Data Access Studio User Manual

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Overview

Data Access Studio is the premium reporting solution for JD Edwards customers. Whether you are a business analyst, end-user, or power user, Data Access Studio empowers you to create the reports you need when you need them:

- Create and distribute dashboards
- Schedule and email reports
- Automate data selection and burst reports
- Create Alerts over your JDE system
- Provide the easiest way to visualize and report over JDE data
- Report over 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 software empowers you to handle the majority of your business reporting challenges.

User Guide Structure

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

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

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 Company Information

ReportsNow is an Oracle Partner that provides the high quality JDE reporting software. As you use Data Access Studio, please utilize the following resources from the ReportsNow web site: www.ReportsNow.com

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

Also look for ReportsNow® at your local user groups and Quest Events.

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Trademarks

Getting Started

Sign into Data Access Studio

JDE EnterpriseOne

Your JDE Administrator will provide you a shortcut or web page address to run Data Access Studio. Typically, this is a link to DASWeb.exe.

Once you run the link, you will sign into Data Access Studio with your EnterpriseOne credentials: User, Password, Environment, and Role (Role is applicable to E1 versions 8.9 and higher). You can usually put *ALL in the Role field, unless you have been instructed otherwise.

If you have any issues logging in please consult your JDE administrator.

JDE World

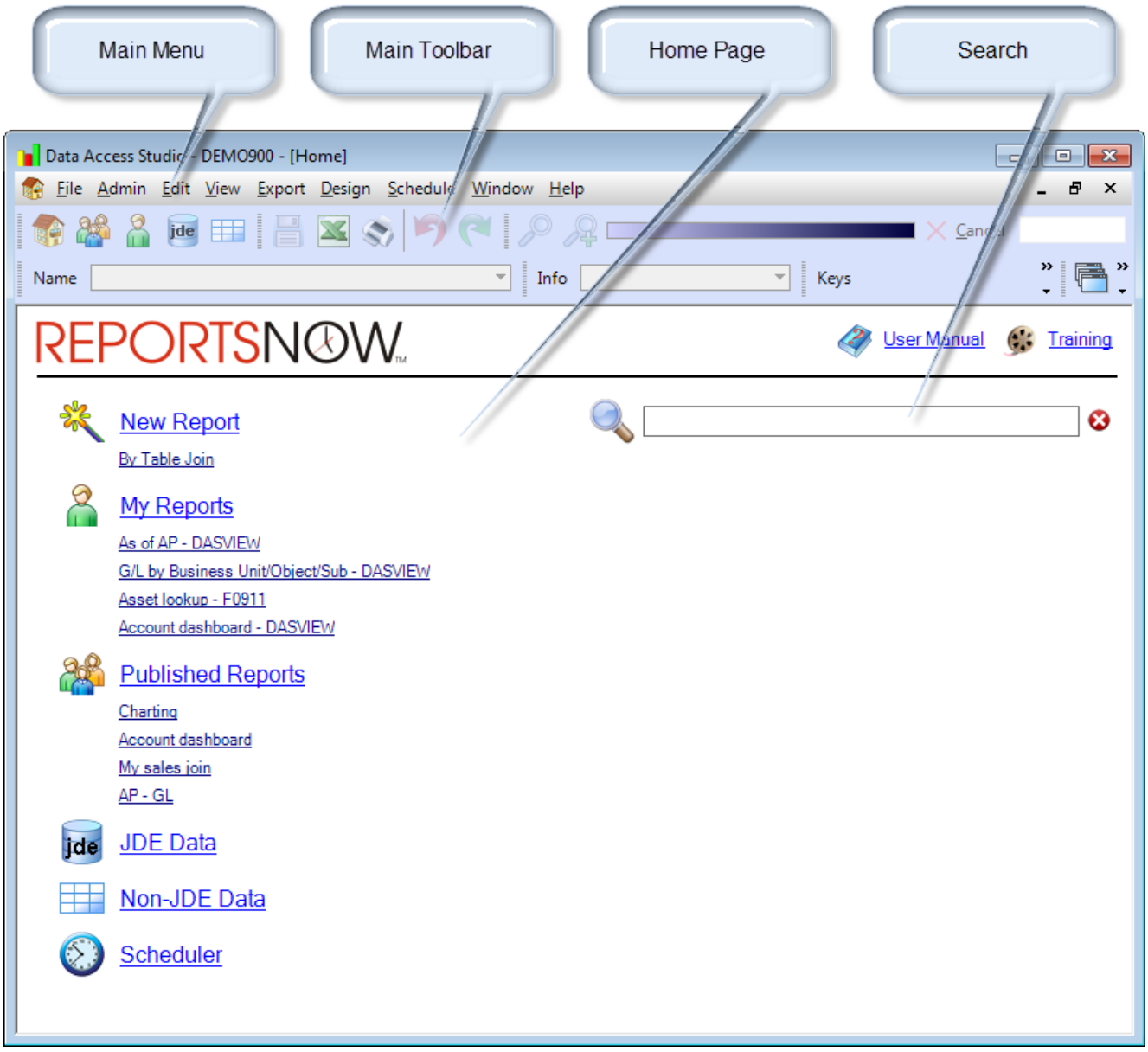
Your JDE Administrator will provide you a shortcut or web page address to run Data Access Studio. Typically this is a link to DASWeb.exe.

Once you run the link, you will sign into Data Access Studio with your World credentials: User and Password. Data Access Studio will automatically provide the default library list for you.


REPORTSNOW
Location: DENV0027
User
Password
Library list
OK
Cancel

:

Main Window



To	Do this
Create a new report from a table or existing view	Click the **New Report** link.
Create a new report by defining a custom join	Click the **By Table Join** link.
Work with your custom reports	Click the **My Reports** link. See Design Ad Hoc Reports.
Open a recently accessed custom report	Click hyper link of the report name under **My Reports**.
Work with reports published to you	Click the **Published Reports** link. See Run reports published to you.
Open a recently accessed published report	Click the hyper link of the report name under **Published Reports**.
Work with JD Edwards tables directly	Click the **JDE Data** link.

Work with tables external to JD Edwards	Click the **Non-JDE Data** link.
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 is 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. Alternately, you can highlight the row and click  . The Search window includes **Templates**. **Templates** are pre-written documented reports written by ReportsNow. You can use **Templates** directly or as a starting point for your own reports.
Access online help	Click the **Help** button.
Access online video training	Click the **Video Training** button.

Run Reports Published to You

User level	JDE Knowledge	Can Design Reports	Technical Knowledge
Subscriber	Not needed	No	None required
Quick Report Designer	Minimal	Yes	Minimal
Ad Hoc Designer	Yes	Yes	Some
Advanced Designer	Yes	Yes	High

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 Publisher of the report allowed it.
- You cannot modify and save the report.
- You cannot show columns that were hidden.

Subscriber-only users

If you are a subscriber-only user, then you:

- Need no JDE knowledge.
- Choose from reports that were published to you.
- Change report parameters (if applicable).
- Run reports.
- Export or print the results.

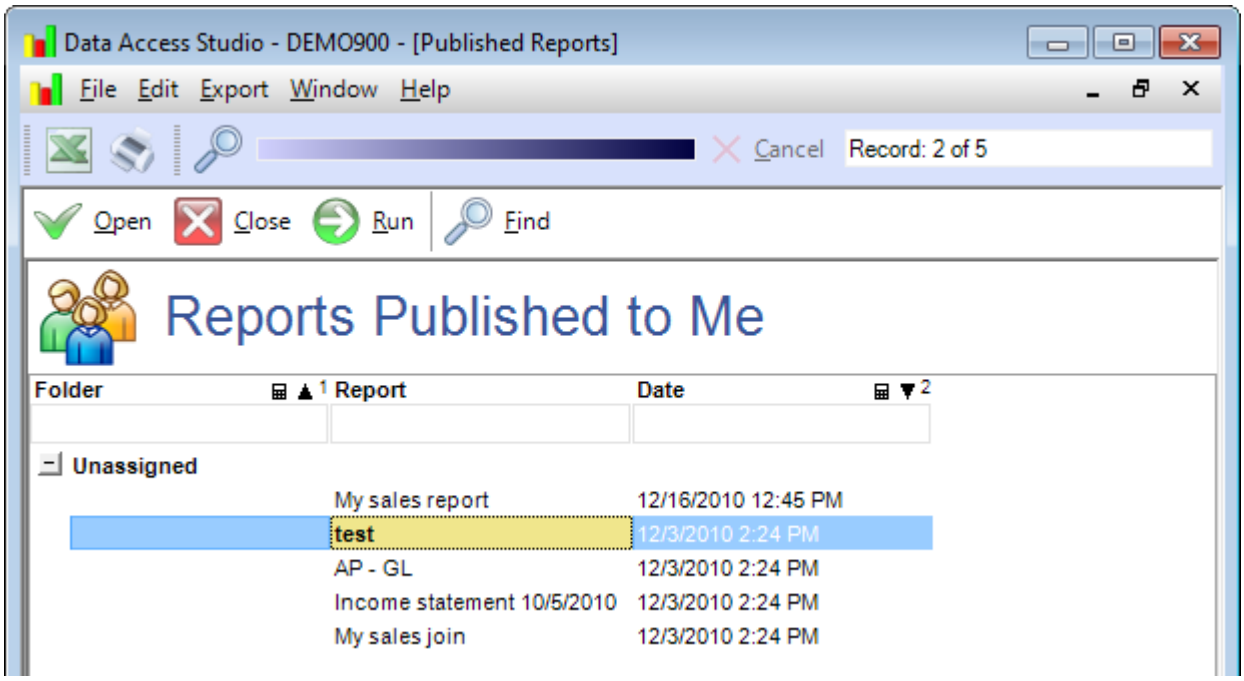
This section shows you how to run reports that are published to you in the following topics:

- Run reports published to you
- Change parameters and data selection
- Run the report
- Export and print

Run Reports Published to You

Once you have signed in to Data Access Studio:

- If you are a subscriber only user, you will see the report selection screen below:
- If you are a designer, click **File | Open | Reports Published to me...** to see the report selection screen:



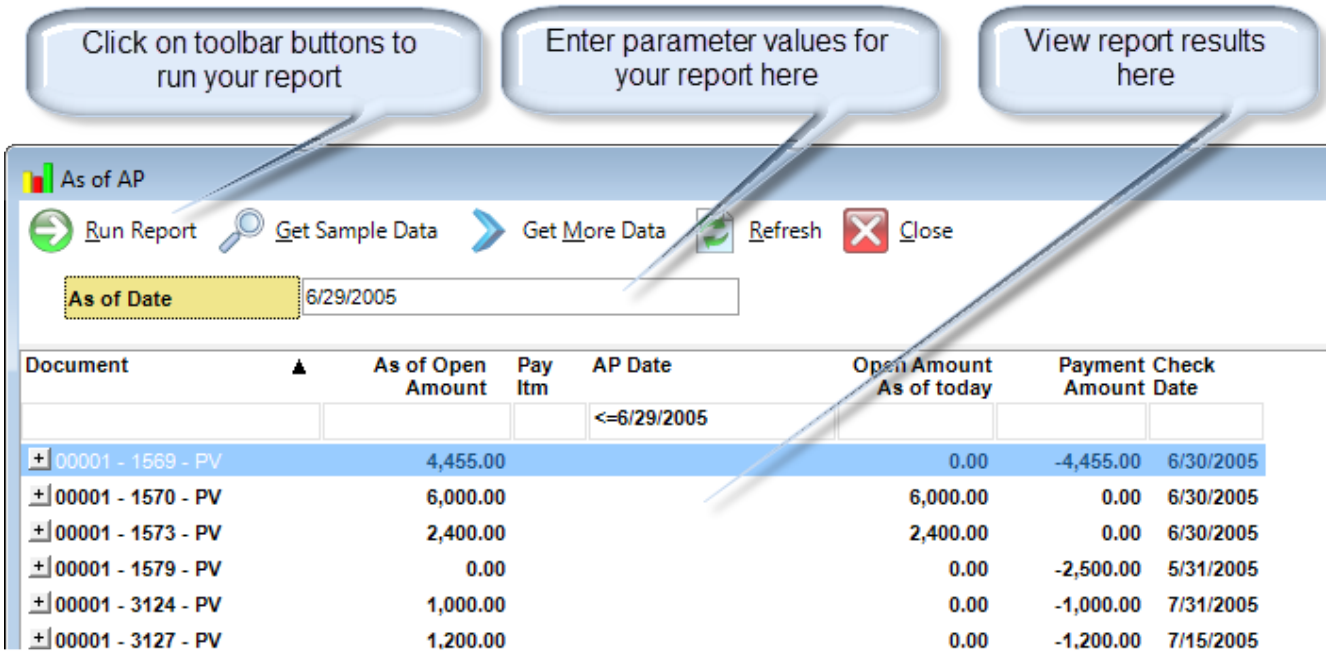
You will see one line for each report that is published to you. This form presents the report folder, report name and date the report was published to you.

To	Do this
Open a report without running it	Left-click the report and click **Open**. Alternately, you may double-click the row.
Close the **Select Reports** window	Click **Close** or click the **X** in the upper right-hand corner of the window.
Refresh the list of reports published to you	Click **Find**.
Un-publish a report	If you have this permission, left-click the report and click **Delete**. **Note:** if you are not authorized to do this operation, this button will not appear on this screen.
Change the subscribers for reports	If you have this permission, click the **Manage Subscribers** button.
Run a report	Left-click the report and click **Run**. 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 report which you can modify	Left-click the report and click **Save To Layout**. Once saved, Data Access Studio will notify you that the save was complete. You will now have a private report named the same thing as the report you copied. **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.

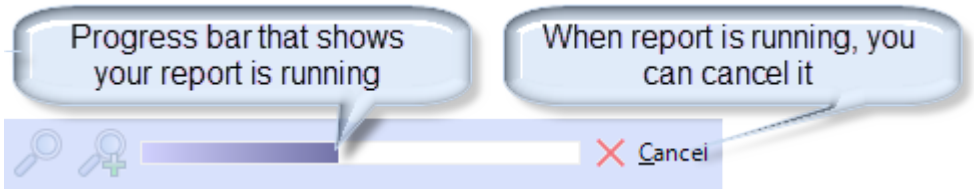
Here is a sample report:



Enter a parameter	Click on the box next to the parameter. Use the visual assist button to assist you in selecting valid values. User the filter helper button for advanced selection such as lists, not in list, ranges, etc.
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 Filter Your Data for more information. **Note:** If the publisher disallowed filter changing, 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 **Get Sample Data** button.
Run the report over all the data	Once you entered the necessary parameters and are ready to run the report, click **Run Report**.
Stop an in process report	Click the **Cancel** button. **Note:** you may only the click the **Cancel** button if it is enabled.

Export and Print

Once your run completes, 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 **File | Print**. 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  on the main toolbar.

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.

If you have the **Export** menu on the main menu bar for the report you are running, then you may export the data in the report as follows:

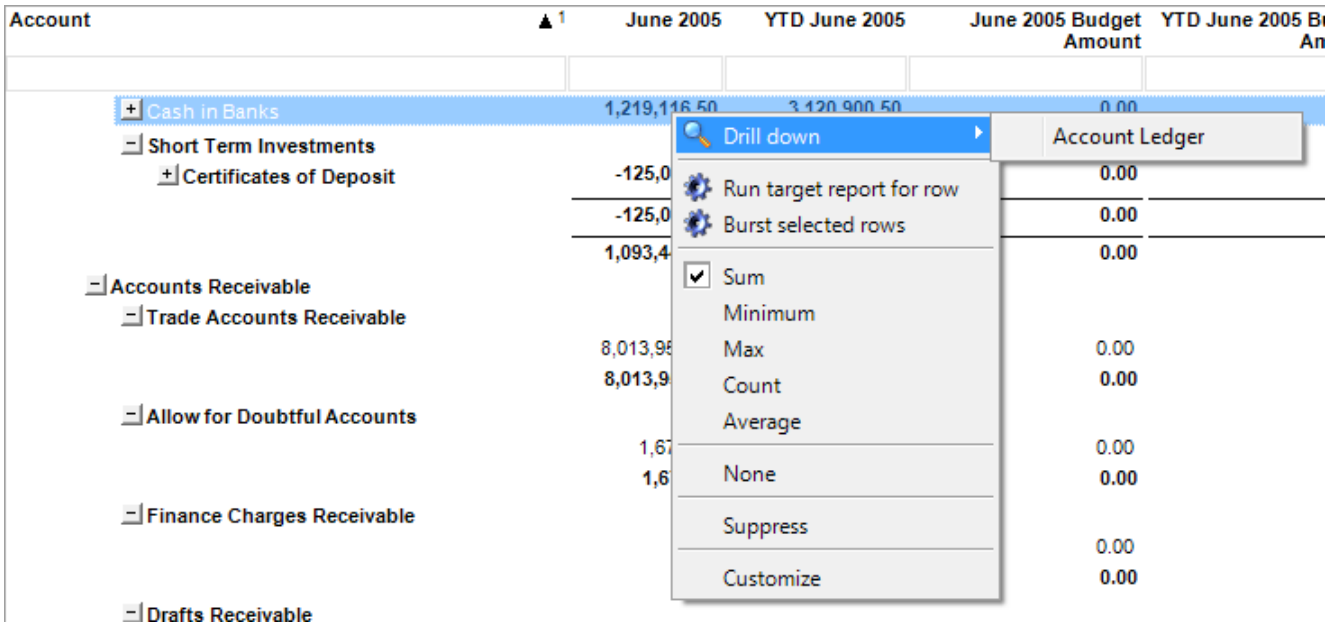
To	Do this
Export your report data to Excel	Click **Export | All Grid Data | To Excel...**
Export your report data to a web page format	Click **Export | All Grid Data | HTML...**
Export your report data to a PDF (Adobe Acrobat) format	Click **Export | All Grid Data | PDF...**
Export your report data to Access or other similar third party software	Click **Export | All Grid Data | To Tab Separated Values...**
Export you report data to Oracle BI Publisher or similar third party software	Click **Export | All Grid Data | XML...**
Export your report data to Access or other similar third party software requiring CSV format	Click **Export | All Grid Data | To CSV...**
Export your report data to fixed format	Use the **Pad** calculation to make all export columns a fixed width. Then Click **Export | All Grid Data | To Fixed Format...**
Export only selected rows or columns	Select the columns or rows you want to export. Click **Export | Selected Grid Data |** and select your output format.

Drill Down

Drill Down

Drill downs are links between cells in one table to another table. For instance, an account balance can drill down into a set of General Ledger entries. Data Access Studio supports drill downs as follows:

- Master file drill downs
- General Ledger drill downs
- User-defined drill downs



Drills downs support multiple rows and drill down on summary values as well. E.g., if you want to drill into a rollup up summary value on a Balance Sheet, right-click the summary value and select **Drill Down -> Account Ledger**. DAS will show all the transactions that rolled up into that summary value automatically.

Master file drill downs

For any cell that has a master file behind it (for instance, address book number, item number, etc.), you can right-click the cell. On the popup menu, you will see **Drill Down**. When you click the drill down selection, DAS will open the master file and show you the details for the item you selected. If you select multiple rows in the source table, when you click the drill down option, DAS will show you master file records for all the items you selected.

General Ledger drill downs

See Account Ledger Drill Down.

User-defined drill downs

See User-Defined Drill Down

Account Ledger drill downs

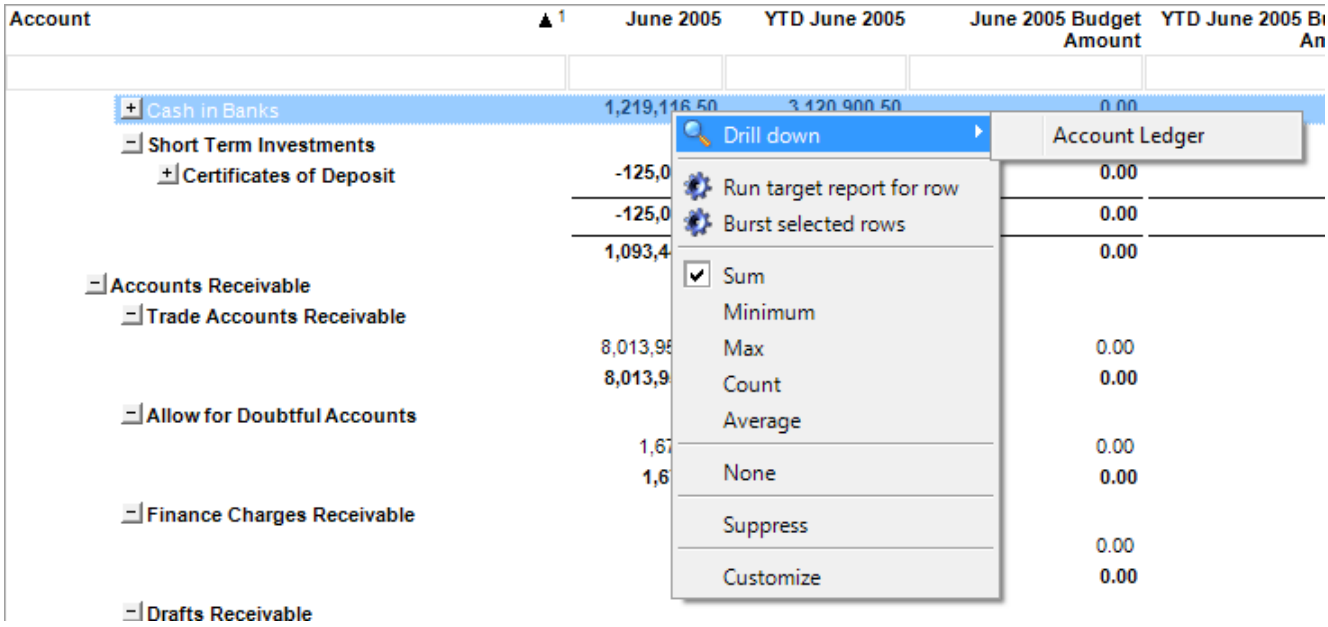
These drill downs are automatically available on any new or pre-existing report over the above tables.

DAS provides the following pre-defined General Ledger Drill Downs:

- Account Balances (F0902) -> GL over any Net Posting column, Relative Period, or Period Amount column
- Asset Balances (F1201) -> GL over any Net Posting column, Relative Period, or Period Amount column
- Purchase Orders (F4311) -> GL over Order Number and Amount Received columns

Account Balances Drill Down(F0902)

For any report that runs over the Account Balances table (F0902)--which includes Financial Quick Reports, you can drill into amounts. To **Drill down** into an amount, right-click the amount and select **Drill down -> Account Ledger**:



DAS will open the account ledger and show you the transactions and transaction totals for the item you drilled into. **Note:** you can drill into a summary as shown above or into a detail cell.

Asset Balances Drill Down(F1202)

For any report that runs over the Asset Balances table (F1202)--which includes Fixed Asset Quick Reports, you can drill into amounts. To **Drill down** into an amount, right-click the amount and select **Drill down -> Account Ledger**.

Purchase Order Drill Down(F4311)

For any report that runs over the Purchase Order Detail (F4311)--which includes Fixed Asset Quick Reports, you can drill into amounts. To **Drill down** into a purchase order, right-click the **Order Number** and select **Drill down -> Account Ledger.** DAS will show you the two balancing entries for the order in the Account Ledger (F0911). The amounts shown in the Account Ledger should match up to the **Amount Received** column in the Purchase Order header.

User-defined Drill Down

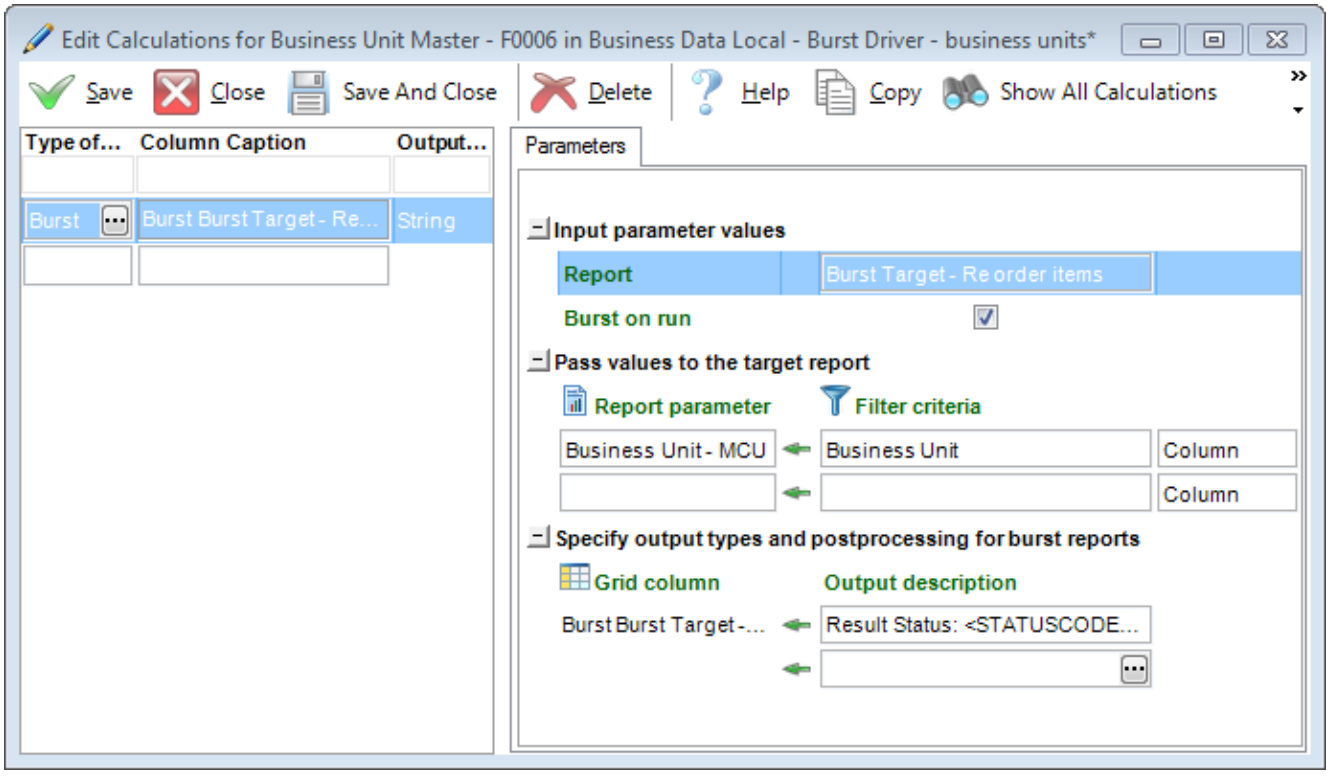
You can connect any report to any other report with the **Burst** calculation. This allows you to create any row-level drill down you need.

When designing a drill down you need two DAS Reports:

- A driver report
- A target report

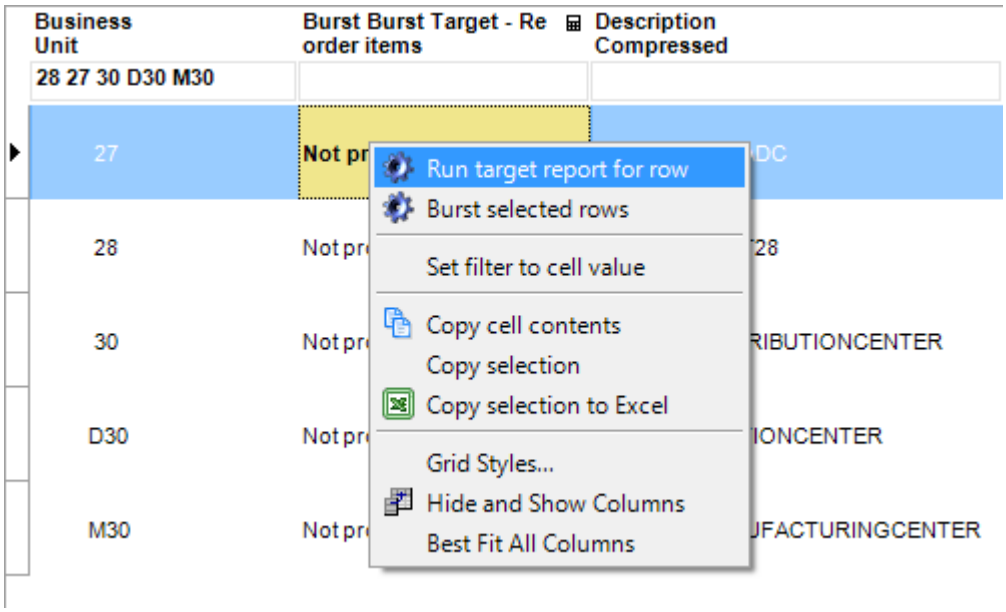
DAS drills down from the driver report to the target report.

- Create a target report that will show the details for a driver. For example, re-ordering items for a business unit. The target report takes a business unit as its input and shows if any items need to be re-ordered for that business unit.
- Open a driver report. In our running example, this would be a list of business units. This will be the business units for which we want to drill into the target.
- Click **Design | Edit Calculations**.



- Select **Burst**.
  - For **Report** enter the name of the report that will show the drill down information for your source report.
  - Connect your source report to the target report by passing values from source to target. In our example, connect the business unit from the driver to the business unit of the target.
- Save your calculations.

You can now right click any row in your source report and you will see:



When you click **Run target report for row**, DAS will launch the target report and pass the values for the selected row automatically. The result is a Drill Down for the driver row.

NOTE: You will only see the other menu item **Burst selected rows** if you enabled multiple row security for your user profile. Consult your DAS administrator to set up this permission if you need multi-row bursting.

Design a Quick Report

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

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**.

