

तार : 'फूडकोर्प' Gram : 'FOODCORP' फैक्स नं. : एचएफसीआई एनडी ००६१११२३४१३२४१ ००६१११२३४१३१६२	भारतीय खाद्य निगम		FOOD CORPORATION OF INDIA	मुख्यालय नई दिल्ली Headquarters New Delhi
Fax No. : HFCI ND 00911123413241 00911123413162	१६-२०, बाराखम्बा लेन, नई दिल्ली-११०००१, दूरभाष : ४३५२७६६७, ४३५२७६६८ 16-20, BARAKHAMBA LANE, NEW DELHI-110001, PHONE : 43527697, 43527698			

I-12(Accounts Computer)/GST/2017

Date: 30/06/2017

Circular No. FAP/GST_01

“Capturing of GST related information in FAP”

GST Act will be in force from 01st July 2017, FCI will have to comply the provisions of the GST Act. For compliance of GST provisions certain changes are required to be made in FAP. Therefore to ensure the compliance of GST provisions, some additional information/data is required to be entered in FAP . Due to requirement of additional information, following processes will be slightly impacted:-

- A. Additional Information at Supplier Level,
- B. Invoice Creation in Accounts Payables Module,
- C. Transaction Creation in Accounts Receivables Module,
- D. Manual Journal Creation in General Ledger Module.

Details are given hereunder:

A. Additional Information at Supplier level

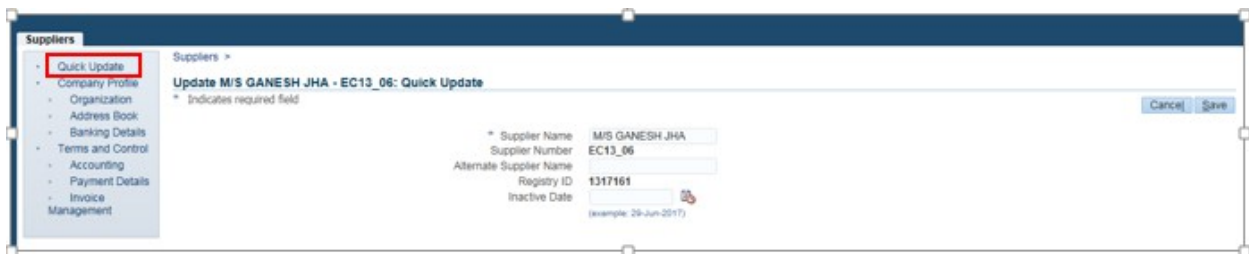
Post GST Implementation some mandatory information like Primary Name, GSTIN Number, Vendor Type and State will be required at supplier level.

User will have to capture above information in the Supplier Additional Information at the site level.

Note:- All the steps while entering the supplier will remain same except capturing the above mentioned additional information.

Refer to the below screenshots for detailed understanding of how to enter the additional data.

Step 1:-Open the supplier record and navigate to address Book

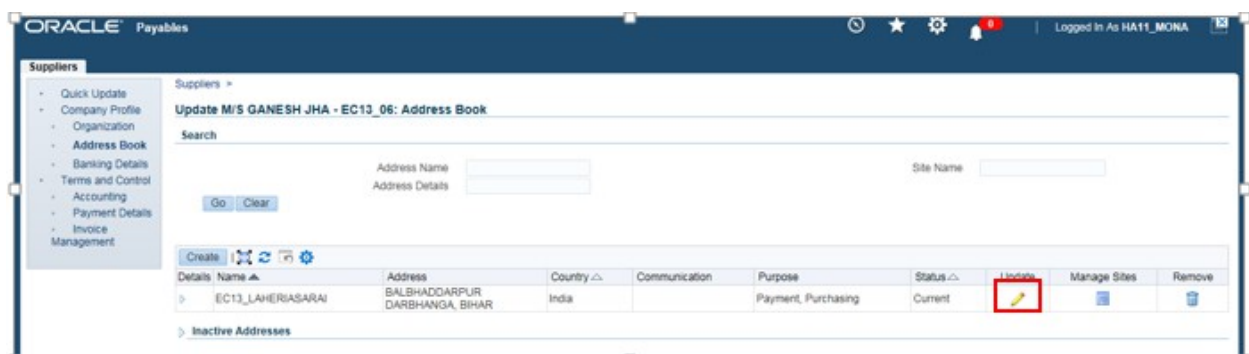


The screenshot shows the Oracle Suppliers 'Quick Update' form for supplier 'M/S GANESH JHA - EC13_06'. The left sidebar contains a navigation menu with 'Quick Update' highlighted. The main form area has the following fields:

- Supplier Name: M/S GANESH JHA
- Supplier Number: EC13_06
- Alternate Supplier Name: (empty)
- Registry ID: 1317161
- Inactive Date: (example: 29-Jun-2017)

Buttons for 'Cancel' and 'Save' are visible in the top right corner.




Step 2:- Click on Update



The screenshot shows the Oracle Suppliers 'Address Book' form for supplier 'M/S GANESH JHA - EC13_06'. The left sidebar contains a navigation menu with 'Address Book' highlighted. The main form area has the following fields:

- Address Name: (empty)
- Address Details: (empty)
- Site Name: (empty)

Buttons for 'Go' and 'Clear' are visible. Below the form is a table with the following data:

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
>	EC13_LAHERIASARAI	BALBHADDARPUR DARBHANGA, BIHAR	India		Payment, Purchasing	Current			

Below the table is a link for 'Inactive Addresses'.

