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No. BSNL/ERP/FICO/ROP/2013-14   Dated: 22.04.2014

To

The Chief General Manager Telecom/IFAs
All Territorial/Non-territorial Circles
(except Karnataka, Maharashtra, ALTTC, WTP, STR
Telecom Factory, Mumbai, NATFM)
Bharat Sanchar Nigam Limited.

**Sub   :   Guidelines for Filling Transaction Data Templates – ERP Implementation
            Regarding.**

This has reference to this office letter no. /ERP/FICO/ROP/2013-14 dated 07.07.2013 vide
which FICO Transaction data migration strategy was circulated. The Transaction data
templates have already been provided to all the Circles and the details required have been
extensively covered in the above said letter as well in the templates itself. However, for the
convenience of the Circles, some of the key points which needs attention while filling
transaction data templates are highlighted below:

1. Template FI01 is to be used for filling all Vendor Unpaid Invoices data on the cutoff
   date. **It should be noted that Vendor line item should be exclusive of Taxes, etc.**
   Whatever adjustment entries have to be passed has to be done in the legacy TB. The
   vendor transaction data should be duly tallied with GL balance of trial balance. **Also,
   each unpaid invoice of vendor is to be posted as a separate line item in the
   template as workflow will get automatically triggered on the document
   (invoice); hence there will not be any chance of correcting the document after
   uploading.** The invoice date should be captured in the Document date field. The
   Reference number is to be used for capturing the Invoice number of the Vendor. It
   should be noted that reference field should not have duplicate values for a particular
   Vendor.

2. Template FI02 is to be used for filling the following Vendor Special GL Transactions.

Special GL Indicators	Description
3	Security deposit to Vendor
5	Advances to Vendor – Capital
7	Vendors more than 3 years old

8	SD more than 3 years old
9	EMD more than 3 years old
E	Advance Payment against Work Certified - External Projects
G	EMD Received from Vendor
H	Security deposit by Vendor
N	Reward Points - Petro Card
R	Advance Rent and Charges
T	Advance to Vendor –General
Y	Retention: Bills PO Procurement
Z	Retention:Bills Non PO Procurement

The original date of receiving / giving EMD/SD/Advance must be available for migration and the same is to be captured in the Document date. The work order/purchase order against which it has been given/taken is to be mandatorily captured in the text field.

It may kindly be noted that the Franchisee/DSA will be treated as Customer in SAP. In case of security deposit from Franchisee/DSA, the Circle may have booked the same in Vendor Security Deposit. Hence, in that case the Circle has to fill two templates viz., FI02 (For Security Deposit taken from Vendors) and FI04 (Security deposit received from Franchisee/DSA and booked in legacy Security Deposit GL) for amount appearing in Security Deposit GL. The total of both the templates should tally with the respective GL balance.

3. Template FI03 is to be used for filling all Customer Invoice Data. The same is to be filled only for those Customers in respect of which Billing will be done from SAP viz., Franchisees, Real Estate Module Customers, Training centers, Telecom Factories**,** etc.

    The billing of main BSNL services such as Landline/Broadband, GSM/CDMA WLL/WIMAX, FTTH, Leased Lines, etc shall be done in respective billing software such as CDR, Kenan Fx, Tvarit, DOTSOFT etc. Therefore in these cases customer master and individual line item wise details in respect of customers of these services shall not be maintained in SAP.

4. Template FI04 is to be used for filling the following Customer (as specified in point No 3) Special GL Transactions

Special GL Indicators	Description
4	Security Deposit with customer
5	EMD with Customer
C	Advance from Franchisee
D	Security Deposit from IUC Customer
I	EMD to Customer

J	Advance Rent & Charges Customer
K	Advance from Customer general
L	Contract Revenue Recognised - External Projects
M	Progress Billing - External Projects
N	Advance from IUC Customers
U	Security deposit from Customer

The original date of receiving / giving EMD/SD/Advance must be available for migration and the same is to be captured in the Document date. The work order/purchase order against which it has been given/taken is to be mandatorily captured in the text field.

