



COAL INDIA LTD

Vendor Bill Tracking System User Manual

Version	Issue Date
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SAP T-CODE:

- | | |
|---------------------|---|
| 1. ZFI_BT or ZFI_BT | : Bill Tracking Program |
| 2. ZFI_BT_R | : Bill Tracking Report |
| 3. ZFI_BT_F | : Bill Tracking Forwarding Report |
| 4. ZFI_BT_N | : Bill Tracking Report (Excluding Holidays) |

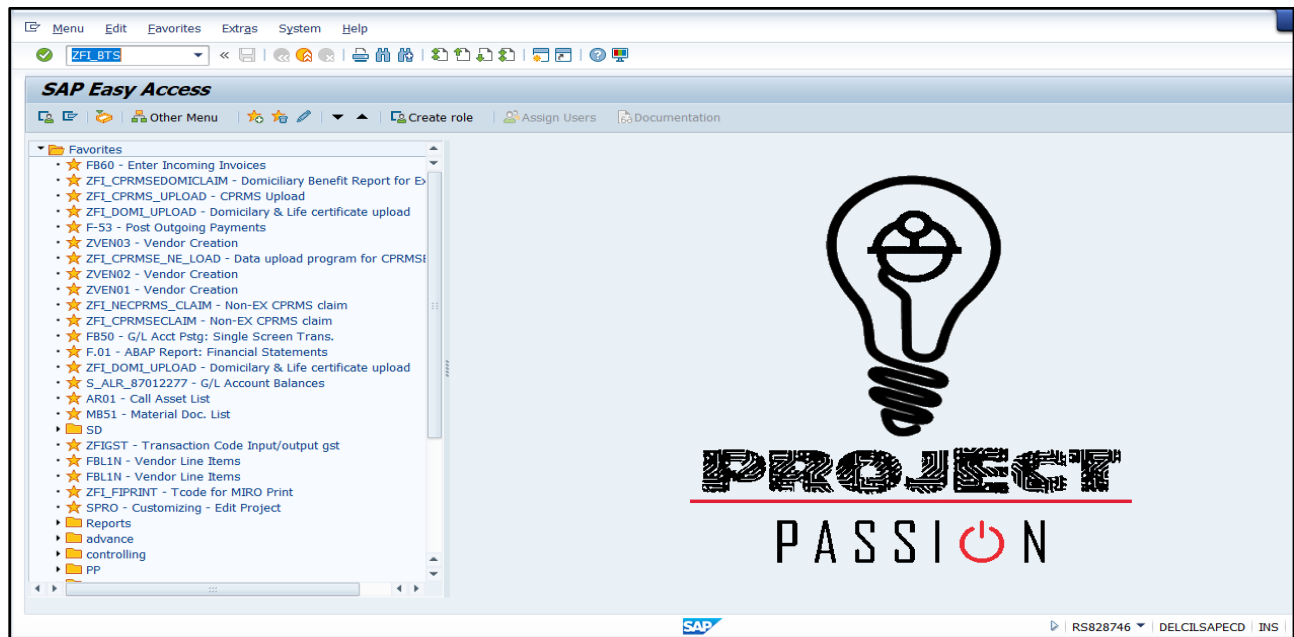
BTS Portal for Vendor:

Link for BTS portal: <https://bts.coalindia.in:8443/>

Point No. 1 – Creation of DAK no.

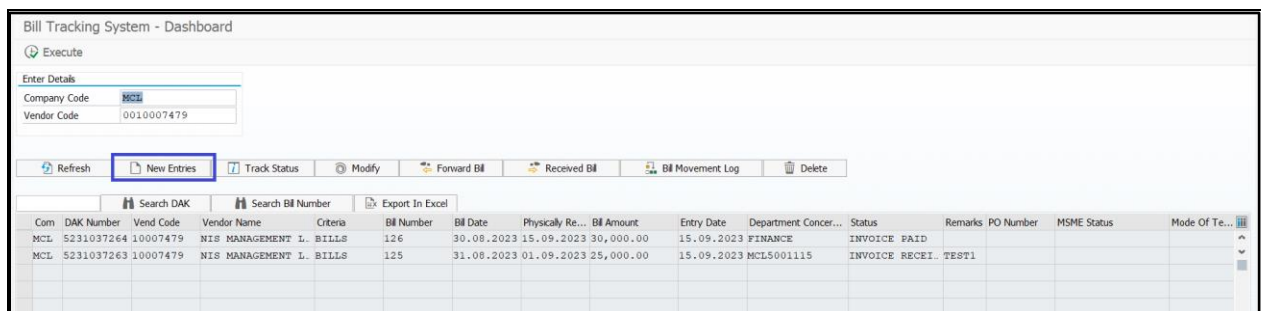
Step – 1

To generate new DAK no. go-to SAP Easy Access screen enter T-code – **ZFI_BT** Press Enter



Step – 2

Select **“Company code”** and **“Vendor code”** from drop down list Click on **“Refresh”** to view old DAK History related to Vendor. Now Click on **New Entries**



Step-3: Enter Plant Code and Press Enter:

if Plant code not related to company code entered in the previous screen, then system will show error

The screenshot shows the 'Bill Tracking System - New Bill Entry' window. In the 'Input Details' section, 'Company Code' is 'CIL' and 'Vendor Code' is '0010007479'. In the 'Basic Details' table, 'Company...' is 'MCL', 'Area Code' is empty, 'Area' is empty, 'Plant Code' is '3001', and 'Plant Description' is empty. The 'Vendor Code' is '0010007479' and 'Vendor Name' is 'NIS MANAGEMENT LTD'. The 'MSME Status' is empty and 'Mode Of Transport' is empty. In the 'Enter Details' table, the first row is highlighted. At the bottom left, a red error message 'Wrong Plant Enter' is displayed. A black arrow points from the 'Plant Code' field to the error message.

Bill Tracking System - New Bill Entry									
Input Details									
Company Code	CIL								
Vendor Code	0010007479								
Basic Details									
Company...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport	
MCL			3001		0010007479	NIS MANAGEMENT LTD			
Enter Details									
Department ...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically Re...	Bill Amount	PO Number	Remarks
Wrong Plant Enter									

If Plant code is correct then, Plant Description will get updated and all the fields for entering details will get activated.

The screenshot shows the 'Bill Tracking System - New Bill Entry' window. In the 'Input Details' section, 'Company Code' is 'CIL' and 'Vendor Code' is '0010007479'. In the 'Basic Details' table, 'Company...' is 'CIL', 'Area Code' is empty, 'Area' is empty, 'Plant Code' is '1001', and 'Plant Description' is 'Coal India Limited'. The 'Vendor Code' is '0010007479' and 'Vendor Name' is 'NIS MANAGEMENT LTD'. The 'MSME Status' is empty and 'Mode Of Transport' is empty. In the 'Enter Details' table, the first row is highlighted.

Bill Tracking System - New Bill Entry									
Input Details									
Company Code	CIL								
Vendor Code	0010007479								
Basic Details									
Company...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport	
CIL			1001	Coal India Limited	0010007479	NIS MANAGEMENT LTD			
Enter Details									
Department ...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically Re...	Bill Amount	PO Number	Remarks

Step-4:

Condition 1: If Bill is against any SAP Purchase Order and will be processed through SAP MM Module then select SAP Purchase Order No from the drop-down list of PO Number filed and press enter

Bill Tracking System - New Bill Entry

Input Details

Company Code CIL
Vendor Code 0010007479

Basic Details

Company...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport
CIL			1001	Coal India Limited	0010007479	NIS MANAGEMENT LTD		

Enter Details

Department ...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically Re...	Bill Amount	PO Number	Remarks

Save Cancel

Purchasing Document (1) 4 Entries found

Restrictions

Purch.Doc. Vendor

5600024912	10007479
5600027635	10007479
9600001341	10007479
9700003814	10007479

4 Entries found

This will automatically fetch MSME – Status and Mode of Tendering from PO

Bill Tracking System - New Bill Entry

Input Details

Company Code CIL
Vendor Code 0010007479

Basic Details

Company...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport
CIL			1001	Coal India Limited	0010007479	NIS MANAGEMENT LTD	MSE - GENERAL	E - PROCUREMENT PORTAL

Enter Details

Department ...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically Re...	Bill Amount	PO Number	Remarks
								5600024912	

Note: if MSME Status and mode of tendering is not maintained in PO then, PO is required to modify by concern user department to update the MSME status and mode of tendering.

Condition 2: If Bill is not against any SAP Purchase Order and will be processed through SAP FI Module directly then do not enter any value in PO Number Filed, Select MSME Stats from the drop down list and press enter.

Bill Tracking System - New Bill Entry

Input Details

Company Code: CIL
Vendor Code: 0010007479

Basic Details

Company...	Area Code	Area	Plant Code
CIL			1001

Enter Details

Department ...	Department Description	Sub Department

MSME Status (1) 4 Entries found

Restrictions

MSME Status

MSE-SC/ST
MSE-Women
MSE-General
NON-MSE

MSME Status

Mode Of Transport

PO Number

NO VALUE ENTERED

Save Cancel

4 Entries found

Note: For entering New Bill without Purchase Order, this vendor is required to be maintained in table "ZRGTT_BTS_EXVEN" for that company code by the concerned FICO SME of that subsidiary. Otherwise during save it will ask for Purchase Order (PO) Number.

Please enter PO Number

Step-5: Enter Department Code: Cost Center of respective department and Press Enter

This will update the Department Description

Company...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport
CIL			1001	COAL INDIA LIMITED	0010007479	NIS MANAGEMENT LTD	MSE-GENERAL	

Department ...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically Re...	Bill Amount	PO Number	Remarks
CIL1001600	Personnel								

Step 6:

If Sub Department exist in the drop-down list for that respective department (Cost Center) then select it from dropdown list **otherwise keep it blank**.

Company...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport
CIL			1001	COAL INDIA LTD				

Department ...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically Re...	Bill Amount	PO Number	Remarks
CIL1001600	Personnel								

Sub Dept Description (1) 3 Entries found

Restrictions

Sub Dept Description

EE - EXE ESTB

MP&IR

WELFARE

Note: Sub department list will be maintained by FICO SME of that respective Subsidiary in the table "ZSUB_DEPART" as per requirement received from that Subsidiary.

Step 7: Enter Bill Criteria, Bill Date, Physical Received Date, Bill amount, Remarks

Once all relevant details filled properly then Just click on **SAVE**.

Bill Tracking System - New Bill Entry

Input Details

Company Code	CIL
Vendor Code	0010007479

Basic Details

Company...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport
CIL			1001	AL INDIA LIMITED	0010007479	NIS MANAGEMENT LTD	MSE-GENERAL	

Enter Details

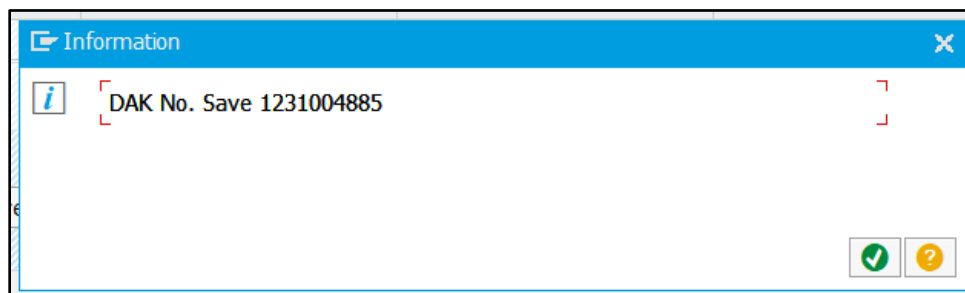
Department ...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically Received Date	Bill Amount	PO Number	Remarks
CIL1001600	Personnel	EE - EXE ESTB	BILLS Bills	1234	10.08.2023	25.08.2023	100,000.00		TEST BILL

Save Cancel

On click Save Button System will validate it and may show the error message:

Error Message	Solution
Please Maintain PO Number	<ol style="list-style-type: none"> 1. Maintain PO number if Bill is against any SAP Purchase Order 2. Contact Subsidiary FICO SME to maintain this vendor in table "ZRGTT_BTS_EXVEN"
Please enter MSME	Select valid MSME status from dropdown list only.
Please Maintain Sub Department	Select valid sub department from dropdown list only.
Vendor Bill Number Already Exist	Check For this Vendor Same Bill Number already exist in BTS
Physically receipt date should not before bill date	Check and correct bill date and physical received date
Physically receipt date should not beyond bill process date	Check and correct physical received date

If all validation successful then system will through message like **DAK no. Save XXXXXXXX** . Kindly note it.



1(a) - Creation of DAK Number (For Payment of Advance)

All other steps are same as mentioned in Point No.1 I except the following

1. In Criteria Select **“ADVANCE/PI Advance/PI”**

The screenshot shows the SAP Vendor Bill Tracking System interface. The 'Basic Details' tab is active, displaying fields for Company, Area, Plant Code, Plant Description, Vendor Co., Vendor Name, MSME Status, and Mode Of Tender. The 'Additional Details' tab is also visible, showing fields for Department, Department Description, Sub Department, Criteria, Bill Number, Bill Date, Physically, Bill Amount, PO Number, and Remarks. The 'Criteria' dropdown menu is open, showing options: 'BILLS', 'LETTER', and 'ADVANCE/PI Advance/PI'. The 'ADVANCE/PI Advance/PI' option is highlighted.

2. In Bill Number entered Proforma Invoice (PI) or Quotation Number or any other related document Number

3. In Bill Date enter the date related to the Document number entered in the above step

The screenshot shows the SAP Vendor Bill Tracking System interface. The 'Basic Details' tab is active, displaying fields for Company, Area, Plant Code, Plant Description, Vendor Co., Vendor Name, MSME Status, and Mode Of Tender. The 'Additional Details' tab is also visible, showing fields for Department, Department Description, Sub Department, Criteria, Bill Number, Bill Date, Physically, Bill Amount, PO Number, and Remarks. The 'Bill Number' and 'Bill Date' fields are highlighted with a red box.

