



COAL INDIA LTD

Vendor Bill Tracking System User Manual

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CONTENTS

Topic	Page no.
Point No. 1 – Creation of DAK no.	02 - 11
Point No. 2 – Attached File against DAK no.	12 - 15
Point No. 3 – View Attached File against DAK No.	16
Point No. 4 – Forwarding of DAK no.	17 - 19
Point No. 5 – Receiving of DAK no.	20 - 22
Point No. 6 – Modify DAK no.	23 - 22
Point No. 7 – Delete DAK no.	23 - 29
Point No. 8 – Search of DAK no.	30
Point No. 9 – Track Status of DAK No	31 - 32
Point No. 10 – Park Document with DAK no	33 - 34
Point No. 11 – Delete Parked Invoice Document	35
Point No. 12 – Post Parked Invoice Document	35 - 40
Point No. 13 – Reverse Invoice Document	41
Point No. 14 – Invoice Paid	41
Point No. 15 – Bill Tracking Report	42 -45
Point No. 16 – Bill Tracking Report(NEW)	45
Point No. 17 – Bill Tracking Forwarding Report	46 - 48
Point No. 18 – Bill Tracking Portal for Vendor	49 - 51
Point No. 19 – When Vendor Bill is incomplete	52 - 57

SAP T-CODE:

1. ZFI_BTS or ZFI_BT : Bill Tracking Program
2. ZFI_BTS_R : Bill Tracking Report
3. ZFI_BTS_F : Bill Tracking Forwarding Report
4. ZFI_BTS_N : Bill Tracking Report (Excluding Holidays)

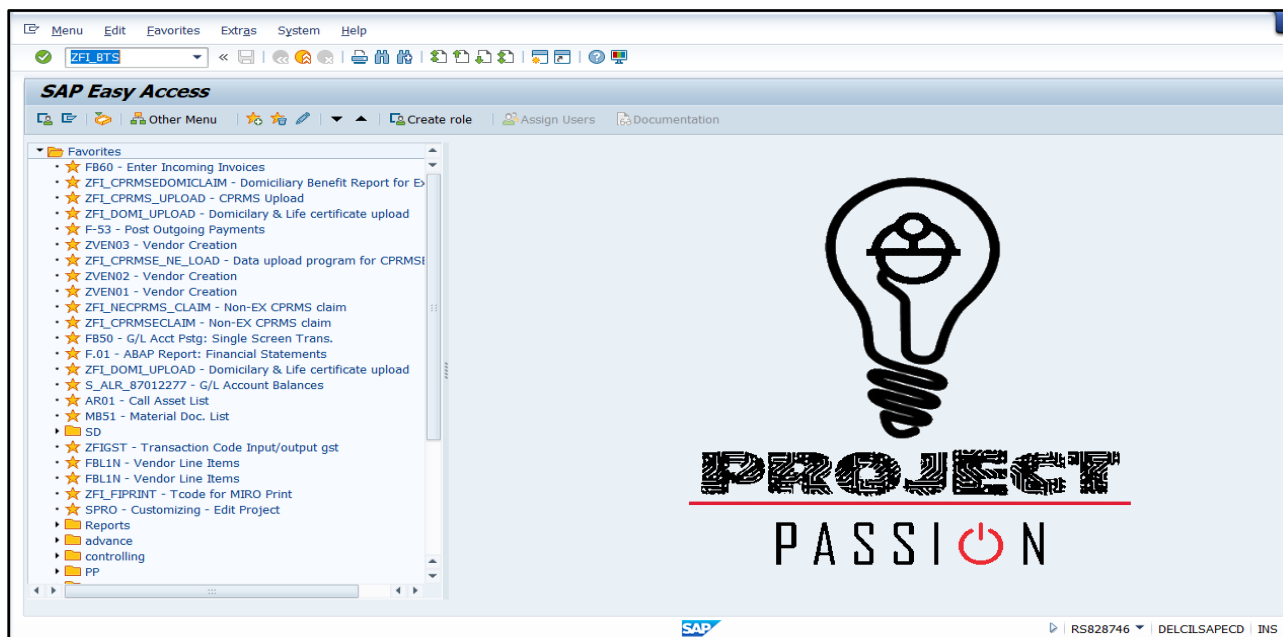
BTS Portal for Vendor:

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

Point No. 1 – Creation of DAK no.

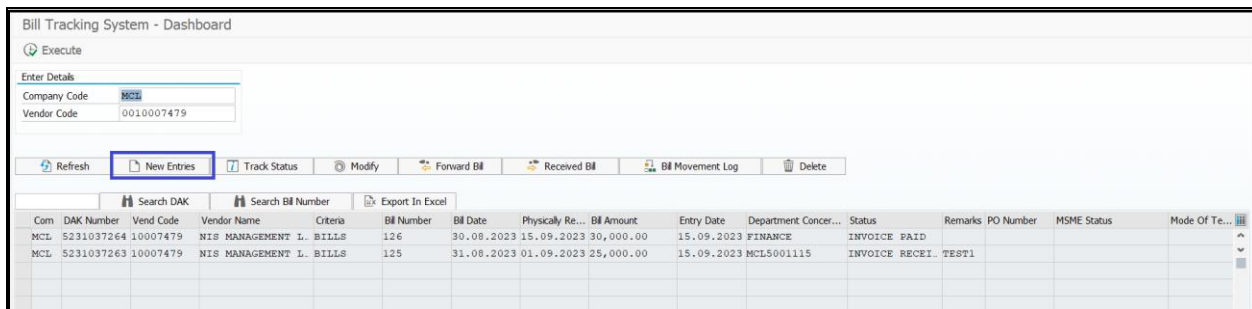
Step – 1

To generate new DAK no. go-to SAP Easy Access screen enter T-code – ZFI_BTS 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' interface. In the 'Input Details' section, 'Company Code' is 'MCL' and 'Vendor Code' is '0010007479'. The 'Basic Details' table has 'Company...' as 'MCL' and 'Plant Code' as '3001'. A red error message 'Wrong Plant Enter' is displayed at the bottom left. Two black arrows point from the error message to the 'Plant Code' field and the 'Enter' button.

Company...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport
MCL			3001		0010007479	NIS MANAGEMENT LTD		

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

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' interface with the correct plant code. 'Company Code' is 'CIL' and 'Vendor Code' is '0010007479'. The 'Basic Details' table has 'Company...' as 'CIL', 'Plant Code' as '1001', and 'Plant Description' as 'Coal India Limited'. The 'Enter Details' table is now active and ready for input.

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		

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

The screenshot shows the 'Bill Tracking System - New Bill Entry' interface. The 'Input Details' section contains 'Company Code' CIL and 'Vendor Code' 0010007479. The 'Basic Details' table lists 'Plant Code' 1001, 'Plant Description' Coal India Limited, 'Vendor Code' 0010007479, and 'Vendor Name' NIS MANAGEMENT LTD. The 'Enter Details' table has a 'PO Number' field highlighted with a red box. A pop-up window titled 'Purchasing Document (1) 4 Entries found' is open, showing a list of documents with columns 'Purch.Doc.' and 'Vendor'. The 'PO Number' field in the main form is linked to this pop-up.

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

This screenshot shows the same 'Bill Tracking System - New Bill Entry' interface. The 'Basic Details' table now has 'MSME Status' MSE- GENERAL and 'Mode Of Transport' E- PROCUREMENT PORTAL populated. The 'Enter Details' table has 'PO Number' 5600024912 populated. A double-headed arrow points from the 'PO Number' field in the 'Enter Details' table to the 'MSME Status' and 'Mode Of Transport' fields in the 'Basic Details' table, indicating data transfer.

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.

The screenshot shows the 'Bill Tracking System - New Bill Entry' interface. It features several data entry sections: 'Input Details' with fields for Company Code (CIL) and Vendor Code (0010007479); 'Basic Details' with a table for Company, Area Code, Area, and Plant Code; and 'Enter Details' with a table for Department, Department Description, and Sub Department. A central dropdown menu for 'MSME Status' is open, displaying four options: MSE-SC/ST, MSE-Women, MSE-General, and NON-MSE. The 'PO Number' field in the Enter Details section is highlighted with a blue box and contains the text 'NO VALUE ENTERED'. A blue arrow points from the dropdown menu to the MSME Status field in the Basic Details section.

Note: For entering New Bill without Purchase Order, this vendor is required to be maintained in table "ZRGT_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

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	

Enter Details

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

Save Cancel

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**.

Bill Tracking System - New Bill Entry

Input Details

Company Code	CIL
Vendor Code	0010007479

Basic Details

Company...	Area Code	Area	Plant Code	Plant Description	Mode Of Transport
CIL			1001	COAL INDIA LIM	

Enter Details

Department ...	Department Description	Sub Department	Criteria	Amount	PO Number	Remarks
CIL1001600	Personnel					

Sub Dept Description (1) 3 Entries found

Restrictions

Sub Dept Description

- EE - EXE ESTB
- MP&IR
- WELFARE

Save Cancel

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.

