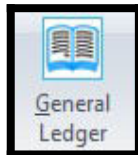




General Ledger (Alt + G)

General Ledger Module enables user to generate General Ledgers (all the ledgers with balances) in the application.

On clicking the option pressing the shortcut (Alt+ G), a popup will be



displayed to user as shown below:

The screenshot shows the 'General Ledger' application window. It features a toolbar with buttons for 'Load Report', 'Export', 'Print', 'Help', and 'Close'. Below the toolbar, there are several filter sections: 'Date Range' (01-04-2020 to 31-03-2021), 'Branch' (All, Selected, Logged In), 'Group' (All, Selected), 'Account' (All, Selected), 'Maker-Checker Status' (All, Approved, Pending), 'Print Option' (Print Address Detail, Currency Details), and 'Options' (Group by Voucher No). A 'Filter Data (F3)' field is also present. The main area of the window is empty, displaying the results of the filter.

User can retrieve/fetch the data as per their requirement and as per the specific condition by using the date range, branch, maker-checker status, account, group, print address & currency details and optional viewability of group by voucher number.



User can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action.

Now after the load report button is selected a new toggle will be opened showing all relevant reports.

General Ledger.

Load Report Export Print Help Close <Press Enter / Dbl click in grid for drill down to entry (Logged-in branch only)> <Click Right For More Options> <Press F6 to Expand/Collapse>

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Date	VoucherType	A/c. Name	Opening (Base)	Debit (Base)	Credit (Base)	Closing (Base)	Branch
Click here to define a filter							
A/c. Name : ARULDASS SHEBA JENITTA			1,262,177.21	701,109.21		561,068.00 Dr	
A/c. Name : BHAGWANSINGH SHOBHA			125,690.00	20,545.00		105,145.00 Dr	
A/c. Name : BHARTI AIRTEL LIMITED			20,557.00	19,457.00		1,100.00 Dr	
A/c. Name : CESS			98,000.00			98,000.00 Dr	
A/c. Name : CGST 2.50%			318,545.74	325,620.12		7,074.38 Cr	
A/c. Name : CGST 6.00%			410,996.69	418,556.97		7,560.28 Cr	
A/c. Name : CGST 9.00%			3,414,908.82	3,491,951.84		77,043.02 Cr	
A/c. Name : CYGNET INFOTECH PRIVATE LIMITED			501,264.00	1,067,928.00		566,664.00 Cr	
A/c. Name : Cash Account			2,716,556.44	616,658.44		2,099,898.00 Dr	
A/c. Name : Closing Stock		8,250.00 Dr				8,250.00 Dr	
A/c. Name : Composition Dealer INTER			120,960.00	104,958.00		16,002.00 Dr	
A/c. Name : Composition Dealer INTRA			201,308.00			201,308.00 Dr	
A/c. Name : Consultancy service			10,260.00	67,260.00		57,000.00 Cr	
A/c. Name : Credit Note (Sales Return)			2,195,449.00	334,349.00		1,861,100.00 Dr	
A/c. Name : Debit Note (Purchase Return)			32,749.77	233,705.00		200,955.23 Cr	
A/c. Name : Debtor test			159,949.00	2,200.00		157,749.00 Dr	
A/c. Name : Debtor1			3,288,074.00	2,359,104.00		928,970.00 Dr	
A/c. Name : Deemed Export dealer			93,102.00	109,000.00		15,898.00 Cr	
A/c. Name : Export dealer			97,568.00	1,068.00		96,500.00 Dr	
A/c. Name : Freight charges			115,476.82	116,376.82		900.00 Cr	
A/c. Name : IGST 12.00%			318,740.28	343,213.08		24,472.80 Cr	
A/c. Name : IGST 18.00%			6,634,671.18	7,068,384.07		433,712.89 Cr	
A/c. Name : IGST 5.00%			203,957.05	203,909.00		48.05 Dr	
A/c. Name : IGST Tax Refund Due			126,505.00	107,660.00		18,845.00 Dr	
A/c. Name : Import creditor				34,692.00		34,692.00 Cr	
A/c. Name : KOTAK BANK			1,137,800.00	380,548.00		757,252.00 Dr	
A/c. Name : Loss due to expiry of goods			84,900.00	9,800.00		75,100.00 Dr	
A/c. Name : MALABAR RESIDENCY			0.20	2,195.20		2,195.00 Cr	
A/c. Name : Manish Patel			2,067,262.00	1,011,142.00		1,056,120.00 Dr	

