



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 of Company codes can be assigned to one company.
- **Business Area:** It is an Organizational unit in financial accounting those structures the enterprise according to geographical area of activity or line of activity to which the business transactions can also be posted. We can prepare the financial statements for each business area...
- **Profit Center:** An Organization Unit in accounting that reflects a management-oriented structure of the organization for the purpose of internal control. In Other words, it can be defined as an organizational unit where both the costs and revenues are analyzed for profitability analysis.



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

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

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

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

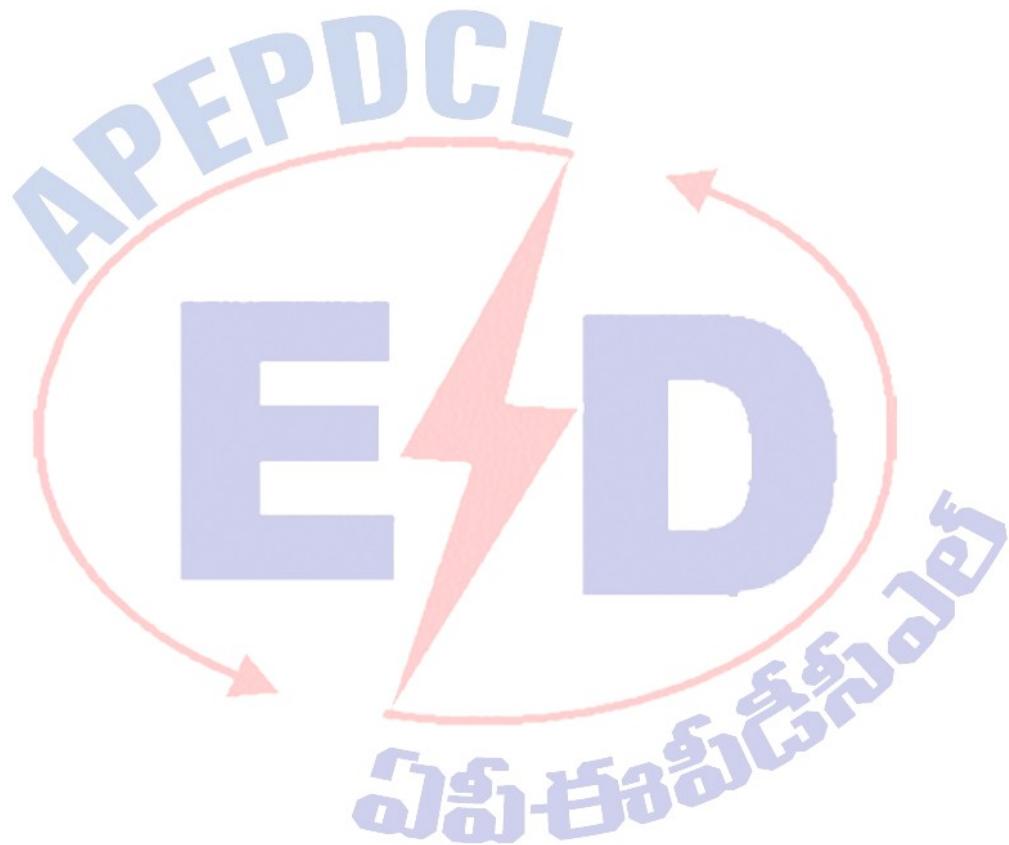
❖ **Accounts Receivable Sub Module:** This Component is used to process the business transactions relating to customers i.e. sales, payments, returns etc. A master record is created for every customer with reference to the company code. For this purpose the customers are categorized according to similarities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

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

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

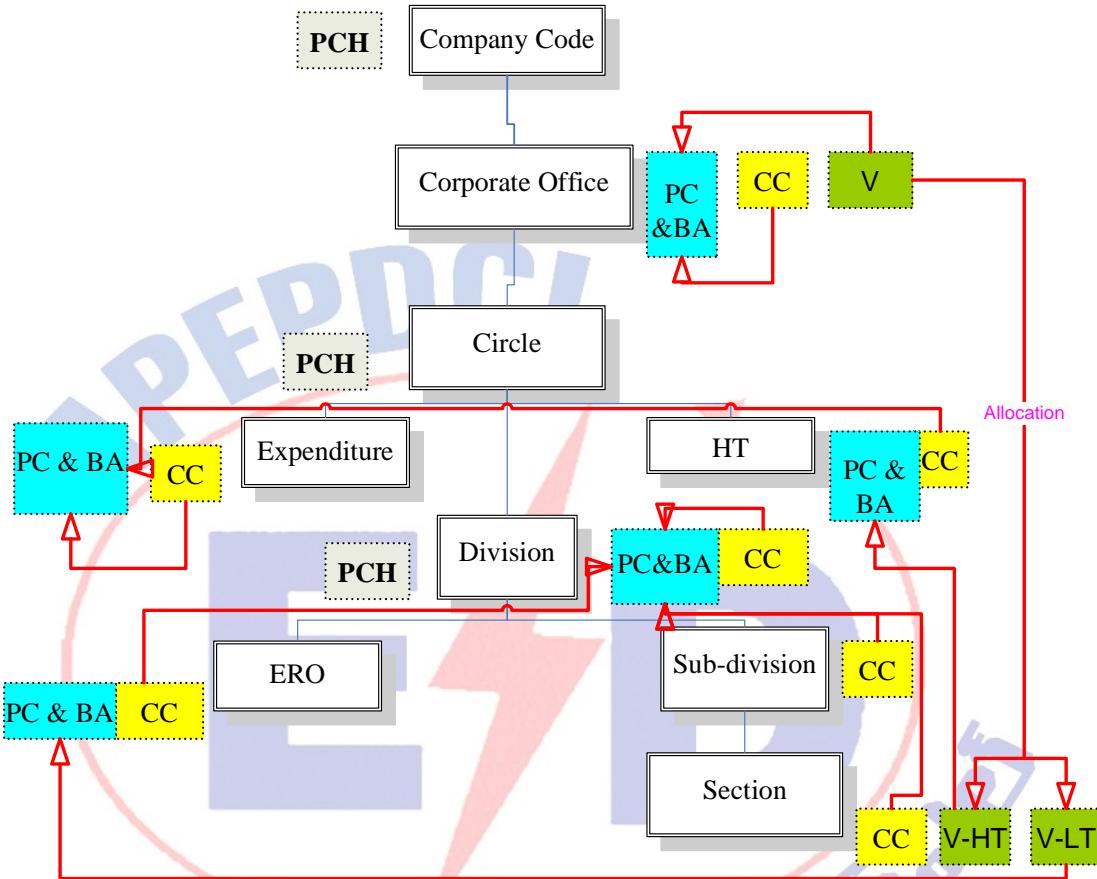


- ❖ **Special GL Indicator:** It's a key which specifies the nature of special business transactions. Example: Deposit, Advances etc.,
- ❖ **Open item:** Open item means pending items. The concept of open items is applicable to customer's vendors and some balance sheet general ledger accounts such as,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





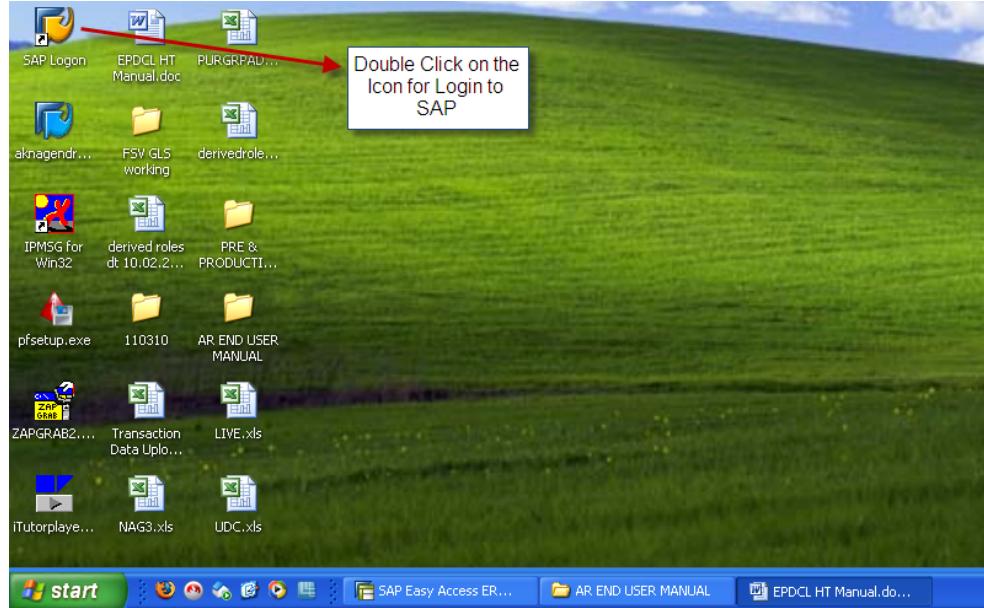
ORGANIZATION STRUCTURE



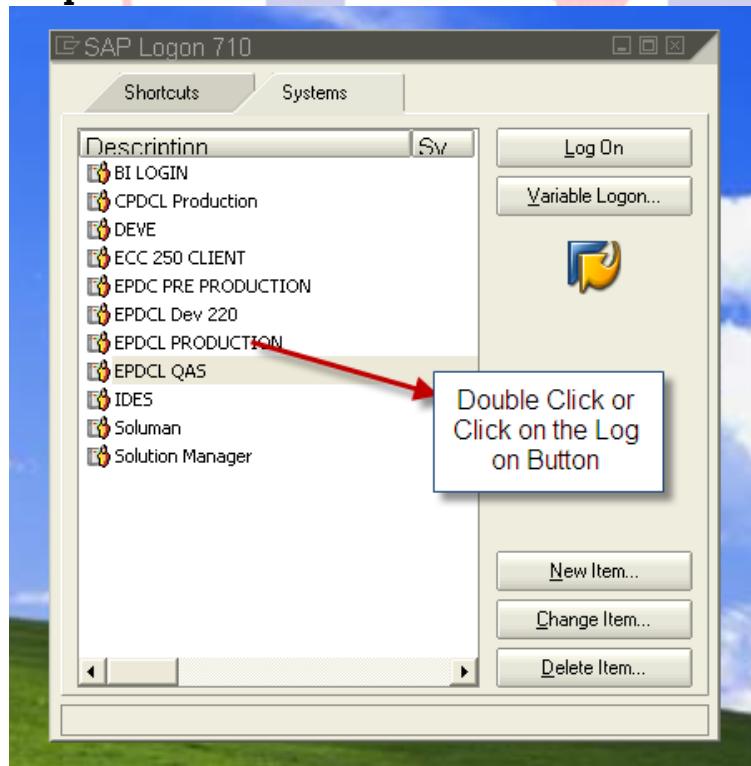


To **LOGIN** to the SAP follow the following four Steps as per the Snapshots stated below:

Step No: 1

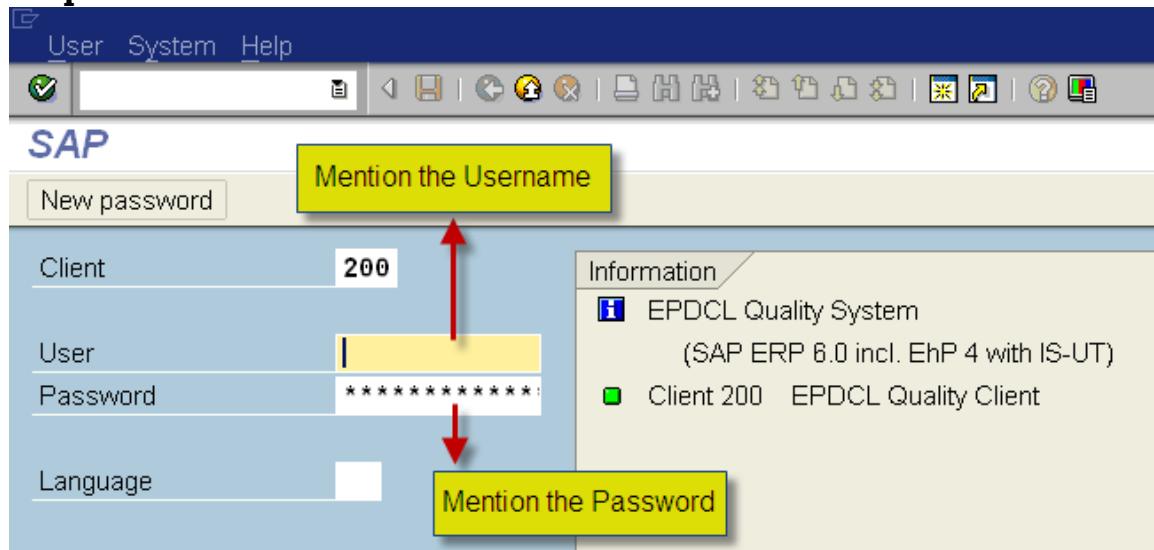


Step No: 2

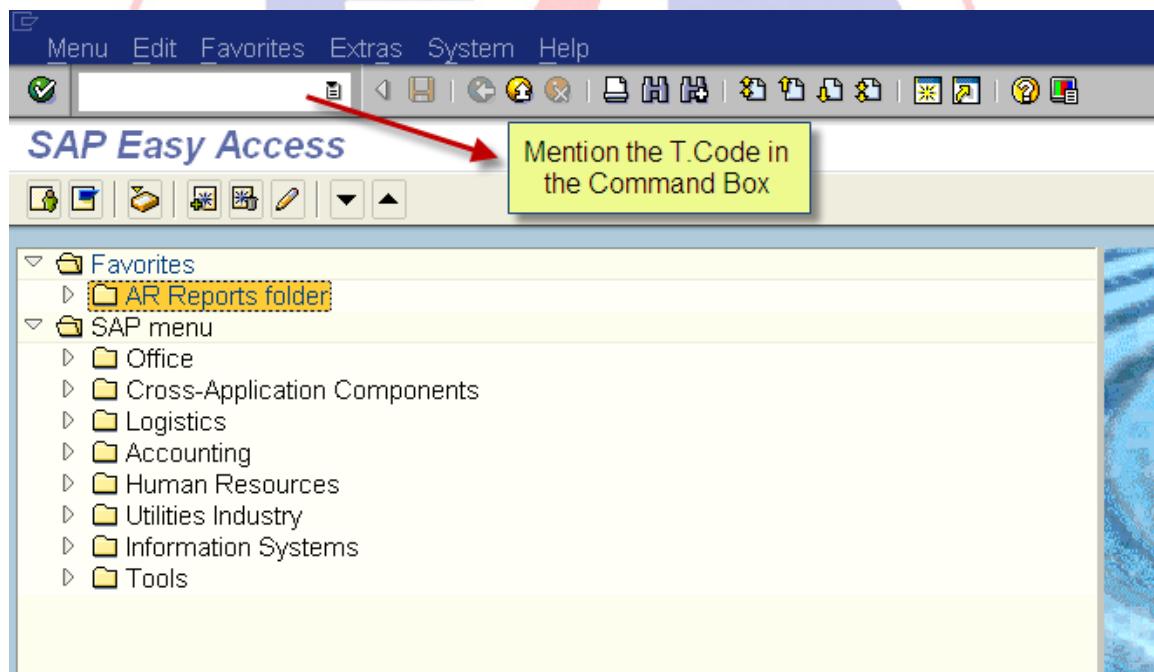




Step No: 3

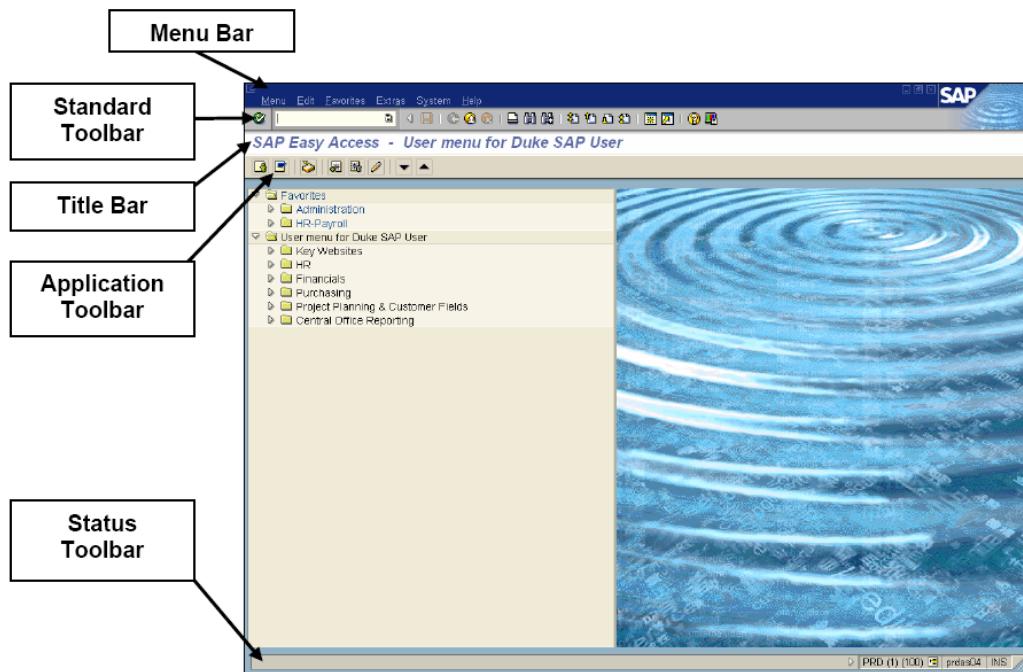


Step No: 4





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

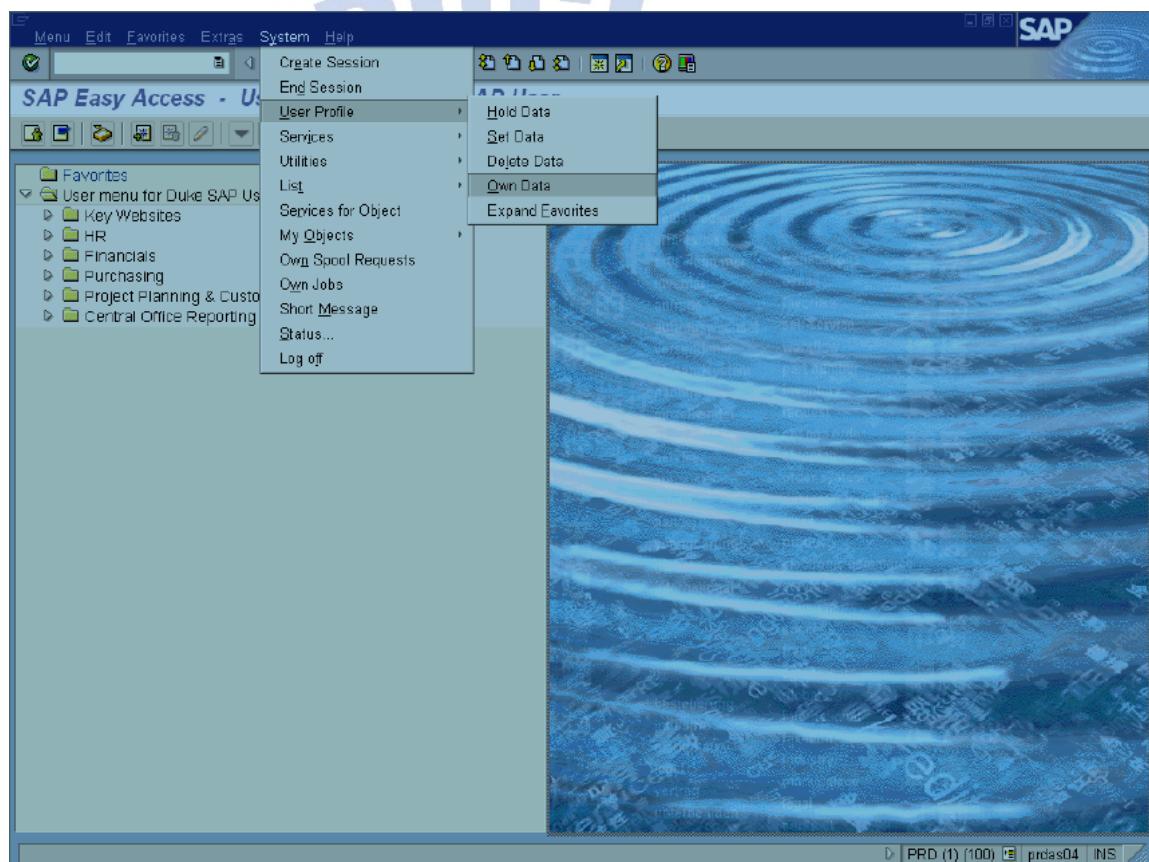


- The Menu Bar contains menu paths for system commands. It also contains the SAP button (top left corner) and the minimize and maximize buttons (top right corner) for managing the size and position of the window.
- The Standard Toolbar contains buttons for performing common functions depending on the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



How Do I Use the Menu Bar?

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



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



ECC 6.0 FUNCTIONALITIES FOR APDISCOMS AR SUB MODULE

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

1. New GL (Splitting of inter unit transactions)
 - a.) Document Splitting.
 - b.) Maintenance of Parallel Ledgers
 - c.) Real time posting to Controlling from Financial Accounting
 - d.) Segment Reporting
 - e.) Faster Period End Closing.
 - f.) Legal & Management Reporting
2. 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
▪ Profit Centers were created up to Division Level only	▪ Profit Centers are created up to ERO level.
▪ HT units were not created as Profit Centers.	▪ HT units are also created as Profit Centers.
▪ Revenue data flows into Profit Centers from Division wise Voltage Orders assigned to it	▪ Revenue data flows into Profit Centers from Section wise Voltage Orders assigned to it.
▪ All Accounting units are not created as Profit Centers.	▪ All Accounting units are created as Profit Centers.
▪ Business Areas were Created upto Circle Level Only	▪ Business Areas were Created upto Division/ERO Level



Profit Centers

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

Voltage Orders

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

Improvements:

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



- 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	Subsy-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		Customer Line Item Display
FAGLL03		GL Account Line Item Display GL View
FD10N		Customer Balance Display
FS10N		GL Balance Display
ZFIA004	BRS	1 st Step of BRS
FEBAN	BRS	2 nd Step of BRS
ZFIA024	BRS	3 rd Step of BRS
S_ALR_87012301/ S_ALR_87012277/ F.08	Trail Balance	Generation of Trail Balance Report



Activities of Electricity Revenue Office and SAP

- ✓ **Billing:** The Billing activities of all ERO are through Spot Billing i.e. external and out of SAP.
- ✓ **Demand :** The demand so raised by issue of bills, would be uploaded in to SAP through the Regular Upload Program, demand file obtained from external billing agencies with help of Convertor.

T.Code: ZINTERFACE

Journal Entry:

**Exp: Sundry Debtors A/c. Dr. XXX
To Revenue from Sale of Power A/c. XXX**

- ✓ **Collections:** The Collection so made and credited to the respective customers in the external billing would be uploaded in to SAP through the Regular Upload Program, collection file obtained from external billing agencies.

