



**TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED  
TAMILNADU TRANSMISSION CORPORATION LIMITED**

O/o Joint Managing Director/TANGEDCO  
Chennai 2.

**Memo No.JMD/CE/IT/SE/IT2/EE/ERP/F-ERP/D 285 /2021 dated.17.03.2021**

Sub: TNEB – SAP ERP Implementation – Go Live from April 2021 -  
Instructions issued for smooth transition – reg.

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As you are very much aware, the SAP ERP (Enterprise Resource planning) system is planned for Go-Live from April 2021. In this regard, various instructions have been communicated to field to close the Monthly statement of accounts and submit the cut-over data as on 31<sup>st</sup> January 2021 to ERP team. However, it is understood that many circles have not completed and communicated the cut-over data till date.

In this regard, in addition to the instructions issued earlier, the following instructions are hereby issued, to switch over to ERP without much hardship:

**I. Stores:**

- a. All transactions in stores of TANGEDCO & TANTRANSCO such as receipts and issues to be continued in present setup/system until 31.03.2021 only.
- b. From 01.04.2021 to 10.04.2021 or until Go-Live of ERP, any material issue may be done through manual T.Notes only. From 12.04.2021 or after Go-Live, all the stores transactions have to be done only in the ERP System. Also the transactions done through stores through manual T.Note from 01.04.2021 to 10.04.2021 or until Go-Live have to be entered in the ERP System before 30.04.2021 after Go Live.
- c. From 01.04.2021 to 10.04.2021 or Until Go-Live, the materials received should be accepted from the vendors and a manual acknowledgement for receipt of materials to be provided to the vendor and the same to be taken

into account for LD calculation. From 12.04.2021 or after Go-Live, all the material receipts should be done through ERP System only and the receipts made between 01.04.2021 to 10.04.2021 or Go-Live to be entered subsequently before 30.04.2021, in the ERP system.

- c. Physical verification for all the materials including coal for the financial year 2020-21 has to be carried out before 31.03.2021 and difference to be accounted as per the TNEB Store manual on or before 09.04.2021.
- e. Care shall be taken to ensure that all available materials are incorporated in inventory data.

## **II Field:**

- a. All existing T.Notes, Imprest & Temporary Advance have to be closed on or before 31.03.2021 without fail. Temporary advance to be issued manually between 01.04.2021 to 10.04.2021 for emergency purposes only. After 12.04.2021 or Go-Live, all the Imprest and temporary advances should be opened and operated only through the ERP System and manual entry made after 01.04.2021 to be entered in ERP System subsequently.
- b. Imprest along with all paid vouchers shall be closed and submitted and balance amount shall be remitted and receipt shall be enclosed with the PCB on or before 31.03.2021 to enable accounting the same on or before 31.03.2021
- c. Similarly, the open temporary advances under progress shall also be closed irrespective of the completeness of the work, and balance unspent cash shall also be remitted and submitted to enable accounting the same on or before 31.03.2021.
- d. The imprest/temporary advance holders are permitted to open fresh imprest (full sanctioned amount) and temporary advance (for incompleting works) in ERP after go-live.
- e. Work Orders for which all the works are completed are to be closed immediately and the Work Orders which are partially completed to be closed for the completed portion through IMS package, wherever the workorder is maintained in IMS. Balance work order has to be applied when ERP goes live. Wherever IMS is not in use, the data as above may be communicated.

- f. K2 Agreement issued to Contractors and partially executed are to be identified and kept ready along with vendor and works details. Such Open K2 Agreement/Chit Agreement details have to be linked with the internal orders (work orders) to be created in the ERP.
- g. Similarly, Open Purchase Orders for which materials are pending to be delivered to be identified and submitted as cutover data with Vendor master and Material master.
- h. Materials to be drawn only in manual T.Note after 01.04.2021 and upto Go-Live of ERP System. After Go-Live, T.Note to be regularised with ERP WO subsequently.

