

Escape Tips - Search Data

➤ Can be used in search criteria and report requests

- Accounts

- Range

- Use dot dot (..)
 - Contiguous – 4301-4505
 - Non-Contiguous – (45,52)

- Wildcard

- Use asterisk – (1, 3**1)
 - Use % that INCLUDES (Sm%th)

1 - Components	
FD	01..13
RESC	1,3**1
Y	
OBJT	
SO	
GOAL	
FUNC	
SCH	24,300-359
BR	
LO2	
L3	
2 - Other	

Request	
1 - Report	
Report Number	Fiscal03
Description	Account Balance Transaction Detail by Object
Report Sample	Fiscal03.pdf
Report Favorite ID	
2 - User Options	
Fiscal Year	2016 {2015/2016}
Start Date	8/1/2015 {BLM}
End Date	9/1/2015 {ELM+1}
Unposted JEs?	No - Do Not Include unposted JE
Ref#?	Yes - Show Ref#
3 - Account Selection	
Assets and Liabilities?	No - Do Not Include Assets or Liabilities
Restricted?	Yes - Include restricted accounts
FD	
RESC	3015..3171 1
TYP	- 1
Goal	
FUNC	
SCH	
BR	

Masks (11)
Wildcards (31)**
Non-contiguous (3010,3015)
Ranges (3015..3171)
Blank Components (-)