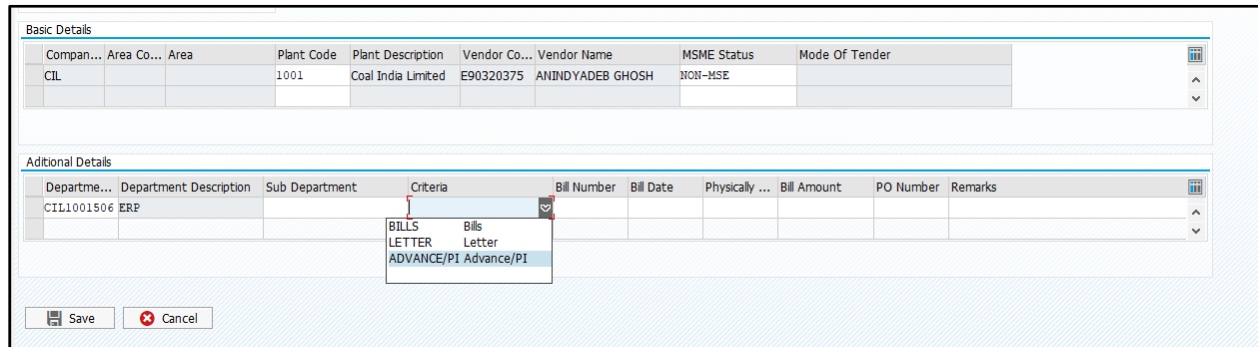
Purchase Order Number is also required to be maintained in PO number filed during processing of Advance payment DAK Number same as Vendor Bill payment.

Note: For entering New Bill without Purchase Order, this vendor is required to be maintained in table **“ZRGTT_BTS_EXVEN”** for that company code by the concerned FICO SME of that subsidiary on receipt of instruction by Concern Department HOD. Otherwise during save it will ask for Purchase Order (PO) Number.

1(b) - Creation of DAK Number (For Payment of Imprest Advance to Employee)

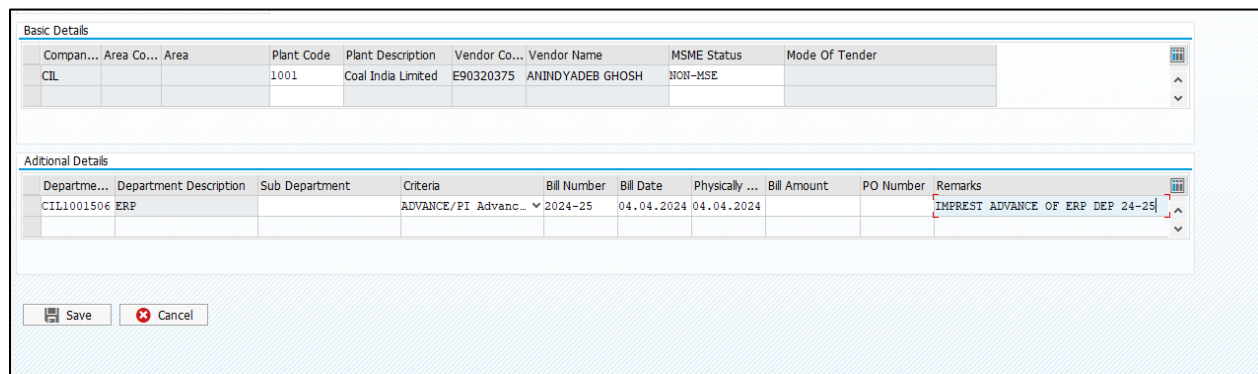
All other steps are same as mentioned in Point No.1 I except the following

1. In Criteria Select **“ADVANCE/PI Advance/PI”**



The screenshot shows the SAP Vendor Bill Tracking System interface. The 'Basic Details' tab is active, displaying a table with columns: Compan..., Area Co..., Area, Plant Code, Plant Description, Vendor Co..., Vendor Name, MSME Status, and Mode Of Tender. The data row shows: CIL, , , 1001, Coal India Limited, E90320375, ANINDYADEB GHOSH, NON-MSE, and . Below this, the 'Additional Details' tab is active, displaying a table with columns: Departme..., Department Description, Sub Department, Criteria, Bill Number, Bill Date, Physically ..., Bill Amount, PO Number, and Remarks. The data row shows: CIL1001506, ERP, , , , , , , , , . The 'Criteria' dropdown menu is open, showing options: 'BILLS', 'LETTER', and 'ADVANCE/PI Advance/PI'. The 'ADVANCE/PI Advance/PI' option is selected. At the bottom, there are 'Save' and 'Cancel' buttons.

2. In Bill Number enter year of Advance e.g. 2024-25



The screenshot shows the SAP Vendor Bill Tracking System interface. The 'Basic Details' tab is active, displaying a table with columns: Compan..., Area Co..., Area, Plant Code, Plant Description, Vendor Co..., Vendor Name, MSME Status, and Mode Of Tender. The data row shows: CIL, , , 1001, Coal India Limited, E90320375, ANINDYADEB GHOSH, NON-MSE, and . Below this, the 'Additional Details' tab is active, displaying a table with columns: Departme..., Department Description, Sub Department, Criteria, Bill Number, Bill Date, Physically ..., Bill Amount, PO Number, and Remarks. The data row shows: CIL1001506, ERP, , ADVANCE/PI Advanc..., 2024-25, 04.04.2024, 04.04.2024, , , , IMPREST ADVANCE OF ERP DEP 24-25. At the bottom, there are 'Save' and 'Cancel' buttons.

3. In Bill Date enter the date of application

4. MSE Status NON-MSE

5. PO Number not required to enter.



1(c) - Creation of DAK Number (For Adjustment of Advance or Reimbursement of Office/Miscellaneous Expenditure of Employee)

All other steps are same as mentioned in Point No.1 | except the following

1. For Imprest adjustment In Bill Number enter month of Imprest as YYYY-MM format e.g. 2024-10 (for October 2024) and in In Bill Date enter the date of application

Basic Details									
Compan...	Area Co...	Area	Plant Code	Plant Description	Vendor Co...	Vendor Name	MSME Status	Mode Of Tender	
CIL			1001	Coal India Limited	E90320375	ANINDYADEB GHOSH	NON-MSE		



Additional Details									
Departme...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	PO Number	Remarks
CIL1001506	ERP		BILLS Bills	2024-10	05.11.2024	06.11.2024			IMPREST EXPENSE FOR OCT 2024

 Save  Cancel

2. For other bill reimbursement In Bill Number enter actual bill number and in Bill Date actual bill date. In case of multiple bill reimbursed together for a particular event please discuss the matter with Concern bill passing Finance Executive and act accordingly.

Basic Details									
Compan...	Area Co...	Area	Plant Code	Plant Description	Vendor Co...	Vendor Name	MSME Status	Mode Of Tender	
CIL			1001	Coal India Limited	E90320375	ANINDYADEB GHOSH	NON-MSE		

Additional Details									
Departme...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	PO Number	Remarks
CIL1001506	ERP		BILLS Bills	PCE/1202/2	18.08.2024	19.08.2024			REIMBURSEMENT OF BILL

 Save  Cancel

3. MSE Status NON-MSE
4. PO Number not required to enter.

Point No. 2 – Attached File against DAK no.

Step – 1

In Bill Tracking Main Screen (ZFI_BTS) enter vendor code and company code, Select an entry and go to Track Status

Com	DAK Number	Vendor Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically	Bill Amount	Entry Date	Department	Status	Remarks	PO Number	MSME Status	Mode Of	User Name	System Time	Sub Department
CIL	1251000001	10007315	TECH MAHINDRA LI.	BILLS	TEST1	01.04.2024	17.12.2024	50,000.00	02.01.2025	CIL1001500	INVOICE PAID	TEST	S700069727	NON-MSE		ERPFICM_CIL	14:26:10	
CIL	1241005211	10007315	TECH MAHINDRA LI.	BILLS	1234	22.07.2024	06.01.2025	1,000,000.00	06.01.2025	CIL1001500	FORWARDED			NON-MSE		ERPFICM_CIL	10:47:10	HOD (FIN)
CIL	1241005035	10007315	TECH MAHINDRA LI.	BILLS	240P91DI3.	15.04.2024	22.07.2024	256,743.00	22.07.2024	CIL1001500	REC BY DEP	HMS A.	S700300214	NON-MSE	OTHER TRA.	SM878358	11:21:34	
CIL	1241003965	10007315	TECH MAHINDRA LI.	BILLS	230P91DI3.	19.01.2024	23.04.2024	230,433.00	23.04.2024	FINANCE	INVOICE PAID	CIL 2.	S700300214	NON-MSE	OTHER TRA.	C4T2_CIL	12:44:21	
CIL	1241003786	10007315	TECH MAHINDRA LI.	BILLS	230P91DI3.	19.01.2024	23.04.2024	353,332.33	23.04.2024	FINANCE	INVOICE PAID	CIL 2.	S700170350	NON-MSE	E- PROCUR.	C4T2_CIL	12:44:21	
CIL	1241003785	10007315	TECH MAHINDRA LI.	BILLS	230P91DI3.	22.11.2023	23.04.2024	716,860.96	23.04.2024	FINANCE	INVOICE PAID	CIL 2.	S700159319	OTHERS	E- PROCUR.	C4T2_CIL	12:44:21	

Step – 2

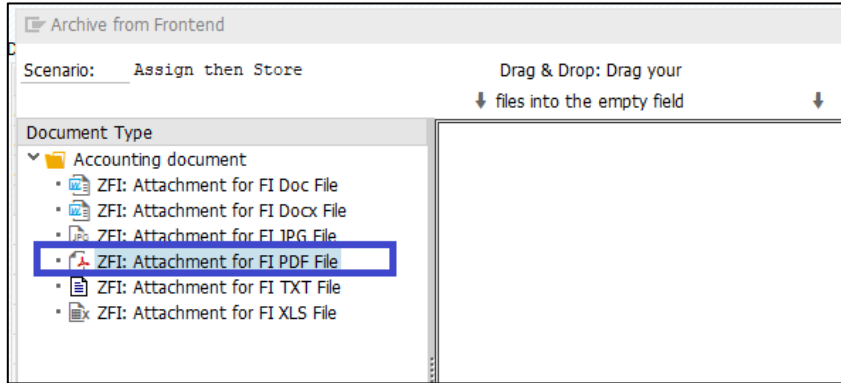
Go to Service for Object Icon -> Create -> Store Business Document as mentioned below

System Dt	System Time	Physical Date	Status	User Id	Dept Receive	Sub Department	REMARKS
22.07.2024	11:24:42	22.07.2024	INVOICE RECEIVED	SM878358	CIL1001500		
22.07.2024	11:25:10	22.07.2024	FORWARDED	SM878358	CIL1001500		
22.07.2024	11:25:23	22.07.2024	REC BY DEP	SM878358	CIL1001500		
06.01.2025	10:47:10	06.01.2025	FORWARDED	ERPFICM_CIL	CIL1001500	HOD (FIN)	

Step – 3

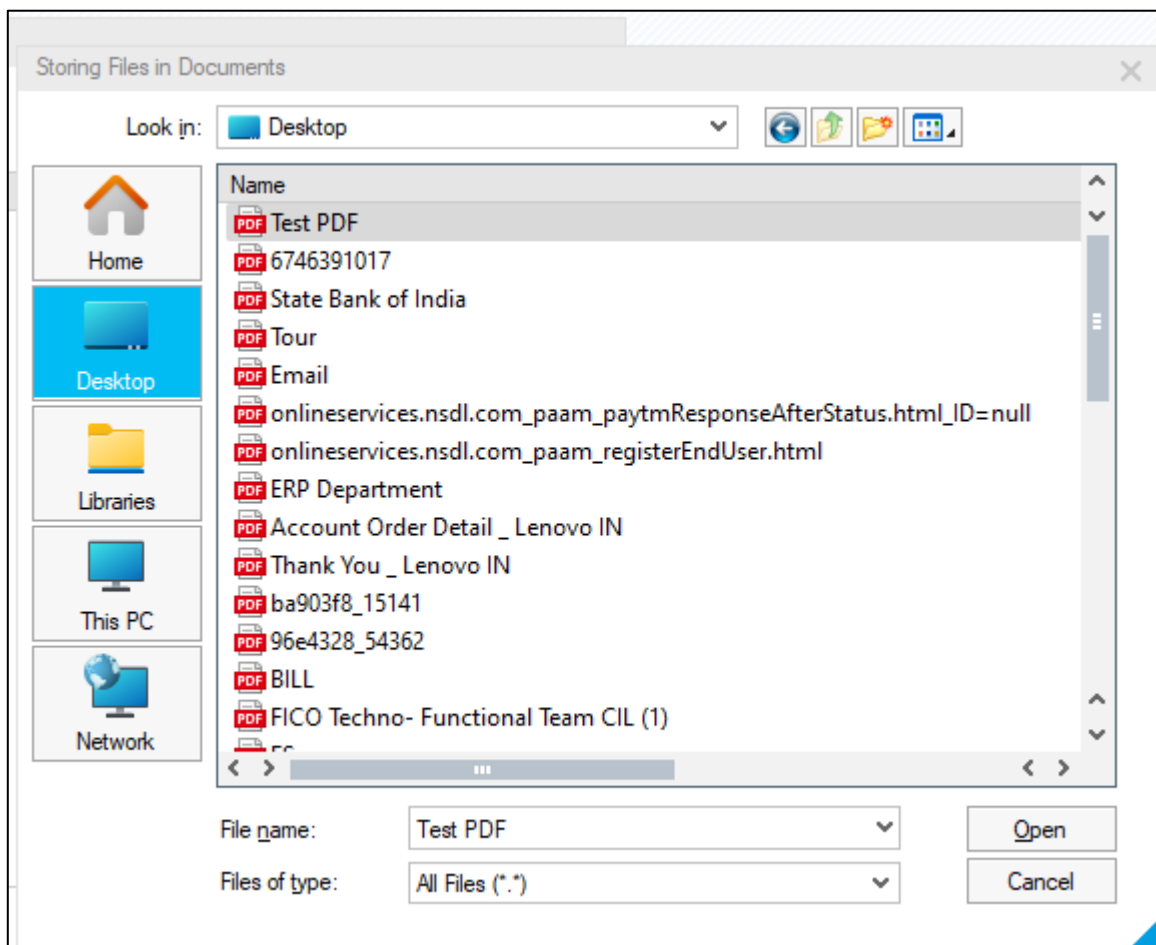
Select required File type from the menu and double click on that.

Example: upload PDF File.



