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WHITE PAPER USER MANUAL FOR – CREATE JOURNAL BATCH

Module – General Ledger

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To understand what a journal batch is, let's break it down using the 5 W's (Who, What, When, Where, Why):

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1. Who:

- **Who uses a journal batch?** Typically, journal batches are used by accountants, financial analysts, and bookkeeping professionals. They are part of the accounting process and are used by individuals or teams responsible for recording and managing financial transactions.

2. What:

- **What is a journal batch?** A journal batch is a group of related accounting entries recorded together in a batch or set. These entries are usually linked to a specific accounting period or transaction type and are entered into the accounting system in bulk, rather than individually. This method helps in organizing, reviewing, and posting multiple transactions efficiently.

3. When:

- **When is a journal batch used?** Journal batches are used during the accounting cycle, particularly when there is a need to record multiple transactions at once. This might occur daily, weekly, or monthly, depending on the volume of transactions and the accounting practices of the organization.

4. Where:

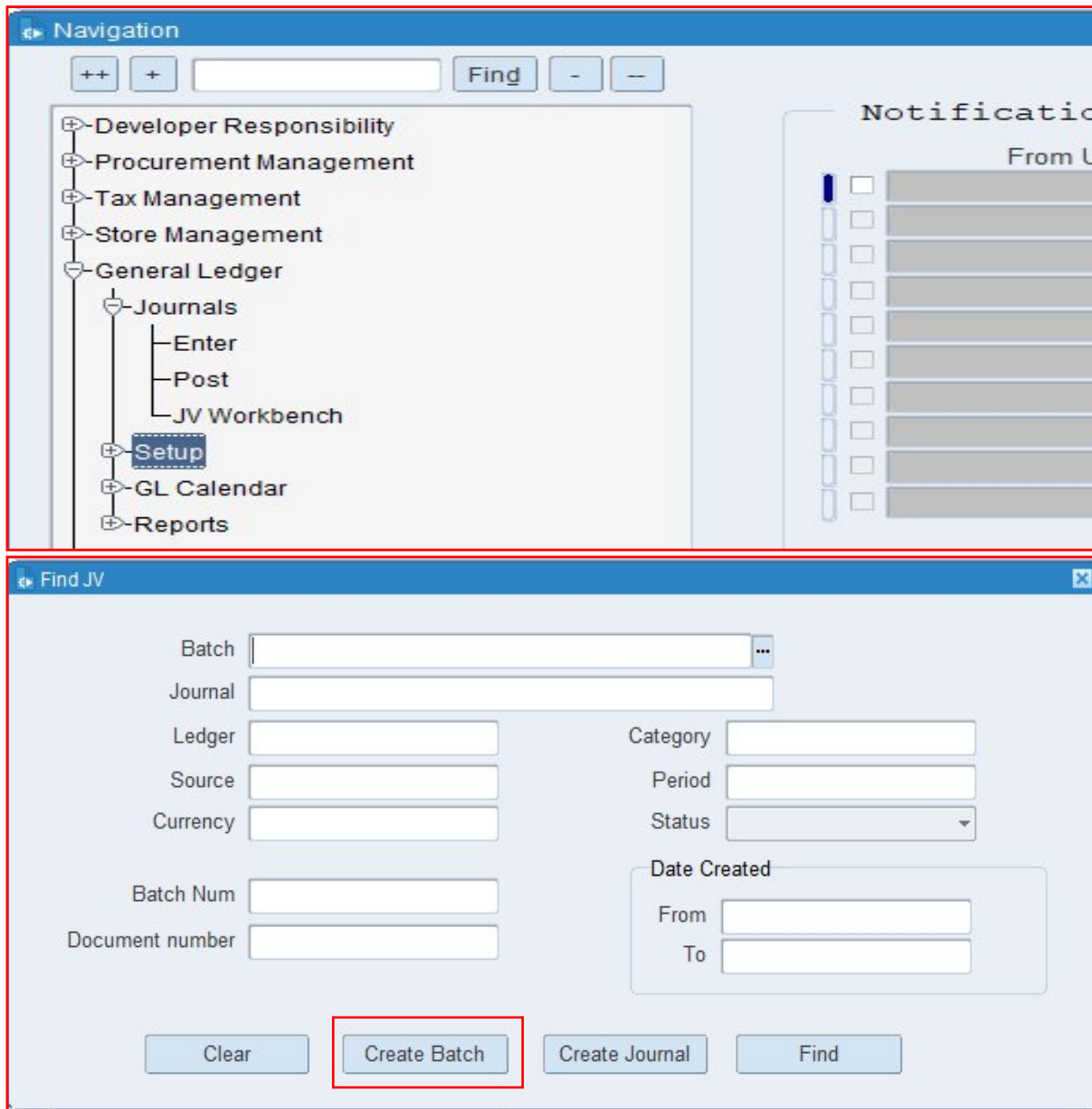
- **Where is a journal batch recorded?** Journal batches are recorded in the accounting software or ledger of an organization. They are typically entered into the general ledger, where they are eventually reviewed and posted to the appropriate accounts.

