



V.O.CHIDAMBARANAR PORT AUTHORITY

INTEGRATED MANAGEMENT SYSTEM

E.D.P.CENTRE

DEPARTMENTAL HAND BOOK

PROCESSING WORKS IN FI-CO MODULE

(HAND BOOK NO. QEDP005)

ISO 9001:2015

Issue No.1

Date: 02.01.2018



**V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

**HAND BOOK FOR PROCESSING WORKS IN FI-CO MODULE
HAND BOOK NO.QEDP005**

I N D E X

Sl. No.	TITLE	No. of Pages
1.	Title Page	1
2.	Index	1
3.	List of Recipient	1
4.	Revision Sheet	1
5.	Abbreviations	1
6.	Procedure	7

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**V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
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**PROCESSING WORKS IN FI-CO MODULE
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LIST OF RECIPIENTS OF THIS MANUAL

Sl. No.	Recipients	Controlled Copy No.
1.	Deputy Chairman	1
2.	Financial Adviser & Chief Accounts Officer	2
3.	Management Representative (ISO Cell)	3
4.	Sr.Deputy Director (EDP)	4
5.	Soft Copies of the manual accessible to All Assistant Directors All Data Processing Officers	

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Issue No. : 1
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Page No. : 1 of 1
Revision No : 0
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INTEGRATED MANAGEMENT SYSTEM
V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
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PROCESSING WORKS IN FI-CO MODULE
HAND BOOK NO.QEDP005

REVISION SHEET

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Code : QEDP005

03. Issue Status :

Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	30.6.2003	Implementation of QMS in EDP (ISO:9001:2000)
2	2	15.2.2010	Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008
3	3	24.2.2012	Due to renaming of Tuticorin Port AUTHORITY as V.O.CHIDAMBARANAR Port AUTHORITY.
4	4	03.02.2016	Change of Manual after ERP implementation
5	1	02.01.2018	Change of manual after IMS implementation

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Issue No. : 1
Date : 02.01.2018

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Page No. : 1 of 1
Revision No : 0

Date	: 02.01.2018
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**V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

**HAND BOOK FOR PROCESSING WORKS IN FI-CO MODULE
HAND BOOK NO.QEDP005**

ABBREVIATIONS

ERP	:	Enterprise Resource Planning
FA & CAO	:	Financial Advisor and Chief Accounts Officer
FI-CO	:	Finance and Controlling
GL	:	General Ledger
GR	:	Goods Receipt
JV	:	Journal Voucher
LOV	:	List of Values
MM	:	Materials Management
POS	:	Port Operation System
R&C	:	Receipt and Charges
RE	:	Real Estate Module
SAP	:	Systems, Applications and Products
T-Code	:	Transaction Code

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Issue No. : 1
Date : 02.01.2018

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Page No. : 1 of 1
Revision No : 0
Date : 02.01.2018

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**V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

HAND BOOK NO. QEDP005

PROCESSING WORKS IN FI-CO MODULE

Procedure	:	Month end processing works in Financial Accounting System
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	DPO(KS)

MONTHLY ACCOUNTING PROCEDURE IN SAP

1. Open the New Period in FI module in SAP

Select the Transaction code (**OB52**)

New Period is to be added in the available list for Vendor Group, Customer group, Materials Group and others and then Save data.

Exit from the screen

2. Monthly Process (Accrual / deferral) in RE using the t-code RERAALCN

This process is used to defer the Income received in advance throughout the year on monthly basis. This process is applicable for the following contract types,

1. Long term Upfront premium (where income collected in advance for 30 years)
2. Long term yearly contracts (where income collected in advance for 1 year)
3. Short term yearly contracts (11 months) (where income collected in advance for 11 months)
4. Way leave contracts (where income collected in advance for 1 year)

Originated by : Departmental Manual Committee	Issue No. : 1 Date : 02.01.2018
Approved by : Sr.Dy.Director	Page No. : 1 of 7 Revision No : 0 Date : 02.01.2018

**V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

HAND BOOK NO. QEDP005

PROCESSING WORKS IN FI-CO MODULE

- Enter input parameters like Company code, Contract type & processing date and run in “Simulation mode”

Note:

- a. Every month this process (RERAALCN) should be executed after running periodic process for rental (RERAPP)
 - b. Months last date (31st or 30th) should be the input in Key date (no other dates)
 - c. This deferral process should be executed sequentially month on month (back dated processing is not possible)
 - d. SAP will take care of the accounting entry and the user who executing should have an overview check before executing “Update Run”.
- Check the details with report “REISACRITEM - Display Accrual Records”

3. Verification of GR/IR in MM module

1. Check the total debit / credit in MM Module and check the same in SAP FI.
2. Using the t-code F.13, the vendors payment can be cleared automatically.
3. All the payments related to the month should be cleared both in MM and FI.

