

Viewing Records in the General Ledger

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This guide explains the general ledger's sort functions to view GL transactions. It is intended for general users.

The general ledger list gives you the ability to view GL transactions in any order you wish by using the Sort button or column headers. Navigate from Main Menu > Accounting > General Ledger, then search for the desired set of records.

Sort Button ()

Click the **Sort** button to organize the list of records in several common ways:



The screenshot shows the 'General Ledger' application window. At the top, it indicates 'Record: 1 of 17,609'. Below the title bar, there are navigation buttons: 'New', 'Edit', 'Delete', 'Print', and 'Actions'. The main area displays a table with columns: Transaction ID, Date, Office, Dept, Code, Order, PO, Debit, Credit, Debit Balance, and Status. A 'Sort Options' menu is open on the left, listing various sorting criteria. The table data is as follows:

Sort Options	Transaction ID	Date	Office	Dept	Code	Order	PO	Debit	Credit	Debit Balance	Status
Transaction Rec Type	fADJ-50000	11/06/19	AI		> HP-250			920.00		920.00	OPEN
Transaction Source Type	fADJ-50000	11/06/19	AI		> HP-250				920.00	920.00	CR OPEN
Period	fADJ-50000	11/06/19	AI		> HP-290			1,200.00		1,200.00	OPEN
Quarter	fADJ-50000	11/06/19	AI		> HP-290				1,200.00	1,200.00	CR OPEN
Fiscal Year	fADJ-50000	11/06/19	AI		> HP-300			1,000.00		1,000.00	OPEN
Entity #	fADJ-50000	11/06/19	AI		> HP-300				1,000.00	1,000.00	CR OPEN
Business Unit #	fADJ-50000	11/06/19	AI		> BOM-ZT-W			100.00		100.00	OPEN
Company	fADJ-50000	11/06/19	AI		> BOM-ZT-W				100.00	100.00	CR OPEN
Advanced Sort...	fADJ-50000	11/06/19	AI		> HP-200-T			1,000.00		1,000.00	OPEN
	fADJ-50000	11/06/19	AI		> HP-200-T				1,000.00	1,000.00	CR OPEN

For example, if you sort by Transaction Record Type, aACE will sub-summarize the list accordingly. This screenshot shows transactions with no record type, followed by disbursements (with other record types farther down the list):

General Ledger

Record: 1 of 17,609

General Ledger Sorted by Transaction Rec Type

Account	Transaction ID	Date	Office	Dept	Code	Order	PO	Debit	Credit	Debit Balance	Status
(No Rec Type)											
> 5001	> TIME-11/06/2019	11/06/19	AI	AI-FFMT	> L-PD	> 50002		60.50		60.50	OPEN
> 2105	> TIME-11/06/2019	11/06/19	AI	AI-FFMT	> L-PD	> 50002			60.50	60.50 CR	OPEN
> 1308	> TIME-	11/06/19	AI	AI-FFMT	> PAINT-BPS	> 50002		100.00		100.00	OPEN
> 6005	> TIME-	11/06/19	AI	AI-FFMT	> L-PD	> 50002			60.50	60.50 CR	OPEN
> 6006	> TIME-	11/06/19	AI	AI-FFMT	> L-PD	> 50002			39.50	39.50 CR	OPEN
> 6002	> TIME-12/02/2019	12/02/19	AI	AI-Dev	> L-PRD	> 50016		60.00		60.00	OPEN
> 2105	> TIME-12/02/2019	12/02/19	AI	AI-Dev	> L-PRD	> 50016			60.00	60.00 CR	OPEN
> 6002	> TIME-12/02/2019	12/02/19	AI	AI	> L-WH	> 50016		180.00		180.00	OPEN
> 2105	> TIME-12/02/2019	12/02/19	AI	AI	> L-WH	> 50016			180.00	180.00 CR	OPEN
> 6002	> TIME-12/17/2019	12/17/19	AI	AI	> L-SALES	> 50022		253.50		253.50	OPEN
> 2105	> TIME-12/17/2019	12/17/19	AI	AI	> L-SALES	> 50022			253.50	253.50 CR	OPEN
(No Rec Type)								654.00	654.00	0.00	
Disbursement											
> 2101	> DISB-50000	11/22/19	AI	AI-Dev		> 50019		18,400.00		18,400.00	OPEN
> 1115	> DISB-50000	11/22/19	AI	AI-Dev		> 50019			18,400.00	18,400.00 CR	OPEN
> 2101	> DISB-50001	11/25/19	AI	AI-Dev		> 50020		1,640.00		1,640.00	OPEN
> 1115	> DISB-50001	11/25/19	AI	AI-Dev		> 50020			1,640.00	1,640.00 CR	OPEN
> 2101	> DISB-50002	11/25/19	AI	AI-Dev		> 50021		92.00		92.00	OPEN
> 1115	> DISB-50002	11/25/19	AI	AI-Dev		> 50021			92.00	92.00 CR	OPEN
> 2101	> DISB-50004	12/04/19	AI	AI-Dev				80.97		80.97	OPEN
> 1115	> DISB-50004	12/04/19	AI	AI-Dev					80.97	80.97 CR	OPEN

