

TXIS – MII ERP Practice Solution Document

WHITE PAPER USER MANUAL

MANUAL CLEARING

Module – Cash Management

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Manual clearing allows users to clear payments, receipts, and other transactions without first reconciling them. Users can also undo the cleared status of a payment or receipt. Here's a breakdown using the 5 W's:

1. Who?

- **Participants:** Typically involves accountants, financial analysts, or clerks who are responsible for managing financial transactions and reconciling accounts.

2. What?

- **Process:** Manual clearing refers to the manual reconciliation of transactions, such as payments and receipts, ensuring that they are correctly matched and recorded in the system. This may involve investigating discrepancies and adjusting entries.

3. When?

- **Timing:** This process usually occurs at the end of a financial period, such as monthly or quarterly, or whenever discrepancies are identified that require attention.

4. Where?

- **Location:** Manual clearing takes place within the Oracle financial software modules, particularly in accounts payable and accounts receivable areas.

5. Why?

- **Purpose:** The main goal is to ensure that financial records are accurate and complete, preventing errors that could lead to financial misstatements or operational issues.

This process is crucial for maintaining the integrity of financial data and ensuring compliance with accounting standards.

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Navigation

++ + Find - --

- [-] Developer Responsibility
- [-] Procurement Management
- [-] Tax Management
- [-] Store Management
- [-] General Ledger
- [-] Cash Management
 - [-] Master
 - [-] Transactions
 - [-] Bank Transfer
 - [-] Bank Clearing
- [-] Account Payables
- [-] Account Receivables
- [-] Manufacturing
- [-] HRMS
- [-] Sales and Dispatch
- [-] DPF Custom Reports

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Approve

Reject

Bank Clearing

Bank Account Num From TO

Customer -

Supplier -

Transaction Date -

Amount -

Transaction Type

Trx Type

Trx No

Find

Type	Number	Currency	Amount	Cleared Date	Cleared Amount	Value Date	GL Date	Date	Exchange Rate	Exchange Date	Remarks
<input type="checkbox"/>											
<input type="checkbox"/>											
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<input type="checkbox"/>											
<input type="checkbox"/>											
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Clear

Unclear

Put the required details

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Bank Clearing

From: Bank Account Num 000080088000258 TO: 000080088000258 Transaction Type: Uncleared

Customer: ABC Limited Supplier: ABC Limited Trx Type: Trx No: Transaction Date: Amount:

Type	Number	Currency	Amount	Cleared Date	Cleared Amount	Value Date	GL Date	Date	Exchange Rate	Exchange Date	Remarks
<input type="checkbox"/>	Receipt	400010	UGX	4000		20-JUN-2024					
<input type="checkbox"/>	Receipt	400021	UGX	1000		21-JUN-2024					
<input type="checkbox"/>	Receipt	400024	UGX	700		22-JUN-2024					
<input type="checkbox"/>	Receipt	400028	UGX	1300		22-JUN-2024					
<input type="checkbox"/>	Receipt	400030	UGX	1500		24-JUN-2024					
<input type="checkbox"/>	Receipt	400034	USD	5000		26-JUN-2024					
<input type="checkbox"/>	Receipt	400035	UGX	1000		28-JUN-2024					
<input type="checkbox"/>	Receipt	400036	USD	11800		28-JUN-2024					
<input type="checkbox"/>	Receipt	400042	UGX	1000		23-SEP-2024					
<input type="checkbox"/>	Receipt	400044	UGX	5000		26-SEP-2024					

Clear Unclear

Tick on the line, select transaction type as an Uncleared and put the required details.

Bank Clearing

From: Bank Account Num 000080088000258 TO: 000080088000258 Transaction Type: Uncleared

Customer: ABC Limited Supplier: ABC Limited Trx Type: Trx No: Transaction Date: Amount:

Type	Number	Currency	Amount	Cleared Date	Cleared Amount	Value Date	GL Date	Date	Exchange Rate	Exchange Date	Remarks
<input checked="" type="checkbox"/>	Receipt	400010	UGX	4000	15-OCT-2024	4000	20-JUN-2024	15-OCT-2024	15-OCT-2024		
<input type="checkbox"/>	Receipt	400021	UGX	1000		21-JUN-2024					
<input type="checkbox"/>	Receipt	400024	UGX	700		22-JUN-2024					
<input type="checkbox"/>	Receipt	400028	UGX	1300		22-JUN-2024					
<input type="checkbox"/>	Receipt	400030	UGX	1500		24-JUN-2024					
<input type="checkbox"/>	Receipt	400034	USD	5000		26-JUN-2024					
<input type="checkbox"/>	Receipt	400035	UGX	1000		28-JUN-2024					
<input type="checkbox"/>	Receipt	400036	USD	11800		28-JUN-2024					
<input type="checkbox"/>	Receipt	400042	UGX	1000		23-SEP-2024					
<input type="checkbox"/>	Receipt	400044	UGX	5000		26-SEP-2024					

Clear Unclear

Click on Clear Button

Bank Clearing

From: Bank Account Num 000080088000258 TO: 000080088000258 Transaction Type: Uncleared

Customer: ABC Limited Supplier: ABC Limited Trx Type: Trx No: Transaction Date: Amount:

Type	Number	Currency	Amount	Cleared Date	Cleared Amount	Value Date	GL Date	Date	Exchange Rate	Exchange Date	Remarks
<input checked="" type="checkbox"/>	Receipt	400010	UGX	4000	15-OCT-2024	4000	20-JUN-2024	15-OCT-2024	15-OCT-2024		
<input type="checkbox"/>	Receipt	400021	UGX	1000		21-JUN-2024					
<input type="checkbox"/>	Receipt	400024	UGX	700		22-JUN-2024					
<input type="checkbox"/>	Receipt	400028	UGX	1300		22-JUN-2024					
<input type="checkbox"/>	Receipt	400030	UGX	1500		24-JUN-2024					
<input type="checkbox"/>	Receipt	400034	USD	5000		26-JUN-2024					
<input type="checkbox"/>	Receipt	400035	UGX	1000		28-JUN-2024					
<input type="checkbox"/>	Receipt	400036	USD	11800		28-JUN-2024					
<input type="checkbox"/>	Receipt	400042	UGX	1000		23-SEP-2024					
<input type="checkbox"/>	Receipt	400044	UGX	5000		26-SEP-2024					

Clear Unclear

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Bank Clearing

From TO

Customer -

Supplier -

Transaction Date -

Amount -

Transaction Type

Trx Type

Trx No

Type	Number	Currency	Amount	Cleared Date	Cleared Amount	Value Date	GL Date	Date	Exchange Rate	Exchange Date	Remarks
<input checked="" type="checkbox"/>	Receipt	400021	UGX	1000				21-JUN-2024			
<input type="checkbox"/>	Receipt	400024	UGX	700				22-JUN-2024			
<input type="checkbox"/>	Receipt	400028	UGX	1300				22-JUN-2024			
<input type="checkbox"/>	Receipt	400030	UGX	1500				24-JUN-2024			
<input type="checkbox"/>	Receipt	400034	USD	5000				26-JUN-2024			
<input type="checkbox"/>	Receipt	400035	UGX	1000				28-JUN-2024			
<input type="checkbox"/>	Receipt	400036	USD	11800				28-JUN-2024			
<input type="checkbox"/>	Receipt	400042	UGX	1000				23-SEP-2024			
<input type="checkbox"/>	Receipt	400044	UGX	5000				26-SEP-2024			
<input type="checkbox"/>	Receipt	400047	UGX	100				02-OCT-2024			

The transaction has been successfully cleared.

XX END XX