Originated by : Departmental Manual Committee	Issue No. : 1 Date : 02.01.2018
Approved by : Sr.Dy.Director	Page No. : 2 of 7 Revision No : 0 Date : 02.01.2018

**V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

HAND BOOK NO. QEDP005

PROCESSING WORKS IN FI-CO MODULE

4.Verfication of POS data in FI

AO (Rev I) has to confirm the receipts and refunds happened during the month should be made available in FI. Service Tax details in POS should be tallied with SAP FI for making Service Tax payment. And also, Royalty posting and the Pass section collection has to be confirmed as per POS data and FI data.

5. Works Section has to transfer the ledger A700 to Asset Under Construction (A696). AUC settlement to Final Asset as per user manual provided (T-code **AIAB**). Then only the depreciation process (t-code **AFAB**) can be done in SAP as per manual given.
6. Cash Section has to confirm the Cash and Bank Balances (T-code **ZFI_CASH_ABSTRACT**) as per ledger report (t-code **S-PLO_86000030 / F.08**) and bank through BRS.

Select the period (i.e. Month and year) and Zone and then execute.

7. Investment Section has to process the Accrued Interest calculation (t-code **ZFI_ACCINTCAL**) and the same has to be posted at the end of the month through t-code (**ZFI_ACCINTPOST**) as per manual given.

Originated by : Departmental Manual Committee	Issue No. : 1 Date : 02.01.2018
Approved by : Sr.Dy.Director	Page No. : 3 of 7 Revision No : 0 Date : 02.01.2018

**V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

HAND BOOK NO. QEDP005

PROCESSING WORKS IN FI-CO MODULE

MONTH END PROCESSING FOR FINANCIAL ACCOUNTING

Verification of Amounts in the ledger from the following reports

Report Name	SAP T.code
Receipts & Charges (Zone-A)	S_PL0_86000030
Receipts & Charges (Zone-B)	S_PL0_86000030
Receipts & Charges (Zone-C)	S_PL0_86000030
Receipts & Charges (Consolidated)	S_PL0_86000030
Receipts & Charges (Zone-A) - Fund	S_PL0_86000030
Receipts & Charges (Zone-B) - Fund	S_PL0_86000030
Receipts & Charges (Zone-C) - Fund	S_PL0_86000030
Receipts & Charges (Consolidated) - Fund	S_PL0_86000030
Operating statement for expenditure (Zone-A)	GRR2 -1VK - (Form-ZCC_OPEX)
Operating statement for expenditure (Zone-B)	GRR2 -1VK - (Form-ZCC_OPEX)
Operating statement for expenditure (Zone-C)	GRR2 -1VK - (Form-ZCC_OPEX)
Operating statement for expenditure (Consolidated)	GRR2 -1VK - (Form-ZCC_OPEX)
Operating statement for Income (Zone-A)	FGI2 - 002 (Report ZA-INCOME)
Operating statement for Income (Zone-B)	FGI2 - 002 (Report ZA-INCOME)
Operating statement for Income (Zone-C)	FGI2 - 002 (Report ZA-INCOME)
Operating statement for Income (Consolidated)	FGI2 - 002 (Report ZA-INCOME)
Revenue Abstract report (Zone - A)	FGI2 - 002 (Report ABSTRACT A)
Revenue Abstract report (Consolidated)	FGI2 - 002 (Report ABSTRACT)
Revenue Abstract report (Zone - B)	FGI2 - 002 (Report ABSTRACT B)
Revenue Abstract report (Zone - C)	FGI2 - 002 (Report ABSTRACT C)
Dept & type wise expenditure	ZFI_DEPT_REP

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Issue No. : 1
Date : 02.01.2018

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Page No. : 4 of 7
Revision No : 0
Date : 02.01.2018

