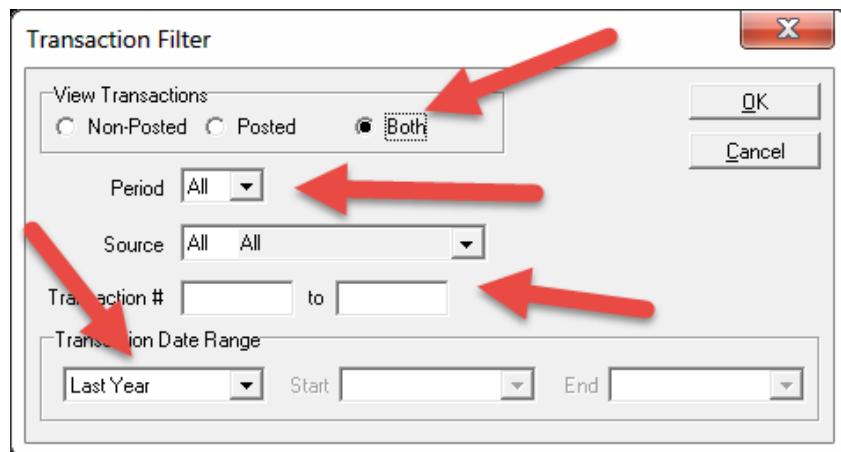## How Can I Look Up Individual GL Transactions from the Prior Year?

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:

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:

Further Questions? Have a Support Tip idea? Let us know, at support@orionlaw.com