

## Querying Data in EAS Quick Reference Guide

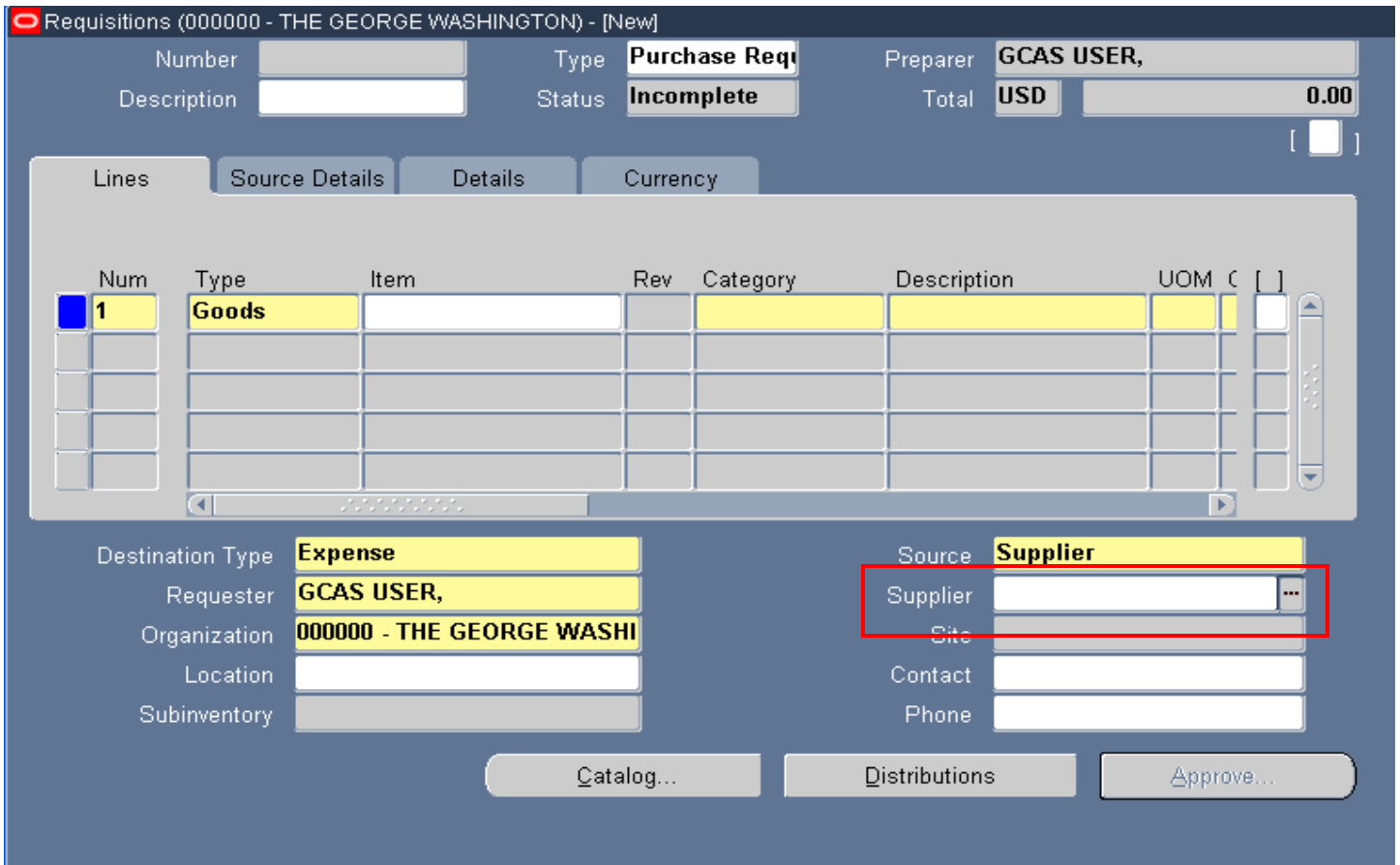
### *Functions/Keyboard Keys/Example*

Function	Keyboard Keys	Example
WILD CARD	%	%UNIV% (See <b>Example 1</b> ) %MARYLAND% (See <b>Example 2</b> )
EQUALS	=	= 'Janet' = 107
IS NOT	!=	!= 'Bob' != 109
GREATER THAN	>	>'01-JAN-2007' (See <b>Example 2</b> ) > 99.1
LESS THAN	<	< 1000.00
AT LEAST	>=	>= 55
AT MOST	<=	<= 100
BETWEEN TWO VALUES	#BETWEEN ... AND ...	#BETWEEN 1 AND 1000
BLANK FIELD	#IS NULL	#IS NULL
NON-BLANK FIELD	#IS NOT NULL	#IS NOT NULL (See <b>Example 3</b> )