5. Why:

- **Why use a journal batch?** Using journal batches streamlines the process of recording and managing multiple transactions. It improves efficiency, reduces the likelihood of errors by consolidating entries, and facilitates easier review and approval processes. Batching also helps in maintaining accurate records and ensuring that transactions are posted systematically.

In summary, a journal batch is a method for grouping and recording multiple accounting entries together to streamline and organize the financial record-keeping process.

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Click on Create Batch button

What is a Journal Name?

The choice of journal name helps in organizing and managing financial records efficiently. If you have a specific context or type of transaction in mind, let me know, and I can provide more targeted information.

What is BATCH Number?

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In financial systems, batch numbers are used to group transactions that are processed together. For example, a batch number might be assigned to a group of invoices or payroll transactions that are entered into the accounting system at the same time.

What is a Ledger?

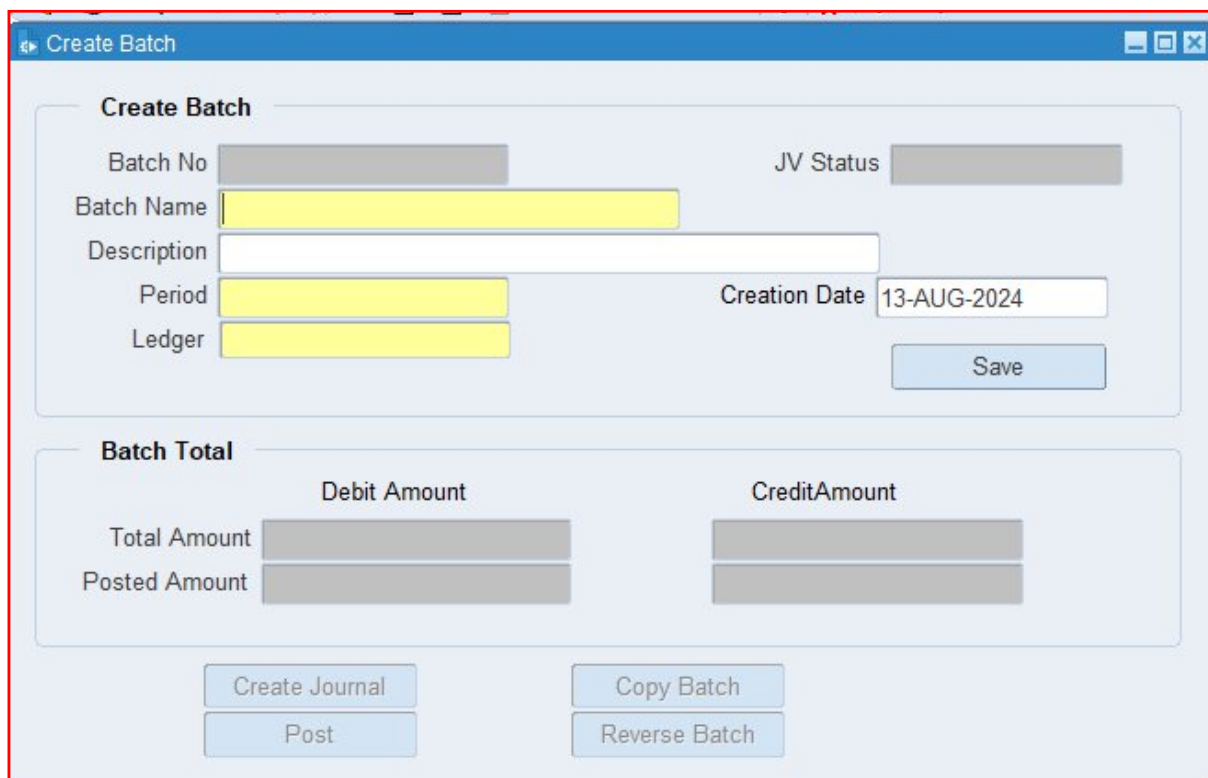
a ledger is a fundamental book or digital record where all financial transactions of a business are systematically recorded and categorized. It serves as the central repository for all financial data, which is used to prepare financial statements and reports.

