Quick Report Designer</b>	Minimal	Yes	Minimal
<b>Ad Hoc Designer</b>	Yes	Yes	Some
<b>Advanced Designer</b>	Yes	Yes	High

One way to run Data Access Studio is to simply run reports published to you. Data Access Studio lets Report Designers publish reports to Subscribers. Once a report is published to you, you are a Subscriber to that report. As a Subscriber:

- You see the list of reports published to you
- You can run the reports as you need
- You can change the report data selection if the Published of the report allowed it.
- You cannot modify and save the report
- You cannot show columns that were hidden

Administrators can assign any Data Access Studio user to be a Subscriber-only users. The Subscriber-only users typically:

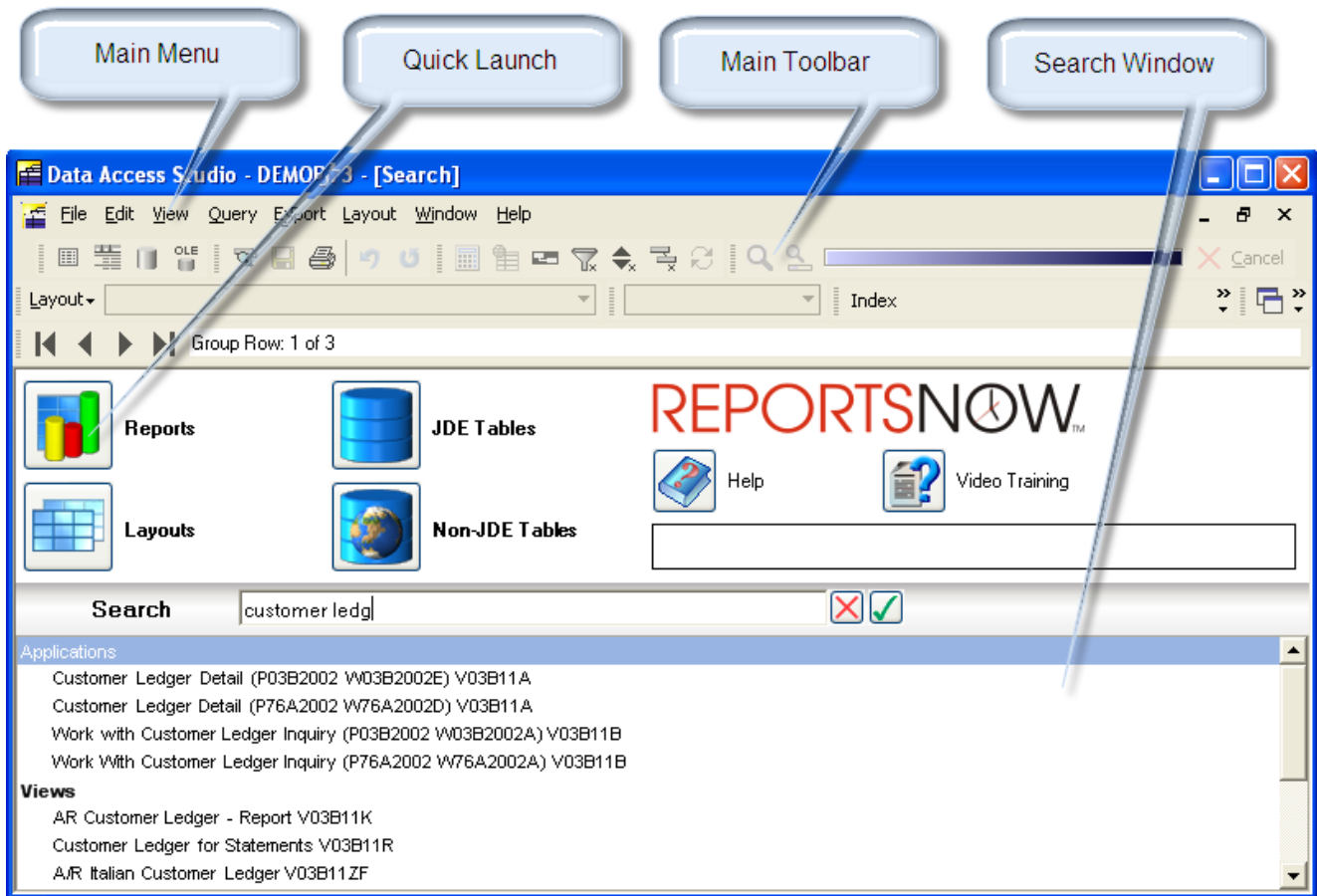
- Need no JDE knowledge
- Pick from a list of reports that were published to them
- Change parameters if they were provided
- Run reports
- Export or print the results

This section shows you how to run reports that are published to you in the following topics:

- [Run reports published to you](#)
- [Change parameters and data selection](#)
- [Run the report](#)
- [Export and print](#)

## Main Window

Once you are in the software, you will see the main screen and search window:



### To

### Do this

Work with reports published to you



Click the **Reports** button. See [Run reports published to you](#).

Work with your custom layouts



Click the **Layouts** button. See [Design Ad Hoc Reports](#).

Work with JD Edwards tables directly



Click the **JDE Tables** button.

Work with tables external to JD Edwards




Click the **Non-JDE Tables** button.

Search for an application, report, view or table

Type text in the **Search** window. As you type, the search window will show JDE applications, views, tables, and reports that contain the text you type. This a very effective way to see what the data is behind any JDE application or report. To open the data, double-click the row in the search window. Alternate,

Access online help

Access online video training

you can highlight the row and click .

Click the **Help** button.

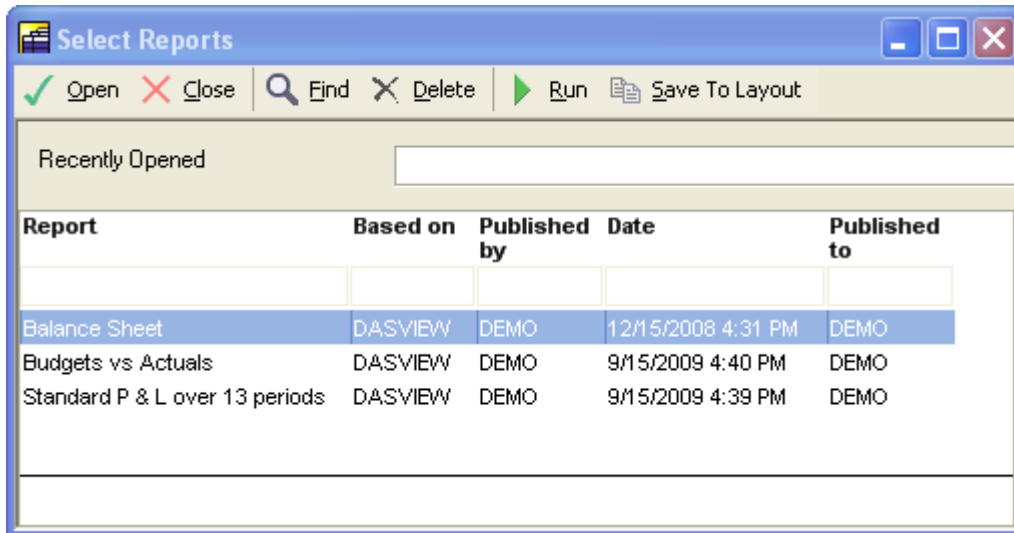
Click the **Video Training** button.

## Run Reports Published to You

Once you have signed in to Data Access Studio, you can review the reports that were published to you as follows:

- Click **File | Open | Reports Published to me...**

You will see the following screen:



You will see one line for each report that is published to you. This form presents the report name, what table the report was based on, who published the report, when the report was published, and to whom the report was published.

To	Do this
Open a report without running it	Left-click the report and click <b>Open</b>
Close the <b>Select Reports</b> window	Click <b>Close</b> or click the <b>X</b> upper right-hand corner of the window
Refresh the list of reports published to you	Click <b>Find</b>
Delete a report that was published to you	Left-click the report and click <b>Delete</b> . Note if you are not authorized to do this operation, this button will not appear on this screen.
Run a report	Left-click the report and click <b>Run</b> . The report will run with the default data selection and parameters and present you with the final result.
Save the published report to a private layout which you can modify	Left-click the report and click <b>Save To Layout</b> . Once saved, Data Access Studio will notify you that the saved was complete. You will now have a layout named the same thing as the report you copied. See What is a Layout for more information. Note if you are not authorized to do this operation, this button will not appear on this screen.

## Change Parameters and Data Selection

If you chose to **Open** a report, you will have the opportunity to change the data selection (if allowed) and report parameters for that report before you run it. You can then run the report and see the result.

Here is a sample report:

The screenshot shows a report window titled "Budgets vs Actuals". At the top, there are two buttons: "Run Report" and "Get Sample Data". Below these are four input fields for report parameters: "Fiscal Period", "Fiscal Year", "Company", and "Business Unit". The "Fiscal Period" field is highlighted with a yellow background. Below the parameters is a table with columns: "Account", "Budget June 2010", "Actuals June 2010", and "Division". The table contains rows for "Revenue" and "Expense", with a total row at the bottom. Callouts point to the "Run Report" and "Get Sample Data" buttons, the "Fiscal Period" field, the "Division" column header, and the "Revenue" row.

Account	Budget June 2010	Actuals June 2010	Division
Not blank			
+ Revenue	69,888,994.56	58,240,828.80	83.33 %
+ Expense	464,676,538.10	387,230,448.42	83.33 %
	534,565,532.66	445,471,277.22	83.33 %

Enter a parameter

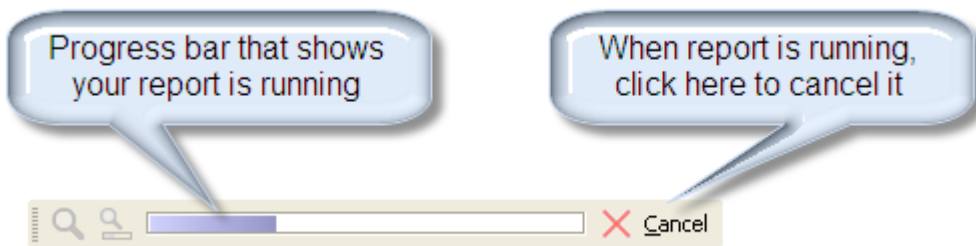
Click on the box next to the parameter. User visual assist buttons to assist you in selecting values if necessary. Enter desired value in field.

Change the filter value of a column

You may want to restrict the values you see in a certain column. If the column is visible and the change filter criteria permission is allowed, you can click the gray box below the column label to enter filter criteria. See Filtering Data for more information. If you are not allowed to change the filter, you will not be able to modify the column filter.

## Run the Report

Once you have entered report parameters and filters, you can get sample data or run the full report. As the report runs you will see the progress bar fill.



To	Do this
See a small preview of the data without actually running the entire report	Click the <b>Get Sample Data</b> button
Run the report over all the data	Once you entered the necessary parameters and are ready to run the report, click <b>Run Report</b>
Stop your report from continuing to run	Click the <b>Cancel</b> button. Note you may only click the <b>Cancel</b> button once Data Access Studio allows the cancel action.

## Export and Print

Once Data Access Studio runs your report to completion, you will see the progress bar completely filled. You will also see the results of your report. From here you can print or export your data.

To	Do this
Print your report	Click <b>File   Print</b> . Data Access Studio will format your output to PDF and show you a preview. You can then print from the resulting PDF document.
Export your report data to Excel	Click <b>Export   All Grid Data   To Excel</b>
Export your report data to a web page format	Click <b>Export   All Grid Data   HTML...</b>
Export your report data to a PDF (Adobe acrobat) format	Click <b>Export   All Grid Data   PDF...</b>
Export your report data to Access or other similar third party software	Click <b>Export   All Grid Data   To Tab Separated Values...</b>
Export you report data to Oracle BI Publisher or similar third party software	Click <b>Export   All Grid Data   XML...</b>
Export only selected rows or columns, select the columns or rows you want to export.	Click <b>Export   Selected Grid Data  </b> and select your output format.

Once you export, Data Access Studio will export, format, and save the report data to your default export directory. Data Access Studio will then, by default, open the result of the export for you to review, save, etc.

# Design a Quick Report

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User level	JDE Knowledge	Can Design Reports	Technical Knowledge
Subscriber	Not needed	No	Minimal
<b>Quick Report Designer</b>	Minimal	Yes	Minimal
Ad Hoc Designer	Yes	Yes	Some
Advanced Designer	Yes	Yes	High

Data Access Studio version 5.0+ empowers users with limited JDE knowledge to create a wide variety of practical business reports. The Quick Report user typically possesses finance, payroll, sales, etc. knowledge, but does not necessarily know where JDE stores this information.

The Quick Report system guides you through business language and options so that you can create the reports you need.

You can access the **Quick Report** menu as follows:

1. Select **File | Quick Report**
2. Select from the available **Quick Reports**, e.g. **Financials**

## Create a Financial Balances Report

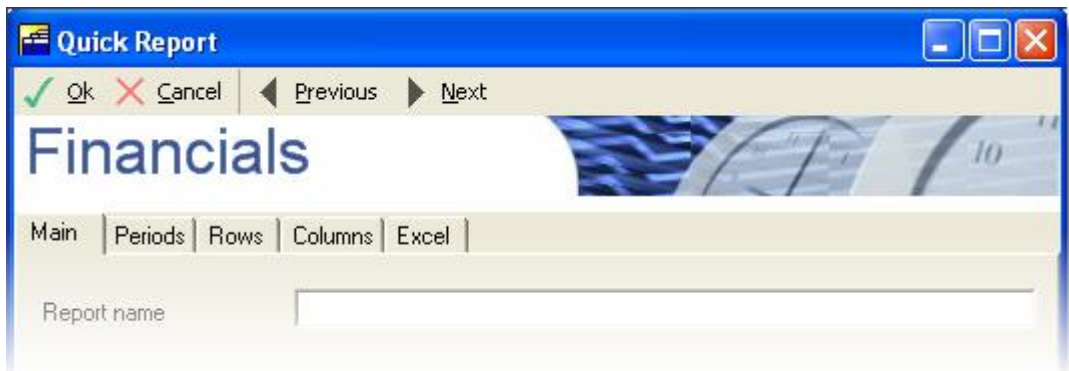
The Financials Quick Reports allow a finance user to create reports such as:

- Balance Sheet
- Profit and Loss
- Budget vs Actuals
- Business Unit comparisons
- Period, quarter, yearly comparisons
- and more

To get started, [sign in](#) then:

- Click **File | Quick Report | Financials**

You will see a form resembling the following:



The **Financials** Quick Report has a toolbar and tabs that let you edit features of your report.

### To

Enter information on a particular tab

Create the financial report with the parameters you specified

To exit the designer

### Do this

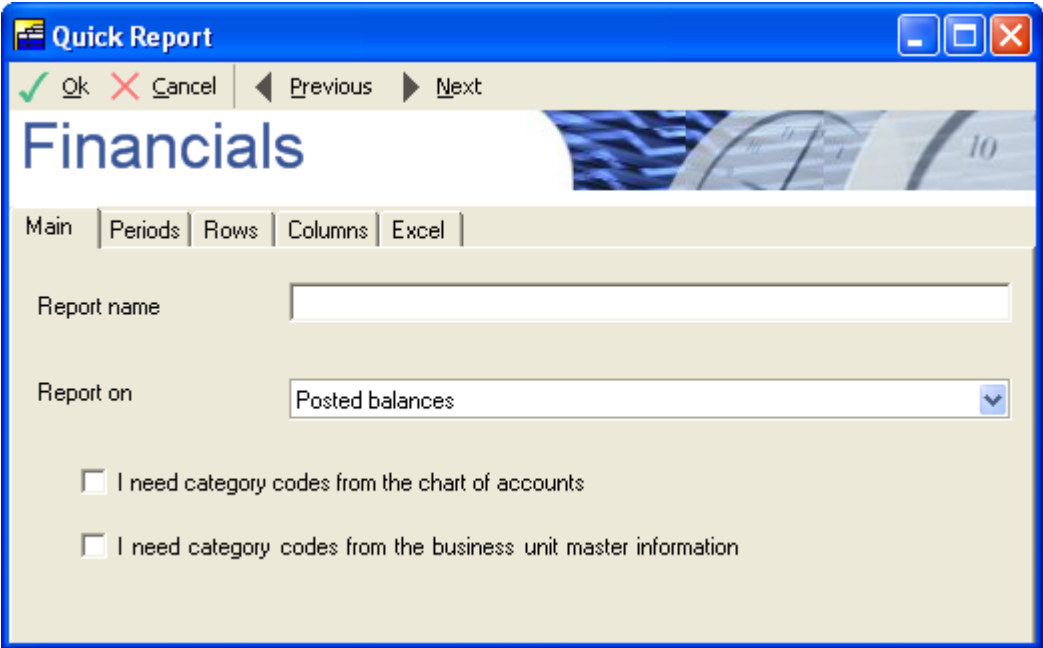
Click the tab or click **Previous** and **Next** navigate the tab control. See topics that follow.

Click **Ok**

Click **Cancel**

# Specify Financial Source Data

The first step of defining your report is to select what type of data you will need. Enter this information on the **Main** tab.



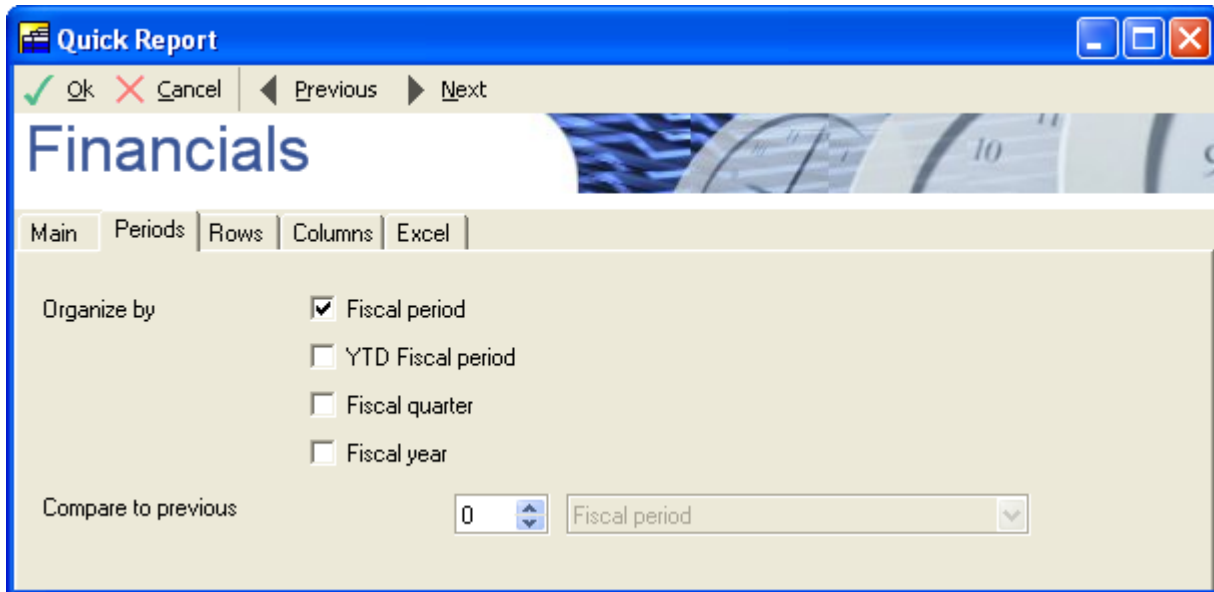
In this version, all reports are based on the Posted balances file in JDE.

To	Do this
Name your report (Required)	Click on the edit box next to <b>Report name</b> and type a descriptive name for your report. This is a mandatory step
If your business organizes accounts with the category code information in the JDE Chart of Accounts	Click the check box labeled: <b>I need category codes from the chart of accounts</b>
If you need to access there category codes in the JDE Business Unit table	Click the check box labeled: <b>I need category codes from the business unit master information</b>

Once you are finished, click the **Periods** tab.

## Specify Financial Periods

The next step in defining your financial report is to define the period structure you want to see. The period structure will appear as columns in your financial report. You can show information by period, quarter, year, or Year-To-Date Period. You can also compare period amounts to previous amounts.



To	Do this
Select how to organize the periods in your report	Click the <b>Organize by</b> option box. Select <b>Fiscal Period, Fiscal Quarter, Fiscal Year, and/or YTD Period</b> .
Compare a period to previous periods	Change the <b>Compare to previous</b> number to the number of periods you want to compare against. Set the option box next to the number to <b>Fiscal Period</b> .
Compare a period to the same period in previous years	Change the <b>Compare to previous</b> number to the number of years you want to compare against. Set the option box next to the number to <b>Fiscal Year</b> .
Compare a quarter to previous quarters	Click the <b>Organize by</b> option box. Select <b>Fiscal Quarter</b> . Change the <b>Compare to previous</b> number to the number of quarters you want to compare against. Set the option box next to the number to <b>Fiscal Quarter</b> .
Compare a quarter to the same quarter in previous years	Click the <b>Organize by</b> option box. Select <b>Fiscal Quarter</b> . Change the <b>Compare to previous</b> number to the number of years you want to compare against. Set the option box next to the number to <b>Fiscal Year</b> .
Compare a year to previous years	Click the <b>Organize by</b> option box. Select <b>Fiscal Year</b> . Change the <b>Compare to previous</b> number to the number of years you want to compare against. Set the option box next to the number to <b>Fiscal Year</b> .
Compare a Year-To-Date amount to previous Year-To-Date amounts	Click the <b>Organize by</b> option box. Select <b>YTD Period</b> . Change the <b>Compare to previous</b> number to the number of years you want to compare against. Set the option box next to the number to <b>YTD Period</b> .

Once you are finished, click the **Rows** tab.

# Specify Financial Row Rollup

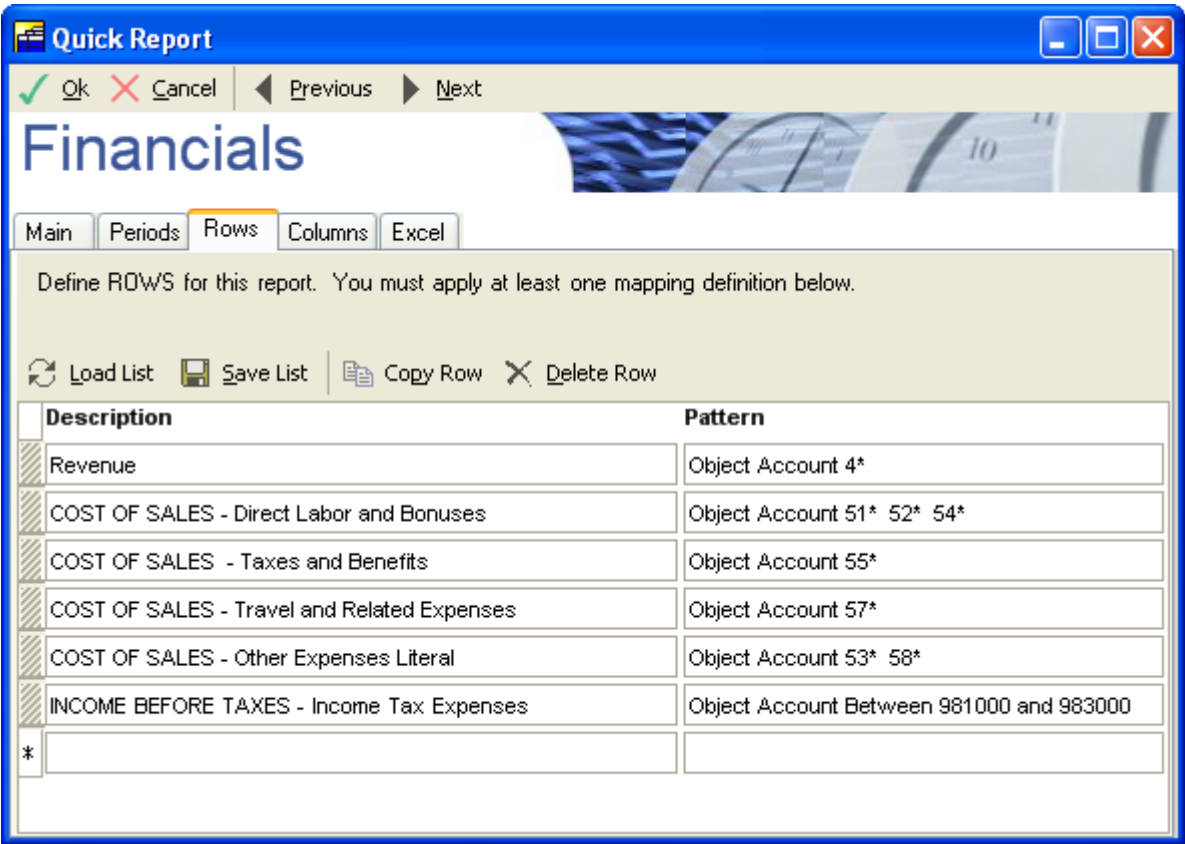
The next step is to define how you want to organize your row information. Typically, but not always, you will choose to rollup accounts as your rows. The **Rows** editor gives you a flexible way to define exactly how you want your financial information displayed.