### **III Administration:**

- a. The Employee Id and Position Id mapping has to be completed and communicated to ERP on or before 20.03.2021. The payroll for the month of March 2021 has to be run in ERP in parallel to the existing system and it may be ensured that all the pay components are matching with the existing system and as per the Employee Records.
- b. No employee to be relieved or joined after 25.03.2021 till 10.04.2021. Once the existing payroll matches with the payroll in the ERP System and after Go Live, the transfer and postings will be done in the ERP System only.
- c. Employees yet to join/relieve due to recruitment or promotion can be allowed to join as per the order and subsequent entries to be made in ERP.
- d. Employees who are joining back from medical leave may be permitted to join and subsequently entered in the system.

### **IV Accounts:**

- a. Monthly Statement of Accounts to be closed and updated in the Cut over template with breakup as on 31.01.2021 and the same submitted on or before 20.03.2021 without omission.
- b. February' 21 and March' 21 Transactions have to be carried out as per existing practice in the legacy system and the same has to be uploaded in the ERP as per guidelines from HQRS, later. The closure of Feb' 21 MSA shall be done before 25.03.2021 and MSA of Mar' 21 shall be closed before 10<sup>th</sup> April 2021, so that the same could be further uploaded in ERP.

- c. Accounts wing may be instructed to pass all such closed Imprest& Temporary Advance and to be accounted properly in the March 2021 accounts itself.
- d. The works which are completed, and assets put it in to beneficial use, the same shall be brought in to fixed assets accounts by duly closing the work order by 31.03.2021. In respect of GCC circles also, the work orders relating to the assets commissioned till the above date shall be closed and TDA raised properly in March 2021 itself.
- e. Any raising/acceptance of TDA/TCA pending, the same needs to be completed by 31.03.2021 by raising/acceptance circles and brought in to accounts.
- f. Though some of the transactions will be stopped temporarily from 31.03.2021, regular collection in circles through cash package, issue of cheques to suppliers, Salary (Mar'21) payable in April'21, GST, TDS remittances, IT TDS remittances, other recoveries to be remitted, etc. are also to be carried out even after 31.3.2021 and recorded in the books of accounts.
- g. The transactions happened during Feb'21 & Mar'21 and till ERP GoLive shall have to be uploaded in the ERP, after HQ clearance given once the cutover updation process is over. Similarly, the S1 preliminary and S2 final transactions would also be carried out as per the existing practice and prepared by the circle which would be uploaded into ERP later.

**V General:**

- a. Since LT & HT packages are independent functions, such transactions will be continued to be carried out outside ERP and periodical integration of data into ERP system are being enabled for consolidated monthly statement of accounts and required Financials.
- b. The success of ERP Go Live from 12.04.2021, will entirely depend upon:
  - Master data on Employees, Suppliers, Bankers, Materials, and Services.
  - Cutover details duly tallying with accounts balances.
  - Updated inventory in circles either through IMS or any other format.
  - Subsequent posting of transactions booked after cutover period of

Jan'21, i.e. during Feb'21 & Mar'21, and S1 & S2 accounts in the ERP system in the respective months/periods.

- c. In the cutover templates received from few circles, it is noticed that breakup of supplier's liability on PO supply, EMD, SD, Retention, etc are not tallying with books and stated as not traceable. Utmost care shall be given on such data submission, since no payment will be given through ERP to those suppliers that are not incorporated in cutover data.
- d. Before submission of cutover data, circles have to ensure whether all data are filled in with complete details as required by ERP team in the template.
- d. **The process of compilation of master data, cutover data, material updation, employee's data, etc. are to be accelerated in the circles by the respective Superintending Engineers duly allocating full attention of concerned officers & staff related to these tasks.**
- e. **The circles may also be permitted to exclusively concentrate only on ERP related issues in the ensuing days, keeping barest minimal core activities alone. Progress shall be reviewed by them on daily basis so as to submit to HQ ERP TEAM on or before 25.3.2021.**

The above instructions may be arranged to be percolated so that all staff / officials are fully aware of the ERP system to be implemented from April 2021.

Joint Managing Director  
TANGEDCO

To  
All The Chief Engineers /TANGEDCO & TANTRANSCO and all Chief Financial  
Controllers/TANGEDCO & TANTRANSCO

Copy Communicated to the Joint Managing Director / Finance.

Copy to MD/TANTRANSCO and all Directors/TANGEDCO & TANTRANSCO and  
Secretary/TANGEDCO