

WHITE PAPER USER MANUAL FOR – PREPAYMENT APPLICATION

Module – Account Payables

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To understand **prepayment** using the 5 W's (Who, What, When, Where, Why), here's a comprehensive breakdown:

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1. Who

- **Who Makes the Prepayment:** The prepayment is typically made by a buyer or customer who is paying in advance for goods or services.
- **Who Receives the Prepayment:** The prepayment is received by a seller, service provider, or landlord who will provide the goods or services at a later date.

2. What

- **What Is Prepayment:** Prepayment is the act of paying for goods or services before they are actually delivered or provided. It can be a full or partial payment made before the service period begins or before the goods are supplied.
- **What It Includes:** This may include advance payments for products, deposits for reservations, subscription fees, or rent paid in advance.

3. When

- **When Is It Done:** Prepayment is made at the time of booking, ordering, or signing a contract, typically before the delivery date or service provision date. It is done according to the terms agreed upon between the buyer and the seller.
- **When It's Recognized:** In accounting terms, prepayments are recognized as assets initially and then expensed over time as the service is received or the goods are delivered.

4. Where

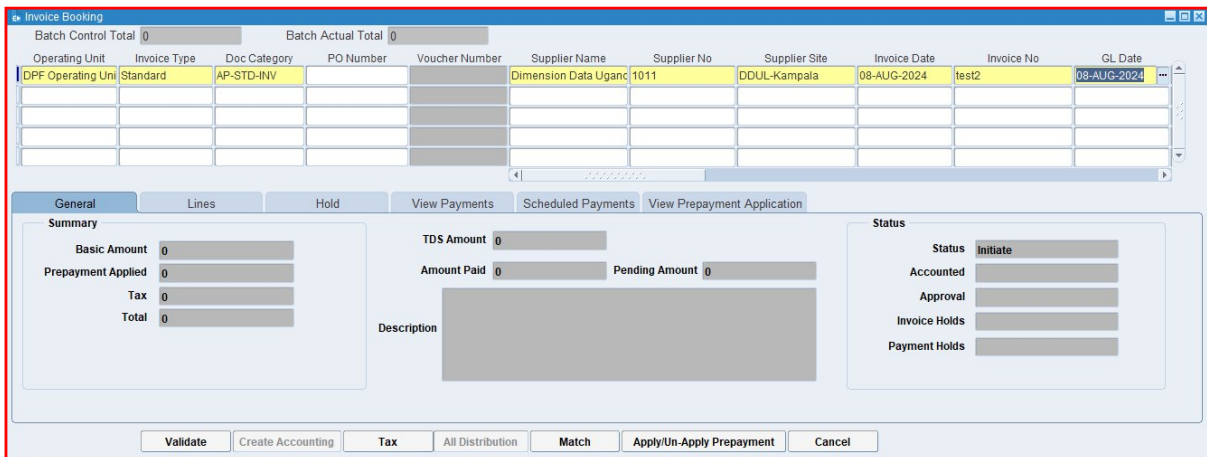
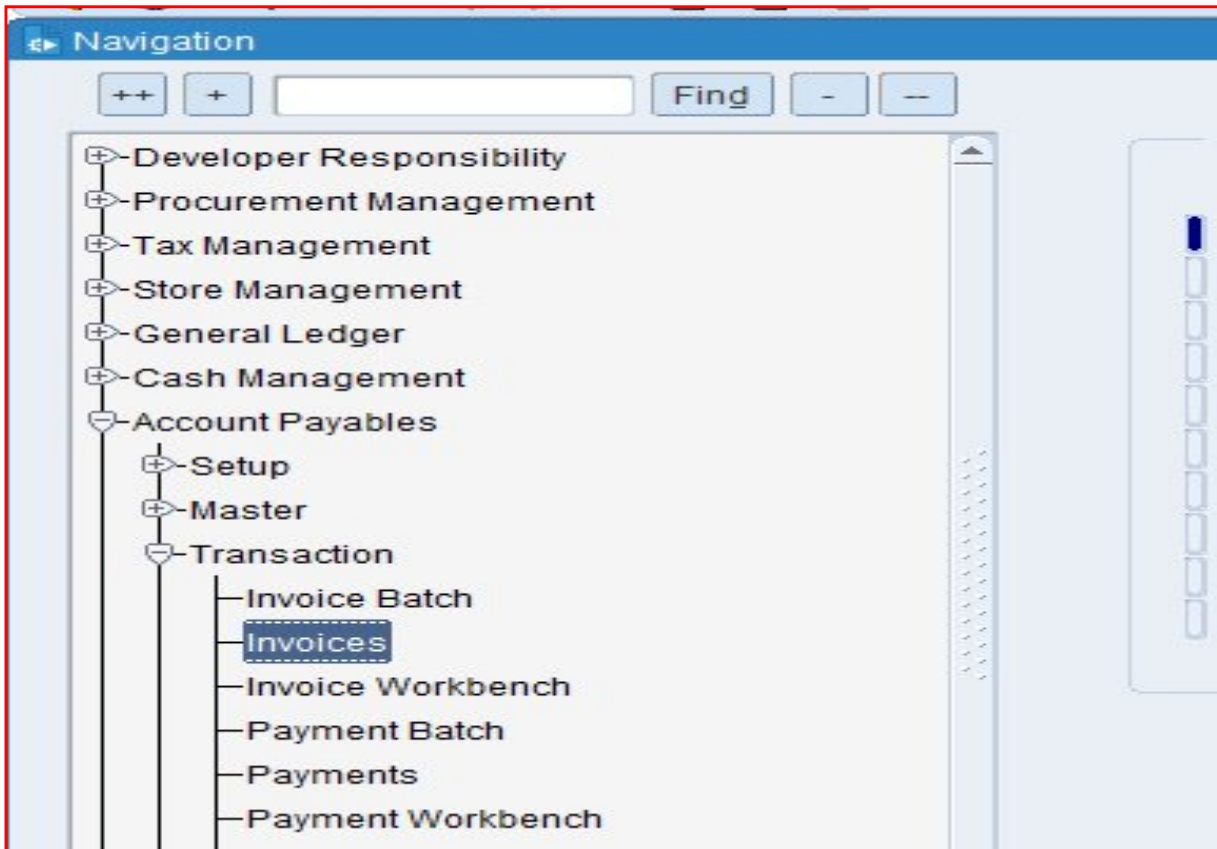
- **Where Is It Used:** Prepayment is used in various scenarios, including:
 - **Retail:** For reserving products or services.
 - **Real Estate:** For paying rent or deposits on rental properties.
 - **Travel and Hospitality:** For booking flights, hotels, or event tickets.
 - **Subscriptions:** For paying for ongoing services like magazines, software, or memberships.
- **Where Is It Recorded:** In financial records, prepayments are typically recorded as prepaid expenses or prepaid assets on the balance sheet until the service or goods are delivered.

