Standing Operating Procedures of Quarter Management Module in SAP

T-Codes:

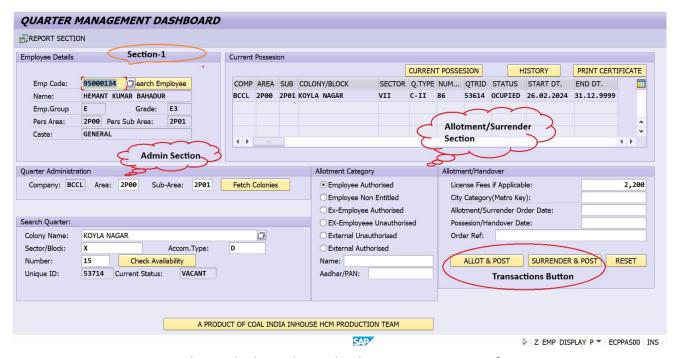
- 1. ZHR_QTR_MGMT- This is the Gateway of Quarter Records Management (Display, Allotment, Surrenders, Reports and Clearance Certificate Print)
- 2. ZHR_QTR_RPT- Employee's Organisation wise Accomodation Report and Location / Colony wise Report .
- 3. ZHR QTR UPD- Initial Master Record Upload and Transaction Records Upload only.

Pre-Requisites:

- 1. PA30 Access- Administrators must have the PA30 access of required Areas Quarter Administration. Employees having access to transaction in Payroll Areas maintained using PA30 schema of ZHR_PAYROLLR will be the Administrator of the Quarter of that Areas.
- 2. T_Code Access will provide only to see the existing records, reports & Certificate. To make any transaction(Allotment/Surrender) and Bulk upload special role assignment is required.
- 3. Initial Master Record & Transaction Records can be bulk uploaded in SAP for once only using the excel file following the format available in the screen. Compulsory fields list will be discussed separately.

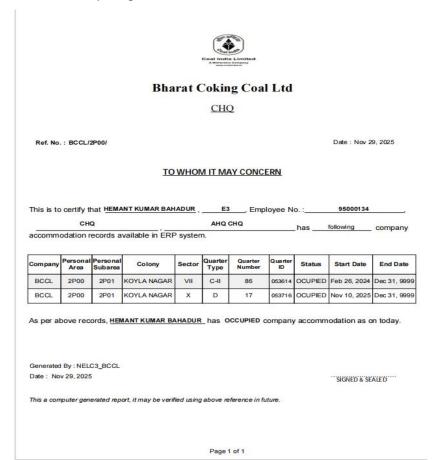
Programs:

DASHBOARD (ZHR_QTR_MGMT)



- 1. Section 1 Enter Emp Code to check employee details , current position of quarters , allotment/surrender history and Print Certificates.
- 2. Admin Section:- Administrator can select Area and Sub Area for further selection of Quarter for allotment and Surrender.If concern user has the required role authorization, Transaction Buttons will be active for transactions for his Area.

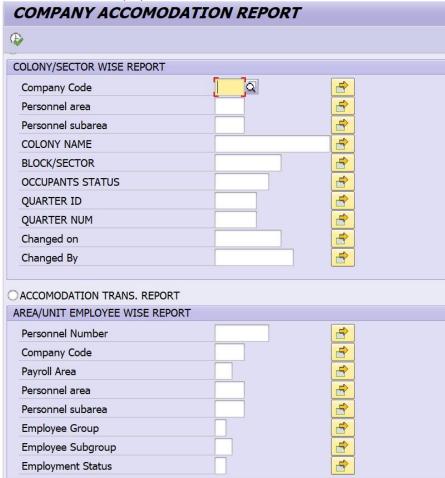
- 3. Search Quarter Section will help to search vacant quarters or select the quarter for allotment/surrender.
- 4. Transaction Buttons will check License Fees, City Category, Allotment/Surrenders date before execution. This data is very crucial, should be consulted with Payroll team to ensure suitable upkeep allowance and deduction of suitable license fees. Allotment /surrender have impact on IT0581 and IT0008. After Transaction status of records in IT0581 and IT0008 should be verified.
- 5. History Button- It will display all the transactions records for allotment and surrenders of quarters of selected employee.
- 6. Print Certificate: It will print a report with status of Quarter occupancy of an employee anywhere in Coal India. Sample is given bellow:



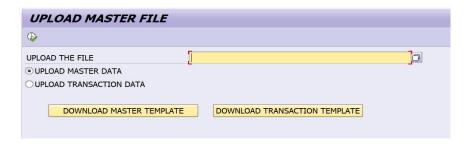
REPORTS (ZHR_QTR_RPT)

Two types of report of Quarters can be generated and exported to Worksheets for further analysis.

