

INTEGRATED DISBURSEMENT MODULE

VERSION – SEPTEMBER 2017 / 1.5

**RELEASE DATE
September 04, 2017**

Maintained by Information Systems, Hindustan Petroleum Corporation Limited

FEATURES

COMPONENTS

Describes the various Components which are associated with the Module

FLOW OF EVENTS

A Bird's Eye View to the Components & their Linkages

PROCESS IN DETAIL

Defines the full Process in detail with the actual Screen-Shots from the System to provide an in-depth know-how of the over functioning of each and every inter-connected System Components

POINTS TO PONDER

Includes the common error made by the Users and the instructions for avoidance of such operational errors for effective & efficient completion of Processes

Integrated Disbursement Module

User Manual for Version September 2017 / 1.5

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Components of Integrated Disbursement Module

- A. Bill Tracking System
- B. Image Based Payment process
- C. Purchase Order Repository
- D. E-MRR workflow

Bill Tracking System

Post centralization of disbursement activities, inception point for processing bills is thru Bill tracing system (BTS). User receives bills (other than Purchase order related vouchers) and process the same in BTS portal. Once voucher information is keyed in BTS Portal, same is submitted for approval to approving authority as per the matrix updated in system for the location.

Voucher once approved, system generates payment order and submit the same along with original copy of invoice to Central Processing Cell for processing & disbursement thereto.

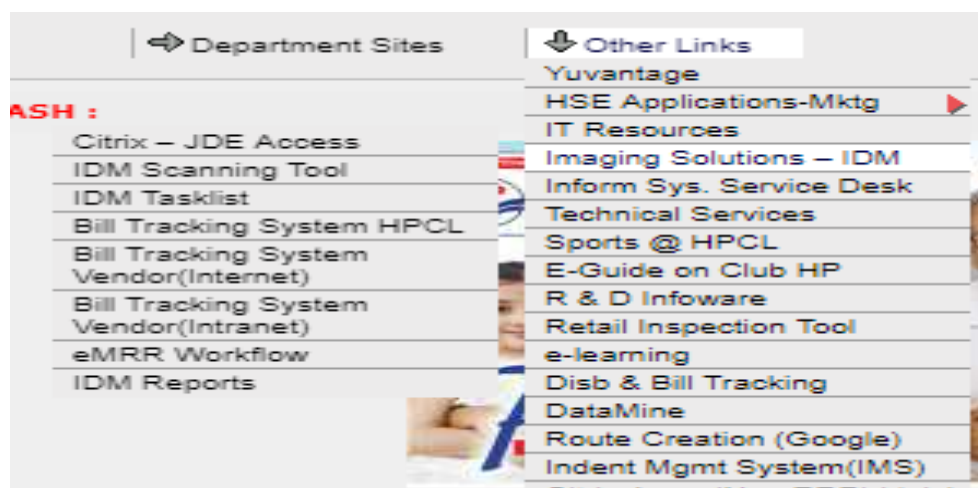
Post GST implementation, Bill tracking System Module has been modified, for incorporating GST invoice information.

Processing of Bills in Bill Tracking System

For processing of Bills in Bill Tracking System, user to use following link

<http://10.90.147.90/bill/>

Above link is available in my hpcl portal -> other links -> Imaging Solutions-IDM-> Bill Tracking System HPCL



Roles in Bill Tracking:

- Creator
- Approver



Matrix for creator as well as approver to be provided as per Annexure –I for all creator as well as approver to IS Central Team

Role of Creator

User to click on the link (mentioned above) and provide 8-digit employee number and ADS password

After providing user id and password user to select location & role as mentioned against the location

Role – C stands for Creator & A – Stands for Approver

After login following screen will be available

User to click on IDM menu options will be available as under

- a. Capture IDM Data – Creator to capture invoice details
- b. My IDM Data – transactions created by user under following status
 - a. Awaiting Approval
 - b. Approved
 - c. Modification Suggested
- c. Location Bills – to View bills created by other users of selected location
- d. Print Payment Order – Approved bills payment Order print option



After user clicks on capture IDM data following screen will be available

<input checked="" type="radio"/> GST Applicable <input type="radio"/> GST Not Applicable			
Invoice Type			
Select Version Type:	Select	Voucher For	Select
Voucher Type :	Select	Address Number	
GSTN NO. :	Select	Registration Status :	
Use of Goods :	Select	Contract Type :	Select
GST Classification :	Select	Materials/ Services received Completely :	<input type="checkbox"/>
Invoice Details			
Invoice No.		Invoice Date :	
Invoice Amount		Disbursement Location :	Select.....
Change Material / Service Received Location for this Invoice (in case it is different from your default Location)			
Location (From User Profile):	GMO-South Zone	Actual Material/Services Received Location :	GMO-South Zone
Challan Number :		No. of pages being forwarded (including Invoice) :	
G L Date :	2017/07/28		
Remarks :			
<input type="button" value="Validate"/>			

Two options will be available to user

1. GST Applicable – To capture GST Related Supplier Payments & OMC Payments
2. GST not Applicable – To Capture Payments
 - a. Suppliers
 - b. Employee
 - c. Graduate Apprentice Trainees
 - d. Statutory Authorities Payee (7 digit JDE Code) for Tax, Customs etc.
 - e. Casual Suppliers
 - f. Oil Exchange

Supplier Invoices – GST Applicable

User has to select from the drop down

- ➔ Version type as
 - Standalone Voucher
 - OMC
- ➔ Voucher for User to select
 - Supplier – For Standalone Vouchers
 - OMC – For Oil Exchange Payments
- ➔ Voucher type user to select
 - ZA – For Payment Voucher
 - ZU – For recovery Voucher
- ➔ User to key in vendor code. Basis vendor code, system will populate following information
 - GSTN of Vendor – User to select correct GSTN of Vendor as mentioned on Invoice**
 - Registration status – will get populated from JDE (Cat code 2 in address book)
 - Registered Vendor
 - Unregistered Vendor
 - Composite Vendor
 - OMC – Registered Vendor
- ➔ User to select Use of Goods, contract Type, GST Classification from the drop down menu appropriately. This information is being used for claiming Tax credit.

Invoice Type			
Select Version Type:	Standalone Voucher	Voucher For	Supplier
Voucher Type :	ZA	Address Number	24000119
			INDUS TUBES LIMITED
GSTN NO. :	09AAACI001SL1ZU	Registration Status :	Registered GST
Use of Goods :	End use Common	Contract Type :	Goods
GST Classification :	Goods Not Listed Above	Materials/ Services received Completely :	<input checked="" type="checkbox"/>



**If vendor GST Number is not available in drop down, please get the same updated in system and then select correct GST number of vendor.

User to key in invoice details:


- Invoice Number
- Invoice Date
- Invoice Amount – Total Amount (including Taxes)
- Disbursement location – user to select from the drop down
- Actual Material Received Location – if not mentioned in list, user to click on refresh tab and check.
- Challan Number
- Number of Pages Forwarded for Scanning
- GL date – Defaulted as System Date

Invoice Details			
Invoice No.	GST_HPCL_001	Invoice Date :	2017/07/28
Invoice Amount.	20000	Disbursement Location :	South Zone Processing
Change Material / Service Received Location for this Invoice (in case it is different from your default Location)			
Location (From User Profile):	GMO-South Zone	Actual Material/Services Received Location :	11750 - GMO-South Zone
Challan Number :	FBT_00201	No. of pages being forwarded (including Invoice) :	2
G L Date :	2017/07/28		
Remarks :	Payment for Stationary		

Basis the vendor GST Number (first two digits) and HPCL Material Receipt Location GST Number (first two digits) CGTS/SGST or IGST will be computed. User to see vendor invoice for taxes whether CGST/SGST or IGST

Once details validated Successfully, system will generate BTS number and option to put GL details.

The Bill Details for Sr. No. 402545 has been Saved Successfully in the system. Please Add Details For the same

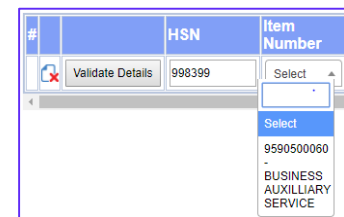
 Add

#	HSN	Item Number	Tax Code Description	BU	OBJ	SUBS	Acc. Name	Amount	Sub_Led	Sub_Leg Type	Explanation	Reference2	PO No.	Po Type	PO Company	Tax type.	CT1 Obj	CT2 Obj	CT3 Obj	CT4
---	-----	-------------	----------------------	----	-----	------	-----------	--------	---------	--------------	-------------	------------	--------	---------	------------	-----------	---------	---------	---------	-----

User to click on add and provide following information

A. For Registered Vendor / OMC and voucher type as ZA

- User to Provide HSN as received on vendor invoice.
- HSN/SAC should be minimum 4-digit number.
- Above number will be validated in system as under
 - If 8 digits are provided by user, system will validate all 8 digits
 - If 6 digits are provided by user, system will validate all 6 digits.
 - If 4 digits are provided by user, system will check first 4 digits of HSN mapped in system, if exist it will allow user to validate GL Lines
- User to select item number from the list of drop down menu.
- Item numbers are updated in system along with tax rates.
- User to select appropriate taxes as per the invoice



B. For Un-Registered Vendor and voucher type as ZA/ZU

- HSN/SAC number – User to provide HSN/SAC number
 - Item Number – Basis HSN/ SAC – User to select mapped item number. This information system will fetch from JDE item master
 - Tax Code – As per the invoice user to select appropriate tax rate for goods/ service
 - GGA - GST Goods 5%
 - GGB - GST Goods 12%
 - GGC - GST Goods 18%
 - GGD - GST Goods 28%
 - GGE - GST Goods 0%
 - GSA - GST Services 5%
 - GSB - GST Services 12%
 - GSC - GST Services 18%
 - GSD - GST Services 28%
 - GSE - GST Services 0%
- a. After Batch Posting in JDE, system will calculate taxes, as per the Tax code selected, Vendor registration status.

After providing above details user to provide BU (Business Code) and object account and amount. Basis BU & object account CT1/CT2/CT3/CT4 code type will get defaulted. User to put correct value against respective Cost object (CT) code. User to provide explanation and click on validate.

Once details are validated, user can add, additional lines if required. User to submit BTS transaction to approver

10.15.1.101 says:
Details Validated Successfully...

