



BSNLCO-CA/25/4/2020-CA-ERP-FICO-Part (1)

Dated 29.09.2021

To
The Chief General Managers / IFAs
All Territorial & Non-territorial Circles
Bharat Sanchar Nigam Limited

Sub: Clearing of Customer collections against invoices issued in SAP Reg.

It is observed in ERP system that the number of customer open items is on the higher side wherein both debit and credit items are appearing. This is mainly due to non-clearing of customer invoices with the collection received and lack of periodic review.

Therefore it is hereby instructed that the following procedure regarding collection from customer, invoicing & clearing must be scrupulously followed:

1. Collection received directly in BSNL's Bank account from customers -

- The collections against customer invoices, received through NEFT / RTGS needs to be entered in ERP only through F-28 with reference to the open debit items lying in customer account. This will clear the customer invoice and post the collection.
- The advances received from customer must be entered through F-29 wherein the relevant tax code is to be filled to comply with GST.
 - Advance receipt voucher may be generated through the tcode ZADV_PAY.
 - Subsequently, on posting of customer invoice document, **the advance collection posted above must be cleared (paired) with the invoice document, through the tcode F-32.**

2. Cash / Cheque collection by AO (Cash):-

- All collections physically received by AO (custodian of cash journal) in the form of Cash / Cheque / DD must be posted in SAP-ERP through tcode FBCJ. While posting the collections in FBCJ, invoice reference against which collection made, must be captured in the remark columns for ease of pairing when clearing the customers.
- Subsequently, **collection posted above must be cleared (paired) with the invoice document, through the tcode F-32.**

3. Channel Partner collections:-

- All customer collections relating to channel partner sales of SD module shall be posted through the relevant tcode ZFI017 (by AO) / ZFI003 (by CSC). For detailed procedure, please refer FAQ 157 in ERP portal.
 - The units must ensure that the collection document is cleared with the invoice document of the customer.
 - In case of any customer credit memo, the clearing must be carried out against the invoice/debit memo.

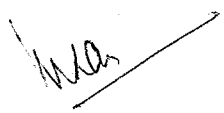
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The circle wise report of customer open line items as on 22.09.2021 is enclosed as Annexure to this letter. This report is relating the customer transactions (open items) posted between 1st April'21 and 22nd Sept'21. The circles shall review all customer open items from the date of ERP go-live to the current date and take necessary action for clearing the same along with fictitious entries, if any.

In addition, circles must review the customer line items periodically, at least once in a week, and carryout clearing to keep the open items to the most minimum. T Code FBL5N may be used for generating customer line item report. Users at BA level must carry out the same activity on daily basis.

This may kindly be taken up on Top Most Priority.

This is issued with the approval of Sr. GM (CA/ERP-FICO).


Jagdeep Singh
Dy. General Manager (CA/ERP-FICO)
BSNL CO, New Delhi

Encl : As Above

Copy to:

1. Director Finance, BSNL, CO – For kind information.
2. CGMs / PGMs / Sr. GMs / GMs, BSNL CO – For information and necessary action please.

