Exercise 4: *Parameters*

Lesson Description

The exercise in Lesson 4 creates a simple report designed to monitor the use of Convenience Checks. This report will incorporate the use of *Parameters*, which allows the user to enter values such as *Account Number* to obtain specific, mission-essential data.

Training Objectives

At the conclusion of this lesson, PCMS Area Program Coordinators and Local Area Program Coordinators will be able to:

1. Correctly use a Wildcard (%) as part of a condition.
2. Use a conditional operator other than the equal sign (=).
3. Incorporate use of a *Parameter* into a report design.

Methodology

This lesson will be delivered as an Instructor-led exercise.

References. None.

Enclosures. None.

Preparation. Using your PCMS Username, log on to Discoverer

Figure 4-1

Creating the Basic Query / Report

Step 1. At the initial Workbook Wizard page, select *Create a New Workbook* and *Table,* and click ![Next >] .
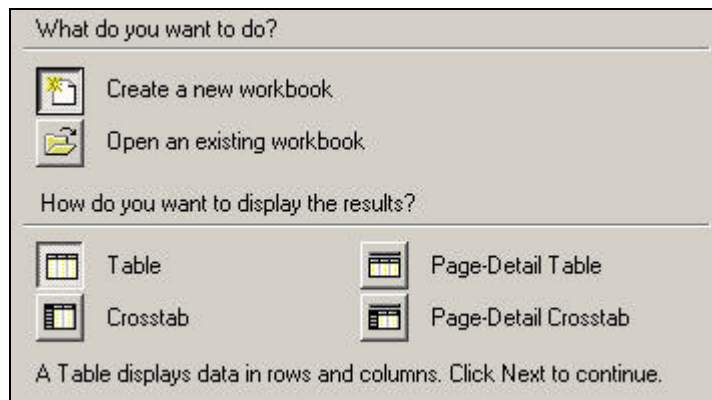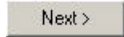

Figure 4-2

Step 2. Next, open the *Card Transaction* folder from the *Available* column on the left, by clicking on the ⊞.
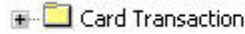
⊞ Card Transaction

Figure 4-3

Select the following fields:

1. *Region*
2. *Unit*
3. *Sub Unit*
4. *Account Number*
5. *Transaction Amount*
6. *Merchant Name*
7. *Reference Number*
8. *Purchase Date*

⊞ Cardholder

Figure 4-4

Next, open the *Cardholder* folder from the *Available* column on the left, by clicking on the ⊞, select *Program Code*. When this action is completed, your *Selected* column on the right-hand side of the page should appear like Figure 4-5 below. If yes, click Next > to proceed.
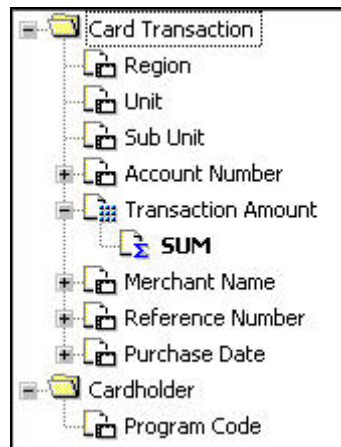

Figure 4-5

_____

Step 3. No customization of the layout of the report is required yet, so click [Next >] and proceed to the next Workbook Wizard page.

Step 4. The objective of this report is to monitor the use of Convenience Checks, whose *Reference Number* begins with the number '7'. A Purchase Card *Reference Number* begins with the number '2', so you must create a condition that eliminates all Purchase Card Reference Numbers from your report's results set.

To set the conditions for your query/report, click the [▼] next to *All Items*. Depending on the permissions granted to your Username, you may want to set conditions for *Region*, *Unit* and *Sub Unit*, as done in Lessons 2 and 3. Then select *Reference Number*, and click [New...]. In the *Condition* field of the *New Condition* window, click [▼] to open the drop-down list of conditional operators. Select *NOT LIKE*, which is found near the bottom. Next, enter '*2%*' in the *Value(s)* field and click [OK]. See Figure 4-6 below.

Figure 4-6

Explanation: The conditional operator *NOT LIKE* causes Discoverer to select records which DO NOT contain the value specified in the *Value(s)* field. The value percent sign (%) in the *Value(s)* field is a wildcard, which represents any value or character string. The value '*2%*' means any value or character string beginning with the number '2', so the *New Condition* for *Reference* causes Discoverer to select any value or character string in *Reference* which DOES NOT begin with the number '2'.

Your query/report is ready to run. Click on [Finish] and your report will appear.

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Your results set table should now appear similar to Figure 4-7 below. As in previous lessons, the *Account Number* column has been truncated for security.

