

TXIS – MII ERP⁺ Practice Solution Document

WHITE PAPER USER MANUAL FOR – PAYMENT BATCH

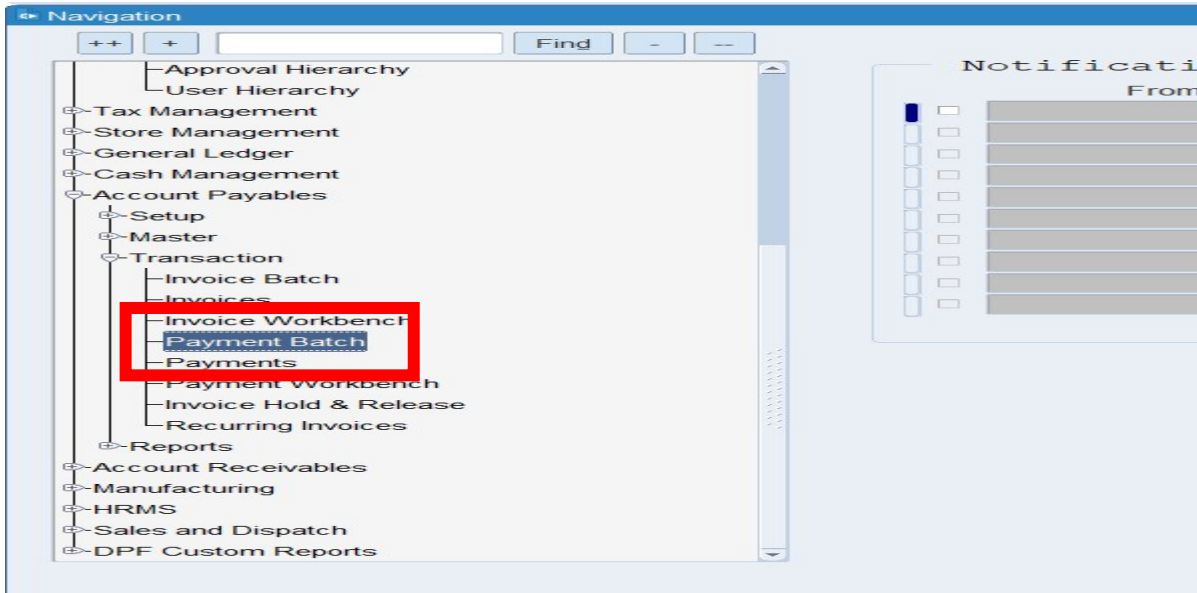
Module – Account Payables

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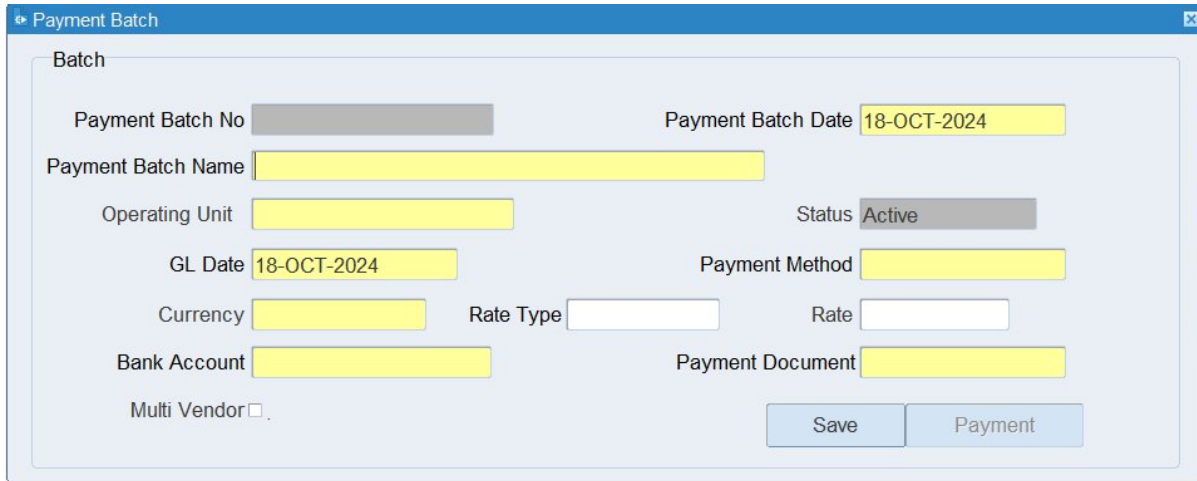
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A batch payment is a single payment that sends money to multiple recipients from a single bank account. This is more efficient than making separate payments for each recipient.

