

## Printing Subsidiary or Description on the Monthly and Year to Date General Ledger Reports

General Ledger - Monthly Reports

File Edit Help

General Ledger Report

Print Accounts with Zero Balances and  
No Posted Transactions?

Print Totals by Day?

Print Description or Subsidiary Name?

Budget Type?

On the Monthly General Ledger Report there is an option to print the report displaying Description (D) or Subsidiary (S).

- D** Will print a transaction description of each entry on the report. This is the description that is entered at the time the transaction was created and posted.
- S** Will print an identifying name from the Subsidiary Ledger. That is for postings from Accounts Payable, the Vendor Name will appear. For Accounts Receivable, it will be the Customer Name, and for Payroll, the Employee Name. General Journal postings will always have the transaction description displayed.

The Year to Date General Ledger Report displays the same information as the Monthly General Ledger report. The option for the Description (D) or Subsidiary (S) will display the same results. The Year to Date General Ledger Report can be printed for prior fiscal months.

General Ledger Yearly Reports

File Edit Help

Update YTD General Ledger Report

Starting Fiscal Month / Year 01 / 2001

Ending Fiscal Month / Year ey / 2001

Print Accounts with Zero Balances and  
No Posted Transactions? No

Print Description or Subsidiary Name? S

Journal Code Selection

If journal codes entered, only accounts with detail  
matching these codes will be printed on the report.

Enter D for description, S for subsidiary name

- D** Will print a transaction description of each entry on the report. This is the description that is entered at the time the transaction was created and posted.
- S** Will print an identifying name from the Subsidiary Ledger. That is for postings from Accounts Payable, the Vendor Name will appear. For Accounts Receivable, it will be the Customer Name, and for Payroll, the Employee Name. General Journal postings will always have the transaction description displayed.