Input a Filter Dates

Records displayed on the **Book of Cash Disbursements** grid control can be filtered according to *transaction dates*.

To filter
1. At the section menu bar, click **Input a Filter Dates**;
2. The screen shows a **Date From** and **Date To fields**;
3. Input the dates using a *date picker*;
4. Click **Ready to Filter**;
5. Click **Filter Now**;
6. Screen goes back to the Book of Cash Disbursements Main Page and displays the records accordingly.