



Project – JBVNL  
ERP (SAP) Operating Procedure



Jharkhand Bijli Vitran Nigam Limited.

# Document of ERP (SAP) Standard Operating Procedure





Project – JBVNL  
ERP (SAP) Operating Procedure



## ERP (SAP) SOP – Document Specifics

|                     |                                      |                  |
|---------------------|--------------------------------------|------------------|
| <b>Project:</b>     | ERP Implementation at JBVNL          |                  |
| <b>Client:</b>      | Jharkhand Bijli Bitran Nigam Limited |                  |
| <b>ERP-SI:</b>      | Yash Technologies Pvt. Ltd.          |                  |
| <b>Created By:</b>  | Vasanth Kumar G                      | Date: 08-04-2019 |
| <b>Verified By:</b> | Rakesh Solanki                       | Date: 08-04-2019 |
| <b>Approved By</b>  | PMC (Wipro)                          |                  |
| <b>Version</b>      | 10                                   |                  |



Project – JBVNL  
ERP (SAP) Operating Procedure



## Contents

|        |   |    |
|--------|---|----|
| 1.     | <b>Preamble:</b> .....  | 7  |
| 2.     | <b>Objectives of ERP System Implementation:</b> .....   | 8  |
| 3.     | <b>JBVNL- Functional Areas:</b> .....   | 9  |
| 4.     | <b>Module Details</b> .....   | 10 |
| 4.1    | <b>Material Management (MM)</b> .....   | 10 |
| 4.2    | Human Resource (HR) .....   | 10 |
| 4.3    | Finance and Controlling (FICO).....   | 12 |
| 4.4    | Project Systems (PS):.....  | 13 |
| 5.     | <b>Expected Benefits for Implementation of ERP at JBVNL</b> .....   | 14 |
| 6.     | <b>Work Flows / Matrix for all JBVNL Users with Designations all modules along with Transaction-codes for all office types:</b> ..... | 15 |
| 6.1    | JBVNL – PS- ROLL MATRIX FLOW .....  | 16 |
| 6.1.1  | CMD & MD, JBVNL: Head Quarters .....  | 16 |
| 6.1.2  | Executive Director (Projects).....  | 17 |
| 6.1.3  | General Manager Rural (PS):.....  | 18 |
| 6.1.4  | General Manager Urban (PS): .....   | 19 |
| 6.1.5  | General Manager-Civil (PS): .....   | 20 |
| 6.1.6  | General Manager-STM (PS): .....   | 21 |
| 6.1.7  | General Manager-IT (PS):.....   | 22 |
| 6.1.8  | Deputy General Manager-Rural (PS): .....  | 23 |
| 6.1.9  | Deputy General Manager-Urban (PS):.....   | 24 |
| 6.1.10 | Deputy General Manager-Civil (PS):.....   | 25 |
| 6.1.11 | Deputy General Manager-IT (PS): .....   | 26 |



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



|  |    |
|--|----|
| 6.1.12 Deputy General Manager-STM (PS): .....      | 27 |
| 6.1.13 Senior Manager- Rural-DDNW 1&2 (PS): .....  | 28 |
| 6.1.14 Senior Manager- Rural-12th Plan (PS): ..... | 29 |
| 6.1.15 Senior Manager- Rural-JSBAY (PS): .....     | 30 |
| 6.1.16 Senior Manager- Rural-S&D (PS): .....       | 31 |
| 6.1.17 Senior Manager- IT (PS): .....              | 32 |
| 6.1.18 General Manager (PS): .....                 | 33 |
| 6.1.19 Senior Manager- WMM (PS): .....             | 34 |
| 6.1.20 Deputy General Manager (PS): .....          | 35 |
| 6.1.21 Senior Manager –Projects (PS): .....        | 36 |
| 6.1.22 Senior Manager (PS): .....                  | 37 |
| 6.2 JBVNL – MM- ROLL MATRIX FLOW .....             | 38 |
| 6.2.1 General Manager -S&P(MM): .....              | 38 |
| 6.2.2 Deputy General Manager-Purchase (MM): .....  | 39 |
| 6.2.3 Deputy General Manager-Store &TRW(MM): ..... | 40 |
| 6.2.4 Senior Manager-Purchase (MM): .....          | 41 |
| 6.2.5 Senior Manager- Store & MM (MM): .....       | 42 |
| 6.2.6 Senior Manager-TRW (MM): .....               | 43 |
| 6.2.7 Manager-Purchase (MM): .....                 | 44 |
| 6.2.8 Manager-Store & MM (MM): .....               | 45 |
| 6.2.9 Manager-TRW (MM): .....                      | 46 |
| 6.2.10 General Manager (MM): .....                 | 47 |
| 6.2.11 Senior Manager-Technical (MM): .....        | 48 |
| 6.2.12 Deputy General Manager (MM): .....          | 49 |



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



|  |    |
|--|----|
| 6.2.13 Senior Manager (TRW & Store): .....                     | 50 |
| 6.2.14 Senior Manager (Technical): .....                       | 51 |
| 6.2.15 Senior Manager (MRT):.....                              | 52 |
| 16 Store Keeper (MM):.....                                     | 53 |
| 6.3 JBVNL – HR- ROLL MATRIX FLOW .....                         | 54 |
| 6.3.1 Personnel Officer /ADO:.....                             | 54 |
| 6.3.1 Personnel Officer/ADO:.....                              | 55 |
| 6.3.2 Office Assistant .....                                   | 56 |
| 6.3.2 Office Assistant: .....                                  | 57 |
| 6.4 JBVNL – FICO- ROLL MATRIX FLOW .....                       | 58 |
| 6.4.1 Executive Director Finance .....                         | 58 |
| 6.4.2 General Manager’s (Projects &Financial Management):..... | 59 |
| 6.4.3 General Manager’s (Accounts & Revenue):.....             | 60 |
| 6.4.4 General Manager’s (Internal Audit): .....                | 61 |
| 6.4.5 Deputy General Manager (FICO): .....                     | 62 |
| 6.4.6 Senior Manager’s (FICO): .....                           | 63 |
| 6.4.7 Manager’s (FICO): .....                                  | 64 |
| 6.4.7 Manager’s (FICO): .....                                  | 65 |
| 6.4.8 Junior Manager (FICO): .....                             | 66 |
| 6.4.8 Junior Manager (FICO): .....                             | 67 |
| 6.4.9 General Manager’s (FICO):.....                           | 68 |
| 6.4.10 Senior Manager’s (FICO): .....                          | 69 |
| 6.4.11 Manager’s (FICO): .....                                 | 70 |
| 6.4.12 Deputy General Manager’s (FICO): .....                  | 71 |



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



|                                       |    |
|---------------------------------------|----|
| 6.4.13 Senior Manager's (FICO): ..... | 72 |
| 6.4.14 Manager's (FICO): .....        | 73 |
| 6.4.15 Senior Manager's (FICO): ..... | 74 |
| 6.4.16 Manager's (FICO): .....        | 75 |
| 6.4.17 Junior Manager's (FICO):.....  | 76 |
| Abbreviations .....                   | 77 |
| **End of Document** .....             | 79 |



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



## **1. Preamble:**

**SAP implementation** (Systems, Applications & Products implementation) refers to the name of the German company SAP SE, and is the whole of processes that defines a method to implement the SAP ERP enterprise resource planning software in an organization. The SAP implementation method described in this entry is a generic method and not a specific implementation method as such. It is based on best practices and case studies from various literature sources and presents a collection of processes and products that make up a complete implementation method to allow any organization to plan and execute the implementation of SAP software.

JBVNL JBVNL is implementing SAP for the following Modules:

1. FI CO [Finance & Controlling]
2. MM [Materials Management]
3. PS [Project Systems]
4. HR [Human Capital Management]
5. FLM [File Lifecycle Management]
6. TRM [Treasury & Risk Management]
7. PO [Process Orchestration]
8. ABAP [Advanced Business Application Programming]
9. BASIS [Business Application Software Integration Solution]
10. ESS [Employee Self Service]
11. DMS [Document Management System]
12. BI [Business Intelligence]



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



13. BO [Business Objects]

## **2. Objectives of ERP System Implementation:**

The following are some of the objectives of ERP Implementation for JBVNL:

- Achieve Better financial management and faster financial reconciliation/financial statements
- Business Processes improvements and adoption of best business practices
- Cross functional integration of enterprise wide functions, Visibility & Transparency within departments.
- To manage business growth with optimum utilization of enterprise resources and productive deployment of human capital
- Improve Decision making through use of information and business analytics
- Managing extension of distribution network of JBVNL through efficient Project Management function
- Integrate all Major Business Processes across organization, under single ERP platform with minimum interfaces.
- Better Inventory planning and management.

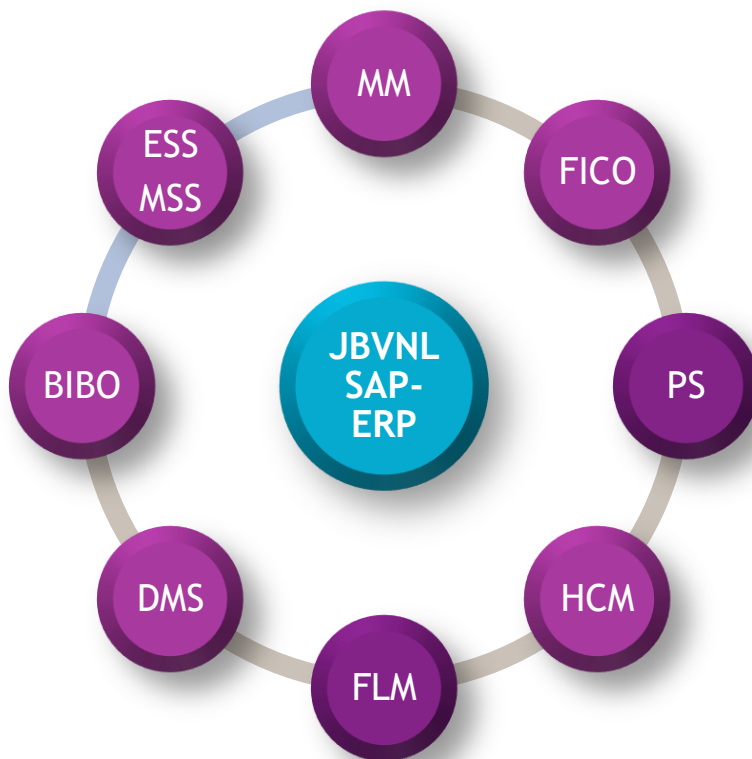




### 3. JBVNL- Functional Areas:

SAP-ERP is business management software for integrated applications which includes below functionalities for JBVNL:

- File Lifecycle Management- Providing a simple and digitized solution for the movement of files.
- ESS/MSS – Deals with Employee Services and Management approval services.
- Human Resource & Payroll – Deals with information related to employee of an organization along with Payroll run for employees.
- Financial Accounting – Deals with Financial Transactions and data. (GL, AP, AR, Asset accounting, Trail Balance, Balance Sheet, P&L accounting statements).
- Material Management – Deals with the Procurement & Inventory activities.
- Project Systems – Deals with project/budget planning, monitoring, and control.





## 4. Module Details

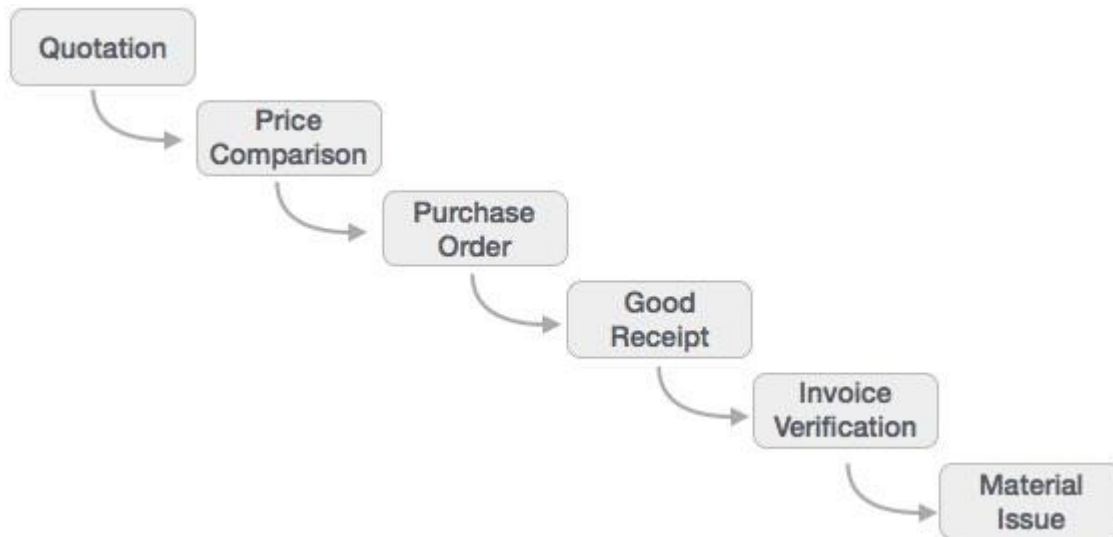
### 4.1 Material Management (MM)

Material Management deals with movement of materials via other modules like logistics, supply chain management, sales and delivery, warehouse management, production and planning.

The following are the submodule in MM:

- Material Planning
- Material Purchasing
- Inventory Management
- Vendor Evaluation
- Invoice Verification
- Statutory Requirements

The following is the procurement Process for MM:



### 4.2 Human Resource (HR)

The most important objective of master data administration in Human Resources is to enter employee-related data for administrative, time-recording, and payroll purposes.



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



A new employee can be hired without using Recruitment. Instead you can hire someone by running a personnel action in Personnel Administration, thereby creating the necessary data for the employee to be hired.

Employee data must be kept current. After an employee is hired, circumstances can always arise which necessitate either the entry of new data or the correction of current data. For instance –

- An employee moves to his or her new address must be stored in the system.
- An employee gets a pay hike at the start of the year. The new salary must be stored for the relevant date.
- An employee changes jobs within the organization. His or her organizational assignment, working time, and salary also change.
- Data can be stored for the past, present, or future.

**Note** – Entering payroll-relevant data in the past triggers retroactive accounting.

The HR module is comprised of major areas of functionality known as sub-modules. The HR module is a true demonstration of the strength of the SAP product in Enterprise Resource Planning.

The HR system has very strong integration points (where data is passed back and forth without human intervention) with just about all of the other SAP modules. In addition, there is very tight integration amongst the HR sub-modules.

The above illustration highlights some of the basic SAP HR terms as listed below.

- Business trip management
- Recruitment
- Payroll
- Personal development
- Organizational Management
- Time Management
- ESS



Project – JBVNL  
ERP (SAP) Operating Procedure



- MSS
- Training and event management
- Compensation management
- Personal Administration

### **4.3 Finance and Controlling (FICO)**

SAP FICO is a combination of two ERP modules, i.e., Finance Accounting (FI) and Controlling (CO). Under Finance in SAP and at an enterprise level, the following modules take part –

- FI – Finance
- CO – Controlling
- IM – Investment Management
- TR – Treasury
- EC – Enterprise Controlling

**SAP FI** (Financial Accounting) is accountable for tracking the flow of financial data across the organization in a controlled manner and integrating all the information for effective strategic decision-making.

#### **Activities Involved in SAP FI**

Creation of Organizational Structure (Defining Company, Company Codes, business Areas, Functional Areas, Credit Control, Assignment of Company Codes to Credit Controls)

- Financial Accounting Global Settings (Maintenance of Fiscal Year, Posting Periods, defining Document types, posting keys, Number ranges for documents)
- General Ledger Accounting (Creation of Chart of Accounts, Account groups, defining data transfer rules, creation of General Ledger Account)
- Tax Configuration & Creation and Maintenance of House of Banks



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**

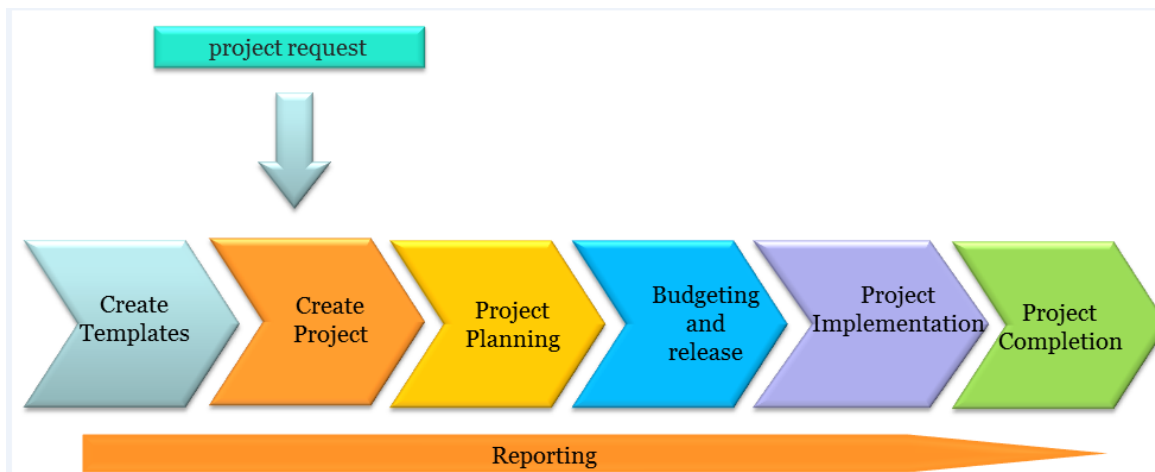


- Account Payables (Creation of Vendor Master data and vendor-related finance attributes like account groups and payment terms)
- Account Receivables (Creation of Customer Master data and customer-related finance attributes like account groups and payment terms)
- Asset Accounting.

#### **4.4 Project Systems (PS):**

SAP Project Systems (PS) is an integrated project management tool used for planning and managing projects. It has several tools that enables the project management process such as cost and planning budget, scheduling, requisitioning of materials and services.

Project System (PS) is one of the key modules of SAP to perform project and portfolio management. It helps you to manage the project life cycle starting from structuring to planning, execution, until the project completion.





Project – JBVNL  
ERP (SAP) Operating Procedure



## **5. Expected Benefits for Implementation of ERP at JBVNL**

- Online Financial statements (Balance Sheet, P&L)
- Central Control throughout the organization for better analysis of Operations and decision-making process.
- A stronger and more unified view of the organization
- Improved operational efficiency across the organization
- Strengthened Data integrity and Security
- Improved real time information and decision support system
- Elimination of manual collation of data for reports
- Saves time and expenses.
- Allows faster decision-making by the management, utilizing the data and reporting tools designed in the systems.
- Single data source and sharing of data among all the units of an Organization.



Project – JBVNL  
ERP (SAP) Operating Procedure



6. Work Flows / Matrix for all JBVNL Users with Designations all modules along with Transaction-codes for all office types:



## 6.1 JBVNL – PS- ROLL MATRIX FLOW

### 6.1.1 CMD & MD, JBVNL: Head Quarters

#### CMD & MD

- 1) Project Builder- T-Code: CJ20N
- 2) Display Original Budget- T-Code: CJ31
- 3) Display Release Budget - T-Code: CJ33
- 4) Display Budget Documents - T-Code: CJ3B
- 5) Project Overview - T-Code: CN40
- 6) Structure Overview - T-Code: CN41
- 7) Project Information System – Project Structure Overview  
- T-Code: CN41N
- 8) Overview: WBS Elements - T-Code: CN43
- 9) Report - Project WBS Information - T-Code: CN43N
- 10) Overview: Activities/Elements - T-Code: CN47
- 11) Report - Network Activity Information - T-Code: CN47N
- 12) Material Components in Project - T-Code: CN52N
- 13) Display Project Commitment Line Items - T-Code: CJ15
- 14) Display Project Actual Cost Line Items - T-Code: CJ13
- 15) Display Investment Program Definition - T-Code: IM03
- 16) Display Investment Program Top Position ID - T-Code: IM13
- 17) Display Structure Investment Program Position - T-Code: IM23
- 18) Display Budget Supplements - T-Code: IM31
- 19) Display Original Budget - T-Code: IM33
- 20) Display Budget Returns - T-Code: IM39
- 21) Display Budget Distribution - T-Code: IM53
- 22) General Structure and Value List (ALV) - T-Code: IMR1\_ALV
- 23) Project Physical Progress Report - T-Code: ZPSPP03
- 24) External Services in Project - T-Code: ZPSR01
- 25) Project Requirement Report - T-Code: ZPSR03
- 26) Project Cost Report (Object wise) - Plan/Actual/Variance  
- T-Code: S\_ALR\_87013532
- 27) Plan-Based -> Hierarchical ->  
Plan/Actual/Commitment/Rem.Plan/Assigned - T-Code:  
S\_ALR\_87013533
- 28) Project Cost/Budget Report - T-Code: S\_ALR\_87013558
- 29) Project Cost/Budget/Commitment Report - T-Code:  
S\_ALR\_87013560
- 30) Display Authorization Data for User - T-Code: SU53
- 31) Business Workplace - T-Code: SBWP





## Project – JBVNL

### ERP (SAP) Operating Procedure



## 6.1.2 Executive Director (Projects): Head Quarters

### ED (Projects)

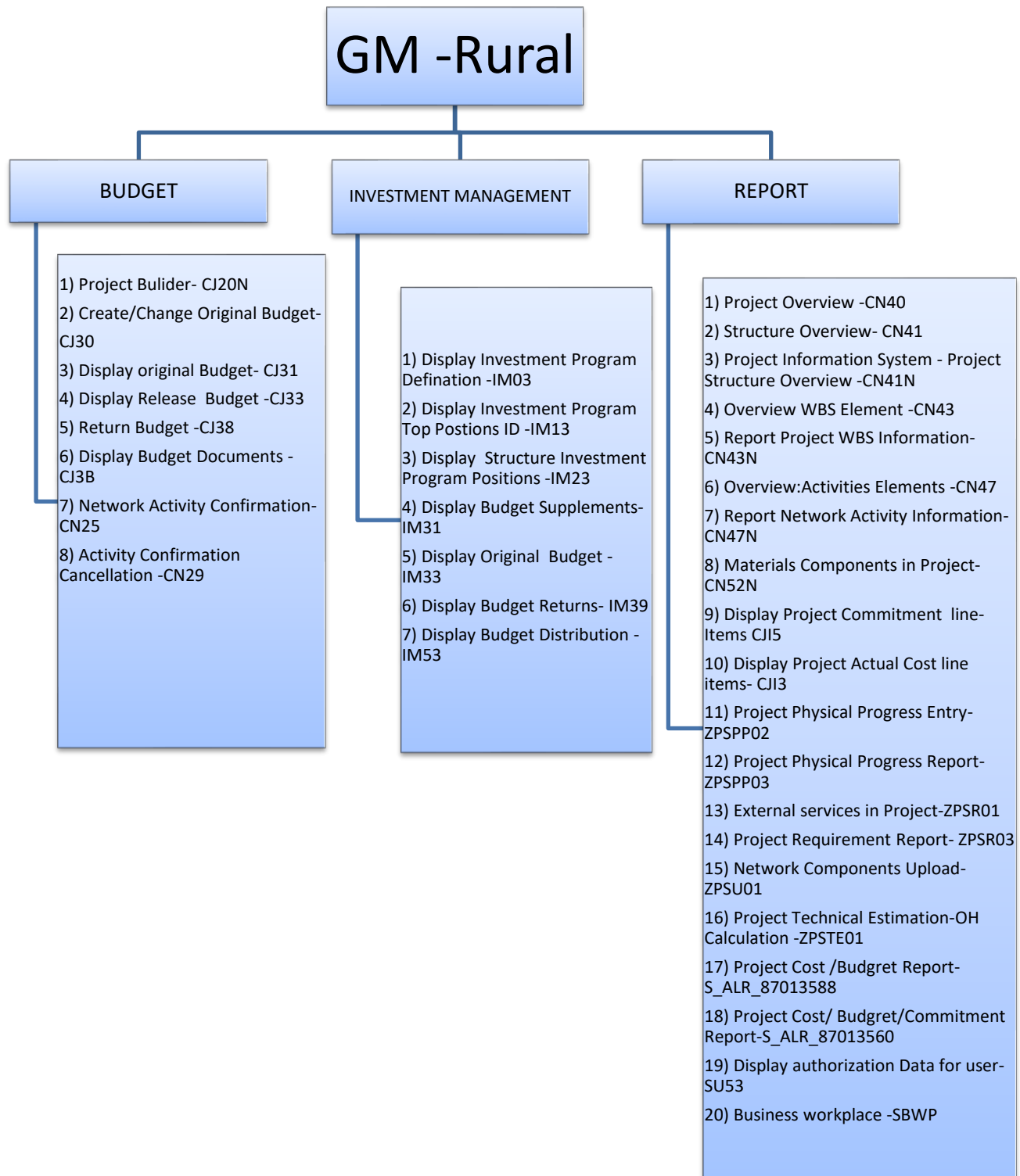
- 1) Project Builder- T-Code: CJ20N
- 2) Display Original Budget- T-Code: CJ31
- 3) Display Release Budget - T-Code: CJ33
- 4) Display Budget Documents - T-Code: CJ3B
- 5) Project Overview - T-Code: CN40
- 6) Structure Overview - T-Code: CN41
- 7) Project Information System – Project Structure Overview  
- T-Code: CN41N
- 8) Overview: WBS Elements - T-Code: CN43
- 9) Report - Project WBS Information - T-Code: CN43N
- 10) Overview: Activities/Elements - T-Code: CN47
- 11) Report - Network Activity Information - T-Code: CN47N
- 12) Material Components in Project - T-Code: CN52N
- 13) Display Project Commitment Line Items - T-Code: CJI5
- 14) Display Project Actual Cost Line Items - T-Code: CJI3
- 15) Display Investment Program Definition - T-Code: IM03
- 16) Display Investment Program Top Position ID - T-Code: IM13
- 17) Display Structure Investment Program Position - T-Code: IM23
- 18) Display Budget Supplements - T-Code: IM31
- 19) Display Original Budget - T-Code: IM33
- 20) Display Budget Returns - T-Code: IM39
- 21) Display Budget Distribution - T-Code: IM53
- 22) General Structure and Value List (ALV) - T-Code: IMR1\_ALV
- 23) Project Physical Progress Report - T-Code: ZPSP03
- 24) External Services in Project - T-Code: ZPSR01
- 25) Project Requirement Report - T-Code: ZPSR03
- 26) Project Cost Report (Object wise) - Plan/Actual/Variance  
- T-Code: S\_ALR\_87013532
- 27) Plan-Based -> Hierarchical ->  
Plan/Actual/Commitment/Rem.Plan/Assigned - T-Code:  
S\_ALR\_87013533
- 28) Project Cost/Budget Report - T-Code: S\_ALR\_87013558
- 29) Project Cost/Budget/Commitment Report - T-Code:  
S\_ALR\_87013560
- 30) Display Authorization Data for User - T-Code: SU53
- 31) Business Workplace - T-Code: SBWP