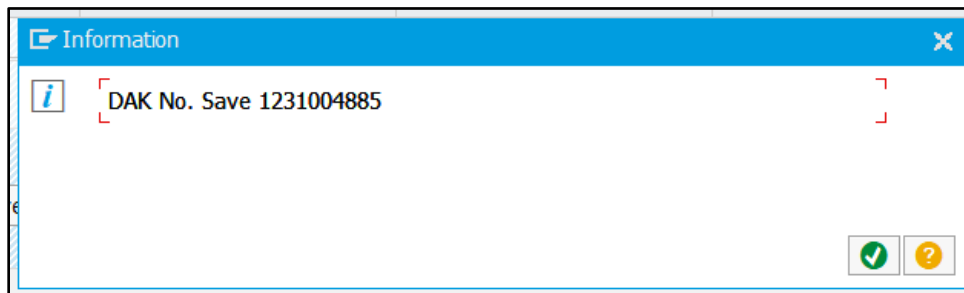
Step 7: Enter Bill Criteria, Bill Date, Physical Received Date, Bill amount, Remarks

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

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"> Maintain PO number if Bill is against any SAP Purchase Order 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 displays the 'Basic Details' and 'Additional Details' sections of the SAP Vendor Bill Tracking System. The 'Basic Details' table includes columns for Company, Area, Plant Code, Plant Description, Vendor Co., Vendor Name, MSME Status, and Mode Of Tender. The 'Additional Details' table includes columns for Department, Department Description, Sub Department, Criteria, Bill Number, Bill Date, Physically, Bill Amount, PO Number, and Remarks. A red box highlights the 'Criteria' dropdown menu, which is open and shows the following options: 'BILLS', 'Bills', 'LETTER', 'Letter', and 'ADVANCE/PI Advance/PI'. The 'ADVANCE/PI Advance/PI' option is selected.

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 displays the 'Basic Details' and 'Additional Details' sections of the SAP Vendor Bill Tracking System. The 'Basic Details' table includes columns for Company, Area, Plant Code, Plant Description, Vendor Co., Vendor Name, MSME Status, and Mode Of Tender. The 'Additional Details' table includes columns for Department, Department Description, Sub Department, Criteria, Bill Number, Bill Date, Physically, Bill Amount, PO Number, and Remarks. A red box highlights the 'Bill Number' and 'Bill Date' fields, which are empty.

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 **“ZRGT_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 | except the following

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

The screenshot shows the SAP Bill Tracking System interface. The 'Basic Details' section contains the following data:

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	

The 'Additional Details' section contains the following data:

Departme...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	PO Number	Remarks
CIL1001506	ERP		ADVANCE/PI Advance/PI						

The 'Criteria' dropdown menu is open, showing the following options:

- BILLS Bills
- LETTER Letter
- ADVANCE/PI Advance/PI

Buttons: Save, Cancel

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

The screenshot shows the SAP Bill Tracking System interface with the bill entry completed. The 'Basic Details' section contains the following data:

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	

The 'Additional Details' section contains the following data:

Departme...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	PO Number	Remarks
CIL1001506	ERP		ADVANCE/PI Advanc...	2024-25	04.04.2024	04.04.2024			IMPREST ADVANCE OF ERP DEP 24-25

Buttons: Save, Cancel

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

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

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

Bill Tracking System - Dashboard

Execute

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	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		ERPHCM_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		ERPHCM_CIL	10:47:10	HOD (FIN)
CIL	1241005035	10007315	TECH MAHINDRA LI...	BILLS	24UP91DI3..	15.04.2024	22.07.2024	256,743.00	22.07.2024	CIL1001500	REC BY DEP	HMS A..	5700300214	NON-MSE	OTHER TBA..	SM878358	11:21:34	
CIL	1241003965	10007315	TECH MAHINDRA LI...	BILLS	23UP91DI3..	19.01.2024	23.04.2024	230,433.00	23.04.2024	FINANCE	INVOICE PAID	CIL 2..	5700300214	NON-MSE	OTHER TBA..	C4T2_CIL	12:44:21	
CIL	1241003786	10007315	TECH MAHINDRA LI...	BILLS	23UP91DI3..	19.01.2024	23.04.2024	353,332.33	23.04.2024	FINANCE	INVOICE PAID	CIL 2..	5700170350	NON-MSE	E- PROCUR..	C4T2_CIL	12:44:21	
CIL	1241003785	10007315	TECH MAHINDRA LI...	BILLS	23UP91DI3..	22.11.2023	23.04.2024	716,860.96	23.04.2024	FINANCE	INVOICE PAID	CIL 2..	5700159319	OTHERS	E- PROCUR..	C4T2_CIL	12:44:21	

Step – 2

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

System Help

Bill Tracking System - Dashboard

Create... | Store business document

Attachment list

Company Code: CIL | Vendor Code: 0010007315 | Bill No: 1234

Dak No: 1241005211 | Vendor Name: TECH MAHINDRA LIMIT... | Bill Date: 22.07.2024

Current Department: CIL1001500 | Physical Receive Date: 22.07.2024

Current Sub Department: HOD (FIN) | Current Date: 06.01.2025

Current Status: FORWARDED

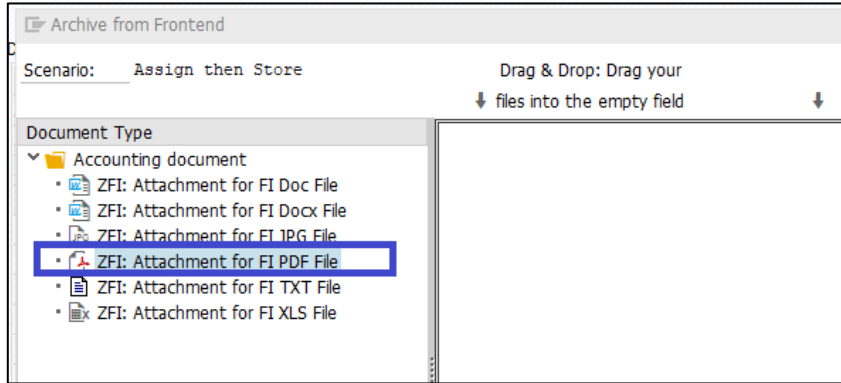
Data Selection: Bill Movement Log

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	ERPHCM_CIL	CIL1001500	HOD (FIN)	

Step – 3

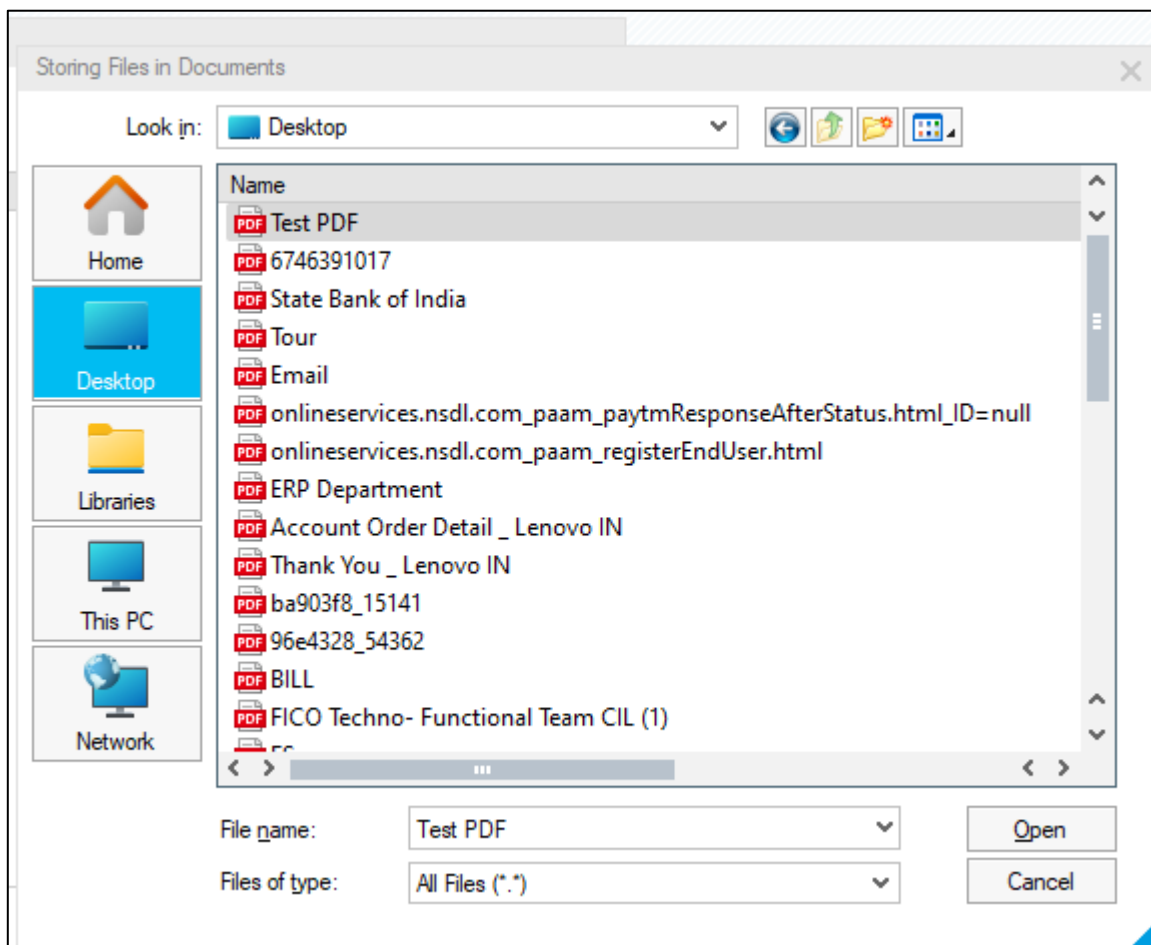
Select required File type from the menu and double click on that.

Example: upload PDF File.