What is a batch name?

A batch name is a unique identifier or label assigned to a group of items, transactions, or data processed together as a single unit. It helps in tracking and managing these items or transactions efficiently.

What is a Source name?

In accounting, the source name might refer to the document or record from which a transaction originates. For example, invoices, receipts, or purchase orders are source documents that provide evidence for entries in the accounting system.



Create Batch

Batch No JV Status

Batch Name

Description

Period Creation Date 13-AUG-2024

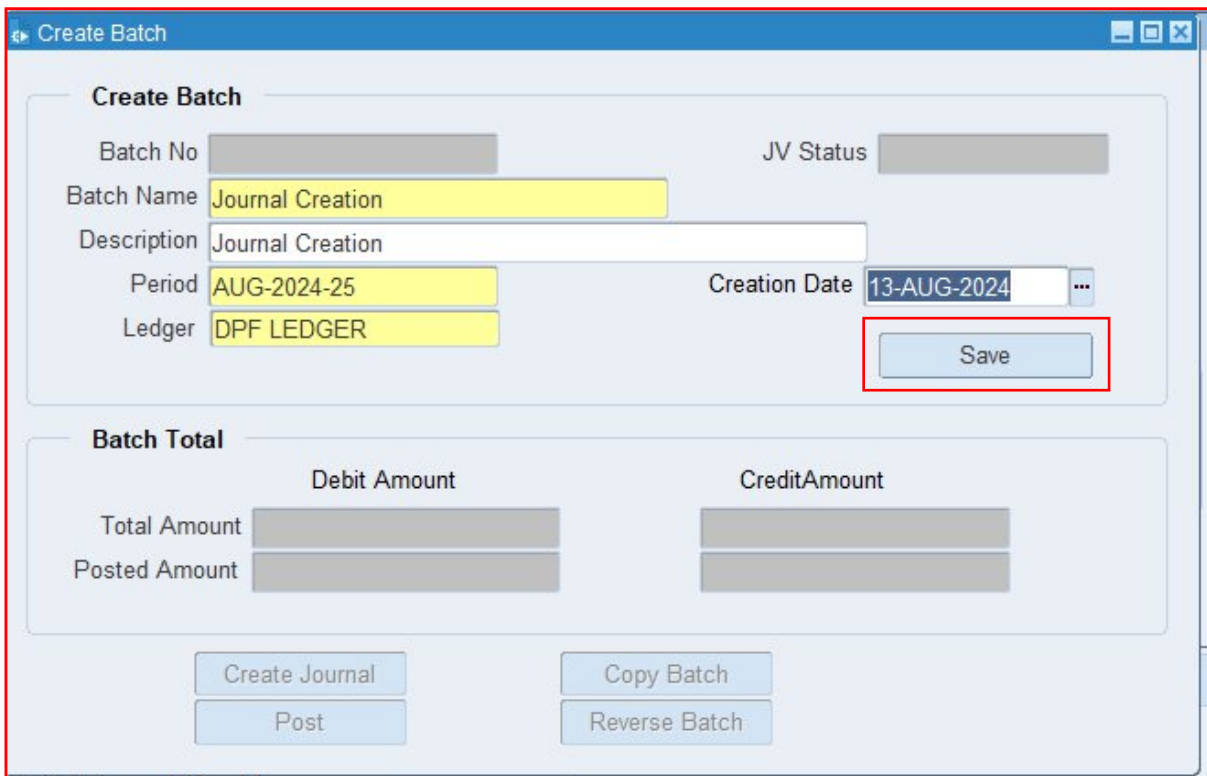
Ledger

Batch Total

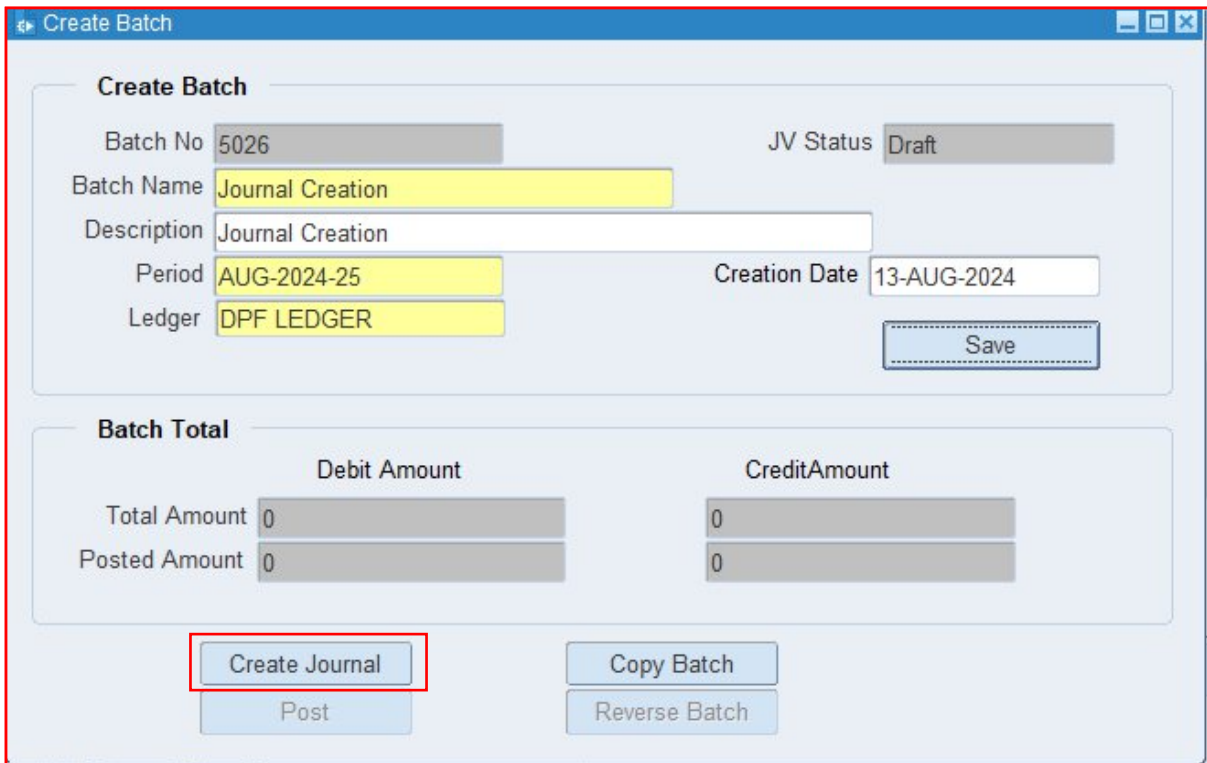
	Debit Amount	CreditAmount
Total Amount	<input type="text"/>	<input type="text"/>
Posted Amount	<input type="text"/>	<input type="text"/>