Step – 4

Select File to be uploaded and click on open



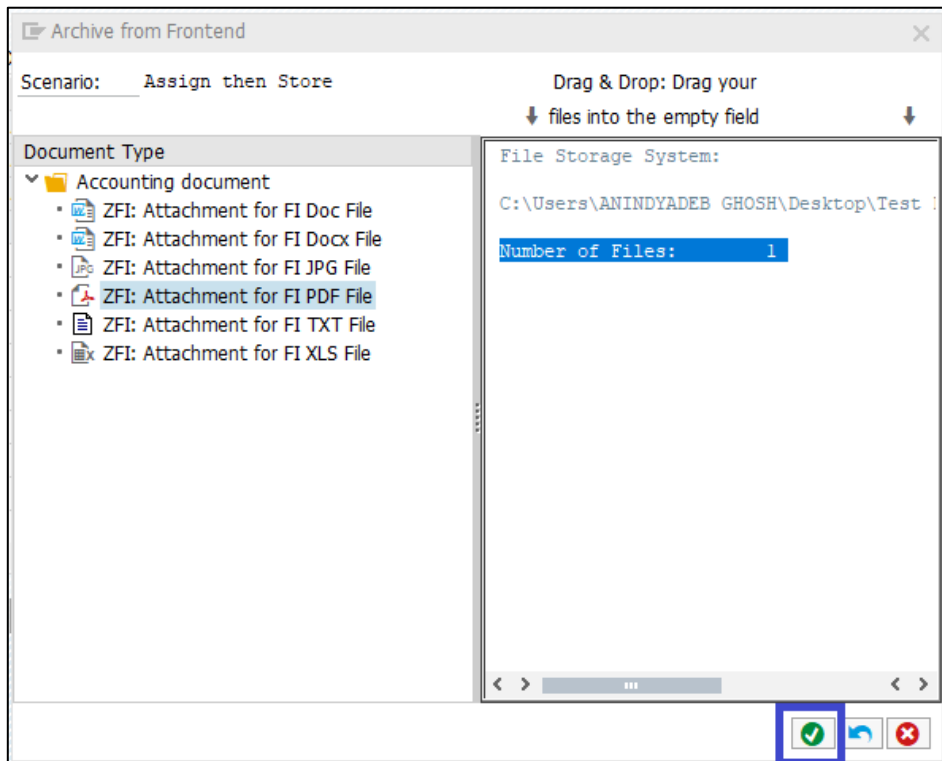
Step – 5

Enter File Description as per Requirement and Click on Continue icon



Step – 6

Click again on Continue Icon on the file type selection window or double click on file type as mentioned in Point no c. above and continue set d. and e. for multiple file upload.



Note: If current status is 'INVOICE PAID' or 'INVOICE PROCESSED' then "Create" attachment option will not available.

System Help

Bill Tracking System - Dashboard

Attachment list

Company Code CIL Vendor Code 0010007315 Bill No TEST1

Dak No 1251000001 Vendor Name TECH MAHINDRA LIMIT... Bill Date 01.04.2024

Current Department CIL1001500 Physical Receive Date 01.05.2024

Current Sub Department Current Date 02.01.2025

Current Status INVOICE PAID

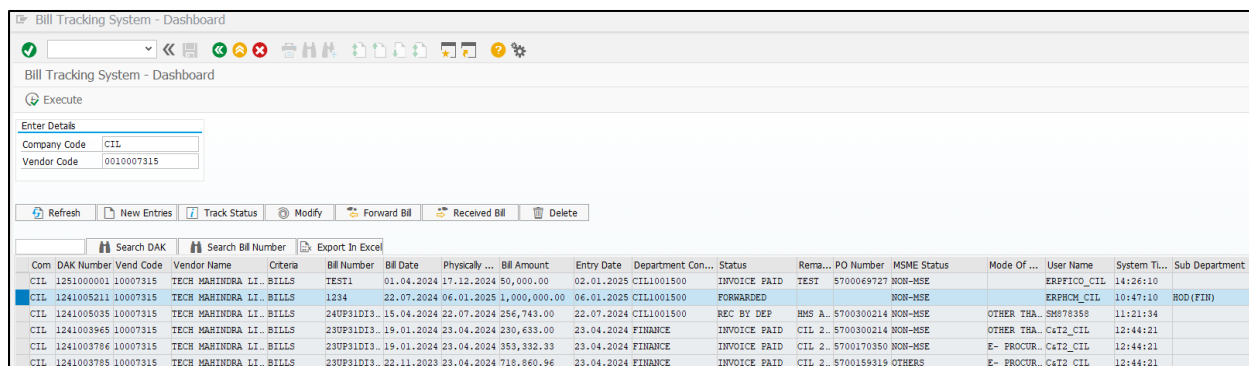
Data Selection Bill Movement Log

System Dt	System Time	Physical Date	Status	User Id	Dept Receive	Sub Department	REMARKS
02.01.2025	12:34:19	01.05.2024	INVOICE RECEIVED	ERPFICO_CIL	CIL1001506		TEST
02.01.2025	14:23:43	15.12.2024	FORWARDED	ERPFICO_CIL	CIL1001500		TEST
02.01.2025	14:23:55	15.12.2024	REC BY DEP	ERPFICO_CIL	CIL1001500		TEST
02.01.2025	14:25:56	16.12.2024	FORWARDED	ERPFICO_CIL	CIL1001500		TEST
02.01.2025	14:26:10	17.12.2024	INVOICE PAID	ERPFICO_CIL	CIL1001500		TEST

Point No. 3 – View Attached File against DAK No.

Step – 1

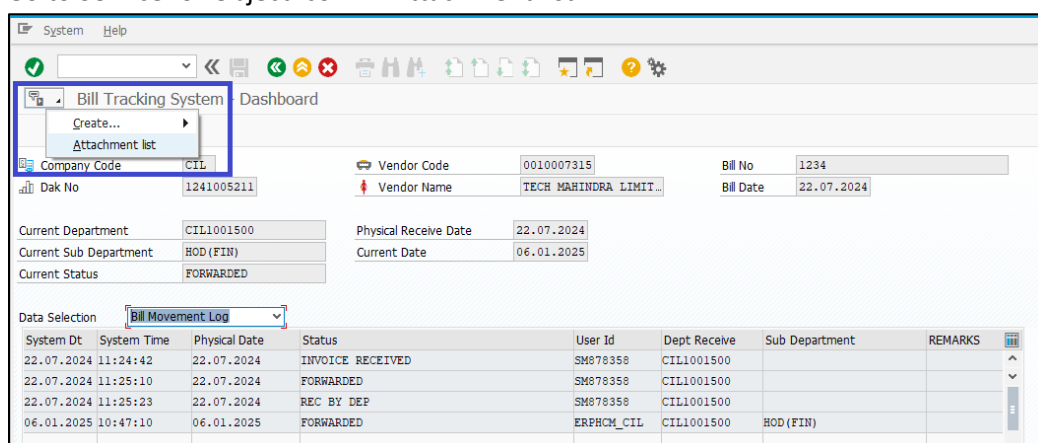
In Bill Tracking Main Screen (ZFI_BTS) enter vendor code and company code, Select an entry and go to Track Status



Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically	Bill Amount	Entry Date	Department Con...	Status	Rema...	PO Number	MSME Status	Mode Of ...	User Name	System TL...	Sub Department
CIL	1251000001	10007315	TECH MAHINDRA LI.	BILLS	TEST1	01.04.2024	17.12.2024	50,000.00	02.01.2025	CIL1001500	INVOICE PAID	TEST	5700069727	NON-MSE		ERFFICO_CIL	14:26:10	
CIL	1241005211	10007315	TECH MAHINDRA LI.	BILLS	1234	22.07.2024	06.01.2025	1,000,000.00	06.01.2025	CIL1001500	FORWARDED			NON-MSE		ERPHCH_CIL	10:47:10	HOD (FIN)
CIL	1241005035	10007315	TECH MAHINDRA LI.	BILLS	240F31DI3...	15.04.2024	22.07.2024	256,743.00	22.07.2024	CIL1001500	REC BY DEP	HMS A.	5700300214	NON-MSE	OTHER THA.	SM878358	11:21:34	
CIL	1241003965	10007315	TECH MAHINDRA LI.	BILLS	230F31DI3...	19.01.2024	23.04.2024	230,633.00	23.04.2024	FINANCE	INVOICE PAID	CIL 2.	5700300214	NON-MSE	OTHER THA.	C&T2_CIL	12:44:21	
CIL	1241003786	10007315	TECH MAHINDRA LI.	BILLS	230F31DI3...	19.01.2024	23.04.2024	353,332.33	23.04.2024	FINANCE	INVOICE PAID	CIL 2.	5700170350	NON-MSE	E- PROCTR.	C&T2_CIL	12:44:21	
CIL	1241003785	10007315	TECH MAHINDRA LI.	BILLS	230F31DI3...	22.11.2023	23.04.2024	718,860.56	23.04.2024	FINANCE	INVOICE PAID	CIL 2.	5700159319	OTHERS	E- PROCTR.	C&T2_CIL	12:44:21	

Step – 2

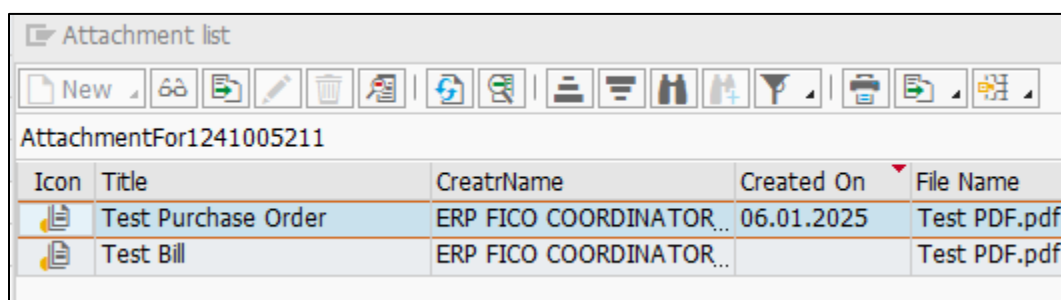
Go to Service for Object Icon -> Attachment list



System Dt	System Time	Physical Date	Status	User Id	Dept Receive	Sub Department	REMARKS
22.07.2024	11:24:42	22.07.2024	INVOICE RECEIVED	SM878358	CIL1001500		
22.07.2024	11:25:10	22.07.2024	FORWARDED	SM878358	CIL1001500		
22.07.2024	11:25:23	22.07.2024	REC BY DEP	SM878358	CIL1001500		
06.01.2025	10:47:10	06.01.2025	FORWARDED	ERPHCH_CIL	CIL1001500	HOD (FIN)	

Step – 3

Select the file want to open Double click on file required to open



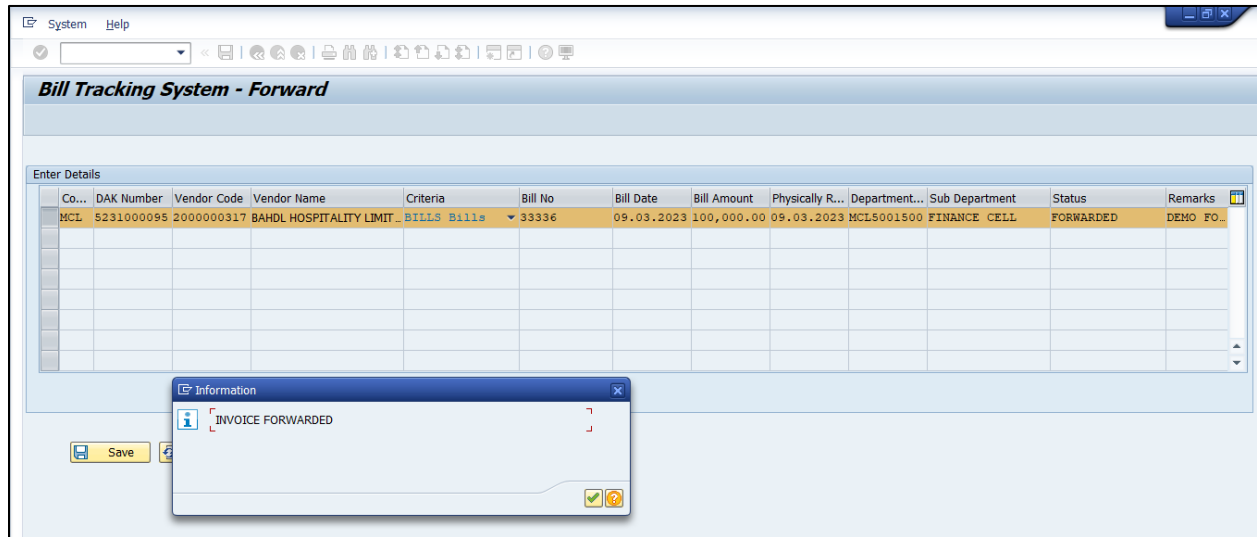
Icon	Title	CreatrName	Created On	File Name
	Test Purchase Order	ERP FICO COORDINATOR...	06.01.2025	Test PDF.pdf
	Test Bill	ERP FICO COORDINATOR...		Test PDF.pdf

Step – 4

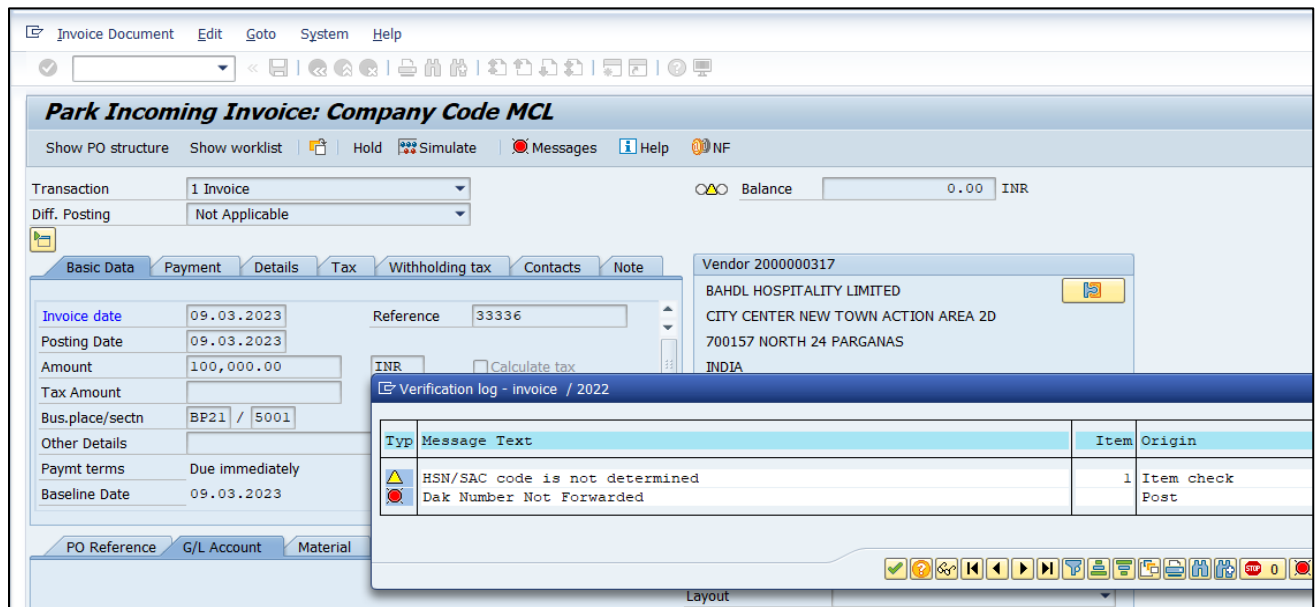
Open File or Save to appropriate location of your computer.