Step – 4

Select File to be uploaded and click on open



Step – 5

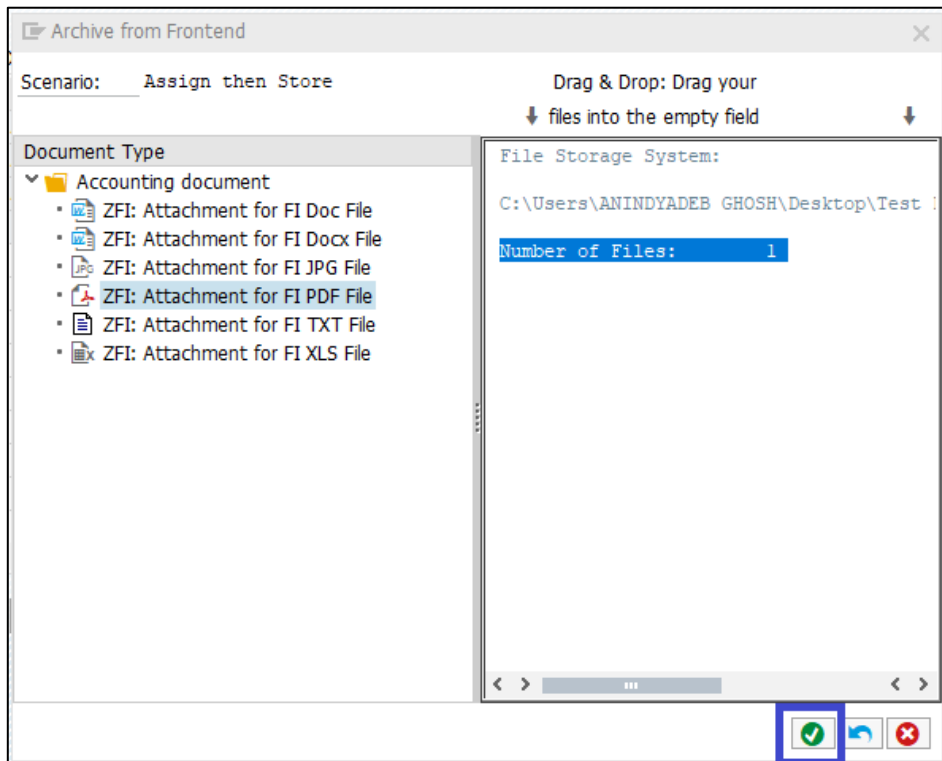
Enter File Description as per Requirement and Click on Continue icon



Field	Value
File Name	Test PDF.pdf
Description	Test Bill

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.



Scenario: Assign then Store

Drag & Drop: Drag your files into the empty field

Document Type

- Accounting document
 - ZFI: Attachment for FI Doc File
 - ZFI: Attachment for FI Docx File
 - ZFI: Attachment for FI JPG File
 - ZFI: Attachment for FI PDF File**
 - ZFI: Attachment for FI TXT File
 - ZFI: Attachment for FI XLS File

File Storage System:
C:\Users\ANINDYADEB GHOSH\Desktop\Test

Number of Files: 1

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

The screenshot shows the SAP Bill Tracking System - Dashboard. A red box highlights the 'Attachment list' button in the top navigation bar. The 'Current Status' field is highlighted with a blue box and displays 'INVOICE PAID'. Below this, the 'Data Selection' dropdown is set to 'Bill Movement Log', which displays a table of bill movement records.

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		ERPHCM_CIL	10:47:10	HOD (FIN)
CIL	1241005035	10007315	TECH MAHINDRA LI.	BILLS	240F31D13..	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	230F31D13..	19.01.2024	23.04.2024	230,633.00	23.04.2024	FINANCE		INVOICE PAID	CIL 2.	5700300214	NON-MSE	OTHER THA.	Ct2_CIL	12:44:21	
CIL	1241003786	10007315	TECH MAHINDRA LI.	BILLS	230F31D13..	19.01.2024	23.04.2024	353,332.33	23.04.2024	FINANCE		INVOICE PAID	CIL 2.	5700170350	NON-MSE	E- PROCTR.	Ct2_CIL	12:44:21	
CIL	1241003785	10007315	TECH MAHINDRA LI.	BILLS	230F31D13..	22.11.2023	23.04.2024	716,860.56	23.04.2024	FINANCE		INVOICE PAID	CIL 2.	5700159319	OTHERS	E- PROCTR.	Ct2_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	ERPHCM_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.

Point No. 4 – Forwarding of DAK no.

Step-1

Once DAK no created you need to forward to the concern department for processing. Select the DAK no from the list and Click on **Forward Bill**.

Bill Tracking System - Dashboard

Execute

Enter Details

Company Code: MCL
Vendor Code: 2000000317

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 R...	Bill Amount	Entry Date	Department Conce...	Status	Rema...	PO Number	MSM
MCL	31000095	2000000317	BAHDL HOSPITALIT.	BILLS	33336	09.03.2023	09.03.2023	100,000.00	09.03.2023	MCL5001400 (CIV..	INVOICE RECEI..	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	5231000089	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..			
MCL	5231000048	2000000317	BAHDL HOSPITALIT.	BILLS	HHH881	15.02.2023	15.02.2023	30,000.00	25.02.2023	MCL5001500 (FIN..	INVOICE RECEI..	PAID	5800006364	MSE-

Step-2

Enter **Physical Received Date** (by default it is current date) **Department** and **Sub Department** from drop down list.

Bill Tracking System - Forward

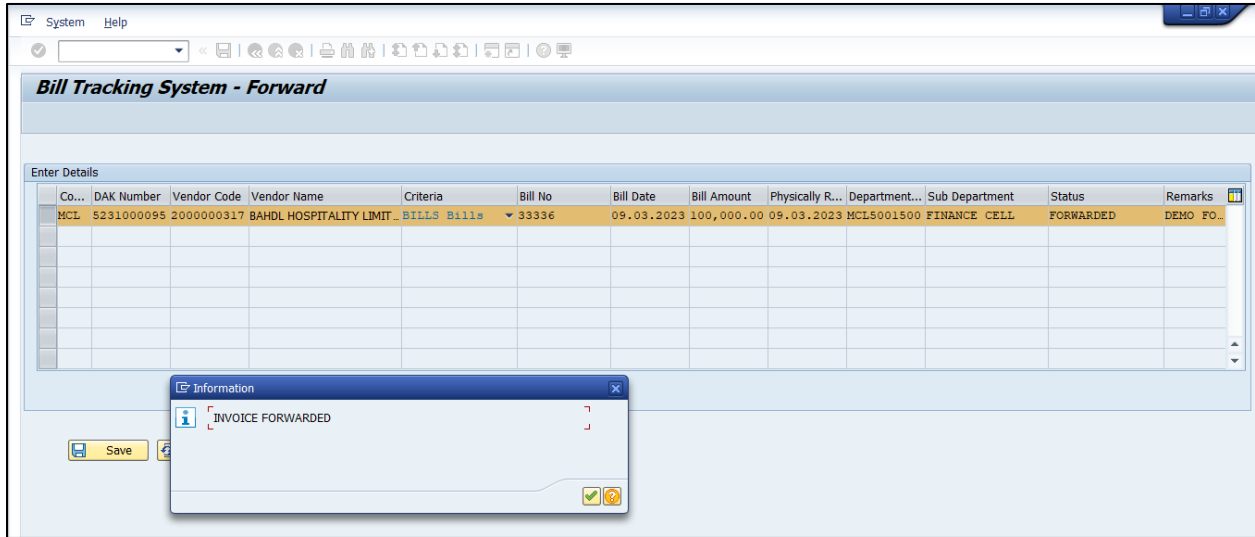
Enter Details

Co...	DAK Number	Vendor Code	Vendor Name	Criteria	Bill No	Bill Date	Bill Amount	Physically R...	Department...	Sub Department	Status	Remarks
MCL	5231000095	2000000317	BAHDL HOSPITALITY LIMIT..	BILLS Bills	33336	09.03.2023	100,000.00	09.03.2023	MCL5001500	FINANCE CELL	FORWARDED	DEMO FO..

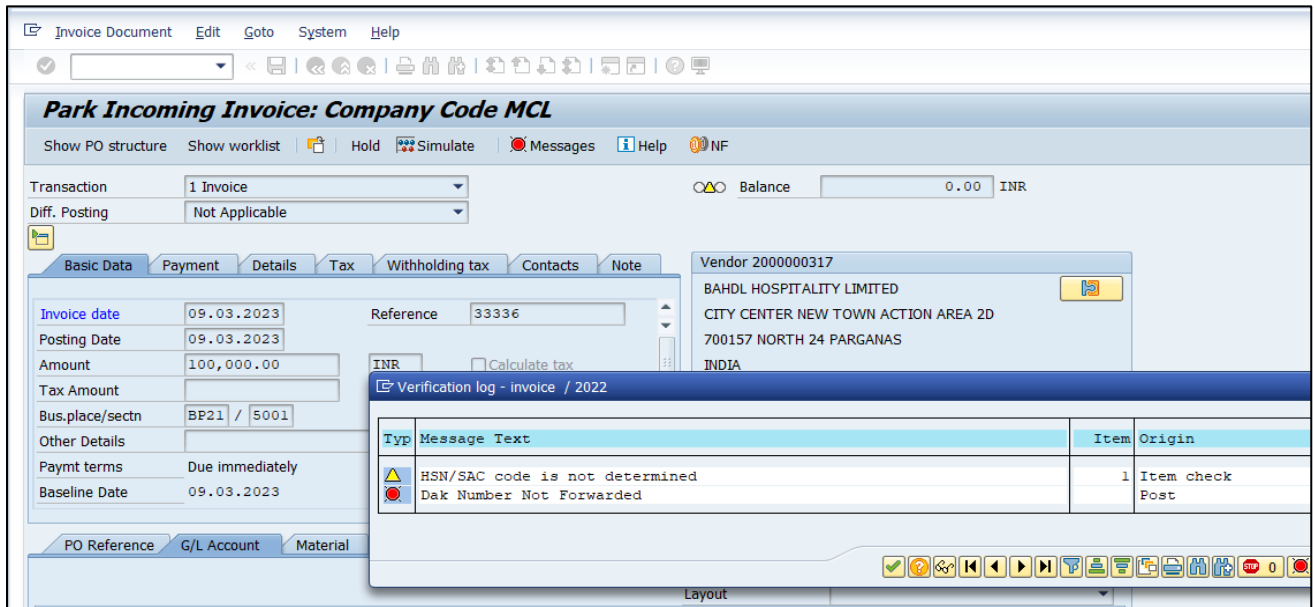
Save | Clear | Cancel

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), otherwise 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”**

The screenshot shows the SAP Bill Tracking System - Forward window. The window title is "Bill Tracking System - Forward". Below the title bar, there is a toolbar with various icons. The main area contains a table with the following data:

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	Bill	24UP31DI390	15.04.2024	256,743.00	07.01.2025	CIL1001500	HOD(FIN)	FORWARDED	HMS AMC YEAR 1 Q2

At the bottom of the window, there are buttons for "Save", "Clear", and "Cancel". A red error message is displayed at the bottom left: "Without attachment Bill Cannot be forwarded to CIL1001500". The SAP logo is visible at the bottom center, and the user's current session information is shown at the bottom right: "ERPFIICO_CIL | DELCILSAPEQ | INS | ...".

