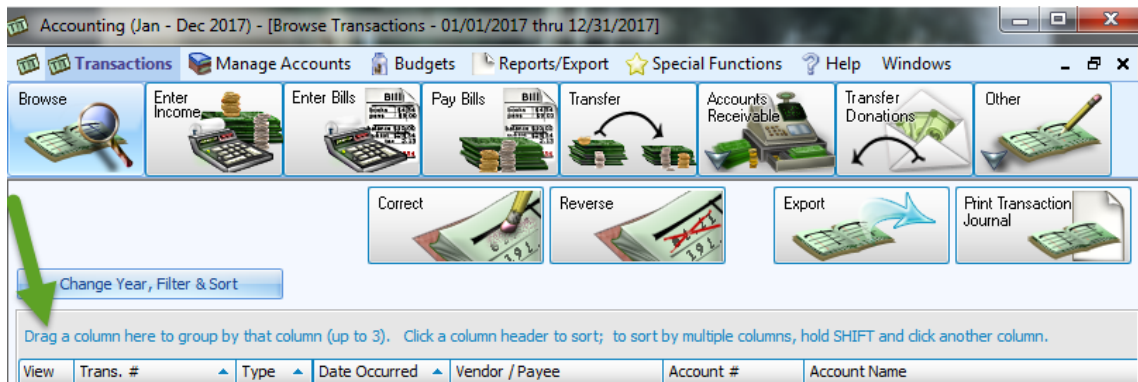


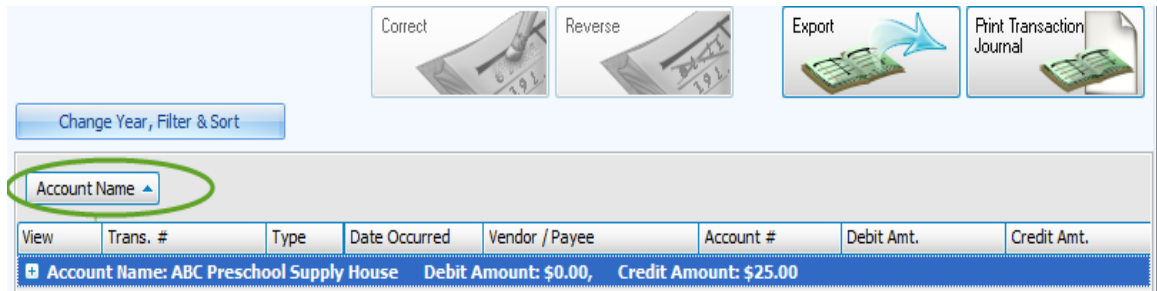
**EXAMPLE:** Customer wants to produce a report showing the bills and payments grouped together by account for a specific month or period.

Go to Accounting>Transactions>Browse

- The Browse screen allows you to drag columns to the gray area above the column headings in the order in which transactions are to be sorted.



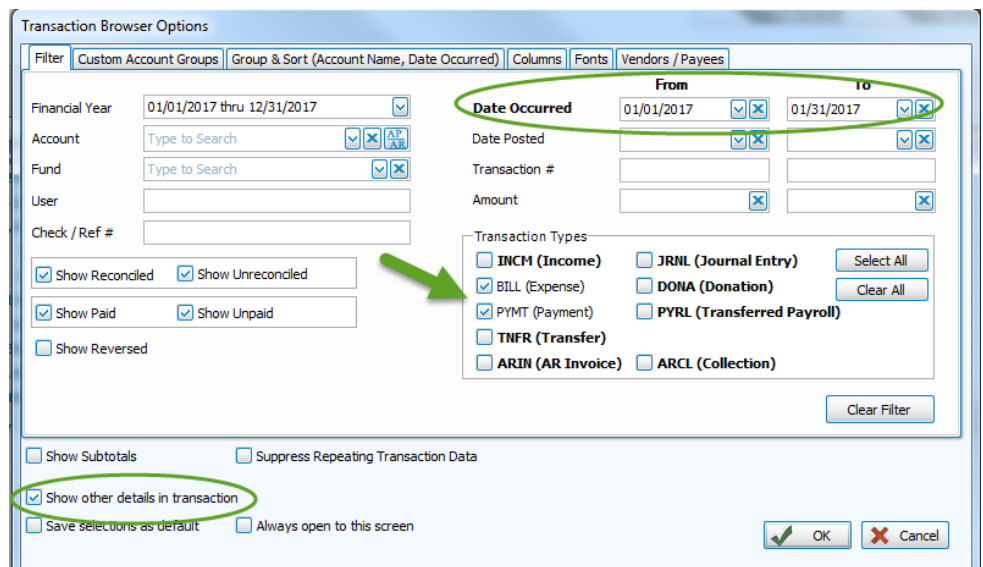
- Click on the column heading *Account Name*, drag to the section on the screen that reads *Drag a column here to group by that column...*



Click on *Change Year, Filter & Sort*.

