

# GLOBAL BANK TRAINING ACADEMY



## DESKTOP PROCEDURES FOR ACCOUNTING TRANSACTIONS

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## ***GL DESKTOP PROCEDURES***

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### Introduction

An organization's General Ledger is a very important book because it's a summary book of all accounting books of the organization. One would not be wrong to term an organization's General ledger as 'The book of books. This is not different in any way with a bank's General Ledger. It is from this conception that *Global bank* has a specialized module to handle all operations involving transfers of entries from all respective journals into 'The book of books' making it easy to view the financial health of a bank from this single point of reference.

### Module Features

This module competently handles banking operations involving

- ✓ Vouchers posting operations,
- ✓ Fixed Assets posting operations.
- ✓ Running Customer Interest operations
- ✓ Updating accounting balances
- ✓ Generating reports (e.g. income and expenditure, balance sheet, etc)
- ✓ Generating GL statistics and reports.

NB: The words Customer and Member are interchangeable. They can be replaced by the work 'CLIENT'.

### Pre-requisite

- ✓ Banking operations knowledge

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- ✓ Basic computing skills
- ✓ Basic accounting skills

### **Audience**

- ✓ This module is suitable for:
- ✓ Bank Operations supervisors
- ✓ Bank Tellers
- ✓ Bank managers
- ✓ Bank accountants
- ✓ Bank MIS
- ✓ Banking and finance students
- ✓ Prospective bankers

### **Module objectives**

After completion of this module, the user should be able to:

- ✓ Post Vouchers
- ✓ Post Fixed Assets.
- ✓ Run Customer Interest operations
- ✓ Update accounting balances
- ✓ Generate reports (e.g. income and expenditure, balance sheet, etc)
- ✓ Execute payroll accounting

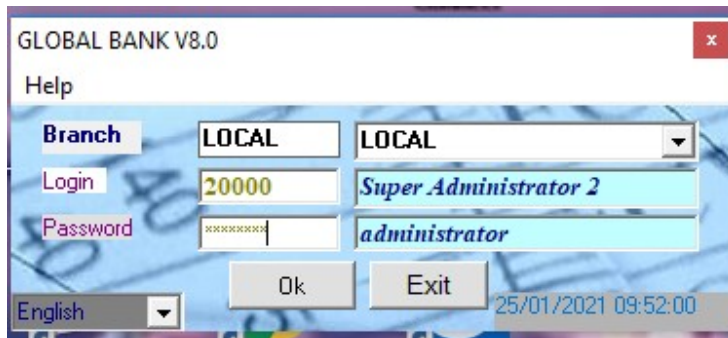
## ***GL DESKTOP PROCEDURES***

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- ✓ Generate GL statistics and reports

## **1.0 STARTING GLOBAL BANK**

You will need to start Global Bank at all times before working.

