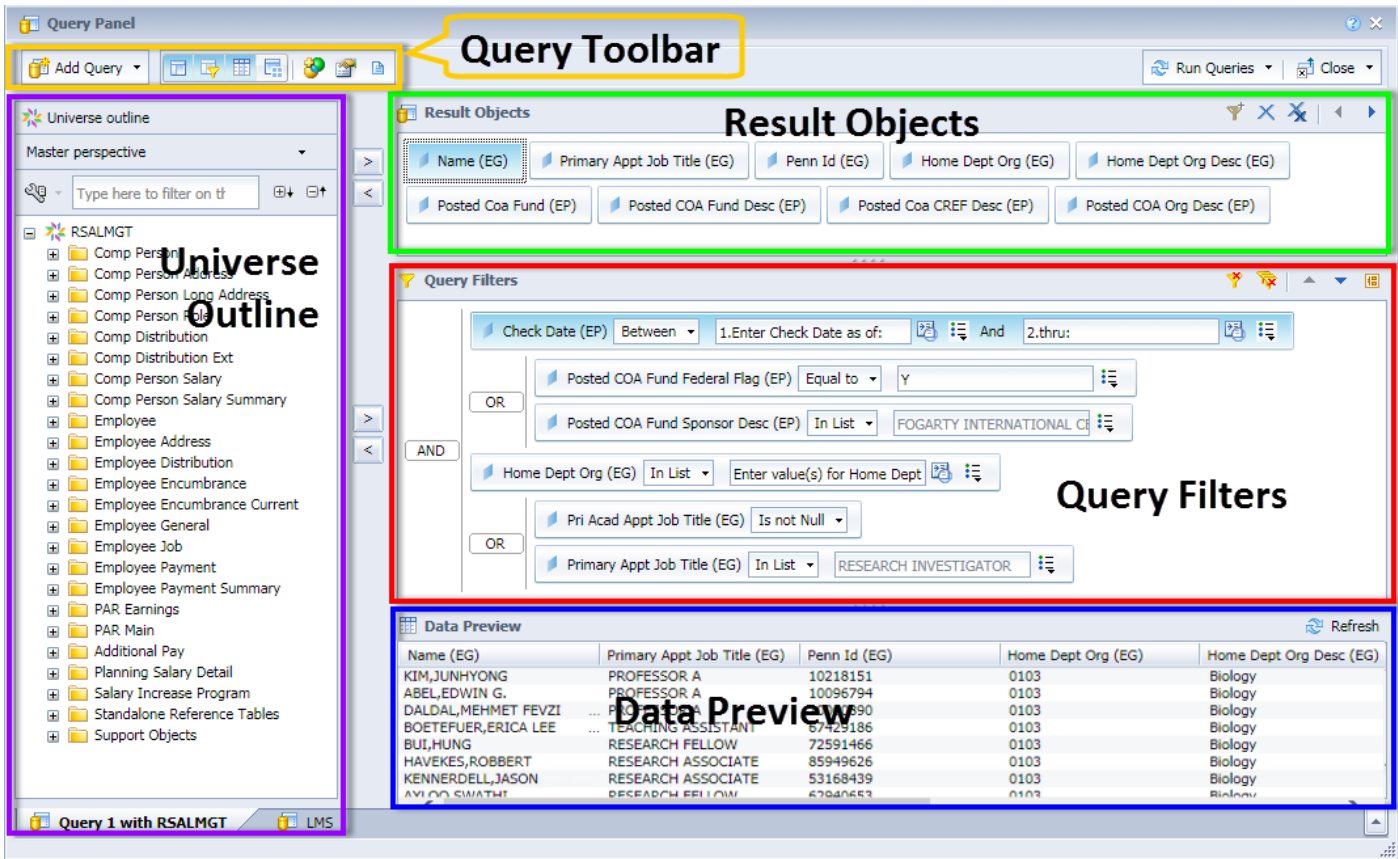


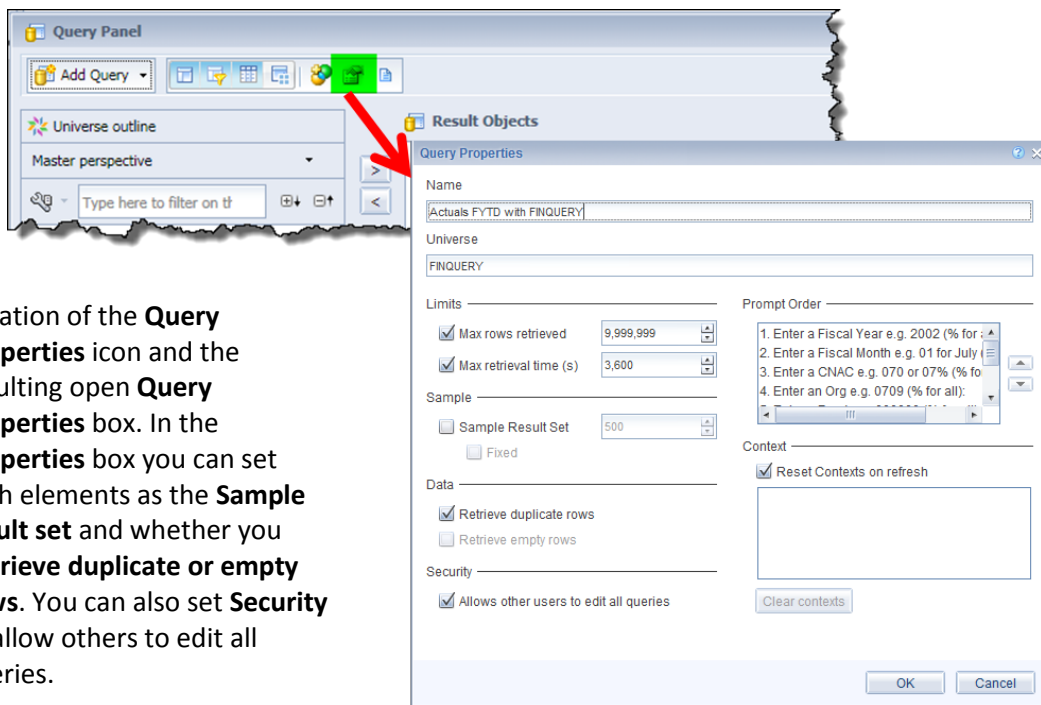