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**.

Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically R...	Bill Amount	Entry Date	Department Conce...	Status	Rema...	PO Number	MSME
MCL	31000095	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..			

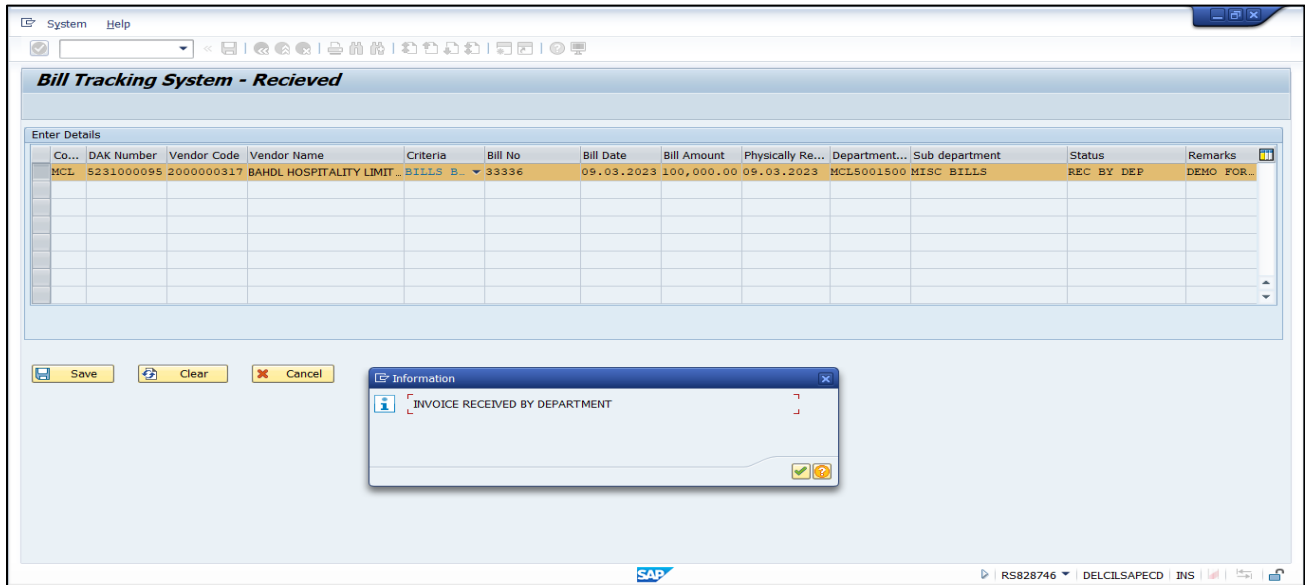
Step-2

After click on Received Bill, enter physical received date

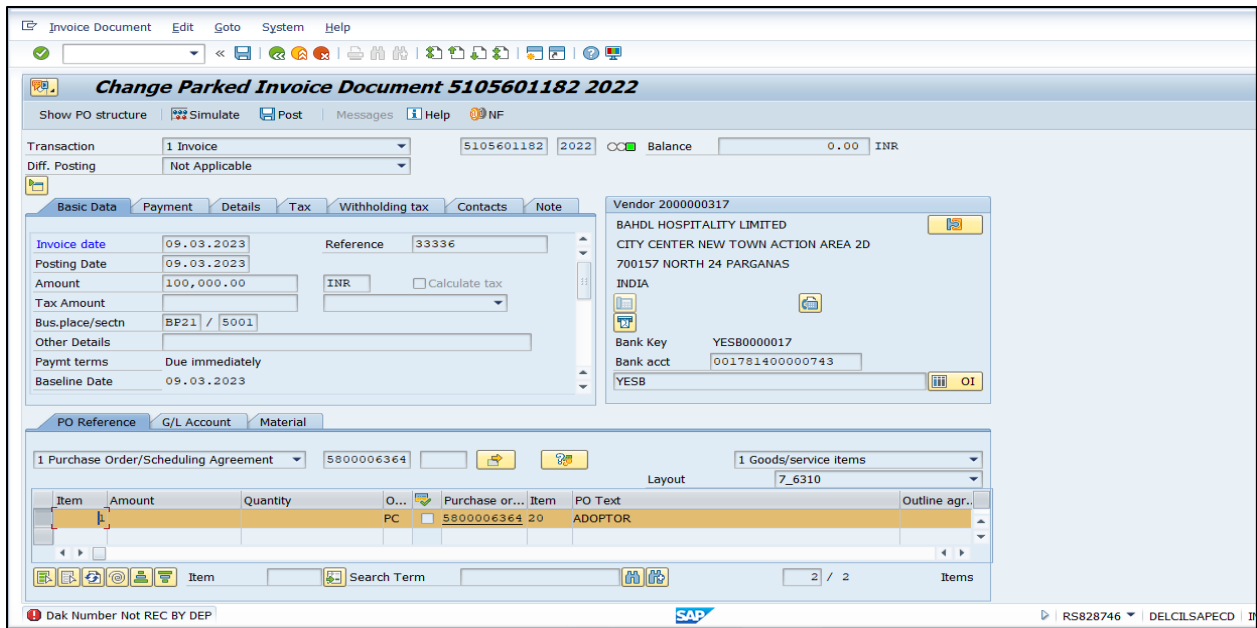
Co...	DAK Number	Vendor Code	Vendor Name	Criteria	Bill No	Bill Date	Bill Amount	Physically Re...	Department...	Sub department	Status	Remarks
MCL	5231000095	2000000317	BAHDL HOSPITALITY LIMIT...	BILLS B.	33336	09.03.2023	100,000.00	09.03.2023	MCL5001500	MISC BILLS	REC BY DEP	DEMO FOR

Step-3

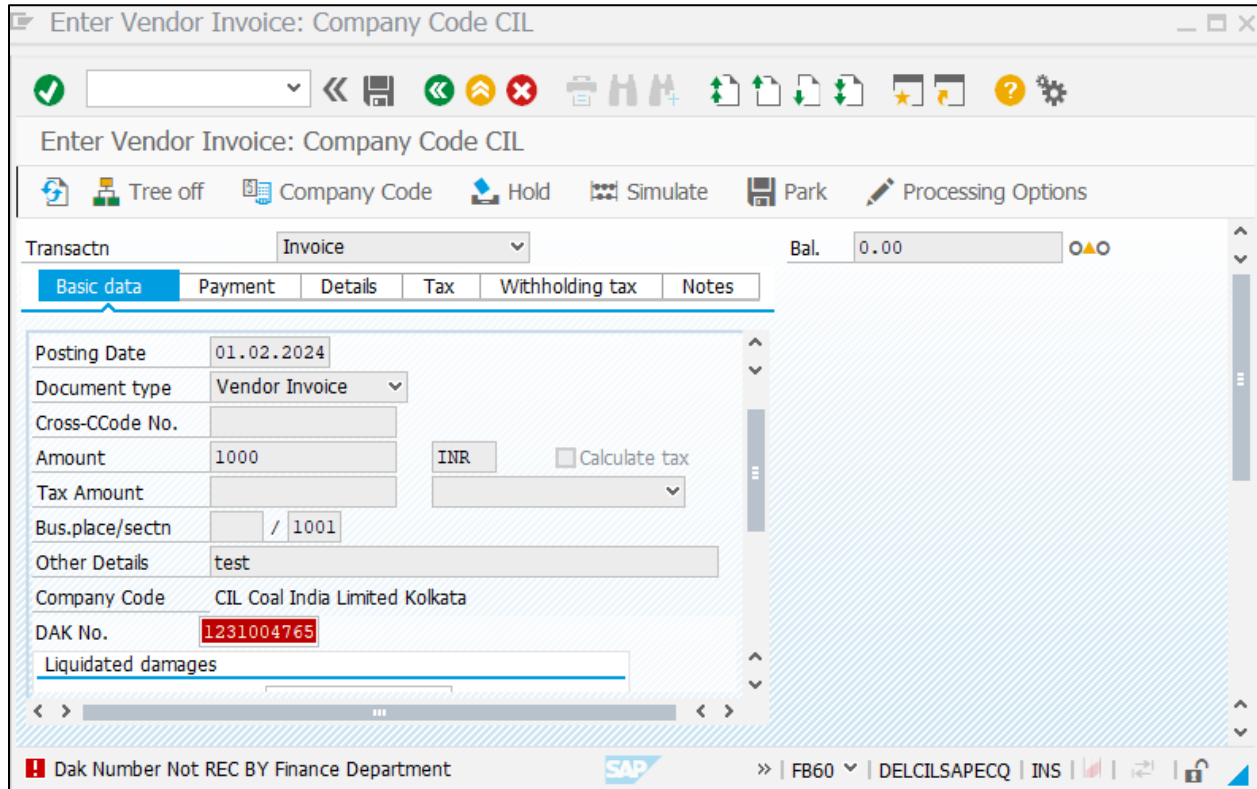
Now Select the Line and Click on **SAVE**. System through pop-up message like “Invoice Received by Department”.



