

# Print the Monthly Report

*Note: A monthly report requires collection records.*

To learn more about collection records and monthly reports, visit the [Ledger Menu](#).

## Step One: Create Collection Records

There are two ways to complete this.

### Way One: Export Report

1. From the main menu, click on [Reports].
2. Click on [Export Report].
3. Fill out the teal box accordingly; visit the [Export Report](#) page for assistance.
4. When prompted with "Create ledger entries for this report?" click yes.

### Way Two: Create Collection Records

1. From the main menu, click on [Ledger].
2. Click on [Create Collection Records].
3. Fill out the teal box accordingly; visit the [Dates and Tax Type](#) page for assistance.
4. Click [OK].

## Step Two: Print Monthly Report

1. From the main menu, go to [Ledger].
2. Click on [Monthly Report], and fill in the information accordingly.
3. Once generated, click on "Print" in the top left of the screen.
4. Print the report.

From:

<https://grandjean.net/wiki/> - **Grandjean & Braverman, Inc**

Permanent link:

[https://grandjean.net/wiki/tax\\_coll/print\\_the\\_monthly\\_report](https://grandjean.net/wiki/tax_coll/print_the_monthly_report)

Last update: **2020/05/29 19:29 UTC**

