

APEPDCL
SAP - Accounting



CORPORATE OFFICE: VISAKHAPATNAM

Memo No: CGM/Expr /GM Rev/AO(SAP)/ AAO IT/D.No:451/2010, Dt: 08.10.10

Sub: APEPDDL - SAP ECC 6.0 Instructions on LT Revenue Accounting for the collections affected through Inter Unit Transactions- Reg.

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In order to have identical accounting of LT Revenue Collections being accounted in Electricity Revenue Offices, the following instructions are issued duly taking into consideration the periodical changes and the novelty implemented in aids of collections, and to ensure realtime accounting.

Often, apart from the regular collections being collected at Electricity Revenue Offices, certain amounts of LT Revenue Collections are diversified to Division Offices, Circle Offices and Corporate Office. Upon implementation of SAP ECC 6.0 version and with the advent of **Document Splitting**, the concept of TCA & TDA has been minimized in respect of Electricity Revenue Offices and is totally eliminated for other units. However, it is the prime responsibility of the revenue recipients unit to send a statement/document of collection details, to the credit deserving units timely, so as to enable them to arrange requisite credit to the respective customer categories. The accounting of certain collections in SAP has been modified as stated below.

1. Collection of Security Deposit and LT Application Fees at Division Offices.
2. **RSDP/USDP** Collections credited to SE/Operations Cash book at Circle Office.
3. **Centralized Payments** i.e. Tata Tele Services, Reliance, Vijay Visakha etc at Corporate Office.
4. **Internet Online Payments** Credited to AO/CPR Cash book at Corporate Office.
5. Collections in respect of an Electricity Revenue Office made at another Electricity Revenue Office.
6. **E-Seva** Collections at Electricity Revenue Office.
7. **RSDP/USDP** Collections credited directly to the respective Assistant Accounts Officer/ Electricity Revenue Office, bank account periodically.
8. Security Deposit Refund and Payable through Division Office.

1. If the Security Deposit and LT Application fees received at Division Office in respect of Electricity Revenue Office, then the following Entries would be featured.

➤ **Entry in Division Office Books of Accounts (SAP) FBCJ (Document Splitting):** The following entry would be featured upon feeding the receipt in FBCJ at Division Office.

DE Cash Journal Account Dr.	DIV BA	DIV PC
To 6100916 Appl Registration Fees	ERO BA	EROPC
To 4800101 LT Security Deposit	ERO BA	EROPC

➤ **Entry in Electricity Revenue Office.**

No Entry need to be passed in Electricity Revenue Office, as the amounts has been credited directly to the respective Electricity Revenue Office, Business Area and Profit Center directly by Division Office. The AAO has to check the respective GLs in SAP through T.Code FAGLL03 and has to ensure that for the amounts credited by Division Office requisite service wise document is obtained immediately so as to extend requisite credits to the respective customers in external billing system.

2. RSDP/USDP Collections credited to SE/Operations Cash book at Circle Office.

Of late, it has been noticed that the Revenue Collections in respect of Electricity Revenue Office being collected by the RSDP Collections Centers is not getting accounted for appropriately. There is certain ambiguity with regards to accounting of the collections of RSDP among the Staff in certain Circles. As such it is instructed to adhere to the following instructions for proper accounting of revenue collections.

The daily collections data of the customers is downloaded by the respective Electricity Revenue Offices. In certain Electricity Revenue Office the data is placed in the respective Assistant Accounts Officer/Electricity Revenue Office mail either by Circle Office or Corporate Office. The daily Revenue Collections of RSDP has to be credited to the Customers in Electricity Revenue Office. The following are the Journal Entries to be passed.

➤ **Entry in ELECTRICITY REVENUE OFFICE Books of Accounts (SAP)**

2800528 RSDP/USDP Receivable Account Dr.
To 2300301 Sundry Debtors Collection Control Account.

At the month End Upon transfer of amounts from Circle Office to the respective Electricity Revenue Office, the following are the Entries.

➤ Entry in Circle Office Books of Accounts (SAP) FBCJ (Document Splitting): If the receipts are being entered in HT Cash book.

Cash Journal of SAO HT Account . SAO BA SAO PC
To 2800528 RSDP/USDP Receivable A/c ERO BA ERO PC

NOTE: Upon receipt of RSDP Credits from Circle Office “No Entry need to be passed.

3. Centralized Payments i.e. Tata Tele Services, Reliance, Vijay Visakha etc at Corporate Office. The Payments being received at Corporate Office are to be affected in Accounts Officer CPR Cash Book.

➤ Entry in Corporate Office Books of Accounts (SAP) FBCJ (Document Splitting):

Cash Journal of AO CPR Account Dr. AOCPR BA AOCPR PC
To 2300301 Sun Debts Coll Contr A/c ERO BA ERO PC

➤ Entry in ELECTRICITY REVENUE OFFICE Books of Accounts (SAP) FV50/FB50:

2300301 Sundry Debtors Collection Control Account Dr.
To L0121CC1 Account

4. Internet Online Payments Credited to AO/CPR Cash book at Corporate Office.

The Internet Data has to be downloaded by the Electricity Revenue Office daily and arrange to pass the following entry.

➤ Entry in Electricity Revenue Office Books of Accounts (SAP) FV50/FB50

2800529 Internet Payment Recble Account
To 2300301 Sundry Debtors Collection Control Account

Upon transfer of amounts by Accounts Officer CPR, at Corporate Office the entry would be.

➤ Entry in Corporate Office Books of Accounts (SAP) FBCJ:

Cash Journal of AO CPR Account Dr. AOCPR BA AOCPR PC
To 2800529 Internet Pay Recble A/c ERO BA ERO PC

NOTE: No Entry is to be passed in Electricity Revenue Office, upon receipt of amounts from Corporate Office.

5. Collections in respect of an Electricity Revenue Office made at another Electricity Revenue Office.

Very often certain collections are accepted by an Electricity Revenue Office on behalf of other Electricity Revenue Office. The following are the Entries to be passed.

- **Entries in Collecting Electricity Revenue Office Books of Accounts (SAP) FBCJ:**

Cash Journal of AAO/ERO Account Dr.

**To 2300301 Sundry Debtors Collection Control Account
To 3000192 ERO TO ERO IUA**

- **Entries in the Credit deserving ERO books of Accounts (SAP) FBCJ:**

3000192 ERO TO ERO IUA Dr.

To L0121CC1 Account

6. **E-Seva Collections at Electricity Revenue Office** - All the Collections of E-Sevas are also to be routed through Receivable Account, as often at the month end, the amount received from E-seva would definitely vary to that of the amount to be received. As such the following entries are to be passed

- **Entries in the Electricity Revenue Office Books of Accounts:**

Upon downloading the data and to pass on the credit daily to the respective customers in external billing system.

2800530 E-Seva Receivable Account Dr.

To 2300301 Sundry Debtors Collection Control Account

Upon receipt of Cheque/DD in ERO the following day or alternate date.

Cash Journal Account Dr.

To 2800530 E-seva Receivable Account

NOTE: As such the amount of Debit balance retained in the E-Seva Account would represent the amount to be received from E-Seva.

7. RSDP Collections credited directly to the respective AAO/ERO bank account periodically.

It is observed that, in certain Electricity Revenue Offices, the RSDP Collections are being credited to the respective AAO/ERO bank account periodically. In such an instance, the following are the Accounting Entries to be passed.

➤ Entries in the Electricity Revenue Office books of Accounts

The daily collections data of the customers is downloaded by the respective Electricity Revenue Office. In certain Electricity Revenue Office the data is placed in the respective AAO/ERO mail either by Circle Office or Corporate Office. The daily Revenue Collections of RSDP has to be passed to the Customers in Electricity Revenue Office. The following are the Journal Entries to be passed.

➤ Entry in Electricity Revenue Office Books of Accounts (SAP)

2800528 RSDP/USDP Receivable Account Dr.
To 2300301 Sundry Debtors Collection Control Account.

AND

Upon the amount getting credited to the AAO ERO bank Account.
The Entry would be as follows:

Cash Journal Account Dr.
To 2800528 RSDP/USDP Receivable Account

NOTE: The Debit balance representing in the Receivable Account represents the amounts to be received from RSDP.

8. Security Deposit Refund and Payable through Division Office.

➤ Entry in ELECTRICITY REVENUE OFFICE Books of Accounts (SAP)

4800101 Security Deposit from LT Customers Account Dr.
To 3000194 IUA ERO-Division / Circle / Corp off Other Chrgs Account

➤ Entry in Division Office Books of Accounts (SAP)

3000194 IUA ERO-Divisions / Circle / Corp off Other Chrgs Account
To 4600501 Debts & Deposit payable Account.

Upon receipt of LOC for payment to Customer.

4600501 Debts & Deposit payable Account.
To Bank Outgoing Account.

NOTE: IN ALL THE CITED TRANSACTIONS, ALL THE UNIT OFFICERS ARE TO ENSURE THAT THE DATA IS FED IMMEDIATELY UPON RECEIPT OF REVENUE AND HAS TO ENSURE THAT THE REQUISTE DOCUMENT IS TRANSFERRED TO THE RESPECTIVE UNIT WITH DETAILS THEREOF, SO AS TO ENABLE THEM TO RECONCILE THE DATA.

**Chief General Manager, (Expr)
APEPDCL: Corporate Office,**

To,

All Assistant Accounts Officers, Electricity Revenue Office APEPDCL

All the Senior Accounts Officers, Operation Circles APEPDCL

All the Accounts Officers, Revenue, Operation Circles APEPDCL

All the Accounts Officers, Expenditure, Operation Circles APEPDCL

All the Divisional Electrical Engineers, Operation Divisions APEPDCL

The Accounts Officer CPR, Corporate Office, APEPDCL, Visakhapatnam

The General Manager Accounts, Corporate Office, APEPDCL, Visakhapatnam

The General Manager Revenue, Corporate Office, APEPDCL, Visakhapatnam

The General Manager IT, Corporate Office, APEPDCL, Visakahapatnam

Copy Submitted to the Director Finance, APEPDCL, Corporate Office, Vizag.

Copy Submitted to the Director Operation, APEPDCL, Corporate Office, Vizag.



EASTERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED

Corporate Office :: Visakhapatnam

Memo.No.CGM(Expr.)GM(Accts)/SAO(Accts)/AO(Accts)/D.No. 193 /16 Dt. 30 .03.2016

Sub: APEPDCL - Collections through APNA CSC, E-seva Mobile App, Andhra Bank ATM, Pay-U Payment Gateway & ICICI Bank Payment Gateway - instructions on accounting of the transactions in SAP -Reg

Ref: GM(Rev)/D.No1874/16 dt29.03.2016.

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As part of Consumer intensive initiatives, APEPDCL had launched a series of Consumer friendly sources of revenue collections. The newly implemented collection sources are as follows.

- APNA CSC Collections
- Pay-U Payment Gateway
- Andhra Bank ATM
- E-Seva Mobile App
- ICICI Payment Gateway

Consequent on implementation of diversified revenue collections procedures, it is obligatory for adoption of Real-Time accounting in SAP. Hence, the Accounting of Transactions in accordance with the Nature & Sources of Revenue Collections is specified hereunder.

A. APNA CSC

APNA CSC ACCOUNTING			
Account head	Description of Account head	T.Code	Entry by
On periodical Credit of Prepaid Amount from APNA CSC to the bank account of AO CPR			
24XXXX	Cash Account Dr.	FBCJ Entry	AO CPR
	To		
4700901	Deposits from APNA CSC		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
24XXXX1	Bank Incoming Account	FBCJ Entry	AO CPR
	To		
24XXXX	Cash Account		
On Transfer of Amount collected to Respective EROs at the month End			
4700901	Deposits from APNA CSC Dr.	F-22/FB50	AO CPR

	To	Unit Wise Document Split JE	
2800525	Receivables from APNA CSC		

On Periodical Accounting of amount receivable from AO CPR to respective AAO/ ERO

2800525	Receivables from APNA CSC Dr.	F-22/FB50	AAO/ERO
	To		
2300301	Collection Control Account		

On Upload of files to SAP monthly. (Automated Entry)

2300301	Collection Control Account Dr.	Upload	Corporate Office
	To	Automated through Upload Files	
23XXXXX	LT Customer Account		

B. Pay-U Gateway Collections.

Pay-U ACCOUNTING			
Account head	Description of Account head	T.Code	Entry by
On Crediting the Amount Collected through Pay-U to AO CPR Bank Account			
24XXXXX	Cash Account Dr.	FBCJ Entry	AO CPR
	To	Unit Wise Document Split JE	
2800526	Receivables from Pay-U Gateway		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
24XXXX1	Bank Incoming Account Dr.	FBCJ Entry	AO CPR
	To		
24XXXX	Cash Account		
On Periodical Accounting of amount receivable from PayU payment Gateway.			
2800526	Receivables from Pay-U Gateway Dr.	F-22/FB 50	AAO/ERO
	To		
2300301	Collection Control Account		
On Upload of files to SAP monthly. (Automated Entry)			
2300301	Collection Control Account Dr.	Upload	Corporate Office
	To		
23XXXXX	LT Customer Account		

C. Andhra Bank ATMs

Payment of CC Charges Through Andhra Bank ATMs ACCOUNTING			
Account head	Description of Account head	T.Code	Entry by
On Crediting the Amount Collected through Andhra Bank ATM to AO CPR Bank Account.			
24XXXXX	Cash Account Dr.	FBCJ Entry	AO CPR
	To	Unit Wise Document Split JE	
2800522	Receivables from Andhra Bank ATM		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
24XXXX1	Bank Incoming Account Dr.	FBCJ Entry	AO CPR
	To		
24XXXX	Cash Account		
On Periodical Accounting of amount receivable from Andhra Bank ATMs.			
2800522	Receivables from Andhra Bank ATM Dr.	F-22/FB 50	AAO/ERO
	To		
2300301	Collection Control Account		
On Upload of files to SAP monthly. (Automated Entry)			
2300301	Collection Control Account Dr.	Upload	Corporate Office
	To		
23XXXX	LT Customer Account		

D. Mee-Seva Mobile.

Payment of CC Charges Through Mee-Seva Mobile ACCOUNTING			
Account head	Description of Account head	T.Code	Entry by
On Crediting the Amount Collected through Mee-Seva Mobile App to AO CPR Bank Account.			
24XXXXX	Cash Account Dr.	FBCJ Entry	AO /CPR
	To	Unit Wise Document Split JE	
2800527	Receivables from Mee-Seva Mobile		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
24XXXX1	Bank Incoming Account Dr.	FBCJ Entry	AO /CPR
	To		
24XXXX	Cash Account		

On Periodical Accounting of amount receivable from Mee-Seva Mobile App			
2800527	Receivables from Mee-Seva Mobile Dr.	F-22/FB 50	AAO/ERO
	To		
2300301	Collection Control Account		

On Upload of files to SAP monthly. (Automated Entry)

2300301	Collection Control Account Dr.	Upload	Corporate Office
	To		
23XXXXX	LT Customer Account		

D. ICICI Bank Payment Gateway:

Payment of CC Charges Through ICICI Bank Payment Gateway.			
Account head	Description of Account head	T.Code	Entry by
On Crediting the Amount Collected through ICICI Payment Gateway to AO CPR Bank Account.			
24XXXXX	Cash Account Dr.	FBCJ Entry	SE/SAO/ Operation
	To	Unit Wise Document Split JE	
2800523	Receivables from ICICI Gateway		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
24XXXX1	Bank Incoming Account Dr.	FBCJ Entry	SE/SAO/ Operation
	To		
24XXXXX	Cash Account		

On Periodical Accounting of amount receivable from ICICI Payment Gateway.

2800523	Receivables from ICICI Gateway	F-22/FB 50	AAO/ERO
	To		
2300301	Collection Control Account		

On Upload of files to SAP monthly. (Automated Entry)

2300301	Collection Control Account	Upload	Corporate Office
	To		
23XXXXX	LT Customer Account		

All, Assistant Accounts Officer/Electricity Revenue Offices, Senior Accounts Officer/Operation Circle & Accounts Officer/CPR Section/Corporate Office are requested to pass the requisite accounting entries duly posting in SAP timely and ensure reconciliation of the transactions periodically.

All Asst. Accounts Officers/EROs are also requested to notice the Change of Nomenclature to GL Account number 2800529 as "Receivables from Bill Desk Gateway".

#Approved#
Chief General Manager(Expr)
APEPDCL::Visakhapatnam

To

All Senior Accounts Officers/Operation Circles/
All Accounts Officer/Revenue/ Operation Circles/
Accounts Officer /CPR/Corporate Office
All Asst. Accounts Officer/EROs/

Copy to:

General Manager/Revenue/Corporate Office
Senior Accounts Officer/SAP/Corporate Office.

Copy Submitted to Director (Finance, HRD & Planning)/APEPDCL/Corporate Office



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Memo No.CGM(Expr)/GM(Accts)/SAO(Accts)/AO(Accts)/AAO(CAS)/D.No. 23 Dt. 06.16

Sub: SAP-ECC 6.0- Issue of Authorisation of “New GL - Document Splitting” for execution of Inter Unit Transactions, by Electricity Revenue Offices - Instructions on Execution & Accounting -Issued - Reg.

Ref:-Memo No.CGM(Expr)/GM(Accts)/SAO(Accts)/AO(Accts)/AAO(CAS)/D.No.301Dt.19.05.16

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In the reference cited, instructions were issued on authorisation of Document splitting to EROs for execution of Inter Unit transactions. But, due to the dynamics in accounting and changes in book keeping, the following further modifications with regards to mode of posting the Journal Entries as per the nature of transactions are herewith communicated.