Each row in the grid below represents how to rollup detail information into one line. Initially you must add each row your need. Once you are finished, you can [save your list](#) so that you and others may re-use the work you did.

The editor in this grid lets you:

- Define as many rows as you want.
- Define whatever criteria you want for each row

### Sample screen shot showing a user-defined list



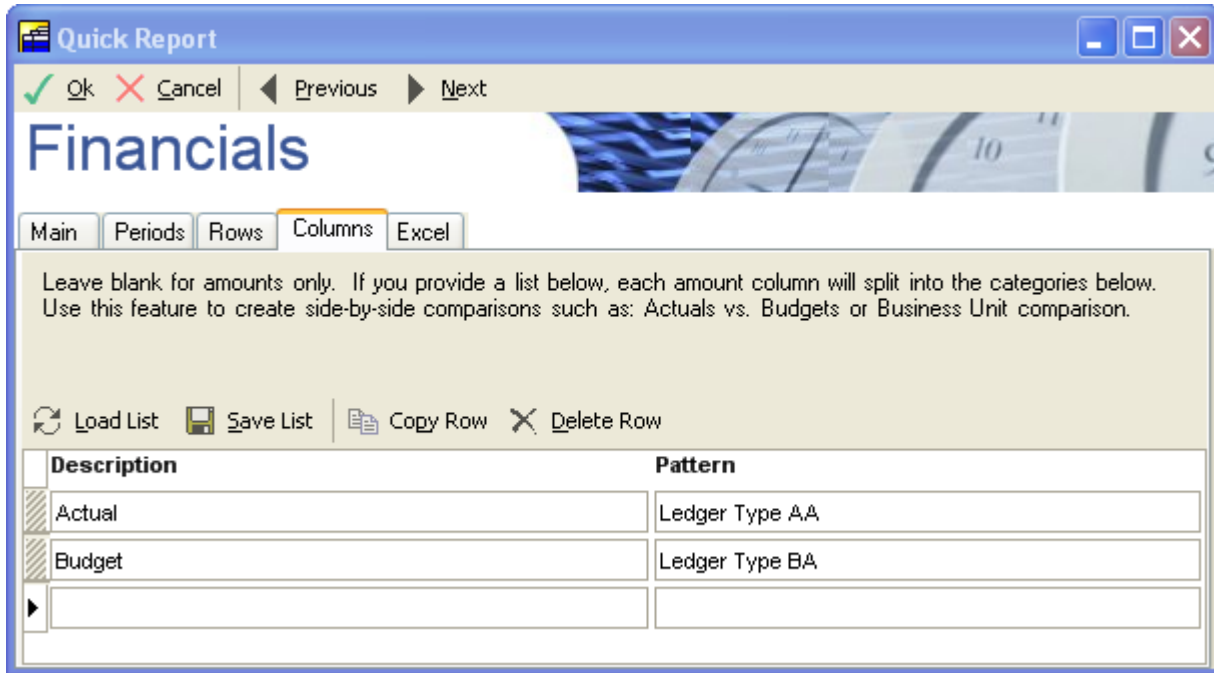
See the topic [Make a List](#) for directions on how to define the rows you want to rollup.

## Financial Column Rollup - Optional

The **Columns** tab lets you show side-by-side comparisons of financial information. For instance, suppose you wanted to show side-by-side comparison of Actual amounts and Budget amounts. In this example you would enter two lines in the grid: one for Actual and one for Budget.

The editor grid lets you:

- Define as many side-by-side categories as you want.
- Define whatever criteria you want for each category

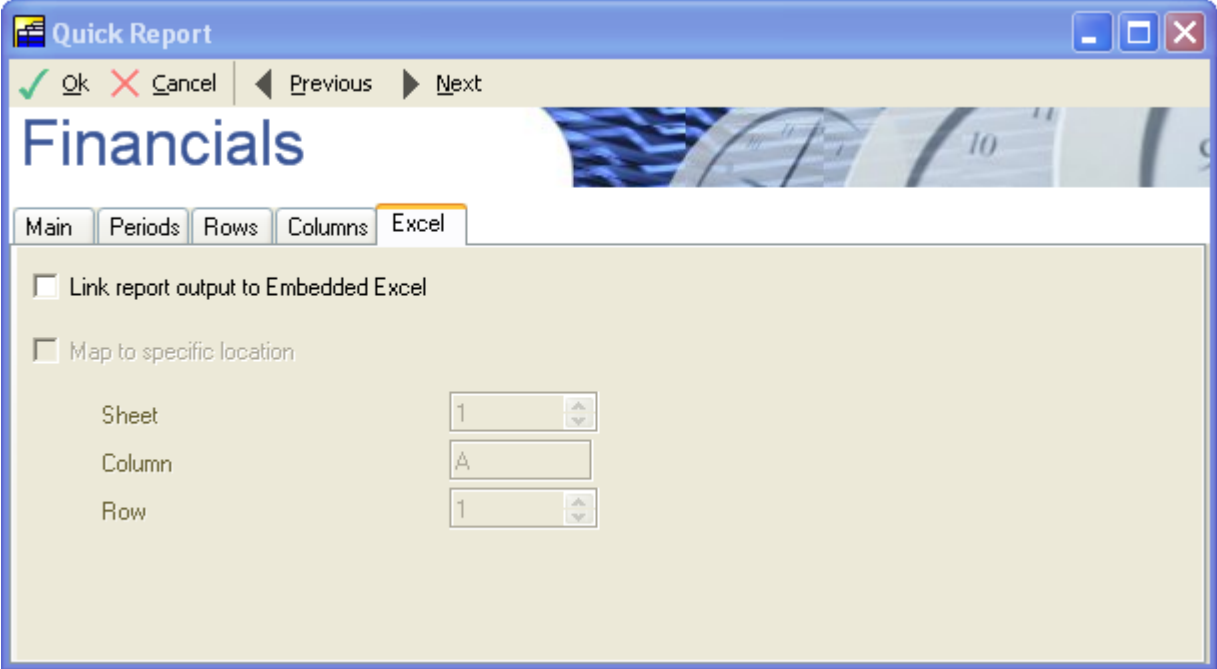


To show side-by-side comparisons of	Do this
Business units	Add a line for each business unit you want to compare
Companies	Add a line for each company
Ledger types	Add a line for each ledger type
Category code	Add a line for each category code criteria
etc...	

See the topic [Make a List](#) for directions on how to define the rows that specify your side-by-side comparison.

## Specify Financial Embed Excel - Optional

The **Excel** tab lets you show your financial information in Excel on-the-fly. As opposed to an export, **Embedded Excel** mean that Excel is part of your financial report. As you change the data in your report, the information in Excel updates automatically! For instance, you can dynamically chart JDE data.



To	Do this
Link financial information without showing it directly on Sheet1	Check <b>Link report output to Embedded Excel</b>
Link financial information to specific Excel Sheet	Check <b>Link report output to Embedded Excel</b> . Specify target <b>Sheet</b> number, <b>Column</b> , and <b>Row</b>

# Design Ad Hoc Reports

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User level	JDE Knowledge	Can Design Reports	Technical Knowledge
Subscriber	Not needed	No	Minimal
Quick Report Designer	Minimal	Yes	Minimal
Ad Hoc Designer	Yes	Yes	Some
Advanced Designer	Yes	Yes	High

You can get random report requests at any time. This is the concept of "Ad hoc" reporting. Data Access Studio empowers you to deliver these reports in a timely manner by:

- Allowing you to visually create your report with sample data
- Presenting real-time data exactly as you see it in JDE
- Applying automatic performance improvements
- Enforcing read-only queries so you can design with confidence

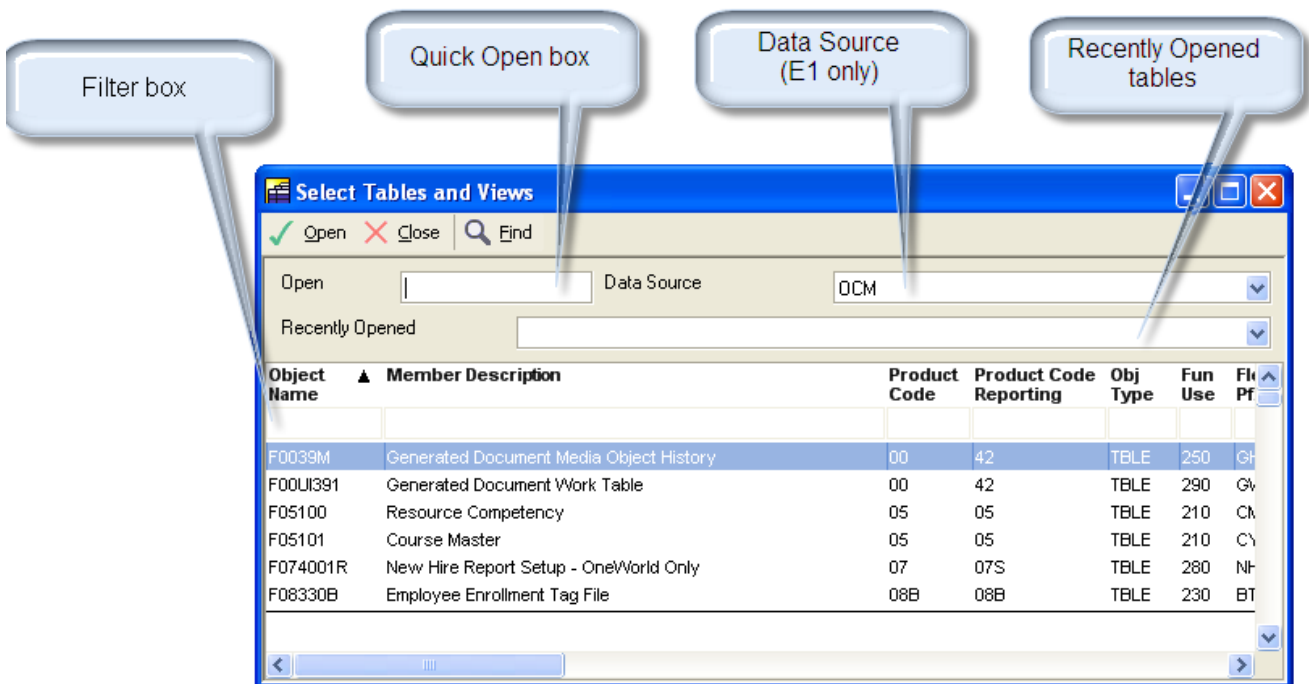
To create Ad Hoc Reports in Data Access Studio you need the following to know the following techniques:

- [Get the Data You Need](#)
- [See Sample Data](#)
- [Edit Your Report](#)
- [Format Your Layout](#)
- [Calculate Values Over Your Data](#)
- [Find Trends in Your Data](#)
- [Export and Print Results](#)

## Get the Data You Need

This first step to create your report is to find the data you need. Data Access Studio can open any JDE table, business view, or logical you have access to in JDE. From the main menu, click:

**File | Open | EnterpriseOne Data...** or Click **File | Open | World Data...** Data Access Studio will prompt you with the **Select Tables and Views** form.



### To

### Do this

Search by Name

Click on the Filter box under **Object Name**. Type in a JDE table or business view name. Click **Find** on the toolbar. Browse the list of result in the grid. Highlight the row(s) you want to open and click **Open**.

Search by Description

Click on the Filter box under **Member Description**. Click the Filter helper button **F**. Choose any of the Filter Helper options such as **Begins with**, **Contains**, etc. Type in the text for which you want to search. Click **Find** on the toolbar. Browse the list of result in the grid. Highlight the row(s) you want to open and click **Open**.

Open by Quick Open

Type the Object Name of the table of view you want to open in the Quick Open box. Click **Open**.

Change the data source where you open the table

EnterpriseOne only. Click the **Data Source** option box. Select from list of available data sources. Note if the administrator secures revokes this permission, you will not see the Data Source option box.

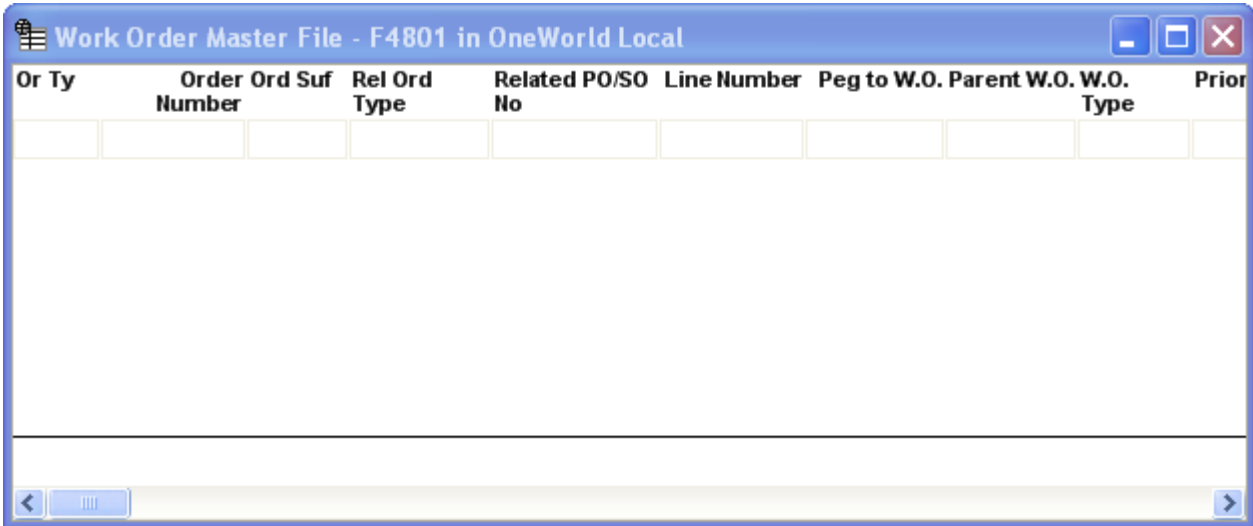
Open by selecting tables you recently opened

Click the **Recently Opened** option box. Click any item in the list to open the table or business view with which you previously worked.

## Open a Table for First Time

When you open a table or business view, Data Access Studio will close the form above and open a new window for the item you want to query.

For example, let's say you opened the JDE **Work Order Master File (F4801)**. You would see a form that resembles the following:



When Data Access Studio opens a table for the first time, notice the following:

- The description, object, and data source appear in the title of the window.
- All columns are shown with the default Description style. The column descriptions come from the JDE data dictionary. E.g. you see the column header **Order Number** instead of the cryptic **DOCO**. See the [Customize the Look and Colors of Your Layout](#) topic for more information on how to change the column caption and other styles.
- The grid in the form initially has no data in it. This state gives you the opportunity to add filter criteria before you see sample data. You can also see sample criteria with no filter as well.

## Open a Table for the Second Time














When you open a table for the second time, Data Access Studio will open the last layout you were working on for that table. See [Manage Your Layout](#) for more information.

## See Sample Data

Once you open the JDE table, the second step is to get some sample data. Data Access Studio is a visual report writing system. Getting sample data helps users visualize the report as they design it. Refer to the following Data Access Studio main tool bars:

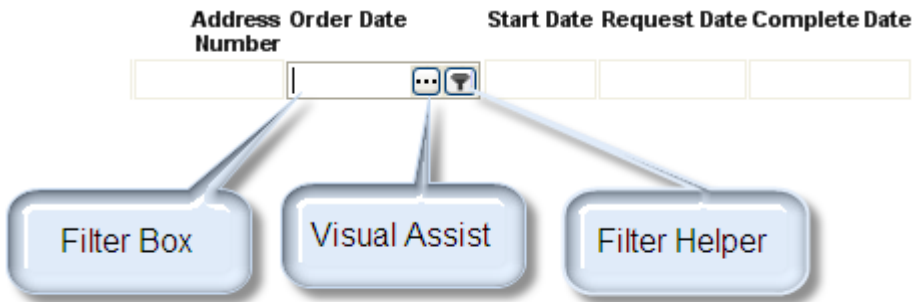
Find toolbar: 

Record navigation toolbar: 


















To	Do this
See sample data with no filter	Click the  button.
See sample data with a filter	Enter filter information in the <a href="#">Filter Boxes</a> underneath each Column Header. Click the  <b>Find</b> button.
See sample data with count of total records	Enter filter information in the <a href="#">Filter Boxes</a> underneath each Column Header. Click the  <b>Find with Count</b> button. Note that if the administrator restricts this capability, you will not see the  <b>Find with Count</b> button. Note that if you do not specify filter information prior to pressing the  <b>Find with Count</b> button, Data Access Studio will issue a performance warning.
Load another page of records	Click the  button.
Go to previous page of records in grid	Click the  button.
Load all records for query	Click the  button. If you previously clicked the  <b>Find</b> button, the status indicator will show <b>Loading Records</b> . If you previously clicked the  <b>Find with Count</b> button, the status indicator will show you the progress as the records load into the grid. In either case, when the load is done the indicator will show a full progress bar.
Go to the first row	Click the  button.
Cancel a large row load	When you load records, the  <b>Cancel</b> button on the toolbar will be enabled. When enabled, you may click the  <b>Cancel</b> button to stop the record load. The status bar will indicate that the grid is partially loaded.

## Filter Your Data

Data Access Studio provides a robust and simple way to get the data you need. When you open a table, each column has a Filter Box directly beneath the column caption:



When you click on the filter box, you will see the  Filter Helper button. If the column has a Visual Assist, you will also see the  Visual Assist button.

To filter for	Do this
Direct text	Click the Filter Box and type in the number, string, or date you need to find.
Values in the Visual Assist	Click the  Visual Assist button. Select from the valid values. Click  <b>Ok</b>
A list of values	Click  and select <b>List</b> . In the list form, type the values you need on each line and click  <b>Ok</b> .
Values you want to exclude from your query	Click  and select <b>Not in list</b> . In the list form, type the values you want to exclude on each line and click  <b>Ok</b> .
Items that begin with specific text	Click  and select <b>Begins with</b> . In the list form, type the "begins with" text on each line and click  <b>Ok</b> .
Items that contain specific text	Click  and select <b>Contains</b> . In the list form, type the "contains" text on each line and click  <b>Ok</b> .
Items that end with specific text	Click  and select <b>Ends with</b> . In the list form, type the "end with" text on each line and click  <b>Ok</b> .
Items that fall into a range	Click  and select <b>Range</b> . See <a href="#">Filter a Range</a> topic.
Items that fall into a range relative to today	Click  and select <b>Today</b> . See <a href="#">Filter a Range Relative to Today's Date</a> topic.
Items that are blank	Click  and select <b>Blank</b> .
Items that are not blank	Click  and select <b>Not Blank</b> .
<a href="#">Report Parameter</a> value	If your report has <a href="#">Report Parameters</a> , you can filter using these values. Click    Report Parameters and select the parameter you want to apply.

## Filter a Range

When you select the **Range** filter option, Data Access Studio will prompt you with the following form:

To filter	Do this
From a specific value	Check the box next to <b>From</b> . Uncheck the box next to <b>Through</b> . Select <b>From</b> option. Type in the value in the edit box. Click <b>Ok</b> .
From and excluding a specific value	Check the box next to <b>From</b> . Uncheck the box next to <b>Through</b> . Select <b>From and excluding</b> option. Type in the value in the edit box. Click <b>Ok</b> .
Through a specific value	Check the box next to <b>Through</b> . Uncheck the box next to <b>From</b> . Select <b>Through</b> option. Type in the value in the edit box. Click <b>Ok</b> .
Through and excluding a specific value	Check the box next to <b>Through</b> . Uncheck the box next to <b>From</b> . Select <b>Through and excluding</b> option. Type in the value in the edit box. Click <b>Ok</b> .
Between two values	Check the box next to <b>From</b> . Check the box next to <b>Through</b> . Select <b>From</b> option. Select <b>Through</b> option. Type values in both edit boxes. Click <b>Ok</b> .

## Filter a Range Relative to Today's Date

The Today Range Filter lets you specify date ranges relative to today's date. This is very useful if you want your report to always run on a set time window relative to today's date. For example, you can setup a range that runs between today and three months ago. Every time you run the report, the report will always show only the dates that fall into the window relative to the time the report was run.

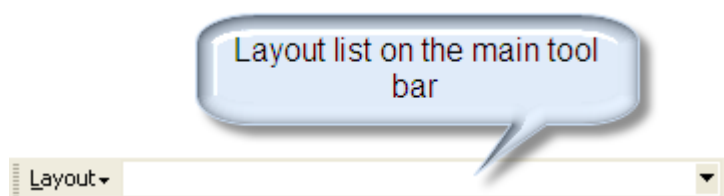
When you select the **Today** filter option on a date column, Data Access Studio will prompt you with the following form:

To filter	Do this
From a specific offset	Check the box next to <b>From</b> . Uncheck the box next to <b>Through</b> . Select <b>From</b> option. Enter an positive or negative offset. Select <b>Days</b> , <b>Months</b> , or <b>Years</b> option. Click <b>Ok</b> .
From and excluding a specific offset	Check the box next to <b>From</b> . Uncheck the box next to <b>Through</b> . Select <b>From and excluding</b> option. Enter an positive or negative offset. Select <b>Days</b> , <b>Months</b> , or <b>Years</b> option. Click <b>Ok</b> .
Through a specific offset	Check the box next to <b>Through</b> . Uncheck the box next to <b>From</b> . Select <b>Through</b> option. Enter an positive or negative offset. Select <b>Days</b> , <b>Months</b> , or <b>Years</b> option. Click <b>Ok</b> .
Through and excluding a specific offset	Check the box next to <b>Through</b> . Uncheck the box next to <b>From</b> . Select <b>Through and excluding</b> option. Enter an positive or negative offset. Select <b>Days</b> , <b>Months</b> , or <b>Years</b> option. Click <b>Ok</b> .
Between two offsets	Check the box next to <b>From</b> . Check the box next to <b>Through</b> . Select <b>From</b> option. Select <b>Through</b> option. Enter an positive or negative offsets. Select <b>Days</b> , <b>Months</b> , or <b>Years</b> option. Click <b>Ok</b> .

