

SAP USER HAND BOOK



**COMPILED BY
SAP TEAM**

SOUTHERN POWER DISTRIBUTION COMPANY OF AP LIMITED

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FOREWORD

In the process of organizational evolutionary changes, computers play a vital role in achieving the organizational plans, goals, and targets. Starting from the early computerization days of individual software products turning into era with integrated software's manual processes were replaced to a major extent.

The Enterprise Resource Planning product caters the requirements of an organization, with a tight integration among all the business processes. The SAP ERP system, or SAP ECC, is the collective term for SAP's functional and technical modules that enable enterprises to manage business processes through a unified system.

Thus, from 2008 onwards APSPDCL is successfully running with SAP ERP Solution support meeting majority of its business process requirements in an integrated environment.

This SAP USER HAND BOOK is an attempt made by General Manager / SAP and team to bring the all Transaction codes of regular usage at one place in respect of all modules implemented by APSPDCL i.e., FICO, MM, AM, PS, PM, HCM, BI.

A.VENU GOPAL
CHIEF GENERAL MANAGER/E&C

PREFACE

It was the initiative taken by the APSPDCL management 13 years back to implement SAP in order to accelerate the computerisation in all areas i.e., other than consumer billing related areas. At that time only billing, consumer ledger maintenance activities are computerised and all other areas are manually driven.

SAP initiative has also crossed the initial hurdles of connectivity, system availability, resistance to change management by users and is running successfully.

Apart from the initial implemented business processes SAP core team has molded the SAP functionalities to the changes in organisation (formation of new sections, sub –divisions, division and merging of 2 circles after state bifurcation), requirements of new schemes such as Solar Pump Sets, DDUGJY, EODB, etc.

Success can be achieved by collective efforts of all the persons involved in the system. So, I congratulate all the SAP User who made the SAP implementation in SPDCL a grand success and request all to extend same co-operation, share ideas of new requirements to make SAP more user friendly.

To make the most possible use of this book soft copy of the book is also kept in SAP which can be accessed through T. Code ZHELP -> 1. All offices -> 01.1 Common to all users.

M.VIJAYA KUMAR
GENERAL MANAGER/SAP

ACKNOWLEDGEMENTS

SAP Team has collectively and unitedly made every effort in preparing the contents of this book in time apart from attending their regular duties.

Sri Y.V. Maheswara Reddy has contributed the general transaction codes use full to all the users, Sri S.Sirajuddin contributed for BI Module, Sri C Balaji contributed for the PM Module, Sri M.Umapathy contributed for the PS Module, Sri T.Sai Kiran, Sri. T.Suresh and Sri G.Rama Rao contributed for FICO Module, Sri A.Vara Prasad contributed for HCM Module, Sri D.V. Rama Krishna contributed for AM/IM Module, Sri B. Sreedhar Reddy contributed for MM Module sections of the book.

Apart from the above the efforts of Sri M. Gopala Krishna, Sri S. J.Ramamohan and ABAP Team comprising Sri G.Venu Gopal, S.J.Reddeppa, P.Nanda Kishore, others who contributed to the customized / tailor made transactions (i.e., Transaction codes beginning with Z) to suite the business requirments of the APSPDCL are not forgettable.

The supporting staff Kum T.Padmaja, Sri A.ManiKanta, Sri K.V.L. Srinivas has also cooperated a lot in this attempt.

The efforts of all the core team members are highly appreciated at this juncture.

SAP - APSPDCL

SAP 4.7 Version was implemented in APSPDCL during the financial year 2005-06 with FICO & MM Modules and Tirupati circle was taken up for pilot rollout. Later, SAP was rolled out to remaining circles.

From the FY 2008-09 SAP was in complete replacing manual records to a maximum possible extent, duly overcoming the initial bottlenecks and the user aversion for migration to a complete computerised environment.

SAP ECC 6.0, a latest version of SAP was taken up for implementation during 2009 and from May, 2010 SAP 6.0 version was put to use with enhanced functionality resulted with the implementation of PS, PM, HCM, IM modules in addition to the existing FICO, MM modules.

End user training was imparted to all the users and regular trainings are conducted at the SPTI's of APSPDCL.

Also a Transaction code "ZHELP" was made available to all the users in which the practical user manual is available for ready reference.

Apart from the above initiatives to bring the SAP working level knowledge to more user friendly and handy the thought of bringing the SAP USER HAND BOOK was taken up.

SAP USER HAND BOOK was made ready by SAP core team members as a collective effort.

APSPDCL SAP TEAM

INDEX

1)	SAP Introduction	-	1-2
2)	Finance & Controlling	-	3-10
3)	Asset Management & Investment Management	-	11-16
4)	Material Management	-	17-26
5)	Plant Maintenance	-	27-32
6)	Project System	-	33-40
7)	Human Resource Management	-	41
8)	BI Reports	-	42-43
9)	General T Codes	-	44
10)	Circulars	-	45-67
11)	Conclusion	-	69
12)	Contact Numbers	-	69



SAP INTRODUCTION

SAP stands for Systems, Applications and Products in Data Processing.

SAP was founded in 1972 in Walldorf, Germany. It is one of the world premier provider of client/server business solutions. Salient feature / functionality of SAP includes:

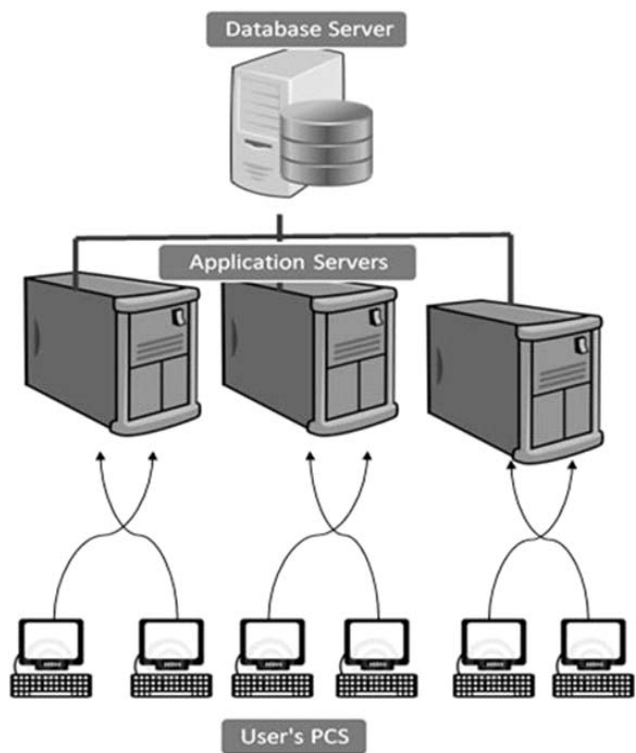
- ★ Table driven customization software.
- ★ Allows changes in their business requirements with a **common set of programs**.
- ★ **User-exits** are provided for business to add in additional source code.
- ★ **Screen variants** are provided to let you set fields attributes whether to hide, display and make them mandatory fields.
- ★ The integration ensures elimination of redundant data entry and helps enforce financial, process & legal controls.

This is what makes ERP system and SAP in particular so flexible.

ERP stands for Enterprise Resource Planning where as ECC stands for Enterprise Central Component.

MODULES IN SAP ECC 6.0 IMPLEMENTED BY APSPDCL

Finance & Controlling (FICO)	- Deals with Real time updation of accounting records with Sub ledgers for Customers, Vendors and Assets delivering Financial statements instantly.
Asset Management (AM)	- Capitalisation of Assets and Maintenance of Assets
Investment Management (IM)	- Creation of Investment programs for various Schemes & Plans.
Material Management (MM)	- Procurement of Materials and Services, Inventory Management
Plant Maintenance (PM)	- Execution of all Maintenance activities (O&M) in the Company
Project Systems (PS)	- Estimation and Execution of Capital works
Human Resources (HR)	- Employee related data including Payroll





SAP - FICO MODULE TRANSACTION CODES		
S.No.	SAP T CODE	PURPOSE OF THE TRANSACTION CODE
CASH BOOK		
1	FBCJ	Cash/Cheque/DD's Receipt ,Remittance & Drawals of Self cash
2	ZCASHBOOK	FBCJ CASH BOOK REPORT
3	ZFBCJ	User Posting Status
4	ZFOC	Processing of Receipts against Tender Schedule income / ATM rents (in compliance with GST requirement)
5	ZDD	Check DD Receipt Register
6	ZERO	Report on Pendency of cash book based on last posted posting date
7	ZFOV	Transaction code to update Onetime vendor Receipts at H.O.
R.J. / E.J. POSTING		
8	F-04	Posting of Journal Entries (RJs and EJs)
9	F-51	Posting of Journal Entries (RJs and EJs)
DOCUMENT CLEARING		
10	F-44	Vendor Open Item Clearing
11	F-32	Customer Open Item Clearing
12	F-03	Normal GL Open Item Clearing
MATERIAL / LABOUR INVOICE POSTING		
13	MIR7	Park Labour Invoice Document (bill passing at JAO level)
14	ZMIR7	Processing of Material bills liability (data capturing in compliance with GST requirement)
15	ZMPLMIR7	Processing of Material bills liability (data capturing in compliance with GST requirement)
16	MIR4	Post parked Labour invoice document (Drawing officer level)
DO THE EARTH A FAVOUR - BE A POWER SAVER		



S.No.	SAP T CODE	PURPOSE OF THE TRANSACTION CODE
GENERAL LIABILITY POSTING		
17	F-47	Request creation for Advance to Suppliers or Contractors
18	ZFAL	Posting of Admn. & General Liability (Against GL Account / Vendor)
19	FB50	Posting of Liability (Employees Cost)
DISPLAYS / REPORTS		
20	ZADVG	Payment Advice for Solar Pumpset
21	ZADVR	Release Payment Advice Solar Pumpset
22	ZBANK	To Display Vendor LOC Bank Data for RTGS
23	ZFB03	Documents List with Amount
24	ZIND	Invoice Due Date Report
25	ZINV_REG	Invoice inward register
26	ZINV_REP	Invoice inward report
27	ZPAYMENTS	Servive Tax Report
28	ZTAXR	Tax details
29*	ZVBUPDATE	Vendor Bank Data, E Mail, Mobile details updation
30	FB03	FI Document Display
31*	ZRT10	Vendors 10% Retention Amount Recovery, Release details
32	FBV0	To display, post parked documents
33	MIR5	Display list of Invoice Documents on any day
GENERAL LEDGER & TRIAL BALANCE REPORTS		
34	F.08	Trial Balance
35	S_ALR_87012301	Trial Balance Generation with Cumulative Totals
36	FAGLB03	GL Account Balance Display
37	FAGLL03	GL Account Line items Display (General Leder view)
38	FBL1N	Vendor Line items Display
39	FBL5N	Customer Line items Display
40	FBL3N	GL Account Line items Display (Document Entry view)
ENERGY EFFICIENCY IS A JOURNEY - NOT A DESTINATION		



S.No.	SAP T CODE	PURPOSE OF THE TRANSACTION CODE
41	MIR5	List of Invoice Documents (Parked as well as Posted)
42	FD10N	Customer Balance Display
43	FK10N	Vendor Balance Display
44	ZP2P	Report to view all details from Agreement stage till payment
45	ZFOFGL	Report to view offsetting (opposite) line items in the document
MASTER DATA DISPLAY		
46	FS03	GL Account Master Display
47	FK03	Vendor Master Display
48	FD03	Customer Master Display
LOC PROCESS		
49	ZFIALOC_01	Captutring liability for LOC
50	ZFIALOC_02	Approval of LOC by unit head
51*	ZFIALOC_03	Apporval of LOC by B&R Unit
52*	ZFIALOC_04	Release of Funds
53*	ZFIALOC_05	Payment Advice for Release Orders
54	ZFIALOC_06	Confirmation of Receipt of Funds
55	ZFIALOC_07	Multiple LOC Details Display
56	ZFIALOC_08	Single LOC Details Display(Workflow)
57	ZFIALOC_14	LOC Released Status
58	ZLOC	BA & PT wise LOC details
59*	ZLOCBLOCK	ZFIRA_LOC_BLoCK_OF_FUNDS
LOA PROCESS		
60	ZFIALOA_01	List of LOA liabilities
61	ZFIALOA_02	Approval of LOA by unit head
62*	ZFIALOA_03	Apporval of LOA by P&A Unit
63*	ZFIALOA_04	LOA Details Display
<div>SAVE POWER - ENERGISE THE FUTURE</div>		



64*	ZFIALOA_05	LOA Approval
65*	ZFIALOA_06	LOA Docs payment Process
66*	ZFIALOA_07	LOA Payment Checklist
67	ZFIALOA_08	LOA Details Display
68	ZFIALOA_09	LOA List for Disptach
69	ZFIALOA_10	Change of Scheme Code for LOAs in Bulk
VENDOR / OTHER BILLS PAYMENT PROCESS		
70	ZCLIST	Payment Details Check List
71	F110	Automatic Payment Program for processing payment to vendors
72	ZRTGS	Bank list of vendor payments (LOC) along with covering letter
73*	ZNEFT	LOA Advice to Bank (NEFT)
74*	ZNEFT1	LOA text File for upload into Internet Banking for vendor payments
75	F-48	Payment of Advance to Suppliers or Contractors
76	F-53	Payment posting of G/L Liabilities
77	ZFSKT	Transfer of balances from one vendor code to another vendor code
TEMP ADVANCE / IMPREST CREATION & CLOSING		
78	F-47	Request creation for Permanent Imprest / Temp. Advance
79	F-48	Payment of Permanent Imprest / Temp. Advance
80	ZFITC	Closing of Pt. Imprest / Temp. Advances
DOCUMENT / INVOICE REVERSAL		
81	FB08	Document Reversal
82	FBRA	Reversing already cleared document
83	MR8M	Invoice Reversal
GST REPORTS		
84*	ZGSTR1	Report to show the information for GSTR1 Return
85*	ZGSTR3	Report to show the information for GSTR3B Return
* - FOR HEAD OFFICE USE ONLY.		