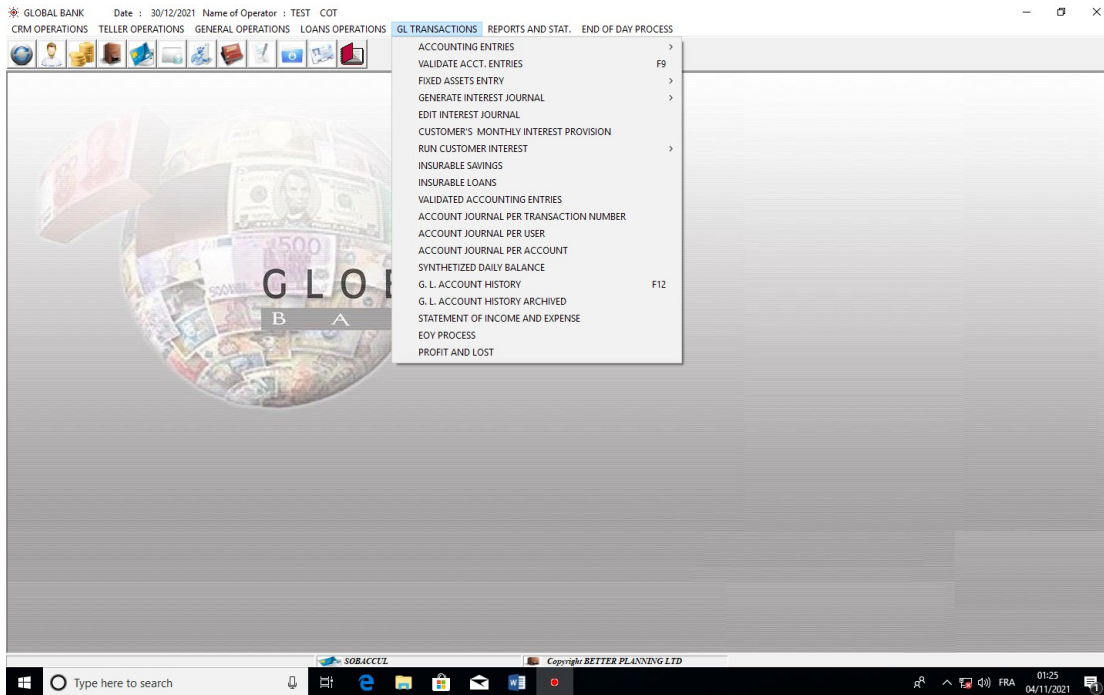


### **Procedure**

- Double click on the global bank icon on the screen
- Fill in your user information( login id , password)
- Click on ok
- Click on start
- Click on bank op. To start the working interface

# 2.0 PERFORMING ACCOUNTING ENTRIES

### *Bank GL launch form*



- Click on the **START** command to display Bank GL module icon.
- Click on **Bank GL** to enter operation module.

**NB:** Users are only able to view modules and work with menus and submenus that they have been assigned privileges to. If you are unable to work with any module, menu or submenu, contact your system administrator.

This menu groups tools that are used for posting transactions into the bank's general ledger.

Follow the procedure to post journal entries into the general ledger.

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### Procedure

- ✓ Click on **GL transaction**
- ✓ Click on **Accounting entries**
- ✓ Click on the **New** button to prepare form for a new entry
- ✓ Select journal and corresponding GL account number
- ✓ Click on **OK**.
- ✓ Repeat process from start again to add other journal entries for posting
- ✓ Click on **validate** to validate posting of all journal entries to GL

### *Accounting transaction forms*

Accounting Transaction

**Branch Information**  
Branch: 10001 Sobaccul Yaounde Obili

Currency: XAF Franc Cfa

**Journal and Account Info**  
Journal: [ ]  
Account: [ ]  
Libelle: 101 Accounting Manual Transations  
OpnDate: 30/12/2021 Value Date: 30/12/2021 Folio: [ ]

Operation Ref: [ ]  
Description: [ ]

Debit: [ ] Credit: [ ]

**Commands**  
Validate  
Print  
Refresh  
Close  
New  
Cancel  
Ok  
Modify  
Delete

Agence	Devis	Journal	Folio	DateOperation	Liane	Compte	Tiers

DB: [ ] CR: [ ] BAL: [ ]



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NB: The Global Bank application has a menu for Accounting entries single and accounting entries multiple. The accounting entries multiple menu accept multiple accounting entries.

### 2.1 Validate Accounting Entries

The screenshot shows the 'Validate Accounting Entries' window. It features a 'Branch' section with 'Currency' set to 'XAF' and 'Franc Cfa', and 'Branch' set to '10001' and 'Sobaccul Yaoude Obili'. Below this is a 'Liste' section with radio buttons for 'List Journal' and 'Lists All Journals'. To the right of the 'Liste' section are three buttons: 'Display', 'Print', and 'General Run'. At the bottom of the window, there are three input fields labeled 'Total Debit', 'Total Credit', and 'Balance'.

This tool is used to validate accounting entries in the system. It makes it possible to run many accounting entries at once

#### Procedure

- ✓ Click on **transaction**
- ✓ Click on **validateacc entries**
- ✓ Choose you list option by selecting to list particular journals or list all journals
- ✓ Click on **display** to display journals to run
- ✓ Click on **General Run** to run too run displayed journal

### **3.0 Fixed Asset Entry (Acquisition)**

These are assets that are depreciated or amortized as they are used over time in the running of a business. Each class of asset normally has its useful life and the straight-line method of depreciation is generally used to calculate the annual depreciation as enshrined in the OHADA accounting plan.

#### **Procedure**

- ✓ Click on *GL Transaction*
- ✓ Click on *FixedAsset Entry*
- ✓ Click on *acquisition*
- ✓ Fill the *Asset code* and *Asset description*.
- ✓ Select asset localisation
- ✓ Select asset type.
- ✓ Enter asset purchase details by entering invoice number, name of supplier, asset guarantee and method of purchase
- ✓ Enter purchase date, start date of asset usage, end date of asset usage, life span and initial value of asset
- ✓ Choose periodicity of accounting
- ✓ Choose the respective GL account numbers for amortisation and depreciation
- ✓ Click on **validate**.

