

PBS Query Builder

User Guide

Passport Business Solutions™

V 12.05

Passport Business Solutions
Passport Query Builder User Guide
09/20/2017

If you have any comments or suggestions about this guide, please send your feedback to:

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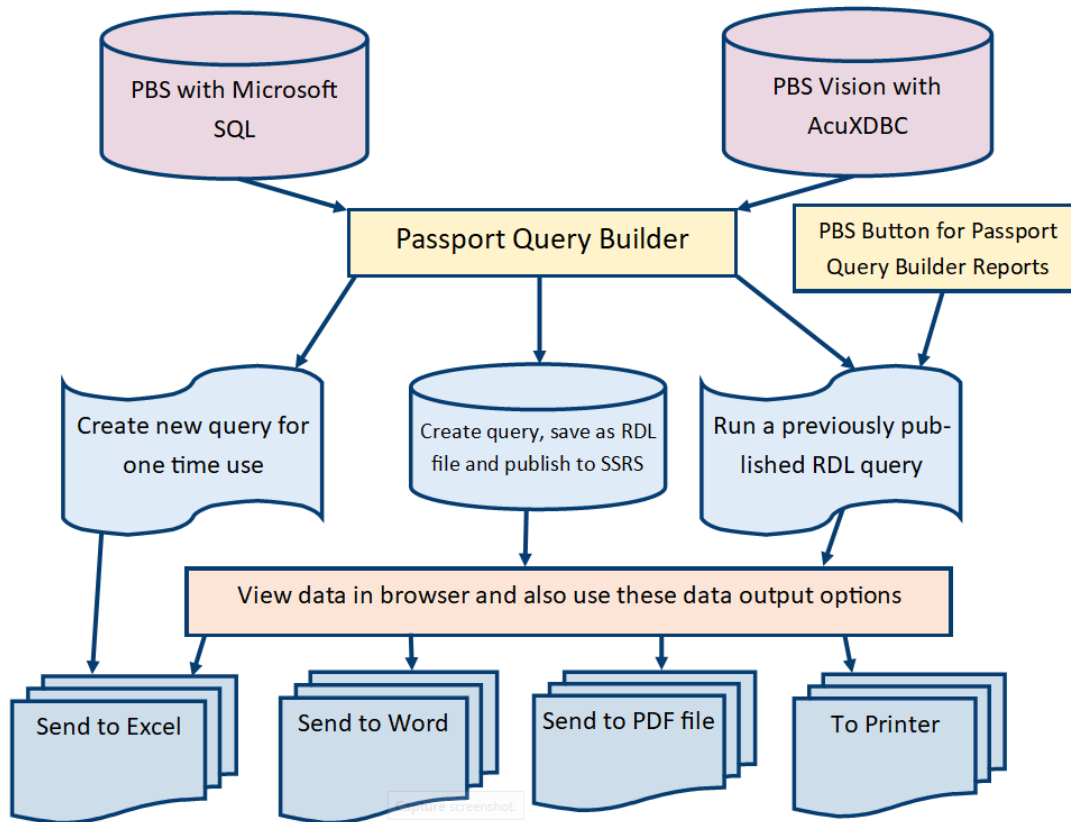
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Overview

Passport Query Builder is an application designed to create reports, using Passport Business Solutions data, based on any ODBC or AcuXDBC™ source. It will access PBS Vision and SQL system data. Here is a graphical view how the data flows using Passport Query Builder:



Requirements

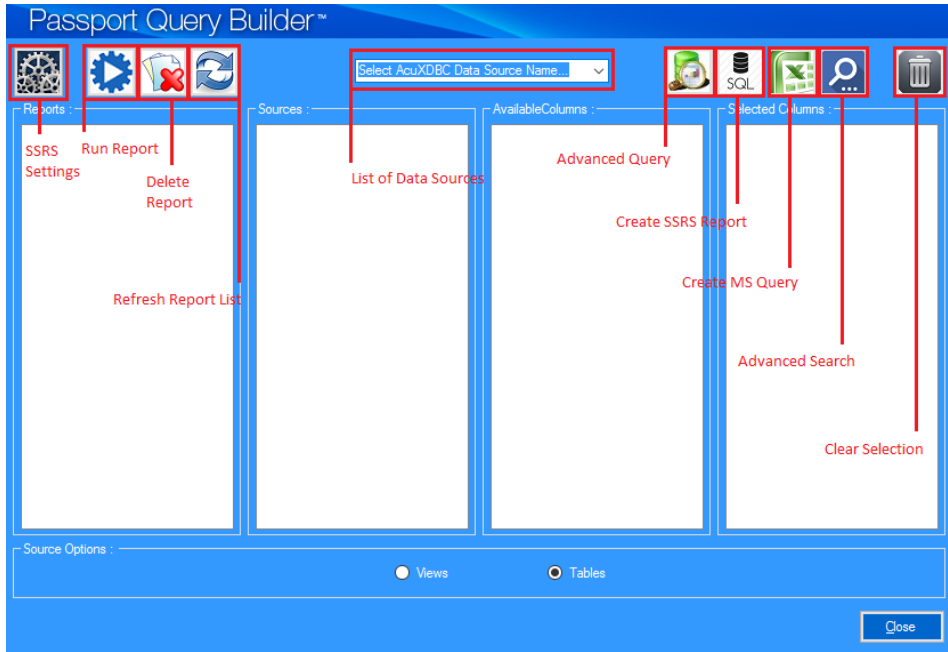
- SSRS must be configured and ready for use. If not, see *SQL Reports and Passport Query Builder Configuration* guide.
- .Net Framework 4.0
- Internet Explorer is the recommended default browser for each workstation using Query Builder. Other browsers will work but there are limitations.
- Report Builder 3.0 should be installed on each workstation and used to modify a query after it is created with Passport Query Builder. It is available here: <https://www.microsoft.com/en-us/download/details.aspx?id=42301>

Training for SSRS (Report Builder) is available online. Search for *wise owl tutorials ssrs* and links to YouTube videos will be available. It should take you to here: <https://www.youtube.com/playlist?list=PL7A29088C98E92D5F>

Passport Query Builder Functions

Start Passport Query Builder.

A screen like the following should display. Hold your mouse over the buttons to view the names of the buttons.



Passport Query Builder buttons and descriptions:

Button	Description
SSRS Settings	Changes your <i>SQL Server Reporting Services Configuration</i> settings. Do not attempt this unless you read and understand the <i>SQL Reports and Passport Query Builder Configuration</i> guide first.
Run SSRS Report	Once a report has been created, highlight the report and select this button to run it.
Delete SSRS Report	This removes a report you no longer need. Highlight the report first before you select the button.
Refresh Report List	This button refreshes the list of reports. This is useful after you publish a new report.
Create SSRS Report	This button creates the report, once the tables and columns are selected. See the Creating SSRS Reports section next.
Create MS Query	See the Creating Microsoft Queries section below.
Advanced Query	See the Using Advanced Search section below.
Advanced Search	See the Using Advanced Query Tool selection below.

PBS Vision - Refreshing the SQL Database

This only applies if you have a PBS Vision system.

As the **Export Data** button refreshes the PBS data in the SQL database, it **needs to be run periodically** in order to have up-to-date information when running Passport Query Builder.



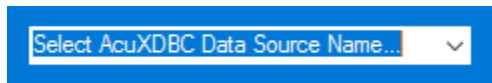
This function exports data to the SQL Server Management Studio database. You should run this function when everyone is out of PBS. Depending on the amount of data you have and your system resources, the export can take a while.

How to use Query Builder

This section describes how to create an SSRS report, create a Microsoft Query, use advanced search and use the advanced query tool.

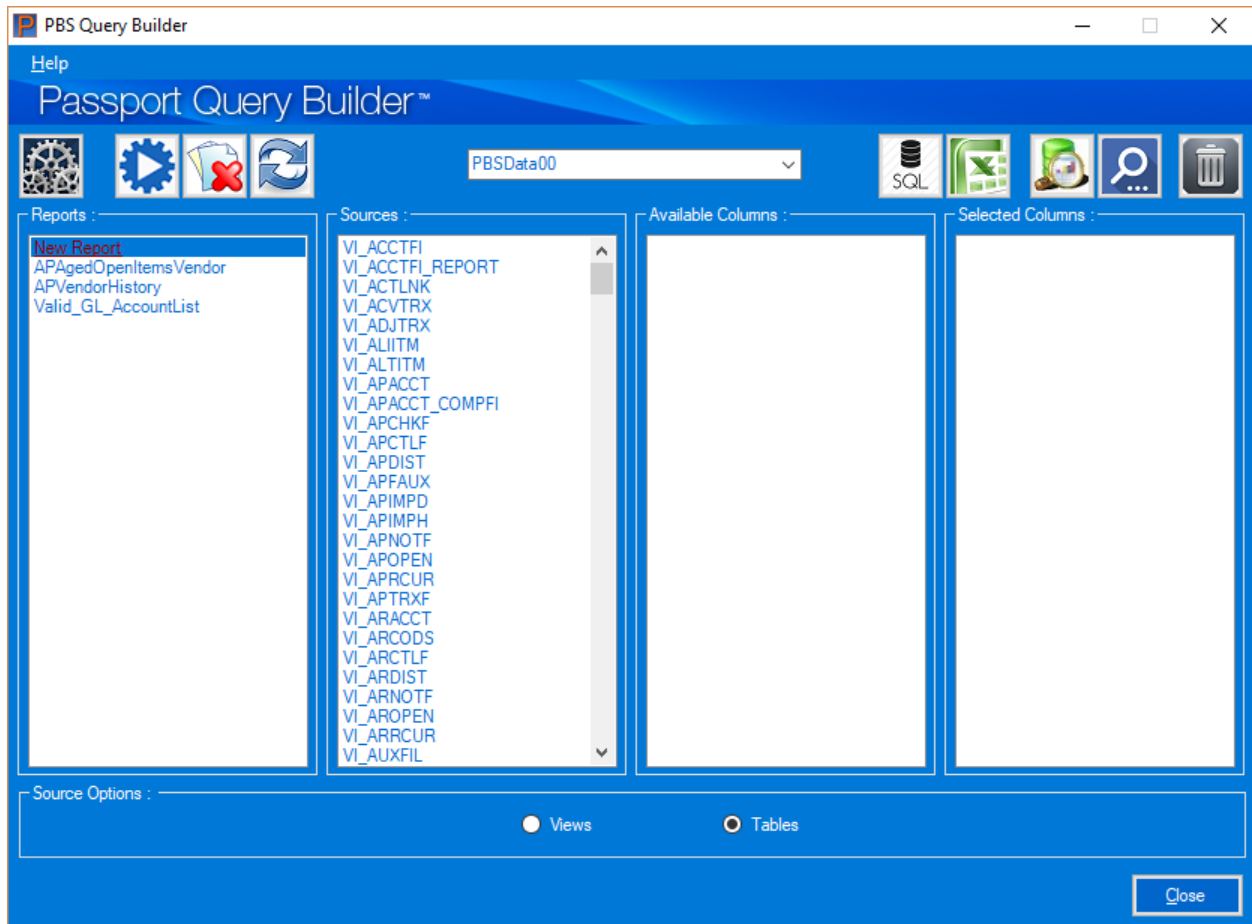
Creating SSRS Reports

This is the Data Sources drop box:

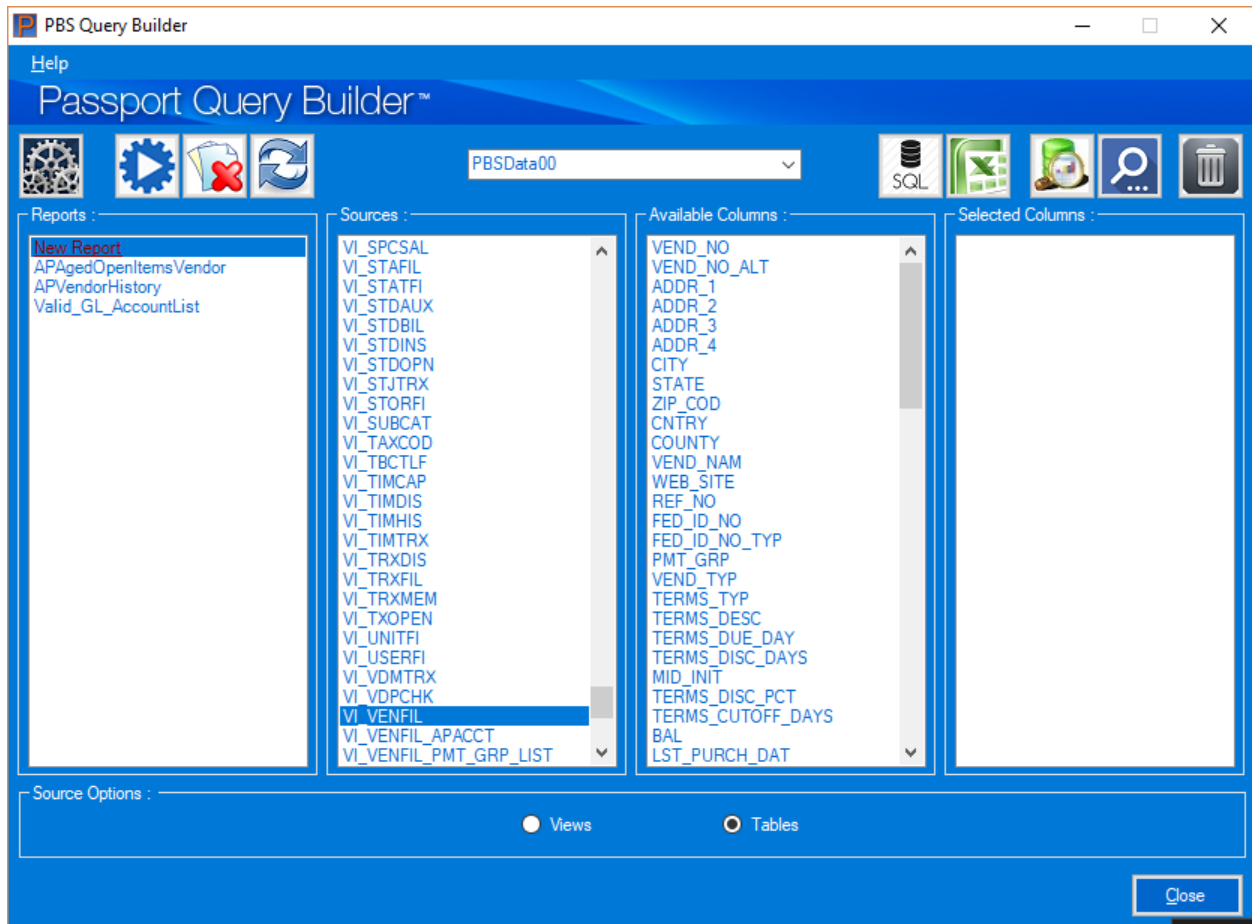


- From the Data Sources drop box, choose your Data Source Name (DSN). In our example below it is PBSDATA00.
- In the *Reports* list box, click on *New Report* and the tables available from your database will display in the *Sources* list.
For a description of each table and each column, see the PBS 12.05 [Field Definition Guide](#). Note that the tables in the guide do not have the VI_ as part of the name. For example, VI_ACCTFI is called ACCTFI in the guide.

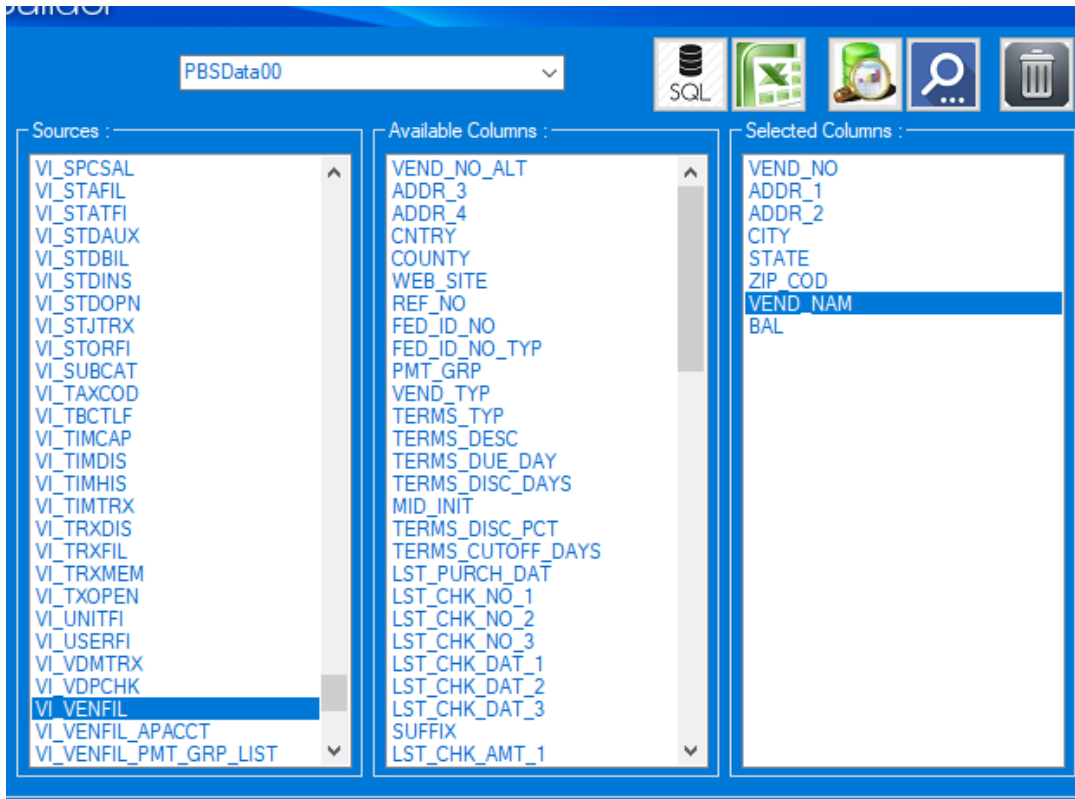
For our example, here is a list of available tables:



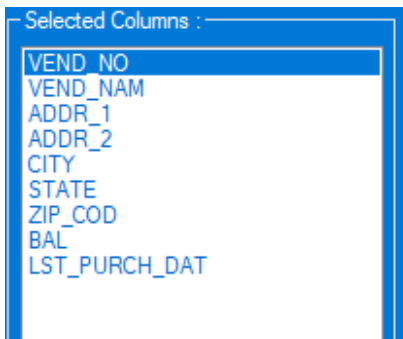
- Select a table to use for your new report by clicking on the table in the Sources list. The columns (fields) for the selected table display in the *Available Columns* list as seen here:



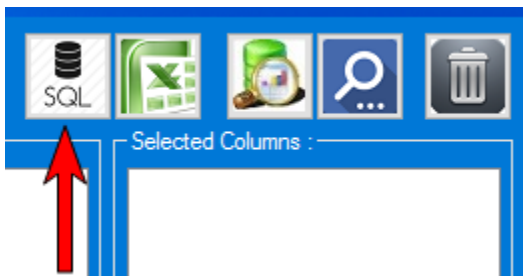
- If the Source you selected is not correct, click on the *Clear Selection* (trash can) button, on the far right to remove the *Available Columns* list and *Selected Columns* list. Select a different Source.
- In the *Available Columns* list, use Alt+Right Arrow or double click each column you want to select for your new report. To de-select a column use the mouse to drag it back to Available Columns or use Alt+Left Arrow. Each column displays in the *Selected Columns* list. Here is an example with vendor columns:



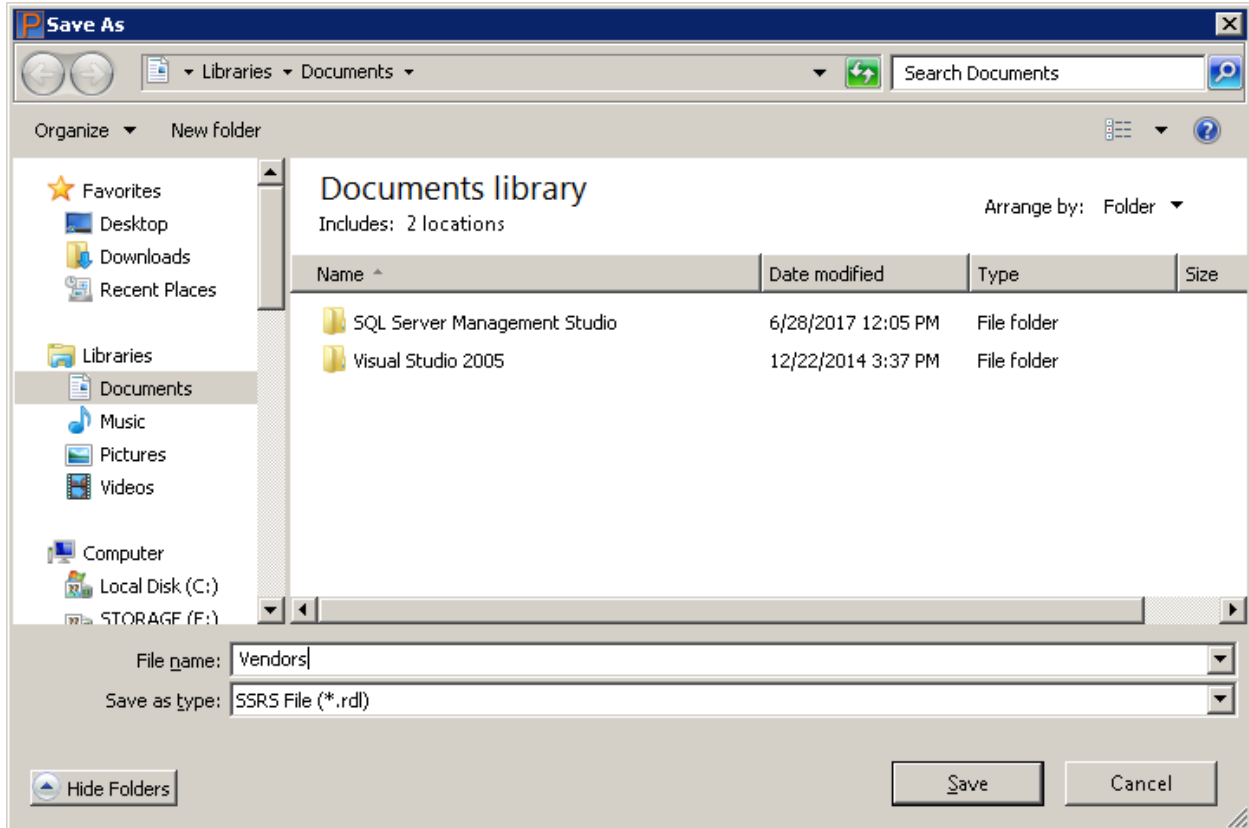
Notice that the vendor name (VEND_NAM) column is near the bottom. To move the vendor name up the list just under vendor number use the Alt+Up arrow. To move a column down use Alt+Down arrow. Here is the final list of Selected Columns:



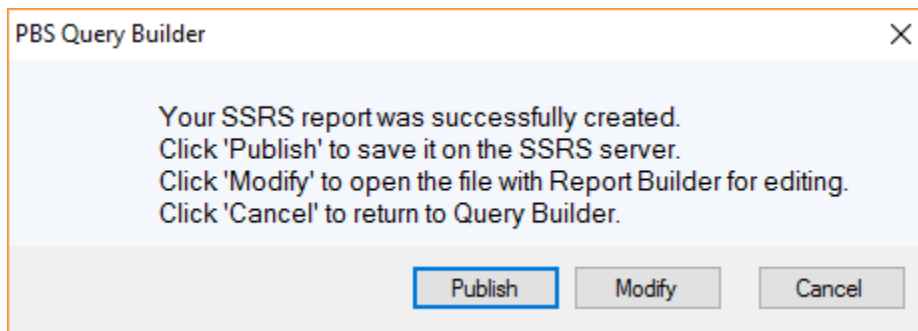
- To save your work, click the *Create SSRS Report* button which is this:



- The *Save As* window displays:

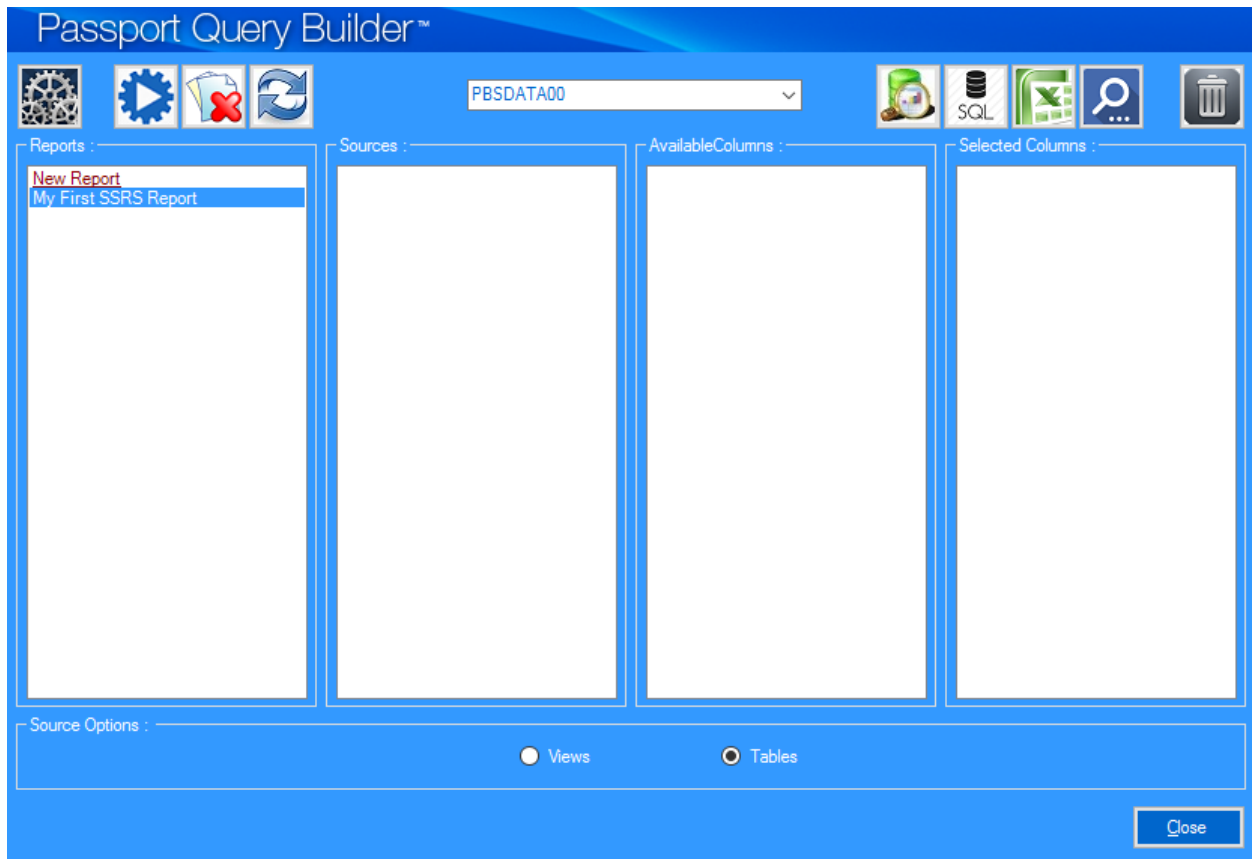


- Choose a location and name for your new report and click the *Save* button. The report is saved with an *.rdl* file extension, which is suitable for modifying with Report Builder 3.0. The default location may be in your local documents folder. You may change this. In our example above we created a folder called PBS Reports and the report is saved there.



- Click the *Publish* button to save your new report directly on your SSRS Server.
- Click the *Modify* button to open the report in Report Builder 3.0. Report Builder must be installed for this function.

Publish

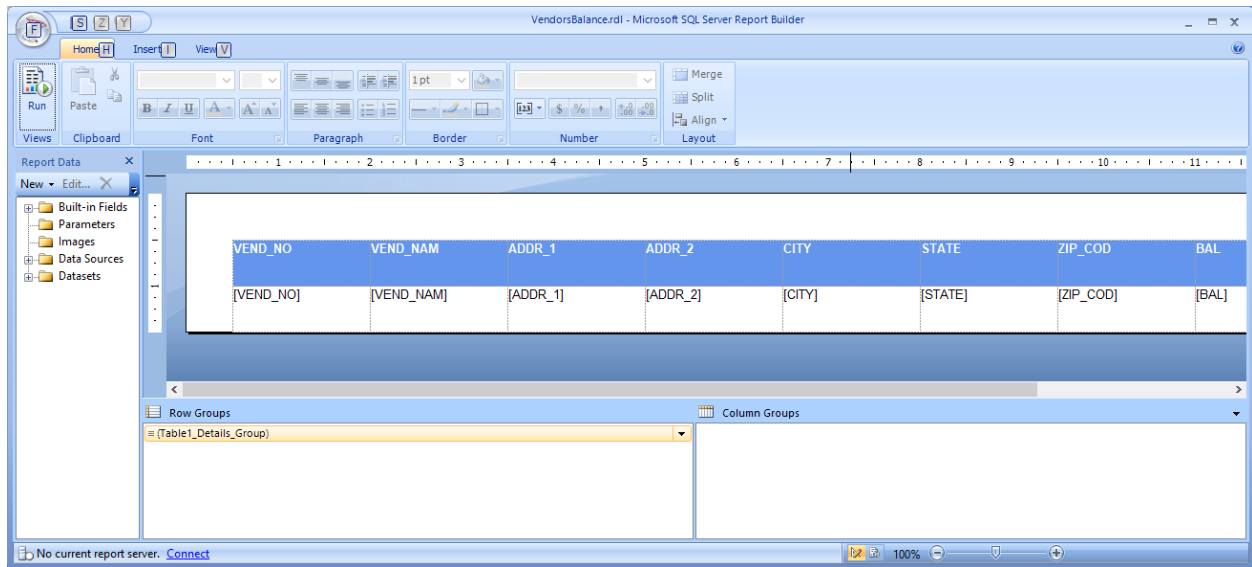


- Select the *Refresh* button and your new SSRS report now can be accessed from the *Reports* list box.

