

Automated Upload of General Ledger Entries (48I)

Bot Capability and Feature Highlights

Problem

In the normal course of business, there may be transactions that take place without being recorded in accounting and require numerous manual journal entries. These journal entries are usually prepared in tabular or spreadsheet format. Given the potentially high volume of manual entries, it can take considerable time and efforts for accounting staff to manually post these entries.

Bot Skill Description

- The bot collects template-based journal entry files from the user's mailbox and uploads them using the Fiori app Upload General Journal Entries.
- Once processed, the user gets notified on the status of the upload by receiving an attachment with a list of accepted and rejected entries along with the explanation contained in the application log.

Business Benefits

- Journal entries imported and those manually entered are subject to the same validations
- Audit trail is available on network directory
- Remove friction of a possible learning curve for the application
- Scalable approach
- Currently supports MS Outlook mail program only
- Reduce manual efforts and time for entering data
- Increase accuracy in extracting and entering data in systems
- Lower accounting and management cost

