

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.

Cash Disbursement Main Page

Book of Cash Disbursement

Cash Disbursements Filter Dates | Cash Disbursement Report Page

CASH DISBURSEMENTS TOTAL AMOUNT: P0.00

Date	Reference No.	CR #	Description	Amount	Account No.	Account Name	Due Date
06/30/2022	250621155032	2543	Electric Bill - June	P5,000.00	100	Cash	
06/03/2022	290722134052	004	MASKING TAPE	P170.00	100	Cash	
06/04/2022	290722134649	005	BOX CLUTTER	P350.00	100	Cash	
06/01/2022	290722133324	002	RAW WATER	P2,400.00	100	Cash	
06/14/2022	140822103634	INV0604	BOND PAPER	P350.00	100	Cash	
06/02/2022	030822171935	030	5 MICRON CARBON FILTER ELEMENT	P350.00	100	Cash	
06/04/2022	030822172910	031	5 MICRON SEDIMENT FILTER ELEMENT	P200.00	100	Cash	
06/01/2022	030822174251	034	5-GAL ROUND PLASTIC JUG	P27,000.00	100	Cash	
06/02/2022	030822174914	035	TDS METER	P6,000.00	100	Cash	
06/02/2022	030822173845	033	KOLONG ADLONG DELIVERY TRIKE	P50,000.00	100	Cash	
06/01/2022	030822174725	035	PH METER	P2,800.00	100	Cash	
06/01/2022	180822134436	008	25-STAGE WRS RO SETUP	P350,000.00	100	Cash	

Enter Date From and Date To

Help

From the **Book of Cash Disbursement** section menu bar, click **Input a Filter**

Click **Filter Now**

Click **Ready to Filter**