



Quick Start: Saving General Ledger Search Parameters

Summary

If you run regular searches through the General Ledgers with the same search parameters, other than date ranges, you can actually save some time by saving that selection criteria.

Step by Step Guide

1. Go to Financials->Financial Reports->General Ledger
2. Switch to Add Mode with the icon at the top that looks like a piece of paper or CTRL+A
3. Fill in your search parameters (e.g. check/uncheck Business Partner, choose your Accounts, posting or due date, etc.)
4. Type in the name of the Search Parameter you desire in the Selection Criteria Name
5. Click Save and re-open the General Ledger
6. Click on the little circle in the Selection Criteria Name field (or press tab while actively in that field) and find your saved search parameters



General Ledger - Selection Criteria

Selection Criteria Name: WIP

Business Partner

Accounts

#	x	Account
29		12040-00 - Semi Finished
30		12045-00 - Inventory - f
31		12050-00 - Inventory - s
32		12055-00 - Inventory - f
33	x	11800 - WIP
34	x	11810-00 - WIP - Wort
35	x	11815-00 - WIP - Green
36	x	11820-00 - WIP - Dry H

Selection: Posting Date From: 01/01/2015 To: 12/31/2015

Due Date From: 01/01/2015 To: 12/31/2015

Document Date From: 01/01/2015 To: 12/31/2015

Print Each Account on Sep. Page

Print Directly to Printer

Order Acct by Chart of Account

Ignore Adjustments

Foreign Names

Summarize Control Accounts

Hide Zero Value LC Rows

Add Journal Vouchers

Display Postings Summary

Opening Balance for Period

OB from Start of Company Activity

OB from Start of Fiscal Year

Display: All Postings

Consider Reconciliation Date

Hide Zero Balanced Acct

Hide Acct with no Postings

Sort and Summarize

OK Cancel Save Select All Revaluation

Now all you need to do is change the date ranges each time you run that report.

If you have your Cockpit enable, you can drag the General Ledger icon to the Common Functions widget for even faster access when running this report.