

Customize the General Ledger Account Activity Report

Doc	ument #:	3074	Product:	CenterPoint [®]					
Step-by-step instructions on how to customize a General Ledger Account Activity report that includes these modifications:									
>>	The cash, accounts payable, accounts receivable, and line of credit accounts will be excluded from the report to condense the length of the report.								
>>	Account Nu	ccount Number headings will print on multiple pages if transactions for an account span more than one page.							

The notation information will be added to the report.

Customize the General Ledger Account Activity Report:

- 1. Select Reports > Reports > Transaction Reports > General Ledger > General Ledger Account Activity.
- 2. Specify the preferred **Report Selections** on the right side of the screen, and then click **Preview**.

/04/10 11 PM			Alpine	Sports						
General Ledger Account Activity										
01/01/09 to 01/31/09										
Transaction Offset										
Date	Number	 Transaction Type	Name	Account #	Offset Account	Debits	Credits			
000 Cash i	n Bank - C	Checking								
01/01/09	000053	AR Receipt	ZZZCash	1100	Accounts Receivable - Retail	156,255.51				
01/02/09	000005	Expense		6000	Accounting		5,483.32			
01/02/09	000007	Expense	Ice Man Supplies	1300	Inventory		14,000.00			
01/15/09	000054	AR Receipt	ZZZCash	1100	Accounts Receivable - Retail	44,354,63				
01/16/09	000001	Expense	Summit Utility Company	7085	Electricity & Gas		26,500,00			
01/16/09	000002	Expense	Summit Water Company	7087	Water & Sewer		22,123,00			
01/16/09	000003	Expense	United Parcel Service	5100	Freight Expense		150.00			
01/20/09	000003	AR Receipt	Sherman Village Fishing Club	1110	Accounts Receivable - Business	425.00	100100			
01/27/09	000005	Expense	station thing club	6000	Accounting	120.00	5.483.32			
01/30/09	000022	AR Receipt	Herb Ford	1100	Accounts Peceivable, Petail	500.00	5,105.52			
01/31/09	000001	ARReceipt	Andy Johnson	1100	Accounts Receivable- Retail	544.25				
01/31/09	000005	AP Pereint	Chuck Adame	1100	Accounts Receivable- Receil	500.00				
01/31/09	000018	Evnense	Chiefe Adoma	5000	Cost of Goode Sold	500.00	41 777 00			
01/31/09	000013	AP Paraint	Jim Biassa	1100	Asseurate Dessivable Datail	E00.00	41,777.00			
01/31/09	000023	AD Dessipt	Manda Clausterd	1100	Accounts Receivable - Retail	500.00				
01/51/09	000024	AR Receipt	Woody Cleveland	2000	Accounts Receivable - Recall	544.55	12 (25 00			
01/31/09	000026	AP Payment	Timberline Supplies	2000	Accounts Payable - Trade		12,625.00			
01/31/09	000026	Expense		9001	Dividends Paid		15,000.00			
01/31/09	000027	AP Payment	Pro Cast Supplies	2000	Accounts Payable - Trade		1,000.00			
01/31/09	000028	AP Payment	Ice Man Supplies	2000	Accounts Payable - Trade		6,550.00			
01/31/09	000029	AP Payment	Alpine, Inc	2000	Accounts Payable - Irade		7,500.00			
				1000) Cash in Bank - Checking Totals	\$203,623.84	\$158,191.64			
100 Accour	nts Receiv	/able - Retail								
01/01/09	000053	AR Invoice	ZZZCash	4010	Product Sales	16,875.00				
01/01/09	000053	AR Invoice	ZZZCash	4010	Product Sales	38,000.00				
01/01/09	000053	AR Invoice	ZZZCash	4010	Product Sales	10,500.00				
01/01/09	000053	AR Invoice	ZZZCash	2099	Sales Tax Payble	4,445.51				
01/01/09	000053	AR Invoice	ZZZCash	4017	Service Sales	86,435.00				
01/01/09	000053	AR Receipt	ZZZCash	1000	Cash in Bank - Checking		156,255.51			
01/15/09	000054	AR Invoice	ZZZCash	4020	Freight Income	26.50				
01/15/09	000054	AR Invoice	ZZZCash	4010	Product Sales	147.62				
01/15/09	000054	AR Invoice	ZZZCash	4010	Product Sales	5,625.00				
01/15/09	000054	AR Invoice	ZZZCash	4010	Product Sales	14,250.00				
01/15/09	000054	AR Invoice	ZZZCash	4010	Product Sales	3,000,00				
01/15/09	000054	AR Invoice	ZZZCash	2099	Sales Tax Pavble	1.555.51				
01/15/09	000054	AP Invoice	777Cash	4017	Service Sales	19 750 00				
01/15/09	000054	AP Pereint	777Cash	1000	Cash in Bank - Checking	13,750.00	44 354 62			
01/13/09	000034	ARRECEIPE	22200011	1000	Cash in Dank - Checking		,004.00			
01/20/09	000022	AV Vecelor	Harb Hord		Cach in Mank - Checking		N			

