

# How to Drill into Event's Transaction Screen

1. On the user's menu panel go to **Common Info** folder then click **Calendar**
2. Click on an event in the calendar to open the **Event** form
3. Click the **View <Module Name>** button

Event - GJ-103176

Save Invite Attendees **View General Journal** Delete Cancel

Details

Calendar: My Calendar - Private

Event Title: GJ-103176

Start Date: 7/4/2016 12:00 AM ☐ All day event

End Date: 7/4/2016 3:00 PM

This is a test event Calendar entry for GJ-103176.

Ready

4. Transaction screen will open

General Journal - GJ-103176

New Save Search Delete Undo Unpost Duplicate Reallocation Recurring Import Export Details Add to Calendar Close

Details Attachments (0) Audit Log (0) Comments (0) Recap Post History

Post Date: 5/11/2016 Currency: USD Reverse Date: Recurring Template: Record No: GJ-103176

Description: Test

Account ID	Currency Rate Type	Account Description	Transaction Description	Doc Date	Foreign Debit
10003-0000-000		Fifth Third - Petro Operation		5/11/2016	
10010-0000-000		Common Capital		5/11/2016	

Out of Balance: 0.00

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2. Click on an event in the calendar to open the **Event** form

3. Click the **View <Module Name>** button

The 'Event' window displays the following details:

- To:** IRELY ADMIN x User A x
- Title:** General Journal - 48
- Start Date:** 04/21/2016 12:00 AM
- End Date:** 04/21/2016 1:00 PM
- ☐ All day event

Buttons at the top: Save, Remove Invitation, View General Journal (highlighted), Delete, Cancel.

4. Transaction screen will open

The 'General Journal - GJ-48' screen shows the following details:

- Post Date:** 04/21/2016
- Currency:** USD
- Reverse Date:** (empty)
- Recurring Template:** ☒
- Record No:** GJ-48
- Description:** Test GJ

Account ID	Account Description	Transaction Description	Doc Date	Debit	Credit
10500-0000-000	Undeposited Funds	Test GJ	04/21/2016	100.00	0.00
10500-0000-000	Undeposited Funds	Test GJ	04/21/2016	0.00	100.00

Out of Balance: 0.00

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