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**SAMPLE QUERIES**  
**FINANCE • HR • STUDENT**

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## Introduction

This document is designed to give meaningful examples of how to set up a report that answers specific questions using QAdhoc. These can be detailed, summary, and statistical types of reports.

This document includes:

what question the report is answering	what fields are being displayed
what category and view to select	what fields are being sorted on
how to fill in the selection criteria	what user defined fields are being created

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## Appendix A (Finance related)

What are the account totals for my organization code?

Goal:  
Using "greater than" (>) in query.

Category	View	Selection Criteria	Display Fields	Sort By
Data... Finance	Operating Subledger Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE >'0000' FUND_NUMBER = '101010' ORGANIZATION_CODE = '80134'	ACCOUNT_CODE ADJUSTED_BUDGET RSRV ENCB YTD BALANCE	ACCOUNT_CODE

Sample resulting output:

ACCOUNT_CODE	ADJUSTED_BUDGET	RSRV	ENCB	YTD	BALANCE
1001	10000	0	0	0	10000
1640	0	0	0	844.26	-844.26
2001	20000	0	0	0	20000
2010	0	0	0	2008.55	-2008.55
2130	0	0	3125.14	3903.6	-7028.74
3001	21000	0	0	0	21000
3444	0	0	0	9.87	-9.87
3661	0	0	1045	2700	-3745
3771	0	0	0	75	-75
4001	9000	0	0	0	9000
5001	3000	0	0	0	3000

What are the property items for my org that are not disposed of?

Goal:  
Using "not equal" (<>) in query.

Category	View	Selection Criteria	Display Fields	Sort By
Data... Finance	Property List	RESPONSIBLE_ORG_CODE = '80134' STATUS_INDICATOR <> 'X'	PROPERTY_NUMBER SEQUENCE_NUMBER DESCRIPTION DOCUMENT_AMOUNT	PROPERTY_NUMBER

Sample resulting output:

PROPERTY_NUMBER	SEQUENCE_NUMBER	DESCRIPTION	DOCUMENT_AMOUNT
132258	1	COMPUTER IBM PCXT 5160 W/ACCES	5156.6
191335	1	Computer System	2719
191337	1	Computer System	2719
191686	1	Projector Multi-Media	5950

Goal:  
Using "like"  
in query.

### What are the transactions for orgs beginning with an '8'?

Category	View	Selection Criteria	Display Fields	Sort By
Data...Finance	Operating Transaction Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE > '0000' FUND_NUMBER = '101010' ORGANIZATION_CODE like '8%'	ORGANIZATION_CODE ACCOUNT_CODE ACTIVITY_DATE DESCRIPTION ADJ_AMOUNT RSRV_AMOUNT ENCB_AMOUNT YTD_AMOUNT	ORGANIZATION_CODE ACCOUNT_CODE

Sample resulting output:

ORGANIZATION_CODE	ACTIVITY_DATE	DOCUMENT_NUMBER	DESCRIPTION	ADJ_AMOUNT	RSRV_AMOUNT	ENCB_AMOUNT	YTD_AMOUNT
80134	12-AUG-99	TA805447	9/20-10/11/99			1095	
80134	22-SEP-99	TA805448					1045
80134	22-SEP-99	TA805457				-1045	

### What are my in-state and out-of-state travel expenses?

Goal:  
Using "in"  
in query.

Note: Here's the list of all travel account codes:

2006, 2010, 2020, 2030, 2040, 2050, 2051, 2060, 2070, 2080, 2090  
2110, 2120, 2130, 2140, 2190

My department only uses 2010, 2030, and 2110 travel account codes. Your department might use others.

Basically, if the code starts with 20-- then it's within Alaska.

If it starts with 21--, it's within the U.S.

23-- and 24-- are for foreign travel.

