



APTRANSCO



APTUNES : ERP - SAP

**SALES & DISTRIBUTION
(REVENUE) MODULE**

Process Manual

APTRANSCO : APTUNES : OPEN ACCESS PROCESS USER MANUAL (Agreement Creation) ERP: SAP

STEP: 1

Transaction Code	SALES AREA			OPEN ACCESS TYPE	
VA41 : Create VA42 : Change VA43 : Display	Sales Organization	1000	APTRANSCO Sales Org.	ZDSA	L.T.T.S. Agreement
	Distribution Channel	10	Open Access	ZLOA	L.T.O.A Agreement
	Division	10	APT- Intra State	ZMOA	M.T.O.A Agreement
		20	APT- Inter State	ZSOA	STOA & STPP Agreement

STEP: 2: Customer Header Details

SOLD-TO-PARTY	Select required customer ID by pressing F4 button.	ZOAG	APSEB Regime OAG WHL
P.O. No & Date	CGM/Plg/F: Customer/D.No: Dt:	ZPOC	Po.C. Agreement
ORDER REASON	Select appropriate reason from drop down.	ZSBC	STBC Agreement
VALID FROM & TO	This is an agreement start and end dates.	ZOCR	O.A. Credit Arrears
DESCRIPTION	Customer Injection Voltage Level, Drawl Voltage Level, Inter DISCOM, Type of Power Plant, Capacity (for Info)	ZODR	O.A. Debit Arrears

STEP: 3: Customer Line Item Details

INTRA STATE : MATERIAL CODES (1000-10-10)		INTER STATE : MATERIAL CODES (1000-10-20)		CAPACITY	SALES DISTRICT	TERMS OF PAYMENT	PLANT
5000 0010	Transmission Charges	5000 0020	Transmission Charges	Approved Open Access Capacity in MW	HOA001	Press F4 Button (select appropriate)	Press F4 Button (select appropriate)
5000 0011	SLDC Operating Charges	5000 0021	SLDC Operating Charges				
5000 0012	SLDC Annual Fee	5000 0022	SLDC Annual Fee				
5000 0013	Transmission Charges : MWD	5000 0023	Transmission Charges (B&C)				
5000 0014	SLDC Annual Fee : MWD	5000 0024	SLDC Charges (B&C)				
5000 0015	Transmission Charges :MWH	5000 0025	Transmission Charge : EXIT				
5000 0016	Transmission Charge : EXIT	5000 0026	SLDC Op. Charges : EXIT				
5000 0017	SLDC Op. Charges : EXIT	5000 0027	SLDC Annual Fee : EXIT				
5000 0018	SLDC Annual Fee : EXIT	5000 0028	Transmission Charges-STAT				
5000 0019	Transmission Charges-STAT	5000 0029	Wheeling Charges : APEPDCL				
		5000 0030	Wheeling Charges : APSPDCL	PLANT	9900	FA & CCA	Trans/WHL Charges
		5000 0031	Po.C. Charges	PLANT	9907	SAO/SLDC	SLDC Charges

STEP: 4: Header Data Screen/Page

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
Header Data Screen/Page	Accounting Tab	1. Select appropriate Account Assignment Group from drop down.	
	Text Tab	1. Enter the Subject/Detailed Description of Work and References in respective Tabs (In Print this will Appear)	

STEP: 5: Item Data Screen/Page



Movement between Line items

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
Line Item Data Screen/Page (double click On Material Code)	Billing Document Tab	1. Billing Date 2. Account Assignment Group	1. Billing Block: this will be removed only after approval of ED/CGM/CE.
	Bill Plan Tab	1. Bill Plan type : TRC & SOC : 51 & : SAF : Z3 2. TRC & SOC: Check the Billing date. 3. TRC & SOC: Check the Monthly Amount. 4. SAF: Check the Half Yearly Amount. 5. TRS: Renewals are exempted to pay TRC.	1. SAF : In advance : Tick (Mandatory) 2. Start Date: Agreement approval Date. 3. End Date: Existing Capacity Approval Date. 4. End Date: In Case of TRS up to 31.03.2019
Over View Screen/Page	Edit Tab	1. Incompletion Log 2. Document completion status found okay 3. Save	1. Fulfilling the Missing Data & Save 2. Contract No : 15XXX XXXXX (New) 2XXXX XXXXX (Old)

STEP: 6: DMS & Approval Process through FLM and Intimation:

Documents Attachment : Go to **VA02** → enter relevant **Order Number** → Enter → Select the First Line Item → Extras → Document → Create (**CV01N**) → SD Documents → Attach the Respective Documents → Type of File → DMS Content Server → Save.

OA Contract Print : Go to **VA42/43** → enter relevant Contract **number** → click on '**Sales Document**' menu and click '**issue output to**' → Print Preview → **PDF Document** will Open and save and Print if Required.

Work Flow : AE → ADE → DE → SE → CGM (Plg) or ED (SLDC) → AE or ADE (who has created) through FLM or SAP Business Work Place (Email) or email or Order Print Copy. (FLM is most advisable).

Information : Send the OA Contract Copy to AO/SLDC, SAO/SLDC & ED (Finance) through email or FLM.

STEP: 7: Monthly Activity: on 20th of ongoing month:

Verification : **TRC, TRS, SOC & SAF** (All OA Agreements) or **TRD, SOC & SAD** (for STPP) or **TBC, SBC** (for STBC: POSOCO) & **WHL** (IEX)

: **1)** Month **2)** Period **3)** Billing Date **4)** Capacity **5)** Price **6)** Amount for a Particular Month.

Billing Block Removal : This will be carried every Month by the concerned AE/ADE. This is called Capacity Confirmation.

1. **Overview** Page → **Sales** Tab → Billing Block to be removed (White to be done). (First Time Activity)

2. **Item Data** Page → **Billing Document** Tab → Billing Block to be removed (White to be done). (*First Time Activity*)
3. **Item Data** Page → **Billing Plan** Tab → Block Z1 to be deleted for the invoicing Bill Plan. (for a particular period) not for all
4. **Item Data** Page → **Billing Document** Tab → Billing Date to be verified. (Provision to edit).

Overview Page

: **VA42** → Enter **Order Number: 30000 XXXX** → Sales Document → Billing

VF01 Billing/Invoicing

: Verify the Amounts for each Line Item and Total. (GST Not applicable for Open Access)

Then Save

: Note the Billing /Invoice No. **Invoice No: 9XXXX XXXX**.

Billing Document Print

1. **VF03** → enter relevant Invoice **Number** → click on '**Billing Document**' menu and click '**issue output to**' → Select the **VF01** → SAP Standard Format → Print Preview → PDF Document will Open and Save.
2. **VF03** → enter relevant Invoice **Number** → click on '**Billing Document**' menu and click '**issue output to**' → Select the **ZAPT** → GST Invoice → Print Preview → Select Out put Device → **LP01** → PDF Document will Open → PDF! → Then Save.

FICO Responsibility

: Carry Out Invoice (VF01), Account Posting (VF02), GL Accounts verification, Communication Letter Preparation with present Amount, Arrears, Surcharge, Furnishing the DD/Cheque to Bank, Payments receipt against customer, Payment Receipt preparation, Communication and other FI related activities.

ALTERNATIVE: Monthly Activity: on 20th of ongoing month: ZEE Enhancement.

ZSD_SO010 : Open Access Billing Block Removal & Capacity Confirmation : OA Wing of CGM/HRD & SLDC

ZSD_SO011 : Open Access Billing/Invoicing : SLDC Accounts wing

ZSD_BL004 : Open Access Billing Generated Report & Release to Accounting : SLDC Accounts wing

STEP: 7: Open Access Credit Arrears & Open Access Debit Arrears (ZOCC & ZODR)

1. Due to change in **Tariff** from **APERC** or Change in **Capacity** for already billed months, and identified that the additional Amounts are to be received from Customer or Customer amount is to be returned.
2. Difference in Price is to be maintained at **VK11** and check the amount in **V/LD** before start the order. This is the responsibility of SD Core Team.
3. **Order : ZOCC** (Customer amount is to be returned) and **ZODR** (Customer has to pay an amount) has to be created with reference to Original **Order** No.
4. The same procedure as per **Order** is to be carried, with special **Order Reasons**.