Process of Execution Inter Unit Transactions:

Illustration : 1. Transfer of CC Charges collected by ERO East Visakhapatnam on behalf of ERO West. T.Code: F-65/FV50/FB50

Entry View

GL Account	Description	Amount	Bus Area	Profit Centre
2300301	Sun Debt Collection A/c.	100	321	201110001
	To			
2300301	Sun Debt Collection A/c.	100	322	201120001
<i>Being Transfer of CC Charges from ERO East to ERO West Visakhapatnam</i>				

General Ledger View

GL Account	Description	Amount	Bus Area	Profit Centre
2300301	Sun Debt Collection A/c.	100	321	201110001
3000200	Inter Unit Balancing A/c	100	322	201120001
	To			
2300301	Sun Debt Collection A/c.	100	322	201120001
3000200	Inter Unit Balancing A/c	100	321	201110001
<i>Being Transfer of CC Charges from ERO East to ERO West Visakhapatnam</i>				

**Illustration : 2. Transfer of Company CC Charges (i.e. Board RJ) from RJY T ERO to RJY Division Office. (i.e. Two Entries are to be posted):
 T.Code: F-65/FV50/FB50**

Entry View

Entry -1

GL Account	Description	Amount	Bus Area	Profit Centre
7600506	Electricity Charges A/c	500	402	203100001
	To			
2300301	S Dr Collections A/c	500	421	203110001

Being Transfer of Board CC Charges from ERO Town Rajahmundry

Entry -2 : T.Code F-22

GL Account	Description	Amount	Bus Area	Profit Centre
2300301	S Dr Collections A/c	500	421	203110001
	To			
2301220	L0421CC2B	500	421	203110001

General Ledger View Entry-1

GL Account	Description	Amount	Bus Area	Cost Centre
7600506	Electricity Charges A/c	500	402	203100001
3000200	Inter Unit Balancing A/c	500	421	203110001
	To			
2300301	S Dr Collections A/c	500	421	203110001
3000200	Inter Unit Balancing A/c	500	402	203100001

Being Transfer of CC Charges from ERO Town to Division Office Rajamahendravaram

Illustration : 3.Entry for ISD in ERO Town RJY and transfer of TDS to Division Office to RJY. T.Code: F-65/FV50/FB50

GL Account	Description	Amount	Bus Area	Profit Centre
7800110	Interest on SD-Cust HT/LT	1500	421	203110001
	To			
4800301	SD Int Provision LT	1400	421	203110001
4600921	TDS ON ISD	100	402	203100001

Being Transfer of Provision created for ISD and transfer of TDS from ERO Town Rajahmundry to Division office, Rajahmundry)

General Ledger View above Entry:

GL Account	Description	Amount	Bus Area	Cost Centre
7800110	Interest on SD-Cust HT/LT	1500	421	203110001
3000200	Inter Unit Balancing A/c	100	402	203100001
	To			
4800301	SD Int Provision LT	1400	421	203110001
3000200	Inter Unit Balancing A/c	100	421	203110001
4600921	TDS ON ISD	100	402	203100001

Being Transfer of Provision created for ISD and transfer of TDS from ERO Town Rajahmundry to Division office, Rajahmundry)

Illustration : 4.Entry for Transfer of Security Deposit from ERO Town RJY to ERO Rural RJY. T.Code: F-65/FV50/FB50

GL Account	Description	Amount	Bus Area	Profit Centre
4800101	CD-LTConsumers(cash)	1500	421	203110001
	To			
4800101	CD-LTConsumers(cash)	1500	422	203120001

(Being Transfer of Security Deposit from ERO Town Rajamahendravaram to ERO Rural Rajamahendravaram)

General Ledger View above Entry:

GL Account	Description	Amount	Bus Area	Cost Centre
4800101	CD-LTConsumers(cash)	1500	421	203110001
3000200	Inter Unit Balancing A/c	1500	422	203120001
	To			
4800101	CD-LTConsumers(cash)	1500	422	203120001
3000200	Inter Unit Balancing A/c	1500	421	203110001
<i>(Being Transfer of Security Deposit from ERO Town Rajamahendravam to ERO Rural Rajamahendravaram)</i>				

Note: In order to account for the Inter Unit transactions through Document Splitting the concerned units have to assign the relevant Business Areas, Profit Centre & Cost Centres of the respective Off setting units.

All Assistant Accounts Officers are requested to ensure the following points while executing the Inter Unit Transactions.

- No Document split transactions are to be done manually in FBCJ. All amounts received are to be initially accounted to the respective AAO ERO FBCJ account and later to be transferred through Document Split Journal Entries.
- No Manual Operation of Inter Unit GL Accounts are allowed except for transfer of bank transactions.(ie. Bank Excess through GL Account No: 3000194.)
- All Concerned Unit officers are requested to arrange to reconcile and tally the Inter Unit accounts till to the date of the said instructions and report to Corporate Office for arranging Off setting Journal Entry, as the Manual Inter Unit GL Accounts would be blocked instantaneously.

Hence, all Assistant Accounts Officers, Electricity Revenue Office /APEPDCL are requested to follow the above instructions scrupulously and instruct the concerned staff accordingly. For any further clarification and issues, the SAP ARGL Core team at Corporate Office may be contacted.

#Approved#
Chief General Manager (Expr)
APEPDCL : Corporate Office
Visakhapatnam

To,
All Assistant Accounts Officers/Electricity Revenue Office/APEPDCL

Copy to All Divisional Electrical Engineer/Operation & MRT Divisions/APEPDCL
Copy to All Accounts Officer (Revenue)/Operation Circles/APEPDCL
Copy to All Accounts Officer (Expenditure)/Operation Circles/APEPDCL
Copy to All Senior Accounts Officer/Operation Circles/APEPDCL
Copy to General Manager (Audit)/APEPDCL
Copy to General Manager (Revenue)/APEPDCL

Copy Submitted to Director (Finance, HRD &IR, Planning & IT)/APEPDCL.



Memo No.CGM(Expr)/GM(Accts)/SAO(Accts)/AO(Accts)/AAO(CAS)/D.No. /2016, Dt. .07.16

Sub: SAP-ECC 6.0- SAP Accounting of Burnt Meter Charges if included in CC Bill -
 Instructions Issued - Reg

Ref:-1.Memo No.CGM(Expr)/GM(Accts)/SAO(Accts)/AO(Accts)/AAO(CAS)/D.No.301/16,Dt.19.05.16
 2.Memo No.CGM(Expr)/GM(Accts)/SAO(Accts)/AO(Accts)/AAO(CAS)/D.No. 384/16Dt.23.06.16

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In continuation to the instructions under reference 1st and 2nd cited on SAP Document Splitting for execution inter unit transactions, the SAP accounting procedure for Burnt Meter Charges are herewith communicated.

If the Burnt Meter charges are recommended by the Section Officer to the concerned Assistant Accounts Officer/ Electricity Revenue Office, for inclusion in the CC Charges bill, then the following accounting is to be done in the books of ERO.

Upon Inclusion of Burnt Meter Charges in the CC Charges Bill:

Entry No: 1 T.Code: F-22

GL Account	Description	Amount	Bus Area	Profit Centre
2301220	L0322CC2B		ERO BA	ERO PA
	To			
2300311	Burnt Meter Deposit Clearing Account.		ERO BA	ERO PA
<i>Being Demand Raised for inclusion of Burnt Meter Charges</i>				

Entry No: 2 (SAP Entry View) T.Code: FV50/FB50/F-65 & FBV0

GL Account	Description	Amount	Bus Area	Profit Centre
2300311	Burnt Meter Deposit Clearing Account.		ERO BA	ERO PA
	To			
4700401	Deposits for Burnt Meters		DIV BA	DIV PA
<i>Being amount collected towards Burnt Meter transferred to Div Office.</i>				

(General Ledger View)

GL Account	Description	Amount	Bus Area	Profit Centre
2300311	Burnt Meter Deposit Clearing Account.		ERO BA	ERO PA
3000200	Inter Unit Balancing A/c		DIV BA	DIV PA
	To			
4700401	Deposits for Burnt Meters		DIV BA	DIV PA
3000200	Inter Unit Balancing A/c		ERO BA	ERO PA
<i>Being amount collected towards Burnt Meter transferred to Div Office.</i>				

The above accounting is to be adopted by the AAOs/ERO only if the Burnt Meter Charges are recommended by the concerned Assistant Engineer/Operation for inclusion in CC Charges Bills. No Accounting Entry need to be passed in the Concerned Division Office Books of Accounts for Burnt Meter Charges included in the CC Charges Bills.

It may be noted that if the burnt meter charges are collected in the name of Concerned Divisional Engineer/ Operation, then the normal procedure in vogue is to be adopted.

All Assistant Accounts Officers/ERO and Divisional Electrical Engineer/Operation are requested to follow the above instructions scrupulously.

#Approved by#
Chief General Manager (Expr)
APEPDCL: Visakhapatnam

To
All Assistant Accounts Officers/Electricity Revenue Office/APEPDCL
All Divisional Electrical Engineer/Operation & MRT Divisions/APEPDCL

Copy to

All Accounts Officers (Revenue)/Operation Circle/APEPDCL
All Accounts Officers (Expenditure)/Operation Circle/APEPDCL
All Senior Accounts Officers/Operation Circle/APEPDCL
The General Manager (Audit)/APEPDCL
The General Manager (Revenue)/APEPDCL

Copy Submitted to the Director (Finance, HRD &IR, Planning & IT)/APEPDCL/Visakhapatnam.



EASTERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED
Corporate Office :: Visakhapatnam

Memo.No.CGM(Expr.)GM(Accts)/SAO(Accts)/AO(Accts)/AAO(CAS)/D.No. 52816 Dt. 28.09.2016

Sub: APEPDCL - Collections through Mobile App (e-Wallet) instructions on accounting of the transactions in SAP -Reg

Ref: GM(Rev)/D.No2098/16 dt24.08.2016.

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As part of Consumer intensive initiatives, APEPDCL had launched Mobile APP(E_Wallet) Collections. Consequent on implementation of revenue collections Mobile APP (E-Wallet), it is obligatory for adoption of Real-Time accounting in SAP. Hence, the Accounting of Transactions in accordance with the Nature & Sources of Revenue Collections is specified hereunder.

Mobile App(e-Wallet)

Mobile App(e-Wallet) ACCOUNTING			
Account head	Description of Account head	T.Code	Entry by
On periodical Credit of Prepaid Amount from Bill Desk gateway to the bank account of AO CPR towards Advance payment from Agent.			
2401307	ACCOUNTS OFFICER/CPR/CORP OFFICE	FBCJ Entry	AO CPR
	To		
4700902	Deposits from Mobile e-Wallet		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
24XXXX1	Bank Incoming Account	FBCJ Entry	AO CPR
	To		
2401307	ACCOUNTS OFFICER/CPR/CORP OFFICE		
On Transfer of Amount collected to Respective EROs at the month End			
4700902	Deposits from Mobile e-Wallet	F-22/FB50	AO CPR
	To	Unit Wise Document Split JE	
2800521	Receivables from Mobile e-Wallet		
On Periodical Accounting of amount receivable from AO CPR at respective AAO/ ERO i.e total amount collected through Mobile APP(E-Wallet) by Agents.			
2800521	Receivables from Mobile e-Wallet	F-22/FB50	AAO/ERO
	To		
2300301	Collection Control Account		

On Upload of files to SAP monthly. (Automated Entry)			
2300301	Collection Control Account	Upload	Corporate Office
	To	Automated through Upload Files	
23XXXXX	LT Customer Account		

All, Assistant Accounts Officer/Electricity Revenue Offices, Senior Accounts Officer/Operation Circle & Accounts Officer/CPR Section/Corporate Office are requested to pass the requisite accounting entries duly posting in SAP timely and ensure reconciliation of the transactions periodically.

All Asst. Accounts Officers/EROs are also requested to notice the following New GLs created for above accounting transactions.

GL Number Description of GL

4700902 Deposits from Mobile APP(E-Wallet)

2800521 Receivables from Mobile APP(E-Wallet)

#Approved#
Chief General Manager(Expr)
APEPDCL::Visakhapatnam

To

All Senior Accounts Officers/Operation Circles/

All Accounts Officer/Revenue/ Operation Circles/

Accounts Officer /CPR/Corporate Office

All Asst. Accounts Officer/EROs/

Copy to:

The General Manager/Revenue/Corporate Office

The Senior Accounts Officer/SAP/Corporate Office.

Copy Submitted to The Director (Finance, HRD & Planning)/APEPDCL/Corporate Office.



Eastern Power

Distribution Company of A.P. Ltd

ఆంధ్ర ప్రదేశ్ తూర్పు శ్రాంత విద్యుత్ పంపిణి సంస్థ

599

Memo No.CGM (Expr)/GM (Accts)/SAO (Accts)/AO (Accts)/AAO (CAS)/D.No. 08/16, Dt. 15.10.16

Sub: SAP-ECC 6.0- SAP Accounting for Domestic Efficient Fans Programme (DEFP) - Instructions Issued - Reg.

Ref: 1. U.O.Note No: EPCOR-07005/37/2016- REVENUE.

¶ ¶ ¶

It is to inform that APEPDCL has implemented the “Domestic Efficient Fans Programme” (DEFP). The Programme is intended to offer 2 Nos. Fans to Domestic Consumers through ON Billing Finance i.e. EMI as one of the option.

Under ON Billing Finance (OBF) option, the total cost of Fan i.e. Rs.1250 has to be recovered through monthly electricity bills in 24 instalments @ Rs.52/- per month per fan. The differential amount shall be adjusted in the last month EMI.

As such SAP accounting instructions for “Domestic Efficient Fans Programme” (DEFP) is hereby communicated.

Entry No: I - Upon Rising of Demand Upload Entry at Corporate Office

GL Account	Description	Amount	Bus Area	Profit Centre
2301100	L0322CC1A		ERO BA	ERO PA
	To			
2300312	Domestic Efficient Fans Progm OBF Account		ERO BA	ERO PA
<i>Upload Entry at Corporate Office</i>				

Entry No: II - Upon Receipt of Collections at ERO

GL Account	Description	Amount	Bus Area	Profit Centre
24XXXXX	Cash Account Dr		ERO BA	ERO PA
	To			
2300301	SD Collection Control A/c		ERO BA	ERO PA
<i>FBCJ Collections Entry Posted automatically through Upload at ERO</i>				

Entry No: III - Upon remitting the amount Collected into bank at ERO

GL Account	Description	Amount	Bus Area	Profit Centre
24XXXXX	Bank Incoming A/c Dr		ERO BA	ERO PA
24XXXXX	Cash Account		ERO BA	ERO PA

Upon Remittance into respective bank Account**Entry No: IV - Upon Closure of Ledger and Upload of Collections at Corporate Office**

GL Account	Description	Amount	Bus Area	Profit Centre
2300301	SD Collection Control A/c		ERO BA	ERO PA
2301100	L0322CC1A		ERO BA	ERO PA
<i>Upload Entry at Corporate Office</i>				

Entry No: V (a) - Upon Creation of Liability and application of LOC. at Corporate Office by AO CPR Section**T.Code: FB60 (Through Document Split)**

GL Account	Description	Amount	Bus Area	Profit Centre
2300312	Domestic Efficient Fans Progm OBF Account		ERO BA	ERO PA
4201410	Vendor Account		AO CPR	AO CPR
<i>Creation of Liability to EESL Vendor for Payment (LOC application) by AO (CPR) as per Collection towards FANs report taken from EPCCB furnished by Revenue wing of Corporate office.</i>				

Entry No: V (b) Upon Discharge of Liability to EESL at Corporate Office by AO CPR Section**T.Code: F-53**

GL Account	Description	Amount	Bus Area	Profit Centre
4201410	Vendor Account		AO CPR	AO CPR
24XXXXX	Bank Outgoing Account		AO CPR	AO CPR
<i>Discharge of Liability by AO(CPR)</i>				

Further, it is to inform that the Cited V (a) & (b) Entries are to be executed only on making payment to the Vendor Centrally at Corporate office at AO/CPR Section, on behalf of all the units. The payment has to be made only to the extent of collections actually received against DEFL demand as per the monthly statement received from Revenue Section at Corporate Office.

All Assistant Accounts Officer/ Electricity Revenue Offices are advised to make a note that no entry need to be posted against DEFL accounting except for FBCJ accounting of receipt and remittance of collections which are part of regular collection. However, strict monitoring of accounting of DEFL is to be ensured upon rising of demand and collections. The authorisation for obtaining a report for collections made against DEFL Consumers would be prearranged to all

units from EPCCB for reconciliation by respective units and requested to ensure the balance in the G/L Account 2300312 is tallied with uncollected amount towards FANs in EPCCB.

Hence, all Assistant Accounts Officers, Electricity Revenue Office /APEPDCL are requested to follow the above instructions scrupulously and instruct the concerned staff accordingly.

All Asst. Accounts Officers/EROs & Accounts Officer/CPR are also requested to notice the following New GL created for above accounting transactions.

GL Number	Description of GL
2300312	Domestic Efficient Fans Progm. OBF Account

#Approved#
Chief General Manager (Expr)
APEPDCL: Corporate Office
Visakhapatnam

To,
All Assistant Accounts Officers/Electricity Revenue Office/APEPDCL

Copy to All Divisional Electrical Engineer/Operation & MRT Divisions/APEPDCL
Copy to All Accounts Officer (Revenue)/Operation Circles/APEPDCL
Copy to All Accounts Officer (Expenditure)/Operation Circles/APEPDCL
Copy to Accounts Officer (CPR)/Corporate Office/ APEPDCL/Visakhapatnam
Copy to All Senior Accounts Officer/Operation Circles/APEPDCL
Copy to General Manager (Revenue)/APEPDCL

Copy to Chief General Manager (O&CS)/ Corporate Office/ APEPDCL/Visakhapatnam
Copy to Chief General Manager (RA, PP & Planning)/ Corporate Office/ APEPDCL/Visakhapatnam
Copy Submitted to Director (Finance, HRD &IR, Planning & IT)/APEPDCL.



