

TXIS – MII ERP⁺ Practice Solution Document

WHITE PAPER USER MANUAL FOR – MANUAL STANDARD INVOICE

Module – Account Payables

Author : Ajinkya Patil
Creation Date : 25-Sep-2024
Last Updated : 25-Sep-2024
Version : 1.0

TXIS – MII ERP+ Practice Solution Document

- **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?**

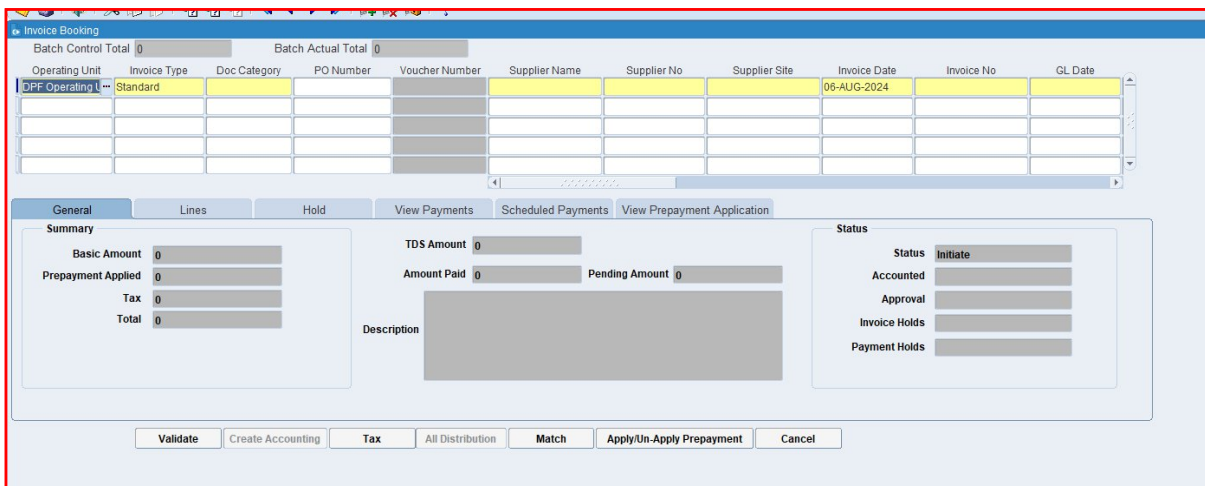
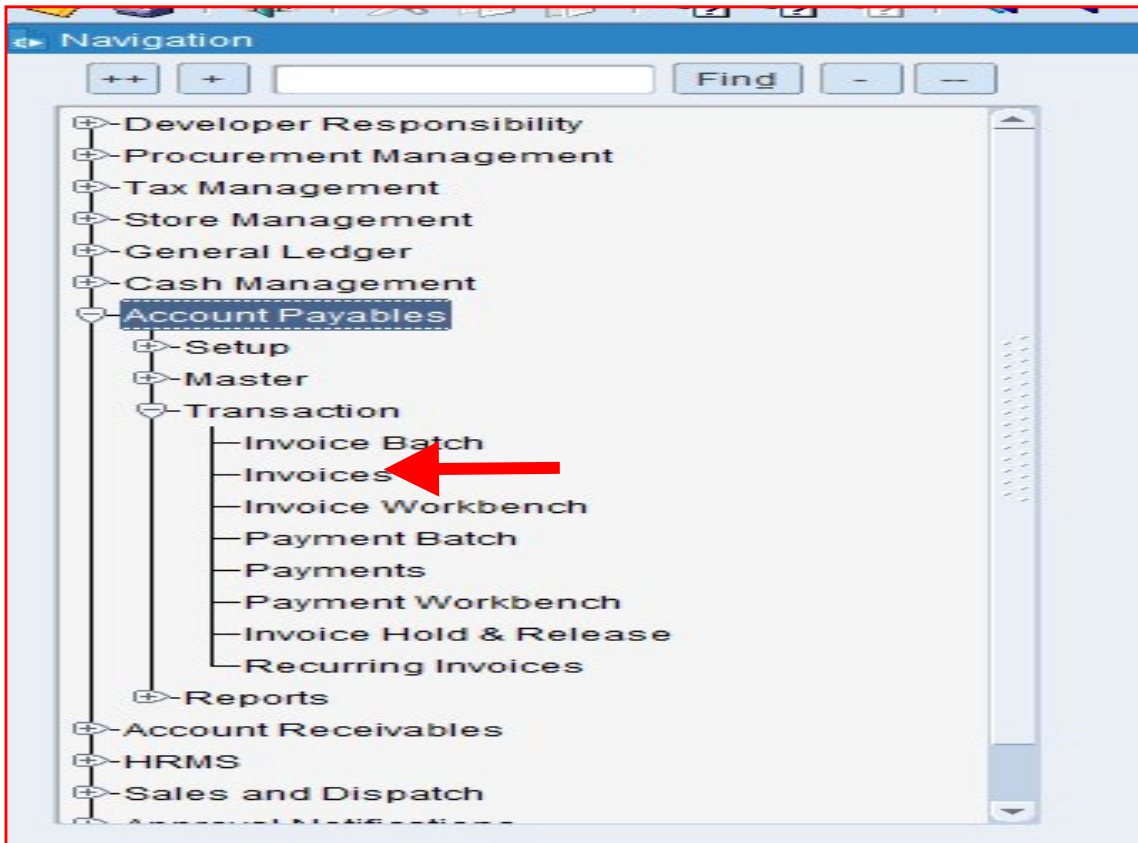
The standard invoice is typically managed by accounting personnel, financial managers, or procurement staff within an organization. It may also involve other roles such as sales representatives or inventory managers, depending on the ERP system's setup and the organization's workflow.