Material IDs		Bill Plan	No Bill Plan	Price Master	Manual entry Price	Statistical Inv
5000 0010/11/12	5000 0020/21/22	Yes	-	Yes	-	-
5000 0013/14/15	5000 0023/24	-	Yes	Yes	-	-
5000 0016/17/18	5000 0025/26/27	-	Yes	-	Yes	-
5000 0019	5000 0028	Yes	-	Yes	-	Yes
IMP: Billing Date	5000 0029/30	-	Yes	Yes	-	Yes
-	5000 0031	Yes	-	-	Yes	-

Year	Transmission Charges : TRC		SLDC Charges		Wheeling Charges: EP		Wheeling Charges: SP	
	Rs./ KW/Month	Rs. /MWH	SOC	SAF	33KV	11KV	33KV	11KV
			Rs. / MW/ Month	Rs. MW/Year	Rs. /KVA/Month	Rs. /KVA/Month	Rs. /KVA/Month	Rs. /KVA/Month
2014-15	65.30	90.69	2378.11	2535.65	13.46	240.15	7.66	164.61
					19.68	351.10	11.20	240.65
2015-16	76.66	106.47	2209.34	3092.78	10.98	232.39	15.51	220.82
					16.05	339.75	22.68	322.84
2016-17	91.36	126.89	2247.62	3533.18	11.38	247.55	15.39	227.14
					16.64	361.92	22.50	332.07
2017-18	95.37	132.46	2300.31	3995.39	11.80	262.96	15.11	232.26
					17.25	384.44	22.09	339.56
2018-19	94.44	131.17	2342.73	4214.27	12.22	279.50	15.17	240.68
					17.87	408.63	22.18	351.87

Year	Transmission Charges : TRC		Scheduling and System Operating Charges		Wheeling Charge APEPDCL		Wheeling Charges APSPDCL	
	Rs./ KW/Month	Rs. /MWH	SLDC Op. Charges : SOC	SLDC Annual Fee : SAF	33KV	11KV	33KV	11KV
			Rs. / MW/ Month	Rs. MW/Year	Rs. /KVA/Month	Rs. /KVA/Month	Rs. /KVA/Month	Rs. /KVA/Month
2019-20								
2020-21								
2021-22								
2022-23								
2023-24								

APTRANSCO: APTUNES: CUSTOMER WORKS (HQ) PROCESS USER MANUAL (Order Creation) ERP: SAP

STEP: 1

Transaction Code		SALES AREA			ORDER TYPE	
QUOTATION VA21 : Create VA22 : Change VA23 : Display	ORDER VA01 : Create VA02 : Change VA03 : Display	Sales Organization	1000	APTRANSCO Sales Org.	ZQOT	Quotation for Works
		Distribution Channel	20	Sale, Service, Lease	ZLIS	Lift Irrigation Works
		Division	30	APT- Works	ZEHT	EHT Consumer Works
		Sales Office	9100	Pay Officer -APT		EHT Generator Works

STEP: 2: Customer Header Details

SOLD-TO-PARTY	Select required Customer ID by pressing F4 button.	ZGNW	EHT General Woks
P.O. No & Date	CE/Construction or 400KV or LIS or CGM HRD Intimation No & Date	ZCRN	INV Ref Credit Note
ORDER REASON	Select appropriate Order Reason from drop down.	ZDRN	INV Ref Debit Note

STEP: 3 : Customer Line Item Details

Order	Wing	EHT CUSTOMER WORKS : MATERIAL CODES (1000-20-30)		Order Qty	TERMS OF PAYMENT	PLANT
ZEHT	BL	5000 0050	Enhancement of CMD : Development Charges	MVA	Z001 (Pay Immediately) ZD01 (Development charges : ZDVC : Pay Immediately)	HQ : 9100 Press F4 Button (select appropriate)
ZLIS	LIS	5000 0051	Customer Execution_Lift Irrigation Works	1(One) each		
ZEHT	BL	5000 0052	Customer Execution : Consumer (BL) Works			
ZEHT	GC	5000 0053	Customer Execution_Generator (GC) Works			
ZGNW	Const & 400	5000 0054	Customer Execution : EHT General Works			
ZEHT, ZLIS	BL, LIS	5000 0055	Customer Execution : Development Charges	MVA		
ZLIS	LIS	5000 0056	APTRANSCO Execution_Lift Irrigation Work	1(One) each		
ZEHT	BL	5000 0057	APTRANSCO Execution_Consumer (BL) Works			
ZEHT	GC	5000 0058	APTRANSCO Execution_Generator (GC) Works			
ZGNW	Const & 400	5000 0059	APTRANSCO Execution_EHT General Works	MVA		
ZEHT, ZLIS	BL, LIS	5000 0060	APTRANSCO Execution_Development Charges	MVA		
ZEHT	BL	5000 0061	APTRANSCO Execution_RTSS : Railway Works	1(One) each		
ZGNW	Const & 400	5000 0062	APTRANSCO Execution_GenWorks Sp Customer			
For ALL	For ALL	5000 0063	APTRANSCO_CUST Execution : Bay Land Cost			

If GST is Exempted

STEP: 4: Header Data Screen/Page

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
Header Data Screen/Page	Accounting Tab	1. Scheme Code is to be generated in PS Module. DC-XX-XX: Depository Contribution Works or General Works. BL-XX-XX: Bulk Load Works PE-XX-XX: Power Evacuation Works LI-XX-XX: Power Evacuation Works	1. Select appropriate Account Assignment Group from drop down. 2. Assignment: Estimate WPB number (Scheme ID) from PS Module. (CJ20N) in case of APTRANSCO Execution Works only.
	Text Tab		1. Enter the Subject/Detailed Description of Work and References in respective Tabs (In Print this will Appear)

STEP: 5: Item Data Screen/Page



Movement between Line items

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
Line Item Data Screen/Page (double click on Material Codes)	Billing Document Tab	1. Billing Date 2. Accounting /Account Assignment Group.	1. Billing Block: this will be removed only after approval of ED/CE.
	Conditions Tab (Pricing & GST)	1. As per T.O.O.20, All condition types are provided. 2. Customer Execution & APTRANSCO Execution Separate Condition Types. 3. Development Charges are separate line Item in MVA. 4. No GST on Development Charges	1. As per the Estimation, each Condition type (F4) & against amount is to be entered. 2. SGST : 9%, CGST : 9% or IGST : 18% (if applicable) for General 3. SGST : 6%, CGST : 6% or IGST : 12% (if applicable) for Lift Irrigation, Railways & NHA. 4. If GST is not coming or Mistake Contact SD Core Team.
Over View Screen/Page	Edit Tab	1. Incompletion Log 2. Document completion status found okay 3. Save	1. Fulfilling the Missing Data 2. Incompletion Log, Save 3. Order No : 3XXXX XXXXX

TDS(From 16A/26AS) & GST TDS (Form 7A): At the time of payment, the customer has paid the amount after deducting the TDS. If the Payment Made by Govt Related Organisations they will deduct GST TDS. So, the Order is to be created for Full Amount. In Accounts wing, they have to match the amount equivalent to paid amount. Balance amount is to be received and this is related to TDS. After receipt of TDS form 16A or Traces 26AS, the amount has to match against the Invoice. In case of GST TDS it will be reflected in Form 7A.

STEP: 6: DMS & Approval Process through FLM and Communication:

- Tax Deducted at Source** : TDS is Accounting Adjustment Posting, Not the Part of SD Module. Invoice is to be raised for 100%.
- Documents Attachment** : Go to **VA02** → enter relevant **Order Number** → Enter → Select the First Line Item → Extras → Document → Create (**CV01N**) → SD Documents → Attach the Respective Documents → Type of File → DMS Content Server → Save.
- Print** : Customer Works Order Print. Go to **VA02** → enter relevant Order **number** → click on '**Sales Document**' menu and click '**issue output to**' → Print Preview → **PDF Document** will Open and save and Print if Required.
- Work Flow** : AE → ADE → DE → SE → Concerned CE/Const or CE/400KV or CE/LIS or CGM (Plg) → AE or ADE (who has created) through FLM or SAP Business Work Place (Email) or email or Order Print Copy. (FLM is most advisable).
- Information** : Send the SSL Order Copy to Pay Officer through email or FLM.

STEP: 7: Billing (VF01/VF03) & Communication Activity.

- Billing Block Removal** : This will be removed after approval of Concerned Superintending Engineer
1. **Overview** Page → **Sales** Tab → Billing Block to be removed (White to be done).
 2. **Item Data** Page → **Billing Document** Tab → Billing Block to be removed (White to be done).
 3. **Item Data** Page → **Billing Document** Tab → Billing Date to be verified. (Change is possible, If the requirement is there).
- Overview Page** : **VA02** → Enter **Order Number: 30000 XXXX** → Sales Document → Billing
- VF01 Billing/Invoicing** : Verify the Amounts & Taxes for each Line item and Total.
- Then Save** : Note the Billing /Invoice No. **Invoice No: 9XXXX XXXX**.
- Billing Document Print** : 1. **VF03** → enter relevant Invoice **Number** → click on '**Billing Document**' menu and click '**issue output to**' → Select the VF01 → SAP Standard Format → Print Preview → PDF Document will Open and Save.
2. **VF03** → enter relevant Invoice **Number** → click on '**Billing Document**' menu and click '**issue output to**' → Select the **ZAPT** → GST Invoice → Print Preview → Select Out put Device → **LP01** → PDF Document will Open → PDF! → Then Save.
- Intimation** : **Order** Copy, **Invoice** Copies will be furnished to **Pay Officer /APTRANSCO** through FLM, SAP Business Work place and email by attaching the Documents and Copy to Concerned Construction Wing for Start of Construction activity in case of Work executed by APTRANSCO and to Budget Wing for Funds allocation for APTRANSCO Execution works only.
- The DD, Order Copy & Invoice Copy Physically to be sent to Pay Officer (AO/CPR) and Sent to SAO (B&R) and SAO (Budget) and copy to Concerned Construction Wing.
- FICO Responsibility** : FI Account Posting, GL Accounts Posting Verification, Furnishing the DD/Cheque to Bank, Payments receipt against customer, Payment Receipt preparation, Communication and other FI related activities.