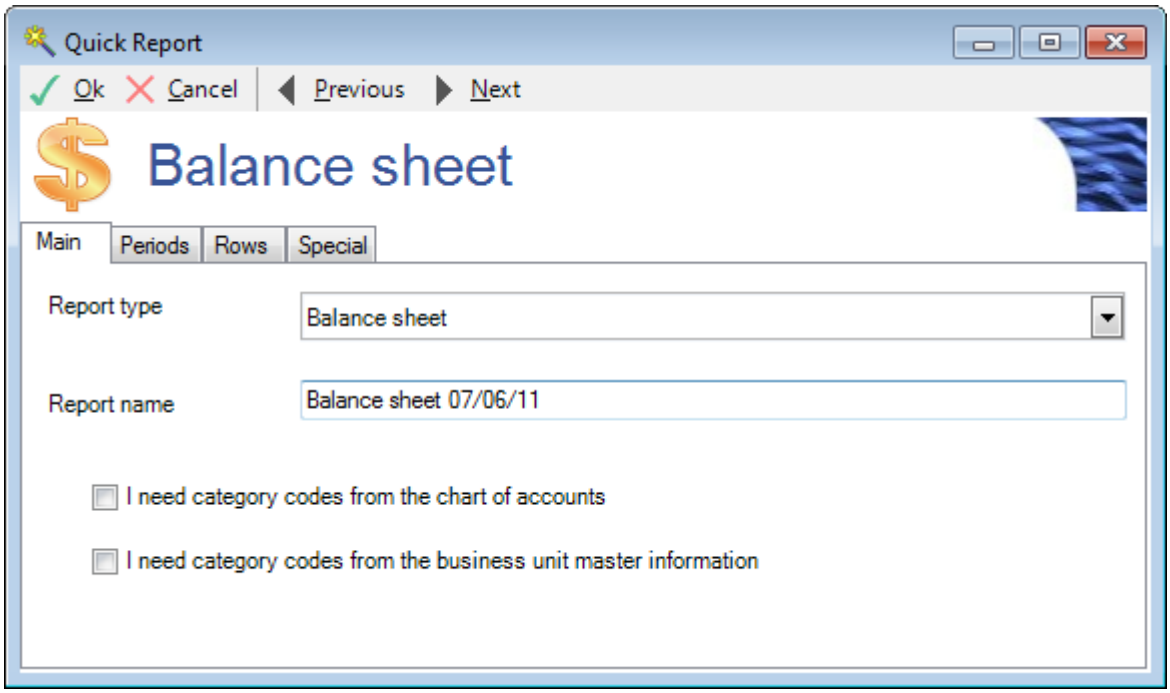
Create a Financial Balances Report

The Financials Quick Report allows a finance user to create reports such as:

- Balance Sheet
- Income Statement
- Trial Balance
- Budget vs Actual
- Business Unit comparison
- Period, quarter, yearly comparison
- and more

To get started, sign in then:

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

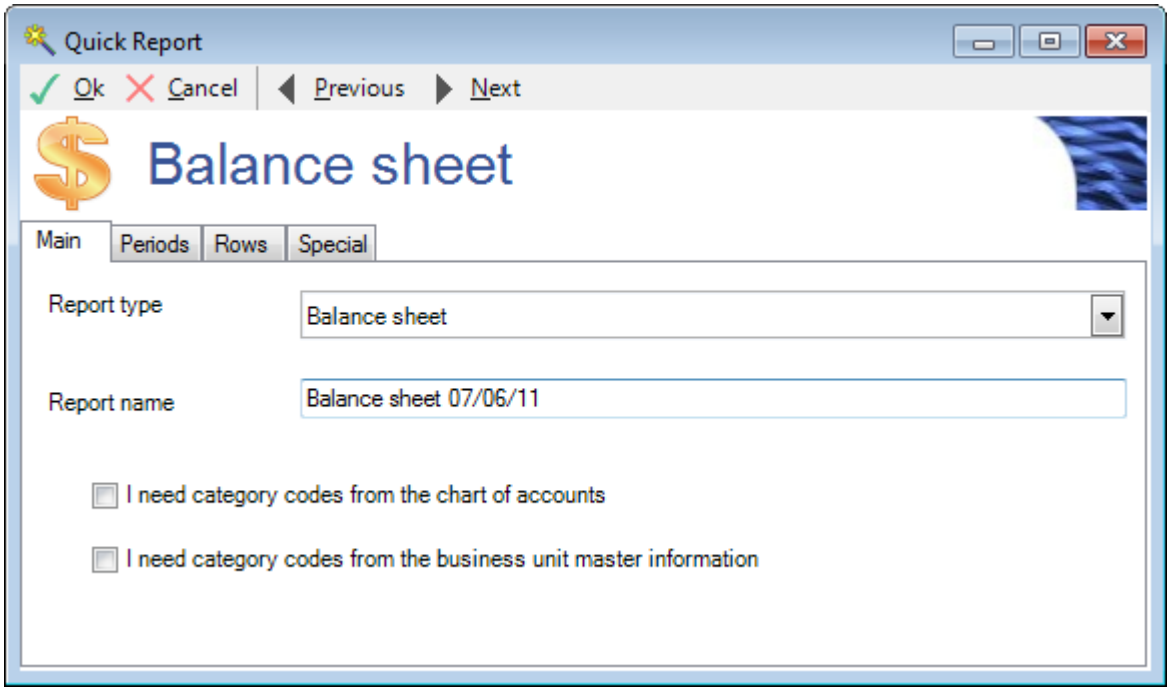


The **Quick Report** lets you specify what kind of report you want and how you want to create it.

To	Do this
Enter information on a particular tab	Click the tab or click **Previous** and **Next** navigate the tab control. See topics that follow.
Create the financial report with the parameters you specified	Click **Ok**.
Exit the designer	Click **Cancel**.

Specify Type of Financial Report

The first step of defining your report is to select what type financial report you want. Enter this information on the **Main** tab:



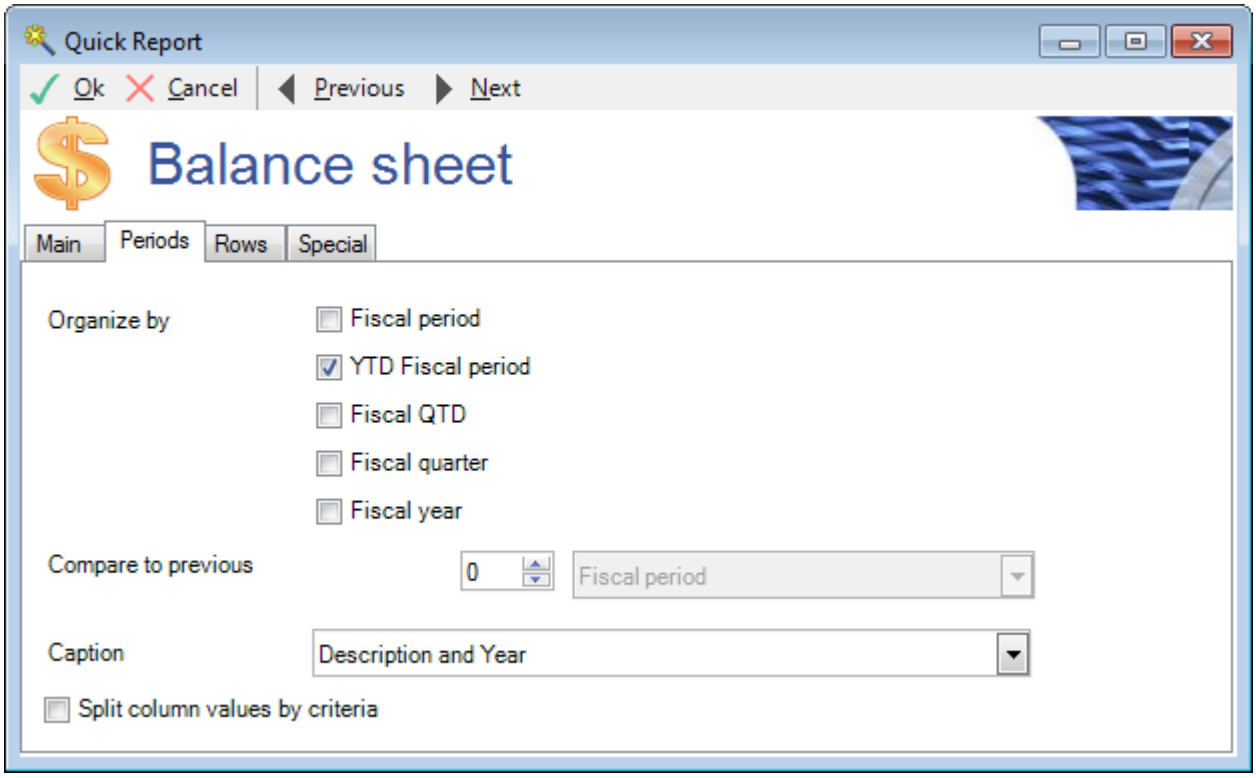
In this version, all reports are based on the Posted balances file in JDE.

To	Do this
Type of your report (Required)	Select the type of financial report that you want to create. After selecting the basic types, you can use the rest of the wizard to customize it further (for example, you can split an Income Statement into multiple periods or compare actual vs. budget).
Name your report (Required)	Click on the edit box next to **Report name** 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: **I need category codes from the chart of accounts**.
If you need to access category codes in the JDE Business Unit table	Click the check box labeled: **I need category codes from the business unit master information**.

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

Specify Financial Periods

You can show amounts by period, quarter, year, or Year-To-Date period. You can also compare period amounts to amounts in previous periods or years.



To	Do this
Select how to organize the periods in your report	Click the **Organize by** option box. Select **Fiscal Period**, **Fiscal Quarter**, **Fiscal Year**, and/or **YTD Period**.
Compare a period to previous periods	Change the **Compare to previous** number to the number of periods you want to compare against. Set the option box next to the number to **Fiscal Period**.
Compare a period to the same period in previous years	Change the **Compare to previous** number to the number of years you want to compare against. Set the option box next to the number to **Fiscal Year**.
Compare a quarter to previous quarters	Click the **Organize by** option box. Select **Fiscal Quarter**. Change the **Compare to previous** number to the number of quarters you want to compare against. Set the option box next to the number to **Fiscal Quarter**.
Compare a quarter to the same quarter in previous years	Click the **Organize by** option box. Select **Fiscal Quarter**. Change the **Compare to previous** number to the number of years you want to compare against. Set the option box next to the number to **Fiscal Year**.
Compare a year to previous years	Click the **Organize by** option box. Select **Fiscal Year**. Change the **Compare to previous** number to the number of years you want to compare against. Set the option box next to the number to **Fiscal Year**.
Compare a Year-To-Date amount to previous Year-To-Date amounts	Click the **Organize by** option box. Select **YTD Period**. Change the **Compare to previous** number to the number of years you want to compare against. Set the option box next to the number to **YTD Fiscal Period**.
If you want to split period values (such	Check the Split column values by criteria. Once checked, see

as Budget vs Actuals)	Financial Column Rollup to specify how to split the period values.
If you want to change the Caption for the period columns	Select the desired caption setting from the **Caption** drop down.

Specify Financial Row Rollup

The next step is to define how you want to organize your row information. You have three choices depending on your needs:

- User Defined List - Manually define each account rollup
- Chart of Accounts - Use the JDE Chart of Accounts to define the account hierarchy
- Account Group - Rollup accounts by the object accounts

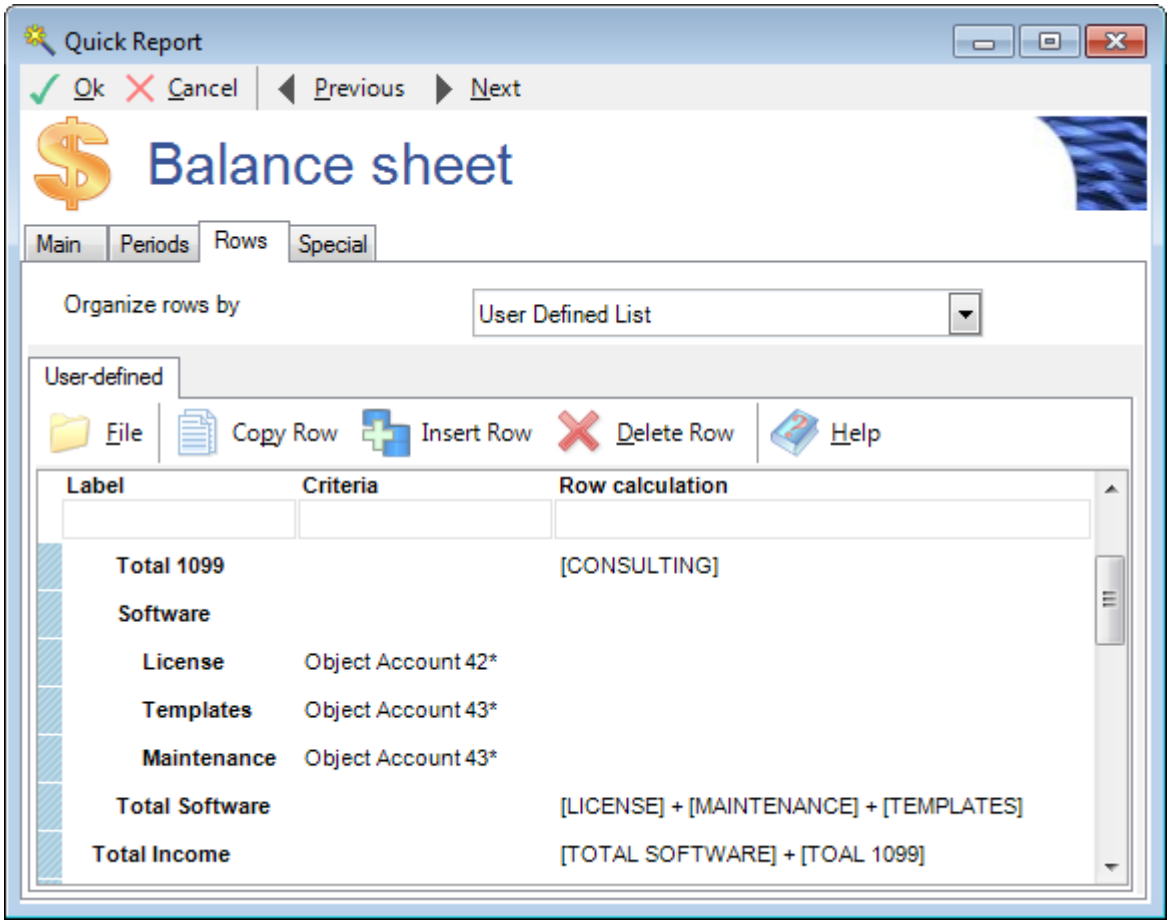
User Defined List

The User Defined List option gives you a flexible way to define manually how you want your financial information displayed. Each row in the grid below represents how to rollup detailed 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 the criteria you need for each row

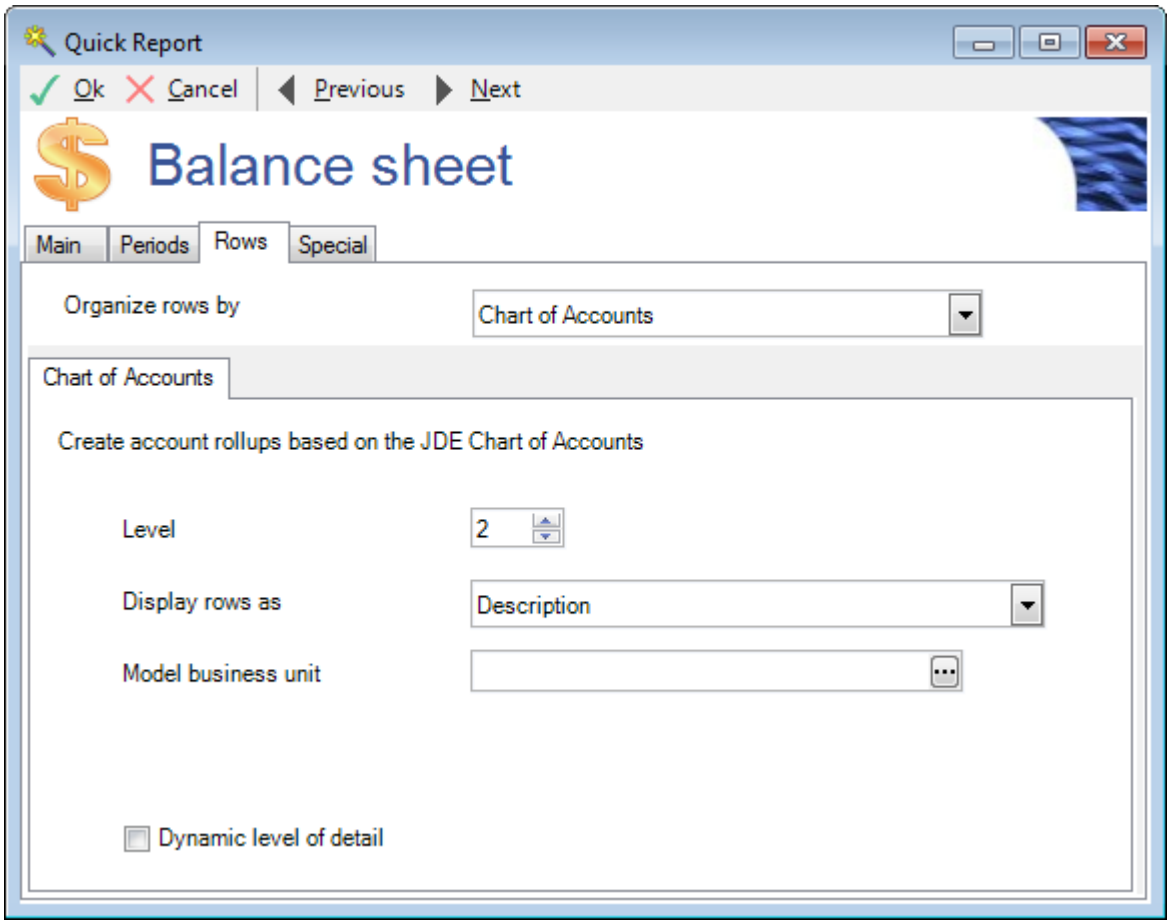
Sample screen shot showing a user-defined list



See the topic Make a List for directions on how to define the rows you want to rollup.

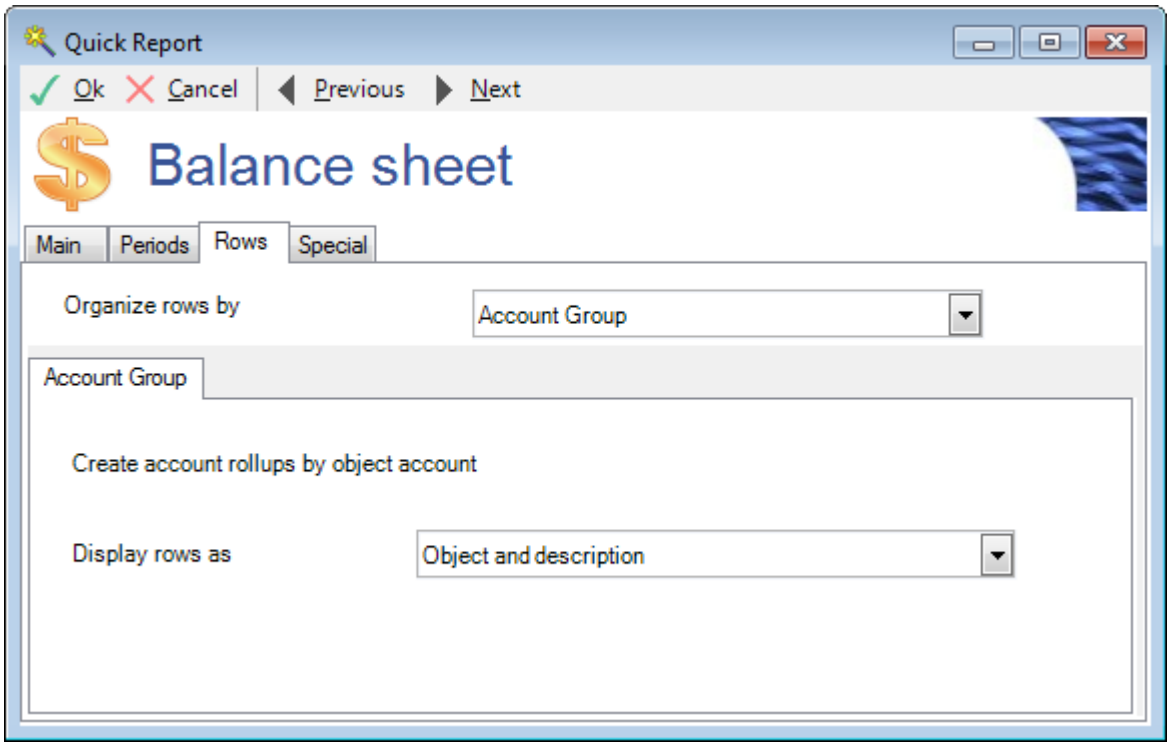
Chart of Accounts

If you use the JD Edwards chart of accounts for your financials, this option is a powerful way to represent your numbers. Select the Level of detail (1 = least detailed, 2 = more detailed, 3 = more, etc.). Select how you want to see the roll-ups labeled (**Display rows as**). Check the **Dynamic level of detail** if you want the ability to change the level of detail on-the-fly when you work with your report. Enter a **Model business unit** if you want to use the chart of account structure for a particular business unit.



Account Group

Use this option if you want to roll up simply by the object account. Select how you want to see the roll-ups labeled (**Display rows as**).

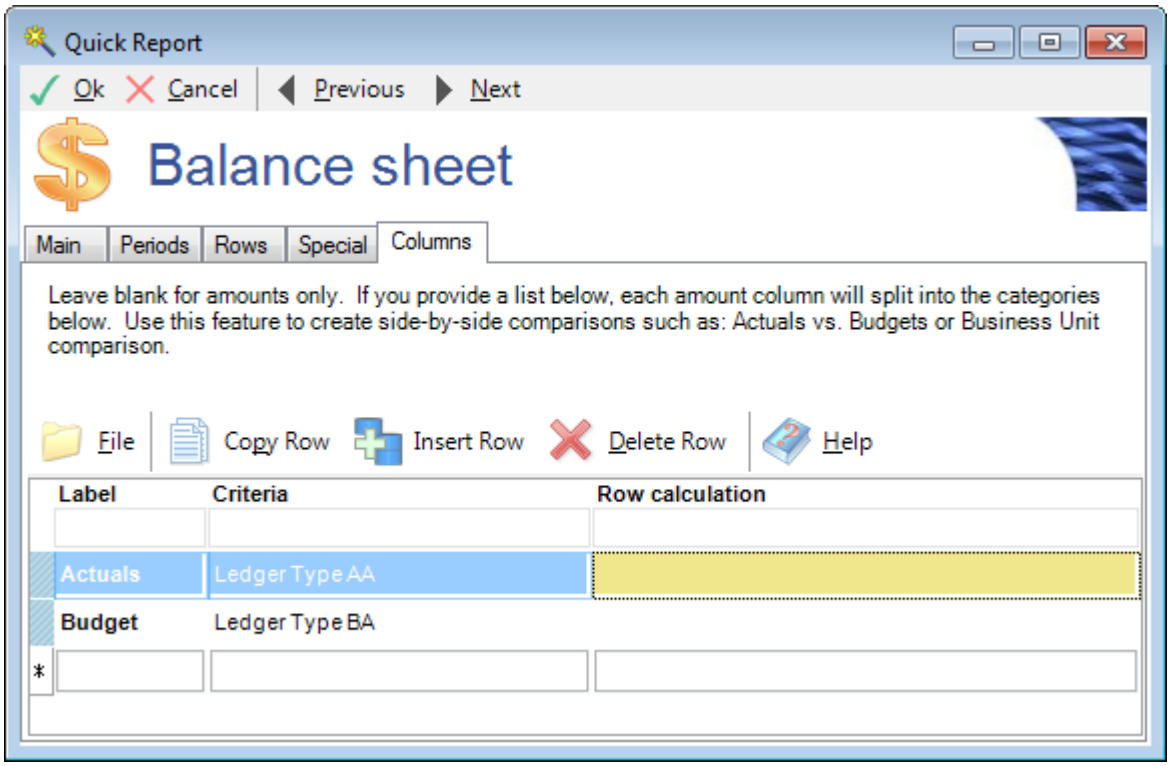

Quick Report
Ok
Cancel
Previous
Next
Balance sheet
Main
Periods
Rows
Special
Organize rows by
Account Group
Account Group
Create account rollups by object account
Display rows as
Object and description

Financial Column Rollup - Optional

The **Columns** tab lets you show side-by-side comparisons of financial information. For instance, suppose you wanted to show a 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 lets you:

- Define as many side-by-side categories as you want
- Define the criteria you need for each category

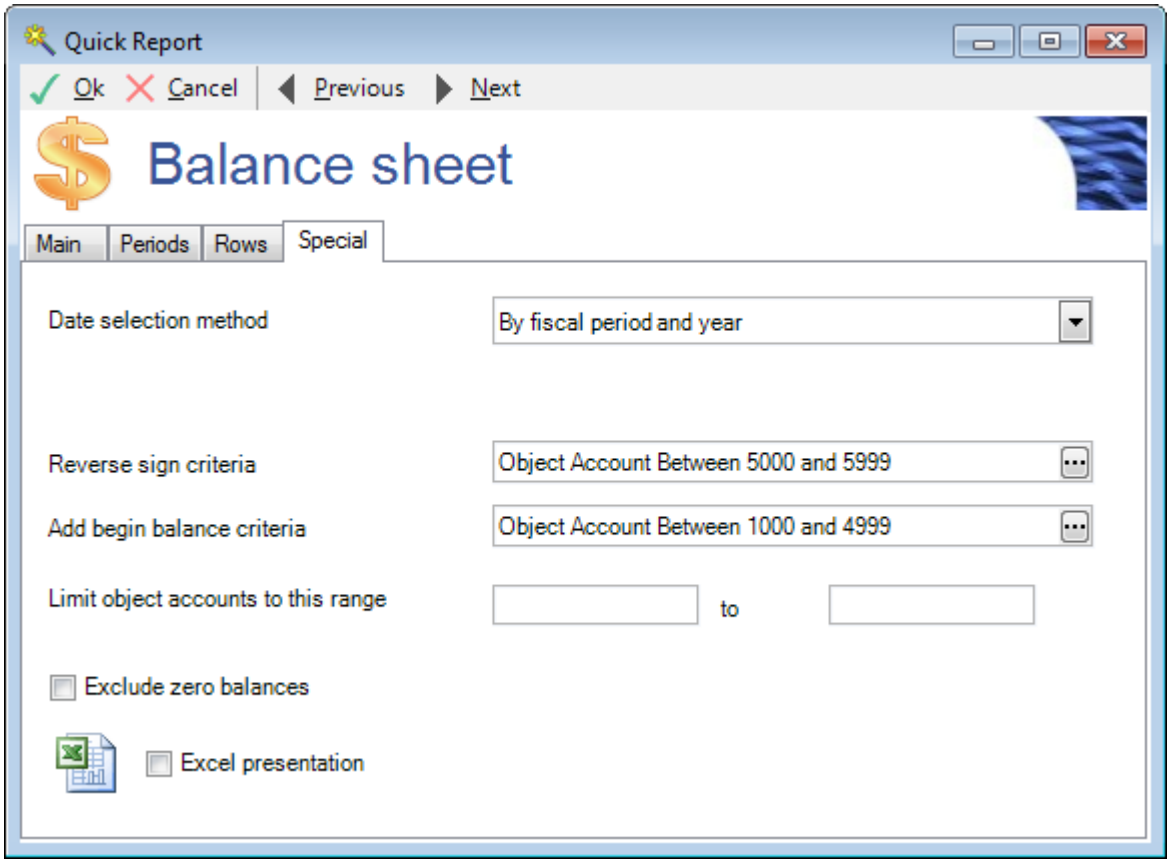


To show side-by-side comparisons of	Do this
Business units	Add a line for each business unit you want to compare.
Companies	Add a line for each company.
Ledger types	Add a line for each ledger type.
Category code	Add a line for each category code criteria.
etc...	

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

Special Settings

The **Special Settings** tab lets you set preferences for your financial report.



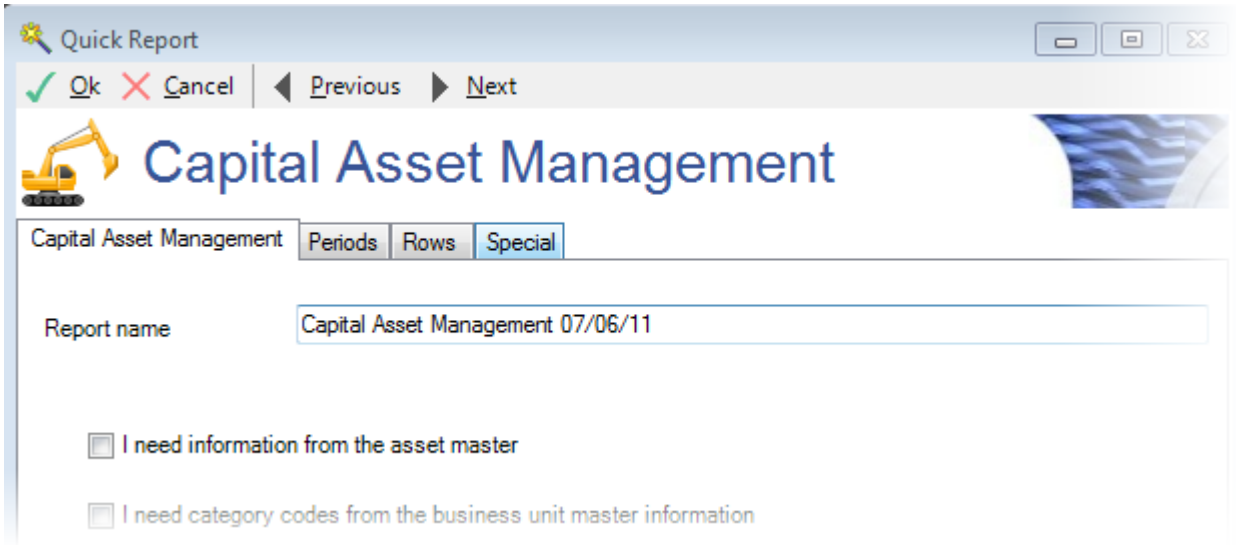
To	Do this
Change how you want to prompt for date	Select **By date** or **By period** from the pull down box.
Change the text for prompting date information	Select one of the pre-defined prompts: **As of** or **For the period ending** from the pull down box. Or you may type in your own date prompt text.
Define the accounts to reverse sign	For financial statements to balance in JDE, one must negate the values of the Revenue accounts. Define the revenue accounts in your system here by any criteria you choose (object range, category code, etc.). Once set, DAS will remember the setting as you create new financial reports.
Define the balance sheet accounts	For balance sheet accounts, one must add the beginning balance to get the cumulative actual amount of the account. Define the balance sheet accounts in your system here by any criteria you choose (object range, category code, etc.). Once set, DAS will remember the setting as you create new financial reports.
Limit which object accounts your financial report shows	Enter a begin object account (OBJ) value and end object account value that define the inclusive range that you want to display in your report.
Exclude zero balances from the report	Check to exclude 0 balances. Uncheck to include zero balances.
Present your financial report with Excel capabilities	Check **Excel presentation**.

Create a Fixed Assets Report

The Capital Asset Management Quick Report allows a user to create reports over fixed assets.