Memo No: CGM(Expr)/GM(Accts)/SAO/AO/AAO/D.No: 70616, Dt: 07 -12-16

Sub: APEPDCL - Collections of CC Charges through EDC Machines of HDFC, Axis & Bank of Baroda (BOB) Payment Terminals - Instructions on accounting of the transactions in SAP -Reg

Ref:1:U.O.Note CGM(Exp)/GM(R)/SAO(R)/AAO(R)/D.No. /16 Dated .12.2016
 E office Computer No.233366 Dt.01.12.2016

¶ & &

As an part of initiative taken by APEPDCL to encourage the Cashless transactions for collection of CC Charges amounts from Consumers, the mode of acceptance of electricity bills payments through EDC Machines have been introduced recently.

As such, the accounting of transactions made through EDC Machines with respect to HDFC, Axis & Bank of Baroda are communicated herewith

A: HDFC Bank EDC Machine Transactions

SAP GL A/c Head	Description of GL A/c.	T.Code	To be Entered By
On Crediting the Amount Collected through HDFC EDC Machines to AO CPR Bank Account.			
2401307	AO CPR Cash A/c Dr	FBCJ	AO CPR/Corporate Off
	To	Unit Wise in Document Split	
2800517	Receivable from HDFC EDC A/c		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
2433341	HDFC Bank Incoming A/c Dr	FBCJ	AO CPR/Corporate Off
	To		
2401307	AO CPR Cash A/c		
On Periodical Accounting of amount receivable from HDFC Bank			
2800517	Receivable from HDFC EDC A/c	FB50/FV50	AAO/ERO
	To		
2300301	S/D Collection Control Account		
On Upload of Ledger files to SAP monthly. (Automated Entry)			
2300301	S/D Collection Control Account	Upload	Corporate Office
	To		
23XXXXX	Sundry Debtors Account (LT.Customer Account)		

B: AXIS Bank EDC Machine Transactions

SAP GL A/c Head	Description of GL A/c.	T.Code	To be Entered By
On Crediting the Amount Collected through AXIS EDC Machines to AO CPR Bank Account.			
2401307	AO CPR Cash A/c Dr	FBCJ	AO CPR/Corporate Off
	To		Unit Wise in Document Split
2800518	Receivable from AXIS EDC A/c		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
2433351	AXIS Bank Incoming A/c Dr	FBCJ	AO CPR/Corporate Off
	To		
2401307	AO CPR Cash A/c		
On Periodical Accounting of amount receivable from AXIS Bank			
2800518	Receivable from AXIS EDC A/c	FB50/FV50	AAO/ERO
	To		
2300301	S/D Collection Control Account		
On Upload of Ledger files to SAP monthly. (Automated Entry)			
2300301	S/D Collection Control Account	Upload	Corporate Office
	To		
23XXXXX	Sundry Debtors Account (LT.Customer Account)		

C: Bank of Baroda (BOB) EDC Machine Transactions

SAP GL A/c Head	Description of GL A/c.	T.Code	To be Entered By
On Crediting the Amount Collected through BOB- EDC Machines to Circle office Bank A/c.			
2401250	Circle Office Cash A/c Dr	FBCJ	Circle Office
	To		Unit Wise in Document Split
2800519	Receivable from BOB EDC A/c		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
2433361	BOB Bank Incoming A/c Dr	FBCJ	Circle Office
	To		
2401250	Circle Office Cash A/c		
On Periodical Accounting of amount receivable from BOB			
2800519	Receivable from BOB EDC A/c	FB50/FV50	AAO/ERO
	To		
2300301	S/D Collection Control Account		
On Upload of Ledger files to SAP monthly. (Automated Entry)			
2300301	S/D Collection Control Account	Upload	Corporate Office
	To		
23XXXXX	Sundry Debtors Account (LT.Customer Account)		

Further the Additional Information configured in SAP for execution of FBCJ & BRS are as follows:

BANK / Recble A/c.	HOUSE BANK	ACCOUNT ID	FBCJ BTT
HDFC	HDVSP	R1599	459
AXIS	AXVSK	R1599	460
BOB SKL	BOBSK	R1100	461
HDFC Receivable			462
AXIS Receivable			463
BOB SKL Recble			464

All, Assistant Accounts Officer/Electricity Revenue Offices, Senior Accounts Officer / Operation Circles & Accounts Officer/CPR Section/Corporate Office are requested to pass the requisite accounting entries duly posting in SAP timely and ensure reconciliation of the transactions periodically.

#Approved#
Chief General Manager(Expr)
APEPDCL::Visakhapatnam

To

All Senior Accounts Officers/Operation Circles/
All Accounts Officer/Revenue/ Operation Circles/
All Accounts Officer/Revenue/ Operation Circles/
Accounts Officer /CPR/Corporate Office
All Asst. Accounts Officer/EROs/

Copy to:

The General Manager/Revenue/Corporate Office
The Senior Accounts Officer/SAP/Corporate Office.
The Pay Officer/Corporate Office.

Copy Submitted to Director (Finance, HRD & Planning)/APEPDCL/Corporate Office



Memo No: CGM(Expr)/GM(Accts)/SAO/AO/AAO/D.No: 753/16, Dt: 27-12-16

Sub: APEPDCL - Collections of CC Charges through EDC Machines of Bank of India (BOI)
 Payment Terminals - Instructions on accounting of the transactions in SAP -Reg.

Ref:1:U.O.Note CGM(Expr)/GM(R)/SAO(R)/AAO(R)/D.No. /16 Dated .12.2016
 E office Computer No.233366 Dt.01.12.2016

& & &

As an part of initiative taken by APEPDCL to encourage the Cashless transactions for collection of CC Charges amounts from Consumers, the mode of acceptance of electricity bills payments through EDC Machines have been introduced recently.

As such, the accounting of transactions made through EDC Machines with respect to Bank of India (BOI) are communicated herewith.

A: Bank of India EDC Machine Transactions

SAP GL A/c Head	Description of GL A/c.	T.Code	To be Entered By
On Crediting the Amount Collected through Bank of India (BOI) EDC Machines to AO CPR Bank Account.			
2401307	AO CPR Cash A/c Dr	FBCJ	AO CPR/Corporate Off
	To		
2800516	Receivables from BOI EDC Machines a/c	Unit Wise in Document Split	
On Accounting of amount credited as per the scroll as remitted into Bank Account.			
2433371	Bank of India (BOI) Incoming A/c Dr	FBCJ	AO CPR/Corporate Off
	To		
2401307	AO CPR Cash A/c		
On Periodical Accounting of amount receivable from Bank of India (BOI).			
2800516	Receivables from BOI EDC Machines a/c	FB50/FV50	AAO/ERO
	To		
2300301	Sundry Debtors Collection Control Account		
On Upload of Ledger files to SAP monthly. (Automated Entry)			
2300301	S/D Collection Control Account	Upload	Corporate Office
	To		
23XXXXX	Sundry Debtors Account (LT. Customer Account)		

All, Assistant Accounts Officer/Electricity Revenue Offices, Senior Accounts Officer / Operation Circles & Accounts Officer/CPR Section/Corporate Office are requested to pass the requisite accounting entries duly posting in SAP timely and ensure reconciliation of the transactions periodically.

#Approved#
Chief General Manager(Expr)
APEPDCL::Visakhapatnam

To

All Senior Accounts Officers/Operation Circles/
All Accounts Officer/Revenue/ Operation Circles/
All Accounts Officer/Revenue/ Operation Circles/
Accounts Officer /CPR/Corporate Office
All Asst. Accounts Officer/EROs/

Copy to:

The General Manager/Revenue/Corporate Office
The Senior Accounts Officer/SAP/Corporate Office.
The Pay Officer/Corporate Office.

Copy Submitted to Director (Finance, HRD & Planning)/APEPDCL/Corporate Office

EASTERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED
Corporate Office :: Visakhapatnam

E.O.259744/17 12.01.17

Memo.No.CGM(Expr.)GM(Accts)/SAO(Accts)/AO(Accts)/AAO(CAS)/D.No. 20/17 Dt. 12.01.2017

Sub: APEPDCL - Accounting Procedure for accounting of expenditure incurred in implementation of Domestic Efficient Lights programme (DELP) -Reg.

¶ & &

As part of Energy Conservation programme EPDCL is implementing Distribution of LED Bulbs to Domestic Services under DELP Programme.

It is noticed that the cost of LED Bulbs was charged to Work in Progress through 985 capital Work Order (Direct Asset) in Circle/Division Units. This accounting procedure followed at circle/Divisions is not correct since no asset will be created to EPDCL in this programme.

It is requested to stop the operation of 985 capital Work Order (Live status) with immediate affect and the entire amount (Excluding Over Heads amount i.e Cost of LED Bulbs) is to be transferred to new GL a/c 7000903 which is created for PP cost Saving through DELP and amount charged to over heads also must be reversed.

The accounting procedure for accounting of LED Bulbs is as below.

- ⇒ charge the expenditure to the G/L no 7000903 PP cost Saving through DELP Directly to cost centre while creating the Service P.O & Entry Sheet in SAP
- ⇒ Amount collected from consumers towards distribution of LED bulbs shall be transferred to G/L account No. 7000903.
- ⇒ Over head expense charged shall be reversed.
- ⇒ All amounts already booked in 985 work order towards LED Bulbs shall be transferred to G/L Account and make the expenditure in these work orders Nil.

All Accounts Officer(Expr) are requested to ensure Closing of 985 Work Orders and transfer of above work in progress cost 1400101 (CWIP) to G/L account number 7000903 PP cost Saving through DELP which was Created for LED Bulbs immediately and ensure the amount in this G/L should be equal to cost of LED bulbs distributed in divisions.

#Approved#
Chief General Manager(Expr)
APEPDCL::Visakhapatnam

To

All Superintending Engineer/Operation/

All Senior Accounts Officers/Operation Circles/

All Divisional Engineers/Operation/

All Accounts Officer/Expenditure/ Operation Circles/

Accounts Officer /CPR/Corporate Office

Copy to:The Senior Accounts Officer/SAP/Corporate Office.



E.O.267085/2017 27.01.2017

Memo No: CGM(Expr)/GM(Accts)/SAO/AO/AAO/D.No: 72 /17, Dt: 27 -01-17

Sub: APEPDCL - Collections of CC Charges through Paytm - Instructions on accounting of the transactions in SAP -Reg

Ref:1:U.O.Note CGM(Exp)/GM(R)/SAO(R)/AAO(R)/D.No.2304 /17 Dated
 21.01.2017 E office Computer No.264097.
 & & &

As a part of initiative taken by APEPDCL to encourage the Cashless mode of transactions for collection of CC Charges amounts from Consumers, acceptance of electricity bills payments through Paytm have been introduced recently. As such, the accounting of transactions made through Paytm are communicated herewith.

Paytm Collections Accounting:

Account head	Description of Account head	T.Code	Entry by
Upon Crediting the Amount Collected through Paytm to AO CPR Bank Account no 30068503491 SBI Venkateswara Metta Br. VSP.			
24XXXXX	Cash Account Dr.	FBCJ Entry	AO CPR
To			
2800514	Receivables from Paytm	Unit Wise Document Split credit of respective ERO	
On Accounting of amount credited as per the scroll and remitted into Bank Account.			
24XXXX1	Bank Incoming Account	FBCJ Entry	AO CPR
To			
24XXXX	Cash Account		
On Periodical Accounting of amount receivable from Paytm In respective ERO.			
2800514	Receivables from Paytm	F-22/FB 50	AAO/ERO
To			
2300301	Collection Control Account		
On Upload of files to SAP monthly (Automated Entry)			
2300301	Collection Control Account	Upload	Corporate Office
To			
23XXXXX	LT Customer Account		

Further the FBCJ BTT for Accounting of Receivable from Paytm as configured in SAP is 0467.

All, Assistant Accounts Officers/Electricity Revenue Office, Senior Accounts Officers / Operation Circles & Accounts Officer/CPR Section/Corporate Office are requested to pass the requisite accounting entries duly posting in SAP timely and ensure reconciliation of the transactions periodically.

#Approved#

Chief General Manager(Expr)
APEPDCL::Visakhapatnam

To

All Senior Accounts Officers/Operation Circles/
All Accounts Officer/Revenue/ Operation Circles/
Accounts Officer /CPR/Corporate Office
All Asst. Accounts Officer/EROs/

Copy to:

The General Manager/Revenue/Corporate Office
The Senior Accounts Officer/SAP/Corporate Office.
The Pay Officer/Corporate Office.

Copy Submitted to Director (Finance, HRD & Planning)/APEPDCL/Corporate Office



Memo No.CGM (Expr)/Accts- GM/SAO/AO/AAO/D.No. 68 /17, Dt. 24 .01.17

Sub: SAP-ECC 6.0- SAP Accounting for LT Solar Net & Gross Metering - Instructions Issued - Reg

Ref: 1) Memo No.CGM(Expr)/EPDCL/GM(R)/SAO(R)/AAO(HT)/D.No.537/15 Dt.18.06.2015.

& & &

In pursuant to the solar roof top metering policy announced by GoAP, Solar Power Vendors are given an option by the GoAP either to opt for Net /Gross Metering of the Energy. As such, in order to facilitate the SAP Accounting, the following instructions are issued for Net/Gross Metering separately.

Import Energy : Energy drawn/consumed from Grid

Export Energy: Energy floated to the Grid.

LT Solar Net Metering: It is the Net- off of the Energy Imported/Exported, from/to the Grid.

- If Import Units are more than Export Units i.e. +ve Consumption -- Bill amount will be calculated for the NET Units (i.e. Import Units less Export Units) based on the relevant Tariff order and the same will be served to the consumer.
- If Import units are Less than Export Units i.e. -ve Consumption -- For the excess of Export Units over Import Units, amount will be arrived based on pooled cost decided by APERC for the year. However Minimum Bill got to be raised by EPDCL.

The Accounting Entries to be posted in SAP with respect to Solar Power Vendor in the following scenarios:

- Where the Net Export Units are more than the Import Units.
- Where the Export Credit balance of the Vendor is to be adjusted in the current month.
- Upon periodical Settlement

Keeping in view the multiple LT Solar Vendors existing in each Electricity Revenue Office, each ERO has been assigned with a unique Solar Vendor and the naming convention adopted is, SAP Company Code followed by Business area. For Example Solar Vendor for ERO East & West of Visakhapatnam are 2000321 & 2000322. Similarly, the rest of the LT Solar Vendors are configured for other EROs. It is to mention that the General Ledger Account for LT Solar Power Vendor Account is 4101070 - PP Creditor Solar Vendor A/c. Its a Reconciliation Account.

The SAP Accounting for LT Solar Power Vendor -Net Metering is as follows:

Example ERO East Visakhapatnam

Entry No: I - In ERO

Where Net Export Units are More than the Import Units i.e. Upon Creation of Liability for Solar Power Purchase . T.Code F-02 .

ENTRY VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
7000114	PP Cost LT Solar Power A/c		ERO BA	ERO PC
	To			
2000321	L0321 Solar Power Vendor		ERO BA	ERO PC
<i>Being Liability Created for LT Solar PP Cost</i>				

GENERAL LEDGER VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
7000114	PP Cost LT Solar Power A/c		ERO BA	ERO PC
	To			
4101070	PP Creditor Solar Vendor A/c		ERO BA	ERO PC
<i>Being Liability Created for LT Solar PP Cost</i>				

➤ Entry No: II - In ERO

Where the Export Credit balance of the Vendor is to be adjusted in the month. i.e. Upon adjustment of Vendor Credit if any to the current month CC bill amount. T.Code F-02

(A) ENTRY VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
2000321	L0321 Solar Power Vendor		ERO BA	ERO PC
	To			
2300310	Customer/Vendor Clrg A/c		ERO BA	ERO PC
<i>Being SPV Credit Adjusted for the month of</i>				

AND

(B) ENTRY VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
2300310	Customer/Vendor Clrg A/c		ERO BA	ERO PC
	To			
L0321CC1	321AAOERO		ERO BA	ERO PC
<i>Being SPV Credit Adjusted for the month of</i>				

(A) GENERAL LEDGER VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
4101070	PP Creditor Solar Vendor A/c		ERO BA	ERO PC
	To			
2300310	Customer/Vendor Clrg A/c		ERO BA	ERO PC
<i>Being SPV Credit Adjusted for the month of</i>				

AND

(B) GENERAL LEDGER VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
2300310	Customer/Vendor Clrg A/c		ERO BA	ERO PC
	To			
2301100	321AAOERO		ERO BA	ERO PC
<i>Being SPV Credit Adjusted for LT Cat I for the month of</i>				

➤ Entry No: III - In ERO

Upon Periodical Settlement (i.e arranging Payment) to the LT Solar Power Vendor
T.Code F-02

(A) ENTRY VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
2000321	L0321 Solar Power Vendor		ERO BA	ERO PC
	To			
2300310	Customer/Vendor Clrg A/c		ERO BA	ERO PC
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

AND

(B) ENTRY VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
2300310	Customer/Vendor Clrg A/c		ERO BA	ERO PC
	To			
4101201	SP Vendor Payable A/c		DIV BA	DIV PC
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

(A) GENERAL LEDGER VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
4101070	PP Creditor Solar Vendor A/c		ERO BA	ERO PC
	To			
2300310	Customer/Vendor Clrg A/c		ERO BA	ERO PC
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

AND

(B) GENERAL LEDGER VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
2300310	Customer/Vendor Clrg A/c		ERO BA	ERO PC
3000200	Inter Unit Balancing Account		DIV BA	DIV PC (Auto)
	To			
4101201	SP Vendor Payable Account		DIV BA	DIV PC
3000200	Inter Unit Balancing Account		ERO BA	ERO PC (Auto)
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

Note: The ERO should communicate the Document No: cited vide entry No: III to the division office for application of LOC to discharge the liability of the Solar Power Vendor on periodical settlement/payment.

➤ **Entry No: IV - In Division Office**

For Clearing of the Liability created by ERO through Document Splitting vide Document No: III Journal Entry. i.e. On making payment through bank. T.Code F-07

ENTRY & GENERAL LEDGER VIEW

GL Account	Description	Amount	Bus Area	Profit Centre
4101201	SP Vendor Payable Account		DIV BA	DIV PC
	To			
24xxxxx	Bank Outgoing A/c.		DIV BA	DIV PC
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

LT Solar Gross Metering: If the Consumer/Solar Power Vendor Opts for Gross Metering the accounting would be same as above except Entry No: II, as there would be No adjustment entry.