5. Why

- **Why Is It Done:** Prepayments are made for several reasons:
 - **To Secure Goods or Services:** Ensures availability or reservation of products or services.
 - **To Benefit from Discounts:** Some providers offer discounts or better terms for advance payments.
 - **To Manage Cash Flow:** Helps in budgeting and planning by spreading out payments.
 - **To Mitigate Risk:** Reduces the risk of non-payment or cancellation by securing funds upfront.

Navigation – Account Payables > Invoice

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Put the Doc Category, Invoice type, supplier's name & Invoice number.

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?

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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?

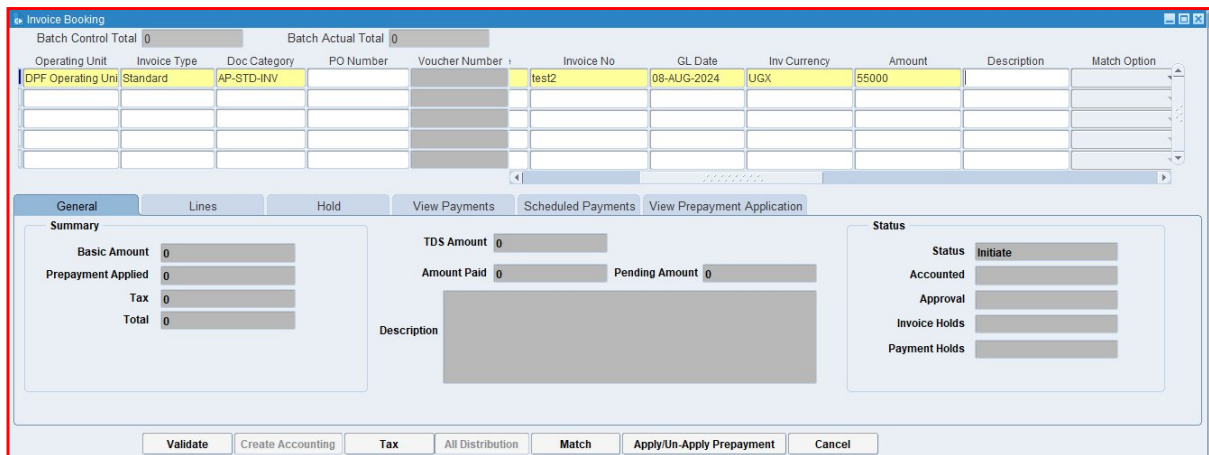
The supplier site provides detailed information about where a supplier operates, ships from, or where services are delivered. This helps in managing logistics, shipping, and procurement processes efficiently.