S.No.	ANSWERS TO FREQUENTLY ASKED QUESTIONS
1	SAP Monthly period will be closed on 5th of the subsequent month. Any references/request for reopen of closed period will not be entertained.
2	Cash book in SAP (FBCJ) postings should be done on daily basis not on periodical basis.
3	Cash book in SAP (FBCJ) posting of RECEIPT should be done in 2 steps. First step is saving of receipt and second step is posting of saved document.
4	Cash book in SAP (FBCJ) posting of REMITTANCE should also to be done in 2 steps. First step is saving of remittance and second step is posting of remittance
5	In case of receipt of amounts of other units / Business Areas, then in FBCJ post the transaction with other unit Business Area and Other unit Profit Centre .
6	Cost Centre is to be used when posting of expenditure G.L. is used (G.L. starting with 7xxxxxxx and 8xxxxxxx)
7	While posting entries of Revenue nature G.L.starts with 6xxxxxx always use Order number , should not fill cost centre. Order number for revenue units start with KVXXXXX, for expenditure units it is Profit centre.
8	If Corrections/Omission found on reconciliation, it should be posted on that date on which corrections/omissions takes place either by cancellation of original transaction or by passing journal entry.
9	Trial balance should be generated/reviewed periodically in T code - F.08 or S_ALR_87012301
10	Without Bank data LOC will not be generated for any vendor.
11	For all external vendors payment should be made only thorough Automatic Payment Program (APP) process and not Cheques.



12	Any Changes/Modification of existing bank data will be allowed from the units which have initially routed that bank data to SAP
13	Posting in MIR7 can be done only if existing open items are cleared in Tax accounts.
14	For capturing LOC in SAP, Business place field is compulsorily filled.
15	At the time of Reversal of current month posted document Reversal Reason should be "01". For reversing documents posted in all previous months other than current month, user Reversal Reason "02" & Give posting date as current date.
16	If any display T Code shows as you have no authorisation, type T.code SU53 in a separate session and send the screen shot to sap user " SPDNW_MR " along with SAP FI CORE TEAM USERS .
17	Transfer of Service from LT to HT or HT to LT is to be routed through concerned circle AO/R.
18	In case of units in which auto cash book (FBCJ) was implemented PR Cancellation should be done in SCM machine on the same date or on the day on which the machine is connected to the server for transmission of data.
19	Prior period GL for withdrawal of revenue should be used to the extent of revenue rised relating to the period otherthan current financial year.

DO WHAT IS RIGHT - NOT WHAT IS EASY



S. No.	SAP TERMINOLOGY	SPDCL TERMINOLOGY	EXAMPLE	MEANING	USAGE IN
1	COMPANY	COMPANY	3000	Denotes Group of Companies	
2	COMPANY CODE	COMPANY	3000	Independent legal entity in a Group	All accounting transactions
3	CONTROLLING AREA	COMPANY	3000	Independent Controlling area in a Group	Controlling Reports
4	BUSINESS AREA	UNIT CODE	600,601 etc.		All accounting transactions
5	CHART OF ACCOUNTS	LIST OF ACCOUNT NUMBERS	3000	Code with which we can refer the G.L.Account Numbers group	All accounting transactions
6	LEDGER	GENERAL LEDGER	ZA	Code representing General Ledger of SPDCL	Accounting Reports
7	G/L Account	ACCOUNT NUMBER	7600511 (7 Digit Code)	General Ledger account number	All accounting transactions
8	Fiscal Year	Financial Year	2017	Means the financial year begins with (i.e., 2017-18)	All accounting transactions
9	PERIOD	MONTH	1,2,3,....	APRIL = PERIOD1, MARCH = PERIOD 12, LIKE THAT	All accounting transactions
10	Document Date	Voucher date	12.10.2017	Date of the voucher, Invoice / RJ / E.J, ETC	All accounting transactions
11	Posting Date	Date of Accounting	12.10.2017	Date of accounting in SPDCL Books	All accounting transactions
12	Profit Center			code used for Balance Sheet GLs	Accounting transactions
13	Cost Center			code used for Expenditure GLs (GLs starting with 7 & 8)	Accounting transactions
14	Commitment Budget	Liability Budget		budgetary control used while posting Expenditure	Accounting transactions
15	Z BUDGET	LOC Budget		budget given for LOC heads while applying LOC	LOC Application
16	VENDOR	Supplier/Contractor			A/c. transactions
17	CUSTOMER	Customer/Consumer			A/c. transactions
18	POSTING KEY	DEBIT / CREDIT CODE		indication of Dr. / Cr.	All Accounting transactions

FOR A BETTER TOMORROW - SAVE ENERGY TODAY

S. No.	SAP TERMINOLOGY	SPDCL TERMINOLOGY	EXAMPLE	MEANING	USAGE IN
19	ACCOUNT	GL A/c. / Vendor / Customer Code			Accounting transactions
20	Special GL Indicator	Sub Ledger Category (i.e., SD/RA/EMD,Etc.)		Identification of deposit recovery against unique vendor code	Accounting transactions
21	Document Type	RJ EJ Type		Distinguishes the nature of document	Accounting transactions
22	Cash Journal	Cash Book		Receipt A/c. Cash book / Petty cash book	Accounting transactions
23	Payment Term	LOC Head		Identifies the amount under LOC head in LOC Application	LOC Process
24	Payment Method	Mode of Payment		Identification of payment made by Cash/Cheque/ Bank Transfer	Payment transactions
25	RUN DATE	Date of Payment			Payment transactions
26	Identification	Unit Code			Payment transactions
27	Order	Work order / Internal order		to track the expenditure against a particular/income point of source	Accounting transactions
28	Business Place	Unit code	600, 601, etc.	used while posting Tax recoveries	Accounting transactions
29	Open Item	GL A/c. / Vendor / Customer Code		displays document with Red colour in SAP, indication that subsequent activity is pending for posting	Accounting transactions
30	Cleared item	completed transaction		displays document with Green colour which indicates that subsequent activity is completed/ document reversed	Accounting transactions

LETS GO GREEN - TO GET OUT GLOBE CLEAN

ASSET MANAMENT & INVESTMENT MANAGEMENT MODULES			
S. No.	PS (WBS)	PS (PM ORDER)	PURPOSE OF THE TRANSACTION CODE
For Releasing Work order			
1	ZPSWORKORDER	ZPMOP	Work order Overview
2	ZPSP/ZPSA009	ZPMOP	Estimate Print out
3	ZPAYMENT_DUE	—	Allowing of Work order (for Govt works) with payments pending (in SAO Login)
4	ZTB	—	Transfer of Budget from Division to Sub Division and Section
5	ZWA/ZBUDGET	IM52	Issuing Budget to work order
6	ZWA/ZESTIMATE	ZWA/ZIW32	Work order Releasing
7	ZWA_RA	ZWA_RA	To get authorisation for returning the work order application (in DE Login)
For Verification and closing of Work order			
1	ZIA/CJI3&ZCJI3	ZIA/ KOB1&ZCJI3	Initial Accounts
2	IW23/ZPMNP	IW23/ZPMNP	Notification Display
3	IE03	IE03	Equipment Display
4	ZOD	ZOD	Work order Service Entry vs PO vs Agreement vs Asset
5	ZMSTORE8/ZRS	ZMSTORE8/ZRS	Reservation Print out
6	ZSERVICE	—	Services in WBS element
7	ZCN25	IW41/IW44	Confirmation (in ADE Login)
8	ZESTIMATE	ZIW32	Technical Completion
9	ZTE	—	Turnkey Entry
10	FB50	FB50	Price Variation Entry
11	CJ88	KO88	Execution of Automatic Settlement
12	ZBUDGET	IM52	Budget Return

SAVE ONE UNIT A DAY - KEEP POWER CUT AWAY

13	CJ44	—	Overhead run
14	CJZ1	—	IDC (interst During Construction Period)
15	KKA2	—	Results Analysis key Run (for DCW and TCW work orders)
16	AS01	AS01	Creation of Asset
17	AS02	AS02	Changes to Asset
18	AS03	AS03	Display of Asset
19	AR12	AR12	Unposted Assets Report (Toknow the Created Asset Nos which were not used in KOB5 and ZCJIC)
20	ZCJIC	KOB5/ZIW32	Creation of Settlement Rule
21	CJ88	KO88	Execution of Full Settlement
22	ZESTIMATE	ZIW32/ZPMC	Closing of Work order
At the time of Transfer of AE/ADE/DE			
1	ZSPSR	ZPMPR	Handing over of Work orders from old AE to new AE
2	ZWA_A	ZWA_A	Adding/Reliveing AE/ADE to Work order application workflow
Reports			
1	AR01/ZASSETS	AR01/ZASSETS	Assets Report
2	ZOLD_ORD	—	Migrated work order details (4.7 ver to 6.0 ver)
3	ZCP	ZCP	Migrated work order / Applications / PO / Agmt. (CPDCL to SPDCL)
4	ZAB	ZAB	Report on Budget Availability
5	CJ18	KOB4	Budget Reports
6	S_ALR_87013532	S_ALR_87013018	Plan/actual
7	S_ALR_87013558	S_ALR_87013019	Budget/Actual/ Commitments

LIVE GREEN - SAVE GREEN



8	ZCSC	ZSPS	All Tcodes regarding CSC
9	ZPR / ZPR1	—	Payments received against WBS
10	ZWF	—	List of estimates pending for approval
11	ZWBSSTATUS	—	Approval process status
12	ZWAR	ZWAR applications list	Pending work order
13	ZDASHBOARD / CN43N		ZIW39/IW39 Work orders Report
14	CN46N	—	Identifying of Network (against WBS).
15	CN47N	—	Identifying of Network activities (against WBS / Network).
16	CN52N	CN52N	List of Materials in a work order
17	ZMSTORE10	ZMSTORE10	Details of Material transactions against Network /PM order and Section.
18	ZMSTORE11	ZMSTORE11	Material Stock position in stores.
19	MB51	MB51	Details of material postings and labour postings
20	ZMI	ZMI	Material Indent
21	KOSRLIST_PR / CJID		KOSRLIST_OR / KOB6 Settlement Rules list
22	ZEBR	—	Report on EODB
23	ZREPORTS	ZREPORTS	Reports in PS and PM modules

SPARE A WATT - SAVE A LOT



Investment Management T codes		
S. No.	T Code	PURPOSE OF THE TRANSACTION CODE
Investment Program		
1*	IM01	Create Investment Program
2*	IM02	Change Investment Program
3	IM03	Display Investment Program
4*	IM11	Create Investment Program Position
5*	IM12	Change Investment Program Position
6	IM13	Display Inv. Program Position
7*	IM22	Change Investment Program Structure
8	IM23	Display Investment Program Structure
9*	IM28	Copying Investment Program
10*	IMR3	Delete Whole Capital Investment Program
Budget to Investment Program		
1*	IM32	Issuing Original Budget to Invesment Program position
2*	IM30	Issuing Suplement Budget to Invesment Program position
3	IM33	Display Budget in Invesment Program
4*	IM38	Issuing Returning Budget from Invesment Program position
5	IM52	Process budget distribution (Original, Suppliment, Return)
6	IM53	Display budget distribution
Reports		
1	IMR1	Budget Values for Investment Programm
2	ZIMA001	Budget Values for Investment Programm Profit Center wise
3	ZIMA002	Budget Documents Display
<div>SAVE ENERGY - SAVE MONEY - SAVE THE EARTH</div>		

