

TXIS – MII ERP Practice Solution Document

# WHITE PAPER USER MANUAL FOR – STANDARD MONEY RECEIPT AND INVOICE APPLICATION PROCESS

## Module – Account Receivables

**Author** : Ajinkya Patil  
**Creation Date** : 09-Sep-2024  
**Last Updated** : 09-Sep-2024  
**Version** : 1.0

A Money Receipt in Accounts Receivable (AR) can be understood using the 5 W's:

## TXIS – MII ERP Practice Solution Document

### 1. Who?

- Issuing Party: The seller or service provider is responsible for issuing the receipt. It can be a business, organization, or individual receiving payment.
- Receiving Party: The customer or client making the payment.

### 2. What?

- Definition: A money receipt is a formal document that acknowledges the receipt of payment. It typically includes details such as the amount paid, the date of payment, and a reference to the related invoice or transaction.
- Components: A typical receipt may include:
  - Receipt number
  - Date of transaction
  - Payer's information
  - Description of goods/services
  - Amount paid
  - Payment method (cash, credit card, etc.)
  - Seller's signature or stamp

### 3. When?

- Timing: The receipt is issued immediately upon receiving payment, whether it's a cash transaction, credit card payment, or an online payment. This instant documentation helps both parties keep track of the transaction.

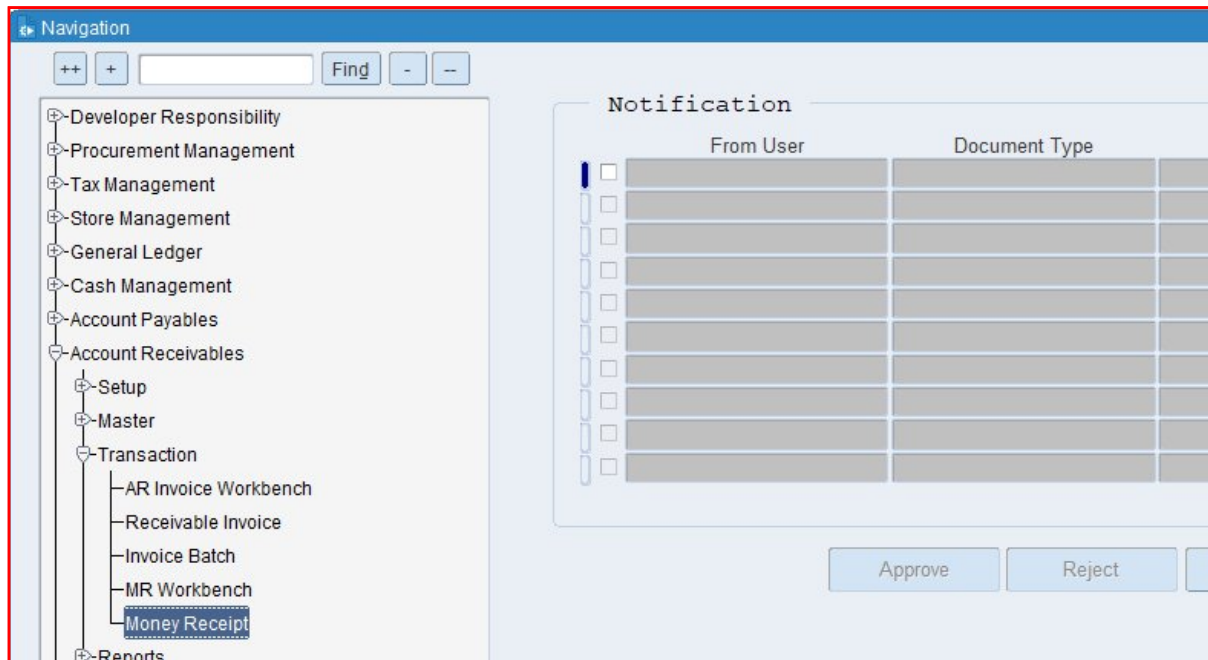
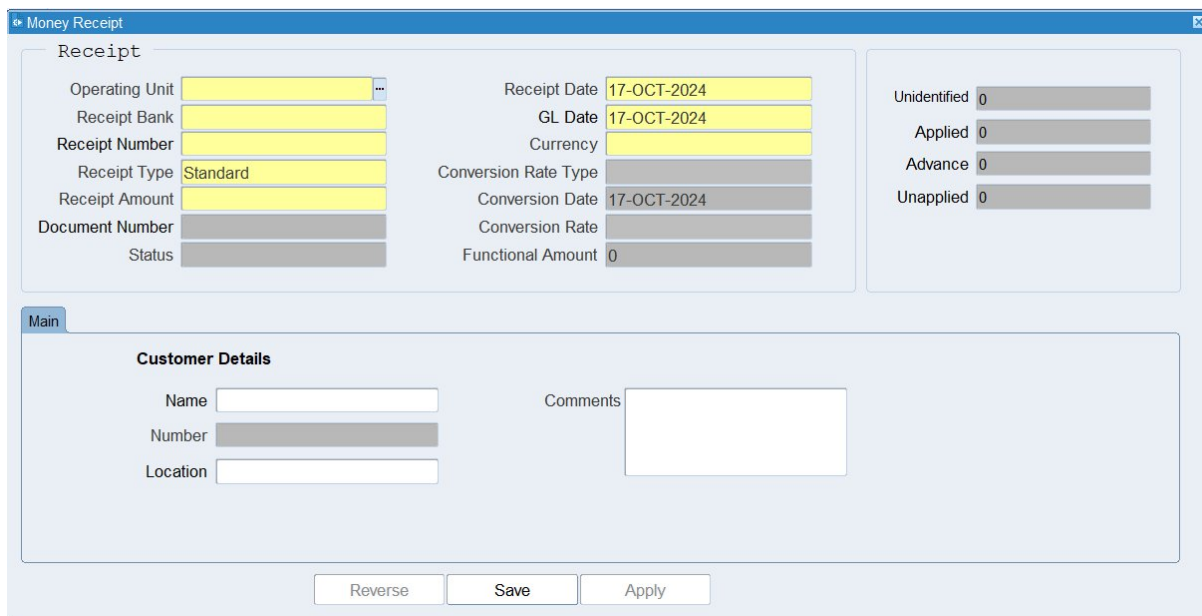
### 4. Where?

