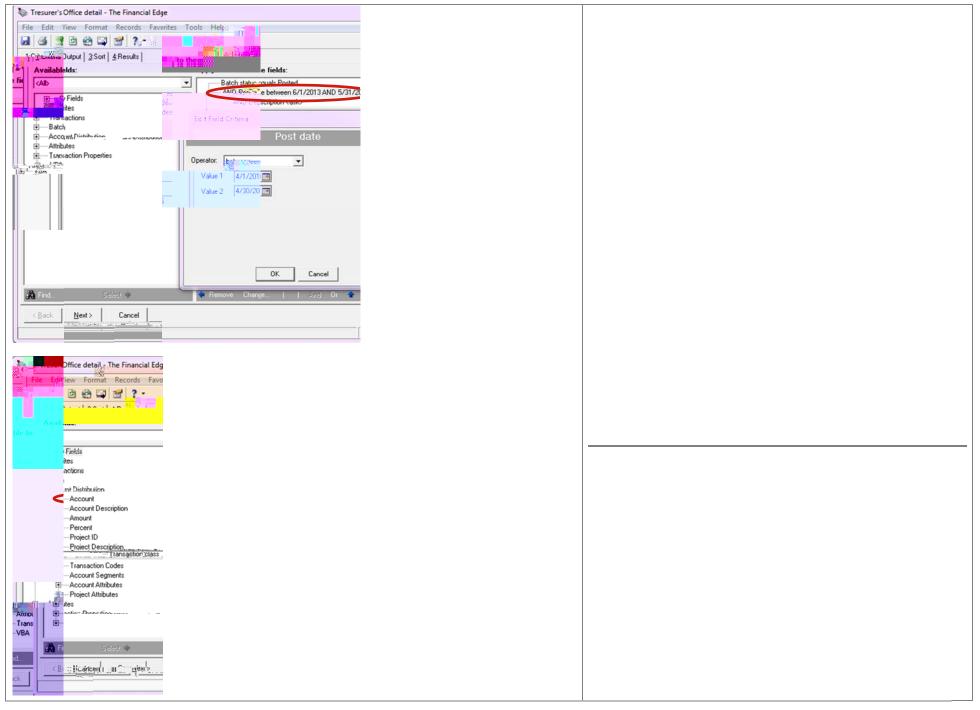
A Query of transactions is a Financial Edge report that gives a detailed listing of all revenues and expenses recorded in an account, department or project for a time period or date selecte Favorites Tools Help Find Ornanize Catego Type: (All Types) · Format: Dyna ble in the system, make sure that unications - Dept Transaction the "Only show my queries" checkbox at the bottom of the screen is unchecked. LATE -From the list of gueries 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." < T 0 show my queries Ledner - 0 TENS 23 E - Dept Transactions - The Financial Edge You should save the query as your own before making ew Format Records Favorites Tools Hele further changes. and total Reat Res From the menu bar select File, Save As. "TEMPLATE – Dept Transactions" with a descriptive Save Query As query name that will help you identify it at a later date. Query name: Tresurer's De detail Description: Use the "Create in" dropdown list to select General. Query format: Dynamic ٠ Click the "Save" button. ☑ Others can un this query nodify this query New Category A Fr f ar neel < Back Next > Bun 4/4/2016

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



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

📚 Tresurer's Official - The Final Edge	No other editing is needed; the query is ready to run.
File Edit View Forming Favorites Tools Help	Click the "Run" button at the bottom of the window.
Account 9 Account 9	Click the Run Button at the bottom of the window. 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 of 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).
Name: Name: Descripti Create in: General Ledger Items in this folder will display on the General Ledger	Next steps: 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.