Supplier address record will open. Navigate to Context Value

Supplier Name M/S GANESH JHA Supplier Number EC13_06

Address Details

Site Number 689722
Country India
Address Line 1 BALBHADDARPUR
Address Line 2
Address Line 3
Address Line 4
City DARBHANGA
Country
State BIHAR
Province
Postal Code

* Address Name EC13_LAHERIASARAI
Status Active

Context Value

Contact Details and Purpose

Communication Details Update to all sites using this address
Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address
Address Purpose Purchasing Payment RFQ Only

Step 3 :- In the context value field, select Supplier Additional Information

Supplier Name M/S GANESH JHA Supplier Number EC13_06

Address Details

Site Number 689722
Country India
Address Line 1 BALBHADDARPUR
Address Line 2
Address Line 3
Address Line 4
City DARBHANGA
Country
State BIHAR
Province
Postal Code

* Address Name EC13_LAHERIASARAI
Status Active

Context Value
Supplier Addition Information

Contact Details and Purpose

Communication Details Update to all sites using this address
Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address
Address Purpose Purchasing Payment RFQ Only

Status

Context Value

Supplier Addition Information

* Primary Name

* GSTIN

* Vendor Type

* State

Step 4:-Enter the values of Primary Name, GSTIN, Vendor Type and State.

Supplier Name: M/S GANESH JHA Supplier Number: EC13_06

Address Details

Site Number: 689722
Country: India
Address Line 1: BALBHADDARPUR
Address Line 2:
Address Line 3:
Address Line 4:
City: DARBHANGA
County:
State: BIHAR
Province:
Postal Code:
Address Name: LAHERIASARAI
Status: Active

Contact Details and Purpose

Communication Details
Phone Area Code:
Phone Number:
Fax Area Code:
Fax Number:
Email Address:
Address Purpose: Purchasing
 Payment
 RFQ Only

Update to all sites using this address

Context Value: Supplier Addition Information

Supplier Addition Information

Primary Name:
GSTIN:
Vendor Type:
State:

Cancel Apply

Enter the Primary Name

Primary Name is the supplier name printed on the Invoice *i.e.* GST registration Name.

Site Number: 689722
Country: India
Address Line 1: BALBHADDARPUR
Address Line 2:
Address Line 3:
Address Line 4:
City: DARBHANGA
County:
State: BIHAR
Province:
Postal Code:
Address Name: EC13_LAHERIASARAI
Status: Active

Communication Details
Phone Area Code:
Phone Number:
Fax Area Code:
Fax Number:
Email Address:
Address Purpose: Purchasing
 Payment
 RFQ Only

Update to all sites using this address

Context Value: Supplier Addition Information

Supplier Addition Information

Primary Name: Ganesh Jha
GSTIN: J5TIN123DUMMY
Vendor Type: REGISTERED
State: AS
Assam

Enter the GSTIN

GSTIN Number is the GST Registration Number Eg.29AAACF0365N1ZE

Site Number 689722
Country India
Address Line 1 BALBHADDARPUR
Address Line 2
Address Line 3
Address Line 4
City DARBHANGA
County
State BIHAR
Province
Postal Code
Address Name EC13_LAHERIASARAI
Status Active
Context Value Supplier Addition Information
Supplier Addition Information
Primary Name Ganesh Jha
GSTIN GSTIN123DUMMY
Vendor Type REGISTERED
State AS
Assam

Communication Details
 Update to all sites using this address
Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address
Address Purpose
 Purchasing
 Payment
 RFQ Only

Enter Vendor type :

Vendor type will be entered through the selection from the LOV.

