

TXIS – MII ERP⁺ Practice Solution Document

WHITE PAPER USER MANUAL FOR – INVOICE BATCH

Module – Account Payables

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A batch invoice is a collection of invoices that are processed together as one.

- **What is a standard Invoice?**

This is a digital document generated by the ERP system that details transactions between a company and its customers or vendors. It includes essential information like item descriptions, quantities, prices, taxes, and total amounts due. ERP systems automate invoice creation, processing, and tracking to streamline financial operations.

- **When does it occur?**

In an ERP system, invoices are typically generated after goods or services are delivered or upon completion of a project. The system can automatically generate invoices based on sales orders, purchase orders, or service records. The timing can be configured according to business processes and payment terms.

- **Where is it used?**

Invoices within an ERP system are created, stored, and managed within the ERP platform. They can be accessed through various modules such as Accounts Receivable, Accounts Payable, or Sales and Distribution. The system ensures that invoices are centrally located and integrated with other business processes.

- **Who is involved?**

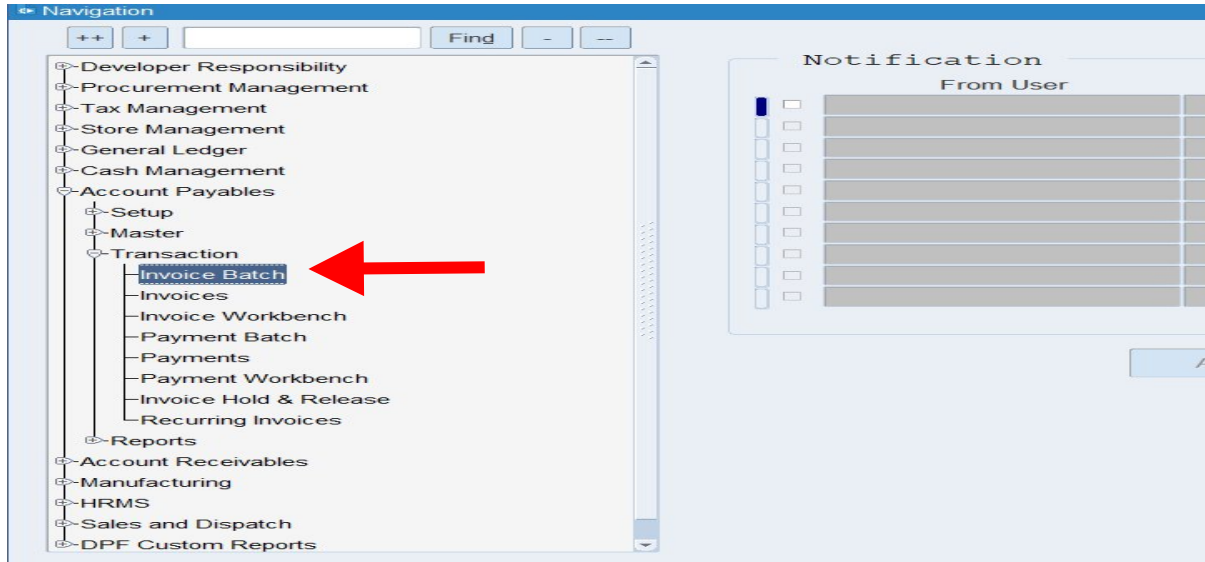
The standard invoice is typically managed by accounting personnel, financial managers, or procurement staff within an organization. It may also involve other roles such as sales representatives or inventory managers, depending on the ERP system's setup and the organization's workflow.

