In Query Manager, users can specify the sort order of the rows in the output table. For example, users can sort by name, employee id, department name, or paycheck dates.

1			Proc	edure for	Sorti	ng					
L.	Click Crea	ate New Query									
2.	Search fo	r the name of t	he table (reco	ord) you w	ant t	o ad	d				
_	Click the A	Add Record by	nerlink next to	o the corr	ect ta	hle					
•											
••	Select the		it columns (ne	eius) in the	Que	ry la	a				
5.	Go to the	Fields tab									
5.	Click the I	Reorder / Sort	button								
	Records	Query Expressions	Prompts Fiel	lds Criteria	Havi	ng	Depend	ency	Transformation	ns View	SQL F
	Que	ery Name New Unsav	ed Query			Descr	iption				
	View field a	reportion or use field or	oritoria in quany atatr	mont						Reorder / S	Sort
	Fields	roperties, or use field as	criteria in query state	ement.						ersonalize	Final V
	Col Record	I.Fieldname		Fo	rmat	Ord	XLAT	Agg	Heading Text		Ac
	1 A.EMP	LID - Empl ID		CI	nar11				ID		
	2 A.EMP	L_RCD - Empl Record		N	um3.0				Empl Record		
	3 B.NAM	IE_PSFORMAT - Name	(LN,FN)	CI	nar50				LN,FN		
	4 A.CHE	CK_DT - Paycheck Issu	ue Date	Da	ate				Check Dt		
	5 A.NW_	ENTRY_TYPE - Gener	al Ledger Tran Type	CI	nar3				GLTran Type		
	6 A.NW_	_GL_AMT - General Leo	lger Amount	SI	Vm12.2				GL Amount		
	Save	Save As	New Query	F	referenc	es		Prope	erties		
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Records Query Expressions Prompts Fields (Criteria Hav	ing	Depende	ency	Transformations View	SQL			
Query Name New Unsaved Query		Descr	ription						
View field properties, or use field as criteria in query statement.									
Fields Personalize									
Col Record.Fieldname	Format	Ord	KLAT	Agg I	Heading Text				
1 A.EMPLID - Empl ID	Char11	2		1	D				
2 A.EMPL_RCD - Empl Record	Num3.0	3		1	Empl Record				
3 B.NAME_PSFORMAT - Name (LN,FN)	Char50	1		1	LN,FN				
4 A.CHECK_DT - Paycheck Issue Date	Date	4D			Check Dt				
5 A.NW_ENTRY_TYPE - General Ledger Tran Type	Char3				GLTran Type				
6 A NW GL AMT - General Ledger Amount	SNm12.2			(GL Amount				