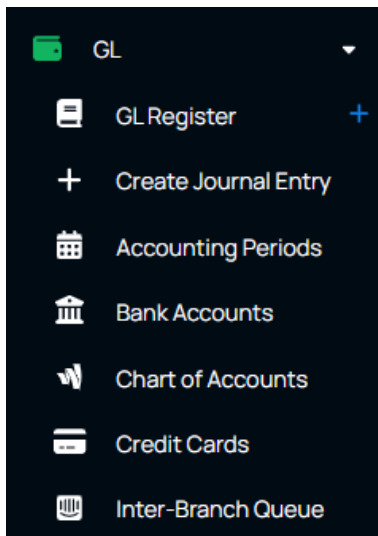


# General Ledger (GL)

Last Modified on 05/13/2026 8:27 pm EDT

To access the general ledger (GL Ledger), click GL in the sidebar and click GL Register:



The GL Register opens. Click the **General Journal Entries** button at the upper right of the page.



The General Ledger Entries page opens. This page shows a list of all transactions that have been posted to the General Ledger.

Functions available are:

- Sort on any of the columns.
- Use the filter options to refine the list of information presented in the grid area.
- Users with the appropriate permissions can add a new general journal entry.
- Clicking on the hyperlink of an entry in the Entry column displays all the debits and credits that comprise the entry made to the General Ledger.

### General Ledger Entries

[+ Add General Journal Entry](#)

[Export to Excel](#)

Entry	Reference #	Entry Date	Type	Memo	Debit Total	Credit Total
<a href="#">10847</a>	102	Apr 11, 2022	Journal	Nsf Check Fee	\$25.00	\$25.00
<a href="#">10846</a>	101	Apr 11, 2022	Journal	Payroll Transfer	\$369.00	\$369.00
<a href="#">10838</a>	21447	Apr 10, 2022	Vendor Payment		\$62.10	\$62.10
<a href="#">10843</a>	21450	Apr 10, 2022	Bank Account		\$32.00	\$32.00
<a href="#">10842</a>	21449	Apr 10, 2022	Bank Account		\$129.00	\$129.00
<a href="#">10841</a>	10841	Apr 9, 2022	Vendor Bill		\$129.00	\$129.00
<a href="#">10840</a>	10225	Apr 9, 2022	Bank Account	Freight Charges March 2022 Statement	\$21.50	\$21.50
<a href="#">10839</a>	21448	Apr 9, 2022	Bank Account		\$50.00	\$50.00
<a href="#">10837</a>	10837	Apr 9, 2022	Part Ledger Entry		\$5.00	\$5.00
<a href="#">10836</a>	10836	Apr 9, 2022	Part Ledger Entry		\$324.67	\$324.67
<a href="#">10835</a>	10835	Apr 8, 2022	Invoice		\$1,090.45	\$1,090.45

1 - 100 of 1855 items [Refresh](#)

Clicking on the hyperlink in the Account column opens that GL Account to display all the entries made to that particular account.

### General Journal Entry - 19357

[Edit](#) [Reverse Entry](#) [History](#) [Accounts](#)

Entry Date	Oct 16, 2023	Reference Number	88
Charter One	\$88.00	Branch	Ohio
<a href="#">Visa CC</a>	(\$88.00)		

#### Entries

[Export to Excel](#)

Account	Description	Memo	Branch	Work Order	Category	Expense Type	Debit Amount	Credit Amount
10101	Charter One - Primary Checking - Ohio	Manual Entry #88	Ohio				\$88.00	\$0.00
20100	Chase Visa	Manual Entry #88	Ohio				\$0.00	\$88.00

Debit Total: \$88.00    Credit Total: \$88.00

1 - 2 of 2 items [Refresh](#)

## History Button

Clicking the **History** button displays information regarding who saved the entry and when. This is basically an audit trail for the entry.

If the entry was created by saving a General Journal Entry, and a user edited the record, additional rows are listed in the grid as a part of the audit trail.

	Action	Message	User	Date
+	Add	GL Entry was Added	Papay, Travis	4/11/2022 2:20:09 PM

1 - 1 of 1 items Refresh

## Accounts Button

Clicking the **Accounts** button displays the GL Register page.

## Reverse Entry Button

This button is only available for entries created by saving a General Journal Entry.

## Edit Button

This button is only available for entries created by saving a General Journal Entry. Click this button to make changes to the Entry Date, Entry Number, and the Memo field.

If an incorrect GL Account was selected on the original entry, or if you need to split an expense between multiple categories, add a new entry row, and then modify or delete the incorrect entry row.

**General Journal Entry**

Save
Cancel

Entry Date • 10/16/2023 📅

Reference Number 88

Memo Manual entry #88

Debit Total	Credit Total	Balance
\$88.00	\$88.00	\$0.00

**Edit Entry**

Account •

Debit Amount  ▲▼

Credit Amount  ▲▼

Memo

Work Order

Branch • Ohio ✕▼

Category

Expense Type

Add To Entries