# How to Use Query Operators

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| Equal to               | Query will **include** the **exact** term you enter into the “Value” field in your results | All transactions with the following **Account Code**: 03-11-01            | “Field” = Account Code  
|                        |                                                                         |                                                                          | “Operator” = **Equal to**                                            |
|                        |                                                                         |                                                                          | “Value” = 031101                                                     |
| Not Equal to           | Query will **exclude** the **exact** term you enter into the “Value” field from your results | All transactions except for the following **Account Code**: 03-11-01      | “Field” = Account Code  
|                        |                                                                         |                                                                          | “Operator” = **Not Equal to**                                        |
|                        |                                                                         |                                                                          | “Value” = 031101                                                     |
| Like: * wildcarded     | Query will **substitute** the (*)wildcard for any possible character or characters in a string and **include** that value in your results | All transactions with **purchase order numbers that begin with T and end with 600** | “Field” = Transaction Reference 1  
|                        |                                                                         |                                                                          | “Operator” = **Like**: *          
|                        |                                                                         |                                                                          | **wildcarded**  
|                        |                                                                         |                                                                          | “Value” = T*600                                                        |
| Not Like: * wildcarded | Query will **substitute** the (*)wildcard for any possible character or characters in a string and **exclude** that value in your results | All transactions except **those with SMITH in the Transaction Description**  
|                        |                                                                         |                                                                          | **This is helpful if you want to exclude all employees with the last name SMITH**  
|                        |                                                                         |                                                                          | “Field” = Transaction Description  
|                        |                                                                         |                                                                          | “Operator” = **Not Like**: *          
|                        |                                                                         |                                                                          | **wildcarded**  
|                        |                                                                         |                                                                          | “Value” = SMITH*                                                          |
| Greater than           | Query will **include** all terms that are **greater** than the **exact** term you enter into the “Value” field in your results | All transactions with **Transaction Amounts greater than $100.00**        | “Field” = Transaction Amount  
|                        |                                                                         |                                                                          | **Operator” = **Greater than**                                        |
|                        |                                                                         |                                                                          | **Value” = 100.00                                                     |
| Greater than or Equal to | Query will **include** all terms that are **greater** than the **exact** term you enter into the “Value” field in your results **(including the term you enter)** | All transactions with **Transaction Amounts greater than or equal to $100.00** | “Field” = Transaction Amount  
|                        |                                                                         |                                                                          | **Operator” = **Greater than or Equal to**                            |
|                        |                                                                         |                                                                          | **Value” = 100.00                                                     |
| Less than              | Query will **include** all terms that are **less** than the **exact** term you enter into the “Value” field in your results | All transactions with **Transaction Amounts less than $100.00**          | “Field” = Transaction Amount  
|                        |                                                                         |                                                                          | **Operator” = **Less than**                                            |
|                        |                                                                         |                                                                          | **Value” = 100.00                                                     |
| Less than or Equal to  | Query will **include** all terms that are **less** than the **exact** term you enter into the “Value” field in your results | All transactions with **Transaction Amounts less**                       | “Field” = Transaction Amount  
|                        |                                                                         |                                                                          | **Operator” = **Less than**                                            |
|                        |                                                                         |                                                                          | **Value” = 100.00                                                     |

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the “Value” field in your results (including the term you enter)

than or equal to $100.00

“Operator” = Less than or Equal to “Value” = 100.00

amount(s) will be included in the results

In: val1, val2, val3…

Functions like the “Equal to” operator, but allows you to include multiple terms in the “Value” field

All transactions with the following Transaction Codes: 35, 65, 60 & 61

“Field” = Transaction Code “Operator” = In: val1, val2, val3… “Value” = 35, 65, 60, 61

Terms must be separated by commas

Not In: val1, val2, val3…

Functions like the “Not Equal to” operator, but allows you to exclude multiple terms in the ‘Value’ field

All transactions except for ones with the following Transaction Codes: 35, 65, 60 & 61

“Field” = Transaction Code “Operator” = Not In: val1, val2, val3… “Value” = 35, 65, 60, 61

Terms must be separated by commas

Between: val1 and val2

Query will restrict your results to terms that are between 2 values

All transactions with Transaction Posting Dates between June 1, 2005 and June 30, 2005

“Field” = Transaction Posting Date “Operator” = Between: val1 and val2 “Value” = 6/1/2005 and 6/30/2005

Transactions with 6/1/05 or 6/30/05 transaction amount posting dates will not be included in the results

Not Between: val1 and val2

Query will include all terms that are not between 2 specified values

All transactions with Transaction Posting Dates not between June 1, 2005 and June 30, 2005


This example will exclude transactions with posting dates in the month of June

Additional helpful information:

- Wildcards (*) are ONLY supported when using the “Like: * wildcarded” and “Not Like: * wildcarded” operators
- Field names CANNOT be repeated in one query (i.e. you can’t have Account Code – Equal to – 017001 and Account Code – Equal to – 018007)

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