

**Doc Type**      Process Document – Billing Enhancements

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SBSIL-ERP

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## 1. Consolidated Billing – CSA + Rental

### Existing Process

Before the new enhancements, below were the type of Invoice Generation:

1. Single CSA
2. Single ACSA
3. Single Rental
4. Group CSA
5. Group Rental

### Enhancements in Process

For the Rental Agreements, two invoices were getting generated:

1. CSA
2. Rental

AGREEMENT DETAILS			
From Date *	<input type="text"/>	To Date	<input type="text"/>
Office *	BO - DELHI	Executive *	--Select--
Bill Period *	1 Month	Slab Type *	--- Select ---
Payment Due Days *	0	Service Discount % *	<input type="text"/>
Clause	<div></div>		
	<div></div>		

RENTAL DETAILS			
Billing Period(Rental)	1 Month	Agreement Period(In Months)	36
Rental Value(Per Bill Period)	4800	Machine Value	150948
Security Deposit	0	Scrap Value	1
Form	None	Loan Value	150947
Is Notional Rent	<input type="radio"/> Yes <input checked="" type="radio"/> No	Interest Rate (Per Annum)	<input type="text"/>
Is Combined (CSA + Rental)	<input checked="" type="checkbox"/>		

Figure 1 Consolidated Invoice

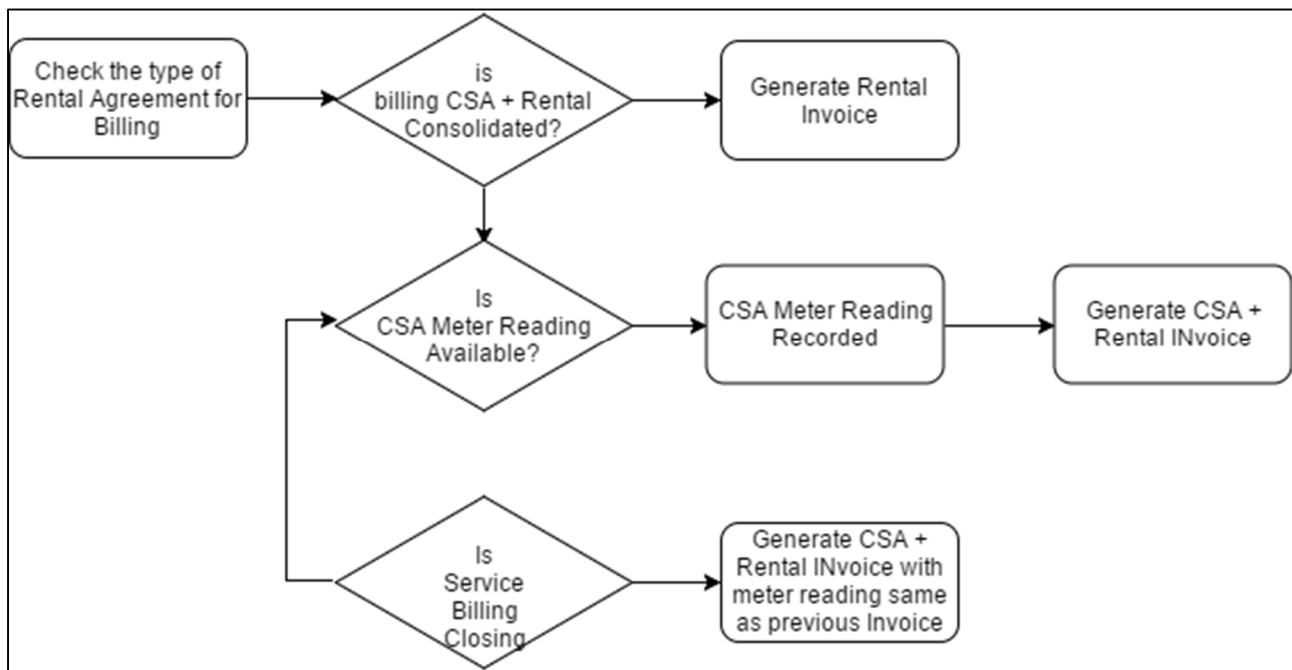
Now, the executive at HO, have the option to have a Single CSA + Rental Invoice. For doing so, while recording the CSA + Rental Agreement, they have the option to tag if, for the agreement, the CSA / Rental invoice is to be generated consolidated or separate (as per the existing process).

