Monthly UEDCL bill, Sezibwa

> Owner: Aaron Tushabe. Last reviewed: 9 Nov 2026 (first month booked this way: October 2026).

UEDCL bills the Sezibwa microgrid's grid supply every month (UEDCL account **110501386551**). We pay from the **Watt Works UGX bank account** with the bank's *pay utility bill* feature. In ERPNext that is three records: a **bill**, a **payment** and a small **bank-charges journal**.

Until September 2026 these were single Journal Entries, only because they were migrated from Open Collective (migration page). Don't copy that pattern.

Each month

#	Step	Who	ERPNext
1	Download UEDCL's EFRIS e-invoice (issued at month end)	Aaron	
2	Book the bill and attach the invoice PDF	Aaron (Accounts User)	Purchase Invoice
3	*Submit for Approval*, and tell the approver on Element or WhatsApp (ERPNext sends no emails)	Aaron	Workflow
4	Approve	Hillary, Esther or Dansturn (no self-approval)	Workflow
5	Pay through the bank's pay-utility-bill feature; keep the bank confirmation	Aaron	
6	Record the payment against the bill and attach the bank confirmation	Aaron	Payment Entry
7	From the bank statement, book the payment charge and excise	Aaron	Journal Entry

Paying before approval (as in October) is fine; the approver confirms it after the fact.

How to fill in each record

Use cost centre **Sezibwa Homes - NFE Pilot - WWFL** on every header and every row. The field is hidden in the desk forms, so anything typed there falls back to *Main*; see chart of accounts and cost centres.

Purchase Invoice (the bill)

- **Supplier:** `UEDCL` (group Services, created 7 Nov 2026).
- **Supplier invoice no.:** the EFRIS *Fiscal Document Number*. **Invoice date / posting date:** the invoice's *Issued Date*.
- **One expense line**, no item: "Electricity, , account 110501386551", **net** amount, account `5120 - Electricity Purchases (UEDCL) - WWFL`. Put the invoice's lines (peak, off-peak, shoulder kWh and service charge) in the description.
- **VAT:** the invoice is in Watt Works' TIN (1049957756), so add a tax row: *Actual*, account `VAT - WWFL`, the invoice's VAT amount. If the VAT has a third decimal, round it so the bill's total equals the invoice's gross total.
- **Rounding:** leave *rounded total* **on**. The bank pays whole shillings, so the payment then matches the bill exactly.

Payment Entry

- Pay, supplier UEDCL, paid from `1220 - Watt Works UGX Bank Account - WWFL`, posting date = the date on the **bank statement** (the bank's confirmation can show the next day), reference no. = the bank's transaction ID.
- Allocate the full amount to the bill. If the amounts differ by cents, put the difference in *Deductions* on `5212 - Round Off - WWFL`.
- Attach the bank confirmation (and UEDCL's receipt if one arrives). Payment Entries have no approval workflow; the preparer submits.

Bank charges

- One Journal Entry on the payment date: debit `5221 - Bank Charges - WWFL`, credit 1220, from the bank statement lines *UEDCL PAYMENT CHARGES* (1,000 UGX so far) and *EXCISE ON UEDCL PAYMENT* (150 UGX so far).

October 2026, worked example

Record	Details

ACC-PINV-2026-00005	EFRIS 1261564828759, 31 Oct 2026. Net 419,258.10 to 5120 + VAT 75,466.45 = **494,724.55**. Approved by Hillary 9 Nov.
ACC-PAY-2026-00001-1	5 Nov 2026, bank transaction 76964312, **494,725.00**: 494,724.55 to the bill, 0.45 to Round Off (rounded total had been turned off on the bill). NFE's first Payment Entry. It replaces ACC-PAY-2026-00001, cancelled because it used the confirmation's date (6 Nov) instead of the statement's.
ACC-JV-2026-00160	5 Nov 2026, UEDCL payment charge 1,000 + excise 150 = **1,150** to 5221 Bank Charges.

Open questions

☐ Confirm with the accountant that input VAT on UEDCL bills is claimable and lands in the right month's return (VAT decisions, monthly URA routine).

Changes

- **9 Nov 2026:** October fully booked and the UGX account reconciled to the statement (1,006,988 on 5 Nov). Payment date rule added.
- **9 Nov 2026:** page created; routine moved from Journal Entries to bill + payment (Aaron Tushabe).

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