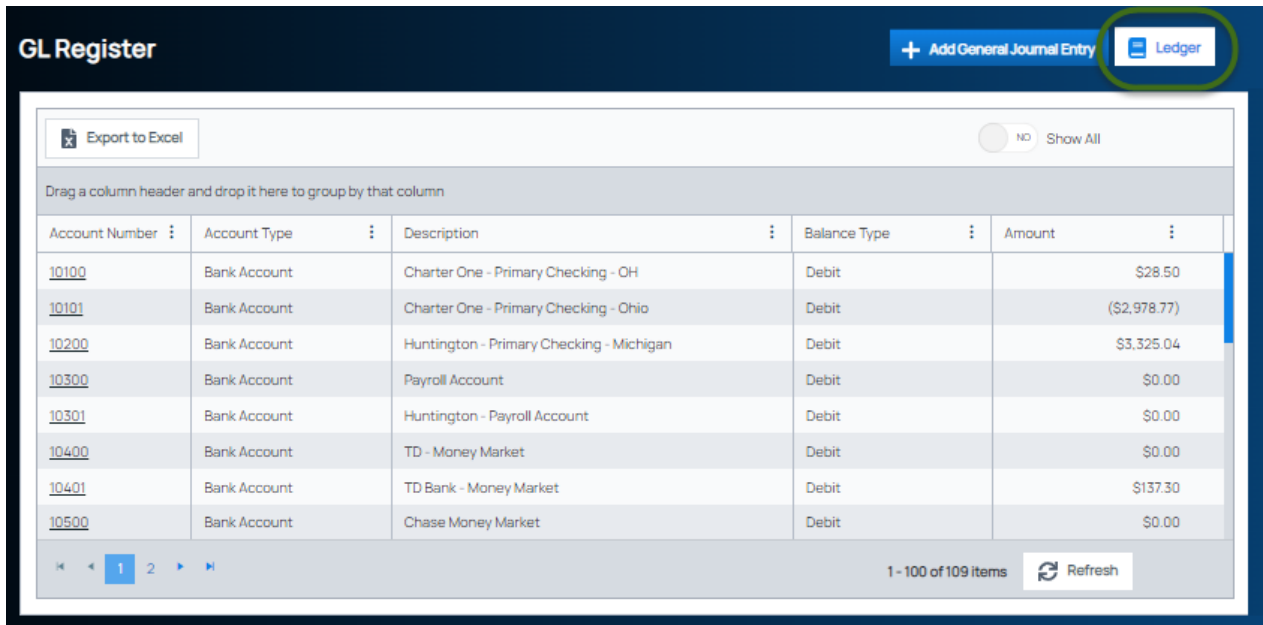


# G/L Ledger

Last Modified on 10/19/2023 4:19 pm EDT

To access the GL Ledger, navigate to GL from the Accounts Receivable, Accounts Payable or Inventory module menus.

The GL Register will be displayed. Click on the Ledger button at the upper right of the page.



The screenshot shows the 'GL Register' interface. At the top right, there are two buttons: '+ Add General Journal Entry' and 'Ledger'. The 'Ledger' button is circled in green. Below the buttons is a table with the following columns: Account Number, Account Type, Description, Balance Type, and Amount. The table contains several rows of data, including account numbers like 10100, 10101, 10200, 10300, 10301, 10400, 10401, and 10500. At the bottom of the table, there is a pagination control showing '1' of 2 pages and a 'Refresh' button.

Account Number	Account Type	Description	Balance Type	Amount
<a href="#">10100</a>	Bank Account	Charter One - Primary Checking - OH	Debit	\$28.50
<a href="#">10101</a>	Bank Account	Charter One - Primary Checking - Ohio	Debit	(\$2,978.77)
<a href="#">10200</a>	Bank Account	Huntington - Primary Checking - Michigan	Debit	\$3,325.04
<a href="#">10300</a>	Bank Account	Payroll Account	Debit	\$0.00
<a href="#">10301</a>	Bank Account	Huntington - Payroll Account	Debit	\$0.00
<a href="#">10400</a>	Bank Account	TD - Money Market	Debit	\$0.00
<a href="#">10401</a>	Bank Account	TD Bank - Money Market	Debit	\$137.30
<a href="#">10500</a>	Bank Account	Chase Money Market	Debit	\$0.00

The General Ledger Entries page will be displayed. This page will present 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 may add a new general journal entry.
- Clicking on the hyperlink of an entry in the Entry column will display 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		\$621.00	\$621.00
<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 will open that GL Account to display all the entries made to that particular account.

At the upper right of the page are four function buttons, each of which is described below.

**General Journal Entry - 102** History Accounts Delete Edit

Entry Date: Apr 11, 2022  
[10200 Huntington - MI](#) (\$25.00)      Entry Number: 102

**Entries**

Export to Excel Debit Total: \$25.00      Credit Total: \$25.00

Account	Description	Memo	Work Order	Category	Debit Amount	Credit Amount
<a href="#">10200</a>	Huntington - Primary Checking - Michigan	Cust 3719 ck# 4178 returned NSF			\$0.00	\$25.00
<a href="#">63960</a>	Bank Fees	Cust 3719 ck# 4178 returned NSF		General & Administrative	\$25.00	\$0.00

1 - 2 of 2 items Refresh

## History Button

Clicking on the History button will display 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 will be listed in the grid as a part of the audit trail.

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

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

## Accounts Button

Clicking on the Accounts button will display the GL Register page.

## Delete 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. When clicking this button, users are able 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

Entry Date	<input type="text" value="04/11/2022"/>	Edit Entry						
Entry Number	<input type="text" value="102"/>							
Memo	<input type="text" value="NSF check fee"/>							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Debit Total</td> <td style="width: 33%;">Credit Total</td> <td style="width: 33%;">Balance</td> </tr> <tr> <td style="font-size: 1.2em;">\$25.00</td> <td style="font-size: 1.2em;">\$25.00</td> <td style="font-size: 1.2em;">\$0.00</td> </tr> </table>			Debit Total	Credit Total	Balance	\$25.00	\$25.00	\$0.00
Debit Total	Credit Total	Balance						
\$25.00	\$25.00	\$0.00						