Using Expressions:

* Reporting tools > Query> Query Manager
* Create New Query > Go Description to select the Table, then Add Record, Check All
* Click “ Last” on the Business Unit that row, then Go Define Constant to type “ content” in the session of Constant, OK
* Then, go Account ‘s Constant to choose 1. SetID 2. Account, then Pick account you want, OK
* Run
* Go to Expressions, click Add Expression, Change the character “ Length”, then Click “ Field “ Select “ Business Unit”, then write in Expression Text , Add Field, Select Ledger, click OK, Click “ User as Field “
* Click Record and Sort to Change Order
* Change the Heading – Field , Edit, Text –Heading Text, Save , and Run

Using Scheduling

The steps will be the same

* Click Query , Run..

For Example : The message shows “ Query Report set too Large……modify your query”

Go to  Save as: Enter a name to save this query as: create name and save

* Go to Query Manager to search the name you create
* Click on Schedule , make copy of Query Name to Run Control ID, Click Add
* Copy name on the Description and Click Apply
* Then, you can see the Process List, and select Format , and you can select “ Recurrence “ as Daily or..any, and Time Zone, then, Click “ Distribution” and fill in the description , then click OK..Ok..Ok ..then you can see the Schedule now
* Click “ Schedule”, Click Process Monitor, then you can see the Schedule has been done

Using Join:

The same steps to the click Record, and Check the Business Unit, Account , Fiscal-Year, Posted –Total –AMT

* Click Business Unit –Last to Edit Criteria Properties, define constant, Ok
* Fiscal Year –Last to Edit Criteria Prosperities, define constant OK
* Fields to Click Edit on the row of Posted –Total\_Amt (Want to know total Amount)
* Select “Sum”- OK
* Sum is under Agg (Make Sure), then Run

Want to join another type of account

Go to Records

* Go description to search the account Table
* Click Join Record
* Select one you want to join
* Auto Join Criteria, select one of requirement you want to join, then click Add Criteria
* Choose Account type field , then click Fields
* You can click Order /Sort if you want to reorder the fields
* Click Edit to change the heading, OK…Run

Add Prompt

All the steps are the same

Create Prompt for business Unit

* Edit Criteria Properties, select Prompt, click on new Prompt, it will open the new prompt

You can see the field name “Business Unit”, click OK, Ok

* Click Prompts, you will see 1+ business unit “ on prompt list, Run
* You will see the Unit ( ), you can select the prompts field , OK
* You can create another Prompts, go prompts, click Add Prompt, click on “Field Name”
* Type account, click Search, select “ Account”, Go Edit Type- Click Prompt Table (if this what you want), select “Prompt Table” to enter the account table you want to search
* Then, click the select a Prompt Table , click Ok
* You will see two selections on the Prompts List
* Then, you can Add another new Prompt, then go to Criteria, and click it
* It will show three prompts on the Criteria list Run
* It will show three prompts , you can “change” the name
* Go Prompts, click the prompt you want to change –Edit.
* Go to heading Text, you can change as “Business Unit”, Ok, Run