

How to Print a General Ledger Transaction Report

This document will explain:

How to print out your General Ledger transactions for a single GL account or a range of GL accounts for a specific date range.

Go to Accounts>Account Enquiry> select a GL account>select a Doc Date range and run to bring data into the grid.

NOTE: You must do this first to print either report.

The screenshot shows the 'Account Inquiry' window. The 'Account' section has 'Wages_Salaries' selected. The 'Dates' section has 'Doc.Date' set to 01/07/2014 and 'Tran.Date' set to 30/06/2015. Below the filters is a grid of transactions:

TranNo	Date	Tran.Date	Type	RefNo	Period	Comments	Detail	Comments	Debit	Credit	Tax	AccumTotal
368	31/07/2014	23/10/2014	GJP	14	1	Move July 14 Technical Wages from Expenses to COGS	Wages & Salaries		0.00	5,000.00	X	2,343.23
367	23/10/2014	23/10/2014	GJP	13	4	Payroll W/e 23/10/14	Wages & Salaries		5,000.00	0.00	P	7,343.23

From the report menu bar select the report you require:

- Account Inquiry or Account Inquiry – Detailed to report on a single account>then select Preview, Print or Email to print the report as required.

The screenshot shows the 'Report' menu with options: 'Account Inquiry', 'Account Inquiry - Detailed', and 'Account Inquiry - Range'. The 'Account Inquiry - Range' option is highlighted.

- Account Inquiry - Range to report on multiple accounts. Select the Account Inquiry – Range report> click on the Preview, Print or Email icon and the Account Enquiry – Range selection window will open.
- Enter your required Account Range and Date Range>accept Document Date>click OK to obtain the Account Enquiry - Range report.

The screenshot shows the 'Account Inquiry - Range' dialog box. The 'Account Range' section has 'Range Start' set to 41020 and 'Range Finish' set to 49000. The 'Date Range' section has 'Date Start' set to 01/07/2014 and 'Date Finish' set to 30/06/2015. The 'Date Type' section has 'Document Date' selected. There are 'Ok' and 'Cancel' buttons at the bottom.