	Text Tab	1. Enter the Subject/Detailed Description of Work and References in respective Tabs (In Print this will Appear)
--	----------	-------------------------------------------------------------------------------------------------------------------------------

STEP: 5: Line Data Screen/Page



Movement between Line items in Item Data Screen/Page

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
Line Item Data Screen/Page (double click on Material ID)	Billing Document Tab	1. Accounting /Account Assignment Group. 2. Billing Date.	1. Billing Block: This will be removed only after approval of Concerned SAO/AO and SE/OMC or SE/O&M . 2. Billing date is possible to change, if required.
	Conditions Tab (Pricing & GST)	1. As per T.O.O.20, All condition types are provided. 2. GST Automatically Calculates. 3. TDS is Accounting Adjustment, Not in SD Module.	1. As per the Estimation each Condition type (F4) & against amount is to be entered. 2. SGST: 9%, CGST: 9% and IGST: 18% (if applicable) for All. 3. SGST: 6%, CGST: 6% and IGST: 12% (if applicable) for Lift Irrigation, Railways & NHAI.
	Text Tab	1. Payment Details, 2. RTGS/DD No, 3. Date, 4. Amount, 5. Billing Date, 6. Any other Information Like any payments due or already paid and other Imp Info.	
Over View Screen/Page	Edit Tab	1. Incompletion Log 2. Document completion status found okay 3. Save.	1. Fulfilling the Missing Data 2. Verify Incompletion Log 3. Save 4. Note the Order No : 30000 0XXXX

STEP: 6: DMS & Approval Process through FLM and Communication:

- Tax Deducted at Source** : TDS is Accounting Adjustment Posting, Not the Part of SD Module. Invoice is to be raised for 100%.
- Documents Attachment** : Go to **VA02** → enter relevant **Order Number** → Enter → Select the First Line Item → Extras → Document → Create (**CV01N**) → SD Documents → Attach the Respective Documents → Type of File → DMS Content Server → Save.
- Print** : Customer Works Order Print. Go to **VA02** → enter relevant Order **number** → click on '**Sales Document**' menu and click '**issue output to**' → Print Preview → **PDF Document** will Open and save and Print if Required.
- Work Flow** : AE → ADE → DE (Tech) → SAO/AO of Circle → Concerned Superintending Engineer → AE or ADE (who has created) through FLM or SAP Business Work Place (Email) or email or Order Print Copy. (FLM is most advisable).

STEP: 7: Billing (VF01/VF03) & Communication Activity.

- Billing Block Removal** : This will be removed after approval of Concerned Superintending Engineer
- Overview** Page → **Sales** Tab → Billing Block to be removed (White to be done).
 - Item Data** Page → **Billing Document** Tab → Billing Block to be removed (White to be done).
 - Item Data** Page → **Billing Document** Tab → Billing Date to be verified. (Change is possible, If the requirement is there).

Overview Page: **VA02** → Enter **Order Number: 30000 XXXX** → Sales Document → Billing**VF01 Billing/Invoicing**

: Verify the Amounts & Taxes for each Line item and Total.

Then Save: Note the Billing /Invoice No. **Invoice No: 9XXXX XXXX**.**Billing Document Print**: 1. **VF03**→ enter relevant Invoice **Number**→click on '**Billing Document**' menu and click '**issue output to**'→ Select the VF01 → SAP Standard Format → Print Preview → PDF Document will Open and Save.3. **VF03**→ enter relevant Invoice **Number**→click on '**Billing Document**' menu and click '**issue output to**'→ Select the **ZAPT** → GST Invoice → Print Preview → Select Out put Device → **LP01** →PDF Document will Open → PDF! → Then Save.**Intimation**: **Order** Copy, **Invoice** Copies will be furnished to Concerned **SAO/AO(OMC/O&M)** through FLM, SAP Business Work place and email by attaching the Documents and Copy to Concerned Construction Wing for Start of Construction activity in case of Work executed by APTRANSCO.

Base Project Cost	Components In Estimation
4. Total Material Cost (A+B) A. Electrical + CRP + SAS + Others B. Telecom (Excluding Spares)	1. ZBPC : Total Base Project Cost 2. ZSVC : Supervision Charges (10% of Base project Cost) 3. ZSPC : Spares 3% On Cost of Material + any Other Spares Proposed
5. Labour Cost + Taxes (Excluding GST) (A+B+C) A. Electrical + CRP + SAS + Others B. Telecom C. Civil	4. ZENC : Engineering Charges (2.5 % on Base project Cost) 5. ZSEC : Spare bay Equipment Cost (If Applicable) 6. ZAMC : Advance Manning Charges (If Applicable) 7. ZBLC : Bay Land Cost (if applicable & GST Liable)
6. Base Project Cost : Material + Labour (1 +2) 7A. Bay Land Cost Is exempted from GST Specific Conditions. 9A. Crop Compensation is exempted from GST.	7A. ZBLC : Bay Land Cost (if applicable & GST Exempted) 8. ZOTH :Any Other Charges (If Applicable) 9. ZOTH :Crop Compensation or any other (If Applicable & GST Liable) 9A. ZOTH :Crop Compensation or any other (if applicable & GST Exempted) 10. ZCTC : Contingencies (3 % on Base project Cost) 11. ZEOC : Establishment & Over Head Charges (10.75 % on Base project Cost) 12. ZPRC : Provision towards Price Escalation (3 % on Base project Cost) 13. ZDVC : Development Charges (if Applicable & GST Not Applicable)

S.No	DESCRIPTION	Total Amount		GST On Total	Total Amount to be paid	
		A : (Option-1)	B : (Option-2)		Option-1	Option-2
1	APTRANSCO EXECUTION	1+3+4+5+6+7+8+9+10+11+12	1+3+4+5+6+8+10+11+12	As Applicable on Total Amount	A+GST+13	B+GST+13+7A+9A
2	CUSTOMER EXECUTION	2+3+4+5+6+7+8	2+3+4+5+6+8		A+GST+13	B+GST+13+7A

APTRANSCO: APTUNES: MATERIAL & SCRAP SALE PROCESS USER MANUAL (Order Creation) ERP: SAP

Prerequisite Condition

1. Customer has to furnish the Customer KYC Form. The same is intimated to MDM Team and SD Team to Update the Customer Information in SAP. Customer ID will be intimated.
2. Customer Information is to be Checkup.
 - i. Go to **XD03** and → General Data → Address Tab → Verify the **Address** → Control Data Tab → **Verify GST No**
 - ii. Go to company Code data → Go to Account Management tab → Verify Recon Account should be **28103** and Sort Key **Z02**.
 - iii. Go to Sales area Data → Billing Document Tab → **GST** should be SGST: **1**, CGST :**1**, IGST :**1**.
 - iv. Any Discrepancies are observed should Contact the SD Core team.
3. Intimate the **Material Information** or **Scrap Information** to PM Team, MM Team and SD Team for information after Survey Report is approved along with Approvals.
4. **PM Module:** Scrap Devolution Process is to be carried Devolution Order “**DV01**”.
5. **MM Module:** Will intimate the **Material IDs** and **MIGO** Process is to be carried.
6. **SD Module:** Will check the **HSN Codes** of Materials and Maintain the **Tax Master** against the HSN Code.
7. Material Information is to be Check-up. The following Information is to be prepared in Excel Sheet.
 1. Go to T Code **MM03** and enter the **Material ID** and enter. (Organisation Level : Plant, Sales Organisation, Distribution Channel)
 2. Go to Sales : Sales Org.1 Tab : Verify the Tax Data → **GST** should be SGST: **1**, CGST :**1**, IGST :**1**.
 3. Go to Sales : Sales Org.2 Tab : Verify the Grouping Terms.
 4. Account Assignment Group : **07** → Sale of Material,
 5. General Item Category Group : **NORM**,
 6. Item Category Group : for Material Sales → **NORM** for Scrap Sales → **ZSCP**
 7. Go to Foreign Trade Export Tab → Foreign Trade Data, Note the **HSN Code**.
8. Tax Master Information is to be Check-up. T Code : **VK13** or **V/LD-Z4 (JOSG, JOCG, JOIG, JTCS)** → Verify the Tax Percentage is maintained.
9. Go to T Code: **MMBE** or **MB52**. Prepare the Following Information. Storage Location Wise Qty of Material Available, Present Sale Order Qty, Balance available.
10. The following Information is to be prepared in Excel Sheet Business Area Wise (Plant & Store) and Storage Location Wise For Scrap Sales.

1. Material ID (MM03)	2. Order Quantity,	3. Plant, (A/C Unit)	4. Storage Location,
5. ZSCP : Scrap Survey Price,	6. ZBSP : Basic Sale Price,	7. JMST : MSTCL Commission	8. ZMST : GST on Commission (18%)
9. GST : Automatically Calculates 10. JTCS : TCS Applicable for Scrap only (Automatically Calculates) for Oil TCS Not applicable.			