- **Why use Standard Invoices?**

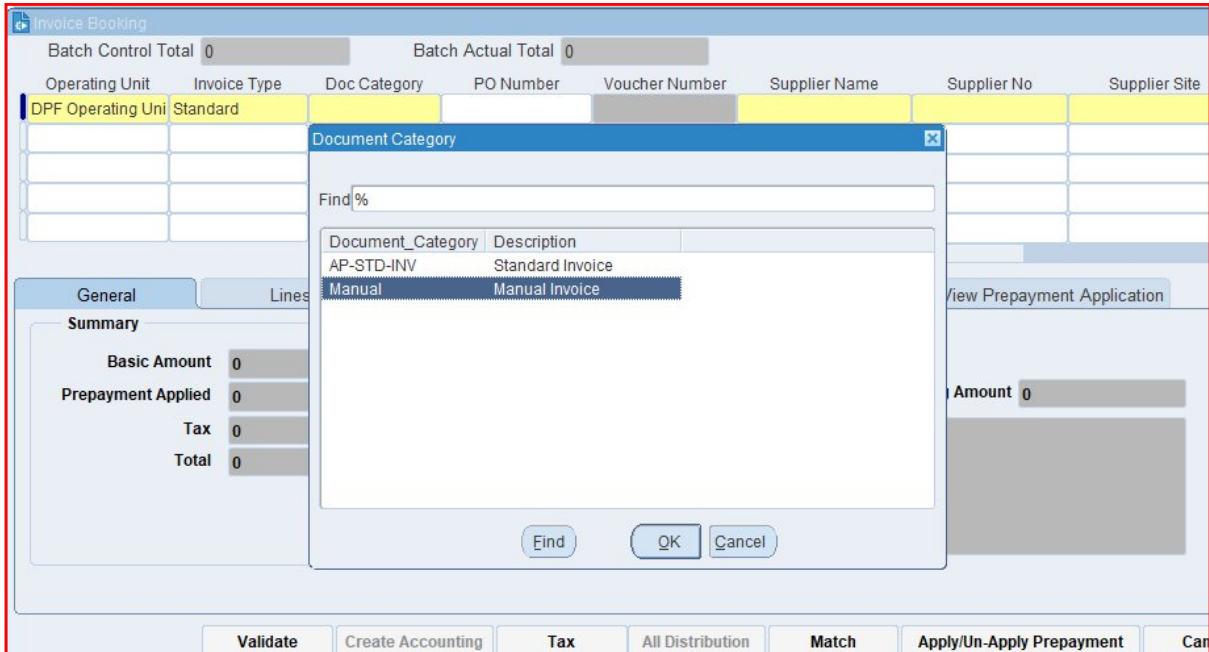
The standard invoice in an ERP system ensures accurate and efficient billing and payment processing. It helps maintain financial records, manage cash flow, and reconcile accounts. Automating invoice management reduces errors, speeds up the billing cycle, and improves overall financial control within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