Project – JBVNL  
ERP (SAP) Operating Procedure



### 6.1.3 General Manager Rural (PS): Head Quarters

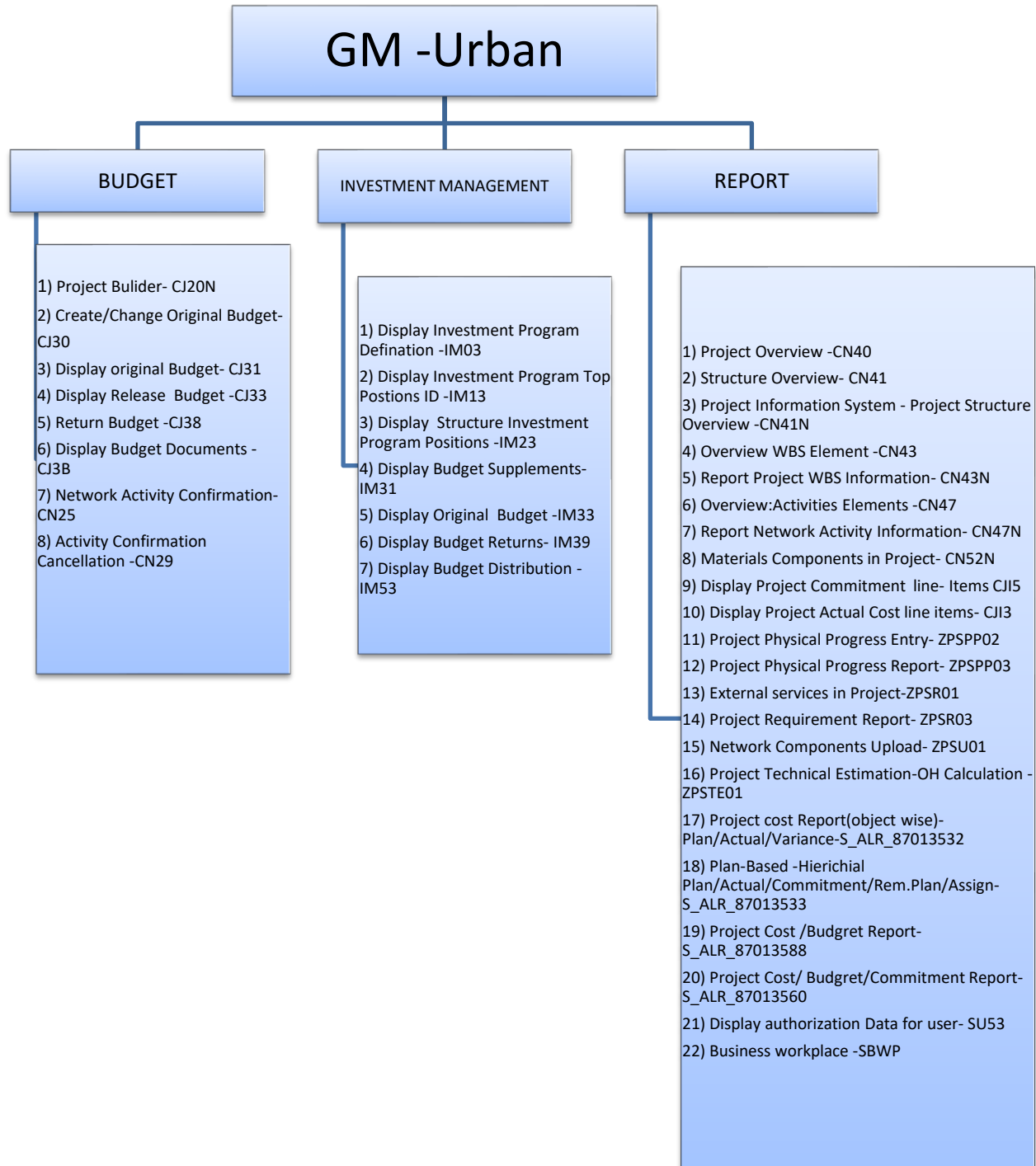




Project – JBVNL  
ERP (SAP) Operating Procedure



### 6.1.4 General Manager Urban (PS): Head Quarters

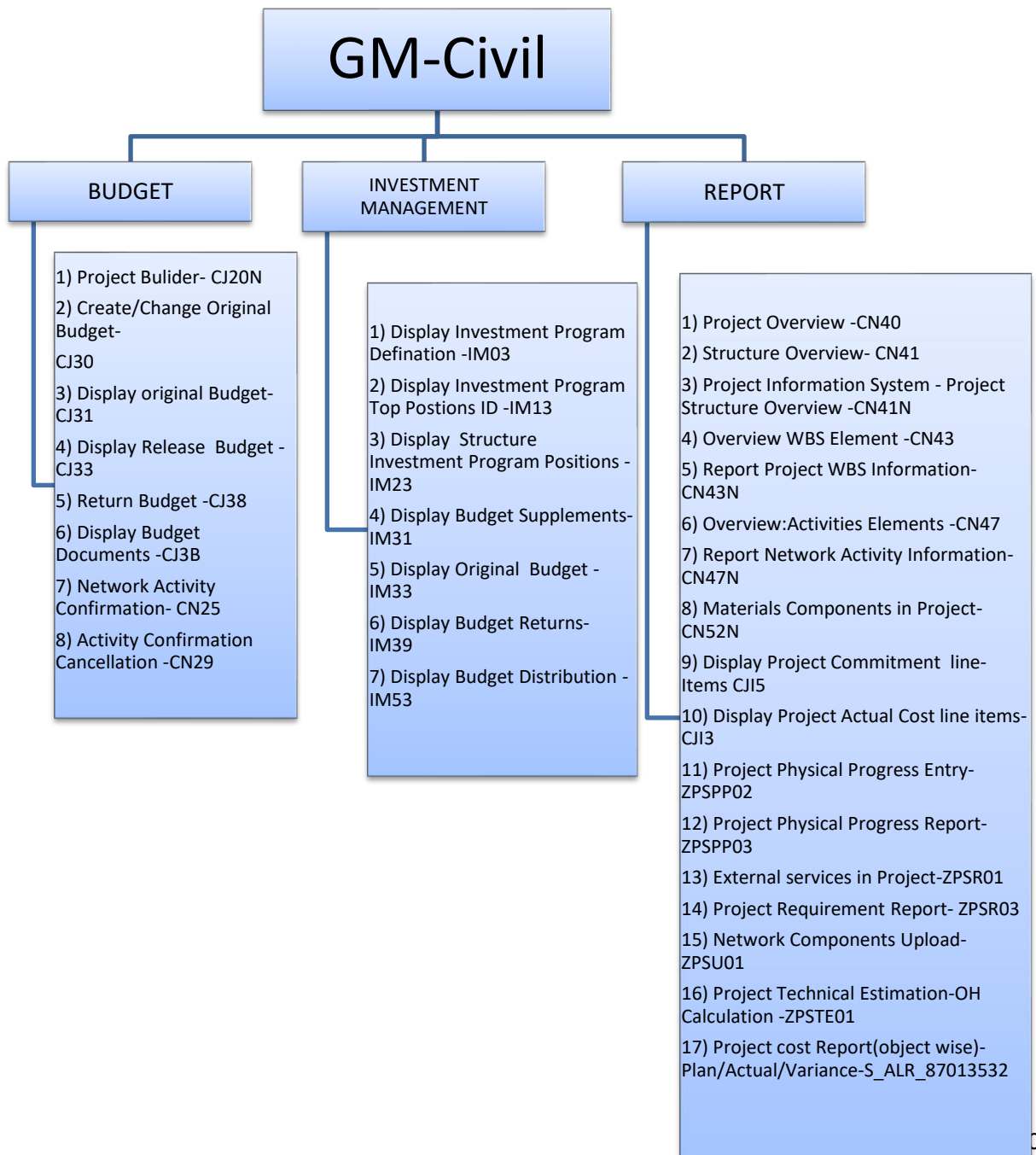




Project – JBVNL  
ERP (SAP) Operating Procedure

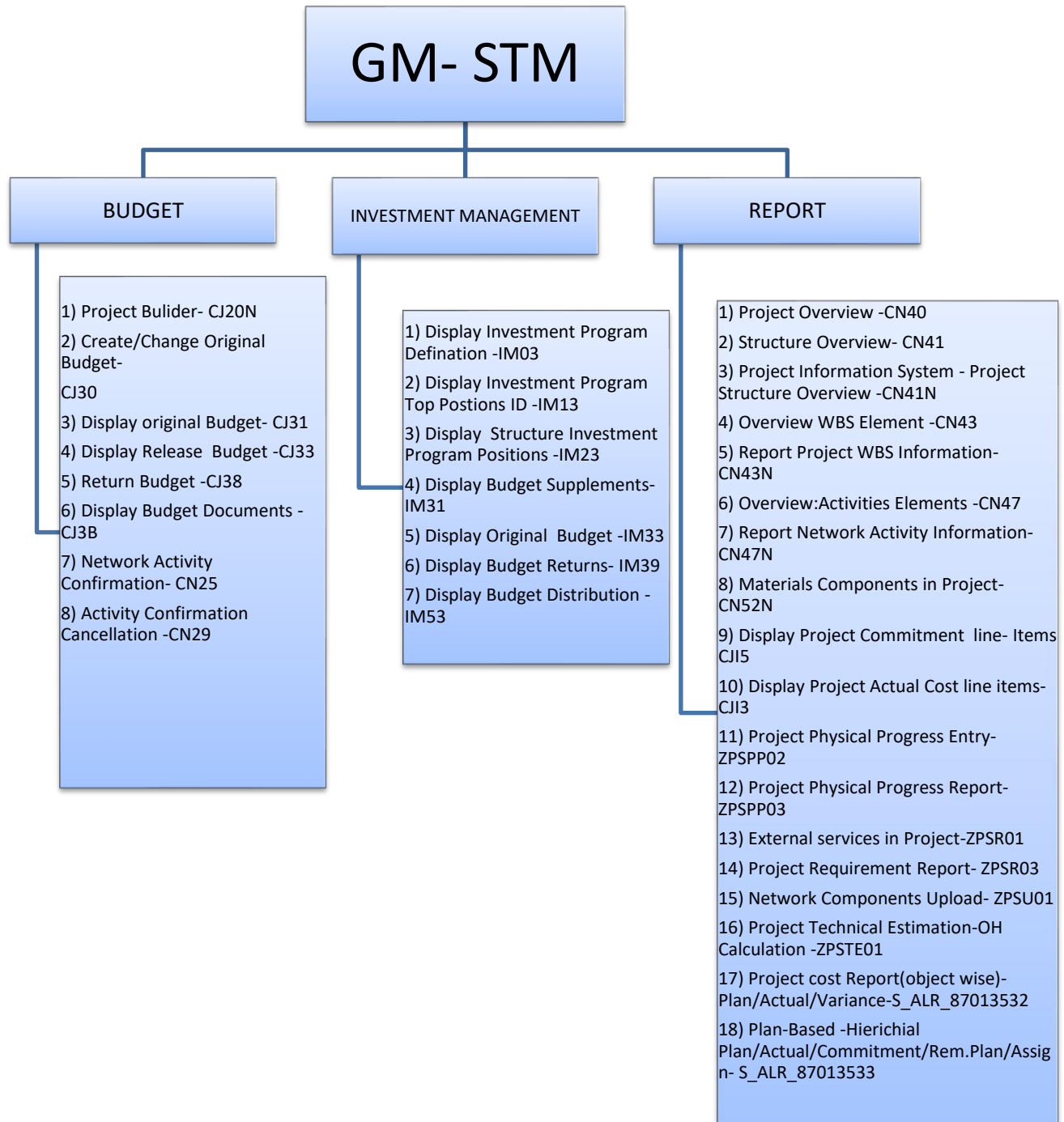


## 6.1.5 General Manager-Civil (PS): Head Quarters



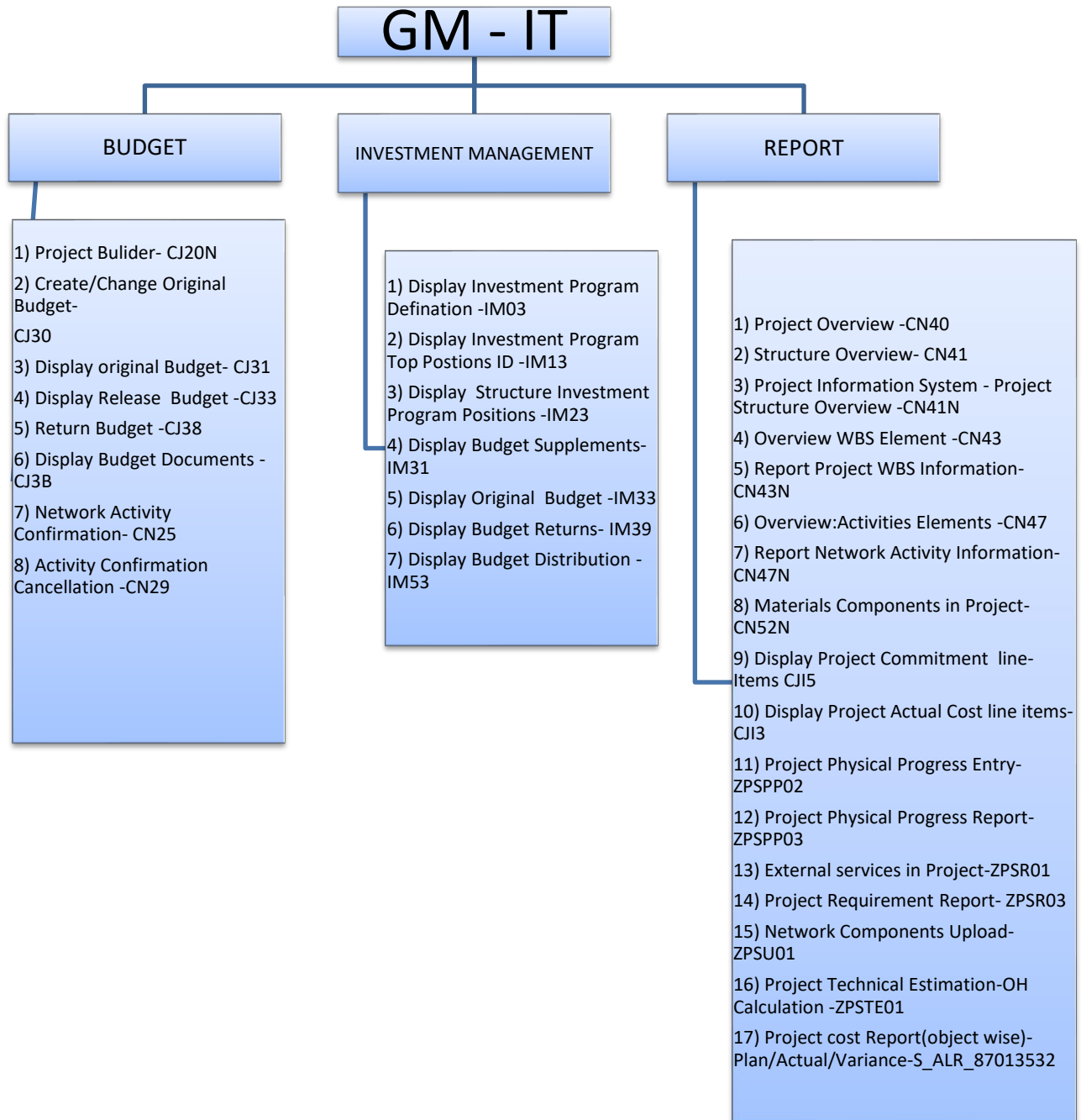


## 6.1.6 General Manager-STM (PS): Head Quarters



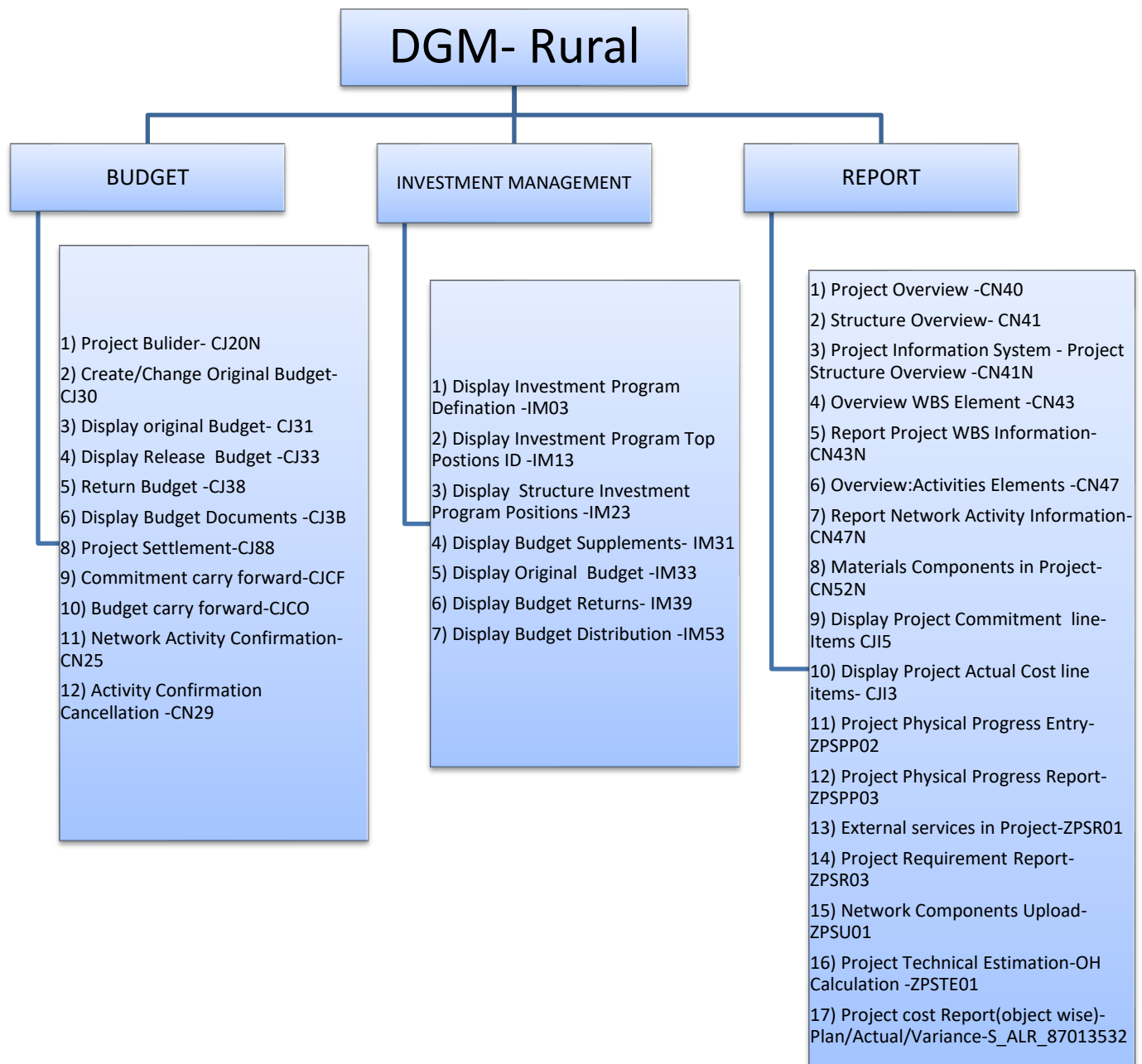


## 6.1.7 General Manager-IT (PS): Head Quarters



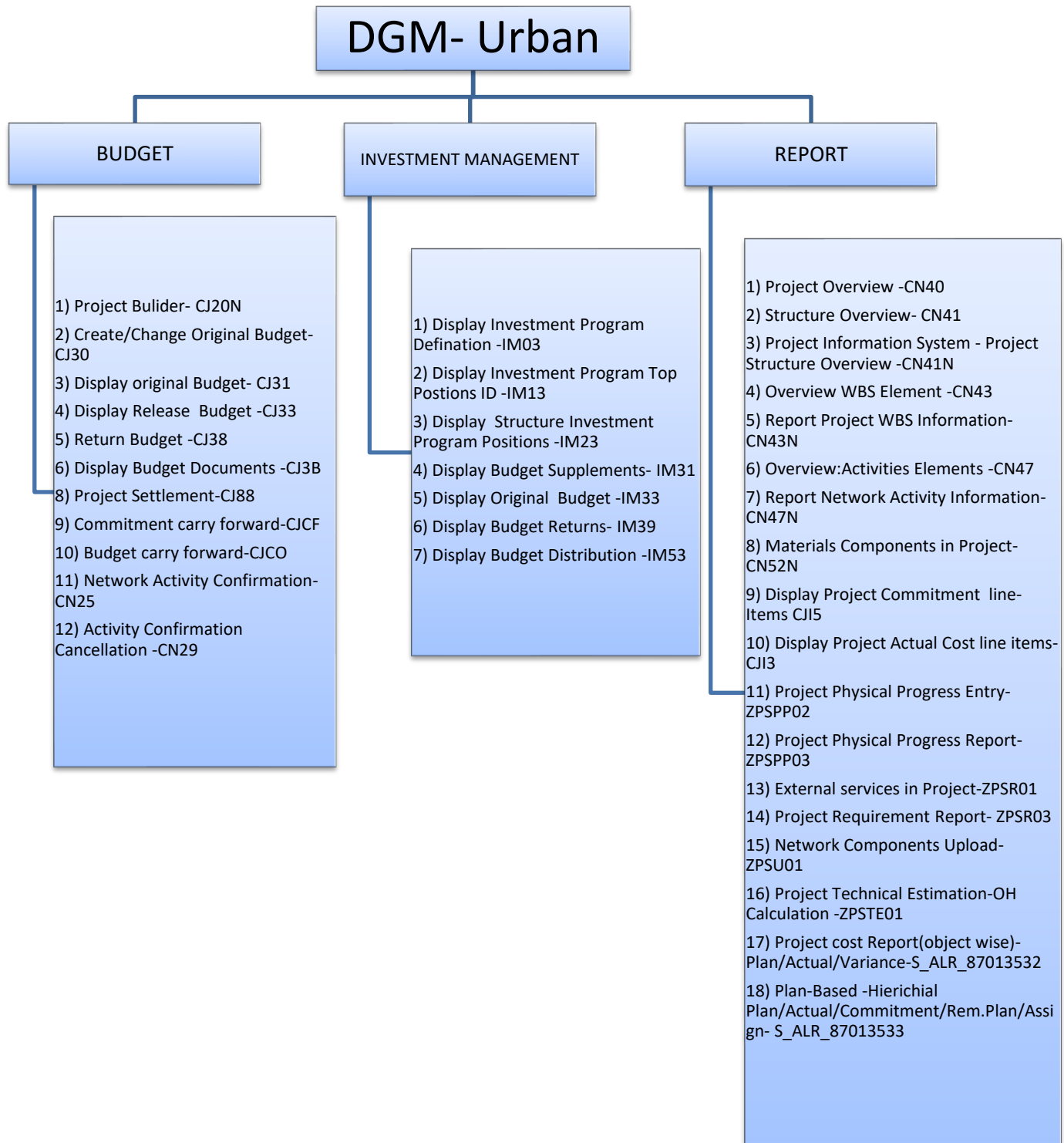


## 6.1.8 Deputy General Manager-Rural (PS): Head Quarters





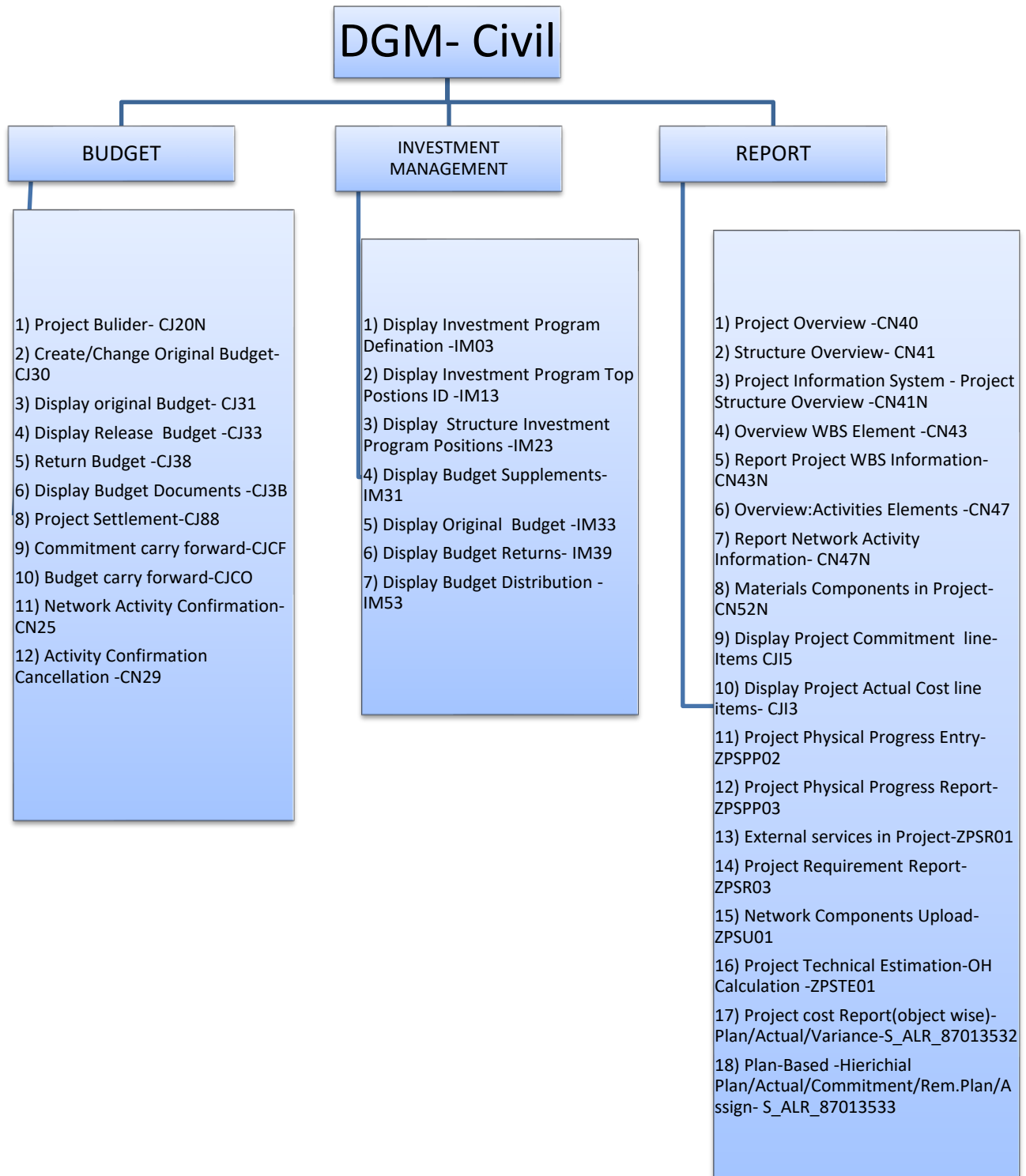
## 6.1.9 Deputy General Manager-Urban (PS): Head Quarters