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.

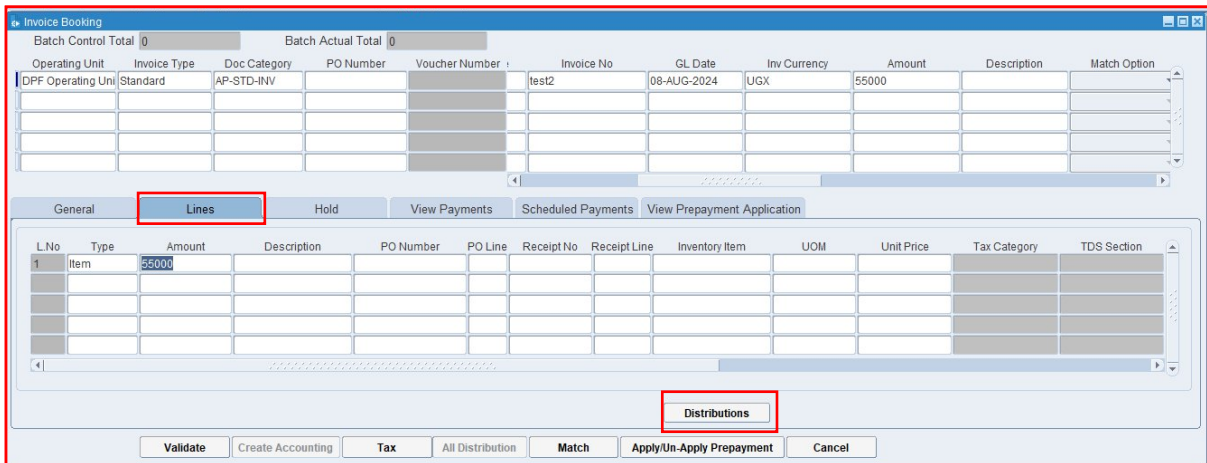
What is GL Date?

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.



Put the amount

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Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Invoice No	GL Date	Inv Currency	Amount	Description	Match Option
DPF Operating Uni	Standard	AP-STD-INV			test2	08-AUG-2024	UGX	55000		

L.No	Type	Amount	Description	PO Number	PO Line	Receipt No	Receipt Line	Inventory Item	UOM	Unit Price	Tax Category	TDS Section
1	Item	55000										

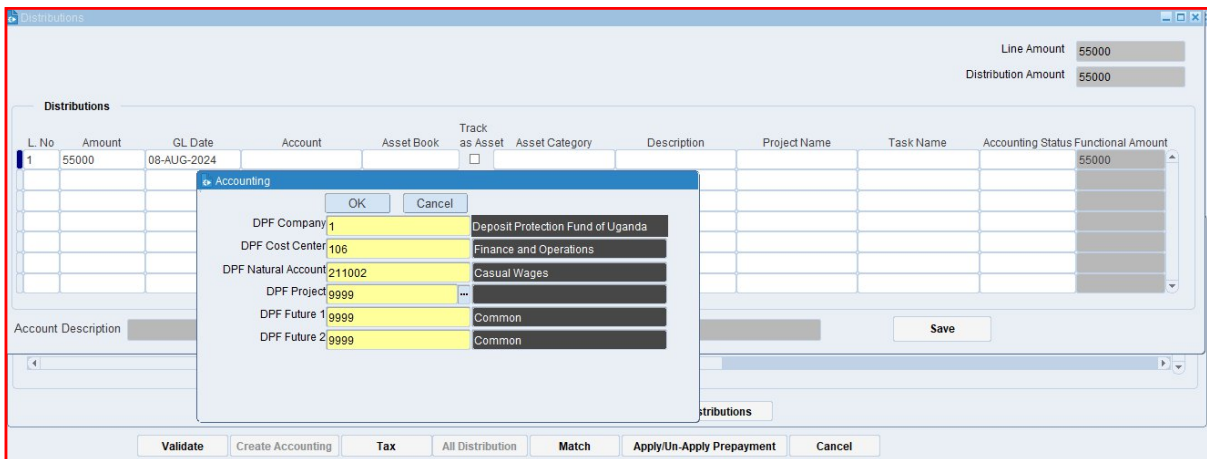
Click on the Lines then click on distributions

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.

