

Branch Accounting (Optional Software)

This optional software package has been developed to allow automatic distribution of all general ledger entries to designated branch general ledger accounts. The general ledger system provides full branch reporting in addition to a “total-institution” financial reporting. Additional summary totals are provided from the daily transaction recap to assist in balancing general ledger entries.

Reports printed by branch include:

- ⇒ Financial Reports
- ⇒ Delinquency Report
- ⇒ Delinquency Notices
- ⇒ Membership Trial Balance
- ⇒ Daily Transaction Reports
- ⇒ All General Ledger Reports
- ⇒ Valid Branch Report

Adding a new branch -

- ⇒ Branch Administration (see System Administration Manual)
- ⇒ Create Ledger Branch (see General Ledger Chapter in the Accounting Manual)
- ⇒ Cash Account Setup (see System Administration Manual)

Verify that the credit union is licensed for the proper number of branches. Contact Datamatic customer support at 1-800-825-3854.

To verify the licenses, select from the Main Console:

- ⇒ System Administration
- ⇒ Software License Menu
- ⇒ Display Software Licenses

Auto Post options

One of the features of using Branch Accounting is to set the **“Posting Location”** for certain transactions and batch jobs to one of the following:

- ⇒ Main Office
- ⇒ Post by Branch
- ⇒ Post to specific branch

Miscellaneous Transaction Account Setup (under System Administration)

Datamatic VIEW

Miscellaneous Transaction Setup

24 thru 29 | 30 thru 39 | 40 thru 48 | 54 thru 59 | 60 thru 69 | 70 thru 78

Code	Description	DR/CR	Account	Posting Location	Posting Method
24	MONEY ORDER	CR	802000	Main Office	Post Detail
25	MONEY ORDER FEE	CR	140000	Post by Branch	Post Detail
26	TRAVELERS CHECK	CR	803000	Main Office	Post Totals
27	TRAV. CHKS FEE	CR	141000	Post by Branch	Post Totals
28	ACCOUNTS PAYBLE	DR	801000	Main Office	Post Detail
29	VISA ADVANCE	DR	745120	Main Office	Post Detail

Credit Card Payment:

Save

Figure 1

The **Posting Method** consists of “Post Detail” or “Post Totals” only.

Example: Assume a miscellaneous code is used for the collection of charged off loans. The credit union could choose to post the credit entries in total or by individual transaction entry. When General Ledger entries are done by the system with End of Day Processing, the system will post by detail or total based on selection made for each code in Auto Post windows.

Select Save, to save the changes.

Payable and Suspense Account Setup (under System Administration)

Datamatic VIEW

Payable and Suspense Account Setup

General Other

Suspense Accounts:
 Share: Loan: Ledger:

Payable Accounts	Debit	Credit	Post Method
Dividends		820050	Main Office
CD Interest		820150	Main Office
Drafts	734000	734000	Main Office
ACH	734100	734100	Main Office
ATM Tape/Transmission	734200	734200	Main Office
Payroll	807000	807000	Main Office
CD Interest Checks	731000	731000	Main Office
Overdrafts	999999	999999	Main Office
Overdraft Fees	138000	138000	Main Office
Draft Returns	734001	734001	Main Office
Unapplied Data Proc.	999999	999999	Main Office

Save

Figure 2

Example: When a payroll deduction check is received at the branch and the teller processes the transaction, the offsetting credit entry will be to the main office payroll payable account. When the actual payroll is posted and the payroll payable is debited, it will automatically debit the main office payroll payable ledger account.

Share and Loan transactions are posted to member's account and offset to the Branch General Ledger Account based upon the "Branch" specified on the Member Information window.

****Note:** If licensed for Branch Accounting, the system requires a Branch Number to be assigned for each new member. The "Branch" field is located on the Member Information window under the Member Summary.

Select Save, to save the changes.

Automated Transaction Setup (under System Administration)

Another one of the features of using Branch Accounting is to set the Posting Method for certain fee and insurance transactions on the Ledger Offsets tab to one of the following:

- ⇒ Main Office
- ⇒ By Member Branch
- ⇒ By Teller Branch

The screenshot shows the 'Automated Transaction Setup' window in Datamatic VIEW. The 'Ledger Offsets' tab is selected and circled in red. A red arrow points to the 'Post Method' column. The table below lists various transactions and their corresponding Post Methods.