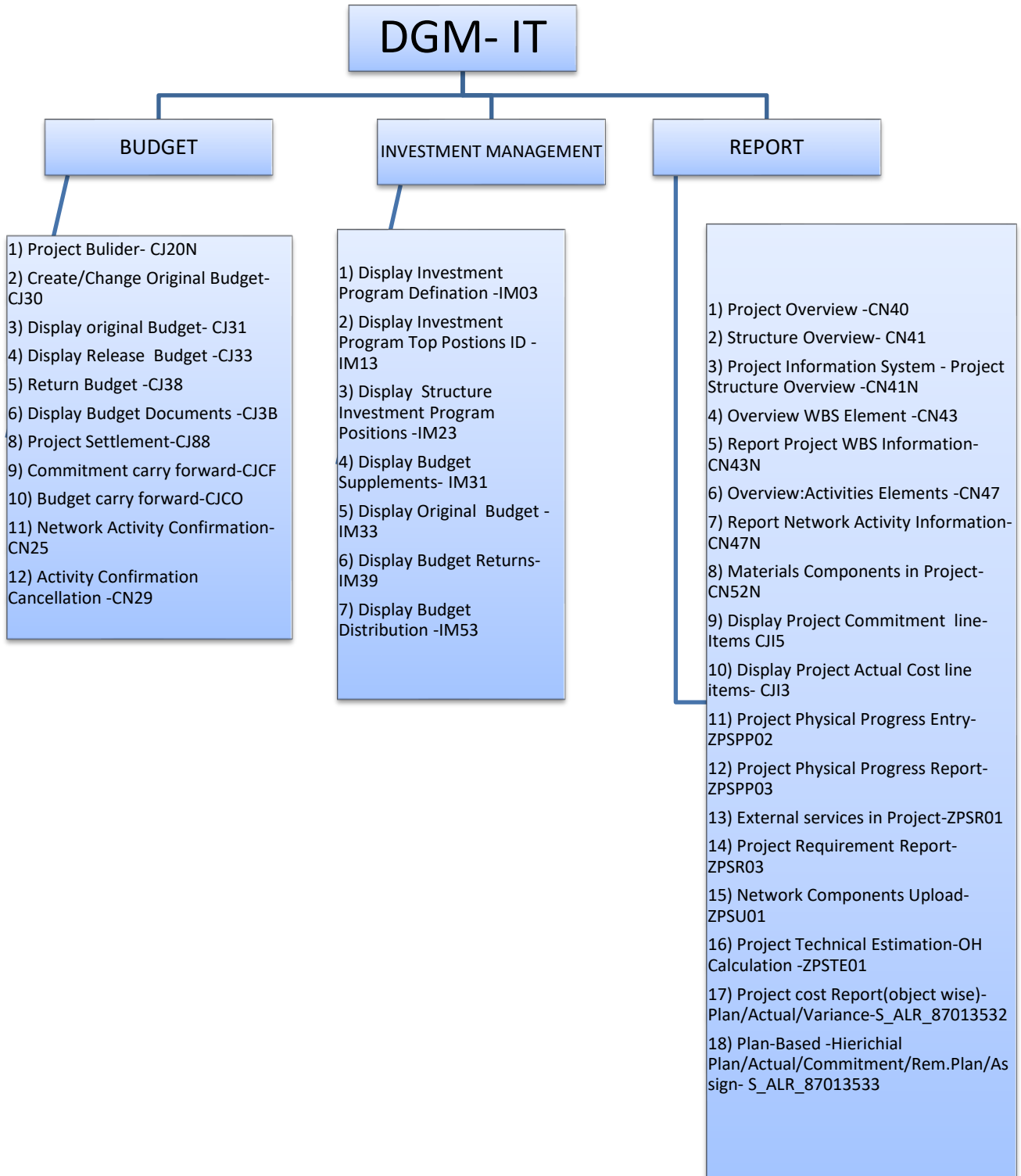


## 6.1.10 Deputy General Manager-Civil (PS): Head Quarters





### 6.1.11 Deputy General Manager-IT (PS): Head Quarters

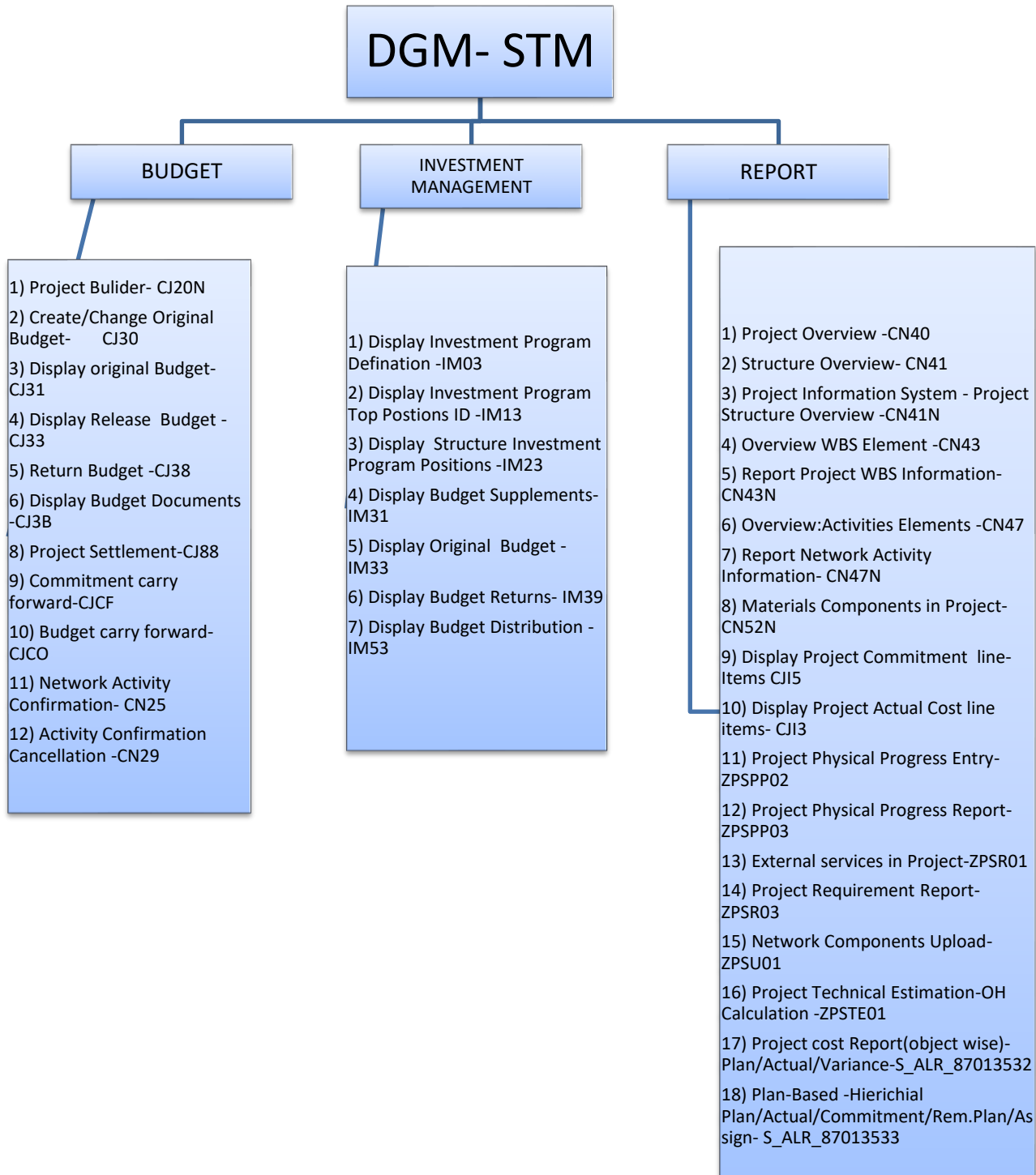




Project – JBVNL  
ERP (SAP) Operating Procedure



### 6.1.12 Deputy General Manager-STM (PS): Head Quarters

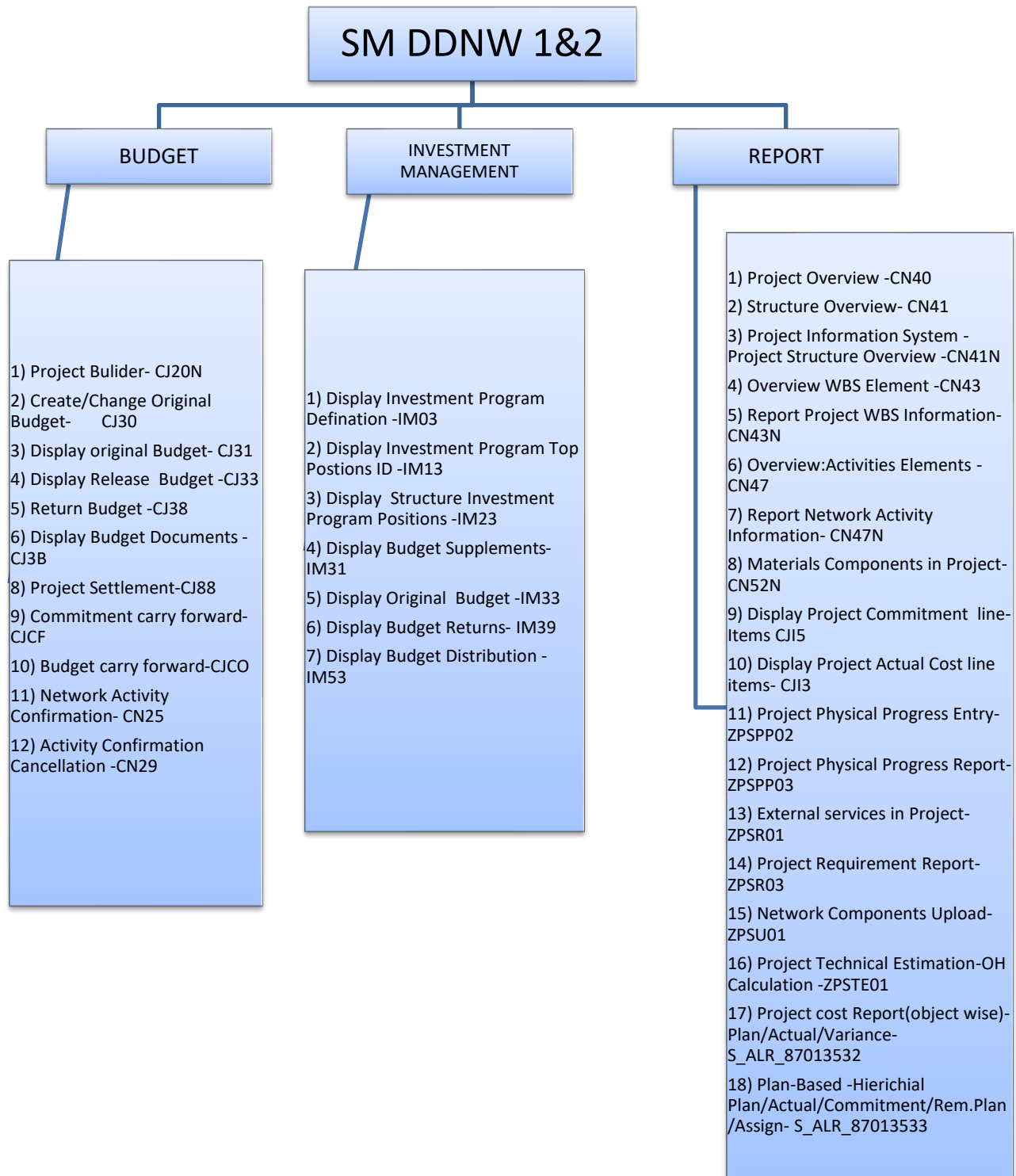




**Project – JBVNL**  
**ERP (SAP) Operating Procedure**

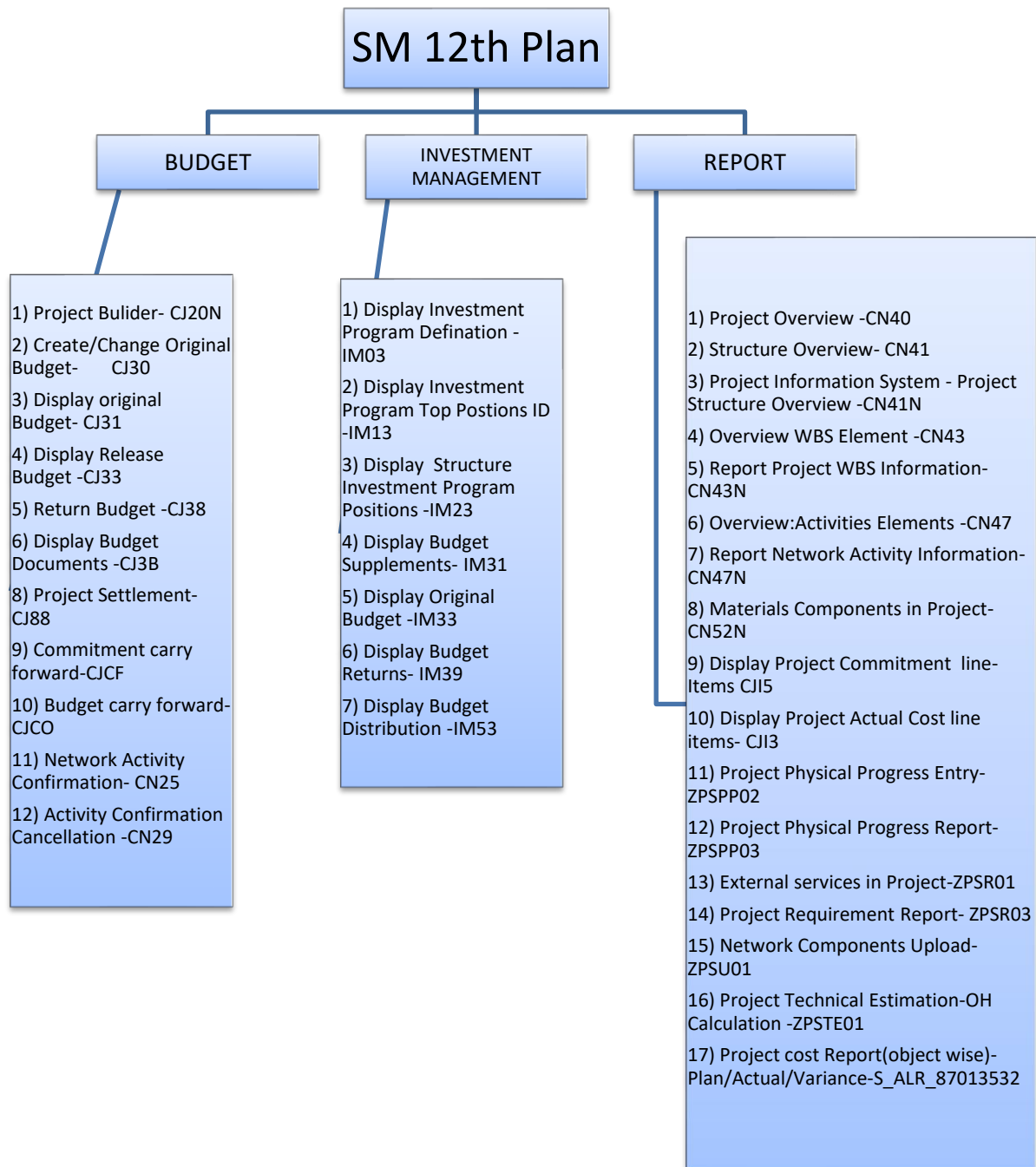


### 6.1.13 Senior Manager- Rural-DDNW 1&2 (PS): Head Quarters





### 6.1.14 Senior Manager- Rural-12th Plan (PS): Head Quarters

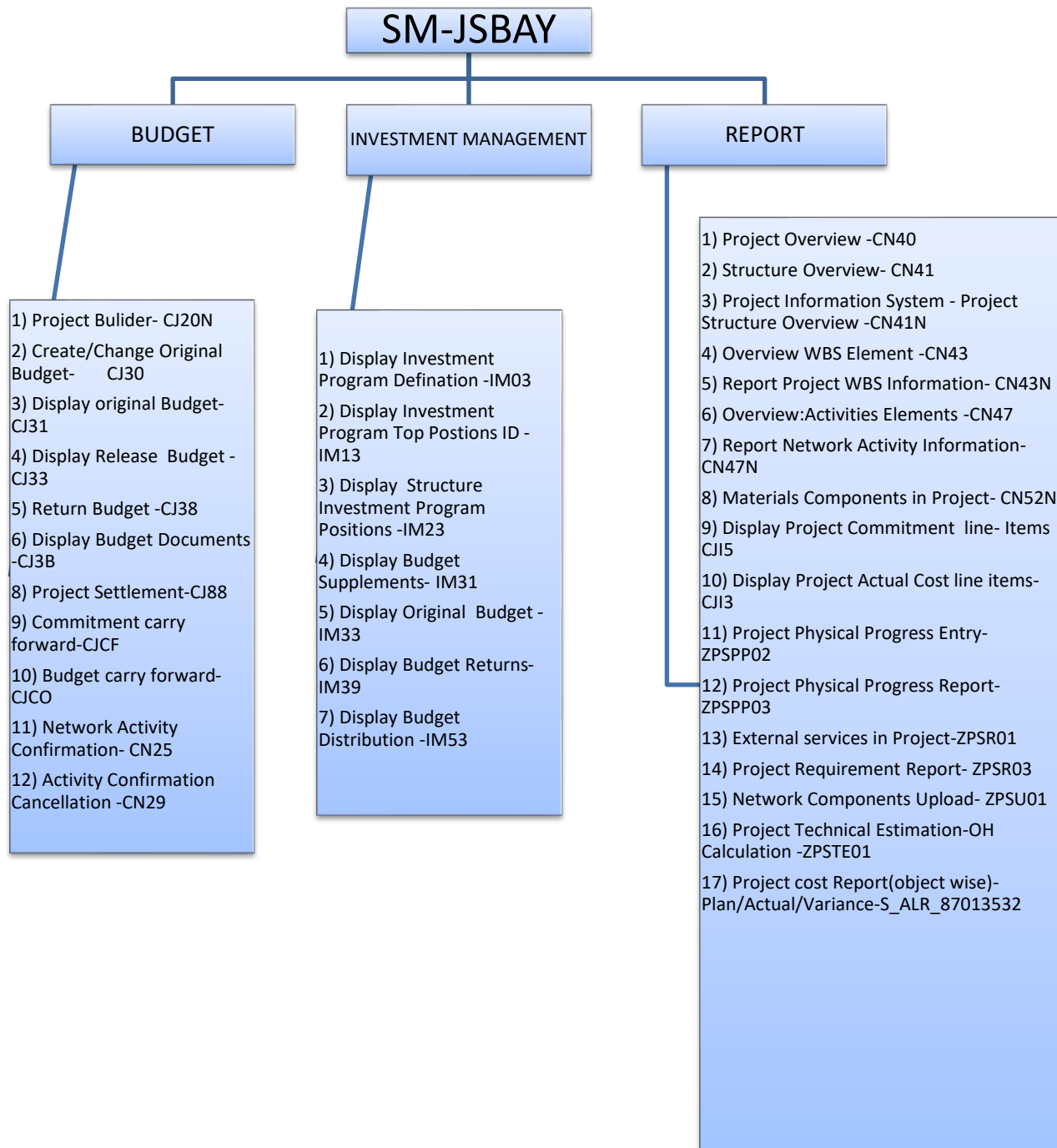




**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



### 6.1.15 Senior Manager- Rural-JSBAY (PS): Head Quarters

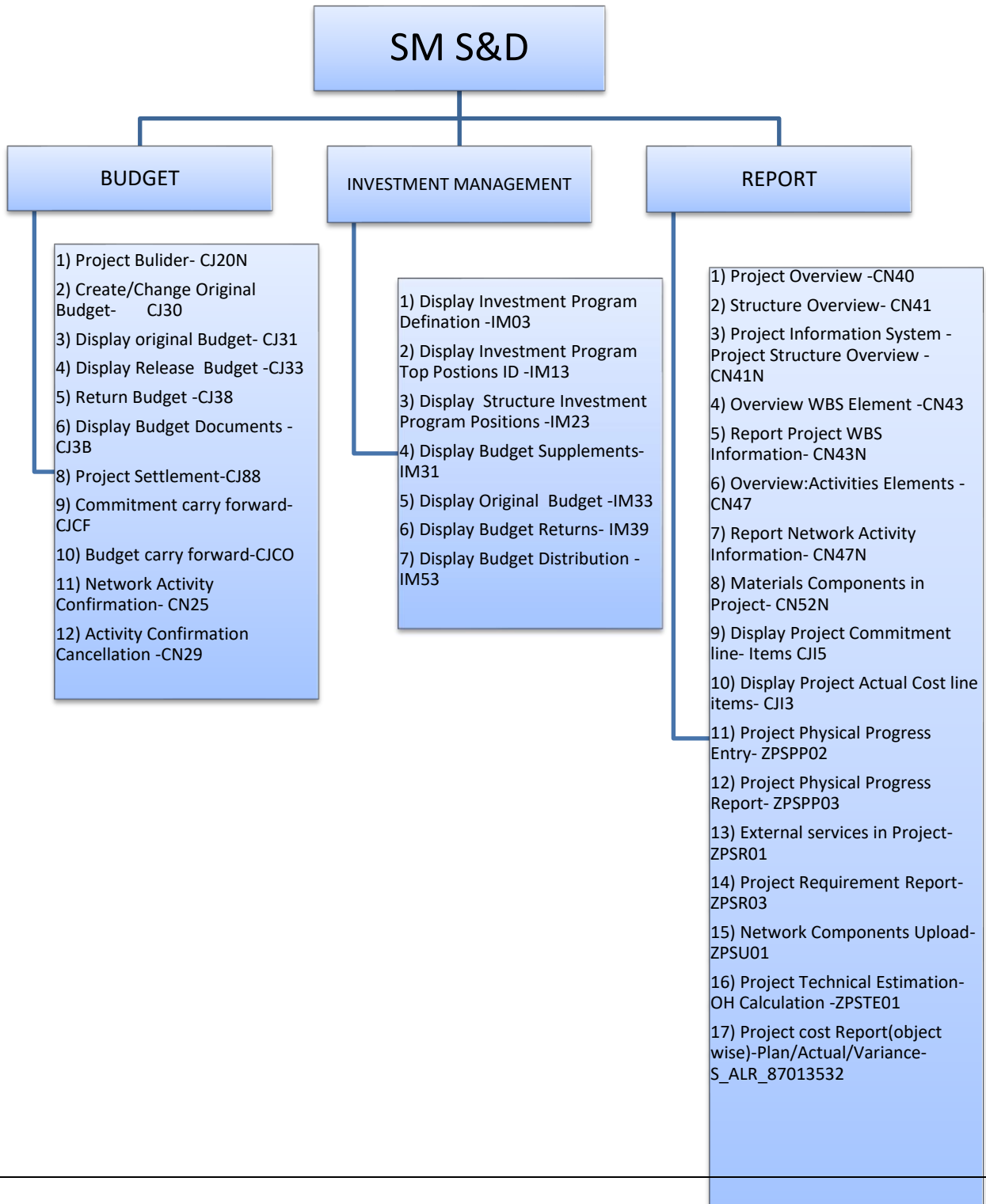




Project – JBVNL  
ERP (SAP) Operating Procedure



