Transaction Search

Document #:	3121	Product:	CenterPoint®

Transaction Search is a tool that allows you to review, edit, delete and report transactions and balances. Here's an example of a few specific things that you can do with search:

- Search for a specific transaction or transactions.
- Edit a transaction.
- Void or Delete a transaction.
- Reprint a check or invoice.
- Create formats that produce reports on financial activity

Transaction Search screen is similar to the report preview screen in that it has a Filters, Column, Group/Sort and General tabs that allow you to modify the information included. The difference being that the transaction search gives you many more choices of data (columns) & level of details to include.

In this topic we'll show you the general steps one would use to execute a search. Please refer to the *Edit or Delete a Transaction* and *Reprint a Check, Invoice or Deposit Slip* topics for specific instructions on how to use transaction search for those types of processes.

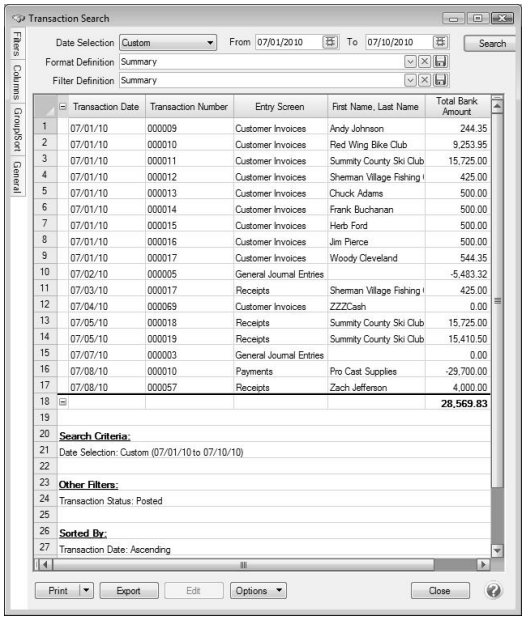
Once the data is displayed in the transaction search it can be edited, deleted or printed.

Using Transaction Search

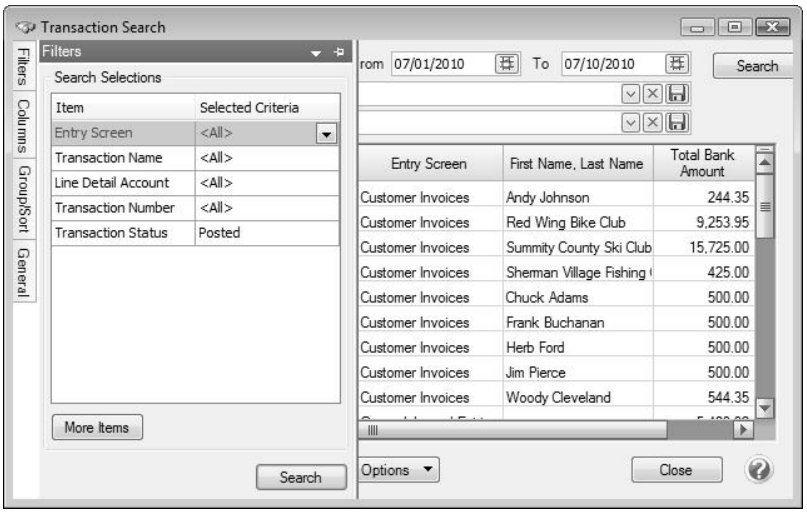
1. Select **Processes > Transaction Search** or **Reporting Tools > Transaction Search**

Note: When a CenterPoint accounting product is integrated with CenterPoint Payroll, you can exclude transaction data from the Pay Employees entry screen from Transaction Search by setting the **File** > **Security** > **Security Policies** > **Transaction Search** > **Allow Payroll Search** to **No**.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.



2. In the **Date Selection** or date **From/To** fields, specify the appropriate date range to search. By default, the Date Selection criteria is set to This Month. To set your selection to display each time you start Transaction Search, right-click and select Set As Default.
3. The **Format Definition** allows you to choose a predefined format for the level of detail, columns displayed, the order of the columns, and the group and sort order of the search results. The list includes built-in format definitions, but you can also create your own. For a basic search, we recommend you use **Summary** which is one line of data per transaction.
4. The **Filter Definition** allows you to choose predefined data selections on the Filters tab. The default, **Summary**, is recommended as it includes all posted transactions.
5. Select the **Filters** tab to choose the data that should be included in this search. For example, if you only want to see Receipt transactions, that can be selected in the Entry Screen field, or if you only want to see transactions for a specific account, choose that account in the Line Detail Account field. If the field you'd like to select data by is not displayed as a Search Selections Item, click on the **More Items** button to display additional fields. If you'd like to save these selection criteria for future use (for example, you'll want this same search next month), select the **Search** button and then click on the **Save** icon next to the **Filter Definition** field. The save process will prompt you to name this new **Filter Definition** for future use.