After Completion of Excel sheet – Contact the SD Team for Creation of Sale Order.
11. If the Line Items are More than **30**, Manual entry of Items is very difficult. Hence, The Zee Development is available for uploading the ZSCP order. The ZEE Development is **ZSCRAP_CREATE**.
12. Material Return Order (**ZRET**) Provision is there, for Return the Material due to defective.
13. **VA01** → **1000-20-40** → **Plant** → Enter the Reference **Order** → **Item Selection** → Select the **Material** is to be returned → Carryout as order.

APTRANSCO: APTUNES: MATERIAL & SCRAP SALE PROCESS USER MANUAL (Order Creation) ERP: SAP

STEP: 1

Transaction Code	SALES AREA			ORDER TYPE	
ORDER VA01 : Create VA02 : Change VA03 : Display	Sales Organization	1000	APTRANSCO Sales Org.	ZMAT	Sale Of Material
	Distribution Channel	20	Sale, Service, Lease	ZSCP	Sale Of Scrap
	Division	40	APT- Sales (MAT_SCP)	ZRET	Return of Material
	Sales Office	XXXX	Business Area : Plant + Stores	ZCRN	INV Ref Credit Note
				ZDRN	INV Ref Debit Note

STEP: 2: Overview Page/Screen

SOLD-TO-PARTY	Select required customer ID by pressing F4 button. (Customer ID : 1XXXX XXXXX)
P.O. No & Date	CE/Z/XXX or SE/OMC/XXX F: Customer/D.No: /XX, Date: DD.MM.YYYY
ORDER REASON	Select appropriate reason from drop down.

STEP: 3: Customer Line Item Details

MATERIAL & SCRAP SALE : MATERIAL CODES (1000-20-40)			Order Qty	TERMS OF PAYMENT	PLANT	STORAGE LOCATION
MM03	Display Materials		Storage Location Wise & Material wise With Qty on each Line Item	Z001 (Pay Immediately)	Field : XXXX Press F4 Button (select appropriate)	Storage Location in a Plant Press F4 Button (select appropriate)
MM60	Material List					
MMBE	Single Material Stock Over View					
MB52	Multiple Material Stock Over View					
1XXX XXXX	New	New Material or Non Valuated Material only eligible to sale				
2XXX XXXX 405X XXXX	4XXX	Scrap, Used Transformer Oil, Obsolete, Outdated, Equipment Failed, Un-Useful, Un-Service, Un-Repairable only eligible to sale				

STEP: 4 : Header Data Screen/Page

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
Header Data Screen/Page	Accounting Tab		1. Select appropriate Account Assignment Group from drop down.
	Text Tab		1. Enter the Subject/Detailed Description of Work and References in respective Tabs. (This will appear in Order Print & Invoice Print)

	Conditions Tab	Last Activity	1. AZWA : Enter the amount to be received & Activate : Last Activity
--	----------------	---------------	------------------------------------------------------------------------------------

STEP: 5 : Item Data Screen/Page



Movement Between Line items

<p>Line Item Data Screen/Page (double click on Material ID)</p> <p>Movement Between Line items</p>	<p>Billing Document Tab</p>	<p>1. Billing Date 2. Accounting /Account Assignment Group.</p>	<p>1. Billing Block: this will be removed only after approval of Concerned Superintending Engineer.</p>
	<p>Conditions Tab (Pricing & GST)</p>	<p>1. In case of Material Sale the amount will be communicated by concerned CE/HQ. 2. In case of Scrap, MSTCL action/Sale order Copy. 3. TCS is not Applicable for Used Transformer Oil (IT Sec 206)</p>	<p>1. As per the approved, Sale price Condition type (F4) & against amount is to be entered. 2. In case of Sale of Material Process : ZBSC: Base Sale Price. IN CASE OF SCRAP SALE PROCESS 3. ZSCP: Scrap Survey Report Price is to be entered. 4. ZBSP : Basic Sale price is to be entered.(MSTCL Sale Price) 5. SGST: 9%, CGST : 9% and IGST : 18% (if applicable as per GST Law) based on Customer Location and Tax Master Maintenance. 6. TCS : Tax Collected at Source1% on (ZBSP+(JOSG+JOCG) or JOIG) 7. JMST : MSTCL Commission : MSTCL Service Charges (BSP) 8. ZMST: GST on MSTCL Commission: item 3 applicable on JMST @18% 9. If GST is not coming or Mistake Contact SD Core Team.</p>
	<p>Schedule Lines Tab</p>	<p>1. Confirmation of Quantity</p>	
<p>Over View Screen/Page</p>	<p>Procurement Tab</p>	<p>1. Confirmation of Quantity.</p>	
	<p>Edit Tab</p>	<p>1. Incompletion Log 2. Document completion status found okay 3. Save 4. Note the Order No : 3XXXX XXXXX</p>	<p>1. Fulfilling the Missing Data 2. Incompletion Log Check 3. Save 4. Order No : 3XXXX XXXXX</p>

STEP: 6 : DMS & Approval Process through FLM and Intimation:

- Tax Deducted at Source** : TDS is Accounting Adjustment Posting, Not the Part of SD Module. Invoice is to be raised for 100%.
- Documents Attachment** : Go to **VA02** → enter relevant **Order Number** → Enter →Select the First Line Item →Extras→Document→Create (**CV01N**)→SD Documents →Attach the Respective Documents → Type of File → DMS Content Server → Save.
- Print** : Customer Works Order Print. Go to **VA02** → enter relevant Order **number** → click on '**Sales Document**' menu and click '**issue output to**' → Print Preview → **PDF Document** will Open and save and Print if Required.
- Work Flow** : AE → ADE → DE (Tech) → SAO/AO of Circle → Concerned Superintending Engineer → AE or ADE (who has created) through FLM or SAP Business Work Place(Email) or email or Order Print Copy. (Preferably through FLM).

STEP: 7: Billing (VF01/VF03) & Communication Activity.

- Billing Block Removal** : This will be removed after approval of Concerned Superintending Engineer
- Overview** Page → **Sales** Tab → Billing Block to be removed (White to be done).

Overview Page	2. Item Data Page → Billing Document Tab → Billing Block to be removed (White to be done).
VF01 Billing/Invoicing	3. Item Data Page → Billing Document Tab → Billing Date to be verified. (If the requirement is there Change.
Then Save	: VA02 → Enter Order Number: 30000 XXXX → Sales Document → Billing
Billing Document Print	: Verify the Amounts & Taxes for each Line and Total. : Note the Billing /Invoice No. Invoice No: 9XXXXX XXXX . : 1. VF03 → enter relevant Invoice Number →click on ' Billing Document ' menu and click ' issue output to ' → Select the VF01 → SAP Standard Format → Print Preview → PDF Document will Open and Save. 2. VF03 → enter relevant Invoice Number →click on ' Billing Document ' menu and click ' issue output to ' → Select the ZAPT → GST Invoice → Print Preview → Select Out put Device → LP01 →PDF Document will Open → PDF! → Then Save.
Intimation	: Order Copy, Invoice Copies will be furnished to Concerned SAO/AO(OMC/O&M) through FLM or SAP Business Work place or email by attaching the Documents.
Release Order	: Hard Copy to Customer and respective Field Engineers (Divisional Engineer, Asst Divisional Engineer & Asst Engineer) for Start of Delivery of Scrap to the Customer.
FICO Responsibility	: FI Account Posting, GL Accounts Posting Verification, Furnishing the DD/Cheque to Bank, Payments receipt against customer, Payment Receipt preparation, Communication and other FI related activities.

STEP: 8: Out Bound Delivery (OBD) & Post Goods Issue (PGI): VL01N/02N/03N : Activity of Respective Field Engineer.

1. **Sales Document & Delivery:** Going to **VL01N**→ Verify the Storage Location → **Picking** Tab → Remove the line items not pertaining to his storage Location and pertaining to his storage Location Actual Delivery Quantity is to be entered (Partial Delivery also accepted)→ Save (OBD No will be Generated) or Post Goods Issue Button Press (OBD &PGI is happen). Delivery Quantity and **Save**. Note the **OBD No: 4XXXX XXXX & PGI No: 49XXX XXXXX (Material Doc No)**
2. **Print:** Gate Pass Print. Go to **VL03N**→ enter relevant **PGI Number**→click on '**Delivery Document**' menu and click '**issue output to**' → Print Preview.
3. **Material is not lifted within 15 Days from the date of Invoice :** The customer will be penalised with Demurrage. They have to approach the Concerned Circle Office AO/SAO and pay the amount as per Demurrage Charges specified by the FI wing and enter the Amount in **ZFI_DEMUR**, this will give automatic lifting of Delivery block and possible to deliver the material/Scrap.
4. **Devolution & Regularisation Process :** earlier IFS Process, After delivery of Scrap, the same will be regularised the Transaction by using Devolution Process. In SAP the same is not required.

