## 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 | Wildcard (*) can be used to substitute for any unknown value          |
| 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* | Wildcard (*) can be used to substitute for any unknown value             |
| 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        | Transactions with $100 transaction amount(s) **will not** be included in the results |
| 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 | Transactions with $100 transaction amount(s) **will** be included in the results |
| 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          | Transactions with $100 transaction amount(s) **will not** be included in the results |
| Less than or Equal to | Query will **include** all terms that are **less** than the *exact* term you enter into | All transactions with **Transaction Amounts** less                        | Transactions with $100 transaction amount(s) **will not** 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 | “Field” = **Transaction Posting Date**  
“Operator” = **Not Between: val1 and val2**  
“Value” = 6/1/2005 and 6/30/2005 | 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)