TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

From
T.A.Seralathan.,B.E.,FIE.,C.Engg.,
Chief Engineer,
Information Technology,
Xth Floor Western Wing,
Anna Salai, Chennai 6000002.

To
 All Chief Engineers / Distribution,
All Chief Engineers/ TRANSCO,
All Chief Engineers / Generation,
All CFC / TANGEDCO & TRANSCO

Lr No CE/IT/SE/IT2/EE/ERP/ F ERP Inst. /D.623/2021 dt.16.7.2021

Sir / Madam,

> Sub: TANGEDCO – IT Wing -Implementation of SAP ERP in TANGEDCO
>   and TANTRANSCO – Processing of Invoices & Bills – further guidelines
>   & Instructions - reg
> Ref:1) Lr.No. JMD/CE/IT/SE/IT2/EE/ERP/F-ERP/D 285 /2021 dated.17.03.2021
>   2) Lr.No. CE/IT/SE/IT2/EE / ERP /F- ERP /D 489/ 2021 dated.31.05.2021
>   3) Lr.No. CE/IT/SE/IT2/EE/ERP/ F ERP /D 540/2021 dt 24.06.21
> *****

ERP has been officially made 'Go Live' on 5.5.2021, and various instructions and guidelines are being issued for smooth transition from existing system to fully automated & Integrated ERP module.

In this regard, various representations are being received at Head Quarters and to CMD, Director from Manufacturers association etc., on the invoices being kept pending in circle office citing issues in ERP. It is understood that the same is pending due to minor issues are lack of clarity in passing the same.

Hence, the following guidelines / Instructions are issued on processing of invoices related to all types of payments related to vendors and other miscellaneous payments. It may be ensured that the instructions are percolated to the lowest level so as to clear all invoices. If still there is any peculiar issue to any sort of payment / invoice the ERP team may be immediately contacted over phone / email and issues get sorted.

I)   *Processing of Invoice related to Purchase Order*

Receipt of Materials at Stores

1. Receipt of Materials in MIGO by Store
   a) Enter ERP Purchasing Document Number in appropriate field (PO to be created in ERP by concerned Purchase Wing)
   b) Enter Invoice Number & Date in Header Text and Invoice Number alone in Bill of Landing

c) Attach the Invoice, eway bill, Delivery Challan, Test Certificate, etc in DMS Attachment

d) Actual Date of Receipt will be entered in Add Details if differ from date of ERP Entry

e) SRB document number will be created on posting the transaction.

2. Check Measurement (Result Recording) in QA32 by Concerned Authority

(If Check Measurement user don't have User ID or Authorisation, Store wing can do by attaching the signed copy)

3. Stock from Quality to Unrestricted (Usage Decision) by Store

4. SRB (PDF Soft Copy) to be sent through mail to Vendor and accounts wing in ZMM_POSR by DSO on the same day of Usage Decision.

Processing of Invoice by Circle Accounts Wing for Material PO

1. On receipt of SRB in mail from Stores, Invoice to be processed in MIR7 in AS/AAO-APS User ID

2. All Tax, Deductions (Including Audit recoveries & testing fee), Recoveries, etc to be done at this stage and checked for PO terms and conditions. Vendor Bank details to be checked for correctness.

   Deductions to be deducted in the GL Account Tab

   3020122 – Manual LD

   2090303- Manual Retention money

   Any recoveries like audit recovery, testing fees etc to be deducted by assigning the appropriate GLs

TDS

CG – CGST TDS 1%

SG –SGST TDS 1%

CA-IT TDS 2%

3. Invoice & PO can be viewed in MIGO & PO attachments.

4. Invoice can also be uploaded in MIR7 transactions in case not available in MIGO.

5. Appropriate payment terms to be selected for Scheme related payments like REC, PFC, CDRRP, etc.

6. MIR7 to be posted on simulation screen only and note the Invoice document number.

7. As per delegation of power the Invoice to be Approved or Returned in ZFIPR.
8. On approval, in case of TIIC or CANARA payments transfer of liability to be done in F-51
9. Liability created to be sent to Headquarters in ZFIVPI by cash (<u>Similar to LoA. Since it is automatic transfer to HQ Central payment</u>, ***manual LOA would not arise***)

Fund Allotment to circles and Central Payment in HQ Accounts Wing

1. Funds required for circles will be allotted and transferred by HQ
   Payments will be made either in RTGS or Cheque and entered in F-58
2. Central Payment related transfers will be done at HQ itself.