TXIS – MII ERP+ Practice Solution Document

Navigation – Accounts Payables > Invoices



TXIS – MII ERP+ Practice Solution Document



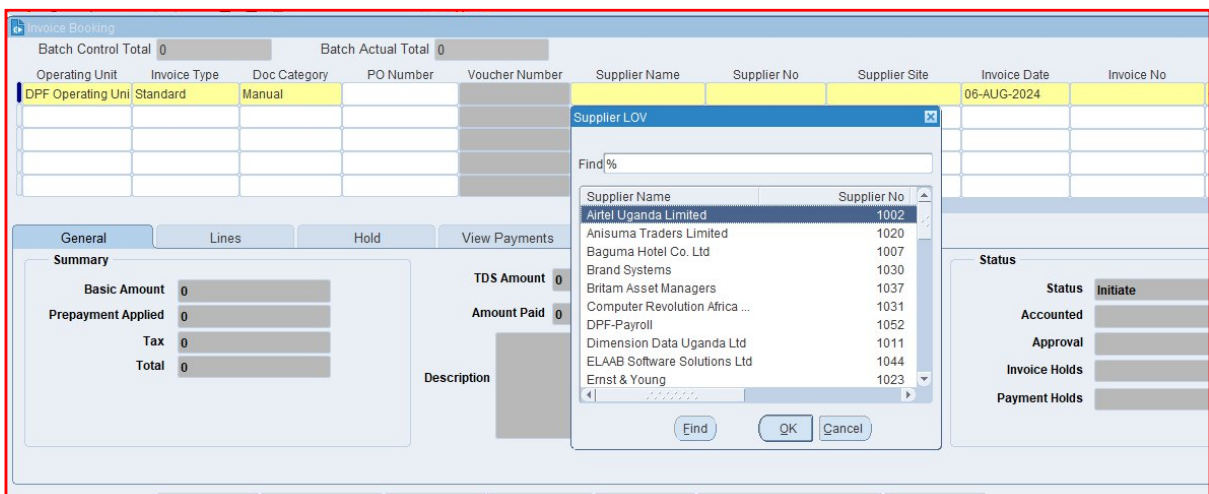
The screenshot shows the 'Invoice Booking' window. At the top, 'Batch Control Total' and 'Batch Actual Total' are both 0. The 'Operating Unit' is 'DPF Operating Uni' and 'Invoice Type' is 'Standard'. A 'Document Category' dialog box is open, displaying a list of categories: 'AP-STD-INV' (Standard Invoice) and 'Manual' (Manual Invoice). The 'Manual' option is selected. The dialog has 'Find', 'OK', and 'Cancel' buttons. Below the dialog, the 'Summary' section shows 'Basic Amount', 'Prepayment Applied', 'Tax', and 'Total', all set to 0. At the bottom, there are buttons for 'Validate', 'Create Accounting', 'Tax', 'All Distribution', 'Match', 'Apply/Un-Apply Prepayment', and 'Car'.

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."



The screenshot shows the 'Invoice Booking' window with 'Doc Category' set to 'Manual'. A 'Supplier LOV' dialog box is open, displaying a list of suppliers. 'Airtel Uganda Limited' (Supplier No. 1002) is selected. The dialog has 'Find', 'OK', and 'Cancel' buttons. The background window shows 'Invoice Date' as '06-AUG-2024'. The 'Summary' section shows 'Basic Amount', 'Prepayment Applied', 'Tax', and 'Total' all at 0. The 'Status' section shows 'Status' as 'Initiate', 'Accounted', 'Approval', 'Invoice Holds', and 'Payment Holds'.

Select the required supplier name

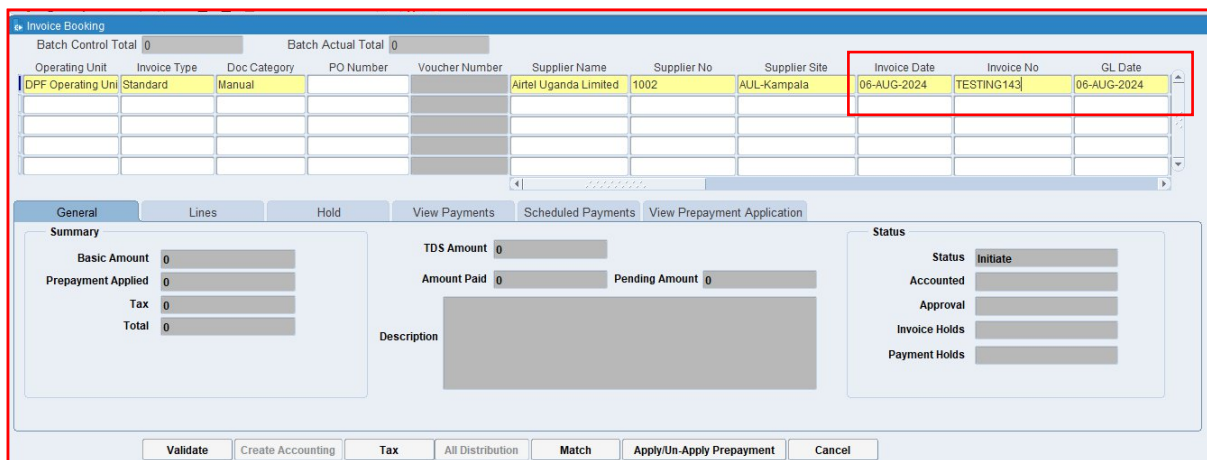
TXIS – MII ERP+ Practice Solution Document

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 Invoice date & Invoice number & open AP period GL date.

