

# How To View Related Entries 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.

**GL Account Detail - 10003-0000-000**

Print Search Transaction Detail Journal Report Close

**Details**

Account Id: 10003-0000-000 Description: Fifth Third - Petro Operations - Home office - Admin Currency: USD Date Range: Custom  
 Account Group: Cash Accounts Opening Balance: 10,595,668.35 From Date: 7/1/2017 To Date: 7/31/2017

Q Open View Filter (F3)

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit
<input type="checkbox"/> 7/2/2017	GJ	BATCH-3388	REV-4	george.olney@irely.com	Reversing transaction f...	10,595,668.35	0.00	10.00
<input type="checkbox"/> 7/18/2017	GJ	BATCH-3417	GJ-103355	irelyadmin		10,595,668.35	210.00	0.00
<input checked="" type="checkbox"/> 7/18/2017	GJ	BATCH-3420	GJ-103356	irelyadmin		10,595,668.35	250.00	0.00

**GL Transaction Detail**

Close

**Details**

Q Open View Filter (F3)

Date	Batch Number	Account ID	Record No	Debit	Credit	Debit Units	Credit Units	Posted
<input type="checkbox"/> 7/18/2017	BATCH-3420	10003-0000-000	GJ-103356	250.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
<input type="checkbox"/> 7/18/2017	BATCH-3420	21000-0000-000	GJ-103356	0.00	250.00	0.0000	0.0000	<input checked="" type="checkbox"/>

4. Unpost the GJ 103356.
5. Open GL accounts and do not select any transaction in GL accounts detail. Click **Transaction Detail** toolbar button to open **GL Transaction Detail** screen. All the 10003-000 transactions will be in the list.

**GL Transaction Detail**

Close

**Details**

Q Open View Filter (F3)

Date	Batch Number	Account ID	Debit
<input type="checkbox"/> 1/1/2009	BATCH-3241	10003-0000-000	R€
<input type="checkbox"/> 1/1/2009	BATCH-3243	10003-0000-000	
<input type="checkbox"/> 1/1/2010	BATCH-3231	10003-0000-000	
<input type="checkbox"/> 1/1/2010	BATCH-3232	10003-0000-000	R€
<input type="checkbox"/> 1/1/2010	BATCH-3232	10003-0000-000	R€

6. Post the GJ 103356.
7. Open GL accounts and select GJ 103356 in GL accounts detail. Click **Transaction Detail** toolbar button to open **GL Transaction Detail** screen.

Date	Batch Number	Account ID	Record No	Debit	Credit	Debit Units	Credit Units	Posted
7/18/2017	BATCH-3418	10003-0000-000	GJ-103356	250.00	0.00	0.0000	0.0000	<input type="checkbox"/>
7/18/2017	BATCH-3418	21000-0000-000	GJ-103356	0.00	250.00	0.0000	0.0000	<input type="checkbox"/>
7/18/2017	BATCH-3418	10003-0000-000	GJ-103356	0.00	250.00	0.0000	0.0000	<input type="checkbox"/>
7/18/2017	BATCH-3418	21000-0000-000	GJ-103356	250.00	0.00	0.0000	0.0000	<input type="checkbox"/>
7/18/2017	BATCH-3420	10003-0000-000	GJ-103356	250.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
7/18/2017	BATCH-3420	21000-0000-000	GJ-103356	0.00	250.00	0.0000	0.0000	<input checked="" type="checkbox"/>

post / unpost

post