

## Object Transactions

Last Modified on 01/07/2025 9:10 am EST

# Object Transactions

*Records > Objects*

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

Use the menu option *Records > Objects* and 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.
2. Single-click the Object so it is highlighted, and click Transactions.

**Period:** The accounting period in which 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 number; for CD, the check number; and for RE, the reference number.

**Account:** The G/L account number.

**Batch Number:** 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.

---