

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 Doc.Date: 01/07/2009 Tran.Date: [13]

Dates: [13] Period: 30/06/2010

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.

Preview Print Email Fax

Report: Account Inquiry

Account Inquiry - Detailed

Account Inquiry - Range

Select the Account Inquiry – Range report and click on the 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

If you require further assistance please contact support@happen.biz or call 02 9570 4696