	End User Document	
	Human Capital Management	

PROJECT – PASSION

END USER TRAINING DOCUMENT
FOR
HUMAN CAPITAL MANAGEMENT
LAPTOP SCHEME
POST APPROVAL PROCESS – For FINANCE

Prepared for

Document Managment

Document Location

This document is stored in the shared folder maintained at

ftp://202.21.35.84/Realization/Customer%20Document/End%20User%20Training/HCM/ESS_MSS-CLAIMS/

Prepared By

Name	Roles / Responsibility	Date
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Record of Release

Version Number	Modified By	Reviewed By	Authorized By	Release Date	Modification Done
1.0	Manideep N			10.08.2021	

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1 Introduction

In CIL, when an Employee submits a Laptop Advance or Claim Against Advance or Advance Repayement, a standard procedure to be followed for approvals and for Submitting the Invoice for below SubTypes.

a. Laptop Advance

b. Claim against Advance

c. Advance Repayment

Once the Approvals completed, FINANCE Team has to few process for the Laptop Scheme to proceed it for Payments

1.1 Document Objective

User will be able to know the Post Approval process for Laptop Scheme Sub-Types

2 Terminology

The following terms have been used in the compilation of this document

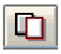
Term / Abbreviation	Legacy Term	Description
SAP ECC, EHP 8	Nil	Basically refer to the SAP core system with slight variances in definition
EHP 8	Nil	Enhancement Packs. SAP releases enhancement packs aimed at including extra functionality. Often in HR, the added functionalities of these enhancement packs are country specific. At time of writing the current SAP EHP version was EHP8
Finance (FI)	Accounting	The financial accounting module in SAP
Controlling (CO)	Accounting	The management accounting module in SAP
Material Management (MM)	Purchasing and inventory	The purchasing and inventory management module in SAP
Production Planning	Production Planning	The Production Planning module in SAP

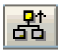
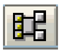
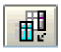
Term / Abbreviation	Legacy Term	Description
Personnel Administration(PA)	Master data	HR Submodule in which employee master data is maintained
Organizational Management(OM)	Org Structure	HR Submodule in which organizational structure and reporting hierarchy is maintained.
Time Management(TM)	Time Management	HR Submodule in which employee time management is done.
Payroll(PY)	Payroll	HR Submodule in which employee payroll calculation is done.
Recruitment(Rec)	Recruitment	HR Submodule in which recruitment activity is done.
E-Separation(e-Sep)	Resignation/Exit process	HR Submodule in which employee final exit process related solution is given.
Employee Self Service/Manager Self Service (ESS/MSS)	Employee self-service of CoalNet	HR Submodule where employee self-service activity is done.
Personnel Development (PD)	Training & Development	HR Submodule where Learning service Organization, Training and event management activity is done.
Learning Service Organization(LSO)	Training & Development	LSO stands for Learning service organization, it's the higher version of Training and event module.
BPC	NA	Business Planning and consolidation software for manpower planning and budgeting .
CL-IN	NA	HR Submodule of Payroll for Claims India Solution
BBP	NA	Business Blue Print
BPML	NA	Business Process Master List
FI-TV	NA	Finance Module: Travel & Expense Management
EIS	EIS	Coal India Executive Information System
HRMS	HRIS/HRMS	Coal India Human Resource Management System

Term / Abbreviation	Legacy Term	Description
VC/DC/SC	VC/DC/SC	Vigilance Clearance/ Departmental Clearance/ Safety Clearance
EP	NA	Enterprise Portal SAP
SPR	SPR	Special Performance Report
BADI	NA	'Business Addins' used for enhancement via ABAP
LSMW	NA	SAP Legacy System Migration workbench – A solution for bulk upload of data in SAP .

3 Icon List/Legends

Icon List /Legends

Icons	Description
	Continue Enter
	Save
	Back
	Exit
	Cancel
	Date and preview period
	Go to
	Create
	Copy
	Change
	Display
	Delimit infotype
	Delete
	Maintain overview

	In descending order
	In ascending order
	One level up
	Expand node
	Collapse node
	Display evaluation path
	Column configurator
	Display periods
	Display <-> Change
	Refresh
	Unrelated objects
	Icon list/Legend
	Insert line
	Delete line
	Replace
	Move…
	Change sequence

4. LAPTOP SCHEME

1. **Advance** – Advance Request Application for getting Advance Amount (CIL Provided Proforma Details to be taken Mandatorily before Submitting Advance)
2. **Claim against Advance** – Submission of Claim against which the Advance taken before(Actual Bills Submission within 30days of Advance)
3. **Advance Repayment** – In Case of failure to buy the Laptop within 30days of getting Advance, Advance amount to be Repay back to the company and submit the application to get eligibility for new advance application. (DD/Bank Transfer/ Cheque to be drawn beforehand with Company Instructions). This is for record purpose only & there is no infotype updation. Any recovery has to be made by manual adjustment in infotype.

