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WHITE PAPER USER MANUAL FOR – REVERSAL OF JOURNAL VOUCHER

Module – General Ledger

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To explain a general voucher using the 5 W's—Who, What, When, Where, and Why—here's a breakdown:

1. Who:

- **Who issues it?** Vouchers are typically issued by businesses, organizations, or financial institutions. They can also be provided by governments or other entities.
- **Who uses it?** The voucher is usually given to a customer, employee, or recipient as a form of credit or discount.

2. What:

- **What is a voucher?** A voucher is a document or digital code that represents a value or credit, which can be redeemed for goods, services, or discounts. It acts as a form of payment or incentive.

3. When:

- **When is it issued?** Vouchers can be issued at various times, such as during promotions, as rewards, or as part of a financial transaction. They might also be issued periodically or as part of specific programs.
- **When can it be used?** The timing of voucher use depends on its validity period, which can be immediate or have a set expiration date.

4. Where:

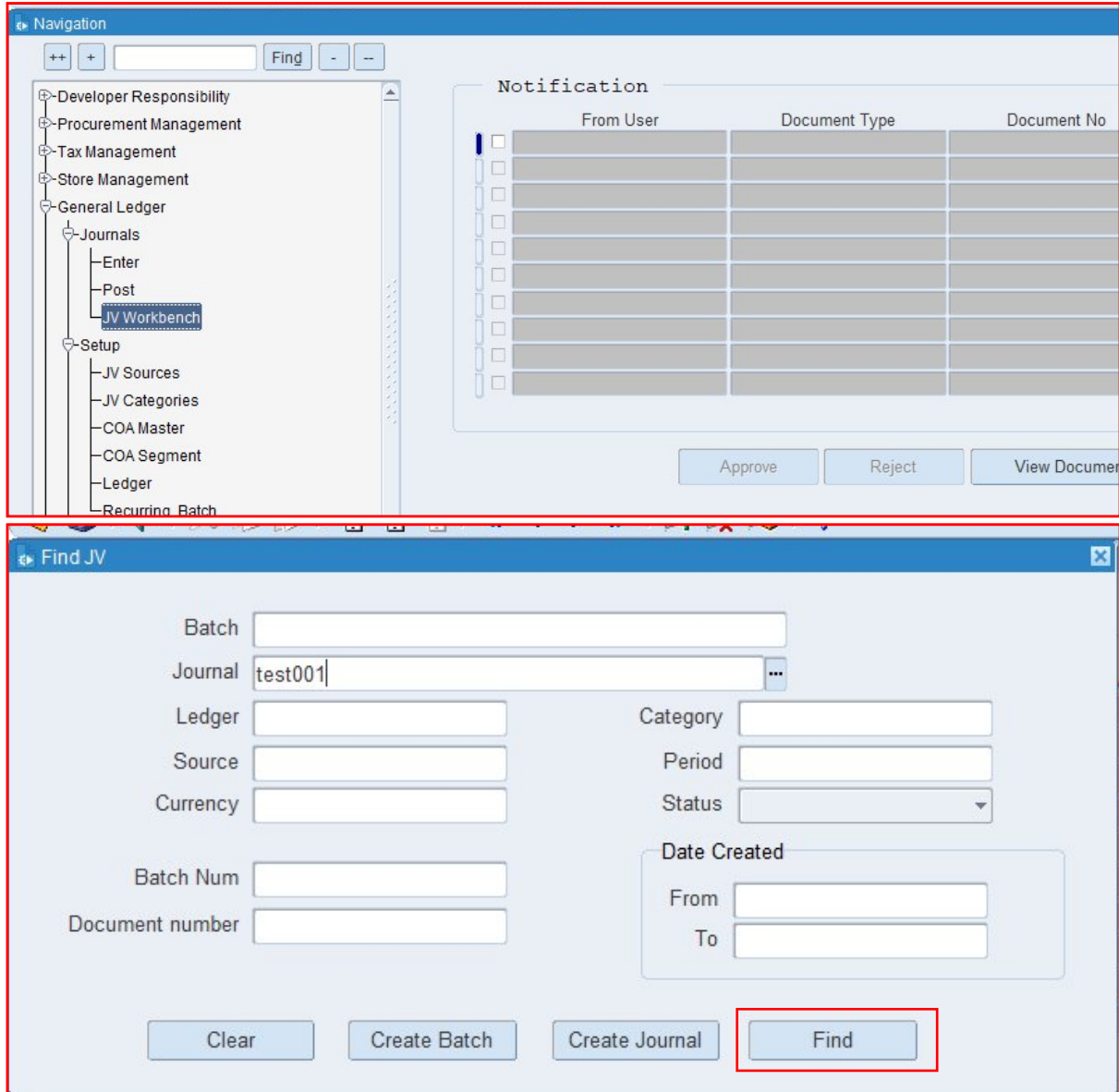
- **Where can it be redeemed?** Vouchers are typically redeemable at specified locations or online stores, depending on the issuing entity's policies. Some vouchers might be valid only at particular retailers or service providers.