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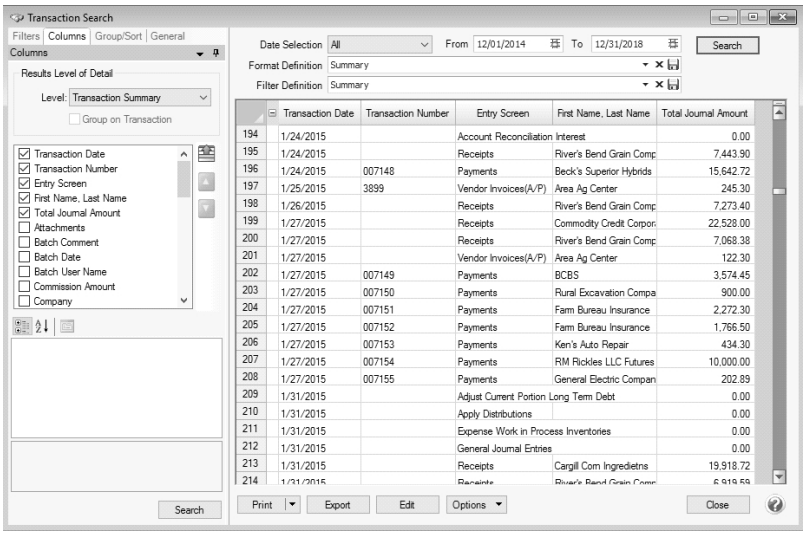
6. Select the **Columns** tab to:
   - Select the **Level** field allows you to select the level of detail that will display in the search result, Transaction Summary, Transaction Lines, Journal Entry Summary, and Journal Entry Details.
   - Define which columns to include in the search results and determine the order they will display. Place a check mark in each field that you'd like displayed as a column of data within the search. Use the arrow up and down buttons to decide which order the columns will be displayed in. If you'd like to save these selected columns as a format that can be used again (without having to manually select and reorder), select the **Search** button and then click on the save icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use.



7. Select the **Groups/Sort** tab to define how the data will be sorted and subtotaled.
8. Click **Search** to update the search screen with the details provided in the various tabs.
9. Once the data is displayed in the transaction search screen it can be reviewed, sorted ascending/descending by clicking the column headings, edited, deleted or printed. To edit or delete a transaction simply double-click on the appropriate row. To print the information select **Print**. Additional information can be displayed for transactions by highlighting the transaction and then right-clicking to display a context menu. The information on the context menu will change based on the transaction type, for example, for AP or AR invoices and Credit Card Purchases, the menu will display a **View Payment History** option, for Sales Orders or Purchase Orders the menu will contain a **View Sales Order** or **Purchase Order** option, for AR invoices, the menu will display **Preview Invoices**, and for AP Payments,AR Receipts, or Credit Card Payments the menu will contain a **View Invoices** option.

Frequently Asked Questions

Q: I have created a Format Definition that I'd like to also use in another database. Do I have to set it all up again in that database?

A: No, you can use the Export Format Definitions option. To export a format definition so it can be used in another database, click the down arrow on the **Options** button on the bottom of the Transactions Search screen, select **Export Format Definitions**, select a name and location for the export file, select the format definitions to be included in the file, and then click **OK**. Click **OK**. Options > Import Format Definitions can be used in the other database to bring in the format definition.

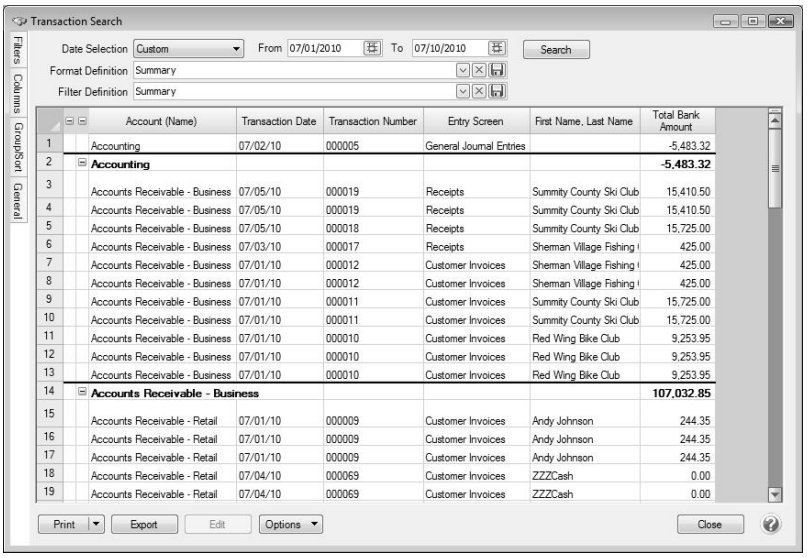
Q: How do I display just the transactions for one account?

A: Select the appropriate **Date** range on the main transaction search screen. Then click on the **Filters** tab. In the **Line Account Detail** field, select the appropriate account. Click **Search**.

Q: How can I see all of the transactions for the month, grouped by Account?

