Oracle FLEXCUBE Core Banking

General Ledger User Manual

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General Ledger User Manual

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1. General Ledger

FLEXCUBE Core Banking Suite software is a complete computerised solution for the day–to–day operations of a bank.

FLEXCUBE enables banks to meet the challenge of intense competition, reduced margins and increased customer expectations by offering a collection of modules with powerful combination of flexibility and control.

General Ledger is one of the various modules of **FLEXCUBE**, which embodies the product philosophy as stated above. General Ledger module is designed for multi-level structure of the bank's chart of accounts as focus.

The General Ledger module in **FLEXCUBE** supports the reconciliation as well as account revaluation apart from the definition of chart of accounts. **FLEXCUBE** is also equipped to handle vast range of GL transactions.

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2. GL Transactions

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2.1 GLM01 - GL Voucher Entry

This option allows you to post voucher transactions in the branch.

Vouchers have debit transactions coupled with their respective credits in teller batches. Once a new batch is posted, it is checked and confirmed in supervisory mode.

For every voucher entry transaction the system will check the flag defined at the template level in the field Restrict Txns on Customer Account for VE (Voucher Entry) using the **Access Profile Maintenance** (Task Code: SMDTMPRO) option and will allow / disallow the user to do transaction on customer accounts.

Definition Prerequisites

- 8051 - CASA Account Opening
- AC002 - Account Classification Enquiry
- LN057 - Loan Direct Account Opening
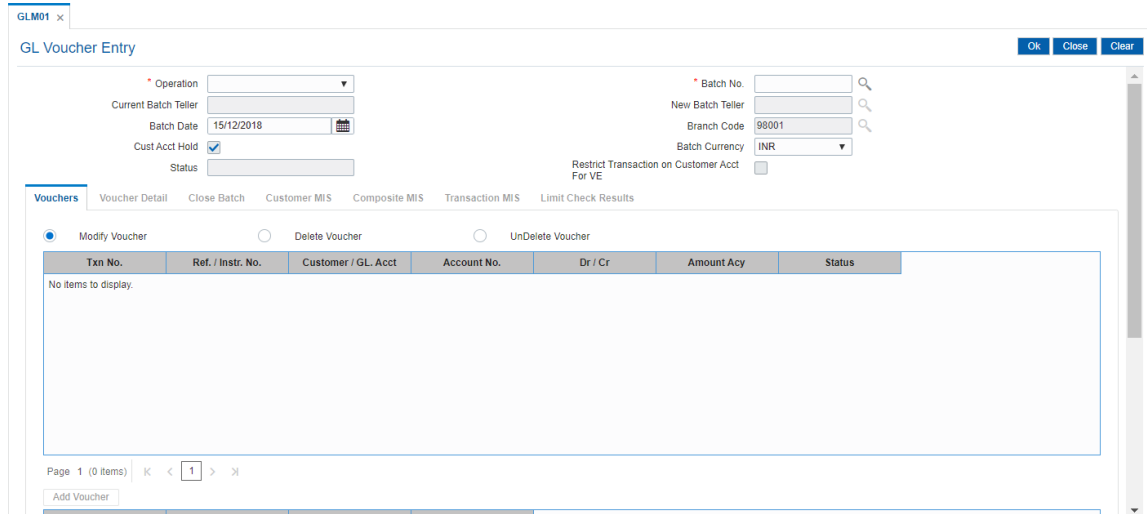
Modes Available

Not Applicable

To open a new batch

1. In the **Dashboard** page, Enter the Task Code **GLM01** and then click 🔍 or navigate through the menus to **Front Office Transactions > Internal Transactions > Data Entry > GL Voucher Entry**.

2. You will be navigated to **GL Voucher Entry** screen.

GL Voucher Entry

Field Description

Field Name	Description
Operation	[Mandatory, Drop-Down] Select the operation to be performed from the drop-down list. • Open New Batch • Reopen Existing Batch

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- Check & Close Batch
- Change Batch User

Batch No.	[Conditional, Date editor] Select the batch number from the Date editor. This field is disabled if the **Open New Batch** option is selected in the **Operation** field. Closed batches cannot be re-opened.
Current Batch Teller	[Display] This field displays the current batch teller.
New Batch Teller	[Conditional, Search List] Select the new batch teller from a Search List. The field is enabled only if**Change Batch User** option is selected.
Batch Date	[Conditional, Date editor, dd/mm/yyyy] Select the batch date from the date editor. This field is enabled only if the **Open New Batch** option is selected in the **Operation** field. By default, this field displays the current posting date. For backdating, this date has to be less than the system posting date.
Branch Code	[Display] This field displays the branch code of the user posting the batch.
Batch Currency	[Conditional, Drop-Down] Select the batch currency from the drop-down list. All transaction amounts in the batch would be in this currency. By default this field displays INR as currency.
Status	[Display] This field displays the status of the batch whether the batch is open, in use or reopened.
Restrict Transaction on Customer Acct for VE	[Display] This check box displays whether the user will be able to do voucher entry transactions on customer accounts or not.

