

Setting Optional qryLEDGER Fields in Pearl

The field you want to add to the Ledger queries for filters and sorting purposes **must be** from either the **Fund**, **Center** or **Account** tables and **must not** already be a default field in the Ledger queries.*

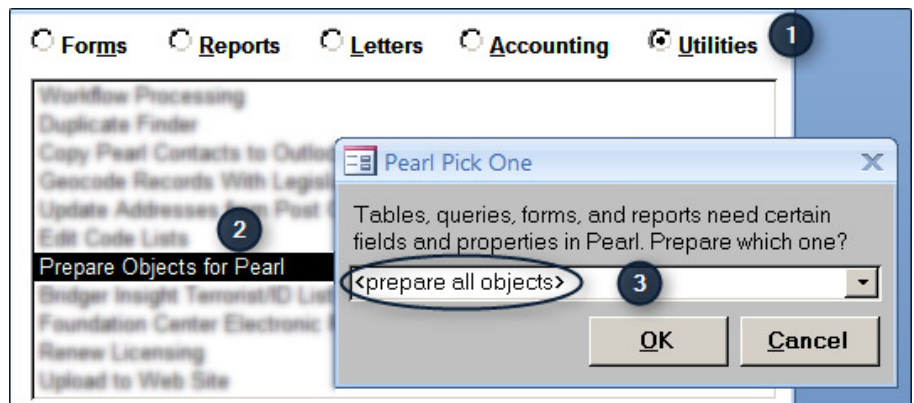
1. Open Pearl **exclusively**
2. Press **F11** to open the Navigation Pane/Database Window.
3. Open the **Fund**, **Center** or **Account** table to find the **exact name** of the field(s)

Fund	FundName	Established	Endowed
001	Operating Fund	8/28/1967	<input checked="" type="checkbox"/>

4. Open the **Pearl Settings** table
5. In the SettingName column, find “**Optional qryLEDGER Fields**”
6. In the SettingValue, add each **field name separated by a comma**
7. Save and Close the **Pearl Settings** table

SettingName	SettingValue
Optional qryLEDGER Fields	Established, Endowed

8. From the Pearl Navigator, go to the Utilities menu and select **Prepare Objects for Pearl**
9. In the Pearl Pick One menu, choose **<prepare all objects>** from the drop down
10. Allow Pearl to prepare all objects, following all of the prompts



11. Reopen Pearl and the Optional fields are now in qryLEDGERXX, available for filters or display in reports or queries.

* = Existing default fields in qryLEDGER from **Fund**, **Center** and **Account** tables

CENTER
CenterName
Finished

FUND
FundName
Finished
FundType†
FundGroup†
FundClass†
Restr†

ACCOUNT
AccountName
Finished
NetAccount
AccountSubtotal

† = if present