### 6.1.16 Senior Manager- Rural-S&D (PS): Head Quarters

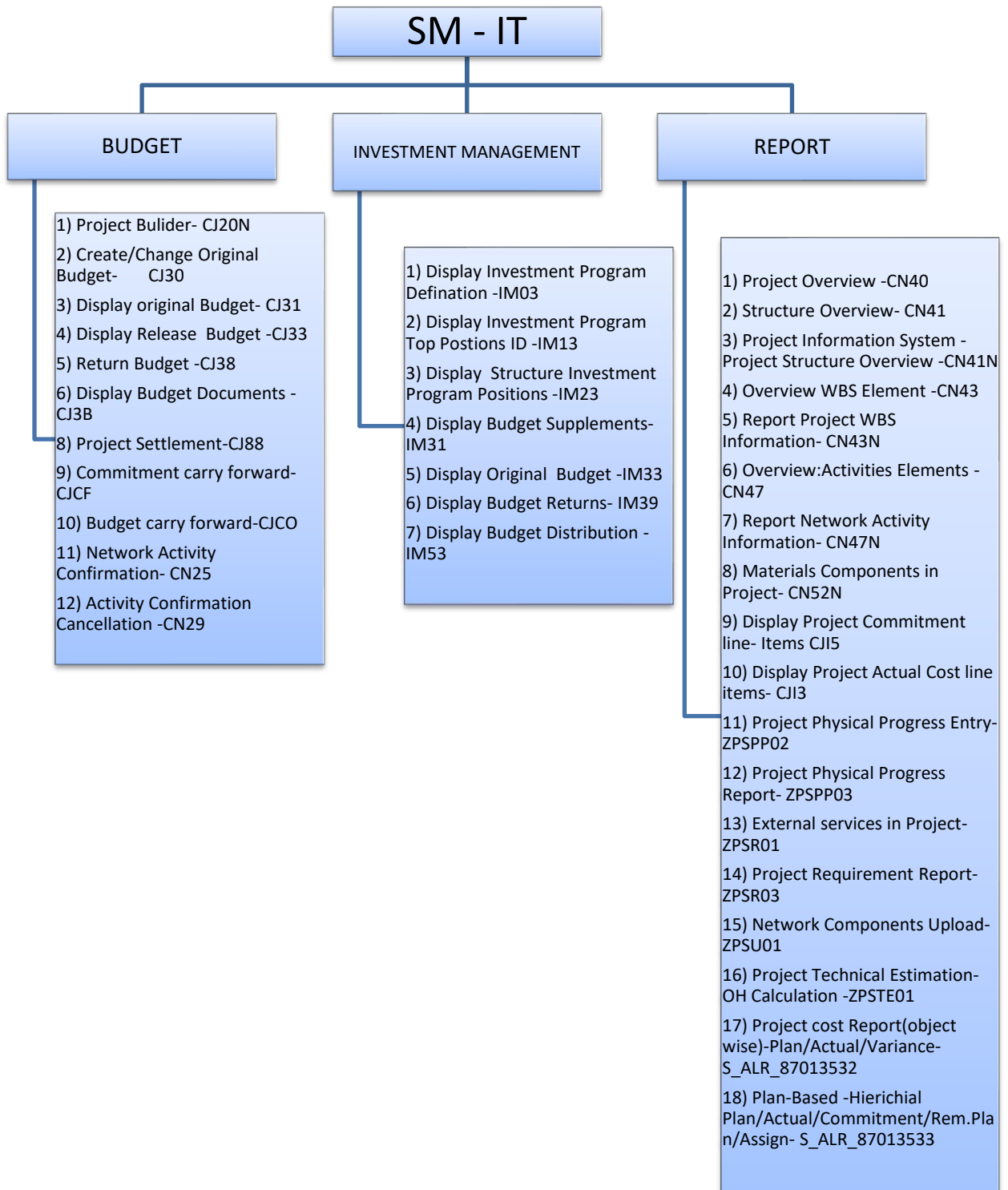




Project – JBVNL  
ERP (SAP) Operating Procedure



### 6.1.17 Senior Manager- IT (PS): Head Quarters



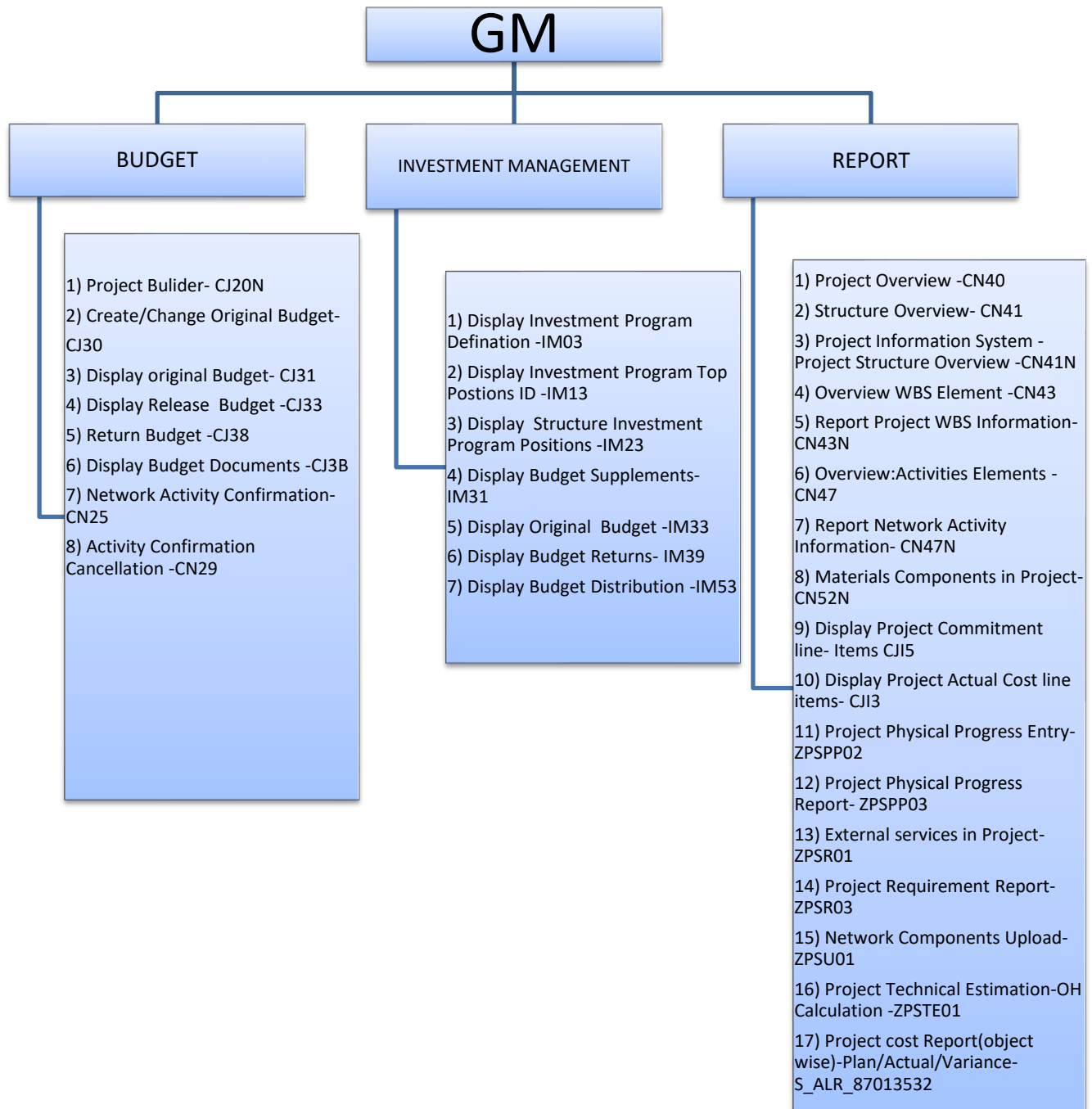




Project – JBVNL  
ERP (SAP) Operating Procedure

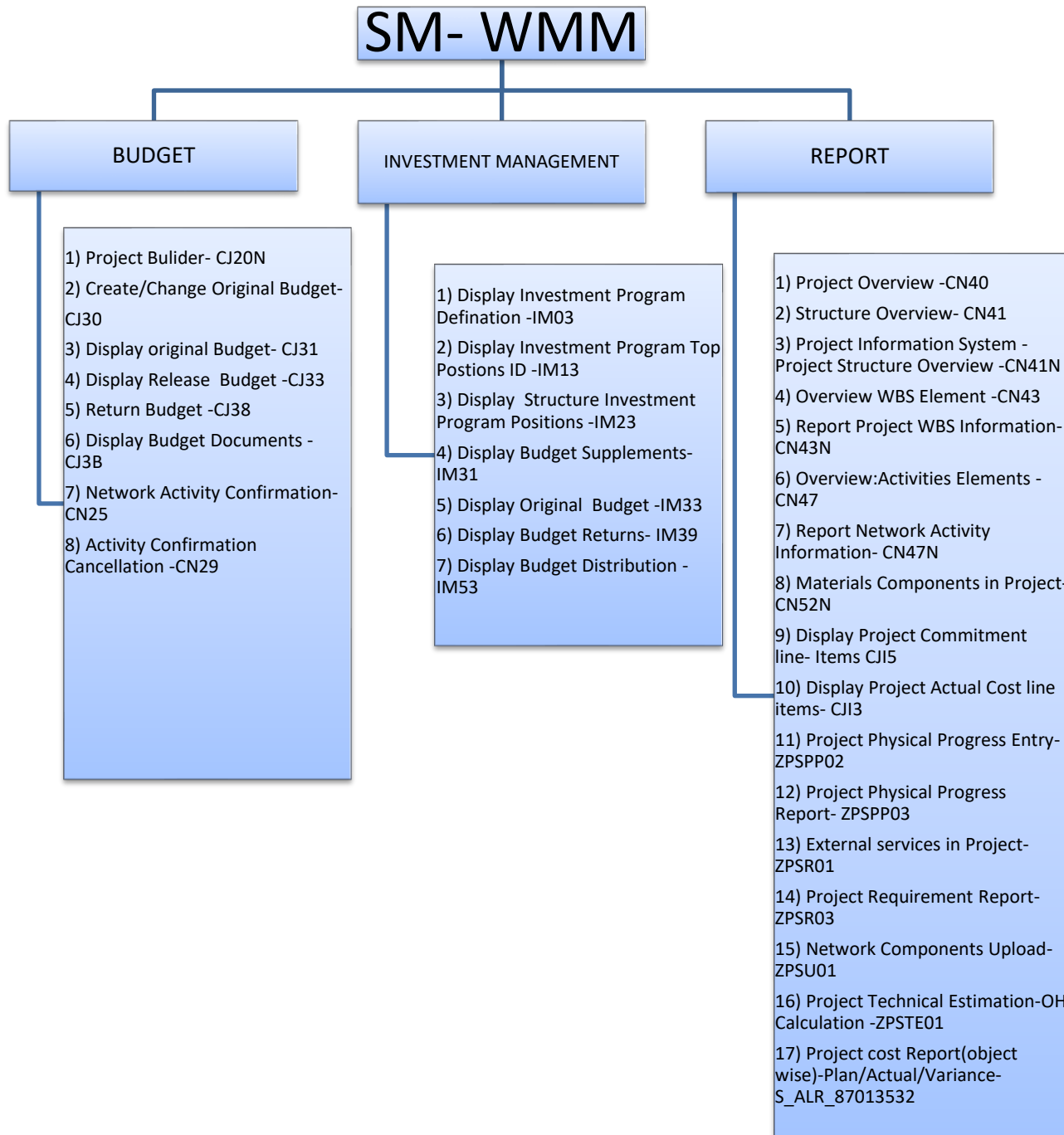


## 6.1.18 General Manager (PS): Electric Supply Area





### 6.1.19 Senior Manager- WMM (PS): Electric Supply Area

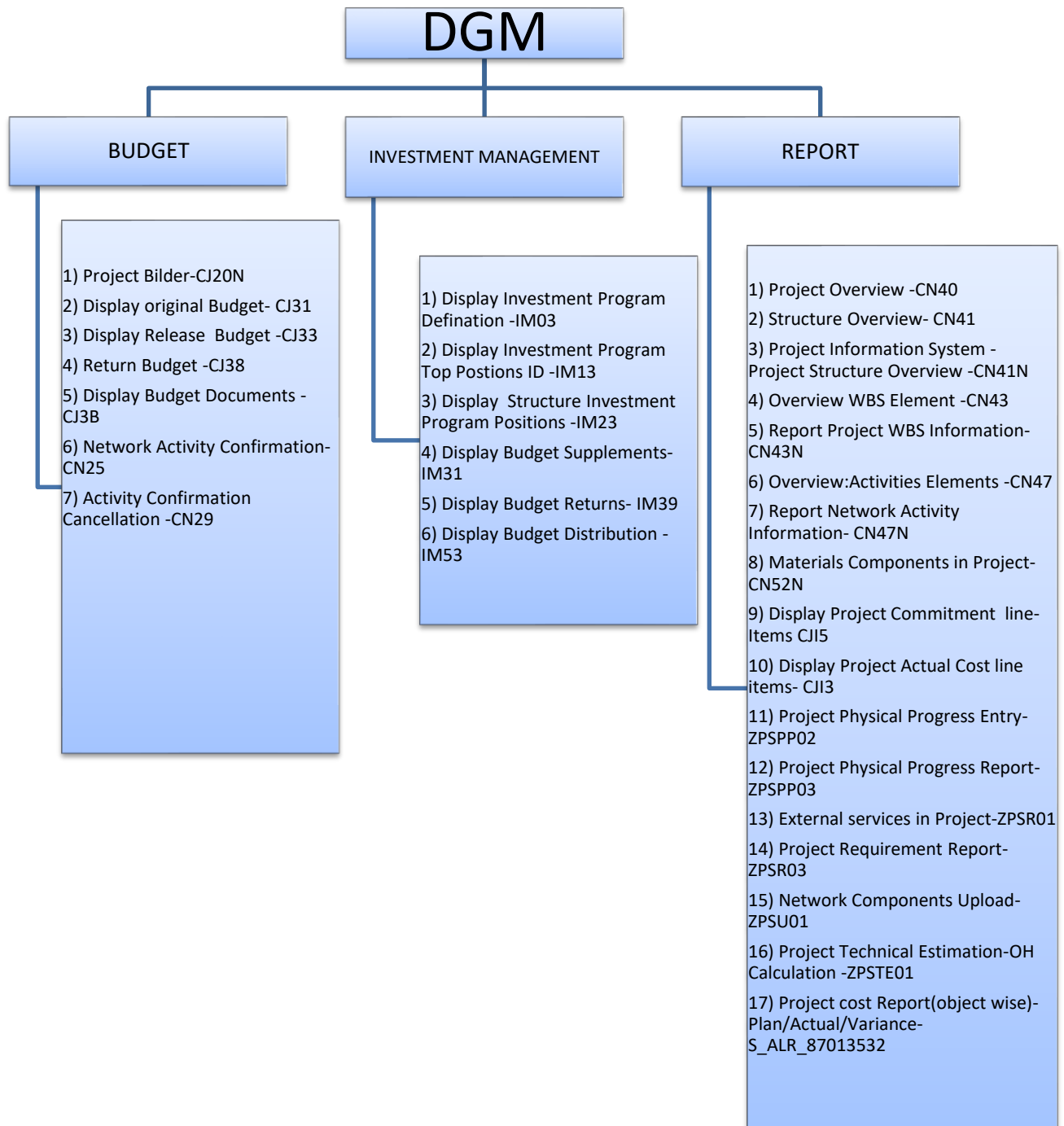




Project – JBVNL  
ERP (SAP) Operating Procedure

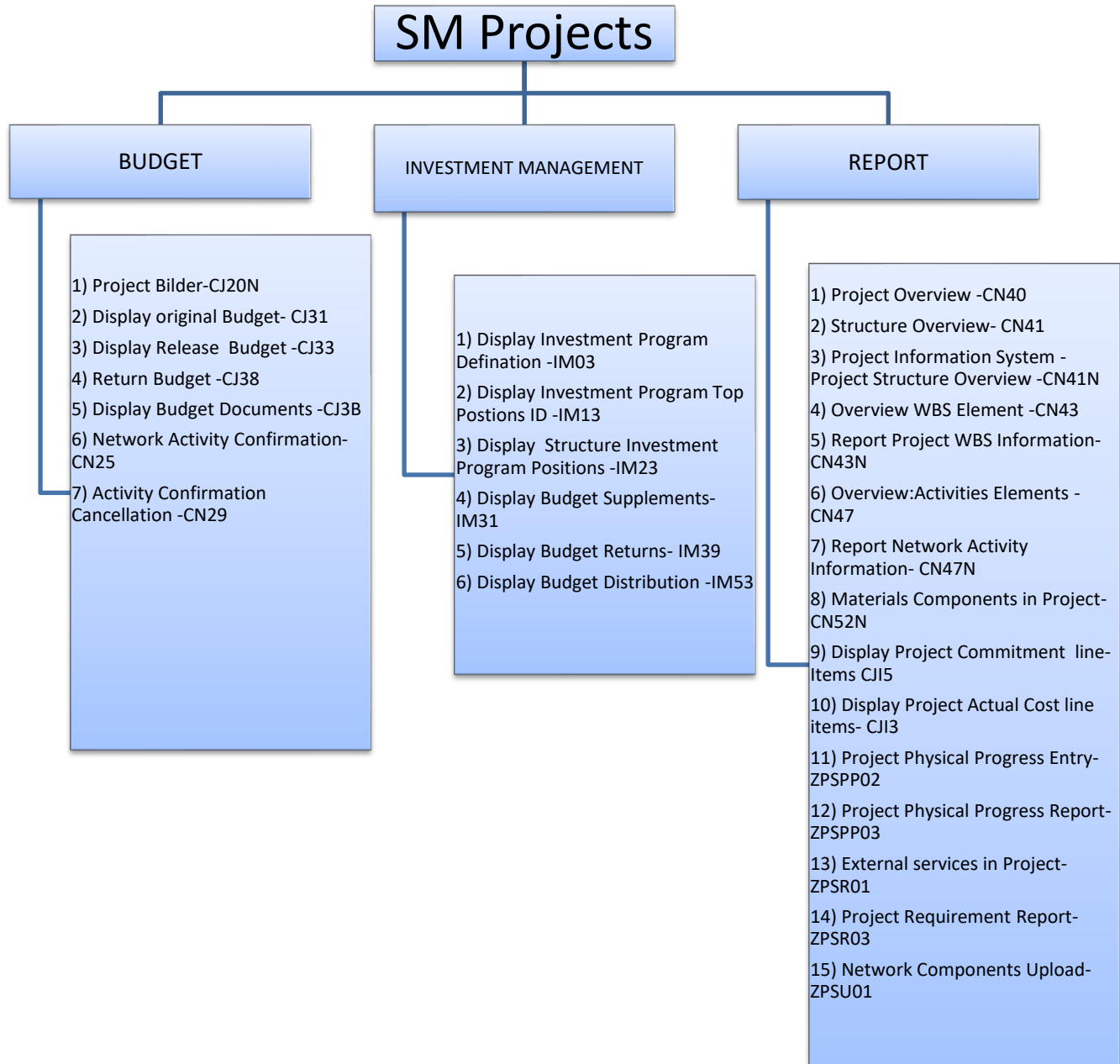


## 6.1.20 Deputy General Manager (PS): Electric Supply Circle





## 6.1.21 Senior Manager –Projects (PS): Electric Supply Circle

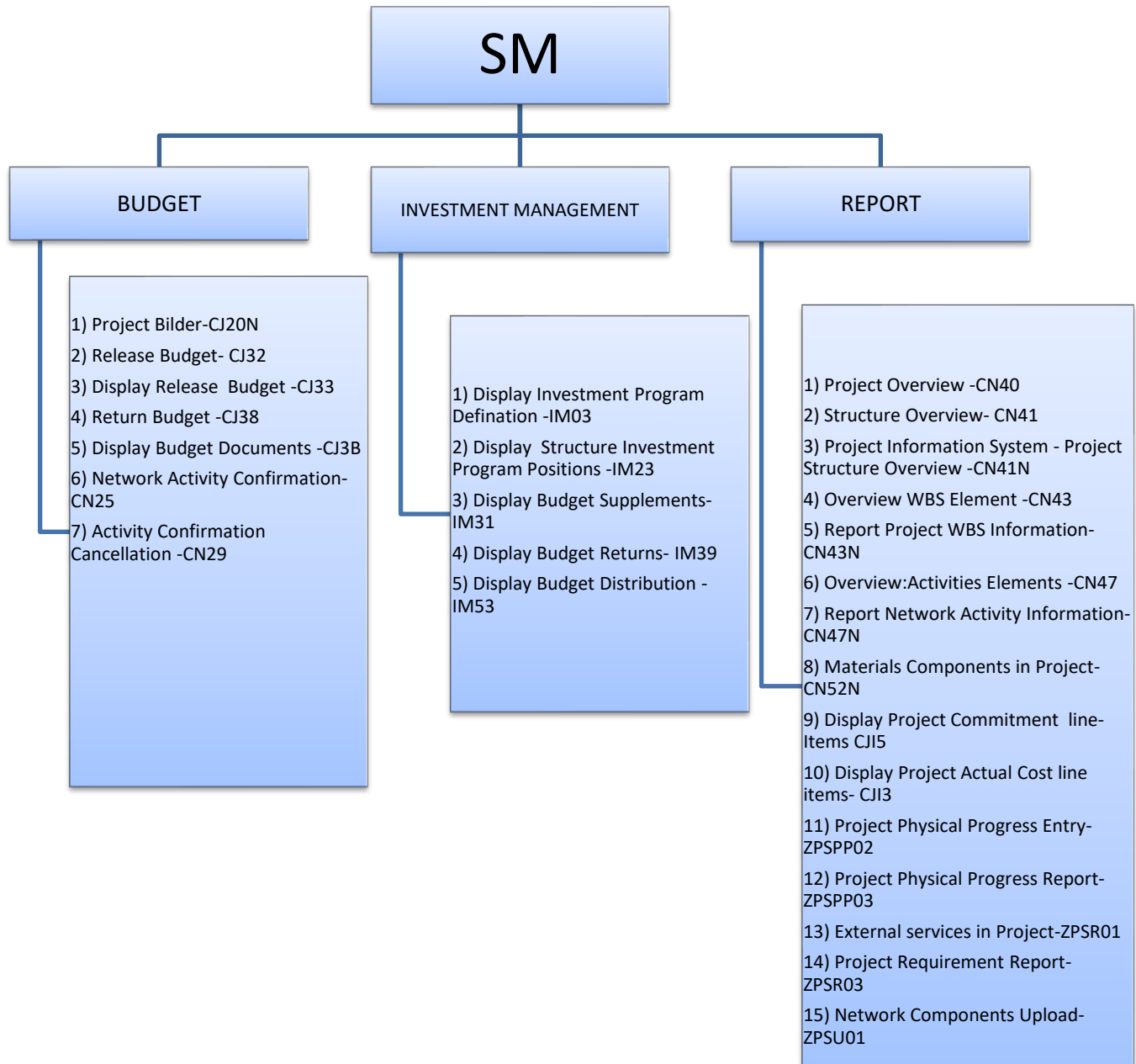




Project – JBVNL  
ERP (SAP) Operating Procedure



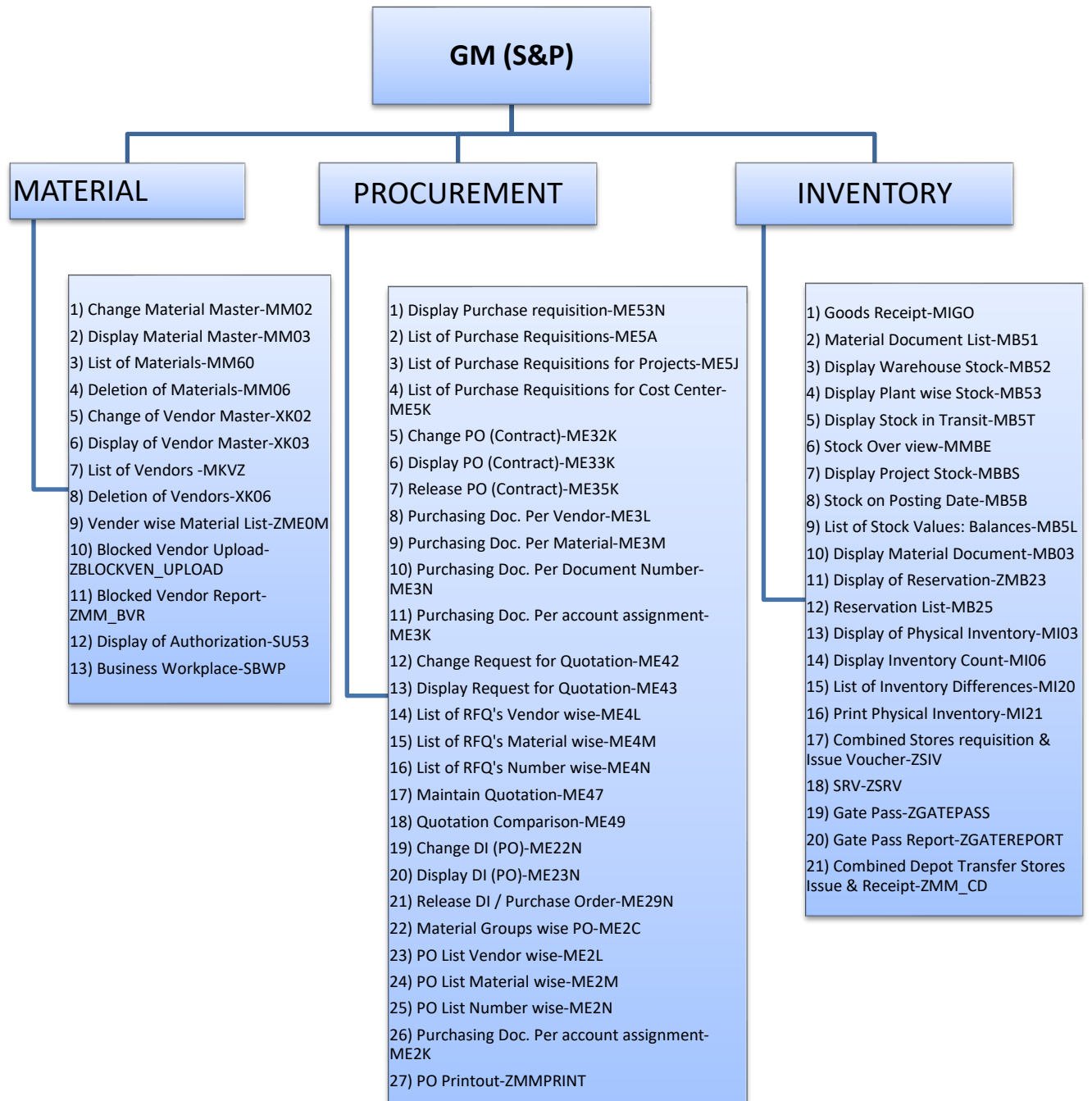
### 6.1.22 Senior Manager (PS): Division





