

How to find where a specific amount posted to the PROMPT Business System General Ledger

This procedure will let you scan the PROMPT General Ledger looking for a specific amount and report where it was posted. The procedure scans the entire posted transaction file that includes past as well as current year transactions.

To search for and print a transaction in the amount of \$1,217.73 (our example) do this:

Go to **PD** and select **FR**

1. Data file SDNAME.....(**GLTRNFLE**)
2. Print Field Numbers.....(**3**) (**4**) (**7**) (**8**) (**9**) (**11**)
3. Print by index number.....()
4. Conditional Field number...(**8**)
5. Conditional Operator.....(**=**)
6. Conditional value.....(**1217.73**) (or whatever amount you wish to search for)

When you press enter it will search and then print. Check the values entered on the screen before you press enter because you cannot stop it once it begins, until it has finished printing.