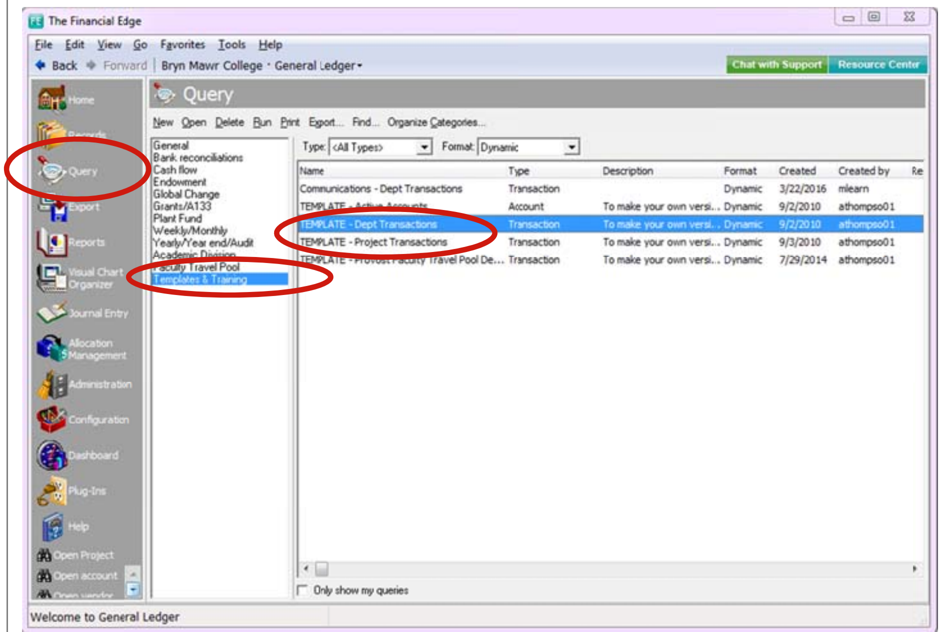
A Query of transactions is a Financial Edge report that gives a detailed listing of all revenues and expenses recorded in an account, department or project for a time period or date selected in the query.



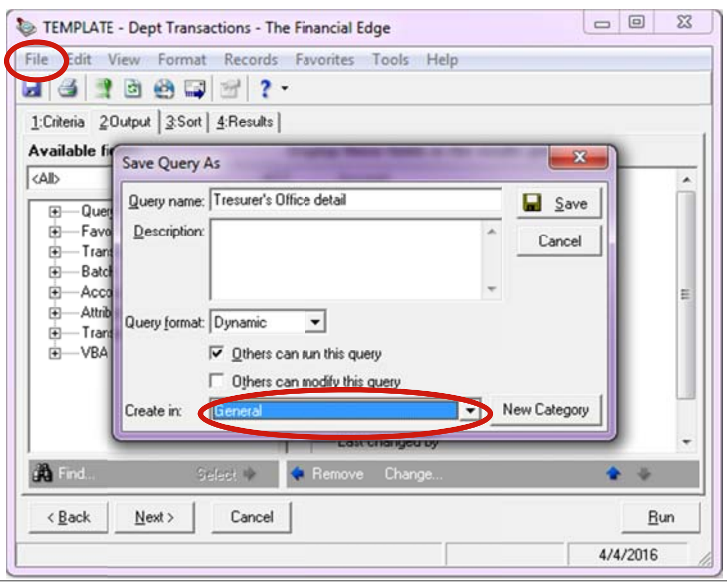
A template Query is available by navigating to:

1. Query (select from the far left list in gray)
2. Templates & Training

To see all queries available in the system, make sure that the “Only show my queries” checkbox at the bottom of the screen is unchecked.

From the list of queries select “TEMPLATE – Dept Transactions” to see transactions for a department or “TEMPLATE – Project Transactions” to see transactions for a project. Double click on the query name to open.

The system will warn you that you will not be able to make changes to the query. Acknowledge the warning by clicking “OK.”



