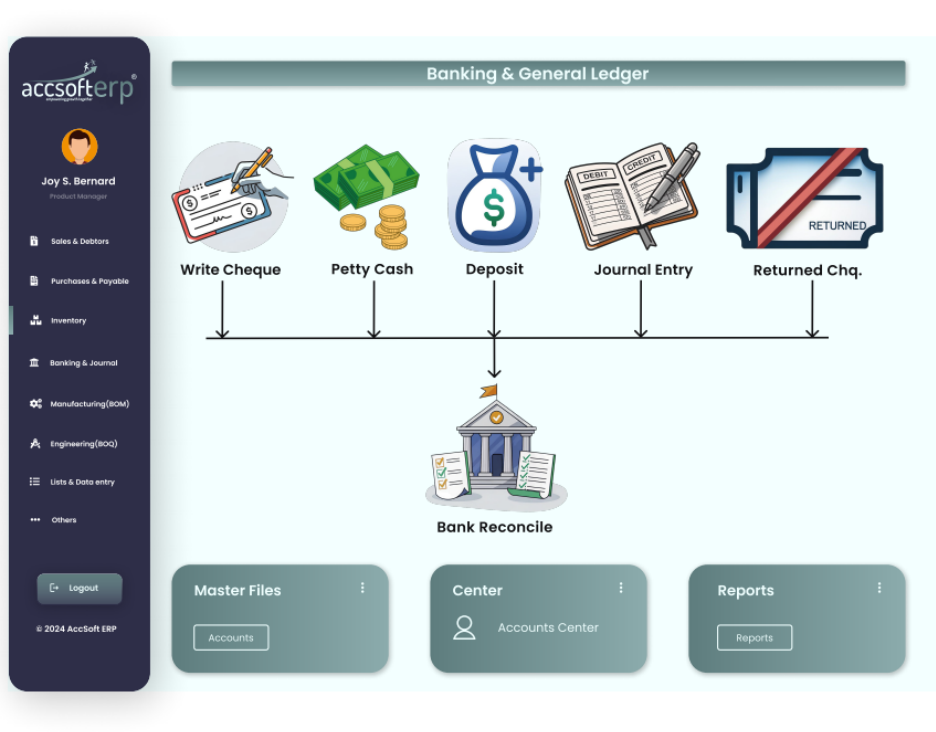
Cash Book & General Ledger

Every rupee in and out of the bank, reconciled, and every posting in the ledger

The Cash Book & General Ledger module is where every other module lands. Cheques, payment vouchers, deposits and journals are approved before they post, the cash book always matches the bank, and the trial balance, profit and loss and balance sheet are ready at any level of detail the moment you need them.



Module dashboard: five banking documents feeding one bank reconciliation, with Master Files, Accounts Center and Reports

Approval on every document
Cheques, vouchers, deposits, journals and returned cheques each carry an approval level

Bank reconciliation
Cash book matched to the statement line by line, with the difference live on screen

Statements at five levels
Profit and loss and balance sheet from one-page summary to full account detail

40 reports
Cash book, cheque registers, budgets vs actuals, UK-format balance sheets and multi-currency GL

The banking workflow

Five banking documents feed one bank reconciliation, exactly as the module dashboard shows it.

1	**Write Cheque** Pay a supplier, an expense or a loan by cheque, with cheque number, payee, account coding and Class on one screen. Post-dated cheques issued are tracked until they clear.
2	**Payment Voucher** Record cash and bank payments for expenses, with account, description, Class and amount per line and VAT captured where applicable. Amount in words prints on the voucher.
3	**Deposit** Bank the day's receipts, cheques and PD cheques from Sales & Debtors in one deposit slip, posted to the bank account.
4	**Journal Entry** Post accruals, prepayments, depreciation, provisions and corrections with debit and credit lines, Class and memo.
5	**Returned Cheque** Reverse a bounced customer cheque, reinstate the debtor balance and record bank charges.
6	**Bank Reconcile** Tick cleared cheques, payments, deposits and credits against the bank statement. Opening balance, cleared totals, statement balance and difference are shown live, and Reconcile locks the period when the difference is zero.

Approval control on every document

The cash book is where money actually moves, so AccSoft ERP puts an approval level on every banking document. User permissions decide who can approve at each stage, and every document shows its Approved status at a glance, so no unauthorised payment leaves the bank.