S.No.	SAP Terminology	APSPDCL Terminology
1	Confirmation	Confirming that work is completed and there is no need to draw materials further against this work
2	Teco	Technically work is completed
3	Overhead Run	Capitalisation of Employee cost and Administrative cost
4	IDC Run	Capitalisation of Interest on the loan taken for the work execution during the construction period
5	AUC (Asset Under Construction)	Capital work in progress
6	Automatic Settlement	Transferring the cost booked the cost against the work order to Capital work in progress
7	Creation of Settlement Rule	Assinging the cost booked to the work order to GL if it is R&M work order if the work order is capital work order capital work in progress to fixed asset
8	Full settlement	Transferring the cost in capital work in progress to fixed asset
9	Asset Class	Based on the Depreciation rates and nature of the asset, different asset classes are created
10	Asset Super Number	It represents the actual asset in the asset class (Exp. DTR belongs to plant and machinery asset class 10400 in that if we want to know the exact asset we assign super number in the asset master 1.40DTR100KV -Distribution Transformers- 100 KVA

Frequently asked Questions		
1	Check the business areas of WBS/Order Assets	Asset number given in the ZCJIC Tcode belongs to other division so give correct asset no. To check the correct asset no use t code AR12
2	There is still a purchase requisition commitment for NWA 5.....	If this error occurs send a mail to CT AM or CT MM3
3	Balance of WBS X-XXXX-XX-XX-XX-XXX is not zero	To solve this issue do CJ88
4	WiP in Financial Accounting is still to be cleared/settled or There is still WIP for WBS	To clear this do KKA2 and save it. Later do CJ88 fullsettlement in the current period
5	Acquisition value negative in area 01	If this error occurs send a mail to CT AM
6	Posting not possible (Value date earlier than capitalization date)	If this Error Occurs give asset value date as end of the month date in CJ88 screen
7	Enter asset value date in the same year as posting date XXXXXXXX	If this Error Occurs give asset value date as end of the month date in CJ88 screen
8	Asset under construction not completely credited	To solve this error do CJ88 and do ZCJIC later CJ88
9	Assinging Settlement GL to PM Order	Contact Circle office AO/Exp or AO/ Balance Sheet
10	For adding I/C to Section or Sub Division in Work order Application work flow	Send a mail to CT AM from DE login with details of Cost center number and Employee Id of the I/C Employee
11	While Closing or Releasing any work order if system gives error "SAME WBS IS OPENED IN ANOTHER SESSION"	Click on the Error then it will show the user ID, who opened the project at that time. Ask that user to stop working on the project or you work on the project after some time.
12	Reopening of Closed work orders	Address a letter through SE/Opn to CGM/Opn
13	Reversal of Confirmation	Send a mail to CT AM or CT PS1
14	Reversal of TECO	Send a mail to CT AM or CT PS1



Material Management Module	
(I) Master Data :	
Transaction Code	PURPOSE OF THE TRANSACTION CODE
MM60 / ZMSTORE14	To View List of Materials.
AC06 / ZMSER4	To View List of Services.
MKVZ / ZMVENDOR1	To View List of Vendors.
(II) Material Procurement Process Flow:	
(A) Material Purchase Order process (By Corporate Office Purchase Wing) upto receipt of material at stores	
Transaction Code	PURPOSE OF THE TRANSACTION CODE
ME31K	Creation of Material PO for qualified bidders .
ME32K	Change of Material PO in case of any amendments.
ME33K	Display of Material PO.
ME35K	Release of Material PO by the Competent Authority.
ME9K	Draft/Final Printout of Material PO.
ME3N	List of Material PO's .
ZMPO6	List of Material PO's with price breakup(Report upto 30.06.2017).
ZMPO6N	List of Material PO's with price breakup(Report w.e.f 01.07.2017).
ZPODOCKET	Electronic PO Docket covering activities like Bank Guarantee details updation, Bank Guarantee. Acceptance, Inspection, Test Certificates Acceptance, Communicating the Despatch Instructions in the form of an E-Mail to the Vendors etc.Also any documents related to this Material PO can be uploaded to this docket for future reference.
ME21N	Creation of Material Dispatch Instructions w.r.t Material PO.



ME22N	Change of Material Dispatch Instructions in case of any amendments.
ME23N	Display of Material Dispatch Instructions.
ME28	Release of Material Dispatch Instructions by the Competent Authority.
ME9F	Draft/Final Printout of Material Dispatch Instructions.
ME2N	List of DI's
MIGO (With Mvt.Type 103)	Physical receipt of material from the Supplier w.r.t Dispatch Instructions.
MIGO (With Mvt.Type 105)	Taking of material into stock after Check Measurement.
ZFORM13	Generation of Form-13(Acknowledging the receipt of material).
MB52	Storage Location wise Live Stock Report.
MB51	Stores Transaction Report for a given Period(Line Item Wise)
ZMSTORE10	Stores Transaction Report Section Wise for a given period(Line Item Wise).
ZMSTORE11	Stock Report Including Used Equipment stock
ZMSTORE15	Material Consumption Report(Consolidated)-Year Wise/Month Wise/Division Wise/Section Wise
ZMSTORE22	Top Material Consumption Sections for a given period(Max. period permitted is one Year)
ZMSTORE3	Stores Stock Return(Storage Location Wise)
MB5B	Stores Stock Return for a given Period(Plant Wise)-OB/Receipts/Issues/CB
<div>BECOME AN ENERGY STAR BY GOING GREEN</div>	



(B) Local Purchase Order process (By Purchase Wing of Circle Office) upto receipt of material at stores

Transaction Code	PURPOSE OF THE TRANSACTION CODE
ME21N	Creation of Material LPO.
ME22N	Change of Material LPO.
ME23N	Display of Material LPO.
ME28	Release of Material LPO by the Competent Authority.
ME9F	Draft/Final Printout of Material LPO.
ME2N	List of LPO's.
MIGO (With Mvt.Type 103)	Physical receipt of material from the Supplier w.r.t Dispatch Instructions.
MIGO (With Mvt.Type 105)	Taking of material into stock after Check Measurement.
ZFORM13	Generation of Form-13(Acknowledging the receipt of material).

(III) Service Value Contract Process(For All Offices)upto Service Entry Sheet:

Transaction Code	PURPOSE OF THE TRANSACTION CODE
ME31K	Creation of Work Contact/LS Agreement/ Labour Agreement w.r.t Vendor
ME32K	Change of Work Contact/LS Agreement/Labour Agreement in case of any amendments.
ME33K	Display of Work Contact/LS Agreement/Labour Agreement.
ME35K	Release of Work Contact/LS Agreement/ Labour Agreement by the Competent Authority.
ME9K	Printout of Work Contact/LS Agreement/Labour Agreement.
ME3N	List of Agreements.
MSRV6	List of Services in an Agreement.
ME21N	Creation of Service PO w.r.t Agreement.
ME22N	Change of Service PO w.r.t Agreement.

THINK BIG - GROW RICH



ME23N	Display of Service PO w.r.t Agreement.
ML81N	Creation/Change/Display of Service Entry Sheet(Check Measurement) w.r.t Service PO.
ML85	Release of Service Entry Sheet by the Competent Authority.
ML83	Print out of Service Entry Sheets.
ML84	List of Service Entry Sheets.
(IV) E-Stores :Material Drawl Process other than Poles :	
Transaction Code	PURPOSE OF THE TRANSACTION CODE
ZMER	Creation Of Material Requisition by AE/ Opn,ADE/Opn,ADE/Construction
ZMERA1	Approval of Material Requisition by ADE/ Opn,DE/Construction
ZMERA2	Approval of Material Requisition by ADE/Stores
ZMEID	Issuing of Material by AE/Indoor/District Stores
ZMEOD	Issuing of Material by AE/Outdoor/District Stores
ZMEGP	Consolidated Gatepass Printout
ZMESR	E-Stores Reports
(V) E-Poles :Material Drawl Process for Poles :	
Transaction Code	PURPOSE OF THE TRANSACTION CODE
ZMERPL	Creation/Acknowledgement of Material Requisition by AE/Opn,ADE/Construction
ZMERPLA1	Approval of Material Requisition by ADE/ Opn,DE/Construction
ZMERPLA2	Linking of Material Requisition by ADE/Civil
ZMERPLA3	Approval of Material Requisition by DE/Tech
ZMERPLA4	Intimation of Allotment to the Supplier through SMS and E-mail.
ZMEPR	E-Poles Reports
LIFE IS ENERGY - ENERGY IS LIFE	



ZMPLAR	Poles Allotment Report
(VI) Solar Pump Sets Process :	
Transaction Code	PURPOSE OF THE TRANSACTION CODE
ME21N	Creation of Solar Pump Set PO w.r.t Supplier.
ME22N	Change of Solar Pump Set PO.
ME23N	Display of Solar Pump Set PO.
ME2N/ME9F	Draft/Final Printout of Solar Pump Set PO.
ME28	Releasing of Solar Pump Set PO by the Competent Authority
ZSPSLINK	Linking of PO to PM Order.
ZSPSMIGO	Goods Receipt w.r.t PO and Goods Issue w.r.t PM order.
ZSPSF13	Form-13 generation for Solar Pump Sets.
ZSPS	Solar Pump Sets Reports
(VII) Annual O&M Estimate Process :	
Transaction Code	PURPOSE OF THE TRANSACTION CODE
ME51N	Creation of Annual O&M Estimate by ADE/SPM/TRE
ME52N	Change of Annual O&M Estimate.
ME53N	Display of Annual O&M Estimate.
ZMPR7	Printout of Annual O&M Estimate.
ME55/ME54N	Release of Annual O&M Estimate.
ME21N	Creation of Stock Transport Order w.r.t O&M Estimate by Circle Office
VL10D	Creation of Outbound Delivery(OBD) w.r.t Stock Transport Order by ADE/SPM/TRE
VL71	Print out of OBD
VL02N	Issue of material at Stores w.r.t OBD
MB90	Gatepass Printout
MIGO	Transfer Posting of Material from Sub-Division to Section.



ZMSTORE8	Consolidated Gatepass Printout
(VIII) Physical Verification of Stores Process :	
MI01	Creation of Physical Inventory Document
MI04	Entering of Counted Material
MI07	Posting of Excess/Shortage of Material w.r.t approval by Competent authority.
ZMSTORE1A	List of Physical Inventories
(IX) Energy Efficiency Pump Sets(EEPS) Process :	
Transaction Code	PURPOSE OF THE TRANSACTION CODE
ME21N	Creation of EEPS PO w.r.t Supplier.
ME22N	Change of EEPS PO.
ME23N	Display of EEPS PO.
ME2N/ME9F	Draft/Final Printout of EEPS PO.
ME28	Releasing of EEPS PO by the Competent Authority
ZEPSLINK	Linking of EEPS PO to PM Order.
ZSPSGR	Goods Receipt w.r.t EEPS PO.
ZSPSF13	Form-13 generation against EEPS PO.
ZEPSMR	Creation Of EEPS Material Requisition by AE/Opn
ZEPSMRA1	Approval Of EEPS Material Requisition by ADE/Opn
ZEPSGI	Issuing of EEPS by Division Office
ZEPSGP	Generation of Consolidated Gatepass Printout
ZEPSC	Commissioning of EEPS.
MIGO	Devolution of Old Conventional Pump Set by AE/Opn to District Stores
ZEPS	EEPS Report
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">SWITCH TO LED</div>	



SAP Terminology	APSPDCL Terminology
Plant	Store
Storage Location	Indoor Stores/Outdoor Stores etc.
Vendor	Supplier/Contractor
Document Type	Agreement Type
Purchase Group	Procuring Authority(Material/ Services)
Contract	Material Purchase Order/Service Agreement
Material Purchase Order	Despatch Instructions/Local Purchase Order
Service Purchase Order	Bill Recording for Executed Services
Service Entry Sheet	Check Measurement of Services(Measurement Book)
Release Strategy	Releasing authority as per delegation of Powers
Outbound Delivery(OBD)	Allotment of O&M Material
Stock Transport	Material Diversion Order Order(STO)
Sale Contract	Sale Order
Sale Order	Release Order
Billing Document	Tax Invoice to the Customers