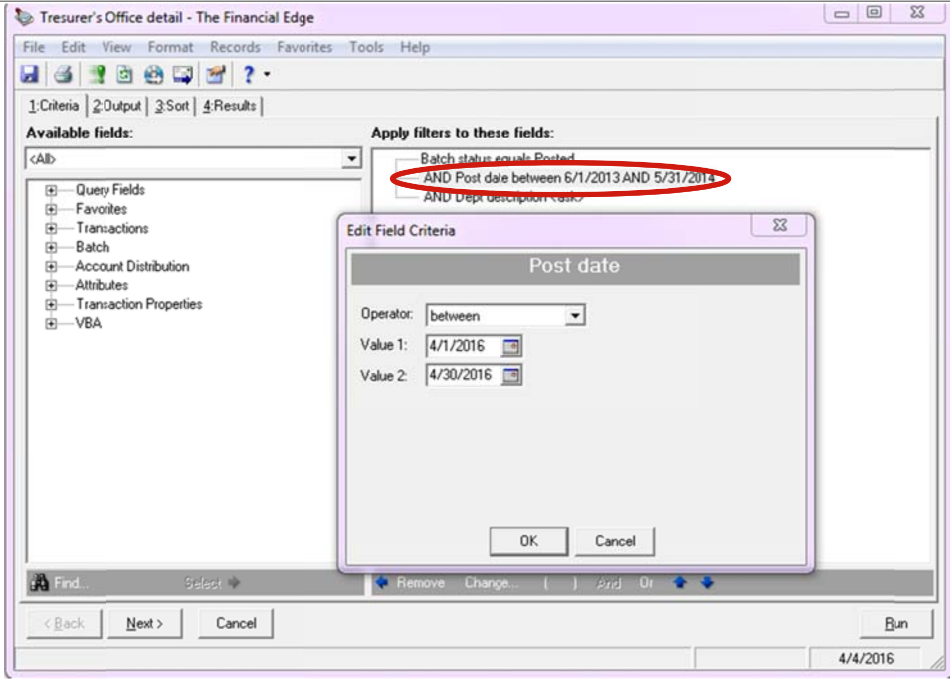
You should save the query as your own before making further changes.

From the menu bar select File, Save As. Replace “TEMPLATE – Dept Transactions” with a descriptive query name that will help you identify it at a later date.

Use the “Create in” dropdown list to select General.

Click the “Save” button.

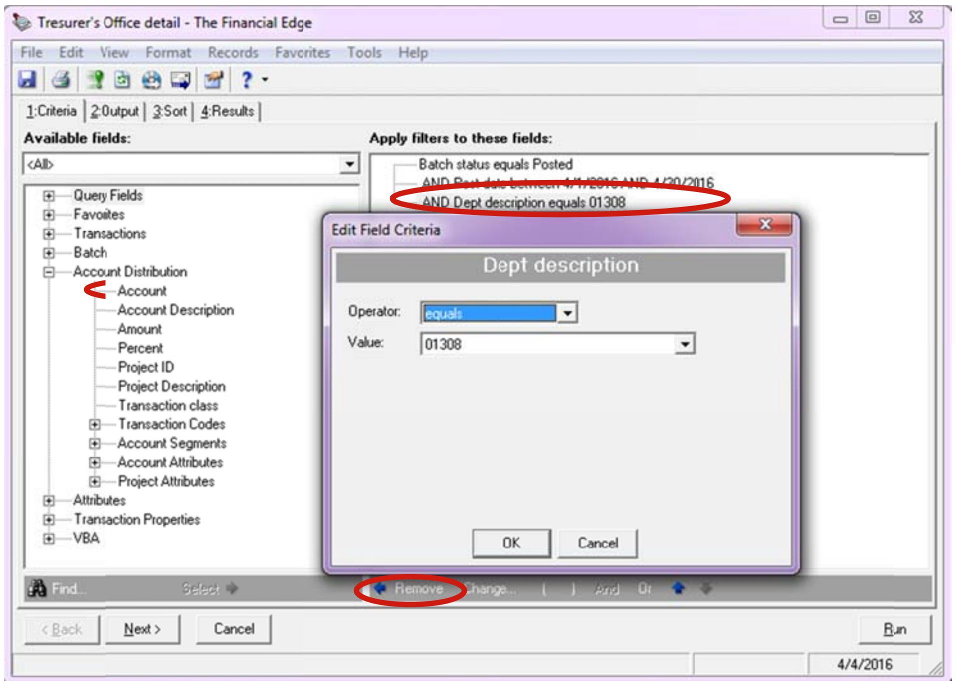
Bryn Mawr College: Transaction Detail Query (Financial Edge Query)



The "Criteria" tab governs which set of accounts, departments, and projects the query will list.

The template query criteria are setup to list transactions posted between two specified dates for one department (or project).

Before running the query you must modify the date criteria. From the right-side under "Apply filters to these fields" find and double click on "Post date between…" Use the Edit Field Criteria window to make the appropriate date selection. "Operator: *between*", as shown in the sample to the left, will allow you to select a range of dates for your query. Alternatively, you may change to "Operator: *equals*" in order to select a specific calendar date. Click "OK."

