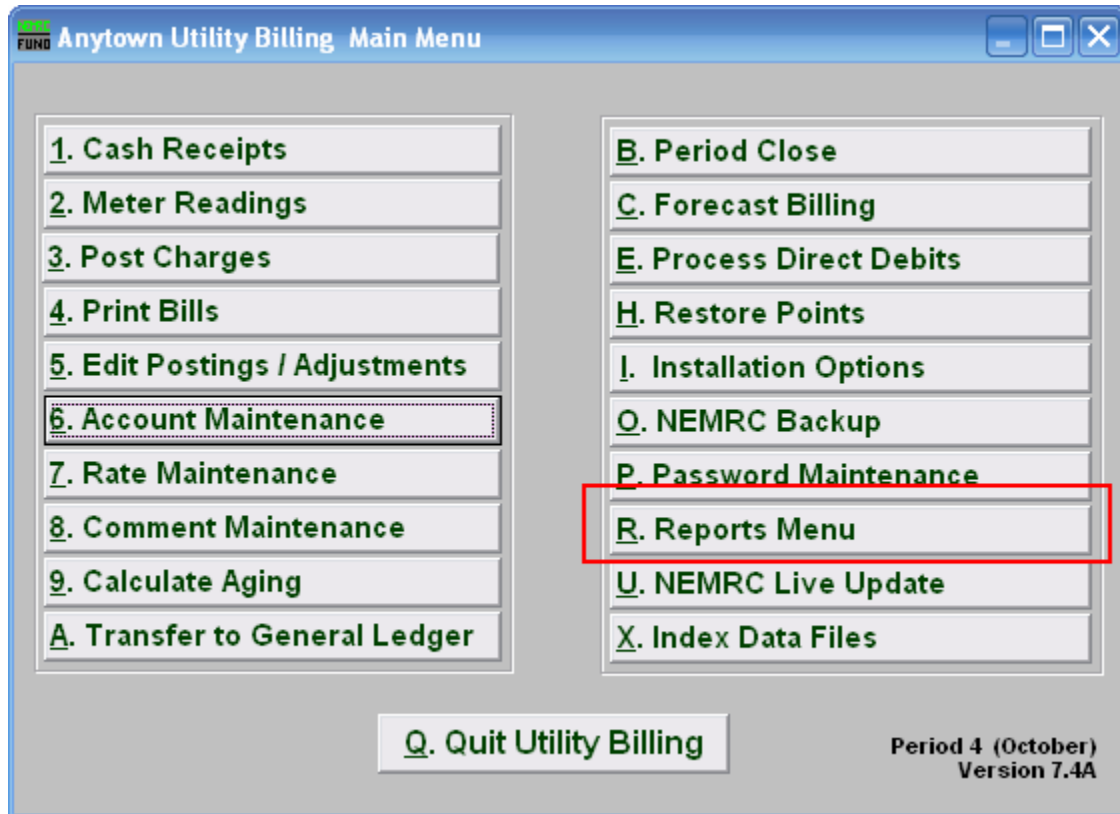


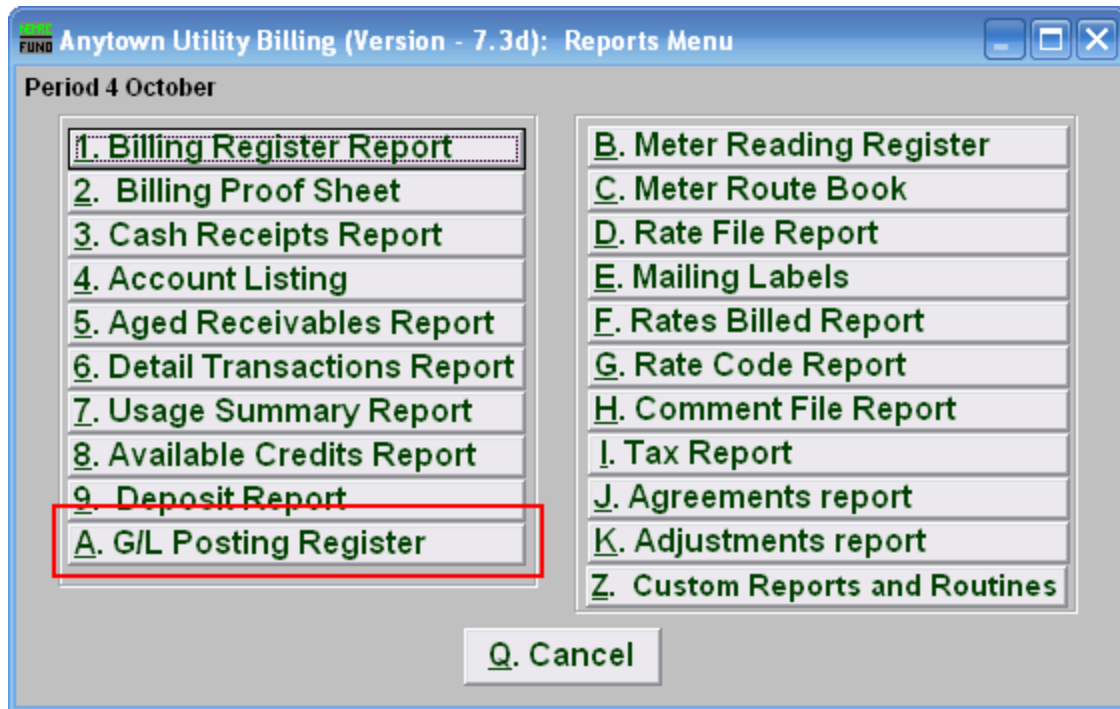
# Utility Billing

## R. Reports Menu: A. GL Posting Register



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

# Utility Billing



Click on “A. G/L Posting Register” from the Reports Menu and the following window will appear:

# Utility Billing

## GL Posting Register Report

Click on “A. GL Posting Register Report” and the following window will appear:

The screenshot shows a window titled "GL Posting Register Report" with a "FUND" label in the top left corner. The window contains the following elements:

- Two radio buttons at the top: "1 Date Range" (selected) and "2 Batch Range".
- Two rows of input fields for ranges, each with a "to" separator.
  - Row 1: "Transaction dates (Blank for All)" with input "3" showing "09/17/2007" to "09/17/2007".
  - Row 2: "Batch Range (Blank for All)" with input "4" showing "290" to "290".
- Four buttons at the bottom: "5 Print", "6 Preview", "7 File", and "8 Cancel".

1. **Date Range:** Click to choose this option. When using the date range you can see what will be transferred to the General Ledger.
2. **Batch Range:** Reports all activity transferred within the batches selected. May only be run on information that has already been transferred to the General Ledger.
3. **Transaction dates (Blank for All):** Use this option if you chose “Date Range.” Enter the starting and ending Check dates. Leave blank to use all.
4. **Batch Range (Blank for All):** Use this option if you chose “Batch Range.” Batch numbers are controlled by the system and can be found in entries posted to the General Ledger.
5. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
6. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
7. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
8. **Cancel:** Click “Cancel” to cancel and return to the Reports Menu.