Document	What approval confirms
Write Cheque / Payment Voucher	The payment is authorised before printing or posting to the bank
Deposit	Funds are confirmed before they increase the bank balance
Journal Entry	The posting is checked before it reaches the ledger
Returned Cheque	A change to a customer balance is checked before it posts
Bank Reconcile	The period is locked only when the difference is zero

Key features

Cheques and payment vouchers

- Bank account, payee, payment method, voucher number, date and location on one screen
- Account, description, Class and amount per line, with VAT captured on expenses
- Amount in words generated automatically for printing
- Recalculate, Void, Copy, Memorise and Temp Save controls
- Approved, Amts Inc VAT, To be Printed and Voucher To be Printed flags
- Cheque and voucher print templates (A4 and your own layouts)

Journal entries

- Debit and credit lines with account, Class, memo and reference
- Recurring and memorised journals for monthly accruals and depreciation
- Multi-currency journals with exchange rate per entry

Cash book and PD cheques issued

- Cash Book with PD Issued shows the true bank position including cheques not yet presented
- Cheque Details for expenses and Write Cheque Summary registers
- Returned cheque reversal with bank charges

Bank reconciliation

- Cheques & Payments and Deposits & Other Credits side by side, with tick boxes per transaction
- Mark All, Unmark All, Go To, Export and Mark as Intern Txn for bank-only items
- Opening balance, cleared deposits, cleared payments, balance, statement balance and difference shown live
- Hide Cleared to focus on what is still outstanding
- Bank Reconciliation and With Details reports for the auditor

Deposits

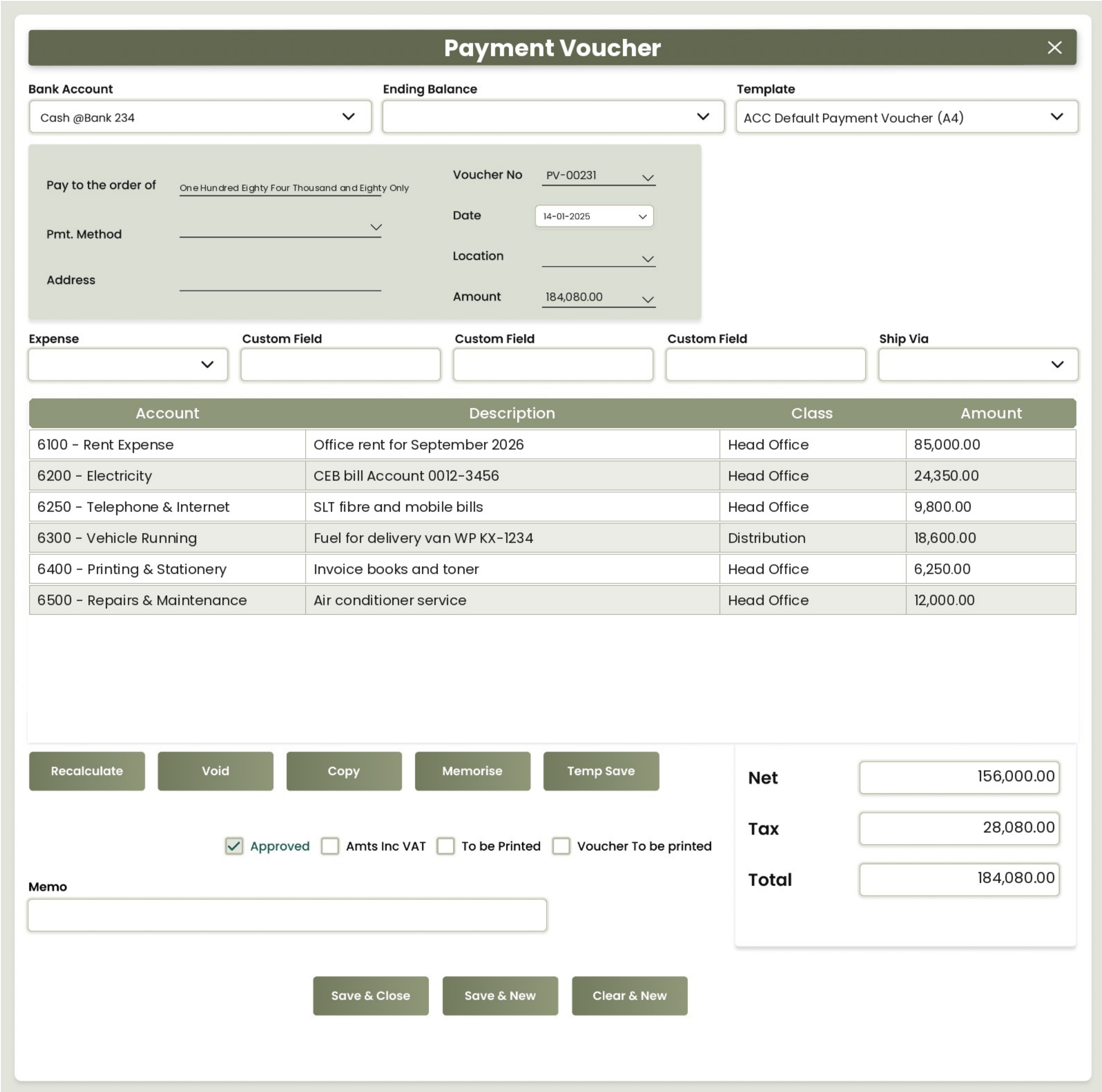
- Deposit receipts, cheques and PD cheques from Sales & Debtors in one slip
- To be Deposit report shows what is in hand and not yet banked
- Bank Deposit Details for the paying-in book

