



How to add a Project Code in General Ledger Report

Solution

1. In Report design filter by General Ledger > Click Design

The screenshot shows the 'Report Designer' interface. The top navigation bar includes 'Report Center', 'General Ledger', 'Report Designer', and various report filters like 'BIL2403/003', 'Purchase Debit Notes', 'CDN2403/001', 'Customers', 'Sales Invoice Details', 'Receipt Voucher Details', and 'Sales Invoice'. The left sidebar shows a navigation menu with 'Reporting' selected. The main area displays a list of reports. The 'general ledger' filter is selected. The 'Design' button is highlighted in the Actions column of the report list.

2. Then save as different report name Example General Ledger with Project

The screenshot shows the 'Report Designer' interface with a 'Clone Report' dialog box open. The 'Display Name' field is set to 'General Ledger with Project Code'. The 'OK' button is highlighted.

3. In the report designer, to add a column for the title > click on reference, Then table cell > Insert column to right

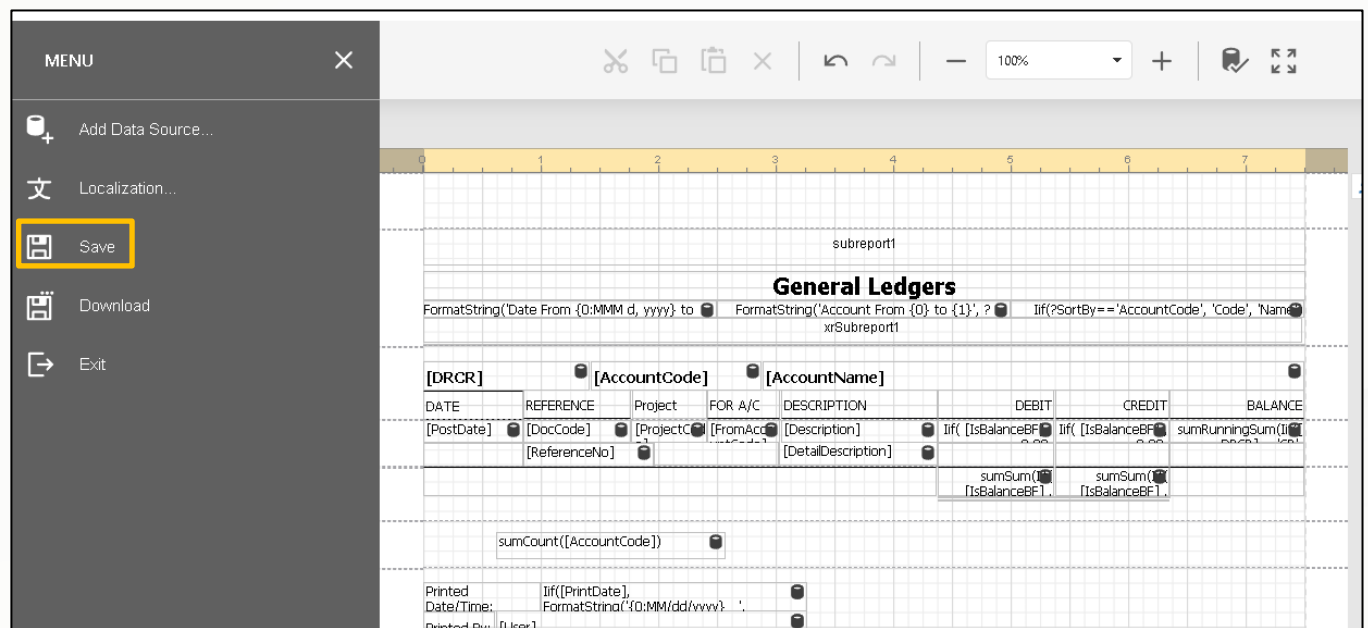
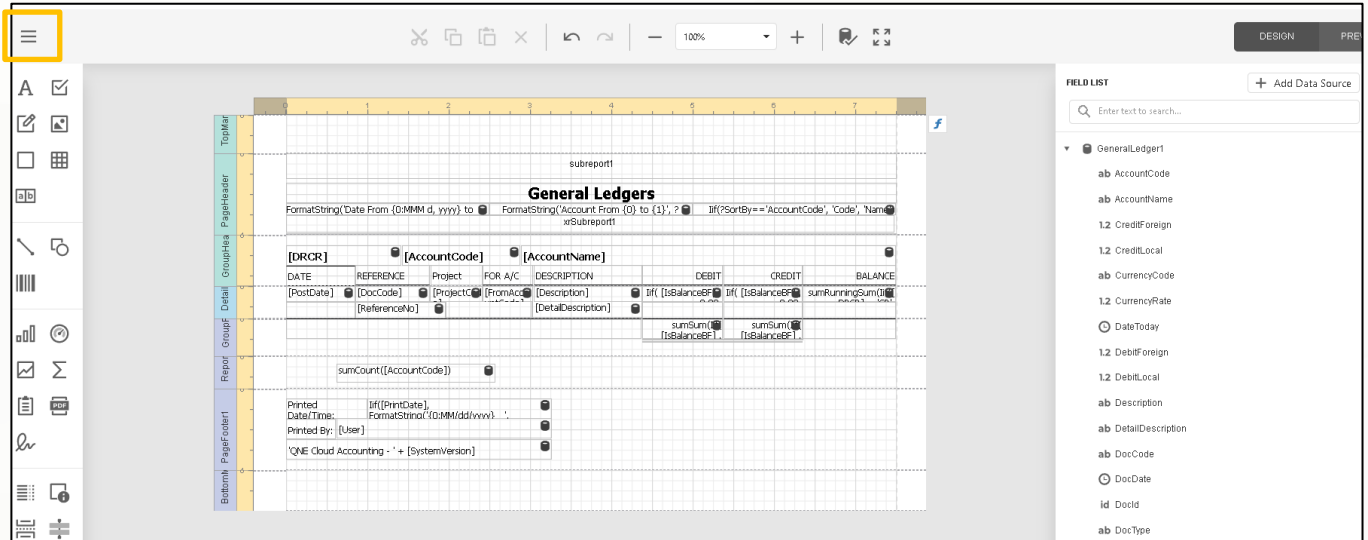
The screenshot shows the 'Report Designer' interface with the 'General Ledgers' report design. The 'REFERENCE' button is highlighted in the 'Table Cells' section. The 'Table Cells' section also shows 'Table Rows' and 'Table Cells' options. The 'Table Cells' section is expanded, showing 'Text' and 'SUMMARY' options. The 'Text' option is selected, and the 'REFERENCE' button is highlighted.

- Then u can rename the label by double click on it.

- Next, we add the field for project code, click on DocCode, Then table cell > Insert column to right

- To drag the project code > Step A - Click on fields > Step B – General Ledger Step C – Click on Project code > Step D – Then drag to the column that we created just now

7. Then Save the format and exit



8. If you would like to set the format as default > Click on More > Set Default