***It should be noted here that; Assets would appear under fixed asset acquisition menu only after they have been registered at the level of accounting entries.***

## GL DESKTOP PROCEDURES

### Fixed assets acquisition form

**Acquisition d'une Immobilisation**

**Search**

Options: Ref. Facture

CptelImmob	DateCptabAcq	RefFacture	Designation	MontantIni
2231000000	07/08/2017	POSTGL070817000000	BEING FIXTURES AND	1531800
2230001000	07/08/2017	POSTGL070817000000	BEING COST OF MATE	3377390
2018000000	07/08/2017	POSTGL070817000000	BEING MONEY FOR CO	4249500
2014000000	07/08/2017	POSTGL070817000000	PURCHASE OF GLOBAL	1250000

**Fixed Asset Information**

Numero: TAKEN TO FINANCE 3000000 AND MINADER 500

Localisation:

Asset Type:

Ref. Facture: POSTGL09081700 Fournisseur:

Garantie(Annee): Type Acq.:

Date Acquisition: 30/12/2021 Date Mise En Service: 30/12/2021

Val. Initiale: 3500000 Date Demarrage Calcul Amort.: 30/12/2021

Duree de Vie (en année): Taux Amort par An.(%):

Periodicity of Accounting: Periodicity of Amortissement:

**Comptes**

Immobilisation: 2018000000 K Formation Cost

Amortissement:

Expense Depre.:

Date Cptab. Acq: 09/08/2017 Refresh Validate Close

### 3.1 Fixed Asset Entry (Accounting)

This tool is used to view all registered assets of the bank, their respective depreciation schedules and to make any accounting adjustments on assets.

#### To view registered assets

- ✓ Click on *GL Transaction*
- ✓ Click on *Fixed Asset Entry*
- ✓ Click on *Accounting*

## GL DESKTOP PROCEDURES

- ✓ select display criteria
- ✓ Click on **display** to display assets

### For updating an asset

- ✓ Search for asset in the system by immobilization account, asset description or by ref. facture.
- ✓ Select asset from grid
- ✓ Make necessary adjustments
- ✓ Click on update to validate adjustments

### 3.2 List of fully depreciated assets

Here you can see a list of all assets that have been depreciated fully.

The screenshot shows a software window titled "LIST OF FULLY DEPRECIATED FIXED ASSET". At the top left, there is a "Banch" dropdown menu with "99001" selected and "Better Planning Training Academy" as the description. Below this, there are "Beginning Date" and "Ending Date" dropdown menus, both set to "25/08/2021". The main area of the window is a large empty grid. On the right side, there is a "Commands" panel with buttons for "Display", "Print", and "Close".

### Procedure

- ✓ Click on *GLTransaction*
- ✓ Click on *FixedAsset Entry*

## **GL DESKTOP PROCEDURES**

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- ✓ Click on *list of fully depreciated assets and display*

### **4.0 END OF WEEK WESTERN**

For the accountant, there is an automatic weekly reconciliation of western union entries with the head office and the branch. This operation is done every Monday.

*NB: if this is not done the MIS officer will not be able to do the day's run*

#### **Procedure**

- ✓ Click on **Transaction**
- ✓ Click on **End of week western**
- ✓ Select the operation type i.e. Envois (for all sent transfers) and Receptions (for all paid transfers).
- ✓ Enter starting date (i.e. the Monday of the previous week) and end date (i.e. the Saturday of the previous week).
- ✓ Click on **Display** to view the entries
- ✓ Click on **print** to print a hard copy of the entries
- ✓ Click on **accounting** to post entry to GL

*NB: This operation does a cumulative sum of the entries for the period selected*

*Make sure that the 386.... and 381 ..... Should be at zero after this operation is done.*

## GL DESKTOP PROCEDURES

### *End of week western union transmission form*

End Of Week Western Union Transmission

Branch: 8 Better Planning Bank

Operation Type: Envois Starting Date: 23/11/2009 End Date: 28/11/2009

Agence	Caisse	Serie	Amount	Reference	TypeVir	OpnType	DateOperati
8	CA30	13	200000	fdgd	WEST	TWEST	2009-11-27
8	CA30	11	350000	ghhgfhfg	WEST	TWEST	2009-11-28
8	CA30	15	10000	test transfer	WEST	TWEST	2009-11-28
8	CA30	17	250000	sdfs	WEST	TWEST	2009-11-28

Total Envois: 810 000

Command Buttons: Display, Print, Accounting, Close

## **5.0 GENERATE CUSTOMER INTEREST JOURNAL**

This tool is used to generate customer interest journal either per account or for all accounts.

