**Corporate I T Cell**
128, 1st Floor, Bharat Sanchar Bhawan,
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
**BHARAT SANCHAR NIGAM LIMITED**
(A Govt. of India Enterprise)

**K.RAMCHAND**
**Sr. GM (Corporate IT)**

No. CIT/8-10/2013/ERP/ Dated 3rd July 2014

To
All Chief General Managers
BSNL
(except those circles which are already on ERP)

Sub: - Activities to be started **now** by **all** circles for implementation of ERP.

ERP is planned to be rolled out in all circles in this financial year. Circles are already intimated the implementation schedule. Through this communication, the importance of data preparation for successful implementation of the project is brought to your kind notice so that in addition to getting your people trained, CGM may like to review the status on some of the important points to be ensured before the circle goes live.

The Annexures give module wise the check list. Many of them can be and rather should be started right now irrespective of the date of implementation of ERP. In addition Annexure I gives important guidelines for a circle to go-live. Annexure II gives a check list for HCM module. A FICO-tracker is given separately as Annexure III. This is in addition to the letters issued so far by GM(ERP-FICO) from corporate office on the subject. Annexure IV gives the check list for the four modules – PS, PM, REM and MM

You are requested to kindly start (if not already started) the process of data collection and data correction. This check list, though not exhaustive, should provide the status of preparedness of your circle.

(K. Ramchand)
Sr. GM (CIT)

Copy to : Dir(CFA)
ED(CA & IT), ED(Fin)
CGM ITPC
GM(ERP), GM(CA), GM(PF) Corporate Office

Enclosure : Annexure I to IV

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**Annexure I**

**Important guidelines to be followed by all circles for preparing for implementation of ERP**

*(Some of them can be done irrespective of the date of implementation of ERP)*

- Start collecting vendor master details with emphasis on PAN no., IFSC code and Bank Account no. Ideally all Master templates to be ready (checked and Okayed by Circle team) by Cut-off date. After Cutoff there will be a lot of work involved for preparation of TB, schedules and transaction templates.
- Update HRMS on all aspects especially IFSC codes and correct up-to-date Account numbers of employees.
- Collect Applications from temporary advance holders for opening Current Account in Circle's bank and send to Bank for opening Current accounts, sending of ATM cards etc because soon after Go-live, temporary advance demands would start. It involves a lot of work prone to errors in uploading of A/c no.s, innumerable queries etc and continuous follow-up with Bank.
- **In fact Ty Adv can be credited to the employees' salary account, since this is a payment taken just before a specific requirement and would be withdrawn immediately for utilisation.**
- Make sure SSA-wise budget allotments have been made and CWIP is well within budget.
- Issue instructions for merger of Civil/Electrical divisions, ensure their inventory and cwip merge with TBs of respective SSAs in which they have merged.
- Talk to Electricity Companies/Boards as to whether centralised billing/payment is possible. Try to get as many as possible of their IFSC codes and accounts no.s of Electricity divsional office's collection bank branch, to facilitate NEFT if central payment not possible. For this, capture billing unit and billing cycle corresponding to each meter because Elec Co.s may require this information (although this is not provided in template or required in SAP).
- Similarly talk to LIC for centralised payments to LIC at Circle level.
- Talk to Postal dept for centralised PLI payments.

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- Start taking up with Circle's Bank for NEFT/RTGS format alignment with SAP, for pre-printed cheques and cheque-printing by the bank. The HCL team will have to coordinate with Bank for aligning formats. This may take upto 3 weeks. Cheques will have to be issued soon after Go-live. Manual issue may not be feasible. Get Printers of special make for printing cheques.

- **Since most modules are closely integrated , data mismatch can cause havoc. So close coordination and monitoring of all modules to be made on a continuous basis. Lagging behind of one module or the other has implications on other modules and can affect the whole progress of implementation.**

- **Care to be taken to coordinate with MM, PS and HCM templates for tally of Inventory, CWIP and Loans and Advances.**

- Intra-Circle pending ATD/ATC to be made nil

**Specific Guidelines at the time of cut off date**

- On and before cut-off date, make all payments (including salaries) that can be made for existing bills as well as bills that have to be paid mandatorily like electricity bills, leave encashment, HR third party payments, PO cheques for bill payments, tax payments etc which would be due between the cut-off date and upto 15th of the next month.

- Normally, for monthly payments like rent, hired vehicles, bill printing, security-guards, housekeeping etc , liabilities are not created. Bills would have accumulated for 2-3 months and because of introduction of ERP, payments may not be possible during the blackout period. So all these bills are to be paid up to date. In fact, as far as possible all pending bills to be paid.

- For this, an assessment of all such amounts to be made early, cash requisition sent on time and authorisation to be received early so that cheques can be issued. Thus transactions just before cut-off would **be much more** than what usually happens during a month.

- Inform Units to have fuel filled, stocked for at least 2-week's requirement for generators, sufficient stores issued for works for the ensuing suitable period, sufficient temporary advances held by field officers to tide over contingencies, fleet cards to be recouped with sufficient balance etc.