## Manage Your Layout

Now that you have a table or business view open, you can edit it to create the report you need.

Data Access Studio provides a wide array of ways to format, rearrange, calculate, group information into the format you need. Each format is called a **Layout**. As you edit your Layout, you will be the only one who sees your changes. This gives you ample opportunity to modify the **Layout** as you need.



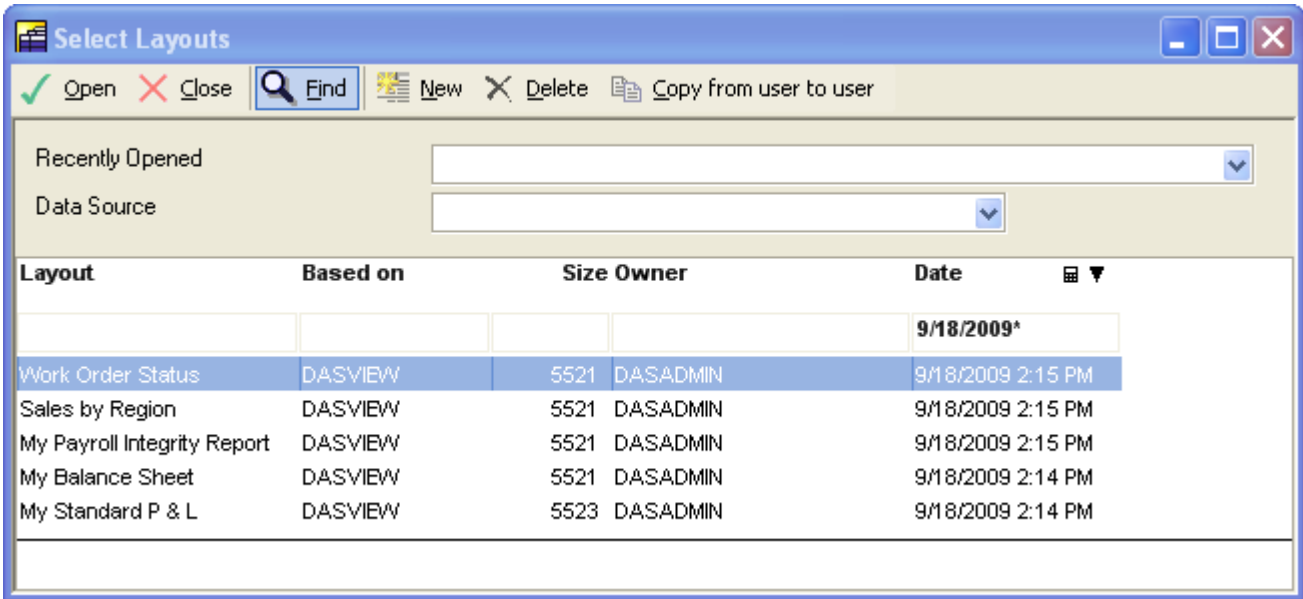
To	Do this
Save your Layout	Click <b>File</b>   <b>Save</b> . If this is the first time you are saving your layout, Data Access Studio will prompt you for the Layout name. Enter the name and click <b>Ok</b> .
Pick a Layout you saved from an open table	Click the <b>Layout List</b> option box on the tool bar. Select the layout you want for the table that is open.
Pick the default layout	Click the <b>Layout List</b> option box on the tool bar. Select the blank layout at the top.
Copy your Layout	Click <b>File</b>   <b>Save As...</b> Data Access Studio will prompt you to enter a new name. Once you click <b>Ok</b> , Data Access Studio will copy your Layout to the new name.
Delete a Layout	Click <b>File</b>   <b>Delete</b> . Data Access Studio will prompt you to confirm deleting your layout. Click <b>Ok</b> to delete.
Restore your Layout from the last time you saved it	Click <b>File</b>   <b>Restore</b> . Data Access Studio will prompt you then restore the layout from the last time you saved it.
Undo the last change you made	Click <b>Undo</b>
Redo the last thing you undid	Click <b>Redo</b>

Once your are finished editing your **Layout**, you can:

- Run it privately
- Publish it as a **Report** to other users


## Access Your Saved Layouts

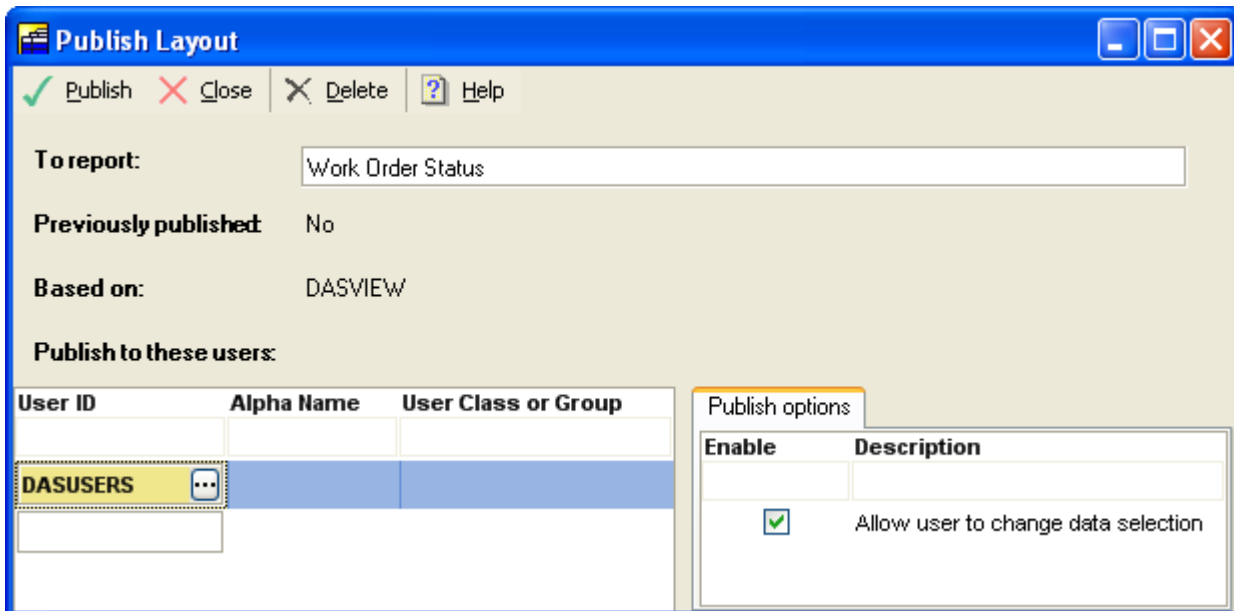
Once you build your collection of Layouts, you can access them at any time by clicking **File | Open | My Layouts...** Once clicked, Data Access Studio will show you all of your Layouts as follows:



To	Do this
Open a Layout by name	Click on the Filter box under <b>Layout</b> . Type in a layout name or wildcard. Click <b>Find</b> on the toolbar. Browse the list of result in the grid. Highlight the row(s) you want to open and click <b>Open</b> .
Sort by most recent Layouts	Right-click <b>Date</b> . Select <b>Sort Descending</b> .
Change the data source where you want to open the Layout	EnterpriseOne only. Click the <b>Data Source</b> option box. Select from list of available data sources. Note if the administrator secures revokes this permission, you will not see the Data Source option box.
Open by selecting a Layout that you recently opened	Click the <b>Recently Opened</b> option box. Click any item in the list to open the Layout with which you previously worked.
Delete a Layout	Highlight the Layout(s) you want to delete in the grid. Click <b>Delete</b> . Data Access Studio will prompt you to confirm the delete. Click <b>Ok</b> .
Create a new Layout	Click the <b>New</b> button. See <a href="#">Create a Table Join from Scratch</a>
Close this form	Click <b>Close</b> .




## Publishing Your Layout to Others

Data Access Studio significantly shortens the time of publishing reports to other JDE Users. To publish your Layout to a Report, have your Layout open and click: **File** |  **Publish...** Once clicked, you will see the following form:




User ID	Alpha Name	User Class or Group
DASUSERS		

Enable	Description
<input checked="" type="checkbox"/>	Allow user to change data selection

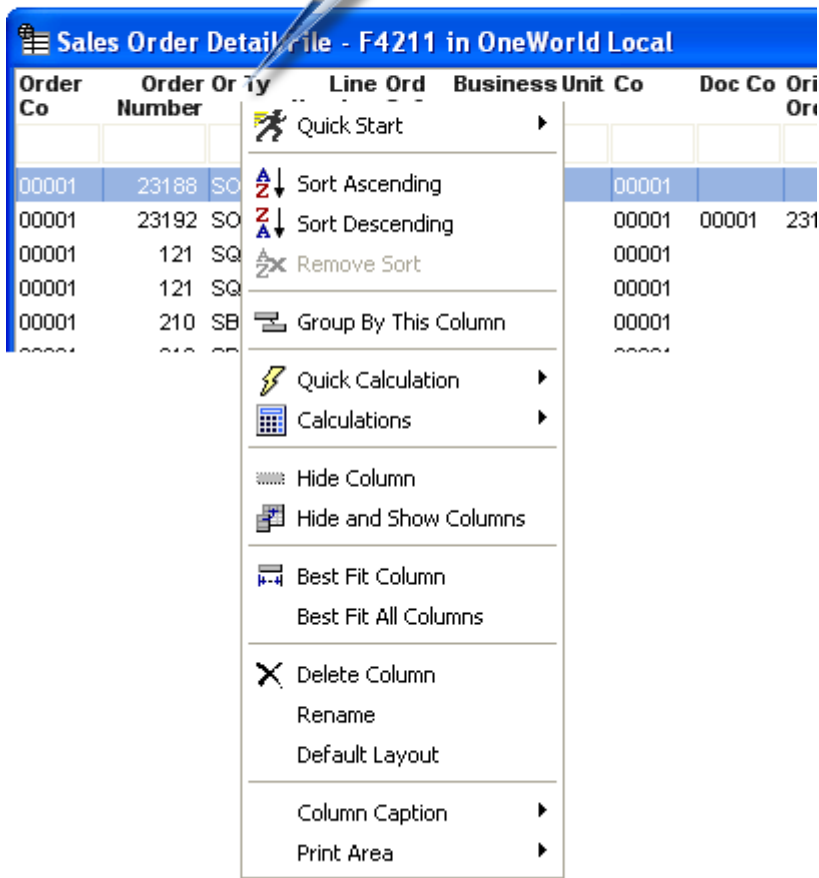
To	Do this
Change the name of the published Report	Click the edit box next to <b>To report:</b> and type in a new name
Select Subscribers for your published Report	Click on the selection box under the <b>User ID</b> column. Pick Subscribers by their JDE User ID, Role, or Group. Add as many users, roles or groups as you need. If you select <b>DASUSERS</b> then your report will be published to everyone who uses Data Access Studio.
Disallow Subscriber to change data selection in your report	For each subscriber row, uncheck the <b>Allow user to change data selection</b> check box.
To publish the report with the settings you added	Click  <b>Publish</b> . Once published, your subscribers will be able to <a href="#">see and run your Report</a> .
Delete a published Report	Click  <b>Delete</b> . Data Access Studio will prompt you to confirm the delete. Click  <b>Ok</b> .
Close this form	Click <b>Close</b> .

## Format Your Layout

Now that you understand how to save, restore, publish your Layout, we can address modifying your Layout. When you modify the Layout you will be transforming your data closer and closer to the final form that you need it. These transformations are the Building Blocks for creating any report.

 **Tip** The majority of formatting operations are found on the Column Menu. To access the Column Menu on any grid:

Right-click on the column caption to get the Column Menu



Order Co	Order Number	Order Type	Line Ord	Business Unit Co	Doc Co	Order
00001	23188	SO		00001		
00001	23192	SO		00001	00001	231
00001	121	SQ		00001		
00001	121	SQ		00001		
00001	210	SB		00001		

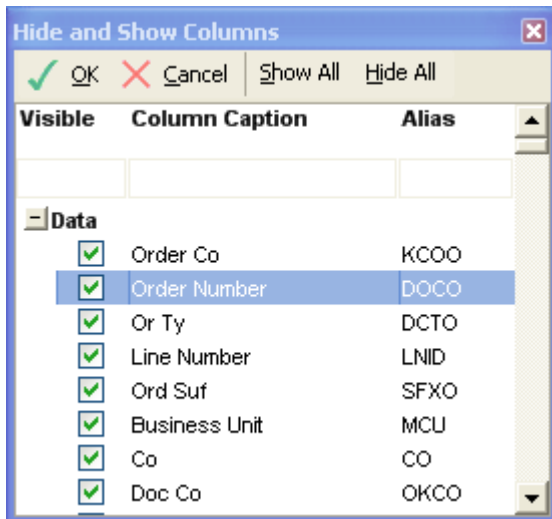
See the following sections to see how to use each of the options on this Column Menu and more.

## Show Only the Columns You Need

JDE tables have many columns. In most cases, too many columns for a readable report. That's why Data Access Studio lets you easily hide and show columns as you need. Furthermore, as a performance benefit, the more columns you hide, the faster your query will run over large data sets.

You can quickly hide a column by right-clicking the Column Header and selecting **Hide** on the resulting [Column Menu](#).

More commonly, click **File | Layout | Hide and Show Columns...** Once clicked you will see the following screen:



### To

Search for a column by name

Hide or show a column

Hide or show multiple columns

To accept your changes

To cancel your changes

### Do this

Type in the name of the column in the [Filter Box](#) under **Column Caption**.

Check to Show. Uncheck to hide.

Hold the CTRL key down and click the columns you need. Then right-click your selection and select **Uncheck highlighted items** to hide. Select **Check highlighted items** to show.

Click  **Ok**.

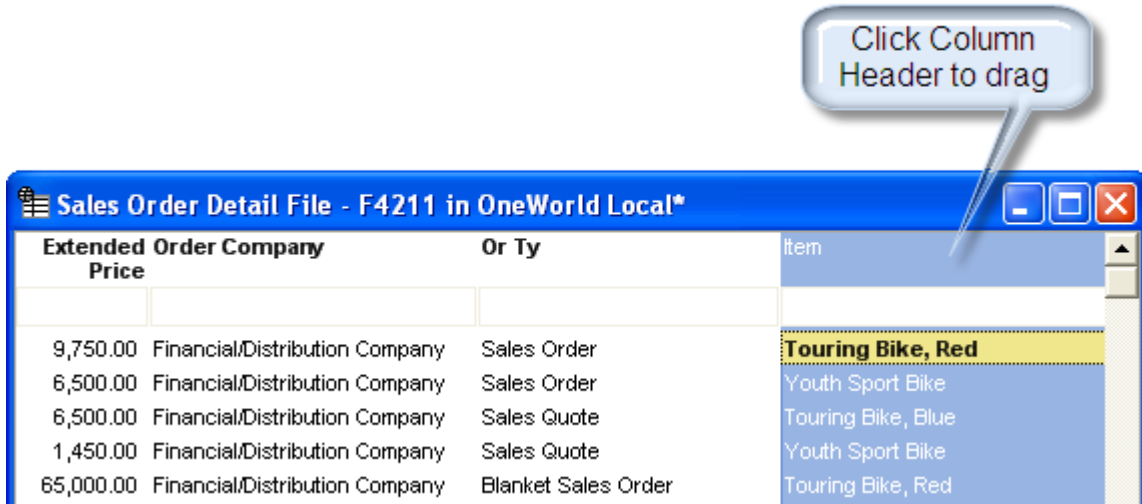
Click  **Cancel**.

## Place Columns in the Positions You Need

Data Access Studio makes moving columns easy. Simply click the column header and drag it to where you want it. You may also multi-select columns with the CTRL or SHIFT keys and drag-and drop columns as a whole.

To move the **Item** column below:

1. Click the Column Header

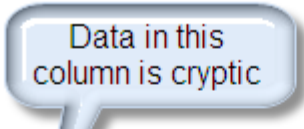


2. Hold the mouse key down and move the column to the desired position.
3. Let go of mouse button to drop:



## Get Description for Cryptic JDE Data

JDE Data contains many codes and numbers that are not readable in plain English. Data Access Studio solves this problem with instant Associated Descriptions. For instance, consider the data in **Account ID**

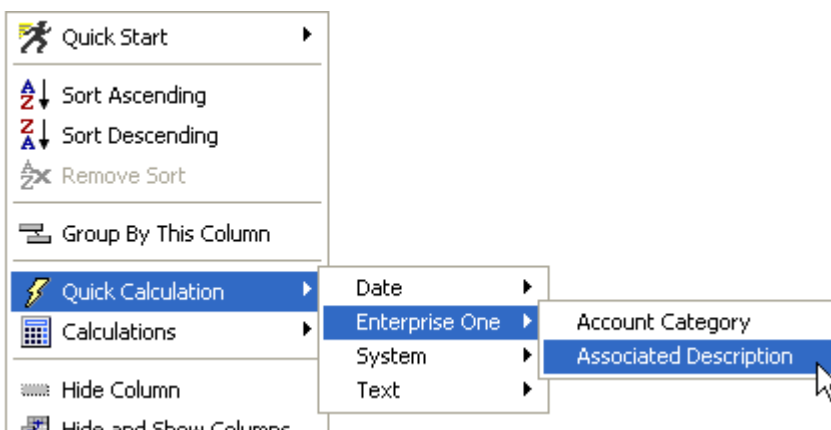


Account ID	Amount
00018577	65.00
00018593	25.00
00018631	10.00
00038295	-50.00
00046341	20.00
00046818	30.00
00008660	-32,500.00

Clearly the data in **Account ID** is not understandable in plain English. JDE however has an Associated Description for **Account ID** that provides its English description.

For any column that has a JDE Associated Description, **simply double-click the [Column Header](#)**.

Alternately, you can click the [Column Header](#) and select **Quick Calculation | Enterprise One (or World) | Associated Description**:



### Example result

Account ID	Account ID	Amount
00018577	<b>Store Sales</b>	65.00
00018593	Direct Ship Sales	25.00
00018631	Freight Out	10.00
00038295	Advertising	-50.00
00046341	Advertising	20.00
00046818	Advertising	30.00
00008660	Vehicles	-32,500.00

The Associated Description calculation creates a new column next to the coded column. The new column shows the English-readable description-which makes your report more readable.

You may hide the original column once you get its associated description.

If a column does not have an associated description, such as the **Amount** column, then you will not see the Associated Description on the Column Menu.



## Get Totals by Column

With most reports you write, you will need to rollup information into a summary value. Data Access Studio provide this capability with Grouping and Summarizing.

### Example

Let's say we have the account balance details, as shown to the left. We want to create a summary total for each account. Having this summary will let us know if an account is in balance or not.

Account ID ▲	Amount
*Accounts*	
Intercompany Accounts Receiv.	-1,184.87
Intercompany Accounts Receiv.	1,184.87
Intercompany Accounts Receiv.	-1,370.11
Intercompany Accounts Receiv.	1,370.11
Intercompany Accounts Receiv.	-1,351.58
Intercompany Accounts Receiv.	1,351.58
Intercompany Accounts Receiv.	-1,393.13
Intercompany Accounts Receiv.	1,393.13

The first step is to group the things we want to summarize by. To group by any column, right-click the column header to get the [Column Menu](#). Select **Group By This Column**.

Account ID ▲	Amount
*Accounts*	
+ Intercompany Accounts Receiv.	
+ Trade Accounts Receivable	

When we group by **Account ID** noticed that Data Access Studio collects all accounts with the same name and puts them together!

The second step is to add the summary total. To get the **Sum** total of a numeric column, right-click the column header to get the [Column Menu](#). Select **Summarize | Sum**.

Account ID ▲	Amount
*Accounts*	
+ Intercompany Accounts Receiv.	0.00
+ Trade Accounts Receivable	-12,470.90
	<b>-12,470.90</b>

When we add the **Sum** summary, the **Amount** field no shows the balances by account. Notice that in two steps we can see that the first account is in balance and the second one is not.

Also notice that the summary operation puts a Grand Total at the bottom.

Once you group a column, you can click the **+ Group Expand** button to see the detail lines. This can be a great way to double-check your information.





Also, you may group more than one column. For each column you group, Data Access Studio will create a subtotal automatically.

You can do other summaries as well: **Count**, **Minimum**, **Maximum**, and **Average**.

You can control how you want to rollup your groups. For more information see [Fine tune Grouping and Summarization](#).

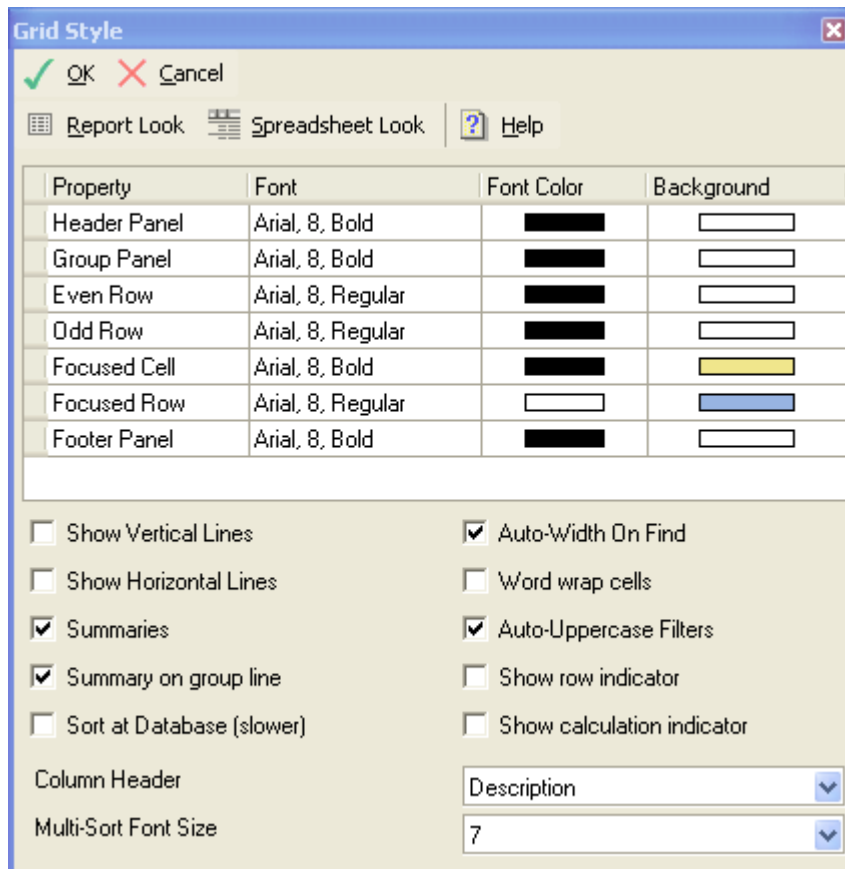
## Show Data in Any Order

Data Access Studio lets you sort any column or set of columns.

To	Do this
Sort a column from smallest to largest	Right-click the <a href="#">Column Header</a> . Click  <b>Sort Ascending</b> .
Sort a column from largest to smallest	Right-click the <a href="#">Column Header</a> . Click  <b>Sort Descending</b> .
Sort many columns from smallest to largest	Hold the CTRL key down and multi-select the columns you want. The order in which you click the columns will determine which column is sorted first. Right-click the <a href="#">Column Header</a> . Click  <b>Sort Ascending</b> .
Sort many columns from largest to smallest	Hold the CTRL key down and multi-select the columns you want. The order in which you click the columns will determine which column is sorted first. Right-click the <a href="#">Column Header</a> . Click  <b>Sort Descending</b> .
Sort by both smallest to largest and largest to smallest for multiple columns	Hold the CTRL key down. Right-click the <a href="#">Column Header</a> . Pick a different sort than the one it shows.