Hence, all Assistant Accounts Officers, Electricity Revenue Office /APEPDCL & Divisional Engineers/Operation are requested to follow the above instructions scrupulously and instruct the concerned staff accordingly and further requested to ensure the balance in PP Creditors for Solar Vendor A/c (4101070) must be equal to solar report provided in EPCCB.

Chief General Manager (Expr)
APEPDCL: Corporate Office
Visakhapatnam

To,
All Assistant Accounts Officers/Electricity Revenue Office/APEPDCL

Copy to All Divisional Electrical Engineer/Operation & MRT Divisions/APEPDCL
Copy to All Accounts Officer (Revenue)/Operation Circles/APEPDCL
Copy to All Accounts Officer (Expenditure)/Operation Circles/APEPDCL
Copy to Accounts Officer (CPR)/Corporate Office/ APEPDCL/Visakhapatnam
Copy to All Senior Accounts Officer/Operation Circles/APEPDCL
Copy to Senior Accounts Officer/SAP/Corporate Office/Visakhapatnam.
Copy to General Manager (Revenue)/APEPDCL
Copy to Chief General Manager (O&CS)/ Corporate Office/ APEPDCL/Visakhapatnam
Copy to Chief General Manager (RA, PP & Planning)/ Corporate Office/ APEPDCL/Visakhapatnam

Copy Submitted to Director (Finance, HRD &IR, Planning & IT)/APEPDCL.



E-293067 /07.03.2017



Memo No.CGM (Expr)/Accts- GM/SAO/AO/AAO/D.No. 133 /17, Dt. 07 .03.17

Sub: SAP-ECC 6.0- SAP Accounting for HT Solar Net & Gross Metering - Instructions Issued - Reg.

& & &

In pursuant to the solar roof top metering policy announced by GoAP, it is observed that the HT Solar Power Vendors are increasing in APEPDCL. In this regard the Solar Power Vendors are given an option by the GoAP either to opt for Net /Gross Metering of the Energy. As such, in order to facilitate the SAP Accounting, the methodology may be followed for Net/Gross Metering separately.

Import Energy : Energy drawn/consumed from Grid

Export Energy: Energy floated to the Grid.

HT Solar Net Metering: It is the Net- off of the Energy Imported/Exported, from/to the Grid.

- If Import Units are more than Export Units i.e. +ve Consumption -- Bill amount will be calculated for the NET Units (i.e. Import Units less Export Units) based on the relevant Tariff order and the same will be served to the consumer.
- If Import units are Less than Export Units i.e. -ve Consumption -- For the excess of Export Units over Import Units, amount will be arrived based on pooled cost decided by APERC for the year. However Minimum Bill got to be raised by EPDCL.

The HT Solar Vendor Master Data is being Configured in SAP as per the information furnished by the respective HT Units of the Circles timely. **The naming Convention being alike HT Customer in SAP.** The General Ledger Account for HT Solar Power Vendor Account is **4101070 - PP Creditor Solar Vendor A/** is a Reconciliation Account.

The Accounting Entries to be posted in SAP with respect to Solar Power Vendor in the following scenarios:

- Where the Net Export Units are more than the Import Units.
- Where the Export Credit balance of the Vendor is to be adjusted in the current month cc bill.
- Upon periodical Settlement.

The SAP Accounting for HT Solar Power Vendor -Net Metering is as follows:

- **Entry No: I - In HT Unit**

Where Net Export Units are More than the Import Units i.e. Upon Creation of Liability for Solar Power Purchase . T.Code :F-22/F-02 .

ENTRY VIEW

Account	Description	Amt	Bus Area	Profit Centre
7000115	PP Cost HT Solar Power		VSP HT BA	VSP HT PC
	To			
VSP839 (Vendor)	Joint Chief Environmental Engineer A/c.		VSP HT BA	VSP HT PC
<i>Being Liability Created for HT Solar PP Cost</i>				

GENERAL LEDGER VIEW

GL Account	Description	Amt	Bus Area	Profit Centre
7000115	PP Cost HT Solar Power A/c		VSP HT BA	VSP HT PC
	To			
4101070	PP Creditor Solar Vendor A/c		VSP HT BA	VSP HT PC
<i>Being Liability Created for HT Solar PP Cost</i>				

➤ Entry No: II - In HT Unit

Where the Export Credit balance of the Vendor is to be adjusted in the month. i.e. Upon adjustment of Vendor Credit if any to the current month CC bill amount.

(A) **ENTRY VIEW**

T.Code:F-44/F-04 (ie. Vendor Clearing Entry)

Account	Description	Amt	Bus Area	Profit Centre
VSP839 (Vendor)	Joint Chief Environmental Engineer A/c.		VSP HT BA	VSP HT PC
	To			
2300310	Customer/Vendor Clrg. A/c		VSP HT BA	VSP HT PC
<i>Being SPV Credit Adjusted for the month of</i>				

AND

(B) **ENTRY VIEW**

T.Code:F-32/F-04 (ie. Customer Clearing Entry)

Account	Description	Amt	Bus Area	Profit Centre
2300310	Customer/Vendor Clrg A/c		VSP HT BA	VSP HT PC
	To			
VSP839 (Customer)	Joint Chief Environmental Engineer A/c.		VSP HT BA	VSP HT PC
<i>Being SPV Credit Adjusted for the month of</i>				

(A) GENERAL LEDGER VIEW

GL Account	Description	Amt	Bus Area	Profit Centre
4101070	PP Creditor Solar Vendor A/c		VSP HT BA	VSP HT PC
	To			
2300310	Customer/Vendor Clrg A/c		VSP HT BA	VSP HT PC
<i>Being SPV Credit Adjusted for the month of</i>				

AND

(B) GENERAL LEDGER VIEW

GL Account	Description	Amt	Bus Area	Profit Centre
2300310	Customer/Vendor Clrg A/c		VSP HT BA	VSP HT PC
	To			
2303200	Sundry Debtors CC HT Cat 2		VSP HT BA	VSP HT PC
<i>Being SPV Credit Adjusted for HT Customer for the month of</i>				

➤ Entry No: III - In HT Unit.

Upon Periodical Settlement (i.e arranging Payment) to the HT Solar Power Vendor
T.Code F-44/F-04 (Vendor Clearing Entry)

(A) ENTRY VIEW

GL Account	Description	Amt	Bus Area	Profit Centre
VSP839 (Vendor)	Joint Chief Environmental Engineer A/c.		VSP HT BA	VSP HT PC
	To			
2300310	Customer/Vendor Clrg A/c		VSP HT BA	VSP HT PC
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

AND

(B) ENTRY VIEW

GL Account	Description	Amt	Bus Area	Profit Centre
2300310	Customer/Vendor Clrg A/c		VSP HT BA	VSP HT PC
	To			
4101201	SP Vendor Payable A/c		CIRLCE BA	CIRCLE PC
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

(A) GENERAL LEDGER VIEW

GL Account	Description	Amt	Bus Area	Profit Centre
4101070	PP Creditor Solar Vendor A/c		VSP HT BA	VSP HT PC
	To			
2300310	Customer/Vendor Clrg A/c		VSP HT BA	VSP HT PC
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

AND

(B) GENERAL LEDGER VIEW

GL Account	Description	Amt	Bus Area	Profit Centre
2300310	Customer/Vendor Clrg A/c		VSP HT BA	VSP HT PC
3000200	Inter Unit Balancing Account		CIRCLE BA	CIRCLE PC(Auto)
	To			
4101201	SP Vendor Payable Account		CIRCLE BA	CIRCLE PC
3000200	Inter Unit Balancing Account		VSP HT BA	VSPHT PC (Auto)
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

Note: The HT Unit should communicate the Document No: cited vide entry No: III to the respective Circle Unit for application of LOC & to discharge the liability of the Solar Power Vendor on periodical settlement/payment.

➤ Entry No: IV - In Circle Office

For Clearing of the Liability created by HT Unit through Document Splitting vide Document No: III Journal Entry. i.e. On making payment through bank. T.Code F-04

ENTRY & GENERAL LEDGER VIEW

GL Account	Description	Amt	Bus Area	Profit Centre
4101201	SP Vendor Payable Account		CIRCLE BA	CIRCLE PC
	To			
24xxxxx	Bank Outgoing A/c.		CIRCLE BA	CIRCLE PC
<i>Being Periodical Settlement for the SPV up to the month of....</i>				

HT Solar Gross Metering: If the Consumer/Solar Power Vendor Opts for Gross Metering the accounting would be same as above except No Entry No:II, as there would be no adjustment entry.

SAP Transactions Codes for Viewing the Customer/Vendor Balances:

As cited, the SAP naming convention for HT Solar Power Vendor is same as to HT Customer configured in SAP Master data. As such, both the Vendor/Customer balances can be viewed in the same screen through assigning requisite parameters. For Example : In order to access the Customer Balances along with respective Vendor Balance the Transaction Code

is FBL1N, duly ✓ selecting “Customer items” on the screen & in order to access the Vendor

Balance along with respective Customer Balances the Transaction Code FBL5N, duly ✓ selecting “Vendor items” on the screen. This would facilitate the end user to view both vendor/customer balances individually & Net off in the same screen. The Other SAP Transaction codes to execute the Vendor /Customer transactions are as follows:

T.Code	Nature
FD10N	Customer balances Display
FK10N	Vendor balances Display
FBL5N	Customer transaction line Item Display
FBL1N	Vendor transaction line Item Display
F-44/F-04	Clearing Vendor Account
F-32/F-04	Clearing Customer Account
F-22/F-02/F-65 &FBV0	To Raise Vendor Invoice
FB50/FV50 /F-65 & FBV0	To Transfer the Vendor Liability for Payment

F-53	To Make Payment to the Vendor
FB03	To View the Posted Documents
FS 10N	G/L Balance Display
FAGLL03	G/L Line Items Display.

All Senior Accounts Officers, Operation Circle/APEPDCL are requested, to ensure that requisite Solar Power Vendor Master Data is Created in SAP for all HT Solar Power Vendors in order to execute the above accounting in Financial Books of Accounts (SAP) & to settle the vendor payments if any periodically. Further, it is advised to follow the above instructions scrupulously and instruct the concerned staff accordingly.

#Approved#
Chief General Manager (Expr)
APEPDCL: Corporate Office
Visakhapatnam

To,
All Senior Accounts Officers/Operation Circles/APEPDCL

Copy to All Accounts Officer (Expenditure)/Operation Circles/APEPDCL
Copy to All Superintending Engineer /Operation Circles/APEPDCL
Copy to Senior Accounts Officer (SAP)/Corporate Office/APEPDCL
Copy to Chief General Manager (Internal Audit)/APEPDCL
Copy to General Manager (Revenue)/APEPDCL

Copy to Chief General Manager (O&CS)/ Corporate Office/ APEPDCL/Visakhapatnam
Copy to Chief General Manager (RA, PP & Planning)/ Corporate Office/ APEPDCL/Visakhapatnam
Copy Submitted to Director (Finance, HRD & IR, Planning & IT)/APEPDCL.
Copy Submitted to Director (Operation & Projects)/APEPDCL.



03.04.2017

Memo No: CGM(Expr)/GM(Accts)/SAO/AO/AAO/D.No:199 /17, Dt: -03-17

Sub: APEPDCL - Collections of CC Charges through ATPMs & ANYEMI - Instructions on Methodology of Accounting in SAP -Issued -Reg

Ref: 1) U.O.Note CGM(Exp)/GM(R)/SAO(R)/AAO(R)/D.No.2407/17 Dated: 24.03.2017
 E office Computer No.304227.
 2) U.O.Note CGM(Exp)/GM(R)/SAO(R)/AAO(R)/D.No.2406/17 Dated:24.03.2017
 E office Computer No.304238.

& & &

In order to ensure the timely Collections of LT CC Charges, the APEPDCL is marching towards launching several Consumer friendly mode of Collections. As a part of its initiatives the following new collections sources are being implemented recently. As such the accounting of transactions made through ATPM & ANYEMI are communicated herewith.

- ATPM
- ANYEMI

ATPM Collections Accounting: The consumer opting the ATPM mode of payment would be given credit in the Consumer Ledger (EPCCB) on the same day through scheduling. But, as the respective Units are NOT in receipt of amount on the same date, the accounting is to be done in SAP by Triggering a Receivable Account. The Credits would be featured in respective AAO ERO bank accounts on the next day. The Accounting being as follows:

- **Upon collections of Amount at ATPMs and credited to the respective consumers on the same date, the Entry to be posted in SAP**

Transaction Code: FV50/F-65 & FBV0/FB50/F-02

Entry to be Posted at: Respective ERO

Account head	Description of Account head	Bus Area	Profit Cen
2800512	Receivables from ATPM	ERO BA	ERO PC
To			
2300301	Sundry Debtors Collection Control Account	ERO BA	ERO PC
6100XXX	Other amount (R.C Fees etc. Collected)	ERO BA	ERO PC

- When amount collected at ATPMs is credited to respective ERO Bank Accounts & is to be taken in to ERO Books of Accounts:

Transaction Code: FBCJ

Entry to be Posted at: Respective ERO

FBCJ Business Transaction Number: 468

Initially, a Cheque PCB is to be written on daily basis and same is to be posted in to SAP through FBCJ in Cheques Tab and has to be deposited in respective bank account.

- Receipt of amount in to Books of Account (FBCJ)... Cash Book.

Account head	Description of Account head	Bus Area	Profit Cen
24XXXX	Cash Account Dr	ERO BA	ERO PC
	To		
28000512	Receivable from ATPMs A/c	ERO BA	ERO PC

- Remittance of amount in to Bank (FBCJ)

Account head	Description of Account head	Bus Area	Profit Cen
24XXXX1	Bank Incoming Account	ERO BA	ERO PC
	To		
24XXXX	Cash Account	ERO BA	ERO PC

- Upon Upload of LT Collection Files into SAP.

Upload Entry at Corporate Office.

Account head	Description of Account head	Bus Area	Profit Cen
2300301	Sundry Debtors Collection Control Account	ERO BA	ERO PC
	To		
23XXXX	LT Customer Account	ERO BA	ERO PC

ANYEMI Collections Accounting: The consumer opting the ANYEMI mode of payment would be given credit in the Consumer Ledger (EPCCB) on the same day through scheduling. But, as the respective Units are NOT in receipt of amount on the same date, the accounting is to be done in SAP by Triggering a Receivable Account. The Credits would be featured in respective AAO ERO bank accounts on the next day. The Accounting being as follows:

- Upon collections of Amount at ANYEMIs and credited to the respective consumers on the same date, the Entry to be posted in SAP

Transaction Code: FV50/F-65 & FBV0/FB50/F-02

Entry to be Posted at: Respective ERO

Account head	Description of Account head	Bus Area	Profit Cen
2800513	Receivables from ANYEMI	ERO BA	ERO PC
To			
2300301	Sundry Debtors Collection Control Account	ERO BA	ERO PC
6100XXX	Other amount (R.C Fees etc. Collected)	ERO BA	ERO PC

- When amount collected at ANYEMI is credited to respective ERO Bank Accounts & is to be taken in to ERO Books of Accounts:

Transaction Code: FBCJ

Entry to be Posted at: Respective ERO

FBCJ Business Transaction Number: 469

Initially, a Cheque PCB is to be written on daily basis and same is to be posted in to SAP through FBCJ in Cheques Tab and has to be deposited in respective bank account.

- Receipt of amount in to Books of Account (FBCJ)... Cash Book.

Account head	Description of Account head	Bus Area	Profit Cen
24XXXXX	Cash Account Dr	ERO BA	ERO PC
To			
28000513	Receivable from ANYEMI A/c	ERO BA	ERO PC

- Remittance of amount in to Bank (FBCJ)

Account head	Description of Account head	Bus Area	Profit Cen
24XXXX1	Bank Incoming Account	ERO BA	ERO PC
To			
24XXXXX	Cash Account	ERO BA	ERO PC

- Upon Upload of LT Collection Files into SAP.

Upload Entry at Corporate Office.

Account head	Description of Account head	Bus Area	Profit Cen
2300301	Sundry Debtors Collection Control Account	ERO BA	ERO PC
To			
23XXXXX	LT Customer Account	ERO BA	ERO PC

All, Assistant Accounts Officers/Electricity Revenue Office, Senior Accounts Officers / Operation Circles are requested to ensure that requisite accounting entries are passed duly posting in SAP timely and ensure reconciliation of the transactions periodically.

#Approved#
Chief General Manager (Expr)
APEPDCL::Visakhapatnam

To

All Senior Accounts Officers/Operation Circles/

All Accounts Officer/Revenue/ Operation Circles/

All Asst. Accounts Officer/EROs/

Copy to:

The Chief General Manager (Internal Audit)/ Corporate Office/Visakhapatnam.

The General Manager/Revenue/Corporate Office/Visakhapatnam.

The Senior Accounts Officer/SAP/Corporate Office /Visakhapatnam.

Copy Submitted to Director (Finance, HRD & Planning)/APEPDCL/Corporate Office



EASTERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED
Corporate Office: Visakhapatnam

Memo.No.CGM (Expr.)GM (Accts)/SAO (Accts)/AO (Accts)/D.No. 505 /17 Dt. 31 .08.2017

Sub: APEPDCL -SAP Accounting of LT Revenue Collections through BHIM App (Bharat Interface for Money) through Axis Bank and Bharat QR Code & UPI (Unified Payment Interface) based Collections through Bill Desk Payment Gateway - Instructions Issued - Reg

Ref: GM (Rev)/D.No178/17 dt10.08.2017.
 GM (Rev)/D.No183/17 dt16.08.2017.

¶ ¶ ¶

As a part of implementation of new consumer friendly cashless mode of revenue collections, APEPDCL has launched the following additional Consumer friendly mode of LT Collections.

