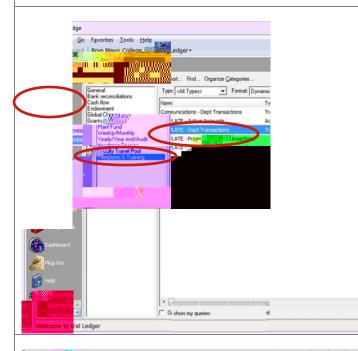
Bryn Mawr College: Transaction Detail Query (Financial Edge Query)

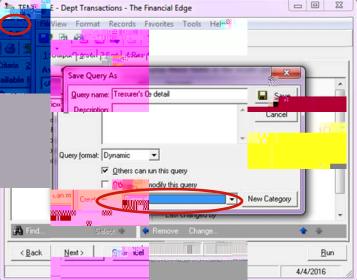
A Query of transactions is a Financial Edge report that gives a detailed listing of all revenues and expenses recorded in an account, department or project for a time period or date selecte



ble 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.

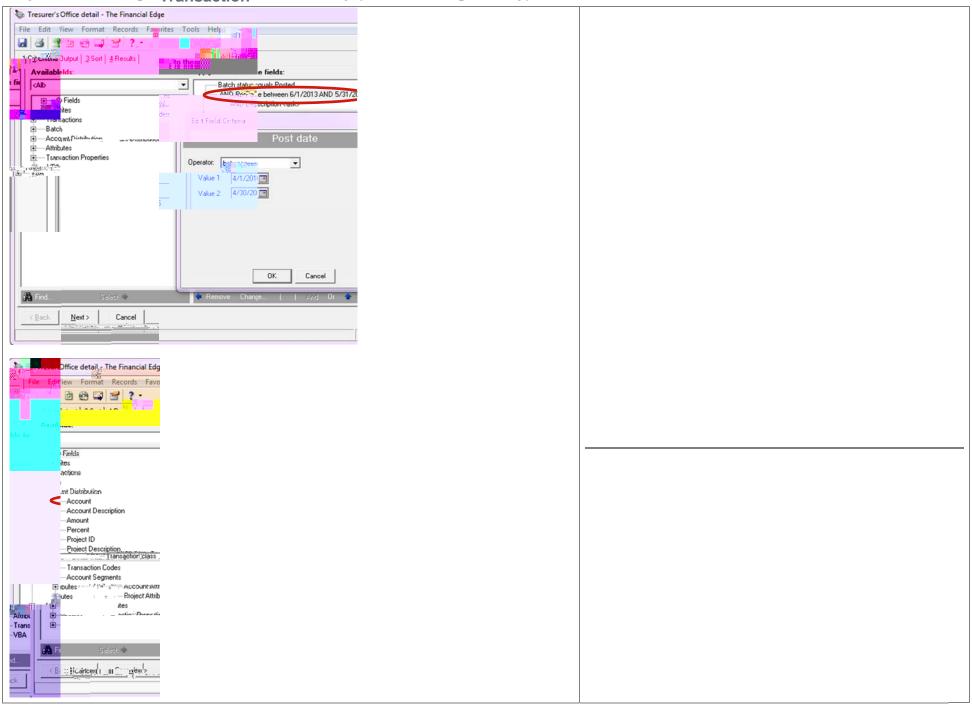
From the menu bar select File, Save As. Replace "TEMPLATE – Dept Transactions" with a descriptive query name that will help you identify it at a later date.

Use the "Create in" dropdown list to select General.

Click the "Save" button.

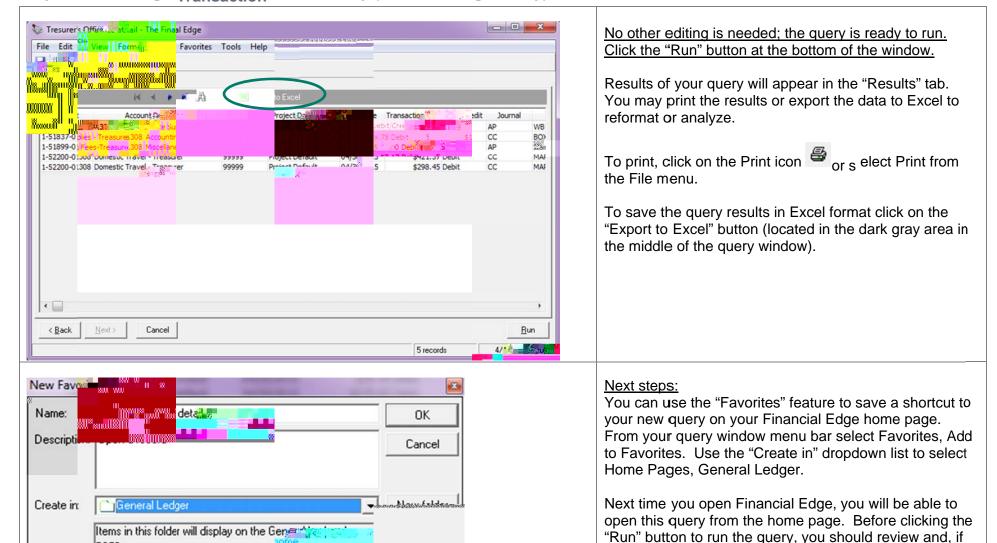
Updated: 4/6/2016 Page 1 of 3

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



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

page



Updated: 4/6/2016 Page 3 of 3

needed, adjust the date parameters on the "Criteria" tab.