

A large, semi-transparent watermark logo is centered on the page. It features the text 'SAP ECC 6.0' in bold black, with 'Accounts Receivable' and 'HT End User Manual' stacked below it. The logo is surrounded by a circular border containing the text 'A P E P D C L' in a stylized font. A red lightning bolt graphic is positioned in the center of the logo.

SAP ECC 6.0

Accounts Receivable

HT End User Manual

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What is SAP?

- SAP is the name of the company founded in 1972 under the German name (Systems, Applications, and Products in Data Processing) is the leading ERP (Enterprise Resource Planning) software package

What is ERP?

- ERP is a package with the techniques and concepts for the integrated management of business as a whole, for effective use of management resources, to improve the efficiency of an enterprise. Initially, ERP was targeted for manufacturing industry mainly for planning and managing core business like production and financial market. As the growth and merits of ERP package ERP software is designed for basic process of a company from manufacturing to small shops with a target of integrating information across the company.

Why do you usually choose to implement SAP?

- There are number of technical reasons numbers of companies are planning to implement SAP. It's highly configurable, highly secure data handling, min data redundancy, max data consistency; you can capitalize on economics of sales like purchasing, tight integration-cross function.

What is SAP R/3?

- A third generation set of highly integrated software modules that perform common business function based on multinational leading practice. Takes care of any enterprise however diverse in operation, spread over the world. In R/3 system all the three servers like presentation; application server and database server are located at different system.



What are presentation, application and database servers in SAP R/3?

- The application layer of an R/3 System is made up of the application servers and the message server. Application programs in an R/3 System are run on application servers. The application servers communicate with the presentation components, the database, and also with each other, using the message server. All the data are stored in a centralized server. This server is called database server.

What are features of ECC 6.0?

1. Maintenance of Parallel Ledgers (i.e. Leading & Non Leading Ledgers)
2. Inclusion of Document Splitting.
3. Segment Reporting
4. Real Time Accounting to Controlling from Financial Accounting
5. Faster Period End closing.
6. Legal & Management Reporting.



TERMS USED IN SAP LANGUAGE

- **Organization Structure:** The relation among the organizational units is called organizational structure / enterprise structure. The organizational structure is different for every component.
- **Organizational units** are used to structure business functions and for reporting. The organizational units of *Financial Accounting* are used for external reporting purposes, that is, they fulfill requirements that your business is subject to from external parties, for example, legal regulations. The financial statements for example, are created based on the organizational units of *Financial Accounting*.
- **Client:** The client is the highest level in the SAP System hierarchy. Specifications that you make, or data that you enter at this level are valid for all company codes and for all other organizational structures.
- **Controlling Area:** It is an organization unit in controlling for which all the controlling activities are conducted.
- **Company:** A Company represents Group. It is an organizational unit in financial accounting for which the consolidated financial statements can be drawn up.
- **Company Code:** It is an organization unit in financial accounting for which complete set of books of accounts are maintained to prepare legal financial statements. Any number or Company codes can be assigned to one company.
- **Business Area:** It is an Organizational unit in financial accounting those structures the enterprise according to geographical area of activity or line of activity to which the business transactions can also be posted. We can prepare the financial statements for each business area...
- **Profit Center:** An Organization Unit in accounting that reflects a management-oriented structure of the organization for the purpose of internal control. In Other words, it can be defined as an



organizational unit where both the costs and revenues are analyzed for profitability analysis.

■ **Cost Center:** It is an area of activity or an area of responsibility for which the costs are incurred. The costs centers may be designed based on any of the following criteria.

- Functional Requirement
- Allocation Criteria
- Physical location
- Responsibility for costs

■ **Cost Element:** It is a cost relevant item in Chart of accounts. An item is considered as cost relevant when it affects the cost directly. Cost elements are used to identify the expenses and incomes from FI to CO for analysis purpose.

■ **Voltage Order:** It is an Cost object to Capture the Revenues

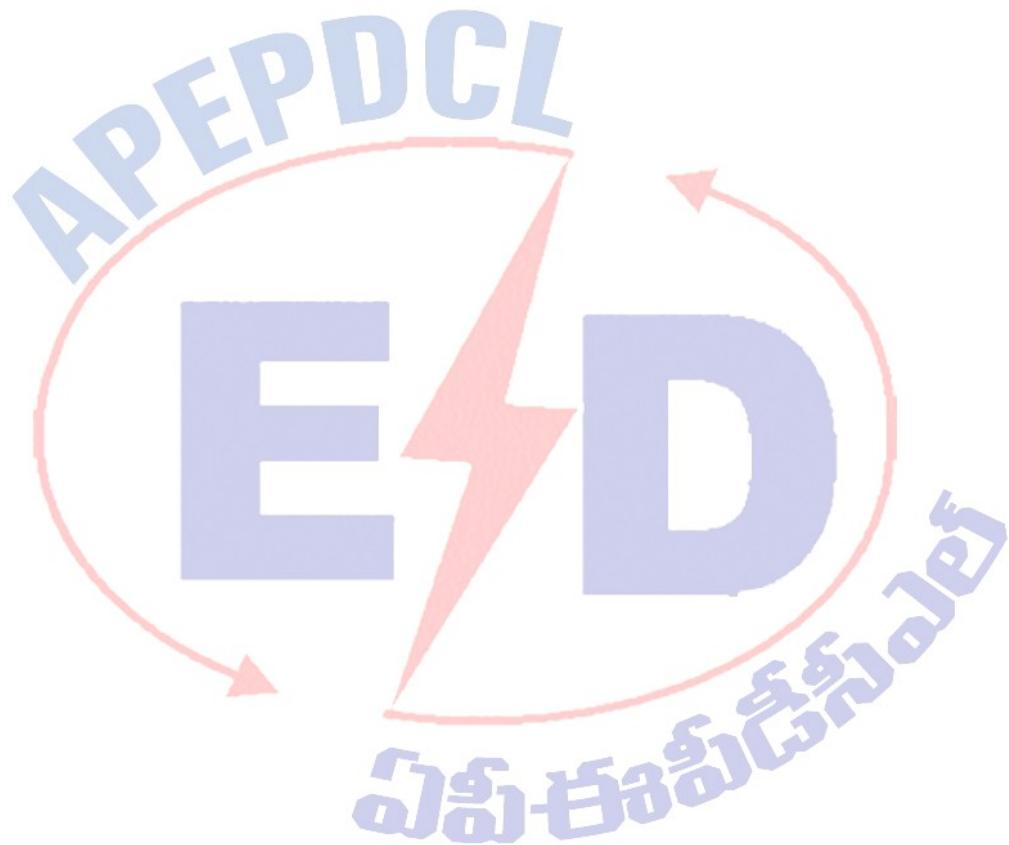
❖ **Accounts Receivable Sub Module:** This Component is used to process the business transactions relating to customers i.e. sales, payments, returns etc. A master record is created for every customer with reference to the company code. For this purpose the customers are categorized according to similarities in the master data maintenance requirements. These are called as Customers accounts groups.

❖ **Reconciliation Accounts:** It is a control account maintained in the general ledger for accounts receivables and accounts payables to which the business transactions posted in the receivables & payables are also automatically posted. The Reconciliation account is always updated automatically only. The figure to be represented in the Balance sheet is taken from the Reconciliation account. Using the Reconciliation account we can find out the total amount of receivables and payables due to or due by the company at any point of time.

❖ **Special GL Account:** It's a Reconciliation account maintained in the General Ledger for the special business transactions with Customer & Vendors, which should not be balanced with total payable account.

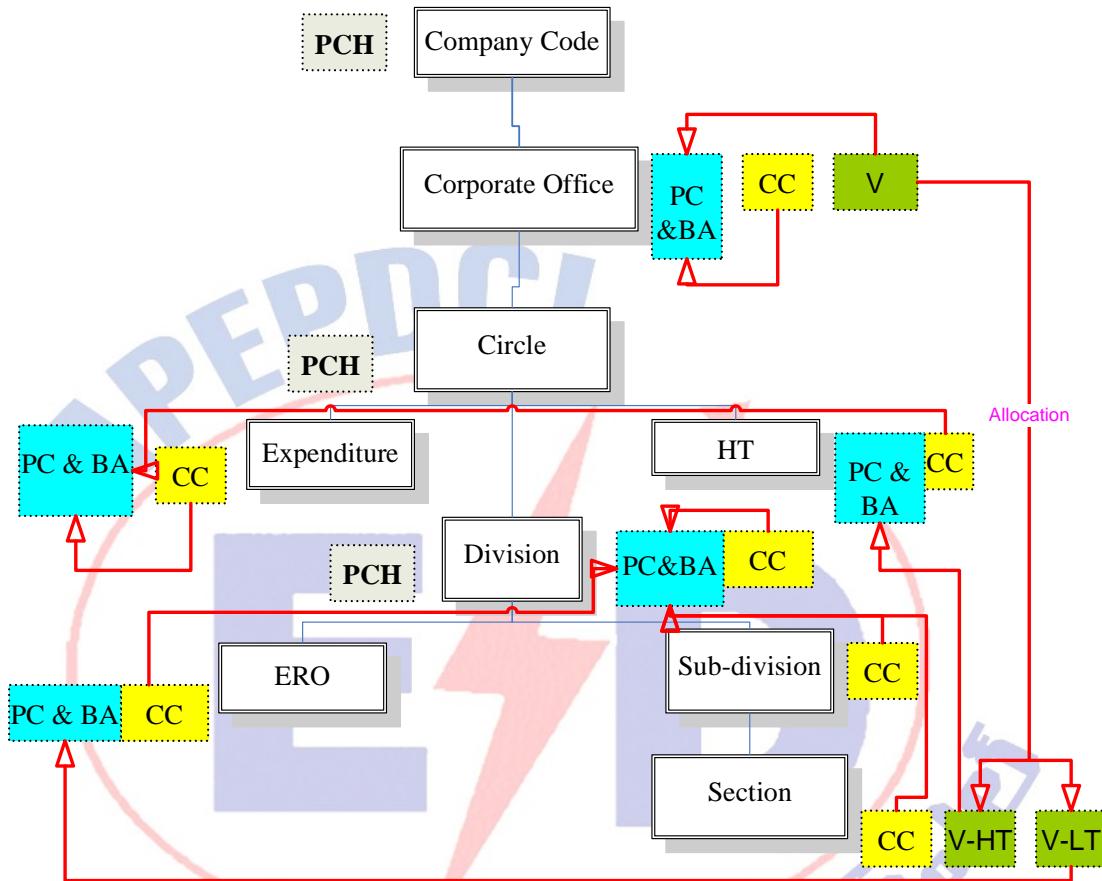


- ❖ **Special GL Indicator:** It's a key which specifies the nature of special business transactions. Example: Deposit, Advances etc.,
- ❖ **Open item:** Open item means pending items. The concept of open items is applicable to customer's vendors and some balance sheet general ledger accounts such as, outstanding expenses, Outstanding Income, Prepaid Expenses, Income received in advance.





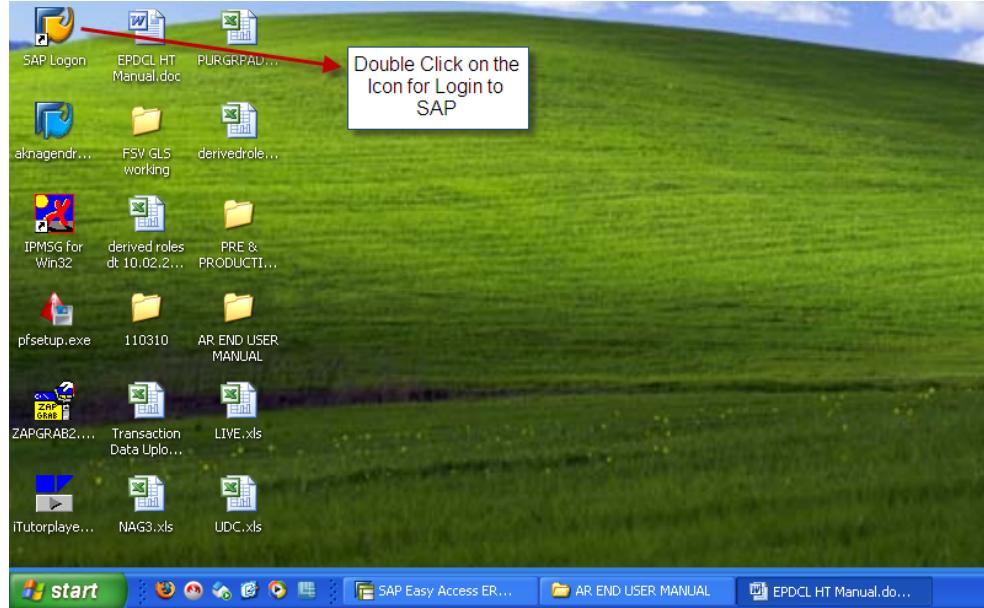
ORGANIZATION STRUCTURE



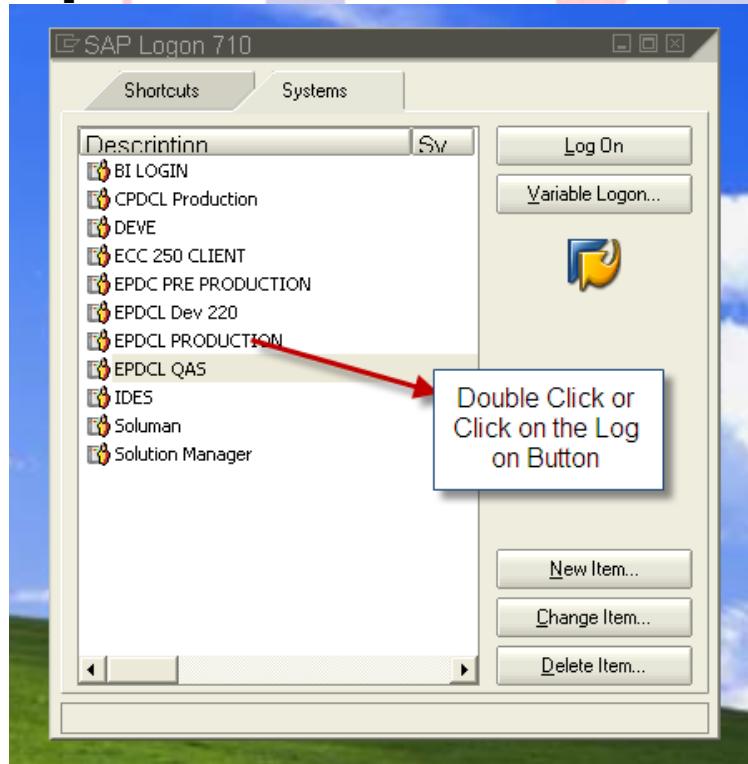


To **LOGIN** to the SAP follow the following four Steps as per the Snapshots stated below:

Step No: 1

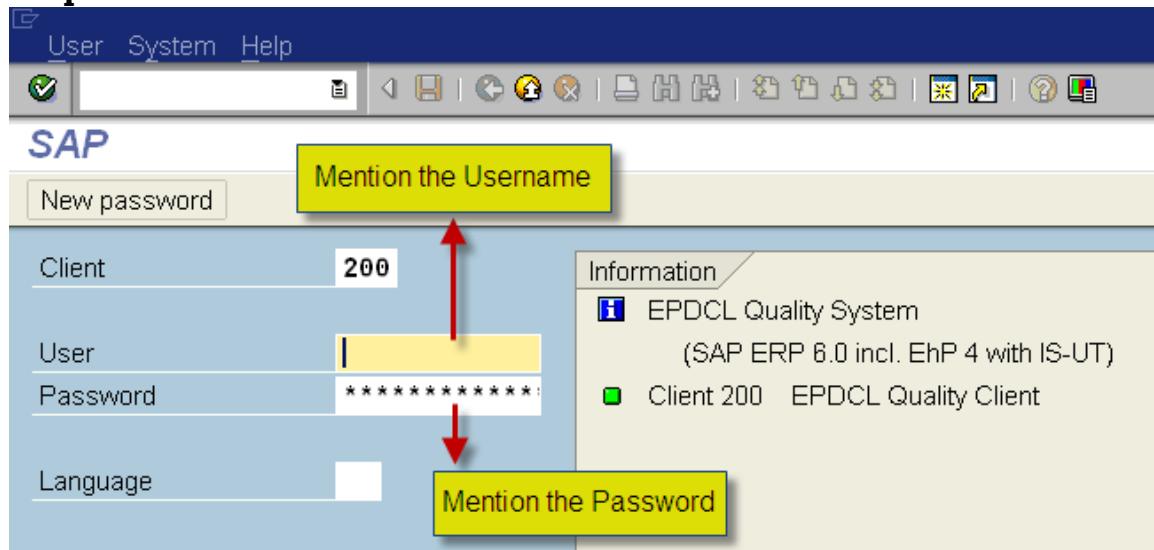


Step No: 2

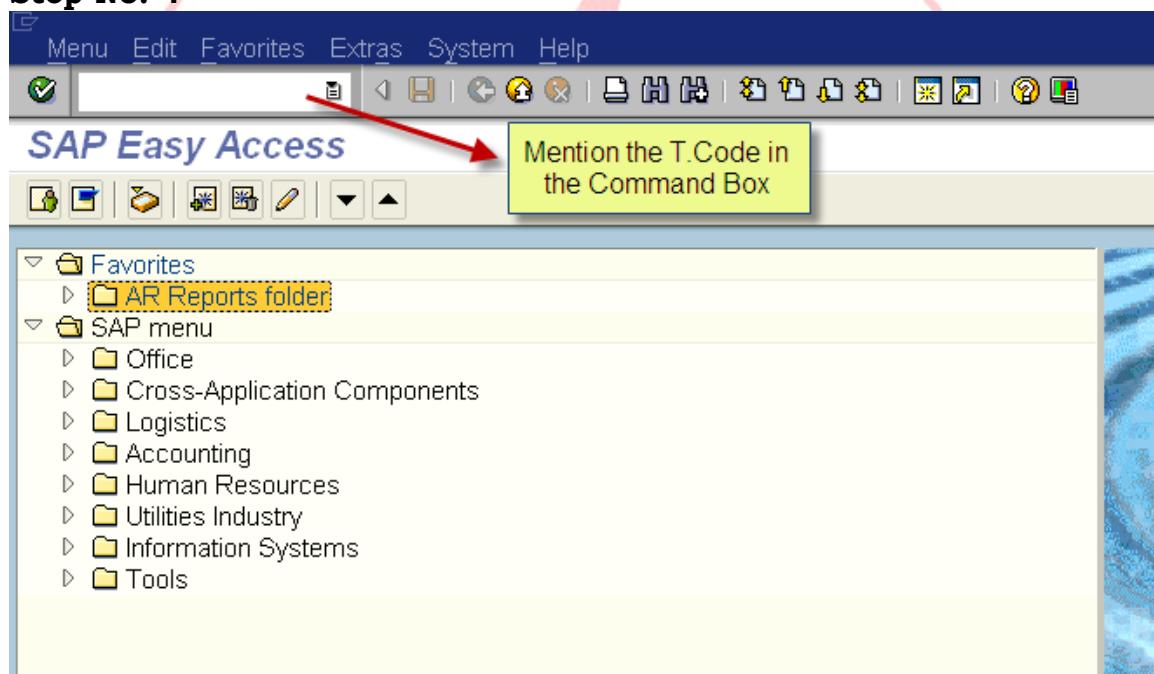




Step No: 3

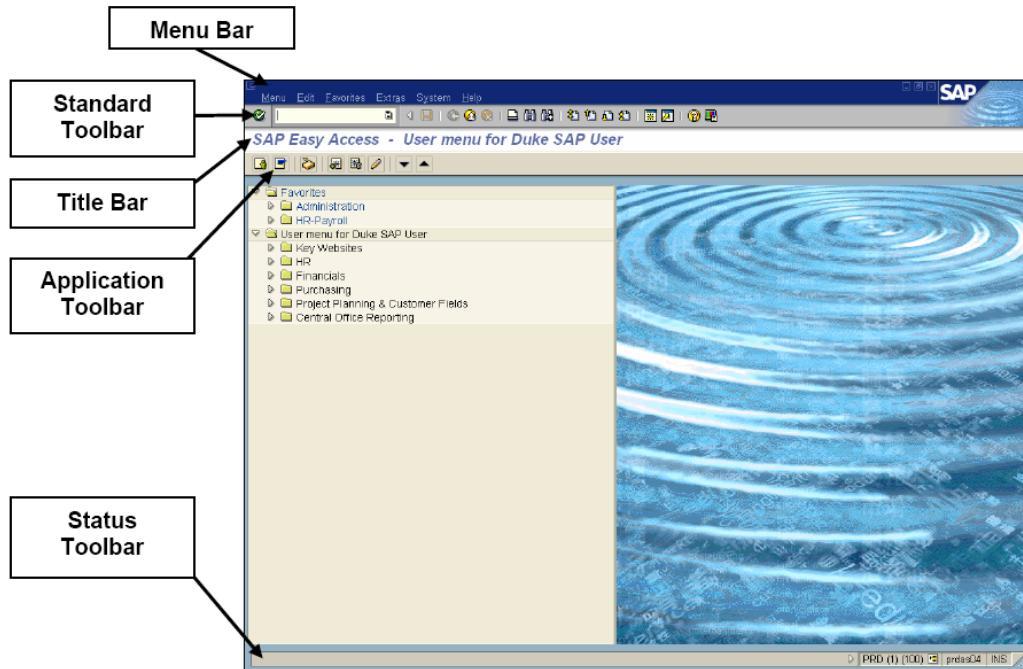


Step No: 4





Each R/3 window contains several bars that help you navigate and perform functions in R/3.