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”



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 input fields for 'Company Code' (MCL) and 'Vendor Code' (1000000005). Below this is a toolbar with buttons for 'Refresh', 'New Entries', 'Track Status', 'Modify' (highlighted in yellow), 'Forward Bill', 'Received Bill', 'Bill Movement Log', and 'Delete'. A search bar contains '5231000287'. Below the search bar is a table with the following data:

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 is divided into two main sections: 'Basic Details' and 'Enter details'. The 'Basic Details' section contains a table with the following data:

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

The 'Enter details' section contains a table with the following data:

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

At the bottom of the screen, there are 'Save' and 'Cancel' buttons.

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

The screenshot displays the 'Bill Tracking System - Modify' window. It features two data tables and a success message dialog.

Basic Details Table:

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

Enter details Table:

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

Information Dialog:

INVOICE MODIFICATION DONE

Buttons: Save, Cancel

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_BTS_D using Tcode ZFI_BTS_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

The screenshot shows the 'Bill Tracking System - Dashboard' interface. At the top, there is an 'Execute' button and an 'Enter Details' section with input fields for 'Company Code' (MCL) and 'Vendor Code' (1000000005). Below this is a navigation bar with buttons for 'Refresh', 'New Entries', 'Track Status', 'Modify', 'Forward Bill', 'Received Bill', 'Bill Movement Log', and 'Delete' (highlighted in yellow). The main area contains a table with columns: 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, and Mode Of. The first row is highlighted in orange and contains the following data: MCL, 5231000287, 1000000005, OCPL, BILLS, TEST 1234, 04.11.2023, 04.11.2023, 1,000.00, 04.11.2023, MCL5001400, INVOICE RECEI, TESTI, 5600000131.

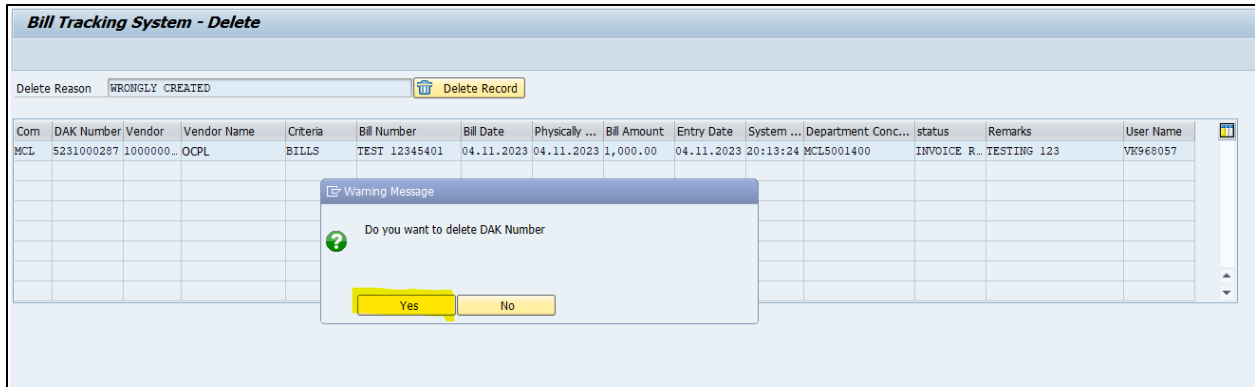
Step-2

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

The screenshot shows the 'Bill Tracking System - Delete' interface. At the top, there is a 'Delete Reason' field with the text 'wrongly created' and a 'Delete Record' button (highlighted in yellow). Below this is a table with columns: Com, DAK Number, Vendor, Vendor Name, Criteria, Bill Number, Bill Date, Physically ..., Bill Amount, Entry Date, System ..., Department Conc..., status, Remarks, and User Name. The first row contains the following data: MCL, 5231000287, 1000000005, OCPL, BILLS, TEST 12345401, 04.11.2023, 04.11.2023, 1,000.00, 04.11.2023, 20:13:24, MCL5001400, INVOICE R..., TESTING 123, VK966057.

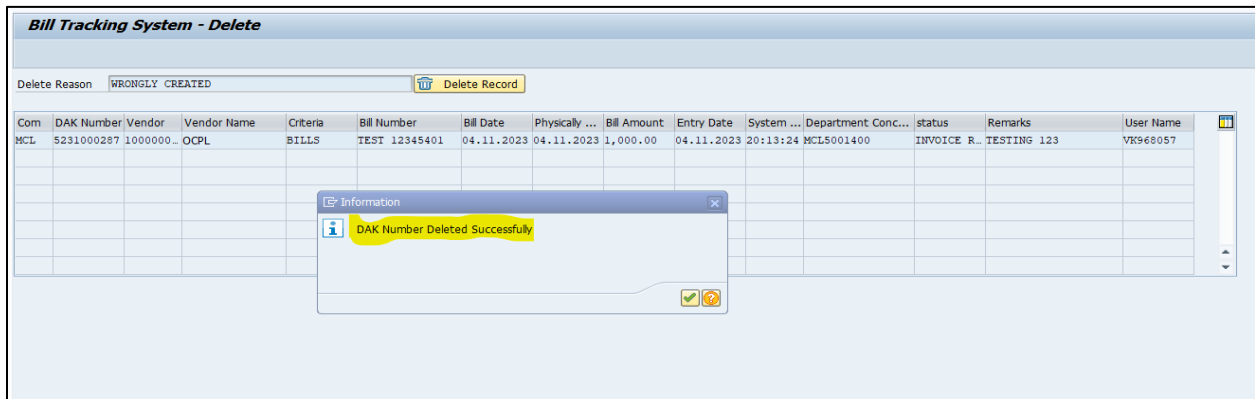
Step -3

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	TEST1RJKJ	11.10.2023	11.10.2023	1,700.00	12.10.2023	MCL5001400	INVOICE RECEI... TEST	5800001527		MSE-GENERAL	E- PROC
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	
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... TESTI..			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

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	1231009848	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												
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 Status		INVOICE PAID		Current Date		19.10.2023						
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					

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	CcT2_CIL	2000058355	2023		SBINR12024012998663031	29.01.2024

If Payment made through tcode F110 using Bank Interface of SBI/Axici/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 navigation bar with 'Show PO structure', 'Follow-On Documents ...', 'Help', and 'NF'. The main area is divided into several sections: 'Basic Data', 'Payment', 'Details', 'Tax', and 'Withholding tax'. The 'Basic Data' section contains fields for 'Amount' (10,000.00), 'Tax Amount' (0.00), 'Bus.place/sectn' (BP21 / 5001), 'Paymt terms' (Due immediately), 'Baseline Date' (29.09.2023), 'Company Code' (MCL Mahanadi Coalfields Ltd Sambalpur), and 'DAK No.' (5231000294). The 'Vendor 1000000005' section shows details for OCP L, including the address 'N/A 35, INTEGRATED OFFICE COMPLEX, 110003 NEW DELHI-3, INDIA', phone number '09865745767', bank key '123456', and bank account '33330000'. The 'PO Reference' section shows 'G/L Account' and 'Material'. The 'Item' table at the bottom lists one item: '1' with an amount of '10,000.00', quantity of '5.000', unit 'PC', purchase order '5800001769', and item '10' with PO text 'GASKET KIT'. The layout is set to '7_6310'.

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

Park FI Vendor Invoice

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

The screenshot displays the SAP 'Enter Vendor Invoice' interface for Company Code MCL. The 'Basic data' tab is selected, showing the following fields: Invoice date, Posting Date (05.11.2023), Reference, Amount, Tax Amount, Bus.place/sectn, Other Details, Company Code (MCL Mahanadi Coalfields Ltd Sambalpur), and DAK No. (highlighted in yellow). The 'Tax' tab is also visible, showing 'Calculate tax' and 'Tax Amount' fields. The 'Withholding tax' and 'Notes' tabs are also present. The bottom of the screen shows a table with 0 items.

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdictn code	V	Assignment
			S De...		0.00				
			S De...		0.00				

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

1. Current Status of the DAK number is either of the following
 - a. "REC BY DEP" & 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
4. Purchase Order not maintained against this DAK number.

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.