Once the Rental terms are selected as "Combined – Rental + CSA", Billing Period is combined for both CSA + Rental.

Rental invoice is not generated for such agreement on the 1<sup>st</sup> of Billing Cycle.

Once the meter reading is recorded for the CSA, Rental Invoice is generated along with CSA Invoice.

If the Meter Reading is not available for CSA, Rental Invoice gets generated while closing the Service Billing for the month.



Flow Chart 1 Billing for CSA + Rental Agreements

For such Invoices (CSA + Rental), vouchers are posted separately:

1. CSA – Voucher posted in "Sales - Service / Repair – Charge" (7100-05-0737)
2. Rental – Voucher posted in "Sales - Lease Rent Receipt" (7100-06-0740)

## 2. Group Invoice – Free Copy Provision

### Existing Process

For Agreements under the Machine Group, per copy rate and other terms were defined for each agreement. While generating the invoice against the Machine Group, copies terms were picked for each agreement, amount was calculated against each agreement and total was shown for the invoice.

### Enhancements in Process

A new provision is provided in the Machine Group to define the copies rates. This includes:

1. Billing Period
2. Slab Type – Flat or Differential
3. Service Discount – between 0 to 1%
4. Copy rate for all counters
5. Minimum billing clause for all counters

The rates for the group are defined by the executive at HO. The rates are only applicable, once the same are validated by the responsible executive at HO.

Machine Group Counter Details

**AGREEMENT DETAILS**

Machine Group Code
GRP3

Machine Group Name
Reliance Infrastructure

Agreement Type Code
CSA

Office
BO - MUMBAI

Bill Period \*
--Select--

Slab Type \*
--- Select ---

Service Discount % \*

All Machine group should have same Counter rate for link with counter.

**COUNTER DETAILS**

☐ BLACK A4

☐ BLACK A3

Sno.	Min	Max	Rate( ₹ )	Sno.	Min	Max	Rate( ₹ )
1				1			
2				2			
3				3			
4				4			

Flow Chart 2 Group Counter Details

While generating the service invoice against the Group, for which the counter rates is defined:

1. Total copies are calculated by subtracting the current meter reading with previous invoice meter reading.
2. Against the total copies:
  - a. Service Discount is calculated (as defined for the Group)
  - b. If the Minimum billable copies is more than the Total Copies (based on the meter reading), then invoice value is calculated based on the minimum billable copies.
  - c. Amount is calculated against each counter based on the copy rate and slab type defined.
3. Once the invoice is generated, a single voucher is posted against the same in "Sales - Service / Repair – Charge" (7100-05-0737)

### 3. Operating Lease

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#### Existing Process

- a. Earlier, there was provision for only Finance Lease.
- b. At the time of logging the OPS, executive had the provision to select the copier terms as Rental.
- c. Once the same is processed and billed (as Delivery Challan), branch logs the Rental Agreement against the machine. This agreement is currently processed as Finance Lease.

