

How To Print General Ledger By Account ID Detail Report

Here are the steps on how to print a General Ledger by Account ID Report:

1. Open **Report Parameters** screen of **General Ledger by Account ID** report. (See [How To Print General Ledger Reports](#))

2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.

- **Date** - This refer to the date when the transaction is posted. Use this to filter transactions based on the date selected on the field.
- **Account Id** - This refer to the account ids used in the transaction. Use this to filter transactions based on the accounts selected on the field.
- **Profit Center** - This refer to the segment with Segment type. This may vary depending on the segment name you entered when you create your Account Structure. Use this to filter the transactions based on the selected segment code.
- **Primary Account** - This refer to the segment with Primary type. Use this to filter the transactions based on the selected primary account.
- **UOM Code** - This refers to the unit of measure code assigned to the accounts used in the transaction. Use this to filter the transactions based on the UOM Code selected on the field.
- **Begin Balance Unit** - This refers to the units Beginning Balance per account id. Use this to filter the transactions based on the units Beginning Balance set in the field.
- **Begin Balance** - This refers to the Beginning Balance per account id. Use this to filter the transactions based on the Beginning Balance set in the field.
- **Code** - This refer to the code used for the module. For example, GL for General Ledger and AP for Accounts Payable. Use this to filter transactions made on the specific module selected on the field.
- **Reference** - This refer to the the reference entered for each transaction. Use this to filter the transaction based on the reference entered on the field.
- **Transaction Id** - This refers to the Record No generated when the transaction is saved. Use this if you want to filter transactions by Record No.
- **Detail Description** -
- **Credit Unit** - This refers to the units entered on Credit side. Use this to filter the transactions based on the Credit Units selected on the field.
- **Debit Unit** - This refers to the units entered on Debit side. Use this to filter the transactions based on the Debit Units selected on the field.
- **Credit** - This refers to the amounts entered on Credit side. Use this to filter the transactions based on the Credit amounts selected on the field.
- **Debit** - This refers to the amounts entered on Debit side. Use this to filter the transactions based on the Debit amounts selected on the field.
- **Batch Id** - This refers to the id generated every time transactions were posted. Use this to filter the transactions based on the batch id selected on the field.
- **Account Group** - This refer to the type assigned to the accounts when it is created. Use this to filter the transactions based on the type selected on the field.
- **Account Type** - This refer to the type assigned on the accounts when it is created. Use this to filter the transactions based on the account type selected on the field.
- **Account Description** - This refer to the description assigned to the accounts when it is created. Use this to filter the accounts based on the description selected on the field.

3. To include **Audit Adjustment** in the report, check **Include Audit Adjustment > Apply** check box.

Report Options	
Description	Apply
Include Audit Adjustment	<input checked="" type="checkbox"/>

4. Preview the report by clicking the **Preview** toolbar button. The report looks like this:

Report Viewer

General Ledger by Account ID Detail

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PDF

General Ledger by Account ID Detail **SAMPLE COMPANY**

Thursday, November 28, 2013
09:07:14 PM

Date	Batch Number	Beginning Balance Units	Debit Units	Credit Units	Ending Balance Units	Description	Transaction ID	Reference
Acct ID :101000-010 - CASH ON HAND-PC1 - Asset								
07/31/2009	BATCH-5	0.00 0.000	228.00 0.000	0.00 0.000	228.00 0.000	Imported from AG E0421 on 11/2	GJ-5	APPLY PAYMENTS
Account ID: 101000-010		Total: Units	228.00 0.000	0.00 0.000				
General Ledger Total: Units:			228.00 0.000	0.00 0.000				
General Ledger Beginning Balance:				0.00				
General Ledger Difference:				228.00				
General Ledger Ending Balance:				228.00				

Parameters				Options	
Account ID	From	101000-010	To	Include Audit Adjustment	<input checked="" type="checkbox"/>



You can also print this report directly from GL Account Detail screen and then follow the same steps.