Journal Entry:

**Exp: 2300301 CC Collection Control A/c. Dr XXX
To Category wise Customers A/c. XXX**

- ✓ **Revenue Journals:** Any subsequent debits and credits, Journal entries **affecting the Customers** would also be uploaded in to SAP through the Regular Upload Program, through RJ file obtained from external billing agencies. (Subject to approval by the management)

Otherwise the as-is process of entering the Revenue Journal entries in SAP through the transaction code in FV70/FV75/FB70/FB75/F-22/F-27 would be continued.

NOTE: If the Demand, Collection and RJs files are finalized for Upload, then the following checks are to be ensured by the Concerned Unit Officers.

- i. Check whether the Journal Entries (Other than Customer related) are parked and posted.



- 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. Elecy 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

Park Customer Invoice: Company Code 2000

Basic data

Customer	L0121CC1	SGL Ind	<input type="checkbox"/>
Invoice date	01.02.2010	Reference	Lr:No: XXXX
Posting Date	01.02.2010		
Amount	5000	INR	<input type="checkbox"/> 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 APEPDCI Visakhapatnam		
Lot No.			

Customer

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

G/L acct

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								
			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

Document Overview

Doc.Type : DR (Customer Invoice) Normal document

Doc. Number 2000 Company Code 2000 Fiscal Year 2009
Doc. Date 01.02.2010 Posting Date 01.02.2010 Period 11
Calculate Tax
Ref.Doc. LR: NO: XXXX
Doc. Currency INR

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	01	L0121CC1	121AA0E0			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. Elecy Duty Cat1 A/c.	10000
	To 6100521 i.e. Int on Elecy 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....)



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 GL Ind TType

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



Document Edit Goto Extras Settings Environment System Help

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			
Contract	/	Bus. place/sectn	/
Bus. Area	121	Flow Type	/
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 <input type="checkbox"/> Long Texts	

Next line item

PstKy 01 Account L0121ED1 BL Ind TType New co.code

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



Document Edit Goto Extras Settings Environment System Help

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	Days/percent	14	/
Payt Terms	R001	Disc. Amount	/	
Bline Date	01.02.2010	Invoice ref.	/	/
Disc. base		Pmt Method	/	
Pmnt Block	2			
Assignment				
Text	Being Demand (ED) raised Due to XXXXX <input type="button" value="Long Texts"/>			

Next line item

PstKy 01 Account L0121IED1 GL Ind TType New co.code

Press Enter for mentioning the details and amount of third line item and the requisite Fourth Dr Line Item



Document Edit Goto Extras Settings Environment System Help

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	<input type="checkbox"/> Calculate tax	Bus. place/sectn	/
Contract		/		Flow Type	/
Bus. Area	121			Days/percent	14 / / / /
Payt Terms	R001			Disc. Amount	
Bline Date	01.02.2010			Invoice ref.	
Disc. base				Pmt Method	
Pmnt Block	2				
Assignment					
Text	Being Demand (IED) raised Due to XXXXX				
<input type="checkbox"/> 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



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add Customer item

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

APEPDCL

Item 4 / Invoice / 01 / 8 Dr DPS LT Cat 1

Amount	3000	INR	Bus.place/sectn	/
<input type="checkbox"/> Calculate tax				
Contract	/	Flow Type		
Bus. Area	121	Days/percent	14	/
Payt Terms	R001	Disc. Amount		
Bline Date	01.02.2010	Invoice ref.	/	/
Disc. base		Pmt Method		
Pmnt Block	2			
Assignment				
Text Being Demand Raised due to XXXXXX <input type="button" value="Long Texts"/>				

Next line item

PstKy 50 Account 5100210 GL Ind TType New co.code

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



Document Edit Goto Extras Settings Environment System Help

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	<input type="checkbox"/> Calculate tax
Business Place			
Business Area	121		
Cost Center			
Profit Center			
Order	V2051111L000		
Assignment			
Text	Being Demand Raised due to X0000X		

Quantity

Next Line Item

PstKy	50	Account	6100501	<input type="checkbox"/> L Ind	<input type="checkbox"/> TType	<input type="checkbox"/> New co.code	<input type="checkbox"/>
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Press Enter for mentioning the details and amount of Second Credit line item and the requisite Third Cr Line Item



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add G/L account item

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	
Assignment		
Text	Being Demand (ED) raised Due to XXXXX	

Quantity

Next Line Item

PstKy 50 Account 6100521 GL Ind TType New co.code

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



Document Edit Goto Extras Settings Environment System Help

More data Acct model Fast Data Entry Taxes

G/L Account 6100521 Interest on Electricity DutyLT Cat 1
Company Code 2000 APEPDCL

Item 7 / Credit entry / 50

Amount	5000	INR	
Business Place			
Business Area	121		
Cost Center			
Profit Center			
Order	V2051111L000		
Assignment		Quantity	
Text	Being Demand (IED) raised Due to XXXXX	Long Texts	

Next Line Item

PstKy	50	Account	6200251	GL Ind	TType	New co.code
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Press Enter for mentioning the details of the Fourth Cr Line Item



Document Edit Goto Extras Settings Environment System Help

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		
Assignment		Quantity	
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.



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

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  SGL Ind TType New co.code



Go To Document and Select Simulation as per GL View, then the following Entry would appear.

Click on Post Icon to Post the entry. A New Document number would be generated as follows.

Document 1800000072 was posted in company code 2000

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



Journal Entry: Upon Withdrawal of Demand

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

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

6100521 i.e. Int on Elecy 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

Customer	L0121CC1	SGL Ind	<input type="checkbox"/>
Document date	10.02.2010	Reference	LR: NO: XXXX
Posting Date	10.02.2010		
Amount	1,000.00	INR	<input type="checkbox"/> 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

Address	121AAOERO
	121AAOERO
	500000
OIS	
Bank data: not available	

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 <input type="checkbox"/>	1000		121			V2051111L000		
			Debit <input type="checkbox"/>								
			Debit <input type="checkbox"/>								
			Debit <input type="checkbox"/>								
			Debit <input type="checkbox"/>								
			Debit <input type="checkbox"/>								
			Debit <input type="checkbox"/>								

Search icons: magnifying glass, double arrows, etc.



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

Document Overview

Doc. Type : DG (Customer Credit Memo) Normal document
Doc. Number Company Code 2000 Fiscal Year 2009
Doc. Date 10.02.2010 Posting Date 10.02.2010 Period 11
Calculate Tax
Ref.Doc. LR: NO: XXXX
Doc. Currency INR

Item	PK	Account	Account short text	Assignment	Tx	Amount
1	11	L0121CC1	121AA0ER0			1,000.00-
2	40	6100210	EC LT Cat 1			1,000.00

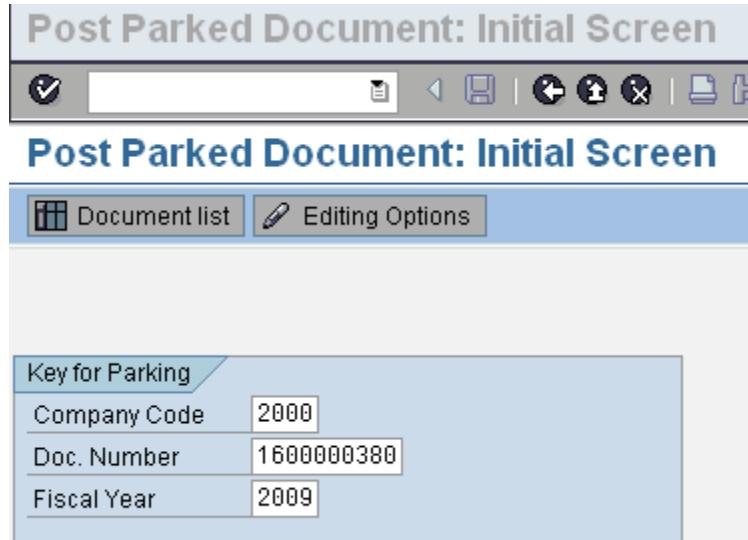
Press on Park Icon to Park the Document. The Document so parked can be posted in Transaction Code FBV0 i.e. Post Parked Document. Upon Posting a Document No: would be generated as follows:

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



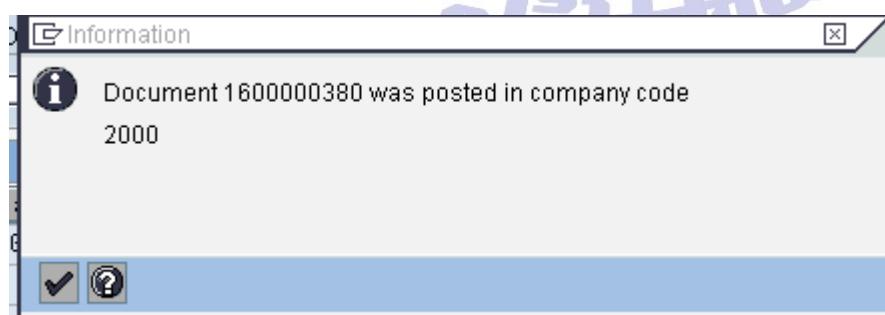
Company Code: 2000

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:



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

Customer selection

Customer account to

Company code to

Selection using search help

Search help ID

Search string

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.



FICO-Accounts Receivable End User Manual



St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Crlng doc.	Text
	20100201	1800000071	DR	01.02.2010			5,000.00	INR		Being Demand Raised due to XXXXXXXXX
	20100201	1800000072	DR	01.02.2010			15,000.00	INR		Being Demand Raised due to XXXXXXX
	20100204	1800000019	DR	04.02.2010			5,500.00	INR		Raising of Invoice
	20100204	1800000020	DR	04.02.2010			5,000.00	INR		Raising of Invoice
	20100208	1800000038	DR	09.02.2010			5,000.00	INR		
	20100208	1800000039	DR	08.02.2010			40,000.00	INR		
	20100209	1800000042	DR	09.02.2010			777.00	INR		Raising of Invoice
	20100209	1800000043	DR	09.02.2010			888.00	INR		Reason for raising the demand
	20100210	1600000380	DG	10.02.2010			1,000.00	INR		Being Demand Withdrawn due to XXXXXXX
	20100210	1600000381	DG	10.02.2010			1,000.00	INR		Being Demand Withdrawn due to XXXXXXX
	20100210	1600000382	DG	10.02.2010			100.00	INR		Being Demand Withdrawn due to XXXXXXX
	Any relevant Info.	1800000040	DR	08.02.2010			4,500.00	INR		Reason for raising the demand
	Any relevant Info.	1800000041	DR	09.02.2010			666.00	INR		Reason for raising the demand
	TEST1	1800000054	DR	18.02.2010			5,000.00	INR		Testing
*							85,231.00	INR		
** Account L0121CC1							85,231.00	INR		

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

The screenshot shows the SAP Fiori G/L Account Line Item Display G/L View screen. The top navigation bar includes Program, Edit, Goto, System, and Help. The toolbar contains various icons for file operations. The main title is "G/L Account Line Item Display G/L View". Below the title, there are buttons for "Choose Ledger", "Entry View", and "Data Sources".

G/L account selection: G/L account 61000210, Company code 2000, with "to" fields and double arrow buttons.

Selection using search help: Search help ID and Search string fields, with a "Search help" button.

Line Item Selection:

- Status:** Open Items (radio button selected), Open at Key Date: 20.03.2010, with "to" fields and double arrow buttons.
- Cleared Items:** Clearing Date and Open at Key Date fields, with "to" fields and double arrow buttons.
- All Items:** Posting Date and Open at Key Date fields, with "to" fields and double arrow buttons.

Type: Ledger ZA.

List Output: Layout selection.

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 or Press F8 to execute. The following screen would be appeared.



