



APTRANSCO



APTUNES : ERP - SAP

**SALES & DISTRIBUTION
(REVENUE) MODULE**

Process Guide

SALES & DISTRIBUTION: ZLIS : CUSTOMER EXECUTION WORKS : 1000-20-30

Prerequisite Condition

1. Estimate : Concerned Authority shall sanction the estimate and intimated to customer to pay the Amount. The same shall be furnish to SD core team for review and guidance.
2. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Customer ID will be intimated by SD Core team. GST Automatically Calculates in SAP. Customer KYC Guidelines are already given.
3. Tax Master : GST Applicable to be studied in VK13 or V/LD→Z4.

Order Creation Process

4. Transaction Code : **VA01**
5. Document type : **ZLIS : 1000-20-30-9100**-Enter
6. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
7. P.O. No : CE/LIS/VS/F: Customer/D.No: /**XX** (Year)
8. P.O. Date : Date of CE/LIS Approval
9. Order Reason : Select Appropriate from Drop Menu
10. Material ID : **5000 0051** : Customer Execution_Lift Irrigation Works
: **5000 0055** : Customer Execution: Development Charges
: **5000 0063** : APT&CUST_Execution:BayLandCost(GST @ 0%)
11. Order Quantity : 1 (One)
12. Terms of Payment : **Z001**(for Works), **ZD01** (for Development charges)
13. Plant : **9100**

Go to Header Details by Clicking Display Header Details → Header Data Screen.

PO Number PO Date

DISPLAY HEADER DETAILS

14. Go to Accounting Tab check the Account Assignment Group : **18 : Sale, Service, Lease**

Sales Shipping Billing Document Payment cards **Accounting** Conditions Acc

Accounting

AcctAssgGr Payment Method

Posting Period Exch.rate-acct.

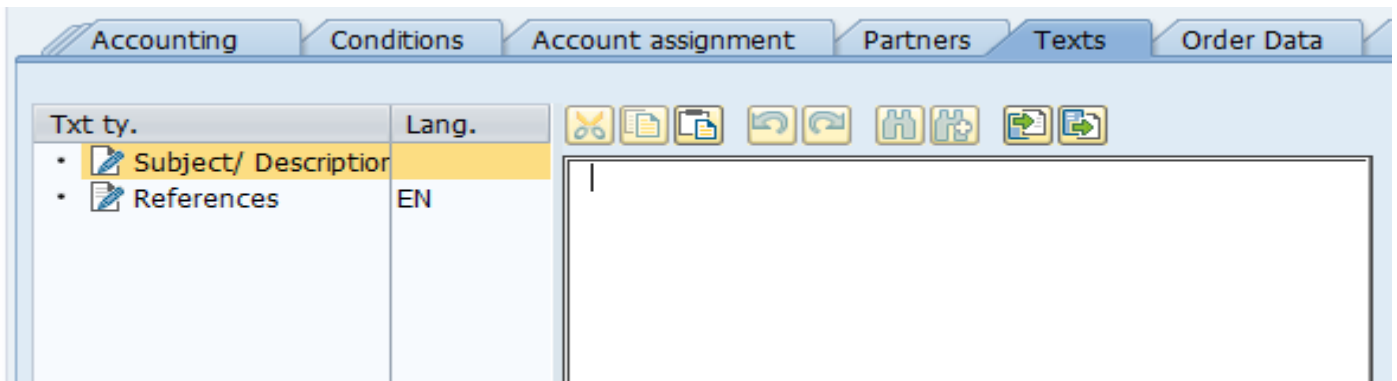
Assignment CCodeToBeBilled APTRANSCO

Dunning Key

Dunning Block

Reference

15. Go to Text Tab : Enter the
: Txt Ty →Subject (Left) Double Click and enter the Subject
: Txt Ty →References (Left) Double Click and enter the References



16. Click on Green colour Back (F3) Button, it will come to Overview Screen.



17. **Double click** on Material ID : **5000 0051/55/63** : It is going to Item Data Screen

18. Go to conditions Tab : Round off Below enter the following when Yellow appearing.

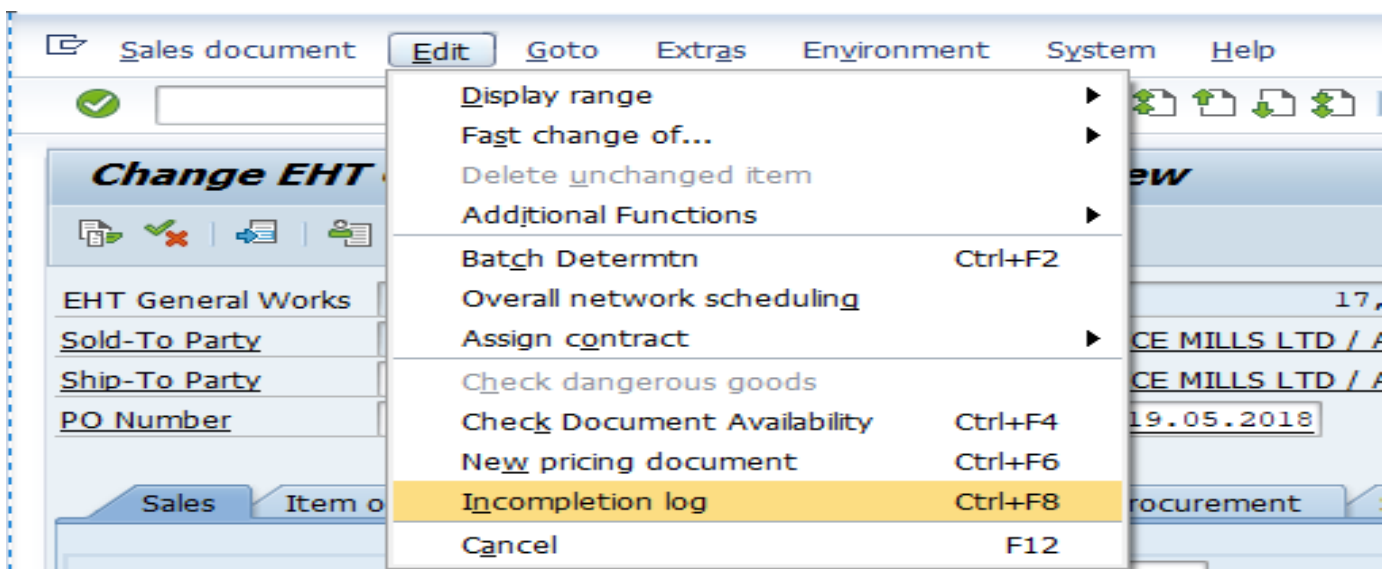
- Select F4 : Enter the amounts
- : ZSVC : Supervision Charges
- : ZENC : Engineering Charges.
- : ZSPC : Spares Cost
- : ZBLC : Bay Land Cost (if Applicable)
- : ZAMC : Advance Manning (if Applicable)
- : ZSEC : Spare Bay Equip.Cost (if Applicable)
- : ZOTH : Other Charges (if Applicable)
- : **GST** : **GST will be Automatically Calculated.**

19. Go text Tab

- : Please Enter the Following Details:
- : Payment Details
- : RTGS/DD No
- : Date
- : Amount
- : Any other Information Like any payments due or already paid and other Imp Info.

20. Apply Back Button (F3) : It is going to Over View Screen

21. Go to Edit Tab and click on incompleation log : Document is Completed



22. Then Save : Document No Generated : **30000 00XXX**

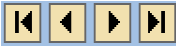
Order Verification By Core Team

23. Information : Necessary Estimates to be furnished to core team
24. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.
25. Sale Order Print output : **VA02** → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

26. Approval Process : AEE → Dy.EE → EE → SE → CE/LIS
27. Approval Method : Through FLM or Hardcopy along with File. FLM Process also shared in the document. After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

28. VA02 (Order) : **VA02** → Enter Order No → enter
29. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.
: 2.1. Billing Document Tab → Billing Block → White to be done.
: 2.2. Billing Document Tab → Billing Date → Verify.
- For Line Items Movement :  Use this forward and backward for line items.
30. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click
31. VF01 (Billing/Invoice) : The Screen Move to **VF01** → Verify the following
: 1. Billing Date
: 2. Net Amount
: 3. Tax Amount these things satisfied
32. Then Save : Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

33. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select **VF01** → Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.
2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.
34. Document Transmission : Invoice Print output is to be handed over to Accounts wing.

SALES & DISTRIBUTION: ZLIS : APTRANSCO EXECUTION WORKS : 1000-20-30

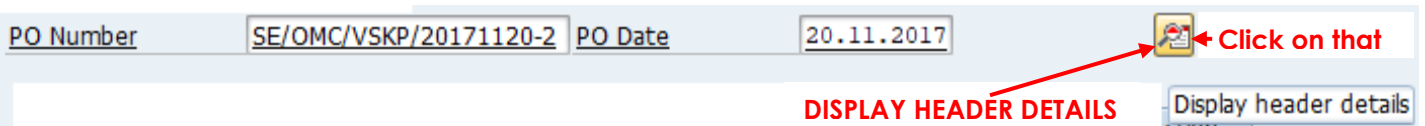
Prerequisite Condition

1. Estimate : Concerned Authority shall sanction the estimate and intimated to customer to pay the Amount. The same shall be furnish to SD core team for review and guidance.
2. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Customer ID will be intimated by SD Core team. GST Automatically Calculates in SAP. Customer KYC Guidelines are already given.
3. Tax Master : GST Applicable to be studied in VK13 or V/LD→Z4.
4. Administrative Approval : T.O.O is to be issued.
5. Scheme ID : Scheme ID to be created in PS Module. **(CJ20N)**

Order Creation Process

6. Transaction Code : **VA01**
7. Document type : **ZLIS : 1000-20-30-9100**-Enter
8. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
9. P.O. No : CE/LIS/VS/F: Customer/D.No: /XX
10. P.O. Date : Date of CE/LIS Approval
11. Order Reason : Select Appropriate from Drop Menu
12. Material ID : **5000 0056** : APTRANSCO Execution Lift Irrigation Work
5000 0060: APTRANSCO Execution Development Charges
13. Order Quantity : 1 (One)
14. Terms of Payment : Z001(for Works), ZD01 (for Development charges)
15. Plant : **9100**

Go to Header Details by Clicking Display Header Details → Header Data Screen



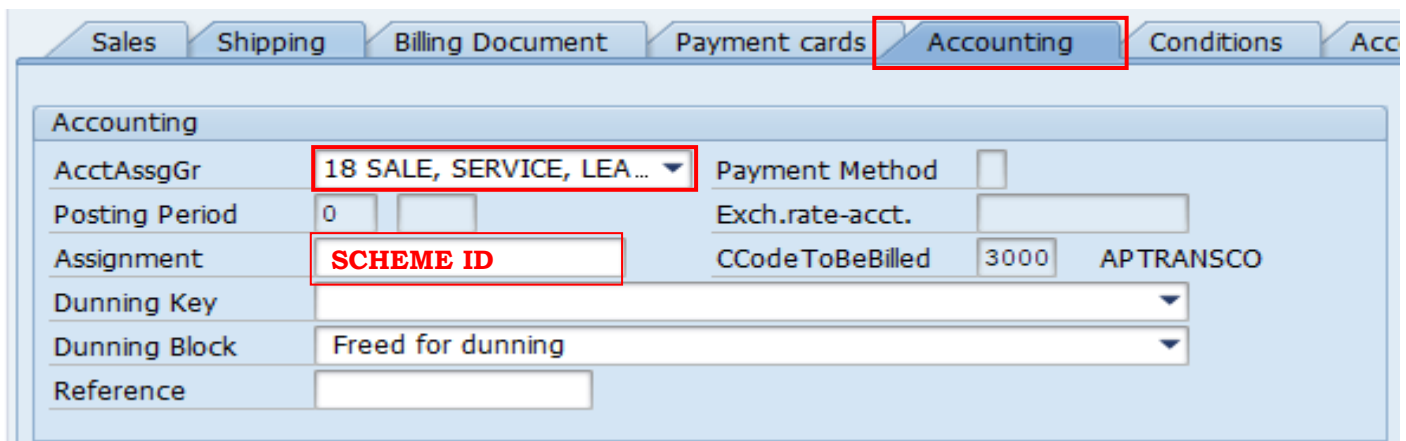
PO Number SE/OMC/VSKP/20171120-2 PO Date 20.11.2017

Click on that (arrow pointing to the magnifying glass icon)

DISPLAY HEADER DETAILS (button)

Display header details (button)

16. Go to Accounting Tab check the Account Assignment Group : **18** : Sale, Service, Lease
17. Assignment : **Scheme ID**



Sales Shipping Billing Document Payment cards **Accounting** Conditions Acc

Accounting

AcctAssgGr **18 SALE, SERVICE, LEA...** Payment Method

Posting Period 0 Exch.rate-acct.