To get started, sign in then:

- Click **File | Quick Report | Capital Asset Management.**

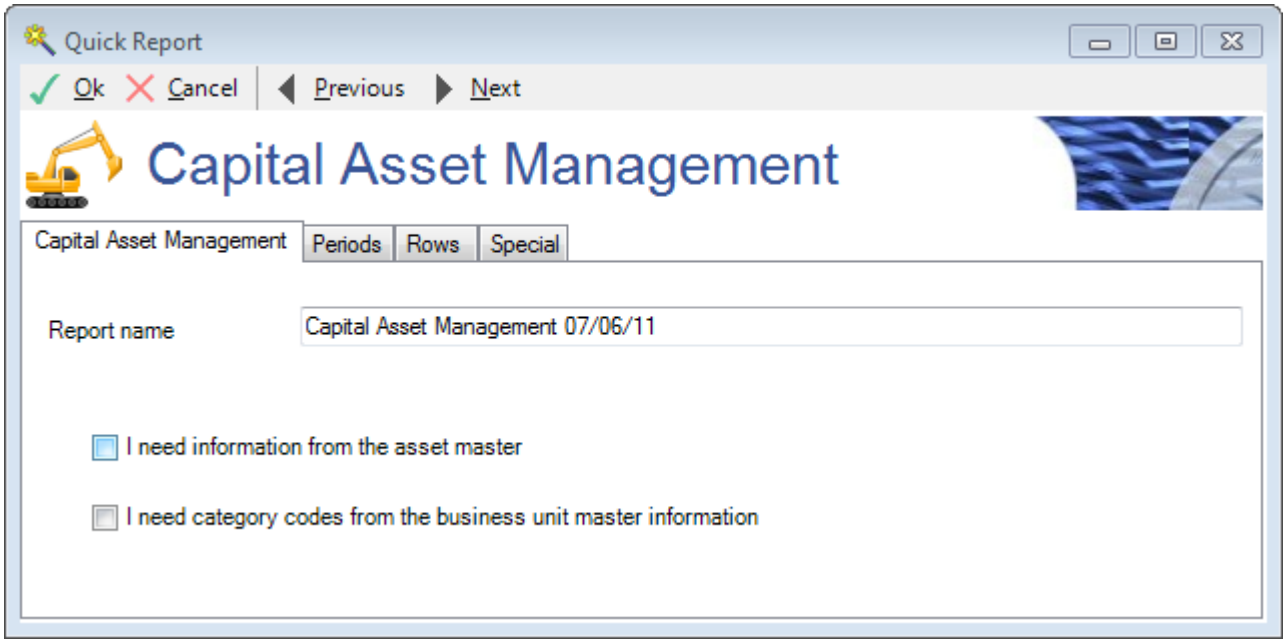


The **Quick Report** lets you specify what kind of report you want and how you want to create it.

To	Do this
Enter information on a particular tab	Click the tab or click **Previous** and **Next** navigate the tab control. See topics that follow.
Create the financial report with the parameters you specified	Click **Ok**.
Exit the designer	Click **Cancel**.

Specify Type of Financial Report

The first step of defining your report is to select what type financial report you want. Enter this information on the **Main** tab:



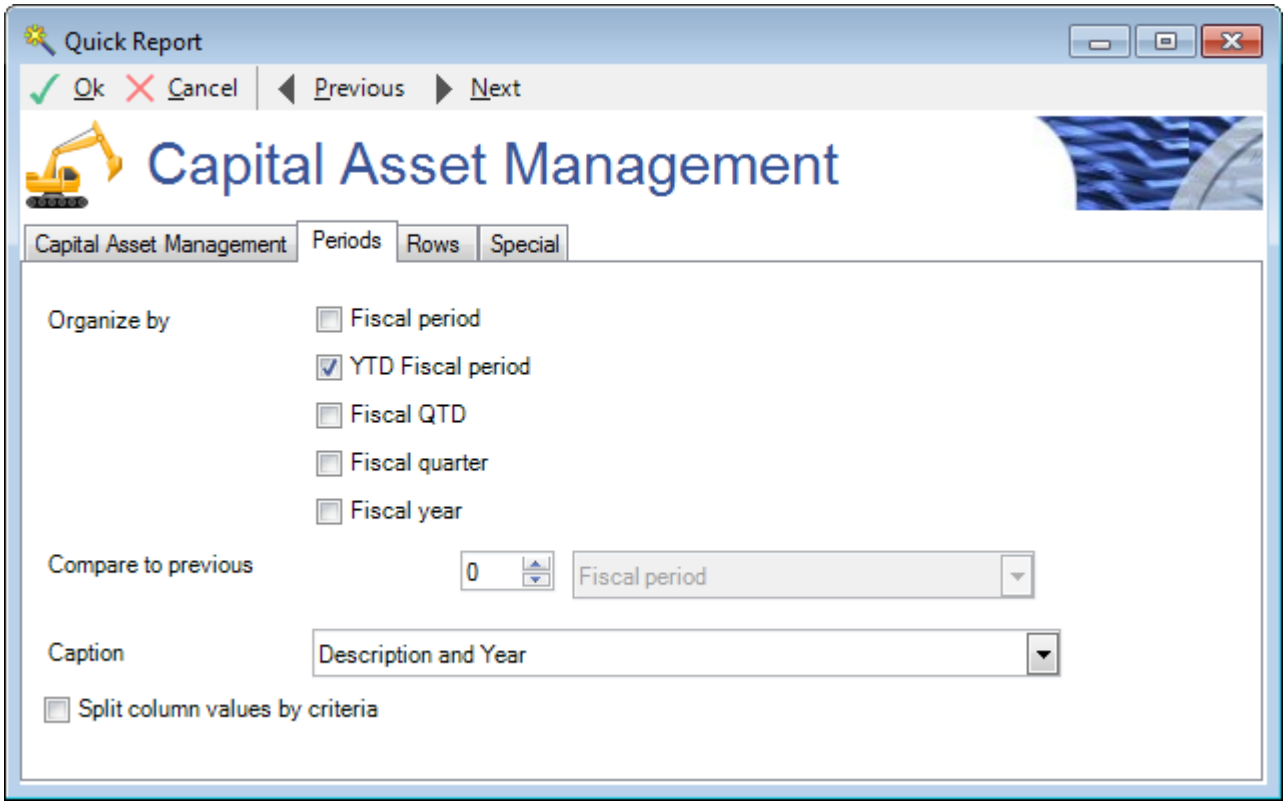
In this version, all reports are based on the Posted balances file in JDE.

To	Do this
Name your report (Required)	Click on the edit box next to **Report name** and type a descriptive name for your report. This is a mandatory step.
If you need to asset master information in your report	Click the check box labeled: **I need information from the asset master**.
If you need to access category codes in the JDE Business Unit table	Click the check box labeled: **I need category codes from the business unit master information**.

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

Specify Financial Periods

You can show amounts by period, quarter, year, or Year-To-Date period. You can also compare period amounts to amounts in previous periods or years.



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

Split period values (such as Budget vs Actuals)	Check the Split column values by criteria. Once checked, see Financial Column Rollup to specify how to split the period values.
Change the Caption for the period columns	Select the desired caption setting from the **Caption** drop down.

Specify Fixed Asset Row Rollup

The next step is to define how you want to organize your row information. You have two choices depending on your needs:

- User Defined List - Manually define each asset rollup
- Asset Group - Rollup accounts by the object accounts

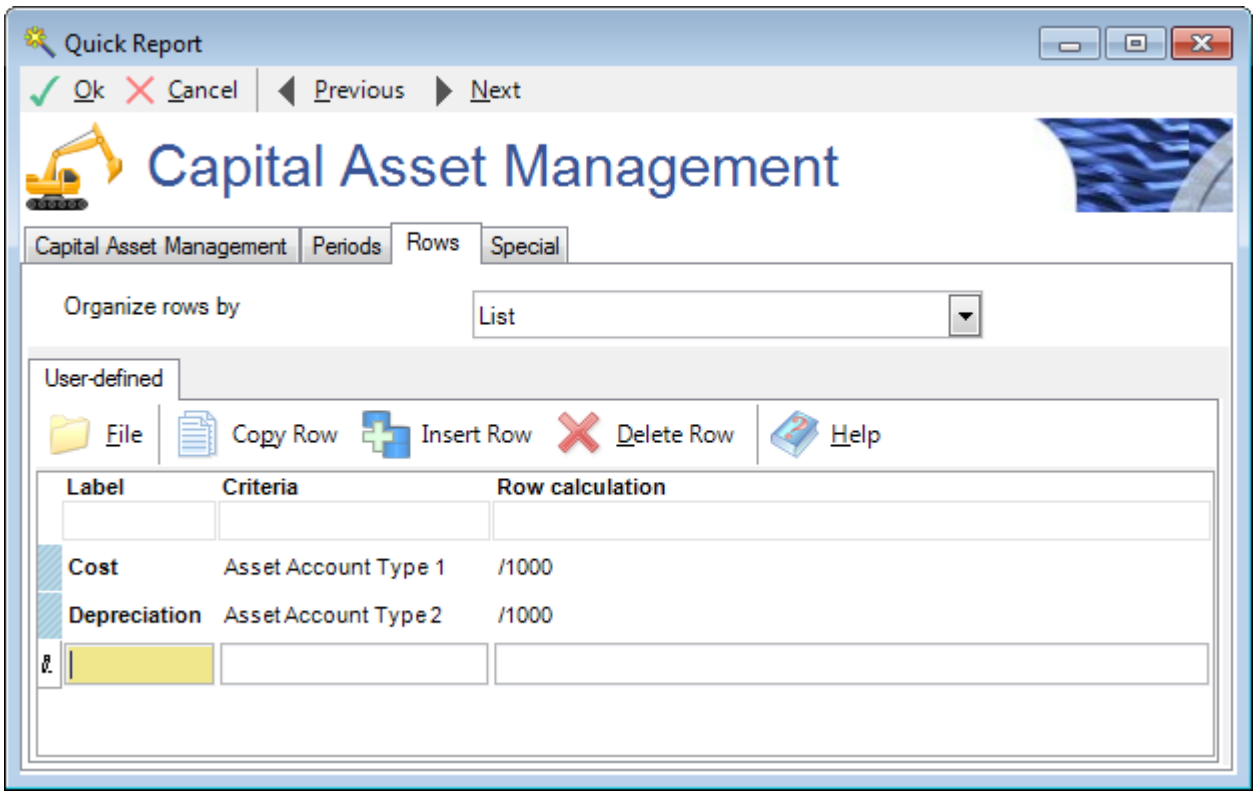
User Defined List

The User Defined List option gives you a flexible way to define manually how you want your information displayed. Each row in the grid below represents how to rollup detailed 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 the criteria and formulas you need for each row

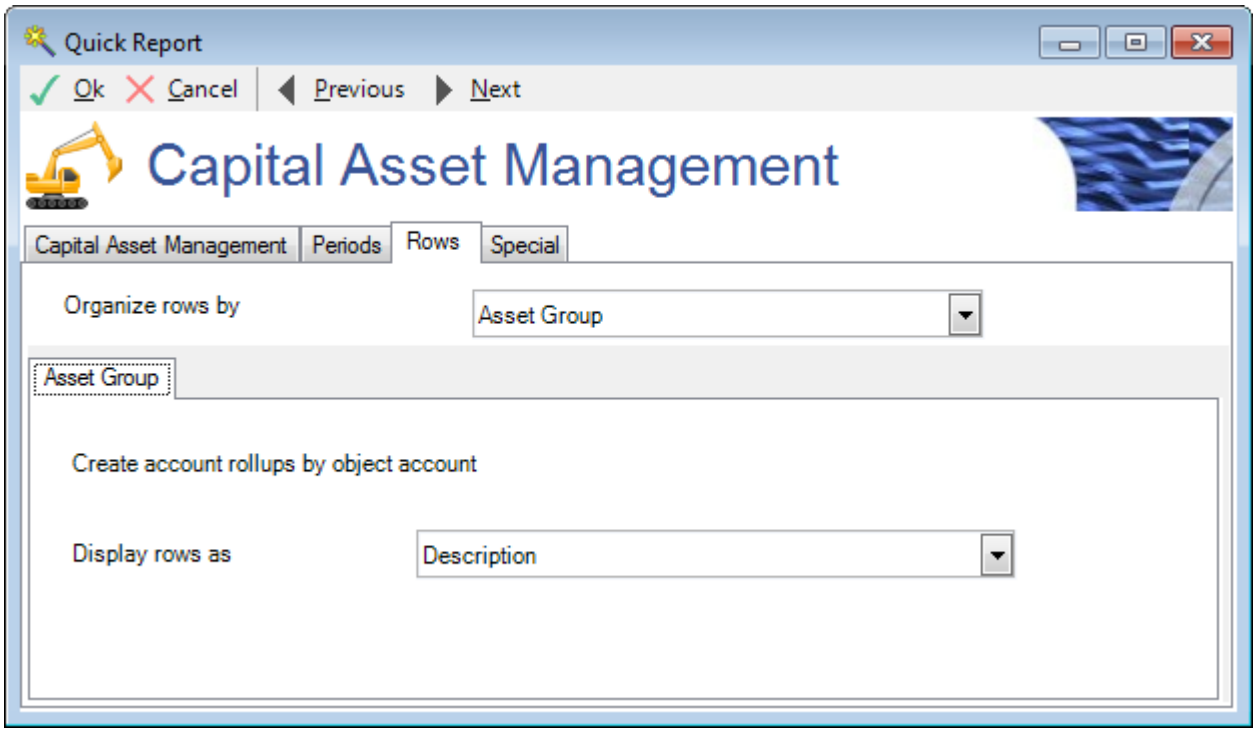
Sample screen shot showing a user-defined list



See the topic Make a List for directions on how to define the rows you want to rollup.

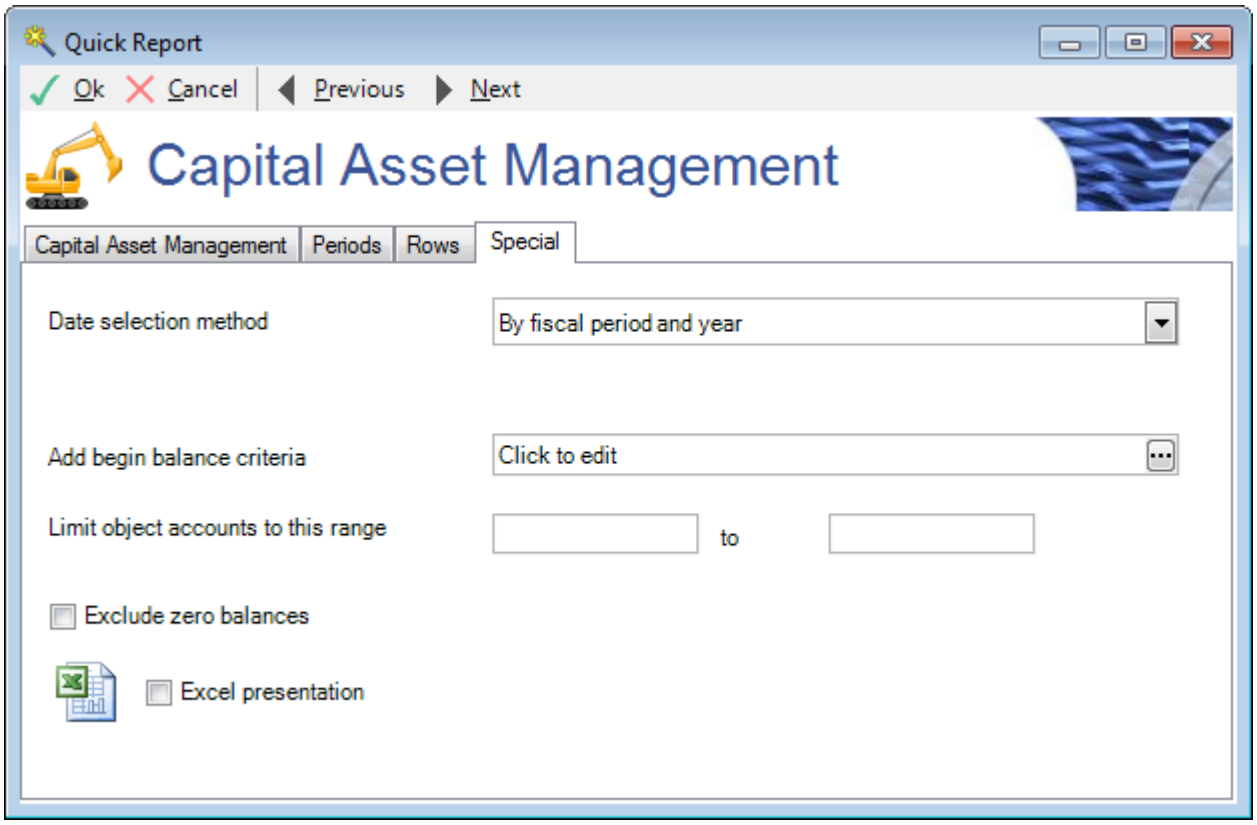
Asset Group

Use this option if you want to roll up simply by the asset class. Select how you want to see the roll-ups labeled (**Display rows as**).


Quick Report
Ok
Cancel
Previous
Next
Capital Asset Management
Capital Asset Management
Periods
Rows
Special
Organize rows by
Asset Group
Asset Group
Create account rollups by object account
Display rows as
Description

Special Settings

The **Special Settings** tab lets you set preferences for your financial report.



To	Do this
Change how you want to prompt for date	Select **By date** or **By period** from the pull down box.
Change the text for prompting date information	Select one of the pre-defined prompts: **As of** or **For the period ending** from the pull down box. Or you may type in your own date prompt text.
Define the balance sheet accounts	For balance sheet accounts, one must add the beginning balance to get the cumulative actual amount of the account. Define the balance sheet accounts in your system here by any criteria you choose (object range, category code, etc.). Once set, DAS will remember the setting as you create new financial reports.
Limit which object accounts your financial report shows	Enter a begin object account (OBJ) value and end object account value that define the inclusive range that you want to display in your report.
Exclude zero balances from the report	Check to exclude 0 balances. Uncheck to include zero balances.
Present your financial report with Excel capabilities	Check **Excel presentation**.

Design Reports

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

Ad Hoc Report Design is one of the strengths of Data Access Studio. Data Access Studio empowers you to deliver a large variety of 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

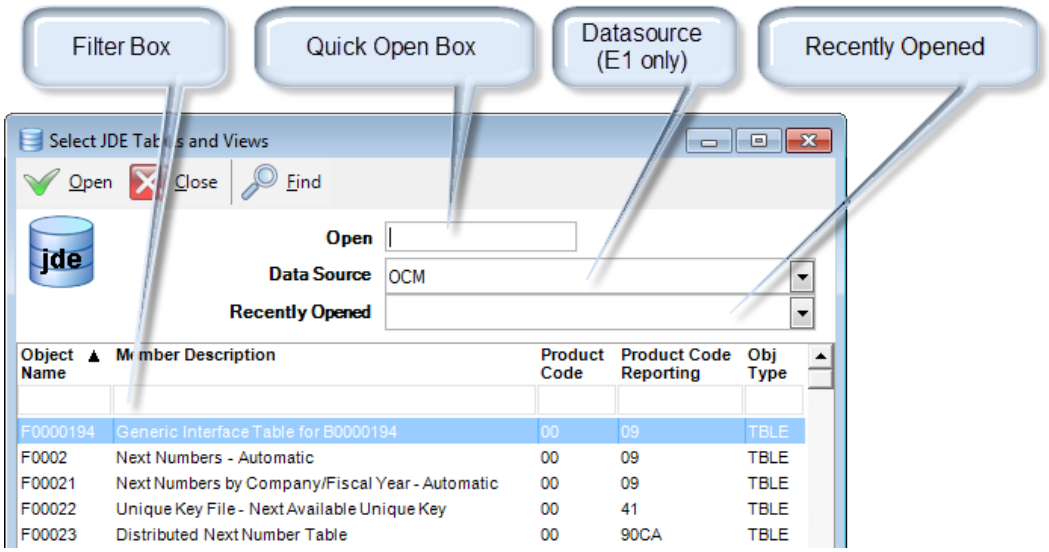
To create Ad Hoc Reports in Data Access Studio you need to know how to:

- 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
- Publish Your Report to Others

Get the Data You Need

Data Access Studio can open any JDE table, business view, or logical for which you have access. From the main menu, click:

File | Open | EnterpriseOne Data... or **File | Open | World Data...**

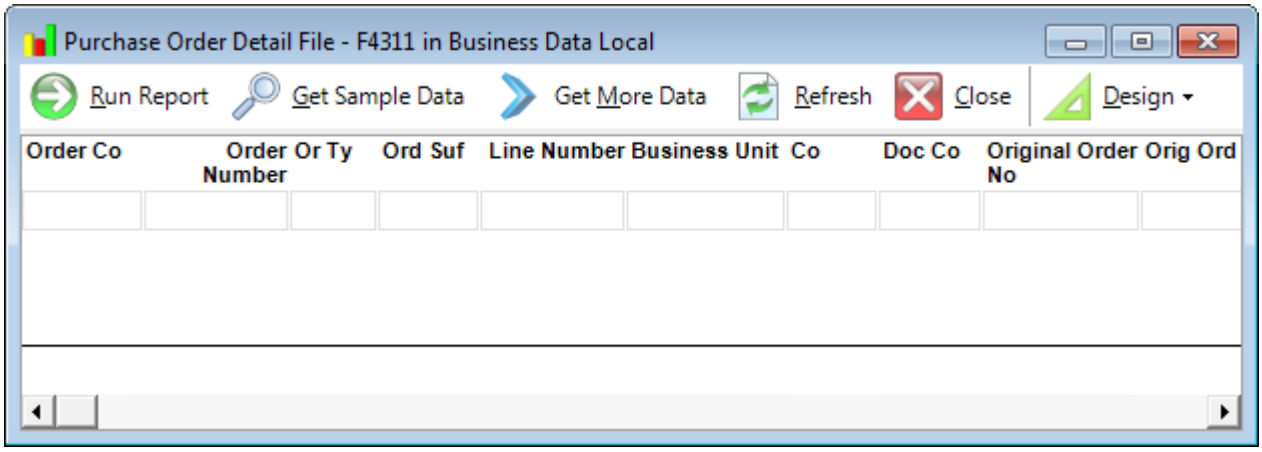


To	Do this
Search by Name	Click on the Filter box under **Object Name**. Type in a JDE table or business view name. Click **Find** on the toolbar. Browse the list of results in the grid. Highlight the row(s) you want to open and click **Open**.
Search by Description	Click on the Filter box under **Member Description**. Click the Filter helper button. Choose any of the Filter Helper options such as **Begins with**, **Contains**, etc. Type in the search text. Click **Find** on the toolbar. Browse the list of results 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 or 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 the list of available data sources. **Note:** if the administrator revokes this permission, you will not see the Data Source option box.
Open a recently opened table	Click the **Recently Opened** option box. Click any item in the list to open the table or business view.

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.
- The quick menu with **Run Report**, **Get Sample Data**, etc. shows at the top of the grid.
- 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 Report 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. Add filter criteria and click **Get Sample Data**.

Open a Table for the Second Time

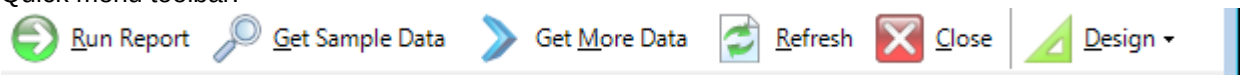
When you open a table for the second time, Data Access Studio will open the last layout your were working on for that table. See Manage Your Report for more information.

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 and Find Progress toolbar:

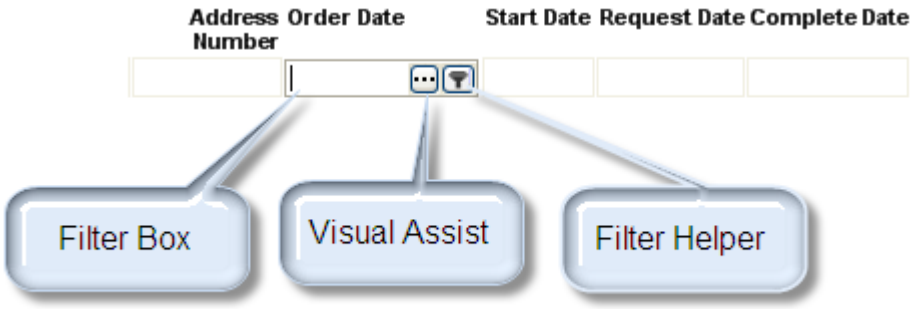
Quick menu toolbar:



To	Do this
See sample data with no filter	Click the **Get Sample Data** button.
See sample data with a filter	Enter filter information in the Filter Boxes underneath each Column Header. Click the **Get Sample Data** button.
See sample data with count of total records	Enter filter information in the Filter Boxes underneath each Column Header. Click the **Find with Count** button. **Note:** if the administrator restricts this capability, you will not see the **Find with Count** button. **Note:** if you do not specify filter information prior to pressing the **Find with Count** button, Data Access Studio will issue a performance warning.
Load another page of records	Click the **Get More Data** button.
Go to previous page of records in grid	Scroll to the top using the vertical scroll bar.
Load all records for query	Click the **Run Report** button . As the report runs, you will see **Counting Records**, **Selecting Records**, and then the progress bar loading the records. When the load is done the Progress Indicator will show a full progress bar.
Go to the first row	Scroll to the top using the vertical scroll bar or click **CTRL-Home** on your keyboard.
Cancel a large row load	When you load records, the **Cancel** button on the toolbar will be enabled. When enabled, you may click the **Cancel** 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:

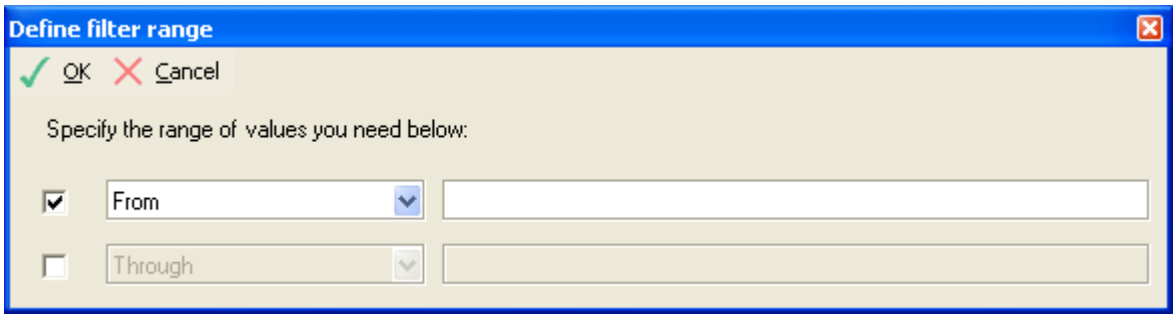


When you click on the filter box, you will see the Filter Helper button. If the column has a Visual Assist, you will also see the Visual Assist button.

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 **Ok**.
A list of values	Click and select **List**. In the list form, type the values you need on each line and click **Ok**.
Values you want to exclude from your query	Click and select **Not in list**. In the list form, type the values you want to exclude on each line and click **Ok**.
Items that begin with specific text	Click and select **Begins with**. In the list form, type the "begins with" text on each line and click **Ok**.
Items that contain specific text	Click and select **Contains**. In the list form, type the "contains" text on each line and click **Ok**.
Items that end with specific text	Click and select **Ends with**. In the list form, type the "end with" text on each line and click **Ok**.
Items that fall into a range	Click and select **Range**. See Filter a Range topic.
Items that fall into a range relative to today	Click and select **Today**. See Filter a Range Relative to Today's Date topic.
Items that are blank	Click and select **Blank**.
Items that are not blank	Click and select **Not Blank**.
Report Parameter value	If your report has **Report Parameters**, 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:

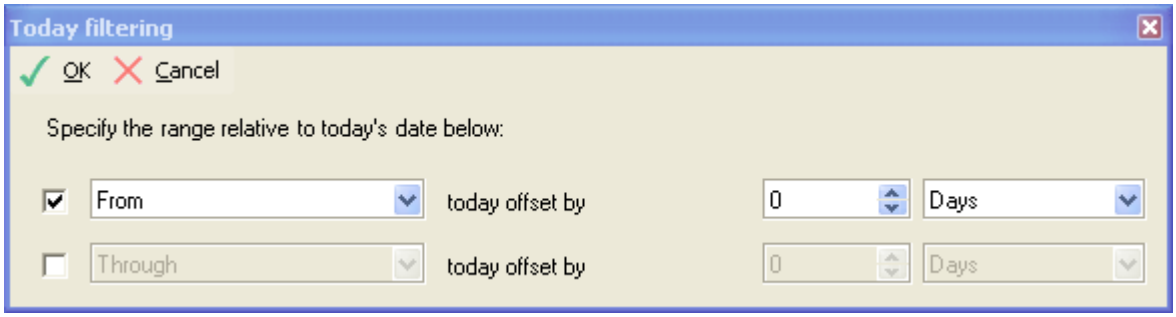


To filter	Do this
From a specific value	Check the box next to **From**. Uncheck the box next to **Through**. Select **From** option. Type in the value in the edit box. Click **Ok**.
From and excluding a specific value	Check the box next to **From**. Uncheck the box next to **Through**. Select **From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

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.

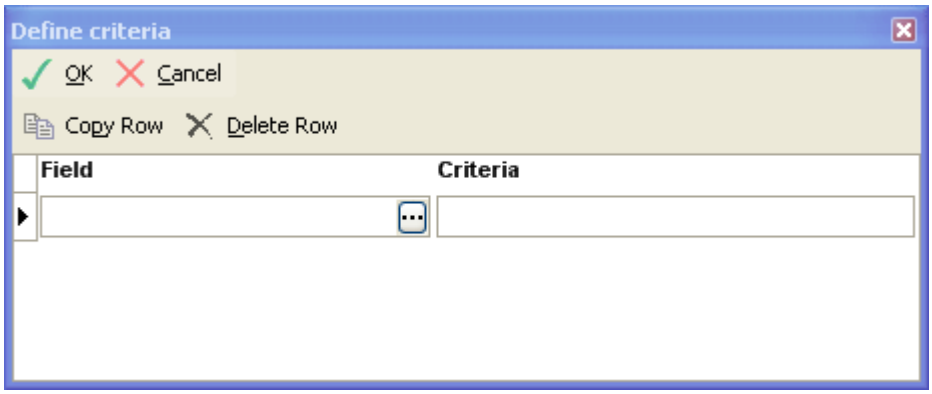
When you select the **Today** filter option on a date column, Data Access Studio will prompt you with the following form:



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

Filter with Form (advanced)

On occasion, you will need more advanced filtering than can be specified by the column filters. In these rare cases, you can define filter criteria using the **Additional Criteria** form. On the Main Menu, click **Design | Additional Criteria...**

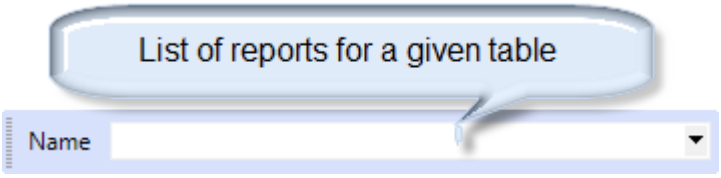


To filter	Do this
Enter OR logic	Enter **Field** and **Criteria** information for one row. On the next row, under **Field**, select **Chain or**. Then Enter **Field** and **Criteria** information for the following row. E.g.: 
Move a criteria row	Click the grip bar and drag row to new position.
Copy a criteria row	Highlight the row to copy. Click **Copy Row**.
Delete a criteria row	Highlight the row to copy. Click **Delete Row**.
Accept changes	Click **OK**.
Reject changes	Click **Cancel**.

