Viewing General Ledger Transactions

You can view any transactions in the Checking Accounts window with a bank account attached to the transaction. When viewing a transaction, you cannot make any changes to the actual transaction. However, you can select the Check Printed or Reconciled options.

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Checking Accounts**.
4. In the drop-down list, select a bank account.
5. Select a transaction, and click **View**.
6. If necessary, select or clear the **Check Printed** or **Reconciled** options. If only viewing the transaction, skip to the last step.
7. Click **OK**, then click **Yes**.
8. Click **Close**.