

**ERP - PROJECT**

**SUGMAYA**

**END USER DOCUMENT**

**FOR**

**SALES & DISTRIBUTION**

**ENERGY BILLING PROCESS**

## **TABLE OF CONTENTS**

|          |                                           |                                     |
|----------|-------------------------------------------|-------------------------------------|
| <b>1</b> | <b>DOCUMENT CONTROL .....</b>             | <b>3</b>                            |
|          | DOCUMENT HISTORY .....                    | 3                                   |
|          | DISTRIBUTION .....                        | 3                                   |
| <b>2</b> | <b>CREATE A PURCHASE REQUISITION.....</b> | <b>4</b>                            |
| <b>3</b> | <b>CHANGE PURCHASE REQUISITION.....</b>   | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
| <b>4</b> | <b>DISPLAY PURCHASE REQUISITION.....</b>  | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
| <b>5</b> | <b>APPROVE PURCHASE REQUISITION.....</b>  | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
| <b>6</b> | <b>GLOSSARY .....</b>                     | <b>8</b>                            |
| <b>7</b> | <b>APPENDIX.....</b>                      | <b>9</b>                            |
| 7.1      | T - CODES FOR REOPRTS.....                | 9                                   |
| 7.2      | T - CODES FOR MM .....                    | 10                                  |
| 7.3      | MM DOCUMENT TYPES .....                   | 11                                  |

## 1 DOCUMENT CONTROL

This is a controlled document and will be maintained on MSETCL portal.

Changes to this document will be recorded below and must be published to all interested parties.

### DOCUMENT HISTORY

| VERSION | DATE       | AUTHOR                  | VERSION DETAILS |
|---------|------------|-------------------------|-----------------|
| V01     | 19-07-2011 | <b>Kumud Ranjan Jha</b> | FIRST ISSUE     |
|         |            |                         |                 |

### DISTRIBUTION

| Date | Name          | Purpose         |
|------|---------------|-----------------|
|      | Mr. DC Sharma | For Information |
|      | Mr. Amjad     | For Information |

## 2 CREATE SALES ORDER

|                         |                                             |
|-------------------------|---------------------------------------------|
| <b>Menu Path</b>        | SAP Menu--> ZSD4001 --> Billing Transaction |
| <b>Transaction Code</b> | ZSD4002                                     |

[illegible]

Following data is required to create a Purchase Requisition.

| Step No | Description                            | Values |
|---------|----------------------------------------|--------|
| 1       | Customer Code                          |        |
| 2       | Bill from Date                         |        |
| 3       | Bill to Date                           |        |
| 4       | Click on Sale order for energy billing |        |

### 3 CHECK SALES ORDER

- Run the transaction code ZSD4001
- Click on push button **“Invoice status change”**

Commercial Dashboard

---

Program Transaction Code

|                                        |
|----------------------------------------|
| ZSD4005 - Bill Master Data             |
| ZSD4002 - Billing Transaction          |
| ZSD4008 - Cess Billing                 |
| ZSD4009 - Royalty Billing              |
| <b>ZSD4010 - Invoice status change</b> |
| ZSD4007 - Invoice For Energy Bill      |
| ZSD4004 - Energy Annexure              |
| ZSD4003 - Capacity Annexure            |
| ZSD4012 - Colony Billing               |

Print Invoices

- Select the line item and click on accept if found okay, else change the document and check again.

Invoice status change

| Selected                            | Sales Order | Net Amount | Year   | Month | Plant Code | Plant Name | Capacity(MW) | Customer Name                  | Energy Charge Rate(Rs/kWh) | Cess Rate(Rs/kWh) | Royalty Rate(Rs/kWh) | Total AFC      | NAPAF No. |
|-------------------------------------|-------------|------------|--------|-------|------------|------------|--------------|--------------------------------|----------------------------|-------------------|----------------------|----------------|-----------|
| <input type="checkbox"/>            | 0000000118  | 0.00       | 000000 |       | 1202       | Khodri     | 120.000      | Himachal Pradesh Electricity B | 0.487                      | 0.000             | 0.000                | 249,600,000.00 | 57.23     |
| <input type="checkbox"/>            | 0000000119  | 0.00       | 000000 |       | 1203       | Dhakrani   | 33.750       | Himachal Pradesh Electricity B | 0.688                      | 0.000             | 0.000                | 160,800,000.00 | 66.17     |
| <input type="checkbox"/>            | 0000000120  | 0.00       | 000000 |       | 1204       | Dhalpur    | 51.000       | Himachal Pradesh Electricity B | 0.817                      | 0.000             | 0.000                | 233,600,000.00 | 61.07     |
| <input type="checkbox"/>            | 0000000121  | 0.00       | 000000 |       | 1205       | Kulhal     | 30.000       | Himachal Pradesh Electricity B | 0.534                      | 0.000             | 0.000                | 130,600,000.00 | 65.00     |
| <input checked="" type="checkbox"/> | 0000000122  | 211,000.00 | 000000 |       | 1201       | Chibro     | 240.000      | Uttarakhand Power Corporation  | 0.422                      | 0.000             | 0.000                | 469,000,000.00 | 65.06     |
| <input type="checkbox"/>            | 0000000123  | 42,200.00  | 000000 |       | 1201       | Chibro     | 240.000      | Himachal Pradesh Electricity B | 0.422                      | 0.000             | 0.000                | 469,000,000.00 | 65.06     |
| <input type="checkbox"/>            | 0000000124  | 97,400.00  | 000000 |       | 1202       | Khodri     | 120.000      | Himachal Pradesh Electricity B | 0.487                      | 0.000             | 0.000                | 249,600,000.00 | 57.23     |
| <input type="checkbox"/>            | 0000000125  | 206,400.00 | 000000 |       | 1203       | Dhakrani   | 33.750       | Himachal Pradesh Electricity B | 0.688                      | 0.000             | 0.000                | 160,800,000.00 | 66.17     |
| <input type="checkbox"/>            | 0000000126  | 326,800.00 | 000000 |       | 1204       | Dhalpur    | 51.000       | Himachal Pradesh Electricity B | 0.817                      | 0.000             | 0.000                | 233,600,000.00 | 61.07     |
| <input type="checkbox"/>            | 0000000127  | 267,000.00 | 000000 |       | 1205       | Kulhal     | 30.000       | Himachal Pradesh Electricity B | 0.534                      | 0.000             | 0.000                | 130,600,000.00 | 65.00     |
| <input type="checkbox"/>            | 0000000128  | 42,200.00  | 000000 |       | 1201       | Chibro     | 240.000      | Himachal Pradesh Electricity B | 0.422                      | 0.000             | 0.000                | 469,000,000.00 | 65.06     |

