Account Register Definitions and Options

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All financial transactions created record to the GL Register table. Each transaction saved to this table contains a unique Register Number. The Account Register option with the General Ledger module, is used to view transactions posted to a particular G/L Account or to check the balance in the selected account as of a specific date.

Once an account code (G/L Account Number) has been selected at the top of the form and the User clicks the Refresh button , all transactions for the selected account will be displayed in the grid area of the form. The transactions listed display several columns of information; refer to the Account Register Data Columns page for definitions of each column displayed in the grid.

The data displayed in the grid may be re-sorted by clicking on the header name of the columns.

There are several selection options and filters available at the top of this form; please refer to the topic Account Register Filters and Options for more information.

The entire Journal Entry for a transaction line displayed in the Account Register results may be viewed by double-clicking on a transaction line.

Account Register Data Columns

Once an account code (G/L Account Number) has been selected at the top of the form and the User clicks the Refresh button, all transactions for the selected account will be displayed in the grid area of the form. The transactions listed display several columns of information, each of which is defined below.

Reg No. - The unique Register Number assigned to the records of within the transaction; both credits and debits associated with the journal entry are linked to the same register number.

Date - The transaction date selected on the item saved to the G/L.

Type - This is the Register Type which indicates the type of transaction that initiated the journal entry. For a complete list of Register Types, refer to the topic Register Type Definitions.

Reference - The Reference field will be populated with the transaction source number for the journal entry. For example, if the transaction was generated by a customer invoice, which is a Register Type of INV, the reference field will populate with the Invoice Number.

Name - This field will be populated with information pertinent to the type of transaction. For example, if the transaction was from a customer invoice, the Customer Name will be displayed. If the transaction was from an A/P Bill, the Vendor Code will be displayed.

Branch - The Branch saved with the transaction.

Category - The Category Code saved with the transaction.

Amount - The total amount of the transaction; credits are displayed as a negative value and debits are displayed as a positive value.

Balance - This is a running account balance for the account. If a date range is specified in the header section, the last row displayed in the list will be the ending balance in the selected account on the last date in the date range.

For Balance Sheet type accounts, if no date range is selected, all transactions from the first date your company began using SedonaOffice will be listed in the grid. If your company has been using SedonaOffice for a number of years, this

may take some time to return the requested list of data. It is highly recommended to select a date range for Balance Sheet Type Accounts.
For Non-Balance Sheet type accounts, the User must specify a date range within the same fiscal accounting year. If no date range is specified, all transactions in the current fiscal accounting year will be listed.

Account Register-Register Type Definitions

Account Register Filters & Options

At the top of the Account Register form are selection options and filter fields. The User may use a combination of filters to arrive at the list of desired transactions to view.
Account Code - Clicking the drop-down arrow in this field allows the User to scroll through the list of all G/L Account numbers from which to make a selection. To the right of this field is the G/L Account Number lookup button . Clicking this button will open the Chart of Accounts list and allow the User to click on the header of any column to re-sort the list to make it easier to locate the desire account number.
From Date & Thru Date - These two fields are used to specify the date range for which the User wants to view transactions posted to the selected G/L Account. For Income & Expense type accounts, the date range must be within the same fiscal accounting year.
For Balance Sheet type accounts, if no date range is selected, all transactions from the first date your company began using SedonaOffice through today's date will be listed in the grid. If your company has been using SedonaOffice for a number of years, this may take some time to return the requested list of data. It is highly recommended to select a date range for Balance Sheet Type Accounts.
For Non-Balance Sheet type accounts, the User must specify a date range within the same fiscal accounting year.
Branch - If your company is operating under multiple branches, the User has the option of selecting a single branch; only the transactions posted to the selected branch will be displayed in the list of results in the grid area. If this field is left blank, all transactions for all branches will be displayed.
Category - The User has the option of selecting a single category; only the transactions posted to the selected category will be displayed in the list of results in the grid area. If this field is left blank, all transactions for all categories will be displayed.
Register Type - Each transaction posted to the Account Register is saved with a Register Type. The Register Type defines the type of transaction that created the journal entry. The User has the option of selecting a single Register Type; only the transactions posted to the selected register type will be displayed in the list of results in the grid area. If this field is left blank, all transactions for all register types will be displayed. Click here for definitions of each Register Type.
Refresh Button - Clicking the Refresh Button will return a list of all transactions that meet the criteria selected in any and all of the filter options and date range.