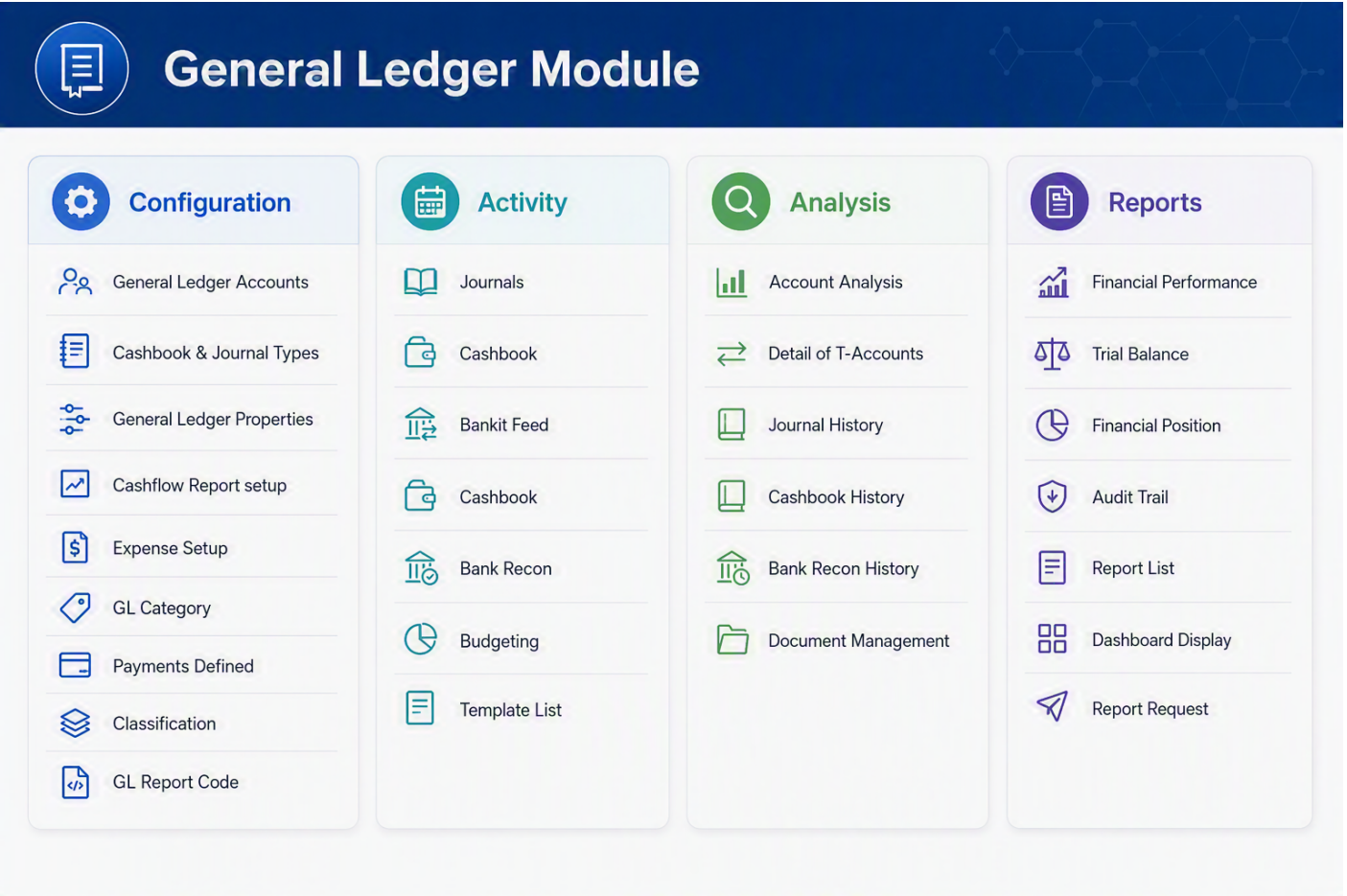


General Ledger Module map

The General Ledger Module is the central financial management. It allows users to configure accounting settings, process financial transactions, analyse financial information, and produce management and statutory reports.



Configuration Menu Group

Menu Item	Description
General Ledger Accounts	Create and maintain the Chart of Accounts used throughout the system. Define account types, account names, and reporting structures.
Cashbook & Journal Types	Configure the different cashbook and journal transaction types available for processing financial entries.
General Ledger Properties	Define system-wide General Ledger settings, financial periods, account defaults, and operational preferences.

Menu Item	Description
Cashflow Report Setup	Configure categories and groupings used for cashflow reporting and forecasting.
Expense Setup	Maintain expense categories and default account mappings used throughout the ERP system.
GL Category	Create and manage General Ledger account categories to assist with reporting and financial analysis.
Payments Defined	Define payment methods, payment classifications, and related accounting treatments.
Classification	Create financial classifications used to group accounts and transactions for reporting purposes.
GL Report Code	Define report codes that determine where accounts appear within financial statements and management reports.

Activity Menu Group

Menu Item	Description
Journals	Enter and process general ledger journal transactions including adjustments, accruals, and corrections.
Cashbook	Process cash receipts and payments and update bank account balances.
Bank Feed	Import and process electronic transactions received directly from banking institutions.
Cashbook Allocation	Allocate imported bank transactions to the correct General Ledger accounts and business transactions.
Bank Reconciliation	Reconcile cashbook transactions against bank statements to ensure accounting accuracy.
Budgeting	Create, maintain, and analyse budgets by period, department, or account.
Template List	Maintain recurring journal templates and commonly used transaction templates to simplify data entry.

