

B. General Ledger/Ledger Detail Report

The Ledger Detail Report is a detailed listing of the current activity of the Council's accounts. The listing prints sorted by account number. **Dynamics SL** prints the beginning balance, transactions for a given date range and the current balance. You may choose to print all of the accounts or a specific range of accounts. Print the Ledger Detail Report by using the following steps:

- a.** Select General Ledger at **Dynamics SL** menu
- b.** Select Reports
- c.** Select Ledger Detail
- d.** Select fiscal period you want reported, range of account numbers to be reported and "N" to include all accounts with or without transaction
- e.** Press print