

General Ledger Transaction Power Search

General Ledger | Reports | Transactions | Power Search

What is Power Search?

Power Search is a real-time search engine that lets you search General Ledger transactions on any combination of nine search criteria.

Using the Search

While searching on a single search term is powerful, the real advanced functionality comes from using several at the same time. Every search term works with all the others. For instance, if you wanted to search for all transactions between 01/01/2020 and 29/02/2020, in accounts beginning with 12, with a transaction number beginning with 5, with a batch number beginning with 6 then you can.

The more specific your query the fewer results you will get.

You can use Power Search to easily track down unreconciled amounts, errant postings, individual transactions and anything else you wish to find quickly.

This is why we have called it "Power Search" — it empowers you and reduces time spent tracking down transactions.

Power Search criteria

Search criteria	Description
Code	Enter an <i>Account Code</i> to see all transactions related to that code. The field searches "front to back" so if you enter "11", it will find transactions with an account that <u>begins with</u> "11". It won't find numbers that do not start with "11", such as "8011".
Opening Balance Date	(dd/mm/yyyy) Enter the first date of a date range to display all transactions including and from that date onward.
Closing Balance Date	(dd/mm/yyyy) Enter the last date of a date range to display all transactions up to and including that date.
Transaction Number	Enter a transaction number to find all transactions beginning with that number. For example, if you type "5" it will find transactions such as 5, 51, 504 and so on. The more numbers you type the more accurate the search.
Batch Number	Enter a batch number to search for all transactions beginning with that number. For example, if you type "5" it will find transactions such as 5, 51, 504 and so on. The more numbers you type the more accurate the search.
Details	Enter any characters to find transactions that contain those characters. For example, if you enter "the" it will find Theros, Dether, the Record Store and so on.
Cost Centre	Enter a character to find cost centres beginning with that character. For example, "adm" will find Admin1, Admin2, Administration, Admission and so on.
Amount	Enter an amount to find all transactions that match the exact amount. For example, "701" will find all credits and debits matching \$701. It will not find credits and debits matching \$5701 or \$701.25. To find \$701.25 you must search "701.25".
Period Selection	Select the period from the drop-down selection to find all transactions within that period. Note: if you have more than one financial year selected and you have transactions within both financial years then the period selected may show transactions from multiple years.

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