Modify

Use the modify function to make the column headings more user friendly and to modify the way the report outputs the data.

- When you click the *Modify* button, your report will open in the Report Builder 3.0 application and be available for editing. If Report Builder is not installed you will get an error.
- The report in Report Builder looks similar to this:



- In Report Builder you can easily modify the column names and the data. Just click on a header name and start typing. Also, the date format was modified by right clicking on [LST_PURCH_DAT], selecting Text Box Properties, selecting Number and then Date.

Report Builder has many functions and features that are not covered here. In the [Requirements](#) section there is a link to SSRS (Report Builder) video training.

Here are the modified headers names.

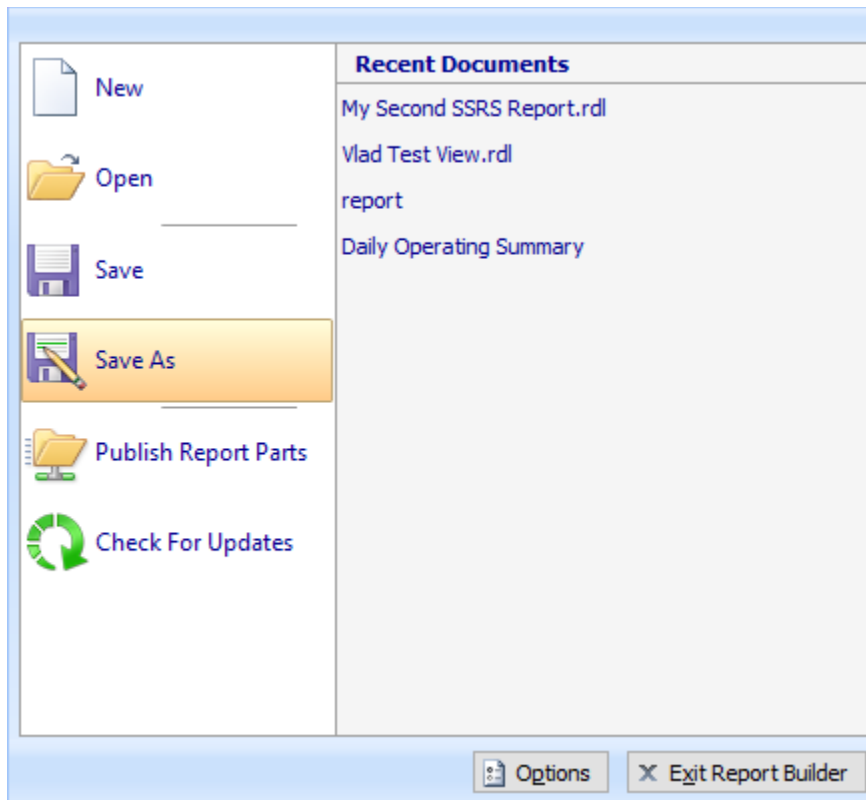
Number	Vendor Name	Address 1	Address 2	City	State	Zip	Balance	Last Purchase Date
[VEND_NO]	[VEND_NAM]	[ADDR_1]	[ADDR_2]	[CITY]	[STATE]	[ZIP_COD]	[BAL]	[LST_PURCH_DAT]

- To test your work, select the Run button. If it is not what you want, click on the Design button and change it more. Here is the result when selecting Run:

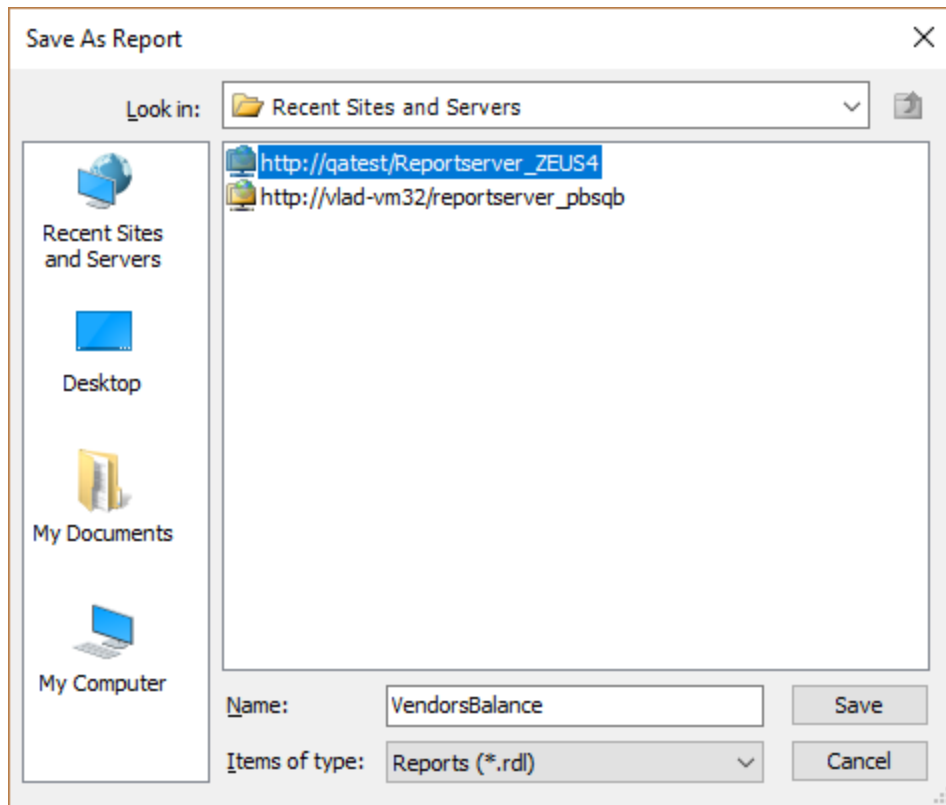
Number	Vendor Name	Address 1	Address 2	City	State	Zip	Balance	Last Purchase Date
PS	Pauline Smith	512 First Avenue		New York	NY	08940	0.00	
&1	Signo \$ Uno	Nezahualcoyotl 120 Piso 1Centro		Mexico City D.F.		06082	0.00	6/10/2016
*123	Temp						0.00	11/8/2016
*MISC	Misc						0.00	
*TEMP	Temp						0.00	
000002	Chicago Office Supplies	700 N Sheridan Road		Chicago	IL	60045	100.00	7/24/2017
000011	Anderson John	PO Box 436		Whitehall	WI	53216	0.00	

- In order to publish the report you must be connected to the report server. To do so select Publish Report Parts. Enter the report server address. It will be something like this: http://qatest/ReportsServer_Instance. After your server is entered you may continue.

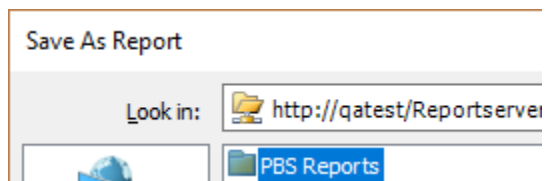
Publish it to your SSRS Server by selecting *Save As*:



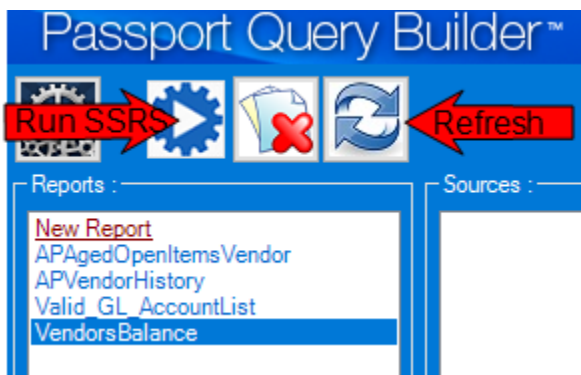
- Click on *Recent Sites and Servers*.