STEP: 9: Material Return order (ZRET)

1. If the delivered material or Scrap want to return to any storage location of Plant / Business area as per Instructions of SE. **ZRET** with reference to **Order**.
2. The Return Order (**ZRET**) is to be created with special order reasons (with reference to **Order**) with Minimum amount of Rs 1.00.
3. Order will be carried similar way as above.
4. Inbound Delivery (**IBD**) or Delivery Return and Post Goods Receipt (**PGR**)to be done at SS or Stores after creation of Order.

APTRANSCO: APTUNES: SERVICE PROCESS USER MANUAL (Order Creation) ERP: SAP

STEP: 1

Transaction Code	SALES AREA			ORDER TYPE	
ORDER VA01 : Create VA02 : Change VA03 : Display	Sales Organization	1000	APTRANSCO Sales Org.	ZSER	Revenue on Services
	Distribution Channel	20	Sale, Service, Lease	ZCRN	INV Ref Credit Note
	Division	50	APT-Services	ZDRN	INV Ref Debit Note
	Sales Office	XXXX	Business Area = Pay Unit : 5XXX or 3XXX or 2XXX		

STEP: 2: Customer Header Portion

SOLD-TO-PARTY	Select required customer ID by pressing F4 button. (Customer ID : 1XXXX XXXXX)
P.O. No & Date	CE/Z/XXX or SE/OMC/XXX F: Customer/D.No: /XX, Date: DD.MM.YYYY
ORDER REASON	Select appropriate reason from drop down.

STEP: 3: Customer Line Items

APTRANSCO : SERVICES : MATERIAL CODES (1000-20-50)		Order Qty	TERMS OF PAYMENT	PLANT	Usage
5000 0071	O&M Services : SS, SWS, Bays & Lines	1 (One) Each	Z001 (Pay Immediately)	Field : XXXX Press F4 Button (select appropriate)	Press F4 Button (select appropriate from Drop Menu)
5000 0072	O&M Services : Telecom Services				
5000 0073	Revenue on Hot Line Services				
5000 0074	Revenue on Testing Services				
5000 0075	Revenue on Consultancy Services				
5000 0076	Revenue on General & Other Services				
5000 0077	Accommodation Services_GH_Hostel				
5000 0078	Revenue from Training Services				
5000 0079	Line Shut Down Compensation Charges				

STEP: 4: Header Data Screen/Page

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
Header Data Screen/Page	Accounting Tab		1. Select appropriate Account Assignment Group from drop down.
	Text Tab		1. Enter the Subject/Detailed Description of Work and References in respective Tabs. (This will appear in Order Print & Invoice Print)

STEP:5: Item Data Screen/Page



Movement between Line items in Item Data Screen/Page

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
<p>Line Item Data Screen/Page (double click on Material Code)</p> <p>Movement Between Line items</p>	Conditions Tab (Pricing & GST)	1. SE/OMC is intimating the amount to consumer along with period of Payment	1. As per the approved, ZBSC: Base price Condition type (F4) & against amount is to be entered. 2. SGST : 9%, CGST : 9% and IGST : 18% (if applicable). 3. If GST is not coming or Mistake Contact SD Core Team.
	Billing Document Tab	1. Billing Date 2. Account Assignment Group	1. Billing Block : This will be removed only after approval of Concerned Superintending Engineer.
	Bill Plan Tab	Manual Entry of 1. Settlement : approval Bill Plan Start Date. 2. To : each Period end date. 3. Billing Date : Date of Billing is to be entered (order Creation Date)	
	Text Tab	1. Payment Details, 2. RTGS/DD No, 3. Date, 4. Amount, 5. Billing Period: Settlement : DD.MM.YYYY To DD.MM.YYYY, 6. Any other Information Like any payments due or already paid and other Imp Info.	
Over View Screen/Page	Edit Tab	1. Incompletion Log 2. Document completion status found okay 3. Save	1. Fulfilling the Missing Data 2. Incompletion Log, Document is complete. 3. Save 4. Order No : 3XXXX XXXXX

STEP:6: DMS & Approval Process through FLM and Intimation:

Tax Deducted at Source : **TDS** is Accounting Adjustment Posting, Not the Part of SD Module. Invoice is to be raised for 100%.

Documents Attachment : Go to **VA02** → enter relevant **Order Number** → Enter → Select the First Line Item → Extras → Document → Create (**CV01N**) → SD Documents → Attach the Respective Documents → Type of File → DMS Content Server → Save.

Print : Customer Works Order Print. Go to **VA02** → enter relevant Order **number** → click on '**Sales Document**' menu and click '**issue output to**' → Print Preview → **PDF Document** will Open and save and Print if Required.

Work Flow : AE → ADE → DE (Tech) → SAO/AO of Circle → Concerned Superintending Engineer → AE or ADE (who has created) through FLM or SAP Business Work Place (Email) or email or Order Print Copy. (Preferably through FLM).

STEP: 7: Billing (VF01/VF03) & Communication Activity.

Billing Block Removal : This will be removed after approval of Concerned Superintending Engineer
5. **Overview** Page → **Sales** Tab → Billing Block to be removed (White to be done).

6. **Item Data** Page → **Billing Document** Tab → Billing Block to be removed (White to be done).
7. **Item Data** Page → **Billing Plan** Tab → Block Z1 to be deleted for the invoicing Bill Plan. (for a particular period) not for all
8. **Item Data** Page → **Billing Document** Tab → Billing Date to be verified. (Provision to edit).

Overview Page

VF01 Billing/Invoicing

Then Save

Billing Document Print

- : **VA02** → Enter **Order Number: 30000 XXXX** → Sales Document → Billing
- : Verify the Amounts & Taxes for each Line Item and Total.
- : Note the Billing /Invoice No. **Invoice No: 9XXXX XXXX**.
- : 1. **VF03** → enter relevant Invoice **Number** → click on '**Billing Document**' menu and click '**issue output to**' → Select the VF01 → SAP Standard Format → Print Preview → PDF Document will Open and Save.
- : 3. **VF03** → enter relevant Invoice **Number** → click on '**Billing Document**' menu and click '**issue output to**' → Select the **ZAPT** → GST Invoice → Print Preview → Select Out put Device → **LP01** → PDF Document will Open → PDF! → Then Save.

Intimation

: **Order** Copy, **Invoice** Copies will be furnished to Concerned **SAO/AO(OMC/O&M)** through FLM or SAP Business Work place or email by attaching the Documents.

FICO Responsibility

: FI Account Posting, GL Accounts Posting Verification, Furnishing the DD/Cheque to Bank, Payments receipt against customer, Payment Receipt preparation, Communication and other FI related activities

Deductions

TDS:

: At the time of payment, the customer has paid the amount after deducting the TDS. So, the Order is to be created for Full Amount. TDS Amount will be adjusted by Accounts Wing.

GST TDS:

: At the time of payment, the customer (Govt or Public Sector or Specified by GST) has paid the amount after deducting the GST TDS in addition to IT TDS. So, the Order is to be created for Full Amount. GST TDS Amount will be adjusted by Accounts Wing.

TCS:

:

GST TCS

:

APTRANSCO: APTUNES: LEASE & RETURN PROCESS USER MANUAL (Order Creation) ERP: SAP

Prerequisite Condition

- For Equipment/Material Lease : Collect the Material Code from MM Team. Go to **MM03**, GST should be **1, 1, 1** (SGST, CGST, IGST) and Account Assignment Group: **09 Lease of Material, HSN Code** Should be Maintained. Tax Master **VK13** & **V/LD** is to be verified. Any Deviation should inform to SD Core team.

STEP: 1

Transaction Code	SALES AREA			ORDER TYPE	
ORDER VA01 : Create VA02 : Change VA03 : Display	Sales Organization	1000	APTRANSCO Sales Org.	ZLES	Lease Order
	Distribution Channel	20	Sale, Service, Lease	ZRET	Material Return Order
	Division	60	APT-Lease	ZCRN	INV Ref Credit Note
	Sales Office	XXXX	Accounting Unit	ZDRN	INV Ref Debit Note

STEP: 2: Customer Header Portion

SOLD-TO-PARTY	Select required customer ID by pressing F4 button. (Customer ID : 1XXXX XXXXX)
P.O. No & Date	CE/Z/XXX or SE/OMC/XXX F: Customer/D.No: /XX, Date: DD.MM.YYYY
ORDER REASON	Select appropriate reason from drop down.