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**Annexure II**

## HRMS Activities which can be started immediately by all circles:

### A. Following details are to be updated in HRMS

1. Appointment details
2. Nomination details
3. Family/ Dependant's details
4. PAN
5. TAN
6. GPF/EPF no.
7. GPF advance and withdrawal details
8. Loans and Advances details
9. IFSC
10. Address details - Permanent, Home town and temporary/local address
11. HR Third party details – Name and Account no of HR third parties such as societies, Unions, MOU Banks, Court attachments, LIC, EPF, Club membership etc. should be corrected and should be as per details appearing on cheques being issued for payment to third parties.
12. Leave details – Leave data to be updated and processed through HRMS only till ERP go-live.
13. Medical payment details: All medical payments for the current F/Y are be updated in HRMS and to be paid through HRMS till migration to ERP.
14. Mobile and briefcase reimbursements to be updated in HRMS for last four years and to be paid through HRMS in future till ERP go-live.
15. House Accommodation (Own / rented / Company owned / Company leased).
16. Education/qualification details
17. Mobile No. – preferable but not mandatory for all employees.
18. E-mail – preferable but not mandatory for all employees.

**HCM29_Loans & Advances – Get the HRMS report IT045_Loans and advances for GPF, GSLIS, Interest bearing advances SSA wise and DDO can verify the same from trial balance for all Loans and advances.**

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| **FICO TRACKER** | | **ANNEXURE III** |
|---|---|---|
| The following important activities need immediate attention for smooth transition from legacy (existing) System to ERP: | ***Responsible Person*** | ***Timeline(N is Cut Off date)*** |
| | | |
| 1) Central Settlement Cell (CSC) has to be constituted in terms of letter No 14-25/2010 SEA BSNL dated 10.09.2010. CSC has to be equipped with adequate infrastructure and manpower. Going ahead in ERP, all payments will be made centrally by CSC at Circle level. | Circle (CGM/IFA/Empowered Committee) | N – 45 days |
| | | |
| 2) Cheque cum payment advice Format/NEFT/RTGS/same bank file formats are to be finalized in consultation with the Bank. Also, discussion needs to be held with bankers as in SAP for employee's payment only single clearance in bank statement will be required whereas for vendor payments line item clearance will be required. The testing of Cheque Formats for In house printing has to be completed in time. | Circle (CSC Personnel) | N - 20 days |
| | | |
| 3) a) From the date of migration to ERP, ***only one Operation account in each Circle will service all organizational activities***. Dormant/Inactive Bank accounts should be immediately closed. The Bank Accounts which are not reflected in TB are to be regularized in consultation with CA/BFCI section of BSNL Corporate Office.<br><br>b) **Payment like Statutory dues on due dates/Urgent Staff/Vendor payments during black out period. Funds to the extent may be kept in the Operation Accounts of the units.** Bank balance equal to the value of outstanding cheques and liability as above is required to be maintained in SSA Operation Bank Accounts. | Circle (CSC Personnel)<br><br>Circle/SSA | N – 7 days<br><br>Nth Day |
| | | |
| 4) In ERP, ***there will not be any separate accounting unit (SSA/Business Area) for CMTS units***. The existing CMTS accounting unit has to be merged with SSAs. Assets/WIP/Inventory appearing in the TB of CMTS at Circle level has to be transferred to SSAs and the same should be duly accounted for in the **legacy trial balance**. Only one trial balance per SSA will be taken for migration to SAP. The CMTS Division at Circle level will be part of Circle Office Business Area. | Circle/SSA -Corporate Accounts Section/CMTS wing | To be done now. No link with date of implementation |
| | | |
| 5) Similarly, ***there will be not any separate accounting unit (SSA/Business Area) for Civil/Electrical units***. The existing Civil/Electrical accounting unit has to be merged with SSAs. In case of single division catering to multiple SSAs, Circle may decide the | Circle/SSA – Corporate Accounts Section/Civil/Electrical Wing | To be done now. No link with date of implementation |

