Exploring Accounting Reports

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This guide shows the title, content, and location for each accounting report in aACE 6. It is intended for general users.

aACE 6 offers multiple accounting reports, depending on the module you are working in.

Reports with an asterisk (*) are reports that have not been upgraded from aACE 5 to aACE 6. While most are still functional, review the actual data against the report to ensure the information is correct. If you need a report upgraded, submit a support ticket to support@aacesoft.com.

Table of Contents

- GL Accounts Module
- General Journal Module
- General Ledger Module

GL Accounts Module

To access reports in the General Ledger (GL) Accounts module, from the Main Menu go to Accounting > GL Accounts > Print.

Report Name	Location	Report Content
Chart of Accounts	Print Menu	All active GL accounts sorted by Account ID. Prompts whether to include current balances for each account.

Report Name	Location	Report Content
Balance Sheet	Print Menu	Assets, liabilities, and equity accounts as of a selected end date. Grouped by section. Shows each account's balance and section totals. Offers ability to compare to prior year (adds a prior-year column) or omit zero-balance accounts. Filterable by various business units.
Income Statement	Print Menu	Revenue and expense accounts for a selected date range. Grouped by section. Shows each account's balance and percentage of total revenue. Offers ability to compare to prior year (adds a prior-year column) or omit zero-balance accounts. Filterable by various business units, related orders, and/or related line item codes.
Trial Balance Summary	Print Menu	One row per GL account showing beginning balance, total debits, total credits, net debit value, and ending balance for the selected date range. Offers ability to omit zero-balance accounts. Filterable by various business units.
Statement of Cash Flows (https://aace6.knowledgeowl.com/help/understanding-the-statement-of-cash-flows-report)	Print Menu	Total cash flow, beginning cash balance, and ending cash balance for a selected date range. Divided into three sections: Operating, Investing, and Financing. Filterable by various business units.

Report Name	Location	Report Content
Trial Balance Detail	Report Selector	Every individual GL transaction grouped by account within a selected date range. Shows a beginning balance header row for each account, then one row per transaction with details, then a balance row.
Monthly Income Statement	Report Selector	Income statement accounts with 12 monthly activity columns showing net activity per period (not cumulative). Offers ability to compare to prior year. Filterable by office, department, order, sales representative, company, and line item code.
Monthly Balance Sheet	Report Selector	Balance sheet accounts grouped by Assets, Liabilities, and Equity with 12 monthly balance columns. Balances are cumulative. Includes Retained Earnings and Current Year Earnings. Offers ability to compare to prior year.
Monthly Net Activity	Report Selector	Income statement accounts with 12 monthly columns showing net GL activity debit value per period for a selected date range. Ends with Net Activity total. Filterable by office, department, order, sales representative, company, and line item code.
Month-End and YTD Income Statement	Report Selector	Income statement with two date-range columns: the selected period (month-end) and year-to-date through the period end. Shows dollar amount and percentage of total revenue. Offers ability to compare to prior year. Filterable by office, department, order, sales rep, company, and line item code.

Report Name	Location	Report Content
VAT Report	Report Selector	Value Added Tax (VAT) summary showing taxable sales, VAT collected, and related GL activity for a selected date range. Filterable by office and VAT rate.
Trial Balance Detail: Daily Balance Summary*	Report Selector	Shows a beginning balance row, then one row per day (date and running balance as of that date), then an ending balance for each GL account for the selected date range. Filterable by office, department, order, sales representative, company, and line item code.

Top

General Journal Module

To access reports in the General Journal module, from the Main Menu go to Accounting > General Journal > Print.

Report Name	Location	Report Content
General Journal Overview	Report Selector	Shows entry GL accounts, debit and credit amounts, and other information per general journal entry.
General Journal Summary by GL Account, GJ Entry ID*	Report Selector	General journal amounts organized by GL account. Shows the net debit/credit impact per account.
General Journal Summary by Office, GL Account*	Report Selector	General journal amounts organized by office. Shows the net debit/credit impact per account.

Top

General Ledger Module

To access reports in the General Ledger module, from the Main Menu go to Accounting >

General Ledger > Print.

Report Name	Location	Report Content
General Ledger by GL Account, Department*	Report Selector	GL entries grouped by GL account, then by department.
General Ledger by GL Account, Code*	Report Selector	GL entries grouped by GL account, then by line item code.
General Ledger by GL Account, Transaction*	Report Selector	GL entries grouped by GL account, then by transaction. Each transaction's line item codes are listed under the account.
General Ledger by Office, GL Account*	Report Selector	GL entries grouped by office, then by GL account. Shows each transaction's date, description, debit, credit, and running balance.
General Ledger by Transaction, GL Account*	Report Selector	GL entries grouped by transaction, then by GL account within each transaction. Shows line item code, debit, credit, and running balance.
General Ledger Summary by Office, Department*	Report Selector	Summary of GL totals grouped by office and department.