

WHITE PAPER USER MANUAL FOR – MANUAL EXPENSE INVOICE

Module – Account Payables

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- **What is a Expense Invoice?**

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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.

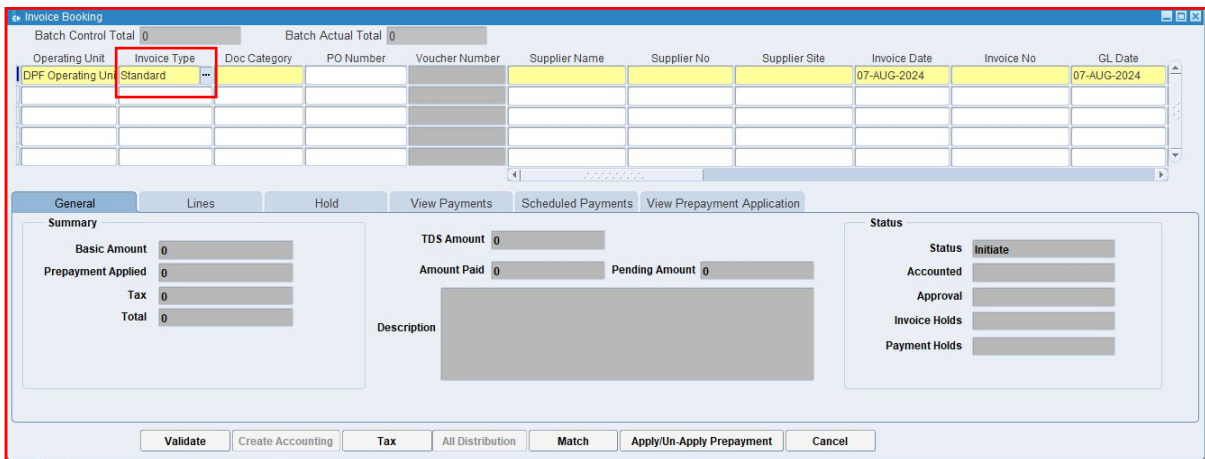
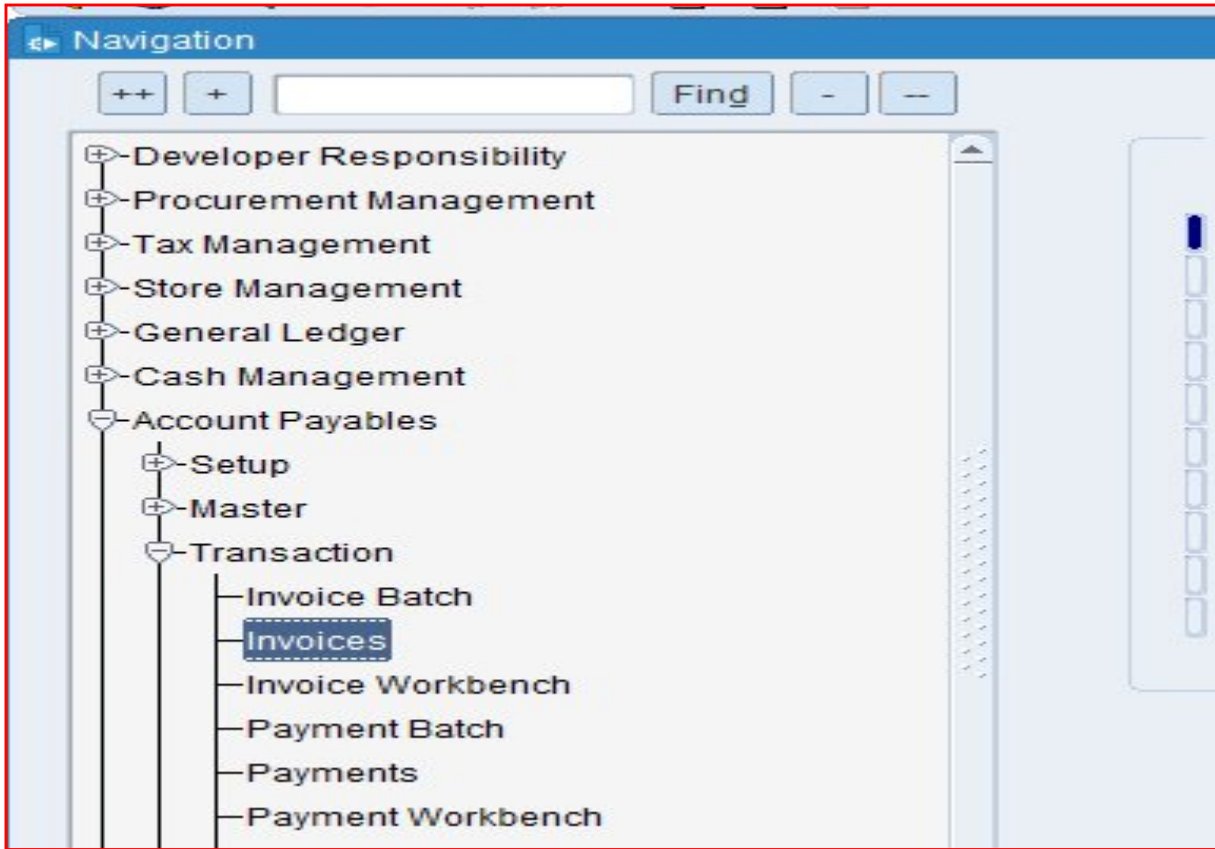
- **Who is involved?**