Search and Select: Vendor Type

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Vendor Type % Go

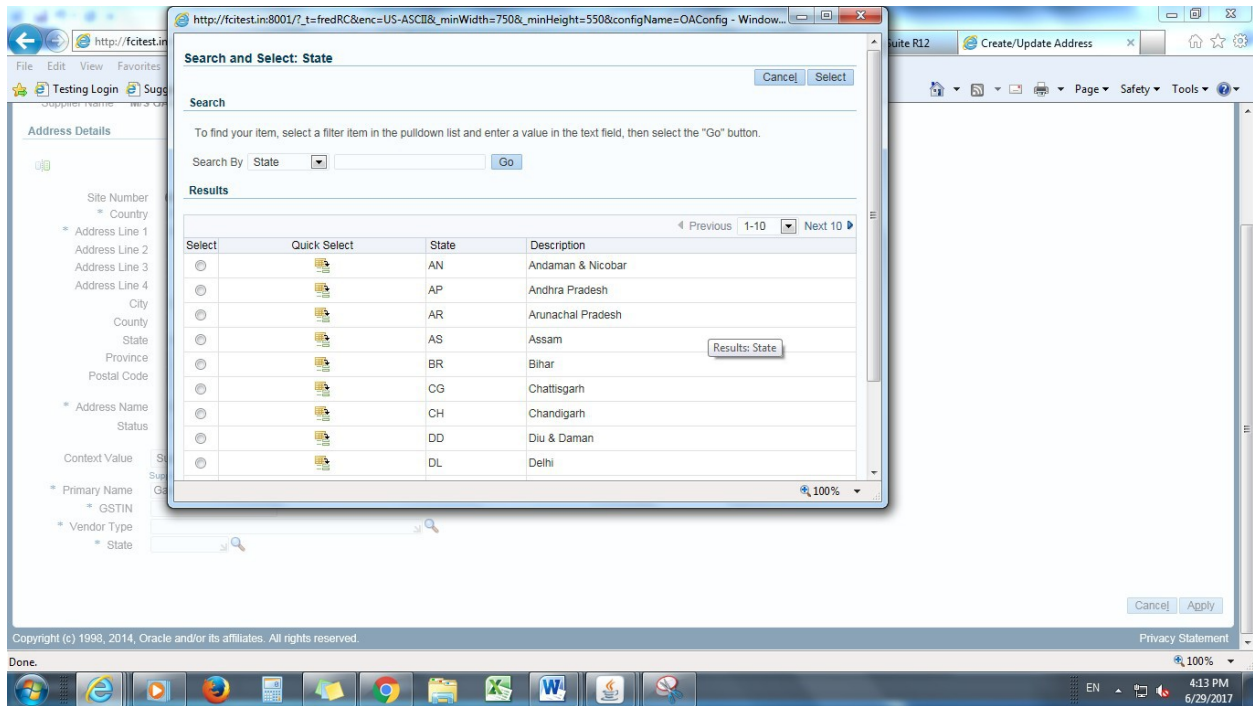
Results

Select	Quick Select	Vendor Type	Description
<input type="radio"/>		COMPOSITION SCHEME	
<input type="radio"/>		OTHERS	
<input type="radio"/>		OTHERS WITH UIN	
<input checked="" type="radio"/>		REGISTERED	
<input type="radio"/>		SEZ or EOU	
<input type="radio"/>		UNREGISTERED	

Snipping Tool

Enter the state

State will be entered through the selection from the LOV.



Site Number: 689722

* Country: India

* Address Line 1: BALBHADDARPUR

Address Line 2:

Address Line 3:

Address Line 4:

City: DARBHANGA

County:

State: BIHAR

Province:

Postal Code:

* Address Name: EC13_LAHERIASARAI

Status: Active

Context Value: Supplier Addition Information

* Primary Name: Ganesh Jha

* GSTIN: GSTIN123DUMMY

* Vendor Type: REGISTERED

* State: AS (Assam)

Communication Details

Update to all sites using this address

Phone Area Code:

Phone Number:

Fax Area Code:

Fax Number:

Email Address:

Address Purpose: Purchasing, Payment, RFQ Only

Once completed, Click on apply and save the work.

B. Invoice Creation in Accounts Payables Module

After the implementation of GST, some mandatory information will be required for filing of GST return like HSN codes, place of supply and Tax Rate etc. Such information will be captured in DFF at the line level.

Process:- There will be no change in the step of entering the Invoice except now user has to capture the GST related mandatory information.

Refer to the following steps for capturing extra information.

Step 1:- Enter the header information

The screenshot shows the 'Invoice Workbench' interface for 'EC13 PAYABLES SUPER USER'. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below this is a section for 'FCI INVOICES' with a table containing the following data:

Operating Unit	Document Category Name	Voucher Number	Type	Supplier Num	Trading Pa	Supplier Site	Invoice Num	Invoice
FCI OPERATING UN	EC13_Others	1696	Prepayment	EC13_06	M/S GANE	LAHERIASA	TEST15	

Step 2 :-Navigate to lines Tab. Enter the lines data.

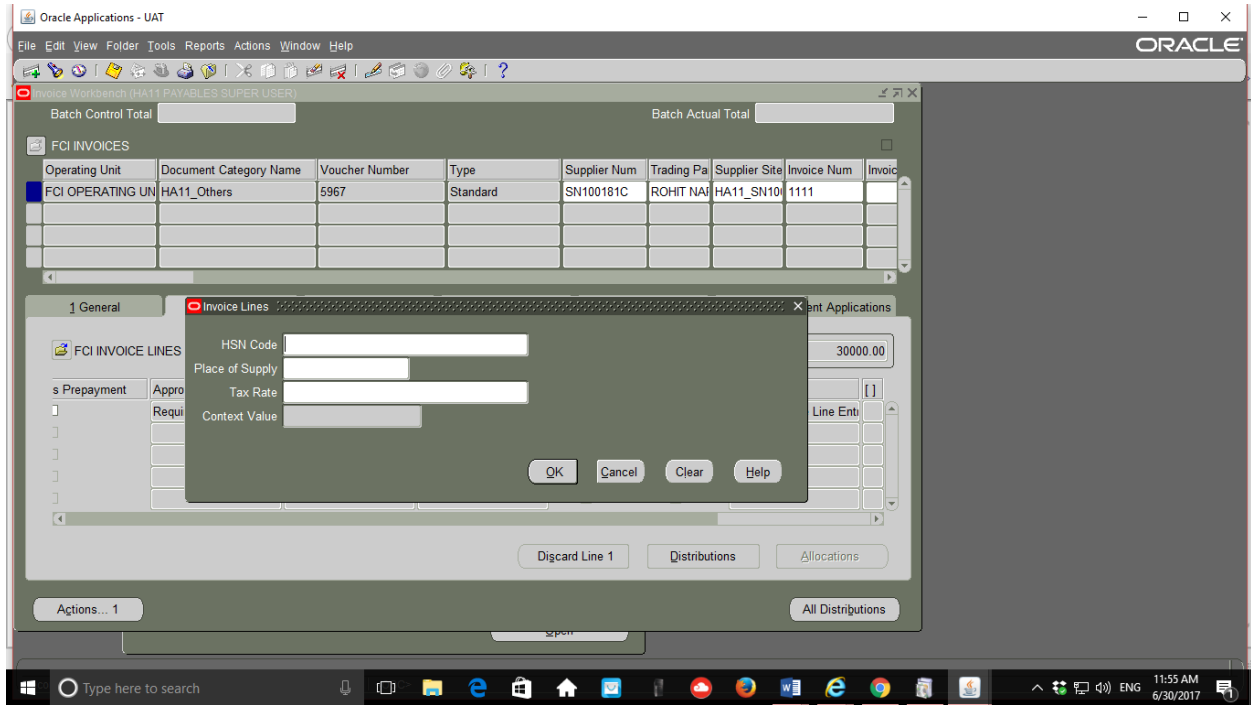
Navigate to extreme right and click on DFF as highlighted in the screenshot.