Put the required information

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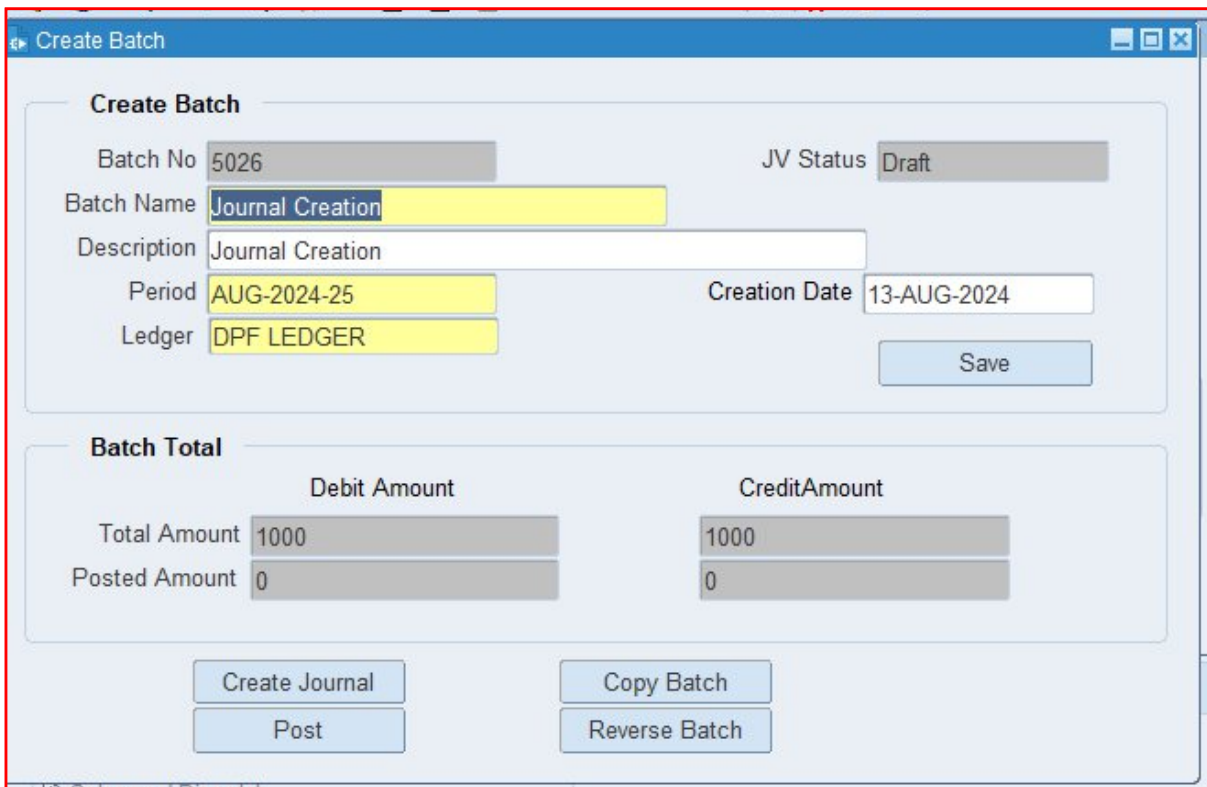