3. Select the **Open New Batch** option from the **Operation** list.

4. Click **OK**. The system displays the message "New Batch Opened Press OK to continue". Click **OK**.

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GL Voucher Entry

6. Click **Add Voucher**. The system displays the **Voucher Detail** screen.

7. Enter the required information in the various tabs.

Voucher Detail

Field Description

Field Name	Description
Customer A/C	[Optional, Radio Button] Click **Customer A/C** to post an entry on the customer account. It is Mandatory to select either **Customer A/C** or **GL A/c** field.
GL A/c	[Optional, Radio Button] Click **GL A/c** to post an entry on the GL account. It is Mandatory to select either **Customer A/C** or **GL A/c** field.
Txn No.	[Display] This field displays the transaction number generated by the system.
Account Number	[Conditional, Numeric, 16] Type the account number of the customer, if you have selected the

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	Customer A/C option. The adjacent field displays the customer name. If the user has selected the **GL A/C** option, type the appropriate GL account number The adjacent field displays the description of the GL account.
Voucher Branch	[Mandatory, Drop-Down] Select the voucher branch from the drop-down list. The account branch is the voucher branch code if the user has selected the Customer A/C option. If the user has selected the GL A/C option and the posting is being done by a HO user, he needs to select the voucher branch code from the drop-down list. Else, the voucher branch code is defaulted to the branch code of the user.
Net Balance	[Display] This field displays the Net Balance for the CASA account. *Net Balance = Available Balance – Minimum Balance Required – Hold Balance +/- Confirmation Balance.*
Lob Code	[Conditional, Search List] Select the appropriate LOB code from the Search List. Only those LOBs which are available for the given set of GL, branch and currency will be available in the Search List. This field is enabled if the LOB related definition at the global # define level is true. This field is enabled if the **GL A/c** option is selected.
Voucher No.	[Mandatory, Numeric, 12] Type the voucher number. This is a manual reference number maintained by the user.
Amount ACY	[Mandatory, Numeric, 13, Two] Type the voucher amount in the account currency. The highest value in this field can be 9,999,999,999,999.99.
Debit /Credit	[Mandatory, Drop-Down] Select the transaction type from the drop-down list. The options are: • Dr • Cr
Conversion Rate	[Display] This field displays the exchange rate of account currency against the local currency, if the **Customer A/c** option is selected. In case **GL A/c** option is selected, this field displays the exchange rate of batch currency against the local currency.
FX Cost Conversion Rate	[Conditional, Numeric, 12, Two] Type the FX cost conversion rate. The cost rate for transaction currency is defaulted to the mid rate for the currency. This field is enabled only if **Reopen Existing Batch** option is selected from the **Operation** drop-down list.

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Trans. Type	[Conditional, Drop-Down]
	Select the transaction type from the drop-down list.
	The options are:
	• Forced Debit
	• Normal Debit
	This field is enabled if the user has selected the **Customer A/C** option and the transaction is a debit transaction.
Lcy Equivalent	[Display]
	This field displays the local currency equivalent of the Account currency amount.
Voucher date	[Display]
	This field displays the current posting date as the voucher date.
Trans. Mnemonic	[Mandatory, Search List]
	Select the transaction mnemonic code from the Search List.
	The Search Lists displays the transaction mnemonic codes based on the **Account Type** and **Debit /Credit** indicator.
	If transaction mnemonic is not selected, the system displays the default transaction code viz. 1008, 1408, 7601 or 7602.
Voucher remarks	[Mandatory, Alphanumeric, 120]
	Type the voucher remarks.
	For a new batch, the value in this field is blank. However, for multiple vouchers in the same batch, it retains the remark of the added voucher.
Cheque No.	[Optional, Numeric, 12]
	Type the cheque number.
	When passing a debit on the CASA account, this number is checked against the unpaid cheque leaves issued on the account.
COT Included	[Conditional, Check Box]
	Select the **COT Included** check box if the commission on turnover is to be charged on the debit transaction.
	This field is enabled if the user has selected the **Customer A/C** option and the transaction is a debit transaction.
OD Limit	[Display]
	This field displays the overdraft limit on the CASA account.
Sweep-In Amount Available	[Display]
	This field displays the available sweep in amount.
Mis Acct	[Conditional, Numeric, 16]
	Type the MIS account number if you have selected the **GL A/C** option so as to default the MIS codes of the MIS account to be defaulted for subsequent modification in Voucher Entry.
	If you have selected the **Customer A/C** option then by default this field displays the CASA account number.
Mis Acct Name	[Display]
	This field displays the MIS account name based on the MIS account number.

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FX User Reference No.	[Optional, Alphanumeric, 40] Type the FX user reference number assigned to the customer. This field is enabled or disabled depending on the profit booking being enabled or disabled for the particular transaction.
Transaction Reference No.	[Optional, Alphanumeric, 40] Type the transaction reference number assigned to identify the transaction.

Customer MIS

Field Description

Column Name	Description
Customer	
MIS Class	[Display] This column displays the MIS class.
MIS Code	[Optional, Search list] Select the MIS code from the Search list.

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Composite MIS

Field Description

Column Name	Description
Composite	
MIS Class	[Display] This column displays the MIS class.
MIS Code	[Optional, Search list] Select the MIS code from the Search list.

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Transaction MIS

Field Description

Column Name	Description
Transaction	
MIS Class	[Display] This column displays the MIS class.
MIS Code	[Optional, Drop-Down] Select the MIS code from the drop-down list.

8. Click the **Voucher Detail** tab.

9. Click **Save**.

10. The system displays the message "Record added". Click **OK**.

11. Click **Cancel** to view the **Vouchers** tab.

Vouchers

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Field Description

Column Name	Description
Modify Voucher	[Optional, Radio Button] Click **Modify Voucher** if you want to modify the voucher details.
Delete Voucher	[Optional, Radio Button] Click **Delete Voucher** if you want to delete the voucher details.
Undelete Voucher	[Optional, Radio Button] Click **Undelete Voucher** if you want to undelete the voucher details.