Category	View	Selection Criteria	Display Fields	Sort By
Data...Finance	Operating Transaction Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE in ('2010','2030','2110') FUND_NUMBER = '101010' ORGANIZATION_CODE ='80134'	ACTIVITY_DATE DOCUMENT_NUMBER DESCRIPTION ENCB_AMOUNT YTD_AMOUNT	

Sample resulting output:

ACTIVITY_DATE	DOCUMENT_NUMBER	DESCRIPTION	ENCB_AMOUNT	YTD_AMOUNT
21-JUL-99	TA805445	Shanon Gramstad 8/4-6/99 TA 805445	658	
26-AUG-99	TA805445	Gramstad, Sharon F.		808.83
26-AUG-99	TA805445	Gramstad, Sharon F.	-658	
12-SEP-99	J0034022	T/F TA805445/I68612 S.Gramstad JNU		-808.83

### What transactions happened between December 01, 1999 and January 30, 2000?

Goal:  
Using  
"between"  
in query.

Note: Oracle Default Date Format 'DD-MON-YY'

Oracle defaults the century to what ever is current at run time. The way to prevent Oracle from deciding which century is applicable is to avoid the simple method and instead use the to\_date() function where both your date string and your format mask contain four digit years.

Beginning range: to\_date('01-DEC-1999 00:00:00','DD-MON-YYYY HH24:MI:SS')

Ending range: to\_date('30-JAN-2000 23:59:59','DD-MON-YYYY HH24:MI:SS')

Category	View	Selection Criteria	Additional Detail Selection Criteria	Display Fields
Data...Finance	Operating Transaction Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE >'0000' FUND_NUMBER = '101010' ORGANIZATION_CODE ='80134'	ACTIVITY_DATE between to_date('12/01/1999 00:00:00', 'MM/DD/YYYY HH24:MI:SS') and to_date('01/30/2000 23:59:59', 'MM/DD/YYYY HH24:MI:SS')	ACCOUNT_CODE DOCUMENT_NUMBER ACTIVITY_DATE DESCRIPTION RSRV_AMOUNT ENCB_AMOUNT YTD_AMOUNT

Sample resulting output:

DOCUMENT_NUMBER	ACTIVITY_DATE	DESCRIPTION	RSRV_AMOUNT	ENCB_AMOUNT	YTD_AMOUNT
X0999999	14-DEC-99	Rhonda Ooms for Fred Smits	255800		
X0088888	15-DEC-99	Oracle Corp		255800	

### What are the year-to-date amounts for my operating transaction items?

Goal:  
Using "is not null" operator in query.

Note: A way to do exception reporting.

Category	View	Selection Criteria	Display Fields	Sort By
Validation... Finance	Operating Transaction Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE > '2000' FUND_NUMBER = '101010' ORGANIZATION_CODE = '80134' YTD_AMOUNT IS NOT NULL	ACCOUNT_CODE DOCUMENT_NUMBER DESCRIPTION YTD_AMOUNT	ACCOUNT_CODE

Note: The IS NOT NULL is an operator which requires no values in the column next to the operator selection.

Sample resulting output:

ACCOUNT_CODE	DOCUMENT_NUMBER	DESCRIPTION	YTD_AMOUNT
2010	I0102716	Sikkink, Valda J.	279
2010	TR313000	Turner, Stacey Lynn.	219

**Aggregate Reporting** (summary and statistical reporting)

**How many TA documents does statewide have in the current year?**

*Goal:  
Using "count"  
in query.*

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data... Finance	Operating Transaction Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE between '2000' and '2999' FUND_NUMBER = '101010' ORGANIZATION_CODE between '80000' and '99999' DOCUMENT_NUMBER like 'TA%'	count(document_number)	count(document_number)

Sample resulting output:  
**COUNT(document\_number)**  
497

**How many unique TA documents does statewide have in the current year?**

*Goal:  
Using "count  
and distinct"  
in query.*

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data... Finance	Operating Transaction Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE between '2000' and '2999' FUND_NUMBER = '101010' ORGANIZATION_CODE between '80000' and '99999' DOCUMENT_NUMBER like 'TA%'	count(distinct document_number)	count(distinct document_number)

Sample resulting output:  
**COUNT(distinct document\_number)**  
489

**What is the average labor costs for my org?**

*Goal:  
Using "average  
and round"  
in query.*

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Finance	Operating Subledger Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE < '2000' FUND_NUMBER = '101010' ORGANIZATION_CODE ='80134'	round(avg(YTD),0)	round(avg(YTD),0)

Sample resulting output:  
**round(avg(YTD), 0)**  
2069

Goal:  
Using "sum"  
in query.