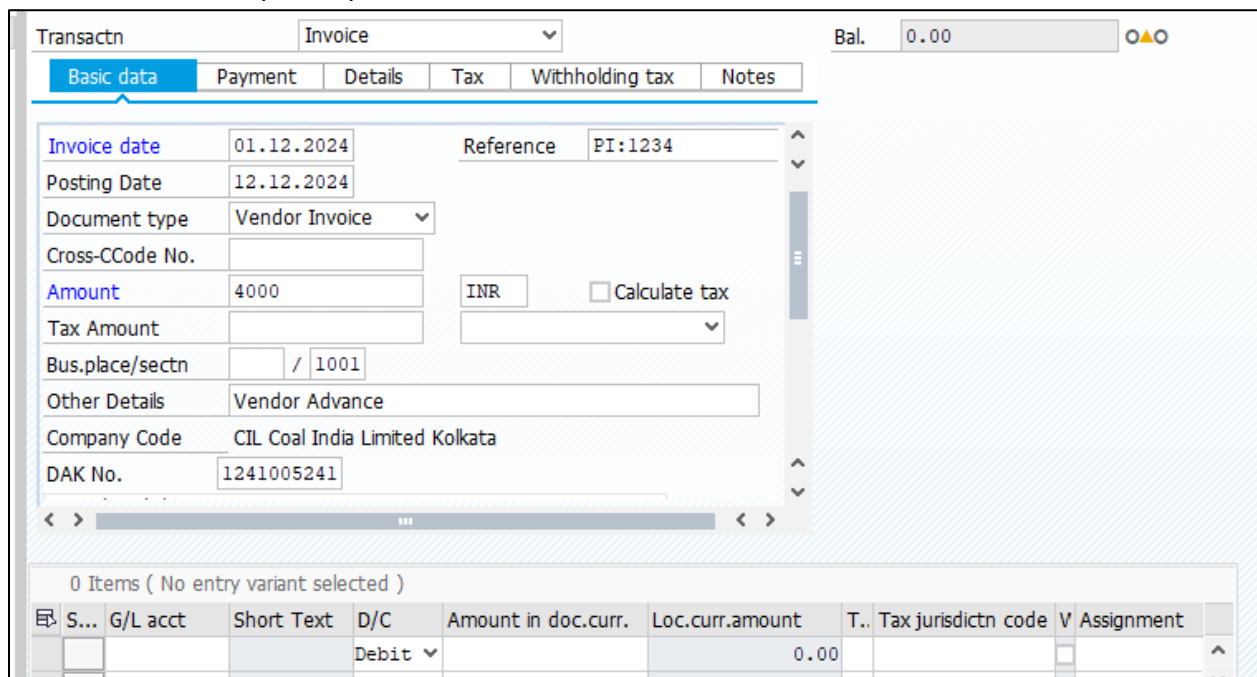
12 (a) For Payment of Advance to Vendor – Parking is not available Post Directly

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 displays the SAP 'Invoice' entry screen. The 'Transaction' is set to 'Invoice' and the balance is 0.00. The 'Basic data' tab is active, showing the following fields:

Invoice date	01.12.2024	Reference	PI:1234
Posting Date	12.12.2024		
Document type	Vendor Invoice		
Cross-CCode No.			
Amount	4000	Currency	INR
Tax Amount		Calculate tax	<input type="checkbox"/>
Bus.place/sectn	/ 1001		
Other Details	Vendor Advance		
Company Code	CIL Coal India Limited Kolkata		
DAK No.	1241005241		

Below the fields, there is a table with 0 items selected. The table header is:

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdictn code	V Assignment
			Debit		0.00			

Step – 2

Enter data in details tab as per requirement.

The screenshot shows the 'Details' tab of an SAP Invoice. The 'G/L' field is set to '10900010' and the vendor is identified as 'Domestic Vendor'. The 'HeaderText' is 'Test Vednor Advance'. The 'Tr.part.BA' and 'Flow Type' fields are empty. The 'Vendor' information on the right includes the address 'NIS MANAGEMENT LTD, LAKE GARDENS, 700045 KOLKATA-KOLKATA, INDIA' and the bank account '31002015856' at 'STATE BANK OF INDIA, KOLKATA- CA...'. The balance is shown as 4,000.00-.

Step – 3

Enter Data in Payment Tab as per requirement.

The screenshot shows the 'Payment' tab of the same SAP Invoice. The 'BaselineDt' and 'Due on' are both set to '12.12.2024'. The 'CashDiscnt' is set to 'INR'. The 'Pmnt Method' is set to 'Free for payment'. The 'Part. bank' and 'House Bank' fields are empty. The 'Vendor' information on the right remains the same as in the previous screenshot. The balance is still 4,000.00-.

Step – 4

Enter Data in Withholding Tax Tab as per requirement.

The screenshot shows the 'Withholding tax' tab of an SAP invoice. The main table lists various withholding tax items with their respective amounts. The 'Vendor' section on the right provides details for NIS MANAGEMENT LTD, including its address and bank information.

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

Vendor Details:
 Address: NIS MANAGEMENT LTD, LAKE GARDENS, 700045 KOLKATA-KOLKATA, INDIA, 8585008889
 Bank account: 31002015856
 Bank Key: SBIN0050271
 STATE BANK OF INDIA, KOLKATA- CA...

Step – 5

Go to Environment and Click on complex posting

The screenshot shows the 'Environment' menu with 'Complex Posting' selected. Below, the 'Basic data' tab of the invoice is visible, showing fields for amount, tax, and company code.

Environment Menu:
 Correspondence (Shift+F6)
 Complex Posting (F6)
 Additional Component

Invoice Basic Data Fields:
 Cross-CCode No.:
 Amount: 4,000.00 (Currency: 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 Calculate tax Bus./sectn 1001
Due On 16.06.2025

Pmnt Block Ind. payee
Disc.perc. Pmnt Method
Order Disc. Amount
Asset Cost Center Real estate
Pur. Doc. Profit Ctr CIL1001 Flow Type
Contract WBS Element
Fund

Funds Ctr Cmnt item DUMMY
Assignment Sales Doc.
Oth Det Long Texts

Next Line Item

PstKy Account SGL Ind TType New co.code

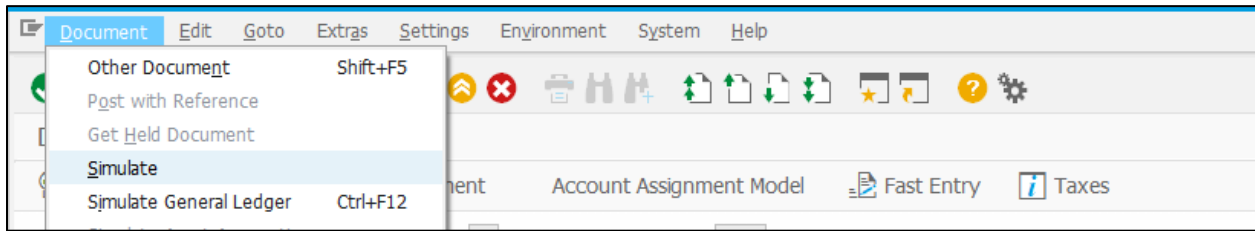
Step – 6

Click on back button

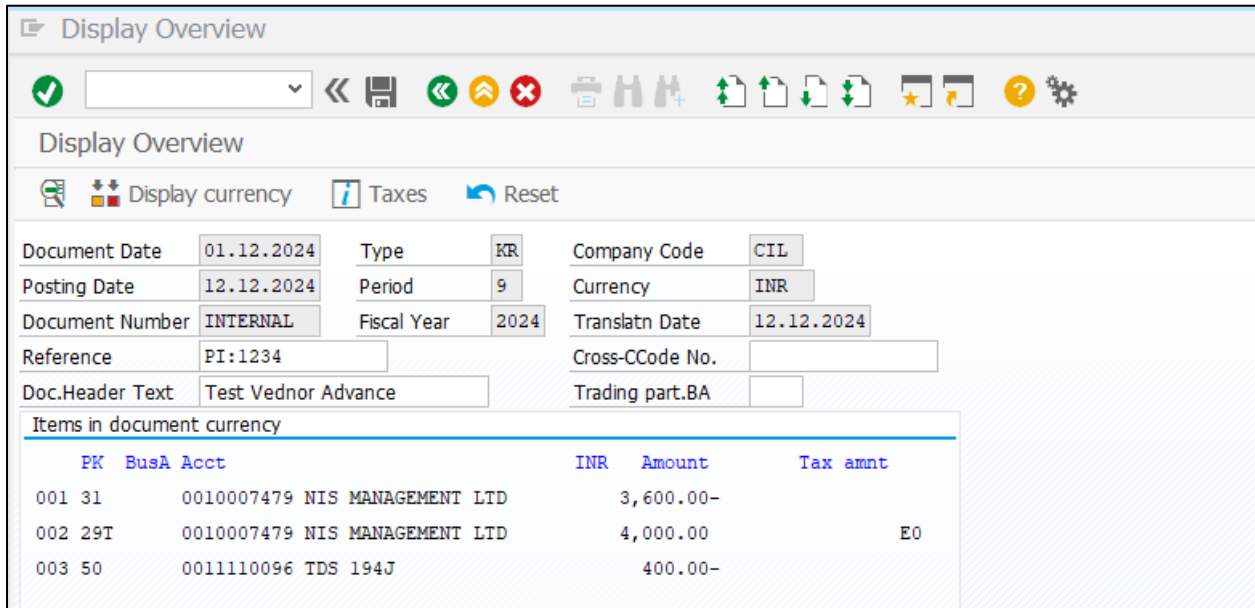


Step – 7

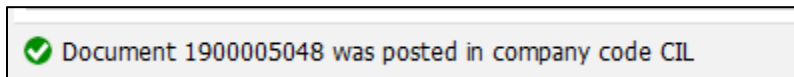
Simulate the document and check the entries.