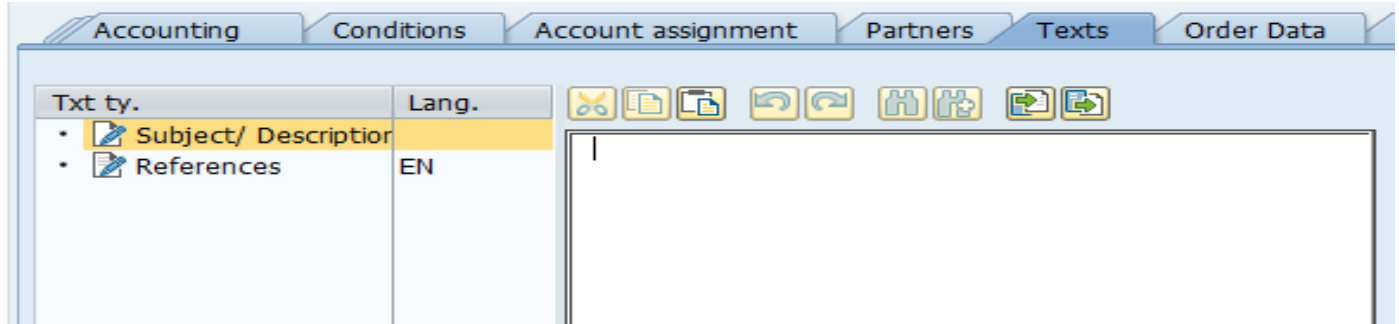
Assignment **Scheme ID** CCodeToBeBilled 3000 APTRANSCO

Dunning Key

Dunning Block Freed for dunning

Reference

18. Go to Text Tab : Enter the
 : Txt Ty →Subject (Left) Double Click and enter the Subject
 : Txt Ty →References (Left) Double Click and enter the References



19. Click on Green colour Back (F3) Button, it will come to Overview Screen.



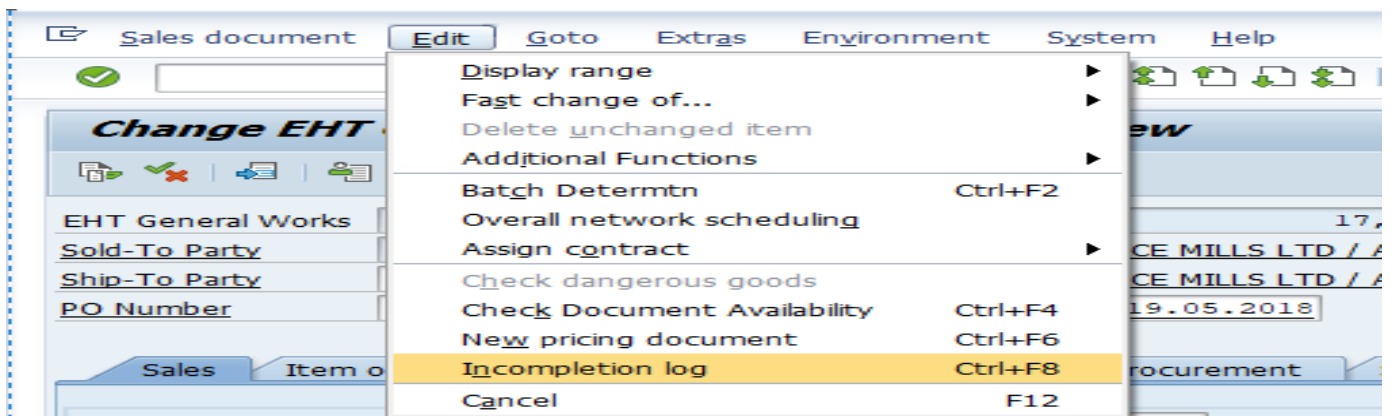
20. **Double click** on Material ID : **5000 0056** : It is going to Item Data Screen

21. go to conditions Tab : Round off Below Yellow will be appeared
- | | | |
|-----------|---|---------------------------------------|
| Select F4 | : | Enter the amounts |
| : ZBPC | : | Basic Project Cost |
| : ZENC | : | Engineering Charges. |
| : ZSPC | : | Spares Cost |
| : ZCTC | : | Contingencies |
| : ZEOC | : | Estt. & Overhead Chg |
| : ZPRC | : | Prov. For Esc Charge |
| : ZBLC | : | Bay Land Cost (if Applicable) |
| : ZOTH | : | Other Charges (if Applicable) |
| : ZAMC | : | Advance Manning (if Applicable) |
| : ZSEC | : | Spare Bay Equip.Cost (if Applicable) |
| : GST | : | GST will be Automatically Calculated. |

22. Go text Tab : Please Enter the Following Details:
- : Payment Details
 - : RTGS/DD No
 - : Date
 - : Amount
 - : Any other Information Like any payments due or already paid and other Imp Info.

23. Apply Back Button (F3) : It is going to Over View Screen

24. Go to Edit Tab and click on incompleation log : Document is Completed



25. Then Save : Document No Generated : **30000 00XXX**


Order Verification By Core Team

26. Information : Necessary Estimates & Scheme ID to be furnished to core team
27. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned.
28. Sale Order Print output : VA02 → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

29. Approval Process : AEE → Dy.EE → EE → SE (LIS) → CE/LIS
30. Approval Method : Through FLM or Hardcopy along with File. FLM Process also shared in the document. After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

31. VA02 (Order) : VA02 → Enter Order No → enter
32. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.
: 2.1. Billing Document Tab → Billing Block → White to be done.
: 2.2. Billing Document Tab → Billing Date → Verify.
- For Line Items Movement :  Use this forward and backward for line items.
33. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click
34. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following
: 1. Billing Date
: 2. Net Amount
: 3. Tax Amount these things satisfied
35. Then Save : Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

36. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print Output & Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.
: 2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.
37. Document Transmission : Invoice Print output is to be handed over to Accounts wing.

SALES & DISTRIBUTION: ZEHT : CUSTOMER EXECUTION WORKS : 1000-20-30


Prerequisite Condition

1. Estimate : Concerned Authority shall sanction the estimate and intimated to customer to pay the Amount. The same shall be furnish to SD core team for review and guidance.
2. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Customer ID will be intimated by SD Core team. GST Automatically Calculates in SAP. Customer KYC Guidelines are already given.
3. Tax Master : GST Applicable to be studied in VK13 or V/LD→Z4.

Order Creation Process

4. Transaction Code : **VA01**
5. Document type : **ZEHT : 1000-20-30-9100**-Enter
6. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
7. P.O. No : CGM/HRD&PLG/F: Customer/D.No: /XX
8. P.O. Date : Date of CGM/HRD Communication Letter
9. Order Reason : Select Appropriate from Drop Menu
10. Material ID : **5000 0050** : Enhancement of CMD : Development Charges
: **5000 0052** : Customer Execution: Consumer (BL)Works
: **5000 0053** : Customer Execution_Generator (GC) Works
: **5000 0054** : Customer Execution : EHT General Works
: **5000 0055** : Customer Execution: Development Charges
: **5000 0063** : APT&CUST_Execution:BayLandCost(GST @ 0%)
11. Order Quantity : 1 (One)
12. Terms of Payment : **Z001** (for Works) & **ZD01** (for Development Charges)
13. Plant : **9100**

Go to Header Details by Clicking Display Header Details→ Header Data Screen.

PO Number PO Date  **Click on that**

DISPLAY HEADER DETAILS

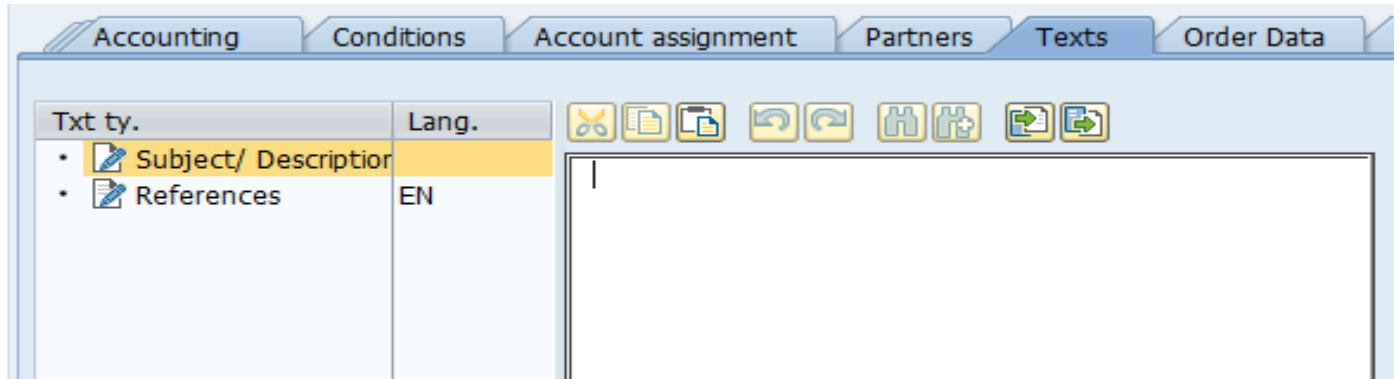
14. Go to Accounting Tab check the Account Assignment Group : **18 : Sale, Service, Lease**

Sales Shipping Billing Document Payment cards **Accounting** Conditions Acc

Accounting

AcctAssgGr	18 SALE, SERVICE, LEA...	Payment Method	<input type="text"/>
Posting Period	0	Exch.rate-acct.	<input type="text"/>
Assignment	<input type="text"/>	CCodeToBeBilled	3000 APTRANSCO
Dunning Key	<input type="text"/>		
Dunning Block	Freed for dunning		
Reference	<input type="text"/>		

15. Go to Text Tab : Enter the
 : Txt Ty →Subject (Left) Double Click and enter the Subject
 : Txt Ty →References (Left) Double Click and enter the References



16. Click on Green colour Back (F3) Button, it will come to Overview Screen.



17. **Double click** on Material ID : **5000 0050/52/53/54/55/63**:It is going to Item data Screen

18. Go to conditions Tab : Round off below enter the following when Yellow appearing.

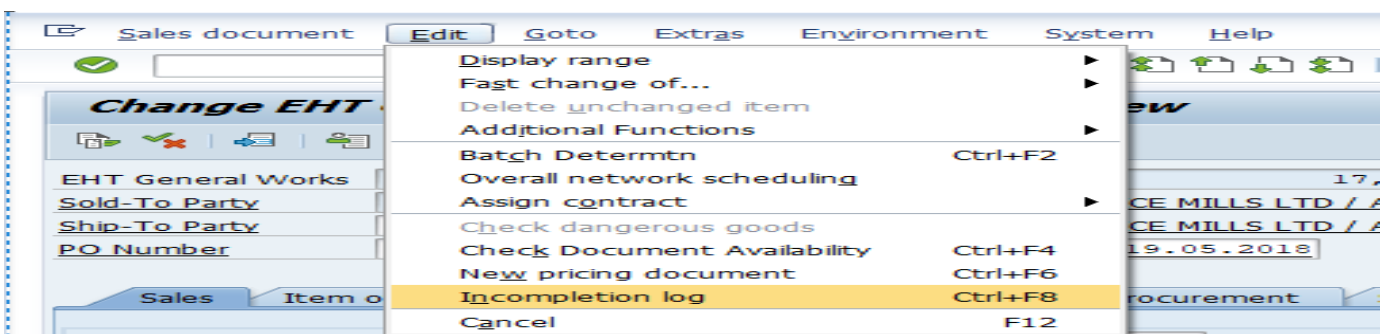
- | | | |
|-----------|---|---------------------------------------|
| Select F4 | : | Enter the amounts |
| : ZSVC | : | Supervision Charges |
| : ZENC | : | Engineering Charges. |
| : ZSPC | : | Spares Cost |
| : ZBLC | : | Bay Land Cost (if Required) |
| : ZAMC | : | Advance Manning (if required) |
| : ZSEC | : | Spare Bay Equip.Cost (if required) |
| : ZOTH | : | Other Charges (if Required) |
| : GST | : | GST will be Automatically Calculated. |

19. Go text Tab : Please Enter the Following Details:

- : Payment Details
- : RTGS/DD No
- : Date
- : Amount
- : Billing Date
- : Billing Period: From: DD.MM.YYYY to DD.MM.YYYY
- : Any other Information Like any payments due or already paid and other Imp Info.

20. Apply Back Button (F3) : It is going to Over View Screen

21. Go to Edit Tab and click on incomplection log : Document is Completed



22. Then Save : Document No Generated : **30000 00XXX**

Order Verification By Core Team

23. Information : Necessary Estimates to be furnished to core team

24. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.

25. Sale Order Print output : **VA02** → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

26. Approval Process : AEE → Dy.EE → EE → SE (Plg) → CGM/HRD&Plg

27. Approval Method : Through FLM or Hardcopy along with File.
After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

28. VA02 (Order) : **VA02** → Enter Order No → enter

29. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.

2.1. Billing Document Tab → Billing Block → White to be done.

: 2.2. Billing Document Tab → Billing Date → Verify.

For Line Items Movement :  Use this forward and backward for line items.

30. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click

31. VF01 (Billing/Invoice) : The Screen Move to **VF01** → Verify the following

: 1. Billing Date

: 2. Net Amount

: 3. Tax Amount these things satisfied

32. Then Save : Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

33. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print preview (Bottom 3rd or 4th) → Invoice Document in PDF will be open → Then Save.

2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.

34. Document Transmission : Invoice Printout put to be handed over to Accounts wing.

SALES & DISTRIBUTION: ZEHT: APTRANSCO EXECUTION WORKS : 1000-20-30


Prerequisite Condition

1. Estimate : Concerned Authority shall sanction the estimate and intimated to customer to pay the Amount. The same shall be furnish to SD core team for review and guidance.
2. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Customer ID will be intimated by SD Core team. GST Automatically Calculates in SAP. Customer KYC Guidelines are already given.
3. Tax Master : GST Applicable to be studied in VK13 or V/LD→Z4.
4. Administrative Approval : T.O.O is to be issued.
5. Scheme ID : Scheme ID to be created in PS Module. **(CJ20N)**

Order Creation Process

6. Transaction Code : **VA01**
7. Document type : **ZEHT : 1000-20-30-9100**-Enter
8. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
9. P.O. No : CGM/HRD&Plg/Vs/F:Customer/D.No: /XX
10. P.O. Date : Date of CGM/HRD & Plg Notice Date
11. Order Reason : Select Appropriate from Drop Menu
12. Material ID : **5000 0057** : APTRANSCO Execution_Consumer (BL) Works
5000 0058 : APTRANSCO Execution_Generator (GC) Works
5000 0060 : APTRANSCO Execution_Development Charges
5000 0061 : APTRANSCO Execution_RTSS : Railway Works
5000 0063 : APTRANSCO_CUST Execution : Bay Land Cost For Railways GST @ 12% and Bay Land Cost GST@0%
13. Order Quantity : 1 (One)
14. Terms of Payment : Z001(other than Dev Chgs) & ZD01 (Dev Charges)
15. Plant : **9100**

Go to Header Details by Clicking Display Header Details → Header Data Screen.