- On accept sales order will move to approvers bucket and will move out from checker's bucket.

#### 4 APPROVE SALES ORDER

- Run the transaction code ZSD4001
- Click on push button **"Invoice status change"**

Invoice status change

| Selected Sales Order                           | Net Amount | Year   | Month | Plant Code | Plant Name | Capacity(MW) | Customer Name                  | Energy Charge Rate(Rs/kWh) | Cess Rate(Rs/kWh) | Royalty Rate(Rs/kWh) | Total AFC      | NAPAF No. |
|------------------------------------------------|------------|--------|-------|------------|------------|--------------|--------------------------------|----------------------------|-------------------|----------------------|----------------|-----------|
| <input type="checkbox"/> 0000000118            | 0.00       | 000000 |       | 1202       | Khodri     | 120.000      | Himachal Pradesh Electricity B | 0.487                      | 0.000             | 0.000                | 249,600,000.00 | 57.23     |
| <input type="checkbox"/> 0000000119            | 0.00       | 000000 |       | 1203       | Dhakrani   | 33.750       | Himachal Pradesh Electricity B | 0.688                      | 0.000             | 0.000                | 160,800,000.00 | 66.17     |
| <input type="checkbox"/> 0000000120            | 0.00       | 000000 |       | 1204       | Dhalpur    | 51.000       | Himachal Pradesh Electricity B | 0.817                      | 0.000             | 0.000                | 233,600,000.00 | 61.07     |
| <input type="checkbox"/> 0000000121            | 0.00       | 000000 |       | 1205       | Kulhal     | 30.000       | Himachal Pradesh Electricity B | 0.534                      | 0.000             | 0.000                | 130,600,000.00 | 65.00     |
| <input checked="" type="checkbox"/> 0000000122 | 211,000.00 | 000000 |       | 1201       | Chibro     | 240.000      | Uttarakhand Power Corporation  | 0.422                      | 0.000             | 0.000                | 469,000,000.00 | 65.06     |
| <input type="checkbox"/> 0000000123            | 42,200.00  | 000000 |       | 1201       | Chibro     | 240.000      | Himachal Pradesh Electricity B | 0.422                      | 0.000             | 0.000                | 469,000,000.00 | 65.06     |
| <input type="checkbox"/> 0000000124            | 97,400.00  | 000000 |       | 1202       | Khodri     | 120.000      | Himachal Pradesh Electricity B | 0.487                      | 0.000             | 0.000                | 249,600,000.00 | 57.23     |
| <input type="checkbox"/> 0000000125            | 206,400.00 | 000000 |       | 1203       | Dhakrani   | 33.750       | Himachal Pradesh Electricity B | 0.688                      | 0.000             | 0.000                | 160,800,000.00 | 66.17     |
| <input type="checkbox"/> 0000000126            | 326,800.00 | 000000 |       | 1204       | Dhalpur    | 51.000       | Himachal Pradesh Electricity B | 0.817                      | 0.000             | 0.000                | 233,600,000.00 | 61.07     |
| <input type="checkbox"/> 0000000127            | 267,000.00 | 000000 |       | 1205       | Kulhal     | 30.000       | Himachal Pradesh Electricity B | 0.534                      | 0.000             | 0.000                | 130,600,000.00 | 65.00     |
| <input type="checkbox"/> 0000000128            | 42,200.00  | 000000 |       | 1201       | Chibro     | 240.000      | Himachal Pradesh Electricity B | 0.422                      | 0.000             | 0.000                | 469,000,000.00 | 65.06     |

- Select the line item and click on accept if found okay, else click on **“REJECT”** the document and check again.
- On sales order accepted, billing document number will be created and sales order will move out from the approvers list.

## 5 PRINT INVOICE

- Run the transaction code ZSD4001
- Click on push button **“Invoice for Energy Bill”**

System Help

✓ [Dropdown] << [Icon] < [Icon] > [Icon] >> [Icon] [Icon] [Icon]

SAP

Generate Invoice

Invoice Number

Generate Invoice



END USER DOCUMENT



- Enter the billing document number and execute to print the invoice number

6 GLOSSARY

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## 7 APPENDIX

## 7.1 T - CODES FOR REOPRTS

[illegible]

7.2 T - CODES FOR SD

| T-Code | Description |
|--------|-------------|
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |
|        |             |

### 7.3 SD DOCUMENT TYPES

| Document type | Description |
|---------------|-------------|
|               |             |
|               |             |
|               |             |
|               |             |
|               |             |