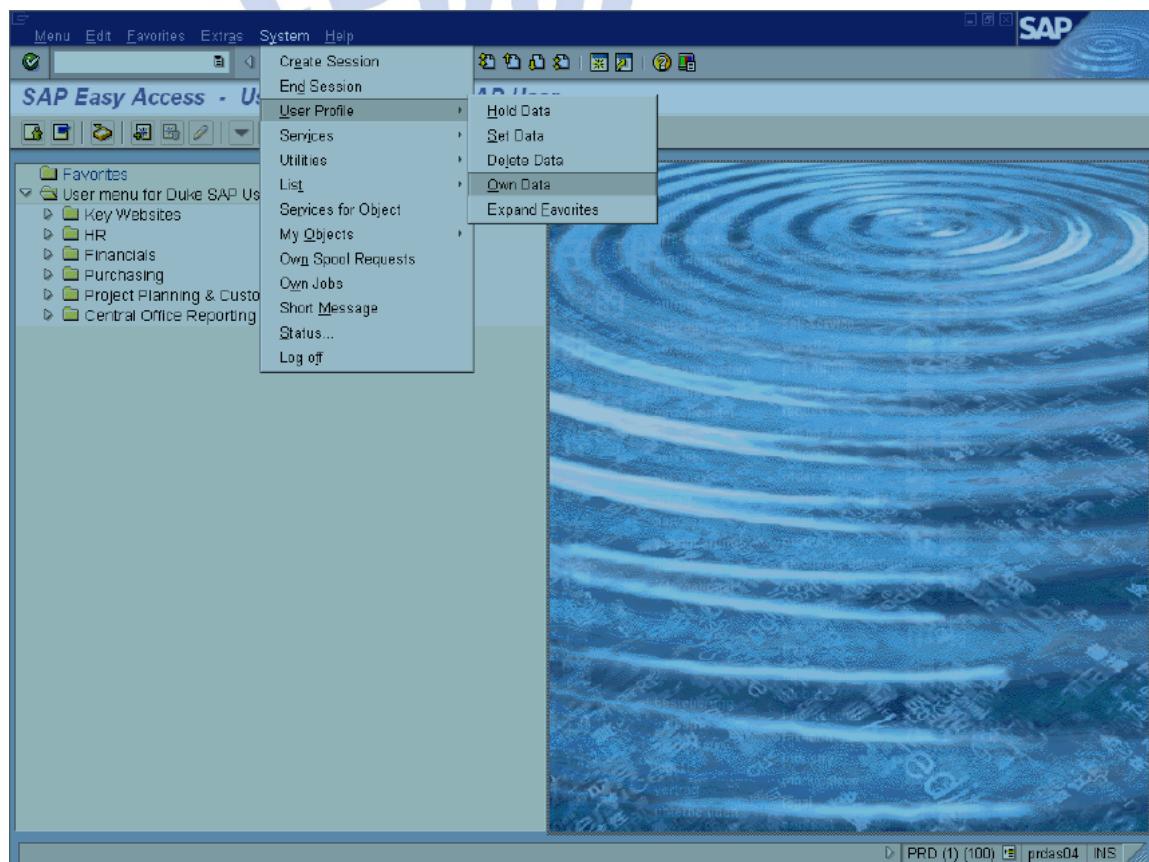


- The Menu Bar contains menu paths for system commands. It also contains the SAP button (top left corner) and the minimize and maximize buttons (top right corner) for managing the size and position of the window.
- The Standard Toolbar contains buttons for performing common functions depending on the screen or task. It also contains the Command Field. *(If the Command Field is hidden, click on the button to display it).*
- The Title Bar contains the name of the current screen.
- The Application Toolbar contains “shortcut” buttons for additional functions depending on the screen or task.
- The Status Bar displays messages and provides system information, such as session number and Insert / Overwrite status for text in fields. *(If hidden, click on the button to display).*



How Do I Use the Menu Bar?

1. A menu path is a series of steps to execute a system function.
2. To use a menu path, click on the desired option on the Menu Bar to receive more menu options. A triangle to the right of a menu option indicates more menu options for that path.
3. Continue to click once on each desired menu option until the transaction screen is reached (see example below).



Note: A triangle to the right of a menu option indicates more menu options are available for that path. Menu options without a triangle indicate that a new screen will display once the option is selected.



ECC 6.0 FUNCTIONALITIES FOR APDISCOMS AR SUB MODULE

Some of the new functionalities of ECC 6.0 SAP Version are:

1. New GL (Splitting of inter unit transactions)
 - a.) Document Splitting.
 - b.) Maintenance of Parallel Ledgers
 - c.) Real time posting to Controlling from Financial Accounting
 - d.) Segment Reporting
 - e.) Faster Period End Closing.
 - f.) Legal & Management Reporting
2. Receipts of HT Customers Payments with simultaneous priority clearing of the documents.
3. Special General Ledger Indicator in FBCJ for receipts of SD/ACD & 50%HT Theft Deposits.
4. Inter-unit transactions minimization
5. SAP Standard reports for Trial Balance
6. Bank Reconciliation
7. Reverse Interface from SAP to External Billing System.
8. Upload of Noted Items i.e. Additional Consumption Deposits etc.
9. HT Service 15 days notice i.e. Dunning Notices
10. HT Services D list generation
11. HT Interest Calculations in SAP
12. Business Intelligence Reports of FPR, ED & Demand Statements
13. TDS i.e. Withholding Tax Certificate Generation.



Difference between SAP 4.7 and ECC 6.0

SAP 4.7	ECC 6.0
▪ Profit Centers were created up to Division Level only	▪ Profit Centers are created up to ERO level.
▪ HT units were not created as Profit Centers.	▪ HT units are also created as Profit Centers.
▪ Revenue data flows into Profit Centers from Division wise Voltage Orders assigned to it	▪ Revenue data flows into Profit Centers from Section wise Voltage Orders assigned to it.
▪ All Accounting units are not created as Profit Centers.	▪ All Accounting units are created as Profit Centers.
▪ Business Areas were Created upto Circle Level Only	▪ Business Areas were Created upto Division/ERO Level



Profit Centers

- Profit Centers will have both Costs and Revenue
- Profit Centers are created up to Division / ERO
- Profit Centers are derived and not entered manually except in few cases.
- Profit Center wise Separate set of financial statements can be generated. (Trial Balances, P&L Account, Balance Sheet)

Voltage Orders

- Voltage Orders are used to capture Voltage Wise Revenues
- LT and HT Voltage Orders are created up to Section Level
- Every Voltage Order is assigned to a Profit Center
- Revenues posted in the Voltage Order will be automatically flows in to Profit Centers

Improvements:

- Section wise and Voltage Orders wise (i.e. LT, HT 11KV, 33KV, 132KV, 220 KV, 400KV) revenue can be captured.
- Profit Center wise (i.e. Circle wise, HT unit wise, Division wise, ERO wise) separate financial statements can be generated.
- Standard Trail balance can be generated at unit, Circle and Corporate Levels based on Profit Center/Business area.
- Bank Reconciliation can be done in SAP itself.
- With Effective utilization of the concept of New GL i.e. Document splitting the process of Inter Unit transaction can be minimized/eliminated.

Separate Bank GLs for Incoming, Outgoing & Unidentified Accounts are created for effective accounting of Bank transactions.



Important Transaction Codes

HT User Important Transaction Codes

T-Code	Description	Purpose
		Upload of Demand thru Converter.
F-22/ FV70/ FB70	Invoice - General	Demand raising other than Regular Demand upload
F-28	Incoming Payments	CC Charges Receipt with clearing (i.e. For Regular receipts from Customers towards CC bills)
FBRA	Reset Cleared Items	To reverse an erroneous entry and to reset the cleared items to Open items.
F-65/ FB50/ FV50 F-02/	General Posting	CC Charges Cheque dishonor (For Bank incoming account credit)
FV50/ FB50	GL Account Document	To Post an entry which does not affect the Customer? i.e. GL to GL
F-30/ F-04	Post with Clearing	1. CC Charges to Court Case amount transfer vise versa 2. SD payment to customer 3. Demand withdrawal etc.
F-32	Clear Customer	To Clear Customer Dr. & Cr. Open Amounts.
F150	Dunning	Customers notice issue
ZFIA002	Disconnection list of HT Customers	D List generation
FINT	Item Interest Calculation	HT services interest calculation
FINTSHOW	Interest Run Display	HT services interest calculation display
FBCJ	Cash Journal	All cheque/ DD receipts other than CC Charges
ZFIA017	ACD Upload	ACD upload to SAP from excel file
F-49	Noted Items	1. ACD receivable entry in SAP 2. Theft notice to Customers
FB08	Individual reversal	Noted items ACD receivable and Theft notice Deletion



ZFIA003	Reverse Interface	SAP CC Collections, JE entries, SD collections and Surcharge amount to the external billing system
J1INMIS	With holding tax	TDS Certification Generation
FBL5N		Customer Line Item Display
FAGLL03		GL Account Line Item Display GL View
FD10N		Customer Balance Display
FS10N		GL Balance Display
ZFIA004	BRS	1 st Step of BRS
FEBAN	BRS	2 nd Step of BRS
ZFIA024	BRS	3 rd Step of BRS
S_ALR_87012301/ S_ALR_87012277/ F.08	Trail Balance	Generation of Trail Balance Report

Document Types in SAP:

Purpose:

- It specifies the account type to which the document is related.
- For every account type it specifies the nature of business transactions i.e. Purchase / Payment etc.
- To allot number to every individual document of that document type.

TYPE	DESCRIPTION	TYPE	DESCRIPTION	TYPE	DESCRIPTION
BK	GL Entry Bank Related	LB	Dmnd Raise Cur FY	LQ	Single Bulb Subsidy
BR	Revrsl-Bank Entries	LC	Transfr of Credits	LR	FSA Adjustment
DA	Customer Document	LD	Legacy DataMigration	LS	Subsidy- STL-Cat 6
DB	Revrsl-Cust Entries	LE	Theft Demand Debit	LT	Subsdy-IT ind-Cat 2
DG	Customer Credit Memo	LF	Theft Depo Adj Cr	LU	Adj PB Dmnd Wthdrw
DR	Customer Invoice	LG	SD/ACD Adjustments	LV	Adj - Dept Services
DZ	Customer Payment	LH	Dishonor of check	LW	Transfer of Debit
FB	Cash Journal Document	LI	Change of category	LX	Surcharge-SC/ST
FR	Revrsl-Cash Entries	LJ	Wthdrw as per BP151	LY	Adj PB Dmnd Raise
L1	Regular Demand-LT	LK	ICD Adjustments Cr	LZ	Adj Kuteera Jyothi
L2	Assessed Demand-LT	LL	ICD Adjustments Dr	SA	G/L Account Document
L3	Cur Month Collcns-LT	LM	Power Loom Recivbls	SB	G/L Account Posting
L4	Cur Year Collcns -LT	LN	Panchayat WaterWrks	SK	Cash Document
L5	Prev Year Collcns-LT	LO	Rural Water Works	SU	Adjustment Document
LA	Dmnd Wthdrw Cur FY	LP	Free Power - Cat 5	ZR	Bank Reconciliation



1. Demand raising:

Purpose: Demand rising, other than regular DEMAND upload from external billing system is to be entered as follows.

Procedure:

Transaction Code: F-22 (i.e. Enter Customer Invoice)

Document Date	01.02.2010	Type	HE	Company Code	2000
Posting Date	01.02.2010	Period		Currency/Rate	INR
Document Number				Translatn Date	
Reference	Lr. No: XXXXXXXXX			Cross-CC no.	
Doc.Header Text	xxxxxxxx xxxxxxxx xxxxxxxxx				
Trading Part.BA					

Document Header

Document Date: 01.02.2010 (i.e. Demand raising Date)

Document Type: HE (Current year demand raising, HA for Previous year Demand raising)

Company code: 2000

Posting Date: 01.02.2010 (Demand raising Date)



Currency: INR

Reference: Letter number based on which demand is to be raised.

Doc. Header Text: Entry short description

Line Items

Posting Key: 01 for Demand raising

Account: ELR005 (Service No. like RJY202, VSP110 etc.)

Press Enter button for next screen.

Enter Customer Invoice: Add Customer item

Enter Customer Invoice: Add Customer item

Customer **ELR005** ASSISTANT ENGINEER PHONES G/L Acc **2303200**
Company Code **2000**

APEPDCL POWERPET

Item 1 / Invoice / 01 / S Dr CC HT Cat 2

Amount 450000	INR	<input type="checkbox"/> Calculate tax	Bus. place/sectn	/
Bus. Area 520	Dunning Area			
Payt Terms R002	Days/percent	14	/	/
Bline Date 01.02.2010	Disc. Amount			
Disc. base	Pmt Method			
Pmnt Block				
Assignment				
Text	Demand Raised as per XXXXXXXXXXXXXXXXXX			
<input type="checkbox"/> Long Texts				

Next line item

PstKy **50** Account **6100310** SGL Ind TType New co.code

G/L Acc: Change CC/DPS/ED GL A/c No. Ex: "2303200 S/D CC HT Cat II"

Amount: Demand raising amount

Business Area: 520 (i.e. Unit Code)

Payment terms: R002 for receivable after 14 days

Bline Date: Same as posting date

Assignment:

Text: Complete details of the document for which demand is raising.



After entering above details press button

Amount in LC	450,000.00	INR
Reference Key 1	1000	
Reference Key 2	0	
Reference Key 3	0	
Planning Level	Plan. Date	

Reference Key 1: 1000 (Recorded KWH)
Reference Key 2: 0 (ED Exempted Units)
Reference Key 3: 50 (Billed KVA)

Posting Key: 50 to Credit Revenue from Sale of Power GL
Account: Appropriate Rev. GL Ex."6100310 Rev.from Supply of Power
Energy Charges HT Cat I"

Press enter after GL Account is entered to move next screen.

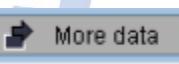
Enter Customer Invoice: Add G/L account item

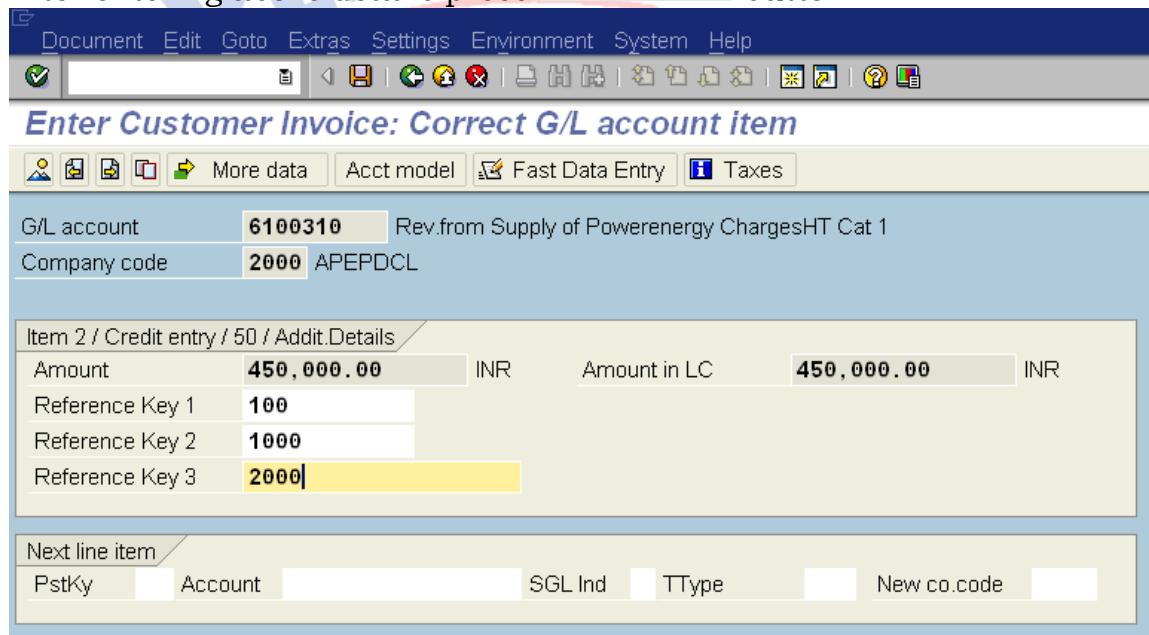
G/L Account 6100310 Rev.from Supply of Powerenergy ChargesHT Cat 1
Company Code 2000 APEPDCL
Item 2 / Credit entry / 50
Amount 450000 INR <input type="checkbox"/> Calculate tax
Business Place
Business Area 520
Profit Center
Order V2021111H011
Assignment
Text Demand Raised as per XXXXXXXXXXXXXXXXXXXXXXX
Next Line Item
PstKy Account



Amount : Enter amount to the Revenue from sale of Power account.
Business Area: 520 (i.e. Unit Code)
Order : Enter voltage order in which the service exists
Quantity : Enter billed units for CC Charges Sales Account
Base Unit : KWH for Electricity unit consumption
Assignment :
Text : Enter "+" to repeat previous line item text copy

Note: In Order Field, we are supposed to assign the voltage level at which the supply is availed. Basing on the Voltage Order the Profit Center is derived.

After entering above details press  button



The screenshot shows the SAP ERP interface for entering a customer invoice. The title bar reads "Enter Customer Invoice: Correct G/L account item". The 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 displays G/L account information: "6100310 Rev.from Supply of Powerenergy Charges HT Cat 1" and "Company code 2000 APEPDCL". Below this, the "Item 2 / Credit entry / 50 / Addit.Details" section shows an amount of "450,000.00" in INR. Reference keys are listed as "100", "1000", and "2000". The "Next line item" section includes fields for "PstKy", "Account", "SGL Ind", "TType", and "New co.code".

Reference Key 1: 100 (Recorded KWH)
Reference Key 2: 1000 (ED Exempted Units)
Reference Key 3: 2000 (Billed KVA)

After entering all GL accounts as above check the entry via. In menu bar Document-> Check (Shift+F6) and Save.

Thus upon Simulation the Entry would be as follows:



**FICO-Accounts Receivable
End User Manual**



Document Edit Goto Extras Settings Environment System Help

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date	01.02.2010	Type	DR	Company Code	2000
Posting Date	01.02.2010	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2009	Translatn Date	01.02.2010
Reference	TEST			Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	01	520	ELR005	ASSISTANT ENGINEER	450,000.00
002	50	520	0006100310	EC HT Cat 1	450,000.00-

Document 7840000001 was posted in company code 2000

NOTE: To raise the demand through RJ the Transaction Code to Park is FV70, which has to be posted by the SAO in the Transaction Code FBV0. But, if an entry is to be posted directly the Transaction Code is either FB70 or F-22, for which only the SAO is authorized.



2. Demand withdrawal

Purpose: Demand withdrawal, other than regular upload external billing system is to be entered as follows.

Procedure:

Transaction Code: F-04 (i.e. Post with Clearing)

The screenshot shows the SAP F-04 transaction screen. The top menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar below has various icons for file operations. The main title is "Post with Clearing: Header Data". The header data table contains the following information:

Document Date	05022010	Type	HM	Company Code	2000
Posting Date	05022010	Period	11	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Lr. No:XXXXXXXX			Cross-CC no.	
Doc.Header Text	Reason for Withdrawal XXX				
Clearing text					

Below the header data is a section titled "Transaction to be processed" with the following radio button options:

- Outgoing payment
- Incoming payment
- Credit memo
- Transfer posting with clearing

At the bottom, the "First line item" section shows PstKy 40 Account 6100320 GL Ind TType.

Document Date: 05.02.2010 (i.e. Date of Withdrawal of Demand)

Doc. Type **HM** Use one of the following document Types as per transaction requirement

HM HT Demand Withdrawal

HI HT Wdr1 BPMS 151



Posting Date **1.2.2010** Date on which you want to post
Reference **Lr. No. XXXXXXXXXX** Voucher No. based on which demand withdrawal.
Doc.Header Text **Purpose of withdrawal XXX** Details for Demand withdrawal.
Posting Key: 40 for the respective Revenue GL (i.e. Energy Charges, ED, IED, DPS etc)
Account: 6100320 of the respective Revenue GL (i.e. Energy Charges, ED, IED, etc)

Post with Clearing Add G/L account item

Choose open items Process open items More data Acct model

G/L Account **6100320** Rev.from Supply of Powerenergy Charges HT Cat 2
Company Code **2000** APEPDCL

Item 1 / Debit entry / 40

Amount	5000	INR	<input type="checkbox"/> Calculate tax
Business Place			
Business Area	520		
Profit Center			
Order	V2021113H011	Quantity	
Assignment			
Text	With Drawal as per Letter No:XXXXXXXXXXXXXXXXXXXX		
<input type="checkbox"/> Long Texts			

Next Line Item

PstKy	40	Account	6200262	GL Ind	<input type="checkbox"/>	New co.code	
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Amount = Rs5000 (i.e. the amount to be withdrawn towards Energy Charges
Business Area= 520 (SAO Elr)
Order = V2021113H011 Voltage Order of the Respective Section where the Sc exists.
Text= the Reason and basis of Withdrawal of Demand.
Posting Key=40 (i.e. for withdrawal of another component of Demand)
Account=6200262 (i.e. for Withdrawal of DPS)



Post with Clearing Add G/L account item

Choose open items Process open items More data Acct model

G/L Account **6200262** Delayed Payment Surcharge-HT Cat 2
 Company Code **2000** APEPDCL

Item 2 / Debit entry / 40

Amount	4000	INR
Business Place		
Business Area	520	
Profit Center		
Order	V2021113H011	
Assignment	Quantity	
Text	With Drawal as per Letter No:XXXXXXXXXXXXXXXXXXXX	
<input checked="" type="checkbox"/> Long Texts		
Next Line Item		
PstKy	Account	SGL Ind
		New co.code

Amount = Rs4000 i.e. the amount to be withdrawn towards DPS

Business Area=520 (i.e. Unit Code)

Order = V2021113h011 Voltage Order of the Respective Section where The Sc exists.

Text= the Reason and basis of Withdrawal of Demand.

Click on Choose Open Items



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Post with Clearing Select open items

Process open items

Open item selection	
Company Code	2000
Account	E1r009
Account Type	D
Special G/L ind	<input type="checkbox"/> Normal OI
Pmnt advice no.	
<input type="checkbox"/> Other accounts	
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	
Additional selections	
<input checked="" type="radio"/> None	
<input type="radio"/> Amount	
<input type="radio"/> Document Number	
<input type="radio"/> Posting Date	
<input type="radio"/> Dunning Area	
<input type="radio"/> Reference	
<input type="radio"/> Payment order	
<input type="radio"/> Collective invoice	
<input type="radio"/> Document Type	
<input type="radio"/> Business Area	
<input type="radio"/> Tax Code	
<input type="radio"/> Branch account	
<input type="radio"/> Currency	
<input type="radio"/> Posting Key	
<input type="radio"/> Document Date	
<input type="radio"/> Assignment	
<input type="radio"/> Billing Document	
<input type="radio"/> Others	

Company Code = 2000

Account = E1r009

Account Type = D (i.e. for Customers)

Click on Process Open Items



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Click on Residual Items



Click on Select all Button



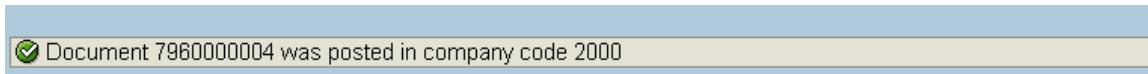
Click on Deactivate all Items

Note: Mention the balance amount against the respective Documents No: (i.e. residual amounts to be retained)



Ensure that the amount entered and amount assigned becomes equal and the amount not assigned becomes Zero.