**NOTE:** Above functions may not work consistently on all forms and fields.

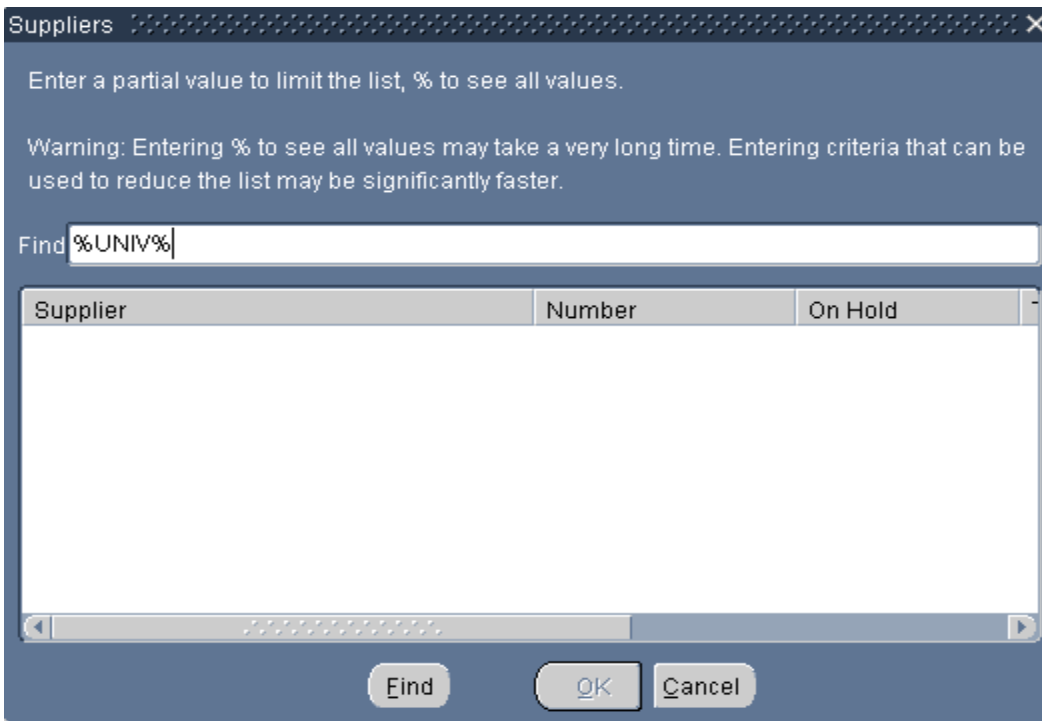
**Example 1.** Querying all suppliers with “UNIV” in its names on the Requisitions form.

In the Supplier field click on the LOV button  or press Ctrl-L keys:



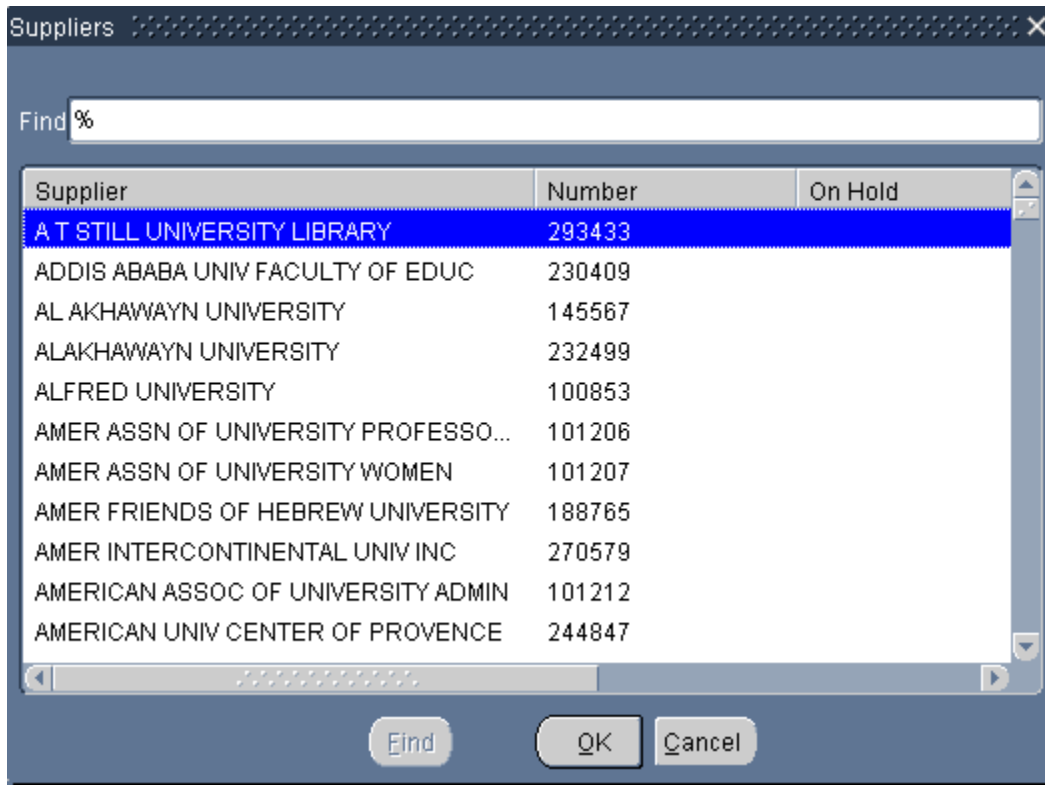
The screenshot shows the 'Requisitions (000000 - THE GEORGE WASHINGTON) - [New]' form. The 'Supplier' field in the 'Source' section is highlighted with a red box. The form includes fields for Number, Description, Type (Purchase Req), Status (Incomplete), Preparer (GCAS USER), Total (USD 0.00), Destination Type (Expense), Requester (GCAS USER), Organization (000000 - THE GEORGE WASHI), Location, Subinventory, and Source (Supplier). A table with columns Num, Type, Item, Rev, Category, Description, and UOM is visible. Buttons for 'Catalog...', 'Distributions', and 'Approve...' are at the bottom.