The Template for Capturing Franchisee/DSA Bank Guarantee data (by SD Module Team) is crucial for maintaining Credit Limit and hence the same has to be filled scrupulously.

5. Template FI05 is to be used for filling employee wise details of TA advances on tour, TA advance on transfer, LTC advance, Pay advance on transfer, Legal Advance, Pay advance to non executive, Advance for GSLI, etc. The HRMS number of the employee is to be mandatorily captured in the Employee number field and the name is to be captured in the text field. **It should be noted that wherever ATs are to be raised for transferring loans/advances, the same should be done in the legacy TB.**

   The balance of following advances viz., House Building Advance, Computer Advance, Scooter/Motor Cycle Advance, Festival Advance, Cycle Advance, Fan Advance, Warm Clothing Advance, Leave Advance, etc can be given either as single line item in template FI07 or if employee wise details are furnished the same is to be filled in template FI05. However, complete details in respect of these advances will be mandatorily captured in HCM Template (HCM29_Loans & Advances IT045_SSA)

6. Template FI06 is to be used for filling Special GL transactions of employees viz., Temporary Advance, Imprest & Medical Advance. In SAP, each employee will be a vendor for these purposes.

7. Template FI07 is to be used for filling details of Balance Sheet GLs which are not captured in any other template. For eg, TDS for Contractors, EPF, Service Tax, Remittances, Sundry Debtors (of Billing Systems), Provisions, etc. The information required for these GLs have already been communicated vide this office letter no BSNL/ERP/FICO/ROP/2013-14 dated 07.07.2013.

   Besides, Circles shall ensure that on cut off date balances in GL of Trial Balance related to Debtors, service tax recoverable, Subscriber deposits, Interest accrued on deposits, Income received in advance, Revenue accrued, service tax payable etc are duly tallied with balances as per respective billing software. In these cases the entire balances of

legacy GL codes shall be migrated to SAP in similar one to one GL which has been created for the purpose.

8. Template FI08 is to be used for filling Profit & Loss account details i.e., expenses & revenue GLs. It should be ensured that correct and complete details are captured in the template. While filling 'P&L Expenses' sheet, Cost Centre is to be mandatorily captured and it should be properly filled. The complete Cost Centre code is to be filled. Similarly, while filling 'P&L Revenue' sheet, Profit Centre is to be mandatorily captured. As already intimated, in SAP, TB will be generated Profit Centre wise, hence any dereliction in filling the template will have impact on the correctness of segment wise TB that will be generated from the system.

9. Template FI09 is to be used for filling collection bank details. One template file should contain data related to one bank account only. Profit Centre will be 10000 for Bank accounts that are being shown in Basic TB as well as CMTS TB. The Bank Details in 'BRS Summary Sheet' has to be correctly filled. The Assignment field should be used for capturing the cheque numbers.

10. Template FI10 is to be used for filling operation bank details. One template file should contain data related to one bank account only. Profit Centre will be 10000 for Bank accounts that are being shown in Basic TB as well as CMTS TB. The Bank Details in 'BRS Summary Sheet' has to be correctly filled. Only one line item should be there in the sheet 'Autosweep' i.e. the balance in 'Autosweep' account is to be shown in that sheet.

11. The Trial Balance as on the cut off date is to be given in FI11 Format. All the Schedules have to be duly tallied with Trial Balance Figures.

12. Template FT12 is Master cum transaction data template for filling Assets data. The assets data have to be prepared with details of each line item in fixed asset register as on GO-LIVE date. While filling the Assets template, correct combination of Class and components against the assets has to be selected. The Circle/SSA should also ensure that Cost Centre pertaining to their SSAs is only filled in the respective Assets register. The fixed assets register figures must be in conformity with Legacy Trial balance that will be migrated to SAP. i.e, Assets register should be tallied with each GL balance as per TB. Depreciation has to be calculated upto the cut off date for ERP GO Live. For e.g. if Circle is going live on 1st July, 2014, the depreciation shall be calculated and charged in Trial balance of June, 2014 itself from 01-04-2014 to 30-06-2014 based on No of Days i.e. 91 days out of 365 days.