- Double click on the server. It will show PBS Reports as the folder:



- Then click on the PBS Reports folder and the PBS report server company folders display. If this is for company 00, select the PBSDATA00 folder. You may close Report Builder.
- Go back to Passport Query Builder. Select the *Refresh Report List* button and your new report will appear in the *Reports* list box as seen below:



- Highlight the report name you want to run and click the *Run SSRS Report* button. The data opens in Internet Explorer:

Number	Vendor Name	Address 1	Address 2	City	State	Zip	Balance	Last Purchase Date
PS	Pauline Smith	512 First Avenue		New York	NY	08940	0.00	
&1	Signo \$ Uno	Nezahualcoyotl 120 Piso 1	Centro	Mexico City D.F.		06082	0.00	6/10/2016
*123	Temp						0.00	11/8/2016
*MISC	Misc						0.00	
*TEMP	Temp						0.00	
000002	Chicago Office Supplies	700 N Sheridan Road		Chicago	IL	60045	100.00	7/24/2017

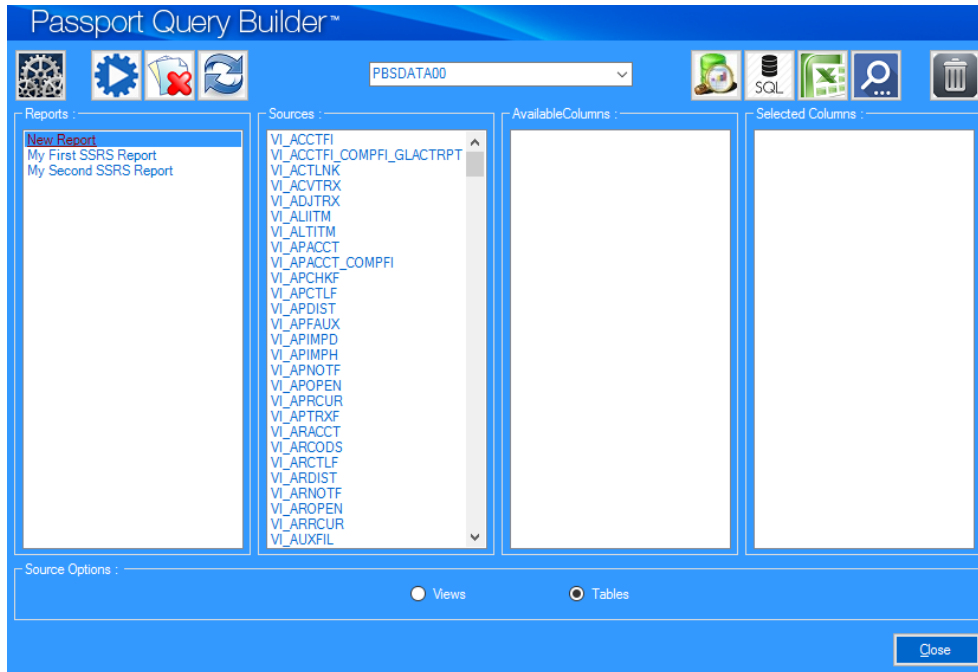
From there you may export the data to Acrobat (PDF), Excel or a Word document, refresh the data, or print the report by selecting one of these buttons:



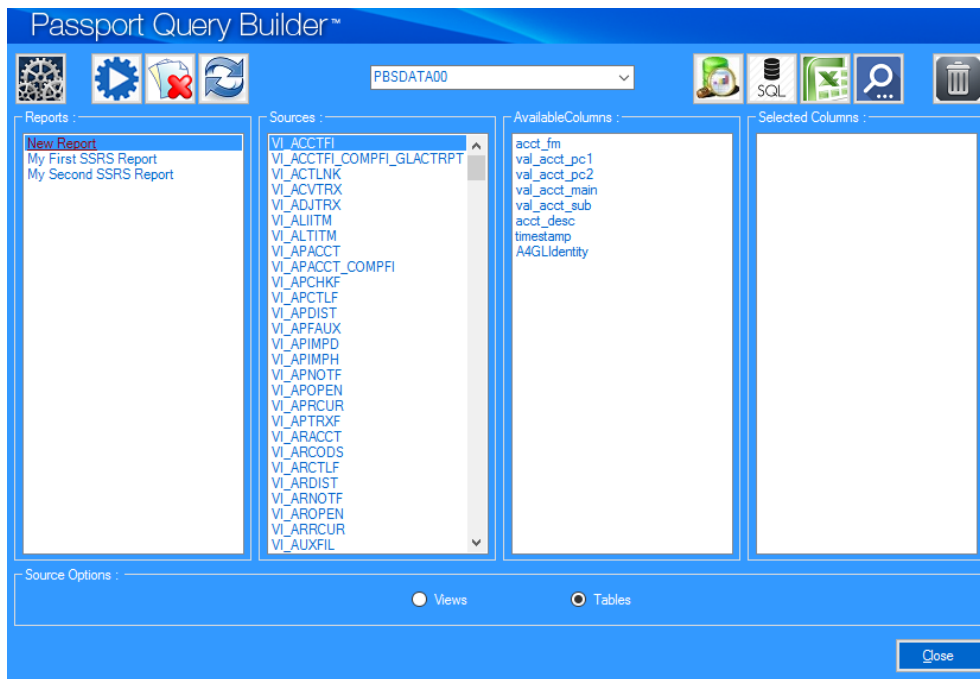
When you select the left button, you have the choices of PDF, Excel or Word. After selecting one of them, you will be asked *Do you want to open or save file name from server name*. You may either select Open, Save or Cancel.

Creating Microsoft Queries

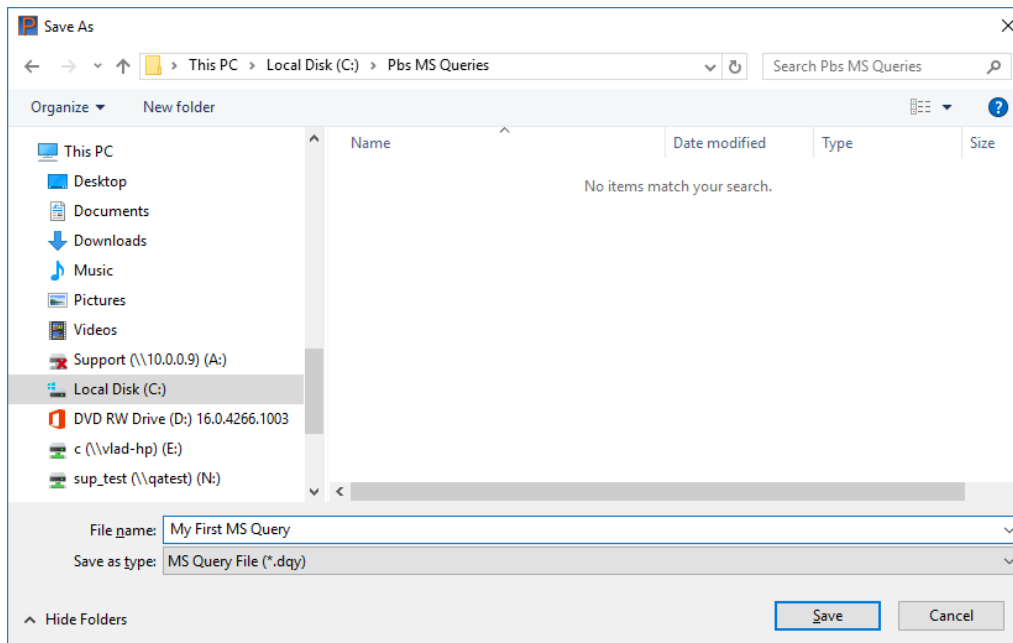
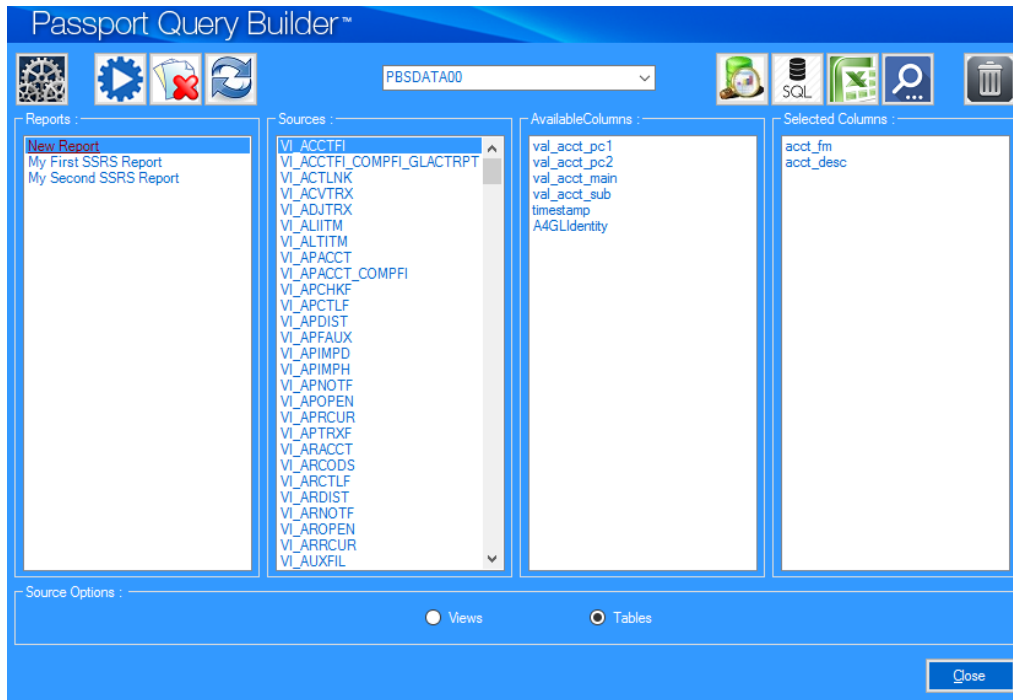
- Click on *New Report* in the *Reports* list box. The *Sources* column displays the available Tables or Views.



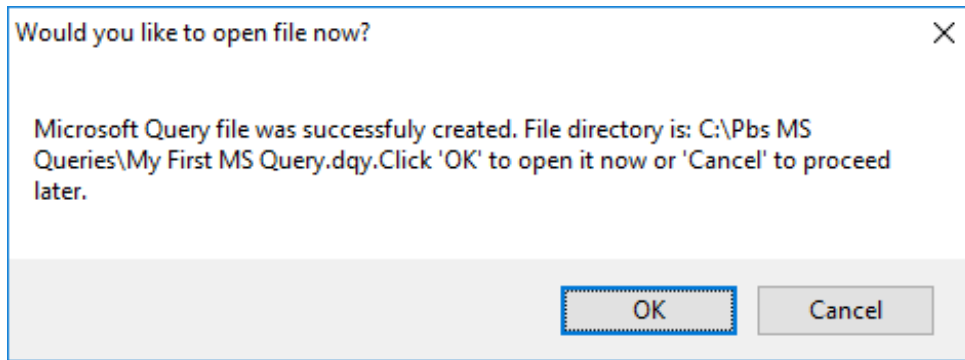
- Select a table or view to use.