Introduction:

In all the Sub-Types of Laptop – Advance, Advance Repayment & Claim against Advance the program has to Run to update the Info types in SAP from ESS Data of a particular Employee. The Updation makes the Wagetypes to update the Amounts in info types.

Once the Employee Submits the Claims and Final Approver approves the Request, the Authorized person will go the SAP Screen for the processing of Amount.

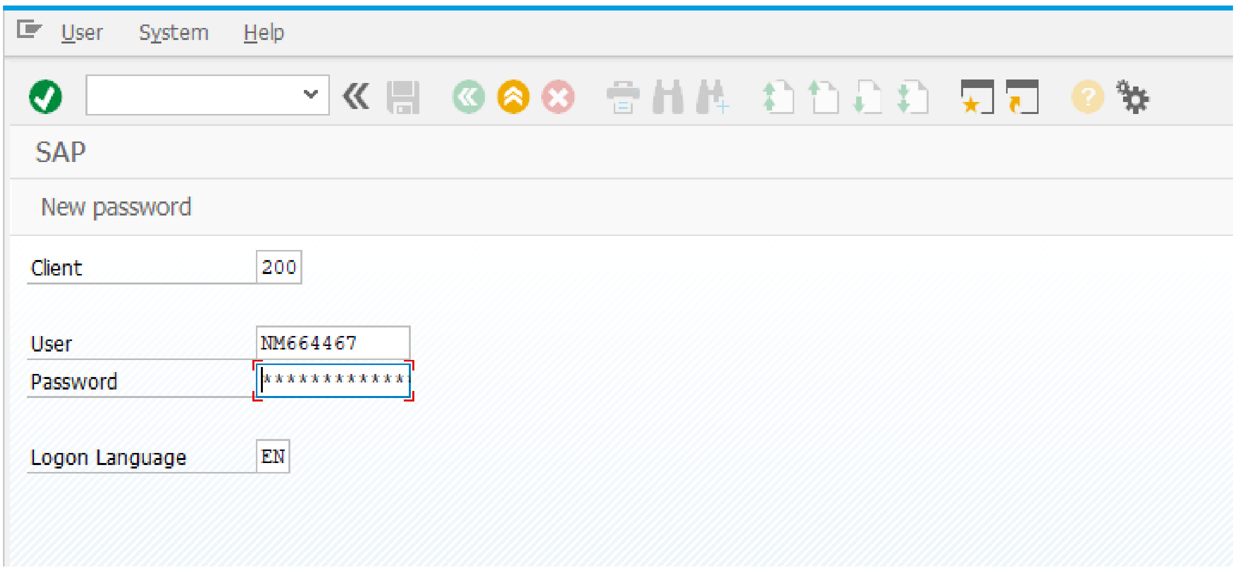
If everything found ok the approver and click on "Set Status Approve" **>>>** Review **>>>** Complete.

If any data or document found wrong or missing in the application, approver can click on "Set Status Reject" and reject the claim. **On rejecting , the application will be sent back to applicant for revision & resubmission are per approvers comment.**
On HODs approval the application moves as per the levels maintained in table: **ZRGTHRT_USR_APRV.**

4.1 Laptop Advance Post - Approval

Procedure:

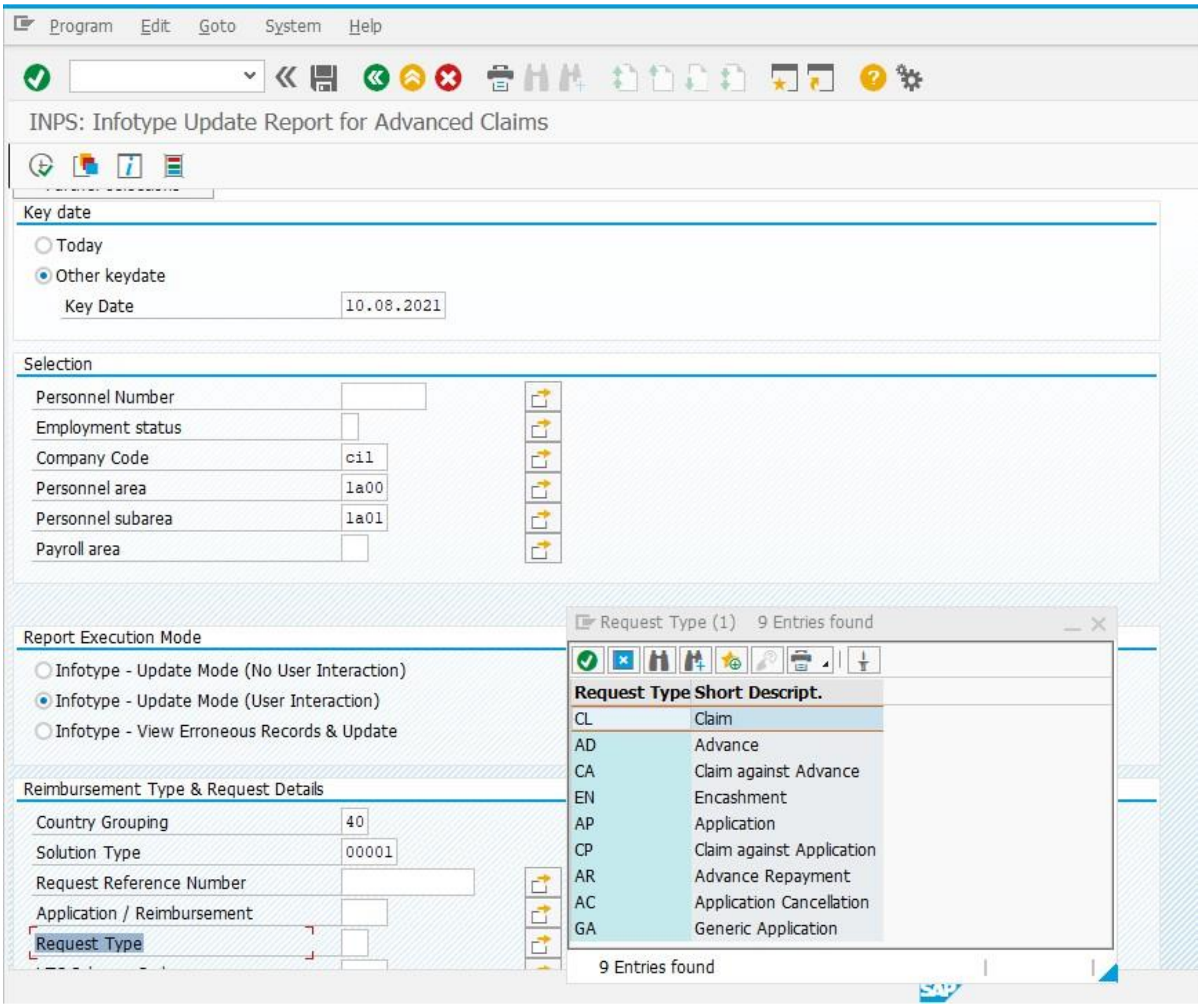
Step1: Login into SAP with USER ID & PASSWORD



Step2:

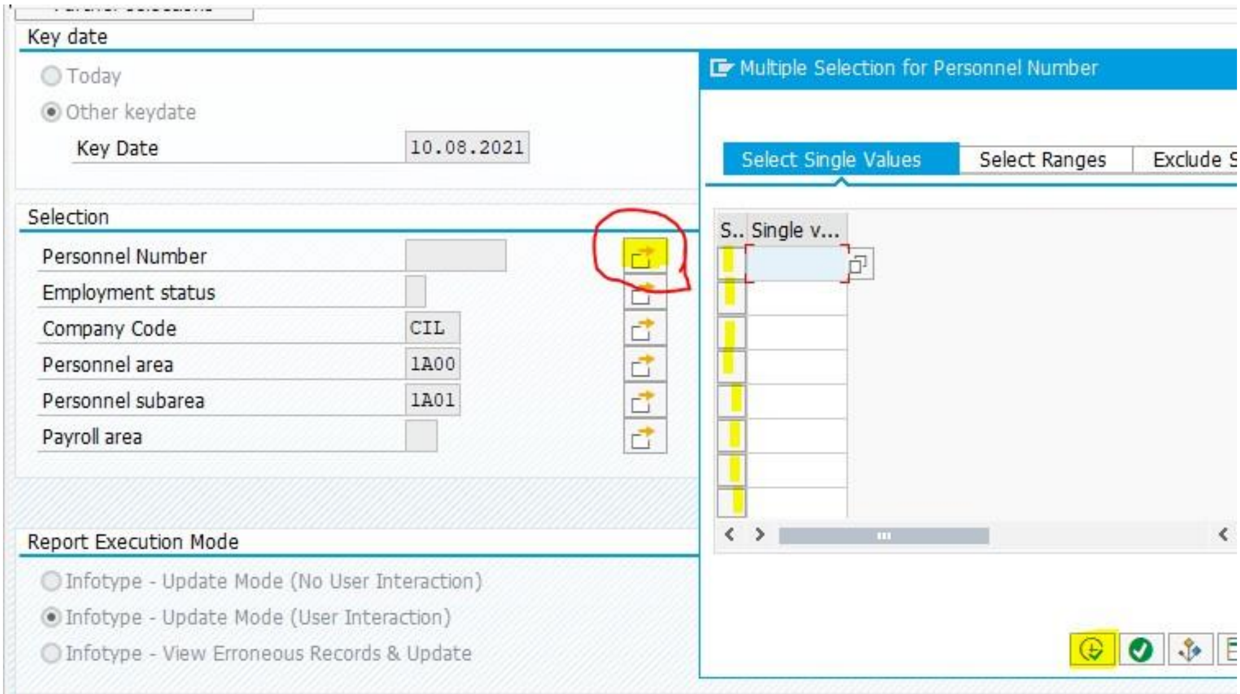
We need to run a T code to post the amount of laptop claim in Info type.

T code : HRPBSIN_AC_INFU

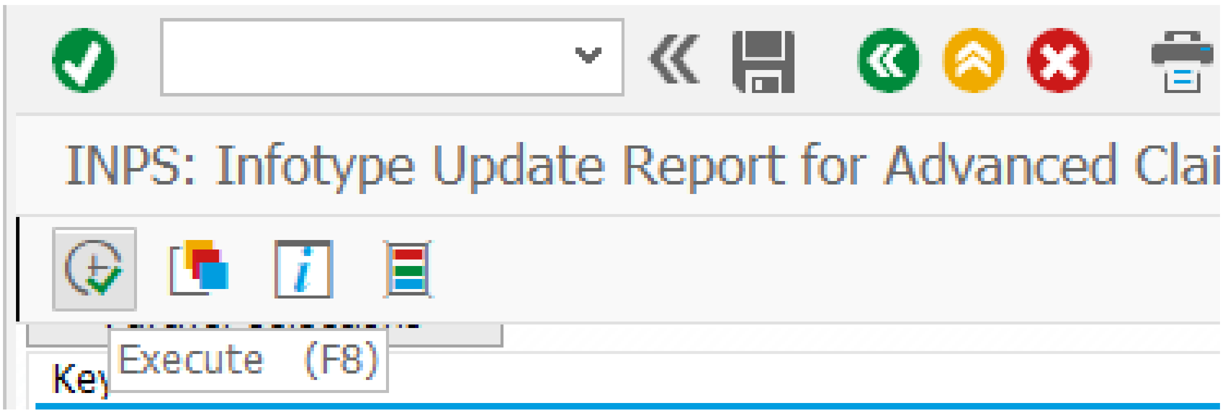


Enter the **Date, Personnel Number**(if only running for a single Employee)
Company Code, Personnel Area, Personnel SubArea,
Report Execution Mode as **Infotype – Update Mode (User Interaction),**
Country Grouping - 40,
Solution Type and Request Type(ADVANCE)

