

TXIS – MII ERP<sup>+</sup> Practice Solution Document

# WHITE PAPER USER MANUAL FOR – MANUAL EXPENSE INVOICE WITH FOREIGN CURRENCY

## Module – Account Payables

**Author** : Ajinkya Patil  
**Creation Date** : 19-Sep-2024  
**Last Updated** : 19-Sep-2024  
**Version** : 1.0

## TXIS – MII ERP<sup>+</sup> Practice Solution Document

- **What is a expense 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.

- **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?**

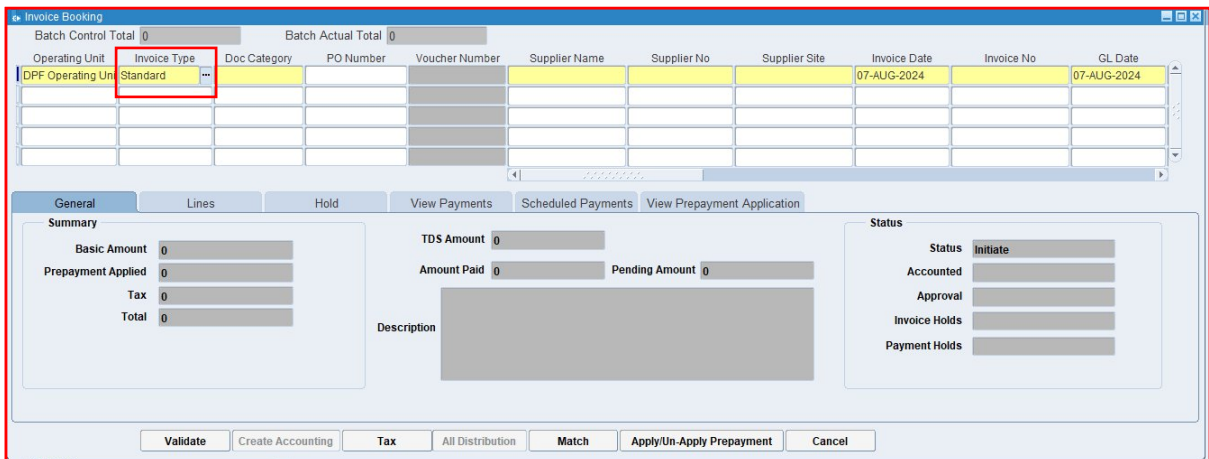
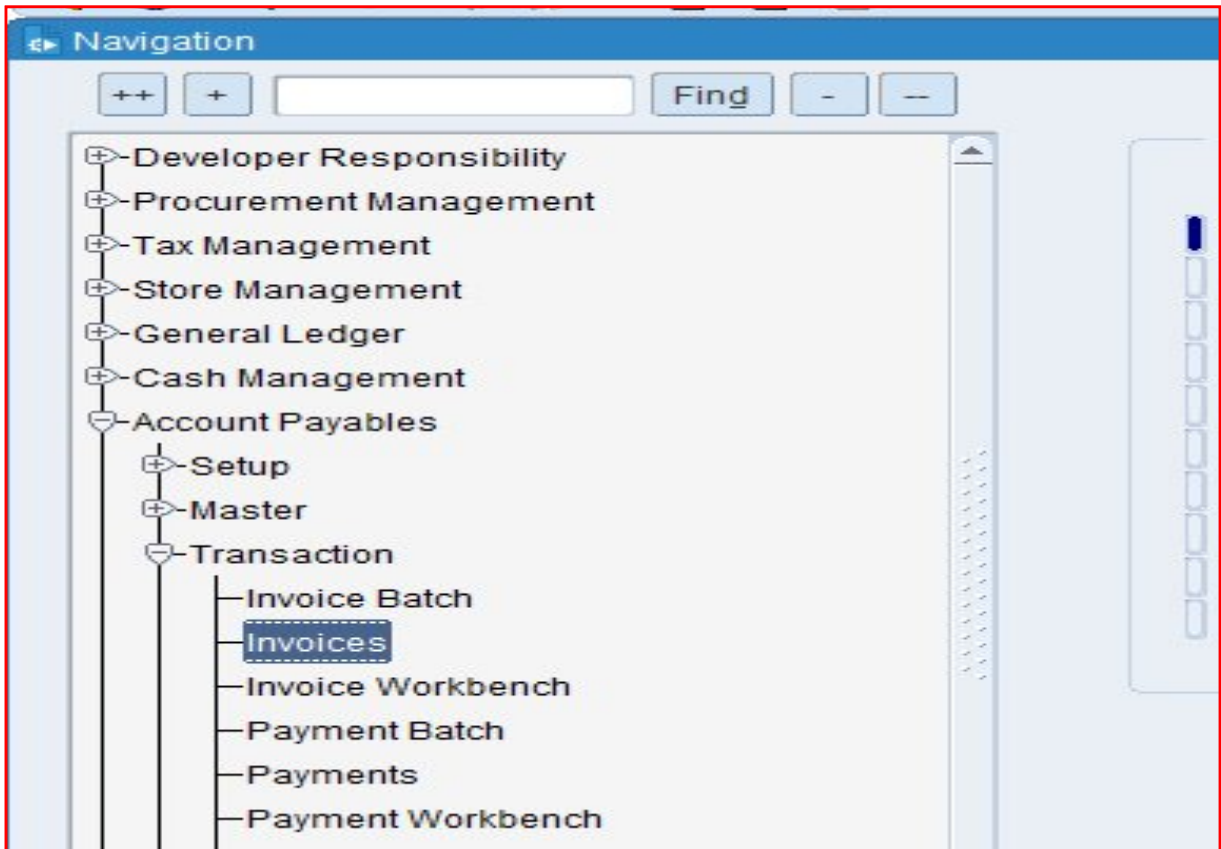
The standard invoice is typically managed by accounting personnel, financial managers, or procurement staff within an organization. It may also involve other roles such as sales representatives or inventory managers, depending on the ERP system's setup and the organization's workflow.