	Region	Unit	Sub Unit	Acct No	Transaction Amount SUM	Merchant Name	Reference Number	▶ Purchase Date	Program
▶ 1	01	05	00000	00000506	$1.40	CONVENIENCE CHECK FEE(FR)	744861283447715291000276	10-Dec-1998	448681
▶ 2	01	05	00000	00000507	$370.00	DEBBIE STALNAKER 0	744861283491581025722735	10-Dec-1998	448681
▶ 3	01	05	00000	00000506	$14.30	STEVEN PETRO #	744861283447715291000276	10-Dec-1998	448681
▶ 4	01	05	00000	00000506	$650.00	ABADAN 0	744861283491581081210106	11-Dec-1998	448681
▶ 5	01	05	00000	00000503	$1,990.26	CLARKSTON GLASS CO 0	744861283491581079775141	11-Dec-1998	448681
▶ 6	01	05	00000	00000503	$586.15	HAHN SUPPLY INC 0	744861283491530083380226	11-Dec-1998	448681
▶ 7	01	05	00000	00000506	$250.00	RICHARD B HENSLEY 0	744861283491581059076566	11-Dec-1998	448681
▶ 8	01	05	00000	00000506	$123.88	RICHARD BOVEY 0	744861283491581065347232	11-Dec-1998	448681
▶ 9	01	05	00000	00000506	$738.72	THE SPOKESMAN REVIEW 0	744861283491581059067244	11-Dec-1998	448681
▶ 10	01	05	00000	00000506	$519.20	BELL EQUIPMENT INC 0	744861283501581037658133	14-Dec-1998	448681
▶ 11	01	05	00000	00000506	$83.16	BELL EQUIPMENT, INC 0	744861283501581037658055	14-Dec-1998	448681
▶ 12	01	05	00000	00000507	$636.28	BILL'S AUTO BODY SHOP 0	744861283501571089247899	14-Dec-1998	448681
▶ 13	01	05	00000	00000506	$292.36	FORDS CREEK ELCECTRIC 0	744861283511581033051149	14-Dec-1998	448681
▶ 14	01	05	00000	00000506	$645.00	FORDS CREEK ELECTRIC 0	744861283501581033050811	14-Dec-1998	448681
▶ 15	01	05	00000	00000506	$376.96	FORDS CREEK ELECTRIC 0	744861283511581033051061	14-Dec-1998	448681
▶ 16	01	05	00000	00000506	$123.75	FORDS CREEK ELECTRIC PUM0	744861283501581033050999	14-Dec-1998	448681
▶ 17	01	05	00000	00000506	$476.90	GAYLE HOWARD 0	744861283501571089231611	14-Dec-1998	448681
▶ 18	01	05	00000	00000506	$145.00	IKON OFFICE SOLUTION 0	744861283511581033020466	14-Dec-1998	448681
▶ 19	01	05	00000	00000506	$553.23	IKON OFFICE SOLUTIONS 0	744861283501581033020546	14-Dec-1998	448681
▶ 20	01	05	00000	00000506	$151.39	KARON'S HALLMARK 0	744861283511581037658799	14-Dec-1998	448681
▶ 21	01	05	00000	00000506	$176.49	LAWSON PRODUCTS INC 0	744861283511341064885611	14-Dec-1998	448681
▶ 22	01	05	00000	00000506	$50.45	LAWSON PRODUCTS, INC 0	744861283501341064885700	14-Dec-1998	448681
▶ 23	01	05	00000	00000506	$51.35	SHENANGO SCREENPRINTING 0	744861283501581037394533	14-Dec-1998	448681
▶ 24	01	05	00000	00000503	$269.62	SHERWIN WILLIAMS 0	744861283511581037634788	14-Dec-1998	448681
▶ 25	01	05	00000	00000506	$85.00	TRIPLE T STORAGE 0	744861283501581037658622	14-Dec-1998	448681
▶ 26	01	05	00000	00000503	$1.40	CONVENIENCE CHECK FEE(FR)	744861283491530083380266	15-Dec-1998	448681
▶ 27	01	05	00000	00000503	$1.40	CONVENIENCE CHECK FEE(FR)	744861283491581079775411	15-Dec-1998	448681
▶ 28	01	05	00000	00000506	$1.40	CONVENIENCE CHECK FEE(FR)	744861283491581059067244	15-Dec-1998	448681
▶ 29	01	05	00000	00000506	$1.40	CONVENIENCE CHECK FEE(FR)	744861283491581059076566	15-Dec-1998	448681

Figure 4-7

Before proceeding with the rest of this exercise, annotate at least three (3) Account Numbers from your results set, for use later in this lesson. You can write them down, or alternatively, cut and paste them to Notepad or WordPad for easy access later.