Type ‘%UNIV%’ in the LOV window to find all suppliers with ‘UNIV’ in their names:



The screenshot shows the 'Suppliers' LOV window. It contains a search criteria field with the text '%UNIV%'. Below the search field is a table with columns 'Supplier', 'Number', and 'On Hold'. The table is currently empty. The window has a title bar with 'Suppliers' and a close button. At the bottom, there are buttons for 'Find', 'OK', and 'Cancel'.

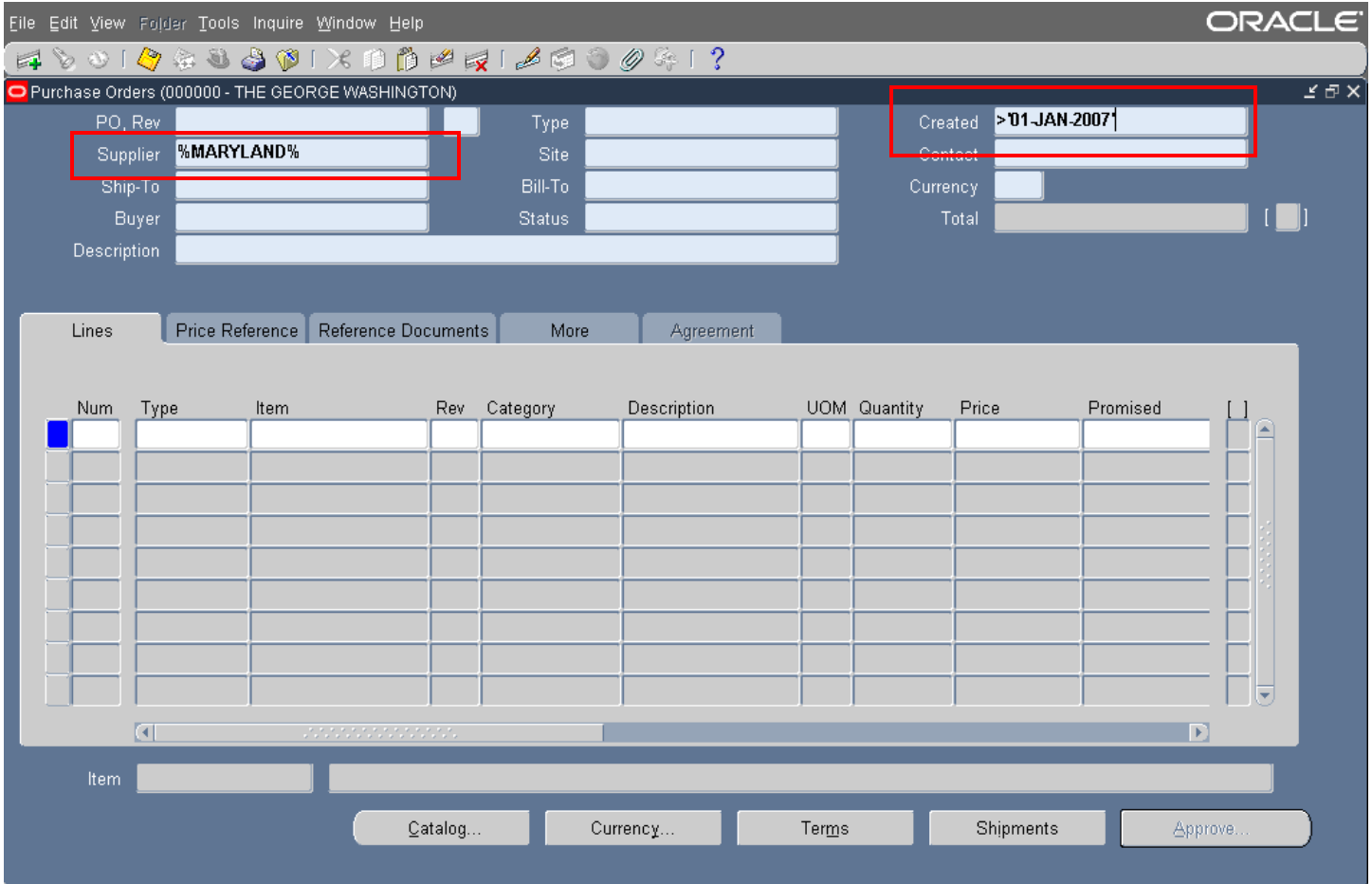
Click Find button to get the list of all suppliers with 'UNIV' in their names:



