



### Overview

Filters are used in some of the History screens in order to load the information more quickly.

Tenant History, Vendor History, Work Order History – always display all records

Receipt History, Invoice History, Check History, GL History, Bank Account History – display records based on the following parameters:

### Level 1

- When XAR has fewer than 50,000 entries
  - Receipt displays all transactions
- When XAP has fewer than 50,000 entries
  - Check and Invoice – display all transactions
- When XGL has fewer than 150,000 entries
  - GL, Bank - last 60 days

### Level 2

- When XAR, has between 50,000 and 300,000 entries
  - Receipt - displays 6 months
- When XAP has between 50,000 and 300,000 entries
  - Check and Invoice – display 12 months
- When XGL has between 150,000 and 900,000 entries
  - GL and Bank – last 60 days

### Level 3

- When XAR is over 300,000
  - Receipt displays 3 months
- When XAP is over 300,000
  - Check, Invoice – display 6 months
- When XGL over 900,000
  - GL, Bank – last 60 days

## Switches

Switches can override the defaults. A switch is set in <<Setup, Processing Defaults>>, Tab 5 in the Custom Programming Options field.

### Individual Filters

- /ARmonths=xx where xx is the number of months of Receipt History
- /APmonths=xx where xx is the number of months of Invoice History and Check History
- /GLmonths=xx where xx is the number of months of GL History

### Group Filters

- /filtermonths=xx where xx is the number of months will cause all filters to be that number of months unless an individual filter is turned on
- /filtermonths=99 will force all transactions to be displayed except in bank account history

**Processing Defaults**

RPM Processing Options

Use Simplified Receipts

Use Simplified Payments

NOTE: You Must Log Off for All RPM Changes to Take Effect

Customized Programming Options

/filtermonths=24

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