#### Proposed Enhancement

1. OPS Recording
  - a. While recording the OPS, the executive can select the copier terms as:
    - i. "Finance Lease" (FL) – Renamed from "Rental"
    - ii. "Operating Lease" (OL)
  - b. Once the Finance/ Operating Lease is selected, users need to provide the details for the usage of the machine and customer's financial status
  - c. Finance Lease OPS can be made for any product grade, however, for Operating Lease, the product grade can only be G10.
  - d. NO Stock is Check for the OPS for Operating Lease.
2. OPS Validation remains the same as the normal OPS. Please refer section 2.1 (Order Processing and Billing -> OPS of Product Document ver 2.0) for details of OPS validation
3. Price / AR Check

- a. OPS for Finance Lease shall not get auto cleared (in case the price is above or equal the base price). Executive at HO shall need to manually clear such OPS.
  - b. Price check validation is applied for Operating Lease. Based on the product price in the OPS, the OPS shall get auto blocked/ cleared from Price Check.
- 4. Product Stock Check – for Operating Lease, the product grade needs to be G10. If the stock is not available, the executive at HO capitalize the product and add the stock for G10.
- 5. Sale Billing
  - a. If the stock is available, user can generate the Delivery Challan against the OPS for Operating Lease. This not being the sale transaction, NO taxes are applicable. 0% IGST is applied against such transaction.
  - b. Voucher Posting – Once the transaction is recorded, below vouchers are posted:
    - i. Sale Voucher – NO
    - ii. Purchase Reversal – This needs to be recorded manually by the executive at HO.
      - 1. The Purchase Reversal voucher is recorded against the Delivery Challan.
      - 2. A list is provided for the Delivery Challan for which the purchase reversal voucher is to be recorded.
      - 3. Purchase Reversal voucher is posted only once. If the machine has been issued more than once, then such Delivery Challan does not come for posting of Purchase Reversal.
      - 4. The user in accounts have an option to:
        - a. Record a **“Transfer to fixed asset”** Transaction
- Fixed Asset A/C (5330-01-0168) Dr To
  - Purchase A/C (5110-01-295)
  - Note: Sub ledger posting depending on Product Category
- iii. For Operating Lease, NO payment liability stands in same on the customer.
- 6. Warehouse
  - a. Once the transaction is recorded for Operating lease, the same is visible in the warehouse login to record the machine serial number and GCN details against the same.
  - b. The machine serial number is recorded, the delivery challan copy gets updated and the serial number along with GCN details is printed on the copy.
- 7. Agreement Entry

- a. In the agreement against the Operating Lease, Rent can be marked as Notional. However, Unlike Finance lease, where the notional value is provided the agreement, the user will enter the ratio in which the Rental and CSA value is to be divided.
- b. E.g.:
  - i. For Operating Lease agreement, executive marks the Rental value as Notional, with Minimum Billing Clause as INR 10,000.
  - ii. He will need to mark the ration in which the Minimum Billing Clause (INR 10,000) is to be divided
  - iii. Suppose the user updates the ration as Rental Value @ 70% and CSA Value as 30%.
  - iv. At the time of billing, if the invoice value is up to INR 10,000, INR 7,000 shall be taken against Rental value and INR 3,000 shall be taken against CSA.

8. Agreement Validation - Validation of agreement for Operating Lease is similar to Finance Lease, with an exception that NO voucher / EMI chart is generated against such agreement.

9. Billing against OL Agreements

- a. Taxes are calculated based on the SAC code for Rental of Copier/ MFD machines and the GST and Tax Exemption status of the customer.
- b. Voucher Posting of Rental Invoice against the OL Agreement.

Customer A/C (Account Receivable for Service - 7100-06-0741 Dr  
To Rental Revenue A/C

10. Agreement Short Closure

- a. Incase, the Operating Lease agreement is short closed, NO voucher is posted as there is NO outstanding against the customer.

11. GRN of Machines Sent on Finance Lease (FL) or Operating Lease (OL)

- a. Service Branch
  - i. Once the FL / OL agreement is over or Short closed, a list is available in the login of work controller of the branch to dis-install the machine
  - ii. From the list, the work controller records the Dis-installation call against such machine and assign the same to service engineer.
  - iii. The service engineer is responsible for dis-installing the machine and update the status of the same in the application.
- b. HO – Logistics Login
  - i. GRN of the Machine against Expired agreement:
    - 1. In login of Logistics in-charge at HO, a list of all expired FL and OL agreements against which the machine is to be taken back is available.