- ❖ **BHIM (Bharat Interface for Money)** is a Mobile App developed by National Payments Corporation of India (NPCI), based on the Unified Payment Interface. **The LT Revenue Collections made through BHIM App are Credited to Axis Bank (Centralized) Account at Corporate Office.**
- ❖ **Bharat QR (Quick Response) code** will use QR codes system for payments across all merchant outlets. It is interoperable payment system. The National Payments Corporation of India (NPCI), MasterCard, and Visa has developed it. Bharat QR code would require merchants to only display one QR code instead of multiple ones.
- ❖ **UPI (Unified Payments Interface)** is a quick and easy way to send and receive money using a Virtual Payment Address (VPA) without entering additional bank information. Unified Payments Interface (UPI) is a system that powers multiple bank accounts into a single mobile application (of any participating bank), merging several banking features, seamless fund routing & merchant payments into one hood.

The LT Revenue Collections of Bharat QR Code & UPI are made through Bill Desk Payment Gateway and are part of Bill Desk Collections.

The Accounting of Transactions in accordance with the Nature & Sources of Revenue Collections is specified hereunder.

A. BHIM (Bharat Interface for Money) through Axis Bank.

BHIM App Collections thru Axis Bank Account (Centralized)			
Account head	Description of Account head	T.Code	Entry by
On Crediting the Amount Collected through BHIM App in Axis Bank , AO CPR Bank A/c			
24XXXXX	Cash Account Dr.	FBCJ Entry	AO CPR
	To	Unit Wise Document Split JE	
2800511	Receivables from BHIM App (UPI) A/c		
On Accounting of amount credited as per the scroll as remitted into Bank Account.			

24XXXX1	Bank Incoming Account	FBCJ Entry	AO CPR
	To		
24XXXX	Cash Account		

On Periodical Accounting of amount receivable against the collections from BHIM App

2800511	Receivables from BHIM App (UPI) A/c	F-22/FB 50	AAO/ERO
	To		
2300301	S/D Collection Control A/c		

On Upload of files to SAP monthly. (Automated Entry)

2300301	S/D Collection Control A/c	Upload	Corporate Office
	To		
23XXXX	LT Customer Account		

For the Collections made through Bharat QR (Quick Response) code & UPI (Unified Payments Interface), as the Collections are processed through Bill Desk Payment Gateway, the accounting procedure for Bill Desk already prescribed vide item no 4 of Memo no.CGM/Expr/GM.Rev/AO(SAP)/AAO IT/D.No.451/2010 Dt.08.10.10 may be followed(Copy enclosed) . The GL account number being 2800529 "Receivables from Bill Desk Payment Gateway".

All, Assistant Accounts Officer/Electricity Revenue Offices, Senior Accounts Officer/Operation Circle & Accounts Officer/CPR Section/Corporate Office are requested to pass the requisite accounting entries duly posting in SAP timely and ensure reconciliation of the transactions periodically.

Further the FBCJ BTT for Accounting of Receivable from BHIM App (UPI) A/c as configured in SAP is 0474.

Encl:- As above

Approved#
Chief General Manager (Expr)
APEPDCL::Visakhapatnam

To

All Senior Accounts Officers/Operation Circles/.....

All Accounts Officer/Revenue/ Operation Circles/.....

Accounts Officer /CPR/Corporate Office

All Asst. Accounts Officer/EROs/.....

Copy to:

The General Manager/Revenue/Corporate Office

The Senior Accounts Officer/SAP/Corporate Office.

Copy Submitted to Director (Finance)/APEPDCL/Corporate Office



EASTERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED

Corporate Office: Visakhapatnam

Memo.No.CGM (Expr.)GM (Accts)/SAO (Accts)/AO (Accts)/D.No. 504 /17 Dt. 31 .08.2017

Sub: APEPDCL -SAP Accounting of LT Solar Roof Top (SRT) Customers with below 1 KW Load financed by Andhra Bank - Incorporation of EMIs against Bank Loan in Monthly CC Charges Bills - Instructions Issued - Reg

Ref: U.O Note No.CGM(Expr)/GM(R)/SAO(R)/AO(EPCCB)/I/118919/17 Dt.26.07.2017

& & &

As a part of Government Initiatives to promote the development of Non-Renewable energy, APEPDCL has been constantly motivating the LT Domestic Consumers in Visakhapatnam to install Solar Roof Top (SRT). The enthusiastic /willing Consumer, opting for Solar Roof Top, can avail a Project loan from Andhra Bank.

Accordingly, MoU has been entered with Andhra Bank and as per the provisions of MoU , Consumers have authorised APEPDCL for collection of EMI of loan along with current consumption bills and APEPDCL also agreed for incorporation of EMI towards the above loan in current consumption bills and remit the monthly EMI amount to Andhra Bank as per the scheduled date.

The SAP Accounting would be as follows

Entry No: 1 @ Corporate Office

Upon Inclusion of SRT EMI in the monthly CC Charges Bill (SAP Upload Entry)				
GL Account	Description	Amount	Bus Area	Profit Centre
2301100	L0325CC1A	XXXX	ERO BA	ERO PC
	To			
2300313	Solar Roof Top (AB) A/c	XXXX	ERO BA	ERO PC
<i>It's an SAP Demand Upload automated Entry</i>				

Entry No: 2 @ AAO / ERO

Upon Receipt of Collection at ERO (FBCJ)				
GL Account	Description	Amount	Bus Area	Profit Centre
24XXXXX	Cash Account	XXXX	ERO BA	ERO PC
	To			
2300301	SD Collection Control A/c	XXXX	ERO BA	ERO PC
<i>It's an FBCJ automated Entry</i>				

Entry No: 3 @ AAO / ERO

Upon Remittance of amount collected into bank (FBCJ)				
GL Account	Description	Amount	Bus Area	Profit Centre

24XXXXX	Bank Incoming A/c	XXXX	ERO BA	ERO PC
	To			
24XXXXX	Cash Account	XXXX	ERO BA	ERO PC
<i>It's an FBCJ automated Entry</i>				

Entry No: 4 @ Corporate Office

Upon Closure of Ledger and Upload in to SAP from EPCCB				
GL Account	Description	Amount	Bus Area	Profit Centre
2300301	SD Collection Control A/c	XXXX	ERO BA	ERO PC
	To			
2301100	L0325CC1A	XXXX	ERO BA	ERO PC
<i>It's an SAP Collection Upload automated Entry</i>				

Entry No: 5 @ AAO / ERO

Upon transfer of Liability to Circle Office				
GL Account	Description	Amount	Bus Area	Profit Centre
2300313	Solar Roof Top (AB) A/c	XXXX	ERO BA	ERO PC
	To			
4600201	SRT AB Bills Payable Account	XXXX	Circle BA	Circle PC
<i>Being amount Payable towards SRT Customers AB Loan EMI Transferred to CO</i>				

The payment to Andhra Bank Vendor has to be made only to the extent of collections actually received against SRT demand as per the monthly statement generated from EPCCB by Asst. Accounts Officer/ERO.

The Asst. Accounts Officer/ERO has to transfer the liability through Entry 5 and send the Payment voucher (HR) along with list of Consumers who have paid EMI, to Circle Office for arranging payment before the scheduled date.

Entry No: 6 @ AO(Expr)/Circle Office

Upon Creation of Liability & Application of LOC to discharge the liability at Circle Office				
GL Account	Description	Amount	Bus Area	Profit Centre
4600201	SRT AB Bills Payable Account	XXXX	Circle BA	Circle PC
	To			
4201420	AB Vendor Account	XXXX	Circle BA	Circle PC
<i>Being liability Created for Payment of SRT Customers EMI to Andhra Bank by application of LOC</i>				

Entry No: 7 @ AO(Expr)/ Circle Office

Upon discharge the liability at Circle Office				
GL Account	Description	Amount	Bus Area	Profit Centre
4201420	AB Vendor Account	XXXX	Circle BA	Circle PC
	To			
24XXXXX	Bank Outgoing Account	XXXX	Circle BA	Circle PC
<i>Being Payment made to Andhra Bank towards SRT Customers EMI</i>				

The Entries 6 & 7 are to be executed by Accounts Officer/Expenditure/Circle office for making payment to the Andhra Bank Vendor Centrally at Circle office, on behalf of all the EROs.

All Assistant Accounts Officer/ Electricity Revenue Offices of Visakhapatnam Circle are advised to ensure strict monitoring of accounting of SRT upon raising of demand, collections & transfer of liability to circle office (i.e., duly enclosing list of SRT Consumers who has paid EMI). The authorisation for obtaining a report for collections made against SRT Consumers would be prearranged to all EROs including Circle Office Visakhapatnam from EPCCB for reconciliation by respective units and are requested to ensure the Credit balance in the G/L Account 2300313 is tallied with uncollected amount towards SRT in EPCCB.

Hence all Assistant Accounts Officers, Electricity Revenue Office/Operation Circle/Visakhapatnam & Accounts Officer(Expr)/Operation Circle/Visakhapatnam are requested to follow the above instructions scrupulously and instruct the concerned staff accordingly.

All Asst. Accounts Officers/EROs & Accounts Officer/(Expr)/Circle Office/Visakhapatnam are also requested to notice that the following New GL created for above accounting transactions.

GL Number	Description of GL
2300313	Solar Roof Top (AB) Account

#Approved#

Chief General Manager (Expr)
APEPDCL: Corporate Office
Visakhapatnam

To,

All Asst. Accts Officers/ERO/APEPDCL/Visakhapatnam Circle
 Accounts Officer (Revenue)/Operation Circle/APEPDCL/Visakhapatnam
 Accounts Officer (Expenditure)/Operation Circle/APEPDCL/Visakhapatnam
 Senior Accounts Officer/Operation Circle/APEPDCL/Visakhapatnam Circle.

Copy to All Divisional Elec. Engr/Opr/APEPDCL/ Visakhapatnam Circle
 Copy to General Manager (Revenue)/APEPDCL/Corporate Office ** It is requested to make necessary modifications in EPCCB for priority clearance of

Payments and provide necessary report of payments received against SRT to enable to pass necessary entries in ERO/Circle Office/Corporate Office.

Copy to General Manager (Solar Energy)/APEPDCL/Corporate Office

Copy to Chief General Manager (O&CS)/APEPDCL/ Corporate Office

Copy Submitted to Director (Finance)/APEPDCL/Visakhapatnam.

Copy Submitted to Director (Operation & Projects)/APEPDCL/ Visakhapatnam.

➤ **Upon Creation of Liability for Solar Power Purchase**
Journal Entry : 1

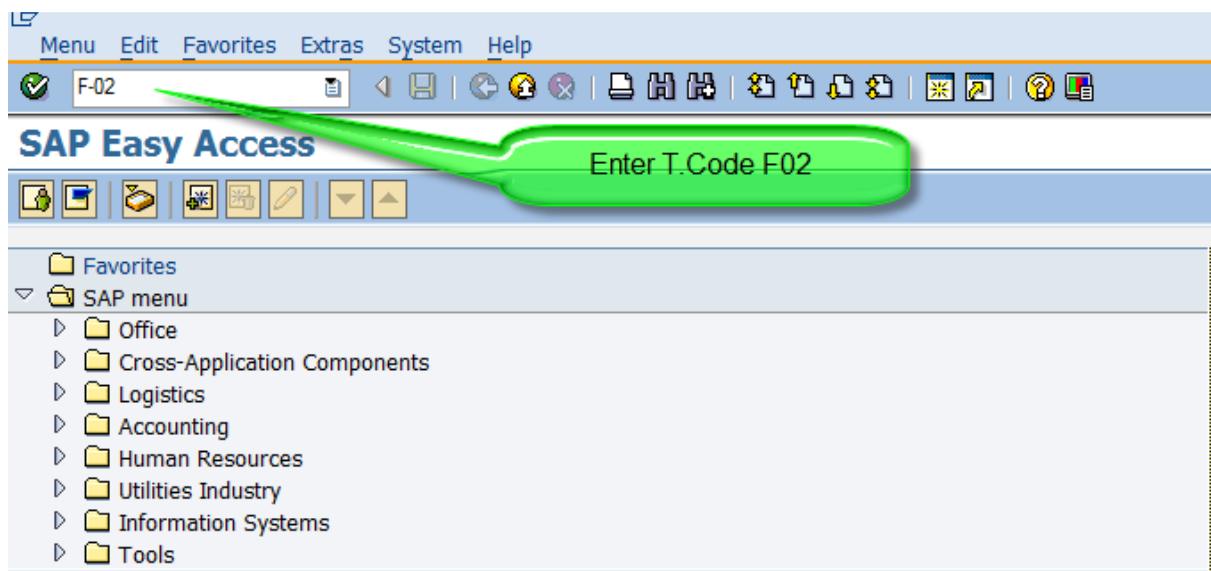
7000114 Solar Power Purchase A/c. Dr

To 2000326 L0326 Solar Power Vendor A/c. (Ex : Vendor of GPT ERO)

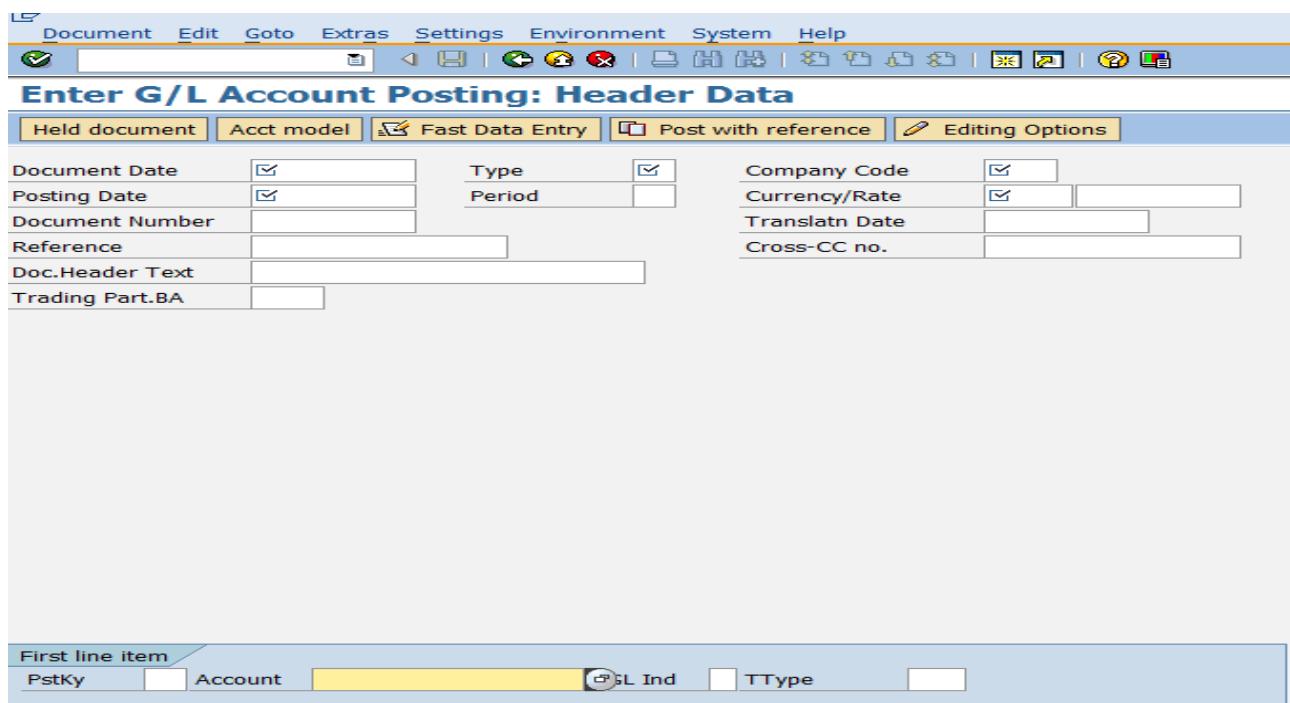
(Reconciliation Account 4101040)

(Being Liability for Solar Power Purchase for the month of

Transaction Code: F-02



Press Enter The Following Screen features..



Parameters to be assigned in the cited Screen:

Document Date: The Date of JE

Posting Date: The Date of JE

Document Type: KA

Company Code: 2000

Currency/Rate: INR

Document Header Txt: As desired....

PstKy: 40

Account: 7000114

After Entering the cited data the Screen appears as follows....

Document Date: 31.07.2015 Type: KA Company Code: 2000

Posting Date: 31.07.2015 Period: Currency/Rate: inr

Document Number: Translatn Date: Cross-CC no.:

Reference: Doc.Header Text: Solar Power Pur Liability

Doc.Header Text: Solar Power Pur Liability

Trading Part.BA:

First line item

PstKy 40 Account 7000114 SGL Ind TType

Press Enter The Following Screen features..

Parameters to be assigned in the cited Screen:

Amount: As desired

Bus Area: 326 (Enter respective unit Code) 326 is GPT ERO

Order: KVLT0326 (Enter respective unit Order) KVLT0326 is GPT Order

Assignment: As Desired

Text: As Desired

PstKy: 34 (i.e. Vendor Credit)

Account: 2000326 (Enter respective ERO Vendor) (GPT ERO Sol Pow Ven)

After Entering the cited data the Screen appears as follows....

The screenshot shows the SAP ERP interface for entering a vendor document. The title bar reads 'Enter Vendor Document: Add G/L account item'. The top menu bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. The toolbar contains various icons for document management and data entry. The main area is divided into sections: 'G/L Account' (7000114, Power Purchase Cost LT Solar Power), 'Company Code' (2000, APEPDCL), and 'Item 1 / Debit entry / 40'. The 'Item 1' section contains fields for 'Amount' (100, INR), 'Business Place' (empty), 'Business Area' (326), 'Cost Center' (empty), 'Profit Center' (empty), 'WBS Element' (empty), 'Order' (KVLT0326), and 'Assignment' (SPP Liability). There is also a 'More' button and a 'Quantity' field. The 'Text' field contains 'Creation of Liability for SPP for the month of ...' and a 'Long Texts' button. A 'Next Line Item' section at the bottom shows 'PstKy' (34), 'Account' (2000326), 'G/L Ind' (selected), 'TType' (empty), 'New co.code' (empty), and 'Withholding tax' (empty).