FICO-Accounts Receivable End User Manual



The screenshot shows a SAP application window titled 'G/L Account Line Item Display G/L View'. The top menu bar includes 'List', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. The toolbar below the menu contains various icons for navigation and selection. The main area displays a table of data with the following columns: St, Assignment, DocumentNo, BusA, Typ, Doc. Date, PK, Amount in local cur., LCurr, Tx, Ctrng doc, Profit Ctr, Segment, and Text. The data in the table is as follows:

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Ctrng doc	Profit Ctr	Segment	Text
<input checked="" type="checkbox"/>	Invoice for Sept	18000000999	428	DR	01.09.2009	50	6,000.00	INR		203000002	HTSE6		
<input checked="" type="checkbox"/>	Testing of Invoice	1800000019	421	DR	04.02.2010	50	2,500.00	INR		203110001	LTSE6		
<input type="checkbox"/>	20100201	1800000071	121	DR	01.02.2010	50	5,000.00	INR		205110001	LTSE6		
<input checked="" type="checkbox"/>	20100201	1800000072	121	DR	01.02.2010	50	15,000.00	INR		205110001	LTSE6		
<input type="checkbox"/>	20100208	1800000038	121	DR	09.02.2010	50	5,000.00	INR		200000001	CORSEG		
<input checked="" type="checkbox"/>	20100208	1800000039	121	DR	08.02.2010	50	40,000.00	INR		200000001	CORSEG		
<input type="checkbox"/>	20100209	180000004	121	DR	09.02.2010	50	666.00	INR		205110001	LTSE6		
<input checked="" type="checkbox"/>	20100209	1800000042	121	DR	09.02.2010	50	777.00	INR		205110001	LTSE6		
<input type="checkbox"/>	20100209	1800000043	121	DR	09.02.2010	50	898.00	INR		205110001	LTSE6		
<input checked="" type="checkbox"/>	20100210	1600000038	121	DR	10.02.2010	40	1,000.00	INR		205110001	LTSE6		
<input checked="" type="checkbox"/>	20100210	1600000038	121	DR	10.02.2010	40	1,000.00	INR		205110001	LTSE6		
<input checked="" type="checkbox"/>	20100210	16000000382	121	DR	10.02.2010	40	100.00	INR		205110001	LTSE6		
<input checked="" type="checkbox"/>	20100218	1800000054	121	DR	18.02.2010	50	5,000.00	INR		205110001	LTSE6		
<input checked="" type="checkbox"/>	20100218	1800000055	421	DR	18.02.2010	50	4,500.00	INR		203110001	LTSE6		
<input checked="" type="checkbox"/>	Any Relevant Info.	1800000040	120	DR	08.02.2010	50	4,500.00	INR		205000002	HTSE6		
*	<input checked="" type="checkbox"/>						87,731.00	INR					
**	Account 6100210						87,731.00	INR					

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

C...	A	Litem	Itm	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Profit Center
2000	S	000001	1	40		2401285	SAO/HT/RAJAHMUNDRY	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	



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
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General Ledger View

C...	A	Litem	Itm	PK	S	Account	Description	Amount	Curr.	Tx	BusA	Profit Center
2000	S	000001	1	40		2401280	DEO/IRAJAHMUNDY	15,050.00	INR	402	203100001	
	S	000002	2	50		4800101	CD-LTCConsumers(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 Registrtn 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)



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:

The screenshot shows the SAP FBCJ interface for Data Entry View. The top menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar below has icons for various functions like New, Open, Save, and Print. The main title is "Display Document: Data Entry View". Below the title, there are buttons for "Display Currency" and "General Ledger View". The "Data Entry View" section contains fields for 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, and Ledger Group. The main table displays the document split, showing multiple lines for ERO 421 and other EROs (422, 423, 424, 425) receiving 100,000 INR each. The table has columns for C, A, Litem, Itm, PK, S, Account, Description, Amount, Curr., Tx, BusA, and Profit Center.

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	



GENERAL LEDGER VIEW:

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
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General Ledger View

C...	A	Item	Itm	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



FICO-Accounts Receivable

End User Manual



Park Document: Enter G/L Account Item

Park Document: Enter G/L Account Item

Fast Data Entry Tax Additional Data Acct model Check

G/L Account 4700603 50% Initial Assesment Theft Deposit-LT
 Company Code 2000 APEPDCL

Item 1 / Debit entry / 40

Amount	1000	INR	<input type="checkbox"/> Calculate tax
Business Place			
Business Area	121		
Cost Center			
Profit Center	205110001		
Order			
Assignment			
Text	Being Theft Deposit Adjusted Against CC		
Quantity			
<input type="button" value="More"/>			
<input type="checkbox"/> Long Texts			

Next Line Item

PostKey 50 Account 2300301 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



Park Document: Change G/L Account Item

Park Document: Change G/L Account Item

Fast Data Entry Tax Additional Data Acct model Check

G/L Account 2300301 Sundry Debtors Collections account
Company Code 2000 APEPDCL

Item 2 / Credit entry / 50

Amount	1,000.00	INR
Business Place		
Business Area	121	
Cost Center		
Profit Center	205110001	AAO/ERO/TOWN SKLM
Order		
Assignment		
Text	Being Theft Deposit Adjusted Against CC	Long Texts

Quantity

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



**FICO-Accounts Receivable
End User Manual**



Click on the Overview Icon  to view the Journal Entry.

Park Document: Overview

Park Document: Overview

Document Date	10.02.2010	Type	LF	Company Code	2000
Posting Date	10.02.2010	Period	11	Currency	INR
Document Number		Fiscal Year	2009	Translatn Date	10.02.2010
Reference	LR NO: XXXX			Trading part.BA	
Doc.Header Text				Texts exist	<input type="checkbox"/> Net entry <input type="checkbox"/>

Line items

Item	PK	BusA	Acct no.	Description	Tx	Amount
001	40	121	4700603	50%Initial Asesmnt-LT		1,000.00
002	50	121	2300301	S Dr Collections A/c		1,000.00-

Other line items

PstKy	<input type="checkbox"/>	Account		SGL Ind	<input type="checkbox"/>	TTType	<input type="checkbox"/>	New co.code	<input type="checkbox"/>
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**Click on Park Icon  to Park the Journal Entry.
Upon Posting a new Document No: would be generated.**

 Document 6928000000 2000 was parked



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



Transaction Code: FBCJ

Cash Journal Edit Goto Extras System Help

Cash Journal 121 Company Code 2000

Save Post Print cash journal Change cash journal Editing Options

Date of entrv

Balance at the Start of Day

Opening balance 0.00 INR

+ Total cash receipts 0.00 INR Number: 0

+ Total check receipts 0.00 INR Number: 0

- Total cash payments 0.00 INR Number: 0

= Closing balance 0.00 INR

Cash thereof 0.00 INR

Cash receipts during the Day

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 CHARGE 15,000.00 000 2000

Cash Remittance into Bank

Cash Receipts

Check receipt & remittances

Select the relevant Business

Amount of Transaction

Press the Button for the split transactions

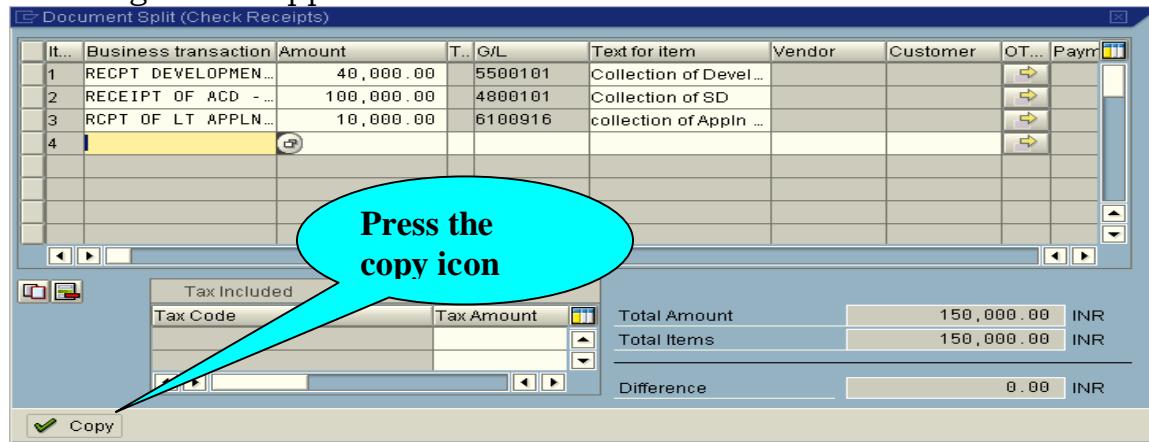
Click on Arrow to split if single check is received for multiple business transaction types

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

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



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



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



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

The screenshot shows the SAP Cash Journal interface. The top header includes the system code (APEPDCL), location (Visakhapatnam), document number (520), date range (03.02.2010 - 03.02.2010), and page number (1). The table below lists cash transactions, showing details like document number, date, business transaction, and amounts for expenses and receipts. The table includes columns for document number, date, business transaction, and amounts for expenses and receipts. The bottom section shows the closing balance (22,505.00 INR).

CASH JOURNAL		Page: 1
Visakhapatnam 520 / 2401299		INR Rupee
03.02.2010 - 03.02.2010		21.03.2010 12:21:33
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
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

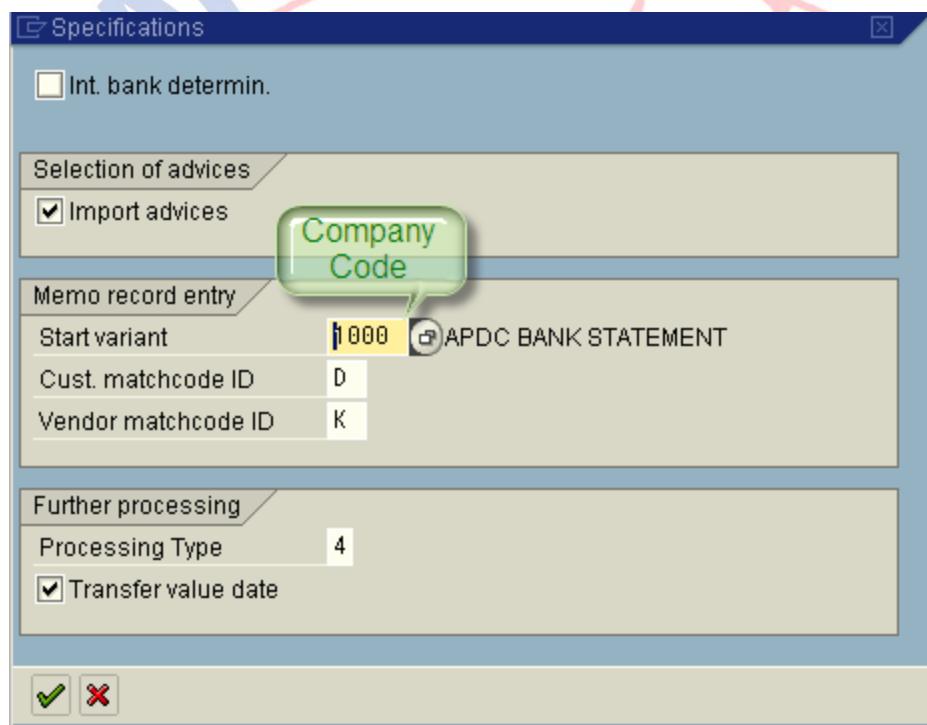
- **Wrong Cr / Bank Excess**

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.



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

Process Bank Statements

Processing Data

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

Processing Data

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

Controls

Beginning balance	50.00
Ending balance	100
Posting date	05.01.2010

Session Data

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

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

Beginning balance: Opening Balance as per your Bank scroll.