The expense 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?**

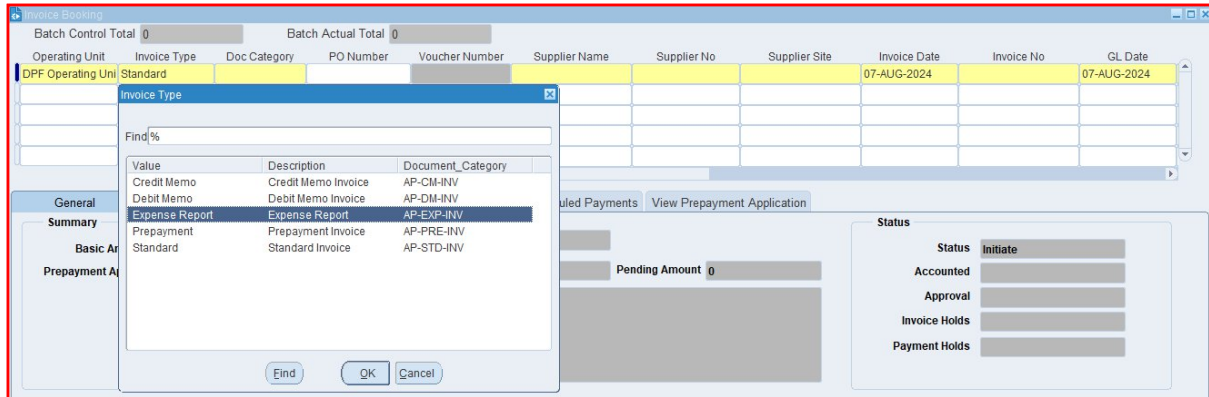
The expense invoice in an ERP system ensures accurate and efficient billing and payment processing. It helps maintain financial records, manage cash flow, and reconcile accounts. Automating invoice management reduces errors, speeds up the billing cycle, and improves overall financial control within the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

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Click on Invoice type LOV

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Select Expense Report & Doc Category

What is Document Category?