Click on Save

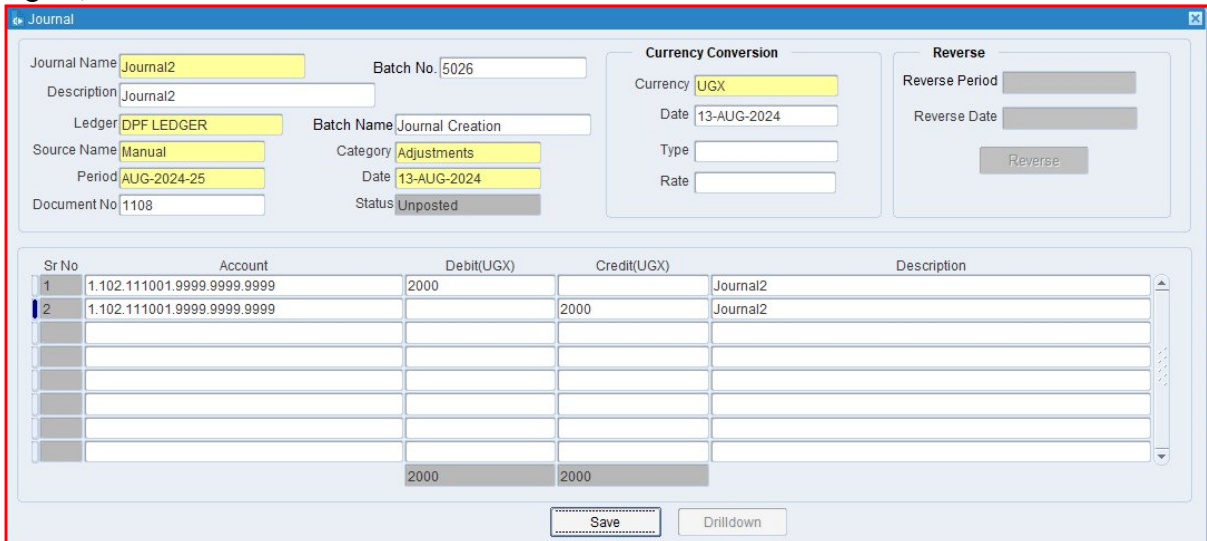


Click on Create Journal

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Again, click on the Create Journal



Sr No	Account	Debit(UGX)	Credit(UGX)	Description
1	1.102.111001.9999.9999.9999	2000	2000	Journal2
2	1.102.111001.9999.9999.9999	2000	2000	Journal2
		2000	2000	

Put the required information then click on save and close.

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Create Batch

Batch No: 5026 JV Status: Draft

Batch Name: Journal Creation

Description: Journal Creation

Period: AUG-2024-25 Creation Date: 13-AUG-2024

Ledger: DPF LEDGER

Batch Total

	Debit Amount	CreditAmount
Total Amount	3000	3000
Posted Amount	0	0

Go to JV Workbench Form again and search Batch No 5026

Find JV

Batch:

Journal:

Ledger: Category:

Source: Period:

Currency: Status:

Batch Num: 5026

Document number:

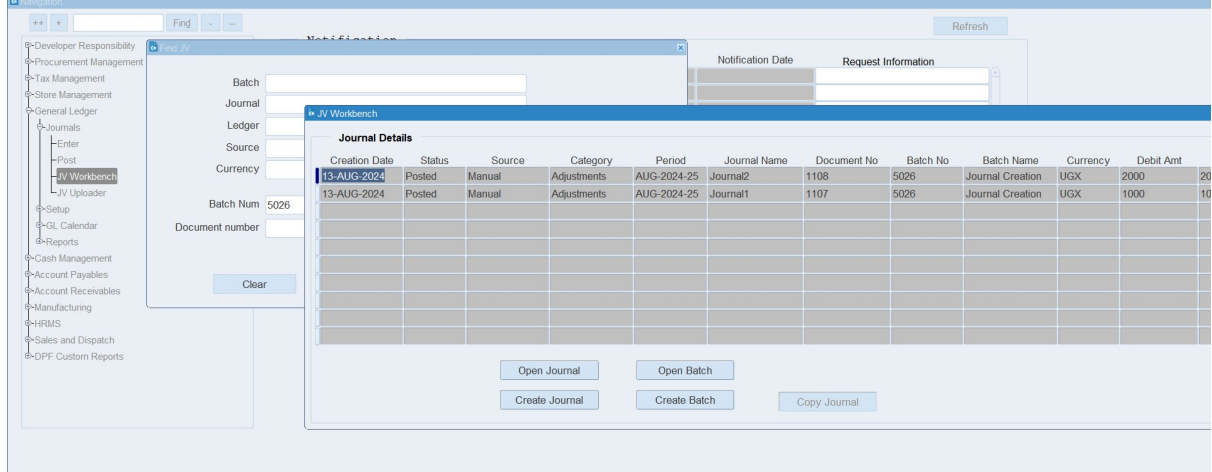
Date Created

From:

To:

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Now you can see JV details under batch no 5026



Creation Date	Status	Source	Category	Period	Journal Name	Document No	Batch No	Batch Name	Currency	Debit Amt
13-AUG-2024	Posted	Manual	Adjustments	AUG-2024-25	Journal2	1108	5026	Journal Creation	UGX	2000
13-AUG-2024	Posted	Manual	Adjustments	AUG-2024-25	Journal1	1107	5026	Journal Creation	UGX	1000

XX END XX