OK

Change Material / Service Received Location for this Invoice (in case it is different from your default Location)

Location (From User Profile): GMO-South Zone Actual Material/Services Received Location: GMO-South Zone

Challan Number: FBT_00201 No. of pages being forwarded (including invoice): 2

GL Date: 2017/07/28

Remarks: Payment for Stationary

Employee Please Wait...

The Bill Details for Sr. No. 402545 is Updated..Please Add Details For the same

Add

#	HSN	Item Number	Tax Code	Description	BU	OBJ	SUBS	Acc. Name
1	998399	9590500060 - BUSINESS AUXILIARY SE...	GGA - GST		11000006	742010-Stationery & Printing	-	Stationery & Printing

To check location approver, user can click *employees who can approve this* tab and list of approvers will be available

#	Approvers for the Material/Service received location GMO-South Zone
1	31919150 - ARUN KUMAR PANDA
2	31925080 - SIDDHARTHA RAY
3	31931280 - MAHARSHI RAMESH DESHPANDE
4	38028100 - BINOY D THERUVAN
5	31960060 - GAUDANA VISWAS
6	31960060 - SUDALAIMANI P
7	31963740 - SAHU KOMAL
8	31925080 - RAY SIDDHARTHA
9	35319290 - A S KANNAN
10	31925080 - RAY SIDDHARTHA

Supplier Invoice – GST Not Applicable

User to click on link GST not applicable, following screen will be available

☐ GST Applicable ☒ GST Not Applicable

Invoice Type			
Select Version Type:	Select ▼	Voucher For	Select ▼
Invoice Details			
Invoice No.		Invoice Date :	
Voucher Type :	Select ▼	Address Number	
Invoice Amount.		Disbursement Location :	Select..... ▼
Change Material / Service Received Location for this Invoice (in case it is different from your default Location)			
Location (From User Profile):	GMO-South Zone	Actual Material/Services Received Location :	GMO-South Zone ▼
Challan Number :		No. of pages being forwarded (including Invoice) :	
G L Date :	2017/07/28		
Remarks :			
<input type="button" value="Validate"/>			

User to Select Version type from the drop down menu

Invoice Type	
Select Version Type:	Select ▼
	Select
Invoice No.	Standalone Voucher
Voucher Type :	Petty cash voucher
Invoice Amount.	Casual Supplier
	Oil Exchange
Location (From User Profile):	GMO-South Zone

After selection of Version Type, voucher type tab will be available for selection

Invoice Type			
Select Version Type:	Standalone Voucher ▼	Voucher For	Supplier ▼
Invoice Details			
Invoice No.		Invoice Date :	Select
Voucher Type :	Select ▼	Address Number	Supplier
Invoice Amount.		Disbursement Location :	Employee
			Apprentice(GAT)

If payments are to be made to supplier, user to select reason for payment to supplier from following dropdown.

Select
Select
Fuel for Company Car
Prize and Awards
Payment of taxes to RTO
Payment of automobile taxes
Exp. on Welfare- Medical
Advance payment to Hospital
Death Benefit
Court/Stamp Fee, Stamp Duty
Demurrage and Port Charges
Refund of EMD/SD
Expenses on account of Dealers
Toll Reimbursement

User to put following details and click on validate

1. Invoice details
2. Select Disbursement location
3. Material Receipt/Supply Location
4. Challan number
5. Number of Pages to be scanned
6. GL date –Defaulted as System date

10.15.1.101 says:
 Details Validated Successfully
OK

☒ GST Applicable ☐ GST Not Applicable


Invoice Type			
Select Version Type:	Standalone Voucher	Voucher For	Supplier
Invoice Details			
Invoice No.	CUSTOM DUTY 001	Invoice Date :	2017/07/28
Voucher Type :	PX	Invoice Number	3002000
Invoice Amount.	20000	Disbursement Location :	South Zone Processing
Change Material / Service Received Location for this Invoice (in case it is different from your default Location)			
Location (From User Profile):	GMO-South Zone	Actual Material/Services Received Location :	11750 - GMO-South Zone
Challan Number :	BOI_03945	No. of pages being forwarded (including Invoice) :	2
G L Date :	2017/07/28		
Remarks :	Custom duty Payment		
<input type="button" value="Validate"/>			




No GST will get calculated if the user process GST invoice thru GST Not applicable menu. Also if any reverse charges applicable, same will also not get calculated.


After clicking on add tab following screen will be available.

The Bill Details for Sr. No. 402548 has been Saved Successfully in the system. Please Add Details For the same

 Add

#		BU	OBJ	SUBS	Acc. Name	Amount	Sub_Led	Sub_Leg Type	Explanation	Reference2	PO. No.	Po Type	PO Company	Tax type.	CT1	CT1 Obj
	 Validate Details		Select ▼	Select ▼												

User to provide GL details and click on Validate Details Tab, system will revert details validated successfully for valid GL codes

#		BU	OBJ	SUBS	Acc. Name	Amount	Sub_Led	Sub_Leg Type	Explanation	Reference2	PO
	 Validate Details	10000	266300-Custom Dep-HB	10102-Custom De...	Custom Dep-HB	20000			CUSTOM PAYMENT		

User to submit the transaction to approver for approval in BTS system.

Role of Approver

Approver to login to Bill Tracking System as approver, user to click on location code coming with - "A"

Select Location :

Select ▼

Select

11750 - GMO-SOUTH ZONE - C

11750 - GMO-SOUTH ZONE - A

11750 - GMO-SOUTH ZONE - D

Developed By In

Best Viewed

User to click on IDM Data and select IDM Data Verification

IDM
Capture IDM Data
IDM Data Verification
Approved By Me
My IDM Data
Location Bills
Print Payment Order

Approve to select voucher which needs to be approved from a drop down menu

Select Location:	11750-GMO-South Zone
	<input checked="" type="radio"/> Valid IDM Entries <input type="radio"/> IDM Entries without GL Code
Select Bill :	Select Select 402545-INDUS TUBES LIMITED 402541-MAX VALVES & REGULATORS 402540-SUNNY YADAV 402539-TECHSOL ENGINEERS 402537-TECHSOL ENGINEERS 402531-SHINY SHIPPING & LOGISTICS PVT.

After selection of BTS number, system will display data entered by creator for the invoice.

Approver selects the BTS number to be approved, following screen will be available for verification.


Approver of the transaction have two options

1. For any modifications in GL entries HSN code, user to click on send back for modification
2. Approve the transaction.

Printing of IDM Payment Order

Both Creator as well as approver can print payment order for all approved BTS Transactions.

- a. For Creator- User to click on my IDM data and click on approved radio button and payment order link on the right side of the transaction



IDM Data Created By Me

Back Home

☒ Approved
 ☐ Awaiting Approval
 ☐ Modifications Suggested/Rejected

#	Sr No.	Created Date	Bill Date	Bill No.	Bill Amount	Disbursement Location	Vendor	Status	CPC Status	CPC Date	OIPMS Ref. No	Voucher No	Voucher Date	Payment Order
1	402545	28-Jul-2017	28-Jul-2017	GST_HPCL_001	₹ 20000	GMO-South Zone	24000119 - INDUS TUBES LIMITED	Approved	Awaited at CPC					Payment Order

- b. For Approver - User to click in Miscellaneous tab and global BTS search option. Key in BTS number and submit. User to click on Payment order and take print


BTS Unique Number =402545


Bill Details

Sr No	Bill No	Enterdate	Ponum	Vendorno	Vendorname	Challannum	Billdate	Responsibility	Reassigned	Reassigndate
402545	GST_HPCL_001	7/28/2017 6:55:25 PM	ZA	24000119	INDUS TUBES LIMITED	FBT_00201	7/28/2017			

Payment Order

Payment order will be available to user for printing

भुगतान आदेश / PAYMENT ORDER (ZA - BTS No. 402545)																																		
SEND TO : CPC - HPCL, THALAMUTHU NATRAJAN BLDG 4TH FLOOR, PB NO 3045 8, GANDHI IRWIN ROAD EGMORE CHENNAI - 600008																																		
DOCUMENT COMPANY :					1 1 7 5 0					EMPLOYEE / SUPPLIER CODE					2 4 0 0 0 1 1 9					INVOICE DATE					DDMMYYYY					2 8 0 7 2 0 1 7				
PAY CASH / CHEQUE TO : INDUS TUBES LIMITED																																		
BUSINESS UNIT					OBJECT ACCOUNT					SUBSIDIARY ACCOUNT					SUBLEDGER					TYPE					AMOUNT RUPEES									
1 1 0 0 0 0 0 6					7 4 2 0 1 0																				20000.00									
																				₹ 20000.00														
AMOUNT(In Words)					RUPEES TWENTY THOUSAND ONLY																													
EXPLANATION / REMARKS					PAYMENT FOR STATIONARY																													
APPROVER REMARKS																																		
VENDOR INVOICE NO.					NO OF SCAN PAGES					PREPARED BY					APPROVED NAME & DESIGNATION																			
GST_HPCL_001					2					MAHARSHI RAMESH DESHPANDE (31931280)					31925080 - (SIDDHARTHA RAY - 10D - Manager - Information Systems)																			
ENTERED IN SYSTEM					DOC NO - TYPE - COMPANY					OIPMS NUMBER					VOUCHER DATE																			
28-Jul-2017																																		
Print																																		

भुगतान आदेश / PAYMENT ORDER (PX - BTS No. 402548)																																		
SEND TO : CPC - HPCL, THALAMUTHU NATRAJAN BLDG 4TH FLOOR, PB NO 3045 8, GANDHI IRWIN ROAD EGMORE CHENNAI - 600008																																		
DOCUMENT COMPANY :					1 1 7 5 0					EMPLOYEE / SUPPLIER CODE					3 0 0 2 0 0 0 0					INVOICE DATE					DDMMYYYY					2 8 0 7 2 0 1 7				
PAY CASH / CHEQUE TO : COMMISSIONER OF CUSTOMS																																		
BUSINESS UNIT					OBJECT ACCOUNT					SUBSIDIARY ACCOUNT					SUBLEDGER					TYPE					AMOUNT RUPEES									
1 0 0 0 0 0					2 6 6 3 0 0					1 0 1 0 2															20000.00									
																				₹ 20000.00														
AMOUNT(In Words)					RUPEES TWENTY THOUSAND ONLY																													
EXPLANATION / REMARKS					CUSTOM DUTY PAYMENT																													
APPROVER REMARKS																																		
VENDOR INVOICE NO.					NO OF SCAN PAGES					PREPARED BY					APPROVED NAME & DESIGNATION																			
CUSTOM DUTY 001					2					MAHARSHI RAMESH DESHPANDE (31931280)					31925080 - (SIDDHARTHA RAY - 10D - Manager - Information Systems)																			
ENTERED IN SYSTEM					DOC NO - TYPE - COMPANY					OIPMS NUMBER					VOUCHER DATE																			
28-Jul-2017																																		

User after approval of transaction, send original copy of Invoice and Payment Order to Central Processing Cell (address as mentioned on the top of payment order) for further scanning and disbursement.

