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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.