**Example 2.** Querying Purchase Orders for a supplier with the word 'Maryland' in its name and created after 01-Jan-2007.

To enter the query, go to:

- View menu on the Purchase Orders form > Query By Example > Enter or just press F11 key
- Enter **%MARYLAND%** in the Supplier field
- Enter **>'01-JAN-2007'** in the Created field



To run the query, go to:

- View menu > Query By Example > Run or just press Ctrl-F11 keys

The results will look like this:



The screenshot shows the Oracle EAS interface for a Purchase Order. The title bar reads "Purchase Orders (000000 - THE GEORGE WASHINGTON) - 1000108702". The form contains the following fields:

- PO, Rev: 1000108702 0
- Type: Standard Purchase Order
- Created: 03-JAN-2008 09:34:22
- Supplier: MARYLAND-NATIONAL CAPIT.
- Site: LAUREL-01
- Contact: [Empty]
- Ship-To: SEE ADDRESS BELOW
- Bill-To: 44983 KNOLL SQ-AP
- Currency: USD
- Buyer: QUICKPAY, BUYER
- Status: Approved, Reserved
- Total: 1,518.00

Below the form is a table with the following columns: Num, Type, Item, Rev, Category, Description, UOM, Quantity, Price, Promised. The table contains one row:

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised
1	Quick Pay			TRAINING.TUITI	Summer 2007 / MSTI	Each	1	1518	

At the bottom of the form, there is an "Item" field containing "Summer 2007 / MSTD 291 / Jurkiewicz" and several buttons: "Catalog...", "Currency...", "Terms", "Shipments", and "Approve...".

All Purchase Orders pulled up by the querying conditions above can be viewed on the form by using 'Page Down'  or arrow down  keyboard keys.



To run the query, go to:

- View menu > Query By Example > Run or just press Ctrl-F11 keys

Only journals which have debit balances will be displayed. The results will look like this:

Balance Type		Actual		Currency Type		Entered	
Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit	
Projects 4546596	Revenue USD	Projects	USD	10	5,021.36	0.00	
Projects 4556975	Revenue USD	Projects	USD	18	1,483,003.06	0.00	
Projects 4560512	Revenue USD	Projects	USD	7	7,272.49	0.00	
AR 28616 Receiv	Sales Invoices USD	Receivables	USD	285	645.20		
Projects 4564475	Revenue USD	Projects	USD	12	161,435.71	0.00	
Projects 4570951	Revenue USD	Projects	USD	10	79,489.20	0.00	
Projects 4574758	Revenue USD	Projects	USD	34	446,779.42	0.00	
Projects 4578684	Revenue USD	Projects	USD	28	397,489.45	0.00	
Projects 4582239	Revenue USD	Projects	USD	20	650,766.56	0.00	
Projects 4585689	Revenue USD	Projects	USD	15	129,188.88	0.00	
Projects 4595681	Revenue USD	Projects	USD	14	38,944.31	0.00	
Projects 4600254	Revenue USD	Projects	USD	55	264,782.30	0.00	

Drilldown      Show Full Journal      Detail Balances