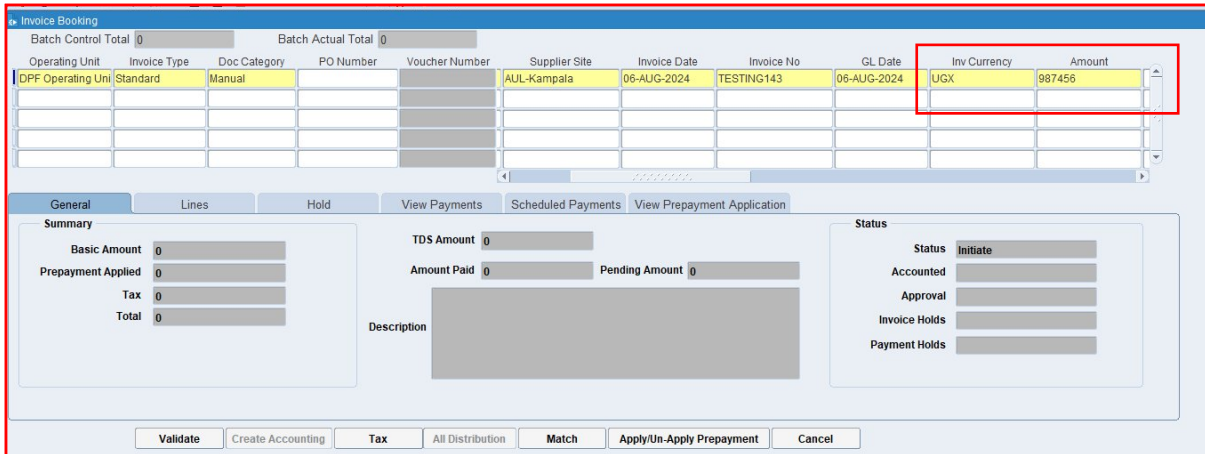
What is the Invoice Number?

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.

TXIS – MII ERP+ Practice Solution Document

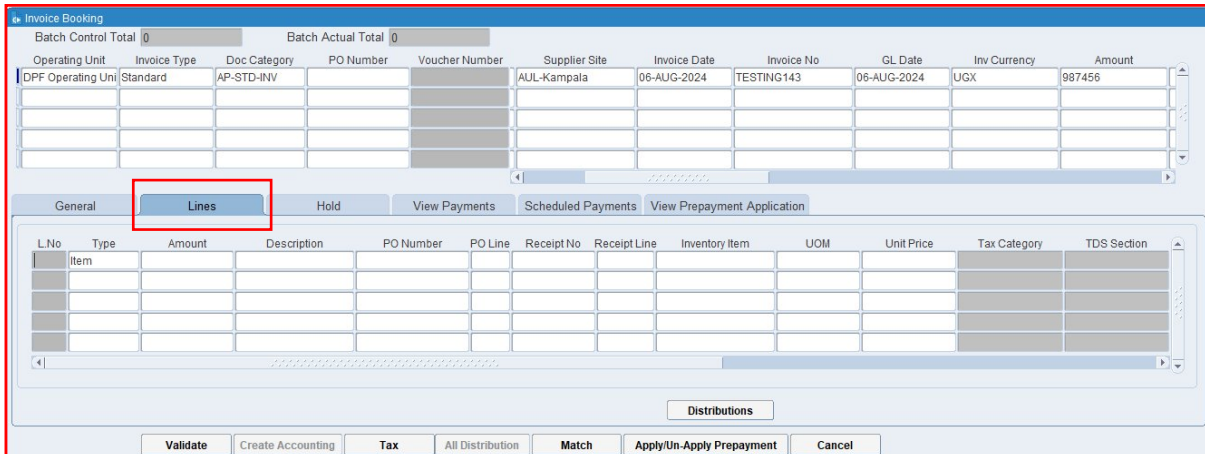


The screenshot shows the 'Invoice Booking' form with the 'General' tab selected. The 'Inv Currency' field is set to 'UGX' and the 'Amount' field is set to '987456'. These two fields are highlighted with a red rectangular box. Below the table, there are summary fields for 'Basic Amount', 'Prepayment Applied', 'Tax', and 'Total', all showing '0'. There are also fields for 'TDS Amount', 'Amount Paid', and 'Pending Amount', all showing '0'. A 'Status' section on the right shows 'Initiate' as the current status. At the bottom, there are buttons for 'Validate', 'Create Accounting', 'Tax', 'All Distribution', 'Match', 'Apply/Un-Apply Prepayment', and 'Cancel'.

