

Object Transactions

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Displays transactions for an object with a specified period and date range.

Records > Objects & choose the appropriate Object Type from the Object Type drop-down

There are two ways to access Transactions: 1) double-click the Object to open the Object Screen and then click Transactions, or 2) single-click the Object so it is highlighted and click Transactions.

Period: The accounting period the transaction was recorded.

Month/Year: The calendar month/year the transaction was recorded.

Date: The date the transaction was recorded.

Comments: A description of the transaction.

Amount: The dollar amount of the transaction.

Src: The source type of transaction. Sources are defined in Settings > General Ledger > Sources

G/L Reference: For AP this is the invoice#, for CD the check#, and for RE the reference#.

Account: The G/L account#.

Batch #: The batch number of the transaction. All transactions are assigned a batch number

Posted: Checkbox to denote whether the transaction has been posted

Atch: Checkbox to denote whether the entry has attachments that can be viewed.

Modify User: The user who last modified the transaction.

Modify Date/Time: The date and time the transaction was last modified.

Other functions

Sources Filter: Select which sources to be included in the transactions listing.

Show Only Posted: If selected, the transactions that are not posted will not be shown.