**What is the total travel costs for statewide?**

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data... Finance	Operating Transaction Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE between '2000' and '2999' FUND_NUMBER = '101010' ORGANIZATION_CODE between '80000' and '99999'	sum(ENCB_AMOUNT) sum(YTD_AMNOUNT)	sum(ENCB_AMOUNT) sum(YTD_AMNOUNT)

Sample resulting output:

```
sum(encb_amount)  sum(ytd_amount)
46105.37          34989.25
```

Goal:  
Using "substr  
and sum"  
in query.

**What are the sums of amounts within Account types for my Org?**

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data... Finance	Operating Subledger Detail	FISCAL_YEAR = '00' COMMITMENT_INDICATOR = 'U' ACCOUNT_CODE > '0000' FUND_NUMBER = '101010' ORGANIZATION_CODE ='80134'	SUBSTR(ACCOUNT_ CODE,1,1) SUM(RSRV) SUM(ENCB) SUM(YTD) SUM(BALANCE)	SUBSTR(ACCOUNT_ CODE,1,1) SUM(RSRV) SUM(ENCB) SUM(YTD) SUM(BALANCE)

Sample resulting output:

```
SUBSTR (ACCOUNT_CODE , 1 , 1) SUM (RSRV)  SUM (ENCB)  SUM (YTD)  SUM (BALANCE)
1                0                0          4138.96  5861.04
2                0                0          7798.10 12201.90
3                0          360.00        62.54  8577.46
```

Goal:  
Using "or logic"  
in query.

**What property is located in buildings SW910 or SW911 and rooms 001 or 009?**

Category	View	Selection Criteria	Display Fields	Additional Detail Selection Criteria
Data... Finance	Property List	RESPONSIBLE_ORG_CODE like '8%'	PROPERTY_NUMBER DESCRIPTION BUILDING_CODE ROOM_CODE	(BUILDING_CODE in ( 'SW910','SW911') and (ROOM_CODE = '001' or ROOM_CODE='009'))

Sample resulting output:

```
PROPERTY_NUMBER DESCRIPTION BUILDING_CODE ROOM_CODE
123637          FILE DRAWER SAFCO E4-4996-TS SW910          001
125917          COMPUTER IBM 3090-150E ADMIN SW910          009
```

## Appendix B (Human Resource related)

**For insurance tracking, what department codes have staff between 25 and 30 years old in my time keeping location?**

*Goal:  
Using  
"between" in  
query.*

Category	View	Selection Criteria	Display Fields	Sort By
Data...Human Resource	Active Employee Demographics	EMPLOYEE_TKL = 'T800' DEPARTMENT_CODE AGE between 25 and 30	DEPARTMENT_CODE AGE	DEPARTMENT_CODE

Sample resulting output:

DEPARTMENT_CODE	AGE
D8ACTG	25.36
D8DEV	26.89
D8GC	28.99
D8HR	26.76
D8OIR	29.99

### Which staff members have a job begin date prior to June 01, 1998?

Notes:

Oracle defaults the century to what ever is current at run time. The way to prevent Oracle from deciding which century is applicable is to avoid the simple method and instead use the to\_date() function where both your date string and your format mask contain four digit years.

```
To_date('06/01/1998','mm/dd/yyyy')
```

The to\_char function takes an Oracle date and displays it according to the date format you give it.

```
To_char(JOB_BEGIN_DATE,'mm/dd/yyyy')
```

Category	View	Selection Criteria	User Defined	Display Fields	Additional Detail Selection Criteria
Data... Human Resource	Active Employees with Active Assignments	EMPLOYEE_TKL between 'T800' and 'T806'	To_char(JOB_BEGIN_DATE,'mm/dd/yyyy')	EMPLOYEE_NAME_LAST To_char(JOB_BEGIN_DATE,'mm/dd/yyyy')	JOB_BEGIN_DATE < to_date('06/01/1998','mm/dd/yyyy')

Sample resulting output:

EMPLOYEE_NAME_LAST	TO_CHAR(JOB_BEGIN_DATE, 'MM/DD/YYYY')
Doe	05/04/1998
Smith	03/01/1997
Johnson	01/05/1996



## Which staff members have a birthday in May?

Goal:  
Using "like"  
in query.