Click on Post Icon



3. Receipt of CC Charges & Priority Clearing

NOTE: Henceforth, all the CC Charges receipts received in the HT unit are to be posted through Transaction Code **F-28 i.e. Post with Clearing** Only.

Purpose: The amount of CC Charges being paid by the Customer is to be posted through this Transaction. The feature of this transaction is the Invoice Components i.e. CC, ED, IED & DPS are cleared at the time of posting itself.

Procedure: All the receipts being made are to be debited to an intermediary accounts i.e. "2400500 – Cheques Collected Clearing A/c" and credited to the respective customer account duly processing the requisite open items of the invoice.

Basing on the Entry Posted in F-28, an automated entry is posted in the Cheques receipts Tab in FBCJ of the respective unit Cash Journal in which the payment is received. Later the Cheque is to be presented in the bank. The Customer receipts are to be generated in FBCJ itself.

The Entries would be:

Upon Receipt of Cheque in F-28
2400500 i.e. Cheques Collected Clearing A/c Dr.
To Customer A/c.

Upon Posting of automated entry in FBCJ
Cash / Bank A/c Dr
To 2400500 i.e. Cheques Collected Clearing A/c Dr.

Upon Presenting the Cheque into Bank
Bank Incoming A/c Dr.
To Cash / Bank A/c.



Transaction Code: F-28 (i.e. Post Incoming Payments)

Post Incoming Payments: Header Data

Document Date	20.02.10	Type	DZ	Company Code	2000
Posting Date	20.02.10	Period		Currency/Rate	INR
Document Number				Translatn Date	
Reference	ELR009			Cross-CC no.	
Doc.Header Text	Reced Payment from ELR009			Trading Part.BA	
Clearing text	Receipt of Payment for the Month of XX XXXX				
Bank data					
Account	2400500		Business Area	520	
Amount	10000		Amount in LC		
Bank charges			LC bank charges		
Value Date			Profit Center	202000002	
Text	HDFC Bank RR Pet			Assignment	654321
Open item selection			Additional selections		
Account	ELR009	<input type="button" value=""/>	<input type="radio"/> None		
Account Type	D	<input type="checkbox"/> Other accounts	<input type="radio"/> Amount		
Special G/L ind		<input checked="" type="checkbox"/> Standard Ols	<input type="radio"/> Document Number		
Prmnt advice no.			<input type="radio"/> Posting Date		
<input type="checkbox"/> Distribute by age			<input type="radio"/> Dunning Area		
<input type="checkbox"/> Automatic search			<input type="radio"/> Others		
<input type="checkbox"/> Invoice Summary					

Document Date: 20.02.10

Document Type: DZ

Company Code: 2000

Posting Date: 20.02.10

Currency: INR

Reference: ELR009 (Service No.)

Document Header Text: Received from ELR009

Clearing text: Receipt of Payment for the month of

BANK DATA

Account (GL): 2400500 (This is intermediate A/c to post to cash book)

Amount: 10000 (Cheque amount)

Business Area: 520 ELR HT Unit Code



Profit Center: 202000002 (HT Section Profit Center)

Text: HDFC Bank RR Pet (Cheque drawn on bank)

Assignment: 654321(Cheque Number is always mandatory and should be only numeric)

OPEN ITEM SELECTION

Account: ELR009 (Customer Account)

A/c Type: 'D'

Then Click on Process Open item Button



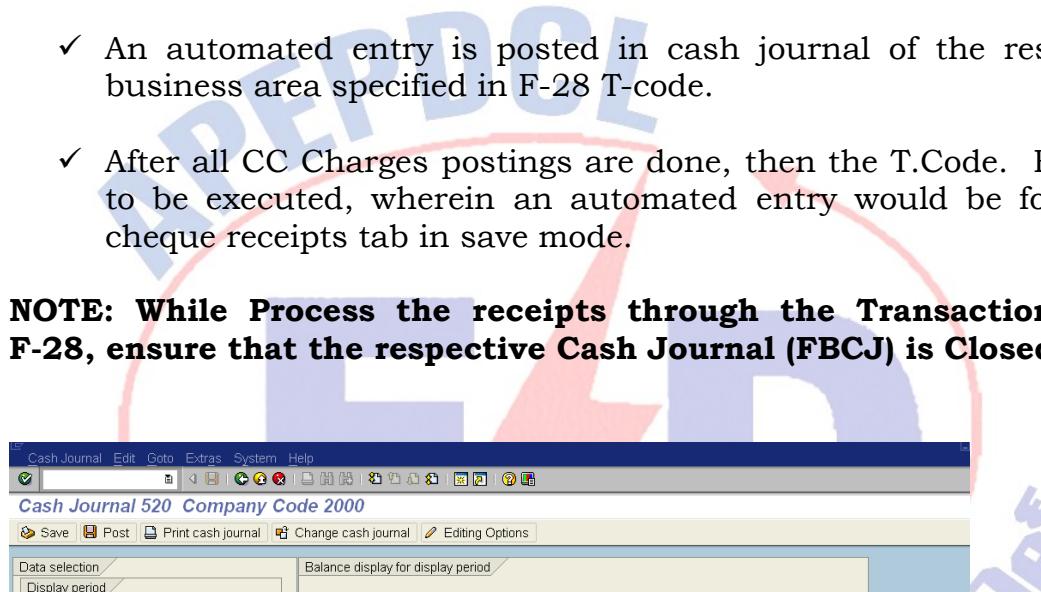
- ✓ Select all items by clicking button and deselect which ever lines are not relevant (Unpaid amount). Here we have to decide as to whether to clear the CC/ED/IED. As some of the amounts are to be kept as open items for unpaid amount.

- ✓ Simulate Document and post

Document 1400000035 was posted in company code 2000

- ✓ Note down the document number.
- ✓ An automated entry is posted in cash journal of the respective business area specified in F-28 T-code.
- ✓ After all CC Charges postings are done, then the T.Code. FBCJ is to be executed, wherein an automated entry would be found in cheque receipts tab in save mode.

NOTE: While Process the receipts through the Transaction Code F-28, ensure that the respective Cash Journal (FBCJ) is Closed.



SAP ERP screenshot showing the Cash Journal (FBCJ) interface for Company Code 2000. The interface includes a toolbar with 'Save', 'Post', 'Print cash journal', 'Change cash journal', and 'Editing Options'. The main area has two tabs: 'Data selection' and 'Balance display for display period'. The 'Data selection' tab shows a date range from 20.02.2010 to 20.02.2010, with buttons for 'Today', 'This week', and 'Current period'. The 'Balance display for display period' tab shows the following data:

	28,505.00	INR	
Opening balance	28,505.00	INR	Number: 0
+ Total cash receipts	0.00	INR	Number: 1
+ Total check receipts	10,000.00	INR	Number: 1
- Total cash payments	0.00	INR	Number: 0
= Closing balance	38,505.00	INR	
Cash thereof	0.00	INR	

The 'Cash payments' tab is selected, showing a table with columns: C..., Lot, Business transaction, Amount, Doc, Split, T, G/L, Check number, Check issuer, Bank Key, and Bank Account. One row is highlighted with a yellow background, showing: F-28 AUTOMATED REC, 10,000.00, 2400500, 654321, HDFC Bank RR P. The 'Bank Account' column is empty. The bottom of the screen shows a toolbar with icons for Save sel., Post sel., Receipt, Follow-on doc., Present checks, and Check lot.



- ✓ Select line item and post by pressing button.
- ✓ Generate a Receipt for cheque amount. Select line item and press receipt button .
- ✓ Now present the cheque in the Bank i.e. remittance procedure.

NOTE: Always the Cheques have to be Posted then Presented in to Bank.



EASTERN POWER DISTRIBUTION COMPANY OF AP.LTD.
VISHAKAPATNAM

PERMANENT RECEIPT

Date : 20.02.2010

Cash Document No : 520 / 38
Company Code : 2000 APPDCL
Cash Journal : 520 SAO/HT/ELURU

Incoming Payment

Received From : M/s. SENIOR DIVISIONAL ELECL ENGR
SERVICE NO./CUSTOMER NO : ELR009
MODE OF PAYMENT : BY CHEQUE
Cheque/DD No : 0000000654321
Drawer BANK & Branch : HDFC Bank RR P
On account of : CC Charges
TEXT : &TC

GL Account	Description	Amount
2400500	CHEQUES COLLECTED CLEARING A/C	10,000.00

Total Amount in Rs 10,000.00

Amount in words (RUPEES TEN THOUSAND AND ZERO PAISE ONLY).

Cashier/JAO

SAO/HT/ELURU

Receipt of Payment made by Cheque subject to realization E. & O.E



4. Dishonor of CC Charges Cheque

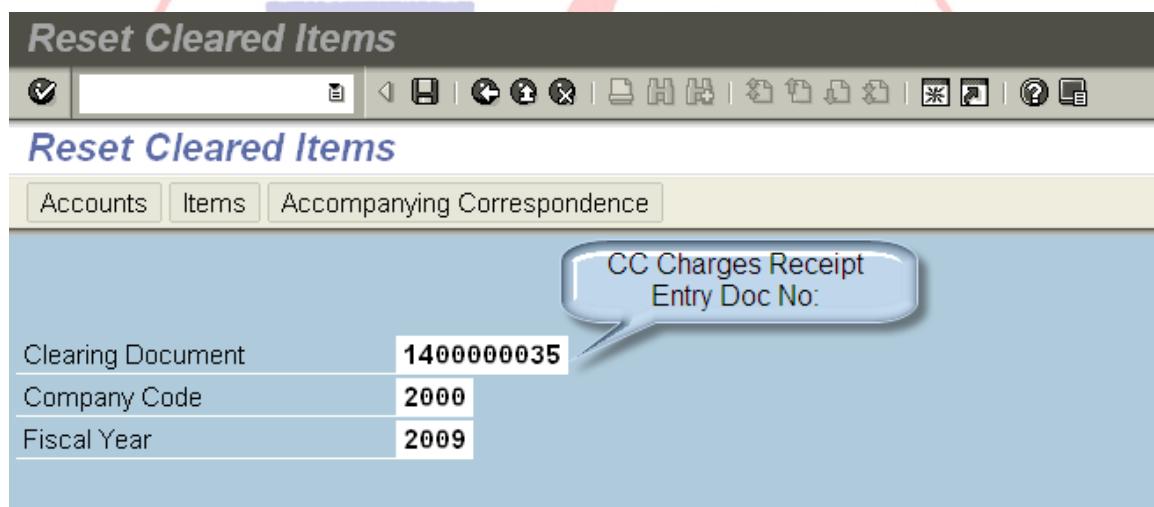
Purpose: If a Cheque received from a Customer is dishonored then the procedure to be followed would be.

Procedure: As upon receipt of the cheque the Open Invoice Components had been cleared, hence the cleared items are to be reset duly reversing the document.

Upon executing the transaction, the original entry would be reversed and all the cleared items would be brought back as open items. The entry upon reversal would be.

Customer A/c Dr.
To 2400500 A/c.

Transaction Code: FBRA (i.e. Reset Cleared Items)

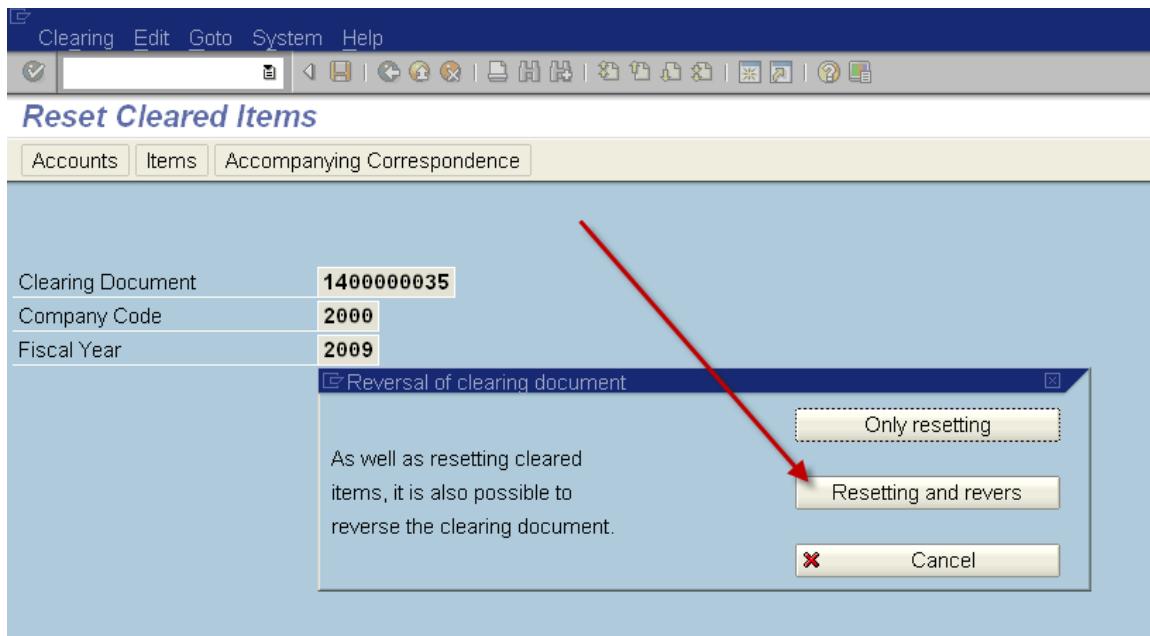


Document No: 1400000035 (CC Charges receipt entry doc in F-28 T-Code)

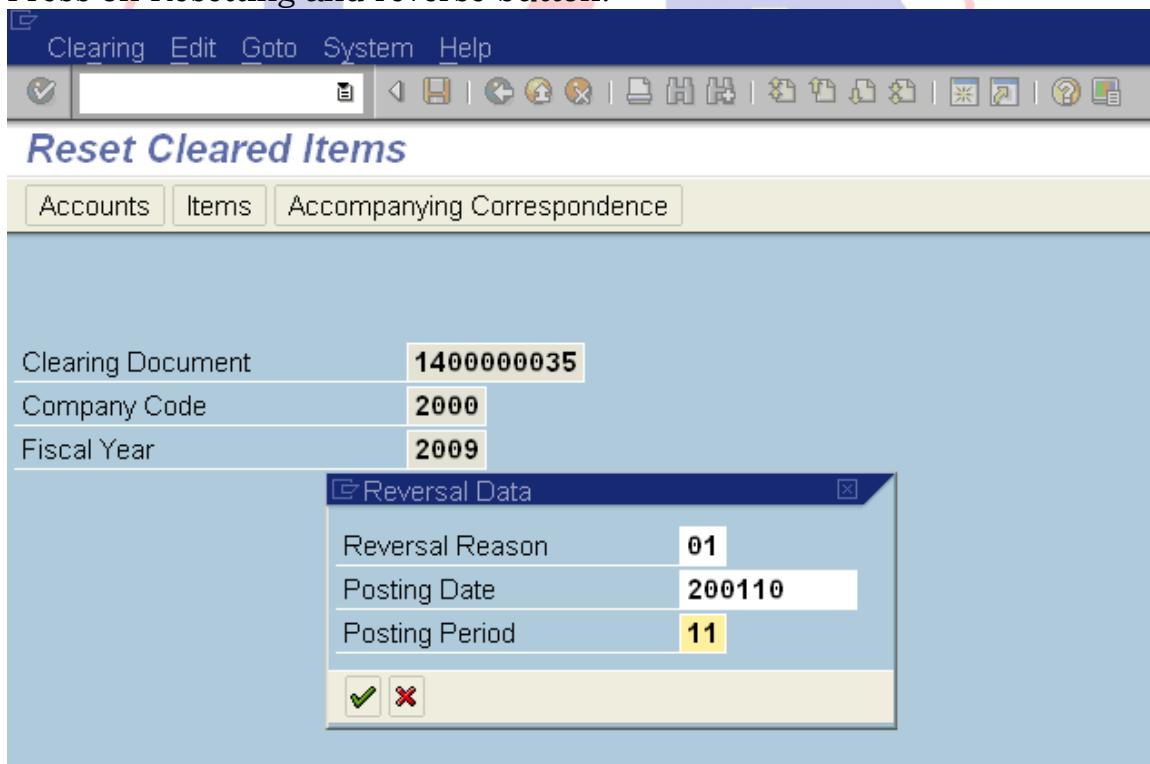
Company Code : 2000

Fiscal Year : 2009

Go to menu bar and press Reset cleared items



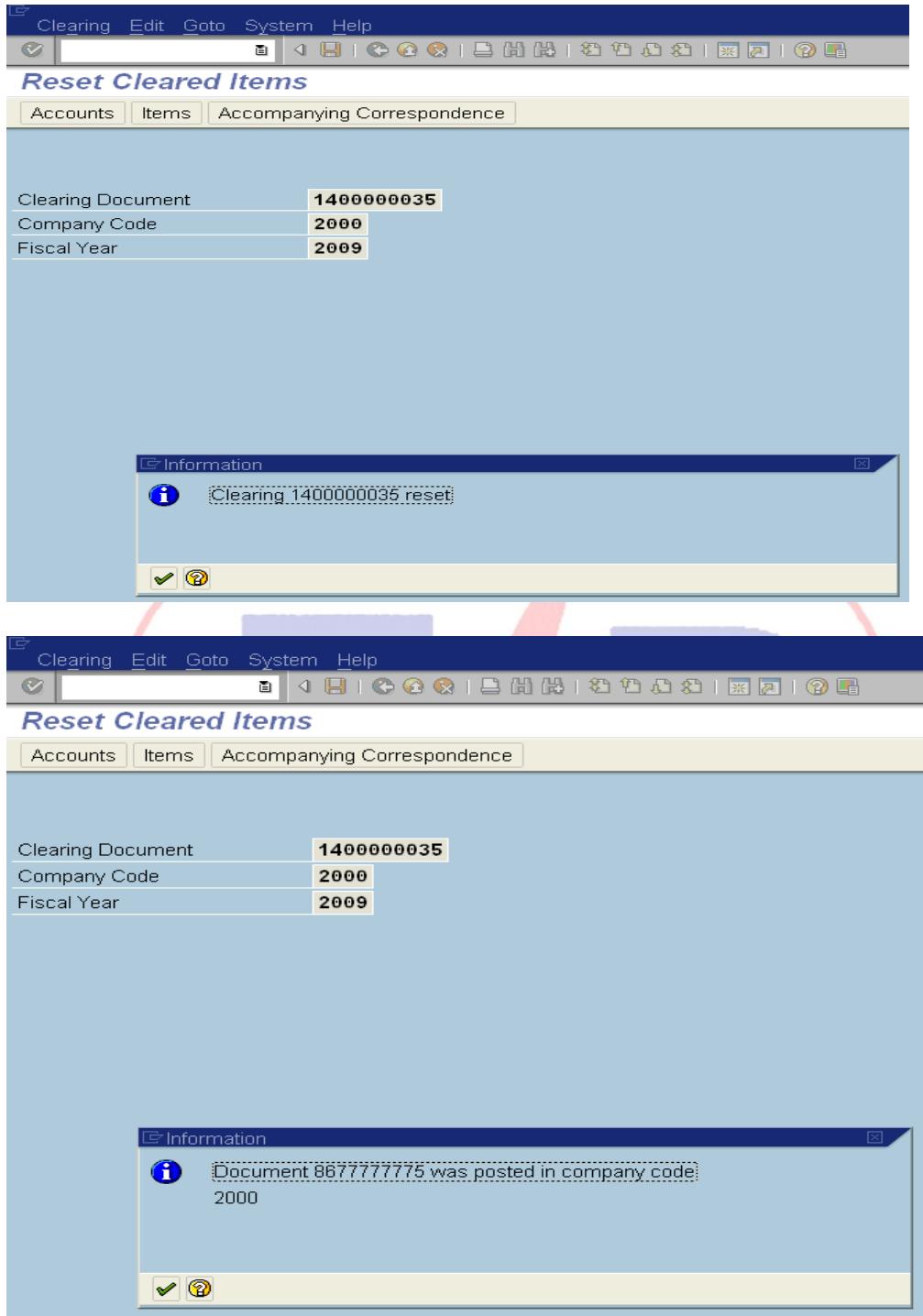
Press on Resetting and reverse button.



Give reversal reason 01 and press right button



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Note down the reversal document no.8677777775

Further, an additional entry has to be passed such as



2400500 Cheque collected clearing A/c Dr
To Bank incoming A/c.

The said Journal Entry can be passed in either of the T.Code F-02/F-65/FB50. Say the Entry is posted in F-02. The procedure is as follows:

The screenshot shows the SAP F-02 Journal Entry screen. The header data is as follows:

Document Date	20.02.10	Type	HV	Company Code	2000
Posting Date	20.02.2010	Period	11	Currency/Rate	INR
Document Number				Translatn Date	
Reference	1400000035			Cross-CC no.	
Doc.Header Text	CC amt Cheque Dishonour				
Trading Part.BA					

At the bottom, the account number 2400500 is entered in the Account field of the footer bar.

