

तार : 'फूडकोर्प'

Gram : 'FOODCORP'

फैक्स नं.: एचएफसीआई एन डी

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No.I.12/ FAP/implementation/2013

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Sub: Entries in FAP for Sales made under OMSS or to State Govt. nominee

It has been reported by field offices that they are facing difficulties in completion of the sales transactions due to heavy number of transactions in case of OMSS (D) and lifting of foodgrains by nominees of State Governments in small quantities.


2. In order to facilitate handling of such transactions the procedure for entering the transactions has been reviewed and the following procedure should be adopted by the field offices.

(a) The field offices may create one customer each for entering the transactions related to OMSS (D) and State Govt. and enter the name of the actual party in the reference column as explained below in Annexure A.

(b) For entering sales invoices for multiple release orders "Create a transaction batch (as shown in Annx. A) and create invoices using single customer for Sale Invoices – (e.g., NC14_OMSS party) only instead of creating a new customer for retail/small traders. The name of the actual party/trader should be entered in reference column in More tab at **Line Items level**.

(c) For entering the multiple receipts the field offices may create a **Receipt batch** (screen shot No 3) by choosing a single customer i.e. NC14_OMSS party and the name of the actual party can be mentioned in the receipt in the **comments field** (as shown in Annexure A) for receipt summary.

(d) Accordingly the field office may create the invoices and apply the receipts immediately so as to ensure that no transactions remains unapplied.


(R.R. Aggarwal)
General Manager (FAP)

Distribution:

1. CGM (Cost/Fin./A/Cs/IA/Funds/CPF) in Headquarters
2. All CGM/GM (F&A) in Zonal offices
3. The Director, IFS, FCI, Gurgaon, Haryana.
4. All Dy. GM (F&A)/ Asstt. GM (A/cs) FCI, Regional Offices.
5. All Area Managers.

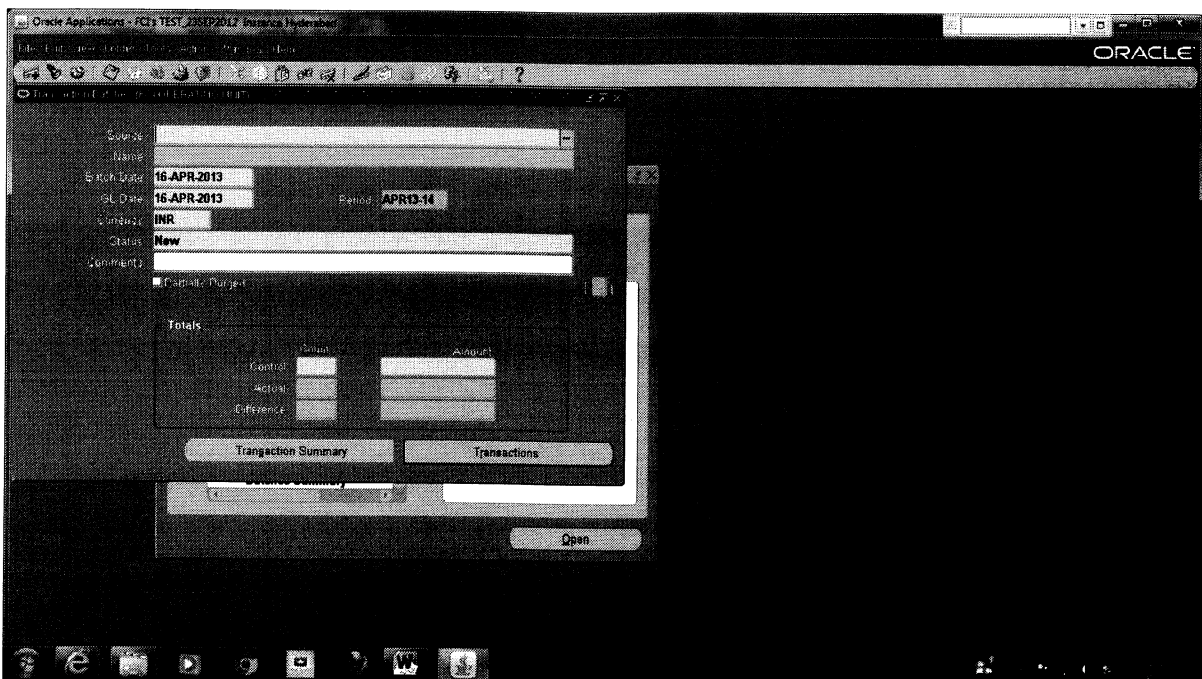
Annexure - A

(A) Procedure for creating Transaction Batch for Sales Invoice:

Accounts Receivable module > Transactions > Batches

Enter the following mandatory fields.