Column Name	Description
Txn No.	[Display] This column displays the transaction number generated by the system when the voucher was being added.
Ref /Instr. No.	[Display] This column displays the reference number or the instrument number.
Customer /GL Acct	[Display] This column displays whether voucher details are maintained for customer account or GL account. If **C** is displayed, then voucher details are maintained for the customer account. If it displays **G** then voucher details are maintained for the GL account number.
Account No.	[Display] This column displays the customer account number or the GL account number.
Dr/ Cr	[Display] This column displays the type of transaction. If **C** is displayed then it is a credit type of transaction or else if **D** is displayed then it is a debit type of transaction.
Amount ACY	[Display] This column displays the amount in the account currency.

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Status	[Display] This column displays the status of the transaction/voucher.
Dr Txns	[Display] This column displays the count of the debit transactions in the voucher batch.
Dr Amount(Lcy)	[Display] This column displays the total amount of all debits in the voucher batch.
Cr Txns	[Display] This column displays the count of the credit transactions in the voucher batch.
Cr Amount(Lcy)	[Display] This column displays the total amount of all credits in the voucher batch.
Last User	[Display] This field displays the id of the last user.

12. To add more voucher details, click the **Add Voucher** button.
    OR
    Click the **Close** button.

To check and close a batch

1. Select the **Check & Close Batch** option from the **Operation** list in supervisory login.

2. Select the batch number from the Search List. The system displays the **Vouchers** tab.

3. Double click on the appropriate record. The system displays the **Voucher Detail** tab.

4. Click **Check**. The Status of the record is updated to Checked.

5. Click **Close**.

Close Batch

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Field Description

Field Name	Description
Last User	[Display] This field displays the user ID of the user who has last maintained the record.
Last Checker	[Display] This field displays the user ID of the user who has last authorised the record.
Total Txns	[Display] This field displays the count of the total transactions of the batch.
Checked Txns	[Display] This field displays the count of the authorised transactions of the batch.
Debit Txns	[Display] This field displays the count of the debit transactions of the batch.
Debit Amount	[Display] This field displays the total debit amount of the batch.
Credit Txns	[Display] This field displays the count of the credit transactions of the batch.
Credit Amount	[Display] This field displays the total credit amount of the batch.

Limit Check Results

This tab is for future use.

9. Click the **Close** button.

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To reopen existing batch

1. Select the **Reopen Existing Batch** option from the **Operation** list.

2. The system displays the **Vouchers** screen tab.

3. The system displays the existing batch details.

To modify a voucher entry

1. Select the **Reopen Existing Batch** option from the **Operation** drop-down list.

2. Select the **Modify Voucher** option in **Vouchers** tab.

3. Double-click on the appropriate voucher record you want to modify.

4. The system displays the **Voucher Details** tab.

5. Modify the relevant information and click the **Save** button.

6. The system displays the message "Record modified". Click **OK**.

Note: The user can add new batches in the **Vouchers** tab using the **Modify** option.

To delete a voucher entry

1. Select the **Reopen Existing Batch** option from the **Operation** drop-down list.

2. Select the **Delete Voucher** option in **Vouchers** tab.

3. Double-click on the appropriate voucher record you want to delete.

4. The system displays the **Voucher Details** tab.

5. Click **Delete**.

6. The system displays the message "Record deleted". Click **OK**.

To undo a deleted voucher entry

1. Select the **Reopen Existing Batch** option from the **Operation** drop-down list.

2. Select the **Undelete Voucher** option in **Vouchers** tab.

3. Double-click on the appropriate deleted record you want to undelete.

4. The system displays the **Voucher Details** tab.

5. Click **UnDelete**.

6. The system displays the message "Record Undeleted". Click **OK**.

Note: The system displays the warning message if no transactions are available in the close batch.

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2.2 GLM04 - GL Transactions and Movements Enquiry

Using this option you can inquire about the transactions /movements posted /recorded by a particular branch in a specific currency during a particular period.

The GL Enquiry can be made either based on date range or date range and amount range together.

If the Enquiry is based on date range alone, then the From Amount field will be defaulted to 0 and the To Amount will be defaulted to maximum allowable value.

In case you input the value in the From Amount field only, the value in the To Amount field will be populated to maximum allowable value.