- **Why use Expense 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.

Navigation – Account Payables > Invoice

TXIS – MII ERP+ Practice Solution Document



Click on Invoice type LOV & Doc category

**What is Document Category?**

## TXIS – MII ERP+ Practice Solution Document

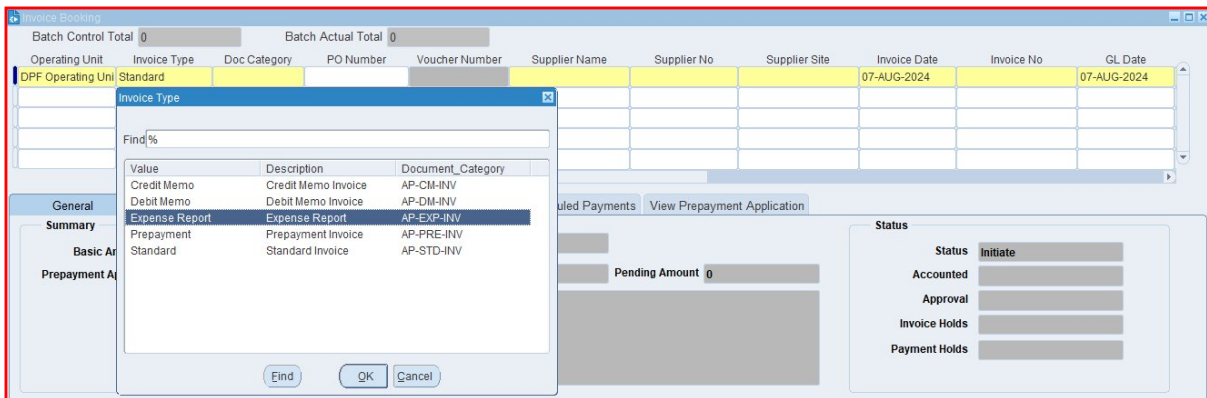
This is a classification assigned to an invoice to indicate its type or purpose. It helps the ERP system to apply specific rules, workflows, and processing steps based on the category. Examples might include "Sales Invoice," "Purchase Invoice," "Credit Note," or "Debit Note."