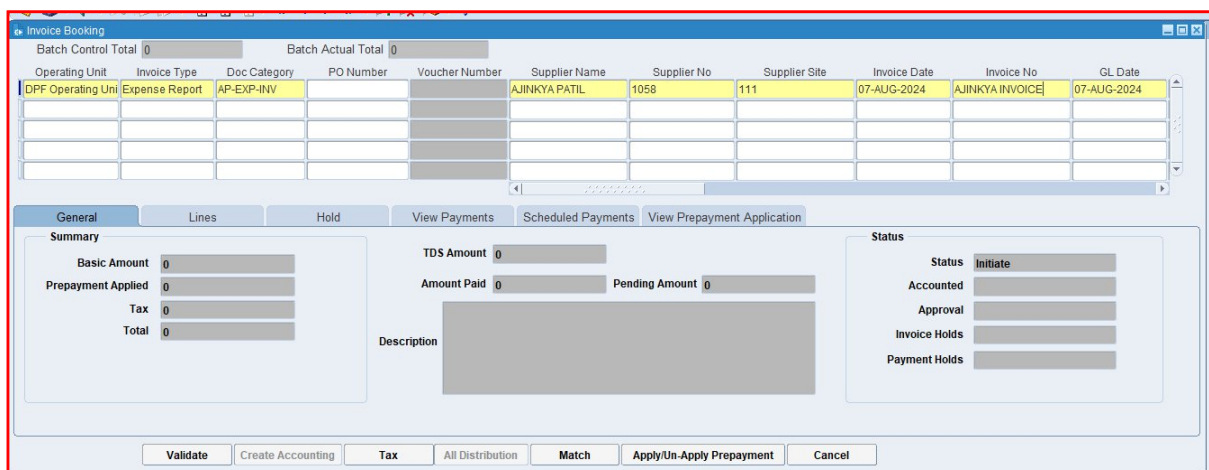
This is a classification assigned to an invoice to indicate its type or purpose. It helps the ERP system to apply specific rules, workflows, and processing steps based on the category. Examples might include "Sales Invoice," "Purchase Invoice," "Credit Note," or "Debit Note."

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.

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.



Put the name of the employee. Put Invoice number.

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What is the Invoice Number?

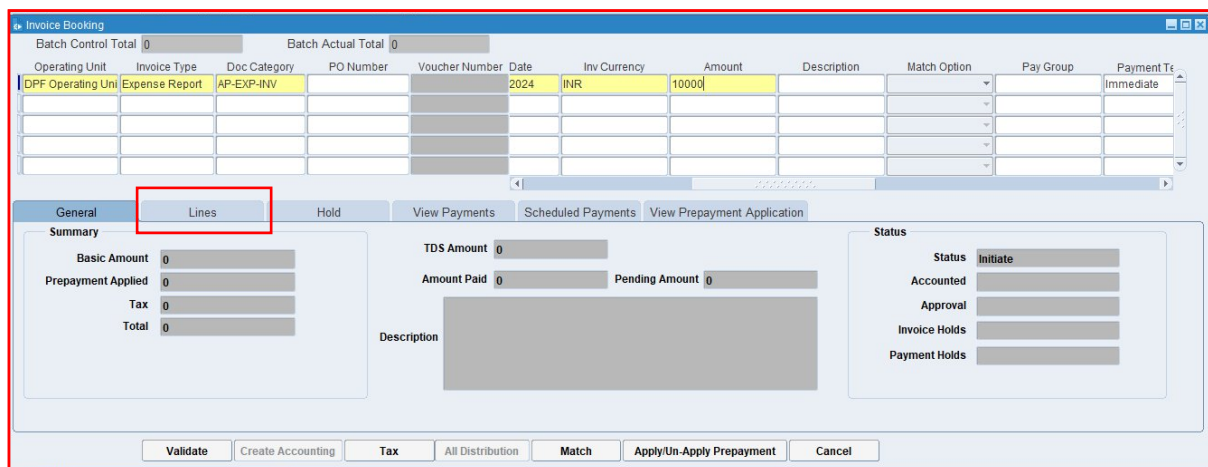
The invoice number uniquely identifies each invoice, making it easy to reference and track. It helps in distinguishing one invoice from another, which is essential for organization and clarity in financial records.

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.



Put Amount then click on the 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.

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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, Date, Inv Currency, Amount, Description, Match Option, Pay Group, and Payment Term. The first row contains: DPF Operating Uni, Expense Report, AP-EXP-INV, (blank), (blank), 2024, INR, 10000, (blank), (blank), (blank), and Immediate. 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 (highlighted with a red box), and the rest are blank. At the bottom, there is a 'Distributions' button (highlighted with a red box) and several other buttons: Validate, Create Accounting, Tax, All Distribution, Match, Apply/Un-Apply Prepayment, and Cancel.

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.