## Customize the Look and Colors of Your Layout

You can change the look of your layout by clicking **File | Layout | Grid Styles...**



### To

Make your layout look like a clean white report

Make your layout look like a spreadsheet

Change the Font, Font Color or background of the available styles

Hide/show vertical lines in your grid

Hide/show horizontal lines in your grid

Hide/Show summaries in your grid

### Do this

Click **Report Look**

Click **Spreadsheet Look**

Click on the **Font**, **Font Color**, or **Background** of any cell to modify the property.

Uncheck/Check **Show Vertical Lines**

Uncheck/Check **Show Horizontal Lines**

Uncheck/Check **Summaries**

## Customize the Look and Colors of Your Layout (continued)

To	Do this
Place summaries on the same line as your group label (default)	Check <b>Summary on group line</b>
Force report to sort data at the database	Check <b>Sort at Database</b> . This option is for advanced users only. If the Administrator denies this privilege from you, this check box will have no effect.
Fit column widths automatically after each Find	Check <b>Auto-Width On Find</b>
Keep your manual column widths in tact	Uncheck <b>Auto-Width On Find</b>
Let Data Access Studio automatically control the character casing for filters	Check <b>Auto-Uppercase Filters</b>
Hide/Show the row indicator column at the left	Uncheck/Check <b>Show row indicator</b>
Hide/Show the calculation indicator in the column header	Uncheck/Check <b>Show calculation indicator</b>
Select a different Column Header type	Click the <b>Column Header</b> options box and select the option you want to see.
Change the indicator font for Multi-Sort	Uncommon. Click the <b>Multi-Sort Font Size</b> options box and select new size.

## Add Charts and Advanced Formatting

In addition to exporting data to an external spreadsheet, Data Access Studio lets you place Excel into your Layout. This feature is called Embedded Excel.

To	Do this
Embed Excel into your Layout	Click <b>File   Layout   Embed Excel   Enable</b> (check). When Enabled, you will see two tabs in your Layout: a <b>Data</b> tab and an <b>Excel</b> tab. If you Click the <b>Excel</b> tab, you will notice at the bottom, there is a <b>DASLink</b> sheet and a <b>Sheet1</b> sheet.
To remove Excel from your Layout	Click <b>File   Layout   Embed Excel   Enable</b> (uncheck). When removed, you will only see your grid.
Map column data from your Layout to Excel	Right-click the <a href="#">Column Header</a> . Select <b>Embed Excel   Quick Map Column</b> . This action links the column detail data to the <b>DASLink</b> sheet on the Embedded Excel workbook.
Map summary data from your Layout to Excel	When your layout has <a href="#">column totals</a> , you can map the summary values to Excel. Right-click the <a href="#">Column Header</a> . Select <b>Embed Excel   Quick Map Summary</b> . This action links the column summary data to the <b>DASLink</b> sheet on the Embedded Excel workbook.
Map group and summary data from your Layout to Excel	When your layout has <a href="#">column totals</a> , you can map the group label <i>and</i> summary values to Excel. Right-click the <a href="#">Column Header</a> . Select <b>Embed Excel   Quick Map Group and Summary</b> . This action links the column summary data to the <b>DASLink</b> sheet on the Embedded Excel workbook.

After Embedding Excel and mapping values to it, look at the **DASLink** sheet and you will see the data there matches the data in your Layout. Furthermore, as the data changes in your Layout, the data in the **DASLink** will match it.

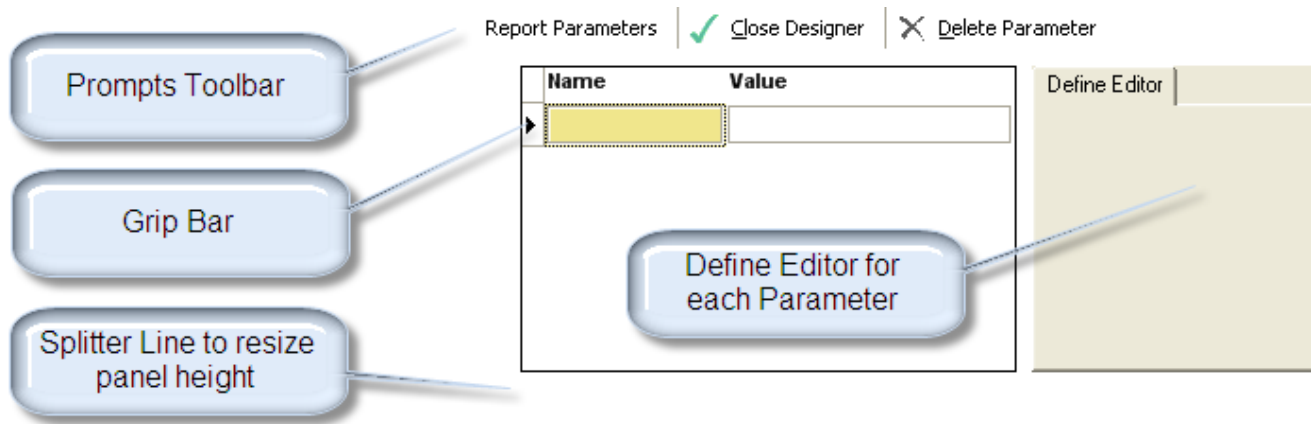
## Rename a Column

By default, Data Access Studio names columns based on their JDE Data Dictionary description. You can, however, override this caption to whatever you wish.



To	Do this
Rename a column	Right-click the <a href="#">Column Header</a> . Select <b>Rename</b> . Type a new name and click <b>OK</b> .
Change the column caption to pre-set value	See Column Caption in the <a href="#">Customize the Look and Colors of Your Layout</a> topic.

## Prompt for Values

To prompt the user for values, click **Layout | Report Parameters...** Once Clicked, Data Access Studio will open the Report Parameter Designer as follows:



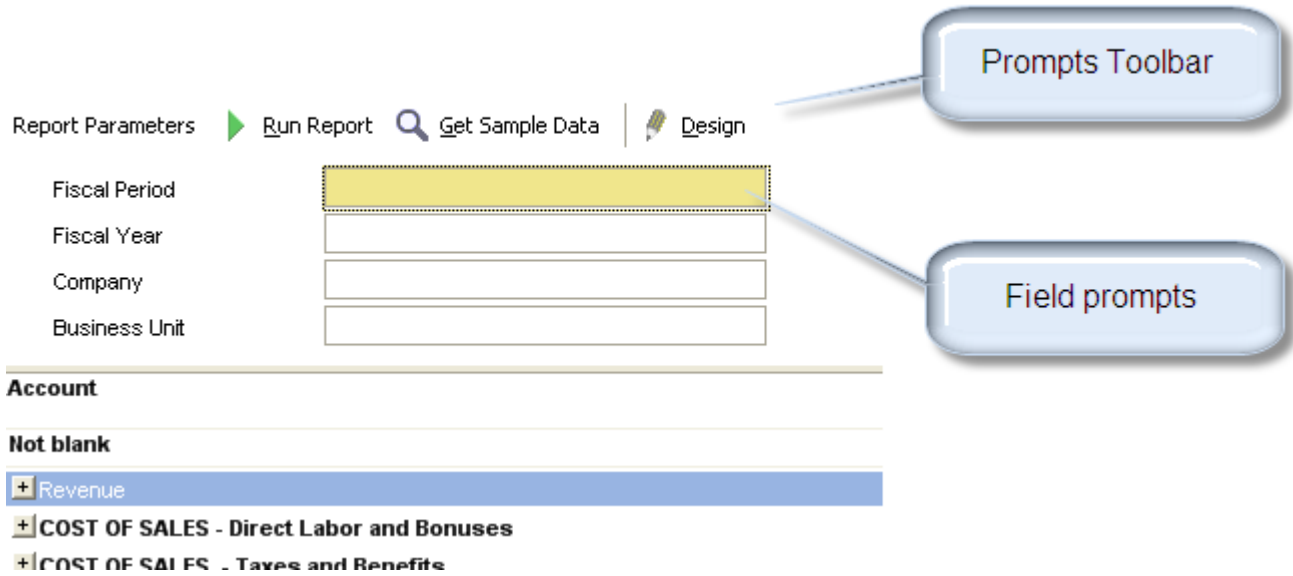
The Data Access Studio shows the Designer in the region above your Layout grid. You can resize the height of the Report Parameter Designer by clicking the splitter line between the Designer and the Layout grid.

To	Do this
Add a filter parameter from your Layout Grid	Click on the <a href="#">Column Header</a> of any column in your grid. Drag the column to the Report Parameter Designer window. Drop the column on the Report Parameter Designer.
Add a parameter manually	Click an empty cell beneath the <b>Name</b> column. Enter the name for your parameter. Tab out of the <b>Name</b> column. Select an editor that is appropriate for your parameter. If you have a Date parameter, select a Date editor, etc. For each type of editor you select, modify the properties of the editor to best match your parameter.
Organize the top-down order of your parameters	Click the Grip Bar for any parameter row. Drag the row to the desired location. Drop the row on the desired location.
Delete a parameter	Highlight one or more parameters. Click  <b>Delete Parameter</b> .
Close the Designer and show the Prompt screen	Click  <b>Close Designer</b> .

Once you design your parameters, you can also connect the parameters to certain calculations. See [Connect a Report Parameter to a Calculation](#) for more information.

## Prompt for Values (continued)

Once you have designed your Report Parameters and clicked **Close Designer**, Data Access Studio will show the user prompt that you designed. For example:




To	Do this
Enter a parameter	Click on the edit box next to the parameter you want to modify. Enter a value and click TAB.
Run the Report with the parameters you entered	Click  <b>Run</b> .
See some sample rows for the parameters you entered	Click  <b>Get Sample Data</b> .
Modify your parameters	Click  <b>Design</b>

# Calculate Values Over Your Data

Calculation Columns give you the power to create information derived from your grid. Calculation Columns differ from Excel cell calculations in that Calculation Columns work for any number of rows. This row-independence means you can design reports that are more useful and re-usable on JDE data than is possible with Excel.

## Quick Facts

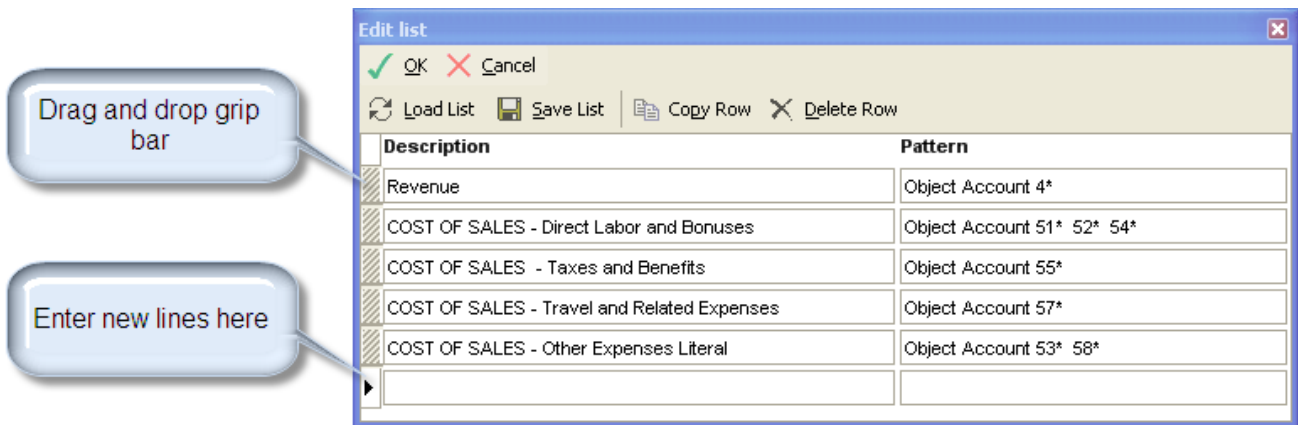
- Each Calculation Column lets you transform your data visually.
- Many calculations support **Quick Calculation**. With **Quick Calculation**, you multi-select columns, right-click any Column Header in your selection, and pick **Quick Calculation | ...** to do the calculation you need. See [Associated Descriptions](#) for an example.
- Once you add a calculation, you will see the results of the calculation in your grid immediately.
- You can edit a calculation by double-clicking its Column Header.
- You can edit all calculations by selecting **Layout | Edit Calculations**.
- You can delete a Calculation Column by right-clicking the Column Header and selecting:  **Delete Column**.
- You can filter Calculation Columns just like any other column. Note that if you have that slow-running query, Calculation Column filtering won't improve database query performance.
- Data Access Studio re-calculates when you find new data or when it detects a change that forces a recalculation.
- Data Access Studio automatically determines dependencies, calculation order, and circular dependencies.
- This section discusses many of the Calculation Columns that let you transform your data into the format you need.

## Make a List

A common activity in creating a report is to define a list of items. A list can be anything: a list of accounts, business units, ledger types, customers, etc. Data Access Studio lets you define the lists you need and assign the list a label for quick reference. For instance, you can define your list of P&L account and label the list as "P&L Standard". The possibilities are endless.

Data Access Studio implements the list capability with the **List** calculation. You can setup a **List** with the [Calculation Editor](#) or [Quick Report](#) Wizards.

Data Access Studio make the process of creating your custom list as easy as possible, with features such as visual assists, drag-drop, copy, and publish:



To	Do this
Add a new row	On the new empty row at the bottom, type text into the empty box beneath the <b>Description</b> column. This will be the label for the what you will define for this row. Next click the empty box under the <b>Pattern</b> column and click the ... visual assist. See the topic: <a href="#">Define Criteria for the List Item</a> for instruction on defining the "pattern".
Delete list items	Hold CTRL key down as you left-click multiple rows. Then click the <b>Delete Row</b> button.
Copy multiple list items to the bottom	Hold CTRL key down as you left-click multiple rows. Then click the <b>Copy Row</b> button.
Move multiple list items	Hold CTRL key down as you left-click multiple rows. Highlight the row you want to move. Then click the "Drag and drop grip bar" and drag row above or below current position. Release mouse button to drop to new position.
Save your list	Click <b>Save List</b> . See topic <a href="#">Save a List</a>
Load a previously saved list	Click <b>Load List</b> . See topic:
Delete a previously save list	Click <b>Load List</b> . See topic: Delete a List

## Define Criteria for the List Item

Once you click the ... visual assist, you will see the **Define criteria** form below:

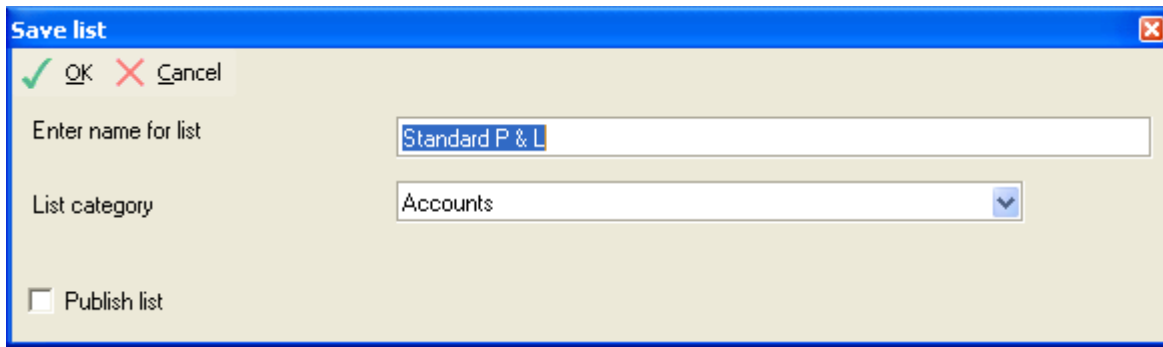
Field	Criteria
Business Unit	Between 60 and 100
Object Account	4000 4100 4200
*	

This form allows you to specify what criteria the data has to meet to apply to the label you entered. For instance, let's say our label was US customers, then the Criteria may be "Country = US". In this example "Country" is the value we would select under the **Field** column of this form. "US" is the text we would enter in the empty box under the **Criteria** column. You may add as many **Field-Criteria** lines as you need.

To	Do this
Add a new criteria row	Select from list of fields in the <b>Field</b> edit box. Enter the criteria for the field in the <b>Criteria</b> edit box. Not in the Criteria edit box, you may use the Filter Helper visual assist to define things such as lists and ranges. Also, each line you enter implicitly means apply this line AND any previous lines before it.
Add an OR condition	Sometimes you may have complicated criteria that requires AND-OR logic. To add an OR condition, click the empty box under the <b>Field</b> column and select <b>or</b> . Not that to make sense you should have at least one line defined before the <b>or</b> and one line defined after the <b>or</b> .
Delete a criteria row	Highlight the row you want to delete. Then click the <b>Delete Row</b> button.
Delete multiple rows	Hold CTRL key down as you left-click multiple rows. Then click the <b>Delete Row</b> button.
Copy a criteria row	Highlight the row you want to copy. Then click the <b>Copy Row</b> button.
Copy multiple rows	Hold CTRL key down as you left-click multiple rows. Then click the <b>Copy Row</b> button.
Move a criteria row	Highlight the row you want to move. Then click the "Drag and drop grip bar" and drag row above or below current position. Release mouse button to drop to new position.
Move multiple rows	Hold CTRL key down as you left-click multiple rows. Highlight the row you want to move. Then click the "Drag and drop grip bar" and drag row above or below current position. Release mouse button to drop to new position.
Save your criteria definition	Click <b>OK</b>
Cancel your criteria edits	Click <b>Cancel</b>

### Save a List

When you click **Save List**, you will see the dialog below:



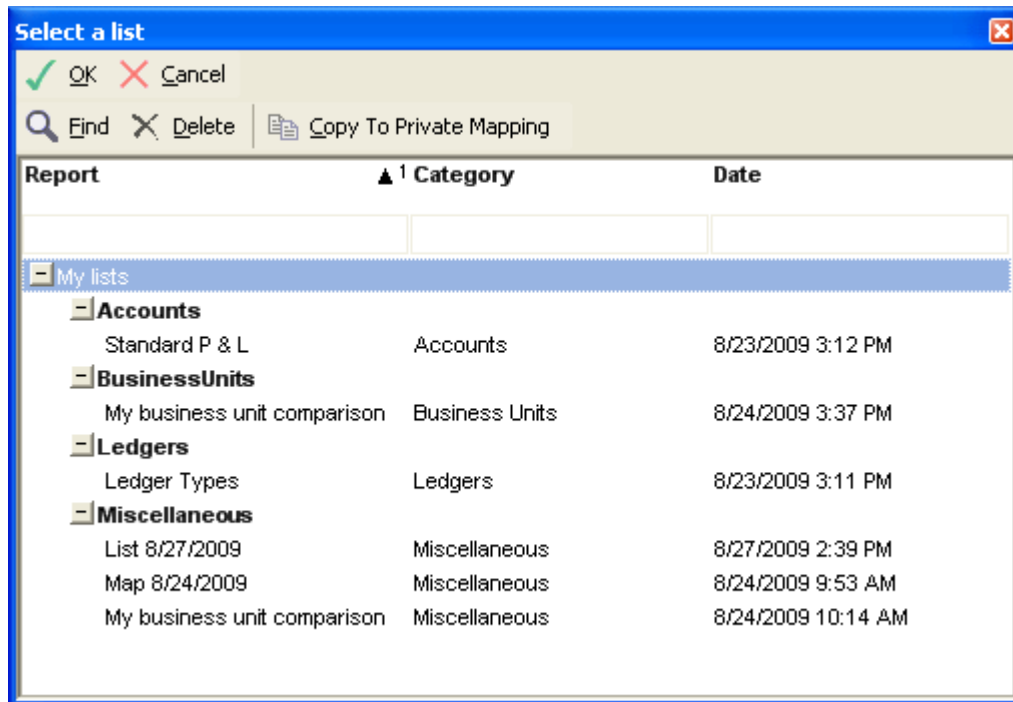
To	Do this
Provide a name for your list	Click on the edit box next to <b>Enter name for list</b> . Enter the name of your list.
Organize your list into a category	Click the down arrow on the <b>List category</b> edit box. Select the category that best matches how you want to categorize your list.
Make your list available to other users	Click <b>Publish list</b> .
Save the list	Click <b>OK</b> . Note there is a list with the same name, Data Access Studio will prompt if you want to overwrite the existing list.
Don't save the list	Click <b>Cancel</b> .

## Work with Your Lists

When you select a list to load, you may also do other operations with your lists. The select list form organizes all lists in the system as:

- My Lists
- Public Lists

Further more, the form organizes lists by the categories people selected when saving the list.



### To

- Select a list to load
- Delete a list
- Copy a public list to your private list

### Do this

- Highlight the list in the grid. Click **OK**.
- Highlight the list in the grid. Click **Delete**.
- Highlight the public list in the grid. Click **Copy To Private Mapping**.

## Add Column Values into a Sum Column

Data Access Studio lets you easily sum up multiple columns into a new totals column.

To sum columns, multi-select the columns you need by left-clicking the column headers while holding down the CTRL or SHIFT keys.

Net Posting 01	Net Posting 02	Net Posting 03
-42,350.27	35,260.00	<b>59,810.00</b>
-24,035.23	19,580.00	83,254.00
-4,652.20	3,650.00	32,406.00
-1,548.32	950.00	13,230.00

Right-click any column header in you selection, and select **Quick Calculation | Math | Sum**.

Net Posting 01	Net Posting 02	Net Posting 03	Sum
-42,350.27	35,260.00	59,810.00	52,719.73
-24,035.23	19,580.00	83,254.00	78,798.77
-4,652.20	3,650.00	32,406.00	31,403.80
-1,548.32	950.00	13,230.00	12,631.68

Note that if your layout is [grouped](#), the sum column will show totals for each summary line and grand total as well.

Also note that if you want to add a grand total at the bottom of the sum:

Net Posting 01	Net Posting 02	Net Posting 03	Sum
-42,350.27	35,260.00	59,810.00	<b>52,719.73</b>
-24,035.23	19,580.00	83,254.00	78,798.77
-4,652.20	3,650.00	32,406.00	31,403.80
-1,548.32	950.00	13,230.00	12,631.68
-31,025.00	15,000.00	95,841.00	79,816.00
-3,015.00	-4,650.00	7,372.00	-293.00
8,542.00	-2,500.00	-19,621.00	-13,579.00

Right-click here to add a grand total at bottom

- Sum
- Minimum
- Max
- Count
- Average
- None
- Customize

## Calculate Percentage between Two Columns

You can easily calculate the percentage between two columns. Multi-select the columns you need by left-clicking the column headers while holding down the CTRL or SHIFT keys.

Account ID	Net Posting 01	Net Posting 02
<b>Accounts Payable</b>		
	8,542.00	-2,500.00
	8,446.00	-12,860.00
	<b>16,988.00</b>	<b>-15,360.00</b>
<b>Accounts Receivable</b>		
	-24,035.23	19,580.00
	-26,048.00	23,000.00
	<b>-50,083.23</b>	<b>42,580.00</b>
	<b>-33,095.23</b>	<b>27,220.00</b>

Right-click the [column header](#) on the selection and select **Quick Calculation | Math | Division**.

Account ID	Net Posting 01	Net Posting 02	Division
<b>Accounts Payable</b>			
	8,542.00	-2,500.00	-3.42
	8,446.00	-12,860.00	-0.66
	<b>16,988.00</b>	<b>-15,360.00</b>	<b>-1.11</b>
<b>Accounts Receivable</b>			
	-24,035.23	19,580.00	-1.23
	-26,048.00	23,000.00	-1.13
	<b>-50,083.23</b>	<b>42,580.00</b>	<b>-1.18</b>
	<b>-33,095.23</b>	<b>27,220.00</b>	<b>-1.22</b>

Notice the division calculation shows divisions across summaries and grand total automatically.