Definition Prerequisites

- BA436 - Line of Business (LOB) – Branch Cross Reference
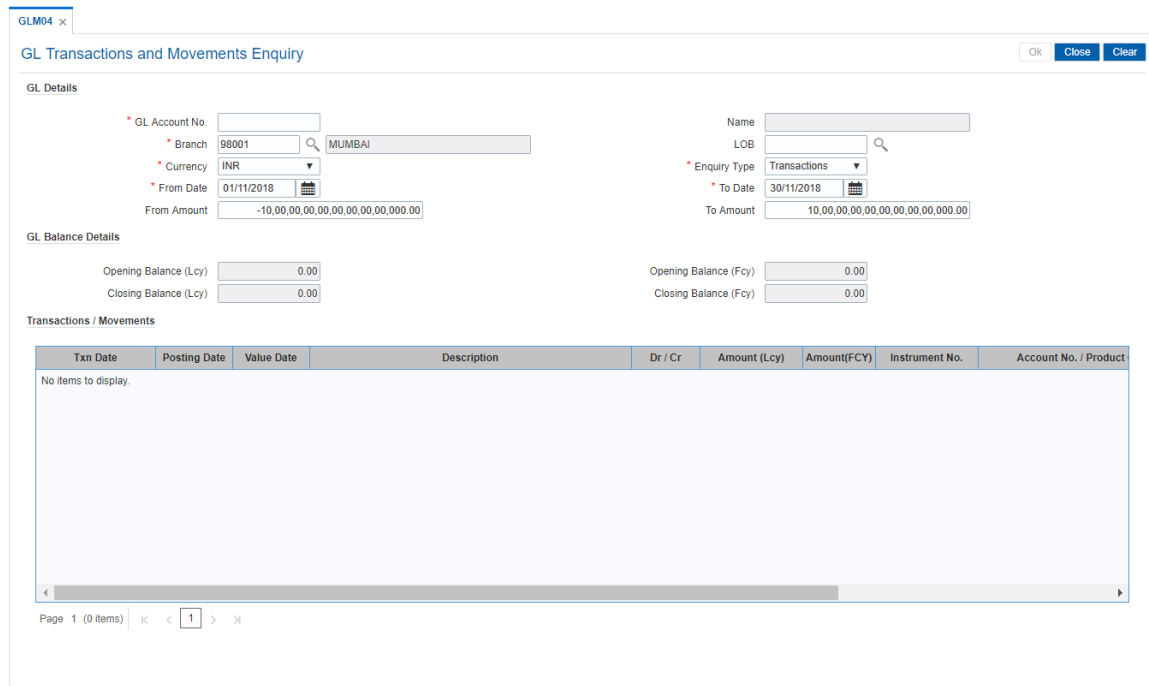
Modes Available

Not Applicable

To maintain GL transactions and movements

1. In the **Dashboard** page, Enter the Task code **GLM04** and then click 🔍 or navigate through the menus to **Front Office Transactions > GL Transactions > Enquiries > GL Transactions and Movements Enquiry**.

2. You will be navigated to **GL Transactions and Movements Enquiry** screen.

GL Transactions and Movements Enquiry

Field Description

Field Name	Description
GL Details	
GL Account No.	[Mandatory, Numeric, Nine]

	Type the GL account number.
Name	[Display] This field displays the name of the GL account.
Branch	[Mandatory, Editable/Search List] This field displays the branch code with which the user has logged in.
LOB	[Optional, Search List] Select the appropriate line of business code from the Search List. The Search List displays all the LOB centers linked to the selected branch.
Currency	[Mandatory, Drop-Down] Select the currency code of the GL account for which the Enquiry is to be done from the drop-down list. The default value is INR.
Enquiry Type	[Mandatory, Drop-Down] Select the type of Enquiry from the drop-down list. The default value is Transactions. The options are: • Transactions • Movements • Reconciliation
From Date	[Mandatory, Date editor, dd/mm/yyyy] This field displays the previous Host posting date. Select the date from which you want to perform the Enquiry from the date editor.
To Date	[Mandatory, Date editor, dd/mm/yyyy] This field displays the Host posting date. Select the date up to which you want to perform the Enquiry from the date editor.
From Amount	[Optional, Numeric, 21, Two] Type the start range of amount from which the transaction Enquiry has to be triggered. By default, it displays 0.00.
To Amount	[Optional, Numeric, 21, Two] Type the end range of amount from which the transaction Enquiry has to be triggered. This value should be greater than or equal to the value in the **From Amount** field. By default, it displays 999999999999999999999.99
GL Balance Details	
Opening Balance (LCY)	[Display] This field displays the opening balance amount in the local currency of the bank.
Opening Balance (FCY)	[Display] This field displays the opening balance amount in the respective currency of the GL.
Closing Balance (LCY)	[Display]

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This field displays the closing balance amount in local currency of the bank.

Closing Balance (FCY)	[Display] This field displays the closing balance amount in the respective currency of the GL.

3. Enter the GL account number and press the **Tab or Enter** key.

4. Select the branch, currency and Enquiry type from the list.

5. In the date editor, select the from date and to date.

GL Transactions and Movements Enquiry

GLM04 ×

GL Transactions and Movements Enquiry   Ok   Close   Clear

GL Details

* GL Account No.	244200204	Name	NEFT Inward Settlement GL
* Branch	98001 🔍 MUMBAI	LOB	🔍
* Currency	INR ▼	* Enquiry Type	Transactions ▼
* From Date	01/11/2018 📅	* To Date	30/11/2018 📅
From Amount	-10,00,00,00,00,00,00,00,00,000.00	To Amount	10,00,00,00,00,00,00,00,00,000.00

GL Balance Details

Opening Balance (Lcy)	34,33,45,125.11	Opening Balance (Fcy)	34,33,45,125.11
Closing Balance (Lcy)	34,23,33,177.11	Closing Balance (Fcy)	34,23,33,177.11