After entering above details press enter for next screen



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Document Edit Goto Extras Settings Environment System Help

More data Acct model Fast Data Entry Taxes

G/L Account 2400500 CHEQUES COLLECTED CLEARING A/C
Company Code 2000 APEPDCL

Item 1 / Debit entry / 40

Amount	10000	INR
<input type="checkbox"/> Calculate tax		
Business Place		
Business Area	520	
Profit Center	203000002	
Quantity		
Value Date	20.02.2010	
Assignment	654321	
Text		CC cheque Dishonoured on XX XXXX
Long Texts		

Next Line Item

PstKy	50	Account 2430301	GL Ind	New co.code
-------	----	-----------------	--------	-------------

Enter above details and press enter for further screen

Document Edit Goto Extras Settings Environment System Help

More data Acct model Fast Data Entry Taxes

G/L Account 2430301 520 SAO O ELR BOI ELR Incoming 866420100000106 R
Company Code 2000 APEPDCL

Item 2 / Credit entry / 50

Amount	*	INR
Business Place		
Business Area	520	
Profit Center	203000002	
Quantity		
Value Date	20.02.2010	
Assignment	654321	
Text		CC cheque Dishonoured on XX XXXX
Long Texts		

Next Line Item

PstKy	Account	SGL Ind	New co.code
-------	---------	---------	-------------

Press enter and go to Document menu bar and press simulate



Document Edit Goto Extras Settings Environment System Help

Display Currency Taxes Reset

Document Date	20.02.2010	Type	HV	Company Code	2000
Posting Date	20.02.2010	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2009	Translatn Date	20.02.2010
Reference	1400000035			Cross-CC no.	
Doc.Header Text	CC amt Cheque Dishonour			Trading Part.BA	

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt	
001	40	520	0002400500	Cheques	Collns Clrn	10,000.00
002	50	520	0002430301	SAO	0 ELR B01 ELRIn	10,000.00-

After confirming the GL Accounts and amounts, post the document by save button click

Note down the document no

Document 8010000000 was posted in company code 2000

5. Additional Security/ Consumption Deposit receipt

Purpose: The Additional Consumption Deposit is to be paid by the Customer on demand. The receipts of the ACD amounts are to be posted and credited to the respective Customer account.

Procedure: All the Additional Consumption Deposit amounts are to be accepted through the FBCJ transaction Code which is credited to the respective Customer Account through a Special GL Indicator "H". The Business type 0296 is a defined for "Receipt of SD/ACD from the Customer". Upon posting the document the entry would.

Cash / Bank A/c. Dr.
To Customer Spl GL "H" A/c.



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The screenshot shows the SAP Cash Journal 520 interface. The top menu bar includes 'Cash Journal', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar reads 'Cash Journal 520 Company Code 2000'. The toolbar contains icons for Save, Post, Print cash journal, Change cash journal, and Editing Options. The main area is divided into sections: 'Data selection' (Display period: 19.02.2010 - 19.02.2010, with buttons for Today, This week, and Current period), 'Balance display for display period' (showing Opening balance 28,505.00 INR, Total cash receipts 0.00 INR, Total check receipts 15,000.00 INR, Total cash payments 0.00 INR, and Closing balance 43,505.00 INR), and 'Cash payments' (selected tab), 'Cash receipts', and 'Check receipts' buttons. The 'Cash payments' table has columns: C, Lot, Business transaction, Amount, Doc., Split, Tra, Fun, CO, Cost Center, Activity, Order, Item, A, Cost Object, Business Proc., and Profit Center. A single row is selected with the amount 15,000.00. The bottom toolbar includes icons for Save sel., Post sel., Receipt, Follow-on doc., Present checks, and Check lot.

Business Transaction: 0296

Cheque No. :: 654321

1 Cheque Issuer: ABB

Document Date: Cheque Date

Customer: ELR009 (Customer No.)

Business Area: 520 (HT Unit code)

Profit Center: 202000002 (HT Unit profit center)

- ✓ Select line item and post by pressing  button
- ✓ Receipt for cheque amount, select line item and press receipt button .
- ✓ The Entry Posted would be as follows, which can be viewed by clicking on the Follow on Document.



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Entry View of the Document Posted:

Display Document: Data Entry View

Document Number	1400000036	Company Code	2000	Fiscal Year	2009
Document Date	19.02.2010	Posting Date	19.02.2010	Period	11
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

CoCd	A.	Litem	Item	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Profit Center
2000	S		1	40		2401299	SAO/HT/ELURU	15,000.00	INR	520	202000002	
	D		2	19	H	ELR009	SENIOR DIVISIONAL ELECL E	15,000.00	INR	520	202000002	

GL View of the Document Posted:

Display Document: General Ledger View

Display Document: General Ledger View

Document Number	1400000036	Company Code	2000	Fiscal Year	2009
Document Date	19.02.2010	Posting Date	19.02.2010	Period	11
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

Ledger ZA				Fiscal Year	Period							
Doc.	1400000036	Fiscal Year	2009	Period	11							
CoCd	A.	Litem	Item	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Profit Center
2000	S	000001	1	40		2401299	SAO/HT/ELURU	15,000.00	INR	520	202000002	
	D	000002	2	19	H	4801020	CD-HTConsumers(cash)	15,000.00	INR	520	202000002	

Please note the difference in Entry View & GL View.



6. Initial assessment deposit receipt from HT Customer

Purpose: The 50% Initial Assessment Theft Deposit is being paid the Customer on demand. The receipts of the theft deposit amounts are to be posted and credited to the respective Customer account.

Procedure: All the 50% Initial Assessment Theft Deposit amounts are to be accepted through the FBCJ transaction Code which is credited to the respective Customer Account through a Special GL Indicator "K". The Business type 0311 is defined for "Receipt of theft deposit from the Customer". Upon posting the document the entry would.

Cash / Bank A/c. Dr.
To Customer Spl GL "K" A/c

The Process of posting the Entry is similar to Security deposit receipt except Business Transaction type 0311, Spl GL Indicator with type K.

7. ACD Noted item Upload, Entry and Deletion

Purpose: Annually, all the HT Customers are reviewed in respect of the adequacy of the Consumption Deposit. Upon review, certain Customers are required to pay additional Consumption deposit according a demand notice is served.

Procedure: After the review of ACD amounts in the external billing system, a flat file is to be uploaded in to SAP. The amounts uploaded would be placed as noted items to the respective Customer accounts. The file to be uploaded is as follows:

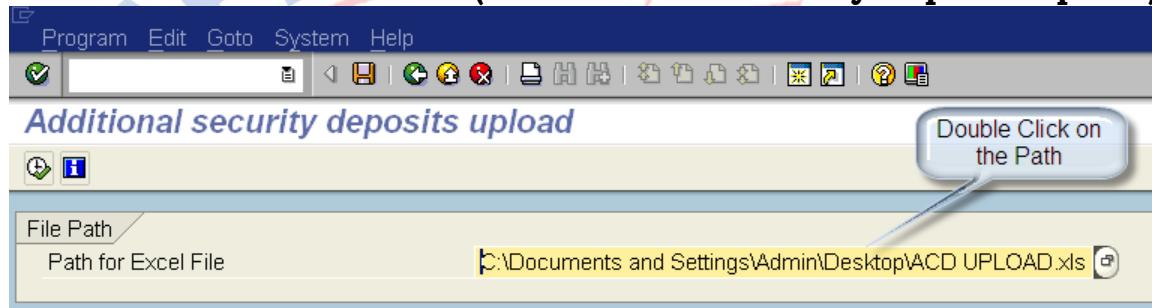
Upload

Example Rows data		
Document Date	01.02.2010	01.02.2010
Document Type	DA	DA
Company code	2000	2000
Posting Date	01.02.2010	01.02.2010
Posting period		
Currency	INR	INR
Reference	ELR005	ELR009
Header Text	ACD due on	ACD due on 20.02.10

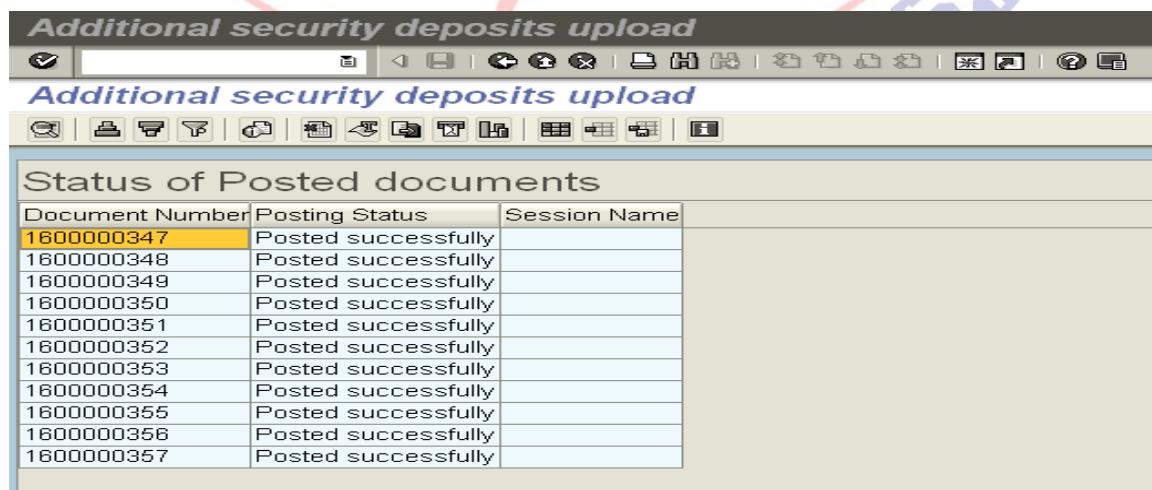


	20.02.10	
Posting Key	09	09
Special GL Indicator	R	R
Customer No.	ELR005	ELR009
Business Area	520	520
Amount	450000	452500
Due Date	20.02.2010	20.02.2010
Dunning Key	1	1
Assignment	520	520
Document Text	Additional Consumption for 2009-10	Additional Consumption for 2009-10

Transaction Code: ZFIA017 (i.e. Additional Security Deposits upload)



By double clicking on the path for excel file button select excel file where it exists. Click on execute button



Note down the document nos.



- ❖ If a noted Item has to be posted individually then the following Transaction Code to be used.

T.Code F-49 (i.e. Customer Noted Item)

Customer Noted Item: Header Data

Document Date	20.02.2010	Type	DA	Company Code	2000
Posting Date	20.02.2010	Period	11	Currency/Rate	INR
Document Number				Translatn Date	
Reference	ELR009				
Doc.Header Text	ACD DUE on 20.02.2010				
Trading Part.BA					

Line Item

Posting Key	09	Business Area	520
Special G/L ind	R	Amount in LC	
Account	ELR009	Dunning Key	1
Amount	4500	Dunning Area	
Due	200210		
Dunning Block			

Assignment: 520 Spec G/L assgt: _____

Text: ACD amount receivable from ELR009

Document Date: Date of ACD review

Document Type: DA

Posting Date: Date of ACD review

Reference: HT Service No.

Doc Header text: ACD due on 20.02.2010

Posting Key: 09 “Special G/L debit”

Special G/L Indicator: R (ACD Receivables HT)

Account: ELR009 (HT Service)

Business Area: 520 (Unit Code)

Due: 20.02.2010 (Date on which ACD is due)

Dunning Key: 1 (Triggers maximum dunning level 1)

Dunning Block: “Blank”



Dunning Area: "Blank"

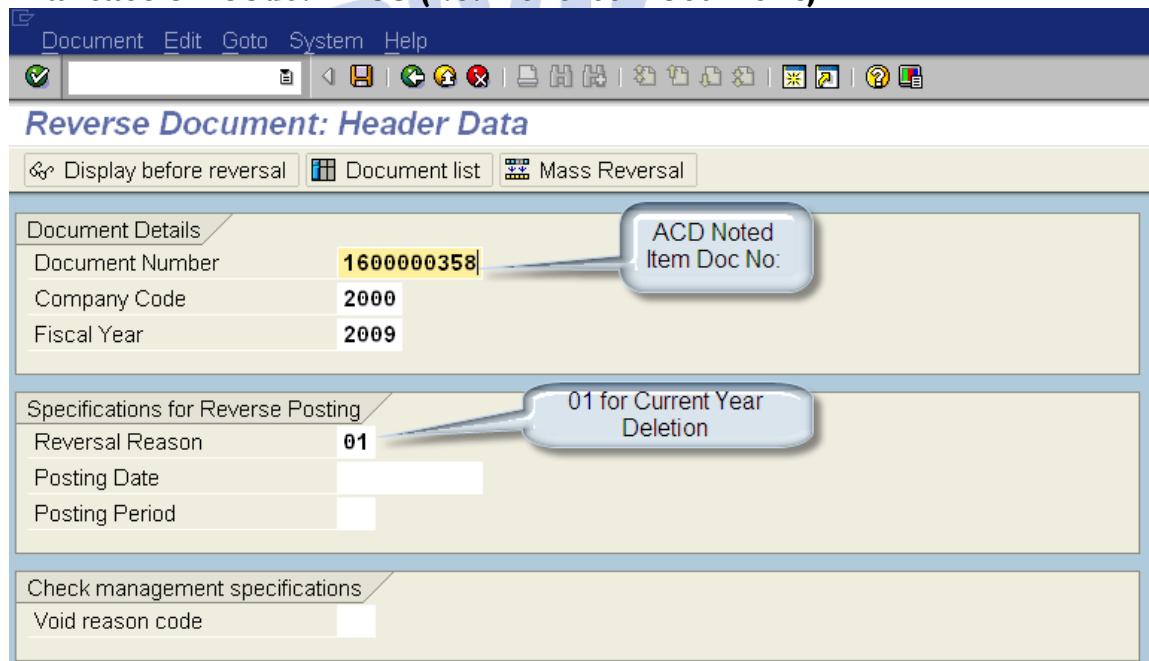
Post the document by click on the save  button

 Document 1600000358 was posted in company code 2000

Note: Upon posting a noted item, there would be only one Dr. Line item to the respective customer with a Special GL Indicator "R"

Deletion of a Noted Item:

Transaction Code: FB08 (i.e. Reverse Document)



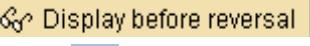
The screenshot shows the SAP FB08 transaction screen. The header bar includes 'Document', 'Edit', 'Goto', 'System', and 'Help'. Below the header is a toolbar with various icons. The main area is titled 'Reverse Document: Header Data'. It has three tabs: 'Display before reversal' (selected), 'Document list', and 'Mass Reversal'. The 'Document Details' section shows: Document Number 1600000358 (highlighted in yellow), Company Code 2000, and Fiscal Year 2009. A tooltip 'ACD Noted Item Doc No:' points to the document number. The 'Specifications for Reverse Posting' section shows Reversal Reason 01 (highlighted in yellow), with a tooltip '01 for Current Year Deletion'. The 'Check management specifications' section shows Void reason code. The status bar at the bottom shows 'Document 1600000358 was posted in company code 2000'.

Document No.: 1600000358 (ACD noted item document no)

Company Code: 2000

Fiscal Year: 2009

Reversal Reason: 01 (Reversal in current period)

- ✓ See Document by double click on  button
- ✓ Reverse document by click on the Post  button.

 Document 1600000358 was posted in company code 2000



8. SD/Theft Deposit Cheque dishonor

Transaction Code: F-04 (i.e. Post with Clearing)

The screenshot shows the SAP FICO Accounts Receivable 'Post with Clearing: Header Data' screen. The header data includes:

Document Date	20.02.2010	Type	HV	Company Code	2000
Posting Date	20.02.2010	Period	11	Currency/Rate	INR
Document Number				Translatn Date	
Reference	1400000036			Cross-CC no.	
Doc.Header Text	Bank Advise No: XX XXXX				
Clearing text					

Under 'Transaction to be processed', the radio button for 'Transfer posting with clearing' is selected.

Under 'First line item', the Posting Key is 50 (GL Account Credit) and the Account is 2430301.

Document Date: 20.02.2010 (Date on which it is dishonored)

Document Type: HV

Company Code: 2000

Posting date: 20.02.2010 (Date on which it is dishonored)

Currency: INR

Reference: Cheque received document (Which is passed in FBCJ)

Doc. Header Text: Bank advise no.XX XXXX

Transaction to be processed: Transfer posting with clearing

Posting Key: 50 (GL Account Credit)

Account: 2430301 (Bank Incoming Account)

Press enter to enter further screen



Post with Clearing Correct G/L account item

Choose open items Process open items More data Acct model

G/L Account 2430301 520 SAO O ELR BOI ELR Incoming 866420100000106 R
Company Code 2000 APEPDCL

Item 1 / Credit entry / 50

Amount	15,000.00	INR	<input type="checkbox"/> Calculate tax
Business Place			
Business Area	520		
Profit Center	202000002	Quantity	
Value Date	20.02.2010		
Assignment			
Text	SD Cheque Dishonoured on XX/XXXX	<input type="button" value="Long Texts"/>	

Next Line Item

PstKy Account SGL Ind New co.code

Amount: 15000 (Cheque dishonor amount)
Business Area: 520 (HT Unit Code)
Profit Center: 202000002 (HT Unit Profit Center)
Value date: 20.02.2010 (Date of dishonor)
Text: SD Cheque dishonored on 02-02-2010

✓ Press Choose Open items button Choose open items



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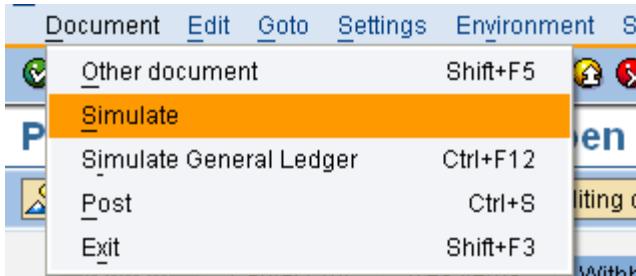




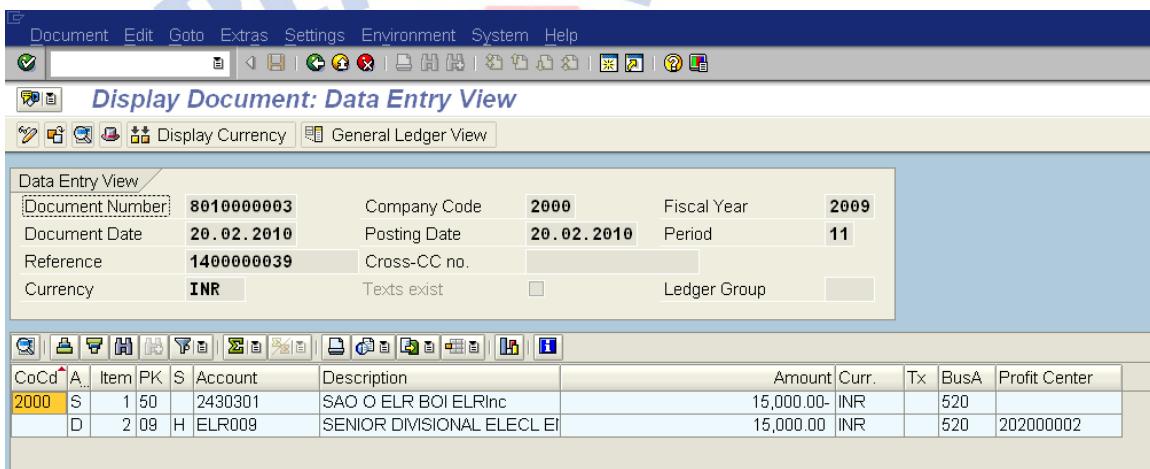
Select appropriate item by double click

See that not assigned amount is Zero **Not assigned** **0.00**

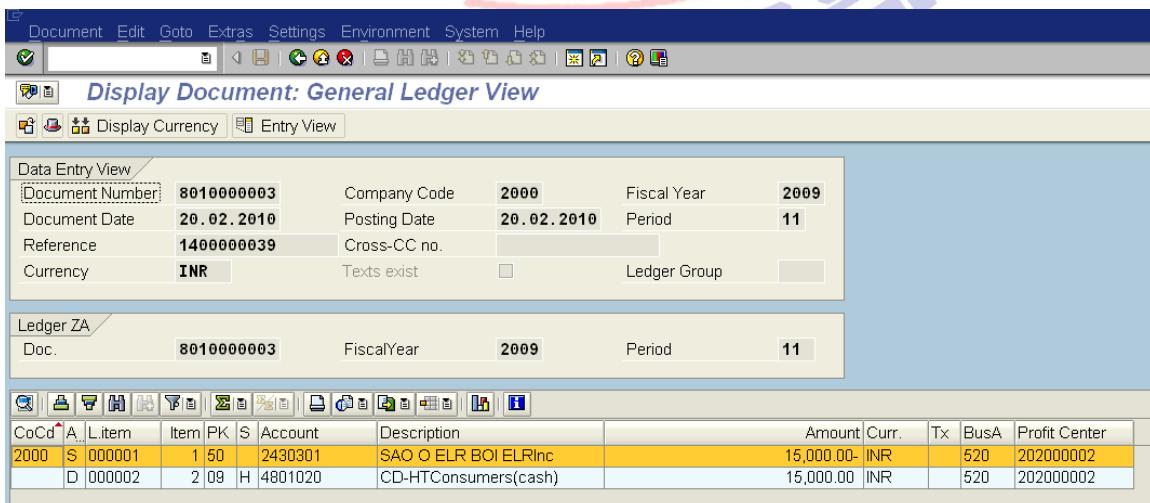
Go to document menu bar and select simulate



Entry View

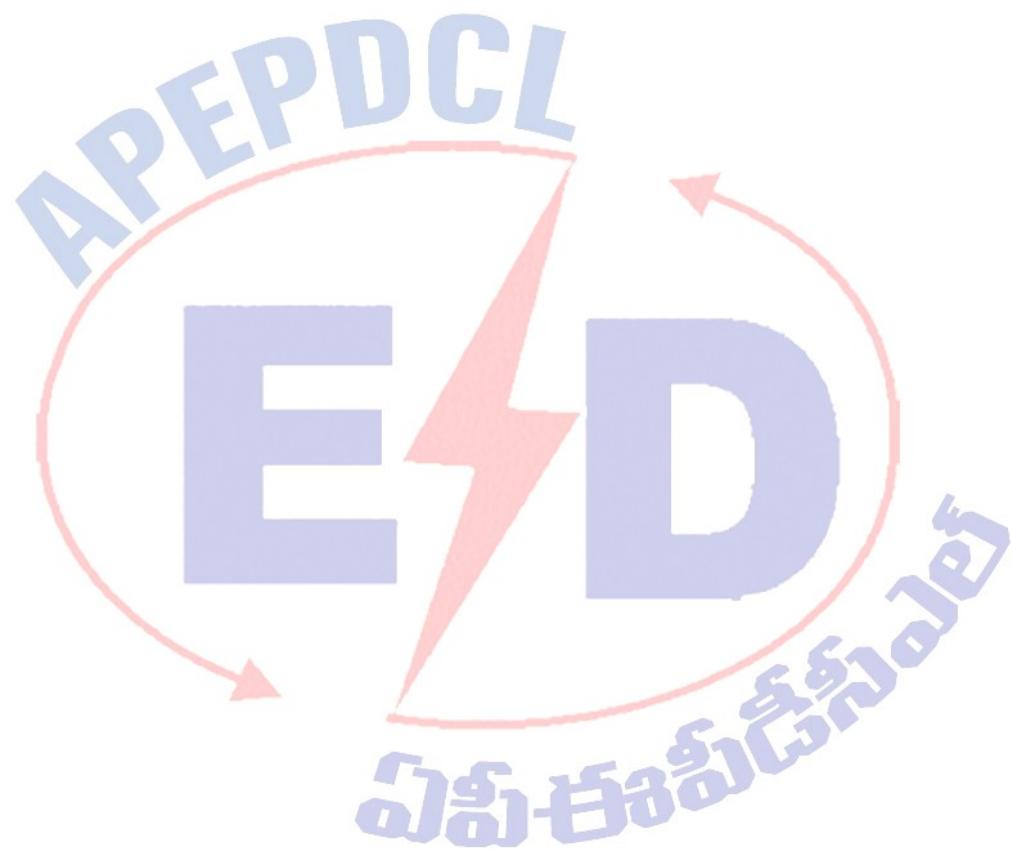
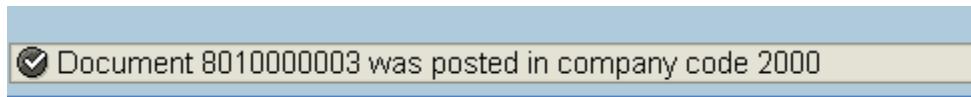


GL View:





Check that bank account and customer accounts are correct and post by clicking on post button 





9. Miscellaneous income receipt

Purpose: All the misc receipts are to be posted in FBCJ (Cash Journal). “Cash journal” is a single-screen entry for making all cash receipts and payments. Each cash journal is assigned to one G/L account. Cash transactions can be saved in the cash journal and can be posted later to the general ledger. (For eg. At the end of the day)

Procedure: The Cash Journal is a replica of the Cash book to record the miscellaneous receipts and remittance in to bank.