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

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

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



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SAP

Process Bank Statements

Balance Summary Date : 25.01.2010

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

Status

Can be Posted
Balances are not matching

Document Details

Doc No.	Assignment	Date	Amount	GL Code	Selections
100002516	Testing of fb50	05.01.2010	5,000.00	2405461	<input type="checkbox"/>
2000000591	0000016000001INR	11.12.2009	110.00-	2405461	<input type="checkbox"/>
86000000155	0000019100006INR	12.12.2009	18,500.00	2405461	<input type="checkbox"/>
86000000231	0000022200001INR	17.12.2009	500.00	2405461	<input type="checkbox"/>
15000000225	1000	01.10.2009	45,000.00	2405461	<input type="checkbox"/>
14000000700	123456	29.12.2009	40,000.00	2405461	<input type="checkbox"/>
22000000848	123456	04.01.2010	100.00	2405461	<input type="checkbox"/>
14000000662	123456-2	16.12.2009	1,500.00	2405461	<input type="checkbox"/>
22000000247	20090401	01.04.2009	5,000,000.00	2405461	<input type="checkbox"/>
22000000840	20090425	25.04.2009	5,500.00	2405461	<input type="checkbox"/>
22000000841	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"/>
15000000167	20090702	02.07.2009	1,500.00	2405461	<input type="checkbox"/>
1500000077	20090801	01.08.2009	500,000.00	2405461	<input checked="" type="checkbox"/>
1500000078	20090801	01.08.2009	700,000.00	2405461	<input 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	<input type="checkbox"/>

CPDFI_BR cpdeccdev INS

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

Assignment is Cheque Number for cheque remittances.

Date is 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 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 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.

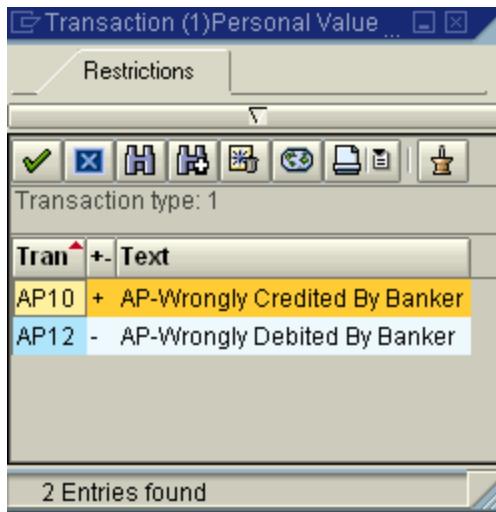
Hit  **Enter** it displays the following screen.

Enter Additional Charges

Transaction	Amount	Bank reference	Cost center	Bus Area

Transfer Data Cancel Delete Change

Choose the F4 help for Transactions as displayed below



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

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

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

Execute the transaction code: FEBAN



Selection of Bank Statements by Banks and Account Nos

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

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

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

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	<input type="text"/> 1000
House Bank	<input type="text"/> 1020R
Account ID	<input type="text"/> 1020R
Posting Date	<input type="text"/> 01.01.2010 to <input type="text"/> 31.01.2010

Click on Execute Button. The following Report is drawn.



Bank Reconciliation Statement

Bank Reconciliation Statement

BANK RECONCILIATION STATEMENT

House Bank Address: Indian Oversees Bank, 01, Ashok Nagar, Anantapur

Bank Account Number: 6

From: 01.01.2010 To: 31.01.2010

Unit Code : 1020

Unit Name : HT ANANTHAPUR

G/L ACCOUNT	DOCUMENT NO.	ASSIGNEEMNT	AMOUNT
PART-A			
Bank Balance as Per Cash Book As on		01.01.2010	
2405510			17,800.00
2405511			15,820,282.00
		Total:	15,838,082.00
Remittances into Bank		From 01.01.2010	To: 31.01.2010
2405511	2200001072	235001	10,000.00
2405511	2200001072	354698	20,000.00
2405511	2200001072	123456	100,000.00
		Total:	130,000.00
Funds Received from Head Quarter		From 01.01.2010	To: 31.01.2010
		Total:	0.00
Cheques issued		From 01.01.2010	To: 31.01.2010



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



FICO-Accounts Receivable

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2405511	14000000161	Testing En	1,000.00
2405511	14000000092	down payme	250,000.00
2405511	14000000409	residual c	50,000.00
2405511	14000000190	test	4,000.00
2405511	14000000192	test	8,388.00
2405511	14000000198	test	7,500.00
2405511	22000000667	11113	10,000.00
2405511	22000000710	12345	45,000.00
2405511	22000000827	124556	10,000.00
2405511	22000001072	235001	10,000.00
2405511	22000001072	354698	20,000.00
2405511	22000000891	545657	515,592.00
2405511	14000000158	Testing En	35,000.00
2405511	14000000408		101,000.00
2405511	14000000441		5,000.00
2405511	14000000673		555.00
2405511	19000000159		15,000.00
2405511	86000000016		6,000.00
2405511	8677777809	Being Paym	5,500.00
2405511	8677777811	Being Paym	5,500.00
2405511	100001270	Being reco	500.00
2405511	14000000113	TEST	1,000.00
2405511	14000000440	TEST	50,000.00
2405511	14000000154	Testing En	10,000.00
2405511	14000000155	Testing En	10,000.00
2405511	14000000208	245678	200,000.00
2405511	22000000987	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

From: 01/01/2018 To: 31/01/2018

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
[] Search help

Transaction Figures Selection

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

Further selections

Reporting Year 2009
Reporting Period []

Output control

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

Layouts

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



**FICO-Accounts Receivable
End User Manual**



Press on Execute  Button

G/L Account Balances

G/L Account Balances TRAIL BALANCE OF ERO XXXXXX FOR THE MON per Period 11 2009 in company code 2000							Time 18:39:11	Date 27.03.2
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	SAO/HT/ELRU	265,922.00	217,317.00	266,922.00	218,317.00	48,605.00	0.0	
2430291	SAUHTELSBELINKInc	0.00	0.00	0.00	0.00	0.00	0.0	
2430301	SAO 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/Ciroothrs	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	Pn1 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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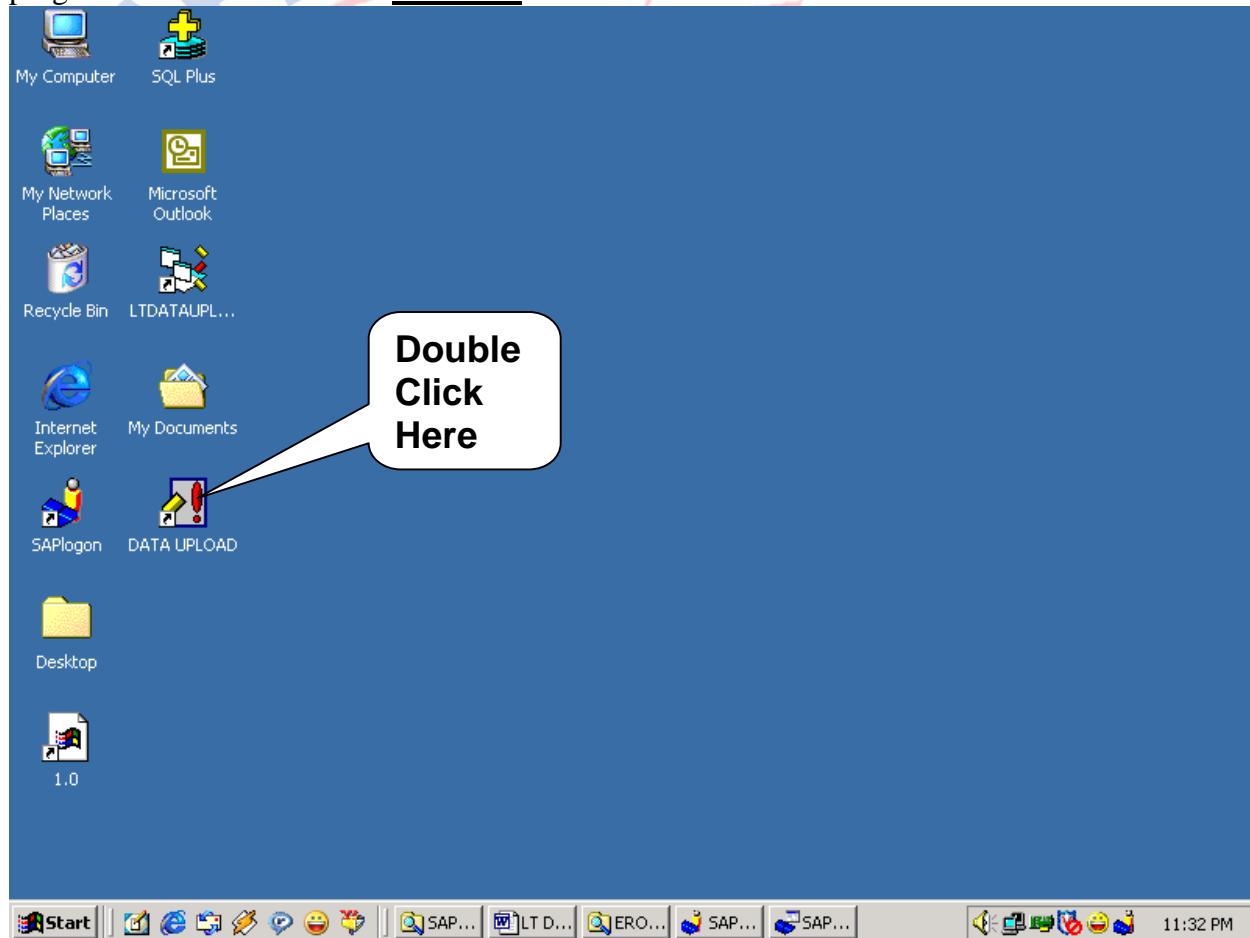
LT DATA UPLOAD INTO SAP

Steps to follow LT Data Upload

- A. Get .DBF files from PAA, & In-House 1 in a CD in the given format (Formats enclosed at the end of the material).
- B. Copy all the above files and save concern month folder.
- C. Run Data Converter and save converted files in the upload folder
- D. Check Your mail after due date