| | | |
|---|---|---|
| SSA for merger as per their convenience based on location, scale of operation. The merged trial balance will be taken for migration to SAP and separate Civil/electrical trial balance will not be migrated. | | |
| | | |
| 6) ***List of prospective Temporary Advance Holders has to be finalized*** and if separate bank account for temporary advance (other than salary account) is to be opened, the process for opening of bank accounts in bulk with MOU banks may be immediately done. ***It may be noted that all employees' payment will be credited in the bank account and no cheque is to be issued in any case***. All the temporary advance holders have to be assigned proper role in the roles and authorizations template. Wherever, the SSAs are not headed by SAG level officer, the information of that SSA unit head have to mandatorily capture in the prescribed template for temporary advance. | Circle/SSAs – Finance SPOCs | N – 10 days |
| | | |
| 7) ***Final Approver list for various types of payments (PO, Non-PO, Rent, Electricity, Civil Bills, etc) are to be finalized by Circle IFA in consultation with the CGM***. This activity should be completed before GO live. Appropriate roles and authorizations have to be assigned to the Final Approver in the prescribed template. | Circle – (CGM/IFA of the Circle) | Atleast N – 10 days or Even before |
| | | |
| 8) The following FICO Master Data Templates have to be provided as follows: | | |
| ➢ Vendor Master Data (Domestic, Foreign, Rent, HR Third Party, IUC, Electricity, Fuel, Retired Employees/Existing Employees, Hospital Vendors) | Circle/SSAs - Finance SPOCs (The existing & Retired employees data will be taken by HCM Core team) | N – 15 days |
| ➢ Bank Template (Collection/Operation Bank Details) | Circle/SSAs | N – 15 days |
| ➢ Assets Template (Master Cum Transaction Data Template) | Circle/SSAs | N + 3 days |
| ➢ Electricity Meter Master | Circle/SSAs | N – 7 days |
| ➢ Generator Master Template | Circle/SSAs | N – 7 days |
| ➢ Petro Master & Child Card Templates | Circle/SSAs | N – 7 days |
| ➢ Roles and Authorization Templates | Circle/SSAs | N – 3 days |
| | | |
| 9) The FICO Transaction Data Migration strategy already circulated vide letter no BSNL/ERP/FICO/RoP/2013-14 dated 07.07.2013 has to be scrupulously followed. The critical points which need to be given priority are: | N+3 days | |
| ➢ All Schedules (Contractors/Suppliers/Advances/TDS, etc) are to be duly reconciled with TB figures. | | |
| ➢ Inventory (MM Module) should be duly tallied with Trial Balance Figures. The Inventory classification has to be proper. | | |
| | | |

| | | |
|---|---|---|
| ➢ CWIP (PS Module) to be duly tallied with Trial Balance Figures. Estimates already completed should be immediately capitalized. | | |
| 10) The Bank Particulars (Account number, IFSC) & PAN of all employees are to be *thoroughly checked and updated* in HRMS as employee data will be extracted from the HRMS. | Circle/SSA | To be done now. No link with date of implementation |

**ANNEXURE IV**

| **MM Module** | can be done in advance? | can be done post go-live? |
|---|---|---|
| The Plant & Storage location master data has been finalized | yes | no |
| The SSA name and address and the details of store locations. | yes | no |
| Material Master - listing the inventory items available in store and linking the items with the SAP code of the item. | yes | no |
| The inventory data template has been filled/completed and the items value as on date matches with trial balance figure. | yes for any month | no |
| stock register and the price store ledger should get mapped to SAP material code and description | yes | no |
| Price store ledger matches with trial balance | yes | no; if not matched, what is the amount of mismatch ? |
| All the vendor codes have been created for creation of APO/PO in system and for creation of liabilities for vendors for making payment. | yes | no |
| The data template in respect of open APO/PO as on cutover date is finalized | No | yes |
| The pending bills against POs against which goods are received will be entered as liabilities; - data to be ready at go-live | at go-live | no; if liability is already created in accounts |
| The Roles & authorizations for concerned persons have been finalized | yes; dependency on plant & storage location | no |
| Details of local taxes in template | yes one month before go-live | no |
| what is the outstanding vendor liability in accounts against which we do not have vendor details | Amount to be zero - yes or no | If no; what is the amount |

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| **PM module** | can be done in advance? | can be done post go-live? |
|---|---|---|
| PM organization data | yes | no |
| Work centre master data | yes | no |
| Functional location master | yes | no |
| Equipment master | yes | no |
| EBOM details mapped to SAP material code | yes | no |

| **REM module** | can be done in advance? | can be done post go-live? | irrespective of go-live date |
|---|---|---|---|
| Business Entity list | yes | no | yes |
| Master data of lease-in of L&B | yes | partly yes | yes |
| Master data of lease-out of L&B | yes | partly yes | yes |
| Transactional data for lease-in and lease out or contracts or agreements | yes | no | yes |
| Transactional data for quarters HRMS no. wise | yes | no | yes |
| Rent vendors data | yes | no | yes |
| Tenant data (rent customer) | yes | no | yes |

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| **PS module** | can be done in advance? | can be done post go-live? | irrespective of go-live date |
|---|---|---|---|
| what are the open estimates and what is the total amount of expenditure booked in the estimates in current financial year | yes | yes; but with risks; cwip total will not match with trial balance | yes |
| GL wise amounts pertaining to CWIP as on 31st March tally with PE/DE wise expenditure | YES | NO | yes |
| Inter SSA intra circle pending ATD/ATC to be made zero | yes | no | yes |
| What is the amount pending against pending ATD/ATC intra circle. Target date for closure of all pending ATD/ATC | to be done As Soon As Possible | | yes |
| the PE/DE wise budget allotment from Planning wing for current financial year made ready | yes | no | Yes |

**Note** :Estimates already completed but pending for petty reasons (such as release of completion report (CR) /ATD acceptance/Return of excess material to store/Make Over/Take Over etc. should be closed in legacy itself to the extent possible by fulfilling the required formalities before Go-Live to minimize the data template filling work. In cases where estimates are still remaining pending, then it has to be checked whether the works completed have been assetised in Trial balance. If so, then the estimate has to be compulsorily closed in the legacy system. Otherwise, the estimate details have to be entered into SAP, converted to asset and estimate closed in SAP