Navigation – Accounts Payables > Payment Batch

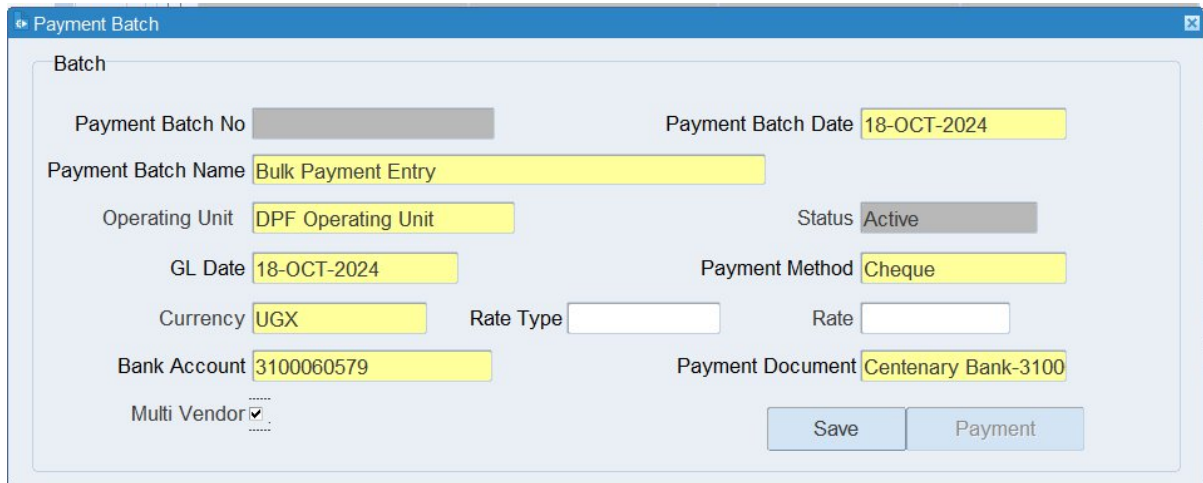


Click Payment Batch



Fill the all mandatory field

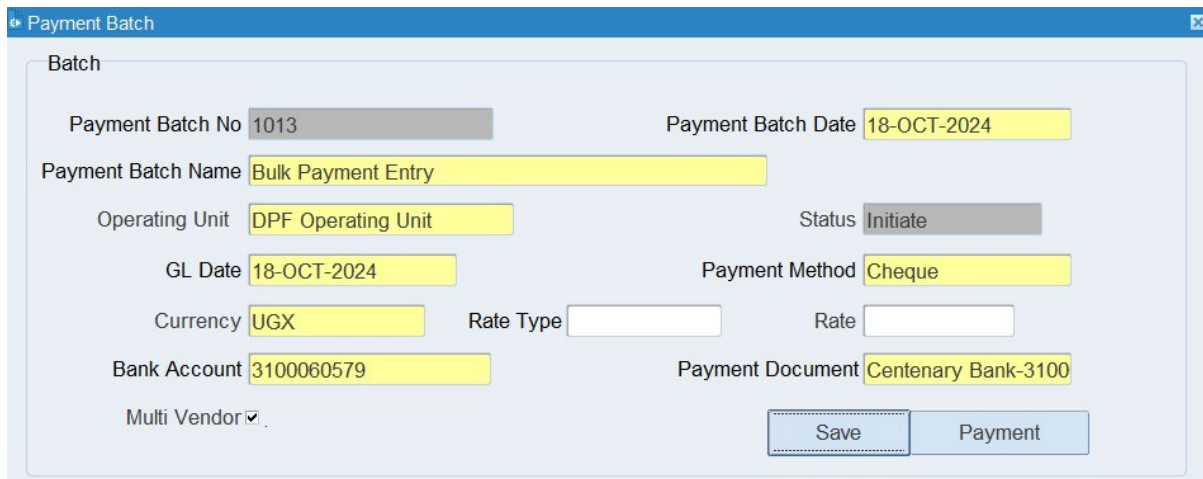
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Click Save

Multi-Vendor – If select multi-vendor then system will allow single payment against multiple vendor

Multi-Vendor – If multi-vendor option uncheck then system will allow single payment against single vendor



After save system will generate Payment Batch No

Click Payment button

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Select the payment entry which invoice you want to pay under this batch