PO Number PO Date  **Click on that**

DISPLAY HEADER DETAILS

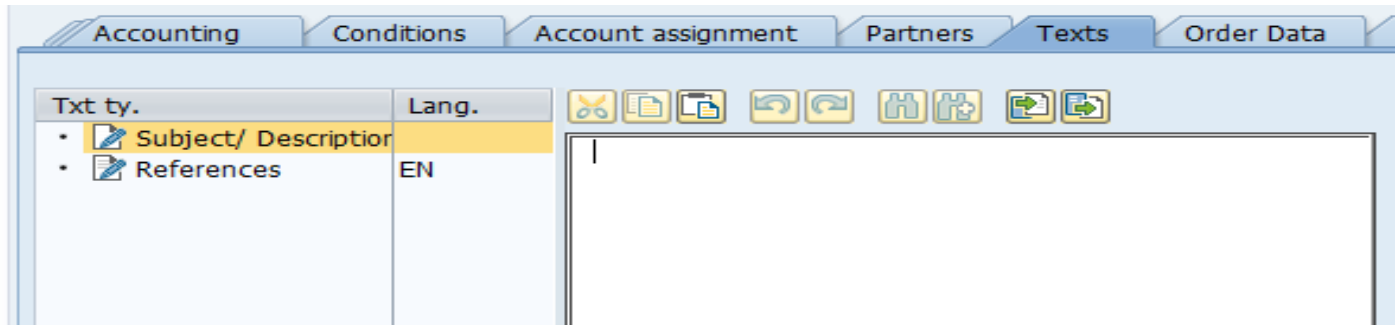
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17. Assignment : **Scheme ID**

Sales Shipping Billing Document Payment cards **Accounting** Conditions Acc

Accounting

AcctAssgGr	<input type="text" value="18 SALE, SERVICE, LEA..."/>	Payment Method	<input type="text"/>
Posting Period	<input type="text" value="0"/>	Exch.rate-acct.	<input type="text"/>
Assignment	<input type="text" value="SCHEME ID"/>	CCodeToBeBilled	<input type="text" value="3000"/> APTRANSCO
Dunning Key	<input type="text"/>		
Dunning Block	<input type="text" value="Freed for dunning"/>		
Reference	<input type="text"/>		

18. Go to Text Tab : Enter the
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19. Click on Green colour Back (F3) Button, it will come to Overview Screen.



20. **Double click** on Material ID : **5000 0057/58/61** : It is going to Item data Screen

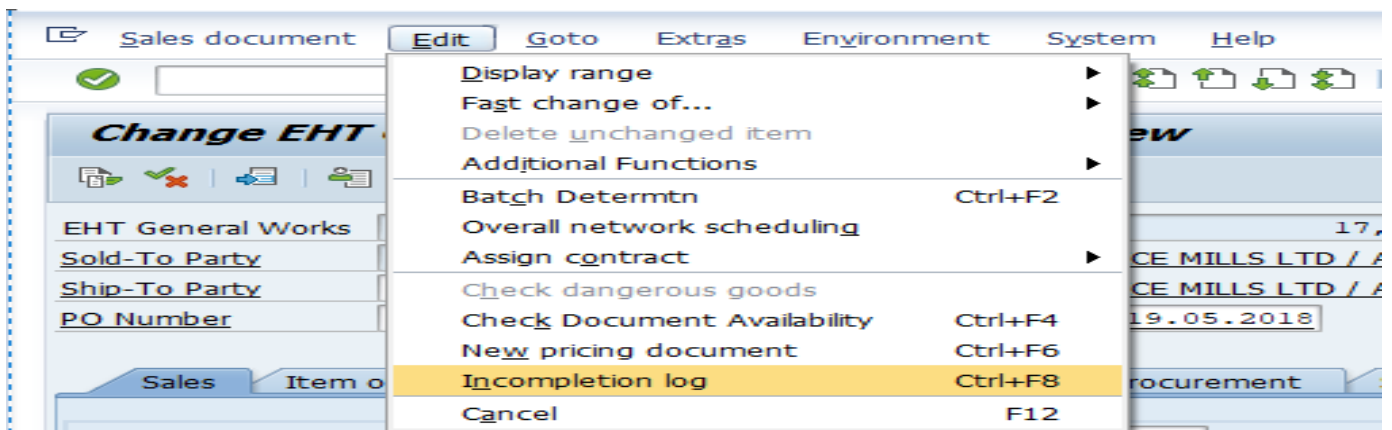
21. go to conditions Tab : Round off Below Yellow will be appeared

- | | | |
|-----------|---|---------------------------------------|
| Select F4 | : | Enter the amounts |
| : ZBPC | : | Basic Project Cost |
| : ZENC | : | Engineering Charges. |
| : ZSPC | : | Spares Cost |
| : ZCTC | : | Contingencies |
| : ZEOC | : | Estt. & Overhead Chg |
| : ZPRC | : | Prov. For Esc Charge |
| : ZBLC | : | Bay Land Cost (if Applicable) |
| : ZOTH | : | Other Charges (if Applicable) |
| : ZAMC | : | Advance Manning (if Applicable) |
| : ZSEC | : | Spare Bay Equip.Cost (if Applicable) |
| : GST | : | GST will be Automatically Calculated. |

22. Go text Tab : Please Enter the Following Details:
 : Payment Details
 : RTGS/DD No
 : Date
 : Amount
 : Any other Information Like any payments due or already paid and other Imp Info.

23. Apply Back Button (F3) : It is going to Over View Screen.

24. Go to Edit Tab and click on incompleation log : Document is Completed



25. Then Save : Document No Generated : **30000 00XXX**

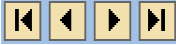
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29. Approval Process : AEE → Dy.EE → EE → SE (Plg) → CGM/HRD & Plg
30. Approval Method : Through FLM or Hardcopy along with File. FLM Process also shared in the document. After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

31. VA02 (Order) : VA02 → Enter Order No → enter
32. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.
: 2.1. Billing Document Tab → Billing Block → White to be done.
: 2.2. Billing Document Tab → Billing Date → Verify.
- For Line Items Movement :  Use this forward and backward for line items.
33. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click
34. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following
: 1. Billing Date
: 2. Net Amount
: 3. Tax Amount these things satisfied
35. Then Save : Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

36. VF03 (Billing Document) : 1. VF03 → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print Output & Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.
: 2. VF03 → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.
37. Document Transmission : Invoice Print output is to be handed over to Accounts wing.

SALES & DISTRIBUTION: ZGNW : CUSTOMER EXECUTION WORKS : 1000-20-30


Prerequisite Condition

1. Estimate : Concerned Authority shall sanction the estimate and intimated to customer to pay the Amount. The same shall be furnish to SD core team for review and guidance.
2. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Customer ID will be intimated by SD Core team. GST Automatically Calculates in SAP. Customer KYC Guidelines are already given.
3. Tax Master : GST Applicable to be studied in VK13 or V/LD→Z4.
4. Authorisation : AE/ADE Tech O/o SE (Circle office) authorised to create Order for the works related activities in the Substation or Lines of the respective Circle only.

Order Creation Process

5. Transaction Code : **VA01**
6. Document type : **ZGNW : 1000-20-30- XXXX** (Your Pay Unit) -Enter
7. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
8. P.O. No : CE/Z/**XXX**/F: Customer/D.No: /**XX** (Year)
SE/OMC/**XXX**/F: Customer/D.No: /**XXX**
XXX Means VSP or VJA or KDP or Circle
9. P.O. Date : Date of CE/Zone Approval or SE/OMC Approval
10. Order Reason : Select Appropriate from Drop Menu
11. Material ID : **5000 0054** : Customer Execution : EHT General Works
12. Order Quantity : 1 (One)
13. Terms of Payment : Z001
14. Plant : **XXXX** (Your Pay Unit)

Go to Header Details by Clicking Display Header Details → Header Data Screen.

PO Number PO Date  **Click on that**

DISPLAY HEADER DETAILS

15. Go to Accounting Tab check the Account Assignment Group : **18 : Sale, Service, Lease**

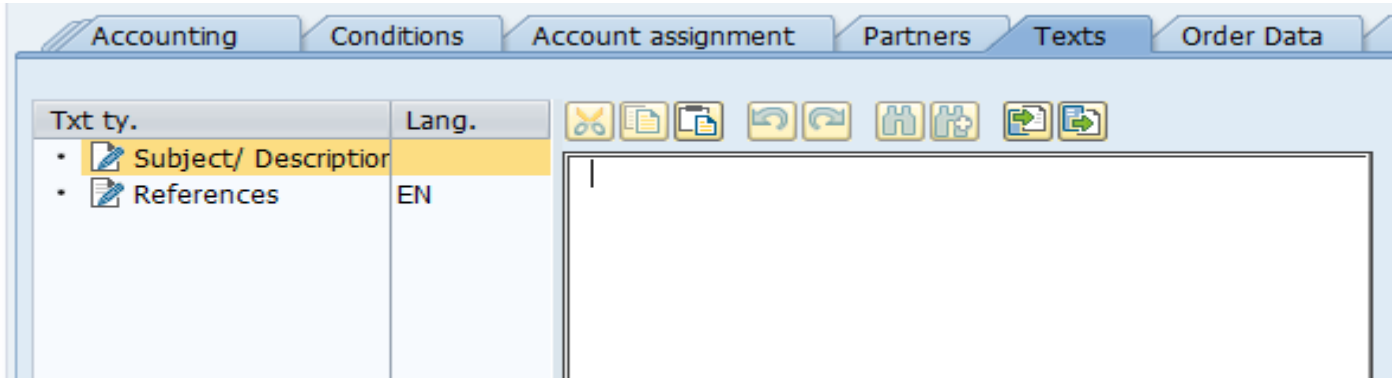
Sales Shipping Billing Document Payment cards **Accounting** Conditions Acc

Accounting

AcctAssgGr	18 SALE, SERVICE, LEA...	Payment Method	<input type="text"/>
Posting Period	0	Exch.rate-acct.	<input type="text"/>
Assignment	<input type="text"/>	CCodeToBeBilled	3000 APTRANSCO
Dunning Key	<input type="text"/>		
Dunning Block	Freed for dunning		
Reference	<input type="text"/>		

16. Go to Text Tab : Enter the

- : Txt Ty → Subject (Left) Double Click and enter the Subject
- : Txt Ty → References (Left) Double Click and enter the References



17. Click on Green colour Back (F3) Button, it will come to Overview Screen.



18. **Double click** on Material ID : **5000 0054** → It is going to Item Data Screen

19. Go to conditions Tab : Round off below enter the following when Yellow appearing.

- | | | |
|-----------|---|---------------------------------------|
| Select F4 | : | Enter the amounts |
| : ZSVC | : | Supervision Charges |
| : ZENC | : | Engineering Charges. |
| : ZSPC | : | Spares Cost |
| : ZBLC | : | Bay Land Cost (if Required) |
| : ZOTH | : | Other Charges (if Required) |
| : ZAMC | : | Advance Manning (if required) |
| : ZSEC | : | Spare Bay Equip.Cost (if required) |
| : GST | : | GST will be Automatically Calculated. |

20. Go text Tab

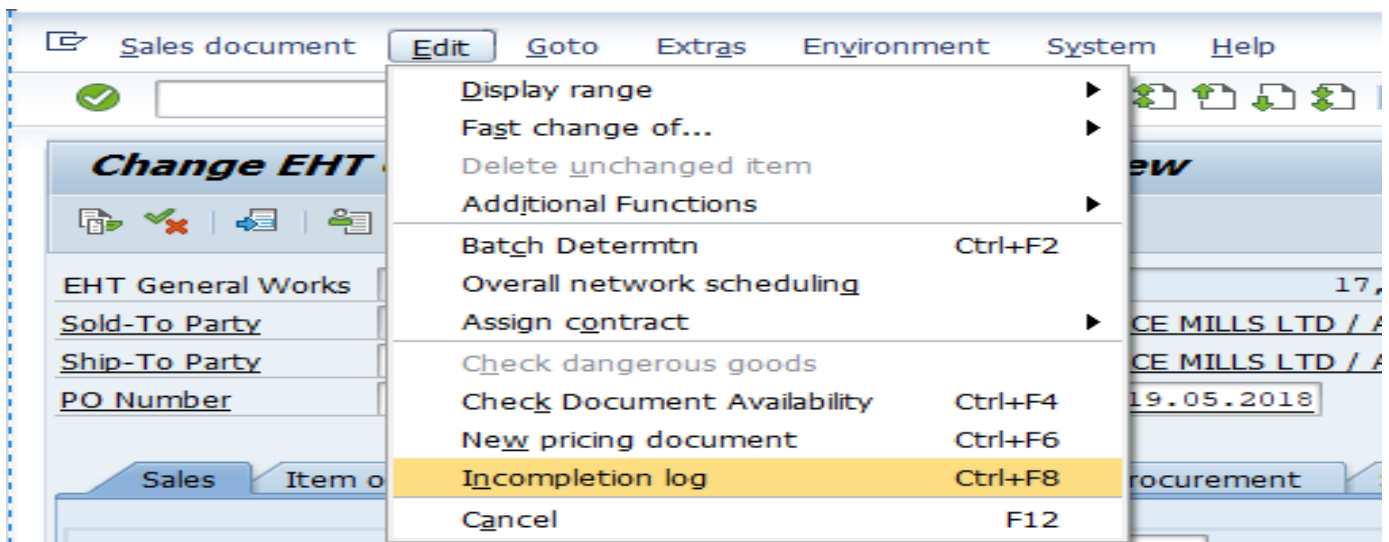
: Please Enter the Following Details:

- : Payment Details
- : RTGS/DD No
- : Date
- : Amount
- : Any other Information Like any payments due or already paid and other Imp Info.

21. Apply Back Button (F3)

: It is going to Over View Screen.