### 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.

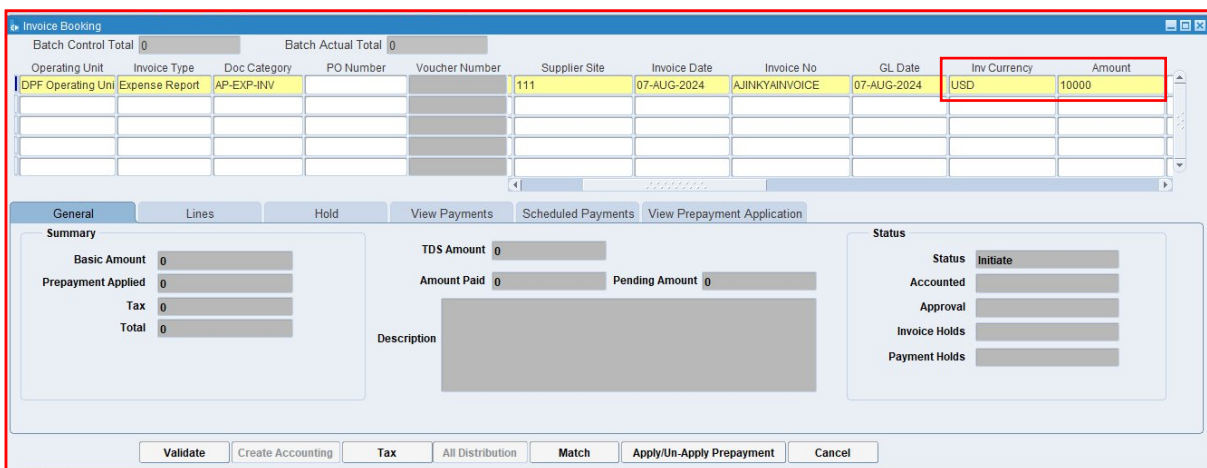
### What is a supplier site?

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.



The screenshot shows the 'Invoice Booking' window with a dropdown menu for 'Invoice Type'. The menu is open, showing a list of options: Credit Memo, Debit Memo, Expense Report, Prepayment, and Standard. 'Expense Report' is highlighted. The background shows a table with columns for Operating Unit, Invoice Type, Doc Category, PO Number, Voucher Number, Supplier Name, Supplier No, Supplier Site, Invoice Date, Invoice No, and GL Date. The 'Status' section on the right shows 'Initiate' as the current status.

Select Expense Report.



The screenshot shows the 'Invoice Booking' window with the 'Inv Currency' and 'Amount' fields highlighted. The 'Inv Currency' is set to 'USD' and the 'Amount' is '10000'. The background shows a table with columns for Operating Unit, Invoice Type, Doc Category, PO Number, Voucher Number, Supplier Site, Invoice Date, Invoice No, GL Date, Inv Currency, and Amount. The 'Status' section on the right shows 'Initiate' as the current status.

Select the Invoice currency as USD & Amount.

