

GL Posting Report

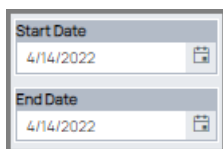
Last Modified on 04/20/2022 4:51 pm EDT

The GL Posting Report is used to print transactions recorded to the General Ledger within a particular date range. This report is grouped by G/L Account. Within each account, transaction activity is listed and a subtotal of all transactions for each GL Account.

Report Parameters

The parameters available for this report are:

- Start Date and End Date

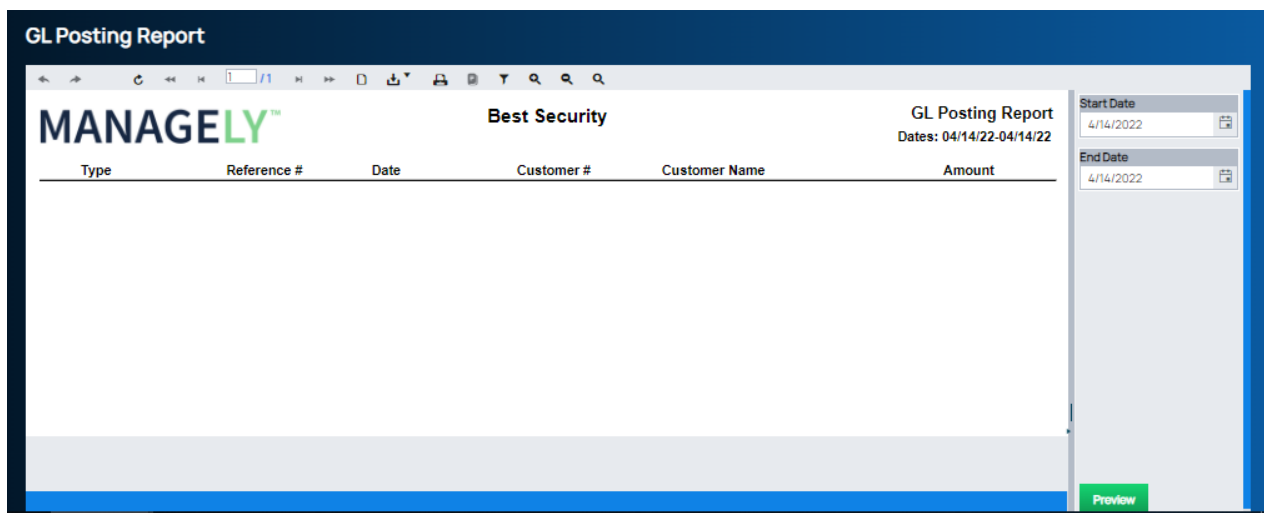


A screenshot of a parameter selection form. It contains two fields: 'Start Date' and 'End Date', both with the value '4/14/2022' and a calendar icon to the right.

Generate the GL Posting Report

To generate this report, navigate to Reports > Accounting > GL Posting Report.

The GL Posting Report page is displayed. In the Parameters area, make the desired selections. When finished, click on the Preview button.



The screenshot shows the 'GL Posting Report' interface in the MANAGELY system. The header includes the MANAGELY logo, 'Best Security', and 'GL Posting Report' with the date range 'Dates: 04/14/22-04/14/22'. Below the header is a table with columns: Type, Reference #, Date, Customer #, Customer Name, and Amount. The table body is currently empty. On the right side, there is a 'Parameters' area with 'Start Date' and 'End Date' both set to '4/14/2022'. At the bottom right, there is a green 'Preview' button.

The report results are based upon the selections in the parameters area. Users may use the function buttons to print or export the report.

GL Posting Report

MANAGELY™		Best Security			GL Posting Report	
					Dates: 04/01/22-04/14/22	
Type	Reference #	Date	Customer #	Customer Name	Amount	
Collapse/Expand All						
10100 - Charter One - Primary Checking - OH						
Check	10225	04/10/22	1236	Ace Hardware	-21.50	
					<hr/>	
					-21.50	
10101 - Charter One - Primary Checking - Ohio						
Deposit	2168	04/02/22			7,500.00	
Vendor Payment	114	04/14/22	1000	Perennial Software	-285.00	
					<hr/>	
					7,215.00	
10200 - Huntington - Primary Checking - Michigan						
Check	21448	04/10/22	2501	Tri-Ed	-50.00	
Check	21449	04/10/22	2506	Corner Hardware&Electric	-129.00	
Check	21450	04/10/22	2501	Tri-Ed	-32.00	
Vendor Payment	21447	04/10/22	2501	Tri-Ed	-62.10	
Journal	101	04/11/22		Payroll Transfer	-369.00	
Journal	102	04/11/22		NSF check fee	-25.00	
Check	21451	04/13/22	1003	Bold Group Software	-150.00	
					<hr/>	
					-817.10	
10301 - Huntington - Payroll Account						
Journal	101	04/11/22		Payroll Transfer	369.00	