22. Go to Edit Tab and click on incomplection log : Document is Completed



23. Then Save : Document No Generated : **30000 00XXX**


Order Verification By Core Team

24. Information : Necessary Estimates to be furnished to core team
25. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.
26. Sale Order Print output : **VA02** → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

27. Approval Process : AEE(Tech) → Dy.EE(Tech) → EE (Tech/Transmission) → SAO/AO (Circle) → SE/OMC or O&M or Const
28. Approval Method : Through FLM or Hardcopy along with File. FLM Process also shared in the document. After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

29. VA02 (Order) : **VA02** → Enter Order No → enter
30. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.
: 2.1. Billing Document Tab → Billing Block → White to be done.
: 2.2. Billing Document Tab → Billing Date → Verify.
- For Line Items Movement :  Use this forward and backward for line items.
31. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click
32. VF01 (Billing/Invoice) : The Screen Move to **VF01** → Verify the following
: 1. Billing Date
: 2. Net Amount
: 3. Tax Amount these things satisfied
33. Then Save : Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

34. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.
: 2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.
35. Document Transmission : Invoice Print output is to be handed over to Accounts wing.

SALES & DISTRIBUTION: ZGNW : APTRANSCO EXECUTION WORKS : 1000-20-30

Prerequisite Condition

1. Estimate : Concerned Authority shall sanction the estimate and intimated to customer to pay the Amount. The same shall be furnish to SD core team for review and guidance.
2. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Customer ID will be intimated by SD Core team. GST Automatically Calculates in SAP. Customer KYC Guidelines are already given.
3. Tax Master : GST Applicable to be studied in VK13 or V/LD→Z4.
4. Administrative Approval : T.O.O to be issued.
5. Scheme ID : Scheme ID is to be created in PS Module. **(CJ20N)**
6. Authorisation : AE/ADE Tech O/o SE (Circle office) authorised to create Order for the works related activities in the Substation or Lines of the respective Circle only.

Order Creation Process

7. Transaction Code : **VA01**
8. Document type : **ZGNW : 1000-20-30- XXXX** (Your Pay Unit)-Enter
9. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
10. P.O. No : CE/Z/**XXX**/F: Customer/D.No: /**XX** (Year) **or**
SE/OMC/**XXX**/F: Customer/D.No: /**XX**
XXX Means **VSP** or **VJA** or **KDP** or **Circle**
11. P.O. Date : Date of CE/Zone Approval or SE/OMC Approval
12. Order Reason : Select Appropriate from Drop Menu
13. Material ID : **5000 0059** : APTRANSCO Execution : EHT General Works
5000 0062 : APTRANSCO Execution : EHT General Works
Special Customer (This is for Railways & 12% GST)
14. Order Quantity : 1 (One)
15. Terms of Payment : Z001
16. Plant : **XXXX** (Your Pay Unit)

Go to Header Details by Clicking Display Header Details→

PO Number	SE/OMC/VSKP/20171120-2	PO Date	20.11.2017	
DISPLAY HEADER DETAILS				Display header details

17. Go to Accounting Tab check the Account Assignment Group : **18** : Sale, Service, Lease
18. Assignment : **Scheme ID**
19. Go to Text Tab : Enter the
: Txt Ty →Subject (Left) Double Click and enter the Subject
: Txt Ty →References (Left) Double Click and enter the References

The screenshot shows the SAP Accounting screen with the following details:

- Tabs:** Sales, Shipping, Billing Document, Payment cards, Accounting (highlighted), Conditions, Acc
- Accounting Section:**
 - AcctAssgGr: 18 SALE, SERVICE, LEA... (highlighted)
 - Posting Period: 0
 - Assignment: SCHEME ID (highlighted)
 - Dunning Key: [Dropdown]
 - Dunning Block: Freed for dunning
 - Reference: [Text Field]
 - Payment Method: [Text Field]
 - Exch.rate-acct.: [Text Field]
 - CCodeToBeBilled: 3000 APTRANSCO
- Texts Section:**
 - Txt ty.: Subject/ Description, References
 - Lang.: EN
 - [Toolbar with icons for copy, paste, undo, redo, etc.]

20. Click on Green colour Back (F3) Button, it will come to Overview Screen.



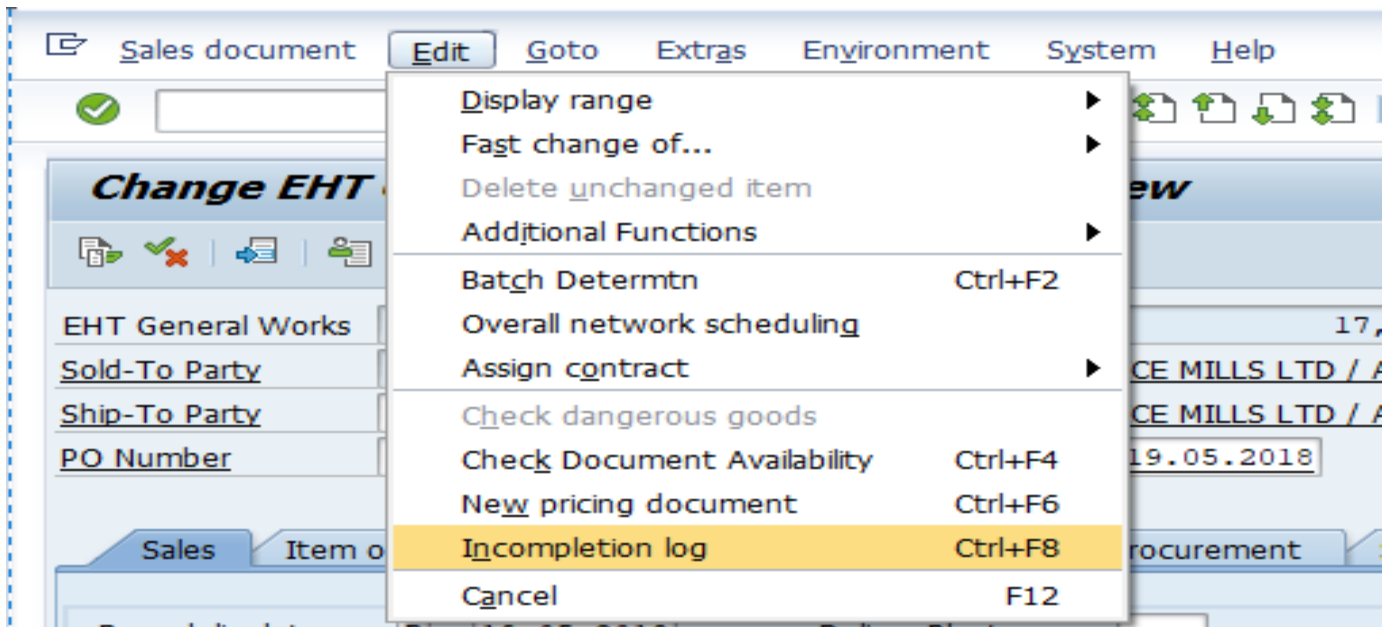
21. **Double click** on Material ID : **5000 0059/ 5000 0062**

22. go to conditions Tab : Round off Below Yellow will be appeared
- Select F4 : Enter the amounts
 - : ZBPC : Basic Project Cost
 - : ZENC : Engineering Charges.
 - : ZSPC : Spares Cost
 - : ZCTC : Contingencies
 - : ZEOC : Estt. & Overhead Chg
 - : ZPRC : Prov. For Esc Charge
 - : ZBLC : Bay Land Cost (if Applicable)
 - : ZOTH : Other Charges (if Applicable)
 - : ZAMC : Advance Manning (if Applicable)
 - : ZSEC : Spare Bay Equip.Cost (if Applicable)
 - : **GST** : GST will be Automatically Calculated.

23. Go text Tab : Please Enter the Following Details:
- : Payment Details
 - : RTGS/DD No
 - : Date
 - : Amount
 - : Any other Information Like any payments due or already paid and other Imp Info.

24. Apply Back Button (F3) : It is moving to Overview Screen.

25. Go to Edit Tab and click on incomplection log : Document is Completed



26. Then Save : Document No Generated : **30000 00XXX**

Order Verification By Core Team

27. Information : Necessary Estimates & Scheme ID to be furnished to core team
28. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.
29. Sale Order Print output : VA02 → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

30. Approval Process : AEE(Tech) → Dy.EE(Tech) → EE (Tech/Transmission) → SAO/AO (Circle) → SE/OMC or O&M or Const
31. Approval Method : Through FLM or Hardcopy along with File.
After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

32. VA02 (Order) : VA02 → Enter Order No → enter
33. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.
2.1. Billing Document Tab → Billing Block → White to be done.
: 2.2. Billing Document Tab → Billing Date → Verify.

For Line Items Movement :  Use this forward and backward for line items.

34. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click
35. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following
: 1. Billing Date
: 2. Net Amount

36. Then Save : 3. Tax Amount these things satisfied
: Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

37. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print Output & Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.
2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.

38. Document Transmission : Invoice Print output is to be handed over to Accounts wing.

SALES & DISTRIBUTION: ZMAT : MATERIAL SALE PROCESS : 1000-20-40

Prerequisite Condition


1. Allotment : Concerned Authority shall be given allotment and diversion. The Customer has paid the amount.
2. Material : The Material must be diverted/Moved from concerned Stores or Substation to respective Stores or Substation of your circle in **SAP** and **Physically**. (This Process will be carried in Coordination with MM Module)
3. Authorisation : AE/ADE Tech O/o SE (Circle office) authorised to create Sale Order if the Material is available at respective Stores or Substation in the Circle only. Store is attached to respective Circle only. If the Material is not available in respective Stores or Substation in a circle, Sale Order cannot be created.
4. Estimate : Please furnish the Intimation for Payment and Diversion or Allotment copy of Material Sale to SD Core team.
5. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Guidelines are already given. Customer ID will be intimated by SD Core team.
6. Customer GST : Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Further, it is requested to view in **XD03** & **VCUST**.
7. Material Code : Material Code Normally 8 Digits. **1000 XXXX**. (**MM03**)
8. HSN Code : HSN Code must be studied in **MM03**.
9. Tax Master : GST Applicable to be studied in **VK13** or **V/LD→Z4**.
10. Tax Collected at Source : TCS is not applicable for Materials & Equipments.
11. Material Availability : **MMBE** and **MB52** to be verified.
12. Consolidated Information : If the No of Components are available, prepare a excel sheet. Material ID, Quantity, Plant, Storage Location (Sub-Station), Basic Sale Price.
13. GST Calculation : GST Automatically Calculates in SAP. Guidelines already shared.
14. Sale order Component : Plant wise, Storage Location wise, Qty of Material is to entered for each Line Item with Material ID.

Order Creation Process

15. Transaction Code : **VA01**
16. Document type : **ZMAT : 1000-20-40 - XXXX** (Your Pay Unit)-Enter
17. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
18. P.O. No : CE/Z/**XXX**/F: Customer/D.No: /**XX** (Year)
SE/OMC/**XXX**/F: Customer/D.No: /**XX**(Year)
XXX Means **VSP** or **VJA** or **KDP** or **Circle**
19. P.O. Date : Date of CE/Zone Approval or SE/OMC Approval Date
20. Order Reason : Select Appropriate from Drop Menu
21. Material ID : **1000 XXXX** : Material ID from MM03

22. Order Quantity : Plant wise, Storage Location wise, Qty of Material is to entered for each Line Item with Material ID
23. Terms of Payment : Z001
24. Plant : **XXXX** (Your Pay Unit)

Go to Header Details by Clicking Display Header Details → It is going to Header Data.

PO Number PO Date  ← Click on that

DISPLAY HEADER DETAILS

25. Go to Accounting Tab check the Account Assignment Group : **18 : Sale, Service, Lease**

Sales Shipping Billing Document Payment cards **Accounting** Conditions Acc

Accounting

AcctAssgGr Payment Method

Posting Period Exch.rate-acct.

Assignment CCodeToBeBilled APTRANSCO

Dunning Key

Dunning Block

Reference

26. Go to Text Tab : Enter the
- : Txt Ty → Subject (Left) Double Click and enter the Subject
 - : Txt Ty → References (Left) Double Click and enter the References

Accounting Conditions Account assignment Partners **Texts** Order Data

Txt ty. Lang.

- Subject/ Description
- References EN

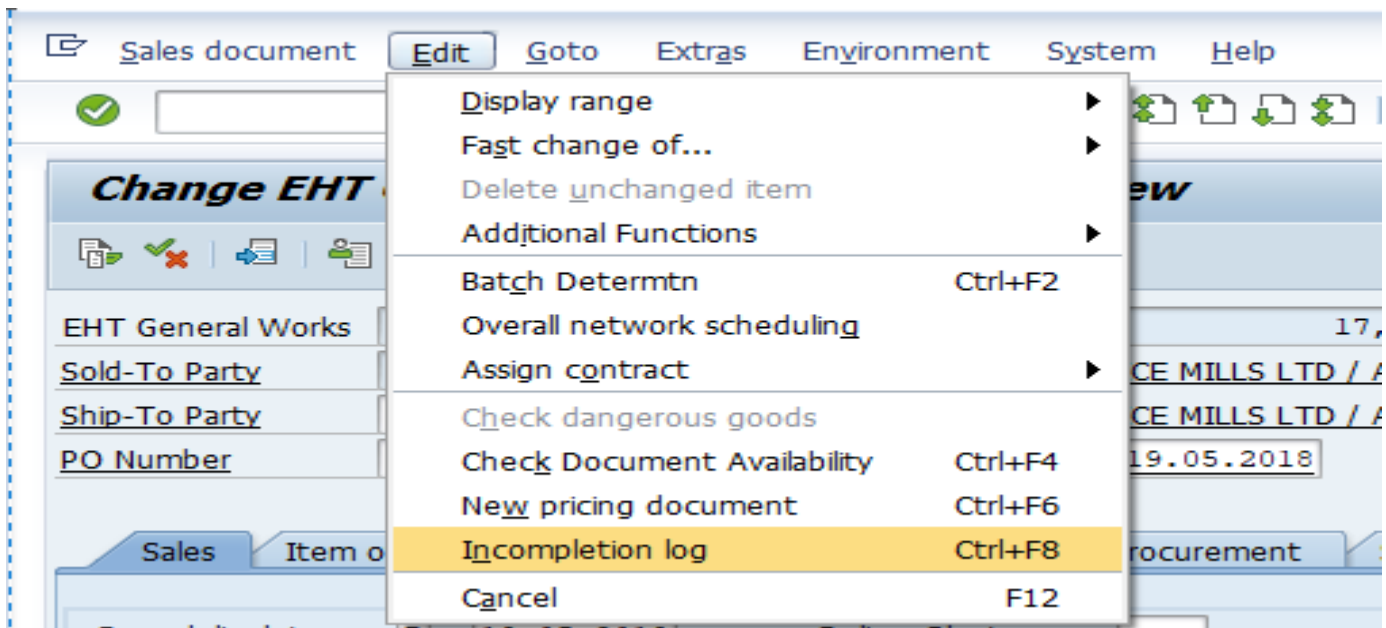
27. Click on Green colour Back (F3) Button, it will come to Overview Screen.

