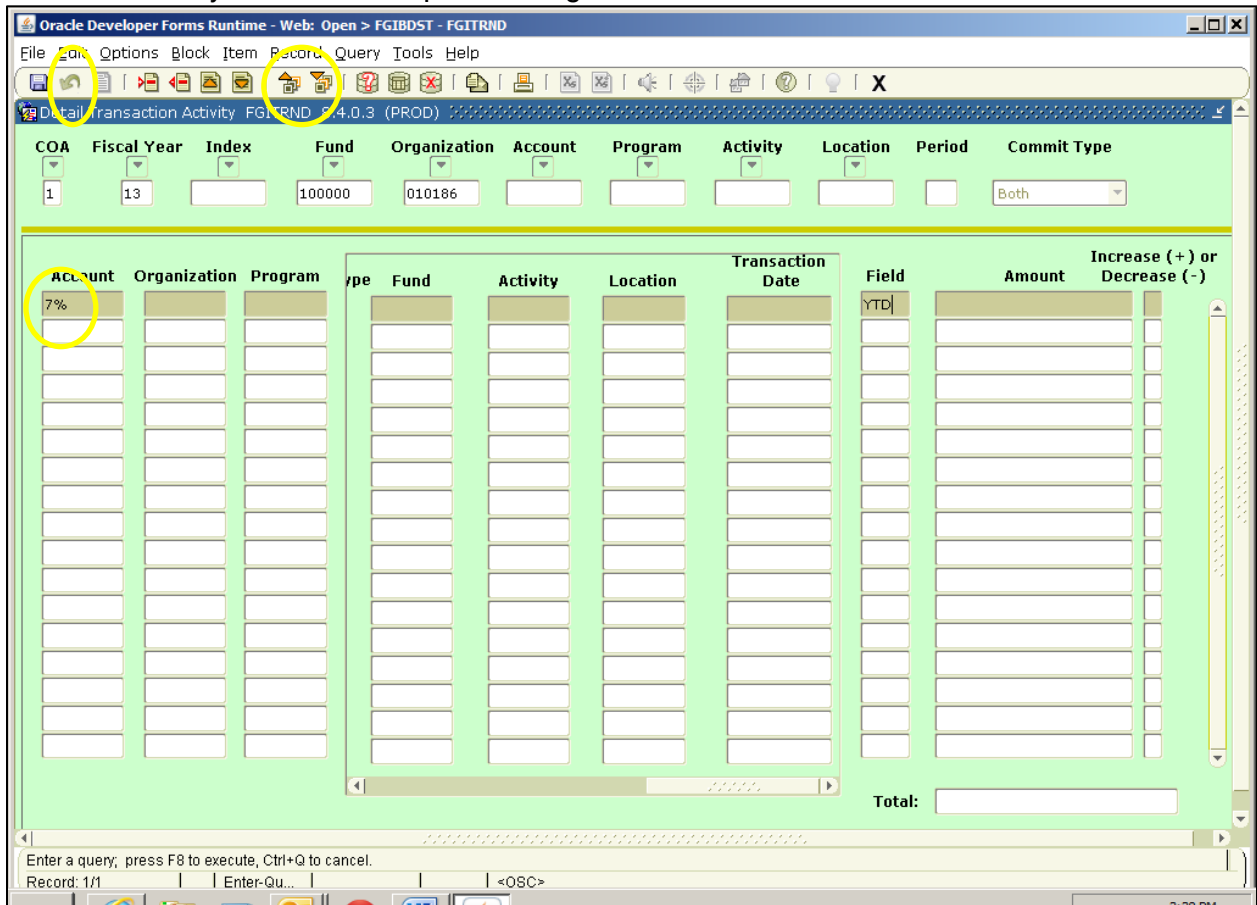


BANNER QUERY

QUERY BANNER FOR LIST OF ALL OPERATING EXPENSES

- Place cursor in YTD column, on any account line
- Go to menu toolbar, select Options, then select Transaction Detail
- You will be directed to the first line of Transaction Details
- Select the Rollback icon from menu tool bar, you will be redirected to the top block
- Tab to Account field, use space bar to delete the account code from the account field
- Control Page, back down to next block
- Fields will be blank
- Enter '7%' in the Account field to retrieve all expenses for all account codes that begin with "7", then press F8 to execute query
- Adjusted Budget Transaction details will return for all account codes beginning with "7"

NOTE: Pay attention to helpful messages in the lower left bottom of the screen



Helpful Hint – Extract retrieved data into Excel spreadsheet