

## Guidelines for online entries of FICO

### 1. User ID :-

- i. AO/AO will use ID ending with 05, it will be last level approving authority for all type of Bill Passing and fund transfer. Payroll Posting will also be done by this ID.
- ii. Accountant (other than cash) authorized for Bill Passing will use ID ending with 04. It will be 1<sup>st</sup> level Passing authority for Bill Passing related to Employee or Supplier (FB60/MIRO).
- iii. Cash Section will use ID ending with 06. Accountant of Cash section will be responsible for entries through this ID. All types of payment entries will be made by this ID.

### 2. Fund Transfer Process :-

Request will be entered by field officer in **ZFIFR**, AO office will approve it and select option for Bank/ Cash for transferring fund. In case of Cash mode Employee vendor will be required to tag, but for bank transfer direct entry of AO outgoing bank to Bank account of cost center will trigger. For cash transfer, same employee vendor should be taken by Field officer, otherwise balance for that vendor will not be knocked off. For Bank transfer, the field office should be guided to take credit in his cash journal (while taking receipt from bank) to his specified Bank GL a/c (by way of personalization i.e. tagging it into favorite list).

### 3. Cash Journal:-

**Expense Cash outflow** Business transaction will be blocked, as in this user has to enter GL, which may cause wrong entries. For day to day basis small expenses only Business Transactions are created, Otherwise Users have to make entry in FB60 (Electricity, Water, Telephone, security guard, Vehicle, Estt claim etc. i.e. recurring type bill previously known as FVC) , then in FBCJ by taking Business transaction Vendor outgoing Payment, Vendor liability will be cleared.

### 4. Refund of SD/ EMD/ RMD:-

For Refund of EMD/ RMD/ SD, Field user will make entry of Request in **ZFIE01 (i.e. feeding entry of HR in SAP)**, AO will Pass the entry (GL of CSD/MD debit and Vendor credit along with any deduction to revenue or any other head) and make payment entry by way of F-53.

#### **5. FB60:-**

For Tax deduction, for making same calculation throughout RVPN, select tax code only, don't put amount of tax manually. If any discrepancy arises, the same should be first telephonically discusses and then if problem persists then e-mail and work according to the instruction.

#### **6. MIRO:-**

Before Releasing MB, ie in ML81N, Check following points:

1. If bill is related to Project, ensure proper WBS element, if related to R&M, Proper cost center should be there. (R&M of building carried out by Civil wing should be tagged to the proper GSS as a cost centre and not the civil itself. The civil wing will transfer budget to the cost centre before entry of bill into SAP.)
2. For Project related bills, service should be starting with PRJ and for R&M related service should be starting with RNM. (In civil wing, the circular issued by CCOA, RVPN, Jaipur should be strictly complied with i.e. Boundary wall, Control room building, Residential building, Rest House building, Office Building, Other civil work, Guard Hut, Earth filling, Cable trenches, transformer foundation etc. should be properly tagged for capitalization purposes.)
3. Service tax properly tagged.
4. GL is properly tagged.
5. Vendor is correct taking PAN NO., TIN Number as base.
6. Amount is correct.
7. Quantity is correct.

#### **7. FVC Bills:**

For FVC Bills, Field Officer will make entry in FV60. In FV60 entry will be parked only and will trigger to AO Office for Posting, then Accountant and finally AO will pass the same.

#### **8. Employee Claims:**

Similarly, for employee related claims like TA/ Medical/ Orderly/ Conveyance etc. Field Officer will make entry in FV60. In FV60 entry will be parked only and will trigger to AO Office for Posting, then Accountant and finally AO will Pass the same. For making entry of payment for bulk FVCs, a Z-screen development is under process and will be released soon.