Step-3

Select the line and click on **SAVE**. System gives you pop-up message **INVOICE FORWARDED**.



Invoice can be parked in MIR7 with DAK no, only if the DAK no is forwarded to Finance Department (Cost Center Ends with 500), otehrwise system will generate an error message “Dak number not forwarded” or “Dak Number not forwarded to Finance Department”



Message	Problem	Solution
Dak number not Forwarded	Status of DAK number not “Forwarded”	Forward the DAK number to Finance Department code ends with 500
Dak Number not forwarded to Finance Department	Status of DAK is “Forwarded” but it was not forwarded to Finance, department code ends with 500	Forward the DAK number to Finance Department code ends with 500

If Forwarding Department Code is “**CIL1001500**” and No Document attached against this DAK number then System will show Error message “**Without attachment Bill Cannot be forwarded to CIL1001500**”

Bill Tracking System - Forward

Enter Details

Co...	DAK Number	Vendor Co...	Vendor Name	Criteria	Bill No	Bill Date	Bill Amount	Physically ...	Departme...	Sub Department	Status	Remarks
CIL	1241005035	10007315	TECH MAHINDRA LIMITED	Bills	24UP31DI390	15.04.2024	256,743.00	07.01.2025	CIL1001500	HOD(FIN)	FORWARDED	RMS AMC YEAR 1 Q2

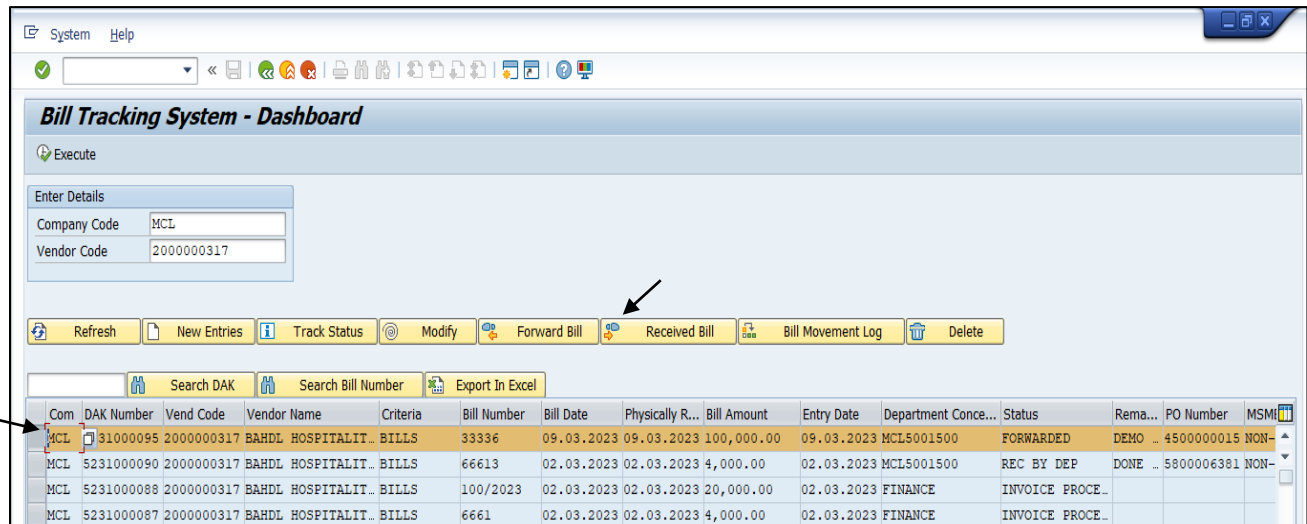
Save Clear Cancel

Error Message: Without attachment Bill Cannot be forwarded to CIL1001500

Point No. 5 – Receiving of DAK no.

Step-1:

After receiving the Bill in Finance Department then concern Finance department must receive the bill by click on **RECEIVED BILL**. After receive bill If found any type of issue on bill, then Finance will again forward the bill to user department by click on **FORWARD BILL**.

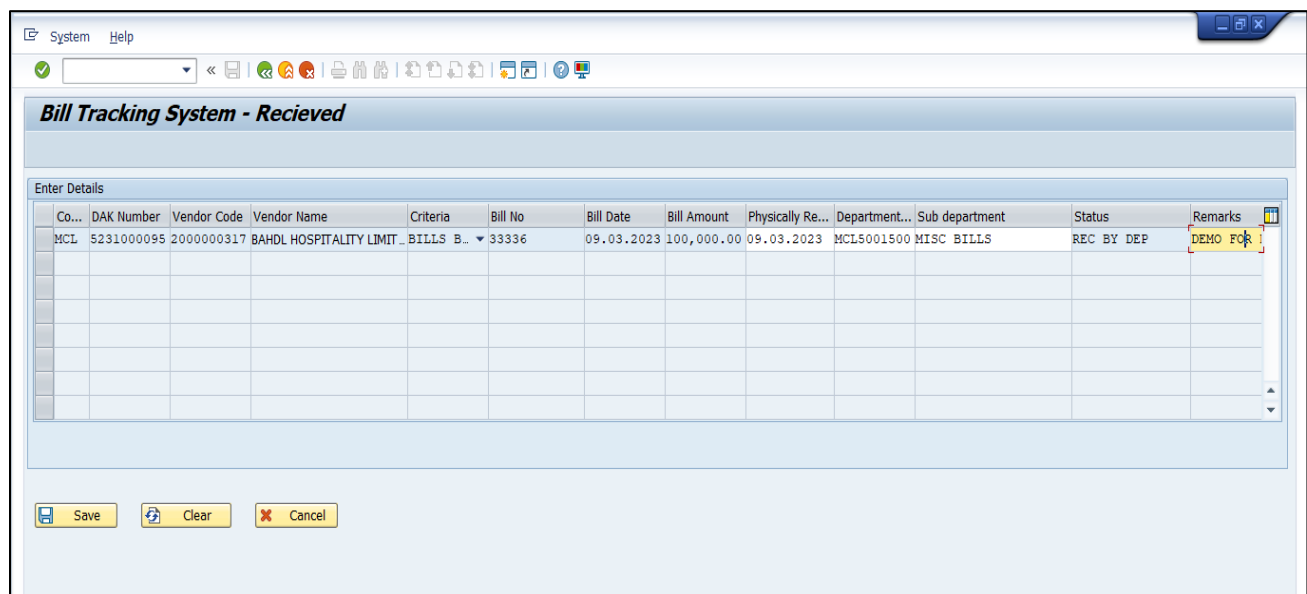


The screenshot shows the 'Bill Tracking System - Dashboard' interface. It includes a search bar, a table of bills, and a 'Received Bill' button. An arrow points to the 'Received Bill' button, and another arrow points to the first row of the bill table.

Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically R...	Bill Amount	Entry Date	Department Conce...	Status	Rema...	PO Number	MSM
MCL	5231000095	2000000317	BAHDL HOSPITALIT..	BILLS	33336	09.03.2023	09.03.2023	100,000.00	09.03.2023	MCL5001500	FORWARDED	DEMO ..	4500000015	NON-
MCL	5231000090	2000000317	BAHDL HOSPITALIT..	BILLS	66613	02.03.2023	02.03.2023	4,000.00	02.03.2023	MCL5001500	REC BY DEP	DONE ..	5800006381	NON-
MCL	5231000088	2000000317	BAHDL HOSPITALIT..	BILLS	100/2023	02.03.2023	02.03.2023	20,000.00	02.03.2023	FINANCE	INVOICE PROCE..			
MCL	5231000087	2000000317	BAHDL HOSPITALIT..	BILLS	6661	02.03.2023	02.03.2023	4,000.00	02.03.2023	FINANCE	INVOICE PROCE..			

Step-2

After click on Received Bill, enter physical received date

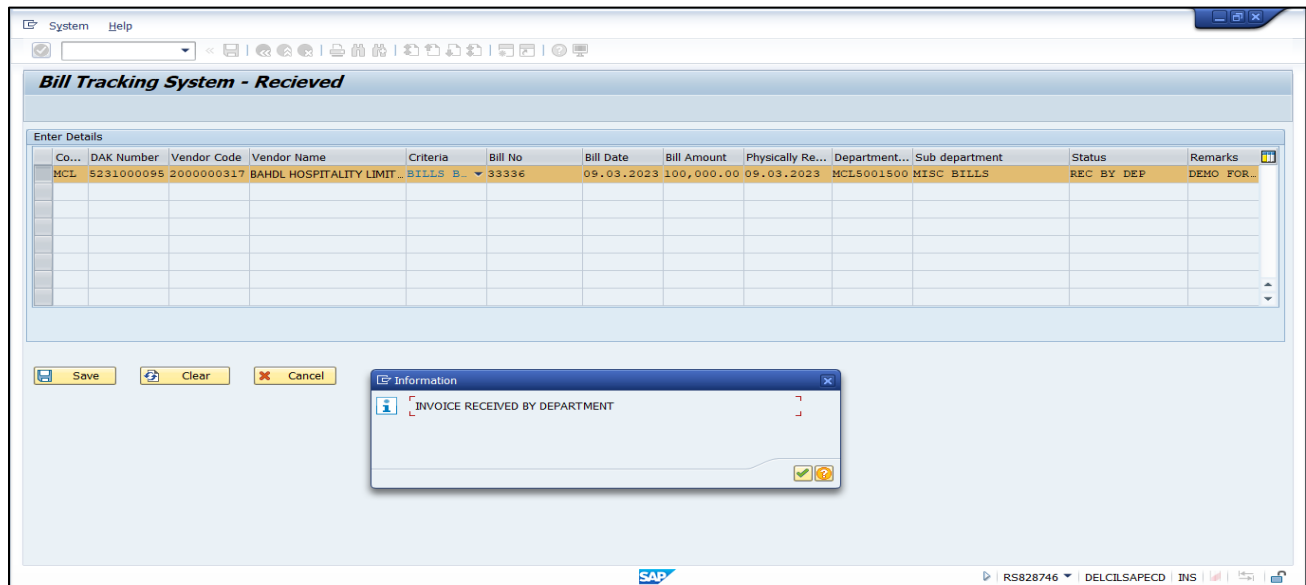


The screenshot shows the 'Bill Tracking System - Recieved' interface. It includes a table for entering bill details and a 'Save' button. An arrow points to the 'Remarks' column in the table.

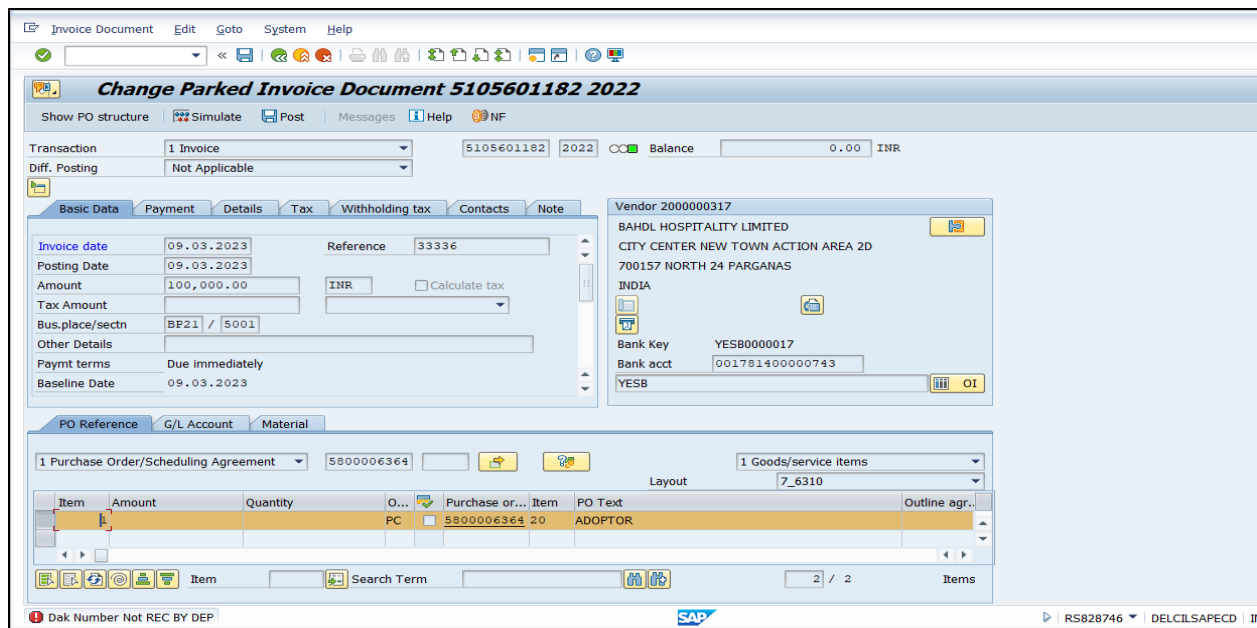
Co...	DAK Number	Vendor Code	Vendor Name	Criteria	Bill No	Bill Date	Bill Amount	Physically Re...	Department...	Sub department	Status	Remarks
MCL	5231000095	2000000317	BAHDL HOSPITALITY LIMIT..	BILLS B..	33336	09.03.2023	100,000.00	09.03.2023	MCL5001500	MISC BILLS	REC BY DEP	DEMO FOR

Step-3

Now Select the Line and Click on **SAVE**. System through pop-up message like “Invoice Received by Department”.