Transactions / Movements

Txn Date	Posting Date	Value Date	Description	Dr / Cr	Amount (Lcy)	Amount(FCY)	Instrument No.	Account No. / P
24/11/2018 12:36:09	30/11/2018	30/11/2018	7050000000000080:LOCKER RENT- BRN 98001/96/undefined/125	D	2,500.00	2,500.00	000000000000	
19/11/2018 17:48:52	30/11/2018	30/11/2018	980010244200204:MC PAID demo testing	C	0.00	0.00	000000000001	
17/11/2018 16:08:58	30/11/2018	30/11/2018	7000000000314835:Installment Pmt By GL	D	5,000.00	5,000.00	000000000000	
13/11/2018 15:46:08	01/11/2018	01/11/2018	7000000000315338:Installment Pmt By GL	D	1,024.00	1,024.00	000000000000	
09/11/2018 12:38:53	01/11/2018	01/11/2018	7000000000315338:Installment Pmt By GL	D	20,080.00	20,080.00	000000000000	
06/11/2018 14:12:28	30/11/2018	30/11/2018	7000000000310826:Installment Pmt By GL	D	1,024.00	1,024.00	000000000000	
05/11/2018 16:04:56	30/11/2018	30/11/2018	980010244200204: 980010244200204:MISC CREDIT - Adj 25-Oct	C	-3,00,000.00	-3,00,000.00	000000000000	
05/11/2018 15:58:41	30/11/2018	30/11/2018	980010244200204:MISC CREDIT - Adj 25-Oct	C	3,00,000.00	3,00,000.00	000000000000	
05/11/2018 14:57:12	30/11/2018	30/11/2018	980010163000001: 980010163000001:Miscellaneous GL. Xfer. Susp-Rev	C	-50,00,000.00	-50,00,000.00	000000000000	
05/11/2018 14:54:34	30/11/2018	30/11/2018	980010163000001:Miscellaneous GL. Xfer. Susp-Rev	C	50,00,000.00	50,00,000.00	000000000000	

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Export to Excel

6. Click **OK.** You can view transaction, reconciliation or movement details depending on the **Enquiry Type** selected.

Transactions

This screen is displayed only if the user selects Transaction as the Enquiry Type.

Field Description

Column Name	Description
Transactions / Movements	
Txn Date	[Display] This field displays the transaction date of the GL transaction.
Posting Date	[Display] This column displays the posting date of the GL transaction.
Value Date	[Display] This column displays the value date of the GL transaction.
Description	[Display] This column displays the description of the transaction entered when posting.
Dr / Cr	[Display] This column displays the type of transaction whether it is a debit or credit to the GL.
Amount (LCY)	[Display] This column displays the transaction amount in the local currency.
Amount FCY	[Display] This column displays the FCY amount for transactions done in FCY. For transactions done in LCY, this column displays LCY amount.
Instrument No.	[Display] This column displays the instrument number.
Account No. / Product Code	[Display] This column displays the account number of the customer for whom

the GL transaction is inquired.

Or

The code of the product in which the customer account is opened.

Maker ID	[Display] This column displays the maker ID.
Checker ID	[Display] This column displays the checker ID.
Transaction Display	[Link] Click the **Click to Display** link to view the **Transaction Display** screen.

Reconciliation

This screen is displayed only if the user selects **Reconciliation** as the Enquiry Type.

Note: This screen is displayed only for unreconciled or partially reconciled Enquiry type and will not be displayed for complete reconciliation.

GLM04 ×

GL Transactions and Movements Enquiry   Ok Close Clear

GL Details

* GL Account No.	244200204	Name	NEFT Inward Settlement GL
* Branch	98001 MUMBAI	LOB	
* Currency	INR	* Enquiry Type	Reconciliation
* From Date	01/11/2018	* To Date	30/11/2018
From Amount	-10,00,00,00,00,00,00,00,00,000.00	To Amount	10,00,00,00,00,00,00,00,00,000.00

GL Balance Details

Opening Balance (Lcy)	34,33,45,125.11	Opening Balance (Fcy)	34,33,45,125.11
Closing Balance (Lcy)	34,23,33,177.11	Closing Balance (Fcy)	34,23,33,177.11

Transactions / Movements

Txn Date	Posting Date	Value Date	Description	Dr / Cr	Amount (Lcy)	Amt to Recon	Instrument No.	Account No. / Prod
24/11/2018 12:36:09	30/11/2018	30/11/2018	7050000000000080:LOCKER RENT- BRN 98001/96/undefined/125	D	2,500.00	2,500.00	000000000000	98
19/11/2018 17:48:52	30/11/2018	30/11/2018	980010244200204:MC PAID demo testing	C	0.00	0.00	000000000001	98
17/11/2018 16:08:58	30/11/2018	30/11/2018	7000000000314835:Installment Pmt By GL	D	5,000.00	5,000.00	000000000000	98
13/11/2018 15:46:08	01/11/2018	01/11/2018	7000000000315338:Installment Pmt By GL	D	1,024.00	1,024.00	000000000000	98
09/11/2018 12:38:53	01/11/2018	01/11/2018	7000000000315338:Installment Pmt By GL	D	20,080.00	20,080.00	000000000000	98
06/11/2018 14:12:28	30/11/2018	30/11/2018	7000000000310826:Installment Pmt By GL	D	1,024.00	1,024.00	000000000000	98
05/11/2018 16:04:56	30/11/2018	30/11/2018	980010244200204: 980010244200204:MISC CREDIT - Adj 25-Oct	C	-3,00,000.00	-3,00,000.00	000000000000	98
05/11/2018 15:58:41	30/11/2018	30/11/2018	980010244200204:MISC CREDIT - Adj 25-Oct	C	3,00,000.00	3,00,000.00	000000000000	98
05/11/2018 14:57:12	30/11/2018	30/11/2018	980010163000001: 980010163000001:Miscellaneous GL. Xfer. Susp-Rev	C	-50,00,000.00	-50,00,000.00	000000000000	98
05/11/2018 14:54:34	30/11/2018	30/11/2018	980010163000001:Miscellaneous GL. Xfer. Susp-Rev	C	50,00,000.00	50,00,000.00	000000000000	98

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Field Description

Column Name	Description
Transactions/Movements	
Txn Date	[Display] This field displays the transaction date of the GL transaction.
Posting Date	[Display] This column displays the posting date of the GL transaction.
Value Date	[Display] This column displays the value date of the GL transaction.