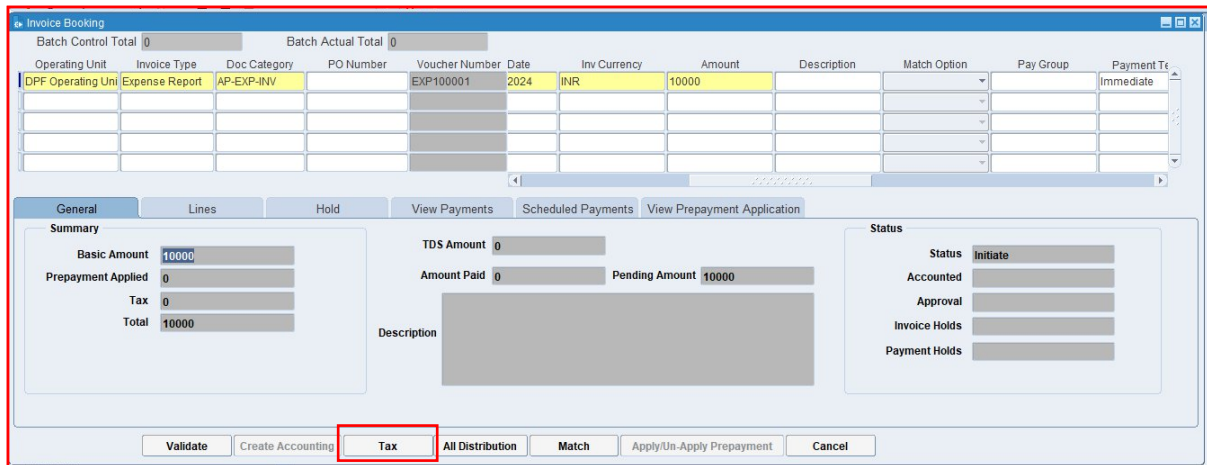
The screenshot shows the 'Distributions' window. At the top right, there are fields for 'Line Amount' and 'Distribution Amount', both set to 10000. Below this is a table with columns: L.No, Amount, GL Date, Account, Asset Book, Track as Asset, Asset Category, Description, Project Name, Task Name, Accounting 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 select for distribution. The list includes: DPF Company 1 (Deposit Protection Fund of Uganda), DPF Cost Center 111 (Risk and Strategy), DPF Natural Account 111001 (Annual Premiums from Commercial B), DPF Project 9999 (Common), DPF Future 1 9999 (Common), and DPF Future 2 9999 (Common). The 'OK' button is highlighted. At the bottom right of the 'Distributions' window, there is a 'Save' button.

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

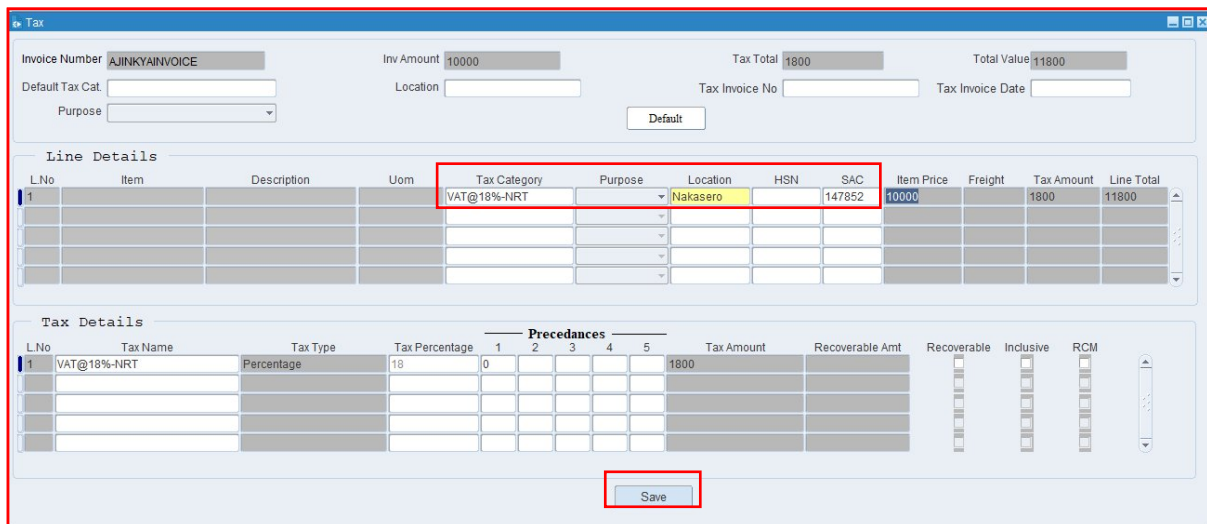
The screenshot shows the 'Distributions' window after the 'Accounting' dialog box has been closed. The 'Account' field in the first row of the table now contains the selected account: '1.111.111001.9999.5...'. The 'Save' button at the bottom right is highlighted with a red box.

