

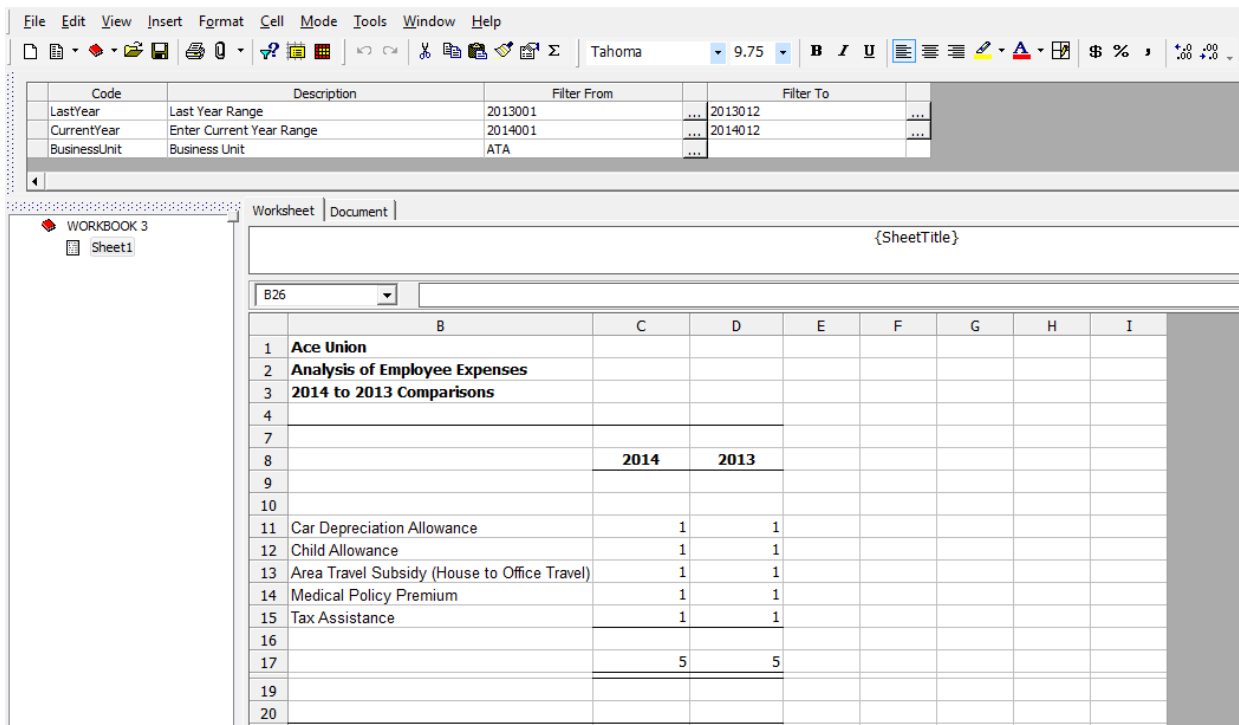
Q&A Executive Training

Mass Query Revisions

Because many reports designed in Q&A consist of many queries, it is helpful to be able to make mass changes to queries. In this lesson we will study how to change a certain value in every query at once.

In the Reference Prompt lesson, we created a Business Unit prompt, but we did not link it to the query cells. In this lesson we will make that change.

1. Open the Analysis of Employee Expense report



The screenshot shows the Q&A software interface. At the top, there is a menu bar (File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, Help) and a toolbar with various icons. Below the toolbar is a query filter table:

Code	Description	Filter From	Filter To
LastYear	Last Year Range	2013001	2013012
CurrentYear	Enter Current Year Range	2014001	2014012
BusinessUnit	Business Unit	ATA	

Below the query filter table is a worksheet titled "Worksheet | Document |". The worksheet has a tab labeled "Sheet1" and a cell reference "B26". The worksheet content is as follows:

	B	C	D	E	F	G	H	I
1	Ace Union							
2	Analysis of Employee Expenses							
3	2014 to 2013 Comparisons							
4								
7								
8		2014	2013					
9								
10								
11	Car Depreciation Allowance	1	1					
12	Child Allowance	1	1					
13	Area Travel Subsidy (House to Office Travel)	1	1					
14	Medical Policy Premium	1	1					
15	Tax Assistance	1	1					
16								
17		5	5					
19								
20								

2. Highlight cells C11 through D15

File Edit View Insert Format Cell Mode Tools Window Help

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Code	Description	Filter From	Filter To
LastYear	Last Year Range	2013001	2013012
CurrentYear	Enter Current Year Range	2014001	2014012
BusinessUnit	Business Unit	ATA	

Worksheet | Document | {SheetTitle}

C11 =AGESMLK(1,"", \$A11,-2,0)

	B	C	D	E	F	G	H	I
1	Ace Union							
2	Analysis of Employee Expenses							
3	2014 to 2013 Comparisons							
4								
7								
8		2014	2013					
9								
10								
11	Car Depreciation Allowance	1	1					
12	Child Allowance	1	1					
13	Area Travel Subsidy (House to Office Travel)	1	1					
14	Medical Policy Premium	1	1					
15	Tax Assistance	1	1					
16								
17		5	5					
19								
20								

In previous lessons, we have learned how to open query definitions and change the queries one at a time. In this lesson, we will learn how to make a mass change.

3. Right-click

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Code	Description	Filter From	Filter To
LastYear	Last Year Range	2013001	2013012
CurrentYear	Enter Current Year Range	2014001	2014012
BusinessUnit	Business Unit	ATA	

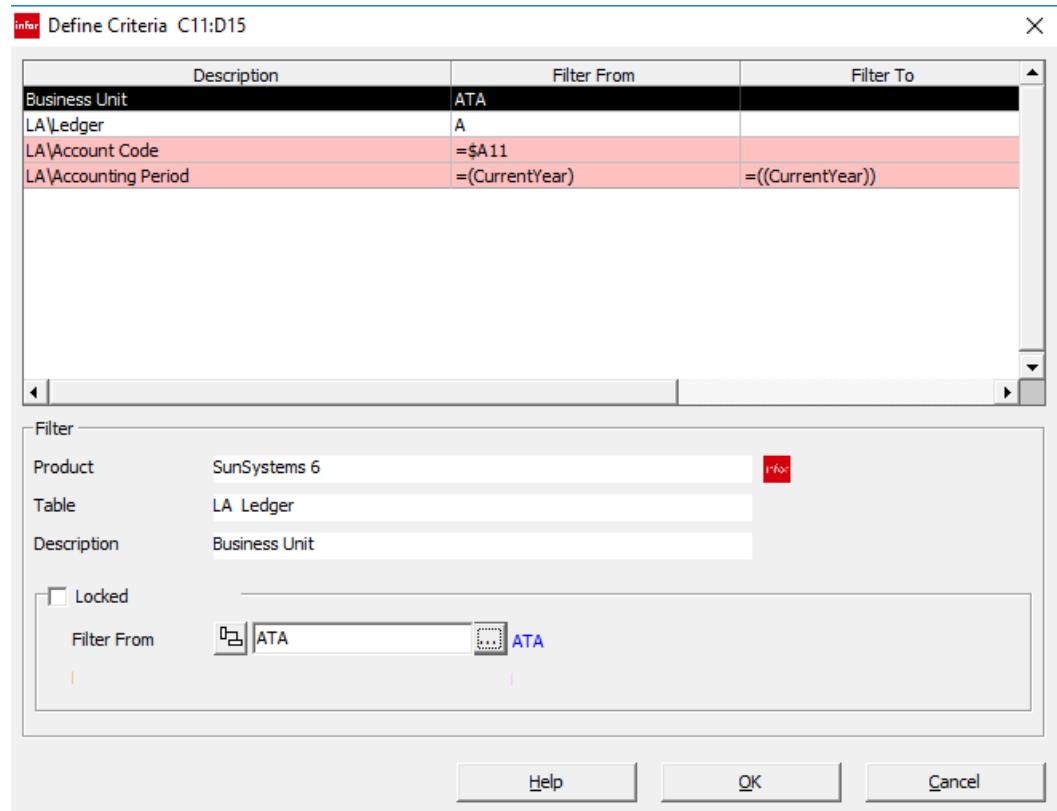
Worksheet | Document | {SheetTitle}

C11 =AGESMLK(1,"",SA11,-2,0)