UNPLUG ELECTRONICS - WHEN NOT IN USE

MM FAQ's:	
(i)	Whether Vendor code can be changed once Agreement/Material PO is created?
(A)	No.It is not possible.Delete Agreement/Material PO and create afresh with correct Vendor Code.
(ii)	In Service PO's,while adopting amended services from the agreement,some times system shows error as "Enter a Price".Why?
(A)	It is due to mismatch of Service PO Document date and Valid From date of that service in the Agreement. To get rid of this issue,in agreement,the valid from date of the adopted service shall be modified to "on or prior date of PO" in conditions.
(iii)	Who is the authority to send a request for creation of new material code?
(A)	1) Request for Creation of New Material code for any Centralised material shall be routed through the purchase wing(Procuring authority) of the corporate office.2) Request for Creation of New Material code for any Non-Centralised material(Consumables) shall be routed through the Procuring authority of Division/Circle/Zone/ Corporate offices.3) Request for Creation of New Material code for any Scrap Material shall be routed through the purchase wing of the corporate office.
(iv)	Where can we find Cost data price/Latest Store Price/ HSN(Harmonized System of Nomenclature) Codes/GST(Goods and Service Tax) Rates/Images of any Material?
(A)	Use T.Code ZMSTORE14 for viewing the same.
(v)	Where can we find SAC(Service Accounting Code) Codes/ GST(Goods and Service Tax) Rates of any Service?
(A)	Use T.Code ZMSER4 for viewing the same.
(vi)	Where can we find GST related instructions issued by the Corporate Office from time to time?
(A)	Use T.Code ZHELP and Path:(1)ALL OFFICES/(01.C)GST RELATED INSTRUCTIONS for viewing the same.
(vii)	Where can we find SAP templates for sending requests like Vendor Code/Material Code/Service Code/BOM(Bill of Material)/HSN Code/ SAC Code/GST Updation?
(A)	Use T.Code ZHELP and Path:(1)ALL OFFICES/(01.E)SAP TEMPLATES for downloading the same.
(viii)	Where can we find Vendor's entire Mater Data including status?
(A)	Use T.Code ZMVENDOR1 for viewing the same.



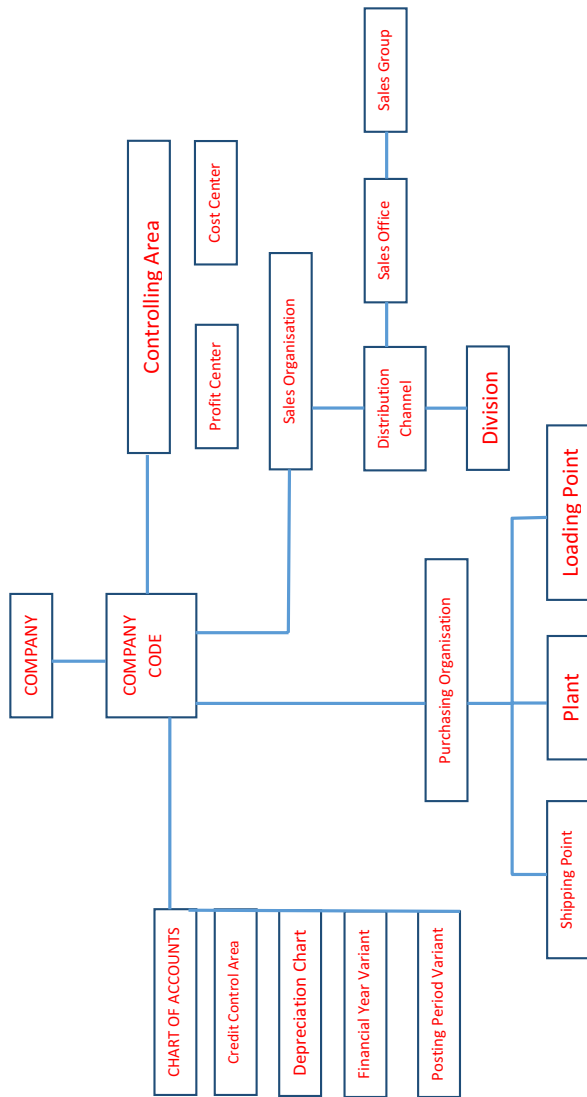
SALES AND DISTRIBUTION MODULE

(I) Sales Process :

Transaction Code	Purpose
S_ALR_87012180	To View List of Customers,
VA41	Creation of Sale Contract.
VA42	Change of Sale Contract for any amendments
VA43	Display of Sale Contract.
Zsales	Realease of Sale Contract.
VA45	List of Sale Contracts.
VA01	Creation of Sale Order w.r.t. Sale Contract.
VA02	Change of Sale Order.
VA03	Display of Sale Order.
Zsales	Release of Sale Order.
VA05	List of Sale Order.
VL01N	Issue of Material w.r.t. Sale Order.
VL71	Gate Pass Printout
VF01	Generation of Invoice.
ZSD3	Sale of Scrap/Material Transcations Report

WHEN IT IS BRIGHT - SWITCH OFF THE LIGHT

ORGANISATION STRUCTURE





PLANT MAINTENANCE MODULE		
S.No	T.CODE	PURPOSE OF THE TRANSACTION CODE
Notification		
1	IW21/ZIW21	Creation of Failure(N1)/Devolution(N6) Notification
2	IW22/ZIW22	Release/Change of Notification
3	IW23	Display of Notification
4	ZPMNP	Printing of Notification
5	IW29	List of Notifications
6	ZDTR	To know the N1 Notification against CSC Complaint
7	ZN1R	N1 Notifications Report
8	ZN6R	N6 Notifications Report
Equipment		
9	IE01	Creation Of Equipment
10	ZEQHISTORY	Equipment History/ Equipment Make/SI No Changes
11	IE02/ZIE02	Change of Equipment
12	IE03	Display of Equipment
13	IH08	List of Equipment Display
14	ZEQU	Replaced DTR Updation against Failure
15	ZEQI	Issue of DTR from SPM
16	ZEQR	Receipt of DTR to SPM/STORES
17	ZEQISSUE	Issue of DTR from Stores against Reservation
18	ZEQC	DTR Energisation updation in SAP



19	ZEQCR	DTR Charging & Un-Charging report
20	ZSTEQN	Equipment Numbers of DTR Drawn from Stores
21	ZEQIR	Equipment Issued from SPMs Report
22	ZEQRR	Equipment Receipts to SPM/Stores Report
23	ZEQMIS	Reason wise Equipment movement report
FUNCTIONAL LOCATION		
24	ZIL01	Creation Of Functional Location
25	ZIL02	Change of Functional Location
26	IL03	Display of Functional Location
27	IH06	List of Functional locations Display
28	ZFLEQ	To know equipments in the Functional Location
29	ZFLEQABSTRACT	Section wise Capacity wise DTRs report
PM ORDERS		
30	IW31	Creation of PM Order
31	IW31-PM10-Failure	Creation of PM10 Order for DTR/PTR failure repair order
32	IW31-PM20-Preventive	Creation of PM20 Order for Preventive Maintenance order
33	IW31-PM30-General	Creation of PM30 Order for Annual O&M Estimate.
34	IW31-PM30-Dept Veh	Creation of PM30 Order for Dept Vehicle Maintenance.
35	IW31-PM30-Hire Veh	Creation of PM30 Order for Hire Vehicle Maintenance.
36	IW31-PM30-Manning	Creation of PM30 Order for Manning of SS.
37	IW31-PM30-Cont.Labour	Creation of PM30 Order for Contract Labour working in the of fice.
38	IW31-PM50-Survey Report	Creation of PM50 Order for Vehicle/ Other Equipment Survey Report.
39	IW31-PM60-Asst Dism	Creation of PM60 Order for Asset Dismantlement Works



40	IW31-PM65-Burnt Meter	Creation of PM65 Order for Burnt Meters
41	IW31-PM70-Cap Invest	Creation of PM70 Order for Capital investment order (for MRT Division)
42	IW31-PM71-Replenishment	Creation of PM71 Order for Replenishment Order (Against SR sanction for MRT Division)
43	IW31-PM75-Service Con	Creation of PM75 Order for Simplified Service Connection Works
44	IW31-PM80-Provisional	Creation of PM80 Order for Provisional works.
45	IW31-PM85-T&P	Creation of PM85 Order for Direct Asset Acquisition Order(T&P)
46	IW31-PM95-Solar	Creation of PM95 Order for SolarPumpSets.
47	IW32/ZIW32	Changes of PM orders (Before Approving)
48	IW33	Display of PM order
49	IW39/ZIW39	List of PM orders
50	ZPMOP	Printing of PM order
BUDGET		
51	ZAB	Available budget as on the date
52	KOB4	Date wise Budget issued Details
SPM/TRE		
53	IW3K/ZIW3K	Material Adding or Qty change in PM order
54	IW41	Material Consumption
55	ZPMSER	Uploading of Services for bulk PM Orders
56	ZPOSES	Creation of PO & Service entries for bulk PM orders
57	ML85	Service Entries Released
58	IW44/ZIW44	Final Confirmation of PM orders
59	ZPMAGMT	SPM DTR Repair bill generation
60	ZPMAGMTR	SPM DTR Repair bill print
61	ZPMPR	PM order wise PR No/PO No/SES No/details of services & to know billed/un billed PM orders
62	MSRV6	To know the total services and cost against PR/PO/SES
63	ZFEEDER	11KV Feeder Creation / Change /DTR mapping to Feeder/Feeder wise DTRs
64	ZREPORTS	List of PM/PS BI Reports displayed in CMD Dash Board



SAP Terminology	APSPDCL Terminology
PM Module	
Equipment	DTR/PTR Unique Code in SAP
Functional Location	DTR Structure/Substation/Section Code in SAP
Notification(N1)	DTR Failure Preliminary Report(PR)
Notification(N6)	DTR/PTR Devolution Notification
PM order	Maintenance /O&M Estimate in SAP
Priority	Warranty Type of Failed DTR/PTR

DON'T BE BUSY - BE PRODUCTIVE

Frequently asked Questions	
Errors/Doubts I	Action to be taken
Notification N1/N6 creation possible	<ol style="list-style-type: none"> 1. Empty DTR locatians(More than 20 not days) to be verify in ZFLEQ T.code 2. Sick DTR exists in ADE Location (More than 30 days) to be verify in ZFLEQ T.code 3. DTR FL to be mapped with SS & Feeder 4. DTR declared as theft or it may be Turnkey DTR
Already having non Operated Notifications	N1 Notification created but print out may not be taken. Check using IW29. Notification status must contain NOPT
Notification Print Out Problem	Notification should be releases using t code IW22
New FL creation is not possible	There may be DTR devolution Planned in Estimate
DTR Make and SI No changes required	Ask division office AE/T and it can be changed using tcode ZEQHISTORY. Make and Capacity changes are not allowed for the equipments between 2000000 to 2999999
How to know created notifiication no	<ol style="list-style-type: none"> 1. For failure notification use t code ZDTR to know the notification against CSC Complaint Number2. For Devolution Notification use t code ZN6R to know the notificaition created for given wbs or section

Frequently asked Questions	
Errors/Doubts II	
SERVICE ENTRY NOT RELEASED	
Budget exceeded for the year	Verify the available Budget in KOB4, ZAB
PM ORDER not released	Release the pm order IW32/ZIW32 by concerned logins



PROJECT SYSTEMS MODULE	
Transaction Code	PURPOSE OF THE TRANSACTION CODE
Estimate creation	
ZESTIMATE	Create, change and display Estimate and sending for Approval (WBS).
ZPSP	WBS Estimate Print.
ZAGL	Agl estimate seniority & Forward for approval to ADE.
EODB in SAP	
ZEB	EODB Estimate_change & Approve.
ZEBR	EODB reports.
ZFCE	Report on Fixed cost Estimates.
CSC / Demand & Collecitons	
ZCSCALL	List of CSC Applications in SAP.
ZAPGROUP	Applications Grouping.
ZDP	Demand notice print.
ZPR	1. Payments received against an application & 2. List of work orders ready for release(if 100% paid).
ZPR1	Report on Payment details (before WBS creation).
ZPAYMENT	Demand vs Collection against WBS.
ZCSCWBS	List of Applications pending without creating estimates.
ZDEMAND	Demand entry after work order release.
ZCSC	List of CSC Tcodes.
ZAPDROP_INSAP	Application drop from SAP pending list.
ZAD	Billing type / Owner ship changes in Application.
ZPAYMENT_DUE	Allowing of Work order with payments pending (Auth: SAO Login)