In case dak was not received by Finance Department (Cost Center Ends with 500) then during posting Vendor Invoice through t-code MIR4, MIRO, MIR6, system will generate an error message “Dak number not REC BY” or “Dak Number not received by Finance Department”



In case dak was not received by Finance Department (Cost Center Ends with 500) then during parking or posting Vendor Invoice through t-code FB60/FV60, system will generate an error message “Dak number not REC BY” or “Dak Number not received by Finance Department”

Enter Vendor Invoice: Company Code CIL

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Posting Date 01.02.2024

Document type Vendor Invoice

Cross-CCode No.

Amount 1000 INR ☐ Calculate tax

Tax Amount

Bus.place/sectn / 1001

Other Details test

Company Code CIL Coal India Limited Kolkata

DAK No. 1231004765

Liquidated damages

Dak Number Not REC BY Finance Department

SAP >> FB60 DELCILSAPECQ INS

Message	Problem	Solution
Dak number not REC BY DEC	Status of DAK number not “REC BY DEP”	Received the DAK number
Dak Number not received by Finance Department	Status of DAK is “REC BY DEP” but it was not received in Finance, department code ends with 500	Forward and Received DAK number in Finance Department, department code ends with 500

Point No. 6 – Modify DAK no.

Validation in Modification

1. Modification Allowed as follows

Status of DAK	Modification is allowed	Fields Can be Modified
Invoice Received	Yes	Department, Sub Department, Bill Number, Bill Date, Physical Received Date, Bill Amount, Remarks
Forwarded	Yes	Department, Sub Department, Bill Number, Bill Date, Physical Received Date, Bill Amount, Remarks
REC BY DEP	Yes	Bill Number, Bill Date, Physical Received Date, Bill Amount, Remarks
INVOICE PROCESSED	No	None
INVOICE REVERSED	No	None
INVOICE PAID	No	None
PAYMENT REVERSED	No	None

2. Only Last Status of the DAK can be modified by the same user who made last entry

Example

Date & time	Dak Status	User
01.01.2023, 10:20 AM	Invoice Received	A
01.01.2023, 10:30 AM	Forwarded	B
01.01.2023, 10:40 AM	REC BY DEP	C

For the above DAK only REC BY DEP, Dak status can be modify by user C only.

3. If MSME Status or Plant Code is Blank it cannot be modified.

Steps of Modification

Step-1

If you require to change anything after creation of DAK no. Then Select the row and click on **Modify**

The screenshot shows the 'Bill Tracking System - Dashboard' interface. At the top, there is an 'Execute' button and an 'Enter Details' section with fields for 'Company Code' (MCL) and 'Vendor Code' (1000000005). Below this is a toolbar with buttons: Refresh, New Entries, Track Status, **Modify** (highlighted with a yellow circle), Forward Bill, Received Bill, Bill Movement Log, and Delete. A table below the toolbar displays bill tracking data. The first row is highlighted in yellow.

Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	Entry Date	Department Con...	Status	Rema...	PO Number	MSME Status	Mode Of
MCL	5231000287	1000000005	OCPL	BILLS	TEST 1234...	04.11.2023	04.11.2023	1,000.00	04.11.2023	MCL5001400	INVOICE RECEI...	TESTI...	5600000131		

Step-2

Change the details according to your requirements and click on Save.

The screenshot shows the 'Bill Tracking System - Modify' interface. It has two main sections: 'Basic Details' and 'Enter details'. The 'Basic Details' section contains a table with fields for Company, Area, Plant Code, Plant Description, Vendor Code, Vendor Name, MSME Status, and Tendering Mode. The 'Enter details' section contains a table with fields for Department, Sub Department, Criteria, Bill Number, Bill Date, PO Number, Physically, Bill Amount, and Remarks. At the bottom, there are 'Save' and 'Cancel' buttons.

Compan...	Area C...	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Tendering Mode
MCL			5001	Mahanadi Coalfields Limit...	1000000005	OCPL		

Departme...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	PO Number	Physically ...	Bill Amount	Remarks
MCL5001400	Civil MCL HQ	TECHNICAL CELL	BILLS Bill#	TEST 12345401	04.11.2023	5600000131	04.11.2023	1,000.00	TESTING 123

Step-3 Once modification has been successfully saved then system display a message **(Invoice Modification done)**

Bill Tracking System - Modify

Basic Details

Compan...	Area C...	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Tendering Mode
MCL			5001	MAHANADI COALFIELDS	_1000000005	OCPL		

Enter details

Departme...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	PO Number	Physically ...	Bill Amount	Remarks
MCL5001400	CIVIL MCL HQ	TECHNICAL CELL	BILLS Bills	TEST 12345401	04.11.2023	5600000131	04.11.2023	1,000.00	TESTING 123

Save Cancel

Information

INVOICE MODIFICATION DONE

Point No. 7 – Delete DAK no.

Validation to Delete DAK No

1. Deletion is allowed as follows

Status of DAK	Deletion is allowed
Invoice Received	Yes
Forwarded	Yes
REC BY DEP	Yes
INVOICE PROCESSED	No
INVOICE REVERSED	No
INVOICE PAID	No
PAYMENT REVERSED	No

Note: Even if DAK no used in any park Document it cannot be deleted.

2. DAK can be deleted by Initiating User Only
3. DAK Can be deleted if Initiating Department = Last Department

Further changes made on 05.11.2024 as follows

Requirement

DAK No. 24xxxxxx01 created for Bill No. ZZZZ1 Dated 01.04.2024. Using this DAK number 1 Vendor Invoice Parked or Posted, however due to any reason this bill was not paid and a new Dak No Created 24xxxxxx02 by changing bill no slightly. Now DAK no 24xxxxxx02 is paid and Dak No 24xxxxxx01 is not paid. Please note system does not allowed entering same bill number for same vendor, already validation is there to restrict it however if any character changed or added to actual bill number that time system consider it as new bill number and allowed entry.

Vigilance and Compliance

Entering incorrect information in the Vendor Bill Tracking System, such as altered Bill No, Bill Date, or Physical Receipt Date, is a monitored activity. The CIL and Subsidiary Vigilance Departments review such entries continuously. Users are advised to exercise caution and avoid entering duplicate bills with altered bill numbers, as this may lead to compliance issues.

Solution for Existing Errors

In cases where a DAK number used in a parked document is deleted, or a DAK number in a posted document is reversed, deletion may proceed as outlined below:

1. The user who created the duplicate DAK number should submit a formal application to the SME (FICO) of their company through the proper channel.
2. The SME (FICO) will validate the request and obtain approval from the company's General Manager Finance.
3. Upon approval, the DAK number and a brief justification for deletion should be uploaded to table ZRGTT_BTTS_D using Tcode ZFI_BTTS_D (this authorization is granted only to SME FICO).
4. The user will then be informed to delete the DAK number from their user ID.

Roles in this regards

Master Role: Z:FI_M_BILLTRACKING_DELUPD

Derived Role	Name	Company	Plant
Z:FI_D_BILLTRACKING_DEL_ECL	Derive role for bill tracking deletion for ECL	ECL	*
Z:FI_D_BILLTRACKING_DEL_BCCL	Derive role for bill tracking deletion for BCCL	BCCL	*
Z:FI_D_BILLTRACKING_DEL_CCL	Derive role for bill tracking deletion for CCL	CCL	*
Z:FI_D_BILLTRACKING_DEL_NCL	Derive role for bill tracking deletion for NCL	NCL	*
Z:FI_D_BILLTRACKING_DEL_SECL	Derive role for bill tracking deletion for SECL	SECL	*
Z:FI_D_BILLTRACKING_DEL_CMPD	Derive role for bill tracking deletion for CMPD	CMPD	*
Z:FI_D_BILLTRACKING_DELCIL	Derive role for bill tracking deletion for CIL	CIL	*
Z:FI_D_BILLTRACKING_DELMCL	Derive role for bill tracking deletion for MCL	MCL	*
Z:FI_D_BILLTRACKING_DELWCL	Derive role for bill tracking deletion for WCL	WCL	*

Steps to Delete DAK No.

Step-1

Select the row and Click **Delete** button

Bill Tracking System - Dashboard

Execute

Enter Details

Company Code: MCL

Vendor Code: 1000000005

Refresh New Entries Track Status Modify Forward Bill Received Bill Bill Movement Log **Delete**

5231000287 Search DAK Search Bill Number Export In Excel

Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	Entry Date	Department Con...	Status	Rema...	PO Number	MSME Status	Mode Of
MCL	5231000287	1000000005	OCPL	BILLS	TEST 1234	04.11.2023	04.11.2023	1,000.00	04.11.2023	MCL5001400	INVOICE RECEI...	TESTI...	5600000131		

Step-2

Then give the Delete Reason and click on **Delete Record**.

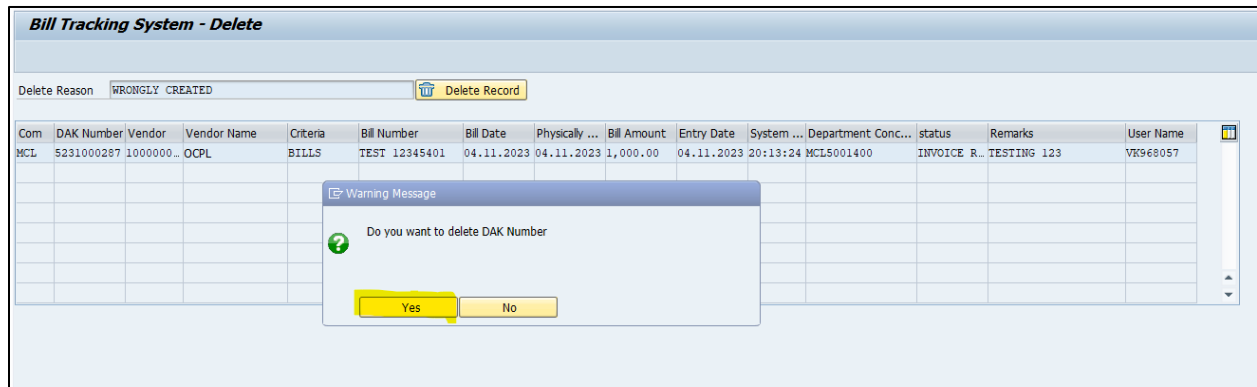
Bill Tracking System - Delete

Delete Reason: wrongly created Delete Record

Com	DAK Number	Vendor	Vendor Name	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	Entry Date	System ...	Department Conc...	status	Remarks	User Name
MCL	5231000287	1000000...	OCPL	BILLS	TEST 12345401	04.11.2023	04.11.2023	1,000.00	04.11.2023	20:13:24	MCL5001400	INVOICE R...	TESTING 123	VK96057

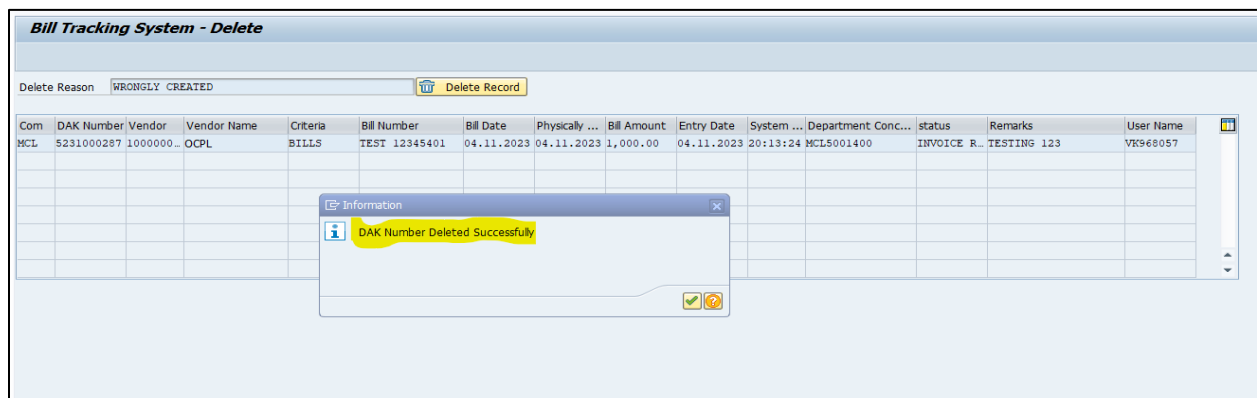
Step -3

Then click yes to delete the DAK No.



Step -4

Once you clicked on **Yes** then system through a message **DAK no. Deleted Successfully.**



Point No. 8 – Search of DAK no.

Step-1 Search DAK

Bill Tracking System - Dashboard

Execute

Enter Details

Company Code: MCL
Vendor Code: 1000000005

Refresh New Entries Track Status Modify Forward Bill Received Bill Bill Movement Log Delete

Search DAK Search Bill Number Export In Excel

Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	Entry Date	Department Con...	Status	Rema...	PO Number	MSME Status	Mode O
MCL	5231000259	1000000005	OCPL	BILLS	1TEST160	17.10.2023	17.10.2023	150.00	17.10.2023	MCL5001400	INVOICE RECEI...		4200000213		
MCL	5231000258	1000000005	OCPL	BILLS	1TEST16090	17.10.2023	17.10.2023	150.00	17.10.2023	MCL5001400	INVOICE RECEI...		4200000213		
MCL	5231000250	1000000005	OCPL	BILLS	T14564	12.10.2023	12.10.2023	155.00	13.10.2023	MCL5001405	INVOICE RECEI...				
MCL	5231000245	1000000005	OCPL	BILLS	T1	12.10.2023	12.10.2023	150.00	13.10.2023	MCL5001405	INVOICE RECEI...				
MCL	5231000244	1000000005	OCPL	BILLS	TES645FGJH	12.10.2023	12.10.2023	140.00	13.10.2023	MCL5001405	INVOICE RECEI...			MSE-GENERAL	
MCL	5231000243	1000000005	OCPL	BILLS	TES645FGJ	12.10.2023	12.10.2023	140.00	13.10.2023	MCL5001405	INVOICE RECEI...				
MCL	5231000242	1000000005	OCPL	BILLS	TES645FG	12.10.2023	12.10.2023	140.00	13.10.2023	MCL5001405	INVOICE RECEI...			MSE-GENERAL	
MCL	5231000240	1000000005	OCPL	BILLS	TEST1RKJK	11.10.2023	11.10.2023	1,700.00	12.10.2023	MCL5001400	INVOICE RECEI... TEST	5800001527	MSE- GENERAL	E- PRO	
MCL	5231000239	1000000005	OCPL	BILLS	TEST45477	10.10.2023	10.10.2023	120.00	10.10.2023	MCL5001800	INVOICE RECEI... TEST			MSE-GENERAL	
MCL	5231000238	1000000005	OCPL	BILLS	TEST4547	10.10.2023	10.10.2023	120.00	10.10.2023	MCL5001800	INVOICE RECEI...			MSE- GENERAL	E- PRO
MCL	5231000237	1000000005	OCPL	BILLS	TEST 67657	09.10.2023	09.10.2023	100.00	10.10.2023	MCL5001800	INVOICE RECEI...			MSE-GENERAL	
MCL	5231000236	1000000005	OCPL	BILLS	TEST 67655	09.10.2023	09.10.2023	100.00	10.10.2023	MCL5001400	INVOICE RECEI... TEST			MSE-GENERAL	
MCL	5231000227	1000000005	OCPL	BILLS	TEST598	06.10.2023	06.10.2023	100.00	06.10.2023	MCL5001500	INVOICE RECEI... TEST1..			NON-MSE	
MCL	5231000225	1000000005	OCPL	BILLS	TEST5	06.10.2023	06.10.2023	100.00	06.10.2023	MCL5001500	INVOICE RECEI... WITHO..			MSE-GENERAL	

Step-2 Put the DAK No. in the search field and press on **Search DAK**.