Press Enter The Following Screen features..

The screenshot shows the SAP ERP interface for entering a vendor document. The title bar reads 'Enter Vendor Document: Add Vendor item'. The top menu bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. The toolbar contains various icons for document management and data entry. The main area is divided into sections: 'Vendor' (2000326, L0326 Solar Power Vendor), 'Company Code' (2000, Gopalpatnam), and 'Item 2 / Other payables / 34'. The 'Item 2' section contains fields for 'Amount' (empty, INR), 'Bus. place/sectn' (empty), 'Bus. Area' (empty), 'Payt Terms' (0001), 'Bline Date' (empty), 'Disc. base' (empty), 'Pmnt Block' (Z), 'Assignment' (empty), 'Text' (empty), and 'Days/percent' (empty). There is also a 'Long Texts' button. A 'Next line item' section at the bottom shows 'PstKy' (empty), 'Account' (empty), 'G/L Ind' (selected), 'TType' (empty), 'New co.code' (empty), and 'Withholding tax' (empty).

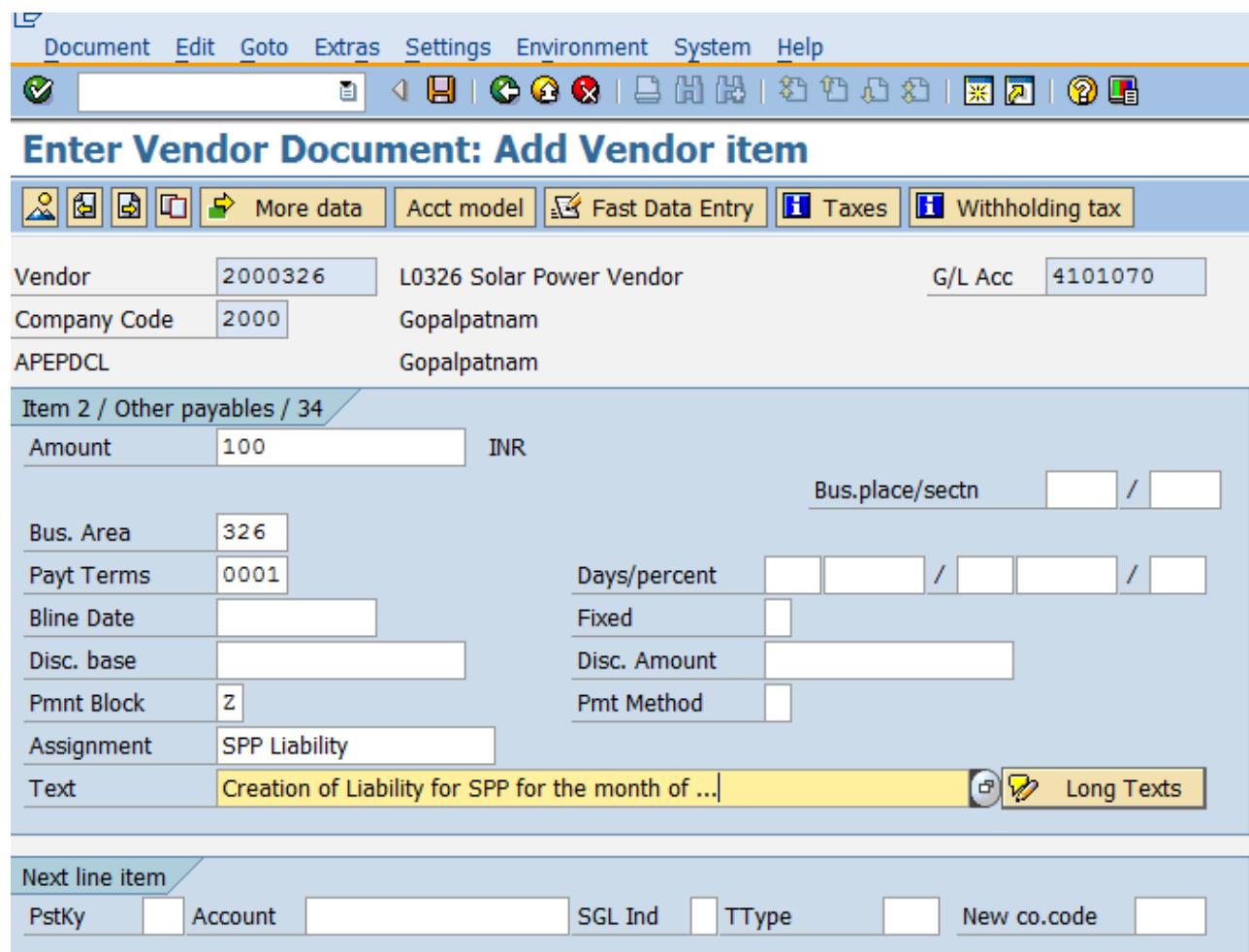
Parameters to be assigned in the cited Screen:

Amount: As desired

Bus Area: 326 (Enter respective unit Code) 326 is GPT ERO

Assignment: As Desired

Text: As Desired



Document Edit Goto Extras Settings Environment System Help

More data Acct model Fast Data Entry Taxes Withholding tax

Vendor 2000326 L0326 Solar Power Vendor G/L Acc 4101070

Company Code 2000 Gopalpatnam

APEPDCL Gopalpatnam

Item 2 / Other payables / 34

Amount 100 INR Bus.place/sectn / /

Bus. Area 326

Payt Terms 0001 Days/percent / / / /

Bline Date Fixed

Disc. base Disc. Amount

Pmnt Block Z Pmt Method

Assignment SPP Liability

Text Creation of Liability for SPP for the month of ... Long Texts

Next line item

PstKy Account SGL Ind TTType New co.code

Press Enter and simulate the document. The Entry features as follows upon simulation.

Document Date: 31.07.2015 Type: KA Company Code: 2000
 Posting Date: 31.07.2015 Period: 4 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2015 Translatn Date: 31.07.2015
 Reference: Cross-CC no.:
 Doc.Header Text: Trading Part.BA:

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0007000114	PP Cost LT Solar Po	100.00	
002	34	0002000326	L0326 Solar Power V	100.00-	

D 100.00 C 100.00 0.00 * 2 Line items

The Entry features as follows upon simulation as per General Ledger.

Document Date: 31.07.2015 Posting Date: 31.07.2015 Fiscal Year: 2015
 Cross-co. code:

CoCd	Item	L.item	PK	S	G/L Account	G/L account name	Amount	Curr.	Profit Center	Segment
2000	1	000001	40		7000114	PP Cost LT Solar Pow	100.00	INR	201220001	LTSEG
	2	000002	34		4101070	PP Crdtr Solar Vendr	100.00-	INR	201220001	LTSEG

Now Post the Entry.. A New Document No: gets generated.

Document 1700000003 was posted in company code 2000

- Adjustment of Export Amount in Subsequent Periods

Journal Entry : 2

2000326 L0326 Solar Power Vendor A/c. (Ex : Vendor of GPT ERO

2300310 Customer/Vendor Inter Clearing Account.

To 2300310 Customer/Vendor Inter Clearing Account.

To L0326CC1 Account

(Being Entry for Adjustment of Export amount of)

Transaction Code: F-02

Parameters to be assigned in the initial Screen:

Document Date: The Date of JE

Posting Date: The Date of JE

Document Type: SA

Company Code: 2000

Currency/Rate: INR

Document Header Txt: As desired....

PstKy: 40

Account: 2300310 Customer/Vendor Inter Clearing Account

Now Press Enter.... The following Screen appears..

Enter G/L Account Document: Add G/L account item

G/L Account: 2300310 Customer/Vendor Inter Clearing Account.

Company Code: 2000 APEPDCL

Item 1 / Debit entry / 40

Amount: INR

Business Place:

Business Area:

Profit Center:

Purchasing Doc.:

Assignment:

Text:

Quantity:

More

Long Texts

Next Line Item

PstKy: Account: SGL Ind: TType: New co.code:

Parameters to be assigned in the cited Screen:

Amount: 100
Business Area: 326 (Enter respective unit Code) 326 is GPT ERO
Profit Center: 201220001 (Enter respective unit PC) 201220001 is GPT ERO
Assignment: As Desired
Text: As Desired
PstKy: 24 (i.e. Vendor Debit)
Account: 2000326 (Enter respective ERO Vendor) (GPT ERO Sol Pow Ven)

NOW Press Enter.... And assign 2nd Debit Parameters for Vendor i.e.

Amount: 100
Business Area: 326 (Enter respective unit Code) 326 is GPT ERO
Profit Center: 201220001 (Enter respective unit PC) 201220001 is GPT ERO
Assignment: As Desired
Text: As Desired
PstKy: 50
Account: 2300310 Customer/Vendor Inter Clearing Account

NOW Press Enter.... And assign 1st Credit Parameters for GL Account 2300310 i.e.

Parameters to be assigned in the cited Screen:

Amount: 50
Business Area: 326 (Enter respective unit Code) 326 is GPT ERO
Profit Center: 201220001 (Enter respective unit PC) 201220001 is GPT ERO
Assignment: As Desired
Text: As Desired
PstKy: 11 (i.e. Customer Credit)
Account: L0326CC1

NOW Press Enter.... And assign lInd Credit Parameters for Customer L0326CC1

Amount: 50
Business Area: 326 (Enter respective unit Code) 326 is GPT ERO
Profit Center: 201220001 (Enter respective unit PC) 201220001 is GPT ERO
Assignment: As Desired
Text: As Desired
PstKy: 11 (i.e. Customer Credit)

Press Enter and simulate the document. The Entry features as follows upon simulation.

The screenshot shows the SAP G/L Account Document: Display Overview screen. The header bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the header are various toolbar icons. The main title is 'Enter G/L Account Document: Display Overview'. Below the title are several input fields: 'Display Currency' (selected), 'Park document', 'Acct model', 'Fast Data Entry' (checked), and 'Taxes'. Document details are listed: Document Date (31.07.2015), Type (SA), Company Code (2000); Posting Date (31.07.2015), Period (4), Currency (INR); Document Number (INTERNAL), Fiscal Year (2015), Translatn Date (31.07.2015); Reference, Cross-CC no., and Doc.Header Text (Solar Power Adjustment). The 'Items in document currency' section lists four line items:

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	326	0002300310	Custmr/Vendor In Cl	50.00
002	24	326	0002000326	L0326 Solar Power V	50.00
003	50	326	0002300310	Custmr/Vendor In Cl	50.00-
004	11	326	L0326CC1	L0326CC1	50.00-

At the bottom, the totals are shown: D 100.00, C 100.00, 0.00, * 4 Line items.

The following Screen appears upon simulation as per General Ledger.

The screenshot shows the SAP General Ledger View (Display Document). The top menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for document management. The title bar says "Display Document: General Ledger View". Below the title bar are buttons for "Display Currency" and "Entry View". The main area is divided into sections: "Data Entry View" and "Ledger ZA". The "Data Entry View" section contains fields for Document Number (100000010), Company Code (2000), Fiscal Year (2015), Document Date (31.07.2015), Posting Date (31.07.2015), Period (4), Reference (Cross-Comp.No.), Currency (INR), and Texts exist (checkbox). The "Ledger ZA" section shows the same document details. Below these are two tables. The first table, "CoCd", has columns for CoCd, Item, L.item, PK, BusA, S, Segment, Account, Description, Amount, Curr., Tx, Profit Center, and Clrng doc. It shows four entries for company code 2000. The second table, "Item", has columns for Item, L.item, PK, BusA, S, Segment, Account, Description, Amount, Curr., Tx, Profit Center, and Clrng doc. It shows four entries for item 1.

CoCd	Item	L.item	PK	BusA	S	Segment	Account	Description	Amount	Curr.	Tx	Profit Center	Clrng doc.
2000	1	000001	40	326		LTSEG	2300310	Custmr/Vendor In Clg	50.00	INR		201220001	
	2	000002	24	326		LTSEG	4101070	PP Crdtr Solar Vendr	50.00	INR		201220001	
	3	000003	50	326		LTSEG	2300310	Custmr/Vendor In Clg	50.00-	INR		201220001	
	4	000004	11	326		LTSEG	2301100	S Dr CC LT Cat 1	50.00-	INR		201220001	

Now Post the Entry.. A New Document No: gets generated.

Document 100000010 was posted in company code 2000

For Payment of balance export amount to Solar Vendor through respective Division Offices

Journal Entry : 3

3(a) 2000326 (Enter respective ERO Vendor) (GPT ERO Sol Pow Ven). Dr

To 2300310 Customer/Vendor Clg Account

(Being Liability for SPP Transferred to Division Officer for the period.....)

3(b) 2300310 Customer/Vendor Clg Account

To 4101201 Solar Power Vendor Payable Account A/c

(Being Liability for SPP Transferred to Division Officer for the period.....)

NOTE:

Posting Keys for Vendor..... DR. 24 CR.34

Posting Keys for GL..... DR. 40 CR.50

GL Account of Vendor i.e Reconciliation Account 4101070... No Direct Entry can be posted..

FAQ:

1. What is Export Units?

The Units Generated & Floated to the Grid by the Solar Power Vendor.

2. What is Import Units?

The Units Consumed/drawn by the Solar Power Vendor as a Consumer of EPDCL.

3. What Should be the Bill Issued to the Consumer ?

The Consumer shall receive either Net Import/Export Bill indicating either Net Export (i.e. Generation is more than Consumption) OR Net Import (i.e. Consumption is more than Generation).

4. How should be the Calculation of Bill ?

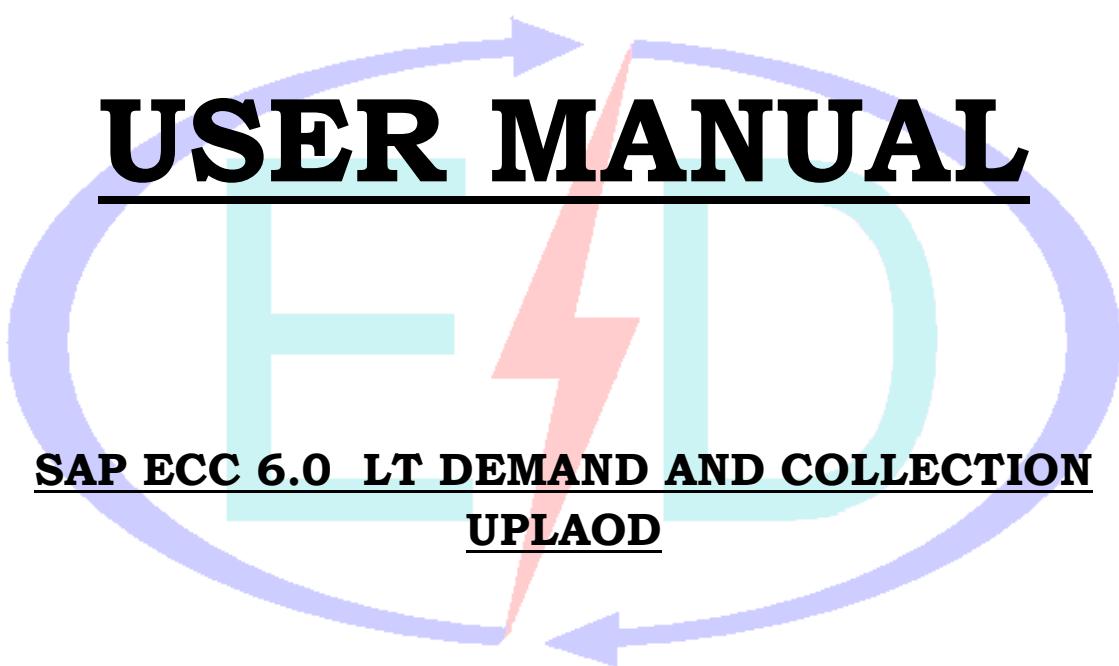
- If Import Units are more than Export Units i.e. +ve Consumption ---- Bill amount will be calculated for the NET Units (i.e. Import Units less Export Units) based on the relevant Tariff order and the same will be served to the consumer.
- If Import units are Less than Export Units i.e. -ve Consumption----- For the excess of Export Units over Import Units, amount will be arrived based on pooled cost decided by APERC for the year. However Min Bill got to be raised by EPDCL.

5. When should be the Accounting Entries to be posted in SAP done with respect to Solar Power Vendor?

- Where the Net Export Units are more than the Import Units.
- Where the Export Credit balance of the Vendor is to be adjusted in the current month.
- Upon periodical Settlement

6. Steps to arrive at Net Import / Export Units.

- Obtain the Opening and Closing Reading of both Consumption and Generation
- Arrive at the Units Consumed and Generated.
- Arrive at Net Units. Either Excess of Export over Import or vice versa.



