

GL Posting Report

Last Modified on 08/18/2025 6:24 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.

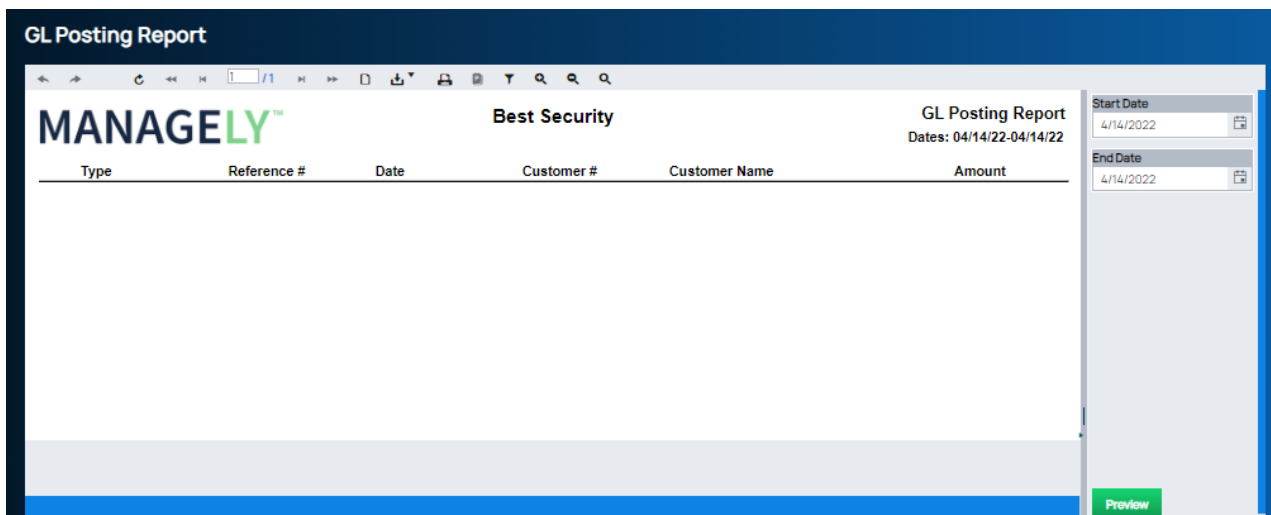
Report Parameters

The parameters available for this report are:

- Start Date and End Date
- Branch

Generate the GL Posting Report

1. To generate this report, navigate to Reports > Accounting > GL Posting Report.
2. The GL Posting Report page is displayed. In the Parameters area, make the desired selections. When finished, click the Preview button.



The screenshot shows the 'GL Posting Report' interface within the 'MANAGELY™' system. The header includes the 'Best Security' logo and the report title 'GL Posting Report' with the date range 'Dates: 04/14/22-04/14/22'. The main area is a table with columns: Type, Reference #, Date, Customer #, Customer Name, and Amount. The table is currently empty. On the right side, there are input fields for 'Start Date' (4/14/2022) and 'End Date' (4/14/2022). At the bottom right, there is a green 'Preview' button.

3. 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™

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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
					-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
					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
					-817.10
10301 - Huntington - Payroll Account					
Journal	101	04/11/22		Payroll Transfer	369.00