### What is the Invoice Number?

## TXIS – MII ERP+ Practice Solution Document

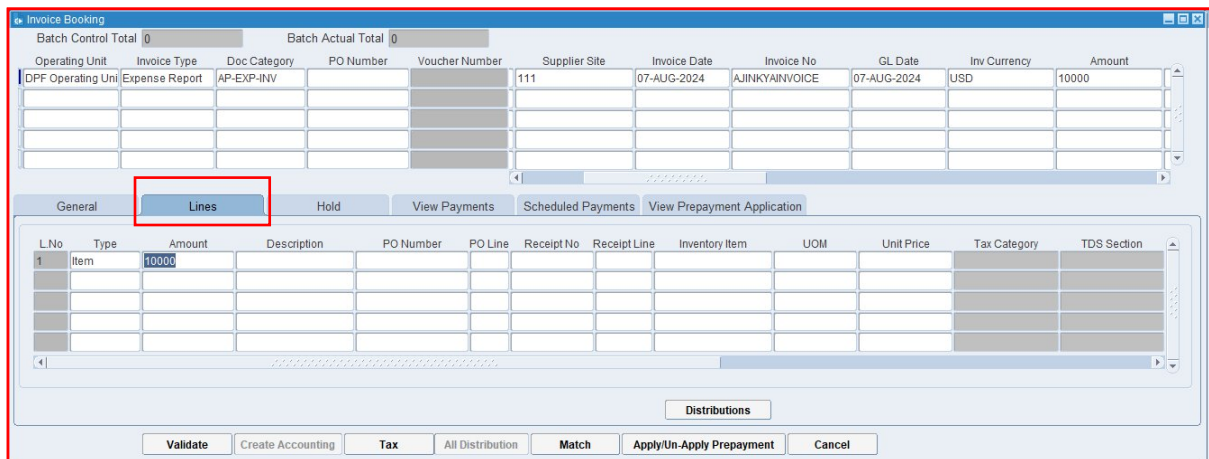
The invoice number uniquely identifies each invoice, making it easy to reference and track. It helps in distinguishing one invoice from another, which is essential for organization and clarity in financial records.

### 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.



Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Supplier Site	Invoice Date	Invoice No	GL Date	Inv Currency	Amount
DPF Operating Uni	Expense Report	AP-EXP-INV			111	07-AUG-2024	AJINKYAINVOICE	07-AUG-2024	USD	10000

L.No	Type	Amount	Description	PO Number	PO Line	Receipt No	Receipt Line	Inventory Item	UOM	Unit Price	Tax Category	TDS Section
1	Item	10000										

Click on Lines

### 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.

## TXIS – MII ERP+ Practice Solution Document

The screenshot shows the 'Invoice Booking' window. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total', both set to 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: DPF Operating Unit, Expense Report, AP-EXP-INV, (blank), (blank), 111, 07-AUG-2024, AJINKYAINVOICE, 07-AUG-2024, USD, and 10000. Below the table are tabs for 'General', 'Lines', 'Hold', 'View Payments', 'Scheduled Payments', and 'View Prepayment Application'. The 'Lines' tab is active, showing a 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. The first row has L.No: 1, Type: Item, Amount: 10000. At the bottom, there are buttons: 'Validate', 'Create Accounting', 'Tax', 'All Distribution', 'Match', 'Apply/Un-Apply Prepayment', and 'Cancel'. The 'Distributions' button is highlighted with a red box.

Click on the amount box then click on the 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 department within an organization. This ensures that expenses are recorded accurately in the financial records and helps in proper budgeting and financial analysis.

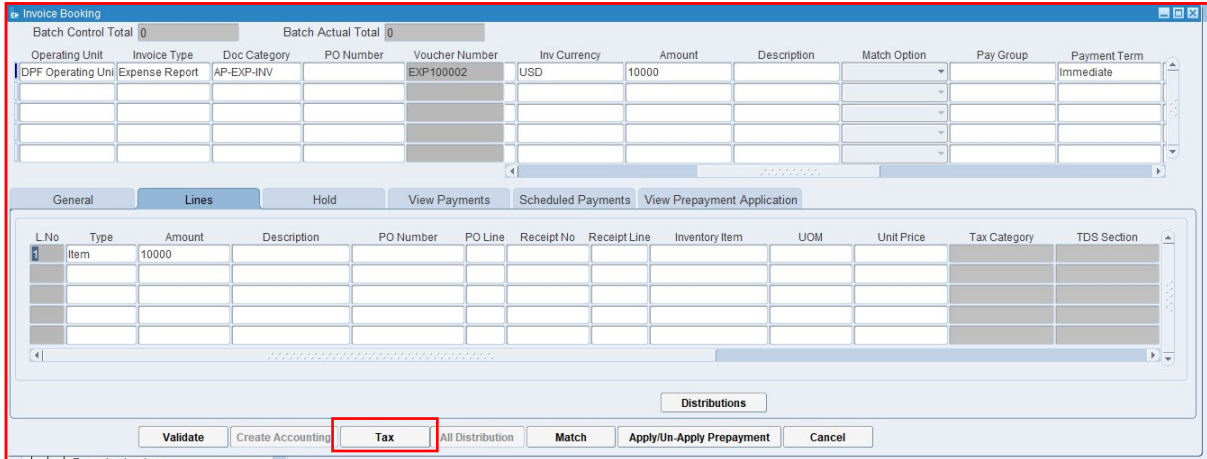
The screenshot shows the 'Distributions' window. At the top right, there are fields for 'Line Amount' and 'Distribution Amount', both set to 10000. Below this is a table with columns: L.No, Amount, GL Date, Account, Asset Book, Track as Asset, Asset Category, Description, Project Name, Task Name, Accounting Status, and Functional Amount. The first row has L.No: 1, Amount: 10000, GL Date: 07-AUG-2024, and Functional Amount: 10000. An 'Accounting' dialog box is open in the foreground, showing a list of accounts to be selected for distribution. The list includes: DPF Company (1), DPF Cost Center (111), DPF Natural Account (111001), DPF Project (9999), DPF Future 1 (9999), and DPF Future 2 (9999). The 'Accounting' dialog box has 'OK' and 'Cancel' buttons. The 'Distributions' window has a 'Save' button at the bottom right.

