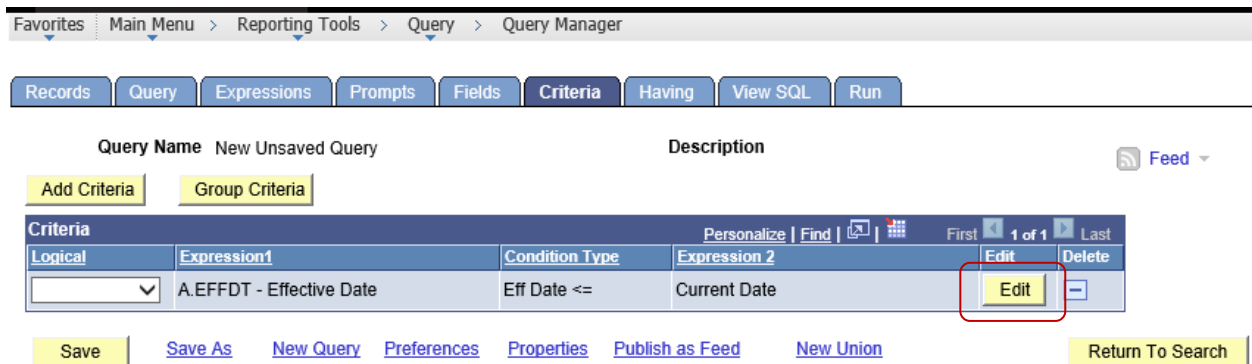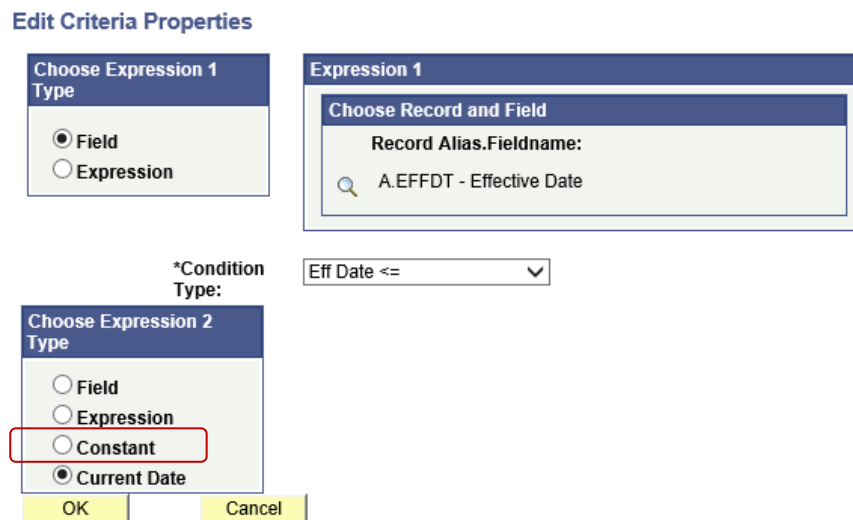# POINT-IN-TIME (HISTORICAL) QUERY

In this section we will see how to build a report to retrieve data as if the date were some point in time in the past

1. Using a record that contains an Effective Date, navigate to the **Criteria** tab.
2. On the EFFDT row, click on Edit.

3. Choose **Constant** in the **Choose Expression 2 Type** section.

Query Reference - Demo - 2 Eff Date Point in Time Query 90 852.doc

4. Input the date you want in the ***Date** box under **Expression 2 – Define Constant**. To create a report to retrieve data as if it were July 1, 2014, your criteria editor would appear as follows: