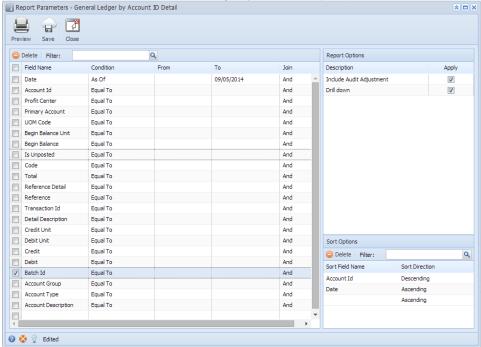
How To Print General Ledger By Account ID Detail Report

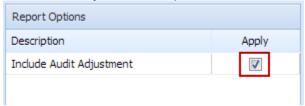
Here are the steps on how to print a General Ledger by Account ID Report:

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

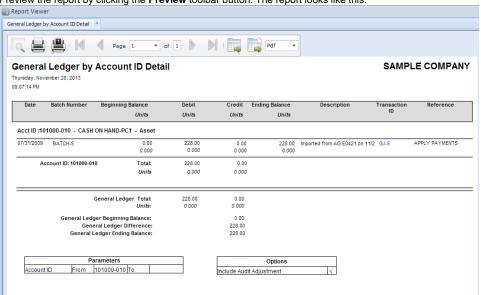


- Fill out Selection Criteria section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.
 - · Date This refer to the date when the transaction is posted. Use this to filter transactions 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.



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



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