Now right-click the new column header and select **Custom Numeric Format**.

**Custom numeric format** ✕

✓ **OK** ✕ **Cancel**

Format:  ▼

Precision:

The number is converted to a string that represents a percent. If the number is negative, the string produced starts with a minus sign. The converted number is multiplied by 100 in order to be presented as a percentage. The precision specifier indicates the desired number of decimal places. If the precision specifier is omitted, the default numeric precision given by the current culture information.

Preview:

Choose **Percent** and Click **OK**.

## Perform Math Operations on Your Data

You saw how to [sum columns](#) and [get the percentage difference between two columns](#). You can also do the following calculations as well on columns. In all cases, select one or more numeric columns, right-click on any Column Header in your selection and select one of the following math operations:

To get the	Do This
Positive part of one or more columns	Select <b>Quick Calculations   Math   Absolute Value</b>
Average value of two or more columns	Select <b>Quick Calculations   Math   Average</b>
Difference between two columns	Multi-select two numeric columns. Right-click the <a href="#">Column Header</a> . Select <b>Quick Calculations   Math   Difference</b>
Maximum value between two or more columns	Select <b>Quick Calculations   Math   Maximum</b>
Minimum value between two or more columns	Select <b>Quick Calculations   Math   Minimum</b>
Product of two or more columns	Select <b>Quick Calculations   Math   Multiplication</b>
Standard deviation between two or more columns	Select <b>Quick Calculations   Math   Standard deviation</b>
Sum of two or more columns	Select <b>Quick Calculations   Math   Sum</b>

## Calculate the Date Difference between Two Dates

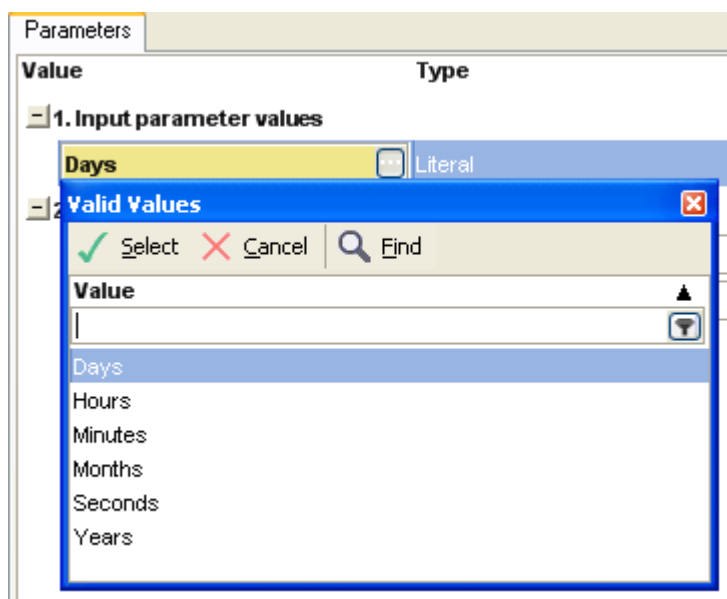
To get the data difference between two dates:

1. Multi-select two date columns
2. Right-click either Column Header
3. Select **Quick Calculation | Data | Date Difference**

Request Date	Order Date	Date Difference
6/15/2005	6/1/2005	14
6/15/2005	6/1/2005	14
6/1/2005	6/1/2005	0
6/1/2005	6/1/2005	0
6/1/2005	6/1/2005	0
6/1/2005	6/1/2005	0
6/1/2005	6/1/2005	0

By default, the date difference is displayed in **Days**. To change the units of the difference to **Months**, or **Years**:

1. Double-click the **Date Difference** Column Header. This will bring up the calculation editor. Click on the **Days** visual assist. Pick **Months** or **Years**.



## Extract Date Information from a Date Column

You saw how to [show the date difference](#) between two columns. You can also do the following date calculations as well on columns. In all cases, select one or more date columns, right-click on any Column Header in your selection and select one of the following date operations:

To get the	Do This
Day of the month	Select <b>Quick Calculations   Date   Day of Month</b>
Day of the week	Select <b>Quick Calculations   Date   Day of Week</b>
Day of the year	Select <b>Quick Calculations   Date   Day of Year</b>
Month description prefixed with a number for sorting	Select <b>Quick Calculations   Date   Indexed Month Description</b>
JDE Julian date representation of the data	Select <b>Quick Calculations   Date   Julian Date</b>
Month	Select <b>Quick Calculations   Date   Month</b>
Month Description	Select <b>Quick Calculations   Date   Month Description</b>
Today's Date	Select <b>Quick Calculations   Date   Today</b>
Year	Select <b>Quick Calculations   Date   Year</b>

## Make Multiple Period Amounts Appear as One Period Amount Column


When working with balances tables such as the Account Balances (F0902) or Asset Account Balances (F1202), it can be a challenge to work with the amount fields (AN01 through AN14). Rather than deal with 14 amount columns, it would be much simpler if you could combine all the columns into one column. This is what the **Period Amounts** calculations does.

Net Posting 01	Net Posting 02		Net Posting 12	Net Posting 13	Net Posting 14	Period Amounts
20,564.00	20,564.00	...	25,709.00	0.00	0.00	267,336.00
2,300.00	0.00		3,950.00	0.00	0.00	23,350.00
202.00	79.00		219.00	0.00	0.00	3,000.00
266.00	266.00		268.00	0.00	0.00	3,200.00
5,000.00	5,000.00		5,000.00	0.00	0.00	65,000.00

So what are the advantages of using **Period Amounts** over say [summing the amount columns](#) manually?  
Plenty:

1. **Easier to change the period value:** Any time you want to change which period or which through period, just change the value of the **Period Amount** calculation. If you manually summed the columns, then every time you needed a different period, you would have to delete the old sum, re-select the columns you wanted to add, and add the new sum calculation
2. **Easier to build a report foundation:** With **Period Amounts** you only have to create one calculation. This means that any calculation you need to do off the period value can reference the one calculation. This makes maintaining and building your amount-based report much more simple and maintainable.
3. **Hook up to Report Parameters:** You can hook up the **Period Amount** parameters to your [Report Parameters](#). This lets you prompt the user for the period number when they run the report.

To add a **Period Amounts** column:

1. Open a table or view with AN01-AN14 (such as the Account Balances or Asset Account Balances tables)
2. Click the  [Calculation Editor](#) button on the main toolbar
3. Type in **Period Amounts** under the **Type of Calculation**
4. On the **Parameters**, enter **1** for **Begin Period**. Enter any number from 1 through 14 for **End Period**.

Note that if **Begin Period** and **End Period** are the same number, then the calculation represents the amount for that period. If **Begin Period** is **1** and **End Period** is another number, then the **Period Amount** is the "through" period amount (e.g. such as Year-To-Date depending on the year start period).


## Show Account Balances by Any Period, Quarter, or Year

In JDE, balance files have columns **Net Posting 1 .. Net Posting 14 (AN01...AN14)** for each account per fiscal year. The challenge with this organization is that it is difficult to:

1. Get balances that cross a year boundary in one report.
2. Relate the fiscal period to the calendar period.
3. Form you query based on accounting time intervals such as fiscal quarter

The **Relative Period** calculation resolves this challenges.

To add a **Relative Period** column:

1. Open a table or view with AN01-AN14 (such as the Account Balances or Asset Account Balances tables)
2. Click the  **Calculation Editor** button on the main toolbar
3. Type in **Relative Period** under the **Type of Calculation**. Once you tab out, the calculation caption will read <Description> <Year>. This means show the calendar month description and year for the column caption. You can use the <Period> tag to show period and the <Quarter> tag to show quarter. You may place these tags as you wish in the Caption to show the information you need.
4. On the **Parameters** tab is where you define the starting period and "relative to" period information as follows:


Parameter	Effect
<b>Company</b>	If blank, calculation will use the default company. If set to a grid column, calculation will use the company for the grid column value for each row. The companies you query need to have the same fiscal date pattern.
<b>Begin Period</b>	If blank, calculation will use the current period of the company. Otherwise, calculation will apply the period entered.
<b>Fiscal Year</b>	If blank, calculation will use the current fiscal year of the company. Otherwise, calculation will apply the period entered.
<b>Group Periods by</b>	Select <b>Period, Quarter, or Year</b>
<b>Relative Offset</b>	Amount to offset the period. See table below.

To get the	Do This
Current Period	Set <b>Relative Offset</b> to 0 and <b>Group Periods by</b> to <b>Period</b>
Last Period	Set <b>Relative Offset</b> to -1 and <b>Group Periods by</b> to <b>Period</b>
Last Quarter	Set <b>Relative Offset</b> to -1 and <b>Group Periods by</b> to <b>Quarter</b>
Last Year	Set <b>Relative Offset</b> to -1 and <b>Group Periods by</b> to <b>Year</b>
Next Period	Set <b>Relative Offset</b> to 1 and <b>Group Periods by</b> to <b>Period</b>
etc..	

## Get Related Data from Another Table

In creating reports, you may need to include information from multiple tables into one report. The **Table Lookup** calculation performs this task.

To add a **Table Lookup** column:

1. Click the  [Calculation Editor](#) button on the main toolbar
2. Type in **Table Lookup** under the **Type of Calculation**.
3. On the **Parameters** tab enter values as follows:


Parameter	Effect
<b>Data Name</b>	Name of the table or business view to query.
<b>Index Name</b>	(Optional) Name of the index to use for query. When you select and index, the calculation editor populates the fields you need to provide for <b>Define fetch</b>
<b>Datasource</b>	(Optional). Name of the datasource to use when retrieving data.
<b>Sort Order</b>	(Optional). Select how you want to sort the target dataset. Use this option when the target data set has many values for what you want to query and you need a specific value from based on the sort.
<b>Summary Type</b>	(Optional). If you query a target table with multiple rows, you can elect to summarize the values into one value. Select the summary you would like to do such as <b>Sum</b> or <b>Count</b> .
<b>Row to Fetch</b>	(Optional). Default value 1. Defines the relative row that you want. 1=First, 2=Second, etc. Useful when you need to select rows other than the first row from the target table.
<b>Define fetch</b>	To fetch information, you specify fields in the target table and values you want to query against those fields. The left hand side of the <b>Define fetch</b> , define the target fields. The right hand side define the values to query for. You may add or delete field names as you wish.
<b>Define result</b>	Columns from the target table that you want to return to your report. If you selected a <b>Summary Type</b> , above, then you may only select one column here (which is the column you want to summarize). Otherwise, you may select multiple target table columns.

## Conditionally Rollup a Value

When you [Group and Summarize](#) your report, all values in the summarized column get rolled up. Sometimes you may only want certain values in the column to get summarized. In this case, you can use the **Conditional** calculation which conditionally rolls up values.

You can add the **Conditional** calculation in most cases using the **Quick Starts**. See [Turn Row Values into Column Values](#).

To add a **Cross Tabular** calculation column:

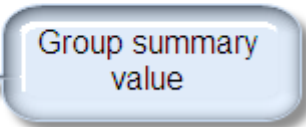
1. Click the  [Calculation Editor](#) button on the main toolbar
2. Type in **Conditional** under the **Type of Calculation**
3. On the **Parameters** tab enter values as follows:

Parameter	Effect
<b>Value if within criteria</b>	A grid column value or literal value to pass through if the filter criteria is met. This is normally the column you want to selectively roll up.
<b>Value if outside criteria</b>	Usually 0 or blank. This is the value that is used in the rollup when the criteria is not met.
<b>Filter Criteria</b>	Enter one or more filter criteria to define what conditions you want to rollup. For instance, if you want to rollup amount where LT = AA, enter LT in the field box and AA in the value box. You may use any valid <a href="#">filter</a> to define your criteria.

## Filter on a Summary Value

When you [Group and Summarize](#) your report and you need to query on the summary values themselves, add the **Group Summary** calculation to your report.

Batch Number ▲	Amount
<input type="text"/>	<input type="text"/>
1161	-1,500.00
	-10,000.00
	1,500.00
	10,000.00
	<b>0.00</b>



In the example above, if we want to filter for **Amount** balancing to 0, we cannot filter on the **Amount** field directly. We have to first add a **Group Summary** calculation:

1. Right-click the [Column Header](#) for the summary you need to filter (in this example right-click the **Amount** column).
2. Select **Quick Calculation | System | Group Summary**

Batch Number ▲	Amount	Group Summary Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
1161	-1,500.00	0.00
	-10,000.00	0.00
	1,500.00	0.00
	10,000.00	0.00
	<b>0.00</b>	<b>0.00</b>

You can now type **0** in the **Group Summary Amount** filter box to get only those groups whose summary is 0.

## Compare String Values

To compare two string values, add the **String Compare** calculation:

1. Using the CTRL key, select two [Column Headers](#)
2. Right-click either Column Header and select **Quick Calculation | Text | Compare strings**


Field 1	Field 2	Compare strings
F	M	-1
M	M	0
F	M	-1
F	A	1

The result is a new calculation column where the result is:

Result	Meaning
-1	Field 1 is less than Field 2
0	Field 1 equals Field 2
1	Field 1 is greater than Field 2

## Substitute Patterns of Text with a Label

To substitute text with a label, use the **Replace** calculation:

1. Click the  [Calculation Editor](#) button on the main toolbar
2. Type in **Replace** under the **Type of Calculation**
3. On the **Parameters** tab enter values as follows:

Parameter	Effect
<b>Source string</b>	Column to use as the input for the text replace.
<b>Default value</b>	Column value or literal value to use if none of the text replace criteria matches.
<b>Replace first string with second value</b>	<p>On the left-hand side, enter text or text patterns (you may use any valid <a href="#">filter</a> to define what you want to replace.)</p> <p>On the right-hand side, specify the value to replace with if the match occurs .</p>

## Combine Several Columns into One Column

Sometimes you will need a column that joins other columns into a single column. For instance, let's say you have the business unit code and the business unit description in separate columns. You may want to combine two into a single column that has both business code and description.

To create a combined column, use the **Concatenation** calculation:

1. Using the CTRL key, multi-select the columns you want to bring together. The order that you select each [Column Header](#) will determine where in the final string the text goes.
2. Right-click on any [Column Header](#) in your selection. Pick **Quick Calculation | Text | Concatenation**.

Example result combining business unit and it's description:

Business Unit	Description	Concatenation
ADMODEL	Development AFE Model	ADMODEL - Development AFE Model
AEMODEL	Exploration AFE Model	AEMODEL - Exploration AFE Model
AFMODEL	Facility AFE Model	AFMODEL - Facility AFE Model
APMODEL	Plug & Abandon AFE	APMODEL - Plug & Abandon AFE
ZNMODEL	Well Zone Model	ZNMODEL - Well Zone Model
JOMODEL	Joint Operating Agreement Mode	JOMODEL - Joint Operating Agreement Mode
UAMODEL	Unitization Agreement Model	UAMODEL - Unitization Agreement Model
AWMODEL	Workover AFE Model	AWMODEL - Workover AFE Model

## Find Trends in Your Data

Trending gives you the power to find hidden, yet important, patterns in your data.

### Quick Facts

- You perform a trend by selecting a column, right-clicking it and selecting: **Quick Start | Trending | ...**
- You specify your Trend using business language.
- Once you apply your Trend, you will see the results immediately.
- You can undo your trend by pressing the [Undo button](#)
- You can modify the columns in the Trend by using **Quick Calculations** or [Edit Calculations with the Editor](#)
- Each trend has common options explained below.
- This section discusses many of the Calculation Columns that let you transform your data into the format you need.

### Common Trend Options

The dialog box for each trend operation has the following options in common:

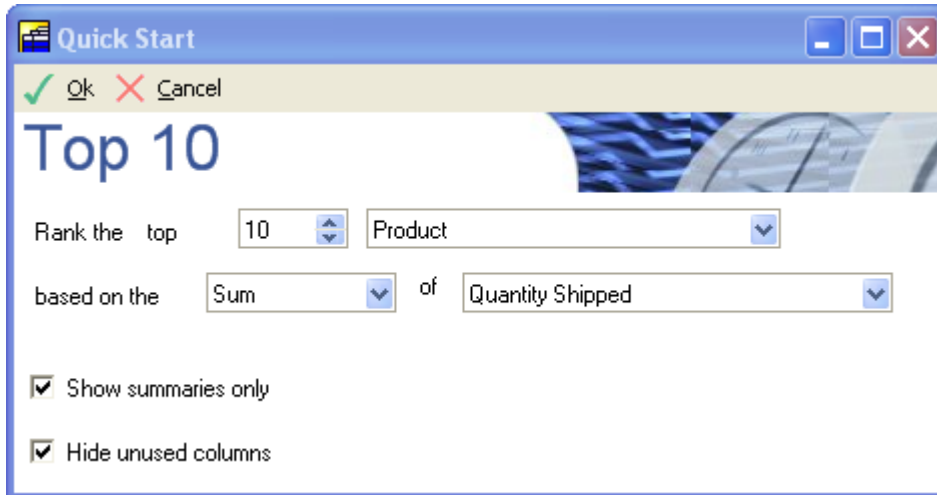
Option	Effect
<b>Show summaries only</b>	Default checked. When checked, the resulting trend will collapse all groupings to the summary level (thereby hiding the detail lines.) When unchecked, the Trend will show summaries and details
<b>Hide unused columns</b>	Default checked. When checked, the Trend will hide any column that does not have a filter and is not a part of the Trend. If unchecked, the Trend will not hide any columns.


## Show Your Top Ten and Bottom Ten Performers

Imagine you want to see your top ten customers or products. You can create this type of report with the **Rank Top Ten** Trend:

1. Right-click a column in your grid that you would like to rank
2. Select **Quick Start | Trending | Rank Top Ten**

### Sample screen shot



3. Enter the number of rankings you want to see: e.g. top 10, 25, 100, etc.
4. Select the column you want to rank. Data Access Studio will automatically populate this field with the column you select in step 1.
5. Choose how you want to rank: Sum, Count, etc.
6. Choose the column you want to use as the ranking quantity. E.g. **Quantity Shipped**. If you selected **Count** in the previous step, then this field will be hidden.
7. Click  **Ok**

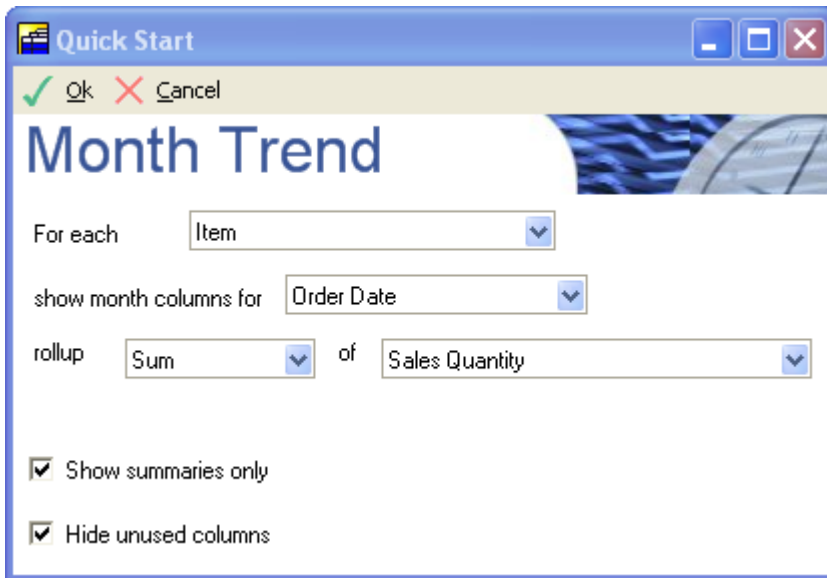
To show the Bottom Ten, repeat the same steps above, except select **Quick Start | Trending | Rank Bottom Ten**

## Show Month Trends

If your data contains date information, you may want to see how your data changes by month. To see month trends in your data:

1. Right-click a column in your grid that you would like to trend
2. Select **Quick Start | Trending | Month Trend**

### Sample screen shot



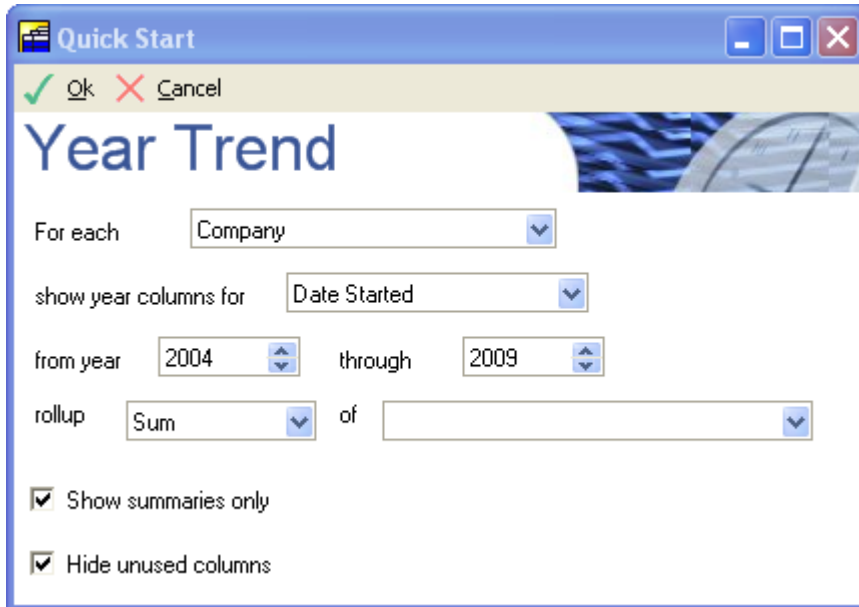
3. Select the column you want to rollup for the month trend. Data Access Studio will automatically populate this field with the column you select in step 1.
4. Select the date column you want to use.
5. Choose how you want to trend: **Sum**, **Count**, etc.
6. Choose the column you want to use as the ranking quantity. E.g. **Sales Quantity**. If you selected **Count** in the previous step, then this field will be hidden.
7. Click  **Ok**

## Show Year Trends

If your data contains date information, you may want to see how your data changes by year. To see year trends in your data:

1. Right-click a column in your grid that you would like to trend
2. Select **Quick Start | Trending | Year Trend**

### Sample screen shot



3. Select the column you want to rollup for the year trend. Data Access Studio will automatically populate this field with the column you select in step 1.
4. Select the date column you want to use.
5. Select the year range you would like to run.
6. Choose how you want to trend: **Sum**, **Count**, etc.
7. Choose the column you want to use as the ranking quantity. If you selected **Count** in the previous step, then this field will be hidden.
8. Click  **Ok**

## Organize Your Data into Aging Ranges

If your data contains date information, you may want to see how your data changes by a user-defined time interval. To see aging trends in your data:

1. Right-click a column in your grid that you would like to trend
2. Select **Quick Start | Trending | Aging**

### Sample screen shot

Quick Start

Ok Cancel Delete Row

## Aging

For each  calculate aging

between

and

with date difference in

rollup  of

with ranges

Begin	End
	30
31	60
61	90
91	

Show summaries only

Hide unused columns

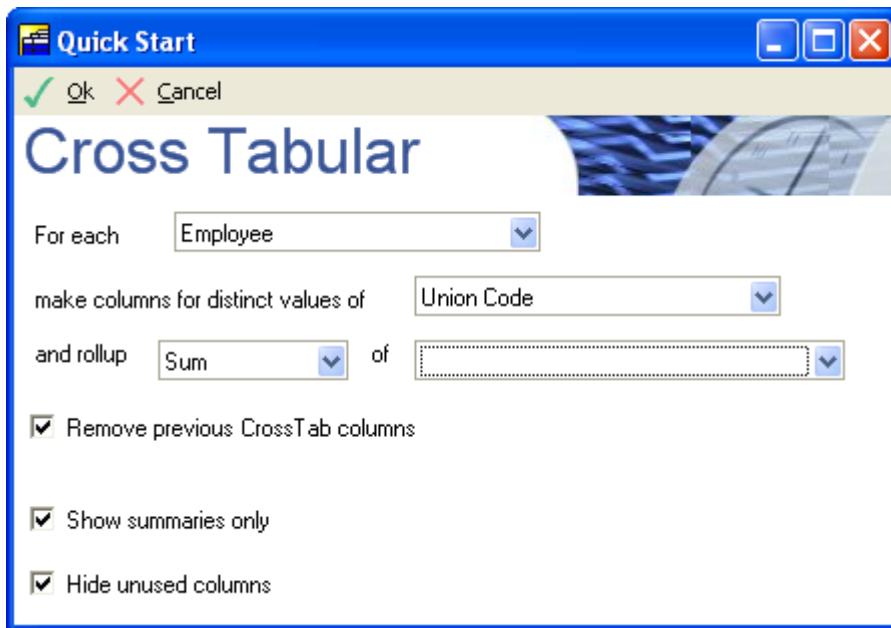
3. Select the column you want to rollup for the year trend. Data Access Studio will automatically populate this field with the column you select in step 1.
4. Select how you want to calculate the date difference:
  1. For the first date, select between **today's date**, a date **grid column** or a [report parameter](#).
  2. For the second date, select a **grid column**. Note the second date will be *subtracted from* the first date.
  3. Select the units for the date difference: **Days, Months, or Years**
5. Choose how you want to trend: **Sum, Count**, etc.
6. Choose the column you want to use as the ranking quantity. If you selected **Count** in the previous step, then this field will be hidden.
7. Select the bucket ranges you want. You may edit the existing ones and add and delete ranges as you need.
8. Click  **Ok**


## Turn Row Values into Column Values

When you need to do side-by-side comparisons, you can use the **Cross Tabular** Trend to convert row values into column values:

1. Right-click a column in your grid whose distinct rows you would like to convert into columns
2. Select **Quick Start | Trending | Cross Tabular**

### Sample screen shot



3. Select the column you want to rollup for the year trend. Data Access Studio will automatically populate this field with the column you select in step 1.
4. Select the column whose distinct rows you want to convert to columns. E.g. if your rows had **Union Code** information, then the Trend will create a new column for each distinct **Union Code**.
5. Choose how you want to trend: **Sum, Count**, etc.
6. Choose the column you want to use as the ranking quantity. If you selected **Count** in the previous step, then this field will be hidden.
7. You can append multiple **Cross Tabular** Trends to create Dashboards. If you want to replace the previous **Cross Tabular** Trend, click **Remove previous CrossTab columns**.
8. Click  **Ok**

## Export and Print Results

Data Access Studio provides quick and easy exporting and printing.

