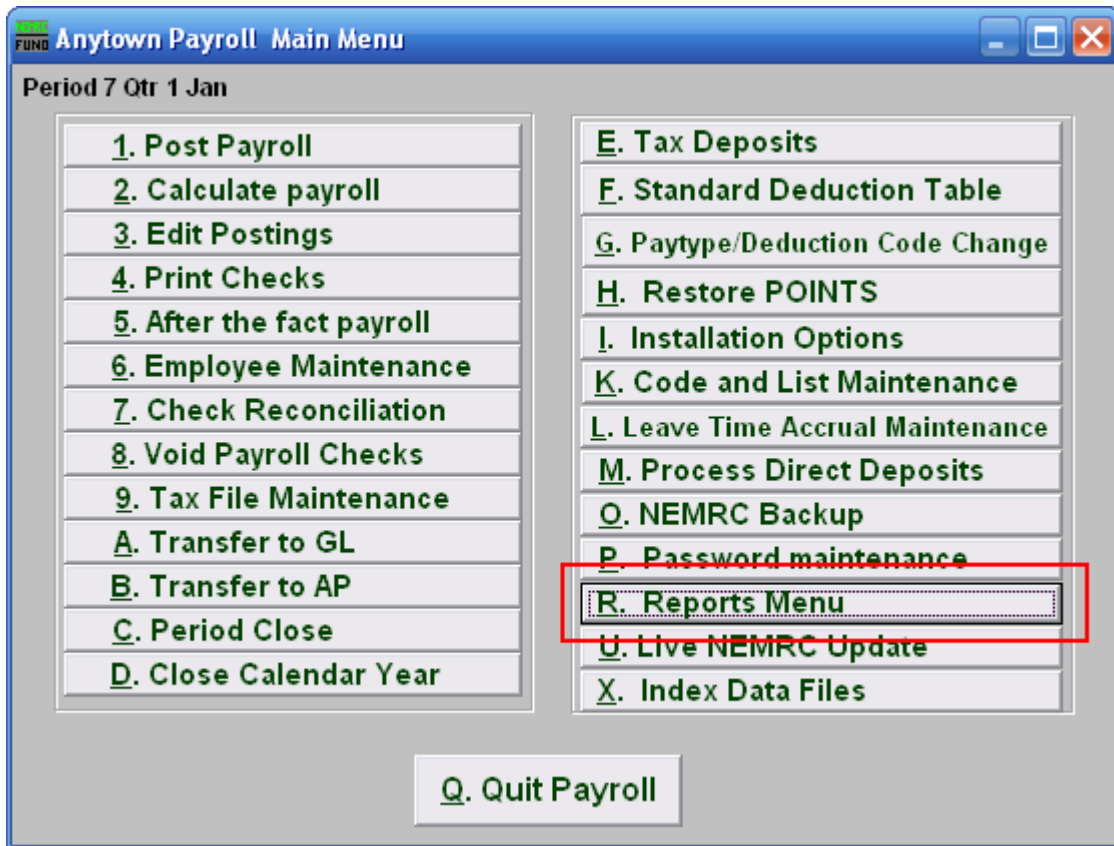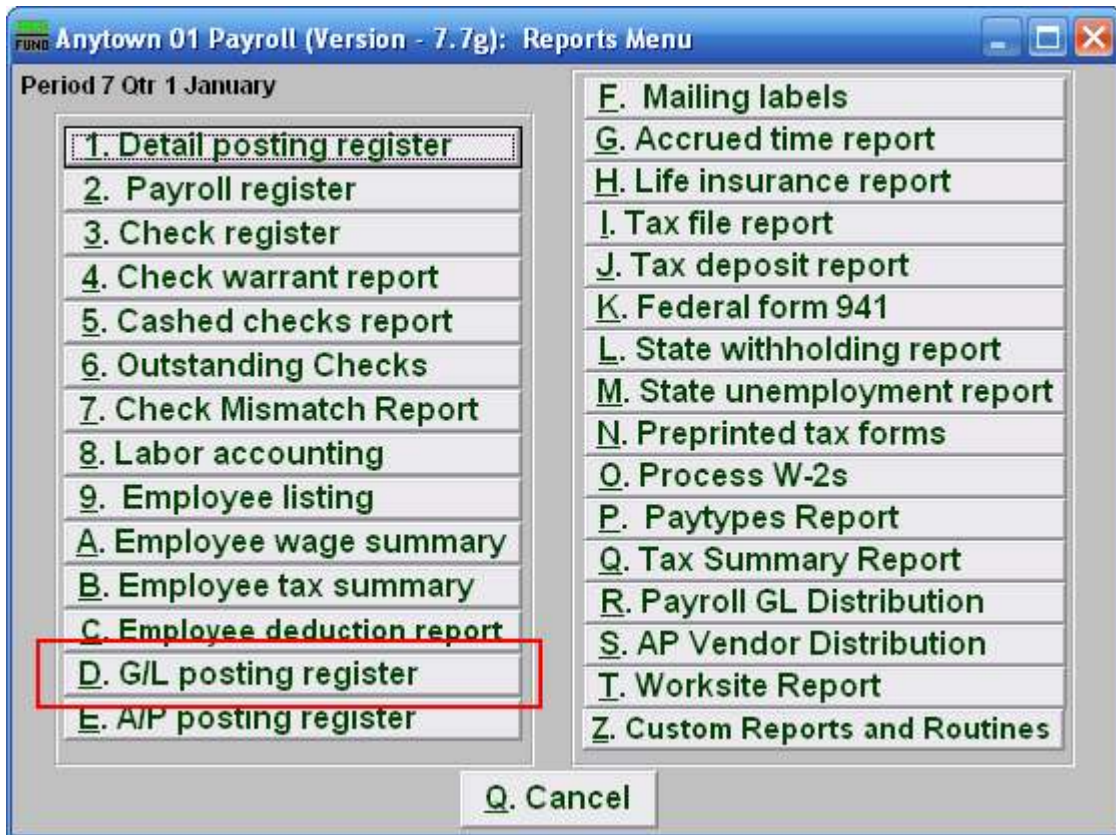# R. Reports Menu: D. Posting Register

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

Click on "D. G/L posting register" from the Reports Menu and the following window will appear:

Payroll

Posting Register

1. **Order: Date OR Batch:** Select the grouping method of reporting.

2. **Date Range:** Enter the date range to select records for reporting. All transactions are recorded by the check date issued.

3. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

4. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

5. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

6. **Cancel:** Click "Cancel" to cancel and return to the previous screen.