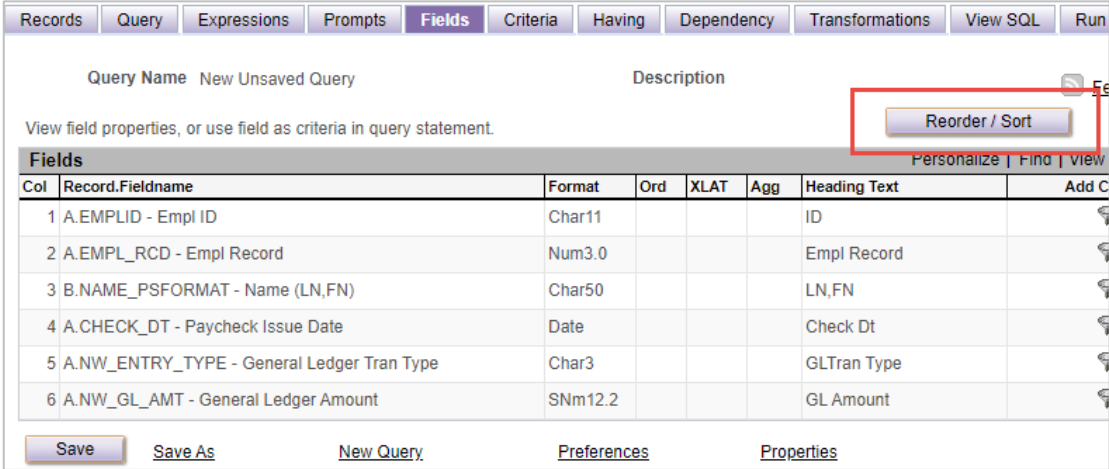
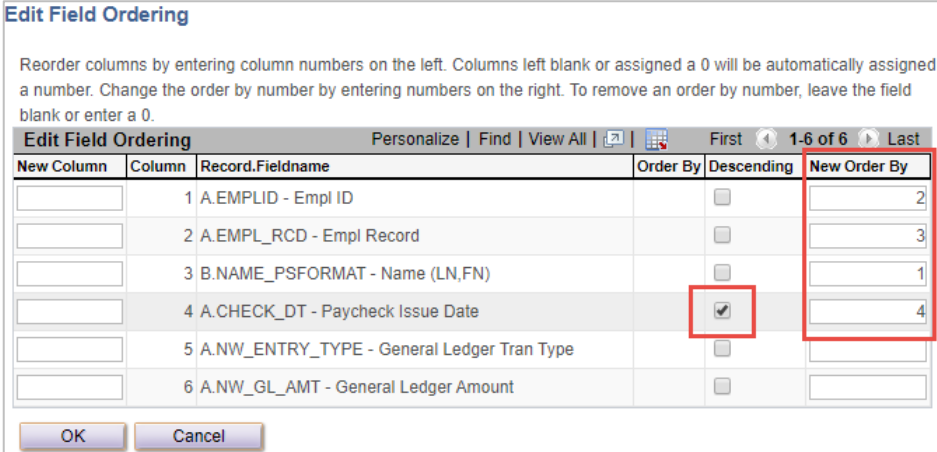



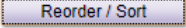
In Query Manager, users can specify the sort order of the rows in the output table. For example, users can sort by name, employee id, department name, or paycheck dates.

Procedure for Sorting	
1.	Click Create New Query
2.	Search for the name of the table (record) you want to add
3.	Click the Add Record hyperlink next to the correct table
4.	Select the desired output columns (fields) in the Query tab
5.	Go to the Fields tab
6.	Click the Reorder / Sort button
 <p>The screenshot shows the 'Fields' tab in Query Manager. At the top, there are tabs for 'Records', 'Query', 'Expressions', 'Prompts', 'Fields', 'Criteria', 'Having', 'Dependency', 'Transformations', 'View SQL', and 'Run'. Below these is a 'Query Name' field with 'New Unsaved Query' and a 'Description' field. A 'Reorder / Sort' button is highlighted with a red box. Below this is a table of fields with columns: Col, Record.Fieldname, Format, Ord, XLAT, Agg, Heading Text, and Add C. The table contains 6 rows of field information.</p>	
7.	<p>On the Edit Field Ordering page</p> <ul style="list-style-type: none"> • Enter the sort order into the New Order By column • Enter 1 for the first column you want to sort by, 2 for the next, etc. • Check the Descending checkbox if you want to order from largest to smallest • <i>Tip: If you sort by name, also add a secondary sort for ID number because multiple people can have the same name</i>
 <p>The screenshot shows the 'Edit Field Ordering' dialog box. It has a title bar and a toolbar with 'Personalize', 'Find', 'View All', 'First', '1-6 of 6', and 'Last'. Below is a table with columns: 'New Column', 'Column', 'Record.Fieldname', 'Order By', 'Descending', and 'New Order By'. The 'Descending' checkbox for the 4th row is checked and highlighted with a red box. The 'New Order By' column for the 4th row is highlighted with a red box. At the bottom are 'OK' and 'Cancel' buttons.</p>	
8.	Click OK







9. The new sort order will appear in the **Ord** column on the **Fields** tab. The letter D indicates descending order

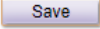

Records Query Expressions Prompts **Fields** Criteria Having Dependency Transformations View SQL Run

Query Name New Unsaved Query Description  Feed

View field properties, or use field as criteria in query statement. 

Fields Personalize Find View All

Col	Record.Fieldname	Format	Ord	KLAT	Agg	Heading Text	Add Crite
1	A.EMPLID - Empl ID	Char11	2			ID	
2	A.EMPL_RCD - Empl Record	Num3.0	3			Empl Record	
3	B.NAME_PSFORMAT - Name (LN, FN)	Char50	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	

  [New Query](#) [Preferences](#) [Properties](#)