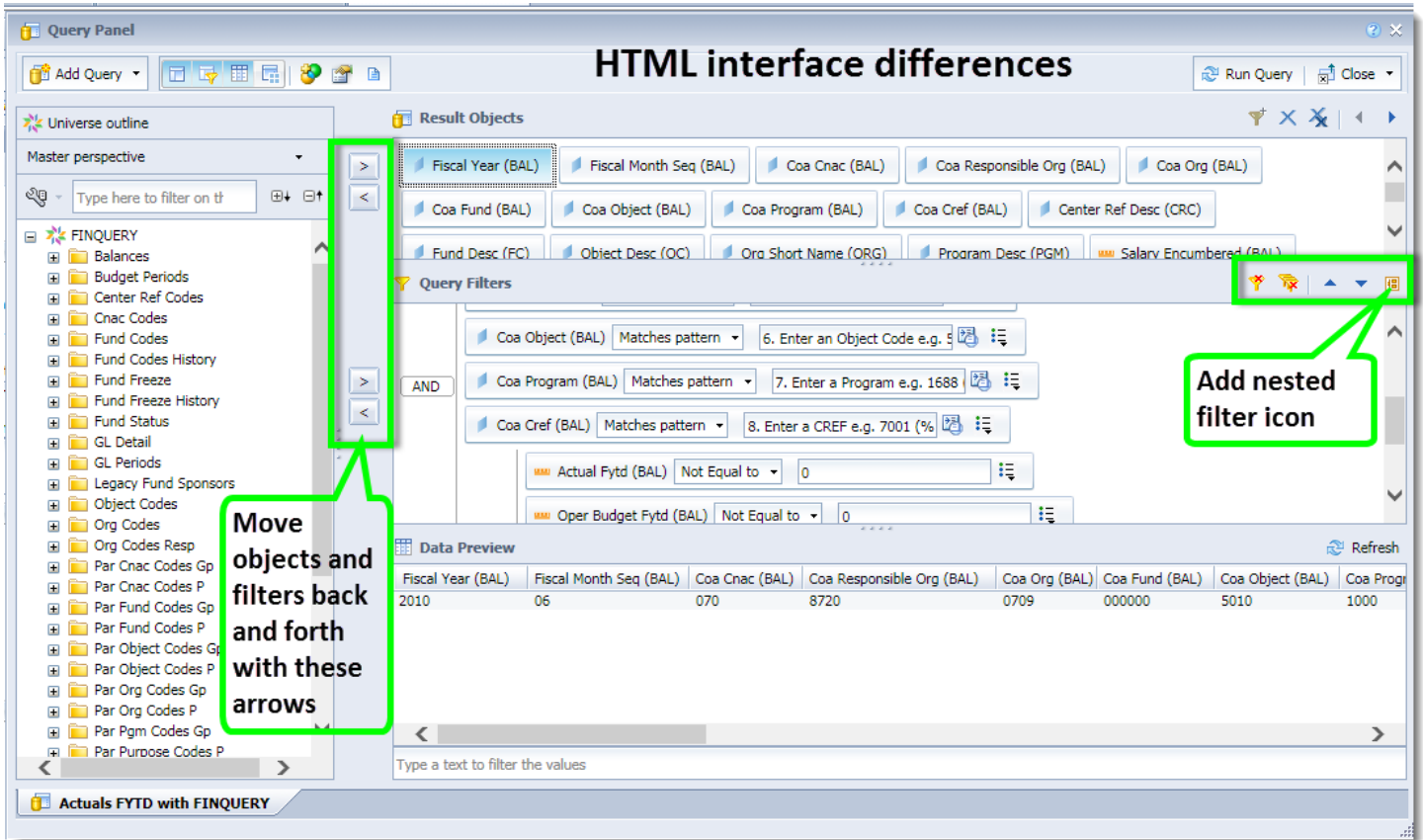
# How to Navigate the Query Panel



