

This is a standardized report that displays transaction information from Great Plains Accounting Software (ERP) general ledger according to the user specified report criteria. This data, such as Journal Entry Number (JRNTENTRY) can be used to facilitate further research, if needed, in the ERP.

1) Select the report criteria:

a) CompanyDB-this is a required field;

b) OrgUnit-as defined in [Manage OrgUnits](#);

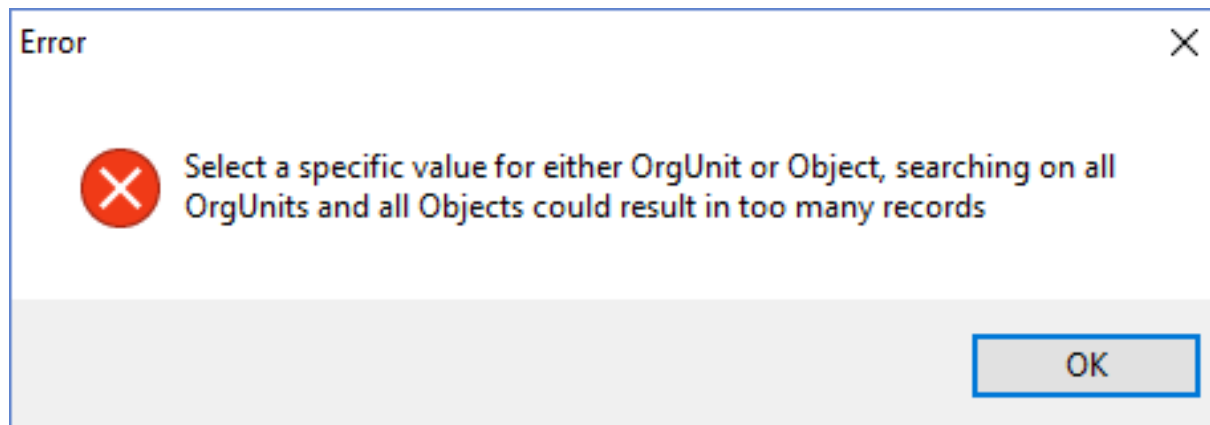
c) Year-this is the [Fiscal Year](#) - this is a required field;

d) OrgUnit Rollup-as define in [Manage OrgUnits](#);

f) Object;

g) Period-by selecting <all>, all the data for the fiscal year will be displayed. By selecting, say, Feb, only February data will be displayed.

Please note that due to the large amount of available data, this report requires that either an OrgUnit or an Object is selected. If no such selection is made, the following message will appear:



2) Click "Generate" to run the report.

3) Once the report is run, the on-screen data format can be customized by selecting "Accounts Subtotal" to provide subtotals or "No Format" which displays raw data. The selection of the "Accounts Subtotal" activates the [Expand/Collapse Rows](#) and [Display Level](#) functionalities.

[Print](#), [Export to Excel](#), [Print to PDF](#), [Autofit Columns](#), [Expand/Reduce Column Width](#), and [Copy](#) functionalities are available.

The [Filter](#) functionality is available and can be helpful to refine the data produced in a report.

Please note the below "Right-Click" menu functionality:

Select All	Ctrl+A
Copy..	Ctrl+C
Copy with headers..	Ctrl+H
Paste..	
Check All	
Uncheck All	Ctrl+U