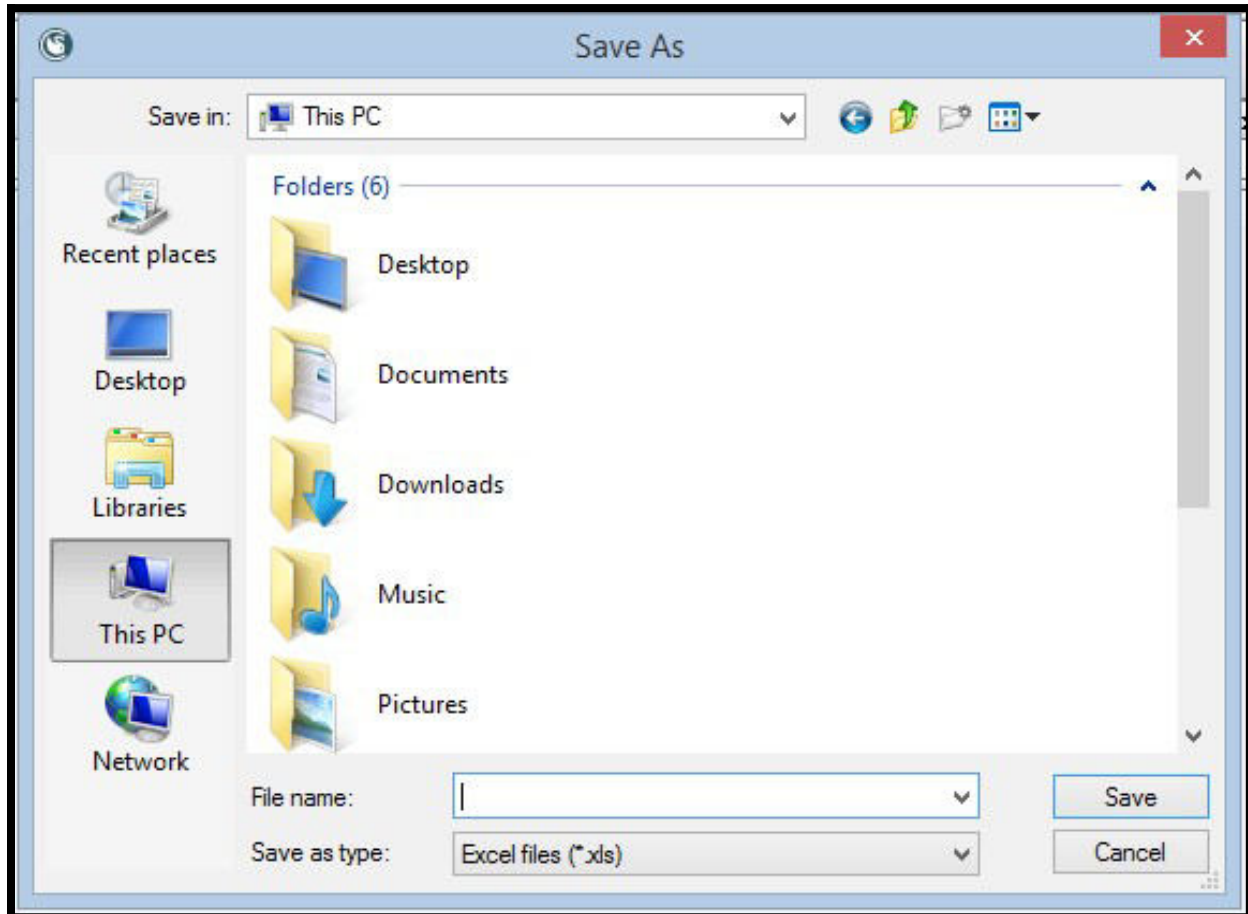
Drill down entry.

To go to the voucher, user needs to double click on the record line. User will be redirected to the transaction details where user need to select particular transaction.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as

shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, General Ledger tab will get closed.

[Help \(Alt + H\)](#)



On clicking the Help (Alt + H) button, user will be redirected to help manual of General Ledger.