Category	View	Selection Criteria	Display Fields	Sort By
Data... Human Resource	Active Employee Demographics	EMPLOYEE_TKL = 'T802' BIRTH_DATE like '%MAY%'	EMPLOYEE_NAME_LAST EMPLOYEE_NAME_FIRST	EMPLOYEE_NAME_LAST

Note: Another way to find birthdays in May:

To\_char(BIRTH\_DATE, 'MON') = 'MAY'

Sample resulting output:

EMPLOYEE_NAME_LAST	EMPLOYEE_NAME_FIRST
McGuire	Marc
Sosa	Tammy
Malone	Carl
Lewis	Karl
Joiner	Florence

## Which staff members are in my departments?

Goal:  
Using "in"  
in query.

Category	View	Selection Criteria	Display Fields	Sort By
Data... Human Resource	Active Employee Demographics	EMPLOYEE_TKL = in ( 'T802', 'T803' )	EMPLOYEE_NAME_LAST EMPLOYEE_NAME_FIRST	EMPLOYEE_NAME_LAST

Sample resulting output:

EMPLOYEE_NAME_LAST	EMPLOYEE_NAME_FIRST
Austin	Powers
Bond	Jim
Bush	Jorge
Charise	Cyd
Clinton	Will
Fields	Sally
Gable	Victoria
Magillicutty	Lucy
Nolan	Lloyd

**Which staff was hired between January 1<sup>st</sup> of 1980 and December 31<sup>st</sup> of 1985?**

Goal:  
Using  
"between"  
in query.

Note: Oracle Default Date Format 'DD-MON-YY'

Category	View	Selection Criteria	Additional Detail Selection Criteria	Display Fields	Sort By
Data... Human Resource	Active Employees With Active Assignments	EMPLOYEE_TK L = 'T802'	HIRE_DATE_ORIGINAL between to_date('01/01/1980','mm/d d/yyyy') and to_date('12/31/1985','mm/d d/yyyy')	EMPLOYEE_NA ME_LAST EMPLOYEE_NA ME_FIRST HIRE_DATE_OR IGINAL	HIRE_DATE_ORIGI NAL EMPLOYEE_NAME _LAST

Sample resulting output:

EMPLOYEE_NAME_LAST	EMPLOYEE_NAME_FIRST	HIRE_DATE_ORIGINAL
Khan	Ghengis	01-APR-84
Shelley	Mary	15-APR-80
Stein	Frank	14-JUN-81
Wolfe	Manfred	29-FEB-84

**Which staff members do not have a middle initial?**

Goal:  
Using "is null"  
in query.

Note: A way to do exception reporting

Category	View	Selection Criteria	Display Fields	Sort By
Data... Human Resource	Active Employee Demographics	EMPLOYEE_TKL = 'T802' EMPLOYEE_NAME_MI is null	EMPLOYEE_NAME_LAST EMPLOYEE_NAME_FIRST EMPLOYEE_NAME_MI	EMPLOYEE_NAME_LAST

Sample resulting output:

EMPLOYEE_NAME_LAST	EMPLOYEE_NAME_FIRST	EMPLOYEE_NAME_MI
Franklin	Bonnie	
Keach	Stacy	
King	Bebe	
Stone	Sylvester	

**Aggregate Reporting** (summary and statistical reporting)**How many staff members are in my department?***Goal:  
Using "count"  
in query.*

Category	View	Selection Criteria	User Defined Field	Display Fields
Data...Human Resource	Active Employee Demographics	EMPLOYEE_TKL = 'T802'	count(*)	count(*)

Sample resulting output:

```
COUNT (*)
36
```

**What is the average age of employees in my department?***Goal:  
Using "average  
and round"  
in query.*

Category	View	Selection Criteria	User Defined Field	Display Fields
Data... Human Resource	Active Employee Demographics	EMPLOYEE_TKL = 'T802'	ROUND(AVG(AGE),2)	GENDER_CODE ROUND(AVG(AGE),2)

Sample resulting output:

```
GENDER_CODE ROUND (AVG (AGE) , 2)
F           42.11
M           42.01
```

**What is the total annual salary for my department?***Goal:  
Using "sum"  
in query.*

Category	View	Selection Criteria	User Defined Field	Display Fields
Data... Human Resource	Active Employee With Active Assignments	EMPLOYEE_TKL = 'T802'	sum(SALARY_ANNUAL)	sum(SALARY_ANNUAL)

Sample resulting output:

```
SUM (SALARY_ANNUAL)
1751043.32
```

Goal:  
Using "substr  
and sum"  
in query.