The screenshot shows the 'Invoice Workbench' interface with the 'Lines' tab selected. The 'FCI INVOICE LINES' section displays the following data:

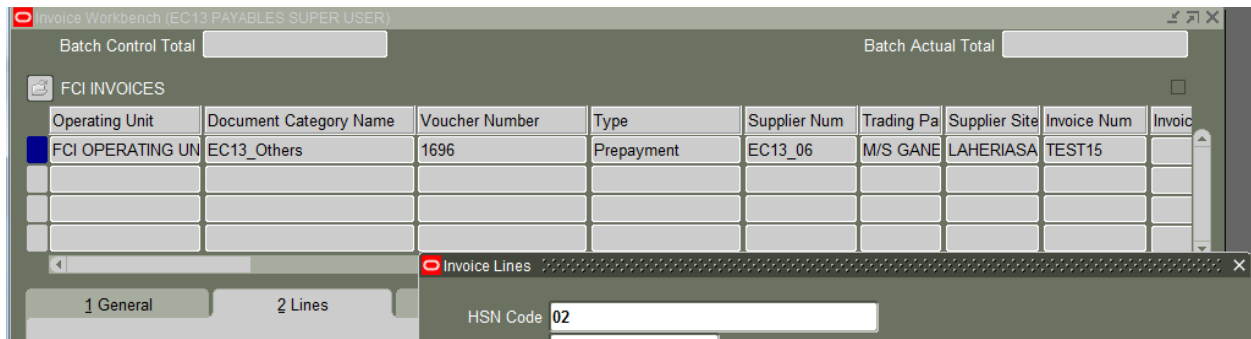
s Prepayment	Approval Status	Distribution Total	Validation Status	Discarded	Cancelled	Line Source	
	Manually Approved	50000	Validated	<input type="checkbox"/>	<input type="checkbox"/>	Manual Invoice Line Ent	02

Below the table, there are buttons for 'Discard Line 1', 'Distributions', and 'Allocations'. At the bottom, there are buttons for 'Actions... 1' and 'All Distributions'.

Step 3 :-The following pop Up window will open. Enter the data in the following fields:-



HSN Code :-



Place of Supply:- (Note: this should be selected from LOV)

Invoice Workbench (EC13 PAYABLES SUPER USER)

Batch Control Total Batch Actual Total

FCI INVOICES

Operating Unit	Document Category Name	Voucher Number	Type	Supplier Num	Trading Pa	Supplier Site	Invoice Num	Invoic
FCI OPERATING UN	EC13_Others	1696	Prepayment	EC13_06	M/S GANE	LAHERIASA	TEST15	

1 General 2 Lines

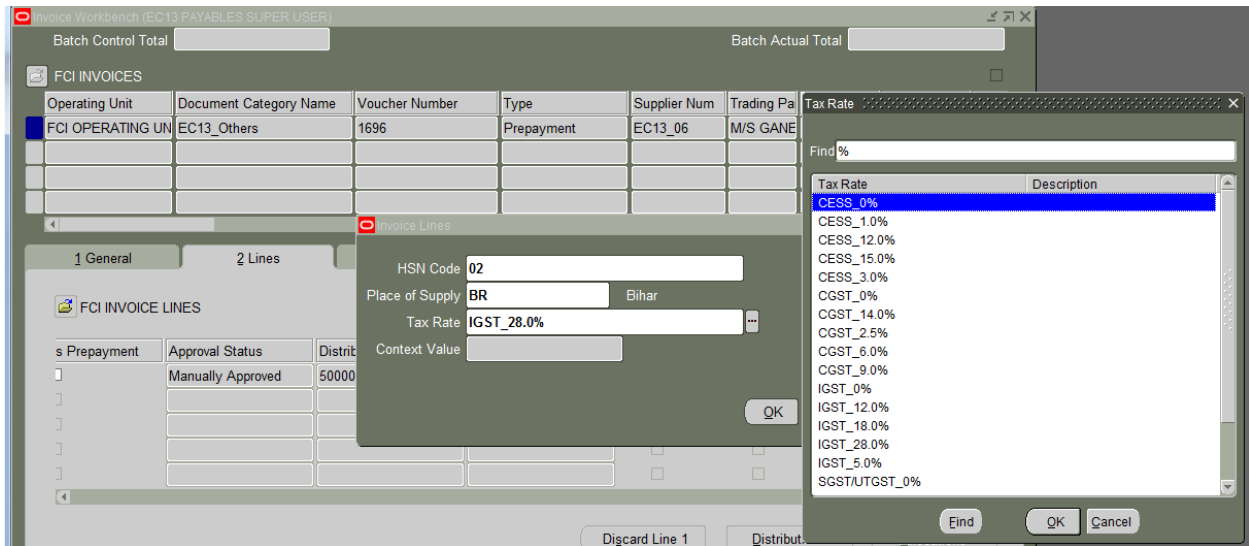
FCI INVOICE LINES

Invoice Lines

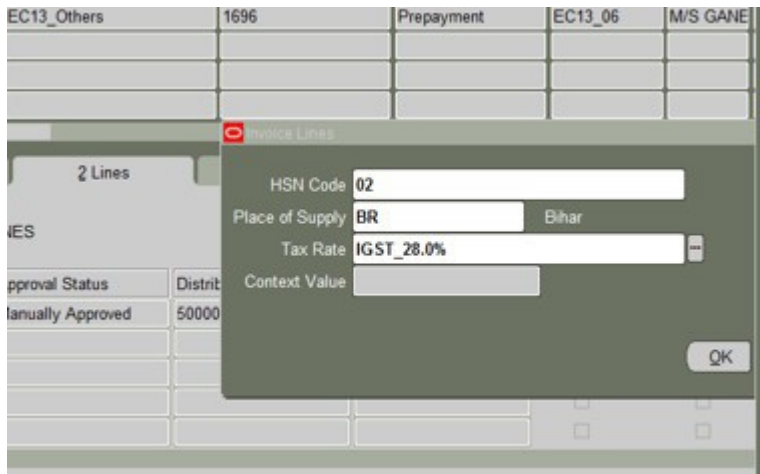
HSN Code

Place of Supply Bihar

Tax Rate:- (Note: this should be selected from LOV)



Click on OK.



