



NO: BSNL/ERP/FICO/2018-19/

Dated: 25.07.2019

To,  
All CGM's/IFAs  
BSNL Territorial /Non Territorial Circles

**Subject: Fund Management (OPEX Budget) implementation-reg.**

1. Fund Management module for OPEX budget has been implemented in SAP ERP w.e.f. 25.07.2019. OPEX budget is currently given against a set of predefined heads of expenditure (i.e. Vehicle, Rent, House Keeping etc.). These are defined as "Commitment" in this guideline. The Fund Management module helps to restrict commitment/liabilities to budgeted amount and also helps to monitor operational expenses in better way. At this stage, to help the circles adapt the module faster only warning messages have been implemented in most of the commitment items and error messages (thereby meaning restriction to proceed) has been implemented only in few commitment items namely Medical, TA & LTC. The restrictions will be fully implemented in next few weeks. List of commitments and GL mapping with commitment are given in Annexure – 1 & 2.

2. Steps for budget activity are given below:

Sl No	Steps	Details	Action by	Remarks
1	Budget Estimate (BE) in version 10	BE will be prepared by BA offline commitment items wise. A BDC file will be provided for upload the BE in PRD through Tcode ZFI_FMBBC	Business Area	Version refers to the stage of budget preparation & Version 10 is meant for BA. Refer Annexure -3
2	Download report of BE Version 10 uploaded by BA	Circle will download the reports of BE upload by BA, tcode GR55 (report group ZFM1)  Modify the BE amount of BA in the downloaded report against the BA Fund Centre & Commitment item	Circle Budget section	
3	Upload the modified budget at Sl no 2 in Version 11	Circle will upload the budget of BA with BDC file by tcode ZFI_FMBBC	Circle budget section	Version 11 is meant for circle budget section. Refer Annexure-3
4	CBB, BSNL HQ download report	CBB will download the budget upload of Circles  Modify the circles budget  Get approved the BSNL OPEX budget from competent authority	Corporate Budget and Banking (CBB) BSNL HQ	
5	Enter the approved budget in version 9	CBB will enter the approved budget as whole BSNL in version 9 through BDC	CBB BSNL HQ	

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6	Transfer the budget in version 9	CBB will transfer the budget to circles in version 9 through BDC	CBB BSNL HQ	Version 9 budget means total budget authorized for whole year
7	Circle transfer the budget to BA in version 9	Circles will distribute the budget amongst the BA in version 9 through BDC against the budget transferred by CBB to circles	Circle budget section	
8	Enter budget in version 0 by CBB BSNL HQ	CBB BSNL HQ will enter the release budget in version 0 through BDC	CBB BSNL HQ	Version 0 means the quantum of budget released in phase manner, out of the total budget in version 9
9	Transfer the budget in version 0	CBB will transfer the budget to circles in version 0 through BDC	CBB BSNL HQ	Version 0 means the quantum of budget released in phase manner, out of the total budget in version 9
10	Circle transfer the budget to BA in version 0	Circles will distribute the budget amongst the BA in version 0 through BDC against the budget released by CBB to circles	Circle budget section	
11	Revise Estimate (RE) budget in Version 20	Similar process will be followed for RE request as mentioned in above SI No 1 but it will be uploaded in Version 20	Business Area	RE amount will be actual amount for past period and projected for remaining months
12	Download report of RE budget of Version 20	Circle will download the reports of RE upload by BA, tcode GR55 (report group ZFM1)  Modify the RE amount of BA in the downloaded report against the BA Fund Centre & Commitment item	Circle budget section	
13	Upload the modified Budget at SI No 12 in Version 21	Circle will upload the budget of BA with BDC file in version 21 by tcode ZFI_FMBBC	Circle budget section	
14	CBB BSNL HQ download report	CBB will download the RE budget upload of Circles  Modify the circles RE budget  Get approved the BSNL OPEX RE budget from competent authority	CBB BSNL HQ	
15	Enter the approved RE budget in version 9	CBB will enter the approved RE budget in version through BDC	CBB BSNL HQ	Enter only differential amount of already in version 9 and RE budget approved
16	Transfer the RE	CBB will transfer the RE budget to	CBB BSNL HQ	Enter only

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	budget in version 9	circles in version 9 through BDC		differential amount of already in version 9 and RE budget approved
17	Circle transfer the RE budget to BA in version 9	Circles will distribute the budget amongst the BA in version 9 through BDC against the budget transferred by CBB to circles	Circle budget section	Enter only differential amount of already in version 9 and RE budget approved
18	Enter RE budget in version 0 by CBB	CBB will enter the release RE budget in version 0 out of version 9 through BDC	CBB BSNL HQ	Enter only differential amount of already in version 0 and RE budget approved
19	Transfer the budget in version 0	CBB will transfer the budget to circles in version 0 through BDC	CBB BSNL HQ	Enter only differential amount of already in version 0 and RE budget approved
20	Circle transfer the RE budget to BA in version 0	Circles will distribute the RE budget amongst the BA in version 0 through BDC against the budget released by CBB to circles	Circle budget section	Enter only differential amount of already in version 0 and RE budget approved

ZFI_OPEX_BUDGET_CO_BSNLHQ	OPEX Budget role for ONLY CBB & Core team
ZFI_OPEX_BUDGET_CO_CIRCLE	OPEX Budget role for Circle Budget section
ZFI_OPEX_BUDGET_CO_BA	OPEX budget role for BA officials
ZFI_FMBBC	This tcode for BDC budget upload
GR55 (report group ZFM1) & FMEDDW	This tcode for budget report & budget entry document respectively

### 3. Activities for BE budget for current financial year

The Fund Management module has been implemented from July'2019; therefore, approved budget has been entered from serial no 15, 16, 18 & 19 by BSNL HQ (Budget Branch) and circles need to carry out the activities given above serial no 17 & 20. During next budget preparation, all the relevant steps have to be carried out during BE for next financial year & RE for current financial year.

### 4. BE for 2020-21 & RE for 2019-20

Fiscal year 2020 will be used for BE of 2020-21 and Fiscal year 2019 will be used for RE of 2019-20 (Refer Annexure-3).

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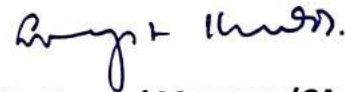
## 5. Restriction in the system

(a) The system has been designed to restrict Purchase Requisition (PO), Purchase Order (PO) creation and also on direct FI posting based on the available budget in version 0 at commitment items in BA.

(b) There are few commitments related to Salary is under exempt category so that payroll process should not get hampered but Salary commitment will also be moved in error category shortly.

(c) All open PO/PR related to OPEX & Inventory has to be short closed from the date budget availability activated on all commitment items.

5. In the interest of organization, Circle & BA should adapt Fund Management Module immediately. Any clarification for the Fund Management (OPEX Budget) should be addressed to ERP and Budget Section BSNL CO.



Sr. General Manager (CA/ERP-FICO)

Copy to:

1. CMD, BSNL for kind information please
2. Director (Finance)/Director (CM)/Director (CFA)/Director (EB)/Director (HR) BSNL board for kind information please
3. PGM (ERP), BSNL CO/ERP Development Centre, New Delhi/Ghaziabad for kind information
4. Sr. GM (BFCI), BSNL CO New Delhi for necessary action please

Encl.:

1. Annexure – 1 - Commitment list
2. Annexure- 2 - GL mapping with commitment
3. Annexure – 3 - User manual for budget upload and report
4. Annexure – 4 - BDC File