**V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

HAND BOOK NO. QEDP005

PROCESSING WORKS IN FI-CO MODULE

Report Name	SAP T.code
Trail Balance Report	F.08
All JVs Report	FBL1N,FBL5N,FBL3N
Cash and Bank Pending Vouchers	FBL1N,FBL5N
Suspense Register	FAGLL03,FAGLB03,FBL3N
Suspense Register-Funds	FAGLL03,FAGLB03,FBL3N
Suspense Register-Breakup	FAGLL03,FAGLB03,FBL3N
Suspense Register for Zone Consolidated	FAGLL03,FAGLB03,FBL3N
Suspense Register for Funds	FAGLL03,FAGLB03,FBL3N
Revenue Account	FAGLL03,FAGLB03,FBL3N
Consolidated Department Wise Expenditure_Zonewise	ZFI_DEPT_REP
Consolidated Department Wise Expenditure	ZFI_DEPT_REP
Operating Summary-Zonewise	FGI2 - 002 (Report ABSTRACT)
Operating Summary	FGI2 - 002 (Report ABSTRACT)
Groupwise Revenue Expenditure Summary-Zonewise	ZFI_DEPT_REP
Typewise Revenue Expenditure Summary	S_ALR_87013611
Budget Variance Statement-Departmentwise	S_ALR_87013611
Cost Center Ledger	ZFI_ALV_DEP,KSB1,S_ALR_87013611
Subsidiary ledger	ZFI_LEDGERREPORT
Consolidated Ledger-Assets	F.08
Consolidated Ledger for Funds-Assets	F.08
Consolidated Ledger-Liabilities	F.08
Consolidated Ledger for Funds-Liabilities	F.08
Capital works Ledger (A696)	ZPS_WORKS_LEDGER
Capital works Ledger (A700)	ZPS_WORKS_LEDGER1
Typewise Operating Expenditure	ZGRWI

Originated by : Departmental Manual Committee	Issue No. : 1 Date : 02.01.2018
Approved by : Sr.Dy.Director	Page No. : 5 of 7 Revision No : 0 Date : 02.01.2018

**V.O.CHIDAMBARANAR PORT AUTHORITY
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

HAND BOOK NO. QEDP005

PROCESSING WORKS IN FI-CO MODULE

8. Close the completed month period using the t-code (**OB52**)

Cheque Forwarding Entry in SAP

1. T-code for Cheque Entry is **ZFI_FWD**

Chose the Vendor / Customer using radio button

Select the transaction type (open, EMD, SD, Performance Deposit, etc.)

Enter the Department and Date

Then Create the Instrument details and

Take the print for Cheque Forwarding statement enter the input parameter as department, document number, fiscal year, date and then execute.

Miscellaneous Payment invoice entry screen (T-code **FB60)**

Select the vendor from LOV, Date, GL code and type the purpose of payment

Simulate the entry and then park it. Get the parked document number.

For Printing the Payment voucher using the t-code (**ZFI_RV**)

Enter the input parameter as Payment Voucher, Department, Unit id, Document no, Fiscal year and then execute.

A report will be generated. Take the print out.

Originated by : Departmental Manual Committee	Issue No. : 1 Date : 02.01.2018
Approved by : Sr.Dy.Director	Page No. : 6 of 7 Revision No : 0 Date : 02.01.2018

**EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

HAND BOOK NO. QEDP005

PROCESSING WORKS IN FI-CO MODULE

Create invoice for Customer entry screen (T-code FB70)

Select the Customer from LOV, Date, GL code and type the purpose of payment

Simulate the entry and then park it. Get the parked document number.

For Printing the Payment voucher using the t-code (**ZFI_RV**)

Enter the input parameter as Payment Voucher, Department, Unit id, Document no, Fiscal year and then execute.

A report will be generated. Take the print out.

Create Imprest Sanction entry screen (T-code FB01)

Enter the document date, document type, Currency, Company code, Reference, posting key, Account (Vendor code), Special GL '**Y**' for **Permanent Imprest** or '**Q**' for **Temporary Imprest** and Enter the amount.

Then Simulate the entry and park it. Get the parked number.

For printing the sanction order, t-code **ZFI_RV**

Select the Permanent Imprest / Temporary imprest from the LOV

Enter the document number and fiscal year

Execute the report and take print.

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Page No. : 7 of 7
Revision No : 0
Date : 02.01.2018