WE WON'T HAVE A SOCIETY IF YOU DESTROY THE ENVIRONMENT



Work Execution	
ZRS	Reservation printout and Material drawl printout.
ZCN25	Confirmation on work completion.
ZIA	Initial Accounts (WBS/PM order plan /actual printout).
CJI3	Work order Actuals (Material drawls and labour postings).
ZCJI3	Work order Actuals against Asset Devolutions & Receipts.
ZPSWORKORDER	Work order printout.
ZMATALT	Alternative materials for WBS (Auth: DE Login).
ZPSCHANGE	Revised estimate trigger & Project type change.
ZTURNKEY	Turnkey approval in SAP.
ZED	WBS Delete.
ZDEPARTMENT	Turnkey to Department conversion (Autho. for CGM/Opn).
ZAC	Agreement change in work order.
Work order Application	
ZWA	Workorder application forward.
ZWAGMT	LT Service contract agreement attachement (for LT-3 & HT).
ZWA_RA	Authorization for returning of WO application (Auth : DE login).
ZWA_A	Add/ Remove Employee for work order application (Auth : JAO/FI login).
ZWON	Work order not required updation.
ZWAR	Work order application status report.
ZPSPR	Work order handing over (Auth: JAO/FI login)

ONE TOUCH OF NATURE MAKES THE WHOLE WORLD KIN



Document Attachement	
CV01N	Document attachment.
ZWAGMT	LT3, HT Service contract agreement attachement (from Consumer).
Budget	
CJ30	Original Budget for WBS structure (from DE to Section level WBS).
CJ31	Display Budget Value.
CJ37	Supplement for WBS structure (from DE to Section Level WBS).
CJ38	Return Budget for WBS structure (from Section to DE level WBS).
ZAB	Available Budget.
ZTB	Budget transfer.
ZBUDGET	Budget issue before WO release.
Quick Report	
ZDASHBOARD	Dashboard report. (Speed report on open work orders, pending Application & etc.).
Reports	
ZMI	Material Indent (Material requirement in open work orders and stock position at stores).
ZDDUGJY	Report on DDUGJY
ZOD	Order documents (Purchase requisition Nos. and etc.), Un-Billed work orders in a section & Billed work orders in an agreement.
ZSERVICE	Services planned in the WBS / Project.
ZWF	List of estimates pending in approval process.
ZWFS	WBS trace in workflow (in Approval proess).
ZMSTORE14	Material _ Cost data price and store price.



S_ALR_87013532	WBS_Plan and actual report.
CN43N	WBS overview report.
CN46N	Identifying of Network (against WBS).
CN47N	Identifying of Network activities (against WBS / Network).
CN52N	List of Materials in the WBS / Network.
CNB1	Purchase Requisition information.
CJ18	Budget Line items.
ZOLD_ORD	Migrated work order details (4.7 ver to 6.0 ver).
ZCP	Migrated work order / Applications / PO / Agmt. (CPDCL to SPDCL).

NO LEGACY IS SO RICH AS HONESTY

Frequently asked Questions

1. Error Message : Material PLS00009 not found in plant 3060 (check entry)
 Meaning : Material code is not maintained in Stores.
 Action : To add material code in stores Send Mail to SAP core team CT MM3
2. Issue : If CSC application is not found in SAP
3. Issue : Wrong category / load change identified before estimate creation
4. Issue : Application booked in wrong seciton
 Action : send mail to IT wing
(meesevahelpdesk@southernpowerap.co.in)
5. Issue : If Budget insufficient in Schemes / T&D / AGL /NP
 Action : Send a request letter to both CGM/Operation and ED/Projects
6. Issue : Turnkey to Department conversion in application
 Action : Send a request letter to CGM /Opn.
7. Issue : After work order release, revised estimate is not allowed in SAP directly
 Action : It should be approved manually for the same WBS, and demand should be raised in SAP through Tcode ZDEMAND
 ZDEMAND is allowed for Initial sanction authority. After receipt of payments, sanctioned copy has to be sent to SAP to revise estimate
8. Issue : Changes in planned meter devolution to Scrap code.
 Action : Request letter should be sent from DE/Operation to GM SAP (or) Estimate has to be revised manually.
9. Issue : Changes in devolution after work order release (other than the meter)
 Action : Revised estimate has to sancitoned manually.
10. Issue : If consumer made payments through RTGS / any old payments / any transfer / in MATS.
 Action : Details should be sent through Format-2 along with SAP FI document for work order release.

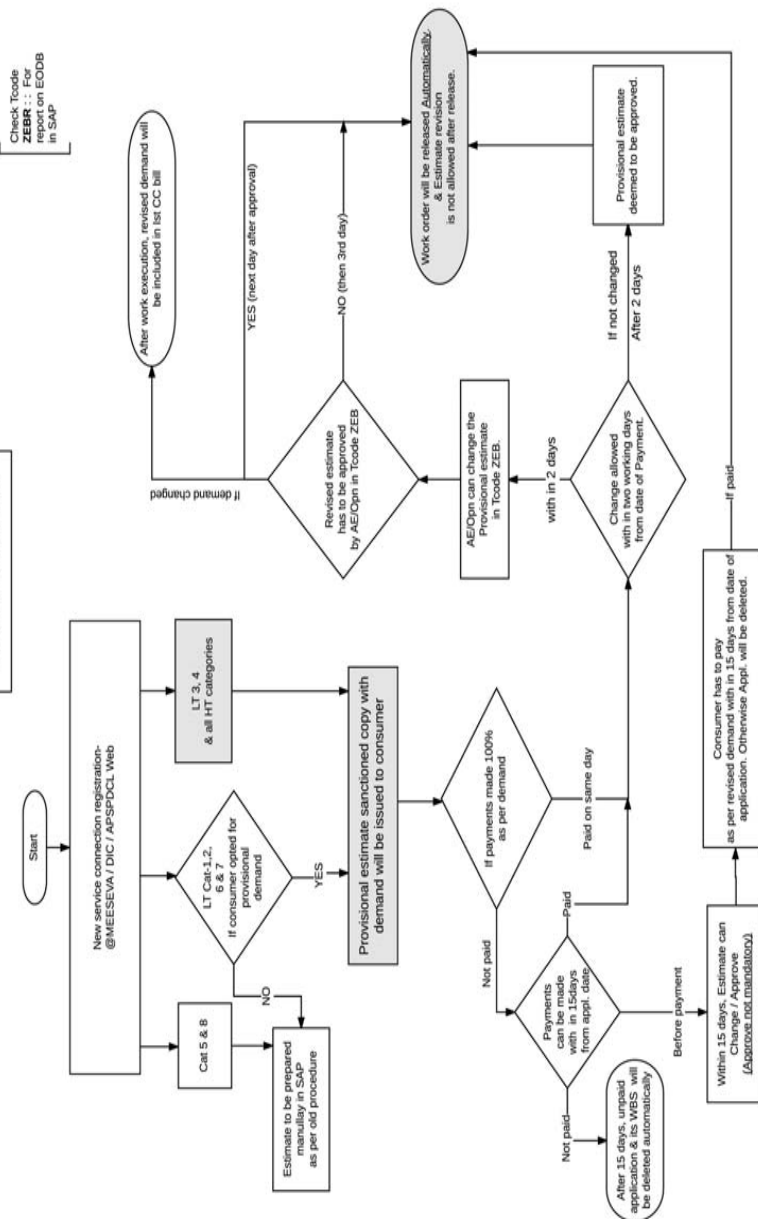


11. Issue	: Old payments which were not available in SAP.
Action	: Address a letter to CGM Operation submitting old payments information to release work order.
12. Issue	: If estimate prepared for damaged poles without application in DC.
Action	: Application fee also to be collected from consumer and register an application before releasing work order.
13. Issue	: If application registered in wrong section without payments.
Action	: Inform to consumer to register new application in correct section.
14. Issue	: If application registered in wrong section with payments in EODB.
Action	: Change section in CSC screen (or) contact IT wing for solution.
15. Attention	: Before AGL service release Check work order status, Work order will not be allowed after releasing the AGL service.
16. Attention	: Clubbing of Labour activity (service activity) Estimate has to be prepared with single service activity along with all service codes pertaining to each data. To avoid clubbing of service activity and to avoid multiple POs.
17. Attention	: Use Tcode ZAD to change owner ship of applicant This is allowed before estimate creation.
18. Attention	: If application deleted permanently in Tcode ZAGL Application will not be revoked eventhough it was re-registered.
19. Attention	: If estimate deleted in Tcode ZED. Application will not be re-useful for new estimate creation in SAP.
20. Attention	: Check work order applicatin status in Tcode ZWAR.

DO YOUR DUTY BEST AND NEVER SAY NEVER

S.NO.	SAP TERMINOLOGY	SPDCL TERMINOLOGY	EXAMPLE	MEANING	
1	Project type	Nature of working estimate	DTR enhancement, Industrial service		In ZESTIV creation)
2	Estimate type	Request type in CSC	New service (or) Additional Load		In ZESTIV creation)
3	WBS	Estimate / work order	Normal plan, DC	Work break down structure	In ZESTIV creation)
4	Internal Activity	Data in Estimate	11KV data, LT data & etc.,		In ZESTIV creation)
5	Service Activity	Labour charges	Labour for erection of DTR		In ZESTIV creation)

EODB Process in SAP.





HUMAN RESOURCES MODULE		
T.Code	PURPOSE OF THE TRANSACTION CODE	Re- marks
PA20	Display	
PA30	Master data Maintain	
PA40	Actions	
PC00_M40_CALC_SIMU	Payroll Simulations	
ZHRPAYSZIP	HR Pay Slip	
ZHRPAYSZIP2	Payslip Single slip	
ZHR_PY_PENSIONERS	PAY REGISTER FOR PENSIONERS	HO *
ZGPFcredits	GPF REPORT MONTHLY	HO *
ZHR_COREBANKFILE	Core Banking File	HO *
ZHR_PY_MEMFEES	Employee Thirdparty remittance	HO *
ZHR_EPFECRUPLOAD	EPF & ECR Data Upload	HO *
ZHR_PY_EPF	Employee Provident Fund report	HO *
ZRETIREMENTS	RETIREEs LIST	HO *
ZTREMMIT	TOTAL REMITTANCE (PAY REGISTER FOR EMPLOYEES)	HO *

HO * - FOR HEAD OFFICE USE ONLY.

