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Filter Accounts/Object Ranges

Records > Accounts

The Accounts screen will typically display all accounts the user has permission to access. The Filter button allows the user to temporarily limit the accounts shown on the Accounts list. This might be helpful if you wanted to view only (examples) salary accounts, office supply accounts, etc. To do so, click the **Filter** button and use the **Pick List** button to select the ranges of accounts you wish to filter. Click the **Save** button, and the account browse screen will display the filtered accounts. The Filter button applies only to the current user.

The tabs on this screen display various account permissions for this user for informational purposes only.

- **Advanced Filters:** This shows the range of accounts this user has currently filtered.
- **Restrictions:** This displays the range of accounts the user has permission to access. If nothing is displayed, the user has permission to access all accounts. Administrators maintain all account permissions settings.
- **Entry Restrictions:** If the user's permissions differ in accounts he can access vs. accounts he may do an entry, those restrictions can be seen under the various entry tabs. Entry Restrictions applies to any type of entry. Any account ranges shown in the Budget Entry, Journal Entry, Invoice Entry, and PO Entry tabs will limit a user to the accounts he may use for each type of entry.

IMPORTANT: *When the accounts list is filtered, note the* ***Advanced Filters*** *button is highlighted. The* ***Filter*** *will remain on until you remove the filter. To do so, click the* ***Filter*** *button and delete all rows (with the "x" icon). Click* ***Save****. When the filter has been removed, your accounts will again be displayed.*

When a filter has been set on accounts to browse, this filter also applies when paging forward/back through accounts on the **Actuals/Budget** entry screen. You may key an account number manually, but you must remove the filter to access other accounts in your permission range.

If **Object Tracking** is used, the same settings are available in *Records > Objects*.