A: We'll use a number of the tabs to modify the results:

1. Select the appropriate **Date** range on the main transaction search screen.
2. Click on the **Columns** tab. Change the **Level** field to **Journal Entry Summary** (this is done so the results include the account). Select the appropriate **Account** fields (for example, account name or number).
3. Then click on the **Group/Sort** tab. Put a check mark in the **Group** box next to the account field that was added in step 2. Click **Search**.

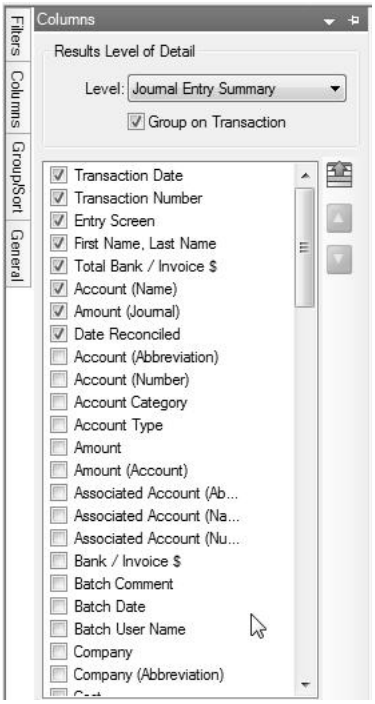


	Account (Name)	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	Accounting	07/02/10	000005	General Journal Entries		-5,483.32
2	**Accounting**					**-5,483.32**
3	Accounts Receivable - Business	07/05/10	000019	Receipts	Summity County Ski Club	15,410.50
4	Accounts Receivable - Business	07/05/10	000019	Receipts	Summity County Ski Club	15,410.50
5	Accounts Receivable - Business	07/05/10	000018	Receipts	Summity County Ski Club	15,725.00
6	Accounts Receivable - Business	07/03/10	000017	Receipts	Sherman Village Fishing	425.00
7	Accounts Receivable - Business	07/01/10	000012	Customer Invoices	Sherman Village Fishing	425.00
8	Accounts Receivable - Business	07/01/10	000012	Customer Invoices	Sherman Village Fishing	425.00
9	Accounts Receivable - Business	07/01/10	000011	Customer Invoices	Summity County Ski Club	15,725.00
10	Accounts Receivable - Business	07/01/10	000011	Customer Invoices	Summity County Ski Club	15,725.00
11	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
12	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
13	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
14	**Accounts Receivable - Business**					**107,032.85**
15	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
16	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
17	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
18	Accounts Receivable - Retail	07/04/10	000069	Customer Invoices	ZZZCash	0.00
19	Accounts Receivable - Retail	07/04/10	000069	Customer Invoices	ZZZCash	0.00

Q: I have a transaction that is missing from bank reconciliation. Is there a way in Transaction Search to see if it's already been reconciled, and if it has, what date?

A: Yes, we can display the transactions with a Date Reconciled.

1. Select the appropriate **Date** range on the main transaction search screen.
2. Click on the **Columns** tab. Change the **Level** field to **Journal Entry Summary**. Put a check mark in **Group on Transaction**. Select the fields shown below:



3. Click on the **Filters** tab. In the **Line Account Detail** field, select the appropriate bank account.

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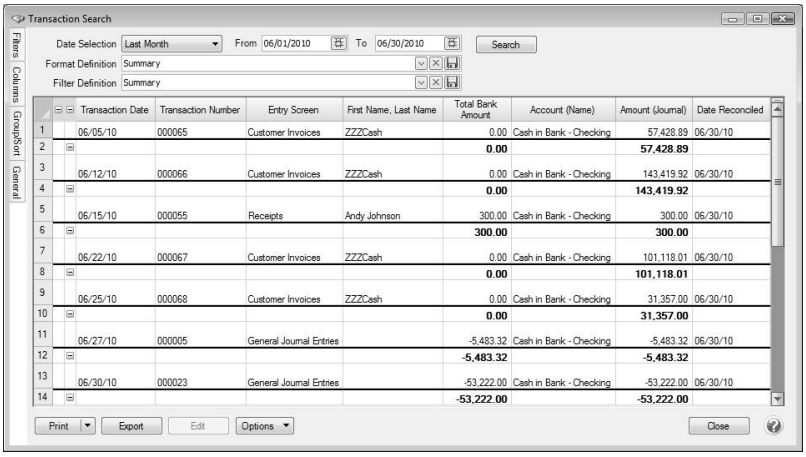
Note: if you also know who the missing transaction was written to, you can also select that in the Transaction Name field.

4. Click **Search**. If you would like to use these selections again in the future, click on the save icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use (for example, Transactions with Date Reconciled).



Q: I made the appropriate selections in the Filter, Columns and Group/Sort tab, but the transactions displayed in my main Transaction Search screen didn't change?

A: This will happen if the Search button is not clicked on after making your selections in the tabs. Click on the **Search** button at the top of the screen to refresh the data using the new criteria.