GENERAL LEDGER
(GL)

INSTRUCTIONS

A. This ledger summarizes all transactions recorded in the GJ and special journal (e.g. CRJ, CDJ, CkDJ, etc.) maintained in the Accounting Division/Unit. The ledger sheet is arranged in the same order or sequence of the accounts appearing in the RCA. Postings to this ledger shall come directly from the General and Special Journals.

B. The ledger shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster –** the fund cluster name/code in accordance with the UACS
3. **Account Title** – account title used in accordance with the prescribed RCA
4. **UACS Object Code** – account code used in accordance with the prescribed RCA
5. **Date** – date of the source document
6. **Particulars** – other information or details pertaining to the account
7. **Ref.** – the source reference: general/special journal and sheet number
8. **Debit Column** – total/recapitulated amount or individual amount of the corresponding debit account in the general/special journal
9. **Credit Column** – total/recapitulated amount or individual amount of the corresponding credit account in the general/special journal
10. **Balance** – the difference between the Debit and Credit columns. Place parenthesis in the amount with a negative balance.

B. At the end of each month, after all journals have been posted, the debit and credit columns of each account shall be footed in pencil and the balance indicated in ink.

C. At the end of the fiscal year, each account shall be ruled and closed. All totals shall be written legibly in ink and the balance of the real account carried forward as the opening balance of the new GL for the next fiscal year.

D. Controlling accounts in the GL shall be supported by details in the SLs.