



SAP ECC 6.0

Accounts Receivable

LT 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

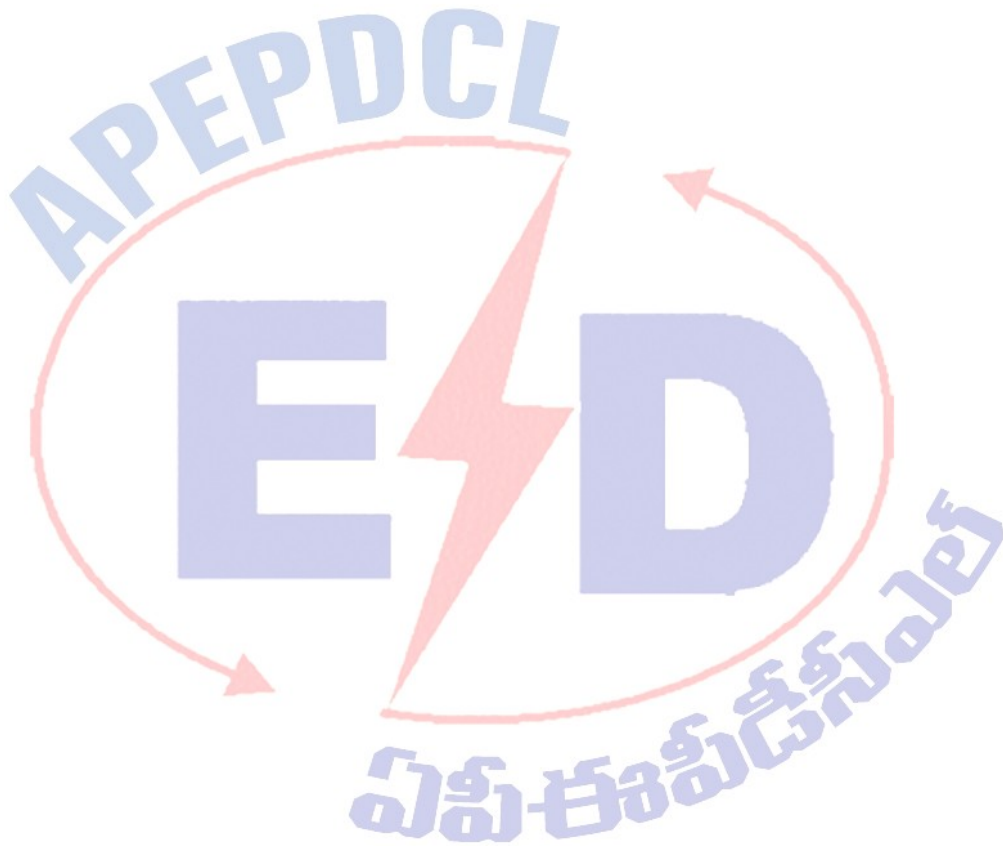
❖ **Accounts Receivable Sub Module:** This Component is used to process the business transactions relating to customers i.e. sales, payments, returns etc. A master record is created for every customer with reference to the company code. For this purpose the customers are categorized according to similarities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

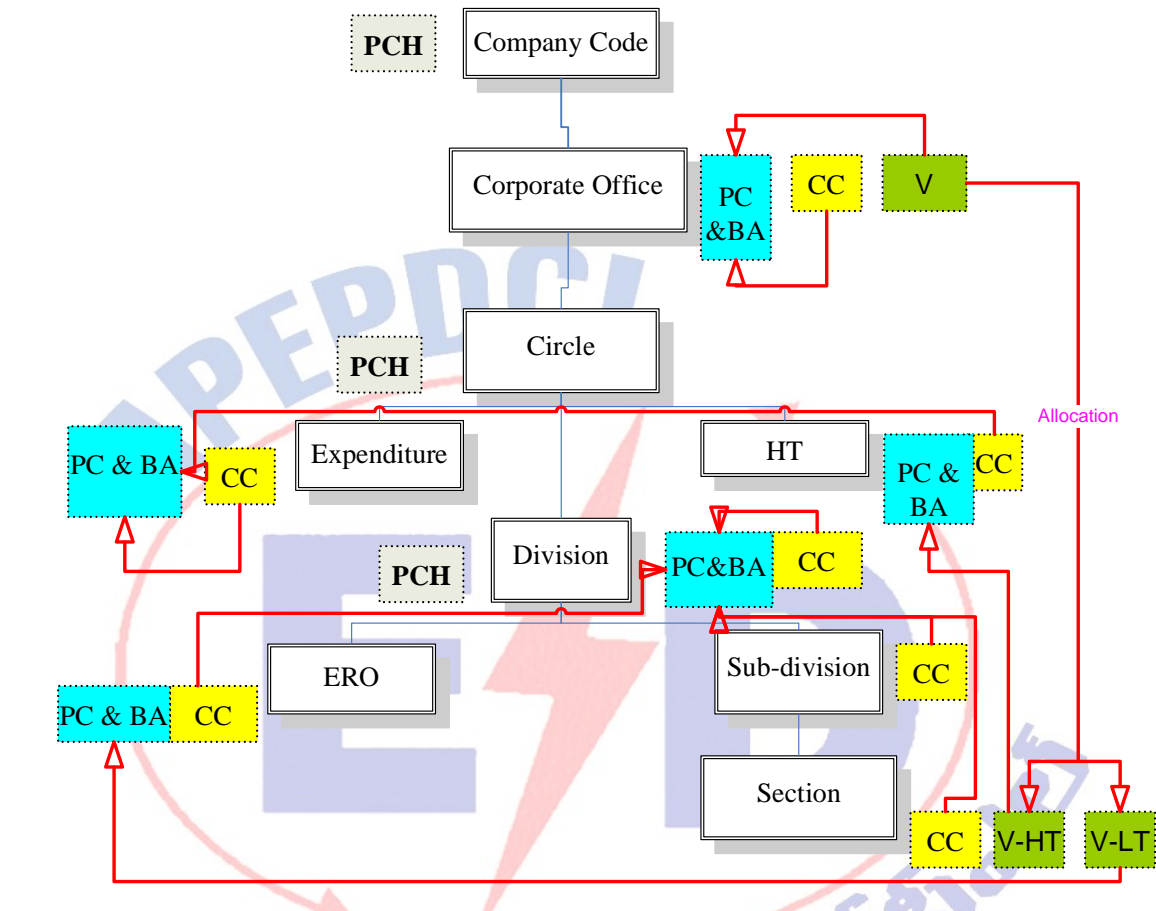
❖ **Special GL Account:** It's a Reconciliation account maintained in the General Ledger for the special business transactions with Customer & Vendors, which should not be balanced with total payable account.



- ❖ **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.



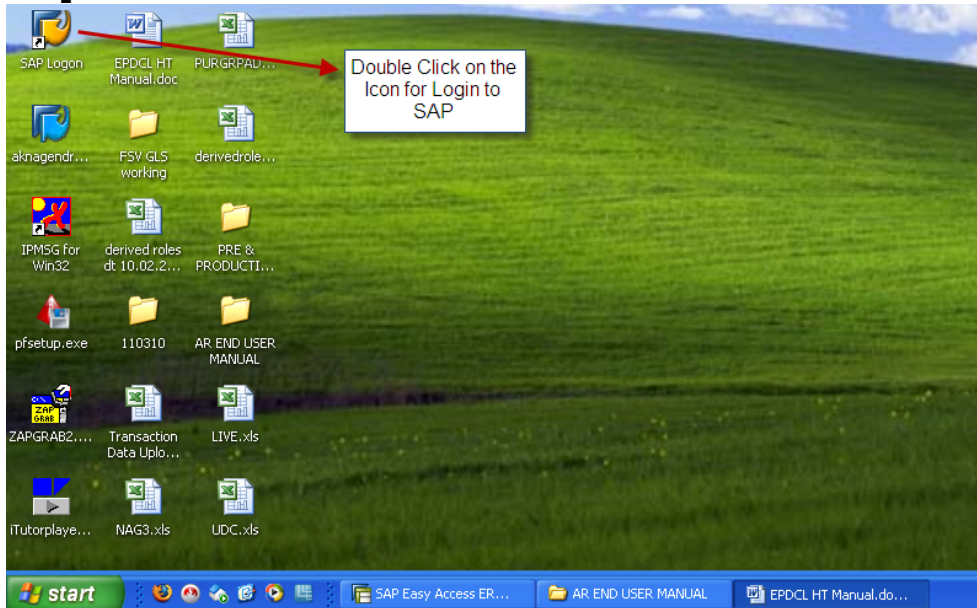
ORGANIZATION STRUCTURE



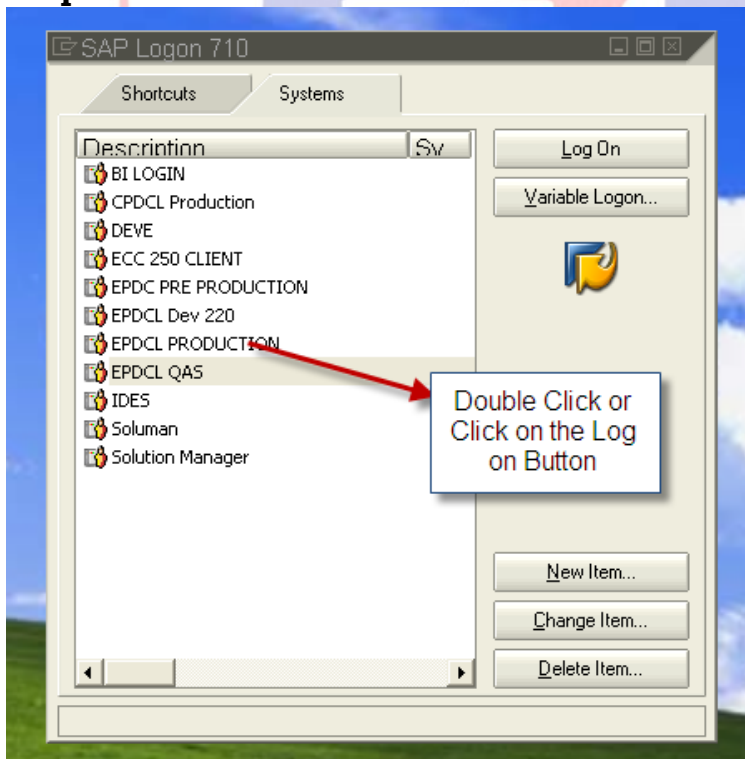


To **LOGIN** to the SAP follow the following four Steps as per the Snapshots stated below:

Step No: 1



Step No: 2





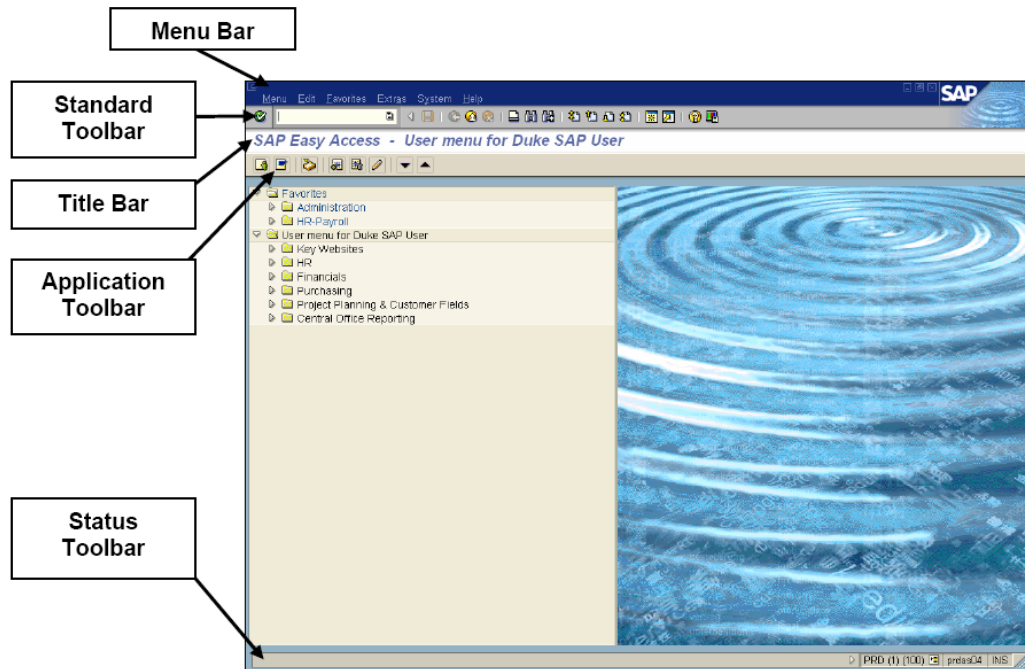
Step No: 3

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 '200' entered), 'User' (with a yellow highlight), 'Password' (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 a hierarchy of folders. The 'Favorites' folder is expanded, showing 'AR Reports folder' (which is highlighted with a dashed orange border) and 'SAP menu'. The 'SAP menu' folder is also expanded, showing a list of sub-folders: 'Office', 'Cross-Application Components', 'Logistics', 'Accounting', 'Human Resources', 'Utilities Industry', 'Information Systems', and 'Tools'. 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.

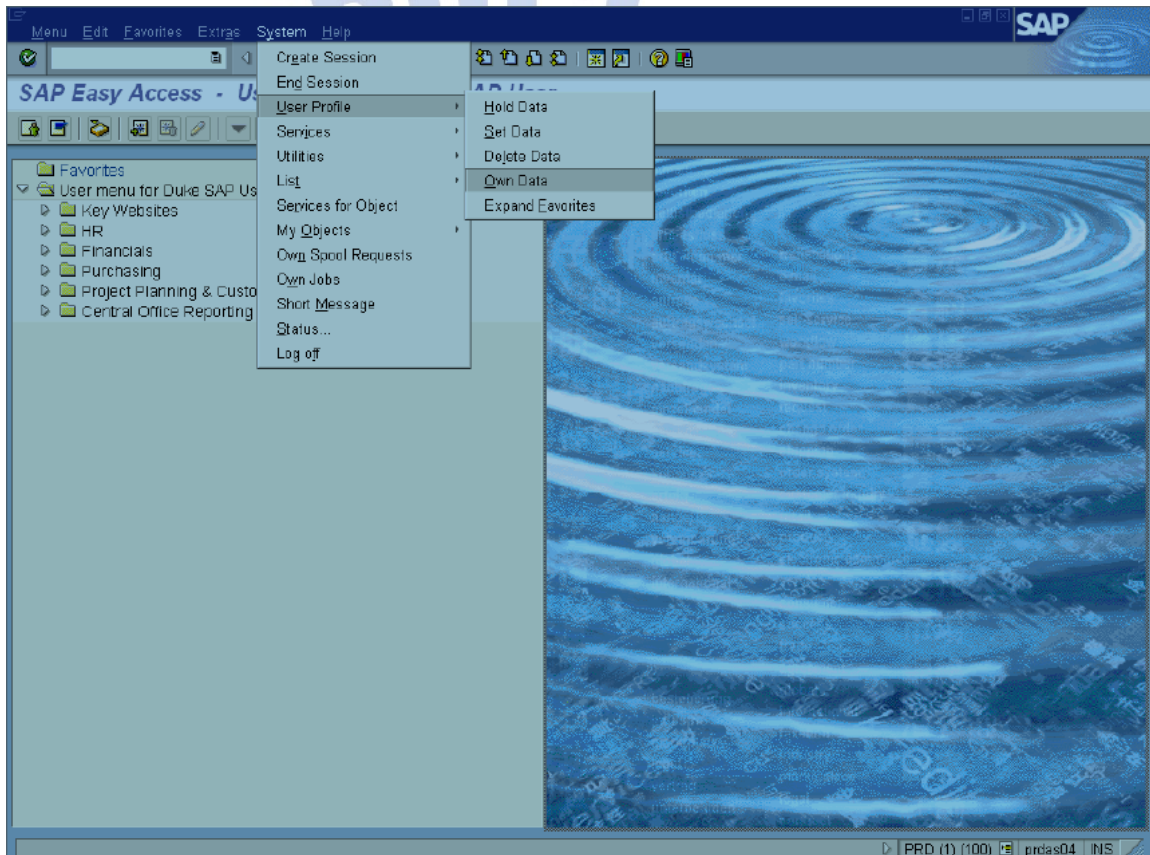


- The Menu Bar contains menu paths for system commands. It also contains the SAP button (top left corner) and the minimize and maximize buttons (top right corner) for managing the size and position of the window.
- The Standard Toolbar contains buttons for performing common functions depending on the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



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. Inter-unit transactions minimization
3. SAP Standard reports for Trial Balance
4. Bank Reconciliation

Difference between SAP 4.7 and ECC 6.0

SAP 4.7	ECC 6.0
<ul style="list-style-type: none">▪ Profit Centers were created up to Division Level only	<ul style="list-style-type: none">▪ Profit Centers are created up to ERO level.
<ul style="list-style-type: none">▪ HT units were not created as Profit Centers.	<ul style="list-style-type: none">▪ HT units are also created as Profit Centers.
<ul style="list-style-type: none">▪ Revenue data flows into Profit Centers from Division wise Voltage Orders assigned to it	<ul style="list-style-type: none">▪ Revenue data flows into Profit Centers from Section wise Voltage Orders assigned to it.
<ul style="list-style-type: none">▪ All Accounting units are not created as Profit Centers.	<ul style="list-style-type: none">▪ All Accounting units are created as Profit Centers.
<ul style="list-style-type: none">▪ Business Areas were Created upto Circle Level Only	<ul style="list-style-type: none">▪ Business Areas were Created upto Division/ERO Level



Profit Centers

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

Voltage Orders

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

Improvements:

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



- LT Customer Categories has been renamed as L0121CC1, L0121ED1, L0121IED1 & L0121DPS1. This eases to know/reconcile the LT customer category balances of the respective units. However, there would be only one Reconciliation account for each tariff component.
- It is proposed to upload even the Revenue Journals also along with the Regular Demand and Collection Uploads, **subject to management approval.**

Document Types in SAP:

Purpose:

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

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



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 Demand upload
F-27/ FV75/ FB75	Credit Memo	Withdrawal of Demand
FV50/ FB50/ F-65/ F-02	General Posting	GL Account to GL Account RJ Posting
FBCJ	Cash Journal	All cheque/ DD receipts other than CC Charges
FB08	Individual reversal	Noted items ACD receivable and Theft notice Deletion
FBL5N FAGLL03 FD10N FS10N ZFIA004 FEBAN ZFIA024 S_ALR_87012301/ S_ALR_87012277/ F.08	BRS BRS BRS Trail Balance	Customer Line Item Display GL Account Line Item Display GL View Customer Balance Display GL Balance Display 1 st Step of BRS 2 nd Step of BRS 3 rd Step of BRS Generation of Trail Balance Report



Created by ECC 6.0 Core Team during March - 2010



- ii. Check whether the Total Demand amount in the Demand dbf file is correct and verified with the Customer Ledger.
- iii. Check whether the Total Units KWH in demand dbf file is correct and verified with the Customer Ledger.
- iv. Check whether the Total Services and Billed Services in the demand file is correct and verified with Customer Ledger.
- v. Check whether the total Collection against CC charges amount in the collection file is correct and verified with the Cash Book.
- vi. Check whether the Mismatch amount is accounted to the Mismatch account.
- vii. Check whether all the entries affecting the Customer Ledger are entered in Journal Entries Register.
- viii. Check whether the Journal entries amount in the Journal Entries dbf file is correct and verified with the Journal entry register.
- ix. Check whether the Opening balance in respect of category changes is proper accounted. For example: If a Sc has been transferred from Category 1 to Category 2, then the relevant amounts are also to be transferred to the respective categories, and ensure that the same is appeared in Journal Entries dbf file.
- x. Check whether the CC collection account (2300301) is tallied i.e. Net effect should be zero.

Particulars	Dr. Amt	Cr. Amt
1. CC Collections (As per FBCJ)	XXX	XXX
2. Collections as per LC file		
PAA File	XX	
In House File	XX	
3. Direct Journal Entries into SAP	XXX	XXX
4. Journal Entries as per LJ file		
LL file	XX	XX
LK file	XX	XX
Total	XXXXXX	XXXXXX



Journal Entry: Upon Rising of Demand

Exp: L0121CC1 Account Dr. i.e. 2301100
L0121ED1 Account Dr. i.e. 2302100
L0121IED1 Account Dr. i.e.2302100
L0121DPS1 Account Dr. i.e. 2302110
To 6100210 i.e. Energy Charges Cat1 A/c.
To 6100501 i.e. Elcyc Duty Cat1 A/c.
To 6100521 i.e. Int on Elcy Duty Cat1 A/c.
To 6200251 i.e. Delayed Payment Surcge Cat1 A/c.
(Being demand raised due to as per the Lr No...)

T.Code: FV70: Park Customer Invoice

Document Edit Goto Extras Settings Environment System Help

Park Customer Invoice: Company Code 2000

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice

Basic data Payment Details Tax Withholding tax

Customer L0121CC1 SGL Ind Reference Lr: No: XXXX

Invoice date 01.02.2010 Posting Date 01.02.2010

Amount 5000 INR Calculate tax

Tax Amount Bus.place/sectn /

Text Being Demand Raised due to XXXXXXXXXX

Paymt terms 14 Days net Baseline Date 01.02.2010

Company Code 2000 APEPDCL Visakhapatnam Lot No.

Customer Address 121AAOERO 121AAOERO 500000

Ois Bank data: not available

0 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc. curr.	Tradin	Bus	Part	Cost center	Order	Fi	Sales
	6100210		Credit	5000		121			V2051111L000		
			Credit								
			Credit								
			Credit								
			Credit								
			Credit								
			Credit								



HEADER & Debit Line:

Customer: L0121CC1

Invoice Date: Dr. RJ rising Date.

Posting Date: Date of effect i.e. Invoice Date

Amount: Mention the Amount of RJ

Ref: Lr. No: Upon which the Dr is raised.

Text: Reason for Raising Demand

Credit LINE:

G/L Account: 6100210

Amount: Mention the Amount of RJ

Business Area: 121 i.e. the Unit Code

Order: Mention the Voltage Order of the relevant Section where the Sc.
Exists.


Upon Simulation of the Document the entry is viewed as follows:


Document Overview

Doc. Type : DR (Customer Invoice) Normal document

Doc. Number		Company Code	2000	Fiscal Year	2009
Doc. Date	01.02.2010	Posting Date	01.02.2010	Period	11
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	LR:NO: XXXX				
Doc. Currency	INR				

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	01	L0121CC1	121AA0ERO			5,000.00
2	50	6100210	EC LT Cat 1			5,000.00-

Press on Park Icon  to Park the Document. The Document so parked can be posted in Transaction Code FBV0 i.e. Post Parked Document. Upon Posting a Document No: would be generated as follows:

 Document 1800000071 was posted in company code 2000



- Very often a Revenue Journal is raised with multiple debits and multiple credits. In such instances, an RJ with Transaction Code F-22 i.e. Enter Customer Invoice, can be entered in SAP, but it can't be parked it is a direct posting transaction.

NOTE: If a Revenue Journal for Raising the Demand is posted through the Transaction Code F-22, then the entry would feature as follows:

Journal Entry: Upon Rising of Demand

Exp: L0121CC1 Account Dr. i.e. 2301100	15000
L0121ED1 Account Dr. i.e. 2302100	10000
L0121IED1 Account Dr. i.e. 2302100	5000
L0121DPS1 Account Dr. i.e. 2302110	3000
To 6100210 i.e. Energy Charges Cat1 A/c.	15000
To 6100501 i.e. Elec Duty Cat1 A/c.	10000
To 6100521 i.e. Int on Elcy Duty Cat1 A/c.	5000
To 6200251 i.e. Delayed Payment Surcge Cat1 A/c.	3000

(Being demand raised due to as per the Lr No...)



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T.Code: F-22: Post Customer Invoice

Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date	01.02.2010	Type	DR	Company Code	2000
Posting Date	01.02.2010	Period	12	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Lr No: XXXX			Cross-CC no.	
Doc.Header Text					
Trading Part.BA					

First line item

PstKy 01 Account L0121CC1 L Ind TType

Press Enter for mentioning the details and amount of first line item and the requisite Second Dr Line Item



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Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add Customer item

More data Acct model Fast Data Entry Taxes Withholding tax

Customer L0121CC1 121AAOERO G/L Acc 2301100
Company Code 2000
APEPDCL

Item 1 / Invoice / 01 / S Dr CC LT Cat 1

Amount	15000	INR	
	<input type="checkbox"/> Calculate tax	Bus.place/sectn	/
Contract	/	Flow Type	
Bus. Area	121		
Payt Terms	R001	Days/percent	14 / /
Bline Date	01.02.2010	Disc. Amount	
Disc. base		Invoice ref.	/ /
Pmnt Block	Z	Pmt Method	
Assignment			
Text		Being Demand Raised due to XXXXXX	Long Texts

Next line item

PstKy	01	Account	L0121ED1	L Ind	TType	New co.code
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Press Enter for mentioning the details and amount of Second line item and the requisite Third Dr Line Item

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Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add Customer item

More data Acct model Fast Data Entry Taxes Withholding tax

Customer L0121ED1 121AAOERO G/L Acc 2302100
Company Code 2000
APEPDCL

Item 2 / Invoice / 01 / S Dr ED LT Cat 1

Amount	10000	INR	Bus.place/sectn	/	
<input type="checkbox"/> Calculate tax					
Contract	/		Flow Type		
Bus. Area	121				
Payt Terms	R001		Days/percent	14	/ /
Bline Date	01.02.2010		Disc. Amount		
Disc. base			Invoice ref.	/ /	
Pmnt Block	Z		Pmt Method		
Assignment					
Text Being Demand (ED) raised Due to XXXXX					Long Texts

Next line item

PstKy	01	Account	L0121ED1	L Ind	TType	New co.code
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Press Enter for mentioning the details and amount of third line item and the requisite Fourth Dr Line Item

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Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add Customer item

More data Acct model Fast Data Entry Taxes Withholding tax

Customer L0121IED1 121AAOERO G/L Acc 2302101
Company Code 2000
APEPDCL

Item 3 / Invoice / 01 / S Dr IED LT Cat 1

Amount	5000	INR	Bus.place/sectn		/	
	<input type="checkbox"/> Calculate tax					
Contract		/	Flow Type			
Bus. Area	121					
Payt Terms	R001		Days/percent	14		/
Bline Date	01.02.2010		Disc. Amount			
Disc. base			Invoice ref.		/	
Pmnt Block	Z		Pmt Method			
Assignment						
Text	Being Demand (IED) raised Due to XXXXX					Long Texts

Next line item

PstKy 01 Account L0121DPS1 ☐ L Ind ☐ TType ☐ New co.code ☐

Press Enter for mentioning the details and amount of Fourth line item and the requisite First Cr Line Item

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Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add Customer item

More data Acct model Fast Data Entry Taxes Withholding tax

Customer L0121DPS1 121AAOERO G/L Acc 2302110
Company Code 2000
APEPDCL

Item 4 / Invoice / 01 / S Dr DPS LT Cat 1

Amount	3000	INR	
	<input type="checkbox"/> Calculate tax	Bus. place/sectn	/
Contract	/	Flow Type	
Bus. Area	121		
Payt Terms	R001	Days/percent	14 / /
Bline Date	01.02.2010	Disc. Amount	
Disc. base		Invoice ref.	/ /
Pmnt Block	Z	Pmnt Method	
Assignment			
Text		Being Demand Raised due to XXXXXX	Long Texts

Next line item

PstKy	50	Account	5100210	L Ind		TType		New co.code	
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Press Enter for mentioning the details and amount of First Credit line item and the requisite Second Cr Line Item

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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 6100210 Rev.from Supply of Powerenergy ChargesLT Cat 1
Company Code 2000 APEPDCL

Item 5 / Credit entry / 50

Amount 15000 INR ☐ Calculate tax

Business Place
Business Area 121
Cost Center
Profit Center
Order V2051111L000

Quantity

Assignment

Text Being Demand Raised due to XXXXXX Long Texts

Next Line Item

PstKy 50 Account 6100501 L Ind TType New co.code

Press Enter for mentioning the details and amount of Second Credit line item and the requisite Third Cr Line Item



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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 6100501 Electricity DutyLT Cat 1
Company Code 2000 APEPDCL

Item 6 / Credit entry / 50

Amount	10000	INR
Business Place		
Business Area	121	
Cost Center		
Profit Center		
Order	V2051111L000	
Quantity		
Assignment		
Text	Being Demand (ED) raised Due to XXXXX	Long Texts

Next Line Item

PstKy	50	Account	6100521	GL Ind		TType		New co.code	
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Press Enter for mentioning the details and amount of Third Credit line item and the requisite Fourth Cr Line Item

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Press Enter for mentioning the details of the Fourth Cr Line Item



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Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add G/L account item

More data Acct model Fast Data Entry Taxes

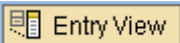
G/L Account 6200251 Delayed Payment Surcharge-LT Cat 1
Company Code 2000 APEPDCL

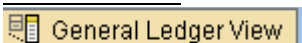
Item 8 / Credit entry / 50

Amount 3000 INR
Business Place
Business Area 121
Cost Center
Profit Center
Order V2051111L000
Quantity
Assignment
Text Being Demand (DPS) raised Due to XXXXX Long Texts

Next Line Item
PstKy Account SGL Ind TType New co.code

NOTE: In ECC 6.0 every entry has two views, i.e.

ENTRY VIEW: It is the view which is viewed as per the Revenue Journal Entry passed by the end User .

GL View: It is the view which is viewed upon clicking on the Icon . The Ultimate entry which would effect the Trail Balance is only as per the GL View.





























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To View the Entry been passed before posting Press on  Over View Icon, to view the Entry before Posting.

ENTRY VIEW:

 [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	LR NO: XXXX			Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	01	121	L0121CC1 121AA0ERO		15,000.00	
002	01	121	L0121ED1 121AA0ERO		10,000.00	
003	01	121	L0121IED1 121AA0ERO		5,000.00	
004	01	121	L0121DPS1 121AA0ERO		3,000.00	
005	50	121	0006100210 EC LT Cat 1		15,000.00-	
006	50	121	0006100501 E D LT Cat 1		10,000.00-	
007	50	121	0006100521 Int E D LT Cat 1		5,000.00-	
008	50	121	0006200251 DPS- LT Cat- I		3,000.00-	

D 33,000.00 C 33,000.00 0.00 * 8 Line items

Other line item

PstKy  count SGL Ind ☐ TType New co.code





Journal Entry: Upon Withdrawal of Demand

Exp: 6100210 i.e. Energy Charges Cat1 A/c.

6100501 i.e. Elec Duty Cat1 A/c.

6100521 i.e. Int on Elcy Duty Cat1 A/c.

6200251 i.e. Delayed Payment Surcge Cat1 A/c.

To L0121CC1 Account Dr. i.e. 2301100

To L0121ED1 Account Dr. i.e. 2302100

To L0121IED1 Account Dr. i.e. 2302101

To L0121DPS1 Account Dr. i.e. 2302110

(Being demand Withdrawn due to as per the Lr No...)

T.Code: FV75: Customer Credit Memo:

Park Customer Credit Memo: Company Code 2000

Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Transactn: Credit memo

Basic data | Payment | Details | Tax | Withholding tax

Customer: L0121CC1 | SGL Ind: | Reference: LR: NO: XXXX

Document date: 10.02.2010 | Posting Date: 10.02.2010

Amount: 1,000.00 | INR | Calculate tax: ☐

Tax Amount: | Bus.place/sectn: | Text: Being Demand Withdrawn due to XXXXXXXX

Paymt terms: Due immediately | Baseline Date: 10.02.2010

Company Code: 2000 APEPDCL Visakhapatnam | Lot No:

Customer: 121AAOERO
Address: 121AAOERO
500000
Ols
Bank data: not available

0 items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Tradin	Bus	Part	Cost center	Order	Fi	Sales
	6100210		Debit	1000		121			V2051111L000		
			Debit								
			Debit								
			Debit								
			Debit								
			Debit								
			Debit								



HEADER & Debit Line:

Customer: L0121CC1

Invoice Date: Cr. RJ rising Date.

Posting Date: Date of effect i.e. Invoice Date

Amount: Mention the Amount of RJ

Ref: Lr. No: Upon which the Demand is withdrawn.

Text: Reason for Demand is withdrawn

Credit LINE:

G/L Account: 6100210

Amount: Mention the Amount of RJ

Business Area: 121 i.e. the Unit Code

Order: Mention the Voltage Order of the relevant Section where the Sc. Exists.


Upon Simulation of the Document the entry is viewed as follows:


Document Overview

Doc. Type : DG (Customer Credit Memo) Normal document

Doc. Number	Company Code	2000	Fiscal Year	2009
Doc. Date	Posting Date	10.02.2010	Period	11
Calculate Tax	<input type="checkbox"/>			
Ref.Doc.	LR:NO: XXXX			
Doc. Currency	INR			

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	11	L0121CC1	121AA0ERO			1,000.00-
2	40	6100210	EC LT Cat 1			1,000.00

Press on Park Icon  to Park the Document. The Document so parked can be posted in Transaction Code FBV0 i.e. Post Parked Document. Upon Posting a Document No: would be generated as follows:

 Document 1600000380 2000 was parked



After Parking all the Journal Entries in the cited Transaction codes all the Transactions are to be verified and posted by the concerned AAO through FBV0.

Transaction Code FBV0: Post Parked Document

Post Parked Document: Initial Screen

Document list Editing Options

Key for Parking


Company Code	2000
Doc. Number	1600000380
Fiscal Year	2009

Company Code: 2000

Doc. Number: 1600000380 is the No: of the Doc to be posted

Fiscal Year: 2009

Press Enter. The RJ to be posted can be viewed on the Screen. Upon satisfying the RJ the entry can be edited/posted.

Press on Post Icon  to Post the Document. Upon Posting a Document would be generated as follows:

Information

Document 1600000380 was posted in company code 2000

To check the line item, Execute the Transaction Code FBL5N i.e. Customer Line Item Display. A new line item would be appeared against the L0121CC1



To View Customer Line Item Display: T.Code FBL5N

Program Edit Goto System Help

Customer Line Item Display

Data Sources

Customer selection

Customer account to

Company code 2000 to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

☒ Open items

Open at key date 28.03.2010

☐ Cleared items

Clearing date to

Open at key date

☐ All items

Posting date to

Type

☒ Normal items

☐ Special G/L transactions

☐ Noted items


☐ Parked items

☐ Vendor items

List Output

Layout

Maximum number of items

Press on Execute Icon  to execute the transaction. The following screen of Customer Line item would be displayed.



Note: The plus balances represent the demand raised and the minus balance represents withdrawal.



To check the line item, execute the Transaction Code FAGLL03 i.e. General Ledger Line Item Display i.e. View.

To view the General Ledger Line Item Display: T.Code: FAGLL03 i.e. GL View

Program Edit Goto System Help

G/L Account Line Item Display G/L View

Choose Ledger Entry View Data Sources

G/L account selection

G/L account 6100210 to

Company code 2000 to

Selection using search help

Search help ID

Search string

Search help

Line Item Selection

Status

Open Items

Open at Key Date 20.03.2010

Cleared Items

Clearing Date to

Open at Key Date

All Items

Posting Date to

Type

Ledger ZA

List Output

Layout to

GL Account: Mention the GL A/c. No: for which the line balances are Required

Company: 2000

Select Open Items: i.e. Pending Items

Open at Key Date: The date upto which the Open items are to be viewed.

Press on execute icon of Press F8 to execute. The following screen would be appeared.



FICO-Accounts Receivable End User Manual



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</

The Revenue Journals entries **not affecting the Customers** are to be fed into the Customers through the Transaction Code FV50/FB50/F-65/F-02 etc.

The following are the Revenue Journals which do not affect the Customers directly.



1. Existing e-Seva and Private collection agencies TCA Receipt

SAP 4.7

Doc Type: SA

3000194 I U A ERO - Divin/Circle other transactions Dr 250000
3000100 I U A E Seva remittances A/c Dr 50000
To 2300301 Sundry Debtors Collections account 300000

SAP ECC6

3000194 Inter Unit A/c 300000
To 2300301 Sundry Debtors Collections A/c 300000

Entry with Document Splitting: Example: The Cheque has been received at Circle Office and an entry has been passed at Circle Office itself, in HT Cash Book i.e. FBCJ. The entry would be as follows:

Cash Account Dr. 300000 HT BA&PC
To 2300301 Sundry Debtors Coll A/c 300000 ERO BA&PC

Document Edit Goto Extras Settings Environment System Help

Display Document: General Ledger View

Display Currency Entry View

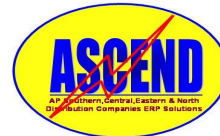
Data Entry View

Document Number	2200000270	Company Code	2000	Fiscal Year	2009
Document Date	02.02.2010	Posting Date	02.02.2010	Period	11
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

Ledger ZA

Doc.	2200000270	FiscalYear	2009	Period	11
------	------------	------------	------	--------	----

C...	A	Litem	Itm	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Profit Center
2000	S	000001	1	40		2401285	SAO/HT/RAJAHMUNDY	300,000.00	INR		420	203000002
	S	000002	2	50		2300301	S Dr Collections A/c	300,000.00	INR		421	203110001
	S	000003		50		3000200	InterUnitBal A/c	300,000.00	INR		420	203000002
	S	000004		40		3000200	InterUnitBal A/c	300,000.00	INR		421	203110001



2. Existing Theft 50% initial deposit adjustment.

SAP 4.7

Doc Type: LF

4700603 50% Initial Assement Theft Deposit-LT Dr. 1000
To 2300301 Sundry Debtors Collections account 1000

SAP ECC6

Doc Type: LF

4700603 50% Initial Assement Theft Deposit-LT Dr. 1000
To 2300301 Sundry Debtors Collections account 1000

3. Existing ERO Collections received in Division office TCA Receipt.

SAP4.7

Doc Type: LG

3000194 I U A ERO - Divin/Circle other transactions 10000
To 4800101 SD from Consumers (cash)-LT 10000

Doc Type: SA

3000194 I U A ERO – Divin /Circle other transactions 5050
To 2300301 Sundry Debtors Collections account 5000
To 6100916 Application registration fee 50

(Being the TCA received from **** towards Security Deposit, CC Charges and Application registration fee)

SAP ECC6

Doc Type: SA

3000192 Inter unit Account 5000
To 2300301 Sundry Debtors Collections account 5000

Entry with Document Splitting: Example: The Cheque has been received at Division Office and an entry has been passed at Division Office Cash Book itself i.e. FBCJ. The entry would be as follows:

Cash/ Bank Account Dr DBA&PC
To 4800101 Security Deposit A/c ERO BA&PC
To 2300301 Sundry Debts Coll A/c ERO BA&PC
To 6100916 Appl Fees A/c. ERO BA&PC & EROSVO



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Document Edit Goto Extras Settings Environment System Help

Display Document: General Ledger View

Display Currency Entry View

Data Entry View

Document Number	2200000271	Company Code	2000	Fiscal Year	2009
Document Date	02.02.2010	Posting Date	02.02.2010	Period	11
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

Ledger ZA

Doc.	2200000271	Fiscal Year	2009	Period	11
------	------------	-------------	------	--------	----

C...	A	L Item	Itm	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Profit Center
2000	S	000001	1	40		2401280	DE/O/RAJAHMUNDY	15,050.00	INR		402	203100001
	S	000002	2	50		4800101	CD-LTConsumers(cash)	10,000.00-	INR		421	203110001
	S	000003	3	50		2300301	S Dr Collections A/c	5,000.00-	INR		421	203110001
	S	000004	4	50		6100916	Appln Registratr Fee	50.00-	INR		421	203110001
	S	000005		50		3000200	InterUnitBal A/C	15,050.00-	INR		402	203100001
	S	000006		40		3000200	InterUnitBal A/C	15,050.00	INR		421	203110001

4. Existing Temporary services Deposit adjustment

SAP 4.7

Doc Type: SA

4700602 Deposits for Temporary Supply Connections-LT 25000
 To 2300301 Sundry Debtors Collections A/c 25000
 (Being the Advance CC Charges adjusted towards final CC Charges)

SAP ECC6

Doc Type: SA

4700602 Deposits for Temporary Supply Connections-LT 25000
 To 2300301 Sundry Debtors Collections A/c 25000
 (Being the Advance CC Charges adjusted towards final CC Charges)



5. Existing Other ERO Collection received in this ERO & TCA Raised

SAP 4.7

Doc Type: SA

2300301 Sundry Debtors Collections account Dr 10000

To 3000192 I U A ERO ERO transactions 10000

(Being the TCA raised against other ERO towards Other ERO CC Charges received in the ERO)

SAP ECC6

Doc Type: SA

2300301 Sundry Debtors Collections account Dr 10000

To 3000192 Inter Unit Account 10000

(Being the TCA raised against other ERO towards Other ERO CC Charges received in the ERO)



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Entry with Document Splitting: Example: The Cheque has been received at ERO Office, in respect of Home Dept, and the Cheque pertains to even other EROs of that particular Circle, apart from the recipient ERO. The Entry has been passed in ERO FBCJ. The entry would be as follows:

Say an amount of Rs. 500000 has been received by ERO 421, from Home Department on behalf of ERO421, 422, 423, 424 & 425 for Rs.100000/- respectively. If the entry has been passed in ERO 421 with the help of Document splitting.

ENTRY VIEW:

C...	A	Litem	Itm	PK	S	Account	Description	Amount	Curr	Tx	BusA	Profit Center
2000	S		1	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S		2	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S		3	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S		4	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S		5	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S		6	50		2300301	S Dr Collections A/c	100,000.00-	INR	421	203110001	
	S		7	50		2300301	S Dr Collections A/c	100,000.00-	INR	422	203110001	
	S		8	50		2300301	S Dr Collections A/c	100,000.00-	INR	423	203210001	
	S		9	50		2300301	S Dr Collections A/c	100,000.00-	INR	424	203310001	
	S		10	50		2300301	S Dr Collections A/c	100,000.00-	INR	425	203410001	



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GENERAL LEDGER VIEW:

Document Edit Goto Extras Settings Environment System Help

Display Document: General Ledger View

Display Currency Entry View

Data Entry View

Document Number	2200000274	Company Code	2000	Fiscal Year	2009
Document Date	08.02.2010	Posting Date	08.02.2010	Period	11
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

Ledger ZA

Doc.	2200000274	Fiscal Year	2009	Period	11
------	------------	-------------	------	--------	----

C...	A	L	Item	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Profit Center
2000	S	000001	1	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S	000002	2	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S	000003	3	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S	000004	4	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S	000005	5	40		2401286	AAO/ERO/T/RAJAHMUNDF	100,000.00	INR	421	203110001	
	S	000006	6	50		2300301	S Dr Collections A/c	100,000.00-	INR	421	203110001	
	S	000007	7	50		2300301	S Dr Collections A/c	100,000.00-	INR	422	203110001	
	S	000008	8	50		2300301	S Dr Collections A/c	100,000.00-	INR	423	203210001	
	S	000009	9	50		2300301	S Dr Collections A/c	100,000.00-	INR	424	203310001	
	S	000010	10	50		2300301	S Dr Collections A/c	100,000.00-	INR	425	203410001	
	S	000011		50		3000200	InterUnitBal A/c	100,000.00-	INR	421	203110001	
	S	000012		40		3000200	InterUnitBal A/c	100,000.00	INR	422	203110001	
	S	000013		50		3000200	InterUnitBal A/c	100,000.00-	INR	421	203110001	
	S	000014		40		3000200	InterUnitBal A/c	100,000.00	INR	423	203210001	
	S	000015		50		3000200	InterUnitBal A/c	100,000.00-	INR	421	203110001	
	S	000016		40		3000200	InterUnitBal A/c	100,000.00	INR	424	203310001	
	S	000017		50		3000200	InterUnitBal A/c	100,000.00-	INR	421	203110001	
	S	000018		40		3000200	InterUnitBal A/c	100,000.00	INR	425	203410001	

6. Existing All Govt. receivables

SAP 4.7

Doc Type: SA

2800426 Rec'bles against Cat I<15 units paid by govt Other Dr 10000

To 2300301 Sundry Debtors Collections A/c 10000

(Being the receivables from govt. is transferred to concerned account)

NOTE: All the Govt. receivables are to be incorporated as above.



SAP ECC6 (No Change)

Doc Type: SA

2800426 Rec'bles against Cat I<15 units paid by govt Other Dr 10000

To 2300301 Sundry Debtors Collections account 10000

(Being the receivables from govt. is transferred to concerned account)

NOTE: All the Govt. receivables are to be incorporated as above.

The cited RJs which does not effect the Customers can all be posted in either of these Transaction Codes i.e. F-65/F-02/FV50/FB50.

Transaction Code F-65: i.e. Park Document

Park Document: Document Header

Fast Data Entry Acct model

Document Date	10.02.2010	Doc. Type	LF	Company Code	2000
Posting Date	10.02.2010	Period	12	Currency	INR
Document Number		Translatn Date			
Reference	Lr No: XXXX				
Doc.Header Text					
Partner BArea					

Control

☒ Only transfer amnts in document curr.in invoice

First line item

PstKy	40	Account	4700603	SGL Ind		TType	
-------	----	---------	---------	---------	--	-------	--

Document Date: Date on which the RJ is passed

Posting Date: Date on which the RJ is to be affected

Document Type: LF i.e. for Recognition of Theft Deposit RJ

Period: 11 i.e. the Posting month.

Company Code: 2000

Currency: INR

Reference: The Ref upon which the Deposit is to be adjusted

Posting Key: 40 i.e. GL Debit

Account: Mention the Account No: which is to be debited i.e. 4700603?

Press Enter



Amount: 1000
Business Area: BA code where the RJ is to be passed. Unit Code itself
Profit Center: Mention the relevant PC of the Unit
Text: Mention the Text of the RJ
Posting Key: 50 i.e. GL Credit
Account: 2300301 mention the Account which is to be credited
Press Enter



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Park Document: Change G/L Account Item

Fast Data Entry Tax Additional Data Acct model Check

G/L Account Sundry Debtors Collections account
Company Code APEPDCL

Item 2 / Credit entry / 50

Amount INR
Business Place
Business Area
Cost Center
Profit Center AAO/ERO/TOWN SKLM
Order
Quantity
Assignment
Text Long Texts

Next Line Item
PostKey Account SGL Ind New Co.Code

Amount: 1000

Business Area: BA code where the RJ is to be passed. Unit Code itself

Profit Center: Mention the relevant PC of the Unit

Text: Mention the Text of the RJ

Posting Key: 50 i.e. GL Credit


































Account: 2300301 mention the Account which is to be credited

Press Enter



Click on the Overview Icon  to view the Journal Entry.

Park Document: Overview



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.

Purpose: All the ERO 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.
The Entries would be as follows:

Upon Receipt

Exp: Cash Account Dr. XXX
To CC Collection Control A/c. Cr XXX

Upon Remittance in to Bank

Exp: Bank Incoming Account Dr XXX
To Cash Account XXX





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Transaction Code: FBCJ

Cash Journal 121 Company Code 2000

Save Post Print cash journal Change cash journal Editing Options

Data selection Date of entry

Display period 01.02.2010 - 01.02.2010

Today This week Current period

Cash journal: AAO/ERO/TOWN SK Company code: APEPDCL

Balance at the Start of Day

Balance display for display period

Opening balance	0.00	INR
+ Total cash receipts	0.00	INR
+ Total check receipts	0.00	INR
- Total cash payments	0.00	INR
= Closing balance	0.00	INR
Cash thereof	0.00	INR

Cash receipts during the Day

Number: 0

Net of Check receipt & remittance

Cash Remitted in to bank

Closing Balance of Cash & Check

Only Cash closing Balance

Select the Unit Cash Book

Cash payments Cash receipts Check receipts

Business transaction	Amount	Doc.	Split	Tradin	Tr	Fun	CO	Cost Center	Activity	Order	It
RECEIPT OF CC CHARG	15,000.00						2000				

Cash Remittance into Bank

Cash Receipts

Check receipt & remittances

Select the relevant Business

Amount of Transaction

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

Press the Button for the split transactions

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

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



FICO-Accounts Receivable End User Manual



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.

Document Split (Check Receipts)

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

Copy

Tax Included

Tax Code	Tax Amount

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

Cash Journal Business Transaction (1) 32 Entries Found

Restrictions

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.IMPREST	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 **Print cash journal**. 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
2008 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	Ctrl Cost Ctrl
1000000092	03.02.2010	03.02.2010	HT 50% IA THEF...	0.00	3,000.00	0.00			
1000000093	03.02.2010	03.02.2010	HT 50% IA THEF...	0.00	7,000.00	0.00			
1000000094	03.02.2010	03.02.2010	520-CASH RMTD ...	0.00	7,000.00-	0.00			
1000000095	03.02.2010	03.02.2010	SD FROM HT CON...	0.00	8,500.00	0.00			
1000000097	03.02.2010	03.02.2010	520-CASH RMTD ...	0.00	8,500.00-	0.00			
1000000098	03.02.2010	03.02.2010	CC COLLNS-LT -...	0.00	6,500.00	0.00			
1000000099	03.02.2010	03.02.2010	520-CASH RMTD ...	0.00	6,500.00-	0.00			
1000000100	03.02.2010	03.02.2010	F-28 AUTOMATED...	0.00	505.00	0.00			
* 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: Posted Saved Reversed/Reversal Document

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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	PCB No.
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



Bank Reconciliation: Henceforth, the bank reconciliation would be done in SAP through a series of Transaction Codes i.e. ZFIA004, FEBAN & ZFIA024.

NOTE: In ECC 6.0 the Bank GL has been redefined as follows: For Example the Bank GLs of Srikakulam Town ERO in respect of SBI Receipt Account are as follows:

2428830 Main Bank Account (No direct entry is possible)
2428831 Incoming Bank Account (All remittances in to bank)
2428834 Outgoing Bank Account (All Transfers to HQ)
2428835 Unidentified Bank Account (Any amt appearing in Scroll but not in Cash Book)
2404996 Remittance in Transit SBI (Common for all units)

- **Any Receipt towards LT**

Cash Account Dr
To Receivables Account Cr

- **Remitted in to Bank**

Bank Incoming Account Dr
To Cash Account Cr

- **Transfer to Head Quarters.**

Remittance in transit Account Dr
To Bank Outgoing Account Cr

- **Cheques Dishonor**

Receivables Account Dr
To Bank Incoming Account Cr

- **Acknowledged by Bank** (Automated Entries thru BRS)

Main Bank Account Dr
To Bank Incoming Account Cr

Bank out going Account Dr
To Main Bank Account Cr

Bank Incoming Account Dr
To Main Bank Account Cr



- **Wrong Dr / Bank Charges**
Unidentified Account Dr
To Main Bank Account Cr
- **Wrong Cr / Bank Excess**
Main Bank Account Dr
To Unidentified Account Cr

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.

Specifications

☐ Int. bank determin.

Selection of advices

☒ Import advices

Memo record entry

Start variant 1000 APDC BANK STATEMENT

Cust. matchcode ID D

Vendor matchcode ID K

Further processing

Processing Type 4

☒ Transfer value date

Prerequisites:

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

- 1) **Remittance in to bank:** Check the Remittance amount in Incoming G/L (24xxxx1).
- 2) **Dishonored Cheques:** Check whether all the cheques dishonored as per bank statement are posted are not.



3) **Transfer to Head Quarter:** Check whether the Transfer to Head quarters entry is posted & amount 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	0000019100006INR	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"/> 2200000848	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"/> 1500000079	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	

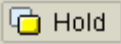
CPDFI_BR cpdeccdev INS

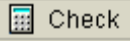
Opening Balance is the Bank Scroll Balance and Closing Balance is the Scroll Closing Balance.

Assignment is Cheque Number for cheque remittances.

Date is remitted into Bank Date.

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

Hit  **Hold** button to save the selected item. When powers is off, there is no need reselect the items already selected. Again Execute the 'ZFIA004' all lines are already selected before power off.

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



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

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

Company Code
Enter House Bank
Enter Account ID

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

Enter Posting Date

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

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



Trail balance Generation:

To Execute the Trail Balance of the any Unit the Transaction Code is **F.08/ S_ALR_87012277**. 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



Program Edit Goto System Help

G/L Account Balances

G/L account selection

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

Selection using search help

Search help ID	
Search string	

Transaction Figures Selection

Business area	520	to		
Currency type	10			
Ledger	ZA			

Further selections

Reporting Year	2009
Reporting Period	

Output control

Subtotal at Level	
Subtotal at Level	
Subtotal at Level	
<input type="checkbox"/> Alternative Account Number	
Additional header	
<input type="checkbox"/> Microfiche information	
<input type="checkbox"/> Separate list	
<input type="checkbox"/> Display Plus/Minus Sign	
<input type="checkbox"/> Keep Print Parameters for Output	


Layouts

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



FICO-Accounts Receivable End User Manual



Press on Execute  Button

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	11,000.0
2303100	S Dr CC HT Cat 1	130,500.00	60,832.00	130,500.00	60,832.00	69,668.00	0.0
2303200	S Dr CC HT Cat 2	825,314.00	234,827.00	1,726,314.00	235,827.00	1,490,487.00	0.0
2303400	S Dr CC HT Cat 4A	0.00	0.00	0.00	0.00	0.00	0.0
2305110	S Dr ED HT Cat 1	3,500.00	500.00	3,500.00	500.00	3,000.00	0.0
2305111	S Dr IED HT Cat 1	2,000.00	0.00	2,000.00	0.00	2,000.00	0.0
2305120	S Dr ED HT Cat ED 1B	3,500.00	0.00	3,500.00	0.00	3,500.00	0.0
2305510	SDr DPS HT Cat 1	4,000.00	0.00	4,000.00	0.00	4,000.00	0.0
2305540	S Dr DPS HT Cat 2	34,000.00	32,000.00	34,000.00	32,000.00	2,000.00	0.0
2306020	Court Cases-HT	49,832.00	0.00	49,832.00	0.00	49,832.00	0.0
2400500	Cheques Collns Clrng	100,048.00	150,048.00	101,048.00	151,048.00	0.00	50,000.0
2401299	SA0/HT/ELURU	265,922.00	217,317.00	266,922.00	218,317.00	48,605.00	0.0
2430291	SAUMIELKS&LINKInc	0.00	0.00	0.00	0.00	0.00	0.0
2430301	SA0 0 ELR BOI ELRInc	217,317.00	109,444.00	218,317.00	109,444.00	108,873.00	0.0
3000194	IUA ERO Div/Cir0thrs	0.00	12,500.00	0.00	12,500.00	0.00	12,500.0
3000200	InterUnitBal A/C	27,500.00	49,000.00	27,500.00	49,000.00	0.00	21,500.0
4600921	TDS - ACD&SD	0.00	4,000.00	0.00	4,000.00	0.00	4,000.0
4700604	50%IntlAsmtTheftDsHT	5,000.00	51,556.00	5,000.00	51,556.00	0.00	46,556.0
4801020	CD-HTConsumers (cash)	105,000.00	100,500.00	105,000.00	100,500.00	4,500.00	0.0
6100220	EC LT Cat 2	50,000.00	450,000.00	50,000.00	450,000.00	0.00	400,000.0
6100310	EC HT Cat 1	0.00	304,370.00	0.00	1,204,370.00	0.00	1,204,370.0
6100311	Pnl EC HT Cat 1	0.00	300.00	0.00	300.00	0.00	300.0
6100312	FSA HT Cat 1	0.00	200.00	0.00	200.00	0.00	200.0
6100316	Sur LPF HT Cat 1	0.00	400.00	0.00	400.00	0.00	400.0
6100318	Demand Chgs HT Cat 1	0.00	100.00	0.00	100.00	0.00	100.0
6100320	EC HT Cat 2	23,500.00	50,000.00	23,500.00	50,000.00	0.00	26,500.0
6100501	E D LT Cat 1	0.00	4,500.00	0.00	4,500.00	0.00	4,500.0
6100511	E D HT Cat 1	0.00	4,000.00	0.00	4,000.00	0.00	4,000.0
6100531	Int E D HT Cat 1	0.00	2,000.00	0.00	2,000.00	0.00	2,000.0
6100713	Cust Chg HT Cat 1	0.00	0.00	0.00	1,000.00	0.00	1,000.0
6100903	Reconnection Fee HT	0.00	2,040.00	0.00	2,040.00	0.00	2,040.0
6101511	HT Cat IB ED	0.00	3,500.00	0.00	3,500.00	0.00	3,500.0
6200261	DPS- HT Cat- I	0.00	9,000.00	0.00	9,000.00	0.00	9,000.0
6200262	DPS- HT Cat- 2	16,000.00	34,000.00	16,000.00	34,000.00	0.00	18,000.0
7800110	Interest on SD-HT/LT	35,001.00	0.00	35,001.00	0.00	35,001.00	0.0
* Subtotal 1 0		1,897,934.00	1,897,934.00	2,801,934.00	2,801,934.00	1,821,466.00	1,821,466.0

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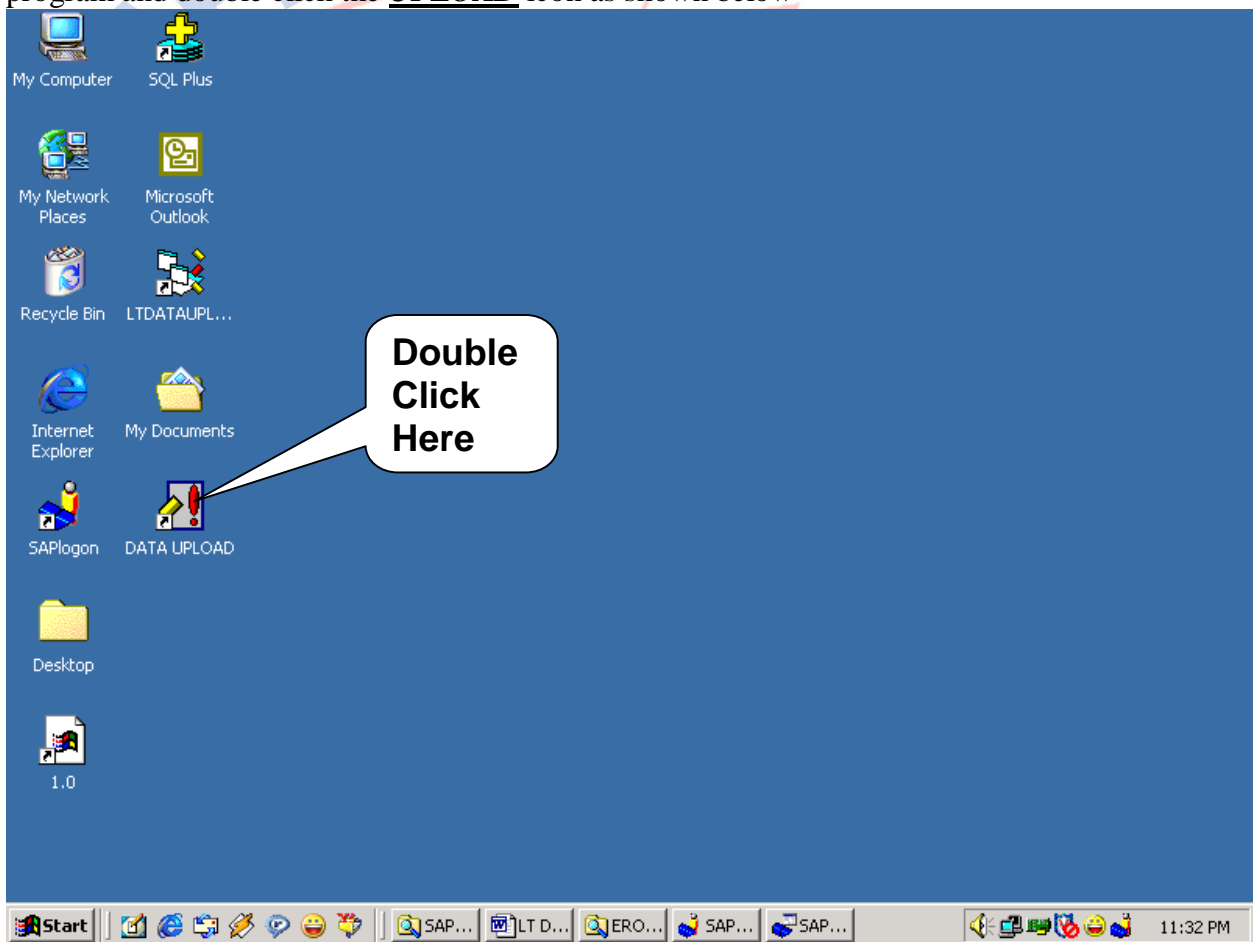
LT DATA UPLOAD INTO SAP

Steps to follow LT Data Upload

- Get .DBF files from PAA, & In-House l in a CD in the given format (Formats enclosed at the end of the material).
- Copy all the above files and save concern month folder.
- Run Data Converter and save converted files in the upload folder
- Check Your mail after due date

HOW TO CONVERT **.DBF FILES TO SAP REQUIRED FORMAT

- Minimize all programs that are running as explained above and select converter program and double click the UPLOAD icon as shown below

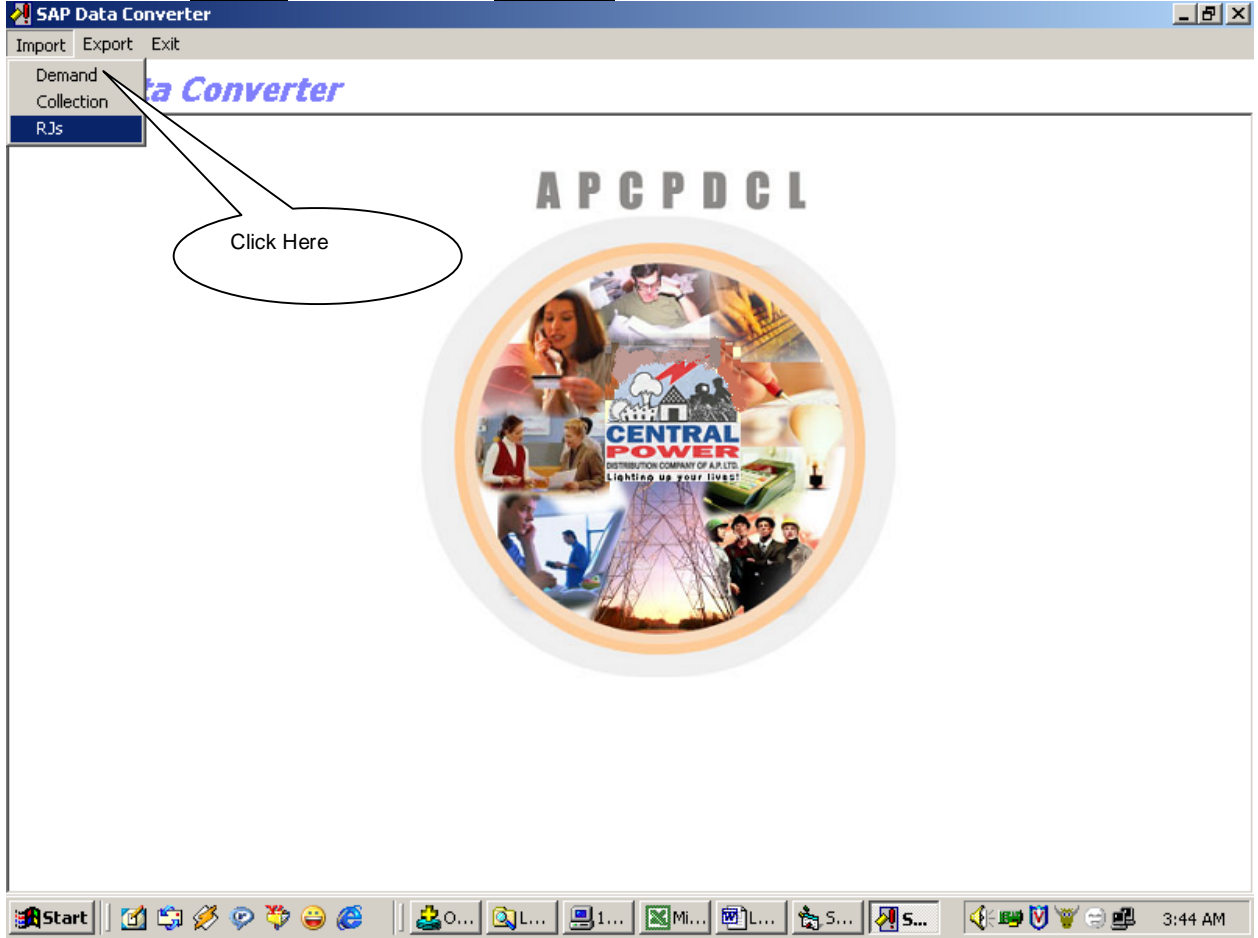




FICO-Accounts Receivable End User Manual



2. You will be entered into converter program. To upload demand file, go to menu bar and select **Import** and then select **Demand** as shown in the below



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FICO-Accounts Receivable End User Manual

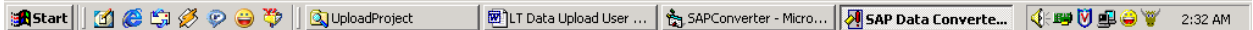


3. You will be entered into Import Demand Form and select file icon to select demand file which you would like to convert **.DBF file to SAP required format as shown below

Developed By

Common Billing System Team,
Southern Power Distribution Company of AP Ltd.

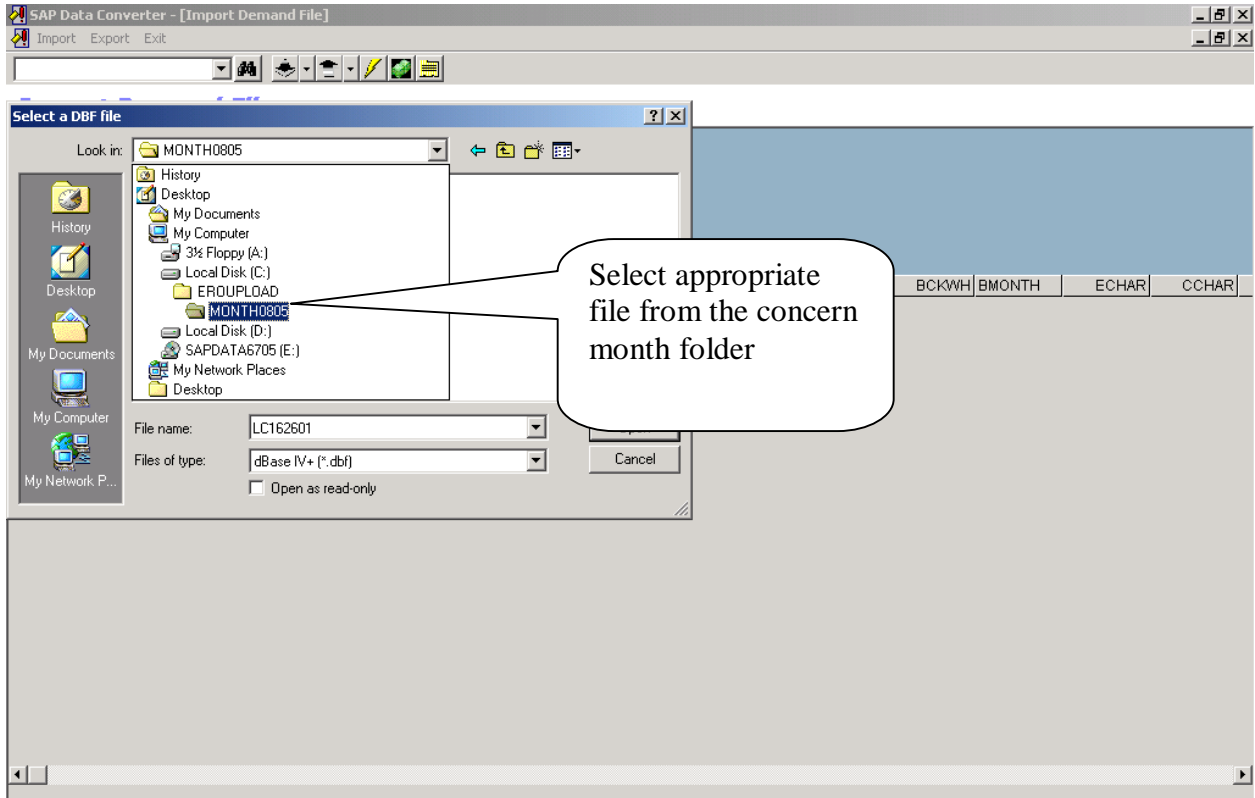
Copy Rights Reserved



ఏపీ-ఈపీడిఎస్

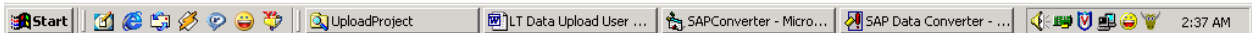


FICO-Accounts Receivable End User Manual



Developed By
Common Billing System Team,
Southern Power Distribution Company of AP Ltd.

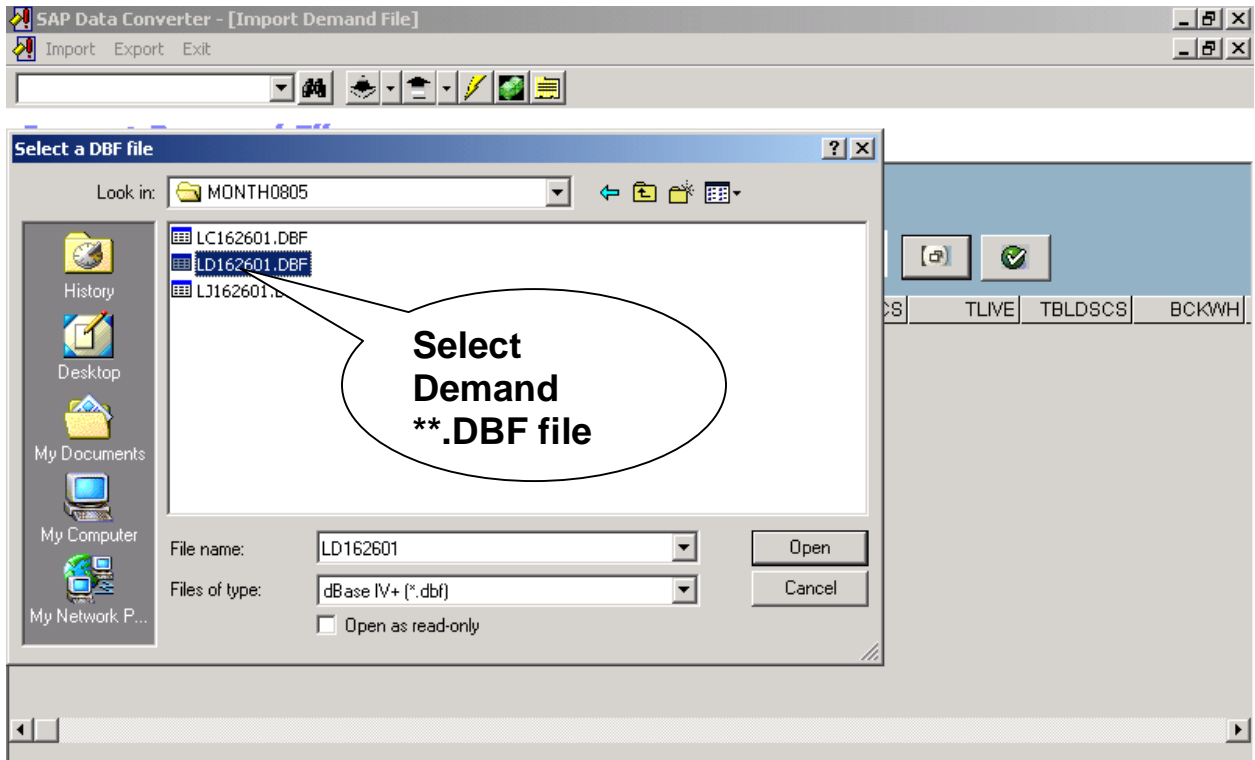
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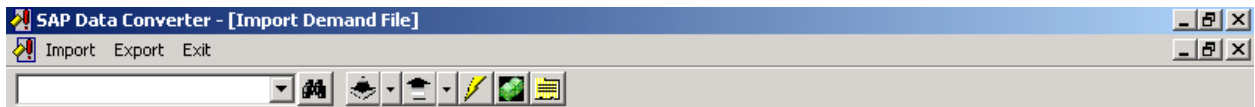
Copy Rights Reserve



ఏపీ-ఈపీడిస్కో



FICO-Accounts Receivable End User Manual



Import Demand File

Demand File & Path To Import

C:\EROUPLD\MONTH0805\LD162601.DBF

EROCODE	SECCODE	SUBDIV	HOD	BGROUP	CNCAT	DTYPE	TOTSCS	TIME	TBLDSCS	BCKW
1626	106222301	106222001	NG	B	1	A	8822	7507	1	10
1626	106222301	106222001	NG	B	1	A	8822	7507	87	892
1626	106222301	106222001	NG	B	1	R	8822	7507	10	64
1626	106222301	106222001	NG	B	1	R	8822	7507	5	2
1626	106222301	106222001	NG	B	1			7507	4	
1626	106222301	106222001	NG	B	1			7507	3485	19975
1626	106222301	106222001	NG	B	2			577	1	48
1626	106222301	106222001	NG	B	2			577	1	
1626	106222301	106222001	NG	B	2			577	4	5
1626	106222301	106222001	NG	B	2			577	1	9
1626	106222301	106222001	NG	B	2			577	289	2263
1626	106222301	106222001	NG	M	5	R	4884	3430	2	
1626	106222301	106222001	NG	M	5	R	4884	3430	17	
1626	106222301	106222001	NG	M	5	R	4884	3430	1	

Click here to
get *.DBF
file data to
Converter

Developed By

Common Billing System Team.
Southern Power Distribution Company of AP Ltd.

Copy Rights Reserve





FICO-Accounts Receivable End User Manual



4. Go to menu bar and select Export and then Demand as show below to Export and Convert data from **.DBF file to **.TXT file.

EROCODE	SECCODE	SUBDIV	HOD	DTYPE	TOTSCS	TLIVE	TBLDSCS	BCKW
1626	106222301	106222001	NG	A	8822	7507	1	10
1626	106222301	106222001	NG	A	8822	7507	87	892
1626	106222301	106222001	NG	R	8822	7507	10	64
1626	106222301	106222001	NG	R	8822	7507	5	2
1626	106222301	106222001	NG	R	8822	7507	4	
1626	106222301	106222001	NG	R	8822	7507	3485	19975
1626	106222301	106222001	NG	B	648	577	1	46
1626	106222301	106222001	NG	B	648	577	1	
1626	106222301	106222001	NG	B	648	577	4	6
1626	106222301	106222001	NG	B	648	577	1	9
1626	106222301	106222001	NG	B	648	577	289	2263
1626	106222301	106222001	NG	M	4884	3430	2	
1626	106222301	106222001	NG	M	4884	3430	17	
1626	106222301	106222001	NG	M	4884	3430	1	

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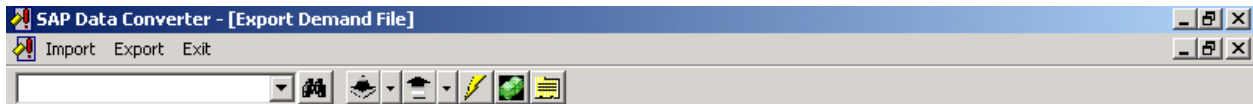
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FICO-Accounts Receivable End User Manual



Export Demand File

Select A Location To Save

Click To Prepare The Data

BLDAT	BLART	BUDAT	XBLNR	BKTXT	NEWBS	HKONT	WRBTR	SGTXT	NEWBS1	HKONT1
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1CC	144.53	106222001	50	6100210
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1CC	30	106222001	50	6100613
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1CC	1.06	106222001	50	6100212
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1DP	54.56	106222001	50	6200251
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1ED	6	106222001	50	6100501
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1ED	1.85	106222001	50	6100521
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1CC	13927.91	106222001	50	6100210
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1CC	2690	106222001	50	6100613
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1CC	35.52	106222001	50	6100212
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1DP	7124.3	106222001	50	6200251
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1ED	535.56	106222001	50	6100501
30.06.2005	L2	30.06.2005	LD1626010	06.2005	01	LTCAT1ED	171.71	106222001	50	6100521
30.06.2005	L1	30.06.2005	LD1626010	06.2005	01	LTCAT1CC	1262.61	106222001	50	6100210
30.06.2005	L1	30.06.2005	LD1626010	06.2005	01	LTCAT1CC	290	106222001	50	6100613
30.06.2005	L1	30.06.2005	LD1626010	06.2005	01	LTCAT1DP	608.78	106222001	50	6200251

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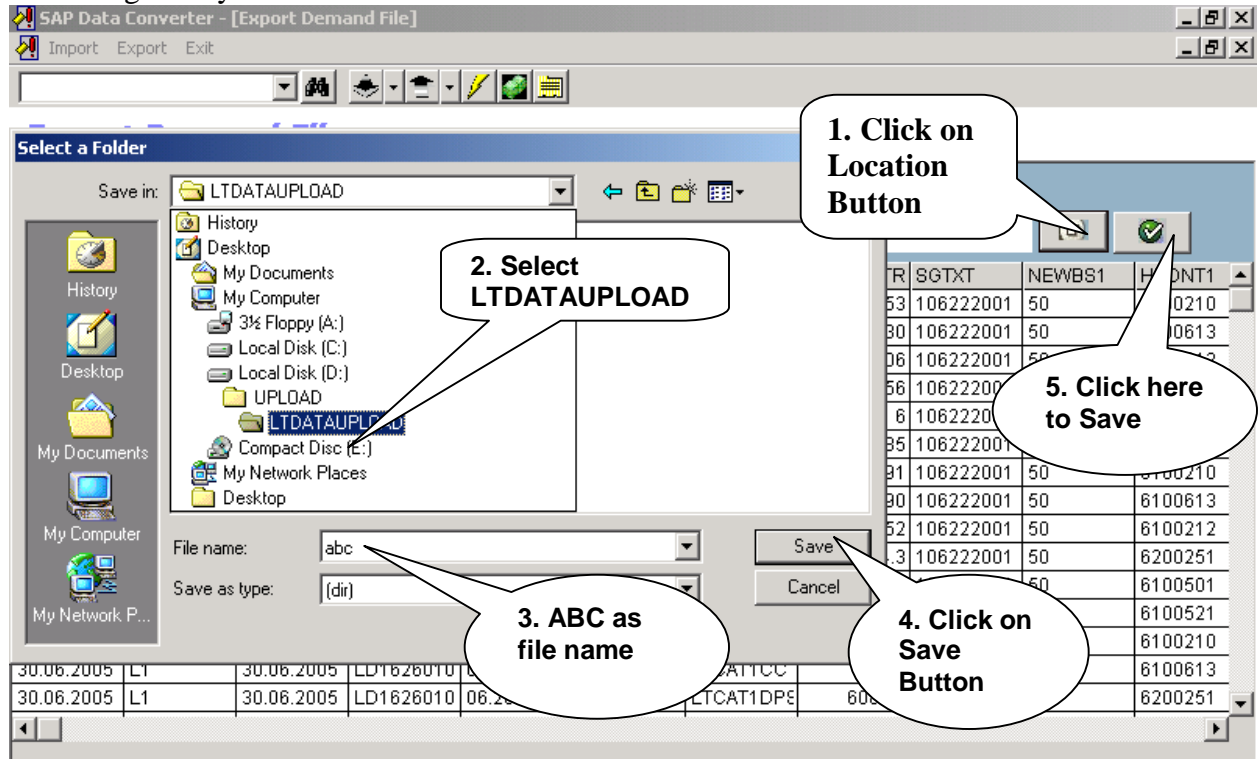




FICO-Accounts Receivable End User Manual



Click on location button to save converted *.TXT file and give folder name like ABC.
You can give any folder name as shown below



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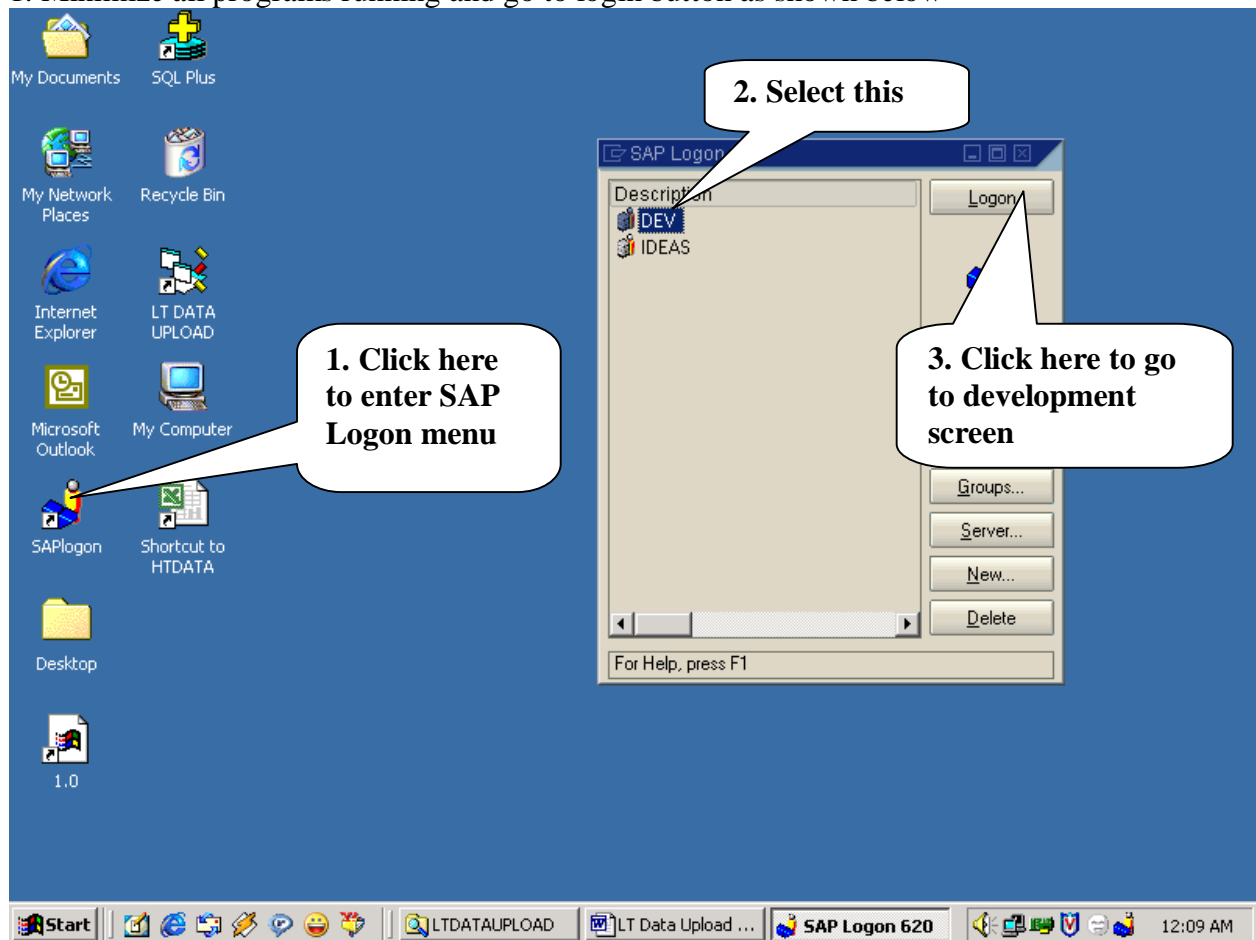
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HOW TO CHECK SAP MAIL TO VERIFY WHETHER DATA UPLOADED CORRECTLY OR NOT

1. Minimize all programs running and go to login button as shown below





FICO-Accounts Receivable End User Manual



2. Fill necessary fields and press enter as shown below

The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' button. The login form has the following fields:

- Client: 400
- User: srinivasulu
- Password: *****
- Language: (empty)

Two callout boxes provide instructions:

1. Type Your user name here
2. Type Your password here and press **Enter**

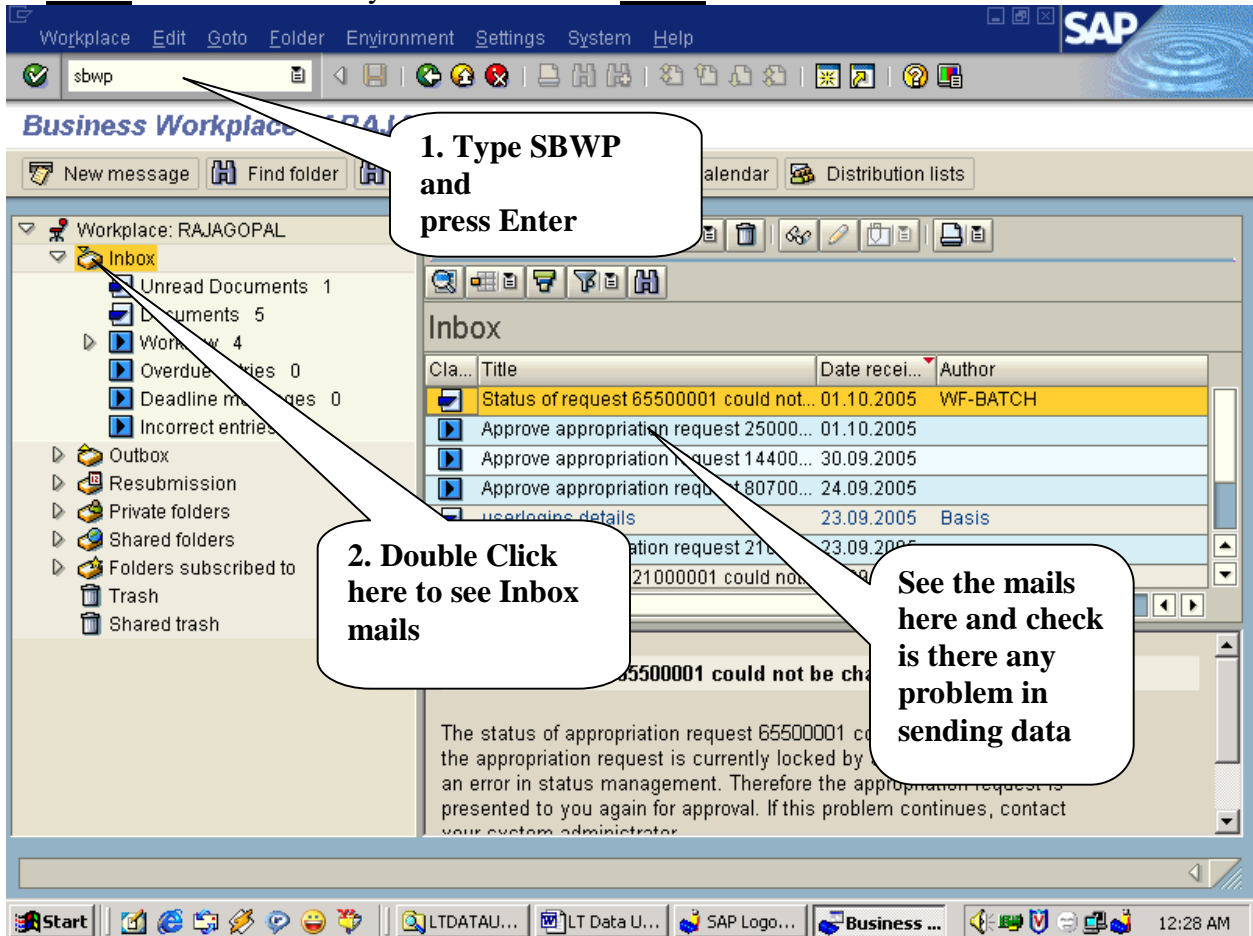
The background of the login screen displays a list of client names and their corresponding descriptions:

- CLIENT 210 ==> "EPDCL DEVELOPMENT"
- CLIENT 220 ==> "SPDCL DEVELOPMENT"
- CLIENT 230 ==> "CPDCL DEVELOPMENT"
- CLIENT 300 ==> "SPDCL CUSTOMIZATION"
- CLIENT 310 ==> "NPDCL CUSTOMIZATION"
- CLIENT 320 ==> "CPDCL CUSTOMIZATION"
- CLIENT 330 ==> "NPDCL CUSTOMIZATION"
- CLIENT 400 ==> "CPDCL INTEGRATION"
- CLIENT 410 ==> "EPDCL INTEGRATION"
- CLIENT 420 ==> "SPDCL INTEGRATION"
- CLIENT 430 ==> "NPDCL INTEGRATION"

The taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 12:16 AM.

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3. Type **SBWP** transaction codes in the command box and press **Enter**. Double click on **Inbox** and see the mails you received in the **Inbox** as shown below



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UPLOAD FILES STRUCTURE:

The Upload Structure of Demand Collection and Revenue Journal (Debit RJ & Credit RJ) effecting the Customers would be as follows:

Structure of LT demand upload format on monthly basis in to SAP system				
Doc Date in Doc	BLDAT	DATE	10	Ledger month
Doc Type	BLART	CHAR	2	As per Annexure 1
Posting Date in Doc	BUDAT	DATE	10	Last day of Ledger Month
Ref Doc No	XBLNR	CHAR	16	Upload file name
Doc Header Text	BKTXT	CHAR	25	Ledger Month (proposed to have JE no)
Posting Key	NEWBS	CHAR	2	01 for Debit 50 for Credit
Customer Code / GL Account	HKONT	CHAR	10	Annexure 1
Amount in Doc Curr	WRBTR	DEC	16	Respective GL Account related amount
	GSBER			Business Area
	ZFBDT			Base Line Date (Default Posting date)
	ZUONR			Assignment
Text	SGTXT	CHAR	50	Sub Division
	XREF1			Reference Key1
	XREF2			Reference Key2
	XREF3			Reference Key3
Posting Key	NEWBS	CHAR	2	01 for Customer Debit 50 for GL account Credit
Customer Code / GL Account	HKONT	CHAR	10	Annexure 1
Amount in Doc Curr	WRBTR	DEC	16	value of, demand being booked



FICO-Accounts Receivable End User Manual



Cost Center	KOSTL		10	Cost Center for expense accounts
Internal Order	AUFNR	CHAR	12	For Revenue GLs entering "Order" is mandatory as per annexure
Quantity	MENGE	QUAN	13	No. of Billed units
	ZUONR			Assignment
Text	SGTXT	CHAR	50	
Reference Key 1	XREF1	CHAR	12	Total No. of Services
Reference Key 2	XREF2	CHAR	12	For specifying Monthly/ Bimonthly
Reference Key 3	XREF3	CHAR	20	Total Billed Services
Zsec	ZSEC	CHAR	15	Section Code
ZHOD	ZHOD	CHAR	15	Head of the Department

Structure of LT Collection format in SAP				
Doc Date in Doc	BLDAT	DATE	10	Ledger month
Doc Type	BLART	CHAR	2	As per Annexure 1
Posting Date in Doc	BUDAT	DATE	10	Last day of Ledger Month
Ref Doc No	XBLNR	CHAR	16	Upload file name
Doc Header Text	BKTXD	CHAR	25	Pending
Posting Key	NEWBS	CHAR	2	01 for Debit 50 for Credit
Customer Code / GL Account	HKONT	CHAR	10	Annexure 1
Amount in Doc Curr	WRBTR	DEC	16	Respective GL Account related amount
	GSBER			Business Area
	PRCTR			Profit Center
	ZUONR			Assignment



FICO-Accounts Receivable
End User Manual



Text	SGTXT	CHAR	50	Sub Division
	XREF1			Reference Key1
	XREF2			Reference Key2
	XREF3			Reference Key3
Zsec	ZSEC	CHAR	15	Section Code
ZHOD	ZHOD	CHAR	15	Head of the Department
Posting Key	NEWBS	CHAR	2	01 for Customer Debit 50 for GL account Credit
Customer Code / GL Account	HKONT	CHAR	10	Annexure 1
Amount in Doc Curr	WRBTR	DEC	16	value of, demand being booked
	ZUONR			Assignment
Text	SGTXT	CHAR	50	Section code
	XREF1			Reference Key1
	XREF2			Reference Key2
	XREF3			Reference Key3

Structure of LT RJ LL (Debit) format in SAP				
Doc Date in Doc	BLDAT	DATE	10	Ledger month
Doc Type	BLART	CHAR	2	As per Annexure 1
Posting Date in Doc	BUDAT	DATE	10	Last day of Ledger Month
Ref Doc No	XBLNR	CHAR	16	Upload file name
Doc Header Text	BKTX	CHAR	25	Pending
Posting Key	NEWBS	CHAR	2	01 for Debit 50 for Credit



FICO-Accounts Receivable End User Manual



Customer Code / GL Account	HKONT	CHAR	10	Annexure 1
Special G/L Indicator for the Next Line Item	NEWUM	CHAR	1	Special GL Indicator
Amount in Doc Curr	WRBTR	DEC	16	Respective GL Account related amount
	GSBER			Business Area
	ZFBDT			Due on (Required)
	ZUONR			Assignment
Text	SGTXT	CHAR	50	Sub Division
Reference Key 1	XREF1			
Reference Key 2	XREF2			
Reference Key 3	XREF3			
Posting Key	NEWBS1	CHAR	2	01 for Customer Debit 50 for GL account Credit
Customer Code / GL Account	HKONT1	CHAR	10	Annexure 1
Amount in Doc Curr	WRBTR1	DEC	16	value of, demand being booked
Business Area	GSBER	CHAR	4	Business Area
	KOSTL			Cost Center
Profit Center	PRCTR	CHAR	10	Profit Center
	AUFNR			Order
	MENGE			Units
	ZUONR2			Assignment
Text	SGTXT2	CHAR	50	Section Code
Zsec	ZSEC	CHAR	15	Section Code
ZHOD	ZHOD	CHAR	15	Head of the Department



FICO-Accounts Receivable End User Manual



Reference Key 1	XREF21	CHAR	12	
Reference Key 2	XREF22	CHAR	12	
Reference Key 3	XREF23	CHAR	20	

Structure of LT RJ LK (Credit) format in SAP

Doc Date in Doc	BLDAT	DATE	10	Ledger month
Doc Type	BLART	CHAR	2	As per Annexure 1
Posting Date in Doc	BUDAT	DATE	10	Last day of Ledger Month
Ref Doc No	XBLNR	CHAR	16	Upload file name
Doc Header Text	BKTXR	CHAR	25	Pending
Posting Key	NEWBS	CHAR	2	01 for Debit 50 for Credit
Customer Code / GL Account	HKONT	CHAR	10	Annexure 1
Amount in Doc Curr	WRBTR	DEC	16	Respective GL Account related amount
	GSBER			Business Area
	KOSTL			Cost Center
	PRCTR			Profit Center
Internal Order	AUFNR	CHAR	12	For Revenue GLs entering "Order" is mandatory as per annexure
	ZUONR			Assignment
Quantity	MENGE	QUAN	13	No. of Billed units
Text	SGTXT	CHAR	50	Sub Division
Zsec	ZSEC	CHAR	15	Section Code
ZHOD	ZHOD	CHAR	15	Head of the Department
Reference Key 1	XREF1	CHAR	12	Total No. of Services
Reference Key 2	XREF2	CHAR	12	For specifying Monthly/Bimonthly



FICO-Accounts Receivable
End User Manual



Reference Key 3	XREF3	CHAR	20	Total Billed Services
Posting Key	NEWBS1	CHAR	2	01 for Debit 50 for Credit
Customer Code / GL Account	HKONT1	CHAR	10	Annexure 1
Amount in Doc Curr	WRBTR1	DEC	16	Respective GL Account related amount
	GSBER2			Business Area
	ZFBDT			Blind Date
	ZUONR2			Assignment
Text	SGTXT2	CHAR	50	
	XREF21			Reference Key 1
	XREF22			Reference Key 2
	XREF23			Reference Key 3

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