**What are the sum of hours and amounts within Fund codes for my Org?**

Category	View	Selection Criteria	User Defined Field	Display Fields
Data... Human Resource	Payroll Detail	JOB_TKL = 'T802' PAYROLL_YEAR = '1998'	substr(FUND_CODE,1,1) sum(HOURS) sum(AMOUNT)	ORGANIZATION_CODE substr(FUND_CODE,1,1) sum(HOURS) sum(AMOUNT)

Sample resulting output:

ORGANIZATION_CODE	SUBSTR(FUND_CODE,1,1)	SUM(HOURS)	SUM(AMOUNT)
50118	3	811	21129.32
62060	3	4	5260.84
80022	1	0	0
80069	1	1072	10036.72
80082	1	848	6785.77
80134	1	210	1583.4
80161	1	160	1171.2
89015	1	1193	4315.43
89022	1	3814.25	118145.59
89023	1	1723.5	60427.36
89025	1	5123.5	213713.62
89027	1	5133.5	218266.51
89040	1	2536.5	96511.85
89041	1	460	27116.42
89042	1	116	7347.73
90001	1		-5991.22
90003	1		89984.24
90100	1	2413.02	62620
90102	1	1307	33590.71
90104	1	758.65	17606.84

Goal:  
Using  
" or logic"  
in query.

**What hours do Gramstad or O'Connor or Sikkink work?**

Category	View	Selection Criteria	Display Fields	Additional Detail Selection Criteria
Data... Human Resource	Active Employee With Active Assignments	EMPLOYEE_TKL = 'T802'	EMPLOYEE_NAME_LAST EMPLOYEE_NAME_FIRST HOURS_PER_DAY REGULAR_HOURS	EMPLOYEE_NAME_LAST = 'Gramstad' or EMPLOYEE_NAME_LAST = 'Sikkink' or EMPLOYEE_NAME_LAST = 'O'Connor'

Sample resulting output:

EMPLOYEE_NAME_LAST	EMPLOYEE_NAME_FIRST	HOURS_PER_DAY	REGULAR_HOURS
Gramstad	Sharon	8	80
O'Connor	Kevin	8	80
Sikkink	Jeffrey	4	40
Sikkink	Janene	8	80

**Appendix C (Student related)**

**Which Fairbanks students enrolled in term 199801 are under 18 years old?**

Goal:  
Using  
"less than" (<)  
in query.

Category	View	Selection Criteria	Display Fields	Sort By
Data...Student	Class List	TERM_CODE = '199801' COURSE_CAMPUS = 'F' AGE < 18 REGISTRATION_STATUS = 'Enrolled'	STUDENT_NAME_LAST STUDENT_NAME_FIRST STUDENT_NAME_MI AGE Check box for "Retrieve distinct rows"	STUDENT_NAME_LAST STUDENT_NAME_FIRST STUDENT_NAME_MI

Sample resulting output:

STUDENT_NAME_LAST	STUDENT_NAME_FIRST	STUDENT_NAME_MI	AGE
Arnold	Jojo	M	16.85
Johnson	John	R	17.79
Jones	Sara		14.58

**Which non-Fairbanks students are enrolled in Fairbanks related courses during term 199801?**

Goal:  
Using  
"not equal"  
(<>) in query.

Category	View	Selection Criteria	Display Fields	Sort By
Data...Student	Class List	TERM_CODE = '199801' COURSE_CAMPUS = 'F' REGISTRATION_STATUS = 'Enrolled' PRIMARY_DEGREE_CAMPUS <> 'F'	STUDENT_NAME_LAST STUDENT_NAME_FIRST STUDENT_NAME_MI Check box for "Retrieve distinct rows"	STUDENT_NAME_LAST STUDENT_NAME_FIRST STUDENT_NAME_MI

Sample resulting output:

STUDENT_NAME_LAST	STUDENT_NAME_FIRST	STUDENT_NAME_MI
Doe	John	
Johnson	Jo	
Jones	Pat	
Smith	Alice	

Goal:  
Using "like"  
in query.