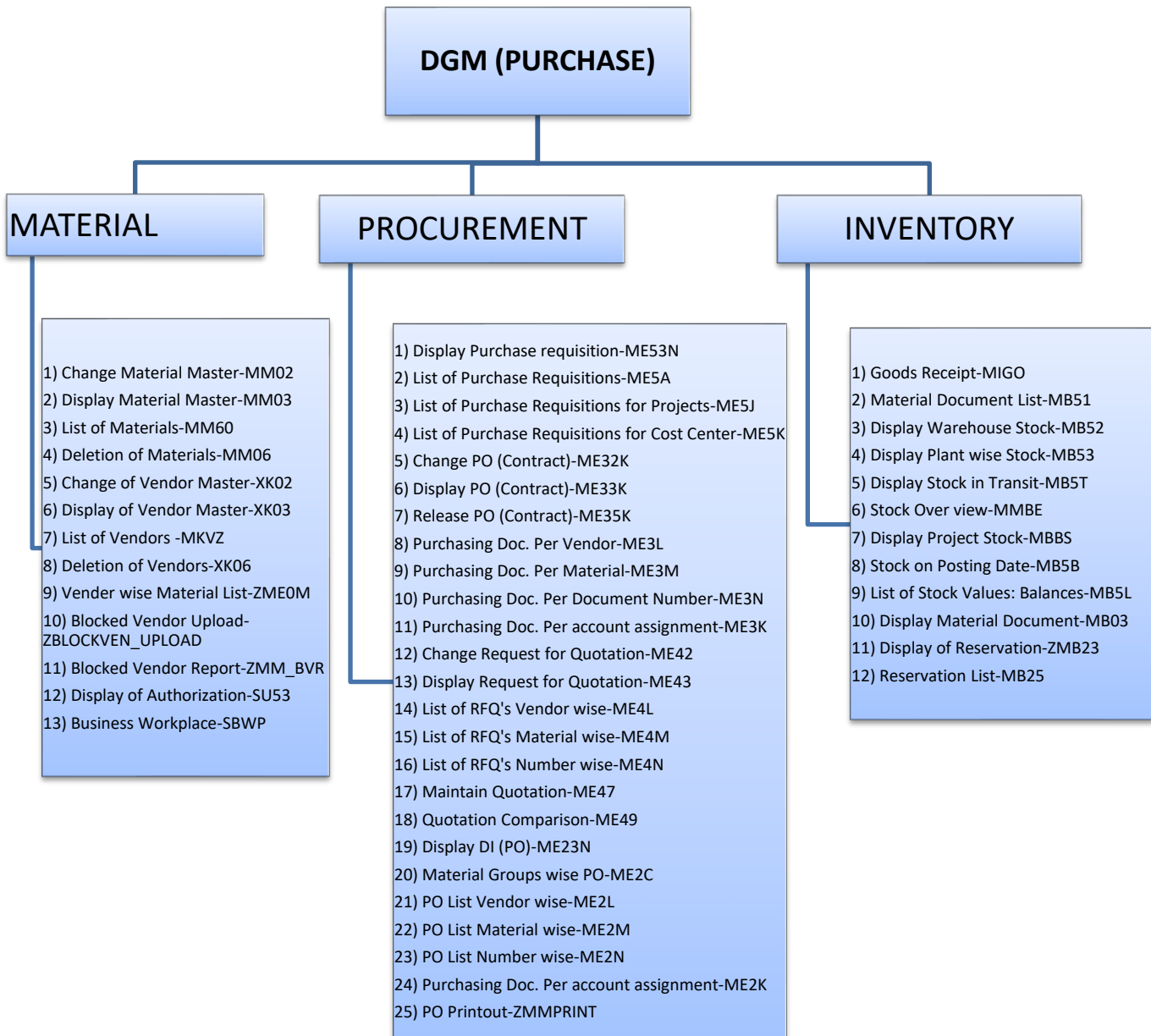
## 6.2 JBVNL – MM- ROLL MATRIX FLOW

### 6.2.1 General Manager -S&P(MM): Headquarters



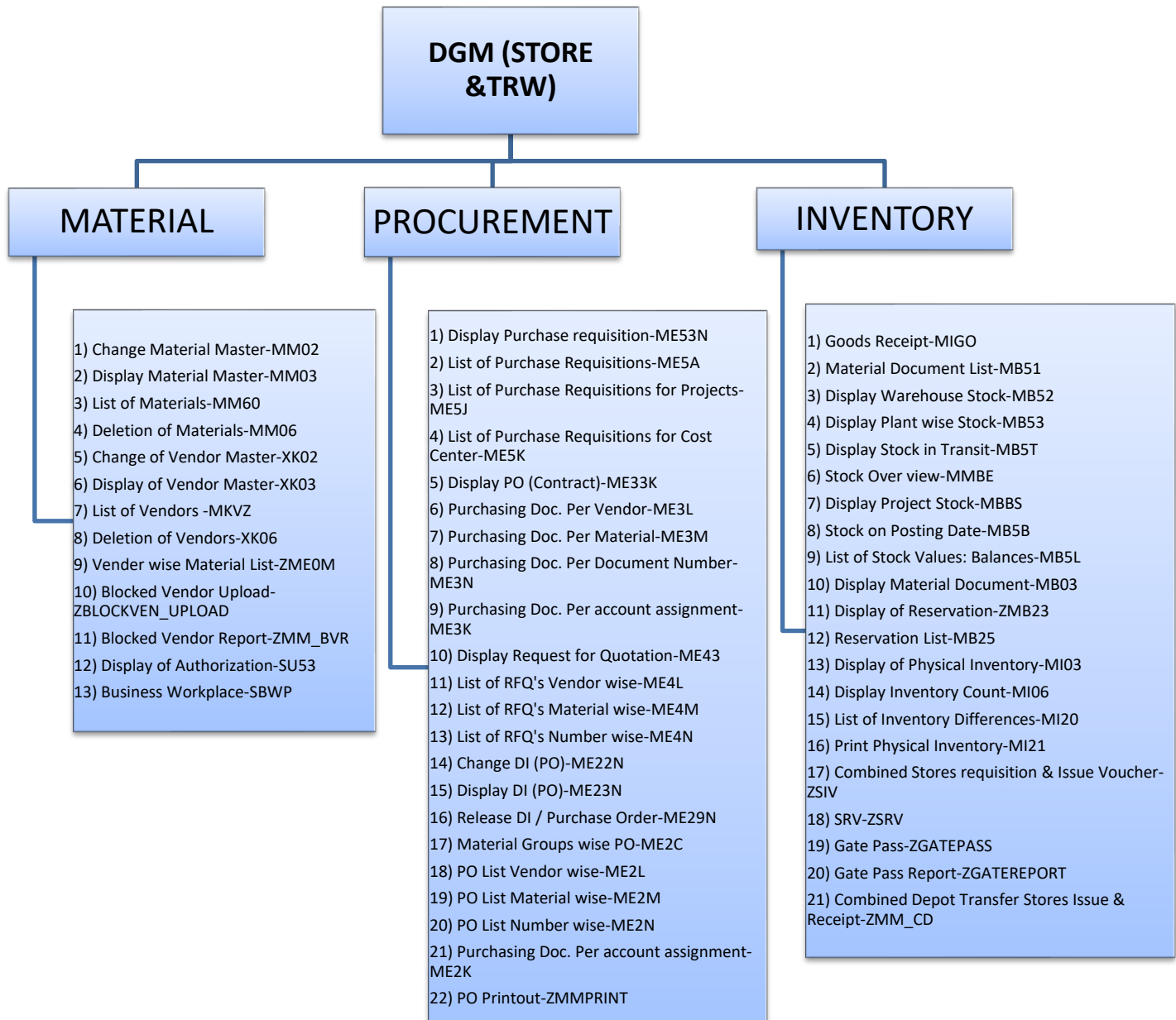


## 6.2.2 Deputy General Manager-Purchase (MM): Headquarters





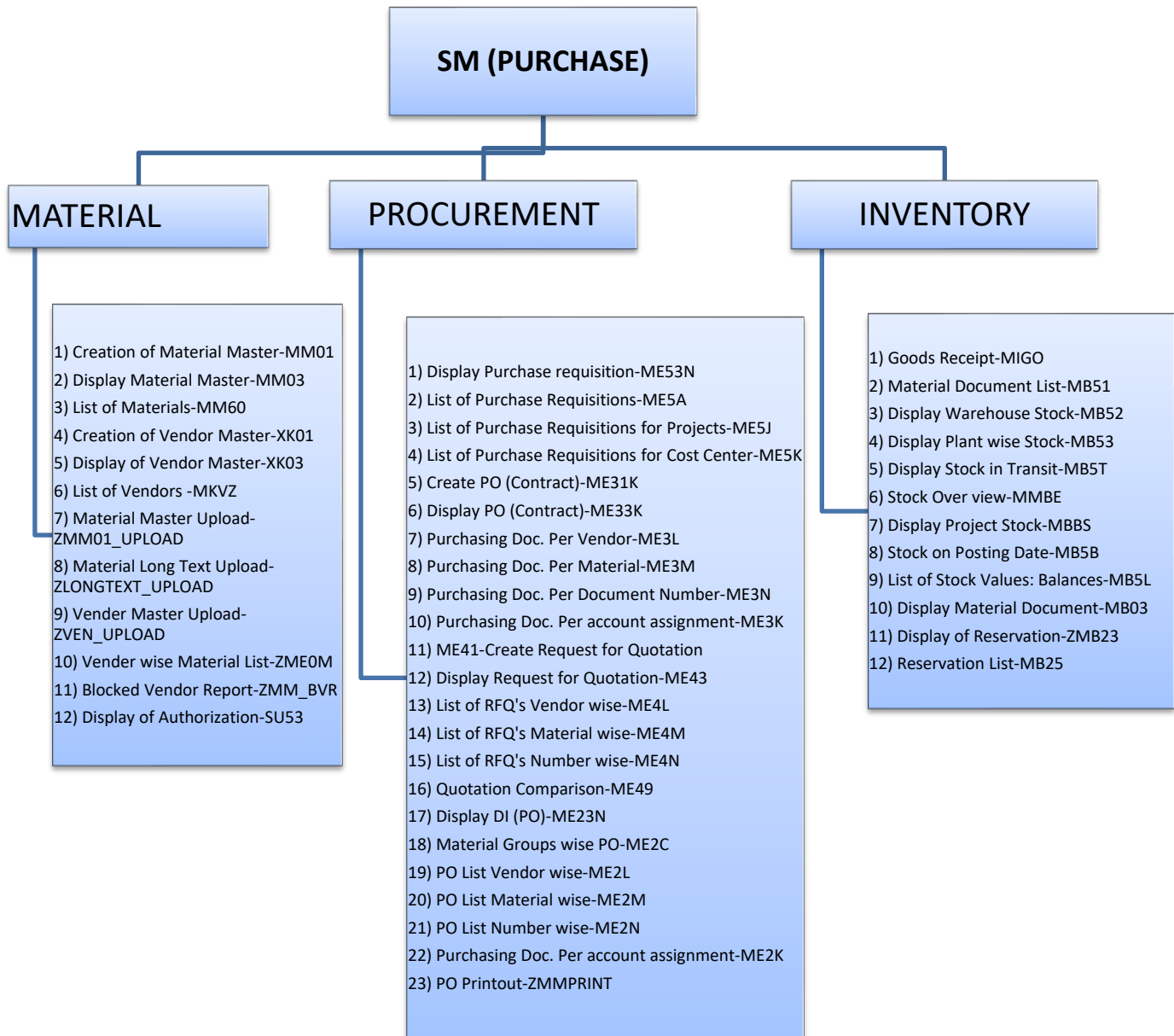
## 6.2.3 Deputy General Manager-Store &TRW(MM): Headquarters