28. **Double click** on Material ID : **1000 XXXX** → It is moving to Item Data screen.
29. Go to conditions Tab : Round off below enter the following when Yellow appearing.
- Select F4 : Enter the amounts
 - : **ZBSC** : Basic Price
 - : **GST** : **GST will be Automatically Calculated.**
30. Go text Tab : Please Enter the Following Details:

- : Payment Details
- : RTGS/DD No
- : Date
- : Amount

- : Any other Information Like any payments due or already paid and other Imp Info.
- 31. Apply Back Button (F3) : It is coming to Overview Screen.
- 32. Go to Edit Tab and click on incomplection log : Document is Completed



- 33. Then Save : Document No Generated : **30000 00XXX**

Order Verification By Core Team

- 34. Information : Necessary Estimates to be furnished to core team
- 35. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.
- 36. Sale Order Print output : VA02 → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

- 37. Approval Process : AEE(Tech) → Dy.EE(Tech) → EE (Tech/Transmission) → AO/SAO (Circle) → SE/OMC or O&M or Const
- 38. Approval Method : Through FLM or Hardcopy along with File.
After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

- 39. VA02 (Order) : VA02 → Enter Order No → enter
- 40. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.
2.1. Billing Document Tab → Billing Block → White to be done.
: 2.2. Billing Document Tab → Billing Date → Verify.

For Line Items Movement : Use this forward and backward for line items.

- 41. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click

42. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following
: 1. Billing Date
: 2. Net Amount
: 3. Tax Amount these things satisfied

43. Then Save : Document No Generated : **90000 OXXXX**

Invoice/Billing Print Output

44. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.
2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.
45. Document Transmission : Invoice Print output is to be handed over to Accounts wing.

Delivery Process

46. Circle Office/APTRANSCO shall issue Release Order (Physical Copy) to concerned Customer with a Copy to respective DE/O&M, ADE/Maintenance & ADE/Stores and AE/Maintenance & AE/Stores for delivery of Material along with delivery process T Codes and regularisation of Material delivery in SAP (not through Stores). (SAP standard Release Order under Development)
47. When the representative of Customer is coming to Substation (Storage Location), the respective AE/Mainta/SS shall issue/deliver the material and the same is to be carried by Using T Codes VL01N, VL02N and VL03N in SAP.
- VL01N**: Create Out Bound Delivery : **OBD** : For the Purpose of creating Delivery.
VL02N: Change Out Bound Delivery : **PGI** : For the Purpose of Post Goods Issue
VL03N: Display Out Bound Delivery : For the Purpose of Printing Gate Pass/Delivery Note.
48. Please enter the Details of Representative Name, Vehicle No and remarks if any, in the Gate Pass/Delivery Note and finally take the signature of the representative which acknowledges the delivery of Goods to the customer.
49. Please verify the Material in MMBE, before Issuing the Material and after issuing the Material.
50. The Gate Pass/Delivery Note copy may be furnished to concerned ADE/Maintenance, DE/O&M and SE/OMC or O&M for information through SAP Business work Place or Normal email or FLM.

SALES & DISTRIBUTION: ZSCP : TRF OIL SALE PROCESS : 1000-20-40

Prerequisite Condition

1. Allotment : Concerned Authority shall be given allotment and diversion. The Customer has paid the amount.
2. Material : AE Maintenance shall carryout the Removed/Used Transformer Oil and Barrels/Drums Generation Process (i.e., Scrap Stock Generation) in the corresponding Storage Location, as per the Standard Process (Devolution Order "DV01") of Plant Maintenance (PM) Module.
3. Authorisation : AE/ADE Tech O/o SE (Circle office) authorised to create Sale Order if the Material is available at respective Stores or Substation in the Circle only. Store is attached to respective Circle only. If the Material is not available in respective Stores or Substation in a circle, Sale Order cannot be created.
4. Estimate : Please furnish the Intimation for Payment and Diversion or Allotment copy of Material Sale to SD Core team.
5. Guidelines : Removed Transformer Oil & Drums Sale process Guidelines already given and this are to be studied.
6. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Guidelines are already given. Customer ID will be intimated by SD Core team.
7. Customer GST : Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Further, it is requested to view in **XD03 & VCUST**.
8. Material Code : Material Code Normally 8 Digits. **2000 XXXX. (MM03)**
9. HSN Code : HSN Code must be studied in **MM03**.
10. Tax Master : GST Applicable to be studied in **VK13** or **V/LD→Z4**.
11. Tax Collected at Source : TCS is not applicable for Removed Transformer Oil & Drums.
12. Consolidated Information : If the No of Components are available, prepare a excel sheet. Material ID, Quantity, Plant, Storage Location (Substation), Basic Sale Price.
13. GST Calculation : GST Automatically Calculates in SAP. Guidelines already shared.
14. Sale order Component : Plant wise, Storage Location wise, Qty of Material is to entered for each Line Item with Material ID.

Order Creation Process

15. Transaction Code : **VA01**
16. Document type : **ZSCP : 1000-20-40 - XXXX** (Your Pay Unit) -Enter
17. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
18. P.O. No : CE/Z/**XXX**/F: TRF Oil/D.No: /**XX** (Year)
SE/OMC/**XXX**/F: TRF Oil /D.No: /**XX**(Year)
XXX Means **VSP** or **VJA** or **KDP** or **Circle**
19. P.O. Date : Date of CE/Zone Approval or SE/OMC Approval Date

- 20. Order Reason : Select Appropriate from Drop Menu
- 21. Material ID : **2000 XXXX or 4050 XXXX** : Material ID from MM03
20000037(ZNVM)/ 40500112(ZSCR): Removed/Used Transformer Oil
20000040(ZNVM)/ 40500051(ZSCR): Empty Oil Drums
20000038(ZNVM)/ 40500113(ZSCR): Removed Transformer Oil with Barrel (Avoid)
- 22. Order Quantity : Plant wise, Storage Location wise, Qty of Material is to entered for each Line Item with Material ID
- 23. Terms of Payment : Z001
- 24. Plant : **XXXX** (Your Pay Unit)

Go to Header Details by Clicking Display Header Details → It is going to Header Data.

PO Number PO Date

DISPLAY HEADER DETAILS

- 25. Go to Accounting Tab check the Account Assignment Group : **18 : Sale, Service, Lease**

Accounting

AcctAssgGr Payment Method

Posting Period Exch.rate-acct.

Assignment CCodeToBeBilled APTRANSCO

Dunning Key

Dunning Block

Reference

- 26. Go to Text Tab : Enter the
: Txt Ty →Subject (Left) Double Click and enter the Subject
: Txt Ty →References (Left) Double Click and enter the References

Accounting Conditions Account assignment Partners **Texts** Order Data

Txt ty. Lang.

- Subject/ Description
- References

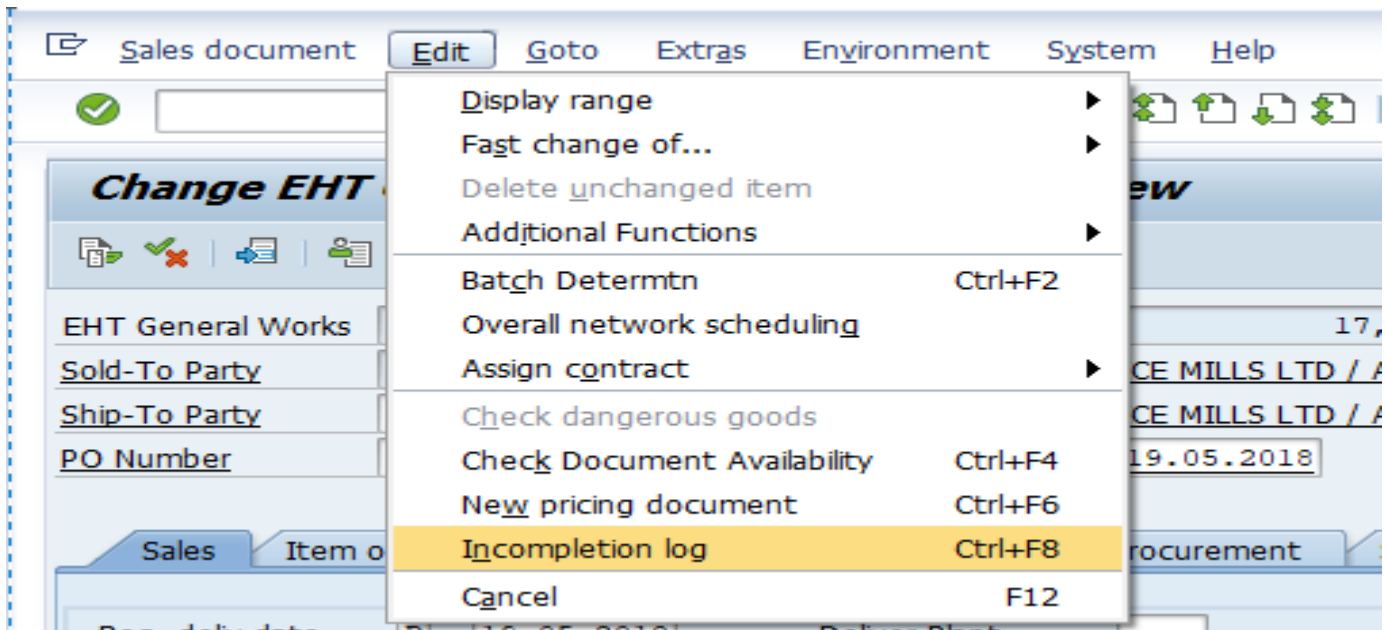
EN

- 27. Click on Green colour Back (F3) Button, it will come to Overview Screen.

- 28. **Double click** on Material ID : **2000 XXXX/4050 XXXX** → It is going to Item Data Screen.

- 29. Go to conditions Tab : Round off Below enter the following when Yellow appearing.
Select F4 : Enter the amounts
: **ZBSP** : Basic Sale Price (LS/Total to be given)
: **GST** : **GST will be Automatically Calculated.**

30. Go text Tab : Please Enter the Following Details:
 : Payment Details
 : RTGS/DD No
 : Date
 : Amount
 : Any other Information Like any payments due or already paid and other Imp Info.
31. Apply Back Button (F3) : It is coming to Overview Screen.
32. Go to Edit Tab and click on incomplection log : Document is Completed



33. Then Save : Document No Generated : **30000 00XXX**

Order Verification By Core Team

34. Information : Necessary allotment/Diversion copy to be furnished to core team
35. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.
36. Sale Order Print output : VA02 → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

37. Approval Process : AEE(Tech) → Dy.EE(Tech) → EE (Tech/Transmission) → AO/SAO (Circle) → SE/OMC or O&M or Const
38. Approval Method : Through FLM or Hardcopy along with File.
 After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

39. VA02 (Order) : VA02 → Enter Order No → enter
40. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
 : 2. Over View Page → Line Item Double click → it is going to Item Data Screen.

2.1. Billing Document Tab → Billing Block → White to be done.

: 2.2. Billing Document Tab → Billing Date → Verify.

For Line Items Movement :  Use this forward and backward for line items.

41. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click

42. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following

: 1. Billing Date

: 2. Net Amount

: 3. Tax Amount these things satisfied

43. Then Save : Document No Generated : **90000 OXXXX**

Invoice/Billing Print Output

44. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.

2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.

45. Document Transmission : Invoice Print output is to be handed over to Accounts wing.

Delivery Process

46. Circle Office/APTRANSCO shall issue Release Order (Physical Copy) to concerned Customer with a Copy to respective DE/O&M, ADE/Maintenance & ADE/Stores and AE/Maintenance & AE/Stores for delivery of Material along with delivery process T Codes and regularisation of Material delivery in SAP (not through Stores). (SAP standard Release Order under Development)

47. When the representative of Customer is coming to Substation (Storage Location), the respective AE/M shall issue/deliver the material and the same is to be carried by Using T Codes VL01N, VL02N and VL03N in SAP. (SAP standard Release Order under Development)

VL01N: Create Out Bound Delivery : **OB** : For the Purpose of creating Delivery.

VL02N: Change Out Bound Delivery : **PGI** : For the Purpose of Post Goods Issue

VL03N: Display Out Bound Delivery : For the Purpose of Printing Gate Pass/Delivery Note.

48. Please enter the Details of Representative Name, Vehicle No and remarks if any, in the Gate Pass/Delivery Note and finally take the signature of the representative which acknowledges the delivery of Goods to the customer.

49. Please verify the Material in MMBE, before Issuing the Material and after issuing the Material.

50. The Gate Pass/Delivery Note copy may be furnished to concerned ADE/Maintenance, DE/O&M and SE/OMC or O&M for information through SAP Business work Place or Normal email or FLM.