5. Why:

- **Why is it issued?** Vouchers are issued to encourage purchases, reward customers, promote brand loyalty, or facilitate transactions. They can also be used to provide financial assistance or incentives.

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Navigation – General Ledger > Journals > JV Workbench



Enter the name of the journal you want to reverse and click Find button

What is a Journal Name?

The choice of journal name helps in organizing and managing financial records efficiently. If you have a specific context or type of transaction in mind, let me know, and I can provide more targeted information.

What is BATCH Number?

In financial systems, batch numbers are used to group transactions that are processed together. For example, a batch number might be assigned to a group of invoices or payroll transactions that are entered into the accounting system at the same time.

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What is a Ledger?

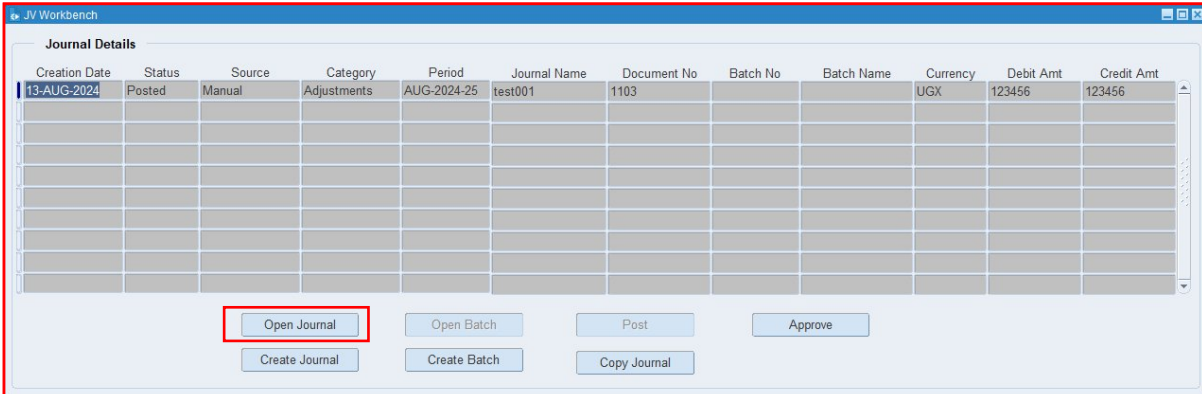
a ledger is a fundamental book or digital record where all financial transactions of a business are systematically recorded and categorized. It serves as the central repository for all financial data, which is used to prepare financial statements and reports.

What is a batch name?

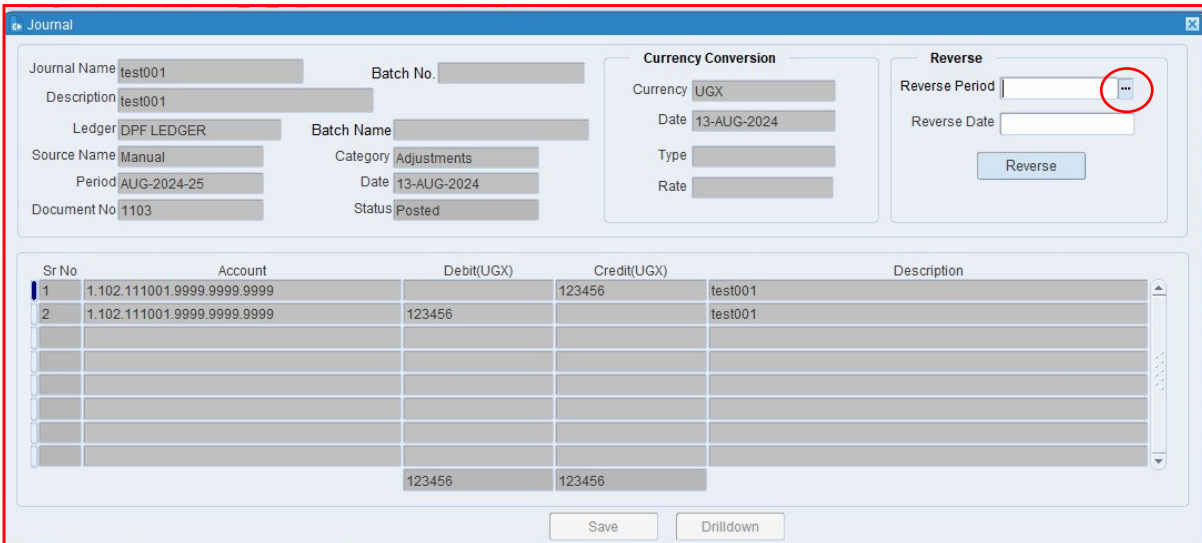
A batch name is a unique identifier or label assigned to a group of items, transactions, or data processed together as a single unit. It helps in tracking and managing these items or transactions efficiently.

What is a Source name?

In accounting, the source name might refer to the document or record from which a transaction originates. For example, invoices, receipts, or purchase orders are source documents that provide evidence for entries in the accounting system.