Process Payment

Operating Unit: DPF Operating Unit Currency: UGX

Supplier Name: _____ Supplier Number: _____

Supplier Site: _____ Payment Group: _____

GL Date: 01-JUN-2024 — 18-OCT-2024

| <input type="checkbox"/> | Supplier Name | Supplier Site | Invoice No | Currency | GL Date | Invoice Amt | Paid Amt | Balance Amt |
|-------------------------------------|--------------------|----------------|--------------------|----------|-------------|-------------|----------|-------------|
| <input checked="" type="checkbox"/> | UAP Old Mutual In | UOMIUL-Kampala | UPGINV1 | UGX | 08-OCT-2024 | 2950 | 2950 | 0 |
| <input checked="" type="checkbox"/> | Baguma Hotel Co. | BHCL-Kampala | OCT-10-TDS-CN | UGX | 01-OCT-2024 | -180 | -180 | 0 |
| <input type="checkbox"/> | WCT Tax Authority | WCT | Cancelled-WHT-SI-C | UGX | 03-OCT-2024 | -300 | | -300 |
| <input type="checkbox"/> | WCT Tax Authority | WCT | zxcv-WHT-SI | UGX | 03-OCT-2024 | 60 | | 60 |
| <input checked="" type="checkbox"/> | Baguma Hotel Co. | BHCL-Kampala | SEP-22 | UGX | 30-SEP-2024 | 1300 | 1300 | 0 |
| <input checked="" type="checkbox"/> | Airtel Uganda Limi | AUL-Kampala | INVOICE-1 | UGX | 18-OCT-2024 | 1000 | 1000 | 0 |
| <input type="checkbox"/> | Computer Revoluti | CRAF-Kampala | DPF-101 | UGX | 01-OCT-2024 | 5900 | | 5900 |
| <input checked="" type="checkbox"/> | WCT Tax Authority | WCT | Manisha-WHT-SI | UGX | 03-OCT-2024 | 300 | 300 | 0 |
| <input checked="" type="checkbox"/> | Baguma Hotel Co. | BHCL-Kampala | MNPRE-WHT-CN | UGX | 07-OCT-2024 | -60 | -60 | 0 |
| <input checked="" type="checkbox"/> | Baguma Hotel Co. | BHCL-Kampala | PREQ-WHT-CN | UGX | 03-OCT-2024 | -6 | -6 | 0 |

Total Amount: 5304

Click Payment Process button

Make Payment

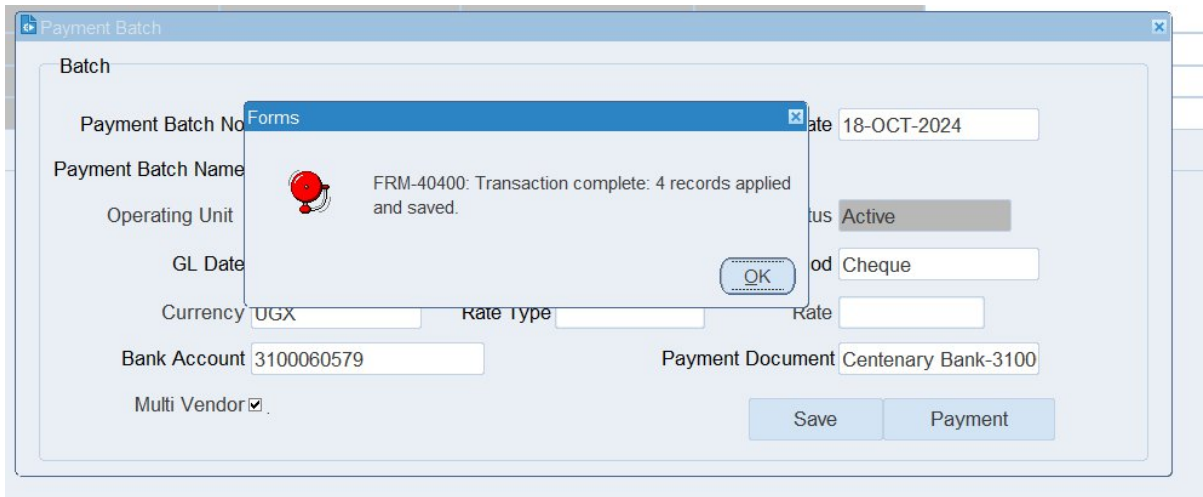
| Payment Date | Payment Method | Bank Account | Cheque No | Supplier Name | Supplier Site | Payment Amt | Payment Document | Currency | Rate Type | Rate Date | Payment Rate |
|--------------|----------------|--------------|-----------|--------------------|----------------|-------------|--------------------|----------|-----------|-----------|--------------|
| 18-OCT-2024 | Cheque | 3100060579 | 100131 | UAP Old Mutual In | UOMIUL-Kampala | 2950 | Centenary Bank-311 | UGX | | | |
| 18-OCT-2024 | Cheque | 3100060579 | 100132 | Baguma Hotel Co. | BHCL-Kampala | 1054 | Centenary Bank-311 | UGX | | | |
| 18-OCT-2024 | Cheque | 3100060579 | 100133 | Airtel Uganda Limi | AUL-Kampala | 1000 | Centenary Bank-311 | UGX | | | |
| 18-OCT-2024 | Cheque | 3100060579 | 100134 | WCT Tax Authority | WCT | 300 | Centenary Bank-311 | UGX | | | |

