## Viewing Records in the General Ledger

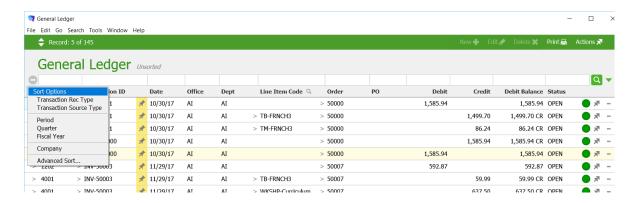
Last Modified on 12/27/2018 2:27 pm EST

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.

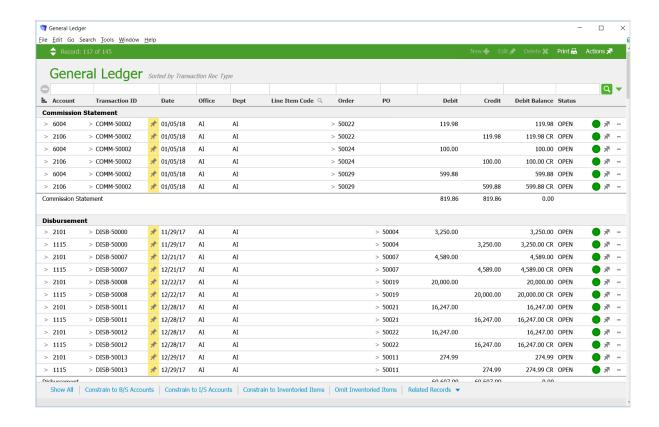
## Sort Button



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



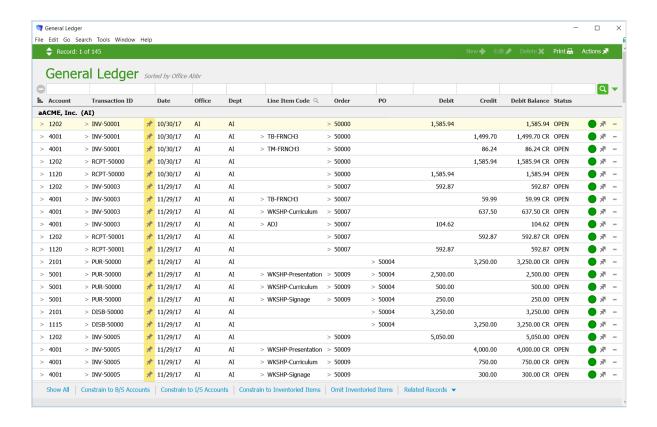
For example, if you sort by Transaction Record Type, aACE will divide the list accordingly:



## Column Headers

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

Sort by Office



## Sort by Line Item Code

