

All Manual Journal Entries for a Given Period for a Specific Account

12/19/2024 11:55 am EST

If you need to find all manual journal entries for a specific account for a given time period, there's a few ways to approach the issue.

First, you can filter an account by register types, which lets you set the register type to only the General Journal entries if you are only looking for a single account.

The screenshot shows the 'Account Register' window. At the top, there are fields for 'Account Code' (100220), 'Branch', 'From Date' (1/1/2022), and 'Thru Date' (12/31/2022). Below these is a table of transactions. A red box highlights the 'Reg Type' dropdown menu, which is open and shows a list of register types: CREDIT, CREDIT MEMO, CASH SALE, DEFERRED INCOME, DEPOSIT, DISCOUNT TAKEN, GENERAL JOURNAL (highlighted), and INVOICE.

Reg No.	Date	Type	Check No.	Status	Name	Amount
666879	1/1/2024	ROYALTY	169740	O	DJD MGMT	0.00
671102	4/1/2024	CRMEMO	170456	O	Sidney Grimes, LLC.	60.00
674483	4/22/2024	ROYALTY	171333	O	DJD MGMT	79.73
682623	7/1/2024	GENJRL		O	why we's Fargo?	89.73
682626	7/31/2024	GENJRL		O	Reclass cha...	19.73
681867	10/1/2024	ROYALTY	172802	O	Grimes & Memo remove	0.00
687161	11/6/2024	GENJRL	JRNL 1317	O	DJD MGMT	60.00

There is also the GL Journal report that can be run that will show this information.

GL Journal								
Reg #	Date	Type	Ref #	Name	Sub #	Description	Debit	Credit
600600	1/12/2022	GENJRL	cancel Hyundai payr			100220 (Wells Fargo Checking)	338.28	0.00
						270131 (Note Payable Hyundai)	0.00	338.28
							338.28	338.28

Lastly, you can setup up a query in the Customer Query Builder like the one above to get all the entries. This will not break out by account unless further modified.

General Ledger Query Builder

Register

Register_Number

Register_Date

Register_Type_Code

Register_Type_Desc

Credit_Or_Debit

Entered_Credit_Or_Debit

Register_Amount_Sign

Register_Signed_Amount

Entered_Amount

Register_Memo

Register_Status

Register_Offset_Split

Register_Is_Offset

Register_Category

Register_Date_Time_Stamp

Fields to Display

Register_Number

Register_Type_Code

Register_Amount

Field

Register_Type_Code

Period_Fiscal_Year

Relation

=

=

Criteria

GENJRL

2022

And/Or

And

And

Group

1

1

Order By

AD

Account

Period

Period_Number

Period_Description

Period_Start_Date

Period_End_Date

Period_Fiscal_Year

Period_Status

Period_Open_Date

Period_Close_Date

Reference

Branch

AP

Register Number

Register Type Code

Register Amount

600600

GENJRL

338.38

600600

GENJRL

338.38

601271

GENJRL

-2,873.36

601271

GENJRL

74.00

601271

GENJRL

-1.17

601271

GENJRL

-94.85

601271

GENJRL

29,646.56

601271

GENJRL

25,875.64

601271

GENJRL

943.89

601271

GENJRL

19.56

601271

GENJRL

47.09

601272

GENJRL

29,646.56

601272

GENJRL

17,469.41

601272

GENJRL

687.89

601272

GENJRL

2,125.64

601272

GENJRL

9,365.22

601272

GENJRL

26,888.66

601272

GENJRL

-988.23

601272

GENJRL

74.00

601272

GENJRL

-53.51

601272

GENJRL

11,011.17

2595 Rows Returned

SQL

Clear

Open

Save

Export

Preview

Close