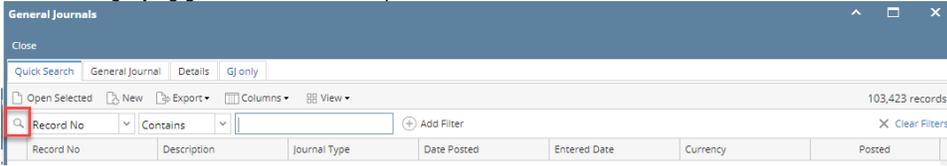


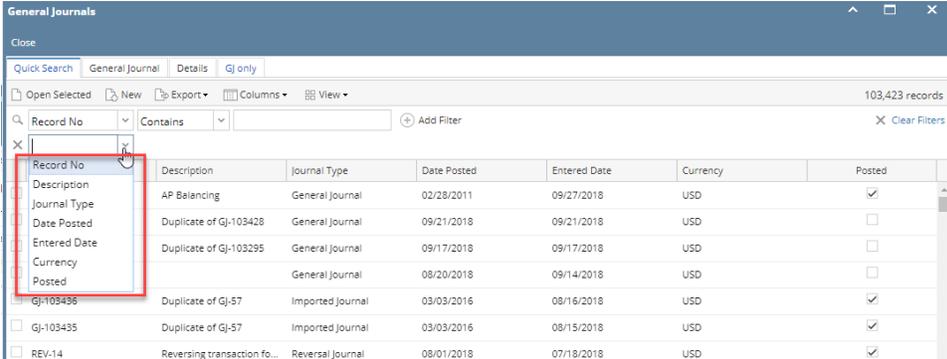
How to Filter record using Advanced Filter button

This method will filter the record based on the entered criteria.

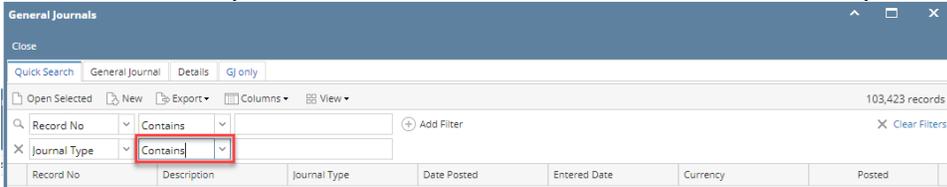
1. Open the **Search** screen. Refer to [Search](#).
2. Click the magnifying glass icon. A blank drop down will be added on the screen.



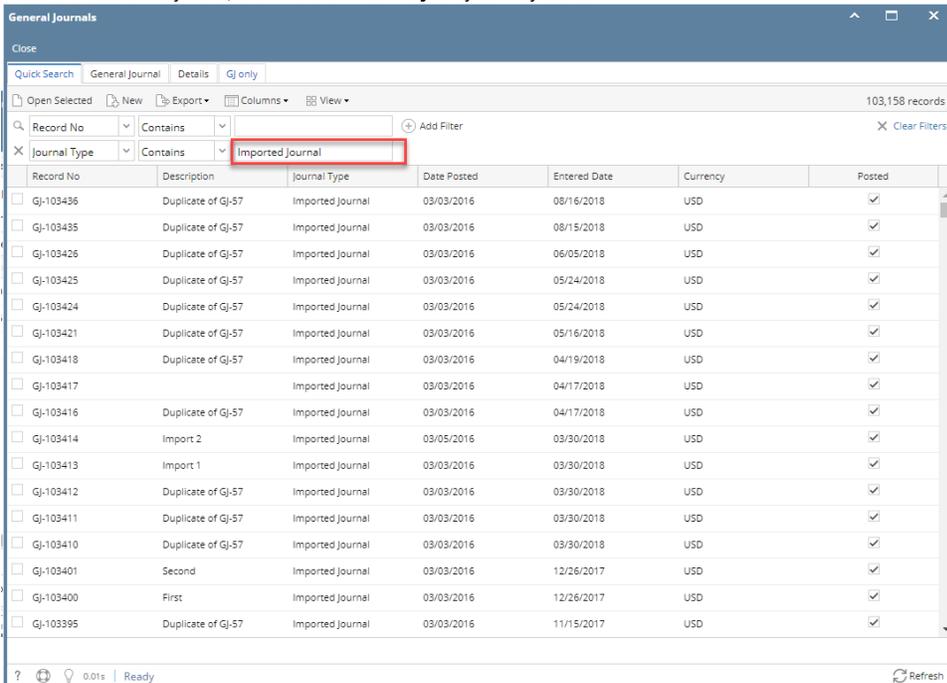
3. Select the field/column that will be filtered.



4. Select the **Condition** that you need to use. Refer to [Search Filter Condition](#) for the list of commonly used conditions on search screen.



5. Enter the search keyword, then hit the **Enter** key on your keyboard.



6. You can use multiple filters to narrow down or widen the search result.

7. Repeat step 2 to step 5.

General Journals

Close

Quick Search | General Journal | Details | GJ only

Open Selected | New | Export | Columns | View | 8 records

Record No | Contains | Add Filter | Clear Filters

Journal Type | Contains | Imported Journal

Posted | Equals | Yes

Date Posted | Between | 08/26/2016 | and | 11/14/2018

Record No	Description	Journal Type	Date Posted	Entered Date	Currency	Posted
<input type="checkbox"/> GJ-103359	Test Journal Import - UnP...	Imported Journal	08/03/2017	08/03/2017	USD	<input checked="" type="checkbox"/>
<input type="checkbox"/> GJ-103232	Recurring example	Imported Journal	12/30/2016	01/06/2017	USD	<input checked="" type="checkbox"/>
<input type="checkbox"/> GJ-103233	Recurring example	Imported Journal	12/30/2016	01/06/2017	USD	<input checked="" type="checkbox"/>
<input type="checkbox"/> GJ-103202		Imported Journal	08/26/2016	10/18/2016	USD	<input checked="" type="checkbox"/>
<input type="checkbox"/> GJ-103203		Imported Journal	08/26/2016	10/18/2016	USD	<input checked="" type="checkbox"/>
<input type="checkbox"/> GJ-103204		Imported Journal	08/26/2016	10/18/2016	USD	<input checked="" type="checkbox"/>
<input type="checkbox"/> GJ-103205		Imported Journal	08/26/2016	10/18/2016	USD	<input checked="" type="checkbox"/>
<input type="checkbox"/> GJ-103207		Imported Journal	08/26/2016	10/18/2016	USD	<input checked="" type="checkbox"/>

? | 0.01s | Ready | Refresh