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.



L. No	Amount	GL Date	Account	Asset Book	Track as Asset	Asset Category	Description	Project Name	Task Name	Accounting Status	Functional Amount
1	55000	08-AUG-2024			<input type="checkbox"/>						55000

Accounting

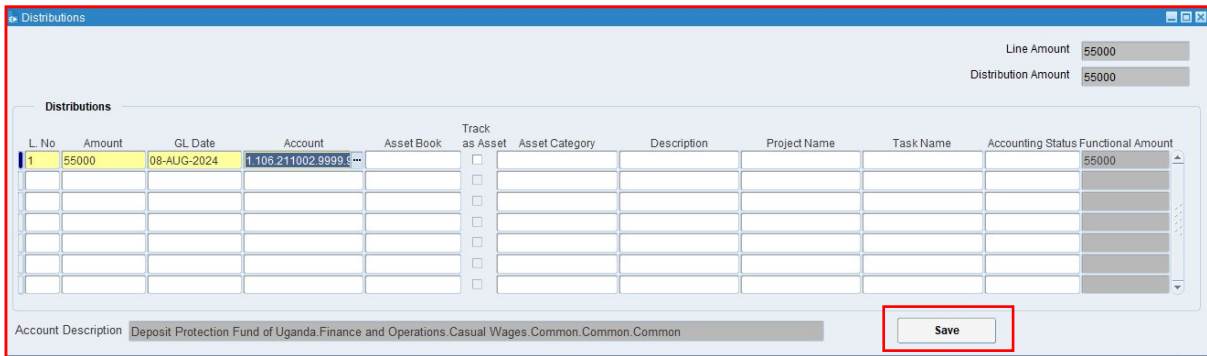
OK Cancel

DPF Company 1	Deposit Protection Fund of Uganda
DPF Cost Center 106	Finance and Operations
DPF Natural Account 211002	Casual Wages
DPF Project 9999	...
DPF Future 1 9999	Common
DPF Future 2 9999	Common

Save

Put the required information in Account then click on ok

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Distributions

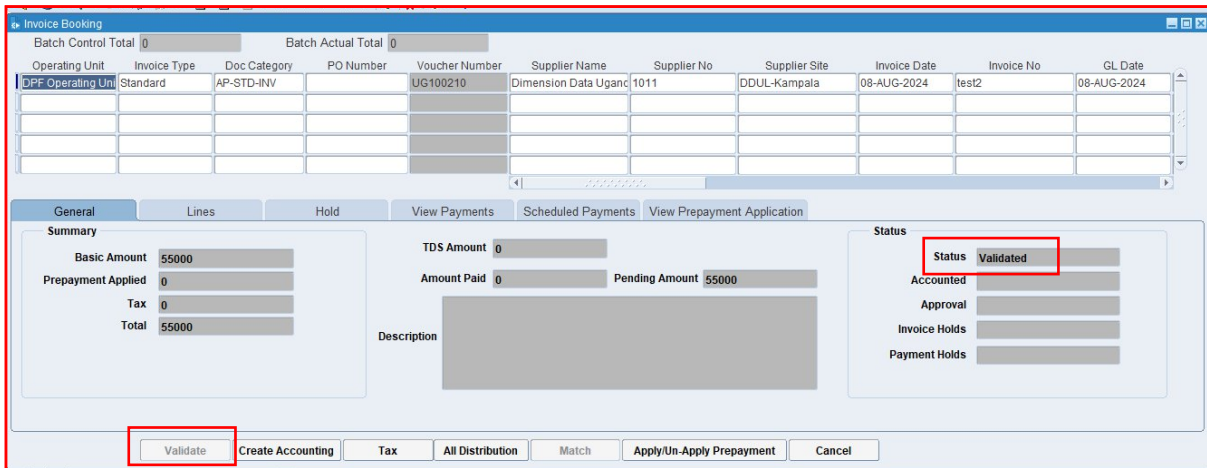
Line Amount: 55000
Distribution Amount: 55000

L. No	Amount	GL Date	Account	Asset Book	Track as Asset	Asset Category	Description	Project Name	Task Name	Accounting Status	Functional Amount
1	55000	08-AUG-2024	1.106.211002.9999.5...		<input type="checkbox"/>						55000

Account Description: Deposit Protection Fund of Uganda.Finance and Operations.Casual Wages.Common.Common.Common

