भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

NO: BSNL/ERP/FICO/2016-17   **Dated: 04.12.2017**

To
The IFA
All Territorial/ Non Territorial Circles

Subject : New Temporary Advance Settlement Process Post GST Implementation in SAP - Reg.

This has reference to the above mentioned subject. New Temporary Advance Settlement Process post GST Implementation has been developed which will be implemented in all Circles w.e.f 05.12.2017. There will not be any change in applying Temp. Advance process, it will remain the same. The detailed user manual is enclosed as Annexure - A

In the new settlement process, all Invoices have to be posted against vendors with appropriate Tax codes. All officers holding Temporary Advance must ensure selection of correct Tax codes and HSN code. Further only **two** Temporary Advances can be taken at a time.

All Temporary Advances taken prior to and which have not been settled are to be settled as per guidelines communicated vide this office letter no. 600-05/2016-17/CA-IV/GST dated 18.07.2017. Only those Temporary Advances which are paid on or after 05.12.2017 will be settled through new process.

All IFA's are required to ensure that all Business Areas follow the new process of TA settlement and no manual settlement (FB60) is to be done.

The list of reason codes for applying Temporary Advance have been truncated to make the settlement process GST compliant. The list of reasons code is enclosed as Annexure-B.

Deputy General Manager (CA/ERP-FICO)

ANNEXURE -A

Advance Settlement Request Creation:

1. TCode – **ZFIV1**

2. Employee will be allowed to put own Settlement only i.e. for the ID through SAP system is logged on

3. Payment Document No. has to be selected from **Drop Down** only & all the related details will come automatically like Adv. Request No., Employee Vendor, Co.Code, Business Area ect.

4. Refund Document & year has to put, if any Refund has been made.

5. System will check & validate the Text Field of Refund Document against Temp. Adv. Request No.& same is to be updated like "**Temporary Advance Request T0XXXXXX**"

6. Same Refund Document can not be used more than one time

7. Both Normal as well as One Time Vendor can be used for Posting

8. Reason Code will have to be selected from Drop Down as per given at time of Advance request & GL Account would be determined accordingly

9. Include Tax box will be selected always in grey field i.e. can not be changed

10. Expense Amount will have to be put accordingly, Including Tax in case of Normal Tax Code & Excluding Tax for Reverse Charge scenario

11. If Withholding data is maintained in Vendor Master, system will post the TDS Amount, so separate Vendor Master will have to be used for this process

12. Invoice no. field is mandatory

13. WBS will come automatically, if Network is given

14. Only One Cost Object will be allowed against each Expense Line

15. HSN/SAC is mandatory & has to selected by Employee manually, no check on this as of now

16. System will allow to save the settlement, once Total amount of Expense is matched against Balance Amount (Approved Amount – Refund Amount)

17. Remark field is mandatory for Employee

18. Document can not be saved without click on Simulate Button first

19. Once Document is saved, system will **Park** individual FI Document against each Expense Line

20. Mail would be triggered to Employee about Submission of Settlement Document

21. After saving the Settlement Document, Payment Document would be disappeared from Dropdown until the Rejection

22. Now this document would be available for Approver Screen (i.e. Claim Office)

23. These Parked Documents (through Settlement Transaction) will be posted once approved by Final Approver & can not be posted manually in FBV0. These can be viewed in FBV3.

24. Report **ZFI070_S** is available to view all the Settlement/Claim documents with updated Status.

Approve/Reject by Claim Officer:

1. TCode – **ZFIVA**

2. Document can be selected by Pernr, Payment Document No., Co.Code or Advance Request no.

3. Document can be viewed by Double click on Line

4. Accounting Document can also be viewed for each Expense Line by clicking the Accounting Doc. No.

5. Claim Office will have to put IFA Pernr compulsorily, Reviewing Officer Pernr is optional

6. If wrong Pernr is given in Approver's Id, system will give the Error

7. Once click on Approve/Reject icon, comment Box would be opened & this comment would be saved

8. Mail would be triggered to Employee in both case whether Approved or rejected

9. If Approved, then next level Approver will be able to see the document

10. If Rejected, then Initiator Employee will have to post the Settlement again

Approve/Reject by Reviewing Office:

1. TCode – **ZFIVA**

2. If Reviewing Pernr is given by Claim Office in Approver Screen, Reviewing Office will able to see Document

3. Reviewing Office can not put any Approver Pernr since IFA is already given by Claim Office

4. Reviewing Office will Approve/Reject & same process would be followed as mentioned above

Approve/Reject by IFA:

1. TCode – **ZFIVA**

2. IFA Pernr will able to see the Document

3. IFA will give the Final Approver's Pernr while Approve/reject the document

4. Same process would be followed for Approval/Rejection as mentioned in Claim Officer Process

Approve/Reject by Final Approver:

1. TCode – **ZFIVA**

2. Final Approver Pernr will able to see the Document

3. Once Document is Approved by Final Approver, all Expense documents will be Posted & following two entries would be posted in Background against Each Expense Line:

Expense Vendor (Given by Initiator)	Cr.	
Expense (as per Reason Code)	Dr.	
Employee Vendor (With Special GL)	Cr.	(Temp. Adv. Req. No. in Assignment Field)
Expense Vendor (Same as above entry)	Dr.	

4. If Document is rejected, Parked documents would be deleted & Payment document will be available again for Posting the Settlement for Initiator

5. In both cases, Approver has to put the Comment in Box & mail would be triggered to Initiator

Reports:

1. TCode – **ZFI070_S**: Own Advance Settlement Documents can be viewed i.e. for the ID through SAP system is logged on

2. TCode – **ZFI070_ALL**: Every Employee Data can be viewed

3. Settlement Screen can be viewed by Double Click on any line time containing Comments given by each Approver with Date & time

4. Report will show the all relevant data for Settlement Documents containing Status of Document with Last Action Date & Time

5. Rejected Documents screen can be viewed until New settlement is posted against that Payment Document

6. 'Initially Rejected' comment will be available always, if document was rejected in past

ANNEXURE-B

Define Reason

30.11.2017

Code	Reason Text
1	Computer maintenance (Part of Exchange/A&P)
2	Computer maintenance (Part of Office Machinery)
3	Stationary(Other Than Bill Printing)
4	Sweeping charges
5	Postage/Courier
6	Xerox/Photocopy Exp.
7	Newspaper for Office
8	Refreshment charges
9	Meeting exps
13	R & M Line & Wire
14	R & M Cables
15	R & M Appratus & Plant
16	R & M Building
17	R & M - Motor Vehicles
18	R & M - Subscribers Installation
19	R & M - Installation & Test Equipment
20	R & M - Masts and Aerials
21	R & M - Staff Quarters
22	R & M - Cards
23	R & M Furniture
24	R & M Office equipment
25	New phone connections (Capex)
26	New Cable(Capex)
27	Installation charges(Capex)
28	Other capital exp (Capex)
29	Honorarium to Guest faculty
30	Festival Exp
31	Small Office Exp
33	Staff Welfare
34	Water Charges
35	Vehicle Exp only for Corporate Office Directors

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