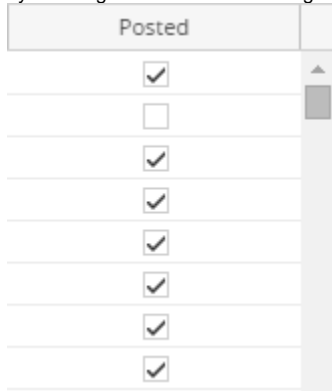


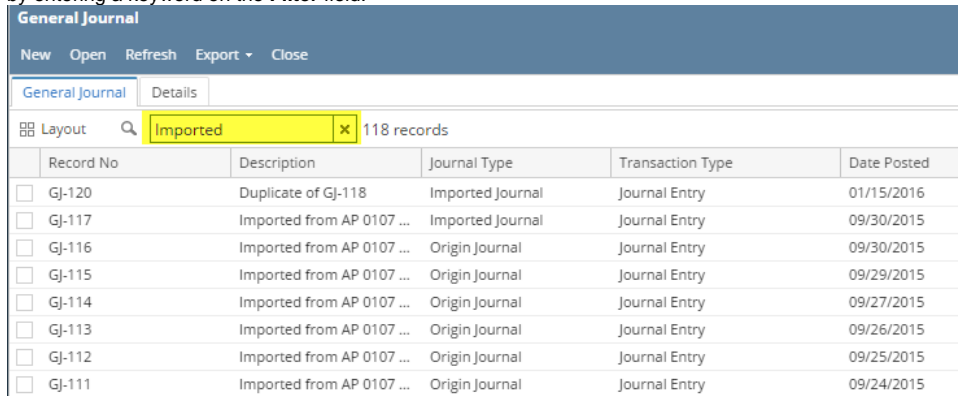
# How To Open Existing GL Record via Search Screen

1. Select GL screen with **Search** toolbar button.
2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open.
3. Search for the existing record you want to open manually,
  - a. by scrolling down on records using the **scroll bar**.



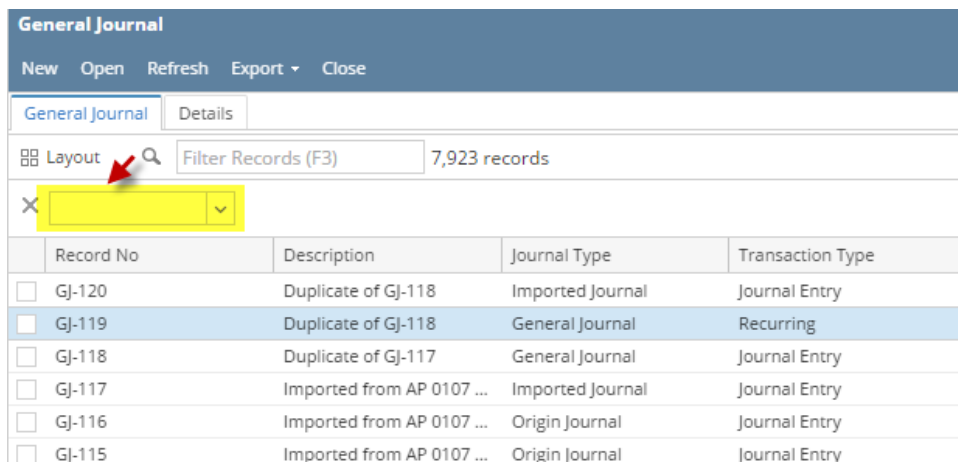
Posted
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

- b. by entering a keyword on the **Filter** field.



General Journal					
New Open Refresh Export Close					
General Journal		Details			
Layout		Imported x 118 records			
Record No	Description	Journal Type	Transaction Type	Date Posted	
<input type="checkbox"/> GJ-120	Duplicate of GJ-118	Imported Journal	Journal Entry	01/15/2016	
<input type="checkbox"/> GJ-117	Imported from AP 0107 ...	Imported Journal	Journal Entry	09/30/2015	
<input type="checkbox"/> GJ-116	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/30/2015	
<input type="checkbox"/> GJ-115	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/29/2015	
<input type="checkbox"/> GJ-114	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/27/2015	
<input type="checkbox"/> GJ-113	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/26/2015	
<input type="checkbox"/> GJ-112	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/25/2015	
<input type="checkbox"/> GJ-111	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/24/2015	