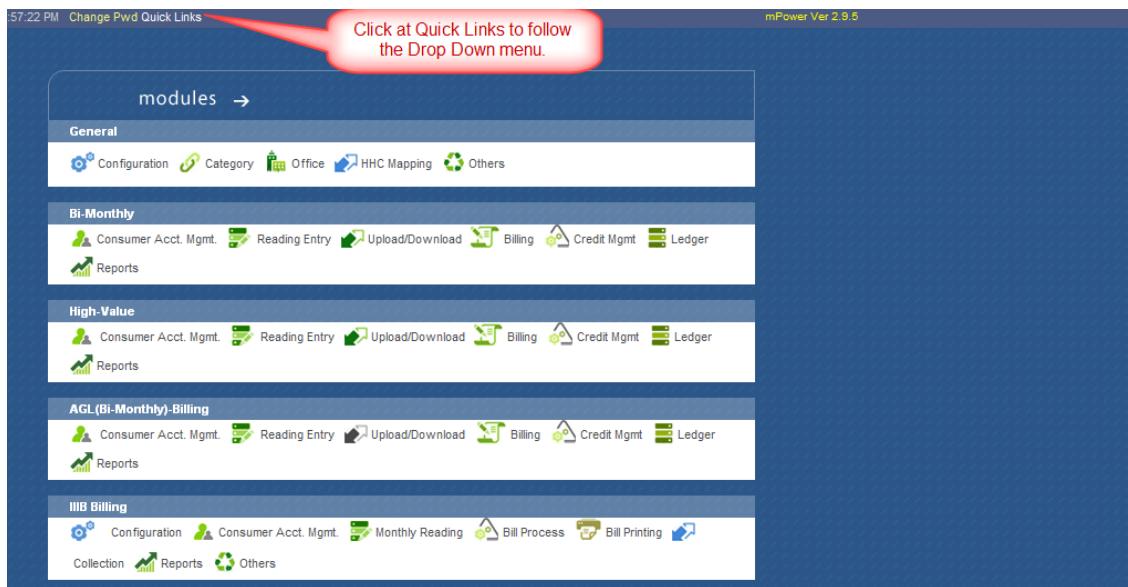
Drafted by: Nagendra Kumar Angara AAO/SAP /APEPDCL
Venkateswara Rao Raja AE/LT Billing/APEPDCL

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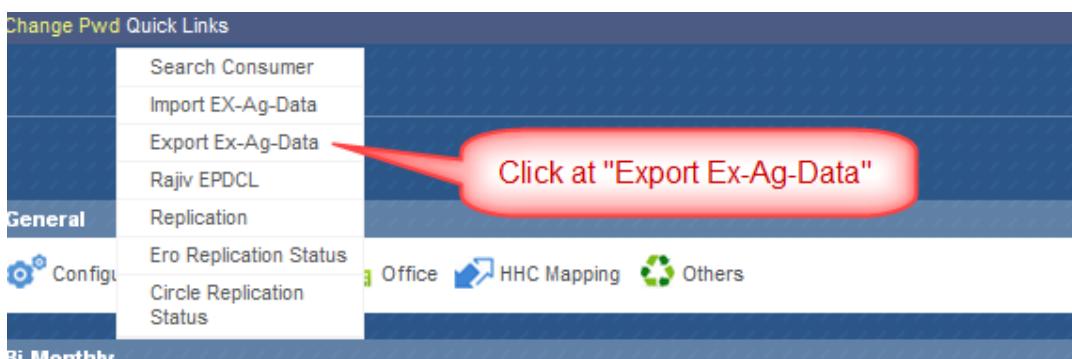
Page 1

PROCESS OF EXTRACTING DATA FROM RAS

- The monthly LT SAP Upload files (Demand & Collections) are to be obtained from RAS after Closure of Ledger & confirmation of CAT Data. The Following is the procedure to generate the SAP Upload files from RAS.
- The respective user has to LOGIN to their respective AAO Login in RAS application & has to Go to the “**Quick Links**” TAB in the main menu & Click as stated below.

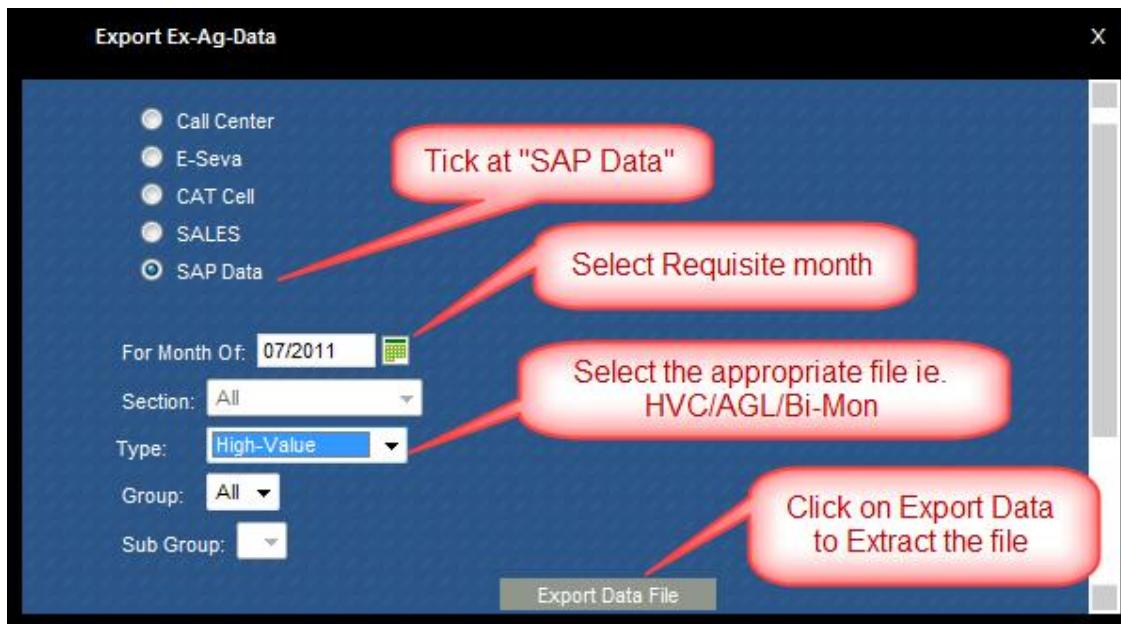


- Upon clicking at the “**Quick Links**” Tab, the following Drop Down menu features. Now Click at “**Export Ex-Ag-Data**” as stated below.

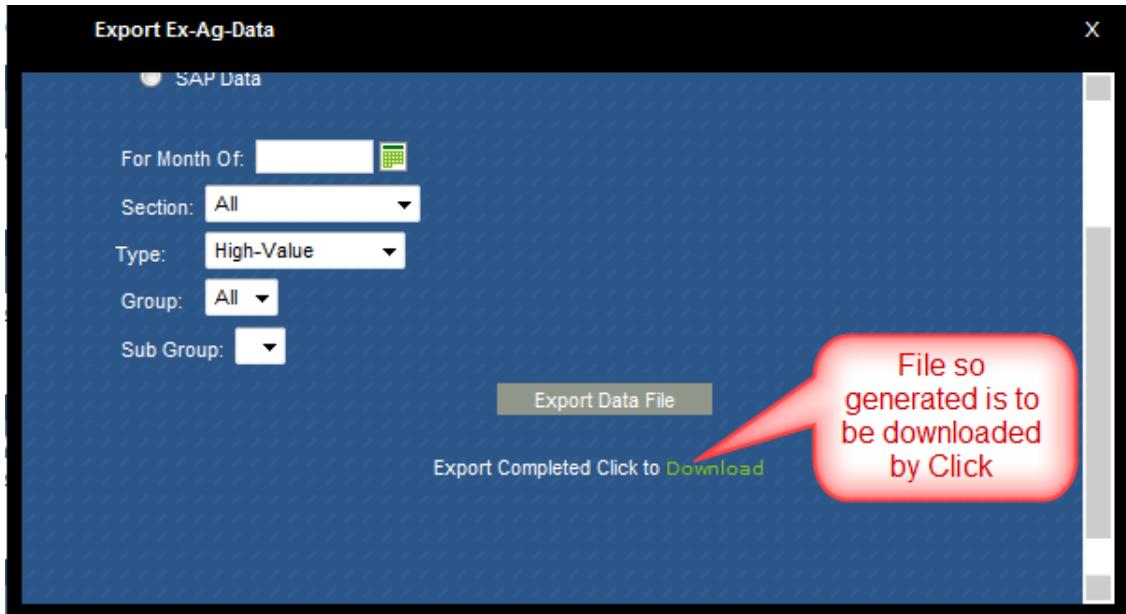


➤ Upon Clicking at the “**Export Ex-Ag-Data**” the following Screen features. Follow the following Steps:

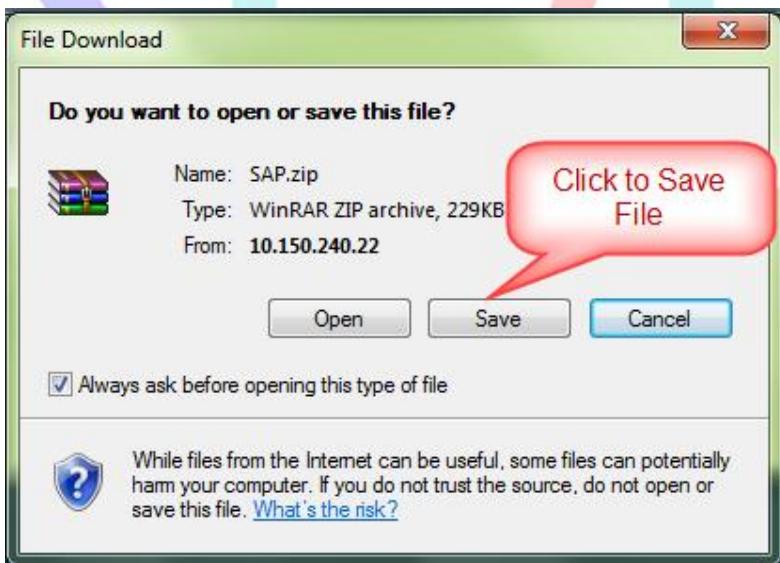
- Select the SAP Data Option.
- Select the appropriate Month.
- Select the appropriate type of the file i.e. HV/ LV /AGL.
- Click on Export Data File.



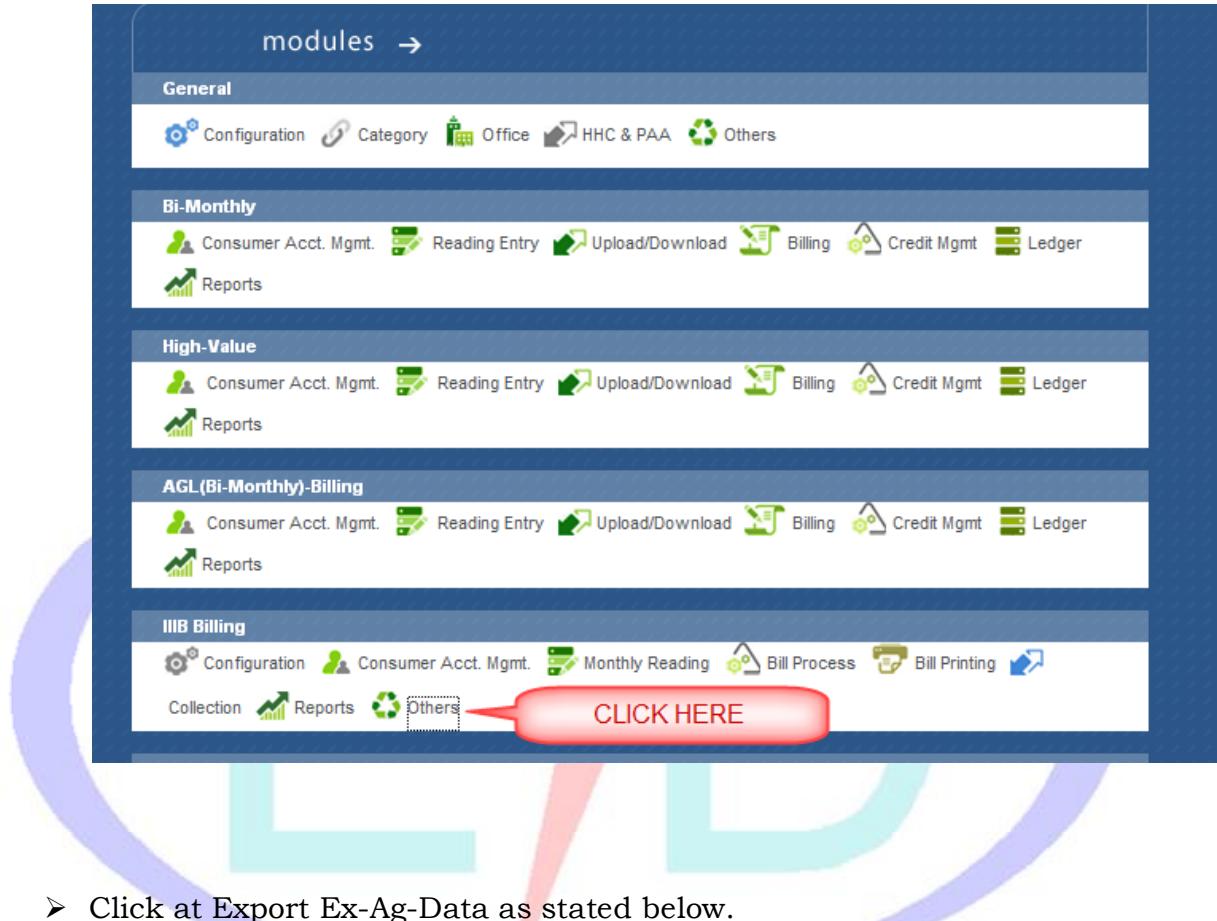
➤ Upon Clicking on the Export Data File, the requisite file gets generated, which is to be downloaded by clicking at **“Export Completed click to Download”**.



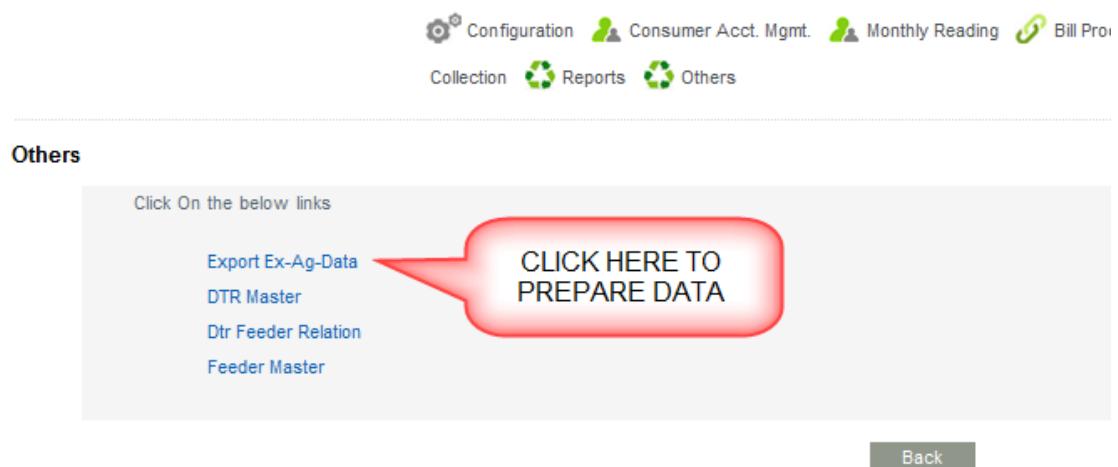
- The File so generated is to be saved by Clicking at the **SAVE** icon, and is to be saved at a specified location in the system.



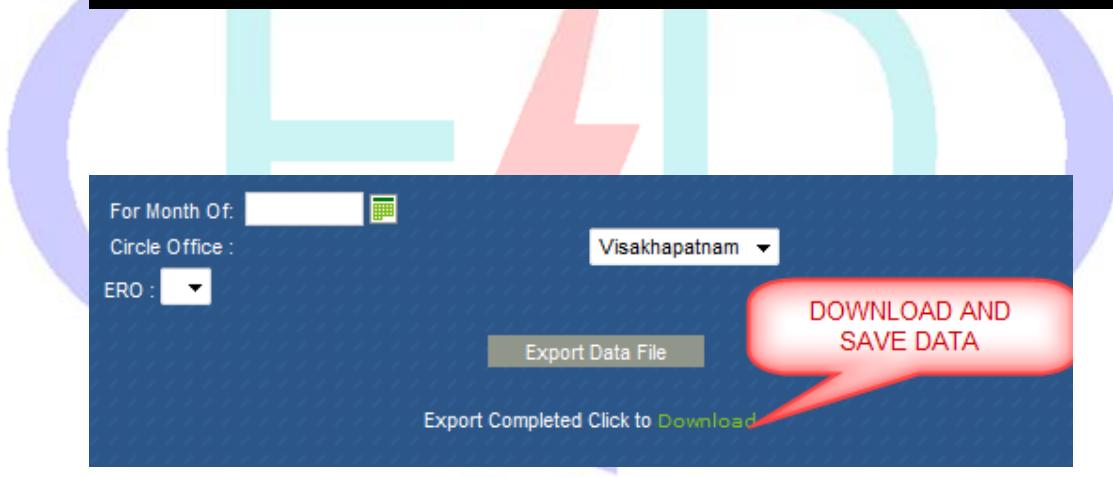
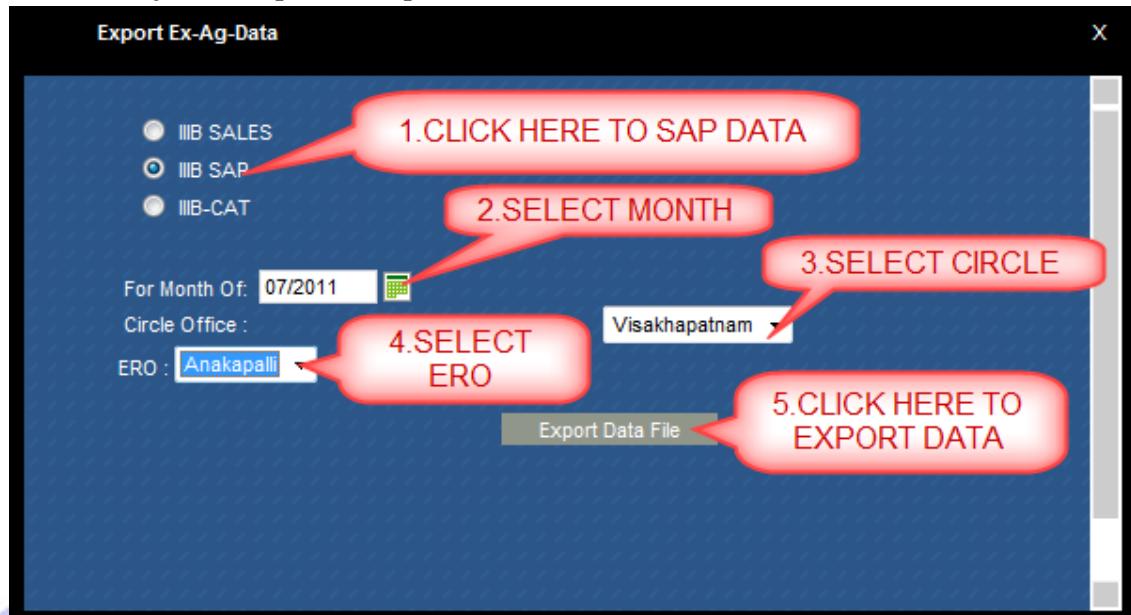
- To download the Cat III B data from RAS the following procedure is to be adopted.
- In the main menu go to the CAT III B Tab and Click on “**OTHERS**”



- Click at Export Ex-Ag-Data as stated below.