2. The executive can check, if the machine has been dis-installed by the service branch.
3. If the machine has been dis-installed, the executive can coordinate with the warehouse to bring the machine back (out of application).
4. Once the machine is back in stores, using the menu option "Transaction -> Inventory -> Agreement List for GRN" the executive can mark the receipt of material.
5. The receipt can be recorded only against the agreements for which the Uninstallation call is closed. If the call is not closed or aborted, executive at HO shall not be able to record the GRN.
6. While taking the GRN – all sale warehouses are available. Executive can record the GRN against any sale warehouse.
7. While recording the GRN, based on the agreement type
  - a. FL – product grade is G11
  - b. OL – product grade is G10 – NO voucher is posted against such GRN.

## 4. Software Sale

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While recording, the OPS, now the executive shall be able to log the OPS for the products defined for Software Sale (Options) along with the Finished Goods.

For such OPS, the billing process (both Auto and Manual), excludes the products that are defined for Software Sale, and bills only the products that are not marked for Software Sale.

A new menu option "Transaction -> Sale Invoice -> Software Sale Billing" is provided to the executive at HO, from where, the executive is able to view the OPS in which the parts are included marked for Software Sale.

Click on the OPS number that takes the user to a page to:

1. Update Billing and Consignee Address
2. Select the sale warehouse from where the billing shall be done – stock is checked against this warehouse.
3. The user can update the quantity (cannot be more than the ordered quantity) and price of the product
4. Taxes are calculated based on the warehouse and billing address of the customer.
5. Once the user clicks on the submit button:
  - a. Sale Transaction is recorded as Software Sale – voucher is posted against the same
  - b. Stock for the product is reduced from the sale warehouse.

- c. In case there are other products to be billed in the OPS, the status of the OPS is updated as Partial else Billed Completely.

Software Billing List

**Contact Information** [Show Details](#)

Company : Cadence Design Systems India Limited  
Contact : Mr. Deepak Deepak Khosla  
GST Status : Yes  
GST No : 09AAACC1138Q1ZG

**BILLING ADDRESS**

Billing Address \* [ SEZ@HO ][ Plot 57A &B, Noida Special Economy Zone, Phase-2 ]  
PLOT 57A &B  
NOIDA SPECIAL ECONOMY ZONE  
PHASE-2, NOIDA  
State UTTAR PRADESH City NOIDA  
Pin Code 201305 Phone Number  
Contact Person GSTIN No 09AAACC1138Q1ZG

**CONSIGNEE ADDRESS**

Consignee Address \* [ CAD2 ][ PLOT NO - 57 A,B & C, NOIDA SPECIAL ECONOMIC ZO ]  
PLOT NO - 57 A,B & C, NOIDA SPECIAL ECONOMIC ZONE  
PHASE-2  
NOIDA  
State UTTAR PRADESH City NOIDA  
Pin Code 201305 Phone Number 9873197791  
Contact Person DEEPAK KHOSLA GSTIN No 09AAACC1138Q1ZG

**SOFTWARE SALE DETAILS**

Warehouse \* Chennai-KWE-Warehouse Invoice Type Tax Invoice

**PRODUCT DETAILS**

S.No.	Product	Description	Segment	Group	Grade	Stock	Quantity	Execute Qty	Unit Price	Amount	Unit Price Incl. Tax	Taxes	Total Incl. Tax
1	SAPD	Sharp AccountingPlus Device	Digital Multi-Function	OPTIONS	G10	0	1	1	0.01	0.01			

Remarks \*

Total Sales Value (Excluding Tax) \*  
Total Taxes \*  
Net Payable Amount \*  
Net Payable Amount(rounded)(Rs.) \*

