## **Applying an Aggregate Function**

An **aggregate function** is a special type of operator that returns a single value based on multiple rows of data. When your query includes one or more aggregate functions, PeopleSoft Query collects related rows and displays a single row that summarizes their contents.

For example, suppose you create an Order query that includes Customer ID and Amount fields for each item ordered. You want to find out how much each customer has ordered. Without any aggregate functions, this query would return one row for every customer and amount combination. If you apply the aggregate function **Sum** to the Amount field, the query can be narrowed down to display one row that summarizes the amount for each customer.

When you apply an aggregate function to a field, you are redefining how PeopleSoft Query uses the field throughout the query. Essentially, the application replaces the field, wherever it occurs, with the results of the function. If you select the field as a display column, PeopleSoft Query displays the aggregate values. However, if you use the field as an order by column, the application organizes the results in an order that is based on the aggregate values.

In this topic, you need to create a query to display the total number of invoices in a table. To this query, you will add the **Count** aggregate function. The query will return a single row of data displaying the total number of rows in the table. Then, you will display the invoice count categorized by the invoice types.

## Procedure

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| 1.   | Begin by navigating to the <b>Records</b> page.<br>Click the <b>vertical</b> scrollbar. |

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| 2.   | Click the <b>Reporting Tools</b> link. |

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| 3.   | Click the Query Manager link. |

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| 4.   | Click the Create New Query link.  |
| 5.   | The <b>Records</b> page enables you to select the records upon which to base the new query. You can search for existing records by entering appropriate keywords. |

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| 6.   | You need to create a query based on the Bill Header record. Enter a key word to search for this record.<br>Enter the desired information into the <b>Description</b> field. Enter " <b>BI_HDR</b> ". |
| 7.   | Click the <b>Search</b> button.  |
| 8.   | To create a query based on the BI_HDR record, navigate to the <b>Query</b> page for this record.<br>Click the <b>Add Record</b> link.  |
| 9.   | The <b>Query</b> page appears, displaying several fields. Use this page to add fields to a query.  |

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| 10.  | Add the INVOICE field to the query.<br>Click the <b>Fields</b> option. |

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| 11.  | Next, you need to modify the INVOICE field on the <b>Fields</b> page.<br>Click the <b>Fields</b> tab.  |
| 12.  | The <b>Fields</b> page enables you to view how fields are selected for output, view the properties of each field, and change headings, order-by numbers, and aggregate values. |

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| 13.  | Click the <b>Edit</b> button. |



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| 14.  | You want to change the heading text of the INVOICE field to Count Invoice.<br>Click the <b>Text</b> option.              |
| 15.  | Click in the <b>Heading Text</b> field.  |
| 16.  | Enter the desired information into the <b>Heading Text</b> field. Enter " <b>Count Invoice</b> ".                        |
| 17.  | Add an aggregate function to the field.  |
|      | In this example, you want to display the total number of invoices in the BI_HDR table.<br>Click the <b>Count</b> option. |
| 18.  | Click the <b>OK</b> button.  |



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| 19.  | Click the <b>Save</b> button. |

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| 20.  | Enter the desired information into the <b>*Query</b> field. Enter <b>"INV_NUM</b> ".     |
| 21.  | Click in the <b>Description</b> field.   |
| 22.  | Enter the desired information into the <b>Description</b> field. Enter "Invoice Number". |
| 23.  | Click the <b>OK</b> button.  |

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| 24.  | Next, run the query.<br>Click the <b>Run</b> tab.   |
| 25.  | The <b>Run</b> page displays the total count of the invoices in the BI_HDR table, which is 273. |
| 26.  | Now, display the invoice count categorized by the invoice types.<br>Click the <b>Query</b> tab. |

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| 27.  | Add the INVOICE_TYPE field to the query.<br>Click the <b>Fields</b> option. |

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| 28.  | Click the <b>Fields</b> tab. |

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| 29.  | Click the <b>Edit</b> button. |

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| 30.  | Click the Short option.     |
| 31.  | Click the <b>OK</b> button. |

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| 32.  | Click the Save button. |

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| 33.  | Finally, run the query.<br>Click the <b>Run</b> tab.  |
| 34.  | Notice that the total number of invoices, which was 273, has been categorized by invoice types. |
| 35.  | You successfully added an aggregate function to a query.<br>End of Procedure.                   |