Image Based Payment Process

Image Based Payment process is achieved by integrating the following two components with JD Edwards System:

WebCenter Capture Enterprise
Integrated Disbursement Management System (IDM)

Product of Oracle, which gives the facility to capture Image of Documents by direct scanning thru scanner or importing already scanned images and link them with the JDE documents.

The system works on elaborate route setup and strict matrix and with audit trail capabilities.

The extensions for file types allowed to import (with the Current Version) are

- a. .jpg - One file per image/page
- b. .png - One file per image/page
- c. .tif - Multiple pages can be scanned in a single file
- d. .docx - Word File
- e. .pdf - PDF file with multiple pages

Processing Steps

- a. Registration Process
- b. Scanning of Documents
- c. Work-Flow for Meta Data Approval
- d. Availability of Data for Voucher creation in JD Edwards

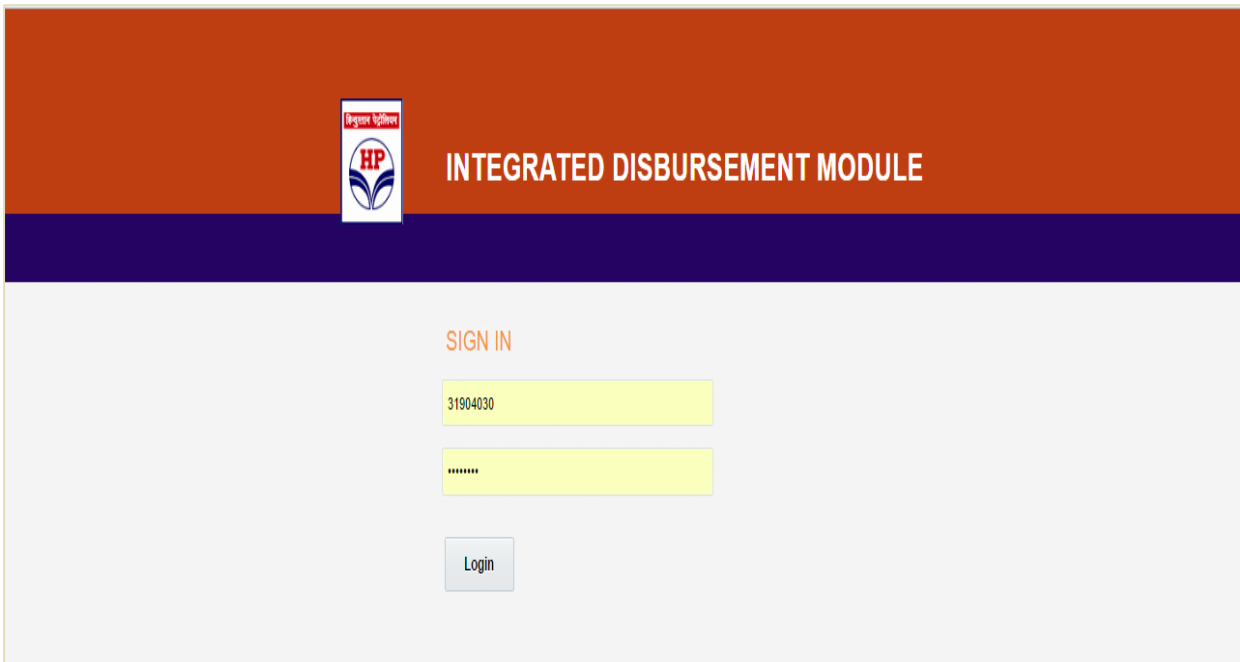
Registration Process

All users in the image processing matrix for a location must compulsorily log-in to the image processing system to activate their role in the workflow system before actual process of scanning of any document starts

URL to reach the Citrix server for JDE and Image Processing applications is

<http://wcprod.hpcl.co.in/integration/worklistapp>

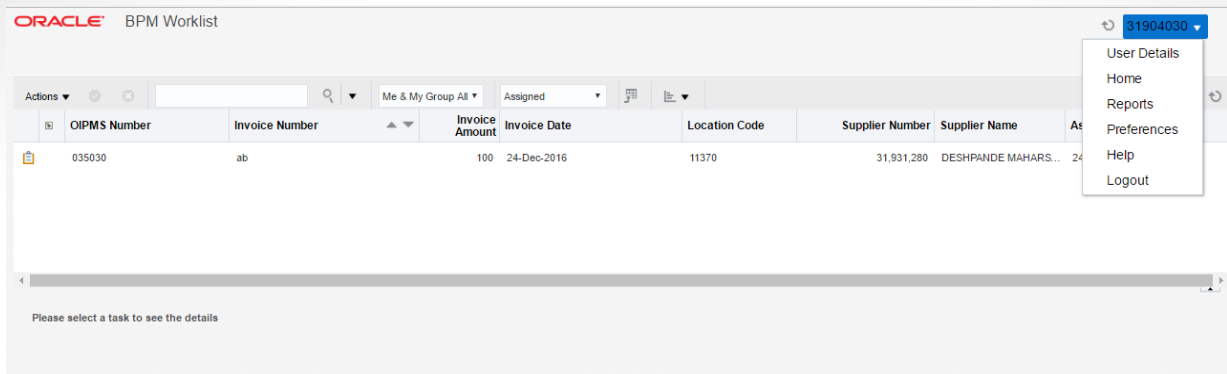
Opening the above URL will take you to the following Web Page:



User has to provide user id and ADS password to login in the system



Provide your Employee Id as User Name & ADS Password for getting into the IDM System. This Registration Process is required only for the First Time Users.



Log-Out by selecting File -> Logout thru Menu Bar

Roles

The following Roles are designated in System for the automated flow of Vendor's Invoice (in Electronic Form) and related Meta-Data:

1. Scanner/ Creator
2. Location Approver
3. Disbursement Office Approver (Concurren)

Image processing starts after receipt of Original Invoice from Vendor/ Employee (Employee – In-case of PCD/SCAV only) along with forwarding sheet as received from vendor/ employee.

All HR based payment like TES, Car mileage etc. will continue as per the current process.

Before starting image processing activity in any location, Location In-Charge has to provide details to Controlling Zonal Finance Head / Head Commercial SBU for onward submission to IS Central team for setting up the activity matrix. Location has to submit matrix as per the Annexure -I

On the basis of above information IS Central team will set the IDM Matrix and provide the Login Access in WebCapture Enterprise/IDM to users and confirm disbursement office. For any subsequent manpower change (Temporary / Permanent) fresh matrix thru service request to be provided to IS Central Team thru proper channel.

Scanning of Documents

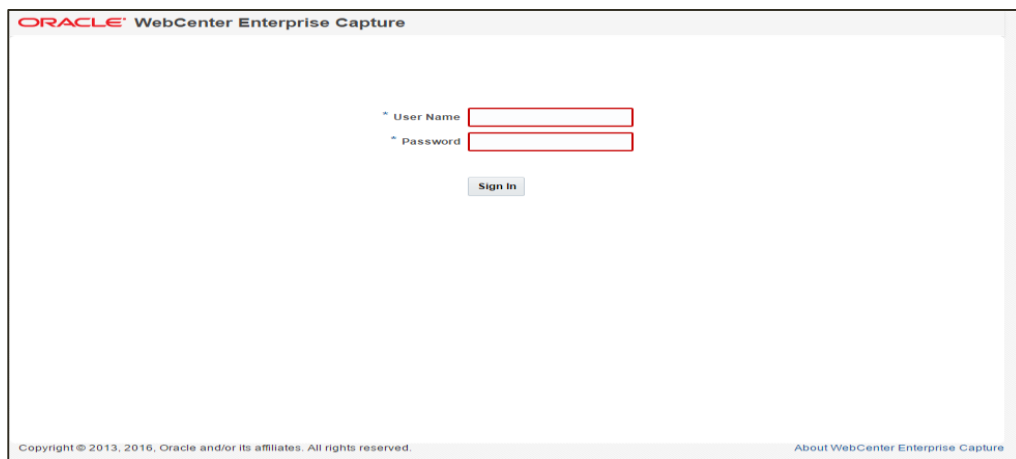
Scanning of documents can be done by following modes

1. WebCenter Capture Enterprise
2. IDM Capture

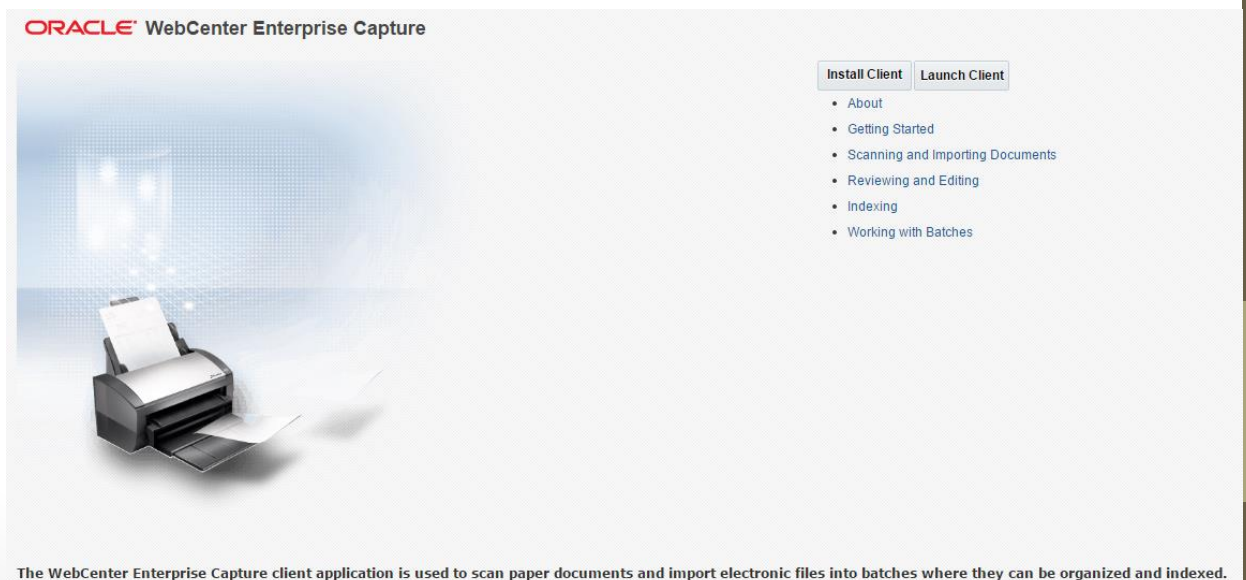
WebCenter Enterprise Capture

Scanner will login in the scanning system through the following link:

<http://wcprod.hpcl.co.in/dc-client>



Scanner need to provide his Employee Number and ADS password to log-in to the System. On successful logon the following Screen will appear:



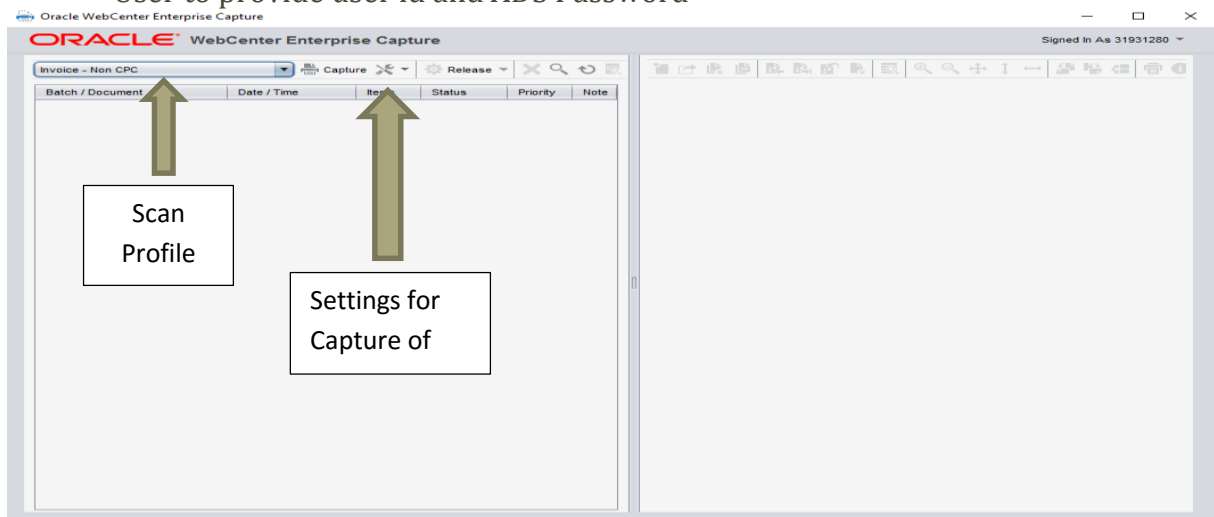
User doing scanning activity has to install client for the first time. Once done user has to login with WebCenter Enterprise Capture with following icon



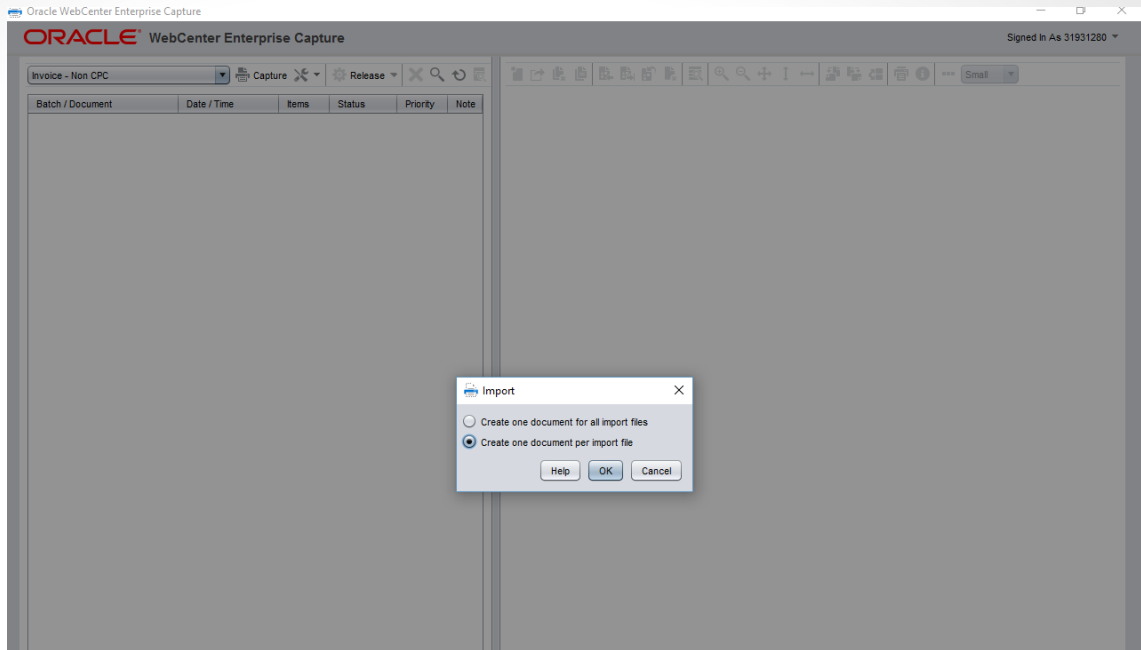
After double click on the icon following screen will be available to user

A screenshot of the Oracle WebCenter Enterprise Capture login dialog box. It has a title bar with the Oracle logo and the text "Oracle WebCenter Enterprise Capture". The dialog contains three input fields: "User Name:" with the value "31931280", "Password:" with a masked password of dots, and "Server:" with a dropdown menu showing "http://wcprod.hpcl.co.in". At the bottom right, there are "OK" and "Cancel" buttons.

User to provide user id and ADS Password



After opening of WebCapture application, user will able to see which profile is attached for scanning



User can import the data or can directly scan the same (if scanner is attached to his machine)

1. Capture settings
 - a. User can import document if already scanned and kept at shared location
 - b. User can scan directly, if the scanner is attached to user's machine
2. After uploading of documents following screen will appear

Document Profile

Invoice - CPC (With BTS Manual Indexing)

Batch / Document	Date / Time	Items	Status	Priority	Note
INV-336	7/28/17 8:48:27 PM	1	Not Submitted	0	

Document 1

Document Profile | Invoice Scan & Index

* BTS Number
402548

* Invoice Number
CUSTOM DUTY 001

* Invoice Amount
20000

* Invoice Date
Jul 28, 2017 12:00:00 AM

* Location Code
11750

Scan Pages
2

Disbursement Location
11750

* Doc Type
PX

Supplier Code
3002000

PAYMENT ORDER
(PX - BTS No. 402548)

SEND TO : CPC - IPCL, THILAMUTHU NATRAJAN BLDG 4TH FLOOR, PB NO 3945 8, GANDHI II
600008

DOCUMENT COMPANY : 1 1 7 5 0 EMPLOYEE / SUPPLIER CODE 3 0 0 2 0 0 0 INV DDM

PAY CASH / CHEQUE TO : COMMISSIONER OF CUSTOMS

BUSINESS UNIT	OBJECT ACCOUNT	SUBSIDIARY ACCOUNT	SUB F
1 0 0 0 0	2 6 6 3 0 0	1 0 1 0 2	

AMOUNT(In Words) RUPEES TWENTY THOUSAND ONLY

EXPIRATION / REMARKS CUSTOM DUTY PAYMENT

APPROVER REMARKS

VENDOR INVOICE NO.	NO OF SCAN PAGES	PREPARED BY
CUSTOM DUTY 001	2	MAHARSHI RAMESH DESHPANDE (31931280)

ENTERED IN SYSTEM	DOC NO - TYPE - COMPANY	OIPMS NUMBER
28-Jul-2017		

Release

- a. Once details are scanned same will be available to user for releasing of document
- b. User has to click on release tab and document will flow to IDM workflow as per the matrix updated in system.
- c. After release of document same will not be available in WebCapture enterprise screen

Integrated Disbursement Module

Users having access to IDM has to logon to the following link by providing user id and ADS password.

Link - <http://wcprod.hpcl.co.in/integration/worklistapp>

SIGN IN

Login

Work-Flow for Meta Data Approval

After login in IDM Workflow user will able to see all the scanned documents which after uploading in WebCapture Enterprise available for meta-data creation**.