Put the required Invoice currency & Amount
Then click on lines

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.

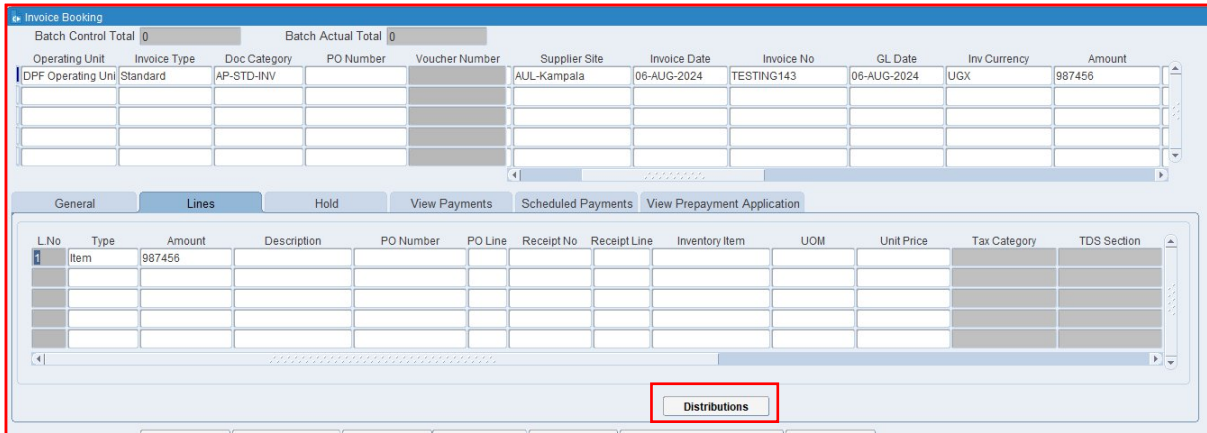


The screenshot shows the 'Invoice Booking' form with the 'Lines' tab selected. The 'Lines' tab is highlighted with a red rectangular box. The table below the tabs is empty, with columns for 'L.No', 'Type', 'Amount', 'Description', 'PO Number', 'PO Line', 'Receipt No', 'Receipt Line', 'Inventory Item', 'UOM', 'Unit Price', 'Tax Category', and 'TDS Section'. At the bottom, 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.

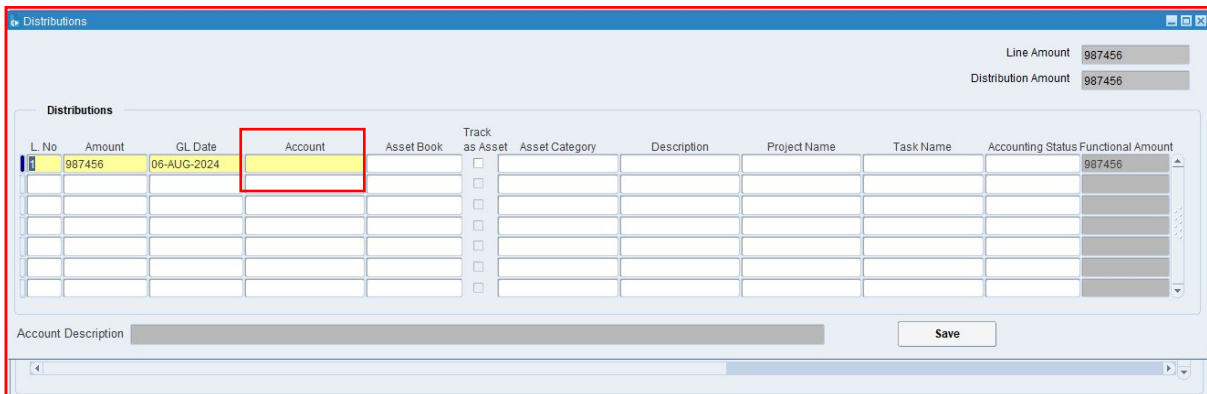
TXIS – MII ERP+ Practice Solution Document



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.



Click on Account

TXIS – MII ERP+ Practice Solution Document

The screenshot shows the 'Distributions' window with a table containing one row:

L. No	Amount	GL Date	Account	Asset Book	Track as Asset	Asset Category	Description	Pr
1	987456	06-AUG-2024			<input type="checkbox"/>			

The 'Accounting' dialog box is open, displaying the following information:

- DPF Company: 1 (Deposit Protection Fund of Uganda)
- DPF Cost Center: 105 (Investments)
- DPF Natural Account: 112001 (Risk Adjusted Premiums from Commercial Banks)
- DPF Project: 1001 (Land for DPF HQ)
- DPF Future 1: 9999 (Common)
- DPF Future 2: 9999 (Common)

Put the required information then click on ok.

