

Search Filter Condition

Condition is used to set the range of values for inclusion in the search result. Below are the commonly used filter conditions.

Condition	Example	From/ To field	Description
Contains	Account Description Contains 'Cash on Hand'	From field is displayed. To field is hidden.	The system will search and show the data containing the keyword. You can also include multiple values by separating them by ^ without spaces. e.g. HDTN-245929 ^ HDTN-239613
Equals	Account Description equals 'Petty Cash'	From field is displayed. To field is hidden.	The system will search and show the data equal to the keyword.
Not Equal To	Account Description does not equal 'Petty Cash'	From field is displayed. To field is hidden.	The system will search and show the data that is not equal to keyword.
Starts With	Account Description Starts With 'Cash on Hand'	From field is displayed. To field is hidden.	The system will search and show the data that starts with the keyword.
Ends With	Account Description Ends With 'Greenfield Admin'	From field is displayed. To field is hidden.	The system will search and show the data that ends with the keyword.
Blank	Account Description is blank	From field is displayed but disabled. To field is hidden.	The system will search and show the data with empty string or null value.
Not Blank	Account Description is not blank	From field is displayed but disabled. To field is hidden.	The system will search and show the data that is not empty string or null.
Greater Than	Ending Balance Greater Than '100'	From field is displayed. To field is hidden.	The system will search and show the data that is greater than the keyword.
Less Than	Ending Balance Less Than '100'	From field is displayed. To field is hidden.	The system will search and show the data that is less than the keyword.
Between	Ending Balance Between '1' to '100'	From and To fields are enabled.	The system will search and show the data starting with the first keyword up to the last keyword.
Before	Date Posted Before '01/01/2014'	From field is displayed. To field is hidden.	Used for a Date field. The system will search and show the data that is before the keyword (in this sample, date from 12/31/2013 and below)
After	Date Posted After '01/01/2014'	From field is displayed. To field is hidden.	Used for a Date field. The system will search and show the data that is after the keyword (in this sample, date from 01/02/2014 and above)
Before Today	Dates before the current date	From field is displayed but disabled. To field is hidden.	Used for a Date field. The field will be blank. The system will search and show the data with the dates before the current system date.
Today	Date Posted Today (where today is the current system date)	From field is displayed. To field is hidden.	Used for a Date field. The field will default to the current system date. The system will search and show the data with the date equal to the current system date.
Yesterday	Date Posted Yesterday	From field is displayed. To field is hidden.	Used for a Date field. The field will default to yesterday's date. The system will search and show the data with the date yesterday taking the current system date as the point of reference.
Last Week	Date Posted Last Week	From and To fields are displayed.	Used for a Date field. The From field will default to the first day (Monday) of last week and the To field will default to the last day (Sunday) of last week. The system will search and show the data from last week's first day (Monday) to last day (Sunday).
Last 30 Days	Date Posted for the Last 30 days	From and To fields are displayed.	Used for a Date field. The From field will default to 30 days before the To date, and To field will default to today's date. The report will search and show the data that meet the From and To fields value.
Last Month	Date Posted is Last Month	From and To fields are displayed.	Used for a Date field. The From field will default to the first day of the previous month, and To field will default to the last day of the previous month. The report will search and show the data that meet the From and To fields value.
Last Quarter	Date Posted is Last Quarter	From and To fields are displayed.	Used for a Date field. The From field will default to the first day of the previous quarter, and Last field will default to the last day of the previous quarter. The report will search and show the data that meet the From and To fields value.
Last Year	Date Posted is Last Year	From and To fields are displayed.	Used for a Date field. The From field will default to the first day of the previous year, and To field will default to the last day of the previous year. The report will search and show the data that meet the From and To fields value.

This Week	Date Posted is This Week	From and To fields are displayed.	Used for a Date field. The From field will default to the first day (Monday) of the current week, and To field will default to the last day (Sunday) of the current week. The report will search and show the data that meet the From and To fields value.
This Month	Date Posted is This Month	From and To fields are displayed.	Used for a Date field. The From field will default to the first day of the current month, and To field will default to the last day of the current month. The report will search and show the data that meet the From and To fields value.
This Quarter	Date Posted This Quarter	From and To fields are displayed.	Used for a Date field. The From field will default to the first day of the current quarter, and To field will default to the last day of the current quarter. The report will search and show the data that meet the From and To fields value.
This Year	Date Posted This Month	From and To fields are displayed.	Used for a Date field. The From field will default to the first day of the current year, and To field will default to the last day of the current year. The report will search and show the data that meet the From and To fields value.