SCREEN COMPONENTS	DETAILS
<b>Universe Outline</b>	Pane to the far left that contains the fields that you can report on in the universe that you have chosen.
<b>Result Objects</b>	Double click or drag elements from the <b>Universe Online</b> pane to this panel. The <b>Result Objects</b> elements will appear in the report.
<b>Query Filters</b>	This panel is where you drop and drag the query filters from either the <b>Result Objects</b> panel or the <b>Universe Online</b> pane that limit your results.
<b>Data Preview</b>	Clicking the <b>Refresh</b> icon in the far right of this panel will display a preview of the data that the query will retrieve so that you can validate your query.
<b>Query Toolbar</b>	With this component, you can add additional queries, hide/show the various panes and panels, add a combined query, and view query properties and scripts.

Note that there are some slight differences in the **Query Panel** interface depending on whether your **Preferences > Web Intelligence > Modify = HTML** or your **Preferences > Web Intelligence > Modify = Applet**. See the screenshots that follow.

# How to Navigate the Query Panel



Location of the **Query Properties** icon and the resulting open **Query Properties** box. In the **Properties** box you can set such elements as the **Sample result set** and whether you **Retrieve duplicate or empty rows**. You can also set **Security** to allow others to edit all queries.

## How to Navigate the Query Panel

Query Panel

Add Query | Run Query | Close

### Applet interface differences

**Universe outline**

Master Perspective

Type here to filter

**FINQUERY**

- Balances
- Budget Periods
- Center Ref Codes
- Cnac Codes
- Fund Codes
- Fund Codes History
- Fund Freeze
- Fund Freeze History
- Fund Status
- GL Detail
- GL Periods
- Legacy Fund Sponsors
- Object Codes
- Org Codes
- Org Codes Resp
- Par Cnac Codes Gp
- Par Cnac Codes P
- Par Fund Codes Gp
- Par Fund Codes P
- Par Object Codes Gp
- Par Object Codes P
- Par Org Codes Gp
- Par Org Codes P
- Par Pgm Codes Gp
- Par Purpose Codes P
- Par Purpose Codes Gp
- Par Pgm Codes P
- Par Purpose Codes Gp

**Result Objects**

Fiscal Year (BAL) | Fiscal Month Seq (BAL) | Coa Cnac (BAL) | Coa Responsible Org (BAL) | Coa Org (BAL)

Coa Fund (BAL) | Coa Object (BAL) | Coa Program (BAL) | Coa Cref (BAL) | Center Ref Desc (CRC)

Fund Desc (FC) | Object Desc (OC) | Org Short Name (ORG) | Program Desc (PGM) | Salary Encumbered (BAL)

Total Encumbered (BAL) | Purchasing Encumbered (BAL) | Orig Budget Fy Total (BAL) | Oper Budget Fy Total (BAL)

**Query Filters**

Coa Object (BAL) Matches pattern 6. Enter an Object C

And

Coa Program (BAL) Matches pattern 7. Enter a Program

Coa Cref (BAL) Matches pattern 8. Enter a CREF e.g

Actual Fytd (BAL) Not Equal to 0

Add a subquery and Add a database ranking icons

**Data Preview**

Fiscal Year (BAL)	Fiscal Month Seq (BAL)	Coa Cnac (BAL)	Coa Responsible Org (BAL)	Coa Org (BAL)	Coa Fund (BAL)	Coa Object (BAL)	Coa Pr
2010	06	070	8720	0709	000000	5010	1000

Type a text to filter the values

Actuals FYTD with FINQUERY

Last refresh date: January 27, 2011 8:32:05 PM GMT-05:00