The screenshot shows the 'Distributions' window with the following table:

L. No	Amount	GL Date	Account	Asset Book	Track as Asset	Asset Category	Description	Project Name	Task Name	Accounting Status	Functional Amount
1	987456	06-AUG-2024	1.105.112001.1001.9999		<input type="checkbox"/>						987456

The 'Save' button is highlighted at the bottom right of the window.

Click on Save

The screenshot shows the 'Invoice Booking' window with the following table:

Batch Control Total	Batch Actual Total
0	0

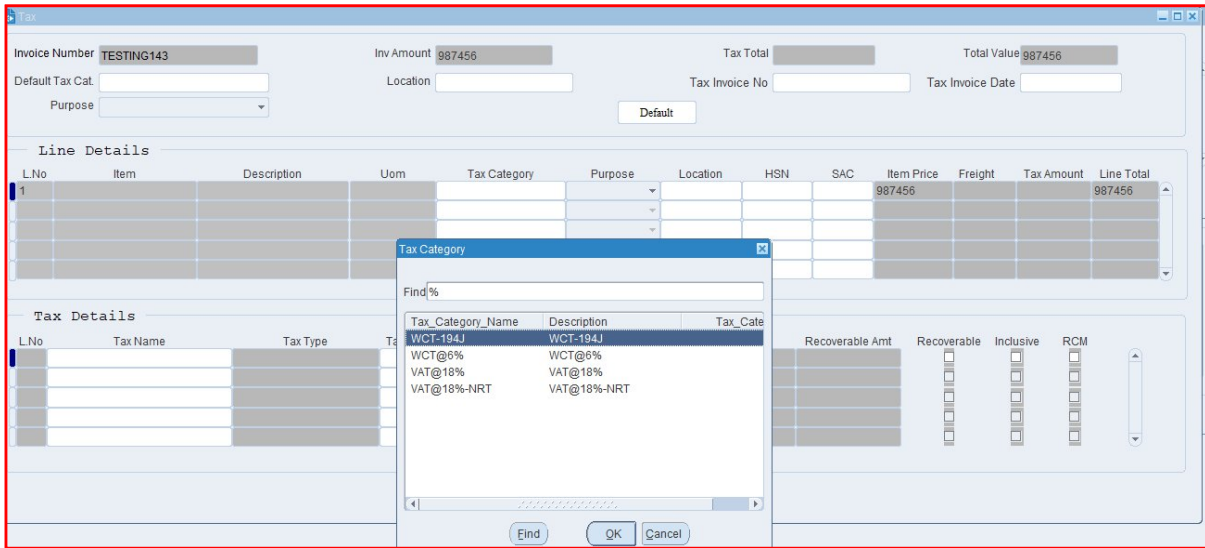
The 'Lines' tab is selected, showing the following table:

L.No	Type	Amount	Description	PO Number	PO Line	Receipt No	Receipt Line	Inventory Item	UOM	Unit Price	Tax Category	TDS Section
1	Item	987456										

The 'Tax' button is highlighted in the bottom toolbar.

Click on the Tax

TXIS – MII ERP+ Practice Solution Document



Invoice Number: TESTING143 Inv Amount: 987456 Tax Total: Total Value: 987456

Default Tax Cat: Location: Tax Invoice No: Tax Invoice Date: Purpose: Default

L.No	Item	Description	Uom	Tax Category	Purpose	Location	HSN	SAC	Item Price	Freight	Tax Amount	Line Total
1									987456			987456

Tax Category

Find%

Tax_Category_Name	Description	Tax_Cate
WCT-194J	WCT-194J	
WCT@6%	WCT@6%	
VAT@18%	VAT@18%	
VAT@18%-NRT	VAT@18%-NRT	

