Date range filters limit the records to a specific date range.

Example

You want to review records in the AP Expenditure Detail dashboard for August 2013. Enter a beginning and end date in the GL Date (+) Between fields by typing directly into the field or by choosing a date from the calendar.

Entering Directly into the Field

- Use numeric data only
- Any format below is correct:
  - mm/dd/yyyy
  - m/d/yyyy
  - m/d/yy

Choosing from the calendar

- Access the calendar by clicking the calendar/clock icon just to the right of the beginning or end date user input field.
- The default is the current date.
- Choose a date by clicking on it.
- Change the month by clicking any arrow pointed out by squares in the image to the right.
- Change the year by clicking either arrow pointed out by the circle in the image to the right.

Results

Results contain only the records falling within the date range chosen.