It has been noticed that Circles generally takes lot of time in preparing the Assets Template and ultimately it results in delayed uploading in SAP. It may kindly be noted that delay in providing legacy Assets data for uploading will obviously delay the process of creation/capitalization of assets acquired after GO live. This will also have cascading effect on other integrated processes like Vendor payments, finalization of Trial Balance, etc.

Besides, the following important points are to be kept in view while filling the Transaction Data Templates:

i)   SAP is based on sub-ledger concept hence no direct entry/posting will be allowed in GL account (Head of account) in case of Vendors, Customers(to be billed from SAP), Assets and Materials. Hence, Circles have to ensure that all sub ledger balances are duly tallied with GL (HOA) balances.

ii)   In ERP, there will not be any separate accounting unit (SSA/Business Area) for CMTS/Civil/Electrical units. The existing CMTS/Civil/Electrical accounting units have to be merged with SSAs as per instructions already issued. Hence, only one trial balance per Finalized SSA/BA will be taken for migration to SAP.

iii)   All the Transaction data templates are to be filled by each of the SSA.

iv)   The field length integrity has to be maintained in all cases.

v)   Paisa in amount column should be rounded off to 2 decimal places.

vi)   The Debit and Credit Indicator as well as Special GL indicator has to be properly selected.

vii)   A Separate sheet is to be used for each schedule of legacy GL account.

viii)   For all legacy GL accounts in current assets and current liabilities schedule with nomenclature as "others" line item wise details of the parties, etc have to be filled in the respective template.

ix)   The actual Cash balance for all Cash journals would be manually entered using a special Business transaction for data migration in the Cash journal.

x)   In SAP, except text field no other data can be changed after posting. The only option is to reverse the document. Hence, Circle has to scrupulously fill the data.

xi)   It has to be ensured that CWIP balance in TB as on cutoff date for ERP GO Live does not contain any completed estimate. If the estimate is ready and yet not capitalized, the CWIP should be capitalized in legacy TB itself. The CWIP Details and Inventory details will be provided by Project Systems and Material Management SPOCs of the Circles/SSAs. However, Finance Personnel have to ensure that whatever figures are furnished by these Core teams are duly tallied with Trial Balance Figures. The Finance and Project Systems team will also have to provide the details of sanctioned budget and the source in respect of the CWIP figures.

xii)   Legacy schedule 122, 198 & Intra Circle Remittance MUST be zero and the details of these items must also be provided in the template.

xiii) Legacy Schedule 121 & 197 balance will also be migrated and these should be provided in balance Sheet template.

xiv) Remittance balances MUST be duly tallied with IBTMS package.

xv) The Time barred cheques should be transferred to respective GLS in Legacy GLs and it should be ensured that cheque numbers and name of the party is appropriately captured in the template.

The Corporate Accounts Section of the Circle should check the Trial Balance and Schedules of each of the SSA before forwarding the same for uploading in SAP. It is once again reiterated that the black out period will get extended on account of data inconsistencies hence the Circles have to give utmost priority in removing the inconsistencies in transaction data.

In case of any doubt regarding filling of transaction data templates, queries may be sent to following officers for resolution:

1. Shri Sandeeep Rana   Mob   :   9412218122   email id : sandeeprsapfico@gmail.com
2. Shri Sumit Gupta   Mob   :   9412221801   email id : sumitg11erpfico@gmail.com

General Manager (RA/ERP-FICO)

Copy for kind information to:
1. Director (CFA)/Director(Finance), BSNL CO, New Delhi
2. Executive Director (Finance)/Executive Director (CA), BSNL CO, New Delhi
3. Sr. GM (CIT)/Sr. GM(BFCI)/ GM(CA)/GM(ERP), BSNL CO, New Delhi/ERP Development Centre, Ghaziabad.