

Hiding Transactions

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All EFT transactions processed accumulate over time. This means that when viewing transactions on any tab within the grid area of the EFT Processing form, every transaction created since beginning use of the EFT Processing is available for viewing. Over time, the list of transactions processed grows. There is an option available to "Hide" older transactions that you do not want to view every time you access the EFT Processing form.

In the example below, we are on the Settled tab and have entered a filter in the Settled [date] column to display only transaction where the settled date is less than January 01, 2020. There are 103 transactions that have a settled date less than January 01, 2020. If we want to hide the first 10 transactions listed in the grid, check the box to the left of the Branch column title to select all transactions on this page. Click the Hide Selected action button in the footer area. A message will be displayed confirming we want to hide these transactions. We will need to repeat this process until all of the transactions less than January 01, 2020 are hidden.

If you want to view these transactions in the future, enter filter criteria and then check the box Show Hidden which is located below the drop-down arrow of the Branch field in the header area.

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