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Description	[Display] This column displays the description of the transaction entered when posting.
Dr-Cr	[Display] This column displays the type of transaction whether it is a debit or credit to the GL.
Amount (LCY)	[Display] This column displays the transaction amount in the local currency.
Amt To Recon	[Display] This column displays the amount to be reconciled.
Instrument No	[Display] This column displays the instrument number.
Account No / Product Code	[Display] This column displays the account number of the customer for whom the GL transaction is inquired. Or The code of the product in which the customer account is opened.
Maker ID	[Display] This column displays the maker ID.
Checker ID	[Display] This column displays the checker ID.
Transaction Display	[Link] Click the **Click to Display link** to view the **Transaction Display** screen. link to view the **Transaction Display** screen.

7. Click the **Export To Excel** link to fetch the data to an excel sheet.

8. Click the **Click to Display** to view the **Transaction Display** screen.

Movements

Field Description

Column Name	Description
Transactions/Movements	
Movement Date	[Display] This column displays the date of debit/credit movements.
Opening Balance	[Display] This column displays the opening balance of the GL account as on that date.
Debits	[Display] This column displays the total amount of debits on that day.
Credits	[Display] This column displays the total amount of credits on that day.
Closing Balance	[Display] This column displays the closing balance of the GL account as on that date.

9. Click **Close**.

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3. Transfer

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3.1 1060 - GL Misc Debit against Cash

Using this option a general ledger account of the transaction branch can be debited and the corresponding credit can be passed to the Cash GL account in the same branch.
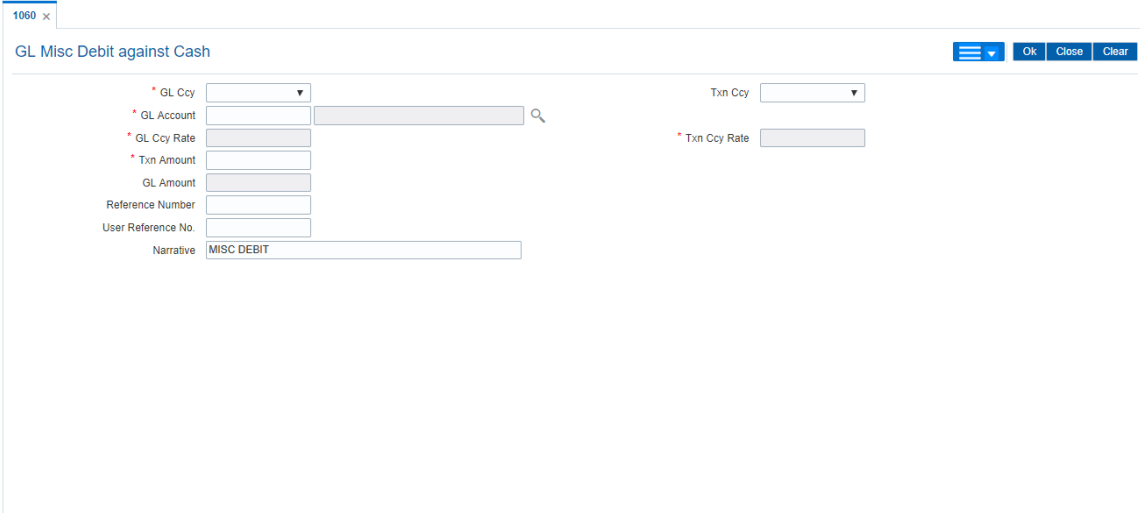
Definition Prerequisites

Not Applicable

Modes Available

Not Applicable

To debit miscellaneous transaction to general ledger account

1. In the **Dashboard** page, Enter the Task Code **1060** and then click 🔍 or navigate through the menus to **Front Office Transactions > GL Transactions > Cash > GL Misc Debit against Cash**.

2. You will be navigated to **GL Misc Debit against Cash** screen.

GL Misc Debit against Cash

Field Description

Field Name	Description
GL Ccy	[Mandatory, Drop-Down] Select the GL currency of the GL account to be debited from the drop-down list. This can be different from the local currency.
Txn Ccy	[Mandatory, Drop-Down] Select the transaction currency in which the cash is to be paid out from the drop-down list. While posting the transaction entries to the account, the transaction currency is converted into the account currency and for posting the GL entries it is converted into the local currency of the bank.
GL Account	[Mandatory, Numeric, Searchlist] Enter the GL account number and then select form the search list.

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	The GL name is populated adjacent to the GL account number. This is the GL account in the transaction branch, which will be debited.
GL Ccy Rate	[Display] This field displays the GL currency rate. The exchange rate at which the GL account currency is converted to local currency of the bank of conversion to be used for converting the GL currency to the local currency of the bank. The exchange rate values must be defined and downloaded. The teller's right to change the GL currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. Depending on the configurable option at the bank level, the teller can modify this rate within certain boundaries The teller's right to change the account currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.
Txn Ccy Rate	[Mandatory, Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The teller's right to change the transaction currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. Depending on the configurable option at the bank level, the teller can modify this rate within certain boundaries. The teller's right to change the account currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.
Txn Amount	[Mandatory, Numeric, 15, Two] Type the transaction currency indicating the cash which is being paid out. The transaction currency, may or may not be different from the GL currency.
GL Amount	[Display] This field displays the GL amount that will be debited to the GL. This amount will be in the GL currency. The transaction amount in transaction currency is converted to this amount in GL currency using the exchanges rates displayed earlier and automatically displayed by the system.
Reference Number	[Optional, Alphanumeric, 12] Type the reference number. This field is provided to keep a reference number for the transaction, for future use.
User Reference No.	[Optional, Alphanumeric, 40] Type the user reference number assigned to the customer.
Narrative	[Optional, Alphanumeric, 40] Type the narration. The system displays the default narration, based on the transaction. The user can change the narration, if required.