Step 4:- Navigate to distribution screen. Data entry at distribution level will remain as it is.

C. Transaction Creation in Accounts Receivables Module

After the implementation of GST new fields like HSN codes, Place of Supply and Tax rates will be required in GST on the AR Transaction form. This information will be captured in the DFF at the line level.

Process:- There will be no change in the way the transaction is created in the system except now user have to capture the GST related mandatory information.

Refer to the following steps for capturing extra information.

Step 1:- Enter the header information

Transactions (FCI OPERATING UNIT : INR)

Transaction

Source: FB13 SALES Date: 19-OCT-2011
Number: 5446 GL Date: 19-OCT-2011
Class: Invoice Currency: INR
Type: FB13 SALES Document Num: 5446
Reference: Transaction: FCI M [:]
Legal Entity: FOOD CORPORATION OF INDIA LEGAL Complete

Balance Due	
Line	0.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	0.00

Details Refresh

Main More Notes Commitment Reference Information

Ship To

Name: []
Number: []
Location: []
Address: []
Contact: []

Bill To

TANGANI GPSS , SDO, DHANSIRI
FB13_392
DHANSIRI
DHANSIRI
DHANSIRI, DHANSIRI 110011 India

Sold To

Name: TANGANI GPSS , SDO, DHANSIRI
Number: FB13_392

Paying Customer

Name: TANGANI GPSS , SDO, DHANSIRI
Number: FB13_392
Location: DHANSIRI

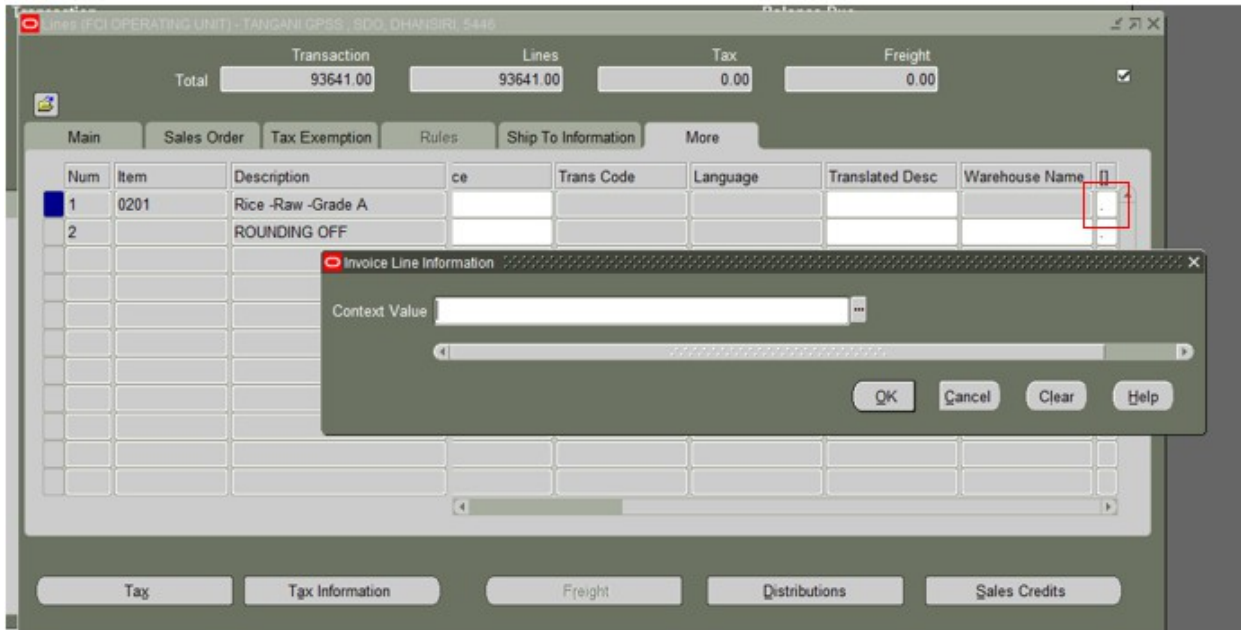
Payment Details

Receipt Method: []
Payment Method: []
Instrument Number: []
Select Instrument

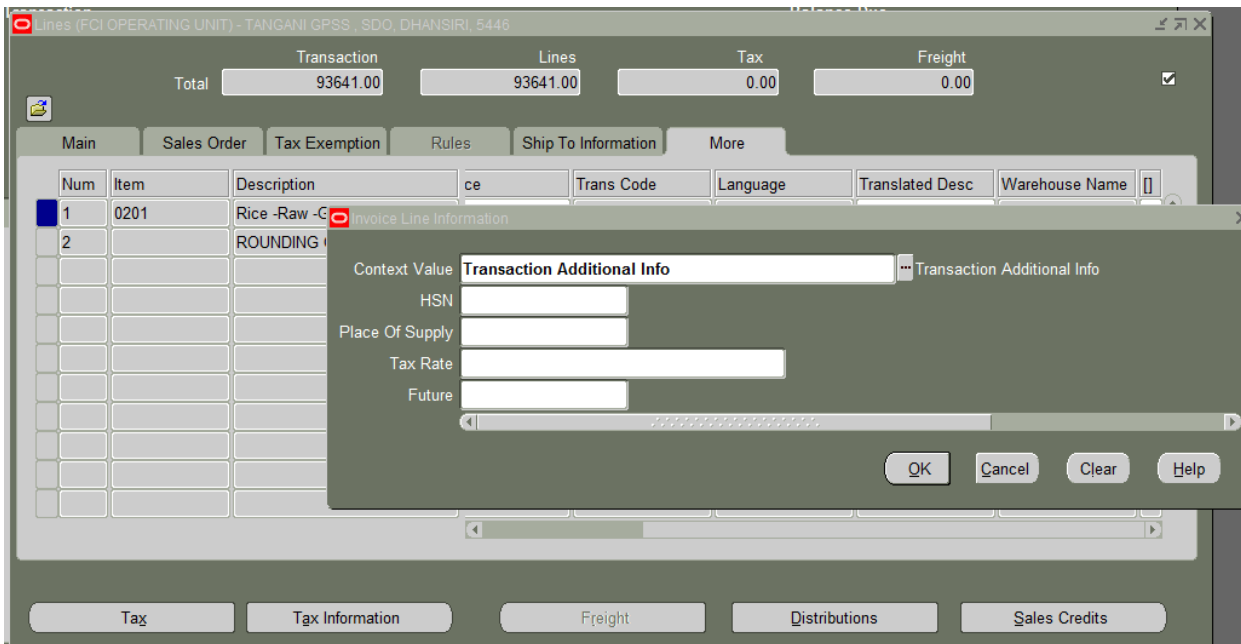
Commitment: []
Payment Term: IMMEDIATE
Invoicing Rule: []
Due Date: 19-OCT-2011

Line Items Tax Freight Distributions Sales Credits Incomplete

Step 4 :- Click on DFF, following screen will open up.

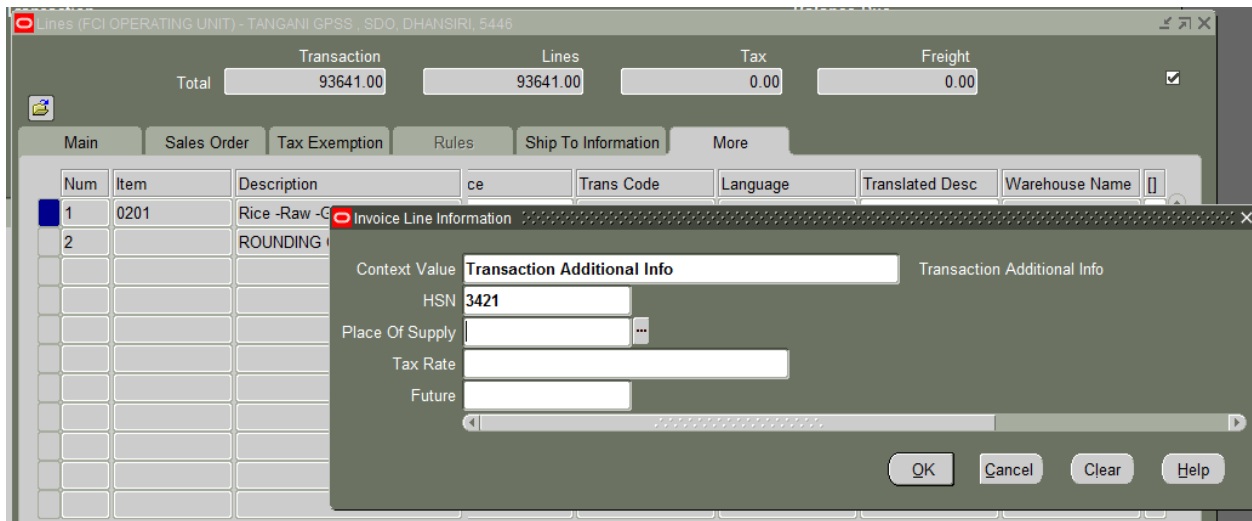


Step 5:- The following pop Up window will open. Choose the Context Value as **Transaction Additional Info**



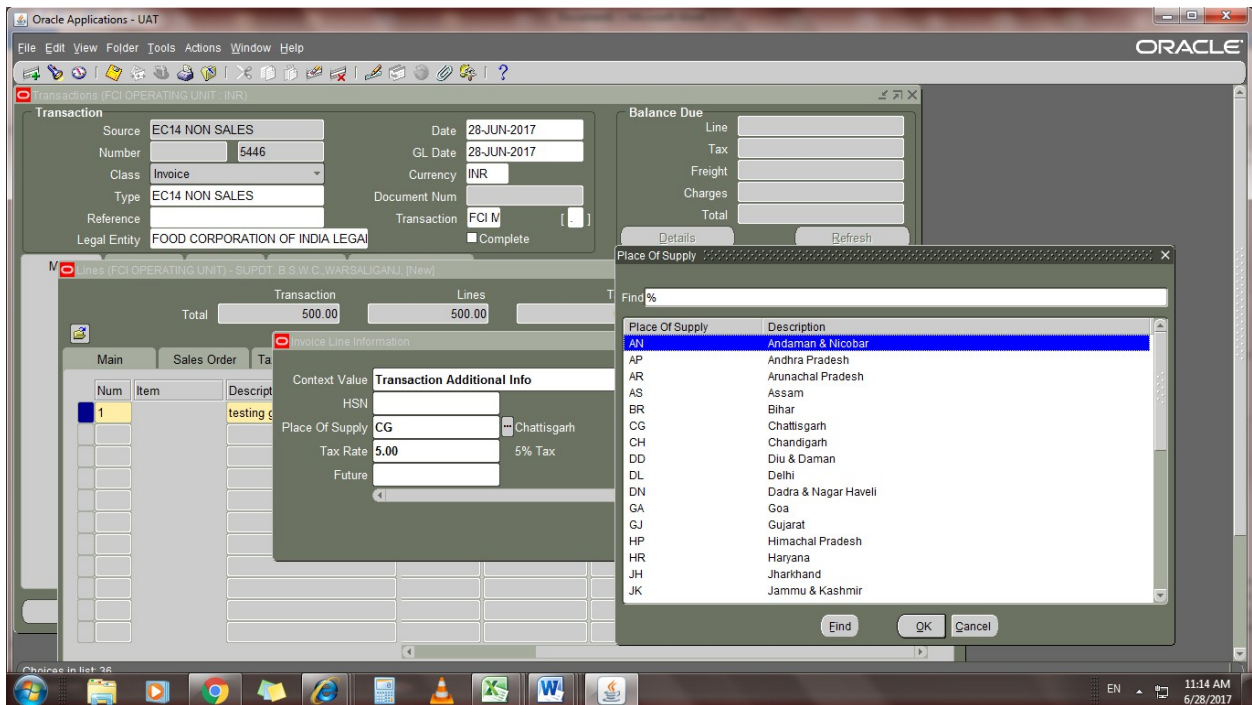
Enter the data in the following fields:-