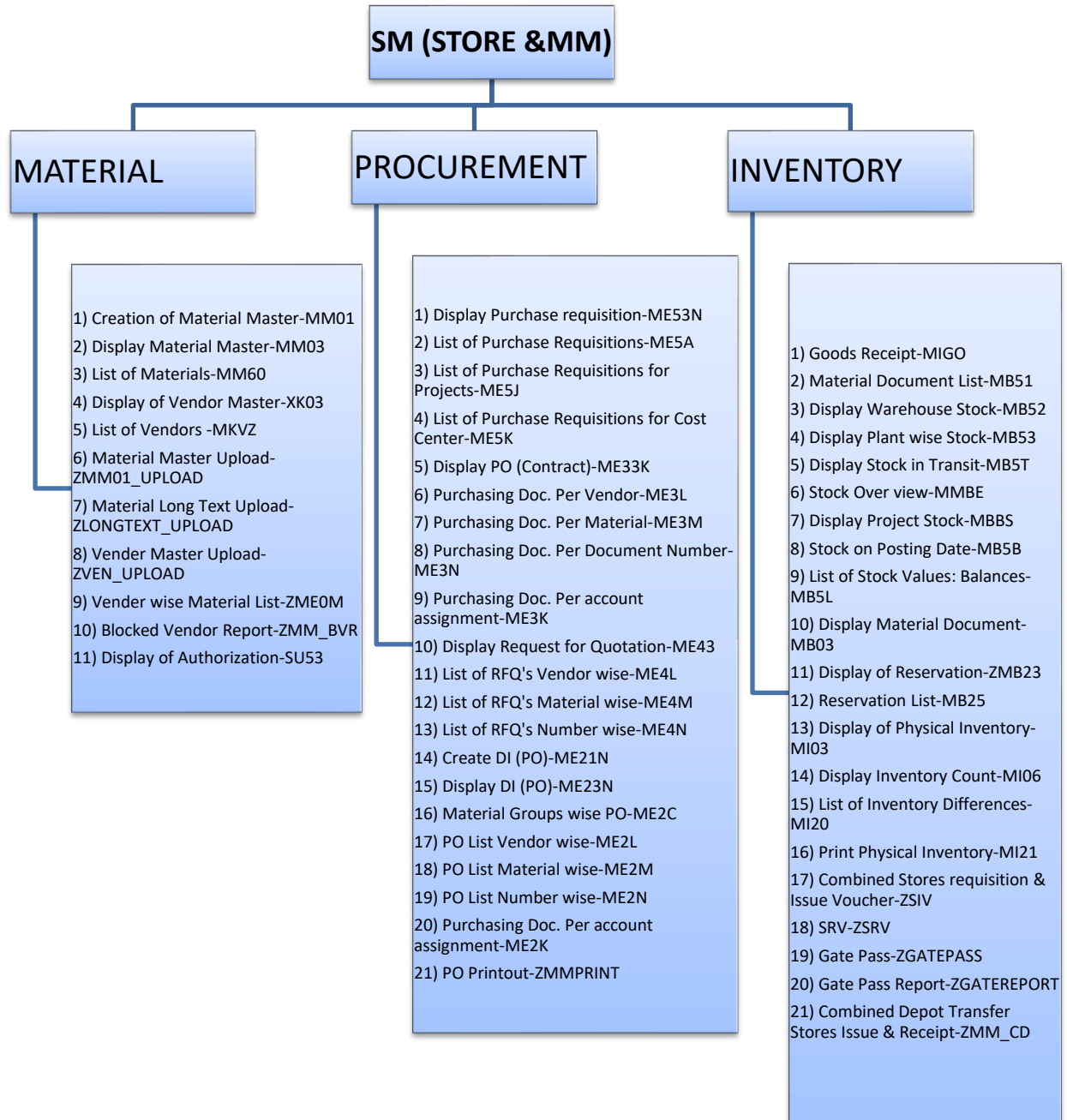


## 6.2.4 Senior Manager-Purchase (MM): Headquarters



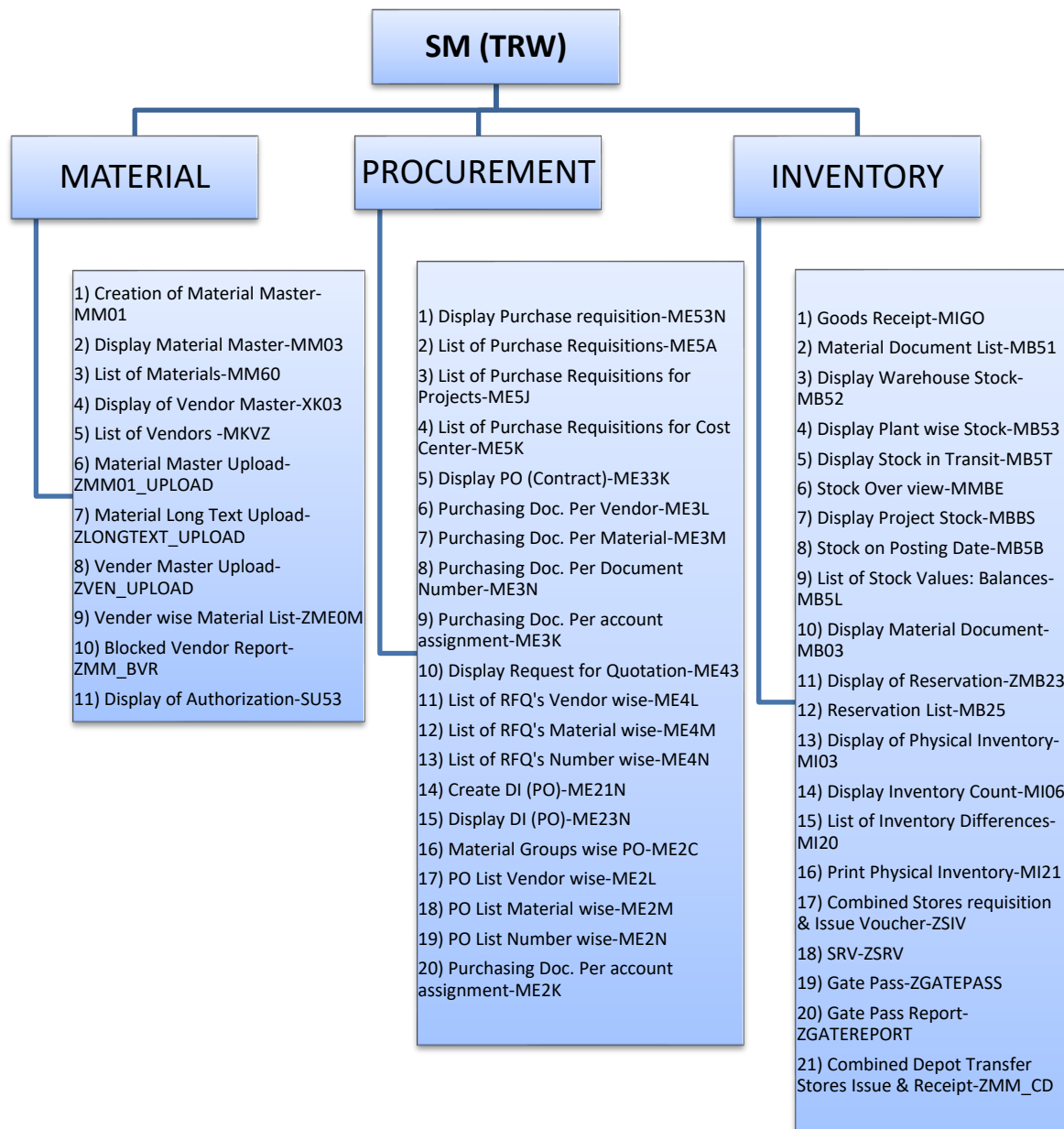


## 6.2.5 Senior Manager- Store & MM (MM): Headquarters



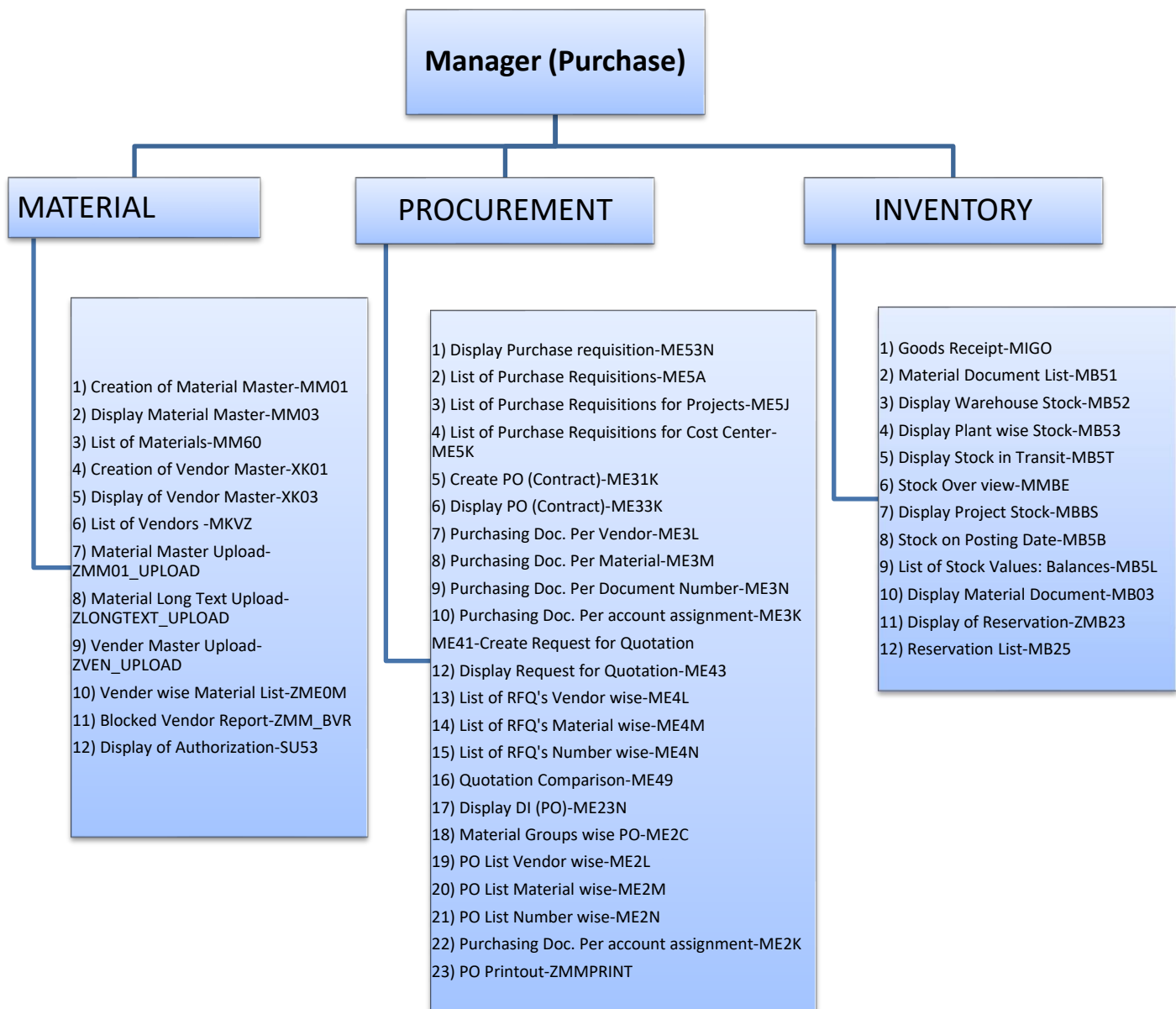


## 6.2.6 Senior Manager-TRW (MM): Headquarters



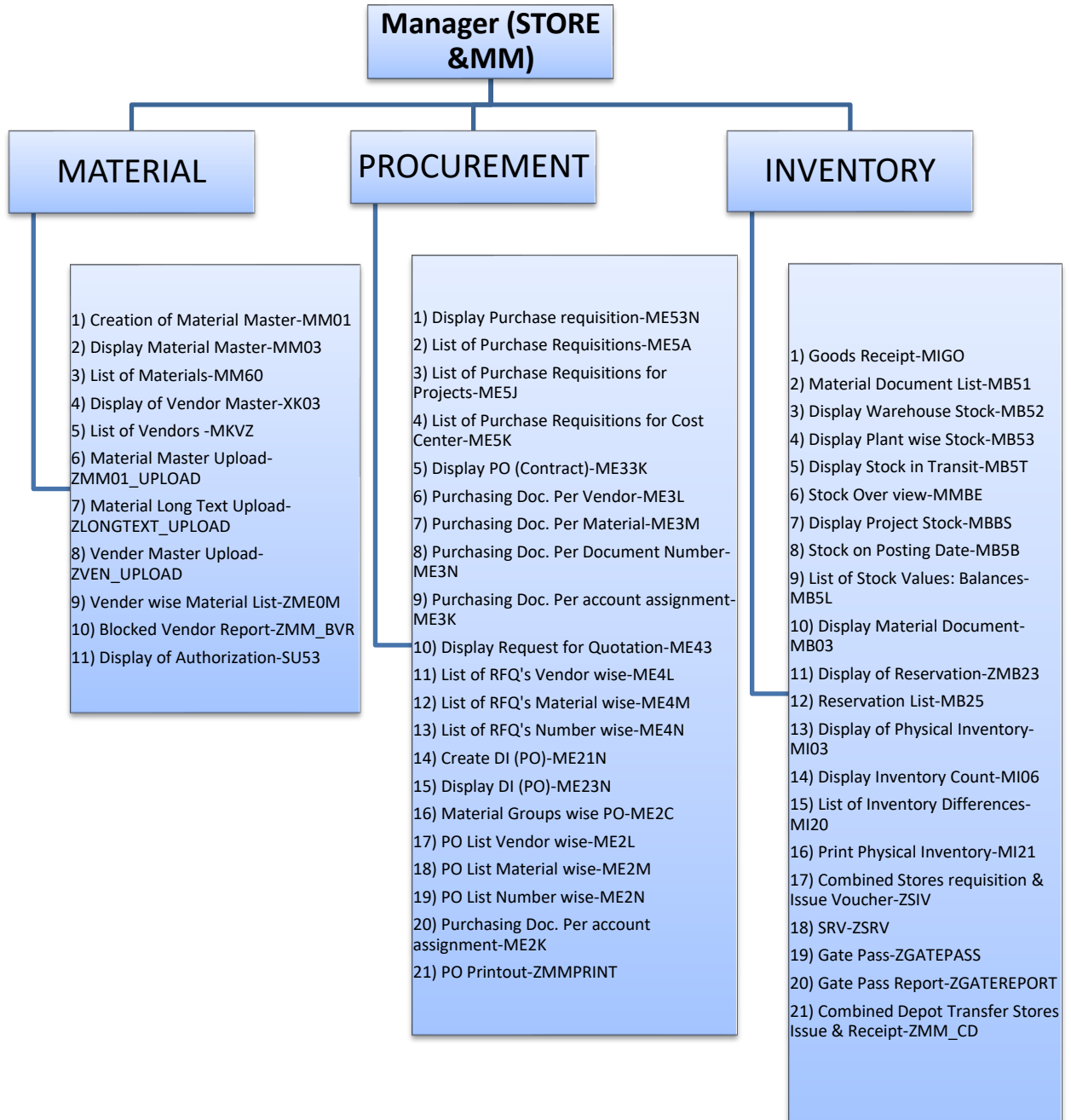


## 6.2.7 Manager-Purchase (MM): Headquarters



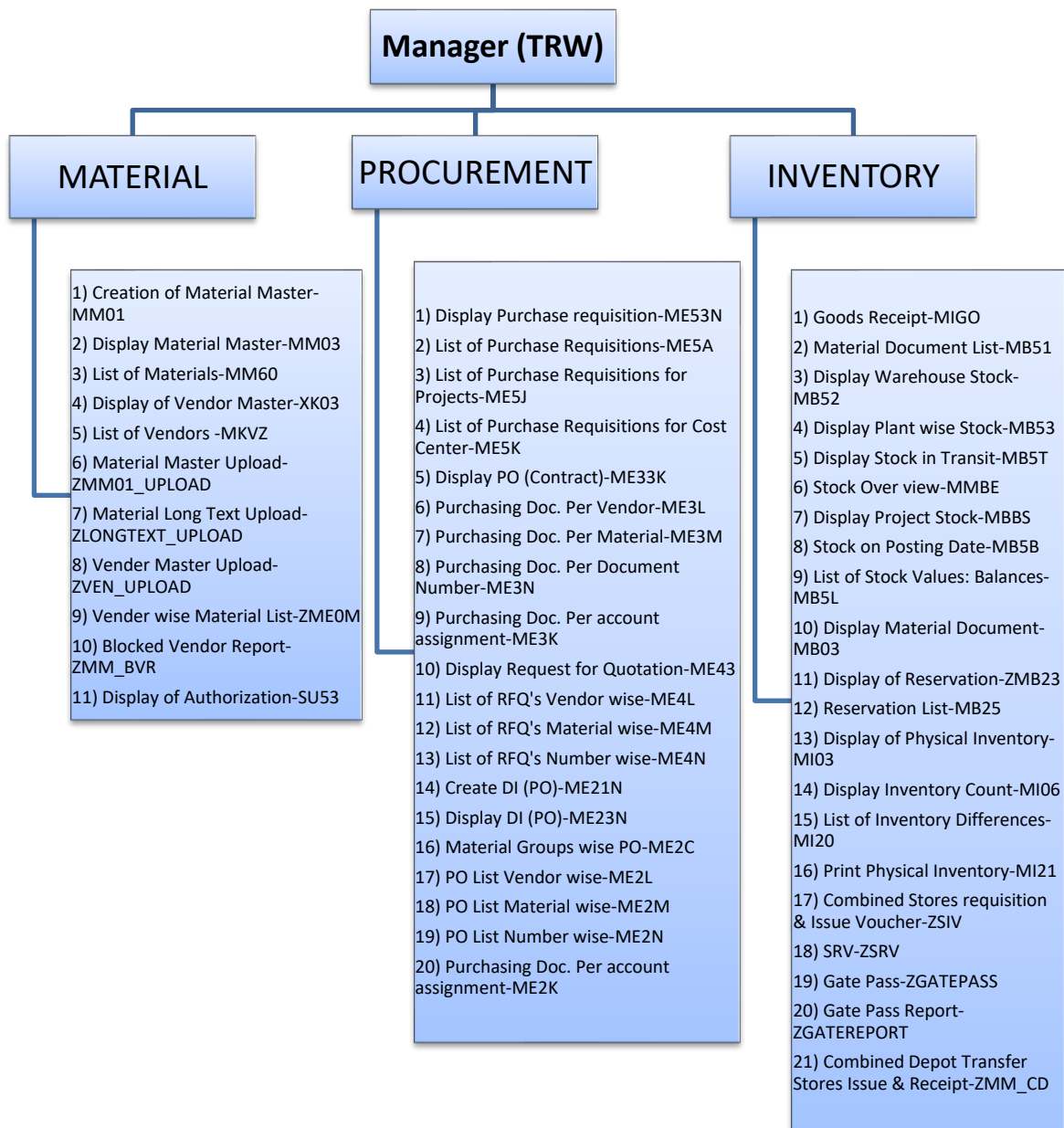


## 6.2.8 Manager-Store & MM (MM): Headquarters



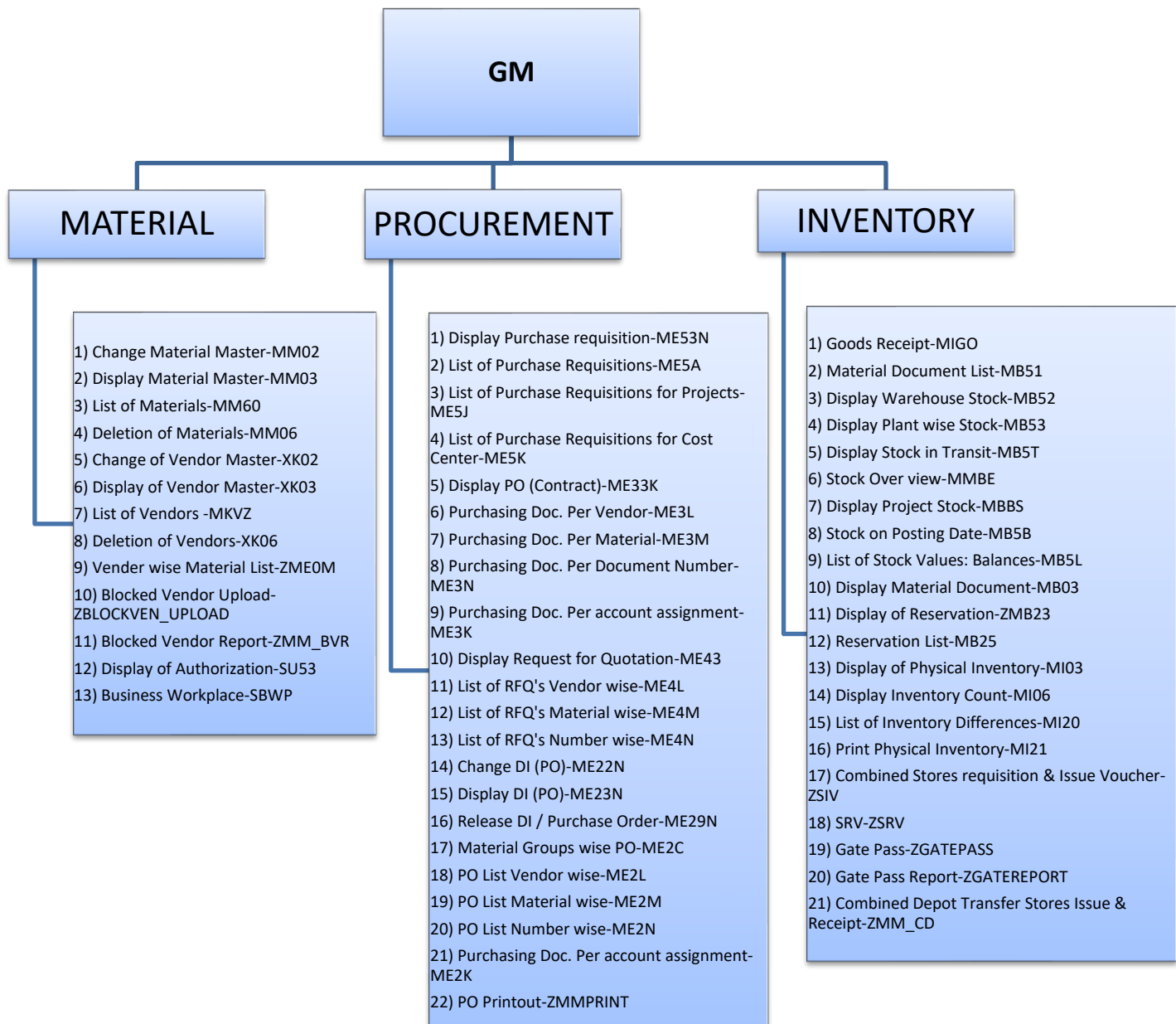


## 6.2.9 Manager-TRW (MM): Headquarters



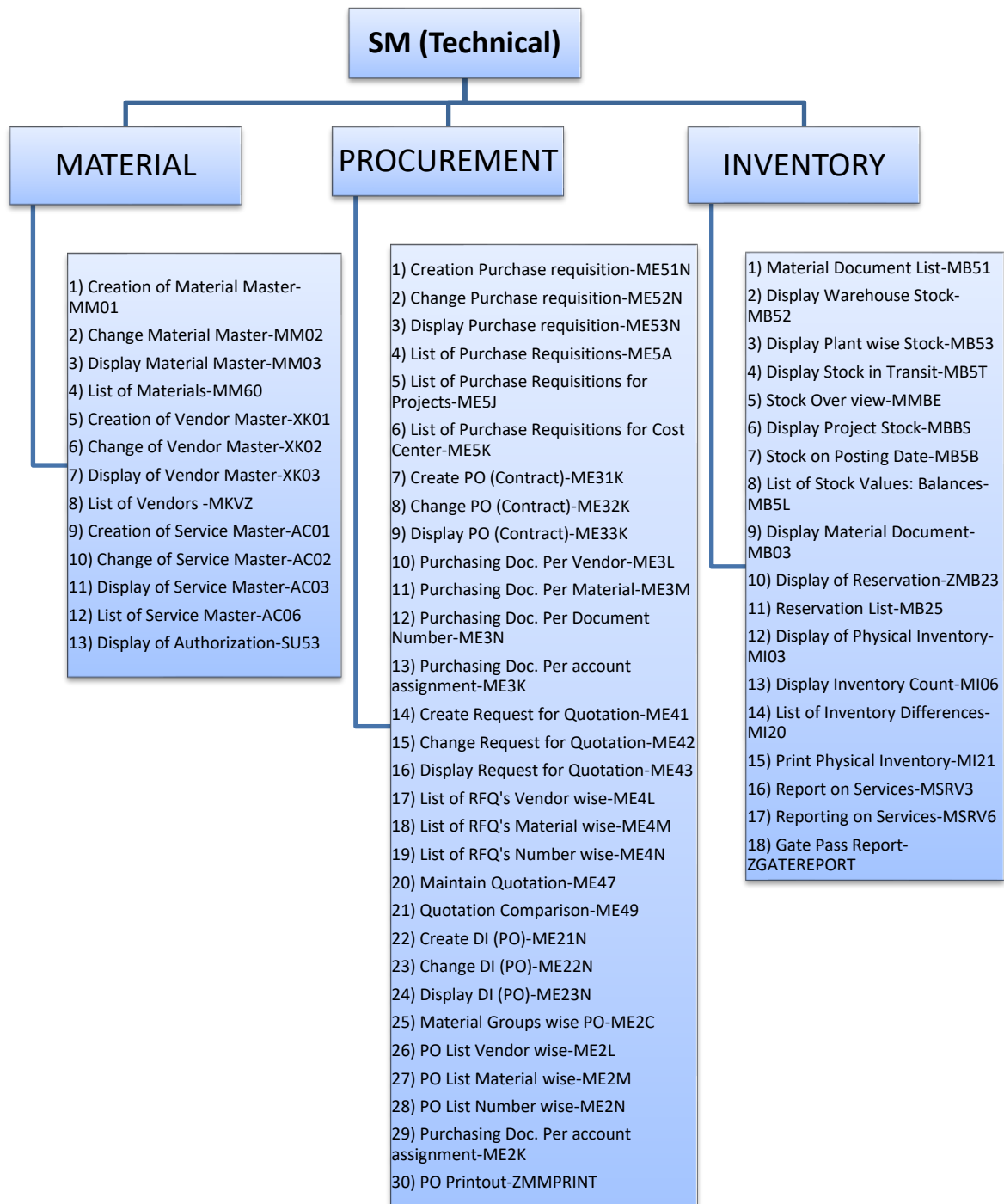


## 6.2.10 General Manager (MM): Electrical Supply Area





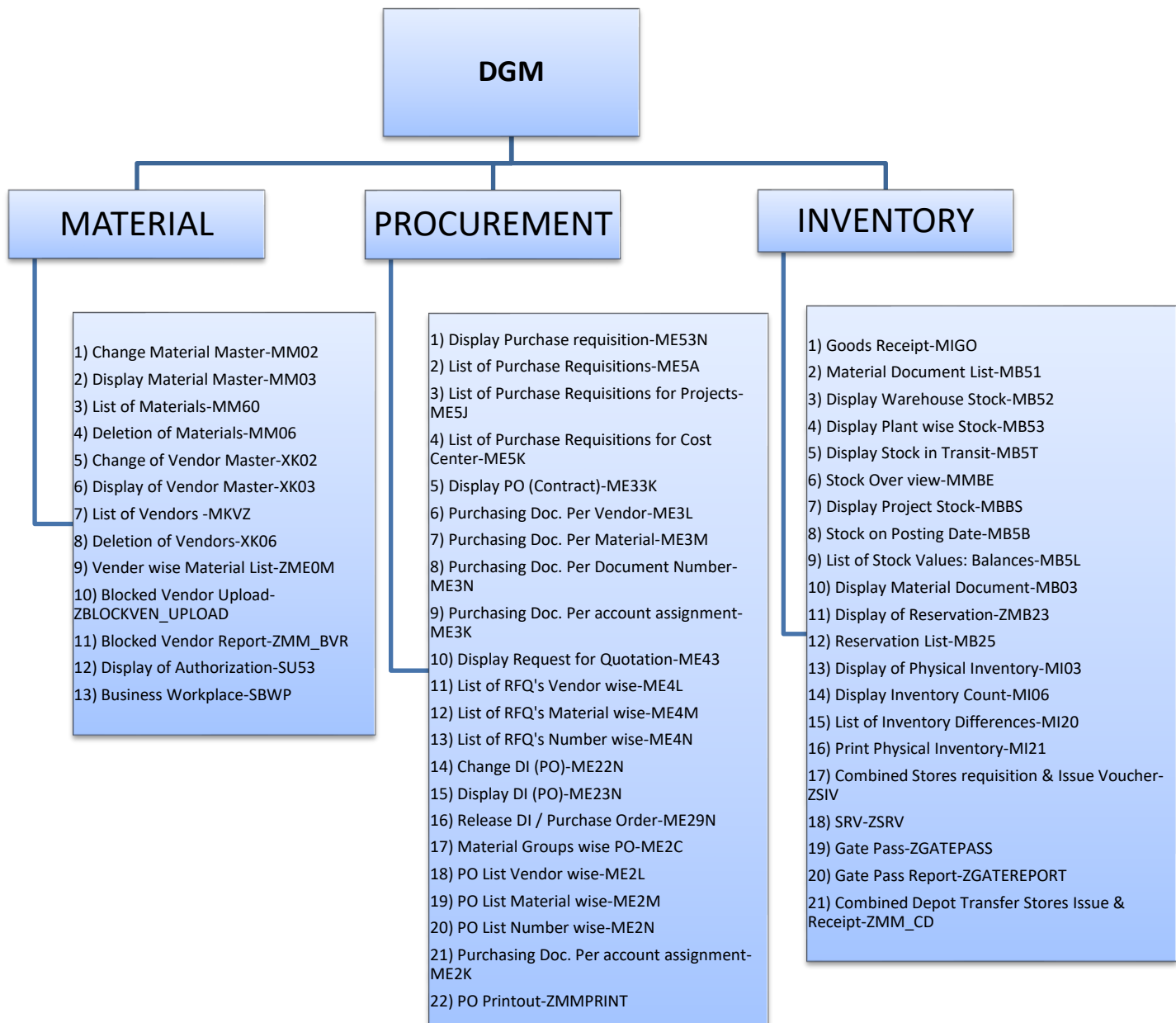
## 6.2.11 Senior Manager-Technical (MM): Electrical Supply Area







## 6.2.12 Deputy General Manager (MM): Electrical Supply Circle





Project – JBVNL  
ERP (SAP) Operating Procedure



## 6.2.13 Senior Manager (TRW & Store): Electrical Supply Circle

### SM (TRW & Store)

#### MATERIAL:

- 1) Display Material Master-MM03
- 2) List of Materials-MM60
- 3) Enter Storage Location-MMSC
- 4) Display of Vendor Master-XK03
- 5) List of Vendors -MKVZ
- 6) Display of Service Master-AC03
- 7) List of Service Master-AC06
- 8) Display of Authorization-SU53

#### PROCUREMENT:

- 1) Creation Purchase requisition-ME51N
- 2) Change Purchase requisition-ME52N
- 3) Display Purchase requisition-ME53N
- 4) List of Purchase Requisitions-ME5A
- 5) List of Purchase Requisitions for Projects-ME5J
- 6) List of Purchase Requisitions for Cost Center-ME5K
- 7) Display PO (Contract)-ME33K
- 8) Purchasing Doc. Per Vendor-ME3L
- 9) Purchasing Doc. Per Material-ME3M
- 10) Purchasing Doc. Per Document Number-ME3N
- 11) Purchasing Doc. Per account assignment-ME3K
- 12) Display Request for Quotation-ME43
- 13) List of RFQ's Vendor wise-ME4L
- 14) List of RFQ's Material wise-ME4M
- 15) List of RFQ's Number wise-ME4N
- 16) Quotation Comparison-ME49
- 17) Material Groups wise PO-ME2C
- 18) PO List Vendor wise-ME2L
- 19) PO List Material wise-ME2M
- 20) PO List Number wise-ME2N
- 21) Purchasing Doc. Per account assignment-ME2K

#### INVENTORY:

- 1) Material Document List-MB51
- 2) Display Warehouse Stock-MB52
- 3) Display Plant wise Stock-MB53
- 4) Display Stock in Transit-MB5T
- 5) Stock Over view-MMBE
- 6) Display Project Stock-MBBS
- 7) Stock on Posting Date-MB5B
- 8) List of Stock Values: Balances-MB5L
- 9) Change Material Document-MB02
- 10) Display Material Document-MB03
- 11) Display of Reservation-ZMB23
- 12) Reservation List-MB25
- 13) Change of Physical Inventory-MI02
- 14) Display of Physical Inventory-MI03
- 15) Change Inventory Count-MI05
- 16) Display Inventory Count-MI06
- 17) Enter Recount-MI11
- 18) List of Inventory Differences-MI20
- 19) Print Physical Inventory-MI21
- 20) Report on Services-MSRV3
- 21) Reporting on Services-MSRV6
- 22) Combined Stores requisition & Issue Voucher-ZSIV
- 23) SRV-ZSRV
- 24) Gate Pass-ZGATEPASS
- 25) Gate Pass Report-ZGATEREPORT



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



## 6.2.14 Senior Manager (Technical): Electrical Supply Circle

### SM (Technical)

#### **MATERIAL:**

- 1) Display Material Master-MM03
- 2) List of Materials-MM60
- 3) Enter Storage Location-MMSC
- 4) Display of Vendor Master-XK03
- 5) List of Vendors -MKVZ
- 6) Display of Service Master-AC03
- 7) List of Service Master-AC06
- 8) Display of Authorization-SU53

#### **PROCUREMENT:**

- 1) Creation Purchase requisition-ME51N
- 2) Change Purchase requisition-ME52N
- 3) Display Purchase requisition-ME53N
- 4) List of Purchase Requisitions-ME5A
- 5) List of Purchase Requisitions for Projects-ME5J
- 6) List of Purchase Requisitions for Cost Center-ME5K
- 7) Display PO (Contract)-ME33K
- 8) Purchasing Doc. Per Vendor-ME3L
- 9) Purchasing Doc. Per Material-ME3M
- 10) Purchasing Doc. Per Document Number-ME3N
- 11) Purchasing Doc. Per account assignment-ME3K
- 12) Display Request for Quotation-ME43
- 13) List of RFQ's Vendor wise-ME4L
- 14) List of RFQ's Material wise-ME4M
- 15) List of RFQ's Number wise-ME4N
- 16) Quotation Comparison-ME49
- 17) Material Groups wise PO-ME2C
- 18) PO List Vendor wise-ME2L
- 19) PO List Material wise-ME2M
- 20) PO List Number wise-ME2N
- 21) Purchasing Doc. Per account assignment-ME2K

#### **INVENTORY:**

- 1) Material Document List-MB51
- 2) Display Warehouse Stock-MB52
- 3) Display Plant wise Stock-MB53
- 4) Display Stock in Transit-MB5T
- 5) Stock Over view-MMBE
- 6) Display Project Stock-MBBS
- 7) Stock on Posting Date-MB5B
- 8) List of Stock Values: Balances-MB5L
- 9) Change Material Document-MB02
- 10) Display Material Document-MB03
- 11) Display of Reservation-ZMB23
- 12) Reservation List-MB25
- 13) Change of Physical Inventory-MI02
- 14) Display of Physical Inventory-MI03
- 15) Change Inventory Count-MI05
- 16) Display Inventory Count-MI06
- 17) Enter Recount-MI11
- 18) List of Inventory Differences-MI20
- 19) Print Physical Inventory-MI21
- 20) Report on Services-MSRV3
- 21) Reporting on Services-MSRV6
- 22) Combined Stores requisition & Issue Voucher-ZSIV
- 23) SRV-ZSRV
- 24) Gate Pass-ZGATEPASS
- 25) Gate Pass Report-ZGATEREPORT



Project – JBVNL  
ERP (SAP) Operating Procedure



## 6.2.15 Senior Manager (MRT): Electrical Supply Circle

### SM (MRT)

#### MATERIAL:

- 1) Display Material Master-MM03
- 2) List of Materials-MM60
- 3) Enter Storage Location-MMSC
- 4) Display of Vendor Master-XK03
- 5) List of Vendors -MKVZ
- 6) Display of Service Master-AC03
- 7) List of Service Master-AC06
- 8) Display of Authorization-SU53

#### PROCUREMENT:

- 1) Creation Purchase requisition-ME51N
- 2) Change Purchase requisition-ME52N
- 3) Display Purchase requisition-ME53N
- 4) List of Purchase Requisitions-ME5A
- 5) List of Purchase Requisitions for Projects-ME5J
- 6) List of Purchase Requisitions for Cost Center-ME5K
- 7) Display PO (Contract)-ME33K
- 8) Purchasing Doc. Per Vendor-ME3L
- 9) Purchasing Doc. Per Material-ME3M
- 10) Purchasing Doc. Per Document Number-ME3N
- 11) Purchasing Doc. Per account assignment-ME3K
- 12) Display Request for Quotation-ME43
- 13) List of RFQ's Vendor wise-ME4L
- 14) List of RFQ's Material wise-ME4M
- 15) List of RFQ's Number wise-ME4N
- 16) Quotation Comparison-ME49
- 17) Material Groups wise PO-ME2C
- 18) PO List Vendor wise-ME2L
- 19) PO List Material wise-ME2M
- 20) PO List Number wise-ME2N
- 21) Purchasing Doc. Per account assignment-ME2K

#### INVENTORY:

- 1) Material Document List-MB51
- 2) Display Warehouse Stock-MB52
- 3) Display Plant wise Stock-MB53
- 4) Display Stock in Transit-MB5T
- 5) Stock Over view-MMBE
- 6) Display Project Stock-MBBS
- 7) Stock on Posting Date-MB5B
- 8) List of Stock Values: Balances-MB5L
- 9) Change Material Document-MB02
- 10) Display Material Document-MB03
- 11) Display of Reservation-ZMB23
- 12) Reservation List-MB25
- 13) Change of Physical Inventory-MI02
- 14) Display of Physical Inventory-MI03
- 15) Change Inventory Count-MI05
- 16) Display Inventory Count-MI06
- 17) Enter Recount-MI11
- 18) List of Inventory Differences-MI20
- 19) Print Physical Inventory-MI21
- 20) Report on Services-MSRV3
- 21) Reporting on Services-MSRV6
- 22) Combined Stores requisition & Issue Voucher-ZSIV
- 23) SRV-ZSRV
- 24) Gate Pass-ZGATEPASS
- 25) Gate Pass Report-ZGATEREPORT



Project – JBVNL  
ERP (SAP) Operating Procedure



## 16 Store Keeper (MM): Electrical Supply Circle

### STORE KEEPER

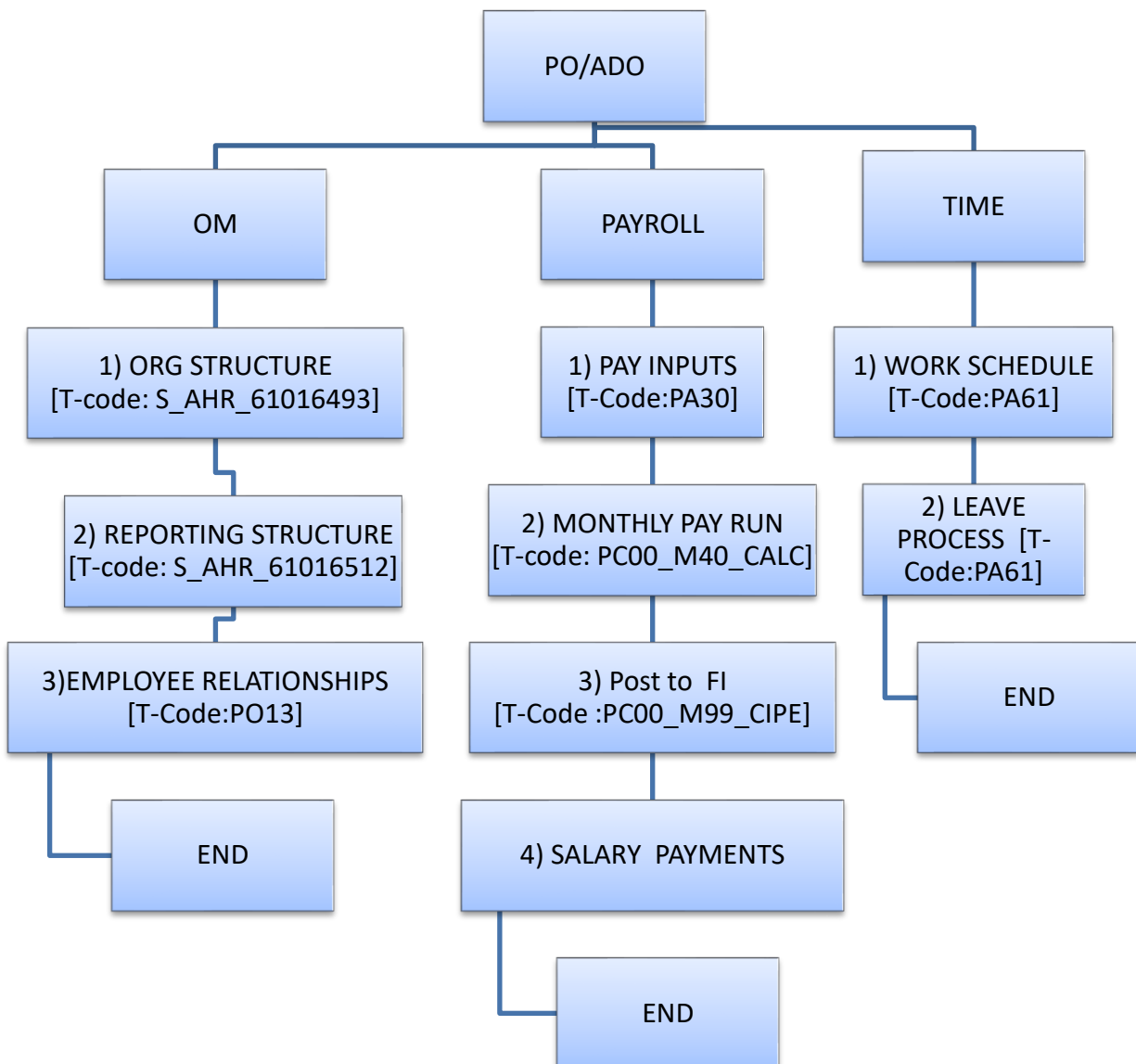
#### INVENTORY:

- 1) Goods Receipt-MIGO
- 2) Material Document List-MB51
- 3) Display Warehouse Stock-MB52
- 4) Display Plant wise Stock-MB53
- 5) Display Stock in Transit-MB5T
- 6) Stock Over view-MMBE
- 7) Display Project Stock-MBBS
- 8) Stock on Posting Date-MB5B
- 9) Display Material Document-MB03
- 10) Display of Reservation-ZMB23
- 11) Reservation List-MB25
- 12) Physical Inv Doc for Project-MIQ1
- 13) Creation of Physical Inventory-MI01
- 14) Display of Physical Inventory-MI03
- 15) Enter Inventory Count-MI04
- 16) Display Inventory Count-MI06
- 17) List of Inventory Differences-MI20
- 18) Print Physical Inventory-MI21
- 19) Creation of Service Entry Sheet-ML81N
- 20) Report on Services-MSRV3
- 21) Reporting on Services-MSRV6
- 22) Combined Stores requisition & Issue Voucher-ZSIV
- 23) SRV-ZSRV
- 24) Gate Pass-ZGATEPASS
- 25) Gate Pass Report-ZGATEREPORT
- 26) Combined Depot Transfer Stores Issue & Receipt-ZMM\_CD
- 27) Display Authorization-SU53



