

T ACCOUNTS

The T Accounts report shows the transactions of an account represented in a company's general ledger. A T-account allows an accounting professional to manually calculate the balance of a specific account in a quick and efficient manner. Change the **Date Range** (*Start Date and End Date*) as filters for the report (*Figure 1*). The report is categorized based on the **types of book** the records namely: *General Journal, Cash Disbursement, Purchase Journal, Sales Journal, Petty Cash Journal, and Cash Receipt Journal*. There are two types of generated reports: **detailed**, and **summary**. The **Detailed** contains the detailed debit and credit entries for each transaction, while the **Summary** sums the amounts of the same Account Titles. Both of these can be *printed, exported to excel file, and emailed* to the designated address in the **Settings -> Email Report Settings**.

Figure 1

T-Accounts Report

Period Start * :
01/01/2019

Period End * :
08/08/2019

General Journal
Cash Disbursement
Purchase Journal
Sales Journal
Petty Cash Journal
Cash Receipt Journal

PRINT REPORT
PRINT SUMMARY
EXPORT (DETAILED)
EMAIL (DETAILED)
EXPORT (SUMMARY)
EMAIL (SUMMARY)

Date	Txn #	Description	Remarks	Account	Dr	Cr
02/18/2019	TXN-20190218-63	N/A	None	Cash on Hand	13,000.00	0.00
02/18/2019	TXN-20190218-63	N/A	None	Capital - Equity	0.00	13,000.00
08/07/2019	TXN-20190807-89	Everest Industries		Sales	0.00	365,500.00
08/07/2019	TXN-20190807-89	Everest Industries		Cash on Hand	365,500.00	0.00
07/10/2019	TXN-20190807-90	Various Customers		Cash on Hand	265,850.00	0.00
07/10/2019	TXN-20190807-90	Various Customers		Sales	0.00	265,850.00
08/07/2019	TXN-20190807-91	N/A	650,000	Cash in Bank - GRB	650,000.00	0.00
08/07/2019	TXN-20190807-91	N/A	650,000	Capital - Equity	0.00	650,000.00
Total :					1,294,350.00	1,294,350.00

Showing 1 to 8 of 8 entries

Figure 2 Detailed Report – Print



T-ACCOUNT (GENERAL JOURNAL)

Date: 01/01/2019 to 08/08/2019

Txn #	Date	Particular	Remarks	Account	Dr	Cr
TXN-20190218-63	02/18/2019	N/A	None	Cash on Hand	13,000.00	0.00
TXN-20190218-63	02/18/2019	N/A	None	Capital - Equity	0.00	13,000.00
TXN-20190807-89	08/07/2019	Everest Industries		Sales	0.00	365,500.00
TXN-20190807-89	08/07/2019	Everest Industries		Cash on Hand	365,500.00	0.00
TXN-20190807-90	07/10/2019	Various Customers		Cash on Hand	265,850.00	0.00
TXN-20190807-90	07/10/2019	Various Customers		Sales	0.00	265,850.00
TXN-20190807-91	08/07/2019	N/A	650,000	Cash in Bank - GRB	650,000.00	0.00
TXN-20190807-91	08/07/2019	N/A	650,000	Capital - Equity	0.00	650,000.00
Total:					1,294,350.00	1,294,350.00

Figure 3 Detailed Report – Exported to Excel

	A	B	C	D	E	F	G
1	JDEV OFFICE SOLUTIONS INC.						
2	4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City						
3	(045) 900-3988 / 0955-283-3018						
4	jdevtechsolution@gmail.com						
5							
6	T-ACCOUNT (GENERAL JOURNAL)						
7	Date: 01/01/2019 to 08/08/2019						
8							
9	Txn #	Date	Particular	Remarks	Account	Dr	Cr
10	TXN-20190218-63	02/18/2019	N/A	None	Cash on Hand	13,000.00	0.00
11	TXN-20190218-63	02/18/2019	N/A	None	Capital - Equity	0.00	13,000.00
12	TXN-20190807-89	08/07/2019	Everest Industries		Sales	0.00	365,500.00
13	TXN-20190807-89	08/07/2019	Everest Industries		Cash on Hand	365,500.00	0.00
14	TXN-20190807-90	07/10/2019	Various Customers		Cash on Hand	265,850.00	0.00
15	TXN-20190807-90	07/10/2019	Various Customers		Sales	0.00	265,850.00
16	TXN-20190807-91	08/07/2019	N/A	650,000	Cash in Bank - GRB	650,000.00	0.00
17	TXN-20190807-91	08/07/2019	N/A	650,000	Capital - Equity	0.00	650,000.00
18	Total:					1,294,350.00	1,294,350.00

Figure 4 Summary Report – Print



T-ACCOUNT (GENERAL JOURNAL SUMMARY)

Date: 01/01/2019 to 08/08/2019

Account No	Account Title	Dr	Cr
1000	Cash on Hand	644,350.00	0.00
1100	Cash in Bank - GRB	650,000.00	0.00
3000	Capital - Equity	0.00	663,000.00
4000	Sales	0.00	631,350.00
Total:		1,294,350.00	1,294,350.00

Figure 5 Summary Report – Exported to Excel

	A	B	C	D
1	JDEV OFFICE SOLUTIONS INC.			
2	4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City			
3	(045) 900-3988 / 0955-283-3018			
4	jdevtechsolution@gmail.com			
5				
6	T-ACCOUNT (GENERAL JOURNAL SUMMARY)			
7	Date: 01/01/2019 to 08/08/2019			
8				
9	Account No	Account Title	Dr	Cr
10	1000	Cash on Hand	644,350.00	0.00
11	1100	Cash in Bank - GRB	650,000.00	0.00
12	3000	Capital - Equity	0.00	663,000.00
13	4000	Sales	0.00	631,350.00
14	Total:		1,294,350.00	1,294,350.00