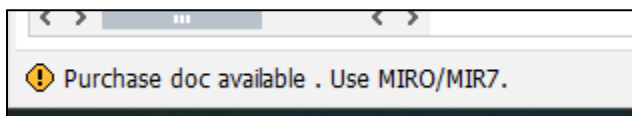
Check the details



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	<input checked="" type="checkbox"/>					
Invoice Receive Date	<input checked="" type="checkbox"/>	to	<input type="text"/>			
Plant	<input type="text"/>	to	<input type="text"/>			
Initiate Department	<input type="text"/>	to	<input type="text"/>			
MSE Status	<input type="text"/>	to	<input type="text"/>			
Mode of Tendering	<input type="text"/>	to	<input type="text"/>			
Vendor	<input type="text"/>	to	<input type="text"/>			
DAK Number	<input type="text"/>	to	<input type="text"/>			

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"> 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 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 noting 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)

Example: CIL Admin Department wants to monitor the bill pending more than 15 days

Enter data in input screen and click on execute button








BTS Details Report

Report Type

Company Wise
 Finance Department

Input

Company Code	CIL			
Invoice Receive Date	01.04.2025	to	06.05.2026	
Plant	1001	to		
Initiate Department	CIL1001630	to		
MSE Status		to		
Mode of Tendering		to		
Vendor		to		
DAK Number		to		

Choose Bill Type

Summary
 Due Bills
 Paid Bills

Age Group

1 To 7 Days
 8 To 14 Days
 15 To 21 Days
 22 To 44 Days
 45 and Above days





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		to		
Current User		to		
Current Department		to		
Current Sub Department		to		

Point No. 17 – Bill Tracking Forwarding Report

T-code : ZFI_BTS_F

Input Parameters

Input Field	Type	Description
Company	Mandatory	Enter the Company code
Plant	Mandatory	Plant where Invoice initially received
Invoice Forward System Date:	Mandatory	<ol style="list-style-type: none"> 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/>

- 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

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

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

Point No. 19 – When Vendor Bill is incomplete

After receipt of the bill and creation of the entry in the Bill Tracking System, if the user department finds that the bill or any related documents are incomplete, the following two options are available:

1. Modify the DAK “Physical Received Date” (refer to page no. 23 of the BTS User Manual (CIL HQ) Version 1.7).
2. Delete the DAK number and create a new DAK number after receiving the revised bill along with all required documents (refer to page no. 23 of the BTS User Manual (CIL HQ) Version 1.7).

The above-mentioned steps are illustrated below through case studies:

Case 1: A vendor submitted a bill on 05.04.2026, and a DAK number was created in the system on 06.04.2026. During scrutiny on 08.04.2026, it was found that a required certificate for processing the bill was missing. The matter was communicated to the vendor, who promptly submitted the certificate.

The screenshot displays the 'Bill Tracking System - Dashboard' interface. At the top, there are navigation icons and a search bar. Below this, the dashboard shows various fields for bill details:

- Company Code: CIL
- Dak No: 1261001887
- Current Department: CIL1001630
- Current Sub Department: (empty)
- Current Status: INVOICE RECEIVED
- Vendor Code: 0010002512
- Vendor Name: TEST VENDOR
- Physical Receive Date: 05.04.2026
- Current Date: 06.05.2026
- Bill No: TEST1
- Bill Date: 03.04.2026

Below the fields, there is a 'Data Selection' dropdown menu set to 'Bill Movement Log'. A table displays the movement log data:

System Dt	System Time	Physical Date	Status	User Id	Dept Receive	Sub Department	REMARKS
06.05.2026	12:24:00	05.04.2026	INVOICE RECEIVED	ERPFICO_CIL	CIL1001630		TEST BILL

The 'Physical Date' field in the table is highlighted with a red box, and a larger red box highlights the text 'Physical Date' and '05.04.2026' in a separate view.

Solution: User required to modify physically received date from 05.04.2026 to 08.04.2026

After receiving the required certificate as on 08.04.2026 User modifying the Physical Received date:

Step-1

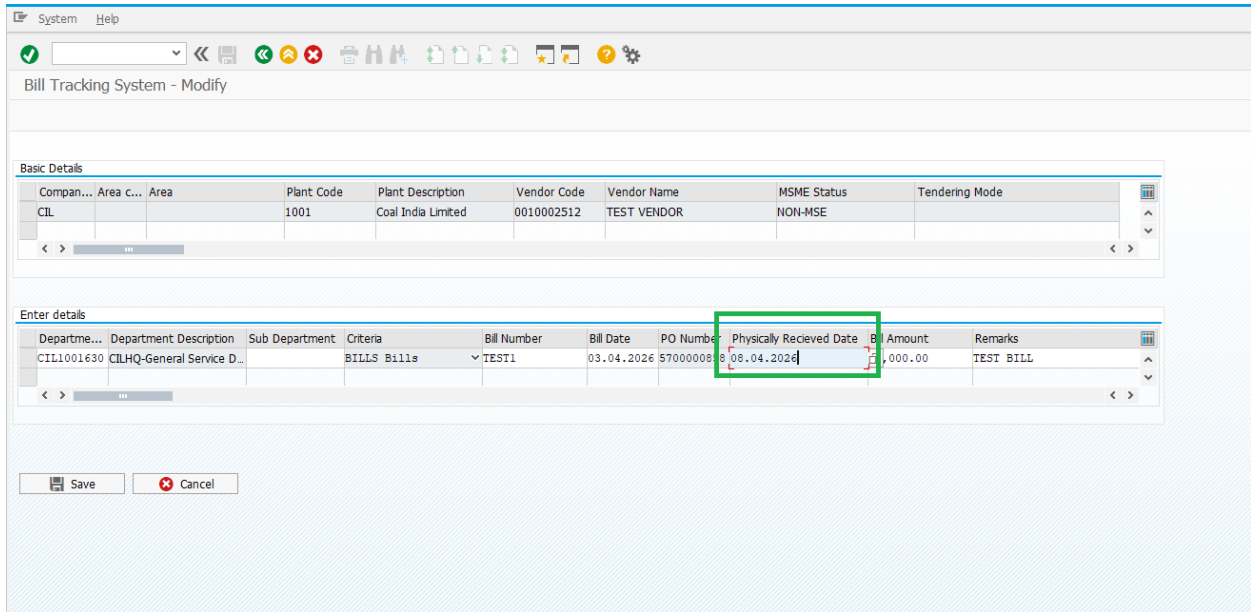
Then Select the row and click on **Modify Button**

The screenshot shows the 'Bill Tracking System - Dashboard' interface. At the top, there is a navigation bar with 'System' and 'Help' menus. Below it is a toolbar with various icons. The main area contains an 'Enter Details' form with 'Company Code' set to 'CIL' and 'Vendor Code' set to '0010002512'. Below the form is a row of action buttons: 'Refresh', 'New Entries', 'Track Status', 'Modify' (highlighted with a red box), 'Forward Bill', 'Received Bill', and 'Delete'. Below the buttons is a search bar with 'Search DAK', 'Search Bill Number', and 'Export In Excel' options. The main data area is a table with columns: Com, DAK Number, Vend Code, Vendor Name, Criteria, Bill Number, Bill Date, Physically ..., Bill Amount, Entry Date, Department Con..., Status, and Rema. The first row is highlighted in red and contains the following data: CIL, 1261001887, 10002512, TEST VENDOR, BILLS, TEST1, 03.04.2026, 05.04.2026, 50,000.00, 06.05.2026, CIL1001630, INVOICE RECEI..., TEST.

Step-2

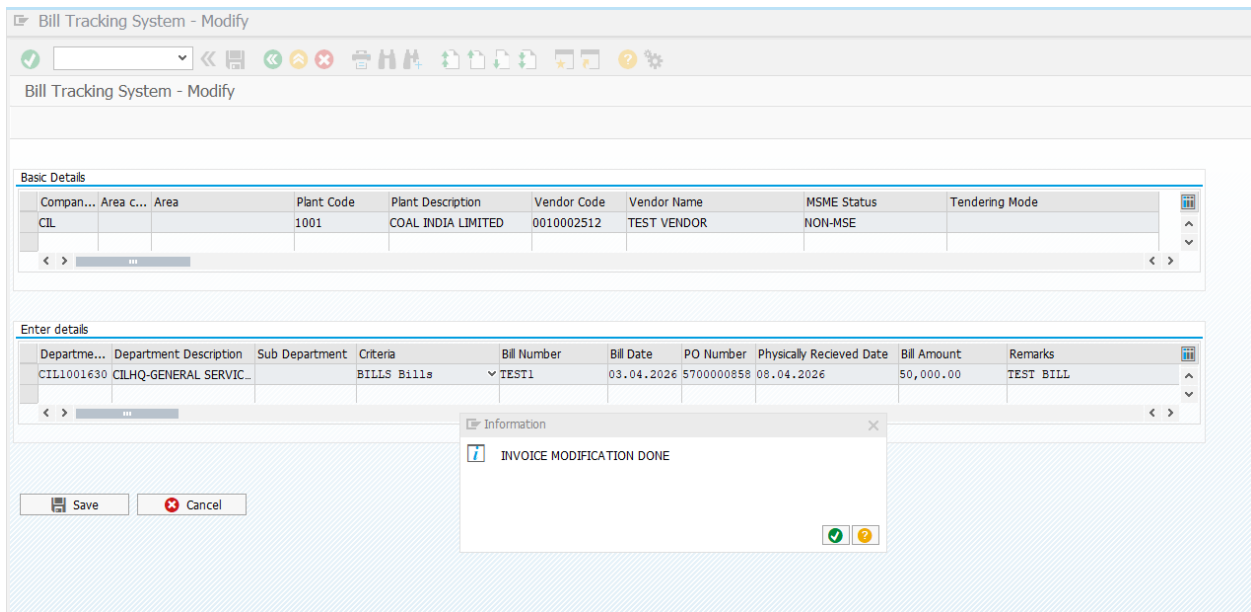
Change the physical received date from 05.04.2026 to 08.04.2026

The screenshot shows the 'Bill Tracking System - Modify' interface. At the top, there is a navigation bar with 'System' and 'Help' menus. Below it is a toolbar with various icons. The main area contains a 'Basic Details' form with fields for 'Compan...', 'Area C...', 'Area', 'Plant Code', 'Plant Description', 'Vendor Code', 'Vendor Name', 'MSME Status', and 'Tendering Mode'. Below the form is an 'Enter details' form with columns: Departme..., Department Description, Sub Department, Criteria, Bill Number, Bill Date, PO Number, Physically Received Date, Bill amount, and Remarks. The 'Physically Received Date' field is highlighted with a red box and contains the value '05.04.2026'. Below the form are 'Save' and 'Cancel' buttons.