- **Why use Standard Invoices?**

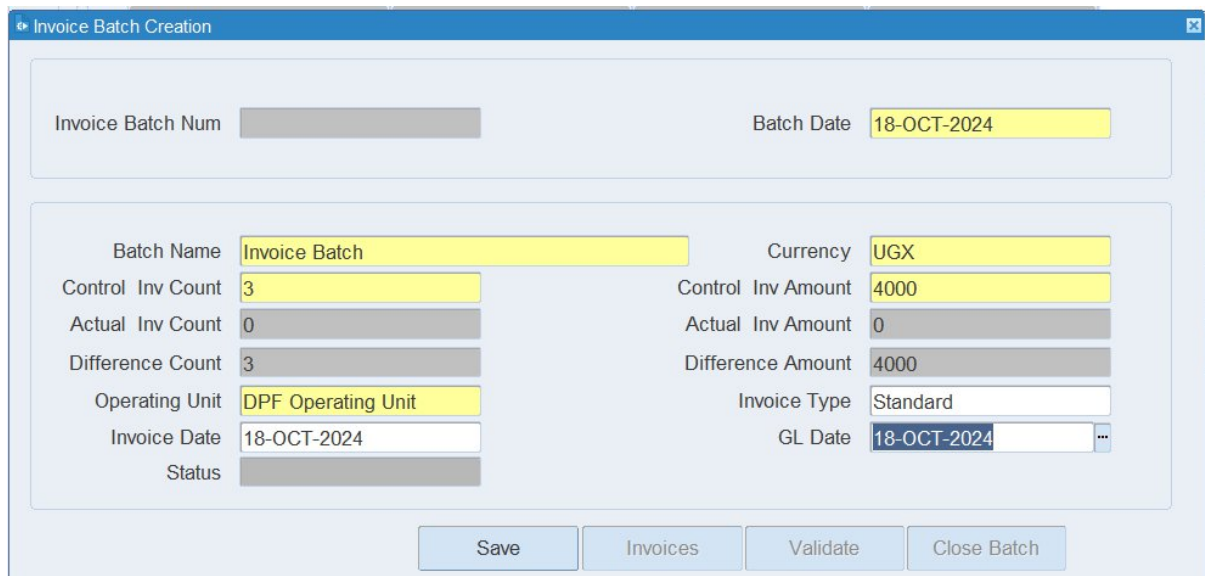
The standard invoice in an ERP system ensures accurate and efficient billing and payment processing. It helps maintain financial records, manage cash flow, and reconcile accounts. Automating invoice management reduces errors, speeds up the billing cycle, and improves overall financial control within the organization.

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Navigation – Accounts Payables > Invoice Batch



Click on Invoice Batch Menu and fill the all details
 Total Invoice count is 3 and Total Invoice Amount is 4000



Click Save

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* Invoice Batch Creation

Invoice Batch Num

Batch Date

Batch Name <input type="text" value="Invoice Batch"/>	Currency <input type="text" value="UGX"/>
Control Inv Count <input type="text" value="3"/>	Control Inv Amount <input type="text" value="4000"/>
Actual Inv Count <input type="text" value="0"/>	Actual Inv Amount <input type="text" value="0"/>
Difference Count <input type="text" value="3"/>	Difference Amount <input type="text" value="4000"/>
Operating Unit <input type="text" value="DPF Operating Unit"/>	Invoice Type <input type="text" value="Standard"/>
Invoice Date <input type="text" value="18-OCT-2024"/>	GL Date <input type="text" value="18-OCT-2024"/>
Status <input type="text" value="Initiate"/>	

System will generate invoice batch number
 Click on Invoices Button and create the invoices under this batch

* Invoice Booking

Batch Control Total

Batch Actual Total

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Invoice No	GL Date	Inv Currency	Amount	Description	Match Option
DPF Operating Unit	Standard	AP-STD-INV		UG100391	INVOICE-1	18-OCT-2024	UGX	1000		

General | Lines | Hold | View Payments | Scheduled Payments | View Prepayment Application

Summary

Basic Amount <input type="text" value="1000"/>	TDS Amount <input type="text" value="0"/>
Prepayment Applied <input type="text" value="0"/>	Amount Paid <input type="text" value="0"/> Pending Amount <input type="text" value="1000"/>
Tax <input type="text" value="0"/>	
Total <input type="text" value="1000"/>	

Status

Status	<input type="text" value="Initiate"/>
Accounted	<input type="text"/>
Approval	<input type="text"/>
Invoice Holds	<input type="text"/>
Payment Holds	<input type="text"/>

In the Doc Category select the Manual Invoice option.

What is Document Category?

This is a classification assigned to an invoice to indicate its type or purpose. It helps the ERP system to apply specific rules, workflows, and processing steps based on the category. Examples might include "Sales Invoice," "Purchase Invoice," "Credit Note," or "Debit Note."

What is Supplier's name?

It identifies the party that has supplied the goods or services, ensuring that there is clarity on who the invoice is coming from. This helps in maintaining accurate records and resolving any discrepancies related to the supplier.

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What is a supplier site?

The supplier site provides detailed information about where a supplier operates, ships from, or where services are delivered. This helps in managing logistics, shipping, and procurement processes efficiently.

What is the Invoice Number?

