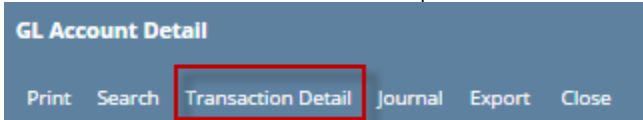


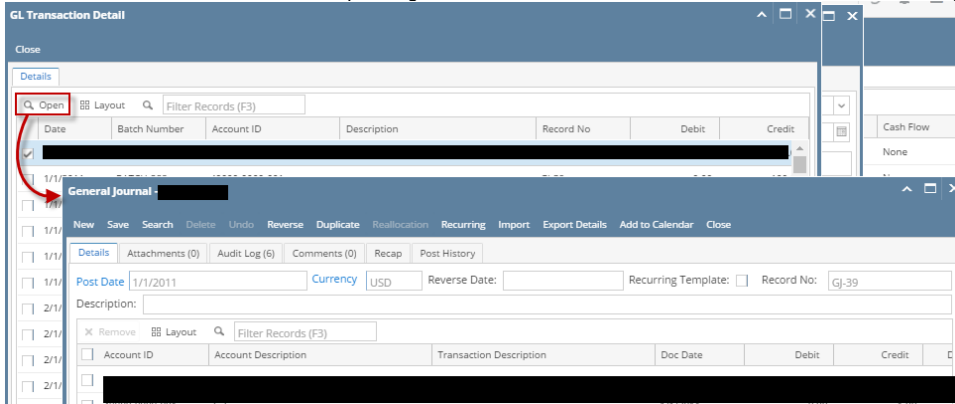
How To View Entries for Specific Transactions via GL Transaction Detail

Here are the steps on how to view entries via GL Transaction Detail screen:

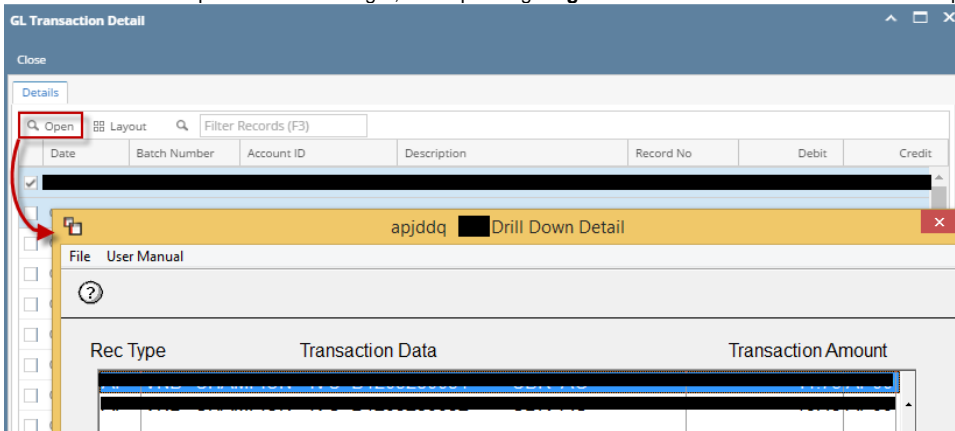
1. From the **General Ledger Activities** menu, click on **GL Account Detail** to open **Search GL Account Details** screen.
2. Select accounts used in the transaction and click **Open Selected**. GL Account Detail screen will open.
3. Click on **Transaction Detail** toolbar button to open **GL Transaction Detail** screen.



4. Select transactions where the account is used and click **Open** action button.
5. If the transaction is made in i21, corresponding **i21 GL transaction** screen of the selected transaction will open.

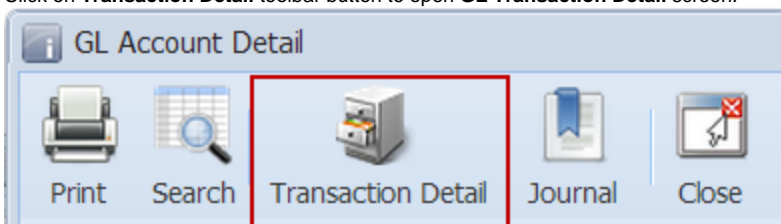


6. If the transaction is imported from subledger, corresponding **Origin** screen of the selected transaction will open.



Here are the steps on how to view entries via GL Transaction Detail screen:

1. From the **General Ledger Activities** menu, click on **GL Account Detail** to open **Search GL Account Details** screen.
2. Select accounts used in the transaction and click **Open Selected**. GL Account Detail screen will open.
3. Click on **Transaction Detail** toolbar button to open **GL Transaction Detail** screen.



4. Select transactions where the account is used and click **View** action button.

5. If the transaction is made in i21, corresponding **i21 GL transaction** screen of the selected transaction will open.

The screenshot shows the 'GL Transaction Detail' window. The 'View' button is highlighted with a red box. An arrow points from the 'View' button to the 'General Journal' window, which is open over the main window. The 'General Journal' window shows a table with columns: Date, Batch Number, Account Id, Description, Record No, Debit, and Credit. The table contains two rows: 09/01/2014, BATCH-14, 20000-00058, ACCOUNTS PAYABLE, GJ-2, 20.00, 0.00 and 09/01/2014, BATCH-14, 10000-00017, CASH ON HAND, GJ-2, 20.00, 0.00. Below the table is a 'Details' section with fields for Post Date, Currency, Reverse Date, and Record No. The 'Post Date' is 09/01/2014, 'Currency' is USD, 'Reverse Date' is empty, and 'Record No' is GJ-2. There is also a 'Description' field. Below that is a 'Delete' section with a 'Filter' field and a table with columns: Account Id, Description, Doc Date, Debit, and Credit. The table contains two rows: 10000-00017, CASH ON HAND, 09/01/2014, 20.00, 0.00 and 20000-00058, ACCOUNTS PAYABLE, 09/01/2014, 0.00, 20.00. At the bottom right, there is a field 'Out of Balance: 0.00'.

6. If the transaction is imported from subledger, corresponding **Origin** screen of the selected transaction will open.

The screenshot shows the 'GL Transaction Detail' window. The 'View' button is highlighted with a red box. An arrow points from the 'View' button to the 'AP Drill Down Detail' window, which is open over the main window. The 'AP Drill Down Detail' window shows a table with columns: Rec Type, Transaction Data, and Transaction Amount. The table contains four rows: AP, VND=VENDOR1, IVC=INVOICE01, CBK=01, 500.00 AP00; AP, VND=VENDOR1, IVC=INVOICE01, CBK=01, 350.00 AP00; AP, VND=VENDOR1, IVC=INVOICE01, CBK=01, 350.00 AP00; and AP, VND=VENDOR1, IVC=INVOICE01, CBK=01, 300.00 AP00. Below the table is a field 'Double Click on Invoice for Detail'.