Submit

Figure 2 Software Sale

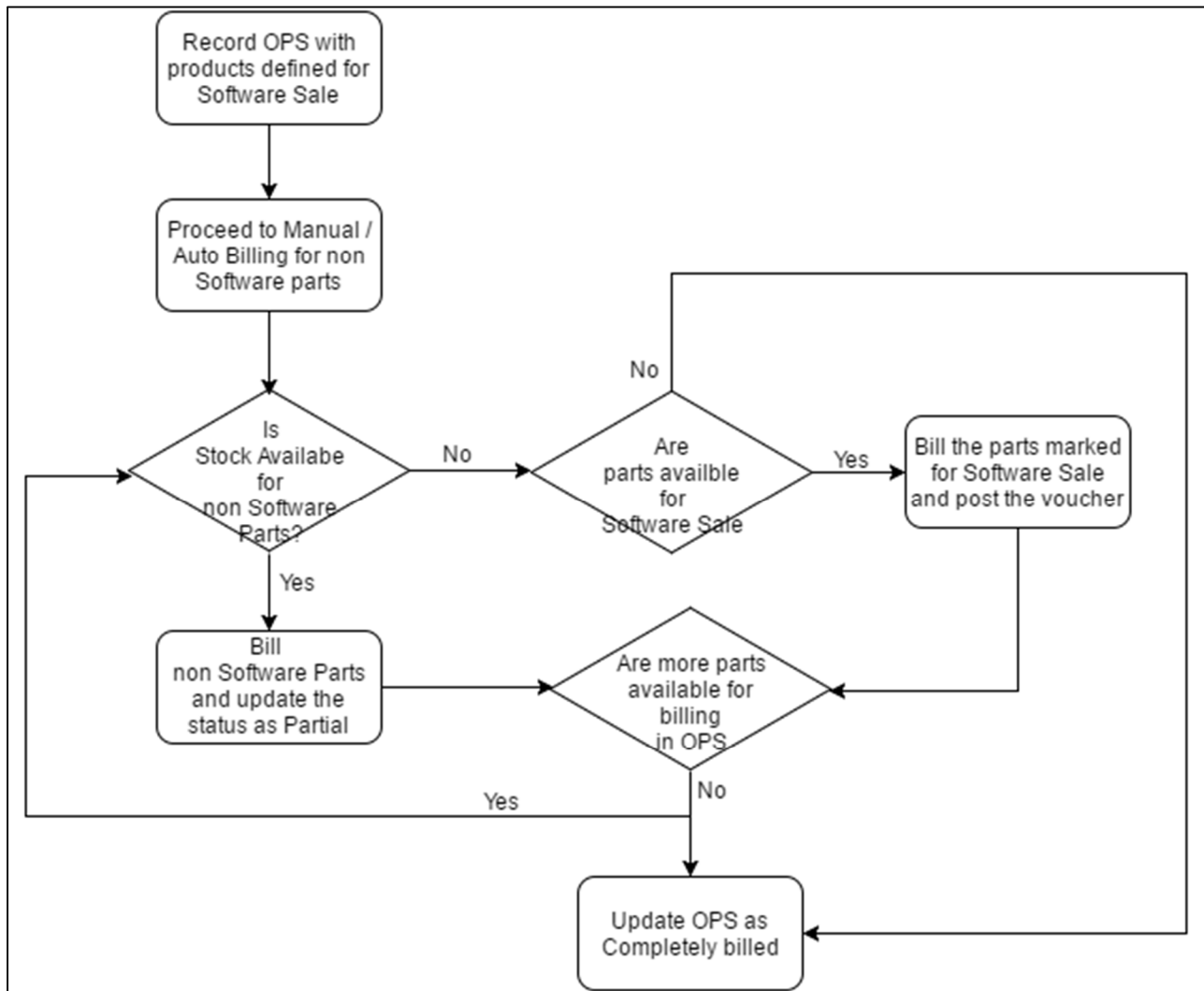


Figure 3 Software Sale

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