**What classes are students taking with a last name like "Choi"?**

Category	View	Selection Criteria	Display Fields	Sort By
Data...Student	Class List	TERM_CODE = '199801' COURSE_CAMPUS = 'F' STUDENT_NAME_LAST like 'Choi%'	STUDENT_NAME_LAST STUDENT_NAME_FIRST STUDENT_NAME_MI COURSE_TITLE COURSE_SUBJECT COURSE_NUMBER COURSE_SECTION	STUDENT_NAME_LAST STUDENT_NAME_FIRST STUDENT_NAME_MI

Sample resulting output:

STUDENT_NAME_LAST	STUDENT_NAME_FIRST	STUDENT_NAME_MI	COURSE_TITLE	COURSE_SUBJECT	COURSE_NUMBER	COURSE_SECTION
Choi	Chong	K	Digitl Sys	EE	F443	F01
			Anlysis & Design II			
Choi	Chong	K	Econ Anlys & Operations	ESM	F450	F01
Choi	Chong	K	Electronic	EE	F334	F01
			Circuit Desgn			
Choi	Chong	K	Engr Signal	EE	F354	F01
			Analysis			

**Which students have a registration date between November 12, 1999 and November 15, 1999?**

Goal:  
Using "between"  
in query.

Oracle defaults the century to what ever is current at run time. The way to prevent Oracle from deciding which century is applicable is to avoid the simple method and instead use the to\_date() function where both your date string and your format mask contain four digit years.

```
to_date('01-JAN-2000','DD-MON-YYYY HH24:MI:SS')
```

Category	View	Selection Criteria	Additional Detail Selection Criteria	Display Fields	Sort By
Data... Student	Class List	TERM_CODE = '200001' COURSE_CAMPUS = 'F'	REGISTRATION_STATUS_DATE between to_date('11/12/1999','mm/dd/yyyy') and to_date('11/15/1999 23:59:59','mm/dd/yyyy hh24:mi:ss')	STUDENT_NAME_LAST REGISTRATION_STATUS_DATE Check box for "Retrieve distinct rows"	STUDENT_NAME_LAST

Sample resulting output:

STUDENT_NAME_LAST	REGISTRATION_STATUS_DATE
Doe	12-NOV-99
Johnson	14-NOV-99
Smith	14-NOV-99

**Which students are taking between 12 and 16 credits at Fairbanks campus?**

Goal:  
Using  
"between"  
in query.

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List	TERM_CODE = '199901' COURSE_CAMPUS = 'F' REGISTRATION_STATUS = 'Enrolled' CRN_CREDIT_HOURS between 12 and 16	sum(CRN_CREDIT_HOURS)	STUDENT_NAME_LAST STUDENT_NAME_FIRST sum(CRN_CREDIT_HOURS)

Sample resulting output:

STUDENT_NAME_LAST	STUDENT_NAME_FIRST	SUM(CRN_CREDIT_HOURS)
Allen	Amy	12
Dickson	Kristin	12
Jones	Frank	15
Johnson	Fred	13

**Which Fairbanks students enrolled in courses during term 199901 do not have a current mailing address?**

Goal:  
Using "is null"  
in query.

Note: A way to do exception reporting

Category	View	Selection Criteria	Display Fields	Sort By
Data...Student	Class List	TERM_CODE = '199901' COURSE_CAMPUS = 'F' MAILING_ADDRESS is null REGISTRATION_STATUS = 'Enrolled'	STUDENT_NAME_LAST STUDENT_NAME_FIRST Check box for "Retrieve only distinct rows"	STUDENT_NAME_LAST STUDENT_NAME_FIRST

Sample resulting output:

DISTINCT STUDENT_NAME_LAST	STUDENT_NAME_FIRST
Baker	JoJo
Barrie	Matthew
Bonds	Chris
Jones	John
Smith	John
Smith	Doe