See [Export and Print](#) for instructions on how to export your grid data.

## Set Default Printing Preferences

Data Access Studio provides the ability to specify printing preferences for each layout:

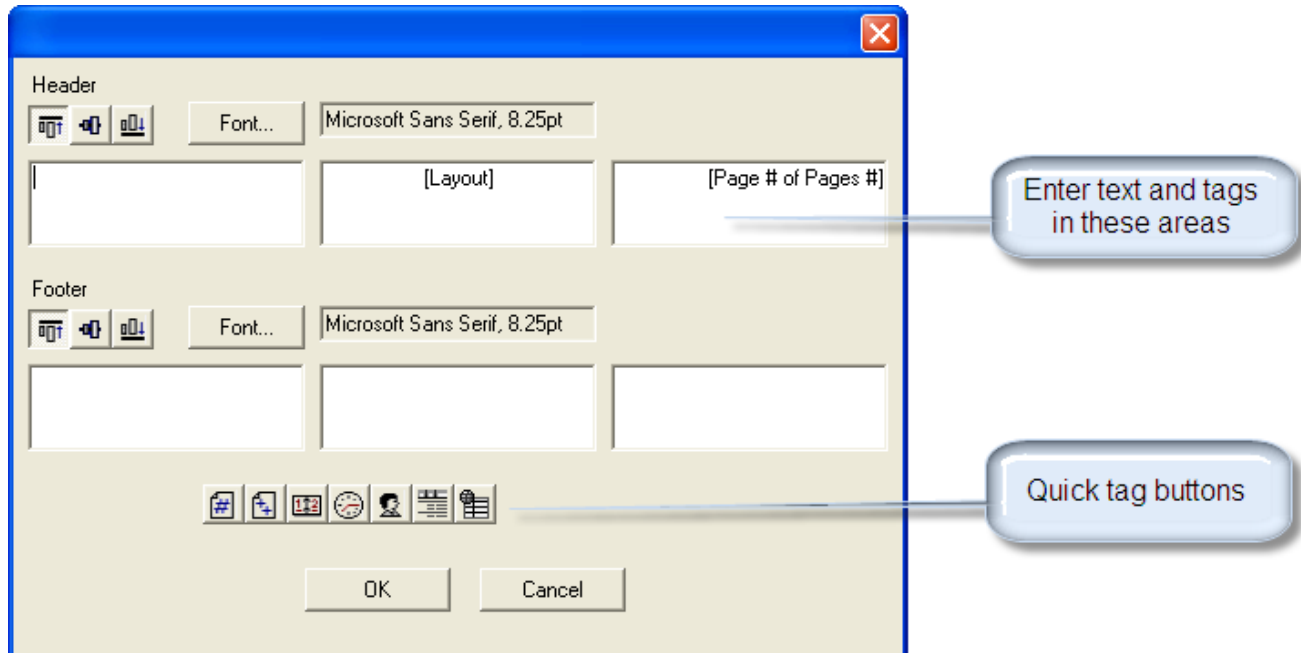
1. Open a Layout
2. Click **Layout | Printing Preferences...**

To	Do this
Change margins	Enter values for <b>Left</b> , <b>Right</b> , <b>Top</b> , or <b>Bottom</b>
Change the orientation of the printout	Click <b>Portrait</b> or <b>Landscape</b>
Hide or show the filter row on the printout	Check <b>Show Filter Values</b> to show filters. Uncheck to hide filters.
Change the paper size	Click on the <b>Paper Size</b> options box. Select paper size from list.

## Define Basic Header and Footer

Data Access Studio provides the ability to specify a report header and footer to any Layout. Once defined, the header information such as page numbers, title, will export to formatted types such as PDF, HTML and printer outputs. When you press save on the layout, the header/footer information will be saved with your layout.

To define a header and footer for your layout, click on **Layout | Header and Footer...**



This form has six areas for you to add text: 3 areas in the header representing left, center, and right; and 3 areas in the footer for left, center, and right.

In addition to typing text into these areas, you may click the **Quick Tag** buttons to add dynamic information such as:

- Page number
- Page number of Pages
- Date
- Time
- User
- Layout name
- Report Parameters

By default, a layout will have the Layout Name in the center of the header and the page number in the right hand corner of the header.

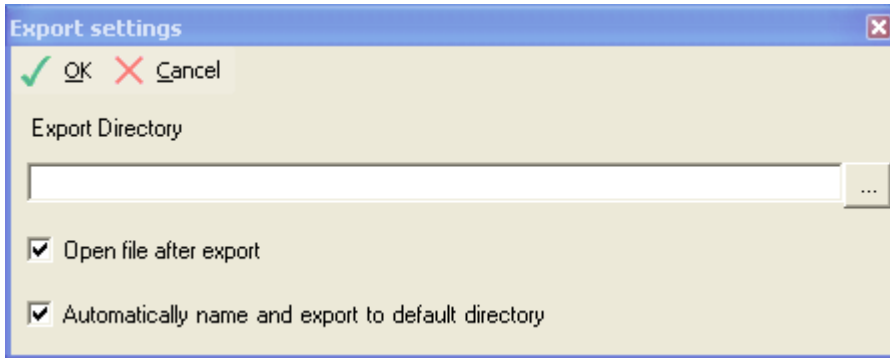
## Specify an Area to Print

Data Access Studio allows you define a set of grid columns as the "Print Area" of the layout. This feature is useful if you need to see certain columns in the interactive grid but not in the printout.

To	Do this
Define a Print Area	Highlight the grid columns that you want to print. Click each desired <a href="#">Column Header</a> . SHIFT+click will select all columns between clicks. CTRL+click will add each column to the selection. Select: <b>Layout   Print Area   Set To Selected Columns</b>
Clear the Print Area	Select <b>Layout   Print Area   Clear</b>
Show the Print Area	Once the print area is defined for a layout, you may want to see which columns comprise the Print Area. To highlight these columns, select: <b>Layout   Print Area   Show</b>

## Set export options

To set preferences for each export operation, select **Export | Export Settings...**



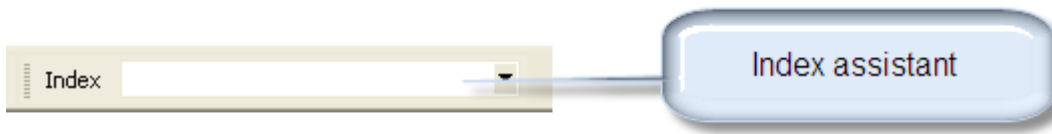
To	Do this
Change the default directory where Data Access Studio will store exports	Enter a path under <b>Export Directory</b> . You may use the Visual Assist to find the directory visually.
Open file after export	Check <b>Open file after export</b> . If unchecked, the export will write file to the export directory and notify you that the export finished only.
Automatically name the export and	Once the print area is defined for a layout, you may want to see which columns comprise the Print Area. To highlight these columns, select: <b>Layout   Print Area   Show</b>

# Make Your Report Run Faster

Data Access Studio use many automatic performance techniques to make your report run fast. You can do the following additional techniques to make your report go faster as well:

Symptom	Do this
Report takes a long time to <b>Select</b> or <b>Count</b>	Use the <b>Index Assistant</b>
Report takes a long time to load large number (>100,000) of rows	<a href="#">Hide any unnecessary columns</a> . The fewer columns you have, the faster a larger data set load will go.
<b>Calculating</b> takes a long time with <b>Table Lookup</b> calculations	Consider using a <a href="#">Table Join</a> instead of a <b>Table Lookup</b> .

## Index Assistant



The **Index Assistant** lets you create better running queries on large tables. The **Index Assistant** option box shows a list of all valid indices for the currently active object. You should show all columns before using the **Index Assistant**. Upon selecting an index from this list, Data Access Studio does the following:

- Moves the columns of the selected index to the front of the column order
- Places a key icon in the column caption.
- Prevents the column from being moved

### Example



Once you apply the index:

- To take advantage of an index, select an index that most closely matches the query you require.
- Notice the index columns for the selected index are now on the left hand side with a key symbol.
- Fill in index values from the left-most index column to the right-most column. Remember, the database will not use an index if you do not fill in values from the beginning of the index. For instance, if your index is "Doc Type", "Document Number" and "Doc Co", the index will not be used if you only specify a value for only "Document Number" and "Doc Co". All left-most index columns must be specified first for the index to take effect.
- Depending on the database, even if you specify all fields of an index, the database will not always use that index. In this event the database decides that another execution path will provide better performance. If you notice that a fully specified index does not result in a fast query, please notify your JD Edwards (EnterpriseOne/World) database administrator. Provide your Database Administrator (DBA) with the index columns you used and the time the query took to run.
- To undo the Index Assistant, simply select the blank Index at the top of the combo box. Data Access Studio will remove the key indicators and free the columns to move again.

# Design Advanced Reports

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User level	JDE Knowledge	Can Design Reports	Technical Knowledge
Subscriber	Not needed	No	Minimal
Quick Report Designer	Minimal	Yes	Minimal
Ad Hoc Designer	Yes	Yes	Some
Advanced Designer	Yes	Yes	High

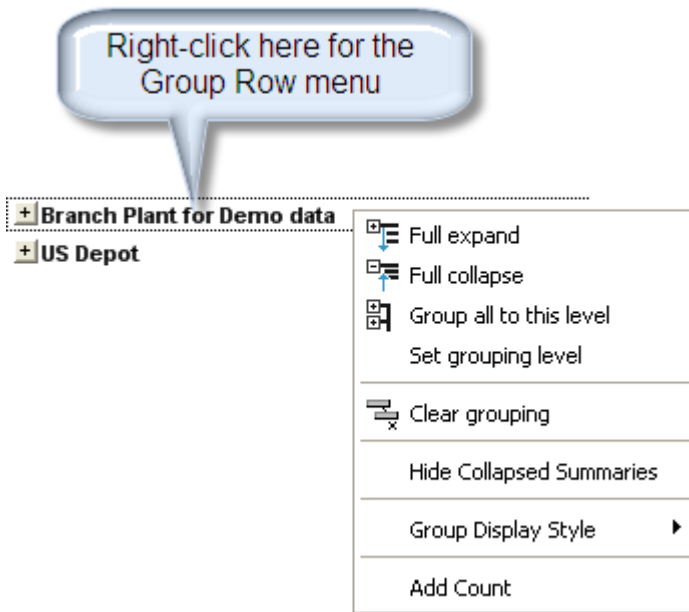
This section is for more technical users who mastered the basic Ad Hoc report techniques. This section describes more technical calculations and operations that you will need to create more challenging reports.

Topics in this section include how to:

- [Fine tune Grouping and Summarization](#)
- [Connect a Report Parameter to a Calculation](#)
- [Create a Table Join from Scratch](#)
- [Edit Calculations with the Editor](#)
- [Perform Advanced Calculations](#)
- Show Additional Information about a Table
- [Access Non-JDE Data](#)

## Fine Tune Grouping and Summarization

Once you [Group and Summarize](#) your Layout, you can fine tune how you want the grouping to look. For this topic, you will Right-click the group row as follows:



To	Do this
Show all details	Click <b>Full expand</b>
Show collapse all details to the top group level	Click <b>Full collapse</b>
Collapse all details to a given group level	Click <b>Group all to this level</b>
Always collapse details to a given group level	Click <b>Set grouping level</b> . On the resulting dialog, enter the group level to collapse to. If you use the up/down arrows, the grid will show you a preview of the rollup.
Clear all grouping	Click <b>Clear grouping</b>
Hide/Show summaries on the collapsed group row	Click <b>Hide</b> to hide. Click <b>Show</b> to show the summaries
Show the value only for the group row label	Default. Click <b>Group Display Style   Value only</b>
Show the category and value for the group row label	Click <b>Group Display Style   Category and value</b>
Show only the text portion of a label in the form number.text	Click <b>Group Display Style   Indexed value</b> . For instance, if your group text is 1.My account, then selecting this option will display it as My Account. The indexed style lets you use the number portion to sort the group labels as you wish.
Show the group row at the top or bottom of the details	Click <b>Group Display Style   Group rows on top</b> to show at the top. Click <b>Group Display Style   Group rows on bottom</b> to show at the bottom.
Add a quick count to the group row	Click <b>Add Count</b> . To remove the count, click <b>Remove Count</b> .

## Create a Table Join from Scratch

Data Access Studio lets you combine information from multiple tables -- which is referred to as a Table Join:

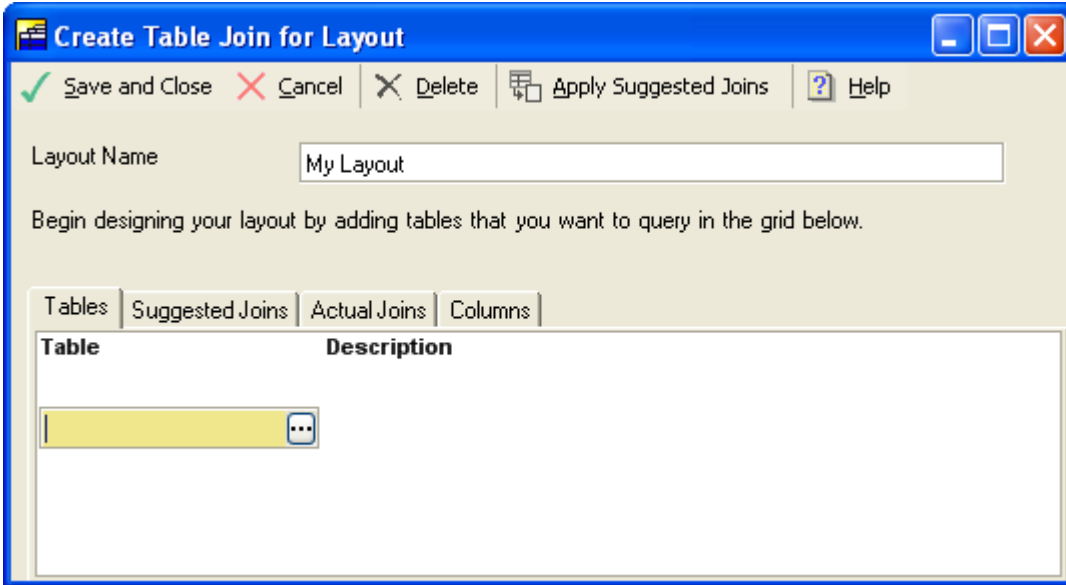
1. Click **File | New | Layout**



2. Enter the name of your new layout in the **Layout Name** box.
3. Proceed to define your join as follows:
  1. [Select Tables to Join](#)
  2. [Select Join](#)
  3. [Select Columns](#)
  4. [Working with Your Custom Table Join](#)

## Select Tables to Join

The first step to combining multiple tables is to list the tables you want. Click the **Tables** tab:



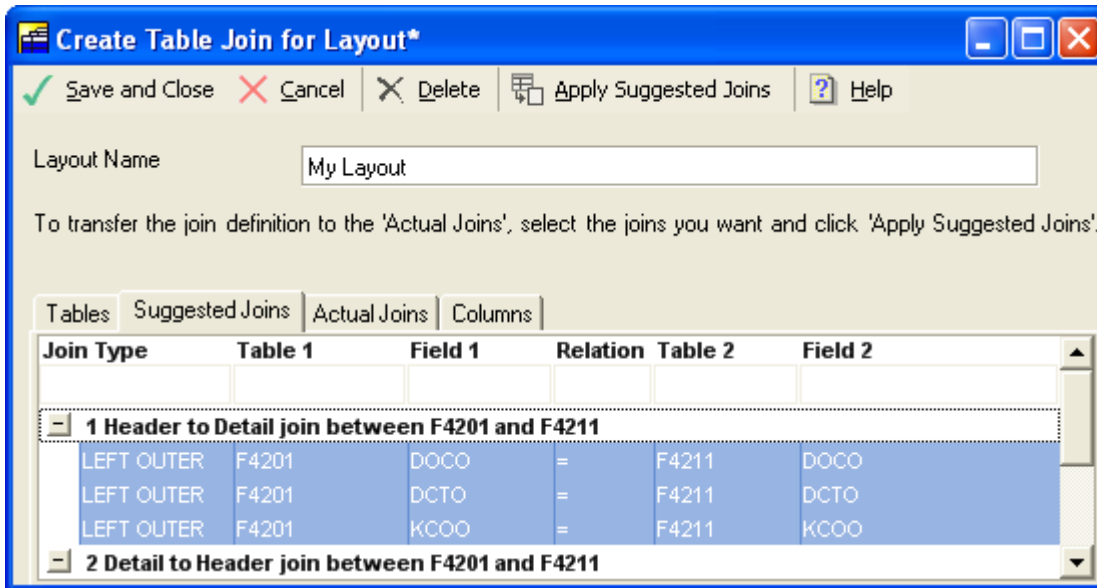
To	Do this
Add a table by its description	Click on the Visual Assist in the <b>Table</b> column. From the resulting form, type the table description in the <b>Description</b> field.
Add a table by its object name	Directly type in the table name in the <b>Table</b> column.

Note, in EnterpriseOne, you can only join up to 3 tables if you use a one-to-many (OUTER) join. If you only use one-to-one (SIMPLE) joins, then you may only add up to 5 tables.

## Select Join

Once you defined the tables you want to combine in the **Tables** tab, you can click the **Suggested Joins** tab:

### Sample screen shot



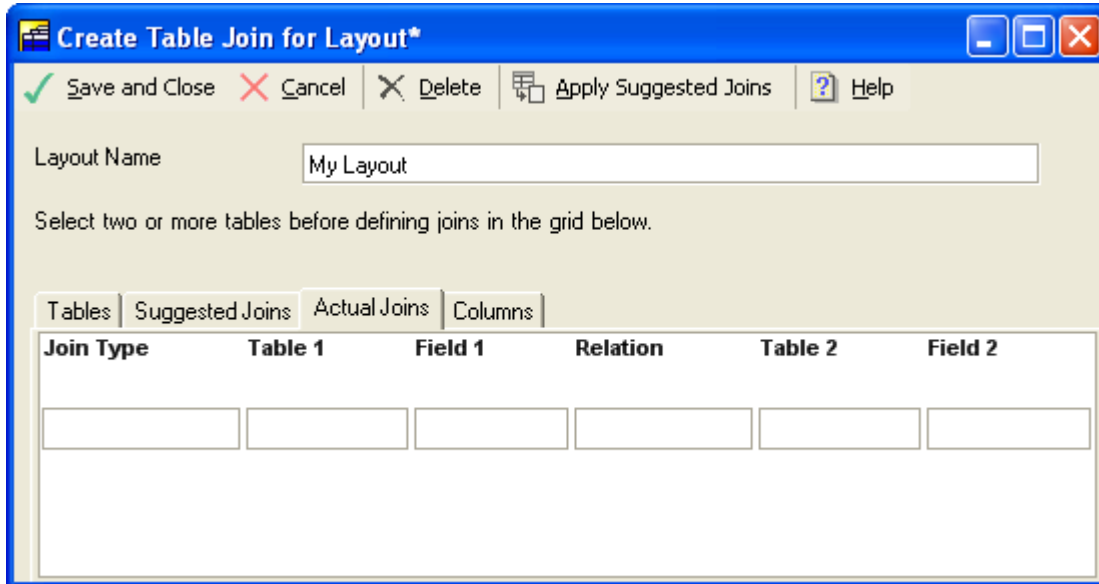
If Data Access Studio find a relationship between your tables, it will list it on the **Suggested Joins** tab. To select a join, highlight the join you would like to use and click **Apply Suggested Joins**. Depending on the tables, sometimes information in the **Suggested Joins** may be blank. In this case click the **Actuals Joins** tab to [Define the join manually](#).

## Define a Join Manually

If you have more than one table, you must define at least one join condition for each table.

If there are no Suggested Joins or you need to edit your join:

1. Click the **Actual Joins** tab:



2. Select the type of join under the **Join Type** column
3. Enter the first table in **Table 1**
4. Enter the first field in **Field 1**
5. Enter the **Relation** (this is normally =)
6. Enter the second table in **Table 2**
7. Enter the second field in **Field 2**

Join concepts:

There are three join types available: SIMPLE, LEFT OUTER, and RIGHT OUTER.

A SIMPLE join is a one-to-one relation: the value for **Table 1** and **Field 1** MUST match the value of **Table 2** and **Field 2** (these examples presume the Relation field is "="). When this match occurs the result is one row for that match. If the target table does not have a match for the source table row, then now row is returned to the grid.

