## **Input a Filter Dates**

## <u>To filter</u>

- 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 Ledger Book Main Page and displays the records accordingly.

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