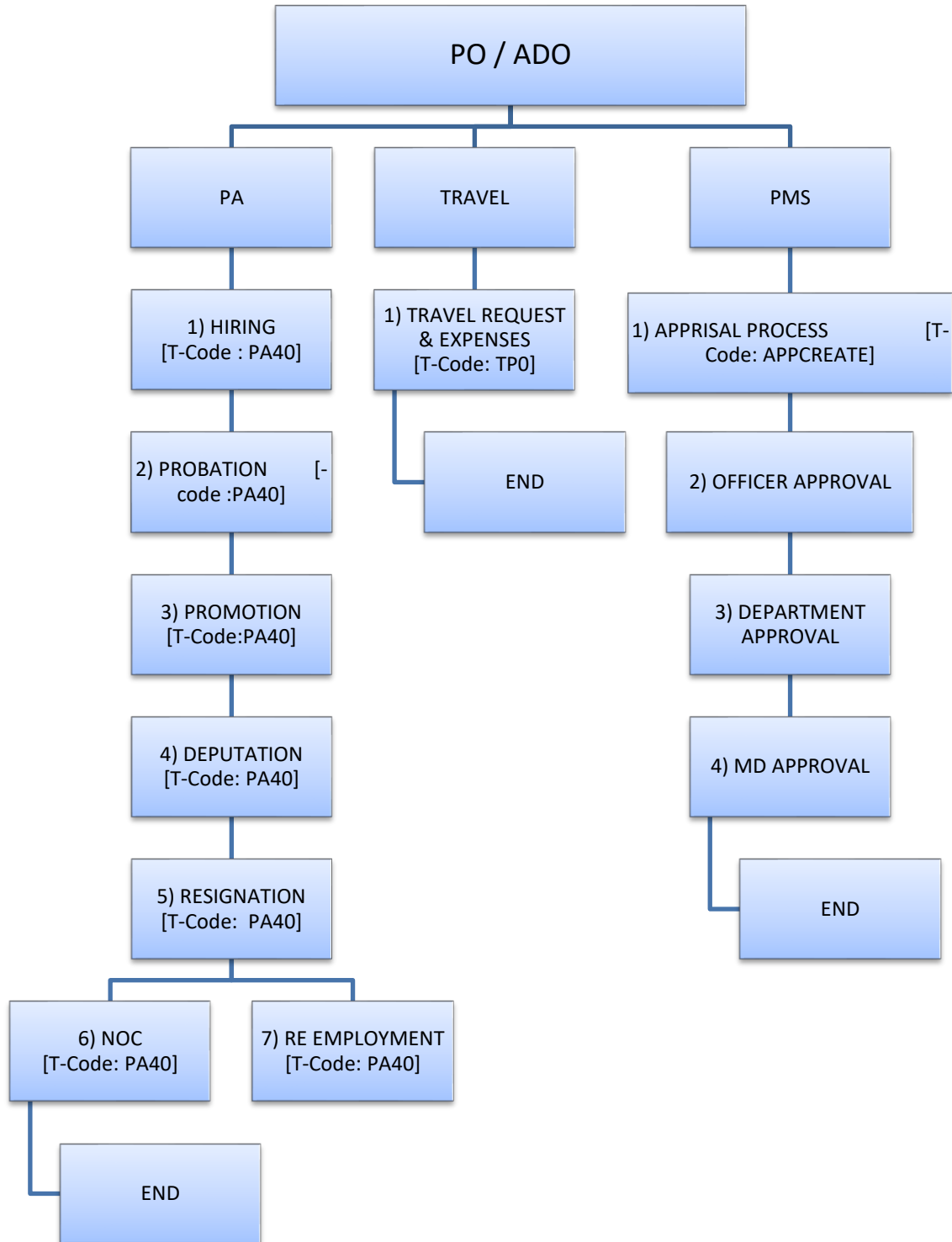
## 6.3 JBVNL – HR- ROLL MATRIX FLOW

### 6.3.1 Personnel Officer /ADO: Head Quarter/ABD & Circle offices



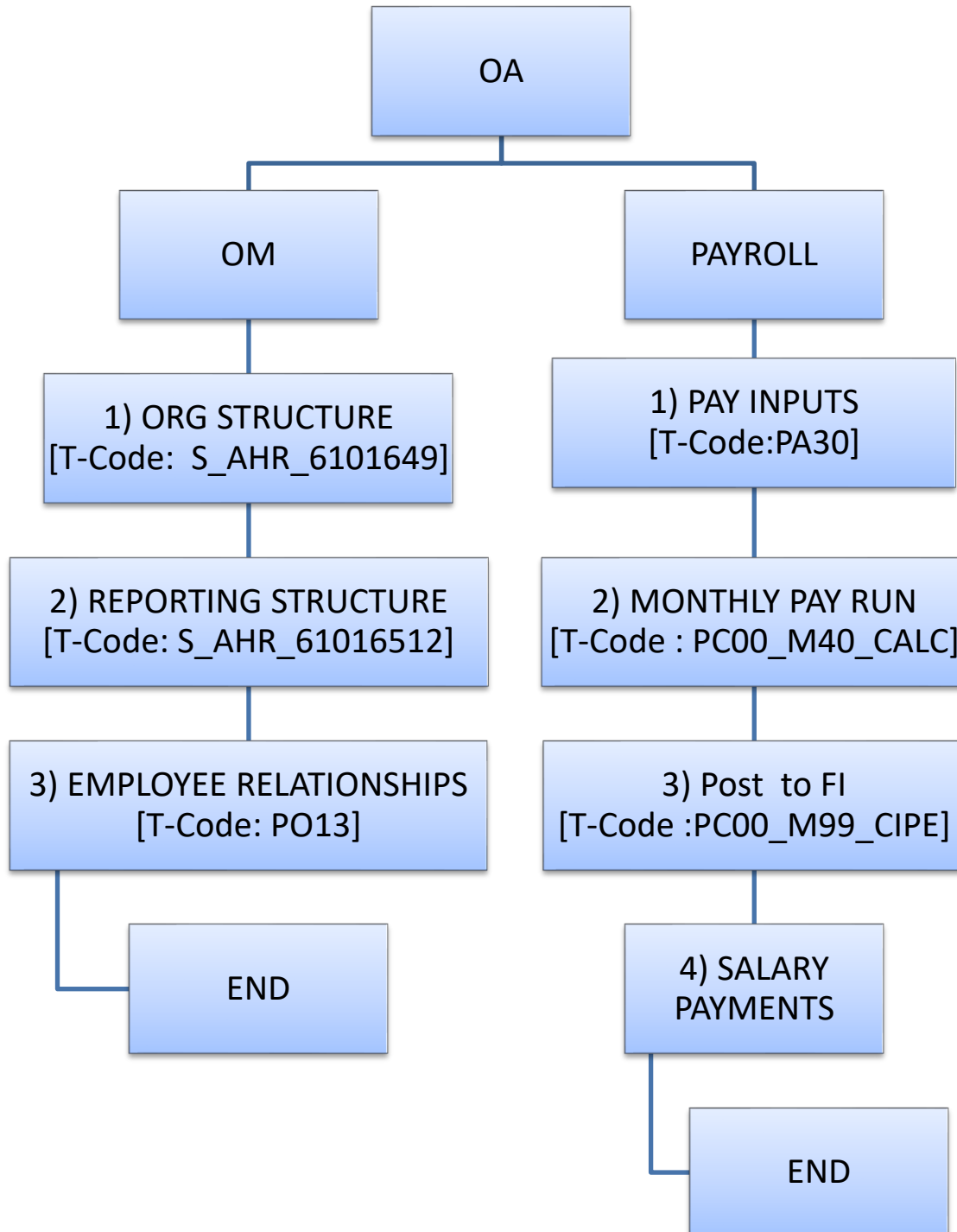


### 6.3.1 Personnel Officer/ADO: Head Quarter/ ABD & Circle offices





### 6.3.2 Office Assistant: Head Quarter/ Area Board & Circle offices



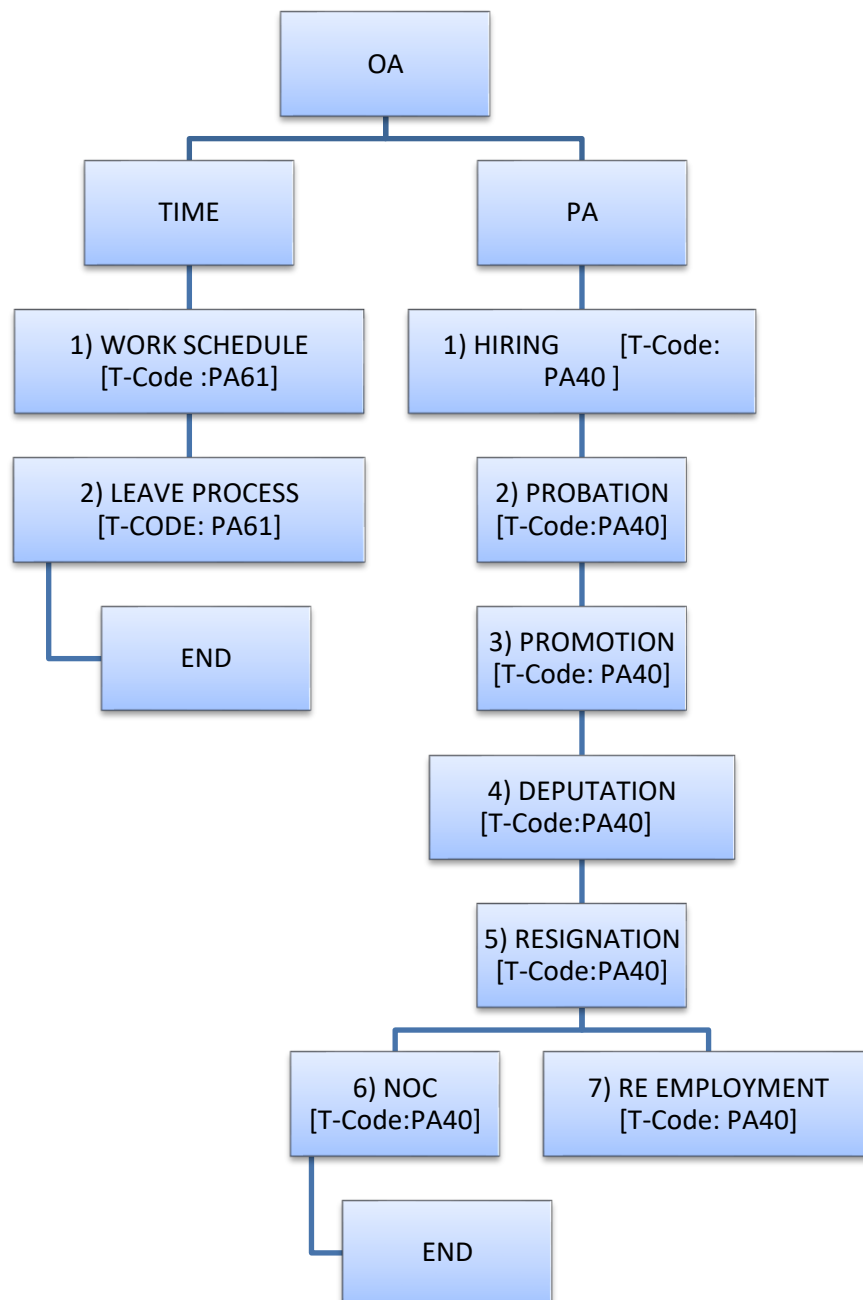




Project – JBVNL  
ERP (SAP) Operating Procedure



### 6.3.2 Office Assistant: Head Quarter/ Area Board & Circle offices





## 6.4 JBVNL – FICO- ROLL MATRIX FLOW

### 6.4.1 Executive Director Finance: Head quarters

#### ED FINANCE



- 1) Display Authorization Data for User -SU53
- 2) Vendor line item display -FBL1N
- 3) GL line item display -FBL3N
- 4) Customer line item display -FBL5N
- 5) Vendor Balance Display -FK10N
- 6) Customer Balance Display -FD10N
- 7) GL Account Balance Display -FS10N
- 8) Accounting Document Display -FB03



## 6.4.2 General Manager's (Projects & Financial Management): Head Quarters

**GENERAL MANAGER  
(P&FM)**

- 1) Display Authorization Data for User- SU53
- 2) Vendor line item display- FBL1N
- 3) GL line item display- FBL3N
- 4) Customer line item display- FBL5N
- 5) Vendor Balance Display- FK10N
- 6) Customer Balance Display- FD10N
- 7) GL Account Balance Display- FS10N
- 8) Accounting Document Display- **FB03**



### 6.4.3 General Manager's (Accounts & Revenue): Head Quarters

**GENERAL MANAGER**

**(Accounts & Rev)**

- 1) Display Authorization Data for User-  
T-code: SU53
- 2) Vendor line item display-T-code: FBL1N
- 3) GL line item display -T-code: FBL3N
- 4) Customer line item display-T-code: FBL5N
- 5) Vendor Balance Display-T-code: FK10N
- 6) Customer Balance Display -T-code: FD10N
- 7) GL Account Balance Display -T-code: FS10N
- 8) Accounting Document Display -T-code:  
**FB03**



#### 6.4.4 General Manager's (Internal Audit): Head Quarters

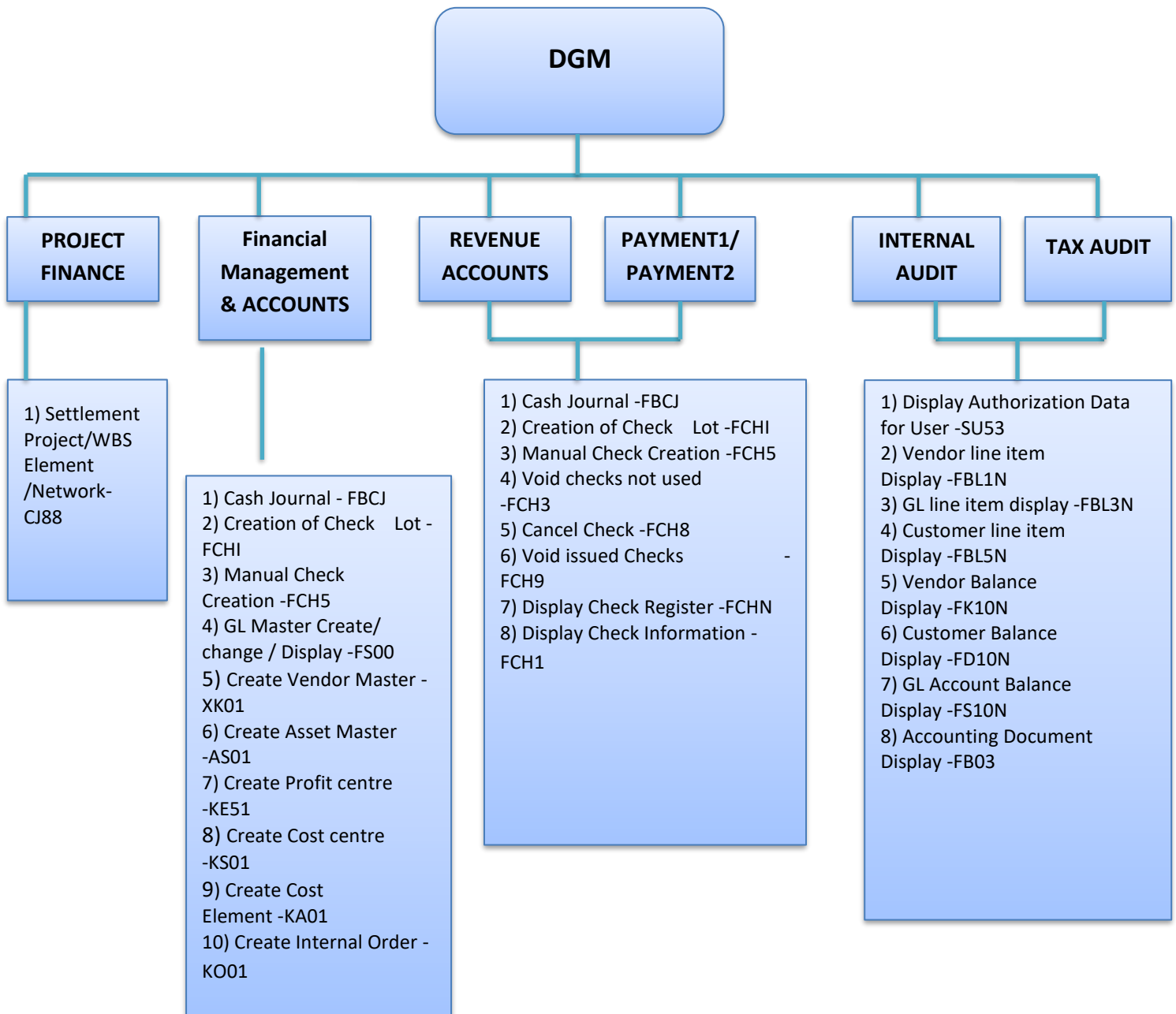
**GENERAL MANAGER**

**(Internal Audit)**

- 1) Display Authorization Data for User-SU53
- 2) Vendor line item display- FBL1N
- 3) GL line item display- FBL3N
- 4) Customer line item display- FBL5N
- 5) Vendor Balance Display- FK10N
- 6) Customer Balance Display- FD10N
- 7) GL Account Balance Display- FS10N
- 8) Accounting Document Display- **FB03**

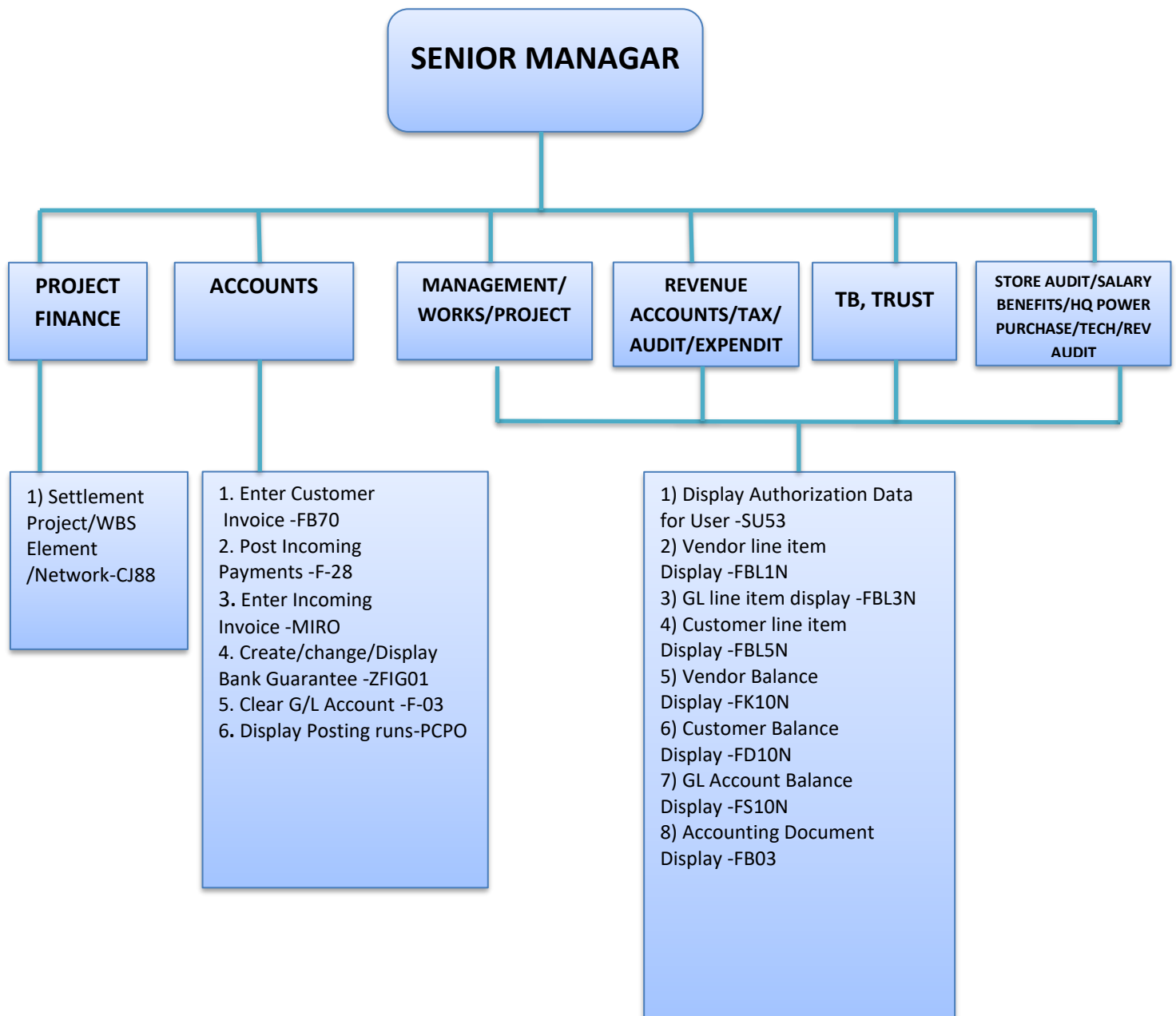


### 6.4.5 Deputy General Manager (FICO): Head Quarters



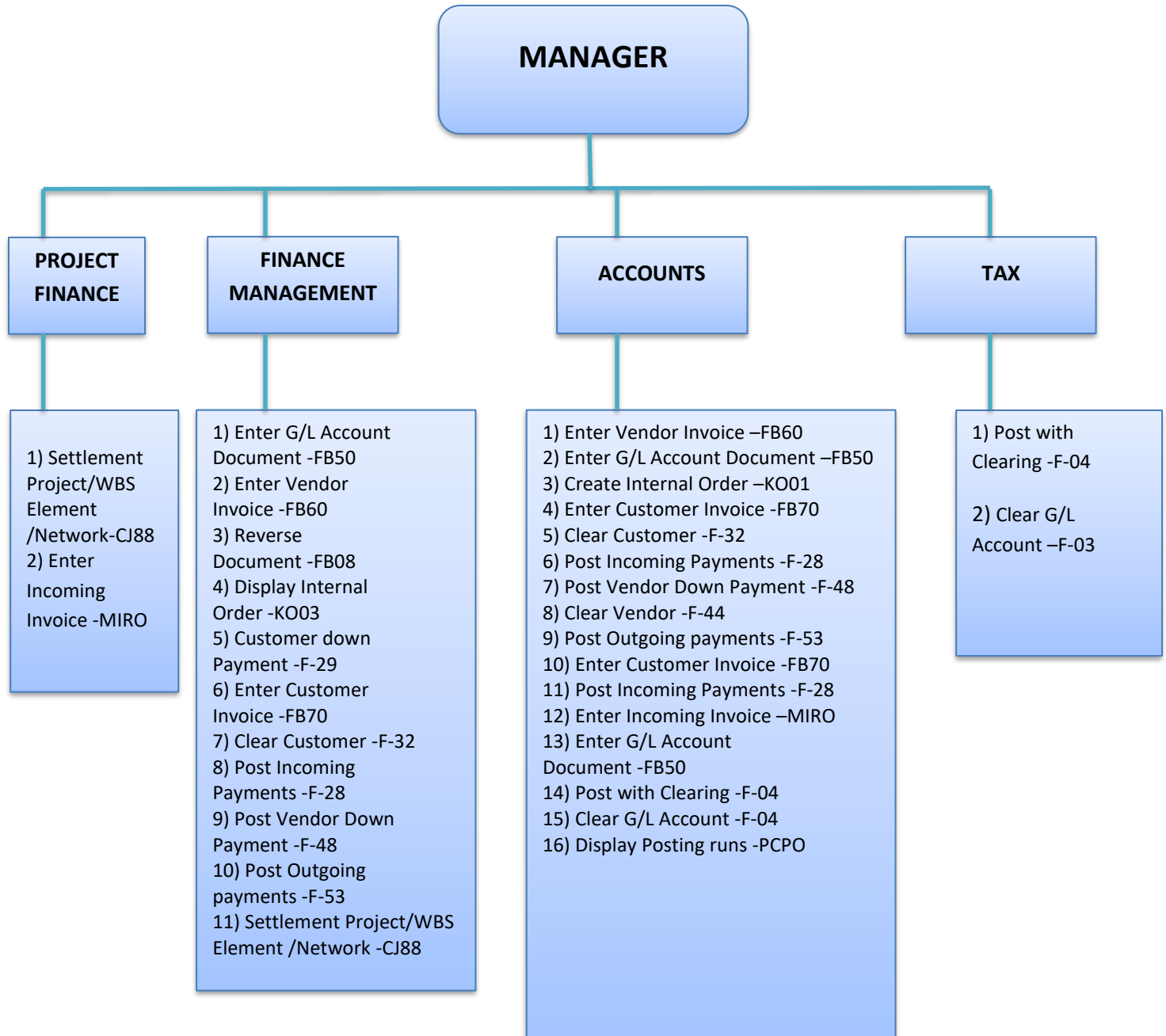


### 6.4.6 Senior Manager's (FICO): Head Quarters





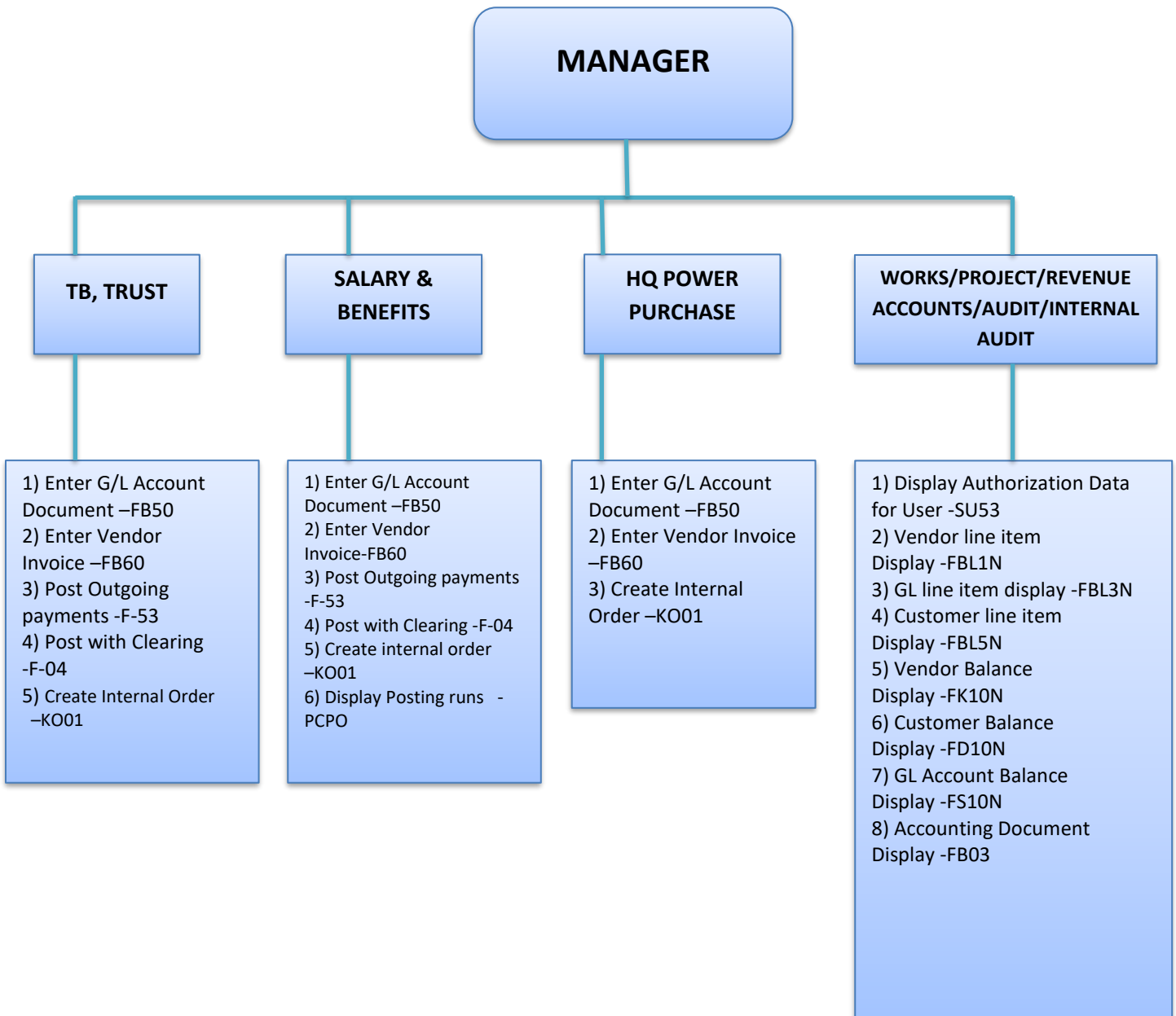
### 6.4.7 Manager's (FICO): Head Quarters





