



# **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.

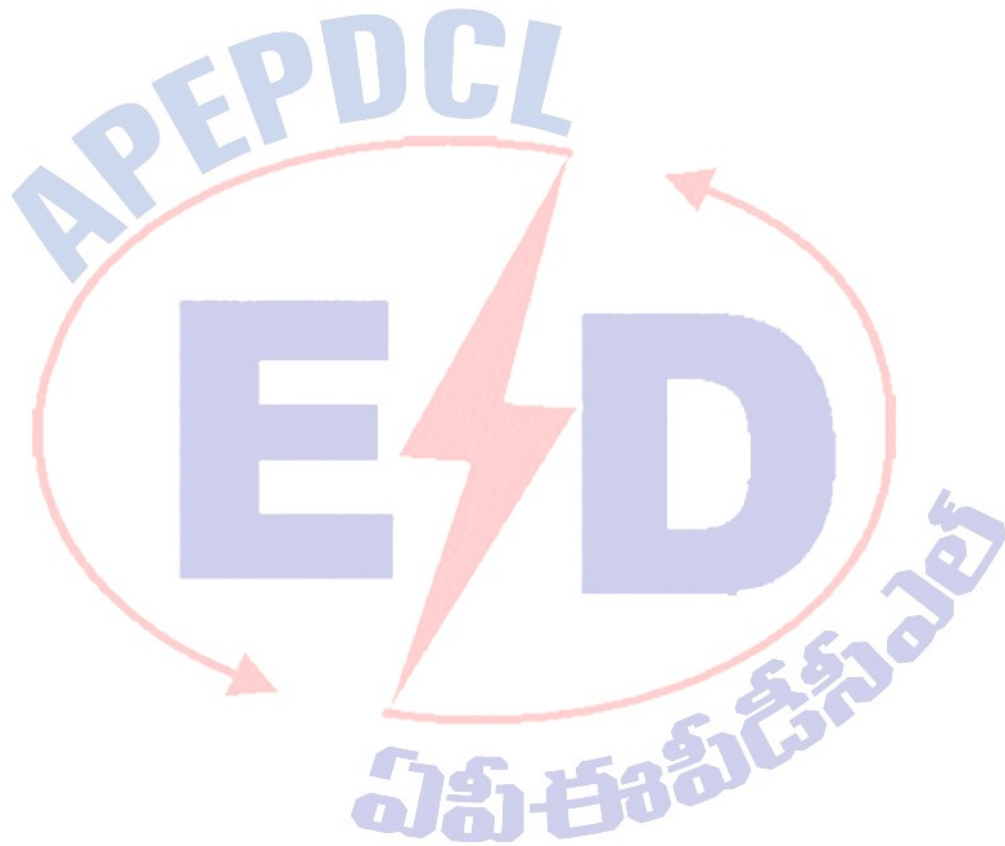
❖ **Reconciliation Accounts:** It is a control account maintained in the general ledger for accounts receivables and accounts payables to which the business transactions posted in the receivables & payables are also automatically posted. The Reconciliation account is always updated automatically only. 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.

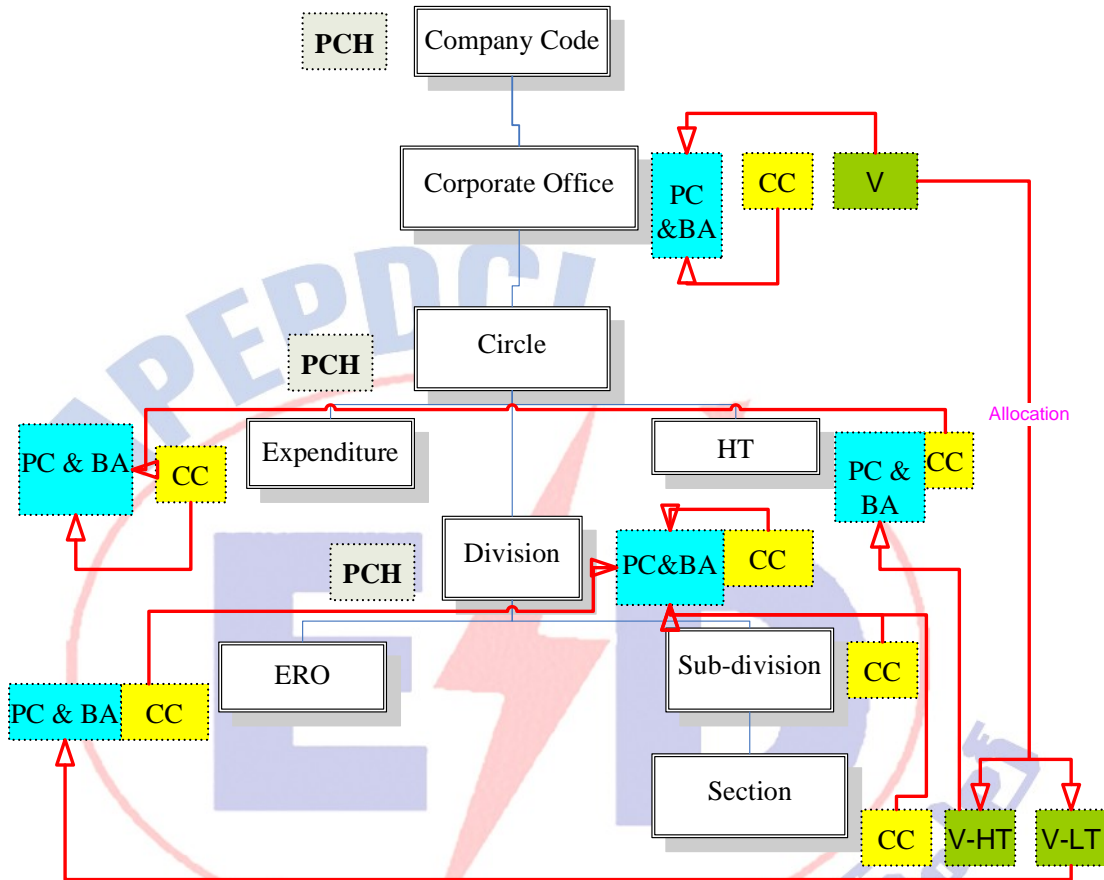




- ❖ **Special GL Indicator:** It's a key which specifies the nature of special business transactions. Example: Deposit, Advances etc.,
- ❖ **Open item:** Open item means pending items. The concept of open items is applicable to customer's vendors and some balance sheet general ledger accounts such as,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



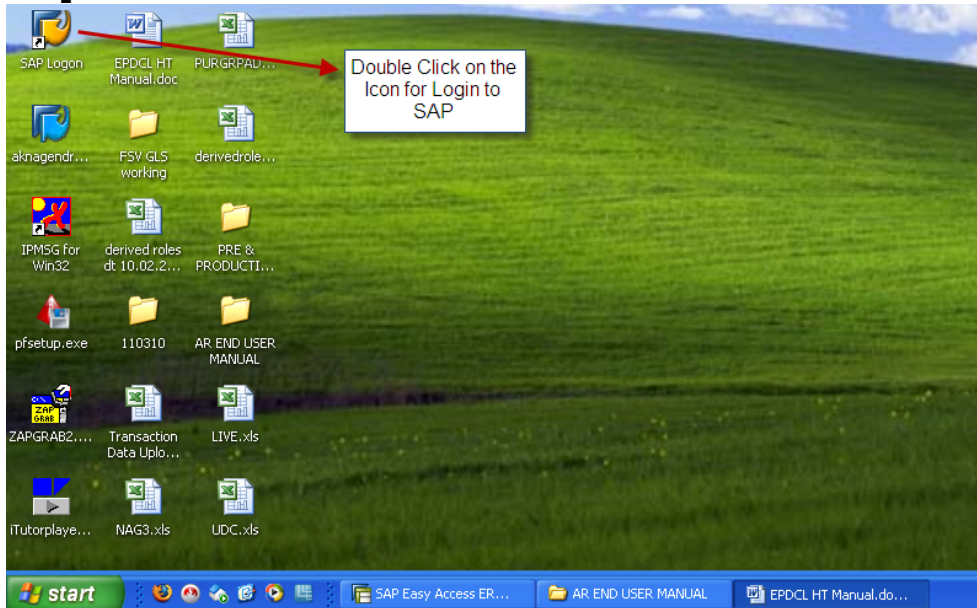
# ORGANIZATION STRUCTURE



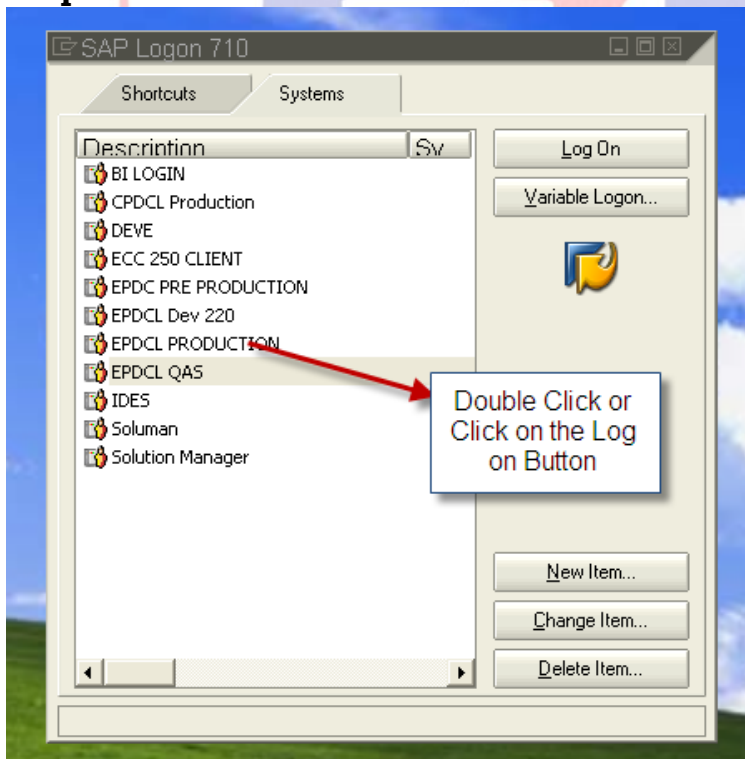


To **LOGIN** to the SAP follow the following four Steps as per the Snapshots stated below:

**Step No: 1**



**Step No: 2**







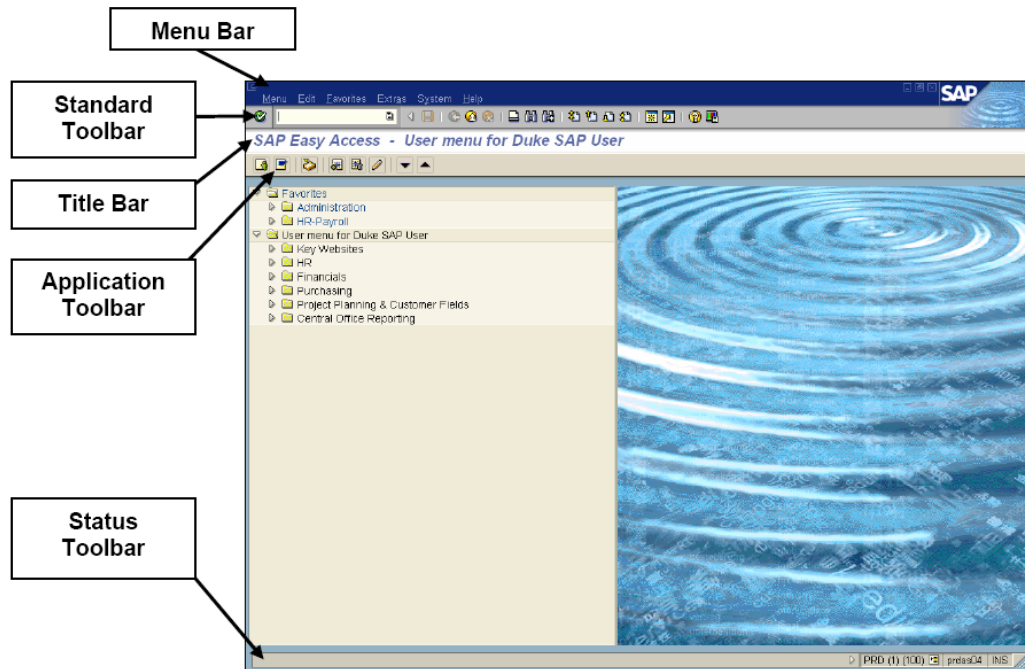
### Step No: 3

The screenshot shows the SAP login interface. At the top is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is divided into two sections. On the left, there are input fields for 'Client' (with value '200'), 'User', 'Password' (masked with asterisks), and 'Language'. On the right, there is an 'Information' section with text: 'EPDCL Quality System (SAP ERP 6.0 incl. EhP 4 with IS-UT)' and 'Client 200 EPDCL Quality Client'. Two yellow callout boxes with red arrows point to the 'User' and 'Password' fields. The first box, labeled 'Mention the Username', points to the 'User' field. The second box, labeled 'Mention the Password', points to the 'Password' field.