- Context of Use: Money receipts are utilized in various business settings, including retail, services, and B2B transactions. They can be provided in physical form (printed) or electronically (PDF or digital receipts) depending on the business's operational methods.

### 5. Why?

- Importance:
  - Proof of Payment: It serves as legal proof that a payment has been made, protecting both the buyer and seller in case of disputes.
  - Record-Keeping: Helps both parties maintain accurate financial records for accounting purposes.
  - Tax Compliance: Receipts are essential for tax reporting and can be used as evidence in audits.
  - Customer Trust: Providing a receipt enhances transparency and builds trust with customers, ensuring they feel confident in the transaction.

## TXIS – MII ERP Practice Solution Document

The screenshot shows the 'Money Receipt' form. It is divided into several sections:

- Receipt Section:** Contains fields for Operating Unit, Receipt Bank, Receipt Number, Receipt Type (Standard), Receipt Amount, Document Number, Status, Receipt Date (17-OCT-2024), GL Date (17-OCT-2024), Currency, Conversion Rate Type, Conversion Date (17-OCT-2024), Conversion Rate, and Functional Amount (0).
- Summary Section:** Shows counts for Unidentified (0), Applied (0), Advance (0), and Unapplied (0).
- Main Section:** Contains 'Customer Details' with fields for Name, Number, Location, and a large 'Comments' text area.

At the bottom of the form, there are buttons for 'Reverse', 'Save', and 'Apply'.

### What is an Operating Unit?

An operating unit is a distinct segment or division within a company that manages a specific part of the company's operations. It can be thought of as a self-contained unit responsible for its own set of activities, resources, and objectives.

### What is GL Date?

## TXIS – MII ERP Practice Solution Document

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?