***Document will be available as per the matrix for the location to users*

Views + -		Actions		Me & My Group All		Assigned					
		Title	OIPMS Number	BTS Number	Location Code	Invoice Number	Invoice Date	Invoice Amount	Supplier Number	Supplier Name	
Inbox		Create Invoice	040623	402545	11750		28-Jul-2017	20,000	0		
My Tasks (19)		Create Invoice	040622	402548	11750		28-Jul-2017	20,000	0		

After clicking on create invoice following screen will be available (for GST Enable Invoice)

Create Invoice

Details

Data From BTS

BTS Number: 402545

Basic Invoice Information

* Invoice Number

GST_HPCL_001

* Invoice Date

28-Jul-2017

* Invoice Amount

20000

* Location Code

11750

* Receipt Date

28-Jul-2017

Scan User Id

31931280

Scan Date

28-Jul-2017

* Scan Pages

2

BTS Approve Remarks

Disbursement Details

* Document Company

11750

* Business Unit

11750

Business Name

GMO SOUTH ZONE

Challan Number

FBT_00201

CISF/IGP Number

Payment Terms

* Reason

Voucher Information

Invoice Type

Without PO

Voucher Type

Standalone

Voucher For

Supplier

Doc Type

ZA

Supplier Number

24000119

Supplier Name

INDUS TUBES LIMITED

GL Date

28-Jul-2017

GST Information

Material Recieved

Yes

GST Registration Status

Registered GST

Vendor GSTIN

09AAACI0015L1ZU

HPCL GSTIN

33AAACH1118B1ZJ

End Use

Common

Type of Contract

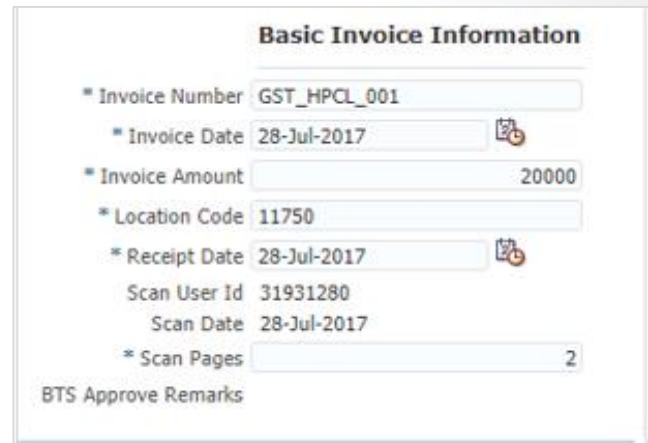
Goods

GST Classification

Goods Not Listed Above

A. Basis Invoice Information

- 1) Details of scan data will be available as uploaded by user in WCC
- 2) Invoice Amount will be defaulted
- 3) Scan location code
- 4) User has to select Receipt date of invoice
- 5) Scan date will be populated from WebCenter Capture



Basic Invoice Information

* Invoice Number	GST_HPCL_001
* Invoice Date	28-Jul-2017
* Invoice Amount	20000
* Location Code	11750
* Receipt Date	28-Jul-2017
Scan User Id	31931280
Scan Date	28-Jul-2017
* Scan Pages	2
BTS Approve Remarks	

B. Voucher information will be populated as captured in BTS

- a. Invoice type
- b. Voucher Type
- c. Supplier Code
- d. Document Type
- e. Supplier Number
- f. Supplier Name

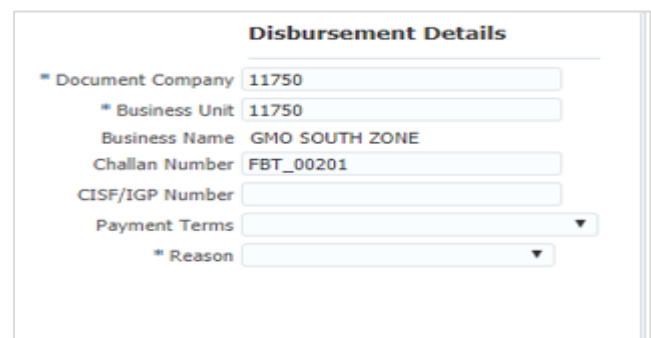


Voucher Information

Invoice Type	Without PO
Voucher Type	Standalone
Voucher For	Supplier
Doc Type	ZA
Supplier Number	24000119
Supplier Name	INDUS TUBES LIMITED
GL Date	28-Jul-2017

C. Disbursement Details

- a. Document company will always be the payment office company
- b. Business Unit fields are automatically defaulted in the Form
- c. CISF/IGP Number
- d. Challan Number as updated in IDM



Disbursement Details

* Document Company	11750
* Business Unit	11750
Business Name	GMO SOUTH ZONE
Challan Number	FBT_00201
CISF/IGP Number	
Payment Terms	
* Reason	

D. GST Information

- a. Information from material received is getting captured from BTS
- b. Vendor GST Number as selected by creator at the time of voucher generation in BTS
- c. HPCL GST number is from JDE address book of location. (tax field). This GST number is of scan location (material received location in BTS)
- d. End user – Captured from BTS
- e. Type of Contract – Data captured from BTS
- f. GST Classification – Data Captured from BTS



GST Information

Material Recieved	Yes
GST Registration Status	Registered GST
Vendor GSTIN	09AAACI0015L1ZU
HPCL GSTIN	33AAACH1118B1ZJ
End Use	Common
Type of Contract	Goods
GST Classification	Goods Not Listed Above

- E. Creator has the facility to change any of the input made by the scanner in WebCapture Enterprise. Additional checks have been installed to ensure that Invoice Date cannot be more than System date and Invoice Receipt Date cannot be more than System date.
- F. Suspected Duplicate – System has a validation of finding duplicates and suspected duplicates.
- Duplicates - If invoice number, invoice date, vendor code & amount matches exactly, system will reject the voucher in workflow
 - Suspected Duplicates – if any one of mentioned key is change and rest of the key remains same, system will show suspected duplicate and will allow user to go a head
 - Information to the user will be available if invoice comes as suspected duplicate after selection of transaction

Suspected Duplicate Details					
Suspected Duplicates Where Invoice Number Differs					
BtsNumber	InvoiceNo	InvoiceDate	InvoiceAmt	SupplierCode	SupplierName
401378	ab	24/12/2016	100	31931280	DESHPANDE MAHARSHI RAMESH
401378	ab_2003789	24/12/2016	100	31931280	DESHPANDE MAHARSHI RAMESH
401378	ab_2003789_342	24/12/2016	100	31931280	DESHPANDE MAHARSHI RAMESH
Suspected Duplicates Where Invoice Amount Differs					
BtsNumber	InvoiceNo	InvoiceDate	InvoiceAmt	SupplierCode	SupplierName
No data to display.					
Suspected Duplicates Where Invoice Date Differs					
BtsNumber	InvoiceNo	InvoiceDate	InvoiceAmt	SupplierCode	SupplierName
No data to display.					

Users at each stage in the work-flow has the right to accept or Reject the Document or reject for rescan.

Document, may be rejected for one of the following reasons

- Improper image Quality
- invoice in the Suspected Duplicate history (dealt later on)
- Other major inconsistency of the data.

If the Document is rejected, then scanner has to start the same activity again from the scratch. If the document is rejected for rescan, same BTS number can again be scanned in the system.

For Non GST Invoice Following Screen Will be available

Create Invoice

Details

Assignees

31960060 31904030 31931280 38028100 31919150 31925080

Creator

Created 28-Jul-2017 20:51

Updated 28-Jul-2017 20:51

Expiration Date

Acquired By

Outcome Assigned

Task Number 222643

Data From BTS

BTS Number: 402548

Basic Invoice Information

* Invoice Number

CUSTOM DUTY 001

* Invoice Date

28-Jul-2017

* Invoice Amount

20000

* Location Code

11750

* Receipt Date

28-Jul-2017

Scan User Id

31931280

Scan Date

28-Jul-2017

* Scan Pages

2

BTS Approve Remarks

Disbursement Details

* Document Company

11750

* Business Unit

11750

Business Name

GMO SOUTH ZONE

Challan Number

BOI_03945

CISF/IGP Number

Payment Terms

* Reason

OK Accepted

Voucher Information

Invoice Type

Without PO

Voucher Type

Standalone

Voucher For

Supplier

Doc Type

PX

Supplier Number

3002000

Supplier Name

Commissioner of Customs

GL Date

28-Jul-2017

Tax Information

GST

CST

Service Tax

Next action is required from Approver (Location). He has to login in IDM with his employee number and ADS password and check his WORK LIST. Approver (Location) will find the pending line for his action. As soon as he clicks on pending line, system will display the updated details by scanner and creator. Approver (Location) has to check all the details with scanned Invoice and if found correct then he has click on “APPROVE”.

Approver (Location) is not allowed to modify any apart from Document Company code data but he is having rights to reject/ reject for rescan/ send back to creator in IDM.

Approve Invoice

Details

Assignees

31931280 38028100 31919150 31925080

Creator

Created 28-Jul-2017 21:16

Updated 28-Jul-2017 21:16

Expiration Date

Acquired By

Outcome Assigned

Task Number 222647

Data From BTS

BTS Number: 402545

Basic Invoice Information

Invoice Number

GST_HPCL_001

Invoice Date

28-Jul-2017

Invoice Amount

20000

Location Code

11750

Receipt Date

28-Jul-2017

Scan Date

28-Jul-2017

Scan User Id

31931280

Scan Pages

2

BTS Approver Remarks

Disbursement Details

* Document Company

11750

Business Unit

11750

Business Name

GMO SOUTH ZONE

Challan Number

FBT_00201

CISF Number

Payment Terms

* Remark

OK Accepted

Voucher Information

Invoice Type

Without PO

Voucher Type

Standalone

Voucher For

Supplier

Doc Type

ZA

Supplier Number

24000119

Supplier Name

INDUS TUBES LIMITED

GL Date

28-Jul-2017

GST Information

Material Received

Yes

GST Registration Status

Registered GST

Vendor GSTIN

09AAACI0015L1ZU

HPCL GSTIN

33AAACH1118B1ZJ

End Use

Common

Type of Contract

Goods

GST Classification

Goods Not Listed Above

Approver (Disbursement) has to login in IDM with his employee number and ADS password and check his WORK LIST. Approver (Disbursement) will find the pending line for his action. As soon as he clicks on pending line system will display the updated details by scanner and creator and Approver (Location) wherever applicable. Approver (Disbursement) has to check all the details with scanned data. Approver (Disbursement) also having right to modify GSTN details.