Bill Tracking System - Dashboard

Execute

Enter Details

Company Code: MCL
Vendor Code: 1000000005

Refresh New Entries Track Status Modify Forward Bill Received Bill Bill Movement Log Delete

5231000288 Search DAK Search Bill Number Export In Excel

Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	Entry Date	Department Con...	Status	Rema...	PO Number	MSME Status	Mode O
MCL	5231000288	1000000005	OCPL	BILLS	TEST 1234..	04.11.2023	04.11.2023	2,000.00	04.11.2023	MCL5001400	INVOICE RECEI... TEST	5500000110			

Point No. 9 – Track Status of DAK No

Select the line related to the DAK no click on **Track Status** Button

Enter Details

Company Code CIL
Vendor Code 0010007315

Refresh New Entries **Track Status** Modify Forward Bill Received Bill Delete

Search DAK Search Bill Number Export In Excel

Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	Entry Date	Department Con...	Status	Rema...	PO Number
CIL	1241000509	10007315	TECH MAHINDRA LI	BILLS	22UP31DI3...	14.02.2023	29.01.2024	105,229,115...	29.01.2024	FINANCE	INVOICE PAID	CIL 2...	570014193
CIL	1231009336	10007315	TECH MAHINDRA LI	BILLS	22UP31DI3...	20.12.2022	27.12.2022	3,420,437.12	13.10.2023	CIL1001500	FORWARDED		570014193
CIL	1231009335	10007315	TECH MAHINDRA LI	BILLS	22UP31DI3...	20.12.2022	19.10.2023	0.00	19.10.2023	FINANCE	INVOICE PAID		
CIL	1231008848	10007315	TECH MAHINDRA LI	BILLS	23UP31DI3...	11.09.2023	06.10.2023	0.00	06.10.2023	FINANCE	INVOICE PAID		
CIL	1231008815	10007315	TECH MAHINDRA LI	BILLS	23UP31DI3...	11.09.2023	14.09.2023	32,425,871.36	28.09.2023	CIL1001500	FORWARDED		570024007
CIL	1231008814	10007315	TECH MAHINDRA LI	BILLS	23UP31DI3...	14.07.2023	24.07.2023	2,294,265.57	28.09.2023	CIL1001500	FORWARDED		570024007
CIL	1231003182	10007315	TECH MAHINDRA LI	BILLS	22UP31DI3...	21.03.2023	10.05.2023	6,182,853.30	10.05.2023	FINANCE	INVOICE PAID	Paid	
CIL	1231003179	10007315	TECH MAHINDRA LI	BILLS	22UP31DI3...	14.03.2023	19.04.2023	69,976,622.30	19.04.2023	FINANCE	INVOICE PROCESSED	Post	
CIL	1231002688	10007315	TECH MAHINDRA LI	BILLS	22UP31DI3...	21.12.2022	24.03.2023	22,797,247.18	24.03.2023	FINANCE	INVOICE PROCESSED	Post	

By Default Bill Movement Log will open

Bill Tracking System - Dashboard

Header
Company Code CIL Vendor Code 0010007315 Bill No 22UP31DI39000042
DAK No 1231009335 Vendor Name TECH MAHINDRA LIMIT... Bill Date 20.12.2022

Current Status
Current Department FINANCE Physical Receive Date 27.12.2022
Current Sub Department Current Date 19.10.2023
Current Status INVOICE PAID

Data Selection Bill Movement Log Data Selection Menu

System Dt	System Time	Physical Date	Status	User Id	Dept Receive	REMARKS	AMOUNT
13.10.2023	15:49:02	27.12.2022	INVOICE RECEIVED	GM_ERP_CILHQ	CIL1001506	P7 GOLIVE INCLUDING END USER TRAI...	3,420,437.12
13.10.2023	15:56:17	27.12.2022	FORWARDED	GM_ERP_CILHQ	CIL1001500	P7 GOLIVE INCLUDING END USER TRAI...	3,420,437.12
19.10.2023	10:49:46	19.10.2023	INVOICE PAID	C&T2_CIL	FINANCE		0.00
19.10.2023	12:22:24	19.10.2023	INVOICE PAID	C&T2_CIL	FINANCE		0.00

Details Section

There are total 4 Type of Data Selection Menu is there

1. Bill Movement Log (default)
2. MM Invoice Data (Invoice Generated through t-code MIR7/MIRO/MIR4/MIR6)
3. FI Invoice Data (Invoice Generated through t-code FB60/FV60)
4. Payment Info

MM Invoice Data (Invoice Generated through tcode MIR7/MIRO/MIR4/MIR6)

Company Code	CIL	Vendor Code	0010007315	Bill No	22UP31DI39000042						
Dak No	1231009335	Vendor Name	TECH MAHINDRA LIMIT...	Bill Date	20.12.2022						
Current Department	FINANCE	Physical Receive Date	27.12.2022								
Current Sub Department		Current Date	19.10.2023								
Current Status	INVOICE PAID										
Data Selection	MM Invoice Data										
Po Number	Po Itm	Amount	Status	Sys DT	Sys Time	Parked By	Post By	MM DOC	FI DOC	MM Rev Doc	FI Rev Doc
5700141933	50	3,420,437.12	Posted	18.10.2...	13:28:46	BILPAS7_CIL	ASSOCF1_CIL	3300923589/2023	5200002319/2023	/0000	/0000
5700141933	60	3,420,437.12	Posted	18.10.2...	13:32:37	BILPAS7_CIL	ASSOCF1_CIL	3300923582/2023	5200002318/2023	/0000	/0000

FI Invoice Data (Invoice Generated through t-code FB60/FV60)

Company Code	CIL	Vendor Code	0010007315	Bill No	22UP31DI39000042		
Dak No	1231009335	Vendor Name	TECH MAHINDRA LIMIT...	Bill Date	20.12.2022		
Current Department	FINANCE	Physical Receive Date	27.12.2022				
Current Sub Department		Current Date	19.10.2023				
Current Status	INVOICE PAID						
Data Selection	FI/FB60 Invoice Data						
Company Code	Document No	Year	Status	Post By	Parked By	Date	Time

As Invoice Generated for this DAK no generated through MIR7 so FI Invoice Data is not available

Payment Info

Bill Tracking System - Dashboard									
Company Code	CIL	Vendor Code	0010007315	Bill No	22UP31DI39000051				
Dak No	1241000509	Vendor Name	TECH MAHINDRA LIMIT...	Bill Date	14.02.2023				
Current Department	FINANCE	Physical Receive Date	11.01.2024						
Current Sub Department		Current Date	29.01.2024						
Current Status	INVOICE PAID								
Data Selection	Payment Info								
Company Code	Amount	Sys Date	Sys Time	User Id	Doc No	Doc Year	Reversal Doc No	Utr	Utr Date
CIL	105,229,115.00	29.01.2024	11:32:27	C&T2_CIL	2000058355	2023		SBINR12024012998663031	29.01.2024

If Payment made through tcode F110 using Bank Interface of SBI/Axis/ICICI Bank then this section get updated

Point No. 10 – Park Document with DAK no

Park MM Vendor Invoice

As per below screenshot you can see where to put the DAK no. into Vendor Invoice. in t-code MIR7

The screenshot displays the SAP 'Display Invoice' screen for invoice 5105600936 2023, which has been canceled by 5105600937 2023. The interface includes a top navigation bar with icons and a title bar. Below the title bar, there are tabs for 'Show PO structure', 'Follow-On Documents ...', 'Help', and 'NF'. The main area is divided into several sections: 'Transaction' (1 Invoice), 'Diff. Posting' (Not Applicable), 'Basic Data', 'Payment', 'Details', 'Tax', and 'Withholding tax'. The 'Basic Data' section is active, showing fields for Amount (10,000.00), Tax Amount (0.00), Bus.place/sectn (BP21 / 5001), Other Details, Paymt terms (Due immediately), Baseline Date (29.09.2023), Company Code (MCL Mahanadi Coalfields Ltd Sambalpur), and DAK No. (5231000294). The DAK No. field is highlighted in yellow. To the right, the 'Vendor 1000000005' section shows details for OCPL, including address (N/A 35, INTEGRATED OFFICE COMPLEX, 110003 NEW DELHI-3, INDIA), phone number (09865745767), Bank Key (123456), Bank acct (33330000), and axis, pkt. At the bottom, the 'PO Reference' section shows a table with columns for Item, Amount, Quantity, O..., Purchase ..., Item, PO Text, and Outline. The table contains one row with Item 1, Amount 10,000.00, Quantity 5.000, O... PC, Purchase ... 5800001769, Item 10, PO Text GASKET KIT, and Outline.

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Outline
1	10,000.00	5.000	PC	5800001769	10	GASKET KIT	

DAK number can be used during parking MM Vendor Invoice through t-code MIR7 only if the following conditions are satisfied

1. Current Status of the DAK number is either of the following
 - a. "FORWARDED" & Department Code ends with 500
 - b. "INVOICE REVERSED"
2. Dak not used in any FI or MM Document
3. The Vendor as per DAK number and Invoicing Vendor is same

As per below screenshot you can see where to put the DAK no. into Vendor Invoice. in t-code FB60 or FV60

DAK number can be used during parking FI Vendor Invoice through t-code FV60/FB60 only if the following conditions are satisfied

- 10 (a) For Payment of Advance to Vendor – Parking is not available Post Directly

10 (b) For Payment of Imprest Advance to Employee – Parking is not available Post Directly

10 (c) For Adjustment of Advance or Reimbursement of Office/Miscellaneous Expenditure of Employee – Same as Point 10 for outside vendor.

Point No. 11 – Delete Parked Invoice Document

If MM Invoice parked through t-code (MIR7) subsequently deleted through t-code MIR4/MIR6/MIRO/MIR7 then the same dak number can be used for subsequent Invoice Park/Post for the same bill.

If FI Invoice parked through t-code (FV60/FB60) subsequently deleted through t-code FBV0 then the same dak number can be used for subsequent Invoice Park/Post for the same bill.

Point No. 12 – Post Parked Invoice Document

If MM Invoice parked through t-code (MIR7) subsequently posted through t-code MIR4/MIR6/MIRO/MIR7 then status of Dak No get updated with **INVOICE PROCESSED** by Department FINANCE

If FI Invoice parked through t-code (FV60/FB60) subsequently posted through t-code FBV0 then status of Dak No get updated with **INVOICE PROCESSED** by Department FINANCE.

12 (a) For Payment of Advance to Vendor – Parking is not available Post Directly

12(b) For Payment of Imprest Advance to Employee – Parking is not available Post Directly

Process the Vendor Advance with T-code FB60 as follows

Step – 1

Enter Basic Data as per requirement and Ensure DAK number is entered.

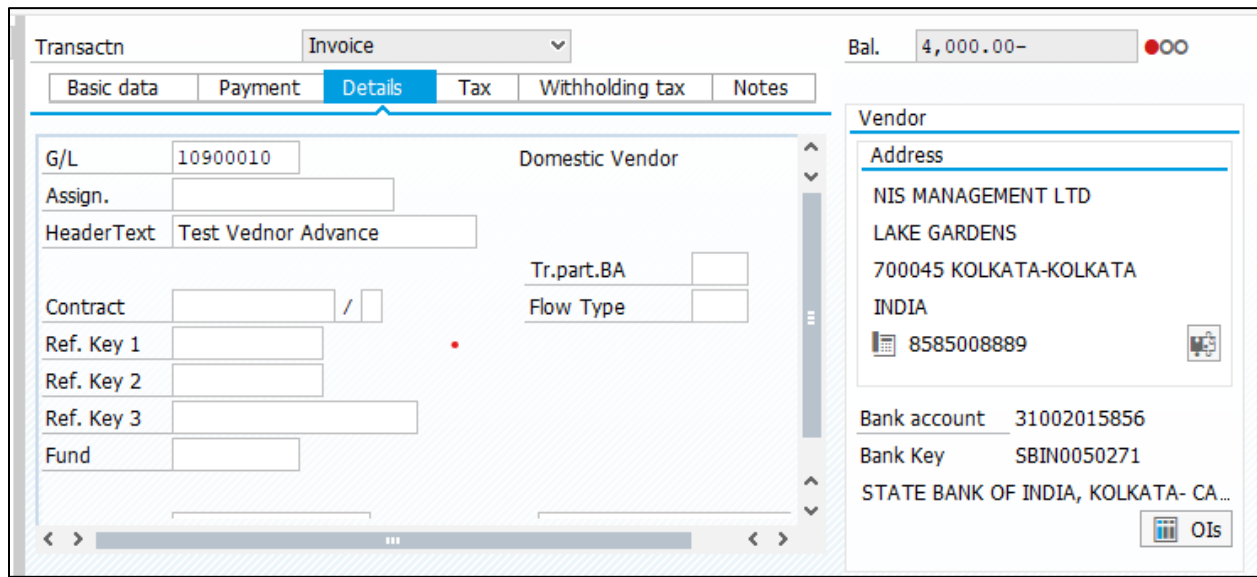
The screenshot shows the SAP 'Invoice' document entry screen. The 'Transactn' dropdown is set to 'Invoice'. The 'Bal.' field shows '0.00'. The 'Basic data' tab is selected, displaying the following fields:

- Invoice date: 01.12.2024
- Posting Date: 12.12.2024
- Document type: Vendor Invoice
- Cross-CCode No.: (empty)
- Amount: 4000
- Currency: INR
- Calculate tax: (unchecked)
- Tax Amount: (empty)
- Bus.place/sectn: / 1001
- Other Details: Vendor Advance
- Company Code: CIL Coal India Limited Kolkata
- DAK No.: 1241005241

At the bottom, there is a table with the following columns: S..., G/L acct, Short Text, D/C, Amount in doc.curr., Loc.curr.amount, T., Tax jurisdictn code, V Assignment. The table currently shows 0 items.