SALES & DISTRIBUTION: ZSCP : SCRAP SALE PROCESS : 1000-20-40

Prerequisite Condition


1. Allotment : Concerned Authority shall be given allotment and diversion. The Customer has paid the amount.
2. Material : AE Maintenance shall carryout the Scrap Generation Process (i.e., Scrap Stock Generation) in the corresponding Storage Location, as per the Standard Process (Devolution Order “DV01”) of Plant Maintenance (PM) Module.
3. Authorisation : AE/ADE Tech O/o SE (Circle office) authorised to create Sale Order if the Material is available at respective Stores or Substation in the Circle only. Store is attached to respective Circle only. If the Material is not available in respective Stores or Substation in a circle, Sale Order cannot be created.
4. Estimate : Please furnish the Intimation for Payment and Diversion or Allotment copy of Scrap Sale to SD Core team.
5. Guidelines : Scrap Sale process Guidelines already given and this is to be studied.
6. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Guidelines are already given. Customer ID will be intimated by SD Core team.
7. Customer GST : Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Further, it is requested to view in **XD03 & VCUST**.
8. Material Code : Material Code Normally 8 Digits. **2000 XXXX. (MM03)**
9. HSN Code : HSN Code must be studied in **MM03**.
10. Tax Master : GST Applicable to be studied in **VK13** or **V/LD→Z4**.
11. Tax Collected at Source : TCS is applicable for Scrap Sales.
12. Scrap Survey Price : Approved Survey Price is to be collected.
13. Consolidated Information : If the No of Components are available, prepare a excel sheet. Material ID, Quantity, Plant, Storage Location (Substation), Scrap Survey Price (**ZSCP**), Basic Sale Price (**ZBSP**), MSTCL Commission (**JMST**) and GST on MSTCL Commission (**ZMST**).
14. GST Calculation : GST Automatically Calculates in SAP. Guidelines already shared.
15. TCS Calculation : TCS @1% Automatically Calculates in SAP.
16. Sale order Component : Plant wise, Storage Location wise, Qty of Material is to entered for each Line Item with Material ID.

Order Creation Process

17. Transaction Code : **VA01**
18. Document type : **ZSCP : 1000-20-40 - XXXX** (Your Pay Unit) -Enter
19. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
20. P.O. No : CE/Z/**XXX**/F: Scrap Sales/D.No: /**XX** (Year)
SE/OMC/**XXX**/F: Scrap Sales /D.No: /**XX**(Year)
XXX Means **VSP** or **VJA** or **KDP** or **Circle**
21. P.O. Date : Date of CE/Zone Approval or SE/OMC Approval Date
22. Order Reason : Select Appropriate from Drop Menu

23. Material ID : **2000 XXXX or 4050 XXXX** : Material ID from **MM03**.
 24. Order Quantity : Plant wise, Storage Location wise, Qty of Material is to entered for each Line Item with Material ID
 25. Terms of Payment : Z001
 26. Plant : **XXXX** (Your Pay Unit)
 Go to Header Details by Clicking Display Header Details → It is going to Header Data.

PO Number PO Date

 ← Click on that

DISPLAY HEADER DETAILS Display header details

27. Go to Accounting Tab check the Account Assignment Group : **18 : Sale, Service, Lease**

Sales Shipping Billing Document Payment cards **Accounting** Conditions Acc

Accounting

AcctAssgGr Payment Method

Posting Period Exch.rate-acct.

Assignment CCodeToBeBilled APTRANSCO

Dunning Key

Dunning Block

Reference

28. Go to Text Tab : Enter the
 : Txt Ty → Subject (Left) Double Click and enter the Subject
 : Txt Ty → References (Left) Double Click and enter the References

Accounting Conditions Account assignment Partners **Texts** Order Data

Txt ty.	Lang.
• Subject/ Description	
• References	EN

29. Click on Green colour Back (F3) Button, it will come to Overview Screen.

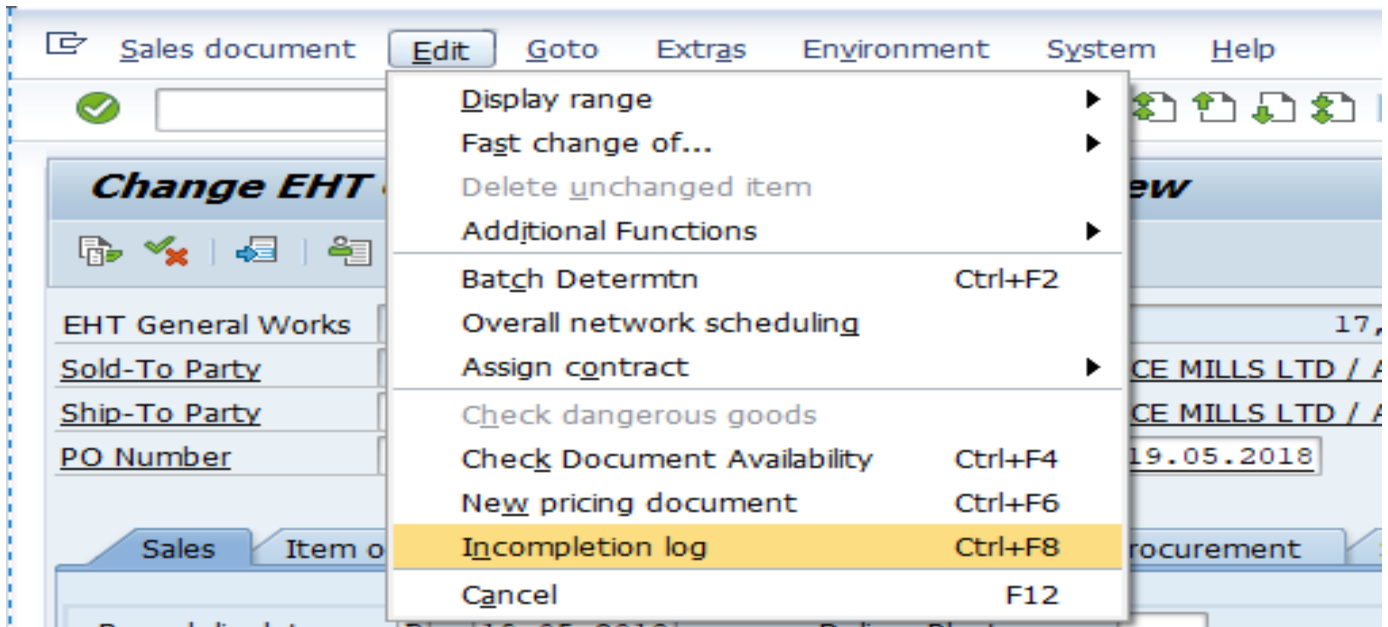
 

30. **Double click** on Material ID : **2000 XXXX/4050 XXXX** → It is going to Item Data Screen.

31. Go to conditions Tab : Round off Below enter the following when Yellow appearing.
- Select F4 : Enter the amounts
- : **ZSCP** : Scrap Survey Price
- : **ZBSP** : Basic Sale Price
- : **GST** : GST will be Automatically Calculated.
- : **JTCS** : TCS@1% will be Automatically Calculated.
- : **JMST** : MSTCL Commission(Service Charge/1.18).
- : **ZMST** : 18%

32. Go text Tab : Please Enter the Following Details:
 : Payment Details

- : RTGS/DD No
- : Date
- : Amount
- : Any other Information Like any payments due or already paid and other Imp Info.
- 33. Apply Back Button (F3) : It is coming to Overview Screen.
- 34. Go to Edit Tab and click on incomplection log : Document is Completed



- 35. Then Save : Document No Generated : **30000 00XXX**

Order Verification By Core Team

- 36. Information : Necessary allotment/Diversion copy to be furnished to core team
- 37. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.
- 38. Sale Order Print output : VA02 → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

- 39. Approval Process : AEE(Tech) → Dy.EE(Tech) → EE (Tech/Transmission) → SAO/AO (Circle) → SE/OMC or O&M or Const
- 40. Approval Method : Through FLM or Hardcopy along with File. FLM Process also shared in the document. After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

- 41. VA02 (Order) : VA02 → Enter Order No → enter
- 42. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.
2.1. Billing Document Tab → Billing Block → White to be done.

: 2.2. Billing Document Tab → Billing Date → Verify.

For Line Items Movement :  Use this forward and backward for line items.

43. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click

44. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following

: 1. Billing Date

: 2. Net Amount

: 3. Tax Amount these things satisfied

45. Then Save : Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

46. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.

2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.

47. Document Transmission : Invoice Print output is to be handed over to Accounts wing.

Delivery Process

48. Circle Office/APTRANSCO shall issue Release Order (Physical Copy) to concerned Customer with a Copy to respective DE/O&M, ADE/Maintenance & ADE/Stores and AE/Maintenance & AE/Stores for delivery of Material along with delivery process T Codes and regularisation of Material delivery in SAP (not through Stores). (SAP standard Release Order under Development)

49. When the representative of Customer is coming to Substation (Storage Location), the respective AE/M shall issue/deliver the material and the same is to be carried by Using T Codes VL01N, VL02N and VL03N in SAP. (SAP standard Release Order under Development)

VL01N: Create Out Bound Delivery : **OBD** : For the Purpose of creating Delivery.

VL02N: Change Out Bound Delivery : **PGI** : For the Purpose of Post Goods Issue

VL03N: Display Out Bound Delivery : For the Purpose of Printing Gate Pass/Delivery Note.

50. Please enter the Details of Representative Name, Vehicle No and remarks if any, in the Gate Pass/Delivery Note and finally take the signature of the representative which acknowledges the delivery of Goods to the customer.

51. Please verify the Material in **MMBE** or **MB52**, before Issuing the Material and after issuing the Material.

52. The Gate Pass/Delivery Note copy may be furnished to concerned ADE/Maintenance, DE/O&M and SE/OMC or O&M for information through SAP Business work Place or Normal email or FLM.

SALES & DISTRIBUTION: ZSER : REVENUE ON SERVICES : 1000-20-50


Prerequisite Condition

1. Estimate : Concerned Authority shall sanction the estimate and intimated to customer to pay the Amount. The same shall be furnish to SD core team for review and guidance.
2. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Customer ID will be intimated by SD Core team. GST Automatically Calculates in SAP. Customer KYC Guidelines are already given.
3. Tax Master : GST Applicable to be studied in VK13 or V/LD→Z4.
4. Authorisation : AE/ADE Tech O/o SE (Circle office) authorised to create Order for the Service related activities in the Substation or Lines of the respective Circle only.

Order Creation Process

5. Transaction Code : **VA01**
6. Document type : **ZSER : 1000-20-50- XXXX** (Your Pay Unit) -Enter
7. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
8. P.O. No : CE/Z/**XXX**/F: Customer/D.No: /**XX** (Year) **or**
SE/OMC/**XXX**/F: Customer/D.No: /**XX**
XXX Means **VSP** or **VJA** or **KDP** or **Circle**
9. P.O. Date : Date of CE/Zone Approval or SE/OMC Approval
10. Order Reason : Select Appropriate from Drop Menu
11. Material ID : **5000 0071** : O&M Services : SS, SWS, Bays & Lines
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 : Revenue on Accommodation & G House Services
5000 0078 : Revenue on Training Services
5000 0079 : Line Shut Down Compensation Charges
12. Order Quantity : 1 (One)
13. Terms of Payment (F4) : Z001
14. Usage : Select Appropriate from Drop Menu
15. Plant : **XXXX** (Your Pay Unit)

Go to Header Details by Clicking Display Header Details → it is going to Header Data

PO Number	SE/OMC/VSKP/20171120-2	PO Date	20.11.2017	
DISPLAY HEADER DETAILS				Display header details

16. Go to Accounting Tab check the Account Assignment Group : **18** : Sale, Service, Lease
17. Go to Text Tab : Enter the
: Txt Ty →Subject (Left) Double Click and enter the Subject

: Txt Ty →References (Left) Double Click and enter the References

The screenshot shows the SAP Accounting tab with the following fields:

- AcctAssgGr: 18 SALE, SERVICE, LEA... (highlighted with a red box)
- Posting Period: 0
- Assignment: [Empty]
- Dunning Key: [Empty]
- Dunning Block: Freed for dunning
- Reference: [Empty]
- Payment Method: [Empty]
- Exch.rate-acct.: [Empty]
- CCodeToBeBilled: 3000 APTRANSCO

Below the Accounting tab, there is a list of references with columns for 'Txt ty.' and 'Lang.'. The 'References' sub-tab is selected, showing a list of references with a yellow highlight on the 'Subject/ Descriptor' column.

18. Click on Green colour Back (F3) Button, it will come to Overview Screen.



19. **Double click** on Material ID : **5000 0071/72/73/74/75/76/77/78/79**

→ it is going to Item Data Screen

20. Go to conditions Tab (F4) : Round off Below enter the following when Yellow appearing.

Select F4 : Enter the amounts

: **ZBSC** : Basic Price

: **GST will be Automatically Calculated.**

21. Go to Bill Plan Tab→Dates : Settlement: From (**Start Date**), To (**End Date**) & Bill Date: As on **SAP Order Creation** Date.

22. Go text Tab : Please Enter the Following Details:

: Payment Details

: RTGS/DD No

: Date

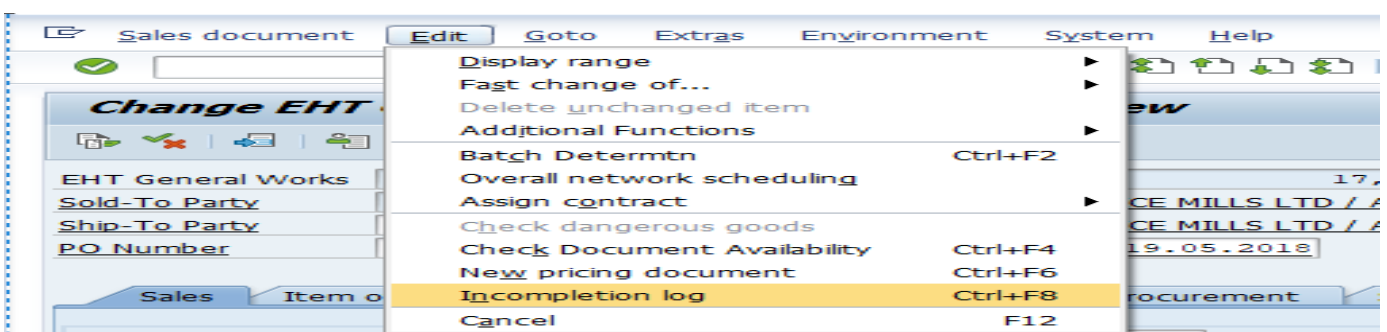
: Amount

: Billing Period: From: DD.MM.YYYY to DD.MM.YYYY

: Any other Information Like any payments due or already paid and other Imp Info.

