

How to Print a Complete General Ledger Transaction Report

Your external accountant may ask you for a printout of your complete General Ledger for the financial year. You can run an Account Enquiry on a single General Ledger Account for a given period and print a report, or you can print a report to show all transactions against all GL accounts.

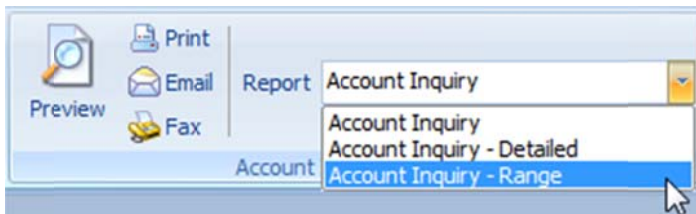
Go to Accounts>Account Enquiry, select a GL account and date range, then run to bring the data into view. You must do this first to print either report.

Account Inquiry

Filter
 Account: 57000 Stock Adjustments
 Dates:
 Period:
 Doc.Date: 01/07/2009
 Tran.Date:
 Branches: Branch: SubBranch: GL Dept:
 Drag a column header here to group by that column

TranNo	Date	Tran.Date	Type	RefNo	Period	Comments	Detail Comments	Debit	Credit	Tax	AccumTotal	Branch
1011	21/08/200	21/08/200	SADJ		25	2 Stock Adjustment# 25		80.00		0.00	-256.14	SYD
1012	21/08/200	21/08/200	SADJ		26	2 Stock Adjustment# 26 (Up)		0.00	170.00		-426.14	SYD
1013	21/08/200	21/08/200	SADJ		26	2 Stock Adjustment# 26		160.00		0.00	-266.14	SYD

From the report menu bar select the report you require – Account Inquiry of Account Inquiry – Detailed for a single account, or Account Inquiry Range for multiple accounts.



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

Account Inquiry - Range

Account Range
 Range Start:
 Range Finish:
 Date Range
 Date Start:
 Date Finish:
 Date Type
 Document Date
 Transaction Date
 Ok Cancel