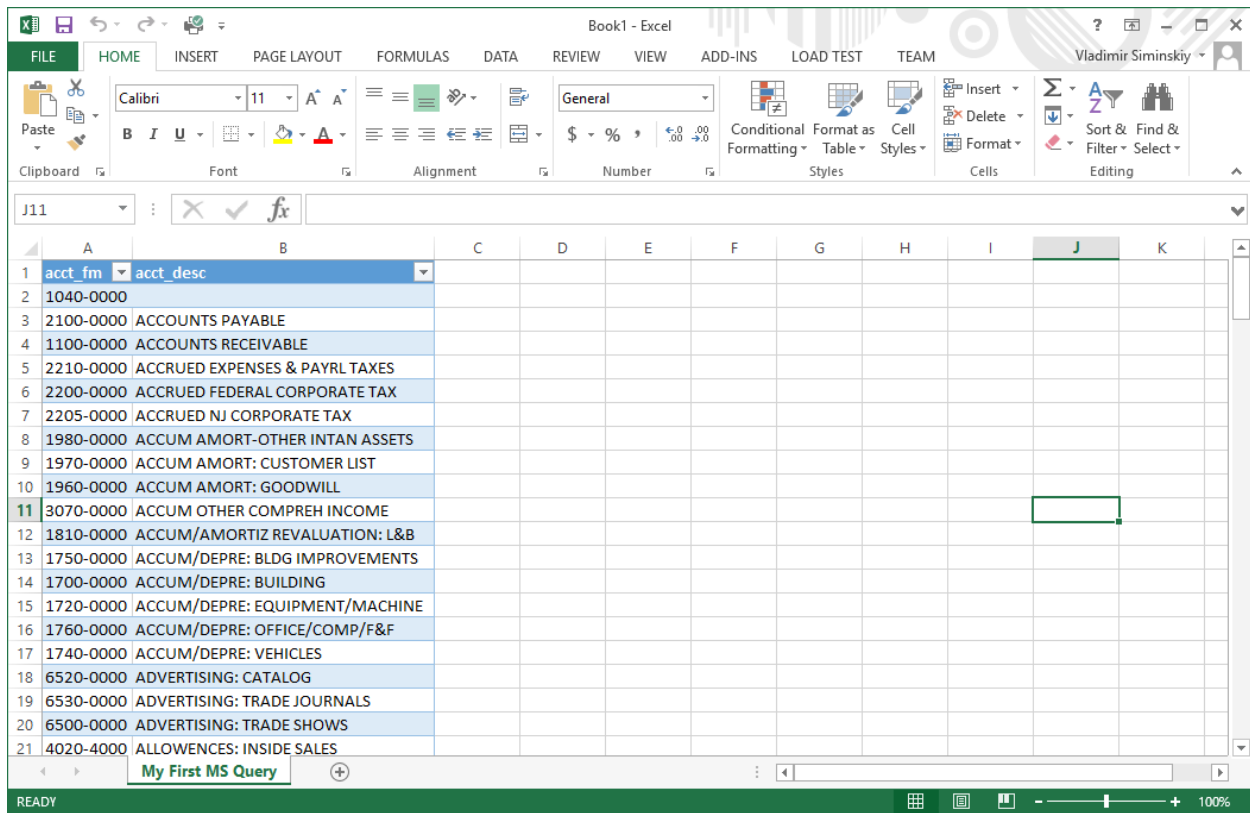
- Double click the columns you wish to add to your report.
- When finished click the *Create MS Query* button.



- Choose a location and name for your MS Query and click the Save button.

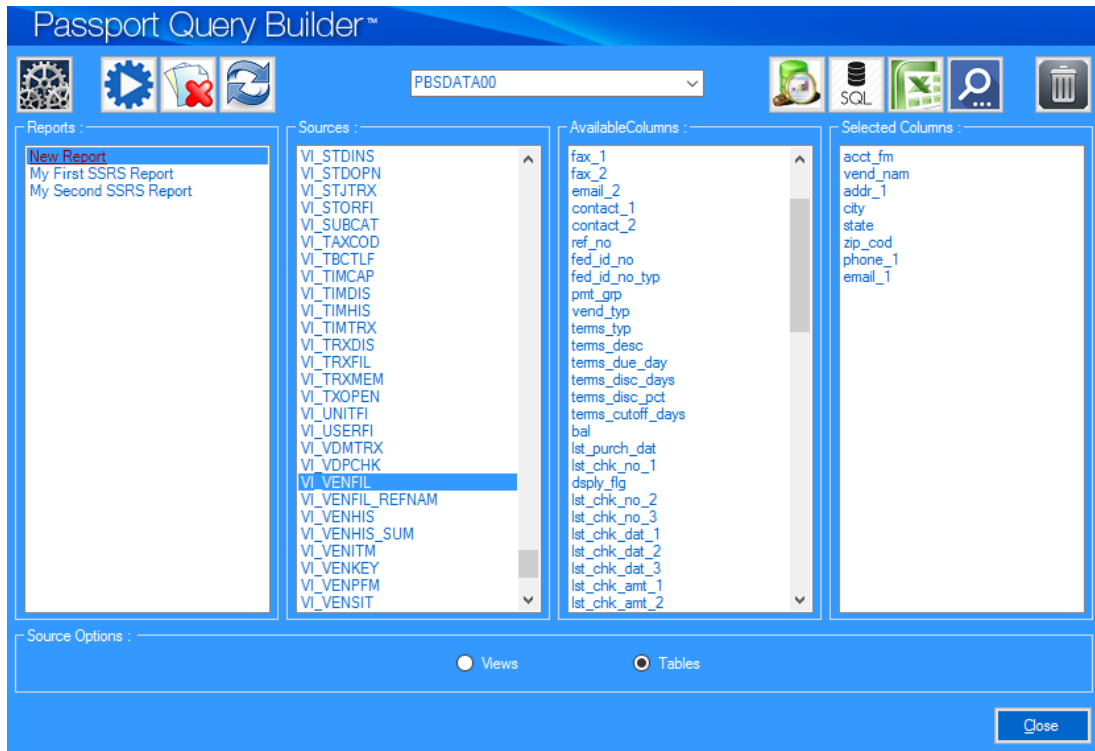


- Click 'OK' to open your MS Query file.



Using Advanced Search

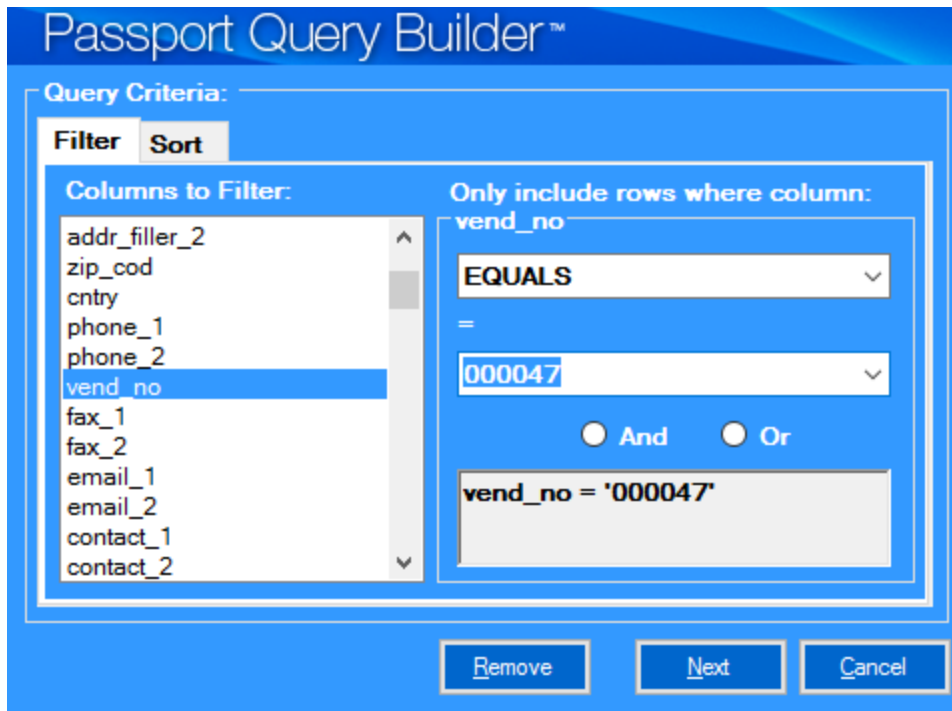
The columns have been selected for a basic query, like this:



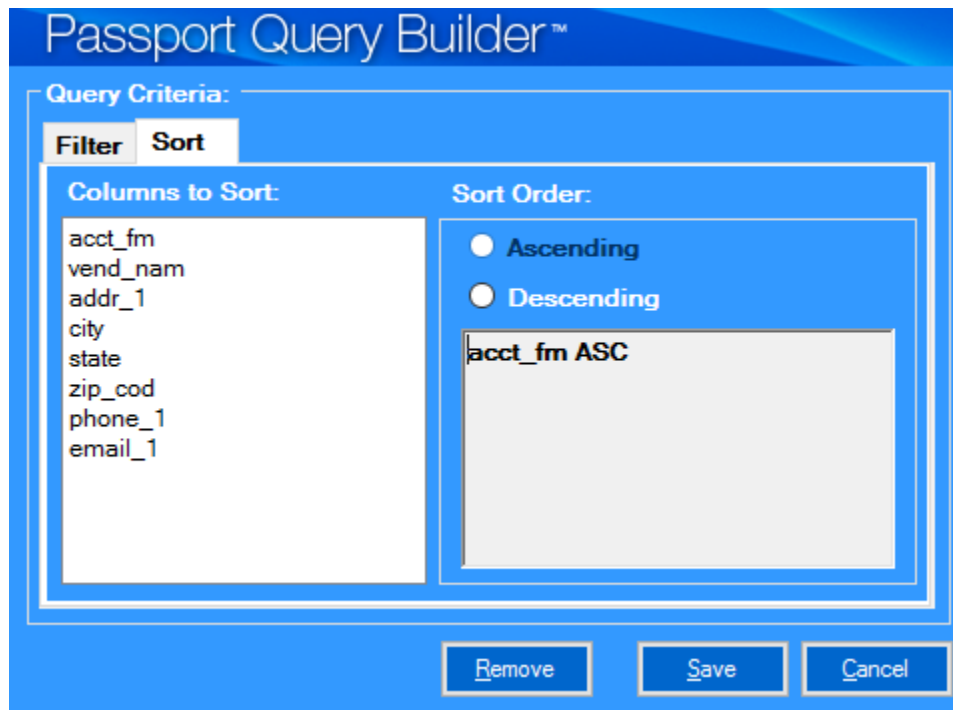
- When you are done with the basic query, click on the *Advanced Search* button.