HSN Code:-



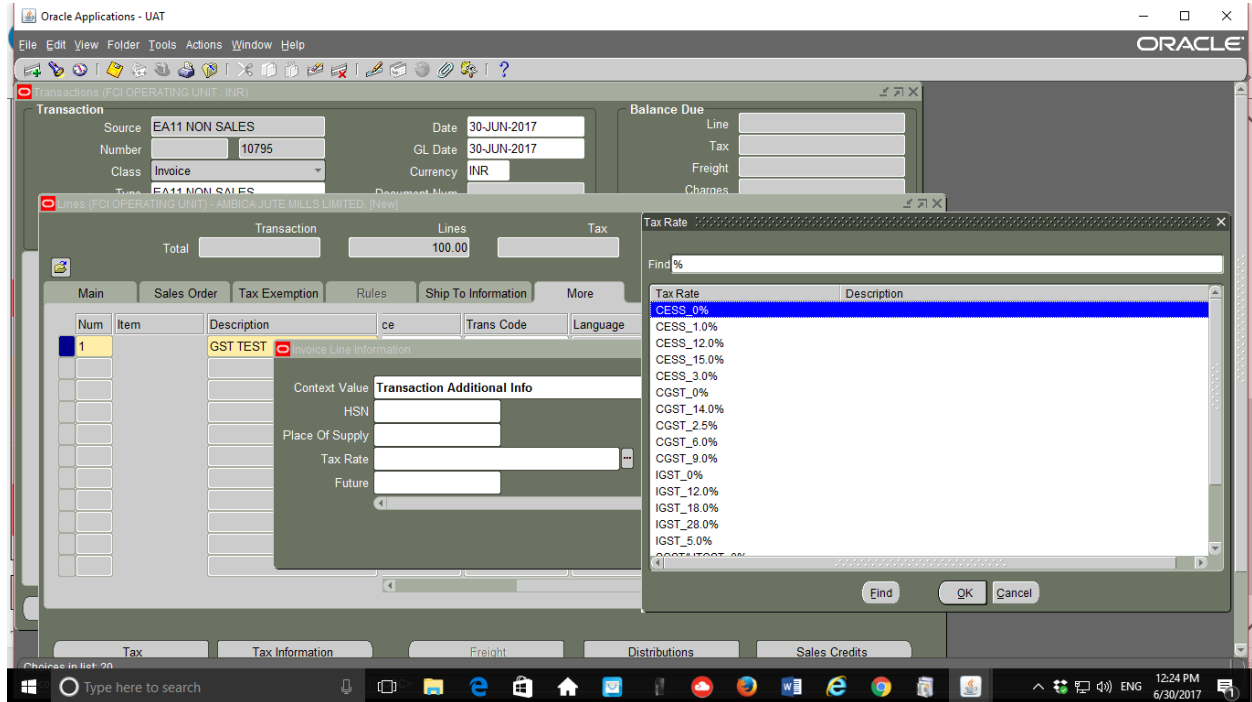
Place of supply:-

Place of supply will be entered through the selection of the LOV.



Tax rate :-

Tax Rate will be entered through the selection of the LOV.



Click on OK.

Save the work.

D. Manual Journal Creation in General Ledger Module.

For the purpose of GST implementation, some additional information is required to be entered at the line level DFF. DFF would be mandatory for these below mentioned journal categories:-