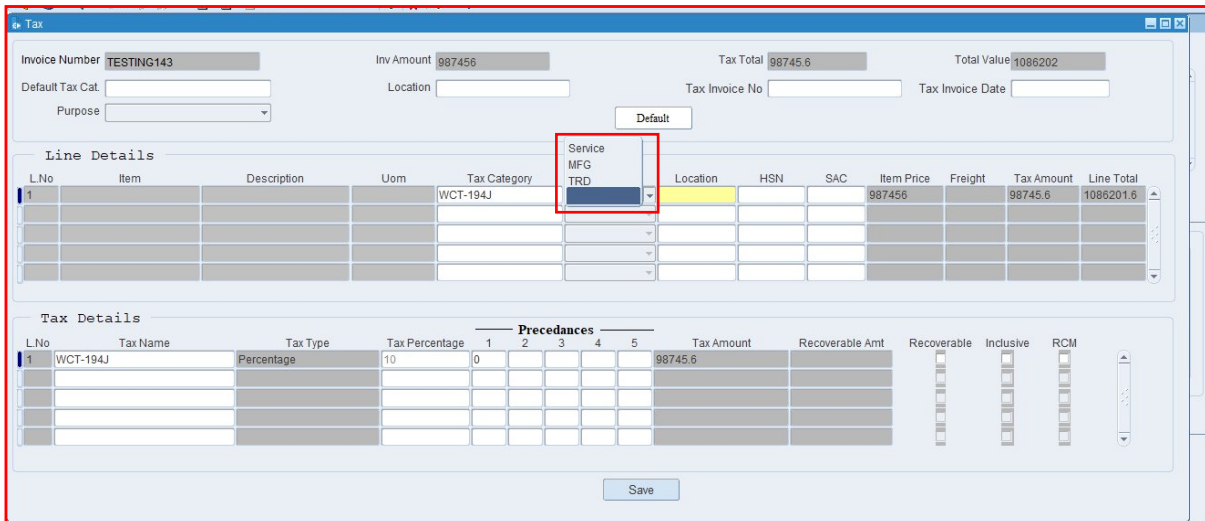
Recoverable Amt Recoverable Inclusive RCM

Buttons: Find, OK, Cancel

Select the required tax category from the list then click on ok.

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.



Invoice Number: TESTING143 Inv Amount: 987456 Tax Total: 98745.6 Total Value: 1086202

Default Tax Cat: Location: Tax Invoice No: Tax Invoice Date: Purpose: Default

L.No	Item	Description	Uom	Tax Category	Purpose	Location	HSN	SAC	Item Price	Freight	Tax Amount	Line Total
1				WCT-194J					987456		98745.6	1086201.6

Tax Details

L.No	Tax Name	Tax Type	Tax Percentage	Precedences					Tax Amount	Recoverable Amt	Recoverable	Inclusive	RCM
				1	2	3	4	5					
1	WCT-194J	Percentage	10	0					98745.6				

Buttons: Save

Select purpose

TXIS – MII ERP+ Practice Solution Document

Invoice Number: TESTING143 Inv Amount: 987456 Tax Total: 98745.6 Total Value: 1086202
 Default Tax Cat: Location: Tax Invoice No: Tax Invoice Date: Purpose:

LNo	Item	Description	Uom	Tax Category	Purpose	Location	HSN	SAC	Item Price	Freight	Tax Amount	Line Total
1				WCT-194J	Service	Nakasero		147852	987456		98745.6	1086201.6

LNo	Tax Name	Tax Type	Tax Percentage	Precedences					Tax Amount	Recoverable Amt	Recoverable	Inclusive	RCM
				1	2	3	4	5					
1	WCT-194J	Percentage	10	0					98745.6				

Put the location
Then Click on Save at bottom.

Invoice Number: TESTING143 Inv Amount: 987456 Tax Total: 98745.6 Total Value: 1086202
 Default Tax Cat: Location: Tax Invoice No: Tax Invoice Date: Purpose:

LNo	Item	Description	Uom	Tax Category	Purpose	Location	HSN	SAC	Item Price	Freight	Tax Amount	Line Total
1				WCT-194J	Service	Nakasero		147852	987456		98745.6	1086201.6

LNo	Tax Name	Tax Type	Tax Percentage	Precedences					Tax Amount	Recoverable Amt	Recoverable	Inclusive	RCM
				1	2	3	4	5					
1	WCT-194J	Percentage	10	0					98745.6				

Forms

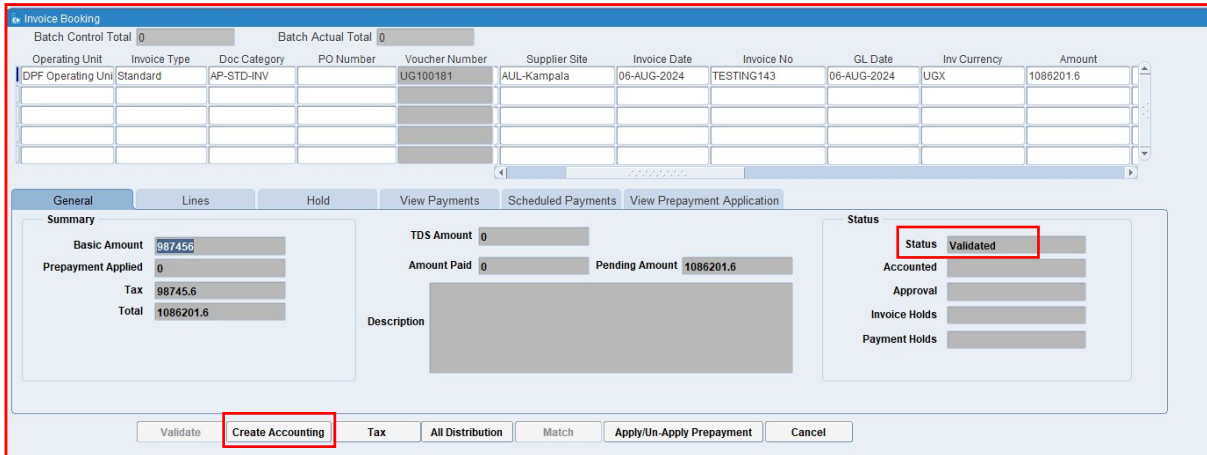
FRM-4040: Transaction complete: 2 records applied and saved.