A LEFT OUTER join is a one-to-many relation: the value for **Table 1** and **Field 1** matches the value of **Table 2** and **Field 2**. Unlike the SIMPLE join, if the **Table 2** and **Field 2** value does not match, then the query still returns a row for **Table 1** and **Field 1**. The **Table 2** fields in this instance will all be null (you can search for null fields using the <BLANK> filter.) Use a LEFT OUTER join for:

1. Drill down reports - If you do a LEFT OUTER join between a header table and a detail table, then your report will be able to drill down between the header (summary) records and the detail records.
2. Integrity reports - If you have a header table and want to know which headers have no child records, then use a LEFT OUTER join.

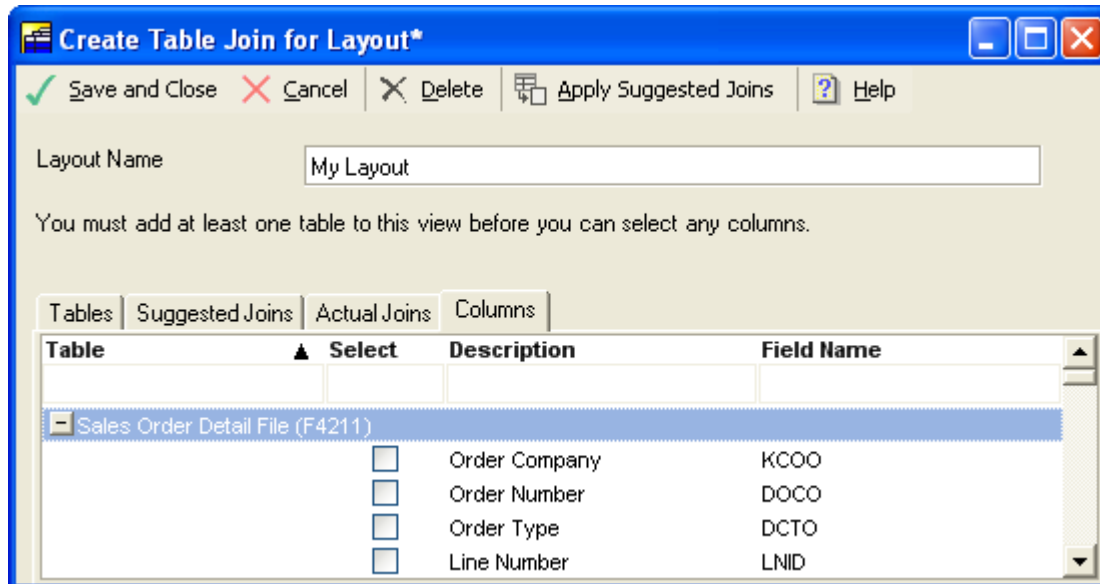
A RIGHT OUTER join is the same thing as a LEFT OUTER join except Table 1 and Table 2 are swapped. Use a RIGHT OUTER join, for instance to identify detail rows that do not have a header row.

## Select Columns

Perhaps the easiest part is the last part: selecting the columns you want.

1. Click the **Columns** tab

### Sample screen shot



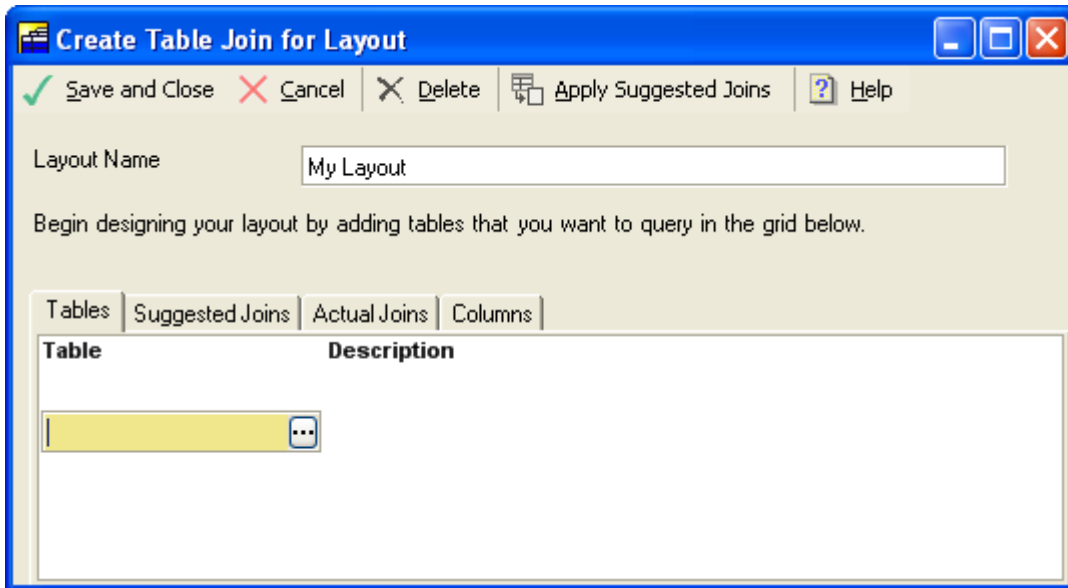
This is where you select the columns that you want for your report.

To	Do this
Search for a column by name	Type in the name of the column in the <a href="#">Filter Box</a> under <b>Description</b> .
Select a column	Check the columns you want in your join. The fewer columns that you select for your report, the better your report will perform.
To create the join based on all information entered	Click <b>Save and Close</b> . Data Access Studio will attempt to create the join with the information provided. If there are errors, Data Access Studio will popup the errors and how to resolve each.
To cancel your changes	Click <b>Cancel</b> .

## Working with Your Custom Table Join

After you create your join, you may edit it at any time:

1. Click **Layout | Customize View**

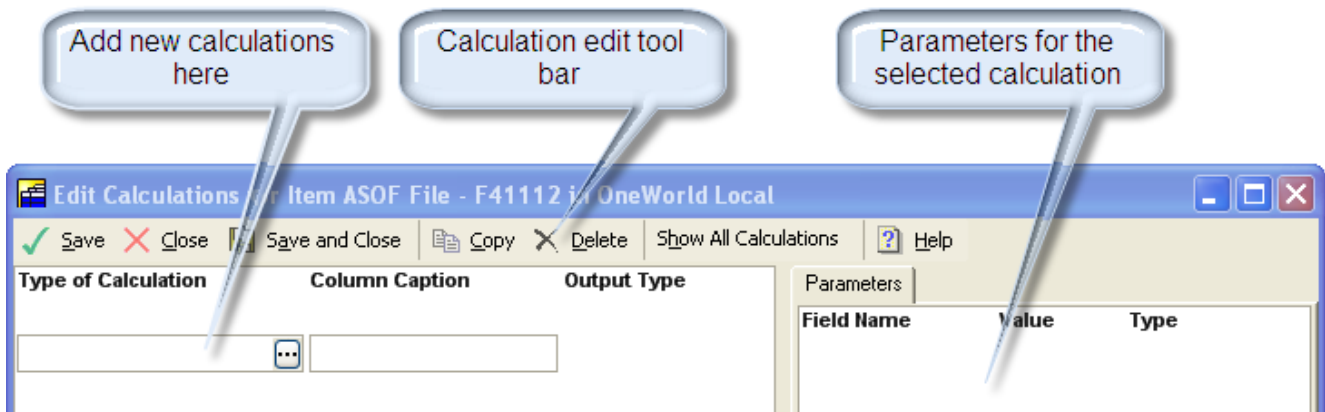


2. Edit the join as you need.
3. Click **Save and Close** to save changes and submit queries with your view.

## Edit Calculations with the Editor

Data Access Studio provides the following ways to edit calculations.

To	Do this
Edit a single calculation	Double-click the <a href="#">Column Header</a> . Or right-click the <a href="#">Column Header</a> , and select <b>Calculations   Edit...</b>
Edit all calculations	Click <b>Layout   Edit Calculations</b>




To	Do this
Add a calculation	Click on empty box in the <b>Type of Calculation</b> . Click on Visual Assist to select from list of available calculations. Or type in the name of the calculation directly. Click TAB to apply. Once applied, the calculation-specific parameters will show under the <b>Parameters</b> tab.
Delete a calculation	Highlight one or more calculations on the left-hand side. Click <b>Delete</b> .
Edit a calculation	Highlight the calculation row on the left. Edit the values under the <b>Parameters</b> tab. You may also change the <b>Column Caption</b> and <b>Output Type</b> (if the particular calculation allows it.)
Copy a calculation	Highlight the calculation and click <b>Copy</b> . The copied calculation will appear at the bottom.

### Typing shortcuts:

Key	Effect
TAB/SHIFT+TAB	Tab to the next/previous editable field. Tab from the last editable field of the header row will activate the first editable field in the <b>Parameters</b> grid.
F4	Open any active visual assist. If the visual assist is not active, you can press ENTER and then F4 to open the visual assist. When selecting from the list of valid values, you may type in the value you need in the filter box, and then press Alt+S to select the value.

## Connect a Report Parameter to a Calculation

When you create [Report Parameters](#) for your Layout, you may want to connect the Report Parameter to a calculation input:

1. Click on **Parameters** tab for the calculation you want to connect to a Report Parameter
2. Click on the  **Filter Helper** button
3. Select **Report Parameters |** name of the parameter you want to connect

Once a Report Parameter is connected, when the user changes the value of the parameter, the calculation parameter will change as well. This is useful for example in the [Period Amounts](#), you could hook up a Parameter called "Period" to the "End Period" of that calculation.

## Troubleshoot Calculation Errors

If your calculation has an error, DAS will red-out the cell values that have an error in the grid.

To identify and resolve errors:

1. Run your calculation.
2. Right-click on calculation cells that are red.
3. Read the message box instructions and optional resolution.
4. Press "Edit Calculation" to correct the error.

Common errors include:

- Invalid type conversion
- Missing inputs
- Blank inputs
- Missing options
- Circularly dependent calculations

### Performance considerations

The calculation architecture is designed to provide maximum performance. This includes:

1. Only re-calculating necessary columns.
2. Caching results when appropriate (associated descriptions and table lookups).
3. Taking minimum steps in repetitive calculations.

Overall, the result should be that adding new columns has little performance impact on your layout.

Calculations can, however, impact performance if they are used improperly. The section that follows outlines best practices for using calculations:

- Delete any calculation that you are not using.
- Limit the number of Table Lookup calculations. A table lookup will query data from other tables. If this is done excessively, the overall performance of your report may suffer.
- If you are querying against a large table (>1,000,000 rows), make sure that your report filters on at least one database column. You may filter calculation column results; however, the database itself cannot recognize these filters. Because calculations are derived data, filtering calculations will not result in a smaller set of rows retrieved from the database.

## Perform Advanced Calculations

This section describes how to use more advanced calculations in the following categories:

- [System Calculations](#)
- [JDE-Specific Calculations](#)
- [Text Calculations](#)

## System Calculations

The following calculations are available on the **Quick Calculation | System** menu.

To	Do This
Get the relative sequence of a grouped row. For example, the first row in a group has a group row index of 1, the second row has a group row index of 2, etc.	Right-click on grouped <a href="#">Column Header</a> . Click <b>Quick Calculation   System   Group Row Index</b>
Get the relative sequence of a row. For example, the first row in the grid has a row index of 1, the second row has a row index of 2, etc.	Right-click on any <a href="#">Column Header</a> . Click <b>Quick Calculation   System   Row Index</b>
Get group ranking from largest to smallest.	Right-click on grouped <a href="#">Column Header</a> . Click <b>Quick Calculation   System   Group Rank</b>
Convert a column from one data type to another	Right-click on <a href="#">Column Header</a> . Click <b>Quick Calculation   System   Type Converter</b> . Double-click the <a href="#">Column Header</a> of the newly created column. Change <b>Output Type</b> to desired value.

## JDE-Specific Calculations

The following calculations are available on the **Quick Calculation | EnterpriseOne/World** menu.

To	Do This
Convert JDE date and time columns to a single DateTime column.	Multi-select <a href="#">Column Headers</a> for corresponding date and time columns (e.g. <b>Date Updated</b> and <b>Time Updated</b> ) . Click <b>Quick Calculation   EnterpriseOne/World   E1 Time to DateTime</b> .
Get Automatic Account Instruction (AAI) information.	Open a table with Object account, Subsidiary, and Company. Click on any <a href="#">Column Header</a> . Select <b>Quick Calculation   EnterpriseOne/World   Account Category</b> .
Show chart of accounts structure.	For any business view with the Chart of Accounts table (F0901) in it, multi-select <a href="#">Column Headers</a> that represent how you want to see the account display (e.g. Description, or Object.Subsidiary, etc.). Click on any <a href="#">Column Header</a> in your selection and click <b>Quick Calculation   EnterpriseOne/World   Group Accounts</b> .
Get JDE Period from a date column or date value.	Click <b>Layout   Edit Calculations</b> . <a href="#">Add a new calculation</a> for <b>Period to Date</b> . Select a value for <b>Company</b> (blank is default company). Select a literal value or grid column for <b>Date</b> .

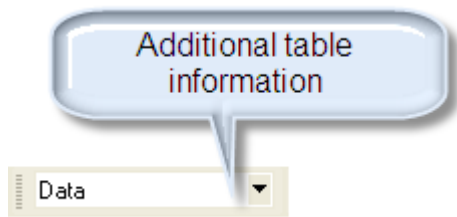
## Text Calculations

The following calculations are available on the **Quick Calculation | Text** menu.

To	Do This
Pad a string to a given length	Click <b>Layout   Edit Calculations</b> . <a href="#">Add a new calculation</a> for <b>Pad</b> . Select <b>Left</b> or <b>Right</b> side to pad. Check <b>Strip blanks</b> if you want to strip blanks before padding. Enter a <b>Padding character</b> (e.g. the space character). Enter the <b>Total Width</b> of the new string. Select an <b>Input Grid Column</b> to pad.
Trim characters from a string	Click <b>Layout   Edit Calculations</b> . <a href="#">Add a new calculation</a> for <b>Trim</b> . Select <b>Left</b> , <b>Right</b> , or <b>Both</b> for side to trim. Enter a characters that you want to trim off in <b>Trim Delimiters</b> (e.g. the space character). Select an <b>Input Grid Column</b> to trim.
Split one column into several columns	Click <b>Layout   Edit Calculations</b> . <a href="#">Add a new calculation</a> for <b>Split</b> . Enter a character or a string in <b>Delimiters</b> . Check <b>Delimiter is String</b> if the <b>Delimiter</b> value represents a string. Select <b>Left</b> , <b>Right</b> , or <b>Both</b> for side to trim. Enter a characters that you want to trim off in <b>Trim Delimiters</b> (e.g. the space character). Select an <b>Input Grid Column</b> to trim. Here's the slightly tricky part. For <b>Assign column with 1-based index of split</b> you need to enter a number for each piece of the split that you want. For instance, if you want the first two parts of the split, enter <b>1</b> and <b>2</b> .
Extract pieces of a column	Click <b>Layout   Edit Calculations</b> . <a href="#">Add a new calculation</a> for <b>Substring</b> . Enter a <b>Start Index</b> that represents where in the string to start the extract. Enter a <b>Length</b> for how many characters to extract from that position. Select an <b>Input Grid Column</b> to extract.

## Show Additional Table Information


Data Access Studio provides developer-related information about Tables and Views. To access this information click the **Additional Table Information** option box on the main toolbar:

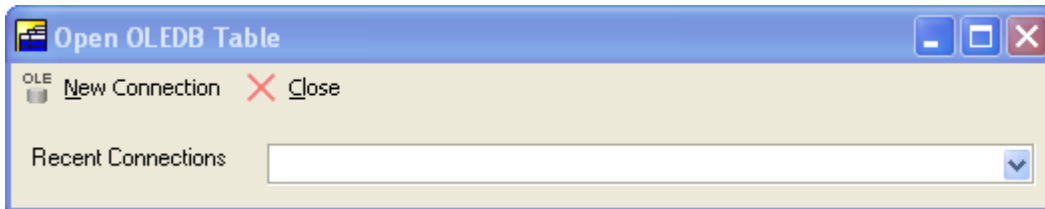


To	Do This
See detailed table information	Select <b>Summary</b>
See detailed column information	Select <b>Columns</b>
See detailed index information	Select <b>Indices</b>
See detailed join information (for business views)	Select <b>Joins</b>

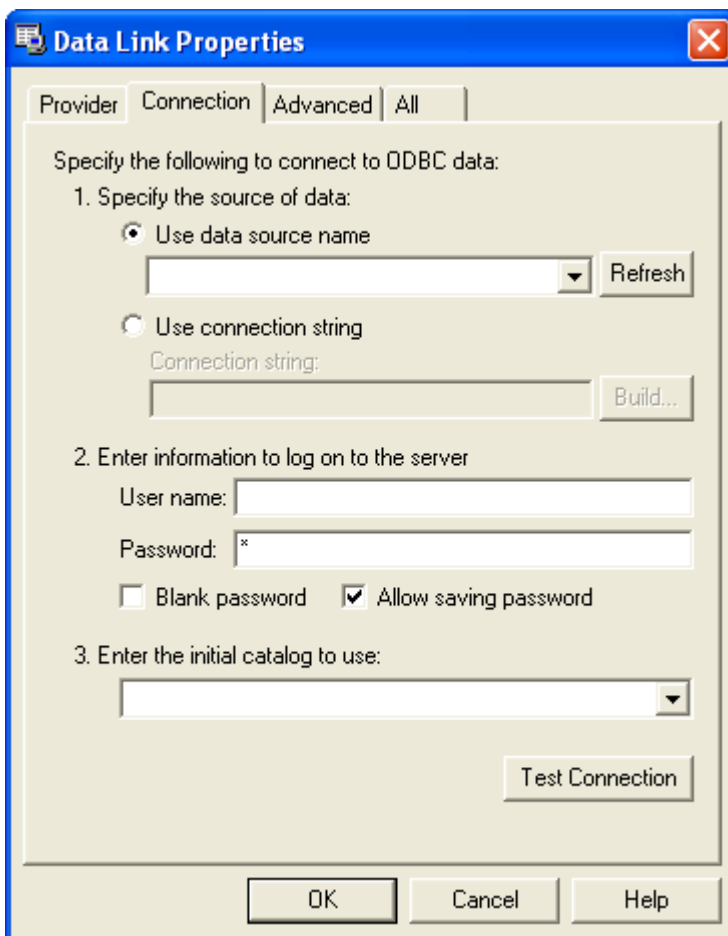
## Access Non-JDE Data

Data Access Studio lets you open any OLE/DB or ODBC compliant data source:

1. Click on the  icon on the main tool bar or click **File | Open | OLE DB Data**



2. Click **New Connection**



3. By default, the **Use data source name** options box shows all ODBC data sources on the workstation. You may select one of these. You may also click on the **Provider** tab to select an OLE/DB provider other than ODBC.
4. Fill in the **User name** and **Password** if the data source requires it.
5. Click **OK** to connect.
6. If all goes well, you will see a list of tables that you can access in the non-JDE data source.
7. Click on any table in that list to create a Data Access Studio report over it. Once you open a table, Data Access Studio presents the table much like a JD Edwards table with the following exceptions:
  - No visual assist filters are available
  - Data summary views are not available
  - Index assistant is not available
  - You can link non-JDE data back to JDE data using the [Table Lookup](#) calculation.



# Index

1	AND.....	46
1-based .....	AND-OR .....	46
<b>A</b>	Another Table .....	57
AAI .....	Any Order.....	36
Absolute Value.....	Any Period .....	56
Access	Apply Suggested Joins .....	81
Column Menu .....	Area	
Quick Report menu .....	Specify.....	72
Access.....	Area.....	72
Access Non-JDE Data .....	Asset Account Balances .....	55, 56
Access Your Saved Layouts .....	Assign .....	93
Account Balances .....	Associated Descriptions	
Account Category .....	Account ID .....	33
Account ID	see.....	33
Associated Description .....	Associated Descriptions.....	33
Account ID.....	Average.....	35, 52
Accounts	<b>B</b>	
Chart.....	Back	
JDE Chart.....	JDE.....	95
Accounts .....	Back .....	95
Actuals .....	Background.....	37
Actuals Joins .....	Balance Sheet.....	12
Ad.....	Begin Period .....	55, 56
Ad Hoc .....	Begins .....	20, 24
Ad Hoc Designer .....	BLANK .....	24, 82
Ad Hoc Reports.....	Both.....	93
Add	Bottom.....	70
Cross Tabular .....	Bottom Ten	
Group Summary .....	show .....	64
OR .....	Bottom Ten .....	64
Period Amounts .....	Bottom Ten Performers.....	64
Relative Period .....	Budget.....	17
String Compare .....	Building Blocks.....	30
Sum .....	Business Unit .....	12
Table Lookup.....	Business view open .....	27
Add.....	<b>C</b>	
Add Charts .....	Calculate	
Add Column Values into	Date Difference between Two Dates .....	53
Sum Column.....	Calculate .....	53
Add Column Values into .....	Calculate Percentage between Two Columns.....	51
Add Count .....	Calculation	
Additional Table Information .....	Type.....	55, 56, 57, 58, 61, 86
Address .....	Calculation .....	55, 56, 57, 58, 61, 86, 88
Administrator .....	Calculation Columns	
Advanced Designer.....	delete.....	43
Advanced Formatting.....	Calculation Columns .....	43, 63
After Embedding Excel .....	Calculation Columns give .....	43
Aging .....	Calculation-specific.....	86
ALL .....	Called	
All Grid Data.....	Layout.....	27
Allow	Called.....	27
unchecked .....	Cancel.....	12, 31, 46, 48, 84
Allow.....	Cancel button	
Alt+S .....	toolbar .....	23
Amount.....	Cancel button.....	9, 23
AN01 .....	Caption.....	56
AN01.AN14 .....	Category	
AN01-AN14.....	following .....	90
AN14 .....	Category .....	77, 90

Centennial, CO 80112 .....	3	Common Trend Options.....	63
Change		Company.....	92
Column Caption.....	86	Compare	
Compare.....	14	Change.....	14
Font.....	37	Compare.....	14, 60
Change.....	14, 37, 86	Compare String Values.....	60
Change Output Type.....	91	Comprise	
Change Parameters.....	8	Print Area .....	72, 73
Chart		Comprise.....	72, 73
Accounts.....	92	Concatenation	
Chart .....	92	use.....	62
Check		Concatenation.....	62
Show.....	31	Conditionally Rollup	
Check.....	31	Value .....	58
Check Auto-Uppercase Filters.....	38	Conditionally Rollup .....	58
Check Auto-Width On Find.....	38	Connect	
Check Delimiter.....	93	Report Parameter.....	88
Check Link .....	18	Connect.....	88
Check Open file .....	73	Contains.....	20, 24
Check Show Filter Values.....	70	Convert JDE.....	92
Check Sort .....	38	Copy.....	86
Check Strip.....	93	Copy Row button .....	44, 46
Check Summary .....	38	Copy To Private Mapping .....	49
Choose		Count.....	57, 64, 65, 66, 67, 68, 74
rollup.....	16	Count button .....	23
Choose.....	16	Count, Minimum.....	35
Choose Percent .....	51	Country .....	46
Clear		Create information derived	
Print Area.....	72	power.....	43
Clear.....	72, 77	Create information derived .....	43
Click File.....	20	Create reports such	
Click OK.....	51	finance user.....	12
Clicking		Create reports such .....	12
Excel.....	39	Creating	
File.....	28, 37	Data Access Studio .....	95
Find.....	23	first step .....	20
Find button.....	23	report .....	27, 44
Clicking.....	23, 28, 37, 39, 92	Creating .....	20, 27, 44, 95
Close		Criteria .....	46
Designer .....	41	Cross Tabular	
Select Reports window .....	7	add.....	58
Close.....	7, 28, 29, 41, 84, 85	use.....	58
Close Designer .....	41, 42	Cross Tabular .....	58, 68
Colors		Cross Tabular Trend	
Your Layout .....	37, 38	use.....	68
Colors.....	37, 38	Cross Tabular Trend .....	68
Column		CrossTab .....	68
Rename.....	40	Cryptic JDE Data	
Column.....	17, 18, 35, 40, 84	Get Description.....	33
Column Caption		Cryptic JDE Data .....	33
change.....	86	CTRL.....	32, 50, 51
Column Caption .....	31, 86	CTRL key	
Column Header		Hold .....	31, 36
right-clicking.....	31, 43	CTRL key .....	31, 36, 60, 62
Column Header....	23, 31, 32, 38, 43, 52, 53, 54, 60	CTRL+click.....	72
Column Menu		Current Period.....	56
access .....	30	Custom Numeric Format.....	51
Column Menu.....	30, 33	Customize	
Columns You Need		Look.....	37, 38
Show Only .....	31	Customize .....	37, 38
Columns You Need.....	31	Customize View .....	85
Combine information.....	79	<b>D</b>	
Combine Several Columns into One Column.....	62	DAS.....	89
Common activity .....	44	Dashboards.....	68