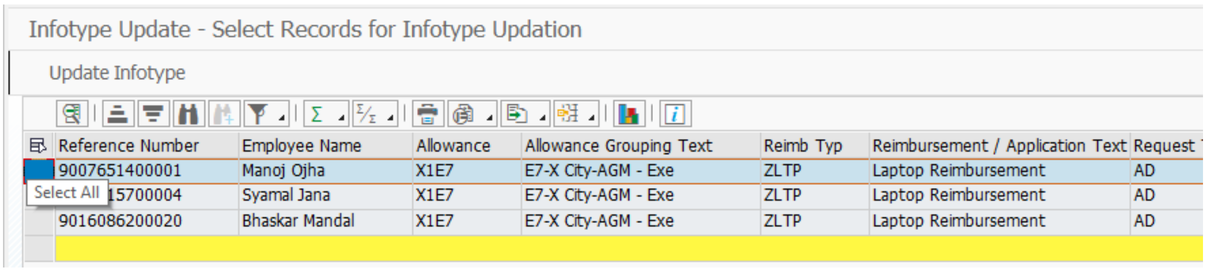
In the Screen we can run the Program for a **Single Employee by entering only Personnel Number** or **Multiple Employees by entering Personnel Numbers** as shown below or for **a whole AREA by keeping Personnel Number Blank and giving other Fields(Company Code, Personnel Area, Personnel SubArea)**