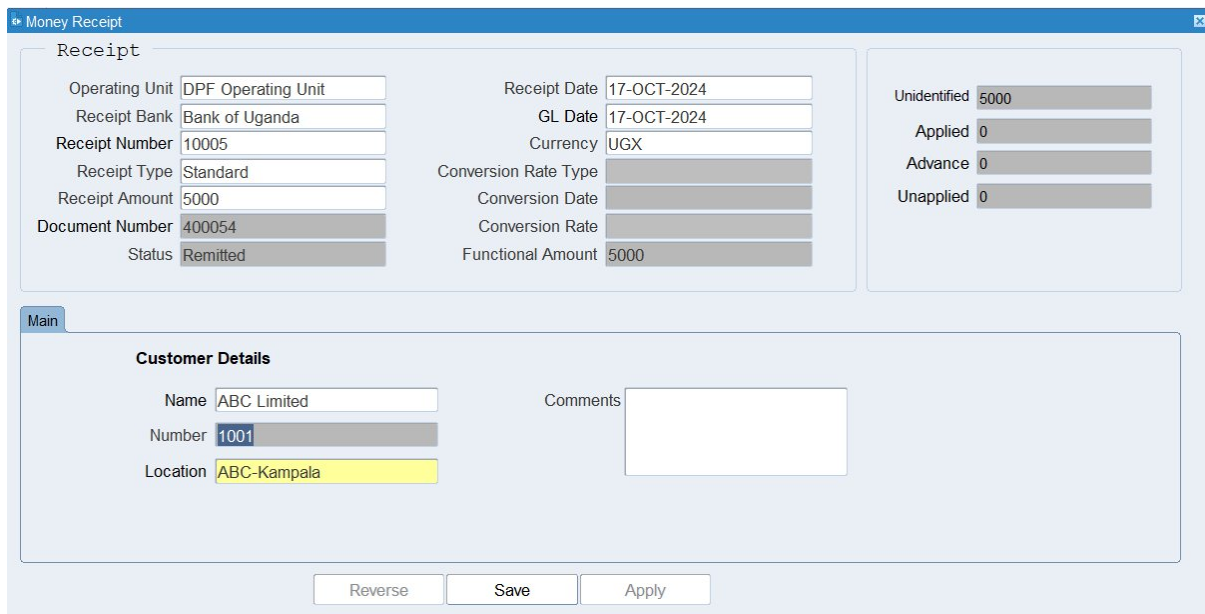
Invoice currency specifies the type of currency used to calculate and display the amounts due on an invoice. This could be the currency of the supplier, the customer, or a mutually agreed-upon currency.

### What is Type?

The classification or category assigned to an Money receipt that indicates the nature of the invoice or the type of transaction it represents.

### What is the Document Number?

A unique numerical or alphanumeric code assigned to an AR invoice to distinguish it from other invoices and provide a reference point for tracking and managing.



Receipt		Receipt Date		Unidentified	
Operating Unit	DPF Operating Unit	Receipt Date	17-OCT-2024	Unidentified	5000
Receipt Bank	Bank of Uganda	GL Date	17-OCT-2024	Applied	0
Receipt Number	10005	Currency	UGX	Advance	0
Receipt Type	Standard	Conversion Rate Type		Unapplied	0
Receipt Amount	5000	Conversion Date			
Document Number	400054	Conversion Rate			
Status	Remitted	Functional Amount	5000		

Main	
<b>Customer Details</b>	
Name	ABC Limited
Number	1001
Location	ABC-Kampala
Comments	

Put all the required details

## TXIS – MII ERP Practice Solution Document

**Receipt**

Operating Unit: DPF Operating Unit	Receipt Date: 17-OCT-2024	
Receipt Bank: Bank of Uganda	GL Date: 17-OCT-2024	
Receipt Number: 10005	Currency: UGX	
Receipt Type: Standard	Conversion Rate Type:	
Receipt Amount: 5000	Conversion Date:	
Document Number: 400054	Conversion Rate:	
Status: Remitted	Functional Amount: 5000	

**Customer Details**

Name: ABC Limited		
Number: 1001		
Location: ABC-Kampala		

Unidentified: 5000		
Applied: 0		
Advance: 0		
Unapplied: 0		

**Forms**

FRM-40400: Transaction complete: 1 records applied and saved.

