

Drill Down Using the Open Button

1. Open a screen that uses a transaction made from other screen e.g **Batch Posting**
2. Select the transactions to open
3. Click the **Open** button to drill into the screens of the selected transactions

The screenshot shows two overlapping windows from a financial software application.

Batch Posting Window:

- Buttons: Post, Post Preview, Close
- Batch No: BATCH-8603
- Buttons: Select All, Clear All, **Open** (highlighted with a red box), Export, View
- Table with columns: Date, Transaction Type, Transaction ID
- Selected rows (checked):
 - 02/28/2011 General Journal GJ-103432
 - 02/28/2011 General Journal GJ-103430
 - 02/28/2011 General Journal GJ-103374
- Other rows include Voucher transactions (BL-21464, BL-21438, BL-21437, BL-21436, BL-21435, BL-21203) and a Payment (RCV-1).

General Journal - GJ-103432 Window:

- Buttons: New, Save, Search, Delete, Undo, Post, Reverse, Duplicate, Reallocation, Import, Recurring, Export, Add to Calendar, Close
- Buttons: Details, Attachments, Audit Log, Activities, Post Preview, Post History, Custom
- Company ID: 1, Post Date: 02/28/2011, Currency: USD, Reverse Date: , Recurring Template: , Record No: GJ-103432
- Description: test
- Buttons: X Remove, View, Filter (F3)
- Table with columns: Account ID, Account Description, Transaction Description, Doc Date, Debit, Credit, Debit Units
- Rows:
 - 10003-0007-001 Fifth Third - Petro Operations-Port Alberts-G... test 02/28/2011 14.000 0.000 0.0000
 - 10003-0007-007 Fifth Third - Petro Operations-Port Alberts-D... test 02/28/2011 0.000 14.000 0.0000
- Summary row: 14.00 14.00 0.0000
- Fiscal Period Name: February 2011, Fiscal Period Start: 2/1/2011, Fiscal Period End: 2/28/2011, Out of Balance: 0.00
- Status: Ready, 1 of 3, Refresh button