There are two (2) ways to query in Transactions Manage. These are the advanced query instructions.

**ADVANCED QUERY**

Click on Advanced Query button.

The screen changes to bring up the query tool.

**ALWAYS** ensure that the Query box says New Query. If you click on Advanced Query while looking at the answer to a previously run query or saved query those parameters will populate and the name will be different.

Set your date range to the period you wish to query on.

Click on **Delete** under Criteria

Click on **Add** under Hierarchy.

You will need to **Click on Add** for every hierarchy that you want to look up. We use the Banner dlevel accounting dX(number)xxxX(letters), e.g. D5PUR.
Enter your dlevel account codes based on the following:

PDxxxx – ProCards
TDxxxx – Department Travel Cards
IDxxxx – Individual Travel Cards

Click on Process to run the query.

Your answer to the query will appear.

Review the names of the cardholders listed? Is everyone you know should be there on the list?

Click on Save Query and name it so you can run it again, with minor changes.

NOTE: There will be no accounting values for individual travel cards as they are employee paid.

Common Issues:

1. These hierarchy codes are established when a card is first ordered or a change form with new accounting information is submitted. This system is not linked to Banner and has no way to check for Dlevel changes. Changes can only be made manually. Many departments have had new Dlevel codes created in the last year. Load all your new Dlevels and your old ones.

   If you find cardholders you would like to get the codes changed on, a Change Form must be submitted to Procurement with the following information: Cardholders name, reconciler’s name (and backup reconciler if there is one), orgn code, and signed by the approving official. We can make the changes, we just don’t want to “break” something in the process.

2. You try to enter a hierarchy code and it won’t take. Contact Procurement. For some reason, you don’t have access to the Dlevel. Most likely it needs to be added to your access or a new dlevel that needs to be added to the system.