	B	C	D	E	F	G	H	I
1	Ace Union							
2	Analysis of Employee Expenses							
3	2014 to 2013 Comparisons							
4								
7								
8		2014	2013					
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12	Child Allowance	1	1					
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14	Medical Policy Premium	1	1					
15	Tax Assistance							
16								
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31								

- Define Criteria
- Clear Contents
- Cell
- Undo
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Format Cells
- Insert
- Delete
- Sheet Properties
- Criteria View Ctrl+Q
- Mode
- Print
- Formula

4. Select Define Criteria



The Define Criteria dialog is quite a bit different from the Query dialog we would have seen if we clicked on each cell individually.

Look at the top pane of the Define Criteria dialog. The top two values listed in the top pane are shown with white backgrounds and the next two are pink.

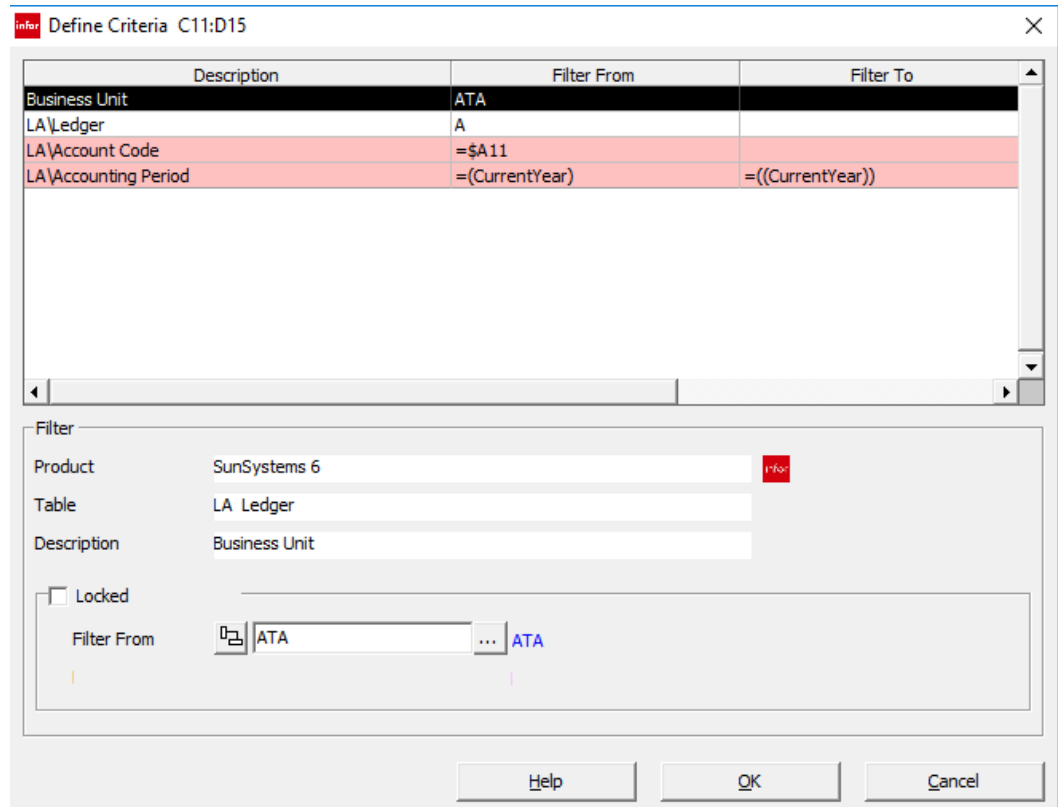
White backgrounds show the data items whose values in the queries are harmonious. In other words, for each of the cells we have highlighted, the Business Unit and Ledger data items have the same values. Each of these queries will pull in the same data – the same Business Unit and from the same Ledger.