Approver (Disbursement) will get two types of data in Task List

a. For Purchase Order Related Voucher - Approver (Disbursement) will be able to see

1. Details of Invoice uploaded by scanner (Image)
2. Meta data uploaded by creator
3. Details for purchase order
4. Approved EMRR in EMMR Workflow**
5. Approver (Disbursement) can reduce approved amount but cannot increase the same

**** Approver (Disbursement) can only approve vouchers for which E-MRR is being approved. If e-MRR is not approved in e-MRR workflow, IDM transactions cannot be approved.**

a. Non Purchase Order Related Vouchers Approver (Disbursement) will be able to see

1. Details of Invoice uploaded by scanner (Image)
2. Meta data uploaded by creator

Disburse Invoice			
		Details	
Assignees	31904030 31969270	Expiration Date	
Creator		Acquired By	
Created	28-Jul-2017 21:24	Outcome	Assigned
Updated	28-Jul-2017 21:24	Task Number	222649
		Priority	3
		State	Assigned
Data From BTS		BTS Number: 402545	
Basic Invoice Information		Disbursement Details	
Invoice Number	GST_HPCL_001	Approved Amount	20000
Invoice Date	28-Jul-2017	* Document Company	11750
Invoice Amount	20000	Business Unit	11750
Location Code	11750	Business Name	GMO SOUTH ZONE
Receipt Date	28-Jul-2017	Challan Number	FBT_00201
Scan Date	28-Jul-2017	CISF Number	
Scan User Id	31931280	Payment Terms	
Scan Pages	2	* Remark	OK Accepted
BTS Approver Remarks			
Voucher Information		GST Information	
Invoice Type	Without PO	Material Recieved	Yes
Voucher Type	Standalone	GST Registration Status	Registered GST
Voucher For	Supplier	HPCL GSTIN	33AAACH1118B1ZJ
Doc Type	ZA	* Vendor GSTIN	09AAACI0015L1ZU
Supplier Number	24000119	End Use	Common
Supplier Name	INDUS TUBES LIMITED	Type of Contract	Goods
* GL Date	28-Jul-2017	GST Classification	Goods Not Listed Above

Approver (Disbursement) to provide – if Registration status of Vendor other than Registered & voucher type is ZA/ZU

- a. HSN/SAC to be provided
- b. Select item code from drop down as mapped against HSN/SAC codes
- c. Tax Rate will be defaulted basis item code selected
- d. Provide BU
- e. Provide Object account
- f. If cost object code is applicable same needs to be provided in appropriate CT codes along with object
- g. Reference2 if required
- h. Click on validate.
- i. Once details are validated, click on approve.
- j. Voucher will be available in JDE.
- k. Once batch is posted, system will update tax lines as per the tax category and vendor registration status. Refer Annexure 1.

Upon completion of IDM activities by Approver (Disbursement), Transaction details will automatically move to JDE. Disbursement group has to check and follow further process in JDE to generate Vouchers.

The following processes are adapted in JD Edwards for Voucher creation:

- A. Voucher creation in JDE for Non Purchase Order Related Voucher
- B. Voucher creation thru Core JD Edwards Accounts Payable Module

Voucher creation Non Purchase Order Related Voucher

In JDE for “Non PO Base” applicable for Voucher to be generated from menu **“AP Clone Voucher Process thru IDM” will be removed**. Voucher once approved in IDM Workflow, will be available in supplier ledger enquiry.

Details of image uploaded in WebCapture Enterprise will be available in supplier ledger enquiry. User has to select voucher and click on Get IDM Image in Row Exit

Voucher creation thru Core JD Edwards Accounts Payable Module

Disbursement User need to select **“Match voucher to Open Receipt”** application as he is doing at present for non IDM transaction. User has to click on Add to process new Voucher

A. JDE Users now need not toggle between multiple Systems during the Voucher preparation. They will now be able to refer the required Documents available in the various related Systems from with-in JDE Screen itself.

- 1) Purchase Orders from Corporate Purchase Order Repository in MOSS
- 2) Invoice image from the Integrated Disbursement Module
- 3) Approved MRR Document from Corporate MRR Repository in MOSS

[Click Here to View Purchase Order from Repository](#)

Interactive Versions - [Voucher Match]

File Edit Preferences Form Row Window Help

Tools Form

Receipts To Match
Orders To Match
Release Retain...
Recost Vouchers
Freight To Match
Line Defaults
Get OIPMS

Order Number: 13000031 OG 13560 OIPMS No: 12534504 Branch/Plant: 13560

Voucher Num.: 13000148 PV 13560 Batch: 53263594

Supplier: 26002548 Purshottam Transport

Invoice Num.: 19484 Co.: 13560

Gross Amount: Tax: Taxable Amt.

Invoice Date: 30/06/13 Discount Amt.: Retained Amt.

G/L Date: 16/08/13 Remaining:

Currency: INR Exchange Rate: Base: INR Foreign:

O	P	Change	Item Number	Supplier	Quantity To Voucher	Tr. UoM	Amount To Voucher	Retained Amount	Percentage Retained	Prev. Amt. Retained	Retainage To Release	Due Date

Row: 1

[Click Here to View Invoice Image from IDM](#)

- B. Employees in the Disbursement Section will now be able to access the Pending Work-List of the documents approved in IDM System thru the New Visual Assist along-side IDM Number Field.

**Click Here to View Pending
IDM Numbers in Work-List**

Order Number: OP 13560 OIPMS No: Branch/ Plant: 13560

Voucher Num.: PV 13560 Batch: 53263608

Supplier:

Invoice Num.: Co. 13560

Gross Amount: Tax: Taxable Amt:

Invoice Date: 25/08/13 Discount Amt: Retained Amt:

G/L Date: 25/08/13 Remaining:

Currency: Exchange Rate: Base: INR Foreign: ☐

O	P	Change	Item Number	Supplier	Quantity To Voucher	Tr. UoM	Foreign Amount To Voucher	Retained Amount - For	Percentage Retained	Prev. Amt. Retained - For	Retainage Release - F

Row:1

- C. Chances of multiple Employees working on the same Document, for Voucher preparation & subsequently creating ambiguous situation for the JDE System, is eliminated. The document selected by one Employee in the section is shown in different color in the grid and same will not be allowed for selection by the Other Employee in the Section. It will also provide the information on the User Details who is currently working on that Blocked Document

Interactive Versions - [OIPMS WorkList - Search & Select]

Document Type: PV

Document Company: 13560

OIPMS Number	Branch Plant	Supplier Number	Supplier	Invoice Number	Invoice Date	G/L Date	Gross Amount	PO Number	PO Type	PO Company	Blocked By User
12533046	13560	26003224	M/s Panikh E	9064	08/07/13	3/08/13	38,587.50	13000011	H	13560	
12533047	13560	26004329	MARIA INTER	094	02/08/13	3/08/13	47,700.00	13000008	H	13560	
12533094	13560	26003224	M/s Panikh E	10003	17/07/13	5/08/13	24,316.88	13000012	H	13560	
12533099	13560	26006227	MOHAN ENT	08	01/08/13	5/08/13	27,230.00	12000015	OP	13560	
12533155	13560	26004746	TYREAGE P	12673	03/08/13	6/08/13	61,394.00	12000028	OP	13560	
12533156	13560	26002187	MAHARASH	780	06/08/13	6/08/13	8,209.00	13000012	OF	13560	
12533472	13560	26003224	M/s Panikh E	10003A	17/07/13	8/08/13	24,316.88	13000012	H	13560	
12533643	13560	26004305	Aswin Enterp	031	31/07/13	2/08/13	23,320.00	12000039	OP	13560	
12533862	13560	26004134	MAALIK TRA	870	10/08/13	2/08/13	5,181.69	3000013	OF	13560	
12533863	13560	26004054	TRIMURTI EN	014	06/08/13	2/08/13	198,910.91	12000056	OP	13560	
12533957	13560	26015483	SUPER CARE	HP-A/16/447/17/448	13/07/13	3/08/13	267,237.00	12000059	OP	13560	
12534504	13560	26002548	Purshottam T	19484	30/06/13	6/08/13	39,000.00	13000031	OG	13560	31912370
12534505	13560	26002548	Purshottam T	19713	31/07/13	6/08/13	36,960.00	13000016	OP	13560	
12534506	13560	26002469	Gajraj Nursery	GN/644/13	31/07/13	6/08/13	47,191.20	11000036	OP	13560	
12534507	13560	26002071	DINESH ENT	370	01/08/13	6/08/13	135,534.00	13000017	OP	13560	
12534508	13560	26002071	DINESH ENT	371	01/08/13	6/08/13	41,854.00	12000033	OP	13560	

**User is working on this for
Voucher preparation**

- D. IDM Number inputted / selected thru Visual Assist brings back the information which was already inputted in the IDM System and also restricts any changes be made to the Auto-Populated fields. This will not only ease-up the Users from Data Entry but also minimize the chances of Human Error & the chances of Data Inconsistencies between the various interconnected Systems.

The following fields which were earlier inputted by User are now automatically populated from the Meta-Data already inputted in the IDM System:

- Purchase Order Number
 - Purchase Order Type
 - Purchase Order Company
 - Invoice Number
 - Invoice Date
 - Gross Amount (For Information. Actual Amount comes from Voucher Match)
 - G/L Date (User can Change the Date)
- E. After getting these details, User need to go for Receipts Matching (select **Receipts To Match** from Form Exit) and match appropriate lines for invoice.

Disbursement Users have been provided to view the “IDM Image” in P0411 application. To view, user has to click on “Get IDM Image” button provided in Row exist bar. A separate column is made available in JDE “Supplier Ledger Application” to store IDM number. Concern user can view IDM Invoice Image. User has to select any IDM number and then just click on “Get IDM Image” button which is provided in Row exist bar. Both for Purchase order related voucher and non-purchase order related voucher.

As soon as voucher generated, the voucher details i.e. Document Number, Document Type and Document Company gets updated back in IDM system & BTS system.

After voucher generation all further activity i.e. Voucher Approve to Payment process including tax deduction (TDS) etc. is same as present.

Voucher payment details get updated automatically in BTS system as soon as Payment is generated.

Purchase Order Repository

1. Transfer of PO Document to Purchase Repository in MOSS

All the Purchase Orders prepared in JDE are processed by a New Module. The new Module performs the following tasks:

- a) Identifying new Purchase Orders to be sent to PO Repository

It includes all types of Purchase Orders including Standing PO, Call-Up POs, Change POs, etc.

- b) Renaming the PO Document to the format required by PO Repository in the MOSS¹
- c) Extraction of Key Data (Metadata) from the PO Document
- d) Extraction of Key Data (Metadata) from JDE thru Web-Services
- e) Creation of Tag File required by MOSS Routine
- f) Sending PO Document with Key Data to Purchase Order Repository in MOSS

2. Upload of PO Document in PO Repository in the MOSS

The following tasks are performed by the routine:

- a) Check whether the PDF is already present in Record Center (RC) with the same name.

New PO Document is uploaded to PO Repository in MOSS
Earlier Document, if found, is transferred to Archive

3. Upload of Additional Document(s) by PO Originator

Upload of any additional document (or documents in single compressed file) initiates a workflow. The documents uploaded are required to be approved by the Approver. The additional document will not be seen by anybody till the same is approved thru the workflow initiated.