Edit Your Report

Click to go to the *Edit Sheet*, and select the *Conditions* tab. Your screen should appear similar to Figure 4-8 below.
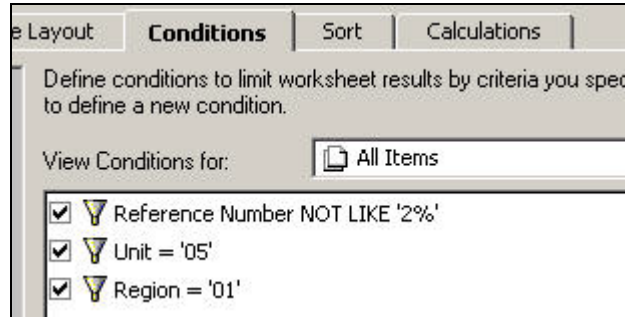

Figure 4-8

Click on next to *All Items*, and select *Account Number*. Click to open the *New Condition* window. Click on the *Value(s)* field, and select *New Parameter*. See Figure 4-9 below.
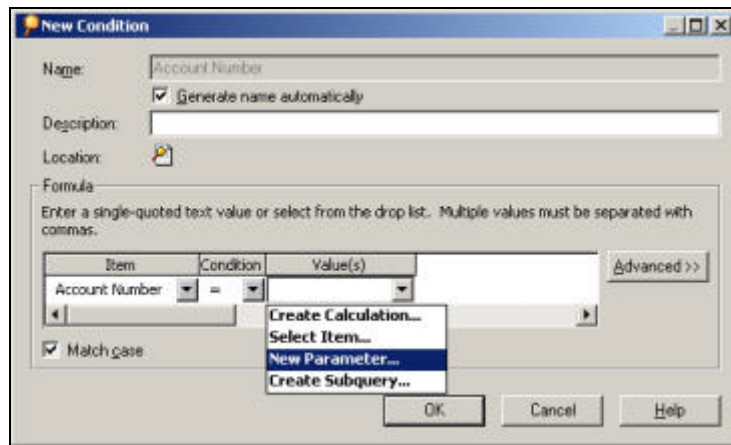

Figure 4-9

In the *New Parameter* window, enter the following data as shown in Figure 4-10 below:

> *Name*:   Account Number
> *Prompt*:   Acct Num
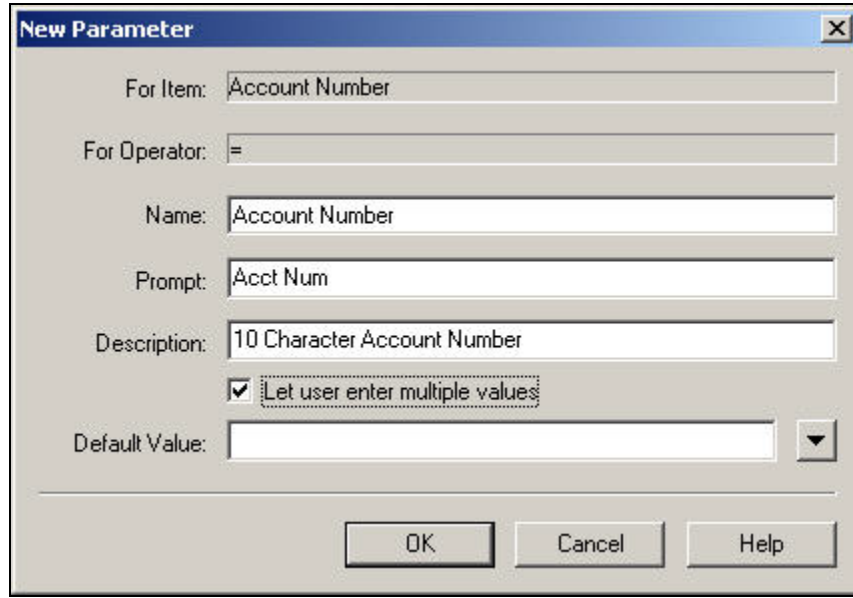> *Description*:   10 Character Account Number

Figure 4-10

Ensure you select the check box labeled *Let user enter multiple values*, and click [OK] .