Pink backgrounds show that the values for the data items are different for each cell, so the data pulled in will be different. If you change the values with pink backgrounds to return the same values, damage could be done to the report. Those values are not harmonious, so changing them to all the same values would be harmful. They can be changed, but first you need to unlock them. You should never unlock a value unless you are an expert in Q&A report design.

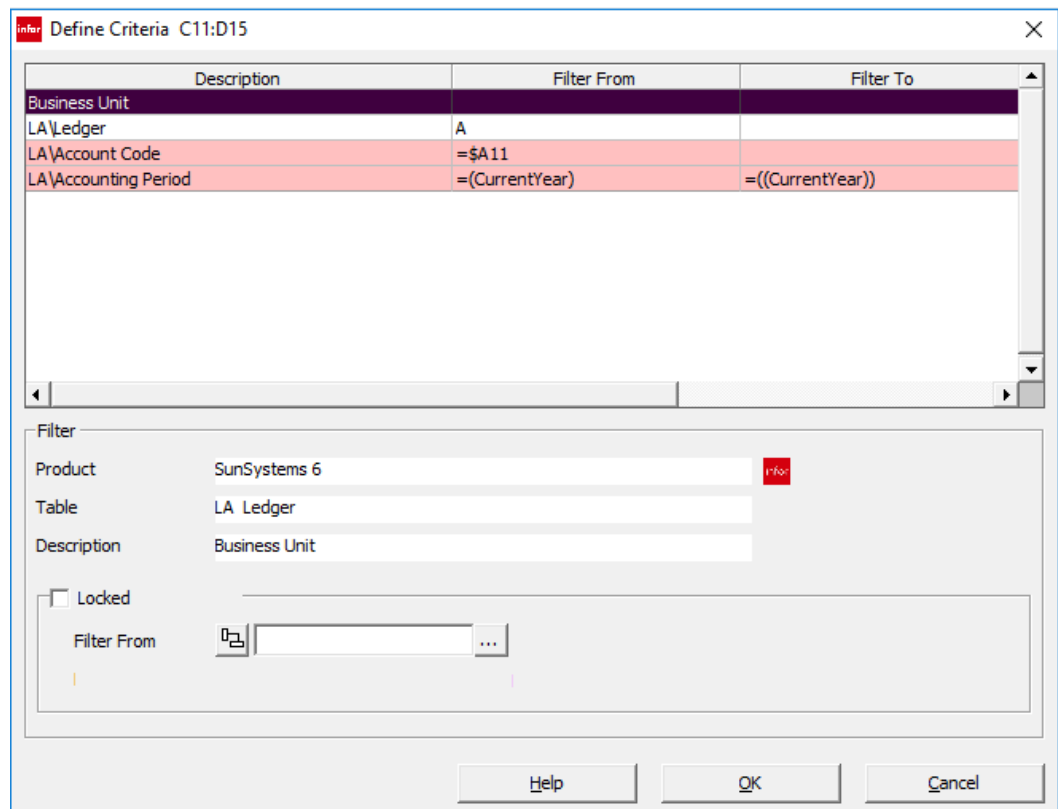
But we can change any values with white backgrounds en masse.

Let's select the first value in the top pane, Business Unit.

