

GL Journal

Last Modified on 01/18/2023 5:24 pm EST

The GL Journal Report is used to print transactions recorded to the General Ledger within an Accounting Period range or a particular date range. The report may be generated for all transaction types or a single transaction type. The report will print each Journal Entry debit and credit.

This report has a branch option; if multiple branches are selected, a new report will print for each unique branch.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Date Range - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. Once an option is selected, the User must select an Accounting Period range or Date range.

Branch - The report default is to print data for all active Branches. If it is desired to print the data associated with one or multiple Branches, you may select the checkbox to the left of each branch desired.

- *Hide Inactive Branches* - By default this option is selected; If data is to be listed for inactive Branches, de-select this option.

- *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

Options

- *Transaction Type* - The default for this option is All transaction types. you may also select one particular transaction type from the drop-down list.

The screenshot shows the 'GL Journal' dialog box with the following settings:

- Date Range:** 'Accounting Period' is selected. 'From' and 'Thru' are both set to '10 10/1/2017 - 10/31/2017'.
- Branches:** A list of branches (A1, MI, National, OH) is shown with all checkboxes selected. Below the list, 'Hide Inactive Branches' is checked, and 'Show Each Branch' is unchecked. 'Select All' and 'Invert' buttons are present.
- Options:** 'Transaction Type' is set to 'All' in a dropdown menu.
- Sort By:** An empty dropdown menu.
- Buttons:** 'Ok' and 'Cancel' buttons are at the bottom right.