General ledger and financial statements

- Trial Balance at any date
- Profit and Loss Standard at five levels, by Month, by Class, by Customer and Extended
- Budgets vs Actuals at five levels and Class wise
- Balance Sheet at five levels, Month Wise and UK format
- General Ledger with or without opening balances, account-type wise and multi-currency

Payment Voucher entry

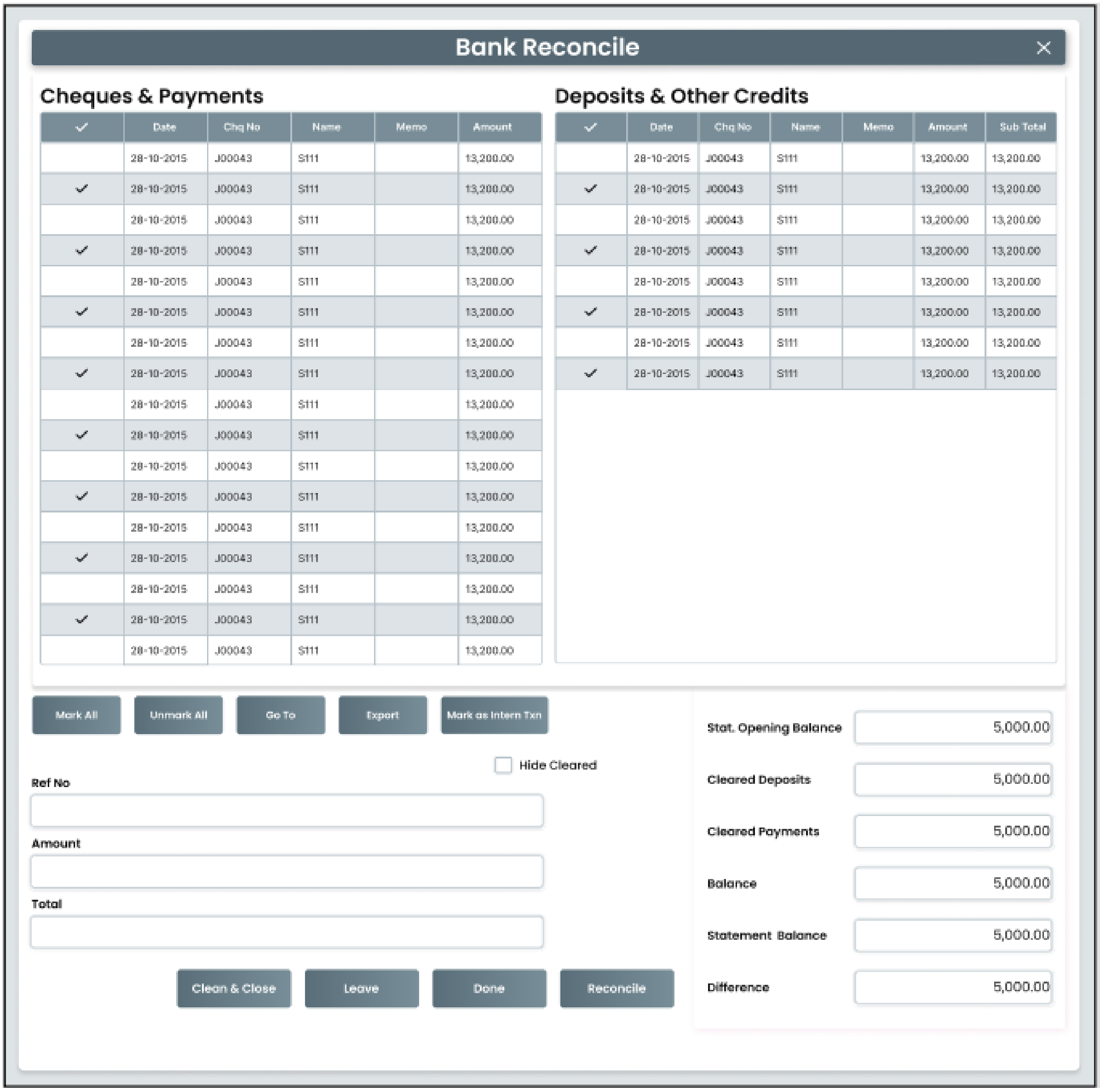
The Payment Voucher records a cash or bank payment against expense accounts, with account, description, Class and amount per line, VAT calculated on the net, and the amount in words generated for the printed voucher. Void, Copy, Memorise and Temp Save keep repeat payments quick.



