Synergy Acc2026 - General Ledger Report by Remark

This guide shows how to list all general ledger entries whose remark contains certain text, for example every entry marked BR3 for one branch.

Before you start

- The text that appears in the remark, for example BR3.
- The date range you want.
- A user ID that is allowed to view all the accounts (see Tips).

Steps

1. Open the General Ledger report

Go to General Ledger > Reports > Analysis > General Ledger. If you also want the balance brought forward, open General Ledger [With Brought Forward] instead.

2. Set the date range

Choose the dates for the report.

3. Add a criteria on Remark

In Criteria, choose Remark, set the operator to Containing, and type the text, for example BR3.

4. Run the report

Run the report. It lists the entries whose remark contains your text, across the accounts, for example assets and expenses.

Tips

- If some accounts, for example expenses, are missing, the user ID may have limited report view rights. Check with the owner.
- For bank payments and receipts, use Cash Management System > Reports > Transaction Listing > Bank Summary Statement. For totals with a balance, use the General Ledger report.
- On the petty cash account the Grand total is brought forward plus receipts minus expenses, which is the petty cash still available.
- Other report options such as the financial period are in the guide on General Ledger lock date, report headings and financial period.

Common problems

The report shows no entries for my remark.

Check the date range, the operator (use Containing) and the spelling of the text.

Some accounts or entries are not in the report.

The user ID may have limited report view rights. Ask the owner to check the rights.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.