Click on Save

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Click on the Tax

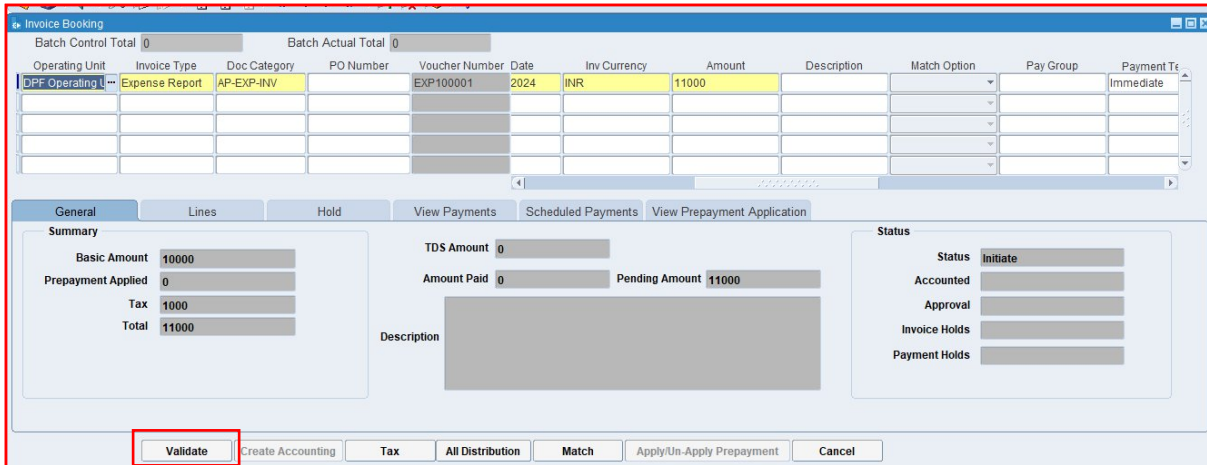


Put tax details then click on save.

What is Tax Category?

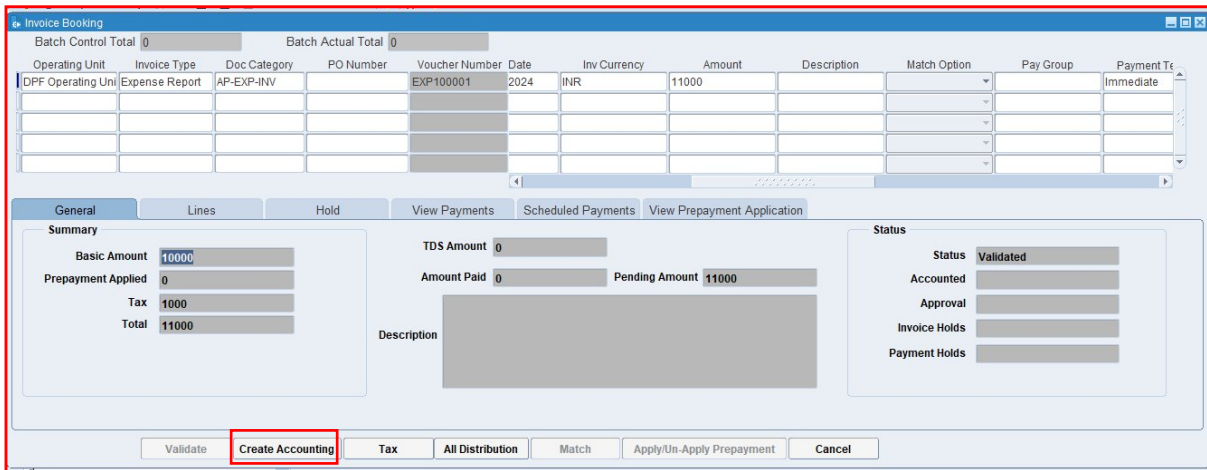
a tax category refers to a classification used to apply the correct tax rules and rates to transactions. This categorization ensures that taxes are calculated accurately based on the nature of the goods or services being provided and the applicable tax regulations.