Batch Control Total: 0 Batch Actual Total: 0
 Operating Unit: DPF Operating Uni Invoice Type: Standard Doc Category: AP-STD-INV PO Number: Voucher Number: UG100181 Supplier Site: AUL-Kampala Invoice Date: 06-AUG-2024 Invoice No: TESTING143 GL Date: 06-AUG-2024 Inv Currency: UGX Amount: 1086201.6

General	Lines	Hold	View Payments	Scheduled Payments	View Prepayment Application
Summary Basic Amount: 987456 Prepayment Applied: 0 Tax: 98745.6 Total: 1086201.6		TDS Amount: 0 Amount Paid: 0 Pending Amount: 1086201.6 Description:		Status Status: Initiate Accounted: <input type="checkbox"/> Approval: <input type="checkbox"/> Invoice Holds: <input type="checkbox"/> Payment Holds: <input type="checkbox"/>	

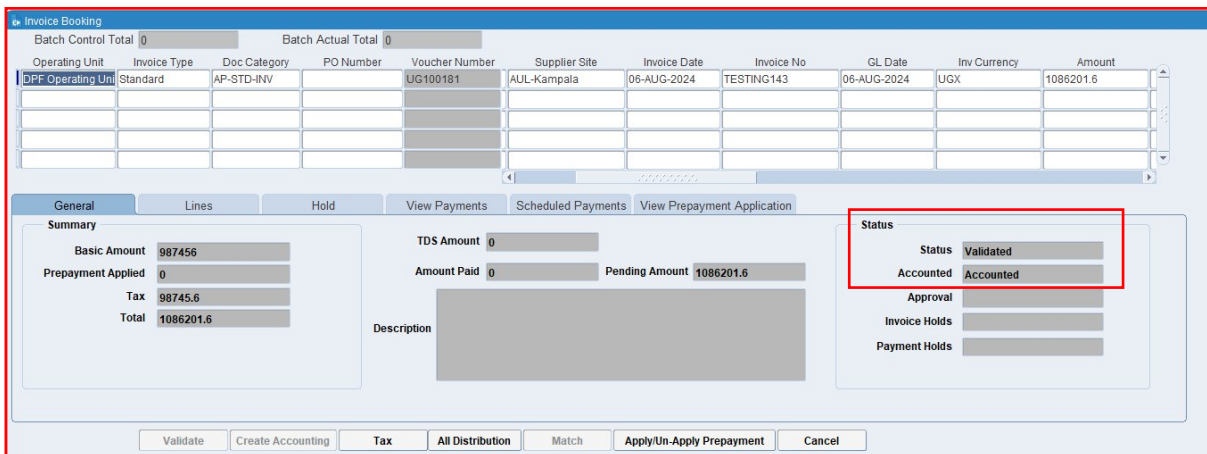
TXIS – MII ERP+ Practice Solution Document

Click on Validate



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 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, Standard, AP-STD-INV, (blank), UG100181, AUL-Kampala, 06-AUG-2024, TESTING143, 06-AUG-2024, UGX, and 1086201.6. 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 'Basic Amount' 987456, 'Prepayment Applied' 0, 'Tax' 98745.6, and 'Total' 1086201.6. To the right, 'TDS Amount' is 0, 'Amount Paid' is 0, and 'Pending Amount' is 1086201.6. A 'Status' section on the right has 'Status' set to 'Validated'. At the bottom, a row of buttons includes 'Validate', 'Create Accounting', 'Tax', 'All Distribution', 'Match', 'Apply/Un-Apply Prepayment', and 'Cancel'. The 'Create Accounting' button is highlighted with a red box.

Now status is changed from Initiate to Validated.
Then click on the Create Accounting.



This screenshot is identical to the previous one, but the 'Status' field in the 'Status' section is now set to 'Accounted'. The 'Create Accounting' button at the bottom remains highlighted with a red box.

Now Invoice is Accounted.

XX END XX