Step – 2

Enter data in details tab as per requirement.



The screenshot shows the 'Details' tab of the SAP Vendor Bill Tracking System. The 'Transactn' dropdown is set to 'Invoice'. The 'Bal.' field shows '4,000.00-'. The 'Details' tab is active, displaying fields for 'G/L' (10900010), 'Assign.', 'HeaderText' (Test Vednor Advance), 'Contract', 'Ref. Key 1', 'Ref. Key 2', 'Ref. Key 3', 'Fund', 'Tr.part.BA', and 'Flow Type'. The 'Vendor' section on the right shows the address 'NIS MANAGEMENT LTD, LAKE GARDENS, 700045 KOLKATA-KOLKATA, INDIA' and the bank account '31002015856'.

Transactn		Invoice		Bal.	
Basic data		Payment		Details	
G/L		10900010		Domestic Vendor	
Assign.					
HeaderText		Test Vednor Advance			
Contract				Tr.part.BA	
Ref. Key 1				Flow Type	
Ref. Key 2					
Ref. Key 3					
Fund					

Vendor

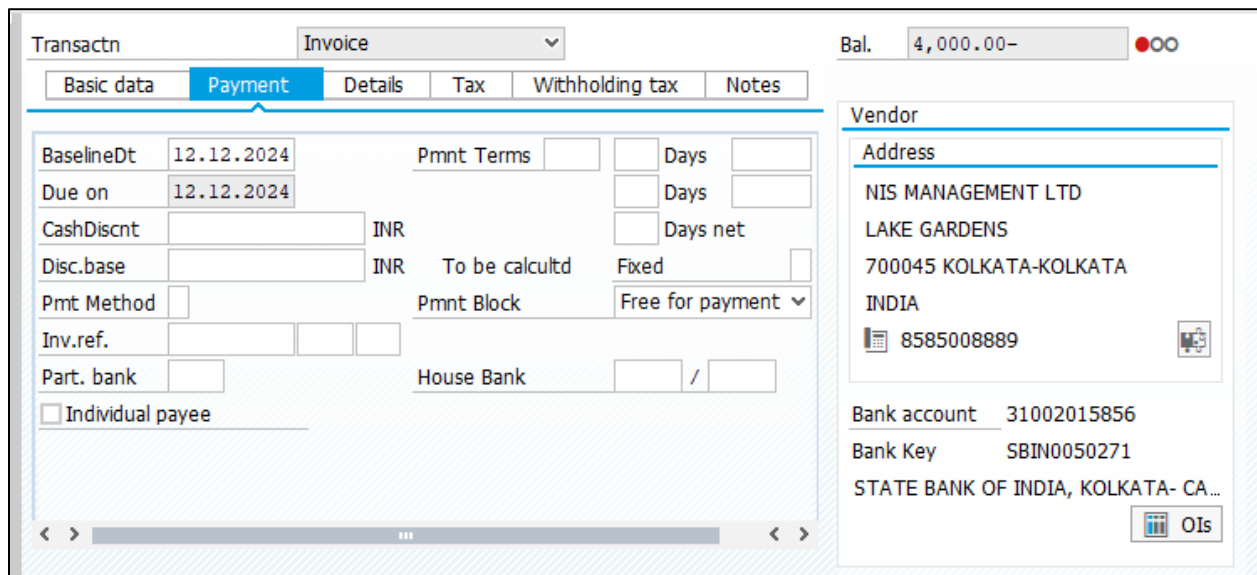
Address

NIS MANAGEMENT LTD
LAKE GARDENS
700045 KOLKATA-KOLKATA
INDIA
8585008889

Bank account 31002015856
Bank Key SBIN0050271
STATE BANK OF INDIA, KOLKATA- CA...

Step – 3

Enter Data in Payment Tab as per requirement.



The screenshot shows the 'Payment' tab of the SAP Vendor Bill Tracking System. The 'Transactn' dropdown is set to 'Invoice'. The 'Bal.' field shows '4,000.00-'. The 'Payment' tab is active, displaying fields for 'BaselineDt' (12.12.2024), 'Due on' (12.12.2024), 'CashDiscnt', 'Disc.base', 'Pmt Method', 'Inv.ref.', 'Part. bank', 'Individual payee', 'Pmnt Terms', 'Days', 'To be calcultd', 'Fixed', 'Pmnt Block', 'Free for payment', and 'House Bank'. The 'Vendor' section on the right shows the address 'NIS MANAGEMENT LTD, LAKE GARDENS, 700045 KOLKATA-KOLKATA, INDIA' and the bank account '31002015856'.

Transactn		Invoice		Bal.	
Basic data		Payment		Details	
BaselineDt		12.12.2024		Pmnt Terms	
Due on		12.12.2024		Days	
CashDiscnt		INR		Days net	
Disc.base		INR		To be calcultd	
Pmt Method				Fixed	
Inv.ref.				Pmnt Block	
Part. bank				Free for payment	
Individual payee				House Bank	

Vendor

Address

NIS MANAGEMENT LTD
LAKE GARDENS
700045 KOLKATA-KOLKATA
INDIA
8585008889

Bank account 31002015856
Bank Key SBIN0050271
STATE BANK OF INDIA, KOLKATA- CA...

Step – 4

Enter Data in Withholding Tax Tab as per requirement.

The screenshot shows the SAP Invoice screen with the 'Withholding tax' tab selected. The 'Transactn' dropdown is set to 'Invoice'. The balance is 4,000.00. The 'Vendor' section on the right shows details for NIS MANAGEMENT LTD. The table below lists withholding tax entries.

Name of w/hld.t...	W/t...	W/tax base FC	With/tax amt FC	W/tax t
194C-INV Contract...				0.00
194J-INV Mn Profe..	JA			0.00
CGST - Tax Deduc...				0.00
SGST - Tax Deduc...				0.00
IGST - Tax Deduct...				0.00
UGST - Tax Deduc...				0.00

Step – 5

Go to Environment and Click on complex posting

The screenshot shows the SAP Environment menu with 'Complex Posting' selected. Below, the 'Enter Vendor Invoice' screen is shown with the 'Basic data' tab selected. The 'Transactn' dropdown is set to 'Invoice'. The balance is 4,000.00. The 'Vendor' section on the right shows details for NIS MANAGEMENT LTD. The 'Basic data' tab contains the following information:

Cross-CCode No.
Amount 4,000.00 INR ☐ Calculate tax
Tax Amount
Bus.place/sectn BP19 / 1001
Other Details Vendor Advance
Paymt terms Due immediately
Baseline Date 12.12.2024
Company Code CIL Coal India Limited Kolkata
DAK No. 1241005241
Liquidated damages

Step – 5

Enter other line item details and press Enter

Other line item									
PstKy	29	count	10007479	SGL Ind	T	TType		New co.code	CIL

Posting Key: 29 (Vendor Special GL Debit). Account: Vendor Code. SGL: As applicable.

Step – 6

Enter the details as per requirement

Add Vendor item

Vendor: 10007479 NIS MANAGEMENT LTD G/L Acc: 20610004
Company Code: CIL LAKE GARDENS
Coal India Limited Kolkata

Item 2 / Revenue Debit / 29 T

Amount: 4000 INR	
Tax Amount:	
Tax Code: E0 <input type="checkbox"/> Calculate tax	Bus./sectn: 1001
Due On: 16.06.2025	
Pmnt Block: <input type="checkbox"/>	Ind. payee: <input type="checkbox"/>
Disc.perc.: <input type="text"/>	Pmt Method: <input type="text"/>
Order: <input type="text"/>	Disc. Amount: <input type="text"/>
Asset: <input type="text"/>	Cost Center: <input type="text"/> Real estate: <input type="checkbox"/>
Pur. Doc.: <input type="text"/>	Profit Ctr: CIL1001 Flow Type: <input type="text"/>
Contract: <input type="text"/> / <input type="text"/>	WBS Element: <input type="text"/>
Fund: <input type="text"/>	
Funds Ctr: <input type="text"/>	Cmmt item: DUMMY
Assignment: <input type="text"/>	Sales Doc.: <input type="text"/>
Oth Det: <input type="text"/>	<input type="button" value="Long Texts"/>

Next Line Item

PstKy: <input type="text"/>	Account: <input type="text"/>	SGL Ind: <input type="text"/>	TType: <input type="text"/>	New co.code: <input type="text"/>
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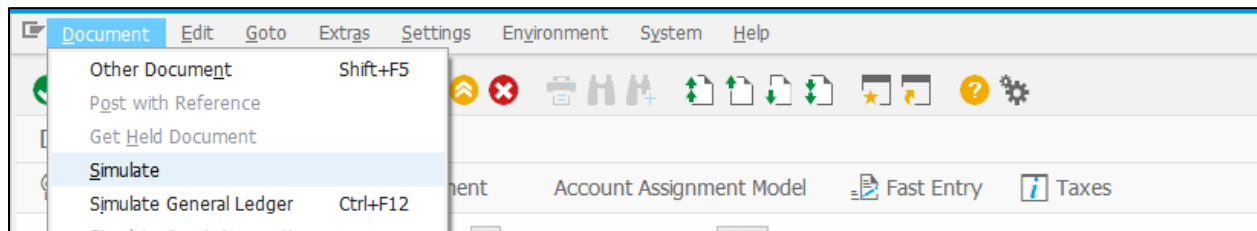
Step – 6

Click on back button

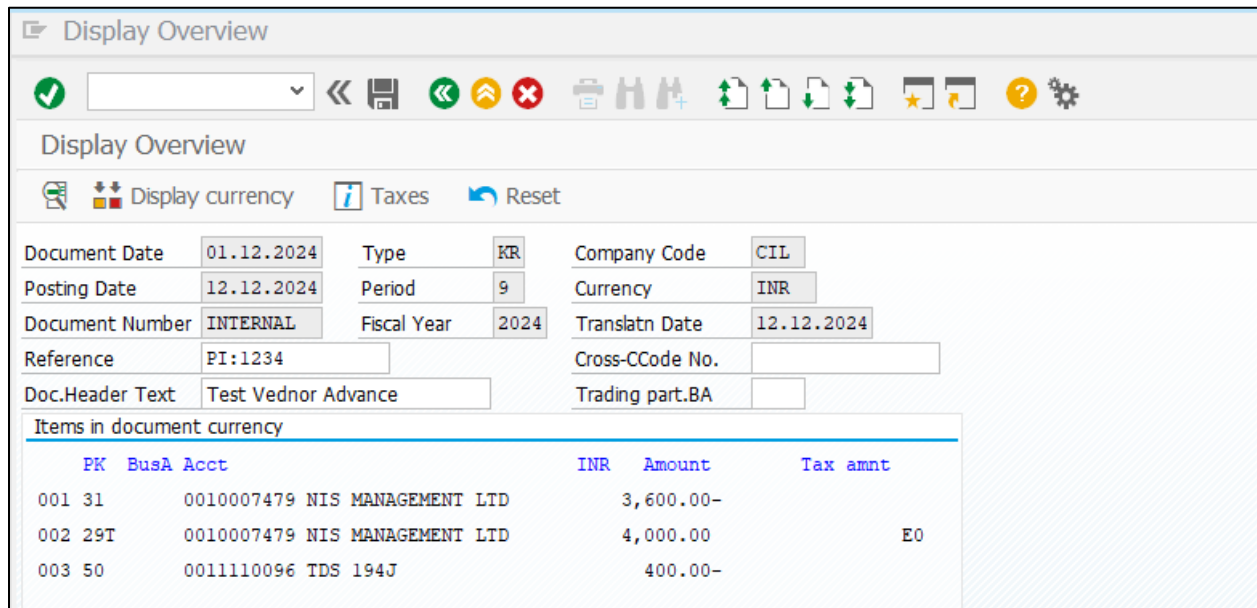


Step – 7

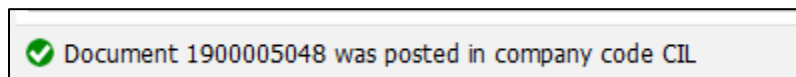
Simulate the document and check the entries.



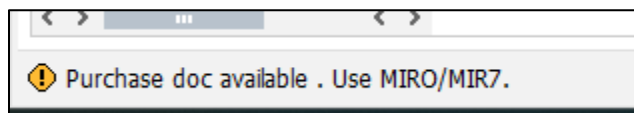
Check the details



If everything is ok click on Post Button  Note the Document number generated



Note: During movement from one tab to another tab you may get the following warning if Advance DAK number tagged with Purchase Order. Ignore the warning by pressing enter



1. Current Status of the DAK number is either of the following
 - a. "REC BY DEP" & Department Code ends with 500
 - b. "INVOICE REVERSED"

After posting Check the status in BTS it will get processed (if not processed then recheck after 10 minutes) .If status not updated contact SME FICO CIL.

Bill Tracking System - Dashboard

Company Code: CIL Vendor Code: 0010007479 Bill No: PI:1234
 Dak No: 1241005241 Vendor Name: NIS MANAGEMENT LTD Bill Date: 01.12.2024
 Current Department: CIL1001500 Physical Receive Date: 05.12.2024
 Current Sub Department: Current Date: 12.12.2024
 Current Status: REC BY DEP

Data Selection: Bill Movement Log

System Dt	System Time	Physical Date	Status	User Id	Dept Receive	REMARKS	AMOUNT
12.12.2024	11:10:01	05.12.2024	INVOICE RECEIVED	ERPFICO_CIL	CIL1001600	TEST	4,000.00
12.12.2024	11:11:35	12.12.2024	FORWARDED	ERPFICO_CIL	CIL1001500	TEST	4,000.00
12.12.2024	11:54:54	12.12.2024	REC BY DEP	ERPFICO_CIL	CIL1001500	TEST	4,000.00
12.12.2024	16:04:47	12.12.2024	INVOICE PROCESSED	ERPFICO_CIL	FINANCE	CIL 2024 1900005048	400.00

After payment Status will be paid in BTS.