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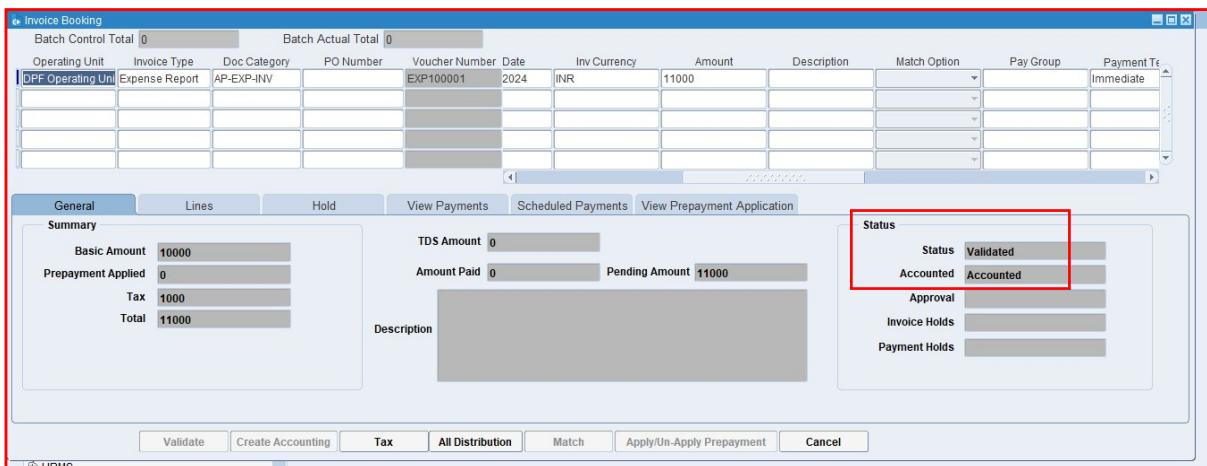
The screenshot shows the 'Invoice Booking' window. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total', both set to 0. Below this is a table with columns: Operating Unit, Invoice Type, Doc Category, PO Number, Voucher Number, Date, Inv Currency, Amount, Description, Match Option, Pay Group, and Payment Term. The first row contains: DPF Operating Unit, Expense Report, AP-EXP-INV, (blank), EXP100001, 2024, INR, 11000, (blank), (blank), (blank), and Immediate. Below the table are tabs for 'General', 'Lines', 'Hold', 'View Payments', 'Scheduled Payments', and 'View Prepayment Application'. The 'General' tab is active, showing a 'Summary' section with fields for Basic Amount (10000), Prepayment Applied (0), Tax (1000), and Total (11000). It also shows TDS Amount (0), Amount Paid (0), and Pending Amount (11000). A 'Status' section on the right has 'Status' set to 'Initiate'. At the bottom, a row of buttons includes 'Validate', 'Create Accounting', 'Tax', 'All Distribution', 'Match', 'Apply/Un-Apply Prepayment', and 'Cancel'. The 'Validate' button is highlighted with a red box.

Click on Validate



This screenshot is identical to the previous one, but the 'Status' field in the 'Status' section is now set to 'Validated'. The 'Validate' button is no longer highlighted, and the 'Create Accounting' button is highlighted with a red box.

Then click on Create Accounting



This screenshot is identical to the previous one, but the 'Accounted' field in the 'Status' section is now highlighted with a red box, indicating the final step in the process.

Now Invoice is Validated & Accounted.

XX END XX