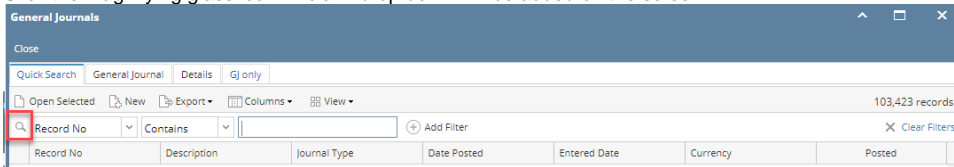


How to Filter record using Advanced Filter button

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.



General Journals

Close

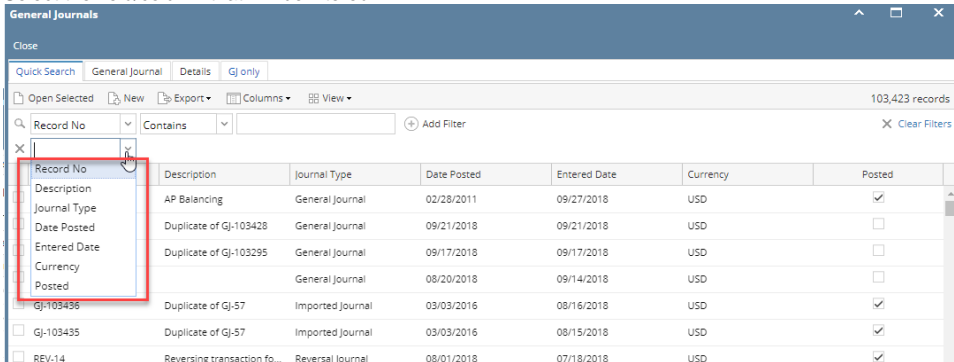
Quick Search General Journal Details GJ only

Open Selected New Export Columns View 103,423 records

Record No Contains Add Filter Clear Filters

Record No	Description	Journal Type	Date Posted	Entered Date	Currency	Posted
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3. Select the field/column that will be filtered.



General Journals

Close

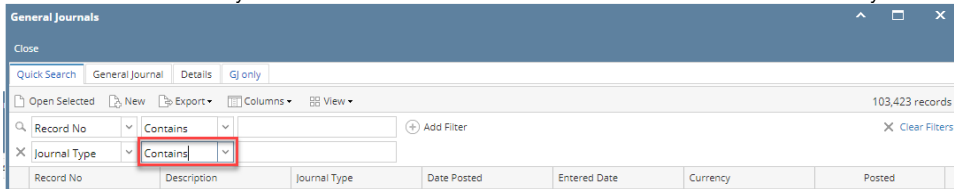
Quick Search General Journal Details GJ only

Open Selected New Export Columns View 103,423 records

Record No Contains Add Filter Clear Filters

Record No	Description	Journal Type	Date Posted	Entered Date	Currency	Posted
AP Balancing	General Journal	02/28/2011	09/27/2018	USD		<input checked="" type="checkbox"/>
Duplicate of GJ-103428	General Journal	09/21/2018	09/21/2018	USD		<input type="checkbox"/>
Duplicate of GJ-103295	General Journal	09/17/2018	09/17/2018	USD		<input type="checkbox"/>
	General Journal	08/20/2018	09/14/2018	USD		<input type="checkbox"/>
GJ-103436	Duplicate of GJ-57	Imported Journal	03/03/2016	08/16/2018	USD	<input checked="" type="checkbox"/>
GJ-103435	Duplicate of GJ-57	Imported Journal	03/03/2016	08/15/2018	USD	<input checked="" type="checkbox"/>
REV-14	Reversing transaction fo...	Reversal Journal	08/01/2018	07/18/2018	USD	<input checked="" type="checkbox"/>