Click on the Account LOV then put the required info click on ok

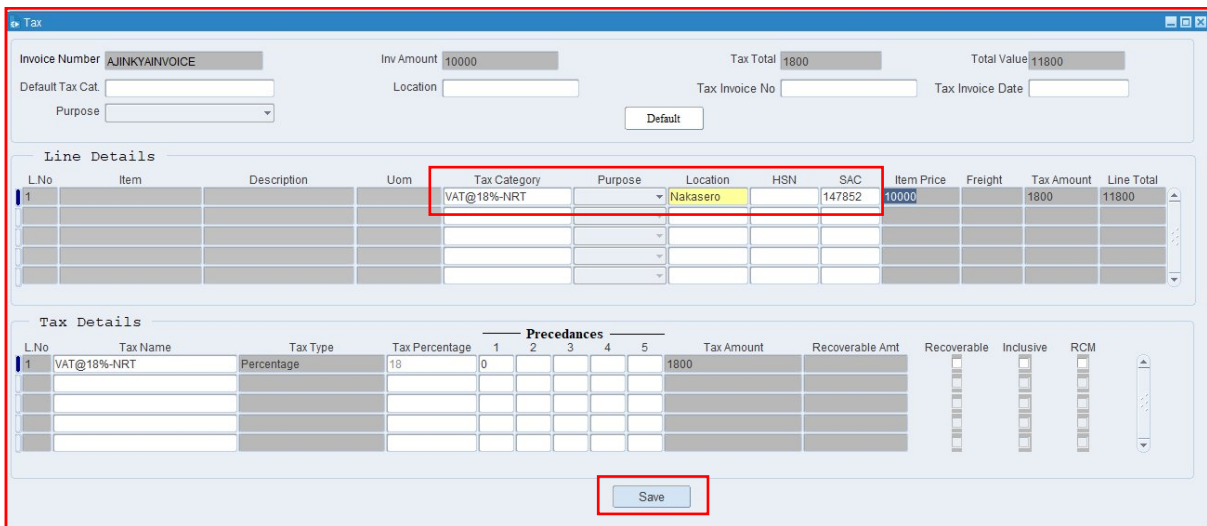
The screenshot shows the 'Distributions' window after the account selection. The 'Account' field in the first row of the table is now populated with '1-111.111001.9999.9999'. The 'Accounting' dialog box is no longer visible. The 'Save' button at the bottom right is highlighted with a red box.