Save

Click on save



Invoice Booking

Batch Control Total: 0 | Batch Actual Total: 0

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Supplier Name	Supplier No	Supplier Site	Invoice Date	Invoice No	GL Date
DPF Operating Unit	Standard	AP-STD-INV		UG100210	Dimension Data Uganc	1011	DDUL-Kampala	08-AUG-2024	test2	08-AUG-2024

General | Lines | Hold | View Payments | Scheduled Payments | View Prepayment Application

Summary

Basic Amount	55000	TDS Amount	0
Prepayment Applied	0	Amount Paid	0
Tax	0	Pending Amount	55000
Total	55000		

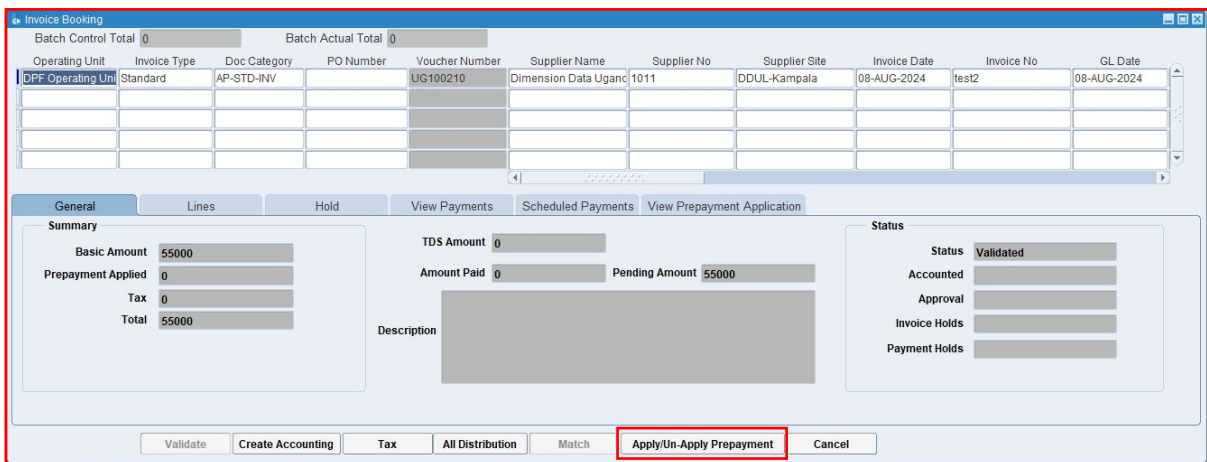
Status

Status: **Validated**

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	Supplier Name	Supplier No	Supplier Site	Invoice Date	Invoice No	GL Date
DPF Operating Unit	Standard	AP-STD-INV		UG100210	Dimension Data Uganc	1011	DDUL-Kampala	08-AUG-2024	test2	08-AUG-2024

General | Lines | Hold | View Payments | Scheduled Payments | View Prepayment Application

Summary

Basic Amount	55000	TDS Amount	0
Prepayment Applied	0	Amount Paid	0
Tax	0	Pending Amount	55000
Total	55000		

Status

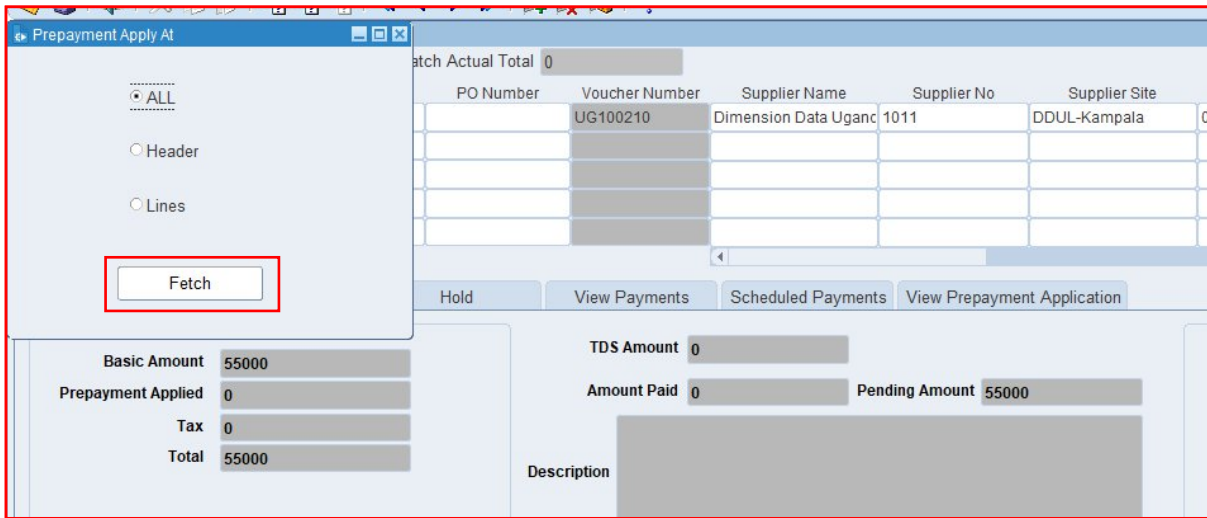
Status: **Validated**

Accounted:
Approval:
Invoice Holds:
Payment Holds:

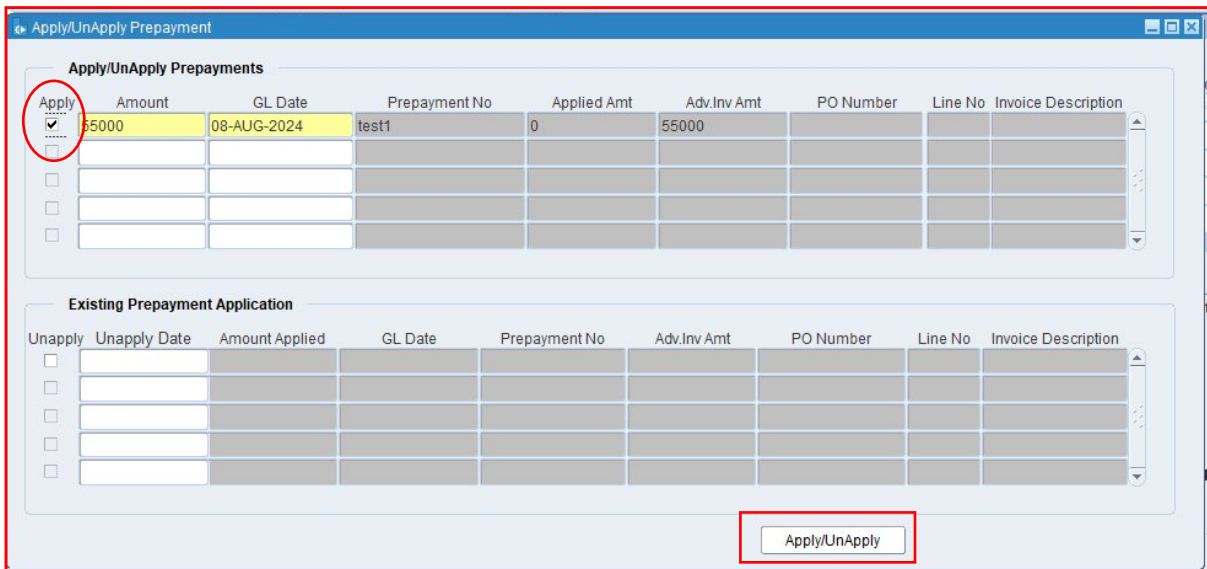
Validate | Create Accounting | Tax | All Distribution | Match | **Apply/Un-Apply Prepayment** | Cancel

Click on Apply/Un-apply Prepayment

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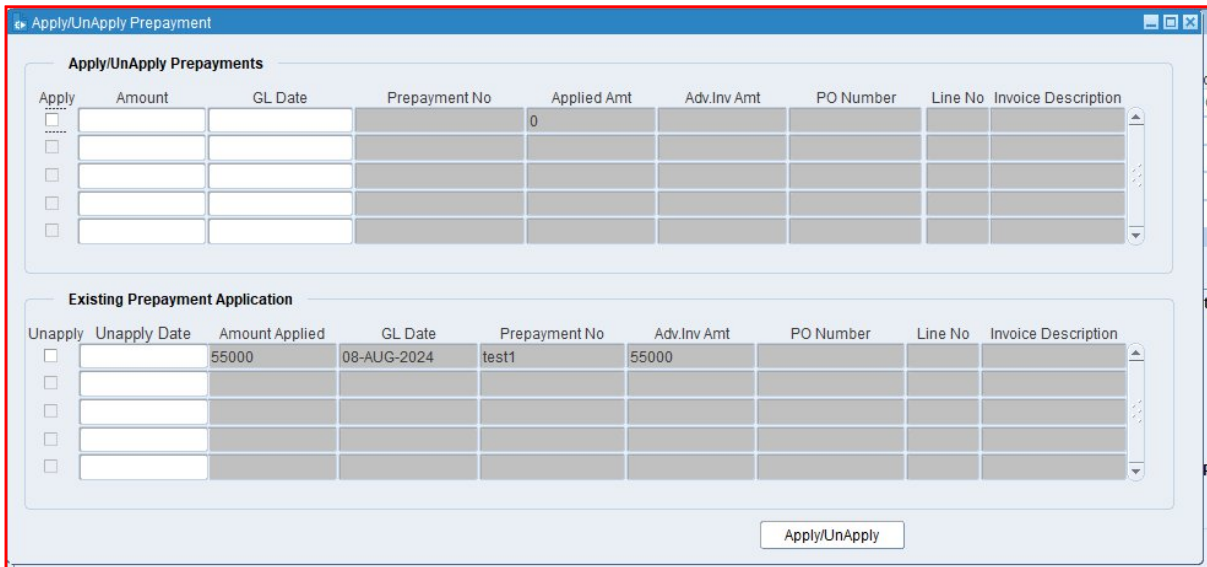