- This screen displays:



- Click the *Next* button.



- Select a name from *Columns to Sort* list, choose *Sort Order* and click the *Save* button.
- Now you are ready to create either an MS Query or SSRS report with your selected conditions.

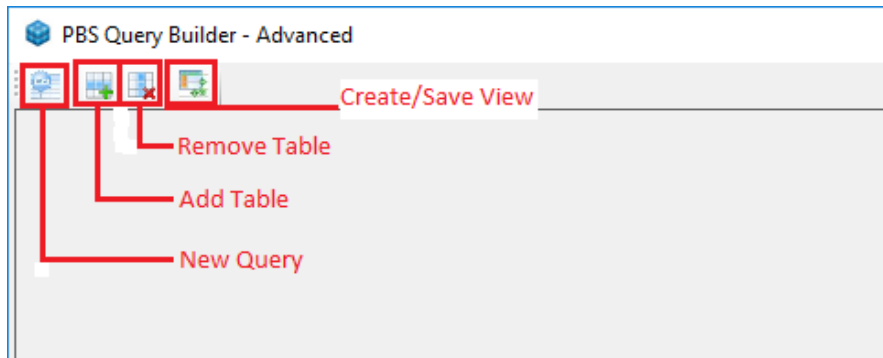
Using Advanced Query Tool

The Advanced Query Tool will allow you to create a new View which can be used in your queries.

To get started, click on the Advanced Query button:



The Advanced Query Tool allows you create queries based on one or multiple tables of your choice.



- The *Create New Query* button resets the screen when starting a new query.
- The *Add Table* button allows you to add a table to your query. This is where you normally start.
- Remove Table allows you to remove a table from your query.
- Create/Save View is the last step finish your work.

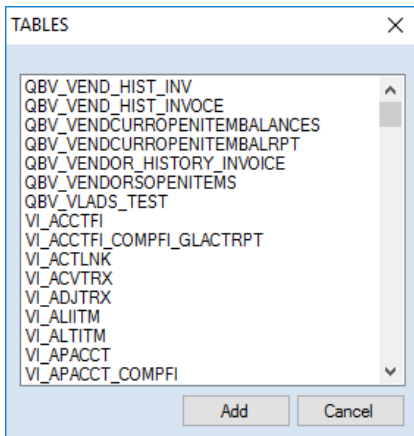
Add Table

You may add as many tables as you like, however there needs to be a relationship between the tables so they can be linked. A relationship is often something like a vendor number, customer number, item number and so on.

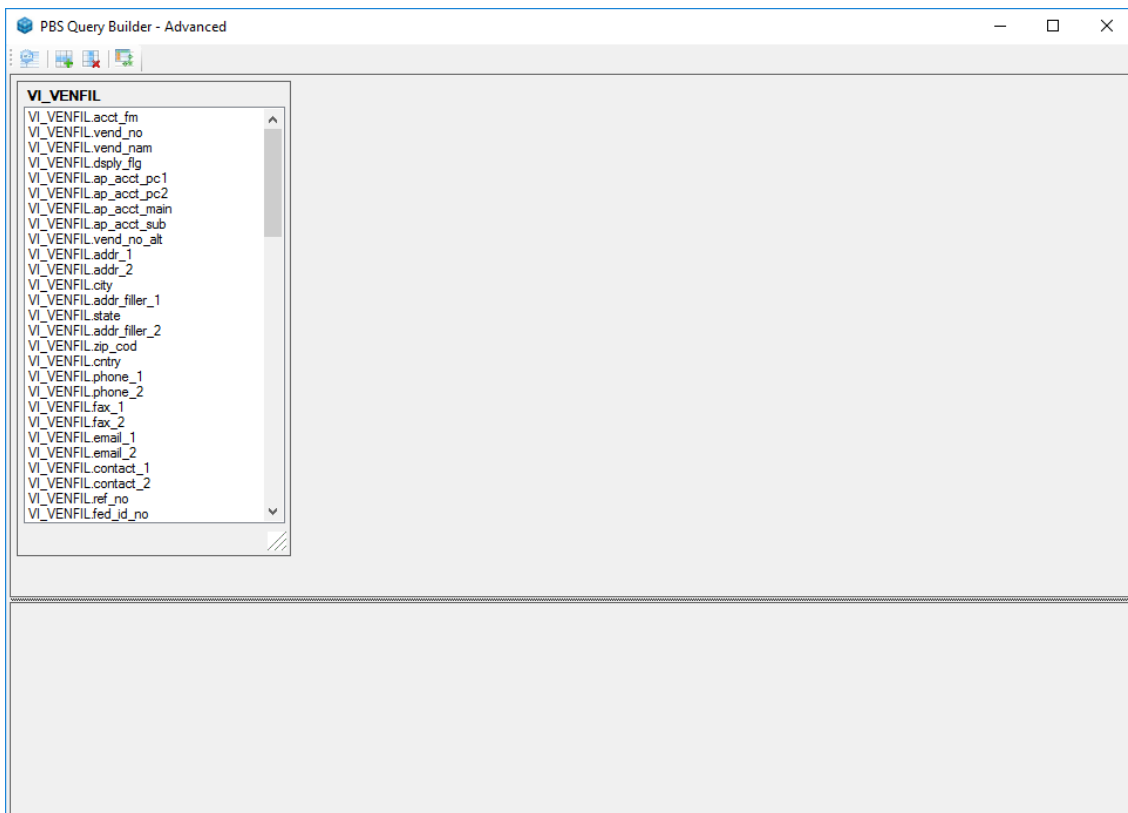
- Click the *Add Table* button.



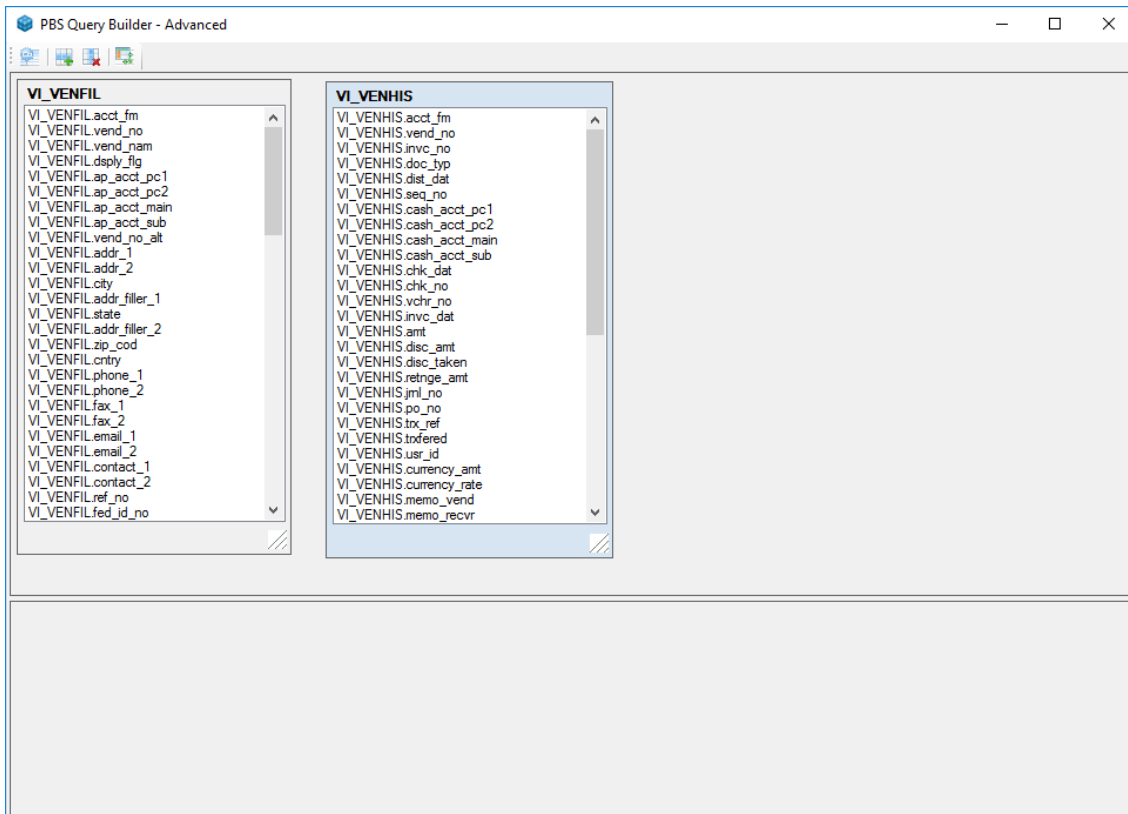
- This window displays:



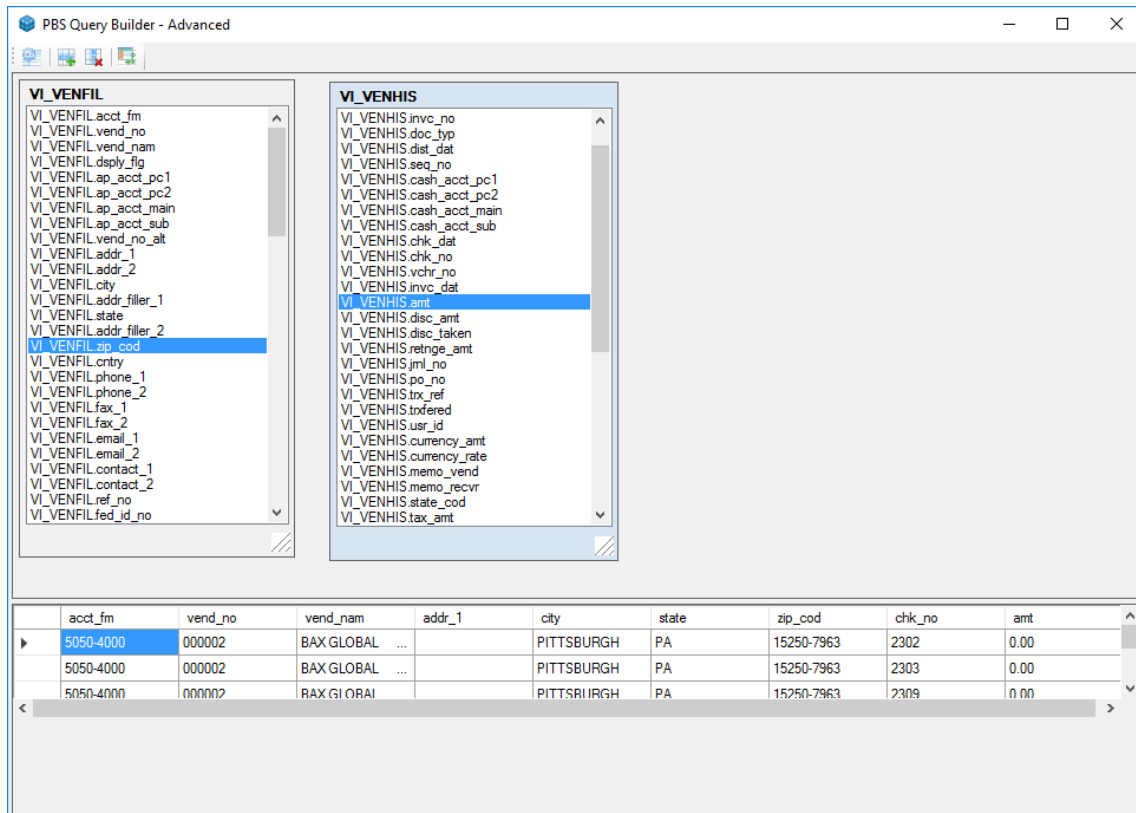
- Select a table or view name and click the *Add* button. The view names display first. The table names all start with *VI_*. Select your table and click on the Add button. In this case I added *VI_VENFIL*. The following columns display:



- If you need to add more tables or views to your query, click on Add table, select your table and click on the Add button. The Vendor history (VENHIS table) has been as you see below:



- Select and double click columns you wish to have in your new query.



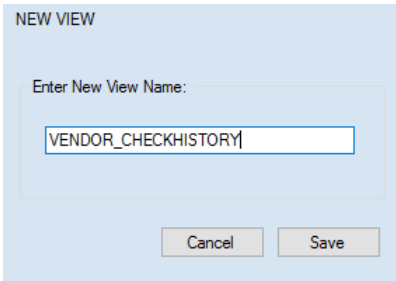
Right click on any column to delete the column.

Create View

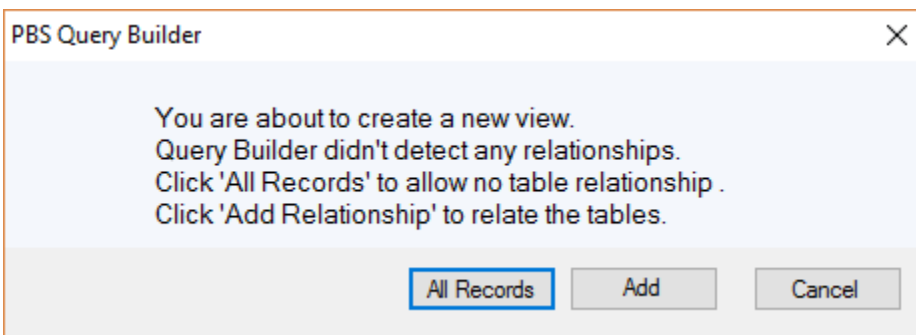
- When ready click the *Create View* button:



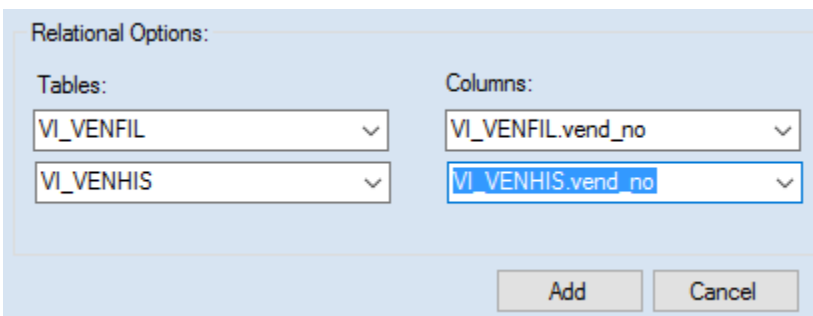
- Enter a Name for your new view and click the *Save* button.



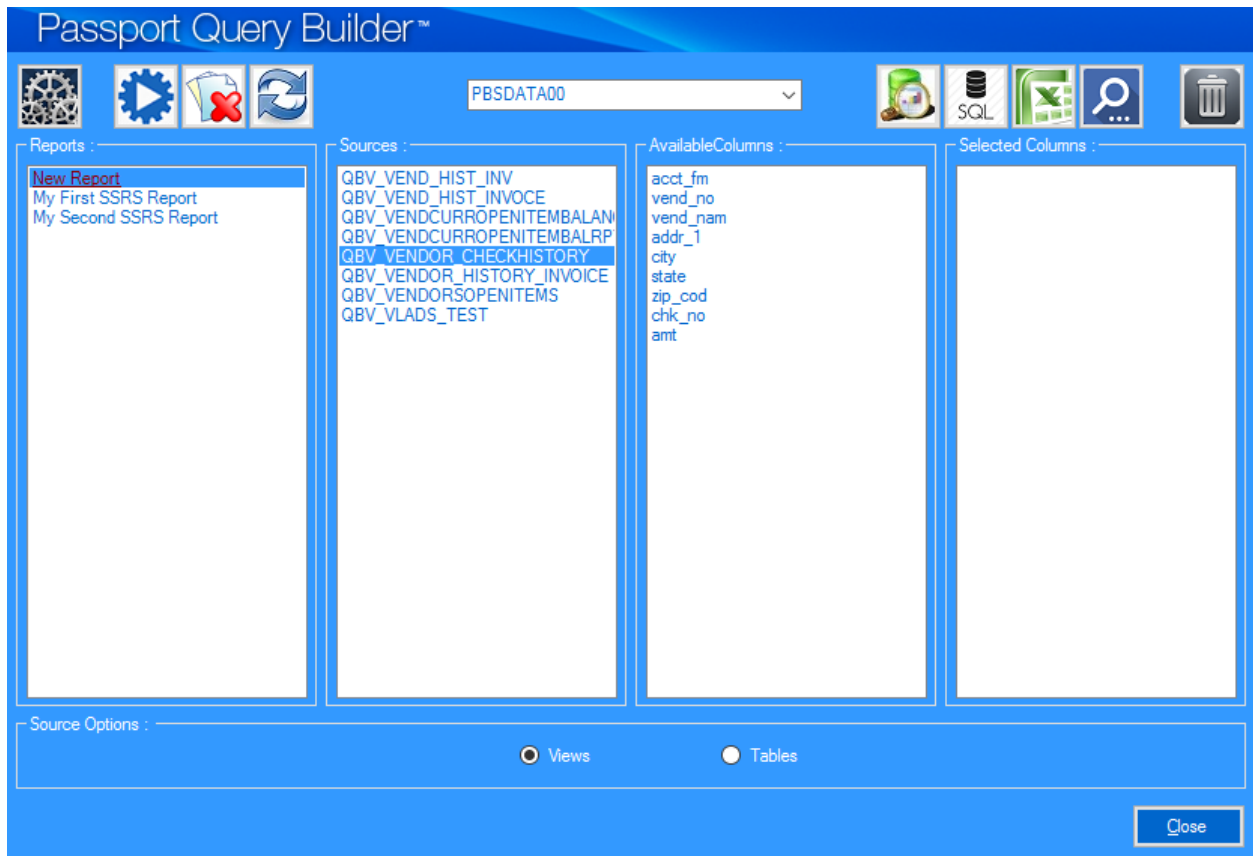
- You'll receive the following message.



- If you choose *All Records*, a view will be created and will appear in the *Sources* list box on the main Query Builder window. All the records from the tables selected are displayed with no relationship.
- If you click the *Add* button, the window below displays where you may select the *Relational Options* for your tables or views.



- Click the *Add* button.



- A new view was created and appears in the *Sources* list box on your main Passport Query Builder window. You can now build reports based on that view.

Glossary

- AcuXDBC** Developed by Microsoft, ODBC is a library of standardized data access functions used to connect Windows applications to relational and non-relational databases. Two ODBC products, AcuXDBC and Acu4GL for ODBC, are designed to ease the use of ACUCOBOL-GT applications and data in a Microsoft Windows environment.
- Column** In the context of a relational database, a column is a set of data values of a particular simple type, one for each row of the table. The columns provide the structure according to which the rows are composed.
- DSN`** A data source name (DSN) is a data structure that contains the information about a specific database that an Open Database Connectivity (ODBC) driver needs in order to connect to it.
- MS SQL** SQL is used to communicate with a database. SQL statements are used to perform tasks such as update data on a database, or retrieve data from a database. Some common relational database management systems that

use SQL are: Oracle, Sybase, Microsoft SQL Server (MS SQL), Access, Ingres, etc.

Report Builder Report Builder is a report-authoring tool. It is a free stand-alone application from Microsoft that provides an intuitive way for anybody to create reports from data. It uses an interface that is similar to Microsoft Office, and supports the full capabilities of SQL Server Reporting Services.

Source This is the origin of the PBS data.