

**Question:**

What is the best way to export our general ledger to send to our CPA for review/preparation of tax return?

Answer:

If you go into the Financials module, click on Financial Reports, and then on Accounting, you will see a list of different accounting reports available. In this list, there is a General Ledger option that you can select.

When you click on General Ledger, a window will be displayed containing all of the options you can change (date range, display settings, what is included, ...) Click OK once you have your desired options checked off and your General Ledger report should pop right up.

You can then print, or export this report into Excel or convert it into a PDF.

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