Click on fetch



Tick on Apply then click on Apply

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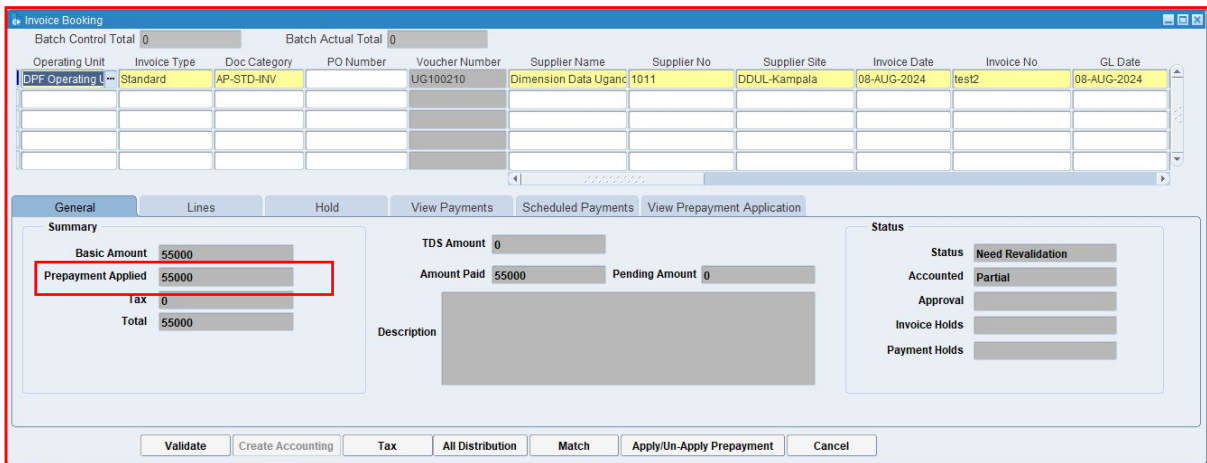
Apply/UnApply Prepayments

Apply	Amount	GL Date	Prepayment No	Applied Amt	Adv.Inv Amt	PO Number	Line No	Invoice Description
<input type="checkbox"/>				0				

Existing Prepayment Application

Unapply	Unapply Date	Amount Applied	GL Date	Prepayment No	Adv.Inv Amt	PO Number	Line No	Invoice Description
<input type="checkbox"/>		55000	08-AUG-2024	test1	55000			

Now Prepayment has been applied.



Invoice Booking

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Supplier Name	Supplier No	Supplier Site	Invoice Date	Invoice No	GL Date
DPF Operating U...	Standard	AP-STD-INV		UG100210	Dimension Data Uganc	1011	DDUL-Kampala	08-AUG-2024	test2	08-AUG-2024