➤ The following Drop Down menu features. Select the Option IIIB SAP followed by subsequent steps as shown.



➤ The Process cited is to be followed for obtaining four ZIP files from RAS i.e.

- High Value Demand & Collection File.
- Low Value Demand & Collection File.
- Agriculture Demand & Collection File.
- Cat III B Demand & Collection File.

- Upon extracting of each ZIP file from RAS, a copy of the same is to be copied and pasted for differentiating between Demand & Collection files.

- The naming convention to be followed is as follows:

- High Value Demand LD012100
- Agriculture Demand LD012101
- III B Demand LD012102
- Low Value Demand LD0121P1
- High Value Collection LC012100
- Agriculture Collection LC012101
- III B Collection LC012102
- Low Value Collection LC0121P1

- As such 8No: Access files are being extracted from RAS. The Naming convention to be followed for naming the files should be as cited. Wherein ..

LD	Denotes	LT Demand
LC	Denotes	LT Collection
0121	Denotes	Respective ERO/Unit Code
00	Denotes	High Value File
01	Denotes	Agriculture File
02	Denotes	IIIB File
P1	Denotes	Low Value File

- The files so generated are to be verified for accuracy and consistency such as

- Relative Categories
- Relative Groups
- Relative Head Of the Department
- Relative Sections/Sub Division Codes etc.

- The RAS Files so generated are also to be verified for arithmetical accuracy both Vertically and Horizontally, which is MANDATORY.
- In case if any new Section or change of a Sub division occurs, then the concerned unit has to contact the SAP Core Team for updating the same in SAP.

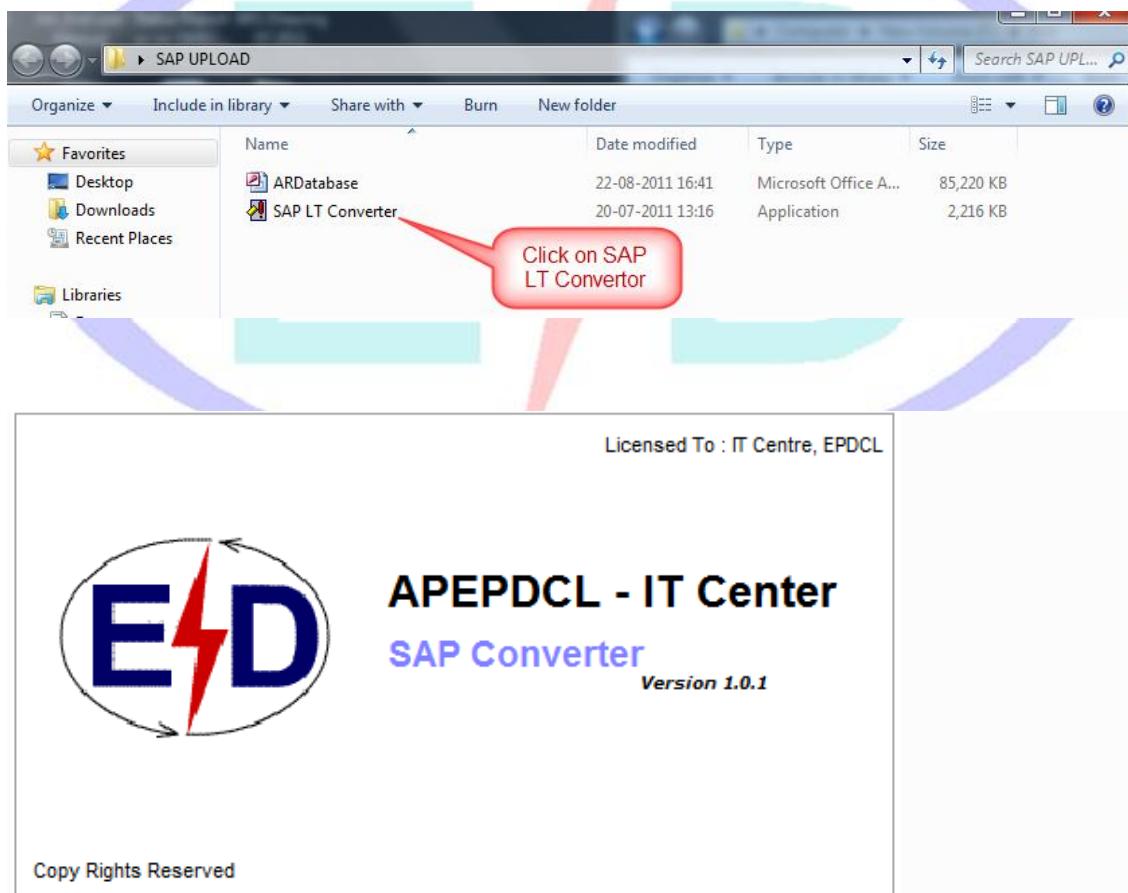
LT CONVERTOR

➤ The basic function of LT Convertor is to Convert the Access files generated from RAS application into TEXT files. In other words it is a tool for Conversion. SAP has compatibility to accept only TEXT files for any interface. In order to convert the Access files to Text files it is mandatory to have

- **AR Database File:** It is a supporting file for SAP LT Convertor.
- **SAP LT Convertor:** It is an Executable file.

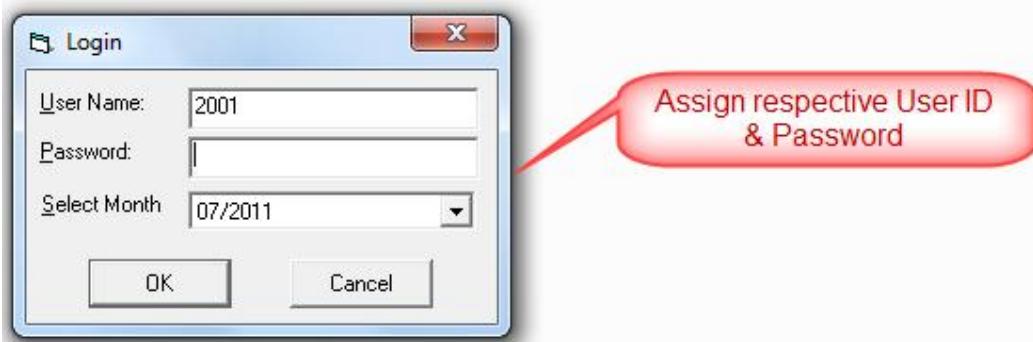
Both the files stated above are to be saved at a specified Folder in the system in order to convert the files monthly as shown below.

➤ Upon Clicking at the **“SAP LT Convertor”** icon, the following screen appears followed by the subsequent screen.



- Select the relevant **User ID, Password & Month** of respective Circles. The User ID are as follows:

- 2001 for all the Revenue Units of Vizag Circle.
- 2002 for all the Revenue Units of Eluru Circle.
- 2003 for all the Revenue Units of Rajahmundry Circle.
- 2004 for all the Revenue Units of Vizianagram Circle.
- 2005 for all the Revenue Units of Srikakulam Circle.



- Upon Logging in to the convertor, the following Screen features, wherein the RAS Demand and Collection Access files are to be Converted with the following Steps.

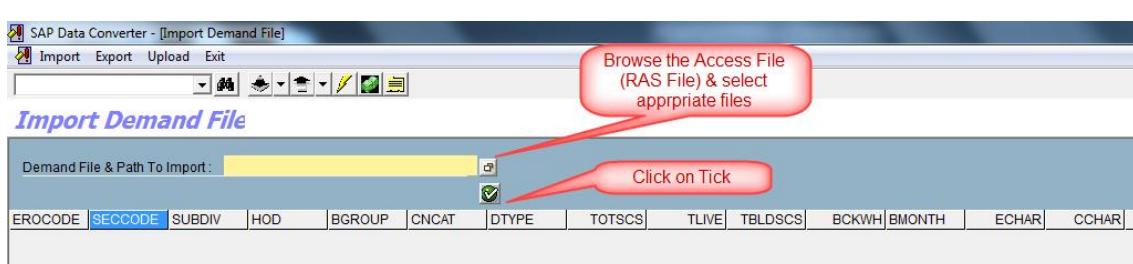
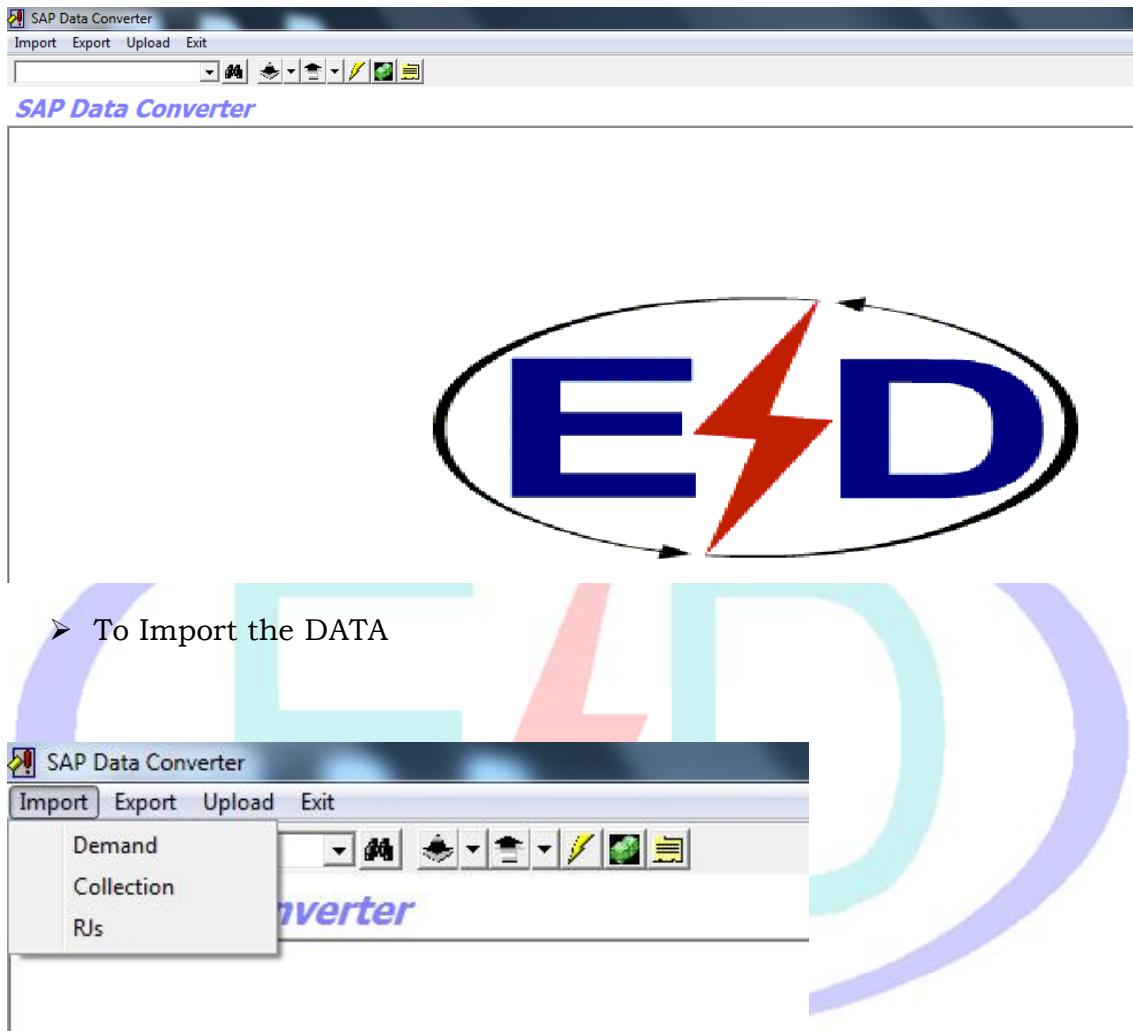
- **IMPORT:** The RAS Access mode Demand & Collection Files are to be imported (i.e. brought in to Convertor) for conversion.
- **EXPORT:** The Access files so imported is converted in TEXT mode and an output file i.e TXT file is Exported.
- **UPLOAD:** The Text file so generated is to be uploaded to Development Server.

NOTE: At present No Upload process is to be done. It is to be done only after issue of requisite instructions from Corporate Office. Upon Conversion of all the 8 Access files into Text files, the Convertor itself names each file as follows. All the TXT files are to be ZIPPED and forwarded to Corporate Office for Upload.

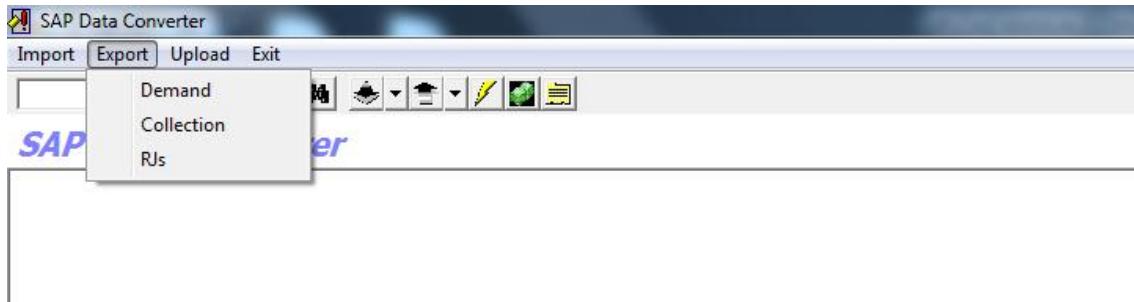
- High Value Demand LD0121000411
- Agriculture Demand LD0121010411
- III B Demand LD0121020411
- Low Value Demand LD0121P10411

- High Value Collection LC0121000411
- Agriculture Collection LC0121010411
- III B Collection LC0121020411
- Low Value Collection LC0121P10411

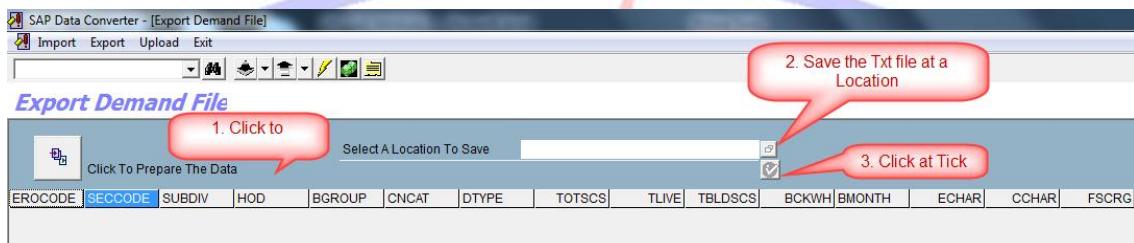
NOTE: Last four digits/characters in the name of the files so generated represent the respective month & year.



- To Export the DATA



- To Save the Converted Data at a specified location.



- The Data so converted and mailed to Corporate Office / placed in Development Server, is later processed and uploaded at Corporate Office thru a predefined procedure. As such the data is uploaded in to SAP and updates the Financial Records.
- The following Accounting (EXAMPLE) entries are posted in SAP Line Item wise, upon upload of Demand and Collection.

MODEL DEMAND UPLOAD ENTRY:

Item	Account	Description	Amount	Curr.	Profit Center	Item
1	121	S Dr CC LT Cat 1	4,573.76	INR	205110001	S
2	121	EC LT Cat 1	4,573.76	INR	205110001	H

MODEL COLLECTION UPLOAD ENTRY:

Data Entry View																																													
Document Number	6400039308	Company Code	2000																																										
Document Date	30.04.2011	Posting Date	30.04.2011																																										
Reference	LC0121P10411	Cross-CC no.																																											
Currency	INR	Texts exist	<input type="checkbox"/>																																										
		Ledger Group																																											
Ledger ZA																																													
Doc.	6400039308	Fiscal Year	2011																																										
Period 1																																													
<table border="1"> <thead> <tr> <th>C...</th> <th>Itm</th> <th>Litem</th> <th>P</th> <th>S</th> <th>BusA</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Profit Center</th> <th>D</th> <th>Itm</th> </tr> </thead> <tbody> <tr> <td>2000</td> <td>1</td> <td>000001</td> <td>40</td> <td>121</td> <td>2300301</td> <td>S Dr Collections A/c</td> <td></td> <td>4,057.69</td> <td>INR</td> <td></td> <td>205110001</td> <td>S</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>000002</td> <td>12</td> <td>121</td> <td>2301100</td> <td>S Dr CC LT Cat 1</td> <td></td> <td>4,057.69-</td> <td>INR</td> <td></td> <td>205110001</td> <td>H</td> <td></td> </tr> </tbody> </table>				C...	Itm	Litem	P	S	BusA	Account	Description	Amount	Curr.	Tx	Profit Center	D	Itm	2000	1	000001	40	121	2300301	S Dr Collections A/c		4,057.69	INR		205110001	S			2	000002	12	121	2301100	S Dr CC LT Cat 1		4,057.69-	INR		205110001	H	
C...	Itm	Litem	P	S	BusA	Account	Description	Amount	Curr.	Tx	Profit Center	D	Itm																																
2000	1	000001	40	121	2300301	S Dr Collections A/c		4,057.69	INR		205110001	S																																	
	2	000002	12	121	2301100	S Dr CC LT Cat 1		4,057.69-	INR		205110001	H																																	

➤ Thus, the Financial Records gets updated.

