

GL Journal Report

General Ledger >Reports >Report List

This report is a combination of multiple journals that have being posted put into one report with debits and credits. It will show the user which journal the transaction came from.

Journal report provides a summary of general ledger transactions sorted by a variety of user defined criteria

The report will allow you to choose different criteria's

Select Posted under Journal Status

Take your date from far back

If you want to see the additional notes on the journal lines, tick the Additional Comments.

GL Journal Report

Journal No:

Journal Status:

Posted

Date From:

2023-04-01

Date To:

2023-04-30

Order By:

Date

Detail:

Detail

Additional Comments:

Generate

Close

Journal No.	enter journal number to view a certain detailed journal report
Journal Status	to select status from the drop down arrow
Date From / Date To	to select the date from and the date to for running a report
Order By	to select order by, from the drop down arrow
Detail	to run the report by either detail or summary from the drop down arrow
Additional Comments	tick the box to include additional comments on the report