Manage Your Report

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

Data Access Studio provides a wide array of ways to format, rearrange, calculate, and group information into the format you need. As you edit your report, you will be the only one who sees your changes--hence the term **Private Report**. Once you are done with your report, you may elect to publish it to others so that they may benefit from your work.



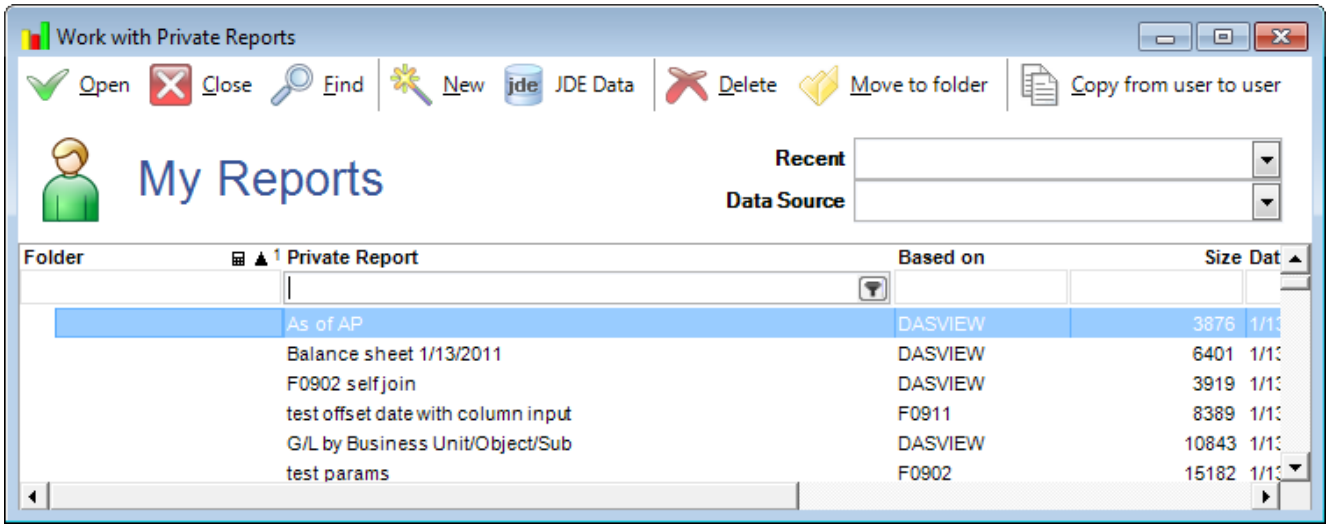
To	Do this
Save your private report	Click **File |** **Save**. If this is the first time you are saving your report, Data Access Studio will prompt you for the report name. Enter the name and click **Ok**.
Pick a report you saved from an open table	Click the **List of reports** option box on the tool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

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

- Run it privately
- Publish it to other users

Access Your Reports

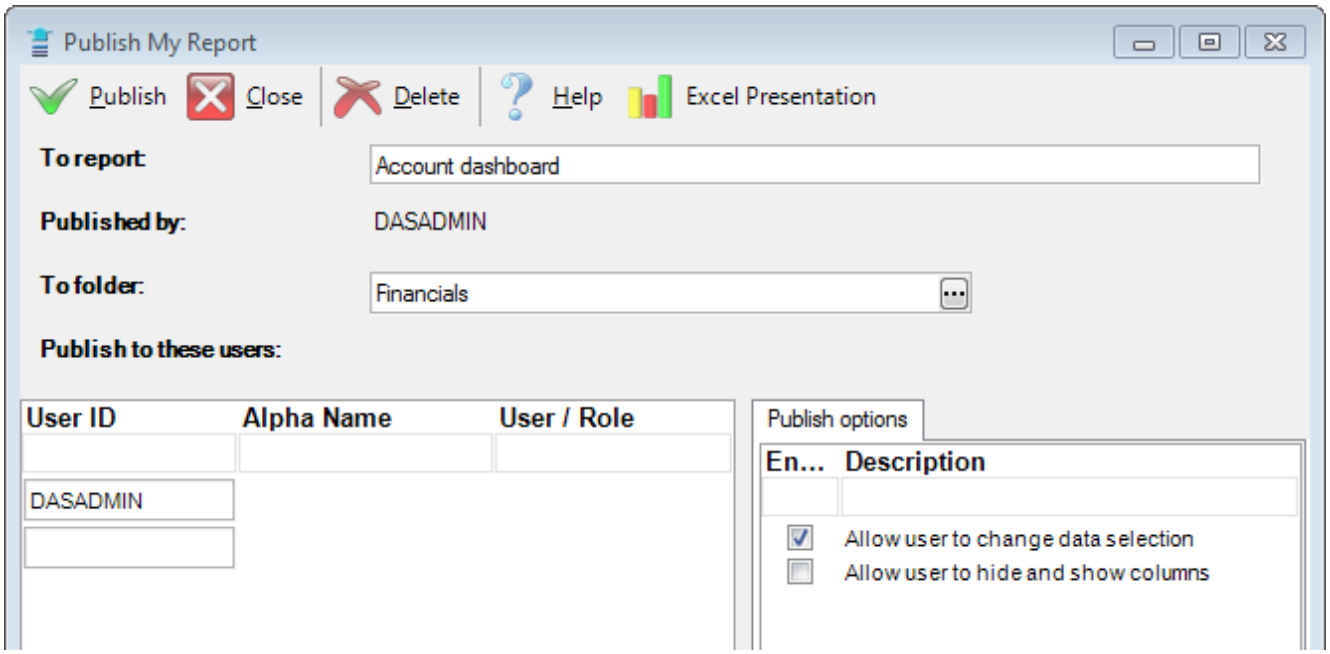
Once you build your collection of Reports, you can access them at any time by clicking **File | Open | My Reports...** Once clicked, Data Access Studio will show you all of your Reports as follows:



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

Publish Your Report to Others

To publish your report, open your private report and click: **File |** **Publish...** Once clicked, you will see the following form:

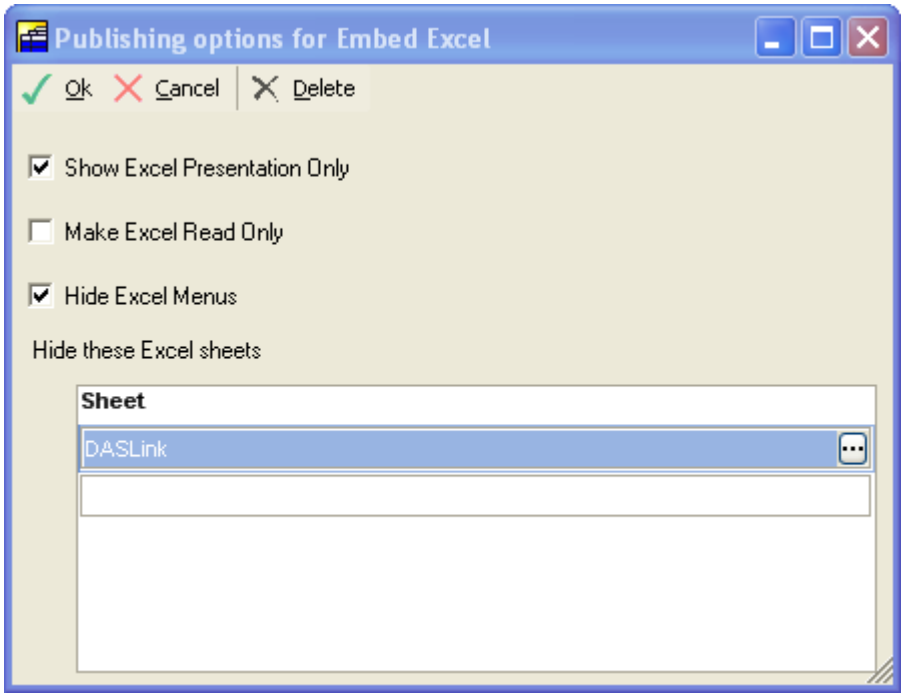


If the report was not previously published, the **Previously published** value will be **No**. If the report was previously published, this will say **Yes** and also show who published the report. By default security, only the person who published the report last can re-publish it. This prevents users from inadvertently overwriting each other's published reports.

To	Do this
Change the name of the published Report	Click the edit box next to **To report:** and type in a new name.
Select Subscribers for your published Report	Click on the selection box under the **User ID** column. Pick Subscribers by their JDE User ID, Role, or Group. Add as many users, roles or groups as you need. If you select **DASUSERS** 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 **Allow user to change data selection** check box.
Allow Subscriber to hide and show columns	By default, the Subscriber cannot hide and show columns in a published report. Check the **Allow user to hide and show columns** button to let the Subscriber hide and show columns in the published report.
To publish the report with the settings you added	Click **Publish**. Once published, your subscribers will be able to see and run your Report.
Delete a published Report	Click **Delete**. Data Access Studio will prompt you to confirm the delete. Click **Ok.**
Close this form	Click **Close**.
If you present your data in Excel and want to control it	Press **Excel Presentation**. See the section below.

Assign the report to a specific target folder	If you have the permission to assign the target folder, you can click the visual assist for the **To folder** and select a valid folder. If you do not have folder permission, then the report will go to the **Unassigned** folder (from which a user with rights can move it to the desired folder).

Excel Presentation Options

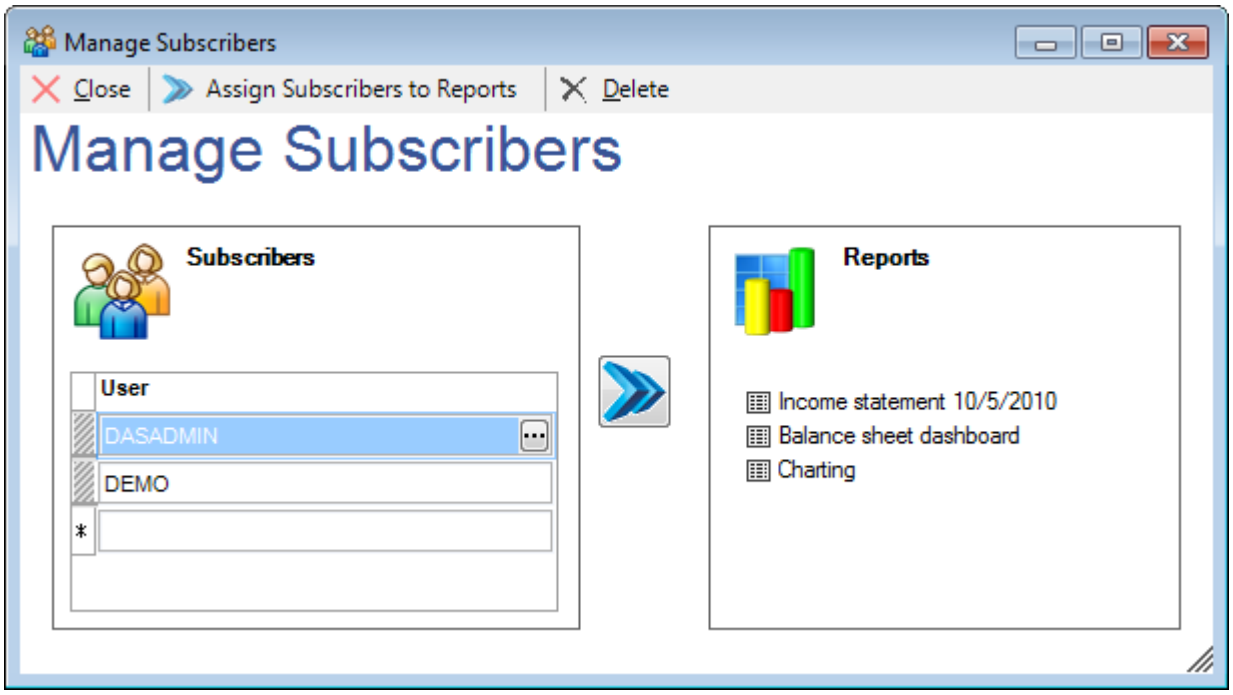


To	Do this
Show the Excel presentation Only (and hide the **Data** behind it)	Check the **Show Excel Presentation Only**.
To make the Excel presentation unmodifiable by the subscriber	Check the **Make Excel Read Only** box.
Hide Excel Menus	Check the **Hide Excel Menus** box.
Hide designated worksheets	Add the names of the worksheets that you do not want to show to the subscriber under the **Sheet** grid.

Manage Report Subscribers

Once you have published a report, you can conveniently add to or remove subscribers from the report in mass. Example: If you have 20 reports and want to add a new subscriber to each (or remove a subscriber from each). To manage report subscribers:

1. Click **File | Open | Reports Published to me**.
2. **I**f you have the permission to un-publish (Delete) published reports, you will see the **Manage Subscribers** button.
3. Select one or more reports (use CTRL and SHIFT keys to multi-select).
4. Click the **Manage Subscribers** button.



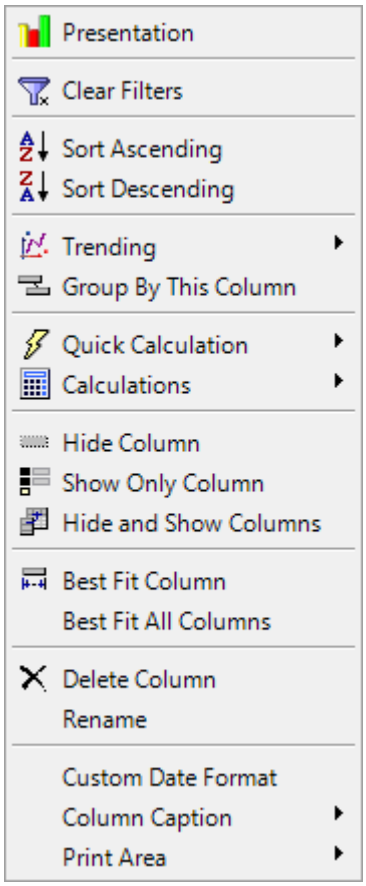
IMPORTANT: If you selected more than one report, the **Subscribers** list is the union or combination of the subscribers of all reports you selected. This feature makes it easy to make the subscribers for a set of reports the same.

To	Do this
Remove a subscriber	Highlight one or more subscribers and press **Delete**.
Add a subscriber	Click on the blank cell in the **Subscribers** grid. Click the visual assist button. Select a new user from the valid users.
Apply your changes	Once you edit your **Subscriber** list, click **Assign Subscribers to Report** to apply the changes to the report list.
Cancel operation without making changes	Click the **Close** button.

Format Your Report

Now that you understand how to save, restore, and publish your report, we can address modifying your report. When you modify the report 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:



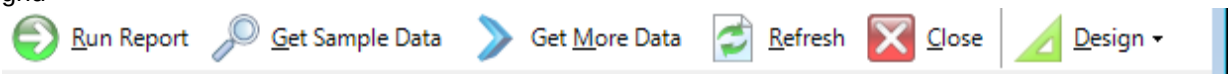
See the following sections to see how to use each of the options on this Column Menu and more.

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.

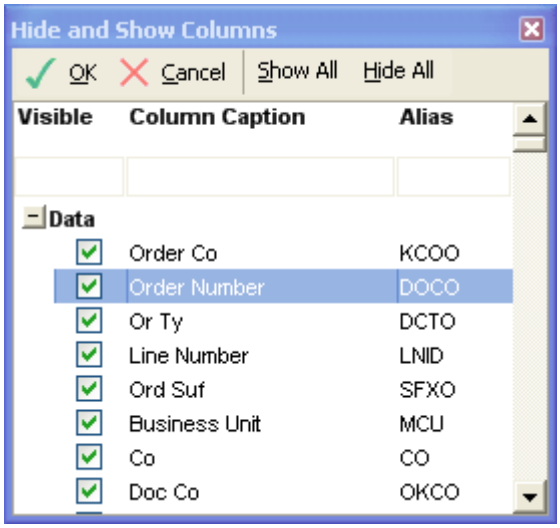
You can hide and show columns in the following ways:

- Click **Design | Columns** in the Quick Menu above the grid



- Click **Design | Hide and Show Columns...**
- Right-click the columns (Column Menu):
  - **Show Only Columns**
  - **Hide Columns**
  - **Hide/Show Columns**

When you select Hide/Show Columns, DAS will display the following form:



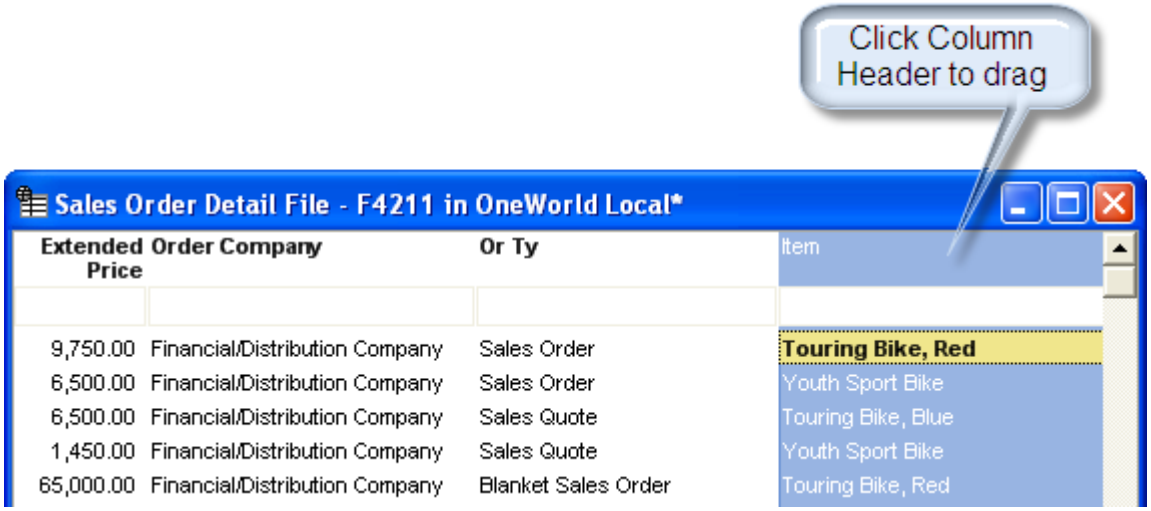
To	Do this
Search for a column by name	Type in the name of the column in the Filter Box under **Column Caption**.
Hide or show a column	Check to Show. Uncheck to hide.
Hide or show multiple columns	Hold the CTRL key down and click the columns you need. Then right-click your selection and select **Uncheck highlighted items** to hide. Select **Check highlighted Items** to show.
To accept your changes	Click **Ok**.
To cancel your changes	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:

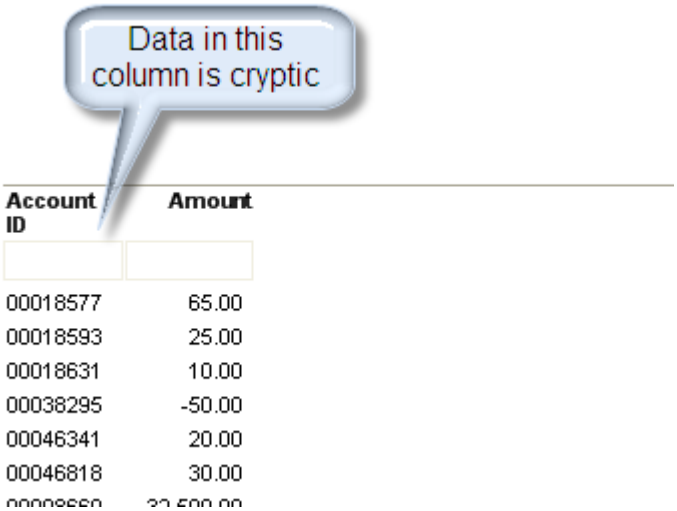
1. Click the Column Header.



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

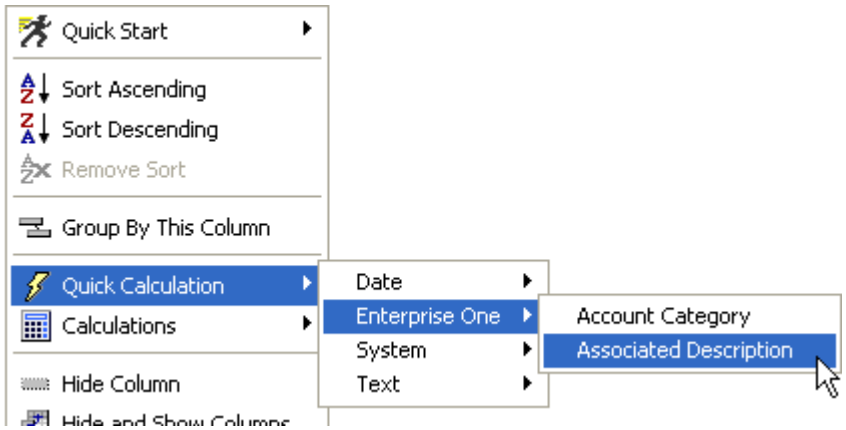
Get Description for Cryptic JDE Data

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:**



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	**Store Sales**	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

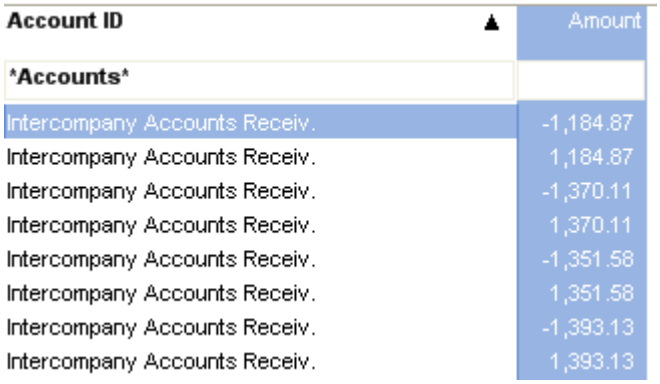
The Associated Description calculation creates a new column next to the coded column. The new column shows the English-readable description- which makes your report more readable.

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.

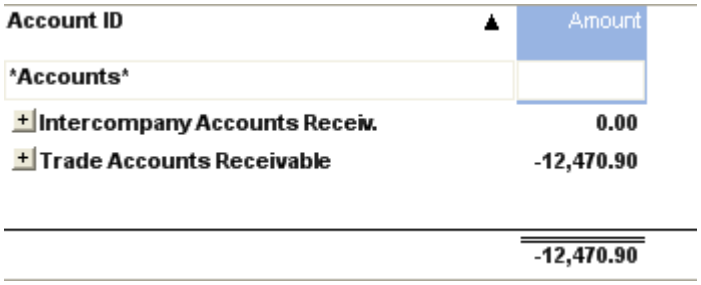


Account ID	Amount
Accounts	
Intercompany Accounts Receiv.	-1,184.87
Intercompany Accounts Receiv.	1,184.87
Intercompany Accounts Receiv.	-1,370.11
Intercompany Accounts Receiv.	1,370.11
Intercompany Accounts Receiv.	-1,351.58
Intercompany Accounts Receiv.	1,351.58
Intercompany Accounts Receiv.	-1,393.13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

Example

Let's say we have the account balance details, as shown on 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.

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.	0.00
+ Trade Accounts Receivable	-12,470.90
	-12,470.90

When we group by **Account ID**, notice that Data Access Studio collects all accounts with the same name and puts them together! Also, because Amount is a numeric field, DAS automatically sums the values and shows you the result. Also, notice that the summary operation puts a Grand Total at the bottom.

To change a summary, right-click the column header to get the Column Menu and select **Summarize | Sum**.

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 control how you want to rollup your groups. For more information see Fine tune Grouping and Summarization.

You can do other summaries as well: **Count**, **Minimum**, **Maximum**, **Average** and **None**. You can right-click any summary on the grid and either **Suppress** or **Un-Suppress** it.

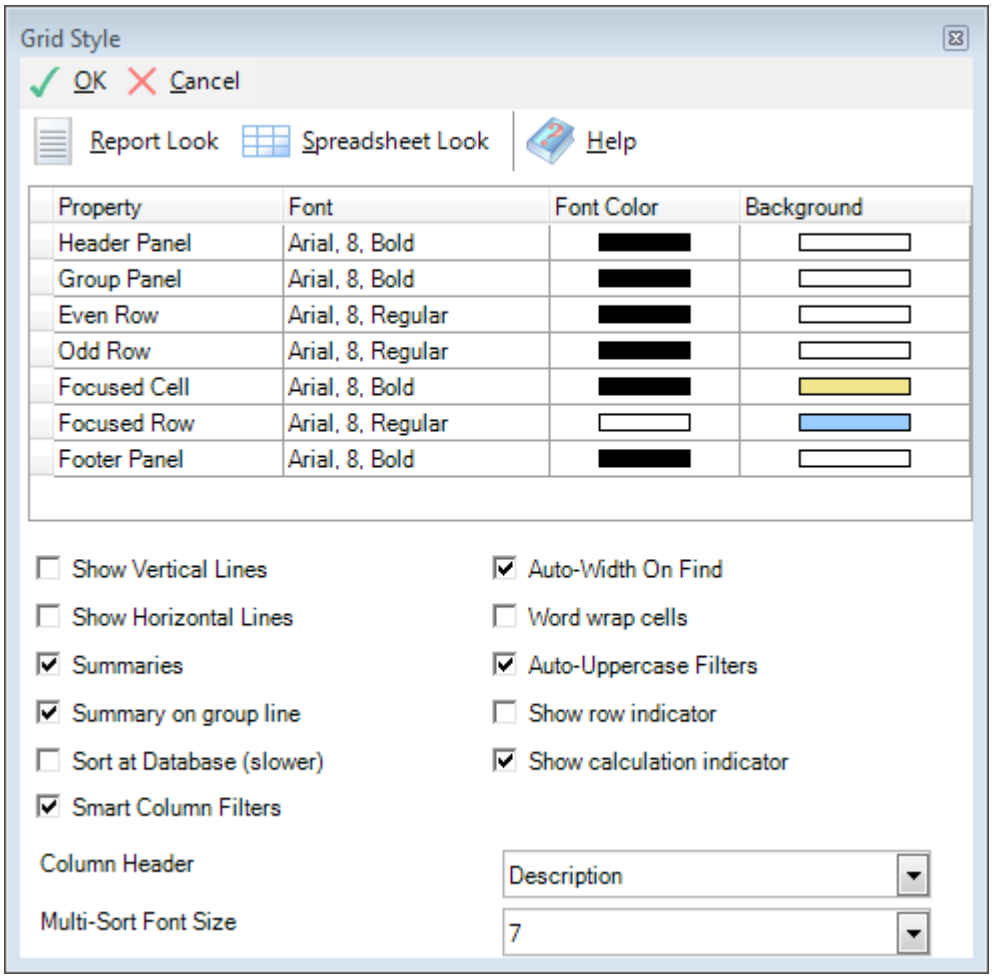
Show Data in Any Order

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 Column Header. Click **Sort Ascending**.
Sort a column from largest to smallest	Right-click the Column Header. Click **Sort Descending**.
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 Column Header. Click **Sort Ascending**.
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 Column Header. Click **Sort Descending**.
Sort by both smallest to largest and largest to smallest for multiple columns	Hold the CTRL key down. Right-click the Column Header. 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...**



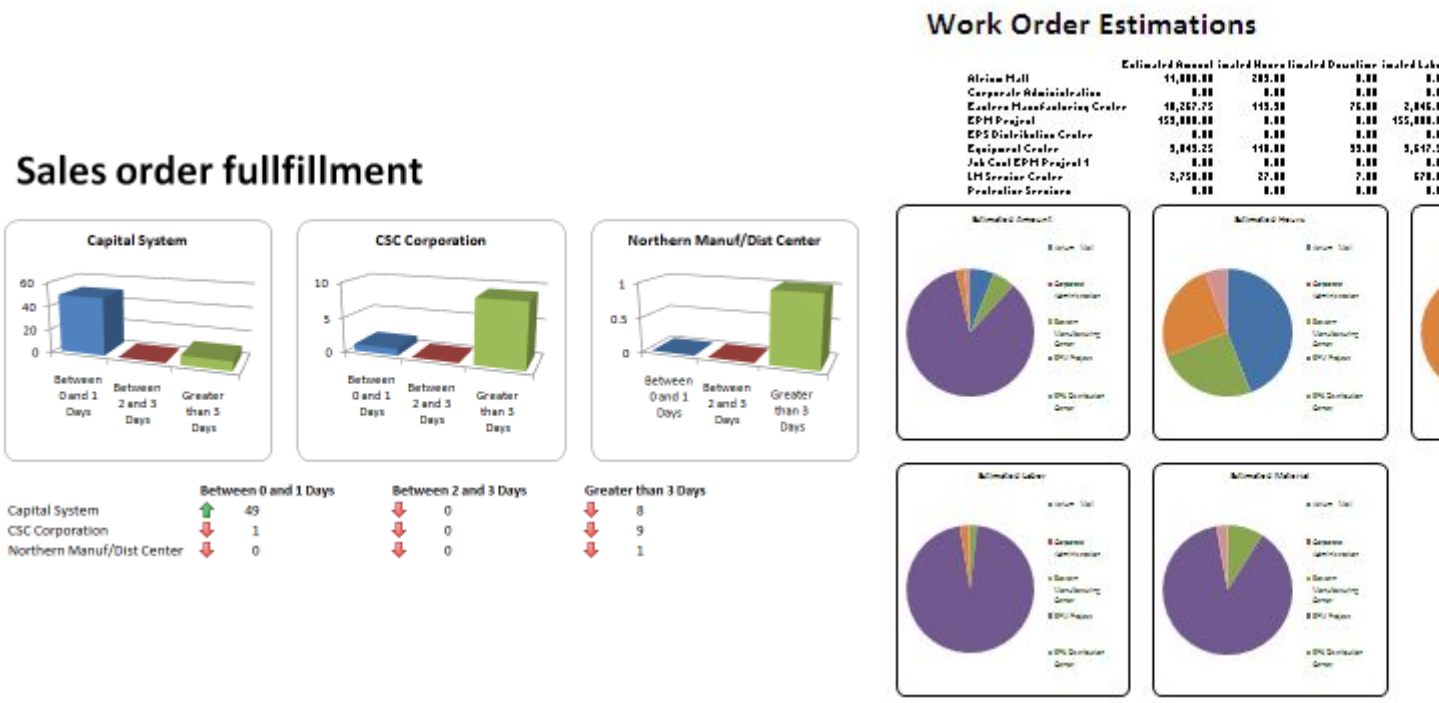
To	Do this
Make your layout look like a clean white report	Click **Report Look**.
Make your layout look like a spreadsheet	Click **Spreadsheet Look**.
Change the Font, Font Color or background of the available styles	Click on the **Font**, **Font Color**, or **Background** of any cell to modify the property.
Hide/show vertical lines in your grid	Uncheck/Check **Show Vertical Lines**.
Hide/show horizontal lines in your grid	Uncheck/Check **Show Horizontal Lines**.
Hide/Show summaries in your grid	Uncheck/Check **Summaries**.

