

Cash & Bank — SOP

How this module works

A live ledger across every bank account plus cash-in-hand — invoice payments, expenses, salary and vendor payments post here automatically, so the running balance always matches what actually happened.

SECTIONS

● KPIs Total balance, credits, debits, and transaction count — click an account below to narrow all four to just that account.	● Accounts Every bank account across every company (plus standalone accounts), each with its own live balance and UPI QR.
● Monthly Cash Flow Credits vs debits, last 6 months, at a glance.	● Ledger Every credit/debit, auto-tagged by source (invoice payment, expense, salary, vendor, or a manual entry) — mark rows reviewed with the checkbox.
● Cash Same ledger, cash-only — any invoice payment, expense, vendor or salary payment marked Cash with no bank account posts here instead, with its own running Cash-in-Hand balance. Not reconciled (no bank statement to check it against).	

STEP-BY-STEP WORKFLOW

- 1 Invoice payments, expenses, salary and vendor payments post to the ledger automatically — nothing to do here for those.
- 2 Pick Cash with no bank account on any of those and it posts to the Cash tab instead of a bank account — same auto-tracking, its own running balance.
- 3 Add Transaction for anything that didn't come through one of those (a bank deposit, a bank fee) — credit or debit, one click.
- 4 Add Bank Account once per account, with its opening balance — after that, its balance is purely auto-tracked.
- 5 Click any account to filter the whole page down to just that one.

CONNECTIONS

● 📄 Invoice A paid invoice auto-creates a credit entry here the moment it's marked paid — the ledger and Invoice's own collected-revenue figure can never drift apart.	● 📄 Expenses Picking a bank account on an expense auto-creates a matching debit entry here — no manual double-entry, and the two stay in sync automatically (delete/edit the expense and this updates too).
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● Salary Marking a salary paid there auto-creates a debit entry here the same day — payroll spend shows up in the ledger without re-entering it.	● Vendor Payments Same auto-debit behavior as Salary — a vendor payment marked paid there becomes a real ledger entry here automatically.
● AI CFO Balance Sheet's Cash & Bank Balance sums every account's live current_balance plus Cash-in-Hand straight from here — no manual cash figure to keep in sync.	