

# 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.

The first screenshot shows the 'General Journals' search screen with 103,423 records. The 'Journal Type' column header is right-clicked, and the 'Filter' option is selected from the context menu. The second screenshot shows the same screen with the 'Journal Type' filter row added, showing the 'Contains' condition selected.

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

The screenshot shows the 'General Journals' search screen with 103,423 records. The 'Journal Type' filter row is highlighted, showing the 'Contains' condition selected.

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

The screenshot shows the 'General Journals' search screen with 103,158 records. The 'Journal Type' filter row is highlighted, showing the search keyword 'Imported Journal' entered.

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

6. 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

X Clear Filters

X Journal Type

Contains

Imported Journal

X Posted

Equals

Yes

X 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"/> |

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0.01s

Ready

Refresh