Step-3

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



Now all date calculation will be done from 08.04.2026 instead of 05.04.2026

During modification the reason of changing physical date can be mentioned at remarks column.

Case 2: A vendor submitted a bill on 05.04.2026, and a DAK number was created on 06.04.2026. The bill was processed and forwarded to the Finance Department on 08.04.2026. On 10.04.2026, the Finance Department returned the bill with remarks that a certificate required as per the work order was missing. The bill was returned to the vendor, who resubmitted it on 21.04.2026.

The screenshot shows the 'Bill Tracking System - Dashboard' interface. It includes a header with navigation icons and a search bar. Below the header, there are several input fields for bill details:

- Company Code: CIL
- Dak No: 1261001887
- Vendor Code: 0010002512
- Vendor Name: TEST VENDOR
- Bill No: TEST1
- Bill Date: 03.04.2026
- Current Department: CIL1001630
- Physical Receive Date: 05.04.2026
- Current Sub Department: (empty)
- Current Date: 06.05.2026
- Current Status: FORWARDED

Below these fields is a 'Data Selection' dropdown set to 'Bill Movement Log'. A table displays the movement log with the following data:

System Dt	System Time	Physical Date	Status	User Id	Dept Receive	Sub Department	REMARKS
06.05.2026	12:34:46	05.04.2026	INVOICE RECEIVED	ERPFICO_CIL	CIL1001630		TEST BILL
06.05.2026	12:50:07	08.04.2026	FORWARDED	ERPFICO_CIL	CIL1001500	HOD (FIN)	FORWARDED T
06.05.2026	12:50:30	08.04.2026	REC BY DEP	ERPFICO_CIL	CIL1001500	HOD (FIN)	RECEIVED TE
06.05.2026	12:51:10	10.04.2026	FORWARDED	ERPFICO_CIL	CIL1001630		FORWARDED T

Solution: User Department required to receive the DAK, Delete the DAK Number and create new DAK number on receipt of Bill along with all necessary document.

Step 1: Receive DAK Number:

Select the row and click on **Received Bill Button**

The screenshot shows the 'Bill Tracking System - Dashboard' interface. It includes a header with navigation icons and a search bar. Below the header, there are several input fields for bill details:

- Company Code: CIL
- Vendor Code: 0010002512

Below these fields is a row of action buttons: Refresh, New Entries, Track Status, Modify, Forward Bill, **Received Bill** (highlighted with a green box), and Delete.

Below the buttons is a table with the following data:

Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically ...	Bill Amount	Entry Date	Department Con...	Status	Rema...	PO Numbe
CIL	1261001887	10002512	TEST VENDOR	BILLS	TEST1	03.04.2026	10.04.2026	50,000.00	06.05.2026	CIL1001630	FORWARDED	FORWA...	570000085
CIL	1261001863	10002512	TEST VENDOR	BILLS	202600092	19.01.2026	29.01.2026	19,100.00	23.04.2026	CIL1001505	INVOICE RECEI...		570000085
CIL	1261001860	10002512	TEST VENDOR	BILLS	INV/2/2026	28.03.2026	31.03.2026	300.00	23.04.2026	CIL1001505	INVOICE RECEI...		570000085
CIL	1261001841	10002512	TEST VENDOR	BILLS	NEW/3/2026	06.04.2026	07.04.2026	800.00	07.04.2026	CIL1001505	INVOICE RECEI...		570000086
CIL	1261001833	10002512	TEST VENDOR	BILLS	NEW/2/2026	02.04.2026	06.04.2026	300.00	07.04.2026	CIL1001505	INVOICE RECEI...		570000086

Enter Receiving Date and click on save button.

Bill Tracking System - Received

Enter Details

Co...	DAK Number	Vendor Co...	Vendor Name	Criteria	Bill No	Bill Date	Bill Amount	Physically R...	Department...	Sub department	Status	Remarks
CIL	1261001887	10002512	TEST VENDOR	BILLS B...	TEST1	03.04.2026	50,000.00	10.04.2026	CIL1001630		REC BY DEP	FORWARDED TEST BILL

Save Clear Cancel

After receiving go back to BTS main screen

Step2: Delete DAK number

Select the row and click on Delete button

Bill Tracking System - Dashboard

Execute

Enter Details

Company Code CIL
Vendor Code 0010002512

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	MSME Status
CIL	1261001887	10002512	TEST VENDOR	BILLS	TEST1	03.04.2026	10.04.2026	50,000.00	06.05.2026	CIL1001630	REC BY DEP	FORWA...	5700000858	NON-MSE
CIL	1261001863	10002512	TEST VENDOR	BILLS	202600092	19.01.2026	29.01.2026	19,100.00	23.04.2026	CIL1001505	INVOICE RECEI...		5700000858	NON-MSE
CIL	1261001860	10002512	TEST VENDOR	BILLS	INV/2/2026	28.03.2026	31.03.2026	300.00	23.04.2026	CIL1001505	INVOICE RECEI...		5700000858	NON-MSE
CIL	1261001841	10002512	TEST VENDOR	BILLS	NEW/3/2026	06.04.2026	07.04.2026	800.00	07.04.2026	CIL1001505	INVOICE RECEI...		5700000862	NON-MSE
CIL	1261001833	10002512	TEST VENDOR	BILLS	NEW/2/2026	02.04.2026	06.04.2026	300.00	07.04.2026	CIL1001505	INVOICE RECEI...		5700000865	NON-MSE

Enter the reason: "Bill Return Back to Vendor for re-submission"

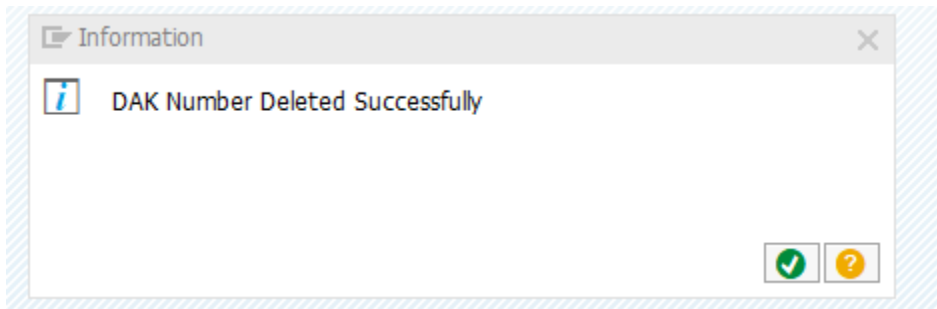
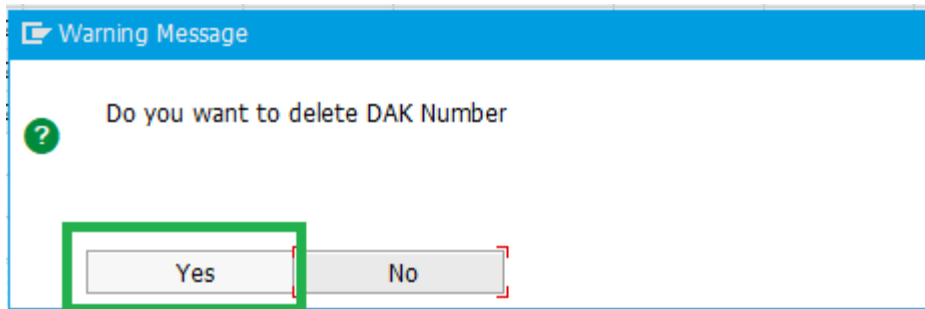
Click on Delete Record Button

Bill Tracking System - Delete

Delete Reason Bill Return Bako to Vendor for re-submission 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
CIL	1261001887	10002512	TEST VENDOR	BILLS	TEST1	03.04.2026	05.04.2026	50,000.00	06.05.2026	12:34:46	CIL1001630	INVOICE R...	TEST BILL	ERPFICO_C...
CIL	1261001887	10002512	TEST VENDOR	BILLS	TEST1	03.04.2026	08.04.2026	50,000.00	06.05.2026	12:50:07	CIL1001500	FORWARDED	FORWARDED TEST BILL	ERPFICO_C...
CIL	1261001887	10002512	TEST VENDOR	BILLS	TEST1	03.04.2026	08.04.2026	50,000.00	06.05.2026	12:50:30	CIL1001500	REC BY DEP	RECEIVED TEST BILL	ERPFICO_C...
CIL	1261001887	10002512	TEST VENDOR	BILLS	TEST1	03.04.2026	10.04.2026	50,000.00	06.05.2026	12:51:10	CIL1001630	FORWARDED	FORWARDED TEST BILL	ERPFICO_C...
CIL	1261001887	10002512	TEST VENDOR	BILLS	TEST1	03.04.2026	10.04.2026	50,000.00	06.05.2026	12:59:05	CIL1001630	REC BY DEP	FORWARDED TEST BILL	ERPFICO_C...

Click on Yes in confirmation screen



Step 3: Create New Dak number when bill resubmitted i.e. with physical date 21.04.2026

Now All due will be calculated from 21.04.2026.

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