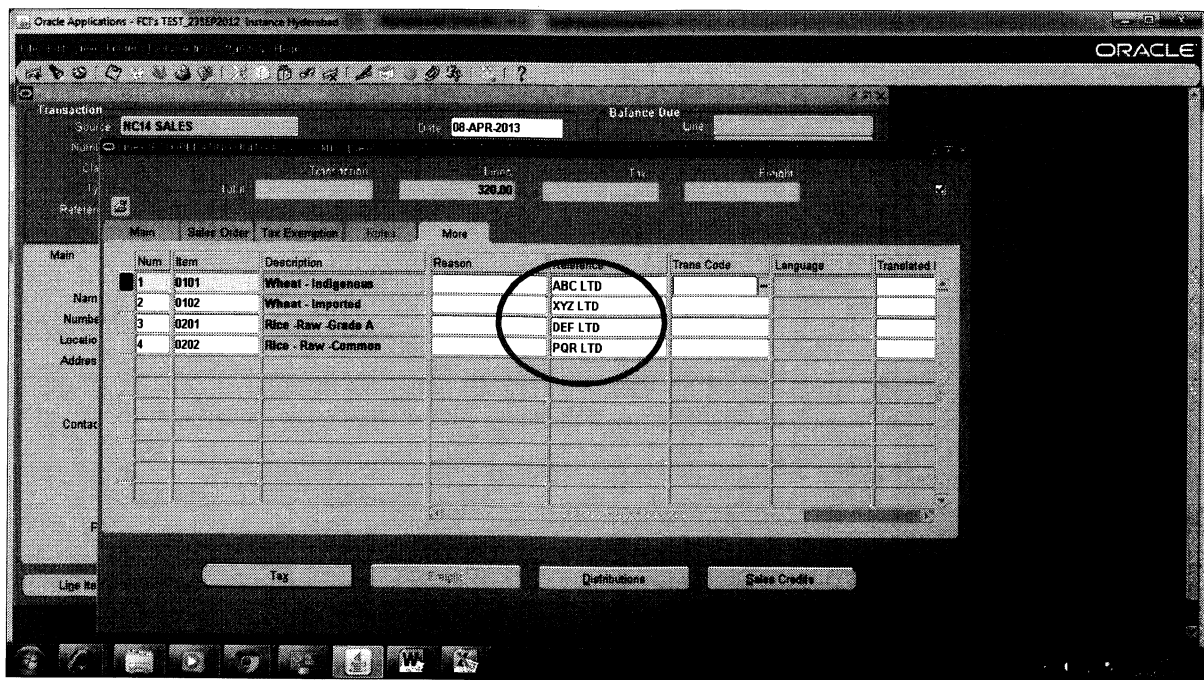
- 1) Source – Unit code (Sales)
- 2) Batch Date –
- 3) GL Date –
- 4) Status – New
- 5) Control – Count (No. of Invoices)
Amt. (Total Amt.)



Then, click on transactions. This will open transaction window, where user will create its invoices which are to be included in this batch.

Note :- Bill to party (e.g. NC14 OMSS) will be single party against which the invoices will be created & in Lines items under More tab → Reference field will hold the actual party name (refer screen-shot 2).

(Screen shot – 2)



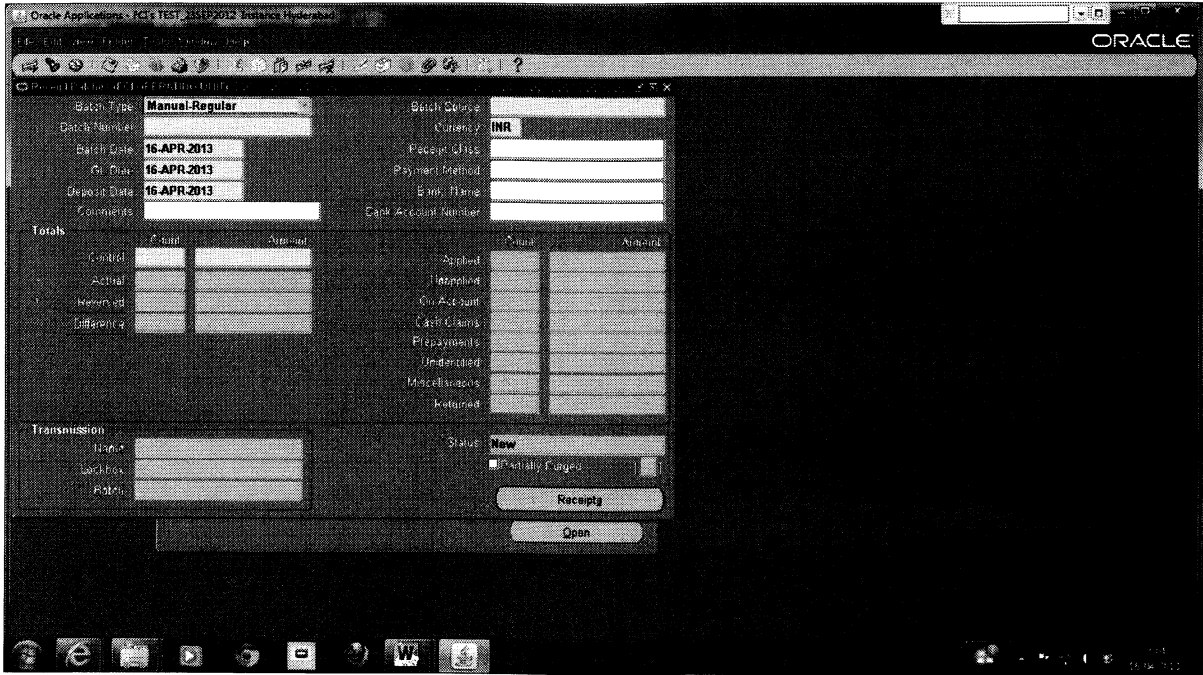
(B) Procedure for creation of Receipt Batch