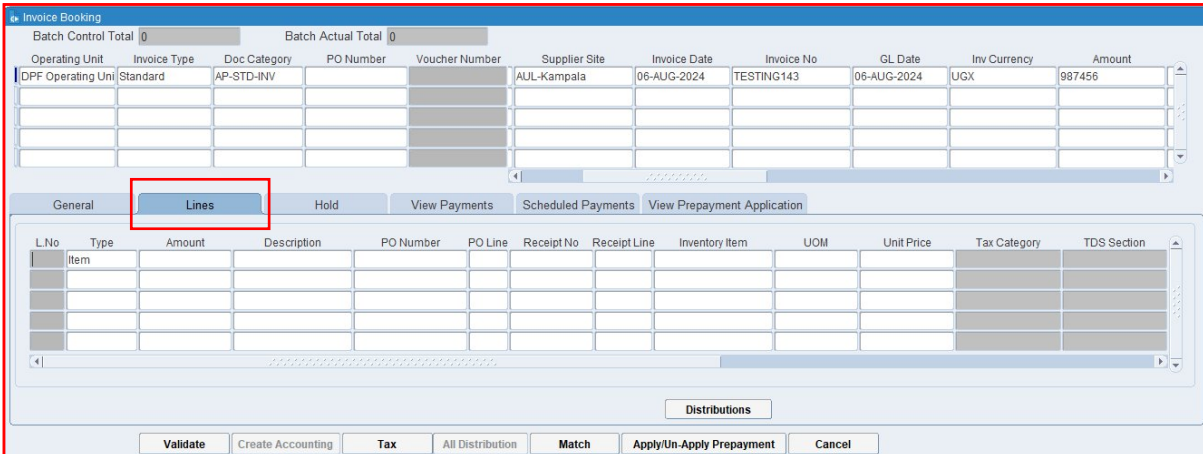
The invoice number uniquely identifies each invoice, making it easy to reference and track. It helps in distinguishing one invoice from another, which is essential for organization and clarity in financial records.

What is GL Date?

The GL date indicates the specific date on which a transaction is recorded in the General Ledger. This date determines the accounting period in which the transaction will be included for financial reporting and analysis.

What is Invoice Currency?

Invoice currency specifies the type of currency used to calculate and display the amounts due on an invoice. This could be the currency of the supplier, the customer, or a mutually agreed-upon currency.

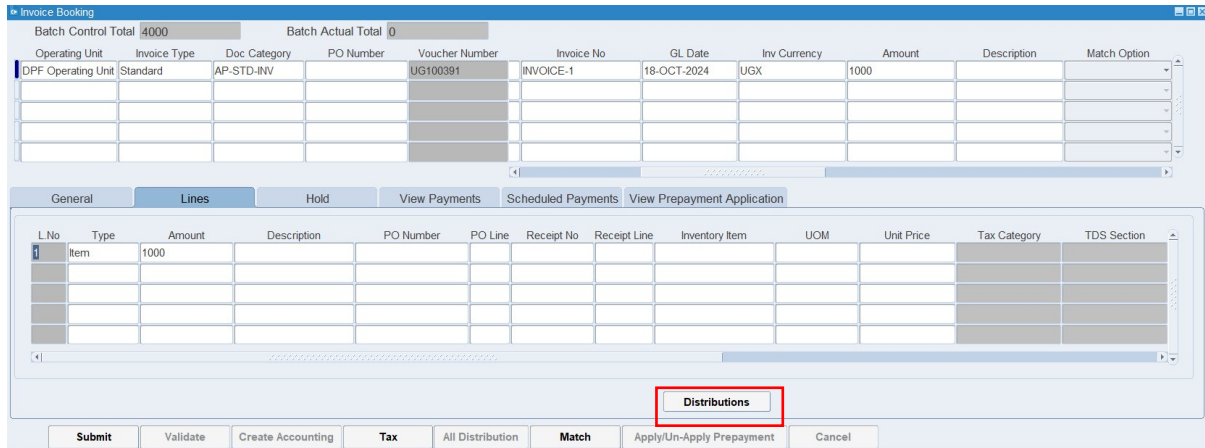


The screenshot displays the 'Invoice Booking' window in MII ERP. At the top, there are summary fields for 'Batch Control Total' and 'Batch Actual Total', both showing '0'. Below this is a table with columns: Operating Unit, Invoice Type, Doc Category, PO Number, Voucher Number, Supplier Site, Invoice Date, Invoice No, GL Date, Inv Currency, and Amount. The first row contains data: DPF Operating Uni, Standard, AP-STD-INV, (blank), (blank), AUL-Kampala, 06-AUG-2024, TESTING143, 06-AUG-2024, UGX, and 987456. Below the table are several tabs: General, Lines (highlighted with a red box), Hold, View Payments, Scheduled Payments, and View Prepayment Application. Under the 'Lines' tab, there is another table with columns: L.No, Type, Amount, Description, PO Number, PO Line, Receipt No, Receipt Line, Inventory Item, UOM, Unit Price, Tax Category, and TDS Section. At the bottom of the window, there are buttons for 'Validate', 'Create Accounting', 'Tax', 'All Distribution', 'Match', 'Apply/Un-Apply Prepayment', and 'Cancel'.