Customize the Look and Colors of Your Layout (continued)

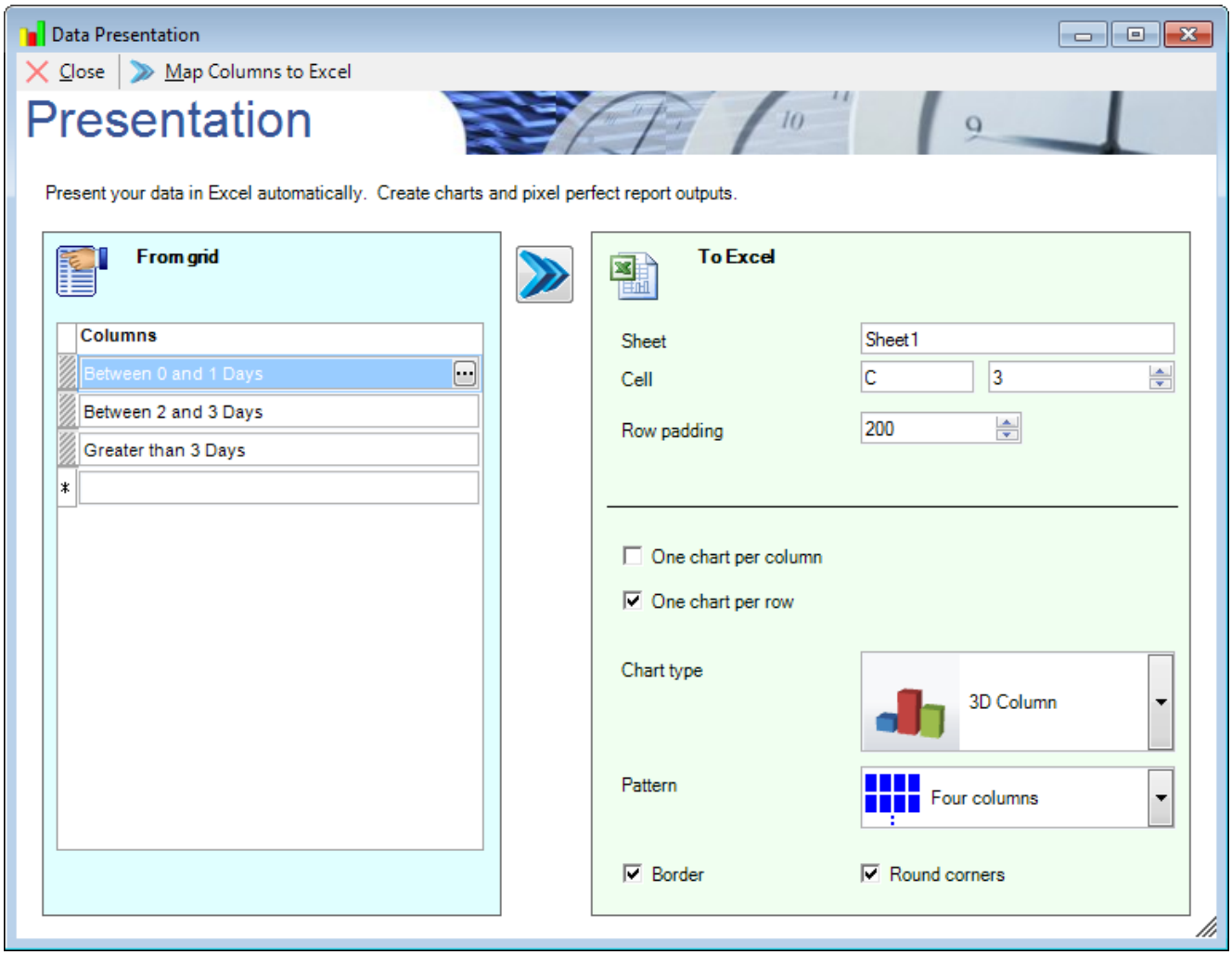
To	Do this
Place summaries on the same line as your group label (default)	Check **Summary on group line**.
Force report to sort data at the database	Check **Sort at Database**. This option is for advanced users only. If the Administrator denies this privilege from you, this check box will have no effect.
Fit column widths automatically after each Find	Check **Auto-Width On Find**.
Keep your manual column widths intact	Uncheck **Auto-Width On Find**.
Let Data Access Studio automatically control the character casing for filters	Check **Auto-Uppercase Filters**.
Hide/Show the row indicator column at the left	Uncheck/Check **Show row indicator**.
Hide/Show the calculation indicator in the column header	Uncheck/Check **Show calculation indicator**.
Turn off Smart Filters	Certain calculations such as **Relative Dates** and **Relative Periods** can control the filters in the grid. Also, if you have a one-to-many join, checking this box will automatically correct your query. If you want to disable this behavior, uncheck this box.
Select a different Column Header type	Click the **Column Header** options box and select the option you want to see.
Change the indicator font for Multi-Sort	Uncommon. Click the **Multi-Sort Font Size** options box and select new size.

Add Charts and Advanced Formatting

You can present your report with all the features of Excel. With Excel Presentation, your query comes alive with Graphs, Dashboards, and pixel-perfect formatting:



To present your data in Excel, right-click a column to get the Column Menu. Select **Presentation**. Data Access Studio will display the following screen:



To	Do this
Add additional columns to present	Click on the visual assist in the **From grid** list. Select the columns you want.
Re-order the sequence of columns	Click on the grip bar and drag the column name to the position you want.
Map data to embed Excel but do not graphically present it (old style Embed Excel)	Set **Sheet** to blank or **DASLink**.
Change the target sheet where you want to present the grid data	Change the **Sheet** text box to the name of the Excel sheet you want.
Change the target cell where you want to present the grid data	Change the **Cell** column and row values.
Change upper limit on the number of rows for the presented data	Change the **Row Padding** value. The **Row Padding** value sets the upper limit on the number of rows Excel will present. Pick the largest number that you know will be bigger than the number of rows you expect from your query and grouping. For instance if your grid groups business units and you know that the maximum number of business units for any given query will not exceed 500, then set the **Row Padding** to 500. If you make this number smaller, it will be easier to format your Excel presentation later.
Only map data (and hence do not graph the values)	Select **None** for **Chart Type**.

Create a chart for each column. X axis = rows and values of the chart are the values in the grid	Check **One chart per column**. Select the visual assist for **Chart Type** and select the type of chart you want. DAS will create an array of that chart type in the Excel presentation.
Create a chart for each row. X axis = columns and values of the chart are the values in the grid	Check **One chart per row**. Select the visual assist for **Chart Type** and select the type of chart you want. DAS will create an array of that chart type in the Excel presentation.
Specify how you want the graphs to be laid out in the presentation	Click the **Pattern** option and select how many columns to use when laying out the resulting graphs.
Specify borders for your graphs	Check the **Border** box for borders. Un-check the **Border** box to create graphs with no borders.
Specify round corners for your graphs	Check the **Round Corners** for round corners. Un-check for square corners.

Once you have configured the options you want, click the  **Map Columns to Excel** to complete the presentation. Whenever you **Map Columns to Excel**, DAS overwrites the previous mapping. Sometimes, it is a good idea to clear the target sheet before re-mapping graphs to it...

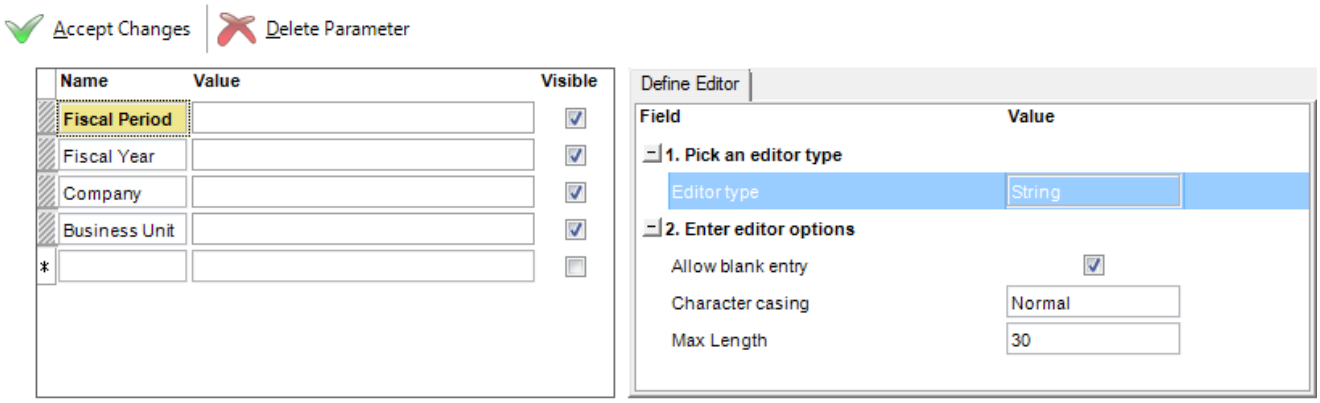
Control the Excel Presentation

Once you present your data in Excel, DAS displays the  **Control Presentation** menu option on the Quick menu above the grid. You can use this menu to control how DAS presents your data in Excel. To access these options, click on the  **Control Presentation** menu:

To	Do this
Adjust the Excel width automatically after each query	Check the **Best fit after query** button. Uncheck this button to keep Excel column widths intact.
Best fit the current visible sheet now	Click **Best fit sheet**.
Auto fit the sheet width to the width of the printer	Check the **Auto-fit to printer**. **IMPORTANT:** If you want to add page breaks to your presentation, make sure to uncheck **Auto-fit to printer!**
Hide/show spacer rows	Check the **Filter sheet** to hide the spacer rows (as defined by the **Row Padding**). Uncheck to show the spacer rows. IMPORTANT: Show the spacer rows if you want to apply Excel Format Cells.
Format cells	Uncheck the **Filter sheet** button. Select the cells and spacer cells and set the Excel Cell Formatting for the cells (E.g. numeric format, bolding, etc.). Check the **Filter sheet** button when you are done.
Show a "clean" look for your report	Click **Report look**.
Show a "spreadsheet" look so you can edit your report	Click **Spreadsheet look**.
Hide/show excel menus	Click **Toggle menus**.
Hide/show grid column and row headings	Click **Toggle headings**.
Hide/show grid lines	Click **Toggle gridlines**.
Hide/show worksheet tabs	Click **Toggle worksheet tabs**.
Hide/show status bar	Click **Toggle status bar**.
Wipe out the visible sheet (i.e. start with a "clean slate")	Click **Clear active sheet**.
Present visible grid columns in Excel	Click **Map visible columns to Excel**. Once you click, DAS will present the dialog to present columns in Excel Add Charts and Advanced Formatting.
Manually edit and refine previous mappings	Click **Advance Edit**. With this option, you can append new maps at the end. Use this option if it is important to maintain the order and columns of a previous mapping intact. You may also add additional mapping such as Report Parameter mapping with this editor.
Remove the Excel Presentation	Click **Un-embed Excel**. DAS will remove the Excel presentation and show the grid showing your query data.

Prompt for Values

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

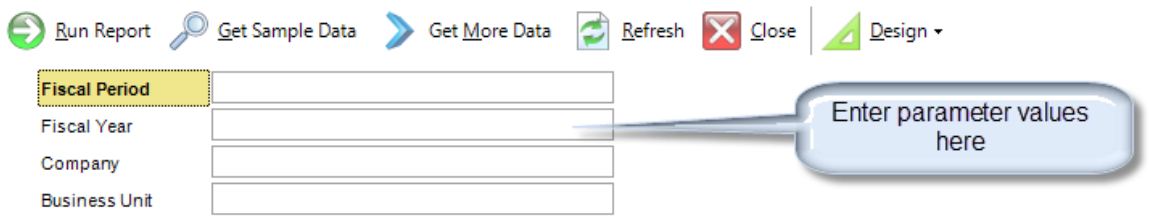


The Data Access Studio shows the Designer in the region above your Layout grid. You can resize the height of the Report Parameter Designer by clicking the splitter line between the Designer and the Layout grid.

To	Do this
Add a filter parameter from your Layout Grid	Click on the Column Header 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 **Name** column. Enter the name for your parameter. Tab out of the **Name** 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 **Delete Parameter**.
Make a parameter visible/invisible	Check **Visible** (default) to make the parameter visible. Uncheck **Visible** to hide the parameter from the user.
Close the Designer and show the Prompt screen	Click **Close Designer**.

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 **Run**.
See some sample rows for the parameters you entered	Click **Get Sample Data**.
Edit and design your parameters	Click **Design**.

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.

You can rename parameters. Simply enter a new name and DAS updates all references to that parameter.

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 Column Header. Select **Rename**. Type a new name and click **OK**. You can press the  button to see parameters and variables that you can also use in your column header. For instance, let's say you had a column that shows period amounts and the user can enter different period amounts via a parameter. Then, if you select the period amount parameter tag in the Column name, as the period number changes, the column header will change too! Parameter tags are in the form of: **<tag>**. You can place the tag anywhere in your column header. For instance: **Current Period <Period>**.
Change the column caption to pre-set value	See Column Caption in the Customize the Look and Colors of Your Layout topic.

Copy Column(s)

You can copy multiple columns. To copy one or more columns:

1. Multi-select the column headers you want.
2. Right click on the **Column Header** for any column in your selection.
3. On the popup menu, select **Copy**.

DAS will create new copies for the selected columns and highlight the new columns when the copy is complete. You can proceed to edit the new copies by double-clicking the column header.

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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

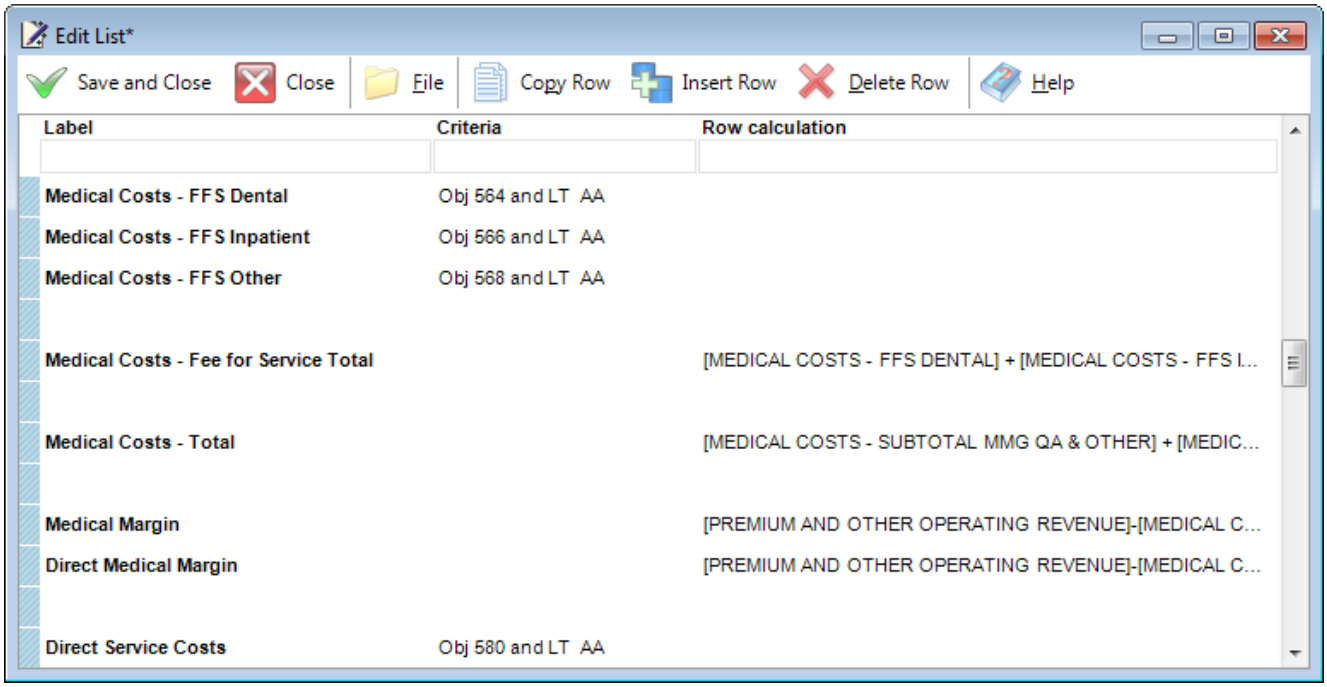
- Each Calculation Column lets you transform your data visually.
- Many calculations support **Quick Calculation**. With **Quick Calculation**, you multi-select columns, right-click any Column Header in your selection, and pick **Quick Calculation | ...** to do the calculation you need. See Associated 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 **Design | 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:** 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

When you need to rollup any quantity and calculate and accumulate arbitrary results, you should use the **List** calculation.

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 accounts and label the list as "P&L Standard". You can then define cell and row calculations over any label in your list. For instance, you can sum up several items or take a percent of one label to another.

You can setup a **List** with the Calculation Editor or **Quick Report** Wizards:

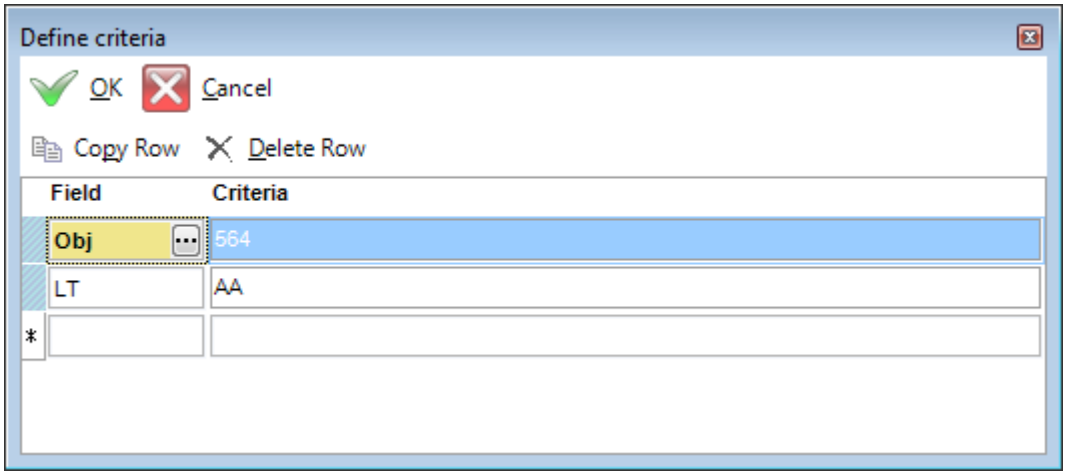


To	Do this
Add a new row	Click **Insert Row**. The editor will create a new row above the row you have highlighted. Alternately, you may enter text in the new empty row at the bottom in the **Description** column.
Define how the label is rolled up	Click the box under the **Pattern** column and click the **...** visual assist. See the topic: Define Criteria for the List Item for instructions on defining the "pattern".
Define a row calculation	Click the box under the **Row Calculation** column. See the topic: Define row calculations for the List item for further instructions.
Delete list items	Hold CTRL key down as you left-click multiple rows. Then click the **Delete Row** button.
Copy multiple list items to the bottom	Hold CTRL key down as you left-click multiple rows. Then click the **Copy Row** button. The new rows will be placed beneath your selection.
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 **File | Save List**. See topic Save a List.

Load a previously saved list	Click **File | Load List**. See topic:
Delete a previously save list	Click **File | Load List**. See topic: Work with Your Lists.
Export your list to XML	To export your list to XML, click **File | Export**. Exporting to XML can be useful if you want to do a mass search and replace or other options in an XML editor.
Import your list from XML	Once you have modified an XML export, you can import it back using **File | Import**.

Define Criteria for the List Item

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

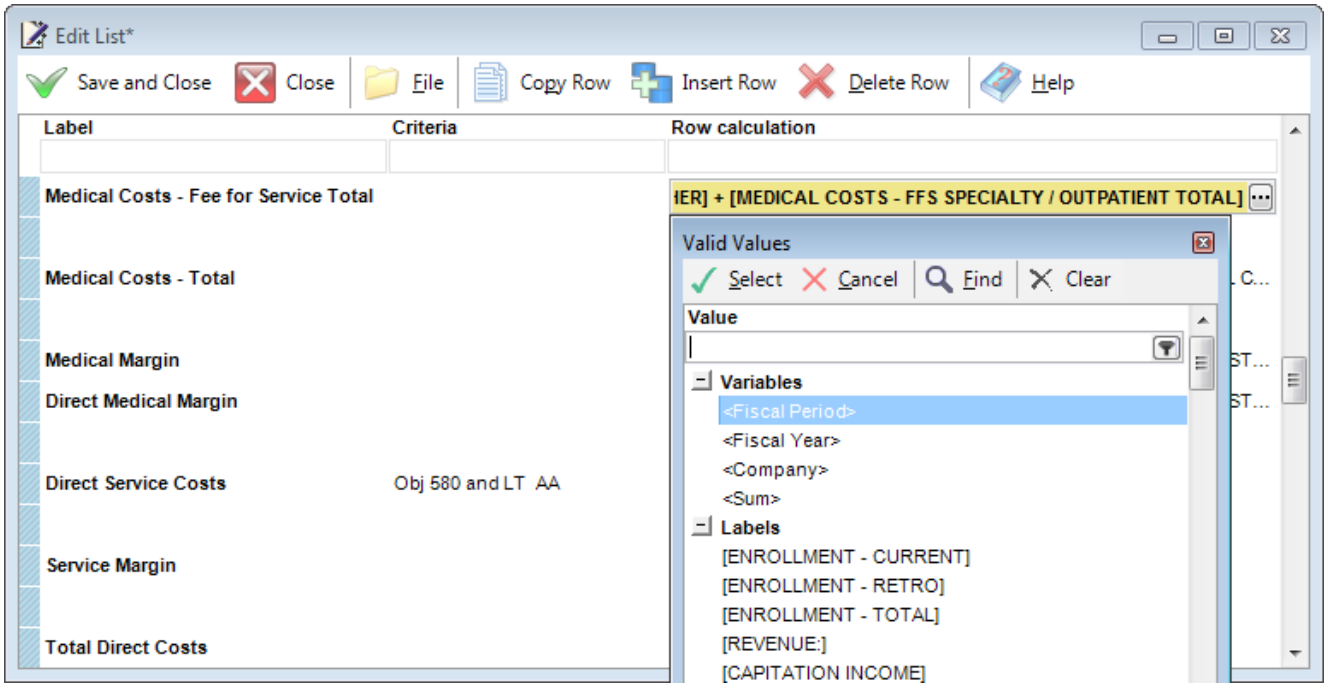


This form allows you to specify what criteria the data has to meet to apply to the label you entered. For instance, let's say our label was US customers, then the Criteria may be "Country = US". In this example "Country" is the value we would select under the **Field** column of this form. "US" is the 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 **Field** edit box. Enter the criteria for the field in the **Criteria** edit box. Outside 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 **Field** column and select **or**. You should have at least one line defined before the **or** and one line defined after the **or**.
Delete a criteria row	Highlight the row you want to delete. Then click the **Delete Row** button.
Delete multiple rows	Hold CTRL key down as you left-click multiple rows. Then click the **Delete Row** button.
Copy a criteria row	Highlight the row you want to copy. Then click the **Copy Row** button.
Copy multiple rows	Hold CTRL key down as you left-click multiple rows. Then click the **Copy Row** 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 **OK**.
Cancel your criteria edits	Click **Cancel**.

You can perform two types of calculations on any list row:

1. Modify the results of the rollup on the row (applies if the rollup **Criteria** is defined for the row).
2. Calculate values from other rows (applies if the rollup **Criteria** is not defined for the row).



Case 1: If your row has **Criteria** defined

If you place a calculation in the **Row Calculation** column, the value of the rollup will be modified directly. Use this feature for the following scenarios:

1. Reverse the sign of the rollup. In this case simply type a minus sign: **-** in the **Row Calculation**.
2. Scale the value of the rollup. Suppose you want to divide the rollup by 1000, simply enter: **/1000** in the **Row Calculation**.

Case 2: If your row has no **Criteria** defined

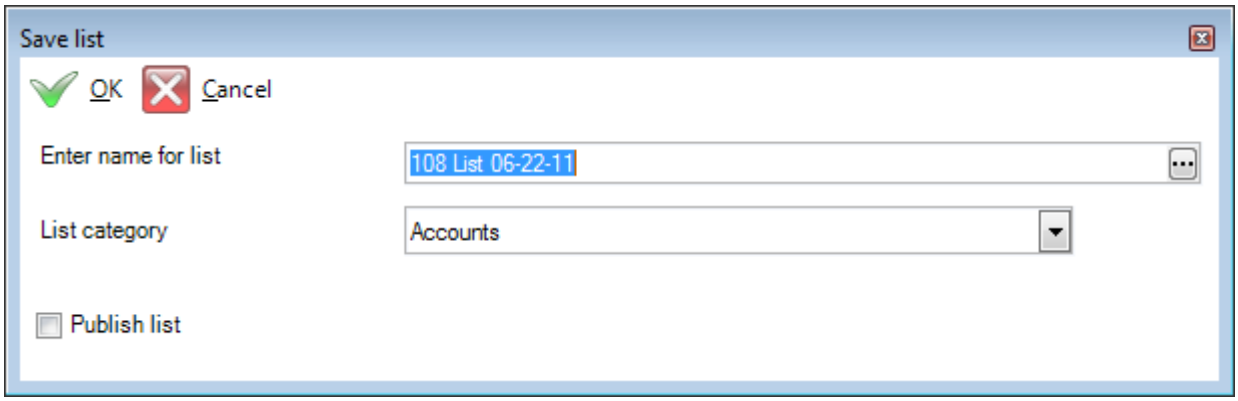
In this case, the **Row Calculation** is any supported calculation of the labels. The most common scenarios are:

1. Summing other labels. In this case, simply multi-select the labels in the visual assist (holding down the CTRL key) and click **Select**. The result will be the syntax for summing the labels. For example: [LABEL A] + [LABEL B].
2. Subtracting. In this case, change the sign of the operation in the calculation: [LABEL A] - [LABEL B].
3. Percent: [LABEL A]/([LABEL A] + [LABEL b]).

In general, you can enter any expression using +, -, *, /, (,). The row calculation also supports built-in functions (as listed in the visual assist for the **Row Calculation**) column.

Save a List

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



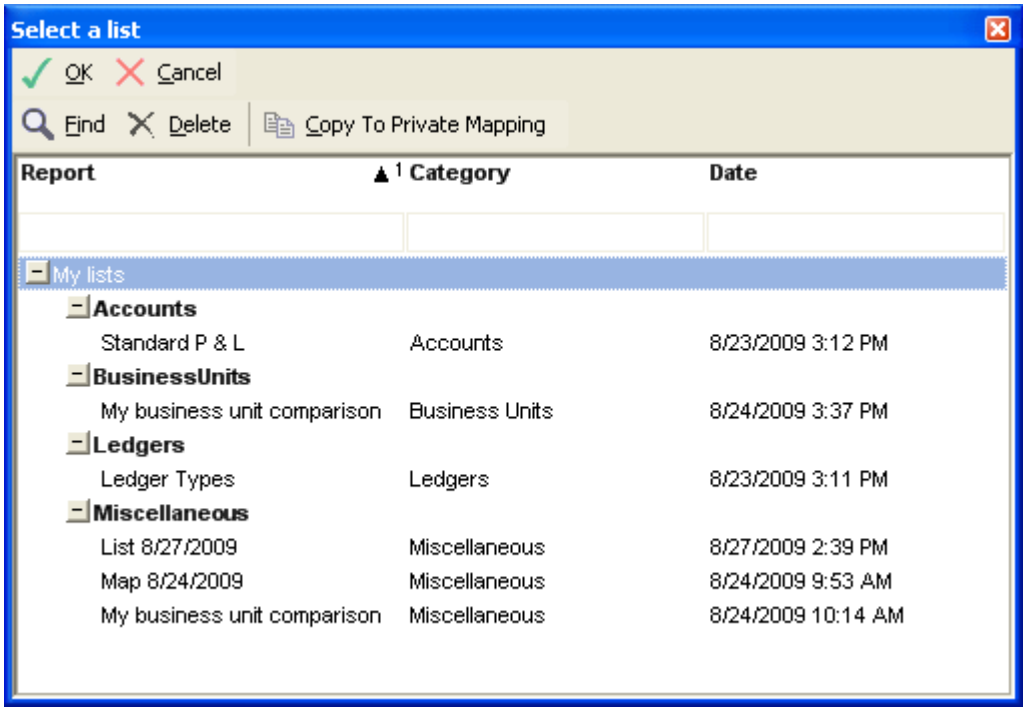
To	Do this
Provide a name for your list	Click on the edit box next to **Enter name for list**. Enter the name of your list.
Organize your list into a category	Click the down arrow on the **List category** edit box. Select the category that best matches how you want to categorize your list.
Make your list available to other users	Click **Publish list**.
Save the list	Click **OK**. **Note: if** 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 **Cancel**.

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

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



To	Do this
Select a list to load	Highlight the list in the grid. Click **OK**.
Delete a list	Highlight the list in the grid. Click **Delete**.
Copy a public list to your private list	Highlight the public list in the grid. Click **Copy To Private Mapping**.

Additional List Properties

You can edit additional list properties by opening the **Calculation Editor** and highlighting your list item:

Option	Effect
Filter database	Default false. If true, the calculation will apply the list criteria to your data selection. This can improve performance in some cases.
Allow duplicate maps	Default true. If checked, your list can have rows that map to multiple list labels. For instance if you label A has range 1000 - 2000 and label B has range 1500-3000, then the overlap of 1500-2000 will be handled automatically. If this option is not checked, then overlapping ranges are not allowed and the first occurrence of the range wins.
Smart collapse	Default true. If checked, and a group has only one row, then the list will not allow a drill down as it is not necessary. In this case, the +/- group button will be hidden and only the result of the row is shown. This usually makes for a cleaner look. If unchecked, then the +/- group button always allows a drilldown.
Guarantee Row	Default true. If checked, the list will guarantee that the row label appears in the order of the list whether or not there are data rows for that label. If unchecked, then the label will only show if there are rows for that label.

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	**59,810.00**
-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

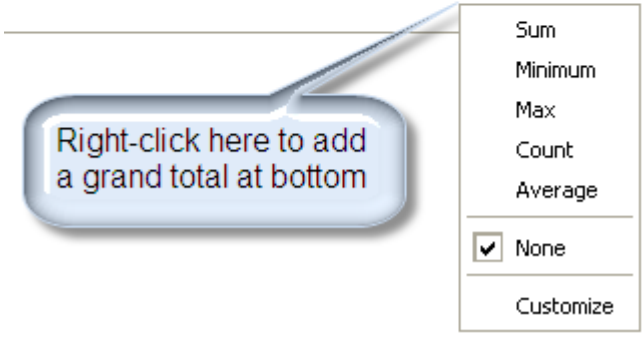
Right-click any column header in you selection, and select **Quick Calculation | Math | Sum**.