4. Remarks / Annotation by PO Originator

Entering Remarks / Annotation by Originator initiates a workflow. The additional Remarks / Annotation will not be visible to anybody till the same is approved thru the workflow initiated.

5. Upload of Additional Document by Purchase / Disbursement Officer

No workflow would get initiated on upload of document(s) by Purchase Officer / Disbursement Officer.

¹Microsoft Office SharePoint Server

Material Receipt Record Repository

1. MRR is prepared in JDE
2. MRRs are sent to MRR Repository in the MOSS
3. Upload of MRR Document in MRR Repository in MOSS
4. Initiation of Workflow Process in MRR Repository in MOSS
5. e-Mail Alert to MRR Originator for action
 - a. Open MRR Report
 - b. Get it validated thru amount
 - c. E- Purchase order
6. Status report of open MRR

Action on E-MRR² by Originator

The E-MRR can be reached by the Originator by Logging-In to the E-MRR Repository in MOSS where Originator would be presented with the Web Page with the Options Originator has access to & the work-list Originator is required to clear. Also, clicking on the Link provided in the e-Mail takes the Originator directly to the E-MRR, referenced in the e-Mail, in MRR Repository in MOSS.

On getting an e-Mail alert, Originator logs-in to MOSS and starts working on the E-MRR received.

PO and MRR Workflow

Role: Originator

MRR

- MRRs Submitted / Pending Submission
- MRRs Reviewed / Awaiting Review
- MRRs Approved / Awaiting Approval

PO

- POs Submitted / Pending Submission
- POs Approved / Awaiting Approval

Search

- Search POs

Delegate MRRs

- Pending Submission
- Awaiting Review
- Awaiting Approval

Delegate POs

- Pending Submission
- Awaiting Approval

Assigned MRRs

	MRR	Vendor Name	Vendor Code	Originator	Submitted On	Reviewer	Reviewer Action	Reviewer Act. Dte	Approver	Approver Action	Approver Act. Dte	Dsb. Office	Dsb. Officer
View	11000126 -OV- 13605	SHREE SHAKAMBHARI SUPPLIERS	26007280	31111110 (AJAY KUMAR)	1/31/2013 1:25:01 AM	32222220 (RAVINDRAN)	Approved	1/31/2013 1:25:28 AM	33333330 (R VENKAT)	Approved	1/31/2013 1:26:03 AM	11356	31946370 (BIDARKOTA JAGADISH KUMAR)
View	11000126 -OV- 13606	SHREE SHAKAMBHARI SUPPLIERS	26007280	31111110 (AJAY KUMAR)									
View	11006126 -OV- 13606	SHREE SHAKAMBHARI SUPPLIERS	26007280	31111110 (AJAY KUMAR)									
View	11000126 -OV- 11626	SHREE SHAKAMBHARI SUPPLIERS	26007280	31111110 (AJAY KUMAR)									

Delegated MRRs

There are no items to display.

MRR / PO DETAILS

MRR Number: 11000126-OV-13606

MRR Document: [11000126-OV-13606.PDF](#)

PO Document(s): [Click here to view PO details](#)

Vendor Code / Name: 26007280 / SHREE SHAKAMBHARI SUPPLIERS

MRR Attachment: <None> [Select File](#)

*Note that adding a new attachment will replace the old one.

ORIGINATOR

Name: AJAY KUMAR Designation:

Email: 31111110@HPCL.CO.IN

Originator Comments:

REVIEWER

Reviewer (Optional):

*Start typing employee name or number and select the person from auto suggested items or [click here to search and select](#)

APPROVER

Approver (Mandatory):

*Start typing employee name or number and select the person from auto suggested items or [click here to search and select](#)

DISBURSEMENT OFFICE

Disbursement Office. (Mandatory):

*Start typing Disbursement Office name or code and select from auto suggested items or [click here to select](#)

Disbursement Officer:

[Submit](#) [Close window](#)

² Electronic MRR

The following documents would be available on the page displayed:

- a) Related Purchase Order(s)
- b) MRR Document received from JDE

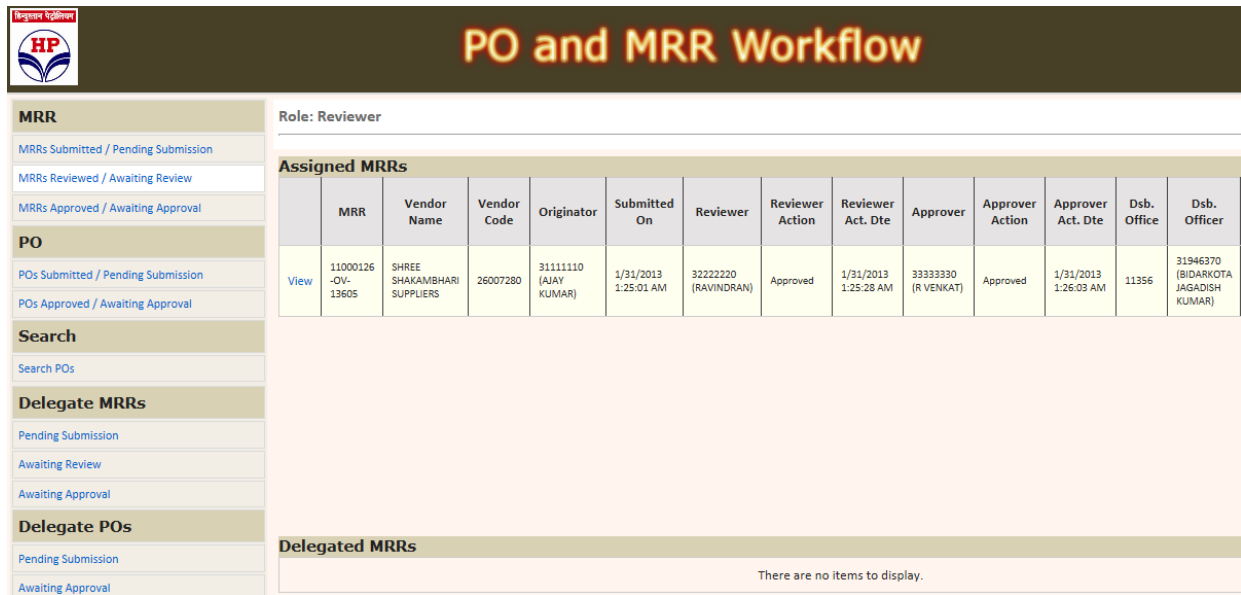
Originator is required to complete the following on the page displayed after opening the E-MRR:

- a) Internet Explorer should be more than 9.0 / Google chrome
- b) Uploading Additional Document(s), if any
- c) Insert Remarks/Annotations/Comments
- d) Provide BTS number
- e) Selecting the Reviewer³ who would be reviewing E-MRR thru workflow. **Sending the document to Reviewer is an optional activity.**
- f) Selecting the Approver who would be approving the MRR in the workflow process. **This is a mandatory input.**
- g) Selecting the Disbursement Office where the payments would be processed for the MRR received. Disbursement Office is selected instead of Disbursement Officer so that anyone in the group would be able to work on the further processing of the MRR received.
- h) Submit the E-MRR to flow ahead in the process. On submission of E-MRR by Originator, an e-Mail alert would get generated automatically & would be sent to the Reviewer (as selected by the Originator)

³Selection of Employee is facilitated thru Auto Type-Ahead & Auto Complete by Number / Name

Action on E-MRR by Reviewer

The E-MRR can be reached by the Reviewer by Logging-In to the E-MRR Repository in MOSS where Reviewer would be presented with the Web Page with the Options Reviewer has access to & the work-list Reviewer is required to clear to complete the process. Also, clicking on the Link provided in the e-Mail takes the Reviewer directly to the E-MRR referenced in the e-Mail.



PO and MRR Workflow

Role: Reviewer

MRR

- MRRs Submitted / Pending Submission
- MRRs Reviewed / Awaiting Review
- MRRs Approved / Awaiting Approval

PO

- POs Submitted / Pending Submission
- POs Approved / Awaiting Approval

Search

- Search POs

Delegate MRRs

- Pending Submission
- Awaiting Review
- Awaiting Approval

Delegate POs

- Pending Submission
- Awaiting Approval

	MRR	Vendor Name	Vendor Code	Originator	Submitted On	Reviewer	Reviewer Action	Reviewer Act. Dte	Approver	Approver Action	Approver Act. Dte	Dsb. Office	Dsb. Officer
View	11000126-0V-13605	SHREE SHAKAMBHARI SUPPLIERS	26007280	31111110 (AJAY KUMAR)	1/31/2013 1:25:01 AM	32222220 (RAVINDRAN)	Approved	1/31/2013 1:25:28 AM	33333330 (R VENKAT)	Approved	1/31/2013 1:26:09 AM	11356	31946370 (BIDARKOTA JAGADISH KUMAR)

Delegated MRRs

There are no items to display.

The following documents would be available on the page displayed:

- Related Purchase Order(s)
- MRR Document received from JDE
- Attachment(s) uploaded by the E-MRR Originator (if any)
- Remarks / Annotations / Comments entered by the E-MRR Originator
- E-MRR Approver & Disbursement Office selected by the E-MRR Originator

MRR / PO DETAILS	
MRR Number	11000126-OV-13606
MRR Document	11000126-OV-13606.PDF
PO Document(s)	Click here to view PO details
Vendor Code / Name	26007280 / SHREE SHAKAMBHARI SUPPLIERS
MRR Attachment	Test Document.txt

ORIGINATOR	
Name	AJAY KUMAR
Email	31111110@HPCL.CO.IN
Designation	
Originator Comments	<div> <div>Past comments</div> <div> -->31111110 (AJAY KUMAR) wrote on 1/31/2013 10:52:57 AM<-- Sendind for Review </div> </div>

REVIEWER	
Reviewer (Optional)	32222220 (Ravindran)
Comments	<div>Enter your comments here</div> <div></div>

APPROVER	
Approver (Mandatory)	31912370 (TIWARI VIVEK)

DISBURSEMENT OFFICE	
Disbursement Office. (Mandatory)	11098 (PUNE SOLAPUR PIPELINE-PSPL)
Disbursement Officer	

- a) Check the E-MRR thoroughly
- b) Insert Remarks/Annotations/Comments, if need be
- c) Reviewer can perform the following operations on the E-MRR received:

- i. Approve

Selecting this option, the E-MRR would flow to next level in the workflow, i.e., Approver. System would also trigger an e-Mail alert with the E-MRR Details and the Link to reach the specified E-MRR directly in MOSS.