STEP: 3: Customer Line Items

LEASE & RETURN : MATERIAL CODES (1000-20-60)		Order Qty	TERMS OF PAYMENT	PLANT	Storage Location
MMBE	Single Material Stock Over View	On Actuals (in case of Lease of Equipment Both MM Code and SD Code two Line items to be utilised)	Z001 (Pay Immediately)	Field : XXXX Press F4 Button (select appropriate)	Press F4 Button (select appropriate from Drop Menu)
MB52	Multiple Material Stock Over View				
MB58	Consignment at Customer				
1XXX XXXX	Used Asset Tag Material only Permitted. Only Used or Refurbished only allowed with Asset ID No	1 (One) Each	Z001 (Pay Immediately)	Field : XXXX Press F4 Button (select appropriate)	Press F4 Button (select appropriate from Drop Menu)
5000 0086	Lease/Rent of EHT Equipment				
5000 0081	Lease/Rent of Land				
5000 0082	Lease/Rent of Commercial Building				
5000 0083	Lease/Rent of Residential Building				
5000 0084	Lease/Rent of Transport Vehicle (Lorry & Crane)				
5000 0085	Lease/Rent of Non Stock Item				

STEP: 4 : Customer Header Data Screen/Page

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
Header Data Screen/Page	Accounting Tab		1. Select appropriate Account Assignment Group from drop down.
	Text Tab		1. Enter the Subject/Detailed Description of Work and References in respective Tabs. (This will appear in Order Print & Invoice Print)

STEP: 4 : Customer ITEM Data Screen/Page



Movement Between Line items

ITEM	TABS	VERIFICATION	TO BE SELECTED & ENTERED
Line Item Data Screen / Page (double click on Material ID)	Special Information	1. In case of Lease of EHT Equipment- both should be maintained i. Item 10 : Material ID & ii. Item 20 : 5000 0086	
	Billing Document Tab	1. Billing Date 2. Accounting: Account Assignment Group.	1. Change the Line item tab from 07 Sales to 09 Lease : This will be carried during invoice time. Otherwise G/L Account Posting will be wrongly entered in FI.
			1. Billing Block: This will be removed only after approval of Concerned Superintending Engineer.
	Conditions Tab (Pricing & GST)	1. In case of Lease, the amount will be communicated by concerned CE/HQ along with period and Billing Plan.	1. As per the approved, ZLEC: Basic price Condition type (F4) & against amount is to be entered. 2. For item 20 Minimum Price allowed for 0.01 3. SGST : 9%, CGST : 9% and IGST : 18% (if applicable) for General as per Material GST 4. If GST is not coming or Mistake Contact SD Core Team.
Movement Between Line items	Bill Plan Tab	Manual Entry of 1. Settlement: approval Bill Plan Start Date. 2. To: each Period end date. 3. Billing Date: Date of Billing is to be entered	
	Procurement Tab	1. Confirmation of Quantity, In case of Lease of EHT Equipment / Material	
Over View Screen/Page	Edit Tab	1. Incompletion Log 2. Document completed 3. Save 4. Note the Order No : 3XXXX XXXXX	1. Fulfilling the Missing Data 2. Incompletion Log, Document Completed. 3. Save 4. Order No : 3XXXX XXXXX

STEP: 6: DMS & Approval Process through FLM and Intimation:

Tax Deducted at Source : TDS is Accounting Adjustment Posting, Not the Part of SD Module. Invoice is to be raised for 100%.

Documents Attachment : Go to **VA02** → enter relevant **Order Number** → Enter → Select the First Line Item → Extras → Document → Create (**CV01N**) → SD Documents → Attach the Respective Documents → Type of File → DMS Content Server → Save.

Print : Customer Works Order Print. Go to **VA02** → enter relevant Order **number** → click on '**Sales Document**' menu and click '**issue output to**' → Print Preview → **PDF Document** will Open and save and Print if Required.

Work Flow : AE → ADE → DE (Tech) → SAO/AO of Circle → Concerned Superintending Engineer → AE or ADE (who has created) through FLM or SAP Business Work Place (Email) or email or Order Print Copy. (Preferably through FLM).

STEP: 7: Billing (VF01/VF03) & Communication Activity.

Billing Block Removal : This will be removed after approval of Concerned Superintending Engineer

1. **Overview** Page → **Sales** Tab → Billing Block to be removed (White to be done).
2. **Item Data** Page → **Billing Document** Tab → Billing Block to be removed (White to be done).
3. **Item Data** Page → **Billing Plan** Tab → Block Z1 to be deleted for the invoicing Bill Plan. (for a particular period) not for all
4. **Item Data** Page → **Billing Document** Tab → Billing Date to be verified. (Provision to edit).

Overview Page : **VA02** → Enter **Order Number: 30000 XXXX** → Sales Document → Billing

VF01 Billing/Invoicing : Verify the Amounts & Taxes for each Line Item and Total.

: go to Header Details → Execute **F8** Select Equipment → **Double Click** → **Item Details** Tab → Accounting → Account Assignment Group → Change **07 Sale of Material** to **09 Lease of Material**.

Then Save : Note the Billing /Invoice No. **Invoice No: 9XXXX XXXX**.

Billing Document Print : 1. **VF03** → enter relevant Invoice **Number** → click on '**Billing Document**' menu and click '**issue output to**' → Select the VF01 → SAP Standard Format → Print Preview → PDF Document will Open and Save.
2. **VF03** → enter relevant Invoice **Number** → click on '**Billing Document**' menu and click '**issue output to**' → Select the **ZAPT** → GST Invoice → Print Preview → Select Out put Device → **LP01** → PDF Document will Open → PDF! → Then Save.

Intimation : **Order** Copy, **Invoice** Copies will be furnished to Concerned **SAO/AO(OMC/O&M)** through FLM or SAP Business Work place or email by attaching the Documents.

FICO Responsibility : FI Account Posting, GL Accounts Posting Verification, Furnishing the DD/Cheque to Bank, Payments receipt against customer, Payment Receipt preparation, Communication and other FI related activities

Lease Equipment further Process:

STEP: 8: Out Bound Delivery (OBD) & Post Goods Issue (PGI): VL01N/02N/03N : In case of Lease of EHT Equipment

1. **Sales Document & Delivery:** Going to **VL01N**→ Verify the Storage Location → **Picking** Tab → Remove the line items not pertaining to his storage Location and pertaining to his storage Location, Actual Delivery Quantity is to be entered (Partial Delivery also accepted)→ Save (OBD No will be Generated) or Post Goods Issue Button Press (OBD &PGI is happen). Delivery Quantity and **Save**. Note the **OBD No: 4XXXX XXXX & PGI No: 49XXX XXXXX (Material Doc No)**
2. **Print:** Gate Pass Print. Go to **VL03N**→ enter relevant **OBD Number**→click on '**Delivery Document**' menu and click '**issue output to**' → Print Preview.

STEP: 9: Material Return order (ZRET)

1. If the Lease material or Equipment want to return to any storage location of Plant / Business area as per Instructions of SE. **ZRET** with reference to **Order** is to be carried.
2. The Return Order (**ZRET**) is to be created with special order reasons (with reference to **Order**) with Minimum amount of Rs 1.00.
3. Order will be carried similar way as above.
Inbound Delivery (**IBD**) or Delivery Return and Post Goods Receipt (**PGR**)to be done at SS or Stores after creation of Order.

STEP: 10: Lease Return (IBD) & Post Goods Receipt (PGR): VL01N/02N/03N : In case of Lease of EHT Equipment

1. **Sales Document & Delivery:** Going to **VL01N**→ Verify the Storage Location → **Picking** Tab → Remove the line items not pertaining to his storage Location and pertaining to his storage Location, Actual Lease Return Quantity is to be entered (Partial Delivery also accepted)→ Save (IBD No will be Generated) or Post Goods Receipt Button Press (IBD &PGR is happen). Delivery Quantity and **Save**. Note the **IBD No: 4XXXX XXXX & PGR No: 49XXX XXXXX (Material Doc No)**
2. **Print:** Gate Pass Print. Go to **VL03N**→ enter relevant **IBD Number**→click on '**Delivery Document**' menu and click '**issue output to**' → Print Preview.
3. **Invoicing:** Invoicing is not possible if the Lease Material is returned.

STEP: 11: Credit Note and Debit Note

1. The Customer is returned the Leased Material/Equipment within the specified period, either Credit Note or Debit note is not required.
2. The Customer is returned the Leased Material/Equipment, more than the specified completion period, Additional Lease amount to be collected. Hence, Debit note is to be done with reference to Invoice.
3. The Customer is returned the Leased Material/Equipment, Less than the specified completion period, some Lease amount to be returned. Hence, Credit note is to be done with reference to Invoice.
4. The Process of Credit Note and Debit Note is mentioned in the subsequent Manual.

Line Item Data Screen/Page (double click on Material ID)	Conditions Tab	1. The Process which are not covered under other Divisions in a Sale, Service, Lease of Distribution Channel:20	1. As per the Estimation each Condition type (F4) & against amount is to be entered. 2. SGST : 9%, CGST : 9% and IGST : 18% (if applicable) based on customer Location. 3. If GST is not coming or Mistake Contact SD Core Team.
Over View Screen/Page	Edit Tab	1. Incompletion Log 2. Document completed 3. Save 4. Note the Order No : 3XXXX XXXXX	1. Fulfilling the Missing Data 2. Incompletion Log, Document completed 3. Save 4. Order No : 3XXXX XXXXX

STEP: 6: DMS & Approval Process through FLM and Intimation:

- Tax Deducted at Source Documents Attachment** : TDS is Accounting Adjustment Posting, Not the Part of SD Module. Invoice is to be raised for 100%.
: Go to **VA02** → enter relevant **Order Number** → Enter → Select the First Line Item → Extras → Document → Create (**CV01N**) → SD Documents → Attach the Respective Documents → Type of File → DMS Content Server → Save.
- Print** : Customer Works Order Print. Go to **VA02** → enter relevant Order number → click on '**Sales Document**' menu and click '**issue output to**' → Print Preview → **PDF Document** will Open and save and Print if Required.
- Work Flow** : AE → ADE → DE (Tech) → SAO/AO of Circle → Concerned Superintending Engineer → AE or ADE (who has created) through FLM or SAP Business Work Place (Email) or email or Order Print Copy. (Preferably through FLM).