Cash Book: The Cash Collections (i.e. Cash / any Bank Instruments) and “Remittances in to bank” are to be fed into SAP through the transaction Code FBCJ. If a receipt is passed in FBCJ on the Cash Receipts TAB, to view the entry, double click on Follow-on Document.

Transaction Code: FBCJ

Transaction Code: FBCJ

Cash Journal Edit Goto Extras System Help

Cash Journal 121 Company Code 2000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Date of entry

Display period: 01.02.2010 - 01.02.2010

Today, This week, Current period

Balance display for display period

Balance at the Start of Day

Cash receipts during the Day

Opening balance 0.00 INR

+ Total cash receipts 0.00 INR Number: 0

+ Total check receipts 0.00 INR Number: 0

- Total cash payments 0.00 INR Number: 0

= Closing balance 0.00 INR

Cash thereof 0.00 INR

Cash journal: AAO/ERO/TOWN SK

Company code: APEPDCL

Cash payments **Cash receipts** **Check receipts** Select the Unit Cash Book

Select the Unit Cash Book

Cash Remittance into Bank

Cash Receipts

Check receipt & remittances

Press the Button for the split transactions

Only Cash closing Balance

Closing Balance of Cash & Check

Click on Arrow to split if single check is received for multiple business transaction types

Amount of Transaction

Select the relevant Business

Business transaction Amount Doc. Split Tradin... Tr... Fun... CO... Cost Center Activity... Order It...

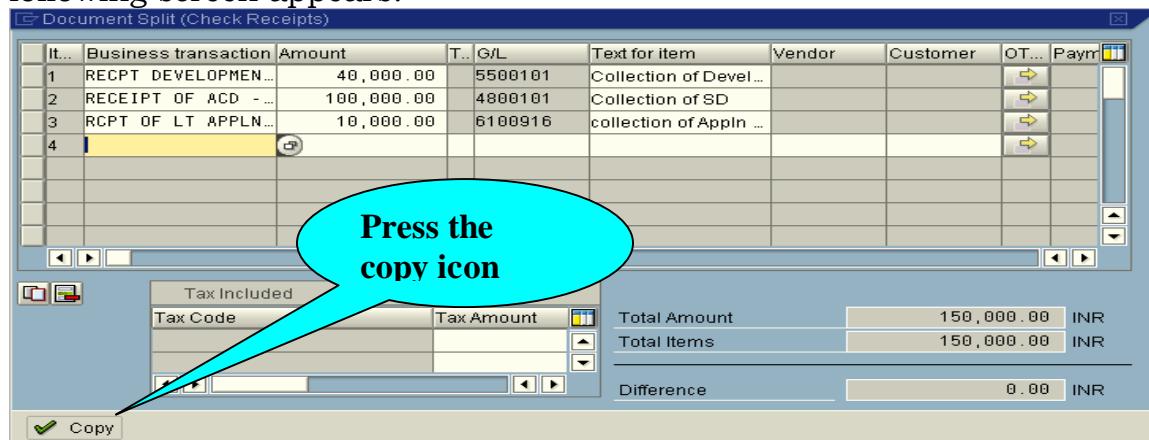
RECEIPT OF CC CHARG 15,000.00 000 2000

Save sel. Post sel. Receipt Follow-on doc..



Upon posting a Transaction Click on Save/Post to Post to save or to Post the transaction.

Split Transaction: Split is used when a single check is received for multiple Business transactions. For example CC, RC Fees Etc., The following screen appears.



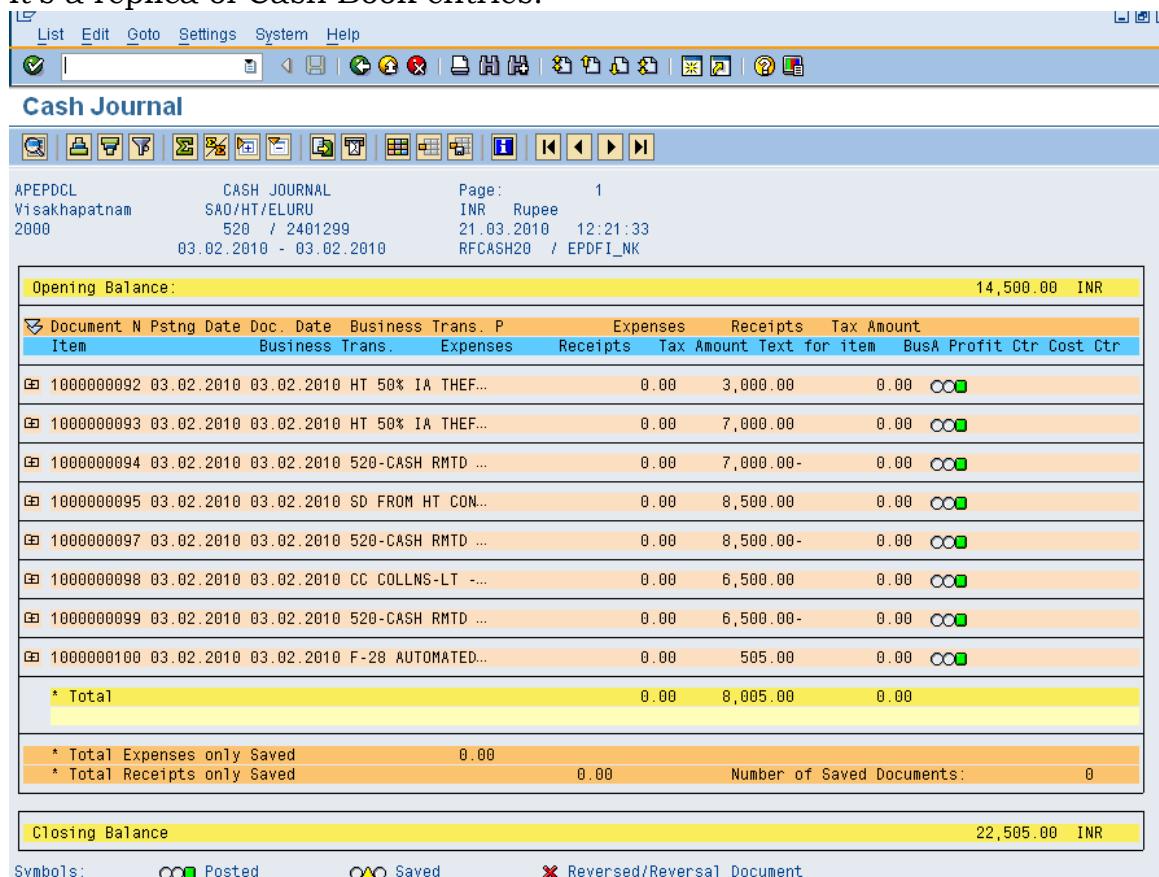
Cash Journal Business Transaction (1) 32 Entries Found									
Business transaction	Tran.no	CoCd	Type	G/L Acct	Tx	Bus Tra Blkd	Acct Mod.	Tax Mod.	
CC COLLNS-LT - DEPT STAFF	8	2000	R	2300301					
RECEIPT UNSPENT TEMP ADV	9	2000	R				<input checked="" type="checkbox"/>		
RECEIPT UNSPNT PR.IMPREST	10	2000	R				<input checked="" type="checkbox"/>		
RECEIPT-UNSPENT TA	11	2000	R	7600567					
RECEIPT- PERSONAL A/C	12	2000	R				<input checked="" type="checkbox"/>		
SELF OFFICE CASH FROM BANK	13	2000	C				<input checked="" type="checkbox"/>		
RCPT OF LT APPLN FEES	14	2000	R	6100916					
RECEIPT OF RC FEES	15	2000	R	6100902					
SUPERVISION CHARGES	16	2000	R	6100917					
RECEIPT OF ACD - LT	17	2000	R	4800101					
PENAL INT. ON INSTALMENT	18	2000	R	6101913					
OTHERS	20	2000	R				<input checked="" type="checkbox"/>		
RECEIPT OF CC CHARGES LT	21	2000	R	2300301					
RECEIPT OF CC CHARGES-HT	22	2000	D						
RECPT DEVELOPMENT CHARGES	23	2000	R	5500101					
SERVICE CONNECT. CHARGES	24	2000	R	5500102					
TENDER SCHEDULE INCOME	25	2000	R	6200931					
CONTRACTORS REGN. FEES	26	2000	R	6200918					
OTHER RECEIPTS / DEPOSITS	27	2000	R				<input checked="" type="checkbox"/>		
DC WORK ORDER DEPOSITS	28	2000	R	4700501					
BURN METER DEPOSITS	29	2000	R	4700401					



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To view the Cash Journal entries for a particular day/period click on **Print cash journal**. Then all the entries for a desired period can be seen. It's a replica of Cash Book entries.



The screenshot shows the SAP FICO Cash Journal interface. At the top, there is a menu bar with options: List, Edit, Goto, Settings, System, Help. Below the menu is a toolbar with various icons. The main title is "Cash Journal". The header information includes: APEPDCL, CASH JOURNAL, Page: 1, INR Rupee, 21.03.2010 12:21:33, RFCASH20 / EPDFI_NK. The date range is 03.02.2010 - 03.02.2010. The table below lists transactions with columns: Document N, Pstng Date, Doc. Date, Business Trans. P, Item, Business Trans., Expenses, Receipts, Tax Amount, Text for item, BusA, Profit Ctr, Cost Ctr. The table shows several entries, including cash receipts and payments, with totals at the bottom. At the bottom of the screen, there are status symbols: "Posted" (green circle with a checkmark), "Saved" (orange triangle with a checkmark), and "Reversed/Reversal Document" (red X). A red arrow points from the "Saved" symbol to the text "ఎంట్రీ బోక్ డైస్ట్రిబ్యూషన్స్".

Document N	Pstng Date	Doc. Date	Business Trans. P	Item	Business Trans.	Expenses	Receipts	Tax Amount	Text for item	BusA	Profit Ctr	Cost Ctr
1000000092	03.02.2010	03.02.2010	HT 50% IA THEF...			0.00	3,000.00	0.00	000			
1000000093	03.02.2010	03.02.2010	HT 50% IA THEF...			0.00	7,000.00	0.00	000			
1000000094	03.02.2010	03.02.2010	520-CASH RMTD ...			0.00	7,000.00-	0.00	000			
1000000095	03.02.2010	03.02.2010	SD FROM HT CON...			0.00	8,500.00	0.00	000			
1000000097	03.02.2010	03.02.2010	520-CASH RMTD ...			0.00	8,500.00-	0.00	000			
1000000098	03.02.2010	03.02.2010	CC COLLNS-LT ...			0.00	6,500.00	0.00	000			
1000000099	03.02.2010	03.02.2010	520-CASH RMTD ...			0.00	6,500.00-	0.00	000			
1000000100	03.02.2010	03.02.2010	F-28 AUTOMATED...			0.00	505.00	0.00	000			
* Total						0.00	8,005.00	0.00				
* Total Expenses only Saved						0.00						
* Total Receipts only Saved						0.00		Number of Saved Documents:	0			
Closing Balance												
22,505.00 INR												



INPUT FIELDS: To record the Cheque receipts and remittance the user has to feed the required information in the following fields.

Field Name	Comments
Business transactions	Separate list is enclosed in Annexure-I For Receipts and Annexure-II For remittance
Amount	Cheque Amount received
GL account number	Give the GL account Nos. where the Account modifier "TICK" is there.
Cheque No.	Cheque/DD No.
Cheque Issuer	Name of the Bank from which cheque/DD is issued
Business Area	Enter the Unit Code
Assignment	Unit code
Posting Date	Date on which the data is to be accounted for
Receipt Recipient	Name of the person from whom PCB is received
Reference	Any Relevant information for Reporting
Text	Name of the person/Organization from whom cheque/DD is received
Addl. Text	BCRC/PCB No.
Order	It is required for all P&L accounts (Tariff income GL Accounts)
Profit Center	Unit Profit Center

✓ **Transfer of funds:** The funds transfer to the Head Quarter Branch is to be fed into SAP through the transaction Code FV50/FB50/F-65 etc.

**Exp: Remittance in Transit Account Dr. XXX
To Bank Outgoing Account XXX**



09. Adjustment of Security Deposit to CC Charges arrears.

Purpose: Upon termination of an Elecy Service for any reason if the existing Consumption deposit has to be adjusted to the CC Charges.

Procedure: The Consumption Deposit existing to the credit of the Customer has to be adjusted to the CC amount payable by the customer. As initially, upon receipt of the Security Deposit / ACD, from the customer, it has been credited to the customer with Special GL "H" then; hence the amount to be adjusted should be debited to the customer with Special GL "H". The Entry upon Adjustment would be.

Customer Spl GL "H" A/c Dr.

To Customer A/c.

Transaction Code: F-32 (i.e. Clear Customer.)

Clear Customer: Header Data

Process open items

Account	ELR009	Clearing Date	20.02.2010	Period	11
Company Code	2000	Currency	INR		

Open Item Selection

Special G/L Ind Normal OI

Additional Selections

None
 Amount
 Document Number
 Posting Date
 Dunning Area
 Reference
 Payment order
 Collective invoice
 Document Type
 Business Area
 Tax Code
 Others



Account No: ELR009

Clearing Date: Date of Adjustment

Period: Posting Period

Special G/L Indicator: H for Security Deposit

Click on Process Open Items

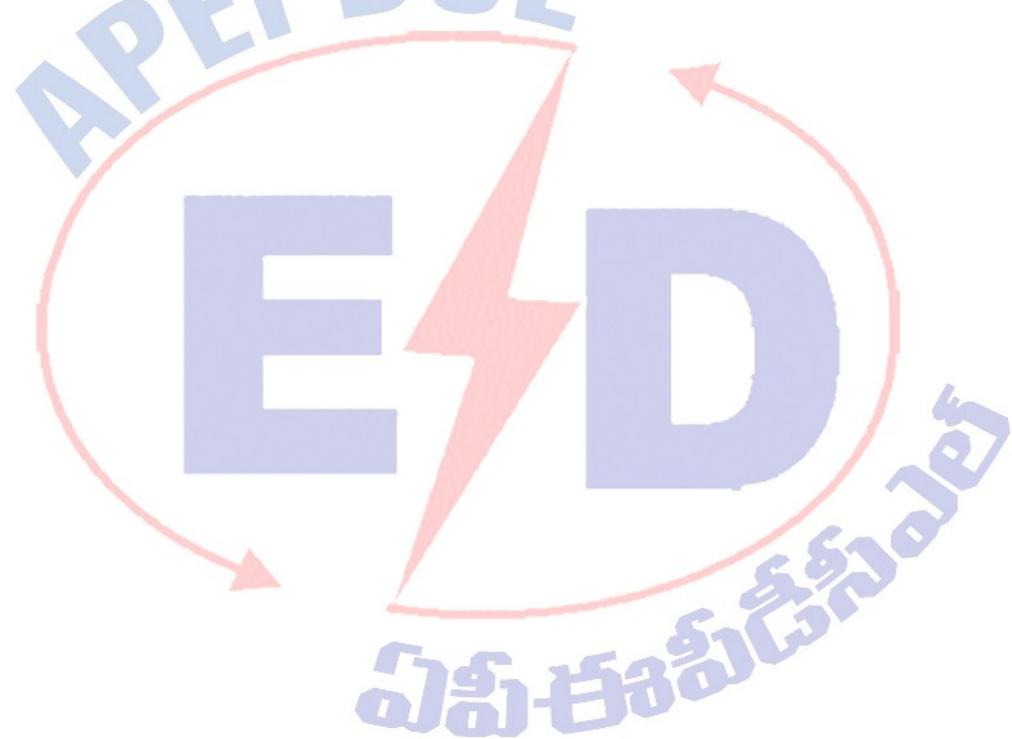
Click on Residual Items



Click on Select all



Click on Deactivate all





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Click on Simulate. Upon Simulation the Entry would be as follows:



Document Edit Goto Extras Settings Environment System Help

Clear Customer Display Overview

Document Date	20.02.2010	Type	DA	Company Code	2000
Posting Date	20.02.2010	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2009	Translatn Date	20.02.2010
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	04	520	ELR009	SENIOR DIVISIONAL E	13,500.00
002	17	520	ELR009	SENIOR DIVISIONAL E	16,000.00-
003	09H	520	ELR009	SENIOR DIVISIONAL E	2,500.00

Now Click on Post Icon to post the entry. Then the Document would be saved.

Document 1600000361 was posted in company code 2000



10. SD Payment to Customer in Cash

Purpose: If upon termination of Service, after payment/adjustment of all the amount payable by the Customer, the surplus Consumption Deposit is payable in Cash.

Procedure: The amount of Consumption Deposit payable to the Customer has to be transferred to the respective Circle office expenditure units through Inter unit accounting. The entry would be

Customer Spl GL "K" A/c Dr
To 300194 IUA ERO, Div / Circle A/c.

Transaction Code: F-30 (i.e. Post with Clearing.)

The screenshot shows the SAP F-30 transaction screen. The header data includes:

Document Date	22.02.2010	Type	DA	Company Code	2000
Posting Date	22.02.2010	Period	11	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Lr.No:XXXXXXX			Cross-CC no.	
Doc.Header Text	SD Transfer as per Lr No:				
Clearing text					

The "Transaction to be processed" section contains the following radio buttons:

- Outgoing payment
- Incoming payment
- Credit memo
- Transfer posting with clearing

The footer shows the first line item details:

PstKy 50 Account 3000194 GL Ind TType



Document date : Date on which transaction to be effected

Document Type : DA

Document date : Date on which transaction to be effected

Reference : Or. No. based on which SD is transferring to Div/Cir Office to pay off amount to customer.

Doc.Header Text : Short description of the transaction

Pst Key : 50 “GL Credit”

Account : 3000194

Press enter for next screen

Post with Clearing Add G/L account item

Choose open items | Process open items | More data | Acct model

G/L Account **3000194** IUA ERO-Divin/Circle Other transactions
 Company Code **2000** APEPDCL

Item 1 / Credit entry / 50

Amount	11500	INR	<input type="checkbox"/> Calculate tax	
Business Place				
Business Area	502			
Profit Center	202100001			
Purchasing Doc.				More
Assignment				
Text	SD Transfer as per Lr No: XXXX00000X			Long Texts

Next Line Item

PstKy	Account	SGL Ind	New co.code
-------	---------	---------	-------------

Amount : SD amount to be transferred to Expenditure Unit to Pay (Total or part thereof)

Business Area: 502 Circle office units Code

Profit Center: Division code in which the HT services exists.

Assignment: Unit Code

Text : Complete details of the transaction (Doc details)

Select **Choose Open Items** button



Post with Clearing Select open items

Process open items

Open item selection	
Company Code	2000
Account	e1r009
Account Type	D
Special G/L Ind	H <input checked="" type="checkbox"/> Normal OI
Prmnt advice no.	
<input type="checkbox"/> Other accounts	
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	
Additional selections	
<input checked="" type="radio"/> None	
<input type="radio"/> Amount	
<input type="radio"/> Document Number	
<input type="radio"/> Posting Date	
<input type="radio"/> Dunning Area	
<input type="radio"/> Reference	
<input type="radio"/> Payment order	
<input type="radio"/> Collective invoice	
<input type="radio"/> Document Type	
<input type="radio"/> Business Area	

Company Code : 2000
Account : ELR009
Account type : D
Special G/L Ind : H
Deselect Normal OI Normal OI

Select **Process Open Items** button upon processing of open Items the entry would be as follows:



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Click on Select all Button



Click on Deactivate all Items



Double Click on the amount of Security Deposit to be refunded.



Go to Document in the Menu and press on Simulate. Then the entry about to be posted would be as follows:

Post with Clearing Display Overview

Document Date	22.02.2010	Type	DA	Company Code	2000
Posting Date	22.02.2010	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2009	Translatn Date	22.02.2010
Reference	LR.NO:XXXXXXXXX	Cross-CC no.			
Doc.Header Text	SD Transfer as per Lr No:	Trading Part.BA			
Items in document currency					
PK	BusA	Acct	INR	Amount	Tax amnt
001	50	502 0003000194 IUA ERO Div/CirOthr		11,500.00-	
002	09H	ELR009 SENIOR DIVISIONAL E		11,500.00	

Press on General Ledger Simulation. The entry posted in the General Ledger would be viewed as follows. (Documents Splitting)

General Ledger Simulation

Document Date	22.02.2010	Posting Date	22.02.2010	Fiscal Year	2009					
Reference	LR.NO:XXXXXXXXX	Cross-co. code no.		Posting Period	11					
CoCd	Item	L.item	PK	S	G/L Account	G/L account name	Amount	Curr.	Profit Center	Segment
2000	1	000001	50		3000194	IUA ERO Div/CirOtrs	11,500.00-	INR	202100001	DINSEG
	2	000002	09	H	4801020	CD-HTConsumers(cash)	11,500.00	INR	202000002	HTSEG
		000003	40		3000200	InterUnitBal A/C	11,500.00	INR	202100001	DINSEG
		000004	50		3000200	InterUnitBal A/C	11,500.00-	INR	202000002	HTSEG

Press the Post Icon button to post the document. Then the document would be posted and a document number is obtained.