### **Procedure**

- ✓ Click on *GL Transaction*
- ✓ Click on *Generate Customer Interest Journal*
- ✓ Choose entry and end dates to define period
- ✓ Choose customer interest option (by company name or by product attribute)
- ✓ Choose company name and product or product attribute
- ✓ Choose account type (courant, daily savings, etc)
- ✓ Choose how you want to generate customer interest (per account (choose start and end account to generate) or for all account)
- ✓ Click on **Generate** to validate

## GL DESKTOP PROCEDURES

Account / Interest Statement

Branch  
Branch [ ] [ ]  
Currency 001 Franc Communauté Financière Africai

Entry Date 01/08/2021 End Date 25/08/2021

Customer Interest Option  
 By Company Name  By Product Attribute  
Company [ ]  
Product [ ] [ ]  
Attribute [ ] [ ]

Generate by Account  Generate For All Account

Start Acct Information  
Start Acct [ ] [ ] [ ]

End Acct Information  
End Acct [ ] [ ] [ ]

Commands  
Generate  
Print  
Close

### Edit Interest Journal

This tool is used to edit information on the interest journal entered in the system.

### Procedure

- ✓ Click on *GL Transactions*
- ✓ Click on *Edit Interest Journal*
- ✓ Enter start and end operation dates
- ✓ Click on **Display** to display list of interest journal
- ✓ Select interest journal from grid



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- ✓ Make the necessary adjustments in the respective fields. To force an account to collect debit interest change reserved Int status from 1 to zero. Do all other necessary updates as necessary.

The screenshot shows the 'Edit Interest Journal' window. It features a header bar with the title 'Edit Interest Journal' and a close button. Below the header, there are several sections:

- Branch and Currency:** Two rows of input fields. The first row has '99001' in the first field and 'Better Planning Training Academy' in the second. The second row has '001' in the first field and 'Franc Communauté Financière Africai' in the second.
- Start and End Dates:** Two date pickers. The first is set to '01/08/2021' and the second to '31/08/2021'.
- Search Option:** A dropdown menu set to 'Customer Name' and an empty text input field.
- Commands:** A vertical panel on the right containing 'Display' and 'Close' buttons.
- Table:** A large empty table area in the center of the window.
- Footer Fields:** A row of five input fields labeled 'Debit Interest', 'TOC', 'TPRCM', 'Credit Interest', and 'Acct Fees'. Below these is a field labeled 'LOC'.

### **5.1 Run Customer Interest**

This menu is used to run customer interest. In other words, this menu activates the interest to either debit or credit the accounts of the customers.

#### **Procedure**

- ✓ Click on *GL Transactions*
- ✓ Click on *Run Customer Interest*

## *GL DESKTOP PROCEDURES*

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- ✓ Enter start, End date, value date and operation date
- ✓ Click on **display** to display accounts involved
- ✓ Click on **accounting** to run customer interest.

It should be noted here that; the run interest menu operates based on the most recent generation of interest that is done.

The screenshot shows the 'Interest Journal' application window. The main area contains a form with the following fields:

- Branch: 99001
- Currency: 001
- Value: 31/08/2021
- Operation: 31/08/2021

Below the form is a large empty table area. To the right of the form is a 'Commands' panel with the following buttons:

- Display
- Preview
- Accounting
- Close

At the bottom of the window, there are two rows of input fields:

Debit Interest	<input type="text"/>	TOC	<input type="text"/>	TPRCM	<input type="text"/>
Credit Interest	<input type="text"/>	LOC	<input type="text"/>	Acct Fees	<input type="text"/>

### **5.2 Generating SMS banking monthly Charges**

This process is to collect monthly charges from customers benefiting sms banking services.

## GL DESKTOP PROCEDURES

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### Procedure

- ✓ Click on *GL Transactions*
- ✓ Click on *Generate customer interest Journal*
- ✓ *Select sms banking*
- ✓ *Select date range and click on Generate button*
- ✓ *Click on close but to close form*
- ✓ Click on *Customer*
- ✓ Click on *Run customer interest*
- ✓ *Select sms banking*
- ✓ *Select date range, operations and value dates*
- ✓ *Click on display button*
- ✓ *Click on preview to print*
- ✓ *Click on accounting button to validate the operation*

Journal des Intérêts SMS / SMS Interest Journal

Branch	99001	Better Planning Training Academy	Start Date	01/08/2021
Currency	001	Franc Communauté Financière Africai	End Date	31/08/2021
Value	31/08/2021	Operation	31/08/2021	SMS Amount

Commands

- Display
- Preview
- Accounting
- Close

### **5.3 Generate GLaccount History**

This tool is used view general ledger account balances

#### **Procedure**

- ✓ Click on **GL Transactions**
- ✓ Click on **GL Account history**
- ✓ Select click on the beginning account and select the GL account you wish to view the balance or history.
- ✓ Define period of operation
- ✓ Click on **Display** to display history