STEP: 7: Billing (VF01/VF03) & Communication Activity.

- Billing Block Removal** : This will be removed after approval of Concerned Superintending Engineer
1. **Overview** Page → **Sales** Tab → Billing Block to be removed (White to be done).
 2. **Item Data** Page → **Billing Document** Tab → Billing Block to be removed (White to be done).
 3. **Item Data** Page → **Billing Document** Tab → Billing Date to be verified. (If the requirement is there Change).
- Overview Page VF01 Billing/Invoicing Then Save** : **VA02** → Enter **Order Number: 30000 XXXX** → Sales Document → Billing
: Verify the Amounts & Taxes for each Line and Total.
: Note the Billing /Invoice No. **Invoice No: 9XXXX XXXX**.
- Billing Document Print** : 1. **VF03** → enter relevant Invoice Number → click on '**Billing Document**' menu and click '**issue output to**' → Select the VF01 → SAP Standard Format → Print Preview → PDF Document will Open and Save.
3. **VF03** → enter relevant Invoice Number → click on '**Billing Document**' menu and click '**issue output to**' → Select the **ZAPT** → GST Invoice → Print Preview → Select Out put Device → **LP01** → PDF Document will Open → PDF! → Then Save.

APTRANSCO: APTUNES: SALES & DISTRIBUTION MODULE : SUMMARY : SALES, SERVICE & LEASE

VA01: ORDER CREATION		1000 : SALES ORGANISATION		20 : DISTRIBUTION CHANNEL	
DIVISION	30 : WORKS	40 : SALES	50 : SERVICES	60 : LEASE	99 : MISC
ORDER TYPES	ZGNW	ZMAT, ZSCP	ZSER	ZLES	ZMIS
SALES OFFICES	ACCOUNTING UNITS / BUSINESS AREA → 2XXX (Telecom) or 3XXX (400KV & TPT) or 5XXX (OMC/O&M Units)				
MATERIAL ID	5000 0054/59/62	ZSLM : 1000 XXXX ZNVM : 2000 0XXX	5000 0071 to 79	5000 0081 to 86 1000 XXXX	5000 0099

STEP1: OVERVIEW SCREEN : CUSTOMER HEADER DETAILS


SOLD-TO-PARTY	Select required customer ID by pressing F4 button. (Customer ID : 1XXXX XXXXX) by selecting Sales Area
P.O No & DATE	CE/Z/XXX or SE/OMC/XXX F: Customer/D.No: /XX, Date: DD.MM.YYYY
ORDER REASON	Select appropriate reason from drop down.

STEP2: OVERVIEW SCREEN : CUSTOMER LINE DETAILS

MATERIAL ID	5000 0054/59/62	ZSLM : 1000 XXXX ZNVM : 2000 0XXX	5000 0071 to 79	5000 0081 to 86 1000 XXXX (Lease)	5000 0099
ORDER QUANTITY	1 (One) Each	As per Sale Qty	1 (One) Each	1 (One) Each	1 (One) Each
PAYMENT TERMS	Z001	Z001	Z001	Z001	Z001
PLANT	CIRCLE PAY UNIT	CIRCLE PAY UNIT & STORES PLANT	CIRCLE PAY UNIT	CIRCLE PAY UNIT & STORES PLANT	CIRCLE PAY UNIT
STORAGE LOCATION	--	Applicable for sale of Material/Scrap only	--	Applicable for Lease of Equipment only	--
USAGE	--	--	Applicable for Services only	--	--

STEP3: HEADER DATA SCREEN

ACCOUNTING TAB ACCT-ASSIGN-GRP	18: SALE SERVICE LEASE (SELECT FROM APPROPRIATE DROP MENU)				
ASSIGNMENT	DC-XX-XX	THIS IS APPLICABLE FOR APTRANSCO EXECUTION OF WORKS ONLY.			
TEXT TAB:					

SUBJECT/DESCRIPTION	Enter the Subject / Description of Work in detail. The same will be appeared in Order Print Output				
REFERENCES	Enter the References in detail. The same will be appeared in Order Print output.				
STEP4: ITEM DATA SCREEN. "DOUBLE CLICK ON MATERIAL ID"  This is used for movement in between line items.					
CONDITIONS TAB: CONDITION TYPE	Select appropriate conditions and enter Amounts as per T.O.O : 20	ZBSC : Material Price ZSCP : Survey Price ZBSP : Sale Price JMST : MSTCL Charges	ZBSC : Base Price	ZLES : Lease Price	ZMSC : Misc Price ZOTH : Other Price
GST & TCS	JOSG, JOCG or JOIG : Output GST will be Automatically Calculated Based on Customer Location. (Intra/Inter) TCS : As per Income Tax Act: Section 206: TCS Applicable for Scrap only @ 1%. Automatically Calculates.				
BILLING PLAN TAB	This applicable for only ZSER & ZLES only. Settlement : From Date, To : To Date & Billing Date : Date As an Billing				
BILLING DOCUMENT TAB: BILLING DATE	ZGNW, ZMAT, ZSCP & ZMIS : By Default It Is Date Of Order. It Should Be Possible To Change As Per Our Requirement. This is applicable for, those are not having Bill Plan.				
TEXT TAB:	Enter the 1. Payment Details, 2. DD or RTGS Details, 3. Date, 4. Amount, 5. Billing Period, Any Other Information like any payments due or already Paid and other Important Information.				
STEP5: OVER VIEW SCREEN					
EDIT TAB:	Go to Edit Tab and click on incompleation log : Document is Completed . If Any Error is there, it will show.				
Then SAVE	Order No Generated : 30000 00XXX (10 Digits, Starting with 3)				
DIVISION	30 : WORKS	40 : SALES	50 : SERVICES	60 : LEASE	99 : MISC
STEP6: VA02: FOR CHANGE/EDIT/MODIFICATIONS FOR THE ORDER. FOR CARRYOUT INVOICE THE PROCEDURE AS FOLLOWS.					
OVER VIEW SCREEN	1. Over View Screen →Sales tab →Billing Block → White to be done.				
ITEM DATA SCREEN	2. Billing Document Tab → Billing Block → White to be done. 3. ZGNW, ZMAT, ZSCP & ZMIS : Billing Document Tab →Billing Date → Verify. 4. ZSER & ZLES : Bill Plan Tab → Z1 Block → to be removed. 5. Billing Date → Verify.				
STEP7: VA02: ORDER to INVOICE					
VA02:OVERVIEW PAGE	Sales Document → Click → Billing → Click → The Screen Move to VF01				
VERIFICATION VF01	1. Total Line items, 2. Individual Line Item: Net Amount & Tax Amount, 3. Total: Net Amount & Tax Amount 4. Billing Date				
Then SAVE	Billing/Invoice Document No Generated 90000 00XXX (10 Digits, Starting with 9)				

ZMAT, ZSCP & ZLES: MATERIAL, TRANSFORMER OIL, SCRAP & LEASE OF EQUIPMENT DELIVERY PROCESS:

1. **Out Bound Delivery (OBD)** is nothing but you send the material out from your premises abiding the formalities.
2. **Post Goods issue (PGI)** is done when physically the goods are moved from Stores or Substation after Delivery is fully picked.
 - Store/Substation stock of the material is reduced by the delivery quantity.
 - Value changes are posted to the balance sheet account in inventory accounting.
 - Goods issue posting is automatically recorded in the document flow.

T-CODE	DESCRIPTION	ZMAT: Material Sales	ZSCP: TRF Oil Sales	ZSCP : Scrap Sales	ZLES : Lease of Equipment
VL01N	Out Bound Delivery	OBD : Material	OBD : Used Oil	OBD : Scrap	OBD : Lease Eq
VL02N	Post Goods Issue	PGI : Material	PGI : Used Oil	PGI : Scrap	PGI : Equipment
VL03N	Print Output	Print Output	Print Output	Print Output	Print Output

ZMAT & ZLES: MATERIAL & LEASE OF EQUIPMENT RETURN ORDER:


3. **SALES RETURN:** Sales Return is the process of returning the purchased goods by the customer because of various reasons, such as damaged during transportation, inferior quality, overstocking, less or no sales uptake, or winding up of business by the customer (e.g., in case of trader or dealer). In these situations, a customer returns the goods purchased.
4. **LEASE RETURN:** Lease Return is the process of returning the Leased goods by the customer because of lease period is over.
5. **ZRET** : Material Return Order or Lease Return Order
 1. **VA01**: Return Order Creation.
 2. **Sales Area**: 1000 – 20 – 40 for Material Return & 1000-20-60 : For Lease Return
 3. **Plant**: Enter your Business Area.
 4. Pop Up window will come and asks Reference Order. Enter the Reference order.
 5. Click on Item Selection, Select the Which Line Item is to be returned that only to be selected.
 6. Order process Similar to above Document.
 7. Note the Return Order No.**30000 OXXXX**
6. Invoice process is not required in the Return Order. Hence Invoicing is not possible.
7. **In Bound Receipt (IBR)** is nothing but you receive the material from the Customer to your premises abiding the formalities.
8. **Post Goods Receipt (PGR)** is done when physically the goods are moved to Stores or Substation after Receipt is fully picked.
 - Store/Substation stock of the material is increased by the delivery quantity.
 - Value changes are posted to the balance sheet account in inventory accounting.
 - Goods Receipt posting is automatically recorded in the document flow.