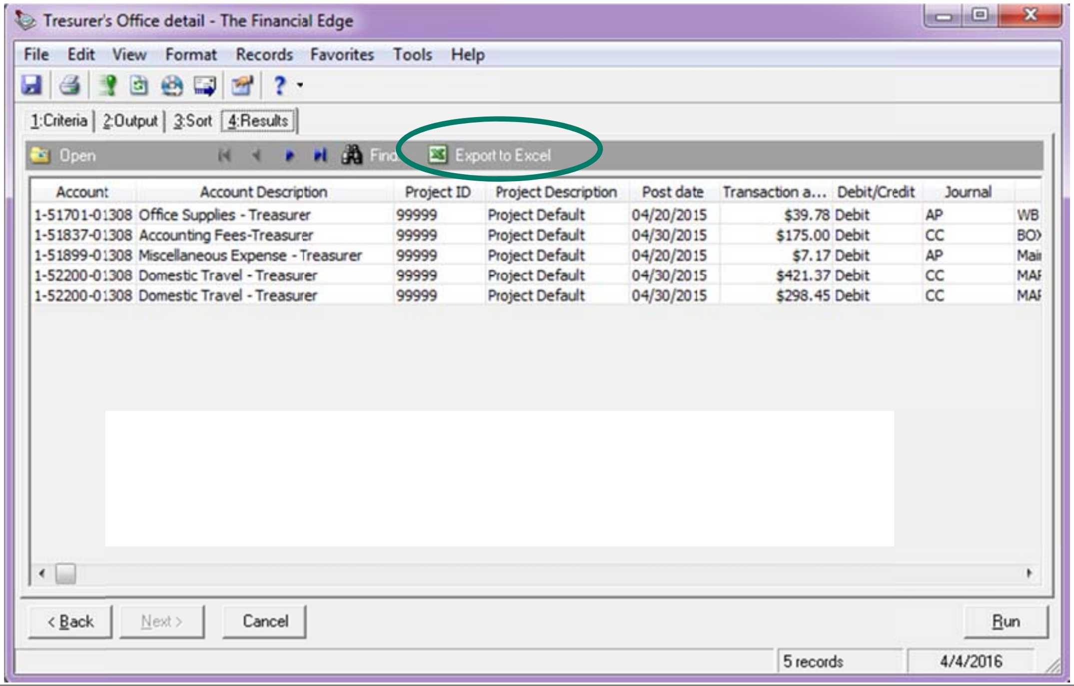


If you plan to use this query for only one department (project), double click "Dept description <ask>" to modify the department (project). Change to "Operator: *equals*" and select department (project) from the "Value" drop down list. Click "OK."

Optional:
If you need to narrow your query criteria further to just one account, follow these steps:

1. find "Account Distribution" in the list on the left of the query window
2. use the plus sign to the left of the "Account Distribution" heading to expand the section
3. double click the "Account" field to select
4. use the Edit Field Criteria window to make the account selection.

To remove a criteria item from your query select it and click the "Remove" button (located in the dark gray area at the bottom of the query window).

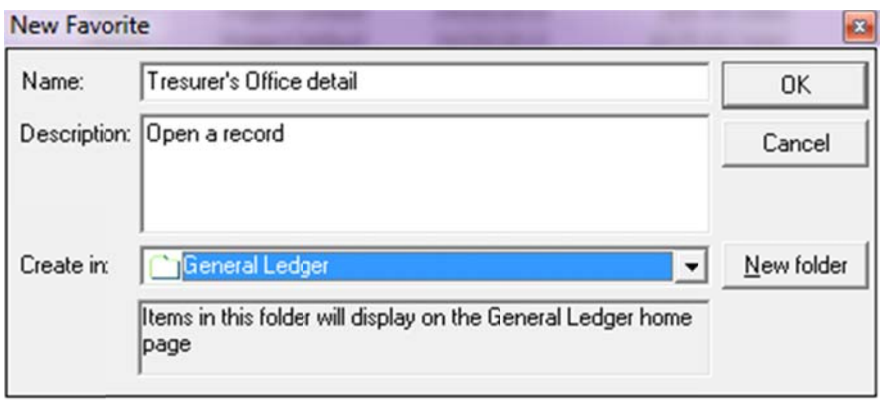


<u>No other editing is needed; the query is ready to run. Click the "Run" button at the bottom of the window.</u>

Results of your query will appear in the "Results" tab. You may print the results or export the data to Excel to reformat or analyze.

To print, click on the Print icon or select Print from the File menu.

To save the query results in Excel format click on the "Export to Excel" button (located in the dark gray area in the middle of the query window).



<u>Next steps:</u>
You can use the "Favorites" feature to save a shortcut to your new query on your Financial Edge home page. From your query window menu bar select Favorites, Add to Favorites. Use the "Create in" dropdown list to select Home Pages, General Ledger.

Next time you open Financial Edge, you will be able to open this query from the home page. Before clicking the "Run" button to run the query, you should review and, if needed, adjust the date parameters on the "Criteria" tab.