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3. Select the GL currency and transaction currency from the list.

4. Enter the GL account number.

5. Enter the transaction amount and reference number.

6. Click **OK**.

7. The system displays the transaction sequence number. The transaction number is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click **OK**.

Note: For more information on Authorization transactions, refer to the **Oracle FLEXCUBE Introduction User Manual.**

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3.2 1460 - GL Misc Credit against Cash

A General Ledger account of the transaction branch can be credited and the corresponding debit can be passed to the cash GL account in the same branch, using this option.

Using this option you can inquire about GL transactions and movements on GL accounts after the transaction is successful.
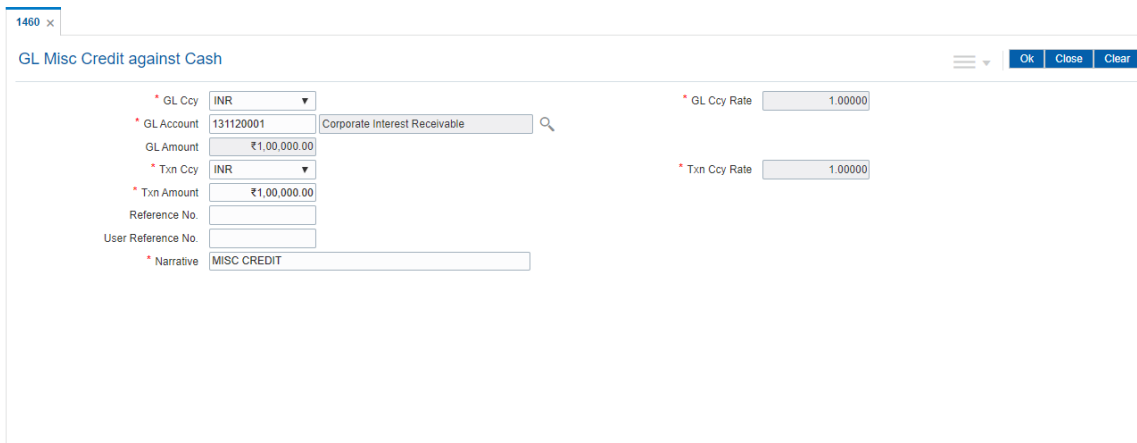
Definition Prerequisites

Not Applicable

Modes Available

Not Applicable

To credit miscellaneous transaction to general ledger account

1. In the **Dashboard** page, Enter the Task Code **1460** and then click 🔍 or navigate through the menus to **Front Office Transactions > GL Transactions > Cash > GL Misc Credit against Cash**.

2. You will be navigated to **GL Misc Credit against Cash** screen.

GL Misc Credit against Cash

Field Description

Field Name	Description
GL Ccy	[Mandatory, Drop-Down] Select the GL currency of the GL account to be debited from the drop-down list. This can be different from the local currency.
GL Ccy Rate	[Display] This field displays the exchange rate at which the GL account currency is converted to local currency of the bank to be used for converting the GL currency to the local currency of the bank. The exchange rate values must be defined and downloaded. The teller's right to change the GL currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.

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	Depending on the configurable option at the bank level, the teller can modify this rate within certain boundaries The teller's right to change the account currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.
GL Account	[Mandatory, Numeric, 9] Type a valid GL account number. The GL name is populated adjacent to the GL account number. This is the GL account in the transaction branch, which will be credited.
GL Amount	[Display] This field displays the GL amount that will be credited to the GL. This amount will be in the GL currency. The transaction amount in transaction currency is converted to this amount in GL currency using the exchanges rates displayed earlier and automatically displayed by the system.
Txn Ccy	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list. This field, by default, displays the account currency as the transaction currency. While posting the transaction entries to the account, the transaction currency is converted into the account currency and for posting the GL entries it is converted into the local currency of the bank.
Txn Ccy Rate	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The teller's right to change the transaction currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. Depending on the configurable option at the bank level, the teller can modify this rate within certain boundaries. The teller's right to change the account currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.
Txn Amount	[Mandatory, Numeric, 15] Type the transaction amount indicating the cash which is being paid out. The transaction currency, may or may not be different from the GL currency.
Reference No.	[Optional, Alphanumeric, 12] Type the reference number. This field is provided to keep a reference number for the transaction, for future use.
User Reference No.	[Optional, Alphanumeric, 40] Type the user reference number assigned to the customer.
Narrative	[Mandatory, Alphanumeric, 120] Type the narration, based on the transaction. By default the system displays narration depending on the transaction.

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3. Select the GL currency and transaction currency from the list.

4. Enter the GL account number.

5. Enter the transaction amount and reference number.

GL Misc Credit against Cash

6. Click **OK**.

7. You will be navigated to Denomination details screen. Enter the denomination details and then click OK.

8. You will be redirected to main screen. Click OK.

9. The system displays "Authorization Required. Do You Want to continue?". Click **Continue**.

10. The system displays the **Authorization Reason** screen.

11. Enter the relevant information and click **Grant**.

12. The system displays the transaction sequence number message box. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click **OK**.