DASLink .....	39
DASUSERS .....	29
DASWeb.exe	
link .....	5
DASWeb.exe.....	5
Data	
find.....	20
Data.....	20, 39, 53, 63
Data Access Studio	
create.....	95
Data Access Studio1, 2, 3, 4, 5, 7, 9, 10, 11, 19, 20,	
22, 23, 24, 25, 26, 27, 28, 29, 31, 32, 33, 35, 36,	
39, 40, 41, 42, 43, 44, 48, 50, 64, 65, 66, 67, 68,	
70, 71, 72, 73, 74, 81, 84, 86, 94, 95	
Data Access Studio lets .....	79
Data Access Studio provides quick .....	69
Data Name.....	57
Data Selection.....	8
Data Source	
see.....	20, 28
Data Source .....	20, 28
Database.....	38
Database Administrator .....	74
Dataset.....	57
Datasource	
Name .....	57
Datasource.....	57
Date	
Period .....	92
select .....	41
Date.....	41, 54, 92
Date Column .....	54
Date Difference .....	53
Date Difference between Two Dates	
Calculate.....	53
Date Difference between Two Dates .....	53
Date Difference Column Header.....	53
Date Updated.....	92
DateTime	
E1 Time .....	92
DateTime.....	92
Day	
Month.....	54
Week .....	54
Year .....	54
Day.....	53, 54
Days, Months .....	67
DBA.....	74
Define	
Join Manually .....	82
Print Area.....	72
see.....	46
Define.....	46, 57, 72, 82
Define Basic Header .....	71
Define Criteria	
List Item .....	46
Define Criteria .....	46
Delete	
Calculation Column .....	43
Layout.....	27, 28
List.....	44
Delete.....	7, 27, 28, 29, 43, 44, 49, 86
Delete Column .....	43
Delete Parameter.....	41
Delete Row button .....	44, 46
Delimiters .....	93
Denver Office .....	3
Description .....	20, 22, 44, 56, 80, 84
Design .....	42
Design Reports .....	2, 4, 11, 19, 76
Designer	
Close .....	41
Designer.....	41
Developer-related .....	94
Difference.....	52
Disallow Subscriber .....	29
Division .....	51
Doc Co .....	74
Doc Type.....	74
DOCOCO .....	22
Document Number.....	74
Drag .....	44, 46
<b>E</b>	
E1.....	5
E1 Time	
DateTime.....	92
E1 Time.....	92
Easy .....	69
Edit.....	27, 86
Edit Calculations .....	43, 86, 92, 93
Email .....	3
Embedded Excel.....	18, 39
EMEA .....	3
Enable .....	39
End Period .....	55, 88
Ends .....	24
English .....	33
English-readable	
shows .....	33
English-readable .....	33
EnterpriseOne/World.....	92
EnterpriseOne/World menu .....	92
Enter	
Length .....	93
Padding .....	93
Relation .....	82
Start Index .....	93
Total Width .....	93
Enter.....	48, 82, 86, 93
Enterprise One.....	33
EnterpriseOne .....	3, 5, 20, 28, 80
EnterpriseOne Data .....	20
EnterpriseOne/World .....	74, 92
Environment.....	5
Eric@reportsnow.com .....	3
Excel	
Click.....	39
Layout.....	39
values .....	39
Excel .....	3, 10, 18, 39, 43
Excel Sheet.....	18
Export.....	10, 73
Export Directory .....	73
Export Settings.....	73
Extract Date Information .....	54
<b>F</b>	
F0901 .....	92
F0902 .....	55

F1202 .....	55
F4 .....	86
F4801 .....	22
Field .....	46, 60, 82
Field-Criteria.....	46
File	
clicking.....	28, 37
Filter	
Range .....	25
Range Relative .....	26
Summary Value .....	59
Filter .....	20, 25, 26, 28, 59
Filter Box .....	24
Filter Criteria.....	58
Filter Helper	
use.....	46
Filter Helper.....	20, 46
Filter Helper button	
see.....	24
Filter Helper button .....	24, 88
Filter Your Data .....	24
Finance user	
create reports such.....	12
Finance user .....	12
Financial Column Rollup .....	17
Financials .....	11, 12
Financials Quick Reports .....	12
Find	
clicked.....	23
data.....	20
pressing.....	23
see.....	23
toolbar.....	20, 28
Find .....	7, 20, 23, 28, 38
Find button	
clicked.....	23
Find button .....	23
Find hidden	
power.....	63
Find hidden .....	63
Fine Tune Grouping.....	77
First step	
create.....	20
First step .....	20
First Time .....	22
Fiscal Period	
number .....	14
Fiscal Period .....	14
Fiscal Quarter	
number .....	14
Fiscal Quarter.....	14
Fiscal Year	
number .....	14
Fiscal Year .....	14, 56
Following	
categories.....	90
ways .....	86
Following .....	86, 90
Font	
Change .....	37
Font.....	37
Font Color .....	37
Footer.....	71
Full .....	77

**G**

Get	
Sum .....	35
Get .....	23, 35
Get Automatic Account Instruction .....	92
Get Description	
Cryptic JDE Data.....	33
Get Description .....	33
Get JDE Period .....	92
Get Related Data .....	57
Get Sample Data .....	42
Get Sample Data button .....	9
Get Totals .....	35
Gives	
Trending .....	63
Gives.....	63
Grand Total .....	35
Grid .....	43
Grid Styles .....	37
Grip Bar.....	41
Group .....	29, 35, 77
Group Accounts .....	92
Group Display Style .....	77
Group Expand button.....	35
Group Periods.....	56
Group Rank.....	91
Group Row Index .....	91
Group Summary	
add.....	59
Group Summary.....	59
Group Summary Amount .....	59
<b>H</b>	
Header .....	71
Header/footer .....	71
Hide	
selecting .....	31
Hide.....	31, 77
Hide/Show.....	37, 38, 77
Hold	
CTRL key .....	31, 36
Hold.....	31, 36
Hold CTRL key.....	44, 46
HTML .....	10, 71
<b>I</b>	
Inc .....	3
Index Assistant	
undo.....	74
Use .....	74
Index Assistant.....	74
Index Assitant .....	74
Index Name.....	57
Indexed .....	74, 77
Indexed Month Description .....	54
Input Grid Column	
Select .....	93
Input Grid Column.....	93
Item	
move.....	32
Items .....	31, 44
<b>J</b>	
JD Edwards	
like .....	95
JD Edwards.....	3, 74, 95
JD Edwards customers	

solution .....	1
JD Edwards customers .....	1
JDE	
back .....	95
level .....	2
JDE . 1, 2, 3, 4, 5, 11, 13, 18, 19, 20, 22, 31, 33, 43, 56, 95	
JDE Administrator .....	5
JDE Associated Description .....	33
JDE Business Unit .....	13
JDE Chart	
Accounts .....	13
JDE Chart .....	13
JDE Data .....	33
JDE Data Dictionary .....	40
JDE EnterpriseOne .....	1, 5
JDE Julian .....	54
JDE Knowledge .....	2, 4, 11, 19, 76
JDE Software Possible .....	3
JDE table	
open .....	23
JDE table .....	23
JDE User ID .....	29
JDE Users .....	29
JDE Work Order Master File	
opened .....	22
JDE Work Order Master File .....	22
JDE World .....	1, 5
JDE-Specific Calculations .....	92
Join	
Select Tables .....	80
Join .....	80
Join Manually	
Define .....	82
Join Manually .....	82
Join Type .....	82
Julian Date .....	54
<b>L</b>	
Label .....	61
Landscape .....	70
Last Period .....	56
Last Quarter .....	56
Last Year .....	56
Layout	
called .....	27
Delete .....	27, 28
Excel .....	39
modify .....	27, 30
Open .....	28, 70
Pick .....	27
Report .....	29
selecting .....	28, 43
Layout . 7, 27, 28, 29, 30, 31, 37, 39, 41, 43, 70, 71, 77, 79, 85, 86, 88, 92, 93	
Layout   Print Area .....	72, 73
Layout Grid .....	41
Layout List .....	27
Layout Name .....	71, 79
Left	
values .....	70
Left .....	70
LEFT OUTER	
Use .....	82
LEFT OUTER .....	82
Length	
Enter .....	93
Length .....	93
Let Data Access Studio .....	38
Level	
JDE .....	2
Level .....	2
Like	
JD Edwards .....	95
Like .....	95
Link	
DASWeb.exe .....	5
Link .....	5
List	
Delete .....	44
Save .....	48
List Item	
Define Criteria .....	46
List Item .....	46
Load List .....	44
Loading Records .....	23
Look	
Customize .....	37, 38
ReportsNow® .....	3
Look .....	3, 37, 38
Loss .....	12
LT .....	58
<b>M</b>	
Main .....	13
Main User Interface Areas .....	2
Make Multiple Period Amounts Appear .....	55
Make Your Report Run Faster .....	74
Math .....	50, 51, 52
Maximum .....	35, 52
Member Description .....	20
Microsoft Corporation .....	3
Minimum .....	52
Modify	
Layout .....	27, 30
Modify .....	27, 30
Month	
Day .....	54
Month .....	26, 53, 54
Month Description .....	54
Month Trend .....	65
Move	
Item .....	32
Move .....	32
Multiple tables .....	79
Multiplication .....	52
Multi-Sort .....	38
Multi-Sort Font Size .....	38
MUST .....	82
Mutiple .....	57
My Account .....	77
My Layouts .....	28
My Lists .....	49
<b>N</b>	
Name	
datasource .....	57
Name .....	20, 41, 57
Need	
rollup .....	35
Need .....	20, 27, 35

Data Access Studio User Manual

NET .....	3	Pages	
Net Posting.....	56	number .....	71
Net Posting 14 .....	56	Pages .....	71
Netherlands.....	3	Paper Size .....	70
New .....	79	Parameters .....	55, 56, 57, 58, 61, 86, 88
New button.....	28	Part	
New Connection.....	95	Trend .....	63
Next.....	12	Part.....	63
Next Period .....	56	Password .....	95
Next/previous .....	86	Pattern .....	44, 63
Non-JDE.....	95	PDF	
North America .....	3	resulting.....	10
Not Blank.....	24	PDF .....	10, 71
Now .....	27, 30	Perform Math Operations on Your Data .....	52
Number		Period Amounts	
Fiscal Period.....	14	add.....	55
Fiscal Quarter .....	14	Period Amounts .....	55
Fiscal Year.....	14	Periods	
Pages .....	71	Date .....	92
Number .....	14, 71	Periods.....	13, 56, 88, 92
Number.text.....	77	Pick	
<b>O</b>		Layout.....	27
Object.....	92	Pick .....	27
Object Name		Pick Months .....	53
Type.....	20	Pick Quick Calculation .....	62
Object Name .....	20	Pick Subscribers .....	29
Object.Subsidiary .....	92	Place Columns.....	32
ODBC.....	95	Popup.....	84
Office.....	3	Portrait .....	70
Office Locations .....	3	Positions You Need .....	32
OK.....	40, 46, 48, 49, 95	Posted .....	13
OLE DB Data .....	95	Power	
OLE/DB		create information derived.....	43
select .....	95	find hidden.....	63
OLE/DB .....	95	Power .....	43, 63
Once Clicked.....	41	Premium.....	1
One Period Amount Column .....	55	Press .....	89
Online.....	3	Pressing	
Open		Find.....	23
JDE table .....	23	Pressing .....	23
JDE Work Order Master File .....	22	Presume	
Layout.....	28, 70	Relation .....	82
Report Parameter Designer .....	41	Presume.....	82
Table.....	22	Previous .....	12
Open .....	7, 8, 20, 22, 23, 28, 41, 70, 95	Print.....	10, 72
Optional.....	17, 18	Print Area	
OR		Clear .....	72
Add .....	46	comprise.....	72, 73
OR.....	46	Define .....	72
Oracle BI Publisher .....	10	Show.....	72
Oracle Certified Partner .....	3	Print Area .....	72, 73
Oracle Corporation.....	3	Printing Preferences .....	70
Order Number .....	22	Prompt	
Organize.....	14	show .....	41
Organize Your Data into Aging Ranges.....	67	Values .....	41, 42
Others .....	29	Prompt .....	41, 42
OUTER.....	80	Provider.....	95
Output Type .....	86	Public Lists.....	49
<b>P</b>		Publish	
P&L .....	44	Your Layout .....	29
P&L Standard.....	44	Publish .....	4, 29, 30
Pad		Publish list.....	48
Enter .....	93	<b>Q</b>	
Pad.....	93	Quantity Shipped .....	64

- Quarter .....56
- Quick Calculation .....43
- Quick Calculation . 33, 43, 50, 51, 60, 63, 91, 92, 93
- Quick Facts .....43, 63
- Quick Map Column .....39
- Quick Map Group .....39
- Quick Map Summary .....39
- Quick Open .....20
- Quick Report .....11, 12
- Quick Report Designer..... 2, 4, 11, 19, 76
- Quick Report menu
  - access .....11
- Quick Report menu .....11
- Quick Starts.....58, 63, 64
- Quick Tag.....71
- R**
- Range
  - Filter.....25
  - select .....25
- Range.....24, 25
- Range Relative
  - Filter.....26
- Range Relative .....26
- Rank Bottom Ten .....64
- Rank Top Ten .....64
- Rank Top Ten Trend.....64
- Recently Opened .....20, 28
- Redo.....27
- Registered.....3
- Relation
  - Enter .....82
  - presume.....82
- Relation .....82
- Relative Offset .....56
- Relative Period
  - add.....56
- Relative Period.....56
- Remove.....68
- Remove Count .....77
- Rename
  - Column .....40
- Rename.....40
- Replace
  - use.....61
- Replace .....61
- Report
  - create.....27
  - creating.....44
  - Layout.....29
  - Run .....9, 42
  - Subscribers.....4
- Report ..... 4, 9, 13, 20, 27, 29, 42, 44
- Report Designers .....4
- Report Look.....37
- Report Parameter Designer
  - open.....41
- Report Parameter Designer .....41
- Report Parameter Designer window .....41
- Report Parameters
  - Connect .....88
- Report Parameters..... 24, 41, 42, 55, 71, 88
- Reports Published.....7
- ReportsNow
  - Trademarks .....3
- ReportsNow .....1, 3
- ReportsNow Information .....3
- ReportsNow®
  - look.....3
- ReportsNow®.....3
- Restore .....27, 30
- Resulting
  - PDF .....10
- Resulting .....10
- Right.....70, 93
- RIGHT OUTER
  - Use .....82
- RIGHT OUTER .....82
- Right-click
  - Column Header .....31, 43
- Right-click .....31, 43, 77
- Right-click Date .....28
- Role.....5, 29
- Rollup
  - choose .....16
  - need.....35
  - want..... 16, 35, 58, 65, 66, 67, 68
- Rollup..... 16, 35, 58, 65, 66, 67, 68, 77
- Row Index .....91
- Row-independence .....43
- Rows .....14, 16, 18
- Run
  - Report.....9, 42
- Run.....7, 9, 42
- Run Report.....9
- Run Reports Published
  - You .....7
- Run Reports Published .....7
- RX Bodegraven.....3
- S**
- Sales Quantity.....65
- Sample data .....23
- Save
  - List.....48
- Save .....27, 30, 48, 84, 85
- Save As.....27
- Save List .....44, 48
- Save To Layout.....7
- Second step .....23
- Second Time.....22
- Section describes.....90
- See
  - Associated Description.....33
  - Data Source .....20, 28
  - Define .....46
  - Filter Helper button.....24
  - Find.....23
  - Visual Assist button .....24
- See ..... 20, 23, 24, 28, 33, 46
- See Column Caption.....40
- See Filtering Data .....8
- See What .....7
- Select
  - Date .....41
  - Hide .....31
  - Input Grid Column .....93
  - Layout.....28, 43
  - OLE/DB .....95
  - Range .....25

Summary Type .....	57	JD Edwards customers .....	1
Today.....	26	Solution .....	1
Select .....	25, 26, 28, 31, 41, 43, 57, 74, 93, 95	Sort Ascending.....	36
Select Check .....	31	Sort Descending .....	36
Select Columns.....	84, 94	Sort Order .....	57
Select Days.....	26	Specify	
Select Embed Excel.....	39	Area.....	72
Select File .....	11	Specify .....	72
Select Fiscal Period .....	14	Specify Financial Embed Excel .....	18
Select Fiscal Quarter .....	14	Specify Financial Periods .....	14
Select Fiscal Year .....	14	Specify Financial Row Rollup .....	16
Select From.....	25, 26	Specify Financial Source Data.....	13
Select Group By This Column.....	35	Split .....	93
Select Indices.....	94	Spreadsheet Look.....	37
Select Join.....	81, 94	Standard .....	52
Select Layout .....	72	Start Index	
Select Left .....	93	Enter .....	93
Select Period.....	56	Start Index.....	93
Select Quick Calculations .....	52, 53, 54, 59, 92	String.....	93
Select Quick Start .....	64, 65, 66, 67, 68	String Compare	
Select Rename .....	40	add.....	60
Select Report Parameters.....	88	String Compare.....	60
Select Reports window		Subscriber-only .....	4
Close .....	7	Subscribers	
Select Reports window .....	7	reports .....	4
Select Sort Descending .....	28	Subscribers .....	4
Select Subscribers .....	29	Subsidiary .....	92
Select Summarize .....	35	Substitute Patterns	
Select Summary.....	94	Text.....	61
Select Tables		Substitute Patterns.....	61
Join .....	80	Substring .....	93
Select Tables .....	20, 80	Suggested Joins .....	81, 82
Select Through.....	25, 26	Sum	
Selected Grid Data.....	10	add.....	35
Set.....	77	get.....	35
Set Default Printing Preferences.....	70	Sum.....	35, 50, 52, 57
Set export options .....	73	Sum Column	
Set Relative Offset .....	56	Add Column Values into.....	50
Set To Selected Columns .....	72	Sum Column .....	50
Sheet.....	18	Sum, Count.....	64, 65, 66, 67, 68
Sheet1.....	18, 39	Summarization .....	77
SHIFT .....	32, 50, 51	Summarizing.....	35
SHIFT+click.....	72	Summary.....	39
Show		Summary Type	
Bottom Ten.....	64	selected .....	57
Check .....	31	Summary Type.....	57
English-readable .....	33	Summary Value	
Print Area.....	72	Filter.....	59
Prompt.....	41	Summary Value .....	59
Show .....	31, 33, 41, 64, 72, 73, 77	System .....	59, 91
Show Account Balances .....	56	System Calculations .....	91
Show Additional Information .....	76	System menu .....	91
Show Additional Table Information .....	94	<b>T</b>	
Show Columns.....	31	TAB .....	42, 86
Show Data.....	36	TAB/SHIFT+TAB .....	86
Show Month Trends.....	65	Table	
Show Only		Open.....	22
Columns You Need .....	31	value.....	82
Show Only.....	31	Table .....	22, 27, 76, 80, 81, 82, 94
Show Year Trends .....	66	Table Join .....	79
Show Your Top Ten.....	64	Table Lookup	
Sign into Data Access Studio.....	5	add.....	57
SIMPLE .....	80, 82	Table Lookup .....	57, 74, 89
Solution		Technical Knowledge.....	2, 4, 11, 19, 76

Text	
Substitute Patterns .....	61
Text .....	60, 61, 62
Text Calculations .....	93
Text menu .....	93
These transformations .....	30
Through.....	25, 26
Time Updated.....	92
To Excel .....	10
To Tab Separated Values .....	10
Today	
select .....	26
Today .....	24, 26, 54
Today Range Filter .....	26
Today's Date .....	26, 54
Toll Free .....	3
Toolbar	
Cancel button .....	23
Find.....	20, 28
Top .....	70
Total Width	
Enter .....	93
Total Width.....	93
Trademarks	
ReportsNow.....	3
Trademarks.....	3
Trending	
gives .....	63
part .....	63
Trending.....	63, 64, 65, 66, 67, 68
Trim .....	93
Trim Delimiters.....	93
Troubleshoot Calculation Errors .....	89
Tucson Way .....	3
Turn Row Values into Column Values .....	68
Type	
Calculation.....	55, 56, 57, 58, 61, 86
Object Name.....	20
Type .....	20, 55, 56, 57, 58, 61, 86
Type Converter .....	91
<b>U</b>	
Uncheck	
Allow .....	29
Uncheck .....	25, 26, 29, 31, 39, 70
Uncheck Auto-Width On Find .....	38
Uncheck/Check Show.....	38
Uncheck/Check Show Horizontal Lines.....	37
Uncheck/Check Show Vertical Lines .....	37
Uncheck/Check Summaries.....	37
Understand.....	30
Undo	
Index Assistant .....	74
Undo.....	27, 74
Union Code .....	68
Up/down	
use.....	77
Up/down .....	77
US .....	46
USA.....	3
Use	
Concatenation .....	62
Cross Tabular.....	58
Cross Tabular Trend .....	68
Filter Helper .....	46
Index Assistant .....	74
LEFT OUTER .....	82
Replace .....	61
RIGHT OUTER.....	82
up/down.....	77
Visual Assist .....	73
Use.....	46, 58, 61, 62, 68, 73, 74, 77, 82, 95
Use more advanced calculations.....	90
User.....	95
User Guide.....	2
User Guide Structure .....	2
User ID .....	29
User level .....	4, 11, 19, 76
User, Password.....	5
<b>V</b>	
Value	
Conditionally Rollup.....	58
Excel.....	39
Left.....	70
Prompt.....	41, 42
Table.....	82
Value.....	39, 41, 42, 58, 70, 77, 82
Views.....	20, 94
Visual Assist	
use.....	73
Visual Assist.....	24, 73, 80, 86
Visual Assist button	
see.....	24
Visual Assist button.....	24
<b>W</b>	
Want	
rollup.....	16, 35, 58, 65, 66, 67, 68
Want.....	16, 35, 58, 65, 66, 67, 68
Ways	
following .....	86
Ways .....	86
We.....	30
WebCasts .....	3
Week	
Day .....	54
Week.....	54
Which .....	79
Wildcard .....	28
Wizards .....	44
Word.....	3
Work.....	49
World.....	5, 33
World Administrator .....	5
World Data .....	20
World Software .....	3
Www.ReportsNow.com.....	3
<b>X</b>	
XML.....	10
<b>Y</b>	
Year	
Day .....	54
Year.....	26, 53, 54, 56, 67
Year Trend .....	66
Year-To-Date .....	55
Yet important.....	63
You	
Run Reports Published .....	7
Your Custom Table Join .....	85
Your Layout	

Colors .....37, 38  
Publishing .....29

Your Layout.....29, 37, 38  
Your Lists .....49

---