Click on Save

**Receipt**

Operating Unit: DPF Operating Unit	Receipt Date: 17-OCT-2024	
Receipt Bank: Bank of Uganda	GL Date: 17-OCT-2024	
Receipt Number: 10005	Currency: UGX	
Receipt Type: Standard	Conversion Rate Type:	
Receipt Amount: 5000	Conversion Date:	
Document Number: 400054	Conversion Rate:	
Status: Remitted	Functional Amount: 5000	

**Customer Details**

Name: ABC Limited		
Number: 1001		
Location: ABC-Kampala		

Unidentified: 5000		
Applied: 0		
Advance: 0		
Unapplied: 0		

**Forms**

Accounting Created

## TXIS – MII ERP Practice Solution Document

\* Money Receipt

**Receipt**

Operating Unit	DPF Operating Unit	Receipt Date	17-OCT-2024
Receipt Bank	Bank of Uganda	GL Date	17-OCT-2024
Receipt Number	10005	Currency	UGX
Receipt Type	Standard	Conversion Rate Type	
Receipt Amount	5000	Conversion Date	
Document Number	400054	Conversion Rate	
Status	Remitted	Functional Amount	5000

Unidentified	0
Applied	0
Advance	0
Unapplied	5000

**Main**

**Customer Details**

Name	ABC Limited	Comments
Number	1001	
Location	ABC-Kampala	

Reverse
Save
Apply

Money Receipt Created.

## TXIS – MII ERP Practice Solution Document

### Now Money Receipt application with AR Invoice

Money Receipt

**Receipt**

Operating Unit:

Receipt Bank:

Receipt Number:

Receipt Type:

Receipt Amount:

Document Number:

Status:

Receipt Date:

GL Date:

Currency:

Conversion Rate Type:

Conversion Date:

Conversion Rate:

Functional Amount:

Unidentified:

Applied:

Advance:

Unapplied:

**Main**

**Customer Details**

Name:       Comments:

Number:

Location:

Click Apply Button

++ +        Find    --

Refresh

Notification

Money Receipt

Receipt

Apply	Apply To	Apply Date	Invoice Amount	Amount	Balance Due	GL Date	Reverse GL Date	Currency Rate	Functional Amt	Gain Loss
<input checked="" type="checkbox"/>		17-OCT-2024		5000	0	17-OCT-2024			5000	

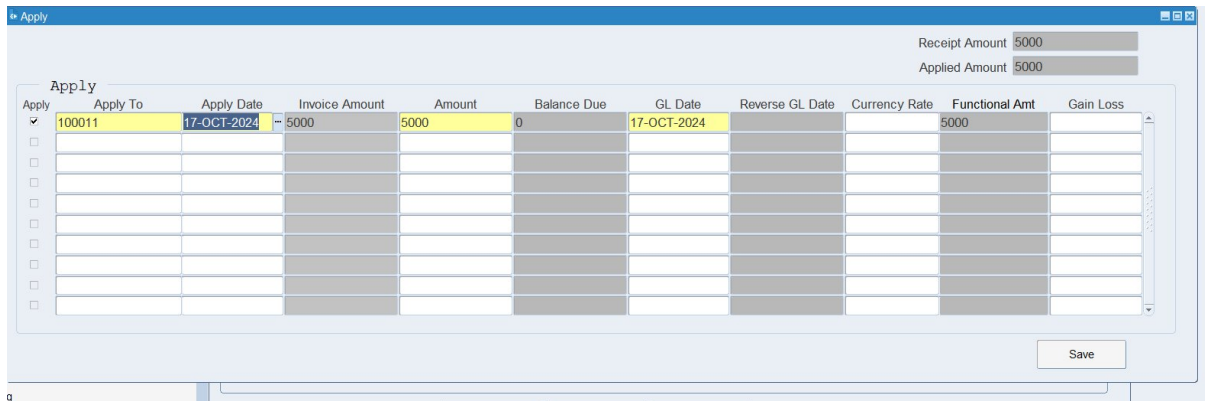
Receipt Amount: 5000  
Applied Amount: 5000

**Apply**

Trx Number	Inv_Header_Id	Balance_Due
10001	97	5000
INV100003	3	4786
INV100007	7	16900
INV100009	9	3100
INV100010	10	4200
INV100015	15	1334
INV100016	16	7080
INV100017	17	54280
INV100018	18	4720
INV100019	19	7720.74
INV100020	22	100