Show All | Constrain to B/S Accounts | Constrain to I/S Accounts | Constrain to Inventoried Items | Omit Inventoried Items | Omit Auto-Generated GJ Entries | Related Records

Column Headers

You can click a column header to sort records by that data point (e.g. sorting transactions by office or by line item code).

Sort by Office

This screenshot shows transactions for the AI office (with other offices farther down the list):

General Ledger - 2

Record: 1 of 17,609

General Ledger Sorted by Office Abbr

Account	Transaction ID	Date	Office	Dept	Code	Order	PO	Debit	Credit	Debit Balance	Status
aACME Education Solutions, Inc. (AI)											
> 1305	> INVTRYADJ-50000	11/06/19	AI		> HP-250			920.00		920.00	OPEN
> 3001	> INVTRYADJ-50000	11/06/19	AI		> HP-250				920.00	920.00	CR OPEN
> 1305	> INVTRYADJ-50000	11/06/19	AI		> HP-290			1,200.00		1,200.00	OPEN
> 3001	> INVTRYADJ-50000	11/06/19	AI		> HP-290				1,200.00	1,200.00	CR OPEN
> 1305	> INVTRYADJ-50000	11/06/19	AI		> HP-300			1,000.00		1,000.00	OPEN
> 3001	> INVTRYADJ-50000	11/06/19	AI		> HP-300				1,000.00	1,000.00	CR OPEN
> 1305	> INVTRYADJ-50000	11/06/19	AI		> BOM-ZT-W			100.00		100.00	OPEN
> 3001	> INVTRYADJ-50000	11/06/19	AI		> BOM-ZT-W				100.00	100.00	CR OPEN
> 1305	> INVTRYADJ-50000	11/06/19	AI		> HP-200-T			1,000.00		1,000.00	OPEN
> 3001	> INVTRYADJ-50000	11/06/19	AI		> HP-200-T				1,000.00	1,000.00	CR OPEN
> 1305	> INVTRYADJ-50000	11/06/19	AI		> HP-300-T			1,000.00		1,000.00	OPEN
> 3001	> INVTRYADJ-50000	11/06/19	AI		> HP-300-T				1,000.00	1,000.00	CR OPEN
> 1308	> INVTRYADJ-50001	11/06/19	AI		> PAINT-SC			120.00		120.00	OPEN
> 3001	> INVTRYADJ-50001	11/06/19	AI		> PAINT-SC				120.00	120.00	CR OPEN
> 1308	> INVTRYADJ-50001	11/06/19	AI		> SE-B-H			475.00		475.00	OPEN
> 3001	> INVTRYADJ-50001	11/06/19	AI		> SE-B-H				475.00	475.00	CR OPEN
> 1308	> INVTRYADJ-50001	11/06/19	AI		> SE-B-G4			272.00		272.00	OPEN
> 3001	> INVTRYADJ-50001	11/06/19	AI		> SE-B-G4				272.00	272.00	CR OPEN
> 1308	> INVTRYADJ-50001	11/06/19	AI		> SE-B-WB2			68.00		68.00	OPEN
> 3001	> INVTRYADJ-50001	11/06/19	AI		> SE-B-WB2				68.00	68.00	CR OPEN
> 1308	> INVTRYADJ-50001	11/06/19	AI		> SE-B-R1			15.00		15.00	OPEN
> 3001	> INVTRYADJ-50001	11/06/19	AI		> SE-B-R1				15.00	15.00	CR OPEN