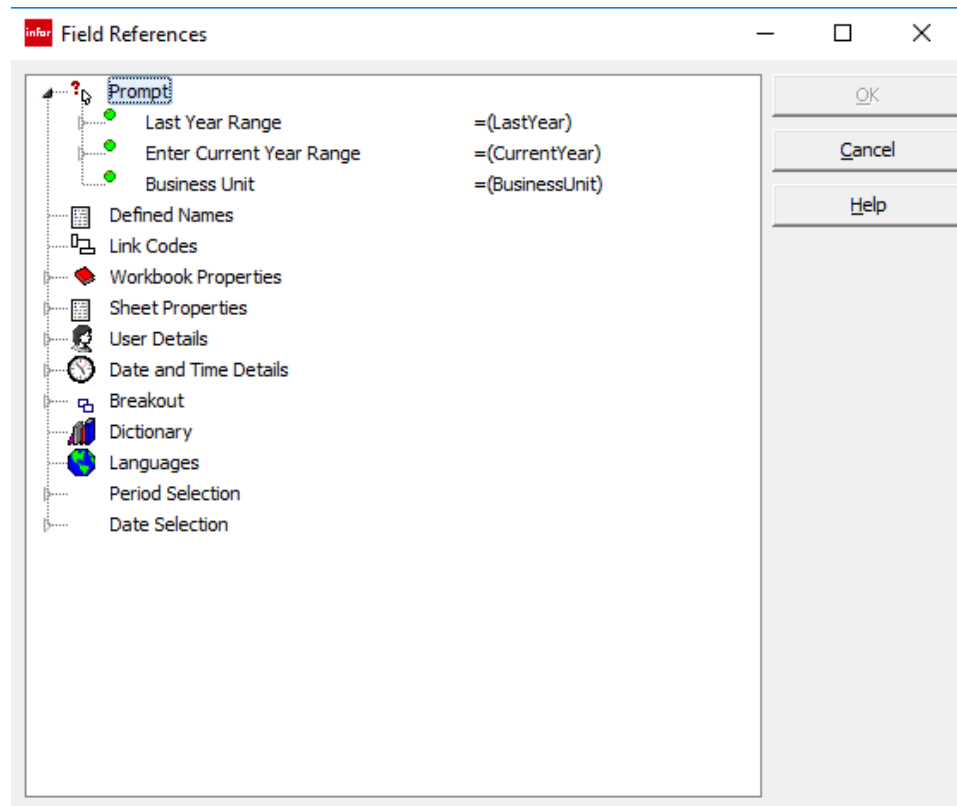
5. Click on Business Unit



6. Delete the value in the Filter From field at the bottom of the dialog



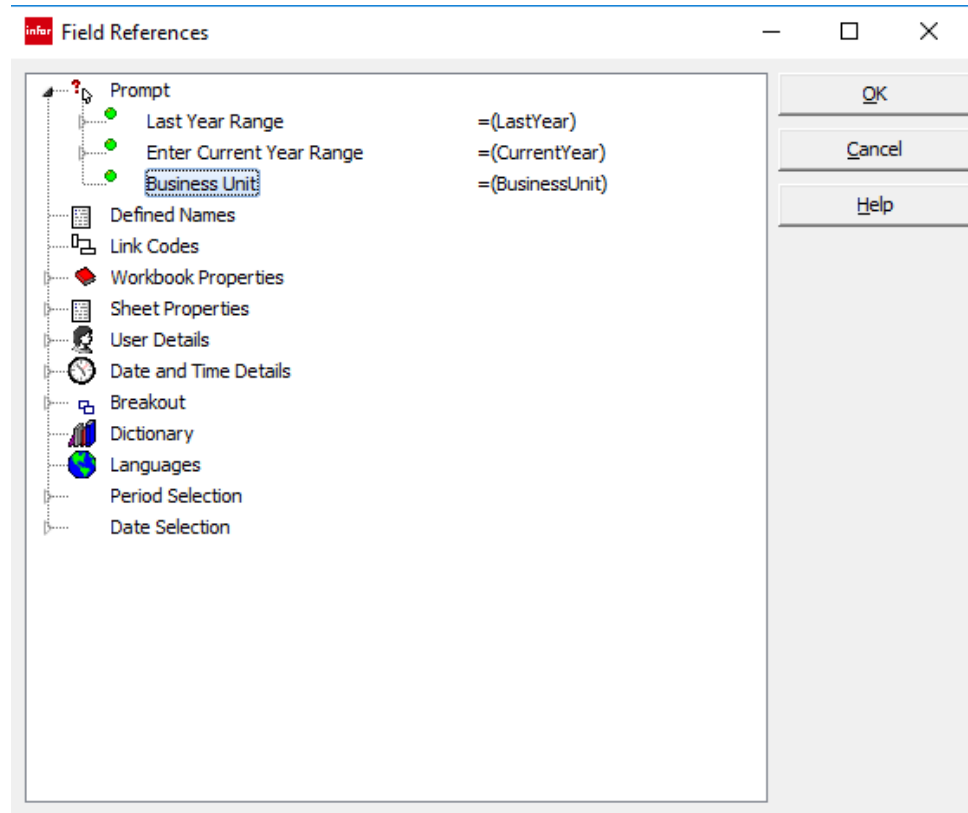
7. Click on the Field References icon at the left side of the Filter From field