- 3. Click on the **Filters** tab on the left side of the previewed report so that we can exclude the
- 4. appropriate accounts from the report.
 - a. Click on the More Items button.
 - b. Place a check mark in the **Account Category** box and click **OK**.

Report Selection Items	x
Item	<u> </u>
V Transaction Date	
Account	E
Company	
Display Notation	
Account Category	
Account Type	
Associated Account	
Batch Date	
Created By	
Customer Check Number	-
OK Cancel	

c. In **Report Selections**, click on **Account Category** to display the Account Category filtering.

ters Report Selections	03/04/10 3:11 PM	XI/04/10 Alpine 3:11 PM General Ledger 01/01/09 ł 01/01/09 ł				Sports Account Activity to 01/31/09		
Item	Selected Criteria	Transaction	Transaction	*		Offset		
Fransaction Date	01/01/09 to 01/31/09	Date	Number	Transaction Type	Name	Account #	Uffset Account	
Account	<all></all>	1000 Cash in	Bank - Ch	ecking	7776*	1100	Anna ata Danai akia Da	
Company	<all></all>	01/02/09	000005	Evente	2220-05/1	6000	Accounts Necewalie - Ne	
		01/02/09	000007	Expense	Ice Man Supplies	1300	Inventory	
Display Notation	No	01/15/09	000054	AR Receipt	ZZZCash	1100	Accounts Receivable - Re	
Account Category	Excludes Accounts 👻	01/16/09	000001	Expense	Summit Utility Company	7085	Electricity & Ges	
				-		2007	Water & Sewer	
	Search For				By Account Category	- 6	Freight Expense	
					<u></u>	p	Accounting	
	- + Filtering					G	Accounts Receivable - Re	
	Available			Selected		ø	Accounts Receivable - Re	
	Available			Derected		0	Accounts Receivable - Re	
	Sequence Accoun	t Category	~	Sequence	Account Category	2	Cost of Goods Sold	
	9200 Income	Tay Evnense		20	100 Accounts Pavable	i i	Accounts Receivable - Re Accounts Receivable - Re	
	5200 Income	тах схренае		-	Soo Accounts ruyubic	le le	Accounts Pavable - Trade	
	1910 Intangit	ole Assets		1	100 Accounts Receivable	11	Dividends Paid	
	7800 Interest	Expense		10	000 Cash	p	Accounts Payable - Trade	
	1300 Invento	rv		20)20 Line of Credit Pavable	e P	Accounts Payable - Trade	
	1880 Investm	ente				P	Accounts Payable - Trade	
	1000 Investi	icito					1000 Cashin Bank - Checkin	
	1790 Land		کما ا					
	2200 Long Te	rm Debt				<i>,</i> 0	Product Sales	
	9100 Loss on	Sale of Assets				e	Product Sales	
	2040 Notes P	avable				6	Sales Tay Pauble	
	2040 NOTES F	ayable				6	Service Sales	
	1150 Notes R	eceivable				ø	Cash in Bank - Checking	
	1930 Other A	ssets				50	Freight Income	
	2090 Other C	urrent Liabilities				lo lo	Product Sales	
	0000 Other E		~			2	Product Sales	
							Product Sales	
							Sales Tax Payble	
	Exclude selected items					2	Service Sales	
						ø	Cash in Bank - Checking	
	OK Clea	r				0	Cash in Bank - Checking	
						19	sales Tax Payble	

- d. In the **By** field in the upper right corner, select **Account Category**.
- e. Move the **Accounts Payable**, **Accounts Receivable**, **Cash** and **Line of Credit** account categories from the left to the right using the green arrow buttons.

lote: To make it easier to find these categories, click on the Account Category column heading on the left in the wailable box to sort the Account Categories in alphabetical order.

f. Select the Exclude selected items check box and click OK.

