

Sub: Advisory on SAP-PS Module

SAP-PS module was made Go-Live on 17/12/2017 by CIDCO. Post Go-live, payments/billing of all engineering projects is being done through SAP-PS module.

During last two and half years, some technical issues / queries were raised by end users and solution for the same has been provided by System Integrator, M/s Zensar Technologies.

During SAP-PS review meeting dated 11th July 2020, it was decided to issue advisory on SAP-PS module to mitigate frequent mistakes/omissions by end users.

The checklists for various stages of SAP-PS billing process to be followed by end-users and approvers are as follows.

I. Checklist for Project Creation

1. Verify the Plant, Node & Circle.
2. Maintain all additional information in Customer enhancement tab
3. Create minimum two levels of WBS (1st WBS is same as project definition & 2nd WBS is Project Code -01)
4. Network must be attached to 1st level WBS
5. Enter the GL Code / Cost Element which is approved by the accounts department during the administrative approval (Refer Circular No CIDCO/SE(HQ)/EE(NM)/2018/696 dated 18/07/2018).
6. H21, H22, H23, J75, H35, H36 are only purchasing groups for PS module (Don't use other purchase groups)
7. Maintain all the approvers of PO & MB in Access Control List(ACL)

II. Checklist for Purchase Order Creation

1. Document Type must be PROJECT PO
2. Always adopt the Correct Purchase Requisition (PR) numbers
3. Always Choose the correct Vendor code

4. Use the correct tax code under Invoice Tab
5. Enter Project Details in Header Text field
6. Use the correct header conditions for quoted % (+/-) & GST factor
7. For Non-biddable items use the correct condition to nullify the header condition
8. Before saving the PO, check the gross price, net price, Quoted percentage, & Taxes value
9. Before saving the PO, check the approval hierarchy.

III. Checklist to be followed to prevent MB Deletion in SAP

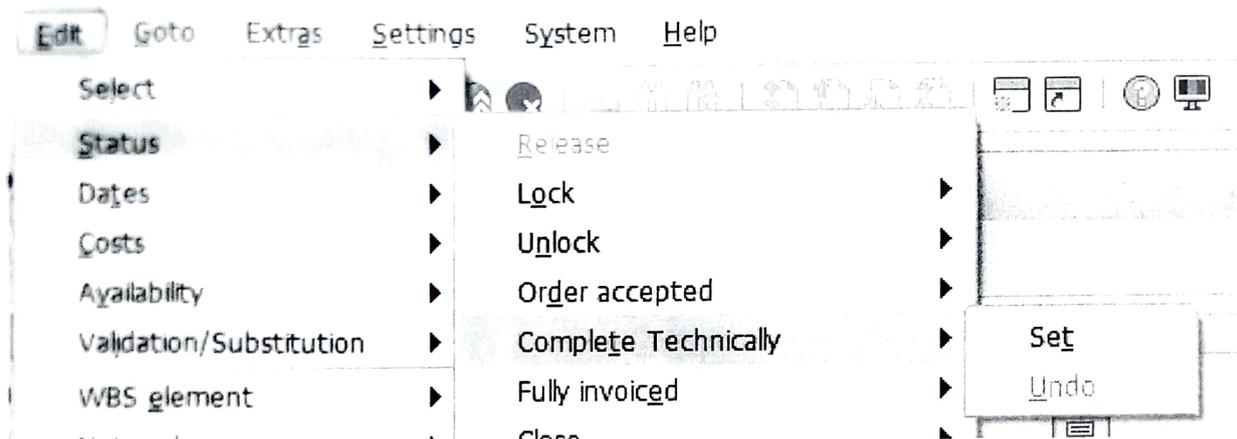
1. Check the Node, Circle & Quoted %. In case of multiple PO's, check the PO number also.
2. Before Entering Measured Qty. & Proposed Rate, Check the Paid Upto last bill & G/L Code
3. After Entering Measured Qty. & Proposed Rate, check the Amount due for payment
4. After Entering Measured Qty., Proposed Rate, & Deductions, Check for Total Amount Due, Gross Amount Due(A), Gross Amount Due(B), Total Deduction on Current, Net Amount due for Payment. (Excluding GST)
5. Before saving the MB, click on Print preview and check the net payable amount.
6. In the approver screen, after clicking on print preview, if GST amount is mismatching, then perform the transaction/osu53 and take a screen shot, raise a support ticket by attaching screen shot.
7. After creation of MB, don't change anything in PO.
8. At final approval, once you click on Approve button, wait for Invoice Generation Pop-up, don't close the approval screen.

IV. Technical Closure of Projects

As per SAP requirement, after payment of Final Bill, the project shall be Technically closed by engineering department.

To perform the Technical Closing, adopt the following path in transaction CJ20N.

Edit → Status → Complete Technically → Set



Executive Engineer is authorised to close the project technically.

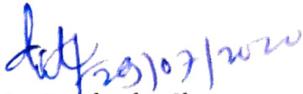
V. Guidelines for Issues Reported

Issues Reported	Guidelines
<p>i. Manual intervention required for computation of tax amount as system does not give proper value due to rounding off of amount after two decimal places.</p> <p>Tax amount is entered manually while recording MB as system rounds off the GST amount resulting in difference between SAP Generated Invoice amount and MB recorded.</p>	<ul style="list-style-type: none">• SAP system allow three decimal places for quantity field and two decimals places for amount field.• End users should use round formula in excel with three digits for quantity calculation and two digits for amount calculation.• This will mitigate difference between amount recorded in MB and amount in SAP Generated Invoice.

Issues Reported	Guidelines
<p>ii. System not configured to adjust scrap value received from a project. In certain projects, old material is scrapped by vendor and adjusted against contract value. System does not have a provision to record scrap value. Scrap value is recorded in FI module.</p>	<ul style="list-style-type: none"> • For existing contracts, adjustment of scrap value against the bill will be handled by Accounts department. • For Electrical contracts, challan should be generated for scrap value as per existing process. • For new estimates/contracts (Non Electrical), negative items (scrap value) shall be avoided.

All SEs/EEs are requested to note the above and take immediate necessary action in this regard.

This is issued as per approval by CE(NM)


 (P. S. Phulari)
 SE(HQ)/ 32897

To,
 All SEs & EEs

Cc to : CE(NM)/CE(SP)/CE(NMIA)/CAO/SM for information please.

Cc to: ACE(I&Metro)/ACE(II)/ACE(III)

Cc to : EE(NM) to circulate all and also upload on CIDCO Intranet portal.

CC N: PCA 2, SAP cell .