How to Filter record using Column Filter
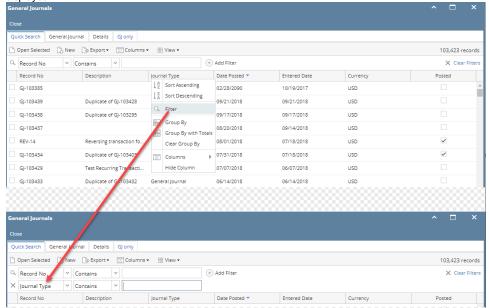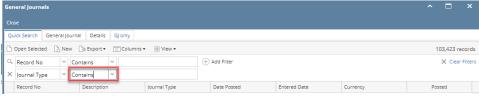
This method will filter the record based on the entered criteria.

1. Open the **Search screen**. Refer to Search.
2. Click the column header of the column you want to filter, then click the **Filter button**. A column filter row defaulted to the selected column will be displayed.

3. Select the **Condition** that you need to use. Refer to Search Filter Condition for the list of commonly used conditions on search screen.

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

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

6. Repeat step 2 to step 5.

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