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	**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
-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



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.

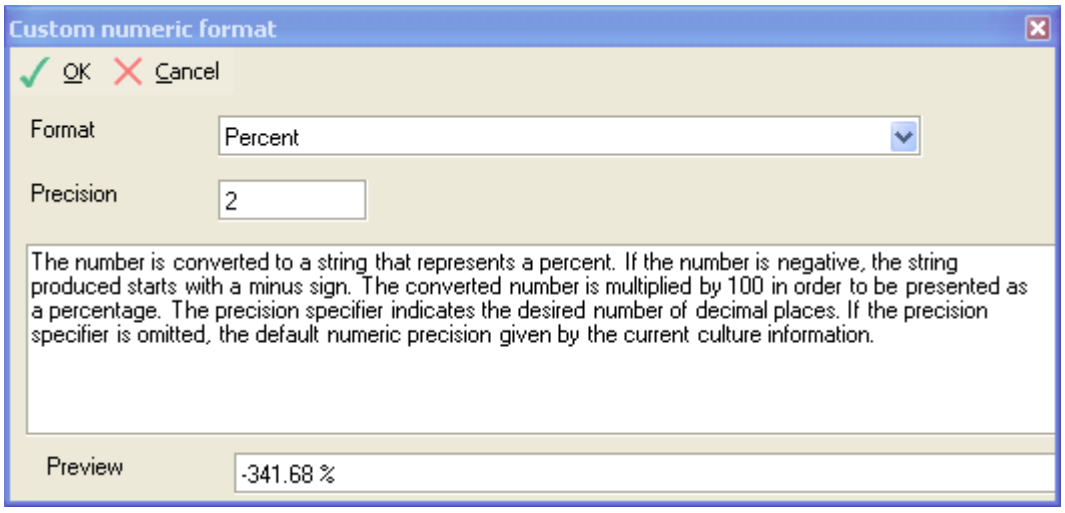
Account ID	Net Posting 01	Net Posting 02
Accounts Payable		
	8,542.00	-2,500.00
	8,446.00	-12,860.00
	16,988.00	**-15,360.00**
Accounts Receivable		
	-24,035.23	19,580.00
	-26,048.00	23,000.00
	-50,083.23	**42,580.00**
	-33,095.23	**27,220.00**

Right-click the column header on the selection and select **Quick Calculation | Math | Division**.

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

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

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



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 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 **Quick Calculations | Math | Absolute Value**.
Average value of two or more columns	Select **Quick Calculations | Math | Average**.
Difference between two columns	Multi-select two numeric columns. Right-click the Column Header. Select **Quick Calculations | Math | Difference**.
Maximum value between two or more columns	Select **Quick Calculations | Math | Maximum**.
Minimum value between two or more columns	Select **Quick Calculations | Math | Minimum**.
Product of two or more columns	Select **Quick Calculations | Math | Multiplication**.
Get the division remainder for two columns	Multi-select two numeric columns. Select **Quick Calculations | Math | Remainder**.
Standard deviation between two or more columns	Select **Quick Calculations | Math | Standard deviation**.
Sum of two or more columns	Select **Quick Calculations | Math | Sum**.

Calculate the Date Difference between Two Dates

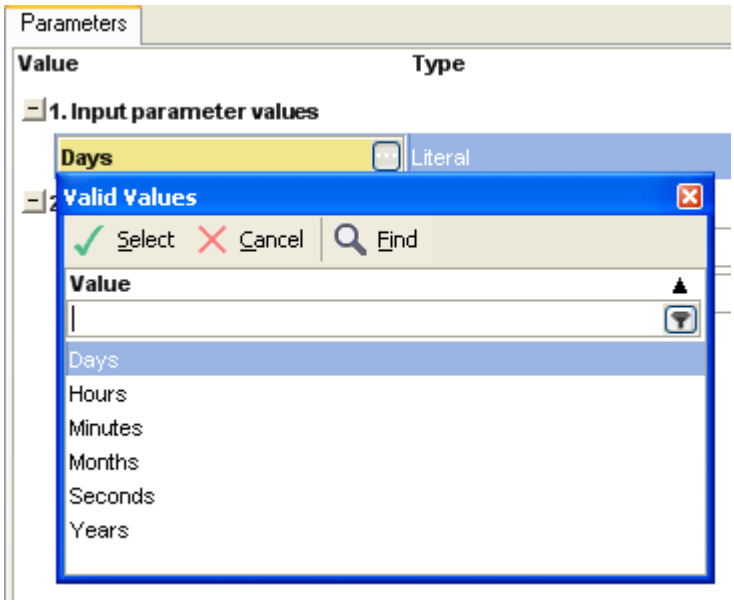
To get the data difference between two dates:

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**.



Calculate a Date Relative to a Given Date

To get the data difference between two dates:

1. Select a date column.
2. Right-click either Column Header.
3. Select **Quick Calculation | Data | Date Offset**.

Request Date	Date Offset Request Date
6/5/2005	**6/5/2005**
6/5/2005	6/5/2005
5/31/2006	5/31/2006
5/31/2006	5/31/2006
5/31/2006	5/31/2006
5/31/2006	5/31/2006
5/31/2006	5/31/2006

By default, the date offset is the same as the original date. To change the offset:

1. Double-click the **Date Offset** Column Header. This will bring up the calculation editor.
2. Change **Offset unit** to the **Days, Weeks, Months, Quarters,** or **Years**.
3. Change **Relative offset** to the number of units you want to offset. This number may be positive or negative. E.g., if **Offset Unit** is **Years** and **Relative offset** is -1, then the result will be the original date minus 1 year. The **Relative offset** can be a literal or a grid column. Use grid columns when your offset is a calculated value rather than a static (non-changing) value.

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 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 **Quick Calculations | Date | Day of Month**.
Day of the week	Select **Quick Calculations | Date | Day of Week**.
Day of the year	Select **Quick Calculations | Date | Day of Year**.
First day of the month	Select **Quick Calculations | Date | First Day of Month**.
First day of the year	Select **Quick Calculations | Date | First Day of Year**.
Last day of the month	Select **Quick Calculations | Date | Last Day of Month**.
Last day of the year	Select **Quick Calculations | Date | Last Day of Year**.
Month description prefixed with a number for sorting	Select **Quick Calculations | Date | Indexed Month Description**.
JDE Julian date representation of the data	Select **Quick Calculations | Date | Julian Date**.
Month	Select **Quick Calculations | Date | Month**.
Month Description	Select **Quick Calculations | Date | Month Description**.
Today's Date	Select **Quick Calculations | Date | Today**.
Year	Select **Quick Calculations | Date | Year**.

Rollup an Amount based on a Sliding Calendar Date

This calculation transforms transactional data into organized date groups such as Quarter, Year, Month, Inception-To-Date, etc. The rolled-up amounts slide with the reference date (typically a Report Parameter) that you provide. You can create this type of calculation automatically with the **Organize Dates** Trend:

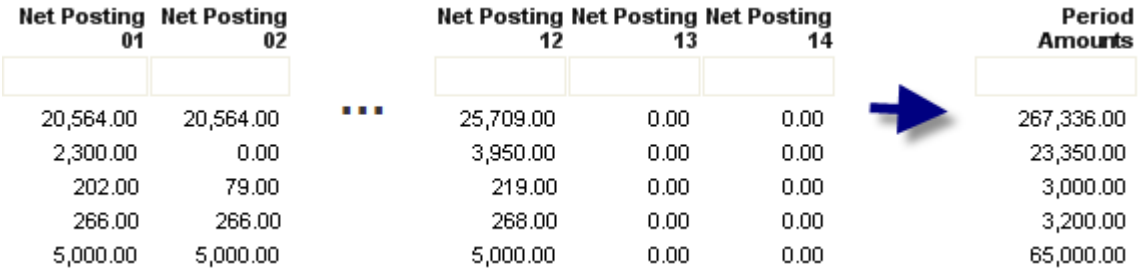
1. From the Main Menu, select **Design | Edit Calculations** (see Edit Calculations with the Editor).
2. Add a new calculation for **Relative Dates**.
3. For **Date** assign a date column in your grid.
4. For **Compare Date** assign a literal date (typically a Report Parameter date value).
5. **Offset Measure** is the type of rollup you want to do: Month, Quarter, Year, etc.
6. **Relative Offset** is how many units of the **Offset Measure** you want to move. Positive values go forward. Negative values go backward. E.g., if you specify **Offset Measure** as **Quarter** and **Relative Offset** as -1, then the time period will be the prior Quarter as defined by the **Compare Date**.
7. **Value to roll up** is the amount filed that you want to rollup to the date organization.

Example

To rollup the last quarter of **Quantity Ordered**, where the reference date is a Report Parameter named **Date** (<Date>), do the following:

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 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**.
5. (Optional) Specify **Ledger Type** to only rollup values for a specific ledger type (e.g. AA).
6. (Optional) Specify a **Dataitem prefix**. By default, the calculation will rollup AN01-AN14 (or though AN12 if AN13 and AN14 do not exist). Some tables, however, have other arrays of balance amounts that can be rolled up similarly. For example, the Tax History (F016136) table defines BW01-BW12. To use **Relative Period** on this table, enter BW for this parameter. If this parameter is blank, the calculation will default the AN prefix.

Note: 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., 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 these 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). Your table can have any array of XX01-XX14 of columns as well for the **Relative Period** calculation.
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
Relative Offset	Amount to offset the period. See the "Offset-Group Periods" table below.
Group Periods by	Select **Period, Quarter,** or **Year**. See the "Offset-Group Periods" table below.
Company	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.
Begin Period	If blank, calculation will use the current period of the company. Otherwise, calculation will apply the period entered. Value is ignored if there is a value for **Date**.
Fiscal Year	If blank, calculation will use the current fiscal year of the company. Otherwise, calculation will apply the period entered. Value is ignored if there is a value for **Date**.
Date	If a date is specified, calculation will calculate the fiscal period and fiscal year for the company for this date.
Ledger Type	If no value is specified, then all ledger types are rolled up. If a value is specified, then only values for that ledger type are rolled up. For example, AA rolls up all the actual amounts because the actual amount ledger type is AA.
Data Item Prefix (advanced)	By default the calculation will rollup AN01-AN14 (or though AN12 if AN13 and AN14 do not exist). Some tables, however, have other arrays of balance amounts that can be rolled up similarly. For example, the Tax History (F016136) table defines BW01-BW12. To use **Relative Period** on this table, enter BW for this parameter. If this parameter is blank, the calculation will default the AN prefix.
Reverse sign criteria	In JDE, you will need to reverse the sign of the revenue accounts to get a correct income statement. To specify the accounts that are revenue, click the visual assist and use the Criteria Editor.

Add begin balance	For balance sheet accounts, you will need to add the beginning balance to get a correct balance. To specify the accounts that are balance sheet accounts, click the visual assist and use the Criteria Editor.

Offset and Group Periods

To get the	Do This
Current Period	Set **Relative Offset** to 0 and **Group Periods by** to **Period**.
Last Period	Set **Relative Offset** to -1 and **Group Periods by** to **Period**.
Last Quarter	Set **Relative Offset** to -1 and **Group Periods by** to **Quarter**.
Last Year	Set **Relative Offset** to -1 and **Group Periods by** to **Year**.
Next Period	Set **Relative Offset** to 1 and **Group Periods by** to **Period**.
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
Data Name	Name of the table or business view to query.
Index Name	(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 **Define fetch**.
Datasource	(Optional) Name of the datasource to use when retrieving data.
Sort Order	(Optional) Select how you want to sort the target data set. Use this option when the target data set has many values you want to query and you need a specific value based on the sort.
Summary Type	(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 **Sum** or **Count**.
Row to Fetch	(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.
Define fetch	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 **Define fetch,** defines the target fields. The right hand side defines the values to query for. You may add or delete field names as you wish.
Define result	Columns from the target table that you want to return to your report. If you selected a **Summary Type** 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

There are three ways to conditionalize values in your report:

1. **"Only Rollup If"** parameter of a calculation
2. **"Conditional"** calculation
3. **"Replace"** calculation

Option 1: Only Rollup If Parameter

Most calculations will have a parameter named **Only Rollup If**. You can edit this parameter to have any condition you need that specifies whether you want the calculation value to apply. For instance, let's say you had a calculation that calculates the total price. You could edit the **Only Rollup If** parameter to specify that you only want the total price to apply if the customer has paid on time. Once you set the condition, then the total price will only have a value if the condition is met.

Option 2: Conditional Calculation

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

You can also add the **Conditional** calculation manually:

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:

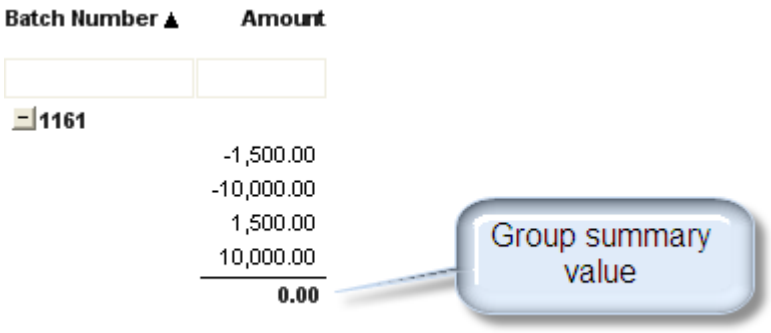
Parameter	Effect
Value if within criteria	A grid column value or literal value to pass through if the filter criteria is met. This is normally the column you want to selectively roll up.
Value if outside criteria	Usually 0 or blank. This is the value that is used in the rollup when the criteria is not met.
Filter Criteria	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 filter to define your criteria.

Option 3: Replace Calculation

The replace calculation is a good option when you have many cases that you want to substitute for another value. See Substitute Patterns of Text with a Label for more information.

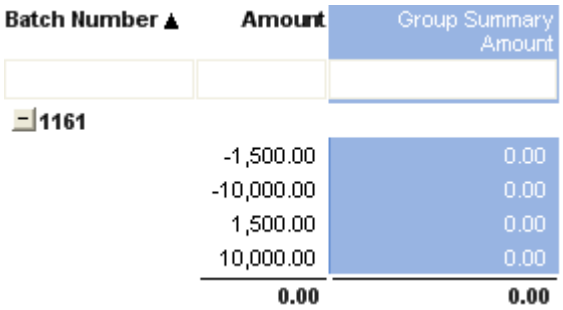
Filter on a Summary Value

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.



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**.



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
Source string	Column to use as the input for the text replace.
Default value	Column value or literal value to use if none of the text replace criteria matches.
Replace first string with second value	On the left-hand side, enter text or text patterns (you may use any valid filter to define what you want to replace). On the right-hand side, specify the value to replace with if the match occurs .

Convert Fiscal Date to Calendar Date

If you want to see information by Fiscal Period and Fiscal year but the data is stored by calendar year, then use this calculation:

1. Start with Fiscal Period and Fiscal Year parameters.
2. Click the  **Calculation Editor** button.
3. Type in **Period to Date Range** under the **Type of Calculation**.
4. On the **Parameters** tab, enter values as follows:

Parameter	Effect
Company	In JDE, each company can have a different date fiscal pattern. Enter the literal company or grid column company here. If left blank, DAS will use the JDE default company for the date fiscal pattern.
Period	The fiscal period.
Century	The century for the fiscal year.
Fiscal Year	The fiscal year.

The output of the calculation will be the equivalent calendar date range for the **Company**, **Period**, **Century**, **Fiscal Year** you provided. You can use the date range on any date field.

Example:

Suppose Company 00001 has 4/1/2011 = Fiscal period 1, FY=11, CTRY=20. Then the output is the range specifier: >=4/1/2011:<=4/30/2011.

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 its 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

JD Edwards Specific Calculations

The calculations below apply specifically to the JD Edwards system. As you know, the JDE system has internal logic that can be difficult to calculate. These calculations hide the complexity of the internal logic and allow you to focus on the business requirements.

Address Book Calculations

For any table that has an address book number in it, you can find information about the address number in one-click:

Right-click the column header of the address book field. Select **Quick Calculation | JDE** and select one of the displayed options:

- Email address
- Mailing Addres
- Phone, FAX, etc.
- JDE User name

In each case, right-click the column header of the address book field. Select **Quick Calculation | JDE | ...**

Parameter	Effect
Email address	Returns the first e-mail address for the address number. You can edit the e-mail address calculation to choose other e-mails.
Current mailing address	Returns the current effective address of the address number. You can edit the address to show a different address effective from an earlier date.
Phone	Returns the first phone number associated with the address number. You can edit the phone calculation to choose other phone numbers or phone types.
JDE User	Returns the JDE user name for the address number. For E1 this is the E1 sign on name. For World this is the World sign on name.

Show JDE Tree Structures

JD Edwards has many tree-formatted data tables: Organization Charts, Bill of Materials, Menu Structure, Company structure. The common pattern between each of these tables is that the table information has these two columns: a parent column and a child column. In this pattern, the parent column can have multiple children. Each child in turn can be a parent of even more children. Furthermore, in some cases such as the Bill Of Materials table, a child can belong to more than one parent! In general this pattern looks like:

A1
|
|---B1
| |
| |---C1
| |---C2
|
|---B2

etc.

The Parent Child calculation in Data Access Studio transforms the linear data in the table to a dynamic tree structure like above. Once in the tree form, you will immediately see the structure of the information in your tables. Furthermore, you can create reports that roll up information per this structure. For example, you can do head count by supervisor.

To use the Parent Child calculation:

1. Open a table with a parent column and a child column (e.g., the employee master F060116 (address number and supervisor).
2. Optional, but recommended: get the Associated description for the child column and parent column.
3. Click **Design | Calculations**.
4. Select **Parent Child Hierarchy**.
5. In the **Parameters** tab, select the parent grid column in the **Parent column**.
6. Select the child grid column in the **Child column**.
7. Select the Associated Descriptions you created in step to for the **Parent label** and **Child label**.
8. Click **Save and Close**.

When you click **Run Report**, you will see the structure of the information in the table.

Additional Parameter Information	Effect
Max Tree Depth	To control how deep the tree will go this parameter defaults to 10 levels. Having this safeguard protects your report if there are data integrity issues in the table.
Show Parent Detail	Default checked. When checked, the calculation will show the parent detail for each level. Sometimes you will want to show this detail line and other times not. To suppress the parent row, uncheck this option.
Auto format	Default checked. The calculation automatically creates supporting columns. When checked, the calculation hides the supporting columns and automatically groups the columns.
Start point	Enter any value, list of values, range or valid filter to define which items to show at the top of the tree. If blank, the tree top will be all the items that have no parent.

Convert values with Unit of Measure Conversion

Imagine that you have transactions for various items in various units. What if you wanted to see those transactions in one unit? Let's say you wanted to see everything by kilograms or cases. This topic explains how to use the **Unit Conversion** calculation to solve this problem.

JD Edwards allows users to enter transactions for items in various units. Although JD Edwards provides unit conversions for items, it is fairly difficult to actually query this conversion information and provide the correct conversion. The **Unit Conversion** calculation lets you convert any unit to any other unit seamlessly. To convert the units of an item:

1. Right-click the item number in your grid.
2. Select **Quick Calculation | EnterpriseOne/World | Unit Conversion**.
3. Data Access Studio will create a new column called "Unit Conversion". Double-click this new column to edit.
4. You will see that the **Short item** is already populated with the Short Item Grid Column setting.
5. If business units affect your conversions, select a business unit column for the **Business unit** setting.
6. Select **Input units** if your table has transactional units (usually the **UM** field). If you leave **Input Units** blank, then the calculation will use the base unit of the item as the input unit.
7. Select the desired **Output unit**. This can be a parameter or hard-coded value.

Once you get data, you will see that the **Unit Conversion** column has the correct unit conversion for each item. Simply multiply your transaction quantity by this conversion to get the converted quantity.

Get the short item number for a 2nd Item Number

For the case where you have a JDE 2nd item number that you want to convert to a short item number, use the **Get short item number** calculation:

1. Right-click 2nd item number in your grid.
2. Select **Quick Calculation | EnterpriseOne/World | Get short item number**.
3. Data Access Studio will create a new column called "Get short item number" that is the short item number for the second item number.

Another useful case for this is report parameters. Usually, you will want your user to enter a 2nd Item number rather than a short item number. In this case, prompt the user for a 2nd item number and create a Variable that converts the 2nd Item number to a short item number.

Calculate Work days

If you need to report how many days a resource has worked, then the **Work Days** calculation is for you. JD Edwards allows you to define various work day patterns. The problem is that this information can be difficult to utilize in a report. The **Work Days** calculation simplifies the information so that you can get relevant information into your report such as:

- Work days, holidays, or weekends per month
- Whether a given day is a work day, holiday, or weekend
- Work days, holidays, or weekends per year
- Calculate by branch plant and default branch plan
- Calculate by shift

To add the **Work Days** calculation to your report:

1. Click **Design | Calculations**.
2. Select **Work Days**.

Parameter	Effect
Branch	Typically the grid column value for a business unit. This will be the branch that the calculation uses when looking up the work day information.
Default Branch	If no **Branch** is specified or if it has a blank grid column value, then use this value.
Year	Four-digit year that represents the year you are interested in getting the workday information for.
Month	0=all months, 1 = jan, 2 = feb ... 12= dec.
Day of the Month	0=all days in month, 1 = day one ... 31 = day 31.
Shift	Default blank. Or enter a valid shift code(open F0007).
Work Day code	W=work day, E=weekend, H=Holiday.
Calendar Type	Default blank. Or enter a valid calendar type (open F0007).
Calendar Key	Default blank. Or enter a valid calendar key (open F0007)

Model Business Unit over the Chart of Accounts

The Chart of Accounts in JD Edwards is typically tied to the specific account information (MCU, OBJ, SUB) rather than a "Model" account (just OBJ and SUB). Sometimes it can be handy to view balance information, for instance, with a different chart of accounts. So, for instance, you may want to compare different business units or consolidations of business units to one "master" chart of accounts. This **Model Account** calculation solves this issue.

To use the **Model Account** calculation:

1. Open an amount table that has the following fields: Business Unit (MCU), Object (OBJ) and Subsidiary (SUB). E.g., Account Balances (F0902) or Account Ledger (F0911), Accounts Payable Ledger (F0411), etc.
2. Click **Design | Calculations**.
3. Enter **Model Account**.
4. In the **Parameters**, enter a **Business Unit** to use as the model account.

To Create a Chart of Accounts from the model account:

1. Once the **Model Account** is created, right-click the Column Header and select **Quick Calculation | EnterpriseOne|World | Chart of Accounts**.

That should do it! You should see a chart of accounts based on the model business unit. You can not roll up quantities to this account structure:

Chart of Accounts Model Account	Beg Balance/ PYE Forward
Assets	
Current Assets	5,317,467.00
Fixed Assets	1,121,761.90
	6,439,228.90
Liabilities and Equity	
Current Liabilities	-2,649,934.00
Long-Term Liabilities	-1,690,000.00
Stockholder's Equity	-2,137,694.90
Revenues	
Direct Costs	
General and Administrative	
Other Income and Expense	
	-6,477,628.90

Offset between two fiscal periods

Imagine a case in a balance table where you may want to show an actual amount if the period meets a certain threshold or a budget amount otherwise. Let's say that if the period is in a period threshold range, you want to show an amount, otherwise you want to show 0.

To solve this problem, you will need a reliable way to count the number of periods between two points:

(century + fiscal year + period)B - (century + fiscal year + period)A

For instance, point A could be the reference period and point B could be the current period.

The **Offset Between Two Periods** calculation performs this calculation:

1. Open a table with period information (e.g. Account Balances (f0902).
2. Click **Design | Calculations**.
3. Enter **Offset Between Two Periods**.
4. In the **Parameters**, enter a static **Company**, grid column company or blank (for default JDE company).
5. Enter values for the reference period: **Period 1, Century 1, Fiscal Year 1**.
6. Enter values for the other period: **Period 2, Century 2, Fiscal Year 2**.

When you run your report, the **Offset Between Two Periods** column will contain the number of periods between 2 and 1.

JDE-Specific Calculations

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

To	Do This
Convert JDE date and time columns to a single DateTime column	Multi-select Column Headers for corresponding date and time columns (e.g., **Date Updated** and **Time Updated**) . Click **Quick Calculation	EntepriseOne/World	E1 Time to DateTime**.
Get Automatic Account Instruction (AAI) information	Open a table with Object account, Subsidiary, and Company. Click on any Column Header. Select **Quick Calculation	EnterpriseOne/World	Account Category**.
Show chart of accounts structure	For any business view with the Chart of Accounts table (F0901) in it, multi-select Column Headers that represent how you want to see the accounts displayed (e.g., Description, Object, Subsidiary, etc.). Click on any Column Header in your selection and click **Quick Calculation	EnterpriseOne/World	Group Accounts**. For chart of accounts to work, you need to have the following fields in your grid: MCU, OBJ, SUB, LDA, PEC. To create the Chart of accounts from the reporting wizard, see Financial row rollup.
Get JDE Period from a date column or date value	Click **Layout	Edit Calculations**. Add a new calculation for **Period to Date**. Select a value for **Company** (blank is default company). Select a literal value or grid column for **Date**. Select **Side** to specify which part of the range you want.

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: **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:

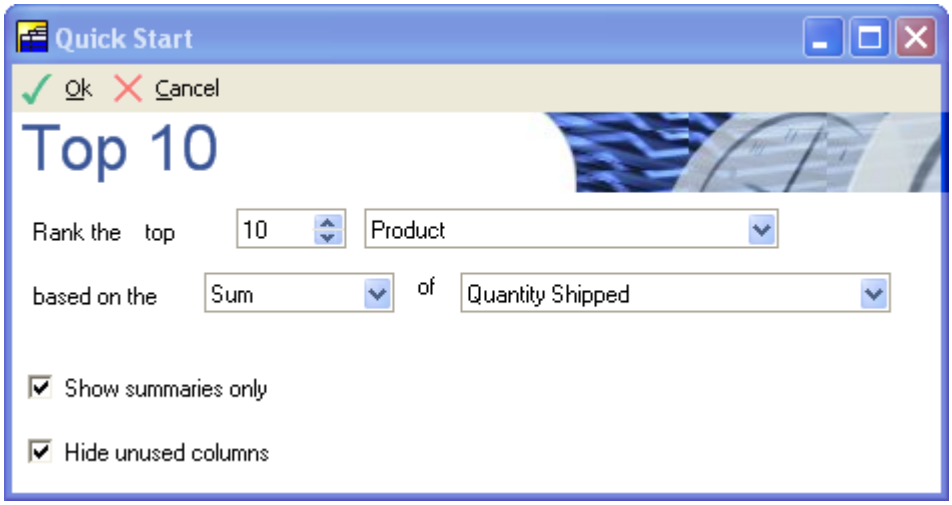
Option	Effect
Show summaries only	Default checked. When checked, the resulting trend will collapse all groupings to the summary level (thereby hiding the detail lines). When unchecked, the Trend will show summaries and details
Hide unused columns	Default checked. When checked, the Trend will hide any 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 **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**.

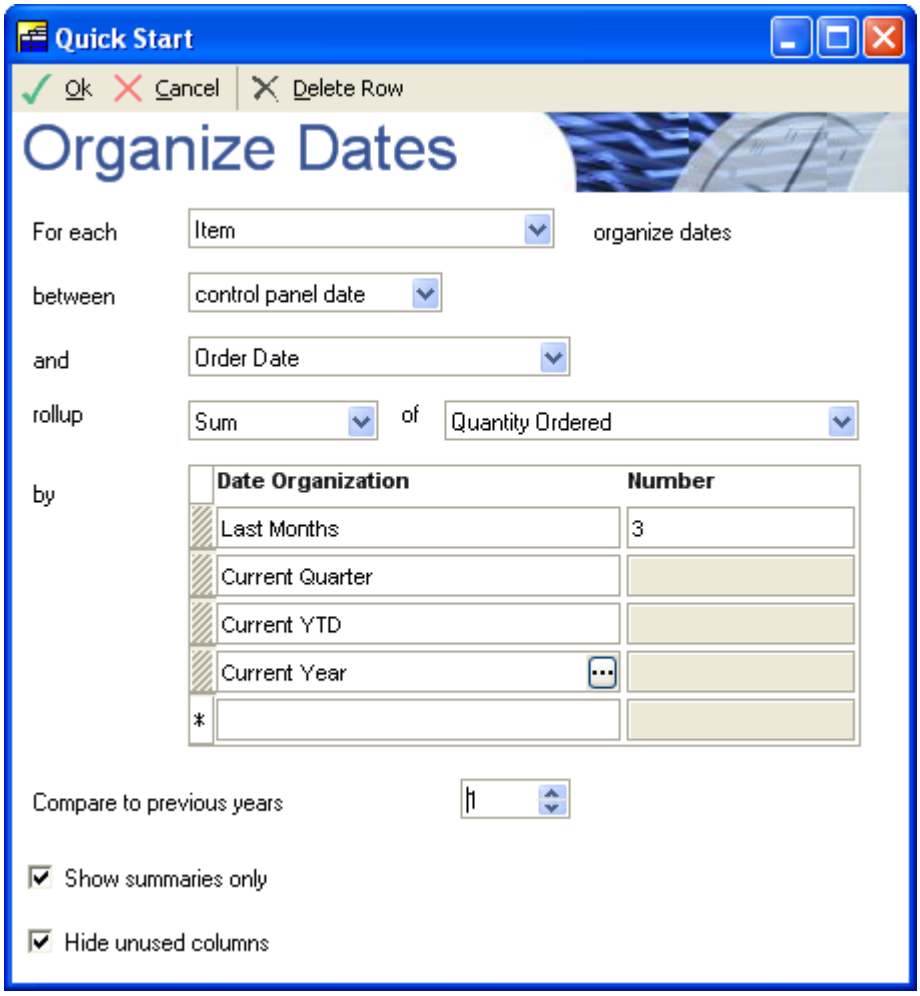
To show the Bottom Ten, repeat the same steps above, except select **Trending | Rank Bottom Ten**.

