

## Asset Transactions

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Displays transactions for an Asset with a specified period and date range.

Records > Objects & choose the Asset Object Type from the Object Type drop-down

There are two ways to access Transactions: 1) double-click the Asset to open the Object Screen and then click Transactions, or 2) single-click the Asset so it is highlighted and click Transactions.

**Period:** The accounting period the transaction was recorded.

**Month/Year:** The calendar month/year the transaction was recorded.

**Date:** The date the transaction was recorded.

**Comments:** A description of the transaction.

**Amount:** The dollar amount of the transaction.

**Src:** The source type of transaction. See: [Asset Sources](#)

**G/L Reference:** For 'AP' the invoice#, for 'CD' the check#, and for 'RE' the reference#.

**Account:** The G/L account#.

**Batch #:** The batch number of the transaction. All transactions are assigned a batch number

**Posted:** Checkbox to denote whether the transaction has been posted

**Atch:** Checkbox to denote whether the entry has attachments that can be viewed.

**Modify User:** The user who last modified the transaction.

**Modify Date/Time:** The date and time the transaction was last modified.

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### Other functions

**Sources Filter:** Select which sources to be included in the transactions listing.

**Show Only Posted:** If selected, the transactions that are not posted will not be shown.

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