MUNIS Wildcard Characters

Hampton City Schools Cheat Sheet

USE CHROME WEB BROWSER ONLY

Wildcard Search Characters

Ranges and/or logical search characters can be used in your search for payments. The following table shows a list of characters and an example of their use. Not all these characters can be used in all fields. For example, you cannot use the wildcard character (*) in a date field.

Note: If your organization's database is case sensitive, be sure to use the appropriate case when performing a search. Otherwise, a name entered as John Doe (in upper/lower case) in Munis will not be found if you type "JOHN DOE" in the name field when doing a search where names are defined in uppercase text.

Symbol	Description	Example of Use
*	Wildcard. Use this with any combination of letters or numbers before or after the symbol.	Office* returns any names that begin with Office (Office Max, Office Depot) *Office* returns any names that contain the word Office (Staples Office Supply, ION Office Equipment, Office Max)
>	Greater Than	>1/16/07 returns all dates greater than the specified date.
>=	Greater Than or Equal To	>=1/16/07 returns the specified date and all dates greater than the date specified.
<	Less Than	<$10,000.00 returns all amounts less than the amount specified.
<=	Less Than or Equal To	<=1/16/07 returns the specified date and all dates less than or equal to the date specified.
<> or !=	Not Equal To	<>135 or !=135 used in Dept/Loc returns all departments except 135.
: or ..	Range	500:599 returns all amounts including the beginning and ending amounts.

		Pipe symbol, used as "and"	Finds the named data items, regardless of the range. For example 1/1/06|1/10/06|1/31/06 returns only the three dates.