

Filtering the Account List in Transactions

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Your account list includes all Assets, Liabilities, Equities, Expenses, Cost of Goods, Other Expenses, Revenue, and Other Revenue accounts. You will typically not need to see all accounts in the individual transaction screens. For example, in the Payment screen you might only need to see Expenses and Liabilities. The filter on the Lookup screen allows you to manage the accounts you wish to see. Filters can be used in reports, transactions, and transaction search. Each screen can have its own default filter.

In the examples below, we will be creating a basic filter in the Payment screen so the account list only includes expense accounts and then explaining how to use custom filters to filter on multiple items.

Set Up a Basic Filter

Set Up a Custom Filter

Setup a Basic Filter

- 1. Select the Payments screen.
- 2. Click the Lookup button 2 in the **Account** field. The list of accounts display.

🔎 Lookup				- • ×
Search For			By Name	•
- 🛨 Filtering				
Account Type	Abbreviation	Account Number	Name 🔺	<u>^</u>
Expenses				
Equity	Retained E	3800	Retained Earnings	
Liabilities		2097	Retirement Plan Payable	
Revenue		4019	Returns & Allowances	
Expenses		7040	Salary & Wages	
Liabilities		2099	Sales Tax Payble	
Expenses		7050	SDI Expense	
Assets		1050	Securities Available forSale	
Revenue		4017	Service Sales	
Accete	chi i ti		skiiiA	Ľ
Display Filtered Records Only				w Only Active
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3. Expand **Filtering** at the top of the Lookup screen by clicking on the **E**. By default, no filtering is applied so all accounts are included in the list.

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Search For			By	Name 🔻
- E Filtering				
Click Here to Filter List>				-
and Abbreviation	and Abbreviation v is Go			
Account Type	Abbreviation	Account Number	Name	<u> </u>
Expenses				
Equity	Retained E	3800	Retained Earnings	
Liabilities		2097	Retirement Plan Payable	
Revenue		4019	Returns & Allowances	
Expenses		7040	Salary & Wages	
Liabilities		2099	Sales Tax Payble	
Evponsor		7050	CDT Evenence	
Display Filtered Records Only				
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- 4. Click the down arrow on the field indicating **<Click Here to Filter List>**. The list displays the preset filters for accounts. Select **Account Type** for this example, as our goal is to display only expense accounts.
- 5. After selecting Account Type, select **Expenses** in the **is** field to the right. A yellow bar at the bottom indicates "Filtering Applied" when a filter is in use.

🔎 Lookup			_ 0 X		
Search For			By Name 🔻		
Filtering					
Account Type		is Expenses			
and Abbreviation	•	is	Go		
Account Type	Abbreviation	Account Number	Name 🔺 🧥		
Expenses		5011	rental expense		
Expenses		7040	Salary & Wages		
Expenses		7050	SDI Expense		
Expenses		7060	State Unemployment Expense		
Expenses			Tax Deferred Comp Expense		
Expenses		7080	Telephone		
Evenencer		7007	Mater 9. Course		
Display Filtered	Records Only		Show Only Active		
Filtering Applied					
[New	ОК	Cancel		

- 6. If you would like the Account field in the Payments screen to always default to the expense accounts only, then right click on **Account Type** and select **Set as Default**.
- 7. Click **OK** to exit the account Lookup screen.

Set Up a Custom Filter

If you would like your filter to include more options, a custom filter can be created. For example, maybe you'd like to include not only expense accounts in the payments screen but liability accounts also. This can be accomplished by setting up a custom filter. In this example, we will create a custom filter that includes only expense and liability accounts in the account lookup in payments.

- 1. Follow steps 1-3 in the Setup a Basic Filter instructions above.
- 2. Click on the green Custom Filter button on the upper right side of the Lookup screen.
- 3. In the Custom Filters screen, click on the New button 9.
- 4. In the Name field, type in something that will identify this filter to you, for example Expenses & Liabilities, then click OK.



- 5. Under **Select a Filter** on the left side of the Filters screen, scroll down to the **Account Categories** section. Select **Account Type**.
- 6. In the **Available** column on the right side of the screen, move the **Expenses** and **Liabilities** account types to the **Selected** column on the right side of the screen using the green arrow buttons.

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Filter Item	Criteria				
Account Type	Expenses, Liabilitie	25			
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- 7. Click Add Filter, and then click Apply and OK to add your new custom filter to the predefined list of filters.
- 8. If you would like the Account field in the Payments screen to always display the Expense and Liability accounts, rightclick on the filter **Expense & Liabilities**, and then select **Set as Default**.
- 9. Click **OK** to exit the Account Lookup screen.