23. Apply Back Button (F3) : It is coming to Over View Screen

24. Go to Edit Tab and click on incompleation log : Document is Completed



25. Then Save : Document No Generated : **30000 00XXX**

Order Verification By Core Team

26. Information : Necessary Estimates are to be furnished to core team

27. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.

28. Sale Order Print output : VA02 → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

29. Approval Process : AEE(Tech) → Dy.EE(Tech) → EE (Tech/Transmission) → AO/SAO (Circle) → SE/OMC or O&M or Const

30. Approval Method : Through FLM or Hardcopy along with File. FLM Process also shared in the document. After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

31. VA02 (Order) : VA02 → Enter Order No → enter

32. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.

: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.

2.1. Billing Document Tab → Billing Block → White to be done.

: 2.2. Bill Plan Tab → Z1 Block → to be removed.

2.3. Billing Plan Tab → Billing Date → Verify.

For Line Items Movement :  Use this forward and backward for line items.

33. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click

34. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following

: 1. Billing Date

: 2. Net Amount

: 3. Tax Amount these things satisfied

35. Then Save : Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

36. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print Output & Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.

2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.

37. Document Transmission : Invoice Printout put to be handed over to Accounts wing.

SALES & DISTRIBUTION: ZLES : REVENUE ON LEASE : 1000-20-60


Prerequisite Condition

1. Estimate : Concerned Authority shall sanction the estimate and intimated to customer to pay the Amount. The same shall be furnish to SD core team for review and guidance.
2. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Customer ID will be intimated by SD Core team. GST Automatically Calculates in SAP. Customer KYC Guidelines are already given.
3. Tax Master : GST Applicable to be studied in VK13 or V/LD→Z4.
4. Authorisation : AE/ADE Tech O/o SE (Circle office) authorised to create Order for the Lease related activities of the respective Circle only.

Order Creation Process

5. Transaction Code : **VA01**
6. Document type : **ZLES : 1000-20-60-XXXX** (Your Pay Unit)-Enter
7. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
8. P.O. No : CE/Z/**XXX**/F: Customer/D.No: /**XX** (Year) or
SE/OMC/**XXX**/F: Customer/D.No: /**XX**
XXX Means **VSP** or **VJA** or **KDP** or **Circle**
9. P.O. Date : Date of CE/Zone Approval or SE/OMC Approval
10. Order Reason : Select Appropriate from Drop Menu
11. Material ID : **5000 0081** : Lease/Rent of APTRANSCO 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
12. Order Quantity : 1 (One)
13. Terms of Payment : Z001
14. Plant : **XXXX** (Your Pay Unit)

Go to Header Details by Clicking Display Header Details → It is going to Header Data Screen.

PO Number PO Date  **Click on that**

DISPLAY HEADER DETAILS

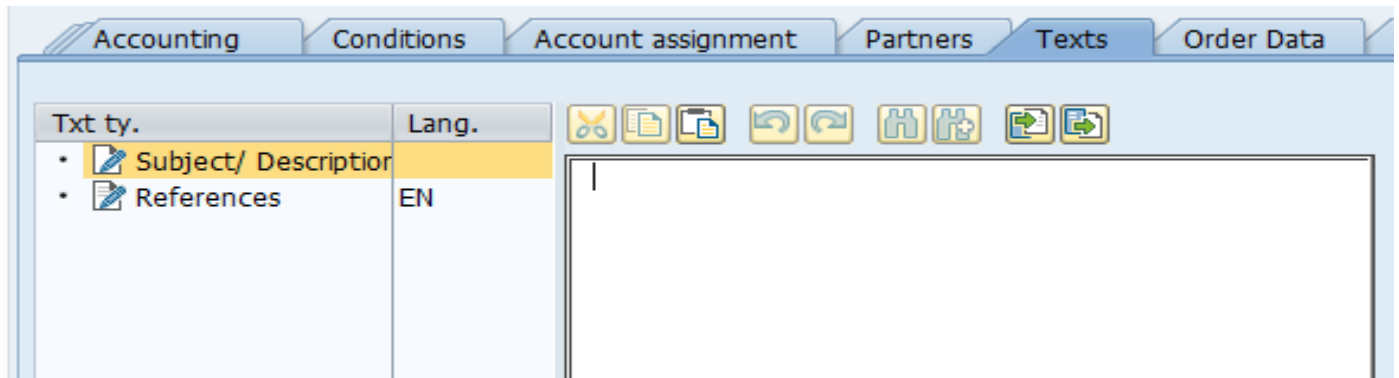
15. Go to Accounting Tab check the Account Assignment Group : **18 : Sale, Service, Lease**

Sales Shipping Billing Document Payment cards **Accounting** Conditions Acc

Accounting

AcctAssgGr	18 SALE, SERVICE, LEA...	Payment Method	<input type="checkbox"/>
Posting Period	0	Exch.rate-acct.	<input type="text"/>
Assignment	<input type="text"/>	CCodeToBeBilled	3000 APTRANSCO
Dunning Key	<input type="text"/>		
Dunning Block	Freed for dunning		
Reference	<input type="text"/>		

16. Go to Text Tab : Enter the
 : Txt Ty → Subject (Left) Double Click and enter the Subject
 : Txt Ty → References (Left) Double Click and enter the References



17. Click on Green colour Back (F3) Button, it will come to Overview Screen.



18. **Double click** on Material ID : **5000 0081/82/83/84/85** → it is going to Item Data Screen

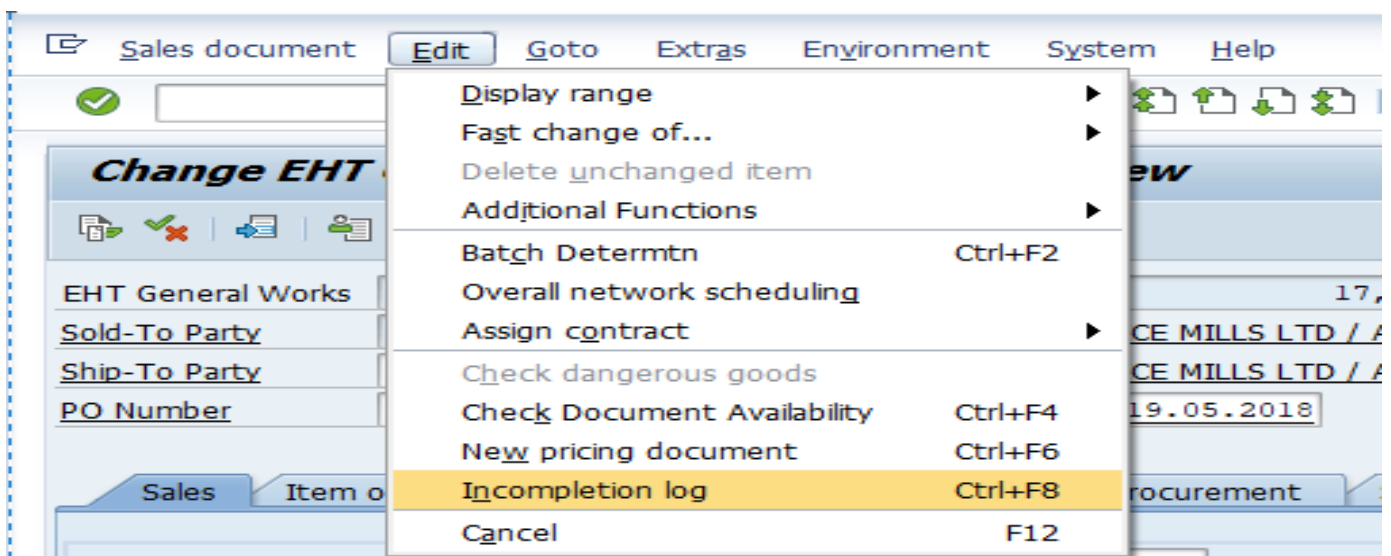
19. go to conditions Tab : Round off Below enter the following when Yellow appearing.
 Select F4 : Enter the amounts
 : **ZLEC** : Lease Charges
 : **GST will be Automatically Calculated.**

20. Go to Bill Plan Tab : Settlement: From (**Start Date**), To (**End Date**) & Bill Date: As on **SAP Order Creation** Date.

21. Go text Tab : Please Enter the Following Details:
 : Payment Details
 : RTGS/DD No
 : Date
 : Amount
 : Billing Date:
 : Billing Period: From: DD.MM.YYYY to DD.MM.YYYY
 : Any other Information Like any payments due or already paid and other Imp Info.

22. Apply Back Button (F3) : It is going to Overview Screen

23. Go to Edit Tab and click on incomplection log : Document is Completed



24. Then Save : Document No Generated : **30000 00XXX**

Order Verification By Core Team

25. Information : Necessary Estimates are to be furnished to core team

26. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.

27. Sale Order Print output : VA02 → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

28. Approval Process : AEE(Tech) → Dy.EE(Tech) → EE (Tech/Transmission) → AO/SAO (Circle) → SE/OMC or O&M or Const

29. Approval Method : Through FLM or Hardcopy along with File. FLM Process also shared in the document. After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

30. VA02 (Order) : VA02 → Enter Order No → enter

31. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.

: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.

2.1. Billing Document Tab → Billing Block → White to be done.

: 2.2. Bill Plan Tab → Z1 Block → to be removed.

2.3. Billing Plan Tab → Billing Date → Verify.

For Line Items Movement :  Use this forward and backward for line items.

32. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click

33. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following

: 1. Billing Date

: 2. Net Amount

: 3. Tax Amount these things satisfied

34. Then Save : Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

35. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print Output & Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.

2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.

36. Document Transmission : Invoice Printout put to be handed over to Accounts wing.

SALES & DISTRIBUTION: ZMIS : REVENUE ON MISCELLANEOUS : 1000-20-99


Prerequisite Condition

1. Estimate : Concerned Authority shall sanction the estimate and intimated to customer to pay the Amount. The same shall be furnish to SD core team for review and guidance.
2. Customer KYC : Customer KYC shall be collected from each and every customer and furnish to SD Core team. Customer GST No is to be verified in GST Portal. If the Customer is SEZ indicate specially. Customer ID will be intimated by SD Core team. GST Automatically Calculates in SAP. Customer KYC Guidelines are already given.
3. Tax Master : GST Applicable to be studied in VK13 or V/LD→Z4.
4. Authorisation : AE/ADE Tech O/o SE (Circle office) authorised to create Order for the miscellaneous related activities of the respective Circle only.

Order Creation Process

5. Transaction Code : **VA01**
6. Document type : **ZMIS : 1000-20-99-XXXX** (Your Pay Unit)-Enter
7. Sold to Party : Customer ID (**10000 XXXXX**) (Verify : VCUST or XD03)
8. P.O. No : CE/Z/**XXX**/F: Customer/D.No: /**XX** (Year) or
SE/OMC/**XXX**/F: Customer/D.No: /**XX**
XXX Means **VSP** or **VJA** or **KDP** or **Circle**
9. P.O. Date : Date of CE/Zone Approval or SE/OMC Approval
10. Order Reason : Select Appropriate from Drop Menu
11. Material ID : **5000 0099** : Revenue on Miscellaneous
12. Order Quantity : 1 (One)
13. Terms of Payment : Z001
14. Plant : **XXXX** (Your Pay Unit)

Go to Header Details by Clicking Display Header Details → It is going to Header Data Screen.

PO Number PO Date  ← Click on that

DISPLAY HEADER DETAILS

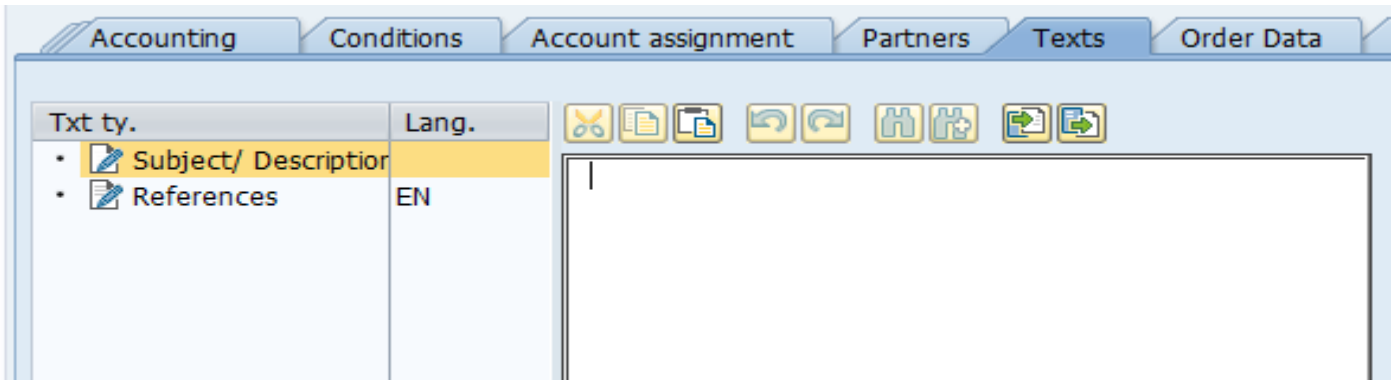
15. Go to Accounting Tab check the Account Assignment Group : **18 : Sale, Service, Lease**

Sales Shipping Billing Document Payment cards **Accounting** Conditions Acc

Accounting

AcctAssgGr	18 SALE, SERVICE, LEA...	Payment Method	<input type="text"/>
Posting Period	0	Exch.rate-acct.	<input type="text"/>
Assignment	<input type="text"/>	CCodeToBeBilled	3000 APTRANSCO
Dunning Key	<input type="text"/>		
Dunning Block	Freed for dunning		
Reference	<input type="text"/>		

