

Understanding the General Ledger Report

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Quick Reference Guide

What is the General Ledger? What information does it show?

The General Ledger report shows you all the financial activity for your business. The General Ledger is made up of a chart of accounts. These accounts are categories that show you where your money is going. For example, you can see the money going in and out of your checking account(s), the sales you've made, or the expenses you've paid out.

I see a column called JRNL on the General Ledger. What is this?

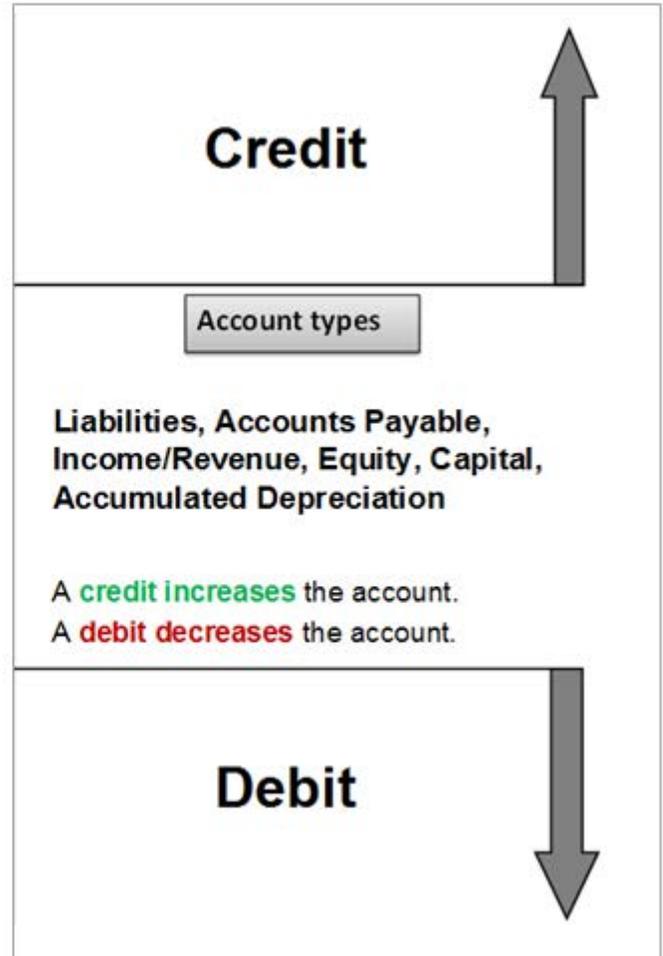
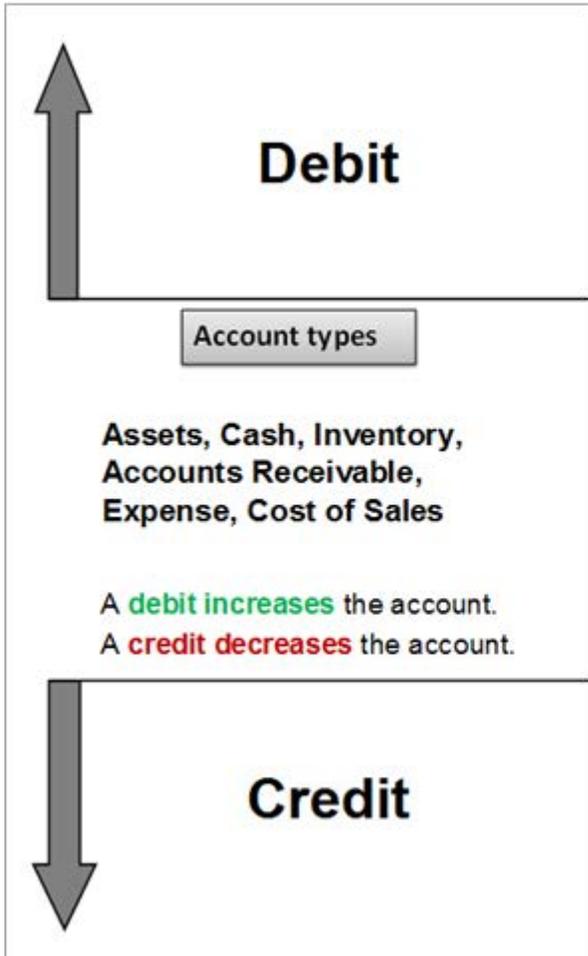
This stands for Journal. These journals represent the different types of activity for your company. For example, CRJ stands for Cash Receipts Journal. Money that you have received from your customers will post to this journal. Another example is the CDJ, which stands for Cash Disbursements Journal. This shows any payments you've made to a vendor or supplier. This chart lists the journals that can appear on the General Ledger.

JRNL	Journal Description	Types of transactions
CRJ	Cash Receipts Journal	Receipts or money you've received
CDJ	Cash Disbursements Journal	Payments, checks, or money you've paid out
PRJ	Payroll Journal	Payroll checks
SJ	Sales Journal	Sales invoices or customer credit memos
PJ	Purchase Journal	Purchase invoices (bills) or vendor credit memos
GEN	General Journal	General journal entries
INV	Inventory Journal	Inventory transactions
INAJ	Inventory Adjustment Journal	Change in inventory quantities or cost

What are Debits and Credits?

Debits and Credits show whether amounts to your accounts were increased or decreased. If the account was increased, then amounts were added to the account. If decreased, amounts were taken out of the account. Debits and credits affect certain account types differently. For example, if your checking account (cash account type) shows a debit amount, this means money was added to the account.

See the chart below to see how debits and credits affect other account types.



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