Analysis Menu Group

Menu Item	Description
Account Analysis	Analyse account activity, balances, movements, and transaction history for selected General Ledger accounts.
Detail of T-Accounts	View transactions in a traditional T-Account format showing debits and credits for analysis purposes.
Journal History	Review previously posted journal transactions and audit financial adjustments made over time.

Menu Item	Description
Cashbook History	Review historical cashbook transactions including receipts, payments, and adjustments.
Bank Reconciliation History	View completed bank reconciliations and historical reconciliation balances.
Document Management	Access supporting documents, attachments, and electronic records associated with General Ledger transactions.

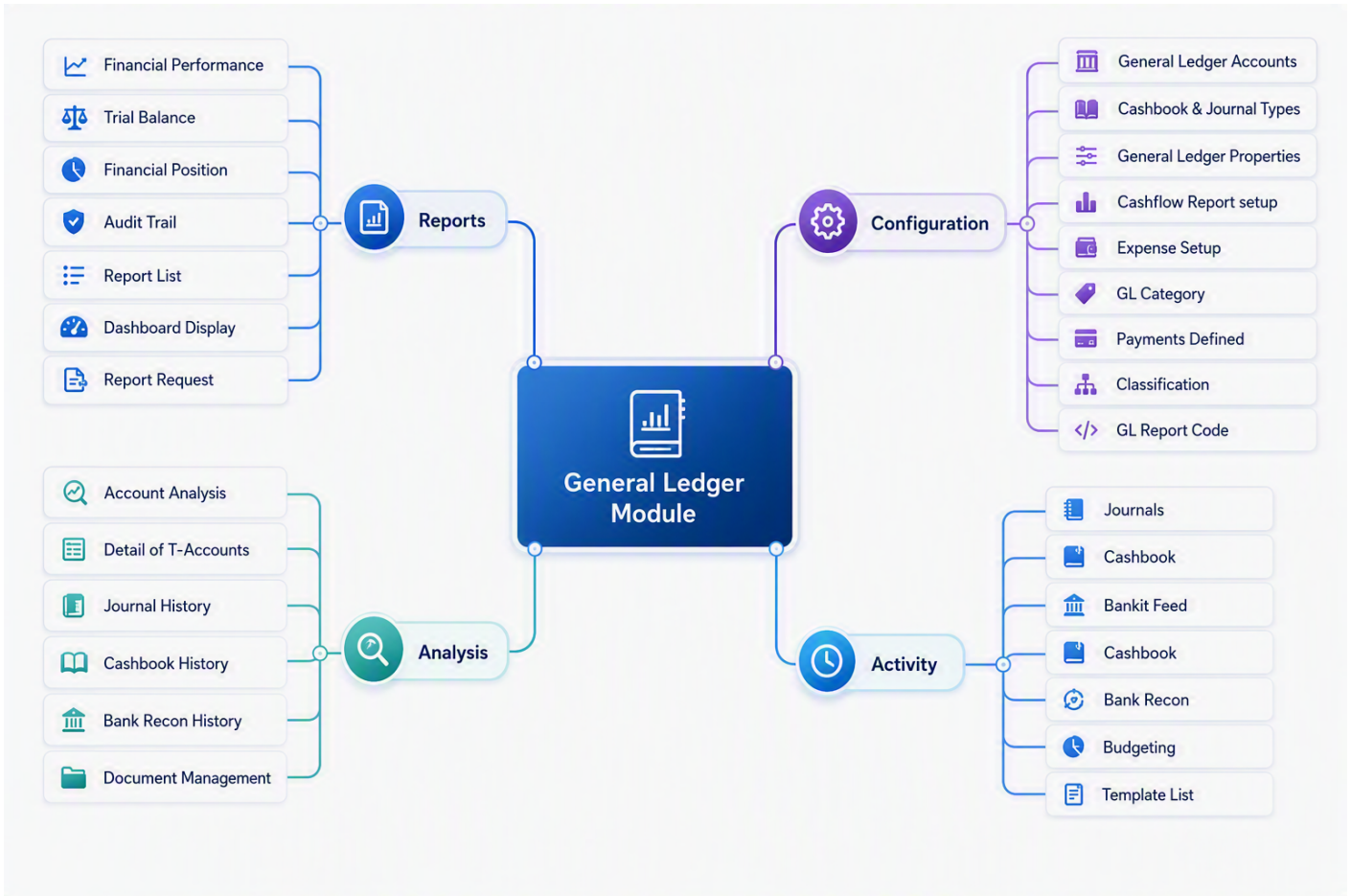
Reports Menu Group

Menu Item	Description
Financial Performance	Produces the Profit and Loss Statement showing income, expenses, and profitability for a selected period.
Trial Balance	Displays all General Ledger account balances and verifies that total debits equal total credits.
Financial Position	Produces the Balance Sheet showing assets, liabilities, and equity at a specific point in time.
Audit Trail	Provides a detailed history of transactions, postings, and system activities for auditing purposes.
Report List	Displays all available General Ledger reports available within the system.
Dashboard Display	Provides graphical dashboards and KPI summaries for financial performance monitoring.
Report Request	Allows users to schedule, generate, and distribute financial reports.

General Ledger Workflow

Step	Purpose
Configuration	Setup accounts, categories, report structures, and financial settings.
Activity	Process journals, cashbook entries, bank transactions, and budgets.
Analysis	Review financial activity and investigate balances or transactions.
Reports	Produce financial statements, management reports, and audit information.

This structure follows the standard accounting process of **Configure → Process → Analyse → Report**, making the General Ledger the financial backbone of the ERP system.



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