### Step No: 4

The screenshot shows the SAP Easy Access interface. At the top is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is a tree view showing the SAP menu structure. The 'Favorites' section is expanded, showing a folder named 'AR Reports folder' which is highlighted with a yellow dashed border. A yellow callout box with a red arrow points to the 'AR Reports folder'. The box is labeled 'Mention the T.Code in the Command Box'.

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

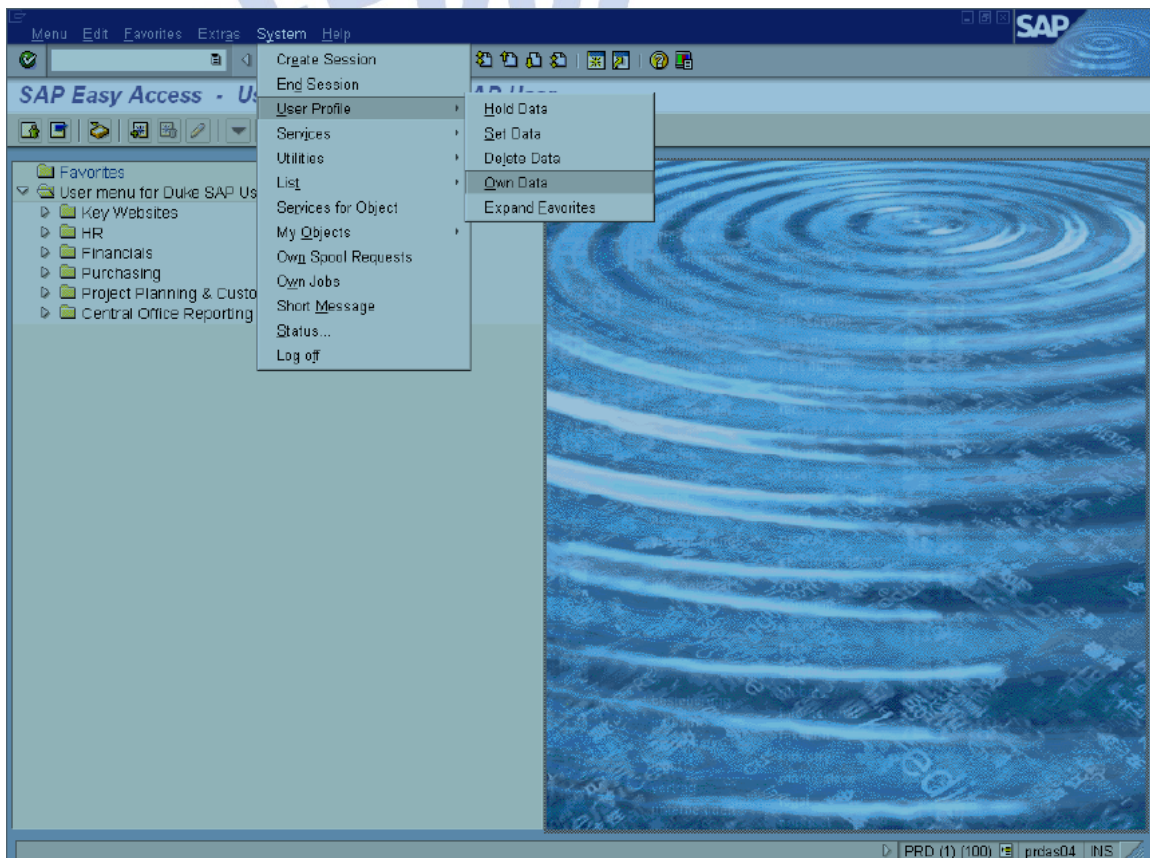


- The Menu Bar contains menu paths for system commands. It also contains the SAP button (top left corner) and the minimize and maximize buttons (top right corner) for managing the size and position of the window.
- The Standard Toolbar contains buttons for performing common functions depending on the 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.*



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## **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
<ul style="list-style-type: none"><li>▪ Profit Centers were created up to Division Level only</li></ul>	<ul style="list-style-type: none"><li>▪ Profit Centers are created up to ERO level.</li></ul>
<ul style="list-style-type: none"><li>▪ HT units were not created as Profit Centers.</li></ul>	<ul style="list-style-type: none"><li>▪ HT units are also created as Profit Centers.</li></ul>
<ul style="list-style-type: none"><li>▪ Revenue data flows into Profit Centers from Division wise Voltage Orders assigned to it</li></ul>	<ul style="list-style-type: none"><li>▪ Revenue data flows into Profit Centers from Section wise Voltage Orders assigned to it.</li></ul>
<ul style="list-style-type: none"><li>▪ All Accounting units are not created as Profit Centers.</li></ul>	<ul style="list-style-type: none"><li>▪ All Accounting units are created as Profit Centers.</li></ul>
<ul style="list-style-type: none"><li>▪ Business Areas were Created upto Circle Level Only</li></ul>	<ul style="list-style-type: none"><li>▪ Business Areas were Created upto Division/ERO Level</li></ul>





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### **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



## FICO-Accounts Receivable End User Manual



ZFIA003	Reverse Interface	SAP CC Collections, JE entries, SD collections and Surcharge amount to the external billing system
J1INMIS FBL5N FAGLL03 FD10N FS10N ZFIA004 FEBAN ZFIA024 S_ALR_87012301/ S_ALR_87012277/ F.08	With holding tax     BRS BRS BRS Trail Balance	TDS Certification Generation  Customer Line Item Display GL Account Line Item Display GL View Customer Balance Display GL Balance Display 1 <sup>st</sup> Step of BRS 2 <sup>nd</sup> Step of BRS 3 <sup>rd</sup> Step of BRS 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	RevrsI-Bank Entries	LC	Transfr of Credits	LR	FSA Adjustment
DA	Customer Document	LD	Legacy DataMigration	LS	Subsidy- STL-Cat 6
DB	RevrsI-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	RevrsI-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 RecivbIs	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





## FICO-Accounts Receivable End User Manual



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.

The screenshot shows the SAP 'Enter Customer Invoice: Add Customer item' screen. The title bar at the top reads 'Enter Customer Invoice: Add Customer item'. Below the title bar is a toolbar with various icons. The main area contains the following fields:

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		Pmnt Block		
Assignment		Pmnt Method		
Text	Demand Raised as per XXXXXXXXXXXXXXXXX			<input type="button" value="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

B'line Date: Same as posting date

Assignment:

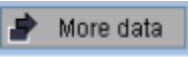
Text: Complete details of the document for which demand is raising.





## FICO-Accounts Receivable End User Manual



After entering above details press  button

Amount in LC	<b>450,000.00</b>	INR
Reference Key 1	<b>1000</b>	
Reference Key 2	<b>0</b>	
Reference Key 3	<b>0</b>	
Planning Level	<b>1</b>	an. Date

Reference Key 1: 1000 (Recorded KWH)

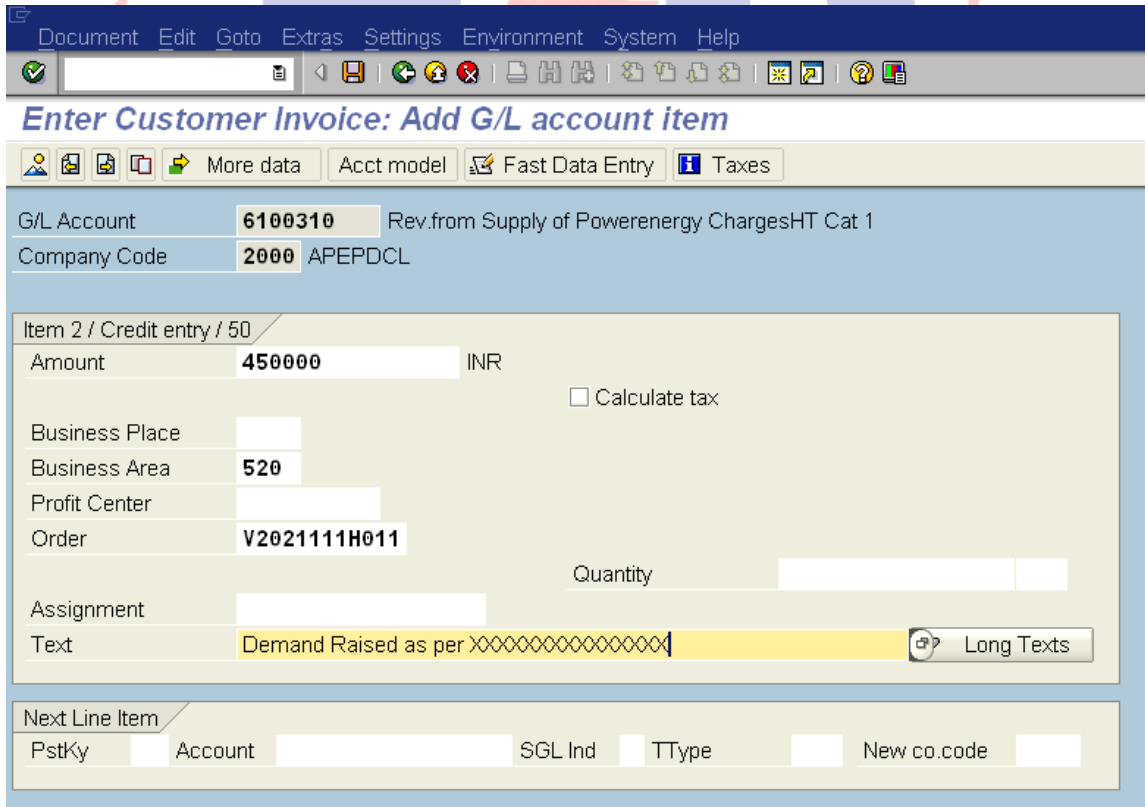
Reference Key 2:: 0 (ED Exempted Units)

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.



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account **6100310** Rev.from Supply of Powerenergy ChargesHT Cat 1  
Company Code **2000** APEPDCL

Item 2 / Credit entry / 50

Amount **450000** INR ☐ Calculate tax

Business Place   
Business Area **520**  
Profit Center   
Order **V2021111H011**

Quantity

Assignment   
Text **Demand Raised as per XXXXXXXXXXXXXXXXXXXX**

Next Line Item

PstKy  Account  SGL Ind  TType  New co.code



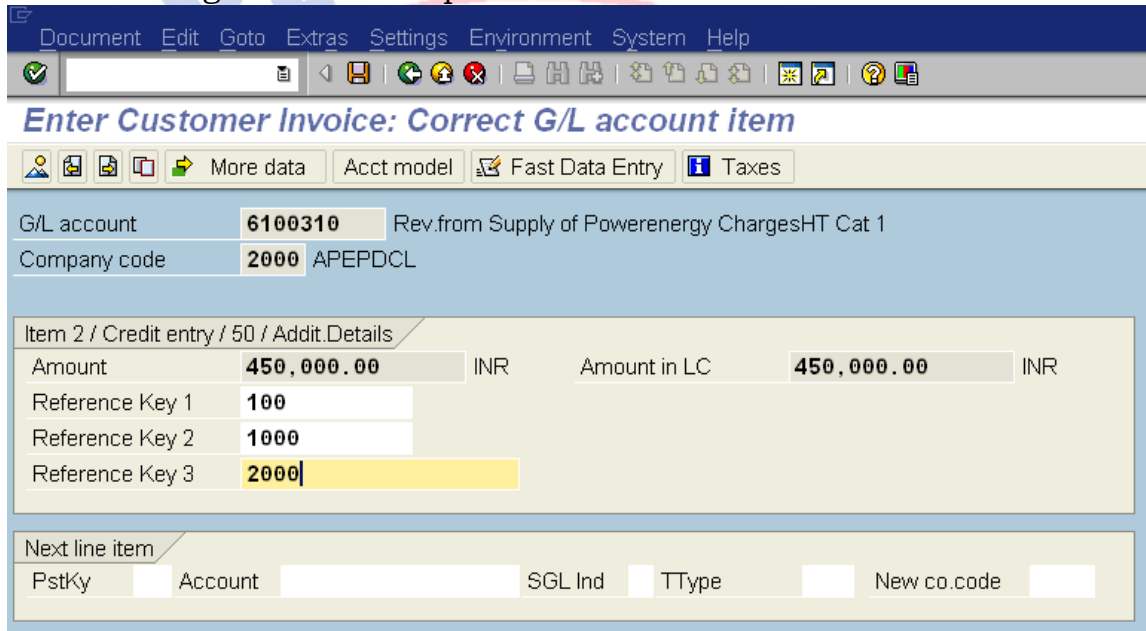
## FICO-Accounts Receivable End User Manual



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



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Correct G/L account item

More data Acct model Fast Data Entry Taxes

G/L account **6100310** Rev.from Supply of Powerenergy ChargesHT Cat 1  
Company code **2000** APEPDCL

Item 2 / Credit entry / 50 / Addit.Details

Amount	<b>450,000.00</b>	INR	Amount in LC	<b>450,000.00</b>	INR
Reference Key 1	<b>100</b>				
Reference Key 2	<b>1000</b>				
Reference Key 3	<b>2000</b>				

Next line item

PstKy Account SGL Ind TType 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

Enter Customer Invoice: Display Overview

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 displays the SAP F-04 transaction interface. At the top, there is a menu bar with options: Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons. The main title is "Post with Clearing: Header Data".

Below the title, there are two tabs: "Choose open items" and "Acct model". The "Acct model" tab is selected.

The header data section contains the following fields:

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

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

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

At the bottom, there is a section titled "First line item" with the following fields:

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 Wdrl BPMS 151



## FICO-Accounts Receivable End User Manual



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)

Document Edit Goto Extras Settings Environment System Help

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 ☐ Calculate tax

Business Place  
Business Area 520  
Profit Center  
Order V2021113H011

Quantity

Assignment  
Text With Drawal as per Letter No:XXXXXXXXXXXXXXXXXXXX Long Texts

Next Line Item

PstKy 40 Account 6200262 GL Ind New co.code

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)





## FICO-Accounts Receivable End User Manual



**Post with Clearing Add G/L account item**

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**  
Quantity  
Assignment  
Text With Drawal as per Letter No:XXXXXXXXXXXXXXXXXXXXX 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



## FICO-Accounts Receivable End User Manual



Document Edit Goto Settings System Help

Post with Clearing Select open items

Process open items

Open item selection	Additional selections
Company Code <b>2000</b>	<input checked="" type="radio"/> None
Account <b>E1r009</b>	<input type="radio"/> Amount
Account Type <b>D</b>	<input type="radio"/> Document Number
Special G/L ind <input type="checkbox"/> Normal OI	<input type="radio"/> Posting Date
Pmnt advice no. <input type="text"/>	<input type="radio"/> Dunning Area
<input type="checkbox"/> Other accounts	<input type="radio"/> Reference
<input type="checkbox"/> Distribute by age	<input type="radio"/> Payment order
<input type="checkbox"/> Automatic search	<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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Res.items




Items

26



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

Click on Post Icon 

 Document 7980000004 was posted in company code 2000

### **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)

Document Edit Goto Settings System Help

Post Incoming Payments: Header Data

Process open items

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	Recd 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

Account	ELR009	
Account Type	D	<input type="checkbox"/> Other accounts
Special G/L ind		<input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.		
<input type="checkbox"/> Distribute by age		
<input type="checkbox"/> Automatic search		
<input type="checkbox"/> Invoice Summary		

Additional selections

- ☒ None
- ☐ Amount
- ☐ Document Number
- ☐ Posting Date
- ☐ Dunning Area
- ☐ Others

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









## FICO-Accounts Receivable End User Manual

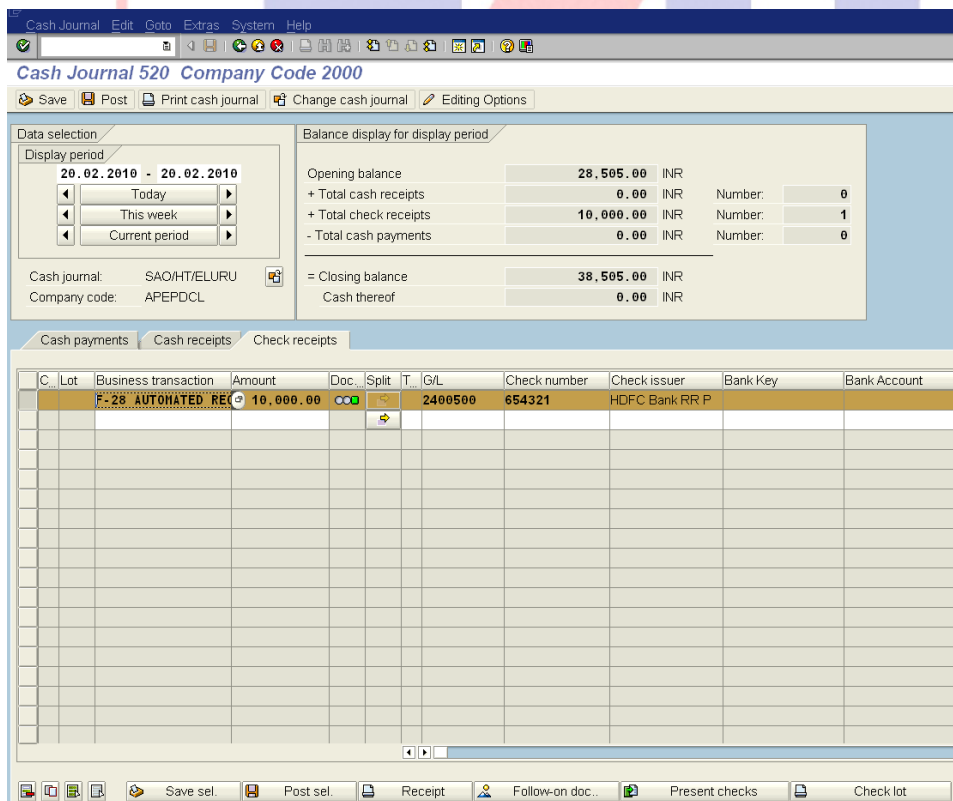


- ✓ Select all items by clicking  button and deselect which ever lines are not relevant (Unpaid amount). Here we have to decide as to whether to clear the CC/ED/IED. As some of the amounts are to be kept as open items for unpaid amount.
- ✓ Simulate Document and post

 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.**



The screenshot shows the SAP Cash Journal 520 interface for Company Code 2000. The 'Data selection' tab is active, showing a display period from 20.02.2010 to 20.02.2010. The 'Balance display for display period' section shows the following data:


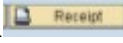
Description	Amount	Unit	Number
Opening balance	28,505.00	INR	
+ Total cash receipts	0.00	INR	0
+ Total check receipts	10,000.00	INR	1
- Total cash payments	0.00	INR	0
= Closing balance	38,505.00	INR	
Cash thereof	0.00	INR	

The 'Check receipts' tab is also visible, showing a table with columns: C., Lot, Business transaction, Amount, Doc., Split, T., G/L, Check number, Check issuer, Bank Key, and Bank Account. The first row shows a transaction 'F-28 AUTOMATED REC' with an amount of 10,000.00, document number 2400500, and check number 654321, issued by HDFC Bank RR P.



## FICO-Accounts Receivable End User Manual



- ✓ 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 APEPDCL  
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)**

The screenshot shows the SAP FBRA (Reset Cleared Items) transaction screen. At the top, there is a title bar 'Reset Cleared Items' and a menu bar with icons. Below the menu bar, the title 'Reset Cleared Items' is displayed in blue. Underneath, there are three tabs: 'Accounts', 'Items', and 'Accompanying Correspondence'. The 'Accounts' tab is selected. The main area displays a table with the following data:

Clearing Document	1400000035
Company Code	2000
Fiscal Year	2009

A speech bubble callout points to the 'Clearing Document' field, containing the text: 'CC Charges Receipt Entry Doc No:'.

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



## FICO-Accounts Receivable End User Manual



Clearing Edit Goto System Help

Reset Cleared Items

Accounts Items Accompanying Correspondence

Clearing Document 1400000035  
Company Code 2000  
Fiscal Year 2009

Reversal of clearing document

As well as resetting cleared items, it is also possible to reverse the clearing document.

Only resetting  
Resetting and revers  
Cancel

Press on Resetting and reverse button.

Clearing Edit Goto System Help

Reset Cleared Items

Accounts Items Accompanying Correspondence

Clearing Document 1400000035  
Company Code 2000  
Fiscal Year 2009

Reversal Data

Reversal Reason 01  
Posting Date 200110  
Posting Period 11

✓ ✗

Give reversal reason 01 and press right button



## FICO-Accounts Receivable End User Manual



Clearing Edit Goto System Help

Reset Cleared Items

Accounts Items Accompanying Correspondence

Clearing Document	1400000035
Company Code	2000
Fiscal Year	2009

Information

Clearing 1400000035 reset

Clearing Edit Goto System Help

Reset Cleared Items

Accounts Items Accompanying Correspondence

Clearing Document	1400000035
Company Code	2000
Fiscal Year	2009

Information

Document 8677777775 was posted in company code 2000

Note down the reversal document no.8677777775

Further, an additional entry has to be passed such as

*Created by SAP ECC 6.0 Core Team during March-2010*





## FICO-Accounts Receivable End User Manual



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:

Document Date: 20.02.10  
Posting Date: 20.02.2010  
Document Number:  
Reference: 1400000035  
Doc.Header Text: CC amt Cheque Dishonour  
Trading Part.BA:  
Type: HV  
Period: 11  
Company Code: 2000  
Currency/Rate: INR  
Translatn Date:  
Cross-CC no.:  
First line item:  
PstKy: 40  
Account: 2400500  
GL Ind:  
TType:

After entering above details press enter for next screen



## FICO-Accounts Receivable End User Manual



Document Edit Goto Extras Settings Environment System Help

Enter HT Check Dishonours: Add G/L account item

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 ☐ 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

Enter HT Check Dishonours: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account **2430301** 520 SAO O ELR BOI ELR Incoming 886420100000106 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



## FICO-Accounts Receivable End User Manual



Document Edit Goto Extras Settings Environment System Help

Enter HT Check Dishonours: Display Overview

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 BOI 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.



## FICO-Accounts Receivable End User Manual

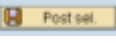



The screenshot displays the SAP Cash Journal 520 interface for Company Code 2000. The top menu bar includes 'Cash Journal', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu, there are buttons for 'Save', 'Post', 'Print cash journal', 'Change cash journal', and 'Editing Options'. The 'Data selection' section shows the display period as '19.02.2010 - 19.02.2010' with options for 'Today', 'This week', and 'Current period'. The 'Balance display for display period' section shows the following values:

Balance display for display period	
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
= Closing balance	43,505.00 INR
Cash thereof	0.00 INR

The 'Cash payments' tab is selected, showing a table with columns: C, Lot, Business transaction, Amount, Doc., Split, Tra, Fun, CO, Cost Center, Activity, Order, Item, A, Cost Object, Business Proc, Profit Center. The first row shows a transaction 'SD FROM HT CONSUME' with an amount of '15,000.00' and a document number '2000'. The bottom of the screen has buttons for 'Save sel.', 'Post sel.', 'Receipt', 'Follow-on doc.', 'Present checks', and 'Check lot'.

Business Transaction: 0296  
Cheque No. :: 654321  
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.



## FICO-Accounts Receivable End User Manual



### Entry View of the Document Posted:

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

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	L	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 EI	15,000.00-	INR		520	202000002

### GL View of the Document Posted:

Display Document: General Ledger View

Display Currency Entry View

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	

Ledger ZA

Doc.	1400000036	FiscalYear	2009	Period	11
------	------------	------------	------	--------	----

CoCd	A	L	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

Pl notes 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 a 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

Create an excel file in the format specified bellow  
Columns                      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



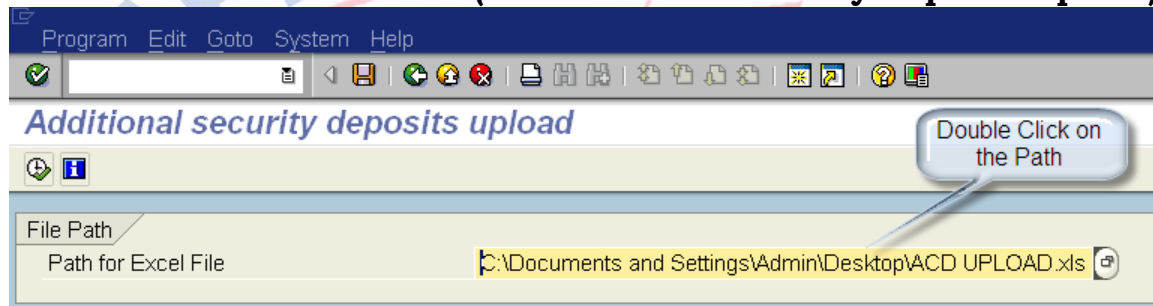


# FICO-Accounts Receivable End User Manual

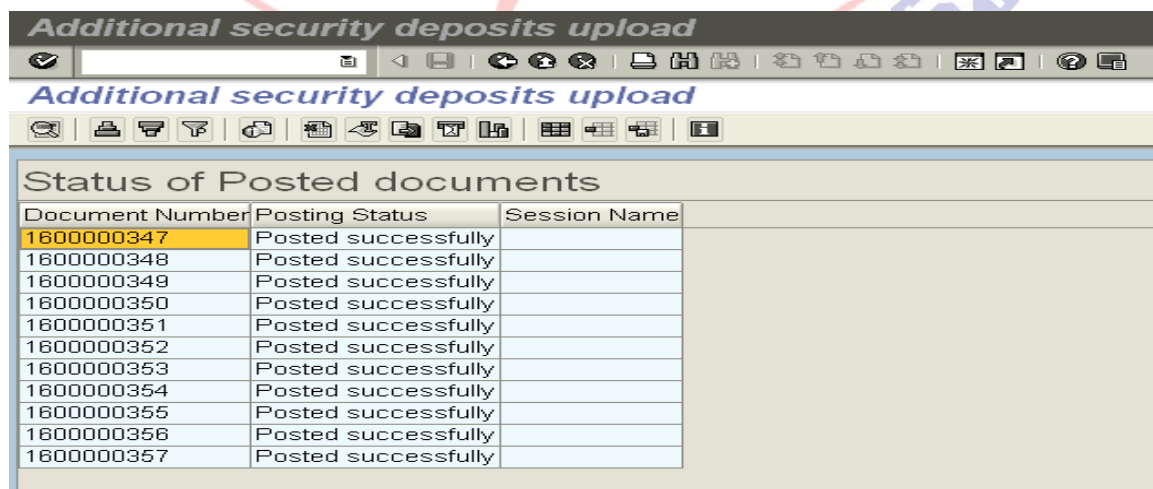


	20.02.10	
Posting Key	09	09
Special GL Indicator	R	R
Customer No.	ELR005	ELR009
Business Area	520	520
Amount	450000	452500
Due Date	20.02.2010	20.02.2010
Dunning Key	1	1
Assignment	520	520
Document Text	Additional Consumption for 2009-10	Additional Consumption for 2009-10

**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**

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

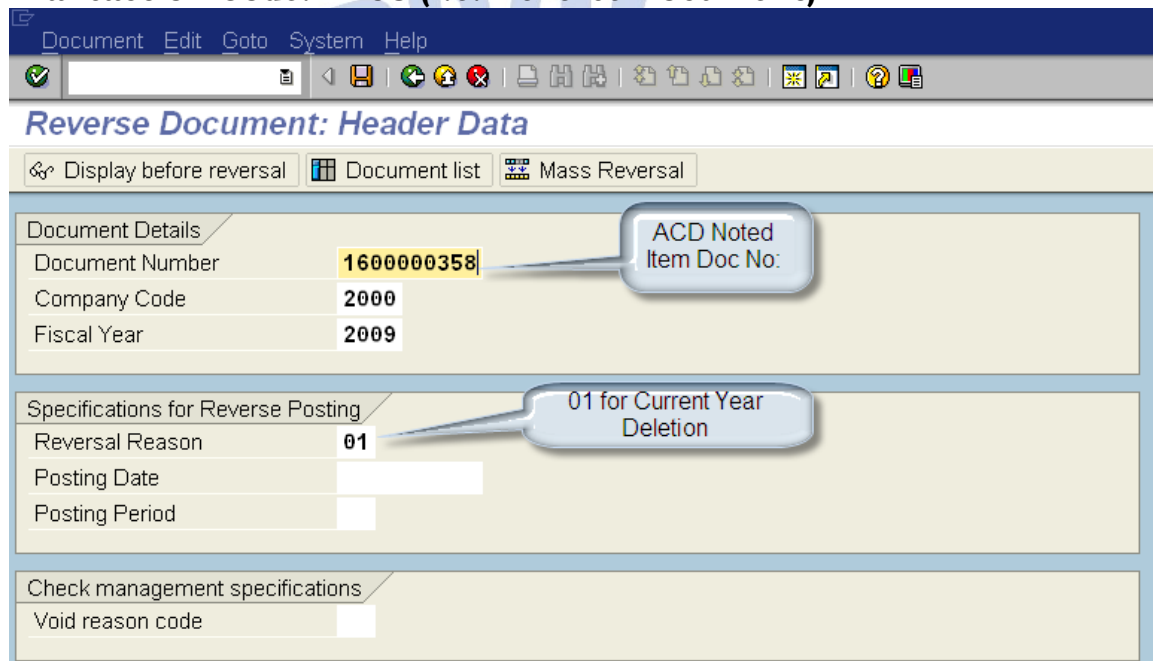
Post the document by click on the save  button

 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 Reverse Document Header Data screen. The menu bar includes Document, Edit, Goto, System, and Help. The toolbar contains various icons for document management. The main area is titled "Reverse Document: Header Data" and includes three tabs: "Display before reversal", "Document list", and "Mass Reversal". The "Display before reversal" tab is active. The screen is divided into three sections: "Document Details", "Specifications for Reverse Posting", and "Check management specifications".

Document Details	
Document Number	1600000358
Company Code	2000
Fiscal Year	2009

ACD Noted Item Doc No:

Specifications for Reverse Posting	
Reversal Reason	01
Posting Date	
Posting Period	

01 for Current Year Deletion



Check management specifications	
Void reason code	


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  Display before reversal button
- ✓ Reverse document by click on the Post  button.

 Document 1677777996 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 F-04 transaction screen. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The title bar is "Post with Clearing: Header Data". Below the title bar, there are two tabs: "Choose open items" and "Acct model". The main area contains a form with the following fields:

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					

Below the form, there is a section titled "Transaction to be processed" with four radio buttons:

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

At the bottom, there is a section titled "First line item" with the following fields:

PstKy	50	Account	2430301	GL Ind		TType	
-------	----	---------	---------	--------	--	-------	--

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



## FICO-Accounts Receivable End User Manual



Document Edit Goto Extras Settings Environment System Help

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 ☐ Calculate tax

Business Place   
Business Area **520**  
Profit Center **202000002**

Quantity

Value Date **20.02.2010**  
Assignment   
Text **SD Cheque Dishonoured on XX XXXX** 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**

46





## FICO-Accounts Receivable End User Manual



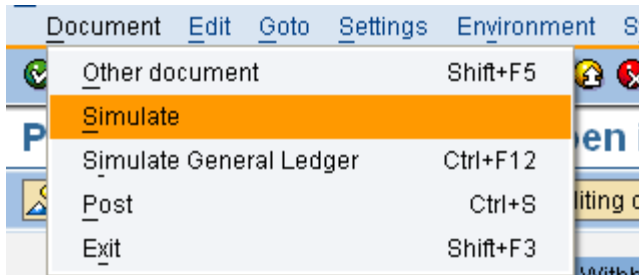
Select appropriate item by double click

See that not assigned amount is Zero

Not assigned

0.00

Go to document menu bar and select simulate



### Entry View

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	8010000003	Company Code	2000	Fiscal Year	2009
Document Date	20.02.2010	Posting Date	20.02.2010	Period	11
Reference	1400000039	Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

CoCd	A	Item	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Profit Center
2000	S	1	50		2430301	SAO O ELR BOI ELRInc	15,000.00-	INR		520	
	D	2	09	H	ELR009	SENIOR DIVISIONAL ELEC LEI	15,000.00	INR		520	202000002

### GL View:

Document Edit Goto Extras Settings Environment System Help

Display Document: General Ledger View

Display Currency Entry View

Data Entry View


Document Number	8010000003	Company Code	2000	Fiscal Year	2009
Document Date	20.02.2010	Posting Date	20.02.2010	Period	11
Reference	1400000039	Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

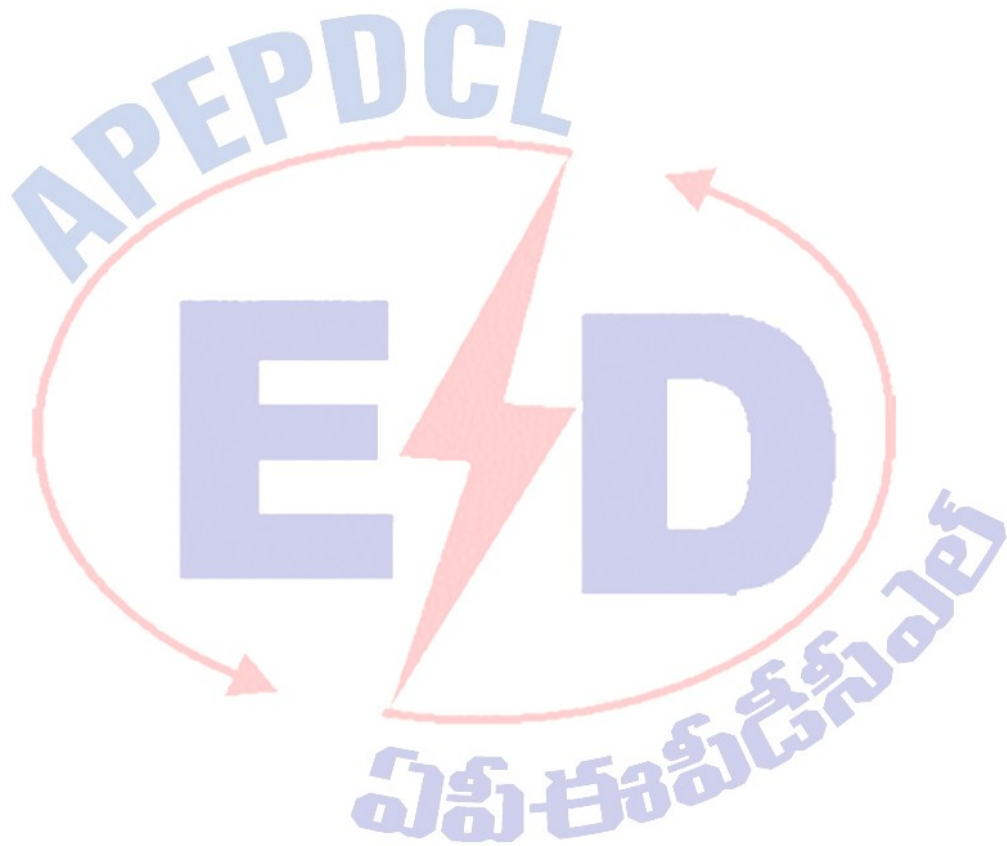
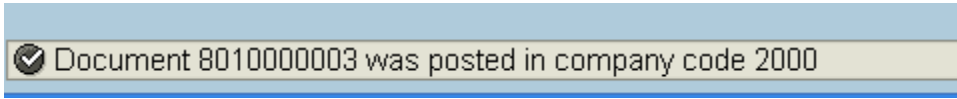
Ledger ZA

Doc.	8010000003	FiscalYear	2009	Period	11
------	------------	------------	------	--------	----

CoCd	A	L	Item	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Profit Center
2000	S		000001	1	50	2430301	SAO O ELR BOI ELRInc	15,000.00-	INR		520	202000002
	D		000002	2	09	4801020	CD-HTConsumers(cash)	15,000.00	INR		520	202000002



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

The screenshot shows the SAP FBCJ Cash Journal interface. The title bar indicates 'Cash Journal 121 Company Code 2000'. The main area is divided into several sections:

- Data selection:** Includes 'Display period' (01.02.2010 - 01.02.2010) and 'Date of entry' (Today, This week, Current period).
- Balance display for display period:** Shows a table with the following data:

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 payments / Cash receipts / Check receipts:** The 'Cash receipts' tab is selected. It shows a table with columns: Business transaction, Amount, Doc., Split, Tradin, Tr, Fun, CO, Cost Center, Activity, Order. The first row shows 'RECEIPT OF CC CHARG' with an amount of 15,000.00.
- Buttons and Annotations:** Several buttons are highlighted with red arrows and yellow boxes:
  - 'Balance at the Start of Day' (points to Opening balance)
  - 'Cash receipts during the Day' (points to + Total cash receipts)
  - 'Net of Check receipt & remittance' (points to - Total cash payments)
  - 'Cash Remitted in to bank' (points to = Closing balance)
  - 'Closing Balance of Cash & Check' (points to Cash thereof)
  - 'Only Cash closing Balance' (points to Cash thereof)
  - 'Select the Unit Cash Book' (points to the 'Split' column)
  - 'Press the Button for the split transactions' (points to the 'Split' column)
  - 'Cash Remittance into Bank' (points to the 'Business transaction' column)
  - 'Cash Receipts' (points to the 'Amount' column)
  - 'Check receipt & remittances' (points to the 'Doc.' column)
  - 'Select the relevant Business' (points to the 'Business transaction' column)
  - 'Amount of Transaction' (points to the 'Amount' column)
  - 'Click on Arrow to split if single check is received for multiple business transaction types' (points to the 'Split' column)



## FICO-Accounts Receivable End User Manual



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.

The screenshot shows the 'Document Split (Check Receipts)' window. It contains a table with columns: It..., Business transaction, Amount, T., G/L, Text for item, Vendor, Customer, OT..., and Paym... The table has four rows of data. A blue callout bubble with the text 'Press the copy icon' points to a copy icon in the bottom left corner of the window. Below the table, there are fields for 'Tax Included', 'Tax Code', 'Tax Amount', 'Total Amount', 'Total Items', and 'Difference'. The 'Total Amount' and 'Total Items' are both 150,000.00 INR, and the 'Difference' is 0.00 INR.

It...	Business transaction	Amount	T.	G/L	Text for item	Vendor	Customer	OT...	Paym...
1	RECPT DEVELOPMEN...	40,000.00		5500101	Collection of Devel...				
2	RECEIPT OF ACD - ...	100,000.00		4800101	Collection of SD				
3	RCPT OF LT APPLN...	10,000.00		6100916	collection of Appln ...				
4									

Press the copy icon

Tax Included  
Tax Code  
Tax Amount

Total Amount 150,000.00 INR  
Total Items 150,000.00 INR  
Difference 0.00 INR

Copy

The screenshot shows the 'Cash Journal Business Transaction (1) 32 Entries Found' window. It contains a table with columns: Business transaction, Tran.no, CoCd, Type, G/L Acct, Tx, BusTraBlkd, Acct Mod., and Tax Mod. The table has 32 rows of data. The row for 'RECEIPT OF CC CHARGES-HT' (Tran.no 22) is highlighted in yellow. The bottom of the window shows '32 Entries Found'.

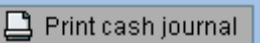
Business transaction	Tran.no	CoCd	Type	G/L Acct	Tx	BusTraBlkd	Acct Mod.	Tax Mod.
CC COLLNS-LT - DEPT STAFF	8	2000	R	2300301				
RECEIPT UNSPENT TEMP ADV	9	2000	R					
RECEIPT UNSPNT PR.IMPRES	10	2000	R					
RECEIPT-UNSPENT TA	11	2000	R	7600567				
RECEIPT- PERSONAL A/C	12	2000	R					
SELF OFFICE CASH FROM BANK	13	2000	C					
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					
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					
DC WORK ORDER DEPOSITS	28	2000	R	4700501				
BURN METER DEPOSITS	29	2000	R	4700401				

32 Entries Found



## FICO-Accounts Receivable End User Manual



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

List Edit Goto Settings System Help														
Cash Journal														
APEPDCL CASH JOURNAL Page: 1														
Visakhapatnam SAO/HT/ELURU INR Rupee														
2000 520 / 2401299 21.03.2010 12:21:33														
03.02.2010 - 03.02.2010 RFCASH20 / EPDFI_NK														
Opening Balance: 14,500.00 INR														
Document N	Pstng Date	Doc. Date	Business Trans. P	Expenses	Receipts	Tax Amount								
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	00							
1000000093	03.02.2010	03.02.2010	HT 50% IA THEF...	0.00	7,000.00	0.00	00							
1000000094	03.02.2010	03.02.2010	520-CASH RMTD ...	0.00	7,000.00-	0.00	00							
1000000095	03.02.2010	03.02.2010	SD FROM HT CON...	0.00	8,500.00	0.00	00							
1000000097	03.02.2010	03.02.2010	520-CASH RMTD ...	0.00	8,500.00-	0.00	00							
1000000098	03.02.2010	03.02.2010	CC COLLNS-LT -...	0.00	6,500.00	0.00	00							
1000000099	03.02.2010	03.02.2010	520-CASH RMTD ...	0.00	6,500.00-	0.00	00							
1000000100	03.02.2010	03.02.2010	F-28 AUTOMATED...	0.00	505.00	0.00	00							
* 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														
Symbols: 00 Posted 00 Saved X Reversed/Reversal Document														



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	H	<input checked="" type="checkbox"/> Normal OI
-----------------	---	---

Additional Selections

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



**FICO-Accounts Receivable**  
**End User Manual**

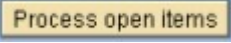


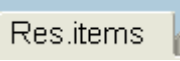
Account No: ELR009

Clearing Date: Date of Adjustment

Period: Posting Period

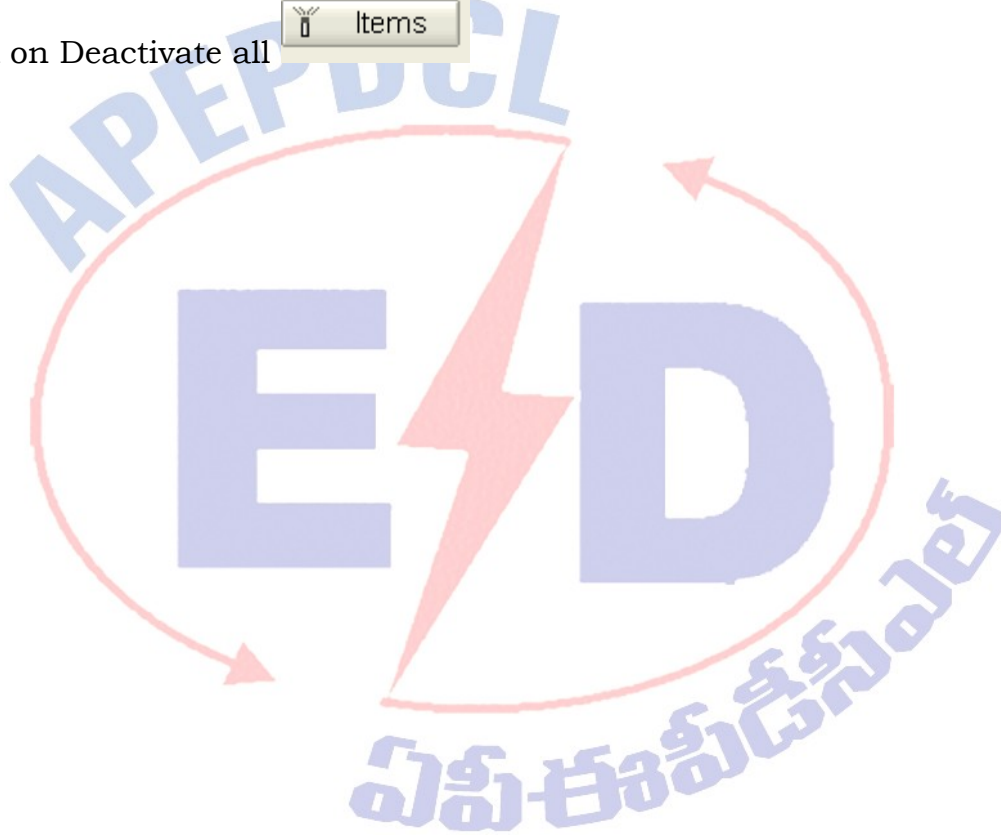
Special G/L Indicator: H for Security Deposit

Click on Process Open Items 

Click on Residual Items 

Click on Select all 

Click on Deactivate all 





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



## FICO-Accounts Receivable End User Manual



Document Edit Goto Extras Settings Environment System Help

Clear Customer Display Overview

Display Currency Taxes Reset

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 displays the SAP F-30 transaction interface. At the top, there is a menu bar with options: Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons. The main title is "Post with Clearing: Header Data".

Below the title, there are two tabs: "Choose open items" and "Acct model". The "Acct model" tab is selected.

The header data section contains the following fields:

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: XXXXXXXXX			Cross-CC no.	
Doc.Header Text	SD Transfer as per Lr No:				
Clearing text					

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

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

At the bottom, there is a section titled "First line item" with the following fields:

PstKy	50	Account	3000194	GL Ind		TType	
-------	----	---------	---------	--------	--	-------	--



## FICO-Accounts Receivable End User Manual



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

The screenshot shows the SAP FICO-Accounts Receivable transaction screen. The title bar reads "Post with Clearing Add G/L account item". Below the title bar is a toolbar with various icons. The main area contains the following fields and buttons:

- Choose open items** button
- Process open items** button
- More data** button
- Acct model** button
- G/L Account**: 3000194
- Company Code**: 2000
- I U A ERO-Divn/Circle Other transactions**
- APEPDCL**
- Item 1 / Credit entry / 50**
- Amount**: 11500
- Currency**: INR
- Calculate tax** checkbox
- Business Place**
- Business Area**: 502
- Profit Center**: 202100001
- Purchasing Doc.**
- Assignment**
- Text**: SD Transfer as per Lr No: XXX XXXXXX
- Long Texts** button
- More** button
- 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



## FICO-Accounts Receivable End User Manual



Document Edit Goto Settings System Help

Post with Clearing Select open items

Process open items

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







## FICO-Accounts Receivable End User Manual



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

Document Edit Goto Extras Settings Environment System Help

Post with Clearing Display Overview

Display Currency Taxes Reset

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)

List Edit Goto Views Settings System Help

General Ledger Simulation

Ledger Expert Mode Currency Reset

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	Litem	PK	S	G/L Account	G/L account name	Amount	Curr.	Profit Center	Segment
2000	1	000001	50		3000194	IUA ERO Div/CirOthr	11,500.00-	INR	202100001	DIVSEG
	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	DIVSEG
		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)

The screenshot displays the SAP F-04 transaction screen. At the top is a menu bar with options: Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons. The main area is titled "Post with Clearing: Header Data". It contains two tabs: "Choose open items" and "Acct model". The "Acct model" tab is active, showing a table of header data. The table has two columns: "Field" and "Value". The fields and their values are: Document Date (22.02.10), Type (DA), Company Code (2000), Posting Date (22.02.2010), Period (11), Currency/Rate (INR), Document Number (empty), Translatn Date (empty), Reference (Lr. No: XXXXXXXXX), Cross-CC no. (empty), Doc. Header Text (Court Case amt Transfer.), and Clearing text (c). Below the table is a section titled "Transaction to be processed" with four radio buttons: "Outgoing payment", "Incoming payment", "Credit memo", and "Transfer posting with clearing". The "Transfer posting with clearing" option is selected. At the bottom is a section titled "First line item" with fields for PstKy (09), Account (ELR009), SGL Ind (0), and Type (empty).

Field	Value
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: XXXXXXXXX
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



## FICO-Accounts Receivable End User Manual



Document Edit Goto Extras Settings Environment System Help

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  
☐ Calculate tax  
Bus. Area **520** Bus./sectn  
Due on **28.02.10** Dunning Area  
Pmnt Block Pmnt Method  
Discount % Disc. Amount  
Order Profit Ctr

Assignment  
Text **Court Case amount transfer to Spl GL** Long Texts

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



## FICO-Accounts Receivable End User Manual



**Post with Clearing Select open items**

Process open items

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



Not assigned 0.00

Document Edit Goto Settings Environment S

Other document Shift+F5

**Simulate**

Simulate General Ledger Ctrl+F12






## FICO-Accounts Receivable End User Manual



Go to menu bar and select Simulate button

The screenshot shows the SAP General Ledger Simulation interface. The menu bar includes List, Edit, Goto, Views, Settings, System, and Help. The title bar is 'General Ledger Simulation'. Below the title bar is a toolbar with various icons. The main area displays simulation parameters: Document Date 22.02.2010, Posting Date 22.02.2010, Fiscal Year 2009, Reference LR.NO:XXXXXXXX, Cross-co. code no., and Posting Period 11. Below this is a table with columns: CoCd, Item, L.item, PK, S, G/L Account, G/L account name, Amount, Curr., Profit Center, and Segment. The table contains two rows of data.

CoCd	Item	L.item	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 .

The screenshot shows a SAP message box with a checkmark icon and the text: 'Document 1600000364 was posted in company code 2000'.



### 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

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.



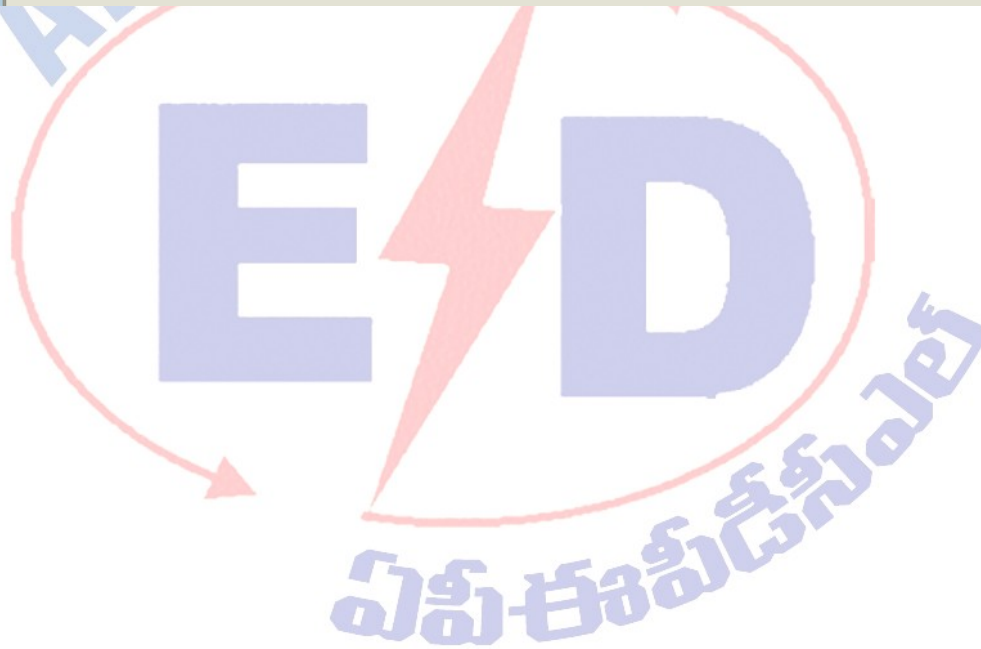
## FICO-Accounts Receivable End User Manual



**Item Interest Calculation**

Customer: ELR009  
Company Code: 2000  
Interest Items: 8  
Date: 23.02.2010  
Person Responsible: EPDFI\_NK

Crcy	Status	Clrng doc.	Year	DocumentNo	Itm	Int. From	Int.Calc.To	Days	Base Amnt	Int. Rate	Intrst	Tax	+/-	Status
INR		7960000004	2009	7840000004	3	02.02.2010	05.02.2010	4	30,000.00	18.2500000	60.00	0.00	0.00	READY
				7960000004	5			0	30,000.00	0.0000000	0.00	0.00	0.00	READY
		1600000359		1600000359	2	08.02.2010	20.02.2010	15	25,000.00	18.2500000	187.50	0.00	0.00	READY
				1600000359	2			0	25,000.00	0.0000000	0.00	0.00	0.00	READY
		1400000045		1800000056	1	18.02.2010	22.02.2010	7	10,000.00	18.2500000	35.00	0.00	0.00	READY
				1400000045	3			0	10,000.00	0.0000000	0.00	0.00	0.00	READY
				7840000003		02.02.2010	23.02.2010	22	1,500.00	18.2500000	18.50	0.00	0.00	PROCESS
				1400000045	2	23.02.2010	23.02.2010	1	9,900.00	18.2500000	4.95	0.00	0.00	PROCESS





## Transaction Code: FINTSHOW (Interest Run Display)

Program Edit Goto System Help

Interest Run Display

Selection of Items Subjected to Interest

Account				
Partner	ELR009	to	ELR012	
Account Type		to		

Company Code

Company Code	2000	to		
--------------	------	----	--	--

Grouping

Grouping for Posting and F		to		
Currency		to		

Doc. Subj. to Int

Document Number		to		
Fiscal Year		to		

Int. Doc.

Document Number		to		
Fiscal Year		to		

Interest Run

Date Upper Limit	23.02.2010	to		
User Name	opdfi_nk	to		

Output

☒ Group Items Subjd to Interest

☐ Group Interest Documents

☐ Group Interest Runs

Layout

Press on Execute Icon.



## FICO-Accounts Receivable End User Manual



SAP

### Interest Run Display

APCPDCL Overview of Documents for which Interest Calculated R

HYDERABAD  
Customer: ATP009 AEE PABRHES  
ASST EXECUTIVE ENGINEER 101122301 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	24.0000000	1.32	8800000013
		* 784000000				ATP009		2		101.32	
7840000017	2009	09.06.2009	ATP009	ATP009	10.06.2009	26.06.2009	R1	17	18.2500000	1,700.00	8800000013
7840000017	2009	09.06.2009	ATP009	ATP009	10.06.2009	26.06.2009	R2	17	24.0000000	22.36	8800000013
		* 784000000				ATP009		34		1,722.36	
		** Total				ATP009		73		1,914.91	

CPDCL Quality Client Overview of Documents for which Interest Calculated R

Hyderabad

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

Start Training... SAP Log... Interes... Post Inc... My Com... FUNCTI... Custom... ACDNot... 2:11 AM



#### 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)**

Selection Criteria			
Company Code	2000		
Posting date	01.02.2010	to	23.02.2010
Business Area	520	to	

File path	
Select path for download files	C:\Documents and Settings\Admin\Desktop

Company Code: 2000

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

Business Area: 520 (HT Unit Code)

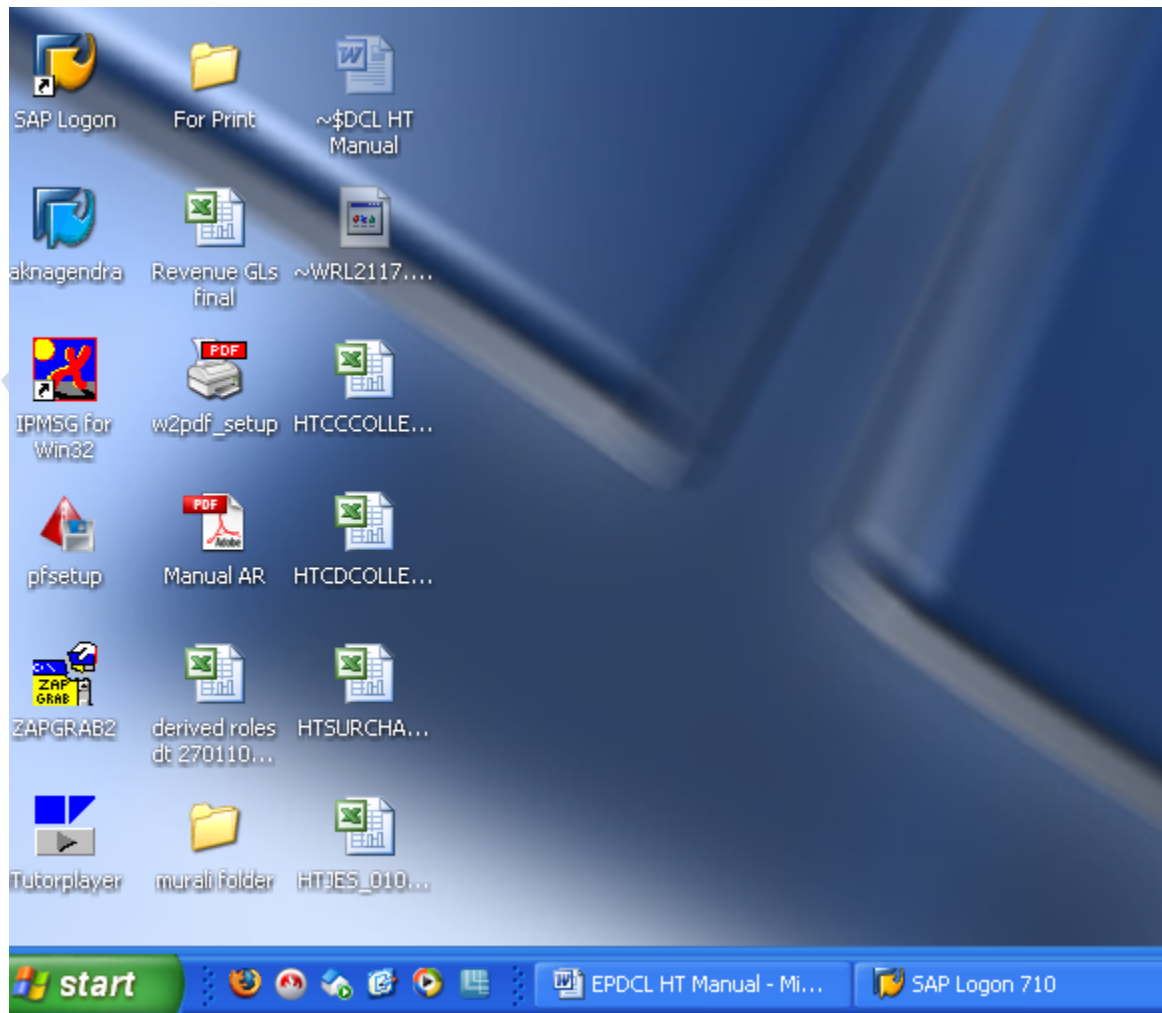
File Path: Press F4 for excel file selection

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)

The screenshot shows the SAP F150 Dunning Parameters screen. The title bar includes 'Dunning notices', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The main window has a tabbed interface with 'Indiv.dunn.notice' and 'Dunn.history'. The 'Run On' field is set to '23.02.2010' and the 'Identification' field is set to 'KUMARS'. Below these are tabs for 'Status', 'Parameter', 'Free selection', and 'Additional Log'. The 'Date' section shows 'Dunning date' as '23.02.2010' and 'Docmnts posted up to' as '23.02.2010'. The 'Company Code' section shows 'Company Code' as '2000' and 'to' as an empty field. The 'Account Restrictions' section shows 'Customer' as 'ELR009' and 'Vendor' as an empty field, both with 'to' fields and selection arrows.

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 to
Account Restrictions	
Customer	ELR009 to
Vendor	to

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

Press Schedule button

The screenshot shows the SAP Dunning interface. At the top, there is a menu bar with 'Dunning notices', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Dunning' and contains a sub-menu with 'Schedule', 'Indiv.dunn.notice', and 'Dunn.history'. The 'Schedule' sub-menu is active, showing a 'Run On' field with the value '23.02.2010' and an 'Identification' field with the value 'KUMARS'. Below these fields are tabs for 'Status', 'Parameter', 'Free selection', and 'Additional Log'. The 'Status' tab is selected, showing a message: 'Parameters were maintained'. A dialog box titled 'Schedule Selection and Print' is open, showing 'Job parameters' and 'Printout' sections. The 'Job parameters' section includes 'Start date' (23.02.2010), 'Start time' (00:00:00), 'Start immediately' (checked), and 'Target computer' (empty). The 'Printout' section includes 'Dunn.print with scheduling ?' (checked) and 'OutputDevice' (LP01). At the bottom of the dialog box are 'Schedule' and 'Cancel' buttons.

Start Date: 23.02.2010 (Date of run)

Select Start Immediately

Select Dunn print with scheduling?

Click on button



## FICO-Accounts Receivable End User Manual



Dunning notices Edit Goto Extras Environment System Help

**Dunning**

Sample printout Indiv.dunn.notice Dunn.history Log

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

Program Edit Goto System Help

**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 Vishakapatnam Dunn.history Time 11:01:22 Date 23.02.2010 RFMAHN20/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 


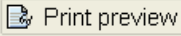

Display Dunning Notice

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	100000147	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 



**FICO-Accounts Receivable**  
**End User Manual**



**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

The screenshot shows the SAP ZFIA002 transaction interface. The title bar reads "Program Edit Goto System Help". Below the title bar is a menu bar with "Program", "Edit", "Goto", "System", and "Help". The main area displays the title "Disconnection list for HT consumers" in blue. Below this, there is a table with the following data:

Disconnection list of HT consumers			
Company Code	2000		
Profit Center	202000002	to	
Person Responsible	EPDFI_NK	to	
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)





## FICO-Accounts Receivable End User Manual



System Help

SAP

Print

OutputDevice LP01 Beispieldrucker. Mit SPAD anpass

Page selection

Spool Request

Name SMART LP01 EPDFI\_NK

Title

Authorization

Spool Control

☐ Print immediately

☐ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool retention pd 8 Day(s)

Storage Mode Print only

Number of Copies

Number 1

☐ Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page Do Not Print

Recipient

Department

Print Print preview

Press print preview button

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**FICO-Accounts Receivable**  
**End User Manual**



**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**

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.

Sl 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

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.

Check and print

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## 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

☒ Challan Update Status

☐ Bank Challan Status

☐ Certificate Status

☐ 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



## FICO-Accounts Receivable End User Manual



List Edit Goto Settings System Help

Withholding Tax Information System

Choose Save Find Challan Update

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								
<input checked="" type="checkbox"/> 7400000002	194A	11.02.2010	1000	AA	5,000.00-			07.03.2010
ATP003								
<input type="checkbox"/> 8800000002	194A	26.05.2009		AA	1,448.00			07.06.2009
<input type="checkbox"/> 8800000007	194A	26.06.2009		AA	3,656.00			07.07.2009
ATP004								
<input type="checkbox"/> 8800000008	194A	26.06.2009		AA	1,580.00			07.07.2009
ATP005								
<input type="checkbox"/> 8800000009	194A	26.06.2009		AA	1,739.00			07.07.2009
ATP006								
<input type="checkbox"/> 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	C0

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

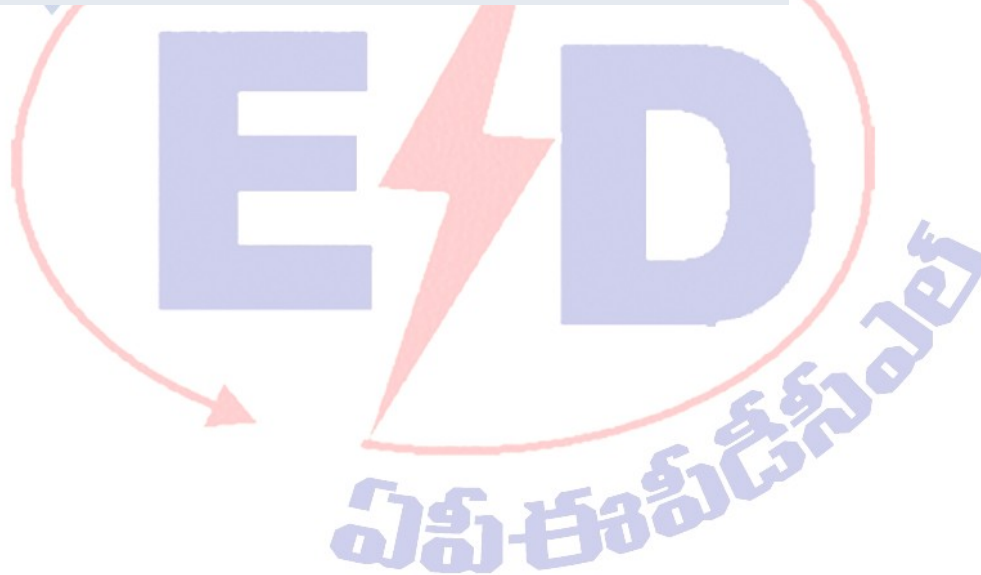


Press execute button 

List Edit Goto System Help

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
<b>Total Tax Remitted</b>	<b>0.00</b>





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 ATPZZZ

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



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





## FICO-Accounts Receivable End User Manual



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	ATPZZZ

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-	74000000002	11.02.2010	100110000002

Select and press Certificate Printing button



## FICO-Accounts Receivable End User Manual



Program Edit Goto System Help

Print Withholding Tax Certificates for Customers

Company Details


Company Code	1000	
Fiscal Year	2009	
Business Place/Section Code	1000	to
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	SAD
Place of Printing	ananthapur

Enter above details and press execute button 



## FICO-Accounts Receivable End User Manual



System Help

Print

Output Device: LP01 Beispieldrucker. Mit SPAD anpasse

Number of copies: 1

Page selection:

Spool Request

Name: SCRIPT LP01 CPDFI\_MV

Title:

Authorization:

Spool Control

☒ Print immediately

☐ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool retention pd: 8 Day(s)

Storage Mode: 1 Print only

Cover Page Settings

SAP cover page: Do Not Print

Recipient:

Department:

Print Preview Print

Press print preview button

Print Preview



# FICO-Accounts Receivable End User Manual



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			
S.No	Amount	Date of TDS	TDS	Quarter	Education	Total tax	Cheque/DD	BSR Code	Date on which	Transfer	
0/o Superintending Engineer				1	Rs	Cess	Deposited	No(If Any)			
Anantapur	paid/	Payment/	Rs	2	Rs	Rs					
Anantapur	credited	credit		3							
				4							
=====				=====				=====			
515001	10,000.00	11/02/10				5,000.00					
=====				=====				=====			
TAX DEDUCTION R/C NO. OF THE DEDUCTOR				NATURE OF PAYMENT				PAN NO. OF THE PAYEE			
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.				Interest income other than securities							
HYDS12599G											
PAN NO. OF THE DEDUCTOR				FOR THE PERIOD				11.02.2010 TO 11.02.2010			
Place: ANANTHAPUR				Signature of person responsible							
Date: 13.02.2010				for deduction of tax							
				Full Name: VENKATESHWARLU							
				Designation: SAO							

Check details and print

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## 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**

Processing Data

Company Code 1000

Processing Data

House Bank 1TRMG

Account ID 2034R

Currency INR

Statement number 2

Business Area to

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



## FICO-Accounts Receivable End User Manual



SAP

Process Bank Statements

Check Sort (By Date) Sort (by amount) Enter Display Document G.L.Balances Display Trans. Hold

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

Document Details

Doc. No.	Assignment	Date	Amount	GL Code	Selections
<input type="checkbox"/> 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"/> 8600000155	00000191000061INR	12.12.2009	18,500.00	2405461	
<input type="checkbox"/> 8600000231	0000022200001INR	17.12.2009	500.00	2405461	
<input type="checkbox"/> 1500000225	1000	01.10.2009	45,000.00	2405461	
<input type="checkbox"/> 1400000700	123456	29.12.2009	40,000.00	2405461	
<input checked="" type="checkbox"/> 2200000048	123456	04.01.2010	100.00	2405461	
<input type="checkbox"/> 1400000662	123456-2	16.12.2009	1,500.00	2405461	
<input type="checkbox"/> 2200000247	20090401	01.04.2009	5,000,000.00	2405461	
<input checked="" type="checkbox"/> 2200000840	20090425	25.04.2009	5,500.00	2405461	
<input type="checkbox"/> 2200000841	20090425	25.04.2009	4,500.00	2405461	
<input type="checkbox"/> 8600000036	20090512	12.05.2009	740.00	2405461	
<input type="checkbox"/> 8600000036	20090512	12.05.2009	593.00	2405461	
<input type="checkbox"/> 8600000036	20090512	12.05.2009	220.00	2405461	
<input type="checkbox"/> 1500000167	20090702	02.07.2009	1,500.00	2405461	
<input checked="" type="checkbox"/> 1500000077	20090801	01.08.2009	500,000.00	2405461	
<input type="checkbox"/> 1500000078	20090801	01.08.2009	700,000.00	2405461	
<input type="checkbox"/> 1500000019	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"/> 1500000020	20090826	26.08.2009	5,000.00	2405461	
<input type="checkbox"/> 1500000021	20090826	26.08.2009	5,000.00	2405461	
<input type="checkbox"/> 1500000040	20090826	26.08.2009	2,500.00	2405461	
<input type="checkbox"/> 1500000041	20090826	26.08.2009	2,000.00	2405461	
<input type="checkbox"/> 1500000041	20090826	26.08.2009	500.00	2405461	

Status

- ☐ Can be Posted
- ☒ Balances are not matching

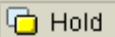
CPDFI\_BR cpdecdev INS

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.

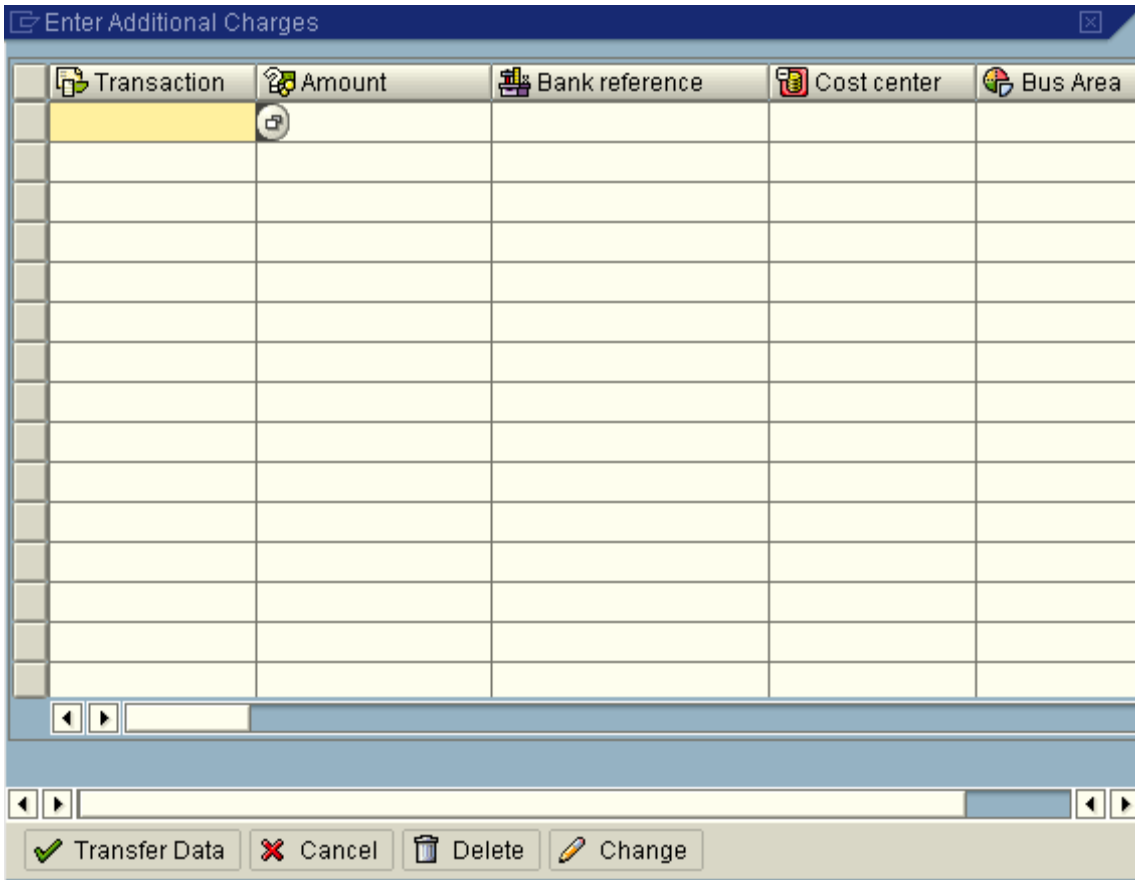




After all items in bank statement are selected in screen, hit  **Check** to check whether the BRS is tallied or not.

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  **Enter** it displays the following screen.



Transaction	Amount	Bank reference	Cost center	Bus Area

Choose the F4 help for Transactions as displayed below



Transaction (1) Personal Value ...

Restrictions

Transaction type: 1

Tran	+-	Text
AP10	+	AP-Wrongly Credited By Banker
AP12	-	AP-Wrongly Debited By Banker

2 Entries found

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



## FICO-Accounts Receivable End User Manual



Selection of Bank Statements by Banks and Account Nos.

Hdr data	
Company Code	to
House Bank	to
Account ID	to
Statement number	to
Statement Date	to
Statement status	to
Currency	to

Item Data

Posting Area 1 OK	to
Posting Area 2 OK	to
Amount	to
Bundle number	to
Posting rule	to
Posting rule standard	to
Document Number	to
Subledger doc.number	to
Posting Date	to

Output

View Of

Check

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

Execute Button

Click on Execute Button. The following Report is drawn.

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## FICO-Accounts Receivable End User Manual



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



# FICO-Accounts Receivable End User Manual



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:







## FICO-Accounts Receivable End User Manual



G/L Account Balances							
APEPDCL Visakhapatnam Ledger ZA		G/L Account Balances TRAIL BALANCE OF ERO XXXXXXX FOR THE MON per Period 11 2009 in company code 2000				Time 18:39:11 Date 27.03.2 RFSUSA00/EPDFI_NK Page	
G/L	Short Text	Debit P.11	Credit P.11	Debit P.01 - P.11	Credit P.01 - P.11	Debit Balance	Credit Balan
2300301	S Dr Collections A/c	0.00	11,000.00	0.00	11,000.00	0.00	11,000.00
2303100	S Dr CC HT Cat 1	130,500.00	60,832.00	130,500.00	60,832.00	69,668.00	0.00
2303200	S Dr CC HT Cat 2	825,314.00	234,827.00	1,726,314.00	235,827.00	1,490,487.00	0.00
2303400	S Dr CC HT Cat 4A	0.00	0.00	0.00	0.00	0.00	0.00
2305110	S Dr ED HT Cat 1	3,500.00	500.00	3,500.00	500.00	3,000.00	0.00
2305111	S Dr IED HT Cat 1	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
2305120	S Dr ED HT Cat ED 1B	3,500.00	0.00	3,500.00	0.00	3,500.00	0.00
2305510	SDr DPS HT Cat 1	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00
2305540	S Dr DPS HT Cat 2	34,000.00	32,000.00	34,000.00	32,000.00	2,000.00	0.00
2306020	Court Cases-HT	49,832.00	0.00	49,832.00	0.00	49,832.00	0.00
2400500	Cheques Collns Clrng	100,048.00	150,048.00	101,048.00	151,048.00	0.00	50,000.00
2401299	SA0/HT/ELURU	265,922.00	217,317.00	266,922.00	218,317.00	48,605.00	0.00
2430291	SA0MTELRSBITNKInc	0.00	0.00	0.00	0.00	0.00	0.00
2430301	SA0 0 ELR BOI ELRInc	217,317.00	109,444.00	218,317.00	109,444.00	108,873.00	0.00
3000194	IUA ERO Div/Cir0thrs	0.00	12,500.00	0.00	12,500.00	0.00	12,500.00
3000200	InterUnitBal A/C	27,500.00	49,000.00	27,500.00	49,000.00	0.00	21,500.00
4600921	TDS - ACD&SD	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00
4700604	50%IntlAsmtTheftDsHT	5,000.00	51,556.00	5,000.00	51,556.00	0.00	46,556.00
4801020	CD-HTConsumers(cash)	105,000.00	100,500.00	105,000.00	100,500.00	4,500.00	0.00
6100220	EC LT Cat 2	50,000.00	450,000.00	50,000.00	450,000.00	0.00	400,000.00
6100310	EC HT Cat 1	0.00	304,370.00	0.00	1,204,370.00	0.00	1,204,370.00
6100311	Pn1 EC HT Cat 1	0.00	300.00	0.00	300.00	0.00	300.00
6100312	FSA HT Cat 1	0.00	200.00	0.00	200.00	0.00	200.00
6100316	Sur LPF HT Cat 1	0.00	400.00	0.00	400.00	0.00	400.00
6100318	Demand Chgs HT Cat 1	0.00	100.00	0.00	100.00	0.00	100.00
6100320	EC HT Cat 2	23,500.00	50,000.00	23,500.00	50,000.00	0.00	26,500.00
6100501	E D LT Cat 1	0.00	4,500.00	0.00	4,500.00	0.00	4,500.00
6100511	E D HT Cat 1	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00
6100531	Int E D HT Cat 1	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00
6100713	Cust Chg HT Cat 1	0.00	0.00	0.00	1,000.00	0.00	1,000.00
6100903	Reconnection Fee HT	0.00	2,040.00	0.00	2,040.00	0.00	2,040.00
6101511	HT Cat IB ED	0.00	3,500.00	0.00	3,500.00	0.00	3,500.00
6200261	DPS- HT Cat- I	0.00	9,000.00	0.00	9,000.00	0.00	9,000.00
6200262	DPS- HT Cat- 2	16,000.00	34,000.00	16,000.00	34,000.00	0.00	18,000.00
7800110	Interest on SD-HT/LT	35,001.00	0.00	35,001.00	0.00	35,001.00	0.00
* Subtotal 1 0		1,897,934.00	1,897,934.00	2,801,934.00	2,801,934.00	1,821,466.00	1,821,466.00



**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	BKTX	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

**THERE IS NO SUCCESS WITHOUT "U"**

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