

Guidelines for entering FVC and PCB entries in FICO module of SAP ERP

S. No.	Nature of Bill	Action to be taken	Guideline for entry in SAP
1	Telephone/ Electricity/ Water Charges Bill	1. Bill to be send to AO for Passing	Make entry in FV60 , Use Vendor Code 1001793 for BSNL, GL 4761009 for T&T, 4761033 Electricity Charges, 4761034 for Water Charges etc. After making entry click on Save button given close to field where we write Transaction Code "Save parked document"
		2. After passing, if AO office transfers fund to unit office for making payment	If Fund is transferred in Bank, take Business Transaction "Cash Withdrawl from Bank" in Cash Receipt side, while withdrawing fund, enter GL of your Bank Account and Amount.
			If Cash is given, take Business Transaction "Cash Transfer within location", in Receipt side, enter Employee Code of employee who brought cash in Vendor Code and make receipt entry.
			In Cash Payment Tab, take Business Transaction, "Vendor outgoing Payment", enter Vendor code 1001793, Amount, Cost Center and enter reference as the same which was taken in FV60.
			If AO directly makes payment, No entry is to be taken in Cash Journal.
		3. For Backlog entries, for which Bill already passed, and only entry is to be taken in Cash Journal	Directly make entry in FB60 , Use Vendor Code 1001793, GL 4761009. After making entry click on Save button given close to field where we write Transaction Code "Post".
Take Business Transaction "Cash Transfer within location", in Receipt side, enter 2199999 in Vendor			
In Cash Payment Tab, take Business Transaction, "Vendor outgoing Payment", enter Vendor code 1001793, Amount, Cost Center and enter reference as the same which was taken in FB60.			
2	Security Guard Bill	1. Bill to be send to AO for Passing	Follow the same process mentioned above, with vendor code 1000104 for Rexco or relevant code if other Agency is there. Enter GL as 4761008. After making entry click on Save button given close to field where we write Transaction Code "Save parked document"

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3	Crop Compensation Bill	1. Bill to be send to AO for Passing	Make entry in FV60, Use Vendor Code 1005754, make farmer wise entry in line items with GL 4761056 and relevant Project in WBS Element field. After making entry click on Save button given close to field where we write Transaction Code "Save parked document"
4	Project Related Expenditure		Follow the same process mentioned above, Enter GL relevant to expenditure like 4761029 for Stationary & Printing 4721234 for Other Project related Services. Please do not enter cost center in this entry, enter WBS Element of relevant Project. After making entry click on Save button given close to field where we write Transaction Code "Save parked document"
5	Employee Claims like TA/ Medical/ Orderly/ Conveyance/ Uniform etc.	1. Bill to be send to AO for Passing	Follow the same process mentioned above, with Employee code in Vendor. Enter GL as 4761021 for Travelling Expense, 4761038 for orderly Expense, 4754029 for Uniform, 4761020 for conveyance expense etc. After making entry click on Save button given close to field where we write Transaction Code "Save parked document"

Points to be taken care of:-

1	Don't take take Expenses Cash Outflow Business Transaction for general expenses. This Business Transaction was made for backlog entries only and soon it will be blocked.
2	If any wrong entry is Posted, and it is required to reverse this entry, then reverse it in the same date in which it was earlier posted, otherwise Balance will get disturbed.
3	Always Note down system generated Document Number of FV60/ FB60 for further reference.