5. Select the **General** tab to modify the name of the report and add group names to multiple pages.

General	▼ 9
Title	 Account Activity (excluding cash)
Style	(Default)
Date	Upper Left Comer 👻
Time	Upper Left Comer (Line 2)
Page No.	Bottom Center 🔹
	Filter selections in report footer
	Show report totals
	Group headings on each page
	Show totals only
	Show row counts

- a. Click in the **Title** field and specify the name you'd like to use for this report. In our example we added "(exclude cash)" to the end of the existing report name.
- b. Place a checkmark in the Group headings on each page box.



lote: By selecting this option, if an account's transactions span more than one page, it will show the accoun umber heading on each page of transactions.

6. Select the Columns tab to add the Notation field to the report.



- a. Select the Available tab, scroll down to **Notation**, and then place a check mark in the box to add it to the report.
- b. Use the green arrow up and down buttons to decide what order to display the columns in.
- 7. Select the **Refresh** button after making changes to update the report with the new changes.
- 8. While in the preview of the customized report, save the report as a **Favorite** by clicking on the favorites icon X.
- Specify a name for the new customized report and click OK. It will then be available for future use in the Reports > Reports > Favorites tab.

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03/04/10 3:49 PM Alpine Sports General Ledger Account Activity (excluding cash) 01/01/09 to 01/31/09

Transaction Date	Transactio Number	n Transaction Type	Name	Offset Account #	Offset Account	Debits	Credits	Notation
1300 Invent	ory							
01/02/09	000007	Expense	Ice Man Supplies	1000	Cash in Bank - Checking	14,000.00		
01/16/09	000001	AP Invoice	Alpine, Inc	2000	Accounts Payable - Trade	7,500.00		
01/16/09	000002	AP Invoice	Ice Man Supplies	2000	Accounts Payable - Trade	6,550.00		
01/16/09	000003	AP Invoice	Timberline Supplies	2000	Accounts Payable - Trade	12,625.00		
01/16/09	000004	AP Invoice	Pro Cast Supplies	2000	Accounts Payable - Trade	1,000.00		
01/17/09	000005	AP Invoice	Alpine, Inc	2000	Accounts Payable - Trade	782.00		
01/17/09	000006	AP Invoice	Pro Cast Supplies	2000	Accounts Payable - Trade	4,378.00		
01/17/09	000007	AP Invoice	Speed Racer Supplies	2000	Accounts Payable - Trade	28,982.00		
01/31/09	000018	Expense		5000	Cost of Goods Sold		77,777.00	
					1300 Inventory Totals	\$75,817.00	\$77,777.00	-
1850 Accum	ulated D	epreciation						
01/01/09		General Journal		7700	Depreciation		2,564.00	
01/01/09		General Journal		7700	Depreciation		6,838.00	
01/01/09		General Journal		7700	Depreciation		50.00	
01/01/09		General Journal		7700	Depreciation		1,603.00	
				1850 A	ccumulated Depreciation Totals		\$11,055.00	
2099 Sales T	ax Payb	le						
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail		4,445.51	
01/15/09	000054	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail		1,555.51	
01/31/09	000001	AR Invoice	Andy Johnson	1100	Accounts Receivable - Retail		44.35	
01/31/09	000002	AR Invoice	Red Wing Bike Club	1110	Accounts Receivable - Business		942.44	
01/31/09	000009	AR Invoice	Andy Johnson	1100	Accounts Receivable - Retail		44.35	
01/31/09	000010	AR Invoice	Red Wing Bike Club	1110	Accounts Receivable - Business		753.95	
01/31/09	000017	AR Invoice	Woody Cleveland	1100	Accounts Receivable - Retail		44.35	
					2099 Sales Tax Payble Totals		\$7,830.46	
4010 Produc	t Sales							
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail		16,875.00	Package Includes
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail		38,000.00	Package Includes
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail		10,500.00	PackageIncludes

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