**Aggregate Reporting** (summary and statistical reporting)

**What are the mailing addresses of students enrolled in Music classes during term 199901?**

*Goal:  
Using "count  
and distinct"  
in query.*

*Note: This will produce output for creating mailing labels*

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List	TERM_CODE = '199901' COURSE_CAMPUS = 'F' COURSE_SUBJECT = 'MUS' REGISTRATION_STATUS = 'Enrolled'	count(distinct STUDENT_ID)	STUDENT_NAME_LAST STUDENT_NAME_FIRST MAILING_ADDRESS count(distinct STUDENT_ID)

Sample resulting output:

<b>DISTINCT STUDENT_NAME_LAST</b>	<b>STUDENT_NAME_FIRST</b>	<b>MAILING_ADDRESS</b>
Abram	John	PO Box 999999;Univ of Alaska Fairbanks;Campus, AK, 0
Jones	Lillian	PO Box 888888;Univ of Alaska Fairbanks;Campus, AK, 0
Smith	Golda	PO Box 5555;;North Pole, AK, 99705
Smith	Ryan	9999 John Road Apt XXX;;Fairbanks, AK, 99709
Smith	Shawn	PO Box 6666;;Fairbanks, AK, 99708

**How many students are enrolled in the Music classes during term 199901?**

*Goal:  
Using "count  
and distinct"  
in query.*

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List	TERM_CODE = '199901' COURSE_CAMPUS = 'F' COURSE_SUBJECT = 'MUS' REGISTRATION_STATUS = 'Enrolled'	count(distinct STUDENT_ID)	count(distinct STUDENT_ID)

Sample resulting output:

**COUNT(DISTINCT STUDENT\_ID)**  
273



Goal:  
Using "count  
and distinct"  
in query.

**How many Fairbanks students are enrolled in each Primary Degree Program during term 199901?**

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Enrolled Students by Term	TERM_CODE = '199901' COURSE_CAMPUS = 'F' ENROLLMENT_IND = 'Y'	count(distinct STUDENT_ID)	PRIMARY_DEGREE_CODE count(distinct STUDENT_ID)

Sample resulting output:

```
PRIMARY_DEGREE_CODE COUNT(DISTINCT STUDENT_ID)
AAS 3
BA 1189
BBA 287
BED 210
BFA 16
BM 17
BS 991
BT 26
LIC 37
MA 100
MAT 21
MBA 37
```

Goal:  
Using "average  
and round"  
in query.

**What is the average age of men and women enrolled in Music classes during term 199901?**

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List	TERM_CODE = '199901' COURSE_CAMPUS = 'F' COURSE_SUBJECT = 'MUS' REGISTRATION_STATUS = 'Enrolled'	round(avg(AGE),0)	GENDER_CODE round(avg(AGE),0)

Sample resulting output:

```
GENDER_CODE ROUND(AVG(AGE), 0)
F 29
M 26
```

**What are the total number of student credit hours and total number of students enrolled in Fairbanks campus?**

*Goal:  
Using "count  
and sum"  
in query.*

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List	TERM_CODE = '199901' COURSE_CAMPUS = 'F' REGISTRATION_STATUS = 'Enrolled'	count(distinct STUDENT_ID) sum(CRN_CREDIT_HOURS)	COURSE_SUBJECT count(distinct STUDENT_ID) sum(CRN_CREDIT_HOURS)

Sample resulting output:

```
COURSE SUBJECT count(distinct STUDENT_ID) SUM(CRN_CREDIT_HOURS)
ABUS          242                      894.1
ACCT          278                      925
```

**What is the total number of credit hours a student is enrolled in a specific term?**

*Goal:  
Using "sum"  
in query.*

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List	TERM_CODE = '199803' COURSE_CAMPUS = 'F' REGISTRATION_STATUS = 'Enrolled' STUDENT_NAME_LAST = 'Abrams' STUDENT_NAME_FIRST = 'Julene'	sum(CRN_CREDIT_HOURS)	STUDENT_NAME_LAST STUDENT_NAME_FIRST sum(CRN_CREDIT_HOURS)

Sample resulting output:

```
STUDENT_NAME_LAST STUDENT_NAME_FIRST SUM(CRN_CREDIT_HOURS)
Abrams           Julene           3
```

