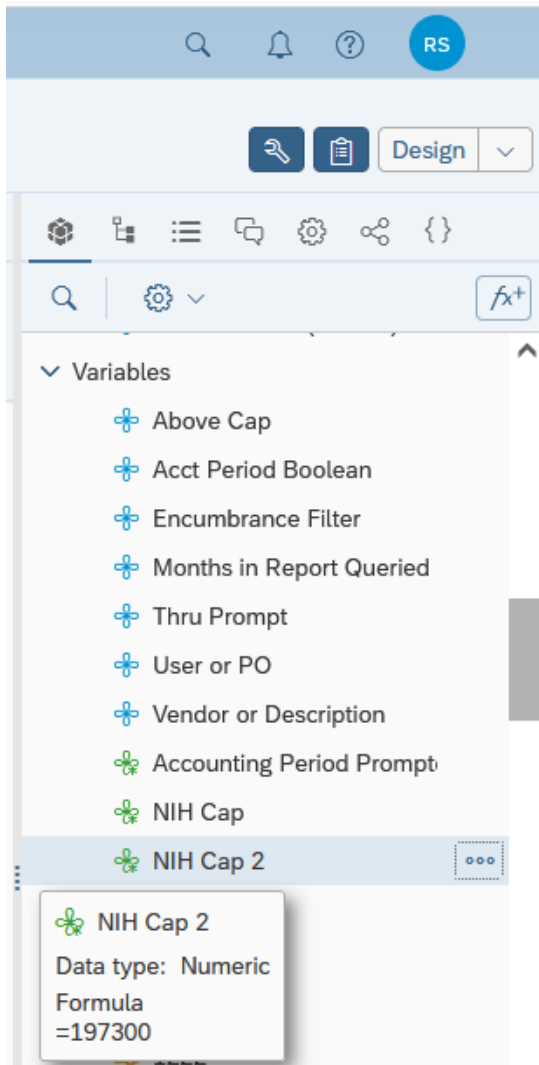To edit the relevant NIH Cap used in a query – In Design Mode locate the variable per below related to the cell formula being used (on fundsummary with date range it is NIH Cap2) and just put in the new value. In the example below we are editing the old cap 197,300 to 203,700. No commas should be in the formula. The column header and any calculations in the report will be updated to the new NIH Cap.

Switch from Reading to Design Mode

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click on cube

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Enter updated NIH Cap and click on check mark and select OK at bottom right. Make sure to re-save your query.

Slide down to NIH Cap 2

Name:	NIH Cap 2	Qualification

1 =203700

∨ Variables

⬥ Above Cap

⬥ Acct Period Boolean

⬥ Encumbrance Filter

⬥ Months in Report Queried

⬥ Thru Prompt

⬥ User or PO

⬥ Vendor or Description

⬥ Accounting Period Prompt

⬥ NIH Cap

⬥ NIH Cap 2   ooo

<------

click to Edit

⬥ NIH Cap 2

Data type: Numeric

Formula

=197300

OK   Cancel