Summary of customer open items pertaining to FY 2021 as on 22.09.2021

| Circle | Debit Line Items | | Credit Line Items | | Total Sum of Amount |
|----------------------------------|------------------|--------------------------|-------------------|---------------------------|--------------------------|
| | Count | Sum of Amount | Count | Sum of Amount | |
| 1010-Corporate Office | 93 | 4,251,352,550.28 | 123 | -3,820,297,404.33 | 431,055,145.95 |
| 1011-Andaman & Nicobar Circle | 1945 | 2,820,099,611.92 | 84 | -367,396,535.25 | 2,452,703,076.67 |
| 1012-Telangana Circle | 4251 | 369,339,508.87 | 1795 | -111,065,714.23 | 258,273,794.64 |
| 1013-Assam Circle | 4174 | 312,113,664.31 | 188 | -54,806,376.47 | 257,307,287.84 |
| 1014-Bihar Circle | 3801 | 644,759,870.92 | 226 | -356,083,100.42 | 288,676,770.50 |
| 1015-Chhattisgarh Circle | 1975 | 206,631,736.42 | 245 | -156,565,751.30 | 50,065,985.12 |
| 1016-Gujarat Circle | 8226 | 1,080,982,416.74 | 1425 | -460,078,786.82 | 620,903,629.92 |
| 1017-Haryana Circle | 3747 | 393,093,768.83 | 679 | -185,879,911.62 | 207,213,857.21 |
| 1018-Himachal Pradesh Circle | 858 | 78,629,071.04 | 135 | -181,006,758.98 | -102,377,687.94 |
| 1019-Jammu & Kashmir Circle | 5767 | 293,724,869.56 | 715 | -94,139,961.73 | 199,584,907.83 |
| 1020-Jharkhand Circle | 2862 | 157,125,142.14 | 341 | -27,578,026.59 | 129,547,115.55 |
| 1021-Karnataka Circle | 9698 | 984,994,420.31 | 1513 | -223,880,383.51 | 761,114,036.80 |
| 1022-Kerala Circle | 9971 | 1,477,129,682.46 | 2756 | -451,288,593.42 | 1,025,841,089.04 |
| 1023-Madhya Pradesh Circle | 6799 | 867,513,283.83 | 1814 | -506,432,485.54 | 361,080,798.29 |
| 1024-Maharashtra Circle | 24552 | 2,196,604,474.42 | 2892 | -739,669,015.17 | 1,456,935,459.25 |
| 1025-North East - I Circle | 946 | 76,436,297.17 | 175 | -17,920,854.74 | 58,515,442.43 |
| 1026-North East -II Circle | 695 | 48,824,161.74 | 93 | -20,833,345.16 | 27,990,816.58 |
| 1027-Odisha Circle | 6741 | 544,734,512.77 | 4352 | -251,845,962.01 | 292,888,550.76 |
| 1028-Punjab Circle | 7565 | 752,635,564.05 | 955 | -69,980,029.26 | 682,655,534.79 |
| 1029-Rajasthan Circle | 7694 | 1,167,921,002.06 | 1461 | -536,754,975.49 | 631,166,026.57 |
| 1030-Tamil Nadu Circle | 19566 | 1,788,683,461.75 | 3540 | -1,104,155,764.93 | 684,527,696.82 |
| 1031-UP (E) Circle | 4455 | 1,062,310,009.19 | 400 | -333,483,287.50 | 728,826,721.69 |
| 1032-UP (W) Circle | 5659 | 663,312,100.25 | 1013 | -268,867,950.85 | 394,444,149.40 |
| 1033-Uttaranchal Circle | 1615 | 124,424,328.75 | 657 | -20,575,303.50 | 103,849,025.25 |
| 1034-West Bengal Circle | 4416 | 268,536,783.35 | 57 | -317,564,578.67 | -49,027,795.32 |
| 1035-Kolkata Metro District | 1704 | 211,121,253.17 | 651 | -154,899,108.70 | 56,222,144.47 |
| 1036-Chennai Metro District | 2153 | 163,120,758.39 | 409 | -35,837,642.05 | 127,283,116.34 |
| 1037-Andhra Pradesh Circle | 7080 | 384,133,788.85 | 827 | -71,251,521.93 | 312,882,266.92 |
| 1050-CORE NETWORK (TX-EAST) | 18 | 14,727,270.32 | 4 | -38,810.00 | 14,688,460.32 |
| 1051-CORE NETWORK (TX-WEST) | 81 | 9,218,009.52 | 61 | -2,807,850.76 | 6,410,158.76 |
| 1052-CORE NETWORK (TX-NORTH) | 276 | 23,946,803.85 | 426 | -18,717,649.13 | 5,229,154.72 |
| 1053-Southern Telecom Region | 115 | 74,200,092.61 | 101 | -8,851,459.17 | 65,348,633.44 |
| 1063-Southern Telecom Project | 41 | 23,864,768.56 | 42 | -5,250,619.93 | 18,614,148.63 |
| 1064-CORE NETWORK (TX-NE REGION) | 25 | 8,790,031.26 | 1 | -212,462.00 | 8,577,569.26 |
| 1065-ITPC | 13 | 631,374.66 | 4 | -9,636.00 | 621,738.66 |
| 1080-ALTTC | 900 | 46,628,107.20 | 308 | -9,584,940.48 | 37,043,166.72 |
| 1091-Broadband Network | 115 | 8,932,921.00 | 101 | -7,157,642.00 | 1,775,279.00 |
| 1093-IC (T&D) | 254 | 14,061,242.88 | 49 | -3,995,538.50 | 10,065,704.38 |
| Grand Total | 160,846 | 23,615,288,715.40 | 30,618 | -10,996,765,738.14 | 12,618,522,977.26 |