| <input type="checkbox"/> | Supplier Name | Supplier Site | Invoice No | Currency | GL Date | Invoice Amt | Paid Amt | Balance Amt |
|-------------------------------------|-------------------|---------------|----------------|----------|-------------|-------------|----------|-------------|
| <input type="checkbox"/> | Computer Revoluti | CRAF-Kampala | DPF-101 | UGX | 01-OCT-2024 | 5900 | 5900 | 0 |
| <input checked="" type="checkbox"/> | WCT Tax Authority | WCT | Manisha-WHT-SI | UGX | 03-OCT-2024 | 300 | 300 | 0 |
| <input checked="" type="checkbox"/> | Baguma Hotel Co. | BHCL-Kampala | MNPRE-WHT-CN | UGX | 07-OCT-2024 | -60 | -60 | 0 |
| <input checked="" type="checkbox"/> | Baguma Hotel Co. | BHCL-Kampala | PREQ-WHT-CN | UGX | 03-OCT-2024 | -6 | -6 | 0 |

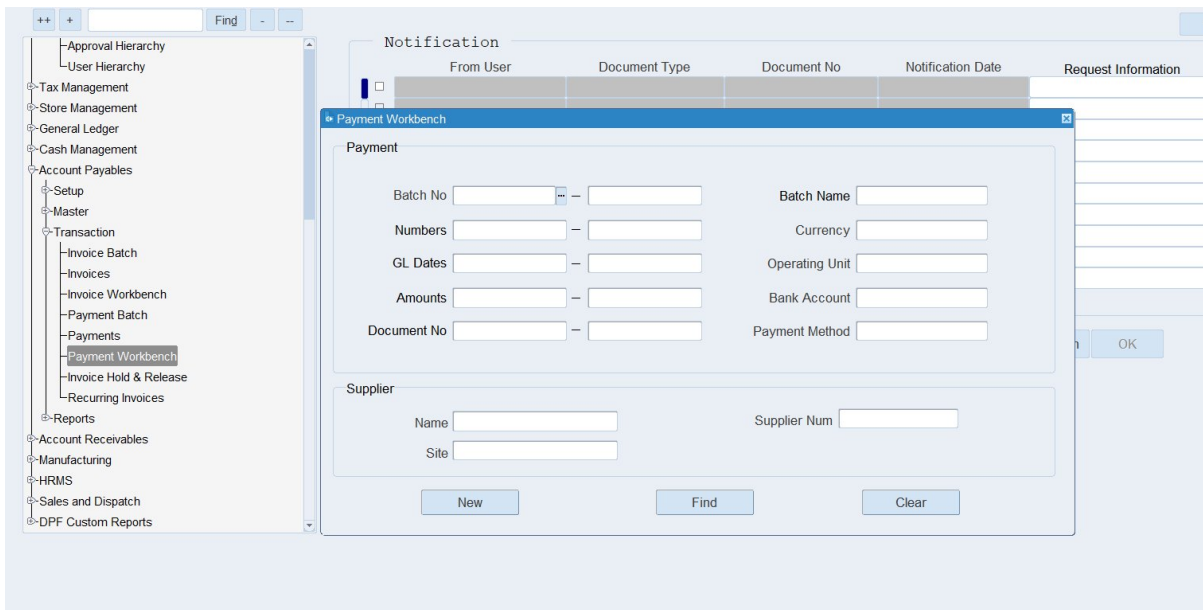
Total Amount: 5304

Click Save Button

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Payment done
Click ok button and go to payment workbench form



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Enter Payment batch number

Payment Workbench

Payment

Batch No – Batch Name

Numbers – Currency

GL Dates – Operating Unit

Amounts – Bank Account

Document No – Payment Method

Supplier

Name Supplier Num

Site

Click Find Button

Payments Details

| Operating Unit | Supplier Name | Supplier No | Supplier Site | Payment No. | Payment Amount | Payment Date | Payment Method |
|--------------------|-----------------------|-------------|----------------|-------------|----------------|--------------|----------------|
| DPF Operating Unit | Airtel Uganda Limited | 1002 | AUL-Kampala | 100131 | 1000 | 18-OCT-2024 | Cheque |
| DPF Operating Unit | Baguma Hotel Co. Ltd | 1007 | BHCL-Kampala | 100131 | 1054 | 18-OCT-2024 | Cheque |
| DPF Operating Unit | UAP Old Mutual Insura | 1041 | UOMIUL-Kampala | 100131 | 2950 | 18-OCT-2024 | Cheque |
| DPF Operating Unit | WCT Tax Authority | 1053 | WCT | 100131 | 300 | 18-OCT-2024 | Cheque |

| Invoice No | Invoice Date | Invoice Amount | GL Date | Payment Amount |
|------------|--------------|----------------|-------------|----------------|
| INVOICE-1 | 18-OCT-2024 | 1000 | 18-OCT-2024 | 1000 |

You can see payment details in this form

XX END XX