Enhancements for Journal Entry – Batch Transactions

Batch Transactions - Post Transaction (GL)

This will provides the facility to post multiple customer accounts and/or general ledger (GL) accounts transactions in just one batch. Note that tellers require different rights to (i) create (ii) approve (iii) process the batches. These rights can be held by different persons, which gives greater control and accountability or by one person (in which cases mistakes my go undetected). The other two operations will be "Approve and "Update Batch

There will be six (5) types of batch transactions that the system can accommodate:

1. *Mixed Account Batch.* In this batch type, you can post (a) transfer transactions between customer accounts and (b) transactions between customer and GL accounts and (c) transactions between GL accounts. This advantage of using this batch type is its great flexibility; the disadvantage is that data entry is rather cumbersome.

2. *Customer Account Debit List.* In this batch type, you can post the multiple debit transactions to customer accounts, such as loan disbursements in the field against one single GL account, manually calculate Interest posting. Although the flexibility is limited, data entry is fast and simply.

3. *Customer Account Credit List.* In this batch type, you can post multiple credit transactions of customer accounts, against one GL account. It can be used for example for loan collection in the field, savings deposits collected in the field, or a series of salary credits to savings accounts (also called "payroll servicing").

4. *GL Journal Batch.* In this batch type, you can post only transactions between GL accounts. Transactions to customer accounts are not possible.

5. *Customer Account Transfer.* In this batch type, you can post only transactions that are transfers between customer accounts. If one of the two sides of the transaction cannot be passed, then both sides (the debit as well as the credit) will be cancelled.

Menu changes for New Batch

To create a new batch:

- Click on the **Accounting>Journal Entry**
- You will be prompted by the system to the **New Batch** window where you will fill out the following batch information:

1. **Batch Name**. You can use any name that is relevant to the nature of the batch transaction.
2. **Batch Type**. From the pop-up list drop-down menu, select the type of batch.
3. **Default Value Date**. Type the date that will serve as default display for each of the transactions of the batch. (**NOTE:** The date can be back-dated. Forward-dating is not allowed by the system.)
4. **Currency Type**. Type the currency involved in the transactions.
5. **Total Amount**. Type the total debit or credit amount of all the transactions in the batch.
6. **Default Description**. Type an appropriate description for the batch. This will be displayed while you are posting the transactions.

- The system will then display numbered transaction lines where you can post the details of the transactions.
- **Edit Button**. You can make changes in the batch information as long as it is not updated yet. If the batch is approved already, you can still edit the batch information but it will have to undergo approval again.

To post the batch transactions:

- If the type of batch is a Credit List, Debit List or ICC, tick off the **GL Account** box and select the appropriate Contra Account for the transactions.
- Post the details of each transaction in transaction lines.
- After posting all the transactions, click on **Validate** button. This will prompt the system to check *(a)* if the total of the posted transactions tally with the inputted Total Amount and *(b)* if there were no movements in the balances of the accounts in the batch while the posting is being done.
- If you are authorized to approve the batch and update the accounts in the batch, click on the **Approve** button and then the **Update** button. Otherwise, the authorized teller will have to accomplish the approval and updating. **(NOTE:** If you are not authorized to approve and update, the Approve button and the Update button are not highlighted and enabled.)

Batch Transactions - Reusable Batches (GL)

Menu Changes

Accounting>Journal Entry> Resuable Batches

Reusable batches can be called from the above link and are meant for posting the repeated transactions such as salary list. Using reusable batch you can just create it once and then every time you need to post salaries you can just reuse the same batch and just edit the value date, and do dome minor changes in the list.

You can create new batch by clicking New button then a small screen will show up. You have to fill the entire form, then click OK and you will receive new batch in the list.

Once the batch is created it can be updated similarly to standard batches

Double clicking a journal will show all the detailed information of that journal. If you need to edit or update the information of each line in the journal such as value date or description, you can press F3 and the below screen will be shown.

You can choose if you need to update all lines or just a range of line.

If you would like to edit the Reference and Description field only for one line, after you opened the selected batch you can edit on that screen.

If you click Edit button, you can edit the Caption, Default description and Default Value Date for a selected range of lines.

When you click Upload to Fineract, it should create the journal and transfer to system and you can post it from **Post Batch button**

Please note that you have to edit the default value date before uploading, otherwise you will get a warning message.

Import Batch