

# General Ledger

## Report Module Guide: General Ledger

### Module Location

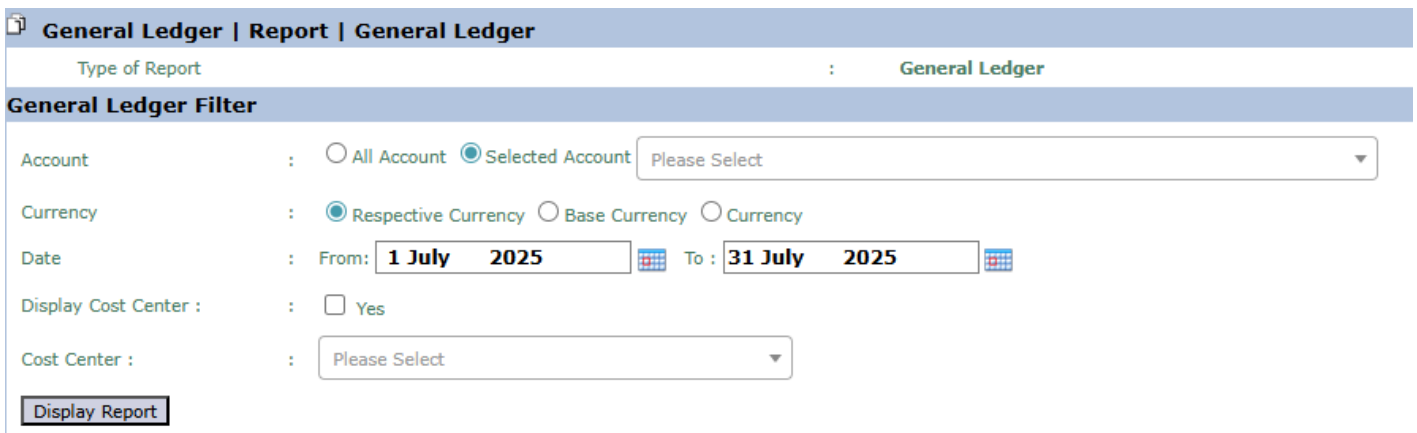
General Ledger > Report > General Ledger

### Module Objective

The **General Ledger** report module is used to generate a detailed list of all transactions (debits and credits) that have been recorded for a specific account or all accounts within a selected time period. This report is the primary "book of record" in accounting and is crucial for transaction tracing, analysis, and account balance reconciliation.

## 1. Report Parameters (General Ledger Filter)

The main page of this module is a form containing various parameters to customize the General Ledger report you wish to generate.



The screenshot shows the 'General Ledger | Report | General Ledger' interface. At the top, the 'Type of Report' is set to 'General Ledger'. Below this is the 'General Ledger Filter' section with the following parameters:

- Account:** Radio buttons for 'All Account' and 'Selected Account' (selected). A dropdown menu shows 'Please Select'.
- Currency:** Radio buttons for 'Respective Currency' (selected), 'Base Currency', and 'Currency'.
- Date:** 'From:' field with '1 July 2025' and a calendar icon; 'To:' field with '31 July 2025' and a calendar icon.
- Display Cost Center:** A checkbox labeled 'Yes' which is currently unchecked.
- Cost Center:** A dropdown menu showing 'Please Select'.

A 'Display Report' button is located at the bottom left of the form.

Here is an explanation for each parameter:

- **Account:**

- Select **All Account** to display the general ledger for all accounts.
- Select **Selected Account** to display the transaction details for a single, specific account that you choose from the adjacent dropdown.

- **Currency:**

- Choose how currency values will be displayed, either in **Respective Currency** (original transaction currency) or **Base Currency** (company's base currency).

- **Date:**

- Specify the **From** and **To** date range to define the period of transactions you want to display (e.g., July 1, 2025, to July 31, 2025).

- **Display Cost Center:**

- Check **Yes** if you want to display the Cost Center column on the report to see the allocation for each transaction.

- **Cost Center:**

- Use this dropdown to filter and only display transactions allocated to a specific department or Cost Center.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Select all the parameters you need in the **General Ledger Filter** section. The most commonly used combination of filters is selecting a specific **Selected Account** and defining a **Date** range.

**General Ledger Filter**

Account :  All Account  Selected Account

Currency :  Respective Currency  Base Currency  Currency

Date : From:  To:

Display Cost Center :  Yes

Cost Center :

## Step 2: Generate the Report

After all parameters are set, click the **Display Report** button in the bottom-left section of the page to view the General Ledger report.

**Display Report**

## Tips & Important Notes

- The General Ledger report is the "heart" of accounting records. Use this report to trace the history of transactions in detail for a specific account.
- During monthly reconciliation, this report is essential for verifying the ending balance of an account by reviewing all the transactions that make up that balance.
- For departmental cost analysis, use the **Cost Center** filter to see all transactions charged to that department.

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Revision #2

Created 30 July 2025 10:30:09 by Muhammad Ali Akbar

Updated 15 August 2025 10:14:15 by Muhammad Ali Akbar