TXIS – MII ERP+ Practice Solution Document

Click on Save



Click on Tax



L.No	Item	Description	Uom	Tax Category	Purpose	Location	HSN	SAC	Item Price	Freight	Tax Amount	Line Total
1				VAT@18%-NRT		Nakasero		147852	10000		1800	11800

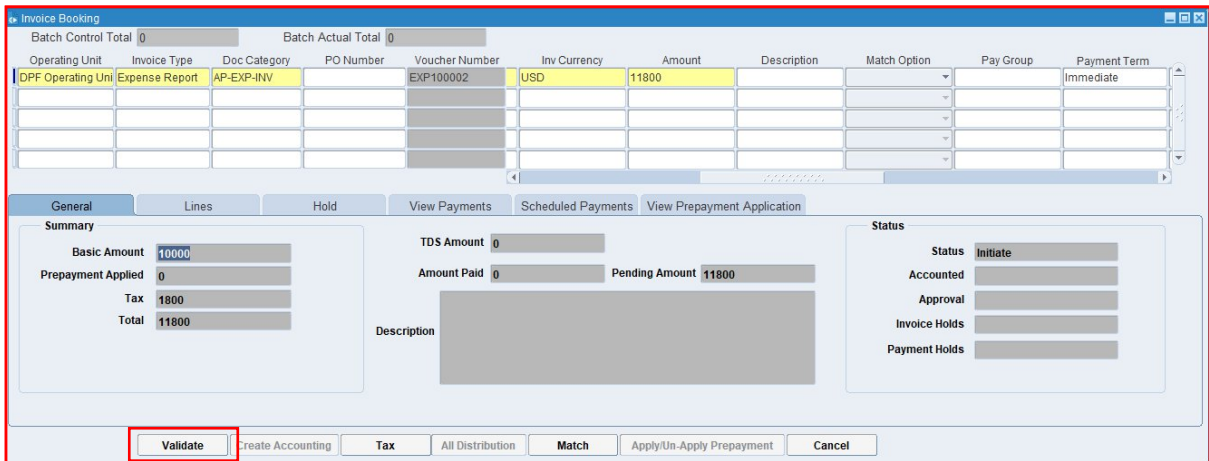
L.No	Tax Name	Tax Type	Tax Percentage	Precedences					Tax Amount	Recoverable Amt	Recoverable	Inclusive	RCM
				1	2	3	4	5					
1	VAT@18%-NRT	Percentage	18	0					1800				

Put tax details then click on save.

### What is Tax Category?

a tax category refers to a classification used to apply the correct tax rules and rates to transactions. This categorization ensures that taxes are calculated accurately based on the nature of the goods or services being provided and the applicable tax regulations.

## TXIS – MII ERP+ Practice Solution Document



**Invoice Booking**

Batch Control Total 0      Batch Actual Total 0

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Inv Currency	Amount	Description	Match Option	Pay Group	Payment Term
DPF Operating Unit	Expense Report	AP-EXP-INV		EXP100002	USD	11800				Immediate

General    Lines    Hold    View Payments    Scheduled Payments    View Prepayment Application

**Summary**

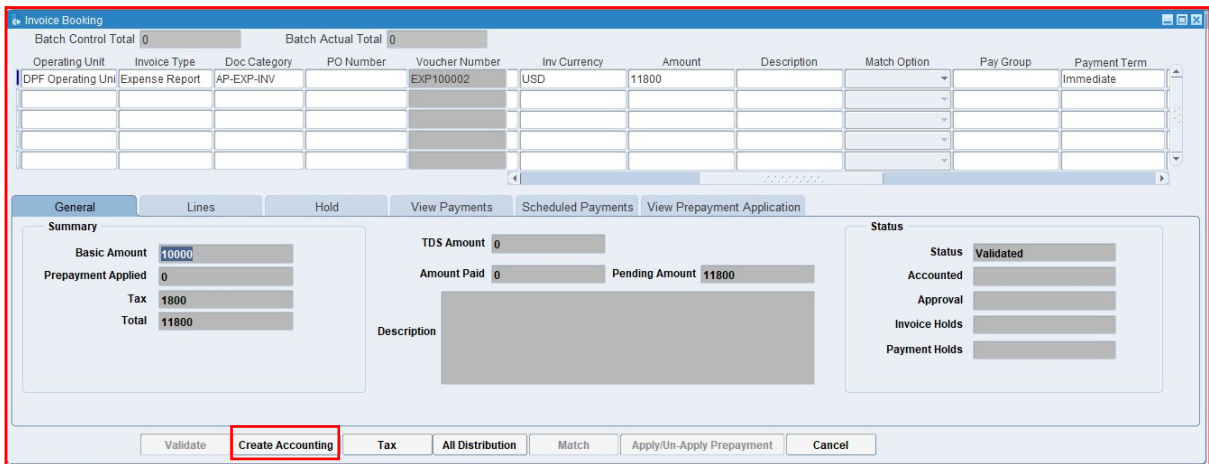
Basic Amount	10000	TDS Amount	0
Prepayment Applied	0	Amount Paid	0
Tax	1800	Pending Amount	11800
<b>Total</b>	<b>11800</b>		