4. Or you can also use the **Advance Filter**.
  - a. Click on the **Filter** button to show filter field.



General Journal				
New Open Refresh Export Close				
General Journal		Details		
Layout		Filter Records (F3) 7,923 records		
x				
Record No	Description	Journal Type	Transaction Type	
<input type="checkbox"/> GJ-120	Duplicate of GJ-118	Imported Journal	Journal Entry	
<input checked="" type="checkbox"/> GJ-119	Duplicate of GJ-118	General Journal	Recurring	
<input type="checkbox"/> GJ-118	Duplicate of GJ-117	General Journal	Journal Entry	
<input type="checkbox"/> GJ-117	Imported from AP 0107 ...	Imported Journal	Journal Entry	
<input type="checkbox"/> GJ-116	Imported from AP 0107 ...	Origin Journal	Journal Entry	
<input type="checkbox"/> GJ-115	Imported from AP 0107 ...	Origin Journal	Journal Entry	

- b. Click on the dropdown button to select criteria. Criteria are based on the columns present in the grid.

**General Journal**

New Open Refresh Export Close

General Journal Details

Layout Filter Records (F3) 7,923 reco

X

Record No

Description

Journal Type

Transaction Type

Date Posted

Reverse Date

Entered By

Entered Date

Total Debit

Total Credit

Posted

GJ-110 Imported from AP 0107 ... C

- c. Select criteria and add conditions.

**General Journal**

New Open Refresh Export Close

General Journal Details

Layout Filter Records (F3) 117 records

X Description Contains Imported

Record No	Description	Journal Type	Transaction Type	Date Posted
<input type="checkbox"/> GJ-117	Imported from AP 0107 ...	Imported Journal	Journal Entry	09/30/2015
<input type="checkbox"/> GJ-116	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/30/2015
<input type="checkbox"/> GJ-115	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/29/2015
<input type="checkbox"/> GJ-114	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/27/2015
<input type="checkbox"/> GJ-113	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/26/2015
<input type="checkbox"/> GJ-112	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/25/2015
<input type="checkbox"/> GJ-111	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/24/2015
<input type="checkbox"/> GJ-110	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/23/2015

- d. You can select additional criteria to tighten your search further.

**General Journal**

New Open Refresh Export Close

General Journal Details

Layout Filter Records (F3) 6 records

X Description Contains Imported

X Date Posted Between 09/18/2015 and 09/18/2015

Record No	Description	Journal Type	Transaction Type	Date Posted	Reverse Date	Entered By
<input type="checkbox"/> GJ-92	Imported from AP 4112 ...	Origin Journal	Journal Entry	09/18/2015		irelyadmin
<input type="checkbox"/> GJ-91	Imported from AP 4111 ...	Origin Journal	Journal Entry	09/18/2015		irelyadmin
<input type="checkbox"/> GJ-90	Imported from AP 4110 ...	Origin Journal	Journal Entry	09/18/2015		irelyadmin
<input type="checkbox"/> GJ-89	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/18/2015		irelyadmin
<input type="checkbox"/> GJ-88	Imported from AG E1390...	Origin Journal	Journal Entry	09/18/2015		irelyadmin
<input type="checkbox"/> GJ-87	Imported from AG B091...	Origin Journal	Journal Entry	09/18/2015		irelyadmin

5. Select from the existing records and click **Open** button.

**General Journal**

New Open Refresh Export Close

General Journal Details

Layout Filter Records (F3) 7,923 records (1 selected)

Record No	Description	Journal Type	Transaction Type	Date Posted	Revers
<input type="checkbox"/> GJ-120	Duplicate of GJ-118	Imported Journal	Journal Entry	01/15/2016	
<input type="checkbox"/> GJ-119	Duplicate of GJ-118	General Journal	Recurring	01/15/2016	
<input type="checkbox"/> GJ-118	Duplicate of GJ-117	General Journal	Journal Entry	01/15/2016	
<input checked="" type="checkbox"/> GJ-117	Imported from AP 0107 ...	Imported Journal	Journal Entry	09/30/2015	
<input type="checkbox"/> GJ-116	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/30/2015	
<input type="checkbox"/> GJ-115	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/29/2015	
<input type="checkbox"/> GJ-114	Imported from AP 0107 ...	Origin Journal	Journal Entry	09/27/2015	

6. The screen for the selected record will open.