Organize Date Information

Imagine you want to see your items sold by last three months, current quarter, year-to-date, and year and compare to the previous year. **Organize Dates** lets you do this over any reference date as follows:

1. Right-click a column in your grid that you would like to organize.
2. Select **Trending | Organize Dates**.

Sample screen shot



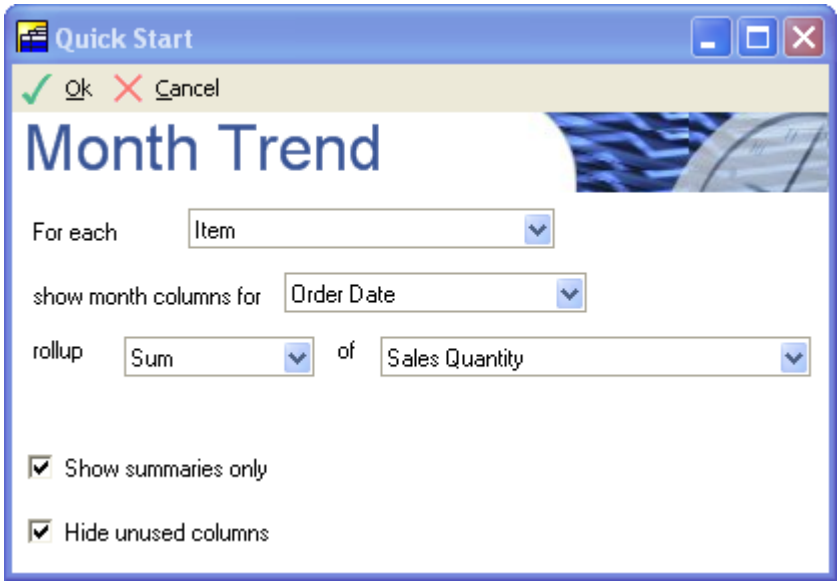
3. Select the column you want to rollup for the year trend. Data Access Studio will automatically populate this field with the column you select in step 1.
4. Select how you want to calculate the date difference:
    1. For the first date, select between a **control panel date** (recommended)**,** a date **grid column** or **today's date**.
    2. For the second date, select a **grid column**. **Note:** the second date will be *subtracted from* the first date.
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 date organization you want. All choices that begin with **Current** do not have a **Number** value. All other choices let you specify a **Number**. For instance, if you want the last three months, enter **Last Months** and **3**.
8. Enter a number in **Compare to previous years** to compare the defined organization for this year to past years.
9. Click **Ok**.

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 **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 Day Trends

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

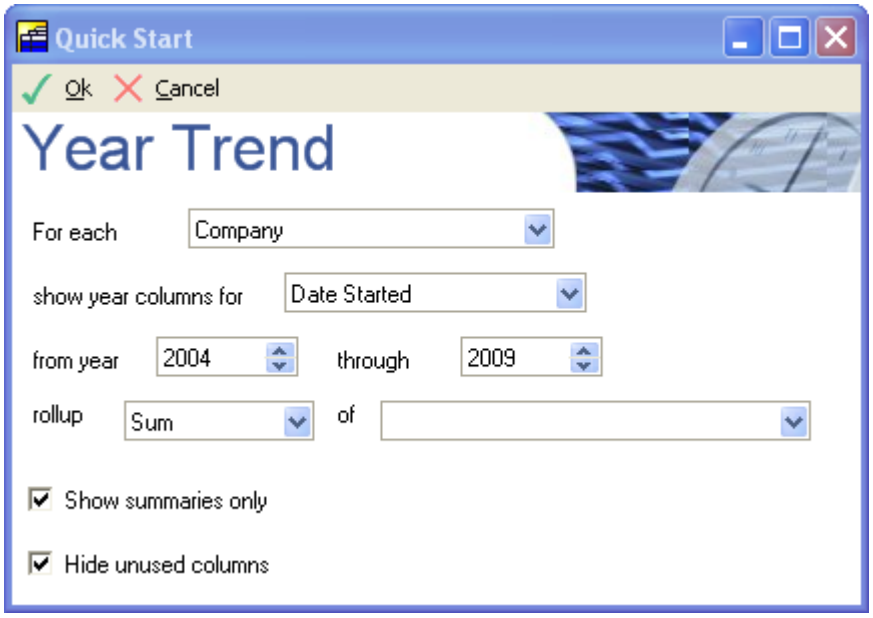
1. Right-click a column in your grid that you would like to trend.
2. Select **Trending | Day Trend**.
3. Select the column you want to rollup for the month trend. Data Access Studio will automatically populate this field with the column you select in step 1.
4. Select the date column you want to use.
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 **Trending | Year Trend**.

Sample screen shot



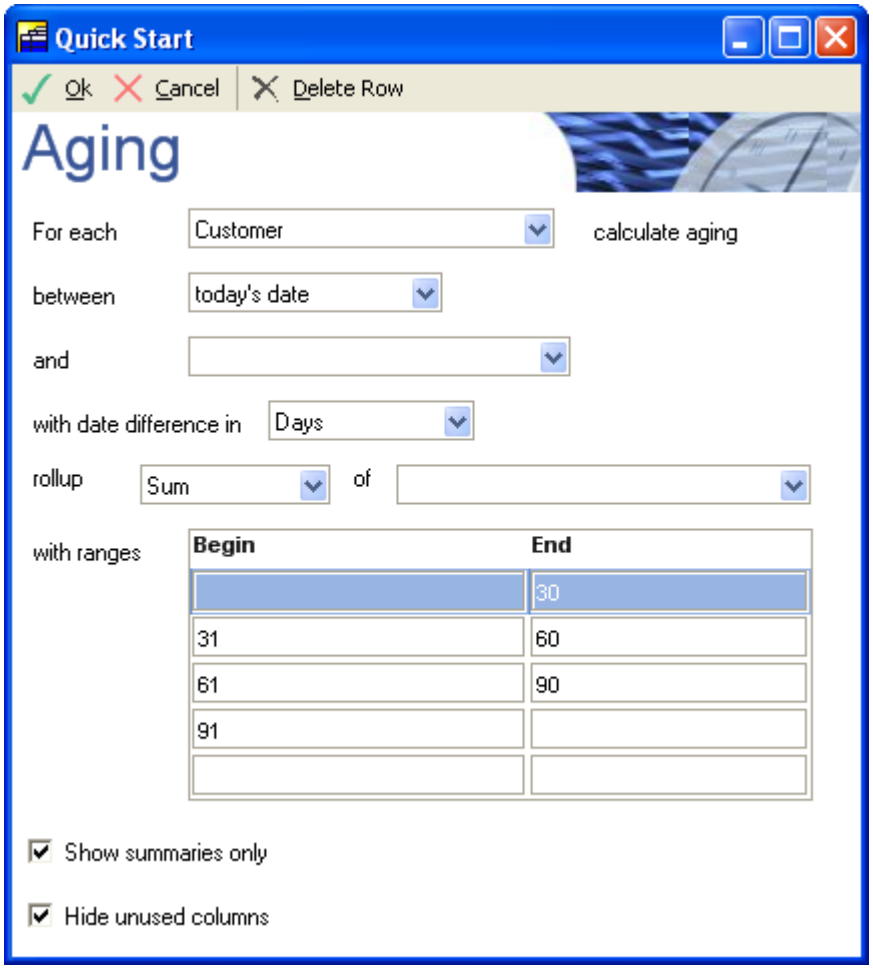
3. Select the column you want to rollup for the year trend. Data Access Studio will automatically populate this field with the column you select in step 1.
4. Select the date column you want to use.
5. Select the year range you would like to run.
6. Choose how you want to trend: **Sum, Count**, etc.
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 **Trending | Aging**.

Sample screen shot



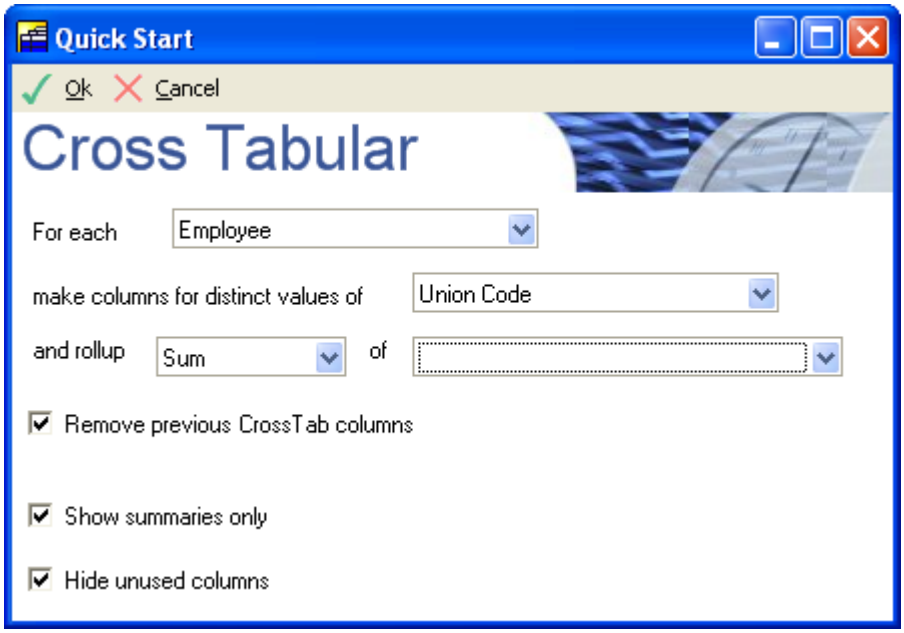
3. Select the column you want to rollup for the year trend. Data Access Studio will automatically populate this field with the column you select in step 1.
4. Select how you want to calculate the date difference:
    1. For the first date, select between **today's date**, a date **grid column**, or a **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 or 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 **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:

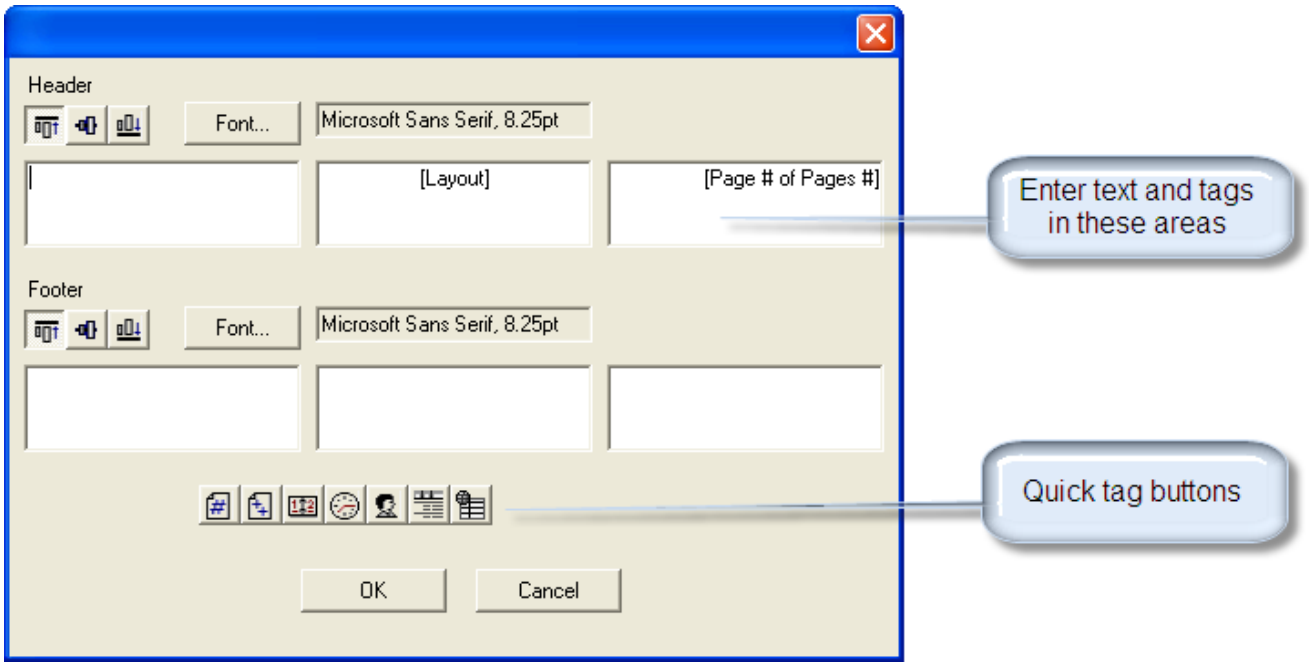
1. Open a Layout.
2. Click **Design | Printing Preferences...**

To	Do this
Change margins	Enter values for **Left, Right, Top,** or **Bottom**.
Change the orientation of the printout	Click **Portrait** or **Landscape**.
Hide or show the filter row on the printout	Check **Show Filter Values** to show filters. Uncheck to hide filters.
Change the paper size	Click on the **Paper Size** options box. Select paper size from list.
Change the Embed Excel Print Driver	Use the visual assist to select a print driver on your workstation. If you are the administrator on your workstation (or if your administrator installed the ReportsNow PDF print driver), you can select this print driver to print to PDF. If you have another PDF print driver, you can select it here so that, when you print from Embed Excel, the print automatically converts it to a PDF. You can also click the **Preferences...** button to change the settings of the print driver.

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 and 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 **Design | 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 - (shows the Report Parameters as a block of field/value pairs)

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.

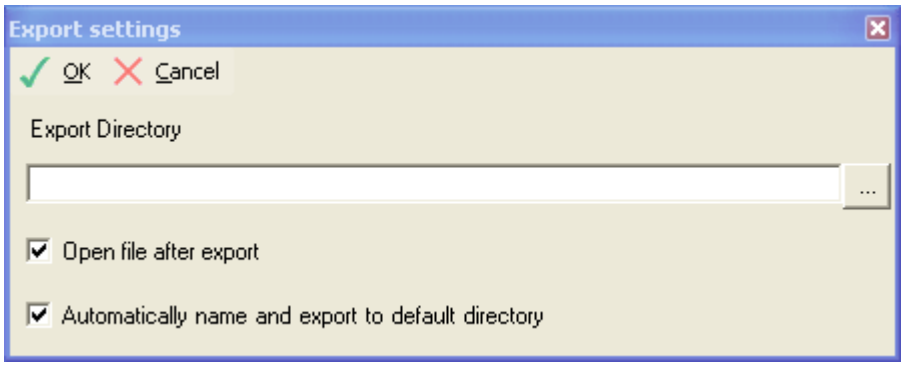
Specify an Area to Print

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 Column Header. SHIFT+click will select all columns between clicks. CTRL+click will add each column to the selection. Select: **Design | Print Area | Set To Selected Columns**.
Clear the Print Area	Select **Design | Print Area | Clear**.
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: **Design | Print Area | Show**.

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 **Export Directory**. You may use the Visual Assist to find the directory visually.
Open file after export	Check **Open file after export**. 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: **Design | Print Area | Show**.

Document Your Report

You can place user notes and design notes in any report.

Additionally, DAS generates "at-a-glance" design information about any report including:

- Filters (hidden or shown)
- Grouping
- Parameters and variables
- Calculations
- Hidden columns
- Sorting
- Template information
- and more

User notes are for the end-user of the report. The notes should instruct a user on the:

- Purpose of the report
- Meaning of the report's parameters/filters
- How to interpret results

To add or edit user notes for a report:

1. Open a report.
2. Click **View | User Notes**.

In the **Notes** form, you may paste WordPad (RTF) or Notepad (plain text) into the edit area. You may also type in the edit area.

You can place hyperlinks to external documentation in the edit area as well. This is useful if the documentation is too large to store within you report (which could be a concern if people run your report over the web).

To	Do this
Paste text from a WordPad document	Select all text in the WordPad document. Click **Edit | Copy**. Switch to the **Notes** form in DAS. Click **Paste From Clipboard**.
Edit note text directly	Type into the **Notes** edit window.
Copy note text	Highlight the desired text in the **Notes** edit window. Click **Copy to Clipboard**.
Clear all notes	Click **Clear**.
Save your changes	Click **Save**.
Close the notes editor	Click **Close**.

Developer notes are for anyone who will modify the report. The notes should instruct a user on the:

- Purpose of the report
- Meaning of the report's parameters/filters
- How to interpret results
- What the calculations do
- Why columns are grouped, sorted, hidden
- Meaning of the report's variables
- How to extend/modify the report
- etc.

To add or edit user notes for a report:

1. Open a report.
2. Click **View | Developer Notes**.

In the **Notes** form, you may paste WordPad (RTF) or Notepad (plain text) into the edit area. You may also type in the edit area.

You can place hyperlinks to external documentation in the edit area as well. This is useful if the documentation is too large to store within you report (which could be a concern if people run your report over the web).

In addition to the edit area on the top, DAS automatically generates "at-a-glance" information about the report including: grouping, filters, parameters and variables, calculations, hidden columns, sorting, template information, and more!

To	Do this
Paste text from a WordPad document	Select all text in the WordPad document. Click **Edit | Copy**. Switch to the **Notes** form in DAS. Click **Paste From Clipboard**.
Edit note text directly	Type into the **Notes** edit window.
Copy note text	Highlight the desired text in the **Notes** edit window. Click **Copy to Clipboard**.
Clear all notes	Click **Clear**.
Save your changes	Click **Save**.
Close the notes editor	Click **Close**.
View "at-a-glance" information	Expand bottom window of the developer notes to see read-only information about the report properties.

Make Your Report Run Faster

Data Access Studio uses 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 **Select** or **Count**	Use the **Index Assistant**.
Report takes a long time to load large number (>100,000) of rows	1. Add more filtering. Try to reduce the number of rows by adding more filters. 2. Hide any unnecessary columns. The fewer columns you have, the faster a larger data set load will go.
Calculating takes a long time with **Table Lookup** calculations	Consider using a Table Join instead of a **Table Lookup**.
Report loads >100,000 records over a WAN connection	If you are loading a large number of records over a slower network connection, consider scheduling the report to run on the DAS Web Server. Once the report runs there, the scheduler can email you the result. You must have the scheduler license for this option.

Index Assistant

The **Index Assitant** 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

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

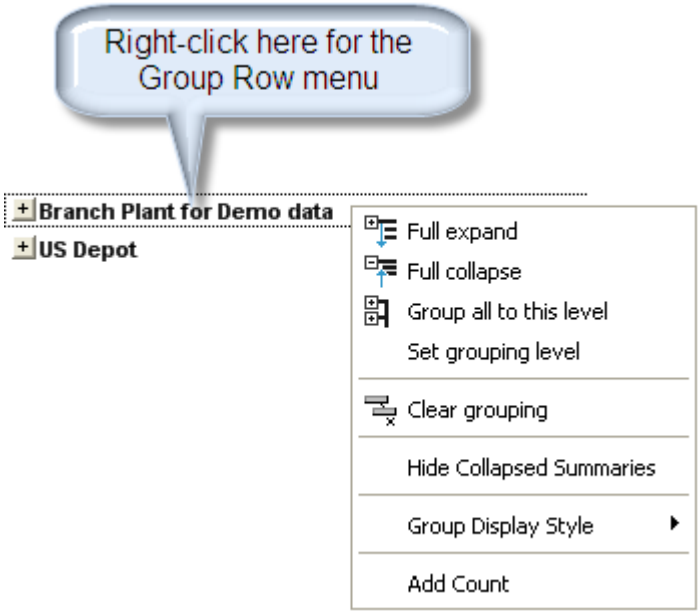
This section is for more technical users who have mastered the basic Ad Hoc report techniques. This section describes more technical calculations and operations that you will need to create more challenging reports.

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:

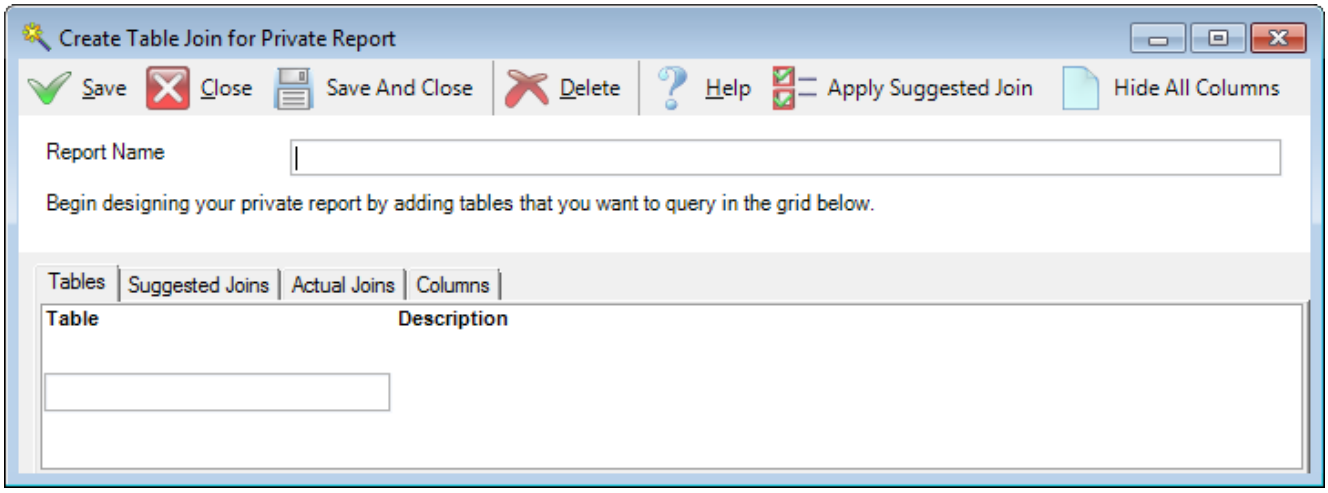


To	Do this
Show all details	Click **Full expand**.
Collapse all details to the top group level	Click **Full collapse**.
Collapse all details to a given group level	Click **Group all to this level**.
Always collapse details to a given group level	Click **Set grouping level**. On the resulting dialog enter 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 **Clear grouping**.
Hide/Show summaries on the collapsed group row	Click **Hide** to hide. Click **Show** to show the summaries.
Show the value only for the group row label	Default. Click **Group Display Style | Value only**.
Show the category and value for the group row label	Click **Group Display Style | Category and value**.
Show only the text portion of a label in the form number.text	Click **Group Display Style | Indexed value**. 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 **Group Display Style | Group rows on top** to show at the top. Click **Group Display Style | Group rows on bottom** to show at the bottom.
Add a quick count to the group row	Click **Add Count**. To remove the count, click **Remove Count**.

Create a Table Join from Scratch

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

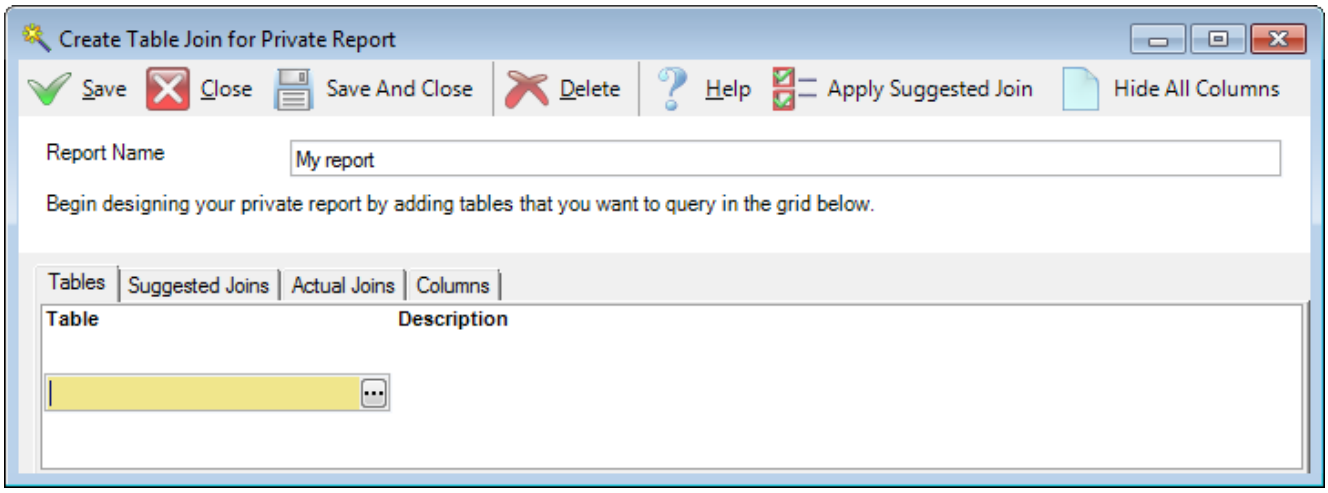
1. On the Homepage click **By Table Join**. (Or click **File | New | Private Report** from the main menu.)



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:



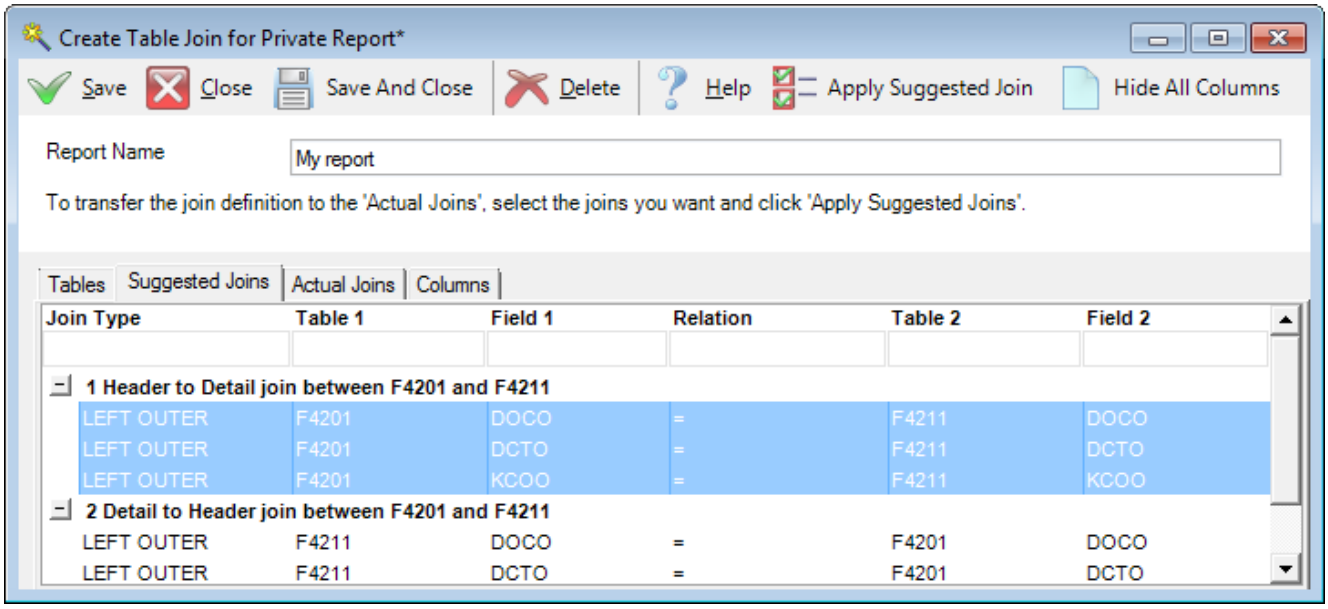
To	Do this
Add a table by its description	Click on the Visual Assist in the **Table** column. From the resulting form, type the table description in the **Description** field.
Add a table by its object name	Directly type in the table name in the **Table column**.

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

Sample screen shot



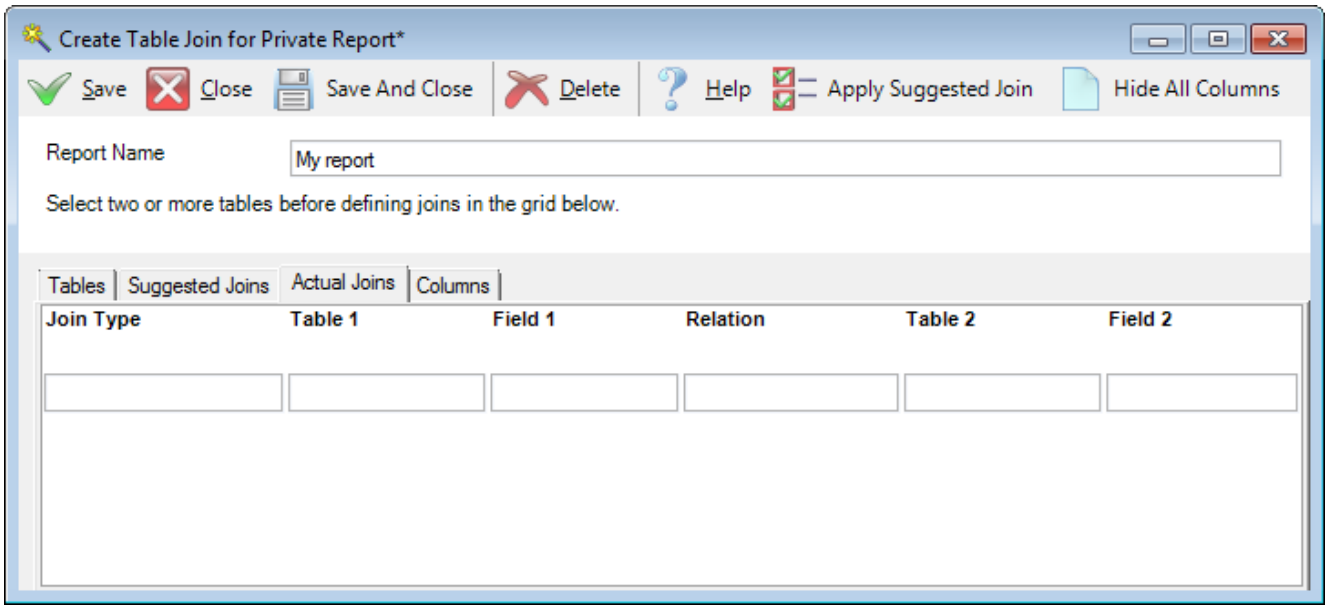
If Data Access Studio finds a relationship between your tables, it will list it on the **Suggested Joins** tab. To select a join, highlight the join you would like to use and click **Apply Suggested Joins**. Depending on the tables, sometimes information in the **Suggested Joins** may be blank. In this 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 no 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 do 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.

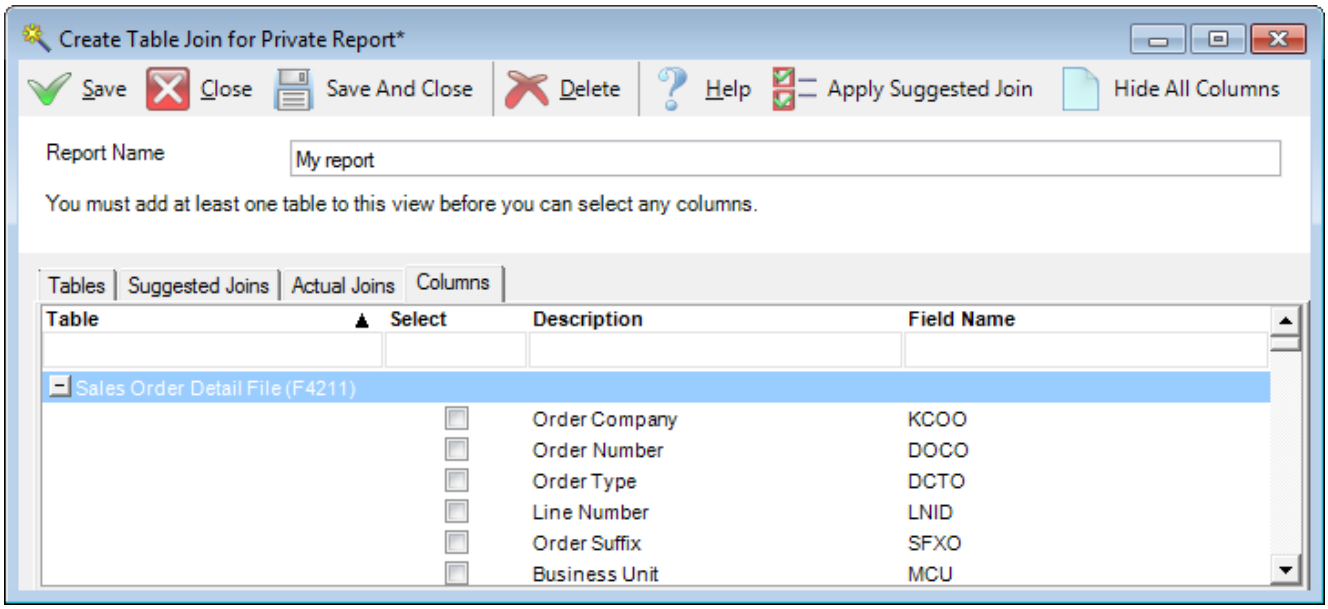
A RIGHT OUTER join is the same thing as a LEFT OUTER join except Table 1 and Table 2 are swapped. Use a RIGHT OUTER join, for instance, to identify detail rows that do not have a header row.