The *New Condition* window should appear similar to Figure 4-11 below. If yes, click OK .
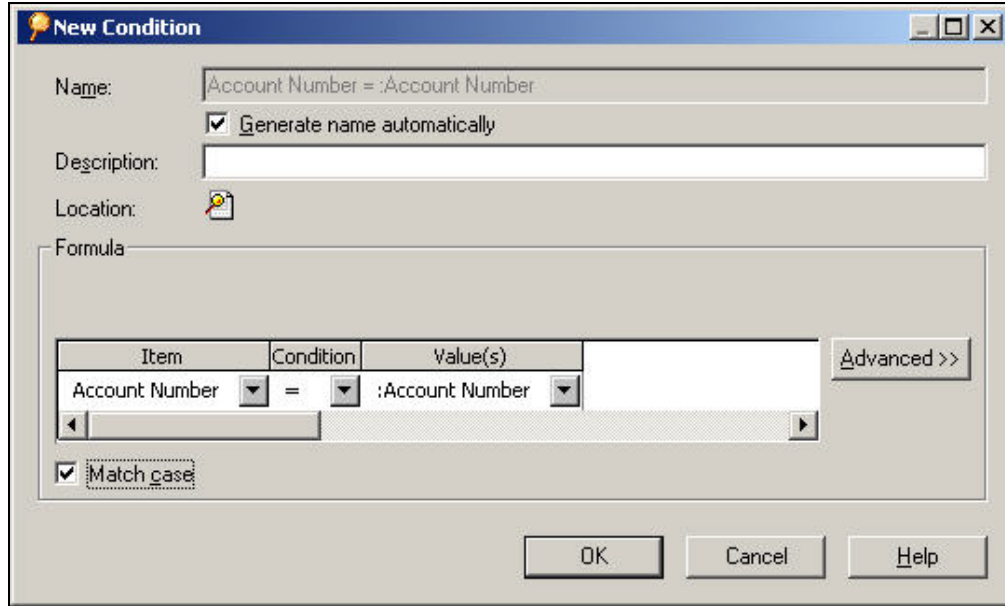
Figure 4-11

To test the functionality of your report parameter, enter an *Account Number* in the *Acct Num* field of the *Parameter Wizard* window (Figure 4-12) on your screen, and click Finish .
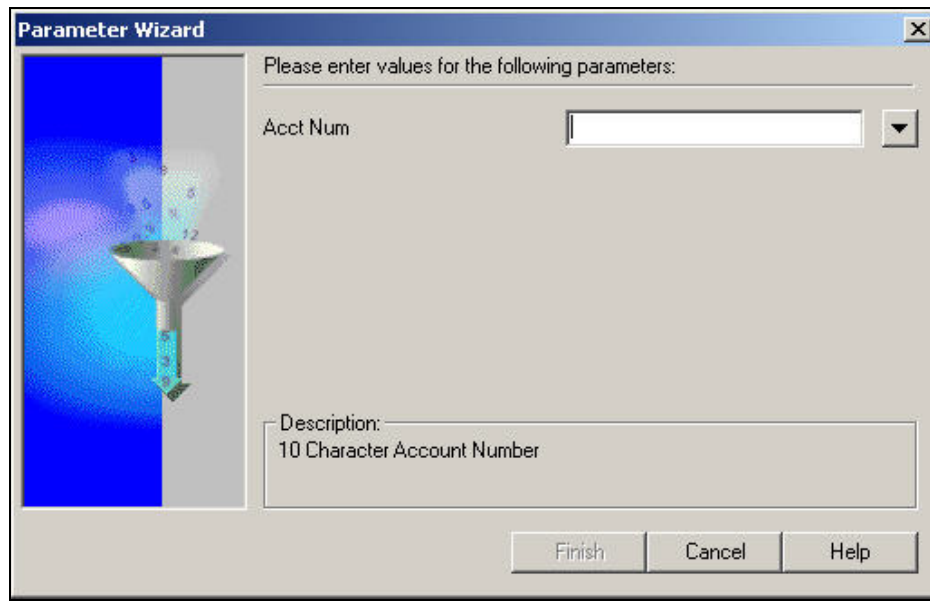
Figure 4-12

Your report should look like that shown below in Figure 4-13. Note that the fourth column, which is *Acct No*, is truncated for security.

