



Tip of the Month – April 2003

Using Explorer to Analyze GL Activity

Did you know that you can use Explorer/Smart List to analyze General Ledger activity?

As an example, let's say that you wanted to view details on accounts payables transactions in a specific General Ledger account for a specific period of time.

- In Explorer/SmartList, open Account Transactions.
- Click on the Columns button and "Add".
- Add the following Columns: Originating Master ID, Originating Master Name, Originating Document Number, and Series.
- In Row 1 of the Search Window, select Series "is equal to" Purchasing.
- In Row 2 of the Search Window, select Account Number "is equal to" and key in the appropriate account number you want to analyze.
- In Row 3 of the Search Window, select Trx Date "is between:" and key in the beginning and ending period dates you want to analyze.
- Click Okay to view the details of the Accounts Payable transactions including Vendor ID, Vendor Name, and Document Number.
- Save as a Favorite.

From here you can click the "go to" button and drill back to the GL summary or detail inquiry window, which will allow you to drill back again to the originating transaction.

For future months, you can edit the favorite to change the period dates.

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