What is Lines?

In the context of an invoice, lines refer to the individual entries or rows on the invoice that detail each specific item or service being billed. Each line typically includes a description, quantity, unit price, and total amount for the particular item or service.

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Batch Control Total 4000 Batch Actual Total 0

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Invoice No	GL Date	Inv Currency	Amount	Description	Match Option
DPF Operating Unit	Standard	AP-STD-INV		UG100391	INVOICE-1	18-OCT-2024	UGX	1000		

General | **Lines** | Hold | View Payments | Scheduled Payments | View Prepayment Application

L.No	Type	Amount	Description	PO Number	PO Line	Receipt No	Receipt Line	Inventory Item	UOM	Unit Price	Tax Category	TDS Section
1	Item	1000										

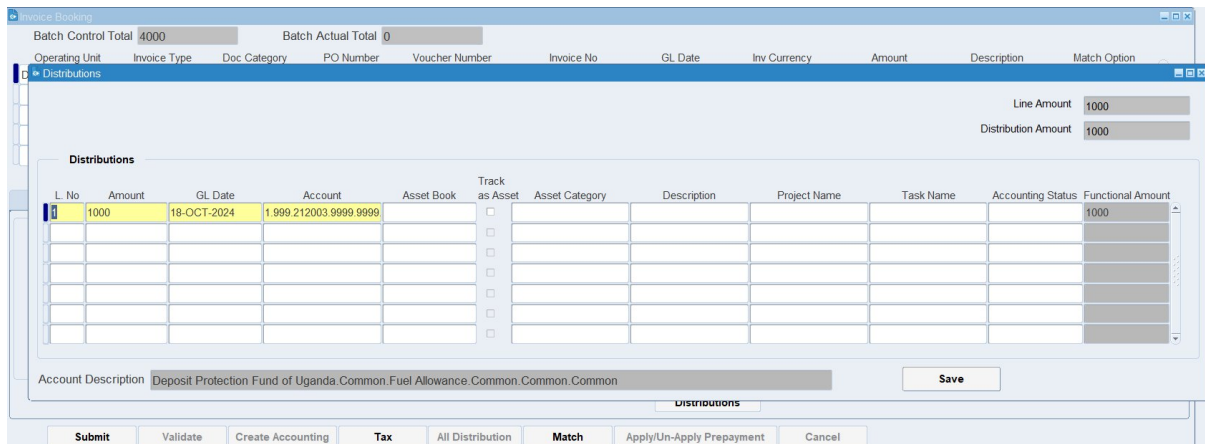
Submit | Validate | Create Accounting | Tax | All Distribution | Match | Apply/Un-Apply Prepayment | Cancel

Distributions

Click on Distributions

What is Distributions?

In the context of invoicing and accounting, distributions refer to the process of allocating the costs of an invoice to different accounts, cost center, or departments within an organization. This ensures that expenses are recorded accurately in the financial records and helps in proper budgeting and financial analysis.



Batch Control Total 4000 Batch Actual Total 0

Line Amount 1000
Distribution Amount 1000

Distributions

L.No	Amount	GL Date	Account	Asset Book	Track as Asset	Asset Category	Description	Project Name	Task Name	Accounting Status	Functional Amount
1	1000	18-OCT-2024	1.999.212003.9999.9999		<input type="checkbox"/>						1000

Account Description Deposit Protection Fund of Uganda.Common.Fuel Allowance.Common.Common.Common

Distributions

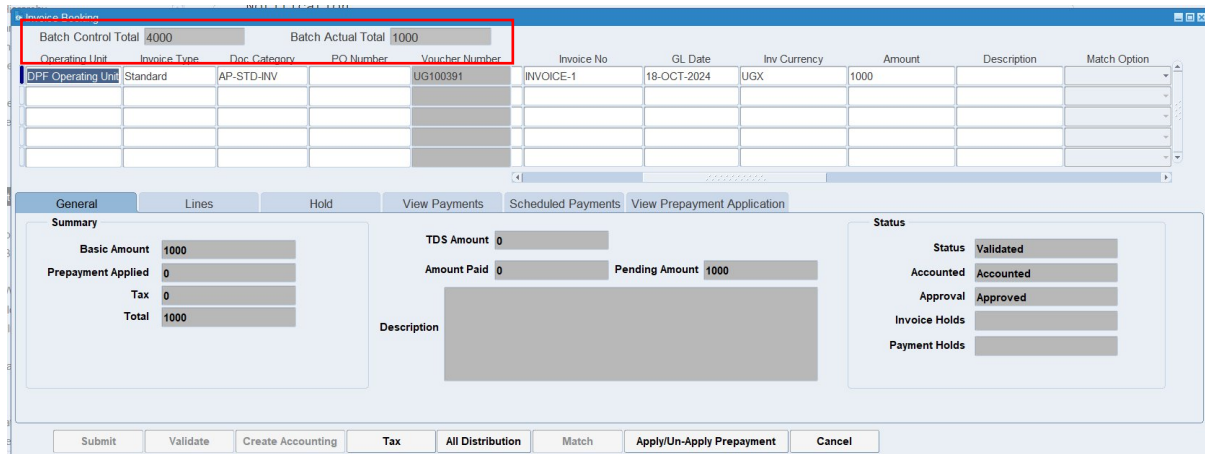
Submit | Validate | Create Accounting | Tax | All Distribution | Match | Apply/Un-Apply Prepayment | Cancel

