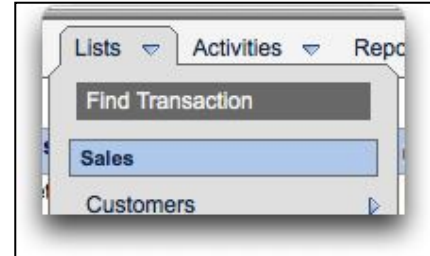


## Find Transaction

From time to time it is necessary to locate a particular transaction. A simple but powerful tool is available to help the user quickly get a list of possible transactions and navigate to the particular one required.



The function is available via the **LISTS** menu.

Select **FIND TRANSACTION**

A screen is presented to allow search criteria to be entered.

From Date 01/08/2009	To Date 31/07/2010	Document Reference %14	Transaction Sequence All	Equals	Between	0	and	0	Go
Amount 0.00	Amount 0.00	Document Type All	Account All	Relates To All					

Sequence	Date	Reference	Document	Account	Relates To	Amount
<a href="#">Edit</a> 40	14/08/2009	Payroll - 20090814	Journal Entry	PAYE		210.00
<a href="#">Edit</a> 40	14/08/2009	Payroll - 20090814	Journal Entry	Employer NI		138.24
<a href="#">Edit</a> 40	14/08/2009	Payroll - 20090814	Journal Entry	Employee NI		118.80
<a href="#">Edit</a> 40	14/08/2009	Payroll - 20090814	Journal Entry	Payroll Cost - Cost of Sales		1,300.00
<a href="#">Edit</a> 40	14/08/2009	Payroll - 20090814	Journal Entry	Wages & Salaries		971.20
<a href="#">Edit</a> 40	14/08/2009	Payroll - 20090814	Journal Entry	Employer NIC (Administration)		138.24

Within the user defined date range, a user can search by a number of criteria:

- ◆ Document Reference
- ◆ One of three Transaction sequences
- ◆ An actual amount or a range
- ◆ Document type
- ◆ Account

Enter as much information as is known and click **GO** to see a list of transactions that fit the selection criteria.

For the Document Reference field enter what is known and click **GO**. If no information is available leave the field blank.

Use "%" as a wild card character for an indeterminate number of characters and "\_" (underscore) for a single character, e.g.

- ◆ " %6% " will find all occurrences within the date range of references with a 6 in the character string.

- ◆ " %6 " will find all occurrences within the date range of references where the 6 is the last character in the string.
- ◆ " 6% " will find all occurrences within the date range of references where 6 is the first character in the string.
- ◆ " %6\_ " will find all occurrences within the date range of references where 6 is the last but one character in the string.

This is a powerful Oracle Database feature and with a little practice is a helpful tool.

To search on one of the transaction sequence series, confirm the date range and select a particular transaction sequence series from the drop down box; enter the sequence range and click GO. If no Information is available leave the field blank.

The transaction sequences series available are:-

- ◆ Transaction Sequence, a unique and unchangeable number for the entity, assigned to a transaction when it is submitted; the number is visible in the audit trail.
- ◆ Purchase Filing Reference, a unique and unchangeable number for the entity, assigned to a purchase transaction when it is submitted, commonly used as a reference in a filing system.
- ◆ System Transaction ID, a system wide unique and unchangeable number assigned to a transaction when it is submitted, the number is also visible in the audit trail.

A specific sequence number or a range can be entered. When searching for a specific sequence number the user is advised to use a wide date range; as if the particular transaction date is outside of the selected date range it will not display.

Enter a value or a value range (with no sign) in the **AMOUNT** box. If known, further criteria can be set.

Click **GO** and the system will display a list of all occurrences found.

Where the search criteria would deliver more than 500 items the listing is truncated to 500 and a message confirms that the result set is too large and requests that the search criteria is refined.

The left hand box adjacent to each transaction displays an action that may be taken; **Edit** / **Del** / **View** depending on the status of the transaction; is it in a closed, year or has it been bank and/or VAT reconciled?

The sequence column will display the number for each transaction relevant to the transaction sequence series selected in the dropdown box.

So if Purchase Filing Reference is selected then the column will display the Purchase Filing Ref for each transaction appearing in the list.

If no transaction sequence is selected then the column displays the Transaction Sequence number of each transaction appearing in the list.