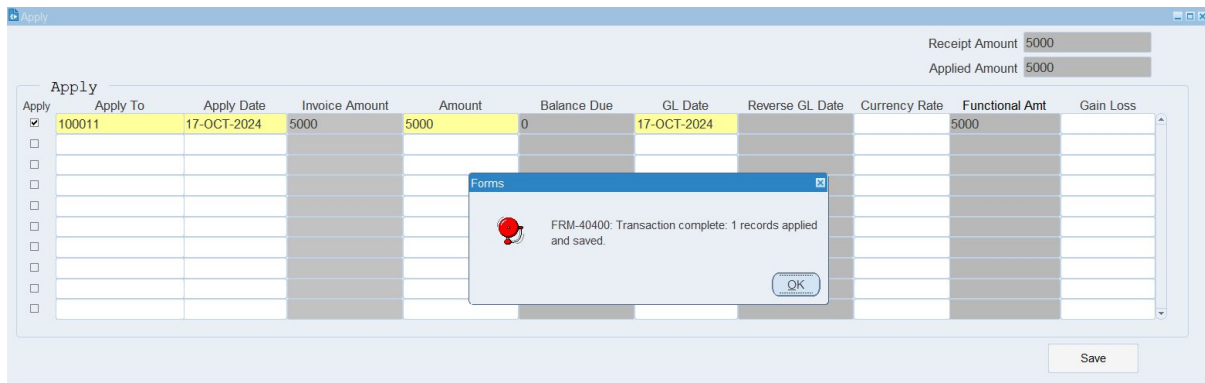
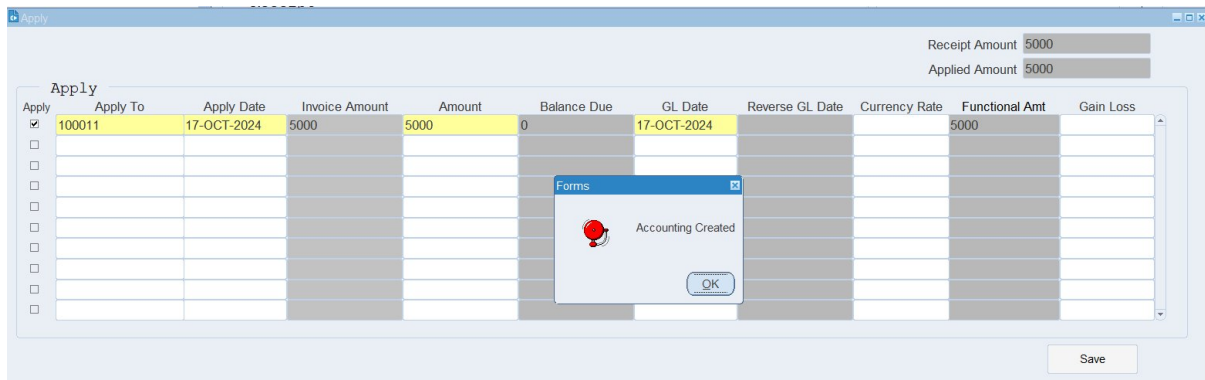
Select Invoice

## TXIS – MII ERP Practice Solution Document



Apply	Apply To	Apply Date	Invoice Amount	Amount	Balance Due	GL Date	Reverse GL Date	Currency Rate	Functional Amt	Gain Loss
<input checked="" type="checkbox"/>	100011	17-OCT-2024	5000	5000	0	17-OCT-2024			5000	
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

Save

After save system will generate Accounting

## TXIS – MII ERP Practice Solution Document

Now amount is applied

Money Receipt

**Receipt**

Operating Unit	DPF Operating Unit	Receipt Date	17-OCT-2024
Receipt Bank	Bank of Uganda	GL Date	17-OCT-2024
Receipt Number	10005	Currency	UGX
Receipt Type	Standard	Conversion Rate Type	
Receipt Amount	5000	Conversion Date	
Document Number	400054	Conversion Rate	
Status	Remitted	Functional Amount	5000

Unidentified	0
Applied	5000
Advance	0
Unapplied	0

**Main**

**Customer Details**

Name	ABC Limited	Comments	
Number	1001		
Location	ABC-Kampala		

Reverse
Save
Apply

XX END XX