Bill Tracking System - Dashboard

Company Code: CIL Vendor Code: 0010007479 Bill No: PI:1234
 Dak No: 1241005241 Vendor Name: NIS MANAGEMENT LTD Bill Date: 01.12.2024
 Current Department: CIL1001500 Physical Receive Date: 05.12.2024
 Current Sub Department: Current Date: 12.12.2024
 Current Status: REC BY DEP

Data Selection: Bill Movement Log

System Dt	System Time	Physical Date	Status	User Id	Dept Receive	REMARKS	AMOUNT
12.12.2024	11:10:01	05.12.2024	INVOICE RECEIVED	ERPFICO_CIL	CIL1001600	TEST	4,000.00
12.12.2024	11:11:35	12.12.2024	FORWARDED	ERPFICO_CIL	CIL1001500	TEST	4,000.00
12.12.2024	11:54:54	12.12.2024	REC BY DEP	ERPFICO_CIL	CIL1001500	TEST	4,000.00
12.12.2024	16:04:47	12.12.2024	INVOICE PROCESSED	ERPFICO_CIL	FINANCE	CIL 2024 1900005048	400.00
12.12.2024	16:21:08	12.12.2024	INVOICE PAID	ERPFICO_CIL	FINANCE	CIL 2024 2000010662	3,600.00

12(c) For Adjustment of Advance or Reimbursement of Office/Miscellaneous Expenditure of Employee – Same as Point 9 for outside vendor.
 Same as outside vendor through tcode FB60/FV60

Point No. 13 – Reverse Invoice Document

If MM Invoice posted through t-code MIR4/MIR6/MIRO/MIR7 and subsequently reversed through t-code MR8M then status of Dak No get updated with **INVOICE REVERSED** by Department FINANCE and DAK number can be reused.

If FI Invoice posted through t-code FBV0 and subsequently reversed through tcode FB08 then status of Dak No get updated with **INVOICE REVERSED** by Department FINANCE and DAK number can be reused.



Point No. 14 – Invoice Paid

If Vendor Invoice paid through t-code F110 or F-53 then status of Dak No get updated with **INVOICE PAID** by Department FINANCE.

Point No. 15 – Bill Tracking Report

T-code : ZFI_BTS_R

BTS Details Report



Input


Company Code

☒

Invoice Receive Date


☒

to




Plant

to




Initiate Department

to




MSE Status

to




Mode of Tendering

to




Vendor

to



DAK Number

to



Choose Bill Type

☒ Due Bills

☐ Paid Bills

Age Group

☐ 1 To 7 Days

☐ 8 To 14 Days

☐ 15 To 21 Days

☐ 21 Above Days

Input Parameters

Input Field	Type	Description
Company	Mandatory	Enter the Company code
Invoice Receive Date:	Mandatory	<ol style="list-style-type: none">Enter both from and to Invoice Receive Date range, if only from date is entered then data will show for a single day.Revised Bill Tracking Program fully functional from 01.01.2024 so it is recommended to enter in from date as 01.01.2024 onwardsThis is the Physical received date when Invoice was first received
Plant	Non Mandatory	Plant where Invoice initially received
Initiating Department	Non Mandatory	Cost Center of Department where Invoice initially received
MSE Status	Non Mandatory	MSE Status of the Dak No.
Mode of Tendering	Non Mandatory	Mode of Tendering of the Dak No.
Vendor	Non Mandatory	Vendor of the Dak No.
Dak Number	Non Mandatory	Specific Dak No.

Bill Type:

Due Bill: Bills which are not paid till date.

Paid Bill: Bills which are paid till date.

Age Group: Select single or multiple age group as per list if nothing selected all are considered

This report always show status as on run date of the Bill physically received in between date range entered in “**Invoice Receive Date**” range

Example:

Let assume following DAK is there in the Company MCL and run Report As on **08.02.2024** with invoice received date **01.01.2024 to 31.01.2024**, then system will consider the following DAK in report

DAK No	System Date	Physical Receive Date	Bill Payment Date	Reason
52400001	05.01.2024	30.12.2023	15.01.2024	Will Not consider as Physical received date not in between 01.01.2024 to 31.01.2024
52400002	06.01.2024	02.01.2024	15.01.2024	Will consider as Paid as Physical received date in between 01.01.2024 to 31.01.2024 and Bill Paid before 08.02.2024
52400003	10.01.2024	06.01.2024	15.02.2024	Will consider as Due as Physical received date in between 01.01.2024 to 31.01.2024 and Bill not Paid before 08.02.2024
52400004	20.01.2024	17.01.2024	06.02.2024	Will consider as Paid as Physical received date in between 01.01.2024 to 31.01.2024 and Bill Paid before 08.02.2024
52400005	25.01.2024	23.01.2024	08.02.2024	Will consider as Paid as Physical received date in between 01.01.2024 to 31.01.2024 and Bill Paid before 08.02.2024
52400006	08.02.2024	31.01.2024		Will consider as Due as Physical received date in between 01.01.2024 to 31.01.2024 and Bill not Paid before 08.02.2024

Report Fields

Field	Description
Dak No	Dak Number, on click on the DAK Number to get DAK movement log
Company Code	Company Code where Bill is Received
Plant	Plant Code where Bill is Received
Initiate Dept	Initiating Department Code where Bill is Received
Initiate Sub Dept	Initiating Sub Department Code where Bill is Received
Vendor	Vendor Code to whom Bill belongs to
Vendor Name	Vendor Name
Purchase Order	Purchase Order to which Bill belongs to
MSME Status	MSME Status of the Vendor for the particular Bill
Mode of Tendering	Mode of Tendering of the Work to which Bill belongs to
Bill No	Vendor Invoice Number
Bill Date	Vendor Invoice Date
Bill Receive Date	Physical Received date when bill was initial Received
Last Transaction Date	Date of Last transaction take place in relation to this DAK No
Current Status	Current Status of the Bill/ DAK No
Current Dept.	Department of Last transaction take place in relation to this DAK No
Current Sub Dept	Sub Department of Last transaction take place in relation to this DAK No
Remarks	Remarks of Last transaction take place in relation to this DAK No
Amount	Amount of Last transaction take place in relation to this DAK No
Age Group	Age Group as per Pending(Days)
Pending(Days)	In case of Due Bills - Difference between Initial Physical Received date and Report run date(today) In case of Paid Bills - Difference between Initial Physical Received date and Date of Payment
No Movement(Days)	In case of Due Bills - Difference between Last transaction date and Report run date(today) In case of Paid Bills - No data (blank)

Point No. 16 – Bill Tracking Report(NEW)

T-code : ZFI_BTS_N



This report is same as ZFI_BTS_R except the following changes

1. In ZFI_BTS_N report all pending days are calculated as per the holidays available to that particular company Head Quarter.
2. In input screen report filter options are given based on the current status of the dak as follows

Report Filter			
Current Status	<input type="text"/>	to	<input type="text"/>
Current User	<input type="text"/>	to	<input type="text"/>
Current Department	<input type="text"/>	to	<input type="text"/>
Current Sub Department	<input type="text"/>	to	<input type="text"/>

Point No. 17 – Bill Tracking Forwarding Report

T-code : ZFI_BTS_F

BTS Forwarding Report			
<div></div>			
BTS Forwarding Report			
<div></div>			
Input			
Company Code	<input checked="" type="checkbox"/>		
Plant	<input checked="" type="checkbox"/>		
Invoice Forward System Date	<input checked="" type="checkbox"/>	to	<input type="text"/>
Forwarded to Department	<input checked="" type="checkbox"/>		
Forwarded to Sub Department			<input type="text"/>
Supplier		to	<input type="text"/>
DAK Number		to	<input type="text"/>
Bill Number		to	<input type="text"/>
Bill Date		to	<input type="text"/>
Initiating Department			<input type="text"/>

Input Parameters

Input Field	Type	Description
Company	Mandatory	Enter the Company code
Plant	Mandatory	Plant where Invoice initially received
Invoice Forward System Date:	Mandatory	1. Enter both from and to Invoice Receive Date range, if only from date is entered then data will show for a single day.

		2. Revised Bill Tracking Program fully functional from 01.01.2024 so it is recommended to enter in from date as 01.01.2024 onwards 3. This is the System Forwarding date when Invoice Forwarded to concern department
Forwarded to Department	Mandatory	Cost Center of Department where Invoice Forwarded
Supplier	Non Mandatory	Vendor of the Dak No.
Dak Number	Non Mandatory	Specific Dak No.
Bill Number	Non Mandatory	Supplier Bill Number
Bill Date	Non Mandatory	Supplier Bill Date
Initiating Department	Non Mandatory	Cost Center of Department where Invoice initially received

This report always show the invoices where latest status of the DAK is **“FORWARDED”** and other input criteria as per input screen.

Example:

Let assume following DAK is there in the Company MCL and run Report As on **08.02.2024** with Invoice Forward System Date **01.01.2024 to 31.01.2024**, then system will consider the following DAK in report


DAK No	System Date	Physical Date	Current Status	Reason
52400001	05.01.2024	30.12.2023	FORWARDED	Will consider as System Forwarding date in between 01.01.2024 to 31.01.2024.
52400002	06.01.2024	02.01.2024	INVOICE RECEIVED	Will not consider as current Status is not “FORWARDED”
52400003	10.01.2024	06.01.2024	REC BY DEP	Will not consider as current Status is not “FORWARDED”
52400004	02.02.2024	28.01.2024	FORWARDED	Will not consider as forwarding system date not in between 01.01.2024 to 31.01.2024

Report Fields


Field	Description
Dak No	Dak Number, on click on the DAK Number to get DAK movement log
Attachment	Whether Dak Contained Attachment or Not
Company Code	Company Code where Bill is Received
Plant	Plant Code where Bill is Received
Initiate Dept	Initiating Department Code where Bill is Received
Initiate Sub Dept	Initiating Sub Department Code where Bill is Received
Vendor	Vendor Code to whom Bill belongs to
Vendor Name	Vendor Name
Purchase Order	Purchase Order to which Bill belongs to
MSME Status	MSME Status of the Vendor for the particular Bill
Mode of Tendering	Mode of Tendering of the Work to which Bill belongs to
Bill No	Vendor Invoice Number
Bill Date	Vendor Invoice Date
Bill Receive Date	Physical Received date when bill was initial Received
Last Transaction Date	Date of Last transaction (FORWARDED) take place in relation to this DAK No
Current Status	Current Status of the Bill/ DAK No (always FORWARDED)
Current Dept.	Department of Last transaction take place in relation to this DAK No
Current Sub Dept	Sub Department of Last transaction take place in relation to this DAK No
Remarks	Remarks of Last transaction take place in relation to this DAK No
Amount	Amount of Last transaction take place in relation to this DAK No
Age Group	Age Group as per Pending(Days)
Pending(Days)	Difference between Initial Physical Received date and Report run date(today)
Received Pending(Days)	Difference between Last transaction date (Forwarding) and Report run date(today)

Point No. 18 – Bill Tracking Portal for Vendor

Link for BTS portal: <https://bts.coalindia.in:8443/>


**Coal India Ltd.**
A Maha Ratna Company

Bill Tracking System




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- Please Enter either Vendor PAN or Vendor Code and Click Search Button. (Mandatory)
- Select Subsidiary (Not Mandatory)
- To access fast select Subsidiary and date range.(Physical received date by dept.) (Not Mandatory)
- Click on Search Button to get Bill Tracking Status

**Coal India Ltd.**
A Maha Ratna Company

Bill Tracking System



Search:

Subsidiary	DAK Number	Vendor Details	Invoice Number & Date	Invoice Rec_Date	Invoice Amount	Invoice Process Date & Time	Status	Amount Paid	Remarks
CIL	1241000543	Vendor Code:0010002576 Vendor Name:SPPL HOTELS PVT LTD (NOVOTEL)	54047&54051 (2) & 31.12.2023	29.01.2024	47040.00	29.01.2024 & 15:11:28	INVOICE PAID	46200.00	CIL 2023 2000059826 UTR No : SBIN524029499477
CIL	1241000542	Vendor Code:0010002576 Vendor Name:SPPL HOTELS PVT LTD (NOVOTEL)	54021 & 30.12.2023	29.01.2024	15680.00	29.01.2024 & 15:11:28	INVOICE PAID	15400.00	CIL 2023 2000059825 UTR No : SBIN524029499477
		Vendor Code:0010002576							CIL 2023

- Click on DAK Number for more Details

Invoice Movement and Amount Details

Subsidiary	DAK Number	Invoice Number & Date	Invoice Rec_Date	Invoice Amount	Amount Paid
CIL	1241000541	56173 & 13.01.2024	29.01.2024	11675.00	11264.00

[Invoice Movement Details](#)
[GST/TDS Details](#)
[Amount Deduction Details](#)

Cancel

- Click on the respective heading for further details
- Invoice Movement Details

Invoice Movement Details

Invoice Movement			
Status	Department	Date & Time	Remarks
INVOICE PAID	FINANCE	29.01.2024 & 15:11:28	CIL 2023 2000059827
INVOICE PROCESSED	FINANCE	24.01.2024 & 16:41:43	CIL 2023 3301040772
REC BY DEP	CIL1001500	17.01.2024 & 16:02:28	
FORWARDED	CIL1001500	17.01.2024 & 12:16:38	
INVOICE RECEIVED	CIL1001630	17.01.2024 & 12:12:20	

- GST/TDS Details

GST/TDS Details

GST/TDS Details					
Item No	Bill Description	IGST	CGST	SGST	With Holding Tax
00010	Accommodation charges	0.00	420.00	420.00	411.00

- Amount Deduction Details

Amount Deduction Details

Amount Deduction Details				
Gross Amt.	Retention Amt.	WithHold Tax	LD Amt.	Paid Amt.
11675.00		-411.00		11264.00

----- END OF DOCUMENT -----