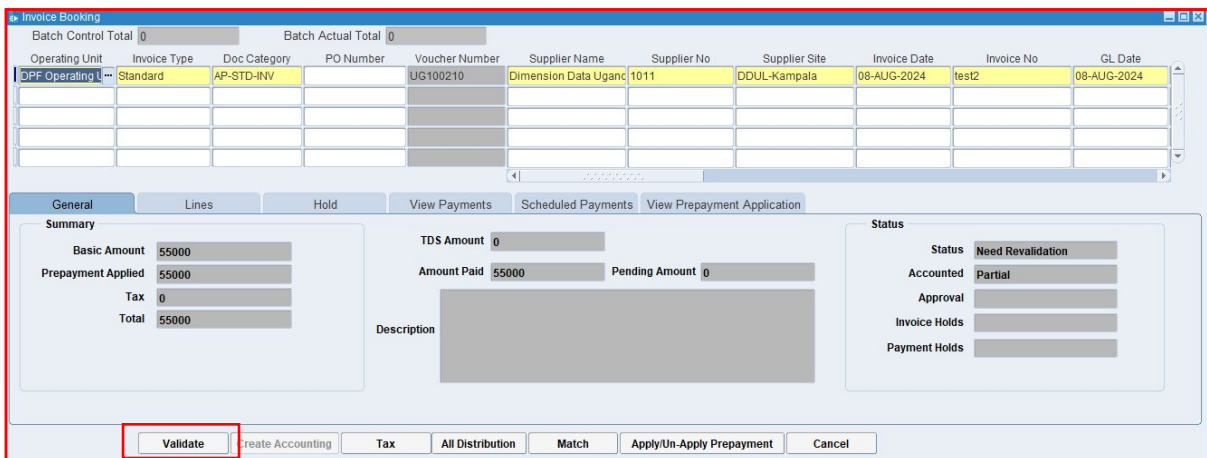
Summary

Basic Amount	55000	TDS Amount	0
Prepayment Applied	55000	Amount Paid	55000
Tax	0	Pending Amount	0
Total	55000		

Status

Status	Need Revalidation
Accounted	Partial
Approval	
Invoice Holds	
Payment Holds	

Now prepayment has been applied. Now status is in Need Revalidation.



Invoice Booking

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Supplier Name	Supplier No	Supplier Site	Invoice Date	Invoice No	GL Date
DPF Operating U...	Standard	AP-STD-INV		UG100210	Dimension Data Uganc	1011	DDUL-Kampala	08-AUG-2024	test2	08-AUG-2024

Summary

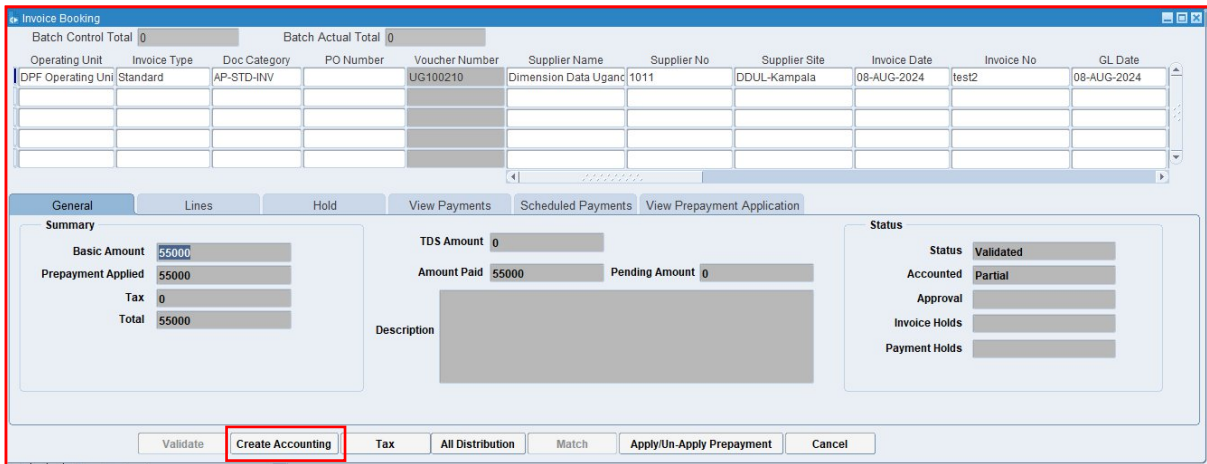
Basic Amount	55000	TDS Amount	0
Prepayment Applied	55000	Amount Paid	55000
Tax	0	Pending Amount	0
Total	55000		

Status

Status	Need Revalidation
Accounted	Partial
Approval	
Invoice Holds	
Payment Holds	

Click on Validate

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Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Supplier Name	Supplier No	Supplier Site	Invoice Date	Invoice No	GL Date
DPF Operating Uni	Standard	AP-STD-INV		UG100210	Dimension Data Uganc	1011	DDUL-Kampala	08-AUG-2024	test2	08-AUG-2024

Summary
 Basic Amount: 55000
 Prepayment Applied: 55000
 Tax: 0
 Total: 55000
 TDS Amount: 0
 Amount Paid: 55000
 Pending Amount: 0

Status
 Status: Validated
 Accounted: Partial
 Approval:
 Invoice Holds:
 Payment Holds:

Buttons: Validate, **Create Accounting**, Tax, All Distribution, Match, Apply/Un-Apply Prepayment, Cancel

The status is validated. Now click on Create Accounting.

XX END XX