

# How To Preview General Journal

Here's how to show the Recap of the created General Journal:

- 1. After creating **General Journal** (see [How To Create New General Journal](#)), click **Post Preview** tab is journal is unposted, **Unpost Preview** tab is journal is posted.  
Preview of what will be entered in **GL Account Detail** after posting the General Journal will be displayed on the Recap screen.

Details Attachments (0) Audit Log (1) Activities (0) Post Preview Post History Custom						
View Filter (F3)						
Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
10003-0007-001		Cash Accounts	10.00	0.00	0.000	0.000
10003-0007-003		Cash Accounts	0.00	10.00	0.000	0.000

- 2. Here's how to show the Recap of the Posted General Journal:
  - a. After Post **General Journal** (see [How To Create New General Journal](#)), click **Unpost Preview** tab is journal is unposted, **Unpost Preview** tab is journal is posted.  
Preview of what will be entered in **GL Account Detail** after posting the General Journal will be displayed on the Recap screen.

Details Attachments Audit Log Activities Unpost Preview Post History Custom						
Export View Filter (F3)						
Account ID	Description	Account Group	Deb			
17000-0002-100	Ending Inventory - Indianapolis - General ...	Inventories	51			
10003-0007-000	Admin - Fifth Third - Petro Operations - Po...	Cash Accounts	C			

Here's how to show the Recap of the created General Journal:

- 1. After creating **General Journal** (see [How To Create New General Journal](#)), click **Recap** tab.  
Preview of what will be entered in **GL Account Detail** after posting the General Journal will be displayed on the Recap screen.

General Journal - GJ-103191						
New Save Search Delete Undo Unpost Duplicate Reallocation Recurring Import Export Recap Add to Calendar Close						
Details Attachments (0) Audit Log (1) Comments (0) Recap Post History						
Layout Filter Records (F3)						
Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
10003-0000-000	test	Cash Accounts	0.00	1,000.00	0.000	
10010-0000-000	test	Asset	1,000.00	0.00	0.000	

Here's how to show the Recap of the created General Journal:

- 1. After creating **General Journal** (see [How To Create New General Journal](#)), click **Recap** button.
- 2. Preview of what will be entered in **GL Acco**

unt Detail after posting the General Journal will be displayed on the Recap screen.

General Journal - GJ-126

New

Save

Search

Delete

Undo

Post

Duplicate

Recap

Reallocation

Recurring

Export

Import

Close

Details

Attachments (0)

Audit Log (2)

Comments (0)

Post Date

01/19/2016

Currency: USD

Reverse Date:

Recurring Template:

Record No:

GJ-126

Description:

X Remove

Layout

Filter Records (F3)

Account ID	Account Description	Transaction Description	Doc Date	Debit	Credit
12100-20	FEED INVENTORY	Line 1	01/19/2016	125.00	0.00
11220-00	DISCOUNTS RECEIVABLE	Line 2	01/19/2016	0.00	125.00

Recap Transaction

Post

Close

Details

Layout

Filter Records (F3)

Account Id	Description	Account Group	Debit	Credit	Debit Units	Credit Units
12100-20	Line 1	Asset	125.00	0.00	0.000	0.000
11220-00	Line 2	Asset	0.00	125.00	0.000	0.000