Document 1600000362 was posted in company code 2000



12. Amount involved in Court Cases, transferred to Customer Spl GL Indicator “O”.

Purpose: If a Customer approaches the court for any reason, and does not pay the amount due by him as per the court orders, then the amount is to be set aside till the dispute is resolved.

Procedure: The amount disputed has to be transferred to the Customer Spl GL “O” till the dispute is resolved in the court of law. Till such time no surcharge is to be calculated on the said amount. The entry upon transfer of amount to Customer Spl GL would be.

ELR009 (2303200) Spl Gl ‘O’ 25,000 Dr
To ELR009 (2303200) 25,000 Cr

Transaction Code: F-04 (i.e. Post with Clearing)

Document Date	22.02.10	Type	DA	Company Code	2000
Posting Date	22.02.2010	Period	11	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Lr. No:XXXXXXXX			Cross-CC no.	
Doc.Header Text	Court Case amt Transfer .				
Clearing text	c				

Transaction to be processed

- Outgoing payment
- Incoming payment
- Credit memo
- Transfer posting with clearing

First line item

PstKy 09 Account ELR009 SGL Ind 0 Type



HEADER DETAILS

Document Date: 22.02.2010
Document Type: HS (HT Court Cases)
Company Code: 2000
Posting Date: 22.02.2010
Currency: INR
Reference: WP No.24502/2010 (Court Order No.)
Document Header Text: CC Amt transfer to Court
Clearing Text: As per Court Order WP No.24502/2010
Transaction to be processed: Transfer posting with clearing

LINE ITEMS

Pstky: 09
Account: ELR009 (Customer No.)
Spl GL Indicator: "O"

Press **Enter** button to get further screen





Post with Clearing Add Customer item

Choose open items Process open items More data Acct model

Customer	ELR009	SENIOR DIVISIONAL ELECL ENGR	G/L Acc	2306020
Company Code	2000			
APEPDCL	TANGELLAMUDI			
Item 1 / Rev Court Cases HT / 09 O / Court Cases-HT				
Amount	25000	INR	<input type="checkbox"/> Calculate tax	
Bus. Area	520	Bus./sectn		
Due on	28.02.10	Dunning Area		
Pmnt Block		Pmt Method		
Discount %		Disc. Amount		
Order		Profit Ctr		
Assignment				
Text	Court Case amount transfer to Spl GL			
Next line item				
PstKy	Account	SGL Ind	New co.code	

Amount: 25000 (CC Charges to be transferred to Court case Special GL)

Business Area: 520 (HT unit code)

Due on: 28.02.2010

Text: CC charges Court case amount transfer to Spl GL

Press **Process open items** Button



Post with Clearing Select open items

Post with Clearing Select open items

Process open items

Open item selection	
Company Code	2000
Account	ELR009
Account Type	D
Special G/L ind	<input checked="" type="checkbox"/> Normal OI
Pmnt advice no.	
<input type="checkbox"/> Other accounts	
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	
Additional selections	
<input checked="" type="radio"/> None	
<input type="radio"/> Amount	
<input type="radio"/> Document Number	
<input type="radio"/> Posting Date	
<input type="radio"/> Dunning Area	
<input type="radio"/> Reference	
<input type="radio"/> Payment order	
<input type="radio"/> Collective invoice	
<input type="radio"/> Document Type	
<input type="radio"/> Business Area	

Account: ELR009 (Customer No.)

Account Type: D

Press **Process open items** Button

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Select all by clicking button

Deselect by clicking  Items button

Select manually items to be transferred to court case special GL account
Confirm that not assigned must be zero

The screenshot shows the SAP Business One interface. In the top left, there's a list of documents with the title 'Not assigned'. The first item in the list is 'Other document'. A context menu is open over this item, with the option 'Simulate' highlighted in orange. Other menu items include 'Shift+F5' (likely a keyboard shortcut for the same action), 'Simulate General Ledger', and 'Ctrl+F12'. The menu is labeled 'Document' at the top. The SAP logo is visible in the bottom right corner.



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Go to menu bar and select Simulate button

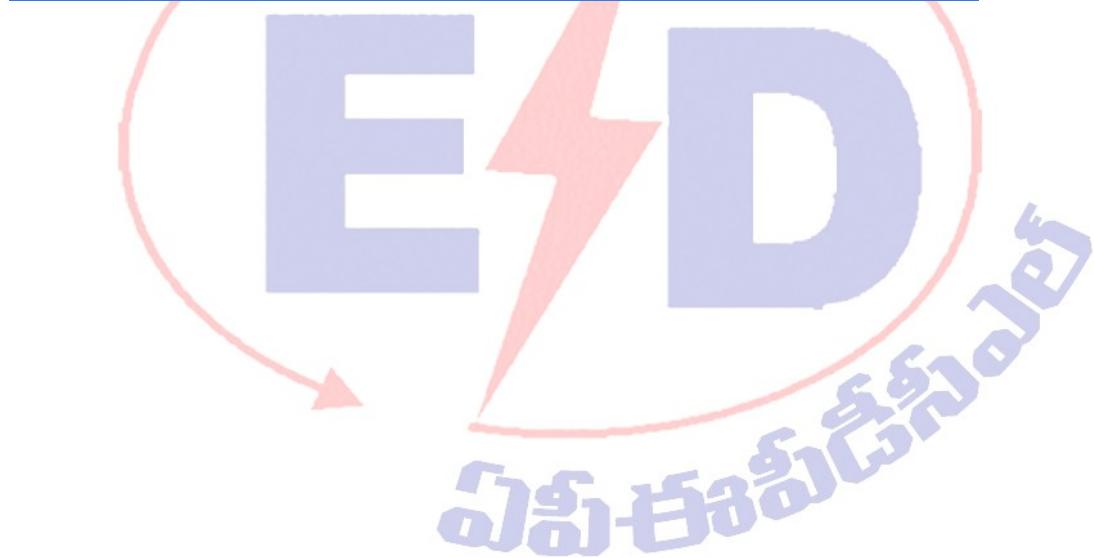
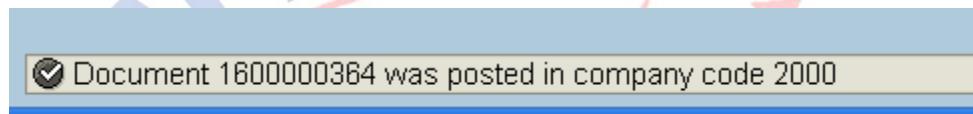
General Ledger Simulation

Document Date 22.02.2010 Posting Date 22.02.2010 Fiscal Year 2009

Reference LR.NO:XXXXXX Cross-co. code no. Posting Period 11

CoCd	Item	Litem	PK	S	G/L Account	G/L account name	Amount	Curr.	Profit Center	Segment
2000	1	000001	09	O	2306020	Court Cases-HT	25,000.00	INR	202000002	HTSEG
	2	000002	17		2303200	S Dr CC HT Cat 2	25,000.00-	INR	202000002	HTSEG

See the entry and confirm that all accounts are correct and post by clicking the save button





13. Surcharge on CC Charges & Interest on ED Calculation

Purpose: The basic functionality is to calculate the Surcharge and interest on CC, ACD & ED arrears respectively. **(Note: In EPDCL we are calculating in the external Billing System Only)**

Procedure: Separate interest indicators will be used for calculating monthly interest on CC Dues (Arrears), ED Charges and ACD noted items i.e. R1, R2 & R3 for CC Charges, ED & ACD with respective rates are assigned to the Sundry Debtors Recon Accounts.

There are two transactions to be executed for interest/surcharge calculations.

1. FINT- (i.e. Item Interest Calculation)
2. FINTSHOW- (i.e. Generation of a Interest Report)

Accounting Entry for Interest –

Sundry Debtors (HT) Interest on Arrears	Dr
Sundry Debtors (HT) Interest on ED	Dr
Sundry Debtors (HT) Interest on ACD	Dr

To DPS on CC & ACD Charges
To Interest on ED



Transaction Code: FINT (Item Interest Calculation)

Item Interest Calculation

Customer selection

Customer account	ELR009	to	ELR012
Company code	2000	to	

Interest Calculation Indicator

Interest indicator		to	
--------------------	--	----	--

General Selections

Interest Calculation To: 23.02.2010

Also Evaluate Central Accounts

Vendor items

Test Run

Layout

Press on Execute Button.
Note: Prior to running the interest run, it should be ensured that the Doc date, Posting Date and the Payment terms are correct.



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Item Interest Calculation

Item Interest Calculation

Crcy	Status	Clng doc.	Year	DocumentNo	Itm	Int. From	Int.Calc.To	Days	Base Amnt	Int. Rate	Intrst	Tax	+/-	Status
INR	QAO	7960000004	2009	7840000004	3	02.02.2010	05.02.2010	4	30,000.00	18.250000	60.00	0.00	READY	
				7960000004	5			0	30,000.00-	0.000000	0.00	0.00	READY	
		1600000359			3	06.02.2010	20.02.2010	15	25,000.00	18.250000	187.50	0.00	READY	
				1600000359	2			0	25,000.00-	0.000000	0.00	0.00	READY	
		1400000045		1800000056	1	16.02.2010	22.02.2010	7	10,000.00	18.250000	35.00	0.00	READY	
				1400000045	3			0	10,000.00-	0.000000	0.00	0.00	READY	
				7840000003		02.02.2010	23.02.2010	22	1,500.00	18.250000	16.50	0.00	PROCESS	
				1400000045	2	23.02.2010	23.02.2010	1	9,900.00	18.250000	4.95	0.00	PROCESS	





Transaction Code: FINTSHOW (Interest Run Display)

SAP GUI interface for FINTSHOW transaction:

Interest Run Display

Selection of Items Subjected to Interest	
Account	Partner: ELR009 to ELR012
Account Type	
Company Code	Company Code: 2000 to
Grouping	Grouping for Posting and F to to
	Currency to to
Doc. Subj.to Int	Document Number to to
	Fiscal Year to to
Int. Doc.	Document Number to to
	Fiscal Year to to
Interest Run	Date Upper Limit: 23.02.2010 to to
	User Name: epdfi_nk to to
Output	<input checked="" type="radio"/> Group Items Subjd to Interest <input type="radio"/> Group Interest Documents <input type="radio"/> Group Interest Runs Layout

Press on Execute Icon.



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SAP

Interest Run Display

APCPDCL Overview of Documents for which Interest Calculated HYDERABAD Customer: ATP009 AEE PABRHES ASST EXECUTIVE ENGINEER 101122391 IN

DocumentNo	Year	Due	Account	Partner	Int. From	To	Int.ind.	Days	Int. Rate	Int.Amount	Int. Doc.	
7840000008	2009	10.05.2009	ATP009	ATP009	11.05.2009	11.05.2009	R2	1	24.000000	1.32	8800000013	
*	78400000		ATP009					2		101.32		
□	7840000017	2009	09.06.2009	ATP009	ATP009	10.06.2009	26.06.2009	R1	17	18.250000	1,700.00	8800000013
□	7840000017	2009	09.06.2009	ATP009	ATP009	10.06.2009	26.06.2009	R2	17	24.000000	22.36	8800000013
*	78400000		ATP009					34		1,722.36		
** Total			ATP009					73		1,914.91		

CPDCL Quality Client Overview of Documents for which Interest Calculated Hyderabad R

DocumentNo	Year	Due	Account	Partner	Int. From	To	Int.ind.	Days	Int. Rate	Int.Amount	Int. Doc.
*** Total								1,022		69,382.10	



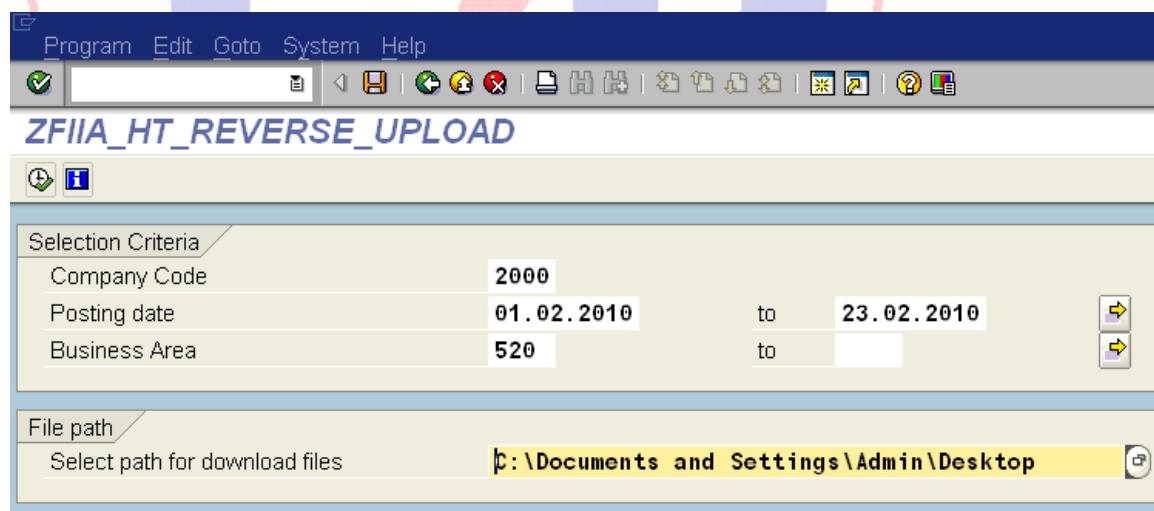
14. Reverse interface of Collections

Purpose: APDISCOM receives Cheques from Customers daily against the bills issued to the customer. After the receipt of the cheques, customer account will be credited in SAP & is issued permanent receipt immediately. Further, certain debit/credit memos may also be raised/withdraw in SAP. The additional invoice raised/withdrawn will be downloaded from SAP and is exported to the External Billing system

Procedure: Four Files need to be created as part of this development. These files should be available to download on to desktop (Presentation server). The Output file would be based on Document types. (**Note: Ensure to give the correct Document type while accepting receipts**)

1. Reverse upload files are
 - a) CC Charges Collection
 - b) Security Deposit Collection
 - c) Demand raising JEs
 - d) Surcharge on CC, ED & ACD

Transaction Code: ZFIA003 (Reverse Interface)



Company Code: 2000

Posting Date: 01.02.2010 to 23.02.2010 (Period of Collections to be Uploaded)

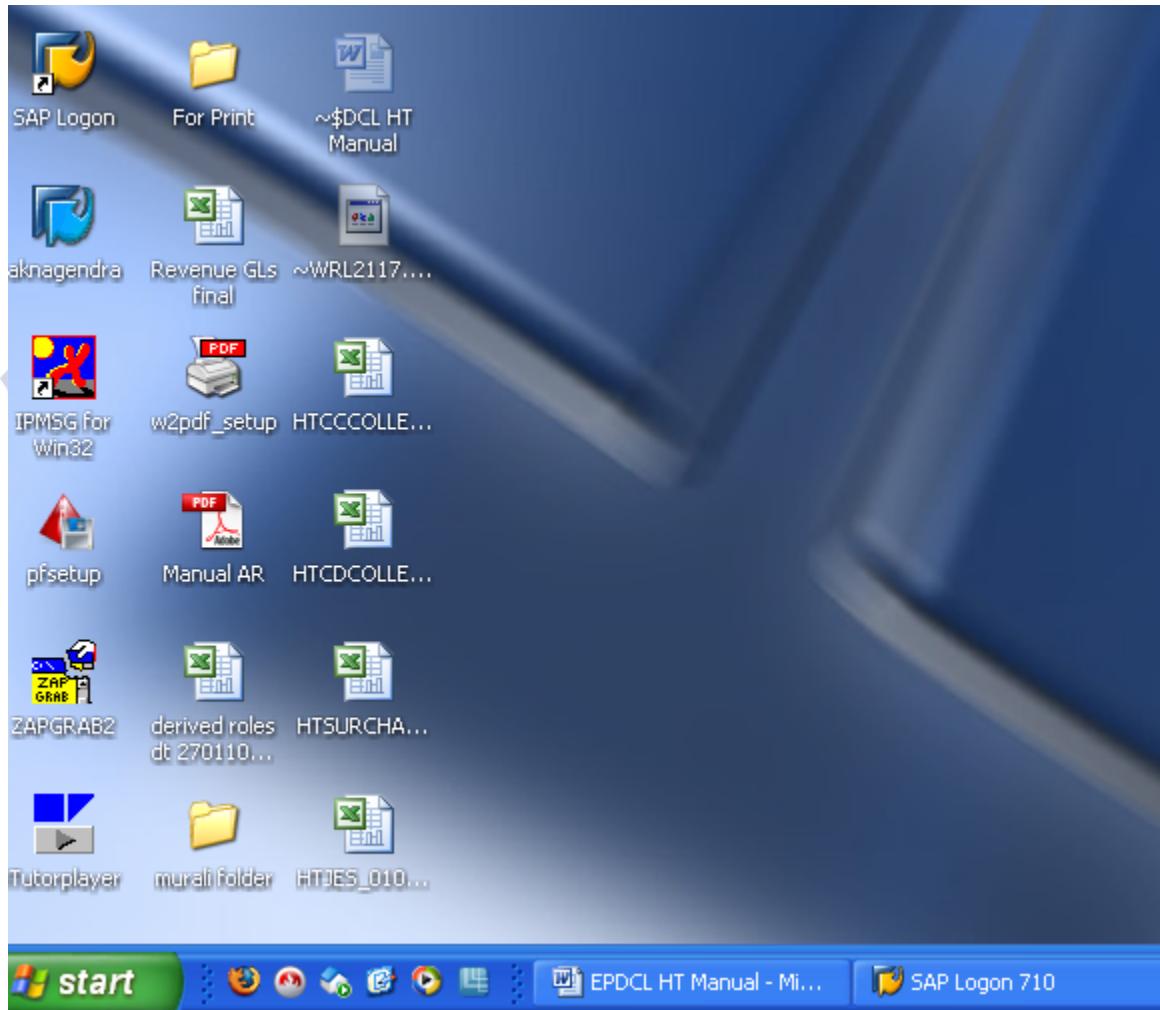
Business Area: 520 (HT Unit Code)

File Path: Press F4 for excel file selection

Press execute button:



Upon execution four files would be generated and are placed on the desktop i.e. HT CC Collection, CD Collections, JEs and Surcharge files will be downloaded.



Now Save the files and forward to external billing system for updating of Customer ledger.

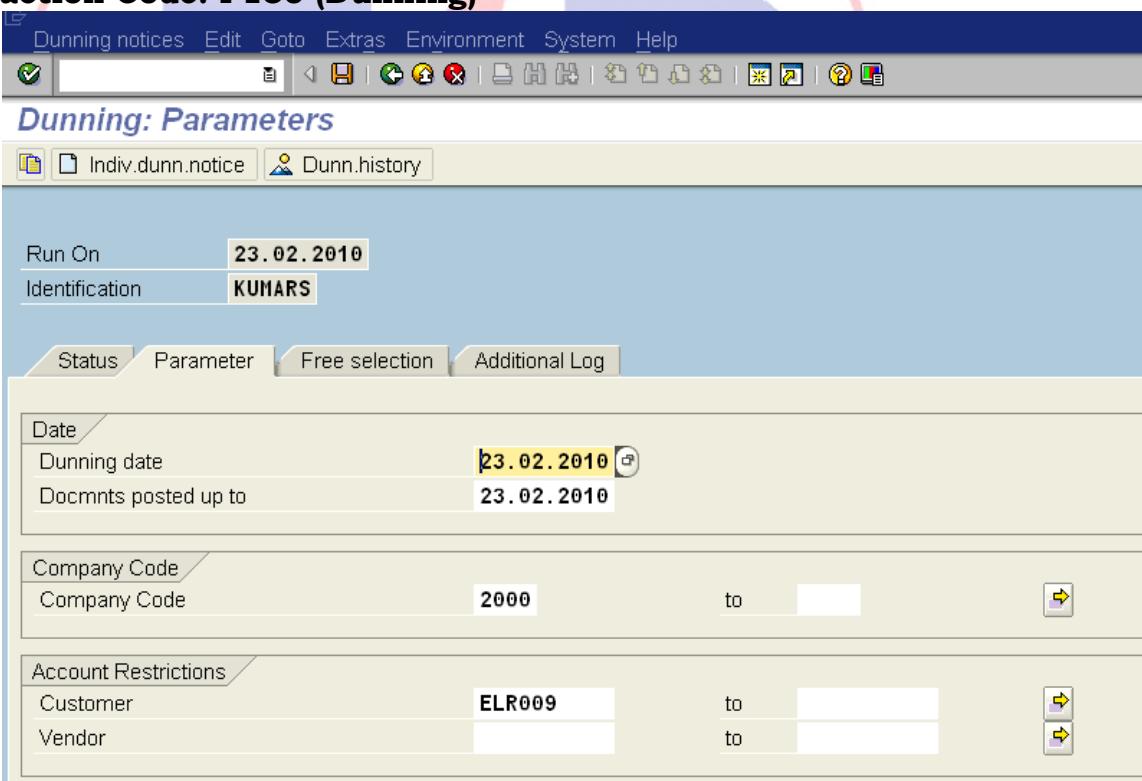


15. Issue of Notices to the Default Customers (Dunning)

Purpose: It is often the case in business that a customer does not settle its payables on time and is therefore in arrears with its payments. In order to remind your customer of outstanding debts, you will send payment reminders or dunning notices. *In EPDCL the notices/ reminders to the default Customers would be issued manually*

Procedure: Dunning is processed automatically with the dunning program. The program determines the accounts and items to be dunned, the dunning level of the account and, on the basis of the dunning level, the dunning notice to be printed. You print the dunning notices with the print program. The data determined by the dunning program is simultaneously stored in the items and accounts.