Save

Put the required information then click on ok.

Click on Save

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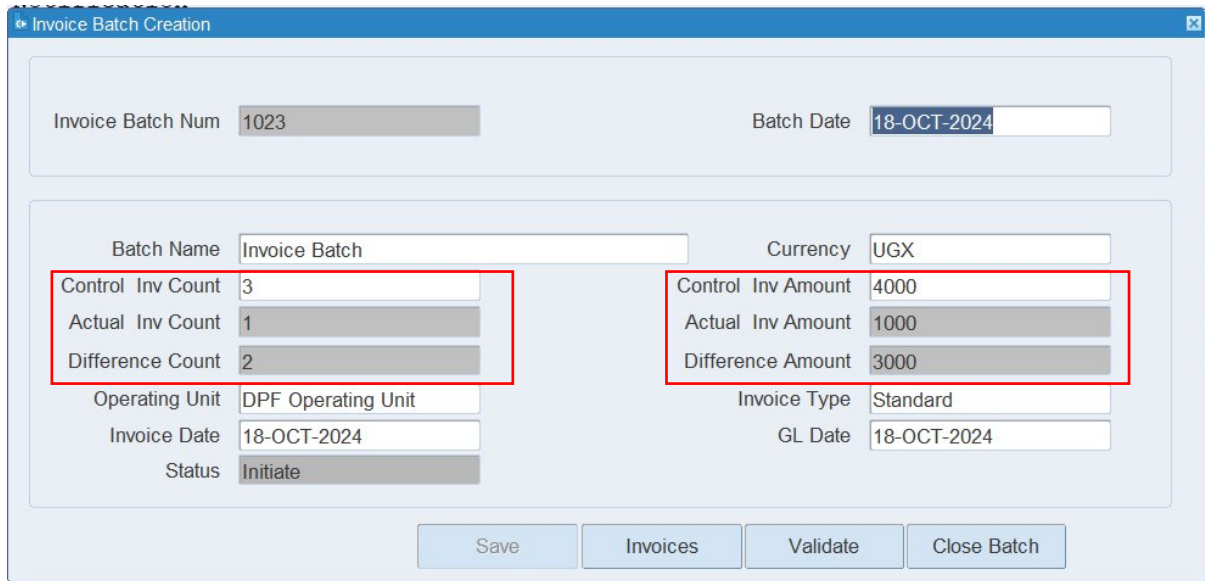


Operation Unit	Invoice Type	Doc. Category	PO Number	Voucher Number	Invoice No	GL Date	Inv Currency	Amount	Description	Match Option
DPF Operating Unit	Standard	AP-STD-INV		UG100391	INVOICE-1	18-OCT-2024	UGX	1000		

Summary
 Batch Control Total: 4000 Batch Actual Total: 1000
 Basic Amount: 1000 TDS Amount: 0
 Prepayment Applied: 0 Amount Paid: 0 Pending Amount: 1000
 Tax: 0
 Total: 1000
 Status: Validated, Accounted, Approved

In Header you can see the Batch Control Total is 4000 and Batch Actual Total is 1000

Close the Invoice Form and Check the Status in Invoice Batch Form



Invoice Batch Num: 1023 Batch Date: 18-OCT-2024
 Batch Name: Invoice Batch Currency: UGX
 Control Inv Count: 3 Control Inv Amount: 4000
 Actual Inv Count: 1 Actual Inv Amount: 1000
 Difference Count: 2 Difference Amount: 3000
 Operating Unit: DPF Operating Unit Invoice Type: Standard
 Invoice Date: 18-OCT-2024 GL Date: 18-OCT-2024
 Status: Initiate

Total Invoice Count is 3
 Invoice Created 1 under this batch
 Pending Invoice 2

XX END XX