Accounts Receivable module > Receipts > Batches

Enter the mandatory fields.

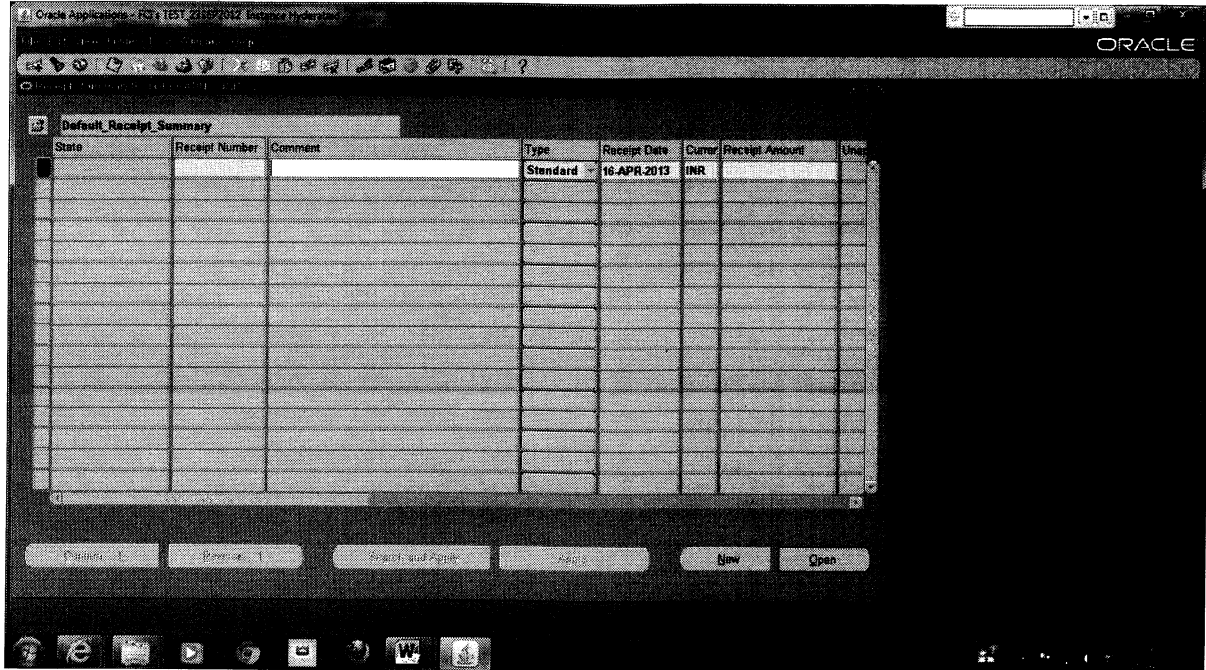
- 1) Batch type – Manual Regular
- 2) Batch Source – FCI Manual Receipt
- 3) Batch Number –
- 4) Batch Date
- 5) GL Date –
- 6) Deposit Date –
- 7) Control – Count (No. of Receipts)
Amt. (Total Amt.)

(Screen shot – 3)



Then, click on receipts. This will open receipt summary window, where user can create its receipts which are to be included in this batch (refer screen-shot 4).

(Screen shot – 4)



Note : the name of actual party should be entered in the comments column as shown above in the screen shot No 4.