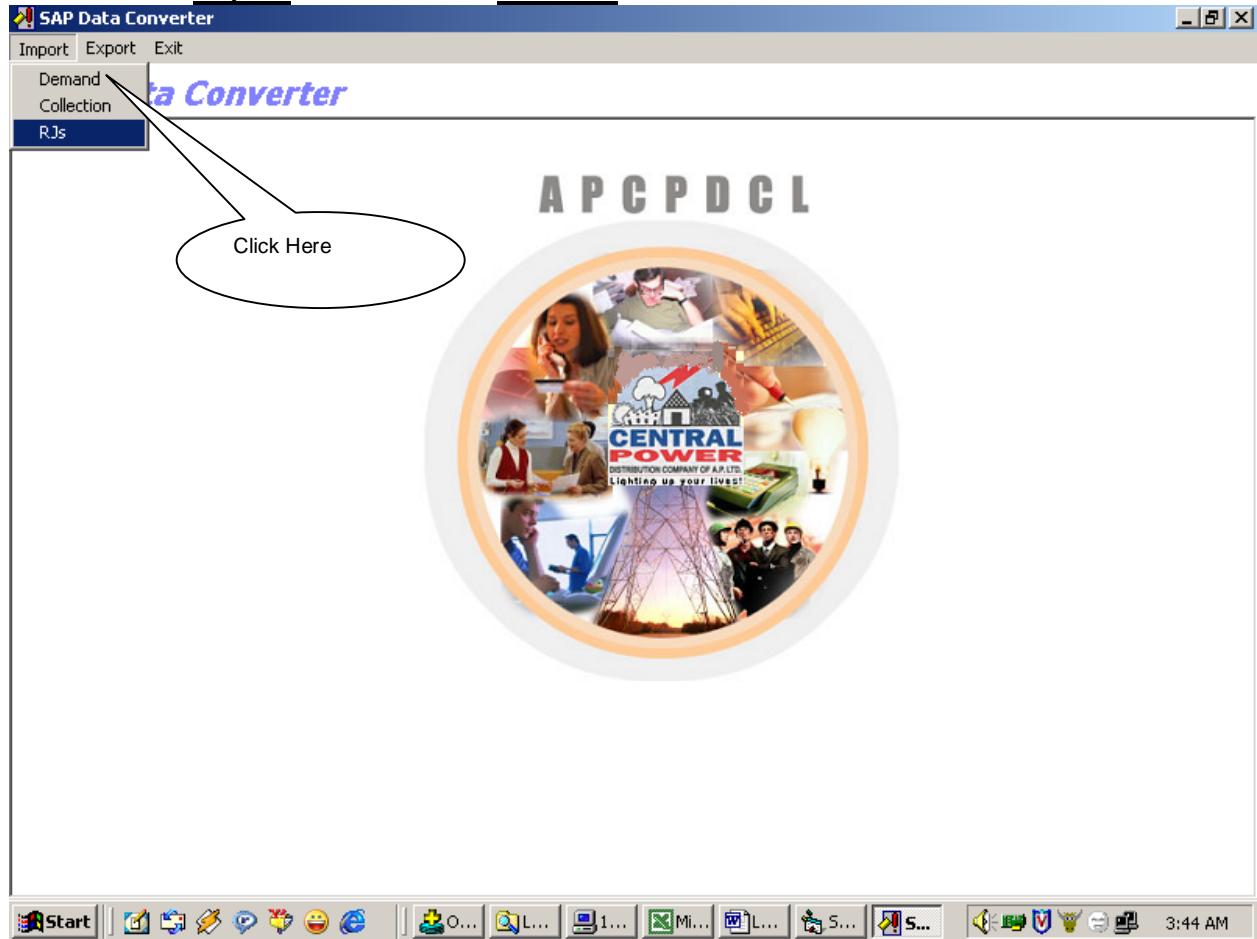
HOW TO CONVERT **.DBF FILES TO SAP REQUIRED FORMAT

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





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

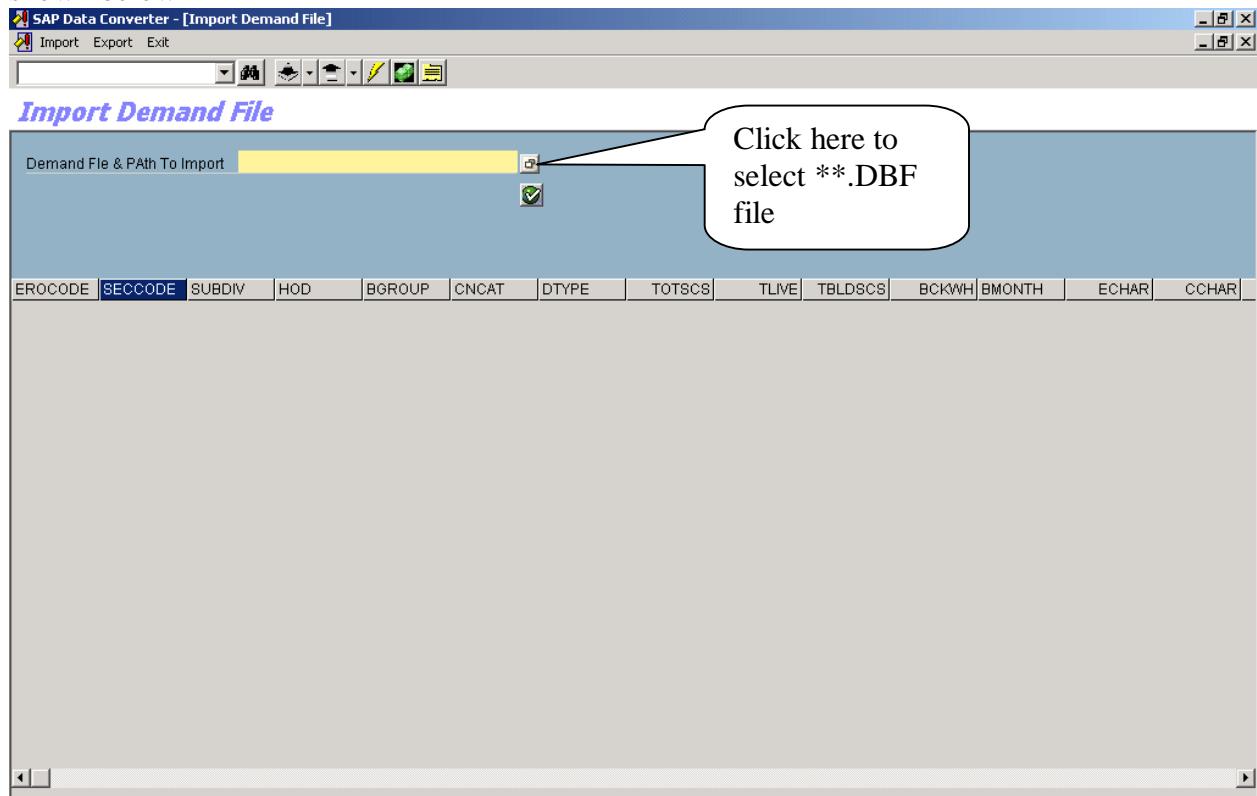




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3. You will be entered into Import Demand Form and select file icon to select demand file which you would like to convert **.DBF file to SAP required format as shown below

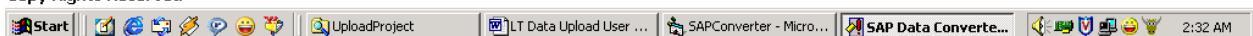


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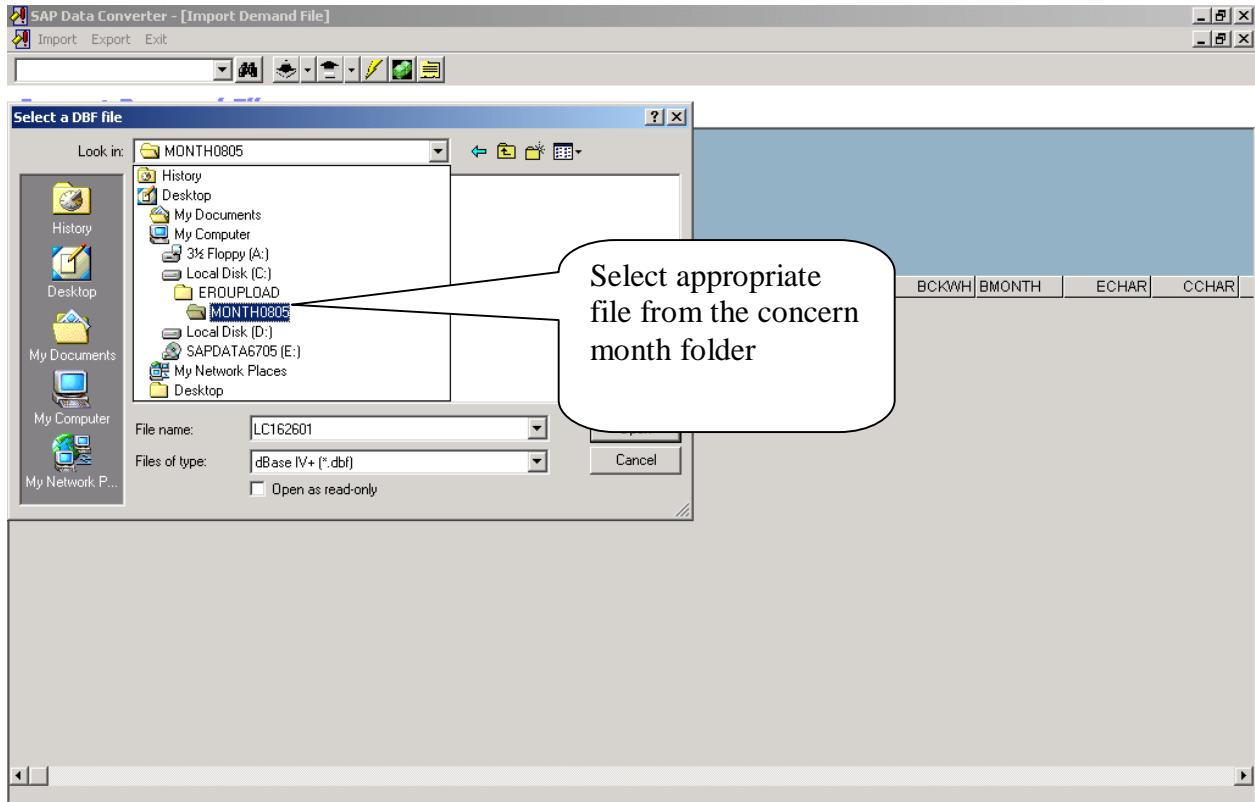
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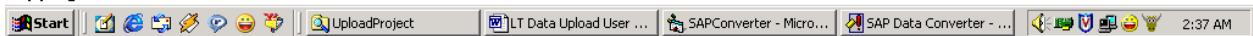


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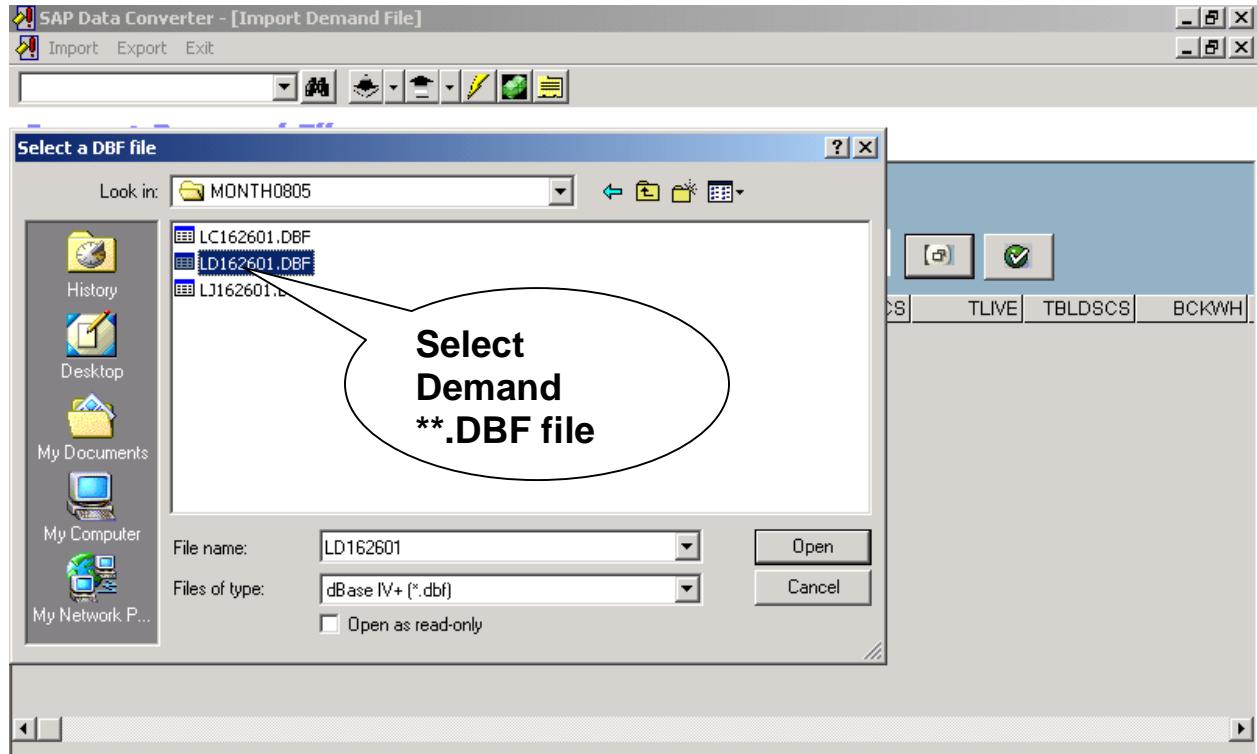
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FICO-Accounts Receivable End User Manual



