

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 <i>except those with SMITH in the Transaction Description</i> <i>This is helpful if you want to exclude all employees with the last name SMITH</i>	"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 <i>(including the term you enter)</i>	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)