Step3: After entering the details to be executed, click on Execute

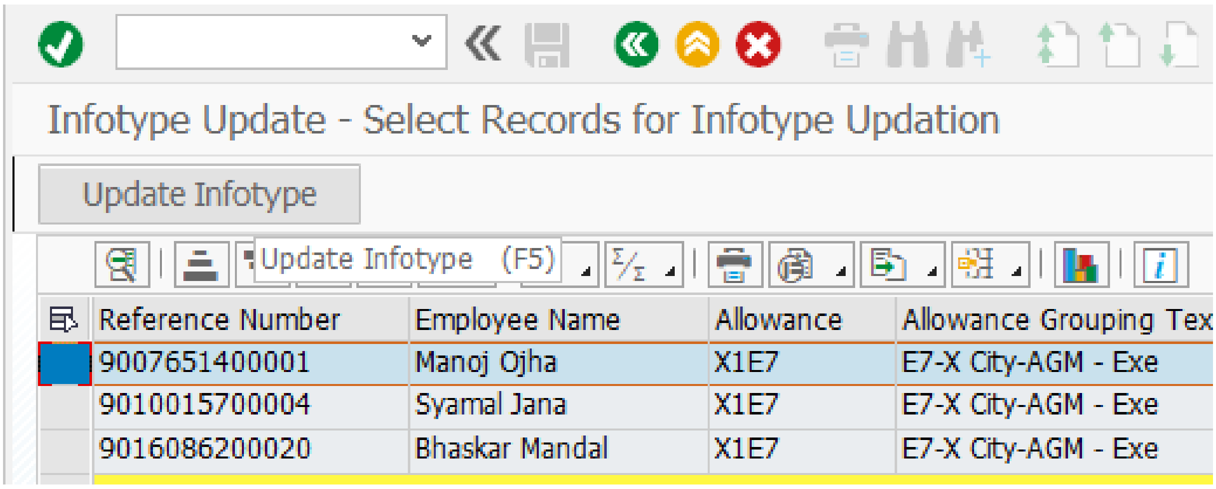


Step4: Select the RECORD or can MULTIPLE SELECT the Records to be updated



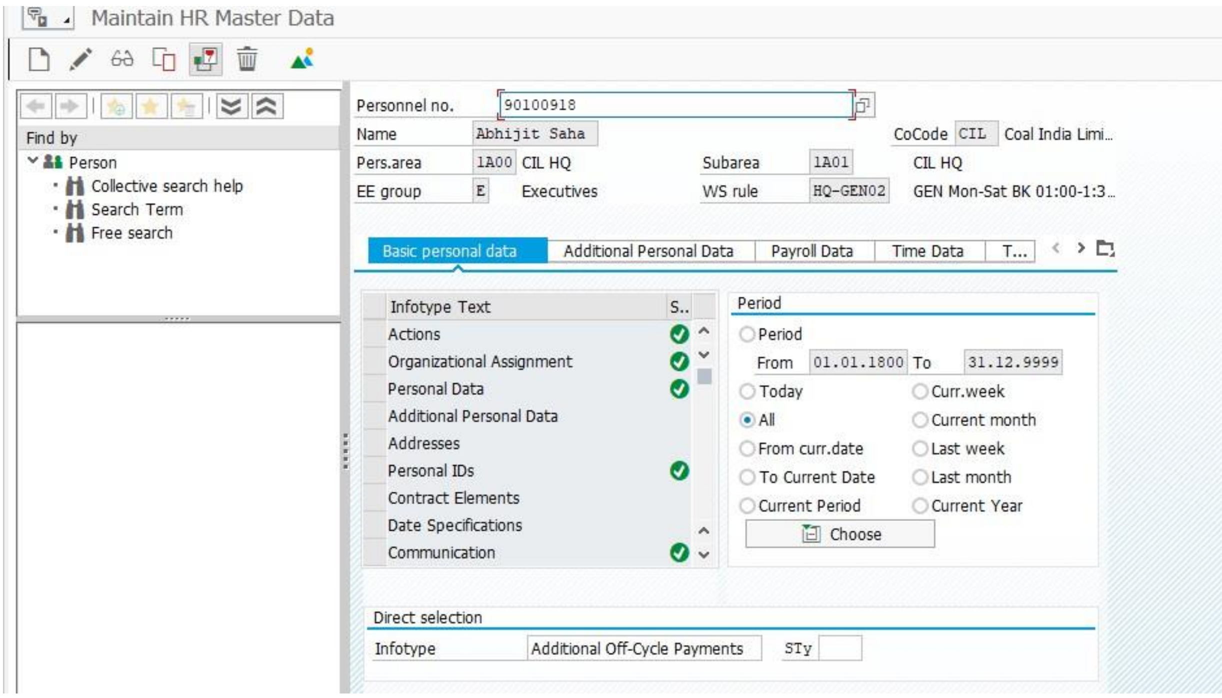
Step5: Click on **UPDATE INFOTYPE**

This t-code has to be run only when the Control Period (PA03) of Payroll is in “EXIT MODE”

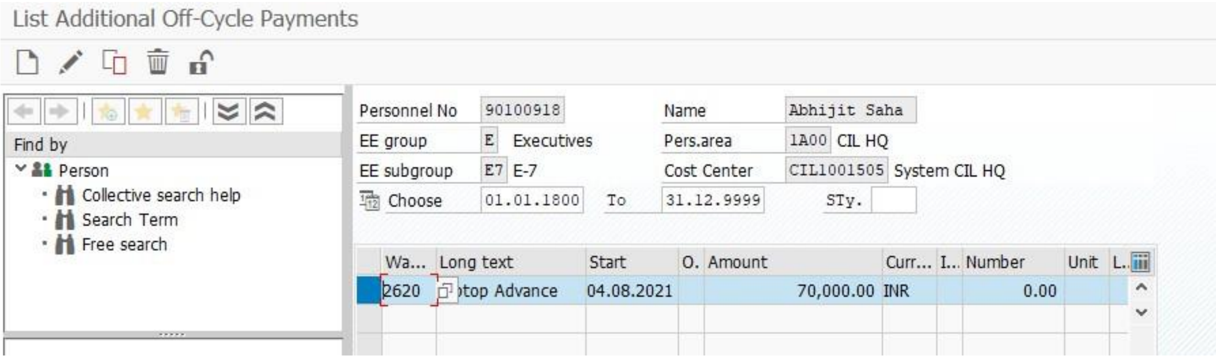


Step6 : **The Infotypes are updated Successfully** (*status can be viewed in Information Text with a **GREEN** color*)

Step7: Goto **PA30** for the Particular Personnel Number(Employee Number) and enter Infotype – **0267** and **Overview** the Records for **ALL** Period



The Amount can be viewed in **WageType 2620**



The Same Process to be done for other Laptop Request Type Applications (Claim against Advance & Advance Repayment)

The below Wagetypes are used in Laptop Scheme as mentioned :

Wage Type	Info Type	Type	Maintenance	WageType Name	Purpose
2620	IT0267	Payment	ESS - Automatically Updated	Laptop Advance	To Pay Advance Amount (Off-cycle) to Employee
3130	IT0015	Deduction	Manually in PA30	Laptop Adv Rec	Extra Advance to repay back if Advance fully not utilized
3440	IT0015	Deduction	ESS - Automatically Updated	5% Dedn for Laptop	5% of Claim Against Advance in subsequent Month, once employee submits claim
3460	IT0015	Deduction	Manually in PA30	Buyback laptop deduction	Buyback amount if employee retires/transfers /remaining balance pending amount after 3Years

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For more details visit - https://www.coalindia.in/en-us/home/erp_connect.aspx