Select Columns

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

1. Click the **Columns** tab.

Sample screen shot



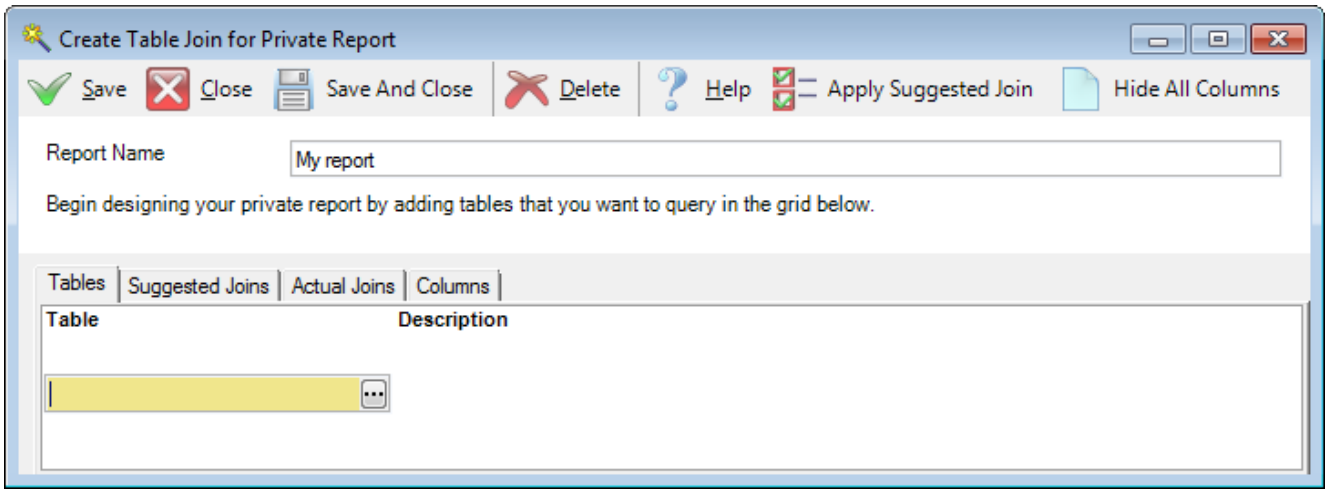
This is where you select the columns that you want for your report.

To	Do this
Search for a column by name	Type in the name of the column in the Filter Box under **Description**.
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.
Hide all columns	Click the **Hide All Columns**.
To create the join based on all information entered	Click **Save and Close**. 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 **Cancel**.

Working with Your Custom Table Join

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

1. Click **Layout | Customize View**.

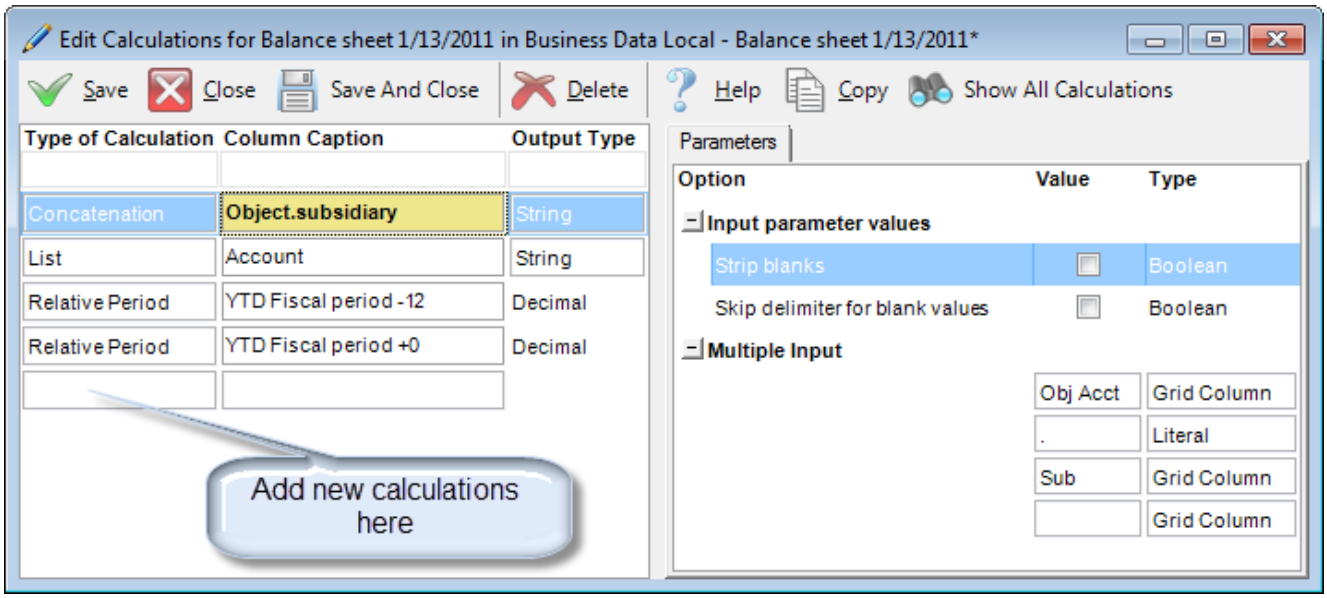


2. Edit the join as you need.
3. Click **Save and Close** to save changes and submit queries with your view.

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 Column Header. Or, right-click the Column Header and select **Calculations | Edit...**
Edit all calculations	Click **Design | Calculations**.



To	Do this
Add a calculation	Click on an empty box under **Type of Calculation**. 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 **Parameters** tab.
Delete a calculation	Highlight one or more calculations on the left-hand side. Click **Delete**.
Edit a calculation	Highlight the calculation row on the left. Edit the values under the **Parameters** tab. You may also change the **Column Caption** and **Output Type** (if the particular calculation allows it).
Copy a calculation	Highlight the calculation and click **Copy**. 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 **Parameters** 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 is 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

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 Column Header. Click **Quick Calculation	System	Group Row Index**.
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 Column Header. Click **Quick Calculation	System	Row Index**.
Get group ranking from largest to smallest	Right-click on grouped Column Header. Click **Quick Calculation	System	Group Rank**.
Convert a column from one data type to another	Right-click on Column Header. Click **Quick Calculation	System	Type Converter**. Double-click the Column Header of the newly created column. Change **Output Type** to desired value.

De-duplicate

The de-duplicate is a powerful System calculation that helps you manage data duplication. Data duplication is common with LEFT OUTER joins and RIGHT OUTER joins. Recall you do a LEFT OUTER join when you have a 1-to-many or many-to-many relationship between one table (the left table) and another table (the right table).

Example: Suppose you create a table join: F0411 left outer F0911 join. This is an example of a many-to-many relationship in JD Edwards:

Document	▲1 G/L Amount Dup	AP Amount Dup	Pay Itm	▲2 AP Amount	G/L Amount	Difference	G/L Dat
1577							
00001 - 1577 - PV							
001							
	100.00	100.00	001	100.00	100.00	0.00	6/3
	100.00	100.00	001		100.00	0.00	6/3
	300.00	100.00	001		300.00	0.00	6/3
	500.00	**300.00**		**100.00**	**500.00**	**0.00**	
002							
	100.00	100.00	002	100.00		0.00	6/3
	100.00	100.00	002			0.00	6/3
	300.00	100.00	002			0.00	6/3
	500.00	**300.00**		**100.00**	**0.00**	**0.00**	
003							
	100.00	300.00	003	300.00		0.00	6/3
	100.00	300.00	003			0.00	6/3
	300.00	300.00	003			0.00	6/3
	500.00	**900.00**		**300.00**	**0.00**	**0.00**	
	1,500.00	**1,500.00**		**500.00**	**500.00**	**0.00**	
	1,500.00	**1,500.00**		**500.00**	**500.00**	**0.00**	

Notice that when duplication is present in your query, you can usually see it immediately. Notice that the **AP Amount Dup** duplicates within the Pay Items (**001, 002, 003**). Notice that the **G/L Amount Dup** duplicates the pattern: **100.00, 100.00, 300.00** with each Pay Item.

Because of the many-to-many relationship, the highlighted amounts duplicate (and in two different ways). Although the 1,500 totals match, the value of 1,500 is in fact the wrong number. Now look at the AP Amount and G/L Amount columns. The AP amount de-duplicates its column (AP) to take just the first values in the group (which is correct for the LEFT table in the join). The G/L Amount de-duplicates its column by taking the values only up to the first level break (which is correct for the RIGHT table in the join).

De-duplicate bases how it de-duplicates on the following:

1. Column to de-duplicate (in the example above: **AP Amount Dup, G/L Amount Dup**).
2. What value to use as a "filler" (e.g., blank or 0).
3. De-duplication method.
    1. **First value in group** - Applies the first value in group once and uses the "filler" value for the rest.
    2. **Up to first level break** - Applies all the values until the first group level break occurs. In the example above, the first level break occurs when the Pay Item goes from **001** to **002**
    3. **Distinct values** - Applies a value if it is distinct within the group. Otherwise it applies the "filler".

4. Group Column. If blank, the calculation uses the lowest level group when performing the de-duplication. If a grouped column is specified, the de-duplication will use that grouping as it's reference for groups and level breaks.

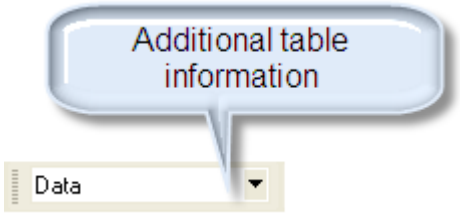
Text Calculations

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

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

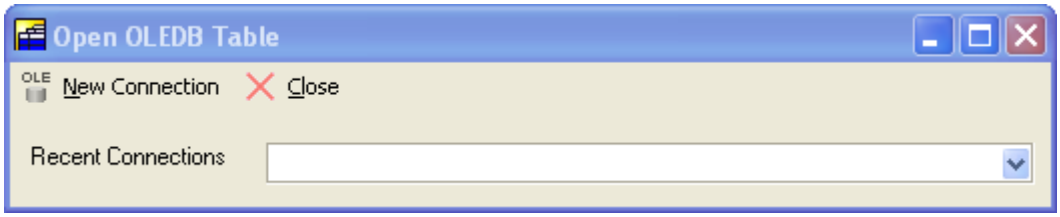


To	Do This
See detailed table information	Select **Summary**.
See detailed column information	Select **Columns**.
See detailed index information	Select **Indices**.
See detailed join information (for business views)	Select **Joins**.

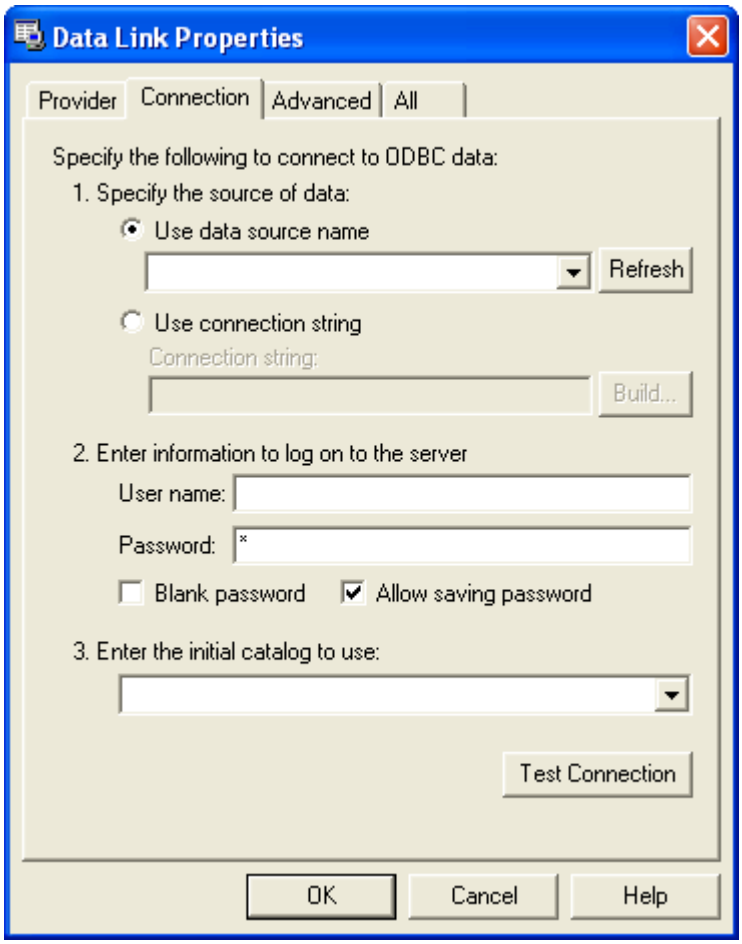
Access Non-JDE Data

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

1. Click on the OLE 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. 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

Method 2: Access Non-JDE Data

If you run EnterpriseOne and your Non-JDE Data is one of the databases supported by EnterpriseOne: Oracle, DB2, MSSQL, MSDE, or Access, then you can use Method 2.

Method 2 has more steps but provides several advantages over method 1:

1) You can publish your resulting reports
2) JDE manages passwords centrally. JDE maps the JDE user to the non-JDE user
3) You can schedule your resulting reports
4) You can set up your non-JDE datasource once on the DAS Web server

ReportsNow can assist you with the details of Method 2. The overview of the steps required for Method 2 are as follows:

1) In your non-JDE database, make your non-JDE adhere to JDE standards. You typically do this by creating a "View" in your non-JDE database. For instance, let's say you have a table named Customer List with three fields. You would transform the "view" in your native data source like this:

Customer List	JDE Table Name	F55CUST
Name	JDE DD Name	DL01
Phone Number	JDE DD Name	DL02
Email Address	JDE DD Name	DL02

2) Create an E1 table that matches the view you created (in the example above, create F55CUST with three columns DL01, DL02, DL03)
3) Create an E1 data source that points to your non-JDE data source
4) Create a data source user in E1
5) Associate the data source user to the E1 user

Once this is setup up, you can access your non-JDE table in DAS as if it were any other JDE table!

Schedule Your Reports

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

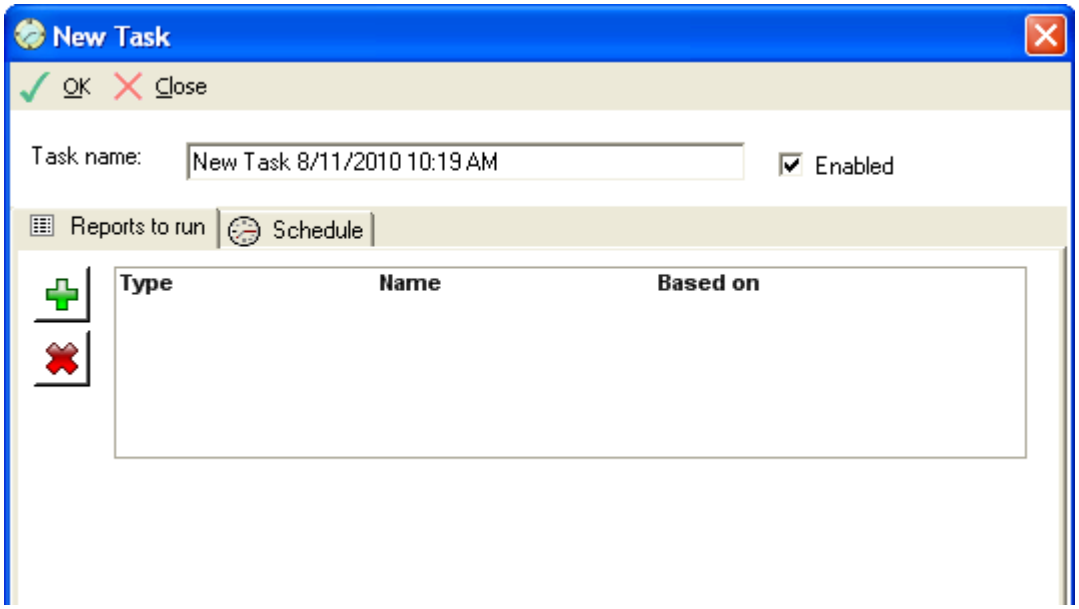
This section is for report designers who need to automate report execution. Scheduling allows you to specify which reports you want to run and when. You may specify any Date pattern and time sub-pattern. For instance, you can run a report on Monday, Wednesday, and Friday at 9:00 AM and 4:00PM each day.

IMPORTANT: You must have a scheduler license to use the Scheduler features.

Create a New Scheduled Task

In Data Access Studio, a Task is defined as a set of reports scheduled to run at a certain time. To schedule a report or set of reports, you must create a new Task:

1. On the Main Menu, click **Schedule -> Edit Schedule**
2. On the form that appears, click **New Task**



To	Do this
Name your Task	Type a new name in the **Task name** edit box.
Enable/Disable your Task	Check the **Enabled** check box to enable the Task. Un-check the box to disable it. You may want to disable a Task so that its definition exists (for future use, copying, etc.) but the Task will not actually run. When a Task is disabled, all the edit options for the Task are disabled as well.
Specify what report(s) you want to run	See: Specify What You Want to Run.
Specify when you want to run your report(s)	See: Specify When You Want to Run it.
To save your changes	Click **Ok**.
To cancel your changes	Click **Close**.

Specify What You Want to Run

To specify what you want to run:

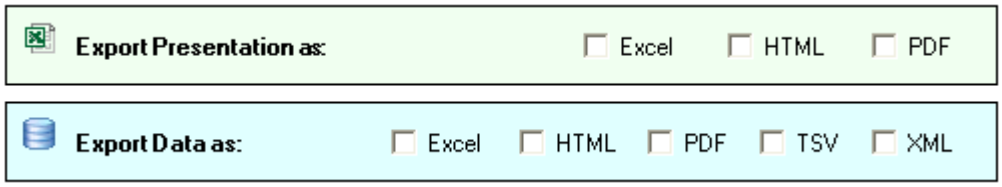
1. List the reports
2. Select the output types
3. Select the destination
4. Select advanced options

The first step in defining a task is specify what reports you want to run. You may select one or more reports. The reports may be published or private.

To	Do this
Add one or more reports	Click the **Add Report** button. DAS will present you with a list of published and private reports. You may select more than one report at a time. Once you add a report, DAS will show you options for specifying output types and destination.
Remove a report	Highlight the report or reports you want to remove. Click the **Delete Report** button. If you remove all the reports, then DAS will hide the output types and destination options.

Once you have added one or more reports to your Task, you can specify which output formats to export your report.

You may select one or more output types.



If your report presents data in Excel, you may check any of the **Export Presentation as:** check boxes.

If you want to export the Data portion of your query (i.e. non-Excel Presentation), select one or more check boxes in the **Export Data as:** section

For each type you select, DAS will export to that type and send all outputs to the destination.

Once you have added one or more reports to your task and specified the output types you want, you need to tell DAS where to send the results. This is called the destination:

To	Do this
Email the report outputs	Enter a valid **Email** (i.e. yourName@yourCompany.com) and **Email Provider**. **IMPORTANT:** You DAS Administrator must setup a valid email provider first. For information on how to setup an Email Provider, please consult the Data Access Studio Administration guide.
Copy report outputs to a directory	Click the visual assist and select a valid output directory. **TIP:** If you want to update network resources, it is best to provide the Universal Naming Convention (UNC) path to the network resources (as opposed to shared drive letters). When your report runs, it will run on the DAS Web server. The path you enter here must be accessible to the DAS Web server.
Encrypt PDF output	If one of your report output types is PDF, then this check box will be enabled. If you check this box, DAS will encrypt the PDF file with your JDE password. To open the PDF, enter your JDE password. If you leave this check box unchecked, the PDF will have no password.
Append timestamp to filename	Default checked. When checked, the automator will append a timestamp to your output to make it unique. If unchecked, the automator will overwrite the existing file with the same name.

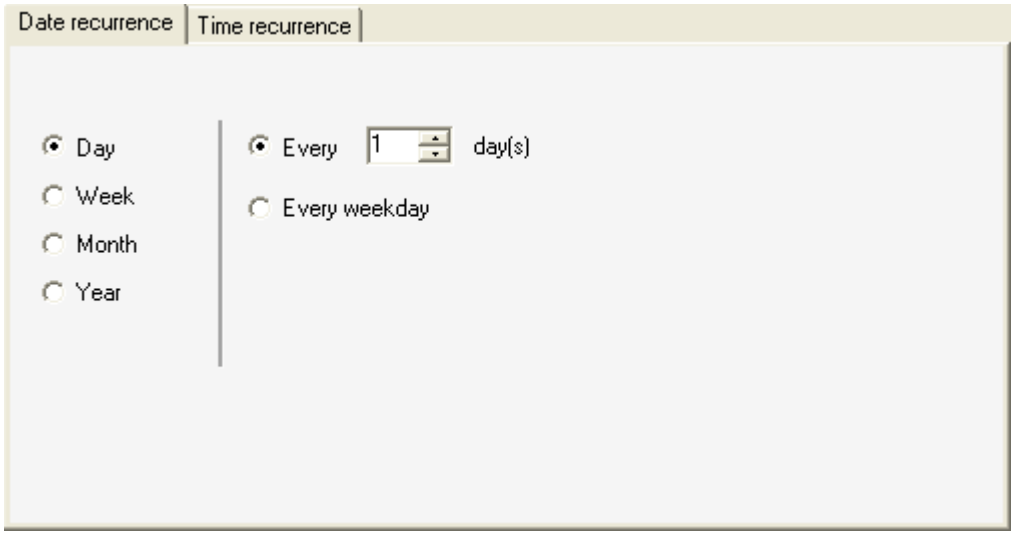
If you need to override or specify either the Environment (Library) or Role (E1 only), click the **Advanced** button.

Enter the Environment or Role that you need to run your reports.

Specify When You Want to Run it

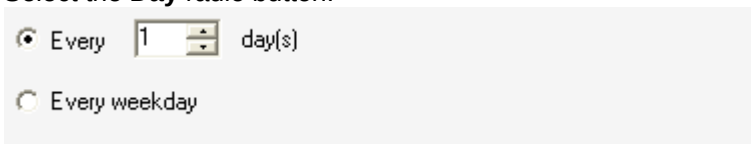
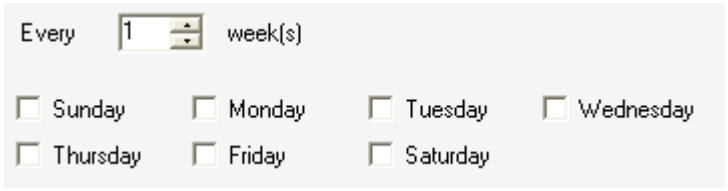
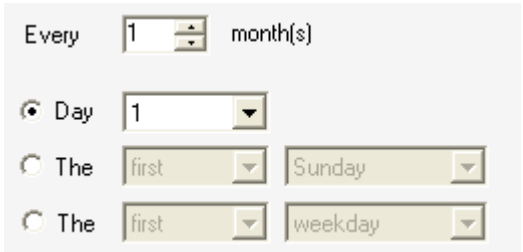
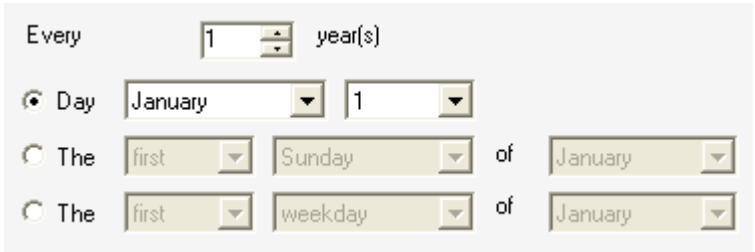
The Task Data recurrence allows you to specify any date recurrence that MS Outlook can do.

Click on the **Schedule** tab to see the **Date recurrence** and **Time recurrence** editors:



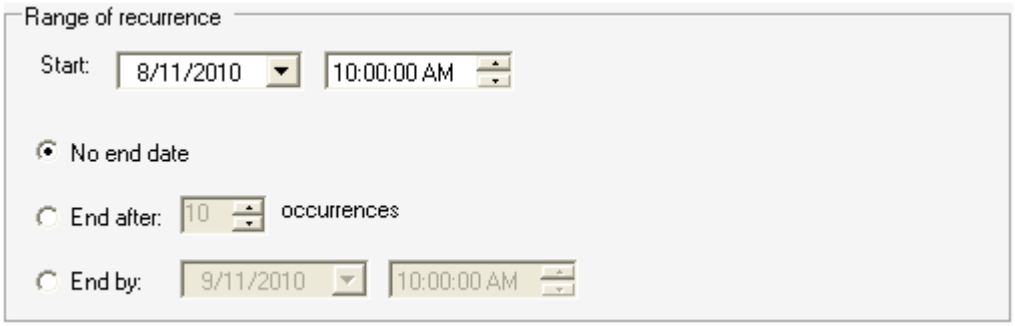
Specify a Date Pattern

Click the **Date Recurrence** tab and setup as follows:

To Schedule by	Do this
Day	Select the **Day** radio button.  Select how many days or **Every weekday**.
Week	Select the **Week** radio button.  Select either how many weeks or which days in the week you want to run.
Month	Select the **Month** radio button.  Select how many months or which day of the month using the options available.
Year	Select the **Year** radio button.  Select how many years or which day of the year using the options available.

Specify the Range of Recurrence

Once you specified the date recurrence pattern you want, select when you want the recurrence to start and end.



To	Do this
Specify when to start	Enter the start date and time by the **Start:** label.
Run report recurrence with no end date	Select the **No end date** radio button.
End after a certain number of runs	Select the **End after** radio button and enter the number of times to run the report.
End by a certain date and time	Select the **End by** radio button and enter the end date and time.

Specify Time Pattern

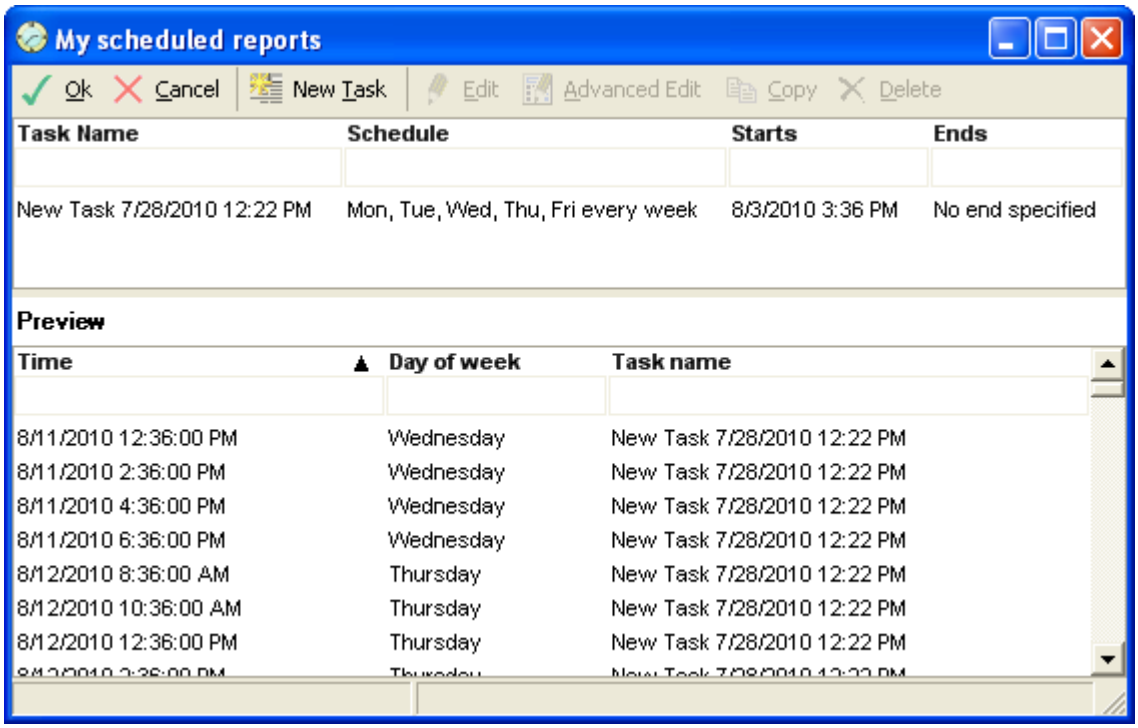
In addition to the date recurrence, you can also specify a time recurrence within the date recurrence. For instance, you may want to have a report run on weekdays every hour from 8 AM to 5 PM. To specify time recurrence:

1. Select the **Time recurrence** tab
2. Check the **Enable** button on that tab

To	Do this
Specify hours to run your report	Select the **Hours** tab. Check the check boxes for the hours you want to run your report
Specify the minutes to run your report	Within each hour, you may specify which minutes you would like to run your report. Select the **Minutes** tab and check the minutes (in 5 minute intervals) that you would like

Work with Scheduled Tasks

Once you have created a task, you can work with it. From the main menu, click **Schedule | Edit Schedule**:



To	Do this
Edit a Task	Highlight the Task and click **Edit**.
Delete a Task	Highlight the Task(s) and click **Delete**. **Note:** you may also disable a Task by editing it and unchecking the **Enabled** box.
Copy a Task	Highlight the Task and click **Copy**.
Filter Tasks View	You may use the filter boxes in the upper grid to limited which tasks you see.
See upcoming times for the task to run	See the **Preview** window. This window shows all upcoming run times for enabled tasks. If a task is disabled, it will not show in the **Preview**. You may filter for tasks and times you want to see using the filter boxes in the **Preview** grid.
Advance Edit	Once you have created a task, you can specify the task recurrence using the iCalendar standard. The advanced editor shows you some syntax for time patterns. You need to specify the iCalendar time pattern as text.

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