Transaction Code: F150 (Dunning)



Run On	23.02.2010
Identification	KUMARS
Status	
Parameter	
Free selection	
Additional Log	
Date	
Dunning date	23.02.2010
Docmnts posted up to	23.02.2010
Company Code	
Company Code	2000
Account Restrictions	
Customer	ELR009
Vendor	

Run On: 23.02.2010 (Date to be dunning notices to be run)

Identification: ELR009 (Identification Description)



Parameter

Dunning Date: 23.02.2010

Documents Posted up to: 23.02.2010

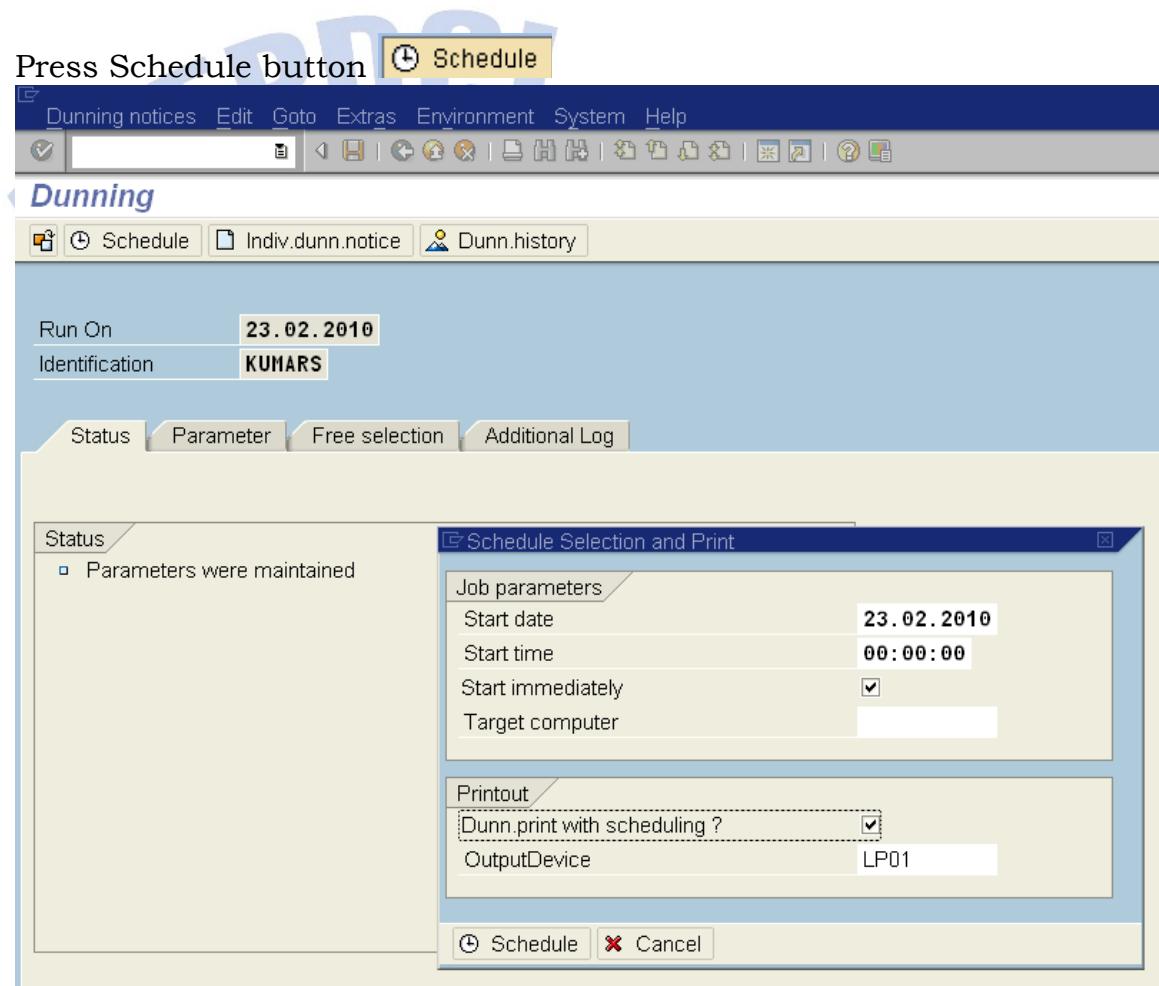
Company code: 2000

Customer: ELR009 (i.e. Service nos. to be dunned.)

Press on Save Icon.

Details have been saved for the run on 23.02.2010 KUMARS

Click on Status Tab



Start Date: 23.02.2010 (Date of run)

Select Start Immediately

Select Dunn print with scheduling?

Click on **Schedule** button



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Dunning

Run On: 31.01.2010
Identification: VENKAT

Status Parameter Free selection Additional Log

Status

- Parameters were maintained
- Select and print scheduled for 13.02.10 at 16:54:12
- Select and print is complete

Press enter

Press Dunning History button

FI Dunning - Dunning History

Accrual

Account type	D	to	
Company code	2000	to	
Customer	ELR009	to	
Vendor		to	

Company Code: 2000
Customer: ELR009

Enter execute button

FI Dunning - Dunning History

Display dunning notice Choose

EPDCL Quality Client	Dunn.history	Time 11:01:22 Date 23.02.2010
Vishakapatnam		RFNAHN20/EPDFI_NK Page 1
Comp. Acct typ Account	Run Date ID Print Date Dun. date Leg.dun.pr Procedure Sort field CPD Area	Dun Due items Crcy
2000 D ELR009	23.02.2010 KUMARS 23.02.2010 23.02.2010 2000	1 900.00 INR

End of the list



Press on Display dunning notice

Display Dunning Notice

Dunning notice header

A	Acct/contract	CoCd	Dunning clerk	Dunning Area	Dunning Le...	Dunn. Block
D	ELR009	2000			1	

Dunning line items

CoCd	Document N...	Fisc...	Lin...	Net due date	Net ar...	O...	D...	D...	P...	Amount in FC	Cu...
2000	1000000147	2009	1	22.02.2010	1	0	1			12,500.00	INI
2000	1400000045	2009	2	22.02.2010	1	0	1			9,900.00	INI
2000	7840000003	2009	3	01.02.2010	22	0	1			1,500.00	INI
2000	7840000003	2009	4	01.02.2010	22	0	1			2,000.00	INI

Copy Print preview

Press on Print preview button



Payment Reminder Letter

From:

To:

Customer Code:ELR009
SENIOR DIVISIONAL ELECL ENGR

TANGELLAMUDI
500000
Phone :

Lr No /HT/D No /2010 Dt 23.02.2010

Dear Sir/Madam

Sub: Non Payment of HT Bill for the month of February 2010

It is noticed that the below bill has not been paid by you even after 15 days from the date of the bill

Sr.No	Month of the Bill	Bill Date	CMD Amount	Currency	Due Date
1	February 2010	22.02.2010	900.00	INR	22.02.2010

Yours truly,

Verify and print



16. Generation of Defaulters list

Purpose: All the Customers who are defaulters in payments of CC / ACD amounts in time are being captured and are generated a Defaulters list.

Procedure: The System would pickup the normal open items (including overdue, due etc) of the customer. The Special GL 'R' open items are also grouped person responsible wise (i.e. DE/ADE) and an abstract of the same is to be sent to the person responsible in the customer master. The nature of Dues is the normal GL 'CC' or the noted item 'R' i.e. ACD (Additional Consumption Deposit). The report consists of.

1. CMD Amount is the total amount of overdue amounts for the present month of all the recon accounts posted against the Customer
2. Arrears is the total amount of overdue amounts up to present month (previous Months) of recon accounts of the customer
3. Total Amount is the total of CMD & arrears
4. ACD total amounts are the due amount with Spl GL indicator "R" as noted items...

Transaction Code: ZFIA002 - Disconnection list of HT Customers

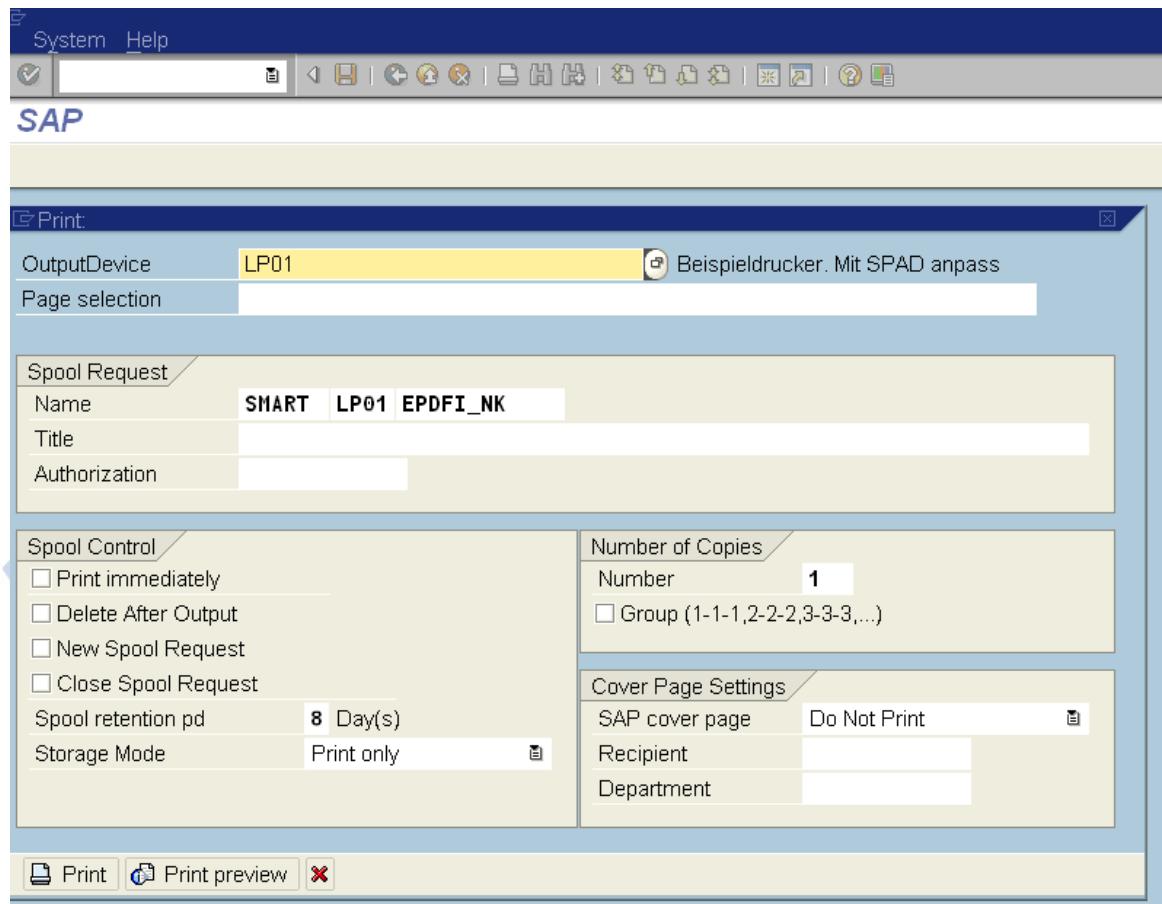
Company Code	2000
Profit Center	202000002
Person Responsible	EPDFI_NK
Run Date	23.02.2010

Company Code: 2000

Profit Center: 202000002 (HT Unit profit center)

Person Responsible: Either ADE / DE user id

Run Date: 23.02.2010 (Running Date)



Press print preview button



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 CENTRAL POWER DISTRIBUTION COMPANY OF A. P. LIMITED						
From : The	To : The EPDFI_NK A.NAGENDRA KUMAR					
DATE : 23.02.2010						
Lr No. /HT/D.No. /2010 Dt. 23.02.2010						
<p>Please arrange to disconnect the HT Supply for non payment of the current consumption charges/ additional consumption deposit for the month of February 2010 for the following HT services.</p>						
SI No	Code	Name of HT consumer	Nature of Dues	Arrears	CMD	Total Amount
1	ELR005	ASSISTANT ENGINEER PHONES	CC	56,006.00	519,920.00	463,914.00
<p>The disconnections may be implemented immediately and confirmed over phone. The readings at the time of disconnection of HT service may also be sent without fail immediately after sending the telephonic message of disconnection.</p>						

Check and print

Created by SAP ECC 6.0 Core Team during March-2010



17. TDS Certificates Generation

T-Code: J1INMIS - Withholding Tax

Program Edit Goto System Help

Withholding Tax Information System

General Selection			
Company Code	1000		
Fiscal Year	2009		
Document Selection			
Posting Date	01.04.2009	to	13.02.2010
Document Number		to	
Vendor		to	
Customer	ATP001	to	ATPZZZZ
Additional Selection			
Business Place/Section Code		to	
Official Withholding Tax Key		to	
Report Selection			
<input checked="" type="radio"/> Challan Update Status			
<input type="radio"/> Bank Challan Status			
<input type="radio"/> Certificate Status			
<input type="radio"/> Consolidated Report			

Company Code: 1000

Fiscal Year: 2009

Posting Date: 01.04.2009 to 13.02.2010

Customer: ATP001 to ATPZZZZ

Report Selection: Challan Update Status button



List Edit Goto Settings System Help

Withholding Tax Information System

Document No Section Posting date Bus/plc/Sec Code W.Tax Code W/tax amnt Int challan no Int Challan Date Payment Due d

ATP001	7400000002	194A	11.02.2010	1000	AA	5,000.00-	07.03.2010
ATP003	8800000002	194A	26.05.2009		AA	1,448.00	07.06.2009
	8800000007	194A	26.06.2009		AA	3,656.00	07.07.2009
ATP004	8800000008	194A	26.06.2009		AA	1,580.00	07.07.2009
ATP005	8800000009	194A	26.06.2009		AA	1,739.00	07.07.2009
ATP006	8800000010	194A	26.06.2009		AA	1,190.00	07.07.2009

Select Service no and press on Challan update **Challan Update**

Program Edit Goto System Help

Create Remittance Challan for Customer

Company Details

Company Code	1000
Fiscal Year	2009
Business Place/Section Code	1000

Details of Withholding Tax Lines

Document Number	7400000002
Posting Date	
Section	194A
Collection Code	
Value Date	
Customer	ATP001
Recipient type	CO

Tax Remittance Details

Document Date	13.02.2010
Posting Date	13.02.2010
G/L Account	2405012
Business Area	1000
Bank charges	

Enter details as in the above screen



Press execute button

List Edit Goto System Help



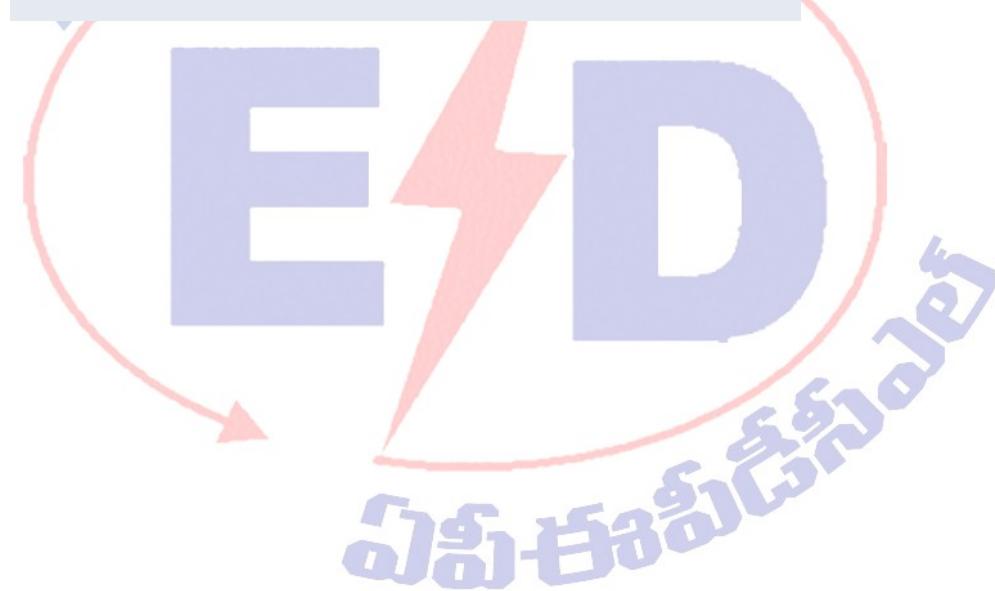
Create Remittance Challan for Customers

Clearing Doc.

Clearing Doc Number	8700000051
Challan No.	100110000002
Challan Dt.	13.02.2010
Section	194A

Total Basic TDS Remitted	0.00
Total Surcharge Remitted.	0.00
Total ECess Remitted	0.00

Total Tax Remitted	0.00
--------------------	------





Program Edit Goto System Help

Withholding Tax Information System

General Selection

Company Code	1000
Fiscal Year	2009

Document Selection

Posting Date	01.04.2009	to	13.02.2010
Document Number		to	
Vendor		to	
Customer	ATP001	to	ATPZZZZ

Additional Selection

Business Place/Section Code		to	
Official Withholding Tax Key		to	

Report Selection

- Challan Update Status
- Bank Challan Status
- Certificate Status
- Consolidated Report

After entering above details and press execute button

List Edit Goto Settings System Help

Withholding Tax Information System

Choose Save Find Bank Challan Update

Int challan no Int Challan Date Ext challan no Ext challan Date Document No Posting date W/tax amnt W.T

ATP001	100110000002	13.02.2010	7400000002	11.02.2010	5,000.00- AA
--------	--------------	------------	------------	------------	--------------

Select and press Bank challan update button



FICO-Accounts Receivable End User Manual



Program Edit Goto System Help

Bank Challan Update

Company Details

Company Code	1000
Fiscal Year	2009

Remittance Challan

Challan Clearing Number	8700000051
Internal Challan Number	100110000002
Internal Challan Date	13.02.2010

Bank Challan

Bank Challan Number	AD12345
Bank Challan Date	13.02.2010
Bank Key	10001

Enter above details and press executive button

List Edit Goto System Help

Bank Challan Update

Sr. No.	Co.Cd	Doc.No	Year	Int Challan No	Int Challan Dt	Ext Challan No	Ext Challan Dt	Bank
1	1000	8700000051	2009	100110000002	13.02.2010	AD12345	13.02.2010	10001



Program Edit Goto System Help

Withholding Tax Information System

General Selection

Company Code	1000
Fiscal Year	2009

Document Selection

Posting Date	01.04.2009	to	13.02.2010
Document Number		to	
Vendor		to	
Customer	ATP001	to	ATPZZZZ

Additional Selection

Business Place/Section Code		to	
Official Withholding Tax Key		to	

Report Selection

Challan Update Status
 Bank Challan Status
 Certificate Status
 Consolidated Report

After entering above details and press execute button

List Edit Goto Settings System Help

Withholding Tax Information System

Choose Save Find Certificate Printing

Certificate No	Certificate Date	Section	Ext challan no	Ext challan Date	W/tax amnt	Document No	Posting date	Int challan n
ATP001	194A	AD12345		13.02.2010	5,000.00-	7400000002	11.02.2010	100110000002

Select and press Certificate Printing button



Program Edit Goto System Help

Print Withholding Tax Certificates for Customers

Company Details

Company Code	1000
Fiscal Year	2009
Business Place/Section Code	1000
Section	194A

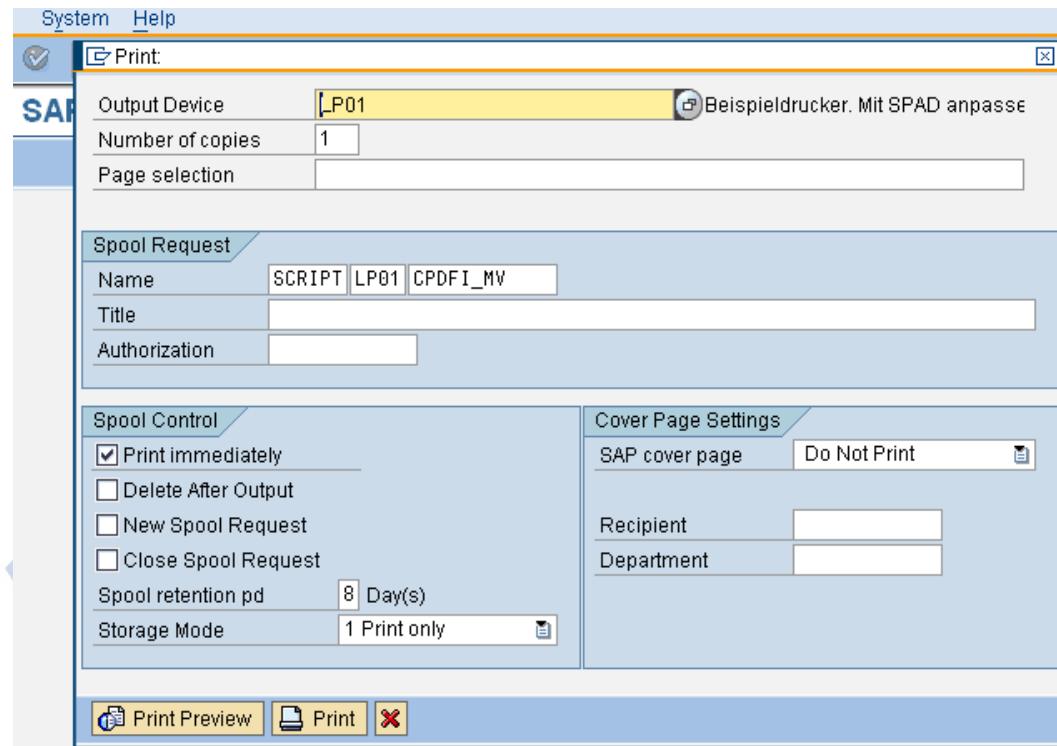
Document Details

Posting Date	11.02.2010	to	
Bank Challan Numbers	AD12345	to	
Bank Challan Dates	13.02.2010	to	
Customer	ATP001	to	

Certificate Details

Certificate Date	13.02.2010
Signatory	Venkateshwarlu
Designation	SAO
Place of Printing	ananthapur

Enter above details and press execute button



Press print preview button





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Text Edit Goto System Help

Print Preview of LP01 Page 00001 of 00003

Name and address of the person deducting tax			Acknowledgement Nos. of all Quarterly Statements of TDS under sub-section (3) of section 200 as provided by TIN Facilitation Centre or NSDL web-site				Name and address of the person to whom payment made or in whose account it is credited		
0/o Superintending Engineer Anantapur Anantapur credited	Date of TDS paid credited	Rs Payment/ credit	Surcharge 1 2 3 4	Education Rs Rs Rs	Total Tax Cess Deposited No(if Any)	Cheque/DD ANANTAPUR Bank branch tax deposited voucher/ (dd/mm/yy)	ENGG COLLEGE ATP ANANTAPUR ANANTAPUR 101111401 ANANTAPUR	BSR Code of Date on which Transfer Challan Identification No. ANANTAPUR 500000 13/02/10 AD 12345	
515001 10,000.00	11/02/10			5,000.00					
TAX DEDUCTION A/C NO. OF THE DEDUCTOR Certified that a sum of Rs.FIVE THOUSAND AND ZERO PAISE has been deducted at source and paid to the credit of the Central Government as per details given above. HYDSD12599G Interest income other than securities									
PAN NO. OF THE DEDUCTOR			FOR THE PERIOD						
Place: ANANTHAPUR Date: 13.02.2010			11.02.2010 TO 11.02.2010						
			Signature of person responsible for deduction of tax Full Name: VENKATESHWARLU Designation: SAO						

Check details and print

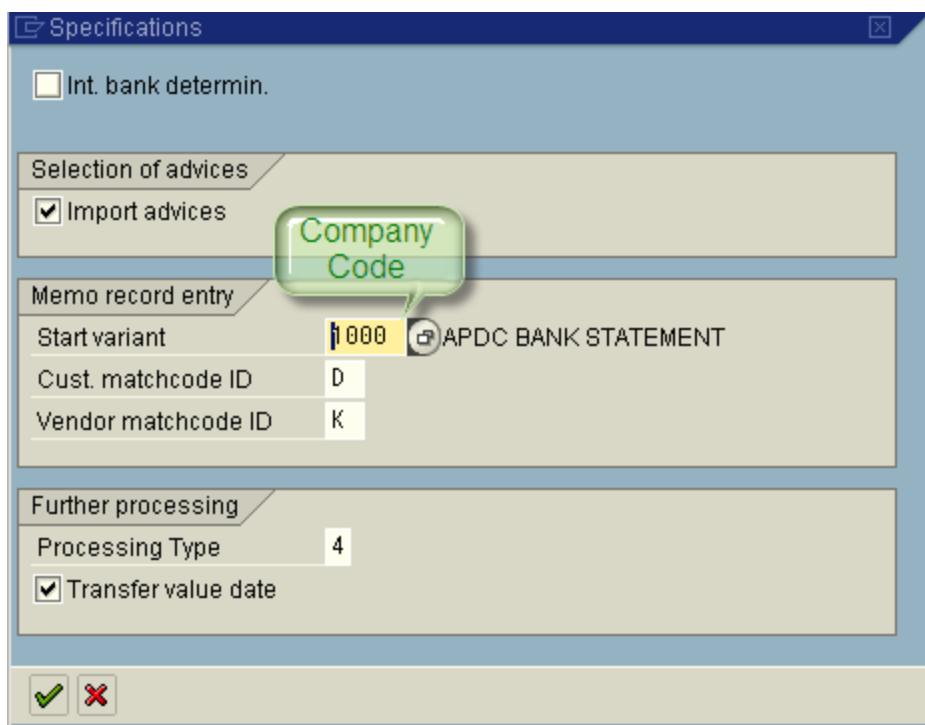
విశ్వభావిత్తుడు



18. BANK RECONCILIATION PROCESS

Settings in FF67 T.code.