	Region	Unit	Sub Unit	Acct No	Transaction Amount SUM	Merchant Name	Reference Number	Purchase Date	Program
▶ 1	01	05	00000	0000050€	$1.40	CONVENIENCE CHECK FEE(FR)	74486128344715291000276	10-Dec-1998	448681
▶ 2	01	05	00000	0000050€	$14.30	STEVEN PETRO #	74486128344715291000276	10-Dec-1998	448681
▶ 3	01	05	00000	0000050€	$650.00	ABADAN 0	74486128349158108121016	11-Dec-1998	448681
▶ 4	01	05	00000	0000050€	$250.00	RICHARD B HENSLEY 0	74486128349158105907656	11-Dec-1998	448681
▶ 5	01	05	00000	0000050€	$123.88	RICHARD BOVEY 0	74486128349158106534723	11-Dec-1998	448681
▶ 6	01	05	00000	0000050€	$738.72	THE SPOKESMAN REVIEW 0	74486128349158105906724	11-Dec-1998	448681
▶ 7	01	05	00000	0000050€	$519.20	BELL EQUIPMENT INC 0	74486128350158103765813	14-Dec-1998	448681
▶ 8	01	05	00000	0000050€	$83.16	BELL EQUIPMENT, INC 0	74486128350158103765805	14-Dec-1998	448681
▶ 9	01	05	00000	0000050€	$292.36	FORDS CREEK ELCECTRIC 0	74486128351158103305114	14-Dec-1998	448681
▶ 10	01	05	00000	0000050€	$645.00	FORDS CREEK ELECTRIC 0	74486128350158103305081	14-Dec-1998	448681
▶ 11	01	05	00000	0000050€	$376.96	FORDS CREEK ELECTRIC 0	74486128351158103305106	14-Dec-1998	448681
▶ 12	01	05	00000	0000050€	$123.75	FORDS CREEK ELECTRIC PUM0	74486128350158103305099	14-Dec-1998	448681
▶ 13	01	05	00000	0000050€	$476.90	GAYLE HOWARD 0	74486128350157108923161	14-Dec-1998	448681
▶ 14	01	05	00000	0000050€	$145.00	IKON OFFICE SOLUTION 0	74486128351158103302046	14-Dec-1998	448681
▶ 15	01	05	00000	0000050€	$553.23	IKON OFFICE SOLUTIONS 0	74486128350158103302054	14-Dec-1998	448681
▶ 16	01	05	00000	0000050€	$151.39	KARON'S HALLMARK 0	74486128351158103765879	14-Dec-1998	448681
▶ 17	01	05	00000	0000050€	$176.49	LAWSON PRODUCTS INC 0	74486128351134106488561	14-Dec-1998	448681
▶ 18	01	05	00000	0000050€	$50.45	LAWSON PRODUCTS, INC 0	74486128350134106488570	14-Dec-1998	448681
▶ 19	01	05	00000	0000050€	$51.35	SHENANGO SCREENPRINTING 0	74486128350158103739453	14-Dec-1998	448681
▶ 20	01	05	00000	0000050€	$85.00	TRIPLE T STORAGE 0	74486128350158103765862	14-Dec-1998	448681
▶ 21	01	05	00000	0000050€	$1.40	CONVENIENCE CHECK FEE(FR)	74486128349158105906724	15-Dec-1998	448681
▶ 22	01	05	00000	0000050€	$1.40	CONVENIENCE CHECK FEE(FR)	74486128349158105907656	15-Dec-1998	448681
▶ 23	01	05	00000	0000050€	$1.40	CONVENIENCE CHECK FEE(FR)	74486128349158106534723	15-Dec-1998	448681
▶ 24	01	05	00000	0000050€	$1.40	CONVENIENCE CHECK FEE(FR)	74486128349158108121016	15-Dec-1998	448681
▶ 25	01	05	00000	0000050€	$1.40	CONVENIENCE CHECK FEE(FR)	74486128350134106488570	16-Dec-1998	448681
▶ 26	01	05	00000	0000050€	$1.40	CONVENIENCE CHECK FEE(FR)	74486128350157108923161	16-Dec-1998	448681
▶ 27	01	05	00000	0000050€	$1.40	CONVENIENCE CHECK FEE(FR)	74486128350158103302054	16-Dec-1998	448681
▶ 28	01	05	00000	0000050€	$1.40	CONVENIENCE CHECK FEE(FR)	74486128350158103305081	16-Dec-1998	448681

Sheet 1

Figure 4-13

To create reports for other *Account Numbers*, click , which is the *Refresh* button, on the tool bar at the top of the screen. This will call the *Parameter Wizard* window forward, permitting you to enter a new *Account Number*.