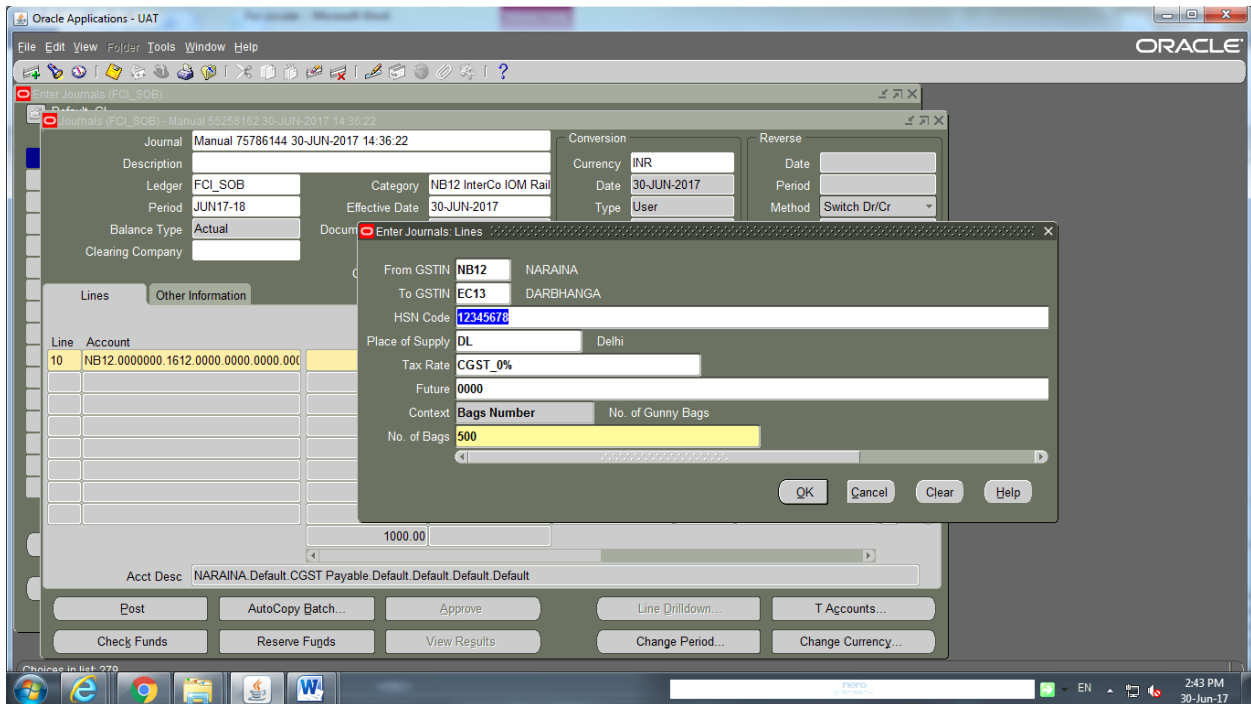
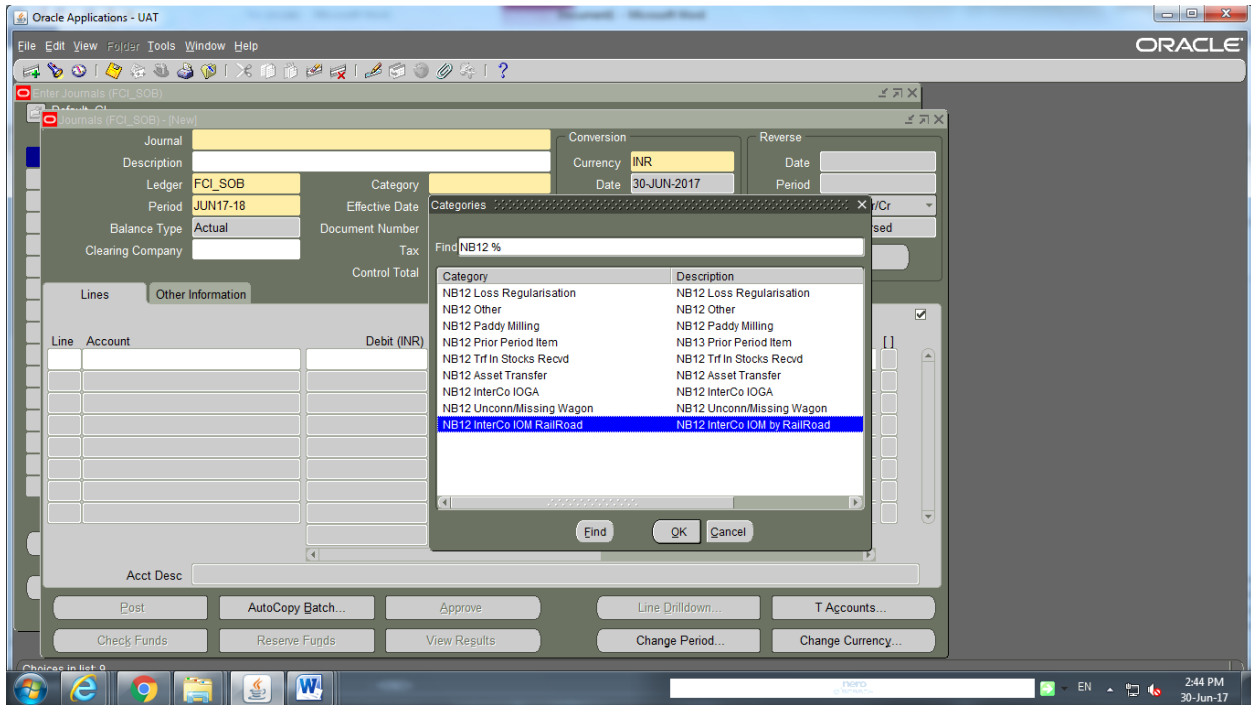
1. Inter Co- IOM Rail Road
2. Transfer In Stock Received
3. Paddy Milling
4. IOM within Same Unit
5. Missing/Un-connected Wagon

Note: For the remaining journal categories, DFF is non- mandatory.

Following additional information will be required to be entered at the time of creation of journal from above mentioned journal categories:-

1. From GSTIN – Unit Code (Value will be entered through selection from LOV)
2. To GSTIN - Unit Code (Value will be entered through selection from LOV)
3. HSN CODE
4. PLACE OF SUPPLY - Value will be entered through selection from LOV
5. TAX RATE - Value will be entered through selection from LOV
6. FUTURE

Screen shot of sample data entry in DFF is as under:



Note:-

Customization/checks are not yet applied in the FAP therefore the accuracy of data entry may please be ensured while capturing the additional information for GST.

Sd/-

(Amit Aggarwal)

Deputy General Manger (FAP)

Distribution:

1. CGM (Cost/Fin./A/Cs/IA/Funds/CPF) in Headquarters
2. All 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.