Transaction	Ledger Account	Post Method	Description
Property/Mortgage Insurance:		By Member Branch	
Closing Costs:		Main Office	
Appraisal Fees:		Main Office	
Recording Fees:		Main Office	
Title Fees:		Main Office	
Filing Fees:		By Member Branch	
Non-Filing Fees:		By Member Branch	
Other Fees:		Main Office	
Financed Sgl Prem Life Ins:		Main Office	
Financed Sgl Prem Disability Ins:		Main Office	
Prepaid Finance Charges/Points:		Main Office	
G.A.P. Insurance:		By Teller Branch	
Extended Warranties:		By Teller Branch	
Safe Deposit Box Fees:		Main Office	
Loan Extension Fees:		Main Office	
G.A.P. Insurance to CU:		Main Office	
Extended Warranties to CU:		Main Office	

A 'Save' button is located at the bottom right of the window.

Figure 3

Select Save, to save the changes.

Ledger Allocations

The Ledger Allocations window allows a user to automatically post ledger entries by predetermined percentages for each branch. The credit union can post general ledger entries that split to different branches based on the percentages entered. This can be used for general ledger transactions processed with the online system using transaction codes GL Debit (80) or GL Credit (90), as well as, using Journal Vouchers, Recurring Entries, Prepaid Entries and Accounts Payable (optional software).

Example: The credit union wants to spread the cost of purchasing loan forms to each of the branches based on percentage of Loans being written at each branch. An Allocation Screen would be set up for this type and percentages entered for each branch. When making the transaction, the teller would use a prefix of 999 with the ledger number to identify this transaction as an allocation and the system would split according to the set up screen.

To setup the Branch Allocations, select one of the following:

Select General Ledger from Accounting on the Navigation Bar **or**
 Select Go on the Menu Bar then General Ledger **or**
 Ctrl + G **then**
 Ledger Allocations

Description	Branch 0	Branch 1	Branch 2	Branch 3	Branch 4	Branch 5	Branch 6	Branch 7	Branch 8	Branch 9
Double click here to add a new allocation...										
Postage	60.000%	20.000%	20.000%	-	-	-	-	-	-	-
Credit Life Insurance	-	75.000%	25.000%	-	-	-	-	-	-	-
Utilities	50.000%	25.000%	25.000%	-	-	-	-	-	-	-

Figure 4

New Allocation

To add a new allocation, double click on the area that states “Double click here to add a new allocation...”. The system displays.

Branch	Percent	Branch	Percent	Branch	Percent	Branch	Percent	Branch	Percent
00		01		02		03		04	
05		06		07		08		09	
10		11		12		13		14	
15		16		17		18		19	
20		21		22		23		24	
25		26		27		28		29	
30		31		32		33		34	
35		36		37		38		39	
40		41		42		43		44	
45		46		47		48		49	
50									

Figure 5

Enter the information for the allocation being added.

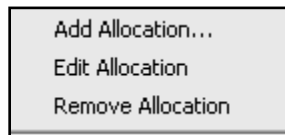
Description - Enter a Description that is meaningful to the credit union. This is for identification purposes for the credit union.

Percent - Enter the percent allocated to each branch. (All percentages entered must total 100%.)

Select Add, when finished.

Other Options

Right click on an existing allocation and the system displays.



Add Allocation... Displays the Add New Allocation window.

Edit Allocation... Displays the following:

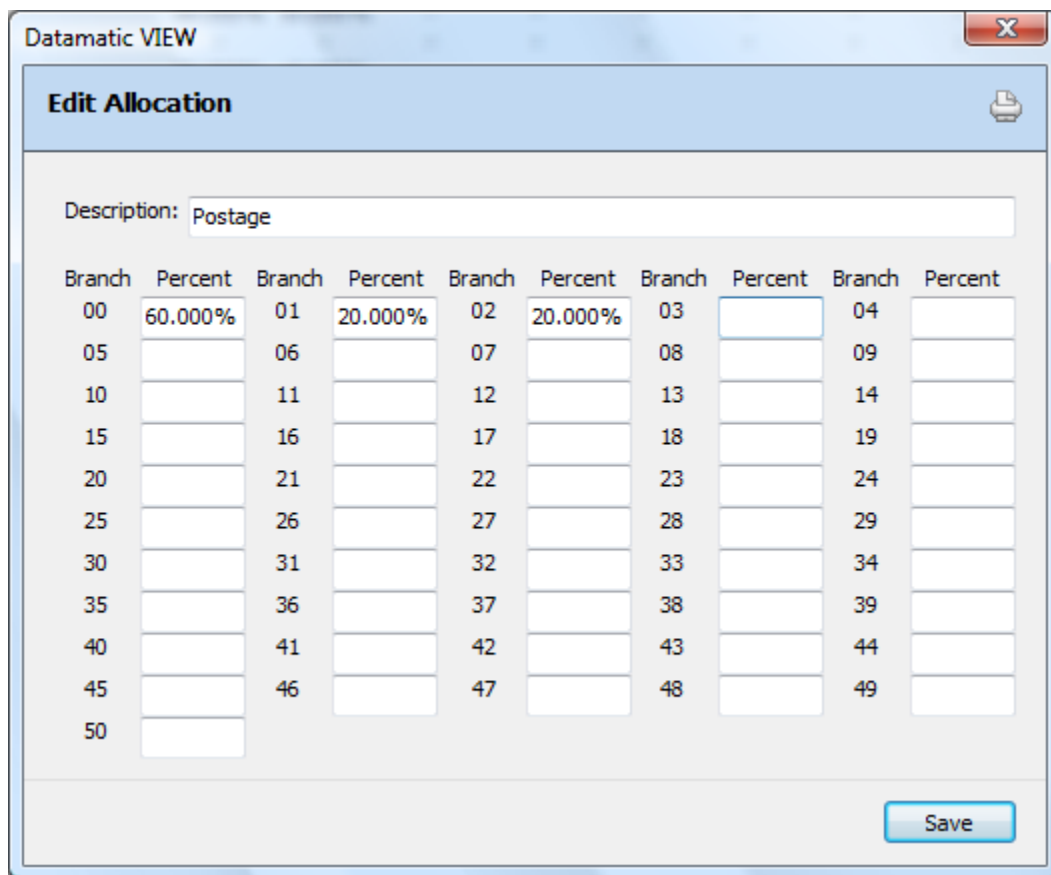
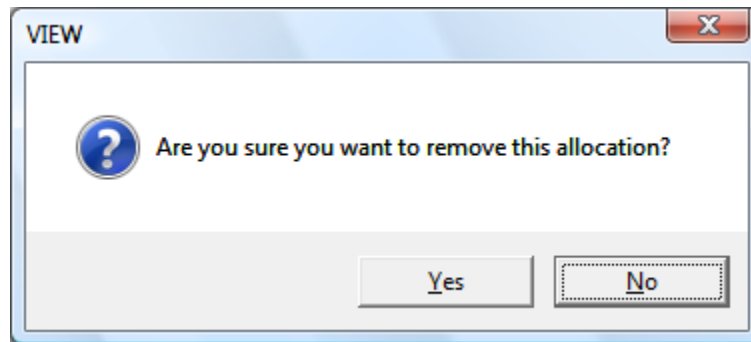


Figure 6

Make necessary changes for the allocation then select Save.

Remove Allocation...Displays the following:



Select Yes to remove the allocation. Otherwise, select No.

Ledger Accounts

The Ledger Allocations must be entered on each ledger account for which the allocation will apply.

Select General Ledger from Accounting on the Navigation Bar **or**
 Select Go on the Menu Bar then General Ledger **or**
 Ctrl + G **then**
 Ledger Accounts

Datamatic VIEW

Edit Ledger Account

Account Number: 261200

Account Title: POSTAGE

Allocation: (none)

	Budget		Previous Year	
	Debit	Credit	Debit	Credit
January:	\$50.00		\$41.67	
February:	\$50.00		\$41.67	
March:	\$50.00		\$41.67	
April:	\$50.00		\$41.67	
May:	\$50.00		\$41.67	
June:	\$50.00		\$41.67	
July:	\$50.00		\$41.67	
August:	\$50.00		\$41.67	
September:	\$50.00		\$41.67	
October:	\$50.00		\$41.67	
November:	\$50.00		\$41.67	
December:	\$50.00		\$41.63	
Annual Totals:	\$600.00		\$500.00	

[Set Beginning Balance](#) Save

Figure 7

A list of the Ledger Allocations entered on the Ledger Allocation window will be displayed in the drop down box. Select the appropriate allocation. Select Save to save the change.

IMPORTANT: The entry may be posted either through the online system using transaction codes GL Debit (80) or GL Credit (90) or built and posted through the general ledger (JV-ID). To activate an allocation entry, the employee must enter a prefix of 999 in front of the general ledger account number when processing the transaction.