Finally, save your report by clicking on , selecting a computer or the database for storing your report (Figure 4-14), and saving this report as *Check Transactions* (Figure 4-15).
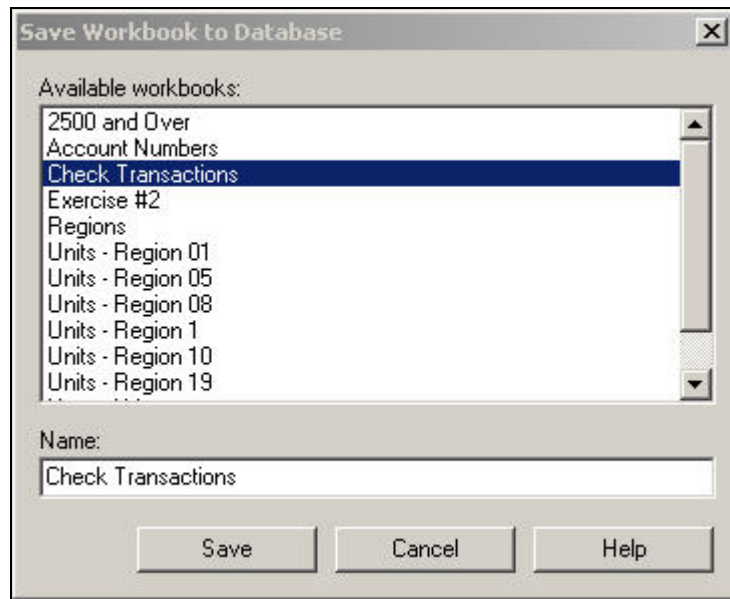

Figure 4-14

Figure 4-15

<u>**Summary.**</u> In this lesson/exercise, you successfully created a report identifying Convenience Check transactions, then edited your report adding a parameter. In the next lesson/exercise, you'll create a report to display transactions exceeding the $2500.00 Micro-Purchase limit.

Exercise 5: *Another Conditional Operator*

Lesson Description

The exercise in Lesson 5 creates a simple report designed to display all transactions over $2500.00. This report will use a new condition, *Greater Than (>)*, to identify transactions exceeding the Micro-Purchase threshold.

Training Objectives

At the conclusion of this lesson, PCMS Area Program Coordinators and Local Area Program Coordinators will be able to:

1. Create a report identifying individual Purchase Card transactions exceeding a specific amount.
2. Correctly use a *Greater Than (>)* conditional operator as part of a *New Condition*.

Methodology

This lesson will be delivered as an Instructor-led exercise.

References. None.

Enclosures. None.

Preparation. Using your PCMS Username, log on to Discoverer

Figure 5-1

Creating the Basic Query / Report

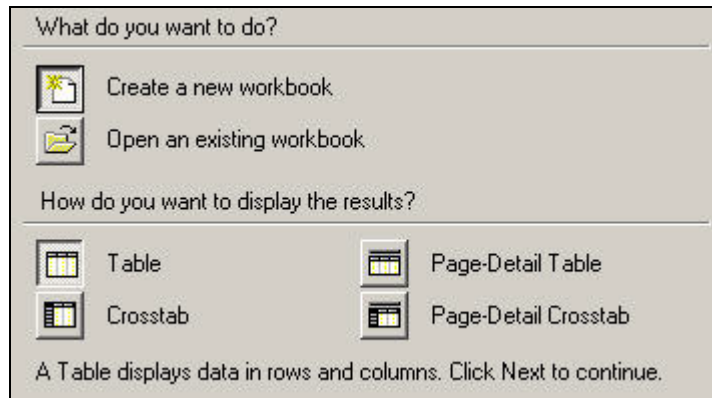**Step 1.** At the initial Workbook Wizard page, select *Create a New Workbook* and *Table,* and click
Next > .

Figure 5-2

Step 2. Next, open the *Card Transaction* folder from the *Available* column on the left, by clicking on the ⊞.
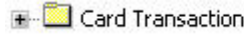

Figure 5-3

Select the following fields:

1. *Region*
2. *Unit*
3. *Sub Unit*
4. *Account Number*
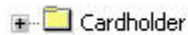5. *Transaction Amount*
6. *Merchant Name*
7. *Purchase Date*

Figure 5-4

Next, open the *Cardholder* folder from the *Available* column on the left, by clicking on the ⊞, and select *Cardholder Last Name* and *Cardholder First Name*. When this action is completed, the *Selected* column on the right-hand side of the page should appear like Figure 5-5 below. If yes, click <u>Next ></u> to proceed.
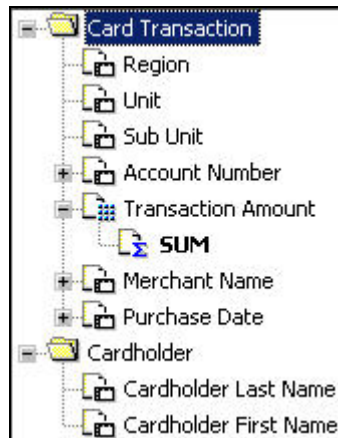

Figure 5-5

Step 3. No customization of the layout of the report is required, so click [Next >] and proceed to the next Workbook Wizard page.