- 1. Colonywise/Quarter Location-wise It will consider all Quarters/Garages in the selected Colony/Locality and display allotted employees against each quarter.
- 2. Organization Manpower-wise Report It will consider all manpower's posted in the selected Area/Sub-Area and display allotted Quarters to them.



Initial Setup with Master Records (ZHR_QTR_UPD)



1. **Upload of Quarter Master Data in bulk**, including total number of quarters, type/category, quarter number, plinth area, location, License Fess and other relevant attributes will be uploaded as a one time arrangement using the provided template. Details of the data columns should be filled up before uploading to get Unique Qtr Id for uploading Transactions records. All fields in the template are compulsory.

Company Code	BCCL			
Personnel area	2D00			
Personnel subarea	2D01			
COLONY NAME	Coal Dump			
SECTOR	_			
QUARTER TYPE	A			
QUARTER NUMBER	46			
UNIQUE QUARTER ID	039085			
HABITABLE STATUS	Υ			
QUARTER AREA SQ FEET	41			
QUARTER FURNISHED STATUS	N			
RENT AMOUNT	370			
STATUS	OCUPIED			
Start Date	01.07.2021			
End Date	31.12.9999			

2. **Upload of Employee Transaction Data**, including allotment of quarters to employees and unauthorised quarters data will be uploaded as a one time arrangement using the provided template . Details of the data columns should be filled up before uploading according to Unique Qtr Id.

Allotment Category Accepts Following Category only

EE-AUTH -- For Employees

EE-UNAUTH

NE-AUTH -- For Non-Employees

NE-UNAUTH

XE-AUTH-- For Ex-Employees

XE-UNAUTH

Status accepts only OCUPIED/VACANT

Compulsory Fields of the master records template are as follows:

UNIQUE ID	Start Date	End Date	Pers.No.	Employee/app.name	Caste Cate	ALLOTCAT	STATUS
16368	01.07.2021	31.12.9999	90123449	Ashok Kumar Sharma		EE-AUTH	OCUPIED
16369	01.07.2021	31.12.9999	90203316	ANIL KUMAR SINGH		EE-AUTH	OCUPIED
16375	01.07.2021	31.12.9999	90217241	DHIRENDRA PAL		EE-AUTH	OCUPIED
16379	01.07.2021	31.12.9999	90217746	RATNESH KUMAR RAY		EE-AUTH	OCUPIED
16380	01.07.2021	31.12.9999	90217753	FAZLUR RAHMAN		EE-AUTH	OCUPIED
16386	01.07.2021	31.12.9999	90271131	Manisha Bashu Rai		EE-AUTH	OCUPIED
16387	01.07.2021	31.12.9999	90347972	Rohit kr. Sinha		EE-AUTH	OCUPIED
16404	01.07.2021	31.12.9999	90236399	P.K Singh		EE-AUTH	OCUPIED
16405	01.07.2021	31.12.9999	90216060	Sandeep Kr Gosh		EE-AUTH	OCUPIED
16411	01.07.2021	31.12.9999	90350828	Binod Sada		EE-AUTH	OCUPIED
16415	01.07.2021	31.12.9999	90213414	DIlip Kumar		EE-AUTH	OCUPIED
16416	01.07.2021	31.12.9999	90211475	Ram Binod Kumar		EE-AUTH	OCUPIED
16418	01.07.2021	31.12.9999	90203365	Sanjay Choudhray		EE-AUTH	OCUPIED
16420	01.07.2021	31.12.9999	90381278	SARWAN KUMAR		EE-AUTH	OCUPIED

Tables used:

- 1. ZQTR_MASTER
- 2. ZQTR TRANSACTION