Note: For more information on Authorization transactions, refer to the **FLEXCUBE Introduction User Manual.**

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3.3 1005 - Miscellaneous GL Transfer

Using this option you can post an entry between two GLs using the **Miscellaneous GL Transfer (Dr/Cr)** option. The From GL account will be debited and the to GL account will be credited.

After the transaction is successful the user can inquire on GL transactions and movements on GL accounts using **GL Transactions and Movements** (Task Code: GLM04) option.

You can use **GL To GL Funds Transfer Request** (Task Code:1094) option for future dated GL transfers.
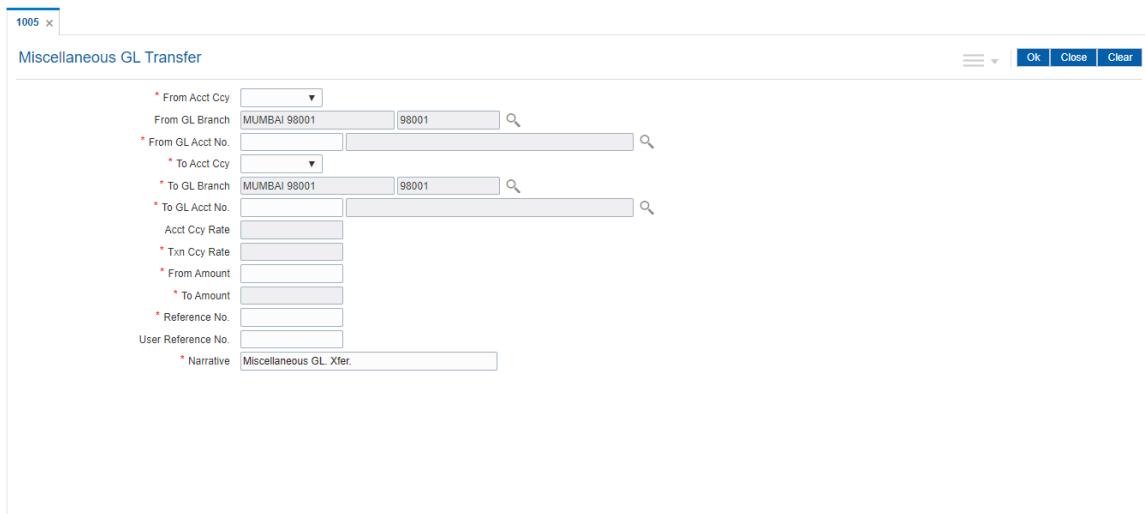
Definition Prerequisites

Not Applicable

Modes Available

Not Applicable

To debit miscellaneous transaction to general ledger account

1. In the **Dashboard** page, Enter the Task Code **1005** and then click or navigate through the menus to **Front Office Transactions > GL Transactions > Transfer > Miscellaneous GL Transfer**.

2. You will be navigated to **Miscellaneous GL Transfer** screen.

Miscellaneous GL Transfer

Field Description

Field Name	Description
From Acct Currency	[Mandatory, Drop-Down] Select the GL currency, in which the From GL Account will be debited, from the drop-down list.
From GL Branch	[Optional, Search List] Select the appropriate GL branch for miscellaneous transfers from that branch, from the Search List. The list displays all the branches defined in **FLEXCUBE** .
From GL Acct No.	[Mandatory, Search List]

Select the GL account number from the Search List.

The GL description/ name is populated adjacent to the GL account number.

This is the GL account which will be debited.

To Acct Currency	[Mandatory, Drop-Down] Select the GL currency, in which the To GL Account will be credited, from the drop-down list.
To GL Branch	[Mandatory, Search List] Select the appropriate GL branch for miscellaneous transfers to that branch, from the Search List. The list displays all the branches defined in **FLEXCUBE** .
To GL Acct No.	[Mandatory, Search List] Select the GL account number from the Search List. The GL code is populated adjacent to the GL account number. This is the GL account, which will be credited.
Acct Ccy Rate	[Optional, Numeric] Enter the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. Depending on the configurable option at the bank level, the teller can modify this rate within certain boundaries. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Txn Currency Rate	[Mandatory, Numeric] Enter the rate at which the transaction currency is converted to the local currency of the bank. The teller's right to change the transaction currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. Depending on the configurable option at the bank level, the teller can modify this rate within certain boundaries. The teller's right to change the account currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.
From Amount	[Mandatory, Numeric, 15] Type the amount which will be debited from the From GL account.
To Amount	[Display] This field displays the amount that will be credited to the To GL account. This amount will be in the To Account currency. The transaction amount in transaction currency is converted to this amount in GL currency using the exchanges rates displayed earlier and automatically displayed by the system.
Reference No.	[Mandatory, Alphanumeric, 50] Type the reference number. This field is provided to keep a reference number for the transaction, for future use.

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User Reference No.	[Optional, Alphanumeric, 40]
	Type the user reference number assigned to identify the transaction.
	This field is enabled or disabled depending on the profit booking being enabled or disabled for the particular transaction.
Narrative	[Mandatory, Alphanumeric, 40]
	Type the narration, based on the transaction.
	By default the system displays narration depending on the transaction. Special Characters can also be entered.

3. Select the from and to account currency from the list and the corresponding account numbers from the Search List.

4. Enter the from amount and the reference number.

Miscellaneous GL Transfer

5. Click **OK**.

6. The system displays the Transaction serial number. Click **OK**.

Note: For more information on Authorization transactions, refer to the **FLEXCUBE Introduction User Manual.**

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