Step 4. To set the conditions for your query/report, click the [▾] next to *All Items*. Once again, depending on the permissions granted to your Username, you may want to set conditions for *Region*, *Unit* and *Sub Unit*, as done in previous lessons. Then select *Transaction Amount*, and click [New...]. In the *Condition* field of the *New Condition* window, click [▾] to open the drop-down list of conditional operators. Select the *Greater Than (>)* conditional operator, enter *2500* in the *Value(s)* field, and click [OK]. See Figure 5-6 below.
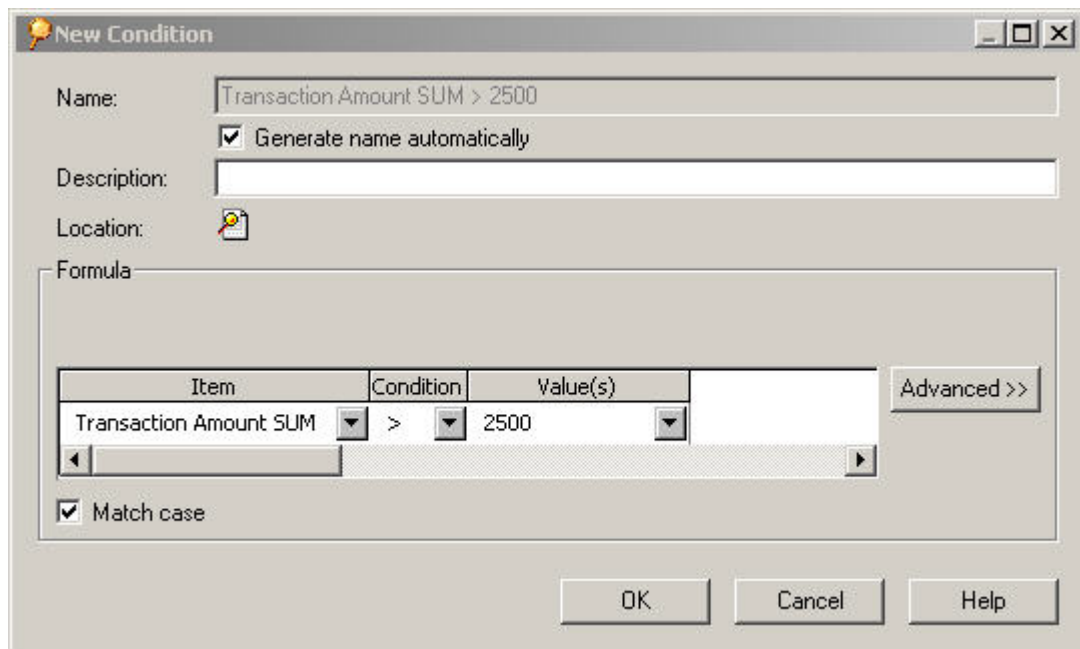
Figure 5-6

Explanation: Single quotes for the *Transaction Amount* entered in the *Value(s)* field are not required because the data type of this field in the PCMS database is numeric. Also, although a decimal point followed by two (2) zeroes can be used, it is unnecessary to run your query/report.

Your query/report is ready to run. Click on [Finish] and your report will appear.

Your results set table should now appear similar to Figure 5-7 below. Once again, the *Account Number* column has been deliberately compressed for security.