Go to the Settings -> Specifications from menu and set the details as shown in the following screen. This is user level one time activity.



Prerequisites:

Before, approaching to do the BRS we have to check the following in Transaction Code: FAGLL03

- 1) **Remittance in to bank:** Check whether the total Remittance amount is posted in Incoming G/L (24xxxx1).
- 2) **Dishonored Cheques:** Check whether all the cheques dishonored as per bank statement are posted is not.
- 3) **Transfer to Head Quarter:** Check whether the Transfer to Head quarters entry is posted & verify the amount if any in G/L 24xxxx4.



BRS PROCESS

Transaction Code: ZFIA004

Process Bank Statements



Process Bank Statements

Processing Data

Company Code	1000
--------------	------

Processing Data

House Bank	1TRMG			
Account ID	2034R			
Currency	INR			
Statement number	2			
Business Area	<input type="text"/>	to	<input type="text"/>	
Statement Date	05.01.2010			

Controls

Beginning balance	50.00
Ending balance	100
Posting date	05.01.2010

Session Data

Processing mode	N
-----------------	---

House Bank: It is the code representing your Bank Branch Address.

Account ID: It is the code representing your Bank Account Number at your House Bank.

Beginning balance: Opening Balance as per your Bank scroll.

Ending balance: Closing Balance as per your bank scroll as on posting date.

Posting Date: It is the date up to which you want to do the Bank Reconciliation.

After entering the above details click on the 'Execute' button at top right, it goes to following screen



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SAP

Process Bank Statements

Balance Summary Date : 25.01.2010

Opening Balance	219,000.00	Positive Total	505,600.00
Closing Balance	100.00	Negative Total	8,609.00
Balance	218,900.00	Actual Balance	496,991.00

Status

Can be Posted
Balances are not matching

Document Details

Doc No.	Assignment	Date	Amount	GL Code	Selections
100002516	Testing of fb50	05.01.2010	5,000.00	2405461	<input type="checkbox"/>
2000000591	0000016000001INR	11.12.2009	110.00-	2405461	<input type="checkbox"/>
86000000155	000009100006INR	12.12.2009	18,500.00	2405461	<input type="checkbox"/>
86000000231	0000092200001INR	17.12.2009	500.00	2405461	<input type="checkbox"/>
15000000225	1000	01.10.2009	45,000.00	2405461	<input type="checkbox"/>
14000000700	123456	29.12.2009	40,000.00	2405461	<input type="checkbox"/>
✓ 22000000848	123456	04.01.2010	100.00	2405461	<input checked="" type="checkbox"/>
✓ 14000000662	123456-2	16.12.2009	1,500.00	2405461	<input checked="" type="checkbox"/>
✓ 22000000247	200909401	01.04.2009	5,000,000.00	2405461	<input checked="" type="checkbox"/>
✓ 22000000840	200909425	25.04.2009	5,500.00	2405461	<input checked="" type="checkbox"/>
✓ 22000000841	200909425	25.04.2009	4,500.00	2405461	<input checked="" type="checkbox"/>
✓ 86000000336	200909512	12.05.2009	740.00	2405461	<input type="checkbox"/>
✓ 86000000336	200909512	12.05.2009	593.00	2405461	<input type="checkbox"/>
✓ 86000000336	200909512	12.05.2009	228.00	2405461	<input type="checkbox"/>
✓ 15000000167	20090702	02.07.2009	1,500.00	2405461	<input type="checkbox"/>
✓ 1500000077	20090801	01.08.2009	500,000.00	2405461	<input checked="" type="checkbox"/>
✓ 1500000078	20090801	01.08.2009	700,000.00	2405461	<input checked="" type="checkbox"/>
✓ 15000000019	20090825	25.08.2009	1,500.00	2405461	<input type="checkbox"/>
✓ 1500000059	20090825	25.08.2009	750.00	2405461	<input type="checkbox"/>
✓ 1500000059	20090825	25.08.2009	350.00	2405461	<input type="checkbox"/>
✓ 15000000020	20090826	26.08.2009	5,000.00	2405461	<input type="checkbox"/>
✓ 15000000021	20090826	26.08.2009	5,000.00	2405461	<input type="checkbox"/>
✓ 15000000040	20090826	26.08.2009	2,500.00	2405461	<input type="checkbox"/>
✓ 15000000041	20090826	26.08.2009	2,000.00	2405461	<input type="checkbox"/>
✓ 15000000041	20090826	26.08.2009	500.00	2405461	<input type="checkbox"/>

CPDFI_BR cpdeccdev INS

Opening Balance is the Bank Scroll Balance and Closing Balance is the Scroll Closing Balance.

Assignment is Cheque Number for cheque remittances.

Date is the date of remittance into Bank.

Select each Check Box against the Doc. No. based on the Assignment, whether the Amount is available or not in Bank Statement otherwise don't tick it.

Hit **Hold** button to save the selected item. If in any case the power is off, then there is no need reselect the items already selected, as they would be save up to the selected transaction. Again Execute the 'ZFIA004', all the items selected already selected would be in the selected mode.



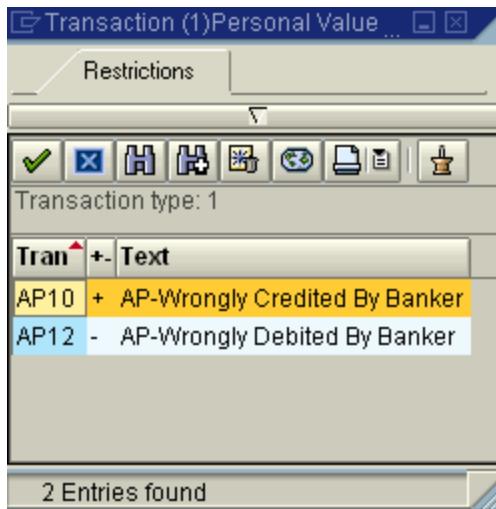
After all items in bank statement are selected in screen, hit to check whether the BRS is tallied or not.

Find the items in Bank statement which are not in our cash bank, these items are to be transferred into our cash book by following below step.

Hit it displays the following screen.

The screenshot shows a SAP application window titled 'Enter Additional Charges'. The main area is a table with the following columns: Transaction, Amount, Bank reference, Cost center, and Bus Area. The 'Transaction' column has a dropdown icon. The bottom of the screen features a navigation bar with buttons: Transfer Data (green checkmark), Cancel (red X), Delete (trash can), and Change (pencil). The window has standard SAP navigation buttons (left, right, up, down) at the bottom.

Choose the F4 help for Transactions as displayed below



Select the AP10 for 'Wrong credit', AP12 for 'Wrong debit' in bank statement. Fill remaining fields.

Then hit Transfer Data. Again hit Check. If 'Balance' and 'Actual Balance' are equal BRS is tallied otherwise not tallied, recheck each line in bank statement and the above screen, find the mistake and correct it.

Hit button when 'Balance' and 'Actual Balance' are equal.

Execute the transaction code: FEBAN



Selection of Bank Statements by Banks and Account Nos

Hdr data	
Company Code	<input type="text"/> Company Code
House Bank	<input type="text"/> to Enter House Bank
Account ID	<input type="text"/> to Enter Account ID
Statement number	<input type="text"/>
Statement Date	<input type="text"/>
Statement status	<input type="text"/> to
Currency	<input type="text"/> to

Item Data	
Posting Area 1 OK	<input type="text"/>
Posting Area 2 OK	<input type="text"/>
Amount	<input type="text"/> to
Bundle number	<input type="text"/>
Posting rule	<input type="text"/>
Posting rule standard	<input type="text"/> to
Document Number	<input type="text"/> to
Subledger doc.number	<input type="text"/> to
Posting Date	<input type="text"/> to

Output	
View Of	<input type="text"/>

Buttons:

Hit button to view the Bank Statement's line items.

Post line items individually where line item status is it is the last step of BRS processing.

Generation of "Bank Reconciliation Report" – **Transaction Code ZFIA024**

Bank Reconciliation Statement

Bank Reconciliation Statement

Selection

Company Code	1000
House Bank	1020R
Account ID	1020R
Posting Date	01.01.2010
	to 31.01.2010

Click on Execute Button. The following Report is drawn.



Bank Reconciliation Statement

BANK RECONCILIATION STATEMENT			
House Bank Address:	Indian Oversees Bank, 01, Ashok Nagar, Anantapur		
Bank Account Number:	6		
From:	01.01.2010	To:	31.01.2010
Unit Code :	1020		
Unit Name :	HT ANANTHAPUR		
G/L ACCOUNT	DOCUMENT NO.	ASSIGNEMNT	AMOUNT
PART-A			
Bank Balance as Per Cash Book As on		01.01.2010	
2405510			17,800.00
2405511			15,820,282.00
		Total:	15,838,082.00
Remittances into Bank		From 01.01.2010	To: 31.01.2010
2405511	2200001072	235001	10,000.00
2405511	2200001072	354698	20,000.00
2405511	2200001072	123456	100,000.00
		Total:	130,000.00
Funds Received from Head Quarter		From 01.01.2010	To: 31.01.2010
		Total:	0.00
Cheques issued		From 01.01.2010	To: 31.01.2010



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Total:	0.00
Transfer to Head Quarters	From 01.01.2010 To: 31.01.2010
Total:	0.00
CLOSING BANK BALANCE :	15,968,082.00
PART-B	
Bank Balance as Per Cash Book Up To	31.01.2010
2405510	17,800.00
2405511	15,950,282.00
Total:	15,968,082.00
Cheques issued But not Encashed Up To	31.01.2010
Total:	0.00
Stale Checks Up To	31.01.2010
Total:	0.00
Amount Credited by Bank but not transacted in Company Account (Bank Excess) Up To	31.01.2010
Total:	0.00
Amount Debited by Bank but not transacted in Company Account Up To	31.01.2010
Total:	0.00
Amount Remitted by Company but not acknowledged By Bank (Company Excess) Up To	31.01.2010



2405511	1400000161	Testing En	1,000.00
2405511	1400000092	down payme	250,000.00
2405511	1400000409	residual c	50,000.00
2405511	1400000190	test	4,000.00
2405511	1400000192	test	8,388.00
2405511	1400000198	test	7,500.00
2405511	2200000667	11113	10,000.00
2405511	2200000710	12345	45,000.00
2405511	2200000827	124556	10,000.00
2405511	2200001072	235001	10,000.00
2405511	2200001072	354698	20,000.00
2405511	2200000891	545657	515,592.00
2405511	1400000158	Testing En	35,000.00
2405511	1400000408		101,000.00
2405511	1400000441		5,000.00
2405511	1400000673		555.00
2405511	1900000159		15,000.00
2405511	8600000016		6,000.00
2405511	8677777809	Being Paym	5,500.00
2405511	8677777811	Being Paym	5,500.00
2405511	100001270	Being reco	500.00
2405511	1400000113	TEST	1,000.00
2405511	1400000440	TEST	50,000.00
2405511	1400000154	Testing En	10,000.00
2405511	1400000155	Testing En	10,000.00
2405511	1400000208	245678	200,000.00
2405511	2200000987	789956	50,000.00

Total: 15,950,282.00

LOC received but not in Bank A/c Up To 31.01.2010

Total: 0.00

Amount transferred but not in Bank A/c Up To 31.01.2010

Total: 0.00

Direct Dr/Cr to the Main Bank A/c From 01.01.2010 To: 31.01.2010

Total: 0.00

Bank Balance as Bank Book 17,800.00



Generation of Trail Balance:

To Execute the Trail Balance of the any Unit the Transaction Code is **F.08/S_ALR_87012277/ S_ALR_87012301**, The following are some of the Checks to be ensured before executing the Trail Balance by the User.

- ❖ Whether the Cash Book Receipt & remittances Entries have been completed up to the month end and Posted in SAP.
- ❖ Whether the Checks Dishonor Entries for the month have been posted in SAP.
- ❖ Whether the Form 10A Entries (i.e. Transfer to Head Quarters) are Posted in SAP.
- ❖ Whether the Bank Reconciliation is completed.
- ❖ Whether the Upload of Demand, Collection & Journal Entries has been done in SAP.
- ❖ Whether the Inter Unit Accounts has been Knocked Off.
- ❖ Whether the GL Account No: 2300301 (i.e. Collection Control account) is reconciled for the month.

If all the above stated checks have been completed then the Trail Balance can be executed.

Upon execution of the Transaction Code **S_ALR_87012301**, the report would be as follows:



Program Edit Goto System Help

G/L Account Balances

G/L account selection

Chart of accounts	2000	to	[]	[]
G/L account		to	[]	[]
Company code	2000	to	[]	[]

Selection using search help

Search help ID
Search string
[] Search help

Transaction Figures Selection

Business area	520	to	[]	[]
Currency type	10			
Ledger	ZA			

Further selections

Reporting Year 2009
Reporting Period []

Output control

Subtotal at Level
Subtotal at Level
Subtotal at Level
 Alternative Account Number
Additional header []
 Microfiche information
 Separate list
 Display Plus/Minus Sign
 Keep Print Parameters for Output

Layouts

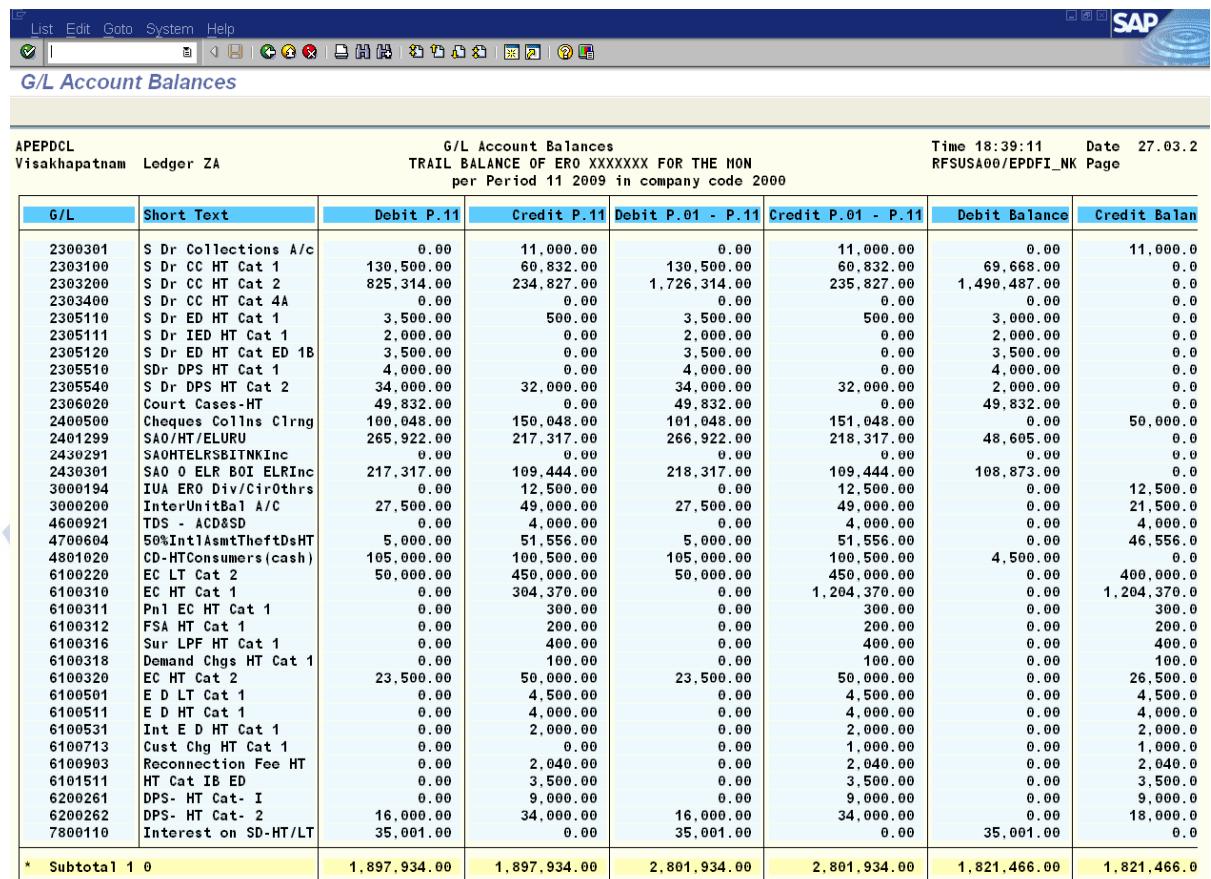
<input checked="" type="checkbox"/> Detail List	Layout NAG1	[] Configure
<input checked="" type="checkbox"/> Totals of All Company Codes	Layout	[] Configure

Press on Execute  Button



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End User Manual





REGULAR HT DEMAND UPLOAD: The Demand raised monthly has to be uploaded into SAP through an Upload Program with help of a Converter. The Following Steps are to be ensured for Upload of HT Demand.

- Demand file has to be obtained from the external billing system in MS Access format.
- File so obtained is to be saved in a specified folder in the system month wise.
- The file is to be converted into TXT format with the help of the Converter.
- The Converter has to be installed in the respective units Systems before uploading of the Demand.
- The Converter helps the Access file to be converted into text format and then upload to Development Server.
- The file structure to be Uploaded would be as follows:

Structure of HT demand upload format on monthly basis in to SAP system

1	Doc Date in Doc	BLDAT	DATE	10	Bill date
2	Doc Type	BLART	CHAR	2	Ex. H1,H2 ,H3 etc Category of Sc
3	Company Code	BUKRS	CHAR	4	SAP default (2000)
4	Posting Date in Doc	BUDAT	DATE	8	Up load date
5	Cur Key	WAERS	CHAR	5	SAP default (INR)
6	Ref Doc No	XBLNR	CHAR	16	Original Bill No.
7	Doc Header Text	BKTXT	CHAR	25	Demand month
8	Posting Key	NEWBS	CHAR	2	01
9	Customer Code / GL Account	HKONT	CHAR	10	Service No.
10	Recon GL Account		CHAR	10	GL Account
11	Amount in Doc Cur	WRBTR	DEC	13	Respective GL Account related amount
12	Assignment	ZUONR	CHAR	18	Null
13	Payment Term	ZTERM	CHAR	4	R002
14	Text	SGTXT	CHAR	50	empty
15	Business Area				Business Area
16	Reference Key 2	XREF2	CHAR	12	
17	Reference Key 3	XREF3	CHAR	20	
18	Posting Key	NEWBS	CHAR	2	40/50
19	Customer Code / GL Account	HKONT	CHAR	10	Revenue GL Account
20	Amount in Doc Cur	WRBTR	DEC	13	Respective GL Account related amount
21	Internal Order	AUFNR	CHAR	12	Voltage wise
22	Quantity	MENGE	QUAN	13	Units
23	Base Unit of measurement	MEINS	UNIT	3	SAP Default (KWH)
24	Text	SGTXT	CHAR	50	Third party Sales



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25	Reference Key 1	XREF1	CHAR	12	Recorded KWH
26	Reference Key 2	XREF2	CHAR	12	Recorded KVA (Maximum Demand)
27	Reference Key 3	XREF3	CHAR	20	Billed KVA Maximum Demand
28	Cost Center	KOSTL	CHAR	10	Cost Center



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