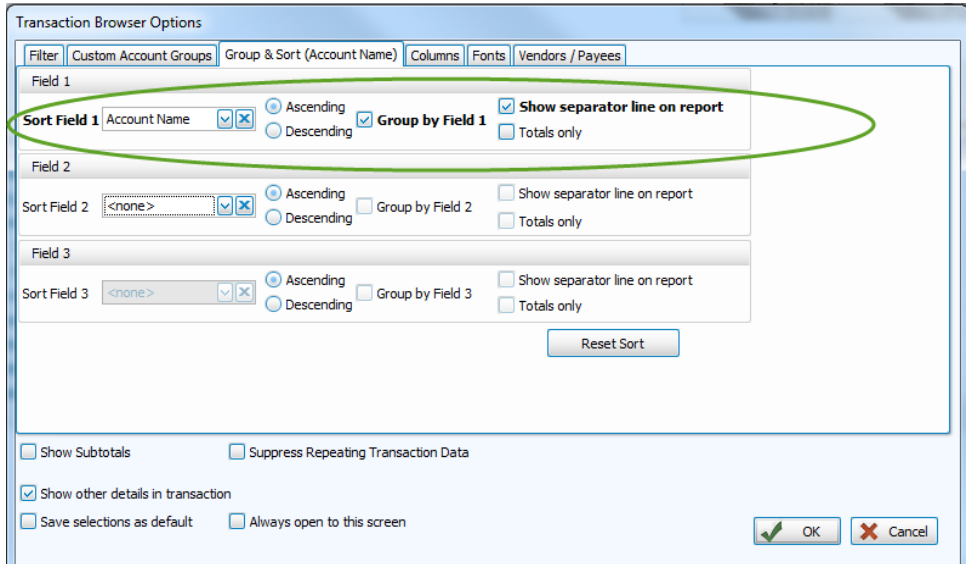
On the *Filter* tab

- Enter the date range in the *Date Occurred* fields
- In *Transaction Types* click *Clear All* and then click only *BILL* and *PYMT*
- Check the 'Show other details in transaction' box.



*On the Group & Sort tab*

- Sort Field 1 choose Account Name
- Check the 'Group by Field 1' box
- Check the 'Show separator line on report'.



*On the Columns tab*

- Select any additional columns you would like shown on the report by moving the columns from the Available Columns on the left to the Visible Columns (will appear) on the right.
- Click OK to Close.

Click the *Print Transaction Journal* button for the *Preview*.

41st Church of Anytown - Columbus OH								Page 1 of 9
Transaction Journal Report								Reconciled
Trans. #	Type	Account #	Date Occurred	Debit Amt.	Credit Amt.	Pymt. Method	Check or Ref. #	
<b>Account Name: American Electric Power</b>				<b>Total Debit:</b>	<b>\$80.00</b>	<b>Total Credit:</b>	<b>\$80.00</b>	
6	BILL	-A/P Vendor-	01/16/2017		80.00			False
	5.10.365 Electric: 50.00 (DR)							
	5.10.900 Rental Electric: 30.00 (DR) Line Item Comments: electric bill for rental property							
10	PYMT	-A/P Vendor-	01/16/2017	80.00		EFT		False
	1.10.100 Huntington Bank Checking: 80.00 (CR)							
<b>Account Name: Ameritech</b>				<b>Total Debit:</b>	<b>\$186.98</b>	<b>Total Credit:</b>	<b>\$186.98</b>	
3	BILL	-A/P Vendor-	01/16/2017		125.00			False
	5.10.350 Telephone: 125.00 (DR) Line Item Comments: monthly telephone expense							
4	BILL	-A/P Vendor-	01/16/2017		61.98			False
	5.10.355 Internet Service: 61.98 (DR) Line Item Comments: Monthly church internet fee							
8	PYMT	-A/P Vendor-	01/16/2017	186.98		EFT		False
	1.10.100 Huntington Bank Checking: 186.98 (CR)							