	Region	Unit	Sub Unit	unt Nu	Transaction Amount SUM	Merchant Name	Purchase Date	Cardholder Last Name	Cardholder Firs
1	01	05	00000	000005	$4,207.32	THE TAPE COMPANY	01-Dec-1998	SMITH	CAROL
2	01	05	00000	000005	$4,320.52	DUNCAN & ASSOCIATES 0	16-Dec-1998	LASHLY	GAYLE
3	01	05	00000	000005	$3,924.29	INDUSTRIAL PERSONNEL INC0	28-Dec-1998	SMITH	CAROL
4	01	05	00000	000005	$3,268.19	SKYLAND EQUIPMENT CO	06-Jan-1999	DAVIS	CONNIE
5	01	05	00000	000005	$2,638.80	EXPRESS SERVICES INC	12-Jan-1999	SMITH	CAROL
6	01	05	00000	000005	$2,520.00	COMPUTER TRAINING SOLUTI0	21-Jan-1999	OTT	TERRI
7	01	05	00000	000005	$3,039.73	JOAN CAROL DISPLAYS	28-Jan-1999	DAVIS	CONNIE
8	01	05	00000	000005	$5,000.00	UNITED POSTAL SERVICE 0	01-Feb-1999	DAVIS	CONNIE
9	01	05	00000	000005	$3,366.08	SHRADER'S TRUCK & AUTO	11-Feb-1999	DAVIS	CONNIE
10	01	05	00000	000005	$2,816.00	IKON OFFICE SOLUTIONS	19-Feb-1999	LASHLY	GAYLE
11	01	05	00000	000005	$3,375.00	NPI INC	24-Feb-1999	LASHLY	GAYLE
12	01	05	00000	000005	$3,873.46	EXPRESS PERSONNEL SERVIC0	02-Mar-1999	SMITH	CAROL
13	01	05	00000	000005	$2,660.05	EXPRESS PERSONNEL SVCS 0	02-Mar-1999	SMITH	CAROL
14	01	05	00000	000005	$3,356.24	COMMERCIAL TIRE 5 0	04-Mar-1999	LASHLY	GAYLE
15	01	05	00000	000005	$12,465.00	DANIEL & ASSOCIATES 0	09-Mar-1999	DAVIS	CONNIE
16	01	05	00000	000005	$4,112.92	SHRADER'S TRUCK REPAIR 0	22-Mar-1999	LASHLY	GAYLE
17	01	05	00000	000005	$6,059.35	BUY.COM	05-Apr-1999	DAVIS	CONNIE
18	01	05	00000	000005	$4,739.86	EXPRES PESONNEL SERVICE 0	06-Apr-1999	SMITH	CAROL
19	01	05	00000	000005	$5,000.00	US POSTAL SERVICE 0	07-Apr-1999	LASHLY	GAYLE
20	01	05	00000	000005	$16,250.00	SHIPLEY ENVIRONMENTAL*	08-Apr-1999	DAVIS	CONNIE
21	01	05	00000	000005	$4,564.68	INDUSTRIAL PERSONNEL 0	12-Apr-1999	SMITH	CAROL
22	01	05	00000	000005	$3,177.37	CONDON SIGN SHOP 0	13-Apr-1999	LASHLY	GAYLE
23	01	05	00000	000005	$4,140.00	AGEE CNSTRUCTION 0	19-Apr-1999	DAVIS	CONNIE
24	01	05	00000	000005	$2,734.58	JR MACHINE & EQUIP 0	22-Apr-1999	LASHLY	GAYLE
25	01	05	00000	000005	$3,590.64	EXPRESS PERSONNE SERVICE0	28-Apr-1999	SMITH	CAROL
26	01	05	00000	000005	$10,946.50	HANDARINC	28-Apr-1999	LASHLY	GAYLE
27	01	05	00000	000005	$7,000.00	SHIPLEY ENVIRONMENTAL**	29-Apr-1999	DAVIS	CONNIE
28	01	05	00000	000005	$5,152.82	LAKE CITY MUNICIPAL AIRP	04-May-1999	LASHLY	GAYLE
29	01	05	00000	000005	$2,730.00	BRAD DREADFUL WATER 0	05-May-1999	DAVIS	CONNIE

Sheet 1

Figure 5-7

Finally, save your report by clicking on 🔲 , selecting a computer or the database for storing your report (Figure 5-14), and saving this report as *2500 or Over* (Figure 5-15).
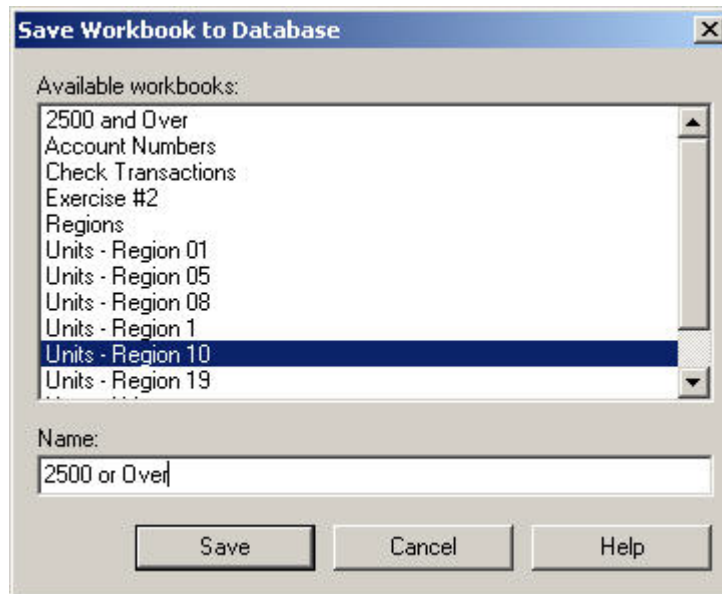

Figure 5-14

Figure 5-15

Summary. In this lesson/exercise, you successfully created a report identifying transactions in excess of $2500.00. In the next lesson/exercise, you'll create a report to display unreconciled transactions by account number.