



How Can I Look Up Individual GL Transactions from the Prior Year?

Instructions

Since the General Ledger allows transaction numbers to be reused, it is necessary to set a transaction filter in order to view prior years. To view transactions one (1) year ago set a filter as follows:

The image shows a 'Transaction Filter' dialog box. It has a title bar with a close button (X). Inside, there are two sections. The first section is 'View Transactions' with three radio buttons: 'Non-Posted', 'Posted', and 'Both'. The 'Both' button is selected. The second section contains several fields: 'Period' with a dropdown menu set to 'All', 'Source' with a dropdown menu set to 'All', 'Transaction #' with two input fields separated by 'to', and 'Transaction Date Range' with a dropdown menu set to 'Last Year' and two input fields for 'Start' and 'End'. Red arrows point to the 'Both' radio button, the 'All' dropdown in the Period field, the 'All' dropdown in the Source field, and the 'Last Year' dropdown in the Transaction Date Range section.

If you are looking for a transaction that occurred prior to “Last Year”, you will need to set a specific date range for the search:

The image shows the same 'Transaction Filter' dialog box. In this version, the 'Transaction Date Range' dropdown menu is set to 'Entered Range'. A red arrow points to this dropdown menu.