**Status**

Status	Initiate
Accounted	
Approval	
Invoice Holds	
Payment Holds	

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

Click on Validate



**Invoice Booking**

Batch Control Total 0      Batch Actual Total 0

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Inv Currency	Amount	Description	Match Option	Pay Group	Payment Term
DPF Operating Unit	Expense Report	AP-EXP-INV		EXP100002	USD	11800				Immediate

General    Lines    Hold    View Payments    Scheduled Payments    View Prepayment Application

**Summary**

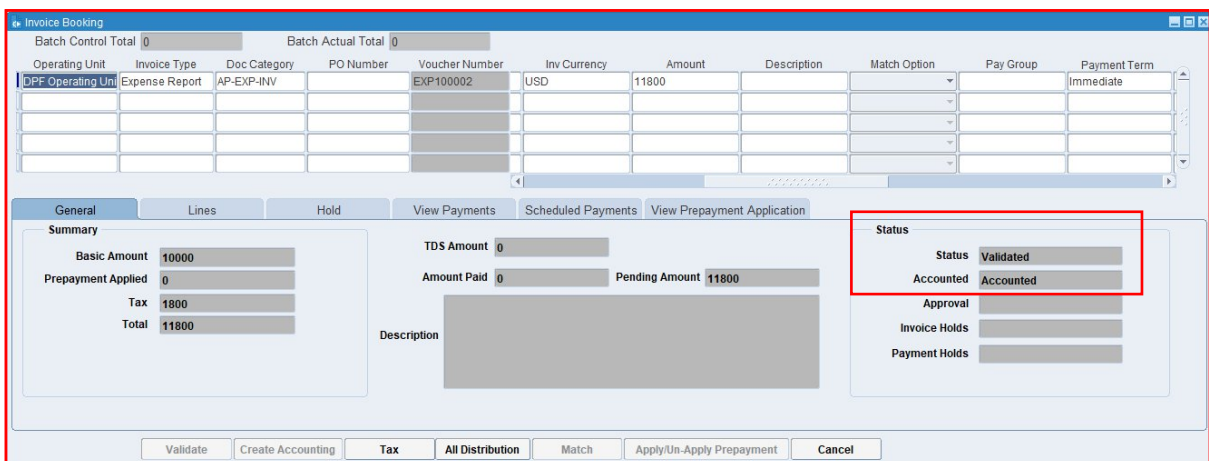
Basic Amount	10000	TDS Amount	0
Prepayment Applied	0	Amount Paid	0
Tax	1800	Pending Amount	11800
<b>Total</b>	<b>11800</b>		

**Status**

Status	Validated
Accounted	
Approval	
Invoice Holds	
Payment Holds	

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

Click on Create Accounting



**Invoice Booking**

Batch Control Total 0      Batch Actual Total 0

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Inv Currency	Amount	Description	Match Option	Pay Group	Payment Term
DPF Operating Unit	Expense Report	AP-EXP-INV		EXP100002	USD	11800				Immediate

General    Lines    Hold    View Payments    Scheduled Payments    View Prepayment Application

**Summary**

Basic Amount	10000	TDS Amount	0
Prepayment Applied	0	Amount Paid	0
Tax	1800	Pending Amount	11800
<b>Total</b>	<b>11800</b>		

**Status**

Status	Validated
Accounted	Accounted
Approval	
Invoice Holds	
Payment Holds	

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

Now Invoice is Validated & Accounted.

XX END XX