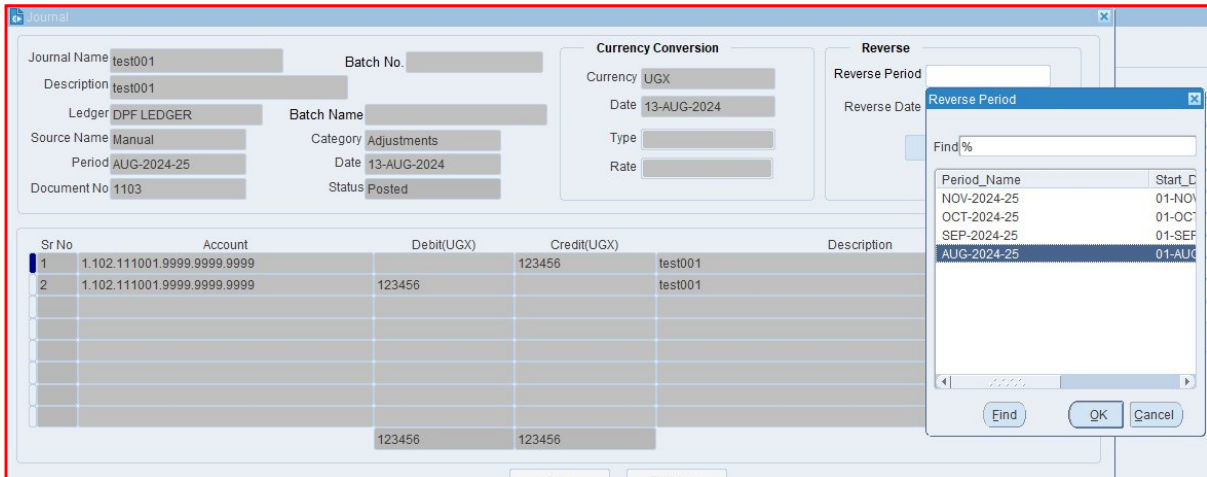


Click on Open Journal button



Click on the Reverse Period LOV

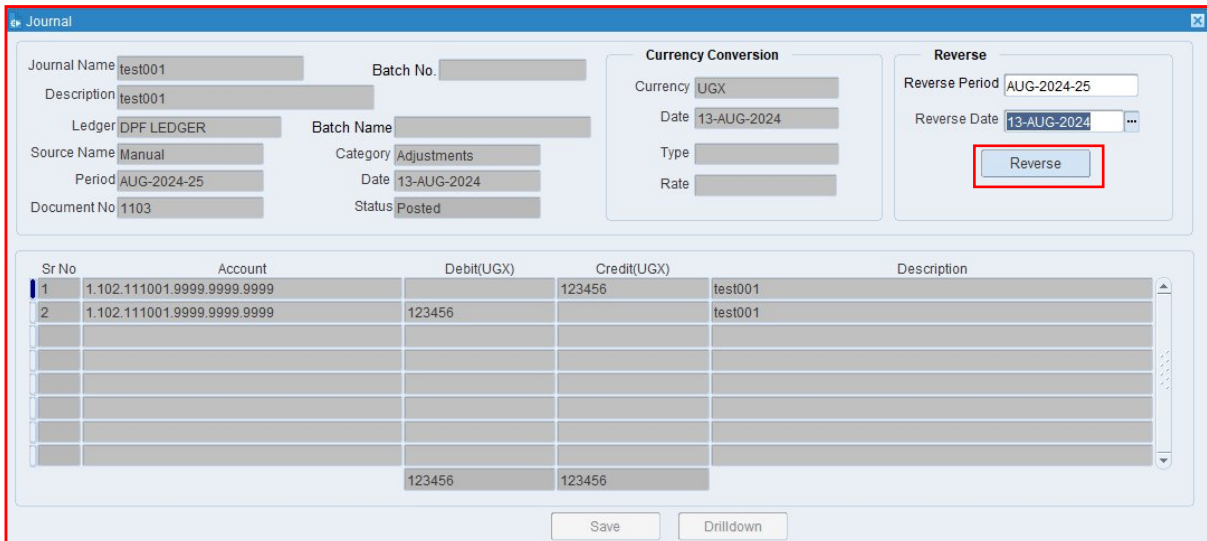
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The screenshot shows the 'Journal' entry form. The 'Reverse' section has a 'Reverse Period' dropdown menu open, displaying a list of periods. The 'Reverse Date' is set to 13-AUG-2024. The journal entry table below shows two entries with a total debit and credit of 123456.

Sr No	Account	Debit(UGX)	Credit(UGX)	Description
1	1.102.111001.9999.9999.9999		123456	test001
2	1.102.111001.9999.9999.9999	123456		test001
		123456	123456	

Select the Reverse Period and Date



The screenshot shows the 'Journal' entry form with the 'Reverse' button highlighted in a red box. The 'Reverse Period' is set to 'AUG-2024-25' and the 'Reverse Date' is set to '13-AUG-2024'. The journal entry table below shows two entries with a total debit and credit of 123456.

Sr No	Account	Debit(UGX)	Credit(UGX)	Description
1	1.102.111001.9999.9999.9999		123456	test001
2	1.102.111001.9999.9999.9999	123456		test001
		123456	123456	

Click on Reverse button