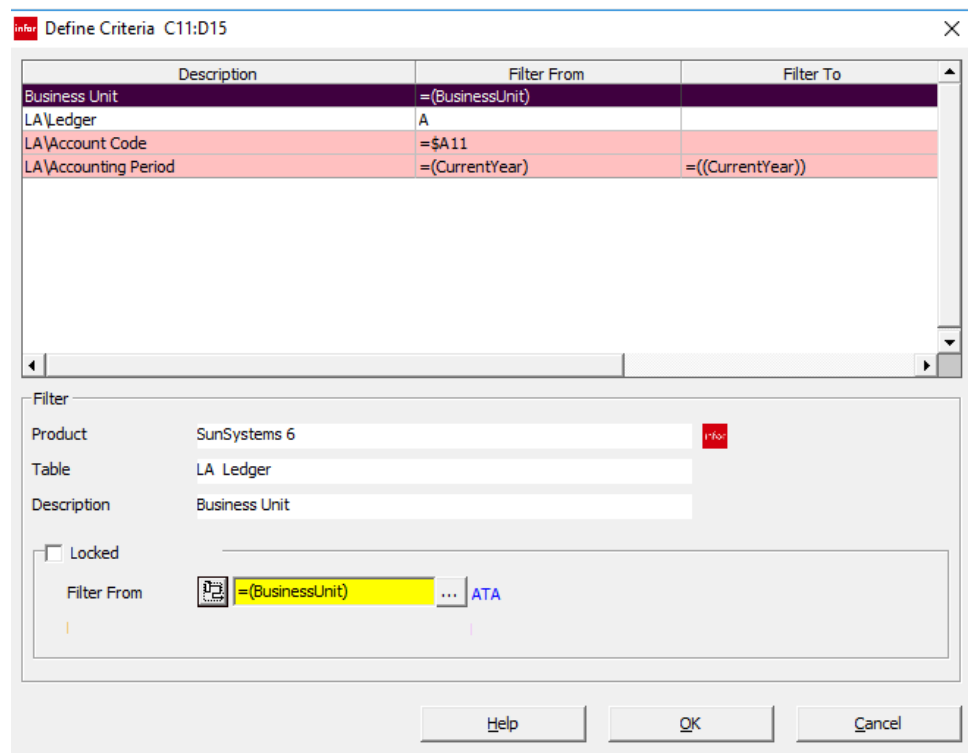
The Field References dialog gives us all of our prompts and breakouts. We've been here before, when we did our breakout codes, so it should be somewhat familiar.

Let's remind ourselves what we are working on: changing the Business Unit Code for the entire worksheet.

8. Click Business Unit under the Prompt section



9. Click OK





10. Click OK

The system will now return the value entered at run time into the Business Unit prompt field for all of the queries.

That is how you make a mass change to all of the queries in a worksheet.

In the next lesson I will show you how to pull up the name of the organization as a variable that changes every time you move the report to a different organization.