Payment Voucher with expense lines coded to account and Class, VAT at 18% and amount in words

Bank reconciliation

Cheques and payments on the left, deposits and other credits on the right. Tick each item that appears on the statement, enter the statement balance, and the panel shows opening balance, cleared deposits, cleared payments, balance, statement balance and difference live. Reconcile locks the period when the difference is zero.



Bank Reconcile with cleared items ticked and the difference shown live

Master files and Accounts Center

Accounts

- Chart of accounts with account type, level, currency and Class defaults
- Budget per account for Budgets vs Actuals reporting
- Foreign currency bank accounts with base-currency posting

Accounts Center

- Every cheque, voucher, deposit, journal and reconciliation for a bank or ledger account on one screen
- Running balance at a glance
- Drill down to any document from the account

Reports

Forty ready-made reports, filterable by date range, account, Class and location, and exportable to Excel and PDF.

Bank and cash book reports (8)

Cash book and cheques

- Cash Book with PD Issued
- Cheque Details (Expenses)
- Write Cheque Summary
- Petty Cash Summary

Deposits and reconciliation

- To be Deposit Details
- Bank Deposit Details
- Bank Reconciliation
- Bank Reconciliation With Details

Financial reports (32)

Trial balance and general ledger

- Trial Balance
- General Ledger (Include Opening Balance)
- General Ledger (Include Opening Balance, Account Type Wise)
- General Ledger (Exclude Opening Balance, Faster)
- General Ledger MC

Profit and loss

- Profit and Loss Standard: Level 0, 0Y, 1, 2, 3, 4
- Profit and Loss By Month / By Class / By Customer
- Extended Profit and Loss Report

Budgets vs actuals

- Profit and Loss Budgets Vs Actuals: Level 0, 1, 2, 3, 4
- Profit and Loss Budgets Vs Actuals (Class Wise)

Balance sheet

- Balance Sheet: Level 0, 1, 2, 3, 4
- Balance Sheet Month Wise
- Balance Sheet (UK Format): Level 0, 1, 2, 3, 4

Why AccSoft ERP for banking and accounts?

Everything lands here	Invoices and receipts from Sales & Debtors, bills and payments from Purchases & Payables, stock movements from Inventory and job costs from Manufacturing, Engineering and Workshop all post to the General Ledger automatically, with no re-keying.
Controlled payments	Approval levels on cheques, vouchers, deposits and journals mean no unauthorised payment or posting reaches the bank or the ledger.
Reconciled, not estimated	The bank reconciliation screen matches the cash book to the statement line by line, with the difference on screen until it reaches zero.
Statements at every level	Profit and loss and balance sheet from a one-page summary (Level 0) to full account detail (Level 4), by month, by Class, against budget, and in UK format.
Familiar to QuickBooks users	Write Cheque, Deposit, Journal Entry, Bank Reconcile and Accounts Center follow the layout QuickBooks users already know, with the depth and control of a full ERP.
Proven since 1998	AccSoft Solutions has supported Sri Lankan businesses for over 25 years, with more than 5,000 installations.

Who uses this module

- Every AccSoft ERP customer, since all other modules post here
- Finance teams reconciling several bank accounts each month
- Businesses issuing and receiving post-dated cheques
- Groups reporting profit and loss by branch, department or project (Class)
- Companies reporting against annual budgets
- Subsidiaries needing UK-format balance sheets

Frequently asked questions

Which banking documents require approval?

All of them. Cheques, payment vouchers, deposits, journal entries and returned cheques each carry an approval level, and user permissions control who can approve. A bank reconciliation is locked only when the difference is zero.

How does bank reconciliation work?

Cheques and payments appear on the left and deposits and credits on the right. Tick each item on the bank statement, enter the statement balance, and the screen shows cleared totals and the difference live. When the difference is zero, Reconcile closes the period.

Are post-dated cheques we issue tracked?

Yes. The Cash Book with PD Issued report shows the bank balance including cheques written but not yet presented, so you always know the true available balance.

What levels of profit and loss and balance sheet are available?

Five levels, from Level 0 summary to Level 4 full account detail. Both statements are also available month wise, the profit and loss by Class and by customer, and balance sheets in UK format at all five levels.

See Cash Book & General Ledger in action

Book a free demo and we will walk your finance team through cheques, vouchers, deposits, journals and a full bank reconciliation, then run your trial balance, profit and loss and balance sheet at every level.

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