How to Use Query Operators….

Operator name	Purpose	Examples		Notes
		Narrow your query results to…	By Entering…	
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**	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*	"Field" = **Transaction Description** "Operator" = **Not Like: * wildcarded** "Value" = **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	"Field" = **Transaction Amount** "Operator" = **Greater than** "Value" = **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	"Field" = **Transaction Amount** "Operator" = **Greater than or Equal to** "Value" = **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	"Field" = **Transaction Amount** "Operator" = **Less than** "Value" = **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	"Field" = **Transaction Amount**	Transactions with $100 transaction

	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	“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)