SAP Data Converter - [Import Demand File]

Import Export Exit

Import Demand File

Demand File & Path To Import: C:\EROUUPLOAD\MONTH0805\LD162601.DBF

EROCODE	SECCODE	SUBDIV	HOD	BGROUP	CNCAT	DTYPE	TOTSCS	TAVE	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	8	7507	10	64
1626	106222301	106222001	NG	B	1	R	8	7507	5	2
1626	106222301	106222001	NG	B	1		8	7507	4	
1626	106222301	106222001	NG	B	1		8	7507	3485	19975
1626	106222301	106222001	NG	B	2		8	577	1	46
1626	106222301	106222001	NG	B	2		8	577	1	
1626	106222301	106222001	NG	B	2		8	577	4	5
1626	106222301	106222001	NG	B	2		8	577	1	9
1626	106222301	106222001	NG	B	2	R	840	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**

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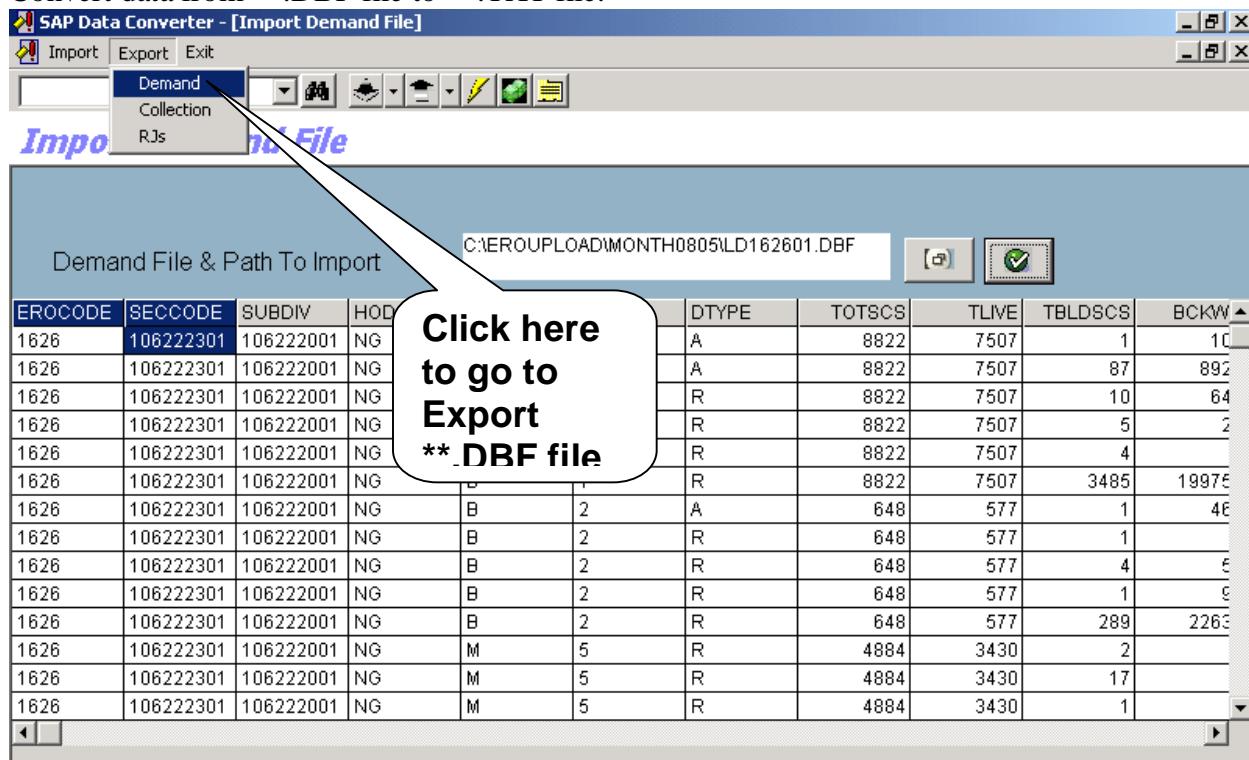
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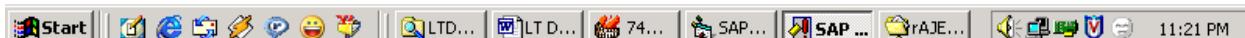
4. Go to menu bar and select Export and then Demand as show below to Export and Convert data from **.DBF file to **.TXT file.



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FICO-Accounts Receivable End User Manual



SAP Data Converter - [Export Demand File]

Import Export Exit

Export Demand File

Select A Location To Save

Click To Prepare The Data

Click here to prepare 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	6100813
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	LTCAT1DPE	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	2890	106222001	50	6100813
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	LTCAT1DPE	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	6100813
30.06.2005	L1	30.06.2005	LD1626010	06.2005	01	LTCAT1DPE	608.78	106222001	50	6200251

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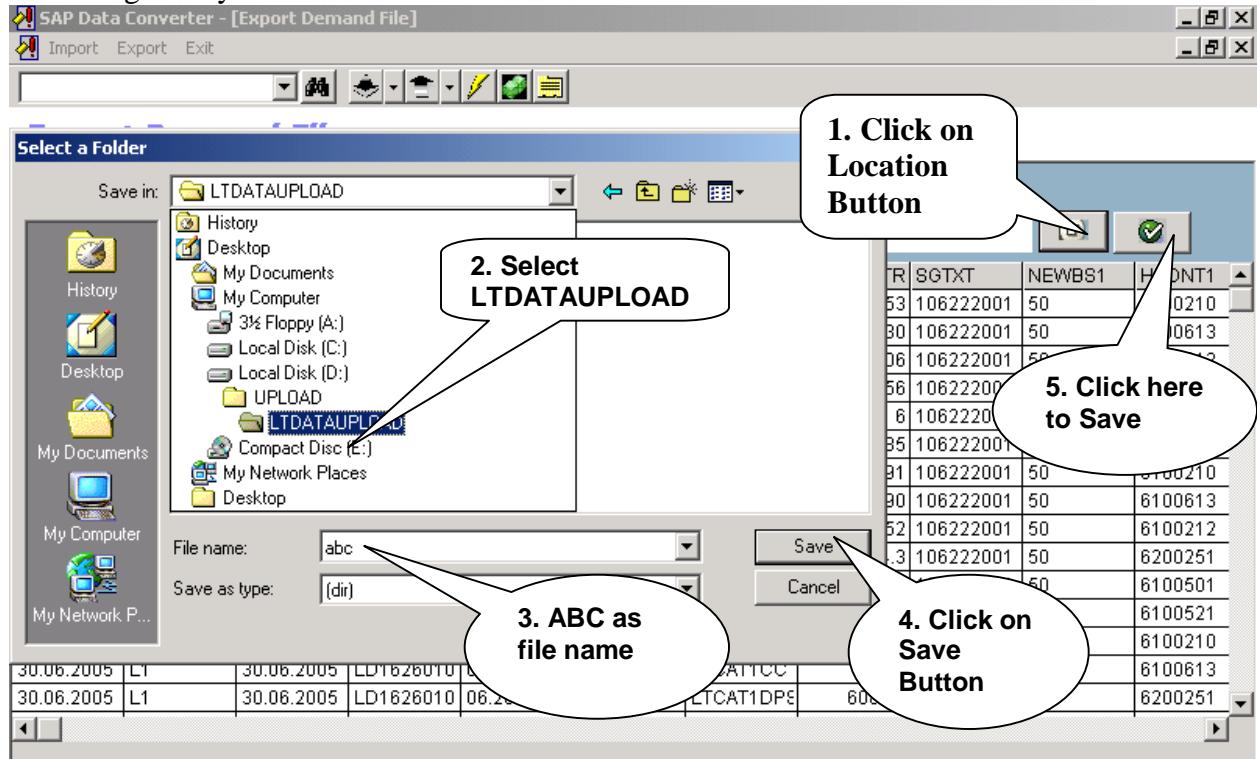
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Click on location button to save converted **.TXT file and give folder name like ABC. You can give any folder name as shown below