**Which non-degree-seeking students are taking 12 or more credits?**

*Goal:  
Using "sum"  
in query.*

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List	TERM_CODE = '199803' COURSE_CAMPUS = 'F' REGISTRATION_STATUS = 'Enrolled' PRIMARY_DEGREE_CODE = 'NDS'	Sum(CRN_CREDIT_HOURS) >= 12	STUDENT_NAME_LAST STUDENT_NAME_FIRST Sum(CRN_CREDIT_HOURS) >= 12

Sample resulting output:

```
STUDENT_NAME_LAST STUDENT_NAME_FIRST SUM(CRN_CREDIT_HOURS)
Smith             Sam             12
Smith             Jesse          13
```

Goal:  
Using "decode"  
in query.

**What Fairbanks courses do NOT have an instructor assigned to them?**

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List; Instructor Data	TERM_CODE = '199901' COURSE_CAMPUS = 'F'	decode(INSTRUCTOR_NAME _LAST, '(instructor not assigned)', 'Staff')	decode(INSTRUCTOR_NAME _LAST, '(instructor not assigned)', 'Staff') COURSE_TITLE COURSE_CRN Check box for "Retrieve only distinct rows"

Sample resulting output:

DISTINCT DECODE(INSTRUCTOR_NAME_LAST	COURSE_TITLE	COURSE_CRN
Staff	Abstract Algebra	33133
Staff	Admin Assistant Skills	36240
Staff	Adv Fisheries Pop Dynamics II	35526

**How many females and males per ethnic code are enrolled in courses this semester?**

Goal:  
Using "count  
and distinct"  
in query.

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List	TERM_CODE = '199901' COURSE_CAMPUS = 'F' REGISTRATION_STATUS = 'Enrolled'	count(distinct STUDENT_ID)	count(distinct STUDENT_ID) ETHNIC_CODE GENER_CODE

Sample resulting output:

COUNT(DISTINCT STUDENT_ID)	ETHNIC_CODE	GENDER_CODE
15	AA	F
13	AA	M
20	AE	F
14	AE	M
2	AH	F
1	AH	M
8	AI	F
10	AI	M
6	AK	F
3	AK	M

**What is the total credit hours and total students enrolled by course level at Fairbanks campus?**

*Goal:  
Using "substr,  
sum and count"  
in query.*

Category	View	Selection Criteria	User Defined Fields	Display Fields
Data...Student	Class List	TERM_CODE = '199901' COURSE_CAMPUS = 'F' REGISTRATION_STATUS = 'Enrolled'	Substr(COURSE_NUMBER,1,2) Sum(CRN_CREDIT_HOURS) count(distinct STUDENT_ID)	Substr(COURSE_NUMBER,1,2) Sum(CRN_CREDIT_HOURS) count(distinct STUDENT_ID)

Sample resulting output:

SUBSTR(COURSE_NUMBER,1,2)	SUM(CRN_CREDIT_HOURS)	COUNT(DISTINCT STUDENT_ID)
F0	1435.1	463
F1	20353	3396
F2	13620.5	2686
F3	9466	1826
F4	5949	1221
F5	95	71
F6	4845	797

**What students are enrolled in the Music major programs?**

*Goal:  
Using "or logic"  
in query.*

Category	View	Selection Criteria	Display Fields	Additional Detail Selection Criteria
Data... Student	Class List	TERM_CODE = '199901' COURSE_CAMPUS = 'F' REGISTRATION_STATUS = 'Enrolled'	STUDENT_NAME_LAST STUDENT_NAME_FIRST Check box for "Retrieve only distinct rows"	(PRIMARY_MAJOR_CODE_1 = 'MUSI' or PRIMARY_MAJOR_CODE_2 = 'MUSI' or SECONDARY_MAJOR_CODE_1 = 'MUSI' or SECONDARY_MAJOR_CODE_2 = 'MUSI')

Sample resulting output:

DISTINCT STUDENT_NAME_LAST	STUDENT_NAME_FIRST
Arnold	Susan
Jones	John
Smith	Joe
Smith	Sharon

## Appendix D

### Contact Information

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