- ii. Suggest Changes to Originator

Selecting this option, the E-MRR would flow back to the Originator with the Remarks/Comments specified by the Reviewer for Originator to act and resend the E-MRR after making necessary corrections suggested by him. System would also trigger an e-Mail alert to E-MRR Originator with the Link to reach the specified E-MRR directly in MRR Repository in MOSS.

- iii. Reject in case MRR quantities are incorrect else suggest for modification

Action by Approver E-MRR

The E-MRR can be reached by the Approver by Logging-In to the E-MRR Repository on MOSS where he would be presented with the Web Page with the Options he has access to & the work-list Approver is required to clear to complete the process. Also, clicking on the Link provided in the e-Mail takes the User directly to the E-MRR referenced in the e-Mail.

The screenshot displays the 'PO and MRR Workflow' web application. The interface includes a sidebar with navigation links for MRR and PO status (Submitted, Reviewed, Approved, Assigned), search functions, and delegation options. The main content area shows the user's role as 'Approver' and a table of 'Assigned MRRs'. The table contains one entry with details such as MRR number, vendor name, originator, submission date, reviewer, and approver. Below the table, there is a section for 'Delegated MRRs' which currently shows no items.

MRR	Vendor Name	Vendor Code	Originator	Submitted On	Reviewer	Reviewer Action	Reviewer Act. Dte	Approver	Approver Action	Approver Act. Dte	Dsb. Office	Dsb. Officer
View	11000126 -OV- 13606	SHREE SHAKAMBHARI SUPPLIERS	26007280	31111110 (AJAY KUMAR)	1/31/2013 10:52:57 AM	32222220 (Ravindran)	Approved	1/31/2013 10:55:35 AM	31912370 (TIWARI VIVEK)		11098	

The following documents would be available on the page displayed:

- Related Purchase Order(s)
- MRR Document received from JDE
- Attachment(s) uploaded by the E-MRR Originator (if any)
- Remarks / Annotations / Comments entered by the E-MRR Originator
- Remarks / Annotations / Comments entered by the E-MRR Reviewer
- E-MRR Approver & Disbursement Office selected by the E-MRR Originator

MRR / PO DETAILS	
MRR Number	11000126-OV-13606
MRR Document	11000126-OV-13606.PDF
PO Document(s)	Click here to view PO details
Vendor Code / Name	26007280 / SHREE SHAKAMBHARI SUPPLIERS
MRR Attachment	Test Document.txt

ORIGINATOR	
Name	AJAY KUMAR
Email	31111110@HPCL.CO.IN
Designation	
Originator Comments	<div> <div>Past comments</div> <div> -->31111110 (AJAY KUMAR) wrote on 1/31/2013 10:52:57 AM<-- Sending for Review </div> </div>

REVIEWER	
Reviewer (Optional)	32222220 (Ravindran)
Comments	<div> <div>Past comments</div> <div> -->32222220 (Ravindran) wrote on 1/31/2013 10:55:35 AM [Approved]<-- Sending for Approval </div> </div>

APPROVER	
Approver (Mandatory)	31912370 (TIWARI VIVEK)
Comments	<div>Enter your comments here</div> <div></div>

DISBURSEMENT OFFICE	
Disbursement Office. (Mandatory)	11098 (PUNE SOLAPUR PIPELINE-PSPL)
Disbursement Officer	

Approver completes the following on the page displayed after opening the E-MRR:

- Check the E-MRR thoroughly
- Insert Remarks/Annotations/Comments, if need be
- Approver can perform the following operations on the E-MRR received:
 - Approve

Selecting this option, the E-MRR would flow to next level in the workflow, i.e., Disbursement Office. System would also trigger an e-Mail alert, to all the members of the selected Disbursement Office group, with the E-MRR Details and the Link to reach the specified E-MRR directly in MRR Repository in MOSS.

- Suggest Changes to Originator

Selecting this option, the E-MRR would flow back to the Originator with the Remarks/Comments specified by the Approver for Originator to act and resend the E-MRR after making necessary corrections suggested by Approver. System would also trigger an e-Mail alert with the Link to reach the specified E-MRR directly in MRR Repository in MOSS.

Action on E-MRR by Disbursement Officer

The E-MRR can be reached, by any of the Disbursement Officers in the selected Disbursement Office, by Logging-In to the E-MRR Repository on MOSS where he would be presented with the Web Page with the Options he has access to & the work-list he is supposed to clear. Alternatively, clicking on the Link provided in the e-Mail takes the User directly to the E-MRR referenced in the e-Mail.

The following documents would be available on the page displayed:

- a) Related Purchase Order(s)
- b) MRR Document received from JDE
- c) Attachment(s) uploaded by the E-MRR Originator (if any)
- d) Remarks / Annotations / Comments entered by the E-MRR Originator
- e) Remarks / Annotations / Comments entered by the E-MRR Reviewer
- f) Remarks / Annotations / Comments entered by the E-MRR Approver
- g) E-MRR Approver & Disbursement Office selected by the E-MRR Originator

Disbursement Officer completes the following on the page displayed after opening the E-MRR:

- a) Check if the Vendor's Invoice has been processed in IDM
- b) All Documents are available for Three-Way-Matching
- c) Initiate the payment process in JDE

Complete process for working in IDM is explained below.

- d) Can view the Approved Vendors' Invoice Image in IDM
- e) Insert Remarks/Annotations/Comments, if need be

The E-MRR would be kept open till this option is not exercised. The E-MRR would not accept any further changes & the process completes here.

MRR Reversal in JDE

Reversed MRRs are sent to MRR Repository in MOSS for updation

Updation of MRR Document Status in MOSS

Generates e-Mail alerts to all concerned intimating the reversal of specified E-MRR

E-Mail to Originator – if E-MRR is with Originator and workflow is not initiated

E-Mail to Originator & Reviewer – if E-MRR is with Reviewer

No further action can be taken on reversed E-MRR in MRR Repository in MOSS



If the BTS Number is mentioned in e MRR and the Document which is bearing that BTS Number is rejected in IDM System, click on suggest for modification to originator. Originator will update fresh BTS number and can send for approval.

Points to be Noted

BTS

1. User to first get the matrix updated in system
2. In case of any transfer, please get the JDE menu change, system will update matrix automatically
3. Please select appropriate tab for Invoices (with GST/ without GST)
4. If GST number of vendor is not updated in system, please get the same updated.
5. Please select correct material receipt location, system check whether CGST/SGST is applicable or IGST is applicable.
6. In GL distribution, please select HSN code for GST applicable, basis that system will provide item number.
7. Reference 2 field is now added in both BTS system as well as IDM
8. If HSN is not available, please get the same updated in JDE against the item number
9. CPO team to create item number for HSN/SAC in JDE
10. Please check and put correct CT object codes in GL distribution for applicable GL codes.
11. If details are not getting validated, please check whether the vendor is active or not in JDE. Following search type will not get validated
 - a. VIN - Vendor Inactive
 - b. VBL - Vendor - Black Listed
 - c. VHL - Vendor Holiday Listed
 - d. DUP - Duplicate Vendors

IDM

1. Scanner to check
 - a. Whether all documents are available for scanning
 - b. If no BTS number is received, user can scan the invoice under "NO BTS MANUAL INDEXING PROFILE"
 - c. Please do not scan any invoice with Standing order document, else it will get stuck in disbursement officer's menu
2. Creator
 - a. Please check Scanned Invoice Details Vs meta data
 - b. User can change scan location (correct Material received location) in IDM creator's menu
 - c. Basis scan location, GST details for the HPCL will get populated.
3. Approver
 - a. To check scanned data Vs meta data
 - b. If not find correct, same can be send back for modification to creator
 - c. If any wrong invoice in attached, please get the same rejected for rescan.
 - d. Reject for rescan will enable rescanning of correct BTS number again in scanning profile
4. Disbursement officer
 - a. To check GST number of Vendor as well as HPCL
 - b. User has an option to change GST number of vendor, as per the details available in JDE
 - c. Please check GL details whether correct tax type is selected by the user as per invoice or not.
 - d. Please do not put any tax details for CGST/SGST/IGST in GL codes, system will automatically calculate the same thru tax rate area.
 - e. Entries will reflect only if voucher is posted in system.

Integrated Disbursement Module

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How system Calculates CGST/SGST or IGST for a transaction

Basis the tax code selected by user, system will check

1. Vendor Registration Status
2. Currency
3. First two digits for
 - a. Registered Vendor – GST Number & HPCL Location Registration Number
 - i. If same – CGST/SGST
 - ii. If Different - IGST
 - b. Unregistered Vendor – Applicable taxes will always be CGST/SGST
 - c. Composite Vendor – No taxes will be calculated
 - d. Registered vendor with reverse charge – CGST/SGST on reverse basis.

Annexure – I

User to Share Matrix in the following format

1. Creator – for Bill Tracking System

Location Code	Employee ID	Employee Name

2. Approver – For Bill Tracking System

Location Code	Employee ID	Employee Name

3. IDM Matrix – For Scanner/Creator || Approver|| Disbursement officer

Disbursement Location Code	Scanner/ Creator	Approver	Disbursement officer
	***	***	

First name	Last name	HPCL CPC Location ID(5 Digit)	E-Mail	Mobile No (+91{10 Digit})	Account expires on	Telephone number	Department	Job title	City
Vinod	Kadam	48000	rahul.kottary@pecrecords.com	9920897072	20-12-2017	022-27812244	Operation	Scanning Operator	Mumbai

****Please note: - if Scanner/Creator & approver activity is outsourced please share details for the users in the following Sample format

4. List of Locations to be covered.

Location Code	Location Name

5. Limits for Vouchers for approvers location wise / salary grade wise in Bill Tracking System

Location Code	Salary Grade	Amount

6. Exceptional Cases if users are not having any JDE menu (say legal team/ Hindi Dept. Team) in Bill Tracking System

Location Code	Employee ID	Employee Name	Role(Creator/Approver)