

Go to Ledger Report Page

To View and Print the Ledger Report

1. From the section menu bar, click **Go to Ledger Report Page**;
2. Screen goes to the Ledger Report Page;
3. Print the report by clicking the **print icon** as shown in the screen shot below.
4. To go back to the Ledger main page, from the section menu bar, click Go to Ledger Main Page.

Ledger Book Report

LEDGER (SUMMARY OF TRANSACTIONS)

Navigation

Go to Ledger Main Page

EPFComposite

Ledger (Summary of Account Transactions)

FOR THE PERIOD (FROM:06/01/2022 TO: 06/30/2022)

Account No.	Account Name	Debit Amount	Credit Amount
100	Cash	P832,450.00	P444,700.00
135	Store	P1,500.00	P820.00
160	Finished Goods (FG)	P19,534.00	P19,534.00
170	Goods-in-Process (GIP)	P8,840.00	P8,840.00
310	Utilities	P5,000.00	P5,000.00
340	Depreciation Expense metl	P4,871.00	P4,871.00
350	Depreciation Expense sv	P778.00	P778.00
380	Salaries - Plant	P6,000.00	P6,000.00
410	Office Supplies	P820.00	P820.00
420	Salaries - AE	P12,750.00	P12,750.00
500	Other Income	P7,250.00	P7,250.00
510	Sales Revenue	P5,250.00	P25,250.00

To go back to the Ledger Main Page

To print

Help

Activate Windows
Go to Settings to activate Windows.

To Print, click the printer icon located at the upper-right-hand corner of the section header.