IT IS NOT IN THE STARS TO HOLD OUR DESTINY BUT IN OURSELVES



**The following SAP BI reports refreshed everyday in ECC 6.0 in T
Code: ZREPORTS**

PS: Project System:

- ❖ Person wise total pending work orders year wise
- ❖ Const division wise top 10 pending work orders
- ❖ Circle wise top 10 operation divisions pending work orders
- ❖ Statement of no. of pending work orders year wise
- ❖ Statement of no. of work orders closed during the month
- ❖ Top 100 high value pending work orders report
- ❖ Age analysis report of pending work orders
- ❖ APSPDCL work orders year wise status report
- ❖ Project definition wise expenditure incurred in current fiscal year as on date
- ❖ Project definition wise expenditure incurred in fiscal year (from April' to last month)

PM: Plant Maintenance:

- ❖ Total 1-Ph & 3-Ph Dtrs Capacity Wise Existing In Circles
- ❖ Total Rolling stock (Opn +SPMs) of 1-Ph & 3-Ph DTRs capacity wise in APSPDCL
- ❖ Total Failed (Opn +SPMs) 1-Ph & 3-Ph DTRs capacity wise in APSPDCL
- ❖ 1-Ph & 3-Ph DTRs capacity wise in Vendors locations
- ❖ 1-Ph & 3-Ph DTRs capacity wise Existing in Operation Divisions
- ❖ Sub Division Wise Existing Total DTR Functional Locations and Empty Functional Locations Division wise No of DTRs failed during the Year
- ❖ Circle wise Top10 Failed DTRs sections during the Year
- ❖ Failed DTRs sections during the Year
- ❖ Division wise No of DTRs failed During the month
- ❖ Circle wise Top10 Failed DTRs sections during the Month
- ❖ Failed DTRs sections during the Month
- ❖ Circle wise Abstract of Repeatedly Failed DTRs & FLs



- ❖ Repeatedly Failed DTRs (EQPs) data
- ❖ Repeatedly Failed DTR structures (FLs) data
- ❖ Uncharged 1-Ph & 3-Ph DTRs capacity wise in Operation Divisions
- ❖ Uncharged 1-Ph & 3-Ph DTRs capacity (KVA) wise in TRS & CONST Divisions
- ❖ Uncharged 1-Ph & 3-Ph DTRs capacity (KVA) wise data
- ❖ Division wise Feeders Report (No of Sub Stations, No of Sub Stations with Feeders, No of Feeders (RAPDRP+NON RAPDRP)
- ❖ R&M Budget Provided and Utilisation towards DTRs & PTRs Repairs Exclusively

IF YOU HAVE TEARS, PREPARE TO SHED THEM NOW

GENERAL PURPOSE TRANSACTION CODES		
S.NO.	SAP T CODE	PURPOSE OF THE TRANSACTION CODE
1	SU53	To see the details of authorisation missing
2	/N	To go to SAP Main screen
3	/O + T CODE	FOR EX: /OFBCJ. Prefixing /O will open a new screen with given T Code
4	/N + T CODE	FOR EX: /NFBCJ. Prefixing /N will open the given T Code in the existing screen itself.
5	/NEX	To close all SAP screens of an USER in one step.
6	ZHELP	To view the user manual for all users / all modules office wise
7	SBWP	To open SAP Business work place to access Inbox / Out box of mails.
8	ZPOPUP	To send instant popup message to other users working in SAP at that time.
9		To create New session through key board use : Control +

STRENGTH IS LIFE, WEAKNESS IS DEATH



CIRCULARS

S. No.	Subject	Page No.
1.	Periodic Accounts closing evaluation (PACE) in SAP functionality - Accounting policy - Monthly periods locking of SAP - Time lines	46-52
2.	Obtaining SAP Clearance Certificate for issue of LPC to field officers	53-55
3.	Closing of work orders - procedure to be followed by AEs / ADEs / DEs and JAOs	56-57
4.	Re-opening of closed work orders	58
5.	GST - Un Registered Vendors - model undertaking	59-60
6.	GST - Obtaining of GST ID Numbers of vendors - additional requirement	61-62
7.	Formats for SAP master data updation	
	- Vendor creation / change	63-64
	- New material code request template	65
	- New Service code request template	65
	- New BOM (Bill Of Material) Creation Request Template for fabrication materials	66
	- HSN Code updation template for materials	67
	- SAC Code updation template for Services	67
	- Data to be furnished for missed entries pertaining to SOLAR PUMP SET	68



SOUTHERN POWER DISTRIBUTION COMPANY OF A.P LTD
TIRUPATI

Corporate Office :: TIRUPATI

ABSTRACT

APSPDCL/TPT- Periodic Accounts Closing Evaluation (PACE) in SAP functionality – Accounting Policy –Monthly Periods locking of SAP – Time lines - Orders – Issued.

S.O.O (CGM-E&C) Ms.No. 1115

Dt: 20.11.2017

Read the following

- Ref:-
1. B.P.Ms.No.176,Dt. 27.02.1990
 2. Memo.No.FACCA(RE)/DYCCA(E).7/90, Dt. 16.03.1990
 3. Note orders and e-office file 37451 approved dt.20.11.2017

1. Overview-Preamble:

- 1.1 The **New system of Payments** launched in the year 1990 under refs. (1)&(2) by the parent entity APSEB envisaged compilation of accounts month wise and unit wise in two phases-
- 1.2 (1) Cash TB by 5th of every month and Adjustment TB by 20th of every month.
- 1.2 Therendering of accounts by drawing units is made pre-requisite for release of funds for LOC payments.
- 1.3 The system of compilation of accounts as above(1.1) continued up to introduction of SAP 4.7 Version from 01.04.2009 and from 01.05.2010 migrated to SAP 6.0 Version.
- 1.4 There are no specific time lines for period locking for closure of books in SAP. The GL accounts show different amounts (figures) when ever TB is generated because the periods are not closed and even if closed are being opened again for some reason or the other to post certain omissions/correction in transactions.
- 1.5 The performance appraisal in the form of monthly P&L Statement and also GST compliance requirement is - to lock the accounting periods monthly and close the books on specified time lines.



1. SAP Books Closing --Concept "PACE":

2.1 The recording of business transactions and books closing in SAP concept is named as "**PACE**". This means Periodic (monthly) Accounts Closing (period locking) and evaluation to report the accounting records information and appraisal to the Management in P&L format in the first week of every month.

2.2 This also enables to review the accuracy for remittance of GST and file GST returns on time.

3. SAP ACCOUNTING – Functional Areas:

The broad functional areas of accounting are – 3.1 Cash/Bank transactions, 3.2 Stores transactions 3.3 Journal transactions.

3.1 Cash/Bank transactions:

3.1.1 The bank transactions on-line/RTGS/NEFT/Cheque receipts/ payments have to be recorded on day to day basis and shall be cross verified with down loading bank scroll on daily basis. The closing of cash book entries and bank reconciliation shall be completed simultaneously by 5th of every month for the preceding accounting month.

3.1.2 The bank excess items have to be recorded in GL 24XXXX5

3.1.3 The board excess items have to be recorded in GL 24XXXX5

3.1.4 Thereby the closing bank balance as per cash book on real time match with bank scroll balance and this amounts to certification of all bank transaction entries are recorded in books and no omission of entries.

3.2 Stores transactions:

3.2.1 The Stores transactions have to be entered in SAP date wise on dailybasis. The receipt of material shall be recorded with the same date on which date the material is actually received. The defective units have to be returned through "**Return Delivery**" along with "**Return Delivery Note**" for the Purchase Returns (Returns Outwards).



3.2.2 The Stores issues shall be under “Delivery Challan”(GST requirement) signed by the Stores ADE for transport of material to the work locations/other Stores i.e., for self consumption by APSPDCL.

3.2.3 The ground balance of stocks Qty. shall always match (tally) with SAP record quantities on real time. The period locking is 5th of every month for the preceding accounting month.

3.3 Journal transactions:

3.3.1 The transactions of nature other than cash/bank and stores are Journal entries. The date of approval of JEs by the competent authority is the date of the transaction and shall be entered in the SAP books accordingly.

3.3.2 The centralized collections entries shall be completed in the same month of receipts at EROs/SEROs.

3.3.3 The contra entries for clearing GL balances have to be passed in the same month to reflect GL balances its' true nature of transaction for clear analysis and reporting.

3.3.4 All the monthly payment liabilities viz., (1) manning sub-stations, (2) Spot billing agencies, (3) Collection agencies, (4) contract payments to watch&ward, Drivers etc., (5) Hire-vehicles bills (6) IT outsource staff (Invensis) wages, (7) Internal Audit agencies, shall have to be prepared monthly and liability entries passed before 7th of every month in the books and there shall not be any back-log in this regard either for want of agreement, signature of contractor or for any other reason.

4. SAP -Business Process:

4.1 All the business transactions shall have to be entered using Specified T codes.

4.2 The data/values shall be entered in relevant fields provided.

4.3 The **narration** shall reflect the **true nature of the transaction**.

4.4 The document number shall be entered on the voucher for verification and confirmation.

4.5 The transaction data shall be entered first and SAP smart copies of print-outs shall only be used to reflect true nature of business transaction on real-time. In other words computer typed orders shall be dispensed to avoid mismatch of data compared to data entered in SAP.



- 4.6 The above business process data entry enables report writing with logics identifying back- end table data structure.
- 4.7 The entries/records in SAP platform shall only be considered such as eg.-Purchase order, Form-13 Goods receipt, bank guarantee validity etc., for passing and payment of bills.
- 4.8 The SAP GL balances have to be reviewed periodically (monthly) with reference to Vendor balances, Funding Agency wise loans outstanding both long-term and working capital, Customer (consumer) ledger total balances, pendency of Clearing GL balances and so on.
- 4.9 Works progress review, completed orders expenditure Capitalisation.
- 4.10 To sum up, SAP entries are prime basic accounting records and basis for compilation of Annual Report for a fiscal year i.e., P&L Statement and Balance Sheet. Therefore, MIS reports shall always be tallied (as control /cross verification mechanism) with reference to SAP records/GL balances.

5. SAP Business Process- Role of Functional Heads:

- 5.1 The Functional Heads at corporate office i.e., all CGMs, GMs, and SAP login assigned officers are business process owners and shall do activities /transactions owning the ownership of SAP records.
- 5.2 The Functional Heads at field offices are all SEs, DEs, SAOs, AOs, AAOs and SAP login assigned officers are business process owners and shall do activities /transactions owning the ownership of SAP records.
- 5.3 The Functional Heads/ SAP login assigned officers shall verify the true nature and values as per vouchers before the transaction is approved for posting in SAP records.
- 5.4 The Functional CGMs at corporate office shall address the GM/ SAP & module Team to provide solution to make entries in SAP; and similarly the SAP login assigned officers at field shall address the understanding difficulties in the first instance the SAO/AO of respective circles for resolution. If the issues are not resolved at their level, the problems shall be escalated to the respective Functional CGMs at corporate office and in turn the same shall be referred to GM/SAP & module Team to provide solution to make entries in SAP.



- 5.5 The transaction entries as detailed above (3.1), (3.2) and (3.3) shall be entered date wise on daily basis to reflect true picture to enable real-time data analysis.
- 5.6 The Reversal/Rectification entries vouchers needs to be prepared with detailed narration and got them approved by the competent authority. These entries shall be passed in the current (present) period (calendar month)books irrespective of original entry transaction month. The reversal entries shall be entered in SAP from login of AO/E or AO/R or SAO to ensure correctness and avoid recurrence of errors in SAP records.
- 5.7 The reporting from SAP is key parameter for apt decision making on time. Therefore the reporting requirements shall be spelled out to the GM/SAP & module Team to suitably create reports with user manual easy access.
- 5.8 The SAPUsage by Functional CGMs and login assigned officers shall be with 100% understanding. This will create healthy atmosphere for spread of knowledge on SAP. The SAP brings in transparency and accountability into the system; ultimately results in overall efficiency in performance.
- 5.9 Any new project(eg. solar pump-set scheme; World Bank scheme etc.) or transaction (eg. Solar roof top; EESL LED bulbs etc.) shall be discussed in detail so as to follow consistent accounting entries for recording transactions and to develop reporting requirements in SAP.
- 6. Audit of Vouchers:**
- 6.1 All SAP entries shall be supported by approved Journal vouchers and the vouchers shall be month wise bundled for verification by audit.
- 6.2 All the vouchers are subject to verification by audit with reference to SAP entries.All the vouchers shall bear SAP document number (rubber stamped) to enable vouching by audit teams.
- 6.3 The vouchers' value e" Rs. One lakh shall be verified each by the Internal Auditors with reference to voucher data. This will provide a platform to rectify mistakes of omission/commission/ misclassification without reference to nature of transaction etc.
- 6.4 The audit mechanism is to make the accounting records free from errors and reflect true and fair balances for compilation of P&L Statement and Balance sheet.



- 6.5 The audit review on accounts enables Statutory tax compliance and omission if any can be complied with on time.

7. Support Services – SAP Team:

- 7.1 The General Manager / SAP shall provide necessary training as required periodically.
- 7.2 The developments required shall be attended by SAP team with specified time-lines.
- 7.3 The system constraints of executing officers shall be attended to promptly.
- 7.4 The General Manager/SAP shall provide all necessary support services to the Functional CGMs at corporate office in achieving the desired results for smooth work flow with integrity.

8. SAP ACCOUNTING – GENERAL:

- 8.1 The good feature in SAP is that, one can modify entries through T-Code authorisations, but not delete. The log register is built-in function of SAP. The draft Print-out of purchase order shall be verified and approve the draft in SAP by the competent authority.
- 8.2 This will enable Functionality in SAP intact, makes sense to “**real-time on-line**”.
- 8.3 The hard copies of orders eg. Pos, BG approval, Form 13, TC approval etc., shall be discontinued and stands suspended with immediate effect as these orders are made available under ZPOCKET and the officers are guided by SAP entries through logins provided to the respective officers.
- 8.4 The manual Registers of purchase orders/contract agreements during the financial year etc. shall be maintained to ensure control and review.
- 8.5 The accuracy of transactions' record entries can be ensured by report reconciliation from SAP. This saves time, money and paper.

