



West Bengal State Electricity Distribution Company Limited
(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sec-II, Kolkata-700091
CIN: U40109WB2007SGC113473; website: www.wbsedcl.in

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In the SAP IS-U System, several vital activities are currently being performed by a single user for the concerned Billing unit. For better data security measures, these vital operations must be performed in the SAP IS-U System through the involvement of multiple-level users. In this regard, maker checker functionalities have been introduced for the following activities to make the better operational flow in the IS-U System:

1. Invoice Reversal Process:

- a) The Invoice reversal activity needs to be performed using the T-Code "ZMAKER_CHECKER" through the option "Invoice Reversal" as per the below-mentioned authorization matrix:

Type of Consumer	Request Initiator	Request Approver	Request Executor
L&MV	Station Manager of the concerned CCC	DDO of the respective Division	DCC-in-Charge of the respective Division
L&MV (Collective Billing)	Station Manager of the concerned CCC	AGM(F&A)-Revenue attached to Dist. HQ	DE(IT&C) attached to Dist. HQ
HT (for Regional Offices)	DE/SE (Comm) of the concerned Region	DDO of the concerned Region	DE/SE (Comm) of the concerned Region
HT (for Central Commercial Dept.)	DE/SE (Comm) of Central Commercial Dept.	Head of Accounts wing of Central Commercial Dept.	DE/SE (Comm) of Central Commercial Dept.

- b) The existing T-codes EA13 & EA14 for the same purpose have been locked in the IS-U System.
- c) It may be noted that once a request for reversal of an invoice is initiated against a consumer, the generation of invoices will be restricted for the consumer until & unless the invoice reversal activity against that request is completely processed.

2. Unit/Amount Adjustment Entry or Delete:

- a) In the case of Unit & Amount Adjustment entry, Request Initiator needs to use the existing t-code "ZADJUST" as per the below-mentioned authorization matrix.

- b) For all other cases, t-code "ZMAKER_CHECKER" needs to be performed using the option "Adjustment Entry" or "Unit Adjustment Delete", whichever is applicable, as per the same authorization matrix below.

Type of Consumer	Request Initiator	Request Approver	Request Executor
L&MV	Station Manager of the concerned CCC	DDO of the respective Division	DCC-in-Charge of the respective Division
HT (for Regional Offices)	DE/SE (Comm) of the concerned Region	DDO of the concerned Region	DDO of the concerned Region
HT (for Central Commercial Dept.)	DE/SE (Comm) of Central Commercial Dept.	Head of the Accounts wing of Central Commercial Dept.	Head of Accounts wing of Central Commercial Dept.

3. Meter replacement activity iro. L&MV consumers:

- a) The meter replacement activity iro. L&MV consumer needs to be performed through the existing T-Code "ZIUDM_REPLACE_METER" with maker checker modality as per the following authorization matrix:

Type of Consumer	Request Initiator	Request Approver & Executor
L&MV	Station Manager of the concerned CCC	DCC-in-Charge of the respective Division

- b) It may be noted that once a request for the replacement of a meter is initiated against a consumer, the generation of invoices will be restricted for the consumer until & unless the meter replacement activity against that request is processed.

Prior Period Posting: In addition to the above changes, a whitelisting process has also been incorporated before posting any prior period accounting entries (such as Security Deposit, Service Connection Charges, Receivables, etc) the details of which are mentioned below:

- i) It is to be noted that prior period posting (account entry for the previous financial years) is not advisable as it has adverse impacts on the accounting system of the Organization. Therefore, it should be used judiciously.
- ii) For that reason, whenever prior period posting is needed, a proposal must be sent to Corporate Compilation Cell through the proper channel.
- iii) If Corporate Compilation Cell is satisfied with the proposal, the designated Users of that Cell will whitelist the consumer Id using a new T-Code "ZPRIORWHITELIST".
- iv) After that, prior period posting using the existing T-Code "ZPRIOR" can be done by the concerned DDO/ Head of the Accounts wing.

All the changes shall take effect from 12.06.2023.

(Avijit Kumar Latua)
Director (HR)