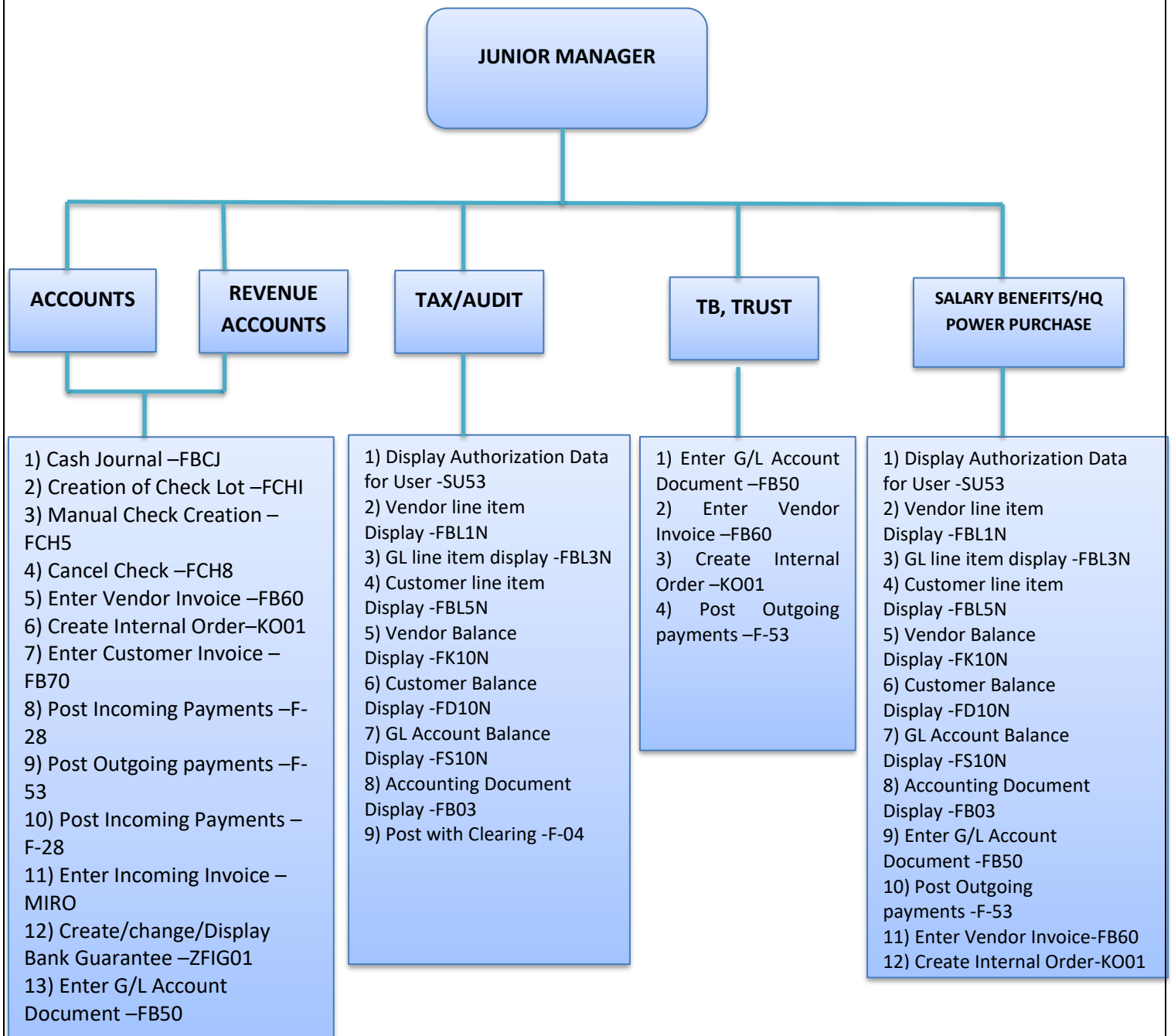


### 6.4.7 Manager's (FICO): Head Quarters



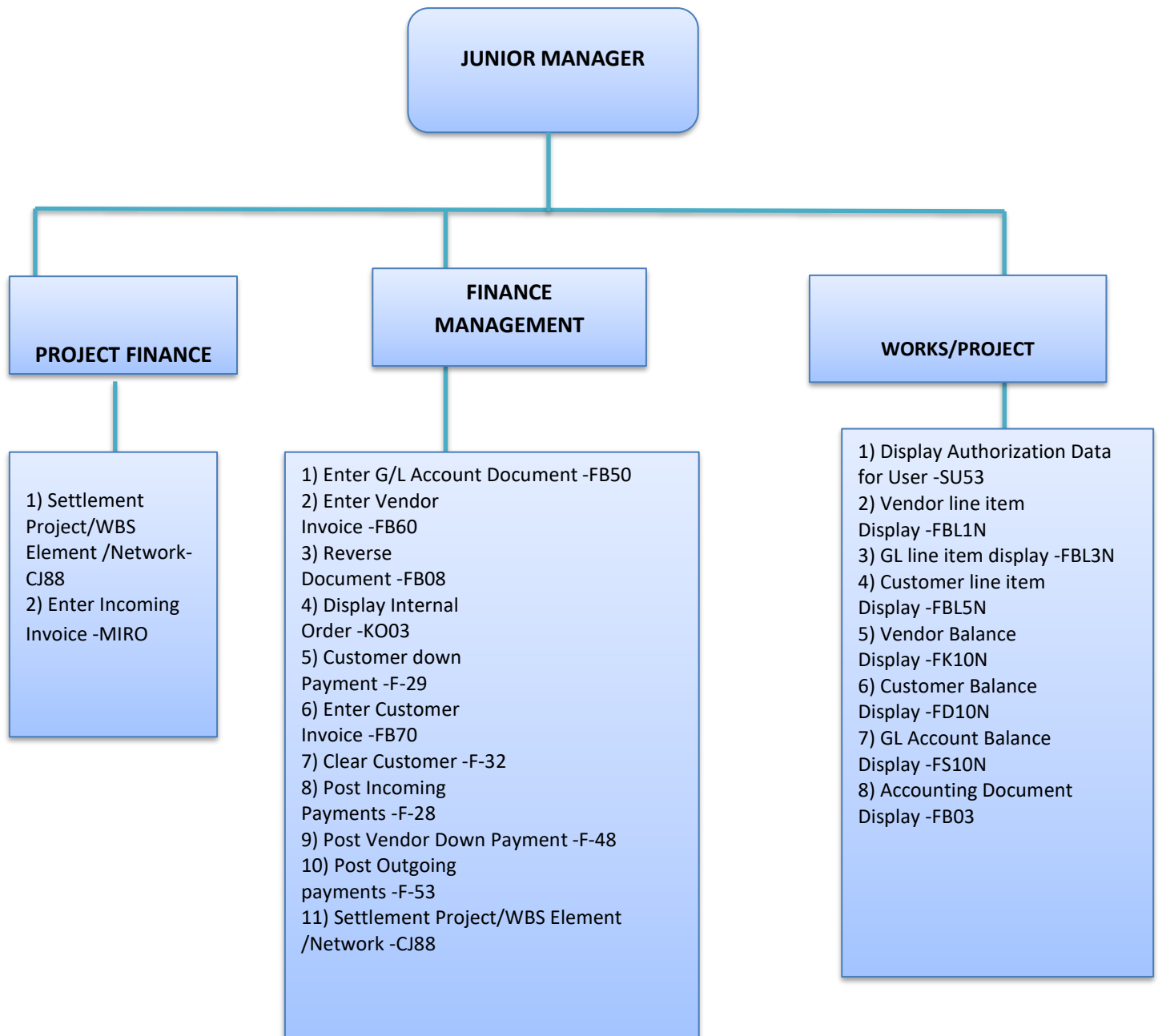


### 6.4.8 Junior Manager (FICO): Head Quarters





## 6.4.8 Junior Manager (FICO): Head Quarters





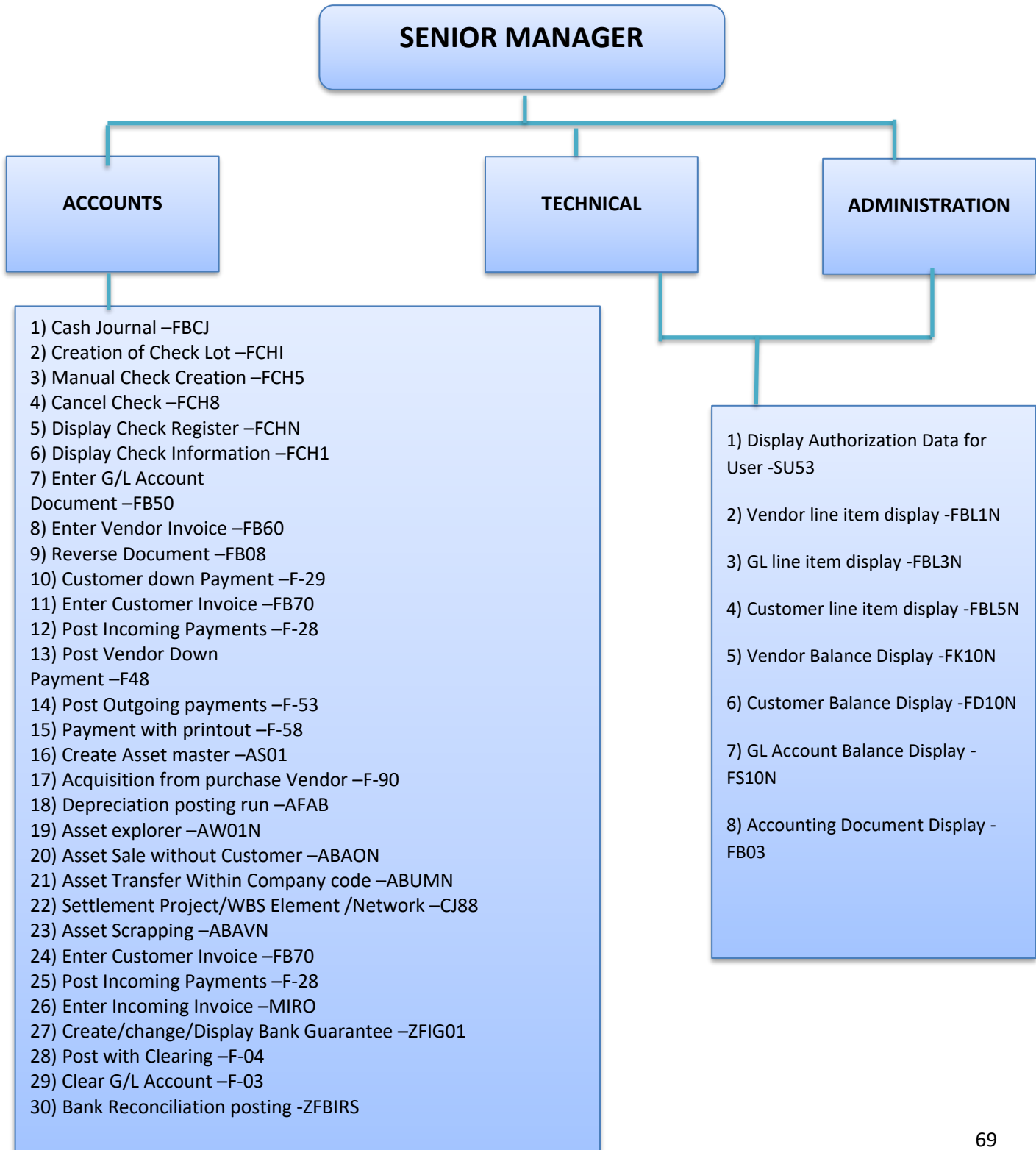
## 6.4.9 General Manager's (FICO): Electric Supply Area

**GENERAL  
MANAGER**

- 1) Display Authorization Data for User -SU53
- 2) Vendor line item display -FBL1N
- 3) GL line item display -FBL3N
- 4) Customer line item display -FBL5N
- 5) Vendor Balance Display -FK10N
- 6) Customer Balance Display -FD10N
- 7) GL Account Balance Display -FS10N
- 8) Accounting Document Display -FB03

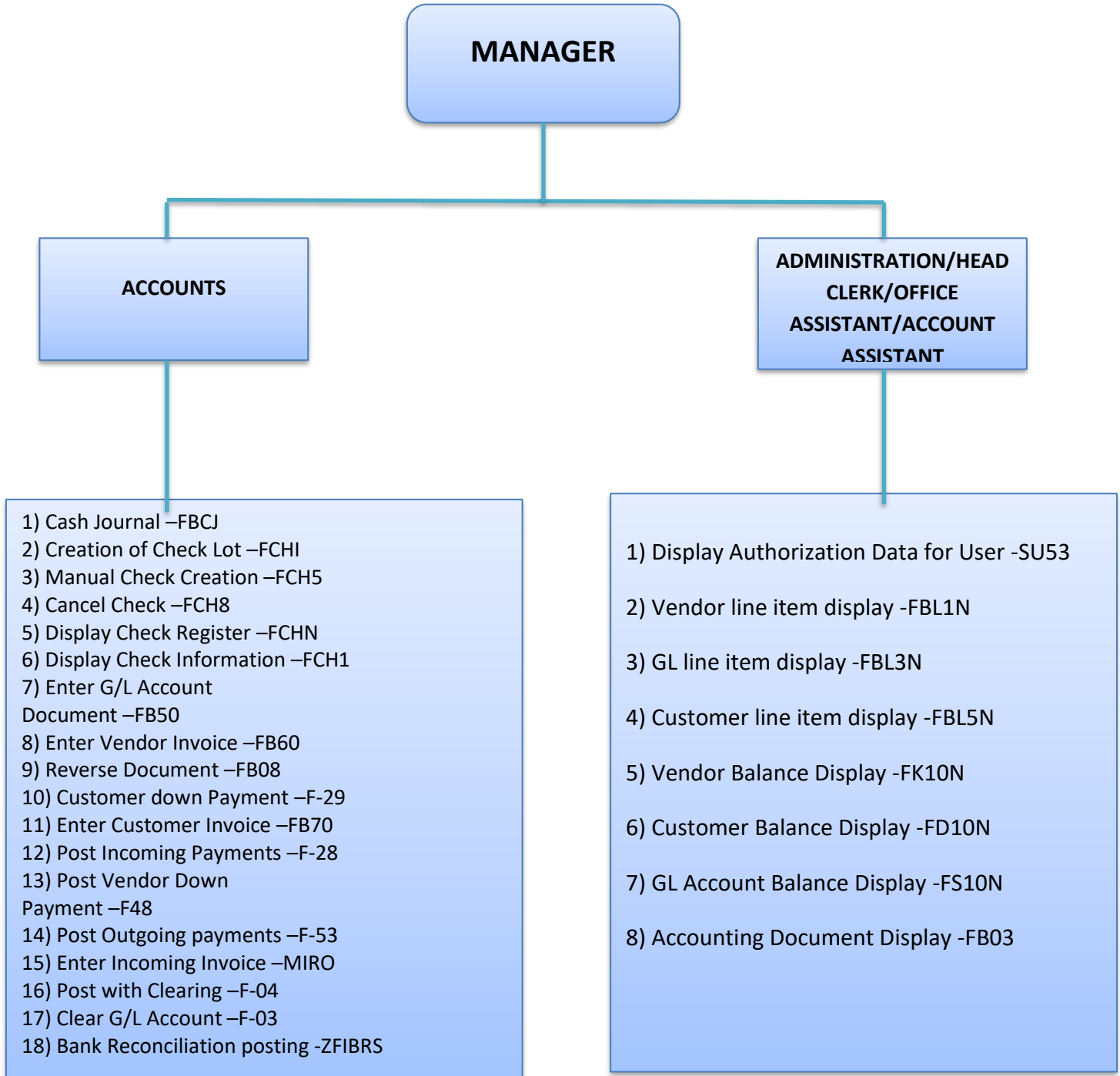


## 6.4.10 Senior Manager's (FICO): Electric Supply Area





### 6.4.11 Manager's (FICO): Electric Supply Area





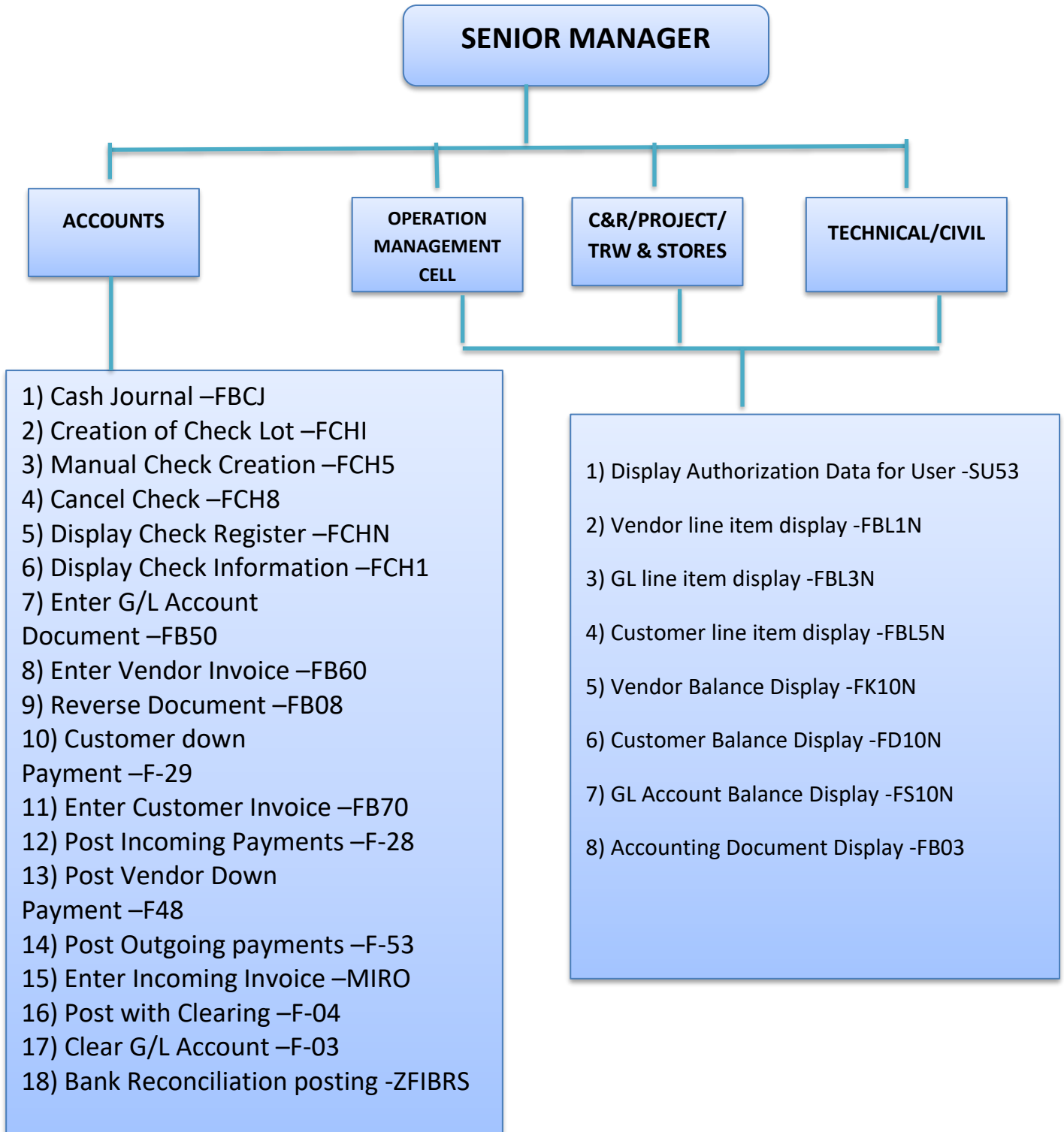
## 6.4.12 Deputy General Manager's (FICO): Electric Supply Circle

**DGM**

- 1) Display Authorization Data for User -SU53
- 2) Vendor line item display -FBL1N
- 3) GL line item display -FBL3N
- 4) Customer line item display -FBL5N
- 5) Vendor Balance Display -FK10N
- 6) Customer Balance Display -FD10N
- 7) GL Account Balance Display -FS10N
- 8) Accounting Document Display -FB03



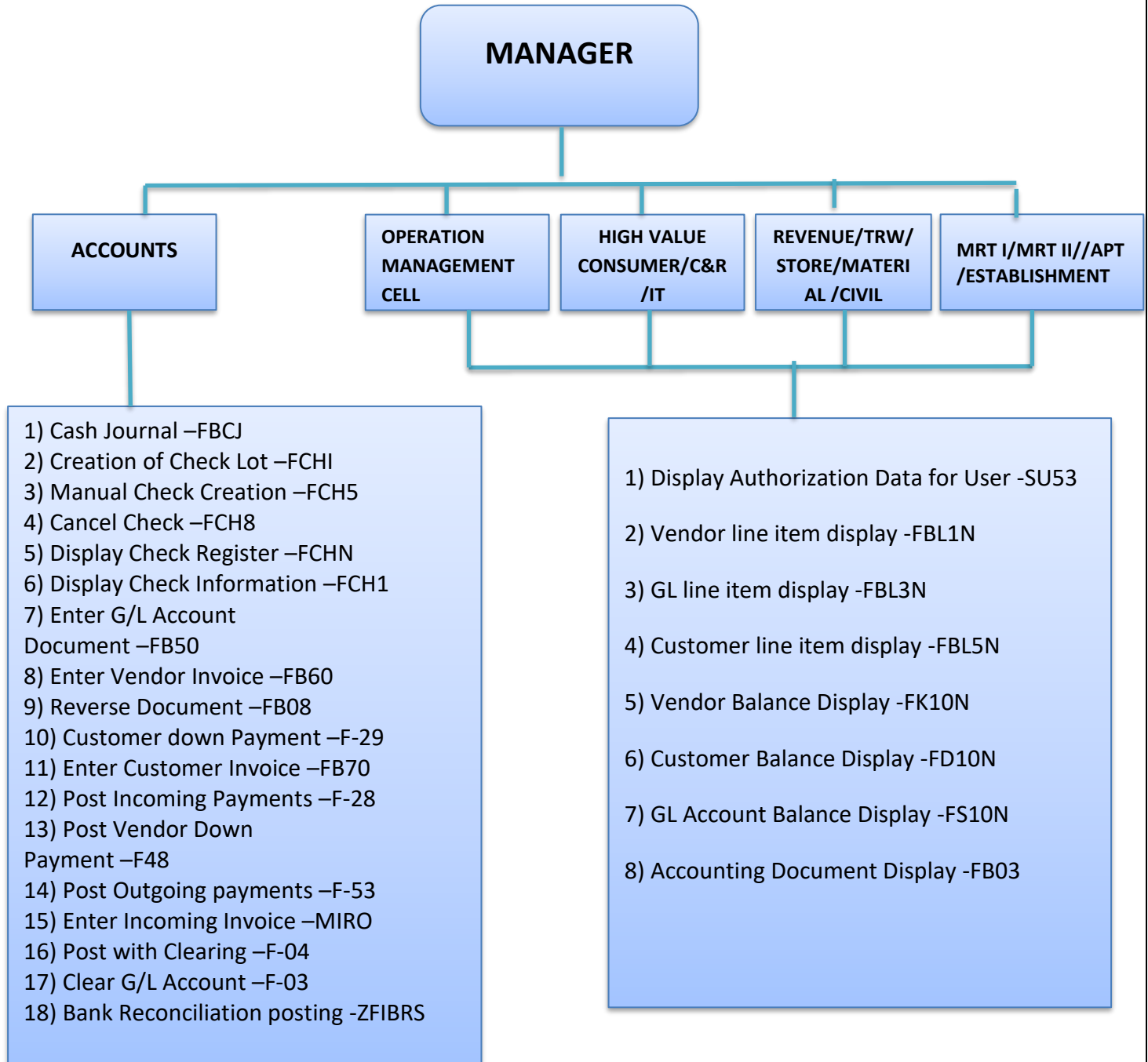
### 6.4.13 Senior Manager's (FICO): Electric Supply Circle







### 6.4.14 Manager's (FICO): Electric Supply Circle





Project – JBVNL  
ERP (SAP) Operating Procedure



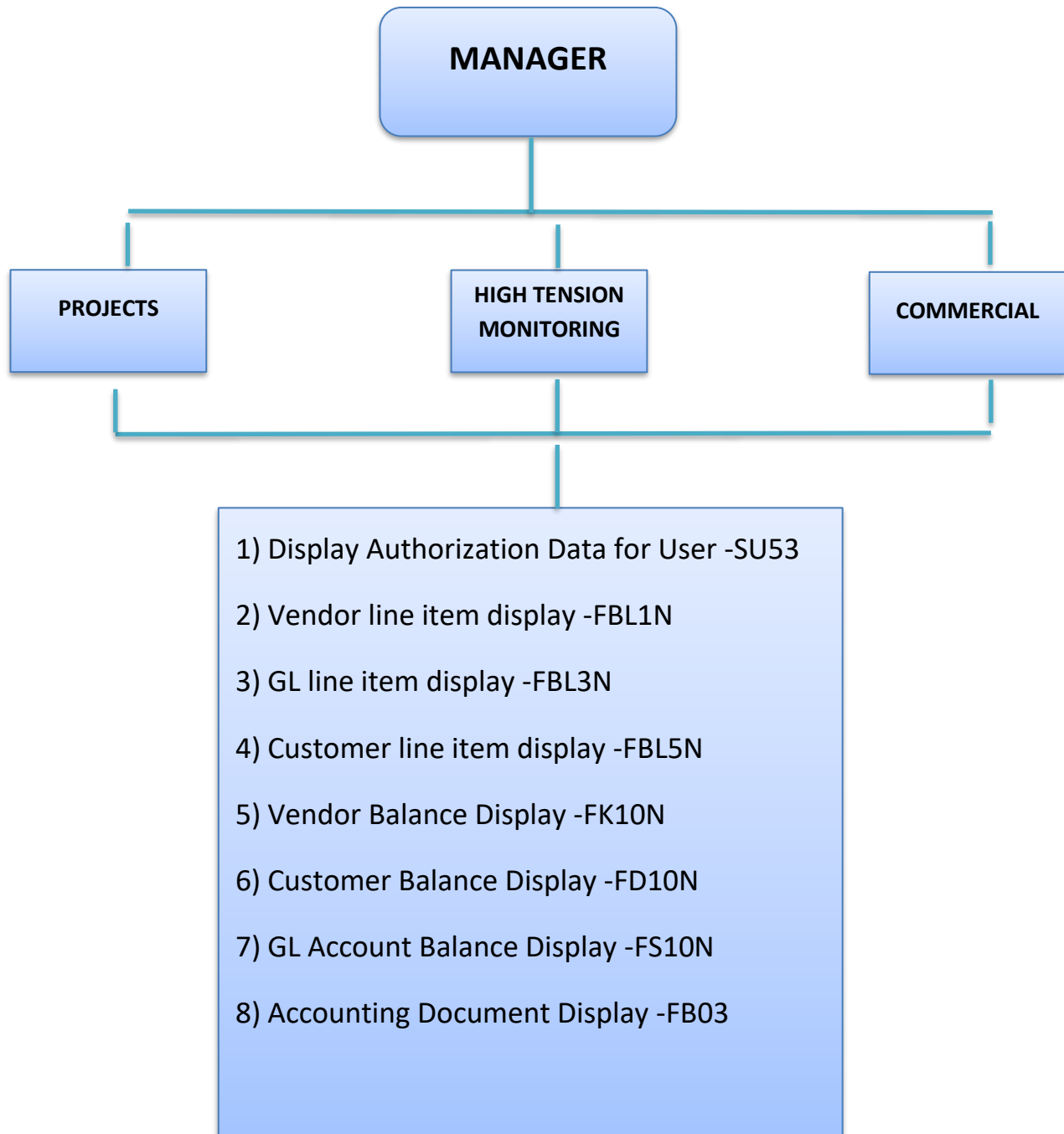
### 6.4.15 Senior Manager's (FICO): Division

**SENIOR MANAGER**

- 1) Display Authorization Data for User -SU53
- 2) Vendor line item display -FBL1N
- 3) GL line item display -FBL3N
- 4) Customer line item display -FBL5N
- 5) Vendor Balance Display -FK10N
- 6) Customer Balance Display -FD10N
- 7) GL Account Balance Display -FS10N
- 8) Accounting Document Display -FB03

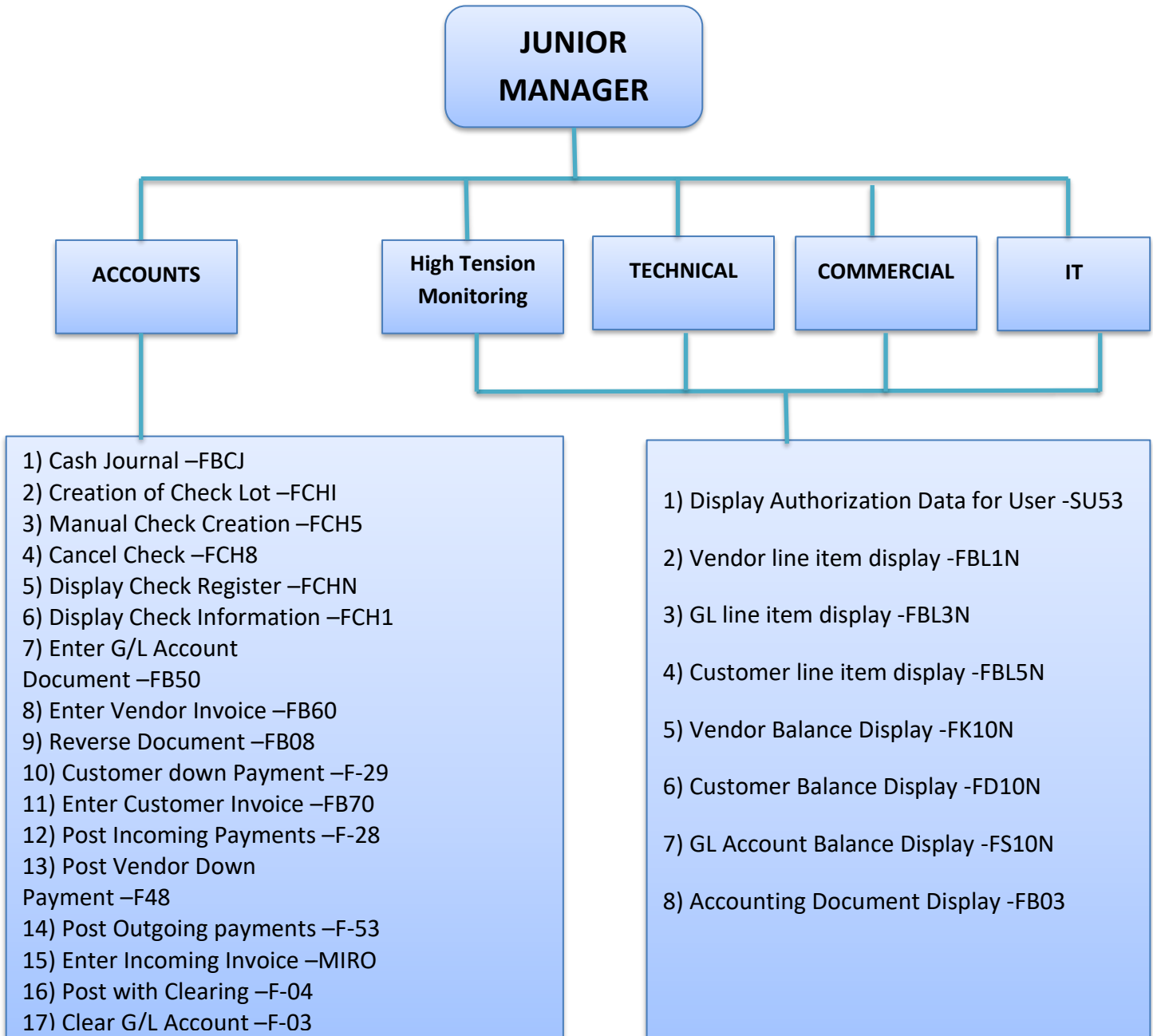


### 6.4.16 Manager's (FICO): Division





## 6.4.17 Junior Manager's (FICO): Division





**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



## Abbreviations

- 1) SAP- Systems Applications & Programme
- 2) BBP- Business Blue Print
- 3) ERP- Enterprise Resource Planning
- 4) ECC- ERP Central Component
- 5) R3- 3 Tier Architecture
- 6) WBS- Work Breakdown Structure
- 7) REL- Release
- 8) CRTD- Created
- 9) TECO- Technical Completion
- 10) MIGO-Goods Receipt
- 11) MIRO-Invoice Receipt
- 12) T-Code – Transaction Code
- 13) SRV- Store Receipt Voucher
- 14) SLoc- Storage Location
- 15) SIV- Store Receipt Voucher
- 16) MRHO- Material Receipt Hand Over
- 17) HSN-Harmonized System of Nomenclature
- 18) SAC- Service Accounting Code
- 19) AUC- Asset Under Construction
- 20) CWIP-Capital Work in Progress
- 21) RFQ- Request for Quotation
- 22) RFP- Request for Proposal
- 23) PO- Purchase Order
- 24) GL- General Ledger



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



- 25) TB- Trial Balance
- 26) GR- Goods Receipt
- 27) GI-Goods Issue
- 28) LIV- Logistic Invoice verification
- 29) AR- Accounts Receivable
- 30) AP- Accounts Payable
- 31) PCA- Profit Centre Accounting
- 32) CCA- Cost Centre Accounting
- 33) B/S- Balance sheet
- 34) P&L – Profit & Loss Account
- 35) IO- Internal Orders
- 36) OM- Organization Management
- 37) PA- Personal Administration
- 38) TM-Time Management
- 39) PY-Payroll
- 40) PMS- Performance Management Solution
- 41) ESS- Employee Self Service
- 42) MSS- Manager Self Service
- 43) TRV-Travel Management
- 44) TEM- Training and Event Management
- 45) FLM-File Label management
- 46) ALV- ABAP List Viewer
- 47) HD- Help DESK
- 48) VPN- Virtual Private Network
- 49) RFC- Remote Function Call
- 50) GUI- Graphical User Interface



**Project – JBVNL**  
**ERP (SAP) Operating Procedure**



**\*\*End of Document\*\***