9. SAP – IIC Concept:

SAP full form is Systems Applications and Products. All organs of the organization are integrated to on a common platform; where by all activities from origin to accounting is complete on a integrated scale; accuracy is inbuilt in the system. In other words, the records of SAP is constituted working system under the concept “Integrated Informatics Centre”(IIC).



10.SAP – Compliance:

The CGMs/corporate office, the CEs/SEs operation shall henceforth involve themselves and take required action in strict compliance of the above guidelines to close the monthly Accounting periods as per time-lines specified for review analysis and corrective action to improve the performance in achieving the desired results.

These orders will come into effect w.e.f.01.12.2017.

**(BY ORDER AND IN THE NAME OF SOUTHERN POWER DISTRIBUTION
COMPANY OF ANDHRA PRADESH LIMITED)**

**M.M. NAYAK
CHAIRMAN & MANAGING DIRECTOR**

To

All the Chief General Managers/The Executive Director/Projects

All the General Managers

The ChiefEngineer/Zone/ VJA/TPT/KNL

The Superintending Engineers/Operation/ VJA/GNT/ONG/NLR/TPT/KDP/KNL/ATP

Soft Copy by mail to:

The Senior Accounts Officer/Operation/VJA/GNT/ONG/NLR/TPT/KDP/KNL/ATP

The Asst. Divisional Engineers/District Stores/ VJA/GNT/ONG/NLR/TPT/KDP/KNL/ATP

The General Manager/Internal Audit to communicate to the Internal Auditors

The Peshi to CMD/Director/Finance/Purchase/Operation/Projects/HRD for information

The Stock File.



URGENT

FAX TO ALL CIRCLES/DIVISIONS(OPN/TRE/CONST)



SOUTHERN POWER DISTRIBUTION COMPANY OF A.P LTD
TIRUPATI

MEMO NO DIR/FIN/CGM/F/GM/DE/SAP/D NO 219/11, DT:- 30-05-2011.

Sub: APSPDCL- "SAP clearance certificate" - Obtaining SAP clearance certificate for issue of LPC to field officers, who affected in transfers - Reg.

All the ADE/AEs in Operation, Transformers and Construction divisions are hereby instructed to obtain the following "SAP clearance certificate" for getting clearance/LPC who were affected in transfers.

Proforma of SAP clearance certificate (Operation Division)

SL No	Type of issue	Verification T code	Verified by (Signature with date)	Certified by (Signature with date)
	Operation Division			
1	All DTRs drawn from stores by AE/Opn against WBS element should be in "INST" (Installed) status at specific Functional location	ZSTEQN	AE/Tech	DE/O
2	All functional locations shall be filled with appropriate equipment numbers. No equipment (except vehicles) shall be installed in ADE/AE location.	ZFLEQ	AE/Tech	DE/O
3	Rolling stock in the three locations of ADE/Opn must be tallied with physical stock along with particulars. (1) ADE (2) Sick (3) healthy location	IH06 and IH08	AE/Tech	DE/O
4	Handing over notes shall contain SAP printed list of DTRs along with equipment numbers and location codes.	IH08	ADE/O	DE/O
5	Obtained Equipment numbers from SAP core team in case turnkey transformers. All these transformers are energized in SAP.		AE/Tech	DE/O

Proforma of SAP clearance certificate (Transformer Division)

	Transformer Division			
SL No	Type of issue	Verification T code	Verified by (Signature with date)	Certified by (Signature with date)
1	All DTRs drawn from stores by ADE/AE/SPM against rolling stock PM order should be in "INST" (Installed) status at their SPM healthy Functional location	ZSTEQN	AE/Tech	DE/TRS
2	Rolling stock in the three locations of ADE/AE/SPM must be tallied with physical stock along with particulars duly painting	IH06 and IH08	DE/TRS	DE/TRS



	equipment numbers. (1) ADE/AE (2) Sick (3) healthy location			
3	Ground balance of consumables of TRE shall be tallied with SAP stock	MB52	DE/TRS	DE/TRS
4	No equipment (except vehicles) shall be installed in ADE/AE location.	IH06 and IH08	AE/Tech	DE/TRS
5	Handing over notes shall contain SAP printed list of DTRs along with equipment numbers and location codes.	IH08	ADE/SPM	DE/TRS

Proforma of SAP clearance certificate (Construction Division)

Construction Division				
SL No	Type of issue	Verification T code	Verified by (Signature with date)	Certified by (Signature with date)
1	All DTRs drawn from stores by ADE/Const against WBS element should be in "INST" (Installed) status at specific Functional location. (Energisation reports shall be submitted by ADE/Const and Energisation in SAP will be done by AE/Tech of concerned Opn Division)	ZSTEQN	AE/Tech	DE/Const
2	No equipment (except vehicles) shall be installed in ADE/Const location.	IH06 and IH08	AE/Tech	DE/Const

All the DEs of Operation, Transformers and Construction divisions are requested to verify and issue "SAP clearance certificate" before issue of LPC.

JAO/Cash in Divisions AO/Exp in circles shall ensure "SAP clearance certificate" before submission of LPC to DEs. With out "SAP clearance certificate" no ADE/AE/Opn/Const/SPM/TRE shall be issued LPC.

Encl:- DTR Charging report

**Sd/- Z.PHILIP
DIRECTOR, FINANCE.**

To

The all Divisional Engineers, Operation, _____ } For circulation among
The Divisional Engineer, TRS, VJA, GNT, ONG, NLR, TPT, KDP. } all ADE/AE/opn/SPM/
The Divisional Engineer, Const, VJA, GNT, ONG, NLR, TPT, KDP, } TRE/Const
The Accounts Officer, Exp, VJA, GNT, ONG, NLR, TPT, KDP.

Copy to all the Superintending Engineers, Opn, VJA, GNT, ONG, NLR, TPT, KDP.

Copy to all the Senior Accounts, Opn, VJA, GNT, ONG, NLR, TPT, KDP.

Copy to the CGM/Fin/Proj/P&MM/Opn for information.

Copy to the CE/Zone/VJA and TPT.

//FBO//

**DIVISIONAL ENGINEER, SAP,
CORP OFF, TIRUPATI**

DTR CHARGING REPORT FOR THE MONTH OF /2011											TO BE DONE BY AE/TECH	
SL NO	NAME OF THE SECTION	DETAILED FUNCTIONAL LOCATION NAME	MANUAL STRUCTURE CODE	NAME OF THE CONNECTED 11KV FEEDER	CAPACITY IN KVA	MAKE	SL NO	DATE OF CHARGING	DRAWN IN RESERVATION NO	EQUIPMENT NO (GIVEN BY STORES IN GATE PASS)	SAP FUNCTIONAL LOCATION CODE	UPDATED IN SAP YES/NO (INSTALLATION OF EQUIPMENT IN FL)
1												
2												
Note:- AE/Tech is requested to confirm the equipment number using T code ZS1TECH, before creation of new functional location. Update equipment number in new/existing functional location.												

ASST ENGINEER
OPERATION, _____

ASSISTANT DIVISIONAL ENGINEER,
Operation, _____



SOUTHERN POWER DISTRIBUTION COMPANY OF A.P LTD
TIRUPATI

MEMO NO DIR/FIN/CGM/F/GM/DE/SAP/D NO 305 /11, DT:- 15-9- 2011.

Sub : APSPDCL- Closing of Work orders – Procedure to be followed by AEs, ADEs, DEs and JAOs - Reg.

It is observed in the field that while closing the work orders, correct procedure is not being followed, but simply closing in SAP with out any details and without pole schedules, sketches of work done and with out ensuring devolution of unused materials.

In view of the above, the following procedure must be attended while closing the work orders.

Work order closing procedure:-

- 1) **Initial accounts:** - In CJI3 T-code down load list of materials drawn, labour incurred in to excel file. Take print out of this excel file, duly mentioning date on this file. Verify this initial account with actual field work. These shall be signed by AE, counter signed by ADE.
- 2) **Used equipment draws/devolution :-** In ZCJI3 T code Take print out of equipment DTRs drawn or devoluted. These shall be signed by AE, counter signed by ADE.
- 3) **Pole schedule:** - Prepare and attach pole schedule manually as per the work done in the field. This shall be signed by AE, counter signed and also check measured by ADE.
- 4) **Sketch:** - Prepare and attach sketch manually as per the work done in the field. This shall be signed by AE, counter signed and also check measured by ADE.
- 5) **Work completion report:** - Prepare work completion report manually and mention Date of commencement, completion, estimate sanction number, sanctioned amount and actual amount incurred. This shall be signed by AE, counter signed and also check measured by ADE.
- 6) **Functional location of DTR:** - In case of DTRs, drawn equipment number and energized Functional location number shall be mentioned in the work completion report. Functional location shall be created by AE/Tech of concerned division based on charging report.
- 7) **Devolution of excess materials:** - Any excess drawn materials in comparison of actual field work shall be identified and such materials shall be devoluted to the stores.



- 8) **Turnkey work orders:** - In case of turn key work orders, copies of test certificates of the material brought by the consumer and bills shall be attached. This shall be signed by AE, counter signed by ADE.
- 9) **Closing of Work order:** - It is responsibility of JAO concerned that only after receipt of all the above documents along with initial accounts, work order shall be closed, duly getting signature of DE on the work completion report ensuring that unused materials are devoluted.
- 10) **Creation of assets:-** JAO shall create asset as per the initial accounts only. In some cases used Equipment DTRs either drawn from stores or devoluted to stores for the work are not visible in CJ13. These equipment DTRs details can be find out in T code ZCJ13. Note down the asset numbers on the initial accounts.

Even for incorrectly closed previous work orders also, obtain the above details.

Sd/- Z.PHILIP

DIRECTOR, FINANCE.

To

The Superintending Engineers, Operation, VJA, GNT, OGL, NLR, TPT, KDP.
All the Divisional Engineers, Operation, _____

The Divisional Engineers, Construction, VJA, GNT, OGL, NLR, TPT, KDP.

The Senior Accounts Officer, Operation , VJA, GNT, OGL, NLR, TPT, KDP.

Copy to all the Accounts Officer, Expenditure , VJA, GNT, OGL, NLR, TPT, KDP.

Copy to the CE/Zone/VJA and TPT .

Copy to CGM/ Finance, Operation, Projects, HRD, Corp Office, TPT.

Copy to the GM, Costing, Internal Audit, Corp office, TPT.

//FBO//

DIVISIONAL ENGINEER, SAP,

CORP OFFICE, TPT



SOUTHERN POWER DISTRIBUTION COMPANY OF A.P LTD

Corporate Office : : TIRUPATI

Memo No. CMD/Corporate Office/TPT/GM-SAP/F.WOs/D.No.221/16,Dt.13.04.16

Sub: APSPDCL – Work orders – Completion of works and capitalization – Reopening of closed Work orders – Functional assignment in SAP – Working instructions issued.

Ref:Approved Note orders, Dt. 12.04.2016.

- I. The superintending Engineers/Operation, Divisional Engineers/Operation are addressing CGM/E&C and GM/SAP regularly for reopening of closed work orders for regularization of WOs kept in personal account and also posting certain backlog entries such as devolution of materials, labour bills etc.,
- II. The subject of reopening of closed work orders is examined and a detailed note is put up to the management detailing the need to evolve a methodology to be applied to resolve the issues in respect of reopening of closed work orders for perusal and orders.
- III. After careful examination, the following working instructions are issued on the above subject for strict adherence.
 1. The representations for reopening of closed work orders shall be addressed to the CGM/Opn/APSPDCL seeking approval.
- 2.1. The CGM/Opn, Corporate office who is the HOD of the operational works, will review therequests for reopening the closed work orders.
- 2.2. Based on merits, after review of closed work orders, necessary orders will be issued toreopen the closedwork orders.
- 2.3. As per the orders of CGM/Opn, the SAP team shall reopen the closed work orders for makingbacklogentries by the end users within reasonable period of time.
3. The representations will be entertained from **25.04.2016 to 25.05.2016 only on onetime basis.**
4. The regularization of transactions relating to used materials for the works and also devolution of materials to stores is allowed,**for claiming labour bills of the works provided valid agreement is available.**
- IV. The SEs/Opn shall review the requests received from their field engineers for reopening closed work orders and take immediate action for regularization of pending transactions, completion of works and capitalization within 30 days from the date of work orders reopened.