II) *Processing of Invoice of K2 Agreement / Vehicle Bill / Rate Contract*

<u>M.Book Entry (or) Service Entry Sheet by Field</u>

1. M.Book to be processed in field as done earlier following the delegation of power till further instructions.

2. On Receipt of Invoice by the contractor, M.Book abstract to be entered in Service Entry Sheet (ML81N) by technical wing via. AE/JE – AEE – EE. If the work flow is not available due to Position mapping, the same to be done in EE User.

3. Invoice and Other documents submitted like Statutory Compliance certificate, etc to be uploaded in ML81N without Fail.

4. Service Entry Document particulars to be send to Accounts Wing using ZMM_POSR by typing the Document Number created during posting of ML81N.

Processing of Invoice by Circle Accounts Wing for K2 Agreement / Vehicle Bill / Rate Contract

Same procedure to be followed as in Material PO

Appropriate payment terms to be selected for vehicle Contract Invoice (ZHVB)

In case Service Entry Sheet is not entered due to non-availability of Users, on manual M.Book, invoice to be processed in FV60 by uploading Invoice Document and other Supporting Documents for future references.

III) **Processing of other Misc. Payments**

Imprest & Temporary Advances initial request

1. Imprest & TA to be processed in ERP by field users in ZFIIMTA
2. Forwarded for approval in Work Flow in SBWP by field AEEs, EEs to Accounts Wing
3. Accounts wing process the bill in SBWP
4. On passing by accounts wing, fund indent will be automatically sent to HQ
5. Users who don't have user ID, missing position mapping to be done manually and Account wing to do journal posting in FB50.

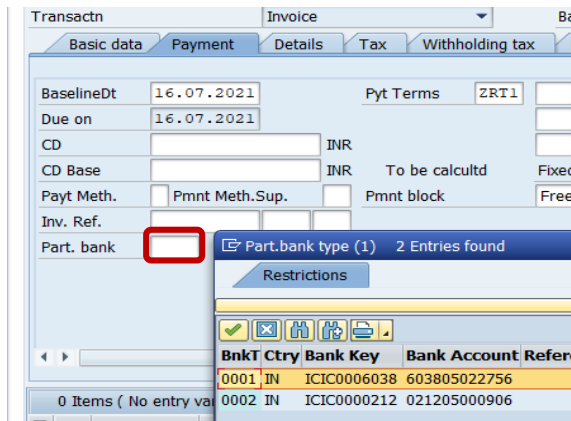Imprest & Temporary Advances Reimbursement and Closing

1. Imprest & TA to be processed in ERP by field users in ZFIIMTAR
2. Forwarded for approval in Work Flow in ZFIPR by field AEEs, EEs to Accounts Wing
3. Accounts wing process the bill in ZFIPR
4. On passing by accounts wing, fund indent will be automatically sent to HQ
5. Users who don't have user ID, missing position mapping to be done manually and Account wing to do journal posting in FB50.

BSNL / Legal Fee / Rent / CUG process

1. BSNL and CUG to be processed manually and entry should be made as one time in FB60 by accounts wing by attaching the detailed list.

2. Rent & Legal fee to be claimed by field in ZFIIMTAR as like Imprest Reimbursement.

3. To know the status of your pending invoices and Imprest and Temporary advance documents through T-code ZFI_WL

4. To know the Fund Indent/Allotment/Payment status through T-code ZFIPMTR.

Note: Payment to Vendor & Employee Vendor made against liability created through ERP processes, can be done in F-58 process.

LD for purchase orders may be calculated manually whenever it is not calculated automatically for few more months by selecting "NO" in ME21N.

It may please be ensured that all pending invoices are cleared by following above procedures. Site specific issues may be brought to the knowledge of undersigned with Nature of P.O./Bill, Name of the Vendor, Invoice date, Issue faced in processing etc., through email.

sd 16.07.2021

Chief Engineer / IT

Copy Submitted to Director / Distribution
Copy Submitted to Managing Director/TRANSCO
Copy Submitted to Director Finance/TRANSCO