16. Go to Text Tab : Enter the
: Txt Ty →Subject (Left) Double Click and enter the Subject
: Txt Ty →References (Left) Double Click and enter the References



17. Click on Green colour Back (F3) Button, it will come to Overview Screen.



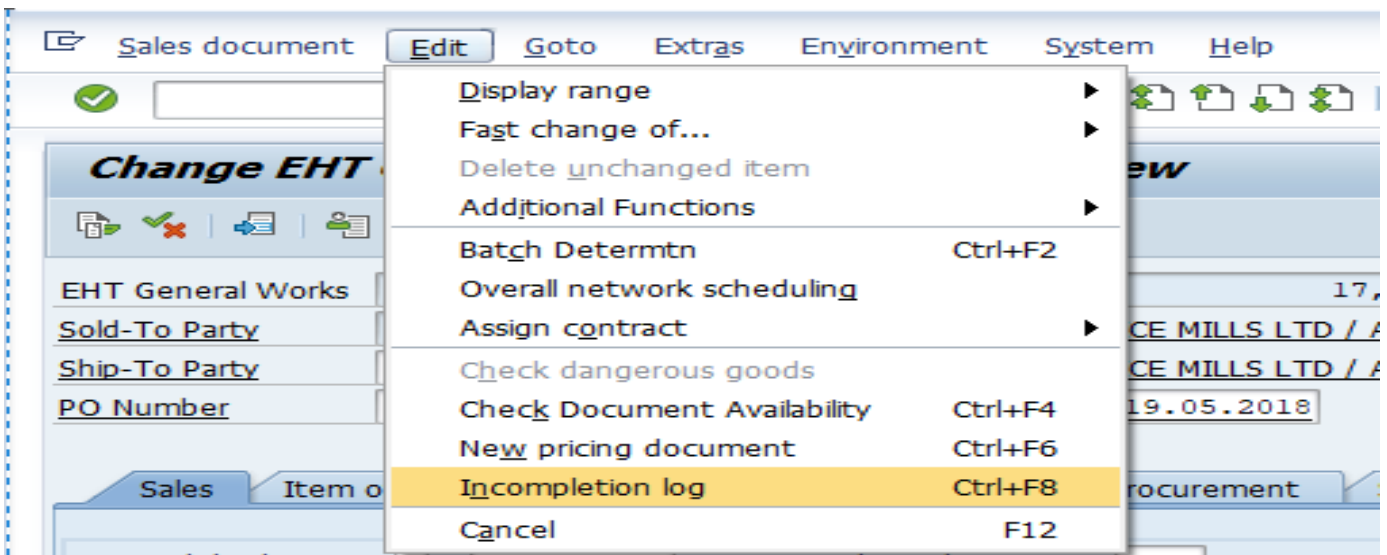
18. **Double click** on Material ID : **5000 0099** → it is going to Item Data Screen

19. go to conditions Tab : Round off Below enter the following when Yellow appearing.
 Select F4 : Enter the amounts
 : **ZMSC** : Misc. Charges
 : **ZOTH** : Other Charges
 : **GST will be Automatically Calculated.**

20. Go text Tab : Please Enter the Following Details:
 : Payment Details
 : RTGS/DD No
 : Date
 : Amount
 : Any other Information Like any payments due or already paid and other Imp Info.

21. Apply Back Button (F3) : It is going to Overview Screen

22. Go to Edit Tab and click on incomplection log : Document is Completed



23. Then Save : Document No Generated : **30000 00XXX**

Order Verification By Core Team

24. Information : Necessary Estimates are to be furnished to core team

25. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.

26. Sale Order Print output : VA02 → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Order Approval Process

27. Approval Process : AEE(Tech) → Dy.EE(Tech) → EE (Tech/Transmission) → AO/SAO (Circle) → SE/OMC or O&M or Const

28. Approval Method : Through FLM or Hardcopy along with File. FLM Process also shared in the document. After Approval Billing/Invoice is to be carried.

Order to Invoice/Billing

29. VA02 (Order) : VA02 → Enter Order No → enter

30. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.

: 2. Over View Page → Line Item Double click → it is going to Item Data Screen.

2.1. Billing Document Tab → Billing Block → White to be done.

: 2.2. Billing Document Tab → Billing Date → Verify.

For Line Items Movement :  Use this forward and backward for line items.

31. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click

32. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following

: 1. Billing Date

: 2. Net Amount

: 3. Tax Amount these things satisfied

33. Then Save : Document No Generated : **90000 0XXXX**

Invoice/Billing Print Output

34. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print Output & Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.

2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.

35. Document Transmission : Invoice Printout put to be handed over to Accounts wing.

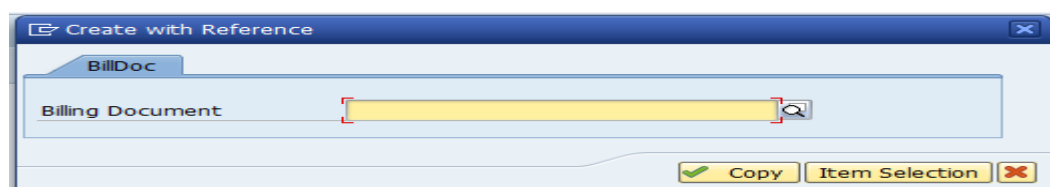
SALES & DISTRIBUTION: ZCRN&ZDRN : CREDIT/DEBIT MEMO/NOTE PROCESS

Prerequisite Condition

1. Credit Note/Memo : A transaction that reduces Amounts Receivable from a customer is a **Credit Memo** or **Credit Note** due to the price calculated for the customer was too high. This is due to the following.
 1. Finalization of Provisional assessment.
 2. Deficiency in services
 3. Correction in Invoice
 4. Other reasons
 5. Credit Arrears Note
2. Debit Note/Memo : A transaction that Increases Amounts Receivable from a customer is a **Debit Memo** or **Debit Note** due to the prices calculated for the customer was too low. This is due to the following.
 1. Finalization of Provisional assessment.
 2. Oversupply in services
 3. Correction in Invoice
 4. Other reasons
 5. Debit Arrears Note
3. Material Return Order : Sales Return is the process of returning the purchased goods by the customer because of various reasons, such as damaged during transportation, inferior quality. In these situations, a customer returns the goods purchased.
Lease of Equipment or Material (Lease Order Process) return also one type of Sale returns called lease material return order.
4. Credit Note/Memo Request : As per GST Law, Credit Memo/Note is to be created with reference to Invoice. This is called Credit Note/Memo Request, nothing but Order in SAP.
5. Debit Note/Memo Request : As per GST Law, Debit Memo/Note is to be created with reference to Invoice. This is called Debit Note/Memo Request, nothing but Order in SAP.
6. Calculation : Against Invoice How much Amount is collected and How much Amount to be calculated and Balance amount, these details are to be done before starting of Order process.

Credit/Debit Note/Memo Request (Order) Creation Process

7. Transaction Code : **VA01**
 8. Document type : Credit/Debit Note/Memo Request with ref to Invoice
 - Credit Note Request : **ZCRN : 1000-20-ZZ - XXXX** (Your Pay Unit)-Enter
 - Debit Note Request : **ZDRN : 1000-20-ZZ - XXXX** (Your Pay Unit)-Enter
- ZZ** Means Division & **XXXX** Means Pay Unit



9. P.O. No : CE/Z/**XXX**/F: Customer/D.No: /**XX** (Year)
 SE/OMC/XXX/F: Customer/D.No: /XXX
XXX Means **VSP** or **VJA** or **KDP** or **Circle**
10. P.O. Date : Date of CE/Zone Approval or SE/OMC Approval
11. Order Reason : Sales Tab → Select Appropriate from Drop Menu
12. Material ID : Existing Invoice Related Material ID will automatically comes
13. Order Quantity : Can edit (if Applicable)

Go to Header Details by Clicking Display Header Details → It is going to Header Data Screen.

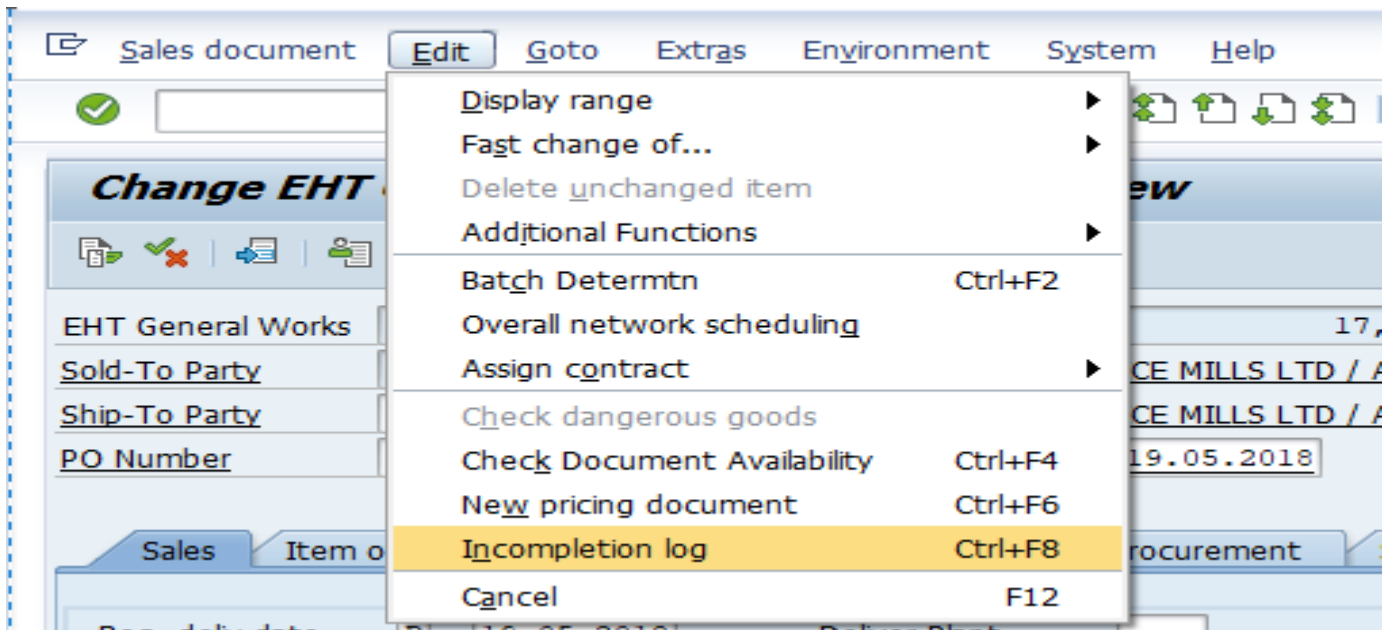
14. Go to Accounting Tab check the Account Assignment Group : **18 : Sale, Service, Lease**
15. Assignment : By Default Original Invoice number is coming. **Please delete.**

16. Go to Text Tab : Enter the
 : Txt Ty → Subject (Left) Double Click and enter the Subject
 : Txt Ty → References (Left) Double Click and enter the References

17. Click on Green colour Back (F3) Button, it is come to Overview Screen.

18. **Double click** on Material ID : **XXXX XXXX** → it is going to Item Data Screen
19. go to conditions Tab : Round off Below enter the following when Yellow appearing.
 Select F4 : Enter the amounts
 : **ZCRM** : Credit Price
 : **ZDRM** : Debit Price
20. GST : **GST will be Automatically Calculated.**

21. Go text Tab : Enter the Payment Details due or already paid and any pending details for future reference
22. Apply Back Button (F3) : it is coming to Overview Tab
23. Go to Edit Tab and click on incomplection log : Document is Completed



24. Then Save : Document No Generated : **30000 00XXX**

Credit/Debit Note/Memo Request (Order) Verification By Core Team

25. Information : Necessary Estimates to be furnished to core team
26. Verification by Core Team : The same will be verified by the Core team and correct the errors and Intimated to AE & ADE of Concerned Circle.
27. Sale Order Print output : VA02 → Enter Order No → Sales Document → Click → Issue Output → POP UP window Will come select VA01 → Bottom Print Preview → Click → Pdf Document will Open → save.

Credit/Debit Note/Memo Request (Order) Approval Process

28. Approval Process : AEE(Tech) → Dy.EE(Tech) → EE (Tech/Transmission) → SAO/AO (Circle) → SE/OMC or O&M or Const
29. Approval Method : Through FLM or Hardcopy along with File. FLM Process also shared in the document. After Approval Billing/Invoice is to be carried.

Credit/Debit Note/Memo Request (Order) to Credit/Debit Note/Memo(Invoice/Billing)

30. VA02 (Order) : VA02 → Enter Order No → enter
31. Billing Block Removal : 1. Over View Page → Sales tab → Billing Block → White to be done.
- : 2. Over View Page → Line Item Double click → it is going to Item Data Screen.
- 2.1. Billing Document Tab → Billing Block → White to be done.
- : 2.2. Billing Document Tab → Billing Date → Verify.

For Line Items Movement :  Use this forward and backward for line items.

32. Billing/Invoice Process : Go to Overview Page → Sales Document → Click → Billing → Click
33. VF01 (Billing/Invoice) : The Screen Move to VF01 → Verify the following
: 1. Billing Date
: 2. Net Amount
: 3. Tax Amount these things satisfied
34. Then Save : Document No Generated : **90000 OXXXX**

Credit/Debit Note/Memo(Invoice/Billing) Print Output

35. VF03 (Billing Document) : 1. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → Select VF01 → Print preview (Bottom 3rd & 4th) → Invoice Document in PDF will be open → Then Save.
2. **VF03** → Write the Invoice/Billing number 9XXXX XXXXX → go to Billing Document Tab → issue Output to → Output output Pop up window will Open → select ZAPT(Smart Form) → Print Output → LP01 → Print preview → PDF! → Invoice Smart Form Document in PDF will be open → Save.
36. Document Transmission : Invoice Print output is to be handed over to Accounts wing.