Sd/- H.Y.DORA
Chairman & Managing Director
APSPDCL::TIRUPATI

To.
The Chief General Manager/Operation/E&C
The Chief Engineer/Zone/VJA/TPT/KNL
The General Manager/SAP
The Superintending Engineers/Operation/VJA/GNT/ONG/NLR/TPT/KDP/ATP/KNL.
The Senior Accounts Officers/ VJA/GNT/ONG/NLR/TPT/KDP/ATP/KNL and Pay Officer.
The DEs Operation/ADEs Operation/AEs operation by SAP mail.

Copy to Peshi, Director/Technical & HRD/Finance.
Copy to Executive Director/Projects
Copy to Chief General Manager/P&MM/Planning/R&IA.

//FBO//

General Manager/SAP



SOUTHERN POWER DISTRIBUTION COMPANY OF A.P LTD
TIRUPATI

Memo No. CGM(E&C)/SAO(C)/AAO(S&T)/F.GST/Insts/D.No.255/17, Dt.12-7-17

Sub: GST – Un registered Vendors – Model Undertaking – communicated.
Ref: 1. Memo No. CGM(E&C)/SAO(C)/AAO(S&T)/F.GST/D.No.236/17, Dt.05-07-17
2. Vetting from consultants vide email dt. 12-07-2017

* * * *

In the instructions issued vide ref cited (Para No. 6 & 16.3), it was instructed to obtain an undertaking on Rs.100/- stamp paper from the Un registered Vendors as a part of compliance to GST.

In this connection, it is to inform that, the undertaking shall be obtained on Rs.100/- Stamp Paper and shall be kept in safe custody of the respective unit for future requirement. The fact of obtaining of undertaking shall be noted in the proforma for updation of vendor data for GST compliance.

A Model Undertaking is herewith enclosed.

A.VENU GOPAL

CHIEF GENERAL MANAGER / E&C

To

The Superintending Engineer/ Opn/ VJA, GNT, ONG, NLR, TPT, KDP, KNL & ATP
The Divisional Engineers / Operation / MRT/ Construction
The Senior Accounts Officer/ Opn./ VJA, GNT, ONG, NLR, TPT, KDP, KNL & ATP
The Senior Accounts Officer – B&R/P&A
The Pay Officer

Soft Copy to:

The Accounts Officer (Expenditure) / Opn./ VJA, GNT, ONG, NLR, TPT, KDP, KNL & ATP
The Accounts Officer / CPR
All AAOs EROs/ Sub EROs
All General Managers
The Chief General Manager / P&MM,Civil&IPC/Operation / HRD/ Planning
The Chief Engineer / Zone / VJA,TPT& KNL
The Executive Director / Projects
The Peshi to
Director / Finance
Director / Technical and HRD/P&MM, IPC, Civil, Operation & Projects
Chairman and Managing Director

// F.B.O. //
14/6-17.

Asst. Accounts Officer / S&T



UNDERTAKING

1. I, _____, S/O. _____ having, PAN NO. _____ & Aadhar No. _____ residing at _____ in _____ Town having place of business at _____ in _____ Town and email id. _____ hereby declare that. _____

2. I have entered in to contract with M/s. APSPDDCL represented by the S.E/D.E./Opn/..... To supply goods/Services in the name of M/s. _____ vide SPDCL SAP Vendor No. _____

Under exempted category under GST Act, 2017 stating that, my annual turnover for the Financial Year 2016-17 has not exceeded Rs. 20 Lakhs and for the Financial Year 2017-18 the estimated total turnover in respect of goods and services (including APSPDCL) are not likely to exceed Rs. 20 Lakhs as estimated on the date of this declaration.

3. As the turnover has not exceeded or not going to exceed the minimum prescribed turnover for registration in accordance of CGST / SGST/ IGST / UGST Acts, I have not registered under CGST / SGST/ IGST / UGST Acts.

4. Also I understood that whenever the total estimated turnover for the FY 2017-18 exceed the minimum prescribed turnover for registration i.e., Rs. 20 Lakhs, I will obtain the GST Registration and submit the details to APSPDCL.

5. I, here by affirm that, in case of any loss to APSPDCL due to my non registration and non intimation of registration details in future , I hereby agree to indemnify the entire loss to APSPDCL and hereby authorize, M/s. APSPDCL, to recover such amounts of loss from the balances / amounts payable to me by APSPDCL without any intimation.

I hereby willfully and voluntarily make the Declaration on this day of (Day-Month-Year) _____ with sound awareness of statute provisions.

Name & Signature: _____

Mob.No: _____

Signature & Address of witness:

1. _____ (from vendor side)
2. _____ (from APSPDCL side Not below the rank of AAO/AE)



SOUTHERN POWER DISTRIBUTION COMPANY OF A.P LTD
TIRUPATI

Memo No. CGM(E&C)/SAO(C)/AAO(S&T)/F.GST/D.No.205/17, Dt.14-6-17

Sub : Goods and Service Tax Act (GST) – Obtaining of GST ID numbers of vendors

– Additional requirement – Reg.

Ref: Memo No. CGM(E&C)/SAO(C)/AAO(S&T)/F.GST/ D.No.202/17, Dt. 13-6-17

* * * *

Refer the instructions issued vide memo cited, to submit the Vendors and their GST Registration details.

It should be noted that all the information to be furnished should contain the SAP Vendor code. The Revised Annexure-2 is enclosed. The information from all the Divisions should be collected, validated, consolidated and submitted to corporate office by the concerned Superintending Engineers/ Operation at the circle level in soft copy.

It may be noted that the matter is most urgent and time bound in view of the implementation of GST w.e.f.1-7-2017. All concerned should be reminded to stick to the due dates communicated.

A.VENU GOPAL

CHIEF GENERAL MANGER / E&C

To

The Superintending Engineer / Opn. Cir./ VJA,GNT,OGL,NLR,KDP,TPT,ATP&KNL.

Softy copy by SAP mail:

The Accounts Officer (Expenditure)/Opn Cir./

VJA,GNT,OGL,NLR,KDP,TPT,ATP&KNL.

All Divisional Engineers, Opn Divisions

The Senior Accounts Officer/Opn. Cir./ VJA,GNT,OGL,NLR,KDP,TPT,ATP&KNL.

The General Manager / P&MM/Expenditure / Revenue / Internal Audit

The General Manager / SAP to arrange for necessary programme for updation of the GST details in SAP.

The Chief General Manager / P&MM, Civil&IPC/HRD/

The Executive Director / Projects

The Senior Accounts Officer / B&R & P&A

The Pay Officer

Annexure – 2 (Revised)

GST Registration Data to be obtained from the Supplier / Service Providers		
1	Name	
2	Principal Place of Business	
3	Address	
4	State	
5	State Code	
6	SAP VENDOR CODE	
7	PAN	
8	Contact person details for communication purpose	
9	Phone Number	
10	Details of Goods Supplying / Services providing	
11	Legal Status of the Firm	(Company / Individual / Partnership/ AOP / LLP, etc.)
12	Is the GST Registration Process completed	YES / NO
13	If YES, State wise GST Provisional ID No.	
14	If YES, ARN Number	
15	If NO, Reasons	



VCR-1

SOUTHERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED		
Vendor Creation Requisition		
1	Vendor type	Material / Service / General
2	Title	MR., Mrs., M/S., etc
3	Name of the Firm/Proprieter	
4	Name of the Authorised Person (in case of Company / Firm)	
5	Registered / Office Address (with Pin code)	
	D.No.:	
	Street :	
	Area/Locality :	
	City	
	District	
	Postal Code	
	State	
	Telephone 1	
	Fax	
6	Correspondence Address	
	Street :	
	Area/Locality :	
	City	
	District	
	Postal Code	
	State	
	Telephone 1	
	Fax	
7	Mobile Phone (Authorised Person)	
8	Aadhar No. (Authorised Person)	
9	e-mail id	
10	PAN No	



11	TIN/TOT	
12	GST No	
13	Service Tax Registration No.	
14	Bank Account No.	
15	Bank Name	
16	Bank Branch	
17	Branch Code	
18	IFSC Code	
19	Cancelled Cheque leaf (or) Bank Passbook First Page Scan Copy	
Please fill in all Fields		
If the field is not applicable please mark as -NA-		
TIN/TPT is MANDATORY for material suppliers		
SIGNATURE & DESIGNATION WITH SEAL OF DRAWING OFFICER		
Vendor Number Created		SAP Core Team Member Initial
Bank Data Updated		SAP Core Team Member Initial

FABRICATION MATERIALS INFORMATION AT _____ STORES

Name of Circle:		Quantity required for manufacturing of one Fab material mentioned as per e									
Sl No	Description of Fab material manufactured	SAP Code	Present Estimated Price	Input rawmaterial 1			Input rawmaterial 2			Input rawmaterial :	
				Material description	Material Code	Quantity required (IN KGS)	Material description	Material Code	Quantity required	Material description	Material Code
Ex.	FBR10010 11KV/MS Stay Sais without BasePlate	FBR10010	321.49	M.S.Rod 16 mm	MST00018	4.7	M.S.Rod 20 mm	MST00019	1.4	M.S.Angle 65x65x6 mm	MST00003

Scrap return details				Others					
Scrap mat Description	Scrap Code	Quantity IN Kgs.	Labour Charge in Rs. Ps.	3%Contig ences for mat	3% S.I. Charges for mat	3% Supervision charges on total of mat & Labour	Irretrivabl e scrap(wa stage) Qty in		
MS Scrap	SCR00027	0.05	26	Applicable	-	-	-		



HSN(HARMONIZED SYSTEM OF NOMENCLATURE)CODE UPDATION REQUEST TEMPLATE

Material Code	Material Description	HSN Code	GST rate(%)	HSN Description	Data Given by(Source)

SAC(SERVICES ACCOUNTING CODE)CODE UPDATION REQUEST TEMPLATE

Service Code	Service Description	SAC Code	GST rate(%)	SAC Description	Data Given by(Source)

Format of data to be furnished for missed entries pertaining to SOLAR PUMP SETS already confirmed by JAO/Cash in Collection Software

Sl. No.	Unit Code	Unit Name	Registration ID	Consumer Name	DD No.	DD Date	DD Bank	Amount	PR No.	PR Date



CONCLUSION

Every effort has been made to make this book error / omission free. We welcome all to bring to our notice any such errors / omissions for necessary corrections.

Also we welcome any suggestions in this connection contributing to the improvement of its utility.

SAP team contact details			
Sl.No	Name	Module	Phone no.
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6	T. SaiKiran, AAO	FICO	9440814213
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8	G. Rama Rao, JAO	FICO	9440814210
9	D.V. Rama Krishna, JAO	AM	9490618838
10	A. Varaprasad, PO	HR	9490618843
11	B. Sreedhar Reddy	MM	9440290793
12	C. Balaji, AE	PM	9490618839
13	M. Umapathy, AE	PS	9490618851

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[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

తెలుగు పద్యములు

మిరపగింజచూడ మీద నల్లగనుండు
గొరికిచూడ లోస జరుకు మనుసు
సజ్జనులగువారి సారమిట్లుండరా
విశ్వదాభరామ విసుర వేమ

మకరందం - మన తెలుగు

మకరందం వలే తీయనిది
కుసుమము వలే మెత్తనిది
మనందరి మనసు దోచినది
ఎంతో కమ్మనిది మన తెలుగు భాష

నన్నయ, తిక్కన, కృష్ణదేవరాయలు
అందరు మెచ్చిన గొప్పభాష
నాటి, నేటి, రేపటి కవులకు
తల్లి వంటిది మన తెలుగు భాష

ముత్యాల వంటి లిపితో
చెవులకింపైన స్వరాలతో
ఎంతో కీర్తిని గడించిన
గొప్పభాష మన తెలుగు భాష

మిన్నంటిన సాహితీ సంపద
ఎన్నో వత్సరాల గొప్ప చరిత్ర
వెల కట్టలేని మన రాష్ట్రీయ సంపద
ఎంతో అమూల్యమైనది మన తెలుగు భాష

QUOTATIONS

1. Always be yourself, express yourself, have faith in yourself, do not go out and look for a successful personality and duplicate it.
2. Knowledge will give you power, but character respect.
3. Stay away from negative people. They have a problem for every solution
4. You cannot have a good day with bad attitude, and you cannot have a bad day with good attitude
5. Our character is defined by what we do when we think no one is looking.
6. Success occurs when your efforts get bigger than your excuses
7. You don't have to be great to start, but you have to start to be great
8. Failure is not the opposite of success, but part of success.
9. The real failure is when you stop trying.
10. Failure is success if we learn from it.