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



General Journals

Close

Quick Search General Journal Details GJ only

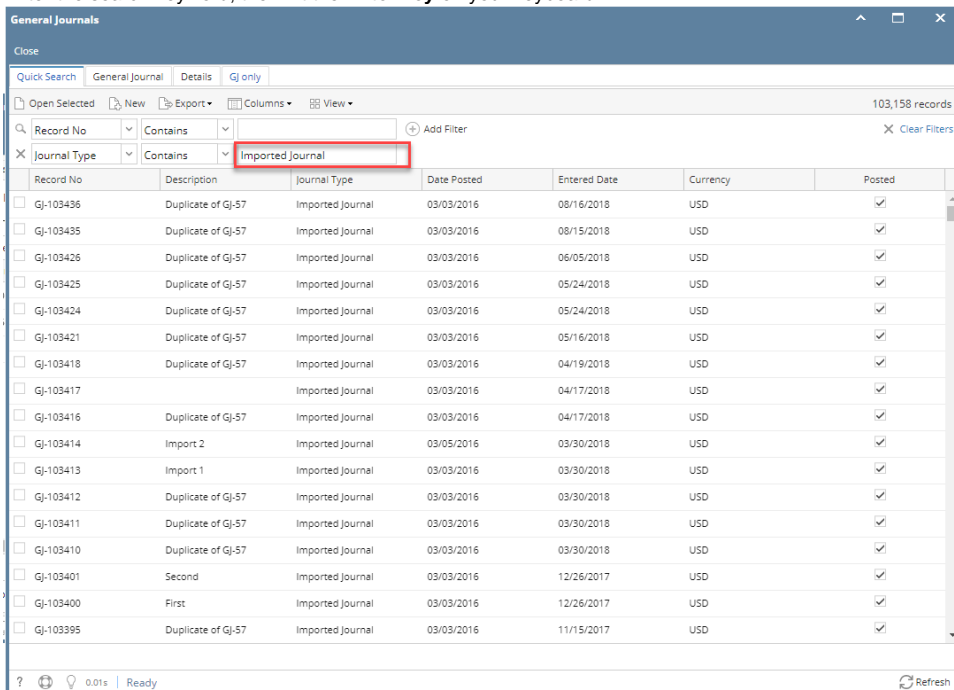
Open Selected New Export Columns View 103,423 records

Record No Contains Add Filter Clear Filters

Journal Type Contains

Record No	Description	Journal Type	Date Posted	Entered Date	Currency	Posted
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5. Enter the search keyword, then hit the **Enter** key on your keyboard.



General Journals

Close

Quick Search General Journal Details GJ only

Open Selected New Export Columns View 103,158 records

Record No Contains Add Filter Clear Filters

Journal Type Contains Imported Journal

Record No	Description	Journal Type	Date Posted	Entered Date	Currency	Posted
GJ-103436	Duplicate of GJ-57	Imported Journal	03/03/2016	08/16/2018	USD	<input checked="" type="checkbox"/>
GJ-103435	Duplicate of GJ-57	Imported Journal	03/03/2016	08/15/2018	USD	<input checked="" type="checkbox"/>
GJ-103426	Duplicate of GJ-57	Imported Journal	03/03/2016	06/05/2018	USD	<input checked="" type="checkbox"/>
GJ-103425	Duplicate of GJ-57	Imported Journal	03/03/2016	05/24/2018	USD	<input checked="" type="checkbox"/>
GJ-103424	Duplicate of GJ-57	Imported Journal	03/03/2016	05/24/2018	USD	<input checked="" type="checkbox"/>
GJ-103421	Duplicate of GJ-57	Imported Journal	03/03/2016	05/16/2018	USD	<input checked="" type="checkbox"/>
GJ-103418	Duplicate of GJ-57	Imported Journal	03/03/2016	04/19/2018	USD	<input checked="" type="checkbox"/>
GJ-103417		Imported Journal	03/03/2016	04/17/2018	USD	<input checked="" type="checkbox"/>
GJ-103416	Duplicate of GJ-57	Imported Journal	03/03/2016	04/17/2018	USD	<input checked="" type="checkbox"/>
GJ-103414	Import 2	Imported Journal	03/05/2016	03/30/2018	USD	<input checked="" type="checkbox"/>
GJ-103413	Import 1	Imported Journal	03/03/2016	03/30/2018	USD	<input checked="" type="checkbox"/>
GJ-103412	Duplicate of GJ-57	Imported Journal	03/03/2016	03/30/2018	USD	<input checked="" type="checkbox"/>
GJ-103411	Duplicate of GJ-57	Imported Journal	03/03/2016	03/30/2018	USD	<input checked="" type="checkbox"/>
GJ-103410	Duplicate of GJ-57	Imported Journal	03/03/2016	03/30/2018	USD	<input checked="" type="checkbox"/>
GJ-103401	Second	Imported Journal	03/03/2016	12/26/2017	USD	<input checked="" type="checkbox"/>
GJ-103400	First	Imported Journal	03/03/2016	12/26/2017	USD	<input checked="" type="checkbox"/>
GJ-103395	Duplicate of GJ-57	Imported Journal	03/03/2016	11/15/2017	USD	<input checked="" type="checkbox"/>

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 SearchGeneral JournalDetailsGJ only

Open SelectedNewExportColumnsView8 records

Record NoContainsAdd FilterClear Filters

XJournal TypeContainsImported Journal

XPostedEqualsYes

XDate PostedBetween08/26/2016and11/14/2018

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"/>

?0.01sReadyRefresh