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Sort by Line Item Code

This screenshot shows transactions that are not linked to a specific LIC (with actual LICs farther down the list):

General Ledger

Record: 1 of 17,609

General Ledger Sorted by Line Item Code

Account	Transaction ID	Date	Office	Dept	Code	Order	PO	Debit	Credit	Debit Balance	Status
(No Line Item Code)											
> 2101	> PUR-50000	11/06/19	AI	AI-FFMT		> 50002	> 50000		30.00	30.00	CR OPEN
> 1202	> INV-50000	11/06/19	AI	AI		> 50003		499.90		499.90	OPEN
> 1202	> INV-50001	11/06/19	AI	AI		> 50001		19,992.00		19,992.00	OPEN
> 2101	> PUR-50001	11/22/19	AI	AI-Dev			> 50019		18,400.00	18,400.00	CR OPEN
> 2101	> DISB-50000	11/22/19	AI	AI-Dev			> 50019	18,400.00		18,400.00	OPEN
> 1115	> DISB-50000	11/22/19	AI	AI-Dev			> 50019		18,400.00	18,400.00	CR OPEN
> 2101	> PUR-50002	11/25/19	AI	AI-Dev			> 50020		1,640.00	1,640.00	CR OPEN
> 2101	> DISB-50001	11/25/19	AI	AI-Dev			> 50020	1,640.00		1,640.00	OPEN
> 1115	> DISB-50001	11/25/19	AI	AI-Dev			> 50020		1,640.00	1,640.00	CR OPEN
> 1202	> INV-50002	11/25/19	AI	AI-Dev			> 50011	341.04		341.04	OPEN
> 2101	> PUR-50003	11/25/19	AI	AI-Dev			> 50021		92.00	92.00	CR OPEN
> 2101	> DISB-50002	11/25/19	AI	AI-Dev			> 50021	92.00		92.00	OPEN
> 1115	> DISB-50002	11/25/19	AI	AI-Dev			> 50021		92.00	92.00	CR OPEN
> 2101	> PUR-50004	12/01/19	AI	AI					10,000.00	10,000.00	CR OPEN
> 2101	> PUR-50005	12/04/19	AI	AI-Dev					80.97	80.97	CR OPEN
> 2101	> DISB-50004	12/04/19	AI	AI-Dev				80.97		80.97	OPEN
> 1115	> DISB-50004	12/04/19	AI	AI-Dev					80.97	80.97	CR OPEN
> 2101	> PUR-50008	12/04/19	AI	AI-Dev					86.96	86.96	CR OPEN
> 2101	> PUR-50009	12/12/19	AI	AI-Dev			> 50022		20,100.00	20,100.00	CR OPEN
> 2101	> DISB-50005	12/12/19	AI	AI-Dev			> 50022	20,100.00		20,100.00	OPEN
> 1115	> DISB-50005	12/12/19	AI	AI-Dev			> 50022		20,100.00	20,100.00	CR OPEN
> 1202	> INV-50005	12/12/19	AI	AI-Dev			> 50017	4,410.00		4,410.00	OPEN

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