

GL Register Entries

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

The GL Register Entries 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 is grouped by GL Account; within each account the beginning account balance is listed, followed by the transaction activity and the account ending balance. A total of all transactions for each account is displayed after all transactions. If the off-set GL account for the transaction was split between multiple GL accounts, the word Split will be displayed in the Split column, otherwise the off-set GL account number will be listed.

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

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

- *Hide Inactive Branches* - If data is not to be listed for inactive Branches, 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.

GL Transaction Dates - 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. **Choose a GL Account** - The User must make a selection from one of the three options.

- *Balance Sheet Accounts* - The report default is All Balance Sheet Accounts. If one particular account activity is desired, make a selection from the drop-down list.

- *Non-Balance Sheet Accounts* - If this option is selected, you may select All or a single Non-Balance Sheet account number.

- *Account Type* - If this option is selected, the User must select the Type of GL Account for which to include the activity on the report.

Options

- *Display account with NO activity* - The default for this option is All transaction types. you may also select one particular transaction type from the drop-down list.

Register Type - The report default is All Register Types; you may select a single register type (transaction type) to include on the report.

Sort By - The report default is to sort the data by GL Register Date, which is the date the transaction posted to the General Ledger. The other available sorting option is Register Number.

GL Register Entries [Close]

Branch

- A1
- MI
- National
- OH

Hide Inactive Branches

Select All Invert

Show Each Branch

Choose a GL Account

Balance Sheet Accounts
[All]

Non Balance Sheet Accounts
[All]

Account Type
AP - Accounts Payable

Options

Display accounts with NO activity

GL Register Type
All Register Types

Sort By
GL Register Date

GL Transaction Dates

Accounting Period Dates

10 10/1/2017 - 10/31/2017; []

10 10/1/2017 - 10/31/2017; []

Export Ok Cancel