

# General Ledger

The general ledger tracks the accounting transactions over the life of the financial institution. It holds all the information required to prepare financial statements.

The accounting entry is a formal record that documents a transaction. In OpenCBS Cloud, all accounting entries (manual or automated) are made using the double-entry bookkeeping system, which requires both a debit and credit entry.

General ledger							2019-05-20	-	2019-05-31	Select	Filter	+ Add transaction
Date	Amount	Debit account	Credit account	Branch	Description	Created by						
May 20, 2019 12:11	14.54	1005002000004	4001001000004	DEFAULT BRANCH	Interest accrual	Jon Snow						↓
May 20, 2019 12:11	6.35	1005002000020	4001001000020	DEFAULT BRANCH	Interest accrual	Maker Maker						↓
May 20, 2019 12:11	9.45	1005002000016	4001001000016	DEFAULT BRANCH	Interest accrual	Maker Maker						↓
May 20, 2019 12:11	0.99	1005002000019	4001001000019	DEFAULT BRANCH	Interest accrual	Checker Checker						↓
May 20, 2019 12:11	8.45	1005002000023	4001001000023	DEFAULT BRANCH	Interest accrual	Jon Snow						↓
May 20, 2019 12:11	6.73	1005002000014	4001001000014	DEFAULT BRANCH	Interest accrual	Maker Maker						↓
May 20, 2019 12:11	12.94	1005002000018	4001001000018	DEFAULT BRANCH	Interest accrual	Jon Snow						↓
May 20, 2019 12:11	9.45	1005002000017	4001001000017	DEFAULT BRANCH	Interest accrual	Jon Snow						↓
May 20, 2019 12:11	8.99	1005002000015	4001001000015	DEFAULT BRANCH	Interest accrual	Jon Snow						↓

The General ledger module presents the list of all transactions. You can filter them by the account and/or date:

1. If you would like to check transactions for a certain period of time, set the date range (begin and end dates) and click the **Filter** button.
2. If you would like to see transactions that are related to a particular account, click in the select field, pick the account and click the **Filter** button
3. If you would like to enter a transaction manually, click on **+ Add transaction**

## Add transaction

The popup window contains five required fields:

1. Debit account - indicate the account which should be debited
2. Credit account - indicate the account which should be credited
3. Amount - indicate an amount of the transaction
4. Description - indicate a description of the manual transaction
5. Date - indicate the transaction date (can be a past date)

Click **Save** or **Cancel** to save or discard changes respectively.

Please note that all transactions related to loans and savings are automated. There is no need to enter those transactions in the general ledger of OpenCBS Cloud. The configuration of those automated transactions is linked to the loan and savings products creation.