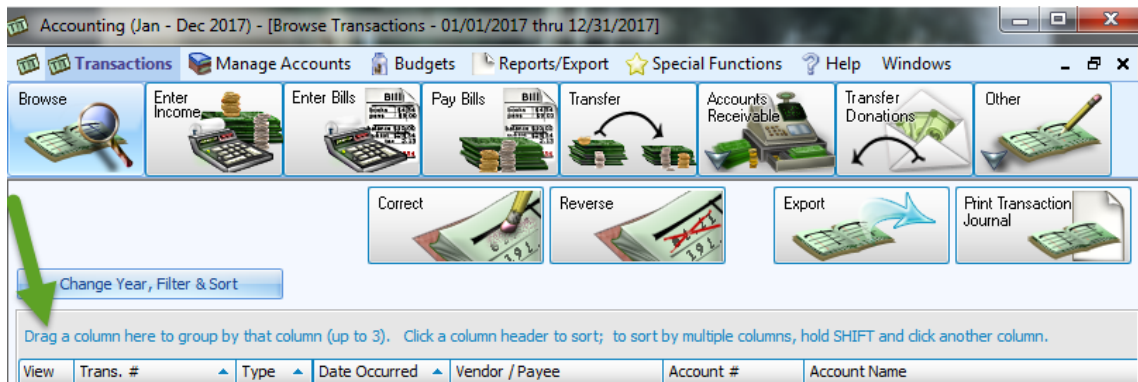*EXAMPLE: Customer wants to produce a report showing the bills and payments grouped together by account for a specific month or period.*

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.
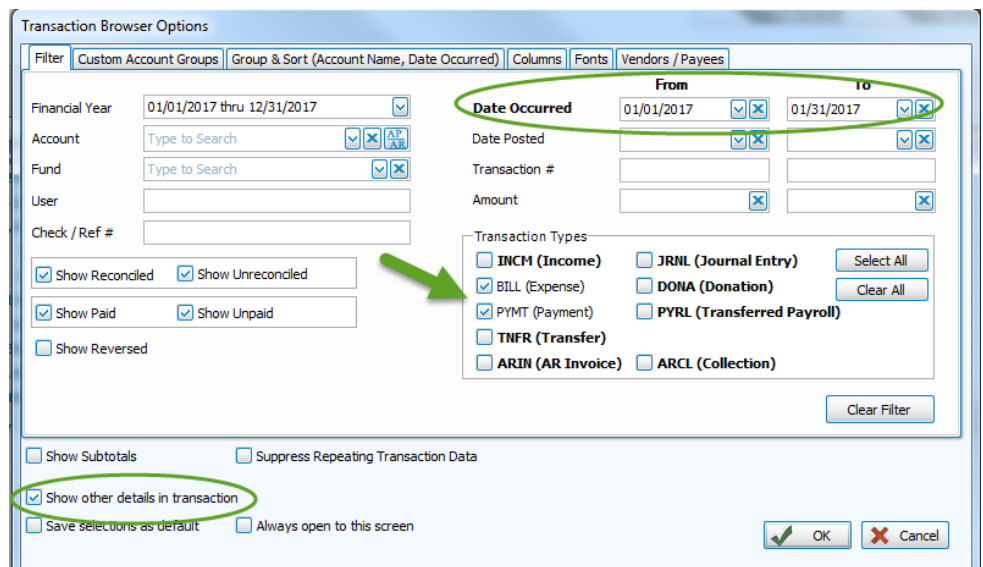

- Click on the column heading *Account Name*, drag to the section on the screen that reads *Drag a column here to group by that column...*
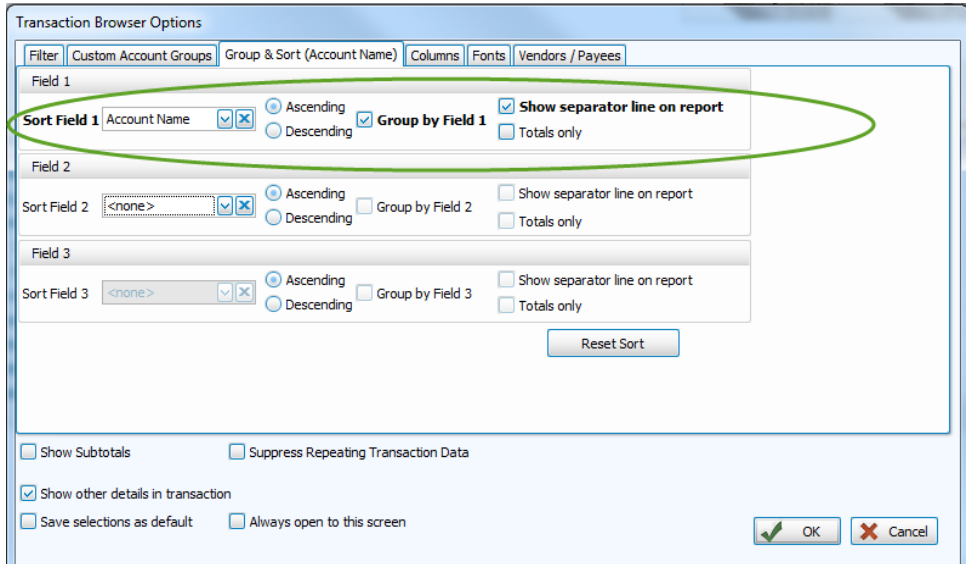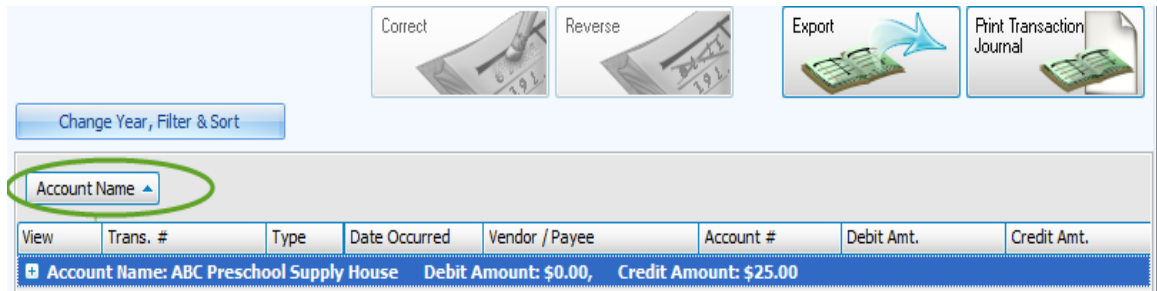
Click on *Change Year, Filter & Sort.*

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.*