T-CODE	DESCRIPTION	ZRET: Sold Material Return 1000-20-40 (ZMAT)	ZRET : Lease Equip Return 1000-20-60 (ZLES)
VL01N	In Bound Delivery (IBD)	Delivery Return : Mat Return	Lease return: Lease Equip Return
VL02N	Post Goods Receipt (PGR)	PGR: Material Return	PGR: Lease Equipment Return
VL03N	Print Output	Print Output	Print Output

ZCRN & ZDRN: CREDIT/DEBIT MEMO/NOTE:

1. **Credit Note** or **Memo Request** is nothing but Order in Sales and Distribution (SD) Module with References to Invoices given to customer. **Credit Memo** or **Note request** is a Sales Document used in complaints processing to **request** a **Credit Memo** or **Note** for a customer.
2. **Debit Note** or **Memo Request** is nothing but Order in Sales and Distribution (SD) Module with References to Invoices given to customer. **Debit Memo** or **Note request** is a Sales Document used in complaints processing to **request** a **Debit Memo** or **Note** for a customer.
3. **Credit Note** or **Memo** is a transaction that reduces Amounts Receivable from a Customer.
4. **Debit Note** or **Memo** is a transaction that Increases Amounts Receivable from a Customer.
5. If you use both Financial Accounting (FI) and Sales and Distribution (SD), there is a 1:1 relationship between the **Credit Memo** or **Note request** and the **Credit Memo** or **Note** item posted in Financial Accounting (FI).
6. If you use both Financial Accounting (FI) and Sales and Distribution (SD), there is a 1:1 relationship between the **Debit Memo** or **Note request** and the **Debit Memo** or **Note** item posted in Financial Accounting (FI).
7. If the **Credit Memo** or **Note** is specifically related to a particular open invoice item, the payment program automatically attempts to offset the **Credit Memo** or **Note** against the open item. You can use **Credit Memo** or **Notes** for assigning **Credit Memo** or **Note Requests** to the open invoices and in Financial Accounting (FI) for assigning **Credit Memo** or **Notes** and payments to the open invoices and carry out clearing with them.
8. If the **Debit Memo** or **Note** is specifically related to a particular open invoice item, the payment program automatically attempts to offset the **Debit Memo** or **Note** against the open item. You can use **Debit Memo** or **Notes** for assigning **Debit Memo** or **Note Requests** to the open invoices and in Financial Accounting (FI) for assigning **Debit Memo** or **Notes** and payments to the open invoices and carry out clearing with them.
9. As per the business agreement between the organization and customer, a credit note or Debit Note is issued in the name of the customer to settle the accounts.
10. Transaction Code: **VA01**, **Sales Area** and **Sales Office** same is to be given.
11. A POP Up window will ask Invoice No: **90000 OXXXX**.
12. Item Selection: Item is to be selected for either Credit or Debit for Order Process as above.

APTRANSCO: APTUNES: SALES & DISTRIBUTION MODULE : CREDIT/DEBIT NOTE PROCESS USER MANUAL : ERP: SAP

VA01: CREDIT/DEBIT MEMO REQUEST		1000 : SALES ORGANISATION		20 : DISTRIBUTION CHANNEL	
DIVISION	30 : WORKS	40 : SALES	50 : SERVICES	60 : LEASE	99 : MISC
ORDER TYPES	ZCRN, ZDRN	ZCRN, ZDRN	ZCRN, ZDRN	ZCRN, ZDRN	ZCRN, ZDRN
SALES OFFICES	PAY UNITS / ACCOUNTING UNITS → 2XXX (Telecom) or 3XXX (400KV & TPT) or 5XXX (OMC/O&M Units)				
POP UP WINDOW	1. Invoice related to Credit or Debit is to be given only to be entered of respective Sales Area. 2. Item Selection → Click → Select the item for Credit or Debit is to be given → Material ID will be copied.				
MATERIAL ID	Original Material ID will be copied in Customer Item, Automatically and disable to edit				
STEP1: OVERVIEW SCREEN : CUSTOMER HEADER DETAILS					
SOLD-TO-PARTY	Original Customer will be copied automatically and disable to edit.				
P.O No & DATE	CE/Z/XXX or SE/OMC/XXX F: Customer/D.No: /XX, Date: DD.MM.YYYY As per revised approval.				
ORDER REASON	Select appropriate reason from drop down.				
STEP2: OVERVIEW SCREEN : CUSTOMER LINE DETAILS					
MATERIAL ID	Original Material ID will be copied in Customer Item, Automatically and disable to edit				
ORDER QUANTITY	Original Quantity will be copied in Order Quantity. Provision to edit if required				
STEP3: HEADER DATA SCREEN					
ACCOUNTING TAB ACCT-ASSIGN-GRP	18: SALE SERVICE LEASE (Automatically Copied & Unable to Modify)				
ASSIGNMENT	By default original Invoice Number will be copied. That is to be removed.				
TEXT TAB: SUBJECT/DESCRIPTION	Enter the Subject / Description of Work in detail. The same will be appeared in Order Print Output				
REFERENCES	Enter the References in detail. The same will be appeared in Order Print output.				
STEP4: ITEM DATA SCREEN. "DOUBLE CLICK ON MATERIAL ID"  This is used for movement in between line items.					
CONDITIONS TAB:	ZCRN Condition: ZCRM : Enter the Credit Price Amount/Charges.				
CONDITION TYPE	ZDRN Condition: ZDRM : Enter the Debit Price Amount/Charges.				
Goods & Service Tax	JOSG, JOCG or JOIG : Output GST will be Automatically Calculated Based on Customer Location. (Intra/Inter)				

BILLING DOCUMENT TAB:	Billing Date: Date of Credit Request (Order) or Debit Request (order) is by Default Date Of Request Creation.
TEXT TAB:	Any other Important Information is to be entered
STEP5: OVER VIEW SCREEN	
EDIT TAB:	Go to Edit Tab and click on incompletion log : Document is Completed . If Any Error is there, it will show.
Then SAVE	Order No Generated : 30000 00XXX (10 Digits, Starting with 3)

DIVISION	30 : WORKS	40 : SALES	50 : SERVICES	60 : LEASE	99 : MISC
-----------------	-------------------	-------------------	----------------------	-------------------	------------------

STEP6: VA02: FOR CHANGE/EDIT/MODIFICATIONS FOR THE ORDER. FOR CARRYOUT INVOICE THE PROCEDURE AS FOLLOWS.

OVER VIEW SCREEN	1. Over View Screen → Sales tab → Billing Block → White to be done.
ITEM DATA SCREEN	2. Billing Document Tab → Billing Block → White to be done. 3. Billing Document Tab → Billing Date → Verify.

STEP7: VA02: CREDIT NOTE REQUEST OR DEBIT NOTE REQUEST to CREDIT OR DEBIT NOTE

VA02:OVERVIEW PAGE	Sales Document → Click → Billing → Click → The Screen Move to VF01
VERIFICATION VF01	1. Total Line items, 2. Individual Line Item: Net Amount & Tax Amount, 3. Total: Net Amount & Tax Amount 4. Billing Date
Then SAVE	Billing/Invoice Document No Generated : 90000 00XXX (10 Digits, Starting with 9)

REPORTS:

1. VA05N

: List of Orders. Search Option is available to identify the correct Order in Different Ways.

If you know any one of the following you can identify the order.

- | | | | |
|-----------------|----------------------|----------------|------------------|
| 1. Order No | 2. Type of Order | 3. Customer ID | 4. Document Date |
| 5. Material | 6. Purchase Order No | 7. Created by | 6. Sales Area |
| 7. Sales Office | | | |

2. Display Document Flow :

We need to navigate from Order to Invoice to delivery in our custom code. VA03 → Order No → Display Document Flow, we can see the Line item wise information.

- | | | | |
|------------------------------|------------------------------------|---------------------------------|-----------------------------------|
| 1. Order No | 2. Order Value | 3. No of Line Items | 4. No Of line Items |
| 5. Each Line Item Qty | 6. Line Item Amount | 7. Qty delivered (OBD) | 8. Material Doc No (PGI) |
| 9. Qty Return (IBD) | 10. Material Doc No (PGR) | 11. Credit Note Request | 12. Credit Note |
| 13. Debit Note request | 14. Debit Note. | 15. Any other information. | |