

Viewing Records in the General Ledger

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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.

Sort Button



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

The screenshot shows the 'General Ledger' application window. The title bar reads 'General Ledger' and the menu bar includes 'File', 'Edit', 'Go', 'Search', 'Tools', 'Window', and 'Help'. Below the menu bar, there is a green header bar with 'Record: 5 of 145' on the left and 'New', 'Edit', 'Delete', 'Print', and 'Actions' on the right. The main content area is titled 'General Ledger' and 'Unsorted'. A search icon is visible in the top right corner of the table area. A 'Sort Options' dropdown menu is open, listing various sorting criteria: Transaction Rec Type, Transaction Source Type, Period, Quarter, Fiscal Year, Company, and Advanced Sort... The table below the menu has the following columns: Transaction ID, Date, Office, Dept, Line Item Code, Order, PO, Debit, Credit, Debit Balance, Status, and an Actions column. The table contains several rows of transaction data, with some rows highlighted in yellow.

Transaction ID	Date	Office	Dept	Line Item Code	Order	PO	Debit	Credit	Debit Balance	Status	Actions
1	10/30/17	AI	AI		> 50000		1,585.94		1,585.94	OPEN	🟢 ⚙️ -
1	10/30/17	AI	AI	> TB-FRNCH3	> 50000			1,499.70	1,499.70	CR OPEN	🟢 ⚙️ -
1	10/30/17	AI	AI	> TM-FRNCH3	> 50000			86.24	86.24	CR OPEN	🟢 ⚙️ -
000	10/30/17	AI	AI		> 50000			1,585.94	1,585.94	CR OPEN	🟢 ⚙️ -
000	10/30/17	AI	AI		> 50000		1,585.94		1,585.94	OPEN	🟢 ⚙️ -
11202	11/29/17	AI	AI		> 50007		592.87		592.87	OPEN	🟢 ⚙️ -
> 4001	> INV-50003	AI	AI	> TB-FRNCH3	> 50007			59.99	59.99	CR OPEN	🟢 ⚙️ -
> 4001	> INV-50003	AI	AI	> WKCHD-Curriculum	> 50007		637.50		637.50	CR OPEN	🟢 ⚙️ -

For example, if you sort by Transaction Record Type, aACE will divide the list accordingly:

General Ledger

Record: 117 of 145

General Ledger Sorted by Transaction Rec Type

Account	Transaction ID	Date	Office	Dept	Line Item Code	Order	PO	Debit	Credit	Debit Balance	Status
Commission Statement											
> 6004	> COMM-50002	01/05/18	AI	AI		> 50022		119.98		119.98	OPEN
> 2106	> COMM-50002	01/05/18	AI	AI		> 50022			119.98	119.98	CR OPEN
> 6004	> COMM-50002	01/05/18	AI	AI		> 50024		100.00		100.00	OPEN
> 2106	> COMM-50002	01/05/18	AI	AI		> 50024			100.00	100.00	CR OPEN
> 6004	> COMM-50002	01/05/18	AI	AI		> 50029		599.88		599.88	OPEN
> 2106	> COMM-50002	01/05/18	AI	AI		> 50029			599.88	599.88	CR OPEN
Commission Statement								819.86	819.86	0.00	
Disbursement											
> 2101	> DISB-50000	11/29/17	AI	AI		> 50004		3,250.00		3,250.00	OPEN
> 1115	> DISB-50000	11/29/17	AI	AI		> 50004			3,250.00	3,250.00	CR OPEN
> 2101	> DISB-50007	12/21/17	AI	AI		> 50007		4,589.00		4,589.00	OPEN
> 1115	> DISB-50007	12/21/17	AI	AI		> 50007			4,589.00	4,589.00	CR OPEN
> 2101	> DISB-50008	12/22/17	AI	AI		> 50019		20,000.00		20,000.00	OPEN
> 1115	> DISB-50008	12/22/17	AI	AI		> 50019			20,000.00	20,000.00	CR OPEN
> 2101	> DISB-50011	12/28/17	AI	AI		> 50021		16,247.00		16,247.00	OPEN
> 1115	> DISB-50011	12/28/17	AI	AI		> 50021			16,247.00	16,247.00	CR OPEN
> 2101	> DISB-50012	12/28/17	AI	AI		> 50022		16,247.00		16,247.00	OPEN
> 1115	> DISB-50012	12/28/17	AI	AI		> 50022			16,247.00	16,247.00	CR OPEN
> 2101	> DISB-50013	12/29/17	AI	AI		> 50011		274.99		274.99	OPEN
> 1115	> DISB-50013	12/29/17	AI	AI		> 50011			274.99	274.99	CR OPEN
Disbursement								60,607.00	60,607.00	0.00	

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Column Headers

You can click a column header to organize records by that field:

Sort by Office

General Ledger

Record: 1 of 145

General Ledger *Sorted by Office Abbr*

Account	Transaction ID	Date	Office	Dept	Line Item Code	Order	PO	Debit	Credit	Debit Balance	Status
aACME, Inc. (AI)											
> 1202	> INV-50001	10/30/17	AI	AI		> 50000		1,585.94		1,585.94	OPEN
> 4001	> INV-50001	10/30/17	AI	AI	> TB-FRNCH3	> 50000			1,499.70	1,499.70	CR OPEN
> 4001	> INV-50001	10/30/17	AI	AI	> TM-FRNCH3	> 50000		86.24		86.24	CR OPEN
> 1202	> RCPT-50000	10/30/17	AI	AI		> 50000			1,585.94	1,585.94	CR OPEN
> 1120	> RCPT-50000	10/30/17	AI	AI		> 50000		1,585.94		1,585.94	CR OPEN
> 1202	> INV-50003	11/29/17	AI	AI		> 50007		592.87		592.87	CR OPEN
> 4001	> INV-50003	11/29/17	AI	AI	> TB-FRNCH3	> 50007			59.99	59.99	CR OPEN
> 4001	> INV-50003	11/29/17	AI	AI	> WKSHP-Curriculum	> 50007			637.50	637.50	CR OPEN
> 4001	> INV-50003	11/29/17	AI	AI	> ADJ	> 50007		104.62		104.62	CR OPEN
> 1202	> RCPT-50001	11/29/17	AI	AI		> 50007			592.87	592.87	CR OPEN
> 1120	> RCPT-50001	11/29/17	AI	AI		> 50007		592.87		592.87	CR OPEN
> 2101	> PUR-50000	11/29/17	AI	AI		> 50004	> 50004		3,250.00	3,250.00	CR OPEN
> 5001	> PUR-50000	11/29/17	AI	AI	> WKSHP-Presentation	> 50009	> 50004	2,500.00		2,500.00	CR OPEN
> 5001	> PUR-50000	11/29/17	AI	AI	> WKSHP-Curriculum	> 50009	> 50004	500.00		500.00	CR OPEN
> 5001	> PUR-50000	11/29/17	AI	AI	> WKSHP-Signage	> 50009	> 50004	250.00		250.00	CR OPEN
> 2101	> DISB-50000	11/29/17	AI	AI		> 50004	> 50004	3,250.00		3,250.00	CR OPEN
> 1115	> DISB-50000	11/29/17	AI	AI		> 50004	> 50004		3,250.00	3,250.00	CR OPEN
> 1202	> INV-50005	11/29/17	AI	AI		> 50009		5,050.00		5,050.00	CR OPEN
> 4001	> INV-50005	11/29/17	AI	AI	> WKSHP-Presentation	> 50009			4,000.00	4,000.00	CR OPEN
> 4001	> INV-50005	11/29/17	AI	AI	> WKSHP-Curriculum	> 50009			750.00	750.00	CR OPEN
> 4001	> INV-50005	11/29/17	AI	AI	> WKSHP-Signage	> 50009			300.00	300.00	CR OPEN

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Sort by Line Item Code

General Ledger

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General Ledger *Sorted by Line Item Code*

Account	Transaction ID	Date	Office	Dept	Line Item Code	Order	PO	Debit	Credit	Debit Balance	Status
ADJ Billing Adjustment											
> 4001	> INV-50003	11/29/17	AI	AI	> ADJ	> 50007		104.62		104.62	CR OPEN
ADJ Billing Adjustment								104.62		104.62	
DEPOSIT Deposit											
> 4001	> INV-50006	12/15/17	AI	AI	> DEPOSIT	> 50018			2,507.50	2,507.50	CR OPEN
> 4001	> INV-50007	12/15/17	AI	AI	> DEPOSIT	> 50018		2,507.50		2,507.50	CR OPEN
DEPOSIT Deposit								2,507.50	2,507.50	0.00	
SHIP Shipping											
> 4007	> INV-50010	12/18/17	AI	AI	> SHIP	> 50017			25.00	25.00	CR OPEN
> 4007	> INV-50015	01/05/18	AI	AI	> SHIP			49.99		49.99	CR OPEN
SHIP Shipping								74.99	74.99		
TB-FRNCH3 J'Apprends: I Learn French 3rd Edition											
> 4001	> INV-50001	10/30/17	AI	AI	> TB-FRNCH3	> 50000		1,499.70		1,499.70	CR OPEN
> 4001	> INV-50003	11/29/17	AI	AI	> TB-FRNCH3	> 50007			59.99	59.99	CR OPEN
> 1301	> PUR-50001	12/15/17	AI	AI	> TB-FRNCH3	> 50006	> 50006	4,999.00		4,999.00	CR OPEN
> 1301	> PO-50006	12/15/17	AI	AI	> TB-FRNCH3	> 50006			4,999.00	4,999.00	CR OPEN
> 2104	> PO-50006	12/15/17	AI	AI	> TB-FRNCH3	> 50006		4,999.00		4,999.00	CR OPEN
> 1301	> PO-50006	12/15/17	AI	AI	> TB-FRNCH3	> 50006		4,999.00		4,999.00	CR OPEN
> 2104	> PO-50006	12/15/17	AI	AI	> TB-FRNCH3	> 50006			4,999.00	4,999.00	CR OPEN
> 4001	> INV-50008	12/18/17	AI	AI	> TB-FRNCH3	> 50022		1,199.76		1,199.76	CR OPEN

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