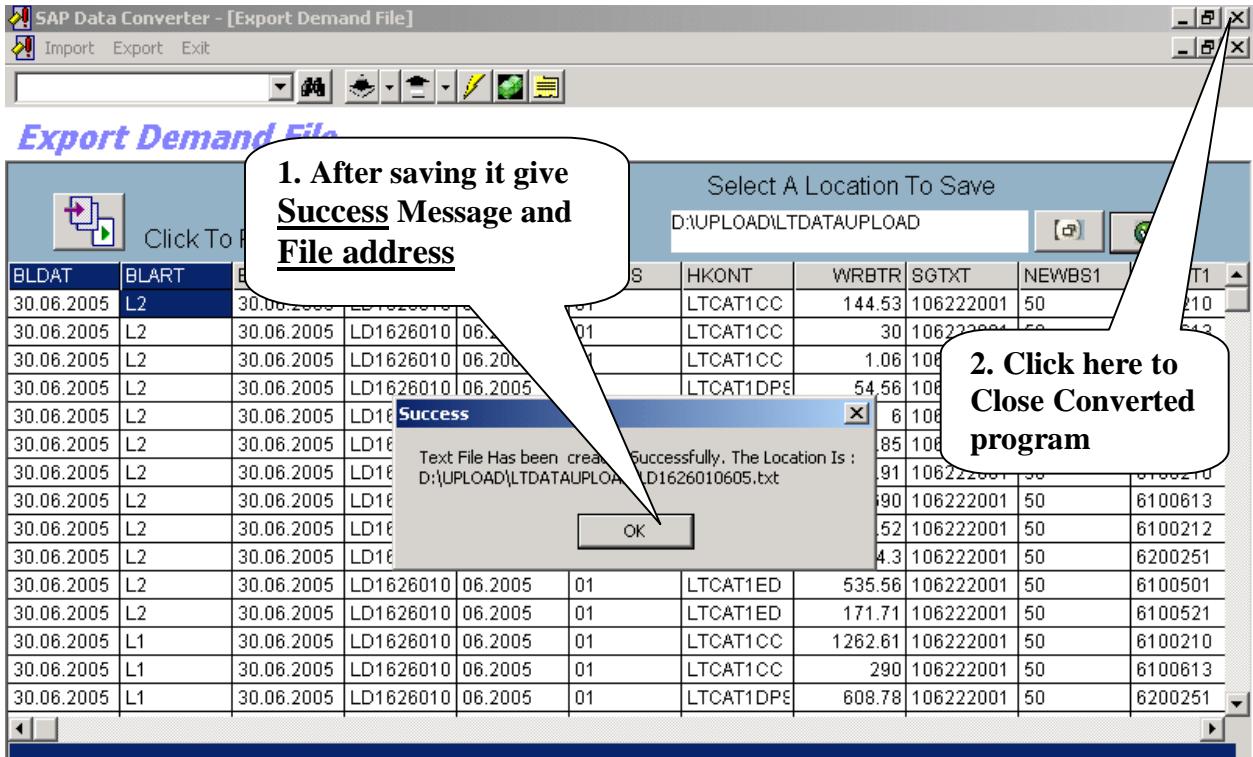


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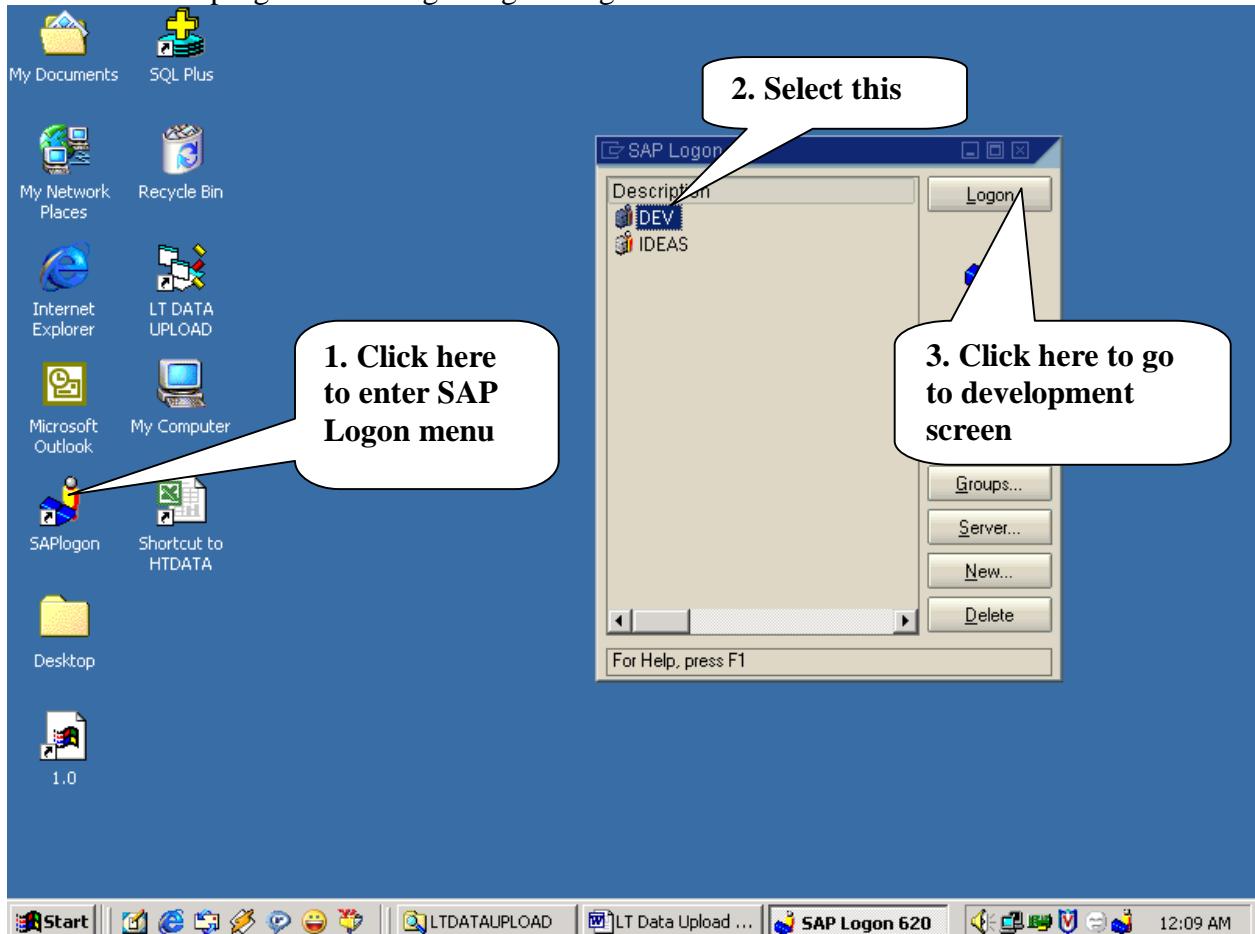


Note: Continue same process for Collection and Jess.



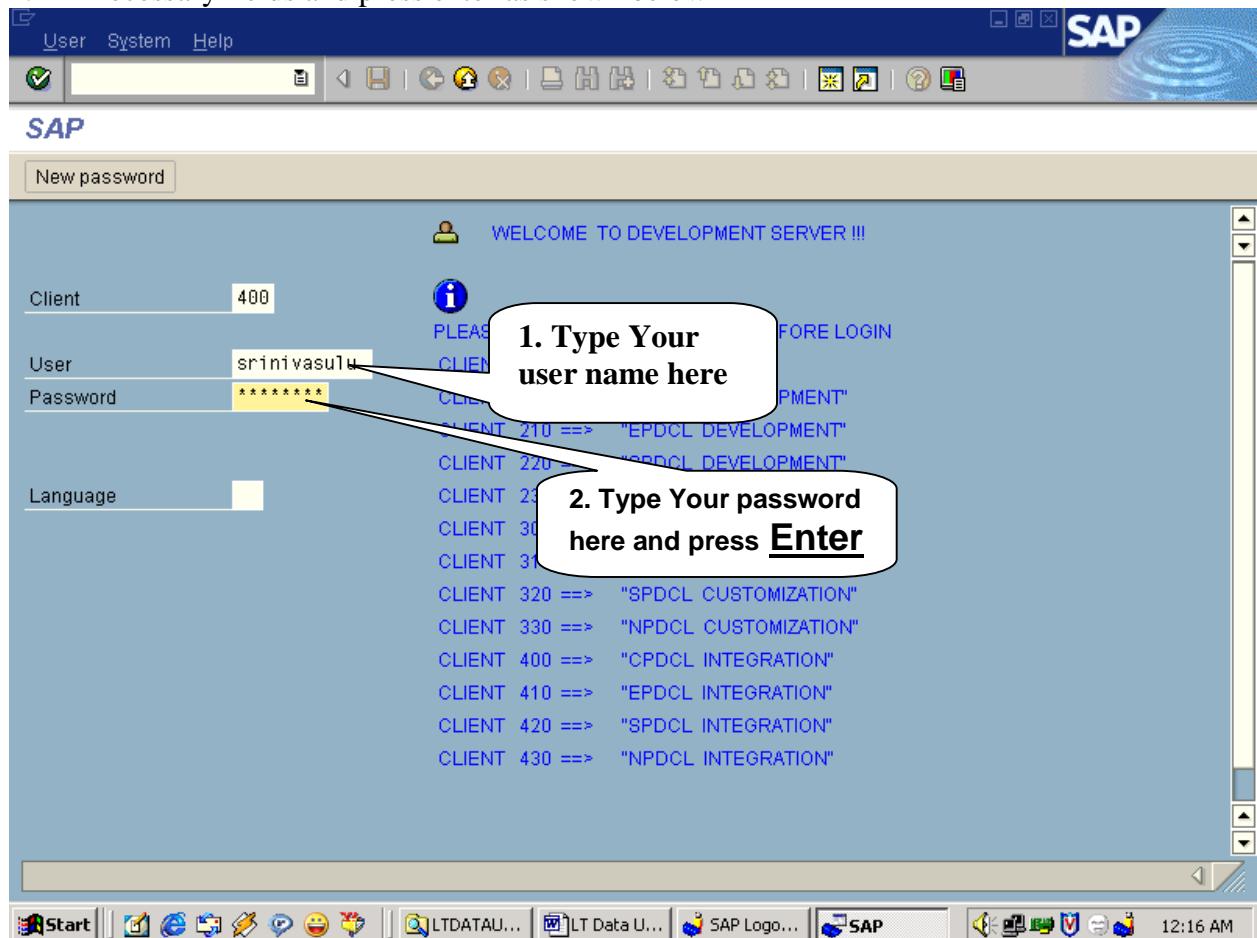
HOW TO CHECK SAP MAIL TO VERIFY WHETHER DATA UPLOADED CORRECTLY OR NOT

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



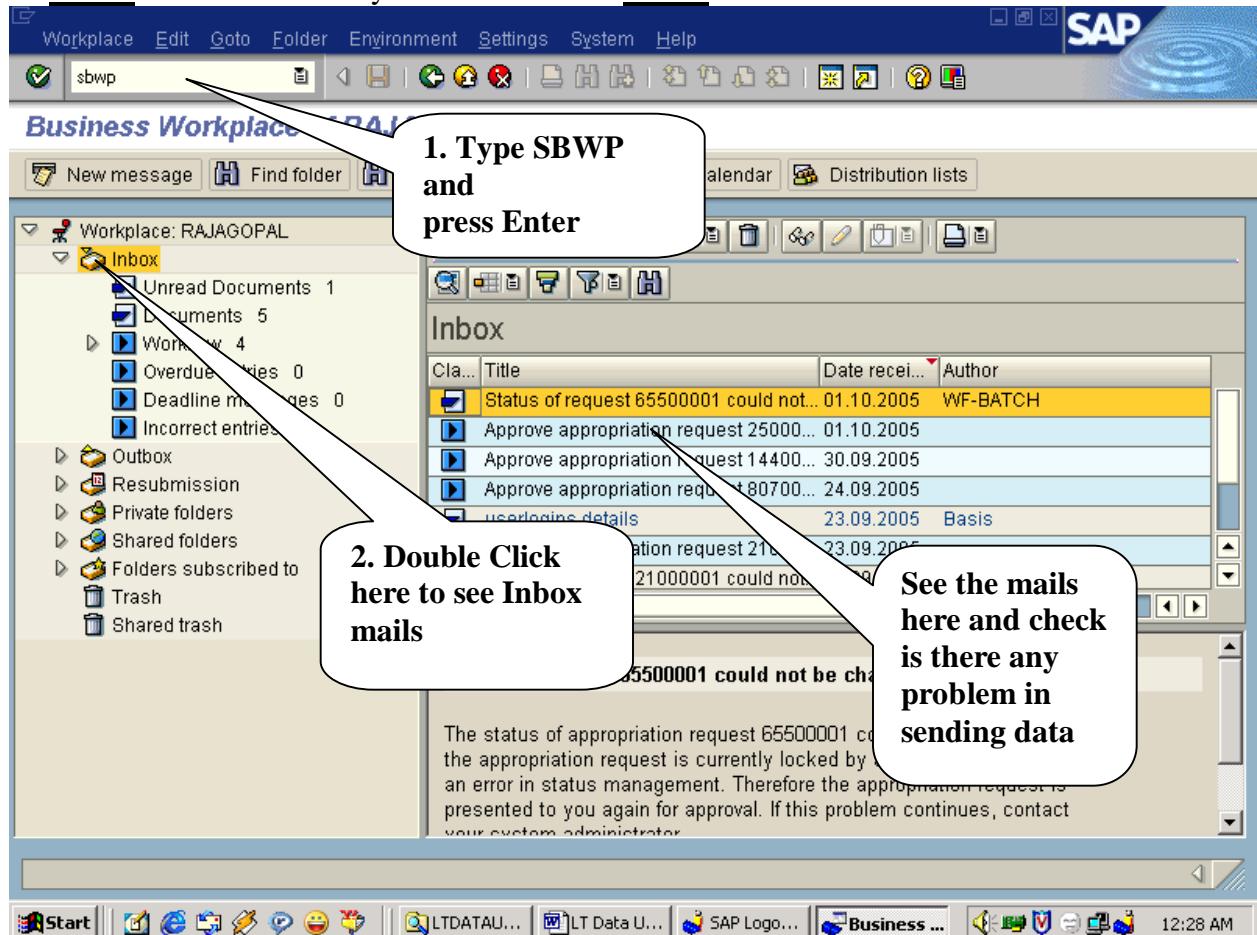


2. Fill necessary fields and press enter as shown below





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





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
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Cost Center	KOSTL		10	Cost Center for expence 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	BKTXT	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	BKTXT	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



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	BKTXT	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			Bline Date
	ZUONR2			Assignment
Text	SGTXT2	CHAR	50	
	XREF21			Reference Key 1
	XREF22			Reference Key 2
	XREF23			Reference Key 3



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